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Mediterranean

Project co-financed by the European
Regional Development Fund

 **HERIT-DATA**

**Sustainable Heritage Management towards
Mass Tourism Impact thanks to a holistic use
of Big and Open Data**

**2° Steering Committee
Florence, 15th May 2018**

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 **HERIT-DATA**

Some administrative reminders – Key points

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Herit Data Working Package

WP	Description	WP Leader	Start	Finish
WP1	Project management	Regione Toscana	02-2018	01-2022
WP2	Project communication	Occitanie / Pyrenees-Mediterranean Region	02-2018	01-2022
WP3	Studying	Agència Valenciana del Turisme – Generalitat Valenciana	03-2018	04-2019
WP4	Testing	Regione Toscana	05-2019	12-2020
WP5	Transferring	Region of Western Greece	05-2020	01-2021
WP6	Capitalising	Occitanie / Pyrenees-Mediterranean Region	02-2021	01-2022

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Herit Data - Deliverable planned for 04-2018

WP	Deliverable nr.	Description	type
WP1	1.1.1	LP Project Coordination Procedure	Method
	1.3.1	Procedure for Cooperation and financial and administrative management	
WP2	2.1.1	Communication Plan	Plan
	2.1.2	Target Audience Mapping	

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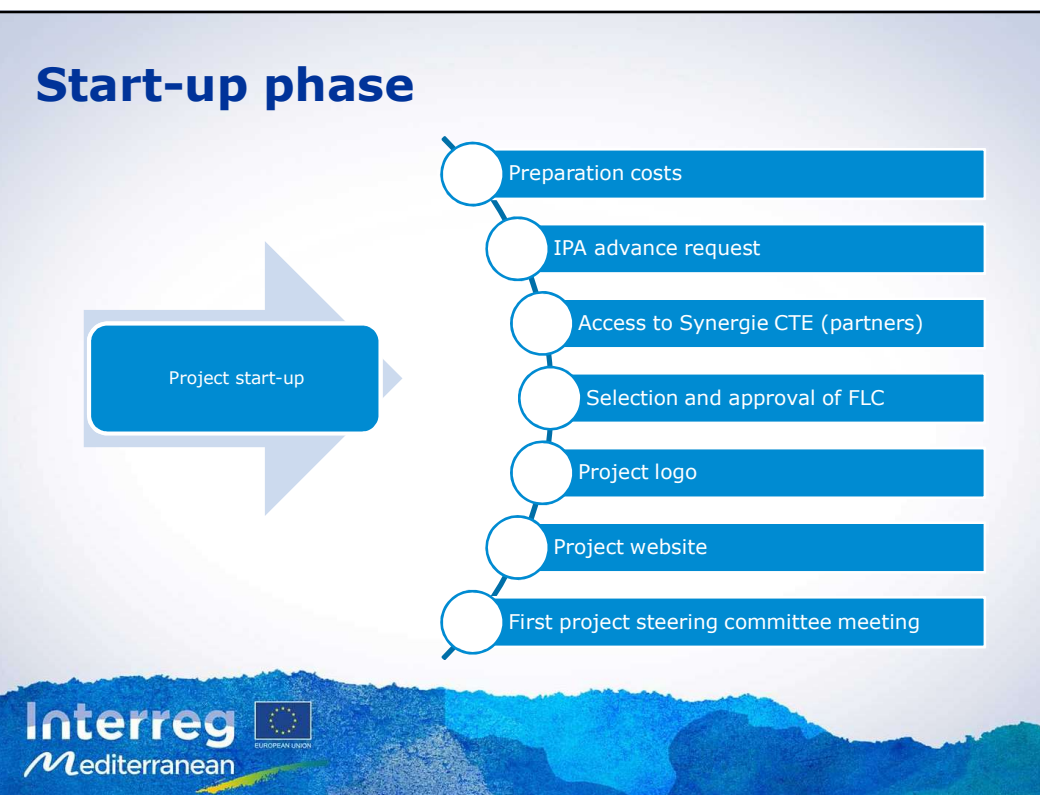
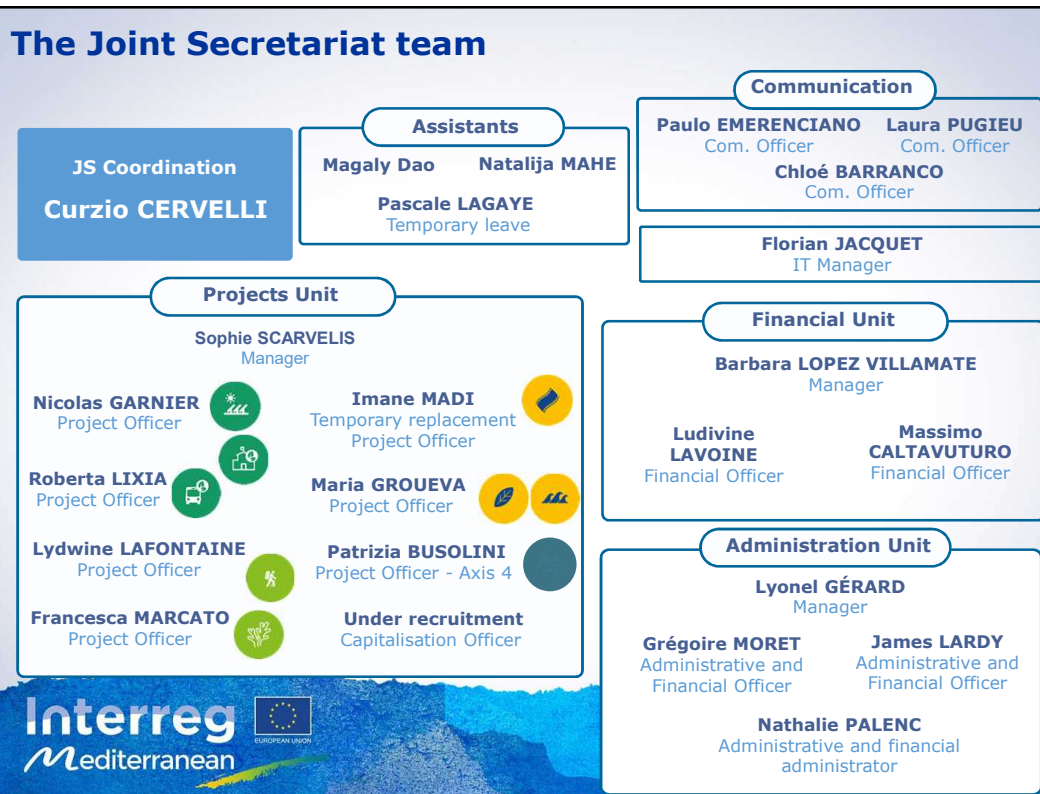


D.2 Project budget – overview per partner/ per budget line

	Staff costs	Office and Administration	Travel and Accommodation	External Expertise and Services	Equipment	Preparation costs	Total budget	Net revenue	Total eligible budget	% total eligible budget
REGIONE TOSCANA - Department of Infrastructure & Technology	248,700.00 €	37,305.00 €	29,400.00 €	159,595.00 €	5,000.00 €	7,500.00 €	487,500.00 €	0.00 €	487,500.00 €	11.62 %
FUNDATION FOR RESEARCH AND INNOVATION	192,600.00 €	28,890.00 €	17,640.00 €	75,230.00 €	5,000.00 €	6,000.00 €	325,360.00 €	0.00 €	325,360.00 €	7.75 %
Santa Maria Real Foundation of Historical Heritage	243,600.00 €	36,540.00 €	29,890.00 €	113,810.00 €	35,000.00 €	6,000.00 €	464,840.00 €	0.00 €	464,840.00 €	11.08 %
City of Dubrovnik development agency	153,676.00 €	23,051.40 €	19,600.00 €	108,674.00 €	35,000.00 €	1,500.00 €	341,501.40 €	0.00 €	341,501.40 €	8.14 %
Agency for Sustainable Mediterranean Cities and Territories	208,200.00 €	31,230.00 €	17,640.00 €	95,430.00 €	3,000.00 €	1,500.00 €	357,000.00 €	0.00 €	357,000.00 €	8.51 %
Faculty of Science and Technology - New University of Lisbon	189,900.00 €	28,485.00 €	19,600.00 €	72,015.00 €	5,000.00 €	1,500.00 €	316,500.00 €	0.00 €	316,500.00 €	7.54 %
Valenciaport Foundation for Research, Promotion and Commercial Studies of the Valencian region.	256,900.00 €	38,535.00 €	17,640.00 €	73,425.00 €	25,000.00 €	1,500.00 €	413,000.00 €	0.00 €	413,000.00 €	9.84 %

D.2 Project budget – overview per partner/ per budget line

	Staff costs	Office and Administration	Travel and Accommodation	External Expertise and Services	Equipment	Preparation costs	Total budget	Net revenue	Total eligible budget	% total eligible budget
Occitanie / Pyrenees-Mediterranean Region	191,925.00 €	28,788.75 €	26,460.00 €	132,826.00 €	45,000.00 €	1,500.00 €	426,499.75 €	0.00 €	426,499.75 €	10.17 %
Conference of peripheral maritime regions of Europe	141,900.00 €	21,285.00 €	21,560.00 €	51,525.00 €	0.00 €	1,500.00 €	237,770.00 €	0.00 €	237,770.00 €	5.67 %
Agència Valenciana del Turisme – Generalitat Valenciana	76,751.00 €	11,512.65 €	19,600.00 €	106,179.00 €	5,000.00 €	0.00 €	219,042.65 €	0.00 €	219,042.65 €	5.22 %
REGION OF WESTERN GREECE	162,676.00 €	24,401.40 €	26,460.00 €	111,464.00 €	35,000.00 €	1,500.00 €	361,501.40 €	0.00 €	361,501.40 €	8.62 %
Centre for Spatial Research	147,000.00 €	22,050.00 €	17,640.00 €	55,310.00 €	3,000.00 €	0.00 €	245,000.00 €	0.00 €	245,000.00 €	5.84 %
Total	2,213,828.00 €	332,074.20 €	263,130.00 €	1,155,483.00 €	201,000.00 €	30,000.00 €	4,195,515.20 €	0.00 €	4,195,515.20 €	
% of the total budget	52.77 %	7.91 %	6.27 %	27.54 %	4.79 %	0.72 %	100.00 %	0.00 %	100.00 %	100.00 %
ERDF	2,066,828.00 €	310,024.20 €	245,490.00 €	1,100,173.00 €	198,000.00 €	30,000.00 €	3,950,515.20 €	0.00 €	3,950,515.20 €	94.16 %
IPA Funding	147,000.00 €	22,050.00 €	17,640.00 €	55,310.00 €	3,000.00 €	0.00 €	245,000.00 €	0.00 €	245,000.00 €	5.84 %
Total EU funds	2,213,828.00 €	332,074.20 €	263,130.00 €	1,155,483.00 €	201,000.00 €	30,000.00 €	4,195,515.20 €	0.00 €	4,195,515.20 €	100.00 %



Programme tools

SYNERGIE CTE : <https://synergie-cte.asp-public.fr/>

Monitoring tool for projects application, instruction and follow-up:

- ✓ Individual access for all programme actors
- ✓ Project application form and modifications
- ✓ Project key documents uploaded(contractual documents)
- ✓ Reporting of activities
- ✓ Financial data (expenditure, controls and corrections)
- ✓ FLC certificate /progress report /payment claim



Programme tools

Interreg Med webplatform: <https://interreg-med.eu/>

Programme website and host of project sites

- ✓ Programme key documents (factsheets of Programme Manual, templates, Synergie guides, national info)
- ✓ Information on programme/projects/calls
- ✓ Library
- ✓ Project's websites (activities and deliverables)
- ✓ Follow-up of project's activities by the JS
- ✓ Calendar, news, etc...
- ✓ Link to Synergie CTE



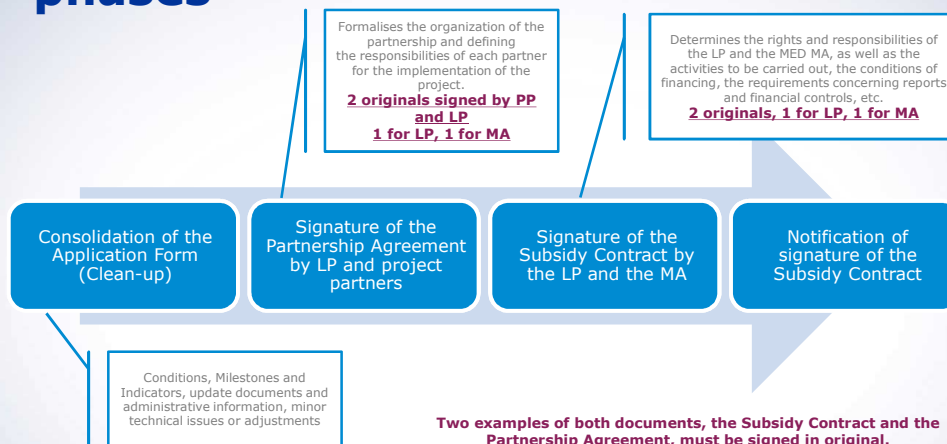
Expenditure reporting procedure

1	Each partner enters activities and expenditure on Synergie CTE	PP
2	Lead Partner validates the partners' expenses on Synergie CTE	LP
3	FLC of each partner (centralised or decentralised system) <ul style="list-style-type: none"> Validates the eligible expenditure Generates a FLC certificate on Synergie CTE 	FLC/PP
4	In Spain and Portugal: FLC certificate is validated by the responsible National Authority	NA/FLC/PP
5	Lead Partner checks that all certificates are uploaded and produces a payment claim on Synergie CTE	LP

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Pre-contracting and contracting phases



Two examples of both documents, the Subsidy Contract and the Partnership Agreement, must be signed in original.

Both examples of the Subsidy Contract and one of the Partnership Agreement must be submitted together to the JS by regular post.

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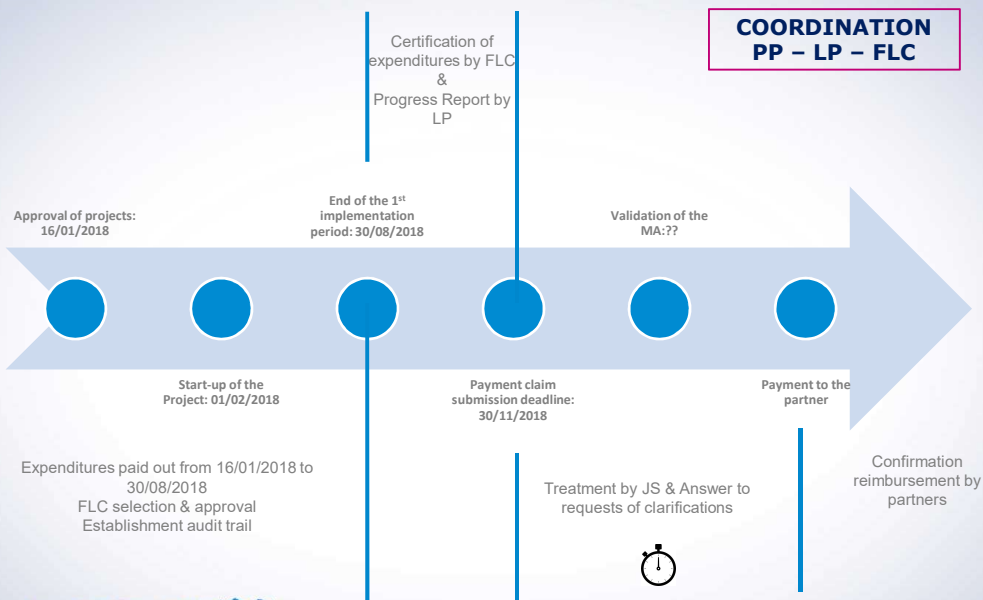
Reporting procedure - Timing

Progress Report and Payment claim must be submitted to the JS within **3 months after the end of each implementation period (NO delays accepted)**

Implementation Period	Submission date
01/02/2018-31/08/2018	30/11/2018
01/09/2018-28/02/2019	31/05/2019
01/03/2019-31/08/2019	30/11/2019
01/09/2019-29/02/2020	31/05/2020
01/03/2020-31/08/2020	30/11/2020
01/09/2020-28/02/2021	31/05/2021
01/03/2021-31/08/2021	30/11/2021
01/09/2021-31/01/2022	30/04/2022

- Eligibility of expenditure starts 16/01/2018
- End of the last period corresponds to the end of the project: submission within 3 months from project end

Reporting timing



Expenditures Eligibility

According to the latest approved **Application Form**

Not funded by other EU funds

Essential for the project implementation

Based on **real costs** (except for cost using flat rates/lump sums)

Complying with the **principle of sound financial management**

Borne directly by the beneficiary and supported by accounting documents = **AUDIT TRAIL**

Incurred, engaged and paid out within the eligible period

Complying with eligibility rules at European, Programme and national level; including relevant **public procurement rules**

Validated by an authorised **First Level Controller**

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Audit Trail

Partners must ensure that all accounting documents linked to the project are **available** and **filed separately**.

Partner must have a **separate accounting** system and/or an adequate accounting code.

Partner must have a mechanism in place to avoid **double funding** (same expenditure reimbursed by different sources of funding)

Original copies of documents to be kept by each partner until December 31st 2028, or longer if required by the country's legislation.

Responsibility of the LP for the implementation of suitable **audit trail** - overview

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Expenditure Eligibility Period

Costs for project **implementation** :

✓ Start: date of the approval by Programme committee

✓ End: official ending date + 2 months only for payment

Costs for project **closure** : incurred, invoiced and paid out within 2 months after the official ending date of the project

Preparation costs cannot be claimed as direct costs !!!

BUDGET LINE 1. STAFF COSTS

Costs of staff employed by the beneficiary for implementing the project, already employed by the beneficiary or contracted specifically for the project

It includes **salary payments + any other costs directly linked to salary payments supported by the beneficiary**

Calculated **based on real costs** using compulsorily one of the **4 methods established by the Programme Audit trail**

- ✓ Employment document for each staff member
- ✓ A list of the staff working on the project that includes all the staff involved in the project
- ✓ A job description for each staff member
- ✓ Specific documents depending on the method selected

4 methods for the calculation of staff costs



Is the change of calculation method possible?

LIMITS -> Not possible

- Part-time : fixed % to variable number of hours, and vice versa** ($B \rightarrow C$ and $C \rightarrow B$)
- Changes of fixed % in the middles of a implementation period**
(cases of force majeure and changes in working time of the staff member)

Exceptional situations that allow methods changes:

- Changes in the staff working in the project
- Changes in the employment documents
- Changes in the level of involvements of the partner (module passage)
- Changes in the participation of the partner (project modification)
- Changes in the tasks and responsibilities of the employee

General principles

One method for each staff member
 The adequacy of the staff costs must be ensured
 Taxable benefits, only if foreseen by contract or national/internal regulation
 Un-paid voluntary work, non eligible
 Overtime eligible, only if paid additionally to the salary, and according to national eligibility rules

BUDGET LINE 2. OFFICE AND ADMINISTRATIVE EXPENDITURE

Represents **15 % of eligible staff costs**
 Automatically calculated by SYNERGIE CTE after validation of the staffs costs by the FLC
 It covers all the operating and **administrative** expenses of the structure (e.g. rent, utilities, maintenance, equipment for general office use, phone, bank charges, etc...)
 No need to provide **supporting** documents. No calculation method required

BUDGET LINE 3. TRAVEL AND ACCOMMODATION COSTS

Expenditure on travel and accommodation of the **staff of the partner institution** for missions (e.g. participation in project meetings, project site visits, meetings with the programme bodies, seminars, conferences, etc.).

In the case of travels **outside of the MED area**:

- indicated in the approved Application Form
- authorised by the MA/JS **prior to the travel purchasing**

Most common mistakes

- *Most cost-effective way*
- **National maximum daily rates for hotel and subsistence must be respected**
- *Unused travel tickets are not eligible*

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BUDGET LINE 4. EXTERNAL EXPERTISE AND SERVICES COSTS

Costs of external expertise and services provided by a **body outside of the partner organisation** (e.g. studies and surveys, translation, promotion and communication, services related to meetings and events, audits, travel of experts):

- ✓ Sub-contracted
- ✓ In-house companies

Full respect of EU, Programme and national (including stricter institutional) **public procurement rules** and compliance with the principles of transparency, non-discrimination and equal treatment. External expertise and services costs are paid on the basis of **contracts or written agreements** and against invoices or **requests for reimbursement**.

Travel and accommodation costs of persons outside the partner organisation: external expertise and services providers, associated partners, in-house companies staff, and invited speakers, chairperson of meeting.

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BUDGET LINE 5. EQUIPMENT EXPENDITURE

Equipment purchased, rented or leased by a beneficiary which are essential for the implementation of the project.

Full respect of EU, Programme and national (including stricter institutional) **public procurement rules** and compliance with the principles of transparency, non-discrimination and equal treatment. Need to **be specified** in the AF or approved by the JS

Equipment for general office use costs can be claimed only if it is used exclusively in the framework of the project.

A **compulsory template** to prove the exclusive use of the equipment in the framework of the project **is provided by the Programme**

The existence of equipment for general office use should be verified in the framework of **on-the-spot verifications** on projects performed by FLC

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PUBLIC PROCUREMENT - OUTSOURCING

Levels of rules to be applied:

- EU rules
- National rules
- Internal rules of the partner organisation

The **strictest rule** must always be applied.

- Interreg MED Programme recommendation



For contracting amounts above EUR 5.000,00 (excl. VAT) → kindly ask for at least three offers from three different providers

>>>> All partners, public and private

>>>> No sub-contracting between project partners or associated partners is allowed

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Contracts above **EUR 500,00** must be entered in Synergie CTE

Budget modifications

No budget modification will be allowed during the first year of project implementation.

Budget deviation (minor change, managed by the LP in cooperation with its partnership, validated by the project steering committee, and communicated to the JS via the progress report)

20% flexibility rule during project implementation

Final budget adjustment within the 10% flexibility rule (not exceeding the total approved project budget).

Each partner, in the limit of its total budget, has the possibility to shift funds between budget lines and work packages up to 20% of its total eligible budget.

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Budget modifications: substantial

Redistribution of the budget lines and/or work packages exceeding the 20% flexibility allowed by the Programme; as well as budget modifications that may occur when the project needs a budget reallocation between partners.

For any substantial budget modification an **approval from the Programme bodies is required.**

The Programme recommends the LP to wait to have a real overview of the project implementation and to make full use of the flexibility rule of 20% before requesting this type of modification.

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