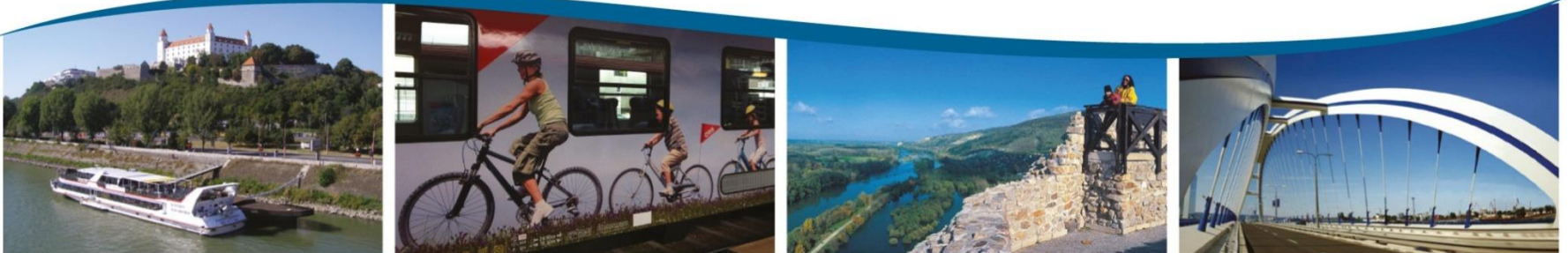


## 5th partner meeting – Tulcea Steering-meeting 05

Gudrun Schrömmner  
14.05.2014

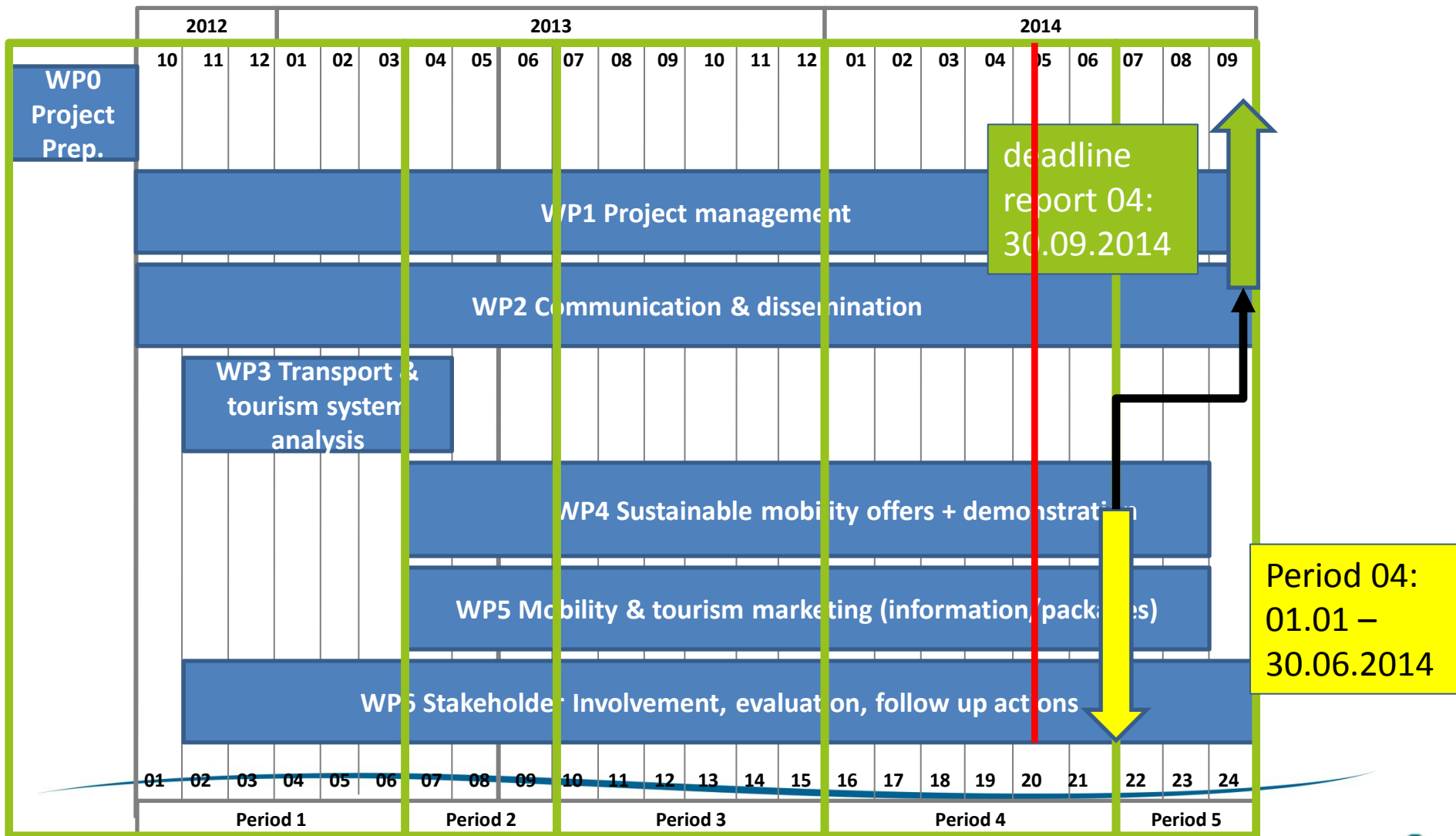


## Project management

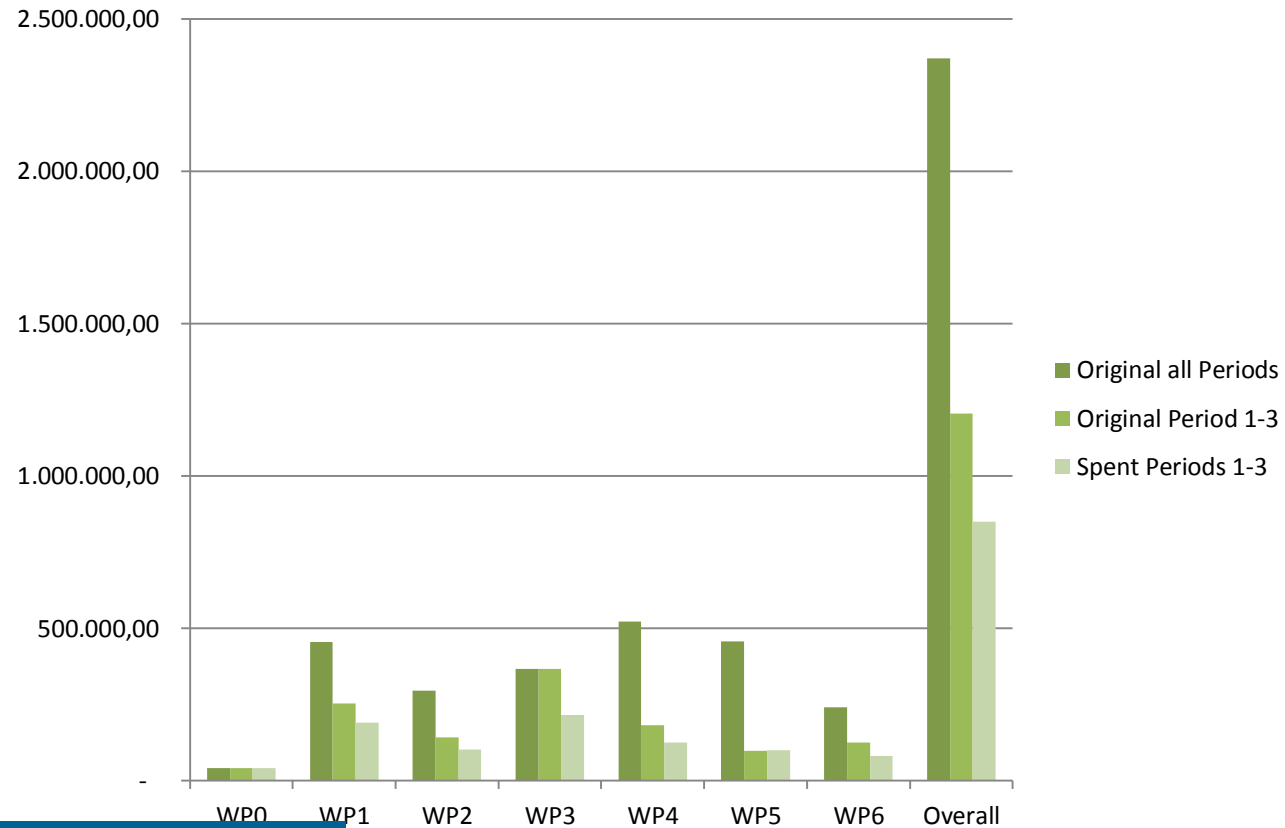
- Reporting:  
schedule
- Reports 01/02/03:  
review
- Feedback PR03
  - Involvement  
OBS/ASP
- WP2 / outputs WP2
- Project closure

## Financial management

- Overview spending - per 03
- Spending forecast per 01 - 04
- Budget shifts: overview
- Remaining shifting volume  
into EE



## Expenditures per WP:



Transfer of the ERDF  
PR01 – Nov 2013  
PR02 – Jan 2014

## Progress Report 1,2 – reported budget

### Expenditures PR01:

€ 113.435,83

(Foreseen Period 00 + 01 in  
AF: € 279.697,73)

### Expenditures PR02:

€ 358.005,75

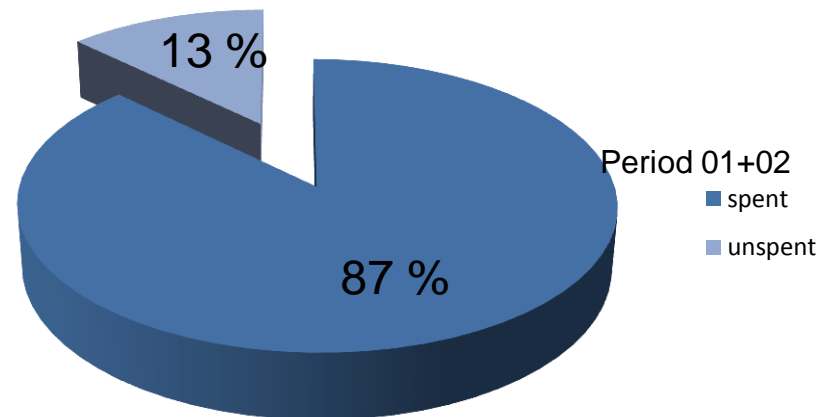
(Foreseen Period 02 in AF:  
€ 251.277,12)

### Expenditures reports

#### 01+02:

€ 471.441,57

(Foreseen Period 01 + 02 in  
AF: € 530.974,85)



## Progress Report 1, 2, 3 – reported budget

### Expenditures reports

#### 01+02:

€ 471.441,57

(Foreseen Period 01 + 02 in

AF: € 530.974,85)

#### Expenditures PR03:

€ 377.090,10

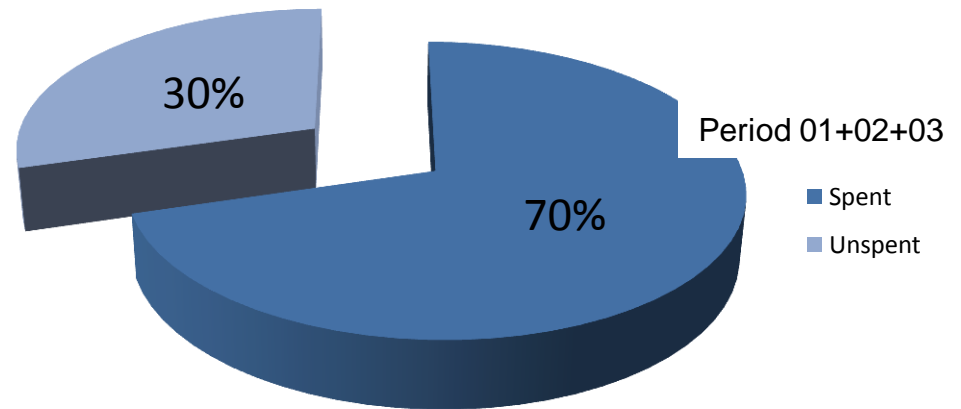
(Foreseen Period 03 in AF:

€ 673.224,53)

#### Expenditures in reports 01+02 +03:

€ 848.531,68

(Foreseen Period 01+02+03 in AF: € 1.204.199,38)



## Declarations / Reports Period 1-3

		PR01	PR02	PR03		
LP	EAA	x	✓ + ✓	x		
PP1	DTC	x	x	✓ + ✓ + x		
PP2	BGLD	x	✓ + ✓	✓		
PP3	BSGR	x	x	✓ + x + x		
PP4	WPRED	✓	✓	✓		
PP5	BBTDM	✓	✓	✓		
PP6	VIDIN	✓	✓	✓		
PP7	CSDCS	✓	✓	✓	PR01	Period 1
PP8	INCDT	✓	✓	✓	PR02	Period 2
PP9	SERDA	✓	✓	✓	PR03	Period 3
PP10	SKCYCLO	x	x	ⓘ + ⓘ + ⓘ	x	No certified expenditures in this period
20%PP1	DO	✓	✓	✓	✓	Report included in Progress report
IPA1	DCC	✓	✓	✓	ⓘ	Information needed about status
IPA2	RARIS	x	✓ + x	✓ + ✓		

## Reporting: feedback PR03 – involvement ASP/OBS

- PM has to offer an **overview on the involvement of the ASPs and observes** in the project:
  - how many participated and how (regional workshops, stakeholder meetings...)
  - Do they take part in project meetings ?
  - Which measures are implemented to ensure their information on the project and endorsement
- **Todo for the PP** → please send an overview to PM about the questions above until May 23rd
- Further amendments in PR03: only for 4 PPs concerning financial issues



- ASP 01 - [Neusiedl am See](#) (AT)
- ASP 02 - [Ministry of Transport](#) (SK)
- ASP 03 - [Regional Development Agency Senec-Pezinok](#) (SK)
- ASP 04 - [Győr-Moson-Sopron County](#) (HU)
- ASP 05 - [Veszprém County Council](#) (HU)
- ASP 06 - [Danube Delta Biosphere Reserve Authority](#) (RO)
- ASP 07 - [Fertő-Hanság National Park](#) (HU)
- ASP 08 - [Hungarian Tourism Private Lt.](#) (HU)
- ASP 09 - [The National Authority for Tourism](#) (RO)
- ASP 10 - [Ministry of Economy, Energy and Tourism](#) (BG)

- OP01 [Austrian Ministry of Agriculture, Forestry, Environment and Water Management](#) (AT)
- OP02 [Federal Ministry for Transport, Innovation and Technology](#) (AT)
- OP03 [Federal Ministry of Economy, Family and Youth, Tourism Department](#) (AT)
- OP04 [Working Community of the Danube Regions](#) (AT)
- OP05 [Donau-Auen National Park](#) (AT)
- OP06 [Nationalpark Lake Neusiedl Seewinkel](#) (AT)
- OP07 [Public Transport Association VOR](#) (AT)
- OP08 [Regional Development Agency Komárno](#) (SK)
- OP09 [Middle-Danube-valley Environment and water Management Directorate](#) (HU)
- OP10 [DINPD, Duna-Ipoly National Park Directorate](#) (HU)
- OP11 [Ministry of Transport an Infrastrucutre Baden-Württemberg](#) (D)
- OP12 [Public Institution Nature Park Kopački rit](#) (HR)
- OP13 [City of Vukovar](#) (HR)

- OP14 [Ministry of Environment, Mining and Spatial Planning of the Republic of Serbia](#) (SRB)
- OP15 [County Council Tulcea](#) (RO)
- OP16 [Ministry of Environment and Forests](#) (RO)
- OP17 [Club Friends of Public's Park of Rusenski Lom](#) (BG)
- OP18 [Directorate of nature park "Rusenski lom"](#) (BG)
- OP19 [Holiday Club BG LTD](#) (BG)
- OP20 [Ministry for the Environment, Land and Sea](#) (I)
- OP21 [Iron Gates Natural Park Administration](#) (RO)
- OP22 [Départements & Régions cyclables](#) (F)
- OP23 [Ministry of National Development Office of the Minister of State for Infrastructure](#) (HU)
- OP24 [Hungarian Transport Administration](#) (HU)
- OP25 [Ministry of Transport, Information Technologies and Communications](#) (BG)

## Reporting: feedback PR03

- important concerning **travel-costs**: Please always indicate the location, date and type of meeting/event the PP's staff took part in.
- Concerning **outputs/results**:
- please don't forget to mail them to: PM or to put them into the dropbox (please send me a **short mail showing me the link**, so no output will get lost...) → information to PP3 for project homepage

## Budget shifts

It is the **responsibility of each PP to timely inform the LP whenever they intend to reallocate budget among WPs or BLs, and get the pre-approval of LP, who will ask for approval by JTS.**

•PP who have already carried out shifts:

Period 01: PP9, PP10, 20%-PP, PP3

Period 02: PP1, PP2, PP6, PP7

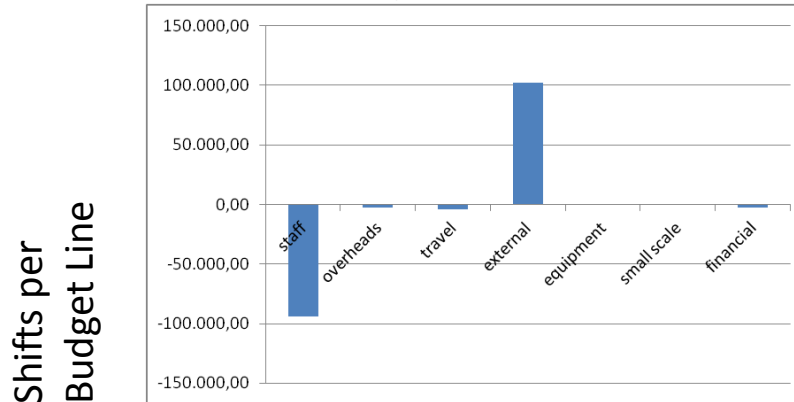
Period 03: LP, PP3, PP6, PP9

Period 04: IPA-PP2, PP9, PP5 (no details yet)

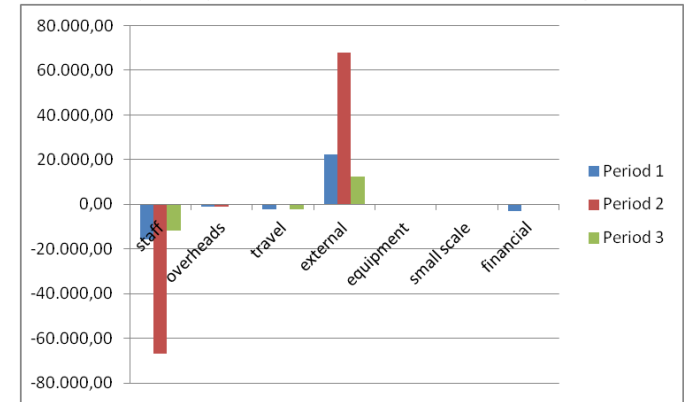
→ total budget of PP2 into EE → 9 % shifting volume reached, approx.  
€ 34.000,00 remaining shifting volume

## Budget shifts - overview

Total shifts (reported to JTS)

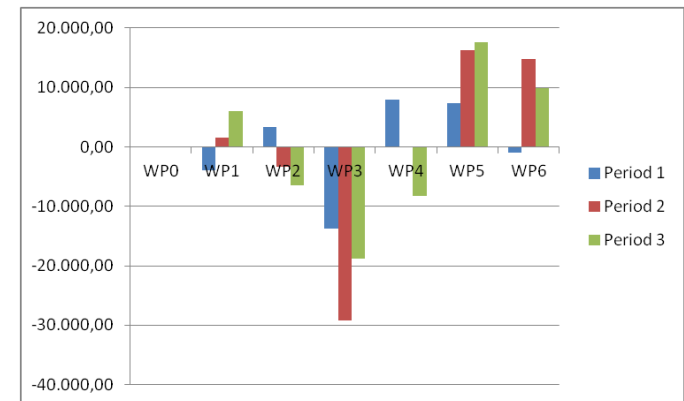
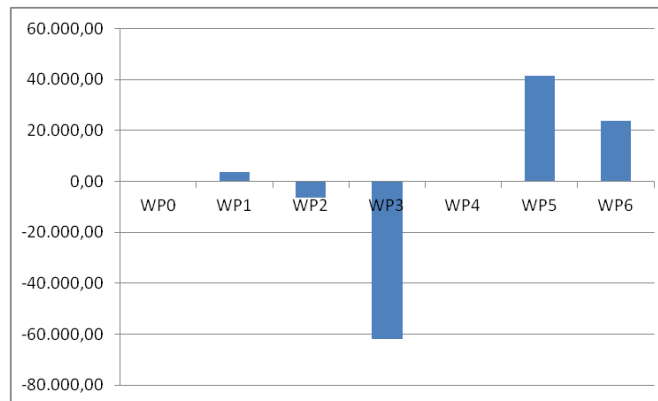


Shifts per period (blue 1, red 2, green 3)



Shifts per  
Budget Line

Shifts per  
Work Package



# budget shifts per 01-02-03 – reported to JTS

TOTAL PROJECT BUDGET	WP0	Original	Modified	Original	Modified	Original	Modified	Original	Modified	Original	Modified	Original	Modified	Original	Modified	BL Difference
		WP1		WP2		WP3		WP4		WP5		WP6		TOTAL		
Staff	0,00	162.309,00	161.832,91	148.150,00	112.204,12	138.976,66	100.666,66	183.735,00	159.375,00	160.490,00	174.163,00	138.060,00	129.180,00	931.720,66	837.421,69	-94.298,97
Overheads	0,00	14.160,72	14.896,72	14.156,00	12.340,00	11.849,87	10.461,87	15.514,80	14.442,80	13.907,20	15.336,20	11.860,80	11.660,80	81.449,39	79.138,39	-2.311,00
Travel Accom.	0,00	66.296,00	64.046,00	40.300,00	39.300,00	6.170,00	5.970,00	8.810,00	8.810,00	8.170,00	8.170,00	25.314,60	27.564,60	155.060,60	153.860,60	-1.200,00
External Expertise	40.000,00	200.900,00	210.836,09	91.200,00	124.365,88	207.850,00	186.792,00	305.660,00	331.830,00	257.970,00	279.170,00	64.850,00	96.246,00	1.168.430,00	1.269.239,97	100.809,97
Equipm.	0,00	5.500,00	5.500,00	1.000,00	1.000,00	0,00	0,00	7.000,00	7.000,00	15.000,00	15.000,00	0,00	0,00	28.500,00	28.500,00	0,00
Investm.	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Fin. Charg	0,00	4.870,00	1.870,00	500,00	500,00	500,00	500,00	0,00	0,00	0,00	0,00	0,00	0,00	5.870,00	2.870,00	-3.000,00
<b>TOTAL</b>	<b>40.000,00</b>	<b>454.035,72</b>	<b>458.981,72</b>	<b>295.306,00</b>	<b>289.710,00</b>	<b>365.346,53</b>	<b>304.390,53</b>	<b>520.719,80</b>	<b>521.457,80</b>	<b>455.537,20</b>	<b>491.839,20</b>	<b>240.085,40</b>	<b>264.651,40</b>	<b>2.371.030,65</b>	<b>2.371.030,65</b>	
<b>WP Difference</b>			<b>4.946,00</b>		<b>-5.596,00</b>		<b>-60.956,00</b>		<b>738,00</b>		<b>36.302,00</b>		<b>24.566,00</b>			

Budget-shifts  
foreseen for per.04:  
IPA-PP2, PP9, PP5

WP deviation (EUR)	66.552,00
WP deviation (%)	3%

BL deviation (EUR)	100.809,97
BL deviation (%)	4%

Budget-shifts incl. for per.04:  
IPA-PP2, PP9, - missing: PP5

# budget shifts per 01-02-03-04 – incl. outlook PP2

TOTAL PROJECT BUDGET	WP0	Original	Modified	Original	Modified	Original	Modified	Original	Modified	Original	Modified	Original	Modified	Original	Modified	BL Difference
		WP1		WP2		WP3		WP4		WP5		WP6		TOTAL		
Staff	0,00	162.309,00	148.359,00	148.150,00	105.850,00	138.976,66	97.959,35	183.735,00	133.760,00	160.490,00	145.713,00	138.060,00	123.385,00	931.720,66	755.026,35	-176.694,31
Overheads	0,00	14.160,72	13.132,72	15.756,00	10.852,00	11.849,87	8.668,06	15.514,80	11.804,80	13.907,20	12.924,20	11.860,80	10.774,80	81.449,39	68.156,58	-13.292,81
Travel Accomod.	0,00	66.296,00	55.430,00	40.300,00	39.400,00	6.170,00	5.520,00	8.810,00	8.060,00	8.170,00	7.720,00	25.314,60	28.282,86	155.060,60	144.412,86	-10.647,74
External Expertise	40.000,00	200.900,00	236.400,00	91.200,00	130.620,00	207.850,00	190.178,86	305.660,00	362.130,00	257.970,00	309.050,00	64.850,00	106.136,00	1.168.430,00	1.372.914,86	204.484,86
Equipment	0,00	5.500,00	5.500,00	1.000,00	1.000,00	0,00	0,00	7.000,00	7.000,00	15.000,00	14.900,00	0,00	0,00	28.500,00	28.400,00	-100,00
Investments	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Fin. Charges	0,00	4.870,00	1.120,00	500,00	500,00	500,00	500,00	0,00	0,00	0,00	0,00	0,00	0,00	5.870,00	2.120,00	-3.750,00
<b>TOTAL</b>	40.000,00	454.035,72	459.941,72	296.906,00	288.222,00	365.346,53	302.826,27	520.719,80	522.754,80	455.537,20	490.307,20	240.085,40	268.578,66	2.371.030,65	2.371.030,65	
<b>WP Difference</b>			5.906,00		-8.684,00		-62.520,26		2.035,00		34.770,00		28.493,26			

Budget-shifts incl. for per.04:  
IPA-PP2, PP9  
- missing: PP5

<b>WP deviation (EUR)</b>	<b>71.204,26</b>
<b>WP deviation (%)</b>	<b>3%</b>

<b>BL deviation (EUR)</b>	<b>206.084,86</b>
<b>BL deviation (%)</b>	<b>9%</b>



## Project change

### Status:

- Date of withdrawal of PP1: January 10th, 2014
- Tasks fm WP5 and WP6 (and money) were shifted fm PP1 to 20% PP:  
€ 57.555,00
- Necessary documents were prepared by LP/PM and submitted to JTS on Jan. 18th, 2014
- New total project-budget is lower
- New Partnership Agreement signed by Legal Representatives of PPs and OBS (1 missing: EU ASP10 Ministry of Economy, Energy and Tourism MEET Bulgaria)
- Approval by SC (Feb. 13th, 2014) → Addendum to the Subsidy Contract (pending)

## Project lifetime

- 24 months are foreseen for the implementation
- Project-prolongation ?
  - additional costs for PM ;-(
  - Longer pre-financing phase ;-(
  - Final conference set for last project-month

## Project closure

Due 3 months after project end (Dec 31st, 2014 → Dec 19th, 2014)

- Final Progress Report (PR 5) - LP has to include all expenditures/of PPs not submitted in the previous periods
- Final Activity Report
- Monitoring Wizard

Project closure by the JTS:

- JTS checks if all requirements, activities, outputs are fulfilled
  - Closed after approval of final payment to the LP
- > LP is informed about project closure

## **Final Activity Report:**

- LP has to provide comprehensive overview of project achievements, programme achievements and transnational added value  
->measures for sustainability of project results; potential for capitalisation

## **Monitoring Wizard:**

- Update together with PR 5 and FAR

## Final Activity Report:

- Executive summary
- Resume of project objectives
- Key achievement - project outputs/results
- Evaluation of the partnership
- Sustainability and follow-up
- Publicity, visibility and capitalisation potential
- Contribution to the horizontal policies of the EU
- Location of project documentation and deliverables

## Eligible costs:

- Expenditures have to be incurred and paid before end date of project (=30.09.2014)
- Exception: **costs incurred in the last reporting period (July – September 2014) and control costs related to the Final Progress Report have to be paid within 60 days from the project end date at the latest**
- Anyway, all costs must be validated in time → if the certification is not ready by the end of December 2014 the money is lost!

## Retention of documents:

- > The LP is obliged to retain all files, documents and data about the project until at least 31.12.2022
- Project website: available at least 2 years after project closure

## Retention of documents - I :

Document	Lead Partner	Project Partner
Approved Application Form	Copy (of original signed by LP)	Copy (of original signed by LP)
Partnership Agreement (and amendments)	Original	Original
Subsidy Contract	Original	Copy
Amendments of Subsidy Contract	Original	Copy
Progress Reports	Copy	Not relevant
Application for Reimbursement	Copy (countersigned by JTS)	Not relevant
Partner Reports	Copy	Copy



## Retention of documents - II :

Document	Lead Partner	Project Partner
Declarations on validation of expenditure	Copy	original
Each invoice and accounting document of probative value related to project expenditure (originals to be retained at the premises of the project partner concerned)	only the LP's invoices in original	only PP's invoices in original
All supporting documents related to project expenditure (e.g. payslips, bank statements, public procurement , etc.) to be retained at the premises of the project partner concerned	only the supporting documents of the LP in original	only the supporting documents of the PP in original

## Retention of documents - III :

Document	Lead Partner	Project Partner
All project deliverables (materials reduced during the project period)	all project deliverables in original	only the project deliverables of the PP in original
If relevant, documentation related to on the spot checks of the Controllers (to be retained at the premises of the project partner concerned)	only LP's on the spot check documentation in original	only PP's on the spot check documentation in original
If relevant, documentation of monitoring visits of the JTS	Original	copy
If relevant, audit reports	All audit reports, LP audit report in original, all other reports in copy	PP's audit report in original PP's audit report in original
Final Activity Report	Copy	Not relevant
SEE Monitoring Wizard	Copy	Not relevant

## Upcoming transnational meeting

**September 8th – 11th, 2014** – PM 06, Belgrade (+ final project-conference)

Sep. 8th - PP-meeting

Sep. 09th – Final conference

Sep. 10th – 11th – Study tour