

CENTRAL EUROPE PROGRAMME 2007-2013



Lead Applicant Briefings
February 2009

A map of Central Europe with regional boundaries highlighted in white. The map is centered on the text "PREPARATION & START-UP PHASE".

**PREPARATION
&
START-UP PHASE**

I. Preparation Costs



PREPARATION COSTS

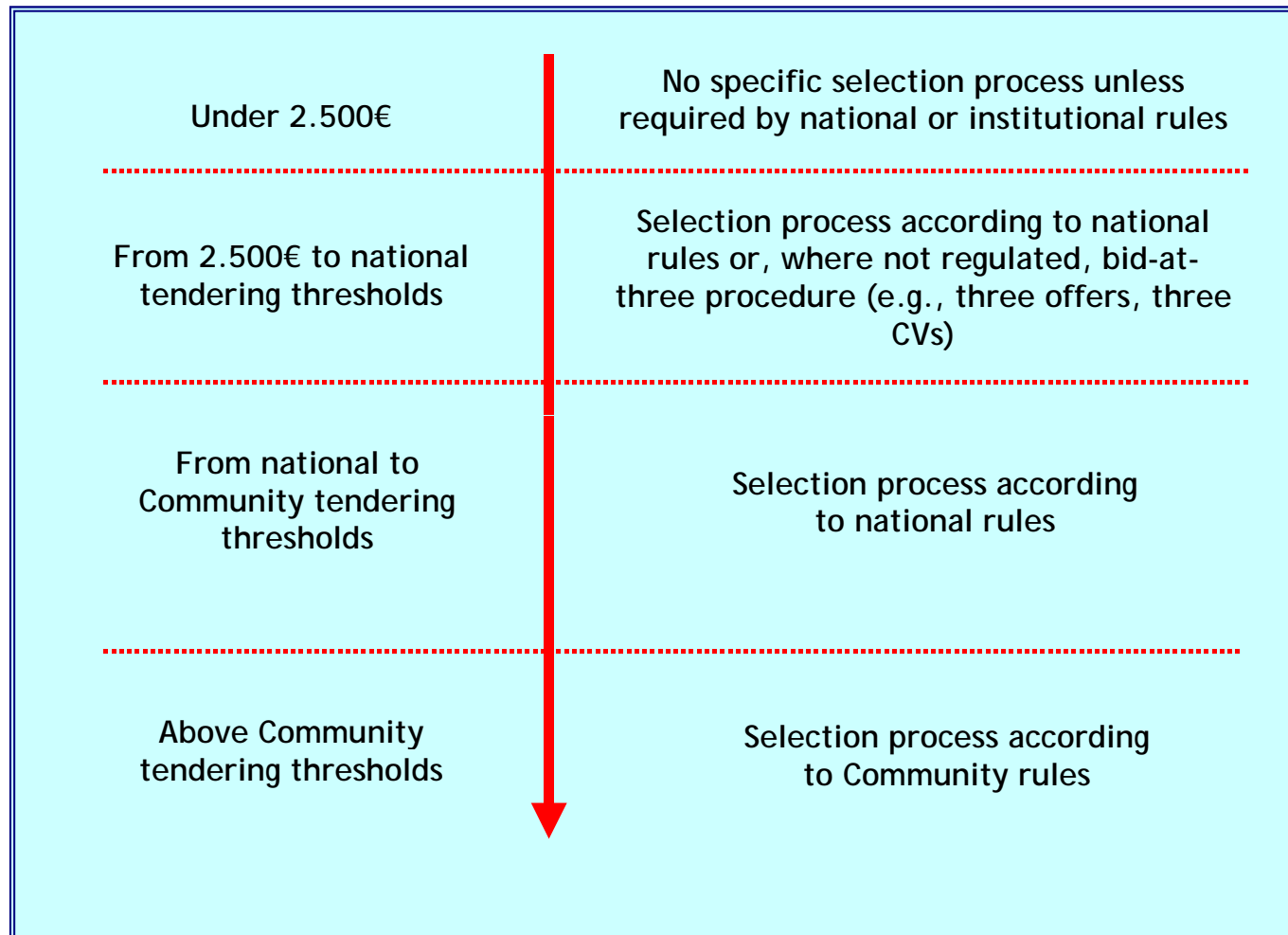


- Must be foreseen in AF;
- Threshold of € 20.000;
- Must exclusively relate to preparation activities carried out between 1 January 2007 and date of submission of the AF;
- The costs must be put under the relevant budget line;
- The partners involved must be indicated in the AF;
- Rules on Public Procurement have to be respected at this early stage.

- ❖ The purchase of **goods and services**, is subject to national, Community and institutional rules.
- ❖ Rules on public procurement are **mandatory** and have to be respected also by private bodies and international organisations.
- ❖ Adherence to Public Procurement will be checked during verifications.



Overview of the **selections processes** to be implemented:



Supporting Documents for Preparation Costs



STAFF COSTS



- ✓ List of staff working on the project, stating name, qualification and function.
- ✓ Service order stating tasks to deliver and amount of days.
- ✓ For people working part-time: total salary, calculation of daily/hourly cost based on real worked hours and total amount charged to the project.
- ✓ Payroll and social security documents.
- ✓ Monthly time-sheet, properly filled-in with a description of tasks carried out and duly signed, both by the employee and the responsible.

DIRECT COSTS:

- ✓ Evidence that costs are real and project-related.

INDIRECT COSTS:

- ✓ Explanation of the calculation method for charging a certain percentage to the project (either defined by national rules or established by the partners).
- ✓ Evidence that costs are real and project-related.
- ✓ No lump-sums allowed.
- ✓ Must not include costs claimable in other categories.

EXPERTISE & SERVICES



- ✓ Contract explaining the type of task/activities to be developed, duration, remuneration and, if applicable, quota charged to the project.
- ✓ Detailed invoice, clearly stating date of the invoice, the payee, the payer, description of the services, quantification of the services, price per unit and total price.
- ✓ Where applicable, documents regarding social charges.
- ✓ Where applicable, deliverables produced by the expert.



TRAVEL & ACCOMODATION

- ✓ Mission request/authorisation, clearly stating the name of the person, the date/duration of the mission, place and scope of the mission.
- ✓ Travel invoices paid directly by the company/institution.
- ✓ Reimbursement request, with the relevant documentation required according to national rules or institutional procedures, related to expenses held directly by the person undertaking the mission.
- ✓ Proof of effective reimbursement by institution.
- ✓ In case of use of own car, reimbursement request through milage sheet, according to national procedures and using agreed values per travel unit .

MEETINGS & EVENTS



- ✓ Evidence that the most cost-efficient option has been chosen and, if applicable, evidence that public procurement has been respected.
- ✓ Contract with the service provider clearly stating the type of service to be provided, the date of the service and the total cost.
- ✓ Detailed invoice, clearly stating date of the invoice, the payee, the payer, description of the services, quantification of the services, price per unit and total price.
- ✓ Other complementary documents such as agenda and/or minutes of the meeting.

II. START-UP PHASE



Submitting a project proposal for ERDF funding entails the adherence to rules and the Partners must be ready for a long-lasting commitment.

Partners must be ready to respect EU, Programme and national rules (e.g. To keep the project related documents until 31st December 2022).



MONITORING COMMITTEE DECISION



During the Monitoring Committee meeting a unanimous decision is taken about the funding or otherwise of the project proposals submitted.

The applications are either:

Approved;

Approved upon “necessary improvements” fulfilled; or

Rejected.



GENERAL PRINCIPLES

Implementation Time line



Project Starts
(according to start
date in AF)

Project to start at
the latest within 2
months from
signature



- ❖ Do not underestimate the time/administrative work required during the start-up phase.

- ❖ While elaborating the work plan consider the:
 - Time needed for public procurement procedures;
 - Time required for employment procedures;
 - Time needed for the setting up of the management structures
 - (including partnership co-operation and decision making).

- ❖ Keep in mind:
 - That a detailed budget breakdown per Partner, per WP and Per Budget Line will be required during start-up;
 - The importance of having a solid partnership to respect legal and financial requirements.

HOW CAN WE HELP



... personal contact:

- National Contact Points
- CENTRAL EUROPE Programme
Joint Technical Secretariat

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A screenshot of the CENTRAL EUROPE website. The page features a navigation menu at the top with links for HOME, PRESS, FAQ, LINKS, CONTACT, and JOBS. A search bar is located below the navigation. The main content area is titled 'NATIONAL CONTACT POINTS' and lists contact details for Austria and the Czech Republic. The Austria section includes the name Mrs. Andrea Rainer-Cerovská, her title as National Contact Point Austria, and contact information for the Austrian Conference on Spatial Planning. The Czech Republic section lists Mrs. Stela Horváthová, her title as Ministry for Regional Development, and contact information for the Department of European Territorial Cooperation. A sidebar on the right contains a 'Become a MEMBER' form, a 'CENTRAL NEWS' section with recent updates, and an 'EVENT CALENDAR' section with upcoming events.



**THANK YOU
FOR YOUR ATTENTION!!**

