

POWER PROGRAMME

ONLINE MONITORING SYSTEM

Subprojects



European Union
European Regional Development Fund

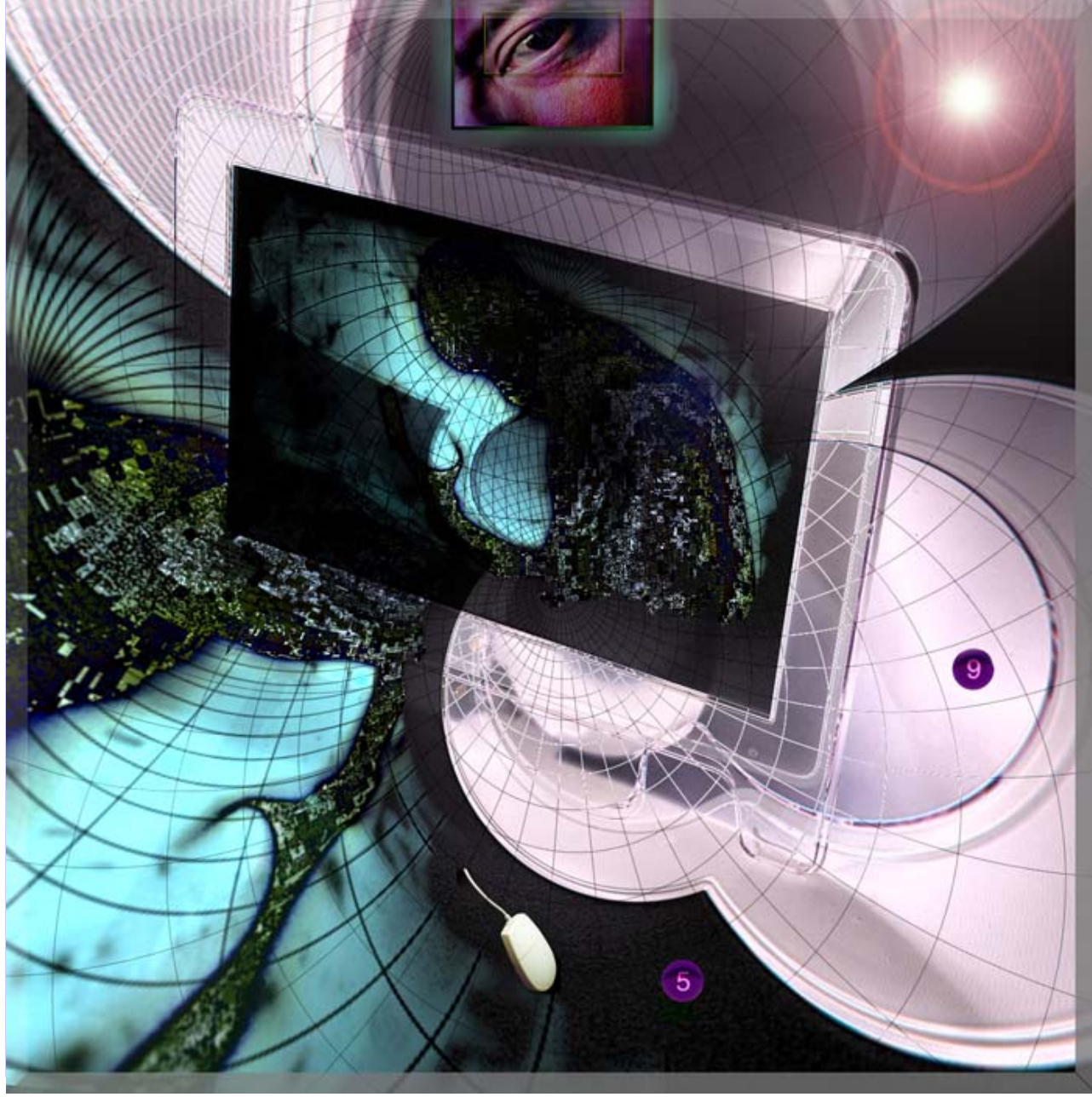


TABLE OF CONTENT

Log in page	3	Claim tab - Payment page	19
Online monitoring system Process chart	4	Power website - Document library	20
Profile tab	5		
Finance tab	6-11	Annexes	21-49
Audit file	7	Annex 8a - Fact Sheet on calculating staff costs	21-22
Budget lines	8-9	Annex 8b - Fact Sheet on administration costs	23-24
Entry of invoices on the online system	10-11	Annex 8c - Fact Sheet on Public procurement	25-26
Activity tab	11	Audit Evidence	27-28
Output tab	12	Audit certification generated by the online system	29-32
Certification tab	13-14	Annex 5b INTERREGIVC Partner control confirmation	33
Amendments to your claim	15	Annex 6 INTERREGIVC Control Report	34-46
Reforecasting	16	(incl. Control checklist)	
Response to claim	17	Annex 2 - Good practice form	47
Monitoring tab	18	Output evidence	48-52
Face to Face monitoring visits	18	Annex 1 - Activity Report - examples	53-55
Project budget	18	Contacts	56-57

This is the online monitoring system as developed by SEEDA for the use on the POWER INTERREG IVC programme. This online guide is intended as a tool to assist project managers and regional partner delivery bodies to complete their claim and reporting procedure.

The guide is not intended to cover all eventualities and potential questions should be discussed with the Secretariat at SEEDA or your regional correspondent whose details can be found on pages 56 & 57.

Log in page

POWER
Low Carbon Economies
ONLINE MONITORING

Members Only

To access your account, please **sign in** below.

email

password

Please click [here](#) if you have forgotten your password.

To access the POWER online monitoring system go on the POWER website on www.powerprogramme.eu. When you first access the system just enter your email address and the common password POWER. We strongly recommend that you change your password. To change your password, go to the Profile tab, click on Edit and change your password, don't forget to save>

Log in:
My password: power

Project Partner home page

Welcome, English partner

Please choose function:

[Monitoring System](#) [Programme Documents](#) [Forum coming soon](#)

Other options:
[Log Out](#)

News

2nd Apr 2009
some other news item
something else...
[read more...](#)

1st Apr 2009
some news item
this is a test!
[read more...](#)

Events

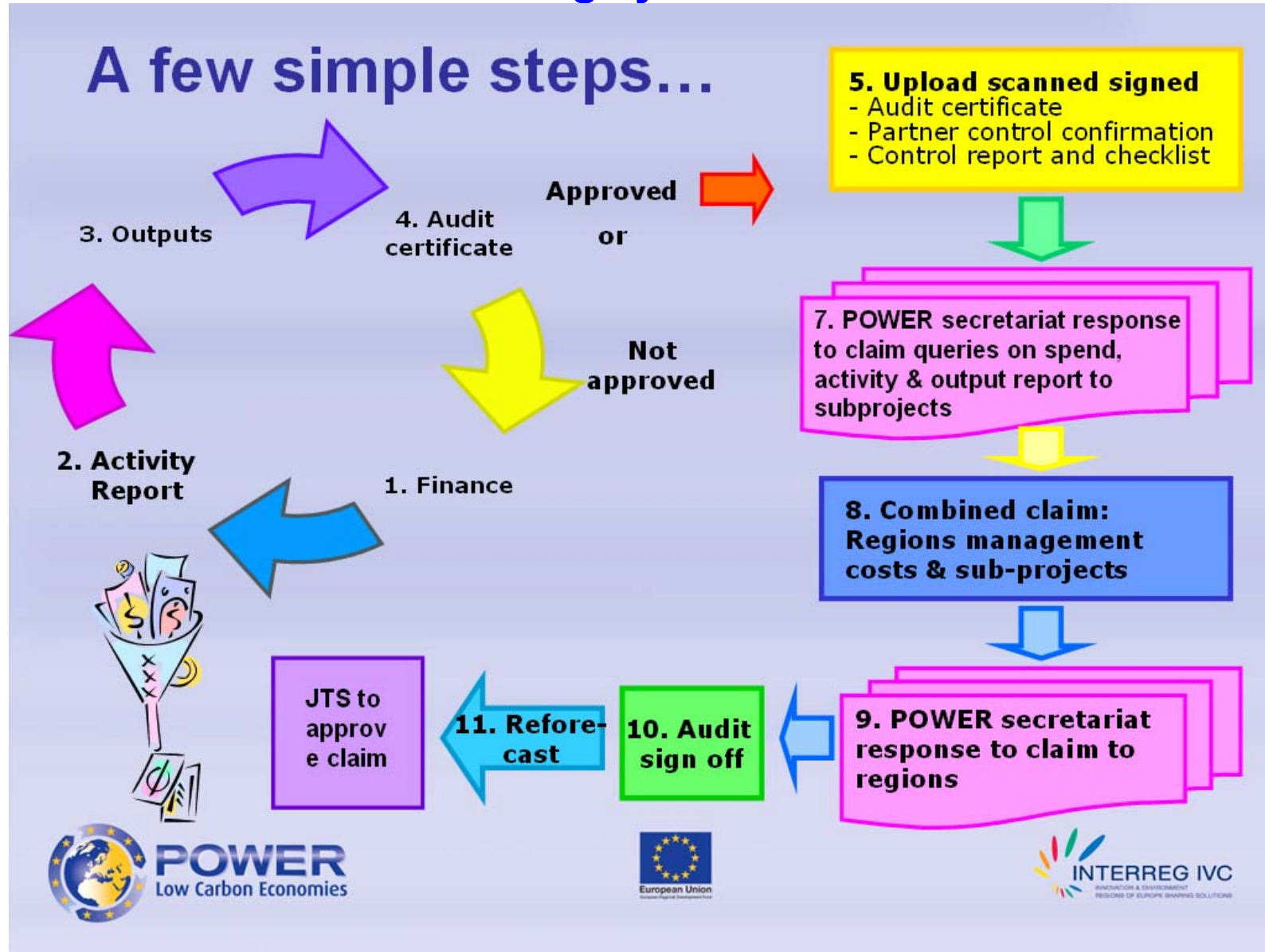
12th Mar 2009
POWER Programme
Launch
[read more...](#)

You have now access to three **secured** areas of the Website:

1. the **Online Monitoring system**,
2. the **Document library** of your project where you can save all documents related to the project and
3. the **Policy forum** (coming soon).

Online monitoring system Process chart

A few simple steps...



Profile tab



To move from one tab to another, please click on the individual tabs.

The Profile tab comprises of different sections:

1. The task list that provides you with information on the reporting progress: Please note that each task is interlinked

My task list - Period: Jan-Jun 2009 set this as my default period <input type="checkbox"/> Show related organisations <input type="checkbox"/> Show ALL orgs <input type="checkbox"/> Show narrative											
Organisation	Status	PR number	Submitted invoices	Submitted activity report	Submitted outputs	Signed docs uploaded	Reforecasting done	Uploaded docs approved	Submitted to JTS	JTS Approval	Payment made
SEEDA	SEC	2	2009-09-22 09:57:51	TO DO	TO DO	TO DO	TO DO	TO DO (SEEDA/RC)	TO DO (SEEDA)	TO DO (SEEDA)	TO DO (SEEDA/RC)

2. Contact information: name and contact details of the team working on the project, Bank details linked to the payment of the grant
3. Partners involved in your project

Edit your contact details and submit

Bank details

Bank Name: Lloyds Plc, Guildford
 Account No: 00356687
 Sort Code: 25-20-20
 Account Name: SEEDA
 Swift Code: SWIFT001
 Internal Ref No: zzz0001
 Agresso Code:

Auditor information - REGIONAL AUDITOR

Auditor Entity:
 Auditor Address:
 Auditor City:
 Auditor Postcode:
 Auditor Country:
 Auditor Name:

Project: 1st call - Subproject1

Partners:
 Spanish partner
 Estonian partner
 Italian partner
 Swedish partner
 English partner

You are the Lead Partner. Overall project budget (EUR): 42,8

Bank details

Bank name:
 Account no: 1231234567
 Sort code:
 SWIFT code:
 Internal Ref:
 edit

Auditor details - regional

Contact information

Organisation: Swedish partner
 Region: Sweden
 Primary contact:
 Email: sweden@sweden.eu
 Address:
 City:
 Postcode:
 Phone:
 Mobile:

Submit

Finance Tab

PROFILE	FINANCE	ACTIVITY	OUTPUTS	CERTIFICATION	MONITORING	CLAIMS
---------	---------	----------	---------	---------------	------------	--------

Reporting under the POWER programme is **six monthly through the on-line monitoring system**. Each six month claim has to be certified by the First Level controller before being submitted. It is extremely important to plan time in calendars to adhere to the following reporting schedule below as any delays may impact on the whole partnership and may result in certain expenditure that cannot be claimed. We would strongly advise you to talk to your Regional Correspondent about the audit arrangements as early as possible.

Claim Period	Sub-Projects to submit their audited	Partner regions to submit audited claim	POWER Secretariat to submit audited claim to JTS	Notes
1 Jul 09 – 31 Dec 09	1 Feb 2010	1 Mar 2010	1 April 2010	Sub-projects approved for the 1 st call can only claim €2,500 prep costs per projects with their first claim.
1 Jan 10 – 30 Jun 10	2 August 2010	1 Sept 2010	1 October 2010	Sub-projects approved for the 2 nd call can only claim €2,500 prep costs per projects in their first claim.
1 Jul 10 – 31 Dec 10	1 Feb 2011	1 Mar 2011	1 April 2011	
1 Jan 11 – 30 Jun 11	1 August 2011	1 Sept 2011	30 Sept 2011	
1 Jul 11 – 31 Dec 11	1 Nov 2011	16 Jan 2012	1 April 2012	NB: Make sure contact for any queries after project closure.

Before reporting, please ensure that you have set up:

- ✚ a **specific bank account** for the project payments and/or
- ✚ a project **specific cost-accounting codes** to record project costs by budget line and payment date/reporting period in the accounting system

Audit file



Organise your audit file for audit and financial control purposes:

- + **Approved application form Grant agreement, partnership agreement, approbation certificate**
- + **Relevant project correspondence** (financial and contractual)
- + **Audit certificates**
- + **Details on budget by partner, list of declared expenditure by partner**
- + **Partners controllers' confirmations** (and checklists/control reports)
- + **Bank account statements proving the reception and the transfer of EU funds**
- + **Invoices classified per budget line with Bank account statements / proof of payment for each invoice**
- + **Exchange rate:** All POWER projects and regions must use the same exchange rate on the online monitoring system. The agreed method of calculation for POWER is: The average monthly exchange rate set by the European Commission of the last month of the reporting period. The rates are published on: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>
A new exchange rate is entered by the POWER secretariat at the start of the reporting period. However, you can enter your invoices before this bearing in mind that the online system will automatically change the exchange rate applied when the new rate is saved.
- + **Payroll documents and time records** of personnel working for the project
- + **Staff costs: calculation of hourly rates**, information on actual annual working hours, labour contracts
- + **List of subcontracts and copies of all contracts** with external experts and/or service providers
- + **Calculation of administrative costs**, proof and records of costs included in overheads
- + **Documents relating to public procurement, information and publicity** -Public procurement notes, terms of reference, offers/quotes, order forms, contracts
- + **Proofs of delivery of services and goods:** studies, brochures, newsletters, minutes of meetings, translated letters, participant lists, travel tickets, etc.), attendee sign in sheet obligatory for all meetings/conferences/workshops/study tours (with name, time, place of meeting/conference, name of attendee, organisation and signature)
- + **Record of assets, physical availability of equipment purchased in the context of the project**
- + **Good practice guides and templates**

Expenditure can only be reported if the following principles are fulfilled:

- + The calculation is **based on actual costs**.
- + **The costs are definitively borne by the partner organisation** and would not have arisen without the project.
- + **The expenditure has actually been paid out.** Expenditure is considered to be paid when the amount is debited from the partner institution's bank account. The payment is usually proven by the bank statements. *The date when the invoice was issued, recorded or booked in the accounting system does not count as a payment date.*
- + **The expenditure is directly linked to the project.** *Costs related to activities that are not described in the application form are generally ineligible.*

Budget Lines

Expenditures are reported per budget lines; please prepare your audit file accordingly and refer to the table below:

Budget Line		Examples/notes	Annexes
Staff costs	For the personnel employed by the institutions/organisations listed in the application form	<i>It is not possible to include any staff costs of personnel external to the listed partner organizations in this budget line.</i>	ANNEX 8a Fact Sheet on calculating staff costs
Administration costs	For the personnel employed by the institutions/organisations listed in the application form	Stationery, photocopying, mailing, telephone/fax/internet, heating, electricity, office furniture, maintenance, office rent, other administration costs absolutely necessary for the delivery of the project. Should not exceed 25% of the staff costs.	ANNEX 8b Fact sheet on Administration Costs
Travel and accommodation	For the personnel employed by the institutions/organisations listed in the application form	Should be in line with national and/or internal rules of the partner organisations for travel and accommodation within the EU. Daily allowances are permissible as long as the audit trail shows they are paid by the listed partner to the employee.	ANNEX 8c Fact sheet on Public Procurement
Equipment	For the personnel employed by the institutions/organisations listed in the application form	Equipment wholly necessary for the delivery of the project. Usually restricted to IT equipment such as a computer or printer for reporting. The most economic equipment should be selected following public procurement guidelines with functions and features in line with the actual context of use. Not to exceed 5% of the total budget.	ANNEX 8c Fact sheet on Public Procurement
External expertise and services	Experts time plus, related <i>administration, travel & accommodation, equipment and services.</i>	Expenses paid by the partners to external experts where they lack the resources or expertise to conduct the tasks themselves and may include: external project coordination or financial management, external financial control (in line with the country specific requirement), design/printing, meeting room rental, catering, interpretation/translation services, studies and surveys, project evaluation and for external speakers who bring added value clearly linked to the project. Must not exceed 50% of the total budget.	ANNEX 8c Fact sheet on Public Procurement

Now you are ready to enter the detail of your invoices into the system!

The information will form part of the Audit certification that the auditor will sign off, please be as specific as possible to demonstrate that the expenditure is related to your project outputs and is eligible.

Entry of Invoices on the Online Monitoring system

We recommend you to save invoices on the Online system on a regular basis in order to be able to respect the reporting deadlines.

1. Select the correct reporting period by clicking on the drop down button

2. Select appropriate budget line for your invoice by clicking on it (e.g Staff costs, Administration, Travel & accommodation, External expertise or equipment)

3. Enter the invoice details

a. Supplier, Service provider, name of consultant or worker: Be as specific as possible

b. Details: Please enter nature of the expenditure, date, name of the meeting, conference or assignment

c. Date of Invoice (dd/mm/yy): as on the invoice

d. Date of Payment (dd/mm/yy): as in the bank statement or proof of payment, the system only accepts invoices that are paid prior to or within the eligible reporting period

e. Total Invoice (currency & amount), format: point for decimal no commas: total amount on the invoice, this is to serve as a reference for the auditor if only part of the invoice goes to the POWER programme.

f. Currency of organization accounting system: Please choose the currency your organisation has paid the expenditure in. *E.g.: You incurred expenditures in another currency than Euros, this expenditure is paid by your organisation from their Euro account, you will have to report the amount in Euros.*

g. Sum Claimed, (format: point for decimal no commas): This is the amount that can be claimed as expenditure related to the POWER programme

h. Sum Claimed EUR, (format: point for decimal no commas): Amount in Euros

i. Ineligible, (format: point for decimal no commas): This relates to expenditures deemed non eligible by the auditor

j. Ineligible EUR, (format: point for decimal no commas): Amount in Euros

k. Accepted Sum, (format: point for decimal no commas): This is the amount that is reported on the certification (Sum claimed – Ineligible)

l. Accepted Sum EUR, (format: point for decimal no commas): Amount in Euros

4. Click on Save invoices at the bottom of the page – this saves the invoices and allows you to come back to them later if you need to add or modify them

5. Submit invoices for audit to generate an audit certificate once all invoices for the period have been entered and saved click on Submit invoices for audit to generate the audit certificate (please note that you will still have to submit both your output and activity report to be able to upload the signed and scanned documents onto the system.

1. Select the period

2. Select the budget line

The POWER Secretariat will enter the exchange rate based on the average for the last month of the period

Include the amount to be claimed under POWER in the "Sum Claimed" column

Delete row if needed

3. Enter invoice details

The system will only accept invoices that are paid prior to or within the eligible reporting period

Include here full amount of invoice and currency.

Select the currency; the rates will be updated by the POWER Secretariat. Use the currency of your organisation's system

Ineligible expenditure in local currency; the system will convert it to EUROS

5. Once all invoices are entered, hit submit to generate an audit certificate

4. SAVE INVOICES permits you to retain data entered until you are ready to submit your full claim.

PROFILE FINANCE CERTIFICATION MONITORING CLAIMS

instructions go here

Budget line: Staff Costs Administration Travel & Accommodation External Expertise Equipment View: detail summary forecasting

Period: Jan-Jun 2009 Exchange rate: <http://ec.europa.eu/bt>

	EEK	GBP	PLN	SEK
1 EUR =	2.00000	4.00000	6.00000	8.00000

secretariat function: save rates

Shared cost?	Supplier, Service provider, name of consultant or worker	Details	Date of Invoice (dd/mm/yy)	Date of Payment (dd/mm/yy)	Total Invoice (currency & amount)	Currency of organization accounting system	Sum Claimed	Sum Claimed EUR	Ineligible	Ineligible EUR	Accepted Sum	Accepted Sum EUR
<input type="checkbox"/>	Staff salary JT	+ January salary	15/01/09	15/01/09	GBP	100.00	25.00	10.00	2.50	90.00	22.50	del
TOTALS												
							25.00		2.50		22.50	

save invoices submit period invoices for audit

Activity Tab

The POWER secretariat and Regional correspondents will review your activity report when they receive your claim. The Lead partner is filling in the activity report for the whole partnership, once the partners have completed theirs..

Each project partner has to fill in the activity report.
The Lead Partner has the responsibility to complete it on behalf of the whole partnership.

instructions go here

Period: Jan-Jun 2009 PDF version Include response-to-claim Lead partner: view data for Swedish partner

Summary of Activities
[edit](#)

Management Structure and Coordination, Regional Partnerships and other working groups
[edit](#)

Communication, Publicity and Promotion
[edit](#)

Policy Work: Identification of good practices in structural funds and/or other regional development programmes; Improving regional policies and instruments
[edit](#)

Additional Outputs
[edit](#)

Financial variances
[edit](#)

Detailed justifications:

Travel & Accommodation, whole project	Your actuals total exceeds contracted total by more than 10% - please justify:
	<input type="text"/>
External Expertise, whole project	Your actuals total exceeds contracted total by more than 10% - please justify:
	<input type="text"/>

List of partners

Summary of activities: please add as many details as possible

Management: please record any change in the partnership

Communication: How many press releases did you send, to how many people, how many were published et cetera

Policy work: identification of best practice and transfer. Policy recommendation or influence.

Additional Outputs: development of new projects resulting from the new partnership

Justify any variance

submit activity information to the secretariat.

Output tab

This section corresponds to the output table of your Grant agreement

1. select the correct period
2. enter outputs achieved, please save evidence (agenda, leaflets, report) against your output, you can save up to 3 attachments
3. For “Good practice identified” and “Good practice transferred”, please click on Form to open the template, complete it, save it on your drive and upload a copy on the online system.

Useful tip: check the definitions of outputs and results before reporting!

Comp	Type	Indicator	Total outputs	Achieved previously*	Achieved this period
4	Output	x No of participants at Interregional partnership meetings Evidence...			
4		x Internal Progress Reports Evidence...	1		

Please explain deviations or delays incurred:

save current reports submit current report

Outputs as defined in the grant agreement per period

Please explain any unachieved outputs

Type	Indicator
Output	Official launch of POWER in Netherlands
	press release <i>Unachieved in Sep-Dec 2008</i>
	e-newsletter <i>Unachieved in Sep-Dec 2008</i>

Unachieved outputs from a previous period will appear in next period

Certification page

Sub-projects checklist



In Italy, Netherlands, Spain and United Kingdom: Prior to the claim process, please send one copy of your Approbation certificate to the POWER secretariat and their Regional Correspondent

1. Submit your invoices
2. Submit your activity
3. Submit your outputs
4. Download the audit certificate, Partner Control Confirmation and Control Checklist and have them signed by the regional approved auditor.
5. Following the control by the auditor, any necessary adjustments as a result of the audit are also recorded on the online monitoring system in the column 'ineligible'. The claim must be re-opened via the certification tab and resubmitted once the corrections have been saved.
6. The regional auditor signs off the final audit certificate generated from the online monitoring system. Scan the signed document and upload this on the system.
7. **For your first claim only:** send one audit certificate generated by the on line monitoring system, Partner Control Confirmation and Control checklist (dated, signed and stamped or state "no organisational stamp available" – section by section) to the POWER Secretariat in Guildford and your regional correspondent.
8. For subsequent claims, upload the signed and scanned audit certificate, Partner Control Confirmation and Control Checklist onto the online monitoring system for the Region to aggregate into its claim.

In Estonia, Poland and Sweden:

1. Submit your invoices
2. Submit your activity
3. Submit your outputs
4. Your Regional Correspondent will be notified by email that your claim is complete.
5. Your Regional Correspondent will arrange for the audit to be completed by their national audit and notify you if there are any necessary adjustments. If this is the case, the claim must be re-opened via the certification tab and resubmitted once the corrections have been saved in the column 'ineligible'.
6. **For your first claim only:** send one audit certificate generated by the on line monitoring system, Partner Control Confirmation and Control checklist (dated, signed and stamped or state "no organisational stamp available" – section by section) to the POWER Secretariat in Guildford and your regional correspondent.
7. You will be notified by email when the documents are uploaded onto the system

Next step for all regions:

Sub-projects will be notified by email once the overall claim for any given period has been approved by the POWER Secretariat auditor and will be asked to re-forecast the remaining budget. NOTE: *the system will allocate the adjustment into the next forecast period **HOWEVER**, the partner organisation should re-forecast the budget accurately, in line with projected activity and spend. The system allows organisations to 'temporarily save'*

what has been forecast at any given moment, but if any further changes are made they must hit save again. Once an organisation is satisfied with the re-forecast of the budget, they must then 'click' the box marked 'notify the Secretariat'.

PROFILE FINANCE ACTIVITY OUTPUTS CERTIFICATION MONITORING CLAIMS

Period: Jan-Jun 2009

	Comp 1 M&C EUR	Comp 2 C&D EUR	Comp 3 Policy work EUR				
Staff Costs	24436.62	25680.97	13208.69				
Administration	0.00	0.00	0.00				
Travel & Accommodation	865.46	2378.61	1311.59				
External Expertise	23599.40	8581.55	13884.98				
Equipment	0.00	0.00	0.00				
Total costs per component	48901.47	36641.12	28405.25				
ERDF @ 75%	36676.10	27480.84	21303.94	0.00	85460.89	0.00	85460.89
Match funding @ 25%	12225.37	9160.28	7101.31	0.00	28486.96	0.00	28486.96

Generate: go

Other downloads: [Partner control confirmation \(.DOC\)](#) | [Control report and checklist \(.DOC\)](#)

2009-10-01 11:11:37: These figures have been submitted and are awaiting auditor approval.

If the documents were approved, please scan and upload your signed documents here:

Audit certificate Browse...

Partner control confirmation Browse...

Control report and checklist Browse...

Control confirmation for shared costs Browse...

Resubmission form

If the documents were not approved, and you need to change your figures and resubmit, please use the form below to reopen the submission and to supply any notes which may be relevant.

Print certification, Partner control confirmation and Control report and check list to be audited and signed.

For the first claim please send the original copy to the POWER secretariat and your Regional Correspondent and upload one copy on the system.

For subsequent claims, once scanned, saved copy will have to be uploaded into the system

Either you or your regional correspondent will be required to upload your signed audit certificate for the period to finance

Please confirm with them

If the certificate wasn't approved and you need to make some changes you can click on 're-open this submission' after explaining which invoice is changed and the reason for the changes.

POWER - PRO-ARE CERTIFIED ELIGIBLE EXPENDITURE

Project Name: Prog Costs and Exp Dec 2008

Local Partner: SURETY POWER

Organisation: SURETY

Address: Small Wood England Development Agency

City: St James

Person in charge of the financial: Functions in the organisation

English expenses	Irish expenses	Accepted costs
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	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00

ERDF @ 75%: 11.00 0.00 0.00 11.00

AUDITOR

Date and Place	Date and Place
Signature Name and Official Stamp	Signature Name and Official Stamp

Amendments to your claim

Should your auditor ask you to amend your claim, please explain why the claim was not approved and the changes that are necessary and click on **Reopen for submission**.

Once on the finance page, delete or amend the entries, any amount deemed ineligible by your auditor should be recorded on the ineligible column. Save and submit, go back to the Certification page and present the new certification and accompanying documents to your auditor for approval. Once approved and signed, upload the certification, Partner control confirmation and control report and checklist on the certification page.

instructions go here

Budget line: **Staff Costs** Administration Travel & Accommodation External Expertise Equipment View: **detail** summary and reforecasting

Period: Sep-Dec 2008 Exchange rates (avg. for the last month of the period <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>):

	EEK	GBP	PLN	SEK
1 EUR =	15.64660	0.83580	3.77450	10.25430
secretariat function: save rates				

Shared cost?	Description (Supplier, Service provider, name of consultant or worker)	Object	Date of	Date of	Sum of invoice	Total Sum of invoice	Ineligible expenditure	Ineligible expenditure	Accepted Sum	Accepted Sum	
<input type="checkbox"/>	dfg	+ sdfg			0.00	239.29	0.00	0.00	200.00 +	239.29 + del	
<input type="checkbox"/>	123	+ 123			0.00	239.29	0.00	0.00	200.00 +	239.29 + del	
TOTALS								0.00		478.58	
Add new invoice in row below:											
<input type="checkbox"/>											

save invoices submit period invoices for audit

Go to the Finance tab and change the text, any amount deemed ineligible by the auditor should be saved under the ineligible column

Save and submit your invoices
You can now go to the certification page, download the certificate and upload the new audited certificate into the system.

g guidance

Reforecasting

Once you have uploaded the approved and audited documents, the system will ask you to reforecast your budget.

2009-09-11 08:35:28: These figures have been submitted and approved by the auditor, and have been used to update forecasts for this period. Please [adjust your forecasts for the remaining periods](#).
 view signed and uploaded documents: [Audit certificate](#)
2009-09-17 14:44:51: These audited figures have been approved by the secretariat.

PROFILE
FINANCE
ACTIVITY
OUTPUTS
CERTIFICATION
MONITORING
CLAIMS

View: detail summary and reforecasting

BUDGET LINE	Forecast Jan-Jun 2009	Actual Jan-Jun 2009	Forecast Jul-Dec 2009	Actual Jul-Dec 2009	Forecast Jan-Jun 2010	Actual Jan-Jun 2010	Forecast Jul-Dec 2010	Actual Jul-Dec 2010	Forecast Jan-Jun 2011	Actual Jan-Jun 2011	Forecast Jul-Dec 2011	Actual Jul-Dec 2011	Actual Total	Contracted Total	Contracted Total ORIGINAL
Staff Costs	937.50	937.50	662.50		900.00		600.00		800.00		700.00		937.50	4600.00	4600.00
Administration			150.00		50.00		50.00							250.00	250.00
Travel & Accommodation			300.00		400.00		500.00		400.00		400.00				
External Expertise			600.00		100.00		500.00		600.00		600.00			2400.00	
Equipment															
Contracted Totals	937.50	937.50	1150.00	4166.67	1450.00	3316.67	1650.00	0.00	1800.00	0.00	1700.00	0.00	937.50	9250.00	9250.00
ERDF @ 75%	703.13	703.13	862.50	3125.00	1087.50	2487.50	1237.50	0.00	1350.00	0.00	1275.00	0.00	703.13	6937.50	
Match funding @ 25%	234.38	234.38	287.50	1041.67	362.50	829.17	412.50	0.00	450.00	0.00	425.00	0.00	234.38	2312.50	

save forecast figures

You have period totals exceeding contracted values by more than 10%. Please check your invoices for the periods in orange.

Reforecasting can be performed here

Adjust forecast figures and save

Notifications:

- If a budget line is 10% over or 10% under the contracted budget

Response to claim

Once your audited documents have been uploaded and aggregated to the regional claim, the POWER Secretariat checks the audited certificate and activity and output: this is carried out via the response to claim.

You will be notified per email when the Response to claim is required, you will be asked to respond within a set deadline.

PROFILE FINANCE ACTIVITY OUTPUTS CERTIFICATION MONITORING CLAIMS

instructions go here

Period: Jan-Jun 2009 PDF version Include response-to-claim Lead partner: viewing data for Project partner 1

Summary of Activities

Response to Claim...

Response from SEEDA at 2009-08-20 10:00:06

Response from Project partner 1 at 2009-08-20 10:12:00

Response from SEEDA at 2009-08-20 10:12:52

Response from Project partner 1 at 2009-09-24 17:01:03

Response from SEEDA at 2009-09-24 17:04:37

RESPONSE CLOSED

Please enter additional information, respond to enquiry until the response is closed

Monitoring tab

Face to Face (F2F) visits

The POWER Secretariat and your Regional Correspondent will meet individually with sub-project partners for a review at their premises. Don't worry; you will be given sufficient notice.

The purpose of this meeting is to offer support, review the progress of the project and answer any questions that the project may have. It is advised that both the project manager and the finance person are present on the day of the visit.

Areas covered: ACTIVITY, MANAGEMENT, COMMUNICATION, POLICY and FINANCE . We will want to see your complete audit trail, so please arrange a meeting room for this meeting and to have access to both your electronic and paper files.

After the visit, the F2F monitoring form will be available online; we will ask you to respond to the queries through the online system.

Project budget overview

Lead partner view - project finances
 Table consolidates figures from all partners
 (RED indicates that the cell includes figures from a partner with unapproved actuals or unsubmitted forecasts)

BUDGET LINE	Forecast Jan-Jun 2009	Actual Jan-Jun 2009	Forecast Jul-Dec 2009	Actual Jul-Dec 2009	Forecast Jan-Jun 2010	Actual Jan-Jun 2010	Forecast Jul-Dec 2010	Actual Jul-Dec 2010	Forecast Jan-Jun 2011	Actual Jan-Jun 2011	Forecast Jul-Dec 2011	Actual Jul-Dec 2011	Actual Total	Contracted Total
Staff Costs	13,562.50	12,460.00	-2,712.50	0.00	8,400.00	666.68	9,550.00	0.00	2,950.00	0.00	4,950.00	0.00	13,126.68	32,200.00
Administration	0.00	0.00	150.00	0.00	250.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
Travel & Accommodation	100.00	0.00	3,650.00	4,166.67	6,500.00	0.00	9,850.00	0.00	1,500.00	0.00	700.00	0.00	4,166.67	22,300.00
External Expertise	100.00	0.00	1,950.00	0.00	5,200.00	9,512.00	9,850.00	0.00	1,950.00	0.00	1,800.00	0.00	9,512.00	20,950.00
Equipment	0.00	0.00	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
Contracted Totals	13,762.50	12,460.00	4,000.00	4,166.67	20,350.00	10,178.68	29,300.00	0.00	6,400.00	0.00	7,450.00	0.00	26,805.35	77,300.00

Claim tab - Payment page

Each partner will be paid by their own regional authority after approval of the ERDF claim from the JTS. This may be in the local currency or in Euros as agreed with the local authority and detailed in the Grant Letter. The payment of ERDF grant to UK partner is automated through SEEDA accounting system.

STEP 1 – The sub-project partners and lead partners audit their claim

STEP 2 – The Regional Correspondents aggregate their claim and the sub-projects from their region, audit it

STEP 3 – The POWER secretariat aggregates all regional claims and audits them before sending the progress report to the INTERREG IVC Joint Technical Secretariat (JTS) in Lille

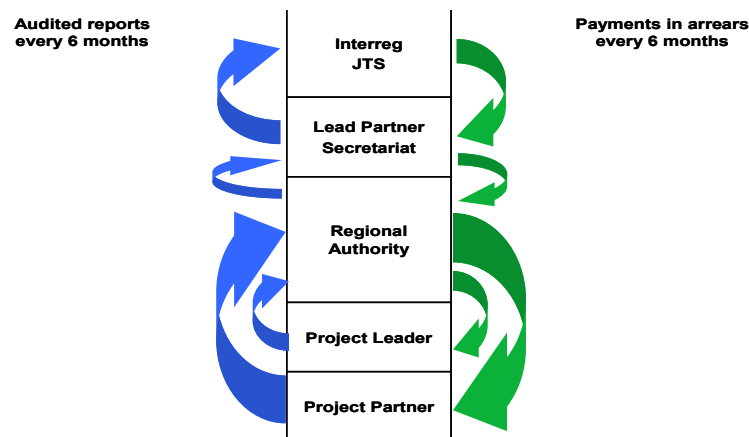
STEP 4 – Response to Progress report from JTS

STEP 5 – Whole claim paid into SEEDA's Euro Account

STEP 6 – The Online system notification of payments to partner regions and UK sub-projects payments

STEP 7 – The regions pay the ERDF to their sub-projects


Claims and Payments Process






Your attention is drawn to the earlier statement on the importance that partners have sufficient cash flow available as mentioned in the POWER Handbook. ERDF is paid in arrears and for an expenditure incurred early in a period. It could be between 10 months to a year later when your organisation is reimbursed as illustrated in the graph below, any delay will effect the reimbursement date:

POWER WEBSITE Document Library

Please save all your projects documents in the Document Library, this way, they will be accessible to all your project partners, the Regional Correspondents and the POWER Secretariat

You can view the documents in each folder by clicking on +/- 

Key:

-  edit document/folder details
-  delete document/folder
-  add a document to this folder



The screenshot shows the POWER website interface. At the top left is the logo for POWER Low Carbon Economies ONLINE MONITORING, featuring a globe with stars. To the right is a banner image of a wind turbine. Below the logo is a vertical navigation menu with buttons for Home Page, Specifications, Eligibility, Programme Docs, Project Ideas, Contacts, Links, and Members' Pages. The main content area is titled 'Document Library' and includes an admin function link 'add a new category'. Below this, there are two folder entries: 'project doc lib cat 1' and 'project doc lib cat 2'. Each folder has a folder icon, a +/- icon, and a key icon. A key legend box is visible in the top right of the screenshot, containing the same key as shown in the previous block.

ANNEX 8a

Fact Sheet on calculating staff costs

The information provided here gives some practical advice on recurring issues in the financial management of projects. It does not of course substitute the INTERREG IVC Programme Manual or any EC or national regulation or the advice of the first level controller.

Common errors:	The right way:
Staff costs calculations are wrongly based on contractual working hours and not on actual working hours.	If the member of staff works for the project less than 100% of the actual working time, the calculation must be based on the hourly rate resulting from the actual salary rate divided by the total number of hours actually worked by the staff member for the partner institution (as registered in the institution's time recording system, where the actual number of registered hours worked might be higher than the contractual number of working hours)! This hourly rate is then multiplied by the number of hours actually worked on project activities.
Staff cost calculations are based on lump sums (one single hourly rate is applied to all staff involved in the project). As this method does not take into consideration the differences in staff salaries, it will lead to deviations concerning the real staff costs and cannot be applied in the INTERREG IVC context.	The calculation has to be based on the actual salary rate (employee's gross salary + employer's charges in accordance with national legislation) of the individual employee who is actually involved in the project activities! The calculation has to exclude any administration overheads.
Staff costs are calculated without providing required project time records (time sheets). The share of staff costs allocated to the project is not traceable.	Staff costs must be supported by documents that permit the identification of the employment relationship with the partner organisation (working contract), the real costs by employee (working contract, pay slips, payment proofs, calculation evidence for the determination of the staff time value/hourly rate), the overall working time (time recordings) and the time spent on carrying out activities in the context of the project (record of tasks, project specific time sheets). An example of a timesheet is provided on the INTERREG IVC website.
Staff costs include the expenditure for external experts / sub-contractors.	It is not possible to report any staff costs of personnel external to the official partner organisations in this budget category. Only costs for employees who are directly employed by the partner organisations (officially listed in the application form) can be reported as staff costs. Staff members are on the organisation's payroll and are paid on the basis of working contract and salary sheets. If the project uses an external project coordinator, financial manager or external independent controller, the costs have to be

	<p>specified, budgeted and reported under the budget line "External expertise and services"! These external costs are paid on the basis of a service contract and an invoice.</p>
<p>Methods used in other European or national funding programmes are applied in order to report staff costs under INTERREG IVC.</p>	<p>Differences between the rules valid in different programmes might exist resulting from different funding objectives and legal bases. It is important to distinguish between the rules applicable in other programmes and the ones specific to INTERREG IVC.</p>

ANNEX 8b

Fact sheet on Administration Costs

Common errors:	The right way:
Calculation and documentation	
Administration costs are not based on real costs, but on lump sums. No invoices, no paid out expenditure are traceable, as a single fixed amount is applied (e.g. 10% of the partner's budget).	Administration costs must be calculated on the basis of actual costs and capable of verification. For both direct and indirect costs, it must be possible for an auditor to verify the respective expenditure on a basis of invoices and expenditure born directly by the project institution!
The method for calculating the administration costs is not traceable (e.g. the percentage of office rent / heating costs / telephone costs allocated to the project is not clear).	<p>All calculations must be properly documented and self-explanatory!</p> <p>-The allocation of the organisation's eligible administration costs to the project could be done e.g. on the basis of the following keys (depending on which key best reflects the type of cost):</p> <p>*The ratio "number of people working for the project / number of people working in the organisation or department"</p> <p>*Or the ratio "number of hours worked on the project / number of hours worked in total in the organisation or department"</p> <p>* Or the ratio "surface used by the personnel working for the project/surface of the organisation or department".</p> <p><u>Do not use lump sums overall estimations or arbitrary keys!</u></p>
Ineligible items	
Administration costs include non-project related costs, e.g. a project includes in the administration costs (partially) them costs for the construction or maintenance of a car park or the installation of an office alarm system, although these	All administration costs (direct or indirect) reported must have a direct link to the project and must be absolutely necessary for the implementation of the project (such as the cost items listed in the programme manual and above)!

<p>items have no direct link to the project and are not directly necessary for the implementation of the project.</p>	<p>Do not artificially inflate the administration cost budget through the inclusion of overhead cost categories which lack a clear project link. In case of doubt it can only be advised to exclude the cost categories in question from the calculation to avoid problems later on.</p>
<p>Some administration costs are in general ineligible: general legal consultancy fees, notarial fees, costs of technical and financial experts, accountancy and general audit costs when they lack a direct link to the project.</p>	<p>Certain administration costs which are general not eligible can be reported and are eligible if they are directly linked to the project, e.g. the audit of the project (see Regulation (EC) 1828/2006 Article 49 c).</p>
<p>In-equitable calculation method</p>	
<p>Administration costs are reported twice. Once as direct administration costs with 100% (i.e. total telephone costs for an employee working exclusively for the project) and as indirect costs (overheads) (i.e. x% of the total institution's telephone costs (overhead costs related to the project's activities)). This double funding is of course not eligible.</p>	<p>The calculation of indirect administration costs should be done on the basis of the actual costs according to a duly justified, fair and equitable method that should remain the same during the whole implementation period and cannot include the already directly reported administration costs!</p>
<p>Applying an unreasonable pro rata base, e.g. 80% of staff costs are reported as administration costs.</p>	<p>It is clearly stated in the Programme Manual that the calculation of administration costs has to be according to a duly justified, fair and equitable method!</p>
<p>Methods used in other European or national funding programmes (eg. Declaration on the basis of a lump sum / flat rate) are applied in order to report administration costs under INTERREG IVC.</p>	<p>It is important to distinguish between the rules applicable in other programmes and the ones specific to INTERREG IVC. Differences might exist resulting from different funding objectives and legal bases. In INTERREG IVC, the calculation of indirect administration costs can only be done on the basis of the actual costs according to a duly justified, fair and equitable method! The allocation key must be verifiable.</p>

ANNEX 8c

Fact sheet on Public Procurement

Common errors:	The right way:
Some partners award contracts or purchase goods without competition, because they think it's not necessary below European thresholds.	Even below European thresholds, European public procurement principles (transparency, equal treatment and non-discrimination), national and internal rules still need to be applied. It is thus usually still necessary to go for a tender. The formality and publicity may vary depending on the value of the contract.
Some organisations believe that they do not have to comply with public procurement rules because they are not public authorities.	Not only public authorities but also “bodies governed by public law” shall comply with European public procurement rules. In fact, the definition of “bodies governed by public law” comes from a European directive on public procurement!
The internal public procurement rules applicable in the partners' organisations are not properly documented.	Below EU and national thresholds, specific public procurement rules set and applied internally by the organisation must be documented and available for first level control and audits.
A public procurement procedure is followed but is not documented.	Keep a record of every step of the public procurement procedure (publicity, correspondence with candidates, offers, award of contract...) so that the relevant documentation is available for first level control and audit purposes.
Some project activities are delegated by a partner to another organisation who they are used to working with, but this without following any public procurement procedure.	Any delegation of project activities to another organisation has to be done in line with public procurement rules. See also points 1, 3 and 4. Remember that sub-partners are not allowed under INTERREG IVC. Therefore costs of organisations not listed in the application form are not

	<p>eligible (unless they have been contracted as service providers in line with public procurement rules). Note that costs shall be paid on the basis of a contract and invoices and have to be reported under the budget line “external expertise”.</p>
<p>Some organisations award a contract to a company without following any public procurement procedure on the basis that it is the only company able to perform the contract (according to the contracting partner ...).</p>	<p>Only where the contract can OBJECTIVELY be awarded to a particular company (for technical or artistic reasons or for reasons connected with the protection of exclusive rights - which is very rare!), can there be an exception to public procurement rules. In such cases, the facts demonstrating that there is objectively only one company able to perform the contract, the rules applicable, and the procedure followed shall be clearly documented. See also point 4 and European, national and internal public procurement rules.</p>



Audit Evidence

All costs in euros

Budget Lines	Evidence
Staff Costs	
Staff - Project Manager	Job Advert, applications, selection process
28K p.a. + employer cost of 26% - total annual cost of 32700	Job Description & Person Specification
	Signed Contract including evidence of On Costs
	Copy of payroll or equivalent
Employed Researcher	Copy of Research Specification
10 hours per week x 13 weeks per quarter x 20 euros per hour	Timesheet
	Evidence of work undertaken
	Evidence of hourly rate (payroll or equivalent)
	Calendar entry on outlook
Administration	
Overheads	
Telephone, Utilities, Rent, Photocopying etc directly linked to the staff working on the project	Evidence of office costs
	Evidence of calculations & methods
Travel & Accommodation	
Staff travel and accommodation costs	
Steering Group	
Hotel accommodation	Several quotes according the procurement requirements of your organisation
	Booking confirmation, Invoice
	Evidence of payment
Flight	Booking confirmation
	Invoice
	Evidence of payment
	Event Programme
	List of delegates
	Several quotes according the procurement requirements of your organisation.
	Meeting agenda, attendance list & minutes
Dissemination Conference	Travel documents (ticket / e-ticket)
20 delegates x 350 (flight) + 150 (accommodation)	Several quotes according the procurement requirements of your organisation
	Meeting agenda, attendance list & minutes
	Hotel & subsistence receipts

External expert	
Meeting Costs	
Steering Group	
Room Hire	Several quotes according the procurement requirements of your organisation
	Booking confirmation
	Invoice
	Evidence of payment
Dissemination Conference	
Venue, equipment, catering	Several quotes according the procurement requirements of your organisation
	Booking confirmation, Invoice
	Evidence of payment
	Event Programme, leaflet
	List of delegates
Printing & publishing good practice guide	
External design & print contract	Design & Print Specification
	Organisation's Procurement / Contracting Rules
	Invitation to Tender
	Tenders & selection process
	Signed contract
	Invoice
	Evidence of payment (bank statement or accounting report)
External evaluation	Evaluation Specification
	Organisation's Procurement / Contracting Rules
	Invitation to Tender
	Tenders & selection process
	Signed contract
	Invoice
	Evidence of payment (bank statement or accounting report)
External Expertise - consultant	Selection process, Signed contract
	Invoice
	Evidence of payment (bank statement or accounting report)
External travel & accommodation	
Hotel accommodation	Booking confirmation
	Invoice
	Evidence of payment
Flight	Booking confirmation
	Invoice
	Evidence of payment
	Event Programme
	List of delegates
	Several quotes according the procurement requirements of your organisation
	Meeting agenda, attendance list & minutes
Equipment	
Laptop for Project Manager	Laptop specification
	Receipt of payment

Audit Certificate generated by the online system

Each page must be signed, stamped by the project manager and auditor even if it is blank



	POWER - PAID AND CERTIFIED ELIGIBLE EXPENDITURES	INTERREG IVC
Period	Jan-Jun 2009	PR No.
Project Name	project1	2
Lead Partner	Sunny Ltd	2009/12/02/10/20/24

PARTNER - CONTACT DATA			
Organisation	Sunny Ltd	Partner Number	
Address			
City		Country	England
Person in charge of the financial follow-up of the project		Function in the organisation	
Email		Phone	Fax

AUDITOR - CONTACT DATA			
Entity			
Address			
City		Country	
Name of auditor		Function in the organisation	
Email		Phone	Fax

Financial synthesis of justifications in support to the request for payment				
	LINE	Eligible expenses EUR	Ineligible expenses EUR	Accepted sum EUR
Staff Costs	0.00	0.00	0.00	0.00
Administration	0.00	0.00	0.00	0.00
Travel & Accommodation	0.00	0.00	0.00	0.00
External Expertise	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Total costs per comp	0.00	0.00	0.00	0.00
ERDF @ 76%	0.00	0.00	0.00	0.00
Match funding @ 26%	0.00	0.00	0.00	0.00

	AUDITOR
<p>As a POWER partner, I hereby confirm that all the information about expenditures is correct.</p>	<p>Based on our examination, we verify:</p> <ol style="list-style-type: none"> For this report the region of England represented by Sunny Ltd paid and certified expenditure amounts to EURO 0.00. The rules listed in the subsidy contract have been observed, including, but not limited to rules governing the eligibility of expenditure (Article 55 of Regulation (EC) No 1063/2006, Article 7 of Regulation (EC) No 1063/2006, Article 48 to 53 of Regulation (EC) No 1063/2006, relevant national and internal regulations of the Partner and rules laid down in the latest version of the INTERREG IVC programme manual). The costs reported in this report refer to activities paid from the date of approval by the Monitoring Committee to the end of the reporting period. Costs reported under the component 'preparation activities' were incurred between 1 January 2007 and the date on which the first version of the application form approved by the Monitoring Committee has been submitted. They were paid out by the end date of the first reporting period. Receipts and payments are accurately recorded in the project's accounting system, expenditure in another currency other than the Euro was correctly converted, assets are properly recorded and amounts are correctly reflected in demands for payment. Any revenues generated were deducted from the eligible expenditure. The necessary audit ball costs for all activities, providing evidence in the form of contracts, invoices and payment records. In case of staff costs, administration costs, the necessary evidence exists in a form of timesheets, listings of costs or formula descriptions and cost calculations. Services, supplies and works have been procured on the basis of proper call for tenders in compliance with European, national, internal or other relevant rules, sound controls have been exercised over the opening of the tenders and all tenders have been fully evaluated before the final decision. Progress made has been fully and fairly reflected in the report. There is evidence that the reported activities have taken place, delivery of services and goods, and works are in progress or have been completed. The expenditure exclusively refers to activities listed in the latest approved version of the application form and completed at the latest by the end of the approved finalisation month. The partner has complied with Community rules on publicity, information, equal opportunities, protection of Environment, State Aid, competition and public procurement. The control work has been documented in a control report (incl. a control checklist), which is based on the INTERREG IVC template serving as minimum requirements.
Date and Place	Date and Place
Signature, Name and Official Stamp	Signature, Name and Official Stamp

e



POWER
Low Carbon Economies



INTERREG IVC
INNOVATION & COOPERATION
REGIONS OF EUROPE MANAGING SOLUTIONS



European Union
European Regional Development Fund

POWER - PAID AND CERTIFIED ELIGIBLE EXPENDITURES		INTERREG IVC
Period	Jan-Jun 2009	PR No.
Project Name	project1	2
Lead Partner	Sunny Ltd	

PARTNER - CONTACT DATA	
Organisation	Sunny Ltd
Address	
City	
Country	England
Person in charge of the financial follow-up of the project	
Email	
Phone	
Fax	

AUDITOR - CONTACT DATA	
Entity	
Address	
City	
Country	
Name of auditor	
Function in the organisation	
Email	
Phone	
Fax	

Financial synthesis of Justifications in support to the request for payment										
Exchange rates (average monthly exchange rate for the last month of the reporting period - http://ec.europa.eu/budget/info/euro/index.cfm?Language=en): 1 EUR = 15.54650 BEK / 0.57000 GBP / 4.48100 PLN / 10.73530 SEK										
STAFF COSTS										
No	Supplier, Service provider, name of consultant or worker	Details	Date of invoice	Date of payment	Total Invoice	Currency of expenses (accounting)	Sum claimed	Ineligible	Accepted	Accepted EUR
Sub-Total										0.00
Grand Total for STAFF COSTS										0.00



POWER
Low Carbon Economies



INTERREG IVC
INNOVATION & COOPERATION
REGIONS OF EUROPE MANAGING SOLUTIONS



European Union
European Regional Development Fund

POWER - PAID AND CERTIFIED ELIGIBLE EXPENDITURES		INTERREG IVC
Period	Jan-Jun 2009	PR No.
Project Name	project1	2
Lead Partner	Sunny Ltd	

PARTNER - CONTACT DATA	
Organisation	Sunny Ltd
Address	
City	
Country	England
Person in charge of the financial follow-up of the project	
Email	
Phone	
Fax	

AUDITOR - CONTACT DATA	
Entity	
Address	
City	
Country	
Name of auditor	
Function in the organisation	
Email	
Phone	
Fax	

Financial synthesis of Justifications in support to the request for payment										
Exchange rates (average monthly exchange rate for the last month of the reporting period - http://ec.europa.eu/budget/info/euro/index.cfm?Language=en): 1 EUR = 15.54650 BEK / 0.57000 GBP / 4.48100 PLN / 10.73530 SEK										
ADMINISTRATION										
No	Supplier, Service provider, name of consultant or worker	Details	Date of invoice	Date of payment	Total Invoice	Currency of expenses (accounting)	Sum claimed	Ineligible	Accepted	Accepted EUR
Sub-Total										0.00
Grand Total for ADMINISTRATION										0.00



POWER
Low Carbon Economies



INTERREG IVC
INNOVATION & ENTREPRENEURSHIP
PROGRAMME OF EUROPEAN REGIONAL DEVELOPMENT



European Union
European Regional Development Fund

POWER - PAID AND CERTIFIED ELIGIBLE EXPENDITURES		INTERREG IVC
Period	Jan-Jun 2009	PR No.
Project Name	project1	2
Lead Partner	Sunny Ltd	

PARTNER - CONTACT DATA				
Organisation	Sunny Ltd			Partner Number
Address				
City		Country	England	
Person in charge of the financial follow-up of the project		Function in the organisation		
Email	Phone	Fax		

AUDITOR - CONTACT DATA				
Entity				
Address				
City		Country		
Name of auditor		Function in the organisation		
Email	Phone	Fax		

Financial synthesis of Justifications in support to the request for payment										
Exchange rates (average monthly exchange rate for the last month of the reporting period - http://ec.europa.eu/budget/info/eur/index.cfm?Language=en): 1 EUR = 15.54650 EEK / 0.87000 GBP / 4.48100 PLN / 10.73530 SEK										
TRAVEL & ACCOMMODATION										
No	Supplier, service provider, name of consultant or worker	Details	Date of invoice	Date of payment	Total invoice	Currency of invoice (ISO 4217)	Sum claimed	Ineligible	Accepted	Accepted EUR
Sub-Total										0.00
Grand Total for TRAVEL & ACCOMMODATION										0.00



POWER
Low Carbon Economies



INTERREG IVC
INNOVATION & ENTREPRENEURSHIP
PROGRAMME OF EUROPEAN REGIONAL DEVELOPMENT



European Union
European Regional Development Fund

POWER - PAID AND CERTIFIED ELIGIBLE EXPENDITURES		INTERREG IVC
Period	Jan-Jun 2009	PR No.
Project Name	project1	2
Lead Partner	Sunny Ltd	

PARTNER - CONTACT DATA				
Organisation	Sunny Ltd			Partner Number
Address				
City		Country	England	
Person in charge of the financial follow-up of the project		Function in the organisation		
Email	Phone	Fax		

AUDITOR - CONTACT DATA				
Entity				
Address				
City		Country		
Name of auditor		Function in the organisation		
Email	Phone	Fax		

Financial synthesis of Justifications in support to the request for payment										
Exchange rates (average monthly exchange rate for the last month of the reporting period - http://ec.europa.eu/budget/info/eur/index.cfm?Language=en): 1 EUR = 15.54650 EEK / 0.87000 GBP / 4.48100 PLN / 10.73530 SEK										
EXTERNAL EXPERTISE										
No	Supplier, service provider, name of consultant or worker	Details	Date of invoice	Date of payment	Total invoice	Currency of invoice (ISO 4217)	Sum claimed	Ineligible	Accepted	Accepted EUR
Sub-Total										0.00
Grand Total for EXTERNAL EXPERTISE										0.00



	POWER - PAID AND CERTIFIED ELIGIBLE EXPENDITURES	INTERREG IVC
Period	Jan-Jun 2009	PR No.
Project Name	project1	2
Lead Partner	Sunny Ltd	

	PARTNER - CONTACT DATA			
Organisation	Sunny Ltd	Partner Number		
Address				
City		Country	England	
Person in charge of the financial follow-up of the project		Function in the organisation		
Email		Phone		Fax

	AUDITOR - CONTACT DATA			
Entity				
Address				
City		Country		
Name of auditor		Function in the organisation		
Email		Phone		Fax

Financial synthesis of justifications in support to the request for payment	
Exchange rates (average monthly exchange rate for the last month of the reporting period - http://ec.europa.eu/budget/info/eur/index.cfm?Language=en):	
1 EUR = 15.64690 EEK / 0.07900 GBP / 4.48100 PLN / 10.73530 SEK	

EQUIPMENT										
No	Supplier, Service provider, name of consultant or worker	Details	Date of invoice	Date of payment	Total Invoice	Currency of invoice (ISO 4217)	Sum claimed	Ineligible	Accepted	Accepted
Sub-Total										0.00
Grand Total for EQUIPMENT										0.00

PROJECT PARTNER	AUDITOR
Date and Place	Date and Place
Signature, Name and Official Stamp	Signature, Name and Official Stamp

**For identification only, the correct version can be downloaded from the
POWER on-line monitoring system**

INTERREG IVC partner control confirmation

Name of the partner:

Name of the project:

Number of the control confirmation:

[The confirmation has to be accompanied by a financial report indicating the name of the project, project partner, the reporting period, the amount per budget line and component.¹ The confirmation has to be signed by each project partner controller in the partnership (incl. the Lead Partner controller for the Lead Partner's own expenditure) and sent to the Lead Partner for each progress report. A copy of the partner control confirmations (without annexes) also has to be submitted to the JTS via the Lead Partner²]

Based on our examination, we confirm the following:

1. For this report the total paid and confirmed expenditure amounts to EUR .³
2. The rules listed in the subsidy contract have been observed, including, but not limited to rules governing the eligibility of expenditure (Article 56 of Regulation (EC) No 1083/2006, Article 7 of Regulation (EC) No 1080/2006, Article 48 to 53 of Regulation (EC) No 1828/2006, relevant national and internal regulations of the partner and rules laid down in the latest version of the INTERREG IVC programme manual).
3. The costs reported in this report refer to activities paid from the date of approval by the Monitoring Committee to the end of the reporting period. Costs reported under the component 'preparation activities' were incurred between 1 January 2007 and the date on which the first version of the application form approved by the Monitoring Committee has been submitted. They were paid out by the end date of the first reporting period.
4. Receipts and payments are accurately recorded in the project's accounting system, expenditure in another currency other than the euro was correctly converted, assets are properly recorded and amounts are correctly reflected in demands for payment. Any revenues generated were deducted from the eligible expenditure. The necessary audit trail exists for all activities, providing evidence in the form of contracts, invoices and payment records. In case of staff costs, administration costs, the necessary evidence exists in a form of timesheets, listings of costs or formula descriptions and cost calculations.
5. Services, supplies and works have been procured on the basis of proper call for tenders in compliance with European, national, internal or other relevant rules, sound controls have been exerted over the opening of the tenders and all tenders have been fully evaluated before the final decision has been made on service provider, supplier or works contractor
6. Progress made has been fully and fairly reflected in the report. There is evidence that the reported activities have taken place, delivery of services and goods, and works are in progress or have been completed. The expenditure exclusively refers to activities listed in the latest approved version of the application form and completed at the latest by the end of the approved finalisation month.
7. The partner has complied with Community rules and policies including publicity, information, equal opportunities, protection of environment, state aid, competition and public procurement.
8. The control work has been documented in a control report (incl. a control checklist), which is based on the INTERREG IVC template serving as minimum requirements.

I hereby confirm that I / the company is independent from the project's activities and financial management and authorized to carry out the control in respect of the control requirements valid in the EU-Member State/Norway on whose territory the partner is located.

Place, _____
Name, _____

Date, _____
Signature of the controller, _____

¹ The confirmation includes the partner's share of common costs in case the partnership decided to share certain expenditures.

² For partners from countries with a decentralised first level control system with a MS approbation body, the partner confirmation has to be accompanied for the first progress report by the first level control Approbation Certificate issued by the MS approbation body.

³ The partners and the Lead Partners have to make sure that the amount of reported expenditure indicated for the partner in the progress report and the amounts indicated in the partner control confirmation correspond.

**For identification only, the correct version can be downloaded from the
POWER on-line monitoring system**

INTERREG IVC control confirmation for shared costs of the partner responsible for
contracting and paying these costs

Name of the partner responsible for contracting and paying:

Name of the project:

Number of the control confirmation for shared costs:

[The confirmation has to be accompanied by a financial report of shared costs indicating the name of the project, project partner, the reporting period, the amount of shared costs per budget line and component. The confirmation has to be signed by the controller of the partner responsible for the shared costs. It is then send to each partner participating in the shared costs together with the request for reimbursement. It is the partners' basis for including their share of the common costs in their own financial report and to obtain confirmation from their own controllers (who can accept the shared costs by basing their opinion on the responsible partner controllers' confirmation).]

Based on our examination, we confirm the following:

1. For this report of shared costs the total paid and confirmed expenditure amounts to EUR .
2. The rules listed in the subsidy contract have been observed, including, but not limited to rules governing the eligibility of expenditure (Article 56 of Regulation (EC) No 1083/2006, Article 7 of Regulation (EC) No 1080/2006, Article 48 to 53 of Regulation (EC) No 1828/2006, relevant national and internal regulations of the partner and rules laid down in the latest version of the INTERREG IVC programme manual).
3. The shared costs reported in this report refer to activities paid from the date of approval by the Monitoring Committee to the end of the reporting period. Costs reported under the component 'preparation activities' were incurred between 1 January 2007 and the date on which the first version of the application form approved by the Monitoring Committee has been submitted. They were paid out by the end date of the first reporting period.
4. Receipts and payments are accurately recorded in the project's accounting system, expenditure in another currency other than the euro was correctly converted, assets are properly recorded and amounts are correctly reflected in demands for payment. Any revenues generated were deducted from the eligible expenditure. The necessary audit trail exists for all activities, providing evidence in the form of contracts, invoices and payment records. In case of staff costs, administration costs, the necessary evidence exists in a form of timesheets, listings of costs or formula descriptions and cost calculations.
5. Services, supplies and works have been procured on the basis of proper call for tenders in compliance with European, national, internal or other relevant rules, sound controls have been exerted over the opening of the tenders and all tenders have been fully evaluated before the final decision has been made on service provider, supplier or works contractor
6. Progress made has been fully and fairly reflected in the report of shared costs. There is evidence that the reported activities have taken place, delivery of services and goods, and works are in progress or have been completed. The shared expenditure exclusively refers to activities listed in the latest approved version of the application form and completed at the latest by the end of the approved finalisation month. The shared expenditure is in line with the partnership agreement (or any other written agreement on this matter by the partners).
7. The responsible partner has complied with Community rules and policies including publicity, information, equal opportunities, protection of environment, state aid, competition and public procurement.
8. The control work has been documented in a control report (incl. a control checklist), which is based on the INTERREG IVC template serving as minimum requirements.

I hereby confirm that I / the company is independent from the project's activities and financial management and authorized to carry out the control in respect of the control requirements valid in the EU-Member State/Norway on whose territory the responsible partner is located.

Place, _____

Date, _____

Name, _____

Signature of the controller, _____

Official stamp⁴

⁴ If exists

For identification only, the correct version can be downloaded from the POWER on-line monitoring system

Annex 6: INTERREG IVC Control Report (incl. Control Checklist)

[to be filled in by each project partner's Controller (incl. the Lead Partner controller for the Lead Partner's own expenditure) and remains with the project partner controller if not explicitly requested by the Lead Partner]

By signing the "INTERREG IVC partner Control Confirmation" the controller is confirming having verified all requested items and declares the proper use of funds. This statement is based on proper checks, which are documented in a control report (incl. a control checklist). The controller's report is useful for the controller's as well as the partners and is also part of the project documentation/audit trail.

A control report has to be filled in by each partner controller. It is also filled in by the Lead Partner controller for the Lead Partner's own expenditure on the one hand, and for the checks carried out on the input provided by the partners on the other hand (see section Lead Partner specific checks in the control checklist below).

The report serves only as an internal document of the project and it shouldn't be sent to the Joint Technical Secretariat, except if specifically requested. It remains with the project partner and project partner controller if it is not explicitly requested by the Lead Partner. We recommend using this template. Otherwise the control report should contain at least the elements mentioned in the following:

Project

Name of the project	
Acronym	
Index	
Name of the LP organisation + country	
Project Duration	
Reporting period	

Project partner to be checked

Name of the contact person	
Division/Unit/Department + Organisation	
Address	

Telephone number / Fax	
e-mail	
Function in the project	<input type="checkbox"/> Lead Partner <input type="checkbox"/> Project partner

Authorized project partner controller

Name	
Job title	
Division/Unit/Department + Organisation	
Address	
Telephone number / Fax	
e-mail	

Control Information

Methodology	<p><i>A short description of the methodology used for the checks:</i></p> <ul style="list-style-type: none"> - <i>percentage of expenditure checked (usually 100%, in case of sampling the justification must be provided and type of expenditure checked on a sampling basis, the size of the sample, the selection criteria of the documents tested has to be indicated)</i> - <i>overview of the control procedure carried</i> - <i>nature of the documents/evidence checked</i> - <i>place of check (desk check or on-the-spot check)</i>
Amount declared by partner to the Controller	
Amount accepted and confirmed by the	

controller	
<p>General observations / reservations concerning the current control period</p> <p>Treatment given to these observations / reservations.</p> <p>Conclusions</p>	<p><i>A clear specification of the observations/reservations, if any, expressed about the eligibility of some expenses</i></p> <p><i>A clear conclusion whether the system in place can be considered as reliable and reasonable assurance could be provided about whether the cost statement is free of material misstatement.</i></p> <p><i>The conclusion takes into consideration the control findings documented in detail in the control checklist. It also describes the measures implemented to solve the errors detected and it eventually provides recommendations to avoid the repetition of the same typology of anomalies in the future.</i></p> <p><i>If any findings/issues are still open from the previous report, the implementation of follow-up measures should be described in this section and conclusions on their effectiveness, be drawn.</i></p>
Any recommendations/issues to be followed-up in the next progress report	

Place, _____

Date, _____

Name, _____

Signature of the controller, _____

Official stamp⁵

⁵ If exists

Control Checklist

Control question	yes	no	N/A	Comments/Follow-up
------------------	-----	----	-----	--------------------

1. Partner status

Is the partner a public authority or a body governed by public law?				
---	--	--	--	--

2. Partner funding

In case that the national co-financing does not come from the partner's own resources but from another funding source such as the national, regional or local level, please indicate the national funding source(s) and check the following: Has the funding for the previous report been made available and the total national co-financing amount contributed by the partner not been exceeded?				
--	--	--	--	--

3. Accounting

Are specific accounts kept for the project or have other methods like specific cost centres in the accounting system been established which allow to identify the costs allocated to the project and to provide a computerised list of declared expenditure?				
Are the amounts paid accurately recorded in the accounting system?				
Has each reported expenditure been supported by an invoice or an accounting document of equivalent probative value? Are the documents complete and accurate in content as well as in accounting terms?				
Has each reported expenditure been supported by a payment proof (usually bank statement/bank transfer confirmations/cash receipts)?				
Can the amount of the reported expenditure be entirely reconciled with the supporting documents provided?				
Control question	yes	no	N/A	Comments/Follow-up

4. Expenditure by budget line, component and partner

Have the costs been correctly allocated to the budget lines and components (in line with the application form)?				
Has the partner's budget by budget line and component (as fixed in the partnership agreement and within the limit of the total partner budget indicated in the application form) been respected? If not, has the excess spending been approved by the LP?				

5. Eligibility period

Is the expenditure related to services contracted, and paid				
---	--	--	--	--

<ul style="list-style-type: none"> - between the date of approval of the project by the Monitoring Committee and - by the end of the reporting period in question (for the last report, it is the end of the finalisation month indicated in the application form)? <p>For info: it is important to check also the date of delivery of the services (see also relevant control question under point 15 – last question).</p>				
<p>For preparation costs:</p> <p>Is the expenditure related to services contracted and delivered</p> <ul style="list-style-type: none"> - after 1 January 2007 - by the date that the first version of the application form approved by the Monitoring Committee was submitted to the Managing Authority/JTS? <p>Has the expenditure been paid by the end of the first reporting period?</p>				

Control question	yes	no	N/A	Comments/Follow-up
------------------	-----	----	-----	--------------------

6. Staff expenditure

Is the expenditure only related to employees of the organisation officially listed in the application form?				
Is the calculation based on the actual salary costs (employees' gross salary + employer's contributions)?				
<p>If a staff member works less than 100% of the actual working time for the project:</p> <ul style="list-style-type: none"> - Is the calculation based on an hourly rate resulting from the actual salary rate divided by the total number of hours worked by the staff member (as registered in the institution's time recording system)? - Has the hourly rate afterwards been multiplied by the number of hours actually worked on the project activities? 				
Are the staff costs supported by documents such as the working contract, payslips, payment proofs, calculation evidence for the determination of the staff time/hourly rate, time recordings, project specific timesheets?				
Control question	yes	no	N/A	Comments/Follow-up

7. Administration expenditure

Were the administration costs actually borne by the partner organisation?				
<p>Do all the administration costs fulfil the following conditions?</p> <p>They</p>				

<ul style="list-style-type: none"> - are eligible according to national rules and European regulations (in particular Regulations (EC) no. 1083/2006 Art. 56; no. 1080/2006 Art. 7; no. 1828/2006 Art. 48 to 53); - have been calculated on the basis of actual costs and capable of verification, i.e. based on factual elements in the accounting system which can be verified by an auditor. <u>No lump sums, overall estimations or arbitrary keys are allowed!</u> - were calculated on a pro-rata basis of the actual costs according to a duly justified, fair and equitable method (in case of indirect administration costs such as overheads) - show a direct link to the project's activities; - have not already been included in other budget lines or cost items. 				
<p>For info: as for all other expenditure items, it also has to be checked for the (direct + indirect) administration costs that they have not already been financed from other EU-funds (see also relevant control question under point 15).</p>				

Control question	yes	no	N/A	Comments/Follow-up
------------------	-----	----	-----	--------------------

8. Travel and accommodation

Were the travel and accommodation costs reported in respect of the national or internal rules of the respective partner organisation?				
Were the trips that these costs refer to justified by the project's activities as foreseen in the application form?				
Were the trips limited to the territory of the EU? In case of trips outside the territory of the EU, were they explicitly mentioned and justified in the approved application?				
Do the travel and accommodation costs exclusively result from trips undertaken by staff employed by the partner institution?				

9. Equipment

Have the purchased equipment items been initially planned in the application form? If this is not the case, is there a written agreement of these costs from the LP and JTS?				
<p>Have the equipment costs been reported by using one of the following methods:</p> <ul style="list-style-type: none"> - by a single declaration at the time of purchasing the equipment, after receipt and payment or - by depreciating the cost of the equipment, by applying national accounting regulations? 				

<p>Is it ensured that the items</p> <ul style="list-style-type: none"> - have not already been fully depreciated - are not already included as indirect costs in another category such as the administration budget line? 				
---	--	--	--	--

Control question	yes	no	N/A	Comments/Follow-up
------------------	-----	----	-----	--------------------

9. Equipment (continuation from previous page)

<p>Does the equipment purchase also fulfil the following criteria?</p> <ul style="list-style-type: none"> - The purchase has been made well before the end of the project. If not, is the late purchase still justified? Or have the costs been depreciated and only the share corresponding to the remaining project period been reported? - The amount for equipment reflects the actual use of these items in the context of the project. If it is not exclusively used for project purposes, only a share of the actual cost is allocated to the project. This share is calculated according to a fair, justified and equitable method. - An inventory of the purchased items as well as the documentation of the method for reporting them (single declaration or depreciation, full or partial use for the project) has been kept for accounting, control and audit purposes. 				
<p>For info: as for all other expenditure items, it also has to be checked for the equipment that it has not already been financed from other EU-funds (see also relevant control question under point 15).</p>				
<p>For info: As for all other expenditure items, it is important to check if the equipment was purchased in compliance with public procurement rules (see also relevant control question under point 16).</p>				
Control question	yes	no	N/A	Comments/Follow-up

10. External expertise and services

<p>Are the following documents available to justify external expertise and services' expenses paid by the partner:</p> <ul style="list-style-type: none"> - contracts/agreements and - invoices/request for reimbursement? 				
<p>Is the expenditure related to items foreseen under this budget line in the specifications provided in the application form?</p>				
<p>For info: As for all other expenditure items, it has to be checked if the external expertise and services were contracted in compliance with public procurement rules (see relevant control question under point 16).</p>				

11. Sub-project funds

Does the amount reported under this budget line result from the expenditure of sub-projects that were selected on the basis of an open call for proposals by the mini-programmes?				
In case of a sub-project lead participant: Has a subsidy contract been signed with each of the sub-project lead participants reporting costs?				
In case of sub-project participants: Has a partnership agreement been signed by each of the lead participants with each of the sub-project participants reporting costs?				
Are the sub-project participants all located on the territory covered by the project partner body who is reporting these costs? NB.: the location is determined by the address.				
Is the sub-project participants' expenditure confirmed by an independent controller in compliance with the country specific control requirements?				
Control question	yes	no	N/A	Comments/Follow-up

12. Exchange rate

<p>In case of a partner from a country outside the euro-zone: Has one of the following options for converting national currency into euro been used:</p> <ul style="list-style-type: none"> - The market exchange rate of the day the invoice was paid is used. - The market exchange rate of the last day of the reporting period is used. - The average monthly exchange rate set by the Commission of the month the invoice was paid is used. - The average monthly exchange rate set by the Commission of the last month of the reporting period is used. They are published on: http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en. <p>Is the used option the one agreed with the LP for all partners from outside the euro-zone in the partnership and the same as in the previous reporting period?</p>				
---	--	--	--	--

13. Shared costs

Are costs declared in compliance with the procedure provided in the programme manual (chapter 4.3.3 grey box on 'reporting shared costs')?				
--	--	--	--	--

14. Activities outside the EU

<p>If activities outside the EU have been financed, is it ensured that they</p> <ul style="list-style-type: none"> - do not exceed 10% of the INTERREG IVC budget, - have been budgeted paid and borne by the EU or Norwegian partner and - are mentioned and justified in the approved application? 				
---	--	--	--	--

Note: Travel & Accommodation costs for EU Partners to countries outside the EU Member States, do not fall under the 10% rule – Art. 21 (3) 1080/2006				
--	--	--	--	--

Control question	yes	no	N/A	Comments/Follow-up
------------------	-----	----	-----	--------------------

15. Other eligibility considerations

Is the expenditure eligible according to EU-regulations, programme rules, national and internal rules of the partner?				
Has refundable VAT been deducted?				
Is it ensured that - fines, - financial penalties, - foreign exchange losses - interest on debt are <u>not</u> included in the report?				
Have any in-kind contributions been excluded as they are considered to be ineligible under INTERREG IVC?				
Has any revenue been deducted from the total reported eligible costs (ie. before the calculation of the ERDF/Norwegian funding)?				
Was it confirmed that the expenditure has not already been supported by any other funding (EU, regional, local or other)? Are there mechanisms in place to avoid double-financing?				
Is there evidence that the reported activities have taken place, the delivery of services, goods and works are in progress or have been completed? For info: If the evidence was not obtained through an on-the-spot check, it is important to indicate in the comment section, how sufficient assurance was gained instead. In case of the payment of contractual advances treated as actual eligible expenditure: Has the service, good or work been delivered at the latest by the end of the finalisation month as quoted in the application form? For info: Payment of contractual advances is defined as payments on account relating to the execution of works or services for the project in accordance with normal commercial law and practice on the basis of contracts entered into by a final beneficiary or final recipient, and which are supported by receipted invoices (eg. payment for a travel ticket or advance payment for a consultant carrying out a study).				

Control question	yes	no	N/A	Comments/Follow-up
------------------	-----	----	-----	--------------------

16. Compliance with Community rules

Does the project comply with the EU 'horizontal objectives' of the promotion of equality and the protection of the environment?				
Have Community rules on state aid been respected?				
Have the information and publicity requirements of the EU and the programme been respected?				
<p>Have works, goods and services been contracted/purchased in compliance with relevant provisions such as the European and national/internal or other applicable public procurement rules?</p> <p>Is the public procurement procedure well documented and documents such as procurement note, terms of reference, offers/quotes, order forms and contracts available?</p> <p>Have the principles of transparency, non-discrimination equal treatment and effective competition been complied with (also for items below the EU-thresholds)?</p>				

Control question	yes	no	N/A	Comments/Follow-up
------------------	-----	----	-----	--------------------

17. LP specific checks (only to be filled by Lead Partner controller)

Did the Lead Partner forward the correct ERDF/Norwegian funding for the previous report to the project partner and this without any delays				
Has the financial input provided by the partners been correctly entered into the joint progress report (by budget line, component and partner) and correctly added up?				
Has a partnership agreement been signed with each of the partners reporting costs in the progress report?				
Has the project's overall budget by budget line, component and partner been respected (within the limits of the flexibility rules stipulated in the subsidy contract)?				
Has the total ERDF budget been respected?				
Was the amount declared by the partners confirmed by an independent controller in respect of the country specific control requirements?				
<p>For LPs of a mini-programme:</p> <ul style="list-style-type: none"> - did each project partner provide a single project partner control confirmation which confirms the total amount to be reported by each project partner i.e. both the project partners' own costs as well as the costs of the sub-project participants' located on their territory? 				
<ul style="list-style-type: none"> - have the costs of each sub-project participant been consolidated at some level within the mini-programme (usually at the level of the sub-project lead participant) in order to have assurance that the sub-project for which costs are reported under the budget line "sub-project funds" complies with the approved sub-project application and the overall sub-projects approved budget? 				



POWER
Low Carbon Economies



INTERREG IVC
INNOVATION & ENVIRONMENT
REGIONS OF EUROPE SHARING SOLUTIONS



European Union
European Regional Development Fund

ANNEX 2 Best practice Identified and transferred

Section	Indication of content
1 Title of the best practice	
2 Precise theme/issue tackled by the practice	
3 Objectives of the best practice	
4 Location	<ul style="list-style-type: none"> - Country - Region or District or Metropolitan Area or Municipality
5 Detailed description of the best practice	<ul style="list-style-type: none"> - Origin - Timescale - Bodies involved / implementation - Process and detailed content of the practice - Legal framework - Financial framework
6 Evaluation	<ul style="list-style-type: none"> - Possible demonstrated results (e.g. through indicators) - Possible success factors - Difficulties encountered
7 Lessons learnt from the best practice	
8 Contact information	<ul style="list-style-type: none"> - contact details/email - Website
9 Other possible interesting information	<ul style="list-style-type: none"> - Various documents (reports, presentations, etc.)
10. Best practice transferred	

Sub-Project Definition of Output & Result Indicators

Output & Result Indicators	Definition	Evidence
N° of Steering Group meetings organised	In each project, a decision making body is created in order to ensure the efficient and smooth strategic management of the project. This body is called 'steering group' at the programme level but some projects may give a different name to this committee. Depending on the characteristics of the projects, the steering group meets either once or twice a year. This indicator measures the frequency of these meetings.	Include date and venue and participants of the meeting in the activity report.
Partnership agreement signed	The partnership must have a signed agreement between each sub-project partner and the lead partner outlining roles and responsibilities.	Please send a copy to the POWER secretariat
N° of dissemination events organised	This indicator measures the number of events dedicated to the promotion and dissemination of the project. It can for instance take the form of a 'kick-off' meeting or a closing conference. To be considered under this indicator, those events should first be organised by the project itself (Lead Partner or other partners). Second, it has to be entirely or partly dedicated to the dissemination of information on the project to an audience which is different from the partners already involved in the project.	Explain the nature of the dissemination event, date, time, location, attendee numbers and the outcome of the event in the activity report. Ensure 'sign in' sheets have been completed and attach to the Activity Report.
No. of interregional events (Seminars, Workshops, Study Visits etc.) organised by the sub-projects to exchange on experience	Number of interregional events organised by the sub-project with the specific aim of exchanging experiences among partners. Events could be workshops, seminars, conferences, study trips, staff exchanges etc. The steering group meetings of the sub-project can be considered under this indicator only if they are partly dedicated to exchanging experiences.	Provide details of the event i.e. date, time, where, brief description of the experience exchanged in the activity report. Please keep sign in sheets with the project and EU logos.
N° of participants in these interregional events	This indicator monitors the total number of participants involved in the interregional events dedicated to exchanging experiences. The figure represents the basic sum of the number of participants in each event (even if the same persons are represented in different events)	Provide details of the event i.e. date, where, brief description and use a sign in sheet with the project and EU logos to evidence the no. of participants
N° of other events participated in (<i>with presentations/stands about the projects activities</i>)	This indicator measures the number of events in which the project is promoted. To be considered under this indicator, the event should not be organised by the project. For instance, it can be an event organised at the local, regional, national or European level in which the Lead Partner is invited to take part. In addition, only events where the project is actively presented (through presentation or a stand) can be reported under this indicator. It cannot be an event where the Lead Partner or other partners of the project are involved as 'passive' participants.	Provide date, time, name of event, number of participants and brief description of role undertaken for the activity report.
N° of participants in events (<i>organised and participated in</i>)	This indicator estimates the number of participants not only in the dissemination events organised by the project but also in other events in which the project was actively promoted (see output indicators above). It is also considered as a result indicator as it gives an estimation of the size of audience which has benefited from information on the project.	Include date, time and name of the event for the activity report. If possible count participants of events that you have actively organised using a 'sign-in' sheet for evidence.

Number of good practices identified	Measures the number of good practices identified during the exchange of experience activities.	Fill in Annex 2 - Identified Best Practices
Number of good practices successfully transferred	From all the practices identified, some may be partly or entirely transferred between partners of the project. This indicator aims to estimate the number of identified practices which have actually been transferred within the project. Only a practice introduced by one partner and that has a concrete and measurable impact on another partner (i.e. through the initiation of a pilot project or through the adoption of a certain methodology by this other partner) should be considered under this indicator. In other words, the intention of the partner to implement the practice is not sufficient. Finally, it should be noted that this indicator monitors the number of practices transferred and not the number of transfers e.g. if the one and the same practice is transferred to three different partners, the figure is 'one' and not 'three' should be reported.	Provide details in the activity report of the good practice successfully transferred i.e. what it was, who it was too etc.
N° of regional/local policies and instruments addressed in the field tackled by the project	The aim of this output indicator is to monitor the number of policies/instruments addressed by each project. For instance, if a project focuses on the way several regions are trying to encourage entrepreneurship in their territory; it can be considered that the economic development policy of each of the participating regions is addressed through the project.	Report identified policies which have been amended or adopted, provide link to it and additional details in the activity report
N° of regional/local policies and instruments improved in the field tackled by the project	Ideally all the INTERRED IVC projects should contribute to improve the regional/local policies or instruments they address. This improvement can take different forms. In some cases, it will be a policy document that is modified to take into consideration some of the lessons learnt within the cooperation project. In other cases, it will be the transfer of an approach that influences the way the policy/instrument is implemented.	Report identified policies which have been improved, provide link to it and additional details in the activity report
N° of staff members with increased capacity (awareness/knowledge/skills) resulting from the exchange of experience at interregional events	This indicator aims to estimate the number of staff members whose capacity has increased thanks to the exchange of experience. Projects should take into consideration the two following elements: 1) the logic behind this indicator is to think in terms of 'individuals' i.e. the same person participating in different events should be counted only once under this indicator. 2) Only the persons very actively involved in the project should be considered under this indicator and not a person participating occasionally at events. This is the reason why only staff members of the partners should be considered here. The figure should therefore be reasonable compared to the total number of partners involved in the project.	Include the name of the person, position in organisation, the event attended and brief description of the increased capacity which they have received from the event. The same person should not be reported in subsequent periods.
Number of citizens, industrials and public authorities with increased capacity and awareness in reducing carbon footprint	This indicator is the number of people or organisations who have increased capacity and awareness in reducing carbon footprint. This could be from attending your events, receiving the newsletters, brochures, DVD's.	Explain what the person/organisation has learnt and how they received the information. For evidence keep on record the distribution lists/sign in sheets etc

Policy recommendations aiming at the reduction of regions' ecological footprint	<p>The Ecological Footprint measures the total* burden an activity places on the planet's environment, from use of land, physical resources, pollution and waste and also including energy. Policies and recommendations to reduce Ecological Footprint will be expected to focus on reducing the Footprint components including, for example: Housing (and energy use in buildings more generally); Transport; Food; Greenhouse Gases (especially CO2); Resource Consumption (e.g. land, water).</p> <p>*i.e. the total impacts of consumption, both localised and 'exported' - e.g. if we consume a product made overseas, its full ecological footprint will include the overseas impacts of its production, as well as the local impacts of its consumption (e.g. transport, CO2 and waste generated.)</p>	Provide in the activity report the description of the component treated e.g. housing, transport, food etc.
Policy recommendations aiming at the reduction of regions' carbon footprint	Measures the CO2 saved as a result of an activity or process delivered by the project.	Explain the activity or process implemented and the number of tonnes of CO2 saved.
N° of articles/appearances in press and media	The aim of this indicator is to contribute to the assessment of the success of the communication activities by monitoring the press and media coverage of the project (articles dedicated to the project as well as any project appearance on websites, radio, television etc)	Provide date and name of article with brief description for the activity report. Send a copy of the article to the POWER Secretariat.
N° of press releases disseminated	A press release is a public relations announcement issued to the news media and other targeted publications with the aim of drawing media attention to a specific activity or the project e.g. a 'kick-off' meeting, a dissemination conference. This indicator measures the number of such announcements during the implementation of the project.	Please indicate the date, number of organisations sent to and the message of the press release on the activity report, copy to the POWER secretariat
Articles on the sub-project partners' organisations website	The aim of this indicator is to contribute to the assessment of the success of the communication activities by monitoring the press and media coverage of the project in your organisation's website.	Please report any article on your organisational website and provide a link to the page on your activity report
N° of brochures created (<i>no. of issues created not no. of copies printed/disseminated</i>)	This indicator measures the quantity of the project's brochures (or leaflets) created by the Lead Partner or by the project partners. It is related, firstly, to the number of editions created and not to the number of copies disseminated. Secondly, it should concern only the brochures dedicated to the project itself.	Please indicate the date, name of brochure and the general message of the brochure on the activity report. Send copy to POWER secretariat
N° of copies of brochures disseminated	This indicator measures the number of the project's brochures (as defined above) that are actually distributed during events or sent electronically or by post in order to promote the project.	Please confirm the number of brochures disseminated in the activity report, the target is the minimum target to be achieved per partner. A copy to be sent to the POWER Secretariat.

No. of newsletters created	This indicator measures the quantity of project newsletters created by the Lead Partner or by the project partners. This focuses on the number of editions created and not on the number of copies disseminated and it is related only to the newsletters of the project itself. If an article on the project is published in the newsletter of one of the partners, it should not be considered under this indicator but under the 'number of articles/appearances published in the press and in other media'.	Please provide copies of the newsletter to the POWER Secretariat and in the activity report provide description of the newsletter, name and date.
N° of copies of newsletters disseminated	This indicator measures the number of project newsletters (as defined above) that are actually distributed during events or sent electronically or by post in order to promote the project	Please confirm the number of newsletters disseminated in the activity report, the target is the minimum target to be achieved per partner.
Number of banner-stands	Number of banner stands produced.	Reported by Spain
Number of broadcasts on POWER web site	This indicator measures the number of web broadcasts, podcasts in which your project is promoted on the POWER website.	Please report any broadcast on the POWER website and provide a link to the page on your activity report
Number of broadcasts on the sub-project partners web site	This indicator measures the number of web broadcasts, podcasts in which your project is promoted on your own website.	Please report any broadcast on your organisational website and provide a link to the page on your activity report
Average n° of visits per month on sub-project partners website	The aim of this indicator is to contribute to the assessment of the success of the project's website by monitoring its average number of visits per month. It should be noted that this indicator focuses on the number of visits and not on the number of 'hits'. A hit is recorded every time a web browser requests a file (e.g. image, text, banner) from the website. As a web page is constituted of different files, the number of 'hits' is therefore not an accurate indication of traffic to a website. A visit, on the other hand, is recorded every time someone looks at a page of the project's website, regardless of how many files (hits) have to be downloaded as part of that process.	Please report on the activity report the number of visits (not hits) to the POWER page of your organisation's website. Reported by the POWER Secretariat for the POWER website.
Blogs on POWER Policy Forum	Number of articles/comments on POWER Policy Forum	Please provide number of organisations directly contacted to participate and registered in the blog system in your activity report.
Number of DVD created	Number of DVDs completed and produced.	In activity report explain the nature of the DVD and send a copy of the DVD to the POWER Secretariat.
Number of DVDs disseminated	This indicator measures the number of DVDs created which are disseminated during events or sent via post in order to promote the project.	State the number of DVD's which were disseminated and for evidence keep copies of the mailing list.

Annex 1 Activity Report – Examples

The POWER Secretariat will only review the Activity Report submitted by the Lead Partner, as they have the responsibility of reporting activity for the whole of the sub-project. Below are some examples of text highlighting what information is required in each section, however, remember to use information from your sub-project partners activity report. The activity report should match the information provided in the Output section with further details.

1. Summary of Activities - update this section with a summary of the activity which has taken place in the period, ensuring included are dates, time, themes, attendee numbers etc. For example:

The Lead Partner (Galaxy, UK) and sub-project partners (Bounty in PL & Aero in ES) made the necessary amendments to the proposal in accordance with the conditions and recommendations from the POWER International Steering Committee. The Lead Partner then completed and signed the Grant Agreement with SEEDA and Partnership Agreement with all project partners.

The Lead Partner organised the Kick-Off meeting at their premises in Southampton on 29th September 2009. The meeting was attended by 8 representatives from each partner organization and representation from the POWER Secretariat. The meeting focused on a general project overview, the specific objectives, workplan and expected results of the project. We also dealt with POWER Programme issues, online monitoring system, progress reporting, as well as the distribution of responsibilities, activities and expected results.

At the launch of the 2nd call for projects for the POWER Programme, two representatives from our sub-project, A Jones and B Smith, attended the Partner Fair on 15 & 16 October 2009 in Sevilla. At the event they provided a presentation to explain their experiences of setting up their sub-project and the process they went through.

After setting up the Steering Committee of the project, partners identified different networks related to the project aims for dissemination purposes. Furthermore, each partner recruited members for their Advisory Boards and had the first meetings with their experts. This Advisory Board is made up of expert stakeholders with previous experience on Energy Audits to work in this regard at regional level and exchange information with other experts in other regions through round tables which will be organized along the project development.

2. Management Structure and Coordination, Regional Partnerships and other working groups - update this section with the details of any changes or amendments to the project management structure and coordination. Include reasons for the changes and any impact upon the project. Include any details of Regional Partnerships and/or working groups which have been formed and the outcomes of such partnerships/working groups. For example:

Due to organization restructure of the sub-project partner Aero, Miguel Sanchez was appointed as Project Manager in place of the original project manager. Miguel Sanchez attended Steering Group meeting on the 30th November 2009 to be introduced to the sub-project partnership.

Meetings that took place:

- Steering Group meeting 30/11/09 in Estonia with 8 attendees – Miguel Sanchez (Aero, ES), Isabella Lopez (Aero, ES), Anna Jones (Galaxy, UK), Brian Smith (Galaxy, UK), Pascale Waschnig (POWER Secretariat), Alex Greenway (POWER Secretariat), Piotr Jaworski (Bounty, PL), and Agata Szamborska (Bounty, PL)
- Online monitoring training session 30/11/09 with attendees as above.

Four Advisory Boards were set up and are composed of 12 qualified experts from various organizations i.e. public authorities, policy makers, universities ESCOs and other relevant stakeholders. The aims of the Advisory Boards are to support and guide project implementation, ensuring high impact at the policy and transitional level. 3 of the Advisory Boards have held their first meetings (12/10/09, 26/10/09 & 28/10/09) and have agreed the terms of reference and meeting dates going forward.

3. Communication, Publicity and Promotion - this section is for details on communications, publicity and promotional materials that have been developed and distributed for the project. Include detail on the Communications Plan for the project, distribution numbers and the titles of any publications, any press releases etc.

The sub-project partnership helped and made suggestions to the project communication strategy, which was guided by the Lead Partner who is responsible for this area of work. The outcomes were:

- Design of the project logo and other corporate image outputs;
- Creative of a Dissemination Sheet for the Advisory Board groups;
- Development of the Newsletter (layout);
- Design of the project web pages (layout).

The project web pages will be hosted on the Lead Partner website and will be ready in the next period.

Press releases and articles which have been published: -

NEWSPAPERS AND TV

- 07/10/09 "Il Resto del Carlino Ravenna" – Small turbines on seaside resorts and hotels
- 07/10/09 "Corriere di Romagna" – The Province rely upon wind energy
- 07/10/09 "La Voce di Romagna" – The EU funded WICO project was presented: a project for wind energy

ON-LINE:

- July 2009 "www.riminibeach.it/notizie/micro-turbine-eoliche-a-ravenna" - Small wind turbines in Ravenna; the European Union supports small wind systems along the coast

4. Policy Work: Identification of good practice in structural funds and/or other regional development programmes; Improving regional policies and instruments – provide a list of the good practices identified and ensure that they are uploaded in the outputs section using the template. Explain in detail any regional policies/instruments.

A CO2 calculator was developed which will be used to gauge CO2 savings across the programme. The calculator will be in an excel format with fixed formula's provided to enable users to input the information easily. Information included is travel in km's & miles; no. of delegates; duration; no of guest nights; mode of transport - petrol cars, diesel cars, hybrid cars, motorbikes, train (national & underground), bus, air (within UK, within Europe & outside Europe), meeting venue details i.e. floor space, duration, electricity used & gas used. The calculator will then provide the total CO2 (t) generated from the event & the CO2 (kg) generated per delegate. The calculator will be put onto the POWER programme website for regions and sub-project partners to use in the next period.

5. Additional Outputs - Information to be included in this section could be the development of new projects or partnerships resulting in participation in the POWER programme. Include as much information as possible such as name of project/partnership, organizations involved, attendees involved, what the outcome of the project/partnership will be.

Delivery and validation of a Questionnaire as main support tool for the collection of data for the regional analysis of the state of play regarding energy audits.

6. Financial variances: In this section include information on any financial variances that have occurred in the period and what the plans are to rectify them. Provide detailed justifications for any budget lines that have been exceeded or under spent against forecasted budget and any invoices report that are outside the reporting period.

Only the UK partner was able to submit finances for this period due to administration issues in ES and PL, however they have estimated costs which will be included in the next period claim of €6,300 (ES) and €4,275 (PL).

Detailed justifications:

External Expertise: *Your total expenditure to date is 40% underspent against forecast budget.* This is due to the delay in appointing FLC in ES and PL. This will be rectified in time for the next reporting period.

Invoices from other periods: *This period contains invoices with payment dates outside the period:* Due to the Steering Committee meeting being held at the end of the previous period, the invoices were not paid until the first month of this period.

If you have any questions, please do not hesitate to call :

POWER Secretariat, UK

Janet Borgers, Lead European Project manager
Pascale Waschnig, UK Regional correspondent
Alex Greenway, European Project Manager
Sean Carroll, European Project Manager

South East England Development Agency
Cross Lanes, GU1 1YA, Guildford, Surrey, UK
Tel: +44(0) 1483 484 200 Fax: +44(0) 1483 484 247
power@seeda.co.uk
www.seeda.co.uk



SWEDEN

Joanna Szyfter
European Policy Officer
R&D - Innovation - Education
Brussels – Stockholm – St Petersburg - Warsaw
Stockholm Region Representation
Avenue Marnix 28
B-1000 Brussels, Belgium
Phone: +32 (0)2 740 06 15
Mobile: +32 476 44 00 10
Fax: +32 (0)2 740 06 16
E-mail: joanna.szyfter@stockholmregion.org
Web: www.stockholmregion.org, www.powerprogramme.eu

NETHERLANDS

J. (Hans) Meulenbeld
Province Noord-Brabant
PO Box 90151, 5200 MC, s-Hertogenbosch, The Netherlands
Tel: +31(073) 681 26 93 Fax: +31 (073) 681 27 09
JMeulenbeld@brabant.nl
www.brabant.nl

POLAND

Agata Wesolowska
Urząd Marszałkowski Województwa Małopolskiego
Marshal Office of the Malopolska Region
ul. Raclawicka 56, 30-017 Kraków, Poland
Tel: +48(12) 29 90 677 Fax: +48(12) 29 90 726
awes@malopolska.mw.gov.pl
www.malopolskie.pl



SPAIN

Maria Luisa Borra Marcos

Agencia Andaluza de la Energia, Junta de Andalucia
Andalusian Energy Agency
Calle Issac Newton, 41092, Seville, Spain
Phone-central offices :+34 95 478 63 35
Direct phone: +34 95 589 06 60
Other contact phone:+34 95 589 06 73
Fax: +34 954 78 63 50

marialuisa.borra@juntadeandalucia.es
www.agenciaandaluzadelaenergia.es



ESTONIA

Raivo Kiis

Tallinna Linnavalitsus
Tallinn City Government
Vabaduse valjak 7, 15199, Tallinn, Estonia
Tel: +372 6404 581 Fax: +372 640 4583

Raivo.Kiis@tallinnlv.ee
www.tallinn.ee



ITALY

Paolo Cagnoli

ARPA Emilia-Romagna
v.lo Carega, 3, Bologna (BO), 40121, Italy
Tel: +39 (0)51 296 6346 Fax: +39 51543255

pcagnoli@arpa.emr.it
www.arpa.emr.it

