



Action Kick-off Meeting

RIS in Northern Italian Waterway System

2010-IT-70203-S

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Formal reporting requirements

- Strategic Action Plan (II.2.4)
 - Due 90 days after notification of the decision
 - Main topics: Detailed implementation plans, supported **Gantt** chart showing interdependencies; project management procedures and **risk management**
 - Guidelines and model available on the TEN- EA website:
http://tentea.ec.europa.eu/en/beneficiaries_info_point/useful_documents__forms/useful_documents__forms_02.htm
- Action Status Report (I.3.2)
 - Due 31 March every year
 - Annual action progress report
 - Request send out by TEN-T EA end January every year
- Interim financial statement for MAP projects – if applicable (I.3.3)
 - Each year provided that the oldest instalment can be consumed
- Final report and financial statement (I.3.4)
 - **within** 12 months (**and preferably earlier**) after end of project



Reporting of costs (1/3)

- Eligibility of costs in III.3.7
 - III.3.7.1:
 - To be considered as eligible costs of the Action, costs must satisfy the following general criteria:
 - they are incurred during the duration of the Action as specified in the Decision granting financial aid, with the exception of costs relating to final reports and audit certificates on the Action's financial statements and underlying accounts;
 - they are connected with the subject of the Action and they are indicated in the estimated overall budget of the Action;
 - they are necessary for the implementation of the Action which is the subject of the financial aid;
 - they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary and determined according to the applicable accounting standards of the country where the Beneficiary is established and according to the usual accounting practices of the Beneficiary;
 - they comply with the requirements of applicable tax and social legislations;
 - they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.



Reporting of costs (2/3)

- Templates available on the TEN- EA website:
http://tentea.ec.europa.eu/en/beneficiaries_info_point/useful_documents__forms/useful_documents__forms_02.htm
- Documentation (invoices) should be available but not submitted with the financial statement
 - Will be requested by TEN-T EA based on a sampling
- Before submitting Final report and (interim) financial statement the Member State must:
 - Validate the reports (I.3.4.2 (k))
 - Certify the reality and conformity of the costs (I.3.4.2 (i))
- Award of contracts in III.2.5
 - Procurement will be verified along with the costs
 - See also Good Practice #6 on
http://tentea.ec.europa.eu/en/apply_for_funding/beneficiaries_info_point/good_practice_working_group.htm



Reporting of costs (3/3)

Direct (external) costs must be reported excluding VAT

Direct (internal) costs

- Time recording system required
- Cost of staff must be actual (no average) and should include all tax and social contributions. Other benefits can be included if part of remuneration package. An explanation of how the unit cost (man/day) was calculated must be provided.
 - See also Good Practice #11 on http://tentea.ec.europa.eu/en/apply_for_funding/beneficiaries_info_point/good_practice_working_group.htm
- Cost of staff cannot include overheads. General costs such as rent, heating etc. are not eligible direct cost (these are normally covered by the indirect costs if foreseen in the Decision)
- Template for declaration documenting staff costs available via TEN EA website
- Travel and subsistence can be reported – keep record of date, place and reason for travelling (keep documentation, can be included in sample of invoices)



Modifications

- Modifications should be an exception – **however not possible to extend the end date of the action!**
- Request for a modification **must** be submitted by specific letter at the latest 1 month before end date with prior approval of the Member State(s)
- Modification will only be accepted in duly justified and substantiated cases
- TEN-T EA's written agreement, before the end of the project, if:
 - Budget transfer between activities and/or beneficiaries of more than 20% of total eligible costs



Project follow-up

- The formal reporting requirements form the basis to monitor the implementation of the Action
- During the Action the PM will:
 - Monitor on a regular basis the implementation of the Action and verify that it is consistent with Decision and the SAP.
 - Initially based on the ASR but also through regular contacts and updates from **you** (every 3-4 months or as required), on-site visits, consistency of technical and financial progress, etc.
 - Deal with ad-hoc issues and problems, e.g. delays
- After the end of the Action the PM will:
 - Assess whether the Action has achieved its objectives and verify, together with a financial officer, that the costs are eligible and relevant, procurement rules have been respected, publicity measures followed etc. to decide on the final payment
 - This is based on the final report and financial statement and on a final close down meeting (normally on-site)



Publicity

- Publicity regarding the EU funding is an obligation and non-respect will lead to penalties
- We expect at least the following:
 - Information on beneficiaries' websites
 - Billboards visible by the public during construction
 - Logo on cover of study reports (+ disclaimer)
 - Permanent commemorative plaque after completion
- Press releases, articles, presentation, etc. of activities co-financed by TEN-T must include a reference to Community funding
- Keep us informed about events (press releases, inauguration, etc.) as we would like to publicise it too !
- Please see our guidelines on publicity and download the TEN-T logo:

http://tentea.ec.europa.eu/en/beneficiaries_info_point/publicity_guidelines_logos/



Thank you for your attention



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