![Interreg Danube Transnational Programme — EUROPEAN UNION]

2ⁿᵈ call Lead Partner Seminar

Budapest, 27th June 2018

A stream of cooperation

Introduction and Timeframe

Agenda

09:00 – 09:15	Introduction and Timeframe
09:15 – 09:45	Access to eMS, handover and supplementary information, revised AF
09:45 – 11:00	Reporting in eMS (Partner Report) including practical exercise

- Content reporting
- Financial reporting

11:00 – 11:30	*Coffee break*
11:30 – 12:30	Reporting in eMS (Project Progress Report)

- Content reporting
- Financial reporting
- Best practice from a first call project – *DANUrB*

12:30 – 13:30	*Lunch*

A stream of cooperation

13:30 – 13:45	First Year Review
13:45 – 14:45	Project changes
14:45 – 15:05	Communication
15:05 – 15:35	*Coffee break*
15:35 – 16:55	Capitalisation working groups
16:55 – 17:00	Wrap-up and closure

A stream of cooperation

Subsidy contract

Legal document signed by the DTP MA/JS and the Lead Partner

➢ It establishes the legal framework for the implementation of the project

➢ It specifies the awarded amount of EU Funds, the eligibility timeframe, the conditions for support, implementing arrangements (including reporting, validation and reimbursement)

➢ It determines the rights and obligations of the Lead Partner and the MA/JS

➢ Access to project in eMS will be provided after its signature

First reporting deadlines

- ➢ 1st reporting period ends on 31/10/2018
- ➢ Submission of Partner Reports to FLC for verification by 15/11/2018
- ➢ Issue of FLC Certificate by 15/01/2019
- ➢ Submission of Project Progress Report and Application for Reimbursement to MA/JS by 01/02/2019
- ➢ MA/JS' approval around beginning of March 2019
- ➢ Reimbursement to LPs by CA around mid-March 2019

A stream of cooperation

Access to eMS, handover and supplementary information, revised AF

Access to dedicated internet connection:

Username: DTP

Password: DTP1234

Log in

https://emstest.allamkincstar.gov.hu

A stream of cooperation

Reporting in eMS (Partner Report) including practical exercise

Hierarchy of rules

Eligibility in time

Eligibility of expenditure by budget lines

Special eligibility rules

A stream of cooperation

Hierarchy of rules

- EU Regulations
- Programme rules
- National (including specific institutional) rules

The eligibility rules laid down in the programme level documents cannot be overruled by national or institutional legislation.

Eligibility in time

Eligible project expenditure shall be **incurred and paid within the project period** defined by the starting date and end date of the project according to the approved Application Form.

Exceptions

- Preparation costs
- Control costs related to the last progress report and application for reimbursement
- Expenditure incurred in the last reporting period

A stream of cooperation

Partner Report has to cover the expenditure **incurred** in the eligible project period **and paid until the end date** of the given reporting period

Eligibility of expenditure by budget lines

Interreg
Danube Transnational Programme

1.Staff cost

- **Real cost**
- **Flat rate (up to 20% of the direct cost)**

2.Office and admin.

- **Flatrate (15% of staff cost)**

3.Travel & accommodation

4.External expertise & service

5.Equipment

6.Infrastructure & works

Staff costs

The costs of the **personnel employed** by the beneficiary institution and executing tasks for the project

Limited to:

• Salary payments

• Any other costs directly linked to salary payments incurred and paid by the employer, such as employment taxes and social security

Methods of reimbursement:

- Real cost basis
- As a flat rate up to 20% of direct costs other than staff costs

Each Project partner must choose one reimbursement option in the Application Form which **will remain unchanged through the entire project period.**

Real cost method:

Full-time working on the project

(no timesheet necessary)

Part-time work on the project
- Part-time with a fixed percentage of time worked per month on the operation (no timesheets)
- Part-time with a flexible number of hours worked per month (timesheet necessary)
- On an hourly basis (timesheet necessary)

Typical errors

• Reporting costs which are incurred in the reporting period **but paid after the end date of the reporting period** (e.g. salary for the last month of reporting period has been paid in the next month which is another reporting period)

• Wrong calculations

Advice

Clarify the calculation method(s) with FLC

A stream of cooperation

Office and administration expenditure

Flat rate basis of 15% of the eligible staff costs of the project

- **Cannot be claimed as direct cost** under other budget lines
- If the staff costs are not eligible, office and administration costs cannot be declared
- If the staff costs are declared on flat rate basis, office and administration are eligible
- No staff costs declared in relevant WP, no Office and administration expenditure can be declared

A stream of cooperation

The following types of expenditures are included under this budget line (exhaustive list):

- Office rent
- Insurance and taxes related to the buildings where the staff is located and to the equipment of the office (e.g. fire, theft insurances)
- Utilities (e.g. electricity, heating, water)
- Office supplies
- General accounting provided inside the beneficiary organisation
- Archives
- Maintenance, cleaning and repairs
- Security
- IT systems
- Communication (e.g. telephone, fax, internet, postal services, business cards)
- Bank charges for opening and administering the account or accounts where the implementation of an operation requires a separate account to be opened
- Charges for transnational financial transactions

Travel and accommodation costs

Option A)

- Travel costs
- Costs of meals
- Accommodation costs
- Visa costs
- Daily allowances

Travel and accommodation costs

Option B)

- Per diems according to the **EC-funded external aid contracts**
  - Accommodation
  - Meals
  - Local travel within the place of mission and sundry expenses

- The current per diem rates can be found on the EC website: http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm_en

Typical errors

- **Registration fees for participation in events** reported under BL Travel and accommodation instead of BL External expertise
- **Stakeholders' travel and accommodation costs** reported under BL Travel and accommodation instead of BL External expertise
- travel costs to IPA programme countries and to countries out of programme area **were indicated as expenditures outside of the programme area**

Eligibility of expenditure by budget lines

Important

- Travels outside the programme area are subject of **approval from JS** (if not included in the approved AF)
- **Cancelation fees of travel tickets** are eligible only in case of force majeure (controller's decision what to accept as justification)

External expertise and service costs

- Studies or surveys (e.g. evaluations, strategies, concept notes, design plans, handbooks)
- Training
- Translations
- IT systems and website, modifications and updates
- Promotion, communication, publicity or information linked to the project
- Financial management
- Services related to the organisation and implementation of events or meetings (including rent, catering or interpretation)
- Participation in events (e.g. registration fees)
- Legal consultancy and notarial services, technical and financial expertise, other consultancy and accountancy services

External expertise and service costs

- Intellectual property rights
- Verifications: Externalised control activities (FLC) for the verification of the project expenditure where it is relevant for the control system of the concerned Partner State
- The provision of guarantees by a bank or other financial institution where required by Union or national law or in a programming document adopted by the monitoring committee
- Travel and accommodation for external experts, speakers, chairpersons of meetings and service providers
- Other specific expertise and services needed for the given project

Typical errors

- **Costs of stamp, postal services** reported under BL External expertise instead of BL Office and administration
- **Travel costs of ASP** reported under BL External expertise instead of BL Travel and accommodation
- Costs of **spare parts, fuel, oils for equipment** shall not be reported under this budget line
- Cost of **renting of the project equipment** (listed in AF under section 4.4 Equipment) shall be reported under BL Equipment

Equipment expenditure

a. Office equipment

b. IT hardware and software

c. Furniture and fittings

d. Laboratory equipment

e. Machines and instruments

f. Tools or devices

g. Vehicles

h. Other specific equipment

- Only equipment **listed in the approved AF** are eligible
- **Full costs** of the equipment should be allocated to the project, **if in line** **with national and institutional regulations**
- **If not**, only depreciation costs shall be allocated to the project.
- Rental or leasing costs for a certain period during the project lifetime are eligible

Infrastructure and works

Only **small scale infrastructure** is eligible; the **transnational character** of the investment has to be demonstrated; the activity is **approved in the Application Form**

This budget line should include execution or both **design and execution of works** as well as **site preparation, delivery, handling installation, renovation**

Special eligibility rules

Preparation costs

Lump sum of **17,500.00 EUR** per project. ERDF contribution part of this amount will be reimbursed to the Lead Partner

Only if the approved project have not received other EU financial support for the project preparation

Expenditure of the Associated Strategic Partners

EU partners and non-EU partners from programme area

Added value for the project is demonstrated

ASP-indirectly financed-no separate budget

IPA PP cannot be "sponsoring" PP

Costs of ASP shall be planned in the "sponsoring" ERDF PP and shall be paid by the "sponsoring" ERDF PP

Only travel and accommodation costs of the ASP are eligible under BL3-Travel and accommodation

Typical errors in Partner reports

- Invoice number not filled in

- Invoice date not filled in (usually for staff costs)

- Payment date not filled in (more often in staff costs)

- Description not in line with the guideline

- Description written in national language

- Staff cost reported per item and per person and per month -> more than 300-400 rows, consult with your controller, one aggregated figure is acceptable from DTP side

- Lump sum selected for the real costs

Reporting in eMS (Project Progress Report)

- **It has to be signed by the legal representative, scanned and uploaded to eMS**; the signature should match the proof of signature we received during contracting; the bank information in the eMS, statement on project bank account provided during contracting and Application for reimbursement (AfR) should match

- **The amounts in AfR should fully match the amounts in eMS**; formulas should not be used (other than those that are already in the excel file),

- **LP and bank information should be included** (including address)

- ➢ The progress report and AfR are checked by the MA/JS; MA/JS can approve them, send them back for corrections, or reject them

- ➢ After the approval the report is forwarded to Certifying Authority (additional checks performed prior to payment)

- ➢ EU contribution is transferred to the LP (ERDF, IPA and ENI contribution)

- ➢ LP transfers the EU contributions to project partners (relevant bank statements to be uploaded to the following progress report)

➢ "Irregularity" is to be considered as any infringement of a provision of EU law resulting from an act or omission by an economic operator which has, or would have, the effect of prejudicing the general budget of the European Union by charging an unjustified item of expenditure to the general budget.

➢ Irregularity might be suspected by the LP, controllers, the programme management bodies (MA/JS, AA, CA), or any other person in different stages of the project implementation

➢ Suspected irregularity should be reported to the responsible body at the Partner State

➢ The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of funds; non-disclosure of information in violation of a specific obligation, with the same effect; the misapplication of such funds for purposes other than those for which they were originally granted

➢ Suspected irregularities and fraud cases follow for the most part the same procedural steps

➢ It is possible to report suspicions also directly to European Anti-Fraud Office (OLAF) (https://ec.europa.eu/anti-fraud/olaf-and-you/report-fraud_en)

A stream of cooperation

Best practice from a first call project: DANUrB

First Year Review

Programme co-funded by the
European Union

Trust building tool – with flexible applicability

Purpose: understanding the progress of the project in terms of implementation and spending. Preventing scope.

Time-framework: 1 year after the start date of the project, with + 2 months flexibility.

Important note: no major project modification can be performed prior to it.

Preparation:
- Get familiar with the documents listed down in the implementation manual – they represent the basis for the FYR (to be sent to MA/JS with 21 calendar days before the date of the meeting).
- Organize the FYR back to back with the Steering Committee meeting – presence of all PPs is requested or at least that of Working Package leaders. Meeting Agenda to be prepared by LP.

Follow up: FYR Recommendations to be prepared by JS. Indicated steps or recommendations to be commonly implemented by MA/JS and the LP.

Project changes

Programme co-funded by the
European Union

Keep in mind!!!

- ➤ Sound **knowledge of Implementation Manual** by LP and all PPs!
- ➤ **Detect** issues, problems asap (monitoring & regular contacts, info-flow)!
- ➤ **Inform and ask** JS Project Officer advice asap!
- ➤ Support affected PPs **finding solution** possibly to **avoid project change**
- ➤ Change can be **implemented & costs eligible** (in most cases) **only after confirmation / approval** by responsible programme body

A stream of cooperation

Categories of changes

Minor changes

➢ Administrative and technical character

➢ **No significant impact** on
  - Project implementation
  - Intervention logic

➢ **Need previous confirmation** from JS Project Officer *(in most cases)*

➢ No Subsidy Contract modification

Major changes

➢ **Substantial deviations** from approved AF

➢ Need previous **approval of MA/JS or MC**

➢ **Subsidy Contract modification**

➢ Request **only after first-year-review** (except PP change)

➢ Latest request 3 months before project end date

Project changes

Procedures of changes

Minor changes

Step	
Notify	• LP informs JS PO
Submission	• Submission of justification and supporting documents
Assessment	• JS PO (& FO) checking
Decision	• JS PO confirmation
Implement	• Implement accordingly

Major changes

Step	
Notify	• LP informs JS PO
Submission	• Change request + justification and supporting documents
Assessment	• JS PO (& FO) checking
Decision	• MA/JS or MC decision
SC addendum	• Subsidy Contract modification
Implement	• Implement accordingly

Keep in mind!!!

➢ **Formulate change request**, justification, supporting documents **clearly & adequately**

➢ Use appropriate DTP templates

➢ Double check documents before sending

➢ **Limit number of change requests**

- Avoid case-by-case submission
- Collect different issues, also on PP level and compile into a single request

➢ **Calculate realistically the time** necessary for change process:

- Minor changes – from few days to few weeks
- Major changes – from 2 to 5-6 months

Depending on

- Complexity of request
- Completeness of documents and necessity of completion rounds
- Type of decision needed

Administrative changes

➤ Minor change

➤ Administrative data change (contacts, key persons, bank details)

➤ **Legal succession of LP / PP**

- New entity is legal successor
- Taking over duties and obligations

Changes affecting the partnership

Minor changes

➢ (Legal succession ➡ admin.)

➢ ASP withdrawal / entry

 • Without affecting P budget

Major changes

➢ Changing financing PPs (LP / ERDF / IPA / ENI)

Major partner change

Withdrawing ERDF / IPA / ENI PP

Date of withdrawal

➢ PP remains **responsible and liable** & PP **expenditures valid** until that date

New ERDF / IPA / ENI PP

➢ Possibly from same country as withdrawing PP

➢ Only ERDF PP by ERDF PP / IPA PP by IPA PP / ENI MD PP by ENI MD PP / ENI UA PP by ENI UA PP can be replaced

Date of new PP entry

➢ **Activities** and **costs** eligible from that date (*not from MA/JS / MC decision*)

Keep in mind!!!

➢ *Try to convince PP not to leave partnership*

➢ *Have different solutions, plans finding new PP / reallocation of tasks*

Changes affecting project content

Minor changes

➤ **Not affecting** objectives, results, outputs *(except increase of quantity),* target values of indicators

➤ Changing locations, time plan, format of activities, deliverables

➤ Increasing quantity of deliverables, equipment

Major changes

➤ Affecting original **objectives and results**

➤ Modify **quantitative** *(decreasing)*, **qualitative** aspects of outputs

Keep in mind!!!

➤ *Be aware of changes needed, also on PP level and submit request in time*

➤ *No retroactive confirmation / approval from Programme side*

A stream of cooperation

Changes affecting project budget

Minor changes

➤ WP / BL budget reallocation below flexibility limits (5% & 10%)

➤ *Flexibility rule does not apply to budget reallocations among PPs*

Major changes

➤ Budget reallocation among PPs

➤ WP / BL budget reallocation exceeding 10% flexibility limit

➤ *Revision of spending forecast (as consequence of other major change)*

➤ *Decommitment of the project (initiated by MA/JS)*

Budget reallocation among PPs

➢ Without partnership change

➢ Due to partnership change

➢ "Sponsoring" of ASP shifted from one ERDF PP to another ERDF PP

Keep in mind!!!

➢ *Funds of different sources (ERDF / IPA / ENI MD / ENI UA) cannot be mixed*

➢ *Be realistic with reallocations considering*

- Tasks to be taken over by (new) PP(s)
- Time left for implementation
- Ensuring clear justification

Budget reallocation among WPs or BLs

➢ Process refer to **reallocations not connected** to **major PP / content change**

➢ Cannot increase **WP1+WP2** budget beyond **35%** of <u>total project budget</u>

➢ Proportions of **flat rate** ("staff", "office & admin" BL) **cannot be modified**

➢ <u>Refers **separately to WP and** separately to **BL reallocations**</u>

➢ **Reference base** - division of expenditure among WPs and BLs of **latest approved budget in AF**

➢ **Budget reallocation tool** (MS Excel based) available here:
   www.interreg-danube.eu/relevant-documents/documents-for-project-implementation

A stream of cooperation

Budget reallocation among WPs or BLs

Reallocation below 5% limit (minor change)

➢ Flexibility in reporting PP costs deviating **up to 5% of <u>respective PP budget</u>** (if not connected to partner / content change)

➢ **No previous JS PO confirmation** needed; FLC can request <u>LP confirmation</u>

Reallocation below 10% limit (FROM 5%) (minor change)

➢ Flexibility in reallocating WP / BL of PPs **beyond 5% limit**, but project level WP / BL reallocations remain **below 10% of <u>total project budget</u>**

➢ **Previous JS PO confirmation needed**

Reallocation beyond 10% of <u>total project budget</u> **(major change)**

➢ **MC decision and SC + AF modification**

Project changes

Budget reallocation among WPs or BLs

Flexibility limit calculation – PP budget level example

ERDF PP6 — AAAA

		WP1 Original	WP1 Modified	WP2 Original	WP2 Modified	WP3 Original	WP3 Modified	WP4 Original	WP4 Modified	WP5 Original	WP5 Modified	TOTAL Original	TOTAL Modified	Difference/BL
1. Staff costs	Real cost basis	3,000.00	3,000.00	5,060.00	5,060.00	4,100.00	4,100.00	4,500.00	14,500.00	7,500.00	7,500.00	24,160.00	34,160.00	10,000.00
2. Office and administrative expenditures	15.00%	450.00	450.00	759.00	759.00	615.00	615.00	675.00	2,175.00	1,125.00	1,125.00	3,624.00	5,124.00	1,500.00
3. Travel and accommodation costs		4,300.00	1,300.00	1,600.00	400.00	2,100.00	1,400.00	1,000.00	1,000.00	1,000.00	1,000.00	10,000.00	5,100.00	-4,900.00
4. External expertise and services costs		3,420.00	3,420.00	2,300.00	2,300.00	15,080.00	18,480.00	21,416.00	11,416.00	0.00	0.00	42,216.00	35,616.00	-6,600.00
5. Equipment expenditure		0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00
6. Infrastruture and works		0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00
TOTAL		11,170.00	8,170.00	9,719.00	8,519.00	21,895.00	24,595.00	47,591.00	49,091.00	9,625.00	9,625.00	100,000.00	100,000.00	11.50%
Difference/ WP		-3,000.00		-1,200.00		2,700.00		1,500.00		0.00		4.20%		

ERDF PP7 — BBBB

		WP1 Original	WP1 Modified	WP2 Original	WP2 Modified	WP3 Original	WP3 Modified	WP4 Original	WP4 Modified	WP5 Original	WP5 Modified	TOTAL Original	TOTAL Modified	Difference/BL
1. Staff costs	Real cost basis	2,400.00	2,400.00	3,360.00	3,360.00	3,600.00	3,600.00	3,720.00	3,720.00	3,720.00	3,720.00	16,800.00	16,800.00	0.00
2. Office and administrative expenditures	15.00%	360.00	360.00	504.00	504.00	540.00	540.00	558.00	558.00	558.00	558.00	2,520.00	2,520.00	0.00
3. Travel and accommodation costs		5,000.00	5,000.00	1,600.00	1,600.00	5,800.00	5,800.00	1,100.00	1,100.00	800.00	800.00	14,300.00	14,300.00	0.00
4. External expertise and services costs		3,420.00	3,420.00	7,500.00	7,500.00	15,000.00	11,500.00	10,460.00	10,460.00	0.00	3,500.00	36,380.00	36,380.00	0.00
5. Equipment expenditure		0.00	0.00	0.00	0.00	0.00	0.00	10,500.00	10,500.00	0.00	0.00	10,500.00	10,500.00	0.00
6. Infrastruture and works		0.00	0.00	0.00	0.00	0.00	0.00	19,500.00	19,500.00	0.00	0.00	19,500.00	19,500.00	0.00
TOTAL		11,180.00	11,180.00	12,964.00	12,964.00	24,940.00	21,440.00	45,838.00	45,838.00	5,078.00	8,578.00	100,000.00	100,000.00	0.00%
Difference/ WP		0.00		0.00		-3,500.00		0.00		3,500.00		3.50%		

A stream of cooperation

![Interreg Danube Transnational Programme logo]

Budget reallocation among WPs or BLs

Flexibility limit calculation – total project budget level example

WP1 + WP2 proportion	Original	Modified
	31.60%	32.97%

All PPs (ERDF + IPA)	WP1		WP2		WP3		WP4		WP5		TOTAL		
	Original	Modified	Original	Modified	Original	Modified	Original	Modified	Original	Modified	Original	Modified	Difference/BL
Preparation costs											17,500.00	17,500.00	
1. Staff costs	69,546.00	88,736.34	148,770.00	136,926.27	142,340.00	145,712.47	147,654.21	147,617.24	177,250.12	154,632.66	685,560.33	673,624.98	-11,935.35
2. Office and administrative expenditures	10,431.90	13,310.45	22,315.50	20,538.94	21,351.00	21,856.87	22,148.13	22,142.58	26,587.52	23,194.90	102,834.05	101,043.74	-1,790.31
3. Travel and accommodation costs	49,900.00	39,669.31	30,600.00	27,100.00	67,646.00	56,716.00	30,191.06	27,191.06	22,377.11	18,397.11	200,714.17	169,073.48	-31,640.69
4. External expertise and services costs	204,565.00	228,508.94	141,575.45	152,257.14	269,125.00	251,657.09	245,911.00	240,534.60	61,315.00	62,815.00	922,491.45	935,772.77	13,281.32
5. Equipment expenditure	0.00	0.00	3,000.00	3,142.85	0.00	0.00	105,500.00	83,557.15	0.00	0.00	108,500.00	86,700.00	-21,800.00
6. Infrastructure and works	0.00	0.00	0.00	0.00	0.00	0.00	116,400.00	170,285.03	0.00	0.00	116,400.00	170,285.03	53,885.03
TOTAL	334,442.90	370,225.04	346,260.95	339,965.20	500,462.00	475,942.43	667,804.40	691,327.66	287,529.75	259,039.67	2,154,000.00	2,154,000.00	3.12%
Difference/ WP	35,782.14		-6,295.75		-24,519.57		23,523.26		-28,490.08		2.75%		

Budget reallocation among WPs or BLs
Monitoring

Responsibility of Lead Partner

➢ **Constant monitoring WP / BL budget reallocations of PPs** right from project start regularly updating data in budget reallocation tool

➢ Be able to initiate and receive JS confirmation / MC decision for appropriate project modification in time (eligibility of activities!!!)

➢ Avoid that costs to be reported reach respective limits (5% / 10%) without confirmation / approval

Responsibility of Project Partner

➢ Monitoring WP / BL real costs compared to original budget

➢ Timely inform LP about need for WP / BL budget reallocation request

➢ Ask LP confirming reallocations below 5% for FLC

A stream of cooperation

Changes affecting project budget

Revision of the spending forecast

➢ Fixed in Subsidy Contract

➢ Modification **only in connection to other major project changes** affecting project budget

Decommitment of the project

➢ In case DTP affected by decommitment of EU Funds

➢ Serious problems in financial performance of project

➢ **MA/JS initiate** budget reduction, based on MC decision

Prolongation of project duration

➢ Can be requested **only once**

➢ **Cannot exceed more than 6 months**

➢ Up to 3 months MA/JS – between 3-6 month MC decision

Project changes and eMS

➢ Project change process managed outside eMS

➢ Modified project data of major & minor changes to be entered by LP into eMS, after change process concluded

➢ Minor WP/BL budget reallocations (below 5% / 10% limit) not entered into eMS

➢ *„Guideline for data modification in eMS"* accessible:

http://www.interreg-danube.eu/relevant-documents/documents-for-project-implementation

Data modification in eMS can start only after LP and JS PO have agreement on that step!

A stream of cooperation

Communication:
minimum requirements

COMMUNICATION: ESSENTIAL ELEMENT OF A SUCCESSFUL PROJECT

➢ Integral part of project implementation → Linked to all WP

➢ Communication objectives linked to project objectives and results

➢ Communication activities linked to project activities

➢ Communication aimed to reach the project goal/s and informing about achievements

Good planning and enough resources

Communication: Basic documents

➢ Visual Identity Guidelines for DTP projects

➢ Communication Toolkit for DTP projects   download in DTP website

➢ DTP Project webpages – User Manual

➢ Project logo in different formats

➢ EC Regulation 1303/2013 (Annex XII, section 2.2)

➢ Communication Plan → *to be submitted by each project along with its first Progress Report!*

COMMUNICATION TOOLS

VISUAL IDENTITY MANUAL AND DTP PROJECT LOGOS

Document including all the regulations and requirements that DTP project partners must follow in their communication materials and activities.It includes examples of templates and the COMPULSORY LOGO in different formats.

Download Visual Identity Manual for DTP projects (version 01/2017)

Dowiload the DTP project logos in different formats (1st call):
- Logos projects Priority 1
- Logos projects Priority 2
- Logos projects Priority 3
- Logos projects Priority 4

The 'Standard logo' version (full colour) should be given priority, and only in exceptional cases, the rest of logo formats can be used. For printing purposes, the 'Standard logo for printing' (or, exceptionally, the other pdf formats provided) should be used. The RGB colour mode provided may be needed to be converted to CMYK mode before printing.

COMMUNICATION TOOLKIT FOR DTP PROJECTS

Document to support DTP project partners in their communication activities, including advice and tips on how to better implement the communication of their projects.

Download the Communication Toolkit for DTP projects

USER MANUAL FOR DTP PROJECT WEBPAGES

Manual addressed to DTP project Lead partners to guide them in the technical development of the DTP project webpages, including functionalities such as updating information, publishing news, sending online newsletters, sharing documents among partners, publishing outputs, etc.

Dowiload the DTP Projects webpages - User Manual

Responsibilites

➢ <u>All partners to follow regulations</u> → namely acknowledge the DTP / EU support and adequate project promotion → *Otherwise: not eligible cost* !

➢ All partners should be involved in communication coordinated by a **communication manager in the project** → qualified person in charge of:

- Implementing Communication Plan

- Involving all partners

- Checking all rules are followed

- Contacting JS

Roles and Responsibilities!

EC Regulation requirements

➤ **Acknowledge support from EU funds in ALL communication activities:**

• Include the project logo in a visible place (other logos smaller) ➔ *Also events, social media!*

• **Reference to the Fund/s** (ERDF, IPA)!!

➤ Include in each partners' **institution website** a short **project description** (aims, results) and EU support

➤ Place a **poster** (minimun A3) visible in each partner's premises including the EU support

➤ For small infrastructure of > 500.000 eur: temporary billboard + permanent plaque (*example of templates in Visual Identity Guidelines*)

A stream of cooperation

Mandatory posters

- ➢ Within 6 months after project approval:
- ➢ Each project partner to place at least one poster at a location visible to the public (such as the building entrance area)
- ➢ To stay visible for the whole project duration
- ➢ Minimum size A3
- ➢ With information about project including EU financial support
  - → *Editable templates in DTP website!*
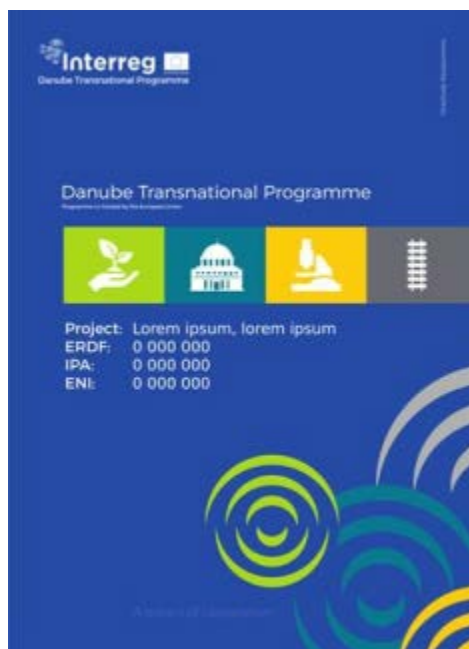
➢ DTP Project **Communication Plan**

➢ Frequently updated **project webpages** (within the DTP website)

➢ Use of the **project logo** provided by the JS

➢ At least **2 major events**

**To coordinate communication activities
and achieve project objectives
→ It includes all planned communication activities**

- To be submitted along with the 1st Progress Report
- To be developed together by all partners
- Sections → *Check Communication Toolkit!*
  - Communication main goal/objectives
  - Target groups
  - Main messages
  - Tools and methods → linked to project/communication objectives and target groups
  - Evaluation measures
  - Budget

COMMUNICATION

PLAN

A stream of cooperation

Project webpages

CULTPLATFORM_21
Danube Culture Platform - Creative Spaces of the 21st Century

Home
Partners
Library
News and events
Gallery
Newsletters
Contact
CultPlatForm_21 project partners

2018
EUROPEAN YEAR
OF CULTURAL
HERITAGE
#EuropeForCulture

In the course of history the Danube area has experienced a chequered past resulting in a culturally and historically rich but fragmented history. It has witnessed the doom of Empires, tragedies of humanity like World Wars I and II, terrible crimes like the Holocaust and the war in the Balkans. At last, two antagonistic political and economic systems have contributed to territorial imbalances. (Im)material cultural heritage is the (in)visible testimony of it. The intention of the project is to expand cultural routes, to explore aspects of hidden sites and to give stories to visible and invisible cultural heritage.

Interreg
Danube Transnational Programme
CultPlatForm_21

Start date
01-01-2017

End date
30-06-2019

Budget in Euro
Overall: 1676878,64
ERDF Contribution: 1331846,83
IPA Contribution: 93500
ENI Contribution: 0

Call number
Call 1

Priority
Environment and culture responsible Danube region

Specific objective
Foster sustainable use of natural and cultural heritage and resources

➢ **Project webpage within the programme website**
to keep constantly updated!
→ Not eligible to create an own project website
→ *Manual and training provided by JS!*

- One access per LP to edit all sections

- Access to all partners to edit only section 'Document manager'

- Connected to Project news in DTP main page

- Online newsletter

A stream of cooperation

Project webpages

LIBRARY

Filename		Date of upload
O.4.1 Meetings WG Culture for cultural routes No.1	★	09-11-2017 18:18:15
› D 4.1.2 Report 1st meeting working group Culture April 2017		09-11-2017 16:28:54
O.3.2 Agreement Danube creative spaces No.1	★	09-11-2017 18:12:44
› CultPlatForm_21 Memorandum of Understanding		03-05-2017 10:09:46
O.3.2 Agreement Danube creative spaces No.1	★	09-11-2017 18:12:44
› CultPlatForm_21 Memorandum of Understanding		03-05-2017 10:09:46
O.3.1 Dialogue and exchange & lessons learnt No.1	★	09-11-2017 17:29:52
› CultPlatForm_21 Kick-off press information		11-05-2017 14:20:10
› D 3.1.3 Report workshop "Discovering Hidden Heritage" April 2017		09-11-2017 16:02:22

See all

PROJECT PARTNERS

Name	Type	Email	Country
Federal Chancellery of Austria, Division II: Arts and Culture	Lead partner	elisabeth.pacher@bka.gv.at	Austria
State of Upper Austria Directorate Culture represented by the Museum of Upper Austria and the Upper Austria Culture	ERDF partner	m.sturm@ooekulturquartier.at	Austria

PROJECT NEWS

CULTPLATFORM_21 - ROUTES4U PROJECT AT 2ND TRANSNATIONAL PROJEC... - 24-06-2018

On 6 June 2018, Ingrid Zimmerman, Senior Counselor at the Austrian Federal Ministry of Sustainability and Tourism, presented the Routes4U project at our 2nd Transnational Project Conference in Linz during the Cultural Routes session. One of the...

Read more

CULTPLATFORM_21 - PROJECT VIDEO DESIGNED BY THE ARTIST RAINER PRO... - 06-06-2018

The Danube Culture Platform aims at discovering hidden heritage in order convey historic places and events in a contemporary way to an international audience. It seeks innovation, experiments, new strategies and tools. Following a cultural –...

Read more

CULTPLATFORM_21 - THE "DANUBE ART LAB" IN REGENSBURG. OPEN-MINDE... - 05-03-2018

ESTABLISHING WALKABLE CITIES IN THE DANUBE REGIO

07-03-2017

Newsletter

CITYWALK PROJECT STREAMING TOWARDS POSITIVE EFFECTS OF WAKING FOR MORE LIVABLE CITIES

DTP Project logos

➢ **Provided by the JS** → *Downloadable in DTP website!* → Not eligible to create another project logo

- Acronym in the color of the project priority

- Be careful with institution logos: <u>not bigger in height OR width than EU emblem</u> included in the project logo

➢ Organisation of **at least two public events** to create awareness and disseminate project results:

- **Kick-off event** within 4 months after project beginning → flexible dates → *Not to confuse with internal partnership meeting!*
- Final dissemination event at the end

→ *Tips in Communication Toolkit!*

Successful project = Good results + Good partnership cooperation with good internal communication

➢ Within partnership :
- All partners engagement
- Fluent communication LP – partners → *Use the 'Document manager' section of the project webpage*

➢ With the MA / JS :
- Participation in LP trainings organised by the MA/JS
- Participation in other DTP events to present/discuss/develop/share project results and create synergies with other projects/organisations → Capitalisation
- Informing about all project communication activities!

A stream of cooperation

19th July 2018 (9:00 – 17:00)

Time	Activity
9:00 – 9:30	*Registration*
9:30 – 9:35	Presentation of the agenda and speakers
9:35 – 10:00	Introduction: The importance of good project communication and the Kick-off events
10:00 – 10:30	DTP Projects: Mandatory visual requirements
10:30 – 11:15	DTP Project webpages in the DTP website
11:15 – 11:45	*Coffee break*
11:45 – 12:15	Project communication in Interreg MED Programme
12:15 – 12:45	Good practices from projects
12:45 – 13:30	*Lunch break*
13:30 – 15:00	Communication techniques and tools: how to best communicate our project activities and results? (including a practical exersice)
15:00 – 15:30	*Coffee break*
15:30 – 16:55	Project communication activities: how to plan and evaluate them? (including a practical exercise)
16:55 – 17:00	Conclusions and farewell

➢ **All approved projects communication managers to attend**

A stream of cooperation

DTP Capitalisation working groups

- [Introduction to the DTP Capitalisation Strategy](#)
- Capitalisation working groups:

	Pole 1. Innovative ecosystem for SMEs	Pole 2. RDI framework support	Pole 3. Entrepreneurial learning systems	Pole 4. Water management	Pole 5a. Cultural values in the Danube Region	Pole 5b. Natural values in the Danube Region	Pole 6. Sustainable mobility	Pole 7. Waterways	Pole 8. Sustainable energy	Pole 9. Educational governance	Pole 10. Migration and inclusive governance	Pole 11. Participatory and local governance
Danube S3 Cluster	X											
KnowING IPR	X											
DanubeChance2.0			X									
Finance4SocialChange			X									
Danube Energy+			X									
INDEED			X							X		
InnoSchool										X		
WOMEN IN BUSINESS			X									
Danube Floodplain				X								
DAREFFORT				X								
SIMONA				X								
AoE Bike Trail						X						
EcoVeloTour						X						
REDSICOVER					X							
URBforDAN						X						
ConnectGREEN						X						
D2C						X						
MEASURES						X						
REFOCuS						X						
Sava TIES						X						
GRENDEL								X				
RADAR							X					

A stream of cooperation

Closure

Programme co-funded by the
European Union