



ATLANTIC AREA Transnational Programme  
ESPACIO ATLÁNTICO Programa Transnacional  
ESPACE ATLANTIQUE Programme Transnational  
ESPAÇO ATLÂNTICO Programa Transnacional

## ATLANTIC AREA

### Transnational Cooperation Programme 2007-2013

**Moderator: Bertrand Tourrillon (NC – France)**

- . Eligible participants: Ana Burgos (NC – Spain)**
- . Eligible expenditures: Francisca Cordovil (NC – Portugal)**
- . Admissibility and selection criteria: Heather Silcox (UIK Contact Point) and Jean-Luc Frès (JTS Director)**

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European Union

European Regional  
Development Fund



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# Eligible organization

## Who can participate in the Programme?

### PUBLIC participants

National , regional and local authorities

Universities, research and development agency

### PRIVATE participants

Non for profit organisations.

Profit-distributing enterprises with an industrial or commercial character.



**ONLY specific expenditures**  
**(travel, accomodation, related audit cost)**

# Eligible participants

**Body governed by public law  
(these bodies assimilated to public ones)**

**Directive 2004/18/EC, Art. 1**

- ➔ Specific purpose of **meeting needs in the general interest**, not having an industrial or commercial character;
- ➔ Having **legal personality**;
- ➔ **Financed, for the most part**, by the State, regional or local **authorities**, or other bodies governed by public law;  
or subject to **management supervision** by those bodies;  
or having an **administrative, managerial or supervisory board**, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law.

# Eligible participants: Lead Partner

➔ From one **European eligible regions** of the Atlantic Area Programme

➔ **Public bodies /authorities** or those ones assimilated to public bodies by public law

➔ If not for profit organisations, must provide sufficient **guarantees of solvency and management capacities** (administrative, financial, technical)

Profit distributing enterprises with an industrial or commercial character could be NOT LEAD PARTNERS

## CAUTION

Sub-contracting between partners that form part of the same partnership is not eligible project.

# Eligible participants: The Partners

**Located in the eligible area of the Atlantic Area programme.**

**IF located outside of the Atlantic Area Art. 21-2 Regulation (EC) 1080/2006**

**Only in justified cases**

For the benefit of the regions in the cooperation objective area  
Up to a limit of 20% of the amount of its contribution to the Programme.

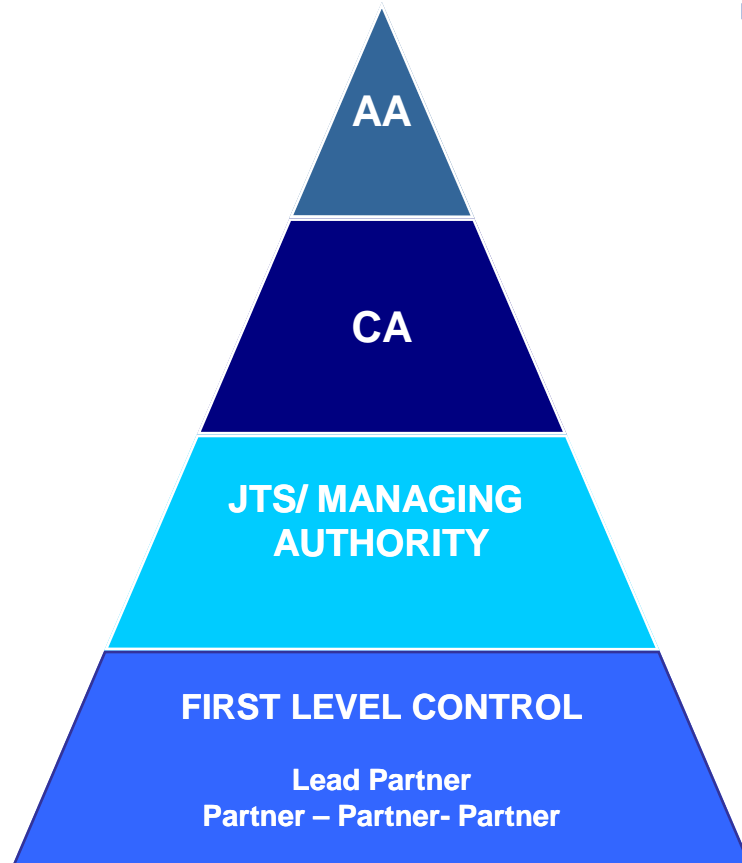
**IF located outside the European Union Art. 21-3 Regl.:1080/2006:**

**Only in justified cases**

For the benefit of the regions in the cooperation objective area  
Up to a limit of 10% of the amount of its contribution to the Programme.

# Compulsory step to ensure the eligibility of expenditure: First level control systems

## Control & Audit System



AA- Audit Authority

CA- Certifying Authority

## Main features of first level controller

**Independency** must be guaranteed  
(*no conflict of interest*)

**Designated** in compliance with the rules' system approved **by each MS**

A “**double-sided**” through knowledge:  
European regulation on Structural Funds and on Atlantic Area Programme + national rules

Better possibilities to **avoid anomalies**: by checking the 100% of the declared expenditure (verification's duties).

# Compulsory step to ensure the eligibility of expenditure: First level control systems

## First Controllers system within Atlantic Area MS

IE-Centralised

UK- Decentralised

FR-Decentralised

P- Decentralised

SP- Decentralised

For all decentralised systems, take into account:

**National Correspondent** must **approved** the designation as **first level controller** proposed by each single partner (UK still to be defined).

Differentiation roles

1st level controller: verification of the **100%** expenditures declared by the partners

National Correspondent: **validation** of the first level control verification (quality of the verification /control system).

Ireland has a centralised system n **centralised** system

**Take into account this system:**

**Assessing the budget for external auditor**

**Assessing the administrative human resource for the project**



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### **The Eligibility of Expenditures and Budgetary Lines**

**Francisca Cordovil**

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# Eligibility of expenditures

Take into account the eligibility rules for ERDF funded expenditure defined in the:

- Regulation (EC) No 1083/2006 - Art.55 -56
- Regulation (EC) No 1080/2006 - Art. 7
- Regulation (EC) No 1828/2006 - Art. 49 to 53
- Rules laid out in the Operational Programme Atlantic Area and the **relevant national rules and requirements.**

# Eligibility of expenditures

## To be eligible all costs must be:

- **Related** to the purpose of the action
- Part of the **approved** Application Form
- Incurred **within the dates** specified in the Subsidy Contract
- **Reasonable, justified**, consistent with the usual internal rules of the partner
- Supported by **receipts, invoices or accounting documents** of equivalent probative

# Focus on some non eligible expenditures

(Article 7 of the Regulation 1080/2006)

- Interest on debt
- Recoverable value added tax
- Fines, financial penalties and expenditure on legal disputes

# General eligibility requirements

## Eligibility of financial charges and guarantee costs

(Article 49 of the Regulation 1828/2006)

- Transnational financial transactions
- Charges for opening and administering a separate account
- Accountancy and audit costs
- Legal consultancy fees, notarial fees, costs of technical and financial experts
- Guarantees if required by national or Community legislation

# Specific eligibility items to be caution with

## In-kind contribution

(Article 51 of the Regulation 1828/2006)

(Article 56 of the Regulation 1083/2006)

- Their value can be independently assessed and audited
- Provision of land or real estate, equipment or raw materials certified by an independent qualified value or duly authorised official body
- Unpaid voluntary ( taking into account the time spent and remuneration for equivalent work).

**Portugal does not accept** as an eligible cost, voluntary work and contribution in kind

# Specific eligibility items to be care with

## Revenue-generating projects

(Article 55 of the Regulation 1083/2006

modified on the 18 December 2008 : regulation 1341/2008)

- Schematically, revenue must be deducted to the eligible total cost of the project.

# Eligibility period

## Preparation costs are eligible

- **Only** for projects approved
- If they are real, justifiable
- Incurred between the **1<sup>o</sup> of January 2007** and the date of the **signature** of the subsidy contract by the Managing Authority
- **A specific activity in the work plan must be indentified.**

## Limitation

- **5% of total eligible cost** or a maximum 20.000 €, (the smallest amount is considered)
- The costs will be included in the corresponding budget line according to their nature

# Eligibility period

- **Start date** and the **end date** established in the application form approved and the subsidy contract
- **To be eligible: all the payments** have to be made **before** this end date.

➔ Incorporate a period of two or three months after the project activities, for the administrative project closure, in order for the related costs to be eligible.

# General eligibility requirements

## Co-ordination costs

- Must be included specifically in the budgeted line of the partner that has implemented the expenditure;
- Included in its corresponding budget line depending on their nature;
- National public procurement rules must be observed by the partner involved in selecting company or individual, which will carry out the assignment;
- **A specific activity in the work plan must be identified.**

# ATLANTIC AREA BUDGETARY LINES

expenditure should be based on the following budget lines

- **Human Resources** ←
- **Services Supply** ←
- **Operational Costs** ←
- **Travel and accommodation**
- **Meetings and Seminars**
- **Promotion and dissemination**
- **Equipment**
- **Other Costs**

# BUDGETARY LINES: Human resources

## BASED ON:

- Real costs justified . Estimations are not acceptable;
- The remuneration costs charged (gross remuneration + employer's portion of social charges);
- A clear link with the project and must be mention within the application;
- Recorded and certified working time for the duration of the action for each employee;
- Eventual specificity for public servant (art. 50 Regulation 1828 /2006) modification could be occurred in the next future.

## LIMITATION

**Not exceed 50% of the eligible total cost of the project**

**Exceptions in certain cases, but these must be properly**

**justified by the applicant**  
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# BUDGETARY LINES: Services supply

MUST :

- Be **essential, reasonable cost** (in line with market prices);
- Respect the public procurement rules (European and National) by the Partner's/organization responsible in selecting a company;
- **Include audit related costs for first level control.**

## CAUTION

A sub-contractor is not part of the project partnership  
The related costs must not be included in Human Resources.  
Sub-contracting between partners is not eligible.

# BUDGETERY LINES: operational costs

MUST :

- Be associated with the implementation of the project;
- Present in the application a calculation method and the rules of allocation;
- Include, for example, items like: office rent, maintenance, electricity, heating, water, insurances compulsory, telephone, fax, internet, mailing, stationary.

## LIMITATION

To a maximum **25 %** of the total budget line “**Human Resources**” at project level.

# OTHER BUDGETERY LINES

## **Travel & accommodation:**

Necessary for the effective delivery of the project, reasonable;  
Comply with the internal rules and/or Member State national rules where applicable

## **Meetings & seminars**

Related to meetings and seminars (rent, catering etc..) and have been approved in the application form

## **Promotion & dissemination**

Aiming the promotion of the project (web site, flyers, documentation, etc)

## **Equipment**

Charged to the project as far as they are essential for the delivery of the project

## **Other costs**

Other expenditures which do not fit the budget lines defined previously

# Use of the Euro

- Project expenses must be report in EURO
- For non-Euro currency expenses, Art.81 of the regulation 1083/2006 defines conversion rules
- Use the monthly accounting exchange rate of the Commission in the month during which the invoice was paid
- Use the average monthly exchange rate given by the Commission <http://ec.europa.eu/budget/inforeuro/index.cfm>

# Budget estimate & automatic decommitment (n+3 / n+2)

## Decommitment Rule: Art. 93 Regulation 1083/2006

- Programmes may have funds decommitted by the European Commission in case the allocations set in the financial tables of the Operational Programme are not translated into effective requests for payment within the set timeframe.
- **N+3** for the programme allocations of the years **2007 to 2010**
- **N+2** for the programme allocations of the years **2011 to 2013**

Realistic budget estimate



Respect of the annual working and budget plan

Rigorous monitoring by financial manager



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# Admissibility and selection criteria

## 1. Admissibility criteria:

Administrative verifications focusing on the minimum requirements that each applicant must have if it is to be considered further in the selection process.

## 2. Selection criteria:

Criteria allowing an assessment, of all the admissible considered as admissible, in order to score each project.

# Admissibility criteria

## Six admissibility criteria

1. The application was submitted before the closing date through the means established by the Programme
2. The project has not been completed before the date of submission of the application
3. The electronic application form is valid, all compulsory sections are completed and all declarations are presented, signed and dated
4. The lead partner is an organisation within the eligible programme area
5. The project is transnational complies to transnational cooperation criteria set out in Article 19 point 1 of EC Regulation 1080/2006
6. Quantifiable outputs are defined in accordance with the objectives set in the OP

# Selection criteria

## 5 sections

Section nº		Weight
1	Intensity and added value of the Transnational Cooperation	24
2	Contribution to the Atlantic Area Strategy and coherency with European and national, regional and local policies	18
3	Quality of the working and communication plans and degree of tangibility, transferability and sustainability of project results	24
4	Quality of the partnership organisation and of the management and control system	16
5	Consistency and soundness of budget	18
		100

# Section 1 Intensity and added value of the Transnational Cooperation

Criteria nº	Criteria	Weight	Application Sections
1	Degree by which the project demonstrates, through relevant information, how the issues and challenges of the project correspond with a common concern or objective across the Member States / regions of the Atlantic Area.	5	4
2	Transnational relevancy of the project issues. Extent to which the project addresses common challenges across all of the territories of the Atlantic Area	7	4
3	Degree of innovation of the project in relation to the issues and the development of new processes and/or products. Extent to which the project implements any key lessons learned from previous engagement and its eventual complementarities with other projects and/or programme of the period 2007-2013.	5	3 - 9
4	Positioning of the project in the four-step scale of ascending cooperation intensity: exchange of experience, transfer of know-how, pooling of a critical mass of means, tackling transnational issue	7	5 - 6

## Section 2 Contribution to the Atlantic Area Strategy and coherency with European and national, regional and local policies

Criteria nº	Criteria	Weight	Application Form Sections
5	Clarity of the proposal and rationale of the project in relation to its contribution to the Atlantic Area strategy and to the priority and objective under which it is applying.	5	4
6	Clarity and rationale of the project in relation to the contribution to a balanced territorial development and the lessening of regional development disparities	4	4
7	Fit with relevant European, national, regional or local policies related to the issues tackled by the project	4	4
8	Fit with the Lisbon Agenda priorities and the Gothenburg Agenda priorities	5	4

## Section 3 Quality of the working and communication plans and degree of tangibility, transferability and sustainability of project results

Criteria nº	Criteria	Weight	Application Form
9	Quality and clarity of the work plan, including the methodology, the balance of the partners' involvement and practicality for delivery against set objectives	6	6
10	Relevance, realism, tangibility and value of output and result indicators and their relationship with project objectives. Relevance of the follow-up indicators presented	6	7
11	Demonstration of the sustainability strategy of the project to continue project activity beyond the funding period including any leverage effects through the involvement of new players, sectors or regions	6	8
12	Relevance and realism of the communication plan and of its contribution to the transferability of project results including transfer of knowledge and good practice more widely within the Atlantic Area (new audience, sectors or geographical areas)	6	5 - 11

## Section 4 Quality of the partnership organisation and of the management and control system

Criteria nº	Criteria	Weight	Application Form Sections
13	Quality of the partnership, in terms of the diversity and nature of the organisations involved and the relevance and capacity to deliver the objectives and the expected results	4	10
14	Quality and transparency of the internal organization management and control system, in terms of its clarity and effectiveness	4	10
15	Capacity and experience of the Lead Partner to effectively manage and co-ordinate a transnational project and of the other project partners to deliver their element of the work plan	4	10
16	Degree to which the project promotes and allows for knowledge and know –how transfers and exchange of experiences within the partnership	4	8 - 10

## Section 3 Consistency and soundness of budget

Criteria nº	Criteria	Weight	Application Form
17	Extent to which the overall project budget provides explanations and justification on budget construction and budget lines in relation to the project work plan activities	6	10
18	Extent to which the overall project budget is consistent with the work plan and reflects value for money as well as costs in line with market prices	6	10
19	Extent to which the budget lines are respecting the eligibility of expenditures rules	3	10
20	Degree of how the budget reflects the involvement of partners in the working plan, the extent to which it is globally balanced between them and ensures the allocation of resources which is coherent with their financial capacity	3	8 - 10

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