DATASHEETS

FOR APPLICATION FORM & GUIDANCE

2006

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NORTHERN PERIPHERY PROGRAMME

DATASHEET 1: Northern Periphery Programme Area

The Northern Periphery Programme covers the following areas:

Scotland

Highlands and Islands:
Argyll & the Islands Local Enterprise Company (LEC) Area
Caithness & Sutherland LEC Area
Inverness & Nairn LEC Area
Lochaber LEC Area
Parts of Moray, Badenoch & Strathspey LEC Area
Orkney LEC Area
Ross & Cromarty LEC Area
Shetland LEC Area
Skye & Lochalsh LEC Area
Western Isles LEC Area

Finland

Objective 1 regions and adjacent areas in Keski-Suomi, Pohjois-Pohjanmaa and Keski-Pohjanmaa.

Municipalities in Objective 1 area in Finland:

Anttola	Juva	Kinnula	Mikkeli
Eno	Jäppilä	Kitee	Mikkelin mlk
Enonkoski	Kaavi	Kittilä	Muonio
Enontekiö	Kajaani	Kiuruvesi	Mäntyharju
Haapajärvi	Kangaslampi	Kivijärvi	Nilsiä
Haapavesi	Kangasniemi	Kolari	Nivala
Halsua	Kannonkoski	Kontiolahti	Nurmes
Haukivuori	Karstula	Kuhmo	Outokumpu
Heinävesi	Karttula	Kuivaniemi	Paltamo
Hirvensalmi	Kaustinen	Kuopio	Pelkosenniemi
Hyrynsalmi	Keitele	Kuusamo	Pello
Ii	Kemi	Kyyjärvi	Perho
Iisalmi	Kemijärvi	Kärsämäki	Pertunmaa
Ilomantsi	Keminmaa	Lapinlahti	Pieksämäen mlk
Inari	Kerimäki	Leppävirta	Pieksämäki
Joensuu	Kestilä	Lestijärvi	Pielavesi
Joroinen	Kesälahti	Lieksa	Pihtipudas
Juankoski	Kiihtelysvaara	Liperi	Piippola
Juuka		Maaninka	Polvijärvi

DATASHEET 1

Posio	Ristiina	Sulkava	Valtimo
Pudasjärvi	Ristijärvi	Suomussalmi	Varkaus
Pulkkila	Rovaniemen mlk	Suonenjoki	Varpaisjärvi
Punkaharju	Rovaniemi	Taivalkoski	Vehmersalmi
Puolanka	Rääkkylä	Tervo	Vesanto
Puumala	Saarijärvi	Tervola	Veteli
Pyhäjärvi	Salla	Tohmajärvi	Vieremä
Pyhäntä	Savonlinna	Toholampi	Viitasaari
Pyhäselkä	Savonranta	Tornio	Virtasalmi
Pylkönmäki	Savukoski	Tuupovaara	Vuolijoki
Rantasalmi	Siilinjärvi	Tuusniemi	Värtsilä
Ranua	Simo	Ullava	Yli-Ii
Rautalampi	Sodankylä	Utajärvi	Ylikiiminki
Rautavaara	Sonkajärvi	Utsjoki	Ylitornio
Reisjärvi	Sotkamo	Vaala	

Municipalities in eligible Objective 2 areas in Finland:

Alavieska	Kalajoki	Leivonmäki	Sievi
Hailuoto/Karlö	Kannus	Lohtaja/Lochteå	Sumiainen
Hankasalmi	Keuruu	Luhanka	Suolahti
Himanka	Kokkola/Karleby	Merijärvi	Toivakka
Joutsa	Konnevesi	Multia	Uurainen
Jyväskylä	Korpilahti	Muurame	Ylivieska
Jyväskylän mlk	Kuhmoinen	Oulainen	Äänekoski
Jämsä	Kälvia/Kelviå	Oulu/Uleåborg	
Jämsänkoski	Laukaa	Petäjävesi	

Municipalities in eligible transitional area:

Liminka/Limingo
Lumijoki
Muhos
Patijoki
Pyhäjoki
Rantsila
Raahe/Brahestad
Ruukki
Siikajoki
Tyrnävä
Vihanti

Municipalities in other eligible areas:

Haukipudas
Kempere
Kiiminki
Oulunsalo

Sweden:

The objective 1 regions and adjacent coastal areas in Northern Sweden:

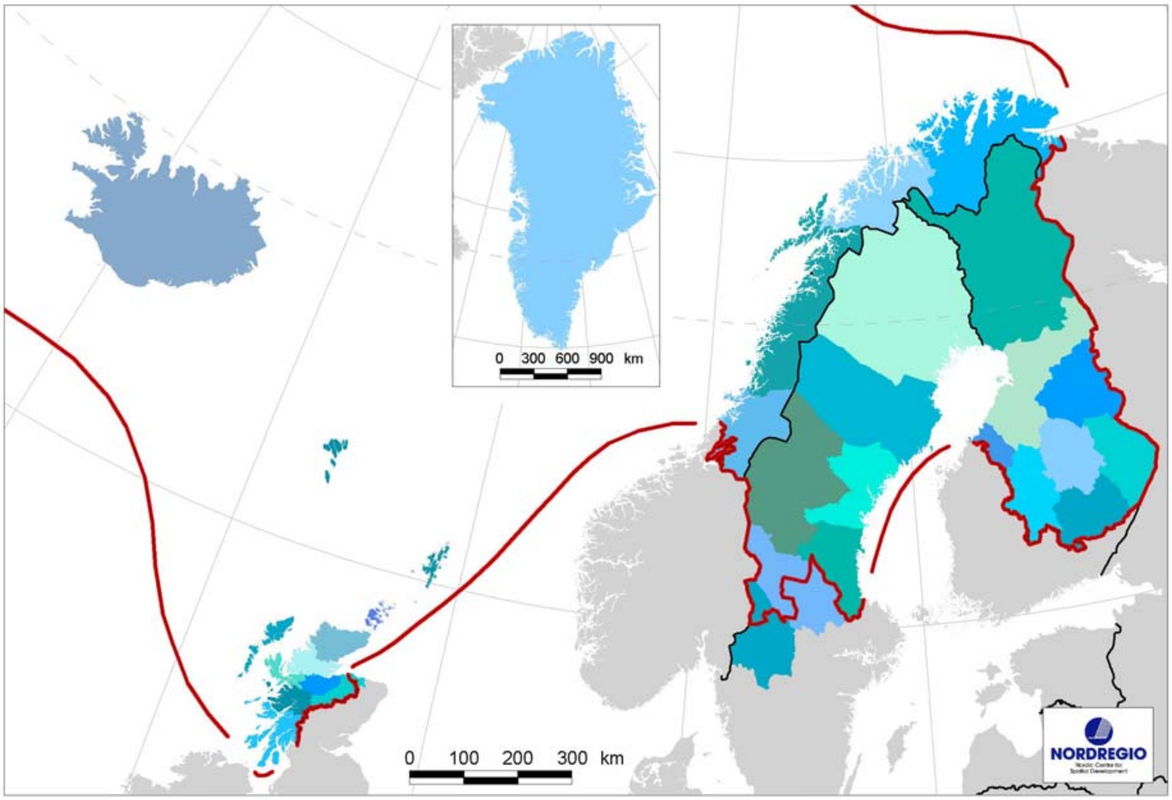
Norrbottens län/county; i.e. the following municipalities; Arjeplog, Arvidsjaur, Boden, Gällivare, Haparanda, Jokkmokk, Kalix, Kiruna, Luleå, Pajala, Piteå, Älvsbyn, Överkalix, and Övertorneå.
Västerbottens län/county; i.e. the following municipalities; Bjurholm, Dorotea, Lycksele, Malå, Nordmaling, Norsjö, Robertsfors, Skellefteå, Sorsele, Storuman, Umeå, Vilhelmina, Vindeln, Vännäs and Åsele.
Jämtlands län/county; i.e. the following municipalities: Berg, Bräcke, Härjedalen, Krokom, Ragunda, Strömsund, Åre and Östersund.
Västernorrlands län/county; i.e. the following municipalities; Härnösand, Kramfors, Sollefteå, Sundsvall, Timrå, Ånge and Örnsköldsvik
Gävleborgs län/county; i.e. the following municipalities; Bollnäs, Gävle, Hofors, Hudiksvall, Ljusdal, Nordanstig, Ockelbo, Ovanåker, Sandviken and Söderhamn
Parts of **Dalarnas län/county**; i.e. the following municipalities; Malung, Orsa, Vansbro, Älvdalen and the parishes Venjan and Våmhus in Mora.
Parts of **Värmlands län/county**: Torsby municipality

Norway:

Nord-Trøndelag, Nordland, Troms and Finnmark fylker:
Nord-Trøndelag: Steinkjer, Namsos, Meråker, Stjørdal, Frosta, Leksvik, Levanger, Verdal, Mosvik, Verran, Namdalseid, Inderøy, Snåsa, Lierne, Røyrvik, Namsskogan, Grong, Høylandet, Overhalla, Fosnes, Flatanger, Vikna, Nærøy, Leka
Nordland: Bodø, Narvik, Bindal, Sømna, Brønnøy, Vega, Vevelstad, Herøy, Alstahaug, Leirfjord, Vefsn, Grane, Hattfjelldal, Dønna, Nesna, Hemnes, Rana, Lurøy, Træna, Rødøy, Meløy, Gildeskål, Beiarn, Saltdal, Fauske, Skjerstad, Sørfold, Steigen, Hamarøy, Tysfjord, Lødingen, Tjeldsund, Evenes, Ballangen, Røst, Værøy, Flakstad, Vestvågøy, Vågan, Hadsel, Bø, Øksnes, Sortland, Andøy, Moskenes
Troms: Harstad, Tromsø, Kvæfjord, Skånland, Bjarkøy, Ibestad, Gratangen, Lavangen, Bardu, Salangen, Målselv, Sørreisa, Dyrøy, Tranøy, Torsken, Berg, Lenvik, Balsfjord, Karlsøy, Lyngen, Storfjord, Gaivuotna - Kåfjord, Skjervøy, Nordreisa, Kvænangen
Finnmark: Vardø, Vadsø, Hammerfest, Guovdageaidnu - Kautokeino, Alta, Loppa, Hasvik, Kvalsund, Måsøy

Greenland, Faroe Islands and Iceland as a whole

Northern Periphery Programme Area



NORTHERN PERIPHERY PROGRAMME

DATASHEET 2: Contact Details for Northern Periphery Programme

Regional Contact Points

FINLAND

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DATASHEET 2

DATASHEET 3: Selection Procedure and Criteria

Project selection criteria

Project selection will be based on firstly, formal requirements to secure admissibility and eligibility and secondly, selection criteria for ranking of projects presented below. The selection criteria might be specified, completed and further developed by the Programme Monitoring Committee during the implementation process.

Formal requirements to secure admissibility and eligibility

To comply with the requirements for **admissibility** the following points must be fulfilled:

1. One of the project partners should be assigned the role of Lead Partner, carrying the overall responsibility of the project**.** The Lead Partner must come either from an EU Member State (Finland, Scotland, Sweden) or from the Non Member States of Norway or Iceland, and be located within the programme area in order to be entitled to take full responsibility for the Northern Periphery Programme funding. For further information on Lead Partner responsibilities see Datasheet 5.

2. The application form must be filled in correctly and it should include the following elements:

- Specified aims or purposes that enables an evaluation of the project's compliance with the overall intentions of the programme
- An outline of the basic strategy of the networking project
- A specified time schedule and a presentation of the planned activities of the project
- A presentation of the partners, the project-organisation and the project-leader
- A presentation of the intended results of the project, and a list of indicators to ensure the monitoring and evaluation of the project
- A presentation of the dissemination of project results and what can be learnt from these
- An overall budget and a financial table, specifying the different financial sources of the project, including evidence of co-financing in the form of signed co-financing commitments.

To be considered **eligible,** the project must:

- Be consistent with the Interreg III B Northern Periphery Programme
- Concentrate on issues that call for transnational cooperation
- Include three or more partners from at least three different countries, of which one must be from an EU Member State**,** within the programme area
- Demonstrate its contribution to spatial development
- Take into account sustainable development, including economic, social and environmental perspectives

- Take into account equal opportunities in a broad context; gender equality, minorities and age groups
- Avoid duplication of current or completed work
- Provide good value for money with a realistic budget
- Be likely to prove viable both in its execution and ability to survive once funding under the programme ends

Only project applications fulfilling the admissibility and eligibility criteria will be forwarded to the Programme Monitoring Committee acting as Steering Committee for approval.

Selection criteria for ranking of projects

Projects will be given **higher priority** if they also:

- Demonstrate an additional and sustainable economic benefit to the programme area
- Involve partners from either Scotland, Greenland, Faroe Islands, Iceland or Northwest Russia
- Have a complex partnership (partnership not only between single partners from each country, but between partnerships involving both the public and private sector from each country involved), for example educational institute-private sector-public sector cooperation
- Take into account/focus on the particular conditions of the north, particularly peripherality and sparsity of population
- Take into account the different groups of indigenous people
- Attract private sector contributions or generate indirect private sector leverage
- Demonstrate positive environmental impact and sustainability
- Demonstrate positive impact on equal opportunities in a broad context; gender equality, minorities and age groups
- Have an appropriate size recommended by the PMC
- Contribute significantly to achieving the outputs/outcomes for the programme and priority and measure targets
- Demonstrate a high degree of innovativeness
- Demonstrate a well-balanced transnational partnership where the different partners contribute and benefit to a similar extent
- Demonstrate synergy with other funds including Tacis, Objective 1, 2, 3 and transitional funding

Measure specific selection criteria

The priorities and measures are presented in more detail in the Programme Complement, and some “core actions” are indicated. However, the measures will be open for a wide range of issues and applicants are welcome to present arguments for how their project fits into one of the measures, and contributes to the overall aims of the programme.

The measure specific criteria below indicate what will be prioritised in the assessment of projects under the different measures.

Measure 1.1
Priority will be given to projects that:
- Promote the maintaining and improvement of effective and sustainable transport infrastructure within the region
- Address weaknesses in transport networks, particularly links between regions and with national and international networks
- Improve access of enterprises to resources and markets and/or communities to jobs and services.

Measure 1.2
Priority will be given to projects that:
- Assist in the creation of new employment, particularly in remoter areas, and/or reduce the need to travel
- Enable enterprises to become more competitive
- Improve access to information and services.
- Enhance the availability of ICT in the Northern Periphery Programme Area

Measure 2.1
Priority will be given to projects that:
- Provide evidence that the proposed use of natural resources is sustainable
- Derive positive economic and social benefits from the natural environment
- Encourage/build on the areas unique cultural heritage
- Relates to the high quality of the Northern periphery environment, including EU sites within the Natura 2000 suite or similarly nationally protected sites in non-EU countries
- Lead to higher value uses of the natural resource and/or enhance the economic value of products created from natural resources
- Lead to the enhancement of the region's natural resources through improved management

Measure 2.2
Priority will be given to projects that:
- Result in an increase in exports and/or an increase in production/output
- Result in expanding markets
- Help companies broaden their competence for new product development and foreign trade
- Encourage greater participation of women and young people in entrepreneurial activity
- Increase the competence of the Northern Periphery Programme workforce
- Result in increased commercialisation of product ideas developed in co-operation with business and research institutes
- Improve the viability and/or provide new business opportunities for business enterprises, and SMEs in particular
- Result in best practise for business development, accessing market information, training etc.

Measure 3.1
Priority will be given to projects that:
- Improve the viability of service provision
- Improve the level or quality of service
- Enable communities to make better use of the energy resources and waste products
- Lead to a better understanding of the economic and social circumstances of sparsely populated areas

Measure 3.2
Priority will be given to projects that:
- Support local mobilisation and other actions that increase the viability of local communities
- Improve resource management or reduce pollution through more integrated planning
- Improve the ways in which spatial and economic development strategies are formulated
- Support bottom up processes and exchange of experiences between communities
- Raise the awareness of the challenges of the periphery

Prerequisites for successful running of projects

Practical prerequisites

As the administration of a transnational EU-funded project is substantial, a number of prerequisites may help the practical implementation and proceeding of each networking project.

Lead Partner responsibilities

In order to be able to run the project efficiently, the lead partner has to set up an efficient and reliable management and co-ordination system handling the administration of the project. This responsibility lies with the lead partner. The administrative co-ordination includes both issues related to the thematic activities of the project, as well as the purely administrative and financial management of the project and its accounts. Another important task of the project co-ordination unit is the production of six-monthly reports to the Northern Periphery Programme Secretariat on activity related progress and financial follow-up.

The lead partner should appoint one *project co-ordinator* responsible for the overall activities of the project. This person should be qualified to handle the thematic co-ordination of the project and thus be able to work as a driving force to the partnership and people around it, in order to achieve the objectives laid down in the application. It is recommended to appoint a project co-ordinator with experience in management of transnational projects.

Financial management and control

A project co-financed with EU-assistance has to be managed and administered in a professional and reliable way. The financial co-ordination should not be underestimated, as experience shows that it is an extensive assignment to build up, maintain and phase out a transnational project of this kind. In order to make best use of the funds raised to the project, professional financial management is essential.

Selection procedure

Project selection will be done by the Programme Monitoring Committee following open calls for applications. Calls for applications will be launched regularly. In line with the pro-active approach to programme implementation, the Programming Monitoring Committee may decide on special focus or requirements for individual calls.

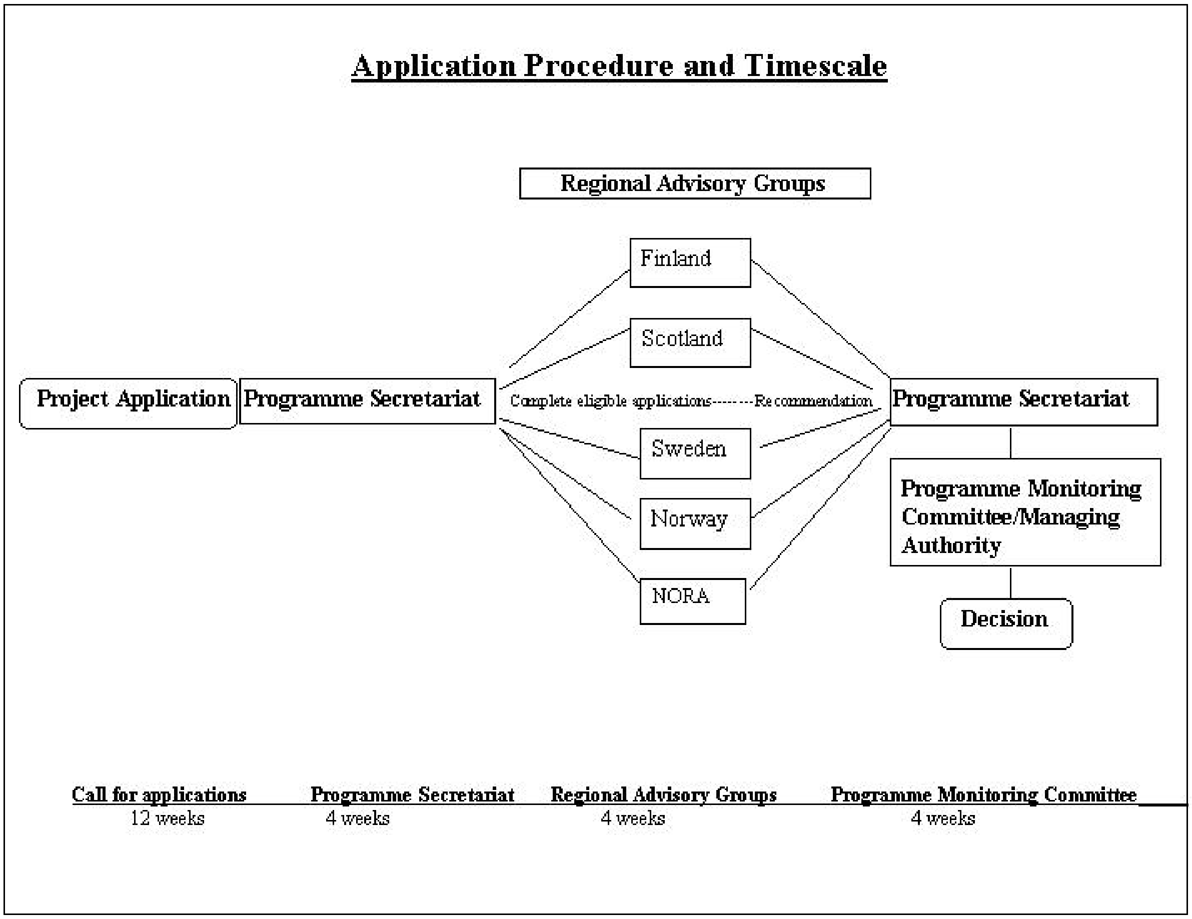
Calls for applications will be published on the website of the programme as the main source of information at least three months prior to each application round. They will, for example, be published in ministry bulletins to all public national, regional and local authorities. Relevant information will be distributed through the Programme Monitoring Committee and Regional Contact Points.

Applications for funding will be submitted by the Lead Partner of the project to the Northern Periphery Programme Secretariat. Upon arrival of the application at the secretariat, the Lead Partner will be sent a notification of the arrival of the application. The application will be registered and checked for admissibility and eligibility by the Northern Periphery Programme Secretariat. The Monitoring Committee will be notified of all projects that failed to meet the admissibility and eligibility check.

The Secretariat will then distribute the eligible applications to the Regional Advisory Groups, which will assess the suitability and priority of all eligible project applications using the agreed selection criteria and make recommendations on whether or not the requests for funding should be supported. The selection will be based on the “4-box-scoring method” where the applications will be recommended for 1) accepted without conditions, 2) accepted with conditions, 3) resubmission and 4) rejected.

On the basis of the recommendations of the Regional Advisory Groups, the Northern Periphery Programme Secretariat will prepare proposals for decision to the Programme Monitoring Committee, acting as a Steering Committee. Funding decisions will be made at the Programme Monitoring Committee meetings. After the Monitoring Committee meetings, the Lead applicant/partner will be informed about the decision. When an application is approved, the Managing Authority will draw up the Grant Offer Letter. If the Monitoring Committee rejects the project, a refusal letter will be sent to the Lead Partner. The Lead Partner is responsible for communication with the other partners in the project.

Figure 1. Application Procedure and Timescale



DATASHEET 3

NORTHERN PERIPHERY PROGRAMME

DATASHEET 4: Eligible and Ineligible Costs

ELIGIBLE PROJECT COSTS

The Commission Regulation (EC) No 448/2004 of 10 March 2004 lays down detailed rules for the implementation of Council Regulation (EC) No 1260/1999 as regards eligibility of expenditure of operations co-finance by the Structural Funds. This reference document should to be applied for the period 2000-2006 and can be downloaded from the Northern Periphery Programme website:
http://www.northernperiphery.net/apply/frameset.html (under *Regulations*)

All applicants should familiarise themselves with the above-mentioned regulation regarding eligibility. The purpose of this datasheet is to provide additional guidance in relation to individual projects and eligible costs. Every effort has been taken to ensure that this is consistent with the eligibility regulation and as appropriate specific rules have been identified for further clarification.

The following list is indicative of the types of expenditure, which will be considered eligible for European Regional Development Fund (ERDF) support and should not be viewed as exhaustive. Applicants do not have to use all of the headings, only those most appropriate to the individual project.

Please use the expenditure headings as they appear in the list adopting the same order and wording.

A detailed breakdown of some headings may be required as an annex to the application form to assist project appraisal and ensure good value for money etc. The Northern Periphery Programme Secretariat will provide additional guidance on this requirement.

<u>ELIGIBLE PROJECT COSTS</u>

GENERIC COST HEADINGS

EXPENDITURE HEADING	DESCRIPTION / DETAILS
1. External Experts and Consultancy fees (Subcontractors Charges)	Costs for work done by an independent consultant or expert, i.e. a sub- contractor, will only be eligible if the work is essential to the project and the costs are reasonable. Costs for auditing of the projects' accounts are to be placed under this heading. *Rates charged by consultants vary from one country to another, and rates charged to a project should correspond to standard rates in the consultant's country of origin. The rates should be in relation to level of experience and expertise/competence.* **The recommended maximum rate for a senior consultant is 600-700 EUR per day. Rates over 800 EUR per day will have to be justified in full by the applicant.** Note that the hiring of consultants is subject to **<u>public tender regulations</u>**. At the European Union level, a call for tender procedure is compulsory for contracts over a certain amount awarded by a public sector body (public supply, works or service contracts). At the level of each EU Member State, other rules may exist and may be more binding, notably with regard to the amount of the contract which requires the issuing of a call for tender. In any event, in the case of a project implemented with financial assistance from the European Union/Northern Periphery Programme, the European rules must at least apply to all such contracts awarded within the framework of the project. For more information on public procurement regulations, see Datasheet 11.

EXPENDITURE HEADING	DESCRIPTION/DETAILS
2. Staffing Costs	Staffing costs, i.e. salary, tax and social contributions, will normally be considered eligible for personnel **directly engaged** on the project where the applicant can clearly demonstrate that the personnel concerned are employed in **additional tasks**. Staffing costs should include employer's social contributions. Note: Applicants should not list individual staff posts in the application form; a detailed breakdown of staffing should be included in an annex. This should include calculations showing the employee's annual salary (including employer's social contributions, etc.), the period for which the employee is directly engaged on the project and the resultant eligible direct labour cost. Project staff salary includes social contributions and should be calculated as follows: Hours worked per week x 52 weeks minus annual holidays = Annual hours worked Annual salary/Annual hours worked = Hourly rate All eligible staff costs for personnel employed by the applicant must be presented as outlined above and **not** as a daily rate charged for staff. It is recommended that no more than 50 % of eligible costs are accepted as staffing costs, but the amount of work in a project has to be assessed in relation to the nature of the project and the activities and outputs. Staffing cost activities should be detailed in the annex to Table 24.
3. Travel Costs and Subsistence	Travel costs must be directly related to and essential for the effective delivery of the project, and should be broken down into a rate per person mile, and/or the expected cost of economy class travel on public transport for the forecast number of journeys. Costs for subsistence allowances in connection to travelling are to be placed under this heading.

EXPENDITURE HEADING	DESCRIPTION / DETAILS
4. General Costs	**Premises Costs** This should include **rent**, **heat**, **light** and **service charges associated with the premises** where it can be clearly demonstrated that these are related to the project. ***Rent:*** The premises costs included must be **additional** and related solely to the ERDF project. If only part of the new and additional premises are used for this purpose, then the amount charged to the ERDF project application should be apportioned accordingly. In this case calculations should show the actual annual rental cost to the applicant, the period of project usage, the proportion of the building used for the delivery of the ERDF project and the resultant eligible rental cost. ***Other Charges:*** The amount charged to the ERDF project should, if necessary, be apportioned as outlined above for rental and rates.
	Administration: This should cover **telephone**, **consumables** and **other reasonable costs** associated with the direct delivery of the project ***where it can be clearly demonstrated that these are additional costs being incurred by the organisation***. Telephone costs must be **directly related** to and necessary for the effective delivery of the ERDF project. It must be possible to provide an itemised audit trail for the specific telephone. Consumables may include items such as **postage**, **stationery**, and other costs, which the applicant can demonstrate as essential to the effective implementation of the project.
	Overhead costs (OH) Overhead costs are considered as eligible provided that they are based on real costs directly related to the project. The OH costs should be allocated pro rata according to a justified and fair equitable method (see Commission regulation (EC) No 448/2004 as of 10 March 2004 laying down detailed rules for the implementation of the Council regulation (EC) 1260/1999 as regards eligibility of expenditure of operations co-financed by the Structural Funds, Rule No 1: Expenditure actually paid out, point 1.8)

EXPENDITURE HEADING	DESCRIPTION / DETAILS
5. Promotion and publications	This heading may include costs related to all aspects of promotion and publications specific to the project such as: ➢ design and production of marketing materials, brochures and publications ➢ targeted advertising campaigns
6. Meetings, conferences and seminars	This may include costs related to aspects of **organisation** of and **participation** in meetings and seminars, such as: ➢ rent for premises used, catering, general transportation Note that costs for travelling to and from meetings should be placed under expenditure heading *3. Travel Costs and subsistence*
7. Equipment	Only equipment, which is <u>essential for the delivery of the project</u>, and that will be used **<u>solely</u>** for that purpose and has been purchased from third parties within the eligible time period, will be considered eligible for ERDF. For equipment, which by its nature cannot be used for another purpose once the project has finished and which help to preserve certain specified results arising from the objectives of the project, is the whole purchase price eligible. ***Note:*** ***A detailed breakdown of all items included under this heading should be provided in an annex.*** ***If second-hand equipment is to be purchased please refer to Rule No. 4 of the*** *Commission regulation (EC) No 448/2004 as of 10 March 2004 laying down detailed rules for the implementation of the Council regulation (EC) 1260/1999 as regards eligibility of expenditure of operations co-financed by the Structural Funds**.***
	Depreciation of owned equipment The following information is required: ♦ the cost and description of the item purchased; ♦ the purchase date; the number of years over which the item is being depreciated (this must be a **minimum of 3 years**); ♦ The % of the item use devoted solely to the ERDF project, over the life of the item.
8. Other costs	Other **eligible** costs clearly needed and relevant to the project should be budgeted in this budget line. The applicant is asked to **specify** these costs and **justify** their relevance. Under Other costs, **all in-kind contributions** should be listed, as in-kind contributions are eligible expenditure, according to regulation (EC) No 448/2004, provided that: (a) they consist in the provision of land or real estate, equipment or materials, research or professional activity or unpaid voluntary work; (b) they are not made in respect of financial engineering measures referred to in Rules 8 , 9 and 10 concerning

	venture capital and loan funds, guarantee funds and leasing (see EC No 448/2004). Please consult the Secretariat or the Paying Authority if this applies to your project; (c) their value can be independently assessed and audited; (d) in the case of provision of land or real estate, the value is certified by an independent qualified valuator of duly authorised official body; (e) In the case of unpaid voluntary work, the value of that work is determined taken into account the amount of time spent and the normal hourly and daily rate* for the work carried out; and (f) The provisions of Rules 4, 5 and 6 concerning purchase of second-hand equipment, land or real estate and equipment are complied with where applicable (see EC No 448/2004). Please consult the Secretariat or the Paying Authority if this applies to your project. *The method for calculating an hourly rate as explained in section 2. concerning Staffing Costs should be used whenever possible. If this cannot be done (this may be the case for one-man-businesses or for non-paid volunteers) the project may use a standard rate of € 20,00/hour. Using this standard rate should always be justified. Swedish and Finnish private partners may use the standard rate in all cases. N.B. Voluntary work only applies to private bodies.

INELIGIBLE PROJECT COSTS

The purpose of this datasheet is to provide additional guidance in relation to individual projects and non-eligible costs. The following examples of the type of costs will not generally be considered eligible for ERDF support. This list is not exhaustive and merely indicates the broad types of expenditure normally considered ineligible. For further advice please contact the Northern Periphery Programme Secretariat.
Costs incurred outside the programme area are in general in-eligible.

1. **Loan charges** – The nature and amounts of any loan charges included in the overall project costs should be brought to the Northern Periphery Programme Secretariat's attention.
2. **VAT which is legally recoverable.**
3. **Any costs defrayed outwith the eligible project period.**
4. **Costs** prior to the official project start date.
5. **Service charges** arising on finance leases and hire purchase arrangements.
6. **Costs resulting from the deferral of payments to creditors.**
7. **Legal costs** in respect of litigation.
8. Costs involved in **winding up** a company.
9. **Redundancy payments.**
10. **Payments into private pension schemes.**
11. **Bad debts.**
12. **Gifts.**
13. **Payments for unfunded pensions.**
14. **Compensation for loss of office.**
15. **Costs of works being carried out as a statutory requirement.**
16. Costs of **public administration staff engaged in their usual duties** of monitoring and inspection as commissioners of projects undertaken by other bodies
17. **Daily allowances for those benefiting from certain measures taken under the project** (e.g. participation in seminars, training, publicity visits, study trips).
18. **Exchange rate losses** whether they are related to sums collected as NPP assistance, movements of funds between project partners, payment of suppliers and service providers.
19. **Overtime pay.**

DATASHEET 5: Lead Partner's Responsibility

The Interreg IIIB Northern Periphery Programme is based on the Lead Partner principle. This means that each project has to appoint a Lead Partner, who will be the partner in charge of the project. The partner in charge, i.e. the Lead Partner, will bear the overall **financial and legal responsibility** of the project and co-ordinate the various partners in the operation. The Lead Partner guarantees that it is entitled to represent the various project partners, concludes the grant letter with the Northern Periphery Programme Secretariat, requests payments and is liable for the total amount of the grant.

Lead Partners have to have proficient administrative and financial capacity to be able to operate a transnational project funded by the Interreg IIIB Northern Periphery Programme, as they will carry the overall responsibility towards the Commission and the Programme Administration. The demands on a Lead Partner are therefore higher than on other project partners.

The Lead Partner has to be a public body or similar and should come from within the programme area of Finland, Scotland, Sweden, Norway or Iceland in order to be entitled to take full responsibility for the Northern Periphery funding. Total support going to Norwegian partners from an EU Member State shall at no stage exceed the Norwegian contribution.

Examples of Lead Partners are:

1. Regional and local authorities
2. Research and educational institutions
3. Public-like organisations like regional and local self-government of entrepreneurs (e.g. chambers of commerce)

The allocation of financial assistance from the European Union for the implementation of a project generates a series of obligations of different kinds. The Lead Partner undertakes to comply with these obligations when they agree to benefit from European Regional Development Funding through the Interreg IIIB Northern Periphery Programme. Formally speaking, even if the project is conducted as a partnership, even if the partners have certain obligations to meet, fundamentally there is only one Lead Partner; the organisation that signs the declaration of acceptance in the grant letter. The Lead Partner's obligations are presented in the grant letter of the Interreg IIIB Northern Periphery Programme funding and the various annexes and sub-annexes which are an integral part thereof. The Lead Partner is responsible for ensuring the correct organisation and management of the project throughout its duration, satisfying obligations and any consequences arising from their non-compliance, even if these consequences are not directly their fault.

The Lead Partner will pass the necessary contracts with the co-operation partners specifying the partnership terms and conditions by detailing the division of the mutual responsibilities. The Lead Partner may require bank guaranties from other eligible partners.

The Lead Partner (entity) is the organisation, which is "legally" responsible (liable) for the entire implementation of the project, including for the other partners located in other Member States or Non-Member States. The Lead Partner will receive all Northern Periphery Funding and will then pay it to the other partners. The Lead Partner will be responsible for indemnifying any claim made against the project and their project partners.

The Lead Partner is required to appoint a project auditor. The Grant Offer Letter will not be considered valid before an auditor has been appointed. An independent financial controller (internal or national) or a certified external auditor should perform all audits. In addition auditors must have sufficient EU programme auditing experience and be familiar with EU rules and regulations. If an external auditor is appointed, the auditor must declare to be certified according to EU regulation 84/253/EEC or have equivalent qualification. If an internal or national auditor is appointed, the auditor must be pre-approved by the Paying Authority.
In order to be approved by the Paying Authority, the appointed auditor should describe in written:
- the nature and tasks of the auditing body
- how the impartiality and externality to the project is guaranteed
- qualification concerning ERDF rules

The Lead Partner is responsible for defining the structures for dialogue and decision-making with the partners participating in a project and ensuring the effectiveness of these structures. The Lead Partner is also responsible for notifying the Northern Periphery Programme Secretariat as to any unforeseen problems, which may arise in the course of the project (i.e. possible redefining of the project, budgetary revisions exceeding what is considered 'minor' in the grant letter, deficiency on the part of one of the partners) and jeopardise the schedule.

The Lead Partner will also ensure the co-ordination and day-to-day management of the project, acting as the permanent contact point for the Northern Periphery Programme Secretariat. The Lead Partner delivers project reports and documentation, project outputs as well as audit and applications for payments.

"CHECK-LIST" OF THE LEAD PARTNER'S ROLE:

1. Organisation of the partnership and co-ordination of key actors under the authority of a steering committee for the smooth implementation and performance of the actions

2. Management of the project team (project co-ordinator and persons designated responsible in the other organisations or regions)

3. Preparation of contracts and reference terms for sub-contracting; monitoring of agreements between project partners;

4. Development of project management and monitoring instruments; (situation charts, progress reports, evaluations, etc...)

5. Management of the team responsible for administrative and financial matters, bookkeeping, verification of accounting records

6. Finalisation of working documents and technical and financial progress reports for submission to the steering committee, then to the Northern Periphery Programme Secretariat, and the organisation of their production

7. Preparation of steering committee meetings

8. Organisation of the project's participation in inter-network activities (thematic seminars, conferences, specific meetings)

9. Maintain dialogue with the Northern Periphery Programme Secretariat

10. Hosting and organisation of possible visits to sites concerned by the project by representatives of the NPP, project co-ordinators or experts from other projects in the framework of the programme's exchange activities

11. Information diffusion/dissemination of project results, in liaison with the Northern Periphery Programme Secretariat.

DATASHEET 6: European Spatial Development Perspective

The European Spatial Development Perspective – Towards Balanced and Sustainable Development of the Territory of the European Union

<u>The relevance of Spatial Planning</u>

Although the European Union is one of the largest and economically strongest regions in the world, EU shows serious economic imbalances impeding the realisation of regionally balanced and sustainable spatial development. While the differences in economic power between prosperous and poor regions are declining slightly, the regional disparities within most Member States are increasing.

The European Spatial Development Perspective (ESDP) is intended to express a shared vision for the European territory as a whole; accordingly, the main issues addressed are common concerns throughout the continent. Among the themes, which have emerged from discussion, are the enlargement of EU territory and the new spatial context, decentralisation and a balanced European Urban System and co-operation for increased effectiveness in competition, cohesion and sustainability.

The achievement of the ESDP's basic objectives - balance, protection and development - will be facilitated through the creation of the links between various sectoral policies and various authorities in their policy formulation and implementation and by according each level its due weight in the light of the variety of territorial situations in Europe.

The ESDP is, as a legally non-binding document, a policy framework for better co-operation between EU sectoral policies with significant spatial impacts and between Member States, their regions and cities.

<u>Policy aims and options for the European territory</u>

The ESDP pursues three fundamental goals: economic and social cohesion, sustainable development and the competitiveness of the EU territory. What is new about the process is not the goals themselves but the fact that they are to be pursued simultaneously with attention given to how they interact. Only the combination of these goals can result in harmonious and effective territorial development. The chances of Europe being able to meet the challenge of global competition on a world scale are all the greater if it can improve its territorial balance and cohesion.

The main policy aims of the European Spatial Development Perspective are directed primarily towards **a more balanced and multi-centric system of cities and a new urban-rural relationship, the parity of access to infrastructure and knowledge and the prudent management and development of the natural and cultural heritage**. Each of these general aims is accompanied by a limited number of more practical options which take into account the need for a more integrated, multi-sectoral approach at the European level;

a focus on the European dimension; the interests and policy priorities of the Member States and the Union; and the practicality and effectiveness of the policy options in reducing spatial imbalances.

The following policy options are listed under the three different policy guidelines:

Polycentric Spatial Development and a New Urban-Rural Relationship

A Polycentric and Balanced Spatial Development in the EU

1. Strengthening of several larger zones of global economic integration in the EU, equipped with high-quality, global functions and services, including the peripheral areas, through transnational spatial development strategies.
2. Strengthening a polycentric and more balanced system of metropolitan regions, city clusters and city networks through closer co-operation between structural policy and the policy on the Trans-European Networks (TENs) and improvement of the links between international/national and regional/local transport networks.
3. Promoting integrated spatial development strategies for city clusters in individual Member States, within the framework of transnational and cross-border co-operation, including corresponding rural areas and their small cities and towns.
4. Strengthening co-operation on particular topics in the field of spatial development through cross-border and transnational networks.
5. Promoting co-operation at regional, cross-border and transnational level; with towns and cities in the countries of Northern, Central and Eastern Europe and the Mediterranean region; strengthening North-South links in Central and Eastern Europe and West-East links in Northern Europe.

Dynamic, Attractive and Competitive Cities and Urbanised Regions

6. Expansion of the strategic role of metropolitan regions and "gateway cities", giving particular attention to the development of peripheral regions of the EU.
7. Improvement of the economic basis, environment and service infrastructure of cities, particularly in economically less favoured regions, in order to increase their attractiveness for mobile investment.
8. Promotion of an economic diversification strategy in cities which are too dependent on a single branch of economic activity, and support for the economic development of towns and cities in less favoured regions.
9. Promotion of integrated urban development strategies sensitive to social and functional diversity. Particular attention should be given to fighting social exclusion and the recycling and/or restructuring of underused or derelict urban sites and areas.
10. Promotion of a wise management of the urban ecosystem.
11. Promotion of better accessibility in cities and metropolitan regions through an appropriate location policy and land use planning that will stimulate mixing of urban functions and the use of public transport.
12. Support for effective methods of reducing uncontrolled urban expansion; reduction of excessive settlement pressure, particularly in coastal regions.

Indigenous Development, Diverse and Productive Rural Areas

13. Promotion of diversified development strategies, sensitive to the indigenous potentials in the rural areas and which help to achieve an indigenous development (including the promotion of multifunctionality in agriculture). Support of rural areas in education, training and in the creation of non-agricultural jobs.
14. Strengthening small and medium-sized towns in rural areas as focal points for regional development and promotion of their networking.
15. Securing sustainable agriculture, application of environmental measures and diversification of agrarian land utilisation.
16. Promotion and support of co-operation and information exchange between rural areas.
17. Use of the potential for renewable energy in urban and rural areas, taking into account local and regional conditions, in particular the cultural and natural heritage.
18. Exploitation of the development potential of environmentally friendly tourism.

Urban-Rural Partnerships

19. Maintenance of a basic supply of services and public transport in small and medium-sized towns in rural areas, particularly those in decline.
20. Promotion of co-operation between towns and countryside aiming at strengthening functional regions.
21. Integrating the countryside surrounding large cities in spatial development strategies for urban regions, aiming at more efficient land use planning, paying special attention to the quality of life in the urban surroundings.
22. Promotion and support of partnership-based cooperation between small and medium-sized towns at a national and transnational level through joint projects and the mutual exchange of experience.
23. Promotion of company networks between small and medium-sized enterprises in the towns and countryside.

Parity of Access to Infrastructure and Knowledge

Polycentric Development Model: A Basis for Better Accessibility

24. Strengthening secondary transport networks and their links with TENs, including development of efficient regional public transport systems.
25. Promotion of a spatially more balanced access to intercontinental transport of the EU by an adequate distribution of seaports and airports (global gateways), an increase of their service level and the improvement of links with their hinterland.
26. Improvement of transport links of peripheral and ultra-peripheral regions, both within the EU and with neighbouring third countries, taking into account air transport and the further development of corresponding infrastructure facilities.
27. Improvement of access to and use of telecommunication facilities and the design of tariffs in accordance with the provision of "universal services" in sparsely populated areas.
28. Improvement of co-operation between transport policies at EU, national and regional level.
29. Introduction of territorial impact assessment as an instrument for spatial assessment of large infrastructure projects (especially in the transport sector).

Efficient and Sustainable Use of the Infrastructure

30. Better co-ordination of spatial development policy and land use planning with transport and telecommunications planning.
31. Improvement of public transport services and provision of a minimum level of service in small and medium-sized towns and cities.
32. Reduction of negative effects in areas subject to high traffic pressure by strengthening environmentally compatible means of transport, levying road tolls and internalising external costs.
33. Promoting the interconnection of inter-modal junctions for freight transport, in particular for transport on the European corridors, especially regarding shipping and inland navigation.
34. Co-ordinated and integrated infrastructure planning and management for avoiding inefficient investments (for example superfluous parallel development of transport infrastructure) and securing the most efficient use of existing transport infrastructure.

Diffusion of Innovation and Knowledge

35. Wide-ranging integration of knowledge-relevant policies, such as the promotion of innovation, education, vocational training and further training, research and technology development, into spatial development policies, especially in remote or densely populated areas.
36. Securing Europe-wide access to knowledge-relevant infrastructure taking account of the socio-economic potential of modern SMEs as motors of sustainable economic development.
37. Fostering networking among companies and the rapid diffusion of innovations, particularly through regional institutions that can promote innovations.
38. Supporting the establishment of innovation centres as well as co-operation between higher education and applied R&D bodies and the private sector, particularly in economically weak areas.
39. Development of packages of measures which stimulate supply and demand for improving regional access and the use of information and communication technologies.

<ins>Wise Management of the Natural and Cultural Heritage</ins>

Preservation and Development of the Natural Heritage

40. Continued development of European ecological networks, as proposed by Natura 2000, including the necessary links between nature sites and protected areas of regional, national, transnational and EU-wide importance.
41. Integration of biodiversity considerations into sectoral policies (agriculture, regional policies, transport, fisheries, etc) as included in the Community Biodiversity Strategy.
42. Preparation of integrated spatial development strategies for protected areas, environmentally sensitive areas and areas of high biodiversity such as coastal areas, mountain areas and wetlands balancing protection and development on the basis of territorial and environmental impact assessments and involving the partners concerned.
43. Greater use of economic instruments to recognise the ecological significance of protected and environmentally sensitive areas.

44. Promotion of energy-saving and traffic-reducing settlement structures, integrated resource planning and increased use of renewable energies in order to reduce CO2 emissions.
45. Protection of the soil as the basis of life for human beings, fauna and flora, through the reduction of erosion, soil destruction and overuse of open spaces.
46. Development of strategies at regional and transnational levels for risk management in disaster prone areas.

Water Resource Management – A Special Challenge for Spatial Development

47. Improvement of the balance between water supply and demand, particularly in areas which are prone to drought. Development and application of economic water management instruments, including promotion of water-saving agricultural methods and irrigation technology in areas of water shortage.
48. Promotion of transnational and interregional cooperation for the application of integrated strategies for the management of water resources, including larger ground water reserves in areas aspect in countering the destruction of cultural landscapes prone to drought and flooding, particularly in coastal regions.
49. Preservation and restoration of large wetlands which are endangered by excessive water extraction or by the diversion of inlets
50. Concerted management of the seas, in particular preservation and restoration of threatened maritime ecosystems.
51. Strengthening of regional responsibility in water resource management.
52. Application of environmental and territorial impact assessments for all large-scale water management projects.

Creative Management of Cultural Landscapes

53. Preservation and creative development of cultural landscapes with special historical, aesthetical and ecological importance.
54. Enhancement of the value of cultural landscapes within the framework of integrated spatial development strategies.
55. Improved co-ordination of development measures which have an impact on landscapes.
56. Creative restoration of landscapes which have suffered through human intervention, including recultivation measures.

Creative Management of the Cultural Heritage

57. Development of integrated strategies for the protection of cultural heritage which is endangered or decaying, including the development of instruments for assessing risk factors and for managing critical situations.
58. Maintenance and creative redesign of urban ensembles worthy of protection.
59. Promotion of contemporary buildings with high architectural quality.
60. Increasing awareness of the contribution of urban and spatial development policy to the cultural heritage of future generations.

NORTHERN PERIPHERY PROGRAMME

DATASHEET 7

DATASHEET 7: Indicators

Indicators are used to assess the results of the programme and the individual projects. A distinction is made between *project indicators*, which are related to activity and immediate result and will be reported in the reports from the projects, and *horizontal indicators*, which are related to horizontal and overall impact of the programme. The following list of indicators is to be used when answering **question 18 a). Project Outputs in the application form.** Please relate the outputs of the project to the relevant indicator.

Project indicators

Priority 1 Communications

Measure	Indicator	Description	Indicator measurement	Number
1.1 Transportation, logistics and transport infrastructure	Transport networks	Network activities for maintained and improved transports	Number of networks	
			Number of partners involved	
			Number of sectors involved	
	Northwest Russia connections	Projects connecting Northwest Russia to Western Europe	Number of projects	
	Intermodal transport	Projects concerning transport systems combining several forms of transport	Number of projects	
			Number of systems	
			Number of transportation methods combined	
	Communication links	Strengthened communication links as a result of the project	Number of new links	
			Number of improved links	
	Communication studies	Surveys of communication problems and solutions	Number of studies	
1.2 Access to information society	Job-locating projects	Projects concerning location of jobs in NPP area through ICT	Number of projects	
	Distance learning projects	Projects concerning distance learning	Number of projects	
	Health service projects	Projects concerning access to health service	Number of projects	
	Information society issues	Projects concerning Information Society	Number of projects	
	Studies on IT-access	Studies concerning IT-access	Number of studies	
	New IT-based applications and solutions	IT-solutions and services that are new to the area concerned	Number of new solutions	
	Establishment of virtual work places	Creation of (on-line) jobs in remote areas	Number of new jobs created	
	IT-services	Small and Medium sized Enterprises (SMEs) developing and commercialising IT-services	Number of SMEs developing and commercialising IT-services	

Priority 2 Strengthen sustainable economic development

Measure	Indicator	Description	Indicator measurement	Number
2.1 Sustainable use of nature and natural resources	Natural resources	Projects concerning natural protection and/or heritage	Number of projects	
	Cultural heritage	Projects concerning cultural heritage management	Number of projects	
	Cold-climate techniques	Projects concerning cold climate techniques	Number of projects	
	Combination of protective and commercial interests working together	Projects involving natural protection and commercial exploitation/use	Number of projects	
	Diversified businesses	Enterprise or organisation that have extended their business in relation to natural resources	Number of diversified enterprises	
	Local processing	Products or services that have been locally processed	Number of products/services	
	Environmental management	SMEs undertaking environmental management (reducing environmental impacts/increasing efficiency of resources used, as a result of the project)	Number of SMEs undertaking environmental management	
	Tourism	Common (nature based) tourism products	Number of new products	
2.2 Business innovation and development of human resources	Entrepreneurial training	Projects concerning entrepreneurial training	Number of projects	
			Number of people trained in total	
			Number or men (>25) trained	
			Number of women (>25) trained	
			Number of young men (<25) trained	
			Number of young women <25 trained	
	Business innovation	Projects concerning research, development and business innovation	Number of projects	
	SME networks	Transnational co-operation for SMEs regarding marketing and product development measures or other	Number of networks	
			Number of countries involved	
			Number of SMEs involved in total	
			Number of SMEs owned by men (>25)	
			Number of SMEs owned by women (>25)	
			Number of SMEs owned by young (<25) men	
			Number of SMEs owned by young (<25) women	
	Research and industry networks	Transnational co-operation between research and industry	Number of networks	
			Number of countries involved	
	SME development	New or diversified enterprises	Number of new enterprises	
			Number of diversified enterprises	
			Number of jobs created	
	E-business	New or existing organisations taking up e-commerce	Number of organisations taking up e-commerce	
	Combination of protective and commercial interests working together	Projects involving natural protection and commercial exploitation/use	Number of projects	

Priority 3 Community development

Measure	Indicator	Description	Indicator measurement	Number
3.1 Household related service	Studies on service provision	Studies concerning service in the NPP area, as a result of the project	Number of studies	
			Number of communities involved	
			Number of people involved	
	New approaches to service provision	New or improved services, as a result of the project	Number of new services	
			Number of improved services	
			Number of people served	
	Waste management	New ways of minimising, recycling and disposing of waste and minimising pollution	Number of studies	
			Number of demonstration projects	
3.2 Public management and spatial planning	Natural resource management projects	Projects focusing natural resource management	Number of projects	
	Co-operation projects on transboundary pollution	Projects focusing trans-boundary pollution	Number of projects	
	Local and regional participatory projects	Projects focusing local involvement in development planning	Number of projects	
			Number of groups/communities involved	
	New or improved local/regional planning tools/studies/documents	New planning tools for local and regional economic development and planning policy	Number of tools	
			Number of communities where tool used	
	Urban-rural partnerships	Partnerships between urban and rural areas/organisations	Number of new partnerships	
	Community capacity building	Projects to energise communities	Number of projects	
			Number of communities involved	
			Number of people involved	

Examples of other indicators that can be used:

Objective Indicators	
Qualitative	**Quantitative**
- Quality / density of local partnership - Quality of basic situation analysis - Quality of SWOT analysis - Concentrated effective steering - Implementation of practical action plan - Satisfactory participation of partners etc.	- Number of jobs created or sustained - Number of technology transfer operations implemented - Number of meetings between partners - Quality of transfers - Number of enterprises participating in project etc.
Results indicators	
Qualitative	**Quantitative**
- Effectiveness of joint agreement - Info sheets summing up identified projects launched - Capacity for financing or bringing together resources for launching strategy etc.	- Number of jobs created or sustained - Implementation of services in support of activity creation - New economic partnerships - Effectiveness of technology transfer and consolidation of know-how in disadvantaged regions - Number of telematic applications and degree of use etc.
Impact Indicators	
Qualitative	**Quantitative**
Possible impact on - Employment - Activity, particularly that concerning the creation of new jobs and enterprises - SME competitiveness - Rationalization of organisations providing services to enterprises etc.	Impact of projects or networks on: - Employment - European cohesion - Modernisation and diversification of local productive fabric - Technological autonomy of disadvantaged areas - Opening towards new opportunities linked to the revitalization of cultures and the enhancement of heritage etc.

NORTHERN PERIPHERY PROGRAMME

DATASHEET 8: Publicity and Information Requirements and Guidelines

All project leaders who receive assistance from the European Structural Funds are under the obligation to publicise the participation of EU Assistance at different occasions.

Commission Regulation No 1159/2000 lays down the rules for information and publicity about assistance from the Structural Funds. The regulation can be downloaded from the Downloads Library of the Northern Periphery Programme website under *Regulations.*

This datasheet summarises the information given in the above-mentioned regulation, as well as giving guidance on how to use the European emblem and the Northern Periphery logo.

Note that the use of the EU emblem is obligatory when using any other emblem, like the Northern Periphery Programme logo, or the projects' own logo. The EU emblem should then be of the same size as the other emblem being used.

DATASHEET 8

AIMS AND TARGET GROUPS

The aim of information and publicity measures is to inform potential and final beneficiaries, as well as:

- regional and local authorities and other competent public authorities,
- trade organisations and business circles,
- the economic and social partners,
- non-governmental organisations, especially bodies to promote equality between men and women and bodies working to protect and improve the environment
- project operators and promoters about the opportunities offered by joint assistance from the European Union and Member States in order to ensure the transparency of such assistance.
- Inform the general public about the role played by the European Union in co-operation with the Member States in the assistance concerned and its results.

RULES ON THE TECHNICAL MEANS OF INFORMATION AND PUBLICITY

Publications, such as booklets, leaflets and news letters, about regional assistance part-financed by the Structural Funds <u>shall</u> contain a clear indication on the title page of the European Union's participation, and where appropriate, that of the European Regional Development Fund as well as the EU Emblem if the national, regional or transnational emblem is also used.

In the case of information made available by electronic means (websites, databases for potential beneficiaries) or as audio-visual material, the principles set out above shall apply by analogy.

Websites concerning the Structural Funds should:

- mention the contribution of the European Union, and if appropriate, the Fund concerned (European Regional Development Fund) at least on the home page
- include a hyperlink to the other Commission websites concerning the Structural Funds.

This means, in practice, that **any documentation of your project** (meeting documents, posters, brochures, press releases, website, calls for tender, newsletters, etc.) **should display on their *title page*:**

- The INTERREG IIIB NPP logo
- The EU emblem including either of the following texts:
  - "Project part-financed by the European Union"
  - "Project part-financed by the European Union (European Regional Development Fund) within the INTERREG IIIB Northern Periphery Programme".
  -

PROJECT PART-FINANCED BY THE EUROPEAN UNION

Northern Periphery

USING THE EUROPEAN EMBLEM

The Standard EU Emblem
The basic EU emblem has 12 stars and this will not change –there is no correlation between the number of countries in the EU and the number of stars.

Colours
The standard colours for the EU emblem are "Panton Reflex Blue" and "Pantone Yellow". The blue and yellow colours should be used whenever possible since the emblem is more powerful in colour.

Four-Colour Process
If using four-colour process, the Pantone Yellow is obtained by using 100% Process Yellow, whilst 100% Process Cyan and 80% Process Magenta gives a colour very similar to Pantone Reflex Blue.

Single-Colour Reproduction
If only one colour is available, the rectangle should be outlined in black and the stars in black on a white background. If the only colour is blue (preferably Reflex Blue), it should be printed at 100% as background with the stars left in white.

Reproduction on a Coloured Background
Preferably, the emblem should be used on a white background. Where a coloured background is used, the emblem should be surrounded with a white border with a thickness equal to 1/25 of the height of the rectangle.

Correct Positioning
A frequent mistake is to use the emblem upside down. It is easy to check if it is the right way up by looking at the stars. If the stars have two points each pointing upwards, then the emblem is the wrong way up. Another mistake is to change the orientation of the stars. The circle is arranged so that the stars appear in the position of the hours on the face of a clock.

Timing of Publicity
Projects should not be publicised in terms of EU assistance until full and formal approval has been obtained.

Emblems & Logos

The Northern Periphery logo and all emblems can be downloaded from the Document Library of the Northern Periphery Programme website under *Emblems & Logos.*

Further Information
Further information and guidance is available from the Regional Contact Points or the Northern Periphery Programme Secretariat.

More information on the graphic requirements of the EU in conjunction with usage of the EU emblem can be found on the following webpage:
http://europa.eu.int/abc/symbols/emblem/graphics2_en.htm

DATASHEET 9: Co-ordinating Interreg and Tacis

Please note that the European Commission has recently made several changes to the funding available for external countries, such as Russia. Please contact the Joint Programme Secretariat for further details.

In 1997, the European Commission launched the Tacis Cross Border Co-operation Small Project Facility – an initiative aimed at promoting co-operation between local and regional authorities in Northwest Russia, Western Belarus and parts of Ukraine and Moldova. For the time being, this facility will be the most suitable for funding Interreg IIIB Northern Periphery Programme project partners from the Northwest Russian region. The Tacis CBC Small Project facility is implemented according to Tacis regulations – these differ substantially from Interreg practise based on Structural Funds regulations. Still, steps are being undertaken to harmonise procedures at practical level.

The Tacis CBC Programme

Tacis comprises both national and multi-country programmes. Cross-border cooperation (CBC) is one of the multi-country programmes. It covers four partner States: Russia, Ukraine, Belarus and Moldova. The allocation for the year 2001 was 23 million EUR. The Tacis regulation defines the purpose of cross-border co-operation as:

- assisting border regions in overcoming their specific developmental problems;
- encouraging the linking of networks on both sides of the border, e.g. border crossing facilities;
- accelerating the transformation process in the partner States through their cooperation with border regions in the European Union or Central and Eastern Europe; and
- reducing trans-boundary environmental risks and pollution.

The Tacis CBC Indicative Programme for 2000-2003 provides funding for three main areas of co-operation and for a small project facility as follows:

- 40–50% for development of infrastructure networks (border crossings);
- 15–25% for promotion of environmental protection and the management of natural resources;
- 15–25% for support to the private sector and assistance for economic development;
- 10–25% for small projects.

Type of projects under Tacis

The small projects facility

The small project facility offers scope for regional and local authorities to participate directly in cross-border co-operation. The projects are usually worth between EUR 50,000 and EUR 200,000 and they are organised on a call for proposals basis. Local and regional authorities are the main groups concerned. Project proposals are submitted directly to the EuropeAid service of the European Commission, which then selects the best projects once a year.

Small projects offer opportunities for linking with Interreg projects. They can be organised at regional or local level, the funding size ensures that they are manageable, and the range of subjects that can be supported is wider than for cross-border large-scale projects. In general, the Small Project Facility, which supports small cross-border projects, assists projects that address a common problem or help to develop the partners' competencies in the areas of administrative reforms, local economic development, social affairs, environment and energy efficiency.

Although the Tacis CBC programme is the Tacis programme which can most obviously benefit from improved co-ordination with Interreg, it is not the only one. Local authorities should take into account the possibilities of co-ordination through other programmes described below bearing in mind that all these programmes have their own application procedures.

The **Tacis national programme for Russia** supports projects across Russia, some of which can be located in border areas.

In addition, there is a **Baltic Special Facility** which has a separate budget line. It is jointly managed by PHARE and Tacis according to CBC rules. The Tacis component will focus on border crossings and on health care.

Another relevant Tacis programme is the **Institution Building Partnership Programme (IBPP),** which is part of each Tacis national programme. In the field of assistance for institution building based on partnerships, Tacis has supported government services co-operation (e.g. with the Customs programme) as well as local and regional initiatives and grass-roots organisations (such as LIEN which encourages nongovernmental organisations to work together, and City Twinning). The close involvement of the actors in the definition of the project objectives, which enhances their sense of ownership, has been a key success factor.

The Commission underlines that, although the improvements it is putting in place will improve the possibilities of co-ordination between Interreg and Tacis, the actual co-ordination itself must come from project applicants. They must take steps to link up projects and to ensure the quality of the proposals that they present. The Commission can set up a framework and encourage co-operation – only the authorities and organisations on the ground can actually ensure that the co-ordination leads to concrete results.

Preparing Interreg and Tacis projects

How to prepare and submit an Interreg project

The first step in preparing an Interreg project is to **contact the Interreg secretariat** for the programme which covers the location of the project. The secretariat is the contact point for the programme. It deals with the practical arrangements of the programme, such as receiving and assessing projects. They can also provide useful advice to people preparing projects. The contact details for the Interreg secretariats are given in DATASHEET 2.

A project proposal is made by **completing a project application form**, which is available for each programme. In the application, the project proposers have to justify their project, identify all the organisations taking part in the project, identify how it meets the objectives of the programme, and give targets that the project will achieve. In the case of Interreg-Tacis co-ordination, project proposals will have to describe the links they have with a parallel Tacis project.

The most suitable project proposals will be **selected by the Programme Monitoring Committee**, which consists of representatives of the national, regional and local authorities and other organisations. The European Commission sits as an observer on the Committee. Projects can normally be selected for approval, given conditional approval (because some information was missing, for example), recommended for revision or rejected. Conditional approval could also be used where a project's parallel application under Tacis had not yet been approved.

A selected project will normally receive **a grant letter**, which will set out the terms and conditions for the use of the grant. These will include providing regular reports about progress, monitoring results and keeping well-organised files and accurate accounts.

How to prepare and submit a project under the Tacis Small Project Facility

The Commission organises **a call for proposals** every year for the small project facility. This will set out the subjects to be covered by projects, who can submit projects, and, particularly important, the closing date for project submission. The Tacis CBC Small Project Facility call for proposals are advertised on the Tacis website: http://europa.eu.int/comm/europeaid/projects/tacis_cbc_spf/index_en.htm

Applicants must complete **the project application form** and submit it directly to the Commission. The Tacis application should be completed in parallel with the Interreg application described in the previous section. In this way, there should be coherence between the two forms. The Tacis application will have to provide details of the parallel Interreg application to ensure priority consideration in the selection process. The application should specify the status of the Interreg application – e.g. approved, conditionally approved or submitted. The Tacis Local Support Offices (see below) can provide assistance to applicants.

The Commission will then organise an **internal evaluation committee** to select the best projects for funding. Projects can normally be selected for approval, given conditional approval (because some information was missing, for example), recommended for revision or rejected. Conditional approval could also be used where a project's parallel application under Interreg had not yet been approved

After approval of the (revised) application, the applicant will sign a contract with the Commission for the use of the grant. The contract fulfils the same role as the grant letter for an Interreg project. The Commission will expect to see a significant degree of co-ordination between linked Interreg and Tacis CBC projects. Co-ordination should include frequent contacts between all project partners, regular meetings, and the preparation of reports which both fulfil the contract/grant letter requirements for the respective instrument and identify the added value provided by the linking of the projects.

The **Tacis CBC Micro Project Facility** operates with an open deadline, meaning that applications can be submitted at any time.

Management of integrated projects

Integrated projects, i.e. projects co-financed by different EU-programmes, need separate administration and monitoring even if the project per definition is designed as one joint operation. The administrative procedures of the different Tacis and Interreg programmes might differ individually and should therefore be carefully considered by the project partners when budgeting the project as well as introducing administrative procedures for reporting.

Administration and reporting

Even if objectives and actions of the partners from the Member States and Norway, Greenland and Faroe Islands included in the Interreg IIIB Northern Periphery Programme are consistent to the actions carried out by partners getting their actions co-financed by the Tacis programme, the different parts of the project have to be administered and reported separately. This means on the one hand that the actions budgeted and co-financed by the Interreg IIIB Northern Periphery Programme have to be reported to the Northern Periphery Programme Secretariat according to stipulated reporting regulations, and on the other hand that the parts of the project being co-financed by Tacis have to be monitored by the Tacis programme secretariats. Despite this administrative splitting up of the project serious efforts of joint actions and consistent goal fulfilment is crucial in order to achieve the central objectives as well as the long term effects that are strived for in both the Interreg IIIB Northern Periphery Programme and Tacis programme.

Tacis Contact Points

For detailed information on the application and implementation conditions regarding the Tacis CBC Small Project Facility, please contact the persons listed below and/or consult the TACIS website: http://europa.eu.int/comm/external_relations/tacis/intro/index.htm

St Petersburg:
Tacis Local Support Office
Izmailovskiy pr, 14, room 328,
198 005 St. Petersburg
Tel.: +7-812 325 08 19
E-mail: Martyn@tacis.spb.su

Petrozavodsk:
Tacis Local Support Office
Prospect Lenina 37A
185035 Petrozavodsk
Tel.: +7-8142 77 16 89
E-mail: Tacis.viitala@karelia.ru

Kaliningrad:
Tacis Local Support Office

Pl. Pobedy 4
Kaliningrad Business Centre –
Entrance 1 of 22
236040 Kaliningrad
Tel: +7-0112 716798
E-mail: ecatk@online.ru

European Commission:

for External Relations:
(a) Mr Bertrand de Largentaye
Tel: +32 2 299 4103
Email: Bertrand.de-Largentaye@cec.eu.int

(b) Ms. Hanna Lehtinen
Tel: + 32 2 299 8557
E-mail: Hanna.Lehtinen@cec.eu.int

for EuropeAid:
(a) Ms. Margaretha Letterhag (SPF)
Tel: + 32 2 299 3157
E-mail: Margaretha.Letterhag@cec.eu.int

(b) Mr Stefan Zens (CBC)
Tel: + 32 2 299 1980
E-mail: Stefan.Zens@cec.eu.int

(c) Mr Raimo Niemi (Border Crossings)
Tel: + 32 2 295 1537
E-mail: Raimo.Niemi@cec.eu.int

DATASHEET 10: National co-financing

Co-financing/match funding from the involved national partners is a prerequisite for receiving EU funding and the pre-allocated programme funding from the Faroe Islands, Greenland, Iceland and Norway.

A national public co-financing source is state funding at the central, regional or local level. Also certain other organisations can be considered public or public-like co-financers, like research and training institutions, foundations, Non-Governmental Organisations, and non-profit organisations. Examples of potential co-financers are listed below. The following list is indicative, and should not be viewed as exhaustive.

Examples of Swedish national co-financers
• Länsstyrelser • Landstingen • Kommuner • Skolor och universitet • Departement • Centrala statliga verk • Statliga affärsverk och bolag • Regionala statliga organ, till exempel Länsarbetsnämnden • Försäkringskassorna • Kommunala bolag • Vissa stiftelser
Examples of Finnish national co-financers
• Sisäasiainministeriö / Inrikesministeriet[1] • Ympäristöministeriö / Miljöministeriet[1] • Opetusministeriö / Undervisningsministeriet[1] • Maa- ja metsätalousministeriö / Jord- och skogsbruksministeriet[1] • Kunnat ja maakuntien liitot / Kommuner och landskapsförbund • Yliopistot ja muut koulutuslaitokset **(HUOM! Vain "omat" varat, EI valtion budjetista saatava toimintamenoraha)** / Universitet och andra utbildningsanstalter **(OBS! Endast "egna" medel, EJ ur statsbudgeten erhållna medel för omkostnader)** • Valtion keskusvirastot **(HUOM! Vain "omat" varat, EI valtion budjetista saatava toimintamenoraha)** / Centrala statliga verk **(OBS! Endast "egna" medel, EJ ur statsbudgeten erhållna medel för omkostnader)** • Valtion liikelaitokset ja yhtiöt / Statliga affärsverk och bolag • Kunnalliset yhtiöt / Kommunala bolag • Säätiöt ja julkisesti rahoitetut järjestöt / Vissa stiftelser och offentligt finansierade organisationer

[1] For guidance on how to apply for national co-financing from the four Finnish Ministries, see below

Examples of Scottish national co-financers
• Enterprise Companies • Local authorities (e.g., Highlands Council, Argyll & Bute Council, Comhairle nan Eilean Siar etc) • Universities, colleges and research institutes • In some cases the voluntary sector
Examples of Norwegian national co-financers
• Fylkeskommunene i Nord-Trøndelag, Nordland, Troms and Finnmark • SND • NT-programmet • Kommunene i Nord-Trøndelag, Nordland, Troms and Finnmark, inklusive datterselskap o.l. • Landsdelsutvalget • Fylkesmannen i Nord-Trøndelag, Nordland, Troms och Finnmark, herunder regionale og lokale statliga organ eller etater. Eventuelt kan i visse tilfeller også departementer trekkes inn. • Visse stiftelser og organisationer
Examples of national co-financers from Greenland and Faroe Islands
• Norrønt Atlantsamstarv, NORA (Nordic Atlantic Cooperation) • Færøernes Landsstyre, diverse støtteordninger • Grønlands Landsstyre, diverse støtteordninger • Offentlige organer og selskaber • Kommuner og kommunale selskaber • Vinnuframagrunnurin • Fróðskaparsetur Føroya og skoler • Ilisimatusarfik
Examples of national co-financiers from Iceland
• Nýsköpunnarsjóður Atvinnulífsins -The New Business Venture Fund • Iðntæknistofnun -Technological Institute of Iceland • Impra - Service Centre for Entrepreneurs and SMEs • Framleiðnisjóður Landbúnaðarins • Byggðastofnun - Institute of Regional Development • Rannís - Rannsóknarráð Íslands - The Icelandic Research Council • Vinnumálastofnun - The Icelandic Employment Institute Special Fund for Female Employment • Ferðamálaráð - The Icelandic Tourist Board • NORA - Nordic Atlantic Co-operation • Local authorities • Universities, colleges and research institutes

National co-financing commitments are to be decided on by the respective financer in each individual project. The national contributions have to be committed, i.e. both private and public co-financing have to be documented, before the EU funding can be approved.

Semi-public/Public-like co-financing

Co-financing from semi-public/public-like and private non-profit organisations can be included in the amount of eligible national co-financing if the following conditions are met:

- The semi-public and private **non-profit** organisation supports the development of transnational co-operation
- No other claims are linked to the funding
- Funding is not linked to state aid, with the exceptions of de minimis and block exemptions

The following organisations are eligible to provide **semi-public/public like** funds to the project:

- Regional and local self-government of entrepreneurs, chambers of commerce
- Non-profit local and regional development agencies,
- Non-profit enterprises and organisations dealing with local and regional development and other fields relevant for the Northern Periphery Programme

Private financing

Private funding will generate Northern Periphery Programme funding in the form of ERDF funding and pre-allocated funding **if the contribution to the project represents a wider public interest and the public sector is involved**. Note that this is not applicable for **Finnish** and **Swedish** private financing.
Finnish and Swedish private financing, which do not meet the requirements as stated under semi-public, are invited to finance activities on top of the main project actions. These funds will be part of the project budget, but will not be eligible for/generate ERDF co-financing.

TACIS

If the project co-operates with Northwest Russian partners there is a possibility to apply for co-financing from the Tacis programme. In particular the Tacis Crossborder Cooperation (CBC) Small Project Facility and the Tacis CBC Micro project facility, which are directed to regional and local authorities seems appropriate to co-finance participation with the Interreg IIIB Northern Periphery Programme. For more information on Tacis, please consult Datasheet 9, contact the Northern Periphery Programme Secretariat or consult the TACIS website: http://europa.eu.int/comm/external_relations/tacis/intro/index.htm

Guidance to how to apply for Finnish national co-financing

SUMMARY IN ENGLISH – For detailed guidance in Finnish see below.
Four Finnish ministries – Ministry of the Interior, Ministry of the Environment, Ministry of Education and Ministry of Agriculture & Forestry grant national public co-financing for main projects through a specific procedure.

As a general rule the ministries cannot commit more than 150 000 EUR or less than

50 000 EUR. The share of total eligible costs should be around 10-15%, and the ministries share of the Finnish national co-financing should not be less than 40% or more than 80%.

The national co-financing committed by the ministries will expire if the programme bodies do not approve the project application. The eligibility rules apply to the Finnish national co-financing granted by the Ministries. Parts of the committed funds can be paid out in advance if well justified.

Applications for co-financing will be approved twice a year; February/March and August/September. The deadline for applications will be no later than 2-3 weeks before the programme application deadline (call ends).

One application/project.

Ministry of Interior requires

- An Application letter stating the project, contact person and applied national co-financing from the Ministry
- Draft NPP Application (as complete as possible)
- Separate annex detailing the Finnish partners total financing.

A decision will be given 1 – 1½ week before the programme call for applications ends.

The project sponsors are directed to closely study the programme guidelines and relevant regulations, as these have to be followed – otherwise the approval of national co-financing might be jeopardized.

Sisäasiainministeriö 30.1.2006
Alueiden ja hallinnon kehittämisosasto

Sisäasiainministeriön vastinrahoitus Pohjoisen Periferian Interreg III B –hankkeille

Vuosi 2006

Suomi on mukana kahdessa Interreg IIIB –ohjelmassa: **Itämeren Interreg IIIB Naapuruusohjelmassa** ja **Pohjoisen Periferian Interreg IIIB ohjelmassa**. Näissä ohjelmissa rahoitetaan hankkeita, joissa on partnereita useammasta kuin kahdesta maasta.

Suomen valtio on varautunut kattamaan osan suomalaisten partnereiden tarvitsemasta julkisesta kansallisesta vastinrahoituksesta. Muita mahdollisia julkisia vastinrahoittajia voivat olla esim. kunnat, kuntayhtymät ja maakunnan liitot.

Valtion vastinrahoitus Interreg IIIB –ohjelmille on budjetoitu **sisäasiainministeriön (SM), opetusministeriön (OPM), maa- ja metsätalousministeriön (MMM) ja ympäristöministeriön (YM)** ns. koontimomenteille. Muut ministeriöt eivät ole varautuneet rahoittamaan Interreg III B –hankkeita.

Hakijan tulee jättää rahoituspyyntönsä sille ministeriölle, jonka toimialaan hanke lähinnä kuuluu. Koska tämä rajaveto on usein vaikeaa Interreg IIIB hankkeissa, hakijoita kehotetaan olemaan etukäteen yhteydessä ministeriöiden yhteyshenkilöihin (ks. liite 1). Ministeriöt voivat keskenään sopia hankkeen siirtämisestä toisen ministeriön rahoitettavaksi. Yhtä hanketta rahoittaa yleensä vain yksi ministeriö.

Ministeriöt antavat **rahoitussitoumuksia** ja tekevät **lopullisia rahoituspäätöksiä** suomalaisten projektipartnereiden tekemien hakemusten perusteella. Rahoitussitoumusta haetaan ennen hakemuksen jättämistä ohjelman sihteeristöön. Lopullista rahoituspäätöstä haetaan vasta hankkeen tultua valituksi ohjelman ohjauskomiteassa.

Vuonna 2006 päätetään kaksi kertaa hankkeiden rahoittamisesta ja niissä käsiteltävät hakemukset tulee jättää ohjelman sihteeristöön seuraavasti:

	Seuranta- ja ohjaus-komitean päätös	Hakemusten viimeinen jättämispäivä
1.	11.-12.5.2006	**3.3.2006**
2.	27.11.2006 alkava viikko	**18.9.2006**

Ohjelman yhdestoista **3.3.2006 päättyvä haku** koskee toimintalinjaa 1 (yhteydet). Toimintalinjat 2 (kestävän taloudellisen kehityksen varmistaminen) ja 3 (yhteisöjen kehittäminen) on suljettu, koska niille varatut rahat on kokonaan sidottu. Norjan ja Islannin ohjelmalle osoittamat varat on myös käytännössä kokonaan sidottu, joten näistä maista tulevien partnereiden tulee itse hankkia rahoitus osallistumiselleen uusiin hankkeisiin. Ohjelman kotisivuilta www.northernperiphery.net löytyy hakemuslomake ja sen täyttöohjeet sekä tietoa toteuttamistilanteesta, hakuprosessista ja sihteeristön tarjoamista palveluista. Hakemiseen liittyvissä asioissa avustaa myös Suomen alueellinen yhteyshenkilö Jouko Jama (yhteystiedot liitteessä 1).

Ohjelmassa on varauduttu siis järjestämään kaksi hakukierrosta vuonna 2006. Jälkimmäiselle hakukierrokselle avattavat toimintalinjat päätetään sen jälkeen kun on saatu täsmällisempää tietoa sidottujen varojen palautumisesta hankkeilta.

Tämä ohje koskee SM:n rahoitussitoumuksen hakemista Pohjoisen Periferian Interreg IIIB hankkeisiin vuonna 2006. Muiden rahoittavien ministeriöiden noudattamat aikataulut ja menettelytavat kannattaa tarkistaa ao. ministeriöiden yhteyshenkilöiltä (liite 1).

Ohje päivitetään tarvittaessa. Viimeisin versio löytyy aina SM:n kotisivulta www.intermin.fi (alueiden kehittäminen / EU-ohjelmatyö / Ohjelmakausi 2000-2006 / Interreg / III B Pohjoinen Periferia).

Kuka voi hakea SM:n rahoitusta ja mihin?

SM:n vastinrahaa voi hakea **Interreg IIIB –hankkeeseen osallistuva suomalainen partneri. Jos suomalaisia partnereita on useita** ja SM:n rahoitusta on tarkoitus käyttää useamman partnerin hyväksi, **tulee yhden näistä hakea rahoitusta kaikkien puolesta**. Mikäli hanke on suomalaisvetoinen, on luontevaa että hakijana toimii hankkeen vetäjä (Lead Partner), muussa tapauksessa suomalaisten partnereiden keskuudestaan nimeämä ”kokoava partneri”.

SM:n vastinrahoitusta myönnetään pääsääntöisesti vain varsinaisille päähankkeille, ei niiden valmisteluun (mikro- tai valmisteluhankkeille).

Ministeriöiden välisessä työnjaossa SM rahoittaa ensisijaisesti ns. aluekehityshankkeita. Tämä on laaja käsite, joka kattaa hyvin suuren osan ohjelmassa mainituista toimista, esim. liikenneyhteyksien parantaminen, tietotekniikan hyödyntäminen sekä palvelujen ja yhdyskuntien kehittäminen. Myös paikallisten resurssien parempaan hyödyntämiseen, yrittäjyyden ja pienyritystoiminnan kehittämiseen ja matkailun kehittämiseen liittyvät hankkeet soveltuvat SM:n rahoitettavaksi. On kuitenkin huomioitava ohjelman toteuttamistilanteesta johtuvat rajoitteet (vrt edellä). Selvästi aluesuunnitteluun, ympäristön kehittämiseen tai koulutustoimiin painottuvat hankkeet sopivat paremmin muiden ministeriöiden rahoitettavaksi. SM kiinnittää erityistä huomiota hankkeiden tulosten konkreettisuuteen. Mikäli hanke sopii sisällöltään useamman ministeriön toimialaan, on syytä olla etukäteen yhteydessä ao. ministeriöihin (vrt. edellä).

Kuinka paljon rahaa SM voi myöntää?

Rahoituksensa määrästä/osuudesta päättäessään SM noudattaa asetusta alueiden kehittämistoimenpiteiden rahoituksesta (1225/2002), sovellettuna monikansallisiin Interreg IIIB –hankkeisiin.

Edellä mainitun rahoitusasetuksen mukaan SM:n tuen enimmäismäärä on 70 % hankkeen kokonaiskustannuksista. Interreg IIIB –hankkeissa tämä enimmäisosuus ei käytännössä muodostu rajoitteeksi, koska EU-rahan osuus ei missään hankkeessa ole 50 %:ia pienempi.

SM ei kuitenkaan **missään tapauksessa myönnä koko tarvittavaa kansallista vastinrahoitusta, vaan edellyttää aina suomalaisilta partnereilta myös omarahoitusta osoituksena niiden sitoutumisesta hankkeeseen.** Omarahoitusosuuden tulee pääsääntöisesti olla vähintään 30 % kansallisesta rahoituksesta. Perustelluissa tapauksissa omarahoitusosuus voi olla pienempi. Osa hankkeen omarahoitusosuudesta voi myös olla luontoissuorituksia. Edellä mainitun rahoitusasetuksen mukaan luontoissuoritukset voivat olla työtä tai hankkeelle luovutettuja tuotantopanoksia. Luontoissuoritusten arvo voi olla enintään puolet omarahoitusosuudesta.

Kun suomalaisia partnereita on useita, omarahoitus muodostuu niiden yhteenlasketuista omista panostuksista, eikä pelkästään hakijapartnerin omarahoituksesta. Valtion tilivirastojen osalta omarahoitusvaatimus täyttyy, mikäli tilivirasto toimii hankehallinnoijana, ja muut hakijat osallistuvat hankkeen rahoittamiseen. Näin ollen hankkeella on viranomaisen myöntämän rahoituksen lisäksi rahoitusta, joka on kerätty yhteishankkeen eri osapuolilta omarahoitusosuudeksi hankkeeseen. Käytännössä tämä tarkoittaa sitä, että tilivirastolta, joka kokoaa alueen muut toimijat (yritykset, kunnat yhdistykset jne.) yhteen myös rahoituksen osalta, ei enää edellytetä erillistä omarahoitusta.

Pohjoisen Periferian ohjelmassa **SM ei pääsääntöisesti myönnä enempää kuin 200.000 euroa tai vähempää kuin 50.000 euroa hanketta kohden**.

SM:n rahoituksen osalta kustannusten tukikelpoisuuden katsotaan alkavan samasta päivämäärästä kuin EU-rahoituksen, eli Pohjoisen Periferian ohjelmassa projektihakemuksen jättämisestä sihteeristöön.

Huom! Edellä mainitut säännöt tarvittavasta omarahoitusosuudesta ja sen koostumuksesta koskevat nimenomaisesti SM:n rahoitusta. Muilla ministeriöillä on hieman poikkeavia sääntöjä.

Koska ja miten rahoitussitoumusta haetaan?

SM:n rahoitussitoumusta tulee hakea ennen projektihakemuksen jättämistä ohjelman sihteeristölle.
Määrättyyn päätöskokoukseen tähtäävän hankkeen tulee hakea SM:n vastinrahoitusta seuraavasti:

	Hakemuksen viimeinen jättämispäivä ohjelman sihteeristöön	**SM:n vastinrahasitoumuksen viimeinen hakupäivä**
1.	3.3.2006	**13.2.2006**
2.	18.9.2006	**18.8.2006**

SM:n rahoitussitoumusta koskeva hakemus tulee toimittaa ehdottomasti viimeistään ko. päivämäärään mennessä sähköpostitse Pekka Järviölle (pekka.jarvio@intermin.fi). Hakemus tulee samanaikaisesti (saman päivän postileima) toimittaa **kirjallisesti SM:n kirjaamoon** (Sisäasiainministeriön kirjaamo, PL 26, 00023 VALTIONEUVOSTO).

Hakijoita kehotetaan aina olemaan yhteydessä ministeriön yhteyshenkilöön ennen hakemuksen jättämistä. Näin ministeriössä voidaan arvioida saatavien hakemusten määrää ja samalla voidaan selvittää mm. hankkeen rahoitusjärjestelyihin liittyviä kysymyksiä.

Kuten edellä todettiin, kutakin hanketta kohti tulee tehdä vain yksi hakemus SM:lle. Mikäli SM:n rahoitusta on tarkoitus käyttää useamman partnerin hyväksi, yksi niistä hakee rahoitusta kaikkien puolesta.

Rahoitussitoumusta koskevan **hakemuksen tulee sisältää**:

- Hakemuskirje, josta käy ilmi hakevan organisaation nimi ja osoite, vastuullisen henkilön nimi ja yhteystiedot, ko. hankkeen nimi sekä SM:ltä haettava summa (euroina).

- Ohjelman virallinen hakulomake (uusin käytettävissä oleva versio), joka on ladattavissa ao. ohjelman kotisivulta (ks. edellä). Vastinrahan varhaisesta hakuajankohdasta johtuen osittain puutteellisesti täytetyt lomakkeet voidaan huomioida. Lomakkeesta tulisi kuitenkin käydä ilmi seuraavat perustiedot: hankkeen tavoitteet, (tiedossa olevat) kumppanit, sisältö, tavoitellut tulokset ja budjetti. Huom! Mikäli rahoitussitoumuksen hakija ei itse vastaa varsinaisen hakulomakkeen täyttämisestä, tulee sen pyytää täytetty hakulomake projektin johtopartnerilta (Lead Partner).

- Erillinen liite, josta käy ilmi kaavailtu suomalaisten partnereiden kokonaisrahoitus (ml. SM:ltä haettu rahoitus) sekä laskelma suomalaisten partnereiden omarahoitusosuuteen mahdollisesti liittyvistä luontoissuorituksista. Luontoissuorituksen arvo voi olla korkeintaan puolet omarahoitusosuudesta. Liitemalli oheisena (liite 2).

Miten ja milloin SM päättää rahoitussitoumuksen antamisesta?

Sisäasiainministeriön Interreg-tiimi arvioi hakemuksia ja valmistelee esityksen SM:n päätökseksi. Hakemusten arviointi ajoittuu viimeistä hakupäivää seuraavalle parille viikolle. Hakijoiden toivotaan silloin olevan tavoitettavissa mahdollisia selvennyksiä/täydennyksiä varten.

Arviointi perustuu ohjelman omiin hankevalintakriteereihin (löytyvät ohjelman täydennysosasta). Erityisesti kiinnitetään huomiota hankkeen ”todelliseen ylikansallisuuteen”, mm. kumppanuuden laatuun ja laajuuteen sekä ylikansallisen yhteistyön antamaan lisäarvoon. Suurta painoa annetaan myös pääpartnerin edellytyksille hoitaa sille asetetut tehtävät. Niiden hankkeiden osalta, jotka ovat jatkoa tai perustuvat aiemmin rahoitetuille hankkeille, pyritään varmistamaan että uusi hanke tuo jotain uutta. Mikäli hanke on hakenut vastinrahoitusta myös muista ministeriöistä kuin SM:stä, neuvotellaan hankkeen rahoittamisesta ao. muiden ministeriöiden kanssa.

Sisäasiainministeriön päätös pyritään tekemään parin viikon sisällä viimeisestä hakupäivästä, kuitenkin viimeistään noin viikkoa ennen ao. viimeistä jättämispäivää ohjelman sihteeristöön. Hakijoille ilmoitetaan välittömästi sähköpostitse SM:n (myönteisestä tai kielteisestä) päätöksestä ja sitoumukset toimitetaan faxitse ja postitse ao. hakijoille.

Mitä SM:n rahoitussitoumuksella tehdään?

Pohjoisen Periferian -ohjelmassa kukin projektipartneri liittää Kööpenhaminan sihteeristöön jätettävään hakemukseen oman rahoitussitoumuksensa (”Co-financing Commitment”; malli ladattavissa ohjelman kotisivuilta), joka vastaa hakemuksessa esitettyä kansallisen rahoituksen osuutta. SM:n rahoitus sisältyy osana yhteen tai useampaan tällaiseen partnerikohtaiseen rahoitussitoumukseen. **SM:n antama rahoitussitoumus on syytä liittää mukaan sihteeristöön lähetettävään projektihakemukseen**.

Mitä tapahtuu ohjauskomitean päätöksen jälkeen?

Mikäli ohjelman seuranta- ja ohjauskomitea päättää hyväksyä hankkeen, tulee hakijan mahdollisimman pian tukisopimuksen solmimisen jälkeen tehdä varsinaista rahoituspäätöstä koskeva hakemus SM:lle. Tästä annetaan **erilliset ohjeet** hyväksytyille hankkeille.

Mikäli seuranta- ja ohjauskomitea tekee hylkäävän päätöksen (”recommended for resubmission” tai ”rejected”), purkautuu myös SM:n vastinrahasitoumus automaattisesti. Jos partnerit päättävät jättää uuden parannetun hakemuksen, ja edelleen haluavat SM:n vastinrahoitusta, tulee SM:ltä hakea uudestaan vastinrahasitoumusta.

Liite 1

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Liite 2

[Malli]

Suomalaisten partnereiden rahoitussuunnitelma

1. Interreg IIIB –rahoitus (EAKR)		xxxx €
2. Valtion/SM:n rahoitus		xxxx €
3. Kuntarahoitus	xxxx €	
- josta luontoissuorituksia		- xxxx €
4. Muu julkinen rahoitus		xxxx €
- josta luontoissuorituksia		- xxxx €
5. Yksityinen rahoitus	xxxx €	
- josta luontoissuorituksia		- xxxx €

Suomalaisten partnereiden kokonaisrahoitus (1+2+3+4+5) xxxx €

Partnereiden omarahoituksen (3+4+5) osuus kansallisesta rahoituksesta (2+3+4+5) on xx,x %.
[Osuuden tulee pääsääntöisesti olla vähintään 30 %. Omarahoitukseen lasketaan sekä julkinen että yksityinen rahoitus. Yksityinen raha ei kuitenkaan ole Interreg IIIB -ohjelman kannalta tukikelpoista vastinrahaa.].

Luontoissuoritusten osuus partnereiden omarahoituksesta (3+4+5) on xx,x %.
[Osuus voi olla enintään 50 %].

Liite 1

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Liite 2

[Malli]

Suomalaisten partnereiden rahoitussuunnitelma

1. Interreg IIIB –rahoitus (EAKR)	xxxx €
2. Valtion/SM:n rahoitus	xxxx €
3. Kuntarahoitus	xxxx €
- josta luontoissuorituksia	- xxxx €
4. Muu julkinen rahoitus	xxxx €
- josta luontoissuorituksia	- xxxx €
5. Yksityinen rahoitus	xxxx €
- josta luontoissuorituksia	- xxxx €

Suomalaisten partnereiden kokonaisrahoitus (1+2+3+4+5) xxxx €

Partnereiden omarahoituksen (3+4+5) osuus kansallisesta rahoituksesta (2+3+4+5) on xx,x %.
[Osuuden tulee pääsääntöisesti olla vähintään 30 %. Omarahoitukseen lasketaan sekä julkinen että yksityinen rahoitus. Yksityinen raha ei kuitenkaan ole Interreg IIIB -ohjelman kannalta tukikelpoista vastinrahaa.].

Luontoissuoritusten osuus partnereiden omarahoituksesta (3+4+5) on xx,x %.
[Osuus voi olla enintään 50 %].

DATASHEET 10

DATASHEET 11: Public Procurement

The purchase of goods and of services, as well as the order for public works, by public services or other public bodies is subject to Community and international/national rules. Please note that these rules may also be applicable for companies, associations, foundations etc under certain circumstances (for example receiving public grants like the Northern Periphery Programme funding). The procurement rules aim at securing transparent and fair conditions for completion on the common market. These rules have to be considered by project partners when it comes to the realisation of investments or when hiring consultants or experts to the project.

At the European Union level, a call for tender procedure is compulsory for contracts over a certain amount awarded by a public sector body (public supply, works or service contracts). At the level of each EU Member State, other rules may exist, and may be more binding, notably with regard to the amount of the contract which requires the issuing of a call for tender. In any event, in the case of a project implemented with financial assistance from the European Union/Northern Periphery Programme, the European rules must at least apply to all such contracts awarded within the framework of the project. The levels that trigger the obligation to issue a call for tender procedure on a European level are:

- public service contract: an amount equal to or greater than **EUR 200 000** (excl. VAT)

Note that the rules differs depending on the kind of goods and/or services that are purchased as well as the value of the purchase. There are various thresholds set up based on the value of the purchase, and consequently various procedures to apply depending on these thresholds.

Further information on the European rules concerning public procurement can be found in the *"Guides to the Community rules in the area of public procurement (supply contracts, public works, services)"*, which can be downloaded from the following link:
http://simap.eu.int/EN/pub/src/guideline.htm

National/regional rules and thresholds

Scotland
As a rule of thumb, public bodies in the **UK** (Scotland) should ask for at least three bids when purchasing services or goods for more than £5000, (approx. 8000 EUR).

Sweden
In general, public bodies and other contracting authorities (see above) in **Sweden** should apply ordinary tendering procedures when purchasing services or goods for more than 70 000 SEK (två basbelopp, approx. 7800 EUR)

Finland

National legislation in **Finland** requires procurement units/contracting entities to submit competitive tenders for procurements that fall below the threshold value by sending out requests for tender to a sufficient number of potential suppliers in that field or by publishing an announcement, written in free form, regarding the competitive tender.

Thresholds: (1 January 2002 – 31 December 2003)

General state administration	Goods and Services: 162 293 EUR
Other state authorities, local authorities, joint municipal authorities, legal persons regarded as part of the public administration	Goods and Services: 249 681 EUR

Norway

Tendering procedures have to be followed by public bodies in **Norway** when purchasing services or goods for more than 200 000 NOK (approx. 25 000 EUR). Note the demands on **openness and competition** when purchasing services or goods also below these values.

Iceland

All procurement of services by public bodies in **Iceland** exceeding ISK 10 000 0000 (approx. 115 000 EUR) shall be put to tender.

Please consult the Northern Periphery Programme Secretariat, the Regional Contact Points, the Internal market web site (see link below) and/or your national public procurement authority for further information.

http://www.europa.eu.int/comm/internal_market/en/publproc/

DATASHEET 12: Competition rules / De minimis

Competition rules

Aid under the Northern Periphery Programme will be provided only where it is consistent with the de minimis provisions or the block exemptions for aid to small and medium sized enterprises and training aid.

De Minimis

Private project applicants can only be granted aid from the Northern Periphery Programme if they can prove they have not received public aid amounting over 100,000 EUR over a three-year period.

The ceiling applies to the total of all public assistance considered to be de minimis aid and will not affect the possibility of the recipient obtaining other aid under schemes approved by the Commission. This ceiling applies to all kinds, irrespective of the form it takes or of the objective pursued, with the exception of export aid, which is excluded from the benefit of the de minimis rule. The public assistance, which is allowed up to the 100,000 EUR ceiling, comprises all aid granted by the national, regional or local authorities, regardless whether the resources are provided from domestic sources or are part financed by the European Union.

NORTHERN PERIPHERY PROGRAMME

DATASHEET 13: Auto Decommitment

Background:

At the beginning of each calendar year the European Regional Development Funding (ERDF-funding) is automatically committed by the European Commission. If the ERDF-funding is not spent within three years from the year they are committed (N+2) the unspent part is automatically decommitted by the Commission. All projects that do not meet their spending targets as described in Enclosure 2 of the Grant Offer Letter risk having parts of their grant decommitted. Decommitted funding is lost – permanently.

Guidance:

Projects that do not meet their spending targets are in danger of loosing their ERDF grant. The only way to avoid decommitment is to meet the spending targets as described in Enclosure 2 of the Grant Offer Letter. If a Lead Partner find him/herself in a situation where significant deviations from the approved spending plan is expected, the Lead Partner must inform the Northern Periphery Programme Secretariat on the expected deviation and the reasons for these deviations immediately.