



# Information meeting for the Baltic Sea Region Programme

23.04.2026

Online



Lukasz Korpala, Rostislav Zatloukal



## Partner report A.+B.

- ✓ Complete **activity part**
- ✓ **Copy staff data** from the report of hours
- ✓ Complete bank information
- ✓ **Submit**

**Auto-calculations**

**No national control of part A+B (SCOs)**

# What covers part „B“?



# Documentation of Staff Costs



Report of hours and employment  
confirmation

- Employee working under an **employment contract or equivalent**.
- Max **1,720 hours** per full time employee per calendar year.
- **Pro-rata of 1,720 hours** for employees working part-time and reporting periods shorter than 12 months.
- **Pre-defined hourly rate** per country regardless position.
- **Productive hours** – actually worked for the project.  
(no holidays, sick leave, maternity leave, etc.)
- **SMEs** can declare the working hours of their **owners not receiving a salary** as staff costs.



# Hourly rates

## (project selected after 01.01.2024)

Interreg  
Baltic Sea Region



Co-funded by  
the European Union

Country	Hourly rate	Currency
Denmark	392	DKK
Estonia	29	EUR
Finland	39	EUR
Germany	50	EUR
Latvia	26	EUR
Lithuania	26	EUR
Norway	584	NOK
Poland	106	PLN
Sweden	534	SEK





Project toolkit  
for approved projects

INTERREG BALTIC SEA REGION 2021-2027

# Project toolkit

[www.interreg-baltic.eu](http://www.interreg-baltic.eu)



Programme  
Manual

[Access now](#)



Contracts

[Access now](#)

BAMOS+

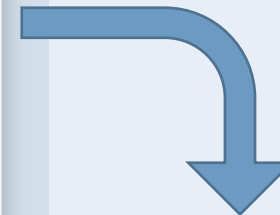
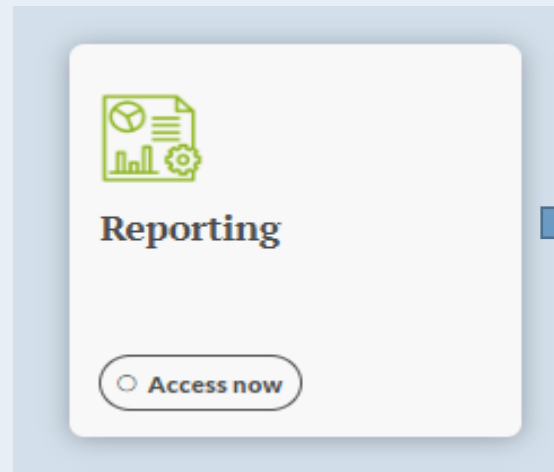
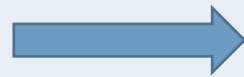
BAMOS+

[Access now](#)



Reporting

[Access now](#)



Interreg  
Baltic Sea Region



Co-funded by  
the European Union

#### REPORTING

## Reporting working hours / employment confirmation



**(UPDATE) Report of hours and employment confirmation (Version 3.0 of 8 May 2024)\***

This is the obligatory document for registering and reporting the working time of persons whose working hours spent for project implementation are subject to reimbursement from the Programme, under the cost category 1 (staff costs). **This template is relevant for the core projects, small projects, platforms, PAC support, and Assistance to a Strategy point.**

Project partners have to complete and sign one document per reported employee per reporting period. The signed version must be uploaded to the partner report in BAMOS+. The MA/JS will only reimburse the working hours documented through this template.

In addition, project partners have to keep, on their premises, **original employment contracts or equivalent employment documents** of the persons whose working hours are the subject of the Programme co-financing. Project partners do not have to attach those documents to the partner report but they have to keep them available and deliver them upon request of the MA/JS or any other authorised body (Audit Authority, European Commission, etc.).



# Report of hours and Employment confirmation

## Technical start

- Not in BAMOS+ but offline
- **Adobe Reader 10 or higher**
- Download the form (the newest version)
- Save on your computer before opening
- Do not open in browser or other PDF viewer
  
- Interactive form
- One report of hours and employment confirmation **per person + per reporting period + per workload**



# Report of hours and employment confirmation

Report of hours and employment confirmation (Jan Santa)  
#S005 Green Forest (PP1 Forest Agency)  
PPR1 (October 2022 to March 2023)



## REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

Version 3.0 of 8th May 2024

### 1. IDENTIFICATION

1.1	Partner report no:	1
1.2	Project no and short name:	S 005 #S005 Green Forest
1.3	Project partner no. and name:	1 Forest Agency
1.4	Address:	Pine Street 20
1.5	Postcode & Town:	01-100 Rovaniemi
1.6	Country:	Finland
1.7	Employee first name:	Jan
1.8	Employee last name:	Santa
1.9	Employee position/job title:	Project manager

### 2. REPORT OF HOURS

2.1 Staff reporting period: from October 2022 to March 2023

2.2 Description of project-related tasks carried out during the reporting period:

1. Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
2. Preparation of the kick off meeting (selection of the venue, content).
3. Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
5. Monitoring of the project implementation (contact with partners, providing guidance, spending analysis, planning the upcoming Seminar).

Report of hours and employment confirmation (Jan Santa)  
#S005 Green Forest (PP1 Forest Agency)  
PPR1 (October 2022 to March 2023)



2.3 Registration of the working time:

2.3.1 Month:  2.3.2 Year:

Date	Worked on the project		Other activities		Total working time	
	hours	minutes	hours	minutes	hours	minutes
1	October	00	00	00	00	00
2	October	00	00	00	00	00
3	October	00	00	00	00	00
4	October	00	00	00	00	00
5	October	00	00	00	00	00
6	October	00	00	00	00	00
7	October	00	00	00	00	00
8	October	00	00	00	00	00
9	October	00	00	00	00	00
10	October	00	00	00	00	00
11	October	00	00	00	00	00
12	October	00	00	00	00	00
13	October	00	00	00	00	00
14	October	00	00	00	00	00
15	October	00	00	00	00	00
16	October	00	00	00	00	00
17	October	00	00	00	00	00
18	October	00	00	00	00	00
19	October	00	00	00	00	00
20	October	00	00	00	00	00
21	October	00	00	00	00	00
22	October	00	00	00	00	00
23	October	00	00	00	00	00
24	October	00	00	00	00	00
25	October	00	00	00	00	00
26	October	00	00	00	00	00
27	October	00	00	00	00	00
28	October	00	00	00	00	00
29	October	00	00	00	00	00
30	October	00	00	00	00	00
31	October	00	00	00	00	00
Total: (hours / minutes)		00	00	00	00	00
Total: (hours - decimal format)		0		0		0

# REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

## 1. IDENTIFICATION

Version 3.0 of 8th May 2024

1.1	Partner report no:	1		
1.2	Project no and short name:	C	005	#C005 GreenForest
1.3	Project partner no. and name:	1		Forest Agency
1.4	Address:	Pine Street 20		
1.5	Postcode & Town:	01-100 Rovaniemi		
1.6	Country:	Finland		
1.7	Employee first name:	Jan		
1.8	Employee last name:	Santa		
1.9	Employee position/job title:	Project manager		



## 2. REPORT OF HOURS

2.1 Staff reporting period: from May 2024 to October 2024

2.2 Description of project-related tasks carried out during the reporting period:

1. Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
2. Preparation of the kick off meeting (selection of the venue, content).
3. Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
5. Monitoring of the project implementation (contact with partners, providing guidance, spending analysis, planning the upcoming Seminar).



## 2.3 Registration of the working time:

2.3.1 Month:

October

2.3.2 Year:

2024

Date		Worked on the project		Other activities		Total working time	
		hours	minutes	hours	minutes	hours	minutes
1	October	04	00	00	00	04	00
2	October	02	00	02	00	04	00
3	October	00	00	04	00	04	00
4	October	02	30	01	30	04	00
5	October	03	30	00	30	04	00
29	October	00	00	00	00	00	00
30	October	00	00	00	00	00	00
31	October	00	00	00	00	00	00
Total: (hours / minutes)		32	00	48	00	80	00
Total: (hours - decimal format)		32,00		48,00		80,00	

Add month

Delete month



### 3. EMPLOYMENT CONFIRMATION

3.1 Employee first name: Jan

3.2 Employee last name: Santa

3.3 Employee position/job title: Project manager

3.4 Number of working hours for full-time employees of the organisation: 40.00 hours per week

**Guidance:**

*Please insert the maximum number of working hours per week for a full-time employee in your institution, according to the internal/country rules.*

3.5 Contractual working hours: 20.00 hours per week

**Guidance:**

*Please insert the weekly workload of the employee according to the employment contract, expressed in hours.*

*Please note, in this field, you should not consider the involvement of an employee for the project but the full-time/part-time employment working time according to the contract.*



3.6 Workload:

50 %

3.7 The employment is concluded on the basis of:

an employment contract resulting from the relevant national labour law.

3.8 Tasks/roles of the employee related to the project implementation:

The main tasks/roles/responsibilities resulting from the job description:

1. Management of the project finances

a. preparation of the partner and progress reports,

b. contact with project partners, Managing Authority, and other Institutions,

c. creation, and maintenance of the budget tracking system (procedures)

d. monitoring of the spending plan,

e. participation in meetings,

f. division of tasks in the project and supervision over their implementation,

g. analyzing situations that may have a significant influence on the course of the project (e.g. changes, delays, etc)

2. Coordination of work related to tasks resulting from a Group of activities X.X

3. Input to the project communication strategy (social media)



#### 4. SUMMARY OF DATA FOR THE PARTNER REPORT IN BAMOS+:

First name	Last name	Position		Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Max. no. of hours	No. of hours worked for the project acc. the report of hours	No. of hours worked in total (all contracts)
				Working time/ week (hours)	Share of full-load (%) (full-time employee = 100%)				
Jan	Santa	Project manager		20	50 %	6	430,00	135,00	445,00



Report of hours and employment confirmation (Jan Santa)  
#S005 Green Forest (PP1 Forest Agency)  
PPR1 (October 2022 to March 2023)



## REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

Version 3.0 of 8th May 2024

### 1. IDENTIFICATION

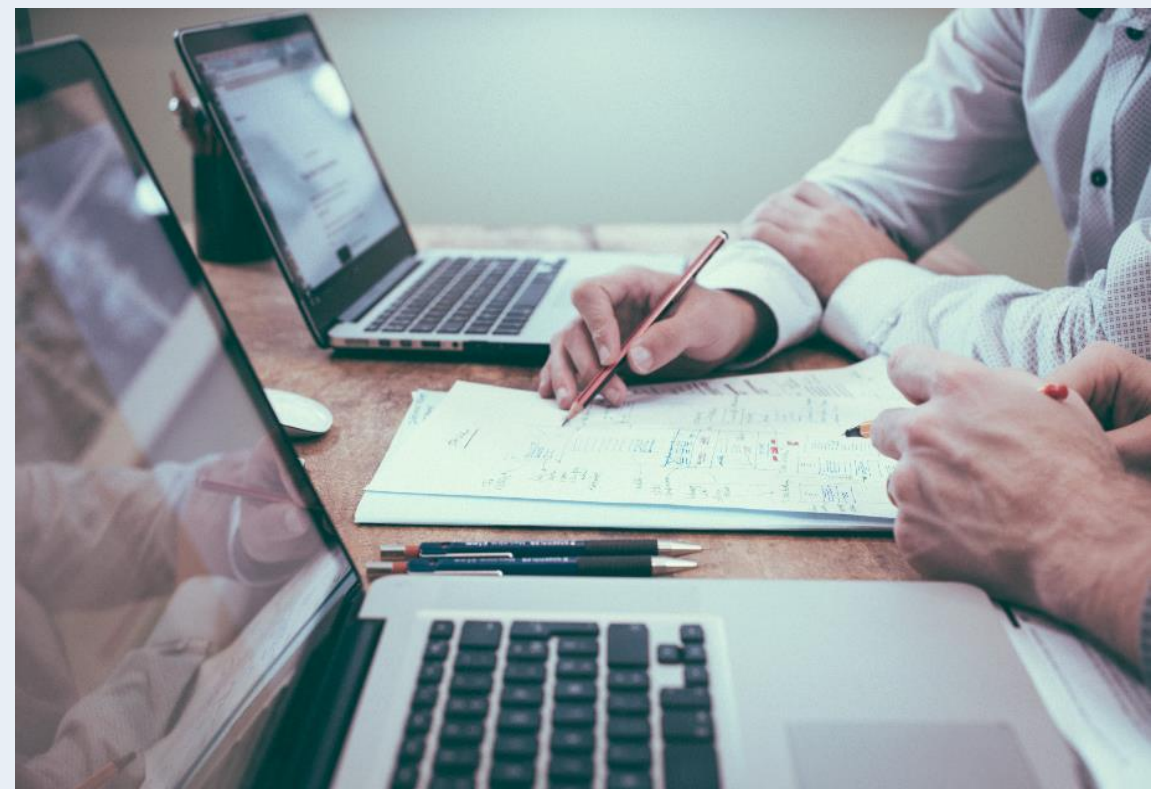
1.1	Partner report no:	1
1.2	Project no and short name:	S 005 #S005 Green Forest
1.3	Project partner no. and name:	1 Forest Agency
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4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
5. Monitoring of the project implementation (contact with partners, providing guidance, spending analysis, planning the upcoming Seminar).

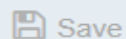


Project: #C039 - City Blues Partner: 1-LP City of Tampere [FI] PPR: 5 [version 1]  
Active since 21/06/2023 Duration: 21/06/2023 - 31/10/2026 (31/01/2027)

Partner Report A+B

0. Intro

0. Intro  A. Activities  B. CAT 1  B. Corrections  B. Submission A+B



Save



Check for errors

## 0. Intro

Check of project data [Guide](#)

Please confirm:

- Data about our organisation in the application form is up-to-date.
- Data about our organisation in the section "Contact & Bank information" is complete and correct
- Partnership agreement signed

Exchange rate (indicative until the date of the first submission) [Guide](#)

Currency	EUR
Month of submission	04/2026
Exchange rate (EUR/ national currency)	1 EUR = 1.00000 EUR (EUR)

Project: #C039 - City Blues Partner: 1-LP City of Tampere [FI] PPR: 5 [version 1] Active since 21/06/2023 Duration: 21/06/2023 - 31/10/2026 (31/01/2027)

Partner Report A+B 0. Intro

IT's

- ✓ 0. Intro
- ✓ A. Activities
- ✓ B. CAT 1
- ✓ B. Corrections
- ✓ B. Submission A+B

Save Check for errors

### Activity report

### Progress in work packages and group of activities [Guide](#)

Work Package 1 - WP1 Preparing solutions

#### Deviation in implementation (WP)

Batman forever :-) Batman forever :-) Batman forever :-) Batman forever :-) Batman forever :-) Batman forever :-) Batman forever :-) Batman forever :-) Batman forever :-) Batman forever :-)

#### Progress in Group of activities

1 - Collecting inspirations for the local model strategies for water reuse

implementation

Batman forever :-) Batman forever :-)

#### Progress in Group of activities

2 - Preparatory surveys for elaborating the local water reuse strategies in the WaterMan model regions

implementation

Batman forever :-) Batman forever :-) Batman forever :-) Batman forever :-)

Project: #C039 - City Blues Partner: 1-LP City of Tampere [FI] PPR: 5 [version 1]  
Active since 21/06/2023 Duration: 21/06/2023 - 31/10/2026 (31/01/2027)

Partner Report A+B 0. Intro

IT's done by **GECKO**

- ✓ 0. Intro
- ✓ A. Activities
- ✓ B. CAT 1
- ✓ B. Corrections
- ✓ B. Submission A+B

Save Check for errors Export to XLS

CAT1 - Staff costs [Guide](#)

Hourly rate [SEK]

Hourly rate [€]

Item no.	First name	Last name	Position	Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Max. no. of hours	No. of hours worked for the project acc. to report of hours	No. of hours worked in total (all contracts)	Declared amount		Employment confirmation & Report of hours <a href="#">Guide</a>
				Working time/week [hours]	Share of full-load [%] (full-time employee = 100%)					EUR	€	
PP02-CAT	lukasz 6 / 30 characters	Korpala 6 / 30 characters	FO 2 / 50 characters	40.00	100.00 %	6	860.00	700.00	900.00	16,800	16,80	
PP02-CAT	jan 3 / 30 characters	jan 3 / 30 characters	po 2 / 50 characters	40.00	50.00 %	2	143.33	50.00	100.00	1,200.00	1,200	
<b>Total</b>						<b>8</b>		<b>750.00</b>	<b>1,000.00</b>	<b>18,000</b>	<b>18,00</b>	

+ New

**Project: #C039 - City Blues Partner: 1-LP City of Tampere [FI] PPR: 5 [version 1]**  
**Active since 21/06/2023 Duration: 21/06/2023 - 31/10/2026 (31/01/2027)**

Partner Report A+B

0. Intro

IT's done by **GECKO**

- ✓ 0. Intro
- ✓ A. Activities
- ✓ B. CAT 1
- ✓ B. Corrections
- ✓ B. Submission A+B

 Save  Check for errors

## List of corrections [Guide](#)

PPR no.	Partner no.	Cost Category	Amount affected by the correction [€]	Correction of units/lump sums (-) to be deducted	Correction amount [€] (-) to be deducted	Comments Description & reference to the breached rule(s)	Identified by
---------	-------------	---------------	---------------------------------------	--------------------------------------------------	------------------------------------------	-------------------------------------------------------------	---------------

+ New

## Automatically generated corrections

Generated after saving

PPR no.	Partner no.	Cost Category	Amount affected by the correction [€]	Correction of units/lump sums (-) to be deducted	Correction amount [€] (-) to be deducted	Comments	Identified by
---------	-------------	---------------	---------------------------------------	--------------------------------------------------	------------------------------------------	----------	---------------

Project: #C039 - City Blues Partner: 1-LP City of Tampere [FI] PPR: 5 [version 1]  
 Active since 21/06/2023 Duration: 21/06/2023 - 31/10/2026 (31/01/2027)

Partner Report A+B

0. Intro

IT's done by **GECKO**

0. Intro |
  A. Activities |
  B. CAT 1 |
  B. Corrections |
  B. Submission A+B

### Submission of the part A. Activities and part B. SCOs of the Partner report

#### Summary reported SCOs amounts per cost category [all amounts in €]

Cost Category	CAT 1 - Staff	CAT 2 - Office & Administration	CAT 3 - Travel & Accomodation	Total
Amount reported [€]	18,000.00	2,700.00	2,700.00	23,400.00
Corrections [€]	0.00	0.00	0.00	0.00
Amount declared to lead partner [€]	18,000.00	2,700.00	2,700.00	23,400.00

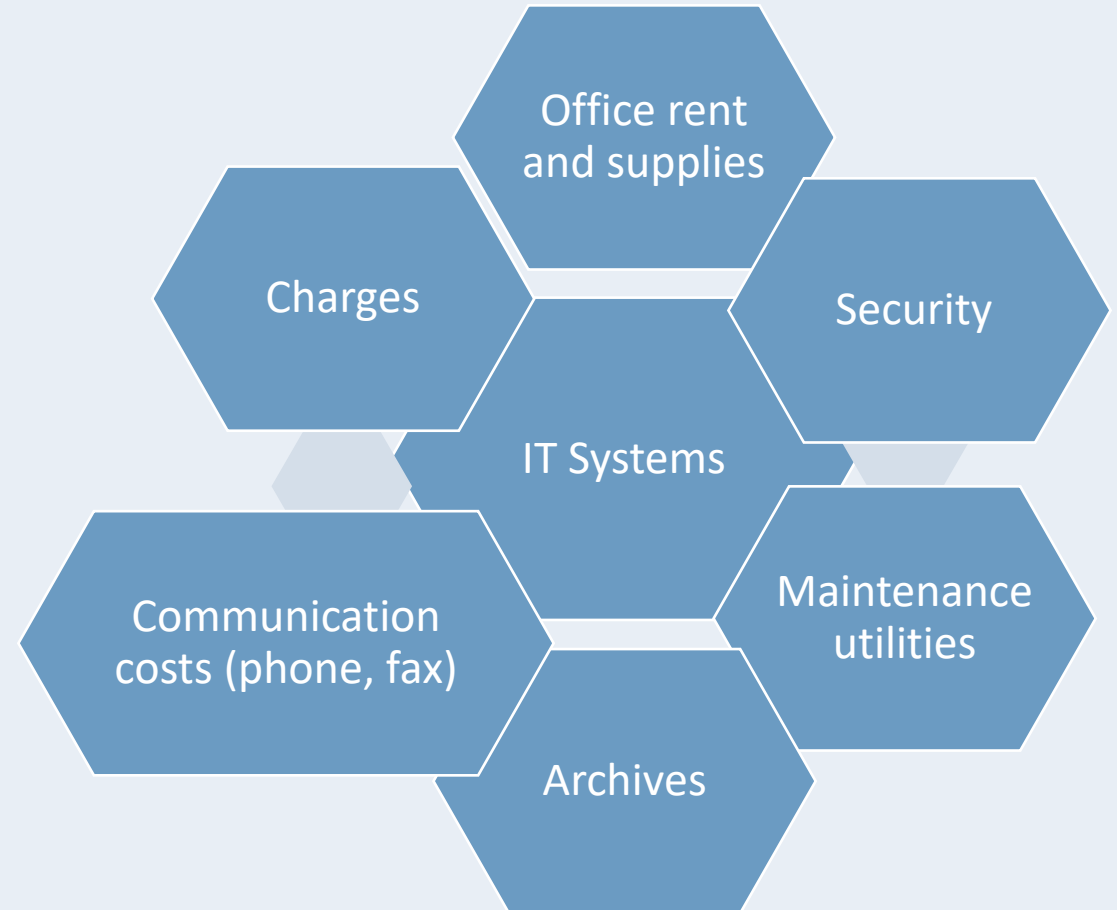
With the submission of part A. and B. of the Partner report, I confirm that:

- (1) I am employed by the project partner organisation and duly authorised to submit the partner report on its behalf;
- (2) All information and documentation provided in this partner report and its annexes are complete, accurate and true;

(3) All expenditure and activities reported in parts A. and B. of the partner report comply with applicable Community legislation and Programme rules as outlined in the Programme Manual. This includes i.a. rules on public procurement, state aid, the environment, as well as on equal opportunities and non-discrimination (as included in the Charter of Fundamental Rights of the European Union). The national rules of the Member State in which the expenditure is incurred have been applied only for matters not covered by the aforementioned rules. In addition, all expenditure and activities reported in this partner report are in line with the

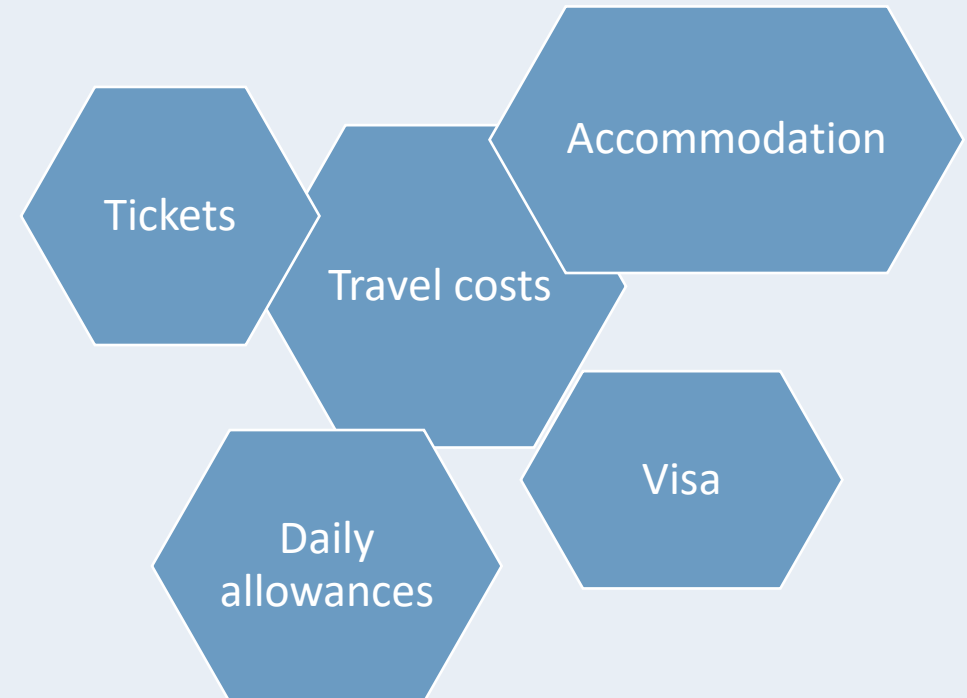
## Flat rate – 15 % of eligible staff costs

- Automatic calculation based on certified staff costs.
- No supporting documents.
- No national control.



## Flat rate – 15 % of eligible staff costs

- Project partner's own employees only.
- Automatic calculation based on certified staff costs.
- No supporting documents.
- No national control.



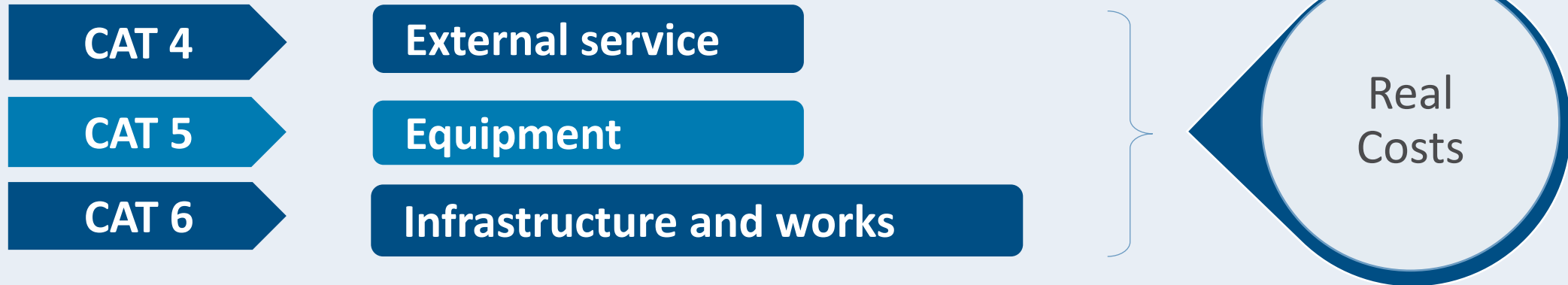


## Partner report C.

- ✓ Complete list of expenditure
- ✓ Collect all supporting documents
- ✓ Add data about large contracts/investments
- ✓ Submit

**National control of part C (real costs)  
in BAMOS+**

# What covers part „C“?



! C. CAT4-5

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

## Section C. List of expenditure CAT4, CAT5, CAT6

- Select the relevant cost category for each item:
  - CAT4 – External expertise & services
  - CAT5 – Equipment
  - CAT6 – Infrastructure & works
- Fill in all required data
- Eligibility rules incl. public procurement to be observed



# Partner report C.



! C. CAT4-5

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

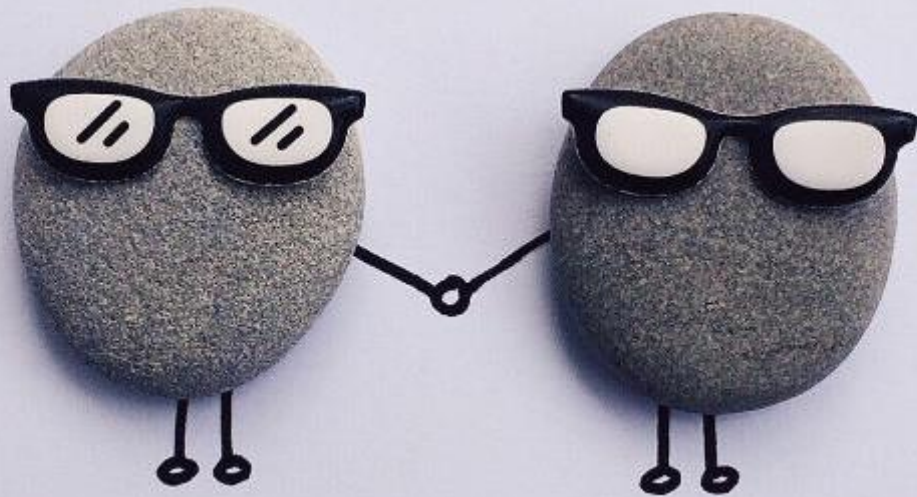
## Section C. List of expenditure CAT4/CAT5 /CAT6

List of expenditure CAT 4 – External expertise & services / CAT 5 – Equipment / CAT6 – Infrastructure & works [Guide](#)

Cost category	Item no.	Investment no.	Contract value is above EU threshold	Notice publication no. (TED)	Lot no.	Internal reference no.	Invoice no. <a href="#">Guide</a>	Invoice date	Date of payment	Group of expenditure
CAT6	PP2-CAT6-002	I2.1_1	<input type="checkbox"/>		Please Select	2333 4 / 100 characters	786378 6 / 100 characters	27/01/2023	31/01/2023	Building mater

Specification of the invoice	Official name of the contractor	GoA <a href="#">Guide</a>	Total value of the invoice [EUR]	Declared amount [EUR]	of it VAT [EUR]	Declared amount [€]	Purchase of land
Building material for pilot 3 construction 41 / 100 characters	Bob the builder Ltd 19 / 100 characters	2.1 <a href="#">Select GoAs</a>	7,586.00	7,896.00	786.00	7,896.00	<input type="checkbox"/>





# VAT Eligibility

Check with:

## 1. Application Form

Total Project Budget (5 MEUR)

Section 2 „Partnership“ / Project Partner

- „Is your organization entitled to recover VAT related to the EU-funded project activities?“
- Yes / No / Partly

## 2. State Aid Section

Not relevant / Art 20 GBER / De minimis

# Example 1 – VAT is eligible for the partner

✓ C. CAT4-6   ✓ C. Large contracts   ✓ C. Investments   ✓ C. Corrections   C. Submission   ✓ C. Control   C. Certification

Save   Check for errors   Export to XLS

**CAT4 - External expertise & services / CAT5 - Equipment / CAT6 – Infrastructure & works** [Guide](#)

VAT IS ELIGIBLE for this project partner (if VAT status was provided correctly in the application version 6).




## Example 2 – VAT is not eligible for the partner

✓ C. CAT4-6   ✓ C. Large contracts   ✓ C. Investments   ✓ C. Corrections   C. Submission   ✓ C. Control   C. Certification

Save   Check for errors   Export to XLS

**CAT4 - External expertise & services / CAT5 - Equipment / CAT6 – Infrastructure & works** [Guide](#)

VAT Status: VAT IS NOT ELIGIBLE for this project partner (according to version 6 of the application, the partner can recover VAT)!



### Information about contracts above EU thresholds [Guide](#)

Notice publication no. (TED)	Lot no.	Contracting partner	Contract name	Official name of the contractor	Country code of the contractor <a href="#">Guide</a>	VAT registration no. of the contractor <a href="#">Guide</a>	Sub-contractors above 50,000 € used?	Procurement procedure	Contract amount [PLN]	Contract date	Declared amount [EUR]	Contract type
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### List of sub-contractors above 50.000€ [Guide](#)

Notice publication no. (TED)	Lot no.	Contract name	Official name of the sub-contractor	Country code of the contractor <a href="#">Guide</a>	VAT registration no. of the contractor <a href="#">Guide</a>	Contract amount in [PLN]	Contract date	Contract type
------------------------------	---------	---------------	-------------------------------------	------------------------------------------------------	--------------------------------------------------------------	--------------------------	---------------	---------------

+ New

### Beneficial owners of contractors [Guide](#)

Notice publication no. (TED)	Lot no.	Official name of contractor	VAT registration no. of the contractor	Given name	Family name	Date of birth	Vat registration number <a href="#">Guide</a>	N/A	Beneficial owner
------------------------------	---------	-----------------------------	----------------------------------------	------------	-------------	---------------	-----------------------------------------------	-----	------------------

✓ C. CAT4-5

✓ C. Large contracts

! C. Investments

✓ C. Corrections

C. Submission

C. Control

## Section C. Investments overview

- Only if expenditure related to investments are reported
- **Description and location** of investments
- **Location ownership and investment ownership**



## Investments overview [Guide](#)

Investment no	Title of the investment	Location <a href="#">Guide</a>	Location ownership <a href="#">Guide</a>	Investment ownership <a href="#">Guide</a>	CAT4	CAT5	CAT6	Total		
I2.2_1	Shrimp RAS facility at KU Business Incubator, Universiteto ave. 19, 92294, Klaipeda, Lithuania	Shrimp RAS facility at KU Business Incubator, Universiteto ave. 19, 92294, Klaipeda, Lithuania 94 / 200 characters	Lithuania	Klaipėdos apskritis <a href="#">Select locations</a>	PP1- Klaipeda Science and Technology Park 41 / 100 characters	PP1- Klaipeda Science and Technology Park 41 / 100 characters	0.00	2,447.77	0.00	2,447.77
I2.2_2	Fisheries and Aquaculture Laboratory, Smiltynes str. 1, 93100, Klaipeda, Lithuania	Geothermal water storage system is needed to keep enough geothermal brine for pilot experiments and test technical aspects of dosing and preparation of saltwater in RAS using geothermal brine. 193 / 200 characters	Lithuania	Klaipėdos apskritis <a href="#">Select locations</a>	Klaipeda University 19 / 100 characters	Klaipeda University 19 / 100 characters	0.00	6,978.49	0.00	6,978.49

✓ C. CAT4-5

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

## Section C. List of corrections

- Corrections amounts to be **deducted (-)** or **added (+)**
- **Current or previous report**
- Identified by partner, controller, MA/JS ...



C. CAT4-6
  C. Large contracts
  C. Investments
  C. Corrections
  C. Submission
  C. Control
  C. Certification

List of corrections [Guide](#)



Clear instructions to PPs.

PPR no.	Partner no.	Cost Category	Amount affected by the correction [€]	Correction amount [€] (-) to be deducted/ (+) to be added	Comments Description & reference to the budget	Identified by
PPR2	PP03	CAT4	140.00	-140.00	Manual chapter D.3.1, project partners are not allowed to report a cost if it is a result of contracting their employees, themselves (e.g. internal invoice), or other project partners.  184 / 200 characters	MA/JS





C. CAT4-5



C. Large contracts



C. Investments



C. Corrections

C. Submission

C. Control

## Section C. Submission

- **Summary** of expenditure per cost category
- Automatic deduction of corrections
- **Partner confirmation**
- **Submit**
  - ⇒ Partner report „locked“ and submitted to national controller
- In version 1: Deleting of PPR possible (all data lost)



Submit

Delete

## Summary

Cost Category	CAT 4 External expertise & services	CAT 5 Equipment	CAT 6 Infrastructure & works	Of it: CAT6 - Land purchase	Total
Amount reported [€]	1,272.91	7,819.54	0.00	0.00	9,092.45
Corrections [€]	133.43	-6,428.93	0.00		-6,295.50
Amount declared to lead partner	1,406.34	1,390.61	0.00		2,796.95

## Submission of part C. Real costs of the partner report

With the submission of part C. of the Partner report, I, the authorised representative of the project partner institution, confirm that:

- (1) I am employed by the project partner organisation and duly authorised to submit the partner report on its behalf;
- (2) all information and documentation provided in this partner report and its annexes are complete, accurate and true;
- (3) all expenditure and activities reported in part C. of the partner report comply with applicable Community legislation and Programme rules as laid out in the Programme Manual. This includes i.a. rules on public procurement, state aid, the environment, as well as on equal opportunities and non-discrimination (as included in the Charter of Fundamental Rights of the European Union). The national rules of the Member State in which the expenditure is incurred have been applied only for matters not covered by the aforementioned rules. In addition, all expenditure and activities reported in this partner report are in line with partnership agreements between the lead partner and the project partners;
- (4) the project partner's own contribution complies with applicable Community legislation and Programme rules as laid down in the Programme Manual;
- (5) the reported expenditure was not and will not be reported in any other partner report, neither in this nor any other EU funded project;



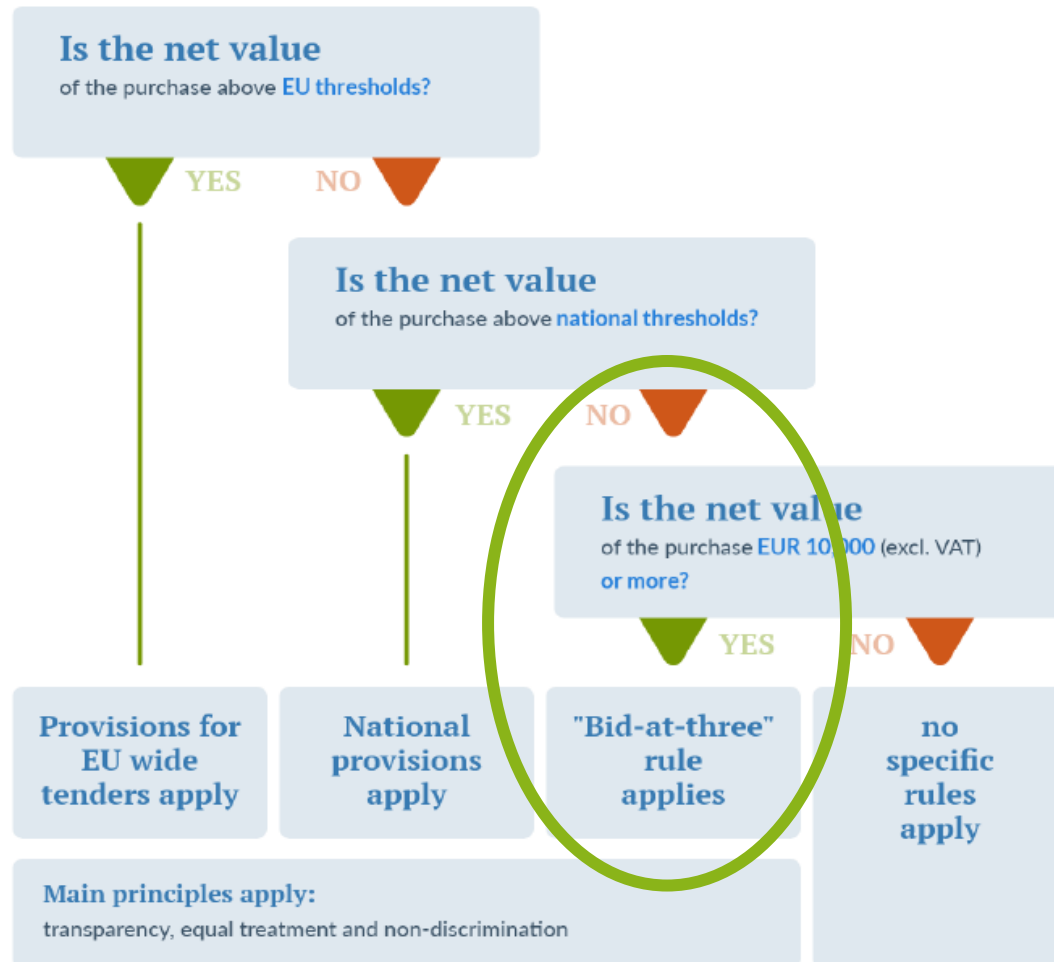
# Procurement rules

# Procurement rules



- Same principles for all:
  - ✓ Transparency
  - ✓ Non-discrimination
  - ✓ Equal treatment
  
  - ✓ **Thoroughly document the procedure and decision-making process**
- Relevant for:
  - ✓ All project partners, including private entities.
  - ✓ Real cost categories

# Public procurement rules. Decision-making scheme.



- Special Attention to Private Partners
- Guide, recommendations for procurement (project toolkit on Programme website)



# Special types of purchase



- **In-house' contracting** - public authority contracting another organisation which is fully owned and/or controlled by the awarding authority.
- **Framework contracts** - project partners can use services from existing framework contracts for the project's purposes, provided that these services comply with the relevant procurement rules.





## When procuring avoid:

- Conflict of interest
- Contracting project partners
- Artificial splitting of contracts
- Cost sharing



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The Programme is managed by **Investitionsbank Schleswig-Holstein (IB.SH)** in Kiel, Germany.

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