Driving change for better cities

Webinar on Network Management for Lead Partners of APNs

Tuesday 7th of November 2023

Recorded Session

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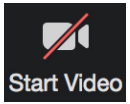
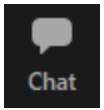
WELCOME!

Before we start, please follow the digital e-tiquette rules

Please keep yourself muted at all times to avoid any background noise



We might ask you to switch on your camera but if you encounter connection problems, please turn it off



Use the chat box for comments and questions (including technical issues)

Name Changing

WHO ARE YOU?

Please change your ZOOM name:

Right click and select 'rename':

NETWORK_First Name

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Who is in the room?

Clémentine Gravier -
Head of Unit
"Networks & Capacity-Building"

Irina Rotaru
Project Officer

- Beyond the Urban
- BiodiverCity
- COPE
- Econnecting
- EcoCore
- Let's Go Circular!
- PUMA
- Schoolhoods
- S.M.ALL

Evgenia Strati
Project Officer

- C4Talent
- Cities After Dark
- Digi-Inclusion
- Metacity
- NextGen Youthwork
- Remote-IT
- Residents of the Future
- TechDiversity

Manon Lambert
Closure Officer

- Breaking Isolation
- FEMACT-Cities
- GenProcure
- WELDI

Maria Laura Mitra
Project Officer

- ARCHETHICS
- GreenPlace
- In4Green
- Re-Gen
- UR-IMPACT

Margit Tünnemann
Senior Policy Officer

- Agents of Co-Existence
- Cities@Heart
- Cities for Sustainability Governance
- ONCE

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Agenda

1. Eligibility and audit trail
2. Monitoring your network
   a. Activities & outputs
   b. Finances & budget
3. First Level Control systems
4. Reporting and Payment
   a. Network reporting
   b. Monitoring platform Synergie CTE

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Which expenses are eligible? How do I record them?

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LP/PP tasks and responsibilities

Lead Partners

- **Point of contact** between the URBACT Secretariat and the Partners
- Signs the **Subsidy Contract**
- Drafts a **Joint Convention** (partnership agreement)
- Liable for **its own actions and related expenditure, including in Synergie CTE**
- Appoints or subcontracts a **project coordinator**
- **Communicates all responsibilities, procedures and duties** to partners
- Sets up an **efficient and reliable system** for the network **management & coordination**
- **Monitors performance of PPs**

Project Partners

- Sign and Respect the **Joint Convention**
- Liable for their **own actions and related expenditure, included in Synergie CTE**
- Appoints or subcontracts a **project coordinator**
- **Aware** of their **responsibilities, duties, deadlines and procedures**
- **Inform the Lead Partner** and possibly other Project Partners about **any change and / or problem**
- Ensure **active responsiveness to LP's requests**

Setting up records: why and how?

Why is it important ?

It is crucial to organise files to facilitate reporting, eligibility of expenditures and possible audit.

Possibility to be audited until 5 years after the closure of the project by a variety of different bodies (but the Secretariat will support in any case)

How to proceed?

- Carefully read the checklist prepared by URBACT on *Administrative documents to be placed at the disposal of the auditors*
- Files can be both paper and electronic.
- Create network codes in your accounting system
- Create a local server for all your URBACT network files
- Share these recommendations with Project Partners: they need to organise their files

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Focus on Staff Costs

What costs are eligible?

Staff costs **must relate to activities which the partner organisation undertakes due to project implementation**. They cover real costs paid out based on **a payslip** or a document of equivalent probative value, i.e :

- salary payments fixed in the employment/work contract;
- any other costs directly linked to the salary payments and part of the contract.

Focus on Staff Costs

3 options are available to calculate the percentage of time worked on the project:

1. Person employed by the partner organisation, and working full-time on the project
   >> No registration of the working time is required. The 100% involvement should be documented either in the work contract or another official document like a mission letter.

2. Person employed by the partner organisation, working partly on the project at a fixed percentage
   >> A mission letter or a document setting out the fixed percentage worked on the project

3. Person employed by the partner organisation on an hourly basis.
   >> Need for a timesheet to record hours spent on the project – ask the Secretariat for a template if needed

The in & outs of budget and activities

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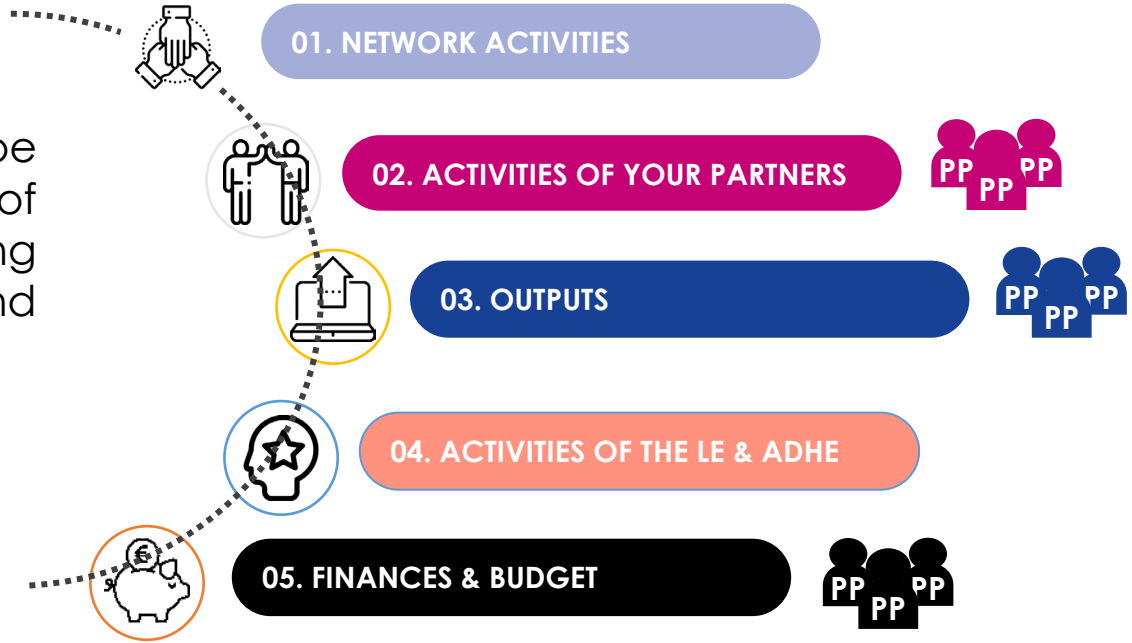
2. Monitoring your network

As a LP, you should be monitoring different aspects of your network (including activities, outputs, finances and budget) on a regular basis



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2. Monitoring your network

Activities and outputs

Go back to the Application form for the **quantity** of outputs and decide **who will do what / when**.

Set up a **clear and structured system** to organise the **ouputs** from you and your partners

- **By Work Packages and by partners**
- **Upload it on a cloud based system (Google Drive, OneDrive, Basecamp etc.) to facilitate sharing within your network and with us**
- **Possibility to update your Work Plan through a Reprogramming Process.**

Keep evidence of all meetings: agenda, minutes, list of participants, etc.

Budget

- In real time with spreadsheet (network budget + partners budgets) and exports available in Synergie CTE.
- List of eligible costs detailed in the Programme Manual, last version available on the website.
- Check correct budget category & approved in Application Form.

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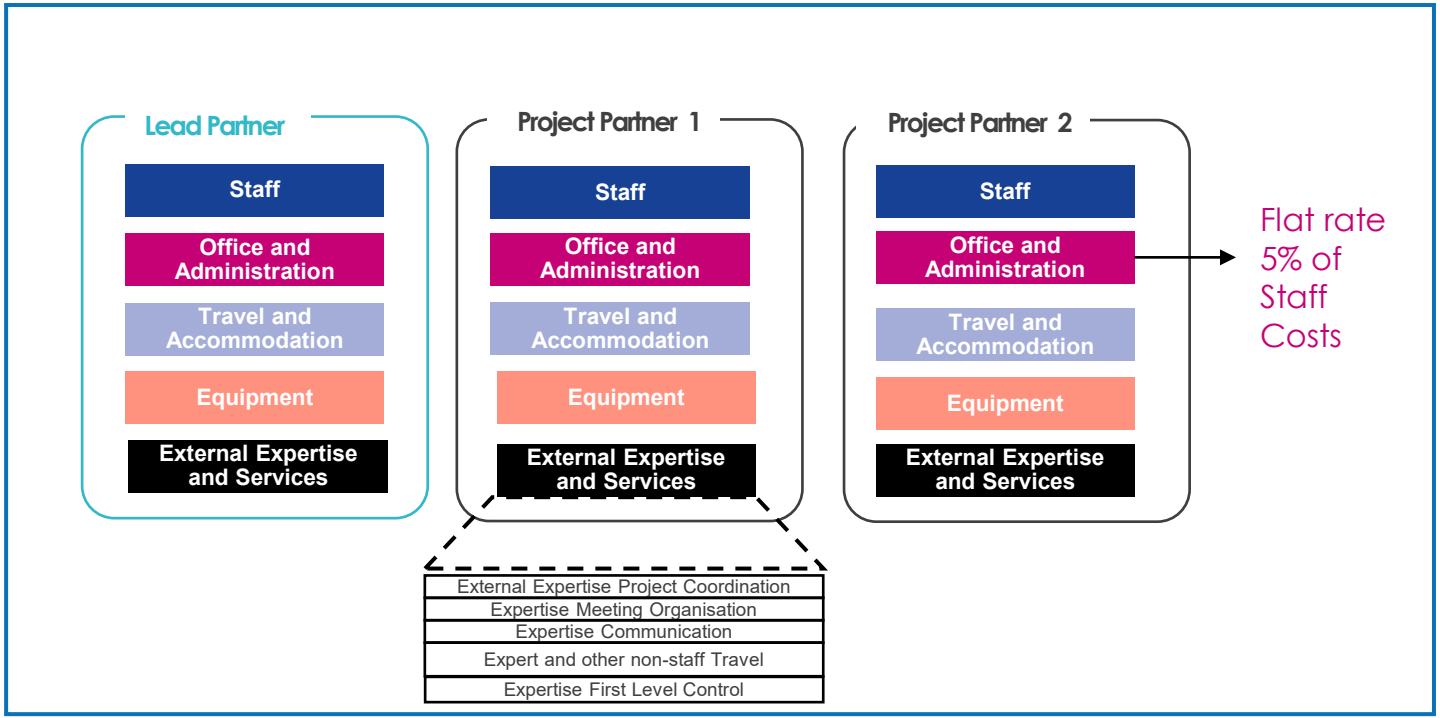
Budget & Flexibility



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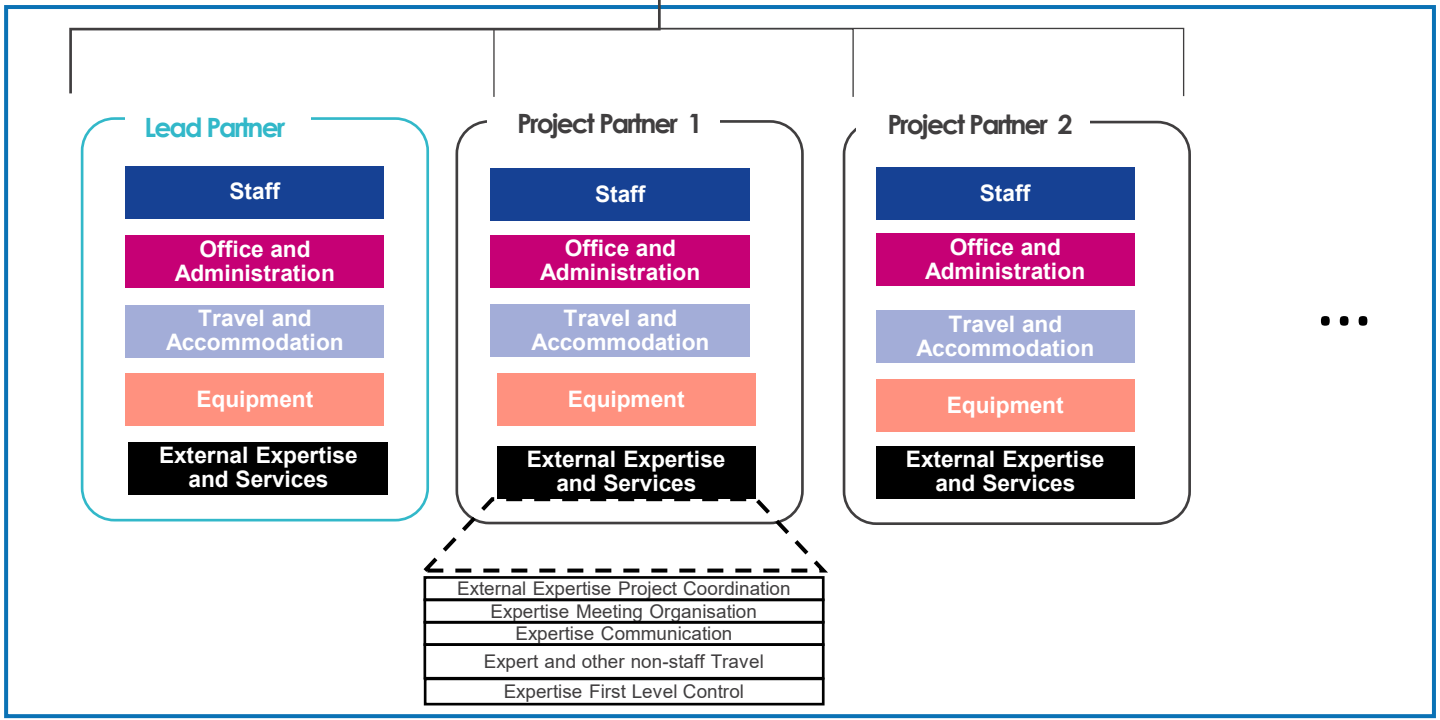
20%MAX

Budget flexibility **between partners**



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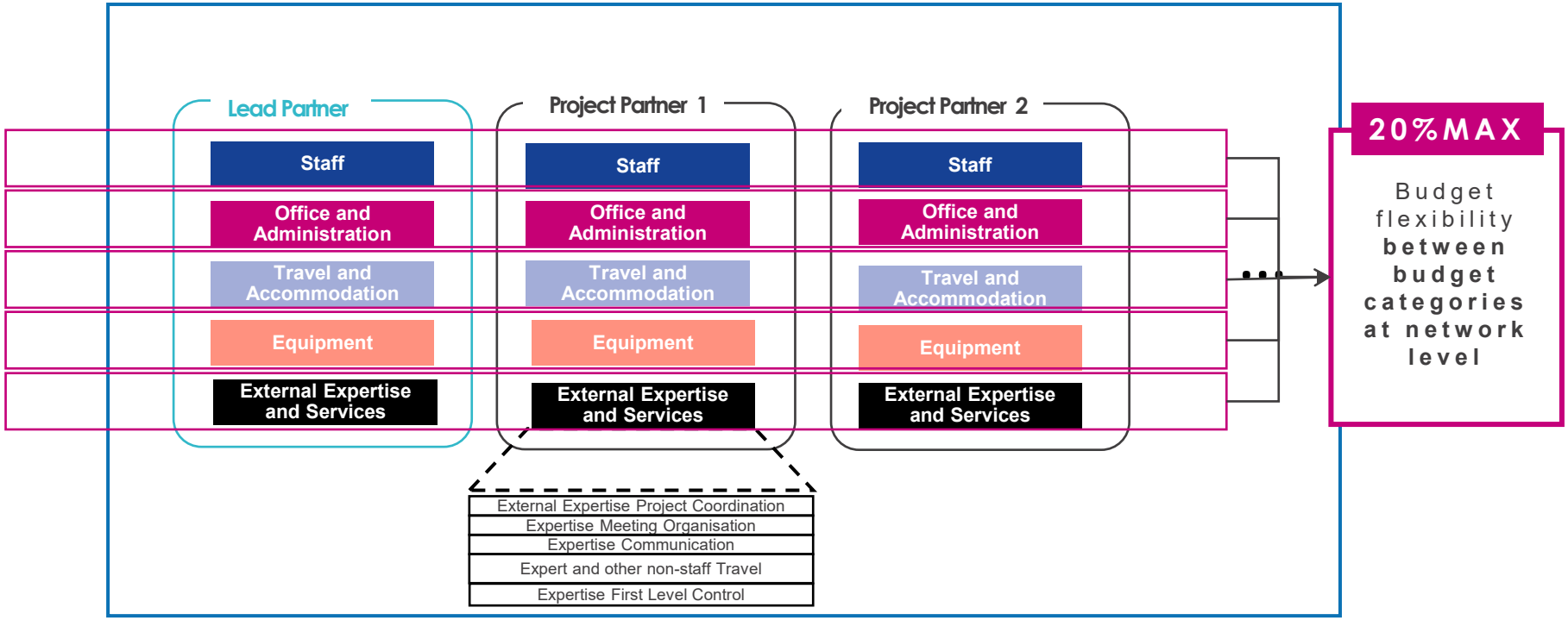
2. Monitoring your network

Budget & Flexibility



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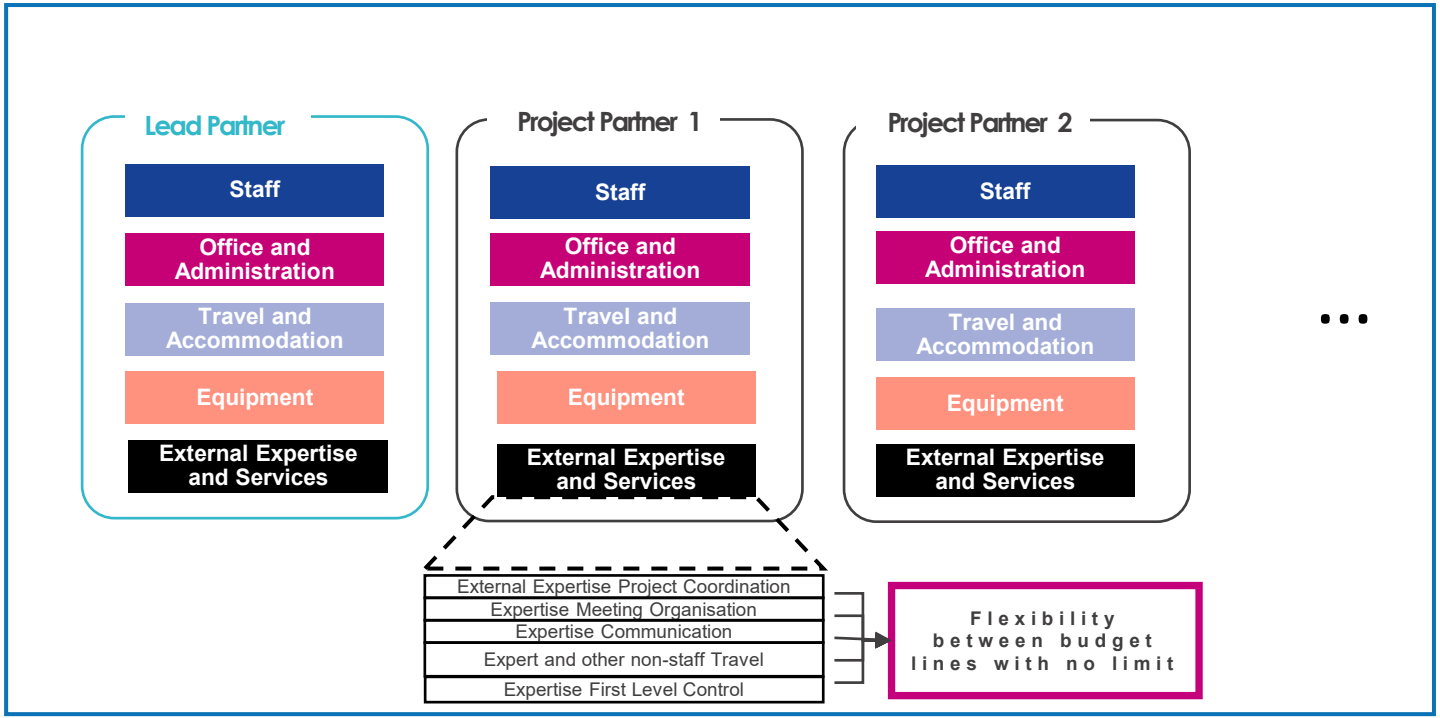
Budget & Flexibility



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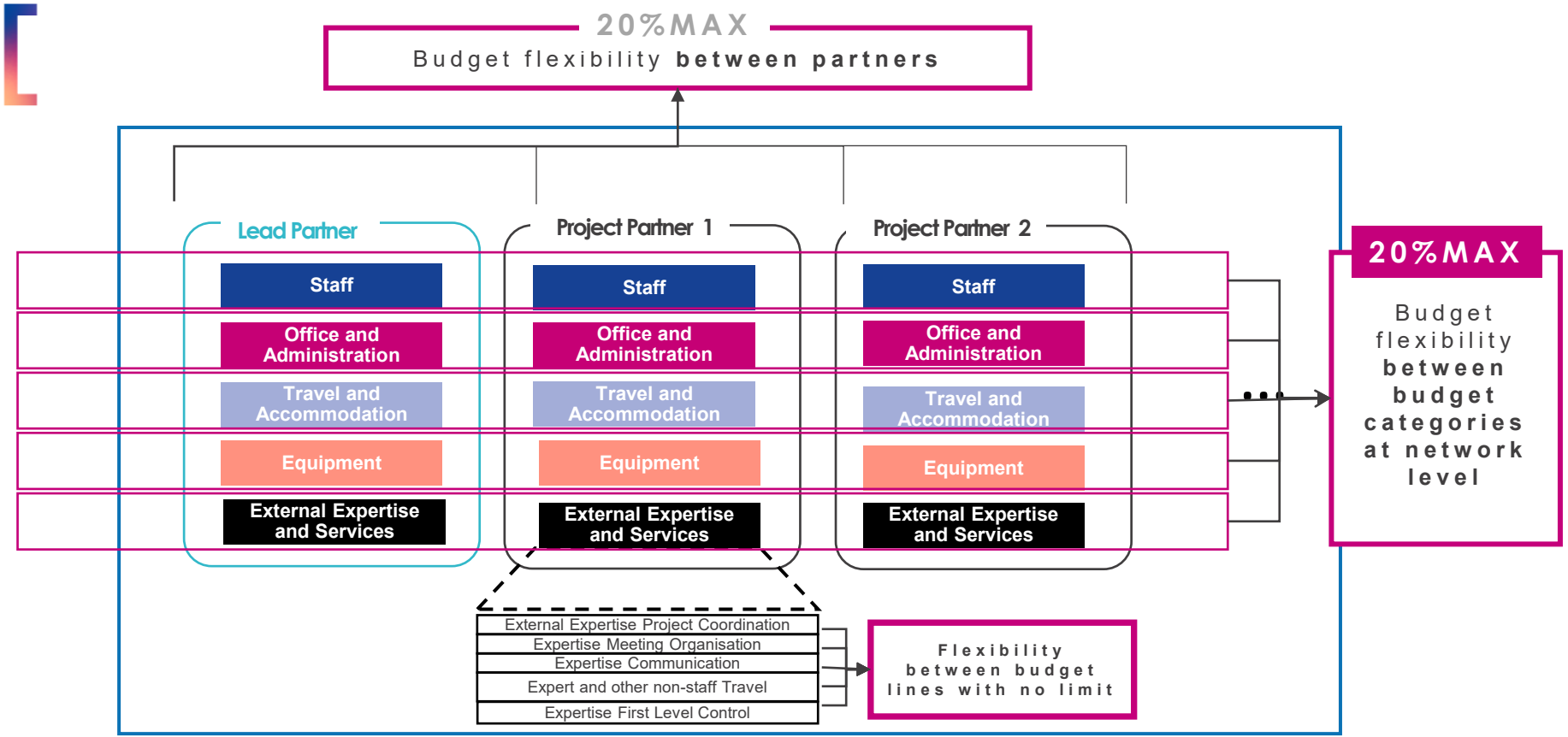

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Who is your First Level Controller?

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3. First Level Control Systems

The FLC are Individuals responsible for verifying the legality and regularity of the expenditure declared by each beneficiary in a given country.

Check your country's **First Level Control (FLC) system** :

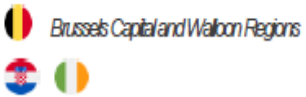
Need national approbation

- **A.** **Centralised control system** at MS level through a public administrative body ;
- **B.** **Decentralised control system** through an **internal or external controller** proposed by the project partner and approved at central level by the MS FLC approbation body after verification of qualification and independence;
- **C.** **Decentralised with checklist option** selected by the Project Partner/Lead Partner from a central shortlist and approved at national level

Centralised Control System

Costs borne by MS in:

Costs charged to partners in:



Decentralised Control System

Decentralised Control System – Checklist option

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3. First Level Control Systems

Centralised Control System

If **CENTRALISED**, nothing to do! but to **contact the national contact**

Decentralised Control System

If **DECENTRALISED**, check if internal (staff) or external (external expertise)

⚠ If external, need time to procure the controller services

Needs formal national approbation > **FLC approbation letter**

Controller validation: ASAP, before the start of the reporting in January

Decentralised Control System – shortlist option

Project Partners indicate the FLC they propose in the appropriate section in **Synergie CTE,** using the shortlist established by national authority

Needs formal national approbation > **FLC approbation letter**

Controller validation: ASAP, before the start of the reporting in January

Controller to be proposed by Lead/Project Partner for approbation by the national approbation body through SYNERGIE-CTE > FLC approbation checklist

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How to build your reporting package

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Overall view

One Reporting Package

For the entire Network — submitted by the LP

- Respect the deadline
- If one or several partners miss the deadline, they will be able to claim costs in next reporting round

3 Reporting Rounds:

- **1ST DEADLINE 31 MARCH 2024:** activities between 1st June 2023 – 31 December 2023
- **2ND DEADLINE 31 MARCH 2025:** activities between 1 January 2024 – 31 December 2024
- **3RD DEADLINE 31 MARCH 2026:** activities between 1 January 2025 – 31 December 2025

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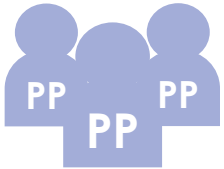
4. Reporting and Payment

LP / PP Responsibilities



- Produce **Progress Reports** and **Payment Claims**
- Carry out its **financial administration and is liable for related expenditure** on SYNERGIE-CTE
- **Record keeping**
- Ensure **PPs' expenditure** is valid
- LP's FLC certifies LP's expenditure and signs the Progress Reports
- Request and receive **ERDF payments**
- **Transfer ERDF** to partners

- Provide information on **progress of activities and finances to Lead Partner**
- Carry out their **financial administration and are liable for related expenditure** on SYNERGIE-CTE
- **Record keeping**
- Expenditure **certified by their FLC**
- **Confirm receipt** of ERDF

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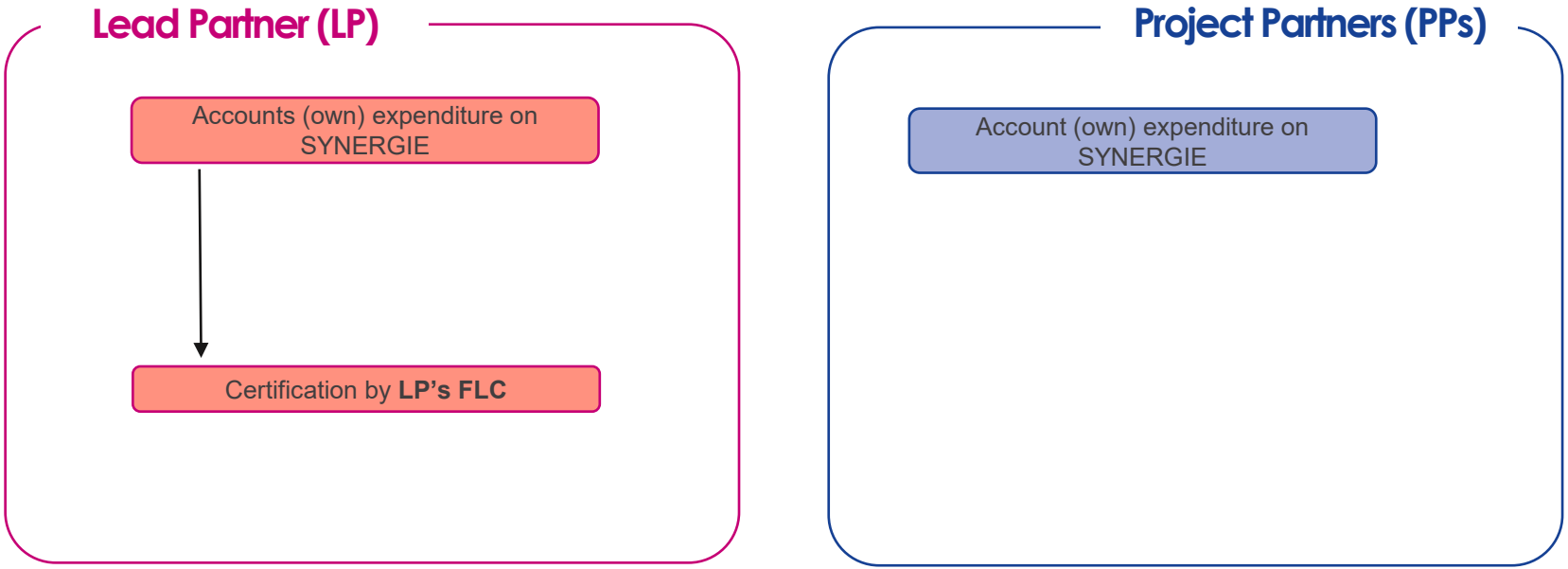
Steps to produce the Reporting Package



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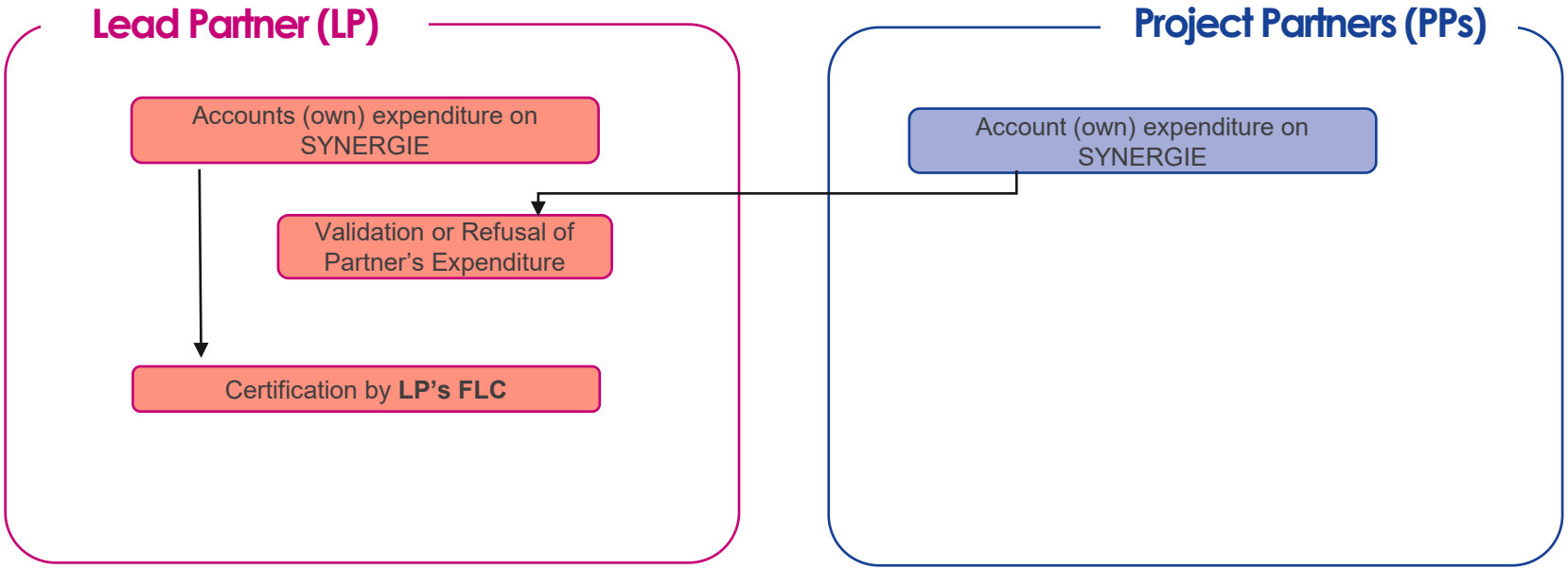

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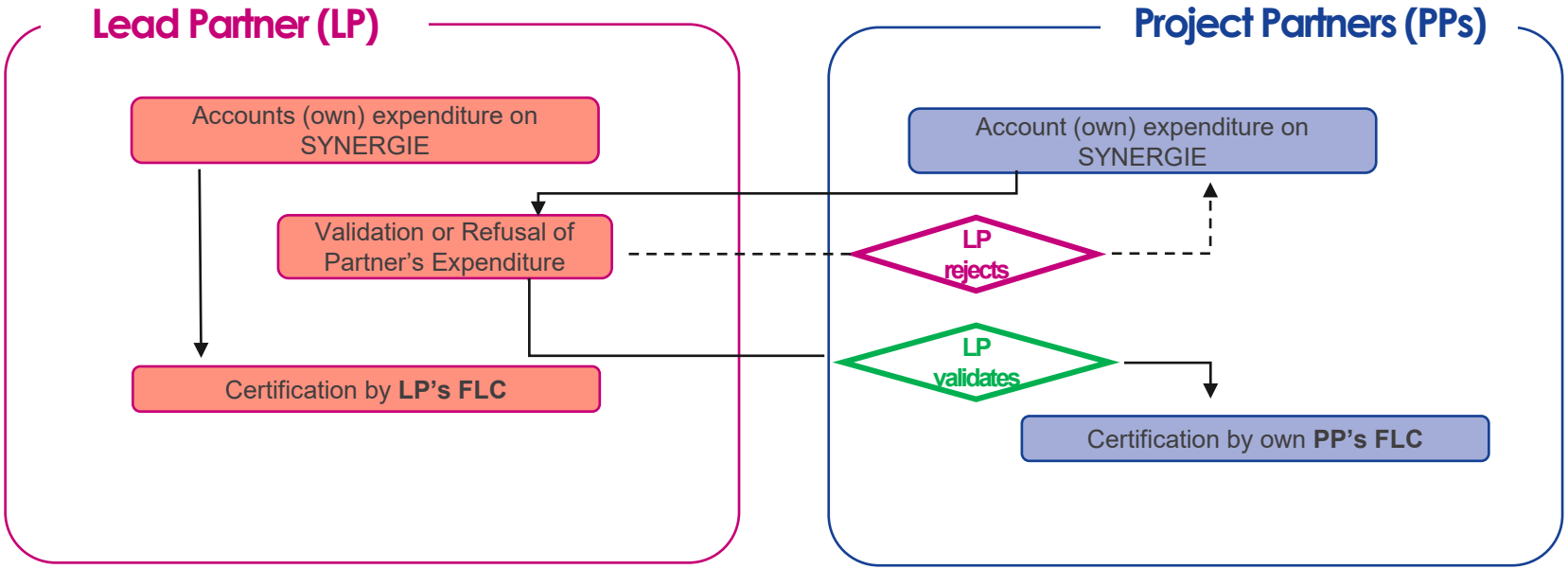

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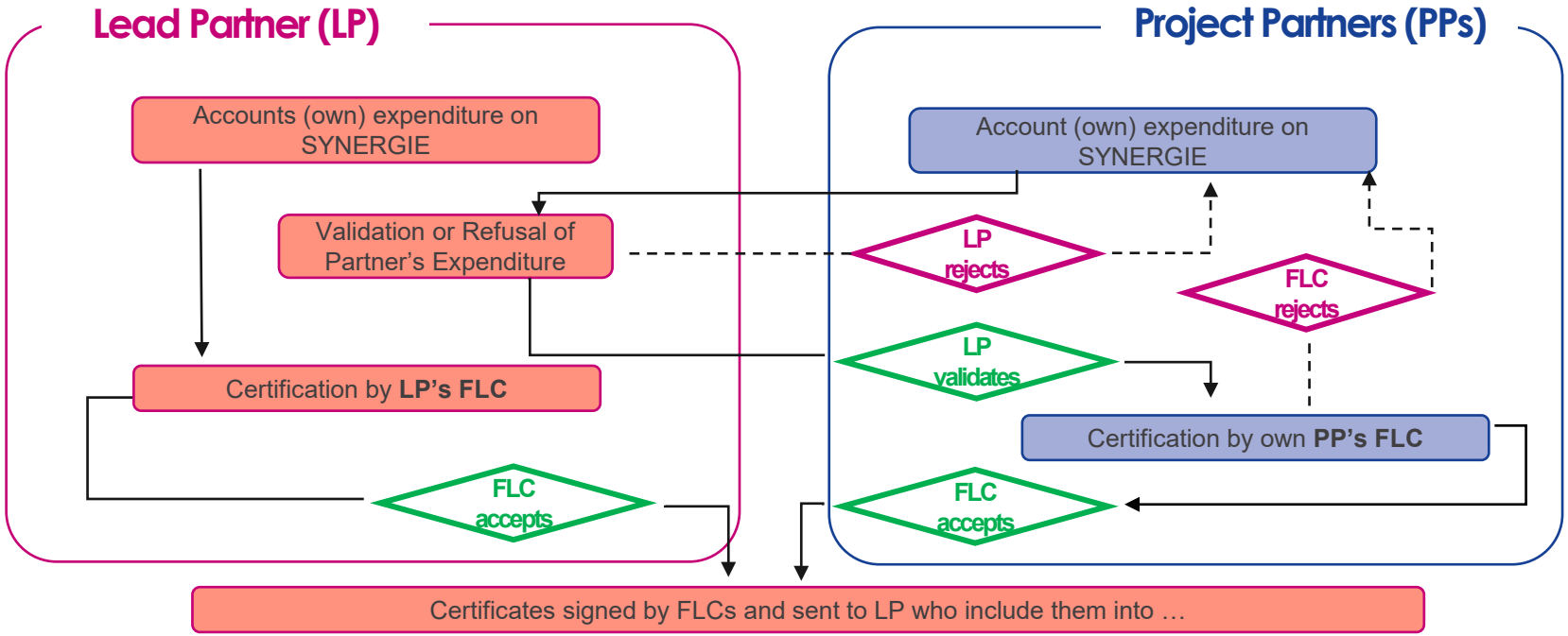

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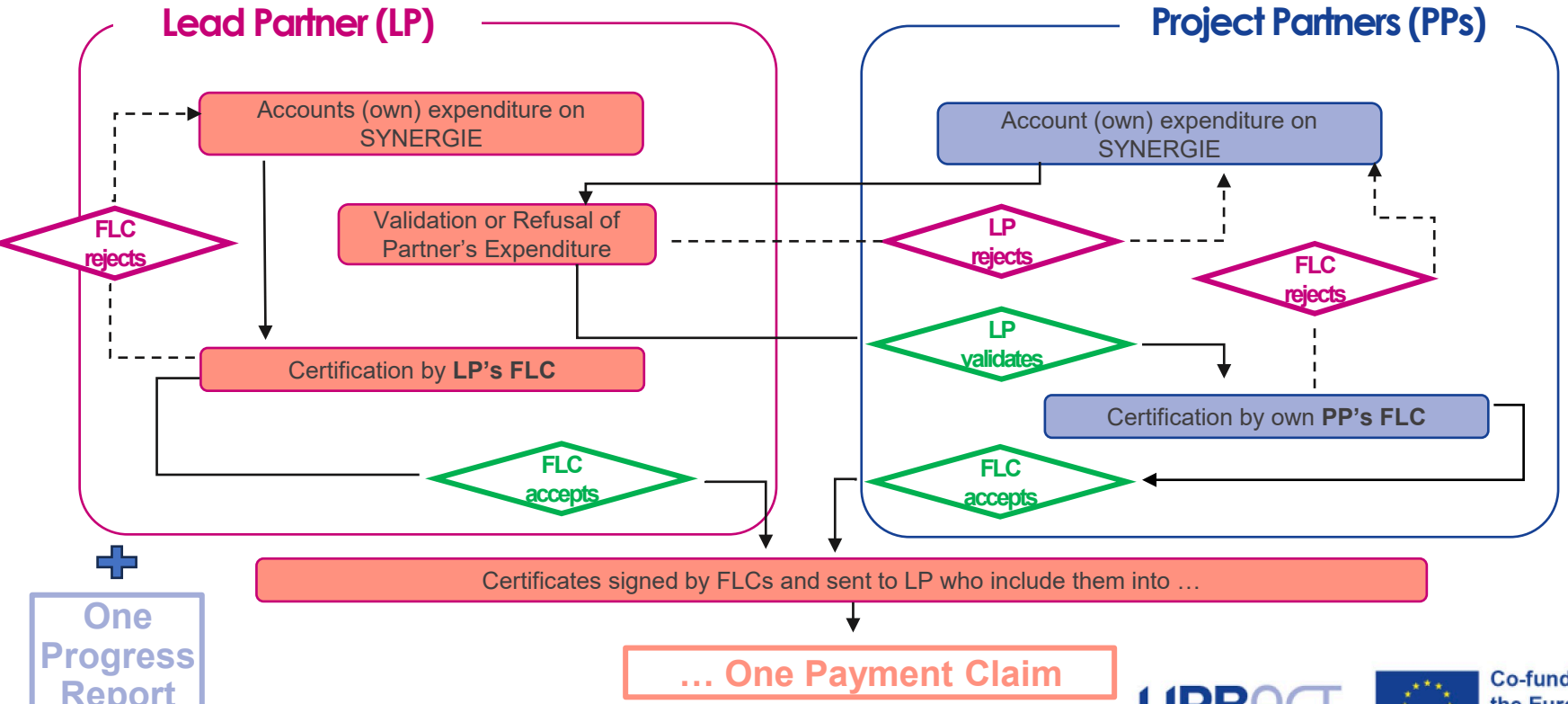

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To summarise

The Reporting Package is composed of :

- 1 signed certificate per partner, signed by the FLC.
- 1 Progress Report per network signed by the LP and FLC.
- 1 payment claim per network signed by the LP.
- A link to the outputs produced during the reporting period.

All documents are edited in Synergie but the signed pdf are send by email to the Secretariat.

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Introducing SYNERGIE-CTE

https://cte-2127.synergie-europe.fr/

9 Guidance Notes to support you in using SYNERGIE

	Lead Partner (LP)	Project Partners (PPs)	First Level Controller (FLC)	National Approbation Body (NAB)
GUIDANCE NOTE 0 *Introduction*	★	★	★	★
GUIDANCE NOTE 1 *Getting the FLC approved*	★	★		
GUIDANCE NOTE 2 *FLC Approval by National Approbation Body*				★
GUIDANCE NOTE 3 *Accounting Expenditure*	★	★		
GUIDANCE NOTE 4 *Producing a Project Payment Claim*	★			
GUIDANCE NOTE 5 *Progress Report*	★			
GUIDANCE NOTE 6 *Certification of Expenditure by FLC*			★	
GUIDANCE NOTE 7 *Entering ERDF Payments*	★	★		
GUIDANCE NOTE 8 *Monitoring & Exports*	★	★		
GUIDANCE NOTE 9 *Add a Contact Person*	★			

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What else?

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A reminder of other LP tasks

Content

- **Contribution** of The Network Roadmap and Baseline Study process (content input, partners visits, understanding of PPs local contexts)
- Contribution to **Exchange & Learning activities**, meeting planning

Communication

- Communication activities at network level
- Communication plan
- Provide assistance and guidance to all project partners for external communication activities

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THANK [u] FOR YOUR ATTENTION

MORE INFORMATION AT

[urbact.eu]