

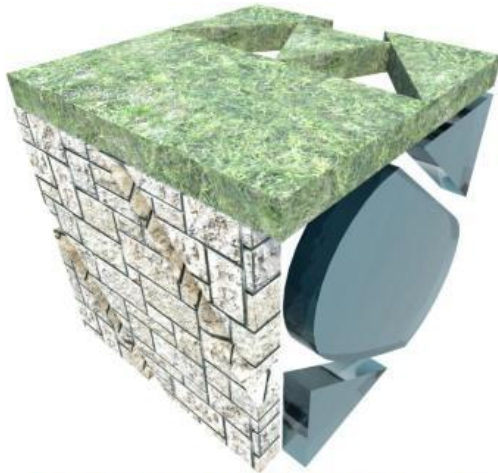


Northern  
Periphery  
Programme

2007–2013

2007–2013

Innovatively investing  
in Europe's Northern  
Periphery for a sustainable  
and prosperous future



NATURAL - ENERGY EFFICIENT - SUSTAINABLE

## WP1 Project Management and Evaluation

Jose Ospina  
Project Manager

NEES Project  
Final Partners Meeting  
Umea, Sweden  
27<sup>th</sup> March 2014



European Union  
European Regional Development Fund



## Format for Final Partner's meeting (and proposed discussion leads)

- WP1 – Project Management – **CCAIE** (led by Jose)
- WP2 – Determining Products, Processes, Opportunities & Barriers - GCU (led by Rohinton)
- WP3 – Benchmarking Best Practices – **U of Umea** – (led by Geza)
- WP4 – Exchange of Best Practice and long term strategy) – **U of Ulster** (led by Derek)
- WP5 – Pilot Projects – **SKDP** - (led by Raoul Empey)
- WP6 – Training and Support – **ARTEK**-( led by Tom W)
- WP7 – Dissemination – **U of Umea** (led by Geza)

- 7 Full Partner meetings (WP1)
- 11 Study Visits (2 x Cork, 2 x Umea, 1 x Down 2 x Claremorris, 4 Sisimiut) (WP1)
- 5 point Criteria for identifying best practices (WP2)
- 3 Calls for NEES Best Practices, Expert Evaluation meetings & 15 Best Practices selected and profiled (WP3)
- Feasibility studies of best practices carried out (WP4)
- Bids made to NPP Programmed and Horizon 2020 Programmed (WP4)
- 5 Pilot Projects and 3+ training pilots (WP5)
- Vocational Training Modules and Training Guide produced (WP6)
- 12 + public events and presentations in all Partner regions. (WP7)
- Significant web site visits (150,000 to date) and e-newsletters sent out and multiple media coverage (WP7)

Reports	1 <sup>st</sup> Period	Events PM
1st Report FLC	2 <sup>nd</sup> period	PM
1st Report to LP		Focus Groups
1st Report NPP		Focus Groups
2nd Report FLC	3 <sup>rd</sup> period	PM
2nd Report		Focus Groups
2nd Report NPP		
3rd Report FLC	4 <sup>th</sup> period	PM
3rd Report LP		Focus Groups
3rd Report NPP		
4th Report FLC	5 <sup>th</sup> period	PM
4th Report LP		
4th Report NPP		
5th Report FLC	6 <sup>th</sup> period	PM
5th Report LP		
5th Report NPP		European Seminar
En Report tFLC		Final PM
Fn Report to LP		
Fn Report NPP		



## Progress and Possibilities

- **WP2** and **WP3** achieved outcomes (e.g. NEES Criteria, Benchmarking and 15 Best Practices).
- **WP4** carried out business feasibilities, final report and conclusions pending, and how this will be followed up
- **WP5** seems positive with over 5 Pilot projects (4 in Ireland, 1 in Greenland). Also a number of smaller “training” projects. These must be well documented in final evaluation of impacts.
- **WP6** vocational training course and guidelines under development. We do not have time to deliver full vocational programme, but specific training has been carried out by Cloyne Pilot in Cork (more to be revealed), as well as Clar ICH and SKDP training network.
- **WP7** dissemination has been patchy but picked up towards the end particularly with GCU’s Inverness event. We still have time to make one ;last effort on the basis of results web site, film and final reports and possibly presentations at other events? .

1. Get complete information from Best Practices for web site, final report and dissemination
2. Get complete information on Pilot Projects, particularly any technical information available
3. Review progress on Best Practice feasibilities and Focus Groups
4. Finalise vocational training package and investigate potential delivery plan
5. Take up remaining Expert and Equipment budget where possible.
6. Dissemination strategy for end of Project is needed. Aimed at target audiences and coordinated, to include all Partners through all media available. Inc. Linked In, Facebook, Twitter, etc.
7. Take up any remaining Promotional Budgets that are currently underspent
8. Partners need to be prepared to succinctly document their experiences and outcomes from the Project.

# NEES Project Financial Forecast at 27.03.14

NEES Project

Financial Situation at 27.03.14 and Projected Spend

Types of Expenditure	Budget as amended Nov. 2013	Claims 1 and 2	Claims 3 and 4	Sum Claims 1 - 4	5th period 01.04.13- 30.09.13	Final Claim 01.10.13- 28.04.14	Planned total expenditure	% spent	% unspent
1. Staff costs incl. social contributions	834,397.13	308,782.08	167,738.94	477,574.46	144,688.03	141,440.03	763702.52	91.53%	8.47%
2. Travel and accomodation	161,236.47	29,291.19	18,085.04	48,491.40	34,308.70	64,093.10	146893.20	91.10%	8.90%
3. External experts	96,821.01	6,784.52	19,445.28	26,229.80	11,145.49	46,790.63	84165.92	86.93%	13.07%
4. Office costs (directly allocated)	2,875.39	-	11.74	11.74	22.76	2,300.00	2334.50	81.19%	18.81%
5. Office costs (distributed)	130,114.95	31,759.42	6,500.92	38,260.34	18,269.48	45,457.69	101987.51	78.38%	21.62%
6. Promotion / publications, Seminars / conferences, Meetings	130,369.50	9,940.61	2,926.87	12,191.88	4,549.97	101,695.30	118437.15	90.85%	9.15%
7. Equipment and supplies	116,014.40	3,479.17	4,106.03	7,585.20	2,779.76	28,473.00	38837.96	33.48%	66.52%
8. Other (including 1st level)	20,774.99	3,433.33	1,638.88	4,851.14	4,506.47	7,750.00	17107.61	82.35%	17.65%
9. In kind costs	-	-	-	-	-	-	0.00	0.00%	0.00%
10. Share of common cost	-	-	-	-	-	-	-	-	-
<b>Total expenditure</b>	<b>1492603.84</b>	<b>393470.3228</b>	<b>220453.7</b>	<b>615195.9628</b>	<b>220270.66</b>	<b>437999.75</b>	<b>1273466.37</b>	<b>85.32%</b>	<b>14.68%</b>



## Periodic Technical and Financial Reports

- **Technical Report 1** (01.05.11-30.09.11) submitted in final form to NPP.
- **Financial Report 1** (same period) now with Managing Authority in Sweden for approval. Held up by bureaucratic delays (having resolved minor queries). A number of Partners opted to not claim. This is not ideal.
- **Technical Report 2** (01.10.11 – 31.03.12) submitted in final form to NPP
- **Financial Report 2** (same period) now with Managing Authority in Sweden for approval. Held up by bureaucratic delays (having resolved minor queries). A number of Partners opted to not claim. This is not ideal.
- **Technical Report 3** (01.04.12-30.09.12) submitted in final form to NPP
- **Financial Report 3** (same period) submitted to NPP on 18.06.13, pending payment
- **Technical Report 4** (01.10.12/31.03.13) Submitted to NPP just after deadline
- **Financial Report 4** (same period) all Partners except NCE included in Account . Pending payment. With Payment 3.
- **Technical and Financial Report 5** (01.04.13-30.09.13) - Submitted just after deadline . No claim by NCE. Pending payment.
- **Technical and Financial Report 6 (Final)** (01.10.13- 28.04.13) – **Partner account to 1<sup>st</sup> level control by 31<sup>st</sup> of May 2014, audited 1<sup>st</sup> level accounts by 30<sup>th</sup> June to CCAE, Final Report to NPP by 28.10.14**





## Note: Match Funding must be included in Claims

- Partners are reporting expenditure as coming from their own income and are presenting Claims as if they were 100% NPP grant funded.
- This is not acceptable, as 40% of funding has to come from own sources.
- Therefore, unless Partners have a very specific source of Match Funding which has not yet been taken up (e.g. external grant or other) then please ensure you report around 40% of your expenditure as Match Funded.



## Overview Final Reporting Package

### Final Financial Report

- Statement of Expenditure
- Certificate of Expenditure
- Final Project Claim

### Final Administrative Report

- General information
- Project activities
- Results
- Indicators
- Project financial information
- Project management and partnership dynamics
- NPP horizontal principles
- Project communication
- Changes
- Additional information

### Final Content Report

- Introduction
- Project story
- List of project outcomes
  - Product/service factsheet(s)
- List of producers/providers
- Testimonials
- Visualisation
- Contact Details



# Final Content Report

- Purpose: to collect information for wide publication on a web based platform in order to be able to visualise project outcomes
- Target group: end users/beneficiaries
- Structure:
  - Project stories
  - Product/service factsheets:
    - Product/service name
    - Key words
    - Functionality
    - Target group(s)
    - Attributes
    - References
    - How to get the solution
    - Visualisation

## Final Content Report

- Introduction
- Project story
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- Visualisation
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## Professional standard

- Rationale: information should allow for versatile use
- Style requirements:
  - Plain English, written for the target group
  - Coherent, concise, inverted pyramid
  - Archive friendly
- Criteria for audiovisual materials
  - **Product:** picture(s). *Optional: graph(s), animation/video*
  - **Service:** graph(s) explaining process/model. *Optional: picture(s), animation/video*
- You can use existing materials if they meet the criteria
- If necessary, hire professionals or look for in-house resources



## Final Content Report - Rationale

- Rationale: to collect information in order to be able to visualise project outcomes for wide publication
  - The Programme needs to demonstrate tangible outcomes (accountability, sharing solutions and making case for future NPP)
  - So far not much concrete information available → final report is the last opportunity
  - Template will facilitate information gathering about concrete project outcomes
- Information will be collected once at project closure
  - Information remains static
  - Reduced need for further information requests , although LP responsible for providing information for up to 5 years



## How will the information be used?

- Online web solution
  - To display project outcomes in an attractive online format for anyone to view and share
  - Target group: end users/beneficiaries
  - Static information: project stories and project outcomes
  - Dynamic information: news articles highlighting major achievements, possibilities to interact and build networks through social media
- Possible other uses of the information
  - Thematic publications
  - Annual and Final Implementation Report NPP 2007-2013



## Expenditure only related to closure

- After the final date for project activities only expenditure related to the closure of the project can be accepted.
- This means:
  - No activities such as conferences, seminars and travel costs are eligible, except for activities by invitation by the NPP, in which the NPP will outline if this is eligible as a closure activity, such as a Lead Partner seminar.
  - All expenditure should therefore be directly connected to the final report, such as writing the final report, compiling final project claim, etc.



## Eligible closure costs

- **No costs incurred after final certification can be reimbursed by the programme.**
- The following expenditure categories can be acceptable:
  - Staff costs including social contributions - Only costs for staff actually involved in the project closure.
  - External experts - If involved in writing the final report or producing relevant materials.
  - Office costs (directly allocated)
  - Office costs (distributed proportionally)
  - Other costs (charges for transnational transactions, bank charges for account closure/administration, costs for First Level Control, etc.)
  - The only cost that needs a special procedure is the last invoice for First Level Control. In order to get these costs certified, partners have to get the audit firms to pre-invoice (à conto) them and include these costs in their Statements of Expenditure for certification.
- **Please note** that it is up to each FLC to judge if costs are reasonable in relation to project closure. The programme administration cannot possibly set limits for closure expenditure as this will differ between partners and countries.



- Last chance for project expenditure – Please spend your budgets...
- Please submit your accounts by June 2014
- Actions taken to consolidate and leave a legacy are crucial:
- Full details of the 15 Best Practices
- Reports from major Project events (including Papers from this Seminar)
- Reports (especially impact assessments) from Pilot Projects (e.g. Life Cycle Assessment of Cloyne Pilot)
- The Vocational Training Modules and Training Guide
- The Results Web Site
- The Final Content Report (Partner editorial input welcome)

