



# URMA

URBAN-RURAL PARTNERSHIPS  
IN METROPOLITAN AREAS

## Steering Committee & Working Meeting

29 January 2014

Pleven, Bulgaria



**HCU**

HafenCity Universität  
Hamburg



Financially supported by the  
European Structural Fund

9:00-9:30	Welcome and presentation of agenda	REM • Consult
	Short review on study visit in Pleven	All project partners, facilitated by REM • Consult
9:30-9:45	<b>Component 1 session</b> •Reporting & Finances	REM • Consult
9:45-10:45	<b>Component 2 session</b> •Focus on discussion about Final Conference	Martin Verbeek, Rolf Oldejans, Twente
10:45-11:15	<i>Coffee break</i>	
11:15-12:30	<b>Component 4 session</b> •Interactive exercise •Presentation of key results from Pilot Interim Report	PP2, 5, 8/10 facilitated by Marta Jacuniak-Suda, LP
12:30-13:30	<i>Lunch</i> <i>At “Carona” Restaurant</i>	

13:30-15:00	<b>Component 3 session</b> <ul style="list-style-type: none"> <li>• Short presentations by partners</li> <li>• Discussion on next steps</li> </ul>	All project partners, facilitated by Ewa Balanicka, Component 3 leader and Andreas Obersteg, LP
15:00-15:15	<i>Coffee break</i>	
15:15-16:15	Interactive session on the development of recommendations	All project partners, facilitated by Andreas Obersteg, LP
16:15-16:30	Meeting summary and next steps	REM • Consult
16:30-17:30	<b>Component 4 session</b> <i>Individual consultations with regard to Pilot Implementations</i>	
19:00	Common Dinner at “The two deers” Restaurant	

- **Please name one specific thing that you are taking from the study visit with you.**

(which is of relevance for the implementation plan development, the good practice guide or with regard to the recommendations)

# COMPONENT 1 SESSION

Handing over reporting documents to JTS until **2 November**  
(4-weeks prolongation)



## Clarification process

(feedback received on 10/01/14, answers provided on 16/01/14)



JTS sends the report to the Managing Authority, which processes it further on  
and initializes the ERDF reimbursement



Paying Authority pays the ERDF to HCU's bank account



HCU transfers funds to the project partners' accounts  
(each partner will receive an individual *Partner Account status*)

## Quote from clarification requests:

As a general remark, we would like to remind you of the importance to meet as much as possible the spending target that is fixed in the payment forecast in article 3 (6) of the subsidy contract. Otherwise, as it is mentioned in this article *“payments not requested in time and in full as indicated in the payment forecast may be lost”*

# Budget - Spending plan

Eligible costs per component and budget line								
Total		Total eligible budget	Costs of the project (incl. shared costs)					Remaining eligible budget
			1st report	2nd report	3rd report	Total reported so far		
		[EUR]	[EUR]	[EUR]	[EUR]	[EUR]	[%]	[EUR]
TOTAL								
Staff		739.319,00	27.306,62	95.969,63	114.000,45	237.276,70	32,09%	502.042,30
Administration		88.718,28	3.276,79	11.516,35	13.680,05	28.473,19	32,09%	60.245,09
Travel and accommodation		151.384,99	2.260,92	10.617,53	12.062,07	24.940,52	16,47%	126.444,47
External expertise + services	local	479.990,71	12.096,65	40.826,85	35.730,74	88.654,24	18,47%	391.336,47
	shared	292.508,72	0,00	0,00	10.238,80	10.238,80	3,50%	282.269,92
Equipment		6.900,00	2.629,81	1.298,38	164,25	4.092,44	59,31%	2.807,56
TOTAL		1.758.821,70	47.570,79	160.228,74	185.876,36	393.675,89	22,38%	1.365.145,81



# Budget - Spending plan

	Total eligible budget	Total reported so far		Remaining eligible budget
	[EUR]	[EUR]	[%]	[EUR]
Component 0	15.387,92	14.224,81	92,44%	1.163,11
Component 1	388.515,60	77.392,44	19,92%	311.123,16
Component 2	204.194,12	57.112,16	27,97%	147.081,96
Component 3	788.753,90	182.840,20	23,18%	605.913,70
Component 4	361.970,16	62.106,27	17,16%	299.863,89
<b>TOTAL</b>	<b>1.758.821,70</b>	<b>393.675,89</b>	<b>22,38%</b>	<b>1.365.145,81</b>

→ underspending of – 46,87%

→ All project partners still have more than half of their budget left,  
some partners not even spent 25% of their available budget

## Timeline 4<sup>th</sup> report

31 December 2013	End of 4 <sup>th</sup> reporting period
by 7 February 2014	Pre-check of Partner reports
28 February 2014	Deadline for submission of partner control confirmation
by 1 April 2014	Deadline for submission of overall report to JTS

## Lessons learnt (Reminder)

- *Start to fill out your list of expenditure as early as possible (ongoing)*
- *Make use of the pre-check*
- Agree on a timeline with your FLC in order to keep deadlines
- Budget line 4 (External expertise/services): always indicate the *actual nature* of costs, keep the application form on hand – the information included here is your reference

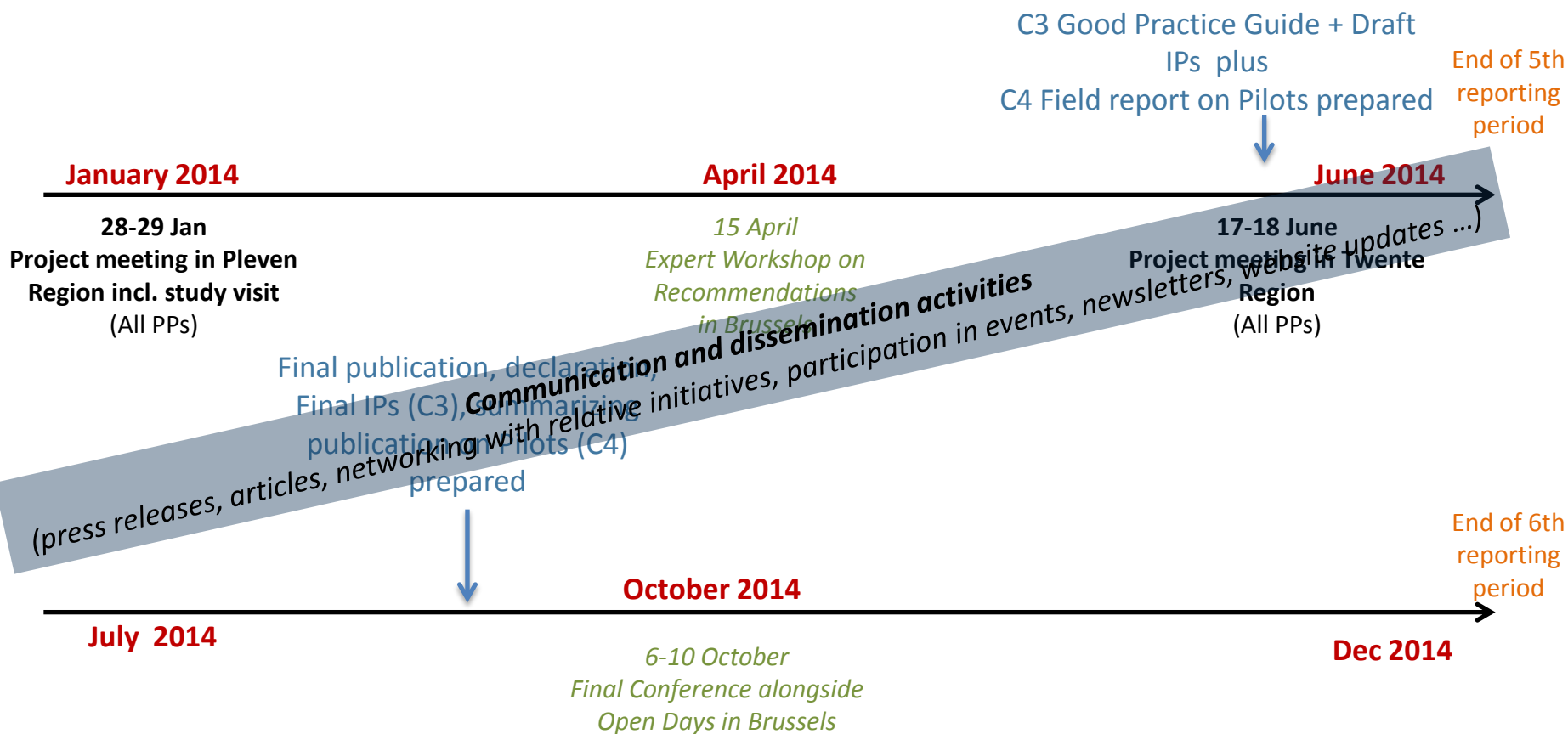
## Timeline 5<sup>th</sup> report

30 June 2014	End of 5 <sup>th</sup> reporting period
by 31 July 2014	Pre-check of Partner reports
31 August 2014	Deadline for submission of partner control confirmation
by 1 October 2014	Deadline for submission of overall report to JTS

# Overview of outstanding publications

Deadline	C	Output/Publication	Budget for printing
asap	C4	Fact sheets on Pilots	Partner budgets (tbd)
Dec 2013	C4	Interim reports on Pilots (internal monitoring)	n/a
April 2014	C2	5 <sup>th</sup> Newsletter	n/a
June 2014	C3	Good practice guide	Shared costs
	C3	Draft Implementation plans	Partner budgets
	C4	Field reports on Pilots (internal monitoring)	n/a
September 2014	C2	6 <sup>th</sup> Newsletter	n/a
	C2	Final Publication incl. recommendations	Shared costs
	C3	Joint declaration resulting from recommendations	Shared costs
	C3	Final Implementation plans	Partner budgets
	C4	Overview study on Pilots (or as part of Final Publication?)	Shared costs
	C4	Summarizing publications on Pilots (separate & in national languages)	Partner budgets

# Common project milestones 2014



## End date for the eligibility of expenditure

- End date indicated in the application form = end date for the eligibility of expenditure
- As a result, all activities must be finalised and the related expenditure paid out by **31/12/2014**
- This also includes payment for the financial control of the last progress report

→ “This information is very important for projects in order not to envisage activities until the last minute.”

(see programme manual, pp.59)

## Next steps & upcoming events

When	What	Who
<b>31 Dec 2013</b>	<b>End of 4<sup>th</sup> reporting period</b>	<b>All partners</b>
28-29 Jan 2014	Meeting in Pleven (C4 Workshop)	<b>All partners</b>
7 Feb 2014	Deadline Pre-check of Partner reports	All partners
<b>28 Feb 2014</b>	<b>Deadline Partner Control Confirmation</b>	<b>All partners</b>
15 April 2014	Meeting focussed on the development of recommendations addressed to EU level in Brussels	LP, PPs?, relevant stakeholders
17-18 June 2014	Project internal final meeting incl. Study visit in Twente region	All partners
<b>30 June 2013</b>	<b>End of 5<sup>th</sup> reporting period</b>	<b>All partners</b>
31 July 2014	Deadline Pre-check of Partner reports	All partners
<b>31 August 2014</b>	<b>Deadline Partner Control Confirmation</b>	<b>All partners</b>
<b>6-9 Oct 2014</b>	<b>Final Conference (alongside Open Days)</b>	<b>All partners, relevant stakeholders</b>



## Questions?

### **REM • Consult**

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