URBACT
Driving change for better cities

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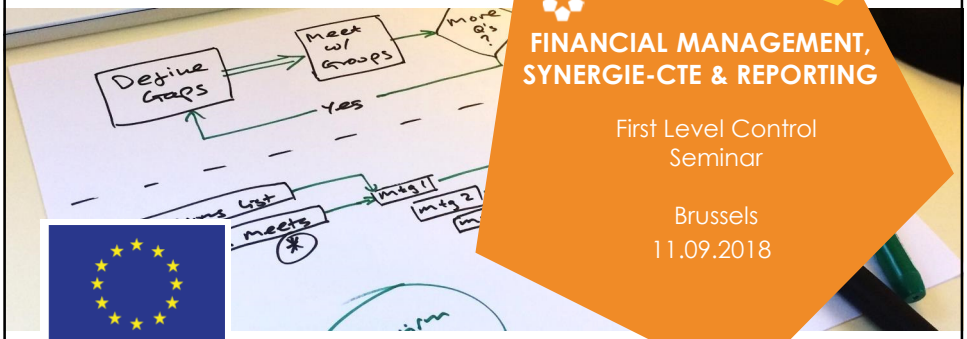

FINANCIAL MANAGEMENT, SYNERGIE-CTE & REPORTING

First Level Control Seminar

Brussels
11.09.2018

European Union
European Regional Development Fund

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Today's Agenda

1. **URBACT in a nutshell**
2. **First Level Controllers:** *who, which procedure, when and what*
3. **Synergie-CTE:** *Opening, FLC approval, accounting steps & reporting*
4. **Reporting & Monitoring:** *hints & tips*
5. **Budget**
6. **On-the-Spot Checks**
7. **Conclusion**

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1. URBACT in a nutshell

URBACT
bringing EU cities together

as a European Territorial Cooperation (ETC) programme
co-financed by ERDF and Member/Partner States

- **Main objective:** To promote integrated sustainable urban development in Europe
- **Target:** EU city administrations (city staff – policy makers, decision makers, practitioners)

Since 2002

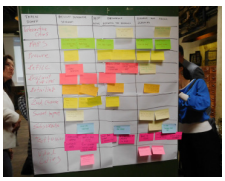
nearly 1000 cities

139 Networks

finding tailored responses
with the URBACT Method

Integrated + Participative + Transnational Exchange + Expertise = 'hands on' Sustainable Urban Development

- Integrated approach > tackling different policy areas and governance levels at the same time
- Participative approach > involving all local stakeholders
- Transnational exchange > learning from peers
- Expertise > customised support provided to all networks



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3 main strands of activities

TRANSNATIONAL NETWORKS

Exchange and learning among cities - sharing experiences (problems, solutions), identify good practices to design & implement integrated urban policies

CAPACITY BUILDING

Enhancing the capacities of urban practitioners and policy-makers to develop integrated and participatory approaches to urban development

CAPITALISATION COMMUNICATION

Communicating urban knowledge, policy recommendations, good practices to a wider audience of policy-makers & practitioners

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Projects Approved to date

- **Action Planning Networks call 1:** 20 closed projects
- **Implementation Networks:** 4 closing projects
- **Transfer Networks:** 23 ongoing phase II projects
- **Action Planning Networks call 2 :** 23 ongoing phase I projects
- **Managing Authority projects:** 5 ongoing projects led by the Managing Authority (Expertise, Capacity Building, Communication and Dissemination, Capitalisation and NUPs)
  - End date: 31st December 2023

81% of the ERDF budget allocation is programmed

2. First Level Controllers

First Level Controllers

- **Controllers are responsible for verifying the legality and regularity of the expenditure declared by each beneficiary participating in the operation**
- Two First Level Control (FLC) systems are established as follows:

1. **Centralised control system at MS level through a public administrative body**
   BE (Brussels/Wallonia), CH, CZ, EE, EL, HR, HU, IE, LU, LV, PL, RO, SE, SI and SK – 15 countries

2. **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**
   AT, BE (Flanders), BG, CY, DE, DK, ES, FI, FR, IT, LT, MT, NL, NO, PT and the UK – 16 countries **need national approbation**

First Level Controllers
Process and calendar

- **See Annex 4 of the Guide to Network Management (see LP starter pack)**
- Check if centralised or decentralised
- If centralised, nothing to do!
- If decentralised, check if internal (staff) or external (external expertise)
  - If external, ⚠ need time to procure the controller services
- Controller to be proposed by Lead/Project Partner for approbation by the national approbation body
- Needs formal national approbation through SYNERGIE-CTE
- Controller validation: **ASAP**, **before project end date (i.e. APN call 2: 02/03/2020)**

3. Synergie-CTE

SYNERGIE-CTE
Opening

- **Partners listed in the Application Form** received an automatic link to validate the user account

- **Lead and Project partners:**
  - Check Phase 1 AF > section 1.3 contacts list
  - Ask your partners if more people (not listed yet) will use Synergie in the future
  - **Send the updated contact list to the URBACT Secretariat**

- **ALL staff T&A costs must be related to officers listed in SYNERGIE-CTE**

Synergie CTE 14-20

(PRODUCTION)2019.2.2.0

SYNERGIE-CTE
FLC approval

- **When? before project end date 2nd March 2020**

- **FLC checklist to be completed online** (template available in Word version- see starter pack)
  - Contact details
  - If internal or external to the partner's institution
  - Professional competence, skills and experience
  - Independence

- **Synergie-CTE GUIDANCE NOTE N° 1 - Getting your First Level Controller Approved**

SYNERGIE-CTE
Accounting, Reporting, Claiming

- **Accounting steps:**
  - Each PP enters and validates new expenditure
  - LP validates the costs
  - Costs available to FLCs > each FLC certifies the costs
- **Reporting:**
  - **Certificates of expenditure (FLC)** – control checklist (guidance available)
  - **Payment Claim (LP)**
  - **Progress report (LP + co-signed by LP FLC)** – template available in Word
- **When? By 2nd June 2020 (Programme deadline for submitting ph.1 expenditure)**
  - **Partnership internal deadline to be set before**
- **Synergie-CTE GUIDANCE NOTES N° 3, 4, 5 & 6**

4. Reporting & Monitoring

SIGNED SCANS TO BE SENT BY EMAIL

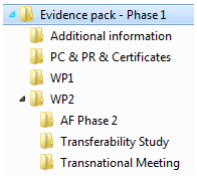
Payment Claim & certificates of expenditures

Signed and stamped

Progress Report

Signed and stamped by:
- LP's project coordinator
- AND by the LP's FLC

Pack of Evidence



Transnational meetings evidence: agenda, participants list signed, supporting materials (PPT, videos…)

All partners must keep all documents and data about the project at least until 31 December 2025 for audit purposes.

Other possibly longer statutory retention periods might be stated by national law.

5. Budget

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Budget Categories/Lines

Staff Costs
- Lead Partner staff costs
- Project Partner staff costs

Office & Administration
(3% flat rate on staff costs)
- LP office & administration
- PP office & administration

Travel & Accommodation
- Staff Travel & Accommodation

External Expertise & Services
- LP Ext. Exp. Project Coord.
- PP Ext. Exp. Project Coord.
- Exp. Meeting Organisation
- Exp. Communication
- Exp. & other non-staff Travel
- Exp. First Level Control

Eligibility of costs

Quick description

See Factsheet 2F for more details

20% flexibility rule

Between partners:

+/-20% maximum allowed as long as total project budget is respected

Between budget categories:

+/-20% maximum at project level

… At partner level, costs for staff + coordination cannot exceed 40% of the budget

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6. On-the-Spot Checks

What is an On the Spot Check?

- **FLC certificate control checklist**
  Q. 6.11.2. Has an 'on the spot' check been carried out?

- **FLC checks expenditures « on the spot »**

- **1 on-the-spot check = 1 report (OSC report)**
  > can be in national language
  > no Programme template – nevertheless we can provide examples on demand

ALSO…

- **Networks may be selected in 2020 for Second level audits**
  > We will be at your side to help

7. Conclusion & Wrap-up

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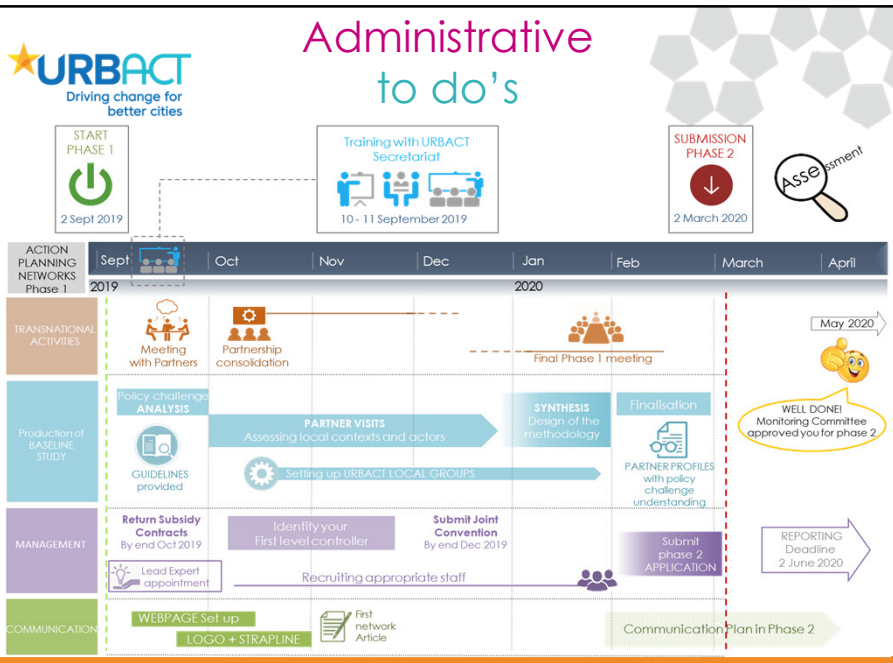
Administrative to do's



GUIDANCE What we offer

- **Guide to Network management (incl. annexes)**
- Programme Manual
  - especially Factsheets (2C, 2E, 2F)

06/12/2017 PDF 2.65 MB
Programme manual - 8th version - November 2017

- **Compendium Synergie-CTE Guides**
  - N°1. Getting your First Level Controller Approved
  - N°3. Accounting Expenditure
  - N°4. Payment Claim
  - N°5. Progress Report
  - N°6. FLC Certification
  - N°7. Entering ERDF payments
  - N°8. Monitoring & Exporting in Synergie
- **Templates**
  - FLC approbation checklist
  - FLC control checklist - guidelines
  - Progress Report

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Grazie Thanks
Danke Merci Gracias
Ευχαριστώ mulțumesc
Takk dziękuję dakujem hvala
Obrigado dziękować
tänan kiitos köszönöm aciu
Tack děkuji paldies
niżżik ħajr dank u wel