



Northern Periphery and
Arctic Programme
2014–2020

www.interreg-npa.eu

Eligibility Rules

Stefan Nyström, Managing Authority
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Copenhagen, Denmark



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Hierarchy of rules on eligibility of expenditure

1. Rules defined in **EU** legal framework
2. **Programme** rules
 - ✓ Established jointly by the Member States in the programme monitoring committee
 - ✓ Apply to the programme as a whole
 - ✓ Without prejudice to the rules on EU level
3. **National** rules
 - ✓ For any other matters not covered by EU rules and programme rules
 - ✓ Stricter rules in areas prescribed by EU rules





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General principles of eligibility

All expenditure in the allowed categories has to be:

- **project-related.**
- **clearly connected to project activities traceable in the approved application form.**
- **incurred, entered into the project accounts and paid by, or on behalf of, the project partner during the project period**



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General principles of eligibility

- **National public procurement rules have to be observed for all purchases and full documentation of the procurement is obligatory for expenditure to be regarded as eligible.**
- **Value added tax (VAT) is only eligible if it is non-recoverable for the project partner concerned and this is supported by a certificate from the tax authorities.**





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NPA Eligibility Rules

General principles

- **All costs needed for the implementation**
- **No mix of methods**
- **Same method used throughout project period**
- **Fact sheets with audit trails**



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NPA Eligibility Rules

The budget lines

- **Staff costs**
- **Office and Administration**
- **Travel & Accommodation**
- **Equipment expenditure**
- **External Expertise and services costs**

- **Not eligible – Infrastructure & Works**



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Staff Costs

a. full-time

b. part-time

- with a fixed percentage of time
- part-time with a flexible number of hours
- contracted on an hourly basis

Fact sheet defines what can be covered

Full time or part-time fixed recommended





What documentation is needed?

- Employment contract
- Document setting out the time to be worked per month
- Job description connecting the person to the project
- Payslips/proof of payment inclusive the employers contributions
- Time sheets only needed for flexible monthly hours





Staff costs, part time assignment, fixed percentage of time

- Multiply the monthly gross employment cost according to the contract with the percentage fixed in the contract or other employment document;
- Gross employment costs includes vacation payment and other cost fixed by law (stated in the employment papers)





Staff costs, part time assignment, flexible number of hours

- divide the latest documented annual gross employment cost, including vacation salary etc., by 1.720 hours and multiply with actual hours according to time sheet
- This is a simplified calculation method, but full time or part time with fixed percentage are recommended.





Office and administration

- Cover operating and administrative expenses of the partner organisation that support delivery of project activities:
- **Direct costs** are costs that can be attributed directly to the project and are in accordance with accounting principles and internal rules of the organization.
- **Indirect costs** are costs that cannot be assigned in full to the project, as they link to various activities of the organization, including activities that do not relate to the project.
- Fact sheet defines what can be covered
- No cost item can be accounted for twice as this is considered “double funding” and not permissible under Common Provisions Regulation (EU) No 1303/2013 Article 65.11





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Office and administration

- Indirect costs may be calculated as a flat rate:
- 15% of eligible direct staff costs no documentation needed.
- No mixture of direct and indirect costs!!



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Travel and accommodation

- Costs must clearly link to the project and be essential for effective delivery of the project activities.
- Budget line only covers partner organisations and travel costs for associated partners.
- No double funding (allowance, accommodation, tickets)
- Travels outside the programme area included in the approved project application or pre-approval by the Joint secretariat (in writing).
- Except for: Travelling to and from the JS in Copenhagen; travelling to and from project partners located outside the programme area.





External Expertise and services costs

- provided by a public or private body or a natural person outside of the partner organisation.
- covers costs paid on the basis of contracts/written agreements and supported by invoices and linked to the delivery of the project.





External Expertise and services costs - General principles

- Work by externals must be essential to the project
- EU and national public procurement rules shall be respected
- Project and associated partners cannot be contracted as external experts.





In-Kind

- Refers to contributions from an organization outside the project partnership.
- Can take the form of:
 - Own used resources from a “third party organisation”; provision of work, goods, services
 - No cash payment has been made by the beneficiary.
 - The value and the delivery of the contribution can be independently assessed and verified





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NPA Fact sheets

- For detailed level of information regarding each eligible budget line, **please** look at the fact sheets found in the Programme manual.



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Q & A



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