



# Baltic Sea Region

Programme 2007–2013

## Newsletter April 2009

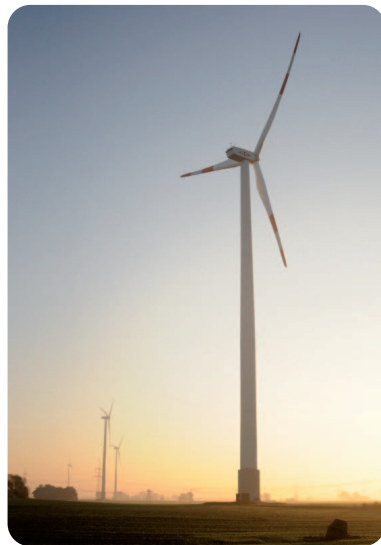
### Highlights

- 85 applications received in the 2<sup>nd</sup> call
- Project duties after approval
- How to designate a first level controller
- Strategic project: EfficienSea

### 85 applications received in the 2<sup>nd</sup> call: assessment started

The 2<sup>nd</sup> call for project applications was opened on 19 January and was closed on the 31 March 2009. The Secretariat received **85 project applications**. Total budget of received projects is **250 million EUR**. Most of the Lead Partners come from Sweden (23), Finland (21) and Germany (19). 36 projects applied in Priority 1, 17 in Priority 2, 13 in Priority 3 and 19 in Priority 4. Around 1100 partners from 10 countries in the Baltic Sea area were involved in preparing the project applications.

The Monitoring Committee will meet twice to decide about the projects. The Committee will decide about transport projects in Vilnius, Lithuania, on 8-9 June. The second meeting will take place in Norway on 15-16 September, where the Committee will decide about the remaining applications, and eventually, about the opening of the 3<sup>rd</sup> call.



The Secretariat will assess the project applications from April to July. All applications will first go through the admissibility check and then through the quality assessment. During the admissibility check the Secretariat will verify whether a project application meets the formal

requirements (e.g. date of submission, signatures), the minimum requirements on transnational approach and if the Lead Applicant is eligible. The quality assessment is based on the quality criteria. You can find more information about the assessment in chapter 9.3 of the Programme Manual.

The Monitoring Committee of the Programme will make the funding decisions taking into consideration the results of the quality assessment, the support of the different countries to the project and the remaining funds in each priority.

#### ENPI funds

ENPI funding is available only for Belarus. As Russia did not sign the Financing Agreement, Russian partners cannot receive ENPI funding. However partners from Russia can participate in the projects as associated organisations. •

### Review of the latest Programme events: supporting applicants

The Secretariat organised Lead Applicant seminars in Tallinn, Gdansk and Rostock for those preparing for the 2<sup>nd</sup> call for project applications. More than 280 participants attended and around 70 projects took individual consultations during the seminars. In addition, 73 project ideas took consultations in Rostock and Riga in the last months. Presentations from the Rostock seminar are available at [eu.baltic.net/Lead\\_Applicant\\_seminar\\_in\\_Rostock\\_presentations.5273.html](http://eu.baltic.net/Lead_Applicant_seminar_in_Rostock_presentations.5273.html).

The next Lead Applicant seminars will be organised after the 3<sup>rd</sup> call is open.

#### Supporting Lead Partners

To support the Lead Partners in their daily project routines the Secretariat invited them to a Lead Partner seminar. 65 participants from 24 projects approved in the 1<sup>st</sup> call came to Rostock on 4-5 February 2009. Presentations and other seminar materials can be downloaded at [eu.baltic.net/Lead\\_Partner\\_seminar\\_in\\_Rostock\\_presentations.5410.html](http://eu.baltic.net/Lead_Partner_seminar_in_Rostock_presentations.5410.html).



The next Lead Partner seminar for the projects approved in the 2<sup>nd</sup> call will take place in autumn 2009. •



Part-financed  
by the EU

## Project duties after approval

Project phases	Project duration						Post project
	Clarification and contracting	1st reporting period	Compilation of the 1st report	Further implementation	Last reporting period	Project closure activities	Maintenance of project records
Duration	3 months	6 months	3 months	12-36 months	Up to 6 months	3 months	10 years after the end of the programme

As soon as the Monitoring Committee approves a project, the Secretariat informs the Lead Partner. At the same time the Lead Partner might be asked to clarify open questions, to submit missing documents or to make some changes in the project if requested by the Monitoring Committee. The project costs are eligible (i.e. partners can spend money) as from the approval date. The clarification process takes three months after which the Grant Contract will be signed. Therefore the official project implementation period starts three months after the project approval and must not last longer than 36 months.

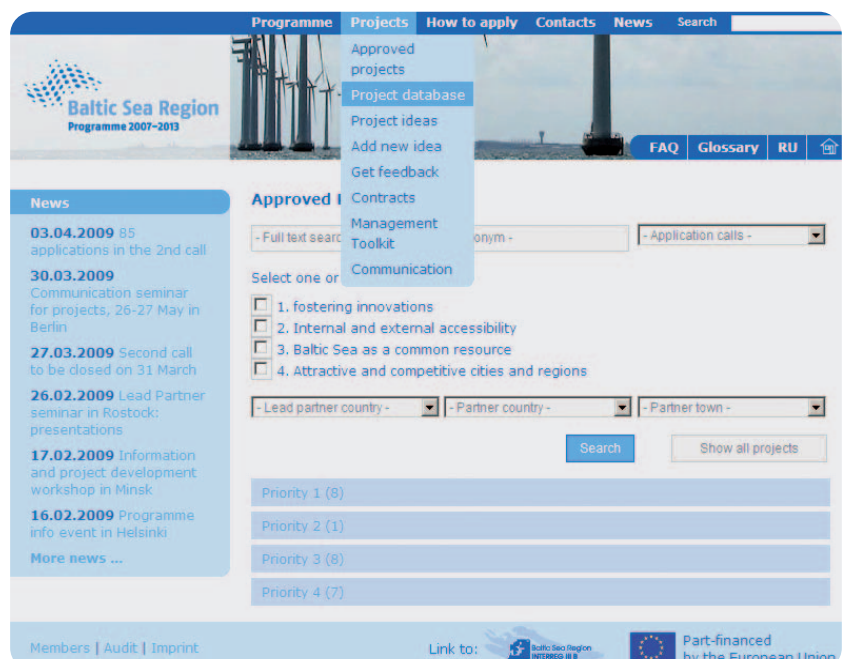
The projects will regularly report on the implementation of their activities. The regular report covers 6-months-periods. The first and the last reporting period might differ in length. The progress report will contain two parts: activity report and financial report. Projects will submit progress reports 3 months after the end of each reporting period.

Apart from the reporting duties the Lead Partner is also responsible to:

- submit the Communication Plan by the end of the first reporting period,
- conclude the Partnership Agreement with all project partners before the deadline for submission of the first progress report,
- describe system of indicators to monitor the progress in implementation and send this together with the first progress report,

- perform a mid-term self evaluation of the project
- set-up the first level control system.

After the project partners have finished project activities, the project coordinator and financial manager will have additional three months to prepare final reports. All project documentation shall be kept 10 years after the end of the programme (till 31.12.2025).



The screenshot shows the website interface for the Baltic Sea Region Programme. The main content area is titled 'Approved projects' and features a search bar with the text '- Full text search'. Below the search bar, there are several filters and options: 'Select one or' with a list of four project priorities (1. fostering innovations, 2. Internal and external accessibility, 3. Baltic Sea as a common resource, 4. Attractive and competitive cities and regions), and three dropdown menus for 'Lead partner country', 'Partner country', and 'Partner town'. A 'Search' button and a 'Show all projects' button are also visible. The footer includes 'Members | Audit | Imprint', 'Link to: Baltic Sea Region INTERREG III B', and 'Part-financed by the European Union'.

Database of the approved projects at [eu.baltic.net](http://eu.baltic.net)



## Project management database: good practice spread Europe-wide

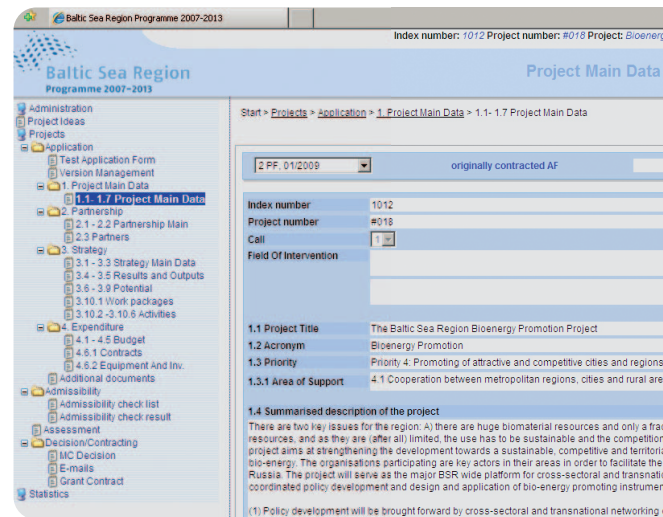
Between 2002 and 2008 the Joint Secretariat of the Baltic Sea Region INTERREG III B Programme administered 129 transnational projects with more than 3200 partners. The Secretariat team consulted, assessed and monitored these projects, and prepared payments of ERDF and Norwegian funds to the Lead Partners. Efficient handling of the approved projects and administering additional 220 rejected project applications was only possible with the help of the "Programme Management Database". This software application was developed by the Baltic Sea Region Joint Secretariat in cooperation with the INTERREG IIIC Secretariats and a small software company. It is able to process a wide range of data and to exactly document workflow throughout the programme life cycle.

In 2008, the Joint Technical Secretariat developed the next generation of the database to support the management of the Baltic Sea Region Programme 2007-2013. The database is used not only by the Joint Technical Secretariat in its day-to-day work. Also the Certifying Authority can verify the eligibility of payments, the Managing Authority can control that the JTS has correctly followed the agreed procedures and that all necessary documents are safely

stored. On top of it, the Audit Authority can carry out checks. Also members of the Monitoring Committee will soon get access to the project data. Furthermore, selected information is exported to the project database on the website [eu.baltic.net](http://eu.baltic.net).

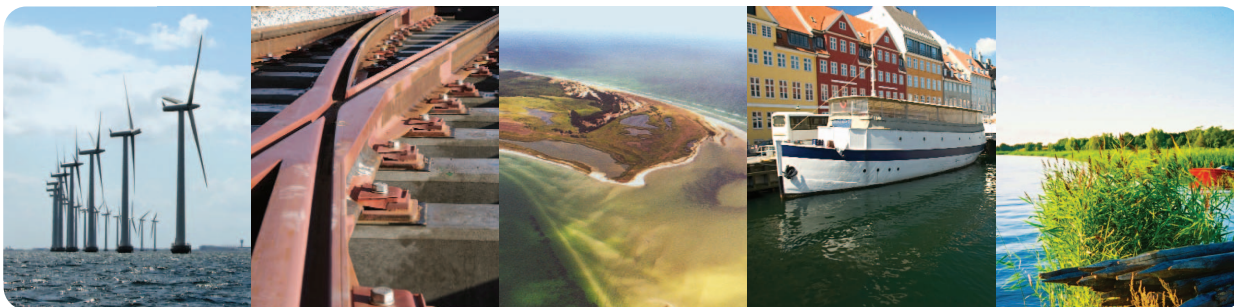
The project management database developed by the Baltic Sea Region programme offers good performance and stability. It has constantly been improved, more sophisticated features were added and it became more user-friendly. Therefore other European Territorial Cooperation programmes decided to take over this programme management tool. As it was developed by programme funds, taking it over is free of charge. Since 2007, so within less than two years, more than ten programmes decided to use the Database or adaptations of the original model including the transnational Alpine Space programme, the cross-border Ireland-Wales programme as well as the Europe wide operating INTERREG IVC and ESPON programme.

The Joint Technical Secretariat in Rostock has helped other programmes to get friends with their new software tool. Representatives of the programmes using the Database have



organised themselves by creating a "Database User Group". This working group met several times to exchange experience, so done at Rostock, Vienna, Lille and Esch/Alzette. These meetings helped the programmes to compare and further develop applications forms, progress report forms or statistic tools. The next "User Group" meeting will take in place in Riga on 23-24 April 2009. The event will be hosted by the Latvia-Lithuania Cross Border Cooperation Programme.

For more information please contact Robert Schulz-Brückner, Information Coordinator ([rsb@eu.baltic.net](mailto:rsb@eu.baltic.net), Phone +49 381 45484 5279).



## How to designate a first level controller

**First level control (FLC)** is a regular validation of all expenditure declared by the projects in their progress report that is to be co-financed from the ERDF/ENPI or Norwegian funds. The checks are carried out by the first level controllers. Depending on the source of financing the controllers are designated by the Member States (ERDF), Norway or the Managing Authority/Joint Technical Secretariat (ENPI). The controller validates both the **expenditure** and the **activities** of the project partner.

The control systems were set-up by the Member States and Norway. Some States have specific requirements towards the controllers. You will find the description of the system in each country at [eu.baltic.net/Country\\_Specific\\_Information.1397.html](http://eu.baltic.net/Country_Specific_Information.1397.html).

There are three types of control systems within the Baltic Sea Region Programme:

1. **centralised** – appointed central body carries out the first level controls in a country;
2. **decentralized** – the project partners are free to appoint their controller in their country;
3. **mixed** – controller can be selected from a pre-defined list of approved controllers in the country.

### Designation of the first level controller

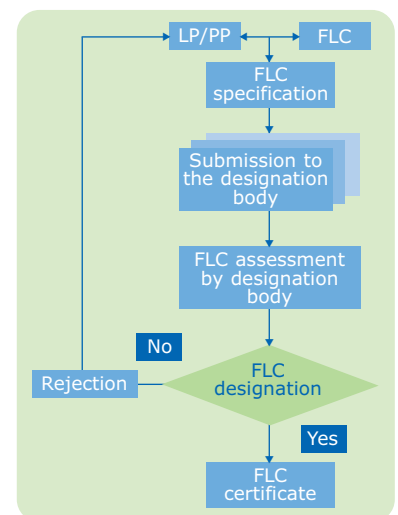
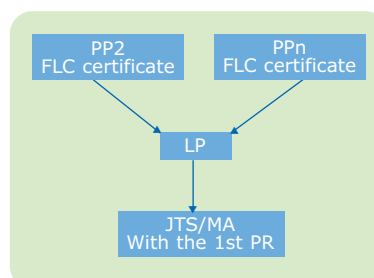
In the centralized system the Member States have already designated the controllers and submitted description and detailed specification to the Secretariat/Managing Authority. The project partners will use the controllers designated by the State.

	EE	LV	PL	SE	BY	DE	DK	FI	LT	NO
<b>FLC designation body</b>	Controller already designated				Yes					Yes
<b>FLC system</b>	Centralised				Decentralised					Mixed
<b>Project has to pay FLC</b>	No				Yes					Yes

*First Level Control system, overview*

In the decentralized or mixed systems the responsible body in each country has to approve the controller. Lead partners (LPs) and project partners (PPs) have to propose their controllers to the respective designation body. The designated body has to confirm the controller before the controller starts checking expenditures. You will find the contact and the template for each country at [eu.baltic.net/Country\\_Specific\\_Information.1397.html](http://eu.baltic.net/Country_Specific_Information.1397.html). Each project partner together with his first level controller have to fill in the template and submit it to the respective designation body.

Lead partners and project partners that will receive the ENPI funds have to have their first level controller confirmed by the Secretariat. You will find the template at [eu.baltic.net](http://eu.baltic.net).



*Designation procedure for the controller*

The Lead partner will collect the designation certificates from all project partners and will submit the copies to the Joint Technical Secretariat together with the first progress report.

For more details on the first level control system and the designation of the controllers please see [eu.baltic.net](http://eu.baltic.net) or contact Rostislav Zatloukal, Adviser for Audit and Control ([rz@eu.baltic.net](mailto:rz@eu.baltic.net), Phone +49 381 45484 5270).





Communication seminar for projects



The first communication seminar of the Baltic Sea Region Programme 2007-2013 will be held in Berlin on 26-27 May 2009. The event is addressed to the communication managers of the projects approved in the 1st call. The aim of the seminar is to help projects to prepare communication plans and to improve communication and PR skills.

During 1.5 days communication managers will discuss draft communication plans, absorb workshops on media relations, writing skills, organisation of events and internal communication. The event will be facilitated by external experts from a PR company and the communication officers of the Joint Technical Secretariat.

For more information please contact the JTS communication officers Darijus Valiucko (dv@eu.baltic.net) & Liga Bronowski (lb@eu.baltic.net).



Strategic project: "EfficienSea" – Efficient, Safe and Sustainable Traffic at Sea



Some of the busiest shipping lanes in the world cross the Baltic Sea. Forecasts predict further increase in marine industries and marine traffic volumes. This will increase the risk of shipping accidents, oil spills, release of hazardous substances or loss of human lives.

The overall aim of the project is to enhance maritime safety and the environmental state of the Baltic Sea region. "EfficienSea" will develop and test tools to improve maritime safety.

The project consortium consists of 17 partners from six countries in the region including national maritime administrations having knowledge about present and future challenges in use of the sea, a public authority representing those suffering consequences of environmental pollution and scientific organisations providing strategies for the decision support systems and policies.

EfficienSea will establish a dynamic risk management system to respond to the increasing traffic and deficits in the monitoring of the ship traffic. Activities in the field of e-Navigation will include the assessment of emerging innovations within the field of maritime data. Simultaneously authorities will be prepared for major investments required to implement harmonized marine navigation systems. Works on Vessel Traffic Data and Maritime Planning will address the challenges emerging from the growing use of the sea. The project will simplify regulations and improve coordination between the authorities.



Partnership

Maritime administrations, public authority, academic and scientific organisations as well as non-governmental organizations from Denmark, Estonia, Finland, Norway, Poland and Sweden

Number of partners 17

Lead Partner

Danish Maritime Safety Administration, Denmark

Approximate total budget 8,0 million EUR

ERDF+Norwegian funding 5,9 million EUR

Duration 42 months (October 2008 – April 2012)

Contact person

Gertrud Hermansen  
Phone +45 3268 9635  
Email ghe@frv.dk



"EfficienSea" is approved as a strategic project due to strong back up from national authorities and its impact on the Baltic Sea region.



Part-financed by the EU



**Calendar**

	<b>Date</b>	<b>Place</b>
Communication seminar (projects approved in the 1 <sup>st</sup> call)	26-27 May 2009	Berlin, Germany
Meeting of the Monitoring Committee	8-9 June 2009	Vilnius, Lithuania
Conference "The Baltic Sea Strategy - Regions and Cohesion Policy in action"	11-12 June 2009	Visby, Sweden
Meeting of the Monitoring Committee	15-16 September 2009	Norway
Project Idea Café at the BSSSC conference	14-15 October 2009	Ringsted, Denmark

**News from the JTS/MA**

Edith Walter and Stefanie Conrad joined the Joint Technical Secretariat in Rostock in 2009. Ute Neumann returned from her maternity leave in March. Ilze Gerina joined the JTS team in Riga. Susann Henning, Managing Authority, left for the maternity leave as from 20 March. Gudrun Dittrich joined the Managing Authority on 16 March and will replace Susann.

**Ute Neumann**  
Programme Manager



Ute is mainly responsible for the exchange of information and reporting at programme level to the European Commission, Monitoring Committee, Managing and Certifying Authorities.

**Edith Walter**  
Team Assistant



Edith supports the whole Secretariat team in Rostock in their daily work.

**Gudrun Dittrich**  
Managing Authority



Gudrun is part of the Managing Authority's team.

**Stefanie Conrad**  
Finance Assistant - Accounting and Administration



Stefanie is responsible for the efficient use and handling of the Technical Assistance of the Programme.

**Ilze Gerina**  
Assistant



Ilze works part time as a team assistant in Riga.

**New on eu.baltic.net**

Descriptions of the first level control systems in different countries are available in the section [Country specific information](#).

The database of the approved projects is available at [eu.baltic.net/Project\\_Database\\_5308.html](http://eu.baltic.net/Project_Database_5308.html). Here you will find summary of the projects, lists of partners and contact details.

For **Further Information** please go to [eu.baltic.net](http://eu.baltic.net) or feel free to contact the Joint Secretariat.

**Rostock office**  
Phone +49 381 45484 5281  
email [info@eu.baltic.net](mailto:info@eu.baltic.net)

**Riga office**  
Phone +371 67357368

www.mediendesignbuero.com



Part-financed  
by the EU