



Baltic Sea Region
Programme 2007-2013

DEEP -

Database for Efficient European Programmes

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Information Coordinator,
Joint Technical Secretariat
Budapest, 08 September 2010



Baltic Sea Region
Programme 2007-2013

eu.baltic.net

Baltic Sea Region Programme 2007-2013

- One of 13 European transnational cooperation programmes
- Programme area: 8 EU member states as well as Russia, Belarus and Norway
- Programme Budget: 237 MEUR
- Managing Authority: Investitionsbank Schleswig-Holstein, Germany
- JTS: about 20 staff located in Rostock, Germany and Riga, Latvia
- No. of closed projects by 2013: ~80-100
- No. of project applications received by 2013: ~300-400
- No. of progress reports receives/payments launched by 2015: ~400-600





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DEEP

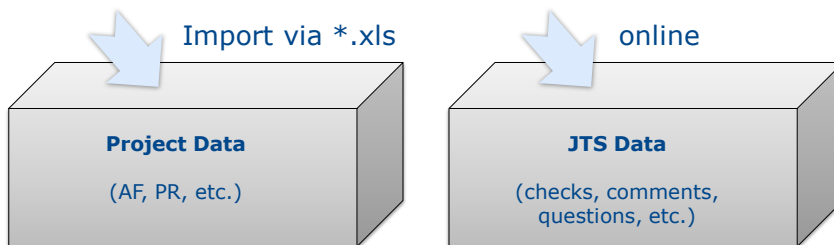
- is the **Programme Management System (PMS)** of the Baltic Sea Region Programme 2007-2013.
- is used by the Joint Technical Secretariat in its **day-to-day work**,
- allows the **efficient administration** of project applications and approved projects,
- is a browser based **online tool**,
- process a **wide range of data**,
- **documents the workflow** of the programmes life cycle as application, assessment, contracting, monitoring and payment.

User & Usage

- **JTS**
 - Administration of applications
 - Monitoring
 - Preparation of payments
- **Certifying Authority**
 - Performing checks on data stored in DEEP
 - Launching payments
- **Managing Authority/Audit Authority**
 - Performing checks on data stored in DEEP



Data



Export as *.xls or *.rtf

- pre-filled forms and documents (contracts, letters, PRs, etc.)
- Statistics
- E-mails



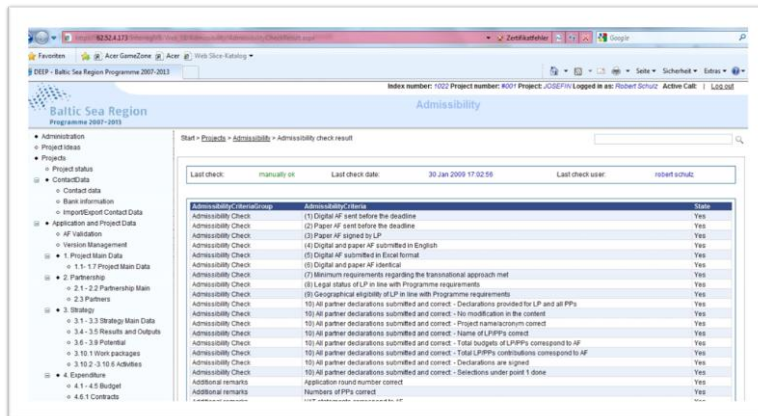


Transmission and import of project data

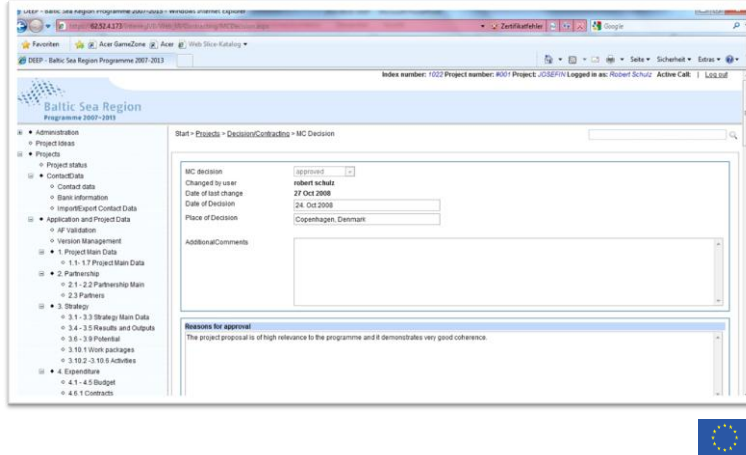
- All templates as Application Form/Project Data Form, Progress Reports and Contact Data Form are available as xls-files.
- Project data is always send as xls-file and paper version to the JTS.
- All data is validated via
 - 'Check sum function',
 - Automatic calculations,
 - 'Validation report' .



Admissibility check



Approval decision



Index number: 1022 Project number: #007 Project: JOSEFIN Logged in as: Robert.Schutz Active Call | Logout

Baltic Sea Region
Programme 2007-2013

Start -> Projects -> Decision/Contracts -> MC Decision

MC decision

Changed by user: robert.schutz


Date of last change: 27 Oct 2008

Date of Decision: 26 Oct 2008

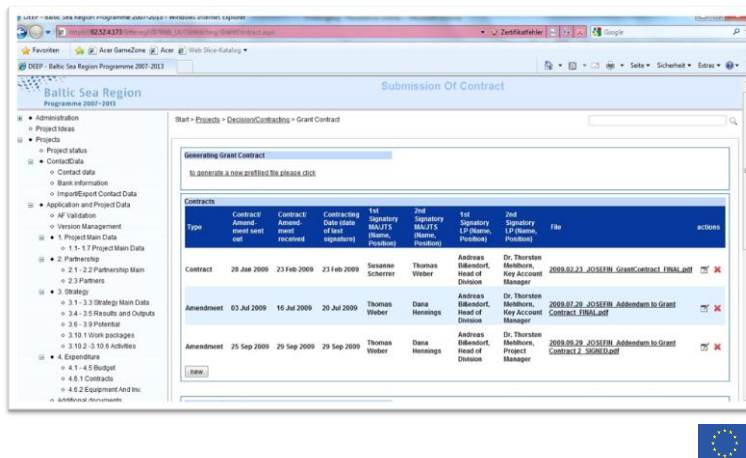
Place of Decision: Copenhagen, Denmark

Additional Comments:

Reasons for approval:
The project proposal is of high relevance to the programme and it demonstrates very good coherence.








Contracting




Submission Of Contract

Start -> Projects -> Decision/Contracts -> Grant Contract

Generating Grant Contract
To generate a new profile file please click

Contract Type	Amended / Inval. / out	Contract Amended / received	Contracting Date (date of last signature)	1st Signatory (Name, Position)	2nd Signatory (Name, Position)	1st Signatory (LP Name, Position)	2nd Signatory (LP Name, Position)	File	actions
Contract	26 Jun 2009	23 Feb 2009	23 Feb 2009	Susanne Scherrer	Thomas Weber	Andreas Blöndorff, Head of Division	Dr. Thorsten Meiburn, Key Account Manager	2009.09.23_JOSEFIN_GrantContract_FINAL.pdf	 
Amendment	03 Jul 2009	16 Jul 2009	20 Jul 2009	Thomas Weber	Dana Hennings	Andreas Blöndorff, Head of Division	Dr. Thorsten Meiburn, Key Account Manager	2009.07.20_JOSEFIN_Addendum to Grant Contract_FINAL.pdf	 
Amendment	25 Sep 2009	29 Sep 2009	29 Sep 2009	Thomas Weber	Dana Hennings	Andreas Blöndorff, Head of Division	Dr. Thorsten Meiburn, Project Manager	2009.09.29_JOSEFIN_Addendum to Grant Contract 2_SIGNED.pdf	 

[New](#)





Monitoring (I)

The screenshot shows a web application interface for monitoring projects. On the left is a navigation tree with categories like 'Application and project data', 'Partnership', 'Strategy', 'Expenditure', 'Assessment', and 'Decision/Contracting'. The main area displays a table with columns: 'FP', 'Int. No.', 'Inv. No.', 'Inv. Date', 'Spec. of service', and 'Creditor'. Below the table is a 'Comments' section and a 'Questions' table.

FP	Int. No.	Inv. No.	Inv. Date	Spec. of service	Creditor
13	JF21409	37201	26 Jun 2009	computers and software	BACKUP
13	JF21409	37201	26 Jun 2009	beamer	BACKUP

Below the table, there are several checked items:

- Data complete
- All items in line with PF and AR
- Allocation to fund/FP/EL correct
- No ineligible cost items
- Equipment costs correctly reported
- No ineligible VAT reported
- Invoice/Payment date within the eligible period
- Exchange rate correct

Comments: No data was returned.

Questions table:

No	User	Date
1	Dana Hennings	14 Dec 2009

Question 1: Please clarify and justify the costs for the equipment items of FP13. As only depreciation costs can be reported for equipment items, the amounts seem to be quite high.



Monitoring (II)

The screenshot shows the 'Questions' section of the monitoring interface. It displays a list of questions with their status, dates, and users.

No	Solved	Date (Solved)	User (Solved)
FR_1_Question 1	<input checked="" type="checkbox"/>	07 Apr 2010	Dana Hennings
FR_2_Question 1	<input checked="" type="checkbox"/>	06 May 2010	Dana Hennings
FR_2_Question 2	<input checked="" type="checkbox"/>	07 Apr 2010	Dana Hennings
FR_2_Question 3	<input checked="" type="checkbox"/>	07 Apr 2010	Dana Hennings
FR_2_Question 4	<input checked="" type="checkbox"/>	07 Apr 2010	Dana Hennings

Question 1: We have read the article about your project in the German newspaper "Berliner Morgenpost" (see your newsletter of January 2010, p.17). We would like to clarify one instance of this article: "... Along with the advisory services, JOSEPH could assign an employee who is familiar with the new markets: a particular enterprise and cover that of the labour costs incurred." Please note that the Programme cannot finance labour costs of organisations that are not listed in the project partnership. In case you have included such costs in the report, please take them out, in case these costs have been covered by other, external promotion materials. What was produced?

Question 2: We would like to ask you to be more precise in the description of an external service item. Please provide more details for the following items:
FP8: "Meeting 03.06.2009: What kinds of costs are included in these items?"
FP13: "Translation - Cafeteria: What was translated? For which meeting was the catering used?"
FP24: "Promotion materials: What was produced?"

Question 3: FP1 internal no. 609003262: We would like to ask you to include the costs for the website in WP2. The costs do not belong to WP1, but WP2, where the other two sub-measures for the website were included. Please correct FR_2 and your internal cost itemisation list accordingly.

Question 4: FP1 internal no. 601000483, 6010001619, 6010002121: In the Project data form we could not find a budget for the law services that were reported in PR1 (total: 13,461.88 EUR). Please explain to which cost items of the Project data form the law services of PR1 belong.



Payment

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The main content area displays two tables: a 'Payment table' and a 'Financial flow table'.

Payment table:

No	Value date	Requested	Withheld	Total	
Subtotal					
AP		0.00	0.00	0.00	
P1	26 Jun 2010	ERDF	227,365.41	0.00	227,365.41
	26 Jun 2010	Now	5,678.86	0.00	5,678.86
		Subtotal	233,044.27	0.00	233,044.27
P2		ERDF	342,337.54	0.00	342,337.54
		Now	5,174.64	0.00	5,174.64
		Subtotal	347,512.18	0.00	347,512.18

Financial flow table:

	Sum of all payments so far	Sum of open payments	Total
ERDF	227,365.41	342,337.54	569,702.95
Now	5,678.86	5,174.64	10,853.50
ERDF	0.00	0.00	0.00
Total	233,044.27	347,512.18	580,556.45



Statistics

The screenshot shows a web application interface displaying a list of partners. The list is presented in a table format with columns for various partner details.

List of Partners:

No	Legal Status	Address	Postal Code	Town	Country Name	NETS1	NETS2	NETS3	Web Site	Phone
	National public authority	Pils laukums 4	LV-1050	Riga	LATVIA	LATVIA	Latvia	Riga	www.luhlabuonam.lv	+371 67308
	Other public authority	Lõnnstrikatu 1	FI-87 200	Kopani	FINLAND	HAMMER	Fin-Suomi	Katua	www.katua.fi	+358 9 4370
	Academic/scientific organisation	K. Dzelkale 58	LT-44248	Jaunes	LITHUANIA	LITHUANIA	Lietuva	Kauno apskr.its	www.vdu.lt	+370 370225
	Academic/scientific organisation	39 Raga Street	80010	Pärnu	ESTONIA	ESTONIA	East	Lääne-Eesti	www.jc.ut.ee	+372 44605
	Local public authority	Drothningatan 32	65184	Karlstad	SWEDEN	Norra Svevige	Norra Mellansvevige	Värmlands län	www.karlstad.se	+46 0594 29 20
	Local public authority	Pestri plats 3-7	20308	Narva	ESTONIA	ESTONIA	East	Kõrde-Eesti	www.narva.ee	+372 35 69 22
	Academic/scientific organisation	Academi/oppa str. 27, office 203	120072	Mosk	BELARUS	BELARUS	Minsk	Minsk	n/a	+375 17 284 22
	Academic/scientific organisation	Kuntalatu 4	FIN-33520	Tampere	FINLAND	HAMMER	Läns-Suomi	Pirkanmaa	http://pwek.fi	+358 030 5 2947
	Non-governmental and non-profit registered association	Bismarckstr. 10a, 28	38109	Rostock	GERMANY	MECKLENBURG-VORPOMEREN	Heddenburg	Rostock, Ostvorpommern	http://www.bismarckstr-n-vp.de/	+49 381 252484
	Non-governmental	Nygades street	LV-1055	Riga	LATVIA	LATVIA	Latvia	Riga	www.austri.lv	+371 67801





Conclusion: DEEP provides tools for:

- Management of project data,
- Selection of applications,
- Project monitoring,
- Change requests/budget reallocations
- Financial management and payment requests,
- E-mail communication with projects,
- Data analysis, transfer/export/exchange.



Advantages of DEEP (I)

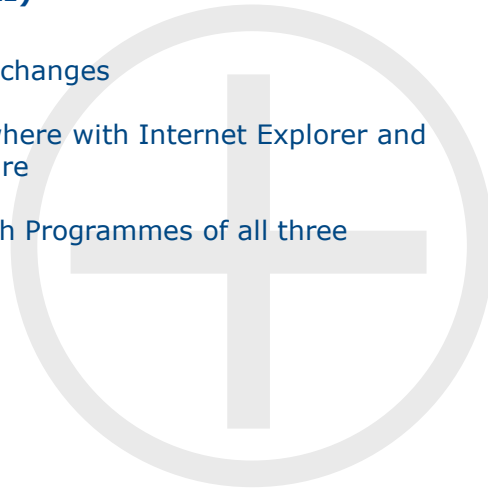
- Complete documentation for every project:
 - Covering all steps in the life cycle of a project
 - Every entry and change can be traced back
- Standardised procedures/work-flow for JTS/MA
- Interlinked with all tools and forms
- Interactive: Comments, corrections, e-mail etc.





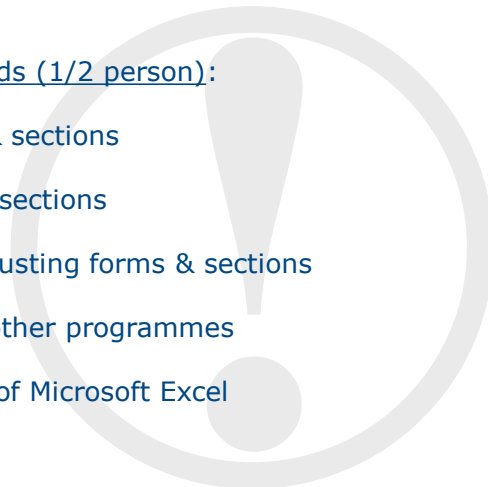
Advantages of DEEP (II)

- Flexible: adaptation to changes
- Accessible from everywhere with Internet Explorer and without additional software
- Tested Europe wide with Programmes of all three INTERREG Strands
- no licenses fee



Challenges

- High coordination affords (1/2 person):
 - drafting forms & sections
 - testing forms & sections
 - revising and adjusting forms & sections
 - exchange with other programmes
- 'bound' to the usage of Microsoft Excel



History and similar systems

- DEEP is based on software developed for INTERREG IIIC and INTERREG IIIB Baltic Sea Region Programme.
- All rights are with the Managing Authority, Investitionsbank Schleswig Holstein.
- Similar systems/adaptions are used by:
 - more than 10 different programmes,
 - from all three strands,
 - located in more than 10 countries from Finland to the Western Balkans.



Questions?

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Baltic Sea Region Programme 2007-2013

Joint Technical Secretariat

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