

Verification of unit costs – BSR standard hourly rates

Interreg Baltic Sea Region



CAT 1 – Staff costs

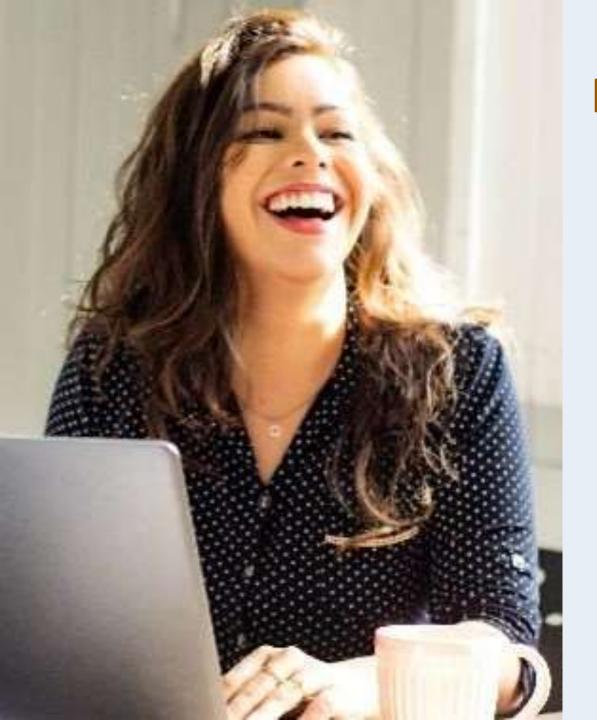
Conditions for reimbursement





- Employee working under an employment contract or equivalent.
- Max 1720 hours per full time employee per calendar year (not per project)
- **Pro- rata of 1720 hours** for employees working part-time and reporting periods shorter than 12 months.
- Pre-defined hourly rate per country regardless position.
- Productive hours actually worked for the project.
 (no holidays, sick leave, maternity leave, etc.)







Hourly rates

Which documents are needed?

Report of hours and employment confirmation (on request: Employment contract)

Who verifies and certifies?

MA/JS – no national control!

CAT 1 – Staff costs

Documentation



Report of hours and employment confirmation

- MA/JS template only!
- www.interreg-baltic.eu/toolkit/reporting
- One per employee/reporting period/workload
- Upload to partner report in BAMOS+

Employment contract (or equivalent)

- Kept in the project partner's premises
- To be delivered on request





Report of hours



- Simplified timesheets
- Indicate actual working hours per day (productive working time)
- Differentiate between project-related and other working time
- Report of hours to be signed by:
 employee + employee manager/supervisor





Employment confirmation



- 3.4 Number of working hours for full-time employees of the organisation
- Usual working time of any full-time employee (national/internal rules)

e.g. 40 hours per week

- 3.5 Contractual working hours
- The contractual working time of the given staff member

e.g. **20 hours** per week

- 3.6 Workload
- Automatically calculated
- The workload share in %

e.g. 20 / 40 hours per week = **50**%



Basis for calculation of the max. number of hours

Report of hours and Employment confirmation



4. SUMMARY OF DATA FOR THE PARTNER REPORT IN BAMOS+:

Data relevant for BAMOS+ summarised in section 4.



BAMOS+
Partner report (PPR), Section B. CAT1



Partners My Projects

Wiki

Help desk







Project: CandyMan Partner: 2-PP Kollame Kommune [LV] PPR: 1 [version 1] Active since 22/09/2022 Duration: 22/09/2022 - 31/12/2024 (31/03/2025)

Partner Report A+B

B. CAT 1

IT's done by **GECKO**

 ✓ 0. Intro
 ✓ A. Activities
 ✓ B. CAT 1
 ✓ B. Corrections
 ✓ B. Submission A+B

Save

Oheck for errors

Export to XLS

Partner report in BAMOS+

CAT1 - Staff costs Guide

Hourly rate [EUR]

24.00

Hourly rate [€]

24.00

Item no.	First name	Last name	Position	Workload (incl. tasks and contracts outside the project)		No. of months for		No. of hours worked for	No. of hours	Declared amount		Employment confirmation
				Working time/week [hours]	Share of full-load [%] (full-time employee = 100%)	which staff costs are reported	Max. no. of hours	the project acc. to report of hours	worked in total (all contracts)	EUR	€	& Report of hours Guide
PP02-CAT	lukasz 6 / 30	Korpal 6 / 30	FO 2 / 50	40.00	100.00 %	6	860.00	700.00	900.00	16,800	16,80	۵
	characters	characters	characters									
PP02-CAT	jan	jan	ро	40.00	50.00 %	2	143.33	50.00	100.00	1,200.0	1,200	۵
	3 / 30 characters	3 / 30 characters	2 / 50 characters									
Total	Total							750.00	1,000.00	18,000	18,00	



Verification:



Professional judgment and the following **risk factors**:

- Amounts of hours worked for the project and corresponding costs.
- Legal status of the project partners, focusing on private partners, local authorities, universities, NGOs, and associations.
- Project partners involved in more than one Interreg BSR project.
- Outcomes of the quality assessment of the AF.
- Outcomes of the CAT1 verification of previous reports.

Each project partner must be checked at least once during the project implementation.



Sample for verification:

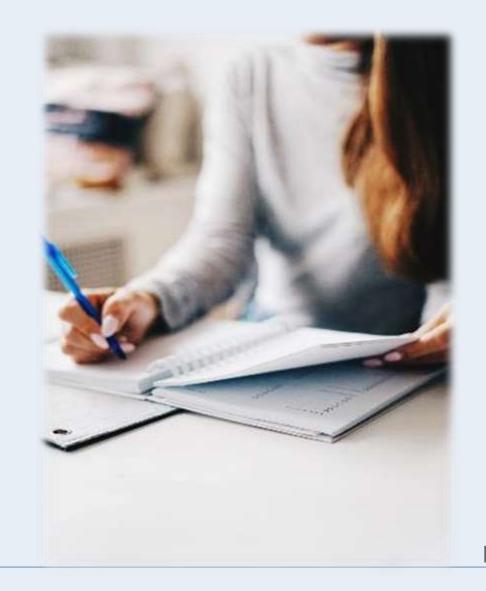


1st Progress Report: 100%

- At least the top 50% of project partners (staff budgetwise)
- At least two employees of the selected project partners.

Following reports:

- Minimum 25% (rounded up) but not less than 2 project partners
- Minimum 2 employees of the selected partners.







Common mistakes

- Missing signatures or one person signs it all
- E-signed files without metadata
- Inconsistent data (partner report / report of hours)
- Workload
- Manual corrections of eligible hours in the Report of Hours
- Insufficient task description



Payment speed

From the end of reporting period

2014-2020	2021-2027							
Reporting deadline	Reporting deadline							
3 months	1 month							
Priority 4.2 179 days	Priority 4.2 57 days 100% SCOs							
Regular projects 188 days	Core/small projects 98 days							



Time for your questions!



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The Programme is managed by **Investitionsbank Schleswig-Holstein (IB.SH)** in Kiel, Germany.

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