



Verification of unit costs – BSR standard hourly rates

Interreg Baltic Sea Region



Online, 28-29.11.2023 Marcin Kaczmarek

- 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!

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

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 Check 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 which staff costs are reported	Max. no. of hours	No. of hours worked for the project acc. to report of hours	No. of hours worked in total (all contracts)	Declared amount		Employment confirmation & Report of hours Guide
				Working time/week [hours]	Share of full-load [%] (full-time employee = 100%)					EUR	€	
PP02-CAT	lukasz 6 / 30 characters	Korpala 6 / 30 characters	FO 2 / 50 characters	40.00	100.00 %	6	860.00	700.00	900.00	16,800	16,80	
PP02-CAT	jan 3 / 30 characters	jan 3 / 30 characters	po 2 / 50 characters	40.00	50.00 %	2	143.33	50.00	100.00	1,200.00	1,200	
Total						8		750.00	1,000.00	18,000	18,00	

+ New

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 budget-wise)
- 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

Reporting deadline

3 months

Priority 4.2

179 days

Regular projects

188 days

2021-2027

Reporting deadline

1 month

Priority 4.2

57 days



**100%
SCOs**

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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