

Estonia-Russia Cross Border
Cooperation Programme
2014-2020

Programme general requirements

Kick-off meeting

ER8 „Improved network of formal and informal education
institutes to support Cultural and Natural Heritage of the Lake
Peipsi/Chudskoe-Pskovskoe region“

15 April, Tartu



Contractual obligations after signing the GC



1. Contracting procedures in eMS (section Supplementary information)



2. **Notify the MA** on the external audit companies (in case was not defined in PA)

3. **Payment to the Project to be made only** after notification about Audit company

Contractual obligations

Monitoring visits, on-spot checks



Partnership Agreement:
Article 7.2.8 and 7.3.5



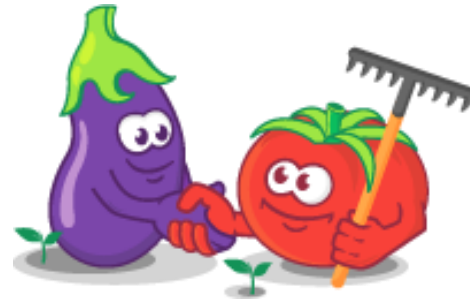
Grant Contract: Article 7.9 and 22.3



Beneficiaries responsibilities



• • •
**Lead beneficiary
principle to be followed**



Payment schemes: Open Call projects

Option 1

Does not exceed 24 months
and EUR 200 000 (Grant)

- ✱ **Pre-financing** is up to 40% of the Grant;
- ✱ Interim payment instalment does not exceed 40 % of project grant
(together with **6-monthly interim report**)



For SME the pre-financing
is not allowed

Option 2

- ✱ **Pre-financing** instalment is 40% of the forecast budget for the first 12 months of the grant;
- ✱ **Interim payment instalment** maybe paid for each following twelve-month period
(after approval **of the 6-monthly** interim reports and **total sum** may not **exceed 80%** of the grant costs)

Payment schemes: LIPs

1. Pre-financing is up to 90% of the 1st year Grant

Option 1

2. Further pre-financing instalment
– for next 12 months
after approval of
Interim report

Total payment will be executed after approval of the Final report

Option 2

One payment



Reporting and verification procedures



Beneficiaries
implement
their part of
activities

**Each
Beneficiary
including
Lead
Beneficiary**
submits its
report **via
eMS**

**Public
officers/
auditors**
check the
interim
reports

**Lead
Beneficiary**
prepares a
consolidated
report

JTS and MA
verifies
submitted
report

Questions to be answered by
LB within 10 working dates

6 months

60 calendar days

15 working days (JTS)
+ 10 working days (MA)

30 calendar days

30 calendar days

Reporting and verification procedures

JTS appointed a project consultant to every project

LBs requested to send the prior information about major upcoming events



LB shall inform the JTS of planned construction/renovation works

In 2 weeks after the contract on construction works is signed

Project accounts



To keep both **Programme and project level** records and supporting documents until at least the end of 2030



Eligible costs

Must be:

- ✦ necessary for the project implementation;
- ✦ incurred during the implementation period

(exception - preparation costs and costs related to final report)



- ✦ **paid before** the submission of the final report;
- ✦ supported by relevant documents;
- ✦ in line with the principles: efficiency, economy/effectiveness



Budget Headings

Staff costs

Travel and accommodation

External expertise and services

Equipment

Investment

Indirect costs (office and administration)



Staff costs

- ✧ **Full-time and part-time;**
- ✧ **Employed by partner organisation;**



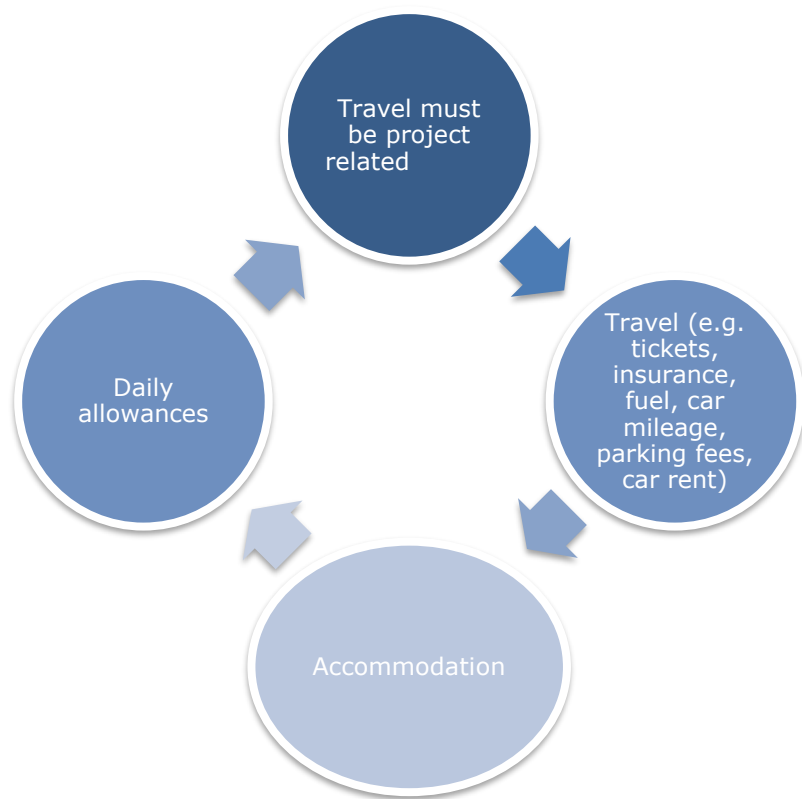
Non-recoverable

Payment proof

- ✧ **Formally engaged in project activities;**
- ✧ **Fixed in employment document**



Travel and accommodation



NB! Costs for external experts must be included into their service contracts and belong to "External expertise and services"

External expertise and services



Studies

Training

Translations and consultancy services

Project events

Travel and accommodation for external staff

Audit costs for Russian partners



External expertise and services



- ✓ **Should be essential** for the project;
- ✓ **Outputs of the work** of external experts or service deliverables to be presented



- ✓ **Advance payment is up to 1/3** of the total sum



- ✓ **Not eligible - services from other project partners/own staff**

Equipment



Office equipment

IT hardware and software

Furniture and fittings

Laboratory equipment

Machines, tools, instruments or devices

Vehicles

Other

Equipment



- ✧ **Necessary** to achieve objectives of the project;
- ✧ **Listed** in the approved project budget;
- ✧ **Full costs eligible;**
- ✧ **Correspond to market price;**
- ✧ **Purchased following the relevant procurement procedures**

NB! Cannot be purchased, rented or leased from another partner



Investment



Related to construction, renovation, installation of infrastructure and their supervision

Costs are necessary for reaching the results of the project and the Programme

Full costs, no depreciation

Documents specifying the ownership of land and/or buildings where the works will be carried out must be provided



Office and administration

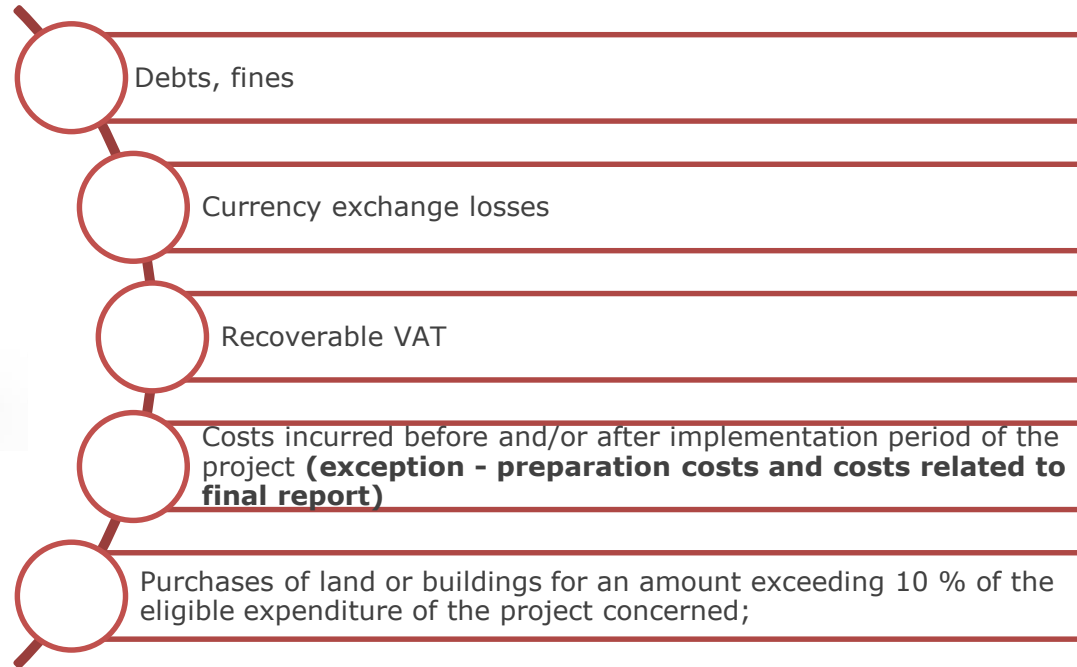
Flat rate up to 7% of eligible direct costs
excluding costs incurred in relation to the
provision of infrastructure



**Not require any documentation from the
project partners (i.e. invoices, payment
proofs)**



Non-eligible costs



Non-eligible costs

- ✖ **Subcontracting between project partners**



- ✖ **Costs of promotional gifts,** except those not exceeding EUR 50 per gift clearly related to promotion, communication, publicity or information

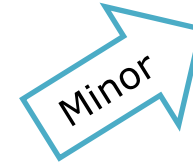
- ✖ **Alcoholic beverages of a project event that form** more than **1/4** of the respective catering invoice



Possible changes



- Implement the project as defined in GC;
- Project budget and a plan of activities are observed;
- Objectives of the project cannot be changed;
- Grant stipulated in GC shall not be increased



Minor changes



Change in activities	<ul style="list-style-type: none">•No budgetary implications
Do not affect the basic purpose of the project	<ul style="list-style-type: none">•transfer between items within the same Budget Heading;•transfer between Budget Headings involving a variation of 15% or less of the amount originally entered under each relevant heading for eligible costs (total Budget Heading comprising all project partners)
Change of bank account	
Change of contact data	<ul style="list-style-type: none">•address or phone/fax number and/or e-mail address
Change of staff and key-experts	<ul style="list-style-type: none">•including all persons under the heading "Staff" and heading "External services" such as project managers, financial managers, coordinators, trainers, etc.
Change of the auditor	<ul style="list-style-type: none">•for partners located and registered in Russian Federation

Major changes

- ✓ **Extension or early closing** of the grant contract;
- ✓ **Significant changes in the activities** - do not question the grant award decision



- ✓ **Adding a new heading or excluding** an existing heading from the budget

- ✓ **Transfers between budgets of project partners exceeding 15%** of the amount originally entered of each project partner's budget;
- ✓ **Change of beneficiaries (dropping out, addition or replacement)**



Visibility requirements

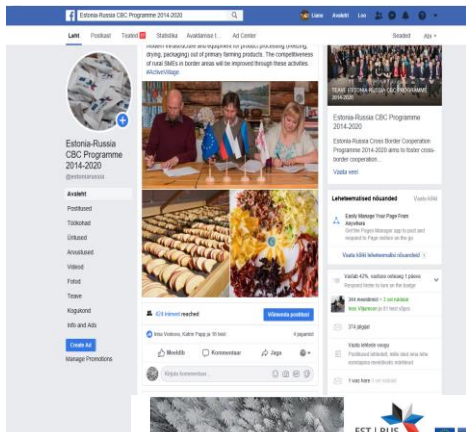


- ✦ **Logo usage**
- ✦ **Press-release in the beginning and the end of Project**
- ✦ **Webpage or Project homepage**

Stay updated!

- ✦ www.estoniarussia.eu
- ✦ **Implementation Guidelines**
- ✦ **Communication and Visibility Guidelines**
- ✦ **Procurement rules and tender procedures**
- ✦ **Seminar downloads**





CBC ideas are coming to life

The year 2019 has opened a new page for our Programme, bringing along the start and implementation of awarded projects, new opportunities in cooperation and most likely, fresh inspiring cross-border cooperation tales.



[Read more](#)

1st Call selected projects and LIPs are preparing for Grant Contracts

Large Infrastructure Projects (LIPs) after approval by the European Commission and projects selected within the 1st Call have started preparations for Grant Contracts signing after fulfilment of the conditions set by the JMC and elimination of technical deficiencies.



The Estonia-Russia Cross Border Cooperation Programme 2014-2020 aims to foster cross-border cooperation between the Republic of Estonia and the Russian Federation to promote socio-economic development.

The Programme will complement overall European Union – Russia relations focusing on the eligible border regions on both sides of the border.

News

Silver eel escapement in Narva River basin District (RBD) to be investigated

1.03.2019

The awarded project "Restocking of European eel as a measure of recovery of endangered species and preservation of natural diversity" (Project (ER-80) is now officially launched and will be implemented by two partners: Centre for Limnology of the Estonian University of Life Science and Federal State budget institution of sciences St. Petersburg Scientific Centre of the Russian Academy of Sciences. Two more organisations are involved in the project: St. Petersburg Scientific Centre of the Russian Academy of Sciences.

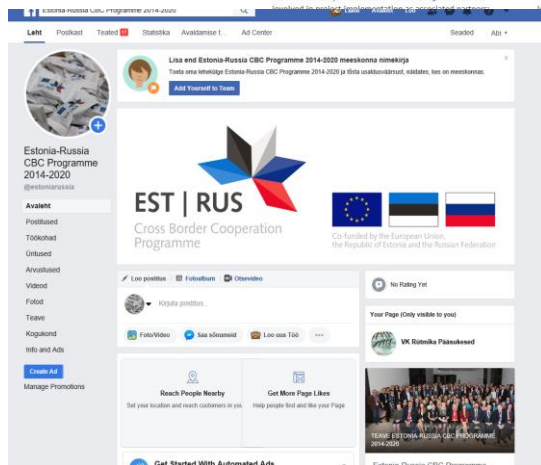
Events

Seminar for Beneficiaries in St.Petersburg, Russia on 20-21 March 2019

20.02.2019

Registration is open! Lead beneficiaries and beneficiaries of supported projects are invited to participate at the information seminars in Estonia and Russia in March 2019.

The focus of these thematic seminars is as follows: In Tartu – 20.02 and 21.02.2019. In St. Petersburg – 20.03.2019.



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**Thank you for your
attention!**

