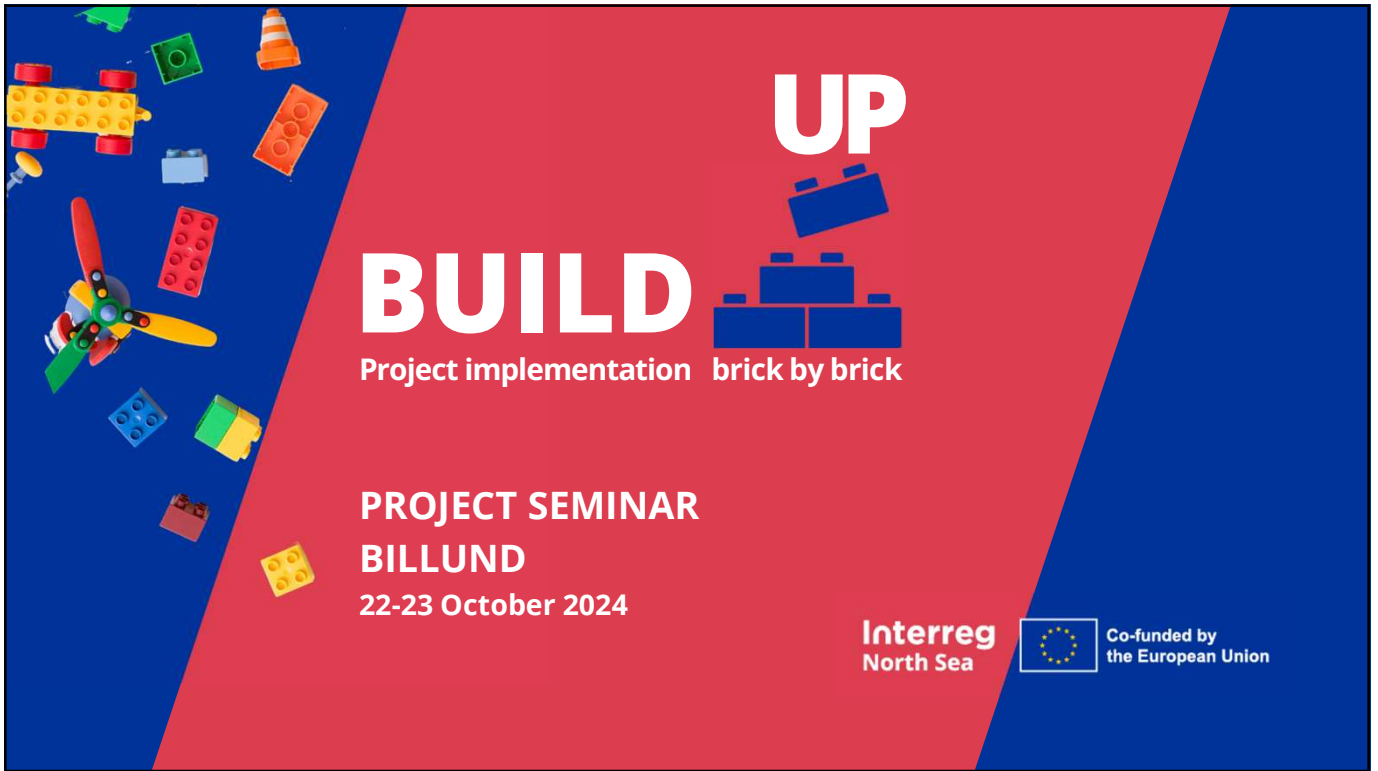


BUILD UP
Project implementation brick by brick


**PROJECT SEMINAR
BILLUND**
22-23 October 2024

Interreg North Sea  Co-funded by the European Union

1

01
**Brick-fix clinics
& power up**

Meet with advisors & coffee

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Agenda Build UP October 23 -Day 2

08:30 Brick-fix clinics & power up

10:00 **Reassembling your set**

10:45 Power up - *coffee break*

11:00 Build your way

12:30 Locking the last piece

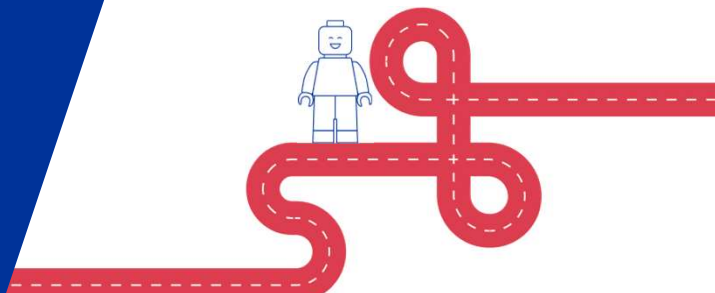
13:00 Builders break - lunch


14:00 – 15:30 Next level build
*Stakeholder consultation
(upon registration)*



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#BuildUP


3



 **02**

Reassembling your set

All about project changes

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1. SLIDO

Quiz time!



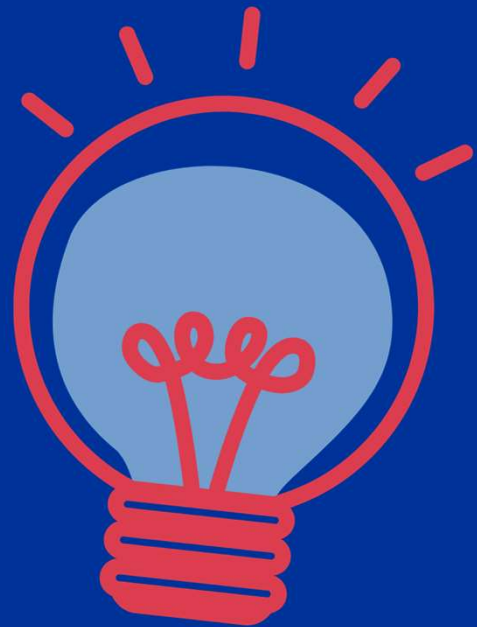
Join at
slido.com
#changes



5

2. CHANGES

Quick refresher



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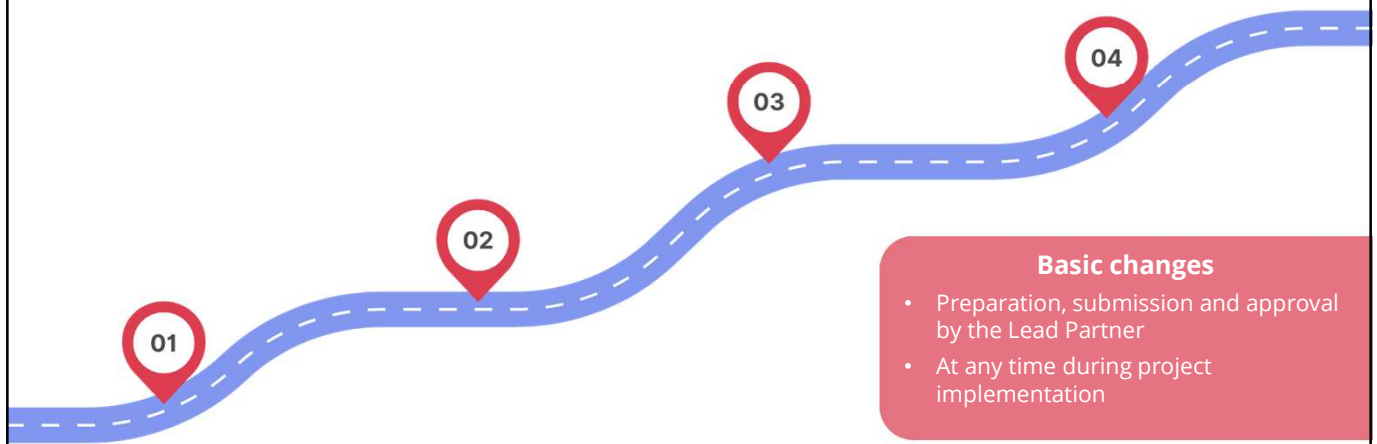
Changes types

**The key essentials*

7



Timeline



8



Final Adjustment Change

1. Align the budget with actual spending
2. Make optimal use of your grant (within the scope of your project)

Important to remember:

- Only finance, no result, outputs or activities + no shift between funding sources (ERDF/Norwegian)



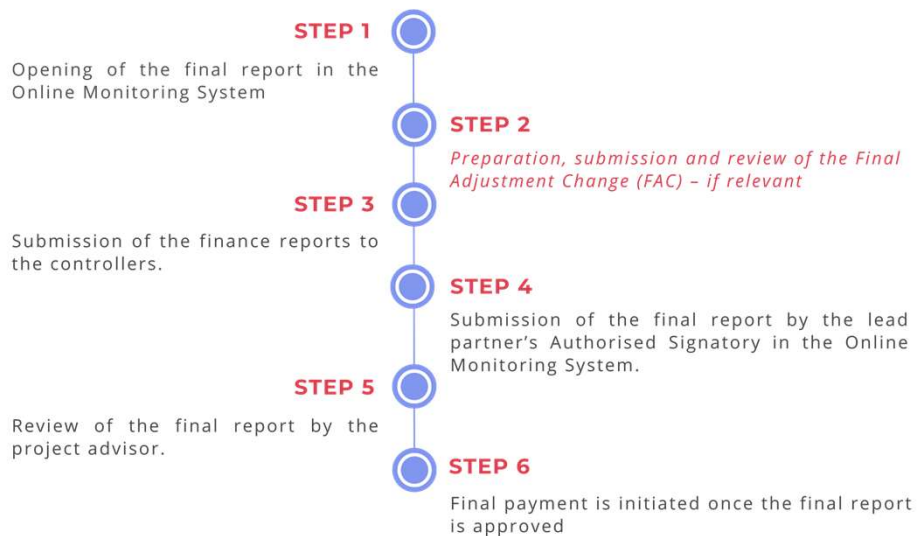
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Final Adjustment Change

*Timeline



10



Final Adjustment Change


**Timeline*

STEP 1

Opening of the final report in the Online Monitoring System (date to be agreed between the Joint Secretariat/project advisor and the project's lead partner).

STEP 2



Preparation, submission and review of the Final Adjustment Change (FAC) - if relevant



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3. TOP TIPS

Changes needed?

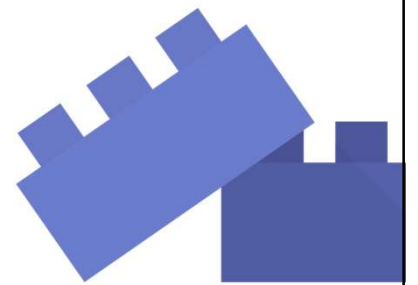
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TIMING

**Hitting your moves right*



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COMMUNICATION

**Clicking bricks together*

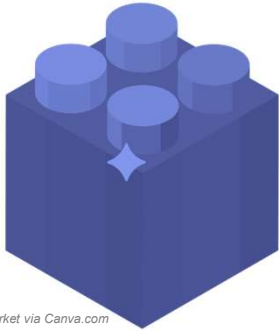



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CHANGE FEVER

**Only add or change the right pieces*

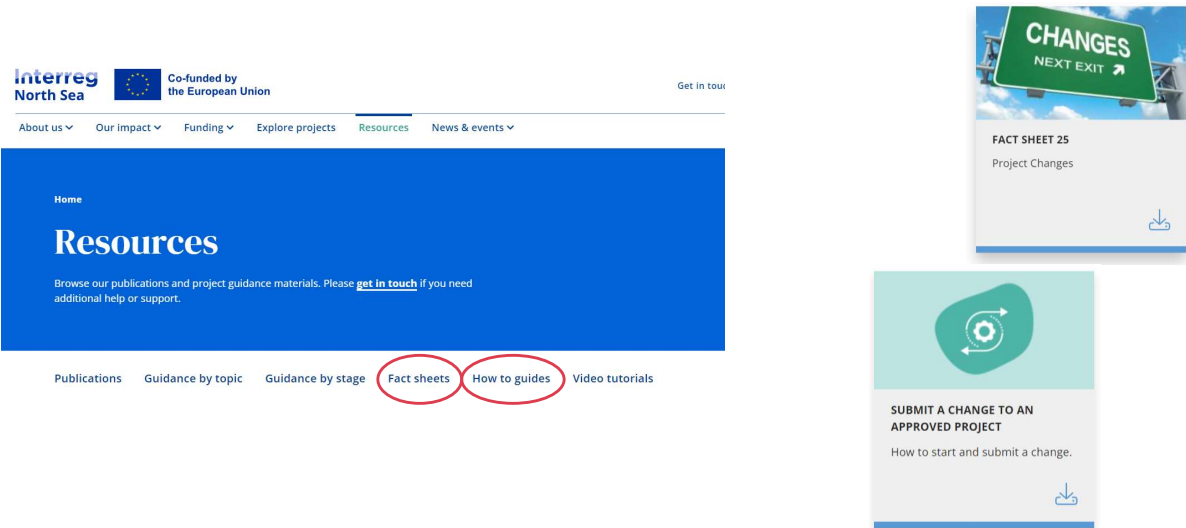



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GUIDANCE

**General guidance documentation*



The screenshot shows the 'Resources' page of the Interreg North Sea website. The page features a navigation menu with 'Resources' highlighted. Below the navigation, there is a 'Home' section with the heading 'Resources' and a sub-heading 'Browse our publications and project guidance materials. Please [get in touch](#) if you need additional help or support.' A horizontal menu below this section includes 'Publications', 'Guidance by topic', 'Guidance by stage', 'Fact sheets', 'How to guides', and 'Video tutorials'. The 'Fact sheets' and 'How to guides' items are circled in red. On the right side of the page, there are two featured cards: 'FACT SHEET 25 Project Changes' and 'SUBMIT A CHANGE TO AN APPROVED PROJECT How to start and submit a change.' Both cards include a download icon.

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GUIDANCE

*Focus on the Final Adjustment Change

TIMELINE

Final Report & Final Adjustment Change

STEP 1
Opening of the final report in the Online Monitoring System (date to be agreed between the joint secretariat/project advisor and the project's lead partner).

STEP 2
Preparation, submission and review of the Final Adjustment Change (FAC) - if relevant
A. Preparation of the Final Adjustment Change: coordinated by the lead partner (please make sure that the change request is sufficiently justified in the Online Monitoring System at the time of submission).
B. Submission of the Final Adjustment Change (change request) in the Online Monitoring System by the lead partner's Authorised Signatory.
C. Review of the FAC by the project advisor and approval of the change request by the project advisor if it is sufficiently justified.
D. Once the FAC is approved, finance reports (project- and partner-level) are automatically adjusted to reflect the approved change.

STEP 3
Submission of the finance reports (project- and partner-level) to the controllers.

STEP 4
Submission of the final report (activity- and finance) by the lead beneficiary's Authorised Signatory in the Online Monitoring System.

STEP 5
Review of the final report by the project advisor.

STEP 6
Final payment is initiated once the final report is approved (please see following page for more information).

Key elements of the Final Adjustment Change

- The purpose of the FAC is to align partners' budgets according to actual spending.
 - Only finance - no changes possible regarding results, outputs and activities.
 - No shifts between funding sources (ERDF/Norwegian).
- Finance reports cannot be submitted to the controllers before the Final Adjustment Change is approved.
- No approval from the Monitoring Committee needed **BUT** approval from the Joint Secretariat!
 - A new Letter of Intent (LOI) must be submitted by partners whose total budgets increase. No new contract is issued.

Are you ready for the final report?

To help you prepare your final progress report, here are some key dos and don'ts to guide you through the process. If you have further questions, please contact your project advisor.

✓

- All active partners should submit both a final activity report and final finance report (final progress reports). With regards to the finance report, this can be a zero claim.
- Submit the final report to the Joint Secretariat no later than 3 months after the project end. The submission deadline of the final report cannot be extended.
- Prepare your partners for the submission deadlines well in advance; they must report on time.
- Get in touch with your controllers in time to ensure timely control of your expenditures.
- Report in a concise way on what you have achieved over the entire lifetime of the project and highlight the transnational achievements.
- Make sure to update the information provided in the indicator reporting module (output/results).
- Make sure that all the comments included in the approval letter from the Joint Secretariat and the Monitoring Committee are assessed.
- Stick to plain English when writing the report.

✗

- Don't assume that the deadline can be extended. If you encounter issues with on-time submission in advance, inform your project advisor to seek support in finding a solution.
- For deliverables, don't attach documents/records submitted to previous reports but refer to past achievements, when relevant.
- Don't leave explanations of the achievement of your outputs/results unsubstantiated.

- Consider what the project co-off dates mean in project implementation cut-off date in the date by which all activities must be finished (this is the eligibility date of the project activities). Only costs necessary for completing the final report are eligible during the project closure period.
- Substantiate that during the 3 months of closure, the only eligible costs are those related to the writing of the final report. Controllers costs related to the final report are also eligible.
- Keep in mind that final reimbursement to the project can take some time, even if the final report is approved and processed by the programme. This is related to the re-estimation of programme budget by the Commission and the programme final report is approved.
- Send us photos from the project that the programme can use to capitalise on your achievements!
- Assist us with writing a capitalisation article featuring the main achievements of your project.
- Final checklist: the following fact sheets: 1. Eligibility, 1.3 Documentation and audit trail, 14. State aid, 17. Final reporting.

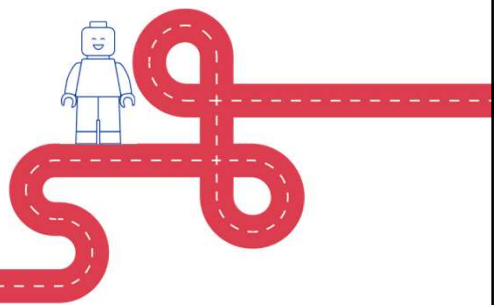
Find the guidance here: <https://www.interregnorthsea.eu/resources/changes-to-the-approved-project>


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Any questions?

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Build your way

Project led exchange on implementation

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#BuildUP

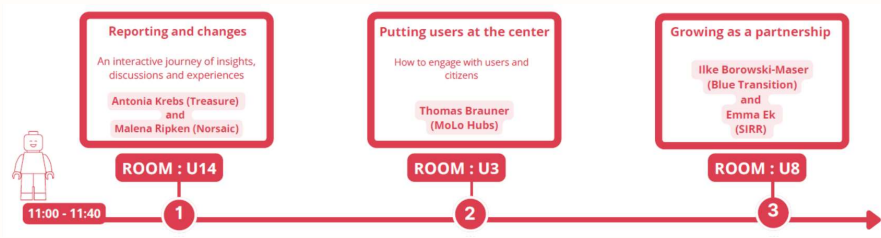



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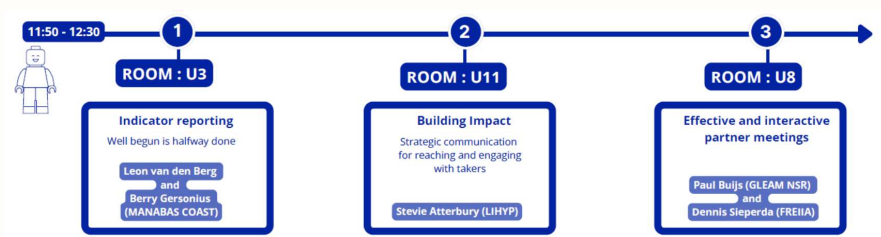
Mini - sessions : "Exchange on implementation" #1 and #2

Round #1 : 11:00 – 11:40



- 1** **ROOM : U14** (11:00 - 11:40)
Reporting and changes
 An interactive journey of insights, discussions and experiences
 Antonia Krebs (Treasure) and Malena Ripken (Norsaic)
- 2** **ROOM : U3**
Putting users at the center
 How to engage with users and citizens
 Thomas Brauner (MoLo Hubs)
- 3** **ROOM : U8**
Growing as a partnership
 Ilke Borowski-Maser (Blue Transition) and Emma Ek (SIRR)

Round #2 : 11:50 – 12:30



- 1** **ROOM : U3** (11:50 - 12:30)
Indicator reporting
 Well begun is halfway done
 Leon van den Berg and Berry Gersonlus (MANABAS COAST)
- 2** **ROOM : U11**
Building Impact
 Strategic communication for reaching and engaging with takers
 Stevie Atterbury (LIHYP)
- 3** **ROOM : U8**
Effective and interactive partner meetings
 Paul Buijs (GLEAM NSR) and Dennis Slepserda (FREIHA)

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Power up
coffee break

30
MIN

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03

Locking the last piece

Wrap up

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Builders break 1 HOUR

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Lunch

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This graphic features a red diagonal background on the left. It includes an icon of stacked building blocks, the text 'Builders break' and '1 HOUR' in a circular arrow icon. A white path with a dashed red border leads from the bottom left, past a small white figure with a 'Lunch' speech bubble and a clock icon, to a large red knot-like shape on the right. The bottom left contains the hashtags '#WearetheNorthSea' and '#BuildUP'. Small copyright text is at the bottom right.

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#WearetheNorthSea
#BuildUP

Thank you

Interreg North Sea

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This graphic has a dark blue background. It features a large white path with a thick white border that forms a knot-like shape on the left. In the top left are the hashtags '#WearetheNorthSea' and '#BuildUP'. In the top right is a small white figure icon. The text 'Thank you' is in large white font, with a white star in a circle below it. At the bottom right are the 'Interreg North Sea' logo and the European Union flag with the text 'Co-funded by the European Union'.

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Next level build

Stakeholder consultation

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