

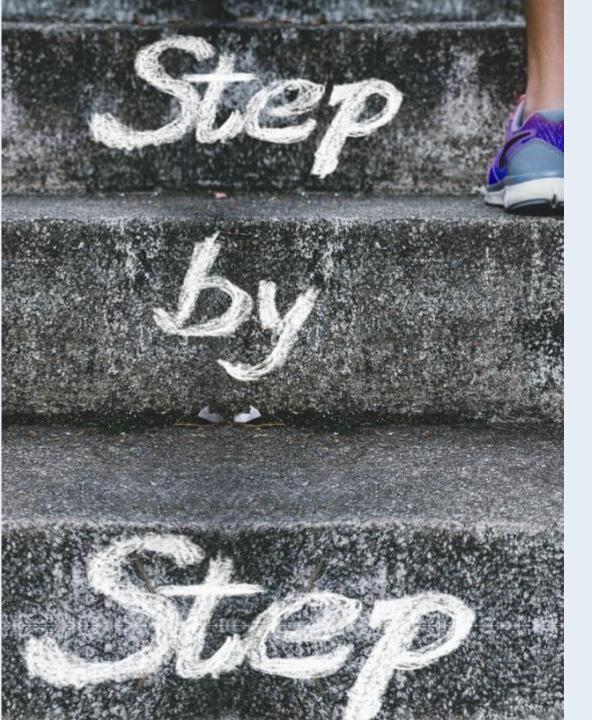
# Information meeting for Interreg Baltic Sea Region Programme

Latvia, Online, 08.10.2025





- Partner Report
- Eligibility and documentation costs
- Public procurements





# Partner report.



# (Project) Partner report (= PPR)

A. Activities

B. SCOs CAT1-3

C. Real costs
CAT4-6

Submit A.+B.

Submit C.

**BAMOS+** 





My Projects Wiki Help desk Partners







Project: CandyMan Index No.: R13.0.0-CandyMan-0152 Project No.:

Partners

Partner dashboard

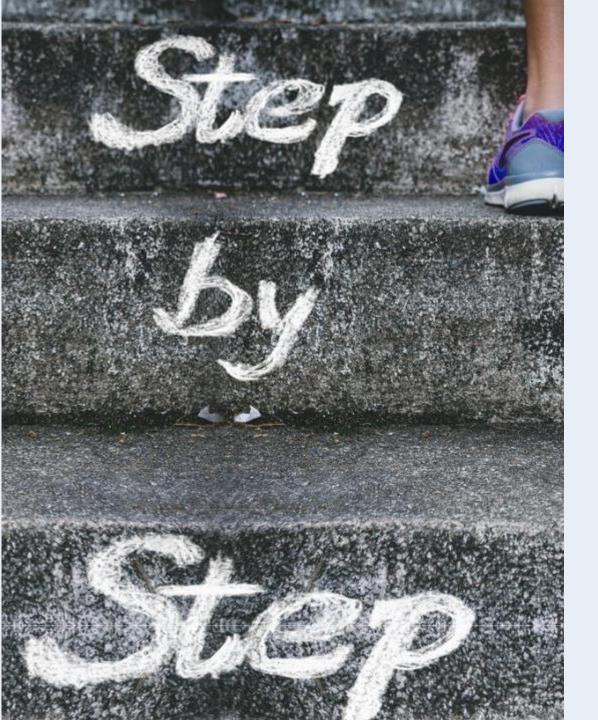


Project Partner Reports for Partner Kollame Kommune									
Report no.	Version	Last Update	Status						
PPR 1 A+B	1	pp2@web.eu 28/02/2023 11:16	Submitted 28/02/2023						
PPR 1 C	1	lp.candyman@web.eu 27/02/2023 15:50	Submitted 28/02/2023						

Partner Users	Modi	fy Partner Users
Email Address	Role	Status
airi@helloworld34.ee	Lead Partner*	Active
lp.candyman@web.eu	Lead Partner*	Active
pp2@web.eu	Read + Write + Submit	Active
flc@web.lv	Controller	Active



# How to complete the partner report





# Partner report A.+B.

- ✓ Complete activity part
- ✓ Copy staff data from the report of hours
- ✓ Complete bank information
- √ Submit

Auto-calculations
No national control of part A+B (SCOs)

# What covers part "B"?



CAT 1

CAT 2

CAT 3

**Staff costs** 

Office and administration

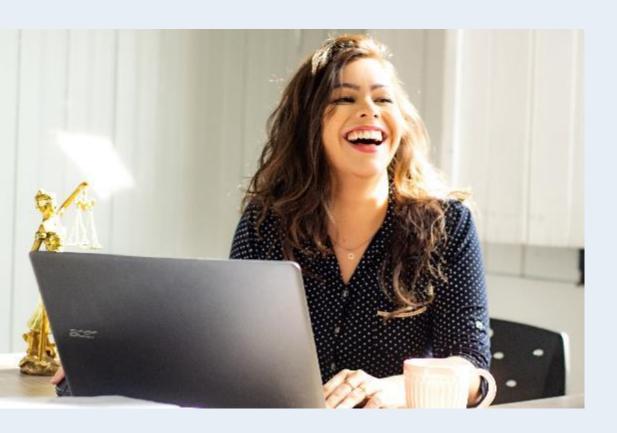
**Travel and accommodation** 







# **Documentation of Staff Costs**



Report of hours and employment confirmation



### CAT 1 – Staff costs

### **Conditions for reimbursement**





- Employee working under an employment contract or equivalent.
- Max 1,720 hours per full time employee per calendar year.
- **Pro- rata of 1,720 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.)
- SMEs can declare the working hours of their owners not receiving a salary as staff costs.



# **Hourly rates** (project selected after 01.01.2024) Interreg





Country	Hourly rate	Currency	
Denmark	392	DKK	
Estonia	29	EUR	
Finland	39	EUR	
Germany	50	EUR	
Latvia	26	EUR	
Lithuania	26	EUR	
Norway	584	NOK	
Poland	106	PLN	
Sweden	534	SEK	





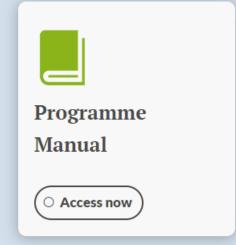


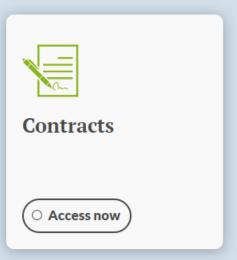
Project toolkit for approved projects

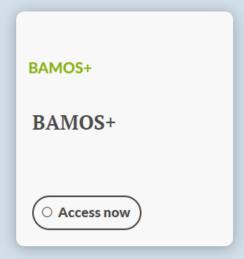
**INTERREG BALTIC SEA REGION 2021-2027** 

# Project toolkit

www. interreg-baltic.eu

















REPORTING

# Reporting working hours / employment confirmation

This is the obligatory document for registering and reporting the working time of persons whose working hours spent for project implementation are subject to reimbursement from the Programme, under the cost category 1 (staff costs). This template is relevant for the

Project partners have to complete and sign one document per reported employee per reporting period. The signed version must be uploaded to the partner report in BAMOS+. The MA/JS will only reimburse the working hours documented through this template.

core projects, small projects, platforms, PAC support, and Assistance to a Strategy point.

In addition, project partners have to keep, on their premises, **original employment contracts or equivalent employment documents** of the persons whose working hours are the subject of the Programme co-financing. Project partners do not have to attach those documents to the partner report but they have to keep them available and deliver them upon request of the MA/JS or any other authorised body (Audit Authority, European Commission, etc.).



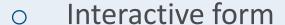


# Report of hours and Employment confirmation



### **Technical start**

- Not in BAMOS+ but offline
- Adobe Reader 10 or higher
- Download the form (the newest version)
- Save on your computer before opening 0
- Do not open in browser or other PDF viewer



One report of hours and employment confirmation 0 per person + per reporting period + per workload





# Report of hours and employment confirmation





Report of hours and employment confirmation (Jan Santa) #S005 Green Forest (PP1 Forest Agency) PPR1 (October 2022 to March 2023)



#### REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

#### Version 3.0 of 8th May 2024

	1.	IDENTIFICATION
--	----	----------------

1.1	Partner report no:	1			
1.2	Project no and short name	S 00	05	#S005	Green Forest
1.3	Project partner no. and na	ne: 1		Forest A	Agency
1.4	Address:	Pine Street	t 20		
1.5	Postcode & Town:	01-100 Ro	vaniemi	i	
1.6	Country:	Finland			
1.7	Employee first name:	Jan			
1.8	Employee last name:	Santa			

#### 2. REPORT OF HOURS

1.9 Employee position/job title: Project manager

- 2.1 Staff reporting period: from May 2024 to October 2024
- 2.2 Description of project-related tasks carried out during the reporting period:
  - Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
  - 2. Preparation of the kick off meeting (selection of the venue, content).
  - Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
  - 4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
  - 5. Monitoring of the project implementation (contact with parters, providing guidance,

spending analysis, planning the upcoming Seminar).



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. . . . .

Report of hours and employment confirmation (Jan Santa) #S005 Green Forest (PP1 Forest Agency) PPR1 (October 2022 to March 2023)

October



#### 2.3 Registration of the working time:

2.3.1 Month:

		Worked on the project		Other acitivities		Total working time	
	Date	hours	minutes	hours	minutes	hours	minutes
1	October	00	00	00	00	00	00
2	October	00	00	00	00	00	00
3	October	00	00	00	00	00	00
4	October	00	00	00	00	00	00
5	October	00	00	00	00	00	00
6	October	00	00	00	00	00	00
7	October	00	00	00	00	00	00
8	October	00	00	00	00	00	00
9	October	00	00	00	00	00	00
10	October	00	00	00	00	00	00
11	October	00	00	00	00	00	00
12	October	00	00	00	00	00	00
13	October	00	00	00	00	00	00
14	October	00	00	00	00	00	00
15	October	00	00	00	00	00	00
16	October	00	00	00	00	00	00
17	October	00	00	00	00	00	00
18	October	00	00	00	00	00	00
19	October	00	00	00	00	00	00
20	October	00	00	00	00	00	00
21	October	00	00	00	00	00	00
22	October	00	00	00	00	00	00
23	October	00	00	00	00	00	00
24	October	00	00	00	00	00	00
25	October	00	00	00	00	00	00
26	October	00	00	00	00	00	00
27	October	00	00	00	00	00	00
28	October	00	00	00	00	00	00
29	October	00	00	00	00	00	00

00

2.3.2 Year: 2024



October

00

00

00

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00

00

Page 2 / 9



## REPORT OF HOURS AND EMPLOYMENT CONFIRMATION



#### 1. **IDENTIFICATION**

1.1	Partner report no:	1		
1.2	Project no and short name	С	005	#C005 GreenForest
1.3	Project partner no. and nar	me:	1	Forest Agency
1.4	Address:	Pine Str	eet 20	
1.5	Postcode & Town:	01-100	Rovaniem	ni
1.6	Country:	Finland		
1.7	Employee first name:	Jan		
1.8	Employee last name:	Santa		
1.9	Employee position/job title	: Project	manager	



### 2. REPORT OF HOURS

2.1 Staff reporting period:

from May 2024 to October 2024

- 2.2 Description of project-related tasks carried out during the reporting period:
  - 1. Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
  - 2. Preparation of the kick off meeting (selection of the venue, content).
  - 3. Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
  - 4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
  - 5. Monitoring of the project implementation (contact with parters, providing guidance, spending analysis, planning the upcoming Seminar).



#### 2.3 Registration of the working time:

2.3.1 Month: October 2.3.2 Year: 2024

		Worked on	Worked on the project		Other acitivities		Total working time	
	Date	hours	minutes	hours	minutes	hours	minutes	
1	October	04	00	00	00	04	00	
2	October	02	00	02	00	04	00	
3	October	00	00	04	00	04	00	
4	October	02	30	01	30	04	00	
5	October	03	30	00	30	04	00	
29	October	00	00	00	00	00	00	
30	October	00	00	00	00	00	00	
31	October	00	00	00	00	00	00	
Total: (hours / minutes)		32	00	48	00	80	00	
Total: (how	s - decimal format)	32,00		48	,00	80	,00	

Add month

Delete month



#### 3. EMPLOYMENT CONFIRMATION

3.1 Employee first name: Jan

3.2 Employee last name: Santa

Employee position/job title: Project manager 3.3

Number of working hours for full-time employees of the organisation: 3.4

40.00 hours per week

#### Guidance:

Please insert the maximum number of working hours per week for a full-time employee in your institution, according to the internal/country rules.

Contractual working hours: 3.5

20.00 hours per week

#### Guidance:

Please insert the weekly workload of the employee according to the employment contract, expressed in hours.

Please note, in this field, you should not consider the involvement of an employee for the project but the full-time/part-time employment working time according to the contract.



3.6 Workload:

50 %

3.7 The employment is concluded on the basis of:

an employment contract resulting from the relevant national labour law.

3.8 Tasks/roles of the employee related to the project implementation:

The main tasks/roles/responsibilities resulting from the job description:

- 1. Management of the project finances
- a. preparation of the partner and progress reports,
- b. contact with project partners, Managing Authority, and other Institutions,
- c. creation, and maintenance of the budget tracking system (procedures)
- d. monitoring of the spending plan,
- e. participation in meetings,
- f. division of tasks in the project and supervision over their implementation,
- g. analyzing situations that may have a significant influence on the course of the project (e.g. changes, delays, etc)
- 2. Coordination of work related to tasks resulting from a Group of activities X.X
- 3. Input to the project communication strategy (social media)





### **SUMMARY OF DATA FOR THE PARTNER REPORT IN BAMOS+:**

			Workload (in contracts outsi	cl. tasks and de the project)			No. of	
First name	Last name	Position	Working time/ week (hours)	Share of full- load (%) (full-time amplovee = 100%)	No. of months for which staff costs are reported	Max. no.	hours worked for the project acc. the report of hours	No. of hours worked in total (all
Jan	Santa	Project manager	20	50 %	6	430,00	135,00	445,00

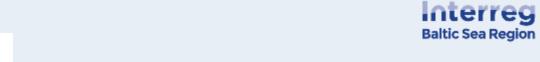




#### 4. SUMMARY OF DATA FOR THE PARTNER REPORT IN BAMOS+:

				cl. tasks and de the project)			No. of hours worked for the project acc. the report of hours	No. of hours worked in total (all contracts)
First name	Last name	Position	Working time/ week (hours)	Share of full- load (%) (full-time employee = 100%)	No. of months for which staff costs are reported			
Jan	Santa	Project Economist	40	100.00 %	6	860.00	169.00	704.00







#### REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

#### Version 3.0 of 8th May 2024

#### 1. IDENTIFICATION

1.1	Partner report no:	1			
1.2	Project no and short name:	S	005	#S005	Green Forest
1.3	Project partner no. and nar	ne:	1	Forest /	Agency
1.4	Address:	Pine Str	eet 20		
1.5	Postcode & Town:	01-100	Rovaniem	i	
1.6	Country:	Finland			
1.7	Employee first name:	Jan			
1.8	Employee last name:	Santa			
1.9	Employee position/job title	: Project	manager		

#### REPORT OF HOURS

- 2.1 Staff reporting perior from May 2024 to October 2024
- 2.2 Description of project-related tasks carried out during the reporting period:
  - 1. Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
  - 2. Preparation of the kick off meeting (selection of the venue, content).
  - 3. Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
  - 4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
  - 5. Monitoring of the project implementation (contact with parters, providing guidance, spending analysis, planning the upcoming Seminar).



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Co-funded by

the European Union

Partners

My Projects

Wiki

Help desk



#### 0. Intro

Check of project data Guide

#### Please confirm:

Data about our organisation in the application form is up-to-date.

Data about our organisation in the section "Contact & Bank information" is complete and correct

✓ Partnership agreement signed

Exchange rate (indicative until the date of the first submission) Guide

Currency EUR

Month of submission 02/2023

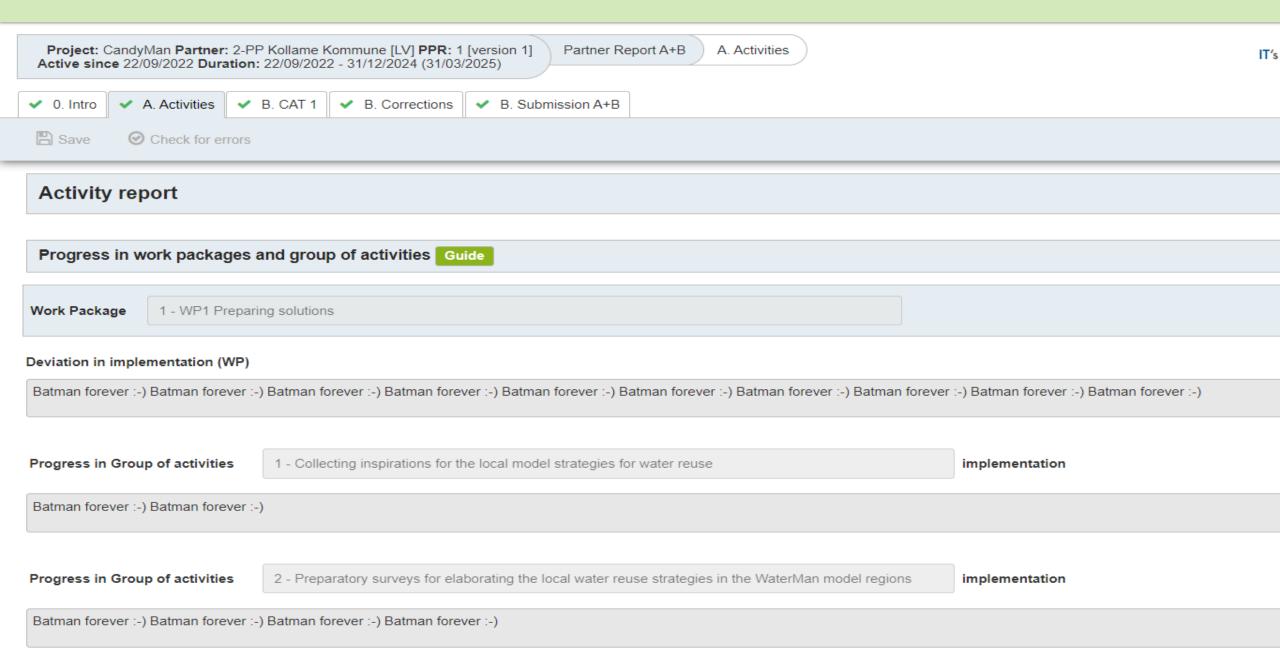
Exchange rate (EUR/ national currency) 1 EUR = 1.00000 EUR (EUR)

Partners

My Projects

Wiki

Help desk



Partners My Projects

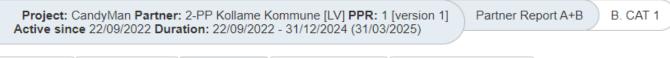
Wiki

Help desk



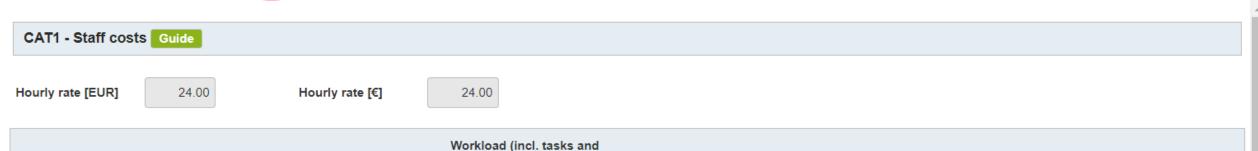


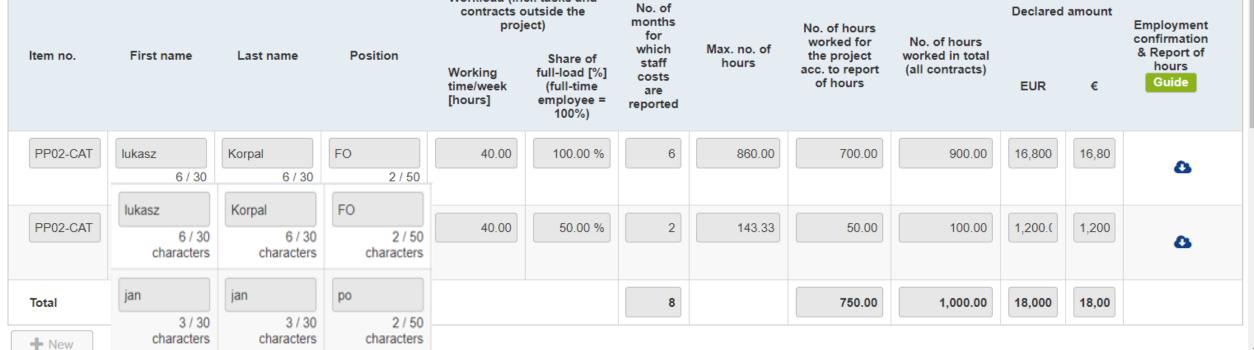












Partners

My Projects

Wiki

Help desk









Partner Report A+B

B. Corrections

IT's done by **GECKO** 



A. Activities

✓ B. CAT 1

B. Corrections

✓ B. Submission A+B



Check for errors

### List of corrections Guide

PPR no.

Partner no.

Cost Category

Amount affected by the correction [€]

Correction of units/lump sums (-) to be

deducted

Correction amount [€] (-) to be deducted

Comments

Description & reference to the breached rule(s)

Identified by



### Automatically generated corrections

Generated after saving

PPR no.

Partner no.

Cost Category

Amount affected by the correction [€]

Correction of units/lump sums (-) to be deducted

Correction amount [€] (-) to be deducted

Comments

Identified by

**X** Delete

0. Intro

My Projects Partners

Wiki

Help desk

Partner Report A+B

B. Submission A+B



IT's done by **GECKO** 

Project: #C042 - Supported by Nature Partner: 6-PP Vordingborg Municipality [DK] PPR: 2 [version 1] Active since 21/06/2023 Duration: 21/06/2023 - 31/10/2026 (31/01/2027)

> B. Corrections B. Submission A+B A. Activities ✓ B. CAT 1

Oheck for errors

Submit

### Submission of the part A. Activities and part B. SCOs of the Partner report

Summary reported SCOs amounts per cost category [all amounts in €]

Cost Category	CAT 1 - Staff	CAT 2 - Office & Administration	CAT 3 - Travel & Accomodation	Total
Amount reported [€]	18,000.00	2,700.00	2,700.00	23,400.00
Corrections [€]	0.00	0.00	0.00	0.00
Amount declared to lead partner [€]	18,000.00	2,700.00	2,700.00	23,400.00

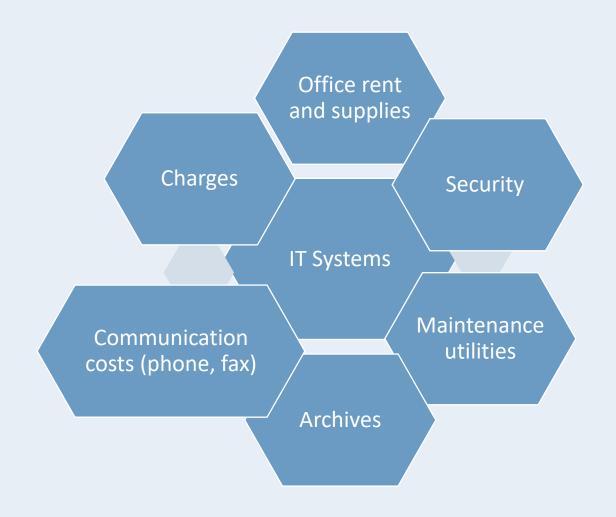
With the submission of part A. and B. of the Partner report, I confirm that:

- (1) I am employed by the project partner organisation and duly authorised to submit the partner report on its behalf;
- (2) All information and documentation provided in this partner report and its annexes are complete, accurate and true;
- (3) All expenditure and activities reported in parts A. and B. of the partner report comply with applicable Community legislation and Programme rules as outlined in the Programme Manual. This includes i.a. rules on public procurement, state aid, the environment, as well as on equal opportunities and non-discrimination (as included in the Charter of Fundamental Rights of the European Union). The national rules of the Member State in which the expanditure is incurred have been applied only for matters not severed by the aforementioned rules. In addition, all expanditure and activities reported in this partner report are in line with the



### Flat rate – 15 % of eligible staff costs

- Automatic calculation based on certified staff costs.
- No supporting documents.
- No national control.







### Flat rate – 15 % of eligible staff costs

- Project partner's own employees only.
- Automatic calculation based on certified staff costs.
- No supporting documents.
- No national control.









# What covers part "C"?



CAT 4

CAT 5

CAT 6

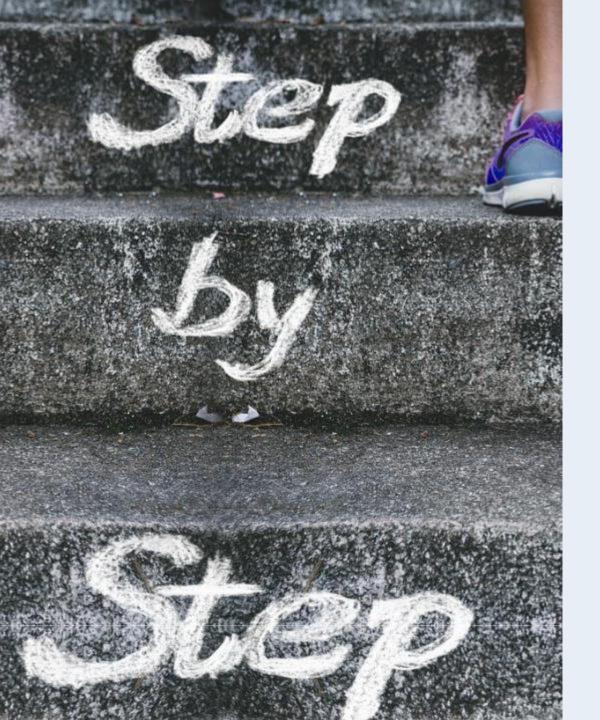
**External service** 

**Equipment** 

**Infrastructure and works** 









# Partner report C.

- ✓ Complete list of expenditure
- ✓ Collect all supporting documents
- ✓ Add data about large contracts/investments
- ✓ Submit

**National control of part C (real costs)** in BAMOS+

# Partner report C.



! C. CAT4-5

C. Large contracts

C. Investments

C. Corrections

C. Submission

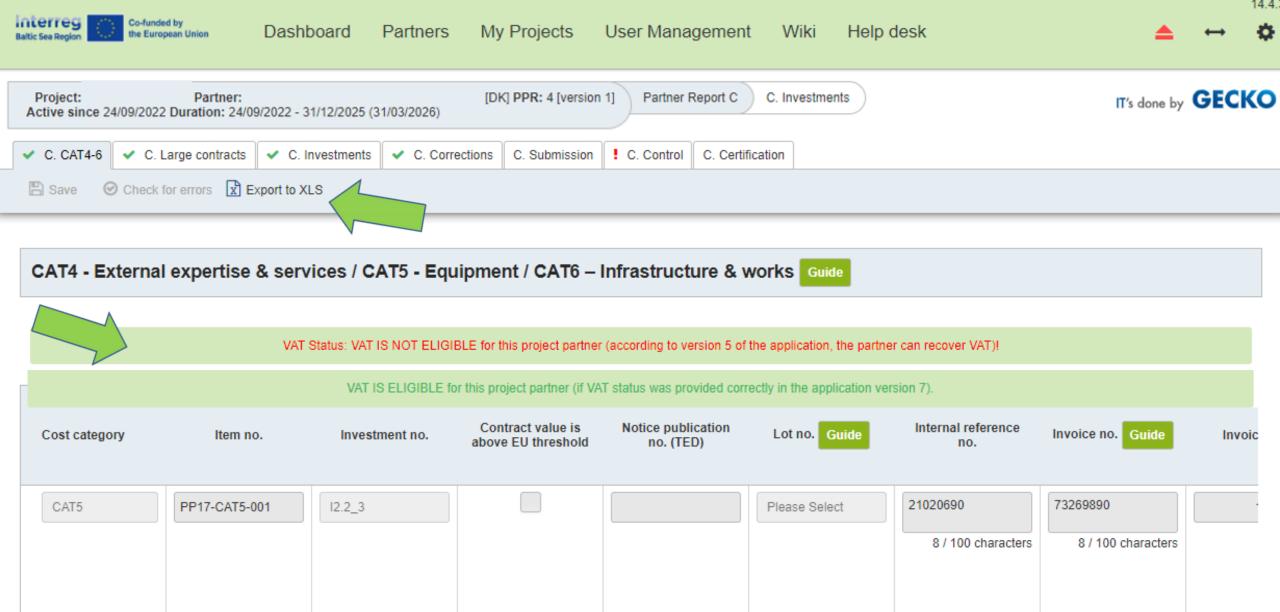
C. Control

# Section C. List of expenditure CAT4, CAT5, CAT6

- Select the relevant cost category for each item:
  - CAT4 External expertise & services
  - CAT5 Equipment
  - CAT6 Infrastructure & works
- Fill in all required data
- Eligibility rules incl. public procurement to be observed









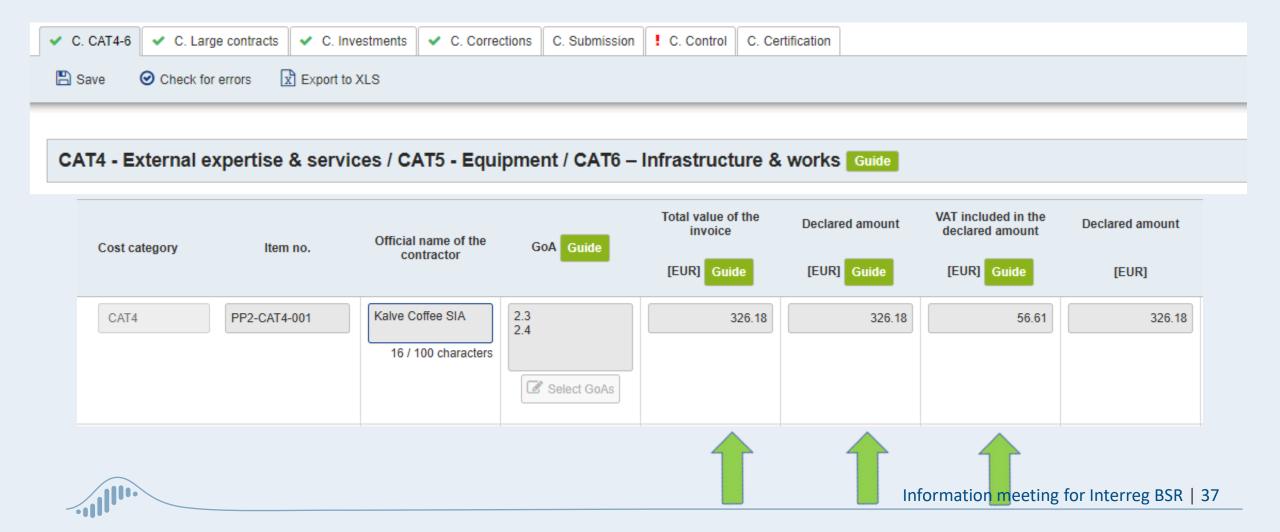


Invoice date	Date of payment	Group of expenditure	Specification of the invoice	Official name of the contractor	GoA Guide	Total value of the invoice	Declared amount	VAT included in the declared amount	Declared amount
						[EUR] Guide	[EUR] Guide	[EUR] Guide	[EUR]
04/06/2024	14/06/2024	Events/meetings	Coffee break at the seminar "Deposit cup system in street trade and public events in Riga"	Kalve Coffee SIA 16 / 100 characters	2.3 2.4 Select GoAs	326.18	326.18	56.61	326.18



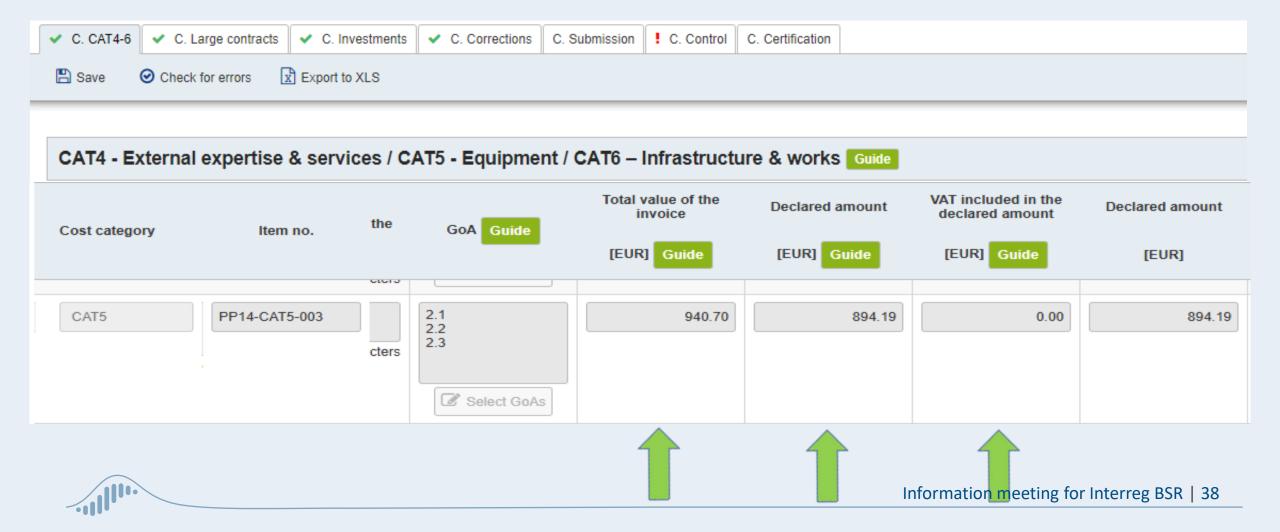


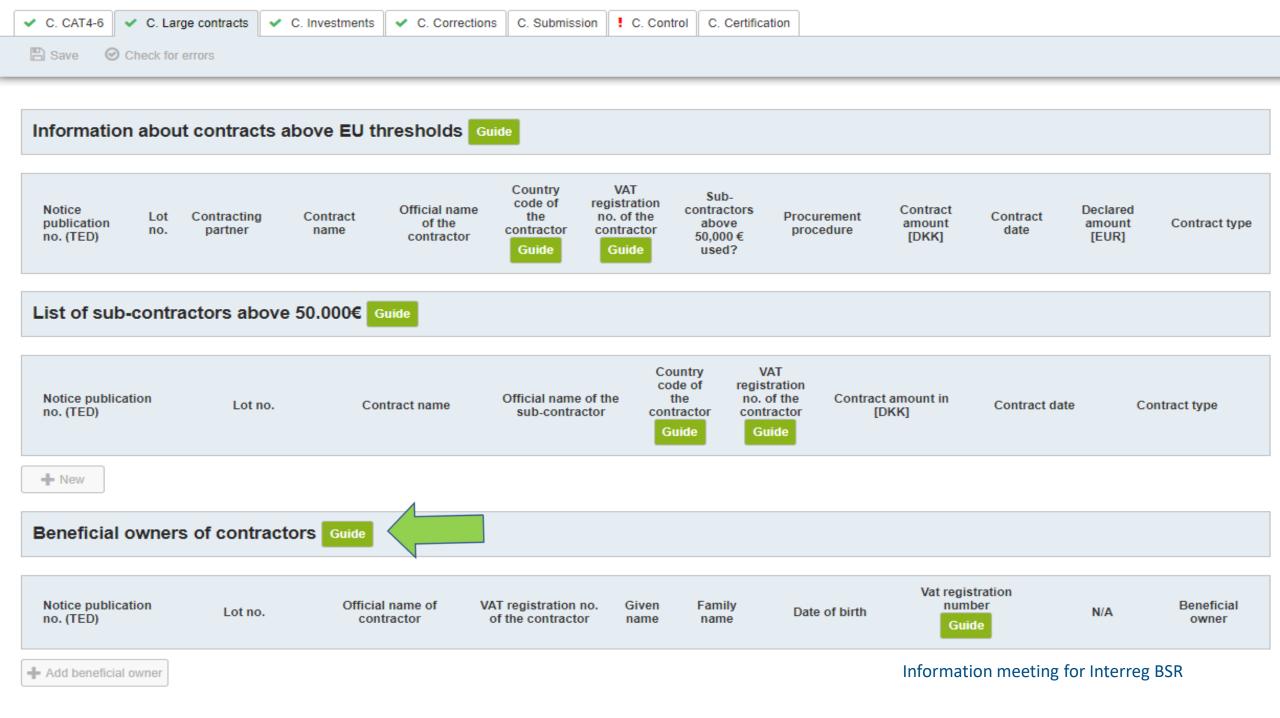
## Example 1 – VAT is eligible for the partner



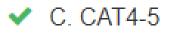


## Example 2 – VAT is not eligible for the partner











C. Investments

C. Corrections

C. Submission.

C. Control

### Section C. Investments overview

- Only if expenditure related to investments are reported
- **Description and location** of investments
- Location ownership and investment ownership





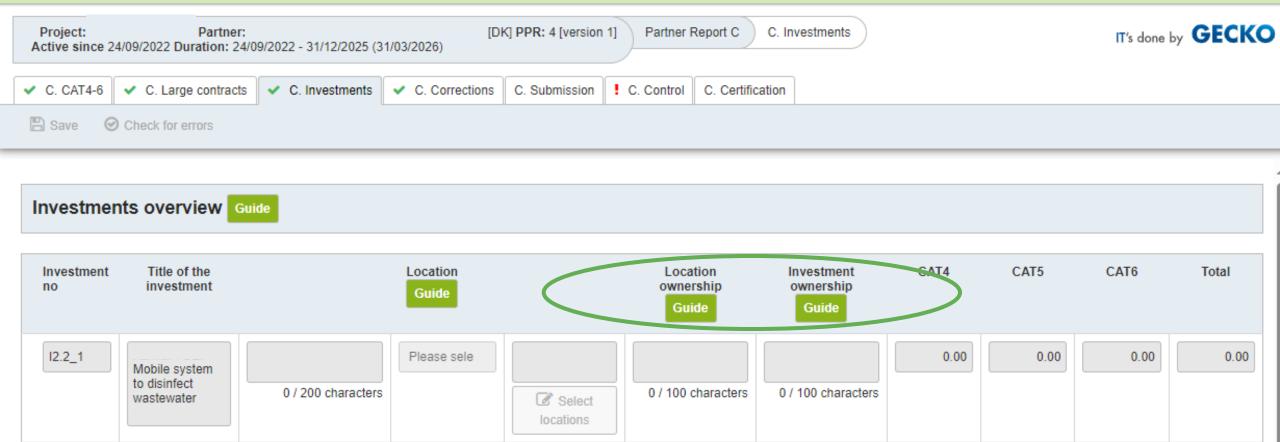


Help desk





14.4.











C. Investments

C. Corrections

C. Submission

C. Control

### Section C. List of corrections

- Corrections amounts to be deducted (-) or added (+)
- Current or previous report
- Identified by partner, controller, MA/JS ...



Dashboard Partners

s My Projects

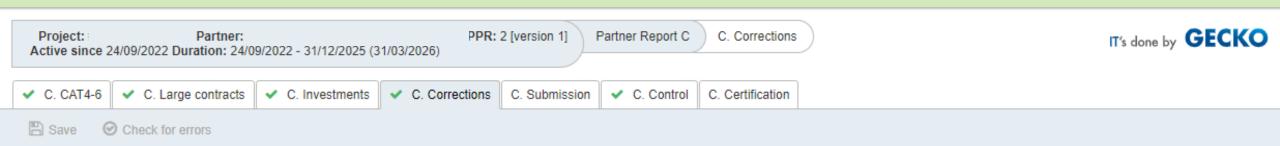
User Management

Wiki

Help desk







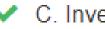








C. Large contracts



C. Investments



C. Submission

C. Control

### Section C. Submission

- **Summary** of expenditure per cost category 0
- Automatic deduction of corrections
- Partner confirmation
- Submit
  - ⇒ Partner report "locked" and submitted to national controller
- In version 1: Deleting of PPR possible (all data lost)



#### Summary

Cost Category	CAT 4 External expertise & services	CAT 5 Equipment	CAT 6 Infrastructure & works	Of it: CAT6 - Land purchase	Total
Amount reported [€]	1,272.91	7,819.54	0.00	0.00	9,092.45
Corrections [€]	133.43	-6,428.93	0.00		-6,295.50
Amount declared to lead partner	1,406.34	1,390.61	0.00		2,796.95

#### Submission of part C. Real costs of the partner report

With the submission of part C. of the Partner report, I, the authorised representative of the project partner institution, confirm that:

- (1) I am employed by the project partner organisation and duly authorised to submit the partner report on its behalf;
- (2) all information and documentation provided in this partner report and its annexes are complete, accurate and true;
- (3) all expenditure and activities reported in part C. of the partner report comply with applicable Community legislation and Programme rules as laid out in the Programme Manual. This includes i.a. rules on public procurement, state aid, the environment, as well as on equal opportunities and non-discrimination (as included in the Charter of Fundamental Rights of the European Union). The national rules of the Member State in which the expenditure is incurred have been applied only for matters not covered by the aforementioned rules. In addition, all expenditure and activities reported in this partner report are in line with partnership agreements between the lead partner and the project partners;
- (4) the project partner's own contribution complies with applicable Community legislation and Programme rules as laid down in the Programme Manual;
- (5) the reported expenditure was not and will not be reported in any other partner report, neither in this nor any other EU funded project;



C. CAT4-5

C. Large contracts

C. Investments

C. Corrections

C Submission

C. Control

### Section C. Control

- Section to be filled in by the **national controller** 0
- Checklist, report, certification
- Controller can:
  - ⇒ Certify PPR is sent to the lead partner (PPR management/Import)
  - ⇒ **Reject** PPR is sent back to the project partner for adjustments







## Procurement rules

### **Procurement rules**



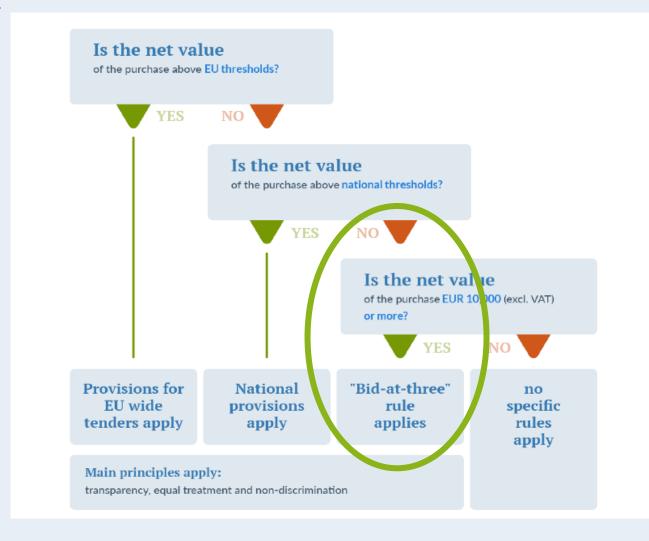


- Same principles for all:
  - ✓ Transparency
  - ✓ Non-discrimination
  - ✓ Equal treatment
  - ✓ Thoroughly document the procedure and decisionmaking process
- Relevant for:
  - ✓ All project partners
  - ✓ Real cost categories



### Public procurement rules. Decision-making scheme.





- **Special Attention to Private Partners**
- Guide, recommendations for procurement (project toolkit on Programme website)



## **Special types of purchase**





- **In-house' contracting** public authority contracting another organisation which is fully owned and/or controlled by the awarding authority.
- **Framework contracts** project partners can use services from existing framework contracts for the project's purposes, provided that these services comply with the relevant procurement rules.







## When procuring avoid:

- Conflict of interest
- Contracting project partners
- Artificial splitting of contracts
- Cost sharing





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

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