COMPENDIUM OF GUIDES

SYNERGIE- CTE

February 2016

EUROPEAN UNION

European Regional Development Fund

Content Page

	The URBACT III Programme **2014 – 2020**	**SYNERGIE GUIDANCE NOTE** **N° 1** **APN Phase 1 Application Form**

PRACTICAL GUIDE TO SYNERGIE

APPLICATION (PHASE 1)

CALL FOR PROPOSALS

FOR ACTION PLANNING NETWORKS

FOREWORD

The following document is a guide to completing the URBACT III Phase 1 Application for Action Planning Networks in the SYNERGIE CTE on-line system. It explains what is expected from the applicant and indicates where further information can be found.

You will find below, in Guidance Note N°2, a guide to fill the Phase 2 Application forms.

This Guide for Applicants should be used in conjunction with the URBACT III Operational Programme, the URBACT III Programme Manual, the Call for Proposals and the Guide to URBACT Action Planning Networks, available on the URBACT website.

The Application Form has been designed with the eligibility criteria and assessment criteria in mind, therefore applicants are advised to consider these criteria when completing the form.

We strongly recommend that you prepare your project proposal as a WORD document for the larger 'free text' sections before entering data in SYNERGIE-CTE to avoid problems with saving. The budget can also be prepared in advance using Excel tables.

For assistance, do not hesitate to contact the URBACT Secretariat:

- *Celine Ethuin, Project & Finance Officer, c.ethuin@urbact.eu, tel: +33 (0)1 85 58 61 98*
- *Clémentine Gravier, Project & Finance Officer, c.gravier@urbact.eu, tel: +33 (0)1 85 58 62 39*

This document aims at providing guidelines for Lead Partner completing the Phase 1 Application Form on the SYNERGIE-CTE platform. The Lead Partner is in charge of the application for the whole network. The partners do not have access to the platform until the project is approved.

We highly recommend you to gather all the information from your partners before starting the application process. You need to foresee enough time to fill in the entire application form and by having the information beforehand you will be able to follow each step smoothly.

Indications preceded by "→" are steps to be taken by you.

Indications preceded by "▲" are information/tips to help you proceed.

Submitting an application takes a lot of time. You can save as you go along and complete the information in several steps. Do not under-estimate the time needed to prepare a high quality application.

PROCEDURE

This document will guide you through the key stages of completing and submitting your Application through SYNERGIE-CTE. The procedure is structured along the following steps:

A – CREATE YOUR ACCOUNT IN SYNERGIE-CTE

Step 1. "Create an account"
Step 2. "Create/Select an organisation"
Step 3. "Create an organisation"
Step 4. "Create a contact"
Step 5. "Validate your account"

B – CREATE YOUR PROJECT PROPOSAL

Step 6. "Create a project"

C – COMPLETE YOUR APPLICATION FORM

Step 7. "Application Form: Enter main elements"

- ➔ Step 7.1 DESCRIPTION
- ➔ Step 7.2 PARTNERS
- ➔ Step 7.3 DELIVERABLES
- ➔ Step 7.4 EXPENDITURE SUBCATEGORIES
- ➔ Step 7.5 INDICATORS
- ➔ Step 7.6 WORKPLAN

Step 8. "Application Form: Fill in all sections"

- ➔ Details about Part VI – Budgetary Proposal.

D – SUBMIT YOUR PROJECT PROPOSAL

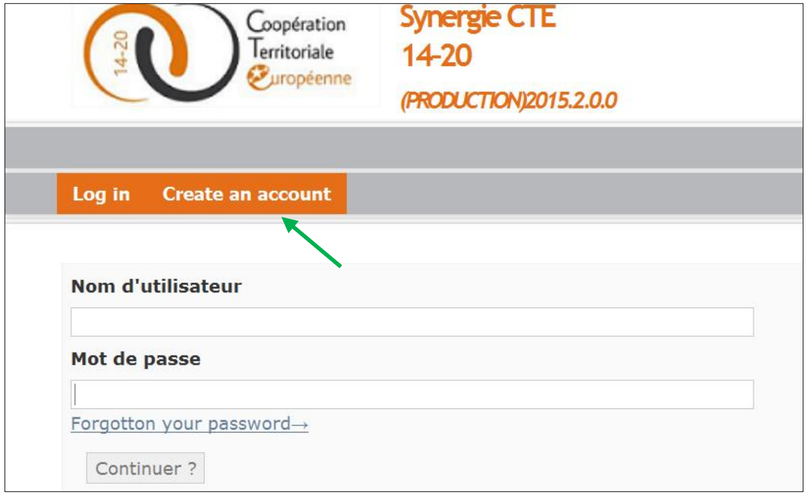
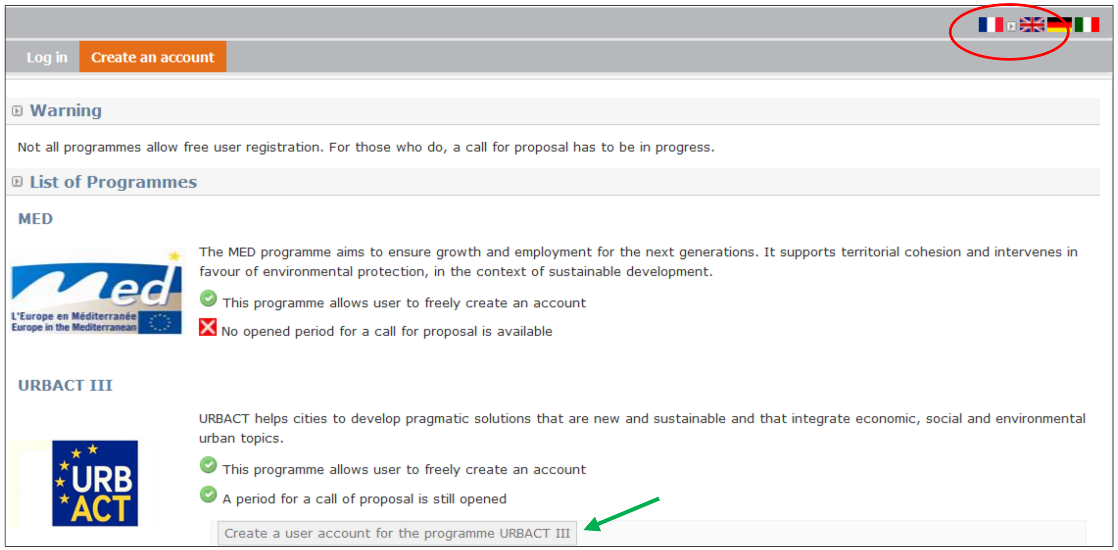
Step 9. "Check the global coherence"
Step 10. "Complete your official submission"

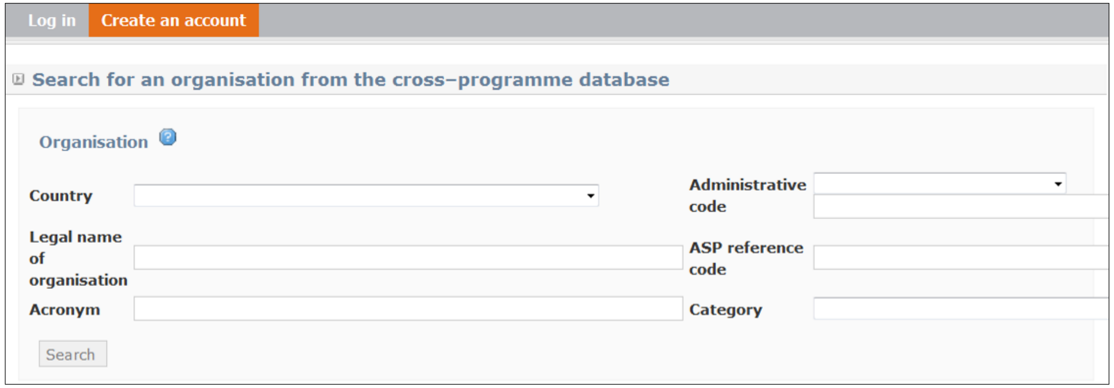
A – CREATE YOUR ACCOUNT

A – CREATE YOUR ACCOUNT

The first step to submit your project proposal through SYNERGIE-CTE consists of creating the Lead Partner account. You can do this by choosing a log-in and password, which will allow you to enter the system and work on your application at any time until the submission deadline 16 JUNE 2015, 15.00 pm CET.

➔ **Connect to the SYNERGIE-CTE website:** https://synergie-cte.asp-public.fr/

	**Step 1. "Create an account"** The home-page will appear. →Click on create an account on the top bar.
	The screen appears. →Click on "*create a user account for the programme URBACT III*" ▲If the screen appears in French, click on the UK flag on the top right corner to go to the version in English.



Log in | Create an account

Search for an organisation from the cross–programme database

Organisation

Country		Administrative code	
Legal name of organisation		ASP reference code	
Acronym		Category	

Search

Step 2. "Create/Select an organisation"

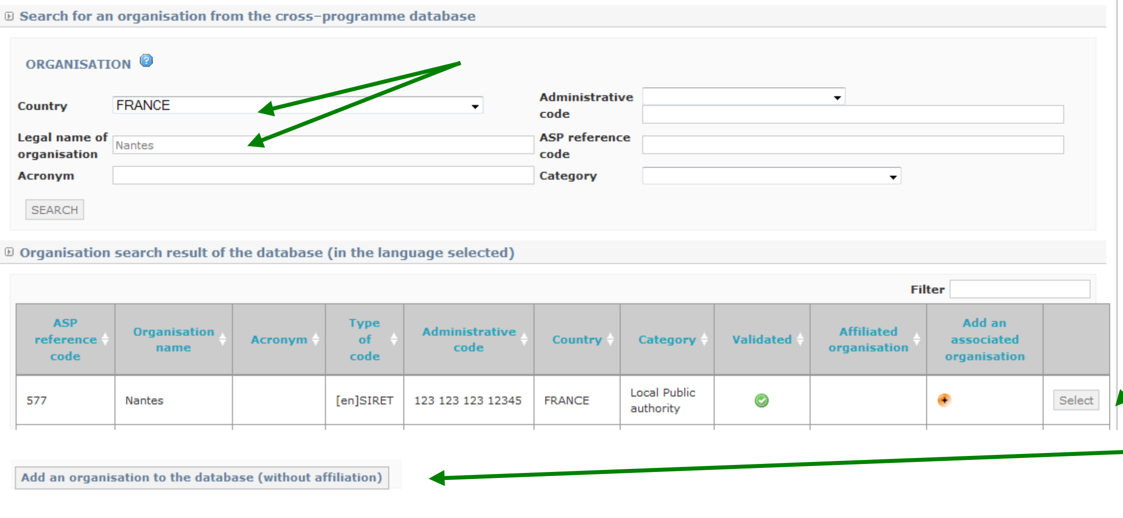
The screen appears:
Search for an organisation from the cross–programme database

As a candidate Lead Partner, you are requested to provide information on your organisation.

At this stage, there are 2 possibilities:

- Your institution <u>already exists</u> in the system, and you have to **select** it in the list available
- Your institution <u>does not exist</u> and you have to <u>**create it**</u>

→ **In order to check if your organisation already exists, use the fields to search for** it.



Search for an organisation from the cross–programme database

ORGANISATION

Country	FRANCE	Administrative code	
Legal name of organisation	Nantes	ASP reference code	
Acronym		Category	

SEARCH

Organisation search result of the database (in the language selected)

Filter

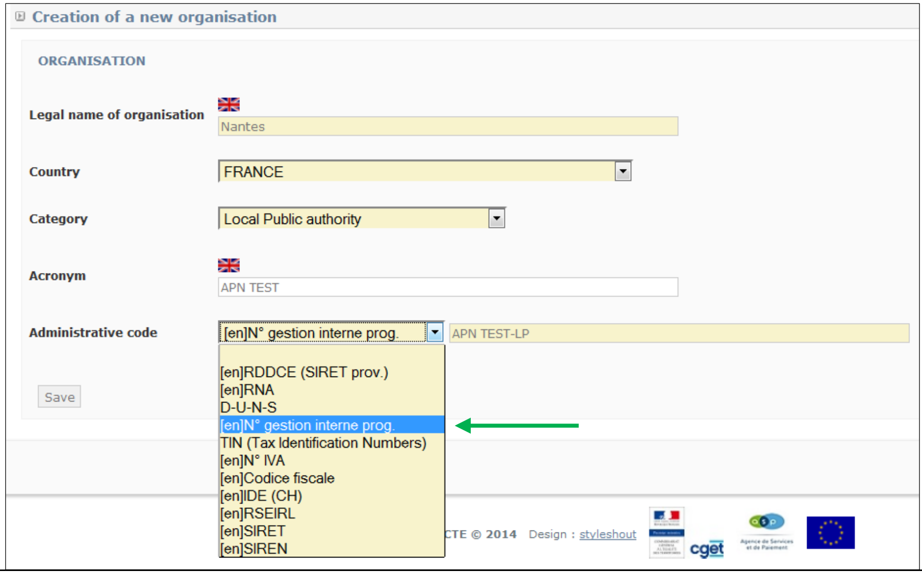
ASP reference code	Organisation name	Acronym	Type of code	Administrative code	Country	Category	Validated	Affiliated organisation	Add an associated organisation	
577	Nantes		[en]SIRET	123 123 123 12345	FRANCE	Local Public authority				Select

Add an organisation to the database (without affiliation)

→ Start searching for your organisation using at least two fields. *For example, "France" and "Nantes".*

→ If your Organisation already exists, click on icon "*Select*" and go to **Step 4. "Create a contact" (below)**

→ If your organisation does not already exist in the database, click on "*Add an organisation to the database*".



Step 3. "Create an organisation"

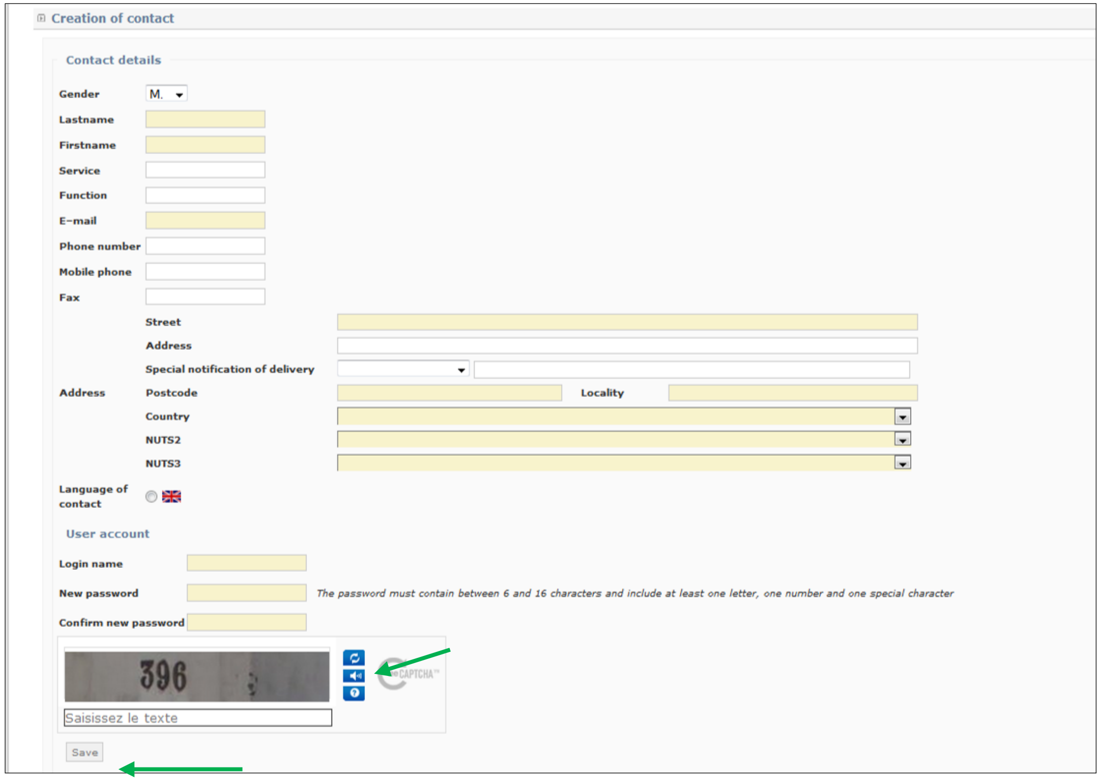
If you clicked on "*Add an organisation*", the following screen will appear.

➔ Create your organisation filling in the fields.
Fields in yellow are compulsory.

▲Creating your organisation, please simply use the name of the City (For ex.: Nantes/Canterbury) and avoid using wording like "City of Nantes" or "Canterbury City Council".

- **Category :** please choose *« Local Public Authority »*
- **Administrative Code:** please click on "*N° gestion interne prog*" and provide the code in the yellow field following this template: **[network's acronym]_[LP or PP1/PP2/PP3...]**

➔ **Press button "SAVE".**



Step 4. "Create a contact"

Once you have selected/created your Organisation, the following screen should appear.

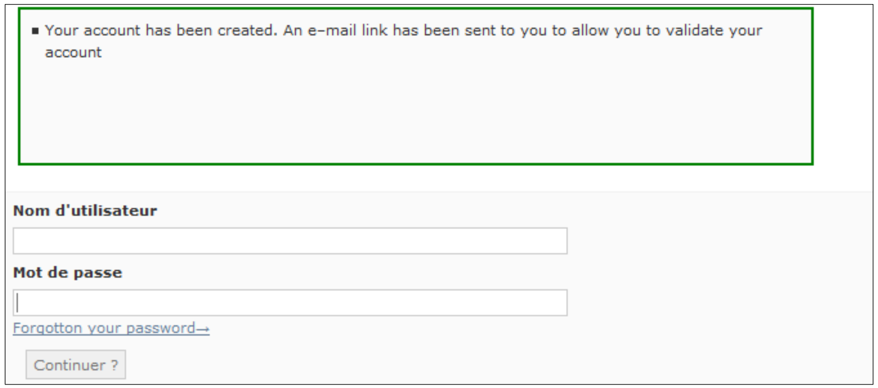
You are requested to fill in at least the compulsory fields (fields in yellow):

- Name/Firstname
- Email address
- Address
- Postcode
- City
- Country
- NUTS2/NUTS3 codification
- Create your password respecting the rules
- Fill in the captcha

▲You can find further information about NUTS (Nomenclature of Territorial Units for Statistics) codes via this link.

▲ For the captcha, if the picture is not clear enough, you can click on the 1st blue button to change it.

➔ **Click on the "SAVE" button in order to save your data in the system.**



➔ **Your account has been created!**

Once your account has been created, a message appears in the top green box.

Step 5. "Validate your account"

If you try to log in directly, an error message appears.

Go to your email box.

You will find a message sent by SYNERGIE-CTE.

It can take a few minutes for the email to arrive, so be patient and make sure to check the spam box.

➔ **Once you received the email, in order to validate your account, click on the link in the email. Be careful, the link is only valid for 60 minutes!**

You are then automatically rerouted towards the platform and can start creating your project proposal.

ONCE THIS STAGE HAS BEEN COMPLETED, PLEASE NOTE THAT YOU CAN LOG IN AND OUT WHENEVER YOU WANT USING THE LOGIN AND PASSWORD YOU HAVE INTRODUCED IN SYNERGIE-CTE.

NOTE DOWN YOUR LOGIN AND PASSWORD AND KEEP IT SAFE. THE URBACT JOINT SECRETARIAT NO LONGER HAVE ACCESS TO ALL PASSWORDS SO CANNOT REMIND YOU IF LOST.

B – CREATE YOUR PROJECT PROPOSAL

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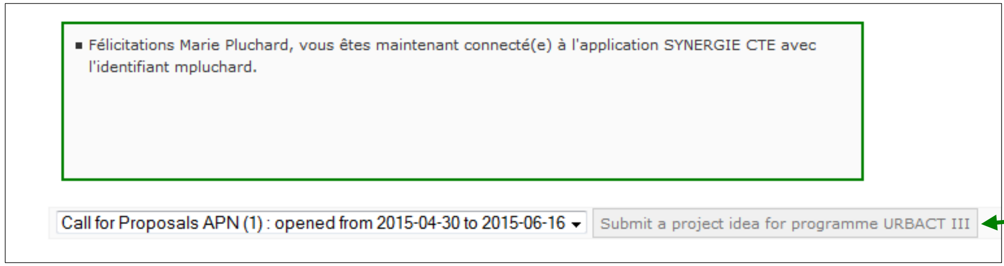
The first step to create your Application in SYNERGIE-CTE consists of going into the following web-site: http://synergie-cte.asp-public.fr/

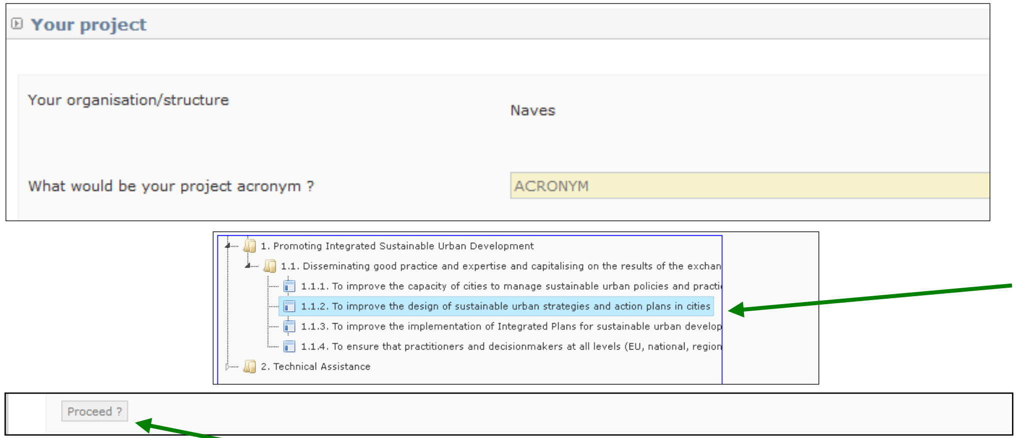


Step 6. "Create a project"

By clicking on the link in the email you received, this screen appears.

You are given the possibility to choose **"Call for proposals APN (1)"**.

➔ **Please select the option and click on "*Submit a project idea for programme URBACT III*".**



The project home-page appears.

You are asked to complete your **project acronym**. It should be short, snappy and highlight the theme.

Once completed, select the **Priority axe – Investment priority – Specific objective** to which your project is linked.

<u>**For this Call for Action Planning Networks, all networks shall select the specific objective 1.1.2 "To improve the design of sustainable urban strategies and action plans in cities".**</u>

➔ **To conclude the project creation, CLICK ON the button "PROCEED".**

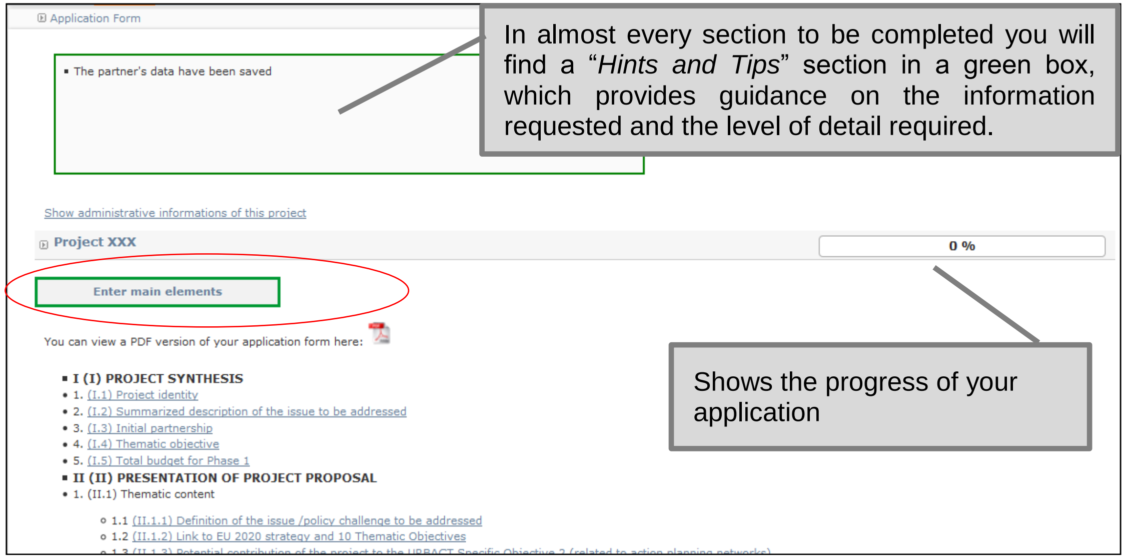
C – COMPLETE YOUR APPLICATION FORM

C – COMPLETE YOUR APPLICATION FORM

You can now start completing the application form.

The Phase 1 Application Form is composed of <u>7 main sections:</u>

I. Project Synthesis
II. Presentation of Project Proposal
III. Partnership
IV. Description of project for Phase 1
V. Project Management and Leadership
VI. Budgetary proposal
VII. Signature



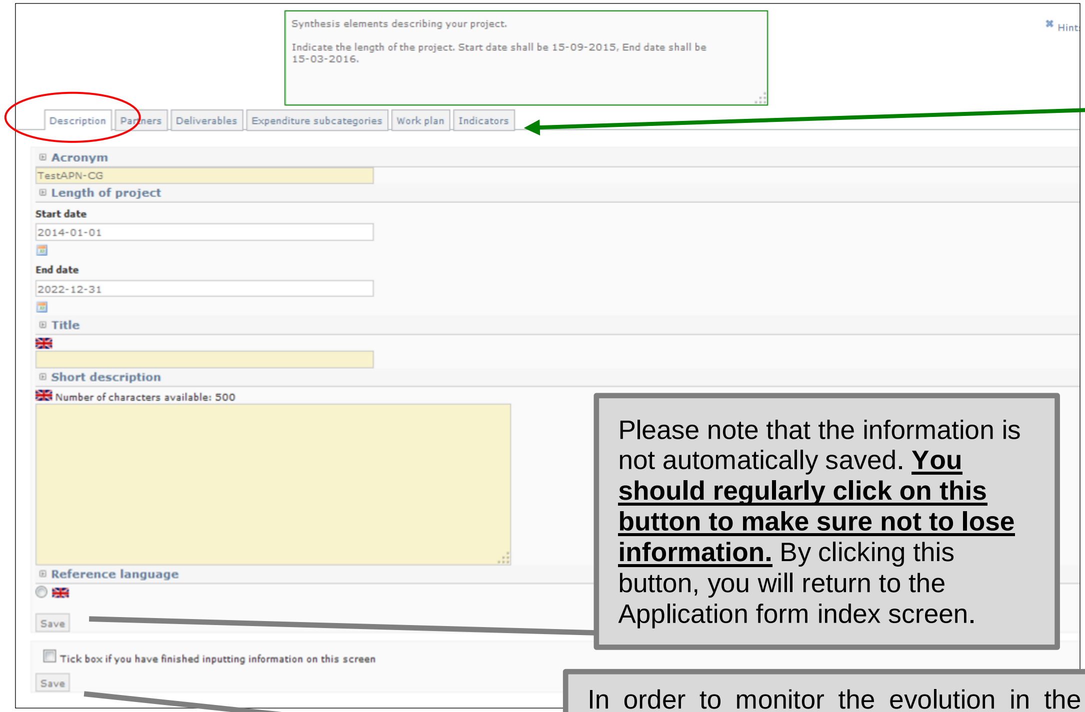
Step 7. "Application Form : Enter main elements"

Your Application Form index page will automatically appear.

➔ **Click on "Enter Main Elements"**

▲ <u>We strongly advise you to start filling in the application form by clicking on "Enter Main elements". As you will see, some sections of the Application form will be pre-filled based on information you will have provided in the main elements.</u>

▲ **If you log out**, this screen will automatically appear when you log back in. <u>As long as the "Main Elements" Section is not completed, always resume the application procedure by clicking on "Enter Main Elements".</u>



Please note that the information is not automatically saved. **<u>You should regularly click on this button to make sure not to lose information.</u>** By clicking this button, you will return to the Application form index screen.

In order to monitor the evolution in the application process, tick the box above and click on the 2nd save button. When clicking it, you will automatically return to the index screen. There, you can see that the corresponding section will be ticked in green and your progress will appear in the progress bar.

38 %

If you don't save by ticking this box, the progress bar will stay at 0%

<u>However, this button SAVE will not save the entered data!</u>

This screen appears when clicking on "Enter Main Elements".

<u>▲ We strongly advise you to fill in the main elements following the horizontal menu on the top of the page. The sections included in the horizontal menu (Description, Partners, Deliverables, Expenditure, Work plan & Indicators) provide the key elements of your project and some information will automatically be used for other sections of the Application form.</u>

<u>Step 7.1 DESCRIPTION</u>

The information to be provided is the following:

- **Acronym**: already filled in with information you have provided when creating your project proposal.

- **Start / End Date**: For phase 1, please enter the following dates:
  - start date will be: 15/09/2015
  - end date will be: 15/03/2016 (start date +6 months)

Dates are already pre-filled with the start and end dates of the URBACT III programme (2014-2022). You need to change the dates for the duration of the project phase 1 which is 6 months. Click on the calendar to change the dates.

- **Project title**: Each Network shall have a full project title.

- **Short Description**: This short description of the project will be used in URBACT III publicity material and on the website so should focus on the main objective and main issue to be addressed by the project and indicate the expected results. The response should clearly state how the project aims at meeting the main aims of the URBACT III programme. This section should not exceed 500 characters (including spaces).

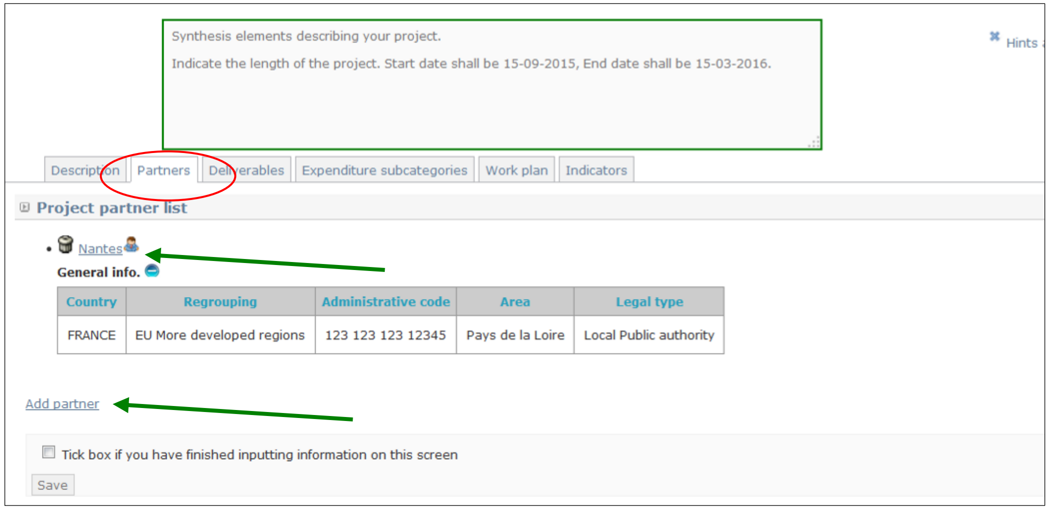
  ➔ **Press the 1st SAVE button.**

  ➔ **You will come back to the Application Form index. Click on "Enter main elements".**

  ➔ **Tick the box and click on the 2nd SAVE button, to see you progression.**

  ➔ **You will come back to the Application Form index. Click on "Enter main elements".**

  ➔ **Proceed with the tab "Partners".**



Step 7.2 PARTNERS

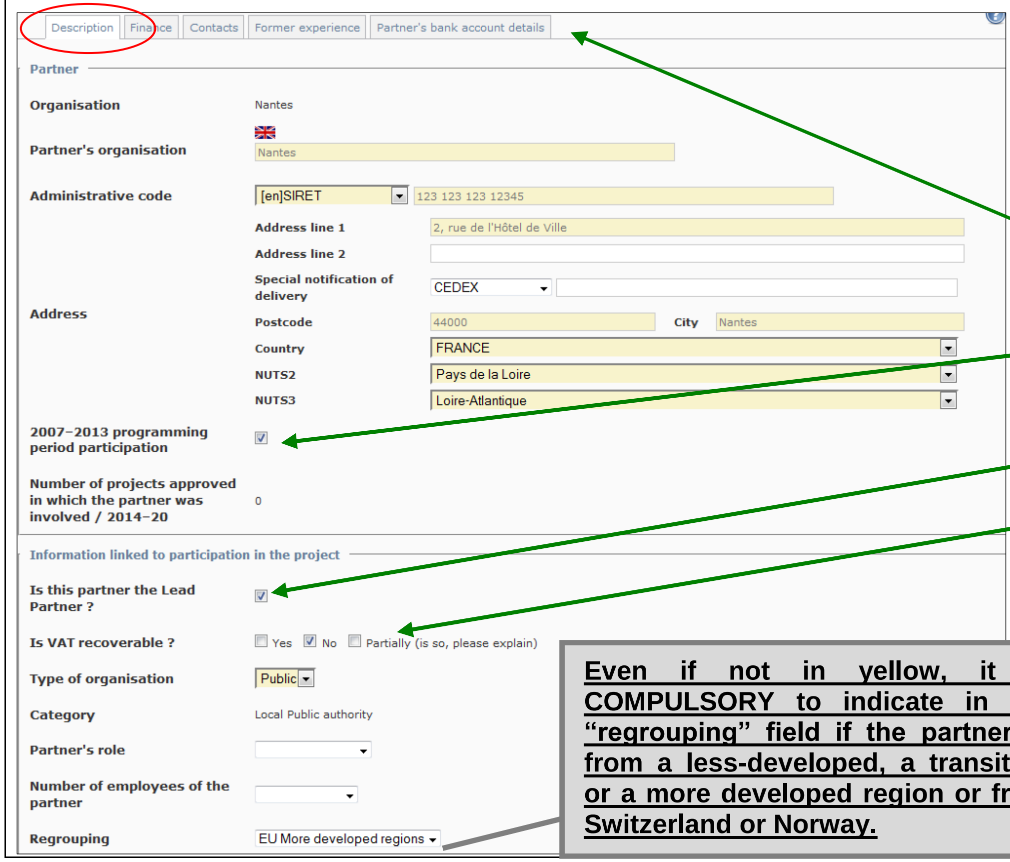
All your partners must be added in this section.

You are requested to provide information for each partner by clicking on the name of the partner.

➔ **Fill in the information starting with the Lead Partner**, clicking on the Lead Partner's name.

To add a partner **click on "Add a partner"** and repeat the same procedure used to add the Lead Partner (See above, Step 2-3). It is highly possible that your partners will not be already in the database. Make sure to input the information properly when creating a new organisation. ➔ **Fill in the horizontal menu for each partner.**

▲ **The Partnership should be built respecting a number of principles that stand as eligibility criteria. Please refer to these criteria, making sure your partnership respects the rules.**



Even if not in yellow, it is COMPULSORY to indicate in the "regrouping" field if the partner is from a less-developed, a transition or a more developed region or from Switzerland or Norway.

➔ **Partner's Description**

When you click on one partner's name, this screen appears.
A message in red "*The organisation is not validated*" can appear. Do not pay attention to it.

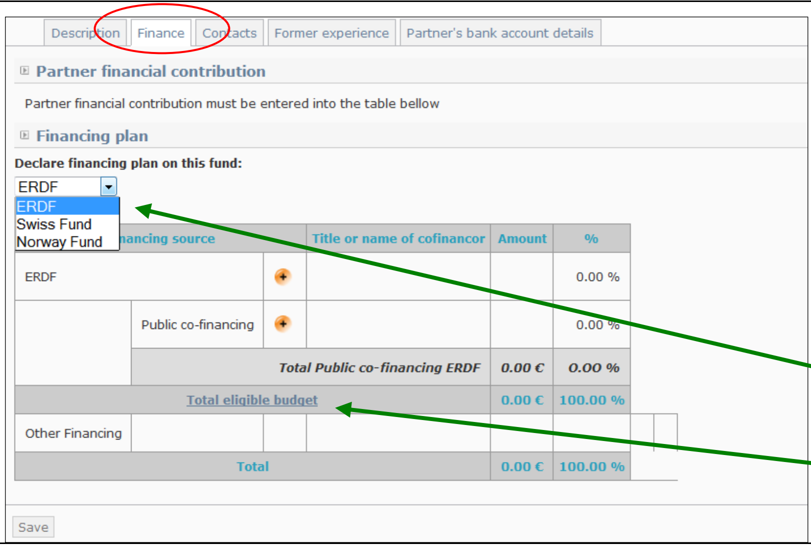
▲ **For each partner, we recommend to fill in all the information in the tabs (description, finance, contact, bank details), following the horizontal menu. All fields in yellow are compulsory.**

- **2007-2013 participation**: Indicate if the partner has been involved in an URBACT project during the previous programming period by ticking the box.
- **For the Lead partner, please tick this box.**
- **Value Added Tax (VAT)**: VAT does not constitute eligible expenditure unless it is genuinely and definitely borne by the Partner/Lead Partner's institution. Rules on VAT vary between countries, detailed specific national VAT legislation and restrictions apply. For more information, refer to factsheet 2F of the URBACT III Programme Manual.

You are requested to provide a confirmation about your VAT status: if the partner pays VAT, is this VAT recoverable or not (partially or fully)?

➔ **Please tick the relevant box. If the VAT is partially recovered, please provide explanations in the free text box.**

➔ **Do not forget to SAVE.**



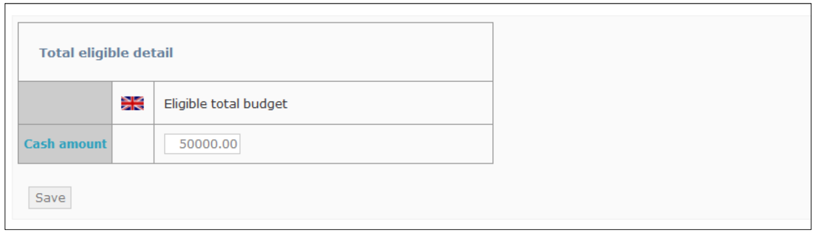
➔ Finance

Action Planning Networks are co-financed by the European Regional Development Fund (*ERDF*). The remaining budget not covered by ERDF has to be covered by each project partner (*public co-financing*).
The budget for the Application concerns only Phase 1 of the Action Planning Network. The maximum total eligible budget for Phase 1 for APN is 100,000.00€.

For each partner, in this section, you have to enter the financial contributions, both ERDF and public co-financing.

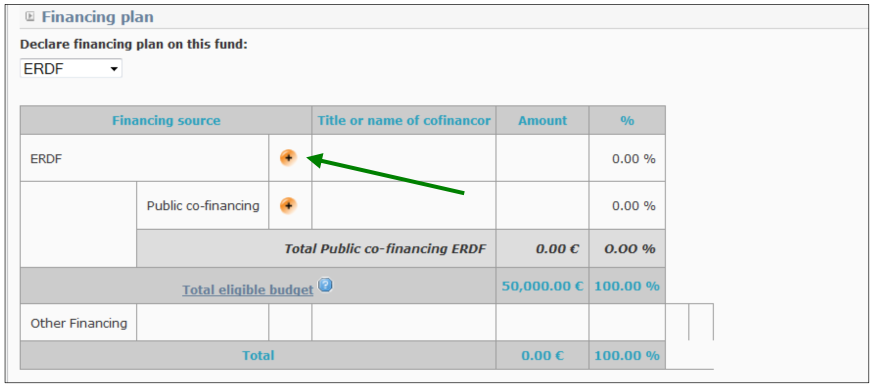
→ In the screen, please select the fund (ERDF or Swiss/Norway funds when relevant).

→ Click on the link "*Total eligible budget*".



This screen appears.

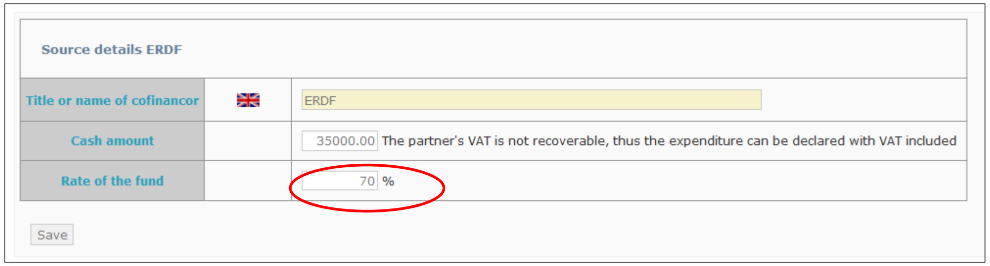
- ➔ Enter the total eligible budget for the partner (*here 50000€ as an example*).
- ➔ Click on SAVE.



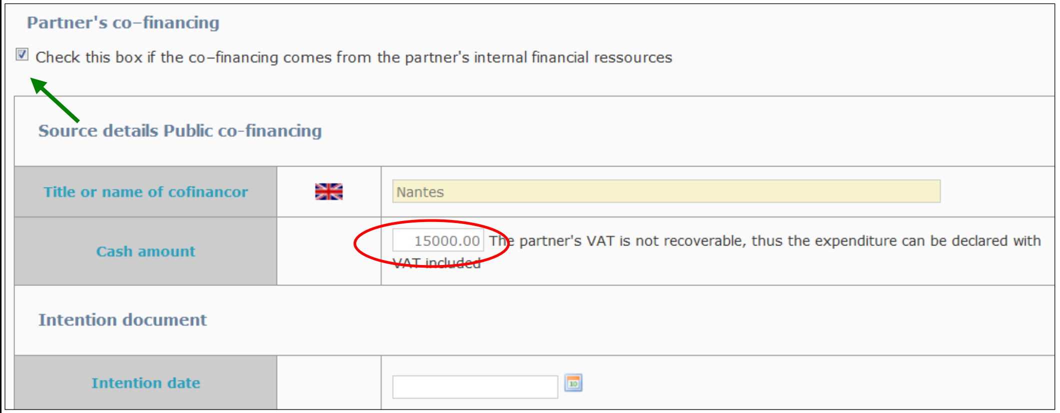
- ➔ Back on this screen, click on the "+" next to ERDF.

The ERDF co-financing rate for an Action Planning network is calculated at network level on the basis of the different co-financing rates for each partner.

- Partners from 'more developed' regions shall be co-financed at up to 70% by ERDF
- Partners from 'less developed' and 'transition' regions shall be co-financed at up to 85% by ERDF
- Partners from Norway shall be co-financed at up to 50% by Norwegian national funds
- Partners from Switzerland shall be co-financed at up to 50% by Swiss national funds



- ➔ Indicate the ERDF rate for the partner *(in the example, 70%)*
- ➔ The cash amount is automatically calculated (*here 35000€)*
- ➔ Click on SAVE.



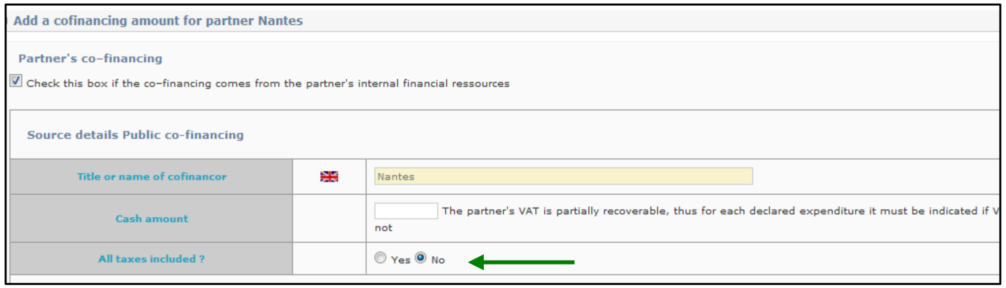
- ➔ Back to the Finance Plan screen, click on the "+" next to "Public co-financing".

The following screen appear.

- ➔ **First tick the box** "*the co-financing comes from the partner's internal financial resources*". The name of your organisation will automatically appear in the yellow box.
- ➔ **Insert the cash amount for the public co-financing** (*here 15000€ since 50000€ budget-35000€ ERDF = 15000€ for public co-financing).*

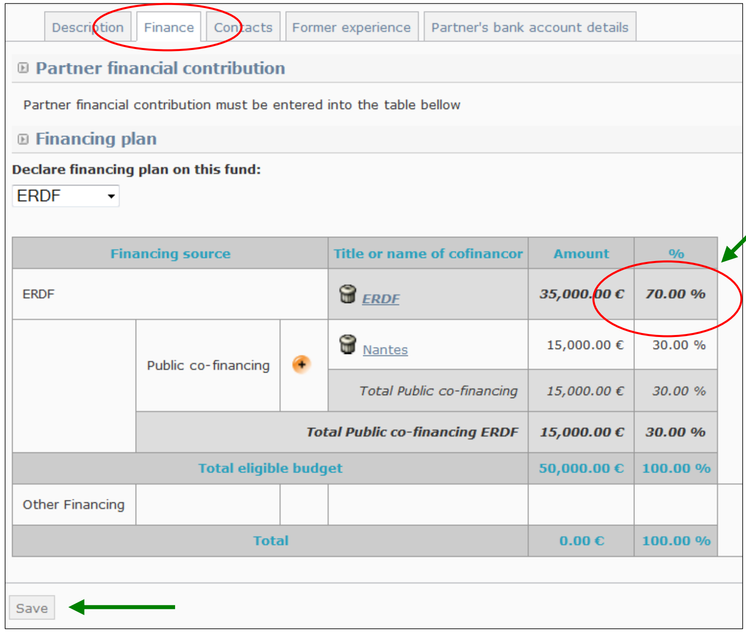
▲ To enter amounts, please enter the amount <u>without any coma or full stop</u>: 100000€. The amount will automatically appear like this: 100,000.00€ ; If you need to enter decimals use the full stop to separate the decimals, like this: *0.52€*

- ➔ You can ignore the other fields. **Click on button SAVE.**



In case the VAT is partially recoverable by the partner, you will see this screen, when you fill in both ERDF rate and co-financing amount.

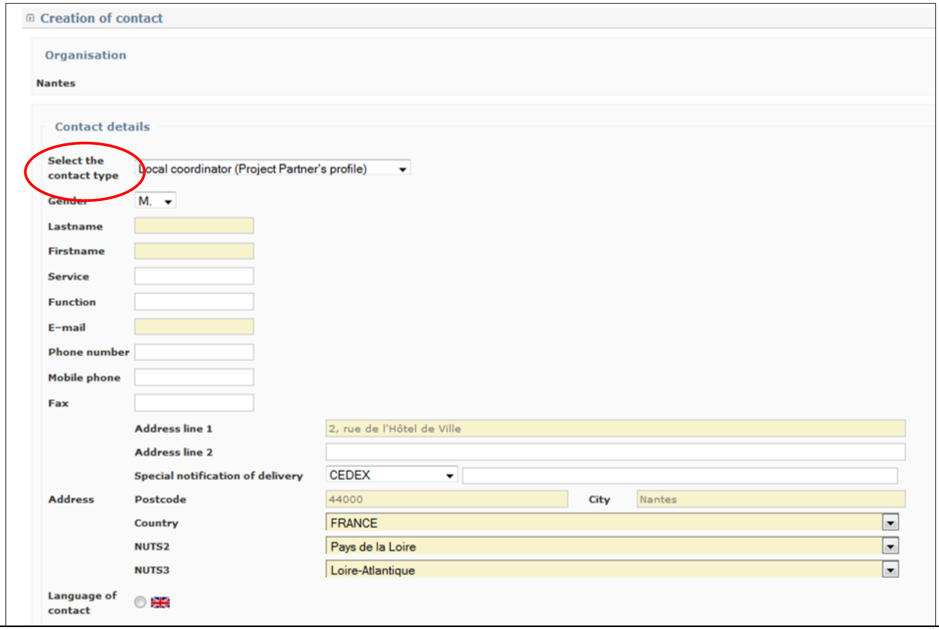
- ➔ **Please ignore the field "All taxes included?" and leave the answer "no" as it is.**



The budget for each partner should look like that.

Please check the ERDF intervention rate!

➔ **Do not forget to press on the button "SAVE" and proceed to the tab "Contact".**



➔ **Contact**

For each partner, you can provide several contacts. In order to do so, **click on the tab "Contact"**, "*Add a new contact*" and "*Create a new contact*". Some information regarding the organisation will already be filled in but if needed can be modified.

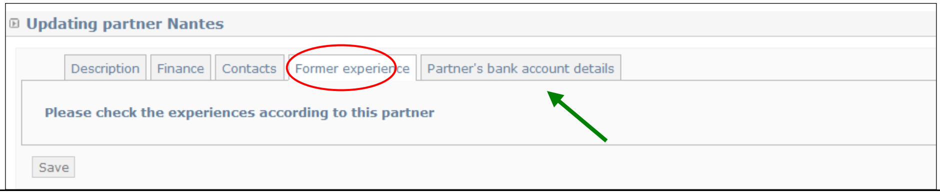
Yellow fields are compulsory.

Select the contact type: You can select different type of contacts depending on the people involved in the project at Lead partner or Partner's level.

You can add several contacts : project coordinator, local coordinator, finance coordinator, as many as you deem useful.
Fill in at least Name/Firstname and email address. Postal addresses should already be indicated but can be modified if needed.

▲ **Please make sure to indicate <u>at least one contact</u> (coordinator) per partner.**

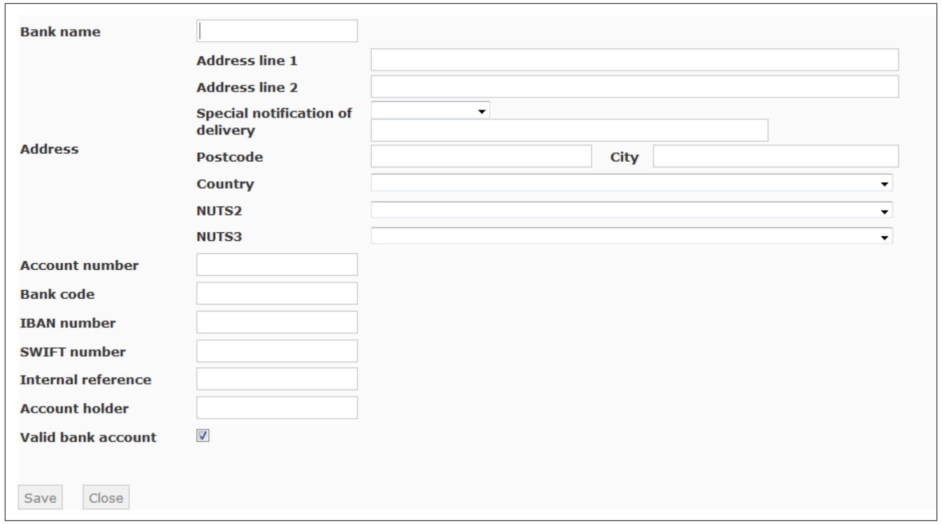
➔ **Do not forget to SAVE.**



➔ **Former experience**

You do not need to fill in this section. The issues will be adressed later in the form.

➔ **Proceed to the "*Partner's bank account details*" tab.**



➔ **Partner's bank account details**

This section is compulsory for the Lead Partner but not for the other partners. You are free to decide if it is useful, for internal needs, to insert your partners' bank account details or not.

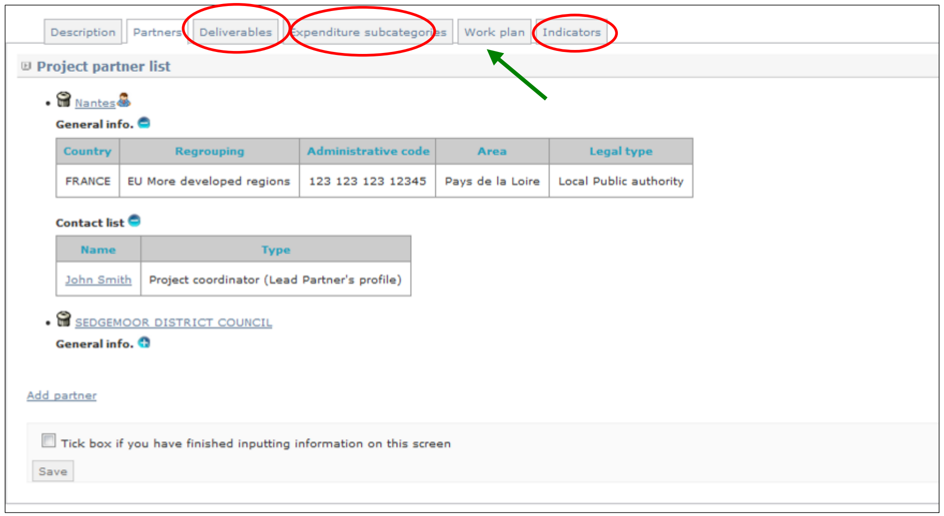
In order to provide bank details, click first on the corresponding tab and click on "Add bank details". The following screen will appear.
Please fill in all the required fields specifying the bank account details of the Lead Partner.

➔ Tick the box "Valid Bank Account".

➔ Click on the "SAVE" button. You will come back under the "Bank details" tab.

When all tabs are completed, click on SAVE on the left corner.
You will come back under the tab "Partners" of the menu of the project's main elements.

➔ **FOLLOW THE SAME PROCEDURE (SECTION 6.2) FOR EACH PARTNER**



➔ **After providing all the requested information for each partner you can proceed with information about the project.**

<u>Step 7.3 DELIVERABLES (in Main Elements Menu)</u>

Under this tab, you will be able to see the list of planned deliverables of your network. **<u>You do not need to add anything manually</u>**, as the list will be automatically filled in by the information you will provide under the tab "Workplan".

<u>Step 7.4 EXPENDITURE SUBCATEGORIES</u>

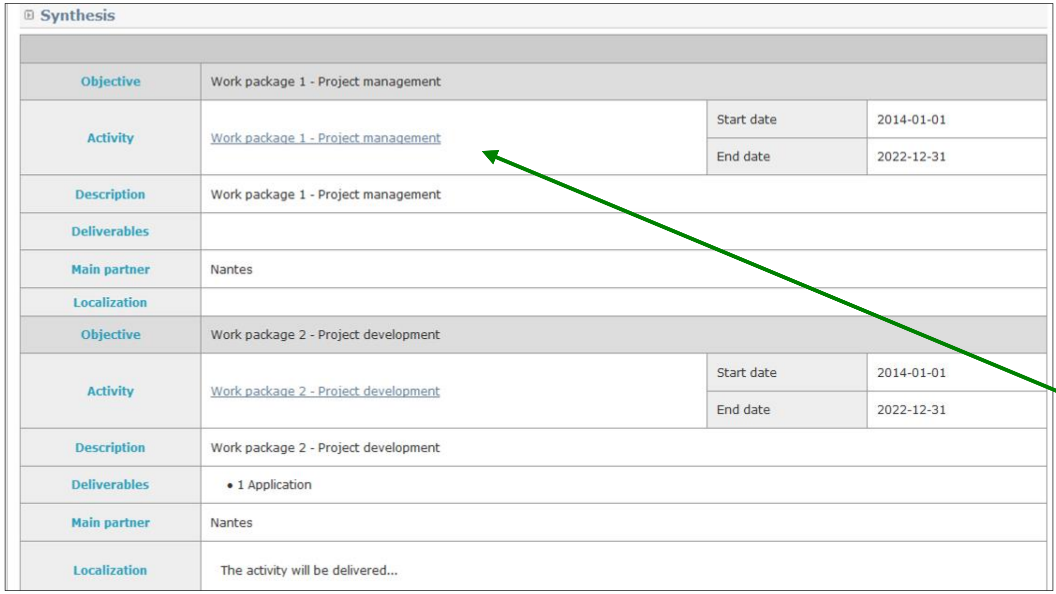
Please ignore this tab. The expenditure table will have to be filled in later in the application process, under Section VI. 3.

<u>Step 7.5 INDICATORS</u>

For phase 1, you do not need to complete this section.

➔ **<u>For these 3 tabs: you can either save by ticking the boxes now or come back later when your application will be filled in, as a last check.</u>**

➔ **<u>Proceed to the tab "Workplan".</u>**



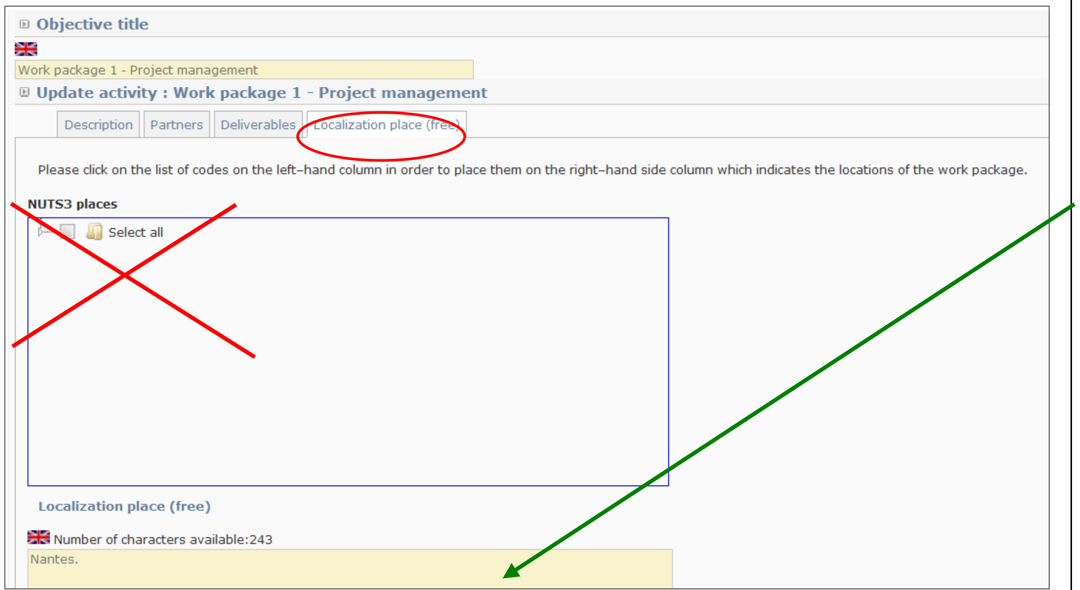
Step 7.6 WORKPLAN

The activities to be implemented within the networks are organised around Work Packages. Each WP has specific objectives, defined actions and related expected deliverables.

For Phase 1, only Work Packages 1 and 2 are applicable. They have already been created. **Please do not create any other Work Package.**

DO NOT try to add any activity or objective at the bottom of the page.

→ Please click on the link **to go to Work Package 1.**



→ **Start with "Localisation" (right end of the horizontal menu)**

If you do not start with this tab, the platform won't allow you to save further.

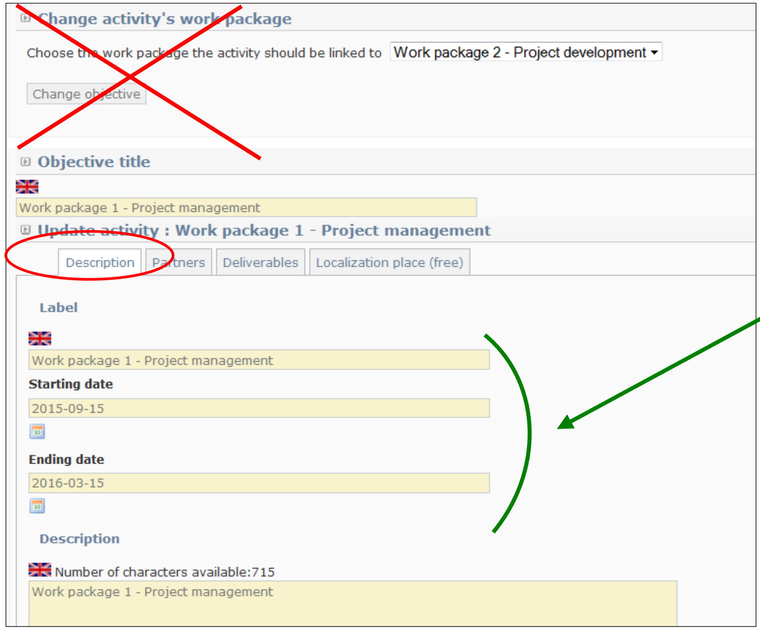
In this tab, simply indicate where the activities should mainly take place, for instance "Nantes".

Do not take the NUTS3 into account.

→ **Once it is done, SAVE.**

→ **You will come back to the workplan, click once more on Work Package 1**

→ **Proceed with the tab "Description"(first tab in the horizontal menu).**



➔ **Description**

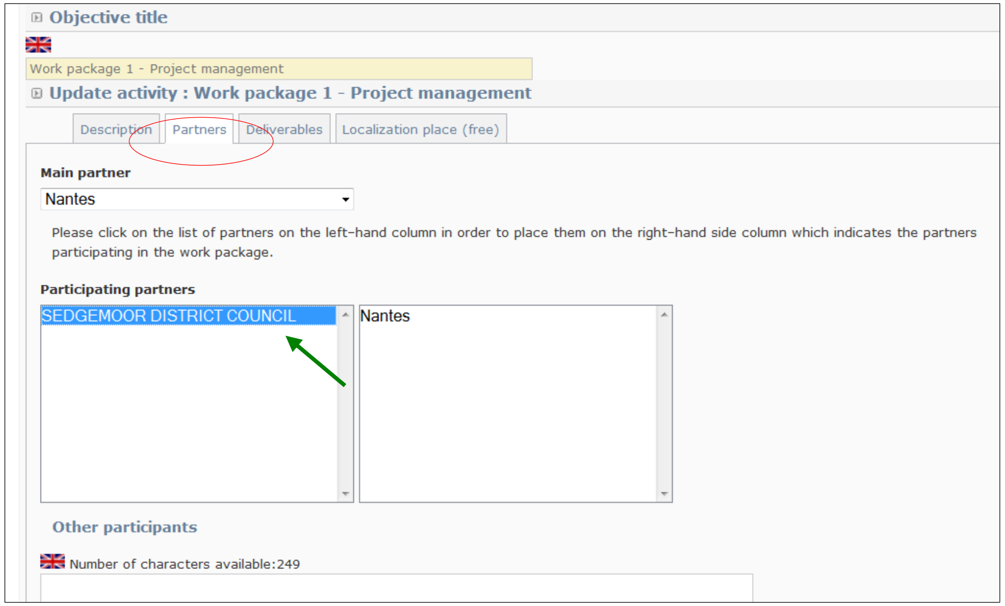
Please do not take into account the section "*change activity's work package*".

Change the dates of the **Work Package 1** using the calendars.

➔ **Start / End Date**: For phase 1, please enter the following dates:

- start date will be: 15/09/2015
- end date will be: 15/03/2016 (start date +6 months)

➔ **SAVE and proceed to "Partners" tab.**



➔ **Partners**

Click to indicate the partners who are taking part in each work package.

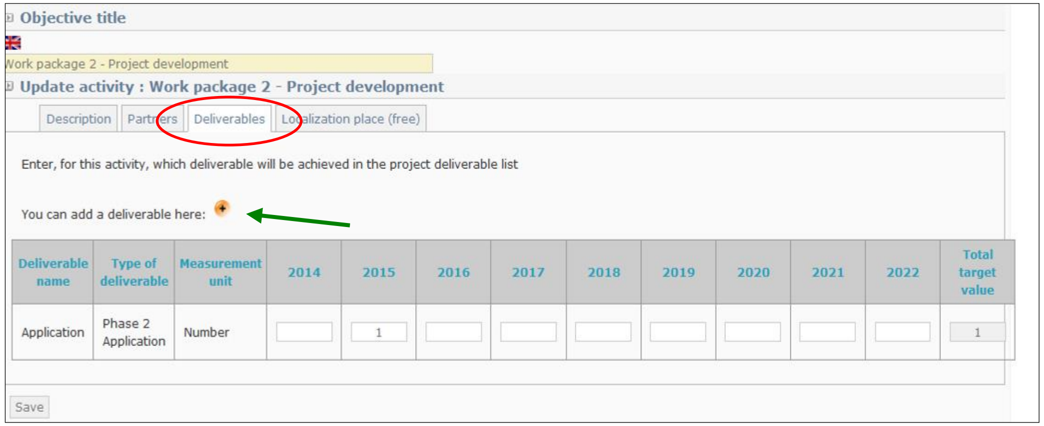
For the Phase 1, all partners should be involved.

➔ **Click on SAVE**

For **Work Package 1**, you do not need to change anything else: **no deliverable shall be input in Work Package 1 for Phase 1.**

➔ **Return to the Workplan and click on the link to Work Package 2 and repeat the same procedure as for Work Package 1.**

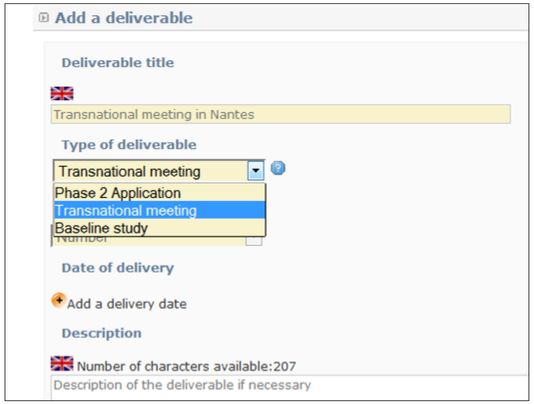
➔ **<u>For Work Package 2, proceed with the Deliverables tab.</u>**



➔ **Deliverables (In Workplan - Work Package 2 Menu)**

In this section, you are requested to list your deliverables for the work package.

➔ **Click on "Add a deliverable".**



You see a list of three types of deliverables.

It is compulsory to add the three deliverables to the Work Package 2. Refer to guide for APN for more information.

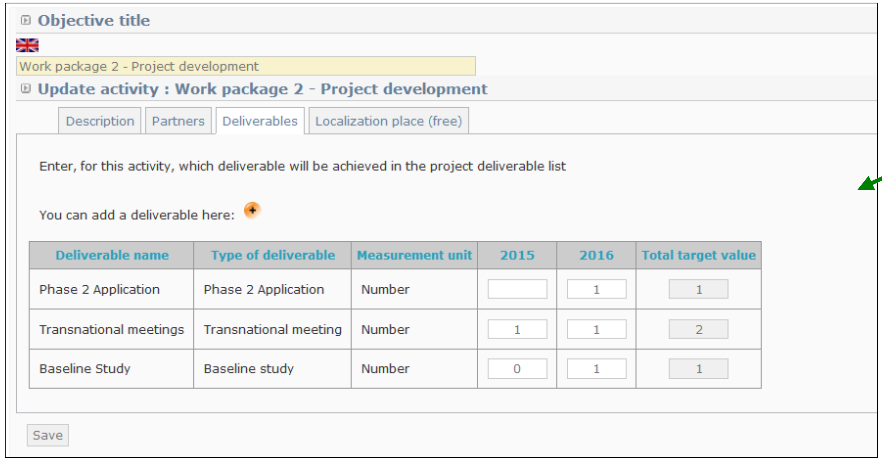
Your deliverables should be: one Phase 2 Application, one Baseline study and two transnational meetings.

For the name of the deliverable, use the titles already provided.

Ex: "*Transnational meeting*"

It is not compulsory to provide a delivery date for the application process.

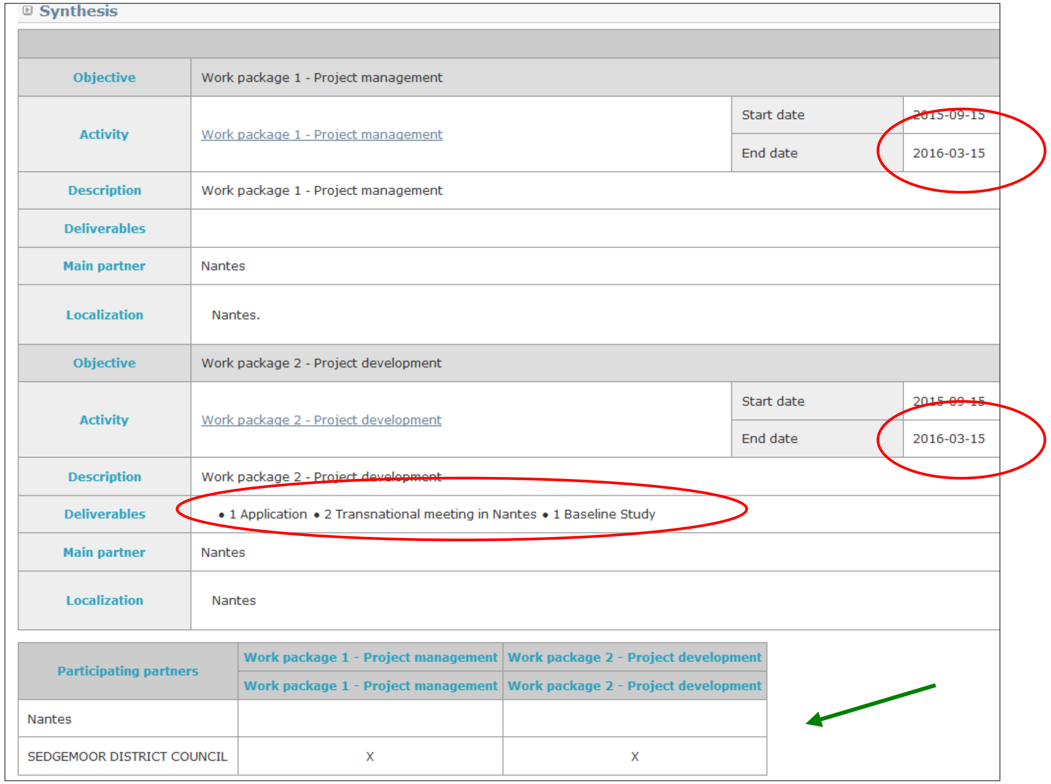
For the description, describe in very few words the deliverable. *For instance, "Transnational meetings to be held in Nantes and Sedgemoor".*



Once all the deliverables have been added, indicate the numbers in the table.

Your list of deliverables for Work Package 2 should look like this.

➔ **Click on SAVE.**



Once saved, your workplan should look like this.

Please make sure that the dates of the Work Packages as well as the list of deliverables is correct.

Also make sure that all partners are linked to both Work Packages.
▲**<u>This is really important: if the project is approved, partners not listed won't be able to claim costs for a Work Package they are not linked to.</u>**

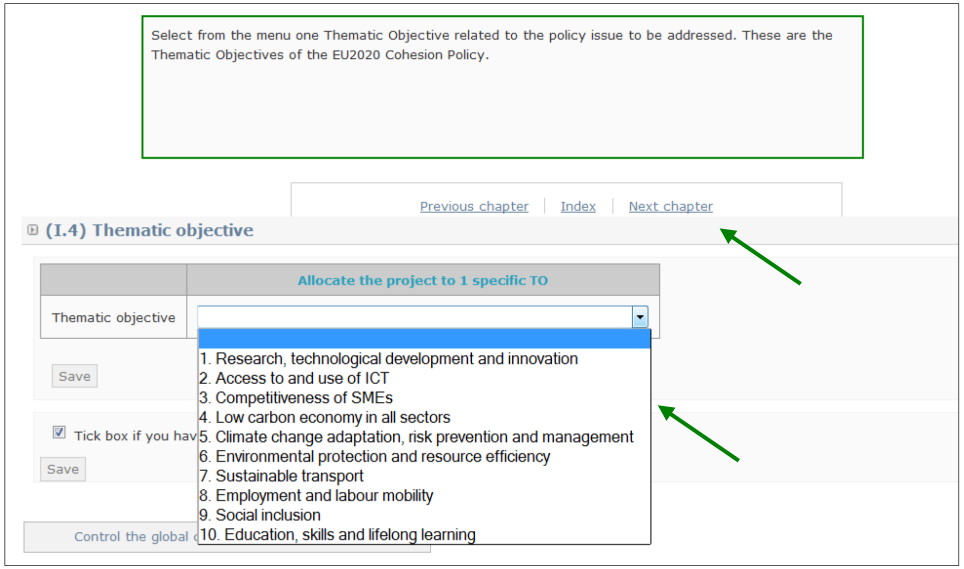
▲ **Once again, please do not add any activity/objective at the bottom of the page.**

- ➔ **Once done, you can tick the box at the end of the page and SAVE.**
- ➔ You will come back to the main description of your project.

Your project's main elements are now completed!

You can come back to the index of the application form. If you ticked the box and saved correctly, the sections should be marked with green ticks, like in the screenshot.

▲ **Please keep in mind that you can stop anytime and come back to your application later by logging in again. However before logging out, make sure to save the data already entered.**



Step 8. "Application Form: Fill in all sections"

➔ You can now start filling in your application form by clicking on the different sections.

We advise you to draft the larger text sections in WORD and copy / paste the information into the form, section by section.

- **Part I** : normally in this section, all sections are already marked with green ticks apart from *section I.4 – Thematic Objective*. Please go to this section, from the menu select one TO of the EU 2020 and save (if your project covers more than one TO please select the most appropriate as only one can be selected).
- All the sections of the **Part II** are free text boxes to be filled in regarding the **overall project.**
- Sections in **Part III** are free text boxes with questions regarding each partner involved in the **partnership** and **Lead Expert.**
- **Part IV** concerns the **description of the work plan for Phase 1.** Some sections will be automatically filled in with the information you provided before.
- **Part V** concerns the proposed **project management.**
- **Part VI** concerns the **budget.** You'll find additional information below to help go through this part.
- **Part VII**: to be **signed and stamped** in the PDF version of the submitted application.

▲ After you have entered the main elements, we advise you to fill in all the information required in each single section. If you do not have this information or you are not sure about it, please do not hesitate to contact the URBACT Secretariat.

▲ Start by Part I to check that the automatically filled in information is correct. Afterwards, simply navigate by clicking on "next chapter".

▲ Remember to click on the button "SAVE" after completing EACH section and before going to "next chapter". This is important to ensure that data will be saved.

▲ Free Text boxes in yellow have to be filled in. If they are kept empty, you might have issues to submit your application.

▲ Do not forget to tick the box and save in order to see your progression.

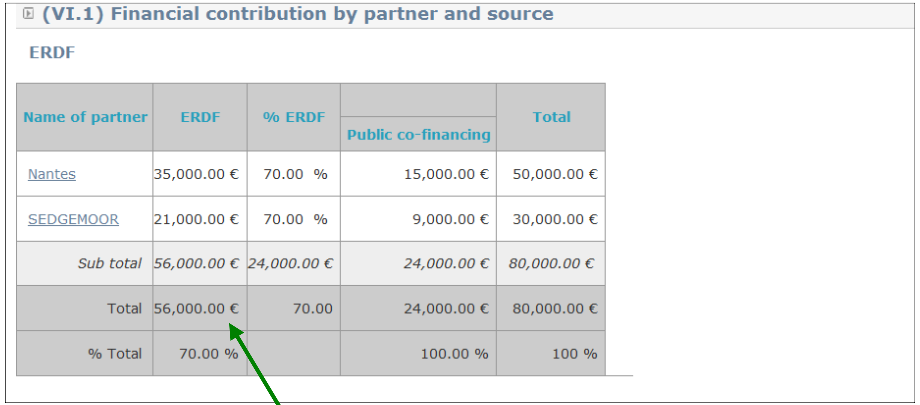
VI (VI) BUDGETARY PROPOSAL

- 1. (VI.1) Financial contribution by partner and source
- 2. (VI.2) ERDF per year
- 3. (VI.3) Expenditure per partners, per year, and budget line
- 4. (VI.4) Expenditure per year and budget category
- 5. (VI.5) Project cost per budget line
- 6. (VI.6) Project cost per budget category – Justification/Explanation

Details about Part VI – Budgetary Proposal.

→ **Applicants are invited to read carefully the Programme Manual and particularly Factsheet 2F for all the costs categories and details on budgetary issues in URBACT III.**

Here is more detailed information about the "Budgetary proposal" part, section by section.



(VI.1) Financial contribution by partner and source

ERDF

Name of partner	ERDF	% ERDF	Public co-financing	Total
Nantes	35,000.00 €	70.00 %	15,000.00 €	50,000.00 €
SEDGEMOOR	21,000.00 €	70.00 %	9,000.00 €	30,000.00 €
Sub total	*56,000.00 €*	*24,000.00 €*	*24,000.00 €*	*80,000.00 €*
Total	56,000.00 €	70.00	24,000.00 €	80,000.00 €
% Total	70.00 %		100.00 %	100 %

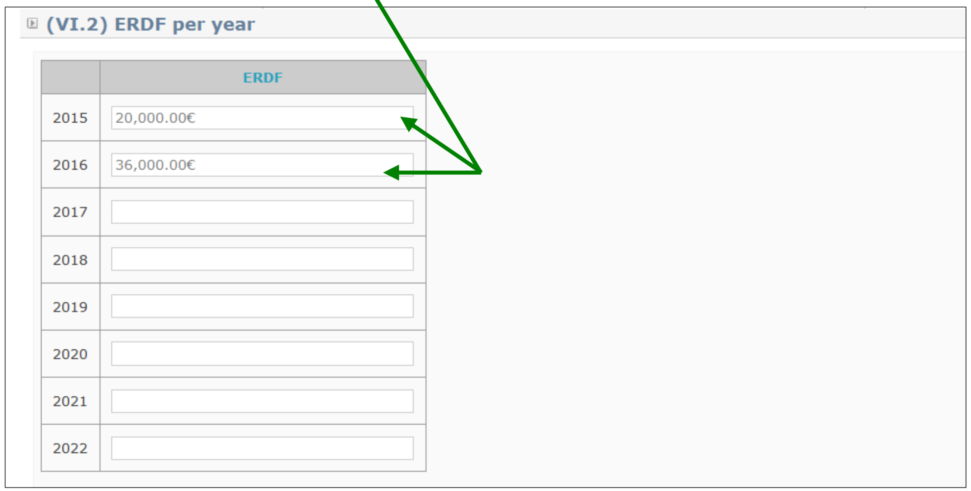
Section VI.1 – Financial contribution by partner and source

This section summarises the financial plan, listing all partners and their respective contributions to the network's budget, both ERDF and Public Co-financing.

Nothing needs to be done as it is automatically filled in based on the information provided in section I.3 (tab on finance).

However, it can help you check if the global financing plan is coherent, and particularly if the ERDF rate is correct.

→ **Proceed to next chapter.**



(VI.2) ERDF per year

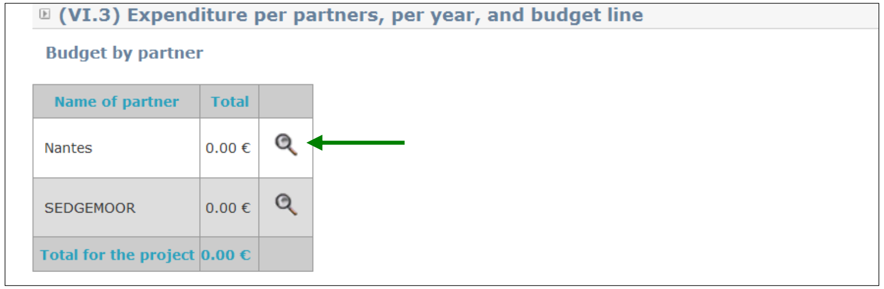
	ERDF
2015	20,000.00€
2016	36,000.00€
2017	
2018	
2019	
2020	
2021	
2022	

Section VI.2 – ERDF per year

In this table, you need to fill in the ERDF contributions per year for the project Phase 1, i.e. 2015 and 2016.

→ **Select a line, update the ERDF amounts respecting the number format "100,000.00€" and click on the button SAVE.**

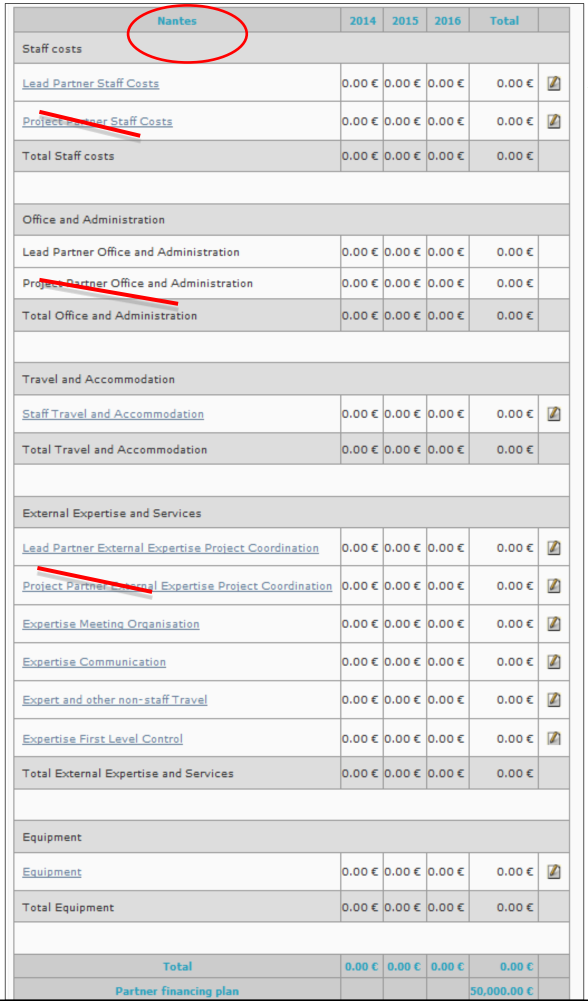
▲ **Make sure the total ERDF is consistent with information provided in sections *I.3 Partnership Financing plan* and *VI.1 Project finance* above.**



(VI.3) Expenditure per partners, per year, and budget line

Budget by partner

Name of partner	Total	
Nantes	0.00 €	
SEDGEMOOR	0.00 €	
Total for the project	0.00 €	



Nantes	2014	2015	2016	Total	
Staff costs					
Lead Partner Staff Costs	0.00 €	0.00 €	0.00 €	0.00 €	
Project Partner Staff Costs	0.00 €	0.00 €	0.00 €	0.00 €	
Total Staff costs	0.00 €	0.00 €	0.00 €	0.00 €	
Office and Administration					
Lead Partner Office and Administration	0.00 €	0.00 €	0.00 €	0.00 €	
Project Partner Office and Administration	0.00 €	0.00 €	0.00 €	0.00 €	
Total Office and Administration	0.00 €	0.00 €	0.00 €	0.00 €	
Travel and Accommodation					
Staff Travel and Accommodation	0.00 €	0.00 €	0.00 €	0.00 €	
Total Travel and Accommodation	0.00 €	0.00 €	0.00 €	0.00 €	
External Expertise and Services					
Lead Partner External Expertise Project Coordination	0.00 €	0.00 €	0.00 €	0.00 €	
Project Partner External Expertise Project Coordination	0.00 €	0.00 €	0.00 €	0.00 €	
Expertise Meeting Organisation	0.00 €	0.00 €	0.00 €	0.00 €	
Expertise Communication	0.00 €	0.00 €	0.00 €	0.00 €	
Expert and other non-staff Travel	0.00 €	0.00 €	0.00 €	0.00 €	
Expertise First Level Control	0.00 €	0.00 €	0.00 €	0.00 €	
Total External Expertise and Services	0.00 €	0.00 €	0.00 €	0.00 €	
Equipment					
Equipment	0.00 €	0.00 €	0.00 €	0.00 €	
Total Equipment	0.00 €	0.00 €	0.00 €	0.00 €	
Total	0.00 €	0.00 €	0.00 €	0.00 €	
Partner financing plan				50,000.00 €	

Section VI.3 - Expenditure per partner, per year and budget line.

In this table, you have to enter the budget per partner, per year and per budget line → **To do so, click on the magnifying glass on the right-hand side of the table.**

▲ **Budget categories are fixed and budget lines are already created. We recommend you to prepare the budget per year, per budget line and per partner following indications given in Factsheet 2F of the Programme Manual before inputing data in your application form.**

- Maximum overall budget for Phase 1 should not exceed 100,000€.
- Staff Costs should normally not exceed 40% of the overall budget.
- Budget should be proportionate to the workplan and expected results, balanced, realistic, justified and clear.

▲ You cannot enter administration costs as these will be automatically calculated as a 3% flat rate of the staff costs. **Be careful to calculate this amount in your total eligible budget per partner.**

→ Fill in the table by clicking on the icon with paper and pencil on the right. **Do not click on the links on the left side of the table (like "Lead Partner Staff costs" for instance). Fill in ONLY by clicking on the pen.**
→ **Indicate the amounts** per year and **click on the button "OK"** to save the modifications.
→ Make sure to **enter the detail only for the partner in question** (here Nantes as a Lead Partner).

▲ Even if you have the technical possibility to enter costs for other partners in the table, be sure to leave these lines EMPTY and fill in ONLY those for the relevant partner.

For EACH partner input data directly in the partner's own budget table.

→ Repeat for each budget line.

Please check that budget per year is adding up to total.

Please check that total corresponds to partner's financing plan.

- → **Proceed likewise for each partner.** You can come back to the table "*budget by partner*" by clicking on the link "*back to budget by partner*".
- → **When coming back to the table "*Budget by partner*", once all budget are completed, don't forget to save by ticking the box.**
- → **Proceed to next chapter.**

Section VI.4 - Expenditure per year and budget category

This table is summarising the network's budget per year and per budget category/line based on the information you provided in the previous section.

Nothing more needs to be done from your side.

➔ **Please just check that information given is correct, particularly the total and that it corresponds to the project's financing plan.**
➔ **Proceed to next chapter.**

(VI.4) Expenditure per year and budget category

	2015	2016	Total
Staff costs			
Lead Partner Staff Costs	5,000.00 €	5,000.00 €	10,000.00 €
Project Partner Staff Costs	2,000.00 €	2,000.00 €	4,000.00 €
Total Staff costs	7,000.00 €	7,000.00 €	14,000.00 €
Office and Administration			
Lead Partner Office and Administration	300.00 €	300.00 €	600.00 €
Project Partner Office and Administration	120.00 €	120.00 €	240.00 €
Total Office and Administration	420.00 €	420.00 €	840.00 €
Equipment			
Equipment	3,580.00 €	0.00 €	3,580.00 €
Total Equipment	3,580.00 €	0.00 €	3,580.00 €
Total	43,580.00 €	36,420.00 €	80,000.00 €

Section VI.5 – Project Cost per Budget line.

This table is summarising the network's budget per budget category/line based on the information you provided in section IV. 3.

Nothing more needs to be done from your side.

➔ **Please just check that information given is correct, particularly the total and that it corresponds to the project's financing plan.**

▲ If you need to change something in your budget, please go back to Section VI.3 to do so. **Do not click** on the link "*Edit project's expenditure budget lines*".

(VI.5) Project cost per budget line

Expenditure Budget lines

Expenditure budget line	Subcategories	
Staff costs	Lead Partner Staff Costs	10,000.00 €
	Project Partner Staff Costs	4,000.00 €
	Total	14,000.00 €
Office and Administration	Lead Partner Office and Administration	300.00 €
	Project Partner Office and Administration	120.00 €
	Total	420.00 €
Travel and Accommodation	Staff Travel and Accommodation	37,420.00 €
	Total	37,420.00 €
External Expertise and Services	Lead Partner External Expertise Project Coordination	10,000.00 €
	Project Partner External Expertise Project Coordination	0.00 €
	Expertise Meeting Organisation	10,000.00 €
	Expertise Communication	4,000.00 €
	Expert and other non-staff Travel	0.00 €
	Expertise First Level Control	580.00 €
	Total	24,580.00 €
Equipment	Equipment	3,580.00 €
	Total	3,580.00 €
Global budget		80,000.00 €

Edit project expenditure budget lines

Section VI 6 - Project cost per budget category – Justification/Explanation

In this section, you'll need to explain the budget, detailing what is planned for each budget category and any information that you deem useful for our assessment.

➔ **Do not forget to save!**

▲ **You are almost done!** Last **section VII.1** concerns official stamp and signature of the Application Form.

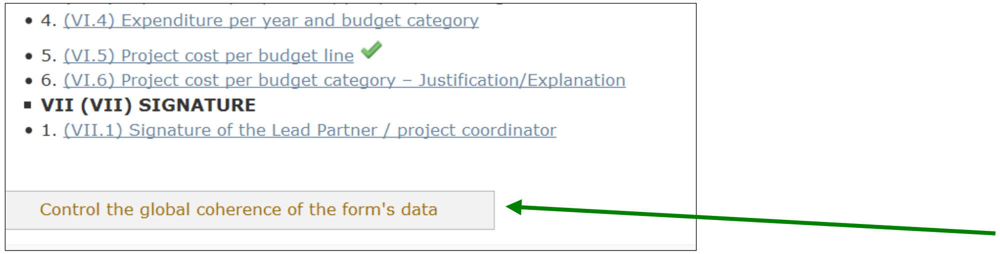
➔ **Once all sections have been properly filled in, proceed to submission.**

D – SUBMIT YOUR PROJECT PROPOSAL

D – SUBMIT YOUR PROJECT PROPOSAL

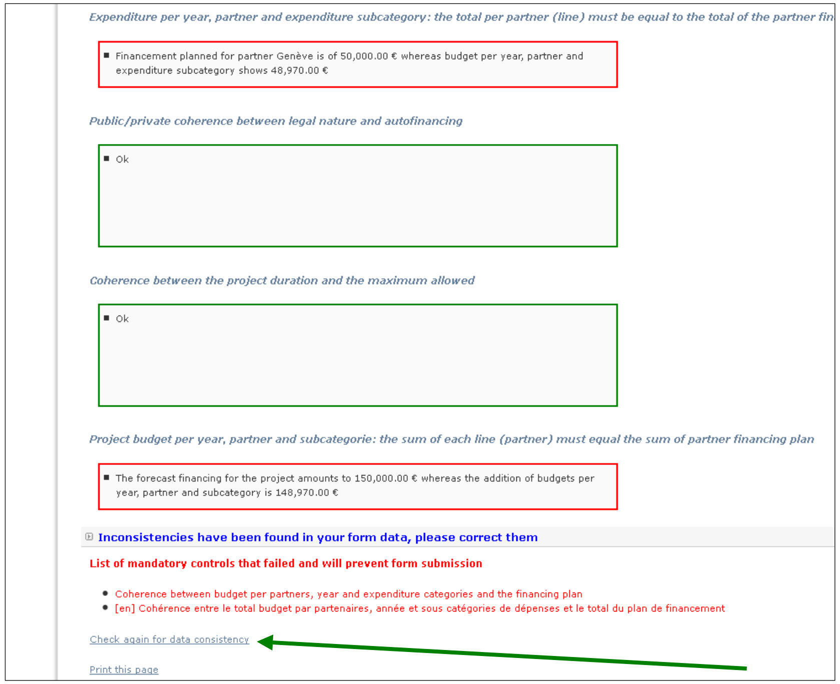
▲Before checking the coherence of your application form, and if your progression is still not "100%", you can check again that every tab in the "Main elements" Menu as well as every section of the Application Form has been properly filled in. Every time, save by ticking the box at the bottom. Do not forget to tick the boxes in the tabs "Deliverables", "Expenditure Subcategories" and "Indicators" in the "Main Elements" Menu.

→ Once you reach 100% progression, you should carry out a 'coherency check' before attempting to submit.



Step 9. "Check global coherence"

To check whether the Final Application form is fully and correctly completed, please click on the button "***Control the global coherence of the form's data***" at the bottom of the screen.



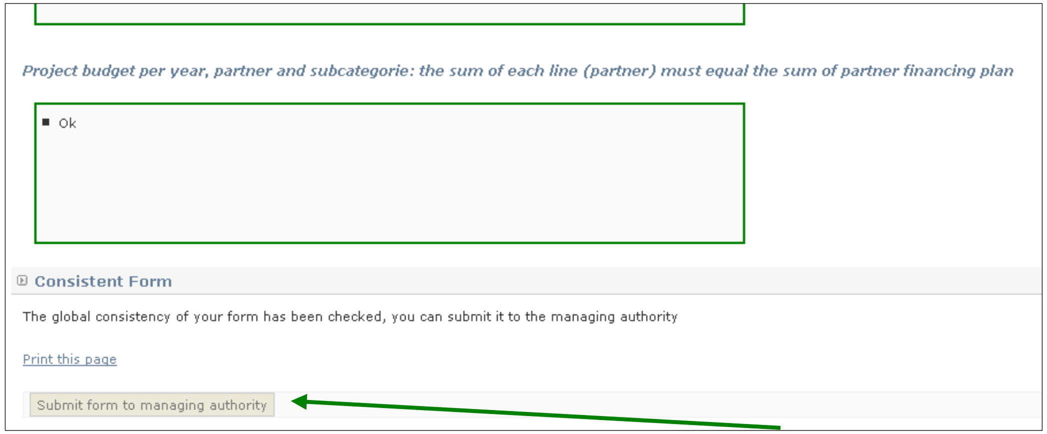
A pop-up window will be opened.

On the pop-up window you will find in green what is ok and in red what is problematic and needs to be changed to be able to submit the form.

If you followed all the previous instructions, all boxes should be green.

If inconsistencies are found (e.g. inconsistencies between the budget per partner, year and budget lines and each partner financing plan) or if compulsory free text chapters are kept empty, **you cannot submit the form.** Please arrange to make the necessary changes needed.

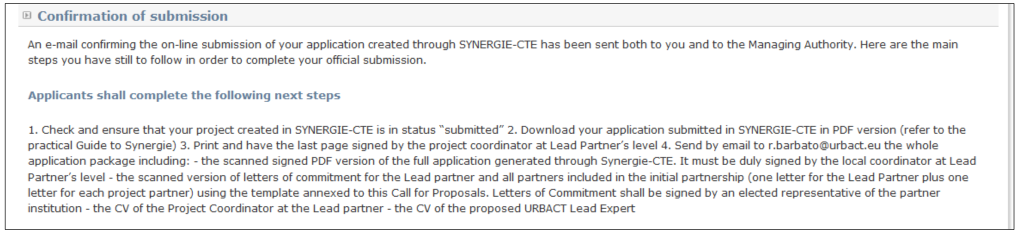
- ➔ Once corrected please repeat the check via the button "*Check again for data consistency*".

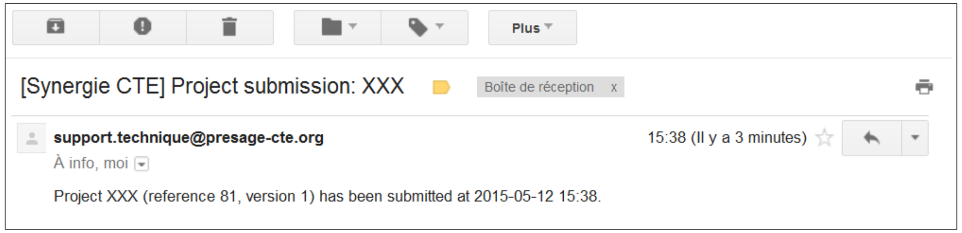


If no inconsistencies are found, you can submit the form.

→ Click on the dedicated button "*Submit form to Managing Authority*" at the bottom of the window.

UNTIL YOU CLICK ON THIS BUTTON, YOUR PROPOSAL WILL NOT HAVE BEEN OFFICIALLY SUBMITTED AND THE SECRETARIAT WILL NOT BE ABLE TO REVIEW ITS ELIGIBILITY.



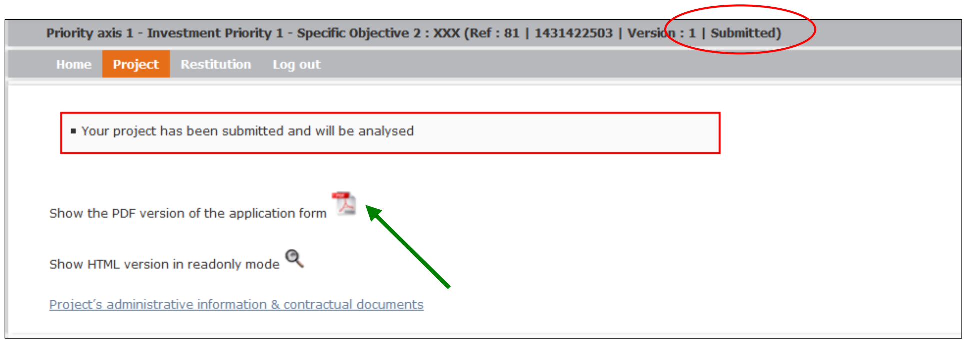


Step 10. "Complete your official submission"

Once submitted, you will see a screen saying that an e-mail confirming the on-line submission of your Phase 1 Application created through SYNERGIE-CTE has been sent both to you and to the Managing Authority.

Chek your email box for the confirmation email. It can take a few minutes for the email to arrive.

You'll find below the main steps you still have to follow in order to complete your official submission.

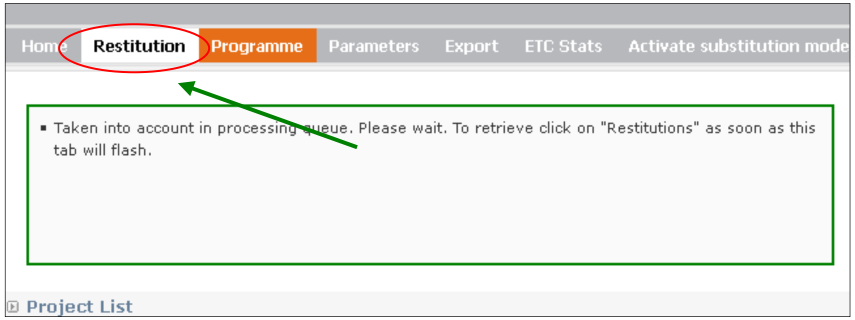


Once the Phase 1 Application created online through SYNERGIE-CTE has been submitted, check and ensure that the application form is in status "submitted".

→ When logging in, this screen will appear.

Now, you have to print the PDF version of your application form.

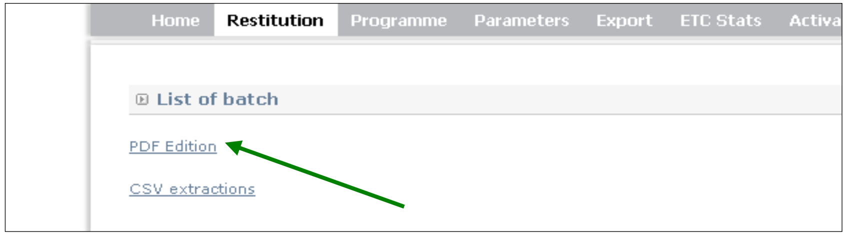
→ To print the form, please click on the PDF icon .

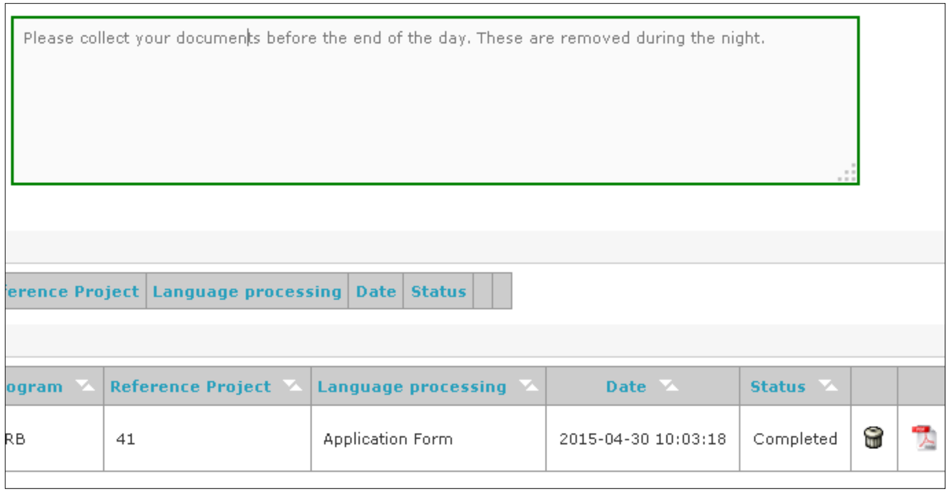


This screen will appear.

Do not panic: before you can open the PDF of your Phase 1 Application, this message informs you that you have to wait for the 'Restitution' tab to flash.

➔ **Once you see that this button on the grey top bar is flashing, you can click on it.**





This screen will appear.

➔ **Click on the link 'PDF Edition".**

➔ **Click on the PDF icon.**

The PDF version will open. You'll be able to download and to print it.

V2015-2 tests métier en qualif (Ref : 41 | Version : 2 | Submitted (major)) Submitted version

- VII - (VII) SIGNATURE

1. (VII.1) Signature of the Lead Partner / project coordinator

Signature of the Lead Partner / project coordinator :

Name (capital letters) :

Position :

Date :

Official stamp

- ➔ **PRINT the document and have the last page SIGNED by the local coordinator at Lead Partner's level.**
- ➔ **SEND the scanned PDF version of the full Phase 1 Application form duly signed, along with all documents requested in the Call, by email to r.barbato@urbact.eu.**
- ➔ **Do not put info@urbact.eu in copy of your email.**

▲ Please note that the system will be open until 16 June 2015 (15.00 pm CET), in order to allow candidates to print the PDF version of their Phase 1 Application.

▲ On 16 June 2015, the system might get overloaded and thus could be slower. Avoid last minute submission to ensure that your application is submitted properly and on time.

For additional assistance or information please do not hesitate to contact:

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	The URBACT III Programme **2014 - 2020**	**SYNERGIE** **GUIDANCE NOTE** **N° 2** **APN Phase 2 Application Form**

PRACTICAL GUIDE TO SYNERGIE

APPLICATION (PHASE 2)

ACTION PLANNING NETWORKS

OPEN UNTIL 15 MARCH 2016 15h00 CET

February 2016 (Version 1)

FOREWORD

The following document is a guide to completing the **URBACT III Phase 2 Application for Action Planning Networks** in the SYNERGIE CTE on-line system. It explains what is expected from the applicant and indicates where further information can be found.

It is based on the same structure as the Practical Guide To Synergie Application (Phase 1) and should be considered as the second part of a whole. The steps to follow are similar to the ones for Phase 1 and you will be requested to refer to some steps of the Guide for Phase 1 Applications. However, as the system has evolved and the Phase 2 application form has its own particularities, we highly recommend reading this guide carefully.

This Guide for Applicants should be used in conjunction with the URBACT III Operational Programme, the URBACT III Programme Manual, the Call for Proposals, the Guide to URBACT Action Planning Networks, available on the URBACT website, as well as the Terms of Reference for Phase 2 Applications,.

The Application Form has been designed with the eligibility criteria and assessment criteria in mind, therefore applicants are advised to consider these criteria when completing the form.

We strongly recommend that you prepare your project proposal as a WORD document for the larger 'free text' sections before entering data in SYNERGIE-CTE to avoid problems with saving. The budget can also be prepared in advance using Excel tables.

This document aims at providing guidelines for Lead Partner completing the Phase 1 Application Form on the SYNERGIE-CTE platform. The Lead Partner is in charge of the application for the whole network.

We highly recommend you to gather all the information from your partners before starting the application process. You need to foresee enough time to fill in the entire application form and by having the information beforehand you will be able to follow each step smoothly.

Indications preceded by "→" are steps to be taken by you.

Indications preceded by "▲" are information/tips to help you proceed.

Submitting an application takes a lot of time. You can save as you go along and complete the information in several steps. Do not under-estimate the time needed to prepare a high quality application.

PROCEDURE

This document will guide you through the key stages of completing and submitting your Application for Phase 2 through SYNERGIE-CTE. The procedure is structured along the following steps:

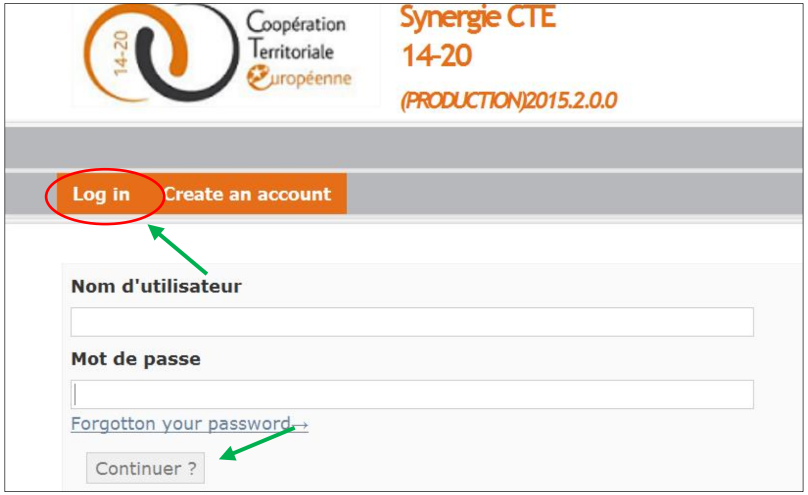
STEPS INCLUDED IN PRACTICAL GUIDE TO SYNERGIE (PHASE 1)	STEPS INCLUDED IN PRACTICAL GUIDE TO SYNERGIE (PHASE 2)
A – CREATE YOUR ACCOUNT IN SYNERGIE-CTE **Step 1.** "Create an account" **Step 2.** "Create/Select an organisation" **Step 3.** "Create an organisation" **Step 4.** "Create a contact" **Step 5.** "Validate your account" **B – CREATE YOUR PROJECT PROPOSAL** **Step 6.** "Create a project" **C – COMPLETE YOUR APPLICATION FORM** **Step 7.** "Application Form: Enter main elements" ➔ Step 7.1 DESCRIPTION ➔ Step 7.2 PARTNERS ➔ Step 7.3 DELIVERABLES ➔ Step 7.4 EXPENDITURE SUBCATEGORIES ➔ Step 7.5 INDICATORS ➔ Step 7.6 WORKPLAN **Step 8.** "Application Form: Fill in all sections" ➔ Details about Part VI – Budgetary Proposal. **D – SUBMIT YOUR PROJECT PROPOSAL** **Step 9.** "Check the global coherence" **Step 10.** "Complete your official submission"	**E – OPEN YOUR APPLICATION FORM** **Step 11.** "Log in to your account" **Step 12.** "Open the Application Form" **F – COMPLETE YOUR APPLICATION FORM** **Step 13.** "Application Form: Enter main elements" ➔ Step 13.1 DESCRIPTION ➔ Step 13.2 PARTNERS ➔ Step 13.3 DELIVERABLES ➔ Step 13.4 EXPENDITURE SUBCATEGORIES ➔ Step 13.5 INDICATORS ➔ Step 13.6 WORKPLAN **Step 14.** "Application Form: Fill in all sections" ➔ Details about Part VII – Budgetary Proposal. **G – SUBMIT YOUR PROJECT PROPOSAL** **Step 15.** "Check the global coherence" **Step 16.** "Complete your official submission"

E – OPEN YOUR APPLICATION FORM

E – OPEN YOUR APPLICATION FORM

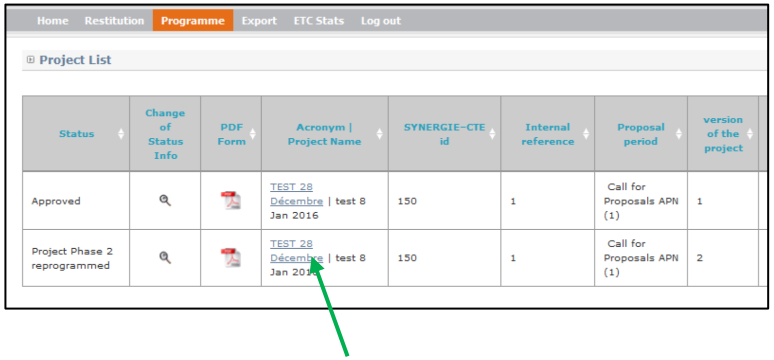
The Application to Phase 2 is an extension of your approved Phase 1 application and is considered as a reprogramming of your Phase 1 project. You will be able to fill in your Phase 2 Application Form once the URBACT Secretariat will have changed the status of your project into “Project Phase 2 Reprogrammed”.
To submit your project proposal through SYNERGIE-CTE, you have to log in with your Lead Partner account, which will allow you to enter in the system and work on your application at any time until the submission deadline 15 MARCH 2016, 15.00 pm CET.

➔ **Connect to the SYNERGIE-CTE website:** https://synergie-cte.asp-public.fr/



Step 11. “Log in to your account”

The home-page will appear.
→Login in your Lead Partner account by using the same login and password used for Phase 1.



Step 12. “Open the Application Form”

The screen appears.
You will see two entries corresponding to your project.
The first one with the status “approved” corresponds to the Phase 1.
The second one with the status “Project Phase 2 reprogrammed” corresponds to your application form for Phase 2.
→Click on the name of your network in the second entry.

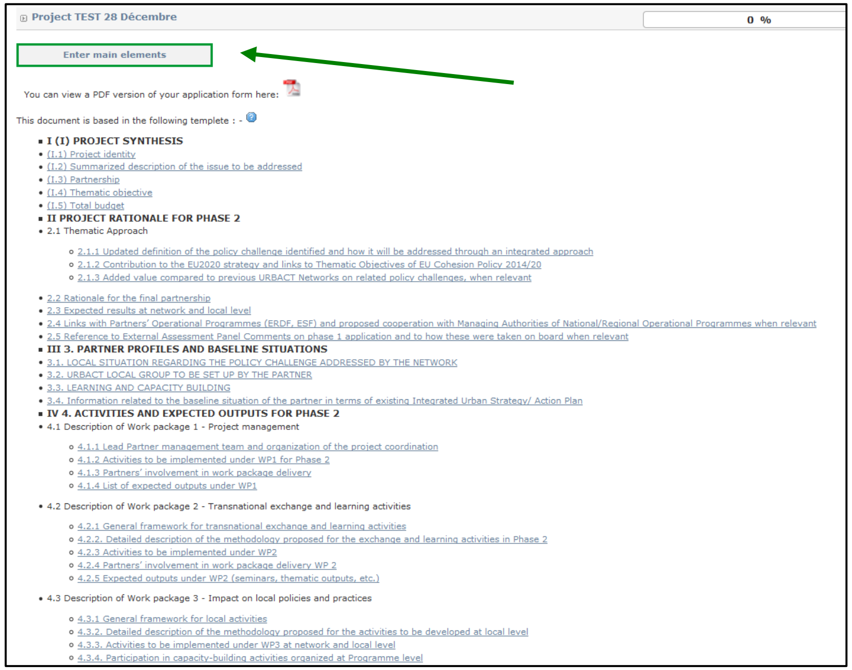
▲If the screen appears in French, click on the UK flag on the top right corner to go to the version in English.

C – COMPLETE YOUR APPLICATION FORM

You can now start completing the application form.

The Phase 2 Application Form is composed of <u>8 main sections</u>:

VIII. Project Synthesis
IX. Project Rationale for Phase 2
X. Partner profiles and Baseline situations
XI. Activities and expected outputs for Phase 2
XII. Use of Expertise
XIII. Project Work Plan
XIV. Budgetary Proposal
XV. Signature



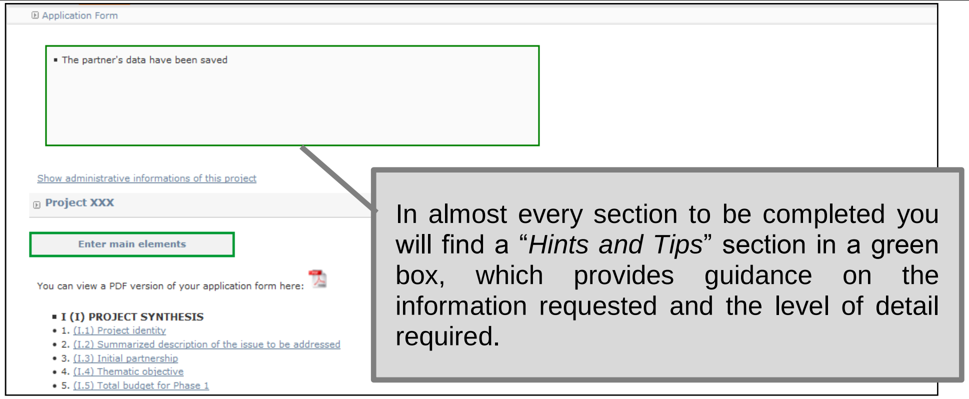
The index of your Phase 2 application Form appears. You can start inputting data.

▲ **If you log out**, this screen will automatically appear when you log back in.

You will notice that some sections are already filled in based on your Application Form Phase 1.

You can click on each section to see its content.

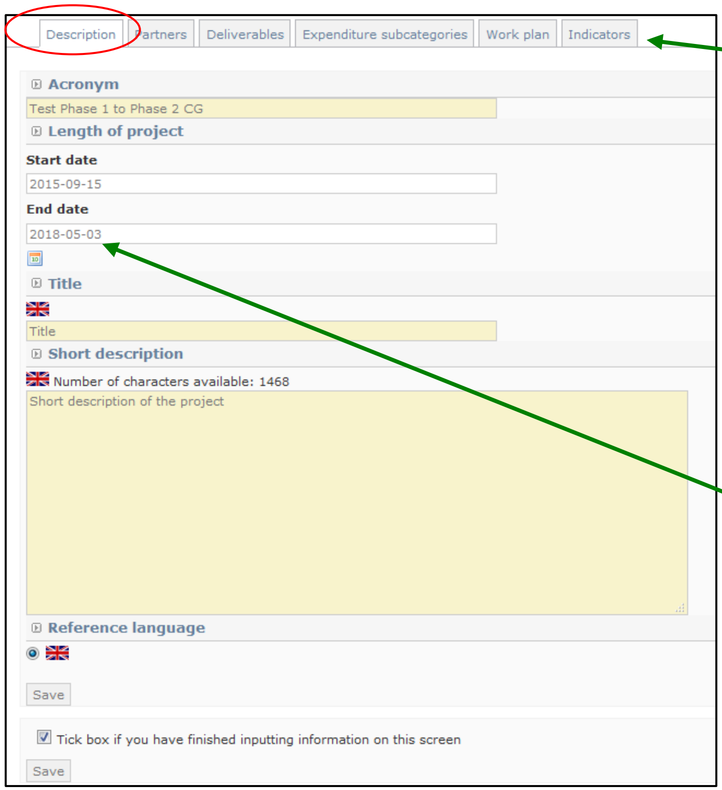
<u>▲ Like for Phase 1, we strongly advise you to start filling in the application form by clicking on “Enter Main elements”. As you will see, some sections of the Application form will be automatically filled based on information you will have provided in the main elements (partnership, financing plan…).</u>



Step 13. "Application Form : Enter main elements"

➔ **Click on "Enter Main Elements".**

▲ As long as the "Main Elements" Section is not completed, always resume the application procedure by clicking on "Enter Main Elements".



This screen appears when clicking on "Enter Main Elements".

▲ We strongly advise you to fill in the main elements following the horizontal menu on the top of the page. The sections included in the horizontal menu (Description, Partners, Deliverables, Expenditure, Work plan & Indicators) provide the key elements of your project and some information will automatically be used for other sections of the Application form.

Step 13.1 DESCRIPTION

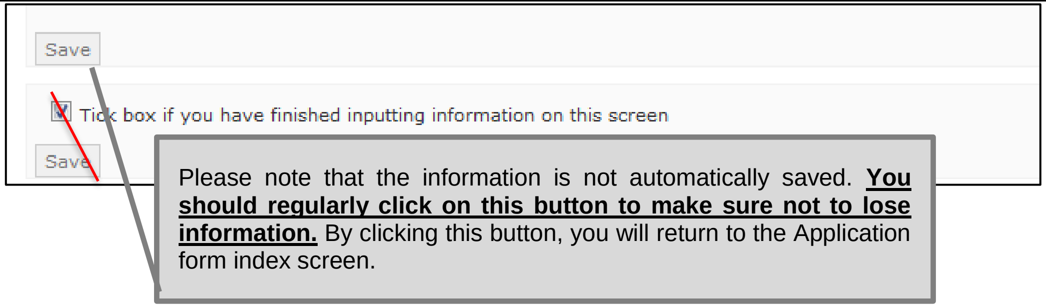
The information to be provided is the following:

- **Acronym**: filled in with information you have provided in Phase 1.

▲ Networks that decided on a change of name during Phase 1 shall indicate their new name in this box.

- **Start / End Date**: For phase 2, please enter the following dates:
  start date remains: 15/09/2015
  end date will be: 03/05/2018
  Click on the calendar to change the dates.

- **Project title:** this can be updated for networks that had a change of name.
- **Short Description**: the information already provided in Phase 1 can be updated to adapt to Phase 2.



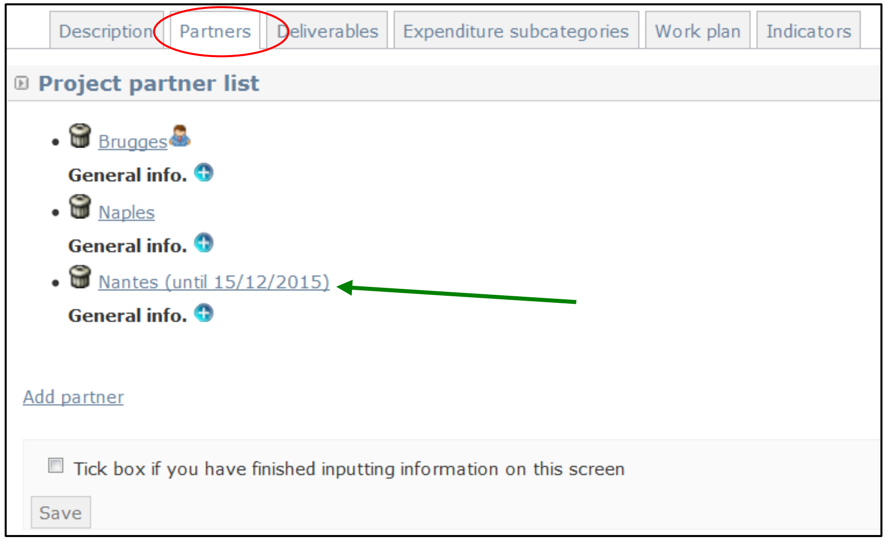
▲**<u>Important information about saving: as the information is not automatically saved, please make sure to always click on the button "SAVE at the bottom of each screen.</u>**

When you see this kind of screen with 2 different "SAVE" buttons:

- ➔ Press the 1st SAVE button.
- ➔ You will come back to the Application Form index. Click on "Enter main elements".

▲**Like for Phase 1, you also have the possibility to tick a box and save, in order to see your progression in the index. However, this has no added value for Phase 2 Applications and we advise no to pay attention to these boxes to tick.**

- ➔ Proceed with the next tab, here **"Partners"**.



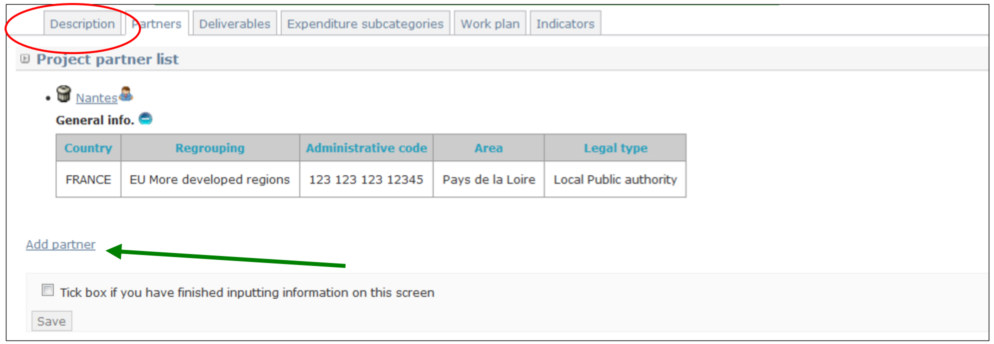
<u>Step 13.2 PARTNERS</u>

In this section, you must add all partners that will join the network for Phase 2.

▲**<u>In case one of the initial partners dropped out</u>**, **<u>do not remove it from the list</u>**. You should click on the name of the organisation and in the box "Partner's organisation", mention <u>the date until which the organisation was part of the partnership</u>.
For instance, here, Nantes was partner until 15h December 2015.

▲ **<u>In case the partner organisation changed</u>** (Municipality to Agency for instance):
- Add the new organisation as a new partner.
- Update the name of the initial organisation by <u>adding "Until the end of Phase 1".</u>

<u>Example:</u> Frankfurt was partner in Phase 1 but the Frankfurt Development Agency will be the Network's official partner in Phase 2.
- The Development agency is added just like a new partner
- Frankfurt's name is updated to "Frankfurt (until the end of Phase 1)".

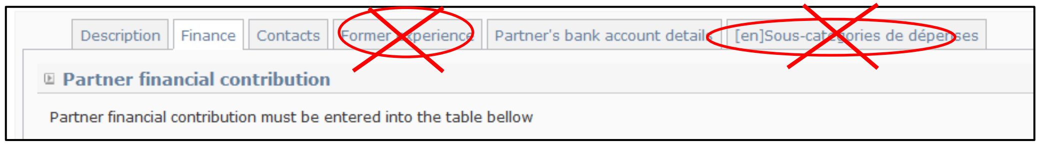


To add a partner, **click on "Add a partner"**.

▲Follow the procedure described in **<u>STEP 7.2 of the Synergie Guide for Phase 1 Application to add the partners</u>**

FOLLOW THE SAME PROCEDURE FOR EACH NEW PARTNER

▲ The Partnership should be built respecting a number of principles that stand as eligibility criteria. Please refer to these criteria, making sure your partnership respects the rules.



▲**<u>TO BE NOTED FOR PHASE 2 APPLICATIONS</u>**

It is possible that your partners will not be already in the database. Make sure to input the information properly when creating a new organisation.

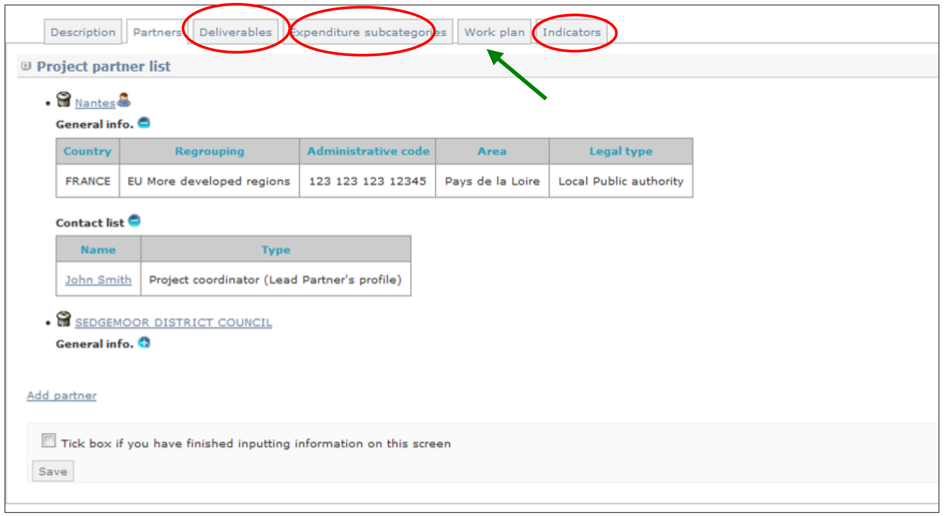
▲The system has evolved compared to Phase 1 Applications, and when creating a new organisation in the system, a administrative code must be provided according to national legislation.

- ➔ You will find indications about the codes per country in annex I.
- ➔ Make sure you get these codes from your new partners before entering data.

▲ Finance
When filling in the tab "Finance" for each partner, keep in mind that the Network maximum budget shall be comprised between 650 000€ and 750 000€ for Phase 1 and Phase 2.

▲For each partner, you need to fill in several tabs . However, you do not need to fill in the sections **"Former experience"** and **"[EN] Sous-categories de dépenses"** as they are not relevant for URBACT.

- ➔ **After providing all the requested information for each partner you can proceed with information about the project.**



<u>Step 13.3 DELIVERABLES (in Main Elements Menu)</u>

Under this tab, you will be able to see the list of planned deliverables of your network. **<u>You do not need to add anything manually</u>**, as the list will be automatically filled in by the information you will provide under the tab "Workplan".

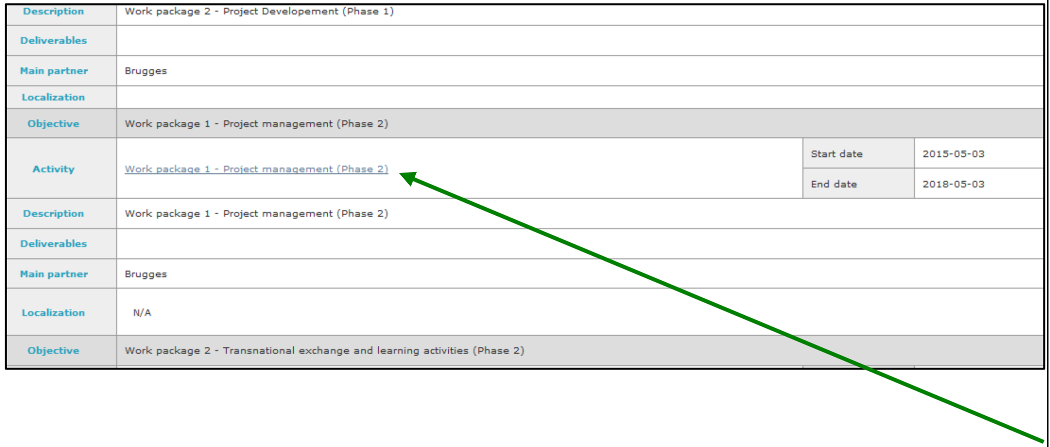
<u>Step 13.4 EXPENDITURE SUBCATEGORIES</u>

Please ignore this tab. The expenditure table will have to be filled in later in the application process, under Section VI. 3.

<u>Step 13.5 INDICATORS</u>

For phase 1, you do not need to complete this section.

➔ **<u>Proceed to the tab "Workplan".</u>**



<u>Step 13.6 WORKPLAN</u>

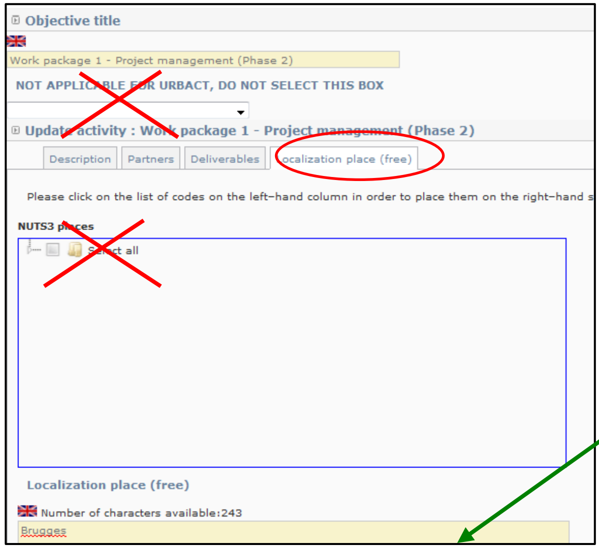
The activities to be implemented within the networks are organised around Work Packages. Each WP has specific objectives, defined actions and related expected deliverables.

For Phase 2, all four work packages are applicable. They have already been created. **<u>Please do not create any other Work Package.</u>**

<u>DO NOT try to add any activity or objective at the bottom of the page.</u>

You will see 6 WP: 2 regarding Phase 1 and 4 regarding Phase 2. You should only fill in the work packages for Phase 2.

➔ Please click on the link **to go to Work Package 1 (Phase 2).**



▲On all tabs of this section, you will notice a white box with the mention "NOT APPLICABLE FOR URBACT": do no take this box into account.

➔ **Start with "Localisation" (right end of the horizontal menu).**

If you do not start with this tab, the platform won't allow you to save further.

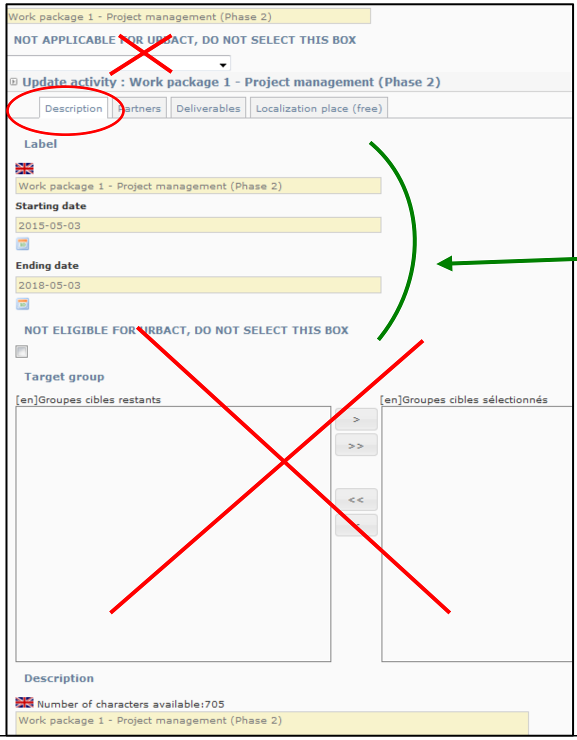
In this tab, simply indicate where the activities should mainly take place, for instance "Nantes".

Do not take the NUTS3 into account.

→ Once it is done, SAVE.

→ You will come back to the workplan, click once more on Work Package 1.

→ Proceed with the tab "Description"(first tab in the horizontal menu).



➔ **Description**

Please do not take into account the section "*change activity's work package*" on top of the screen.

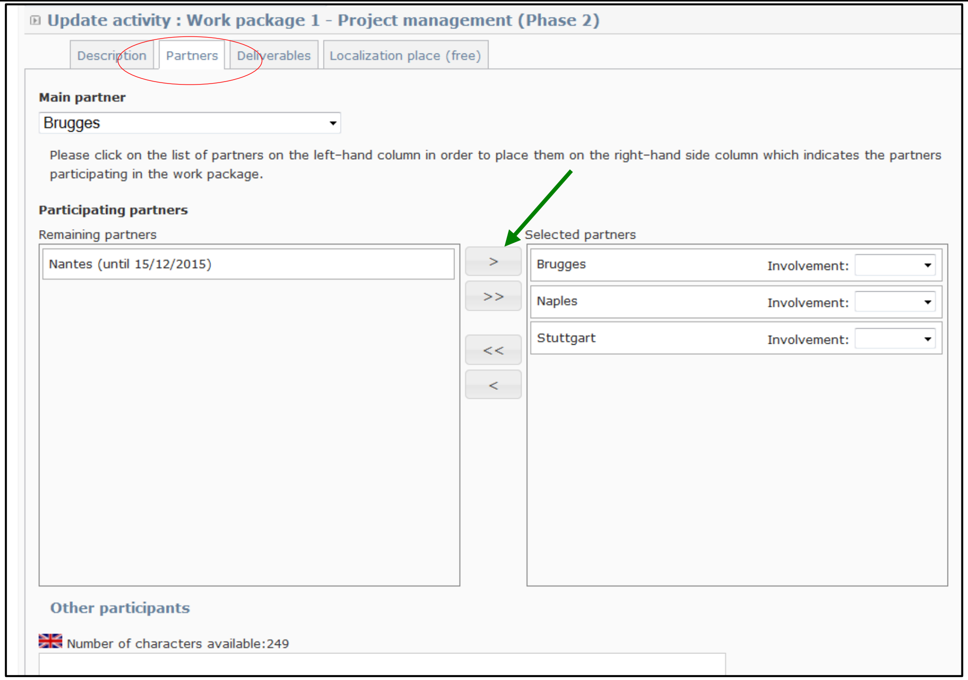
Change the dates of the **Work Package 1** using the calendars.

➔ **Start / End Date**: For phase 1, please enter the following dates:

- start date will be: 03/05/2016
- end date will be: 03/05/2018 (start date +24 months)

▲You will notice a white box with the mention "NOT APPLICABLE FOR URBACT": do no take this box as well as the "target group" boxes into account.

➔ **SAVE and proceed to "Partners" tab.**



➔ Partners

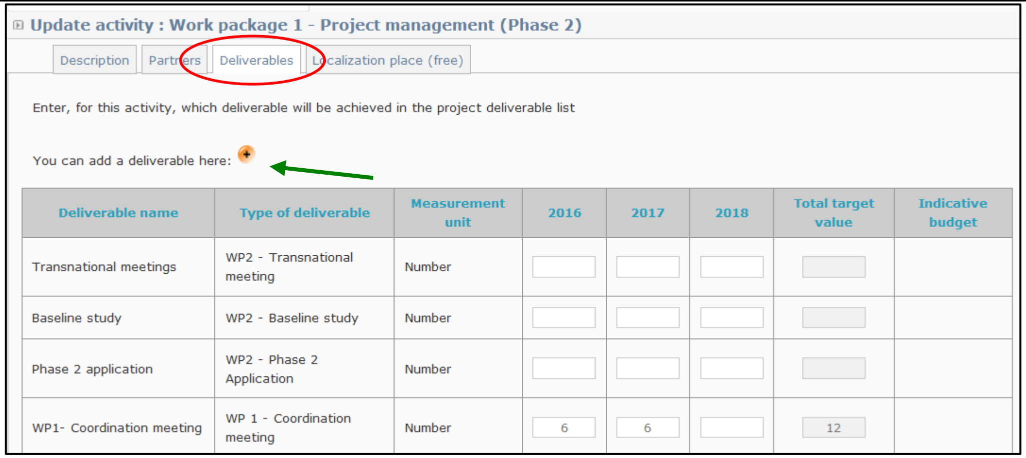
Click to indicate the partners who are taking part in each work package.

All Phase 2 partners should be involved. Select all Phase 2 and add them to the right box. Leave the dropped out partners in the box on the left.

▲You do not need to fill in the "Involvement" box, as it is not requested for URBACT.

➔ Click on SAVE.

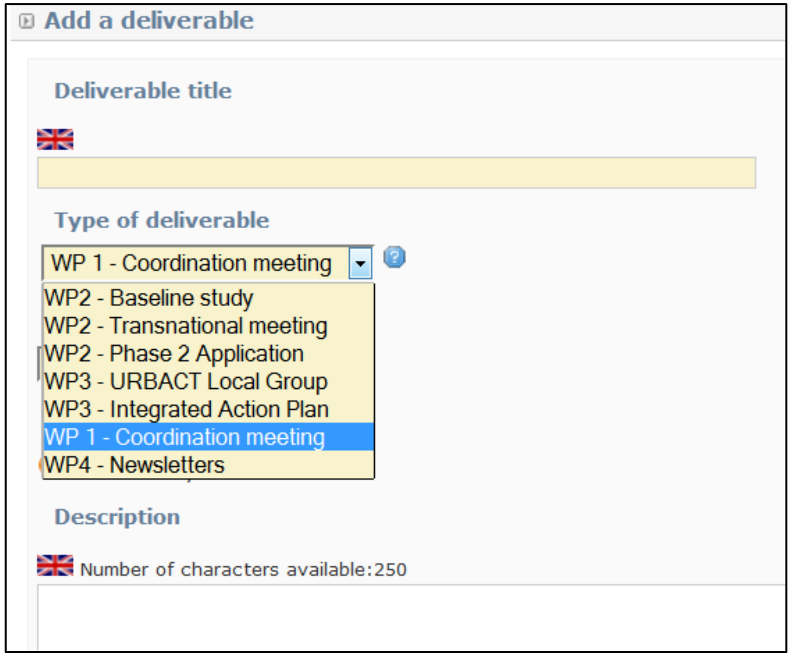
➔ Proceed with the "Deliverables" tab.



➔ Deliverables (In Workplan - Work Package 1 Menu)

In this section, you are requested to list your deliverables for the work package.
You will see already some lines corresponding to the Phase 1 deliverables. You can leave these lines empty.

➔ Click on "Add a deliverable".



You will see a list of 13 types of deliverables. For each Work Package, you should select the corresponding deliverables.

▲ **It is compulsory to add all deliverables to the corresponding Work Package:**

For WP 1:
WP1 - Coordination meeting
WP1 - Mid Term Review
For WP 2:
WP2 - Thematic outputs
WP2 - Case studies
WP2 - Transnational meeting (Phase 2)
For WP 3:
WP3 - URBACT Local Groups (ULG)
WP3 - ULG meetings
WP3 - Integrated Action Plan
For WP 4:
WP4 - Local dissemination meetings
WP4 - Newsletters
WP4 - Promotional material
WP4 - URBACT Network page update
WP4 - Network results product

For the name of the deliverable, use the titles already provided.

Ex: "*Coordination Meeting*"

It is not compulsory to provide a delivery date for the application process.

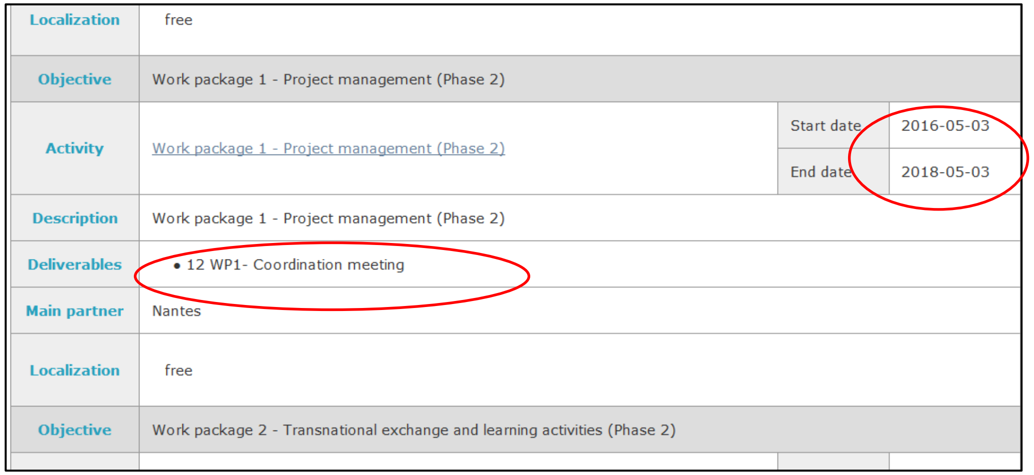
For the description, describe in very few words the deliverable. For instance, *"Transnational meetings to be held in Nantes and Sedgemoor".*

WP1- Coordination meeting	WP 1 - Coordination meeting	Number	6	6		12
Transnational meeting (Phase 2)	WP2 - Transnational meeting	Number	2	2	1	5
IAP	WP3 - Integrated Action Plan	Number			1	1

Save

Once all the deliverables have been added, indicate the numbers in the table.

➔ **Click on SAVE.**



➔ **<u>Repeat the same steps for WP2, WP3 and WP4.</u>**

Please make sure that the dates of the Work Packages as well as the list of deliverables is correct.

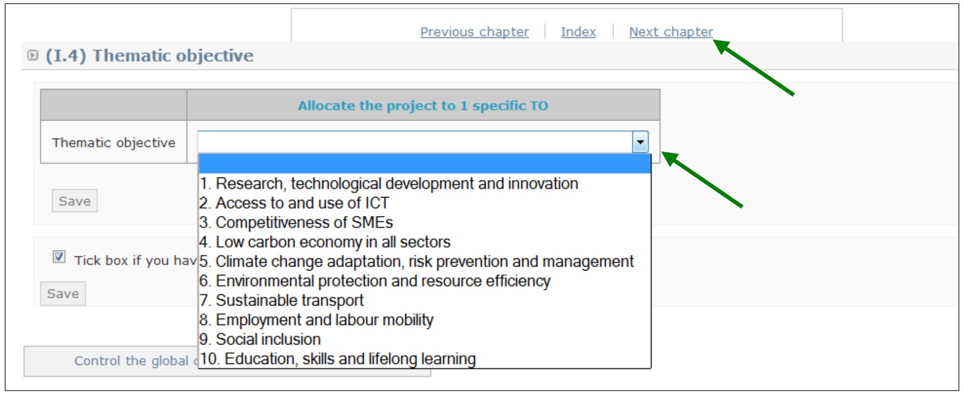
Also make sure that all partners are linked to both Work Packages.
▲ **<u>This is really important: if the project is approved, partners not listed won't be able to claim costs for a Work Package they are not linked to.</u>**

▲ **Once again, please do not add any activity/objective at the bottom of the page.**

➔ **Once done, you can SAVE.**
➔ You will come back to the main description of your project.

<u>Your project's main elements are now completed!</u>

▲ **Please keep in mind that you can stop anytime and come back to your application later by logging in again. However before logging out, make sure to save the data already entered.**

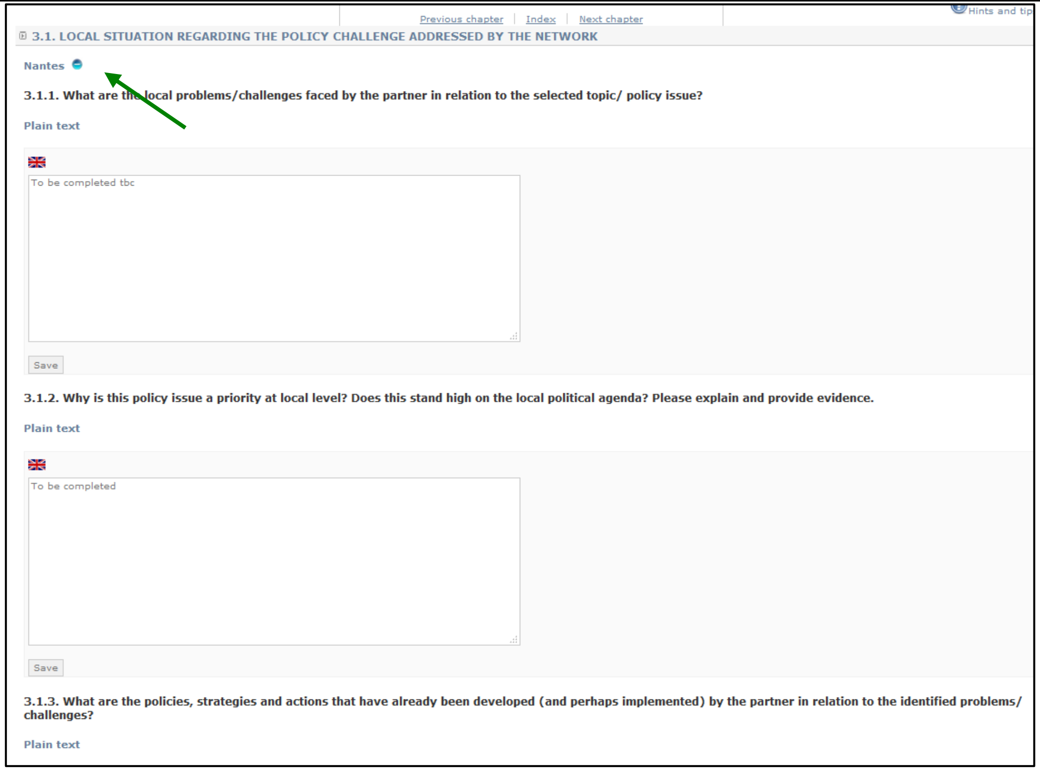


Step 14. "Application Form: Fill in all sections"

➔ You can now start filling in your application form by clicking on the different sections.

We advise you to draft the larger text sections in WORD and copy / paste the information into the form, section by section.

- **Part I** : normally in this section, all sections are filled in. You can check by clicking on next chapter.
  If your thematic objective needs to be updated, go to *section I.4 – Thematic Objective* and from the menu select one TO of the EU 2020 and save.



- All the sections of the **Part II** are free text boxes to be filled in regarding the **overall project.**
- Sections in **Part III** are free text boxes with questions regarding each partner involved in the **partnership** and **Lead Expert.**
- **Part IV** concerns the **description of the Work packages for Phase 2.** Some sections will be automatically filled in with the information you provided before.
- **Part V** concerns the proposed **use of expertise.**
- **Part VI** is a summary of your **workplan.**
- **Part VII** concerns the **budget.** You'll find additional information below to help go through this part.
- **Part VII**: to be **signed and stamped** in the PDF version of the submitted application.

▲Please be aware that Part III requires some time to be filled in.
In each of the 4 subsections, you will need to click on the , next to the partners' names to open free text boxes to answer the questions for each partner.

➔ <u>**Do not forget to save after each free box!**</u>

▲ After you have entered the main elements, we advise you to fill in all the information required in each single section. If you do not have this information or you are not sure about it, please do not hesitate to contact the URBACT Secretariat.

▲ Start from Part I to check that the automatically filled in information is correct. Afterwards, simply navigate by clicking on "next chapter".

<u>**▲ Remember to click on the button "SAVE" after completing EACH section and before going to "next chapter". This is important to ensure that data will be saved.**</u>

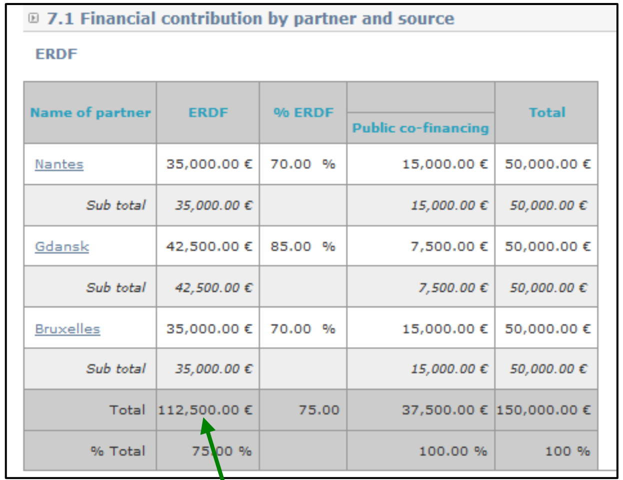
▲ Free Text boxes in yellow have to be filled in. If they are kept empty, you might have issues to submit your application.

▪ VI (VI) BUDGETARY PROPOSAL
- 1. (VI.1) Financial contribution by partner and source
- 2. (VI.2) ERDF per year
- 3. (VI.3) Expenditure per partners, per year, and budget line
- 4. (VI.4) Expenditure per year and budget category
- 5. (VI.5) Project cost per budget line
- 6. (VI.6) Project cost per budget category – Justification/Explanation

<u>Details about Part VIi – Budgetary Proposal.</u>

➔ **Applicants are invited to read carefully the Programme Manual and particularly [Factsheet 2F](#) for all the costs categories and details on budgetary issues in URBACT III.**

In the lines below, you will find detailed information about the "Budgetary proposal" part, section by section.



7.1 Financial contribution by partner and source

ERDF

Name of partner	ERDF	% ERDF	Public co-financing	Total
Nantes	35,000.00 €	70.00 %	15,000.00 €	50,000.00 €
Sub total	*35,000.00 €*		*15,000.00 €*	*50,000.00 €*
Gdansk	42,500.00 €	85.00 %	7,500.00 €	50,000.00 €
Sub total	*42,500.00 €*		*7,500.00 €*	*50,000.00 €*
Bruxelles	35,000.00 €	70.00 %	15,000.00 €	50,000.00 €
Sub total	*35,000.00 €*		*15,000.00 €*	*50,000.00 €*
Total	112,500.00 €	75.00	37,500.00 €	150,000.00 €
% Total	75.00 %		100.00 %	100 %

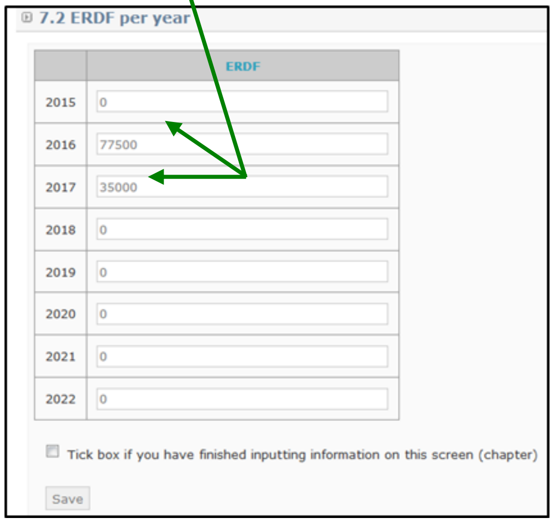
Section V.1 – Financial contribution by partner and source

This section summarises the financial plan, listing all partners and their respective contributions to the network's budget, both ERDF and Public Co-financing.

<u>Nothing needs to be done</u> as it is automatically filled in based on the information provided in section I.3 (tab on finance).

However, it can help you check if the global financing plan is coherent, and particularly if the ERDF rate is correct.

➔ **Proceed to next chapter.**



7.2 ERDF per year

	ERDF
2015	0
2016	77500
2017	35000
2018	0
2019	0
2020	0
2021	0
2022	0

☐ Tick box if you have finished inputting information on this screen (chapter)

Save

Section VI.2 – ERDF per year

In this table, you need to fill in the ERDF contributions per year for the project Phase 1 & 2, i.e. 2015, 2016, 2017 and 2018.

➔ **Select a line, update the ERDF amounts respecting the number format "100,000.00€" and click on the button SAVE.**

▲ **Make sure the total ERDF is consistent with information provided in sections *I.3 Partnership Financing plan* and *VI.1 Project finance* above.**

(VI.3) Expenditure per partners, per year, and budget line

Budget by partner

Name of partner	Total	
Nantes	0.00 €	
SEDGEMOOR	0.00 €	
Total for the project	0.00 €	

Nantes	2014	2015	2016	Total
Staff costs				
Lead Partner Staff Costs	0.00 €	0.00 €	0.00 €	0.00 €
~~Project Partner Staff Costs~~	0.00 €	0.00 €	0.00 €	0.00 €
Total Staff costs	0.00 €	0.00 €	0.00 €	0.00 €
Office and Administration				
Lead Partner Office and Administration	0.00 €	0.00 €	0.00 €	0.00 €
~~Project Partner Office and Administration~~	0.00 €	0.00 €	0.00 €	0.00 €
Total Office and Administration	0.00 €	0.00 €	0.00 €	0.00 €
Travel and Accommodation				
Staff Travel and Accommodation	0.00 €	0.00 €	0.00 €	0.00 €
Total Travel and Accommodation	0.00 €	0.00 €	0.00 €	0.00 €
External Expertise and Services				
Lead Partner External Expertise Project Coordination	0.00 €	0.00 €	0.00 €	0.00 €
~~Project Partner External Expertise Project Coordination~~	0.00 €	0.00 €	0.00 €	0.00 €
Expertise Meeting Organisation	0.00 €	0.00 €	0.00 €	0.00 €
Expertise Communication	0.00 €	0.00 €	0.00 €	0.00 €
Expert and other non-staff Travel	0.00 €	0.00 €	0.00 €	0.00 €
Expertise First Level Control	0.00 €	0.00 €	0.00 €	0.00 €
Total External Expertise and Services	0.00 €	0.00 €	0.00 €	0.00 €
Equipment				
Equipment	0.00 €	0.00 €	0.00 €	0.00 €
Total Equipment	0.00 €	0.00 €	0.00 €	0.00 €
Total	0.00 €	0.00 €	0.00 €	0.00 €
Partner financing plan				50,000.00 €

Section VI.3 - Expenditure per partner, per year and budget line.

In this table, you have to enter the budget per partner, per year and per budget line → **To do so, click on the magnifying glass on the right-hand side of the table.**

▲ **Budget categories are fixed and budget lines are already created. We recommend you to prepare the budget per year, per budget line and per partner following indications given in [Factsheet 2F of the Programme Manual] before inputing data in your application form.**

- Maximum overall budget should not exceed 750,000€.
- Project Coordination Costs (staff + external expertise coordination) should normally not exceed 40% of the overall budget.
- Budget should be proportionate to the workplan and expected results, balanced, realistic, justified and clear.

▲ You cannot enter administration costs as these will be automatically calculated as a 3% flat rate of the staff costs. **Be careful to calculate this amount in your total eligible budget per partner.**

→ Fill in the table by clicking on the icon with paper and pencil on the right. **Do not click on the links on the left side of the table (like "Lead Partner Staff costs" for instance). Fill in ONLY by clicking on the pen.**
→ **Indicate the amounts** per year and **click on the button "OK"** to save the modifications.
→ Make sure to **enter the detail only for the partner in question** (Here Nantes as a Lead Partner).

▲ **Even if you have the technical possibility to enter costs for other partners in the table, be sure to leave these lines EMPTY and fill in ONLY those for the relevant partner.**

For EACH partner input data directly in the partner's own budget table.

→ Repeat for each budget line.

Please check that budget per year is adding up to total.

Please check that total corresponds to partner's financing plan.

- → **Proceed likewise for each partner.** You can come back to the table "*budget by partner*" by clicking on the link "*back to budget by partner*".
- → **When coming back to the table "*Budget by partner*", once all budget are completed, do not forget to save by ticking the box.**
- → **Proceed to next chapter.**

7.4 Expenditure per year and budget category

	2014	2015	2016	2017	2018	Total
Staff costs						
Lead Partner Staff Costs	0.00 €	0.00 €	25,000.00 €	0.00 €	0.00 €	25,000.00 €
Project Partner Staff Costs	0.00 €	0.00 €	12,000.00 €	15,000.00 €	0.00 €	27,000.00 €
Total Staff costs	0.00 €	0.00 €	37,000.00 €	15,000.00 €	0.00 €	52,000.00 €
Office and Administration						
Lead Partner Office and Administration	0.00 €	0.00 €	750.00 €	0.00 €	0.00 €	750.00 €
Project Partner Office and Administration	0.00 €	0.00 €	360.00 €	450.00 €	0.00 €	810.00 €
Total Office and Administration	0.00 €	0.00 €	1,110.00 €	450.00 €	0.00 €	1,560.00 €
Total External Expertise and Services	0.00 €	0.00 €	29,500.00 €	19,000.00 €	0.00 €	48,500.00 €
Equipment						
Equipment	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Total Equipment	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Total	**0.00 €**	**0.00 €**	**100,000.00 €**	**50,000.00 €**	**0.00 €**	**150,000.00 €**

Section VI.4 - Expenditure per year and budget category

This table is summarising the network's budget per year and per budget category/line based on the information you provided in the previous section.

Nothing more needs to be done from your side.

- ➔ **Please just check that information given is correct, particularly that the total corresponds to the project's financing plan.**
- ➔ **Proceed to next chapter.**

(VI.5) Project cost per budget line

Expenditure Budget lines

Expenditure budget line	Subcategories	
Staff costs	Lead Partner Staff Costs	10,000.00 €
	Project Partner Staff Costs	4,000.00 €
	Total	14,000.00 €
Office and Administration	Lead Partner Office and Administration	300.00 €
	Project Partner Office and Administration	120.00 €
	Total	420.00 €
Travel and Accommodation	Staff Travel and Accommodation	37,420.00 €
	Total	37,420.00 €
External Expertise and Services	Lead Partner External Expertise Project Coordination	10,000.00 €
	Project Partner External Expertise Project Coordination	0.00 €
	Expertise Meeting Organisation	10,000.00 €
	Expertise Communication	4,000.00 €
	Expert and other non-staff Travel	0.00 €
	Expertise First Level Control	580.00 €
	Total	24,580.00 €
Equipment	Equipment	3,580.00 €
	Total	3,580.00 €
Global budget		80,000.00 €

~~Edit project expenditure budget lines~~

Section VI.5 – Project Cost per budget line

This table is summarising the network's budget per budget category/line based on the information you provided in section IV. 3.
Nothing more needs to be done from your side.

- ➔ **Please just check that information given is correct, particularly that the total corresponds to the project's financing plan.**

▲ If you need to change something in your budget, please go back to Section VI.3 to do so. **Do not click** on the link "*Edit project's expenditure budget lines*".

Section VI 6 - Project cost per budget category – Justification/Explanation. In this section, you'll need to explain the budget, detailing what is planned for each budget category and any information that you deem useful for our assessment.

- ➔ **Do not forget to save!**

▲ **You are almost done!** Last **section VII.1** concerns official stamp and signature of the Application Form.

- ➔ **Once all sections have been properly filled in, proceed to submission.**

G – SUBMIT YOUR PROJECT PROPOSAL

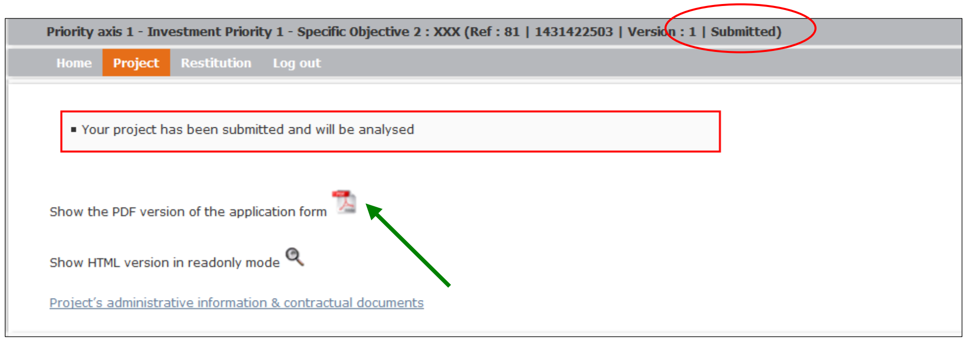
G – SUBMIT YOUR PROJECT PROPOSAL

▲Before checking the coherence of your application form, you can check again that every tab in the “Main elements” Menu as well as every section of the Application Form has been properly filled in.

→ Once you check, you should carry out a ‘coherency check’ before attempting to submit.

Step 15. “Check global coherence” & Step 16 “Submit your Application”

<u>Please repeat the STEPS 9 & 10 from the Guide for Phase 1 Applications as the procedure is the same.</u>

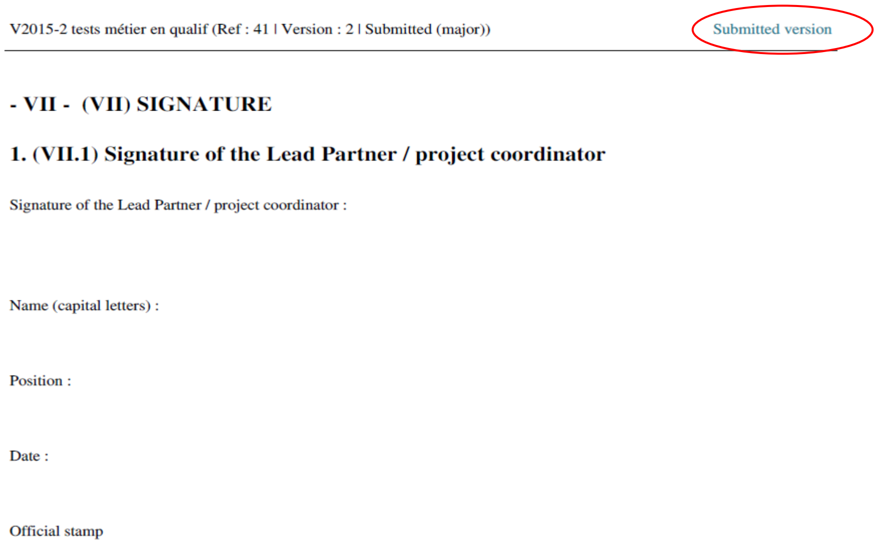


Once the Phase 2 Application created online through SYNERGIE-CTE has been submitted, check and ensure that the application form is in status “submitted”.

→ When logging in, this screen will appear.

Now, you have to print the PDF version of your application form.

→ **To print the form, please click on the PDF icon** (refer to the Guide for Phase 1 applications for exact steps on how to do it).



V2015-2 tests métier en qualif (Ref : 41 | Version : 2 | Submitted (major)) Submitted version

- VII - (VII) SIGNATURE

1. (VII.1) Signature of the Lead Partner / project coordinator

Signature of the Lead Partner / project coordinator :

Name (capital letters) :

Position :

Date :

Official stamp

→ **PRINT the document and have the last page SIGNED by the local coordinator at Lead Partner’s level.**

→ **SEND the scanned PDF version of the full Phase 2 Application form <u>duly signed, along with all documents requested in the Call, by email to</u> <u>APN@urbact.eu</u>.**

▲ Please note that the system will be open until <u>15 June 2016 (15.00 pm CET)</u>, in order to allow candidates to print the PDF version of their Phase 2 Application.

▲ <u>Avoid last minute submission to ensure that your application is submitted properly and on time.</u>

ANNEX I – ADMINISTRATIVE CODES PER COUNTRY

Country	English name	Local name	Abbreviation	Format
Austria	VAT identification number	Umsatzsteuer-Identifikationsnummer	UID	'ATU'+8 characters, – e.g. ATU99999999
Belgium	VAT identification number	Numéro TVA (N°TVA) ou BTW-Nummer	TVA ou BTW	'BE'+9 or 10 digits – e.g. BE0999999999
Bulgaria	BULSTAT Unified Identification Code/Number (UIC)	ЕИК - единен идентификационен код. БУЛСТАТ	ЕИК по БУЛСТАТ	'BG' +9 or 13-digit number
Croatia	Personal Identification Number (PIN)	Osobni Identifikacijski Broj	OIB	'HR' +11 random numbers
Cyprus	VAT identification number	Αριθμός Εγγραφής Φ.Π.Α. Arithmós Engraphḗs phi. pi. a.	ΦΠΑ	'CY' +9 characters – e.g. CY99999999L
Czech Republic	VAT identification number	Daňové identifikační číslo	DIČ	'CZ'+8-10 digits
Denmark	VAT identification number	Centrale Virksomheds Register	CVR	'DK' +8 digits – e.g. DK99999999, last digit is check digit
Estonia	Register number	Registrikood	-	8 numbers only, no letter characters included, for instance „70000562“
Finland	VAT identification number	Arvonlisäveronumero	ALV nro	'FI' + 8 digits – e.g. FI12345678
France	Business/Institutions repertoire identification system	Système d'identification du répertoire des entreprises or Système d'identification du répertoire des établissements	SIREN or SIRET	For SIREN: 8 digits and 1 more digit to check the validity of the number FOR SIRET: 14 digits
Germany	VAT identification number	Umsatzsteuer-Identifikationsnummer	USt-IdNr.	'DE' +9 digits – e.g. DE999999999
Greece	Tax Registration Number	Αριθμός Φορολογικού Μητρώου (Arithmós Phorologikoú Mētrṓou)	ΑΦΜ	'EL' +9 digits – e.g. EL999999999
Hungary	VAT identification number	Közösségi adószám	ANUM	'HU' +8 digits – e.g. HU12345678
Ireland	VAT identification number	Value Added Tax number	VAT no	'IE'+8 digits, the second can be a character and the last one must be a character – e.g. IE9S99999L
Italy	Fiscal code	Codice Fiscale	-	11 digits
Latvia	Registration number of tax payer	Nodokļu maksātāju reģistra reģistrācijas numurs	-	11 digits – e.g. 99999999999
Lithuania	VAT identification number	Pridėtinės Vertės Mokestis kodas	PVM codas	9 or 12 digits
Luxembourg	VAT identification number	Numéro d'identification à la taxe sur la valeur ajoutée	No. TVA	LU' +8 digits – e.g. LU12345678
Malta	Departmental Accounting System (DAS) - 71	Departmental Accounting System (DAS) - 71	MTDAS71	MTDAS71
Netherlands	VAT identification number	Btw-nummer	BTW-nr.	'NL'+9 digits+B+2-digit company index – e.g. NL999999999B99
Norway	VAT identification number	Merverdiavgift	MVA	'NO' +9 digits and the letters 'MVA' to indicate VAT registration – e.g. NO999999999MVA
Poland	Tax identification number	Numer Identyfikacji Podatkowej	NIP	'PL' +10 digits – e.g. PL9999999999
Portugal	Tax identification number	Número de Identificação Fiscal	NIF	9 digits

Romania	Fiscal identification number	Cod de identificare fiscala	CIF	a) "RO" for legal entities paying VAT and optionally missing "RO" for the non-VAT payers (eg. Cities); b) the number/code of the legal entity of maximum 9 digits; c) an extra digit for verification - e.g. [RO]999999999 [9]
Slovakia	IČO identification number	Identifikačné číslo Organizácie	IČO	IČO + 8 digits – e.g. IČO 12345678
Slovenia	VAT identification number	Davčna številka	ID za DDV	'SI' + 8 digits – e.g. SI12345678
Spain	Tax Identification Number (TIN)	Número de identificación fiscal	NIF	'ES'+9 digits, the first or the last value can also be a character – e.g. ESX9999999X
Sweden	Swedish Organisation number	Organisationsnummer	-	10 digits
Switzerland	Uniform company identification (UID)	Numéro d’identification des entreprises (IDE) / Unternehmens-Identifikationsnummer (UID) / Numero d’identificazione delle imprese (IDI)	IDE / UID / IDI	'CHE' +9 numeric digits (block of 3, block of 3, block of 3) – e.g. CHE-123.456.789
UK	VAT identification number	Value added tax registration number	VAT	'GB' +9 digits (block of 3, block of 4, block of 2) – e.g. GB999 9999 73

	The URBACT III Programme **2014 - 2020**	**SYNERGIE** **GUIDANCE NOTE** **N° 3** **First Level Controller Approval for Partners**

This Guidance Note provides useful information for PARTNERS about how to complete and submit the request for approval of a First Level Controller. It is both a technical guide to SYNERGIE CTE and a practical guide on the procedure to follow.

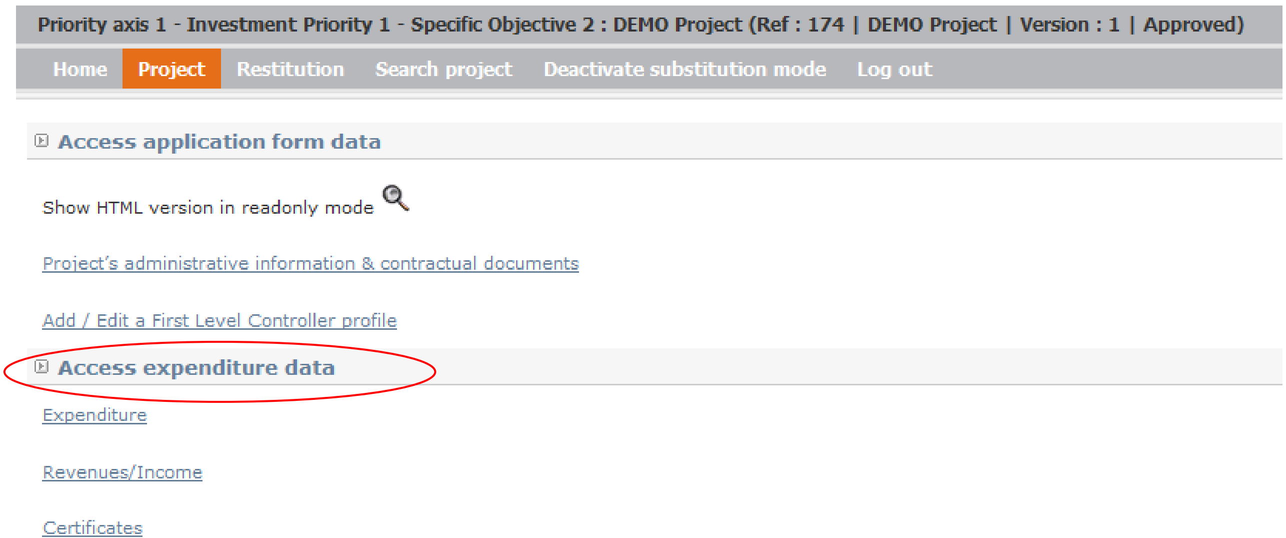
1. Introduction

The first step to getting your FLC approved in SYNERGIE-CTE consists of going into the following web-site:

https://synergie-cte.asp-public.fr/

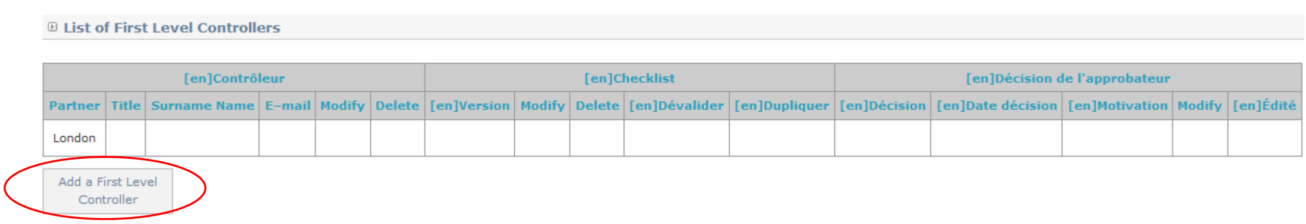
You will be asked to enter your login and password. Please use the login and password that you have created.

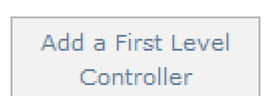
After having entered your login and password, the screen that you should see at this stage will be the following one:



2. Add / Edit a First Level Controller profile

While clicking on the link "Add / Edit a First Level Controller profile", the Lead/Project Partner will get into the following screen:

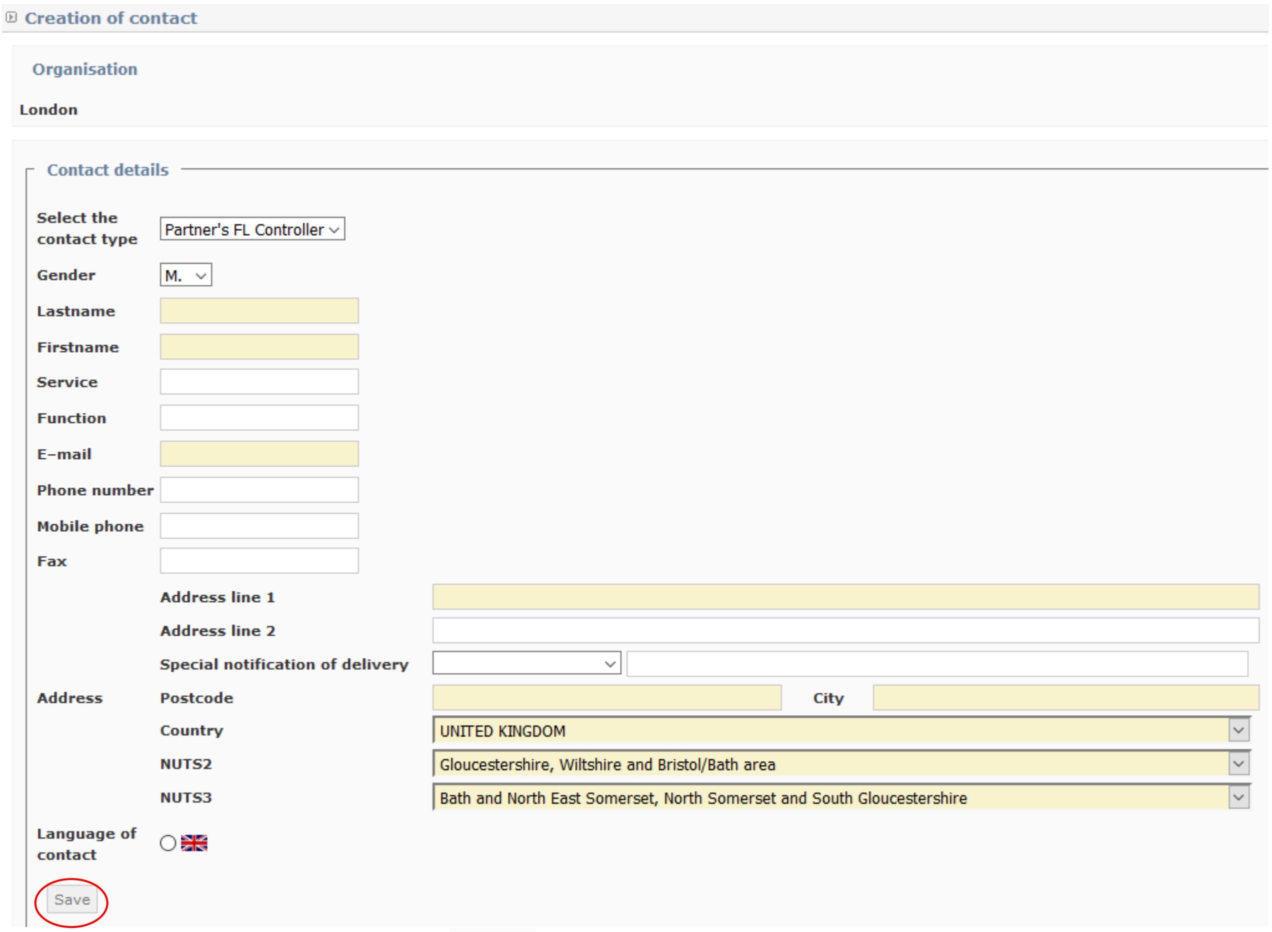


To add a first level controller, you now have to click on the button 

.

<u>Creation of the FLC contact</u>

You have to complete the information about the first level controller proposed with her/his name, first name, e-mail and address.


Creation of contact

Organisation

London

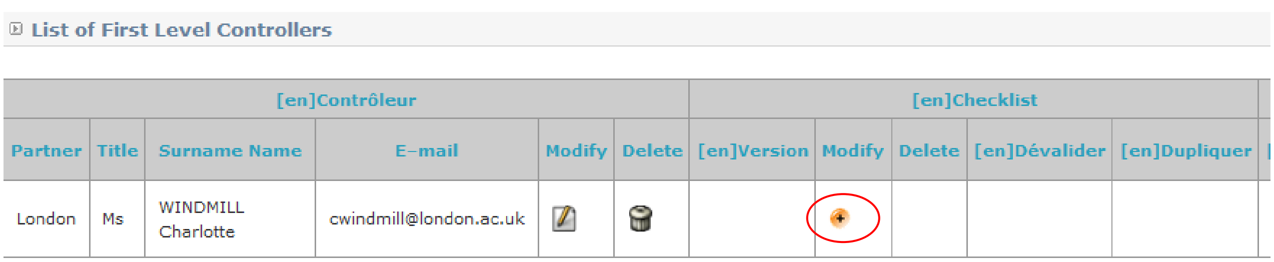
Contact details

Select the contact type	Partner's FL Controller	
Gender	M.	
Lastname		
Firstname		
Service		
Function		
E-mail		
Phone number		
Mobile phone		
Fax		
Address	Address line 1	
	Address line 2	
	Special notification of delivery	
	Postcode	City
	Country	UNITED KINGDOM
	NUTS2	Gloucestershire, Wiltshire and Bristol/Bath area
	NUTS3	Bath and North East Somerset, North Somerset and South Gloucestershire
Language of contact		

Save

Once completed, click on the button Save to continue with the next steps

The contact details of the first level controller have been saved. You can still modify them if needed.

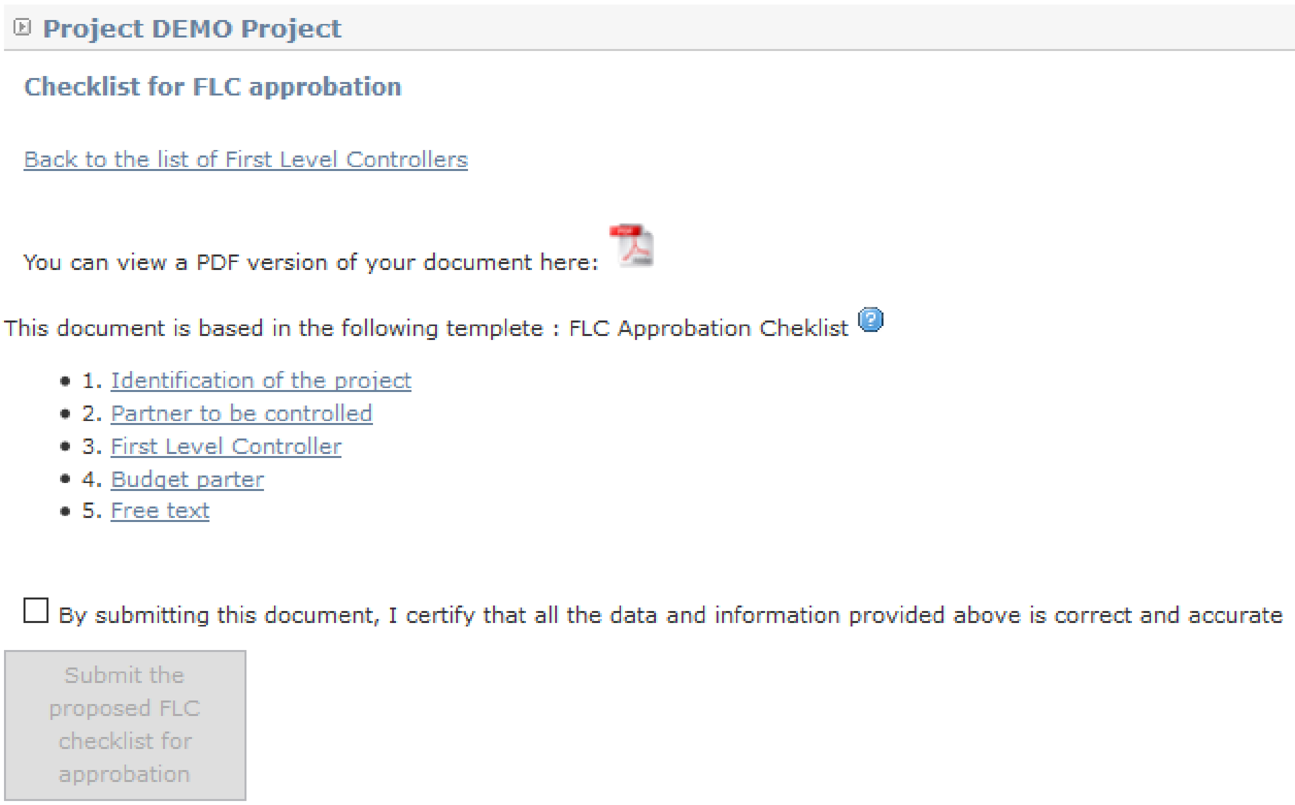

List of First Level Controllers

[en]Contrôleur						[en]Checklist				
Partner	Title	Surname Name	E-mail	Modify	Delete	[en]Version	Modify	Delete	[en]Dévalider	[en]Dupliquer
London	Ms	WINDMILL Charlotte	cwindmill@london.ac.uk							

To continue, you now have to create and fill in a checklist for FLC approval by clicking on the button .

3. Creation and submission of the FLC approbation checklist

The checklist will open as below:



NB – please note that this screenshot will appear differently in SYNERGIE CTE

You now have to complete the information requested about the FLC you want to propose.

1. Identification of the project

This chapter is automatically filled in from the information provided in the Application Form.
Go to the following chapter by clicking on the link "Next chapter".

2. Partner to be controlled

This chapter is automatically filled in from the information provided in the Application Form, Partnership, Partners contact list.

Go to "Next chapter".

3. First Level Controller

This chapter is automatically filled in from the information provided in the step "Creation of the FLC contact".

Go to "Next chapter".

4. Partner's budget

This chapter is automatically filled in from the information provided in the Application Form.

Go to "Next chapter".

5. Questions regarding professional competence, skills and experience

Here there are some questions where you have to describe the controller's individual professional skills and experience, experience in working in the field of control of projects co-financed from EU-funds, as well as knowledge of English.

Click on the button Save and go to "Next chapter".

6. Questions regarding independence

Questions in this chapter are related to independence of the FLC proposed from the entity/unit to be controlled, whether she/is an internal controller or an external independent controller, whether she/he is obliged to a professional code of conduct or other rules defining his/her function and independence, etc.

Click on the button Save and go to "Next chapter".

7. Other

In this section, you have to answer questions to ensure that work of the controller will be properly documented and that her/his work will be carried out in a due time.

Click on the button Save and go to "Next chapter".

Once the checklist is completed, all information is saved and correct, you are ready to submit the document.

☐ By submitting this document, I certify that all the data and information provided above is correct and accurate

Submit the proposed FLC checklist for approbation

First, click on the box ☐ By submitting this document to certify that the data and information provided in the checklist are correct and accurate.

Once this step is completed, you have to click on the button "Submit the proposed FLC checklist for approbation". The checklist will then be communicated to your National FLC Approbation Authority for her/his review and approval.

Your checklist is now validated.

List of First Level Controllers

[en]Contrôleur						[en]Checklist				
Partner	Title	Surname Name	E-mail	Modify	Delete	[en]Version	Modify	Delete	[en]Dévalider	[en]Dupliquer
London	Ms	WINDMILL Charlotte	cwindmill@london.ac.uk			1				

Click on the to enter in the checklist.

Checklist for FLC approbation

Back to the list of First Level Controllers

You can view a PDF version of your document here:

You can see the html format of the document. You can get the PDF version of the document for your archive by clicking on the PDF icon .

The following message will appear on the screen:

Home | Project | Restitution | Search project | Deactivate substitution mode | Log out

- Taken into account in processing queue. Please wait. To retrieve click on "Restitutions" as soon as this tab will flash.

Once the button "Restitution" is flashing, you can go click on "Restitution" in the grey bar at the top of the screen and go to the link "PDF Edition".

Home | Project | Restitution | Log out

List of processes

PDF Edition

CSV extractions

You can collect the PDF and open it.

Waiting_process_list

Id	Server name	User name	Program	Reference Project	Processing label	Date	Status		

List of other processes

Id	Server name	User name	Program	Reference Project	Processing label	Date	Status		
555	SRVBATCH	Céline ETHUIN	URB	174	FLC Approbation Cheklist	2016-02-02 13:44:32	Completed		

You can view the PDF version of the submitted FLC approbation checklist by clicking on .

The PDF document is open so as to enable you to print the document.

URBACT III

(2014 - 2020)

Priority axis-Investment Priority-Specific Objective 1-1-1
1. Promoting Integrated Sustainable Urban Development
1.1. Disseminating good practice and expertise and capitalising on the results of the exchange of experience in relation to sustainable urban development, including urban-rural linkages
1.1.1. To improve the capacity of cities to manage sustainable urban policies and practices in an integrated and participative way

DEMO Project

(Ref : 174 / DEMO Project)
DEMO Project
London

Checklist for FLC approbation

2016-02-02
Submitted version

The checklist has been sent to your National FLC Approbation Authority for her/his review and approval.

4. Modification of the FLC approbation checklist (in case of rejection)

While completing her/his review of the information provided, if she/he is not satisfied, your National FLC Approbation Authority has the possibility to refuse the checklist submitted. In that case, your checklist will be automatically de-validated so as to enable you to modify the answers as requested.

Modify the checklist

[en]Contrôleur						[en]Checklist				
Partner	Title	Surname Name	E-mail	Modify	Delete	[en]Version	Modify	Delete	[en]Dévalider	[en]Dupliquer
London	Ms	WINDMILL Charlotte	cwindmill@london.ac.uk			1				

Click on the icon.

You can modify the information provided in your answers in the following sections ONLY:

- 5. Questions regarding professional competence, skills and experience,
- 6. Questions regarding independence,
- 7. Other.

Delete the checklist

IF IT IS THE CONTROLLER PROPOSED ITSELF WHO IS PROBLEMATIC (for example because she/he is not independent and you need to propose another controller) then you have to propose a new controller.

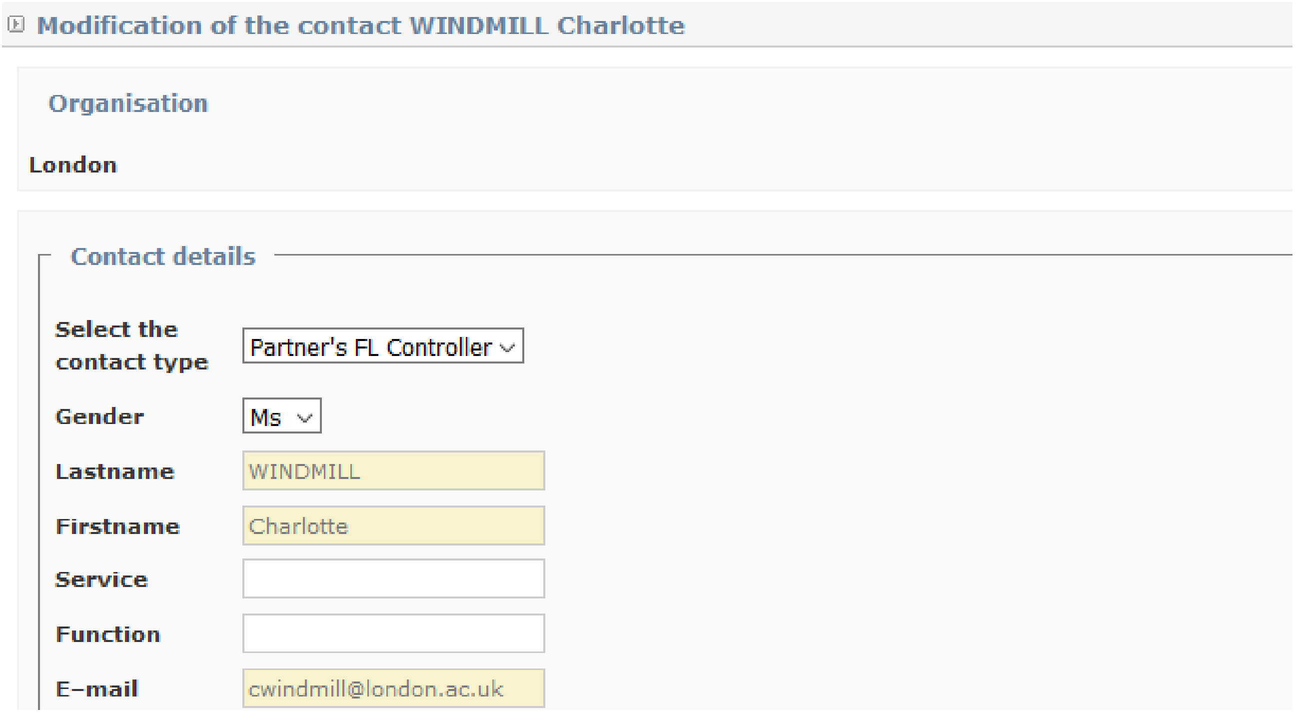
[en]Contrôleur						[en]Checklist			
Partner	Title	Surname Name	E-mail	Modify	Delete	[en]Version	Modify	Delete	[en]Dévalider
London	Ms	WINDMILL Charlotte	cwindmill@london.ac.uk			1			

Click on the icon.

[en]Contrôleur						[en]Checklist			
Partner	Title	Surname Name	E-mail	Modify	Delete	[en]Version	Modify	Delete	[en]Dév
London	Ms	WINDMILL Charlotte	cwindmill@london.ac.uk						

Click on the icon.

You can modify the contact details with the new proposed controller and click on the button Save .



Start again with step 2. “Creation and submission of the FLC approbation checklist”.

Once definitively approved by the National FLC Approbation Authority, the first level controller approved will received a notification message in her/his e-mail box so as to enable her/him to validate a user account with profile “Lead Partner/ Partner's FL Controller”.

For additional assistance or information please do not hesitate to contact:

Adele BUCELLA / Céline ETHUIN / Clémentine GRAVIER
Project & Finance Pole
URBACT Secretariat
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a.bucella@urbact.eu / c.ethuin@urbact.eu / c.gravier@urbact.eu

	The URBACT III Programme **2014 – 2020**	**SYNERGIE GUIDANCE NOTE** **N° 3 Bis** **First Level Controllers Approval By National Authorities**

(To be completed)

	The URBACT III Programme **2014 - 2020**	**SYNERGIE** **GUIDANCE NOTE** **N° 4** **Accounting and Validating Expenditure**

This Guidance Note provides useful information about how to efficiently use SYNERGIE CTE to account and validate the expenditure of your network.

CONTENT PAGE:

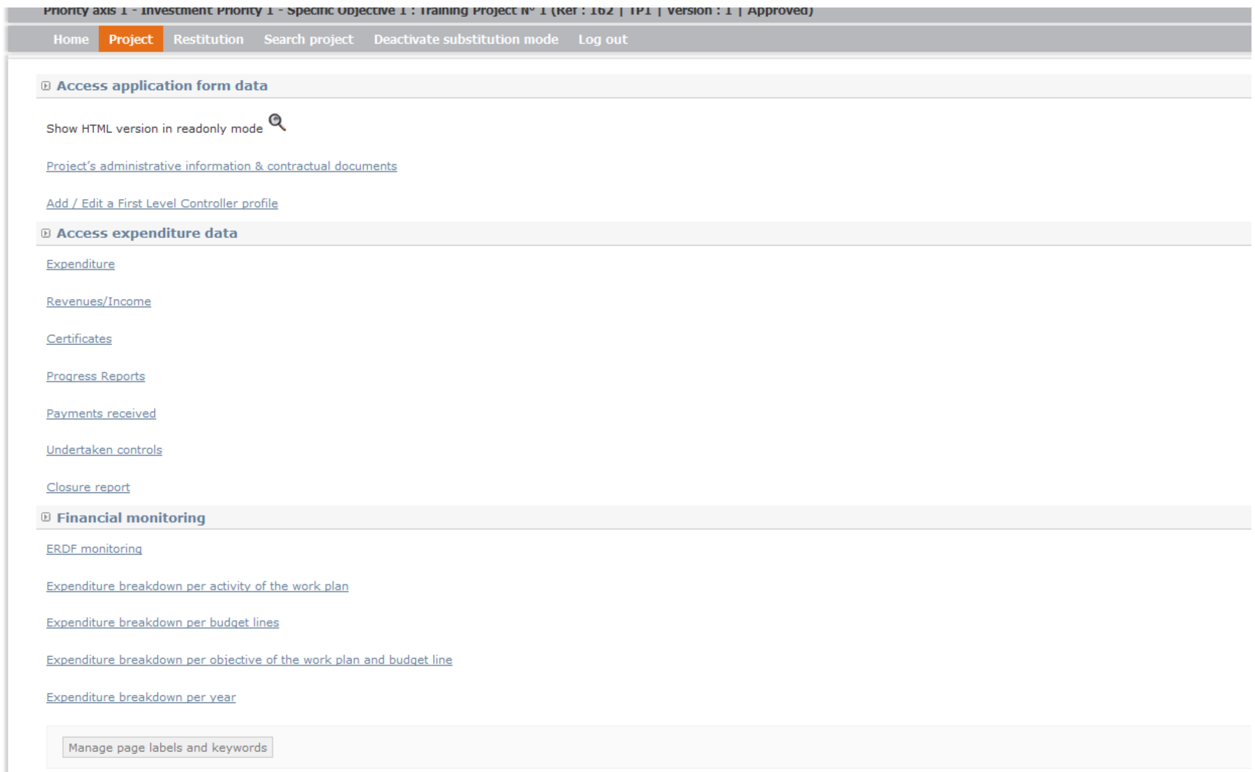
1. Introduction

The first step to account your project expenditure in SYNERGIE-CTE consists in going into the following web-site:

https://synergie-cte.asp-public.fr/

You will be asked to enter your login and password. Please use the login and password that you have created.

After having entered your login and password, the screen that you should see at this stage will be the following one:

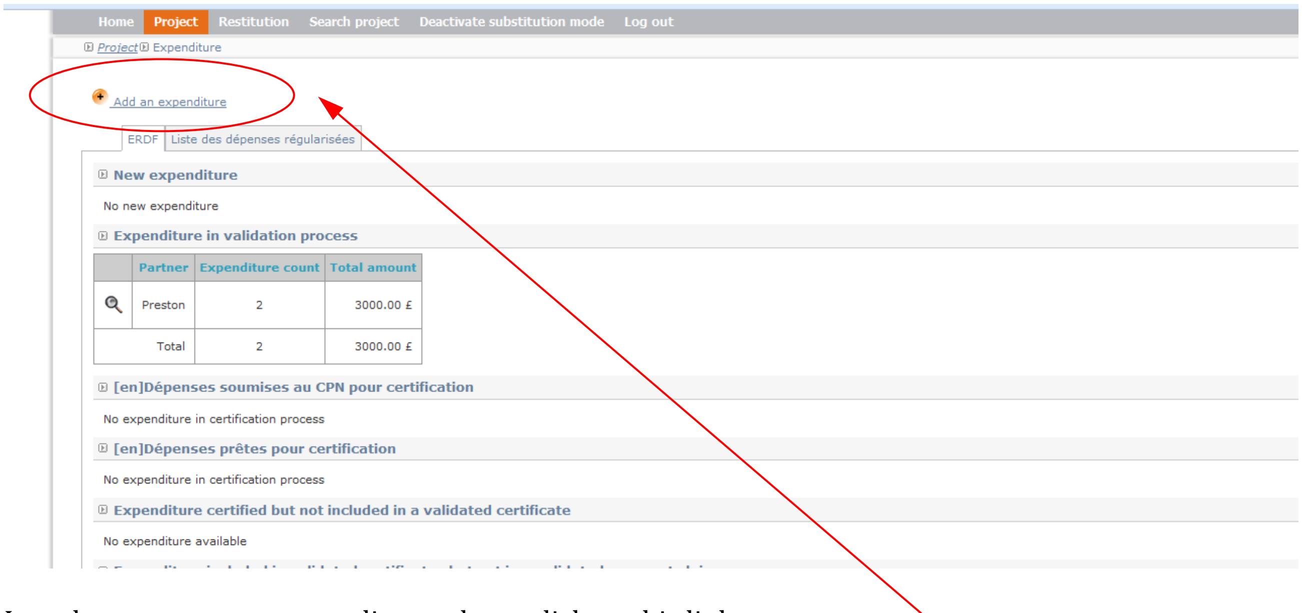


Here you can visualize three different chapters "Access application form data", "Access expenditure data" and "Financial monitoring". In order to enter new expenditures, you will be asked to fill in the second chapter. The third chapter will be filled in automatically by the system basing on the data entered until the date of connection.

Access EXPENDITURE data

1.1 Inputting Expenditure

In chapter "Access expenditure data", if you select the first sub-chapter "Show expenditures list", you will get into the following screen:

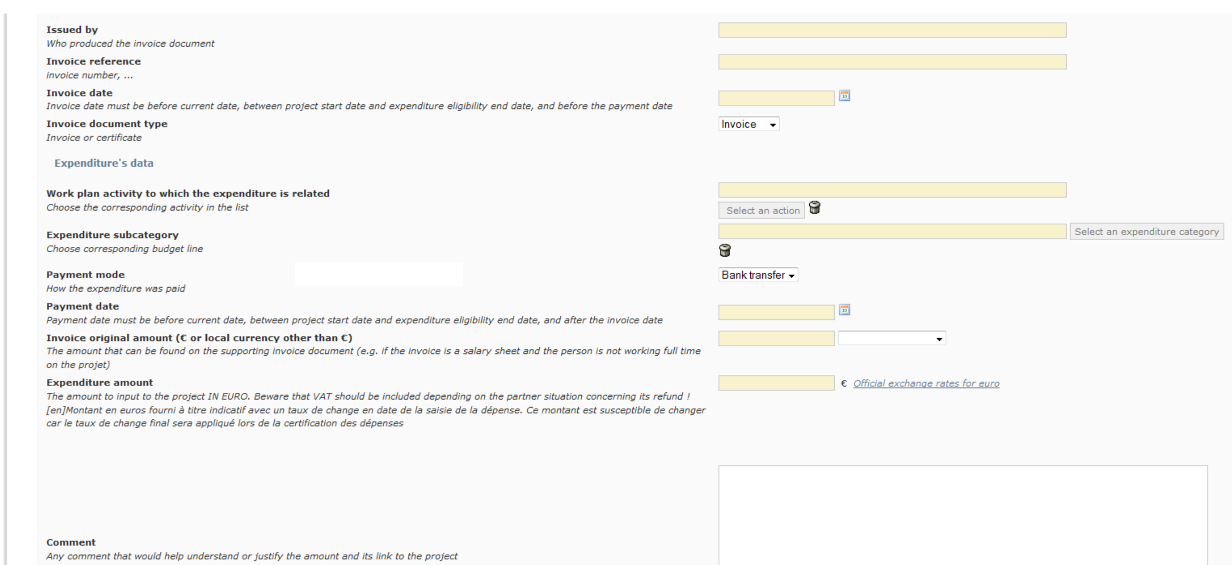


In order to enter new expenditure, please click on this link:

1.1.1 Add an expenditure

Basically, you will have to insert the information about the expenditure to be entered (invoice document, expenditure's data).

You will find the following fields:



When all fields are filled in, remember to click on the button "Save".

We invite you to fill in all the different sections following the vertical menu.

1.1.1.1 Invoice document

You are asked to fill in all the required fields.

Issued by: This information must correspond to the issuer of the invoice document

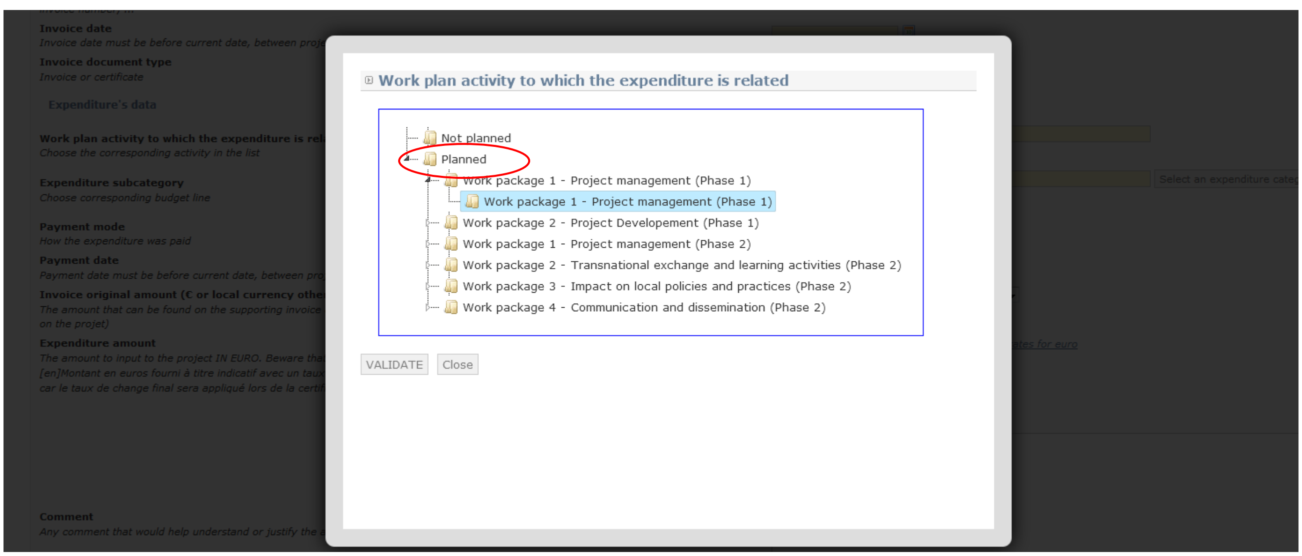
Invoice reference: This means the N° reference of the invoice document

Invoice date: The invoice date must be before current date, between project start and end date. In certain cases invoices can be issued during the project administrative closure period see Factsheet 2F of the Programme Manual for more information.

Invoice document type: You will have to select « Invoice » (bill/invoice) or «Certificate » (pay slip or salary sheet for staff costs), depending on the type of document supporting the expenditure.

1.1.1.2 Expenditure's data

Working plan action to which the expenditure is related: According to the URBACT III official documents there is no longer a link between expenditure and activity of the work plan. However the IT system will propose you to "Select an action".

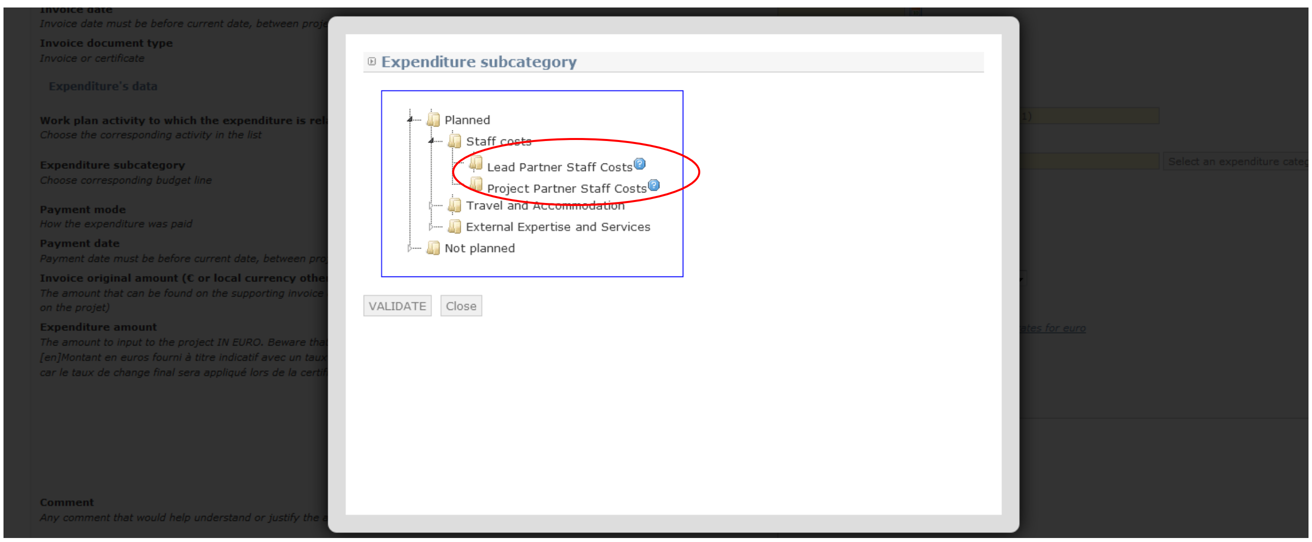


- Ignore the "Not planned" menu, this does not apply for URBACT
- In the "Planned" activities, please select Work package 1 – Project management (Phase 1) from the drop-down menu.
- All expenditure will have to be accounted to Work package 1 – Project management (Phase 1)

- Click on the button “VALIDATE” 

Expenditure subcategory: Select the budget line in which the expenditure is to be claimed.

- Ignore the “Not planned” menu, this does not apply for URBACT
- In the “Planned” budget subcategories, please select the correct subcategory from the drop-down menu.
- When several lines exist in the same budget main category for Lead Partner or for Project Partner (see screen shot below) pay attention to not make a mistake
- Click on the button “VALIDATE” 

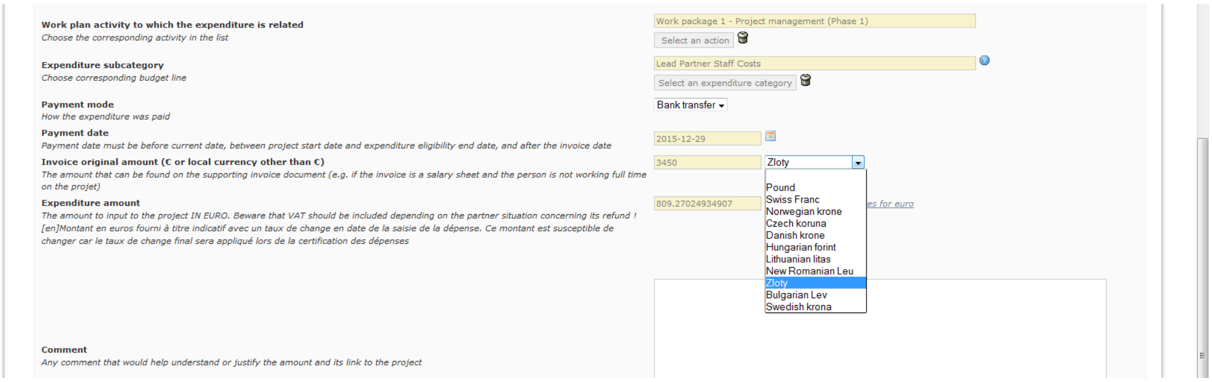


Payment mode: You are asked to choose between “bank transfer”, “cash”, “cheque”, “credit card” or “other”, depending on the means by which the payment of the invoice was carried out.

Payment date: The payment date must be before current date, between project start and administrative closure date.

- Keep in mind that expenditure is considered to be paid when amount is debited from the partner institution’s bank account.

Invoice original amount (€ or local currency other than €): Insert the currency amount according to the full invoice (even if this amount is more than that accounted to the project).

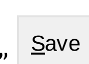


- If VAT is recoverable, ensure that the amount is indicated without VAT.
- If the expenditure was paid in a local currency other than €, insert the amount and select the currency in the drop down menu.

Expenditure amount

- If paid in €, the amount will automatically be copied from the original amount – if the real amount accounted to the project is less than the full invoice then you should complete the real amount accounted to the project in this box.
- If paid in local currency other than €, the amount will automatically be calculated using the official exchange rates for euro using the monthly accounting exchange rate of the Commission in the month during which the expenditure has been paid. The official EC rate is published electronically each month at: http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en
- At this stage, the amount provided in € is indicative. This amount will change at a later step since the currency other than the euro shall be converted into euro using the monthly accounting exchange rate of the Commission in the month during which the expenditure is submitted for verification to the First Level Controller in accordance with Article 23 of Regulation (EU) No 1299/2013 (b).

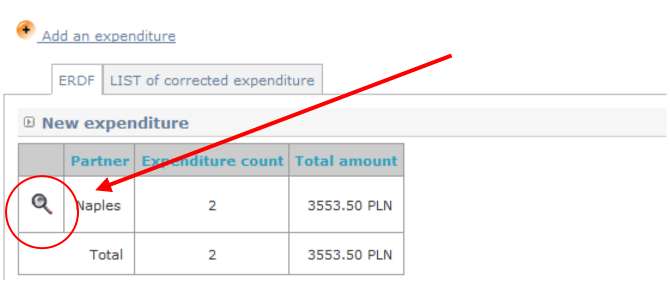
Comment: In this box, describe the why and the how of the expenditure (what? where? when? for whom?), add any comment that would help to understand or justify the amount and its link to the project.

To record the expenditure once data entered, click on the button "Save" 

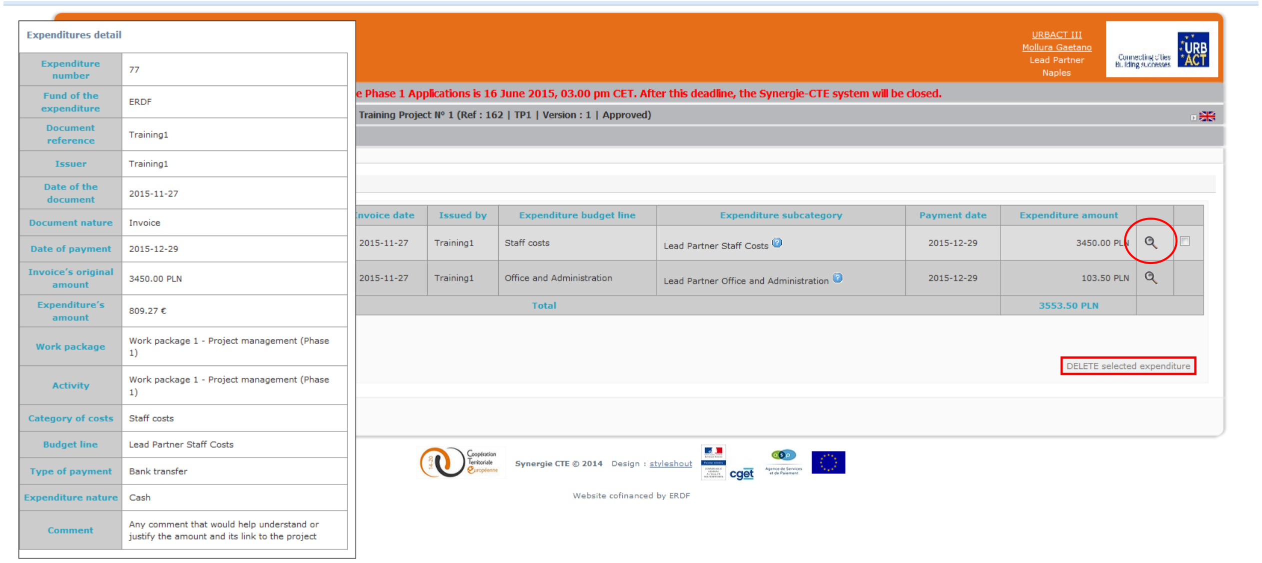
The expenditure's data entered are now saved in the chapter "New expenditure".

1.1.2 New expenditure

Now please click on the magnifying glass:



By clicking on the button, you open a new window where you can see the expenditure detail.



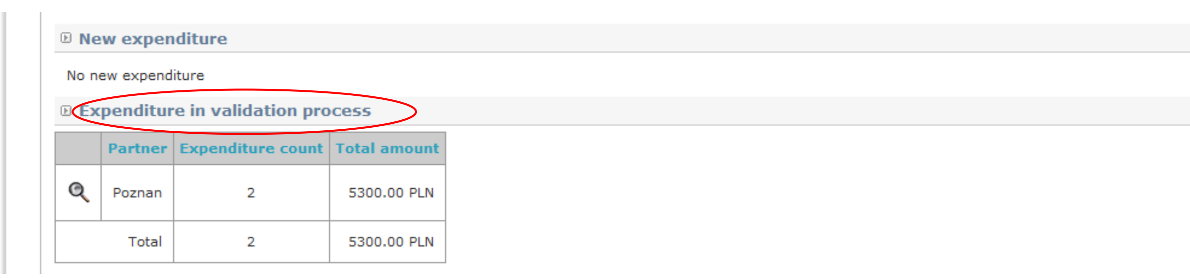
- If you claim for staff costs, please note that you will automatically see two amounts entered: the cost in Staff costs as well as the cost in Office and Administration which is automatically calculated as a flat rate of 3% of staff costs.

- If you need to change an expenditure because you made a mistake (in the dates, in the budget line, etc), you can modify using the icon at the left hand side of the expenditure concerned.

- If you need to delete an expenditure, you can select the wrong expenditure (tick the box at the very right of the expenditure) and click on DELETE selected expenditure. A message will appear on your screen: "Do you confirm that you want to DELETE the selected elements?" Click on button "OK" to confirm that you want to delete the expenditure.

- When everything is correct, you are ready to select all expenses Check all / Uncheck all and click on VALIDATE selected expenditure.

In front of the expenditure index, the following on-screen message appears in a green box "*The selected expenditures have been validated*".



The expenditure will automatically enter into the validation process. This process has to be completed by Lead Partners. Please remember that only the expenditure that has been validated by the Lead Partner can be certified by first level controller of Lead Partner/Project Partner.

Expenditure can be exported into Excel format (see Guidance Note N° 9 for more information).

1.2 Validating Expenditures

In this section, Lead Partners and Partners do not have the same rights in the system.

PARTNERS

In this section, partners can only read the data which are in validation process.

By clicking on the button, the following screen appears:

Project Expenditure

Expenditure in validation process

	Expenditure #	Invoice reference	Invoice date	Issued by	Expenditure budget line	Expenditure subcategory	Payment date	Expenditure amount		
	35	GH2	2016-01-12	Ghent 2	External Expertise and Services	Project Partner External Expertise Project Coordination	2016-01-20	1500.00 €		
	36	GH3	2016-01-18	Ghent 3	Travel and Accommodation	Staff Travel and Accommodation	2016-01-25	3000.00 €		
					Total			4500.00 €		

Now, while putting on the, the Expenditure's detail is displayed on the left side of the screen.

Click on "Expenditure" to go back to the previous section.

Once validated by your Lead partner, the expenditure automatically enters to the section "Expenditure certified but not included in a validated certificate".

LEAD PARTNERS

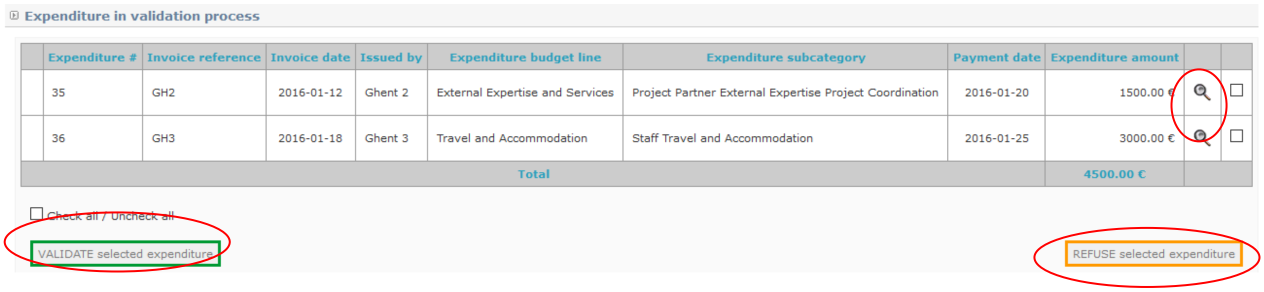
In this section, Lead Partners will be asked to check and validate the data in validation process submitted by the partners.

To enter the following page, please click on the magnifying glass

Expenditure in validation process

	Partner	Expenditure count	Total amount
	Preston	2	3000.00 £
	Ghent	2	4500.00 €
	Poznan	2	5300.00 PLN

By clicking on the magnifying glass, expenditure's details are shown. These details will allow you to choose to validate or refuse the selected expenditure. Firstly tick the box at the very right of the selected expenditures, then click on the suitable button: "validate selected expenditure" or "refuse selected expenditure".



Expenditure in validation process

	Expenditure #	Invoice reference	Invoice date	Issued by	Expenditure budget line	Expenditure subcategory	Payment date	Expenditure amount		
	35	GH2	2016-01-12	Ghent 2	External Expertise and Services	Project Partner External Expertise Project Coordination	2016-01-20	1500.00 €		☐
	36	GH3	2016-01-18	Ghent 3	Travel and Accommodation	Staff Travel and Accommodation	2016-01-25	3000.00 €		☐
Total								4500.00 €		

☐ Check all / Uncheck all

VALIDATE selected expenditure

REFUSE selected expenditure

If you refuse to validate an expenditure this expenditure will go back to the section “New expenditure” in which you can ask your partner to modify the expenditure details (dates, budget line, amount, etc).

Once validated, the expenditures will automatically enter into the section “Expenditure ready for certification”.

The expenditure can now be accessed by the approved First Level Controller and can be certified. Once certified the Lead Partner can produce a Payment Claim (see Guidance Note N° 5 Producing a payment Claim).

For additional assistance or information please do not hesitate to contact:

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	The URBACT III Programme **2014 - 2020**	**SYNERGIE** **GUIDANCE NOTE** **N° 5** **Producing a project Payment Claim**

This Guidance Note provides useful information about how to efficiently use SYNERGIE CTE to produce a Payment Claim for your network.

CONTENT PAGE:

1. Introduction

Please be aware that:

a) ONLY the Lead Partner shall produce a payment claim;

b) This will be possible after the production of certificates by Project Partners and the Lead Partner.

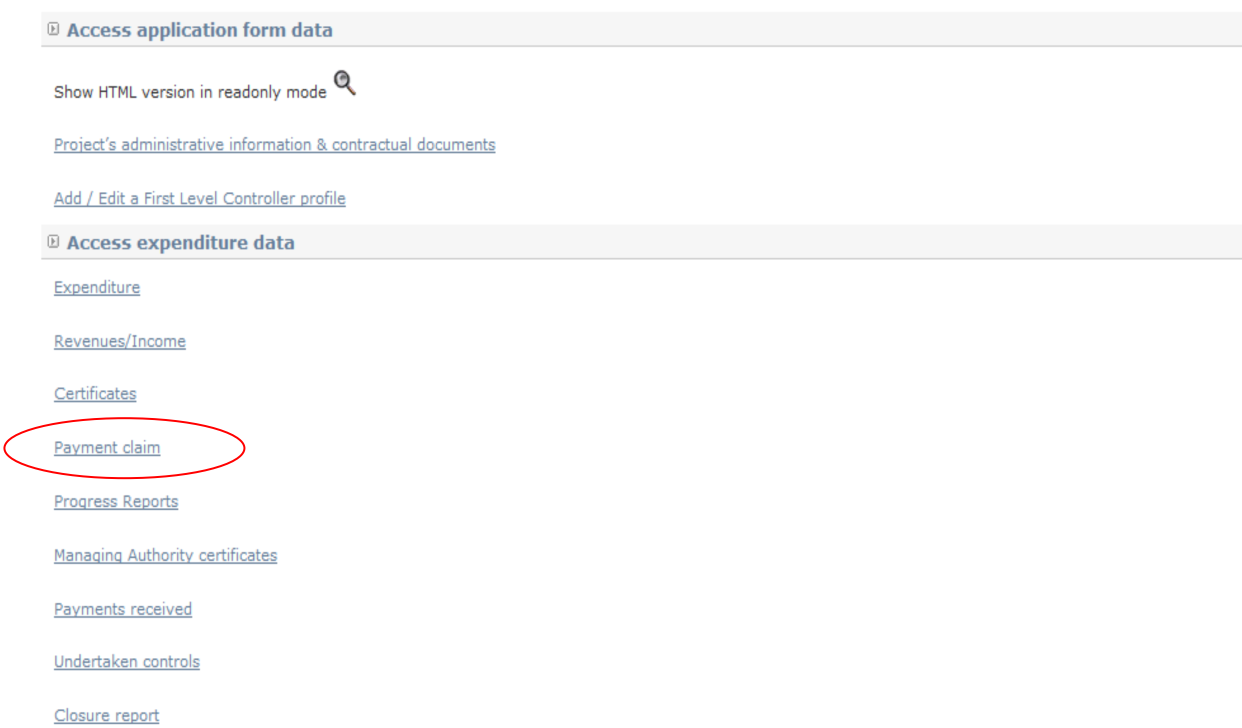
The first step to produce a project payment claim in SYNERGIE-CTE consists in going into the following web-site:

https://synergie-cte.asp-public.fr/

The Lead Partner shall enter its own login and password.

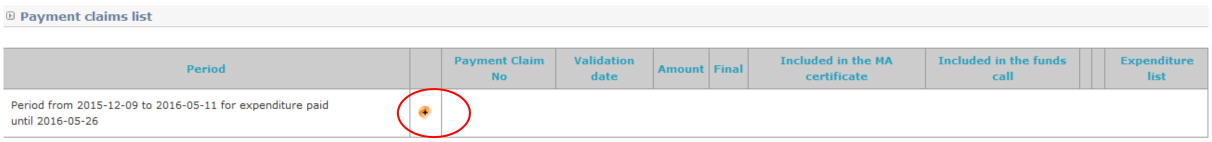
After having entered login and password, the project home-page appears.

The screen that you should see at this stage will be the following one:



2. Producing a Payment Claim

While clicking on the link “Payment claim”, the Lead Partner will get into the following screen:

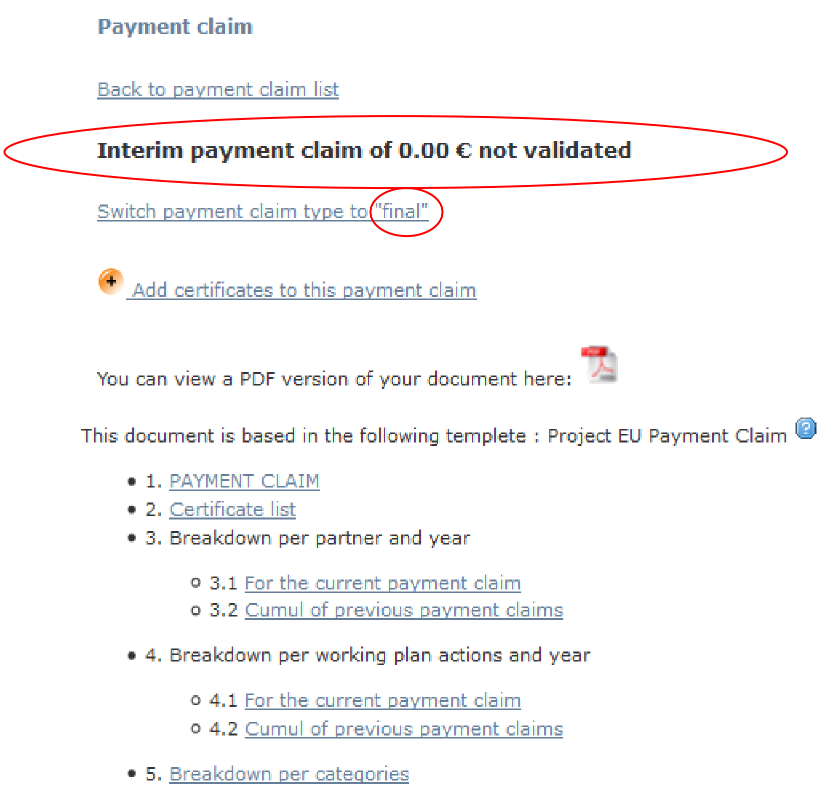

Payment claims list

Period		Payment Claim No	Validation date	Amount	Final	Included in the MA certificate	Included in the funds call			Expenditure list
Period from 2015-12-09 to 2016-05-11 for expenditure paid until 2016-05-26										

To produce a new payment claim, you now have to click on the button in the middle of the screen:

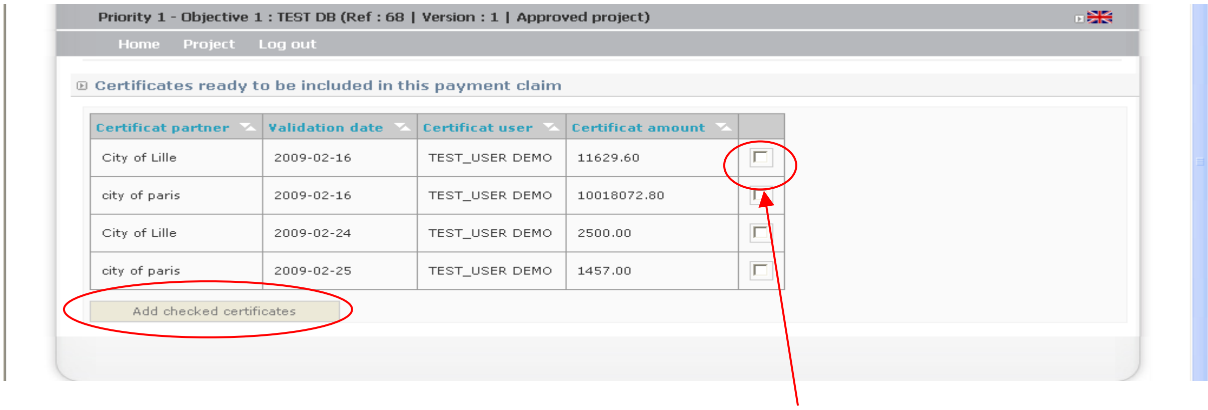
By default, you will find the title “Interim payment claim of 0.00 € not validated”. To produce the first payment claim for certificates incurred during Phase 1 – or the following payment claims during the implementation phase (Phase 2) of the project – you have to leave the status of the payment claim as “INTERIM”.

In the case of **Final Payment Claim for Phase 2**, you must switch payment claim type to “FINAL”.



Now click on the button to add certificates to the payment claim.

You find the list of certificates ready to be included in the payment claim as follows:



Certificat partner	Validation date	Certificat user	Certificat amount	
City of Lille	2009-02-16	TEST_USER DEMO	11629.60	
city of paris	2009-02-16	TEST_USER DEMO	10018072.80	
City of Lille	2009-02-24	TEST_USER DEMO	2500.00	
city of paris	2009-02-25	TEST_USER DEMO	1457.00	

Tick the box at the very right of the certificates that you want to include in the Payment Claim.

Please be aware that ONLY signed certificates received by e-mail by the Lead Partner can be included in a valid payment claim.

After having ticked all certificates that you want to include in the payment claim, click on the button Add checked certificates.

You go back to the main page for producing the payment claim. Certificates have been added to the payment claim, which is now showing the total amount of certificates selected and included in the current payment claim. In the example below, Interim payment claim of 11,215.99 €

Interim payment claim of 11,215.99 € not validated

Switch payment claim type to "final"

Add certificates to this payment claim

You can view a PDF version of your document here:

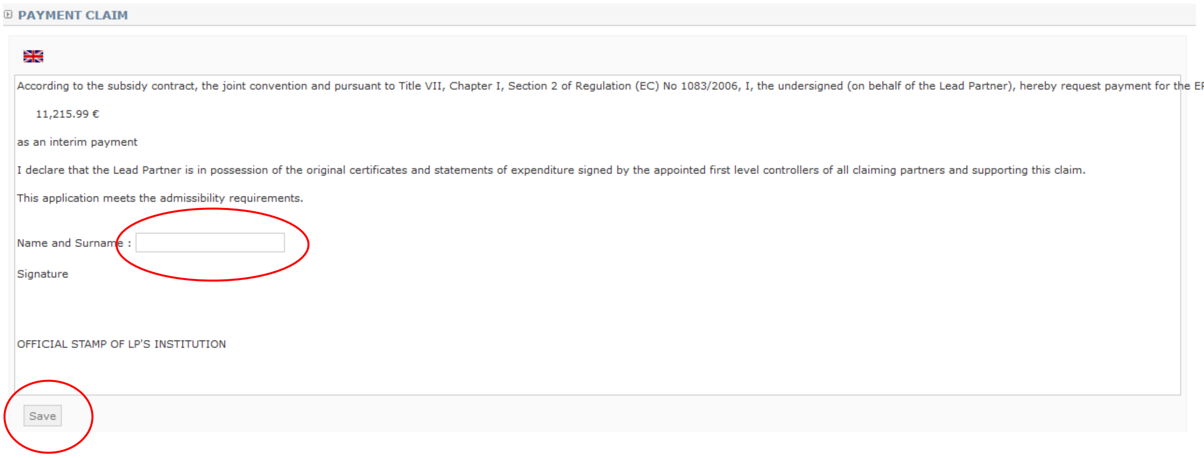
This document is based in the following templete : Project EU Payment Claim

- 1. PAYMENT CLAIM
- 2. Certificate list
- 3. Breakdown per partner and year
  - 3.1 For the current payment claim
  - 3.2 Cumul of previous payment claims
- 4. Breakdown per working plan actions and year
  - 4.1 For the current payment claim
  - 4.2 Cumul of previous payment claims
- 5. Breakdown per categories

In this screen, you find a list of five chapters. In order to proceed through a smooth production, we suggest that you follow vertically the index of chapters.

By going into the first one, “Payment claim”, you will open a new window as below:

Chapter 1 - Payment claim



NB - Please note the text of the screenshot will be different in SYNERGIE

In this chapter, you request payment for the ERDF funding based on the total amount of the certified expenditure corresponding to the current payment claim. Fill in the empty box with the Name Name and Surname : of the person who is authorized to sign the payment claim and click on the button Save at the bottom of the page.

You are coming back to the index list.

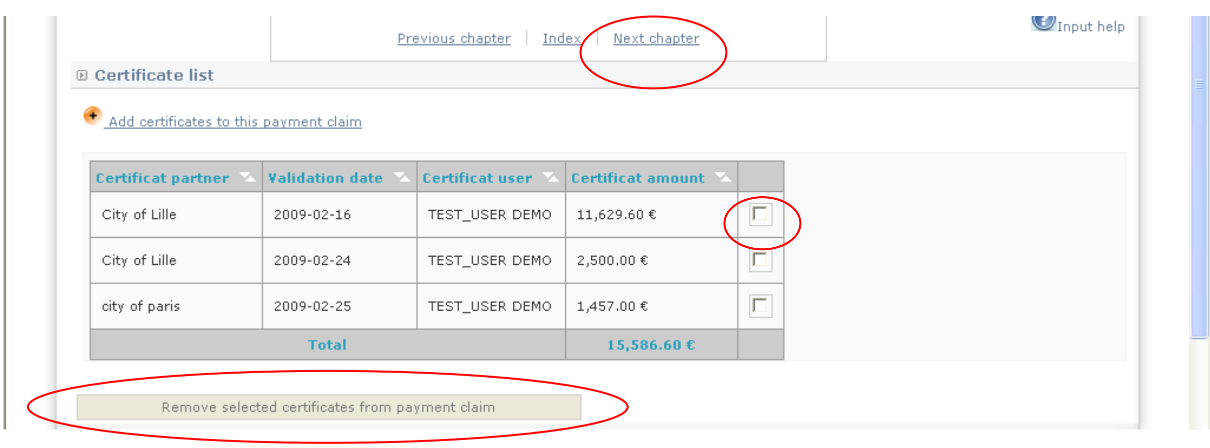
Then go to the following chapter by clicking on the chapter 2 "Certificate list".

Chapter 2 - Certificate list

In this chapter, you can see again the list of the certificates included in the current payment claim.

If necessary, you still do have the possibility to remove certificates from the payment claim.

If such is the case, select the certificate that you want to remove by ticking the box at the very right of the certificate concerned. Then click on the button Remove selected certificates from payment claim at the bottom of the screen.



In case you want to add certificates to those already included, you still do have the possibility to add certificates to the payment claim by clicking on the button.

If you agree with the certificates included in the payment claim, go to the "Next chapter".

Chapter 3 - Breakdown per partner and year

3.1 For the current payment claim

Previous chapter | Index | Next chapter

For the current payment claim

Annual eligible claimed expenditure by partner

Partners	Annual eligible expenditure by partner			Cumulated total
	2014	2015	2016	2014 - 2016
Naples	0.00 €	0.00 €	5,150.00 €	5,150.00 €
Poznan	0.00 €	0.00 €	1,214.63 €	1,214.63 €
Preston	0.00 €	0.00 €	2,791.36 €	2,791.36 €
Ghent	0.00 €	0.00 €	2,060.00 €	2,060.00 €
Total	**0.00 €**	**0.00 €**	**11,215.99 €**	**11,215.99 €**

The screen is showing you the annual eligible expenditure by partner included in the current payment claim.

In this section, you should just double-check the information displayed.

Go to the "Next chapter".

3.2 Cumul of previous payment claims

In this section, you can see the same information as in the previous section but for all the payment claims already produced since the beginning of the project.

You should just double-check the information displayed.

Previous chapter | Index | Next chapter

Cumul of previous payment claims

Annual eligible claimed expenditure by partner

Partners	Annual eligible expenditure by partner			Cumulated total
	2014	2015	2016	2014 - 2016
Naples	0.00 €	0.00 €	5,150.00 €	5,150.00 €
Poznan	0.00 €	0.00 €	1,214.63 €	1,214.63 €
Preston	0.00 €	0.00 €	2,791.36 €	2,791.36 €
Ghent	0.00 €	0.00 €	2,060.00 €	2,060.00 €
Total	**0.00 €**	**0.00 €**	**11,215.99 €**	**11,215.99 €**

Go to the "Next chapter".

Chapter 4 - Breakdown per working plan actions and year

4.1 For the current payment claim

Previous chapter | Index | Next chapter

For the current payment claim

Work Pkgs / Activities	Annual eligible claimed expenditure by Work Pkg / Activity			Total of current payment claim
	2014	2015	2016	
Work package 1 - Project management (Phase 1)				
Work package 1 - Project management (Phase 1)	0.00 €	0.00 €	11,215.99 €	11,215.99 €
Subtotal Work package 1 - Project management (Phase 1)	**0.00 €**	**0.00 €**	**11,215.99 €**	**11,215.99 €**
Work package 2 - Project Developement (Phase 1)				
Work package 2 - Project Developement (Phase 1)	0.00 €	0.00 €	0.00 €	0.00 €
Subtotal Work package 2 - Project Developement (Phase 1)	**0.00 €**	**0.00 €**	**0.00 €**	**0.00 €**
Work package 1 - Project management (Phase 2)				
Work package 1 - Project management (Phase 2)	0.00 €	0.00 €	0.00 €	0.00 €
Subtotal Work package 1 - Project management (Phase 2)	**0.00 €**	**0.00 €**	**0.00 €**	**0.00 €**

The screen is showing you the annual eligible expenditure per Work Package in the framework of the current payment claim.

Since according to the URBACT III official documents there is no more a link between expenditure and activity of the work plan, all expenditure will have to be accounted in Work package 1 – Project management (Phase 1). Please refer to Guidance Note n°4 about inputting expenditure.

In this section, you should just double-check the information displayed.

Go to the “next chapter”.

4.2 Cumul of previous payment claims

You can see the same type of information but for all the payment claims already produced since the beginning of the project.

In this section, you should just double-check the information displayed.

Go to the “next chapter”.

Chapter 5 - Breakdown per categories

This chapter enables you to follow-up the breakdown per category of expenditure certified and included in the current payment claim (third column) and of cumulative expenditure certified and included in all payment claims produced since the beginning of project (last column).

Previous chapter | Index | Hints and tips

Breakdown per categories

BUDGET LINES	FORECASTED BUDGET (as from the last application form approved by the MC)	CERTIFIED EXPENDITURE (for the reporting period concerned)	CERTIFIED EXPENDITURE (cumulative from the beginning of the project)
Staff costs			
Lead Partner Staff Costs	10,000.00 €	5,000.00 €	5,000.00 €
Project Partner Staff Costs	30,000.00 €	5,889.31 €	5,889.31 €
SUBTOTAL	40,000.00 €	10,889.31 €	10,889.31 €
Office and Administration			
Lead Partner Office and Administration	300.00 €	150.00 €	150.00 €
Project Partner Office and Administration	900.00 €	176.68 €	176.68 €
SUBTOTAL	1,200.00 €	326.68 €	326.68 €
Travel and Accommodation			
Staff Travel and Accommodation	20,000.00 €	0.00 €	0.00 €
SUBTOTAL	20,000.00 €	0.00 €	0.00 €
External Expertise and Services			
Lead Partner External Expertise Project Coordination	4,700.00 €	0.00 €	0.00 €
Project Partner External Expertise Project Coordination	14,100.00 €	0.00 €	0.00 €

Now, go back to the "Index".

You are now back to the index page.

Payment claim

Back to payment claim list

Interim payment claim of 11,215.99 € not validated

Switch payment claim type to "final"

Add certificates to this payment claim

You can view a PDF version of your document here:

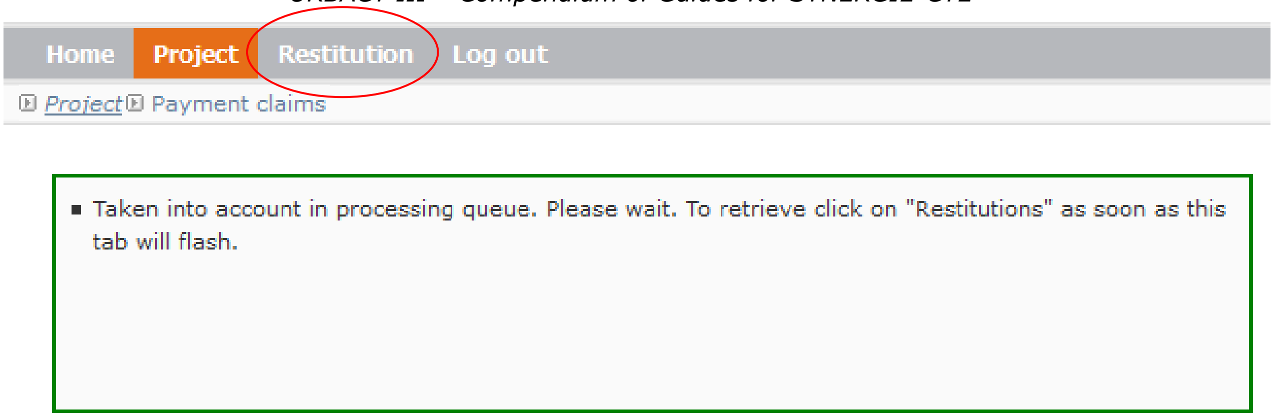
This document is based in the following templete : Project EU Payment Claim

- 1. PAYMENT CLAIM
- 2. Certificate list
- 3. Breakdown per partner and year
    - 3.1 For the current payment claim
    - 3.2 Cumul of previous payment claims
- 4. Breakdown per working plan actions and year
    - 4.1 For the current payment claim
    - 4.2 Cumul of previous payment claims
- 5. Breakdown per categories

Validate document definitively

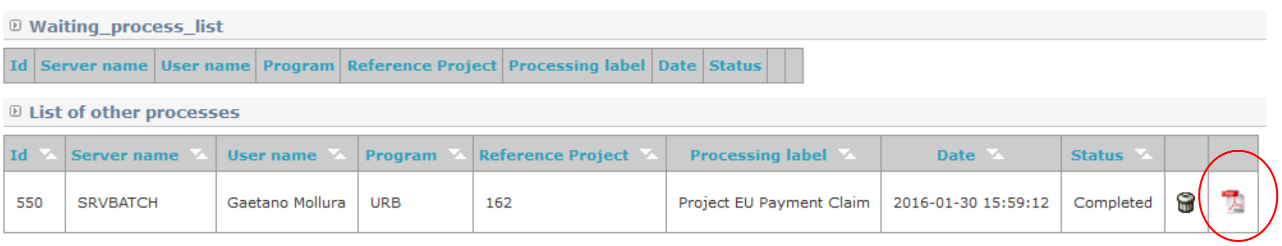
Before validating the payment claim, you can view a PDF version of the document by clicking on the PDF icon.

The following message will appear on the screen:



Once the button “Restitution” is flashing, you can go click on “Restitution” in the grey bar at the top of the screen and go to the link “PDF Edition”.

You can collect the PDF and open it.

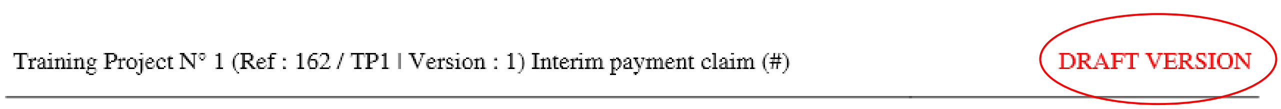

Waiting_process_list

Id	Server name	User name	Program	Reference Project	Processing label	Date	Status		

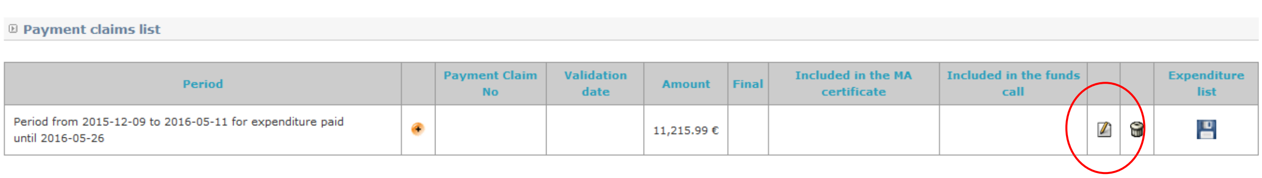
List of other processes

Id	Server name	User name	Program	Reference Project	Processing label	Date	Status		
550	SRVBATCH	Gaetano Mollura	URB	162	Project EU Payment Claim	2016-01-30 15:59:12	Completed		

If not validated, you will see the payment claim as in “Draft version”.



You have now to validate the payment claim by returning into the “Project” in the grey bar at the top of the screen and go to the link “Payment claim”.


Payment claims list

Period		Payment Claim No	Validation date	Amount	Final	Included in the MA certificate	Included in the funds call			Expenditure list
Period from 2015-12-09 to 2016-05-11 for expenditure paid until 2016-05-26				11,215.99 €						

Click on the icon  to enter in the payment claim.

Click on the button “Validate document definitively” at the bottom of the screen

Validate document definitively

Payment claims list

Period		Payment Claim No	Validation date	Amount	Final	Included in the MA certificate	Included in the funds call			Expenditure list
Period from 2015-12-09 to 2016-05-11 for expenditure paid until 2016-05-26		1	2016-01-30	11,215.99 €						

The payment claim has been validated.

Now, while clicking on the magnifier icon at the very right of the current payment claim, the details are displayed on a read only version.

You can view the PDF version of the validated payment claim by clicking on the PDF icon.
The PDF document is open so as to enable you to print the payment claim.
Once printed, go to chapter 1 “Payment claim” of the hard-copy and sign and stamp the document.

1. PAYMENT CLAIM

According to the subsidy contract, the joint convention and pursuant to Title VII, Chapter I, Section 2 of Regulation (EC) No 1083/2006, I, the undersigned (on behalf of the Lead Partner), hereby request payment for the ERDF funding based on the total amount of the certified expenditures on date of 2016-01-30 corresponding to :

11,215.99 €

as an interim payment

I declare that the Lead Partner is in possession of the original certificates and statements of expenditure signed by the appointed first level controllers of all claiming partners and supporting this claim.

This application meets the admissibility requirements.

Name and Surname :

Signature

OFFICIAL STAMP OF LP'S INSTITUTION

NB - Please note the text of the screenshot will be different in SYNERGIE

The payment claim is ready to be sent to the Managing Authority/URBACT Secretariat scanned by e-mail with the other reporting documents.

<u>List of expenses included in the payment claim</u>

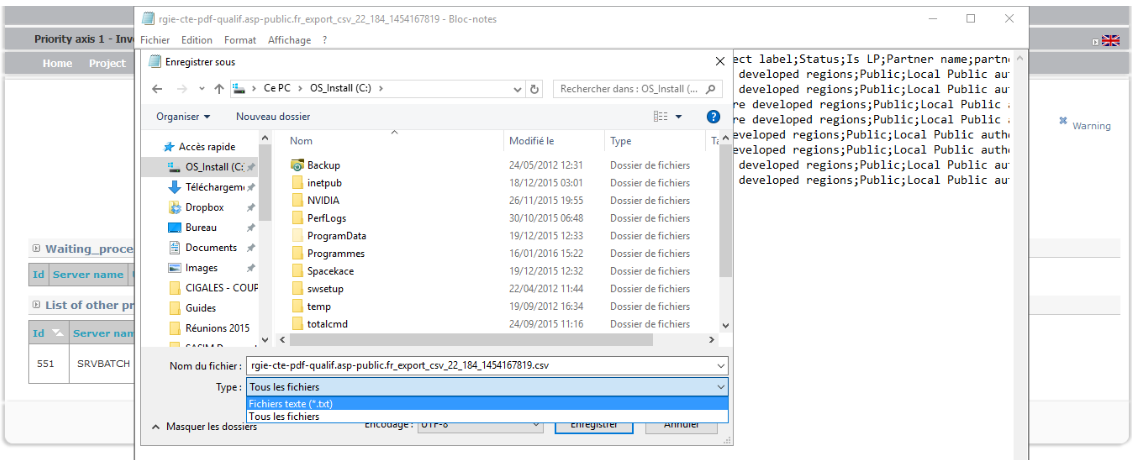
Payment Claim No	Validation date	Amount	Final	Included in the MA certificate	Included in the funds call			Expenditure list
1	2016-01-30	11,215.99 €						

You can export the list of expenditure included in the validated payment claim by clicking on .

Once the button "Restitution" is flashing, you can click on "Restitution" in the grey bar at the top of the screen and go to the link "CSV extractions".

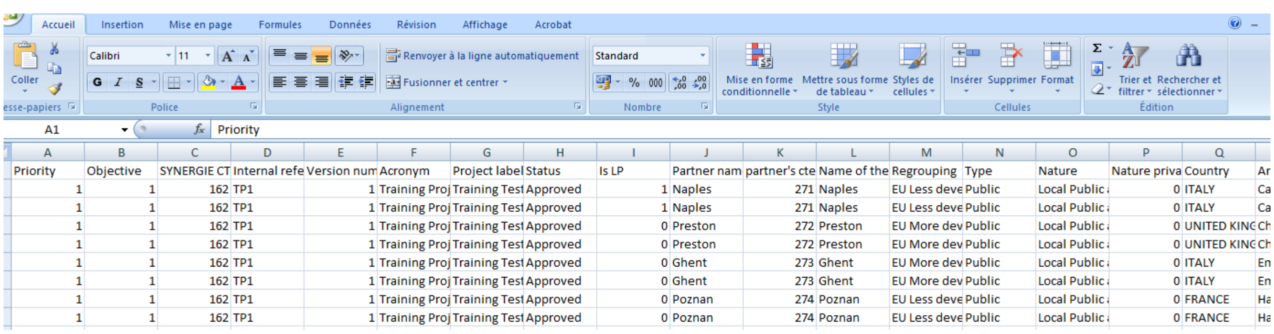
Program	Reference Project	Processing label	Date	Status			
URB	162	List of expenses the payment claim 1	2016-01-30 16:30:18	Completed			Extraire

While clicking on the following file.txt will open



You have to save it with type "all files" and the new file with .csv as file extension.

Then if you double-click on the newly saved file, Excel should launch and import the expenditure.



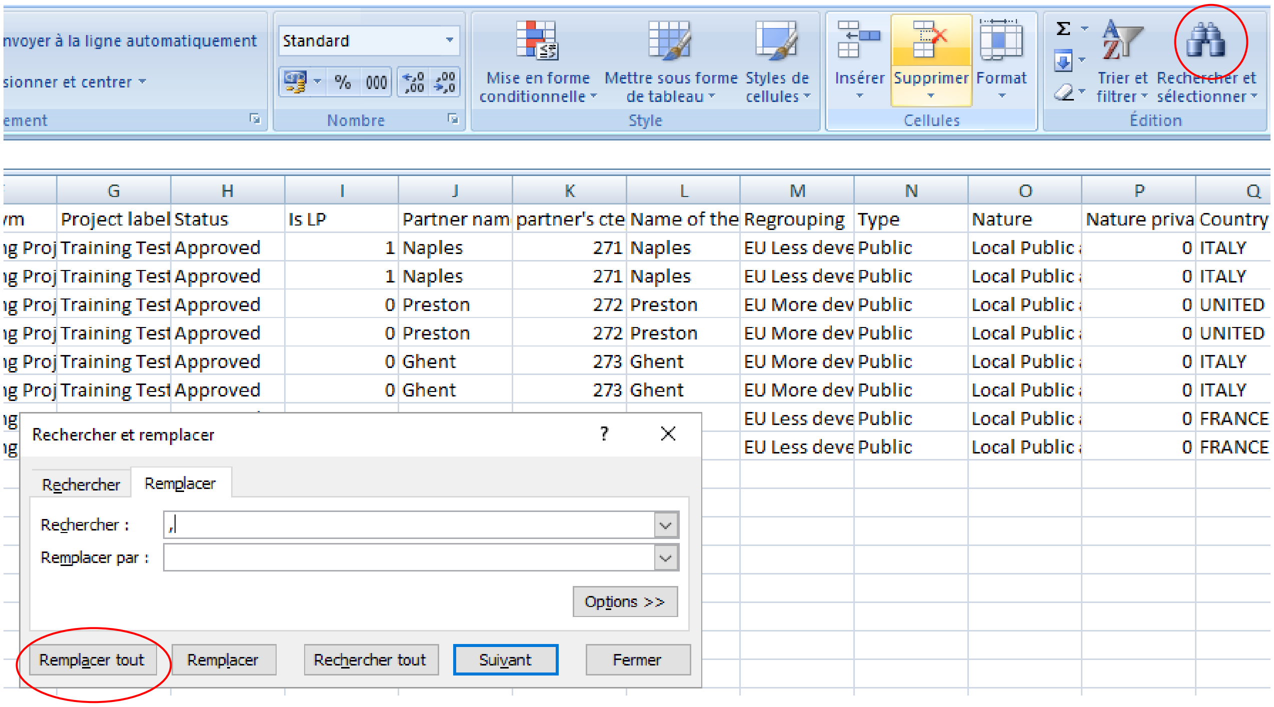
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Priority	Objective	SYNERGIE CT	Internal refe	Version num	Acronym	Project label	Status	Is LP	Partner nam	partner's cte	Name of the	Regrouping	Type	Nature	Nature priva	Country
1	1	162	TP1	1	Training Proj	Training Test	Approved	1	Naples	271	Naples	EU Less deve	Public	Local Public	0	ITALY
1	1	162	TP1	1	Training Proj	Training Test	Approved	1	Naples	271	Naples	EU Less deve	Public	Local Public	0	ITALY
1	1	162	TP1	1	Training Proj	Training Test	Approved	0	Preston	272	Preston	EU More dev	Public	Local Public	0	UNITED KING
1	1	162	TP1	1	Training Proj	Training Test	Approved	0	Preston	272	Preston	EU More dev	Public	Local Public	0	UNITED KING
1	1	162	TP1	1	Training Proj	Training Test	Approved	0	Ghent	273	Ghent	EU More dev	Public	Local Public	0	ITALY
1	1	162	TP1	1	Training Proj	Training Test	Approved	0	Ghent	273	Ghent	EU More dev	Public	Local Public	0	ITALY
1	1	162	TP1	1	Training Proj	Training Test	Approved	0	Poznan	274	Poznan	EU Less deve	Public	Local Public	0	FRANCE
1	1	162	TP1	1	Training Proj	Training Test	Approved	0	Poznan	274	Poznan	EU Less deve	Public	Local Public	0	FRANCE

You can save as an Excel file (with .xls extension) and filter data depending on the information you wish to assess and/or data in which you are interested in.

Please make sure that you can filter, sum up, etc. the figures in Euros as presented in the Excel file.

Indeed, figures are presented according to proper English rules for how to write numbers, for instance: 12,030.10€.

This means that you will have to replace the comma by an empty space and then the decimal point by a comma in the figures format to be able to use them.



You shall find this function in the menu of the excel file, icon .

Select the column with the amounts, search “coma (,)” and replace by “empty space” and click on the button “replace all”.

Repeat the action, search “decimal point (.) and replace by “coma” and click on the button “replace all”.

You are ready to use it as an excel file, you can use the functions “sort” and “filter”.

For additional assistance or information please do not hesitate to contact:

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	The URBACT III Programme **2014 – 2020**	**SYNERGIE GUIDANCE NOTE** **N° 6** **PROGRESS REPORT**

This Guidance Note provides useful information about how to complete and submit an URBACT III progress report. It is both a technical guide to SYNERGIE CTE and a practical guide on the content of the progress report.

TABLE OF CONTENT

1. What is the Progress Report

The Progress Report is one of the mandatory documents that must be submitted for each 6 monthly reporting period. According to the Subsidy Contract and the Programme Manual, the Lead Partner is responsible for completing and submitting the Progress Report on behalf of the project. Information should be gathered from all partners and the document should be signed by the Lead Partner and the Lead partner First Level Controller. The information contained in the report should cover both an update on network activities as well as a budget review.

2. Overall structure of the Progress Report

Section 1 - General Introduction. Main highlights of the reporting period.

Section 2 - Progress by work package. A focus on activities in each work package, a table to list the key milestones and an update on progress towards achieving programmed outputs should be provided.

Section 3 - Report on expertise. An update on the work of the Lead Expert and details of other experts used at project level should be provided.

Section 4 - Update on general project information. The section allows for changes in contact details or bank details to be reported as well as providing information on any issues which have been encountered during the reporting period.

Section 5 - Financial updates. A detailed review of financial progress is presented here in the summary table automatically generated. The report should highlight any potential changes in budget categories or partner budget which are more than the 20% flexibility allowed by the programme.

Section 6 – Signatures. The Progress Report shall be signed by the representative of the Lead Partner and by the First level controller of the Lead Partner.

3. Preparing and Submitting the Progress Report

3.1 Preparation

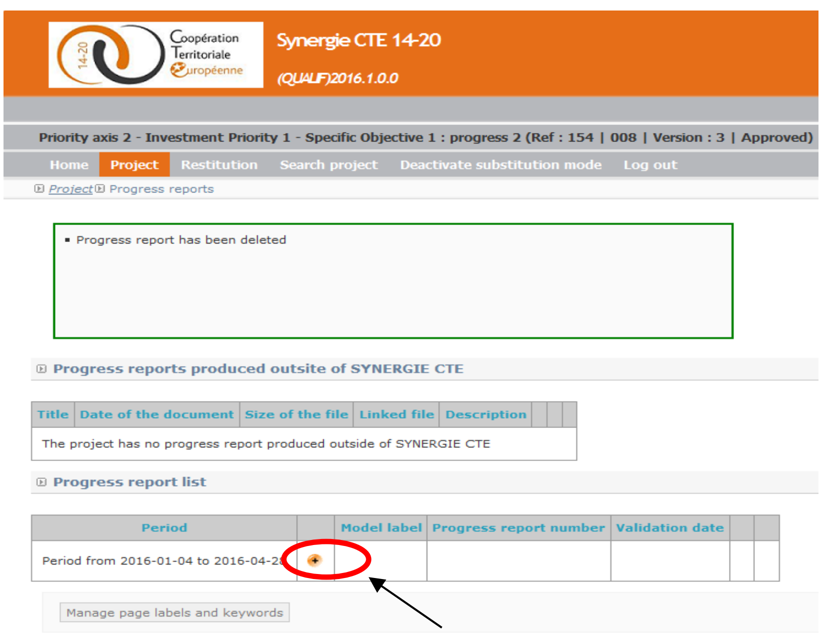
The Progress Report is a compulsory document for project reporting but it is also a useful monitoring tool for the Lead Partner to review partner involvement and local activity. In order to facilitate the completion of the Progress Report it is a good idea to establish a project level procedure. A short questionnaire at the end of each 6 month reporting period which is circulated to each partner with a very short list of questions like those in the Progress Report would help the Lead Partner to gather the useful information required. Fix an earlier internal deadline.

3.2 Completing the information in SYNERGIE-CTE

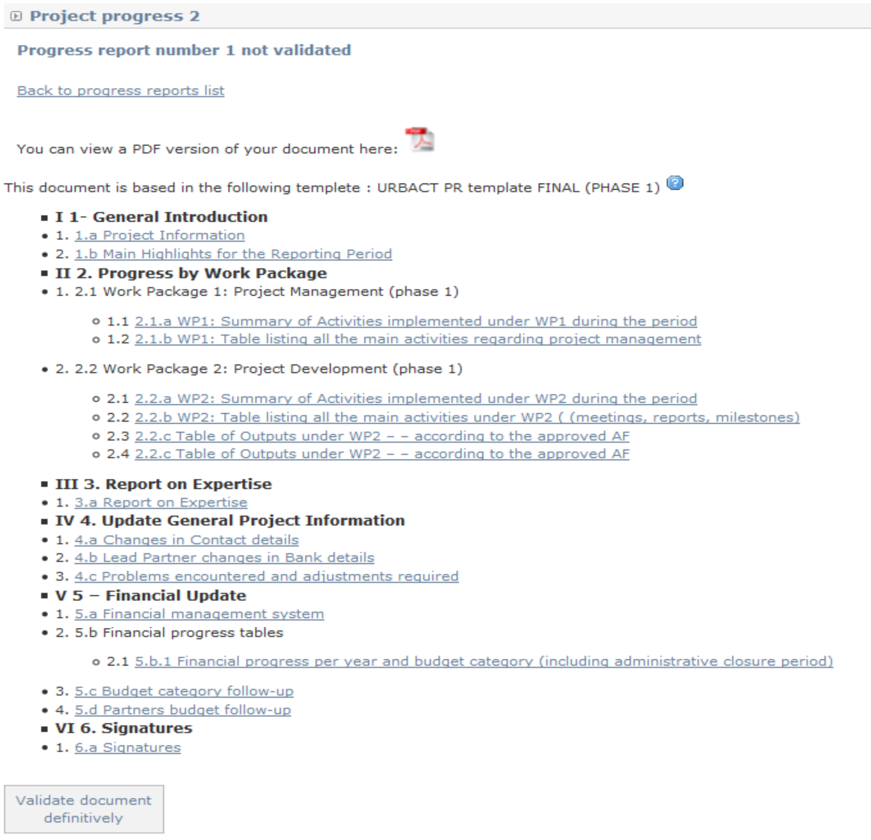
The Progress Report MUST be submitted using SYNERGIE-CTE – no other format is acceptable. After having entered your login and password on https://synergie-cte.asp-public.fr, the screen that you should see at this stage will be the following one, where you can visualize four different chapters "Access application form data", "Access expenditure data", "Financial monitoring" and "Edit an administrative document".

Step 1 – select Progress Report from the menu list

<u>Step 2</u> – add a Progress Report using the + button

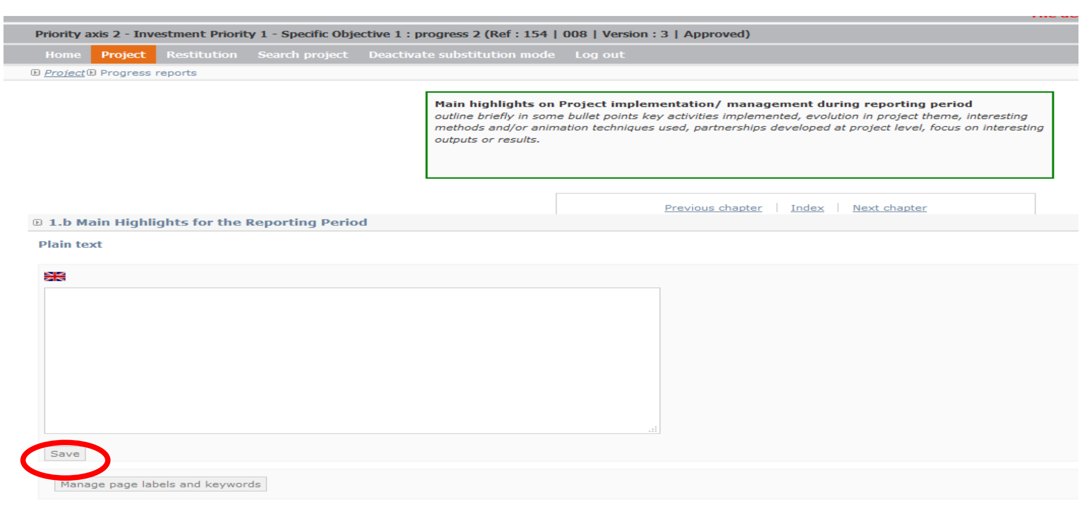


<u>Step 3</u> – Start entering data into the report using the main menu



Step 4 – Section 1 General Introduction

Section 1a) is prefilled.
Section 1b) is free text to be completed reporting on the overall state of play of the network activities. In a few short paragraphs it should tell the Secretariat team about the main achievements during the reporting period and show progress towards the project's aims and objectives.



REMEMBER TO SAVE

Step 5 – Section 2 Progress by Work Package

There are three sub sections per work package you should complete each work package one after the other.

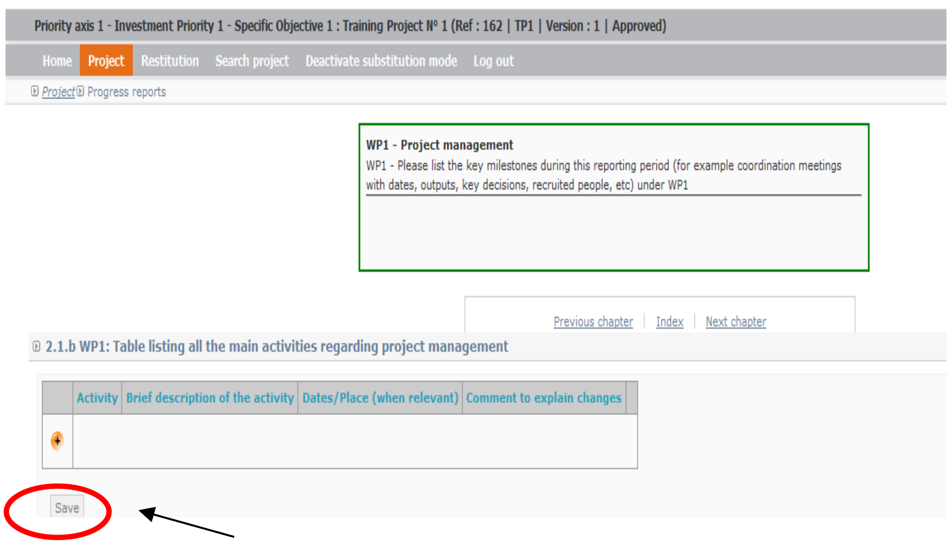
Part a. Summary of the activities implemented during the period

This free text section should refer to the activities planned in the work package and report on their progress during the reference period. You are invited to underline the positive progress but also to mention the problems specifically related to the development and the performance of activities and outputs of the work package (highlighting, for example, if new needs or ideas came up or if contents/form of some outputs and activities must be reviewed).

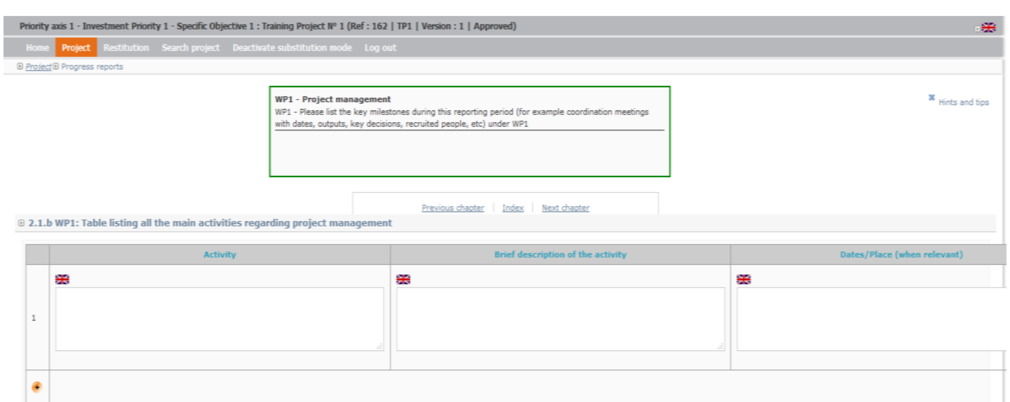
Part b. Table of activities for each work package

This table should be completed to inform the programme secretariat of the key milestones of activity during the reference period. These activities can cover a wide range of things depending on the work package. Examples of activities can be found in the Programme Manual Factsheet 2A; in addition, indications on completing this section can be found in Annex 1 of this guide.

You should click on the + button to add activities.

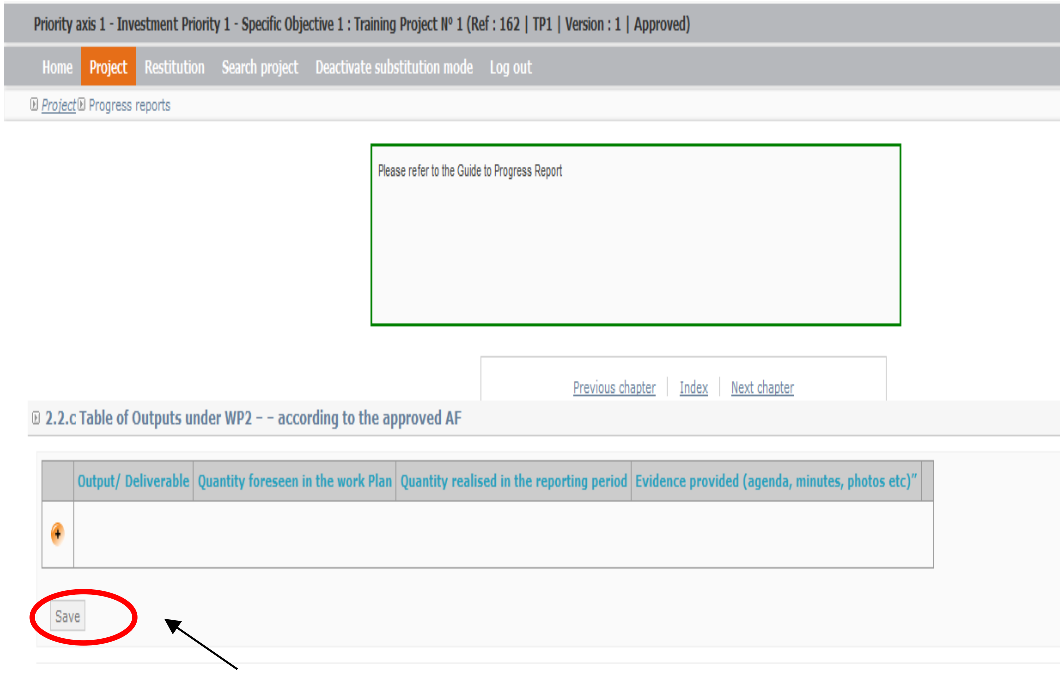


Complete the table of free text which appears.

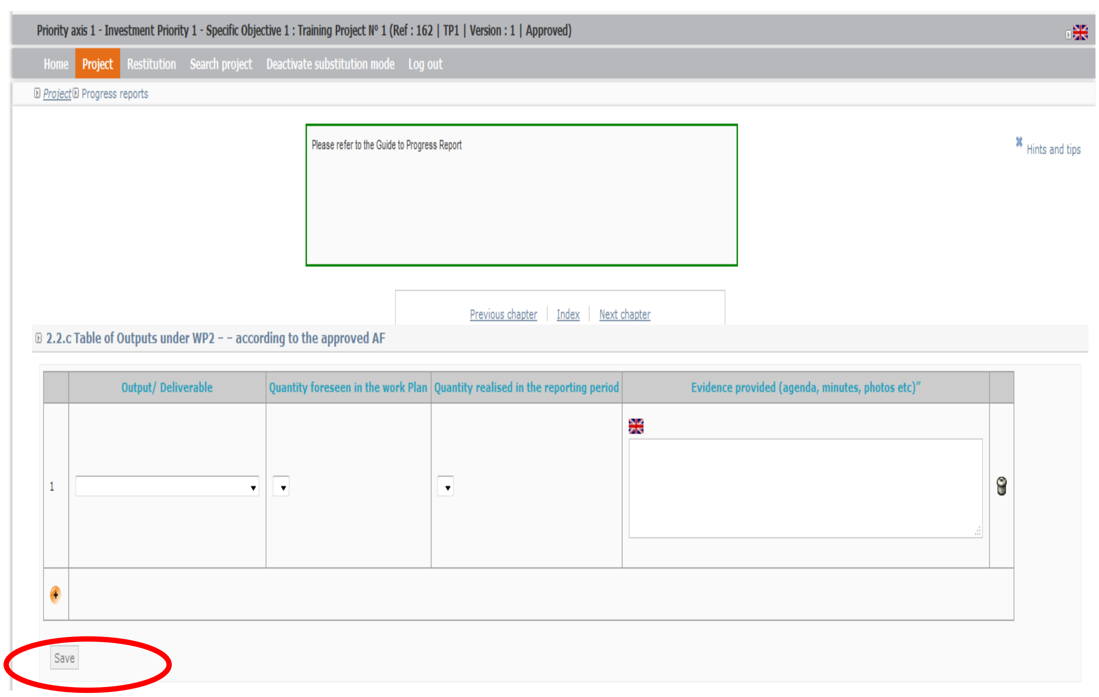


Part c. Table of outputs per work package

This table should be completed to report on the <u>official</u> project outputs according to the approved application form. It should show the quantity achieved and should list all the evidence that should be submitted with the reporting documents. The kind of evidence required for each kind of outputs can be found in Annex 2 of this guide. To enter details click on the + button.



Using the drop down menu select the appropriate output and indicate the quantity foreseen and realized. Please also list the evidence provided for each output.



REMEMBER TO SAVE

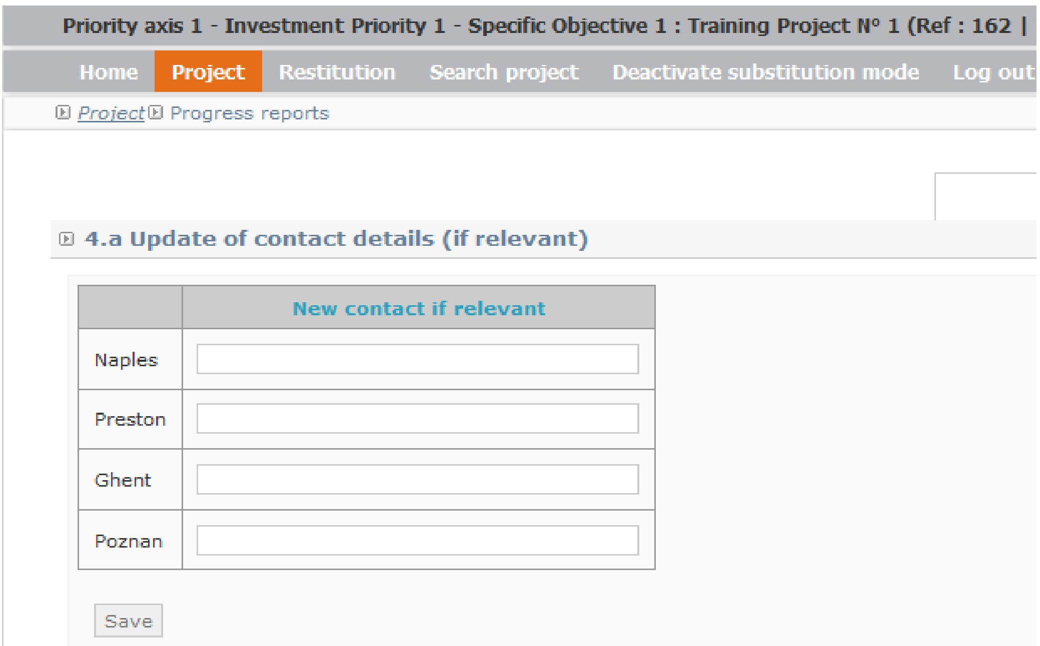
<u>Step 6</u> - Section 3 – Report on expertise

The free text box in this section should provide information about the use of experts during the reference period. It should state the number of days reported and used by the project Lead Expert as well as the number of days remaining for the Lead Expert. It should also outline other experts which may have been contracted and used by the project. For each expert used you should state the partner concerned, the name of the expert and the tasks the expert has completed.

Step 7 Section 4 Update in General project Information

Section a) Updated contact details

The table shows all the project partners and a free text box to update information on contact details.



Section b) Update to Lead Partner Bank details

This free text box is for the Lead Partner ONLY and should provide updated bank account details if relevant.

Section c) Problems Encountered

This free text box should be completed to highlight any problems the project has encountered during the reference period it can also report on solutions found to the issues raised. Lead Partners are asked to consider all aspects of the project and should refer to Annex 3 of this guide for more information.

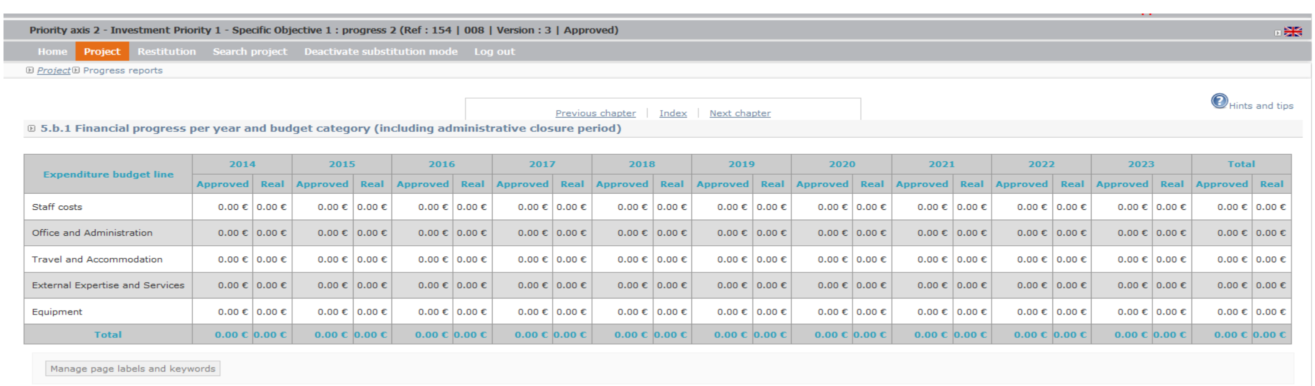
Step 8 – Section 5 Financial Update

Section 5a) Financial Management System

The Lead Partner should select the management system approved for the project. The free text box should be used to report any changes which may be required explaining why they are needed.

Section 5b) Financial Progress by year and budget category

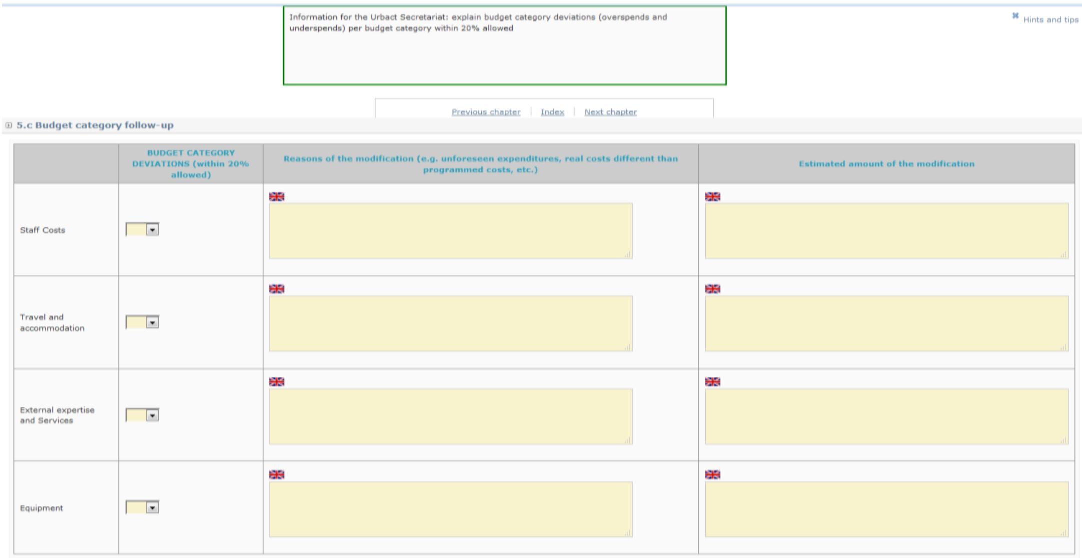
The table is automatically filled in using information from the validated payment claim document. It is important to validate the payment claim BEFORE the progress report or the figures will not be updated.



Expenditure budget line	2014		2015		2016		2017		2018		2019		2020		2021		2022		2023		Total	
	Approved	Real	Approved	Real	Approved	Real	Approved	Real	Approved	Real	Approved	Real	Approved	Real	Approved	Real	Approved	Real	Approved	Real	Approved	Real
Staff costs	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Office and Administration	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Travel and Accommodation	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
External Expertise and Services	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Equipment	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Total	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €

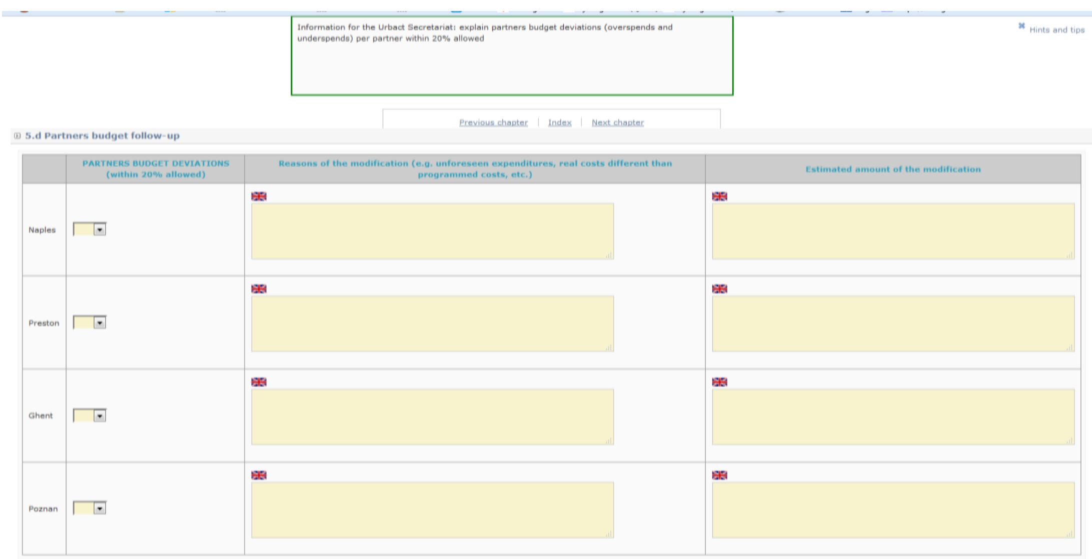
Section 5c) Financial Progress by year and budget category

This table should be completed to highlight POTENTIAL problems with over spending by budget category. If your project foresees an issue in any particular category it should be explained clearly. With this information the Secretariat will be able to help your project to find a solution to this matter.



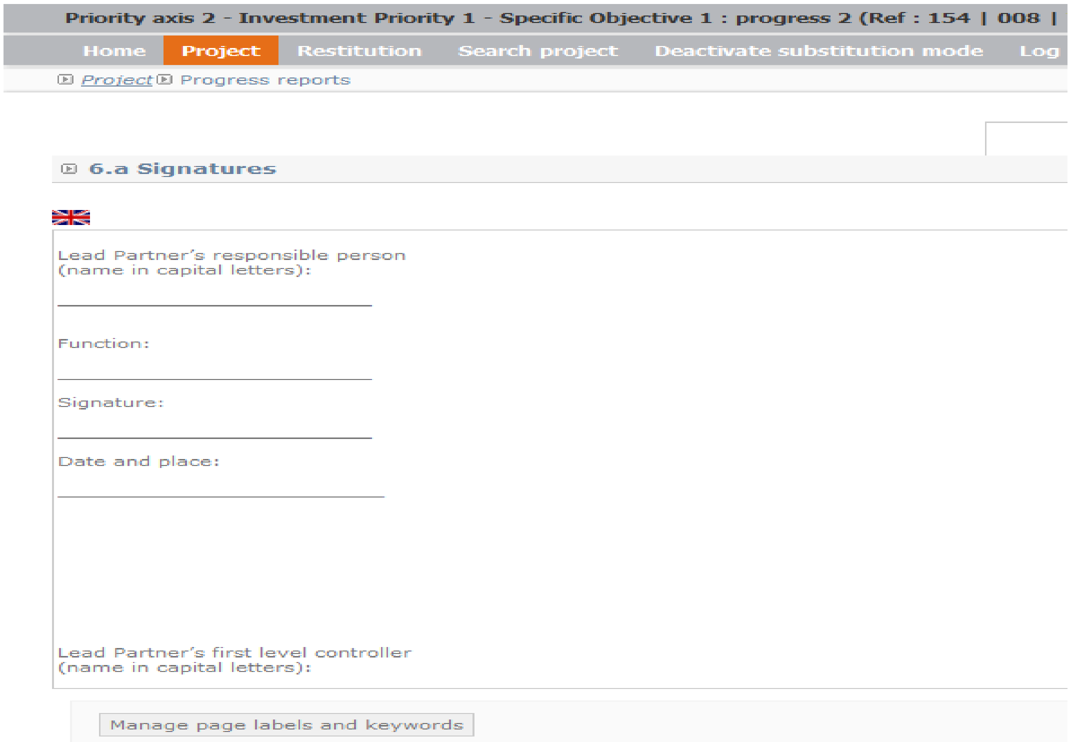
Section 5d) Financial Progress by year and by partner

This table should be completed to highlight POTENTIAL problems with over spending at partner level. If your project foresees an issue in any particular partner it should be explained clearly. With this information the Secretariat will be able to help your project to find a solution to this matter. It is also in this table that significant under spending at partner level should be explained clearly.



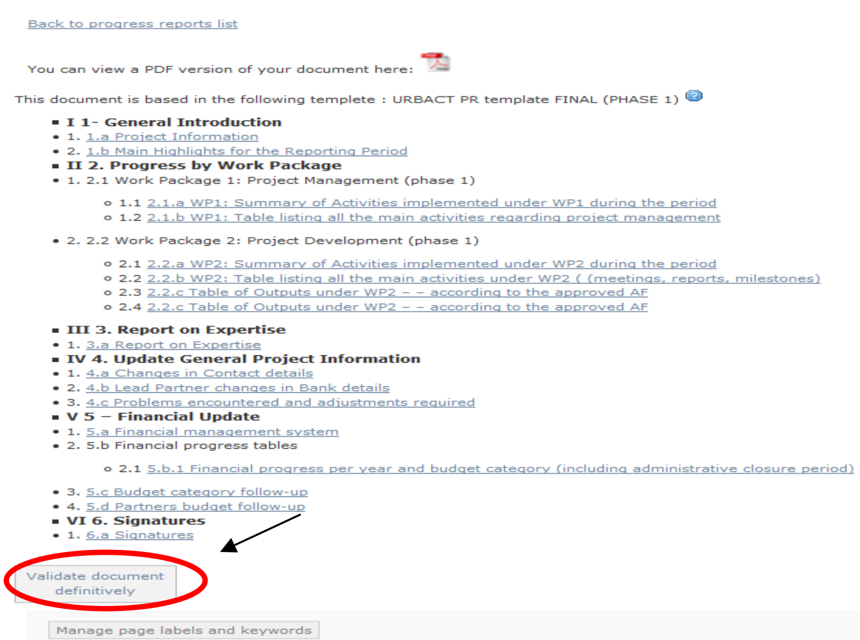
Step 9 – Section 6 Signatures

The progress report should be signed by the Lead Partner and the First level Controller of the Lead Partner.



Step 10 – VALIDATION

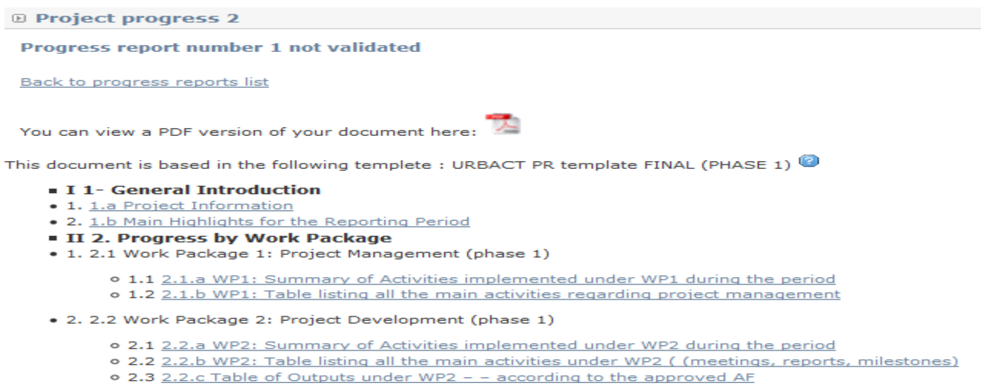
Once the Progress Report is complete and all the other reporting documents are validated (it is IMPORTANT to validate the payment claim BEFORE the progress report to ensure all the figures are correctly reported) then the progress report should be validated in SYNERGIE by clicking on the button at the bottom of the content page.



3.3 Review and Signature

Once the Progress Report is complete and all the other reporting documents are validated (it is IMPORTANT to validate the payment claim BEFORE the progress report to ensure all the figures are correctly reported) then the progress report should be validated in SYNERGIE by clicking on the button at the bottom of the content page.

A PDF version of the report should be generated by clicking on the PDF icon. This version will be available in the restitution menu once it starts to flash:



The Lead Partner should download the PDF version of the certificate and print and sign the last page. The FLC should review the contents of the report to ensure that it is coherent with the financial reporting and countersign the Progress Report.

3.4 Submission of the Progress report

The electronic version of this signature page shall form part of the submission required for each 6 monthly reporting period along with all the other compulsory documents (partners FLC certificates, payment claim signature page, project outputs) within the programme deadline. These documents can be sent using on line data transfer tools such as dropbox or WeTransfer.

4. URBACT Secretariat Review

The Lead Partner should submit a full package of reporting documents together by e-mail to the Project and Finance Officers in the URBACT Secretariat respecting the deadline. The Secretariat team will review the package and inform the lead partner of any questions within maximum 1 month. The completeness and quality of the submissions has a direct impact on the speediness of payments!

For additional assistance or information please do not hesitate to contact:

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a.bucella@urbact.eu / c.ethuin@urbact.eu / c.gravier@urbact.eu

Guidance Note N° 6 Progress Report
ANNEX 1: Reporting on Main Activities in the Progress Report – some examples

Within the update on each work package the Lead Partner is asked to report on key milestones and activities. The first element is the brief description of the activity including the type of the activities, the partners involved, what is the specific purpose in the network activities, the relation between the activity and the outputs produced in the reference period.
The column "Comment to explain changes compared to the Application Form", must be used to underline if there were some minor variations or small adjustments to the activities foreseen in the last application form. It should also be used to refer to the major changes validated with a reprogramming procedure.

NB: The following table collects some reporting examples about different activities.

Activity	**Brief description of the activity**	**Dates/Place** **(when relevant)**	**Comment to explain changes compared to the AF**
Organising and holding coordination meetings	The coordination group is composed by the representatives of each project partner and is the decision making organ of the network. It meets at least once every six months. If possible, the coordination meetings are organized back to back with the transnational meetings. In the application form for Phase I, we foresaw 2 coordination meetings. After each coordination meeting, the LP will wrote and circulate to project partners the report of the meeting which includes agenda, participants list, summary of the decisions made. The first coordination meeting took place during the kick off and was dedicated to the set up of internal project management procedures. All the partners were present and agreed on the procedures proposed by the LP. The partners also agreed on inviting the LE to join the next coordination meetings. The meeting was also used to draft the Joint Convention. The second and third meetings were dedicated respectively to the redefinition of the selection criteria for the potential partners and the approval of the new partners. The LP, the 4 PP and also the LE took part to these meetings. The forth meeting took place during the final conference and was dedicated to set internal procedure and deadlines for the preparation of the application form for Phase II. The LP, the 9 PP and also the LE took part to the meeting. The meeting was also used to review the Joint Convention with the new partners. The LP also took the chance to collect the new Letters of Commitment.	-Coordination meeting 1 25-26.10.2015, Ljubljana (session during kick off meeting Ph I) -Coordination meeting 2 11.11.2015 (virtual meeting) -Coordination meeting 3 12.12.2015 (virtual meeting) -Coordination meeting 4 10-11.02.2016, Riga (session during final meeting PhI)	Due to the difficulties encountered in finalising the partnership, two other meetings were needed. As suggested by one of the partners, we organized 2 skype conferences.

Organising and holding transnational exchange and learning meetings	The transnational meetings in Phase I were the Kick off meeting and Final conference Phase I. In general, the transnational meetings are organized as 2-days meetings, and they include a thematic input given by the LE, a thematic workshop session as exchange between partners, a study visit, a coordination meeting. After each meeting the LE produces a report to summarize the activities of the 2 days. After each transnational meeting, the partners are invited to share the report with the ULG members of their city and to translate it for local dissemination purposes. The kick off meeting was organized by the hosting PP with the help of the LP and moderated by the LE. All the partners could participate although the short notice and the changes of date and place. The first day of the meeting was meant mainly to be a chance for the Partners and the expert to get to know each other in person, to define better the problematic issues and challenges of the network and to have the first coordination session. During the second day, the hosting Partner invited the director of the urban planning department to give an overview on the local policies and organised a study visit to a start-up incubator managed by the technical university and the city of Ljubljana. The networking officer of the URBACT Secretariat did a presentation about the programme. Like the kick off, the final meeting was organized by the hosting PP and moderated by the LE and the LP. Beside LP, PP, LE, also the representatives of the 5 cities of the extended partnership were all invited and managed to join. The final meeting was dedicated to the preparation of the final application form for Phase II. The members of the ULG core group were involved in the meeting and organised a walkshop to visit some co-working spaces in the city center. During the visit, it was possible to interview some users and this was very useful to better understand their needs and to help the partner in the elaboration of actions to improve the service.	- Kick off meeting Phase I on 25-26.10.2015, Ljubljana - Final meeting Phase I on 10-11.02.2016, Riga	In the application form, we foresaw the kick off meeting at the end of November in Paris. However, due to a request of the Secretariat during the first LPs&LEs Meeting we managed to anticipate it. We also agreed to meet in Ljubljana rather than in Paris to combine the meeting with one of the LE and LP visits to Project Partners. For the same reason, also the location for the final meeting was changed (Riga instead of Paris).
Organising and holding ULG meetings	Each partner establishes a local group to discuss about the selected issue at local level. Each ULG should meet regularly, at least once every six months period. The role of the group is to elaborate the contents of the IAP. All the partner cities managed to establish their local group, to appoint a ULG coordinator and to organize the first meeting. However not all the stakeholders identified in the application form accepted or managed to participate, but the actors that took part committed to be member of the core group.	- Paris 20.01.2016 - Brussels 21.01.2016 - Riga 22.01.2016 - Ljubljana 24.01.2016 - Gdansk 25.01.2016 and 17.02.2016	No variation compared to the application form: each Partner planned and held successfully the first local meeting. The partner Gdansk had even a second meeting during the reporting period.

	The topics of the first meeting were the same for all the groups and were: report on network kick off meeting of Phase I by PP, feedback on the LE/LP interview/visit, better definition of the problem at local level as input for the local and transnational activities, mapping of other potential stakeholders, planning of next ULG meeting(s), first brainstorming for future local dissemination events. The partner Gdansk managed to organize and perform two meetings: the first was more focused on the thematic aspects and the second one on the organisation of the next activities. For the moment, none of the group discussed about the contents of the IAP.		
Setting up online communicati on and disseminatio n activities on social media	In the application form we foresaw the creation and the animation of project pages on social media, in particular on Facebook and Twitter. The social media network pages on Facebook and Twitter were created as planned already during Phase I. During the last transnational meeting in Riga, the Project Partners suggested the creation of pages in Linkedin and Instagram as well, to increase visibility and potential connections.	Date and place not relevant	The additional activities suggested during the transnational meeting will be probably included in the application form updating in the description of the output with the next reprogramming.
Organising and holding local disseminatio n events	Each partner should organise at least one local dissemination event during the project life to enlarge the participation to a broader local community and to increase the visibility of the network and programme activities at the local level. During the reporting period, there were two local dissemination events organised by the PP Riga and Ljubljana. The event in Riga was part of a bigger event "The week of entrepreneurship" organised in the city congress center. During a workshop session run by the ULG coordinator and speed-dating session with the members of the ULG core group and the participants of the event, it was possible to collect new information and ideas about needs, wishes and expectations on employment and entrepreneurship services that the city could develop, provide or fund. This event was used also to identify some interested employers and employees and to invite them to the ULG meetings. The dissemination event in Ljubljana was organised directly by the city representative involved in the network, Ms Novak. She made a presentation on the URBACT programme and the initial activities of the network to the members of the different departments of the local administration. Some	- Riga 17-18.02.2016 - Ljubljana 23.02.2016	No modification compared to the application form is required. However the two partners will probably organise at least another meeting during the project life.

	project and URBACT publications were distributed during the event.		
Participating to external events	LE, TE, LP might take part or be invited to attend to international and national conferences to promote the activities and the findings of the network. During the reporting period the LP coordinator and the LE were asked by the Secretariat to present their networks during a workshop of the OpenDays 2016 in Brussels. The LE gave an overview on the topic of the network and the first contents of the IAP with a presentation during the first session. Afterwards both LE and LP took part to two parallel round tables to share their personal experience. The LP was also available for questions after the workshops and distributed some network brochures at the URBACT stand. The LE and the LP agreed that the participation to this event was a great chance to increase significantly the visibility of the network at the European level. 3 network representatives took part to a thematic conference about SMEs experiences in Europe in February. Two months before the conference, LE and LP received an invitation from the organiser of the event and forwarded it to the project partners, but due to previous scheduled meetings, the LE couldn't participate and other PPs representatives managed to attend together with the LP. The LP made a presentation about the network IAPs during the morning plenary session of the first day and all 3 network representatives attended the thematic workshop sessions in the afternoon of day 1 and in the morning of day 2. The participation to the conference was useful to get to know better some of the best practices and potentially implement the actions of the IAPs. It allowed to meet personally representatives of cities and international organisation that are dealing with the same issue and to set the basis for a future cooperation.	-LE Mr Rossi and LP coordinator Ms Moulin: Workshop URBACT, Opendays 2016 15.10.2016, Brussels - LP Coordinator Ms Moulin, ULG coordinator of PP Gdansk Mrs Kowalski and communication officer of PP Brussels Mr Peeters, Conference "Supporting SMEs , an international perspective with EU best practices and flagship initiatives", 26.02.2016, Prague	In the application form, it was foreseen that just the LP and the experts could participate to external events. However, because of the importance of dissemination at transnational level, during the last coordination meeting it was agreed that even the PP could attend.
Press activities (press conferences and press releases)	In the application, we foresaw a press conference during each transnational meeting in the city and the language of the hosting partner. We also planned the publication of at least one article in a national or local press during the project life by each partner. Hopefully, the partners will be able to involve the press more often than foreseen. The goal is to promote the transnational and local activities at national and local level and in local language. These press activities are complementary to the publication of news on URBACT website and blog, and on social media. During the reporting period, two press conferences were held, respectively during the Kick off meeting in Ljubljana and the Final Meeting in Riga. The press	- Press conference PP Ljubljana on 26.10.2015, (during Kick off PhI), video published on 01.11.2015 - Press conference PP Riga on 11.02.2016, (during Final meeting PhI)	No change compared to the application form. The workplan of the activities is respected.

	conference in Ljubljana was filmed and the video was published on the website of the city. Unfortunately none of the journalists published an article about the meeting. For the press conference in Riga, just one journalist was present, although all the main local newspapers were invited to join. A short article on the conference was published on Leta.lv on 12.02.2016. In addition, the communication officer PP Brussels was interviewed about network first 6 months of activities and participation to conference in Prague; the article was published on 01.03.2016 on Brussels Times.	- Press release PP Riga, published on 01.03.2016 - Press release PP Brussels, published on 01.03.2016	

Guidance Note N° 6 Progress Report
ANNEX 2: Mandatory evidence to be submitted for each output declared as produced

This annex contains the list of the mandatory evidence for the main network outputs declared as produced. It should be used to help you to ensure that you gather the necessary documents according to each of your outputs.

It is important to ensure evidence is provided as proof of activities and justification of eligible costs are linked to each other – in some cases without the evidence the costs cannot be considered eligible for ERDF refund.

<u>Work Package 1 - Project Management</u>

- Coordination meetings: agenda with place, date, participants lists, topics/decisions to make + minutes (NB: the same evidence is required even if they are done as the virtual meetings, tele-conferences, skype calls, phone calls);
- Mid-term review: template for a review to be supplied by the URBACT Programme;
- Contractual documents (Subsidy contract, Joint convention, Audit Trails, Approval FLC): scan of the valid signed version (also amendments, in case of change);

<u>Work Package 2 - Transnational exchange and learning</u>

- Kick off, transnational and final meetings and study visits or workshops: agenda with place, date, participants lists, indication about contribution of the meeting to the draft of IAP and/or other thematic outputs + thematic outputs (such as thematic reports or minutes or case studies);
- Thematic Reports – an electronic copy of the reports;

<u>Work Package 3 - Impact on local policies and practices</u>

- ULG set up: list of the participants (name, surname, institution/group of interest, email address, member of core group or not, role);
- ULG meetings: agenda with place, date, participants lists, list of topics discussed/decisions made/keywords, indication about contribution of the meeting to the draft of IAP and/or other thematic outputs + IAP and/or other thematic outputs;

<u>Work Package 4 - Communication and dissemination</u>

- Local or transnational dissemination events: agenda with place, date, participants lists, list of topics/keywords, flyers, participant pack (NB: evidence can be provided even not in English, but it must me clear that the information refers to an URBACT activity);
- Press releases and conferences: digital file (scan) or screenshot of articles, minutes, videos, etc. + http address (NB: evidence can be provided even not in English, but it must me clear that the information refers to an URBACT activity);
- External events: agenda with place and date of the meeting;
- Website updates and social media: file containing screenshot of online page + http address;
- Digital (newsletters, videos, etc.) and physical dissemination tools (brochures, flyers, reports, etc.): digital version of the files (in all languages they are produced);
- Promotional materials (posters, banners, pens, bags, usb-keys, etc.): photos of them or one example.

PLEASE PAY ATTENTION TO LOGOS ON ALL PROJECT DOCUMENTS

Guidance Note N° 6 Progress Report
ANNEX 3: Potential Problems and ideas for solutions

	Examples of potential problems	Example of possible solutions
Transnational exchange activities	difficulties or delays in organizing/holding meeting, in respecting the workplan for the meetings, difficulties of partners in participating to the project activities, etc.	change of the workplan or reduction of number of meetings through reprogramming procedure, reading the guide provided by the Secretariat about exchange and learning and animation techniques, etc.
Outputs	difficulties or delays in the elaboration of one or more outputs, one output is not considered useful any more, high costs for translation/dissemination of the project outputs, etc	more days of expertise then foreseen for LE and ad hoc experts to support the partners in the elaboration of the output, reduction of the number of foreseen output or replacement of output type with reprogramming procedure, etc.
Communication activities	difficulties or delays in updating the website, in using social media, in involving national and local media, in disseminating the project outputs at local or transnational level, in disseminating information about URBACT, in the organization of local dissemination events, etc.	participation to the training sessions on communication organized by the Secretariat, using external expertise budget to hire consultants for communication and organisation/moderation of the events, etc.
Project management	delays in approval of FLC, complexity in claiming costs (difficult procedures, complicated calculation or planning of costs, mistakes on eligible costs) delays in receiving information or evidences or contractual or reporting documents from PP, difficulties in using SYNERGIE-CTE, strict internal budgetary and administrative rules, internal management problems (changes in partner personnel, lack of financial and administrative skills in human resources), lengths of refunding procedures and delays in reimbursement, misunderstandings in the communication between LP and PP, etc.	reading guides provided by the Secretariat, participating to the training sessions on finance organized by the Secretariat, using external expertise budget to hire consultants for administrative and financial support, organising internal trainings and trouble-shooting sessions for the project partners, asking the Secretariat for ad hoc assistance and help etc.
ULG	difficulties with the organisation of the meetings, the involvement of important stakeholders, lack of commitment of the stakeholders involved, etc.	designation of an “external” impartial ULG coordinator, support of LE/ad hoc experts, use of the ULG toolkit, etc.
Expertise	(temporary) inability of the Lead Expert or as hoc experts to take part to the project activities, not enough expertise days allowed to support properly the network activities, LE lacks certain skills, lack of coordination between LP and LE, etc.	replacement of the LE, use of different ad hoc experts in different activities, etc.
Partnership	inactive partner, eligibility issues due to change of statute or name of one partner, lack of commitment, difficult interaction among partners, lack of language skills in personnel, cultural misunderstandings and bad working atmosphere, etc.	uni- or bilateral partner drop out, revision of internal communication procedure, higher budget for translations, more informal interactions and better meetings moderation, etc.

	The URBACT III Programme **2014 – 2020**	**SYNERGIE GUIDANCE NOTE** **N° 7** **First Level Controllers Certification**

(To be completed)

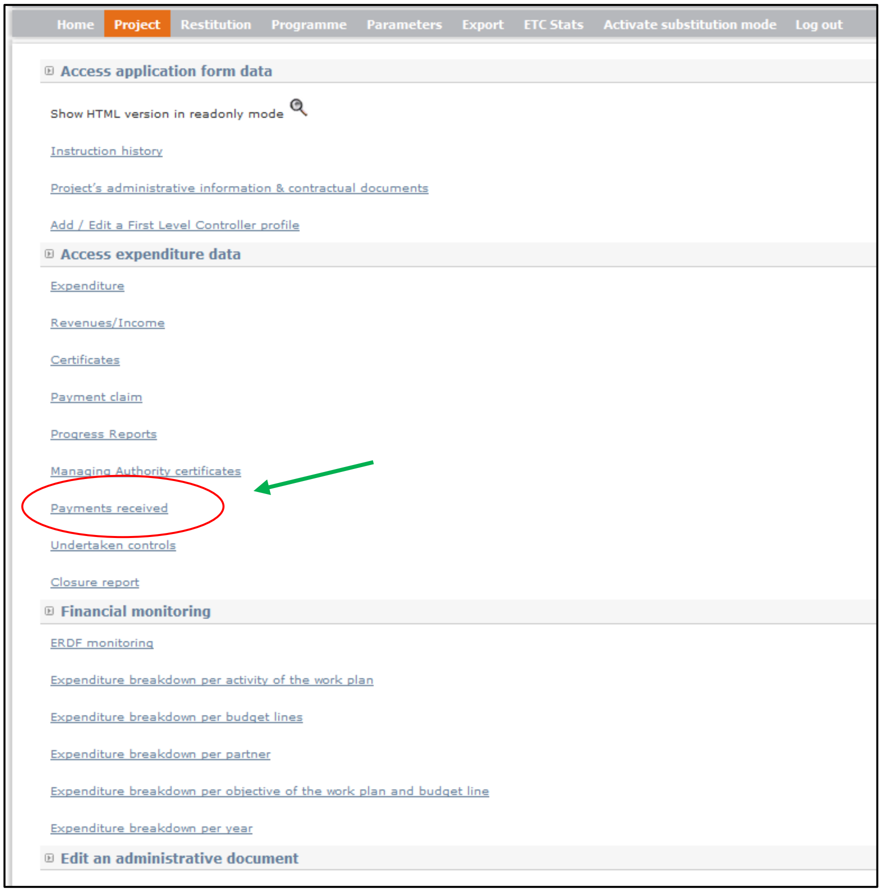
URB ACT	**The URBACT III Programme** **2014 – 2020**	**SYNERGIE GUIDANCE NOTE** **N° 8** **Entering ERDF Payments**

This Guidance Note provides useful information about how to enter data in SYNERGIE-CTE when receiving an ERDF payment. It is both a technical guide and a practical guide on the transferring ERDF to partners.

TABLE OF CONTENT

1. Introduction

After having entered your login and password on https://synergie-cte.asp-public.fr, the screen that you should see at this stage will be the following one, where you can visualize four different chapters "Access application form data", "Access expenditure data", "Financial monitoring" and "Edit an administrative document".

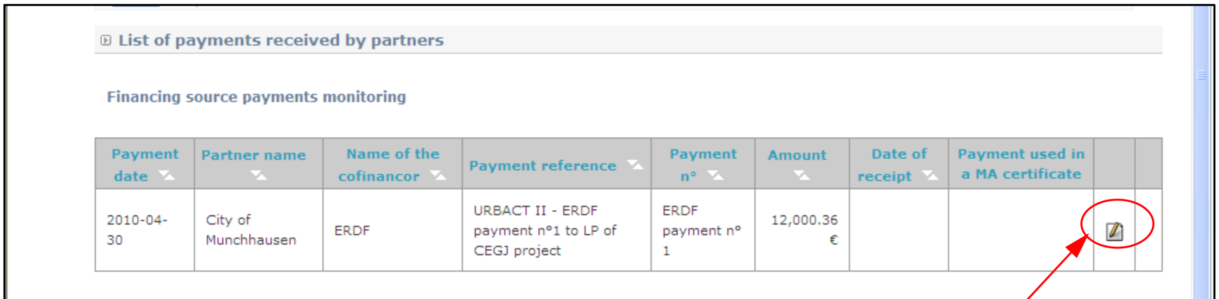


In order to enter received ERDF payments, go to chapter 2 "Access expenditure data", sub-chapter 6 "Payments received".

2. ERDF Payments received by Lead Partner

2.1 ERDF payments monitoring

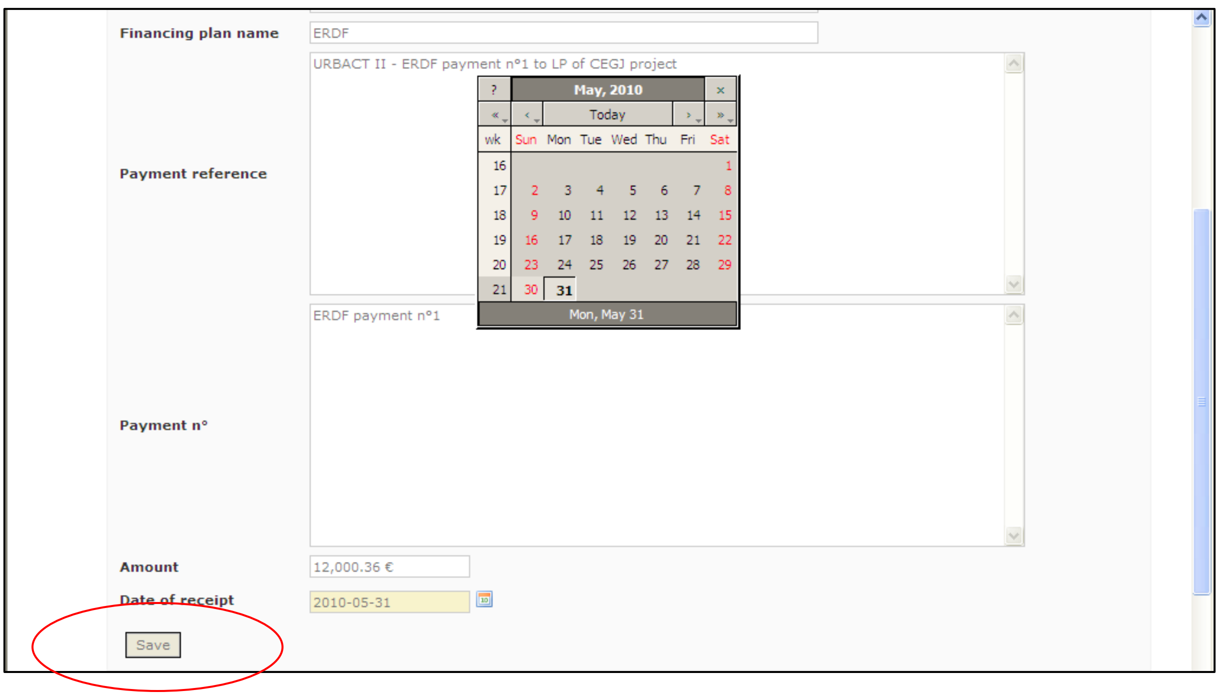
The following screen appears:



The ERDF due to the project as calculated by the Managing Authority/Secretariat and the Certifying Authority and transferred to the Lead Partner's bank account has been entered by the Certifying Authority.

Once received on the bank account, please click on the icon "edit":

You will be asked to enter the date of receipt.

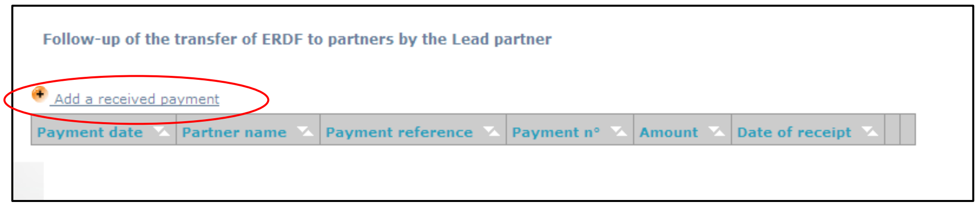


Do not forget to "save" the information.

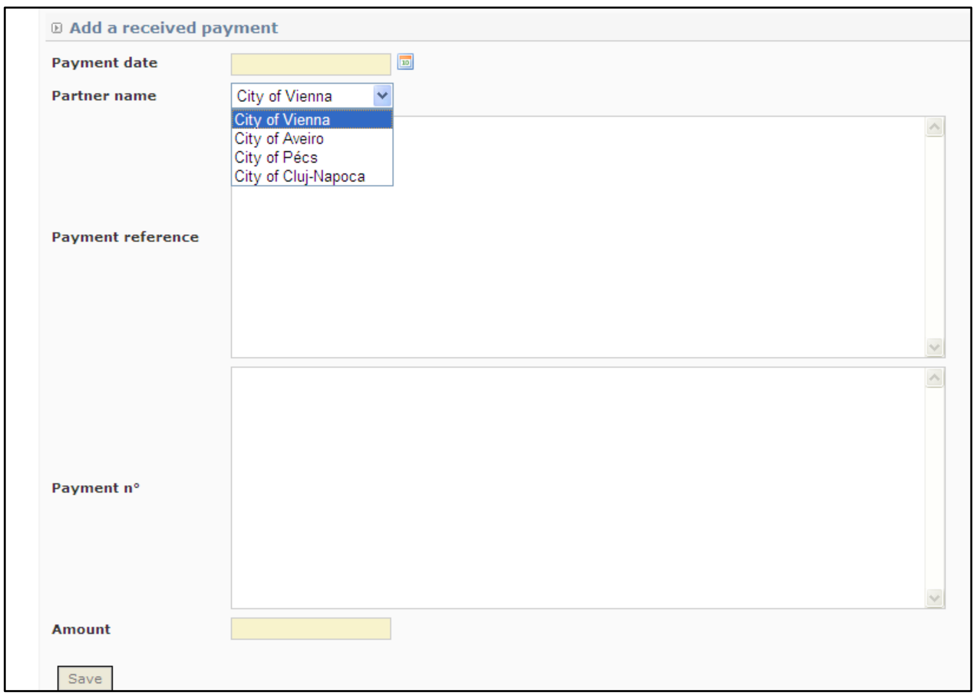
2.2 Monitoring of ERDF transfers to partners

Basically, you will have to insert the information about the ERDF transfer from LP to each partner's bank account (date, reference, amount, etc).

Please click on the following link:



You will find the following fields:



Payment date

You are asked to fill in the date when the ERDF amount has been transferred to your partner. This information must correspond to the date mentioned on the reference of the payment on your institution's bank statement.

Partner name

In the list, choose the name of the partner for whom you have to insert the ERDF repayment's data.

Payment reference

You will have to give the reference indicated on your institution's bank account guaranteeing the origin and the object of the payment.

Payment n°

You will have to fill in this field according to the number of payments already made to your partner. For Projects Phase I, there should be only one unique payment (final payment).

Amount

Insert the ERDF amount in euros.

To record the payment once the data is entered, click on the button "save". Save

The payment's data entered are now saved in the chapter "ERDF repayment monitoring to partners".

If you notice a mistake once information entered, you can correct the payment's data by clicking on the button " Edit" at the right side of the payment concerned.

Click again on " Add a received payment". Then repeat the same operation by selecting the next partner in the list without forgetting to "save" each time.

FEDER repayment monitoring to partners

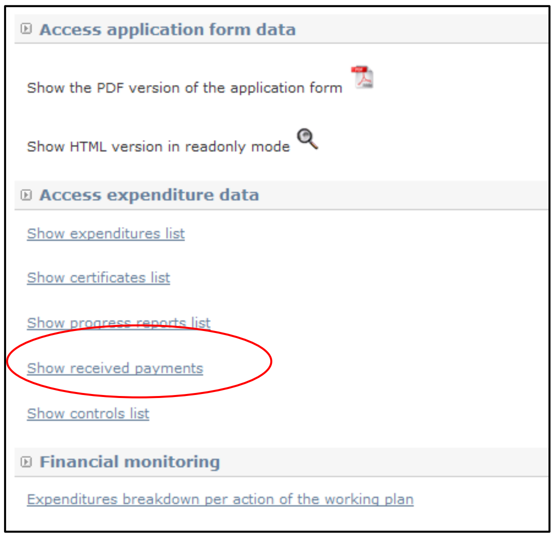
Add a received payment

Payment date	Partner name	Payment reference	Label	Amount	Date of receipt		
2010-01-20	City of Pécs	test3	pp3	200.00 €			
2010-01-20	City of Vienna	test1	pp1	500.00 €			
2010-01-20	City of Aveiro	test2	pp2	200.00 €			
2010-01-20	City of Cluj-Napoca	test4	pp4	100.00 €			

3. ERDF transfers received by partners.

This section only concerns partners. Each partner will be asked to complete the information previously entered by the Lead Partner on ERDF amount paid by the LP to the partner concerned.
Once connected to the project home page on SYNERGIE-CTE, the partner can visualize four different chapters "Access application form data", "Access expenditure data", "Financial monitoring" and "Edit an administrative document".

In order to see received ERDF transfers, partner should go to chapter 2 "Access expenditure data", sub-chapter 6 "Payments received".



3.1 Financing source payments monitoring

Nothing has to be done in this section.

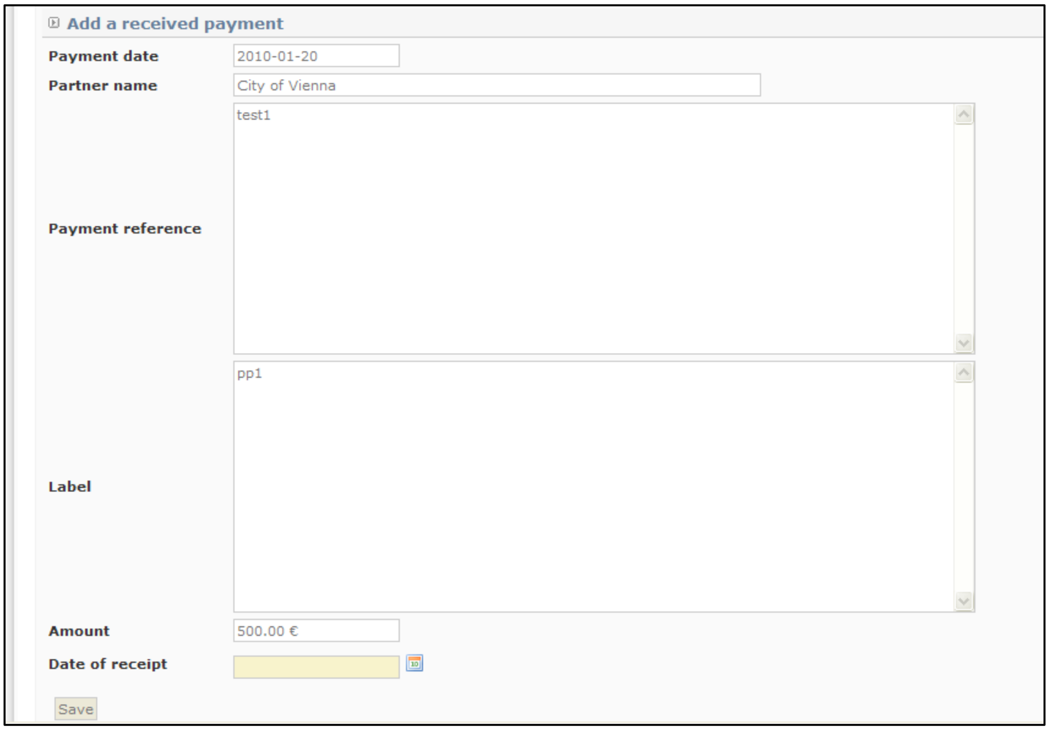
3.2 ERDF transfers to partners

Partners can read the data which has been entered by the Lead Partner concerning each ERDF payment made to all partners.

A given partner can only complete the information on the ERDF payment made by the Lead Partner to this partner.

Payment date	Partner name	Payment reference	Label	Amount	Date of receipt		
2010-01-20	City of Pécs	test3	pp3	200.00 €			
2010-01-20	City of Vienna	test1	pp1	500.00 €			
2010-01-20	City of Aveiro	test2	pp2	200.00 €			
2010-01-20	City of Cluj-Napoca	test4	pp4	100.00 €			

By clicking on the button, the given partner opens a new window.



Add a received payment

Payment date	2010-01-20
Partner name	City of Vienna
Payment reference	test1
Label	pp1
Amount	500.00 €
Date of receipt	

Save

Sections already completed by the LP are read only sections.

Date of receipt: the unique section to be completed by the partner is **the date of receipt**.

The partner is asked to fill in the date when the ERDF payment was received on the Partner institution's bank account from the LP. The date of receipt must be after "payment date" and before current date.

To record the payment once data entered, the partner must not forget to click on the button "save" at the bottom of the screen.

The payment's data entered are now saved in the chapter "ERDF repayment monitoring to partners".

Payment date	Partner name	Payment reference	Label	Amount	Date of receipt		
2010-01-20	City of Pécs	test3	pp3	200.00 €			
2010-01-20	City of Vienna	test1	pp1	500.00 €	2010-01-22		
2010-01-20	City of Aveiro	test2	pp2	200.00 €			
2010-01-20	City of Cluj-Napoca	test4	pp4	100.00 €			

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	The URBACT III Programme 2014 – 2020	**SYNERGIE GUIDANCE NOTE N° 9 Monitoring & Exports**

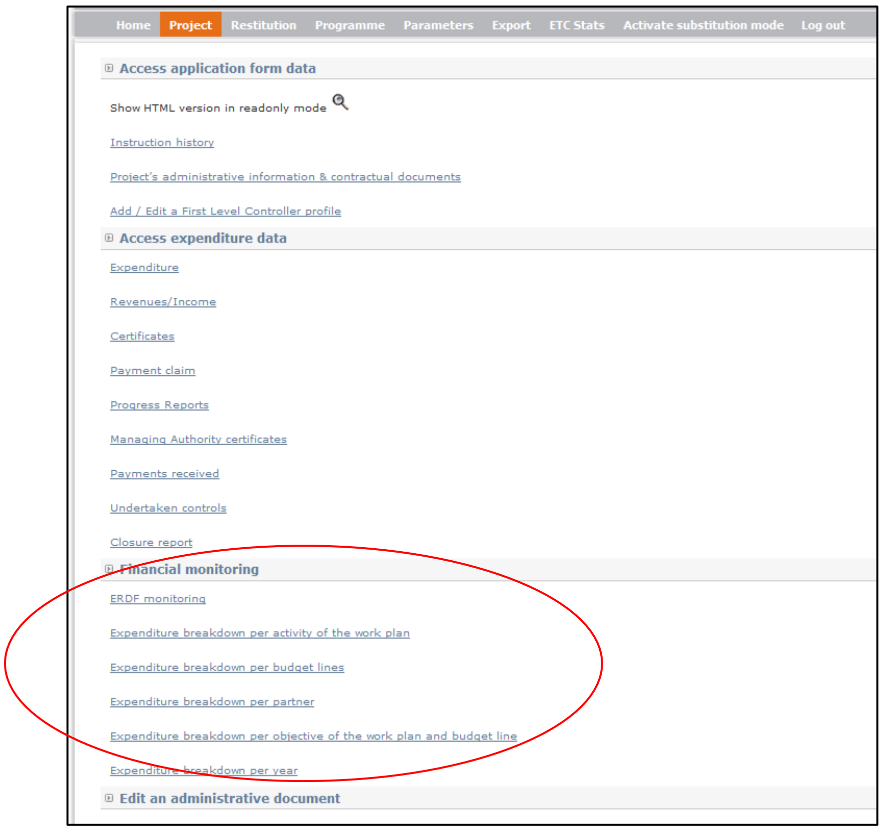
This Guidance Note provides useful information about how to efficiently use SYNERGIE CTE to monitor the budget of your network. It is both a technical guide and a practical guide on the monitoring.

TABLE OF CONTENT

1. Introduction

SYNERGIE-CTE is a very useful system for the Lead Partner and partners in terms of monitoring their network administratively but most importantly financially. You will find below a description of the different tools available for you on SYNERGIE-CTE. Keep in mind that the system is based on the information input by all partners and thus most useful when updated on a regular basis!

After having entered your login and password on https://synergie-cte.asp-public.fr, the screen that you should see at this stage will be the following one, where you can visualize four different chapters “Access application form data”, “Access expenditure data”, “Financial monitoring” and “Edit an administrative document”.



2. Financial Monitoring

On the main menu of the project, the chapter "Financial monitoring" will allow you to have an overview on the declared and certified expenditure against the amounts forecasted in the budget of the project. Four of the six tables listed are particularly interesting to monitor your network's budget.

1. <u>ERDF Monitoring</u>

In the table "ERDF Monitoring", you will be able to follow up on the amount of ERDF programmed, due, paid and remaining for your network and per partner. This is useful information, mostly when you, as a Lead Partner, will have to transfer the ERDF due to each one of your partner.

Partner	Amount ERDF programmed	Amount ERDF owed	Realization rate	Amount ERDF really payed	Payment rate	Amount ERDF payable	Amount ERDF to declare	Amount ERDF potential
PROJECT	72,150.00 €	64,812.01 €	89.83 %	64,812.01 €	89.83 %	0.00 €	7,337.99 €	0.00 €
Detail by partner								
Brussels Capital Region - Brussels Environment (IBGE)	33,950.00 €	33,950.00 €	100.00 %	33,950.00 €	100.00 %	0.00 €	0.00 €	0.00 €
Bristol City Council	11,900.00 €	11,900.00 €	100.00 %	11,900.00 €	100.00 %	0.00 €	0.00 €	0.00 €
Municipality of Messina	10,400.00 €	7,828.41 €	75.27 %	7,828.41 €	75.27 %	0.00 €	2,571.59 €	0.00 €
Municipality of Athens	6,800.00 €	2,033.60 €	29.91 %	2,033.60 €	29.91 %	0.00 €	4,766.40 €	0.00 €
Municipality of Amersfoort	9,100.00 €	9,100.00 €	100.00 %	9,100.00 €	100.00 %	0.00 €	0.00 €	0.00 €

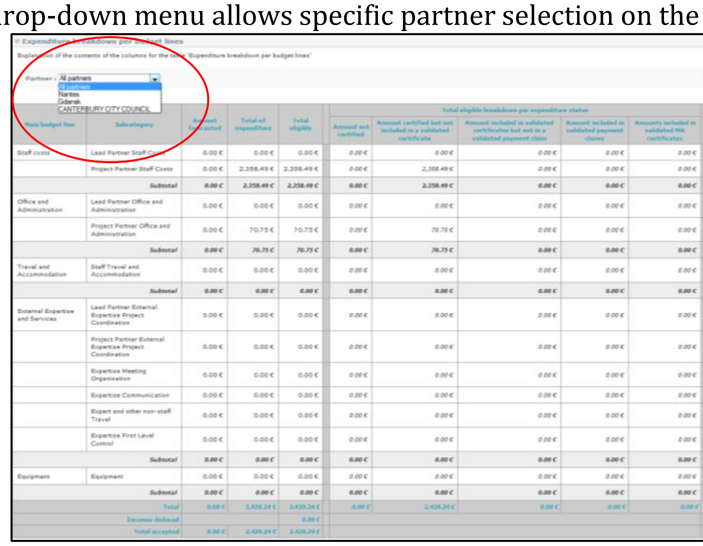
To come back to the menu, click on "Project", on the top green bar.

2. <u>Expenditures breakdown per action of the working plan</u>

In URBACT III, expenditure is not linked anymore to work packages and activities. Thus, you do not need to take this table into account.

3. <u>Expenditures breakdown per budget lines</u>

This is an interesting table for the Lead Partner and all the partners to follow on the input expenditure according to each budget line. It should help the Lead Partner monitor that the 20% flexibility rule between budget categories is well respected.
Note that a summary of the overall information for the project is always the default view. To see the details per partner, a drop-down menu allows specific partner selection on the top left of the screen.



Main budget line	Subcategory	Amount forecasted	Total of expenditure	Total eligible	Amount not certified	Amount certified but not included in a validated certificate	Amount included in validated certificates but not in a validated payment claim	Amount included in validated payment claims	Amounts included in validated MA certificates
					Total eligible breakdown per expenditure status				
Staff costs	Lead Partner Staff Costs	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
	Project Partner Staff Costs	0.00 €	2,358.49 €	2,358.49 €	0.00 €	2,358.49 €	0.00 €	0.00 €	0.00 €
	Subtotal	0.00 €	2,358.49 €	2,358.49 €	0.00 €	2,358.49 €	0.00 €	0.00 €	0.00 €
Office and Administration	Lead Partner Office and Administration	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
	Project Partner Office and Administration	0.00 €	70.75 €	70.75 €	0.00 €	70.75 €	0.00 €	0.00 €	0.00 €
	Subtotal	0.00 €	70.75 €	70.75 €	0.00 €	70.75 €	0.00 €	0.00 €	0.00 €
Travel and Accommodation	Staff Travel and Accommodation	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
	Subtotal	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
External Expertise and Services	Lead Partner External Expertise Project Coordination	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
	Project Partner External Expertise Project Coordination	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
	Expertise Meeting Organisation	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
	Expertise Communication	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
	Expert and other non-staff Travel	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
	Expertise First Level Control	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
	Subtotal	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Equipment	Equipment	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
	Subtotal	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
	Total	0.00 €	2,429.24 €	2,429.24 €	0.00 €	2,429.24 €	0.00 €	0.00 €	0.00 €
	Incomes deduced			0.00 €					
	Total accepted	0.00 €	2,429.24 €	2,429.24 €					

To come back to the menu, click on “Project”, on the top green bar.

4. Expenditures breakdown per partner

Expenditures breakdown per partner

Partner	Total of expenditures	Total breakdown per expenditure status			
		Amount not certified	Amount certified but not included in a validated certificate	Amount included in validated certificates but not in a validated payment claim	Amount included in validated payment claims
Ayuntamiento de Santiago de Compostela	31,826.90 €	0.00 €	0.00 €	0.00 €	31,826.90 €
Ministry for Urban Development and the Environment Hamburg	13,767.84 €	3,279.13 €	0.00 €	0.00 €	10,488.71 €
Medway Council	10,571.72 €	0.00 €	0.00 €	0.00 €	10,571.72 €
Nantes Métropole	19,846.11 €	7,872.02 €	0.00 €	0.00 €	11,974.09 €
Siemianowice Śląskie	8,657.76 €	0.00 €	0.00 €	0.00 €	8,657.76 €
Total	**84,670.33 €**	**11,151.15 €**	**0.00 €**	**0.00 €**	**73,519.18 €**

This table allows you to follow up on the expenditure per partner and to compare it to the forecasted amounts. It is therefore very useful to make sure that the each partner’s budget is well respected.
It is also useful during the reporting rounds to monitor the process of partners’ expenditure being certified and validated.

To exit back to the main menu click on “project”, on the top grey bar.

5. Expenditure breakdown per objective of the work plan and budget line

In URBACT III, expenditure is not linked anymore to work packages and activities. Thus, you do not need to take this table into account.

6. Expenditures breakdown per year

This table can be useful to see how the network expenditure is split between the years during which the network is active.

Expenditure breakdown per year

Explanation of the contents of the columns for the table 'Expenditure breakdown per year'

Partner : all partners

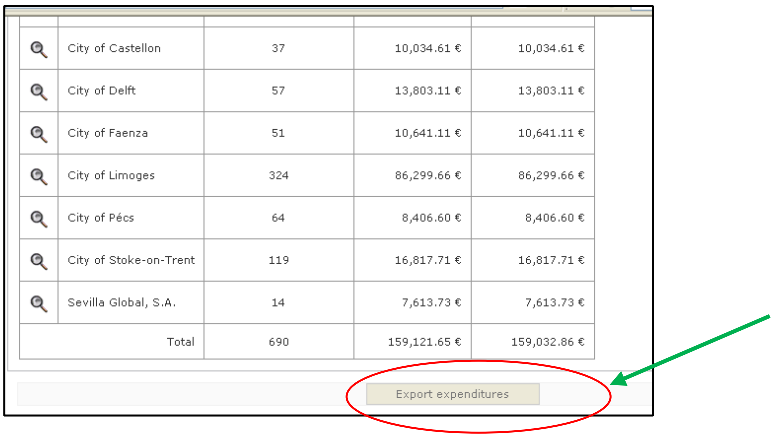
Year	Total of expenditure	Total eligible	Total eligible breakdown per expenditure status					Total not eligible
			Amount not certified	Amount certified but not included in a validated certificate	Amount included in validated certificates but not in a validated payment claim	Amount included in validated payment claims	Amounts included in validated MA certificates	
2014	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
2015	2,429.24 €	2,429.24 €	0.00 €	2,429.24 €	0.00 €	0.00 €	0.00 €	0.00 €
2016	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
2017	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
2018	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €

3. Exporting Expenditure

Back to the main menu of the project go to chapter "Access expenditure data" and click on the link "Expenditure".

The function "export expenditure" available under this chapter will allow you to have detailed information in Excel table format about all expenditure entered in the SYNERGIE-CTE system by the project partners, whatever their status (new, in validation process, validated by the Lead Partner, in certification process, included in validated certificates, included in validated payment claims, etc).

By going to section "Expenditure", you have to go at the bottom of the screen. You will find the button "export expenditure".



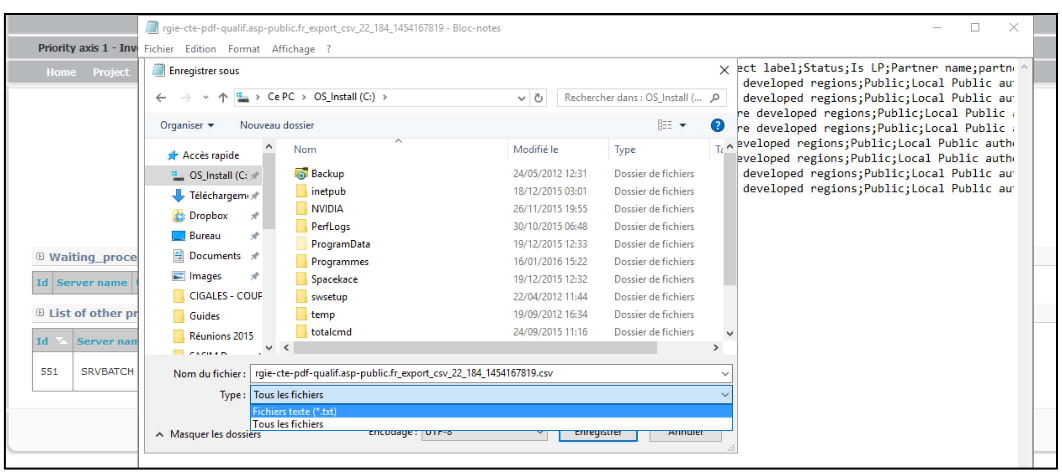
City of Castellon	37	10,034.61 €	10,034.61 €
City of Delft	57	13,803.11 €	13,803.11 €
City of Faenza	51	10,641.11 €	10,641.11 €
City of Limoges	324	86,299.66 €	86,299.66 €
City of Pécs	64	8,406.60 €	8,406.60 €
City of Stoke-on-Trent	119	16,817.71 €	16,817.71 €
Sevilla Global, S.A.	14	7,613.73 €	7,613.73 €
Total	690	159,121.65 €	159,032.86 €

The message "*Taken into account in processing queue. Please wait. To retrieve click on "Restitutions" as soon as this tab will flash*." will appear in a green box.

Once the button "Restitution" is flashing, you can click on "Restitution" in the grey bar at the top of the screen and go to the link "CSV extractions".

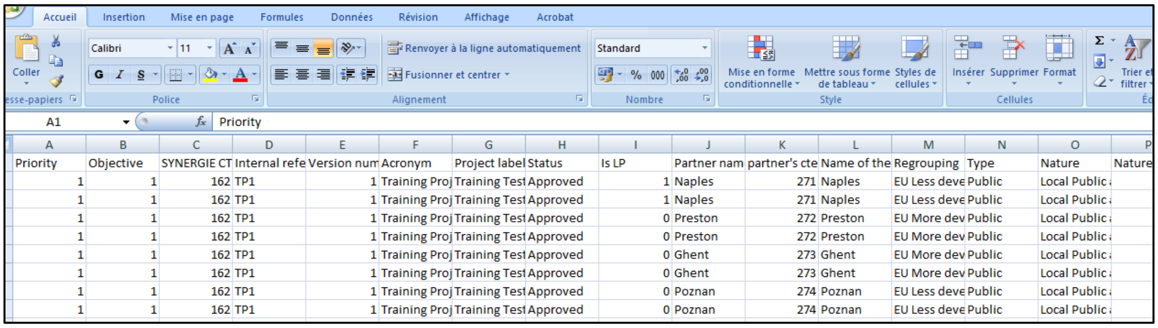
Program	Reference Project	Processing label	Date	Status			
URB	162	List of expenses the payment claim 1	2016-01-30 16:30:18	Completed			Extraire

While clicking on the following file.txt will open

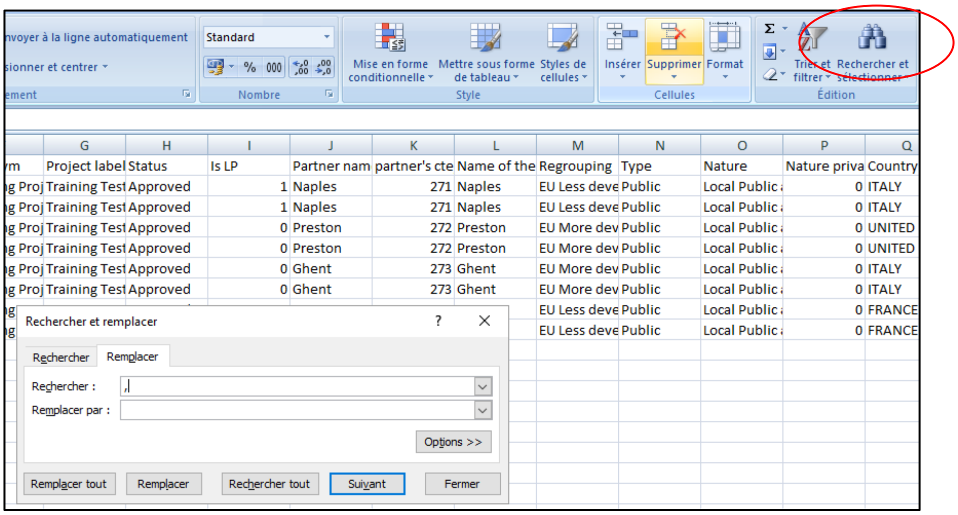


You have to save it with type "all files" and the new file with .csv as file extension. Then if you double-click on the newly saved file, Excel should launch and import the expenditure.

You can save it as an Excel file (with .xls extension) and filter data depending on the information you wish to assess and/or data in which you are interested in.



Please make sure that you can filter, sum up, etc. the figures in euros as presented in the Excel file. Indeed, figures are presented according to proper English rules for how to write numbers, for instance: 12,030.10. This means that you will have to replace the coma by an empty space and then the decimal point by a coma in the figures format to be able to use them.



You shall find this function in the menu of the excel file, icon .
Select the column with the amounts, search "comma **(,)**" and replace by "empty space" and click on the button "replace all".
Repeat the action, search "decimal point **(.)** and replace by "comma" and click on the button "replace all". You are ready to use it as an excel file, you can use the functions "sort" and "filter".

For additional assistance or information please do not hesitate to contact:
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