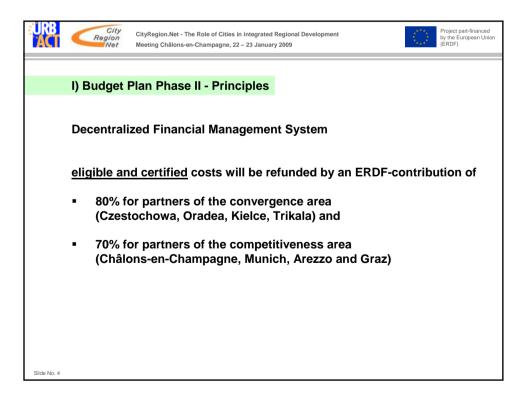
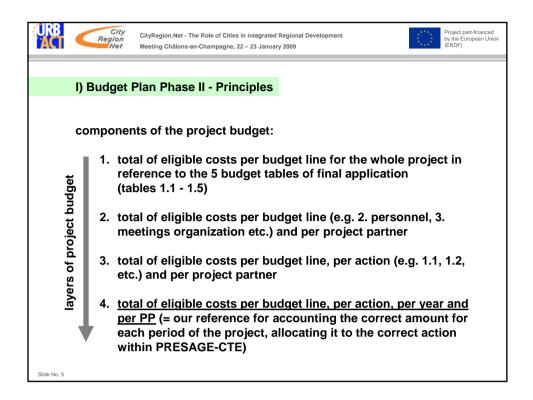
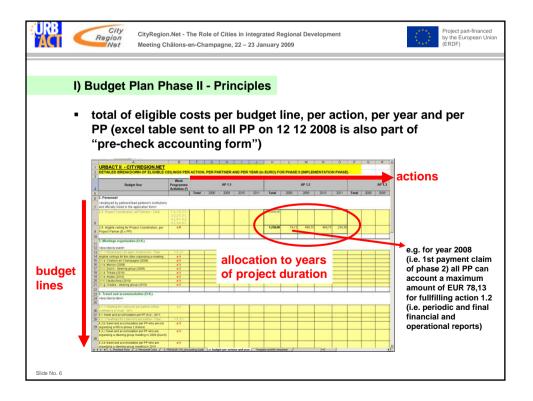


:URB ACT	<	City Region Net	CityRegion.Net - The Role of Cities in integrated Regional Development Meeting Châlons-en-Champagne, 22 – 23 January 2009	$\langle \rangle$	Project part-financed by the European Union (ERDF)
	Ove	erview			
	I)	Budge	et Plan Phase II - Principles		
	II)	Financ	cial Certification and Reporting Procedure		
	III)	Fligibi	lity Criteria for different Types of Expenditure		
	,	Ligibi			
Slide No. 2					

CURB ACT	City Region CityRegion.Net - The Role of Cities in integrated Regional Development Meeting Châlons-en-Champagne, 22 – 23 January 2009 Project part-financed by the European Union (ERDF)
	I) Budget Plan Phase II - Principles
	Decentralized Financial Management System
	each Project Partner
	 keeps a predetermined share of the overall budget (i.e. limited budget for predetermined network activities)
	finances and spends all local project-costs in advance
	 independently accounts all local expenditures within the PRESAGE-CTE-system
	 organizes the certification prcedure of the local First Level Control body according to the audit trail
Slide No. 3	 preconditions for the refunding (ERDF-subsidies): has to submit the signed certificate and statement of expenditure and the textual contribution to the activity report to the Lead Partner at the end of each certifying period respecting the given deadlines







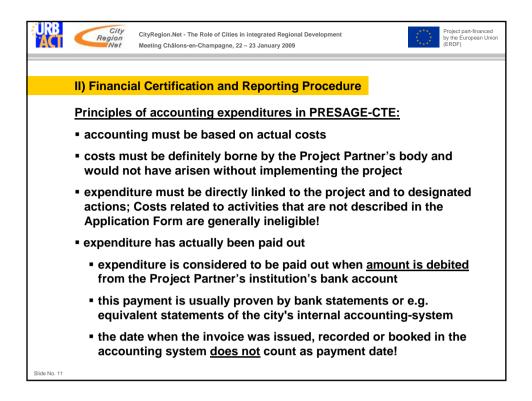


II) Financial Ce	ertification and Reporting Procedure	
	ertifying and reporting period of phase 2 (for internal reference no. this period is counted a	is <u>no. :</u>
22 October 2008	start of certifying and reporting period (first paying possibility of expenditures to be stated)	P
31 December 2008	ending of certifying and reporting period (last paying possibility of expenditures to be stated)	P
January 2009	LP sent out a standardized preliminary excel-table to fill in all accrued expenses referring to the budget lines of phase 2 (already done). Additionally all PP have to prepare digital copies of all the relevant verification documents concerning the accounted expenses already at this stage (e.g. external bills, timesheets and other required documents concerning personnel costs, etc.)	L
	PP have to draw up their textual contributions to the progress report	Р
until 6 February 2009	PP have to send back the filled in standardized preliminary excel-table (including verification documents as digital copies) to LP for a pre-check	Р
until 13 February 2009	LP will send back comments and annotations concerning expenditures of PP if necessary	L
from 13 February 2009	 input of expenditures into the PRESAGE-CTE-system by PP (login data should be transmitted by the URBACT Secretariat soon; PRESAGE-guidelines were already communicated by LP) when input procedure finished (click on validation button) you have to inform LP (Nussmueller) validation by LP within PRESAGE and information of PP when done (PP has to inform FLC!) certification by local Certifying Body of PP within PRESAGE-CTE: production of a digital certificate and also a hardcopy version of the statement of expenditure via PRESAGE-CTE 	P P L C
until 16 March 2009 at the latest!	PP send their final textual contribution to the Progress Report for this reporting period to LP (on the basis of this information, the LP compiles the activity and financial reports for the whole project in PRESAGE-CTE)	Р
	PP sends to LP certificate and statement of expenditure in the form of a signed hardcopy (to be produced within PRESAGE CTE)	Р
31 March 2009 (deadline)	LP have to send the global payment claim for this certifying period, including all collected certificates of PP together with the Progress Report to the URBACT Secretariat / Managing Authority	L
expected at beginning of 2010	first refundings of ERDF-subsidies by EU Commission for phase 2 could be expected at the beginning of 2010 at the earliest	м

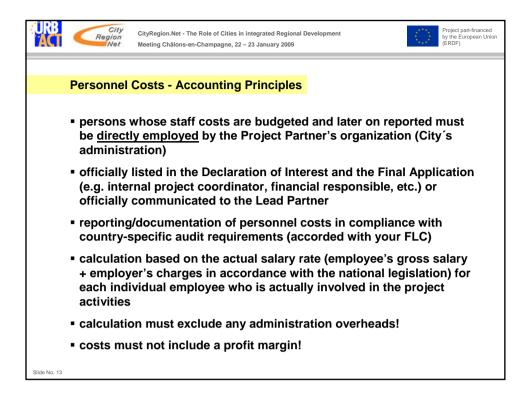
II) Financial C	ertification and Reporting Procedure	
Sequence of 2nd	certifying and reporting period of phase 2 (for internal reference no. this period is counted a	ıs <u>no</u> .
01 January 2009	start of certifying and reporting period (first paying possibility of expenditures to be stated)	Р
30 June 2009	ending of certifying and reporting period (last paying possibility of expenditures to be stated)	Р
June 2009	LP sends out a standardized preliminary excel-table to fill in all accrued expenses referring to the budget lines of phase 2	L
	Additionally all PP have to prepare digital copies of all the relevant verification documents concerning the accounted expenses as early as possible (e.g. external bills, timesheets and other required documents concerning personnel costs, etc.)	
30 June 2009	PP have to start to draw up their textual contributions to the progress report	Р
until 6 February 2009	PP have to send back the filled in standardized preliminary excel-table to LP for a pre-check	Р
until 14 July 2009	LP will send back comments and annotations concerning expenditures of PP if necessary	L
from 1 August 2009	1. input of expenditures into the PRESAGE-CTE-system by PP	Р
	2. when input procedure finished (click validation button) you have to inform LP (Nussmueller)	-
	3. validation by LP within PRESAGE and information of PP when done (PP has to inform FLC!)	P
	 certification by local Certifying Body of PP within PRESAGE-CTE: production of a digital certificate and also a hardcopy version of the statement of expenditure via PRESAGE-CTE 	L
until 17 August 2009 at the latest!	PP send their final textual contribution to the Progress Report for this reporting period to LP (on the basis of this information, the LP compiles the activity and financial reports for the whole project in PRESAGE-CTE)	P
until 7 September 2009 at the latest!	PP sends to LP certificate and statement of expenditure in the form of a signed hardcopy (to be produced within PRESAGE CTE)	P
30 September 2009 (deadline)	LP have to send the global payment claim for this certifying period, including all collected certificates of PP together with the Progress Report to the URBACT Secretariat / Managing Authority	L

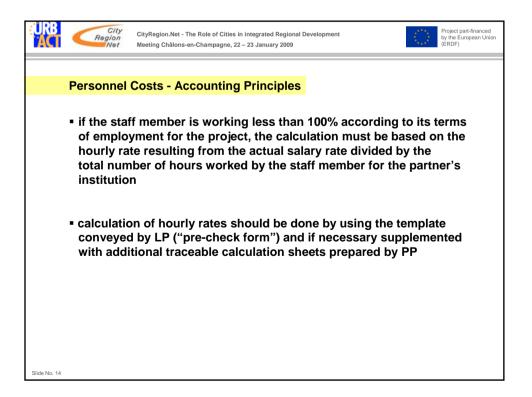
II) Financial C	ertification and Reporting Procedure	
-		
Sequence of 3rd c	ertifying and reporting period of phase 2 (tor internal reference no. this period is counted a start of certifying and reporting period (first paying possibility of expenditures to be stated)	as <u>no</u> . F
31 December 2009	ending of certifying and reporting period (last paying possibility of expenditures to be stated)	
31 December 2009	PP have to start to draw up their textual contributions to the progress report	F
		F
until 14 January 2010	PP have to send the filled in standardized preliminary excel-table to LP for a pre-check	
until 31 January 2010	LP will send back comments and annotations concerning expenditures of PP if necessary	L
from 1 February 2010	1. input of expenditures into the PRESAGE-CTE-system by PP	F
	 when input procedure finished (click validation button) you have to inform LP (Nussmueller) validation by LP within PRESAGE and information of PP when done (PP has to inform FLC!) 	F
	 validation by Le within PRESAGE and monitation of PP within One (PP has to monit PLC) certification by local Certifying Body of PP within PRESAGE-CTE: production of a digital 	
	certificate and also a hardcopy version of the statement of expenditure via PRESAGE-CTE	
until 15 February 2010 at the latest!	PP send their final textual contribution to the Progress Report for this reporting period to LP (on the basis of this information, the LP compiles the activity and financial reports for the whole project in PRESAGE-CTE)	1
until 8 March 2010 at the latest!	PP sends to LP certificate and statement of expenditure in the form of a signed hardcopy (to be produced within PRESAGE CTE)	F
30 March 2010 (deadline)	LP have to send the global payment claim for this certifying period, including all collected certificates of PP together with the Progress Report to the URBACT Secretariat / Managing Authority	1

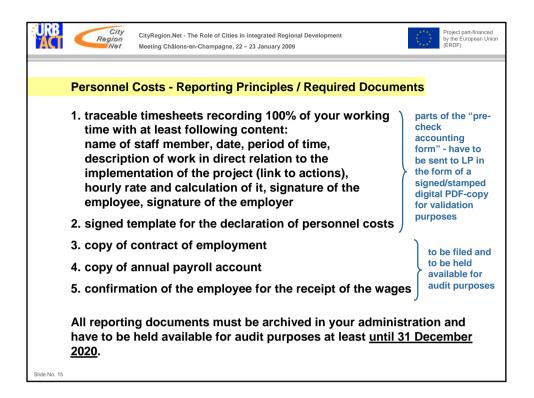
2011: only a short period from January 2011 – 21 April 2011 (mo.7)
 + 3 more month to realize final administrative tasks; related to personnel costs



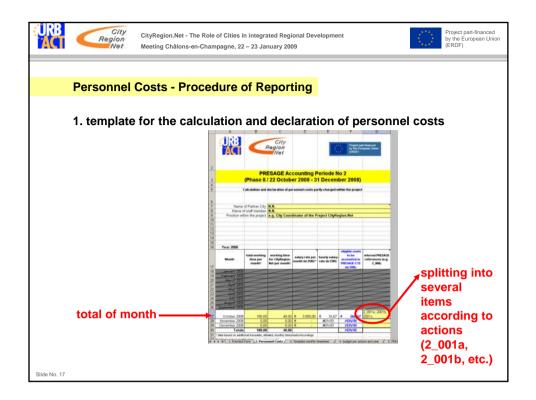
CURB ACT	<	City Region Net	CityRegion.Net - The Role of Cities in integrated Regional Development Meeting Châlons-en-Champagne, 22 – 23 January 2009	$\langle \rangle$	Project part-financed by the European Union (ERDF)
			_		
	Ove	erview			
	I)	Budge	t Plan Phase II - Principles		
	II)	Financ	ial Certification and Reporting Procedure		
	III)	Eligibi	lity Criteria for different Types of Expenditure		
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Slide No. 12					

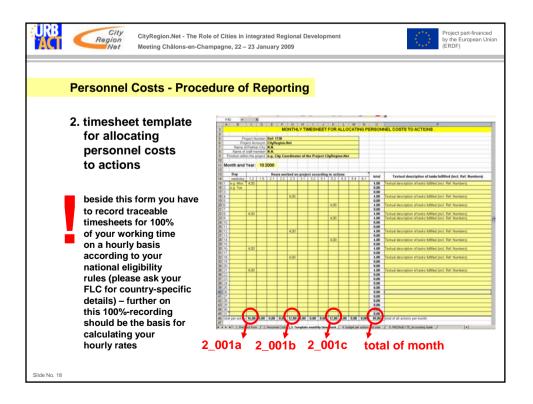


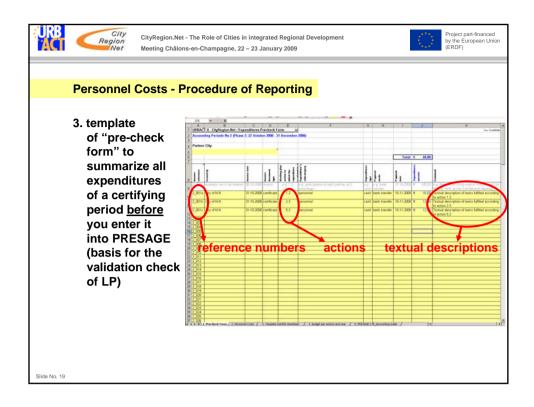


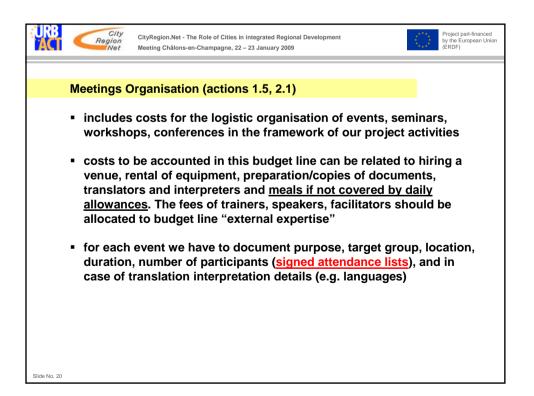


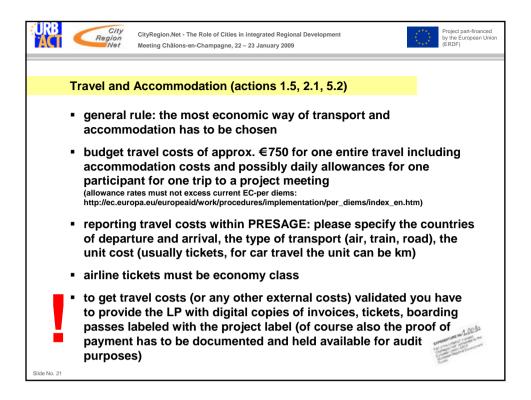
:URB ACT	City Region Net CityRegion.Net - The Role of Cities in integrated Regional Development Meeting Châlons-en-Champagne, 22 – 23 January 2009 Project part-financed by the European Union (ERDF)
	Personnel Costs - Reporting Principles
	 check also your national ERDF-co financing rules how to calculate eligible hourly rates in your country
	 even if staff members work less than 100% for our project it is still necessary to record all their working time also beside our project for verification purposes
	 all documents and original invoices should be labeled with a project label and provided with an internal reference No. (e.g. 3_001, 3_002, etc.) before producing analogue-to-digital copies use following consecutive numbering to assign expenditures to the specific certifying period: No. of regarding certifying periode_(underline)_consecutive numbering of invoice;
	 eligible personnel costs of each month should be split up according to several actions as follows:
	e.g. personnel costs of N.N. for October 2008: Ref. No. 2_001 = total of month 2_001a: action 1.2 / EUR 16,00 2_001b: action 2.2 / EUR 12,00 to be entered into PRESAGE CTE
Slide No. 16	etc.



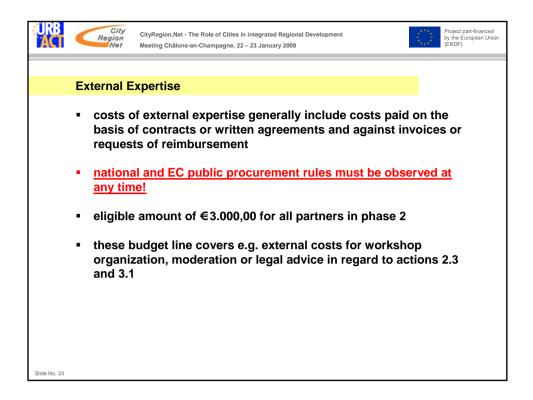


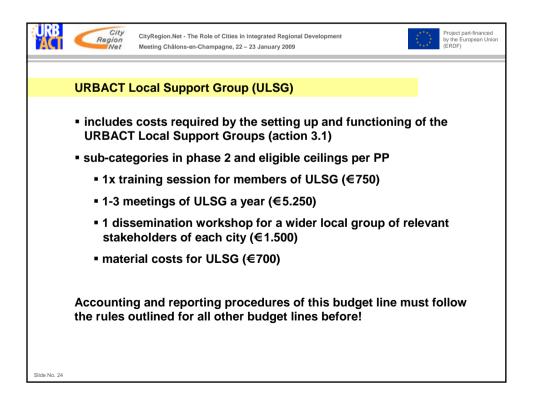




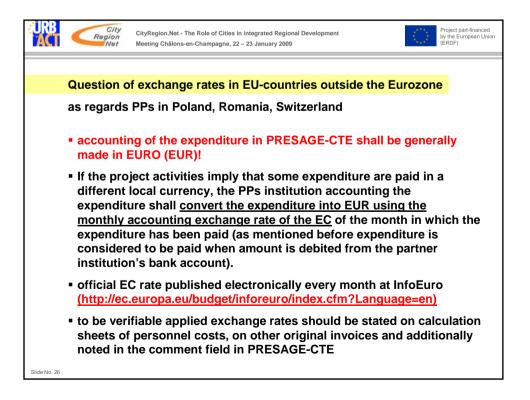


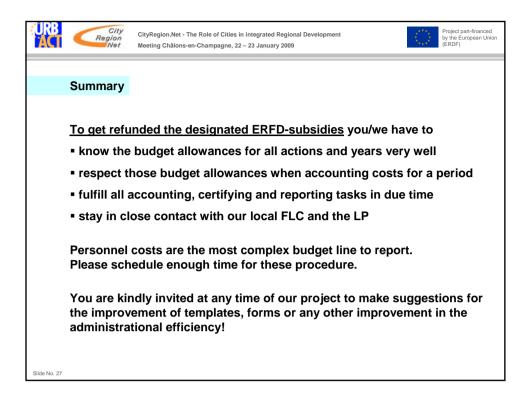
	CityRegion.Net - The Role of Cities in integrated Regional Development Project part-financed by the European Union (ERDF) Weeting Châlons-en-Champagne, 22 – 23 January 2009 Project part-financed by the European Union (ERDF)
	Communication and Dissemination (action 5.3)
	 every partner can budget an eligible amount of <u>€6.000</u> for the <u>translation and printing</u> of all publications provided as completely graphically designed masters by the Lead Partner in English A specific schedule of these centrally managed dissemination measures of phase 2 will be sent to you after this meeting.
	 for <u>other local communication measures</u> concerning our project, like e.g. local advertisements, organization of press conferences etc. all project partners can spend <u>€3.000</u>.
	For documentation purposes please inform Heike Falk about your local communication activities.
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	CityRegion.Net - The Role of Cities in integrated Regional Development Meeting Châlons-en-Champagne, 22 – 23 January 2009 Project part-financed by the European Union (ERDF)				
	Managing Authorities				
	 opportunity to involve National Managing Authorities in network meetings and also in meetings of the Local Support Group (eligible amount of €4.500) 				
	 costs for travel, accommodation and subsistence incurring for the participation of the local Managing Authorities to network's activities 				
	possible activities in regard to action 3.2				
	2 meetings a year with city coordinator or				
	 participation in Meetings of ULSG to get information about the progress of the network or 				
	participation in the future conference of ULSG				
	 comments on LAPs and recommendations for implementation of LAPs 				
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	City Region Net	CityRegion.Net - The Role of Cities in Integrated Regional Development Meeting Châlons-en-Champagne, 22 – 23 January 2009	Project part-financed by the European Union (ERDF)		
	References				
		e yourself familiar with the most important document RBACT II especially the	S		
	 URBACT II Programme Manual (Technical Working Document updated on 10 06 2008: http://urbact.eu/fileadmin/corporate/URBACTII_OfficialDoc/URBACT_II_Programme_Manual_V_10100608.pdf) 				
	 Informal g (http://urbact.eu/fi 	juidelines for accounting expenditure in Presage leadmin/corporate/doc/News/Guide_entering_expenditure_in_PRESAGE-CTE_V1_19122008.pdf)			
	•	ESAGE-CTE (web-based Programme Monitoring Syst ct.presage-cte.org	tem) at		
		Official Documents, Information about the Programme online at http://urbact.eu			
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:URB ACT	City Region Net	CityRegion.Net - The Role of Cities in Integrated Regional Development Project part-financed by the European Union (ERDF) Meeting Châlons-en-Champagne, 22 – 23 January 2009 Project part-financed by the European Union (ERDF)
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		fax: +43 316 872 4209
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