Implementation Manual

Rules to receive European Subsidy for CATCH

water sensitive Cities: the Answer To Challenges of extreme weather events

Priority 3 Sustainable North Sea Region: Protecting against climate change and preserving the environment

Version: 1.4 -5 December 2017

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Introduction

The international consortium of partners in CATCH combined with the transnational aspects of the Interreg North Sea Region (NSR) Programme calls for solid project management with clear lines of communication.

Under the lead of Waterschap Vechtstromen (Regional Water Authority Vechtstromen, WVS) a consortium of 12 European partners has been formed for the CATCH project. In its role as Lead Beneficiary WVS is responsible for the overall coordination, supervision and management of the project. But for the project to be successful it is of importance that the cooperating partners also play an active role in the implementation of the project. It is therefore necessary to mutually agree on the project processes, procedures, responsibilities and tasks during the implementation of the project. Moreover, with CATCH receiving funding through the European Regional Development Fund (ERDF); CATCH has to follow the rules and procedures set by the European Commission (EC) and the North Sea Region Programme for the eligibility of the project.

WVS has therefore developed a comprehensive project management framework and corresponding procedures described in the present CATCH Implementation Manual.

This manual will provide practical guidance on the project's required technical and financial monitoring and procedures for CATCH partners. Relevant programme requirements, reporting procedures, schedules and rules are presented. The manual is aimed at ensuring proper execution of the project activities by all CATCH partners in accordance with the project description as presented in the partnership application and ensuring a legitimate spending of available funds in accordance with the subsidy contract, Interreg North Sea Region Factsheets, Cooperation Programme and relevant national rules and regulations.

Note: this manual should be used as reference document and practical guide for the CATCH project. It does not aim to duplicate the Interreg NSR documents but present the most important information in a comprehensible manner. It has to be noted that this document does not replace the official EC and Interreg NSR Programme rules and documents.

1. Project summary

CATCH addresses the special needs of midsize cities to deal with climate change adaptation and the resulting extreme weather events. In the North Sea Region 80% of the population live in urban areas of which a majority lives in midsize cities. Due to its scale, limited resources and expertise and tight connection with the surrounding region, midsize cities face a number of specific challenges to deal with climate change adaptation compared to large cities.

Inspired by the **Water Sensitive Cites** (WSC) theory, the experienced partnership will develop a decision support tool and roadmap to support midsize cities in designing long term climate adaptation strategies. CATCH will demonstrate that midsize cities in cooperation with their partners can accelerate the urgent process to become climate resilient. This results in inspiring examples in the **7 pilot cities**, accompanied with a practical and usable set of generic tools for further uptake and dissemination in the North Sea Region.

The CATCH project offers the partnership the unique possibility to join forces (on European and regional level) and creates a unique momentum to change local behaviour, create European awareness, and support NSR midsize cities to make a significant step forward to become a water sensitive city.

2. Project Details

Name

CATCH stands for: ‘Water sensitive Cities: the Answer to Challenges of extreme weather events

Period

- The official starting date is 08/06/2017, the provisional end date is set to be 31/01/2021. The end date marks the end of activities. After this date the project has three months to prepare and submit its final report. Only the following costs are eligible within this final three month period: Staff time for preparing the final report, printing costs and financial control costs.

Budget

- The total project budget for CATCH is estimated at: € 4.709.109

Funding

- The programme is co-funded by the Interreg North Sea Region programme.
- Interreg finances 50% of the eligible project expenditure, through the European Regional Development Fund (ERDF).
- The maximum awarded amount of EU subsidy is € 2.354.554

Data

- The CATCH project is established under the call 3 - full Applications of the Interreg NSR programme
- The programme is running under priority 3 ‘Sustainable North Sea Region: Protecting against

climate change and preserving the environment'.

- The subsidy contract is dated / signed on: ………………………………. by the Interreg NSR authorities
- The subsidy contract is contra-signed by the Lead Beneficiary on: ……..…………………………….

3. Project Partnership

The CATCH partnership consists of 12 members from six EU member states within the Interreg North Sea Region Programme area. Beneficiaries include universities, water authorities, councils and municipalities. The consortium consists of five Dutch beneficiaries amongst which Waterschap Vechtstromen is the Lead beneficiary, one Danish beneficiary, one English beneficiary, two German beneficiaries, one Belgian beneficiary and two Swedish beneficiaries. All are listed in the table below.

CATCH partnership overview

	CATCH Partnership					
Nr.	**Name of organisation**	**Abbreviation**	**Country**	**Town**	**Role of Beneficiary**	**Legal Status**
1.	*Waterschap Vechtstromen* (Regional Water Authority Vechtstromen)	WVS	The Netherlands	Almelo	Lead Beneficiary	Public
2.	*Vejle Kommune* (Vejle Municipality)	VEIJL	Denmark	Vejle	Beneficiary	Public
3.	*Norfolk County Council* (Norfolk County Council)	NCC	United Kingdom	Norwich	Beneficiary	Public
4.	*Oldenburgisch-Ostfriesische Wasserverband* (Oldenburg and East Frisian Water Association)	OOWV	Germany	Brake	Beneficiary	Public
5.	*Vlaamse Milieumaatschappij* (Flanders Environment Agency)	VMM	Belgium	Aalst	Beneficiary	Public
6.	*Gemeente Zwolle* (Zwolle Municipality)	ZWOL	The Netherlands	Zwolle	Beneficiary	Public
7.	*Gemeente Enschede* (Enschede Municipality)	ENSC	The Netherlands	Enschede	Beneficiary	Public
8.	*Länsstyrelsen Värmland* (Värmland County Administrative Board)	VCAB	Sweden	Karlstad	Beneficiary	Public
9.	*Arvika Teknik AB* (Arvika Municipality)	ARV	Sweden	Arvika	Beneficiary	Public
10.	*Provincie Overijssel* (Province Overijssel)	PROV	The Netherlands	Zwolle	Beneficiary	Public
11.	*Universiteit Twente* (University of Twente)	UT	The Netherlands	Enschede	Beneficiary	Public
12.	*Jade Hochschule* (Jade University)	JADE	Germany	Oldenburg	Beneficiary	Public

4. Management structure

This section describes the structure of management of the Interreg North Sea Region Programme and on project level for CATCH.

4.1. Interreg North Sea Region Programme Organisational structure

The North Sea Region Programme is managed and implemented through cooperation between the programme's Monitoring and Steering Committees, the Joint Secretariat and National Contact Points.

The Monitoring Committee supervises the programme and is responsible for ensuring the quality and effectiveness of implementation and the accountability of programme operations. It is composed of representatives from each of the countries involved in the programme, the chair and co-chair of the Steering Committee and an advisor from the European Commission.

The Steering Committee is responsible for approving or rejecting projects. It is composed of representatives from each of the countries involved in the programme, including representatives from the national and regional levels to ensure efficiency and broad representation.

The Joint Secretariat is responsible for the day-to-day implementation and administration of the programme and its projects.

The National Contact Points advise project developers on matters related to national rules and procedures.

Project beneficiaries can always contact their National Contact Points on matters related to national rules and procedures. Only the lead beneficiary should coordinate the CATCH activities to the management bodies of the North Sea Region Programme.

Note: contact details of the Joint Secretariat and National Contact Points are listed in Annex I.

4.2. CATCH Project Management structure

This section describes the different structures in management of the CATCH project. For CATCH the management structure consist of: Overall Management (OM), Management Group (MG), Steering Group (SG) and an Advisory Group (AG).

Overall Management

WVS is responsible for the overall project management (OM) and coordinates the project implementation and reporting activities. WVS will work as a coordinator and driver of project activities, coordinate the day to day running of project actions and performs a quality assurance role.

As lead beneficiary WVS will review partner reports and draft progress and financial reports. In the latter case, WVS will make sure to maintain close contact with the project financial officers to anticipate on risks of procurement, delays and underspending with special attention for the project pilots. It is WVS task to communicate with the authorities of the Interreg NSR programme on the project process and make sure that the project partners receive their share of EU-funding.

For the day-to-day handling of CATCH, WVS will make use of the online platform ‘ownCloud’. ownCloud is a self-hosed file sync and share server. It provides access to data through a web interface. By using ‘Own Cloud’ CACTH beneficiaries will be able to efficiently share information and communicate with each other. The web interface offers a secure environment. CATCH beneficiaries will receive a login code from WVS at the start of the project.

In the overall management WVS is being supported by an external expert from Reeleaf B.V.

Contact details WVS

Waterschap Vechtstromen (Regional Water Authority Vechtstromen, WVS)

Project manager: Susan Lijzenga
Email: s.lijzenga@vechtstromen.nl
Telephone: 0031629560744
Address: Kooikersweg 1
7609 PZ Almelo
The Netherlands

Financial manager: Manon van de Riet
Email: m.van.de.riet@vechtstromen.nl
Telephone: 0031621882399

Communication manager: Mirle van Huet
Email: m.van.huet@vechtstromen.nl
Telephone: 0031621882318

External consultant for process- and financial management:
Contact: Martijn Warmerdam
Email: m.warmerdam@reeleaf.nl
Telephone: 0031653237560

Management Group

In addition to the overall project management the project organisation also consists of the Management Group (MG). In this management group the work package coordinators participate and regularly review the project on work package level. The MG will fine tune and discuss technical and planning issues in detail.

Contact details Management Group members

WP1 – WP 2	Waterschap Vechtstromen (Regional Water Authority Vechtstromen, WVS)
Contact:	Susan Lijzenga
Email:	s.lijzenga@vechtstromen.nl
WP3	Universiteit Twente (University of Twente, UT)
Contact:	Gül Özerol
Email:	g.ozerol@utwente.nl
WP4	Jade Hochschule (Jade University, JADE)
Contact:	Mike Böge
Email:	boege@iro-online.de
WP5	Vlaamse Milieu Maatschappij (Flanders Environment Agency, VMM)
Contact:	Stevie Swenne
Email:	s.swenne@vmm.be
WP6	Länsstyrelsen Värmland (Värmland County Administrative Board, VCAB)
Contact:	Katarina Nordmark
Email:	Katarina.Nordmark@lansstyrelsen.se

Steering Group

All partners are represented in the Steering Group (SG), the SG has the power to make joint decisions on issues of strategy, coordination and administration. In addition, it is within the competence of the SG to consider any proposal for review and/or suggested authorized amendments of the project, subject to the terms of the subsidy contract. The SG has the power to make recommendations on compliance issues to the Lead beneficiary.

An overview of SG members and their contact details are included in Annex I of this manual.

Advisory Group

In order to ensure stakeholder involvement and the uptake of project results and Advisory Group (AG) of midsize cities, regional authorities and universities is installed. The SG will consult the AG on a regular basis.

Advisory Group members

To be determined:

4.3. Meeting Schedule

The table below gives an overview of the scheduled meetings that will take place for the CATCH project. The dates are provisional and can change.

Meeting	WP focus	Subject	Hosting beneficiary	Provisional date	Location meeting	Meeting groups	Expected participants
1	1/3/4	Start up	WVS	November 2017	Enschede	MG + SG	PL + FA
2	2/3/4	Tool and communication	NCC	March 2018	Norfolk	MG + SG	PL + CA
3	4	Tool development	JADE	June 2018	Oldenburg	MG + SG + AG	PL + FA
4	5	Design high impact pilots	VMM	Sept 2018	Antwerp	MG + SG	
5	5	Exchange of experiences	VEIJL	March 2019	Vejle	MG + SG	PL + CA
6	2/6	Reflection on results	VCAB	September 2019	Värmland	MG + SG + AG	Pl + CA
7	1/2 + end	End meeting	PROV	April 2020	Zwolle	MG + SG + AG	PL + CA + FA

Abbreviation explanation:
MG = Management Group
SG = Steering Group
AG = Advisory Group

PL= Project Leader
CA = Communication Advisor
FA = Financial Advisor

4.4. Meetings – hosting guidance

Project meetings (i.e. meetings of the project management group, the steering group and the advisory group) will be organised and facilitated by different partners on a rotation basis. This way each meeting will be held in one of the partner regions, which provides the opportunity to also 'see, feel and discuss' the challenges that the respective partner is dealing with on the ground. The programme for partner meetings will be prepared by the hosting beneficiary in close cooperation with the Lead beneficiary and the coordinator of the focus work package of the respective meeting.

When hosting a partner meeting, the organising beneficiary will be responsible for arranging the venue(s), logistics and catering. The related costs are considered as eligible and, up to an amount of € 4,000 per meeting, to be covered from the Shared Costs budget. Since the Lead Beneficiary is responsible for the administration of the Shared Costs budget, all contracts and invoices concerned have to be addressed to the Lead Beneficiary:

Waterschap Vechtstromen
Attn. S. Lijzenga
Kooikersweg 1
7609 PZ Almelo

The Netherlands

Additional costs could be covered from the project budget of the hosting beneficiary. Please liaise with the Lead Beneficiary prior to make any arrangements.

When possible and plausible, the hosting beneficiary can recommend (a) specific hotel(s) to the visiting beneficiaries for their overnight stays. The hosting beneficiary could also make a temporary booking for rooms in this/these hotels, e.g. when a favourable rate could be agreed upon. The booking/payment for the overnight stays however will have to be done by the individual visiting beneficiaries themselves. The related costs, similar to the travel expenses related to their inward/outward journeys are considered eligible expenses within the budget of the respective visiting partners.

For all costs related to partner meetings goes that the relevant procurement rules and procedures apply, including the € 5,000 threshold for the three quotations rule. Transport and accommodation choices should always respect value for money and should make use of the cheapest appropriate option for every journey. All costs should be directly related to project activities and should be within reason.

5. Contracts

The legal basis for the CATCH project is laid down in two contracts, these include:

- subsidy contract
- partnership agreement

Both types of contract are described in the section below.

5.1. Subsidy Contract

The first contract, a subsidy contract, forms the legal basis for the project to receive grant. It is signed by WVS as Lead Beneficiary as legal entity representing the project consortium and the Danish Business Authority as Management Authority of the Interreg North Sea Region Programme, representing the Member States participating in this programme.

When the application of CATCH has been presented to and approved by the Steering Committee of the Interreg North Sea Region Programme, WVS will receive a letter form the Joint Secretariat explaining the Steering Committee decision including the potential conditions or recommendations made by the Steering Committee. Hereafter, the Joint Secretariat will issue a subsidy contract for CATCH.

The subsidy contract is an important document as it provides all the various conditions under which CATCH is approved ad emphasizes the legal basis of the grant of the project.

The subsidy contract is issued electronically via the online monitoring system (OMS) and is signed electronically by a representative from the Managing Authority (MA) and by the Joint Secretariat (JS). The contract needs to be signed by both the MA and JS and WVS in order for it to be valid.

5.2. Partnership Agreement (PA)

In addition to the subsidy contract, it is required for an Interreg North Sea Region project to draw up a partnership agreement.

The purpose of the agreement is to ensure efficient and coordinated implementation of the project between beneficiaries of the CATCH project. The agreement is a legally binding document that clearly defines project responsibilities, liabilities, management procedures, non-fulfilment of obligations and disputes regarding each beneficiary and within the project as a whole by laying down the principles of the partnership between beneficiaries involved in the CATCH project.

The partnership agreement is only valid if it is actually signed; a draft version is insufficient.
For more detailed information please consult factsheet 14; link;
http://www.northsearegion.eu/media/1438/14-partnership-agreement.pdf

The Partnership Agreement (PA) for CATCH was signed between all Beneficiaries on………………………………
The Partnership Agreement has to be signed before financial claims can be processed.

6. Project Objectives

The project overall objective is to demonstrate and accelerate the redesign of urban water management of midsize cities in the North Sea Region in order to become climate resilient cities that are sustainable, liveable and profitable on the long term. The overall objective is divided in into 5 detailed project objectives that will be delivered by 5 work packages. Together with the work packages' project management, the integrated and interlinked work packages show the strategy and transnational approach of the CATCH project.

6.1. Detailed Objectives

In order to reach the overall project objective five detailed project objectives will be carried out by means of work packages. The detailed project objectives are listed below and will be delivered by means of the work packages 3-6 as described in section 6.2.

1. Identifying state of the art and scoping needs of midsize cities

The aim is to engage partner cities at the start of the project to identify their needs in climate adaptation, to determine the current situation and to perform a baseline study in these midsize cities. Stakeholder involvement on this level will be organised via existing partner networks and an advisory group of midsize cities and water authorities.

2. Design a tool for re-designing urban water management

The aim is to design a decision support tool for midsize cities that will help to formulate long term climate adaptation strategies with the highest impact on climate resilience related to the desired situation of a WSC. The dashboard will be based on the specific needs of midsize cities and will be user friendly to ensure adoption of the tool.

3. Valuation of decision support tools and joint development and implementation of pilots

The aim is to come to a joint development and implementation of pilots with help of the benchmark and the draft version of the dashboard. The actual outcomes will be tested, allowing the project to evaluate the accuracy of the tools and to refine/combine them to provide the optimum solutions for midsize cities.

4. Building the climate adaptation strategy

The aim is to build a climate adaptation strategy for the local partners by analysing the lessons learned from the pilots and evaluating all knowledge gained in the project and to develop a generic roadmap to support other midsize cities in this process.

5. Uptake of project innovations and dissemination

The aim is to promote the wide uptake of the project's innovations and experiences by addressing the main target groups inside the project on the pilot level and outside the project with a specific focus on midsize cities and water authorities.

6.2. Work packages (WP) and deliverables

The following deliverables have been planned in CATCH to be **delivered** by the consortium of beneficiaries during the 36-months long implementation of the project.

WP 1 Project management

Foreseen implementation period: July 2017- July 2020

- Development of a guidelines handbook
- Installation of Advisory Group
- Partnership agreement
- Project management meetings
- Reporting

WP 2 Communication activities

Foreseen implementation period: July 2017- July 2020

- Development of external communication plan
- Development of internal communication plan
- Project kick-off meeting
- Organisation of community involvement at pilot level
- Design of project website
- Design of communication channels and tools
- Presentations and written contributions
- Closing event

WP 3 Identifying state of the art and scoping needs of midsize cities

Foreseen implementation period: July 2017- July 2018

- Explore midsize cities needs among partnership
- Consulting North Sea midsize cities and their relevant (regional) partner on city needs
- Explore climate vulnerabilities of 'pilot partners' in benchmark
- On site research at pilot locations

- Evaluate results WP 3
- Baseline study to measure project results

WP 4 Design decision support tools re-designing urban water management

Foreseen implementation period: Oct. 2017- August 2018

- Identification of existing tools for application
- Framework design
- Design CATCH dashboard
- Analysis of mid-term results of design of the CATCH dashboard

WP 5 Valuation of decision support tools and joint development of pilots

Foreseen implementation period: July 2018- January 2020

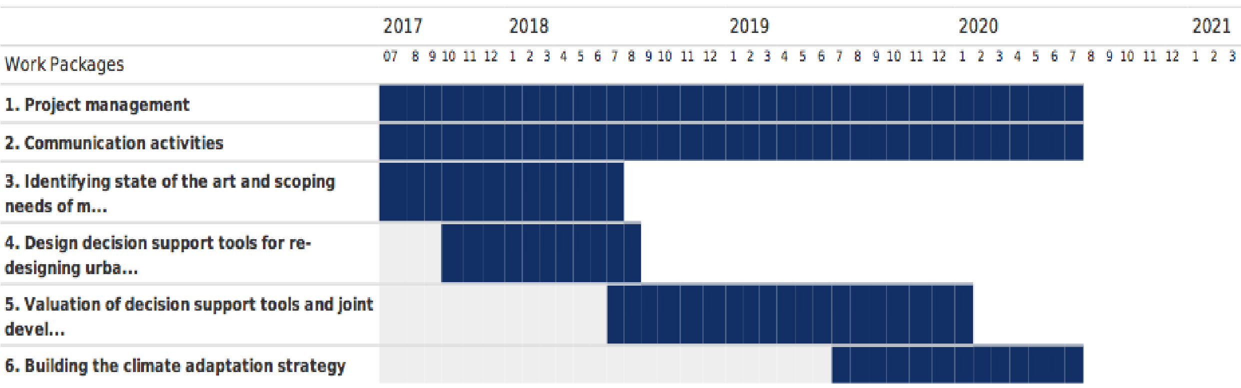
- Design of high impact pilots
- Exchanging experiences on pilot implementation
- Supporting the use of the dashboard

WP 6 Building the climate adaptation strategy

Foreseen implementation period: July 2019- July 2020

- Evaluation of pilots
- Analysis of project results based on baseline study (WP3)
- Reflection on project results
- Design of roadmap to become a water sensitive city
- Update and final release of the CATCH dashboard
- Design of a local adaptation strategy for pilot partners

Overview Work Package timing



7. Expected Project results

It is the aim of the CATCH partnership to have a smooth, efficient, timely and sound management of the project, accomplishing its objectives according to the implementation plan and the defined budget. The project results are listed below in the table:

Indicator	Target	Unit	Definition
Reduced costs from flood events due to extreme rainfall	20	%	Reducing the predicted flood damage based on the decision support tool and developed climate adaptation strategies guiding the way to water sensitive cities. The reduction will be based on the results of a baseline study (WP 3 and WP 6)
Reduced probability of floods due to extreme rainfall	30	%	Reducing the probability of floods based on the decision support tool and developed climate adaptation strategies guiding the way to water sensitive cities. The reduced probability will be based on the results of a baseline study (WP 3 and WP 6)
Increased awareness of the need to accelerate the formulation and execution of water sensitive climate adaptation strategies in midsize cities	1000	people	The number of people with an increased awareness of the need to accelerate climate adaptation strategies in midsize cities measured by community events, stakeholder events, dissemination events and active uptake of communication tools (WP 2)

8. Pilots

To achieve the overall project objective a joint development of a decision support tool and roadmap that will help midsize cities to formulate long term climate adaptation strategies will be used. The design of the support tool will be based on the specific needs and characteristics of midsize cities. The tool will be tested in the formulation, execution and evaluation of seven pilots.

The executing of the pilots will help the project partners in the acceleration process to become climate resilient and to develop decision support tools for uptake by other cities. Key is the possibility to modify the execution of the pilots based on the outcomes of the benchmark and dashboard in order to work according to the three principles of the Water Sensitive Cities.

After implementation of the pilots the results will be evaluated and used to further optimise the dashboard, to (further) formulate the long-term adaptation strategy of the partner cities as examples for other cities in North Sea Region and to design a roadmap with generic steps to become a Water Sensitive City (WSC).

In the CATCH project, the partners have selected seven pilot areas in which they will test urban climate adaptation measures. The selected cities are:

- Arvika, Sweden
    - Pilot project: Reduction of climate change effect on water quality
- Enschede, The Netherlands
    - Pilot project: Pinkeltjesplein (EN: Pinkeltjes Square); stepping stone in the restoration of city brook 'Stadsveld'
- Herentals, Belgie
    - Pilot project: Space for water in the city valley
- Norwich, United Kingdom
    - Pilot project: Community led technological solutions for flood protection in Norwich
- Oldenburg, Germany
    - Pilot project: Community led technological solutions for flood protection in Norwich
- Vejle, Denmark
    - Pilot project: Improve flood resilience of the city of Vejle
- Zwolle, The Netherlands
    - Pilot project: Climate Adaptation strategy / Spoorzone (Railway area) community

The pilot cities are visualized in the image below:


United Kingdom
ENGLAND
Denmark
Netherlands
Germany
Belgium

9. Eligibility

In order for beneficiaries to receive 50% of funding for the costs they made the costs need to be 'eligible' for funding; they need to live up to a number of special rules governing EU expenditure. The only costs that can be reimbursed are those directly linked to the budget and activities approved in the project application. This implies that expenditure incurred for activities not specifically covered or logically linked to activities in the approved project application is ineligible. As a rule, within the Interreg North Sea Region Programme Value Added Tax (VAT) is not eligible except where it is non-recoverable under national VAT legislation.

To be considered eligible, costs must be clearly linked to project activities, be real (reflecting only the actual costs paid for project activities by the partner) and actually defrayed (based on invoiced costs that have already been paid). All beneficiaries must keep evidence of this for all costs. Factsheet 12 provides guidance on the types of evidence to keep and how long it has to be kept.

The exceptions to the above are related to the project preparation costs (these are paid as a lump sum) and the office and administration costs (these are paid at a flat rate).

All project costs must be incurred within the eligible period defined in the latest version of the project subsidy contract. For CATCH, this is set for the period between 08/06/2017 and 31/07/2020. The end date marks the end of the activities of the project. Hereafter, the project has three months to prepare and submit its final report.

For the last three months (after the end date of project activities) the following costs are eligible for funding: staff time for preparing the final report, printing costs and financial control costs. Each claim for payment to the programme may only contain expenditure paid within the relevant reporting period.

9.1. Eligibility of budget lines

Eligible costs related to the implementation of the project are split up in different cost categories, so called budget lines. For the Interreg NSR programme, these budget lines are:

- Staff costs
- Office and Administration
- Travel and Accommodation
- External Experts and Services
- Equipment
- Infrastructure

The specificities of each budget line are introduced underneath. For a full description and FLC requirements, for each budget line a link is provided to the respective NSR Factsheet.

Budget line 1: Staff

Staff costs consist of costs for staff members employed by the partner organisation and working full time or part time on the project implementation. In case first level control is internal (e.g. provided by the audit department of the partner organisation), costs shall be budgeted under this budget line. Overheads, daily allowances and other travel and accommodation costs and any other office and administrative expenditure **cannot be included** in this budget line.

Staff costs cover the partner organisation's gross employment costs, which comprise the following:

- Salary payments (fixed in an employment/work contract)
- Other costs supported by the partner organisation, directly linked to the salary payments and not recoverable by the employer, such as:
    - Employment taxes
    - Social security (including health coverage and pension contributions)

Staff costs have to be calculated and justified on an individual basis.

Factsheet 2 staff costs; link: http://www.northsearegion.eu/media/1652/02-staff-costs-version-2.pdf

- For **Flemish** beneficiaries, another method of calculation applies: http://www.northsearegion.eu/media/2673/02a-staff-costs-flanders.pdf

- For **Dutch** beneficiaries, a simplified model for the calculation of cost is available: http://www.northsearegion.eu/media/1299/02b-staff-costs-netherlands.pdf

Budget line 2: Office / Administration

- **All office and administration costs must be covered by a flat-rate of 15 % of staff costs. This may not cover all real costs but is a reasonable rate, which should avoid the efforts and errors involved in trying to report real costs for overheads in the past.**
- The purchase of standard office equipment (e.g. copy machine), standard IT hardware and software (e.g. laptops and word processing software), office furniture and fittings should be considered to form part of the costs covered by the 15 % flat-rate.
- The cost covered under budget line 2 cannot be included in any other budget line.

Factsheet 3 for more information; link: http://www.northsearegion.eu/media/1435/03-office-and-administration.pdf

Budget line 3: Travel and Accommodation

- Travel and accommodation is limited to staff employed by a beneficiary. Moreover, the costs have to be clearly relevant to the project, respect the principle of value for money and are within the North Sea Region.
- Eligible costs include: travel costs, accommodation costs, daily travel allowances and in rare cases visa costs.
- Transport and accommodation choices should make use of the **cheapest appropriate option** for every journey.
- It is only possible to claim expenditure for the days actually needed to carry out the activity (e.g. no extra nights).
- Expenditure incurred outside the programme area should be reported separately.

For more detailed information on travel and accommodation costs please consult factsheet 4; link: http://www.northsearegion.eu/media/1113/04-travel-and-accommodation.pdf

For expenditure incurred outside the programme area please consult factsheet 18; link: http://www.northsearegion.eu/media/1122/18-beneficiaries-and-activities-outside-the-programme-area.pdf

Budget line 4: External Experts and Services

- Any costs outside of the beneficiary organisation belong in this cost category. These rules also apply to costs for first level controllers where these are paid by the beneficiary.
- All external expertise and service payments must be made on the basis of contracts or similar written agreements and supported by invoices or requests for reimbursement linked to the tasks carried out.
- During implementation it is essential to ensure that all of the correct tendering procedures are followed and documented. **This implies that for contracts for North Sea Region above € 5000.00 (but below the national, organisational and EU threshold) are subject to programme rules requiring that at least three offers are collected (three offer rule).**
- All supporting documents (contracts etc.) must be kept for five full years from the 31th of December of the year in which the final payment is made to the project. The exact date will be corresponded to the beneficiaries.

For more detailed information on expenditure regarding external experts and services please consult factsheet 5; link: http://www.northsearegion.eu/media/1108/05-contracting-external-experts-and-services.pdf

Detailed information on the specific rules/regulations concerning tender procedures can be found in factsheet 11; link: http://www.northsearegion.eu/media/1436/11-tender-procedures.pdf

Budget line 5: Equipment

- Specialist equipment can be funded provided that it is necessary to the project and the transnational benefit is clear.
- Attention has to be paid to whether beneficiaries can claim full purchase value or only depreciation value of specialist equipment.
- Expenditure under these budget lines needs to be itemised in the approved project application.
- **Standard office equipment (e.g. copy machine), standard IT hardware and software (e.g. laptops and word processing software), office furniture and fittings cannot be claimed in this budget line and should be considered to form part of the costs covered by the flat rate overhead payment of 15 % office and administration costs.**

Further information on the budget line equipment can be found in factsheet 6: link: http://www.northsearegion.eu/media/2616/06-equipment-and-infrastructure.pdf

Budget line 6: Infrastructure

- Infrastructure investments are eligible for reimbursement provided that they are itemised and described in the approved application.
- Investments made by the project, whether in equipment or infrastructure, should remain in place after the end of the project and continue to benefit the programme area.

For more information please consult factsheet 6; link:
http://www.northsearegion.eu/media/2616/06-equipment-and-infrastructure.pdf

10. Project Budget

The project budget is divided over the different beneficiaries, different cost categories or budget lines and over time (annual). The project budget is used to cover costs incurred by the project after the date of approval, i.e. 08/06/2017.

Part of the Eligible Expenditure included in the CATCH application relates to shared costs. These costs are (without limitation) related to overall project management and coordination, overall project communication and dissemination, and joint activities/deliverables as included in the application and described underneath. For these costs, the Lead beneficiary will act as administrator, i.e. be responsible for contractual arrangements and financial administration on behalf of the partners.

10.1. Partner budget

This section shows the budget per partner / budget line/ year.

Project budget- overview per beneficiary / per budget line

Beneficiary	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Investments	Total Budget	(Net revenue)	Total Eligible Budget
WVS	166.800 €	25.020 €	32.550 €	211.000 €	0 €	0 €	435.370 €	0 €	435.370 €
Vejle	92.035 €	13.805 €	18.950 €	107.000 €	0 €	312.000 €	543.790 €	0 €	543.790 €
Norfolk	131.883 €	19.783 €	24.743 €	46.034 €	0 €	321.541 €	543.790 €	0 €	543.790 €
Oldenburg	237.252 €	35.588 €	18.950 €	127.000 €	0 €	125.000 €	543.790 €	0 €	543.790 €
VMM	229.600 €	34.440 €	18.950 €	58.000 €	0 €	200.000 €	540.990 €	0 €	540.990 €
Zwolle	66.817 €	10.023 €	18.950 €	308.000 €	0 €	0 €	403.790 €	0 €	403.790 €
Enschede	63.339 €	9.501 €	18.950 €	42.000 €	0 €	410.000 €	543.790 €	0 €	543.790 €
Värmland	41.300 €	6.195 €	12.050 €	0 €	0 €	0 €	59.545 €	0 €	59.545 €
Arvika	124.209 €	18.631 €	18.950 €	65.000 €	0 €	305.000 €	531.790 €	0 €	531.790 €
Overijssel	20.800 €	3.120 €	12.050 €	2.000 €	0 €	0 €	37.970 €	0 €	37.970 €
UT	222.852 €	33.428 €	23.950 €	27.000 €	0 €	0 €	307.230 €	0 €	307.230 €
JADE	144.452 €	21.668 €	23.950 €	27.000 €	0 €	0 €	217.070 €	0 €	217.070 €
Total	1.541.340 €	231.201 €	242.993 €	1.020.034 €	0 €	1.673.541 €	4.709.109 €	0 €	4.709.109 €
% of Total budget	33 %	5 %	5 %	22 %	0 %	36 %	100 %	0 %	100 %
ERDF	770.670 €	115.601 €	121.497 €	510.017 €	0 €	836.771 €	2.354.554 €	0 €	2.354.554 €
Norwegian Funding	€	€	€	€	€	€	€	€	€

Spending Plan

	2017	2018	2019	2020	
WVS	21.769	130.611	174.148	108.843	**435.370**
Vejle	21.190	163.137	217.516	135.948	**543.790**
Norfolk	27.199	163.195	217.594	135.996	**543.984**
Oldenburg	21.190	163.137	217.516	135.948	**543.790**
VMM	27.050	162.297	216.396	135.248	**540.990**
Zwolle	20.190	121.137	161.516	100.948	**403.790**
Enschede	27.190	163.137	217.516	135.948	**543.790**
Värmland	2.977	17.864	23.818	14.886	**59.545**
Arvika	26.590	159.537	212.716	132.948	**531.790**
Overijssel	1.899	11.391	15.188	9.493	**37.970**
UT	15.362	92.169	122.892	76.808	**307.230**
JADE	10.854	65.121	86.828	54.268	**217.070**
					4.709.109

(revenue = 0)

10.2. Shared Costs Budget

The shared costs budget as included in the approved application is shown in the table underneath:

WP	Staff costs	Office & Admin costs	External expertise & services	TOTAL
1	80.000 €	12.000 €	105.000 €	**197.000 €**
2	10.000 €	1.500 €	25.000 €	**36.500 €**
3	0 €	0 €	18.000 €	**18.000 €**
4	0 €	0 €	162.000 €	**162.000 €**
5	0 €	0 €	12.000 €	**12.000 €**
6	0 €	0 €	12.000 €	**12.000 €**
	90.000 €	**13.500 €**	**334.000 €**	**437.500 €**
	50% co-funded by ERDF			**218.750 €**
	50% match funding by beneficiaries			**218.750 €**

The shared costs are divided into two categories:

a. Costs related to the acquisition of the software and related support services for the Water Sensitive City dashboard tool to be jointly developed and fine-tuned in WP4. These costs add up to a total of € 150,000;
b. Costs related to the overall project management (WP1), and the overall project communication (WP2), and joint activities in WP3-6 as specified underneath.

For the costs under a., in line with Model 2 in Factsheet 8, the Lead Beneficiary will be the contracting beneficiary ensuring that any tendering requirements have been fulfilled. Evidence of this will be supplied to all paying beneficiaries, who will be invoiced directly by the external provider for their share of the costs. These paying beneficiaries are: Waterschap Vechtsromen; Jade Hochschule; Universiteit Twente; Norfolk County Council; Vlaamse Milieumaatschappij; OOWV; Veije Kommune; Arvika Teknik AB; Gemeente Zwolle and Gemeente Enschede. The related eligible costs are maximised at € 15,000 per beneficiary.

For the costs under b. the Beneficiaries agreed to contribute to the match funding of these shared costs a sum equal to a percentage of their respective net budget (i.e. excluding shared costs under b.) as included in the approved project application.

The table below provides an overview of descriptions related to the external expertise and services per Work Package.

Work Package	Budget line	Amount	Description
WP 1	Staff costs	80.000 €	Staff costs for WVS employed project manager and finance manager
WP 1	Office & Admin costs	12.000 €	Flat rate of 15 % on staff cost WP 1
WP 1	External expertise & services	105.000 €	Includes FLC audit on lead beneficiary level and venue and organisational costs for project meetings. External support for project management, reporting and monitoring on Lead beneficiary level.
WP 2	Staff costs	10.000 €	Staff costs for WVS employed communication manager
WP 2	Office & Admin costs	1.500 €	Flat rate of 15 % on staff cost WP 2
WP 2	External expertise & services	25.000 €	External expertise for overall project communication at lead beneficiary level, including venue and organisational costs related to the closing event.
WP 3	External expertise & services	18.000 €	Venue and other organisational costs for the joint inventory city needs project meeting in WP 3, and external expertise for the joint development of the Water Sensitive City benchmarks to be developed in the project.
WP 4	External expertise & services	12.000 €	Venue and other organisational costs for the dashboard evaluation project meeting.
WP 5	External expertise & services	12.000 €	External WSC expertise related to the design and evaluation of the pilots, and venue/organisational costs related to the joint/transnational pilot design meeting of WP 5.
WP 6	External expertise & services	12.000 €	External WSC expertise related to the final CATCH dashboards, and venue/organisational costs for the transnational reflection meeting of WP 6.

The allocation of the contribution per beneficiary is shown in the table underneath:

#	Beneficiary	Budget	Match Funding	ERDF	Budget share	Shared Costs match funding contribution
1	Waterschap Vechtstromen	147.870 €	73.935 €	73.935 €	3,3443%	4.807 €
2	Vejle Kommune	543.790 €	271.895 €	271.895 €	12,2985%	17.679 €
3	Norfolk County Council	543.984 €	271.992 €	271.992 €	12,3029%	17.685 €
4	Oldenburgisch-Ostfriesische Wasserverband	543.790 €	271.895 €	271.895 €	12,2985%	17.679 €
5	Vlaamse Milieumaatschappij	540.990 €	270.495 €	270.495 €	12,2351%	17.588 €
6	Gemeente Zwolle	403.790 €	201.895 €	201.895 €	9,1322%	13.128 €
7	Gemeente Enschede	543.790 €	271.895 €	271.895 €	12,2985%	17.679 €
8	Länsstyrelsen Värmland	59.545 €	29.773 €	29.773 €	1,3467%	1.936 €
9	Arvika Teknik AB	531.790 €	265.895 €	265.895 €	12,0271%	17.289 €
10	Provincie Overijssel	37.970 €	18.985 €	18.985 €	0,8587%	1.234 €
11	Universiteit Twente	307.230 €	153.615 €	153.615 €	6,9484%	9.988 €
12	Jade Hochschule	217.070 €	108.535 €	108.535 €	4,9093%	7.057 €
TOTAL		**4.421.609 €**	**2.210.805 €**	**2.210.805 €**	**100,0000%**	**143.750 €**

Withdrawal

In case of withdrawal from the project, a beneficiary can only be relieved form the above described obligations to contribute to the match funding of the shared costs on the condition that its share in the (remaining) overall project budget and the related contribution (pro rata) to the shared costs is taken over by one or several of the remaining beneficiaries and/or (a) new beneficiary(ies) that might be added to the project consortium, replacing the withdrawing beneficiary.

Settlement

The settlement of shared costs contributions in between the beneficiaries and the lead beneficiary will occur in line with Models 2 and 4 presented in Factsheet 8. Model 2 (Splitting up larger invoices) for shared costs under category a. and Model 4 (costs paid by and reimbursed to Lead Beneficiary) for shared costs under category b.

For more detailed information please consult factsheet 8:
http://www.northsearegion.eu/media/2617/08-shared-costs.pdf

11. Reporting

This section gives an overview of the procedures for reporting on activities and claiming of funds. More detailed information on the procedures, documents, checklists, reporting forms etc. referred to can be found in, the Online Monitoring System (OMS), online tutorial videos and First Level Control Manual.

11.1. Online Monitoring System (OMS)

OMS compiles all relevant information about every project in one system. These data can then be accessed by different users (beneficiaries, committees, controllers, the Joint Secretariat etc.) depending on the user rights of each user and what they need to know. All project handling (e.g. project application, reporting, changes, first level control designation, day-to-day communication) will take place through the online monitoring system and in this sense the system will fully support the vast majority of programme operations and activity.

Within the OMS, the Lead Beneficiary has one person designated as the Project Managing User (PMU). The PMU is able to invite other persons within the Lead beneficiary organisation to access the system, but only on the level of Beneficiary Managing User.

On a beneficiary level, one person from each beneficiary in the project will be invited as Beneficiary Management User by the PMU to access the OMS. The invitation will be received via e-mail. Once accepted the invitation the BMU on beneficiary level should start the process to appoint an Authorised Signatory (AS) and a First Level Controller (FLC). Both have to be in place for each beneficiary before the project starts reporting on activities and finance.

The role and responsibility of the Authorised Signatory is to authorise the submission of activity reports and financial claims. This is done online in the OMS by using a unique pin code. Obtaining the pin code is part of the AS registration process. Details on this process can be found via the following link: http://www.northsearegion.eu/project-information/programme-manual/authorised-signatory/how-to-become-an-authorised-signatory/

The role and responsibilities of the First Level Controller is presented in chapter 12 underneath. To be granted access to the OMS, an FLC has to be invited by the BMU of the respective beneficiary and be designated by the responsible national designation authority. Details on this process can be found via the following link: http://www.northsearegion.eu/media/1707/how-to-designate-your-first-level-controller.pdf

The system can be accessed via the **Login** button at the very top of the website of the Interreg NSR programme: http://www.northsearegion.eu/. The *Login* button is visible on all pages.

Relevant tutorials are available in OMS but can also be found here:
http://www.northsearegion.eu/project-information/programme-manual/online-monitoring-system/

11.2. Tutorial Videos

On the Interreg North Sea Region Programme website a series of training videos are available that provide detailed information and guidance on the development and implementation of a North Sea Region project in keeping with the rules and requirements. The training videos can be accessed online: http://www.northsearegion.eu/project-information/training-videos/

11.3. Scope of reports

There are two kinds of progress reports: a 'basic progress report' and a 'full progress report'.

In the basic report beneficiaries have to include a short summary of CATCH achievements, including facts and figures, on progress towards work package targets. Beneficiaries may choose to add a statement of expenditure and request for payment to the basic progress report.

The full progress report has to include the information from the basic report and additional info on the functioning of the partnership, stakeholder involvement etc. In addition, a statement of expenditure should always be added to a full progress reports.

The reports have to be submitted online through the Online Monitoring System (OMS). Every claim for payment should include every beneficiary in the project; this also applies when no funding is claimed. Beneficiaries submitting a zero claim must enter this information in OMS and the Lead Beneficiary has to explain why this has been done in the report. This is to prevent unexplained periods of inactivity.

A beneficiary will not be paid more than their approved budget for the project as a whole. It is, however, possible to submit claims for higher amounts provided that all the additional expenditure also complies with all rules and regulations on eligibility.

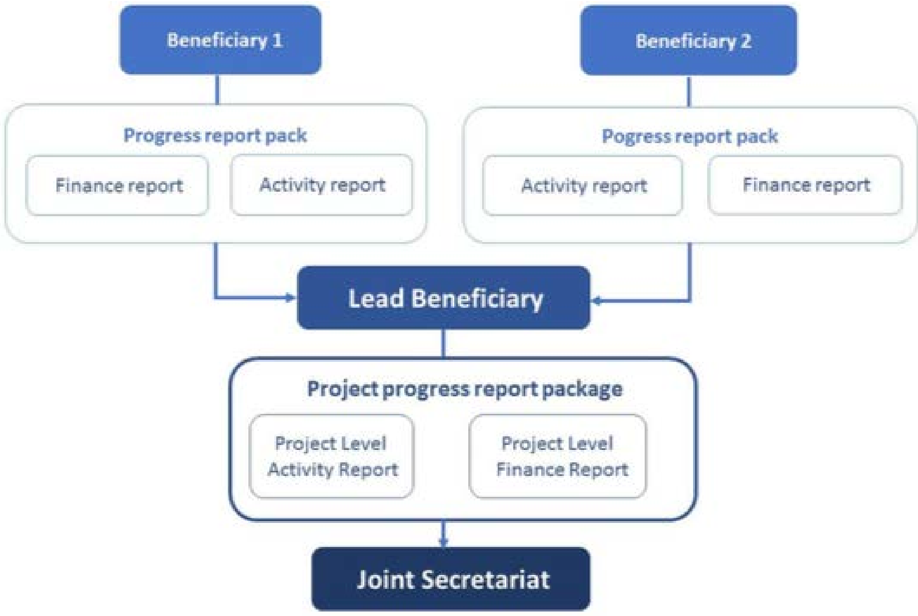
The final report at the end of the project also requires different information and focuses on the overall achievements of the partnership over the whole project lifetime.

Note: all costs declared by all beneficiaries are subject to First Level Control (FLC).

11.4. Division of work between Lead Beneficiary and Beneficiary

It is expected from every beneficiary to complete a progress report and, if applicable, a statement of expenditure covering its own activities and costs. These documents are checked by the beneficiary's first level controller and then submitted to the Lead Beneficiary. Hereafter, the Lead Beneficiary compiles the accumulated progress report and statement of expenditure and submits the completed forms to the JS for review. It is the responsibility of the Lead Beneficiary to ensure that the activity report provides a synthesis picture of project activities and achievements.

The key steps and main process are outlined in the figure below:



11.5. Timing

CATCH beneficiaries have to provide every six months regular progress reports on the project activities to the Joint Secretariat (JS) of the Interreg North Sea Region Programme. At least once a year a statement of expenditure and a request for payment should accompany the regular progress report. It is possible for the final report of CATCH to cover a longer period than six months (if applicable the JS will inform the beneficiaries).

In case the project is unable to the meet a reporting deadline WVS has to contact the JS as soon as possible for a request of late submission. If this is not done in time the submission of report is considered invalid. Moreover, if a project does not report for one year the project will be terminated and procedures will be initiated to reclaim all funding already paid out. Repeated failures to submit required reports will raise concerns about project management and may result in the termination of the project.

WVS will be informed by the JS when to report.

Type of report	**Frequency**	**Obligatory**	**Subject to FLC**
Basic	Every 6 months	Yes	Yes/No (yes if beneficiary also submits a statement of expenditures and request for payment)
Finance report with basic report	Every 6 months	No	Yes
Full	Once a year	Yes	Yes
Finance report with full report	Once a year	Yes	Yes
Final	Once	Yes	Yes
Finance report with final report	Once	Yes	yes

More information on reporting and related procedures can be found online at the Interreg North Sea Region Programme website.

11.6. Reporting Schedule

For CATCH the following reporting schedule applies:

Reporting	**Step 1** Reporting Period Beneficiary		**Step 2** Drafting / control Beneficiary		**Step 3** Consolidation / Control / Submission Lead Beneficiary		**Step 4** Verification / Clarification / Payment Programme Authorities	
	Start Period	End Period	Start Period	End Period	Start Period	End Period	Start Period	End Period (provisional)
Basic report + Finance report	8 June 2017	31 July 2018	1 August 2018	30 September 2018	1 October 2018	31 October 2018	1 November 2018	1 April 2019
Full report	1 August 2018	31 January 2019	1 February 2019	31 March 2019	1 April 2019	30 April 2019	1 May 2019	1 October 2019
Basic report + Finance report	1 February 2019	31 July 2019	1 August 2019	30 September 2019	1 October 2019	31 October 2019	1 November 2019	1 April 2020
Full report	1 August 2019	31 January 2020	1 February 2020	30 March 2020	1 April 2020	30 April 2020	1 May 2020	1 October 2020
Final report + finance report	1 February 2020	31 July 2020	1 August 2020	30 September 2020	1 October 2020	31 October 2020	1 November 2020	1 April 2021

11.7. Processing of reports

Once a completed report is submitted, the JS has 90 days to process the report and make a payment to the Lead Beneficiary – this is subject to availability of funds from the European Commission. In case additional time is required to complete processing of the report and/or make a payment, the 90-day period will be suspended.

The processing of activity reports focuses on among other things:

- if the project is progressing in line with the application
- progress on output and results
- reflection on activities of the full partnership.

If the information in the progress report is incomplete or unsatisfactory but is sufficient to approve the report and make a payment, the project will be asked to provide additional information at the time that the next report is submitted.

12. First Level Control

Within Interreg North Sea the beneficiaries have to designate a First Level Controller (FLC). The role of the First Level Controller (FLC) is to control and verify that the expenditure reported is eligible (in line with all rules and regulations).

It is the task of the Lead Beneficiary to ensure that all expenditure reported at beneficiary level has been verified by a designated controller. **This does not imply that the Lead Beneficiary and its controller should therefore carry out additional checks of reported expenditure from the Beneficiary. The First Level Control checks by each beneficiary's controller constitute the only verification of expenditure.** It is both the task of the Lead beneficiary and the FLC to ensure that completed control documents have been submitted by all beneficiaries.

The project expenditure should correspond to the implementation of the project and only to the activities which have been agreed on between the partnership as laid out in the approved application. WVS will organize First Level Control (FLC) audits and chair partner meetings.

For the selection in FLC it is important to follow the rules of procurement (see factsheet 11 Tender Procedures). As a rule, controllers should be external and independent. A potential First Level Controller needs to be designated by the designation body of each country. Only after designated the FLC can start carry out the control of the Lead beneficiary or beneficiary.

For Swedish beneficiaries, there is an exception in the designation of First Level Controllers; only the governmental agency Tillväxtverket can carry the functions of control and as such the agency is by definition the controller for all Swedish beneficiaries.

More detailed information on the selection and procedures regarding Firs Level Control can be found online: http://www.northsearegion.eu/project-information/programme-manual/first-level-control/

Link to factsheet 24: http://www.northsearegion.eu/media/2622/24-first-level-control.pdf

13. Payment of claims

Processing of claims for payment focuses on whether First Level Control has been properly completed and documented, whether any necessary corrective action has been taken and documented, and whether the costs presented for payment after control comply with all rules and regulations.

If questionable expenditure is identified, it will be deducted from the amount claimed until the issue is resolved. Where there are open issues, the project will be asked for clarification. Additionally, the JS may contact individual beneficiaries and/or FLC for verification of outstanding issues.

When processing is complete, the Lead Beneficiary will receive a concluding letter on the progress report and the claim for expenditure (if relevant). These letters may contain additional conditions for the next report. Processing of the next report will not be completed until all open conditions have been met or a satisfactory explanation has been provided for any delays in meeting conditions.

Payment of the amount claimed by the project will be made to the Lead Beneficiary who should distribute it to the beneficiaries without delay. In practice; the Lead Beneficiary has 15 days to transfer the relevant share of ERDF to each beneficiary within the partnership.

For a more detailed description of the JS's processing of report and the payment see factsheet 22 and the programme's Handbook of Standard Procedures.

Link to factsheet 22: http://www.northsearegion.eu/media/1797/22-reporting.pdf

Annex I Contact Details CATCH

(latest up-to date version available on 'Own Cloud')

Lead Beneficiary:

Waterschap Vechtstromen (Regional Water Authority Vechtstromen, WVS) Contact: Susan Lijzenga Email: s.lijzenga@vechtstromen.nl Telephone: 0031 629560744 Address: Kooikersweg 1 7609 PZ Almelo The Netherlands Financial manager: Contact: Manon van de Riet Email: m.van.de.riet@vechtstromen.nl Telephone: 0031 621882399 Communication manager: Contact: Mirle van Huet Email: m.van.huet@vechtstromen.nl Telephone: 0031 621882318 **External consultant for process- and financial management:** Contact: Martijn Warmerdam Email: m.warmerdam@reeleaf.nl Telephone: 0031 653237560

Beneficiaries:

Vejle Kommune (Vejle Municipality, VEIJL) Contact: Emil M. Jønsson Email: emimj@vejle.dk Telephone: 0045 21 46 30 93 Address: Kirketorvet 22 7100 Vejle Denmark

Norfolk County Council (Norfolk County Council, NCC) Contact: Mark Ogden Email: mark.ogden@norfolk.gov.uk Telephone: 0044 1603638081 Address: Martineau Lane 1 2SG Norwich

	United Kingdom

Oldenburgisch-Ostfriesiche Wasserverband (Oldenburg and Easst Frisian Water Association, OOWV)

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Norway	Hordaland County Council, International Services
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	0047 93467645 (mobile)

Sweden	Region Västra Götaland
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Telephone:	0046 769402564

The Netherlands	Netherlands Enterprise Agency
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Email:	albin.hunia@rvo.nl
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For the contact information of the United Kingdom and Denmark please contact the Joint Secretariat.

Annex II Relevant EU regulations

Several different EU regulations form the basis of the North Sea Region Programme and must be followed accordingly.

Relevant Council and European Parliament (EP) regulations are:

Council and EP Regulations	
Regulation (EU) 1303/2013	Common and general provisions for the ERDF
Regulation (EU) 1301/2013	On the ERDF and specific provisions concerning the investment for growth and jobs goal
Regulation (EU) 1299/2013	ON specific provisions for the support from the ERDF to the European territorial cooperation goal
Regulation (EU, Euratom) 966/2012	On the financial rules applicable to the general budget of the Union (regarding eligibility)

In addition to the Council and EP regulations the following European Commission regulations are of importance:

EC regulations	
Regulation (EC) 1407/2013	On the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (regarding state aid, de minimis)
Regulation (EC) 651/2014	Declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (regarding block exemption)

Furthermore, the Interreg NSR programme provides guidance on the subject of state aid in regard to the support of Small and Medium-sized Enterprises (SMEs).

Interreg NSR	
State Aid Scheme SA 43732	Interreg North Sea Region Programme State Aid Scheme for SMEs 2014-2020

Link to documents: http://www.northsearegion.eu/key-documents/background-documents/regulations/

The regulations listed above are of importance for CATCH but only provide general information on the regulations concerning Interreg NSR. At project level the programme makes use of factsheets. These sheets further define and explain the rules and regulations that need to be followed for the CATCH project to receive EU funding. This implementation manual highlights the procedures and regulations that need to be followed in order to receive funding for CATCH.

Link to factsheets: http://www.northsearegion.eu/key-documents/background-documents/fact-sheets/