



NORTH HUNT
SUSTAINABLE HUNTING TOURISM IN NORTHERN EUROPE

BUSINESS OPPORTUNITY IN NORTHERN EUROPE
SOCIAL ° ECONOMIC ° ECOLOGICAL



NORTH HUNT
WP1/2ND INTERIM REPORT



Northern Periphery Programme
2007-2013
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TWO KINDS OF REPORTING

I) ACTIVITY REPORTING (ACTIVITIES AND DISSEMINATION)

II) FINANCIAL REPORTING



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FEEDBACK FROM OUR DESK OFFICER

“Please take action on the following points:

- **Need to update [www. North-hunt.org](http://www.north-hunt.org) with NPP tag line “Innovatively investing.....” as well as all publicity material**
- **Need to update project web site to promote products and services to be delivered by the project**
- **Need to describe the activities and practice contributing to equal opportunities used by the National reference group, as this could be consider a best practice worth sharing with other projects. “**



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FEEDBACK FROM OUR DESK OFFICER

The first reporting round was a rehearsal , for the next one delays are not allowed

All projects are required to meet the following conditions for the next reporting period ending on 31st of March 2009:

- a) **Ensure that at least 65 % of total budgeted ERDF project expenditures up to the end of 2008 have been certified.**
- b) **Submit your Statement of Expenditure with correct supporting documentation to your First Level Controller (FLC) no later than 1st of May 2009.**



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FEEDBACK FROM OUR DESK OFFICER

- c) Present a complete project Progress Report, including a Project Claim no later than the 31st of July 2009 deadline to your Desk Officer.**

Projects NOT meeting the above reporting conditions face the risk that their project's ERDF co-financing is being de-committed (reduced). Projects meeting the above conditions will not be affected by the automatic de-commitment under Articles 93 & 97 of EC regulation 1083/2006.



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FEEDBACK FROM OUR DESK OFFICER

- a)
I.e. at least 65 % of the ERDF budget for year 2008 must be spent**

For example, if the ERDF budget (NPP + national funding) for 2008 is 100 000 €, we are expected to have spent 65 000 €

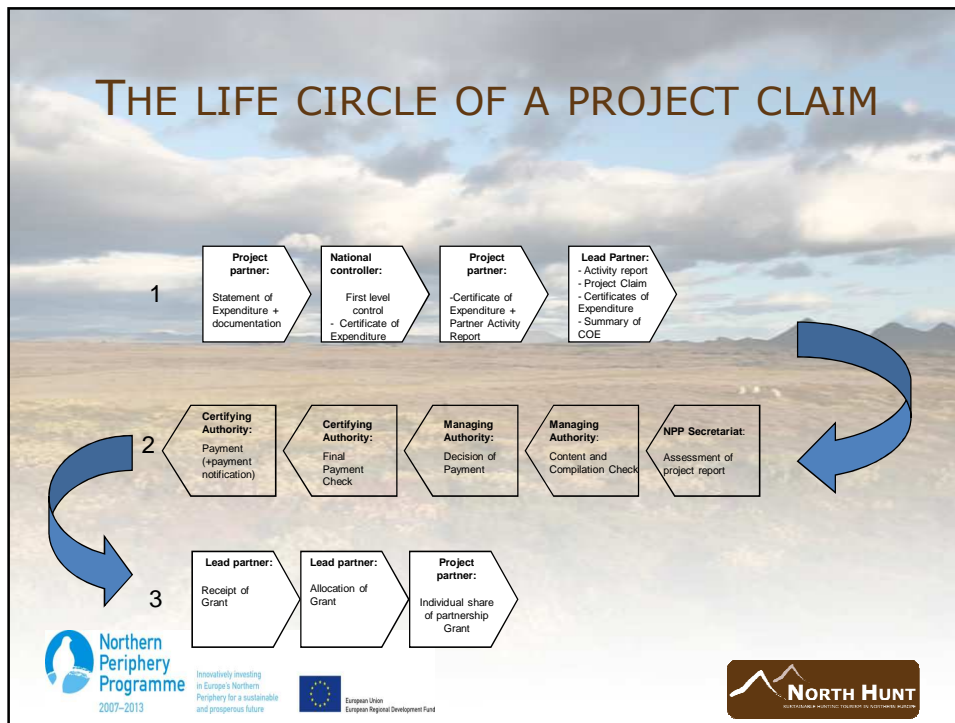
To get the NPP part of this (paid) the national co-financing must be certificated.

Does NOT concern Iceland, but DOES concern Canada!



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DEAD LINES FROM THE AGREEMENT

Reporting period	Submission date
	to JPS
1.1. 2008 – 30.9. 2008	1.2. 2009
1.10. 2008 – 31.3. 2009	1.8. 2009
1.4. 2009 – 30.9. 2009	1.2. 2010
1.10. 2009 – 31.3. 2010	1.8. 2010
1.4. 2010 – 31.12. 2010	30.6. 2011

NOTE! Internal dead lines in RED text!

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PROJECT PARTNER

Project partner:
Statement of Expenditure + documentation

STATEMENT OF EXPENDITURE

TO BE SUPPORTED BY:
Copies of invoices
Other appropriate documentation

→ National controller

EXPENDITURES MUST BE ENTERED INTO THE ACCOUNTS AND PAID BEFORE THEY CAN BE CLAIMED

DEAD LINE 1ST OF MAY



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SUPPORTING DOCUMENTS TO NATIONAL CONTROLLERS

In addition to copies of all invoices and receipts National Controllers will most likely require the following documents in order to complete a first level of control:

- Statement of Expenditure (signed by authorized person)
- Ledger for the current reporting period (every partner should keep separate project accounts)
- Time sheets (for part time employees)
- Employment contracts (for full time employees)
- Model to show the office costs distributed proportional + supporting documentation (when applicable)
- Other relevant documentation

***Note:** It is up to each programme partner country to establish what documentation they will require.*

This is only an indicative list of required documentation for the first level control provided by the Managing Authority



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TWO TYPES OF BUDGETS IN AN APPLICATION

1. PROJECT SPECIFIC COST BUDGET
2. COMMON COST BUDGET

When claiming and distributing common cost throughout the project partnership:

- **Distribution of common cost is made by an invoice between the different partners, the invoice should be supported by documentation that supports to common cost normally a ledger.**
- **Each partner will state their share of common cost in their Statement of Expenditure**
- **The partner share of Common Cost will be certified by the national controller for each partner**



→ NOTE NEW GUIDELINES!



COMMON COSTS

The national controller of holder of common costs (RURALIA) must include common cost certificate to all common cost invoices

→In reporting:

- **ONLY Ruralia will report common cost invoices. IF you have paid the costs directly and got compensation from Ruralia DO NOT report the cost again in your national financial reporting**
- **When Ruralia sends you an invoice of common costs, DO report that in your national reporting in the cost line "Share of common costs"**



INTERNAL DEAD LINE FOR CERTIFICATIONS AND STATEMENTS OF EXPENDITURE

- Send all documents to your national controller **BY 1st of MAY**
- Send all documents to Ruralia (original + e-versions) **BY 5th of JUNE**
- Financial reporting completed **BY 12th of JUNE (HOLIDAY SEASON!)**
- The national controller in Ruralia between **4th-8th of MAY**

NOTE NEW FORMS FROM NPP-WEBPAGES!!



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ACTIVITY REPORT

Basically same as before:

- Ruralia will collect together according to the partner's (WP/Task leader) reports
- The electronic document can be downloaded www.northernperiphery.eu
- In addition to the report, also communication/ dissemination activities needs to be reported (excel/word-sheet)
- Precompleted form to partners **by 13th of May.**
- WP/task leaders additions + other comments **by 29th of May**
- Dissemination reports sent to Ruralia **by 29th of May**
- Final activity report **by 12th of June**



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**2nd interim report sent out to NPP by
15th of June!**

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 **NORTH HUNT**
CONSERVATION AND MANAGEMENT OF NATURE AND LANDSCAPE