



Northern Periphery and
Arctic Programme
2014–2020

www.interreg-npa.nu

Eligibility Rules

Joint Secretariat September 9th, 2021
Copenhagen, Denmark



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Hierarchy of rules on eligibility of expenditure

1. Rules defined in **EU** legal framework
2. **Programme** rules
 - ✓ Established jointly by the Member States in the programme monitoring committee
 - ✓ Apply to the programme as a whole
 - ✓ Without prejudice to the rules on EU level
3. **National** rules
 - ✓ For any other matters not covered by EU rules and programme rules
 - ✓ Stricter rules in areas prescribed by EU rules





General principles of eligibility

All expenditure in the allowed categories has to be:

- **project-related.**
- **clearly connected to project activities traceable in the approved application form.**
- **incurred, entered into the project accounts and paid by, or on behalf of, the project partner during the project period**





General principles of eligibility

- **National public procurement rules have to be observed for all purchases and full documentation of the procurement is obligatory for expenditure to be regarded as eligible.**
- **Value added tax (VAT) is only eligible if it is non-recoverable for the project partner concerned and this is supported by a certificate from the tax authorities.**





NPA Eligibility Rules

General principles

- **Only costs needed for implementation of project**
- **No double funding**
- **Simplified methods & flat rates**
- **No mix of methods**
- **Same method used throughout project period**
- **Fact sheets with audit trails**
- **No "common costs" accepted**





NPA Eligibility Rules

The 5 budget lines

- **Staff costs**
- **Office and Administration**
- **Travel**
- **External Expertise and services costs**
- **Costs not covered by one of the 4 lines not eligible!**





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Staff Costs

a. full-time

b. part-time

- with a fixed percentage of time
- part-time with a flexible number of hours
- contracted on an hourly basis

Fact sheet defines what can be covered



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Staff costs, part time assignment, flexible number of hours

- Hourly rate = divide the latest documented annual gross employment cost, including vacation salary, by 1.720 hours.
- Salary per month = registered number of hours X hourly rate





Office and administration

- Cover operating and administrative expenses of the partner organisation that support delivery of project activities:
- **Direct costs** are costs that can be attributed directly to the project and are in accordance with accounting principles and internal rules of the organization.
- **Indirect costs (“overhead”)** are costs that cannot be assigned in full to the project, as they link to various activities of the organization, including activities that do not relate to the project.
- Fact sheet defines what can be covered
- **No cost item can be accounted for twice** as this is considered “double funding” and not permissible under Common Provisions Regulation (EU) No 1303/2013 Article 65.11





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Office and administration

INDIRECT costs

Indirect costs are calculated as a flat rate:

- 15% of eligible direct staff costs no documentation needed.



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Travel and accommodation

- Costs must clearly link to the project and be essential for effective delivery of the project activities.
- Budget line only covers partner organisations.
- No double funding (allowance, accommodation, tickets)
- Travels outside the programme area included in the approved project application or pre-approval by the Joint secretariat (in writing).





Travel and accommodation activities outside

- For travels outside the NPA/union part of NPA area: Flight tickets etc. bought from “home” and costs paid as allowance are not regarded as “outside”





External Expertise and services costs

- provided by a public or private body or a natural person **outside** of the partner organisation.
- covers costs paid on the basis of contracts/written agreements and supported by invoices and linked to the delivery of the project.





External Expertise and services

costs General principles

- Work by externals must be essential to the project
- EU and national public procurement rules shall be respected
- Sub-contracting, only if it forms a minor part of the of the contracted activities
- Project and associated **partners cannot be contracted** as external experts. **No shared cost!**





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Q&A!!



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**Thank you for
listening**



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