



Estonia
Latvia
Russia

ENPI cross border
cooperation programme



part-financed by
the European Union

united by borders

Partnership

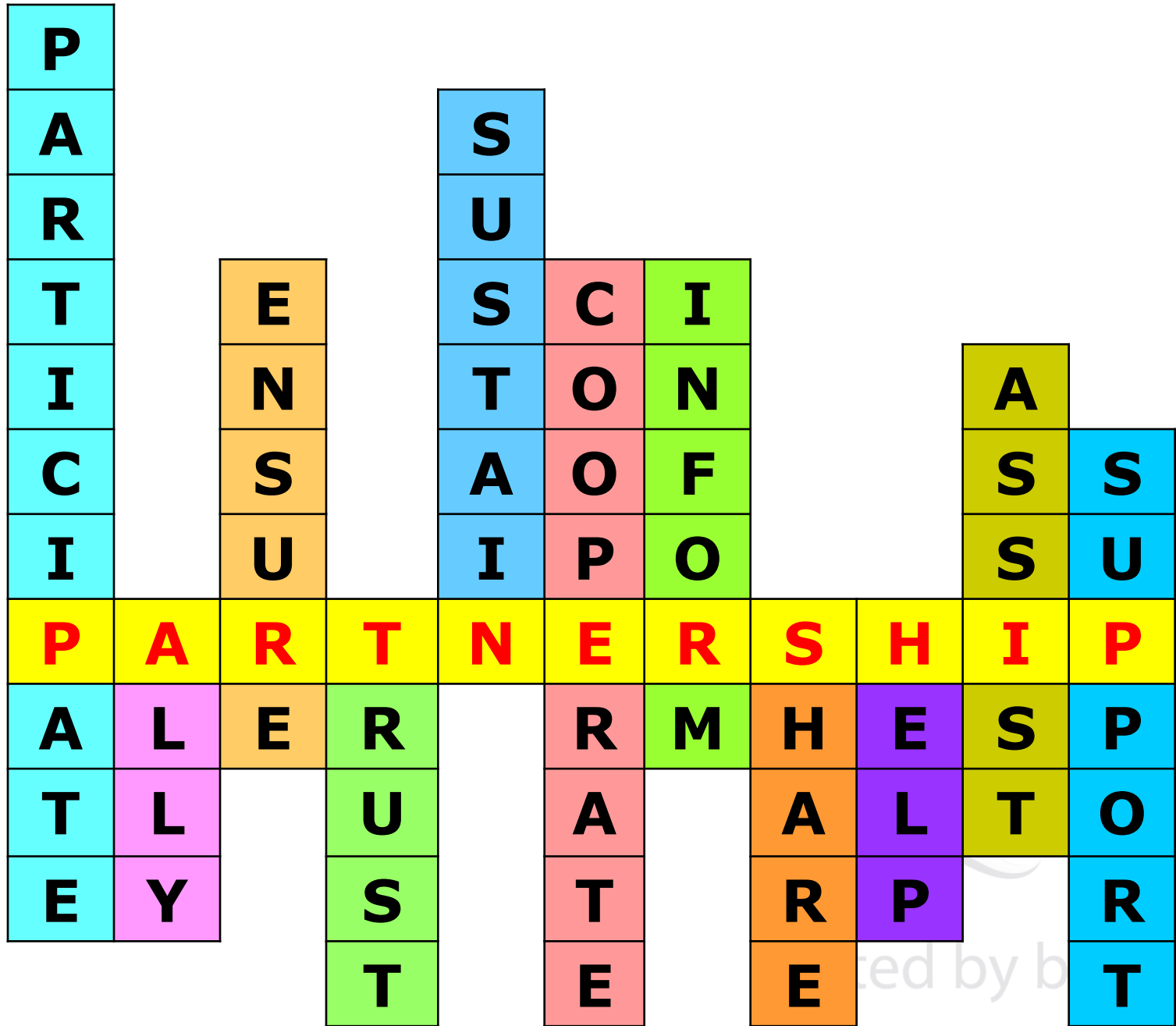
9-10 April, 2014
Gulbene, LAT

Joint Technical Secretariat

Working together defines ENPI CBC

- ✓ ENPI CBC aims at unifying different actors from EU and Russia in a cross-border **partnership around shared needs**
- ✓ Different views on the same subject means also a **higher potential** for stronger and more strategically relevant results
- ✓ ENPI CBC projects are **not just built on contents but also on the quality of partnerships**





Partnership is

Benefits

Joint activities

Added value

Financing

Additional capacity

Additional possibilities

New experience



Obligations

Co-financing

Reporting

Expenditure verification

Publicity

Procurement

etc.



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Documents signed by partners

- **Partnership Statement**
- **Partnership Agreement**



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Partnership Statement (I)

Our organisation

- ... is not in any of the situations excluding us from participation in contracts ...
- ... **has read** the Grant Application Form and **understood our role** in the project before the Grant Application Form was submitted ...
- ... **got acquainted** with the Programme, **has read** the Guidelines for Grant Applicants and the Grant Contract and we **understand and accept** what our **obligations** under the contract ...
- ... has **sufficient human and administrative capacity** to implement activities of the project...
- declares it will be able to maintain **sufficient financial liquidity** to implement the activities of the project

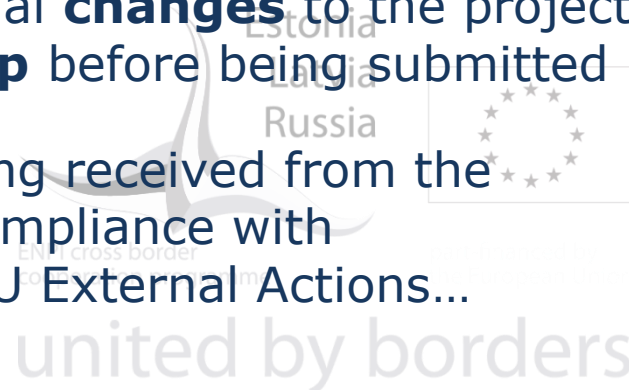


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Partnership Statement (II)

Our organisation

- ... will be able to maintain sufficient financial liquidity **to finance activities of the project until receipt of the balance payment**
- ... is aware of the **Beneficiary's obligation** to consult our organisation and other partners regularly and **keep us fully informed** of the progress of the project
- ... agreed with the Beneficiary that it is obliged to send us ... **copies of narrative and financial reports...**
- ... is aware that the proposals for substantial **changes** to the project should be **agreed within the partnership** before being submitted ...
- ... **will inform the public** about the funding received from the Programme to implement the project in compliance with Communication and Visibility Manual for EU External Actions...



Partnership Statement (III)

Our organisation

- ... promise that the project will be **co-financed** by the Beneficiary and partners **from their resources** ...
- ... **assume responsibility** in the event of any **irregularity in the expenditure** which our organisation has declared ...
- ... keep **available all documents** related to the project **in accordance with the Programme requirements** ...
- The **total indicative budget** of our organisation within the project amounts to EUR <...>..., we hereby declare to participate in the project and to **provide minimum EUR<...> as total partner co-financing** ...



Partnership Agreement

The **Partnership Agreement** was signed before the signature of Grant Contract and it sets the rights and obligations of the partner(s), provisions guaranteeing the financial management of the funds allocated to the project, including the arrangements for recovery of amounts unduly paid.



Your partnership agreement

A framework specifying key roles and obligations for:

- **The Beneficiary**

- Overall legal and financial responsibility for project implementation
- Receives the financial contribution from the JMA and ensures it is managed and distributed to partners in accordance with the partnership agreements
- Directly accountable to the JTS/JMA for the operational and financial progress of activities and providing reports
- Responsible for coordination and keeping partners informed of project overall progress and contractual changes

- **The Partners**

- Timely delivery of activities
- Appropriate use of funds (sound financial management, respect of accounting, procurement and visibility rules)
- Regular information and adequate reporting to the Beneficiary

Your partnership in practice

- Detailed list of **tasks and responsibilities** per partner in project
- Joint **planning**, regular **meetings** and **information** exchange
- **Monitoring** of project technical and financial progress (regularity, templates...)
- **Reporting** templates and requirements (language, which attachment...)
- Internal **communication** procedures
- Procedures for the 'open-to-control' period
- Conditions for **money transfer** to partners



Responsibilities on stage of Project closure

- ❑ Implementation (finalising) of all project activities
- ❑ Sufficient co-financing
- ❑ Dissemination of project's results
- ❑ Provision of 20% financing until receipt of the balance payment
- ❑ Timely and correct reporting
- ❑ Keeping documentation and project results
- ❑ Sustainability
- ❑ Visibility



Risks to be considered

- **Management** – timely reporting, communication, planning, staff (vacations, etc.),
- **Tasks and responsibilities** per partner during/after project implementation
- **Monitoring** of project results and time plan
- **Transfers** of funding
- **Financing of final activities** (20% of approved Grant)
- Programme **requirements**
- Internal **communication** procedures
- **Visibility**
- Procedures for the 'open-to-control' period and ensuring sustainability



Wishing you good luck in finalisation stage of your projects



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Your JTS



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