

5th call Lead Partner Induction

- Project start-up, Lead Partners role
- Understanding state aid
- Setting up controllers
- Information and publicity requirements



Project start-up, Lead Partners role

Lead Partner seminar
Cork, 19th March 2025

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Programme bodies

Joint Secretariat

- Desk Officer – main contact to programme
- Pre-contracting phase
- Project management advice and feedback
- Assessing progress reports
- Contacts to other projects/ bodies/ programmes
- Promoting your success stories in wider EU/Arctic context

Managing Authority

- Legally responsible for programme
- Issuing Grant Letters
- Processing claims and payments

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Programme bodies

Regional Contact Points

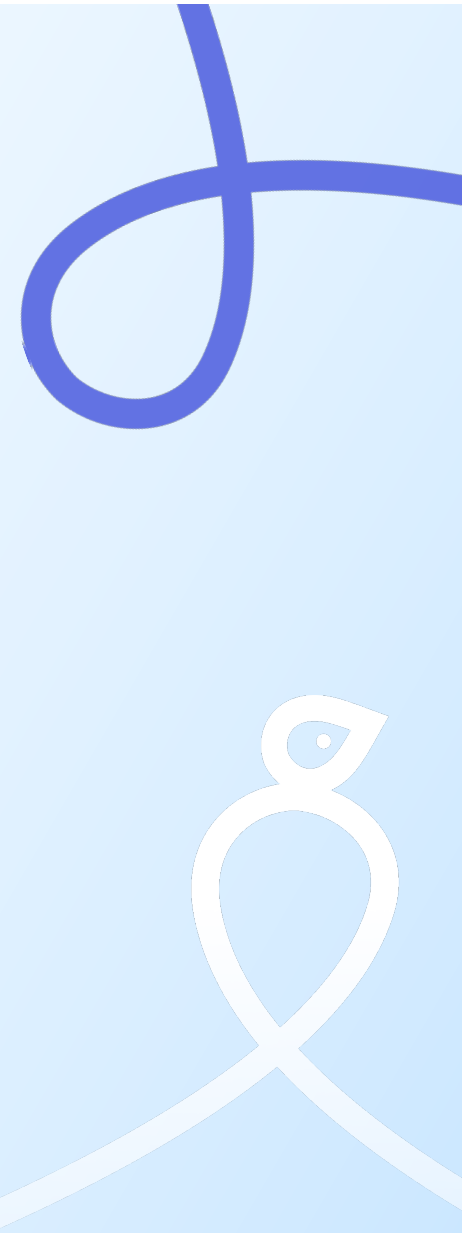
- Advice in your own language
- Familiar with country specific rules
- In contact with project partners in their country
- Promoting your success stories in national or wider Interreg context

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Expectations

for the relationship with the programme

Do



- Contact JS if you are unsure about procedures / Jems
- Get in touch if have a project/ partnership issue you cannot solve alone
- Share success stories with JS and RCPs

Don't



- Let the entire partnership contact the JS/ MA
- Change the project without notifying the JS
- Wait too long to let a situation get out of hand

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Lead Partner role and responsibilities

- Being a link between the project partners and the programme
- Setting up a partnership agreement
- Responsibility for implementation of the project
- Coordinating reporting
- Receiving the grant and distributing to partners
- Repaying to the MA any amounts unduly paid

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Pre-contracting phase

What to expect

- Addressing pre-contracting actions in the MC decision
- Updating application, if applicable
- Including administrative information on bank details, document retention and beneficial owners
- Agreeing on start date and end date
- Starting up the project

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Pre-contracting phase

Costs allowed

1. Setting up administrative requirements for managing project costs at the partner organisation;
2. Setting up your partnership Steering Committee and rules of procedure;
3. Drafting a Partnership agreement;
4. Assigning roles in the partnership;
5. Initiating recruitment procedures for project staff;
6. Contacting controllers;
7. Travel costs to attend programme events.

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Grant Letter

Regulates the relation between the MA and the project

- The formal decision, issued by the Managing Authority
- Contains the rights and responsibilities of all parties
- Signed by the programme
- To be shared with all partners

Project
description

Budget

Specific
conditions

Reporting
obligations

Legal
conditions

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Partnership agreement

Regulates the relations between the LP and all PPs

- Roles and duties in the partnership
- Financial management of the project
- Rules on recoveries
- Modifications, withdrawal from obligations
- Information and communication requirements, publicity and branding
- Intellectual property rights, confidentiality and conflict of interest
- Dispute settlement
- Third party contracts, liability and outsourcing
- Legal succession

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Understanding state aid

Lead Partner seminar
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What is state aid?

“any aid granted by a Member State or through State resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods”

EU Treaty, Article 107

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State aid assessment criteria

State Aid assessment criteria	Response
1. Transfer of state resources	Always YES for Interreg
2. Resources granted to an undertaking	YES IF the partner is involved in economic activities through the project
3. Advantage	YES IF the partner receives an undue advantage in the framework of the project
4. Selectivity	Almost certainly YES in Interreg
5. Potential distorting effect on competition and trade within the Union	Most often YES

If the answer to all questions is YES,
the support from the NPA is likely to constitute State Aid

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State Aid can occur at 2 levels

- In relation to project partners: one or more partners might be an undertaking = Direct State Aid
- In relation to end users: support is provided by the project to end beneficiaries, such as training, business support, etc.
= Indirect State Aid

State Aid – partner level

Partner is operating on the market?			
No		Yes	
Partner offers goods/services or carries out activities in the project for which a market exists?		Partner's role in project is similar to its economic activities?	
No	Yes	No	Yes
No risk of State Aid	No risk of State Aid if services are made available with no economic gain, and economic activities are procured	No risk of State Aid	Risk of State Aid

State Aid – end user level

Project offers training/ services/ vouchers to undertakings?

No

Yes

No risk of indirect
State Aid

Risk of indirect
State Aid

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GBER Regulation

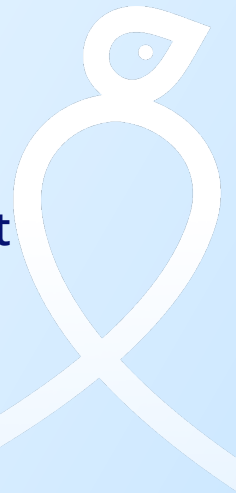
- The regulation applies to aid for European Territorial Cooperation projects
(Article 1(1)(o) of Regulation (EU) 2021/1237)
- The regulation does NOT apply to:
 - aid to export-related activities
 - aid contingent upon the use of domestic over imported goods.
 - aid to undertakings in difficulty, with certain exceptions.
- Same eligibility rules as in the NPA programme, with the exception that recoverable VAT is NOT eligible*.

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How to report on State Aid

Partner level - GBER Article 20

- The aid intensity shall not exceed 80%
- Limitation of 2,2 million EUR per undertaking, per project
- Documentation obligations
 - Maximum aid granted listed in Grant Letter
 - Project partners to maintain records with information and supporting documentation in regard to state aid for 10 years from the date on which the aid was granted.

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How to report on State Aid

End user level - GBER Article 20a

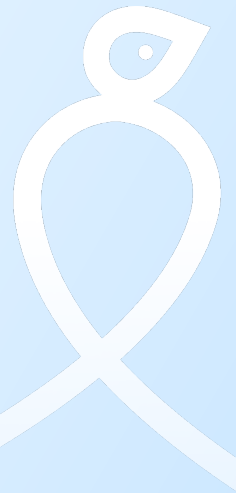
- In cases where a partner provides State Aid to end users
- Limitation of 22 000 EUR per undertaking, per project
- The partner is responsible for ensuring that the terms of the GBER regulation are met
- Documentation obligations
 - Project partner providing the aid shall calculate and document the value of the supportive activities
 - NPA document retention period applies (see Grant Letter)

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Documentation of indirect state aid

Any indirect state aid granted by project partners in the Northern Periphery and Arctic programme to end beneficiaries is to be framed within the General Block Exemption Regulation (EU) 2021/1237, Article 20a. The project partner providing the advantage is obliged to calculate and document the value of the supportive activities and to ensure that the terms of the GBER Regulation are met.

Project Number (see Jems)	
Project Acronym	
Project Name	
Project partner providing indirect state aid	

Recipient(s) of state aid

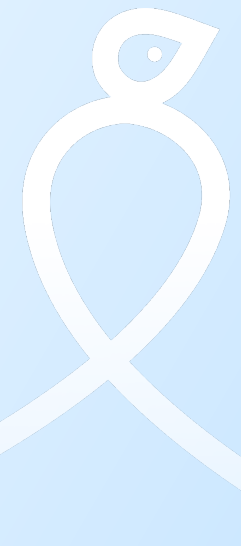
Enterprise name	Unique identifier (e.g. VAT number)	Size of the enterprise supported (micro, small, medium, large) ¹	Amount of support received

Description of support provided

<Description of structured support provided (for example advisory services, consulting assistance, training, support services such as provision of office space, websites, data banks, libraries, market research, handbooks, working and model documents etc). One-off interactions are not to be included.>

Monetary value of the support

<Calculation and documentation of the value of the supportive activities. The amount of support provided is to be based on a precise calculation using a convincing methodology.



Setting up Controllers

Lead Partner Seminar
Cork 19th March 2025

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Controller assignment

- Approved projects need to have a controller assigned to verify the expenditure.
- Management verifications in the NPA programme will be carried out by identified controller(s) in each programme partner country.
- Different procedures depending on the partner country.
- Centralized control systems in Sweden, Finland, Ireland and Iceland.
- De-centralized control systems in Norway, Greenland and Faroe Islands.

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Controller assignment in decentralized countries

- Different controllers working at audit firms.
- Approval by the National Controller of that country. In some of the countries approbation templates are needed.
- The National controller informs the Managing Authority about the designated (approved) Controllers and make sure that these Controllers register in Jems.
- The Managing Authority will give the chosen Controller the Controller role in Jems.
- The National Controller will connect the chosen Controller to a Control Institution in Jems, give edit rights, and connect the Institution to the partner in question) unless other arrangements have been agreed with the Managing Authority.

De-centralized National Controllers

 Faroe Islands

Ms Gunnleyg Árnafjall

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 Greenland

Ms Dorthe Paaske Rasmussen

Government of Greenland, Ministry of Business and Trade, E-mail: dopa@nanoq.gl

 Norway

Mr. Knut-Ove Nordås

Ministry of Local Government and Modernisation, Email: Knut-ove.nordas@kdd.dep.no

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Controller assignment in centralized countries

- Normally just a few Controllers and looking at all partners costs in that country.
- Controllers will be able to assign themselves to approved project partners in their country.
- Partners in centralized countries does not need to have an active role in the assignment process.

Centralized National Controllers

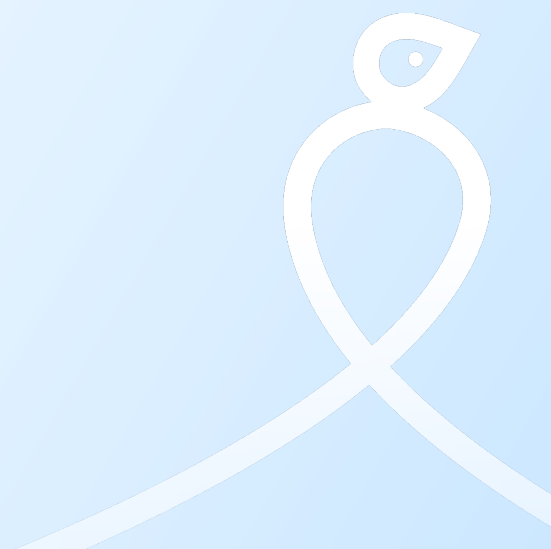
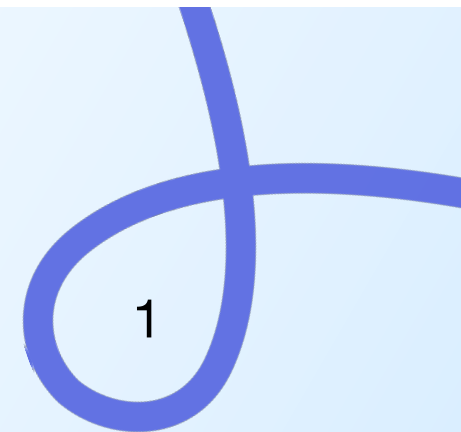
 Sweden 

Mr Urban Karlsson
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 Ireland 

Mr Michael Buckley
Southern Regional Assembly, E-mail: flc@southernassembly.ie

Ms Carmel Carrick
Northern and Western Regional Assembly, E-mail: flc@nwra.ie



Centralized National controllers

2

 Iceland

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Thank You!



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