

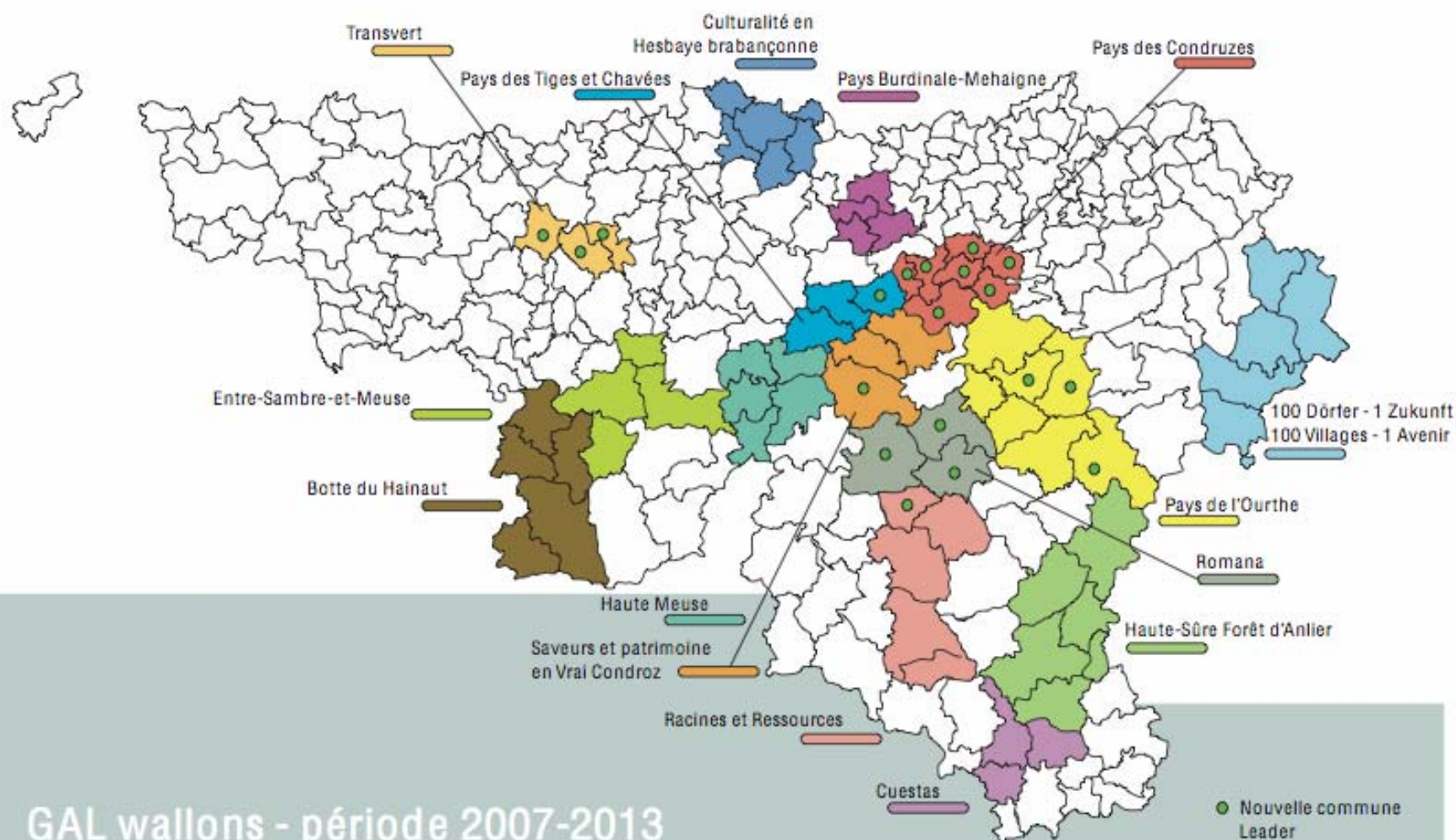
Methodological and administrative Guide for Cooperation

by Cécile Schalenbourg, NRN Wallonia (Belgium)



Estonia - 16/02/2010

Context in Wallonia



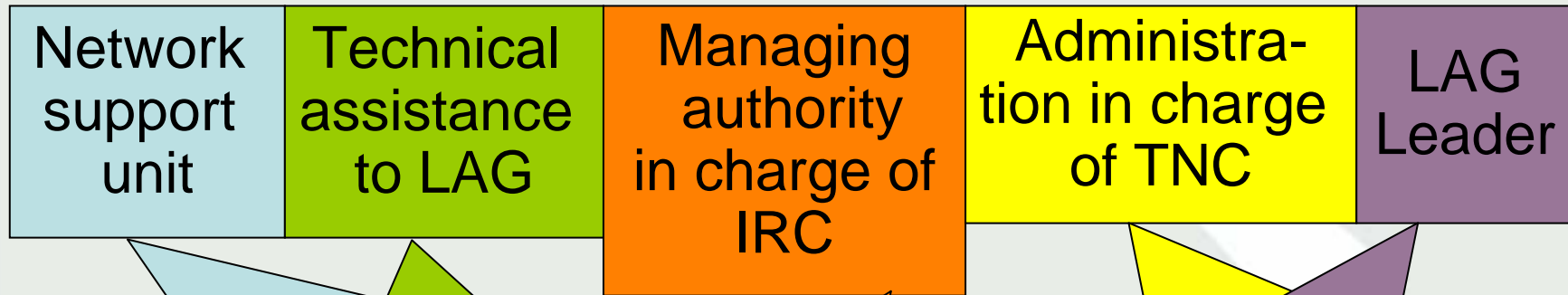
Context in Wallonia

- Cooperation is an obligation : each LAG has to reserve at least 10% of its total budget for cooperation (+ - 150 000 euros)
- Cooperation projects are mostly financed by public funds (45% regional and 45% european).
- A cooperation project is proposed by LAG and its members to the regional administration, two times per year (15/02 and 15/09).
- The administration selects projects and gives a formal approval : an agreement to receive funds.
- A preparatory mission is organizable.
- The project is so allowed to start.

A wide partnership around cooperation and different tasks

<p>Network support unit</p>	<p>Interface LEADER</p>	<p>Managing authority in charge of IRC</p>	<p>Administration in charge of TNC</p>	<p>LAG Leader</p>
<p>Methodology Capitalization Links between European LAGs</p>	<p>Training Technical (administrative and financial) assistance to LAG and administration Link between Walloon LAGs</p>	<p>Selection of IRC projects File processing Administrative and financial follow up / reporting</p>	<p>Selection of TNC projects File processing Administrative and financial follow up / reporting</p>	<p>To answer to a call of proposal Implementation of IRC or TNC projects</p>

A wide partnership around cooperation but different interests



How to manage the

How to manage

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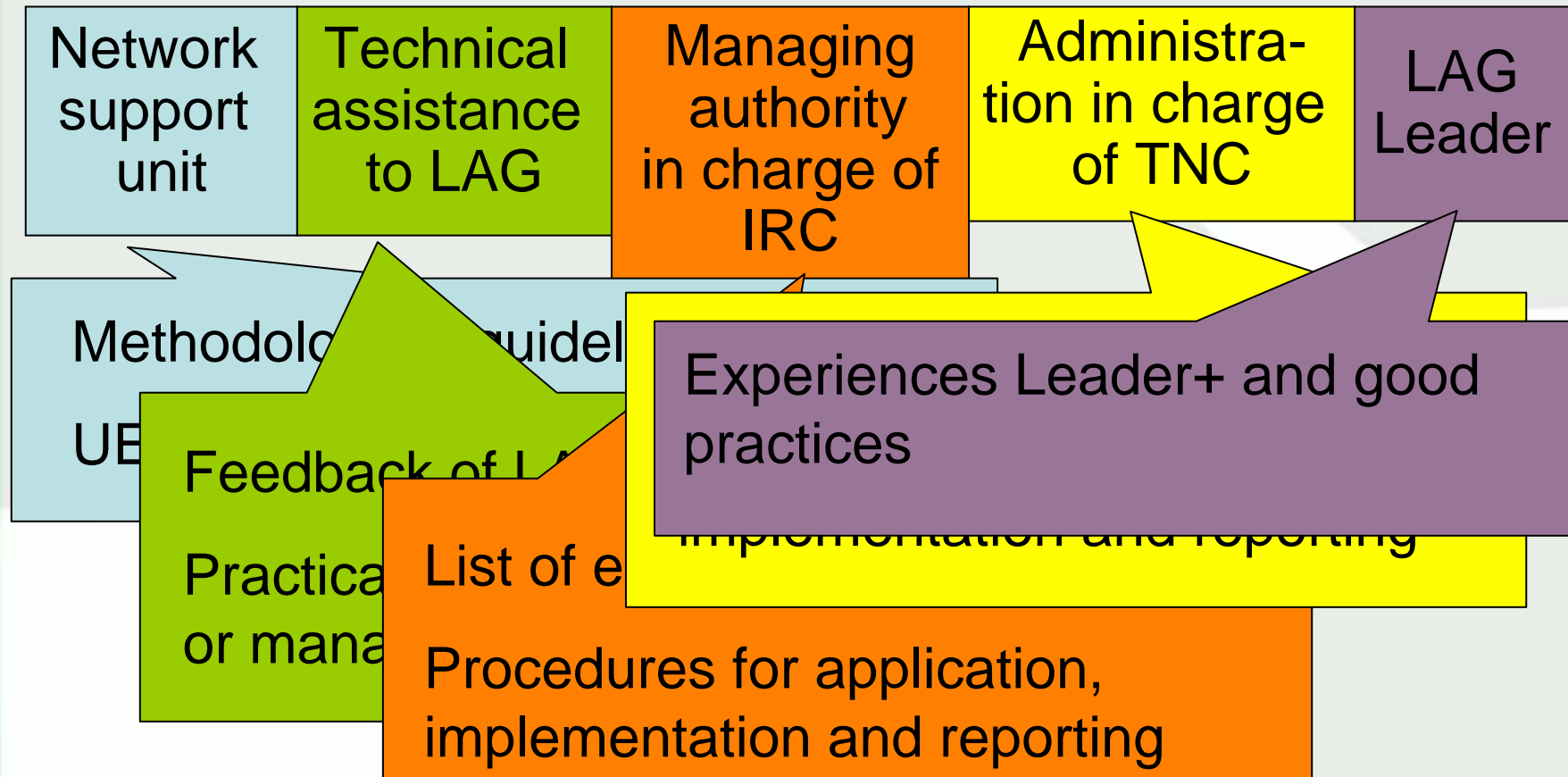
How to manage eligibility

How to manage integration

How to define, build and implement a project ? How to apply for cooperation and to be in order with regulations, eligibility ?

How to manage from other MS are also engaged into the project ?

A wide partnership around cooperation and complementarity



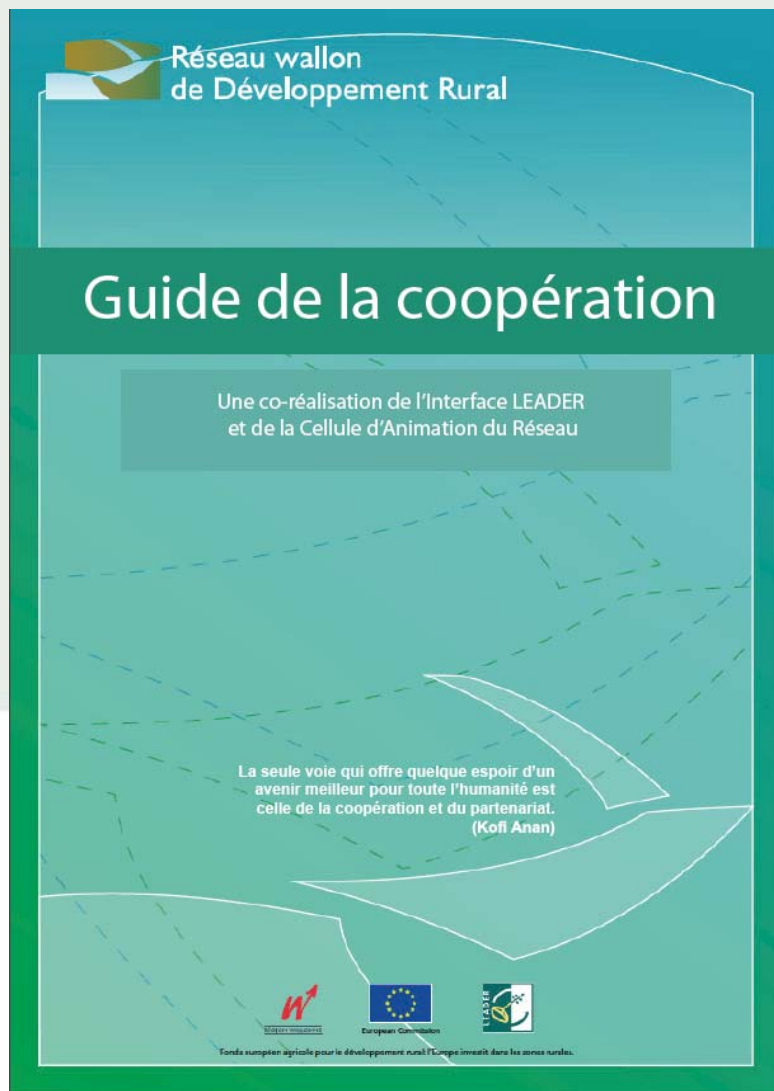
Working together around a Guide

- A matrix of responsibilities / tasks
- A common table of contents for the guide
- A first round of writing by each partner
- A workshop for a careful and interactive reading (between technicians) in order to provide a proposal to administration
- A last workshop with technicians and administrations to complete, amend and finally validate all the chapters and tools
- A training course for LAG and last verifying whether guide meets their needs



A selection of interesting tools and documents

- A project sheet for preparatory mission
- A project sheet to describe objectives, actions, partnership, added value, budget, indicators...
- A model of cooperation agreement, describing roles of partners and lead partners, responsibilities in project implementation and financial management, reporting...
- Financial good practices (eligibility, billing...)
- Animation tools
- ...



Download it on :

www.reseau-pwdr.be

(only in FR)

Financial tips for cooperation project from ideas... to relevant tools

by Cécile Schalenbourg, NRN Wallonia (Belgium)



Estonia - 16/02/2010

Ideas

- To provide some tips, recommendations or tools for elaborating a transnational budget by using strengthes and possibilities of each partners
- How to use differences to be stronger ? :-)

Methodology

- Analysis of partnership situation about eligible costs and investments possibilities -> comparative list and focus on strenghtes of each partner
 - By analysing project, identification of :
 - Common actions
 - Local actions implemented by each partner
 - Establishment of project previsional budget (details of needs, costs for actions) -> list of costs
 - Cross of data in a matrix : common and local eligible costs / potential “strongest and relevant paying partner”
 - Signing up a detailed agreement with clear allocations
- > What do you think about the idea ? Maybe is it already done by some LAG... ?

Budget structure	Estogreat	Dreamland	Finleader
TNC Level - Common structure and actions			
Preparatory mission	6 000 euros	Doesn't exist	4 000 euros
Human resources / common structure			
* Project coordinator	Yes - 90% of public funds	Yes - 50% of public funds	Yes - 50% of public funds
* Administrative costs	Max 10% of the project budget	Yes - 50% of public funds	Not eligible for TNC
Expertise	Feasibility studies not eligible	Yes	Yes
Communication	Yes	Yes	Yes
Technical investments (computer, webcam, ...)			
Travel	Limited to 10 LAG members	Yes	Yes
Events and meetings (reception, seminars,...)			
Common production(s) of TNC project			
ex : Pedagogical tools around river	Yes	Yes	Yes
ex : Mobile exposition	Yes	Yes	Yes
ex : Framework for the training	Yes	Yes	Yes
ex : Film (introduction)	Yes	Yes	Yes
ex : The common House of the River (proposal of Dreamland)	Max investment of 50 000 euros	Possibility to use axis 3	Not eligible
Local level			
Human resources / local management			
* Local project manager/referent			
* Administrative costs			
* Local travel			
Actions/productions with local impact			
ex : Training for local stakeholders			
ex : Film (local examples)			

Budget structure	Total budget	Estogreat	Dreamland	Finleader
TNC Level - Common structure and actions				
Preparatory mission		6 000 euros		4 000 euros
Human ressources / common structure				
* Project coordinator	60 000	Yes - 90% of public funds	Yes - 50% of public funds	Yes - 50% of public funds
* Administrative costs	15 000	Max 10% of the project budget	Yes - 50% of public funds	Not eligible for TNC
Expertise	5 000	Feasibility studies not eligible	Yes	Yes
Communication	15 000	Yes	Yes	Yes
Technical investments (computer, webcam, ...)	5000			
International travel (coordination)	10 000	Limited to 3 LAG members	Yes	Yes
Events and meetings (reception, seminars,...)	50 000			
Common production(s) of TNC project				
ex : Pedagogical tools around river	7 000	Yes	Yes	Yes
ex : Mobile exposition	10 000	Yes	Yes	Yes
ex : Framework for the training	2 000	Yes	Yes	Yes
ex : Film (introduction)	5 000	Yes	Yes	Yes
ex : The common House of the River (proposal of Dreamland)	500 000	Max investment of 50 000 euros	Possibility to use axis 3	Not eligible
Local level				
Human ressources / local management				
* Local project manager/referent				
* Administrative costs				
* Local travel				
Actions/productions with local impact				
ex : Training for local stakeholders				
ex : Film (local examples)				

Weaknesses

- Different regulations in MS
- Different eligible costs or actions
- Difficult to access to eligibility information
- Administrative system too heavy to be quickly changed
- Lack of financial engineering tools and methodological support

Strenghtes

- Maybe existing good practices
- Existing cooperation sheets from PCE
- Our creativity