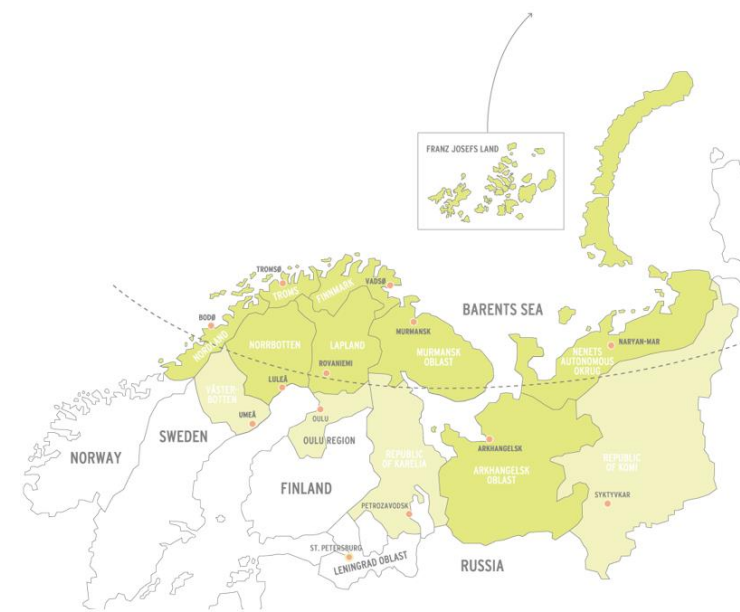# Kolarctic Cross Border Cooperation 2014-2020

Also known as:
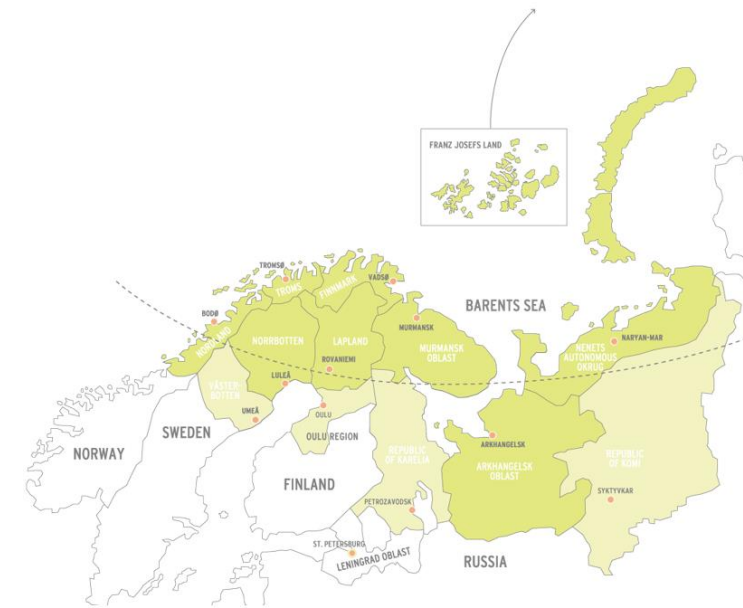**Kolarctic CBC 2014-2020**

PART 1

Kolarctic CBC 2014-2020

The Programme continues the work of previous programmes funding the cooperation between the North Calotte and North-West Russia

- Kolarctic ENPI CBC 2007-2013

- Kolarctic Neighbourhood Programme (a sub-programme of Interreg North III 2000-2006), and

- Barents Interreg II 1995-1999

Preparations of Kolarctic CBC 2014-2020 started in 2013.

Kolarctic CBC 2014-2020

The strategy of the programme (→ what kind of projects are we looking for)

Priority Axes and Thematic Objectives

1

Viability of arctic economy, nature and environment

TO 1 Business and SME development

☒ **TO 6** Environmental protection, climate change adaptation and mitigation

2

Fluent mobility of people, goods and knowlegde

TO 1 Business and SME development

☒ **TO 6** Environmental protection, climate change adaptation and mitigation

TO 7 Improvement of accessibility to the regions, development of sustainable and climate-proof transport and communication networks and systems

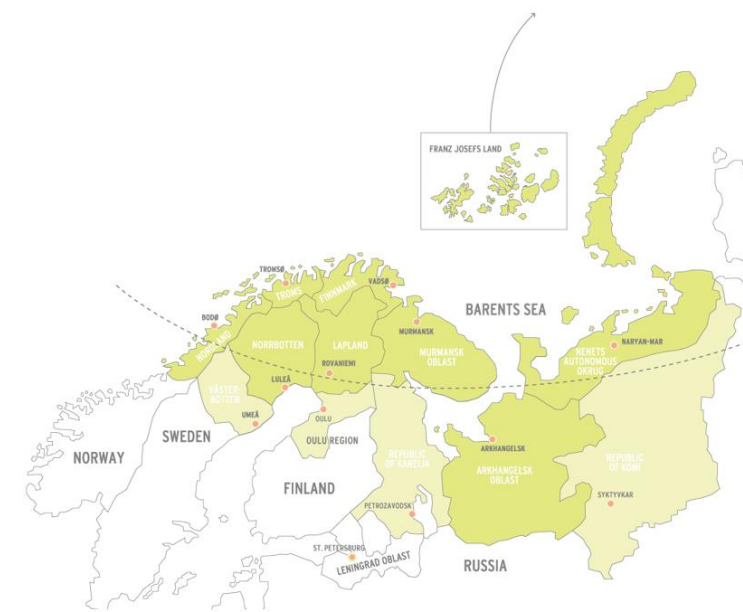**TO 10** Promotion of border management and border security, mobility and migration management

Kolarctic CBC 2014-2020

When planning a project, choose:

☑ One of the two **priority axes**, and then

☑ One of the **Thematic Objectives** under it

Kolarctic CBC 2014-2020

Examples of activities that can be supported:

See the Kolarctic CBC 2014-2020 **Joint Programme Document (JOP)**

pp. *41-47*

Business-oriented cross-border cooperation in research, as well as in training and education of experts and other relevant stakeholders in fields of competences and industries, which are essential and relevant for the development of the Programme region, such as:

- sustainable use of natural resources
- arctic conditions, cold climate testing
- environmentally secured tourism business, tourism safety
- creative industries
- renewable energy
- cleantech
- waste management
- raw materials (wood, minerals, arctic berries and plants etc.)

- mineral investigation
- fishery
- agriculture
- forestry
- environmental viability
- oil and gas
- traditional/ modern livelihoods of indigenous peoples of the Programme region
- research and innovations on emerging industries or branches, that seemingly fit in cross-border cooperation

Cross-sector innovations in cross-border businesses

- development of joint innovative working methods, technologies or solutions, for example between private and public sector; between business sector and environmental organizations; between creative industries and ICT developers etc.

- promotion of proactive development and realization of high quality joint product families in tourism industry, for example, tourism and welfare industry, tourism and energy etc.

- sustainable tourism industry: building up infrastructure for tourism in a sustainable way (energy efficiency)

- sustainable mineral industry: best environmental practices in metal mining industry

- sustainable forestry and agriculture: best environmental practises in northern climate circumstances and changing climate

- support to Artic maritime industry by ensuring the development of specialized vessels and rigs adapted to working on the northern latitude, operational expertise, technology and quality, skills for seafarers

- cross-sector innovations in cleaner production activities

Kolarctic CBC 2014-2020

Support to young entrepreneurship and SMEs:

- joint cross-border activities of young entrepreneurs and SMEs starting up their business or willing to develop their cross-border business competence by joint education or training development of SME cooperation and clustering capacity in order to strengthen their competitiveness in cross-border business

Support to cross-border business development, including public-private partnership

- competence development of SMEs in cross-border cooperation and operating in the Kolarctic Programme region/ Barents Region

- information service development for cross-border business purposes

- language training for cross-border business purposes

- development of high quality tourism products specialized in arctic strengths

- strengthening of competitiveness by expanded markets

- removal of barriers to cross-border trade

- support of entrepreneurship in creative industries, including cross-border culture production

- studies of relevant national legislation and existing practices serving as a guide for SMEs desiring to expand their business abroad

Support to businesses enhancing the cultures and/or traditional livelihoods of indigenous people

- support to indigenous entrepreneurship,

- development of sustainable nature/tourism products based on nature experiences and regional traditional knowledge

Support to entrepreneurship in creative industries

- projects to promote incubators and entrepreneurs in residence – exchange of knowledge, networks and experiences
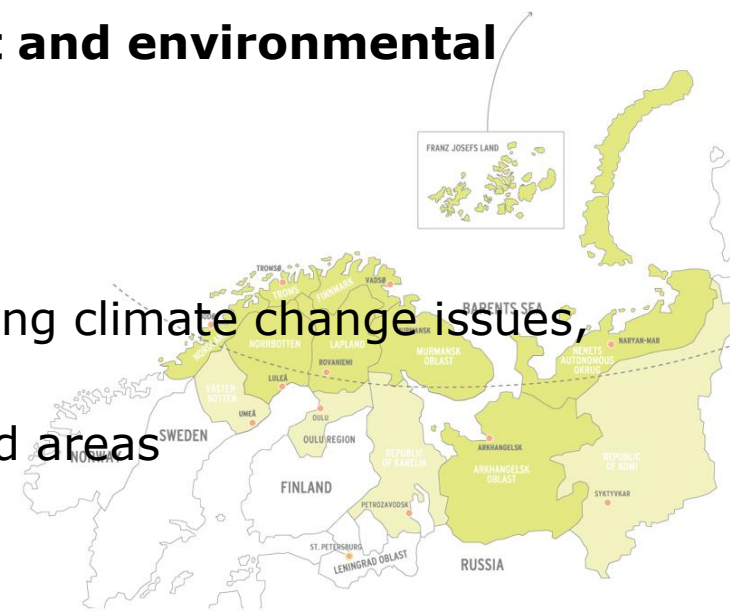
- development of cultural tourism

☒ **Joint activities to provide information and/or education on environmental issues (Not valid during the 2nd Call for Proposals)**

- development of networks between environmental management, environmental NGOs and natural science institutions, involvement of local populations in environmental awareness raising activities

- improved dissemination of information on e.g. climate change adaptation, agriculture, forestry and biodiversity and the environmental status of the Barents

- cooperation with cultural actors: spreading/promoting artistic expressions of the arctic nature and environment

☒ **Joint education and research supporting sustainable development and environmental activities (Not valid during the 2nd Call for Proposals)**

- environmental monitoring

- environmental restoration

- environmental research and implementation of scientific results, including climate change issues, marine research, freshwater research etc.

- documentation and protection of indigenous peoples´ usage of land and areas
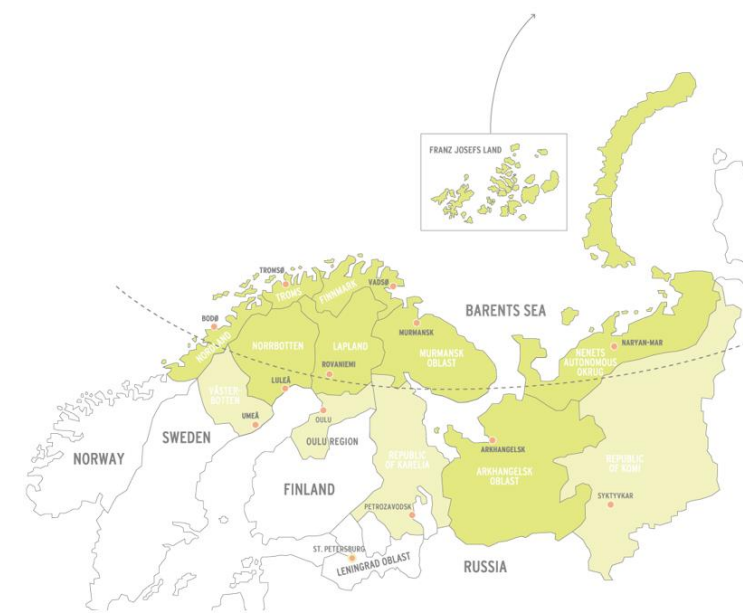
Joint activities in support of environmental innovations, technologies and services in the fields, such as: (Not valid during the 2nd Call for Proposals)

- energy efficiency

- renewable energy

- waste and waste water management

- cleansing and improvement of the quality of drinking water

- promotion of low carbon economy

- eco-efficient development of industries

- environmentally sustainable development of industries, forestry and agriculture

- bioeconomy

- using cleantech knowledge in the fields of energy efficiency, energy saving, water and waste management

Joint capacity building activities in the field of ecological disaster prevention and response

(Not valid during the 2nd Call for Proposals)

- development of special training programmes for professional rescue teams in the field of prevention and response to chemical accidents, taking into account the cross-border cooperation

- risk management and emergency preparedness for natural / man-made disasters

- prevention of man-made disasters, including common training, exchange of best practices, public awareness raising

Kolarctic CBC 2014-2020

☒ **Joint research and capacity building activities based on common environmental interests:** (Not valid during the 2nd Call for Proposals)
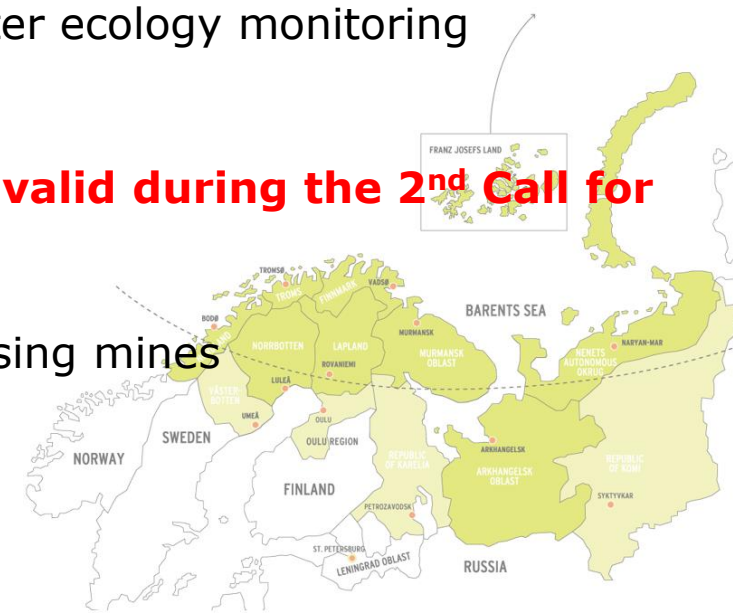- cooperation in environmentally sustainable land and water use planning across the border areas
- cooperation in exchange of best practice in environmental management
- creation of a common database on large carnivores in the reindeer husbandry area

☒ **Joint activities aimed at the sustainable management of the arctic natural resources:** (Not valid during the 2nd Call for Proposals)
- rehabilitation of arctic waters contaminated by radioactive wastes
- water protection, restoration and management activities in the international and national river basins, harmonizing water quality, water quality environmental standards and water ecology monitoring programmes

☒ **Joint activities in the field of nature/environmental protection:** (Not valid during the 2nd Call for Proposals)
- protection of the environment from negative impacts of closed mines
- development of ecologically sustainable methods for post treatment of closing mines
- cleansing and restoration of abandoned industrial and military areas
- preservation and restoration of nature biodiversity
- protection of vulnerable areas
- networking of arctic conservation, protection and restoration areas

Kolarctic CBC 2014-2020

Examples of possible projects supporting people-to-people cooperation:

- projects that increase cultural understanding and cultural integration into working life

- projects that support young or/and vulnerable people who are entering working life

- projects supporting development of businesses related to traditional livelihoods and handicrafts and alternative sources of income of indigenous peoples

- promotion of language and traditional knowledge education for the indigenous peoples´ in order to strengthen their competence to maintain and develop their traditional livelihoods and create new sources of income

- projects that increase attractiveness of the region by facilitating cooperation between local businesses in creative industries, such as radios, museums, exhibition halls, libraries, etc. and local creative innovators in order to build strong joint media image of the Programme region

- activities that highlight the attractiveness of the region to the young people

- activities which support indigenous cultures and their living environment

- environmental education by means of arts and culture

- environmental education by networking on research and best practises in conservation, protection and restoration

Examples of possible projects supporting education, research, technological development and innovation:

- projects connecting tourism with nature and environmental education

- joint research and development projects between public and private sector, for example, in the field of creating new solutions or technologies enhancing the economic development in the Programme region

- collaboration between educational and research institutions within relevant sectors of industries, such as sustainability in tourism; the use of energy efficiency in tourism resorts; cooperation in the fields of tourism education and research in order to achieve common criteria in quality, safety and sustainability; cold climate engineering

- sustainability development and technological innovations in mineral industry; innovative educational approaches in mining education, such as simulation

- promotion of education and research as tools for regional and economic development

- capacity building in terms of entrepreneurial, management and producer skills in order to promote professionalism, knowhow and competency within the Barents Region

- development of rescue services cooperation; competence development among the personnel, reducing barriers for cross-border rescue cooperation

- environmental education by means of social media and media innovations

- environmental education by networking on research and best practises in conservation, protection and restoration

- make arctic culture and cultural heritage more visible through ICT solutions

Examples of activities that can be supported from Priority Axis 2:

Innovations, joint research and development activities on long-term and relevant transport/logistics solutions in the Programme region:
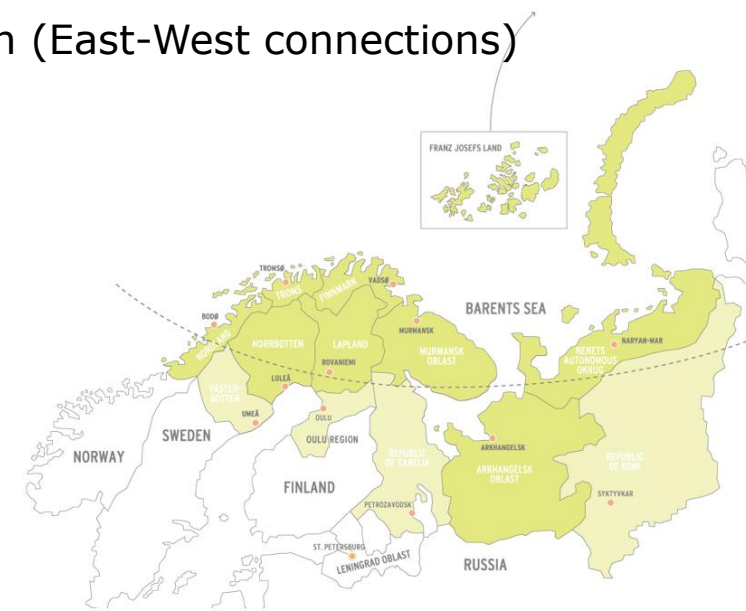
- mapping of the future development of flows of goods and raw materials
- development of environmentally sustainable transportation solutions and logistics
- improvement of traffic safety (for example, by creating common traffic accident data, research and prevention of wild life collisions, heavy vehicles on the roads of the Programme area, snowmobile safety)
- cooperation between transport/logistics and other relevant sectors, such as, tourism business, environment, mining industry etc.

Improvement of traffic lanes/roads to cross-border points:

- joint development activities in order to improve accessibility to and from the region (East-West connections)
- elimination of bottlenecks in transport and border crossings

Facilitating cross-border mobility in the Programme area

- accessibility in terms of tourism business, SMEs
- transportation of natural resources, goods
- improvement of the accessibility to the Arctic Ocean

Support to development of ICT infrastructure, which enhances introduction of remote services in peripheral or sparsely populated areas in relevant fields, such as:

- e-health
- e-government
- e-learning
- e-inclusion
- virtual culture services
- e-marketing

Publication and dissemination of arctic knowledge

- use of innovative technological solutions, social media, virtual services
- creation of new ways to produce and disseminate arctic knowledge

Functionality of border-crossing points

- facilitation of veterinary and phytosanitary checks by providing equipment at the relevant border crossing points
- use of modern technology and innovations using ICT
- enhancement of cooperation and networking of the border authorities with professional international rescue teams/ authorities
- reconstruction of relevant border-crossing points and lanes directing traffic to them
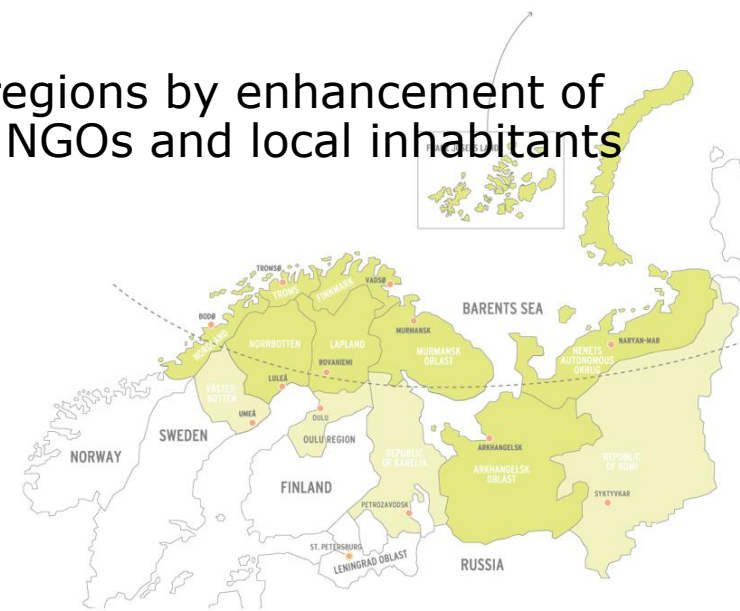
Cooperation and exchange of best practices between border authorities (border guards, customs and other authorities and relevant stakeholders)

- joint competence and capacity building projects

- improvement of customer service skills of the border authorities

- language training for authorities

- joint education and training for authorities at border crossings (for example, on cross-border legal framework, preparedness for changes in regulations of visa regime, etc.)

- projects improving the exchange and dissemination of information about custom regulations between authorities and to the public (for example, tourists, cross-border business actors, companies within cross-border transportation, logistics etc.)

- establishing a joint network between relevant authorities (border authorities, customs, search and rescue authorities), NGOs (such as voluntary rescue services), companies and educational institutions in order to improve and develop cross-border tourism safety and emergency preparedness

Examples of possible projects supporting people to people cooperation:

- use of the creative industries, artists and their communities in order to find new ways of using cross-border communication technology

- development of web services, e.g. social media, enabling cooperation of citizens, especially youth of the Programme region

- improvement of exchange and dissemination of relevant information for example, on custom regulations to a wider audience, such as tourists, youth and sports organizations, cultural networks, research institutions and other relevant stakeholders having active cross-border cooperation within the Programme region

- improvement of daily life security and safety at local level in the border regions by enhancement of cooperation between municipalities, authorities, educational institutions, NGOs and local inhabitants

Examples of possible projects supporting education, research, technological development and innovation:

- joint research and studies on future needs in accessibility to and from the Programme region

- development of environmentally sustainable transportation solutions and logistics

- creation of joint research information on elements, effecting traffic safety within the Programme area and finding innovative solutions to the identified risk factors

- development of common education and trainings for authorities and other relevant stakeholders (for example, language training, emergency preparedness etc.)

- Increase of the use of modern technological solutions at the border-crossing points

Kolarctic CBC 2014-2020

Maybe something else now?
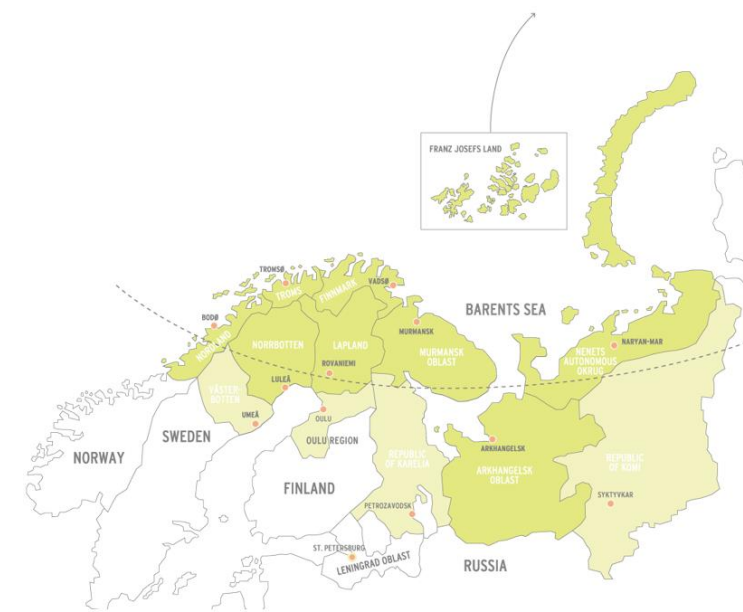
Still to handle:

☑ **Partners:** eligibility and number of partners

☑ **Filling in the application:**
- Summary
- Relevance
- Cost budget
- Financing plan
- Selection procedure

Partners in Kolarctic CBC 2014-2020 projects

Partners:

- At least **one partner from the Russian part** of the programme area, and **one partner from the EU part** of the programme area

- One partner from the Russian part of the programme area and one partner from the Norwegian part of the programme area is a possible case in e.g. oil production or fisheries projects, where it is natural that a partner from Finland and / or Sweden is not available. In these projects, no EU funding can be used, only Norwegian and Russian financing of the programme

- Partners from outside the core region or outside the programme region can be eligible partners, when the substance of the project activities concerns implementation of the activities defined for Barents cooperation or support of Euro-Arctic development . (Who assesses this criteria? The RAG:s and the JMC!)

Kolarctic CBC 2014-2020

Number of partners in a project?

- It is essential to have *the right partners*, not to have as many partners as possible.

- The number of partners or participants is important, when one goal of the project is to get as many participants as possible. But this is not always the goal

Kolarctic CBC programme area

Lapland

Murmansk region, Arkhangelsk region, Nenets Autonomous district

Norrbotten

Finmark, Troms, Nordland

Oulu region

Västerbotten

Republic of Karelia, Republic of Komi

City of St. Petersburg

FRANZ JOSEFS LAND

TROMSØ
TROMS
FINNMARK
VADSØ
BODØ
NORDLAND
NORRBOTTEN
LAPLAND
MURMANSK
MURMANSK OBLAST
BARENTS SEA
NENETS AUTONOMOUS OKRUG
NARYAN-MAR
ROVANIEMI
VÄSTER-BOTTEN
LULEÅ
UMEÅ
OULU
OULU REGION
REPUBLIC OF KARELIA
ARKHANGELSK
ARKHANGELSK OBLAST
REPUBLIC OF KOMI
SYKTYVKAR
SWEDEN
NORWAY
FINLAND
PETROZAVODSK
ST. PETERSBURG
LENINGRAD OBLAST
RUSSIA

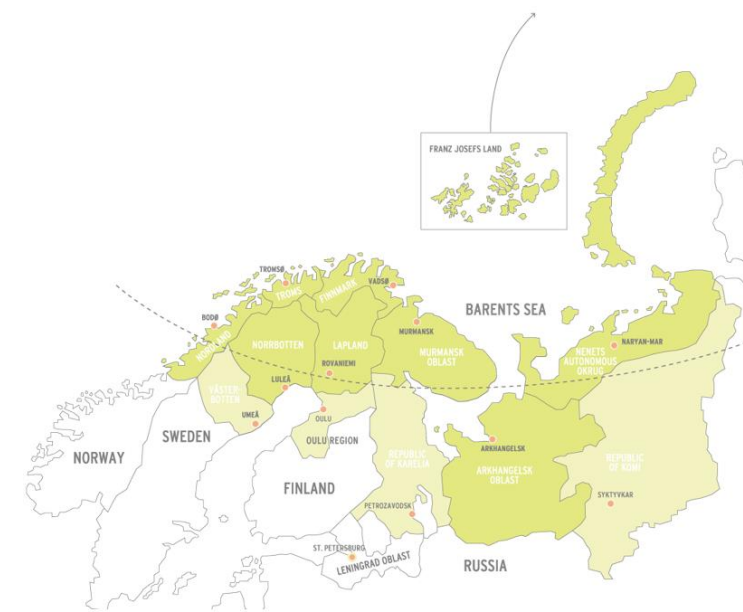# Kolarctic CBC 2014-2020

How to describe your project in the application
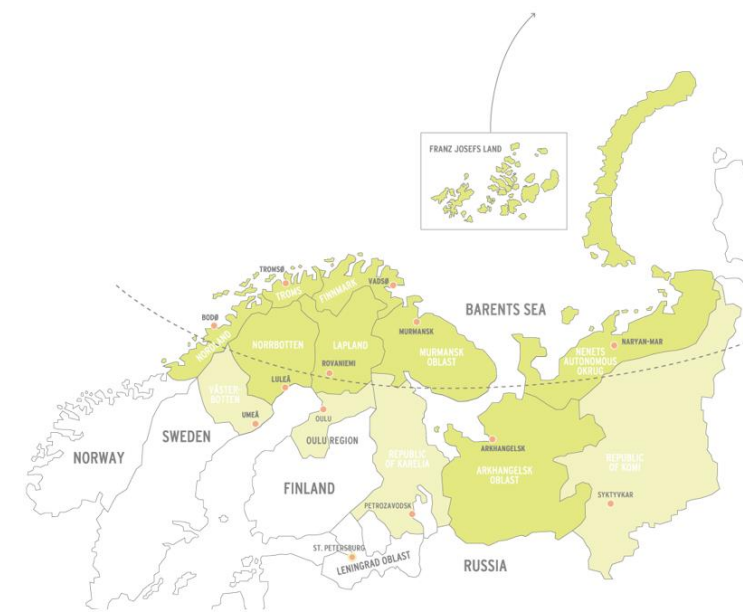
Guidelines chapter 6.2

- let's remind ourselves of the programme's **priorities and objectives**, described earlier today: describe how your project enhances achievement of the objectives

- **Motivation of the partner** in question?
  - There is a reason why the others want this organisation to participate
  - There is a reason why it wants to participate

Kolarctic CBC 2014-2020

How to describe your project in the application

Summary

- **max 800 characters**

- **NOTE!** The text indicated here might be used in Programme related information and communication activities/materials/databases, including KEEP database.

Kolarctic CBC 2014-2020

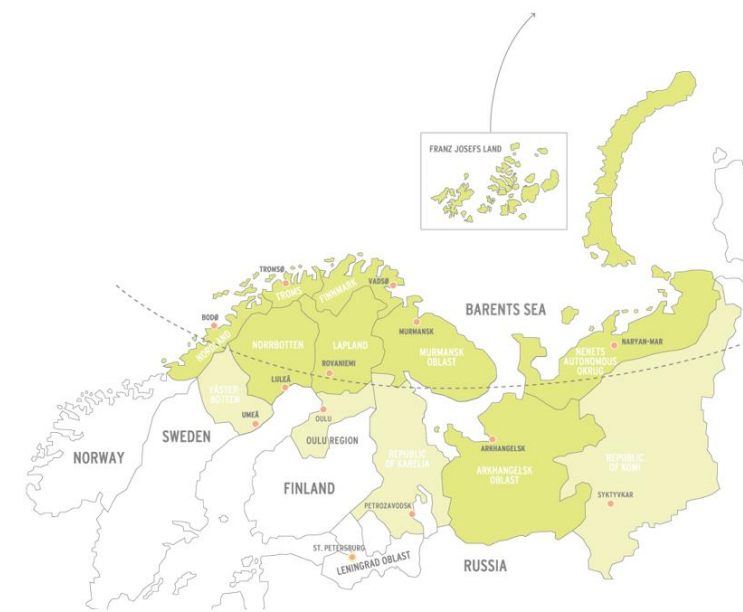## How to describe your project in the application

Relevance

- **Objective:**
  - Problem analysis
  - Overall objective if the project
  - Specific objective of the project
  - Why is cbc needed for reaching the objective?
  - Contribution to the cross-cutting issues

- **Thematic indicators**
- **Project specific indicators**
- **Work plan**
- **Activity planner**
- **Sustainability (the ability of a project to maintain its outputs)**

Kolarctic CBC 2014-2020

Describe your project's implementation in the application

- How the project works
- The team
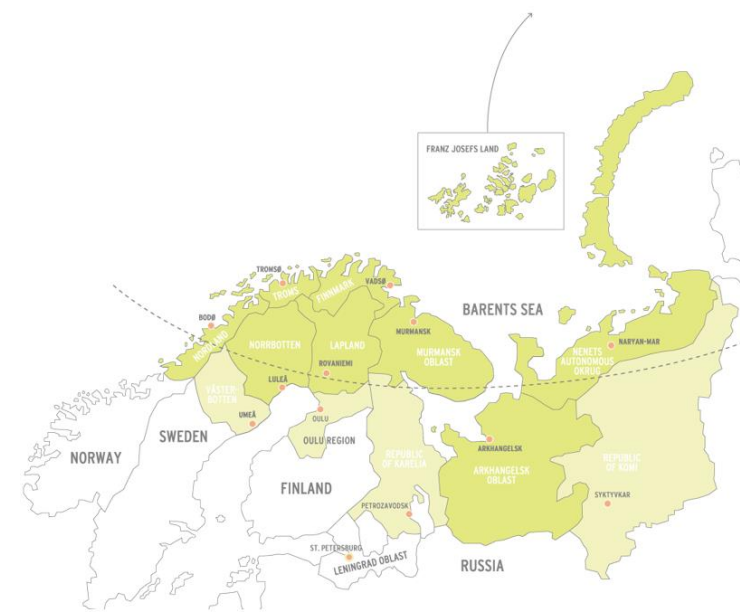- Communication and visibility actions
- Monitoring and evaluation

Annex E:
Partnership Statements!
Start getting them

This document must be submitted to the MA in PROMAS by the call closure, but also in originals

PART 2: Financing

Partnership Agreement

- Obligatory document
- Agreement between the Lead Partner and Partners, jointly agreed obligations and responsibilites of the partners about the project management
- Not needed in application phase
- Preparation of the agreement should be started latest when the project has been approved to be financed
- Formulated according to the practises of the organization in question, on Lead Partner´s responsibility
- Including for example the distribution of the grant from the Lead Partner to the Partners, reporting responsibilites and formalities, possible penalties if not obeyed etc.
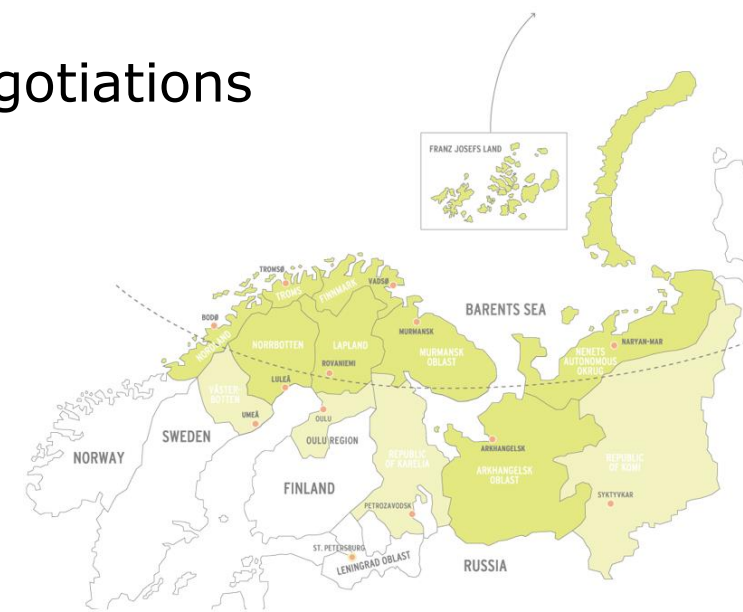
Kolarctic CBC 2014-2020: FINANCING

Indicative financial allocation for the 2nd Call for Proposals		
Combined Programme financing *)	Norwegian Kolarctic financing	Total
8 045 000	1 897 600	9 942 600
*)EU-financing, Finnish and Russian state co-financing		

Kolarctic CBC 2014-2020: FINANCING

Project budget

- Budget is an estimated ceiling for eligible costs

- Only eligible costs are included to the project budget

- All costs must be related to the planned activities and based on national level of prices and salaries

- The final budget is approved during the Grant Contract negotiations

Kolarctic CBC 2014-2020: FINANCING

Project budget

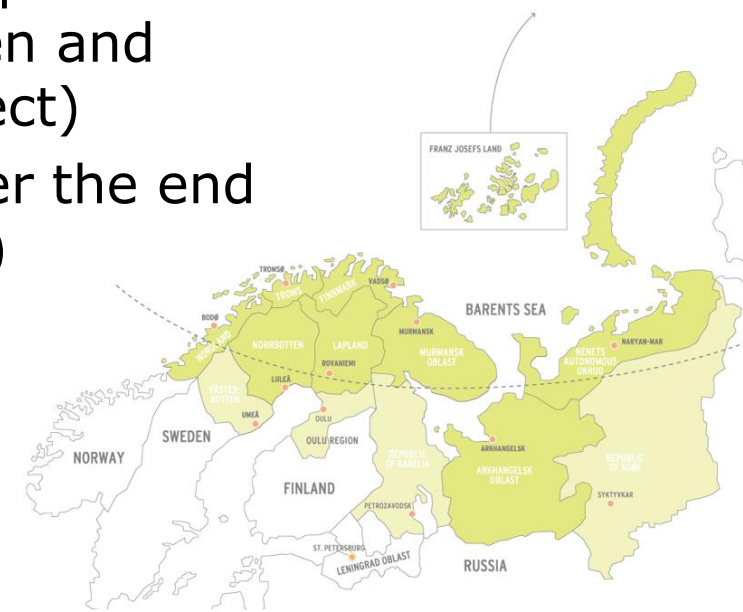- Applicant must use the official template provided by MA

  Annex A Budget Specification

- Bugdet is prepared in partner and country level > total budget

- Budget template includes financial plan

- Keep in mind the cost-effectiveness

- The project budget must be presented in Euros. When planning the budget, partners usually make the plans using local currency. The local currency is converted in Euros by using the official exchange rate of InforEuro, link in Guidelines.

Kolarctic CBC 2014-2020: FINANCING

Eligibility of the costs

- Costs are indicated in the project budget
- Costs must be necessary for the implementation of the project
- Costs can be identified and verified from the bookkeeping records
- Cost are incurred during the implementation period of the project
  - Exceptions; preparatory costs (travelling costs for preparation and financial negotiation, incurred after the call is open and before the application is submitted, max 2000 €/project)
  - final report costs (costs of making the final report after the end of the project: salaries, auditing and evaluation costs)
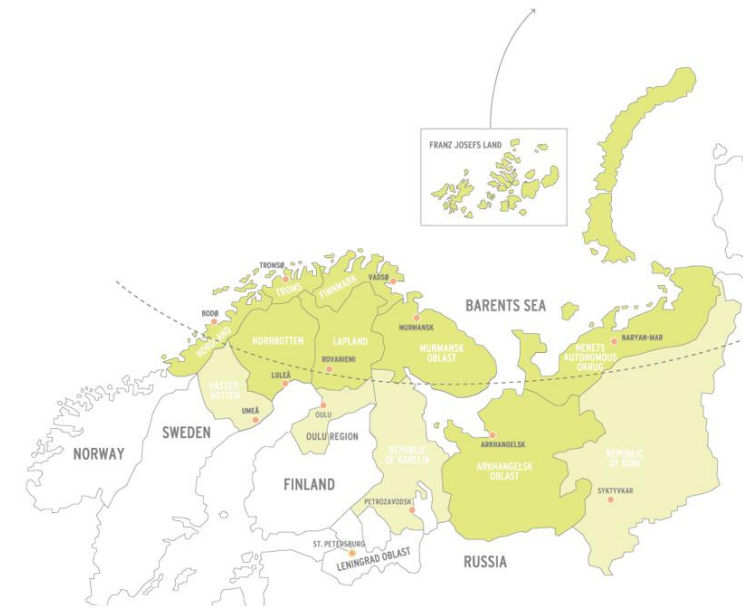
Kolarctic CBC 2014-2020: FINANCING

Non-eligible costs

- Debts and costs related to the debts
- Losses or liabilities
- Costs which are already financed by the EU budget
- Purchase of land or building, exceeding 10% of the budget
- Exchange change losses
- Duties, taxex; excluding VAT when non-recoverable under the national legislation
- Loans
- Fines, penalties, ligitation costs
- Contribution in kind
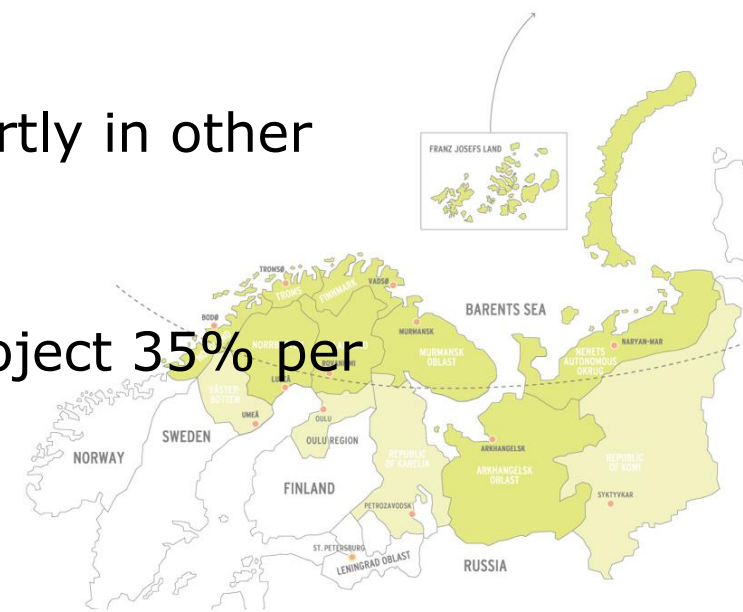
Kolarctic CBC 2014-2020: FINANCING

Value Added Tax

- Value Added Tax (VAT) can be considered as eligible cost if it can´t reclaimed
- The partner must provide a certificate of the non-recoverable taxes, before the Grant Contract is signed
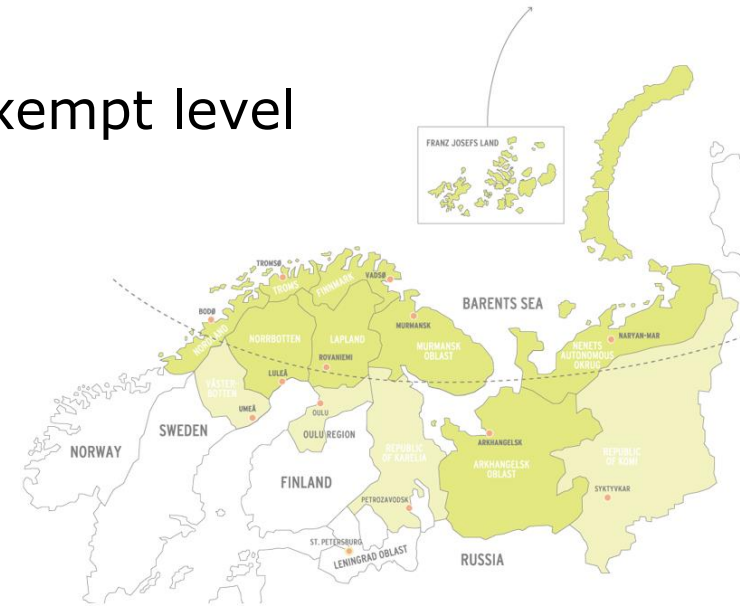
Budget headlines

1. **Personnel**
   - Salaries must be related to the project activities, work that would not be done without the project
   - May not exceed the salaries normally paid for similar tasks in the country in question
   - Social security charges, obligatory fees eligible
   - Natural benefits (car, phone etc.) are not eligible
   - Part-time employees (working partly in the project and partly in other tasks);
   - Example
     - Monthly salary 2,500 €, estimated work load to the project 35% per month > 2,500*35%* estimated working months

Kolarctic CBC 2014-2020: FINANCING

2. Travel

- Economy class tickets to be used
- Budgeted with average prices
- Preparatory costs to be included
- Remember to include costs for common meetings and project's steering group meetings
- Travel reimbursements may not exceed the national tax-exempt level

3. Equipment and purchases

- It equipments/software needed for the implementation of the project

- Machines, tools

- Furniture for the office (if the separate office is established or new employees hired for the project)

- Leasing fees (computers, copying machines)

- Publications, books to be bought

- Indicative investment plan for the purchase of equipment. Will be set in the beginning of the project, only in exceptional cases the equipment can be bought during the last months of the project
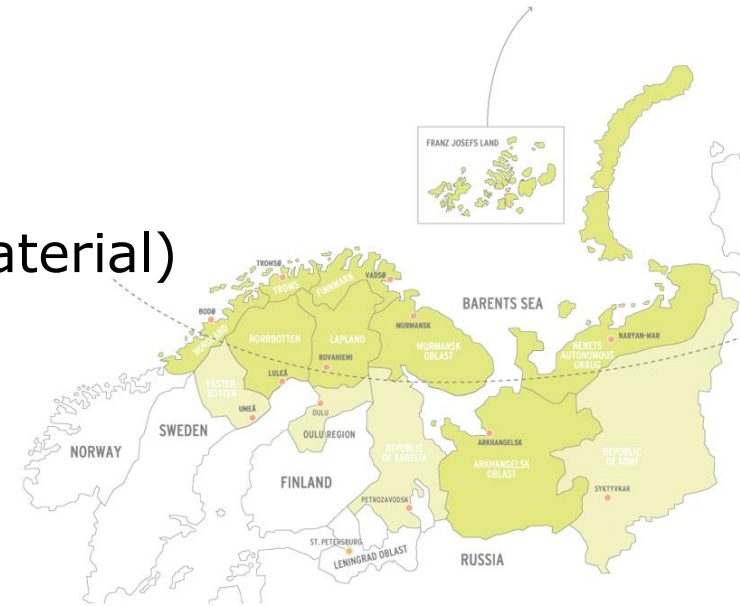
- Procurement rules to be obeyed

4. Office costs

- Rents of the premises
  - existing premises or a separate premises
  - rent can be allocated to the project by counting the costs per square meter used by the project
  - If organization owns the premises, only actual costs (warming, electricity, cleaning) can be allocated to the project. Internal rents including flat-rates or profit are not eligible.
- Telephone, internet, IT-services etc.
- Office costs of part time-employees (excl. Rents) are included to the indirect costs (budget line 8)
- Copying costs when followed and verified with the counter

5. External services

- Meeting costs, seminars etc. (Premises, catering, material, technics)
- Interpretation and translation costs
- Consulting costs (experts, project management if outsourced etc.)
- Possible external evaluation
- Audit costs, **obligatory for each partner**
  - 2 yrs project > 2-4 audits
  - 3 yrs project > 3-5 audits
- Visibility costs (material, give aways etc.)
- Publication costs (edition and printing of own published material)
- Bank charges (money transfers, guarantees)
- Procurement rules to be obeyed

6. Infrastructure investments

- Can include bridges, road, water and sewage systems, energy production, telecommunication, IT networks etc

- A specification of the investment plan shall be as an annex of the application

- Sustainability requirement of 5 years from the project closure > substantial change affecting its nature, objectives or implementation conditions which woudl result in undermining its original objectives (IR Article 39, (3))

- Application including an infrastructure component of at least 1 M€ shall contain additional documents, listed in Implementing Rules and Guidelines

- Excluded from the total amount of the direct costs when calculating the maximum amount of the indirect costs.

8. Indirect cost (administrative overhead)

- Project administration costs which can´t be presented as direct personnel or office costs
- Office costs of the part-time employees (excl.rents)
- Salaries of financial management, it-services, office material, copying etc.
- Calculated from the Direct eligible costs <u>excluding</u> budgetline 6 Infrastructure investments
- Maximum 7 % of the direct costs of budget lines 1-5 in project level
- The amount can vary between the partners, the content of the indirect costs will be checked during Grant Contract negotiations and they shall be verifiable afterwards

9. Project revenues

Kolarctic CBC 2014-2020: FINANCING

Financing plan

- EU-financing or Norwegian Kolarctic financing max. 50 % of the total costs.
- Own contribution at least 10 % of the total costs in project level. Share of the own contribution can vary between the partners
- Co-financing covering the rest:
  - Finland and Russia; rest of the co-financing can be covered with the Finnish and Russian state co-financing (part of the programme financing in the plan)
  - Sweden and Norway; co-financing is applied from several resources, or covered by own financing
- Co-financing/own contribution can be public or private

Kolarctic CBC 2014-2020: FINANCING

Financing plan

- In project budget the financing is calculated in country level and the total amounts in project level are calculated automatically.
- Indicate each financing resource separately
- Total costs and financing must be equal

- Annex D, application form for Finnish and Russian state co-financing and Norwegian Kolarctic financing (to be used is certain cases, see the template)

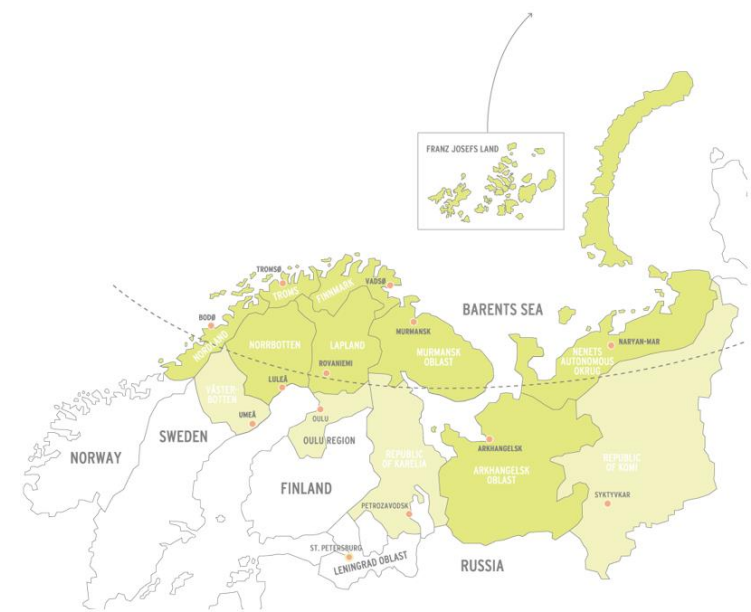# Kolarctic CBC 2014-2020: FINANCING

Basic requirements for the financial management and project administration

- Allocate enough resources to the project administration
  - All reports must be provided in English
  - Instructions and regulations are in English
  - Deadlines shall be followed
    - Three months from the end date of the reporting period
    - Four months from the end date of the implementation period
- Especially LP´s reporting requirements and project follow-up demands resources
- Establishment of the good practises between the partners in the very beginning of the project > Partnership Agreement
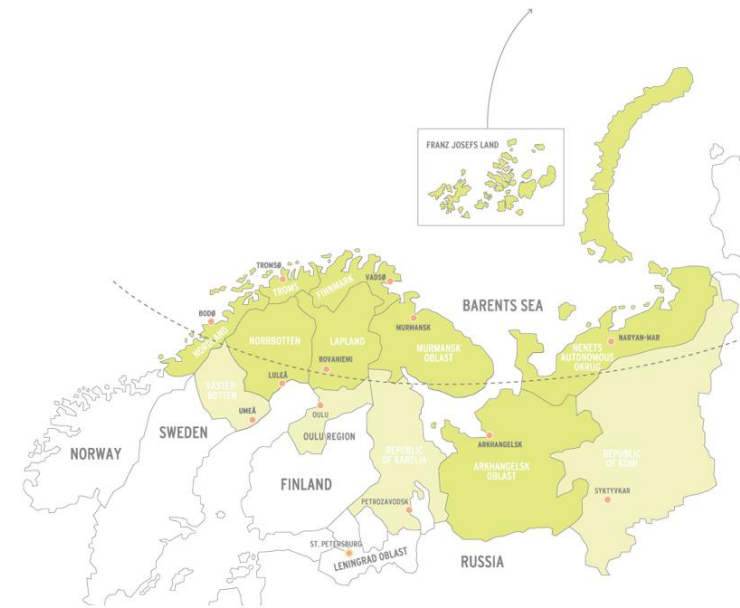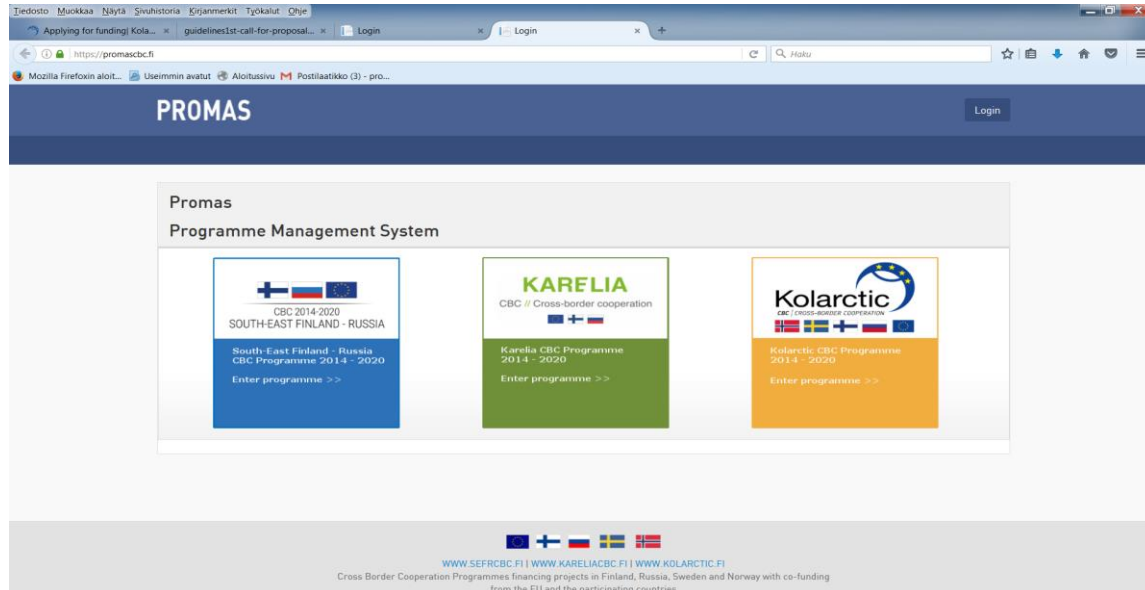
PART 3: PROMAS

Kolarctic CBC 2014-2020: PROMAS

PROMAS

Electronic system for the applications and project management

HTTPS://PROMASCBC.FI   direct link from the programmes webpages available

Promas

Lead partner fills in the application in the PROMAS

Lead Partner can give user rights to other

- write and read (user has the same access rights as the Lead Partner)
- read (partner has only reading rights)
- access rights can be changed

Submitting the application

- Latest 29 September at 16.00 Finnish time
- "Submit" locks the application and sends it to the MA (can not be undone)
- After you have submitted the application, print it out and sign it (authorized representative of the organisation).

- Send the signed application to the MA by mail (post stamp not later than 29 Sep)
- NOTE: the sender's responsibility is to ensure that the sending date can be verified
- Application can also be submitted to the MA by courier delivery or hand-delivery by the deadline in a sealed envelope -> applicant must request a signed and dated certificate of receipt of having delivered the application
- Only annexes D and E is attached to the application (original signed) if available on the date of deadline (or asap)

More detailed information available in the Guidelines and webpage kolarctic.info (or kolarctic.fi)