



**Fund for Decent Work and Tripartite Dialogue**

# **PRACTICAL INFORMATION AND GUIDANCE**

## **PROJECT IMPLEMENTATION, REPORTING AND MONITORING**

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## AGENDA OUTLINE

- ❖ **Roles and responsibilities**
- ❖ **Important issues in the Project Contract**
- ❖ **Main principles for project implementation**
- ❖ **Reporting - technical and financial**
- ❖ **Auditing**
- ❖ **Publicity and Information**
- ❖ **Cross cutting issues**
- ❖ **Monitoirng**
- ❖ **Q/A - Discussion**



## ROLES AND RESPONSIBILITIES

### IN THE PROJECT IMPLEMENTATION:

- Project Promoters fully responsible towards Innovation Norway**
- Project Partners responsible to fulfil their tasks towards Project Promoter**  
(*Partnership Agreement*)
- The National Focal Point – no formal responsibility** (*Consultation, information*)

## ROLES AND RESPONSIBILITIES cont.

**Innovation Norway:**

**#is the fund manager** and **overall responsible** towards the Norwegian Ministry of Foreign Affairs **for monitoring, financial control** and **auditing**

**# is also the certifying** and **paying** authority



## ELIGIBILITY OF EXPENDITURES

- ✓ **The first date for eligibility of costs is the date of the Project Contract**
- ✓ **The final date for eligibility of costs is 31 December 2014**
- ✓ **Preparatory costs up to EUR 2,000 is eligible** - to be reported in the 1st Interim Report/ Financial report

## CO-FINANCING

### **How to calculate the man-hour contribution?**

*The real cost of the  
Employer, limited to  
salaries and social  
contribution and  
taxes paid*

### **Principle for currency exchange**

Average currency rate  
in force; Published on  
the National Bank's  
web-site for official  
exchange rates

## PROCUREMENT:

**According to EU and national laws**

**Smaller procurement – according to good economic practises**

External services, printing, renting a venue, travel agency services etc.

See Guidelines



# MAIN PRINCIPLES FOR PROJECT IMPLEMENTATION

**Stick to the:**

**Project Contract**

**Standard Terms and Conditions**

**Detailed activity based budget**

**Project Implementation Plan**

**Disbursement Plan**





## PROJECT MODIFICATION

**Inform Innovation Norway about challenges, changes, obstacles in project implementation**

**According to the principles given in the Standard Terms and Conditions, Article 11.**

**Modifications of management costs always require a prior written approval by Innovation Norway**

## REPORTING REQUIREMENTS

- **Interim Reports (every sixth month)**
- **Deadline 1 month after «cut-off date»**
- **Reporting template**
- **Bank account statements/Revised Disbursement Plan/ Power of Attorney (if relevant)**
- **Reporting on result indicators at the end of each calendar year.**
- **Final Report – results achieved etc. Deadline 6 months after «cut-off-date»**

## **PAYMENTS FROM INNOVATION NORWAY:**

### Advance payment

**90% of agreed budget for the 1st reporting period upon signing of Project Contract**

### Interim payments

**To be paid by Innovation Norway within two months after settlement of correctness of Interim Reports**

## AUDITING REQUIREMENTS

**Project Promoter shall submit an auditors' statement with first and last Interim Report/Financial Report** (or as instructed in the Project Contract)

**Normally auditing standard IRS 805**  
(according to Standard Terms & Conditions)

**Costs for auditing included in the project budget**

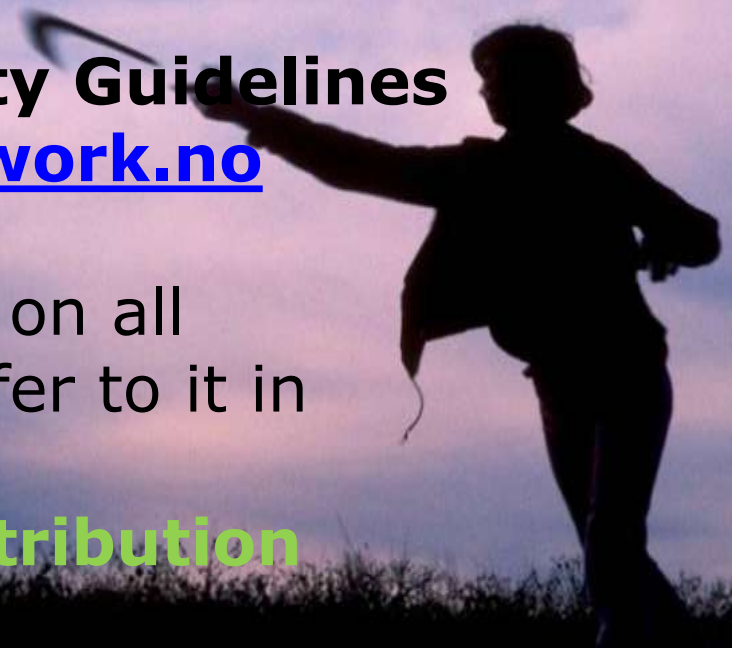
# **PUBLICITY AND INFORMATION WORK ON PROJECT LEVEL**

According to the project **Publicity Plan**

**Please follow the Publicity Guidelines**  
available on [www.decentwork.no](http://www.decentwork.no)

**Use** standard text and logo on all  
information material and refer to it in  
events etc.

**Make the Norwegian contribution  
visible !**





Fund for Decent Work and Tripartite Dialogue

## STANDARD TEXT AND LOGO

**in English and/or local language:**

***„Supported by a grant from Norway through the Norwegian Financial Mechanism 2009-2014, in the frame of the Fund for Decent Work and Tripartite Dialogue”***

***Logos:***

**<http://www.eeagrants.org/id/3172.0>**

## CROSS CUTTING ISSUES

as described in your application

**Gender equality**

**Sustainable development**  
*(Economic, environmental, social)*

**Good governance**

*How will the project contribute to good governance*

## MONITORING OBJECTIVES

**# Secure implementation according to programme rules**

**# Check progress in line with Project Contract**

**# Identify potential problems and remedy those to the benefit of the project**



## **SELECTION OF PROJECTS FOR MONITORING**

**On-the-spot visit to every project**

**Financial visiting audit (verification of all invoices) of at least 10 per cent of all projects**

**Selection will be based on risk assessment or on random selection**

## MONITORING cont.

**Monitoring will be done by:**

**- Innovation Norway  
or**

**- an external consultant/monitoring agent/audit**

**Project Promoter will be notified in advance**

## REPORTING ON IRREGULARITIES

**Defined as any infringement of the Project Contract, or the EU and national law**

**Innovation Norway shall report to the donor, the Norwegian Ministry of Foreign Affairs**

**Project Promoters and partners must immediately report to Innovation Norway any suspected or actual cases of irregularities**



**Fund for Decent Work and Tripartite Dialogue**

**GOOD LUCK**

**AND**

**THANK YOU!**

