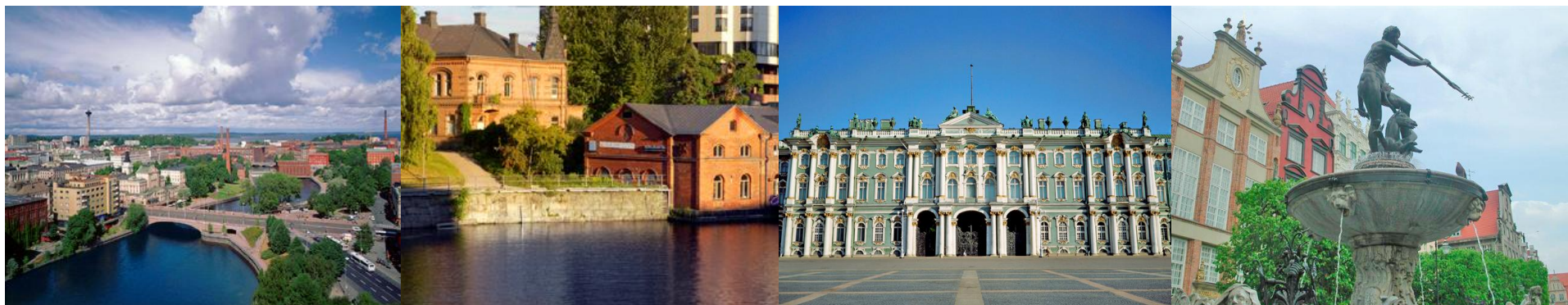




SUOMEN ITÄMERI-INSTITUUTTI
THE BALTIC INSTITUTE OF FINLAND

eCitizen II – Towards Citizen-centred eGovernment in European Cities and Regions



Kick-off seminar: Guidelines

17 February 2010, Tampere, Finland



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*Towards citizen-centered eGovernment
in European cities and regions*



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eCitizen II – Project

Funding programme:	Interreg IVC
Priority 1:	Innovation and the knowledge economy
Sub theme:	Information Society
Type of intervention:	Regional Initiative Project, Medium Intensity
Duration:	36 months, 1/1/ 2010 – 31/12/2012
Approval date	5 November 2009
Total budget:	2 044 757,31 EUR
Lead Partner:	The Baltic Institute of Finland



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eCitizen II - Partnership

Partner 2: City of Tampere, Finland

Partner 3: Tartu City Government, Estonia

Partner 4: Odense Municipality, Denmark

Partner 5: Province of Flevoland, Netherlands

Partner 6: Sheffield City Council, UK

Partner 7: South West Regional Authority, SWRA, Ireland

Partner 8: Municipality of Bologna, Italy

Partner 9: Patras Municipal Enterprise for Planning and Development S.A., Greece

Partner 10: Vysogina Region, Czech Republic

Partner 11: Municipality of Miskolc, Hungary

Partner 12: The Association of Basque Municipalities (EUDEL), Spain



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Key activities

Component 1: Management and coordination

Responsible partner: The Baltic Institute of Finland.

Expected results: Efficient project implementation and finance management, project progress and finance reporting-

Component 2: Communication and dissemination

Responsible partner: The Baltic Institute of Finland

Expected results: Enhancing awareness about the project, key results and outputs



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Key activities



Component 3: Exchange of experiences dedicated to the identification and analysis of good practices

Responsible partner: Sheffield City Council

Participants: all

Expected results: Enhancing accumulated knowledge, skills, experiences and good practices on developing eGovernment and eParticipation tools and future prospects between project partners and Europe wide

Expected outputs:

- Ø joint study visits and seminars: Tampere, Bilbao, Cork, Patras, Sheffield, Tartu, Flevoland, Bologna, Brussels
- Ø 28 local workshops
- Ø 88 local reports
- Ø a Pan-European Best Practice multimedia Manual





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Key activities



Component 4: Pilot transfers of good practice on eParticipation benefiting all

Responsible partner: Tampere

Participants: Vysogina Region, Province of Flevoland, SWRA

Expected results: Utilization of the gained experiences and good practices on eParticipation is enhanced through transfers between partners and disseminated throughout Europe

Expected outputs:

- Ø **three transfers of eGovernment and eParticipation practise**
- Ø **four staff exchanges**
- Ø **five local workshops**
- Ø **local eGovernment and eParticipation strategies and policies improved**





Project budget



	Preparation activities	CP1	CP2	CP3	CP4	CP5	TOTAL per budget line		
		Management and coordination	Communication and dissemination	Exchange of experiences dedicated to the identification and analysis of good practices	Pilot transfers of good practices on eParticipation benefiting all		EUR	%	
Staff	9 498,75	236 878,58	170 365,31	533 123,74	172 461,50	0,00	1 122 327,88	54,89 %	
Administration	0,00	19 505,45	10 940,16	64 043,18	13 463,00	0,00	107 951,79	5,28 %	
Travel and accommodation	8 497,89	64 850,00	82 666,00	214 770,00	9 250,00	0,00	380 033,89	18,59 %	
External expertise and services (see 4.3)	0,00	68 567,00	90 866,75	239 760,00	30 750,00	0,00	429 943,75	21,03 %	
Equipment (see 4.4)	0,00	2 000,00	0,00	2 500,00	0,00	0,00	4 500,00	0,22 %	
Sub-projects					0,00	0,00	0,00	0,00 %	
TOTAL per CP	EUR	17 996,64	391 801,03	354 838,22	1 054 196,92	225 924,50	0,00	2 044 757,31	100 %
	%	0,88 %	19,16 %	17,35 %	51,56 %	11,05 %	0,00 %	100 %	





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Project budget

Total project budget:	2 044 757,31 EUR
ERDR:	1 581 351,78 EUR
National Co-financing:	463 405,53 EUR
Staff costs:	55%
External expertise:	21%
Travel costs:	19%
Component 3:	51,56%
Component 4:	11%
Component 1 &2:	36,5% (shared between partners)
Cost-share per partner:	max. 9,9%





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Partner budgets EUR



Lead Partner, The Baltic Institute of Finland	154 780,12
Partner 2: City of Tampere (Finland)	333 200,00
Partner 3: Tartu City Government (Estonia)	104 420,00
Partner 4: Odense Municipality (Denmark)	175 380,00
Partner 5: Province of Flevoland (Netherlands)	148 962,00
Partner 6: Sheffield City Council (UK)	317 239,87
Partner 7: South West Regional Authority (Ireland)	206 806,00
Partner 8: Municipality of Bologna (Italy)	109 890,00
Partner 9: Patras Municipal Enterprise for Planning and Development S.A. (Greece)	117 660,00
Partner 10: Vysogina Region (Czech Republic)	149 940,00
Partner 11: Municipality of Miskolc (Hungary)	105 818,00
Partner 12: The Association of Basque Municipalities (EUDEL) (Spain)	120 661,32





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Project duration: 36 months, 1/2010-12/2012

Start date of a project: 5 November 2009

**Implementation: 6 x six-month periods,
January-June & July-December**

Activities: divided into four Components
joint events
local workshops & local reports,
distributing project information
preparing together a Pan-European Best Practice Manual
attending international eGovernment conferences



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Project Implementation

First things to do:

1. Designation of the first level controller:

§ check the first level control system of your country

<http://www.interreg4c.net/projects.html>

§ contact/select the controller

2. Consult with the authorized controller all financial aspects of the project finance management in advance!

3. Open an account for the project costs: staff, admin, travel, external expertise, equipment (see application)





Project Implementation

4. Read carefully the Final Approved Project Application, project description (summary) & INTERREG IVC Programme Manual (implementation)
5. Read carefully the Project Work Plan and the revised Action Plans
6. Read carefully INTERREG IVC Information & Publicity Factsheet
7. Contact Minna Hanhijärvi with any questions concerning project implementation.





Project Implementation

Legal framework:

- § Subsidy Contract: between LP & the Managing Authority
- § Partnership Agreement: to be signed between the LP & each project partner organization asap, obligatory, before the first progress & finance reports
- § Final approved project application





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Project Reporting

- § Project progress is reported by six-month periods, January-June & July-December
- § reporting deadlines: July- September & January-March
- § overall project progress report by LP
- § activity and finance reports by partners
- § & local reports in C3, C4 (ouputs)



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Project Progress Reporting

The project progress report includes

- § activity information,
- § financial information related to the project's implementation,
- § controller's confirmation of expenditure with signature
- § electronic version & paper version with signature and stamp of the LP Partner and LP's controller.
- § prefilled reporting forms by LP to partners



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Common costs to be shared with par

- § The common costs agreed to be shared between eCitizen II partners is in total 174 256,27 EUR.
- § The cost-share per partners is maximum 9,9% of the partner budget.
- § The amount of the partner cost-share will be divided into six equal portions and partners will pay these amounts against invoice during each six-month period.
- § The cost-share payment will be included in the partner bookkeeping and finance reports according to LP advice for each period.
- § The exact cost-share amount EUR will be identified in the Partnership Agreement for each partner and the payment procedure will be described.





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Common costs

For example:

City of Tampere

Partner budget:	333 200 EUR
ERDF	249 900 EUR
Cost-share:	32 986,80 EUR
Own budget:	300 213,20 EUR

Cost-share payment to LP per six-month period:

$$32\,986,80 \text{ EUR} / 6 = 5497,80 \text{ EUR}$$





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Project Reporting Procedure

- I LP sends an invoice of the common costs in January & July to partners together with LP*s controller's confirmation
- II Partners make the payment of the common costs to LP & include the costs to the project book-keeping according to LP's advice
- III Partners submit finance report to the controller in July & January
- IV Controller sends a signed partner control confirmation form to the partner
- V Partner prepares an activity report with LP's assistance





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Project Reporting Procedure



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- VI Partners send an activity report, finance report & controller's signed form to LP in electronic & paper versions
- VII LP compiles the joint progress report for the whole partnership
- VIII LP's controller checks LP's reports & verifies the partner reports
- IX LP submits the verified joint progress report to JTS
- X JTS checks, additional clarifications, approval (2-4 weeks)
- XI The Certifying Authority executes payment to the LP
- XII LP transfers the funds to the partners





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Changes in project implementation



- Ø As a basic rule, LP informs the JTS about any possible major change in the project - 'Request for changes' procedure
- Ø Changes in budget lines, component budgets and partner budgets are possible in the framework of the maximum amount of ERDF funding

Rule of EUR 20,000 OR up to 10 %

LP is entitled to exceed the budget lines, the component budgets and the budgets of partners, as stated in the approved application.

Rule of 20% reallocation

Only once during the project period, the LP is entitled to reallocate the budget between budget lines, components and partners up to 20% of the total project budget.





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eCitizen II – communicating and distributing

Project will

- § enhance awareness about the existing experiences and good practices of eGovernment and eParticipation tools, policies and initiatives of partner cities and regions and the key project results, the Pan-European Best Practice Manual on eParticipation
- § to gain local political support and ensure utilisation and durability of the project results.

Target groups:

- § European citizens
- § European cities, regions, public authorities
- § Policy- and decision-makers responsible for information society, eGovernment and eParticipation development





eCitizen II – communication and distribution of results

- Dissemination:** Press releases, project brochures, brochures in national languages, project newsletters, news on project events, local info
- A project sub-page in organizations website
- Distribution network of relevant stakeholders
- Arranging:** Local dissemination events
- Participating:** Local, regional, national and European events
- Media coverage:** Articles, appearances in press and media
- Preparing:** Project Communication Plan, local communication plans, dissemination evaluation reports





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eCitizen II - I reporting period

March – June 2010:

I Partners to designate the first level controller for the project & consult

II Partners to open a project account

III LP sends the Partnership Agreement to partners

IV LP sends an invoice of the common costs to be paid & included in the partner finance reports





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eCitizen II - I reporting period

March – June 2010:

V LP sends a draft for project Communication Plan

VI LP sends by post project brochures, a poster and templates for translated versions

VII LP sends in July prefilled reporting forms & guidelines.





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