

**B A L A N C E**

# Setting the scene

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- BALANCE Secretariat
- BALANCE Working Rules
- The Lead Partner Principle!
- Communication (introduction)

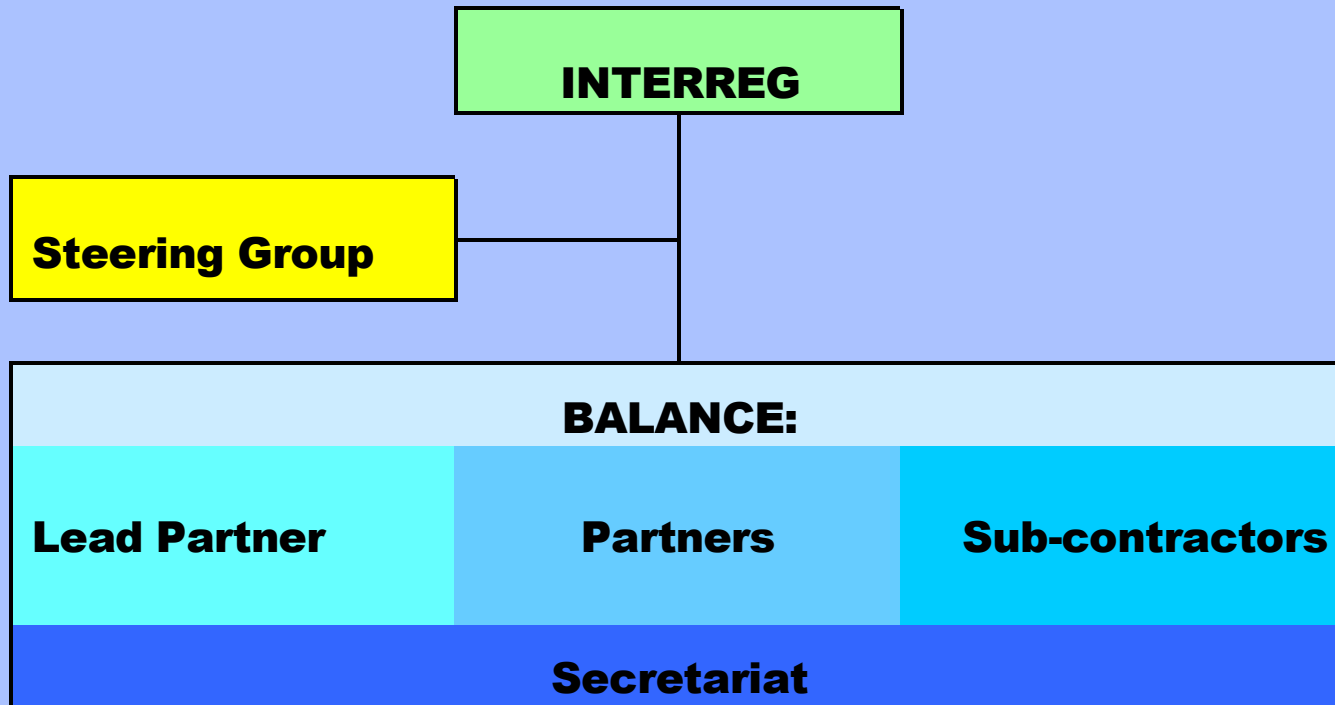
# BALANCE Management

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- **BALANCE Co-ordination:**
  - Project Co-ordinator – Johnny Reker
- **BALANCE Management:**
  - Project Manager – Jesper H. Andersen
- **BALANCE Secretariat:**
  - Project Co-ordinator: Johnny Reker
  - Project Manager: Jesper H. Andersen
  - Project Assistant: Maj-Britt Bunch

# Organisation

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# BALANCE working principles

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- **Do a good job** – which in this context means:
  - Make good science:
    - Science should result in peer reviewed paper
    - Good science should (1) result in peer reviewed papers and (2) have implications for management and policies
  - Make good management:
    - Good and informed management plans are based on good science
    - .. not on aspirations and gut feelings ...
- **Keep deadlines**
- **Have fun!**
- **Keep your bosses happy ...**

# Lead Partner Principle

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- **The BSR INTERREG III B programme is based on the Lead Partner Principle, which means that**
  - *The Lead Partner (LP) will be in charge of the operation and bear full financial and legal responsibility for the proper implementation of the entire project towards the Investitionsbank Schleswig-Holstein (IB)*



# Lead Partner Principle

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- In particular LP is responsible for:
  - setting up and maintaining efficient and reliable project implementation, management and administration system
  - signing and submitting the Application Form to the Joint Secretariat (JS)
  - representing the project
  - signing the Subsidy Contract with the Managing Authority
  - proper reporting of activity related progress and financial follow-up to the JS

# Lead Partner Principle

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- **The LP is also responsible for:**
  - **requesting and receiving payments, which will then be forwarded to the project partners**
  - **monitoring of the project expenditure, its eligibility and compliance with EU & national regulations**
  - **delivering project outputs described in the approved application form**
  - **producing of all documentary evidence required for audit and payments**



# Lead Partner Principle

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- **Partnership contracts:**
  - recommended to draw up a signed contract between the partners and LP
  - to define the joint aims and responsibilities of the partners, their mutual obligations (financing, activities, co-ordination of WPs/activities, management, etc.), and rights of partners
  - it is important that the regular input to the activity and financial reports is guaranteed and this information will be transferred in time by the partners to the LP
  - no model available, the Subsidy Contract could serve as a basis

# Lead Partner Principle

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- **Operational project management:**
  - **efficient strategic and operational management of the project should be secured**
  - **effective project monitoring and financial systems should be established**
  - **a project coordinator responsible for overall project activities, including the management of work packages (WP) needed**
  - **a financial manager responsible for the overall financial control of the project needed**
    - **Centralized financial management LP pays all invoices, is responsible for all book-keeping and is the central point for auditing**
    - **Decentralized financial management Each partner pays its own invoices, keeps its own books and audits its own part**
    - **In both systems LP must have a separate and specific bank account for ERDF payments**

# Communication flow

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- **balance@sns.dk**
- **Status reports (every 3<sup>d</sup> month)**
- **Newsletter – hopefully 4 per year**
- **BALANCE web site – will be updated weekly**
- **All you need to know in relation to reporting activity reports, financial reports, auditing, payment and budget changes ....**

**.... will be presented tomorrow ....**

# Thank you for your attention ...

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