



# Parks & Wildlife Finland

## Benefits for Nature and People

Mikko Tiira, Development manager

LIFE Info Day/ Training

Sofia, 11.4.2019

# Parks & Wildlife Finland

- Parks & Wildlife Finland (P&WF) is a Metsähallitus unit responsible for public administration duties and services in the fields of:
  - nature conservation
  - outdoor recreation
  - management planning
  - sustainable game and fisheries
- Parks & Wildlife Finland:
  - manages protected areas
  - maintains outdoor recreation facilities free for public
  - guarantees sustainable hunting and fishing including permit sales

- 
- National Park
  - Strict Nature Reserve
  - Other Protected Area
  - Planned Protected Area
  - National Hiking Area
  - Wilderness Area
  - Natura 2000 Area

## Mikko Tiira, the LIFE line



- *Engaged with LIFE since 1999 - preparing first LIFE application*
- *WWF Finland, first NGO managed LIFE Project 2000 - 2003*
- *LIFE Monitoring Team (Astrale GEIE) 2005 - 2009*
  - *Finland, Estonia, Latvia, Lithuania and Poland*
- *Unofficial National Contact Point for LIFE NAT 2010 -*
- *LIFE trainer for National Info Days 2010 -*
- *Currently Development Manager at MHPWF (MH since 2010)*
  - *E.g. Project portfolio management, LIFE promotion (MH and National LIFE Nature group)*
- *LIFE trainer for LIFE capacity projects and IP*
  - *e.g. Denmark, Sweden, Estonia, Lithuania, Latvia, Ireland and Hungary*
- *Managed 2 LIFE projects (other best of the best; Boreal Peatland LIFE)*
- *Involved with the preparation of several traditional LIFE projects (mostly Nature) with high success rate*
- *Consultation of the ongoing LIFE projects at MH and beyond*
- *Midwife of Finnish LIFE IP, part of CleanEST LIFE IP team*

# Content

1. Designing LIFE project
  - *Basic LIFE principles*
  - *Designing principles and tools*
2. Preparing LIFE Nature and BD proposal
3. eProposal - Concept note and final proposal

Continuous discussion, please ask.





# LIFE NATURE AND BIODIVERSITY

## Nature

- Contributes to the implementation of the Birds and Habitats Directives (Council Directives 79/409 EEC and 92/43/EEC) - (largely) **inside Natura 2000 network or contributing to its integrity or actions on directive species both in and outside N2000**

## Biodiversity

- Contributes to the implementation of the objectives of the Biodiversity Strategy to 2020 including Natura 2000 - **must address wild fauna/flora - wider landscape, largely beyond Natura 2000**

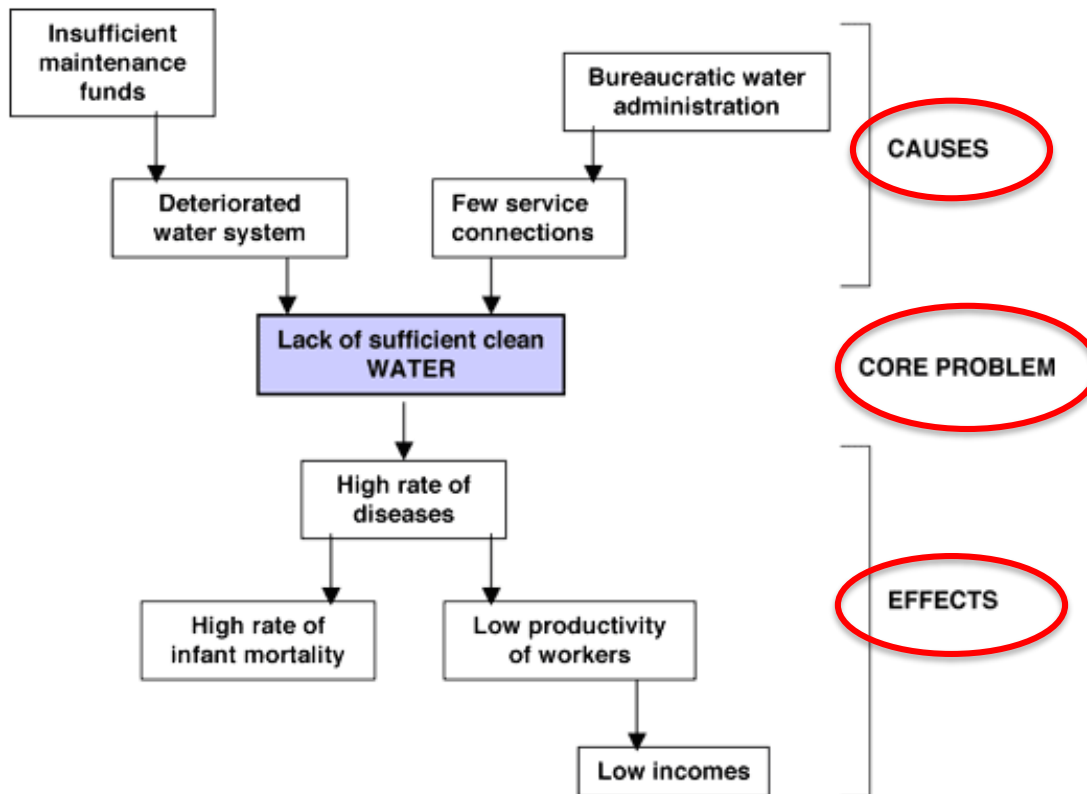


# LIFE PROJECT CHARACTERISTICS

- It all starts and ends with **LOGICAL STORY**
  - *Clear background (where it all starts and why)*
  - *Problems and causes (current status and foreseen changes, measurable objectives)*
  - *Actions needed (foreseen measurable outcomes, indicators)*
  - *Risks and challenges (assumptions) properly assessed*
  - *All perfectly linked in a realistic way*
- *Problem tree*
- *Logframe*

# PROBLEM(S) TREE (OR PRE-EXISTING PROGRAM/STRATEGY...)

Actions  
per cause



Outcomes of  
actions

- *Indicators*
- *Measurable*

# LOGICAL FRAMEWORK - LOGFRAME

## Why?

- Ensures that the project is *logically* structured
- Defining linkages between the project and external factors; risks and assumptions considered
- During implementation, the logframe serves as the main reference for drawing up detailed work plans, terms of reference, budgets, etc.
- A logframe provides *indicators* against which the project progress and achievements can be assessed
- It provides a shared methodology and terminology among governments, donor agencies, contractors and clients
- LIFE PROPOSAL IS A LOGFRAME!!!!  
Check e.g. <http://www.sswm.info/content/logical-framework-approach>



# LOGFRAME

**Goal:** overall objective that may be beyond the reach – “saving the meadows”

**Purpose:** desired outcome the project will achieve – “Improving the system”

**Outputs/Results:** Results of the project “new support scheme, info available, trained advisors, budget secured”

**Activities:** Tasks needed to achieve these outputs. There may be several for each output. “analyzing the current status, info materials, trainings...”

## Indicators/ Sources of verification

**(Activities):** what are the indicators and where is the data... “Number of trainings/ database of attendants/ trainings”

**Inputs:** Means and costs, which are needed to carry out these activities.

Project Description		Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
1 ↓ Goal ↓ Purpose ↓ Outputs ↓ Activities	What is the overall broader impact to which the action will contribute?	What are the key indicators related to the overall goal?	2 What are the sources of information for these indicators?	What are the external factors necessary to sustain objectives in the long term?
	What is the immediate development outcome at the end of the project?	Which indicators clearly show that the objective of the action has been achieved?	What are the sources of information that exist or can be collected? What are the methods required to get this information?	Which factors and conditions are necessary to achieve that objective? (external conditions)
	What are the specifically deliverable results envisaged to achieve the specific objectives?	What are the indicators to measure whether and to what extent the action achieves the expected results?	What are the sources of information for these indicators?	What external conditions must be met to obtain the expected results on schedule?
	What are the key activities to be carried out and in what sequence in order to produce the expected results?	Means: What are the means required to implement these activities, e. g. personnel, equipment, supplies, etc.	What are the sources of information about action progress? Costs What are the action costs?	3 What pre-conditions are required before the action starts?

# LOGICAL FRAMEWORK - LIFE VERSION

Overall objective/goal: *Goal + desired outcomes*

Project purpose: *The main outcome(s)*

Problems targeted: *List the relevant problems*

(Objectives: *Make sub-objectives*)

Problem	Objective	Actions	Outcomes	Indicators	Threats/ risks	Contingen cy plan	Beneficiari es	Other stakehold ers	Budget
Name	Name	Actions in LIFE categories (A – F)	Expected results for each action	Indicators of progress/s uccess and effectiven ess	Threats during the preparator y phase and/or project	How problems have been or will be tackled	Who mainly responsibl e, who else needed	Who targeted (if needed)	Ruff estimates per budget category



## BUILDING PROJECT CONSORTIUM

- Define the key objectives and actions
- Analyse who is needed to reach the objectives and outcomes (beneficiaries?)
- Consider sustainability & replicability and transferability (beneficiaries/ stakeholders)
- List the beneficiaries/ stakeholders (names) and ask what and why...
- Use analysis tool to help
- Define dissemination/ transferability measures per stakeholder groups - coherent package

# STAKEHOLDER ANALYSIS (PER PROJECT OR BY OBJECTIVE/ACTION)

## Box A Key stakeholders

- high degree of influence on the project and high importance for the project success. *Beneficiaries or commitments?*

## Box B Keep informed

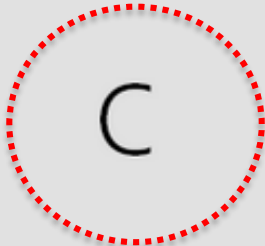


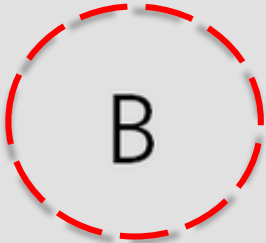
- high importance to the success of the project, but with low influence
- require special initiatives if their interests are to be protected. *Potential beneficiaries or commitments?*

## Box C Keep satisfied

- high influence, can affect the project outcomes, but whose interests are not necessarily aligned with the overall goals of the project. *Stakeholders?*

## Box D Monitor

- low influence on, or importance to the project objectives

		Importance of Stakeholder				
		Unknown	Little / No importance	Some importance	Significant importance	
Influence of Stakeholder	Significant influence					
	Somewhat influential					
	Little / No influence					
	Unknown					



## GENERAL ISSUES

- Roles: Beneficiaries (CoB, AB), Co-financiers, Subcontractors Beneficiaries registered in EU (public, private, private non-commercial) - *pays and gets*
  - *Case MH Forestry ltd. 100% state owned but.... Private as operates in private markets*
- Associated beneficiaries - *no limits to number but focus on added value, the more the higher are the risks*
- Associated beneficiaries outside EU - *only if relevant and affects EU*
- All beneficiaries jointly responsible
- Funding rates ENV 55%, NAT/BD 60% or 75% (for priority species and habitats with over 50% of costs of concrete conservation actions targeted )
- Project period up to 10 years, but usually 5-7 years Nature, ENV/INFO 3-5 years - *remember buffer period (6 months - 1 year; no actions required, only project management)*
- Provide reasonable timetable for actions and linked milestones and deliverables - *do not overdo the lists*



## GENERAL ISSUES

- **Sustainability** of the results should be guaranteed and possible future funding convincingly explained; *commitments (A8/ attachments), avoid recurring actions, and actions which lead to unknown responsibilities*
- **Replicability** and **transferability** should be included in the project and continue beyond the project period; *include these aspects in the project actions; **specific strategy** as action + actions such as trainings, guidelines, policy briefs, dissemination to various policy and stakeholder levels*
- EU added value: *contribution to LIFE, other policies national and EU, multipurpose (what other sectors e.g. agri, tourism, forestry) - also concretely!*
- Explore and explain links to relevant strategies, programs, policies (e.g. PAF)
- True **international projects** favoured; *added value to be explained, related to transferability and replicability*



## ACTION CHARACTERISTICS

- Recurring actions not favoured unless
  - New and/or demonstrative
  - Commitment and financing of the continuation, checked again in the FR
- Ongoing actions (e.g. monitoring) not eligible if not clearly modified or justified that would be continued without LIFE funding; *up to applicant to justify and explain, lack of resources possible but should not be the major point, replicating long-term monitoring can be approved*
- Pure research actions OK if linked to the concrete actions or clearly justified for reaching the objectives; *up to applicant to justify, avoid loose ends...*
- Continuation projects possible but,
  - *How complements and builds upon earlier project (forms A7 and action descriptions)*
  - *Also sustainability to be clarified*
  - *The time since the previous project, unclear we used app. 10 years*



# PROJECT STRUCTURE

- Actions generally: preparatory, concrete/implementation, monitoring, dissemination and management (structure varies between strands)
- Quantified and qualified results!!!!
- Justify the project consortium - *why, role of each*
- Design the dissemination actions per stakeholders (no large scientific conferences)
- Few mandatory actions (Socio-economic and ecosystem function assessments/ indicators, audit and LIFE dissemination actions, LIFE performance indicators)
  - *Consider indicators carefully, extend to socioeconomic indicators (jobs, engagement, use of local contractors, visitor satisfaction)*
  - *Consult other projects, engage assessment experts (socio-economy!)*
- Full-time project manager favoured; pay attention to the project management; *all beneficiaries need to invest in the technical and financial management, outsourcing possible*
- Actions generally inside EU (exceptions apply in LIFE Nature and BD); *possible outside if measurable positive effects inside EU, up to applicant to justify*





## FINANCIAL ISSUES

- No budget limitations but over 8-9M€ EU contribution projects rare - *value for money*
- Budget = realistic and justified estimation of the costs, value for money - *avoid quota thinking*
- Use consistent costs estimations for salaries (based on actual daily rates), travel (fixed rates for compensations and costs) and "normal" external services, goods - *cost estimation, how...*
- No services and goods between beneficiaries
- No info on source of own contribution but *no double funding, 2% rule for public bodies*
- **2% rule**, public bodies need to invest 2% more to the own contribution than their sum of permanent staff - *check the competencies and contracts, eProposal reports...*
- Complementary funding properly justified i.e. why LIFE and not other EU funds - *check timing, no more funds, too low compensation, only parts can be financed, be open with similar proposals*
- Single large infrastructure (over 500 000€) not eligible; *can be if relevant for the key objectives, sustainability*



## FINANCIAL ISSUES

- Limitation of visitor infrastructure costs to maximum 10% of the total budget; *careful with the justifications; conservation measure or dissemination action*
- External assistance costs more than 35% of the budget needs justification (never a problem)
- Overhead max. 7% on direct eligible costs excluding the land acquisition; *no more than 7% if someone wants less*
- Infra and equipment, depreciations and type of beneficiaries - public bodies and private non-commercial 100%, others 25%/50%
- VAT eligible if non-recoverable and not related to public authority actions, VAT certificate from tax authorities and public authority action - *justification from the beneficiary*
- Income: profit rule, basically all income ok if does not exceed beneficiaries' own contribution
  - *Timber income can be used as own contribution provided both the expenses and income are included in the project*
  - *Explain how the income is used; to cover the costs of the harvesting and other project costs*



## FINANCIAL ISSUES

- EU payments depends on project duration and EU contribution (check financial capacity!)
  - Max. 24 monts and less than 300t€; **70 + 30**
  - Over 24 months and between 300t€ and 4M€; **70 + 40 +30**
  - Over 24 months and over 4M€; **70 + 20 + 20 +30**



# DESIGNING LIFE PROJECT

- **Logical and realistic story the starting point**
  - *Clear background and current status*
  - *Problems relevant and explained how linked to the objectives*
  - *Foreseen change quantified*
  - *Clear indicators for success and effectiveness*
  - *Risks and challenges anticipated*
  - *Each beneficiary with clear and justified role*
  - *Relevant stakeholders included and addressed*
  - *Reasonable both for actions and timetable*
  - *Clearly presented, to the point...*



# LIFE NATURE AND BIODIVERSITY

## Nature

- Contributes to the implementation of the Birds and Habitats Directives (Council Directives 79/409 EEC and 92/43/EEC) - (largely) **inside Natura 2000 network or contributing to its integrity or actions on directive species both in and outside N2000**

## Biodiversity

- Contributes to the implementation of the objectives of the Biodiversity Strategy to 2020 including Natura 2000 - **must address wild fauna/flora - wider landscape, largely beyond Natura 2000**



## LIFE NATURE

- Can be **best practice** (apply appropriate, cost-effective, state-of-the-art techniques, methods and approaches taking into account the specific context of the project) and/or **demonstration** projects and/or **pilot** - *aim for combination, EU added value*
- Long-term sustainable investments in **Natura 2000** sites and on the conservation of *species* and *habitats* targeted by the *Birds* and *Habitats Directives* (focus on 'unfavourables', annexes I and II)
- Activities in support of the *Natura 2000* network and bio-geographical seminars and PAF
- **Marine component** by supplementing the marine N2000 network, MPs, sustainable fishing, monitoring the human impact on critical marine habitats and species
- *Must fulfil at least one project topic (the bolded)*
- Now more focus also on replicability and transferability that are beyond networking and best practice sharing - *EU added value*





## LIFE BIODIVERSITY

- Best practice, *demonstration or pilot* (depending on the topic)
- The demonstration of measures and practices that contribute to halting the loss of biodiversity in the EU, *other than* those related to the implementation of the objectives of the *Birds and Habitats Directives*
- Compatible with national and/or regional strategies for biodiversity (if exists)
- Proposals should focus on the project topics (MAWP); e.g. mapping, restoring ecosystems and their services + green/blue infra, alien invasive species (preventing-early warning-rapid response-eradicating/controlling, European red listed species, innovative BD funding mechanisms, BD and business (no-net loss); *must fulfil at least one project topic*
- Proposals must address *natural* habitats and/or *wild* fauna/flora



## SPECIAL FEATURES OF LIFE NATURE AND BD

- Species or habitat project; can be a combination
- Ongoing actions not possible but... OK if improved, also possible if repeated (good justification, e.g. peat land monitoring)
- Recurring actions only limited duration (max 2/3 of the project duration)
  - New recurring actions with demonstrative value OK
  - EU added value and commitment for the continuity
- *Sustainability*
  - Commitment from private landowners (min. 20 years), sustainability of the project results (usually clear inside N2000 areas in Finland, what about Bulgaria, ownership of protected area?)
  - Approval processes e.g. for management plans approved before the end date, new methods/recommendations adopted, relevant authorities supporting (form A8) - *always explaining the approval process and the link of the plan to the direct conservation benefits or actions in the project*





## SPECIAL FEATURES OF LIFE NATURE AND BD

- Must contain Concrete Conservation Actions (CCA) at least 25% of the LIFE project's budget
  - Actions directly benefiting target habitats/species and also their necessary preparatory measures
  - Preventive measures if can be justified to eliminate a threat/problem, fully implemented and sustainable (at 3 year committment)
  - Legal protection incl. land purchase (if completed during the project period)
  - Dissemination/ information if very likely to change behaviour of the problematic target group
  - Visitor infrastructures if solves the current negative effect of visitors (*if not then E action*)
- NAT: Exceptions, no need for 25% CCA if:
  - Designation of new marine N2000 areas
  - Development of the surveillance FFH habitats and species (hab dir art 11 reporting)
  - Competent authority must be beneficiary



## SPECIAL FEATURES OF LIFE NATURE AND BD

- Land purchase, long-term lease, one-off compensation (check the checklist; answer to each point)
  - *Explain the acquisition methods!*
  - *Not possible between public bodies*
  - *Related to project objectives*
  - *Necessary for the concrete actions or elimination of threat*
  - *Areas bordering targeted habitats/species occurrence sites; commitment for sustainability (conservation status, must be included to N2000 if targeting habitats and species for which N2000 is not considered sufficient)*
  - *Permanent protection e.g. according to nature conservation act (highest possible status)*
  - *Short term lease (max. project period) OK for demonstration/pilot actions*
  - *Value for money - inline with prevailing market value*
  - *Private land conservation favoured (check ongoing preparatory projects)*





## SPECIAL FEATURES OF LIFE NATURE AND BD

- Habitat actions outside N2000 possible in principle but
  - *Direct benefits to Natura to be proofed (e.g. coherence and connectivity)*
  - *Site actions also appropriate legal or contractual protection to guarantee sustainability (form A8 for completing during the project)*
  - *Exception for infrastructures linked to e.g. migration corridors; guarantee of sustainability*
  - *Note that for species actions explanation how guaranteed in long term is sufficient no obligation for legal protection*
  - *If N2000 not sufficient, including to N2000 network*
- Species reintroduction possible (check the checklist; answer to each point)
  - *Feasibility (clear benefit, chance of success, financially viable, area under threat...)*
  - *Ex-situ actions (captive breeding, seed banks, sprouts) OK if linked to reintroduction*





## LIFE NATURE

- Be clear between SCI/SAC and SPA; actions in SCI/SAC for habitats and actions SPA for birds and their habitats
- Species projects extend outside N2000 network - *sustainability...*
- Engaging (young) volunteers strongly supported, check also possibility for Solidarity Corps calls
- Check that habitats and species included in the SDF (if not commitment needed)
- Must fulfill *completely* at least one (max two) *project topics* of MAWP - no extra points for 2 topics (crucial 10 points)
- EU contribution 60%
  - EU funding up to 75% (for priority habitats or species if more than 50% of the budget for CCA)



# BASIC ACTION STRUCTURE

## A -actions, Preparatory

- Preferably linked to C-actions (assessments, MPs, technical plans)
- Explain the use of outcome/ use in the project
- Permit and approval processes (buffer and risks assessment)
- Avoid data collection with no clear action to follow during the project
- Limited duration, if not explain clearly

## B-actions, Land acquisition

- Purchase, one-off compensation (typical cases); land swap (note the timing of the transactions)
- Short term (project duration) compensation for demonstrating of pilots
- Provide independent statement on the market prices

## C-actions, Concrete conservation

- Describe which habitats/species targeted (quantitative)
- Why infra/equipment/animals needed

What

Why

Who

When

Where



# BASIC ACTION STRUCTURE

## D-actions, Monitoring

- How you monitor the effectiveness of the project actions on the conservation issues/ species/ habitats targeted
- Assessment of the pilot and demonstration actions also with respect to replicability and transferability
- LIFE performance indicators
- Socio-economic and ecosystem function assessment/ indicators!

## E -actions, Dissemination and communication

- Define by target groups starting with general dissemination
- Replicability and transferability measures; strategy
- Obligatory (www, notice boards, Layman's report, After LIFE CP, networking)
- Small scale infra limited to max 10% of CA budget (or C action)

## F-actions, Project management

- Table on the roles of the beneficiaries and management chart
- Action/description how reports are compiled

What

Why

Who

When

Where



# LIFE IP - Road to adventures

- Top down road to bottom up, engaging the beneficiaries
- Implementing national strategy e.g. PAF, RBMP
- Ambition and big challenges
  - *Filling in national gap - you only get one LIFE Nature IP (next period SNaPs)*
  - *Cross-sectoral (reserve time for negotiations, "ministerial" challenges)*
  - *Multipurpose, outside the traditional LIFE Nature box*
  - *In and out of the Natura 2000 network*
  - *Capacity building*
- Complementary funding
  - *Mandatory but realistic (focus on EU funds, Cohesion funds...)*
  - *Temporal and spatial overlap with objectives, sites*
  - *Check the ongoing and planned among the beneficiaries*



## LIFE IP - Road to adventures

- 8-10 years, implemented in cycles, phases of app. 2 years
- Two phased application process
- Final proposal
  - *Details only for first phase*
  - *Other phases at more strategic level (but still quite detailed budget)*
- Max. EU contribution app. 12 M€ (total budget app. 20M€)
- Each country entitled to 3 Ips of which one Nature
- Focus on capacity building!





# FRESHABIT

## Co-operation to maintain Finland's water heritage

Project manager Viliina Evokari  
Freshwater specialist Jari Ilmonen



[www.metsa.fi/freshabit](http://www.metsa.fi/freshabit)  
[#freshabit](https://twitter.com/freshabit) [#vesiperintö](https://twitter.com/vesiperintö)



# Largest LIFE project in Finland ever

FRESHABIT is one of the first accepted IP -projects

- Nature-category
- To improve the ecological status and biodiversity of aquatic N2000-sites

Total budget ca. 20 M€ + complementary projects

- EU LIFE ~12 M€, own funding ~8 M€
- Complementary funding is raising while project is running (other than LIFE-funding)

Project period Jan 1st, 2016 - Sept 30th, 2022

- 6 years 9 months

Metsähallitus Parks & Wildlife is the coordinating beneficiary

- 30 associated beneficiaries



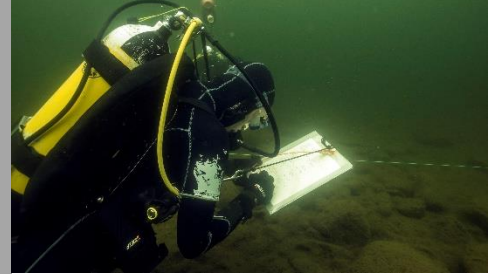
# Long-lasting methods and practices

- We produce the ´road map` to the implementation of national PAF (Priority Action Framework)
- We advance the methodology related to assessment, modeling and monitoring of freshwater habitats, species, ecosystem services and cultural heritage
- We construct new coordination structures, models and networks with emphasis on HBD and WFD, and sustainable use of freshwater habitats, species and related resources in N2000 sites (capacity building)



## AIM:

The ecological status and biodiversity of freshwaters will improve.



# Improved ecological status and biodiversity of freshwaters

- We run a pilot for raising FPMs in laboratory and transplanting them back to natal rivers
- We implement concrete restoration actions in freshwaters and their water basins acting in and outside N2000 areas
  - State and privately owned areas
- We increase co-operation among water-nature-agriculture- and forestry organisations



## AIM:

The project benefits also local entrepreneurs, recreational visitors and future generations who get to enjoy diverse freshwaters.



# Increased awareness and knowledge of freshwaters

- We enhance sustainable use of freshwater resources by integrating conservation approach to entrepreneurship
- We raise awareness of natural, cultural and economic values of freshwaters by organising a variety of public events, nature schools and voluntary work sessions
- We are part of the high-class nature documentary 'Ahdin valtakunta'



## AIM:

To provide information, increase awareness and motivate people to care of freshwaters.



# Complementary funding

- Integrated Projects ~ complementary funding
- Other projects to complete main aims of LIFE-funding and thus contributing the national PAF-framework
- Not limited to target areas
- Genuine expert or action networking
- Initial stage ~ 4,3 milj.€
- Up to date ~27 milj.€





## CONCEPT NOTE (in English)

- Administrative part
  - *Only CoB data and experience*
  - *Not signatures from any of the beneficiaries*
- Technical part
  - *Extended summary*
    - *Species/habitats/DB (problem, baseline, preoperational, species/habitats targeted)*
    - *Project objectives (clearly and related problems)*
    - *Actions and means*
    - *Expected results and impacts*
    - *Sustainability (also replicability and transferability)*
    - *Project topic(s)*
    - *Project partnership (who, role, co-financing)*
    - *Expected constraints and risks (the most relevant, scale)*



## eProposal

- EU added value
  - Best practice/ demonstration/ pilot (what, why, linking to actions)
  - Link to LIFE regulation, other relevant EU and national policies (focus on concrete actions and not just indications...)
- Budget
  - Only sums per budget category and own/ EU contribution but...
  - 10% rule for EU contribution means...
    - Quite good planning of budget, clear over estimations, but still realistic level (value for money)
  - Require costs per beneficiary per action per cost category
  - Agree on cost estimations (salaries, travel cost level, typical outsourcing levels etc.)





# LIFE FINANCIAL ISSUES

- Costs per actions per beneficiary (in CN only total per cost category, 10% rule)
- Clearly presented and justified - inline with the prevailing cost level, estimations clarified (e.g. unit cost), estimation method, source of information presented
- Provide data in attachments if needed
- Technical and financial coherence - cost estimation = financial part



# LIFE FINANCIAL ISSUES

## Personnel costs

- **Daily rate** based on actual salaries including **obligatory social charges** and **effective** working hours; should be **inline with the national salary level**
- Justification for time allocation - e.g. days per unit, days per phase
- Service contracts - under condition of working in the participant premises and under its supervision
- Non-additional personnel salary costs: sum of public bodies' contributions must exceed by at least **2 %** the sum of public body employees who are not considered 'additional'
- 'Additional' personnel includes all employees (permanent or temporary) of public bodies whose contracts or contract renewals start on or after the start date of the project or on or after the date of signature of the grant agreement (if this takes place before the project start date), *if pre-existing permanent contract always permanent*





## LIFE FINANCIAL ISSUES

2% rule (automatic in eProp)

*Example of budget (sum of all public beneficiaries):*

**Personnel:**

<b>Non-additional staff*</b>	<b>105 €</b>
<b>Additional staff</b>	<b>20 €</b>
<b>External Assistance</b>	<b>50 €</b>
<b>Equipment</b>	<b>25 €</b>
<b>Total</b>	<b>200 €</b>

**Life contribution = 50% (100 000€)**

**but**

**Minimum own contribution from public beneficiaries**

**= 105 € + 2 % = 107,10 €**

**Maximum Life contribution**

**= 92,90 €**



# LIFE FINANCIAL ISSUES

## Travel costs

- Follow the national/ organisational travel rules
- **Indicate the rates used** (attachment); ensure that same rates are used by each beneficiary
- Explain the reason for travels clearly; duration, how many persons, number of travels
- Use the same level of detail for all entries...
- Usually between **6-9% of the project budget** (Finland)
- Include travel costs for 2 to kick-off meeting (Brussels)



# LIFE FINANCIAL ISSUES

## External assistance

- Follow the **national tendering rules** for public bodies, for others EU levels apply
- Framework contracts OK; no need to tender just for LIFE
- Explain what is acquired, for what purpose and possible unit prices
- Indicate **how the costs were estimated**; *based on internet query, preliminary tendering, earlier similar cases etc.*
- No purchase of services or goods between beneficiaries (unless clearly void of profit, VAT)



# LIFE FINANCIAL ISSUES

## Durable goods, infrastructure, equipment

- Include here if considered as **capital expenditure and/or included in the inventory list**
- Follow the tendering rules for public beneficiaries
- Note the **depreciation rates** for non-public/NGO beneficiaries; 50% for equipment and only 25% for infrastructure
- Explain what is acquired, for what purpose and possible unit prices
- Indicate how the costs were estimated; *based on internet query, preliminary tendering, earlier similar cases etc.*
- Remember to acquire at the early stages of the project; needed for project actions
- Depreciation of all ready purchased equipment not eligible



# LIFE FINANCIAL ISSUES

## Consumable material

- Do not include costs for general office supplies/gas/electricity since they are deemed to be included in the overheads
- Follow the tendering rules for public beneficiaries
- **Catering** (room rents to ext. ass.)??? also asked to allocated to ext. Ass. and other costs; provide one logic
- **Mailing costs** if substantial related to the project actions (queries etc.)
- Only for items 100% needed for the project
- Explain what is acquired, for what purpose and possible unit prices
- Indicate how the costs were estimated; *based on internet query, preliminary tendering, earlier similar cases etc.*





# LIFE FINANCIAL ISSUES

## Other costs; miscellaneous costs

- Bank charges, conference fees, insurance costs
- Costs for translation, if needed, must always be reported in this category.
- Dissemination materials: purchase or printing dissemination materials/products...
- The cost of a bank guarantee
- Auditor costs (note 750 000€ EU contribution threshold)
- And the normal justifications...





# LIFE FINANCIAL ISSUES

## Ineligible costs

- **Recoverable VAT and VAT of public authorities** (unless public authorities provide an official certificate stating that VAT cannot be recovered for costs related to the project, only relevant for non-authority measures, sovereign powers)
- Costs incurred for an action which benefits from aid under other Union financial instruments
- Depreciation of **equipment acquired prior** to the project
- Costs related to any action considered as a compensatory measure
- Costs related to goods or services between beneficiaries
- **Inkind** contribution.... and many more....



# eProposal

## FULL PROPOSAL

- Let's look at one approved... if time...



# LIFE BASIC FINANCIAL ISSUES FOR ONGOING PROJECTS

## Personnel costs

### Principles

Based on *actual* time devoted to the project



Based on actual gross salary / wages + *obligatory* social charges



### Supporting documents

Timesheets (regularly signed by worker and superior, digital signing OK)

Pay slips, annual salary documents, social charge documents , proofed by ledger books



# LIFE BASIC FINANCIAL ISSUES FOR ONGOING PROJECTS

## Travel costs

### Principles

Charged in accordance with internal rules of the beneficiary



### Supporting documents

Travel invoices with supporting documents

Journeys by car: based on distance and internal rules, logbook

- Costs incurred by employees (not by external consultants - ext ass. OR volunteer - OC)
- Not for journeys between home and work place



# LIFE BASIC FINANCIAL ISSUES FOR ONGOING PROJECTS

## External assistance

### Principles

Follow applicable rules on tendering

Includes short term lease of land (expires prior to project end date, for Life NAT only)



### Supporting documents

Tendering documentation

Detailed invoices issued by the sub-contractor, with clear reference to the LIFE project and to the purchase order or the contract

Clear info and tasks provided and dates



# LIFE BASIC FINANCIAL ISSUES FOR ONGOING PROJECTS

## Durable goods / Infrastructure

- Exception for LIFE NAT
- Infrastructure, equipment :
  - 100% for public or non commercial beneficiaries
  - depreciated for other beneficiaries (25% / 50%)
- Reference to the project in the invoices (when possible, ask for new invoices)



# LIFE BASIC FINANCIAL ISSUES FOR ONGOING PROJECTS

## Durable goods

- Charges relating to durable goods are eligible when the goods are:
  - Placed on the beneficiary's inventory of durable goods!
  - Treated as capital expenditure
  - Depreciated yearly
- Depreciation of durable goods already owned by beneficiaries at the start of the project is not eligible for LIFE funding
- Each beneficiary shall apply its internal accounting standard/rules to calculate the actual depreciation charges



# LIFE BASIC FINANCIAL ISSUES FOR ONGOING PROJECTS

## Land acquisition

- Land purchase, one-off compensation payment, land swaps (!)
- Approved for foreseen areas in the proposal
- Contracts (clause), parcel data, maps, area, taxes, costs, GIS data

## Consumable material / other costs

- Explicitly used for project purposes





# LIFE BASIC FINANCIAL ISSUES FOR ONGOING PROJECTS

## Ineligible costs

- Costs in any category of expenditure over and above that foreseen in the budget (budget transfers accepted in line with art II.22)
- Recoverable VAT and VAT of public authorities (unless public authorities provide an official certificate stating that VAT cannot be recovered for costs related to the project, only relevant for non-authority measures)
- Costs incurred in relation to activities not foreseen in the project
- Costs incurred for the purchase of durable goods or communication material not bearing the LIFE logo (and the Natura 2000 logo, when applicable)



# LIFE BASIC FINANCIAL ISSUES FOR ONGOING PROJECTS

## Ineligible costs

- Costs incurred for an action which benefits from aid under other Union financial instruments
- Costs related to any action considered as a compensatory measure
- Costs related to management plans, action plans and similar plans, drafted or modified in the context of a LIFE project, if the related plan is not legally operational before the project end date
- Exchange losses
- Inkind contribution.... and many more....



## PROBLEMS TO AVOID AND WAYS TO AVOID

- Operations context/background not clear; *explain the current situation, problems and how/what kind of changes due to the project*
- Short cuts made in explaining; *proposal is written to an expert not understanding your country's situation*
- Actions not linked to objectives; *explain, provide the logic*
- Links between actions missing, no coherent story
- Actions vaguely described; *what, where, why, outcome*
- Expected results not clearly measurable, lack of quantitative aspects; *provide info in description and deliverable/milestones*
- Actions have only limited outcomes; locally important but not at EU level; *explain the EU added value, replicability, transfer to other locations*
- Missing evidence on the effects of the actions





## PROBLEMS TO AVOID AND WAYS TO AVOID

- Sustainability not addressed
- Consortium not right for solving the problem; *make the stakeholder analysis, who do you need for the project and after the project*
- Monitoring not clearly linked to the actions and effect of the project; *consider both indicators per action, success of the action and effects*
- Dissemination and analysis of demonstration actions missing; *demonstration actions requires them both*
- Over ambitious both for actions and timetable
- Project not related to the project topics or LIFE in general
- Lack of commitment for permits, legal adoption of plans; *provide A8 forms or explain what you have done to reduce the risk*



## PROBLEMS TO AVOID AND WAYS TO AVOID

- Budget too vaguely described; *provide sufficient details, some info in technical and financial parts*
- 25% rule concrete conservation measures not fulfilled; *remember to explain your logic, explain how actions contributes*
- 2% rule i.e. too much permanent staff