

**Interreg
Europe**



Co-funded by
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Lead partner seminar

18 March 2025

Lead partner seminar
Krakow, Poland



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**Interreg
Europe**



Co-funded by
the European Union

Managing project finances

18 March 2025

Lead partner seminar
Krakow, Poland



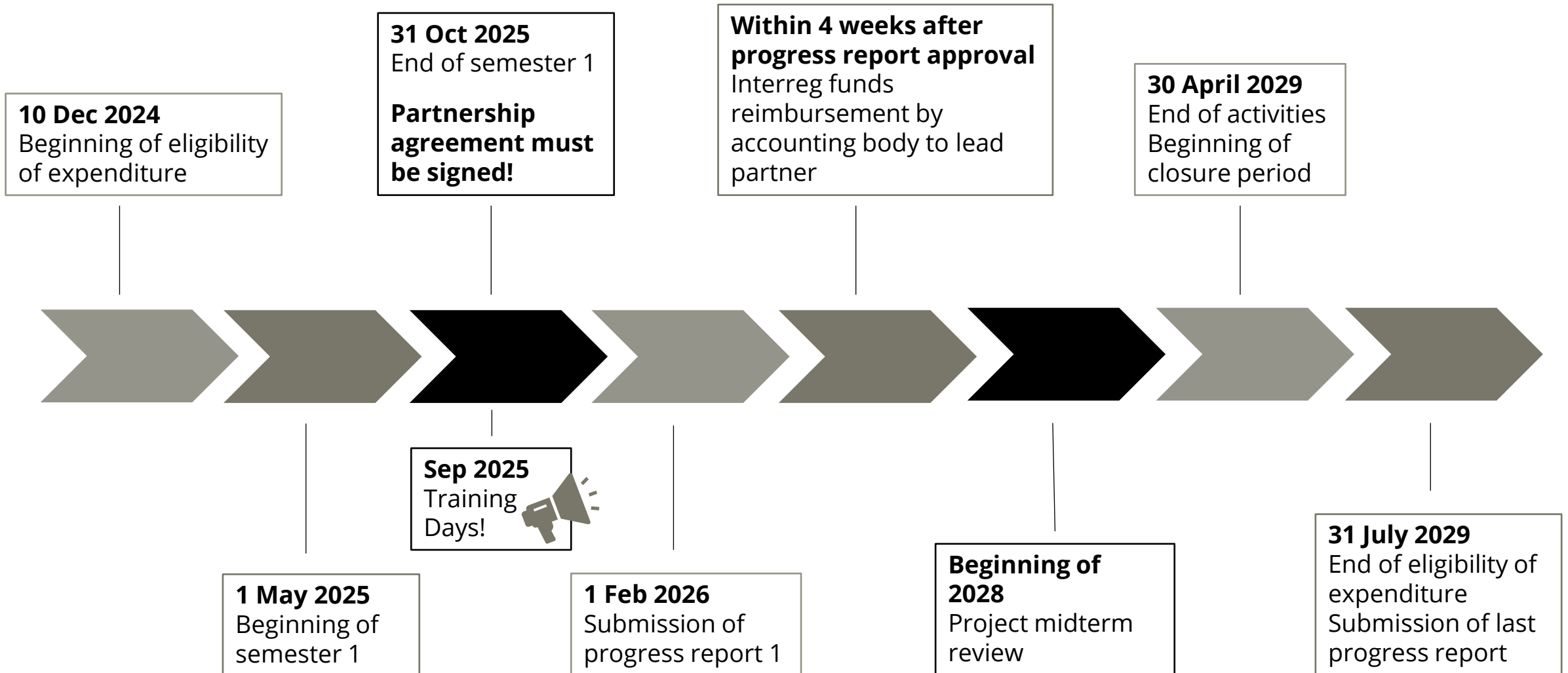
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1

- Reporting
timeframe

Project lifetime and **deadlines**



The partnership agreement

= key document **between a lead partner and the other project partners**, extending the arrangements of the subsidy contract to the level of each partner



Only partners who have signed the project partnership agreement are allowed to report expenditure!

Example of a project partnership agreement template on programme's website:

<https://www.interregeurope.eu/help/project-implementation-2021-2027>

Further information in **section 5.1.4 Project partnership agreement** of the programme manual.

2

- Verification of expenditure and main **financial reporting steps**

The different **control systems**

Centralised control

Albania, Belgium (Brussels + Wallonia), Bulgaria, Bosnia and Herzegovina, Czech Republic, Croatia, Estonia, Finland, Greece, Hungary, Ireland, Latvia, Luxemburg, Montenegro, North Macedonia, Poland, Romania, Serbia, Slovenia, Slovakia, Sweden, Ukraine

Directly **appointed by control body**

Decentralised control

Austria, Belgium (Flanders), Cyprus, Denmark, France, Germany, Italy, Lithuania, Malta, Moldova, Netherlands, Norway, Portugal, Spain

Controller needs **to be contracted by the PP and approved by Approbation body** (sometimes there is shortlist)

<https://www.interregeurope.eu/in-my-country>

interregeurope.eu/#

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Look for funding

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Get expert support

Meet our community

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Projects by topic:



Smart



Green



Connected



Social



Citizens



Governance



Search approved projects by :

Country

(France, Italy, Germany...)



Implement project

Programme manual
2021-2027

Guidance and templates

Our seven new countries

Country specific info

Project results

Overview

Latest programme achievements

30 stories about policy changes

A publication about results in 30 countries

Project news

See all



Lead partner seminar for
third call projects

18 March 2025

See also

[Facts and figures](#)

[Policy solutions](#)

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NEW

Requirement for **decentralized controllers**

Interreg Regulation 2021/1059, article 46 (8):

“Each Member State, (...) shall identify as controller either a **national or regional** authority or a private body or a natural person as set out in paragraph 9.”

NEW

Requirement for externalized controllers

Interreg Regulation 2021/1059, article 46 (9):

“Where the controller carrying out management verifications is a **private body** or a natural person, those controllers shall meet **at least one of the following requirements**:

- a) Be a member of a national accounting or auditing body or institution which in turn is a member of **International Federation of Accountants (IFAC)**;
- b) Be a member of a national accounting or auditing body or institution without being a member of IFAC, but **committing to carry out the management verifications in accordance with IFAC standards** and ethics;
- c) Be **registered as a statutory auditor in the public register** of a public oversight body in a MS in accordance with the principles of public oversight set out in Directive 2006/43/EC of the European Parliament and of the Council (21);
- d) Be registered as a statutory auditor in the public register of a public oversight body in a third country, partner country or OCT, provided this register is subject to principles of public oversight as set out in the legislation of the country concerned.”

Financial reporting: **STEP 1**



1. Find your controller

Centralised systems

- Find out who your control body is

Decentralised systems

- Contract your controller
(check your national requirements, there might be a shortlist)
- Get them appointed by your approbation body

In both cases, controllers get **access** to the Portal by the control/
approbation body **only**

Financial reporting: **STEP 2**



2. Create and complete your financial report

In the Portal:

- Financial report
- List of expenditure
- Supporting documents

Financial reporting: **STEP 3**



3. Send it to your controller

Send completed financial report to controller **early** in advance to ensure it is certified on time.

Certain controller systems have specific deadlines – **check** in advance **with your controller!**

Make sure the expenditure is reported clearly and all supporting documents are provided.

Reporting = fully **online**

NEW

Risk-based methodology ...

... for the verification of expenditure

Guidance

For the period 2021-2027, the control of expenditure reported by partners is risk-based. The programme risk-based methodology is available here.



RISK BASED MANAGEMENT VERIFICATIONS
METHODOLOGY.PDF

The programme risk-based
methodology version 1 from
October 2022.

 **Download** (491.83 KB)

<https://www.interregeurope.eu/help/project-implementation-2021-2027>

Financial reporting: **STEP 4**

CERTIFIED

4. Verification + confirmation by the controller

Expenditure

- Verified and confirmed by the controller



In Spain and Portugal: additional step performed by the validation body

Control documents

- Issued by controller directly in the Portal

Financial reporting: **STEP 5**



5. Financial report sent back to the lead partner

- Each project partner sends their confirmed (and validated for ES and PT) report to LP.
- LP checks them on the basis of the control documents.
- All partner reports are compiled by the lead partner into the joint progress report.

Financial reporting: **STEP 6**



6. Joint progress report submitted to JS by lead partner

- Joint progress report submitted to the JS by the deadline

(1 February or 1 August)

Financial reporting: **STEP 7**



7. Progress report checked by the JS

- JS checks the report
- If necessary, JS sends clarification requests to LP
- Once all points are clarified, progress report is approved.

Financial reporting: **STEP 8**

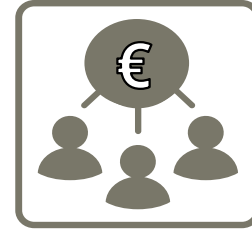


8. Payment made by the accounting body to the LP

The reimbursement of the Interreg funds

- Done by the accounting body
- Within approximately four weeks after the approval of the progress report by JS

Financial reporting: **STEP 9**



9. Transfer of the funds to partners by LP

LP transfers the funds to the partners after receipt of the payment.

The transfer

- Done within the timeframe agreed in the partnership agreement
- In line with the amounts stated in the progress report

3

- Main
**eligibility
principles**

General **principles**

Different levels of rules

- European: EU Regulations
- Programme
- National
- Partner/ institutional

General **principles**

CONSISTENT

the expenditure allocated to the right cost category



JUSTIFIED

unforeseen expenditure items or over/ underspending needs to be justified



COHERENT

reported activities and finances have to match



General **principles**

Eligibility of costs is determined by the **relevance of the activities!**

Costs necessary to:

- Carry out the project activities
- Achieve the project objectives



Eligibility period

Eligibility period from project approval

- by the monitoring committee (**10 Dec 2024**)
- to the project end date (**31 July 2029**)



Submission date of last report = project end date = end date of eligibility of costs

Eligibility **rules** - points of **attention**

Prior **approval from JS** necessary for items not already specified and approved in the application form

For example:

- Activities/ travel outside the programme area
- Equipment
- Infrastructure and works

Eligibility **rules** – points of **attention**



No shared costs !



Contracting partner principle applies

- **Contracting partner** = the only one reporting and receiving the funds!

Ineligible costs

- Gifts/ gadgets
- Fines
- Financial penalties
- In-kind contributions
- Awards & prizes
- Double financing



See **section 6.4.6** of the programme manual

Flexibility rule

Budget may slightly change during the implementation of your project.

How to deal with such small changes?



20% budget flexibility rule

on the total partner budget

- no pre-approval from JS, justification in PR
- total Interreg funds of the project cannot increase

4 ● Cost categories

Cost **categories**

1. Preparation costs
2. Staff costs
3. Office and administrative costs
4. Travel and accommodation
5. External expertise
6. Equipment
7. Infrastructure and works

1. What are **preparation costs**?



- Costs for the **preparation of the application**
- Lump sum of **EUR 17,500** (total amount) per project
- Share of **Interreg funds (EUR 14,000)** paid after the **first progress report** approval

To whom?

- **Attributed to LP** and reported as LP expenditure in PR1
- To be **shared with partners** involved in the application preparation
- Distribution among partners according to the partnership agreement
- **No supporting evidence** required

2. What are **staff costs**?



Gross employment costs

= salary payment + taxes + social security contributions

For whom?

Only staff employed directly by the partner institution and working on the project

(**not** for associated policy authorities)

2. Staff costs **calculation method**

Fixed % of the gross employment costs

- 1. Full-time on project?** ► 100% real costs charged
- 2. Fixed % on project?** ► % of real costs charged

2. Staff costs **supporting documentation**

- **Employment contract**
- **Task assignment letter – to be signed ASAP**
 - % of time per month to be worked on the project
 - % can be reviewed occasionally, if really needed
 - Template available on our website
- **<https://www.interregeurope.eu/help/project-implementation-2021-2027>**
- **Payslips, proof of payment to identify real salary costs**
- **No timesheet needed!**



Flat rates



SIMPLIFICATION

- 15% of partner's staff costs ➤ office & administrative costs
-  15% of partner's staff costs ➤ travel & accommodation costs

- Automatic calculation
- No supporting documents needed when reporting
- Paid with the approval of every PR
- Costs belonging to the flat rates cannot be reported under other costs categories

3. What are **office & administrative costs**?



- General administrative expenses of the partner organisation
(office rent, stationery, accounting, postal services, ...)

How much?

- Flat rate - **15%** of partner's **staff costs**

4. What are **travel & accommodation costs**?



- Travel and accommodation costs **for all staff employed in the partner organization regardless of their role in the project**

How much?

- Flat rate - **15%** of partner's **staff costs or real costs** (mainly for partners from 7 EU candidate countries)
- The calculation method cannot be changed during the project

4. Travel & accommodation costs

- Partners expected to travel to meetings as planned in AF (importance of **in-person** exchange)
- Justification to be provided in the joint PR if they do not attend
- Partner recurrent non-participation could put into question the costs and overall involvement within the project

5. What are **external expertise & services**?



Services needed outside the partner organization



For what?

- travel & accommodation for external stakeholders
- organization of events
- verification of expenditure (controllers' costs)
- etc.

Must comply with **public procurement rules**

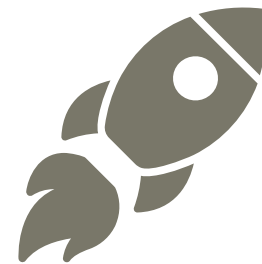


5. External expertise and services

Includes for instance:

- travel & accommodation (T&A) for external stakeholders & external experts,
- support for project management,
- Also **T&A for associated policy authority (APA)**

Consistency activities vs reported costs!



6. What are **equipment costs**?



Equipment purchased, rented or leased by a partner, to achieve the objectives of the project



For what?

- Only planned/ pre-approved equipment eligible!

Buy it early and report it ASAP!

Must comply with **public procurement rules**



7. What are **infrastructure & works**?



Small scale building materials or labour needed for works

For what?

- Only for pilot actions
- Only planned/ pre-approved infrastructure and works eligible!



Must comply with **public procurement rules**

Common **principles**

VAT eligible

Evidence of compliance:

- Written agreement
- Invoices
- Proof of payment
- Proof of delivery/ existence of output/ equipment/ infrastructure or works



Public procurement

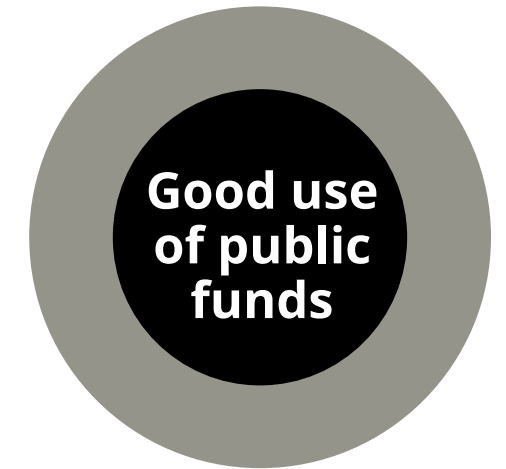
No programme-specific rules

Public procurement **applicable rules**:

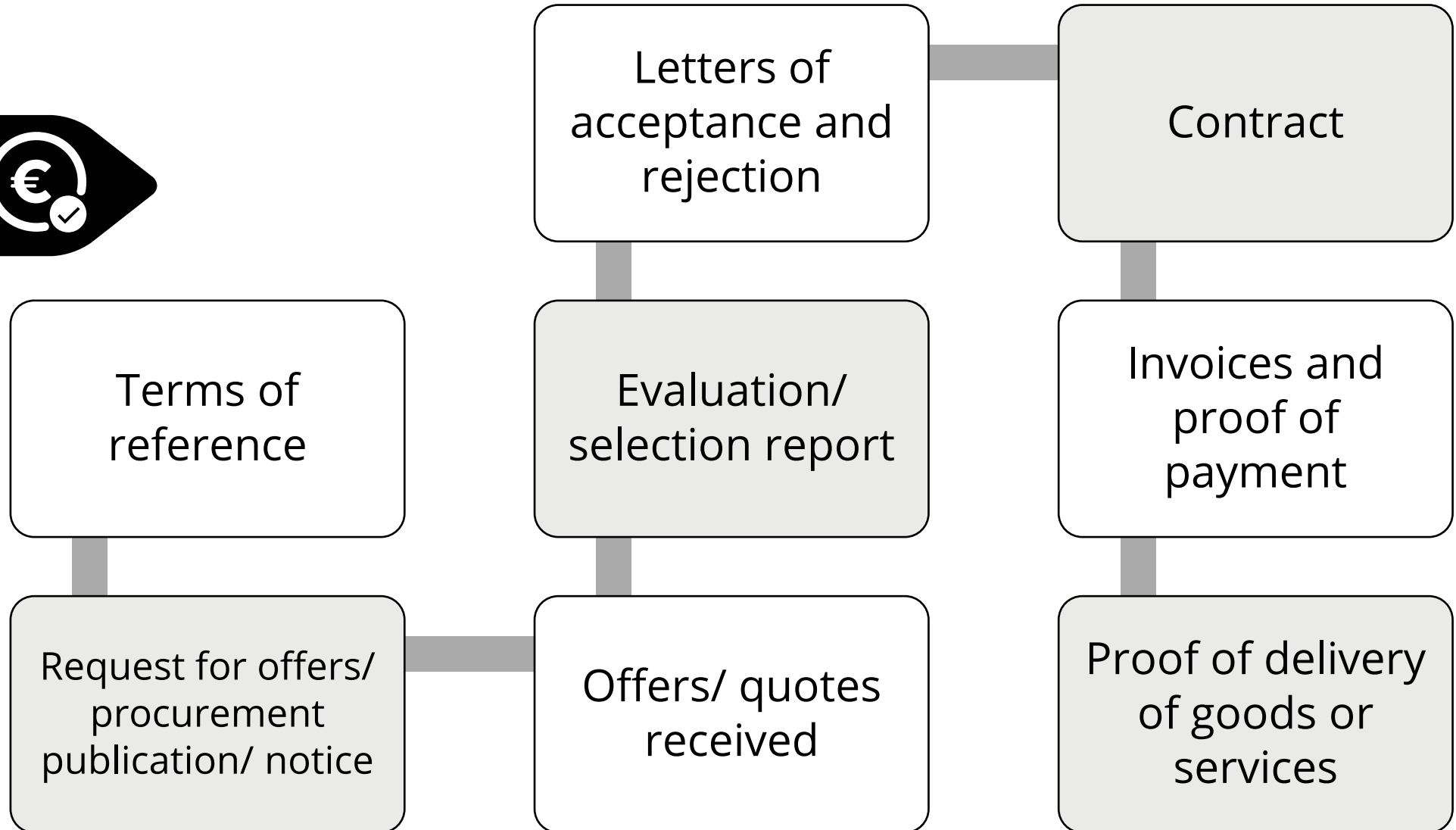
- the EU public procurement directives (Directive 2014/24/EU)
- Annex II of the financing agreement (partners from 7 new countries)
- national rules
- internal rules of the partner organisation

The strictest rule must always be **applied**

The controller will **verify** the compliance

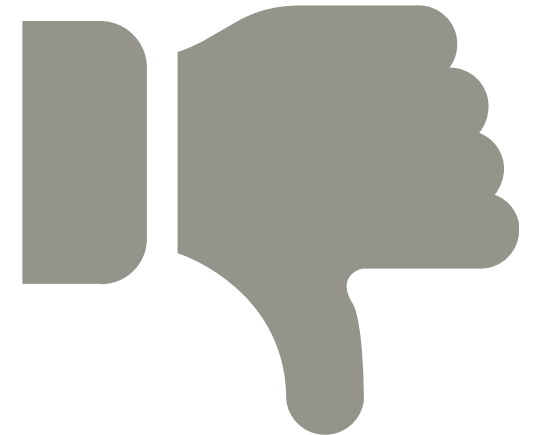


Public procurement



Public procurement **frequent errors**

- Inadequate procedure chosen
e.g. direct award of contract not justified
- The value of the contract not estimated at institutional level
- Insufficient publicity
- Splitting the contracts to fit below thresholds
- Insufficient audit trail
e.g. missing documents



Public procurement **direct award**

Carefully consider:

“Urgency”

“The only one”

“More economic – no cost for training new person”

“Good value (based on old comparison)”



Public procurement **success factors**

- ✓ Takes time: **start as early as possible!**
- ✓ **Estimate** the value of your need (at institutional level)
- ✓ **Identify which rules apply** (European, national, internal)



Public procurement **success factors**

- ✓ **Apply** the right procedure (adequate advertising through adequate media depending on interest of tender, timeframe)
- ✓ **Award** the contract in a fair and transparent way
- ✓ **Document** and archive the relevant documentation/ justification (even for direct awards)



5. Reporting on **Interreg Europe Portal**

<https://portal.interregeurope.eu>

Points of attention

- Ensure that every person who needs to work on the partner reports:
 1. Has created a user in the Portal
 2. The user is assigned to the right organisation
 3. The user is provided with read+write rights



Partner access: add a new user to a project

The screenshot shows the 'Interreg Europe' system interface. The top header includes the logo and 'Co-funded by the European Union' on the left, and 'TEST system (v1.22.0)' on the right. A left sidebar contains a navigation menu with items like 'Semester 5' through 'Semester 8', 'F - Project budget' (with sub-items F.1-F.6), 'G - Annexes', and 'Project users' (highlighted). The main content area is titled 'Permissions and Roles' and 'Project users', featuring a '+ Add user' button and a table of existing users. A modal dialog titled 'Add a new user' is open, prompting for an email address (svetlana.pp.rw@gmail.com) and permitted operations (Read+Write).

Interreg Europe Co-funded by the European Union TEST system (v1.22.0)

Semester 5
Semester 6
Semester 7
Semester 8

F - Project budget

F.1 - Budget breakdown per cost category and partner
F.2 - External expertise and services
F.3 - Equipment
F.4 - Infrastructure and works
F.5 - Project budget per co-financing source - breakdown per partner
F.6 - Spending plan

G - Annexes

Overview

Project users

Export

Submit

Conditions

Permissions and Roles

Project users

+ Add user

Email	First name	Last name	Permitted operations	Roles	Organisa
user7384@gecko.de	First	Last	Read+Write		LP01 Mu
user26624@cko.de	ge				
user26668@cko.de	dg				
user27199@cko.de	dg				
user27730@cko.de	ge				

Add a new user

Enter an email address to add the corresponding user to the project

svetlana.pp.rw@gmail.com

Permitted operations

Read+Write

Cancel Add

LP adds new users if needed

Users receive an **activation email**

- **Check your junk folder!**

Define the user rights and assign a user to an organisation

TEST system (v1.22.0)

Semester 5

Semester 6

Semester 7

Semester 8

F - Project budget

F.1 - Budget breakdown per cost category and partner

F.2 - External expertise and services

F.3 - Equipment

F.4 - Infrastructure and works

F.5 - Project budget per co-financing source - breakdown per partner

F.6 - Spending plan

G - Annexes

Overview

Project users

Export

Submit

Conditions

Assessment & Decision

user27762@gecko.de	Firstname-27762	Lastname-27762	Read-only	• Legal representative	PP06 f and In Develc Agenc Czech
leadmarisa@gmail.com	Marisa	Lead	Admin	• Project coordinator	LP01 M Technc Univer:
svetlana.pp.rw@gmail.com	Svetlana	Partner	Read+Write		PP05 M of Fina

Overview of legal representatives

LP01 Munster Technological University

👤 Firstname-26668 Lastname-26668

✉ user26668@gecko.de

📞 *No phone number provided.*

PP02 Catalan Agency for Business Competitiveness (ACCIÓ)

👤 Firstname-27199 Lastname-27199

✉ user27199@gecko.de

📞 *No phone number provided.*

PP05 Ministry of Finance

👤 Firstname-26105 Lastname-26105

✉ user26105@gecko.de

📞 *No phone number provided.*

PP07 Duisburg Business and Innovation GmbH

👤 Firstname-27735 Lastname-27735

✉ user27735@gecko.de

📞 *No phone number provided.*

User permission

Email

user27488@gecko.de

18/200

First name

Firstname-27488

15/200

Last name

Lastname-27488

14/200

Permitted operations

Read-only

Organisation

Ministry of Education, Science and Sport

Roles in project

Legal representative

Contact person/coordin

Receives emails

Has access to supporting documents

Delete
Cancel
Save

Controller's access

Controller users are created by the control bodies

- **Centralised systems**

- Find out who your control body is, they already have accounts in Portal

- **Decentralised systems**

- Ask the approbation body to approve your contracted controller and to create their account in Portal

User access

- LP, PPs, Controllers see the Application form
- PP users will only see their own partner reports
- LP users will see their own reports and the other partners' reports
- Controller sees the financial report when it's submitted to them

- All users assigned to the PP or LP receive the notifications related to that organisation

Financial report

- **Compiled by each partner within 2 weeks after end of the reporting period**
- **Includes:**
 - Activity summary (≠ policy report)
 - List of expenditure
 - Procurements
- **Supporting documents uploaded on the Portal**

1. List of expenditure

Report identification
 Activity summary
 List of expenditures
 Consolidation
 Procurements
 Financial overview
 Submit
 Control report
 Confirm/Reject
 Supporting documents

+ Add expenditure

ID 1	Cost category	Contract number	Application form item number or month [?]	Description	Employee/supplier	Document reference number	Date of invoice/document
1	Staff costs		04 - April	project manager sa 22/300	Bruce Dickinson 15/300	BD0423 6/300	Please select
2	Staff costs		04 - April	com manager sala 18/300	Paul Newman 11/300	PN0423 6/300	Please select
3	Staff costs		04 - April	finance manager s: 22/300	Rod Stewart 11/300	RS0423 6/300	Please select
4	Staff costs		05 - May	project manager sa 22/300	Bruce Dickinson 15/300	BD0523 6/300	Please select
5	Staff costs		05 - May	com manager sala 18/300	Paul Newman 11/300	PN0523 6/300	Please select
6	Staff costs		05 - May	finance manager s: 22/300	Rod Stewart 11/300	RS0523 6/300	Please select
7	Staff costs		06 - June	project manager sa 22/300	Bruce Dickinson 15/300	BD0623 6/300	Please select
8	Staff costs		06 - June	com manager sala	Paul Newman	PN0623	Please select

- Expenditure only for cost categories reported on a real cost basis
- Descriptions in English
- For partners outside Eurozone expenditure converted to EUR automatically

1. List of expenditure

ID #	Cost category	Contract number	Application form item number or month ⓘ	Description
12	Staff costs		07 - July	Project member, 10% 19/300
13	Staff costs		08 - August	Project member, 10% 19/300
14	Staff costs		04 - April	Project member, 7,5% 20/300
15	Staff costs		05 - May	Project member, 7,5% 20/300
16	Staff costs		06 - June	Project member, 7,5% 20/300

Items selected for the sample appear in colour

- Partners from Eurozone declare amounts in Euro
- Partners outside Eurozone declare amounts in local currency
- Currency as debited from bank account of the partner

Month of payment	Currency/ Exchange rate	Total amount declared ⓘ	Total amount declared in EUR
Jul 2023	SEK (Swedish krona) 11.60650	8,498.79	732.24
Aug 2023	SEK (Swedish krona) 11.60650	7,586.22	653.62
Apr 2023	SEK (Swedish krona) 11.60650	5,116.30	440.81
May 2023	SEK (Swedish krona) 11.60650	4,892.26	421.51
Jun 2023	SEK (Swedish krona) 11.60650	5,579.06	480.68

1. List of expenditure

[Report identification](#)
[Activity summary](#)
[List of expenditures](#)
[Consolidation](#)
[Procurements](#)
[Financial overview](#)
[Submit](#)
[Control report](#)
[Confirm/Reject](#)
[Supporting documents](#)

+ Add expenditure

ID #	Cost category	Contract number	Application form item number or month	Description	Date of payment	Currency	Exchange
1	Staff costs		04 - April	project management 22/300	24 Apr 2023	Euro	
2	Staff costs		04 - April	com management 18/300	24 Apr 2023	Euro	
3	Staff costs		04 - April	finance management 22/300	24 Apr 2023	Euro	
4	Staff costs		05 - May	project management 22/300	29 May 2023	Euro	
5	Staff costs		05 - May	com management 18/300	28 May 2023	Euro	
6	Staff costs		05 - May	finance management 22/300	29 May 2023	Euro	
7	Staff costs		06 - June	project management 22/300	29 May 2023	Euro	
8	Staff costs		06 - June	com management Paul Newman DN0623	Please select 26 Jun 2023	Euro	

- Drop down list to select a contract number from the Procurements tab
- Month selection for staff costs
- Link with application form section F2

2. Procurements

Contract number	LP01-003
Created in	4
Last changed	21/01/2025

Contract name 29/100

Reference number 11/100

Contract date

Contract type

Contract amount (excl. VAT) in EUR

Above EU threshold

Procedure applied

Open Procedure
Any interested supplier may respond to an advertisement in the OJEU (or another publication if below EU thresholds) by submitting a tender/offer.

Supplier name 13/100

Supplier VAT number 19/100

Partner's comments

0/500

Controller's comments

0/500

Lists all contracts
above 10,000 EUR

One list accessible
in all finance
reports

3. Supporting documents

[Report identification](#)
[Activity summary](#)
[List of expenditures](#)
[Consolidation](#)
[Procurements](#)
[Financial overview](#)
[Submit](#)
[Supporting documents](#)

Supporting documents

The supporting documents can be added by partner even after submission of the report to the controller. If needed, the controller can also add documents after the report has been submitted to them.
The supporting documents can only be deleted until submission of the report to the controller. After the report is submitted to the controller, only controller can delete the documents, if necessary. After the report is confirmed, all the documents uploaded until then cannot be deleted anymore by any user.

[Period 1](#)
[Period 2](#)
[Period 3](#)
[Period 4](#)
[Period 5](#)
[Period 6](#)
[Period 7](#)
[Period 8](#)
[Staff](#)
[Travel](#)
[Ext. Expertise & services](#)
[Equipment](#)
[Infrastructure & works](#)
[Partnership agreement](#)
[Procurement](#)
[Staff contract](#)
[Contract LP01-002](#)
[Contract LP01-003](#)

Filter file name

<input type="checkbox"/>	Name	Date	Size	Uploader t	Tags
<input type="checkbox"/>	Bruce Dickinson emoloyment contract.pdf	05/03/2025	27.59 KB	leadmarisa@gmail.com	Period 1 x Staff x +
<input type="checkbox"/>	Bruce Dickinson salary slip April 2023.pdf	05/03/2025	29.48 KB	leadmarisa@gmail.com	Period 1 x Staff x +
<input type="checkbox"/>	Bruce Dickinson salary slip July 2023.pdf	05/03/2025	28.32 KB	leadmarisa@gmail.com	Period 1 x Staff x +
<input type="checkbox"/>	Bruce Dickinson salary slip June 2023.pdf	05/03/2025	28.70 KB	leadmarisa@gmail.com	Period 1 x Staff x +
<input type="checkbox"/>	Bruce Dickinson salary slip May 2023.pdf	05/03/2025	29.08 KB	leadmarisa@gmail.com	Period 1 x Staff x +
<input type="checkbox"/>	Bruce Dickinson task assignement letter.pdf	05/03/2025	27.23 KB	leadmarisa@gmail.com	Period 1 x Staff x +
<input type="checkbox"/>	Great Hotel invoice stakeholder meeting.pdf	05/03/2025	27.94 KB	leadmarisa@gmail.com	Period 1 x Procurement x Contract LP01-002 x Ext. Expertise & services x +
<input type="checkbox"/>	Great Restaurant invoice stakeholder meeting.pdf	05/03/2025	27.94 KB	leadmarisa@gmail.com	Period 1 x Ext. Expertise & services x +
<input type="checkbox"/>	partnership agreement.pdf	05/03/2025	32.90 KB	leadmarisa@gmail.com	Period 1 x Partnership agreement x +

Selected: 0 file(s)
 [Update Tags](#)
[Download ZIP](#)
 Total size: 259.17 KB

Visible only to the partner and their controller (possibility to further limit for specific users)

One list accessible in all finance reports

- Bulk upload, download and tagging
- Filtering by tags
- Sorting by column headers
- Search by file name

Upload restrictions:

- Allowed file types: PDF, Word, Excel, JPG, PNG, EDoc
- Max file size: 100 MB
- You may upload multiple files at once.

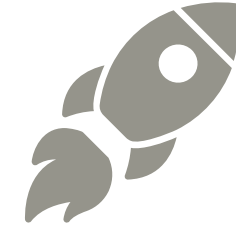
6

10 points



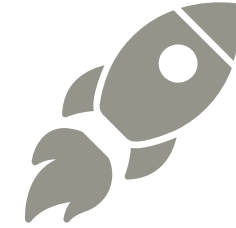
to remember





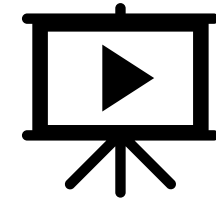
10 points to remember

1. Get **controller** as soon as possible
(see website **In my country** pages for details)
2. Set internal **reporting timeline and control procedure** with partners
3. The whole reporting process happens on **the Portal**
<https://portal.interregeurope.eu>
4. All **activities and expenditures must match** each other and be justified
5. There is only **one staff-cost reporting option**



10 points **to remember**

6. Prepare **task assignment letter** indicating % of time staff members will dedicate to the project
7. Do not include **costs covered by flat rates** in other cost categories
8. Check with JS for **unplanned expenditure**
9. All partners must **comply with procurement rules**
10. **Assign users** to organisations and **define their rights in the Portal**



Watch our **tutorial videos**

Assigning users for reporting

Interreg Europe Portal tutorials for project partners

Interreg Europe
12 videos 3,639 views Updated 2 days ago

Play all Shuffle

<https://youtu.be/Z4uZJEwbxco?list=PLXXM7UvBjn hg-nu0MaFm6IW9zcElepogm>

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