

Communication rules

MonMur
HUHR/1901/2.2.1/0128
1st projectmeeting
13.11.2020

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connect, not divide*

General overview

The LB & Beneficiaries are responsible to informing the public about the funding obtained from the EU
Every Beneficiary is responsible to:

- **Communication activities**, according to the information and publicity activities planned to be carried out during the project lifecycle
- bringing their results and benefits to the awareness of the relevant target groups
- **use both the Programme logo and the Interreg logo with the ERDF reference** and in the respective language (Croatian, Hungarian and/or English)
- for operations/projects not exceeding 500,000.00 EUR (as well as for those exceeding 500,000.00 EUR without works component) place at least one poster with information about the project (minimum size A3)

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EU & ERDF logo



- EU & ERDF logo should be obligatory used; if used on the top of the page it should be aligned to the right
- The EU&ERDF logo should be in compliance with the language of the respective communication tool and it should be always the same language version as the language of the Programme logo
- project logo should be smaller than Interreg and Program logos

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Programme logo



- The minimum size should be 10 mm (height)
- It should not be oversized
- Full colour or black & white colour versions (whenever the colourful version cannot be applied)
- Language versions

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Programme slogan

- Available in all three languages
- Abbreviated version can be used if necessary:

“WHERE RIVERS CONNECT” (In English)

“GDJE RIJEKE SPAJAJU” (In Croatian)

„AHOL A FOLYÓK ÖSSZEKÖTNEK” (In Hungarian)

- Font: Myriad Pro or Arial
- Colourful or black&white
- No shadow effect
- Should not be distorted
- Save the prescribed positions
- Save the minimum distance between the logos

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Project logo design



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Communication tools

Lead Beneficiaries and Beneficiaries are required to:

- have **at least one communication event**;
- produce **promotional material about the project (at least one trilingual** i.e. Hungarian-Croatian / Croatian-Hungarian alongside with English as the official working language of the Programme);
- have **an own project specific website** or ensure relevant space for the promotion of the project results within the Lead Beneficiary's / Beneficiary's website(s);
- have **at least one media activity** (press release, media broadcast etc.) about the project.

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Web & social media

- trilingual webpage (LB – support by Bs)
- facebook (edit: all project partners)

At least one person/ partner – who will be?

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Events

- Using Programme slogan is highly recommended (and should be placed in a highly visible location)
- Power Point presentations, publications, agendas, lists of participants should also contain Programme & EU-ERDF logo
- JS should be informed about the upcoming events at least two weeks before the event
- The event should be published on the project website
- Photographs should be taken

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Project events

| Events | Details |
|------------------------------------|---|
| Kick-off conference | Responsible: LB Date: 16.11.2020 Participant: min. 40 |
| Projectmeeting I. | Responsible: LB Date: 13.11.2020 |
| Projectmeeting II. | Responsible: LB Date: 2021. month: ? |
| Sustainability day | Responsible: LB Date: 2021 – 2022 ? |
| Cross - border stakeholder meeting | Responsible: B1 Date: ? Suggestion ? |
| Biodiversity day | Responsible: B1 Date: ? Suggestion ? |

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Project events

| Events | Details |
|--------------------------|---|
| Final conference | Responsible: B1 Date: June/July 2022 |
| International conference | Responsible: B2 Date: 14. october 2021 |
| Water World Day | Responsible: B2 Date: ? Suggestion ? |

+ if we need, we can discuss anytime by skpye etc. → independently of indicator numbers

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Communication tools

Mass media (newspaper articles, TV/radio coverage, press release/conference)

| No. | Communication tool | Language | Description | Responsible beneficiaries | Relevant reporting period | Quantity | No. of reached people | Target groups |
|-----|--------------------|----------|--|------------------------------|---------------------------|----------|-----------------------|---|
| 2 | Newspaper articles | HU | LB will publish 2 articles in the newspaper. | LB - HU - Délzalai Vízmű ZRt | 1, 6 | 0,00 | 0,00 | The wide publicity, public authorities, waterworks, industrial partners, universities |

Promotional materials (e.g. leaflets, brochures, publications)

| No. | Communication tool | Language | Description | Responsible beneficiaries | Relevant reporting period | Quantity | No. of reached people | Target groups |
|-----|--------------------|----------|--|---|---------------------------|----------|-----------------------|---|
| 3 | Brochure | HU-HR-EN | Partners will design a print brochure (LB: 1000, B1: 2000, B2: 100 pieces) about project | LB - HU - Délzalai Vízmű ZRt B1 - HR - Medimurske Vode B2 - HU - UP | 4 | 0,00 | 0,00 | The wide publicity, the media, furthermore through the publications the professionals in water-treatment industry |

Communication tools

Promotional materials (e.g. leaflets, brochures, publications)

| No. | Communication tool | Language | Description | Responsible beneficiaries | Relevant reporting period | Quantity | No. of reached people | Target groups |
|-----|--------------------|----------|---|--|---------------------------|----------|-----------------------|--|
| 4 | Leaflet | HU-HR | LB and B1 will design and print leaflets (1000 - 2500 pieces) to inform people about results of the project | LB - HU - Délzalai Vízmű ZRt. B1 - HR - Medimurske Vode | 6 | 0,00 | 0,00 | The wide publicity, furthermore through the publications the professionals in water-treatment industry |

Promotional materials (e.g. leaflets, brochures, publications)

| No. | Communication tool | Language | Description | Responsible beneficiaries | Relevant reporting period | Quantity | No. of reached people | Target groups |
|-----|----------------------|----------|---|---------------------------|---------------------------|----------|-----------------------|-----------------|
| 5 | Promotional products | HR | Promotional products, such as pens, hats, cups, shirts, usb sticks with EU logo | B1 - HR - Medimurske Vode | 2 | 0,00 | 0,00 | The wide public |

Communication tools

Promotional materials (e.g. leaflets, brochures, publications)

| No. | Communication tool | Language | Description | Responsible beneficiaries | Relevant reporting period | Quantity | No. of reached people | Target groups |
|-----|--------------------|----------|-------------------------|-------------------------------|---------------------------|----------|-----------------------|--|
| 6 | Roll-Up | HU-HR | LB and create a Roll-up | LB - HU - Délzalai Vizmű ZRt. | 1, 3 | 0,00 | 0,00 | The wide public, the media, furthermore through the publications the professionals in water-treatment industry |

Purchase of equipment

- Every single piece of equipment purchased through the present Programme (and accordingly financed projects) should be labelled with a sticker
- When more pieces of purchased equipment are permanently placed in one location, the room should be marked as well with the larger sticker item or preferably additional poster

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Project Communication Guideline

http://www.huhr-cbc.com/uploads/editors/Project%20Comm%20Guidelines%201_0,%20approved%20by%20MA,%20May%202017.pdf

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Hungary-Croatia
Cross-border Co-operation Programme



Reports & financial rules

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Hungary-Croatia

Cross-border Co-operation Programme



| Who | When |
|--|--|
| BENEFICIARY submits Report to FLC | <ul style="list-style-type: none"> • 10 days after every 4 months 10.10.2020 10.02.2021 10.06.2021 10.10.2021 02.03.2022. (last BR – 30 calendar days) |
| LB prepares PR and Application for Reimbursement to JS | <ul style="list-style-type: none"> • 80 calendar days from the end of reporting period • 100 calendar days from the end of the project for the final report |
| Verification by the JS | <ul style="list-style-type: none"> • duration? |
| LB contribution to B | <ul style="list-style-type: none"> • 15 days from the transfer made by JS |

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Two level control system

- Bs prepare their own BR/DOVE, submits to FLCs, uploads to IMIS
- system of first level controllers, operating within the framework of the following
- organisations (Control Bodies):
 - Hungary – Széchenyi Programme Office Nonprofit LLC and its territorial offices
 - Croatia – Agency for Regional Development of the Republic of Croatia, Zagreb
- LB submits PR/AfR through IMIS
- after Declarations on Validation of Expenditure issued by the respective Control Body
- the Application for Reimbursement are received by the JS
- payment is issued to the LB
- LB transfers the grant to Bs

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General eligibility rules

- incurred and paid by the Lead Beneficiary or the Beneficiaries
- verified on the basis of original invoices or other accounting documents of equivalent probative value
- directly related to the project
- planned in the approved project budget
- incurred within the eligibility period of the project
- efficiency, economy and expediency
- incurred in the eligible Programme area
- compliant with programme-level, national and EU rules and legislation
- all expenditure has to be incurred between the start and end date of the project as it will be defined in the Subsidy Contract for the EU contribution

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Project modification

1) Administrative type of data amendment of the LB/B datasheet shall be handled automatically through IMIS Front Office.

- Changes of contact data, bank account, recording user

2) Other Project Changes (OPC) type of modifications:

- Changes in the content of the project (resulting in 20% or less than 20% deviation from the quantified outputs; e.g. output or result indicators);
- Changes in the activities of the project (e.g. slight changes in terms or quality);
- Budget reallocation between budget lines, *not exceeding* 20% of either affected main budget line, or not exceeding 10.000 EUR within the budget of the particular LB/B;
- any other data which does not belong to the circle of data which is handled as administrative- or SC modification

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Project modification

3) SC modification type in case of substantial changes in the project as specified in the EU Contribution Subsidy Contract

- Changes in the composition of the project partnership (e.g. replacement of LB/B resigned/backed out from the project, excluding changes related to Supporting stakeholders)
- Any other cases decided upon by MA / JS to be considered by MC.
- Prolongation of project duration within the maximum project duration as defined in the Guidelines for Applicants
- Budget reallocation between beneficiaries
- Substantial changes in the content of the project (resulting in a more than 20% deviation from the quantified outputs)
- Budget reallocation between main budget lines¹ exceeding 20% of either budget line and exceeding 10.000 EUR within the budget of the LB / B
- Changes to activities (introducing new ones or replacing old ones)

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MonMur modification

- **deadline of submit of our request: 20th of November → for Zrinka (JS)**

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Kick – off conference

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Hvala vam na pozornosti!
Köszönöm a figyelmet!



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