



Parks & Wildlife Finland

Benefits for Nature and People

Mikko Tiira, Development manager

LIFE Nature and Biodiversity training

Tallinn, Tartu 15. - 16.8.2018



METSÄHALLITUS

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 group)*
- *LIFE trainer for LIFE capacity projects and IP*
 - *e.g. Denmark, Sweden, Estonia, Lithuania, 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)*
- *Consultation of the ongoing LIFE projects at MH and beyond*
- *Midwife of Finnish LIFE IP, part of CleanEST LIFE IP team*

Content

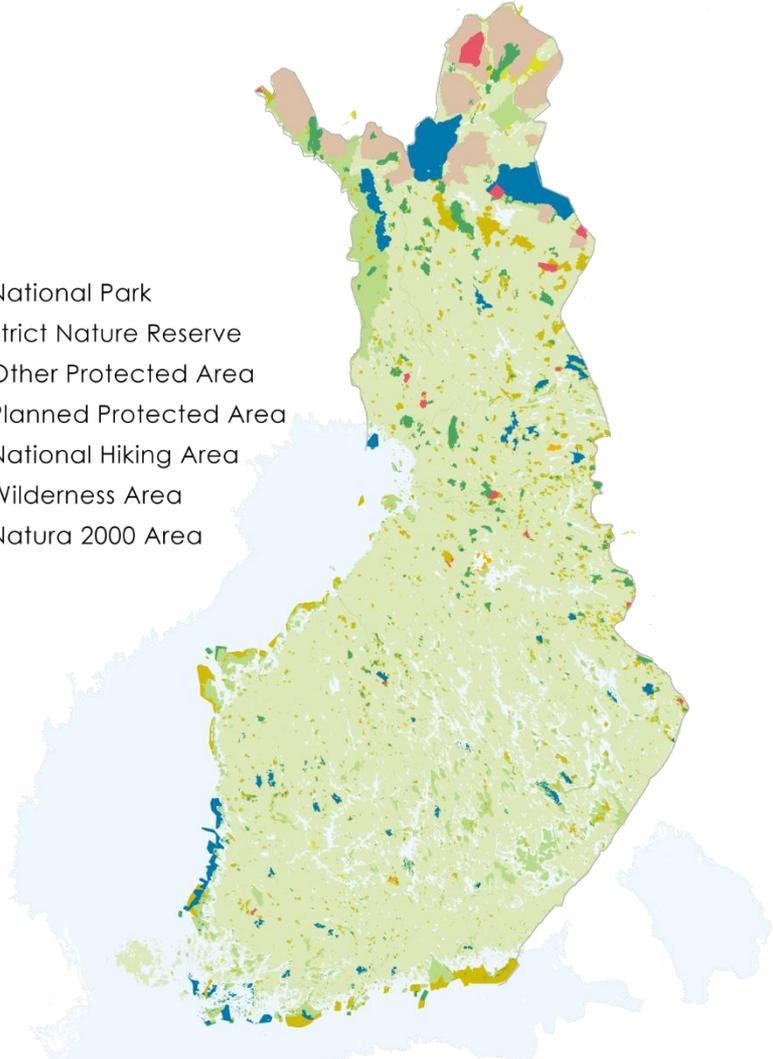
1. Designing the project
 - *Basic LIFE principles*
 - *Designing principles and tools*
2. Preparing the administrative and technical parts
 - *Key issues to take into account - eProposal*
3. Preparing the project budget
 - *Key issues to take into account - eProposal*

Continuous discussion, please ask.



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



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 for habitats 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

- Contributes to the implementation of the Birds and Habitats Directives (Council Directives 79/409 EEC and 92/43/EEC)
- 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')
- Now more focus also on replicability and transferability that are beyond networking and best practice sharing - *EU added value*



LIFE NATURE

- 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*)
- 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





LIFE NATURE

- Must fulfill *compeletely* 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)



LIFE BIODIVERSITY

- Contributes to the implementation of the objectives of the *Biodiversity Strategy* to 2020
- 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)
- Budget allocation minimum 25% for CCA, maximum EU contribution 60%
- 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 (no-net loss); *must fullfil at least one project topic*
- Proposals must address *natural* habitats and/or *wild* fauna/flora





LIFE PROJECT CHARACTERISTICS AND TIPS

- Project period up to 10 years, but usually 5-7 years Nature - *remember buffer period (6 months - 1 year; no actions required, only project management)*
- Provide reasonable timetable for actions and linked milestones and deliverables
- No budget limitations but over 10M€ EU contribution projects rare - *value for money*
- 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*
- Single large infrastructure (over 500 000€) not eligible; *can be if...*
- 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*
- 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*





LIFE PROJECT CHARACTERISTICS AND TIPS

- 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 not favored but 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*





LIFE PROJECT CHARACTERISTICS AND TIPS

- Actions generally inside EU (exceptions apply in LIFE Nature and BD); *possible outside if measurable positive effects inside EU, up to applicant to justify*
- True international projects favoured; *added value to be explained, related to transferability and replicability*
- Uptake of Horizon results; *source and how*
- Green Public Procurement; *how GPP followed or sustainability taken into account followed; <http://ec.europa.eu/environment/gpp/>*
- 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, multipurpose - also concretely!*





LIFE PROJECT CHARACTERISTICS AND TIPS

- Actions generally: preparatory, concrete/implementation, monitoring, dissemination and management
- Quantified and qualified results!!!!
- Few mandatory actions (Socio-economic and ecosystem function assessment, audit and LIFE dissemination actions, LIFE performance indicators)
- Full-time project manager favoured; pay attention to the project management; *all beneficiaries need to invest in the technical and financial management*
- Income: profit rule, basically all income ok if does not exceed the 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*
- **Merit only!!!**



SPECIAL FEATURES OF LIFE NATURE AND BD

- Species or habitat project; can be a combination
- Be clear between SCI and SPA; actions in SCI for habitats and actions SPA for birds
- Actions for non SDF listed species/habitats not OK; *unless MoE committed to supplement*
- Sustainability: private landowners (min. 20 years), sustainability of the project results (usually clear inside N2000 areas)
- 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*
- Permits - *explain for what and the process and likelihood for acquiring permit, reserve enough time*





SPECIAL FEATURES OF LIFE NATURE AND BD

- Land purchase for permanent protection OK if needed to reach the project objectives (check the checklist; answer to each point)
 - *Explain the acquisition methods!*
 - *Not possible between public bodies*
 - *Necessary for the concrete actions*
 - *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)*
 - *Short term lease (max. project period) OK for demonstration/pilot actions*



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 migration corridors; guarantee of sustainability*
 - *Note that for species actions explanation how guaranteed in long term is sufficient no obligation for legal protection*
- Species reintroduction possible (check the checklist; answer to each point)
 - *Feasibility (clear benefit, chance of success, financially viable, area under threat...)*





BASIC ACTION STRUCTURE

A -actions

- Preferably linked to C-actions
- Avoid data collection with no clear action to follow during the project
- Restoration/management plans... (additional inventories), permits, training

B-actions

- 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

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

What

Why

Who

When

Where



BASIC ACTION STRUCTURE

D-actions

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

E -actions

- Define by target groups starting with general dissemination
- Obligatory (www, notice boards, Layman's report, After LIFE, networking)
- Small scale infra limited to max 10% of CA budget

F-actions

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

What

Why

Who

When

Where



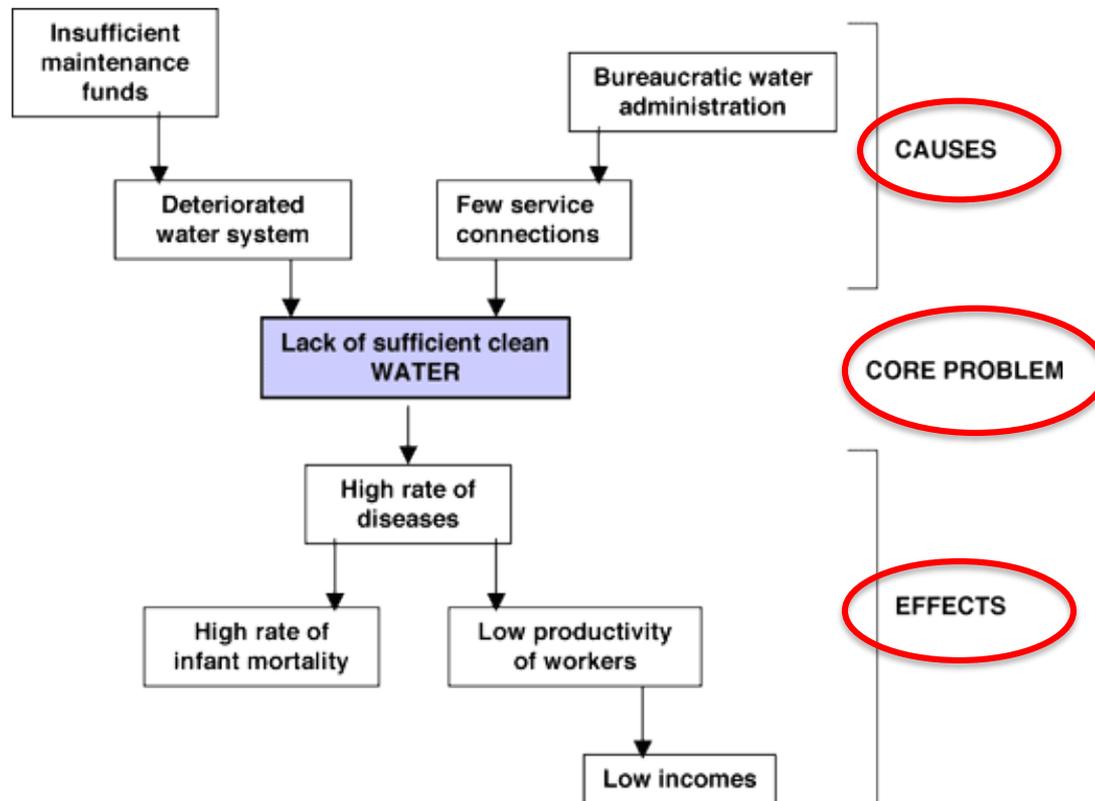
DESIGNING LIFE PROJECT

- **Logical 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*
 - *Risks and challenges anticipated*
 - *Relevant stakeholders included and addressed*
 - *Reasonable both for actions and timetable*
 - *Clearly presented, to the point...*

GENERAL TOOLS FOR PROJECT PLANNING

- Problem tree
- Stakeholder analysis
- Logical framework

BEFORE LOGFRAME - PROBLEM(S) TREE



BEFORE LOGFRAME - STAKEHOLDER ANALYSIS

Box A Key stakeholders

- high degree of influence on the project and high importance for the project success.

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

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

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	C		A	
	Somewhat influential	C		A	
	Little / No influence	D		B	
	Unknown	D		B	

LOGICAL FRAMEWORK - LOGFRAME

Why?

- Ensures that the project is logically structured
- Defining linkages between the project and external factors
- 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

Purpose: desired outcome the project will achieve

Outputs: Results of the project

Activities: Tasks needed to achieve these outputs. There may be several for each output.

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	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?	3 What pre-conditions are required before the action starts?
Costs What are the action costs?				

LOGICAL FRAMEWORK - LIFE VERSION

Overall objective: *Goal + desired outcomes*

Problems targeted: *List the relevant problems*

Objectives: *Make sub-objectives*

Problem	Objective	Actions	Outcomes	Indicators	Threats	Contingency plan	Beneficiaries	Other stakeholders	Budget
Name	Name	Actions in LIFE categories (A – F)	Expected results for each action	Indicators of success and effectiveness			Who mainly responsible, who else needed	Who targeted (if needed)	Ruff estimates per budget category



PROBLEMS TO AVOID AND WAYS TO AVOID

- Project not related to the project topics or LIFE in general
- Operational context/background not clear; *explain the current situation, problems and how/what kind of changes due to the project, quantitative!!!*
- Short cuts made in explaining; *proposal is written to an expert not understanding your country's situation, take nothing for granted but character limitations...*
- Actions not linked to objectives; *explain, provide the logic, pictures...*
- Links between actions missing, no coherent story; *explain the logic, include info in action descriptions*
- Actions vaguely described; *what, who, where, why, outcome, answer them all!!!*
- 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*



PROBLEMS TO AVOID AND WAYS TO AVOID

- Missing evidence on the effects of the actions; *explain the background and sources for information, B3*
- Consortium not correct for solving the problem; *make the stakeholder analysis, who do you need for the project and after the project*
- Sustainability not sufficiently addressed; *commitments, A-forms...*
- Lack of commitment for permits, legal adoption of plans; *provide A8 forms or explain what you have done to reduce the risk*
- 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*
- Replicability and transferability measures not sufficient; *remember separate actions, EU added value*
- Over ambitious both for actions and timetable; *be realistic, focus on time planning*



PROBLEMS TO AVOID AND WAYS TO AVOID

- Value for money too low; *overall budget inline other similar projects, costs clearly explained*
- 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; *eProposal reports...*



LIFE ADMINISTRATIVE ISSUES

- Roles: Beneficiaries (CoB, AB), Co-financiers, Subcontractors
- Beneficiaries (legal person) registered in EU; public bodies, private commercial and private not commercial (incl. NGO)
- Check the VAT status, VAT certificates
- Public body declarations, (later status checked for all)
- All beneficiaries contribute own financing and receive EU funding (at least 1 euro)
- Arrange a proper project management (book keeping, personnel) - *all beneficiaries should invest time for both technical and financial management (proportional to the volume and timing of actions in the project)*
- All beneficiaries jointly responsible
- No service or product procurement between beneficiaries



eProposal

- Administrative part
- Technical part
 - B -section
 - C -section



LIFE FINANCIAL ISSUES

- Costs per actions per beneficiary
- Clearly presented and justified - inline with the prevailing cost level, estimations clarified (e.g. unit cost), estimation method, source
- Provide data in attachements
- 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)



LIFE FINANCIAL ISSUES

2% rule (automatic in eProp)

Example of budget (sum of all public beneficiaries):

Personnel:

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

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

- 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
- 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
- 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....



LIFE FINANCIAL ISSUES

eProposal budget planning

LIFE budget planning table format

- Starting from the costs per site



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

- 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

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 - Placed on the beneficiary's inventory of durable goods
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LIFE BASIC FINANCIAL ISSUES FOR ONGOING PROJECTS

Durable goods

- 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

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....