

# Cost-Benefit Analysis (CBA) of EU-Financed Projects – Why and How?

*Programming Period 2014-2020*

Barcelona (ES), 6-8 October 2014



European Institute of Public Administration  
Institut européen d'administration publique

## Introduction

### Description

**Decisions regarding investments** are always at the core of any development strategy. Local, regional and national development and economic growth depend on quantity and quality of infrastructure, productive capital and its efficiency, human resources, know-how and quality of the institutions involved. **Each time such a decision has to be taken, there is a need to analyse costs against benefits of the planned investment.**

In order to **synchronise requirements** regarding methods of **preparation and assessment of investment projects co-financed by ERDF, CF and IPA** in the framework of EU Cohesion Policy, the European Commission defines and inserts them in relevant EU regulations\*, guides and working documents prepared for the implementation in the programming period 2014-2020.

One of the **most important requirements** is the preparation of the **Cost-Benefit Analysis (CBA)** for all investment projects eligible for EU funds. The importance of this tool in the programming period 2007 – 2013 was even higher than before, taking into account the more complex process of projects appraisal in the framework of multi-level governance planning of the Cohesion Policy in comparison to the previous programming periods, as well as in the context of major projects selection (€50m for ERDF/CF and €10m for IPA).

The **CBA remains one of the most important tools** for the investment projects in the **programming period 2014 – 2020**, as stated by EU Commission in the **Regulation 1303/2013 of The European Parliament and of The Council** (Art. 101).

**European Commission is preparing the NEW Guide to CBA**, with a more methodological approach and new content which will be also presented during the seminar.

\* Regulation 1303/2013 of the European Parliament and of the Council; (Articles 100 – 103).

### Objectives

The goal of this intensive three-day practical seminar is to explain **WHY** Cost-Benefit Analysis (CBA) continues to be one of the most important tools in the **programming period 2014-2020**, not only for beneficiaries of EU funds (key element of feasibility studies), but also for national and regional administrations as the managing authorities and intermediate bodies of EU co-financed programmes in their decision-making process regarding the indicative list of major investment projects.

The questions of **HOW** to prepare and **HOW** to assess CBA form the second practical element of this seminar. **HOW the European Court of Auditors audits CBA** is the third important practical element of the event.

By the end of the seminar, participants will have improved their theoretical and practical knowledge regarding elaboration and assessment of CBAs prepared for EU Structural and Cohesion Funds investment projects, conforming to the DG Regio requirements, including “existing Guide to COST-BENEFIT ANALYSIS and the Guide under preparation, general and implementing regulations, COCOF notes, Working Document No. 4, etc.

### Target group

Beneficiaries eligible for Structural Funds, Cohesion Fund and IPA (national, regional and local administrations, NGOs, agencies, SMEs, associations, etc.), managing authorities, intermediate bodies, consulting companies and other actors involved in EU funding programmes and projects.

### Learning methodology

Apart from traditional training methods – used only during the first day of the seminar (lectures and presentations, including concrete examples and case studies) – an interactive approach will be applied. Participants will work in small working groups on concrete practical exercises, i.e. case studies with the direct involvement of CBA experts. There will be discussions during question and answer sessions after each practical component.

# Programme

## MONDAY 6 OCTOBER 2014

- 08.30 Registration and distribution of seminar material
- 09.00 **Opening of the seminar: Introduction to the programme, objectives and methodology**  
*Iwona Karwot*
- 09.20 **"Tour de table": presentation of participants to endorse networking**

### I. Setting the scene: what investment project can we finance and how? Are there new rules to apply in 2014-2020?

- 09.45 **Cohesion Policy and Investment projects co-financed by EU Funds in the programming period 2014 – 2020.**  
*Iwona Karwot*

### II. Cost - Benefit Analysis and EU co-financed investment projects: 2014 - 2020.

- 10.30 Coffee break
- 11.00 **Economic evaluation of investment projects in the European Commission Guide to Cost-Benefit Analysis**  
Objectives, content and practical use of the Guide for CBA elaboration and assessment of EU funded projects. What is the CBA and why do we need it? Why the economic evaluation of projects is important and how the Guide solves the problem of selecting projects which are socially profitable?  
*Ginés de Rus*
- 12.30 **Question & answer (Q&A) session**
- 12.45 **"Cost-Benefit Analysis in the framework of EU Cohesion Policy: seven steps for a good appraisal"**  
*Ivana Ďunděk*
- 13.45 **Q&A session**
- 14.00 Joint lunch in the restaurant
- 15.15 **The assessment of project applications by the EU Commission and the importance of CBA analysis in the decision process.**  
Update of the CBA guide.  
*Witold Willak*
- 16.15 **"Revenue-generating projects": grant-amount modulation in the programming period 2014 - 2020**  
Main requirements of the European Commission and their practical consequences.  
*Witold Willak*

- 17.00 **Q&A session**
- 17.15 **European Commission Guide to CBA: the NEW guidelines under preparation, methodological approach and contents**  
*Davide Sartori*
- 18.00 **Q&A session**
- 18.15 **End of the seminar**
- 18.30 Walking sight-seeing tour of the city (2 hours aprox.)
- 20.30 Welcome dinner

## TUESDAY 7 OCTOBER 2014

- 09.00 **CBA in the programming period 2014 – 2020: rules, documents, new requirements – from Member State perspective**  
*Krzysztof Kasprzyk (tbc)*
- 10.30 Coffee break
- 11.00 **Cost-Benefit Analysis and appraisal criteria for EU co-financed investment projects – case study (public-private partnership – waste water treatment plant)**  
*Davide Sartori*
- 12.00 **CBA consideration in the framework of infrastructure – cases studies and project examples**  
*Ivana Ďunděk*

### III. Practical workshops on CBA: how to effectively assess and prepare CBA for EU co-financed investment projects. From the beneficiary perspective.

- 13.00 **Division of participants into three parallel working groups during workshops foreseen for the second and the third day of the seminar.**
- 13.15 Joint lunch in the restaurant
- 14.30 **Case study: how to successfully prepare a CBA to have the best project being implemented and maximise its impact? The CBA as a tool used to ensure proper structure, scope, maturity and assessment of risks for a project and to provide evidence of the project impact and the need for EU co-financing.**  
*Davide Sartori, Ivana Ďunděk, Krzysztof Kasprzyk*
- 18.00 **End of the second day**  
(groups may stay for longer if they wish)

# Programme

WEDNESDAY 8 OCTOBER 2014

## IV. CBA from the European Court of Auditors' perspective

09.00 **Audit of Cost - Benefit Analysis: ERDF and Cohesion Fund co-financed projects. Case studies.**

*Bernard Witkos*

10.45 **Q&A session**

11.00 Coffee break

## V. Practical workshops on CBA: how to effectively assess and prepare CBA for EU co-financed investment projects. From the Managing Authority perspective.

11.15 **Case study: how to be efficient in the project assessment process?**

Assessment of detailed Cost-Benefit Analysis of three different types of EU co-financed investment projects. How managing authorities should assess CBA to find all possible mistakes and take the right decision regarding the level of co-financing.

*Davide Sartori, Ivana ĀunĀek, Krzysztof Kasprzyk*

13.45 **Final panel of experts: evaluation of workshop results, including debates on problems faced by the participants during the exercises and possible solutions.**

*Davide Sartori, Ivana ĀunĀek, Krzysztof Kasprzyk and Iwona Karwot*

14.15 **Closure and issuing of EIPA seminar certificates to participants**

*Iwona Karwot*



# Experts

(in alphabetical order)

## **Ivana Đundek (HR)**

Financial affairs associate at Superna Ltd. and Teaching Assistant at the Faculty of Organization and Informatics, Varaždin (University of Zagreb). Adviser for Project Financing specialized in EU funds. She had worked on infrastructural projects, including projects involving the development of entrepreneurial zone, construction of environmental friendly buildings, building and renovating business infrastructures in terms of manufacturing fish products, biodiesel production, meat industry, steel products etc. co-financed by European Regional Development Fund (ERDF). Currently she is working on a project for European Social Fond (ESF), Program for education of SME. Also, she has teaching experience on CBA analysis for the local development agencies in Croatia and adviser experience in pre-accession funds (IPA).

## **Iwona Karwot (PL)**

Senior Lecturer and Project Leader at EIPA Barcelona. Doctor in EU Regional Policy. Specialised in EU funds, with a main focus on European Regional Development Fund (ERDF) and pre-accession funds (PHARE, IPA). She has working experience as an EU expert, trainer, manager and adviser in the framework of Institutional Building and Technical Assistance EU projects in the field of regional development in Poland, Slovakia, Romania, Croatia, Macedonia, Serbia, Albania, Germany, Spain, Luxembourg etc.

## **Krzysztof Kasprzyk (PL) (tbc)**

Member of the Polish delegation at the Structural Actions Working Party in the European Council and COCOF, he actively participated in all the negotiations of provisions of 2007-2013 regulations and European Commission's guidelines concerning major projects and projects generating revenues. In Poland he was for a long time the head of Programming Unit in Managing Authority for Operational Programme "Infrastructure and Environment" in Polish Ministry for Regional Development and the key expert in assessment of CBA for ISPA and Cohesion projects (2003-2006) and in the preparation, in cooperation with JASPERS, of Polish guidelines for the 2007-2013 financial perspective. Within the Managing Authority of the biggest ever Operational Programme in the European Union, he was responsible for ensuring proper application of EU rules concerning revenue generating projects in 6 sectors, including environment (waste-water treatment, solid waste management, energy efficiency), transport (roads, railways, public transport), energy, health, culture and higher education.

## **Ginés de Rus (ES)**

Professor of Economics, University of Las Palmas de G. C, Spain and Cost-Benefit Analysis, University Carlos III of Madrid. Member of the scientific committee for the new edition of the Guide to Cost-Benefit Analysis of Investment projects adopted by the European Commission in 2008. External expert of Directorate General of Regional Policy. European Commission, he is currently a member of the scientific committee of the project "Ex-post evaluation of investment projects co-financed by the European Regional Development Fund (ERDF) or Cohesion Fund (CF) in the period 1994-1999. External expert of the European Investment Bank. Methodology of Cost-Benefit Analysis, 2011-2012.

## **Davide Sartori (IT)**

Partner and senior Economist in CSIL, Centre for Industrial Studies, Milan. He is a specialist in the evaluation of development projects and in financial, economic and risk analyses of infrastructure investments. He is currently coordinating the update of the European Commission Guide to Cost Benefit Analysis of Investment Projects. Since 2011, he is the project manager of the Milan Summer School in cost benefit analysis of EU investment projects. Finally, he advises the European Commission, DG Regio, by assessing the application forms of the major projects asking for EU co-financing under the current and new programming periods.

## **Witold Willak (PL)**

Head of Sector, G.1 Major Project Team, Unit G.1 Competence Centre > Smart and sustainable growth, DG Regional and Urban Policy, European Commission.

## **Bernard Witkos (PL)**

Auditor in the ERDF/CF, Transport and Energy (ETE) Division at the European Court of Auditors, where he is in charge of financial and compliance audits, mainly in Germany, Austria and Poland. Before joining the Court of Auditors he used to work as a financial manager in the field of European Territorial Cooperation. Bernard holds a Master in Economics."

## **European Institute of Public Administration**

### **EIPA Barcelona**

C/ Girona, 20 / 08010 – Barcelona  
www.eipa.eu

### **Project Leader**

#### **Iwona Karwot**

Senior Lecturer

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# General Information

## Programme

The programme will commence on Monday at 09.00 and will finish on Wednesday at 14.15.

## Seminar venue

Gran Hotel Havana  
Gran Via de les Corts Catalanes, 647  
ES - 08010 Barcelona  
Tel. +34 93 3417000  
[www.granhotelhavana.com](http://www.granhotelhavana.com)

## Working language

The seminar will be conducted in English.

## Registration:

- Participation fee: **€990** (includes: documentation, two lunches, a welcome dinner, coffee breaks, a certificate of attendance and a walking sight-seeing tour). Accommodation and travel costs are at the expense of the participants or their administration.
- In case you register in the two consecutive seminars on CBA and CBA Advanced, you will be offered a **reduction of €300** in total.
- EIPA offers its members a reduction of 10% off the registration fee. This reduction is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, BG, CY, CZ, DK, EE, FI, FR, DE, GR, HU, IE, IT, LT, LU, MT, NL, PL, PT, ES, SE, UK), as well as civil servants working for an EU institution or agency. If you are eligible for the discount, please tick the box on the registration form. For more information, please visit EIPA's website: <http://seminars.eipa.eu>
- Please note that discounts cannot be accumulated. It is clearly stated on EIPA's website which seminars and training courses are eligible for the reductions. Full fees apply to all other seminars and training courses. For more information, please visit EIPA's website: <http://seminars.eipa.eu> (FAQ – special discounts).
- You can submit the online registration form which can be found on EIPA's website <http://seminars.eipa.eu>; or send the completed registration form by e-mail to Miriam Escolà. Your name and address will be part of EIPA's database for our mailing purposes only. If you do not want to be included in our mailing database, please tick the box on the registration form.
- Deadline for registration: 22 September 2014.
- The number of participants is limited (we will not accept any registrations once the available places have been filled).
- Payment: the fee should be paid after you receive the confirmation of your registration and before the seminar. Please indicate the method of payment on the registration form. For cancellations received after 22 September 2014 we will have to charge an administration fee of €150 unless an alternative participant is nominated.

## Information

European Institute of Public Administration, EIPA Barcelona  
Miriam Escolà, Programme Organiser  
C/ Girona, 20 - 08010 Barcelona (ES)  
New tel.: + 34 93 245 12 06  
New fax: +34 93 245 13 12  
E-mail: [m.escola@eipa.eu](mailto:m.escola@eipa.eu)

## Hotel reservations

EIPA Barcelona will be pleased to make reservations for you at the following hotel (where special rates apply for EIPA participants):

### **Gran Hotel Havana\*\*\*\***

Gran Via de les Corts Catalanes, 647  
ES - 08010 Barcelona  
Tel. +34 93 3417000  
[www.granhotelhavana.com](http://www.granhotelhavana.com)

### **Rates of Room with Breakfast buffet included:**

Double room for single use: € 120 + 10% VAT + €1.21 tax  
Double room for two persons: € 134 + 10 % VAT + €2.42 tax

Should you wish to make use of this possibility, please indicate the dates of arrival and departure on the registration form as well as the type of room required. Payment is to be made directly and personally to the hotel upon checking out. Please note that if you register after the deadline, hotel reservations cannot be guaranteed.

## Meals

Lunches will be served at Gran Hotel Havana and dinner in the evening will be at a restaurant in town. Should you require a special menu, please inform the Programme organiser, so that this can be arranged.

## Confirmation of registration

Please note that your registration is not finalised until you receive a confirmation e-mail from us. Moreover, your participation is not confirmed until you receive another e-mail from the Programme Organiser confirming your registration and some details.

## Cancellation policy

EIPA reserves the right to cancel the seminar up to two weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our website <http://seminars.eipa.eu> (FAQ - cancellation policy)



# Registration Form

Cost-Benefit Analysis (CBA) of EU-Financed Projects: Why and How?  
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Surname: .....	Title: .....	M/F
First name: .....		
Organisation: .....		
Department: .....	Current position: .....	
Work address: .....		
Postal code & Town: .....	Country: .....	
Telephone number: .....	Fax number: .....	
E-mail address: .....		

**Invoice information**

Organisation: .....	
Fiscal number/NIF: .....	
Department: .....	
Address: .....	
Postal code & Town: .....	Country: .....
VAT number: .....	Your reference number: .....
E-mail address: .....	

**Registration fee**

The fee includes participation in the seminar, documentation, coffee breaks, two lunches, a dinner, a certificate of attendance and a walking sight-seeing tour. **€990**

Discount of 10% (Please check first the conditions at <http://seminars.eipa.eu> (FAQ - special discounts))

Discount of € 300 (if you also register for the [CBA Advanced course](#), reference '1461202')

**Method of payment**

**Bank transfer**

It is necessary to state the name of the participant and the reference '1460902 CBA'. EIPA's Barcelona account number IBAN: ES27-0182-6035-43-0018000225, BIC: BBVAESMM at the BBVA, Plaça Catalunya 5, 08002 Barcelona (ES)

**Credit card**

American Express card     Eurocard/Mastercard     Visa card

Card number: ..... Expiry date: ..... / ..... Card Validation Code: .....

**Hotel reservation**

Please book the hotel for me at Gran Hotel Havana

Double room for single use      Date of arrival: .....      Date of departure: .....

Double room      Number of nights: .....       No hotel reservation required

**Meals**

Vegetarian     Fish allowed     Other dietary requirement: .....

To ensure the optimal organisation of the seminar, please return the completed registration form **by fax or e-mail before 22 September 2014** to: Miriam Escola, Programme Organiser, New Tel.: +34 93 245 12 06; Fax: + 34 93 245 13 12  
E-mail: [m.escola@eipa.eu](mailto:m.escola@eipa.eu), [www.eipa.eu](http://www.eipa.eu) – The registration will be confirmed by e-mail.



Your name and address will be part of EIPA's database for our mailing purpose only.  
Please tick  if you do not want to be included in our mailing database.