

SOUTH EAST EUROPE
Transnational Cooperation Programme

Reporting and certification rules

1st Workshop - of the DONAUREGIONEN+ project
– Introductory and methodology workshop –
15th and 16th July 2009
Senec, Slovak Republic
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Jointly for our common future

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Reporting obligation of a project
Contractual obligation

Project partner

- expected to help LP preparing Progress report
- Partner report – partner level

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Partner Report

Tool to be used by the „all“ project partners

- activity report
- financial report – ERDF project partners
 - ↳ full list of expenditure for the reporting period concerned

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- Each **ERDF project partner** is responsible separately for having its expenditure validated by the designated Controller in its Member State.
- The designated controllers and the control requirements for each Member State are available at the Programme’s website (www.southeast-europe.net).

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The procedure of reporting


- ERDF PP LP → Partner report → Controller in its Member State
- Controller → Declaration on validation of expenditure → ERDF PP, LP
- ERDF PP → Partner report → LP
10% PP → Partner report → LP + Nat. body?
- LP → Progress report - online Application for Reimbursement → JTS

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Timeframe of verifications and control deadlines



Verification process	3 months from the end of each reporting period	
Preparation and submission of Partner Report by the Project Partner to the Controller	60 days	
Verification of expenditure and Partner Report by the Controller		
Preparation and submission of the Progress report and Application for Reimbursement for the whole project by the Lead partner to the JTS		30 days

Progress report

- Prepared and submitted by LP online
- Together with Application for reimbursement
- Special trainings for LPs in September
- Deadlines:
 - 3 months following end of a period (online)
 - +15 days (for paper version)



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Reissuing a declaration on validation of expenditures

- Formal / calculation errors
- Ineligible expenditure included
- Declaration not issued and signed by the Controller

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Conclusions

- Partner report – for all PPs
- language: english
- www.southeast-europe.net
- Declaration on validation of expenditure – ERDF PPs

!!! Deadline 3th November 2009 !!!

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Help sources for reporting

- SEE Implementation manual – 4. Reporting
- SEE Control Guidelines – issue 3
- User's guide – Reporting tool (under development)
- SEE Website
 - Partner Report Template

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Thank you for your attention!

15th-16th July, 2009 1st Workshop, Senec 11