




General Processes of the Project

(Administrative and managing procedures – ADMAN rules)
status from the 3rd Workshop till 17.03.2010 and the following rules

4th Workshop - of the DONAUREGION+ project
 17th – 18th March 2010
 Budapest, Hungary
 Tibor Németh

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Meetings

There were „only“ 2 CCMs (Controlling and Coordination Meetings) between the LP and PP:




1. Kishinev – 10%PP1, 8-10.2.2010
2. Bukurest – ERDFPP9, 11.-12.2.2010

The main topics of this meeting were:

- Activities in WP's
- Sponsoring
- GIS data
- Reporting

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Periods and Reporting




Periods:

-2nd Project Period was from 01.09.2009 to 28.02.2010

- 3.1 Project Period from 1.3.2010-31.05.2010 was started!!

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Periods and Reporting - past

- 1st Progress Report and the 1st Application for Reimbursement (on-line) were submitted on 30.11.2009 and by post 15.12.2009
- 1st check by JTS in January 2010 – administrative changes in Declaration (wrong projet code), financial (ERDFPP7)
- corrected 1st PR and the 1st AoF (on-line) were submitted on 05.02.2010
- 2nd check by JTS in February 2010 – administrative changes in Declaration (wrong projet code), financial (ERDFPP8)
- LP will prepare the 2nd correction of the 1st PR and the 1st AoR – within 30 days,
- we will have to hope that the 3rd check will be without any problems and finally approved by JTS

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Periods and Reporting - future

- 2nd Reporting Period is from 1.3.-31.05.2010 (3 months),
- to prepare the 2nd Partner Reports (from all PP) and Validation of Expenditures (from ERDFPP – it depends also on FLC),
- 2nd Progress Report and the 2nd Application for Reimbursement (on-line) must be submitted on 31.05.2010,

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Periods and Reporting - future

Main rules for ERDF PP:

1. it was sent to you pre-prepared Partner Report for the 2nd Period
 - partly filled the Main data
 - partly filled the Financial Report - table 5.1 - your new budget after the 1st budget reallocation (relevant only for ERDFPP1, ERDFPP7 and ERDFPP10), table 5.2 - with your Previously Validated sums on the basis of your 1st Declaration.
 - partly filled the part 2.5 - only for those partners who had a budget changes. **BUT - don not report any other financial changes into this section - your next financial changes must be approved by PSC!!!**
2. update your contact date in part Main data - if there were some changes - report them in part 2.5
3. fill all other relevant part in section 3, 4 and 5
4. if you will have problem with the filling the indicator, don not be afraid. The important will be the indicators in Progress Report.
5. project don not have revenues!
6. your activities in WPO - Project Preparation which was done in past and already reported in the 1st Partner Report - don not have to be reported once again - use the text according the PPR_sample_WPO
7. **the partner report after you filling must be sent to your relevant PSC member, that means the partner report before the validation**
8. after the validation by FLC (first level control) send your validated partner report also to your PSC member
9. the PSC member must immediately sent the collected PR to the LP - non-validated and validated!
10. the deadlines: fill your PR as soon as possible and send it to your FLC in time (until end of March) so that your validated PR with Declaration were received by LP in time - not later **then 20.5.2010!!!**
11. if any questions ask your FLC body and LP
12. if already started with the filling the PR, no problem. Only check the financial part of your PR with this.

Main rules for 10%PP:

1. very simply - fill the pre-prepared form and send it your relevant PSC member
2. the PSC member must immediately sent the collected PR of 10%PP to the LP

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Next ADMAN activities

CCMs (proposed date):

30.03.2010 - exact,	10% PP7-8	Croatia, Vukovar
27.04.2010,	10% PP5-6	Serbia, Belgrade
May 2010 (teoretically)	ERDFPP9	Romania, Bucharest

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Next ADMAN activities


5th Workshop - DONAUREGIONEN+

Planned in June in Romania (Bucharest) and organized by ERDFPP9 (URBANPROIECT)

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- 1. Changing the workshops**
- 2. Workshop/Meeting in Bucharest financed by the partners – „accommodation incl. catering and rent“**

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Expected events/activities

1. MoCRD (LP) will be canceled from 1.7.2010
2. New LP will be the Ministry of Interior of SR
3. Official request of new LP for the project modification - during September – October 2010
4. New Partnership Agreement and Subsidy Contract - during October – November 2010
5. Problem with submission of 3.1 PR and AoR by new LP until 31.8.2010 – LP (new or old?) will ask JTS and MA for exemption – to send 3.1 and 3.2 jointly to JTS with deadline 1.12.2010
6. In case of ongoing financial problems of ERDFPP9 – request for budget reallocation between partners – official request for the project modification – Subsidy Contract...

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**THANK YOU,
GOOD LUCK AND DON NOT BE SAD!!!**

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