




Important information and recommendations relevant for Project partners (PP) from new Implementation manual v1.3

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8th Workshop of the South East Europe Programme – SEE/A/246/4.2/X - DONAUREGIONEN+ project
29th - 30th March 2011

Jointly for our common future








Lead Partner Seminar in Budapest on 22nd February 2011
with following agenda:

1. Revision of the SEE Implementation Manual
2. Changes in general procedure and documents
3. Types of project changes
4. Change in the partnership
5. Change in the project content
6. Budget Change
7. Deviation from spending forecast
8. Prolongation of project duration
9. Other changes

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Budget change

- *Without partnership change*
- *Due to partnership change*
- *Sponsoring of ASP (associated strategic partner) shifted from one ERDF PP to another ERDF PP*

New principle:
If there is the budget reallocation among partners, the originally planned activities or outputs has to be delivered, or replaced by justified, otherwise new activities or outputs will be proportionally reduced.




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Budget change

- After budget change, affected WP cannot lose its relevance
- WP0 cannot be reallocated to another WP
- Reducing certain BL cannot alter the relevance of PP
 - reallocation below 20% limit
 - only reported and justified in progress report
 - reallocation above 20% limit
 - can be requested only once
 - WP and BL are counted separately




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Project closure

- Next year – 31st May 2012
- Final progress report within 3 months from the end date of the project
- Expenditures of PP have to be incurred and paid before the end date of the project
- No other reimbursements after the end date will be possible!

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Audits

- First audits will be performed in 2nd quarter of 2011 until 30 June at the latest.
- Store project documents in electronic form
- Store in hard copies easily accessible for audit purposes
- Bring copies of all approved Partner reports (enough is just first page with signature + CD) to LP on the next workshop

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Documents to be retained by the project (SEE Implementation Manual 8.2.)

No.	Document	Lead Partner	Project Partner
1.	Approved Application Form	original	copy
2.	Partnership Agreement (and its amendments)	original	original
3.	Subsidy Contract	original	copy
4.	Amendments of the Subsidy Contract	original	copy
5.	Progress Reports	original	Not relevant
6.	Applications for Reimbursement	original	Not relevant
7.	Partner Reports	copy	original
8.	Declarations on validation of expenditure	original	original

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No.	Document	Lead Partner	Project Partner
9.	Each invoice and accounting document of probative value related to project expenditure (originals to be retained at the premises of the project partner concerned)	only the LP's invoices in original	only PP's invoices in original
10.	All supporting documents related to project expenditure (e.g. payslips, bank statements, public procurement documents, etc.) to be retained at the premises of the project partner concerned	only the supporting documents of the LP in original	only the supporting documents of the PP in original
11.	All project deliverables (materials produced during the project period)	all project deliverables in original	only the project deliverables of the PP in original
12.	If relevant, documentation related to on the spot checks of the Controllers (to be retained at the premises of the project partner concerned)	only LP's on the spot check documentation in original	only PP's on the spot check documentation in original
13.	If relevant, documentation of monitoring visits of the JTS	original	copy
14.	If relevant, audit reports	All audit reports, LP audit report in original, all other reports in copy	PP's audit report in original

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Partner reports

- Be more concrete and give as much details as possible
- Be careful about description of expenditures – give a reference to corresponding activity
- Everything according to SEE Partner report guidelines

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Eligibility issues

Staff costs	<ul style="list-style-type: none"> • Same person's <i>salary part</i> considered ineligible, while related <i>employer contribution</i> validated as eligible • Staff costs <i>validated in EUR instead of using the national currency</i>
Overheads	Overhead costs based also on such <i>type of expenditures</i> that are not in line with eligibility definition of SEE Programme Manual
Travel and accommodation	<ul style="list-style-type: none"> • Travel expenses to destination <i>outside of Programme and EU area</i> without previous definition in AF • <i>Hotel and catering expenses</i> for own staff at the location of the Partner. • <i>10% partner expenditure further invoiced</i> to the sponsoring partner
Equipment	Exceeding the <i>quantity of items</i> approved in the AF

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Projects book

-prepared by JTS by information from LP
- content for each project:
A one page project summary
Why is your project important?
– What is / will be the biggest achievement of the project
– What was the biggest challenge that you have been confronted with?
– What was the added value of cooperating with partners from different countries?
– What have you learned from this cooperation?
+ photos and statistics or graphics

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Important events

- Annual conference: 12 May 2011, Sofia
– presentation of Projects book
- Joint ETC conference: 15-16 September 2011, Katowice
– presentation of results of all 13 transnational programmes

THANK YOU FOR YOUR ATTENTION!

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