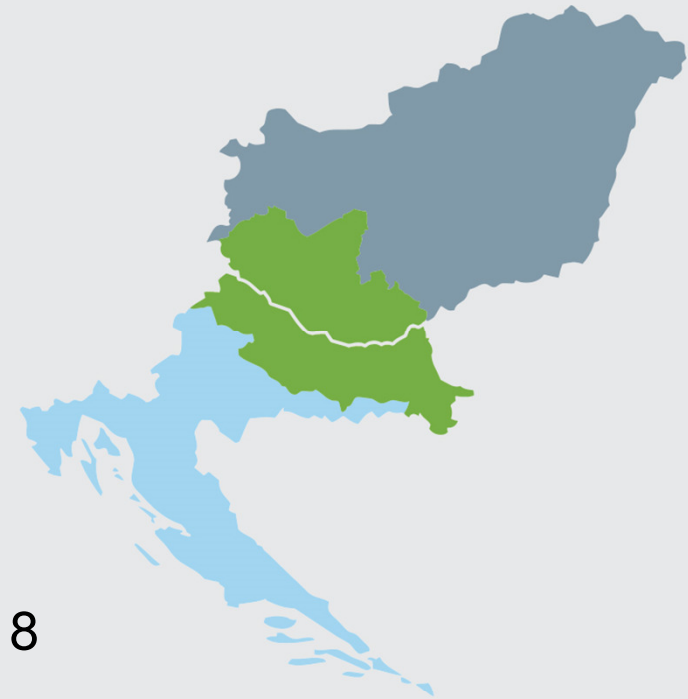


HUHR LB workshop

Basic information on project
implementation and
reporting



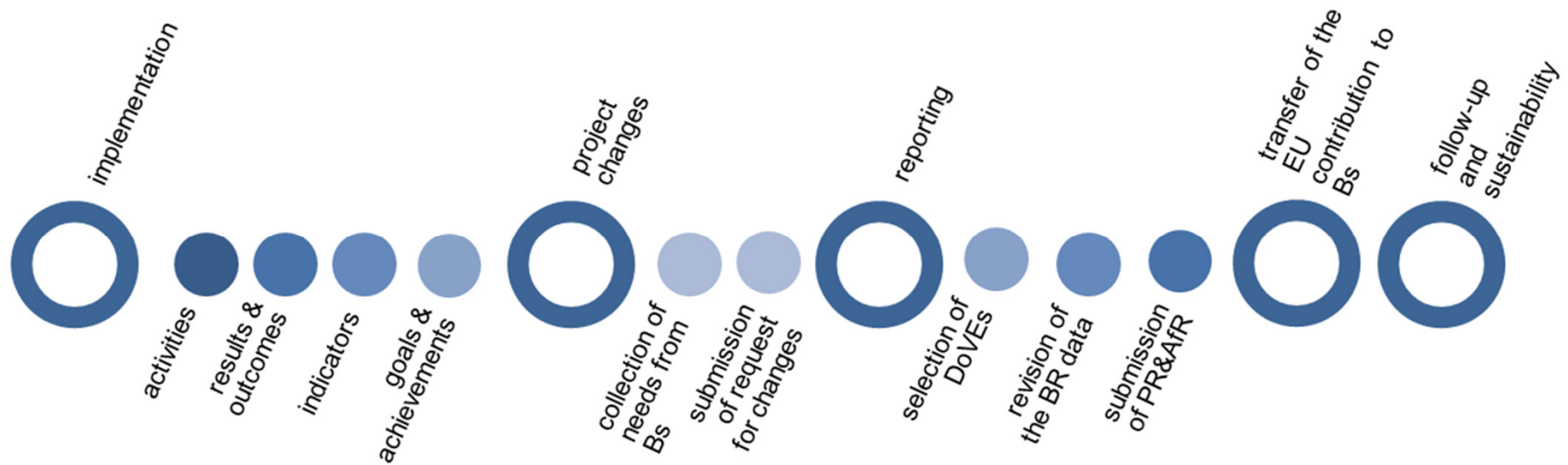
Čakovec, 24.04.2018

Pécs, 26.04.2018

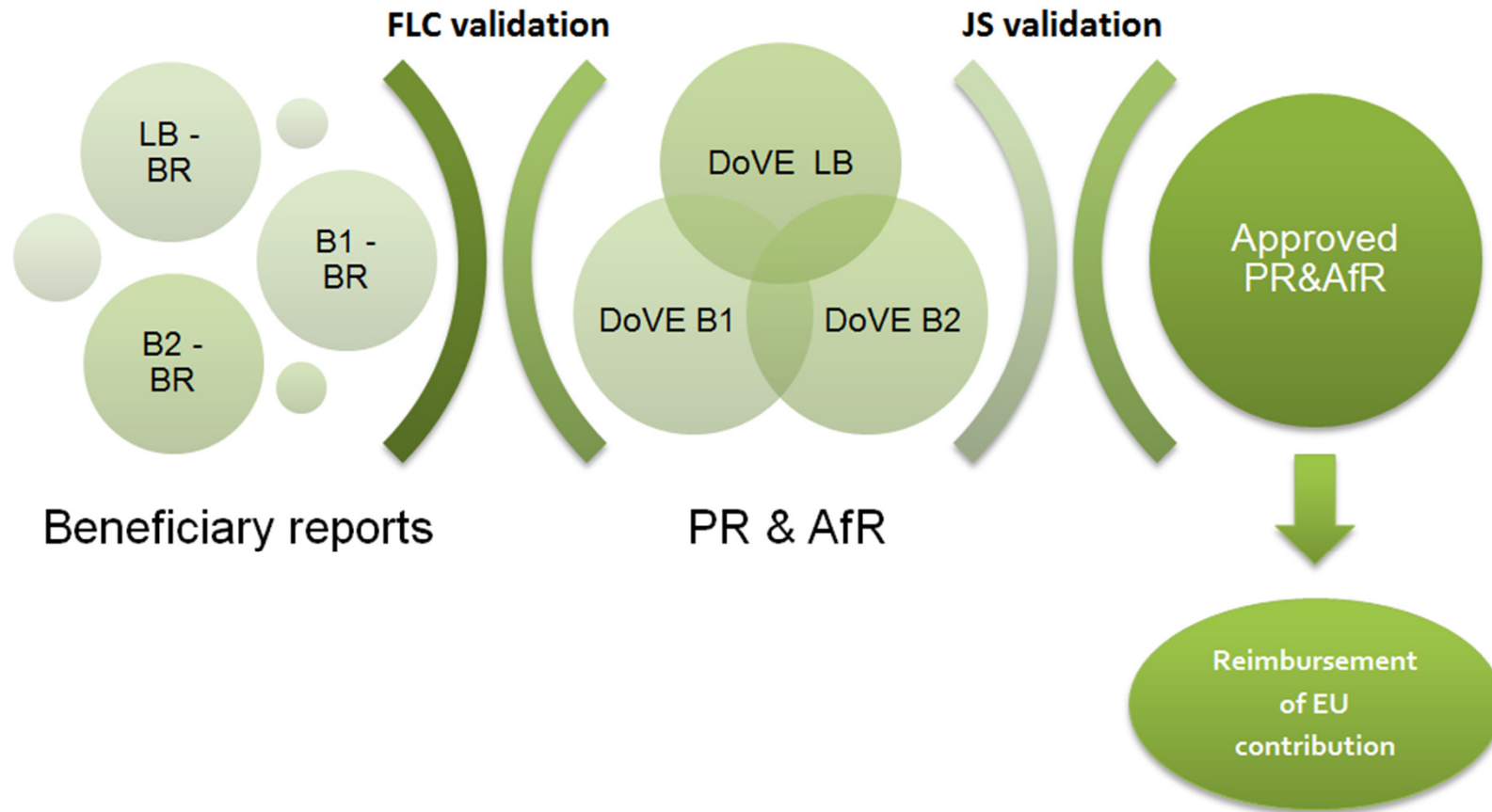
LB principle

- LB is **responsible** for the implementation of the whole project
- **Strong coordination** of partnership
- **Info channel: Bs → LB → JS** (relevant JS manager)
- LB submitting **PR/AfR**
- **Collecting modification needs** of all Bs and communicates them to JS
- LB ensures that **project communication** is according to Programme requirements (PCG, logo, moto, EU fund)
- LB **transfers EU fund** to Bs
- LB responsible for **follow up** reports and maintaining project results

Milestones of Project Implementation and Reporting



The Validation Processes

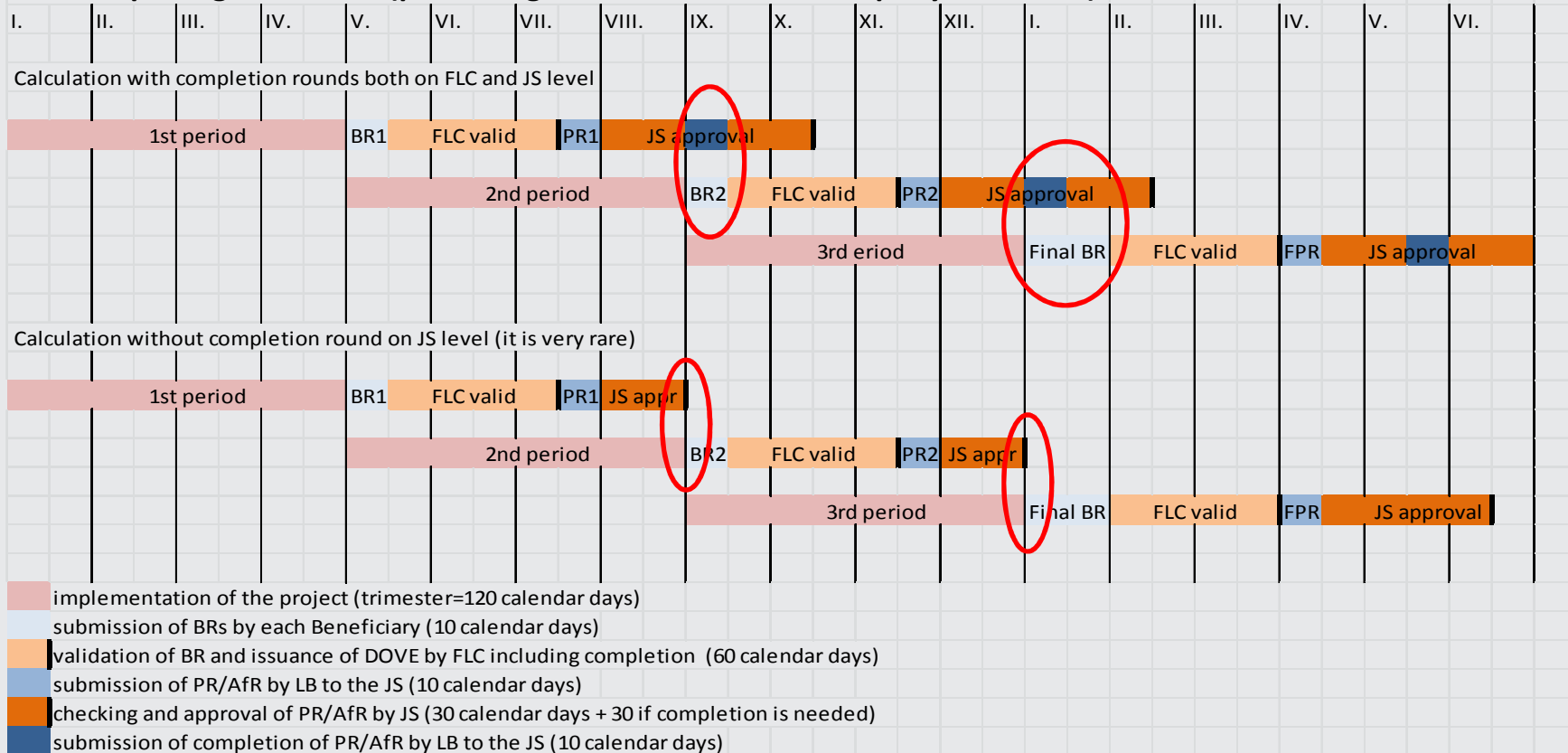


Special issues of PR/AfR reporting

- Recording and Signatory roles
- Electronic DOVEs, check how Bs progressing
- PDFs can be generated, but the screen prevails
- LB can upload additional documents – no hard copy submission is needed
- LB can correct indicators reported by Bs
- Merging the reporting periods, importance of reporting in the same rhythm
- Project modification (overstepping budget items) through BO
- Project communication obligations and consequences

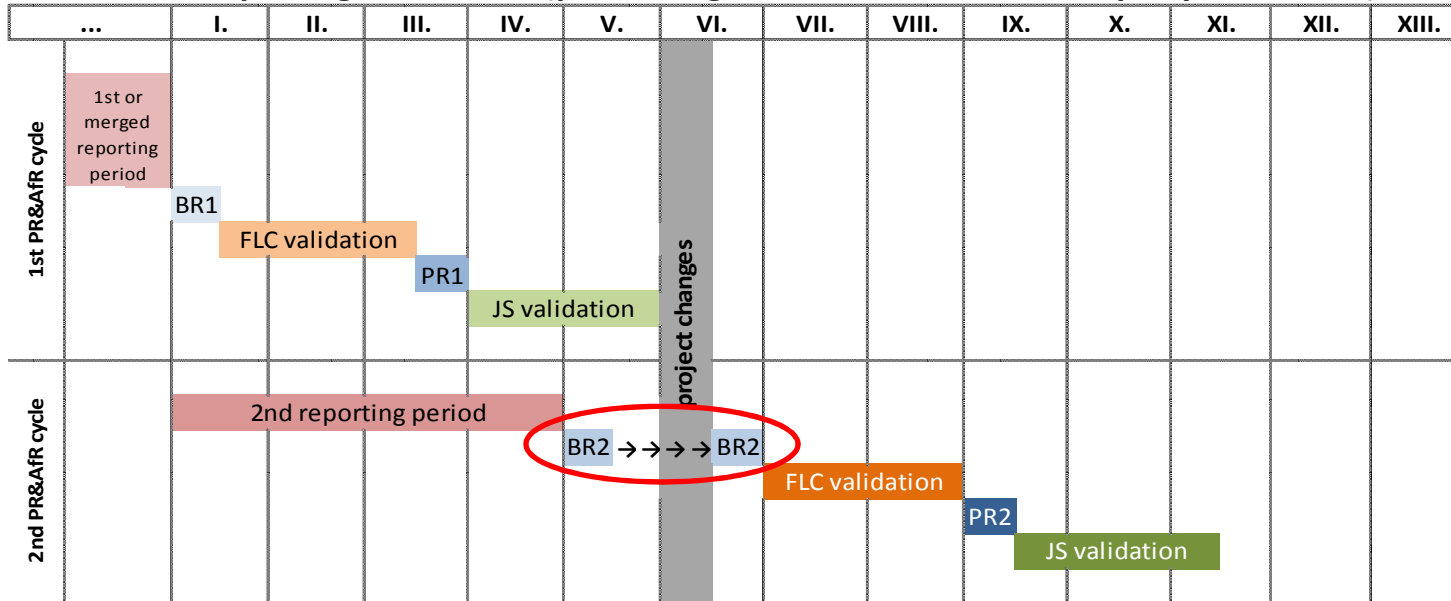
Timeframes of reporting

HUHR reporting timeframe (presuming that all deadlines are kept by the actors)









Handling Modifications

HUHR reporting timeframe (presuming that all deadlines are kept by the actors)



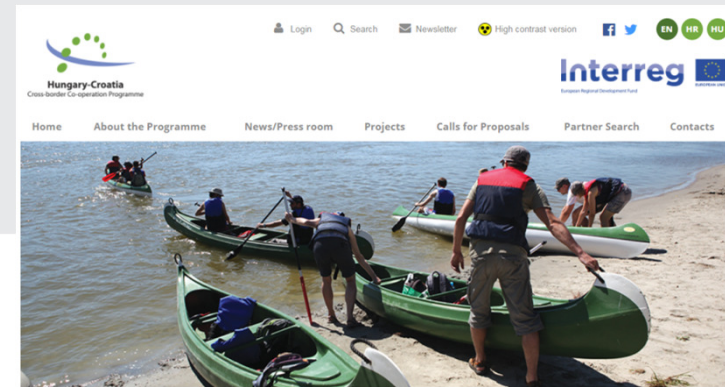
Legend:

-  implementation of the project (trimester=120 calendar days)
-  submission of BRs by each Beneficiary (10 calendar days)
-  validation of BR and issuance of DOVE by FLC including completion (60 calendar days)
-  submission of PR/AfR by LB to the JS (10 calendar days)
-  checking and approval of PR/AfR by JS (30 calendar days + 30 if completion is needed)
-  collection of needs and submission of request for project changes to JS and upload to IMIS via BO

Most Important DOCs

- Guidelines for Applicants (GfA)
- FO User Manual for IMIS 2014-2020 Progress Report (PR&AfR) Module for LBs
- Project Implementation Handbook (PIH) – Revised PIH on the way
- Project Communication Guidelines (PCG)
- Application Form (AF)
- Subsidy Contract (SC)
- FAQ of the official website of the Programme

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