Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

#### HUHR LB workshop Basic information on project implementation and reporting

Čakovec, 24.04.2018 Pécs, 26.04.2018







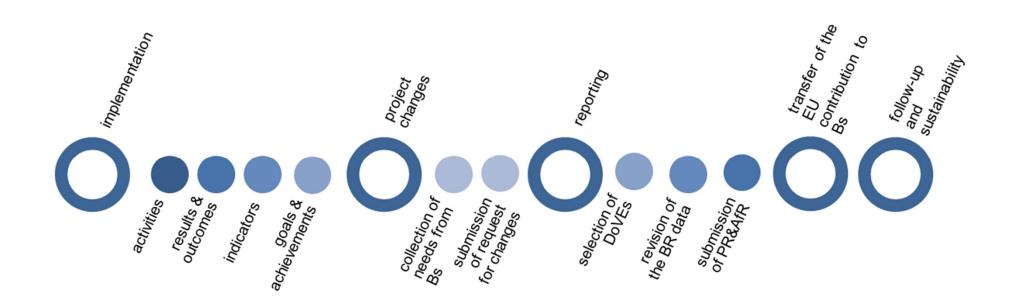
# LB principle

- LB is **responsible** for the implementation of the whole project
- Strong coordination of partnership
- Info channel:  $Bs \rightarrow LB \rightarrow JS$  (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

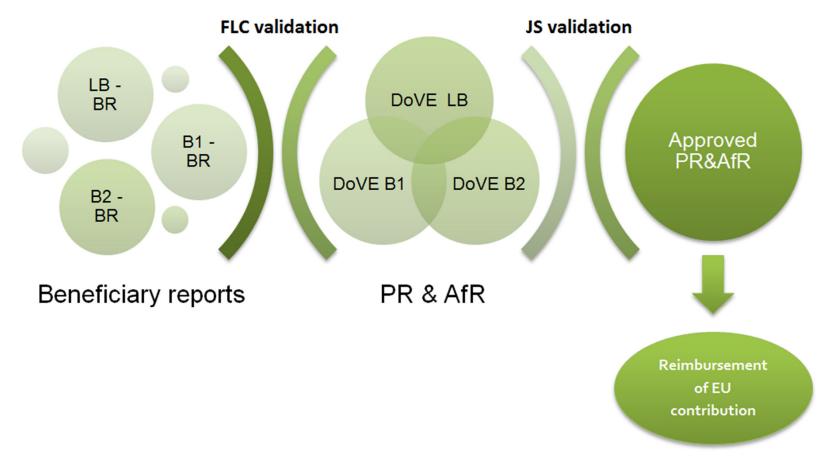




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#### **The Validation Processes**





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## 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**

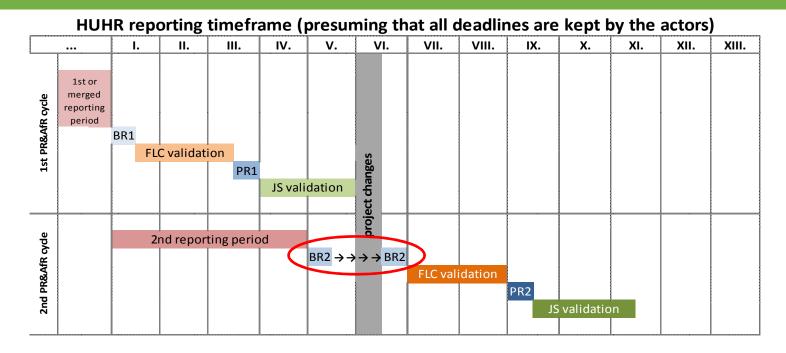
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## Handling Modifications



#### 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



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## 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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