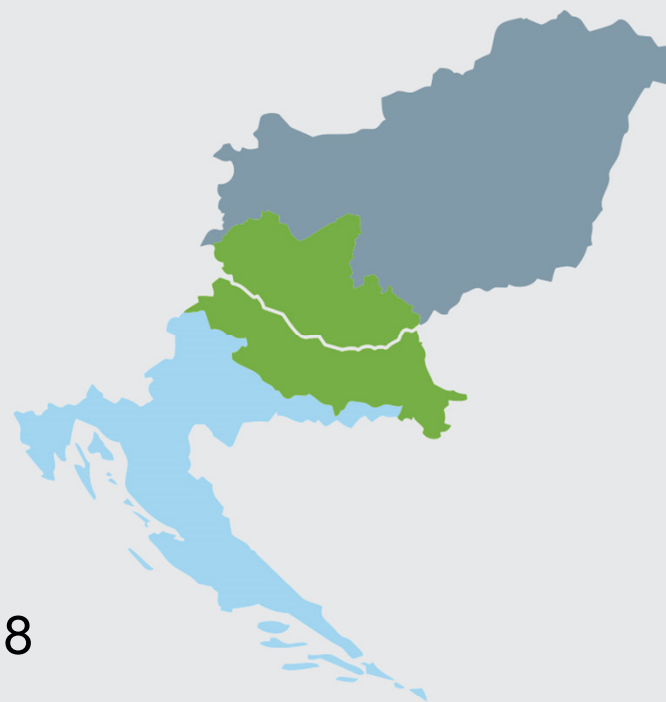


# HUHR LB workshop

Basic information on project  
implementation and  
reporting

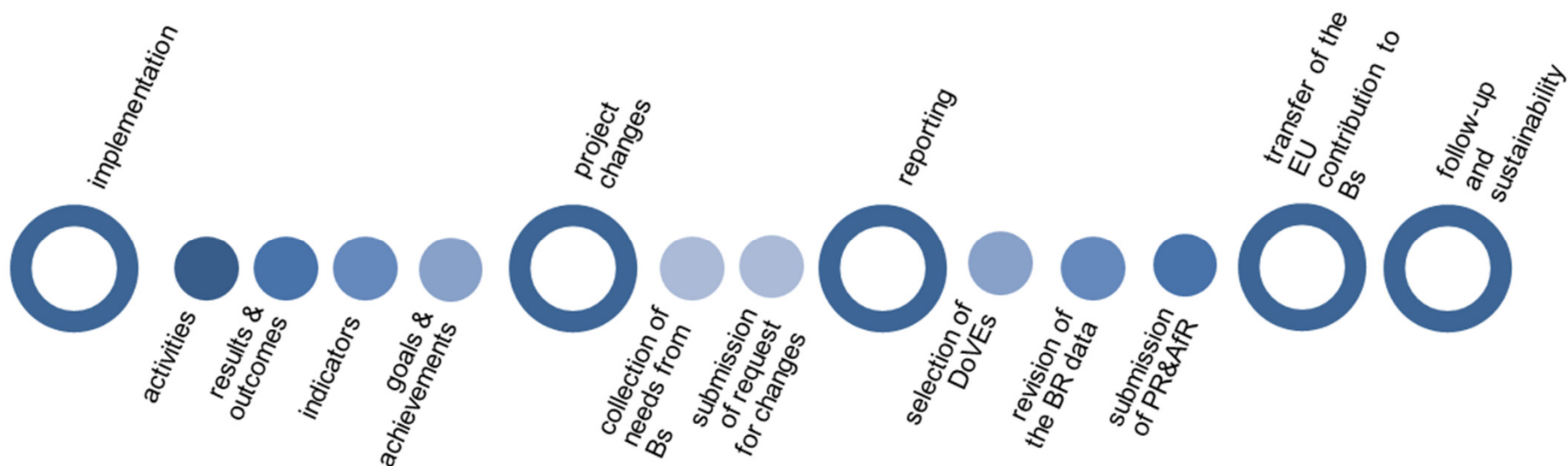


Čakovec, 24.04.2018  
Pécs, 26.04.2018

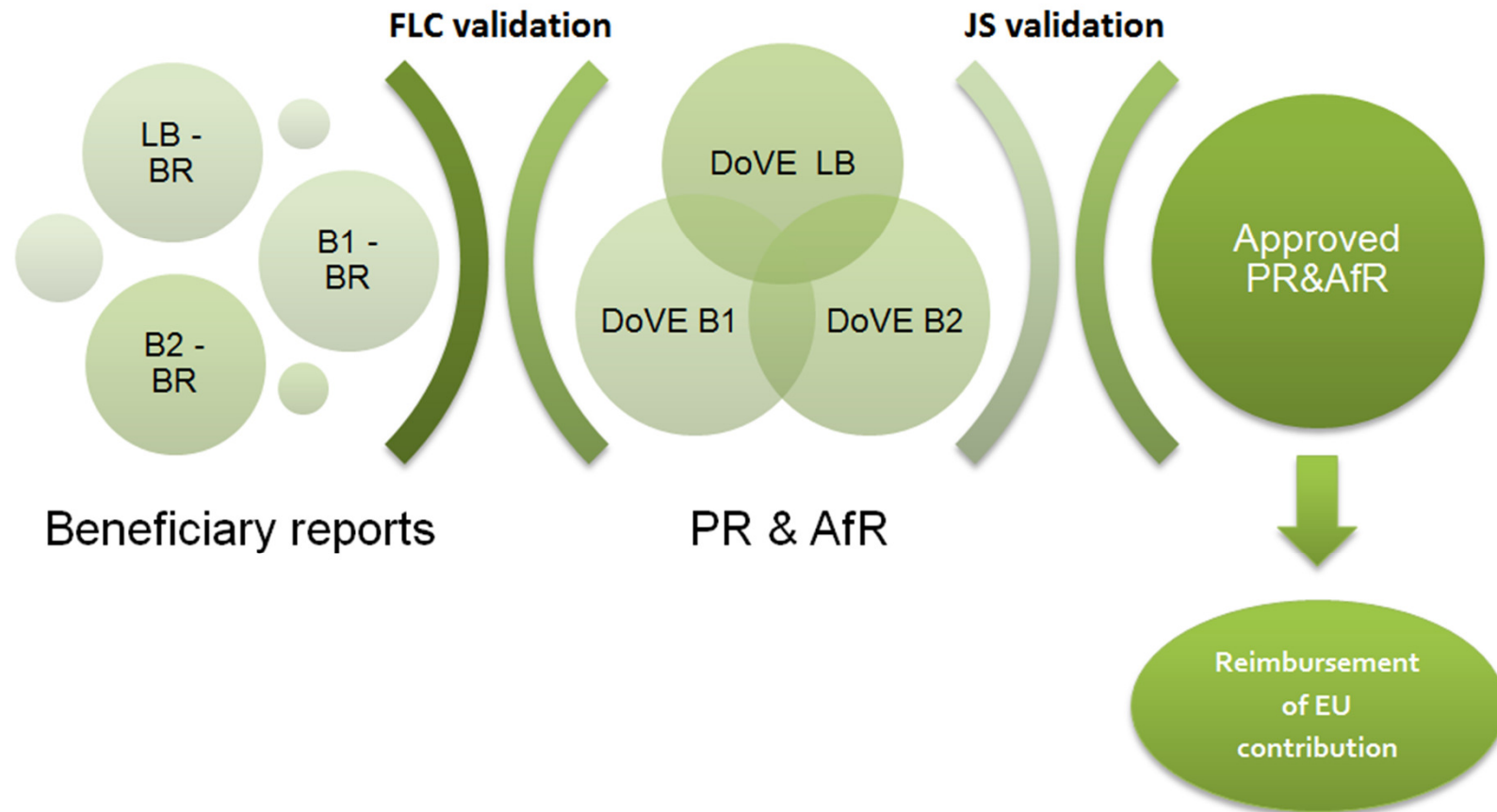
# LB principle

- 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

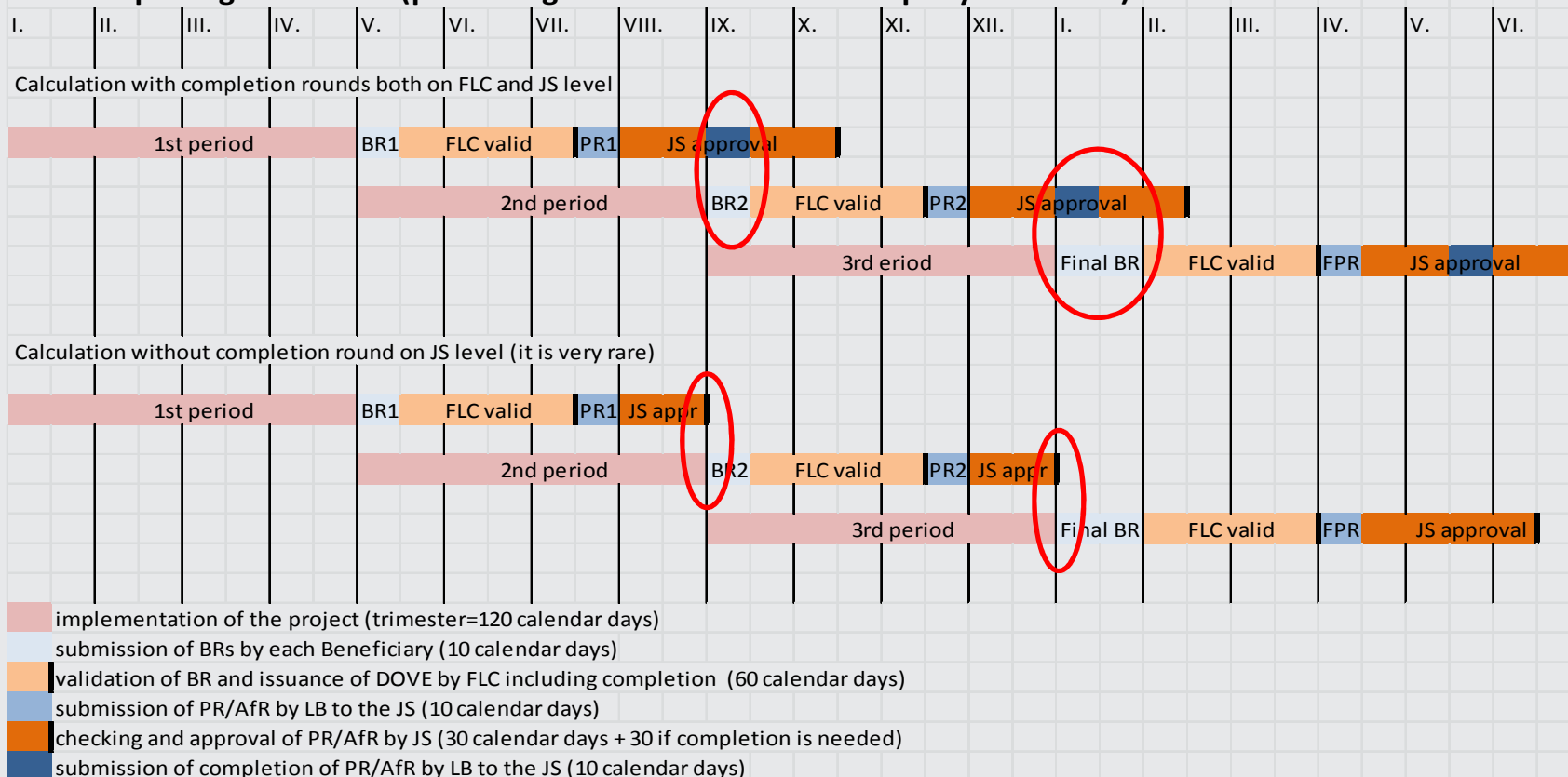


# Special issues of PR/AfR reporting

- 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

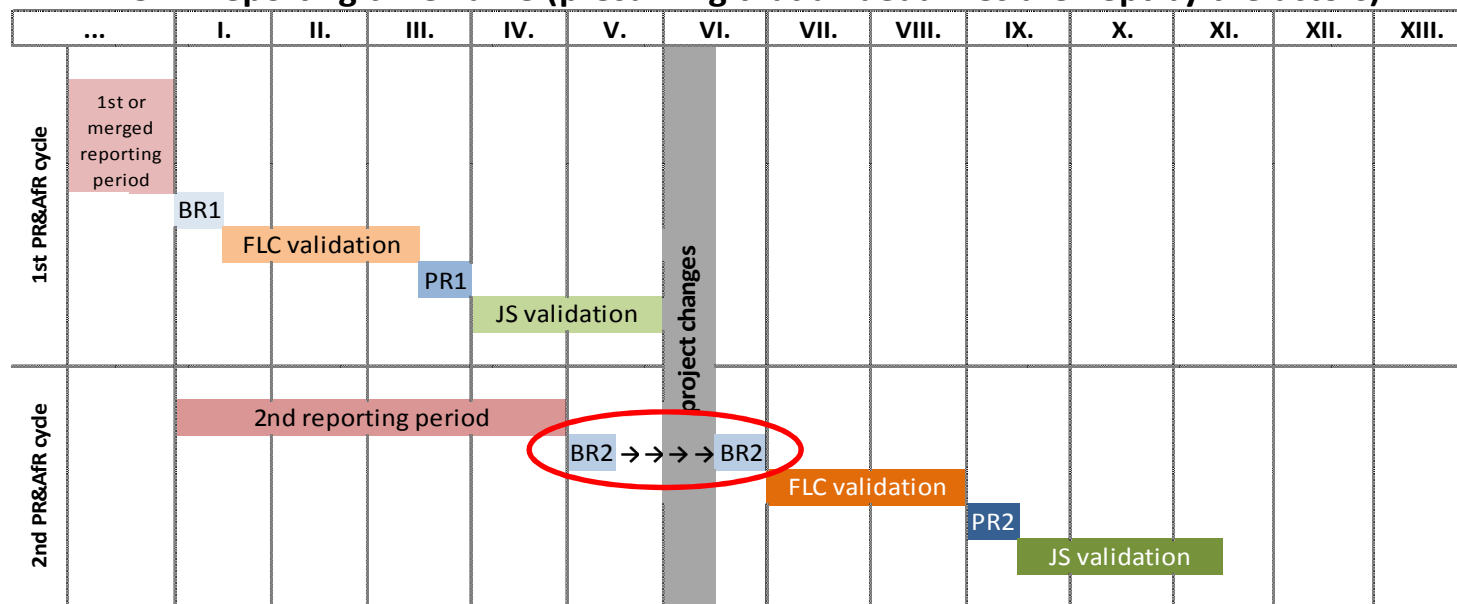
# Timeframes of reporting

## 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)



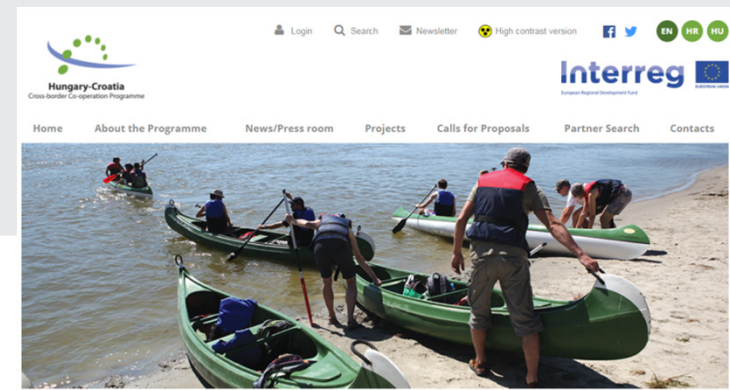
## Legend:

- 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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