Building Partnership

Lead Beneficiary seminar

May 2018
I. Contracting and project modifications

II. Project report

III. Follow-up and audits

IV. Communication

V. IMIS
I. Contracting and project modifications

Contracting

The Lead Beneficiary (LB) is responsible for concluding the Subsidy contract.

Project modifications - The (LB) is responsible for concluding the changes.

- Subsidy Contract modification (approved by the MC, MA);
- other project change (approved by the JS);
- administrative changes (approved automatically in IMIS).

Max. 1 Request for SC modification and max. 1 Request for Other project change can be requested per reporting period.

Now: paper-based modification request to the designated manager
Future: via IMIS 2014-2020
II. Project report

1. **step: Submit a Beneficiary report** (BR) – **each** Beneficiary after **every** period (even if the budget is zero) via IMIS 2014-2020 (15 days after period closure);

2. **step: Submit a Project Report** (PR) – only the Lead Beneficiary via IMIS 2014-2020 (90 days after period closure);

Revise, harmonize and complete the parts uploaded by the other partners;

Achievements, Activities, Horizontal principles, Indicators, Information and publicity, Expenditures, Transfers

PR document and Application for Reimbursement (AfR)
3. step: Evaluation of the PR

- **Approval** within max. 30 days
- **Completion** within max. 30 days + 30 days (10 days for 1. completion, 5 days for 2./3./etc completion)
- **Rejection** after two warning notices ignored about completion

Revalidation – involved BR sent back to FLC via IMIS 2014-2020

PR can be submitted with the modified BR later or without it (DoVE in the next report).
4. step - Reimbursement of the expenditures (approx. 6 months from period closure)

EU contribution
• After receiving the ERDF amount, the LB has to transfer the share to each beneficiary.

National contribution
• HU – as advance payment. After the project closure the LB has to transfer back the remaining amount.
• SK – MCCB - after each ERDF payment receives the national contribution for all SK beneficiaries. The MCCB has to transfer the share to each SK beneficiary.

Monitoring visit – min. 1 by the Joint Secretariat
On-the-spot check – min. 1 by the First Level Control
III. Follow-up and audits

Project closure

Final Project Report – only the Lead Beneficiary via IMIS 2014-2020
(90 days after project closing date);

Archiving and audits – 5 min. years follow-up period or until 2023.

Reporting in the Follow-up period (5 years)

Lead Beneficiary via IMIS 2014-2020 about the sustainment of the project results and outputs.

Completion – 10 days

After two notifications ignored irregularity procedure will be initiated.
**Minimum requirements:**

**Poster or temporary billboard** (during implementation)
- Billboard: total eligible support exceeds EUR 500 000 and has infrastructure and works;
- Poster: every other case;
- Layout is given.

**Permanent plaque or billboard** (after implementation)
- Plaque/billboard: total eligible support exceeds EUR 500 000 and has infrastructure and works or purchase of a physical object;
- Poster: may remain every other case;
- Layout is given.

**Billboard/Poster/Plaque: Main objective of the project = name of the Priority axis (FAQ)**

**Stickers for equipments**
- Logo;
- Project code.
IV. Communication

**Minimum requirements:**

**Website:**
- a short description of the project on each Project beneficiary’s website (article/subpage);
- banner (recommended) – layout is given.

**Public project event**
- at least 1 event (preferably a closing event);
- submit a project event – [www.skhu.eu](http://www.skhu.eu)

**Press conference and press releases**
- one press conference at the beginning of the project;
- two press releases in three languages (SK, HU, EN) - at the beginning and at the end of the project.
IV. Communication

Media follow up – Collect the appearances
- Reporting;
- Send it to media@skhu.eu so we can promote your results;
- HU/SK/EN.

Visibility elements
- Interreg V-A Slovakia-Hungary Cooperation Programme logo;
- Reference to the European Regional Development Fund;
- Programme slogan: Building partnership;
- Reference to the Programme’s webpage (www.skhu.eu);
- Disclaimer.

Modification of the Visibility guide
- Logo: derived version for small promotional items
- Banner: not mandatory but highly recommended
Thank you for your attention.

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Anti-fraud policy
The programme is following zero tolerance policy to fraud and corruption.
For our Anti-fraud mission statement please visit our website.