



INTERREG V-A SLOVAKIA-HUNGARY COOPERATION PROGRAMME

# Building Partnership

## REPORTING of Lead Beneficiaries



**I. Contracting and  
project modifications**

**II. Project report**

**III. Project closure**



<https://www.skhu.eu/downloads>

## *Beneficiary package*

- ✓ Beneficiary's manual
- ✓ Guide on eligible expenditures
- ✓ Visibility guide
- ✓ Guide on indicators
- ✓ Guide on Project Report
- ✓ Interreg + User Manuals



## Contracting

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

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

- Subsidy Contract modification (approved by the MC, MA, NA);
- 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. The last request for SC modification not later than 45 days before the end date of the project!*

The modification request shall be prepared **electronically and submitted by the LB via email** to the designated programme manager.

4 months

*Reporting is one of the tools used by the Programme to regularly monitor the progress of the projects implementation:*



**financially:**  
spending, budget  
reallocations,



**content-wise:**  
progress of activities,  
delivery of outputs and  
deliverables, subsequent  
contribution to the  
achievement of Programme  
output indicators and  
objectives



**qualitatively:**  
quality reports for each  
delivered output.

**1. step:** Beneficiary level: **Beneficiary reports** submitted to the respective **First Level Control** (FLC) body by each Beneficiary within **15 calendar days**

✓ *On-the-spot check – min. 1 by the FLC*

**2. step: Project reports** (including the Applications for reimbursement) submitted to the **Joint Secretariat** by the Lead Beneficiary within **90 calendar days** from the end date of each reporting period.

✓ *Monitoring visit – min. 1 by JS*



**I N T E R R E G**

### 3. step: Evaluation of the PR

- ❖ *Approval* within max. **30 calendar days**
- ❖ *Completion* within max. **30 + 30 calendar days** -> 10 calendar days for 1. completion, 5 calendar days for 2. completion
- ❖ *Rejection* after two warning notices ignored about completion
- ❖ Revalidation – involved BR sent back to FLC
- ❖ PR shall be re-submitted with the modified BR or without it (DoVE in the next report).





*Reporting also represents the basis for the reimbursement of the ERDF contribution associated with incurred project expenditures.*



**EU contribution**

- After receiving the ERDF amount, the LB has to transfer the share to each beneficiary. (deadline in the Partnership Agreement)

**National contribution** *(only nonprofit beneficiaries)*

- 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.

## Content of the project level report

### Project Report (PR) technical part

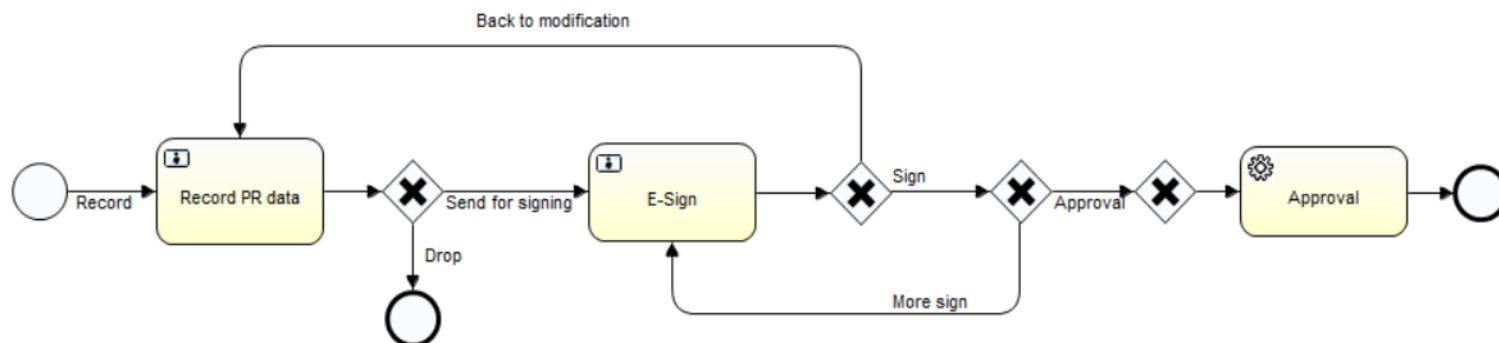
- ✓ *data partly automatically uploaded from the BRs and filled in manually by the LB*
- ✓ *The task of the LB is to summarize these data, add the missing information and create **one complex and united report for the whole project partnership!***

### Application for Reimbursement (AfR) the financial part

- ✓ *compiled automatically by the system based on DoVE*

## *Submission of Project Reports in INTERREG +*

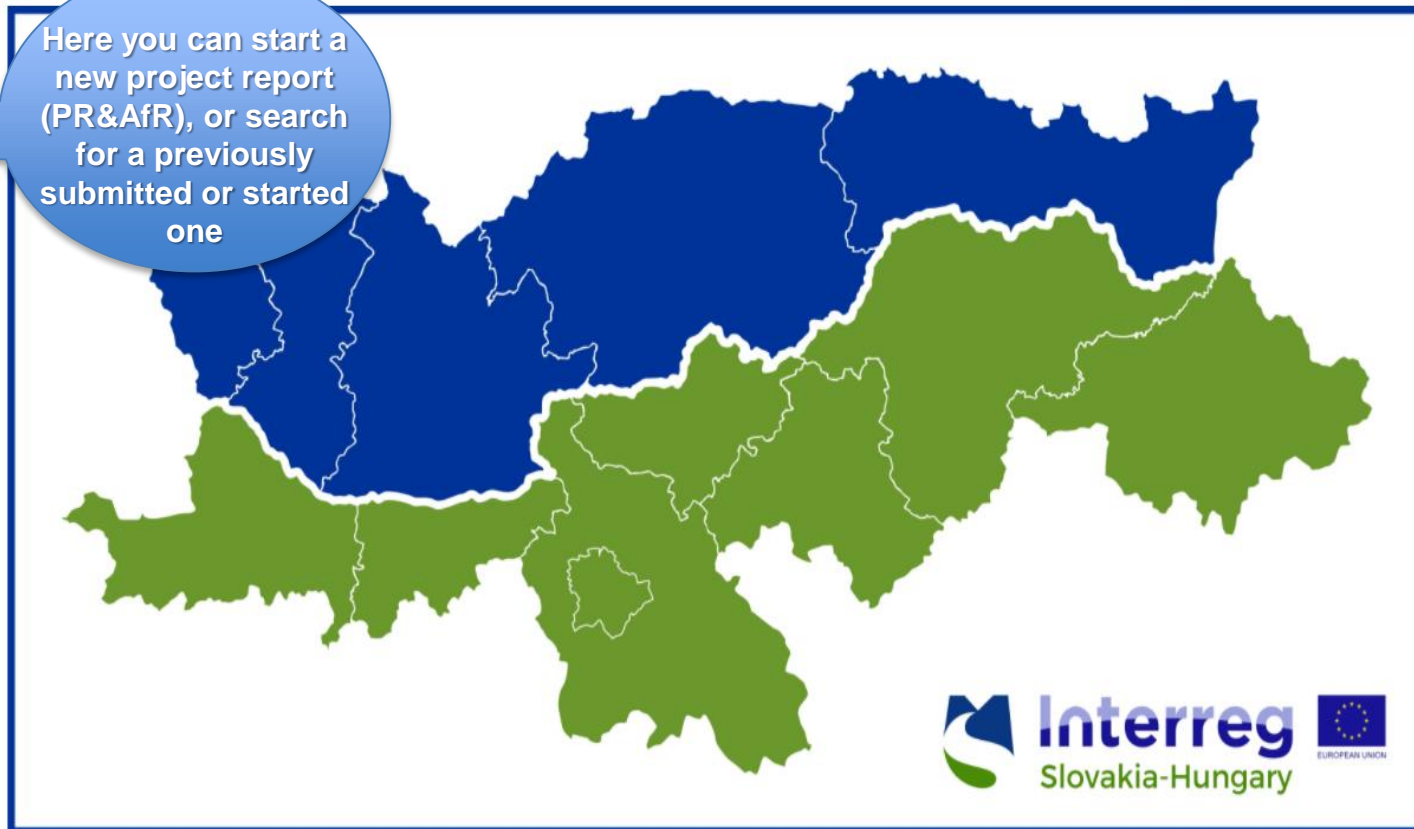
- ✓ PR Recording: Recording Users are authorized to record PRs.
- ✓ PR Acceptance: After recording, the Signatory Users is entitled to endorse (E-sign and submit) or return to modification (Back to modification) the PR. They cannot edit PR data.
- ✓ PR Approval: After submission: the PR will be validated by the designated programme managers of the JS.



Menu search

- Project Report
- Project data
- Normal project view
- Project part user
- User
- Project Part user role
- About

Here you can start a new project report (PR&AfR), or search for a previously submitted or started one

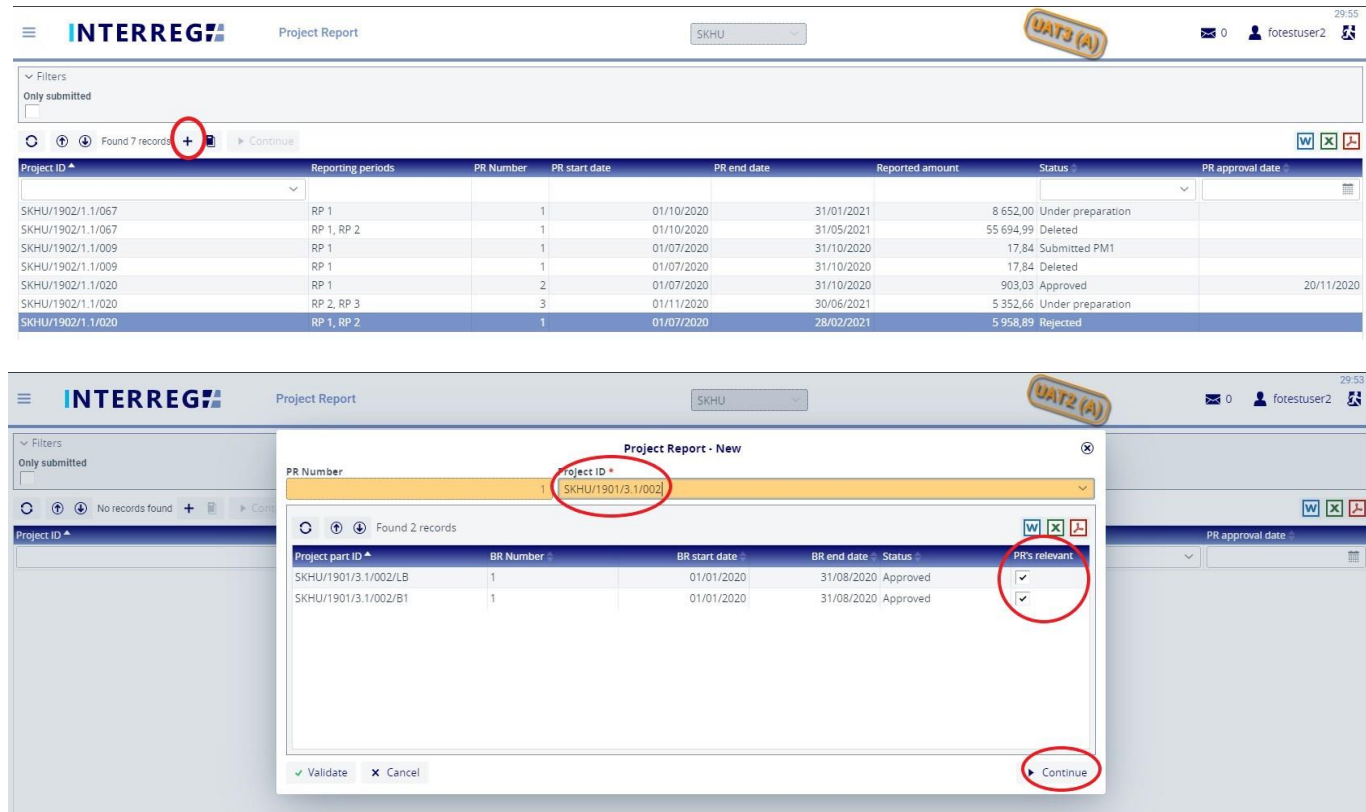


INTERREG+ Support Team: [iplussupport@szpi.hu](mailto:iplussupport@szpi.hu)





- 1) As the first step of the submission of the report, click the **(+)** button,
- 2) Set the **project ID** and select the validated **Beneficiary Report**,
- 3) Click on **Continue**, the PR is generated based on the BR selection.



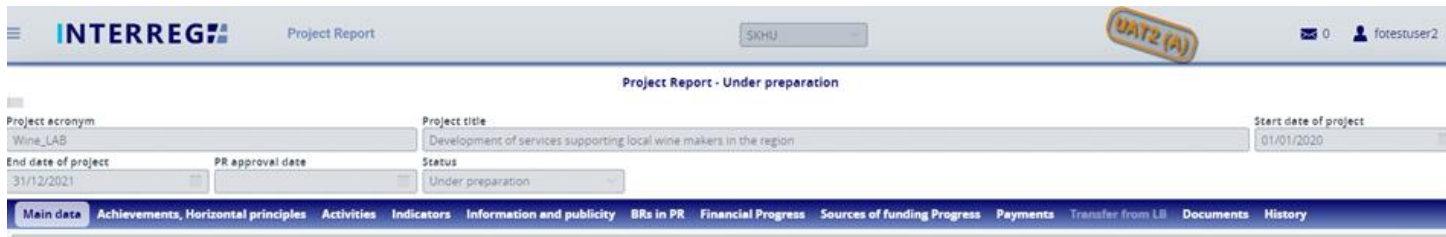
The screenshot shows the INTERREG7 Project Report interface. The top navigation bar includes the INTERREG7 logo, the text 'Project Report', a dropdown menu set to 'SKHU', and a 'DAT3 (A)' badge. The main area displays a table of existing reports with columns: Project ID, Reporting periods, PR Number, PR start date, PR end date, Reported amount, Status, and PR approval date. A red circle highlights the '+' button in the table's toolbar. Below the table, a 'Project Report - New' dialog box is open, showing a 'Project ID' dropdown set to 'SKHU/1901/3.1/002'. The dialog also contains a table of 'Beneficiary Reports' with columns: Project part ID, BR Number, BR start date, BR end date, Status, and a 'PR's relevant' checkbox. A red circle highlights the 'PR's relevant' checkbox, which is checked. At the bottom of the dialog, there are 'Validate' and 'Cancel' buttons, and a 'Continue' button highlighted with a red circle.

Project ID	Reporting periods	PR Number	PR start date	PR end date	Reported amount	Status	PR approval date
SKHU/1902/1.1/067	RP 1	1	01/10/2020	31/01/2021	8 652,00	Under preparation	
SKHU/1902/1.1/067	RP 1, RP 2	1	01/10/2020	31/05/2021	55 694,99	Deleted	
SKHU/1902/1.1/009	RP 1	1	01/07/2020	31/10/2020	17,84	Submitted PM1	
SKHU/1902/1.1/009	RP 1	1	01/07/2020	31/10/2020	17,84	Deleted	
SKHU/1902/1.1/020	RP 1	2	01/07/2020	31/10/2020	903,03	Approved	20/11/2020
SKHU/1902/1.1/020	RP 2, RP 3	3	01/11/2020	30/06/2021	5 352,66	Under preparation	
SKHU/1902/1.1/020	RP 1, RP 2	1	01/07/2020	28/02/2021	5 958,89	Rejected	

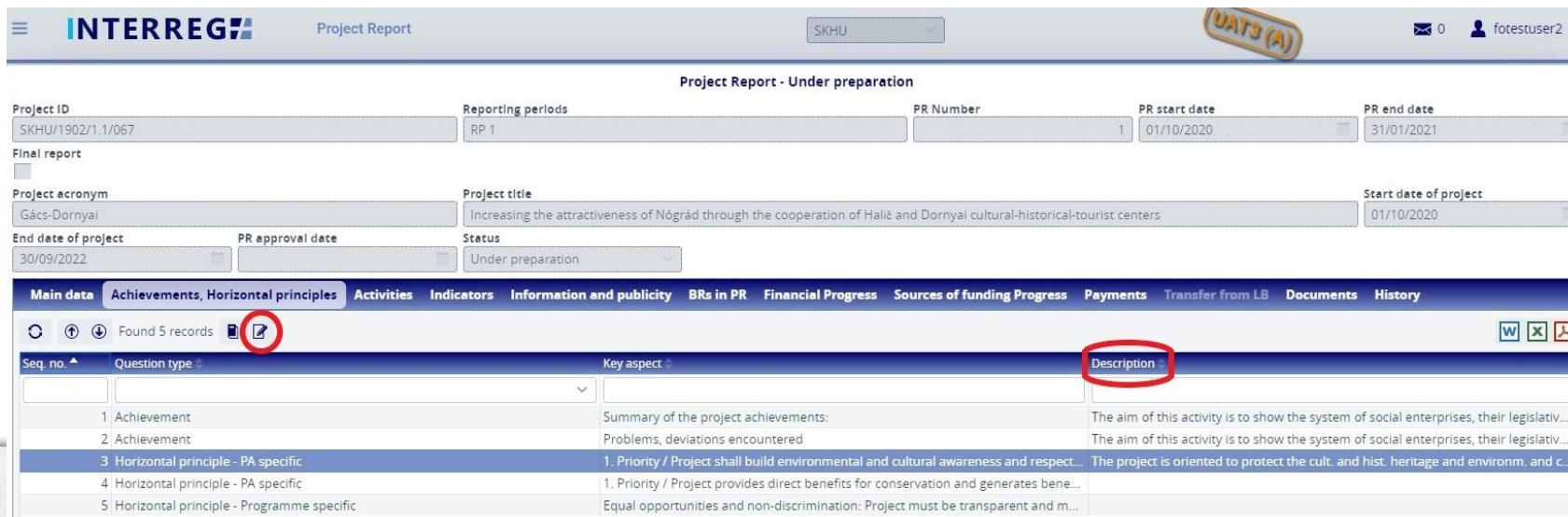
Project part ID	BR Number	BR start date	BR end date	Status	PR's relevant
SKHU/1901/3.1/002/LB	1	01/01/2020	31/08/2020	Approved	<input checked="" type="checkbox"/>
SKHU/1901/3.1/002/B1	1	01/01/2020	31/08/2020	Approved	<input checked="" type="checkbox"/>



- ❖ **Main data:** Filled in automatically (information on reported period, financial data of BR(s)).



- ❖ **Achievements:** **Overview** of the main project activities, outputs, results achieved so far. Address problems, deviations, clarify its consequence, propose solutions.
- ❖ **Horizontal principles:** **Concrete examples** of project activities (documents folder).



Seq. no.	Question type	Key aspect	Description
1	Achievement	Summary of the project achievements:	The aim of this activity is to show the system of social enterprises, their legislativ...
2	Achievement	Problems, deviations encountered	The aim of this activity is to show the system of social enterprises, their legislativ...
3	Horizontal principle - PA specific	1. Priority / Project shall build environmental and cultural awareness and respect...	The project is oriented to protect the cult. and hist. heritage and environm. and c...
4	Horizontal principle - PA specific	1. Priority / Project provides direct benefits for conservation and generates bene...	
5	Horizontal principle - Programme specific	Equal opportunities and non-discrimination: Project must be transparent and m...	

## ❖ Activities:

- ✓ Main content-related **activities carried out in the relevant period**, the outputs delivered and their contribution to the project specific objectives.
- ✓ LB shall **summarize** the progress of the activities on the overall project level.
- ✓ **Communication activities** according to communication plan and in line with **Visibility guide**.
- ✓ **Quantified outputs/deliverables** supported by **documents** (documents folder).

Project Report / Activities - Modify



AG ID  
1

AG name  
Activity Group

AG description

Activities

Found 8 records

Activity ID	Activity name	Activity status	Current description (by LB)	Activity originally planned
1	Project management	In progress	The project management will consist of one projec...	Yes
2	Communication	In progress	The communication strategy is divided into two pa...	Yes
3	Social communication skills trainings	In progress	The main project activities of the project are relate...	No
4	Courses to improve financial literacy	In progress	The courses within this activity are aiming to impro...	No
5	How to write a CV and How to succeed on job intervi...	In progress	During the first part of the WS we plan to introduc...	No
6	How to deal with execution, alcoholism, drugs and ...	In progress	The project assumes that people who are living in ...	No
7	Your way back to the Labour Market	Not started	Within the project, the 2 workshops will be organiz...	No
8	Social enterprises and farming training	Completed	The aim of this activity is to show the system of soc...	No

## ❖ Activities:

Project Report / Activities / Activity - Modify

Activity ID

1

Activity name

Project management

Activity status \*

In progress

Activity originally planned

☒

Original description

The project management will consist of one project manager and one internal expert- internal staff of EGTC Via Carpatia. The project managers will be contracted on part-time. The project manager will be mainly responsible for the implementation of project and its activities. The internal expert will be responsible for the creation of workbook. The internal project staff could fluently speak Hungarian language. The Implementation of the project will be easier and much more effective based on that project managers works together daily, they could manage and solve problems on personal communication without any communication barriers.

Current description (from BR)

LB - BR1: During the 1. period of the project implementation was contracted on part-time project manager with the beginning of the 01.10.2020 which carried out the following tasks:  
Covering of whole process of public procurement for Public procurement expert including preparation of documents, submission, evaluation, and contracting.  
Creation of the schedule of the project trainings and workshops.  
Communication with the SKHU project manager to arrange training and workshops rooms.  
Logistical transfer planning of participants within the Cserehad region.

BR status (set by B)

LB - BR1: IN\_PROGRESS

Current description (by LB) \*

Description goes here

Documents

History

> Filters

Found 1 records

Download icon

File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
Test Document.png		19/01/2021 09:17:47		fotestuser2		<input type="checkbox"/>	<input type="checkbox"/>



## ❖ Indicators:

- ✓ **Actual value** - only for the relevant period, in line with reported activities (NO cumulative value!);
- ✓ Actual values reported and justified on partner level. Shall be summarized and **revised by LB!**
- Indicator **current description** - textual explanation -> FINAL PR: reason of altering from the contracted target value
- **Documents** sheet – upload supporting documents (evidence) -> **GUIDE ON INDICATORS**
- ✓ FINAL PR: Contradiction between the contracted target value and the achieved and actual values is justified?
- ✓ Misinterpretation or double-counting shall be avoided
- ✓ In case the total achieved value is not justified -> **Completion procedure** will be initiated by JS

## ❖ Indicators:

**Main data** **Achievements, Horizontal principles** **Activities** **Indicators** **Information and publicity** **BRs in PR** **Financial Progress** **Sources of funding Progress** **Payments** **Transfer from LB** **Documents** **History**

Found 4 records

Indicator ID	Indicator Name	Indicator category	Indicator type	Base value	Target value	Indicative value (from BR)	Actual value in this PR
CO44	CO44 Labour market and trai...	Common specific	Output		0,00	100,00	1,00
O312	O312 Number of women in jo...	Programme specific	Output		0,00	40,00	1,00
O313							1,00
R310							0,00

**Project Report / Indicator - Modify**

Indicator Name  
CO44|Labour market and training: Number of participants in joint local employment initiatives and joint training

Indicator category  
Common specific

Indicator type  
Output

Indicator ID  
CO44

Unit  
persons

Actual value in this PR  
1,00

Base value  
0,00

Target value  
100,00

Achieved value  
1,00

Remaining value  
99,00

Original description  
.

Current description (from BR)  
LB - BR1: 1

Current description (by LB) \*

Current description (by LB)

Found 1 records

Relevant Beneficiary	BR Number	Base value	Target value
LB - SK - EGTC Via Carpatia	1	0,00	100,00

**Project Report / Beneficiary's indicator - Modify**

Relevant Beneficiary  
LB - SK - EGTC Via Carpatia

BR Number  
1

Base value  
0,00

Target value  
100,00

Indicative value (from BR)  
1,00

Actual value in this PR \*

Current description (from BR)  
BR1: 1

Save Validate Cancel

**Documents** **History**

> Filters

No records found

File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
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## ❖ Financial part: Filled in automatically

**Main data** Achievements, Horizontal principles Activities Indicators Information and publicity **BRs in PR** Financial Progress Sources of funding Progress Payments Transfer from LB Documents History

Found 1 records

Beneficiary	BR number	Relevant DOVE(s)	Reporting periods	BR start date	BR end date	BR approval date	Reported amount	Reported EU contrib...	Validated amount	Validated EU contrib...
LB - SK - EGTC Via Ca...	1	DoVE_1_20200901_2...	RP 1	01/09/2020	31/12/2020	19/01/2021	4 197,96	3 568,26	4 197,96	3 568,26

**Main data** Achievements, Horizontal principles Activities Indicators Information and publicity **BRs in PR** **Financial Progress** Sources of funding Progress Payments Transfer from LB Documents History

Filters

Beneficiary

No.	Budget Lines	Planned Amount	Previously Validated Amount	Current Report Amount	Accumulated Amount	Accumulated Share	Remaining Budget Amount
> 1	Preparation costs	0,00	0,00	0,00	0,00	0,00 %	0,00
> 2	Staff costs	30 000,00	0,00	3 650,40	3 650,40	12,17 %	26 349,60
> 3	Office and administrative expenditure	4 500,00	0,00	547,56	547,56	12,17 %	3 952,44

**Main data** Achievements, Horizontal principles Activities Indicators Information and publicity **BRs in PR** **Financial Progress** **Sources of funding Progress** Payments Transfer from LB Documents History

Filters

Beneficiary

No.	Budget Line	Planned Amount	Previously Validated Amount	Current Report Amount	Accumulated Amount	Remaining Budget Amount
1.	EU contribution	92 725,53	0,00	3 568,26	3 568,26	89 157,27
2.	National contribution	10 908,88	0,00	419,79	419,79	10 489,09
> 3.	Own contribution	5 454,46	0,00	209,91	209,91	5 244,55

**Main data** Achievements, Horizontal principles Activities Indicators Information and publicity **BRs in PR** **Financial Progress** **Sources of funding Progress** **Payments** Transfer from LB Documents History

Found 1 records

Project part	Planned Amount	Previously validated EU contribution	EU contribution validated in current BR	Transferable EU contribution in current BR
SKHU/1802/3.1/002/LB	92 725,53	0,00	3 568,26	3 568,26

- ❖ **Transfer from LB** : Information on transfer of EU contribution to Beneficiaries (bank statement)
- ❖ **Documents**: Detailed documentation (evidence) proving the actual status or reaching of tangible outcomes/deliverables



File / Folder name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
PR&Afr		19/01/2021 09:03:52					
activitygroups		19/01/2021 09:17:47					



## Project closure

Final Project Report – only the Lead Beneficiary via Interreg +  
(90 days after end date of project implementation)

## Reporting in the Follow-up period (5 years)

- ✓ Primarily in case of investment projects!
- ✓ Submitted by the Lead Beneficiary electronically about the sustainment of the project results and outputs.

**Thank you for your attention.**

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