



Interreg
Hungary – Slovakia



Co-funded by
the European Union

Project Implementation

Interreg Hungary – Slovakia programme

Building partnership

#interreghusk

Implement a project

Find out **how** to implement an Hungary-Slovakia Interreg project. And **where** to get more information right **after contracting phase**.



Project Implementation Manual

The Manual is your **go-to guide** for implementation phase.

Available **online** and for download on our website in the *Downloads/HUSK* section.



More reading

- Eligibility of Expenditures
- Interreg + User-Manuals
- Guide to Project Promotion
- Brandbook
- Other guides for procurements and partner reporting

[*www.interreghusk.eu*](http://www.interreghusk.eu)



Project management – LP duties

Operating an efficient and reliable **management and coordination** system including administrative and financial management

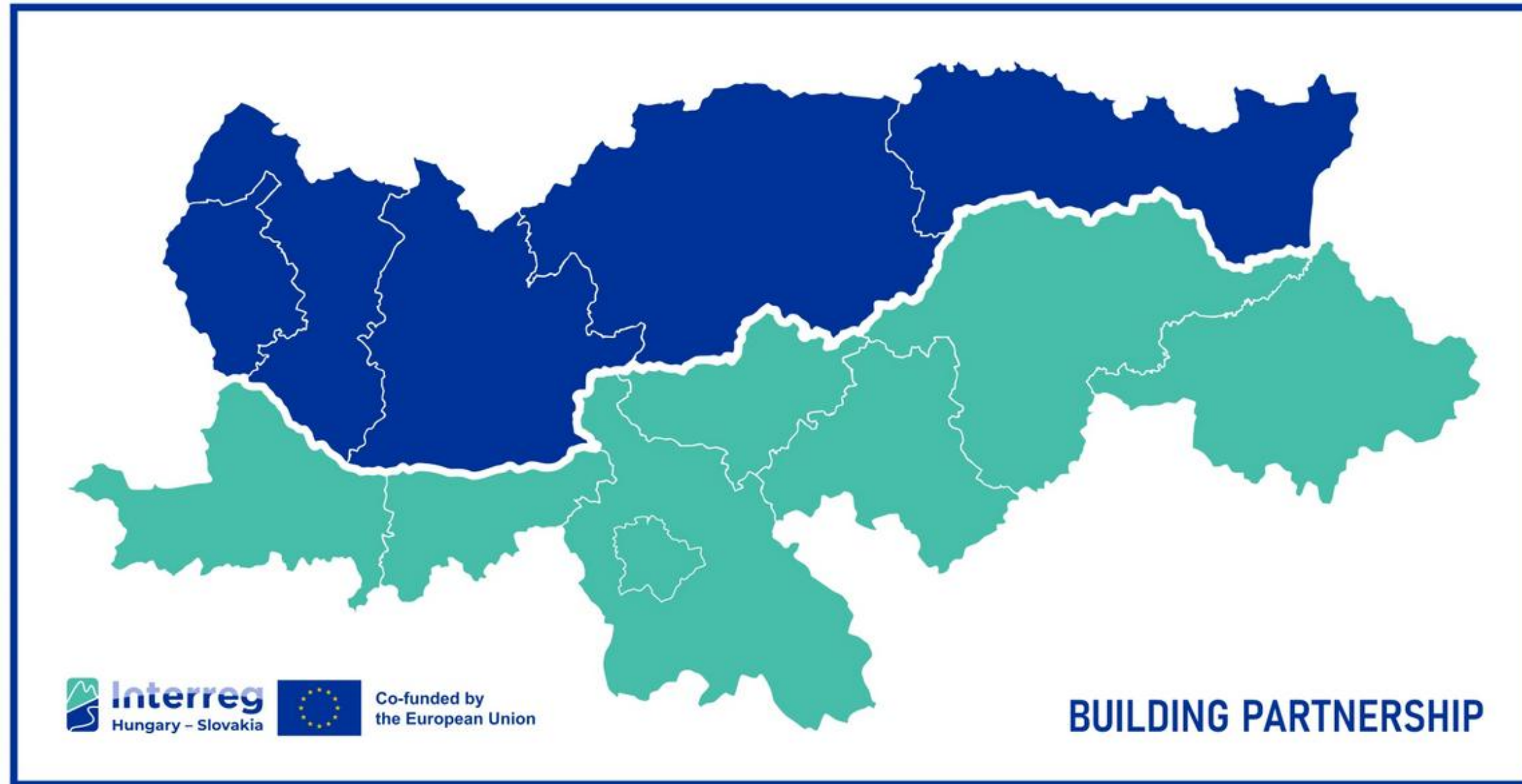
- ensuring the respect of the **sound financial management** principle
- ensuring the respect of European and National legislation and EU principles
- monitoring the financial performance of the project and managing the **decommitment risk**
- respect the **deadlines** of the reporting process
- **consult and inform the JS** in case of modification of the project

Interreg + Front Office

- Register **recording and signatory** user
- **Project-level** role -> Project modification, Project Report and PP user management (LP!)
- **Project Part-level** role -> Project Partner Report (all partners) - *Approval by LP recording user!*
- Interreg + User-Manuals
- Technical issues: *iplussupport@szpi.hu*

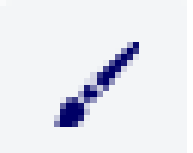


I N T E R R E G



<https://husk.interregplus.eu/21-27>

Project modifications

- **Submission:** Access the **Interreg + Front Office** Project Data/Normal Project view by clicking the ‘Normal modification’  button.
- **Deadline:** 15 calendar days of the change.
- **Responsibilities:** **Lead Partner** - Manage submission process:
1. Gather all requests; 2. Provide justification; 3. Submit through I+.
- **Types:** Amendment of the Subsidy Contract (MA/MC), Other project changes (JS), Administrative changes (JS)

Project modifications - Key Changes

Amendment

- Withdrawal of the Lead or Project Partner
- Replacement of the Project Partner
- Change in Legal Status of the Project Partner
- Prolongation of the Project Duration Budget
- Reallocation to Another Project Partner

Other changes

- Activity Description or Outcomes
- Activity Plan
- Technical Documentation
- Infrastructure Location
- Indicator Values
- Budget Line Reallocation
- Partnership Agreement
- Other Administrative Changes

Administrative

- Postal address, address of the headquarters,
- Contact person,
- Contact data (phone number, e-mail address)

Reporting procedure - general overview

4 month

Each partner fills in
and submits its
**Project Partner
report (PPR)**



LP collects
information on
activities and
deliverables



LP fills out and
submits a **Project
Report (PR)**



15 calendar days
(Final report 30
calendar days)



NCB



90 calendar days
from the end date of
each reporting
period



JS

Reporting procedure - evaluation

- **Approval** within max. 30 calendar days.
- **Completion** within max. 30 + 30 calendar days -> 10 calendar days for 1st completion, 5 calendar days for 2nd completion.
- **Rejection** after two warning notices ignored about completion.
- **Revalidation** – involved PPR sent back to the controller. PR shall be re-submitted with the modified PR or without it.
- **Monitoring visit:** JS visits all project partners at least once during the project implementation.



Reporting procedure - Checklist 1.

Project Summary: The Lead Partner clearly summarized the overall progress of the project from the start date till the end of the current reporting period.

Final Project Summary: In the Final Project Report the Lead Partner provided a press release style summary suitable for publicity.

Project Report / Achievement, Horizontal principle - Modify

Question type
Achievements

Key aspect
Summary of project achievements

Original description

Current description (by LP) *

0/4000

Documents History

> Filters

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File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
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Reporting procedure - Checklist 2.

Activity Status: The Lead Partner correctly marked the status of each activity (Not started, In progress, Completed).

Activity Report: The reported activities are consistent with previous, current descriptions and linked to the tangible outcomes. - Activities tab/
Current description (by LP)

Activity Outcome: The outcomes are clearly described and quantified. They match the reported activity status. – Activity tab/
Current tangible outcome (by LP)

Supporting Documents: The Lead Partner uploaded all supporting documents to the correct activity folder. These documents prove the reported activity status and description. – Activities tab/Documents folder

Project Report / Activities / Activity - Modify

Activity number: 3.1.1 Activity name: Visibility measures Activity status: * Activity originally planned: ☒

Original description: According to the Guidelines on project promotion, the current project is considered as an 'infrastructural project', so that the f
Planned visibility measures:
- 1 billboard, 1 poster and 2 plaques at the following locations: 1. billboard and 1 plaque at the Lipót-Gombóc Nature Centre
- marks will be placed on each piece of equipment to be procured (although the costs of marks will be financed by own resour

Current description (from PPR): LP - BR1: Due to delays in the conclusion of the Subsidy Contract the realisation of the visibility measures has not been started

PPR status (set by P): LP - BR1: NOT_STARTED

Current description (by LP) *

Original tangible outcome: Visibility measures:
- 1 billboard, 1 poster and 2 plaques;
- marks placed on each piece of equipment to be procured.

Current tangible outcome (from PPR): LP - BR1: Not relevant.

Current tangible outcome (by LP) *

Documents PPR documents History

> Filters

No records found

File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
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Reporting procedure - Checklist 3.

Promotion: The mandatory communication measures implemented and reported are in line with the Guide on Project Promotion. – Activities tab/ AG: Promotional

Activity Plan (Preparatory Phase): The preparatory activities for infrastructure started on time and follow the original schedule. - Activities tab/ AG: Preparatory

Delays and Solutions: The Lead Partner explained the reasons for delays and its impact on the project schedule. There are solutions provided. - Activities tab/ Current description (by LP)

Main data
Achievements
Activities
Indicators
PPRs in PR
Financial Progress
Sources of funding Progress
Payments
Transfer from LP
Messages
Documents
History

Found 3 records

AG ID	AG name
1	Preparatory
2	Core
3	Promotional

Project Report / Activities - View

AG ID
2

AG name
Core

Activities

Found 12 records

Activity number	Activity name	Activity status	Current description (by LP)	Activity originally planned
2.1.2	Enhancing habitats for Emys orbicularis			No
2.1.3	Awareness raising for Emys orbicularis - Small scale reconstruction works at the Lipót-Gombóc Nature Centre			No
2.1.4	Awareness raising for Emys orbicularis - Enhancement of the Holt-Rába Nature Trail			No
2.1.5	Awareness raising for Emys orbicularis - Organisation of summer camps			No

Reporting procedure - Checklist 4.

Payment Forecast: The reported expenses match the spending plan, with no risk of non-compliance with the n+3 rule. – Financial progress tab

Main data Project part Reporting periods Budget Indicators Activities Activity plan Other info Infrastructure Partner without budget Contract Project reports Documents Completion Messages		
Budget Sources of funding Payment forecast Payments		
Partner / Total cost		
	Rep. period 1	Rep. period
LP - HU - FHNPI	17 550,00	16
P1 - SK - BROZ	50 000,00	75
Total costs	67 550,00	91

Main data Achievements Activities Indicators PPRs in PR Financial Progress Sources of funding Progress Payments Transfer from LP Messages Documents History							
<div>Filters</div> <div>Partner</div> <div></div>							
<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>							
No. ^	Budget Lines	Planned Amount	Previously Validated A...	Current Report Amount	Accumulated Amount	Accumulated Share	
1	Preparation costs	2 600,00	0,00	1 300,00	1 300,00	50,00 %	
> 2	Staff costs	200 000,00	0,00	0,00	0,00	0,00 %	

Indicators (Final Report): The reported indicator values in the Final Report match the contract targets. The measurement method is clear. The Lead Partner attached all supporting documents. – Indicator tab

Transfers from LB: The Lead Partner reported the date and amount of transfers (from the Lead Partner to the Partners), and uploaded the proof of transfers. – Transfer from LP tab

Main data Achievements Activities Indicators PPRs in PR Financial Progress Sources of funding Progress Payments Transfer from LP Messages Documents History							
<div> <div></div> <div></div> <div></div> </div> <div>Found 3 records</div> <div> <div></div> <div></div> </div>							
Indicator ID ^	Indicator name	Indicator category	Indicator type	Base value	Target value	Indicative value (from PPR)	Actual value in this PR
RCO26	Green infrastructure built or upgra...	Programme indicator	Output	0,000000	59,700000	0,000000	
RCO87	Organisations cooperating across b...	Programme indicator	Output	0,000000	10,000000	0,000000	
RCR84	Organisations cooperating across b...	Programme indicator	Result	0,000000	10,000000	0,000000	

Cash Flow Planning of Projects



Key Considerations for Cash Flow Management

- €1300 preparatory cost transferred automatically.
- National contribution provided only after the completed project part.
- Align expenditures with project milestones and reporting deadlines.
- Communicate regularly with partners to ensure timely fund transfers.
- Keep deadlines and communicate with your controller and programme manager.
- Interim report in justified cases.
- Maintain compliance with ERDF and national contribution requirements.

Project closure

Final project Report - 100 days after the end date of the project.

Must contain the following additional information:

- Achievements tab: Press Release style summary of results
- Indicators tab: Report and document the fulfillment of indicators
- Report on “Do No Significant Harm [DNSH]” and the horizontal principles
- Professional photo documentation

Follow-up

- **Period of minimum 5 years** after the date of the final payment of EU contribution to the LP.
- Maintain results and retain ownership of results like infrastructure, equipment.
- Infrastructure or productive investment must submit **follow-up reports** [FUR] on predefined format for 5 years.
- SMEs: 3 years follow-up period. Soft projects: 1 year follow-up period.
- The JS may conduct **monitoring visits** at any time.





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Thank you for your attention!

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