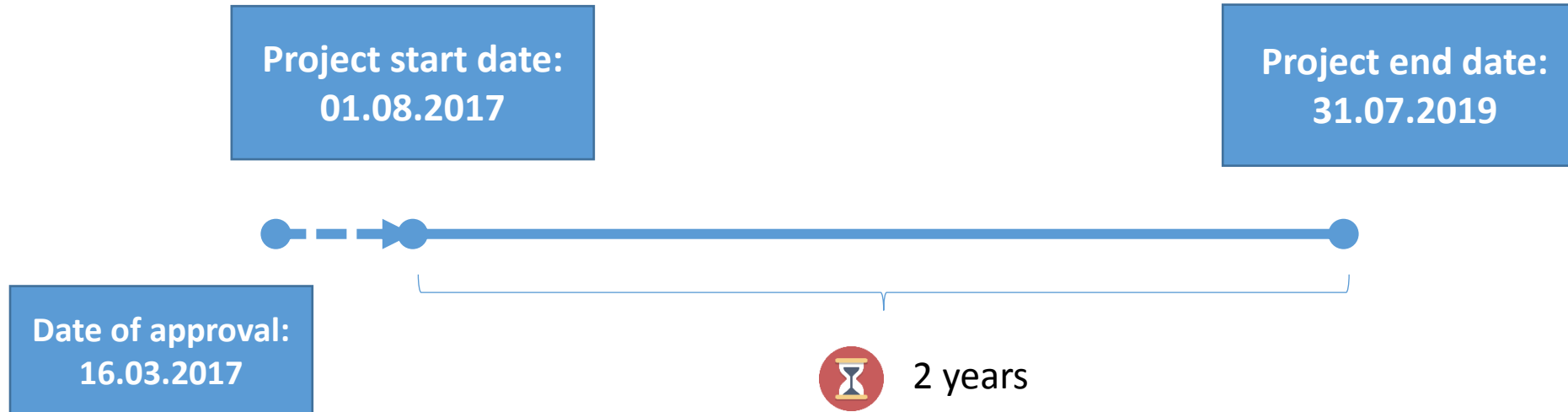


Education for ideas, inventions and innovations for entrepreneurship – *i3*

Project management and reporting

Project implementation



The activities can be implemented and the costs are eligible during ‘the implementation period’

Exceptions:

- Preparation costs – made by PP2 – should be reported in first PR
- Costs for negotiation meeting – should be reported as implementation costs in 1 PR
- Closure costs – within 3 months after the end date

Summary table on project timeline, eligible expenditure

Implementation costs				Closure costs	
AF Project start date	Start-up activities	AF Project end date	Project duration	Eligible date *	Eligible costs
The official starting date of the project is the date of signing the Subsidy Contract by the Managing Authority	Within two (2) months from the project start date	= after 24 months	24 months	within three (3) months from the project official end date <i>* The additional period does not apply to projects with end date 31.12.2023.</i>	In order to be eligible, all implementation-related costs incurred and invoiced in the last reporting period must be paid by Project Partners within three (3) months after the end date of project implementation. Costs for project closure , related to the elaboration and submission of the last Project Progress Report, the Final Progress Report and to the project administrative closure activities (first level control and staff costs), are eligible and must be incurred, invoiced and paid out within three (3) months after the official ending date of the project.

Project implementation

Establish audit trail system :

- a separate archive filled in by each project partner with all original documents related to project's (financial and administrative) implementation;
- all partners shall keep the documents linked to the project until three (3) years from 31 December following the submission of the accounts in which the expenditure of the operation is included (according to Art. 140 of the CPR Regulation) or longer if foreseen at national level;
- project specific cost-accounting analytical code/s in order to clearly trace project costs, activity and payment date/reporting period in the Partner's accounting system;

Project implementation

Work plan

Project partner meetings

1. Kick-off meeting – 27 September 2017, Sofia
2. Skype meeting – January 2018
3. 3rd PP meeting – May 2018, Cyprus
4. 4th PP meeting – November 2018, Albania
5. 5th PP meeting – May 2019, FYROM

Project reporting



Timing for reporting

Project Partners are suggested to report expenditures preferably **every three (3) months**, or whenever a substantial amount of verified expenditure is accumulated (>15.000€ for all project partners and at least > 3.000€ for Bulgarian partner) as soon as they are incurred, in order to be included in Programme claims and to ensure that projects are progressing.

Voiding expenditure documents

All original invoices and other probative documents must be voided by means of a stamp (or written by pen, even if the use of a stamp is strongly suggested).

Expenditure incurred under BalkanMed Programme, Project
“<Acronym> - Code <Code>”, for a sum of €, date.....

Countries which have not adopted the Euro

Expenditure incurred under BalkanMed Programme,
Project “<Acronym> - Code <Code>”, for a sum of <abbreviation of the original currency>
<amount in the original currency>, equal to € <amount in euro>, date.....

Project reporting

Project Progress Report (PPR)

The Project Progress Report presents the state of the implementation of the whole project. It is compiled by the Lead Partner and submitted to the MA (through the JS) twice per year, ***on a six-month basis, every 31st January and every 31st July*** with the exception of the Final Project Report

- Progress activity report
- Financial report

4 PPRs

Management Information System ???

Project reporting

Timeline of project reporting

Step 1

Transmission of a *Partner Progress Report* of PPs to LP ensuring that part of the reported activities and expenditure are independently verified by FLC in compliance with the country specific requirements.



15 days

Step 2

Elaboration and submission of the Project Progress Report (PPR) to MA/JS by the LP



15 days

Step 3

Verification by the MA/JS of the submitted PPR and approval



20 days

Verification

Verification of expenditure

Each Country designates the controller/s responsible for verifying the legality and regularity of the expenditure declared by the Project Partners established on its territory.

Each partner submits *Application for Verification of Expenditure (AVE)* to the competent body (e.g. NA or FLC). It has to be verified and confirmed by the First Level Control according to the First Level Control System established in the respective Country.

All expenditures should be reported into Euro using the monthly accounting exchange rate of the Commission in the month during which expenditure was incurred -
<http://ec.europa.eu/budget/inforeuro/>.

The JS provides a template of 'Table of Expenditure' to be used by Project Partners for the submission of the expenditures to the national FLCer ???

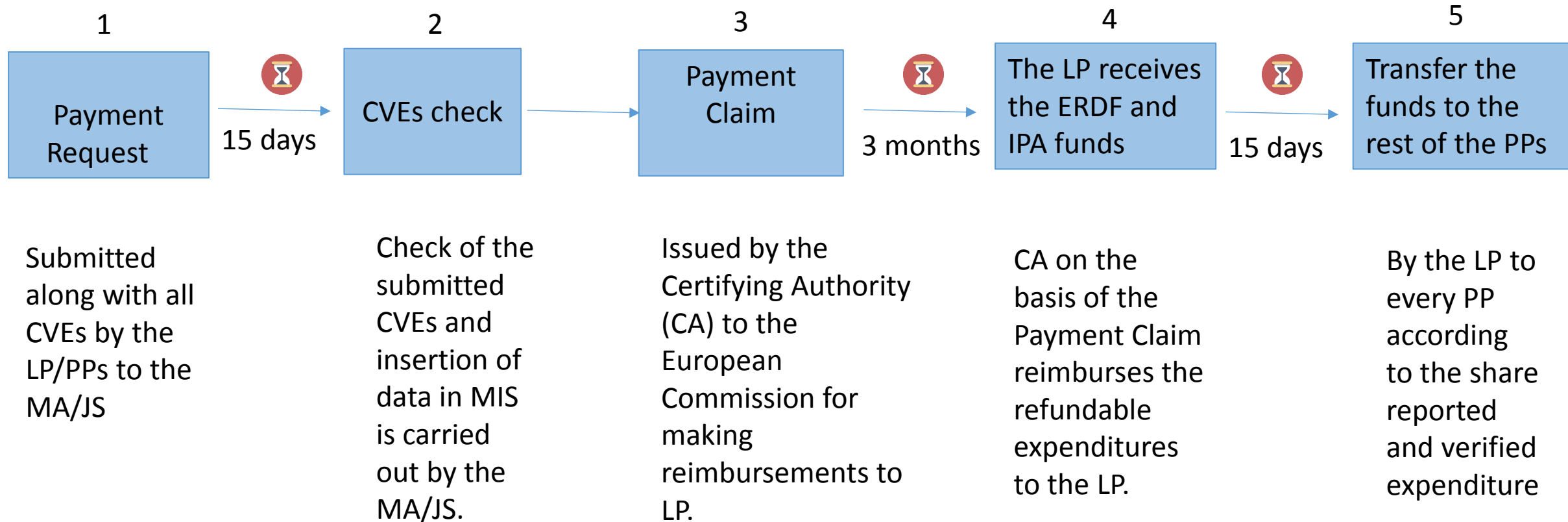
Verification

Steps of expenditure verification procedure

	Steps	Brief Information	Duration
1	Application for Verification of Expenditure (AVE)	Submitted by every partner to the respective competent body (according to the national FLC system - FLCS).	Within three (3) months after the submission of the AVE
2	Nomination of the first level controller (FLC) (if applicable)	The nomination is carried out according to the national FLC system - FLCS.	
3	Verifications of the AVE	Carried out by the FLC covering administrative, financial, technical and physical aspects of projects.	
4	Certificate of Verified Expenditure (CVE)	The FLC Certificate declares in details that all the necessary verifications have been done, and declares, among other things, the amounts of expenditure reported and checked and the eligible expenditure.	
5	Submission of CVEs	Submitted by the FLC to the PP and keep in copy the MA and, if required according to the national FLC system, the respective National Authority.	

Reimbursement

Steps of reimbursement procedure



Project modifications

- Detect issues & problems ASAP
- Inform and ask LP
- Find a solution to avoid project change if possible, if not:
 - Formulate change request with LP, justification, supporting documents clearly & adequately
 - Change can be implemented & cost eligible only after confirmation / approval

LP has to inform JS about the situation and the planned modification. The JS, based on the type of modification will inform the LP about the procedure to be followed and the necessary documents to be submitted.

Categories of changes

Project Adjustments (minor changes)

Approved by Joint Secretariat

Project Modifications (major changes)

- Modifications approved directly by the Managing Authority
- Modifications approved by the Monitoring Committee

Categories of changes

Project Adjustments (minor changes)

- Administrative adjustments (changes on contact details, bank accounts, LPs legal entity);
- Minor adjustments in the content of the project that do not affect the defined objectives, outputs and results
need only previous confirmation of the JS. ;
- Minor timetable adjustments (rescheduling of activities and/ or WPs)
need only previous confirmation of the JS. ;

Categories of changes

Project Modifications (major changes)

Modifications approved directly by the Managing Authority

- Budget reallocation between work packages and/ or budget lines up to the reallocation limit of 20% of the project budget (EU + National Funding);
- Budget reallocation between project partners (from the same participating country) equal to or less than the reallocation limit of 10% of the project budget (EU + National Funding);
- Prolongation of the project duration;

Categories of changes

Project Modifications (major changes)

Modifications approved directly by the Monitoring Committee

- Changes in the composition of the partnership;
- Changes in the content of the project - modification of the project objectives, activities, outputs and results as laid down in the Application Form (AF)
- Budget reallocation between project partners (from the same participating country) exceeding the reallocation limit of 10% of the project budget (EU + National Funding);
- Budget reallocation between work packages and/ or budget lines exceeding the reallocation limit of 20% of the project budget (EU + National Funding);



**BULGARIA
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Thank you for your attention!

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