



Corrigendum Reporting Guidelines for Beneficiaries

New version of Reporting Guidelines for Beneficiaries includes the following changes:

1.1 THE SUBMISSION OF THE PARTNER PROGRESS REPORT

- Under »WHOM« SPIS Nr. is delated.
- Under »WHAT« the instructions were divided into Slovene and Croatian part as follows:

Slovene project partners:

The project partner must prepare Partner Progress/Final Report **without Partner Application for Reimbursement** (ISARR form no. OP_SI-HR-IO-21 »**Partner Application for Reimbursement for Slovene Beneficiaries**« is prepared automatically in ISARR only after the report has been validated by the Slovene national controller). The original paper version of the report to be submitted to the designated Slovene national controller should consist of:

- Partner Activity Report (ISARR form no. OP_SI-HR-IO-04);
- Partner Financial Report (ISARR form no. OP_SI-HR-IO-02);
- Signed list of invoices (ISARR form no. OP_SI-HR-IO-03);
- Signed Statement on VAT status (with the first report and each time VAT status changes);
- Originals and copies of invoices or other documents of equivalent probative value and copies of proofs of payment;
- Copies of supporting documentation (minutes of a meeting, attendance list of the meeting, photographic material, a copy of promotional material, report on the implementation of a public procurement procedure, report on the implementation of the procedure in case of state aid etc.);

If applicable, for Slovene Project Partners copy of Bank statements on received national co-financing amounts (for previous reporting period, except for the final report the statements have to refer to the current reporting period)¹.

Once the national controller issues the Statement of Validated Expenditure the project partner has to print, sign and stamp (if stamp exists) the Partner Application for Reimbursement for Slovene Beneficiaries (ISARR form no. OP_SI-HR-IO-21) and send it to the finance service of the Government Office for Development and European Cohesion Policy (Government Office for Development and European Cohesion Policy, Financial operations Service, Kotnikova 5, 1000 Ljubljana).

The same procedure for the submission of the Partner Application for Reimbursement for Slovene

¹ In case this co-financing for the partner is provided in full (advance payment), the submission of the bank statement is required only upon the submission of the 1st Lead Partners Report.





Beneficiaries has to be respected also in case of “zero” progress report.

Croatian project partners:

The original paper version of the report to be submitted to the designated Croatian national controller should consist of:

- Signed Partner Application for Reimbursement (ISARR form no. OP_SI-HR-IO-01) with enclosures:
 - Partner Activity Report (ISARR form no. OP_SI-HR-IO-04);
 - Partner Financial Report (ISARR form no. OP_SI-HR-IO-02);
 - Signed list of invoices (ISARR form no. OP_SI-HR-IO-03);
 - Signed Statement on VAT status (with the first report and each time VAT status changes);
 - Originals and copies of invoices and proofs of payment or other documents of equivalent probative value;
 - Copies of supporting documentation (minutes of a meeting, attendance list of the meeting, photographic material, a copy of promotional material, report on the implementation of a public procurement procedure, report on the implementation of the procedure in case of state aid etc.);

If applicable, for Croatian Project Partners copy of Bank statements on received national/regional/local/other public co-financing amounts (for current reporting period), which do not represent Partners own co-financing².

- An additional explanation was added to the instructions regarding “Zero” progress report:

“Zero” progress report, which is submitted to the designated national controller, is submitted by **Slovene project partners without Partner Application for Reimbursement** (ISARR form no. OP_SI-HR-IO-21 »**Partner Application for Reimbursement for Slovene Beneficiaries**« is automatically generated in ISARR only after the report has been validated by the Slovene national controller) while **Croatian project partners also submit a signed Partner Application for Reimbursement** (ISARR form no. OP_SI-HR-IO-01). The original paper version of »zero« progress report should consist of:

- Partner Activity Report (ISARR form no. OP_SI-HR-IO-04);
- Partner Financial Report (ISARR form no. OP_SI-HR-IO-02);
- Signed list of invoices (ISARR form no. OP_SI-HR-IO-03).

1.3 THE SUBMISSION OF LEAD BENEFICIARY PROGRESS REPORT

Under »WHERE« the address of the submission of the Lead Beneficiary Progress Report to the Joint Technical Secretariat (JTS) has changed:

² In case this co-financing for the partner is provided in full (advance payment), the submission of the bank statement is required only upon the submission of the 1st Lead Partners Report.





*Government Office for Development and European Cohesion Policy
Sector for the management of cross-border programmes
Kotnikova 5
1000 Ljubljana*

1.4 THE SUBMISSION OF LEAD BENEFICIARY FINAL REPORT

Under »WHERE« the address of the submission of the Lead Beneficiary Progress Report to the Joint Technical Secretariat (JTS) has changed:

*Government Office for Development and European Cohesion Policy
Sector for the management of cross-border programmes
Kotnikova 5
1000 Ljubljana*

2.1 PARTNER PROGRESS/FINAL REPORT

- The following text was moved to the end of chapter:

In line with the EC Regulations the verifications, performed by the national controllers, comprise of two key elements, namely **administrative verifications** (i.e. desk-based verifications) in respect of each Partner Application for Reimbursement and **on-the-spot check³s, performed at least once before the final payment.**

The project partner will in most cases be notified in advance about the on-the-spot check by its designated national controller.

- The twelfth footnote regarding on-the-spot-checks was added: "The sample for performing on-the-spot-checks is based on risk assessment."
- The list of documents the national controller sends back to the project partner was updated as follows:
 1. Signed Statement of Validated Expenditures (ISARR form no. OP_SI-HR-IO-09, stating the eligible amount within the Partner Application for Reimbursement);
 2. Signed list of invoices after validation (stating also comments on the reasons for deducting the expenditures, if applicable); ISARR form no. OP_SI-HR-IO-12
 3. Partner Financial Report (ISARR form no. OP_SI-HR-IO-11)
 4. Original invoices and other documents of equivalent probative value.

³ The sample for performing on-the-spot-checks is based on risk assessment.





3.1 PREPARATION OF PARTNER PROGRESS REPORT

I. Partner Application for Reimbursement (ISARR form no. OP_SI-HR-IO-01)

has changed to:

I. Partner Application for Reimbursement (ISARR form no. OP_SI-HR-IO-01) and Partner Application for Reimbursement for Slovene Beneficiaries (ISARR form no. OP_SI-HR-IO-21)

- The text between the title and a) OPERATION DATA has changed and now reads:

The form Partner Application for Reimbursement (ISARR form no. OP_SI-HR-IO-01, filled in by Croatian project partners) is prepared automatically when all the data on other required enclosures are entered in the ISARR. The form Partner Application for Reimbursement for Slovene Beneficiaries (ISARR form no. OP_SI-HR-IO-21, filled in by Slovene project partners) is prepared automatically after the Partner Progress/Final Report has been validated by the Slovene national controller

Croatian project partners have to print, sign and stamp (if stamp exists) the Partner Application for Reimbursement (ISARR form no. OP_SI-HR-IO-01). The document shall be sent together with the necessary enclosures as stated on the form to the designated national controller.

Slovene project partners submit the progress report to their designated national controller with all required enclosures except for the Partner Application for reimbursement for Slovene Beneficiaries (ISARR form no. OP_SI-HR-IO-21). Once the check has been finalised the national controller issues the Statement of Validated Expenditures, which is sent to the project partner. **On the basis of received Statement of Validated Expenditure** the Slovene project partner has to print, sign and stamp (if stamp exists) the **Partner Application for Reimbursement for Slovene Beneficiaries** (ISARR form no. OP_SI-HR-IO-21) and send it to the **finance service of the Government Office for Development and European Cohesion Policy** (Government Office for Development and European Cohesion Policy, Financial operations Service, Kotnikova 5, 1000 Ljubljana).

The documents Partner Application for Reimbursement and Partner Application for Reimbursement for Slovene Beneficiaries include the following:

- The final paragraph under this title has been changed as follows:

In the next table the number of the Partner Application for Reimbursement or Partner Application for Reimbursement for Slovene Beneficiaries, amount and percentage (%) of the claimed total funds, IPA/ERDF funds, public co-financing funds (national, regional, local, other) and own private contribution of a partner within this reporting period should also appear automatically.

- The text in the yellow frame has been changed as follows:





Although these forms are produced automatically after all the enclosures are filled in, please check that the data is correct (the data on the Partner Application for Reimbursement for Slovene Beneficiaries and the Statement of Validated Expenditure must be identical).

At the end please do not forget to sign and stamp (if exists) the document.

5.1 FORMS FOR PARTNER'S PROGRESS REPORT

An additional form has been added:

II. Partner Application for Reimbursement for Slovene Beneficiaries (ISARR form no. OP_SI-HR-IO-21)

ENCLOSURES

An additional ISARR form has been added:

Obrazec / Obrazac: OP_SI-HR-IO-21

II. PARTNERJEV ZAHTEVEK ZA IZPLAČILO ZA SLOVENSKE UPRAVIČENCE / PARTNEROV ZAHTEJEV ZA ISPLATU ZA SLOVENSKE KORISTNIKE

