



REPUBLIC OF SLOVENIA
GOVERNMENT OFFICE FOR DEVELOPMENT
AND EUROPEAN COHESION POLICY



REPORTING GUIDELINES FOR BENEFICIARIES

Operational Programme Slovenia-Croatia 2007-2013

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Investing in your future

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Please ensure that the printed Forms for Partner and Final Beneficiary Progress Report are identical to the electronic version. In case of discrepancies, the printed version prevails.

1. INTRODUCTION

Reporting Guidelines for Beneficiaries are designed for the lead beneficiary and its partners to report on the progress of the approved operation co-financed in the framework of the Operational Programme Slovenia-Croatia 2007-2013.

The purpose of the Guidelines is to guide the users on how to correctly prepare:

- The **Partner Progress/Final Report** when in the role of the project partner within an operation;
- The **Lead Beneficiary Progress/Final Report** when in the role of the lead beneficiary of the entire operation.

The responsibility for the preparation of the Lead Beneficiary Progress/Final Report on Operation lies with the lead beneficiary. The lead beneficiary prepares the report in co-operation with its partners in line with the guidance provided in these Reporting Guidelines. The manner of co-operation of the lead beneficiary and its partners depends on their mutual agreement, as stated in the Partnership Agreement.

The Partner Progress/Final Report shall be written in national language. The Lead Beneficiary Progress/Final Report shall be written in Slovene and Croatian. In case of any supporting documents (contracts, documentation connected to public procurement, etc.) in a language other than Slovene or Croatian, the translation of the document into Slovene or Croatian must be provided. The translation shall be identical with the original, which the lead beneficiary shall certify with its stamp and signature.

Participating Countries which have not adopted the euro as their currency on the date of an application for payment shall convert into euro the amount of expenditure incurred in national currency. These amounts shall be converted into euro using the monthly accounting exchange rate of the Commission in the months in which the expenditure was submitted by the final beneficiary to the controllers referred in the Article 108 of the Commission Regulation (EC) No 718/2007 amended by Commission Regulation (EC) No 80/2010.

The Partner and the Lead Beneficiary Progress/Final Reports must be prepared in ISARR. Instructions on how to use ISARR and which templates to fill in are presented in User Manual for Data Entry Module – MVP (ISARR), which is available on the programme website (www.si-hr.eu).

1.1 THE SUBMISSION OF THE PARTNER PROGRESS REPORT

WHERE:

Each project partner within one operation shall submit its own progress report to the designated national controller¹ with the postscript "**OP SI-HR 2007-2013, project acronym and the number of partner's progress report**".

The address of the partner has to be stated on the envelope as well.

WHEN:

The deadline for submission of the Partner Progress Report is defined in the Contract for the national co-financing for Slovene partners and Croatian partners. If the deadline is not stated in the contract for national co-financing or in case the latter does not exist, the Project Partner is required to submit its Progress/Final Report within 30 days of the end of reporting period, as defined in the Subsidy contract.

If no expenditure have incurred during the reporting period, the project partner has to prepare a "zero" progress report, meaning that the financial part of the report shall be reported as 0 (zero) expenditures, while the activities have to be reported and the reason for no expenditure within that report has to be explained².

HOW:

The Partner Progress Report should be submitted in an envelope, containing paper version of the report and all supporting documents in the national language. The report could be bilingual if agreed so with the Lead Beneficiary. In any case the reference language for the national controller is the national language.

WHAT:

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;

¹ The contacts of the national controllers are available on the programme website.

² For instructions how to enter the »zero« progress report into ISARR, please check the User Manual on Data Entry Module – MVP.

- 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 a 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).

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 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 a 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-financing³.

“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);

³ 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.

In case of “zero” progress report original invoices and other supporting documentation does not have to be submitted. All the other documentation stated above has to be submitted. For detailed information regarding the report of the “zero” report into MVP module (ISARR) check the User Manual on Data Entry Module – MVP.

For more detailed information on how to fill in the ISARR templates please turn to your JTS contract manager⁴.

For more detailed information on how to declare the eligible expenditures please check the Manual on Eligible Expenditures (available on www.si-hr.eu) or in case of additional clarifications please turn to institution of your designated national controller (contacts available on www.si-hr.eu).

1.2 THE SUBMISSION OF THE PARTNER FINAL REPORT

At Partner Final Report all the documents that are required for submission of Partner Progress Report have to be submitted.

Information about possible additional documentation that has to be submitted at the Partner Final report will be provided by national controllers/National authority. Before submission of the Partner Final Report please contact your national controller (for Croatian project partners) and your National authority (for Slovene project partners).

1.3 THE SUBMISSION OF LEAD BENEFICIARY PROGRESS REPORT

WHERE:

The lead beneficiary of the operation shall submit the Lead Beneficiary Progress Report to the Joint Technical Secretariat (JTS) to the following address:

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

with the postscript “**OP SI-HR 2007-2013, project acronym, number of the Lead Beneficiary Progress Report and SPIS number⁵**”.

The address of the lead beneficiary shall also be stated on the envelope.

WHEN:

The reports should be submitted in line with the Subsidy contract, which determines the deadlines for the submission of these reports.

The report shall be submitted also if no expenditure have incurred during the reporting period. The lead beneficiary has to prepare “zero” progress report, meaning that the financial part of the report

⁴ The information on the JTS Contract manager is available in the Subsidy Contract.

⁵ SPIS number is stated in the Subsidy Contract.

shall be reported as 0 (zero) expenditures, while the activities have to be reported and the reason for no expenditure within that report has to be explained⁶.

HOW:

The Lead Beneficiary Progress Report should be submitted in an envelope, containing one paper version of the report and all supporting documents.

WHAT:

The Lead Beneficiary Progress Report includes both activity and financial information related to the operation's implementation. The paper version of the report has to carry the signature and stamp (if there is one) of the lead beneficiary. The paper version of the report to be submitted to the JTS shall consist of:

- Signed Lead Beneficiary Application for Reimbursement (ISARR form no. OP_SI-HR-IO-05) with enclosures;
 - Lead Beneficiary Activity Report (ISARR form no. OP_SI-HR-IO-08),
 - Lead Beneficiary Financial Report (ISARR form no. OP_SI-HR-IO-06)
 - Signed Lead Beneficiary List of invoices (ISARR form no. OP_SI-HR-IO-07);
 - Statements of Validated Expenditure (from all project partners) signed by designated national controller (ISARR form no. OP_SI-HR-IO-09);
 - Copy of bank statements on received IPA/ERDF amounts (from all project partners);
 - If applicable, for Slovene Project Partners copy of bank statements on received national co-financing amounts and for Croatian Project Partners copy of bank statements on received national/regional/local/other public co-financing amounts, which do not represent Partners own co-financing⁷.

All Lead Beneficiaries are advised to use the Lead Beneficiary Checklist (ISARR form no. OP_SI-HR-IO-10) before submitting the report in order to prepare a complete and correct report.

For more detailed information on how to fill in the ISARR templates please turn to your JTS contract manager.

1.4 THE SUBMISSION OF LEAD BENEFICIARY FINAL REPORT

The submission of Lead Beneficiary Final Report is the same as the Lead Beneficiary Progress Report with the below quoted changes/additional documents.

WHERE:

The Lead Beneficiary of the operation shall submit the Lead Beneficiary Final Report to the Joint Technical Secretariat (JTS) to the following address:

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

⁶ For instructions how to enter the »zero« progress report into ISARR, please check the User Manual on Data Entry Module – MVP.

⁷ 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.

with the postscript “**OP SI-HR 2007-2013, project acronym, Lead Beneficiary Final Report and SPIS number**⁸”.

WHAT:

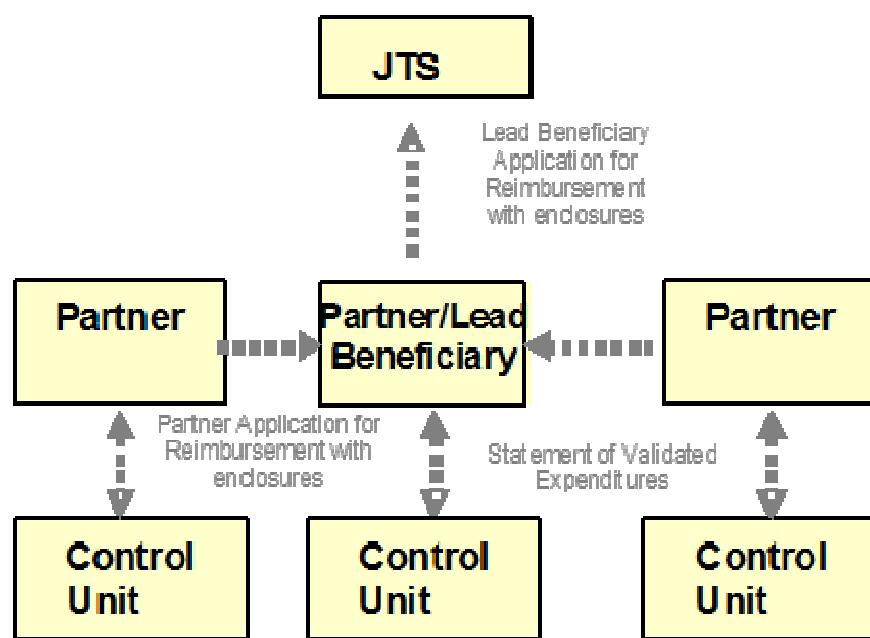
At Lead Beneficiary Final Report all the documents that are required for submission on Lead Beneficiary Progress Report have to be submitted.

Additionally at Lead Beneficiary Final Report **Annex to the Lead Beneficiary Final Report** has to be submitted.

2. REPORTING PROCESS

In order to understand the purpose of the progress/final reports to be submitted by project partners/lead beneficiary, the flow of the reporting process, accompanied by the verification and validation process, is described in this chapter.

The whole reporting process is presented in Picture 1.



Picture 1: Introduction of bodies involved in the reporting process

⁸ SPIS number is stated in the Subsidy Contract.

2.1 PARTNER PROGRESS/FINAL REPORT

Each project partner involved in a certain operation has to submit its part of the progress report/final report to the designated national controller.

When receiving the documentation the national controller can either:

- Approve the report (with the Statement of Validated Expenditures) or;
- Ask for supplement documentation or;
- Reject the report.

Once the verification process has been finalised, the national controller sends back to the project partner:

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.

In continuation, in line with the Partnership Agreement, the project partner sends to the lead beneficiary:

1. Copy of Statement of Validated Expenditure, signed by the designated national controller;
2. Copy of the Partners List of invoices after validation, signed by the designated national controller;
3. Partner Financial report;
4. Partner Activity report.
5. 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), 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-financing⁹.
6. Copy of bank statements by the partners on the received IPA/ERDF co-financing for the previous period.

For the audit trail purposes the lead beneficiary shall retain the documents sent by all project partners.

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 check¹⁰s, 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.

⁹ 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.

¹⁰ The sample for performing on-the-spot-checks is based on risk assessment.

2.2 LEAD BENEFICIARY PROGRESS/FINAL REPORT

Each project partner sends its approved Partner Progress/Final Report to the Lead Beneficiary of the operation within the deadlines agreed with the lead beneficiary in a Partnership Agreement and ensures that his part of the reported activities and expenditure had been independently verified by a designated national controller in compliance with the programme and national specific requirements.

The lead beneficiary compiles all progress reports with the Statements of Validated Expenditures (ISARR form no. OP_SI-HR-IO-09) from the project partners and prepares a joint Lead Beneficiary Progress/Final Report and the Lead Beneficiary Application for Reimbursement (for the IPA/ERDF funds). The documentation has to be submitted to the JTS for further procedure.

With the help of the Lead Beneficiary Checklist (ISARR form no. OP_SI-HR-IO-10) the lead beneficiary shall perform the operation check by:

- a) Performing a **formal check of the completeness of documentation received** (Partner Progress/Final Report) by all project partners;
- b) Checking that **the activities** performed by each project partner are in line with the approved Application form;
- c) Checking that all the **expenditure has been validated by the designated national controllers** by checking the Statements of Validated Expenditures of all project partners;
- d) Performing a **plausibility check** on the level of the whole operation (check that the outputs are delivered and the results are achieved) in line with the Subsidy contract;
- e) Checking that the project partners' information has been accurately reflected in the Partner Progress Reports.

Once the check has been finalised, the lead beneficiary in line with the Subsidy contract sends the documents listed in Chapter 1.2 to the JTS. The JTS checks the report and if necessary sends clarification requests to the lead beneficiary. Once all points have been clarified, the Lead Beneficiary Progress Report is approved by sending the Lead Beneficiary Application for Reimbursement to the Certifying Authority for further procedures.

After certification of expenditures, the Certifying Authority executes payments to the lead beneficiary. The Certifying Authority also notifies the Lead Beneficiary on transferred amount, including the information on the amounts of the IPA/ERDF funds to be transferred further to all project partners. Based on that information, the lead beneficiary transfers the IPA/ERDF funds to all project partners within 8 working days after the receipt of the IPA/ERDF funds from the Certifying Authority.

3. PREPARATION OF PROGRESS/FINAL REPORT

3.1 PREPARATION OF PARTNER PROGRESS REPORT

Data on Partner Progress Report shall be entered into ISARR by authorised person who has been given access to ISARR system¹¹.

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 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:

a) OPERATION DATA

- **Project Partner:** The official name of the institution as stated in the Subsidy contract, acting as a partner in the operation;
- **Operation acronym:** The acronym as stated in the Subsidy contract;
- **Operation no. ISARR:** Number of the operation determined in ISARR;
- **No. of the Subsidy contract:** The number as stated in the Subsidy contract;
- **National co-financing contract no.:** The number as stated in the contract for national co-financing, if applicable.

b) PARTNER DATA

- **Address:** The official address of the partner;

¹¹ For more information on how to get the access please turn to the JTS.

- **Tax no. (if exists):** Tax number of the partner as stated in the national co-financing contract (if provided);
- **Identification no. (if exists):** Identification number as stated in the national co-financing contract, if applicable;
- **Name and address of the bank:** Name and address of the bank of the partner, where the funds will be transferred.
- **Number of Bank account:** The account as stated in the national co-financing contract, if applicable;
- **SWIFT:** The data as stated in the national co-financing contract, if applicable;
- **IBAN:** The data as stated in the national co-financing contract, if applicable;

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.

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.

II. Partner Activity Report (ISARR form no. OP_SI-HR-IO-04)

Activity report includes the following:

SUMMARY OF IMPLEMENTED ACTIVITIES

Please fill in the box with the short description of the implemented activities until the end of the reporting period. Present implemented activities on the operation level by milestones/work packages.

Detailed instructions on what to include in this point are stated in the form itself.

Describe possible deviations from the approved application form. Describe also the problems, which occurred during the implementation of the activities.

III. Financial Report (ISARR form no. OP_SI-HR-IO-02)

This form is prepared automatically when all the data on the List of Invoices (ISARR form no. OP_SI-HR-IO-03) are entered into the ISARR.

The table in the financial report sums up the reported costs in the List of Invoices by cost categories (personnel costs, external service, investment costs and administrative costs). It also enables to have an overview of the planned and disbursed expenditures within each cost category.

Although this form is produced automatically after all the relevant data is filled in, please check that the data is correct.

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

IV. Partners List of Invoices (ISARR form no. OP_SI-HR-IO-03)

The Report can include expenditure incurred and paid by the end of the current reporting period. The expenses not paid by the end of the reporting period shall be included in the following report, even if the activities have been carried out in the current reporting period. The expenses paid before the current reporting period can be included in the current report only in exceptional cases and if it is paid during the previous reporting period or within the 6-month period before the current reporting period. All deviations from this rule must be communicated and discussed with the national controller.

As a general rule, the issuer of an invoice shall indicate on the invoice the acronym of the operation for which the invoice is issued. In case this is not possible the project manager shall put down the acronym of the project.

The List of Invoices is prepared automatically in ISARR, if the invoices are registered in the ISARR system. For instructions on how to enter the invoices into ISARR, please check the User Manual on Data Entry Module – MVP, available on the programme website (www.si-hr.eu).

Each invoice or accounting document of equal probative value shall be registered. In case of the "lump sum" check the User Manual on Data Entry Module – MVP. Accounting documents of equal probative value are travel orders, pay-slips, time schedules with a statement and similar. An invoice or an accounting document means an authentic document in accordance with accounting and fiscal standards of the country of the Lead Partner or Partner.

Although this form is produced automatically after all the relevant data is filled in, please check that the data is correct.

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

V. Statement on VAT status

In line with the Practical Implementation Manual VAT is not eligible if recovered by a project partner. In addition, for Croatian project partners VAT is also not eligible if it is tax-exempt. In case you as a project partner are claiming costs »inclusive« VAT, you have to issue a Statement that you do not recover VAT by any means. In case you, as project partner, are partly recovering VAT you have to provide the national controller with the proof of the percentage of the non-recoverable VAT. This proof in the form of a Statement has to be submitted to the national controllers with the first partner Application for Reimbursement and every time VAT status changes.

VI. Invoices and proofs of payment or other documents of equivalent probative value

Copies of invoices shall be aggregated by cost categories. Original invoices shall be enclosed in the report in a sheaf at the beginning of the Report. The order shall follow the order of the invoices in the List of Invoices (ISARR form no. OP_SI-HR-IO-03). Copies of evidences shall be enclosed in the same order as they are indicated in the list. Originals and copies of invoices and other documents shall be marked with a reference number from the list. In case that the order of invoices in hard copy shall not follow the order of the invoices in the List of invoices (ISARR form no. OP_SI-HR-IO-03) or in case the invoices are not marked at all, the report can be rejected by National controllers.

To every invoice or other accounting document, an evidence of payment (copy of a bank confirmation on payment, confirmation on payment by the Office of Public Payments, petty cash expense form, and similar) and/or other annexes (attendance list, invitation, brochures, publications, newspaper articles, photos, and other documents) shall be enclosed. First, a consecutive number of the copy of the evidence shall be indicated, and then also the consecutive letter of the attachment.

Hence, the obligatory documents are:

- Copy of the evidence marked with a consecutive number n (e.g.: 1),
- Copy of the evidence of payment marked with n/A (e.g.: 1/A),
(the amount on the record shall be marked with a colour marker)
- Attachment XY marked with n/B (e.g.: 1/B),

VII. Copies of supporting documentation

See above (VI. Invoices and proofs of payment or other documents of equivalent probative value). The same rules apply.

VIII. If applicable, copy of Bank statement on received national/regional/local/other public co-financing amounts

If applicable, for Slovene Project Partners please provide as enclosure copy of bank statement on received national co-financing (which is related to the previous reporting period, except for the Final Report, for which the statement has to refer to the current reporting period) and for Croatian Project Partners copy of bank statement on received national/regional/local/other public co-financing amounts, which do not represent Partners own co-financing¹² (the proof is related to the current reporting period).

3.2 PREPARATION OF PARTNER FINAL REPORT

The procedure for the preparation of Partner Final Report is the same as described in the Chapter 3.1.

¹² 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.

3.3 PREPARATION OF LEAD BENEFICIARY PROGRESS REPORT

Data on Lead Beneficiary Progress Report shall be entered into ISARR by the authorised person who has been given access to ISARR system¹³.

I. Lead Beneficiary Application for Reimbursement (ISARR form no. OP_SI-HR-IO-05)

This form is prepared automatically when all the data on other required enclosures are entered into the ISARR.

Lead Beneficiary has to print, sign and stamp (if stamp exists) the Lead Beneficiary Application for Reimbursement. The document shall be sent together with the necessary enclosures as stated on the form to the address as stated in 1.2 (The submission of lead beneficiary progress report).

The document Lead Beneficiary Application for Reimbursement includes the following:

a) OPERATION DATA

- **Lead beneficiary:** The official name of the institution as stated in the Subsidy contract, acting as a lead beneficiary in the operation;
- **Operation acronym:** The acronym as stated in the Subsidy contract;
- **Operation no. ISARR:** Number of the operation determined in ISARR;
- **No. of the Subsidy contract:** The number as stated in the Subsidy contract.

b) LEAD BENEFICIARY DATA

- **Address:** The official address of the lead beneficiary;
- **Tax no. (if exists):** Tax number of the lead beneficiary (if provided);
- **Identification no. (if exists):** Identification number of the lead beneficiary (if provided);
- **Name and address of the bank:** Name and address of the bank of the lead beneficiary, where the IPA/ERDF funds will be transferred;
- **Bank account:** The account as stated in the Subsidy contract;
- **SWIFT:** The data as stated in the Subsidy contract;
- **IBAN:** The data as stated in the Subsidy contract.

In the next table the number of the Lead Beneficiary Application for Reimbursement, amount of the claimed IPA/ERDF funds within this reporting period should also appear automatically.

Although this form is produced automatically after all the enclosures are filled in, please check that the data is correct.

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

II. Lead Beneficiary Activity Report (ISARR form no. OP_SI-HR-IO-08)

Activity report includes the following:

¹³ For more information on how to get the access please turn to the JTS.

1. SUMMARY OF OPERATION IMPLEMENTATION

Please fill in the box with the short description of the overall operation implementation until the end of the reporting period. Form a concise summary based on all Partner Progress Reports. However, the operation description should be in line with the description as stated in the approved application form of the operation. The summary should describe the implemented activities on operation level by milestones/work packages. Focus on the implemented activities with the clear description on how they complement each other. Outline also the cross-border aspects. Detailed instructions on what to include in this point are stated in the form itself.

Describe possible deviations from the approved application form. Describe also the problems, which occurred during the implementation of the activities.

According to the Subsidy contract, the beneficiaries are obliged to justify and commonly agree on all operations changes before the Lead Beneficiary informs the Managing Authority / JTS. According to the Subsidy contract, the lead beneficiary is obliged to inform the Managing Authority/JTS on the operation changes. All minor changes (e.g. change in contact information, budget line modification up to 20% from project start, budget reallocation per partner up to 20% from the project start and project duration extension up to one year) shall be reported as "**deviations**" to the JTS through the Lead Beneficiary Progress Report.

All major changes related to the partnership (e.g. drop out or replacement of partners), to the activities (e.g. extension of duration more than one year) and the budget more than 20% from the operation start should be avoided as much as possible. However, if duly justified, these changes have to be approved by the Joint Monitoring Committee through a "Request for Changes" procedure¹⁴.

As a basic rule, lead beneficiaries have to inform the JTS as soon as they are aware of a possible change in their operation.

Describe problems, which occurred during the implementation of the operation (implementation in general or in connection with one/more project partners) or problems, which you envisage might follow in the future implementation of the operation.

2. THE ACHIEVEMENT OF THE OUTPUT INDICATORS ON THE LEVEL OF OPERATION

The presented table on output indicators is done partly automatically, and partly has to be filled in. The name, baseline value, target value and achieved value until the beginning of the reporting period are filled in automatically by the ISARR, based on the data from the Subsidy contract or data from the previous reports.

Under the »Achieved value during the reporting period« please enter the new (additional) value actually achieved in this particular reporting period.

In case there are discrepancies between the target and the achieved values, please mark the note and in the next table give explanation on the reasons.

III. Lead Beneficiary Financial Report (ISARR form no. OP_SI-HR-IO-06)

¹⁴ Please contact JTS regarding the procedure.

This report includes the following:

1. FINANCIAL DATA BY PARTNERS

This table is prepared automatically in ISARR when all the data on the level of all partners within the operation are entered (data from Partner Applications for Reimbursement and data after validation from the national controllers).

Although this form is produced automatically after all the relevant data is filled in, please check that the data is correct on the basis of the reports received by each partner.

2. TRANSFERRED IPA/ERDF FUNDS TO ALL PARTNERS

The presented table is prepared automatically in ISARR when all the data on the level of all partners are entered into ISARR. The table shows the information related to the previous reporting period. It shows the IPA/ERDF funds transmitted to all partners. As enclosure and proof of payment provide also all bank statements by the partners on the received IPA co-financing.

3. REPORT ON THE LEVEL OF COST CATEGORIES

The presented table is prepared automatically in ISARR when all the data on the level of all partners are entered into ISARR. The table sums up the reported costs in the List of Invoices by cost categories (personnel costs, external service, investment costs and administrative costs). It also enables to have an overview of the planned and disbursed expenditures within each cost category on the level of the whole operation.

IV. Lead Beneficiary List of Invoices (ISARR form no. OP_SI-HR-IO-07)

The presented table is prepared automatically in ISARR when all the data on the level of all partners are entered into ISARR. The table sums up all the invoices by all partners within the operation with the amounts after validation from the national controllers.

Although this form is produced automatically after all the relevant data is filled in, please check that the data is correct.

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

V. Statements of Validated Expenditure (ISARR form no. OP_SI-HR-IO-09)

As enclosure to the lead Beneficiary Application for Reimbursement please provide also copies of all (from all project partners) signed Statements of Validated Expenditures by the designated national controllers.

VI. Bank statements on received IPA/ERDF amounts (from all project partners)

See above (III. Lead Beneficiary Financial Report).

VII. If applicable, copy of bank statements on received national/regional/local/other public co-financing amounts (from all project partners)

If applicable, for all Slovene Project Partners please provide as enclosure copy of bank statement on received national co-financing (which is related to the previous reporting period, except for the final report, for which the statement has to refer to the current reporting period) and for all Croatian Project Partners copy of bank statement on received national/regional/local/other public co-financing amounts, which do not represent Partners own co-financing¹⁵ (the proof is related to the current reporting period).

3.4 PREPARATION OF LEAD BENEFICIARY FINAL REPORT

The procedure for the preparation of Lead Beneficiary Final Report is the same as described in the Chapter 3.3.

Additionally at Lead Beneficiary Final Report **Annex to the Lead Beneficiary Final Report** has to be submitted, which consists of the data about:

- Closure of the project, durability and dissemination of results,
- Evaluation of project implementation, problem solving in partnership and partnership evaluation, assessment of the results of the project,
- Project effect on horizontal politics of EU and the OP,
- Statement on revenues¹⁶/receipts of the project (on the level of the PP and LP),
- Lead beneficiary statement on ownership of outputs and results,
- Archiving.

Detailed information for filling in the annex is provided directly in the annex of the project closure on the Lead Beneficiary level.

4. AUDIT TRAIL AND FILE-KEEPING

The lead beneficiary and the project partners must ensure that accounting documents related to the operation are available and filed separately, even if this leads to a dual treatment of accounts (for example if it is necessary to file accounting documents centrally). It is the responsibility of the lead beneficiary to ensure an adequate audit trail, which implies that the lead beneficiary has an overview of:

- Who paid;
- What was paid;
- Who verified;
- Where the related documents are stored.

The lead beneficiary must ensure that all the documents related to the operation are stored in a safe and orderly manner for a period of three years following the closure of the programme by the EC (at least 31 December 2020).

¹⁵ 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.

¹⁶ Only in case of operations, co-financed within the 1st Call for Proposals.

The documents should be archived either as originals or as certified copies on commonly used data media (in compliance with national regulations).

The following list gives an overview of the documents that should be available for financial control and audit purposes and retained for a minimum period as defined in the Subsidy contract:

- Approved application form (including all approved changes);
- Subsidy contract, Partnership Agreement, Contract for national co-financing;
- Relevant correspondence on operation (financial, contractual, etc.);
- Documentation received by all project partners (Partner Progress/Final Reports);
- Lead Beneficiary Progress/Final Reports;
- Invoices / bank account statements / proofs of payments for each invoice have to be filed in line with the decision between Lead Beneficiary and its partners (either lead beneficiary has all the documents or every partner stores its own documents)¹⁷.

5. ENCLOSURES¹⁸

5.1 FORMS FOR PARTNERS PROGRESS REPORT

- I. Partner Application for Reimbursement (ISARR form no. OP_SI-HR-IO-01)
- II. Partner Application for Reimbursement for Slovene Beneficiaries (ISARR form no. OP_SI-HR-IO-21)
- II. Partner Activity Report (ISARR form no. OP_SI-HR-IO-04)
- III. Partner Financial Report (ISARR form no. OP_SI-HR-IO-02)
- IV. Partner List of Invoices (ISARR form no. OP_SI-HR-IO-03)

5.2 FORMS FOR LEAD BENEFICIARY PROGRESS/FINAL REPORT

- I. Lead Beneficiary Application for Reimbursement (ISARR form no. OP_SI-HR-IO-05)
- II. Lead Beneficiary Activity Report (ISARR form no. OP_SI-HR-IO-08)
- III. Lead Beneficiary Financial Report (ISARR form no. OP_SI-HR-IO-06)
- IV. Lead Beneficiary List of Invoices (ISARR form no. OP_SI-HR-IO-07)
- V. Statements of Validated Expenditure (ISARR form no. OP_SI-HR-IO-09)
- VI. Lead beneficiary Checklist (ISARR form no. OP_SI-HR-IO-10)
- VII. Annex to the Lead Beneficiary Final Report (ISARR form no. OP_SI-HR-IO-20)

¹⁷ In case the Lead Beneficiary does not store and archive all supporting documents from the partners, (s)he has the information on the exact archiving location of the documentation related to the specific partner within this operation.

¹⁸ Checklists and other forms are open-type forms, which means that additional questions or text can be added.

Obrazec / Obrazac: OP_SI-HR-IO-01

I. PARTNERJEV ZAHTEVEK ZA IZPLAČILO PARTNEROV ZAHTEJV ZA ISPLATU

Povezava zahtevek za izplačilo št. / Vezano uz zahtjev za isplatu br.:

Obdobje poročanja / Razdoblje izvještavanja:

PODATKI O OPERACIJI / PODACI O OPERACIJI

Partner	
Akrоним операције	
Št. Operacije ISARR/ Broj Operacije ISARR	
Št. IPA/ESRR pogodbe/ Broj IPA/EFRR ugovora	
Št. pogodbe za nacionalna sredstva/ Broj ugovora za nacionalna sredstva	

PODATKI PARTNERJA / PODACI O PARTNERU

Naslov/ Adresa	
Davčna št./ Porezni broj	
Matična št. (če obstaja)/ Marični broj (ako postoji)	
Ime in naslov banke/ Naziv i adresa banke	
Št. bančnega računa/ Broj bankovnog računa	
SWIFT	
IBAN	



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ŠTEVILKA ZAHTEVKA/ BROJ ZAHTJEVA	SKUPAJ (€) / UKUPNO (€)	LASTNO SOFINANCIRANJE (€) / VLASTITO SUFINANCIRANJE (€)	OSNOVA ZA IZPLAČILO / OSNOVA ZA IZPLATU	IPA/ESRR/EFRR (€)	NACIONALNO SOFINANCIRANJE v €/ NACIONALNO SUFINANCIRANJE u €
SKUPAJ / UKUPNO (%)					

ŠTEVILKA ZAHTEVKA/ BROJ ZAHTJEVA	SKUPAJ (HRK) / UKUPNO (HRK)	LASTNO SOFINANCIRANJE (HRK) / VLASTITO SUFINANCIRANJE (HRK)	OSNOVA ZA IZPLAČILO / OSNOVA ZA IZPLATU	IPA/ESRR/EFRR (HRK)	NACIONALNO SOFINANCIRANJE v €/ NACIONALNO SUFINANCIRANJE u €
SKUPAJ / UKUPNO (%)					

OBVEZNE PRILOGE / OBAVEZNI PRILOZI

- Partnerjevo finančno poročilo / Financijski izvještaj partnera (OP_SI-HR-IO-02)
- Partnerjev seznam računov / Popis računa partnera (OP_SI-HR-IO-03)
- Poročilo partnerja o izvedenih dejavnostih / Izvještaj partnera o izvedenim aktivnostima (OP_SI-HR-IO-04)
- Izjava o stopnji upravičenosti DDV / Izjava o stupnju prihvatljivosti PDV-a
- Originalni računi in dokazila o plačilu ali drugi dokumenti enake dokazne vrednosti / Orginalni računi, dokazi o plačanju ili drugi dokumenti iste dokazne vrijednosti
- Kopije drugih dokazil / Kopije drugih dokaza



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IZJAVA

- Podatki so v skladu z veljavnimi podatki v informacijskem sistemu ISARR / Podaci su u skladu s važećim podacima u informacijskom sistemu ISARR

Kraj in datum/

Mjesto i datum:

Odgovorna oseba partnerja (ime, podpis)/

Odgovorna osoba partnera (ime, potpis)

.....

Žig partnerja (če obstaja)/

Pečat partnera (ako postoji)



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Obrazec / Obrazac: OP_SI-HR-IO-21

II. PARTNERJEV ZAHTEVEK ZA IZPLAČILO ZA SLOVENSKE UPRAVIČENCE PARTNEROV ZAHTJEV ZA ISPLATU ZA SLOVENSKE KORISTNIKE

Povezava zahtevek za izplačilo za slovenske upravičence št. / Vezano uz zahtjev za isplatu za slovenske koristnike br.:

Obdobje poročanja / Razdoblje izvještavanja:

PODATKI O OPERACIJI / PODACI O OPERACIJI

Partner	
Akrоним operacije	
Št. Operacije ISARR/ Broj Operacije ISARR	
Št. IPA/ESRR pogodbe/ Broj IPA/EFRR ugovora	
Št. pogodbe za nacionalna sredstva/ Broj ugovora za nacionalna sredstva	

PODATKI PARTNERJA / PODACI O PARTNERU

Naslov/ Adresa	
Davčna št./ Porezni broj	
Matična št. (če obstaja)/ Marični broj (ako postoji)	
Ime in naslov banke/ Naziv i adresa banke	
Št. bančnega računa/ Broj bankovnog računa	
SWIFT	
IBAN	



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ŠTEVILKA ZAHTEVKA/ BROJ ZAHTJEVA	SKUPAJ (€) / UKUPNO (€)	LASTNO SOFINANCIRANJE (€) / VLASTITO SUFINANCIRANJE (€)	OSNOVA ZA IZPLAČILO / OSNOVA ZA IZPLATU	IPA/ESRR/EFRR (€)	NACIONALNO SOFINANCIRANJE v €/ NACIONALNO SUFINANCIRANJE u €
SKUPAJ / UKUPNO (%)					

ŠTEVILKA ZAHTEVKA/ BROJ ZAHTJEVA	SKUPAJ (HRK) / UKUPNO (HRK)	LASTNO SOFINANCIRANJE (HRK) / VLASTITO SUFINANCIRANJE (HRK)	OSNOVA ZA IZPLAČILO / OSNOVA ZA IZPLATU	IPA/ESRR/EFRR (HRK)	NACIONALNO SOFINANCIRANJE v €/ NACIONALNO SUFINANCIRANJE u €
SKUPAJ / UKUPNO (%)					

IZJAVA

- Podatki so v skladu z veljavnimi podatki v informacijskem sistemu ISARR / Podaci su u skladu s važećim podacima u informacijskom sistemu ISARR

Kraj in datum/

Mjesto i datum:

Odgovorna oseba partnerja (ime, podpis)/

Odgovorna osoba partnera (ime, potpis)

.....
Žig partnerja (če obstaja)/
Pečat partnera (ako postoji)



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Obrazec / Obrazac: OP_SI-HR-IO-04

III. PARTNERJEVO POROČILO O IZVEDENIH DEJAVNOSTIH IZVJEŠTAJ PARTNERA O IZVEDENIM DJELATNOSTIMA

Vezano na zahtevek za izplačilo št. / Vezano uz zahtjev za isplatu br.:
Obdobje poročanja / Razdoblje izvještavanja:

1. POVZETEK IZVAJANJA DEJAVNOSTI / SAŽETAK IZVOĐENJA DJELATNOSTI

PODATKI O OPERACIJI / PODATCI O OPERACIJI

Projektni partner / Projektne partner	
Akrоним operacije / Akrоним operacije	
Št. operacije ISARR / Broj operacije ISARR	
Št. pogodbe o sofinanciranju / Broj ugovora o sufinanciranju	
Št. pogodbe za nacionalna sredstva / Broj ugovora za nacionalna sredstva	



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Napišite kratek opis izvajanja dejavnosti v tem obdobju poročanja. Upoštevajte opis aktivnosti v skladu s prijavnico. Posebej poudarite:

- **Izvedene dejavnosti**, opišite kako se aktivnosti medsebojno dopolnjujejo z ostalimi aktivnostmi partnerjev znotraj operacije;
- **Odstopanja od prijavnice**;
- **Težave**, ki so se pojavili med izvajanjem dejavnosti in ukrepe za njihovo odpravo.

Predstavite te teme po mejnikih/ delovnih sklopih.

Napišite kratak opis izvođenja djelatnosti u ovom razdoblju izvještavanja. Treba poštivati opis operacije u skladu s prijavnicom. Posebno istaknite:

- **Izvedene aktivnosti**, opišite kako se aktivnosti međusobno dopunjaju s ostalim aktivnostima partnera unutar operacije;
- **Odstupanja od prijavnice**;
- **Probleme**, koji su se pojavili u izvođenju djelatnosti i mjere za njihovo rješavanje;

Predstavite te teme prema rokovima / radnim paketima:

1. Izvedene dejavnosti v prejšnjih obdobjih poročanja, v kolikor se navezujejo na to poročilo./ Izvedene djelatnosti u prijašnjim razdobljima izvještavanje u koliko se nadovezuju na ovaj izvještaj.

Delovni sklop 1 (modul, faza..): Naslov: / Radni paket 1 (modul, faza...): Naziv

DS 2. Naslov:/ RP 2. Naziv:

DS 3. Naslov:/ RP 3. Naziv:

...



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2. Izvedene dejavnosti po delovnih sklopih v okviru obdobja poročanja. Opišite vse dejavnosti, ki so bile izvedene v tem časovnem obdobju poročanja, pri tem navedite kdo je še sodeloval pri izvedbi, kdo so ciljne skupine, kaj so bili outputi izvedenih dejavnosti in rezultati./

Izvedene djelatnosti po radnim paketima u okviru razdoblja izvještavanja. Opišite sve djelatnosti koje su bile izvedene u tom vremenskom razdoblju izvještavanja i pri tome navedite tko je sudjelovao u izvedbi, koje su ciljane skupine te koji su bili outputi i rezultati izvedenih djelatnosti.

DS 1. Naslov:/ RP 1 Naziv:

- izvedene dejavnosti:/ izvedene djelatnosti:
- izvajalci in soudeleženci pri izvedbi dejavnosti (povezovanje z ostalimi partnerji):/ izvođači i suradnici pri izvođenju djelatnosti (povezivanje s ostalim partnerima):
- ciljne skupine vpletene v izvedene dejavnosti:/ ciljane skupine uključene u izvedene djelatnosti:
- outputi izvedenih dejavnosti:/ outputi izvedenih djelatnosti:
- rezultati izvedenih dejavnosti:/ rezultati izvedenih djelatnosti:

DS 2: Naslov:/ RP 2. Naziv:

- izvedene dejavnosti:/ izvedene djelatnosti:
- izvajalci in soudeleženci pri izvedbi dejavnosti (povezovanje z ostalimi partnerji):/ izvođači i suradnici pri izvođenju djelatnosti (povezivanje s ostalim partnerima):



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- ciljne skupine vpletene v izvedene dejavnosti:/ ciljane skupine uključene u izvedene djelatnosti:

- neposredni učinki (outputi) izvedenih dejavnosti:/ Neposredni učinci (outputi) izvedenih djelatnosti:

- rezultati izvedenih dejavnosti:/ rezultati izvedenih djelatnosti:

Kako izvedba vaših dejavnosti prispeva k doseganju končnih outputov in specifičnih ciljev celotne operacije?/ Kako izvedba pridonosi postizanju konačnih outputa i specifičnih ciljeva cijele operacije?

3. Odstopanja / Odstupanja

Navedite kje in zakaj je prišlo do odstopanj in kaj so bistveni problemi, ki lahko vplivajo na potek nadaljnjih dejavnosti. / Navedite zašto je došlo do odstupanja i koji su bitni problemi koji mogu utjecati na tijek daljnjih djelatnosti.

Pripravil (ime in priimek, podpis) /

Pripremio (ime, potpis):

Kraj in datum/

Mjesto i datum:

Odgovorna oseba (ime in priimek, podpis) /

Odgovorna osoba (ime, potpis):

Žig partnerja (če obstaja)/

Pečat partnera (ako postoji)



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Obrazec / Obrazac: OP_SI-HR-IO-02

IV. PARTNERJEVO FINANČNO POROČILO FINANCIJSKI IZVJEŠTAJ PARTNERA

Vezano na zahtevek za izplačilo št. / Vezano uz zahtjev za isplatu br.:

Obdobje poročanja / Razdoblje izvještavanja:

Datum:

Akronim operacije/
Akronim operacije:

Številka operacije/
Broj operacije:
Številka pogodbe o
sofinanciranju / Broj
ugovora o sufinciranju
Števila pogodb za
nacionalna sredstva/Broj
ugovora za nacionalna
sredstva:

Partner/Partner:

Šifra izdatka	Vrsta (kategorija) izdatka	Odobrena načrtovana sredstva (€)/ Odobrena planirana sredstva (€)	Skupni potrjeni izdatki preteklih obdobjij poročanja (€)/ Ukupni potvrđeni izdaci proteklih razdoblja izvještavanja (€)	Zaprošeni izdatki tega obdobja poročanja (€)/ Zatraženi izdaci razdoblja izvještavanja (€)	Skupni upravičeni izdatki (€)/ Ukupni prihvatljivi izdaci (€)	Preostala sredstva (€)
		1	2	3	4=2+3	5=1-4



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Pripravil (ime, podpis)/
Pripremi (ime, potpis)

Odgovorna oseba partnerja (ime, podpis)/
Odgovorna osoba partnera (ime, podpis)

Kraj in datum/
Mjesto i datum:

Žig partnerja (če obstaja)/
Pečat partnera (ako postoji)



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Obrazec / Obrazac: OP_SI-HR-IO-03

V. PARTNERJEV SEZNAM RAČUNOV PARTNEROV POPIS RAČUNA

Vezano na zahtevek za povračilo št. / Vezano uz zahtjev za povrat br.:

Obdobje poročanja / Razdoblje izvještavanja:

Datum:

Številka operacije/

Broj operacije:

Številka pogodbe o
sufinanciranju /Broj ugovora o
sofinaciranju

Št. pogodbe za nacionalna
sredstva/ Broj ugovora za
nacionalna sredstva:

Akronim operacije:

Partner:

Zap. št. dokumenta/ Redni broj dokumenta	Zap. Št. Prijava na ZZI/R edni broj prijava na ZZI	Šifra izdatka	Opis izdatka	Vrsta dokumenta	Številka in datum dokumenta / Broj i datum dokumenta	Naziv dobavitelja ozirom a ime in priimek /Naziv dobavljača odnosno ime i prezime	Datum dobave/opravljene storitve / Datum dobave/otpreme usluge	Datum plačila / Datum plačanja	Znesek listine z DDV / Iznos dokumenta s PDV	Znesek listine brez DDV / Iznos dokumenta bez PDV-a	Plaćan znesek listine /Plaćen iznos dokumenta	Zaprošena višina stroškov / Zatraženi iznos troškova	Opomba / Napomena



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**Skupaj (HRK)/
Ukupno (HRK)**

VALUTA: datum , 1 EUR = HRK

**Skupaj (€)/
Ukupno (€)**

Pripravil (ime, podpis)/
Pripremio (ime, potpis)/
.....

Odgovorna oseba partnerja (ime, podpis)/
Odgovorna osoba partnera (ime, potpis)
.....

Kraj in datum/
Mjesto i datum:

Žig partnerja (če obstaja)/
Pečat partnera (ako postoji)



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Obrazec / Obrazac: OP_SI-HR-IO-05

I. ZAHTEVEK ZA POVRAČILO VODILNEGA PARTNERJA ZAHTJEV VODEĆEG PARTNERA ZA POVRET

PODATKI O OPERACIJI/ PODACI O OPERACIJI

Vodilni partner/ Vodeći partner	
Akrоним операције	
Št. операције ISARR/ Broj операције ISARR	
Št. pogodbе o sofinanciranju/ Broj уговора о sufinciranjу	

PODATKI VODILNEGA PARTNERJA / PODACI VODEĆEG PARTNERA

Naslov/ Adresa	
Davčna št./ Porezni broj	
Matična št./ Matični broj	
Ime in naslov banke/ Naziv i adresa banke	
Št. bančnega računa/ Broj bankovnog računa	
SWIFT	



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IBAN

ŠTEVILKA ZAHTEVKA/ BROJ ZAHTJAVA	SKUPAJ IPA/ESRR (€)/ UKUPNO IPA/EFRR (€)	SKUPAJ IPA/ESRR (%) / UKUPNO IPA/EFRR(%)

OBVEZNE PRILOGE / OBAVEZNI PRILOZI

- Poročilo o izvedenih dejavnostih vodilnega partnerja (OP_SI-HR-IO-08) / Izvještaj o izvedenim djelatnostima vodećeg partnera (OP_SI-HR-IO-08)
- Finančno poročilo vodilnega partnerja (OP_SI-HR-IO-06) / Finansijski izvještaj vodećeg partnera (OP_SI-HR-IO-06)
- Seznam računov vodilnega partnerja (OP_SI-HR-IO-07) / Popis računa vodećeg partnera (OP_SI-HR-IO-07)
- Izjava o potrjenih izdatkih (vseh projektnih partnerjev) podpisana s strani nacionalnih kontrolorjev (OP_SI-HR-IO-09) / Izjava o potvrđenim izdacima (svih projektnih partnera) potpisana od strane nacionalnih kontrolora (OP_SI-HR-IO-09)
- Bančno potrdilo o prejetih IPA/ESRR sredstvih (vseh projektnih partnerjev) / Bankovna potvrda o primitku IPA/EFRR sredstava (od svih projektnih partnera)
- Bančno potrdilo o prejetih sredstvih nacionalnega sofinanciranja (vseh projektnih partnerjev) / Bankovna potvrda o primitku nacionalnog sufinanciranja (od svih projektnih partnera)

IZJAVA VODILNEGA PARTNERJA / IZJAVA VODEĆEG PARTNERA

Vodilni partner potrjuje, da: / Vodeći partner potvrđuje da:

- Operacija napreduje v skladu s cilji in aktivnostmi, ki so navedeni v Pogodbi o sofinanciraju / Operacija napreduje u skladu s ciljevima i aktivnostima koji su navedeni u Ugovoru o sufinanciranju;
- So podatki, navedeni v tem zahtevku za plačilo preverjeni in pravilni / Su podaci navedeni u zahtjevu za isplatu provjereni i pravilni;
- So podatki v skladu z veljavnimi podatki v informacijskem sistemu ISARR / Su podaci navedeni u zahtjevu u skladu s valjanim podacima u sistemu ISARR;
- So bili navedeni izdatki/stroški na ravni posameznih partnerjev preverjeni in potrjeni s strani nacionalnega kontrolorja na podlagi prejetih računov ali računovodskega listin enake dokazne vrednosti / Su navedeni izdaci/troškovi na razini pojedinih partnera provjereni i potvrđeni od strane nacionalnog kontrolora na osnovi primljenih računa ili računovodstvenih lista iste dokazne vrijednosti;



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Kraj in datum/

Mjesto i datum:

Odgovorna oseba vodilnega partnerja (ime, podpis)/

Odgovorna osoba vodećeg partnera (ime, potpis):

.....

Žig vodilnega partnerja (če obstaja)/

Pečat vodećeg partnera (ako postoji)



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Obrazec / Obrazac: OP_SI-HR-IO-08

II. Poročilo o izvedenih dejavnostih vodilnega partnerja Izvještaj o izvedenim djelatnostima vodećeg partnera

Vezano na zahtevek za povračilo št. / Vezano uz zahtjev za povrat br.:
Obdobje poročanja / Razdoblje izvještavanja:

Vodilni partner / Vodeći partner	
Akronim operacije / Akonim operacije	
Št. operacije ISARR / Broj operacije ISARR	
Št. pogodb o sofinanciranju / Broj ugovora o sufinanciranju	

1. POVZETEK IZVAJANJA OPERACIJE / SAŽETAK IZVOĐENJA OPERACIJE

Napišite kratek opis izvajanja celotne operacije do sedaj. Upoštevajte opis operacije v skladu s prijavnico. Posebej poudarite:

- **Izvedene aktivnosti** na ravni operacije; opišite kako se aktivnosti medsebojno dopolnjujejo in izpostavite čezmejnost;
- **Možna odstopanja** od prijavnice;
- **Probleme**, ki so se pojavili med izvajanjem do sedaj ali probleme, ki jih lahko predvidite, da se bodo pojavili v nadalnjem izvajanju operacije.

Predstavite te teme po mejnikih/delovnih sklopih.

Napišite kratak opis izvođenja cjelokupne operacije do sada. Treba poštivati opis operacije u skladu s prijavnicom. Posebno istaknite:

- **Izvedene aktivnosti** na razini operacije; opišite kako se aktivnosti međusobno dopunjaju i izložite prekograničnost;
- **Moguća odstupanja** od prijavnice;
- **Probleme**, koji su se pojavili u dosadašnjem izvođenju ili probleme za koje predviđate da će pojaviti u budućem tijeku operacije.



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Predstavite te teme po rokovima / radnim paketima:

--

2. DOSEGanje KAZALNIKOV NEPOSREDNIH UČINKOV NA RAVNI OPERACIJE / POSTIZANje POKAZATELJA NEPOSREDNIH UČINAKA NA RAZINI OPERACIJE

Podatki o kazalnikih neposrednih učinkov v spodnji tabeli se izpišejo avtomatično (v skladu s Pogodbo o sofinanciranju za IPA/ESRR sredstva). Pod »dosežena vrednost med obdobjem poročanja« vpišite dodatno vrednost, ki ste jo dosegli v tem obdobju poročanja.

Podaci o pokazateljima neposrednih učinaka u dolje navedenoj tabeli se ispisuju avtomatski (u skladu s Ugovorom o sufinanciranju za IPA / EFRR sredstva).

Pod „postignuta vrijednost izmedu razdoblja izvještavanja“ upišite dodatnu vrijednost koju ste postigli u razdoblju izvještavanja.

Št. / Br.	Naziv	Merska enota / Mjerna jedinica	Osnovna vrednost / Osnovna vrijednost	Načrtovana vrednost / Planirana vrijednost	Dosežena vrednost do začetka obdobja poročanja / Postignuta vrijednost do početka razdoblja izvještavanja	Dosežena vrednost med obdobjem poročanja / Postignuta vrijednost u izmedu razdoblja izvještavanja	Opomba št. / Napomena br.



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V primeru večjih odstopanj med načrtovano in doseženo vrednostjo napišite razloge v spodnjo tabelo. / U slučaju većih odstupanja između planirane i postignute vrijednosti napišite razloge u tabelu:

Opomba št. 1 / Napomena br. 1	
Opomba št. 2 / Napomena br. 2	
Opomba št. 3 / Napomena br. 3	
Opomba št. 4 / Napomena br. 4	
Opomba št. 5 / Napomena br. 5	

Pripravil (ime, podpis)/
Pripremio (ime i potpis):

.....
Kraj in datum/
Mjesto i datum:

Odgovorna oseba (ime, podpis) /
Odgovorna osoba (ime i potpis):

.....

Žig vodilnega partnerja (če obstaja)/
Pečat vodećeg partnera (ako postoji)



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Obrazec / Obrazac: OP_SI-HR-IO-06

III. FINANČNO POROČILO VODILNEGA PARTNERJA FINANCIJSKI IZVJEŠTAJ VODEĆEG PARTNERA

Vezano na zahtevek za povračilo št. / Vezano uz zahtjev za povrat br.:

1. FINANČNI PODATKI PO PARTNERJIH / FINANCIJSKI PODACI PO PARTNERU

	SKUPAJ (€)/ UKUPNO (€)	IPA/ESRR/EFRR (€)	Javno sofinanciranje (državno, regionalno, lokalno, drugo) v € / Javno sufinciranje (državno, regionalno, lokalno, drugo) u €	Lastni zasebni prispevek (€) / Vlastiti privatni doprinos (€)	Skupni upravičeni izdatki v tem Vmesnem poročilu (€) / Ukupni prihvatljivi izdaci u ovom međuvremenom izještaju (€)
Vodilni partner / Vodeći partner					
Partner 2					
Partner 3					
Partner 4					
Partner 5					
Partner 6					
Partner 7					
Partner 8					
Partner 9					
Partner 10					
Skupno / Ukupno					



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2. NAKAZANA IPA/ESRR SREDSTVA PARTNERJEM / DOZNAČENA IPA/EFRR SREDSTVA PARTNERIMA

Kot dokazilo spodnjih podatkov prosimo, da priložite bančne izpiske partnerjev glede prejetih sredstev. / Molimo da priložite bankovne ispise partnera vezane uz primljena sredstva kao dokaz dolje navedenih podataka.

3. POROČILO NA RAVNI KATEGORIJE IZDATKOV / IZVJEŠTAJ NA RAZINI KATEGORIJE IZDATAKA

Pripravil (ime in priimek, podpis) /
Pripremoi (ime i potpis):

Kraj in datum/
Miesto i datum:

Odgovorna oseba (ime in priimek, podpis) /
Odgovorna osoba (ime i potpis):

Žig vodilnega partnerja (če obstaja)/
Pečat vodečeg partnera (ako postoji)



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Obrazec / Obrazac: OP_SI-HR-IO-07

IV. SEZNAM RAČUNOV VODILNEGA PARTNERJA POPIS RAČUNA VODEĆEG PARTNERA

Vezano na zahtevek za izplačilo št./ Vezano uz zahtjev za isplatu br.:

Obdobje poročanja / Razdoblje izvještavanja:

Datum:

Številka operacije/

Broj operacije:

Akronim operacije:

Številka pogodbe o

sofinanciranju/ Broj

Vodilni partner/

ugovora o sufinanciranju:

Vodeći partner:



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Šifra ISARR partnerja / Šifra ISARR partnera	Zap. št. dokumenta/ Redni br. dokumenta	Zap. Št. prijave na ZZI/ Redni broj prijave na ZZI	Šifra izdatka	Opis izdatka	Vrsta dokumenta	Številka in datum dokumenta / Broj i datum dokumenta	Naziv dobavitelja oziroma ime in priimek /Naziv dobavljača odnosno ime i prezime	Datum dobave /opravljene storitve / Datum dobave /otpreme usluge	Datum plačila / Datum plačanja	Znesek listine z DDV / Iznos dokumenta s PDV-om	Znesek listine brez DDV / Iznos dokumenta bez PDV-a	Plačan znesek listine /Plačen iznos dokumenta	Zaprošena višina stroškov / Zatraženi iznos troškova	Opomba / Napomena



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Skupaj (€)/ Ukupno (€)	
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Pripravil (ime, podpis)/
Pripremio (Ime, potpis):

Kraj in datum/
Mjesto i datum:

Odgovorna oseba vodilnega partnerja (ime, podpis)/
Odgovorna osoba vodećeg partnera (ime, potpis):

.....

Žig vodilnega partnerja (če obstaja)/
Pečat vodećeg partnera (ako postoji)



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V. IZJAVA O POTRJENIH IZDATKIH / IZJAVA O POTVRĐENIM IZDACIMA

Povezava zahtevek za izplačilo št. / Vezano uz zahtjev za isplatu br.:

Obdobje poročanja / Razdoblje izvještavanja

SPLOŠNI PODATKI / OPĆI PODACI

Partner / Partner	
Akrоним operacije / Akronom operacije	
Št. operacije ISARR / Br. operacije ISARR	
Nacionalni kontrolor (institucija)/ Nacionalni kontrolor (institucija)	
Datum prejema Vmesnega/končnega poročila partnerja / Datum primitka međuizvješča/završnog izvješča partnera	

ZAHTEVANI IZDATKI V OKVIRU ZAHTEVKA ZA IZPLAČILO (v EUR)/ ZAHTIJEVANI IZDACI U OKVIRU ZAHTJEVA ZA ISPLATOM (U EUR)

ŠTEVILKA ZAHTEVKA / BROJ ZAHTJEGA	SKUPAJ / UKUPNO	LASTNO SOFINANCIRANJE / VLASTITO SUFINANCIRANJE	OSNOVA ZA IZPLAČILO / OSNOVA ZA ISPLATU	IPA/ESRR / IPA/EFRR	NACIONALNO SOFINANCIRANJE / NACIONALNO SUFINANCIRANJE
SKUPAJ / UKUPNO (%)					



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POTRJENI IZDATKI V OKVIRU ZAHTEVKA ZA IZPLAČILO (v EUR)/ POTVRĐENI IZDACI U OKVIRU ZAHTEVA ZA IZPLATOM (U EUR)

ŠTEVILKA ZAHTEVKA / BROJ ZAHTEVA	SKUPAJ / UKUPNO	LASTNO SOFINANCIRANJE / VLASTITO SUFINANCIRANJE	OSNOVA ZA IZPLAČILO/ OSNOVA ZA ISPLATU	IPA/ESRR / IPA/EFRR	NACIONALNO SOFINANCIRANJE / NACIONALNO SUFINANCIRANJE
SKUPAJ / SKUPAJ (%)					

Skladno s 108. členom Uredbe Komisije (ES) št. 718/2007 in njenimi spremembami/ s 13. členom Uredbe komisije (EC) št. 1828/2006 in njenimi spremembami spodaj podpisani izjavljjam / *Sukladno članku 108. Uredbe Komisije (EC) br. 718/2007 i njezinim izmjenama / s člankom 13. Uredbe Komisije (EC) br. 1828/2006 i njezinim izmjenama ja, dolje potpisani izjavljujem:*

Preverjena je bila skladnost s Pogodbo o sofinanciranju iz sredstev IPA/ESRR in s Pogodbo o nacionalnem sofinanciranju (če pogodba obstaja). / *Provjerena je sukladnost s Ugovorom o sufinciranju iz IPA/EFRR sredstava i s Ugovorom o nacionalnom sufinciranju (ako ugovor postoji).*

1. Upoštevana so bila pravila, ki določajo upravičenost izdatkov v skladu z Evropskimi uredbami, nacionalnimi zakonodajami in s pravili programa (Navodila o upravičenih izdatkih programa). / *Poštovana su pravila koja odlučuju o prihvatljivosti izdataka u skladu s europskim uredbama, nacionalnim zakonodavstvom i pravilima programa (Upute o prihvatljivim izdacima programa).*
2. Vmesno/zaključno poročilo partnerja je pravilno in konsistentno glede na vse obvezne priloge (Obrazci: OP_SI-HR-IO-02, OP_SI-HR-IO-03 in OP_SI-HR-IO-04). / *Međuizvješće/završno izvješće partnera pravilno je i dosledno s ozbirom na sve obvezne priloge (Obrasci: OP_SI-HR-IO-02, OP_SI-HR-IO-03 i OP_SI-HR-IO-04).*
3. Preverjeno je bilo, da partner izvaja operacijo skladno s pravili Komisije in nacionalnimi pravili na področju informiranja in obveščanja, enakih možnosti, varovanja okolja, državnih pomoči in javnih naročil. / *Provjereno je da partner provodi operaciju sukladno pravilima Komisije i nacionalnim pravilima na području informiranja i obavještavanja, jednakih mogućnosti, zaštite okoliša, državnih pomoći i javne nabave.*
4. Prijavljeni stroški v poročilu so v skladu s pogodbeno določenim trajanjem operacije. / *Prijavljeni troškovi u izvješću su u skladu s ugovorno određenim trajanjem operacije.*



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5. Potrjeni izdatki se nanašajo izključno na dejavnosti, ki so navedene v zadnji potrjeni prijavnici z vsemi dopolnitvami. / *Potvrđeni izdaci se odnose isključivo na aktivnosti koje su navedene u zadnjoj potvrđenoj prijavnici sa svim dopunama.*
6. Podatki so bili potrjeni na podlagi predloženih originalnih računov in dokazil o plačilu ali drugih dokumentov enake dokazne vrednosti oziroma drugih dokazil. / *Podaci su potvrđeni na temelju ispostavljenih originalnih računa i dokaza o plaćanju ili drugih dokumenata jednake dokazne vrijednosti odnosno drugih dokaza.*
7. Preverjena je bila ustrezna delitev zahtevka glede na vire financiranja (v %). / *Provjerena je odgovarajuća podjela zahtjeva s obzirom na izvore financiranja (u %).*
8. Kontrola je bila izvedena preko sistema ISARR. V sistemu ISARR se nahajajo podatki, vezani na to izjavu. / *Kontrola je izvedena preko sustava ISARR. U sustavu ISARR se nalaze podaci vezani uz ovu izjavu.*
9. Vsa dokumentacija, ki dokazuje opravljeno kontrolo (potpisani kontrolni seznam in komunikacija s partnerjem), je ustrezno dokumentirana in arhivirana pri kontrolorju. / *Sva dokumentacija koja dokazuje izvršenu kontrolu (potpisana kontrolna lista i komunikacija s partnerom) odgovarajuće je dokumentirana i arhivirana kod kontrolora.*

Kraj in datum / Mjesto i datum:

Pripravil nacionalni kontrolor (ime in priimek, podpis) / *Pripremio nacionalni kontrolor (ime i prezime, potpis)*

.....

Žig (če obstaja)/
Žig (ako postoji)

Odgovorna oseba (ime, podpis) / *Odgovorna osoba (ime, potpis)*

.....



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Obrazec / Obrazac: OP_SI-HR-IO-10

VI. KONTROLNI SEZNAM ZA VODILNEGA PARTNERJA / KONTROLNA LISTA ZA VODEĆEG PARTNERA

Vprašanja / Pitanja	D/N	Opombe / Napomene
1. POPOLNOST IN PRAVILNOST DOKUMENTACIJE, PREJETE OD PARTNERJA / POTPUNOST I PRAVILNOST DOKUMENTACIJE KOJA JE PRIMLJENA OD PARTNERA		
Vsi partnerji so predložili svoje vmesno poročilo. / Svi partneri su podnijeli svoje međuizvješće.		
Vmesno poročilo posameznega partnerja je popolno in vključuje / Međuizvješće svakoga od partnera je potpuno i uključuje: - kopijo izjave o potrjenih izdatkih, podpisane s strani nacionalnega kontrolorja / kopiju izjave o potvrđenim izdacima, potpisano od strane nacionalnog kontrolora, - kopijo seznama računov po potrditvi, podpisano s strani nacionalnega kontrolorja / kopiju popisa računa poslje potvrde, potpisano od strane nacionalnog kontrolora, - potrjeno Partnerjevo finančno poročilo / potvrđeno Financijsko izvješće partnera, - potrjeno Partnerjevo poročilo o izvedenih dejavnostih / potvrđeno Izvješće partnera o provedenim aktivnostima;		
Če temu ni tako, zakaj ne (razlog)? / Ako tomu nije tako, zašto nije (razlog)?		
Podatki na tiskani verziji potrjenega Partnerjevega finančnega poročila in poročila o izvedenih dejavnostih ustrezajo informacijam, navedenim v sistemu ISARR. / Podaci na tiskanoj verziji potvrđenog Financijskog izvješća partnera i Izvješća o provedenim aktivnostima odgovaraju informacijama navedenima u sustavu ISARR.		
2. POGODBA O SOFINANCIRANJU/POGODBA O PARTNERSTVU JE UPOŠTEVANA / POŠTOVANJE UGOVORA O SUFINANCIRANJU/SPORAZUMA O PARTNERSTVU		
Roki za poročanje so v skladu s Pogodbo o sofinanciranju – Priloga 3 (Koledar poročanja). / Rokovi za izvještavanje su u skladu s Ugovorom o		



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sufinanciranju – Prilog 3. (Kalendar izvještavanja).		
Zneski za povračilo v poročilu so skladni z indikativnimi podatki, navedenimi v Pogodbi o sofinanciranju – Priloga 3 (Koledar poročanja). / <i>Iznosi za povrat u izvješću usklađeni su s indikativnim podacima navedenima u Ugovoru o sufinciranju – Prilog 3. (Kalendar izvještavanja).</i>		
Predstavljene izvedene dejavnosti posameznih partnerjev so v skladu s kazalniki neposrednih učinkov (outputov), kot je določeno s Pogodbo o sofinanciranju – Priloga 2 (C - Kazalniki neposrednih učinkov)/Pogodbo o partnerstvu. / <i>Prikazane provedene aktivnosti pojedinih partnera su u skladu s indikatorima neposrednih rezultata (output) kako je određeno u Ugovoru o sufinciranju – Prilog 2. (C – Indikatori neposrednih rezultata)/Sporazumu o partnerstvu.</i>		
3. PREVERJANJE VMESNEGA POREČILA / PROVJERA MEĐUIZVJEŠĆA		
Število do sedaj doseženih neposrednih učinkov ustreza načrtovanim ciljnim vrednostim na ravni operacije. / <i>Broj do sada dosegnutih neposrednih rezultata odgovara planiranim ciljnim vrijednostima na razini operacije.</i>		
Izdatki, ki jih predstavljajo partnerji v svojih finančnih poročilih, so nastali z namenom izvajanja operacije. / <i>Izdaci o kojima izvještavaju partneri u svojim financijskim izvješćima nastali su u svrhu provedbe operacije.</i>		
Dejavnosti, ki so jih partnerji predstavili v svojih potrjenih poročilih o izvedenih dejavnostih, ustrezajo dejavnostim, ki so jih posamezni partnerji načrtovali v prijavnici. / <i>Aktivnosti koje su partneri prikazali u svojim potvrđenim izvješćima o provedenim aktivnostima odgovaraju aktivnostima koje su pojedini partner planirali u prijavnici.</i>		
Ciljne skupine te operacije so v skladu z načrtom operacije. / <i>Ciljne skupine operacije su u skladu s planom operacije.</i>		
Čezmejni vidik je jasno prikazan v Poročilu o izvedenih dejavnostih vodilnega partnerja. / <i>Prekogranična dimenzija je jasno prikazana u Izvješću o provedenim aktivnostima vodećeg partnera.</i>		
Izdatki po kategorijah stroškov in virih financiranja, ki so predstavljeni v Finančnem		



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poročilu vodilnega partnerja, se ujemajo z načrtom in ostajajo znotraj okvirjev. ¹⁹ / <i>Izdaci po kategorijama troškova i izvorima financiranja koji su prikazani u Financijskom izvješću vodećeg partneraslažu se s planom i ostaju unutar okvira</i> ¹ .		
V primeru, da izdatki po kategorijah stroškov, predstavljenih v Finančnem poročilu vodilnega partnerja, presegajo načrtovano vrednost, morajo biti vmesnemu poročilu vodilnega partnerja ²⁰ priložena dokazila, da so bila ta odstopanja odobrena. / <i>U slučaju da izdaci po kategorijama troškova prikazanima u Financijskom izvješću vodećeg partnera premašuju planiranu vrijednost moraju u međuizvješću vodećeg partnera²⁰ biti priloženi dokazi da su ta odstupanja odobrena.</i>		
Finančno poročilo vodilnega partnerja je v skladu z načrtovanim proračunom operacije (navedenim v Prilogi 2 Pogodbe o sofinanciraju). / <i>Financijsko izvješće vodećeg partnera je u skladu s planiranim proračunom operacije (navedenim u Prilogu 2. Ugovora o sufinanciraju).</i>		
Predloženo vmesno poročilo vodilnega partnerja je skladno s prejetimi vmesnimi poročili partnerjev. / <i>Podneseno međuizvješće vodećeg partnera uskladeno je s primljenim međuizvješćima partnera.</i>		
Ali ste v primeru neskladij/dvomov pri pripravljanju vmesnega poročila vodilnega partnerja pridobili pojasnila pri ustreznih partnerjih in/ali nacionalnem kontrolorju (če je odgovor da, pod opombe vpišite obrazložitev). / <i>Jeste li u slučaju neusklađenosti/dvojbi pri pripremi međuizvješća vodećeg partnera dobili pojašnjenja od odgovarajućih partnera i/ili nacionalnog kontrolora (ako je odgovor da, pod napomene upišite obrazloženje).</i>		
Ali so bila vsem partnerjem s strani vodilnega		

¹⁹ V primeru, da ena ali več kategorij stroškov presega načrtovano vrednost, določeno v Pogodbi o sofinanciraju, se obrnite na STS skrbnika pogodbe. / *U slučaju da jedna ili više kategorija troškova premašuje planiranu vrijednost određenu u Ugovoru o sufinanciraju obratite se voditelju ugovaranja u ZTT-u.*

²⁰ Odstopanja in s tem povezani postopki so predstavljeni v Pogodbi o sofinanciraju in v Navodilih za poročanje za končne upravičence. / *Odstupanja i s tim povezani postupci navedeni su u Ugovoru o sufinanciraju i u Uputama za izvještavanje za konačne korisnike.*



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<p>partnerja nakazana IPA/ESRR sredstva za preteklo obdobje poročanja skladno z informacijami, prejetimi od organa za potrjevanje (dokazila: bančna potrdila partnerjev o prejetih IPA/ESRR sredstvih)? / <i>Je li vodeći partner svim partnerima doznačio IPA/EFRR sredstva za proteklo razdoblje izvještavanja sukladno s informacijama primljenima od tijela za ovjeravanje (dokazi: bankovne potvrde partnera o primljenim IPA/EFRR sredstvima)?</i></p>		
<p>Ali so bila vsem partnerjem s strani relevantnih organov sofinanciranja nakazana nacionalna sredstva za preteklo obdobje poročanja (dokazila: bančna potrdila partnerjev o prejetih nacionalnih sredstvih) - če nacionalno sofinanciranje obstaja? / <i>Jesu li relevantni organi sufincirana svim partnerima doznačili nacionalna sredstva za proteklo razdoblje izvještavanja (dokazi: bankovne potrde partnera o primljenim nacionalnim sredstavima) – ako nacionalno sufinciranje postoji?</i></p>		
<p>Znesek na zahtevku za povračilo vodilnega partnerja je enak seštevku vseh zneskov, navedenih v Izjavah o potrjenih izdatkih za posamezne partnerje. / <i>Iznos na zahtjevu za povrat sredstava vodećeg partnera jednak je zbroju svih iznosa navedenih u Izjavama o potvrđenim izdacima za pojedine partnere.</i></p>		
<p>Zahtevek za povračilo vodilnega partnerja je datiran, podpisani in žigosan s strani odgovorne osebe vodilnega partnerja. / <i>Zahtjev za povrat sredstava vodećega partnera je datiran, potpisani i ovjen pečatom od strane odgovorne osebe vodećeg partnera.</i></p>		
<p>Seznam računov vodilnega partnerja je datiran, podpisani in žigosan s strani odgovorne osebe vodilnega partnerja. / <i>Popis računa vodećeg partnera je datiran, potpisani i ovjen pečatom od strane odgovorne osebe vodećeg partnera.</i></p>		
<p>Obe različici vmesnega poročila sta jezikovno identični. / <i>Obje verzije međuizvješća su jezično identične.</i></p>		
4. ARHIVIRANJE / ARHIVIRANJE		
<p>Dokumentacija, ki jo vodilni partner prejme od projektnih partnerjev, je pravilno shranjena in arhivirana v prostorih vodilnega partnerja (če je odgovor ne, pod opombe napišite obrazložitev). / <i>Dokumentacija koju je vodeći partner primio od</i></p>		



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<p><i>projektnih partnera je pravilno pohranjena i arhivirana u prostorima vodećeg partnera (ako je odgovor ne, pod napomene napišite obrazloženje).</i></p>		
<p>Če vodilni partner ne hrani in arhivira vse dokumentacije partnerjev, mora imeti natančne podatke o tem, kje je dokumentarni arhiv posameznega partnerja v operaciji. / <i>Ako vodeći partner ne čuva i arhivira svu dokumentaciju partnera mora imati točne podatke o tome gdje je arhiva s dokumentacijom pojedinog partnera u operaciji.</i></p>		
<p>Vsi shranjeni in arhivirani dokumenti v zvezi z operacijo so shranjeni v skladu z vsemi kontrolnimi in revizijskimi standardi (nacionalnimi, programskimi in EU). / <i>Svi pohranjeni i arhivirani dokumenti u svezi s operacijom pohranjeni su u skladu sa svim kontrolnim i revizijskim standardima (nacionalnim, programskim i EU).</i></p>		



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Obrazec / Obrazac: OP_SI-HR-IO-20

VII. DODATEK K ZAKLJUČNEMU POROČILU VODILNEGA PARTNERJA/ DODATAK ZAVRŠNOM IZVJEŠĆU VODEĆEG KORISNIKA

PODATKI O OPERACIJI IN VODILNEM PARTNERJU/PODACI O OPERACIJI I VODEĆEM PARTNERU

Vodilni partner / Vodeći partner:	
Naslov vodilnega partnerja / Adresa vodećeg partnera:	
Davčna številka / Porezni broj:	
Matična številka / Matični broj:	
Ime operacije / Ime operacije:	
Akrоним operacije / Akrоним operacije:	
ISARR številka / ISSAR broj:	
Številka pogodbe o sofinanciranju / Broj ugovora o sufinanciranju:	

I. Zaključek projekta, trajnost in širjenje rezultatov /Zatvaranje projekta, trajnost i diseminacija rezultata

1.1 Ali so dejavnosti pripomogle k uresničevanju vseh načrtovanih ciljev projekta (splošnih in specifičnih) glede na načrt (v kakšnem obsegu)? / Jesu li aktivnosti bile u mogućnosti ispuniti ciljeve projekta (opće i specifične) prema planu (do koje mjere)?

1.2 Ali so bili v projektu doseženi vsi predvideni neposredni učinki in rezultati? / ?/Je li projekt postigao predviđene neposredne učinke i rezultate?



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1.2.1 V kolikor nekateri neposredni učinki in rezultati niso bili uresničeni, navedite razloge zakaj. Kako to vpliva na cilje projekta? / Ako neki od neposrednih učinaka i rezultata nije bio ispunjen, navedite zašto. Kako to utječe na ciljeve projekta?

Obvezno je treba priložiti zgoščenko (CD-ROM)/USB-ključek s slikami doseženih rezultatov, nepremičnin, raziskav, publikacij, programov študijskih obiskov itd. v skladu z neposrednimi učinki in rezultati, ki so navedeni v prijavnici in vmesnih poročilih. V kolikor so bila natisnjena gradiva, jih prosimo priložite. / Obvezno je priložiti CD/USB priključak s fotografijama postignutih rezultata, nekretnina, studija, publikacija, programa studijskih posjeta itd. prema neposrednim učincima i rezultatima navedenima u prijavnem obrascu i izvješču o napretku. Ako su izrađeni kakvi tiskani materijali, molimo, priložite i njih.

1.3 Trajnost / Održivost

1.3.1 Kaj se bo zgodilo s partnerstvom po zaključku projekta? / Što će se dogoditi s partnerstvom nakon završetka projekta?

1.3.2 Kaj se bo zgodilo z neposrednimi učinki in rezultati projekta po zaključku projekta? / Što će se dogoditi s neposrednim učincima projekta i rezultatima nakon zatvaranja projekta?

1.3.3 Bodo neposredni učinki in rezultati po zaključku projekta dostopni širši javnosti? / Hoće li rezultati i neposredni učinci biti dostupni općoj javnosti nakon zatvaranja projekta?

1.3.4 Kje vidite v prihodnje možne težave na področju, ki ga je pokrivala vaša operacija? / Gdje još vidite moguće buduće izazove na području sadržaja kojim se bavila vaša operacija?

1.3.5 Ali načrtujete nadaljnje dejavnosti na enakem področju? Na nacionalni ali bilateralni ravni? / Planirate li kakve daljnje aktivnosti na istom području? Nacionalne ili bilateralne?



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1.3.6 Ali načrtujete implementacijo drugih bilateralnih projektov v naslednjem programskem obdobju? / Planirate li u sljedećem programskom razdoblju provoditi neke druge bilateralne projekte?

1.4 Informiranje in obveščanje javnosti (Opišite kaj je bilo storjeno na področju informiranja in obveščanja javnosti med implementacijo operacije). / Informiranje i obavještavanje javnosti (Opišite što je napravljeno na području mjera informiranja i obavještavanja javnosti tijekom provedbe operacije.)

1.5 Povzetek izvedbe projekta. Za namene informiranja in obveščanja javnosti napišite kratek povzetek vseh dejavnosti izvedenih v okviru vašega projekta v povezavi z doseženimi neposrednimi učinki in rezultati. / Sažetak provedbe projekta. Za svrhe informiranja i obavještavanja javnosti predočite kratak opis aktivnosti koje su provedene u vašem projektu vezano uz postignute neposredne učinke i rezultate.

Povzetek izvedbe projekta v angleškem jeziku (največ ½ strani) / Sažetak provedbe projekta na engleskom jeziku (najviše ½ stranice)

Povzetek izvedbe projekta v slovenskem jeziku (največ ½ strani) / Sažetak provedbe projekta na slovenskem jeziku (najviše ½ stranice)

Povzetek izvedbe projekta v hrvaškem jeziku (največ ½ strani) / Sažetak provedbe projekta na hrvatskom jeziku (najviše ½ stranice)



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II. Ovrednotenje izvajanja projekta, reševanja težav v partnerstvu, ovrednotenje partnerstva, ocenjevanje rezultatov projekta / Vrednovanje provedbe projekta, rješavanje problema u partnerstvu i vrednovanje partnerstva, ocjena rezultata projekta

2.1 Opišite izvajanje projekta (kakšne so bile težave, kje so nastopile težave in na kakšen način so bile rešene) / Opišite kako je projekt proveden (koji su bili problemi, gdje su problemi otkriveni i kako su riješeni)

2.2 Opišite partnerstvo in ocenite izvedbo le-tega (npr. sodelovanje in komunikacija med partnerji). / Opišite partnerstvo i ocijenite kako je ono funkcionalo (npr. suradnja i komunikacija među partnerima).

2.3. Ocenite čezmejni vidik sodelovanja in čezmejni vpliv doseženih neposrednih učinkov in rezultatov. / Ocijenite prekogranični aspekt suradnje i prekogranični utjecaj postignutih neposrednih učinaka i rezultata.

2.4 Ocenite rezultate in neposredne učinke projekta in se pri tem osredotočite na ciljne skupine in cilje projekta. / Ocijenite rezultate i neposredne učinke projekta, fokus na ciljne skupine i ciljeve projekta.

2.5 Do kakšnih spoznanj ste prišli pri izvajanju te operacije? / Što je naučeno iz provedbe ove operacije?



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III. Učinki projekta na horizontalne politike EU in OP / Učinak projekta na horizontalne politike EU i OP

3. 1 Označite, kateri kazalniki na programski ravni so bili izpolnjeni in h katerim horizontalnim politikam EU ter horizontalnim temam prispevajo. / Označite pokazatelje koji su zadovoljeni na programskoj razini, te horizontalne politike EU i horizontalne teme kojima projekt doprinosi.

Kazalniki, ki odražajo stopnjo sodelovanja / Pokazatelji koji odražavaju stupanj suradnje		
Oznaka/ Kod	Kazalnik / Pokazatelj	Odkljukajte (samo en) / Označite kvačicom (samo jedan)
42	Projekt upošteva vsaj dva od naslednjih kriterijev: skupna priprava, skupno izvajanje, skupno osebje, skupno financiranje / Projekt se odnosi na dva od sljedećih kriterija: zajednički razvoj, zajednička provedba,zajedničko osoblje, zajedničko financiranje	
43	Projekt upošteva vsaj tri od naslednjih kriterijev: skupna priprava, skupno izvajanje, skupno osebje, skupno financiranje / Projekt se odnosi na tri od sljedećih kriterija: zajednički razvoj, zajednička provedba,zajedničko osoblje, zajedničko financiranje	
44	Projekt upošteva vsaj štiri od naslednjih kriterijev: skupna priprava, skupno izvajanje, skupno osebje, skupno financiranje / Projekt se odnosi na četiri od sljedećih kriterija: zajednički razvoj, zajednička provedba,zajedničko osoblje, zajedničko financiranje	
Kazalniki, ki odražajo čezmejno sodelovanje / Pokazatelji koji odražavaju prekograničnu suradnju		
Oznaka/ Kod	Kazalnik / Pokazatelj	Odkljukajte ali vpišite doseženo vrednost / Označite kvačicom ili unesite postignutu vrijednost
46	Projekt razvija skupno uporabo infrastrukture / Projekt razvija zajedničko korištenje infrastrukture	<input type="checkbox"/> DA <input type="checkbox"/> NE
47	Projekt razvija sodelovanje na področju javnih služb / Projekt razvija suradnju na području javnih usluga	<input type="checkbox"/> DA <input type="checkbox"/> NE



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48	Projekt zmanjšuje izolacijo z boljšim dostopom do prometnih, IKT omrežij in storitev / Projekt smanjuje izolacijo poglobjanjem pristupa transportu, mrežama i uslugama informacijske i komunikacijske tehnologije	<input type="checkbox"/> DA <input type="checkbox"/> NE
49	Projekt spodbuja in izboljšuje skupno varovanje in upravljanje okolja / Projekt potiče i unapređuje zajedničku zaštitu i upravljanje okolišem	<input type="checkbox"/> DA <input type="checkbox"/> NE
50	Število udeležencev v skupnih dejavnostih izobraževanja in usposabljanja / Broj ljudi koji sudjeluju u zajedničkoj edukaciji ili obrazovnim aktivnostima	
	- od tega ženske / - od toga žene	>stevilo</br>>broj<
	Projekt z dvojezičnimi produkti / Projekt s dvojezičnim proizvodima	<input type="checkbox"/> DA <input type="checkbox"/> NE
	Projekt dejavno vključuje ženske in ljudi iz ogroženih skupin / Projekti koji aktivno vključuju žene i skupine u nepovoljnem položaju	<input type="checkbox"/> DA <input type="checkbox"/> NE
	Število bruto ustvarjenih delovnih mest / Bruto stvorena radna mjesta	
	- od tega ženske / - od toga žene	>stevilo</br>>broj<

1. Prednostna naloga: Gospodarski in družbeni razvoj / Prioritet 1: Ekonomski i društveni razvoj	
Kazalnik / Pokazatelj	<i>Odkljukajte ali vpišite doseženo vrednost / Označite kvačicom ili unesite postignutu vrijednost</i>
Število novih čezmejne turistične storitve / Nove prekogranične turističke usluge	
Število novih čezmejnih turističnih destinacij / Nove prekogranične turističke destinacije	
Število novih naravnih in kulturnih virov, ki so vključeni v trajnostno turistično ponudbo / Nova prirodna i kulturna imovina integrirana u održivu turističku ponudu	
Projekt na področju razvoja turizma in podeželja / Projekt na području turizma i ruralnog razvoja	<input type="checkbox"/> DA <input type="checkbox"/> NE
Projekt podpira sodelovanje med MSP in organizacijami za raziskave in razvoj / Projekt podupire suradnju između malih i srednjih poduzeća i organizacija za istraživanje i razvoj	<input type="checkbox"/> DA <input type="checkbox"/> NE
Projekt vpliva na povečanje čezmejne trgovine / Projekt utječe na porast prekogranične trgovine	<input type="checkbox"/> DA <input type="checkbox"/> NE



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Število skupnih kulturnih prireditev, ki jih program podpira /Zajednička kulturna događanja koja podupire program	
Projekt povećuje sodelovanje med civilnimi združenji / Projekt povećava suradnju između udruga civilnog društva	<input type="checkbox"/> DA <input type="checkbox"/> NE
Število bruto ustvarjenih delovnih mest /Bruto stvorena radna mjesta	
- od tega ženske /- od čega žene	>število</>broj<
Projekt za eko-učinkovitost, energetsko učinkovitost, uporabo obnovljivih virov / Projekt za ekološku učinkovitost, energetska učinkovitost, korištenje obnovljivih resursa	<input type="checkbox"/> DA <input type="checkbox"/> NE
Število regionalnih pobud ali čezmejnih partnerstev za skupno upravljanje naravnih virov, zelenih nakupov, eko-učinkovitosti, ekoloških-znamk, trajnostnega prometa, čezmejnega javnega prevoza itd. / Regionalne inicijative ili prekogranična partnerstva za zajedničko upravljanje prirodnim resursima, zelenu nabavu, ekološku učinkovitost, ekološke oznake, održivi transport, prekogranični javni transport itd.	



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2. Prednostna naloga: Trajnostno upravljanje z naravnimi viri / Prioritet 2: Održivo upravljanje prirodnim resursima

<i>Kazalnik / Pokazatelj</i>	<i>Odklukajte ali vpišite doseženo vrednost / Označite kvačicom ili unesite postignutu vrijednost</i>
Število organizacij vključenih v dejavnosti za povečanje ozaveščenosti / Organizacije uključene u aktivnosti podizanja svijesti	
Število skupnih načrtov / Zajednički planovi	
Skupno upravljanje z vodnimi viri / Zajedničko upravljanje vodenim resursima	
Število saniranih odlagališč odpadkov / Sanirana odlagališta otpada	
Število enot revitaliziranih naravnih/kulturnih virov / Revitalizirane jedinice prirodnih/kulturnih resursa	
Projekt povečuje sodelovanje med lokalnimi in regionalnimi akterji s svojimi čezmejnimi partnerji na področju skupnega prostorskega načrtovanja / Projekt povečava suradnju između lokalnih i regionalnih aktera i njihovih prekograničnih partnera u zajedničkom prostornom planiranju	<input type="checkbox"/> DA <input type="checkbox"/> NE
Projekt na področju varstva okolja / Projekt na području zaštite okoliša	<input type="checkbox"/> DA <input type="checkbox"/> NE
Projekt ohranja in oživlja naravne/kulturne vire / Projekt čuva i revitalizira prirodne/kulturne resurse	<input type="checkbox"/> DA <input type="checkbox"/> NE
Število bruto ustvarjenih delovnih mest / Bruto stvorena radna mjesta	
- od tega ženske / - od toga žene	>stevilo</>broj<

V primeru razlik med načrtovanimi in uresničenimi kazalniki na programski ravni in ravni prednostnih nalog, h katerim vaš projekt prispeva, prosim navedite kje in zakaj je prišlo do njih. / Ako postope neka odstupanja između planiranih i postignutih pokazatelja na razini programa i na razini prioriteta, a kojima pridonosi vaš projekt, molimo navedite koji je to pokazatelj i zašto.



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Horizontalne politike EU in horizontalne teme – Projekt je prispeval k / Horizontalne EU politike i horizontalne teme – projekt je doprinjeo:

a) enake možnosti / jednake mogućnosti	<input type="checkbox"/> DA <input type="checkbox"/> NE <input type="checkbox"/> DELNO / DJELOMIČNO
b) okolje / okoliš	<input type="checkbox"/> DA <input type="checkbox"/> NE <input type="checkbox"/> DELNO / DJELOMIČNO
c) trajnostni razvoj / održivi razoj	<input type="checkbox"/> DA <input type="checkbox"/> NE <input type="checkbox"/> DELNO / DJELOMIČNO
d) informacijska družba / informacijsko društvo	<input type="checkbox"/> DA <input type="checkbox"/> NE <input type="checkbox"/> DELNO / DJELOMIČNO
e) razvoj človeških virov / razvoj ljudskih resursa	<input type="checkbox"/> DA <input type="checkbox"/> NE <input type="checkbox"/> DELNO / DJELOMIČNO

3.2 Enake možnosti (opишite, kako projekt vpliva na enake možnosti) / Jednake mogućnosti (opишите kako projekt utječe na jednake mogućnosti)

3.2.1 Aktivno uključevanje žensk in prikrajšanih skupin ljudi (opишite, kako projekt vpliva na uključevanje žensk in prikrajšanih skupin ljudi) / Aktivno uključivanje žena i skupina u nepovoljnem položaju (opишite kako projekt utječe na uključivanje žena i skupina u nepovoljnem položaju)

3.3 Okolje (opишite, kako projekt vpliva na okolje) / Okoliš (opишите kako projekt utječe na okoliš)

3.4 Trajnostni razvoj (opишite, kako projekt vpliva na trajnostni razvoj) / Održivi razvoj (opишите kako projekt utječe na održivi okoliš)

3.5 Informacijska družba (opишite, kako projekt vpliva na informacijsko družbo) / Informacijsko društvo (opишite kako projekt utječe na informacijsko društvo)



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3.6 Razvoj človeških virov (opишite, kako projekt vpliva na razvoj človeških virov) / Razvoj ljudskih resursa (opишite kako projekt utječe na razvoj ljudskih resursa)

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IV. Izjava o prihodkih²¹/prejemkih projekta (na ravni PP in VP) / Izjava o prihodima¹/primicima projekta (na razini PP i VP)

PODATKI O OPERACIJI IN VODILNEM PARTNERJU / PODACI O OPERACIJI I VODEĆEM PARTNERU

Vodilni partner / Vodeći partner:	
Naslov vodilnega partnerja / Adresa vodećeg partnera:	
Davčna številka / Porezni broj:	
Matična številka / Matični broj:	
Ime operacije / Ime operacije:	
Akronim operacije / Akronim operacije:	
ISARR številka / ISARR broj:	
Številka pogodbe o sofinanciranju / Broj ugovora o sufinanciranja:	

Izjava o prihodkih¹/prejemkih projekta / Izjava o prihodima¹/primicima projekta

S podpisom te izjave potrjujem, da so vse navedbe v tej izjavi resnične in odražajo dejansko stanje na zadevnem področju. / Potpisivanjem ove izjave potvrđujem da su svi navodi u ovoj izjavi istiniti i da odražavaju stvarno stanje na odnosnom području.

Izjavljam, da / Ovim izjavljujem:

Prihodki¹/prejemki SO / NISO BILI ustvarjeni iz projekta (v sledeči tabeli navedite celotni znesek prihodkov/prejemkov za vsakega PP/VP posebej; v primeru, da prihodkov/prejemkov ni bilo, navedite 0). / **Prihodi¹/primici OSTVARENI SU/NISU OSTVARENI iz projekta** (navedite akumulirani iznos ostvarenih prihoda/primitaka u sljedećoj tabeli, posebno za svakog projektnog

²¹ Prihodki se nanašajo le na projekte, odobrene v okviru 1. javnega razpisa / Prihodi su primjenjivi jedino na projekte odobrene u okviru 1. poziva na dostavu prijedloga projekata



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partnera/vodećeg partnera; u slučaju da prihodi/primici nisu ostvareni upišite 0).

Leto/Godina VP/PP	2009	2010	2011	2012	2013	2014	2015
1.							
2.							
3.							
4.							
5.							
6.							
SKUPAJ / UKUPNO							

Organizacija vodilnega partnerja / Organizacija vodećeg partnera:

Ime in priimek odgovorne osebe / Ime i prezime odgovorne osobe:

Funkcija odgovorne osebe / Funkcija odgovorne osobe:

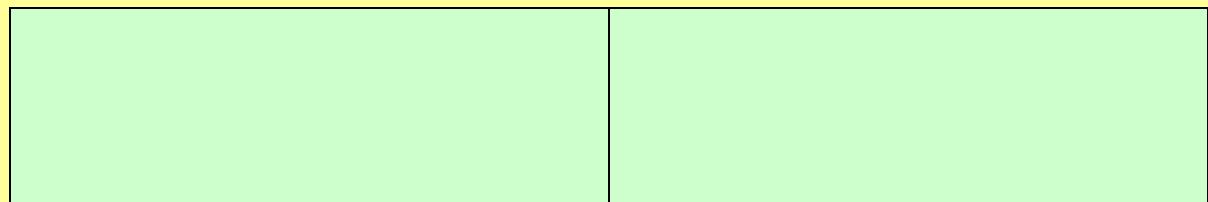
Kraj in datum podpisa / Mjesto i datum potpisivanja:

Podpis odgovorne osebe /

Žig organizacije (v kolikor obstaja) /

Potpis odgovorne osobe

Pečat organizacije (ako postoji)



Opomba / Opomena:

Vodilni partner mora poročati STS/OU o vseh prihodkih¹, ki prvotno niso bili načrtovani in še niso bili odšteti ter bodo morebiti nastali v roku petih let po zaključku projekta (vodilni partnerji poroča o tem ob ustvarjenem prihodku za vse projektne partnerje). / Vodeći partner mora izvijestiti ZTT/UT o prihodima¹ koji nisu bili izvorno planirani i nisu već oduzeti a koji bi mogli biti ostvareni unutar 5 godina nakon završetka projekta (Vodeći partner izvještava kad su prihodi generirani za sve projekte partnera).



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V. Izjava vodilnega partnerja o lastništvu neposrednih učinkov in rezultatov / Izjava vodećeg partnera o vlasništvu nad neposrednim učincima i rezultatima

Izjava vodilnega partnerja o lastništvu neposrednih učinkov in rezultatov (npr. investicije v infrastrukturo, opremo, študije, itd.) / Izjava vodećeg partnera o vlasništvu nad neposrednim učincima i rezultatima (npr. investicije u infrastrukturu, opremu, studije itd.)

S podpisom te izjave potrjujem, da so vse navedbe v tej izjavi resnične in odražajo dejansko stanje na zadevnem področju. / Potpisivanjem ove izjave potvrđujem da su svi navodi u ovoj izjavi istiniti i da odražavaju stvarno stanje na odnosnom području.

Izjavljam, da / Ovim izjavljujem da:

je v partnerstvu obstajal Sporazum o partnerstvu, ki v svojih členih navaja, da se po zaključku projekta lastništvo nepremičnin in opreme. Za operacije, sofinancirane v okviru 1. javnega razpisa, se te nepremičnine in oprema ne sme spremenjati, prodajati ali uporabljati v druge namene še pet let po zaključku projekta, kot je to navedeno v Priročniku za izvajanje projektov. / je partnerstvo potpisalo Sporazum o partnerstvu koji u svojim člancima navodi vlasništvo nad nekretninama i opremom. Za operacije koje su sufinancirane u okviru 1. poziva na dostavu prijedloga projekata te nekretnine i oprema ne mogu se mijenjati, prodavati ili koristiti za druge namjene pet godina nakon zatvaranja projekta, kao što je navedeno u Priručniku za provedbu projekata.

Nepremičnine, oprema / Nekretnina, oprema	Lastnik (VP/PP) / Vlasnik (VP/PP)	Mesto hrambe / Mjesto pohrane
1.		
2.		
3.		
4.		
5.		
6.		

Organizacija vodilnega partnerja / Organizacija vodećeg partnera:

Ime in priimek odgovorne osebe / Ime i prezime odgovorne osobe:

Funkcija odgovorne osebe / Funkcija odgovorne osobe:

Kraj in datum podpisa / Mjesto i datum potpisivanja:

Podpis odgovorne osebe /
Potpis odgovorne osobe

Žig organizacije (v kolikor obstaja) /
Pečat organizacije (ako postoji)



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VI. Arhiviranje

V skladu s poglavjem 4 Revizijska sled in vodenje evidenc Navodil za poročanje za upravičence mora vodilni partner zagotoviti ustrezno revizijsko sled. V primeru, da vodilni partner ne hrani in arhivira vse (podporne) dokumentacije, mora imeti natančne podatke o tem, kje so dokumenti posameznega partnerja v operaciji arhivirani. Prosimo, navedite, ali vse dokumente, povezane z operacijo, hrani in arhivira vodilni partner. Če ne, potem pojasnite, kje so dokumenti shranjeni in arhivirani. / U skladu s poglavljem 4. Revizijski trag i pohrana dokumenata Smjernica za izvještavanje za korisnike, vodeći partner mora osigurati odgovarajući revizijski trag. U slučaju da vodeći partner ne pohranjuje i ne arhivira svu (popratnu) dokumentaciju partnera on mora imati informaciju o tome na kojoj je točno lokaciji arhivirana dokumentacija vezana za određenog partnera u operaciji. Molimo, navedite informacije o tome je li sve dokumente vezane uz operaciju pohranio i arhivirao vodeći partner. Ako ne, objasnite gdje su ti dokumenti pohranjeni i arhivirani.



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