

Managing Authority for Interreg V-A Romania-Hungary Programme

**INSTRUCTION No. 11/28.09.2021  
TO BENEFICIARIES  
of the Interreg V-A Romania-Hungary Programme**

**regarding (1) financial reporting (exceeding EUR 100,000)  
and (2) technical progress reporting**

Acknowledging the need for extended flexibility towards a better assistance to beneficiaries, and in order to ensure a greater efficiency of Programme implementation, having regard to the provisions of the subsidy and national co-financing contracts referring to rights and duties of the parties, the **Managing Authority** issues the following:

**INSTRUCTION TO BENEFICIARIES**

**Article 1.** The **financial progress**, at partner and project level, must be reported as regulated by the Subsidy Contract, the Project Implementation Manual and/or applicable MA Instructions, taking into consideration the regular reporting periods set according to the eMS application form.

However, as provided by the Project Implementation Manual, the Lead Beneficiaries are allowed to submit Intermediary Financial Reports, at any given time, with the condition that the expenditure claimed for reimbursement is not lower than EUR 10,000 ERDF.

In addition, **the Managing Authority hereby regulates that the Lead Beneficiaries (LBs) shall submit Intermediary Financial Project Reports, whenever the validated amount at project level is at least EUR 100,000. These reports should be submitted to the Joint Secretariat as soon as the First Level Control certificate(s) is/are issued.**

**Article 2.** The **technical progress** of the projects shall be reported to the Programme, according to provisions of the Project Implementation Manual, as follows:

A detailed Technical Project Report, containing information regarding all project activities performed by the Project beneficiaries in the relevant reporting period, shall be submitted to the Programme **every 6 months**.

The Technical Project Report shall cover a reporting period of 6 months starting from the first day following the last period included in a technical project report, regardless of the regular reporting periods set within the eMS application form.

The Technical Project Report shall be submitted within 15 calendar days following the end date of the 6 months reporting period and shall contain information and supporting documents concerning all project activities, deliverables, results and indicators achieved in the reporting period, as well as detailed information regarding the problems faced and

solutions found. NO expenses/ FLC certificates shall be included in the Technical Project Report.

**Article 3.** If project beneficiaries reported expenses related to equipment and/or construction works *in amount of EUR 20,000 or greater*, the approval of the Technical Project Report shall be conditioned by a monitoring visit performed by JS in this respect. The monitoring visit shall address the Lead Beneficiary and all relevant Project Beneficiaries that reported such expenses in the relevant 6 months period.

**Article 4.** Approval of the last Project Report, concerning the technical progress and the last FLC certificates issued, will be conditioned by the acceptance of the **Final Project Report**.

The Final Project Report will contain information regarding the whole implementation period of the project; the Lead Beneficiaries shall, therefore, submit the Final Project Reports **as soon as possible, but not later than 3 months after the end of the project's implementation period**. Failure to comply with the stipulated deadlines, without solid justification, shall be followed by a mandatory special monitoring visit performed by the Programme structures, in which a new deadline for submitting the Final Project Report may be set.

**Article 5.** The present Instruction applies to all projects, and does not require any modification of the Application Form.

The present Instruction shall enter into force on the day it is published and it will be communicated:

- to all Beneficiaries, by the Joint Secretariat (JS), via email;
- via publication on the Programme's website, by the Joint Secretariat (JS).

**Article 6.** Procurement documents must be uploaded in the Project Procurement Section of the eMS before submission of the partner report in case all of the below listed conditions are met:

- if the value of the procurement is at least 400 000 €,
- if the procurement procedure as been finalized and the goods/services have been delivered,
- if the expenditure is to be included in a partner report between Sept-Dec 2021

Please note that

- the procurement documents submitted separately from the partner report will be checked by the FLC only if the request for procurement check is submitted by the project partner to the FLC. The request must include: the reference to eMS code, procurement contract's object, value of the procurement, provider/executor and the date the documentation was uploaded in eMS;
- the Partner report must be submitted in due time even if procurement documents check is not finalized by the FLC Body.

**Dan BĂLĂNESCU**

**Head of the Managing Authority**