



PL-BY-UA
2007-2013

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the European Union



ENPI CBC PROGRAMME POLAND-BELARUS-UKRAINE 2007-2013

WORKSHOPS ON REPORTING AND PROMOTION REQUIREMENTS

Introduction and overview on reporting

BIAŁYSTOK 27-28 SEPTEMBER 2011



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Reporting:

Obligation from the Contract:

Article 2 of the General Conditions to the Grant Contract and Articles 4.1, 4.2, 7.1.2 of the Special Condition to the Grant Contract.

Purpose - Provide to the JMA/JTS in given format information about:

- what has been achieved during the reporting period,
- progress in the Action,
- achieved results and outputs,
- faced difficulties,
- spent resources,
- promotion.



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Reporting:

Scope: Reporting shall cover the action as a whole, regardless of which part of it is financed by the JMA

Annexes:

- Request for payment
- Expenditure verification

NB: The Beneficiary alone is responsible for reporting, the corerrectness of the information provided.



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Number and types of reports:

- **Number of reports** to be submitted depends on the payment option selected for action and the Action's implementation period,
- **Each Payment Request** (except 1st advance) shall be accompanied by financial and narrative report (interim or final),
- **Narrative reports** to be submitted on 4-month basis and shall consist only narrative,
- **Interim, final** report to be submitted with request for payment.
(financial and narrative points)



Payments:

Option 1

Applicable for non-infrastructure actions with an implementation period not exceeding 12 months and where the financing provided by the JMA does not exceed EUR 300 000.

pre-financing of 80% of the grant. Paid within 45 days, as from the date of reception by the JMA of signed contract accompanied by approved request for payment and the financial guarantee if needed, the JMA approval of the auditor(s).

the balance after JMA approving the final report accompanied by request for payment of the balance and expenditure verification report



Payments:

Example:

	Amount	%
ENPI contribution from Application form	€ 100 000,00	90
Total Partners' financial contribution	€ 10 000,00	10
TOTAL CONTRIBUTIONS	€ 110 000,00	100
Advance payment (80% of the grant)	€ 80 000,00	
Balance payment	€ 20 000,00	



Payments:

Option 2

Applicable for non-infrastructure actions where the financing provided by the JMA exceed EUR 300 000 and all infrastructure actions.

2a

- ✓ **an initial pre-financing** of 30% of the grant. Paid within 45 days, accompanied by approved request for payment and the financial guarantee if needed, the JMA approval of the auditor (s).



Payments:

2a

- ✓ **a second pre-financing** of 40% of the grant.
- Paid within 45 days of the JMA approving an interim report accompanied by approved request for payment, an expenditure verification report and the financial guarantee if needed, tender documentation (if applicable).
- Can be paid only when the part of the expenditure actually incurred stands at 70% at least of the previous payment
- ✓ **the balance** within 45 days of the JMA approving the final report accompanied by request for payment of the balance and expenditure verification report and (if applicable) tender documentation.



Payments:

Example:

	Amount	%
ENPI contribution from Application form	€ 360 000,00	90
Total Partners' financial contribution	€ 40 000,00	10
TOTAL CONTRIBUTIONS	€ 400 000,00	100
First advance payment	€ 108 000,00	30
Expenditure at least 70% of first advance payment	€ 75 600,00	
Second advance payment	€ 144 000,00	40
Balance payment	€ 108 000,00	30



Payments:

Option 2 cd.

Applicable for non-infrastructure actions where the financing provided by the JMA exceed EUR 300 000 and all infrastructure actions.

2b

- ✓ **an initial pre-financing** of 30% of the grant. Paid within 45 days, accompanied by approved request for payment and the financial guarantee if needed, the JMA approval of the auditor (s).



Payments:

2b

- ✓ **a second pre-financing** of 30% of the grant.
- Paid within 45 days of the JMA approving an interim report accompanied by approved request for payment, an expenditure verification report and the financial guarantee if needed, tender documentation (if applicable).
- Can be paid only when the part of the expenditure actually incurred stands at 70% at least of the previous payment
- ✓ **the balance** within 45 days of the JMA approving the final report accompanied by request for payment of the balance and expenditure verification report and (if applicable) tender documentation.



Payments:

2b cd.

- ✓ **a third pre-financing** of 30% of the grant.
- Paid within 45 days of the JMA approving an interim report accompanied by approved request for payment, an expenditure verification report and the financial guarantee if needed, tender documentation (if applicable).
- Can be paid only when the part of the expenditure actually incurred stands 100% of the first payment and 70% of the second payment.
- ✓ **the balance** within 45 days of the JMA approving the final report accompanied by request for payment of the balance and expenditure verification report and (if applicable) tender documentation.



Payments:

Example:

	Amount	%
ENPI contribution from Application form	€ 360 000,00	90
Total Partners' financial contribution	€ 40 000,00	10
TOTAL CONTRIBUTIONS	€ 400 000,00	100
First advance payment	€ 108 000,00	30
Expenditure at least 70% of first advance payment	€ 75 600,00	
Second advance payment	€ 108 000,00	30
Expenditure 100% of first advance payment and at least 70% of second payment	€ 183 600,00	
Third advance payment	€ 108 000,00	30
Balance payment	€ 36 000,00	



Payments:

Option 3

Can be applied to all actions.

- The grant shall be paid to the Beneficiary by JMA **in one payment** within 45 days of the JMA approving an final report accompanied by request for payment, an expenditure verification report and the financial guarantee if needed, tender documentation (if applicable).



Request for payment:

ANNEX V
Request for payment for grant Contract
European Community external actions

<Date of the request for payment>

For the attention of
<address of the Contracting Authority>
<Financial unit/section indicated in the Contract>¹

Reference number of the grant Contract:
Title of the grant Contract: Name and address of the Beneficiary:
Request for payment number: Period covered by the request for payment:

Dear Sir/Madam,

I hereby request <[a further] pre-financing payment/payment of the balance> under the Contract mentioned above.

The amount requested is <as indicated in Article 4(2) of the Special Conditions of the Contract/the following>:

- Please find attached the following supporting documents:
- <- expenditure verification report (if required by Article 15.6 of the General Conditions of the Contract)
 - financial guarantee (if required by Article 15.7 of the General Conditions of the Contract)
 - technical and financial interim report (for further pre-financing payments)
 - final implementation report (for payment of the balance). >

The amount covered by the expenditure verification report and claimed for deduction from the sum total of pre-financing under the contract is the following: ...

The payment should be made to the following bank account: <give the account number shown on the financial identification form annexed to the Contract>

I hereby certify that the information contained in this request for payment is complete, faithful and reliable, that the costs incurred can be considered eligible in accordance with the Contract and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

< signature >

¹ If the Contracting Authority is a service of the European Commission, please do not forget to send a copy of this letter to the management unit and if appropriate to the Commission delegation mentioned in Article 5(1) of the Special Conditions of the Contract.

Form of request of payment –
Annex V to the Grant
Contract.

Filled by Lead Partner and
send to JMA via JTS to
recieve advance payment.

Do not remove any thing !

Data should be exactly the
same as in Special Condition
and Financial Identification



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Reporting step by step:

- **Action** duration 24 months.
- **Grant** Contract signed on June 25th 2011.
- **Project** activities starts on June 26th 2011.
- **Project** ends on June 25th 2013
- **Partners** – PL-BY-UA.
- No of project: IPBU.01.01.00-06-307/10



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Reporting step by step:

Brief Narrative reports:

No of report	Reporting period	Submission deadline
IPBU.01.01.00-06-307/10-01/R	25.05.2011 - 24.09.2011	15 October 2011
IPBU.01.01.00-06-307/10-02/R	25.09.2011- 24.01.2012	14 February 2012
IPBU.01.01.00-06-307/10-03/R	25.01.2012 – 24.05.2012	14 June 2012
IPBU.01.01.00-06-307/10-04/R	25.05.2011 – 24.09.2012	15 October 2012
IPBU.01.01.00-06-307/10-05/R	25.09.2011 – 24.01.2013	14 February 2013
IPBU.01.01.00-06-307/10-06/R	25.01.2013 – 24.05.2013	14 June 2013



Reporting step by step:

Interim and final reports:

Option 2a

No of report	Report	Submission deadline
IPBU.01.01.00-06-307/10-.....	Interim	After spending 70% of first advance payment
IPBU.01.01.00-06-307/10-.....	Final	23 August 2013



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Reporting step by step:

Option 2b

Interim and final reports

No of report	Reports	Submission deadline
IPBU.01.01.00-06-307/10-.....	Interim	After spending 70% of the first advanced payment
IPBU.01.01.00-06-307/10-.....	Interim	After spending 100% of the first advanced payment and 70% of second payment
IPBU.01.01.00-06-307/10-.....	Final	23 August 2013



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Reporting step by step:

If there is an overlapping between the dates when the 4-months brief narrative report and the interim report or the final report, are due, **only the interim or the final report shall be drawn up** and submitted to the JTS.

Example:

Narrative	Interim (Final)	Submission
IPBU.01.01.00-06-307/10-02/R 14 February 2012	70% of the first advanced payment spend and interim report will be ready on February 1st 2012	Interim (Final) report should be submitted for the period of narrative reports – end on February 14th 2012
IPBU.01.01.00-06-307/10-02/R 14 February 2012	70% of the first advanced payment spend and interim report will be ready on February 20th 2012	Narrative report should be submitted in time and Interim (Final).



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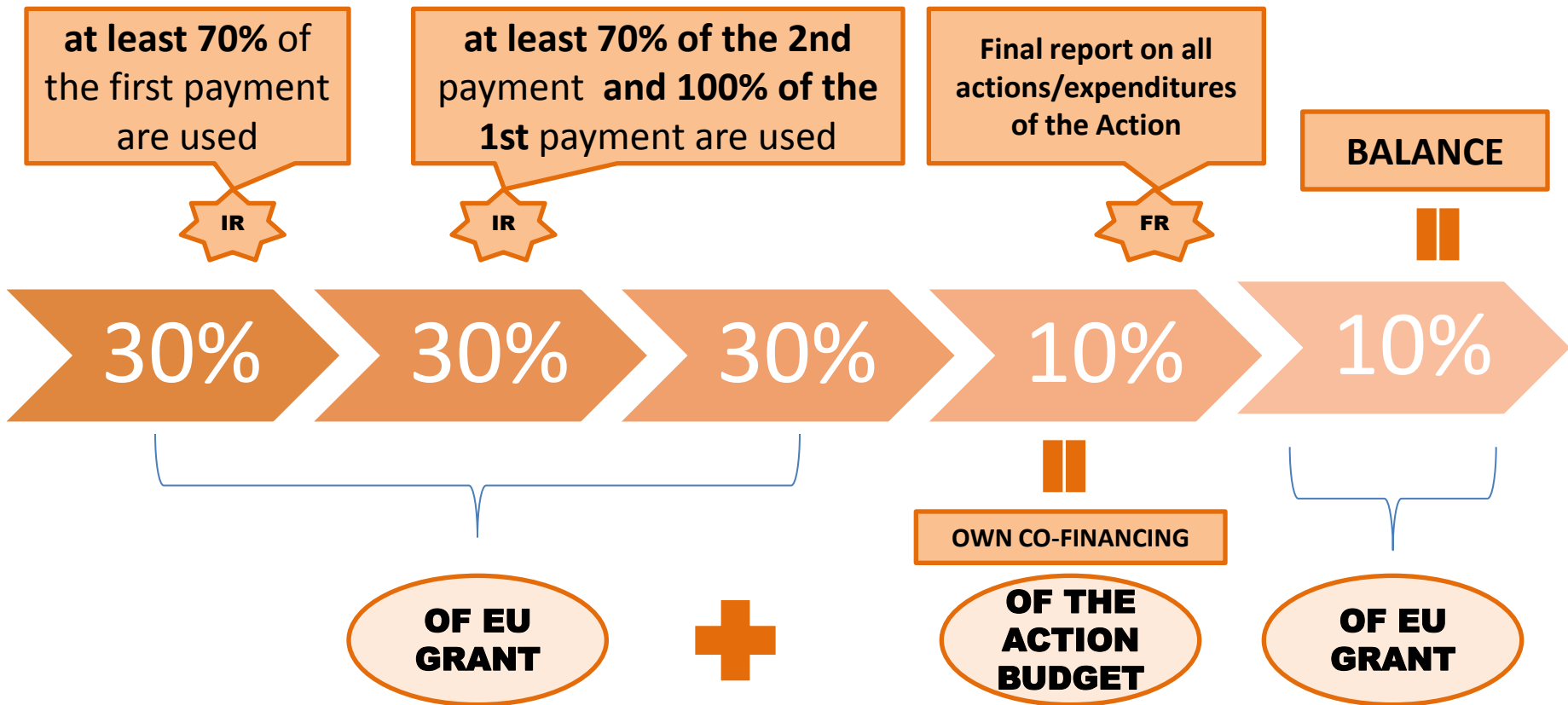
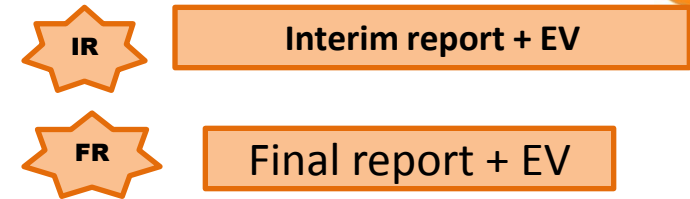


Expenditure verification report should be attached to (according to the point 15.6 of General Conditions):

The approved auditor examines whether the costs declared by the Beneficiary are **real, accurately recorded** and **eligible** in accordance with the Contract, as well as the revenue of the Action and **issues an expenditure verification report** conforming to the **model in Annex VII**



Timing of project reporting:





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THANK YOU!

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