



## Corrigendum Reporting Guidelines for Beneficiaries

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

### 1. INTRODUCTION

- The second paragraph has changed as follows:  
»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.«
- First sentence of the third paragraph has changed as follows: »The responsibility for the preparation of the Lead Beneficiary Progress/Final Report on Operation lies with the lead beneficiary.«
- First and second sentence of the fourth paragraph have been changed as follows: »The Partner Progress/Final Report shall be written in national language. The Lead Beneficiary Progress/Final Report shall be written in Slovene and Croatian.«
- First sentence of the last paragraph has changed as follows: »The Partner and the Lead Beneficiary Progress/Final Reports must be prepared in ISARR.«

#### 1.1 THE SUBMISSION OF THE PARTNER PROGRESS REPORT

- Under »WHERE« the address of the submission of the Project Partner Progress Report to the designated national controller for Slovenian partners has changed:

**Government Office for Local Self-Government  
and Regional Policy  
Sector for control – ETC and IPA Programmes  
Dunajska cesta 58  
1000 Ljubljana**

- Under »WHEN«, in the first paragraph, second sentence has been added: »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.«
- Under »WHAT«, in the first paragraph, sixth line has been added: »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-financing<sup>1</sup>.«
- Footnote number three has been inserted: »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.«

## 1.2 THE SUBMISSION OF THE PARTNER FINAL REPORT

- New subchapter has been added: »**1.2 THE SUBMISSION OF THE PARTNER FINAL REPORT**«

## 1.3 THE SUBMISSION OF LEAD BENEFICIARY PROGRESS REPORT

- The number of the subchapter has changed: »**1.3 THE SUBMISSION OF LEAD BENEFICIARY PROGRESS REPORT**«
- Under »WHERE« the address of the submission of the Lead Beneficiary Progress Report to the Joint Technical Secretariat (JTS) has changed:

***Government Office for Local Self-Government  
and Regional Policy  
Sector for the management of cross-border programmes  
Dunajska cesta 58  
1000 Ljubljana***

- Under »WHAT« the sixth line has been changed as follows:
  - 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-financing<sup>2</sup>.«
- Footnote number seven has been inserted: »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.«

## 1.4 THE SUBMISSION OF LEAD BENEFICIARY FINAL REPORT

- The subchapter »**1.4 THE SUBMISSION OF LEAD BENEFICIARY FINAL REPORT**« has been added.
- Footnote number eight has been inserted: »SPIS number is stated in the Subsidy Contract.«

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<sup>1</sup> 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.

<sup>2</sup> 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.





## 2. REPORTING PROCESS

- The first paragraph has been changed as follows: »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.«

### 2.1 PARTNER PROGRESS/FINAL REPORT

- The title of the subchapter has changed: **»2.1 PARTNER PROGRESS/FINAL REPORT«**
- The first paragraph has changed as follows: »Each project partner involved in a certain operation has to submit its part of the progress report/final report to the designated national controller.«
- The fifth and sixth line of the sixth paragraph has been changed as follows:
  - »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-financing<sup>3</sup>.
  - 6. Copy of bank statements by the partners on the received IPA co-financing for the previous period.«
- Footnote number nine has been inserted: »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.«

### 2.2 LEAD BENEFICIARY PROGRESS/FINAL REPORT

- The title has changed: **»2.2 LEAD BENEFICIARY PROGRESS/FINAL REPORT«**
- The first paragraph has been changed as follows: »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 second paragraph has changed as follows: »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 funds). The documentation has to be submitted to the JTS for further procedure.«

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<sup>3</sup> 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 the third paragraph line A has changed as follows:  
»Performing a **formal check of the completeness of documentation received** (Partner Progress/Final Report) by all project partners;«
- The last paragraph has been changed as follows: »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 funds to be transferred further to all project partners. Based on that information, the lead beneficiary transfers the IPA funds to all project partners within 8 working days after the receipt of the IPA funds from the Certifying Authority.«

### 3. PREPARATION OF PROGRESS/FINAL REPORT

- The title has been changed as follows: »**3. PREPARATION OF PROGRESS/FINAL REPORT**«

#### 3.1 PREPARATION OF PARTNER PROGRESS REPORT

##### V. Statement on VAT status

- First sentence has been added as follows: »In line with the Practical Implementation Manual VAT is not eligible if recovered by a project partner.«

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

- New subchapter has been added with the title »**VIII. If applicable, copy of Bank statement on received national/regional/local/other public co-financing amounts**«
- Footnote number eleven has been inserted: »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.«

#### 3.2 PREPARATION OF PARTNER FINAL REPORT

- New subchapter has been added as follows: »**3.2 PREPARATION OF PARTNER FINAL REPORT**«

#### 3.3 PREPARATION OF LEAD BENEFICIARY PROGRESS REPORT

- The title has been changed as follows: »**3.3 PREPARATION OF LEAD BENEFICIARY PROGRESS REPORT**«





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

- The title has been changed: **»VII. If applicable, copy of bank statements on received national/regional/local/other public co-financing amounts (from all project partners)«**
- The chapter has been changed as follows: **»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-financing<sup>4</sup> (the proof is related to the current reporting period).«**
- Footnote number fourteen has been inserted: **»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.«**

## 3.4 PREPARATION OF LEAD BENEFICIARY FINAL REPORT

- The new subchapter has been added: **»3.4 PREPARATION OF LEAD BENEFICIARY FINAL REPORT«**
- Footnote number fifteen has been inserted: **»Only in case of operations, co-financed within the 1st Call for Proposals.«**

## 4. AUDIT TRAIL AND FILE-KEEPING

- The fifth line of the fourth paragraph has been changed to:  
**»Documentation received by all project partners (Partner Progress/Final Reports);  
Lead Beneficiary Progress/Final Reports;«**

## 5. ENCLOSURES

- The title of the second subchapter has been changed to: **»5.2 FORMS FOR LEAD BENEFICIARY PROGRESS/FINAL REPORT«** and at the end of the subchapter new line was inserted: **“Annex to the Lead Beneficiary Final Report”**.
- Footnote seventeen has been changed: **»Checklists and other forms are open-type forms, which means that additional questions or text can be added.«**

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<sup>4</sup> 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.

