

**1. Will be a record from the meeting available?**

Answer: Yes, the meeting was recorded. The record from the meeting will be available to Beneficiaries and will be published on the programme and Branch office's websites .

**2. Will be a Manual/Guideline for working with the Interreg + system prepared for the beneficiaries?**

Answer: Yes, the Guideline is in the final stage of correction and will be distributed to Beneficiaries via email.

**3. Where do I get my login name and password?**

Answer: The name and password will be generated for each Beneficiary from the program level. Beneficiaries will be notified via email.

**4. When do you plan to launch Interreg+ System?**

Answer: The system is scheduled to be launched in the upcoming weeks.

**5. When is the deadline for submission the Beneficiary report, based on the postponement of Interreg+ system?**

Answer: It is additional 3 months to the original 3 months during which the expenditure verification must be finalised. Altogether 6 months, but the national control as well as the JTS will be flexible and will not exclude the report if the submission will happen later as the list of projects will be established according to which the projects will be in a queue for submission of the report. The first who signed the grant contract might be the first to report.

**6. Will the information about the projects in the Interreg + system be seen by the beneficiaries after registration, or the Beneficiaries will have to fulfil the data in Interreg+ system?**

Answer: Information about projects that formed a part of the Application form and budget have been already recorded into the system. All information and outputs regarding to the reporting of expenditures have to be uploaded into the Interreg+ system by each Beneficiary, individually

**7. What is the maximum file size to upload to the system**

Answer: There is no maximum size as the Interreg + server has capacity of several terrabites.

**8. Will be necessary to upload public procurement documentation for investment activities into the Interreg+ system, which has already been completed and checked by First level control in national level?**

Answer: No.

**9. What if I have for one Budget Item several invoices (more services procured separately) belonging to the same budget line? Will the system allow me to enter this?**

Answer: Yes. Each Beneficiary is able to upload invoices and assign them to the same budget line, which you are selecting from the list of all budget lines which pop up.

**10. The salaries of individual employees must be entered for each employee for each month separately or as the sum of the salaries of employees working on the project in a given month.**

Answer: Beneficiary can submit the salaries for whole reporting period per position (within the reporting one position will be marked 1.1 project manager, 1.2 financial manager ect.

**11. Contact for helpdesk:**

Answer: [iplussupport@szpi.hu](mailto:iplussupport@szpi.hu)

**12. What if the beneficiary within the reporting period spends only 30 percent of planned spending during the first reporting period?**

Answer: The text of the GC modification:

“After the first 12 month reporting period second instalment and third instalment in case of projects with infrastructure component or works requiring building permission, pre-financing may be given without reduction as laid down in Article 7.2 (Grant Contract) if the part of the expenditure actually incurred which is financed by the Managing Authority (by applying the percentage set out in Article 3.2 of the Grant Contract) stands at 50% of the previous payment as supported by the corresponding interim report and by an expenditure and revenue verification report.

Where the consumption of the first pre-financing and of the second instalment in case of projects with infrastructure component or works requiring building permission is less than 50%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the 50% of the previous pre-financing payment.”

If the spending was 30% of the pre-financing, 20% of the next payment will be deducted

**13. During the Lead beneficiary webinar it was said, that the 50% disbursement of the first installment concerns the project level budget, not the partner level budget.**

Answer: Yes, but it was changed. Now the logic is, that every partner has to spend min. 50% of the first installment in order to get the full next installment.

**14. Will be the report be sent to the national control only electronically or also by post?**

Answer: Beneficiary is submitting the report via Interreg+ system only in Electronical form. On the other hand Each Beneficiary shall keep all records, accounting and supporting documents related to this Contract for five years following the payment of the balance of the program, in accordance with Article 70 of the ENI CBC IR, and in any case until any on-going audit , verification, appeal, litigation or pursuit of claim has been disposed of. The Managing Authority shall inform the Lead Beneficiary when the payment of the balance of the Program is made by the European Commission.

They shall be easily accessible and filed so as to facilitate their examination and the Lead Beneficiary shall inform the Managing Authority of their precise location in the final report. The Lead Beneficiary shall inform of any change of location without delay.

**15. The Beneficiary report shall be submitted for 12 month reporting period or for actual implementation period of project (in our case 14 months)**

Answer: The report shall be submitted for reporting period; according to the grant contract the reporting period is every 12 months.

**16. Each Beneficiary shall submit the report within 15 days after the end of reporting period. The deadline set is 15 calendar days or working days?**

Answer: If there are deadlines at the national level and it is not stated that these are working days, they are still calendar days.

**17. Can documents be signed electronically so we don't have to print and scan them?**

Answer: No. Given that the Beneficiary is obliged to keep the entire documentation in physical form, it would be good if all documents will be signed. Please see the Article 11.7 of Grant Contract.

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**18. Will the lead Beneficiary have the same Interreg + login details as other Beneficiaries within the project partnership?**

Answer: NO. The System will generate the log in for each Beneficiary separately. The log in details will be sent via email to Beneficiaries.

**19. Within the 12 months period the SK Beneficiary did not incur any expenses due to the long duration of the public procurement procedures. This means that the Beneficiary has to submit only narrative part of report to the first level control at national level?**

Answer: Within the reporting period (after 12 months of project implementation) the Beneficiary is obliged to submit the report to the first level control. Each Beneficiary has to provide the documentation regarding to the all expenses that incurred within the reporting period (not only investment). Expenses depends on the structure of the project and its activities, the most recent one are: preparation costs, cost related to the project management and financial management, cost for public procurement expert ect., cost for external expertise and services etc.)

**20. Narratives and financial report are submitted to first level control together with other documentation?**

Answer: Narrative and financial report are automatically generated from Interreg + system after the Beneficiary fulfils all the gaps in given module and all documents are uploaded according to the requirements of the Programme.

**21. Please can you clarify: How the system of expenditure verification within the partnership will look like?**

Answer: Every beneficiary submits the Beneficiary Report for expenditure and revenue verification to the national controllers/ audit (UA) through the INTERREG+ system. Beneficiary Report is prepared by each Beneficiary separately. The National Controllers / Auditors, will verify and control expenditures and they will prepare the expenditure and revenue verification reports to each Beneficiary.

After that the Lead Beneficiary will be able to submit the project report. Project Report (including the expenditure and revenue verification reports of all Beneficiaries) are prepared and submitted by the Lead Beneficiary to the JTS through the INTERREG + system. To the Project Report, all beneficiaries provide input and they consolidated version done prepared by the Lead Beneficiary

**22. What kind of verification report will we receive?**

Answer: The Interreg + system will automatically generate the Expenditure verification report (you can download the word version of the Expenditure verification report, it is listed as Annex II. of Annex V. of the Project Implementation Manual updated in October 2020) under following link: <https://huskroua-cbc.eu/documents/project-implementation-documents>

**23. What language should be used for work timesheet? If filled in Slovak/English last year, does it have to be changed retroactively?**

Answer: You will be filling the Slovak timesheet template provided by the Slovak national control.

**24. After last year training we were provided with different format of work sheet, which should be used then?**

Answer: The template provided by the Slovak national control.

**25. What is the correct format of work sheet or periodic staff report and which should be used for what kind of contracts?**

Answer: The correct one is the one provided by the Slovak national control.

**26. If different work sheet was filled (provided by STS last year), can we submit it, or do we have to fill it again in new template?**

Answer: You have to fill in the one provided by the Slovak national control.

**27. Should each line of timesheet (worksheet) be transferred to Interreg + system?**

Answer: No, timesheet must be filled in separately as it is not included into the Interreg + system.

**28. Will periodic staff report be a programme document?**

Answer: No.

**29. Is signed and stamped scan of timesheet sufficient?**

Answer: Yes.

**30. How to provide a bank statement in regard to the GDPR, if we cannot link name to the bank account?**

Answer: You are providing Financial Identification Form when signing the Grant contract, bank statement is thus not needed anymore, especially when submitting the report.

**31. If an employee has borrowed a car from another person and used it for a business trip as part of the project, is it necessary to provide a contract for the use of the vehicle?**

Answer: Yes, contract or agreement between owner of vehicle and employee is necessary.

**32. If we have travel expenses for the statutory of the project partner, even if he is not employed – is it a justifiable expense?**

Answer: Generally, not. The expenditure will be ineligible.

**33. What if the service provider did not state the project number on the invoice? can we write the project number (code) on the document with a pen?**

Answer: Yes you can indicate the project reference number .

**34. Is there a form regarding consent to the processing of personal data for the purposes of ENI HUSKROUA?**

Answer: The Programme contains relevant norms for it: <https://huskroua-cbc.eu/privacy-policy>

**35. When will be a record of today's meeting including presentation available?**

Answer: The recording on I+, Grant contract modification and national control will be sent to you via email, the powepoint presentations will be published on the Programme website and on websites of the Kosice and Presov Branch office.

**36. Will there be a list of documents to be entered in the INVOICE section and in the DOCUMENTS section?**

Answer: All contracts, invoices and bills must be uploaded into INVOICE module, all other documents (timesheets) must be uploaded into DOCUMENTS module.

**37. Should report be submitted for the period of 12 months or for the period that has passed in reality to the date of report, e.g. 14 months?**

Answer: The report is submitted for the 12 months period from the date of signing the Grant contract, invoices exceeding the 12 months reporting period must not be included.