

Administrative structures

The member states based on an agreement in partnership – memorandum of understanding – between the participating authorities in Austria and in Hungary designate the following authorities for the implementation of the programme according to Article 59 of the General Regulation and Article 14 of the ERDF Regulation.

Joint Monitoring and Steering Committee (JMSC)

The composition of the Monitoring Committee is determined in accordance with the provision of Article 63 of the General Regulation as well as with the provision of Article 11 of the General Regulation in co-operation with the social partners and the regional authorities responsible for labour market, equal treatment and environmental issues. The Monitoring Committee adopts its Rules of Procedure in agreement with the Managing Authority in order to exercise its missions in accordance to the General Regulation.

The JMSC is responsible for the following tasks:

- receiving summarised information on submitted projects and programme budget information from the JTS;
- deciding on the ERDF contribution as well as the national contribution of Hungary for Hungarian partners;
- periodically reviewing progress made towards achieving the specific targets of the operational programme on the basis of documents submitted by the JTS;
- adopting operative programme documents, such as joint eligibility rules, application package or joint selection criteria.

Managing Authority (MA)

The Hungarian and Austrian programme partners agree that the responsibility of the Managing Authority (MA) within the meaning of Article 59 lit. 1a of the General Regulation will be given to:

R M B - Regionalmanagement Burgenland GmbH
Marktstraße 3, Technologiezentrum Eisenstadt
A-7000 Eisenstadt

According to the Article 60 of the General Regulation the Managing Authority is responsible for managing and implementing the operational programme in accordance with the principle of sound financial management. Besides the responsibilities mentioned in the General Regulation the Managing Authority is responsible for:

- information about the programme and calls for project ideas in co-operation with the JTS and the IBs, thereby ensuring compliance with the information and publicity requirements laid down in article 69;
- information to the lead partners about the approval or rejection of the project proposal and the next steps;
- contracting ERDF-Funds with the lead beneficiaries by a standard contract as well as a partnership agreement. These documents will be prepared by JTS and IBs;
- coordination and supervision of the controllers according to Article 16 (EC) 1083/2006 and ensuring joint standards and quality in the fulfilment of their duties; In particular establishing detailed guidelines for invoicing and a guideline/handbook for common understanding of eligibility of costs;
- collection of the interim and final reports from the lead beneficiaries; checking the completeness and consistency of the report package and submission of a payment request to the Certifying Authority, which is supported by all necessary documents to allow the Certifying Authority to fulfil its responsibilities;
- if applicable, offering additional support to the Certifying Authority in gathering all necessary information from the Lead beneficiary for a thorough payment request towards the European Commission;
- acting as responsible legal body representing the programme, e.g. for contracting external experts or services for the programme.

Joint Technical Secretariat (JTS)

The Managing Authority sets up a joint technical secretariat. According to Article 14 of the ERDF Regulation it assists the Managing Authority, the Joint Monitoring and Steering Committee and, where appropriate, the Audit Authority in carrying out respective duties. The JTS is hosted by:

VÁTI Kht.
Sopron Representative Office
Csatkai E. u. 6-8
H-9400 Sopron

The JTS in particular is responsible for the following joint tasks:

- secretariat function for the Joint Monitoring and Steering Committee including the preparation and mailing of the documentation for and the minutes of meetings;
- drawing up reports on the programme implementation in English; information about the programme and as well as ensuring compliance with the information and publicity requirements laid down in Article 69;
- joint public relations work (e.g. creation, maintenance and updating of a programme website) in agreement with the Managing Authority, NA and IBs;
- preparing and providing standardised forms for project applications and for project assessments;
- give support and guidance to potential applicants and ongoing projects
- receiving project applications and register them into the CMS;
- formal check of project applications in terms of administrative compliance and eligibility;
- preparation of the quality assessment in co-operation with the IB and county administration;
- delivery of project information and summarised information (including recommendations) on submitted projects as well as programme budget information to the JMSC;
- preparation of JMSC meetings;
- preparation of the standard ERDF frame contract in co-operation with IBs;
- collection of reports from the lead beneficiaries and cross-check of certified activities with these reports
- check overall project reports in terms of content and costs and deliver them to the MA;
- receiving information from the lead beneficiaries on project changes and handle them in co-operation with the IBs;
- general maintenance and updating of data in the monitoring system.

Certifying Authority (CA)

The Hungarian and Austrian programme partners agree that the responsibility of the Certifying Authority (CA) within the meaning of Article 59 lit. 1b of the General Regulation is taken over by:

Federal Chancellery of the Republic of Austria
Division IV/4
Ballhausplatz 2
A-1014 Wien

The Certifying Authority is in accordance with Article 61 of the General Regulation responsible for:

- collecting of the cost statements submitted by the MA;
- conducting necessary checks to ensure compliance with the subject of issued certifications;
- recovering the ERDF co-financing from the EC and transferring it to the lead beneficiary through the Paying Unit;
- ensuring the recovery of unduly paid funds according to Article 17 (2) of the ERDF Regulation, based on an agreement between the member states on this issue.

ERDF Paying Unit (PU)

On behalf and by contract of the Certifying Authority the function of the financial management of the ERDF funds within the meaning of Article 59 and Article 61 of the General Regulation shall be carried out by:

ERP Fund
Ungargasse 37
A-1031 Wien

Audit Authority (AA)

The function of an Audit Authority responsible for verifying the effective functioning of the management and control system within the meaning of Article 59 lit. 1c and Article 62 of the General Regulation shall be carried out by the:

Federal Chancellery of the Republic of Austria
Division IV/3
Ballhausplatz 2
A-1014 Wien

The Audit Authority ensures that the audit work takes account of internationally accepted audit standards. The Audit Authority is functionally independent of the MA. According to Article 14 (2) (EC) 1080/2006 the Audit Authority will be assisted by a Group of Auditors – comprising a representative of each member state.

Central Monitoring System (CMS)

Within the meaning of Article 60 lit. c of the General Regulation the Managing Authority shall ensure that there is a system for recording and storing in computerised form accounting records for each operation. For the collection of data a Central Monitoring System has been established at the

ERP Fund
Ungargasse 37
A-1030 Wien

Monitoring data relate to individual operations.

Each individual operation will be mapped by the IT-system according to a specific data set. This set of data, which has to be collected at the level of individual operations, will be agreed between programme partners before implementation of the programme starts. It will not only include obligatory information according to the Implementing Regulation but additionally provide information in order to support optimal implementation of the operational programme and for evaluation purposes.

Data will be reported to the CMS by the Managing Authority, the JTS or – via the JTS – by the IBs. The reporting IBs are responsible for the correctness and completeness of data sent to the JTS. The

integration of data into the CMS and their maintenance and updating is done by the JTS. The Managing Authority confirms the correctness of data that is reported to the CMS.

Data sent by JTS to the CMS shall be considered as official data used for certificate and statement of expenditure, application for payment, annual reports on implementation, evaluations, audits of operations etc. Monitoring data shall be made available by the CMS to the Managing Authority, Member States, Certifying Authority, Audit Authority, IBs and the European Commission. By means of CMS the necessary information for electronic data transfer will be generated as well.

Intermediate Bodies (IB)

The following authorities henceforth called "intermediate bodies" in the meaning of Article 2 (6) and with reference to Article 59 (2) of the General Regulation contribute with their regional competence and institutional resources for the operative management of the programme on project level (with the exception of projects related to Technical Assistance at the levels of the Managing Authority and the JTS):

AUSTRIA

Amt der Niederösterreichischen Landesregierung
Abteilung RU2, Geschäftsstelle für EU-Regionalpolitik
Landhausplatz 1
A-3109 St. Pölten

Amt der Steiermärkischen Landesregierung
Abt. 16 - Landes- und Gemeindeentwicklung
Stempfergasse 7
A-8010 Graz

Amt der Wiener Landesregierung
MA 27 EU-Strategie und Wirtschaftsentwicklung
Schlesingerplatz 2
A-1080 Wien (Postadresse: Rathaus, A-1082 Wien)

R M B - Regionalmanagement Bgld GmbH
Marktstraße 3, Technologiezentrum Eisenstadt
A-7000 Eisenstadt

The function of the RMB as the Managing Authority and IB will be organised by separate units within RMB.

HUNGARY

VÁTI Kht.
Gellérthegy u. 30-32
H-1016 Budapest

with its West-Transdanubia Regional Offices:

Csatkai E. u. 6-8
H-9400 Sopron

Hefele M. u. 2
H-9700 Szombathely

Petőfi u. 24
H-8900 Zalaegerszeg

These authorities are responsible for:

- information about the programme and calls for project ideas in co-operation with the MA and JTS;
- collection of the concept notes from the lead beneficiaries and submit them to the JTS;
- discussion of the project ideas, coherence checks and feedback to projects applicants (stop or develop joint project);
- collection of the first draft applications and overall check before the final application;

- discussion of the project applications and quality assessment in coordination with county administration;
- the acceptance of projects changes in co-operation with the JTS.

in support of their responsible controllers according to Art. 16 (EC 1080/2006):

- collection of the statement of costs and content reports in national language from the controllers as well as checking and certifying costs of partners if the validation on project level is not done by external experts;