



Operation life cycle

The administrative work related to the procedures for granting assistance to the individual operations under the Operational Programme Austria – Slovakia will be managed according to the following rules, which may be further specified by rules of procedure between the Managing Authority/Joint Technical Secretariat, the Regional Co-ordinators and, if applicable, will be approved by the Monitoring Committee.

Project development and Application

Potential project holder will be adequately informed by the Joint Technical Secretariat on behalf of the Managing Authority, the Managing Authority itself and the Regional Co-ordinators on the programme objectives, the criteria for obtaining ERDF and the application and implementation procedures to be followed. The provisions of information to the potential beneficiaries are laid down in the communication plan drafted by the Managing Authority and approved by the Commission.

Application Forms shall be submitted to the Joint Technical Secretariat in electronic form (for uploading into the Central Monitoring System) and in signed hard copy version (for evidence of authenticity and legality of the applicant) by the Lead Partner. The Application Form consist of a standardised application form, a Letter of Intent of all participating partners and a signed Co-financing Statement for national funds.

Assessment of Application

The organisation of the assessment process of submitted applications is done under the responsibility of the Joint Technical Secretariat and in cooperation with the Regional Coordinators. The latter contribute to the assessment in terms of compliance with cross-border and regional interests by dealing with these topics:

- Sufficient cross-border impact;
- Regional relevance and accordance with regional strategies;
- Adequacy and quality of the Partnership;
- Avoiding the overlap with already existing operations (double funding);
- Gender Mainstreaming.

The Joint Technical Secretariat is responsible for the evaluation regarding the compliance with EU and programme requirements as well as ensuring fulfilment of MA tasks related to operations:

- Eligibility of operation (checking the minimum eligibility criteria)
- Completeness and correctness of relevant documents;
- Accordance of the operation objectives with objectives of the programme;
- Accordance of the operation design with EU regulations (geographic area, duration, eligibility of Project Partners and cost categories);
- Coherence of projected budget and activities;
- Correct selection of indicators;
- Correct application of Art. 21 of the ERDF Regulation (EC) No 1080/2006 related to eligible geographic area and availability of budget within 20% rule.



In case of additional requirements in the evaluation phase the Lead Partners gets informed by the Joint Technical Secretariat.

Decision on Application

The evaluation forms of the Regional Co-ordinators involved into the operation are submitted to the JTS and together with its own evaluation a bilingual summary is prepared for the members of the Monitoring Committee. Submitted applications are presented by the Regional Co-ordinator of those region the Lead Partner is located. Comments on the operation as a result of the evaluation process are presented towards the Monitoring Committee by the JTS.

Each application will be approved by consensus of all Monitoring Committee members.

The Lead Partners get informed on the results of the Monitoring Committee by the Joint Technical Secretariat. In case of conditions formulated by the Monitoring Committee the Lead Partners should submit a revised application form to the Joint Technical Secretariat complying with the conditions set by the Monitoring Committee.

Contracting

The bilingual ERDF subsidy contract including the Application form is prepared by the Joint Technical Secretariat and issued under the national law of the Managing Authority.

If applicable, the contracts on national Co-financing is closed between the Lead Partner/Project Partner and the co-financing public institution(s). A signed copy of this contract is sent to the Joint Technical Secretariat for registration into the Central Monitoring System.

The Partnership Agreement laying down the mutual responsibilities within the partnership according to Article 20 of ERDF Regulation (EC) No 1080/2006 is signed by the Lead Partner and the Project Partners. A signed copy of this document is sent to the Joint Technical Secretariat for registration into the Central Monitoring System.



Financial Control

The financial controllers of the Lead Partner and Project Partners have to be nominated in the Application Form. Each Project Partner has to submit its declared expenditure including the respective documents to the respective financial controller for certification, The Lead Partner coordinates the process of certification of expenditure of each Project Partner in order to keep the set deadline for reporting according to the subsidy contract.

The responsible financial controller certifies the expenditures of the its Project Partners and the Lead Partner collects the certifications on eligible expenditures from its Project Partners. The Lead Partners adds a summarised financial report and submits it to the financial controller of the Lead Partner. The financial controller of the Lead Partner verifies that certifications of expenditure for all involved Project Partners have been filed correctly and that the expenditure correspond to the activities agreed between the Lead Partner and Project Partners.

The financial report as a part of the progress report is submitted to the Joint Technical Secretariat.

Payment

The Joint Technical Secretariat checks the completeness and correctness of the progress report and the statement of the financial controller of the Lead Partner. If regarded satisfactory, the Joint Technical Secretariat informs the Managing Authority, which after following its audit trail, asks the Certifying Authority for reimbursement.

The Certifying Authority checks the correctness of the audit trail and disburses the expenditures to the Lead Partner who distributes the incoming ERDF according to the contract and certified costs.

Changes in operations

Despite the good functioning of sound management and control systems changes in operations seem to be inevitable and happen in nearly every operation. The approval and processing of changes in operations follow specific rules that shall be agreed between all implementing bodies.

The operation life cycle is shown in the scheme below:



Figure 3: Operation life cycle (page 1)

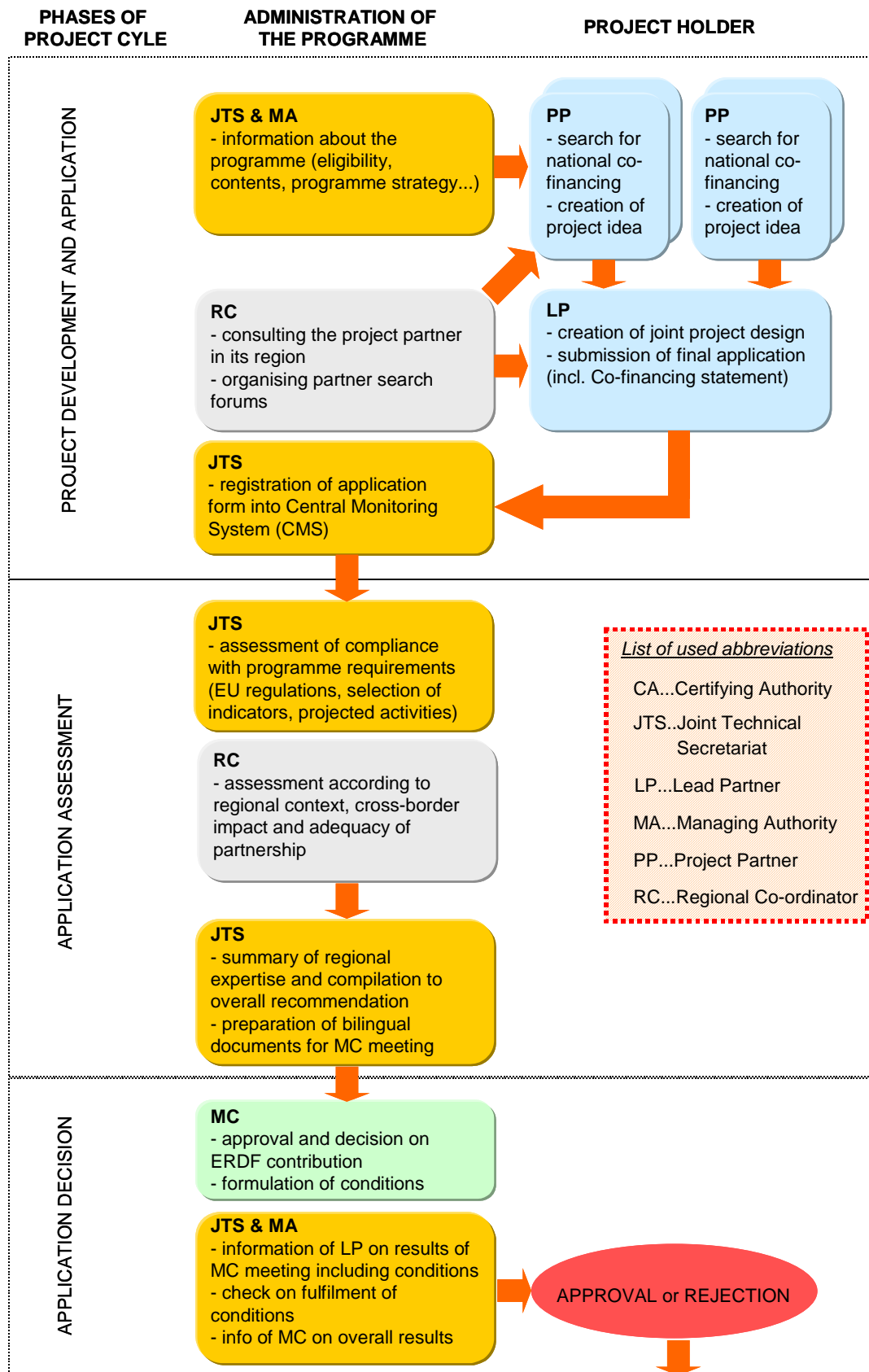
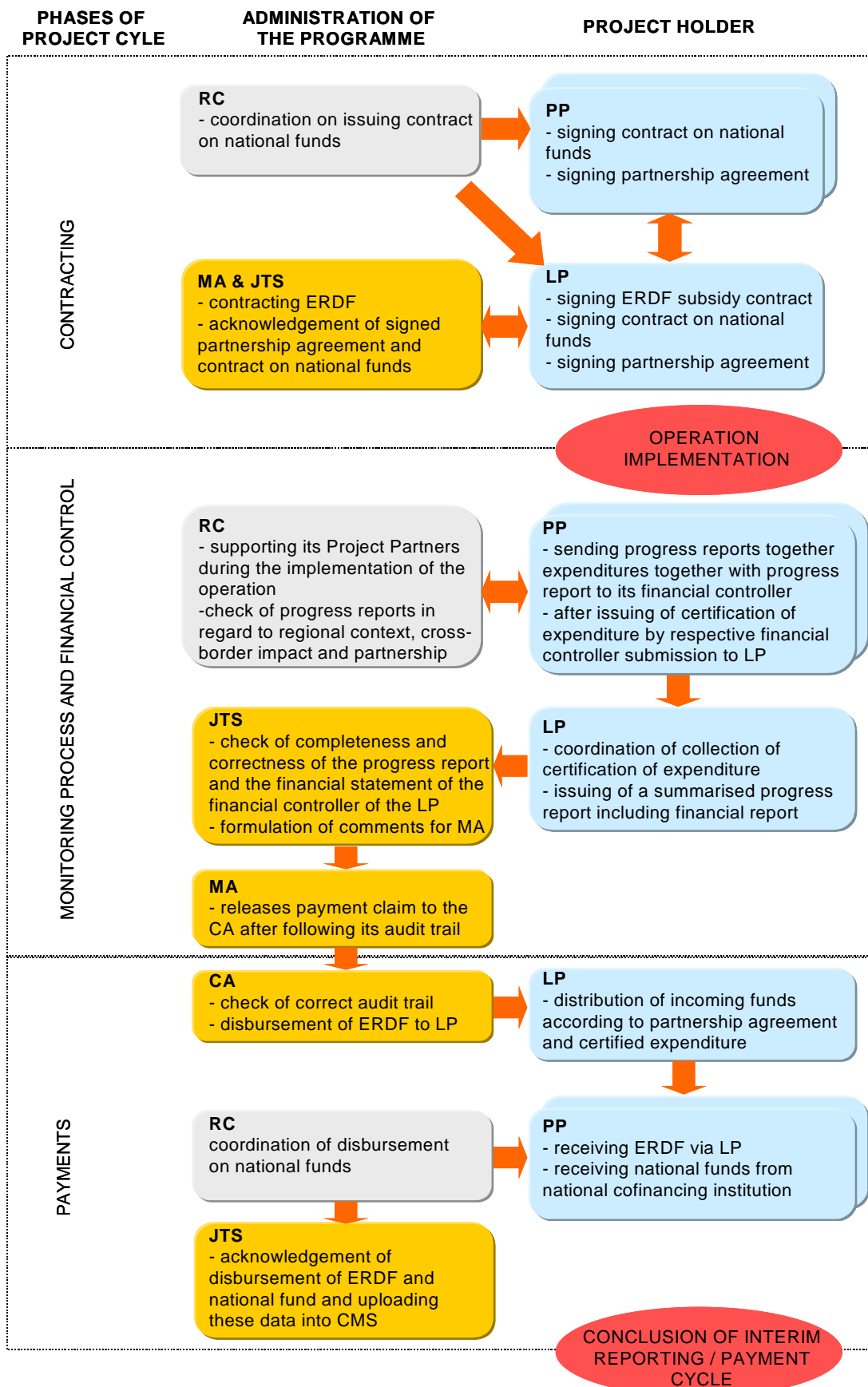




Figure 4: Operation life cycle (page 2)





Information and payment flows

Figure 5: ERDF Financial Flows

Cross-Border Cooperation Programme Austria - Slovakia 2007 - 2013

Information and ERDF Payment Flows

