



# Contracting, start up

Joint Secretariat  
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# Original signed documents to the JS

## **Decision rounds 1-2** *(all signed annexes of the AF)*

- LP declaration
- VAT statements
- declarations of national contributions
- de-minimis declarations
- list of parallel projects
- if staff flat rate is applied, decl. of the relevant institution about the number of employees covered by social insurance

## **Decision rounds 3-**

- LP declaration,
- partnership agreement

**DON'T WAIT, send them A.S.A.P!**

*LP and PPs should keep their copies of all AF annexes safely stored!*

# Partnership agreement

## Decision rounds 1-2

- Prepare PA and submit to JS a.s.a.p

## Decision rounds 3-

- PA already part of the AF package, submit an original copy to JS a.s.a.p. after project approval

## All Decision rounds

- Don't forget to fill in all relevant fields in both languages, where relevant! See list in the Implementation Manual
- The PA template is a minimum standard, don't change it
- Add specific agreements if needed
- If the MC requires involvement of strategic partners, involve them in the PA

# Staff cost data sheet

- For PPs who determine **staff cost on real cost basis**;
- Overview about
  - **all staff** working on the project **during its implementation**,
  - and the **schemes/methods** chosen;
- Specifies and fixes the **hourly rate** for the 1720 method;
- Refers to **actually employed persons**;
- Collected with the help of the responsible RCs;
- Annex of the ERDF contract;
- Shall be **continuously updated** during implementation (updates to be uploaded with the partner reports).

# Fulfilment of the MC conditions

## Conditions to fulfil before contracting:

- The LP must provide sufficient proof about their fulfilment to the JS.
- JS checks and then records it to the ERDF contract.

## Conditions to fulfil during project implementation:

- These conditions are also recorded in the ERDF contract.
- Their implementation will be checked either by the JS or by the regionally responsible FLC depending on the nature of the condition.

# Implement clarifications in AF

- To **establish a clear basis** for the ERDF contract and the implementation.
- Clarifications **must not modify** the content of the **approved application**.
- Examples include:
  - more precise formulation or adjustment of the indicators (see also *Guide on Indicators*)
  - clarify the interpretation of some activity or budget item
  - reallocating budget items to the proper budget line
- In case of budget reallocations they must be **in line with the general modification rules**.

# Changes of the AF before contracting

Projects approved **with conditions** are in **status „modification”** in eMS:

1. Implement budget related MC conditions separately --> submit modification --> JS controls and confirms.
2. Open additional modification with appropriate justification for other changes (based on conditions or agreed clarifications). *If there were no budget related conditions, changes based on MC conditions and clarifications can be implemented in one modification session.*  
--> submit modification --> JS controls and confirms.

Projects approved **without conditions** are **not accessible for writing:**

- Open a modification with appropriate justification for changes based on agreed clarifications.  
--> submit modification --> JS controls and confirms.

# Supplementary information

- Provide **bank account information** of the LP  
*Supplementary information → Bank information*
- **Assign users** as LP and PP  
*Supplementary information → User assignment*
  - users assigned as **PP** can prepare and submit **partner reports** (also for the LP)
  - users assigned as **LP** can
    - prepare and submit **project reports**,
    - include certificates in project reports,
    - revert partner reports or make corrections,
    - handle modifications.

*If the lead applicant is not the same as LP user for the implementation, ask JS support!*

- Record the location where **the documents are stored** by the LP/PPs  
*Supplementary information → Documents*



# ERDF contract signature

When all previous steps are done

- **MA issues the ERDF grant contract:**
  - based on the standard contract template,
  - signed by the MA,
  - sent to the LP in two copies.
- Contract offer is **valid 28 days** after receipt by the LP.
- The LP must **return a signed copy** within this deadline.
- **Prolongation** of the deadline can be requested in writing.
- After receipt of the signed contract the MA sets the **status** of the project in eMS to „**contracted**”.
- *Partner / project **reporting is enabled**.*  
*Keep reporting deadlines and start preparing your reports according the AF*

# Contracting national financing contributions

- Upload them to eMS **until the submission of the first partner report** to the FLC  
*(or at the latest until the first ERDF payment)*
- Additional national financing contributions (at unchanged total partner costs) decrease ERDF financing
- Own resource declarations submitted with the AF keep validity

# Change national financing contribution

changes in the financing plan are  
**to be avoided** as far as possible

- If a national financing contribution (e.g. private own resources) is substituted with another financing contribution (e.g. public 3rd party financing contract), the modification should be implemented  
*before any of the partners start the reporting procedure,*
- or if changes in the financing plan occur during project implementation, try to implement them in eMS when no partner or project reports are open.

depending on the eMS version:

- Changes (new financing) have a **retrospective impact**:  
the newly included financing is applied for the whole project period (revision of partner reports and certificates may be needed)
- Changes (new financing) have an **impact only for reports thereafter**:  
the newly included financing is applied only for the new reports.

Thank you for your attention!