

Subject: Steps needed for the Interim report - BSB 138
Date: 19.08.2019 13:20
From: "Magdalena Morosan" <magdalena.morosan@bsb.adrse.ro>
To: <bsnn@bsnn.org>
Copy: "DANUT RAGALIE" <danut.ragalie@bsb.adrse.ro>, "Georgiana Bratu" <georgiana.bratu@bsb.adrse.ro>, <vkomorin@gmail.com>

Dear Mrs. Gileva ,

Considering your email from below please take into consideration the following details regarding the steps foreseen in preparing the interim report.

So, after every project partner _CREATES INTO THE EMS A PARTNER REPORT_ containing a narrative part, and also a financial part (list of expenditure), they will have to submit the partner report for FLC (name of the controller into the eMS). We have noticed that for your project have been assigned controllers only for PP2 (Romania) .

For the designation of controllers for the LB (Bulgaria) and PP 3 (Greece) please contact the Control Contact Point from Bulgaria and Greece (contact details <https://blacksea-cbc.net/black-sea-basin-2014-2020/management-structures/control-contact-points/>)

For Project Partner 4 (Ukraine) and Project Partner 5 (Georgia) please take into consideration INSTRUCTION NO 15 FROM 20 NOVEMBER 2018 [1] to Beneficiaries from Armenia, Georgia, Republic of Moldova, Ukraine and Turkey (available HERE [2]) and the Annexes which can be downloaded from HERE [3].

According to the Instruction provisions, PP4 (Ukraine) and PP5 (Georgia) should SELECT THE CONTROLLER from the list established by the CCP FOLLOWING THE APPLICABLE PROCUREMENT PROCEDURES. The LISTS OF CONTROLLERS FROM UKRAINE AND FROM GEORGIA CARRYING OUT THE EXPENDITURE VERIFICATION PERFORMED WITHIN THE PROJECTS FUNDED BY JOINT OPERATIONAL PROGRAMME BLACK SEA BASIN 2014-2020 can be found on the programme website at <https://blacksea-cbc.net/projects-implementation/>.

After the PROCUREMENT PROCEDURE PP4 and PP5 should SIGN AN EXPENDITURE VERIFICATION CONTRACT WITH THE CONTROLLER. After the CONTROLLER REGISTERS AND ACTIVATES HIS USERNAME INTO THE EMS, the PP4 and PP5 should inform/request the CCP from his country a role for the controller into the eMS. Contact details of the Control Contact Points are on our website at <https://blacksea-cbc.net/black-sea-basin-2014-2020/management-structures/control-contact-points/>.

For every beneficiary, the controller WILL PERFORM THE VERIFICATION OF THE EXPENDITURE INTO THE EMS AND WILL ISSUE A CERTIFICATE ALSO INTO THE SYSTEM. After this step, all the partners will SUBMIT THE PARTNER REPORT AND THE FLC CERTIFICATES TO THE LB who will consolidate the information in the project report and will send the project report (interim report) to the JTS, together with all the FLC Certificates (including his own).

Also, please remind to your project partners, that according to the Grant Contract provisions "The Lead Beneficiary and the Beneficiaries shall ensure that any information provided is complete, reliable and true and is substantiated by adequate supporting documents that can be checked and that the costs declared have been incurred and paid and can be considered as eligible in accordance to this Contract." and also that "all the supporting documents shall be available in the original form and in electronic form if so requested."

When the beneficiaries will prepare the partner report (with a narrative and financial part), that will be included in the interim report, please take into consideration all the annexes, mentioned in page 54 of the PROJECT IMPLEMENTATION MANUAL (revised version from October 2018) that are going to be uploaded into the eMS and also section 6.5.3 of the Project Implementation Manual "Supporting documents required for expenditure verification". PROJECT IMPLEMENTATION MANUAL can be downloaded from HERE [4]. In the reporting process please, take into

account, also, all the annexes of the Project Implementation Manual (ex : Annex 4 Template Timesheet if needed).

Considering your question “Do we (project partners) have to translate all primary financial documents in English” – the answer is NO – because all these documents will be verified by the national controllers that belongs to the country of the respective partner.

The interim report has to be submitted if half of the implementation period has elapsed or if 70% of the advance payment has been spent. Taking into account your questions (What is the deadline for uploading the documents verified by the auditor on eMs and is there possibility to do that in September) , should we consider that you have spent already 70% of the advance payment and you want to submit the interim report earlier than half of the implementation period?

You should consider that in both cases, for preparing the interim report, after the reporting period, you and your partners will have 90 days.

During these days, first, the partners will fill into the eMS the partners reports and submit them to FLC (controllers) into the system, in order to verify the expenditures. So, first the partner will fill in the partner report (narrative and financial part), will upload the supporting documents for narrative and financial part and then will submit the report to the auditor (controller). THE VERIFICATION OF THE DOCUMENTS IS MADE BY THE AUDITOR IN THE SYSTEM. The documents ARE NOT uploaded AFTER the verification of the auditor, the documents are first uploaded, and after, verified by the auditor.

For the registration process of the auditor in the system I have mentioned the procedure in the lines above. If you may consider useful the presentations from the trainings dedicated to the controllers are uploaded on the programme website at <https://blacksea-cbc.net/black-sea-basin-2014-2020/communication-materials/>.

If you or your partners have other questions related to the reporting process please feel free to contact me or Georgiana.

If additional clarifications are needed you may contact me also by phone.

Magdalena Morosan

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-----Original Message-----

From: Black Sea NGO Network <bsnn@bsnn.org>

Sent: Thursday, August 15, 2019 10:15 AM

To: Georgiana Bratu <georgiana.bratu@bsb.adrse.ro>

Cc: Danut Ragalie <danut.ragalie@bsb.adrse.ro>; rubeloleg <rubeloleg@gmail.com>; Viktor <vkomorin@gmail.com>

Subject: BSB 138 MARLITER - request for clarification from PP4 UkrSCES

Dear Ms Bratu,

The team of PP4 UkrSCES (Ukraine), project BSB 138 MARLITER, has requested clarification on a couple of issues, arising from the process of financial auditing for FLC. Their selected auditor would very much like to receive an answer from you to the following questions

1. Do we (project partners) have to translate all primary financial documents in English?
2. What is the deadline for uploading the documents verified by the auditor on eMs and is there possibility to do that in September?
3. What is the procedure of registration of the auditor (auditing company) on eMs?

I would be glad to know if there are guidelines for registration on the eMs for auditors and special instructions for auditors how to work on eMs. I would appreciate if you email to us (or to the auditor) those instructions, if available.

Thank you for your time and cooperation.

Best regards,

Emma Gileva

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Links:

[1]

<https://blacksea-cbc.net/wp-content/uploads/2018/11/Instruction-15-Expenditure-verification.pdf>

[2]

<https://blacksea-cbc.net/wp-content/uploads/2018/11/Instruction-on-expenditure-verification.pdf>

[3] <https://blacksea-cbc.net/wp-content/uploads/2018/11/Annexes-1-10.rar>

[4]

https://blacksea-cbc.net/wp-content/uploads/2019/07/ProjectImplementationManual_revision-1_October-2018v2.rar