



INSTRUCTION No. *3/2.03.2017*

FOR BENEFICIARIES

of the Interreg V-A Romania-Bulgaria Programme

regarding the reporting for obligations applicable from April 1<sup>st</sup> 2017

Taking into consideration the provisions of art. 7 Rights and duties of the parties, paragraph 16, section Managing Authority of the subsidy contract, art. 7 Rights and duties of the parties, paragraph 11, section Managing Authority of the co-financing contract and art. 6 Rights and duties of the parties, paragraph 11, section Managing Authority of the monitoring agreement, the Managing Authority issues the following:

## INSTRUCTION FOR BENEFICIARIES

**Article 1.** Starting with April 1<sup>st</sup> 2017 all reporting for project under implementations will be done via e-MS monitoring system. In this respect, the following rules will be applicable:

1. Physical progress and financial progress will be reported together in electronic version via “partner report<sup>1</sup>” and “project report<sup>2</sup>” sections of each application, for each period as defined in the system. In this respect, the previous contractual provisions related to separate reporting (progress reports and reimbursement claims) shall be amended in order to harmonize the reporting rules with the ones envisaged by the E-MS system. Addenda to the financing/co-financing contracts/monitoring agreements will be initiated by programme bodies in this respect.
2. For each of the defined periods of an application, each beneficiary will have to define and submit in e-MS a partner report even if no expenditure has occurred/ no physical progress in activities was registered for the respective period.

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<sup>1</sup> NB: “partner report” section in e-MS corresponds to the former FLC request and progress report – partner level contribution

<sup>2</sup> NB: “project report” section in e-MS corresponds to the former reimbursement claim and progress report



**Article 2.** For applications in implementation that already submitted notifications/addenda/FLC requests/reimbursement claims/progress reports on paper, all historical data has to be introduced in the system by 31<sup>st</sup> March 2017. No new partner report<sup>3</sup> can be submitted in the system before all historical data is introduced starting with 1<sup>st</sup> April 2017.

In case obstacles in introducing historical data into the system are arising, the beneficiaries can ask for JS support - by email, phone, letter or request for a meeting also.

JS will organize during March 2017 meetings with all beneficiaries with projects in implementation to support beneficiaries in using the e-MS features for introducing historical data in the system. You will be proposed a date and a location that you are kindly asked to observe and ask for changes only in extraordinary cases (there are many activities with tight deadlines going on in parallel at programme level!).

All beneficiaries will observe the rules set in the "Reporting in e-MS Guidance for Lead beneficiaries and partners" - available at [www.ems-robq.mdrap.ro](http://www.ems-robq.mdrap.ro) and the (revised) Project Implementation Manual for Interreg V-A Romania-Bulgaria.

**Article 3.** Having in mind the current features of the e-MS, in order to avoid possible delays in operating all sections of your application form, all addenda and notification allowed according to the financing/co-financing contracts/monitoring agreements will be requested by the Lead Beneficiaries to the JS in hard copy (written form). The related modifications will be operated in the e-MS system by the Lead Beneficiaries only after their approval on paper (in maximum 3 working days).

**Iulia HERTZOG**  
Head of the Managing Authority for  
Interreg V-A Romania-Bulgaria Programme

*Iulia Hertzog*  
02.03.2013

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<sup>3</sup> NB: "partner report" section in e-MS corresponds to the former FLC request and progress report – partner level contribution