EEA FINANCIAL MECHANISM 2014-2021 AND
NORWEGIAN FINANCIAL MECHANISM 2014-2021

GUIDE FOR BENEFICIARIES

Part 5: REPORTING ON PROJECT PROGRESS

PROGRAMME CLIMATE CHANGE MITIGATION AND ADAPTATION
PROGRAMME EDUCATION, SCHOLARSHIPS, APPRENTICESHIP AND YOUTH ENTREPRENEURSHIP

Version 1
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List of abbreviations and acronyms

CU	control unit
EEA	European Economic Area
eMS	electronic Monitoring System
EU	European Union
GODC	Government Office for Development and European Cohesion Policy, Republic of Slovenia
NUTS	Nomenclature of Territorial Units for Statistics
PO	Programme Operator
PP	Project Promoter
Regulations	Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021 and Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021
VAT	value added tax

1 Purpose of this document

The document presents reporting on the progress of projects implemented under the programme *Climate Change Mitigation and Adaptation* and the programme *Education, Scholarships, Apprenticeship and Youth Entrepreneurship* (hereinafter document). The document identifies the reporting procedure by presenting in detail the steps of submitting reports into the electronic Monitoring System (hereinafter eMS), modifications of the project and reporting by Donor Project Partner who is subject to certain specific provisions.

The document is issued by the Government Office of the Republic of Slovenia for Development and European Cohesion Policy (hereinafter GODC) acting as the Programme Operator of the programme *Climate Change Mitigation and Adaptation* and the programme *Education, Scholarships, Apprenticeship and Youth Entrepreneurship* (hereinafter Programme Operator).

The document is binding for all Project Promoters and project partners (hereinafter beneficiaries) in relation to the projects selected under the call for proposals or pre-defined projects under the abovementioned programmes. Section 3.1.7 of this document shall apply to project partners registered in Donor States. The Project Promoter shall be responsible for transmission of information.

If necessary, the document shall be subject to revision during project implementation; for this reason, the beneficiaries must always use the last valid version of the document published on the website dedicated to the implementation of the Financial Mechanisms in the Republic of Slovenia, namely www.norwaygrants.si and www.eeagrants.si (hereinafter dedicated website), accessible at www.norwaygrants.si/en/calls/education and www.norwaygrants.si/en/calls/environment.

Wherever used in this document, a pronoun in the masculine gender shall be considered as including the feminine gender in line with the principles of gender-inclusive language.

2 Reporting procedure

Reporting on project progress is done in several stages as presented in the sections below.

At the end of an individual reporting period, each project partner (including the Project Promoter) prepares a partner report in the eMS and submits it to the control unit (hereinafter CU). After receiving all certificates for all project partner reports, the Project Promoter prepares a joint project report and submits it to the Programme Operator.

Figure 1: Reporting procedure
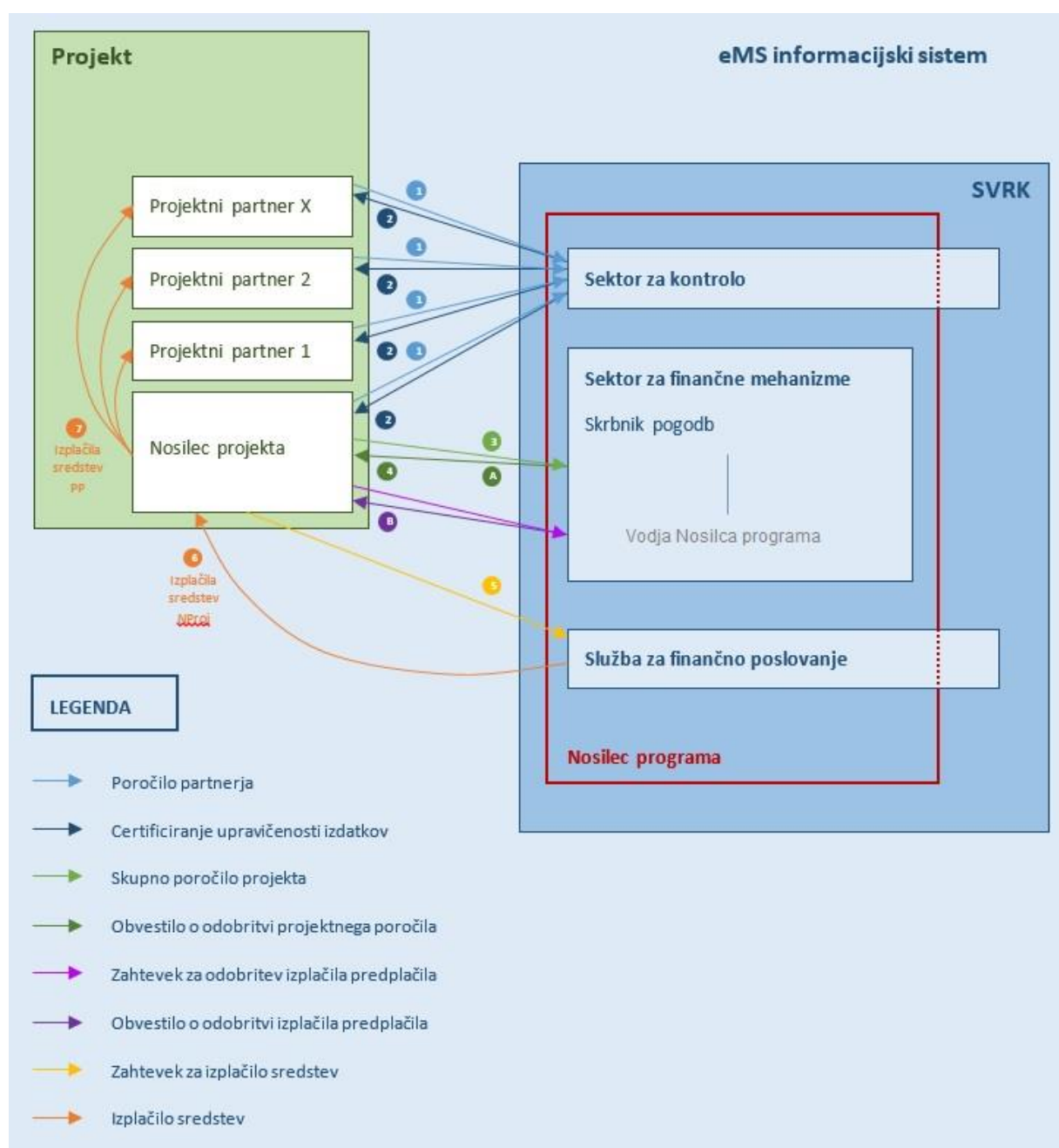
Description of the reporting procedure presented in Figure 1:

Step1: The Project Promoter and all Project Partners involved in the implementation of a particular project report on the implementation of projects by means of partner reports which are submitted to the Programme Operator's Control Unit via eMS. The Project Promoter and all Project Partners report on project implementation and associated incurred expenditures separately.

Step 2: The Control Unit performs verification of reported expenditures and certifies the amounts of eligible expenditures. On the basis of performed verifications and certification of the amounts of eligible expenditures, the Control Unit issues respective certificates and send them to the Project Promoter and Project Partners involved in the implementation of a particular project.

Step 3: On the basis of project implementation reports and certificates issued by the Control Unit, the Project Promoter of a particular project prepares a joint project report and submits it to the Programme Operator via eMS. The contract manager at the Programme Operator verifies the joint project report and sends it via eMS to the Head of Programme Operator for approval.

Step 4A: The Head of Programme Operator issues a notification on the approval of the joint project report.

Step 4B (refers to advance payment): The Project Promoters sends the claim for advance payment to the Programme Operator. The Programme Operator approves the claim for advance payment.

Step 5: The Project Promoter forwards to the GODC financial service a request for payment in the form of an e-invoice.

Step 6: The GODC financial service makes payment of certified total eligible costs to the Project Promoter.

Step 7: The Project Promoter makes payments of respective amounts to Project Partners.

2.1 Partner reports

Conclusion of the Project Contract is followed by project implementation and reporting. After the end of each reporting period identified in the approved application form each project partner (including Project Promoter in the role of project partner) shall prepare within 30 days a partner report in the eMS and submit it electronically to the control unit for verification purposes. This shall not apply to Donor Project Partners to whom the reporting method described in section 3.1.7 applies.

Partner report shall be prepared in Slovene and shall contain a substantive and financial segment. Partner report shall give information on the implemented activities and deliverables of the relevant period and a financial report with annexes serving as proof of expenditure as set out in Part 4 of the Guide for Beneficiaries. Partner report shall include expenses incurred and paid by the end of the current reporting period and, exceptionally, in previous reporting periods under the condition of obtaining a prior approval by the contract manager. Expenditure not paid by the end of the reporting period is included in the next partner report even if the related activities are carried out in the current period[1].

If no expenditure has been incurred during the reporting period, the project partner shall prepare a zero partner report and shall include the expenditure in the financial segment of the partner report as 0 (zero) expenditure. The zero partner report shall provide information on the implemented activities and the reasons why no expenditure incurred. The project partner reports on the content of the implemented activities again in the next partner report and includes also a financial segment.

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[1] Specific cases regarding payment of expenditure for the final reporting period are described in more detail in Part 4 of the Guide for Beneficiaries.

Expenditure verification shall be performed by an independent control unit. The verification covers administrative verification of all accounting documents or documents of equivalent probative value and the supporting documentation included in the partner report. After verification of the attached documents and verification of compliance of the declared expenditure with the approved application form and the programme and relevant national eligibility rules, the control unit issues a standardised notification of eligible expenditure (hereinafter CU certificate), which serves as the basis for reimbursement.

The control unit also performs on-the-spot verifications of projects checking the progress made in terms of project implementation as well as the compliance of project implementation with the Project Contract. The on-the-spot verifications of projects are carried out on a sample basis. Projects are selected for on-the-spot verifications on the basis of a risk analysis, which identifies reasons for the high level of technical, management, financial, legal and other risks of the projects. If necessary, the contract manager and other Programme Operator and/or National Focal Point representatives are present at on-the-spot verifications.

On-the-spot verifications shall be carried out at the premises of the Project Promoter and/or project partner.

On-the-spot verifications shall be carried out unannounced or announced by a prior notice.

2.2 Joint project report

Project Promoter shall submit to Programme Operator a joint project report serving as the basis for project implementation monitoring and reimbursement. The joint project report is prepared in Slovene and serves as the basic tool for reporting and monitoring project implementation progress and the related expenditures in accordance with the plans of the approved application form. The report also provides information on the delivered outcomes and new findings. The information provided in the reports shall be as clear and consistent as possible. The data used for preparing the joint project report is collected and aggregated by the Project Promoter for each reporting period on the basis of the information provided by each project partner in their partner report.

The Project Promoter shall claim reimbursement only upon submission of proof of progress made in attaining the set outputs and objectives of the project. This is explained in more detail in the Project Contract, which stipulates that the Project Promoter requests payments by submitting a joint project report, annexed with the CU certificates.

The Project Promoter combines partner reports in a joint project report, which consists of a substantive segment on the activities, and a financial segment. The Project Promoter submits a joint project report together with the CU certificates to the contract manager via the eMS system.

The substantive segment of the joint project report shall cover the actual progress of the project towards attaining the objectives and outcomes set out in the approved application form. The substantive segment consists of:
- the "Report": main deliverables, specific project objectives delivered, project main outputs delivered, target groups reached, problems and solutions identified, and horizontal principles,

- the "Work packages": a description of the activities and deliverables for each work package and a description of the participation of each project partner.

The financial segment of the joint project report covers the certified expenditure of all project partners during the reporting period. The Project Promoter also obtains proof from all project partners (scanned bank certificate) that they have received payment for the previous period. The said proof is uploaded to the eMS in the section "Attachments".

After the approval of the joint project report, the Programme Operator shall issue a notification on the approval of the joint project report. The Project Promoter then forwards to the GODC financial service via UJPnet a request for payment to the Project Promoter in the form of an e-invoice.

Each project follows its own reporting cycle in line with the application form or its latest approved version. The joint project report is submitted to the Programme Operator within 30 days following the receipt of all CU certificates relating to the relevant reporting period. The Project Promoter is responsible for submitting the joint project report within the relevant reporting deadline.

3 Reporting in the electronic Monitoring System (eMS)

Figure 2: Registration and login in the eMS

To register as a user in the eMS, follow the instructions on registering in the eMS in Part 3 of the Guide for Beneficiaries.
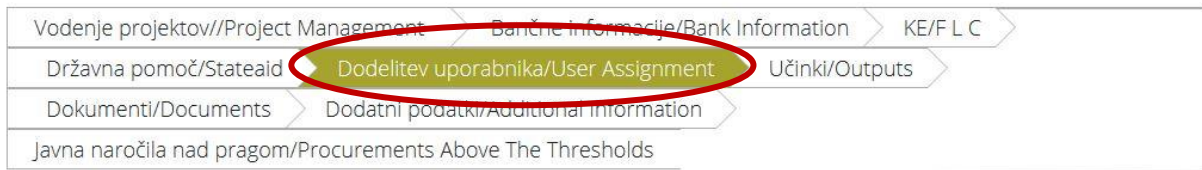
Log in to the eMS and click on the project.**Partner report**

Once the Project Contract has been concluded, the reporting section is available for completion. A project partner who is not the Project Promoter has access to the eMS reporting section after the Project Promoter grants them the rights to log in to the eMS.

The user does not need special rights to create and/or submit a partner report. Access to the partner report is granted by the Project Promoter by assigning users as partners in the section "Additional Information" → "User Assignment".

The Project Promoter accesses the section "User Assignment" within the section "Additional Information" and assigns users. One project partner can have multiple users, all of whom have equal access to the partner report.

Figure 3: User assignment

If the user has multiple roles in the eMS (e.g. Project Promoter and project partner), select the appropriate role from the drop-down menu at the top of the "Select Role" interface (circled in red in Figure 4). To prepare the partner report, select the role "Pp" (project partner).

> **Project Promoter creates own partner report as "Pp" (project partner) and not as "NProj" (Project Promoter). The role "NProj" (Project Promoter) is used only for joint project reports.**

Figure 4: Selecting a role and creating a new partner report

The eMS shall then redirect the partner report matching a specific reporting period. The partner report consists of various sections ("Partner Report", "List of Expenditure", "Contribution and Forecast", "Attachments" and "Personal Data Attachments") to be completed. The fields in the section "Partner Report" depend on the project application form.

3.1.1 Section "Partner Report"

Figure 5: Section "Partner Report"

The section "Partner Report" contains general descriptions by work package for the relevant reporting period.

In the section "Partner Report", fill in the following fields:
- summary of project partner's work in the relevant reporting period,
- project main outputs delivered,
- target groups reached.

In the section "Summary of Partners Work", the project partner reports on all activities carried out in the relevant reporting period. If relevant, the project partner also reports on de minimis aid, namely the project partner reports which activities have received de minimis aid and the value (amount) of the de minimis contribution.

By clicking on "Add main output" in the section "Project Main Outputs Delivered" a new window opens (as demonstrated in Figure 6), namely the drop-down menu containing all the outputs listed in the application form, for the user to select all the relevant main outputs. The field "Description" is used to describe the main project outputs delivered. The documents for each main output delivered are uploaded in the field "Output Evidence".

By clicking on "Add Target Group" a new window opens (as demonstrated in Figure 6), namely the drop-down menu containing all the target groups listed in the application form, for the user to select the relevant target group.

Figure 6: Reporting on the project main outputs delivered and the target groups reached

> For certain indicators **the target values should be broken down** (e.g. by gender, age) in the reporting stage. **Annex 1 to Part 1.a (programme *Climate Change Mitigation and Adaptation*) and Part 1.b (programme *Education, Scholarships, Apprenticeship and Youth Entrepreneurship*)** of the Guide for Beneficiaries identifies the indicators **for which the target values should be broken down.**

"Reporting Per Work Package" (Figure 7) is part of the partner's report that presents the progress of the project at the level of work packages and activities. The list of work packages depends on the work packages in the approved application form. The description of the progress by work package shall describe the contribution to the realisation of the work packages, as well as any problems regarding implementation and the measures taken to tackle the problems.

Figure 7: Reporting per work package

Remember to SAVE the entry.

Figure 8: Reporting on the deliverables

By clicking on the tab "Add Deliverables" a new field opens to provide a description of the beneficiary's contribution to the implementation of each activity and deliverable. For the fields with no contribution to the work package or activity in the relevant reporting period the **»-«** is entered. By clicking on "Deliverable Evidence" the user uploads the evidence for each deliverable.

> **Remember to SAVE the data entered in the partner report.**
> **Click "SAVE REPORT" after each reporting step.**

After filling out and saving the data enter in the section "Partner Report" the user then moves on to fill out the section "List of Expenditure".

3.1.2 Section "List of Expenditure"

Figure 9: "List of Expenditure"
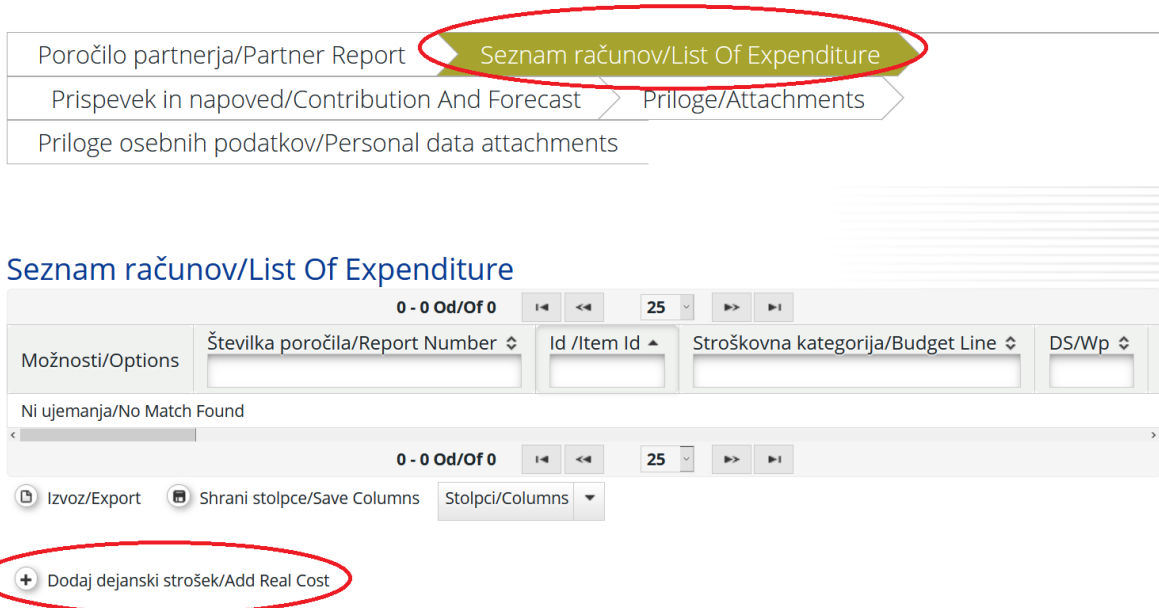
Financial reporting is done in the section "List of Expenditure" where individual expenditure is reported by clicking on "Add Real Cost". A pop-up window appears (Figure 10) where the system asks for basic information about each expenditure. Individual expenditure shall be identified with one budget line and one work package. For each expenditure, the relevant documentation defined in Part 4 of the Guide for Beneficiaries shall be uploaded.

Figure 10: Adding new expenditure
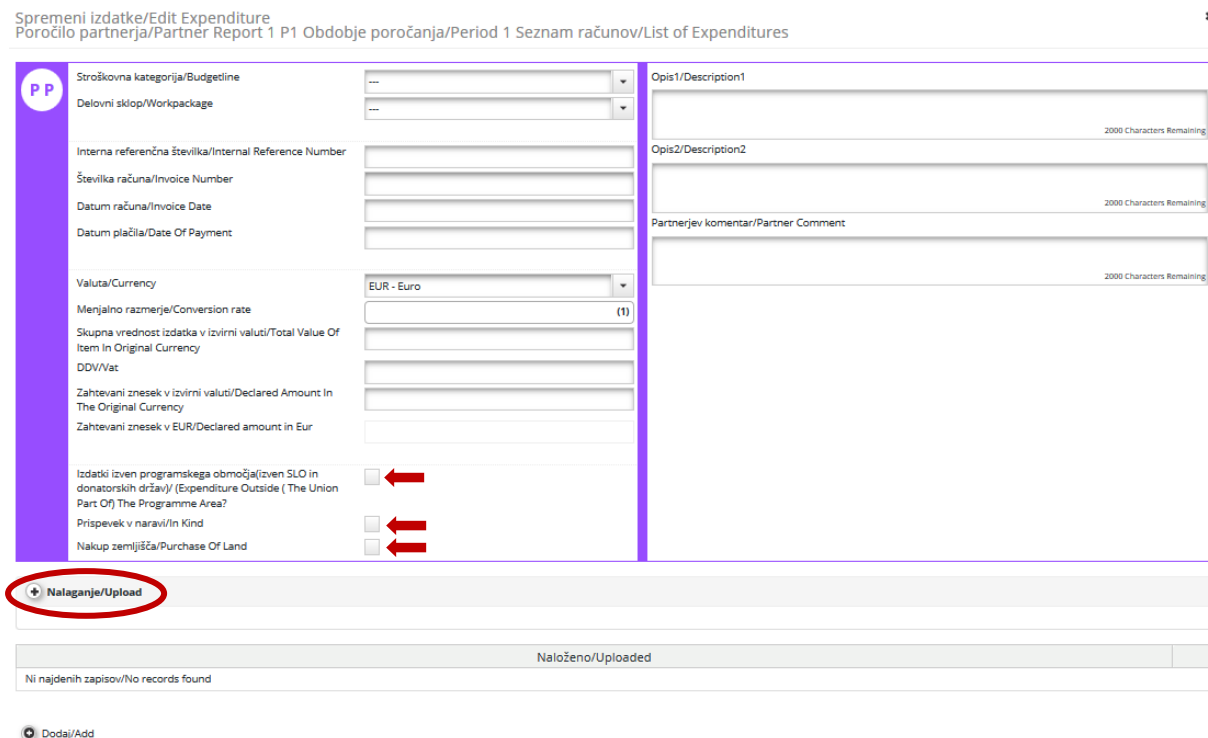
The beneficiary fills out all the relevant fields:
- budget line,
- work package,
- internal reference number,
- invoice number,
- invoice date,
- date of payment,
- currency,
- total value of item in original currency,
- VAT,
- declared amount in EUR.

Amounts entered into eMS in currency other than the euro (EUR) shall be automatically converted into euro using the valid exchange rate of the European Commission[2].

The system recalculates the amounts several times; for the first time when the expenditure is entered and then each time it is changed before the report is submitted. The value is updated by clicking on "Check Saved Report" and again when submitting the partner report to the control unit. The amount does not change if the report is returned to the project partner and then resubmitted; the applicable exchange rate is the valid exchange rate of the first submission of the partner report.

The field "Expenditure outside the Eligible Area" is ticked for the expenditure incurred outside the eligible area. The field "Purchase of Land" is ticked when the application form indicates purchase of real estate (including renovation) and/or land (Figure 10).

There are three text entry fields in this section to be completed according to the budget line:

Staff costs
Description 1: the name of the employee, the number of the employment contract or other relevant document,
Description 2: indication of the relevant type of contract or proof of employment:
 i. full-time assignment to the project;
 ii. part-time assignment to the project:
  - part-time assignment to the project with a fixed percentage of time per month on the project, or
  - part-time assignment to the project with a variable percentage of time per month on the project, or
  - hourly rate.
Partner comment: description of the implemented activities.

Travel and accommodation costs
Description 1: lump sum;

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[2] Valid exchange rate of the European Commission: https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en

Description 2: proof of employment of persons, sent on a business trip, by the institution claiming reimbursement of travel and accommodation costs as a lump sum (upload the relevant document).

Partner comment: description of the role of the employee and the aim of travel.

External expertise and services costs: / Equipment expenditure: / Infrastructure and construction expenditure (cost of consumables and supplies)

Description 1: name of the contractor,

Description 2: indication of existence of partial invoices,

Partner comment: description of the purpose of the expenditure.

Net revenue

Description 1: description of the activities which generated net revenue.

Filling in the List of expenditure

By clicking on "Upload", the relevant annexes are uploaded in accordance with Part 4 of the Guide for Beneficiaries.

This page automatically creates a list of invoices visible by scrolling through the page (table).To add expenditure to the List of expenditure click on "Add Real Cost" at the bottom of the page.[3]

If a flat rate method for office and administrative costs (indirect cost in projects / overheads) is approved in the application form, the system automatically calculates the amount of the flat rate cost on the basis of the corresponding entries in the list of invoices. No invoices are added to the budget line for which the flat rate applies. The amount claimed on a flat rate basis cannot be changed.

If a lump sum for travel and accommodation costs is approved in the application form, the total lump sum is reported in the List of Expenditures when all the activities within the relevant work package have been fully completed.

The whole process is repeated by clicking on "Add Real Cost" until all costs from the relevant reporting period have been entered.

> **Remember to SAVE the entry by clicking on "Save columns".**

> **When claiming incurred expenditure eligibility for VAT reimbursement should be taken into account (total, partial or no reimbursement).**

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[3] Also valid for reporting of indirect office and administrative costs in accordance with point a) of the first paragraph of Article 8.5 of the Donor States regulations (please refer to Guide for beneficiaries, Part 4). The cost-sharing formula shall be defined by the beneficiary. The cost-sharing formula is defined in the first reporting period if it had not been defined already in the application. The cost-sharing formula is described under Description 1 and it must not be changed during project implementation.

3.1.3 Section "Contribution And Forecast"

After entering all relevant substantive and financial data into the system, the estimated expenditures in the next reporting period, a description of potential in-kind contribution in the current period and the partner's own co-financing in the current period are entered in the "Contribution and Forecast" section.

In the first part of this section "Report Forecast" (Figure 11a) the amount of estimated expenditure for the next reporting period is indicated. The field "Description" describes the difference between the planned and actual financial value, if relevant.

The system calculates the total in-kind contribution that has been marked in the check box when entering documents in the section "List of invoices". In the section "In-kind contribution" the project partner also describes the in-kind contribution in the "Explanation" (Figure 11a).

Figure 11a: Section "Contribution and Forecast"

In the last section "Follow-up of Partner Contribution", the system calculates and displays the target value of the partner's contribution (circled in Figure 11b) outside the table, and in the table the amounts of funding from various sources in previous reporting periods and the current reporting period. The amount of the calculated target value of the partner's contribution is entered in the corresponding financial contribution (usually the partner's own co-financing) in the column "Current Report" (marked input field in the marked column in Figure 11b). If the column is not visible, please move the table slider to the right until the column appears.

Figure 12b: Section "Contribution and Forecast"

Remember to SAVE the entry.

3.1.4   Section "Atachments"

Annexes to the partner report are uploaded by clicking on "Upload". The document upload pop-up window appears showing a list of all attachments uploaded in this section, including information on who uploaded the document and when. The maximum size of one file is 6 MB. The electronic copy should be of good quality; all important information should be visible and legible.

3.1.5   Section "Attachements of Personal Data"

The section is used to upload additional attachments of personal nature. They are visible only to the beneficiaries, the control unit and the contract manager. Click "Upload" to upload the document. The document upload pop-up window appears showing a list of all attachments uploaded in this section, including information on who uploaded the document and when. The electronic copy should be of good quality; all important information should be visible and legible.

3.1.6   Submitting the partner report

After filling in all the fields, the partner report is checked by clicking on "Check Saved Report". If the report is not filled in correctly, a warning about missing or incomplete fields appears. When the report is complete, a new "Submit Report" button appears. The report is submitted by clicking on this button.

Figure 13: Checking the saved report
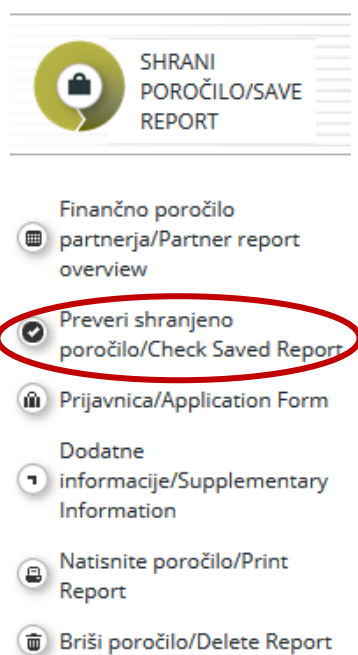
Figure 14: Submitting the report
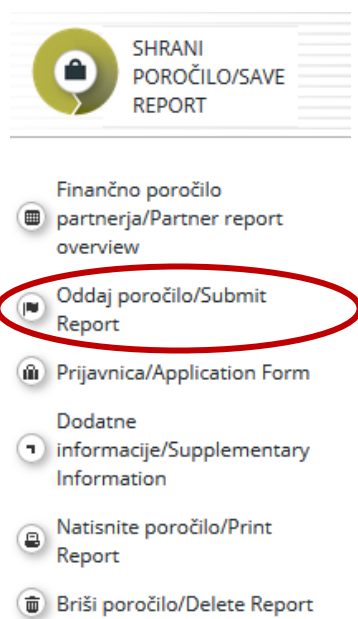
The submitted report is locked so the project partner can no longer make changes to the report. After submission, the partner report is forwarded to the control unit. The project partner can monitor the status of the report in the table "Partner Reports".

A new partner report can be created after the previous partner report has been submitted. The project partner cannot create more than one partner report at the same time.

3.1.7   Reporting by Donor Project Partner

Reporting by Donor Project Partner and verification and certification of eligibility of expenditure incurred by Donor Project Partner differ from the system of reporting and certification of expenditure incurred by the Slovenian beneficiary.

The form for substantive and financial reporting by the Donor Project Partner shall be made available on the website dedicated to the implementation of the Financial Mechanisms in the Republic of Slovenia.

Reporting on the implemented activities

Just like the Slovenian project partner Donor Project Partner shall **on a regular basis provide in the partner report information** on all implemented activities, deliverables and potential derogation from the application form, as well as the financial report to the Project Promoter.

Financial reporting

Donor Project Partner shall prepare and submit a financial report to an independent Donor State auditor qualified to carry out statutory audits of accounting documents or a competent and independent Donor State civil servant recognised by the relevant national authorities as having a budget and financial control capacity over the entity incurring the costs and who has not been involved in the preparation of the financial statements to verify and certify that the claimed costs are incurred in accordance with the Regulation on the implementation of the Norwegian Financial Mechanism 20214-2021 or the Regulation on the implementation of the EEA Financial mechanism 2014-2021, the relevant law and national accounting practices. The verification and certification of eligibility of expenditure incurred by Donor Project Partner shall take place separately from the verification and certification of eligibility of expenditure incurred by Slovenian beneficiaries.

Upon receipt of a certified signed form by an independent Donor State auditor or a competent and independent Donor State civil servant authorised by the relevant authorities, the Project Promoter shall generate a partner report and enter the content of the form in the eMS. The form received is a mandatory annex to the report.

After approval by the Programme Operator, it is included in the joint project report.

3.2 Joint project report

After the control unit reviews the partner reports and issues certificates, the Project Promoter creates a joint project report.

To prepare a joint project report, the Project Promoter selects the role "NProj/Lp" (Project Promoter) in the drop-down menu. Each Project Promoter can choose from two roles, "Pp" (project partner) if preparing own partner reports, or "NProj/Lp" if preparing a joint project report. The "NProj/Lp" role allows the Project Promoter to see all partner reports and to create and submit a joint project report.

Figure 15a: Selecting a role and creating a joint project report

To create a new joint project report, click on "Create Report For" and select the period below the table listing all joint project reports. The system then redirects the user to the joint project report corresponding to the specific reporting period.

The joint project report consists of the financial and substantive part. The system automatically prepares the financial segment on the basis of available CU certificates, included in the joint project report by the Project Promoter. Project report certificates are included in the joint project report by clicking on the box (circled in Figure 14b) in the report row (which the user wants to include in the joint project report) in the column "Include in Project Finance Report" of the table "List of Partner Flc Certificates" so that a tick appears in the box.

Figure 16b: Inclusion of verified project reports in the joint project report

The tick should appear in the boxes of all rows of certified partner reports that the user wants to include in the joint project report. By clicking on the box with a tick, the tick is deleted from the box. If the column "Include in Project Finance Report" does not appear in the table "List of Partner Flc Certificates", move the table slider (marked with an arrow pointing to the left in Figure 14b) to the right until the column is displayed. If you forget to include (tick) the certified partner reports for the current joint project report, you can include them in the joint partner report for the next (future) period.

The content of the joint project report is filled in manually by the Project Promoter. It is also possible to attach annexes to the joint project report. Some parts of the joint project report depend on the approved application form (e.g. work packages available).

3.2.1 Section "Report"

The section "Report" covers activities carried out during the reporting period. It contains general descriptions of activities and reporting by work packages. This section begins by describing the activities ("Highlights of Main Achievements") of the relevant reporting period and including CU certificates for project partners (Figure 14b). The achievement of project specific objectives is reported and an overview of the project main outputs is presented ("Project Main Outputs Achievement") (Figure 15b). This table is generated automatically on the basis of the data entered in the "Workpackages" section of the report.

Figure 17a: Section "Report"
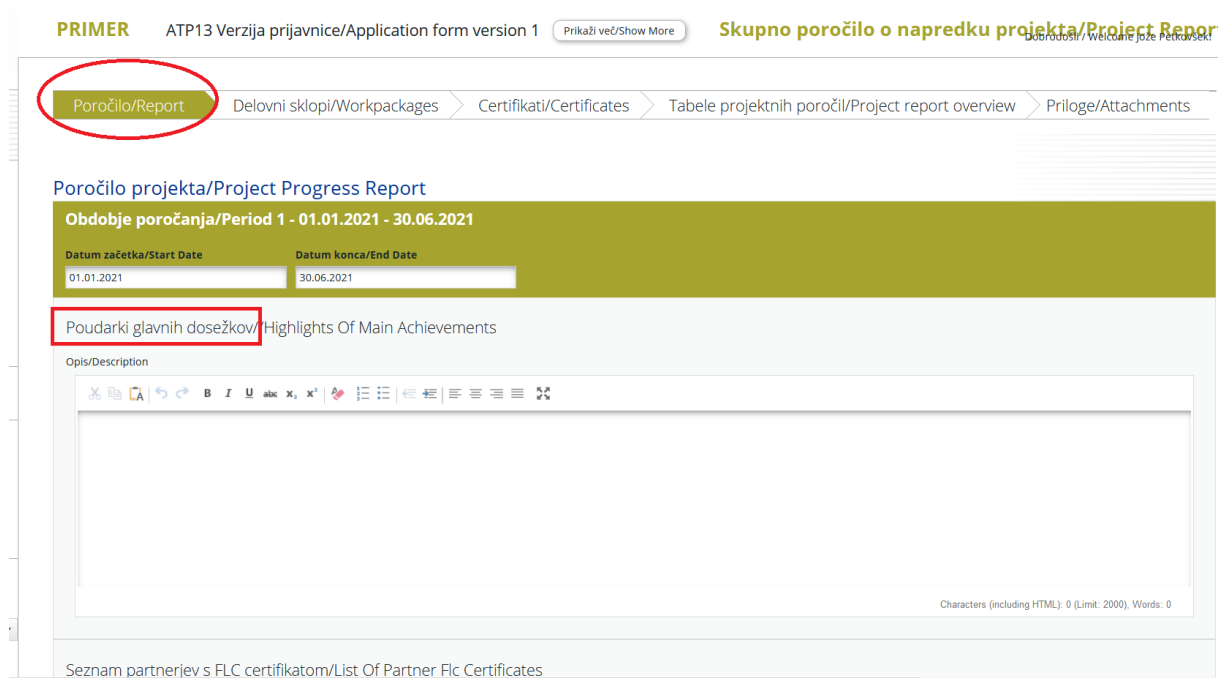
Figure 18b: Section "Project Specific Objectives" and "Project Main Outputs Achievement"
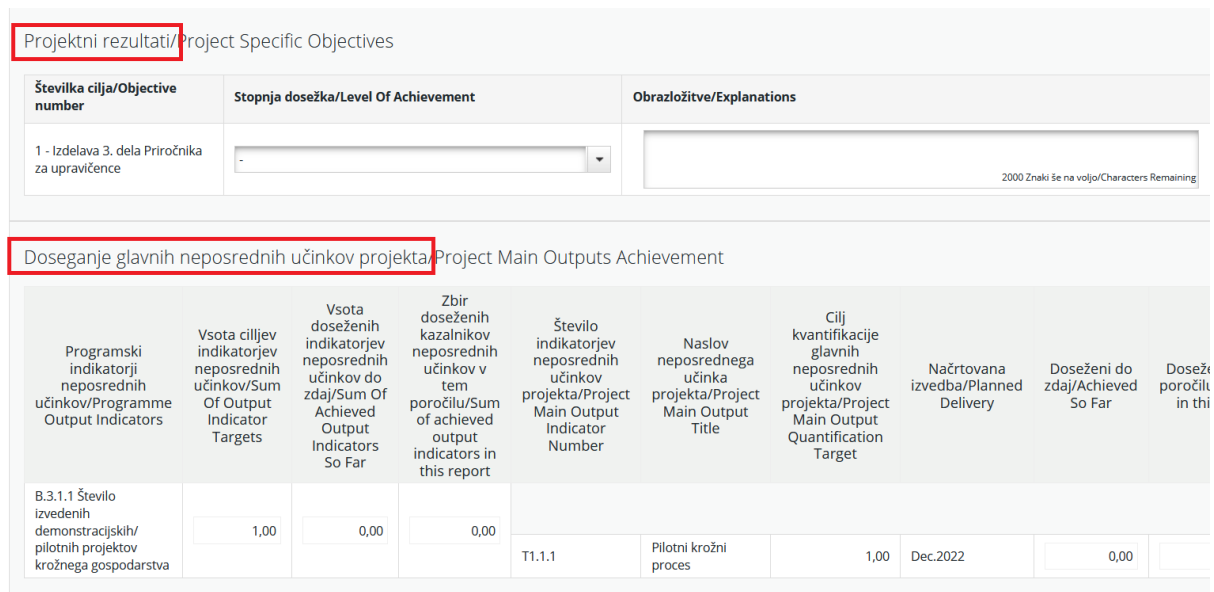
Reporting on the level of achievement under the section "Project Specific Objectives" is done by clicking on the triangle (circled in Figure 15c) and selecting one of the options for evaluating the level of achievement (marked in the square in Figure 15c).

Figure 19c: Reporting on the level of achievement under the section "Project Specific Objectives"

The CU certificate for the partner report of each project partner should be included in the joint project report by making a tick in the box (Figure 14b).

Next, quantitative data on reached persons/organisations of target groups in the current period should be entered, including data on found problems and solutions and self-assess the contribution to horizontal principles together with an explanation of the assessment in the (current) reporting period.

Figure 20a: Reporting on the reached target groups, problems and solutions found and horizontal principles

At the bottom of the interface, the user can enter information on the full implementation of the project. The filed "Fully Implemented" can be checked at any time, but please identify the project as fully implemented only in the project completion report.

Figure 21b: Reporting on project full implementation

3.2.2 Section "Workpackages"

Reporting by work packages is also part of the joint project report. Reporting by individual work package opens by clicking on the relevant submenu in the navigation bar.

Figure 22: Section "Workpackages"

This section provides a detailed description of the implementation within each work package during the reporting period, including information on the activities carried out and the contributions of the project partners, as well as information on problems or deviations from the original plan set out in the application form.

Remember to SAVE the entry.

Figure 23: Reporting by work packages

For each work package, the Project Promoter selects "Wp status" from the drop-down menu (Figure 18), describes the progress made during the reporting period and explains how the partners were involved and who did what, and describes and explains the problems of deviations and delays in view of the work plan set out in the application form, and the developed solutions.

The achievement of the indicators of project main outputs is assessed, the achieved values of the indicators are entered and the progress in terms of the activities carried out is assessed. Uploading proofs of achievement is part of reporting by work packages; this is done by clicking on the magnifying glass icon in the column "Attachments" and in the line project main outputs.

Figure 24a: Reporting on the indicators of project main outputs, activities and achievements

After clicking on the magnifying glass, a new window opens (Figure 19b). After clicking on "Upload", open the selected file that contains the proof and the file will then be uploaded to the report.

Figure 25b: Uploading proof

Remember to SAVE the entry.

3.2.3 Section "Certificates"

Figure 26: Section "Certificates"

In the section "Certificates" the Project Promoter can select the relevant CU certificate of the partner report. The Project Promoter is then redirected to the list of invoices of the partner report.

Figure 27: Editing expenditure

The Project Promoter can reduce the project partner's expenditure by selecting (clicking on the invoice line) in the invoice table to open the invoice information window (Figure 21). The Project Promoter can then determine the difference in the green field and reduce the certified amount of the invoice. Values previously entered by the project partner and the control unit (budget, work package, internal reference number, invoice number, invoice date, payment date, currency, VAT) can no longer be changed.

3.2.4 Section "Project report overview"

Figure 28: Section "Project report overview"

The user can choose from numerous summary tables included in the joint project report. The tables are updated before the report is submitted. All reductions of invoices made by the Project Promoter are immediately visible in the tables. The tables in the joint project report follow the same logic as the tables in the partner report, taking into account all CU certificates included in the joint project report.

> **Remember that the values (and name) in the column "Currently in Report" change with each change of the status of the report.**

3.2.5 Section "Attachments"

Figure 29a: Section "Attachments"
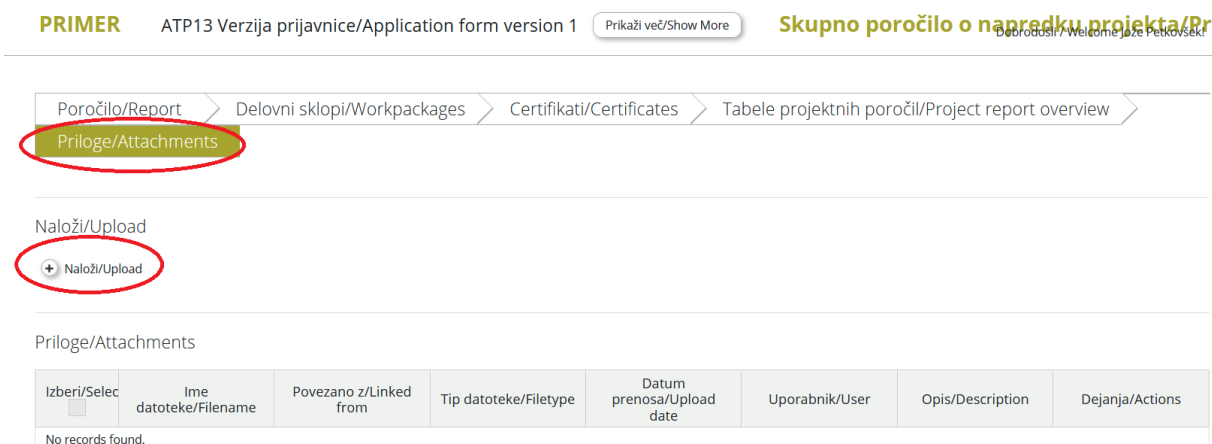
The Project Promoter can upload annexes related to the joint project report by clicking on the tab "Attachments" and then selecting the option "Upload" (Figure 23a). A new window opens where the option "Upload" is selected (Figure 23b). Then a file explorer opens where the user selects the folder from which to upload a file into the attachments section. The user then clicks on the option "Open" (Figure 23c).

Figure 30b: Window "Upload"
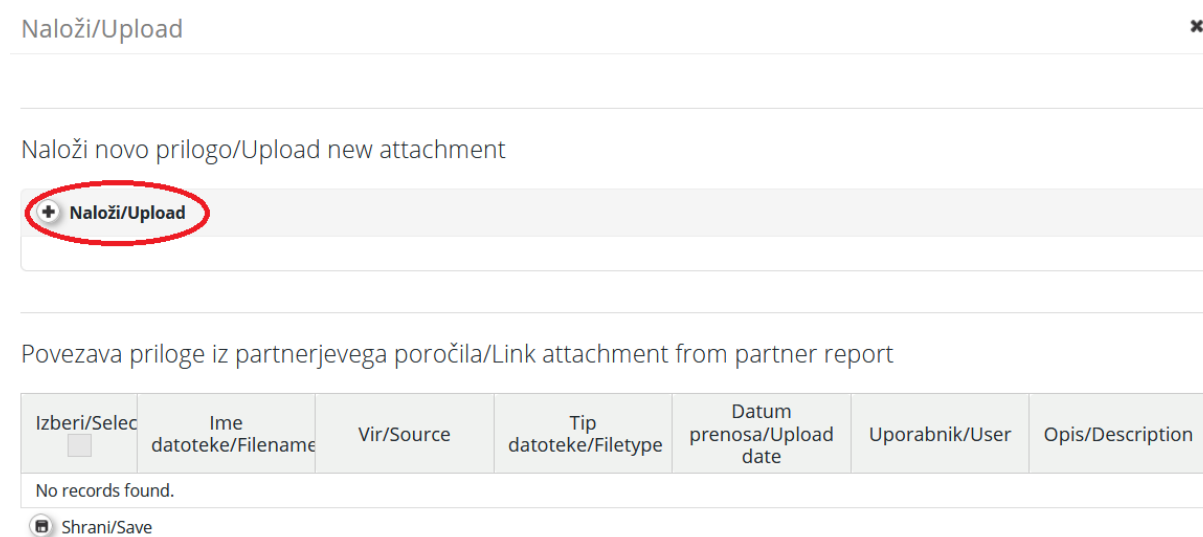
Figure 31c: Window for selecting a file to be uploaded
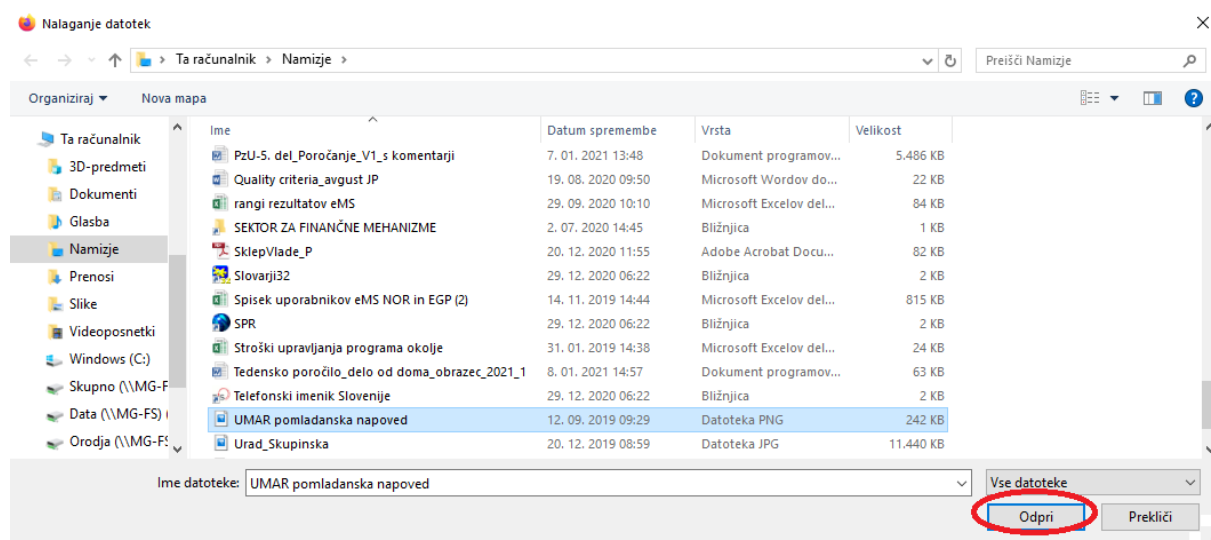
3.2.6   Submitting a joint project report

After entering all the data and information, the joint project report is checked by clicking on "Check Saved Report" (Figure 24). If the joint project report is not filled in correctly, a warning appears that something is missing or incomplete. When the joint project report is completed, a new "Submit Report" button appears (Figure 25). The report is submitted by clicking on this button.

Figure 32: Checking the saved report
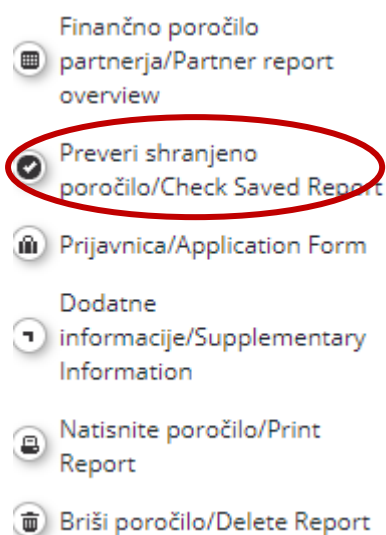
Figure 33: Submitting the report
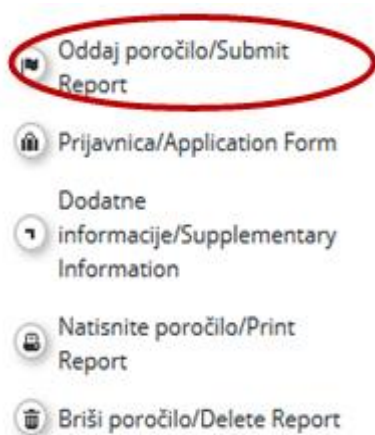
Once the joint project report is submitted, the Project Promoter can see it but can no longer make changes. A new joint project report can only be created after the previous report has been submitted.

3.3   Reporting on procurements above the EU threshold

If one of the project partners awards a public contract above the EU threshold (above the threshold value) set out in the act governing public procurement, the relevant project partner should inform the Project Promoter. The Project Promoter enters the information in the eMS under "Supplementary Information" in the section "Procurements Above the Thresholds" (Figure 29).

Figure 34: Supplementary information – section "Procurements Above the Thresholds"

The Project Promoter clicks on "Add" and a new, empty window appears (Figure 30).

Figure 35: Supplementary information – procurements above the threshold

Javno naročilo/Procurement 1

1 - Nproj1 - Nproj - prvega projekta

⊖ Odstrani/Remove

Pogodbeni partner/Procurement Partner

1 - Nproj1 - Nproj - prvega projekta ▼

Vrsta pogodbe/Contract Type

Ime pogodbe/Contract Name

Pogodbena vrednost/Contract Amount

0

Na osnovi pogodbe nastali in plačani upravičeni izdatki/Eligible Expenditure Incurred And Paid Based On Contract

0

Uporabljen postopek javnega naročanja/Procurement Procedure Used

Podatki o izbranem izvajalcu (naziv, naslov in davčna številka)/Name Of Unique Identifier Of The Contractor

Komentar/Comment

2000 Characters Remaining

Komentar /Comment 2

2000 Characters Remaining

Invoices

0 - 0 Of 0 |◄ ◄◄   ►► ►|

Prikaži več/Show more	Skupni znesek prijavljen v partnerjev poročilu/T declared in partnerrep	Datum priglasitve pri KE (prva oddaja)/Da of declarationto flc (first submission	Skupaj ododbren s strani KE/Total approved by flc	Datum certificiran zneska KE/Date of flc certificate	Povezava na certifikat KE/Link to the flc certificate	Skupaj vključeno v poročilo projekta/T included in project report	Datum poročila o projektu/D of project report	Skupaj plačano do sedaj/Tota paid so far	Datum plačila (končnega plačila, če se plačuje v obrokih)/D of payment (final payment if paid in instalment (EGP)	Skupna vrednost javnega naročila/Total value of the procureme	Preostali znesek/Re amount
No records found.											
	€ 0,00		€ 0,00			€ 0,00		€ 0,00		€ 0,00	€ 0,00

0 - 0 Of 0 |◄ ◄◄   ►► ►|

⬀ Izvoz/Export

⊕ **Naloži/Upload**

Ime datoteke/Filename ⇕	Tip datoteke/Filetype ⇕	Datum/Date ⇕	Uporabnik/User ⇕	Komentar/Comment ⇕	Dejanja/Actions
Ni najdenih zapisov//No records found					

⬀ Prenesi vse (vključno s seznamom prilog z izdatki)/Download all (including List of Expenditure attachments)

⊕ Dodaj/Add
⊟ Shrani/Save

The Project Promoter selects "Procurement Partner" from the drop-down menu (marked red in Figure 30) and fills in all other fields, namely "Contract Type", "Contract Amount", "Eligible

"Expenditure Incurred and Paid Based on Contract", "Procurement Procedure Used", "Name of Unique Identifier of the Contractor" and "Comment".

By clicking on "Ad" the Project Promoter has the option of adding a new "Procurement" (marked blue in Figure 30).

By clicking on "Upload" the Project Promoter has the option of linking the invoice with the procurement with additional information (marked green in Figure 30).

4 Modification of the project

During implementation the project may be modified as presented in Part 2 of the Guide for Beneficiaries. The Project Promoter fills out and submits the modification request to the eMS. The modification should be clearly described and justified, including the reasons and impacts of the modification. Technical support for the modification shall be provided by the contract manager.

When the Project Promoter submits the modification request, the contract manager reviews the submitted request and carries out decision-making procedures according to the type of project modification. If the request to modify the project is granted, the contract manager shall give permission to the Project Promoter to update the relevant parts of the application form. If additional supporting documents are required for the requested modification of the project, they shall be uploaded to the eMS as annexes to the updated application form.

Contract manager reviews the modifications to the application form and, if necessary, requests that the Project Promoter provides additional explanations and information.

Based on the final submitted and revised application form, the contract manager via the eMS informs the Project Promoter about the final decision regarding the requested project modification.

4.1 Modifications of the project in the eMS

The Project Promoter accesses the modification by selecting the relevant project, where the pop-up window "Partner Reports" appears, and clicks on "Project" again (marked red in Figure 31).

Figure 36: Accessing modification request

The user then selects "Modification Request Overview" (marked red in Figure 32) in section "General" (marked blue in Figure 32).
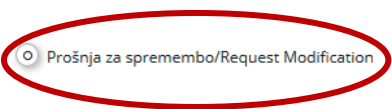
Figure 37: Modification request

Then a window appears (Figure 33a) where the Project Promoter clicks on "Request Modification" which opens the pane with the application change request. This window contains information about potential previous modification requests.

Figure 38a: Window "Modification Request Details"

Podrobno o prošnji za spremembo/Modification Request Details- Projekt/Project Testni projekt

Številka spremembe/Modification number	Odpri podrobnosti spremembe/Open modification details	Prošnja za spremembo/Modification request			
		Prošnje za spremembo (datum)/Modification request (date)	Prošnjo za spremembo zahteva/Modification requested by	Vrsta spremembe/Type of modification	Prošnja za spremembo odobrena/zavrnjena /Modification request approved / rejected
No records found.					

○ Prošnja za spremembo/Request Modification

The Project Promoter enters information on the intended modification in the application change request (Figure 33b). After saving the entry, the contract manager is informed about the modification. The contract manager can either approve the request and opens the application form so that the changes can be made by the Project Promoter, or reject the request. The Project Promoter can submit the request during the implementation of the project.

Figure 39b: Form "Application Change Request"

Prošnja za spremembo prijavnice/Application Change Request - Projekt/Project: Testni projekt

Kategorije/Categories

| Kategorije/Categories ▼ |

Sporočilo/Message   Priloge/Attachments   Odklenjeni razdelki prijavnice/Unlocked application form sections

Sporočilo/Message text

Characters (including HTML): 0 (Limit: 2000), Words: 0

One of the following may happen:
- the Project Promoter submits the request → the contract manager approves the request and allows the entry of changes → the Project Promoter changes the application form → approval of the entered changes → a new version of the application form is created, or
- the Project Promoter submits the request → the contract manager approves the request and allows the entry of changes → the Project Promoter changes the application form → the contract manager requests corrections or additional changes → the Project Promoter changes the application form → approval of the entered changes → a new version of the application form is created, or
- the Project Promoter submits the request → the contract manager approves the request and allows the entry of changes → the Project Promoter changes the application form → the contract manager rejects the changes → the application form remains unchanged (new version of the application form is not created) or
- the Project Promoter submits the request → the contract manger rejects the request → the application form remains unchanged (a new version of the application form is not created).

5 Exchange rate

Pursuant to the Regulations the amounts shall be converted into euro using the monthly accounting exchange rate of the European Commission[4] in the month during which the expenditure was registered in the accounts of the Programme Operator of the programme concerned.

The Programme Operator is not responsible for losses resulting from exchange rate fluctuations.

6 Payment method

The Financial Mechanisms grants and the matching national contribution shall be paid to the Project Promoter in one of the following ways:
- as advance payments, or
- as reimbursement of eligible expenditure.

ADVANCE PAYMENTS

The Project Promoter, who is not a direct user of the state budget, is eligible to advance payment in the amount of up to 30% of the value of the planned payments under the Financial Mechanisms and the matching national contribution for the project. If the amount of the advance payment is above EUR 100,000.00, the Programme Operator shall obtain, prior to signing the Project Contract with the Project Promoter, consent of the Minister responsible for finance.

After signing the Project Contract, the Project Promoter sends a request for advance payment in the form of an e-invoice to the GODC financial service. The Project Promoter

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[4] Monthly accounting exchange rate of the European Commission: https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en

receives the funds within 30 days of signing the Project Contract and makes payment to other project partners.

The Project Promoter, who is a direct user of the state budget, is not eligible to advance payment. Payments are made only in the form of reimbursement of eligible expenditures.

REIMBURSEMENT

The Project Promoter, who is not a direct user of the state budget, submits a request for reimbursement of eligible expenditure (reduced by any potential advance payments, etc.) in the form of an e-invoice after receiving the notification of approval of the joint project report. Interim payments shall be paid no later than 30 days after the receipt of the e-invoice. If the Project Promoter is eligible to advance payment, the amount of advance payment is offset with the amount of reimbursement request before any additional payments are made. After receiving the funds, the Project Promoter makes payment to other project partners.

The Project Promoter, who is a direct user of the state budget, does not submit a request for reimbursement of eligible expenditure in the form of an e-invoice after receiving the notification of approval of the joint project report as the funds for the relevant Project Promoter are provided in the budget of the Republic of Slovenia through commitment appropriations on budget items of the Financial Mechanisms and the matching national contribution.

The advance payments and reimbursements of eligible expenditure are paid to the Project Promoter until the total amount of payments reaches 80% of total estimated amount of payments from the Norwegian Financial Mechanism or EEA Financial Mechanism and national co-financing funds within the project. The last reimbursement of eligible expenditure is executed after the final project report has been approved. If the amount of all previously executed payments exceeds the final amount of all eligible expenditures in line with the project grant rate, the Project Promoter shall return the exceeding amount to the Programme Operator within the deadline set by the programme Operator.