

1. Is project registration on the UA side required to submit an application for an initial pre-financing payment?

Project registration in Ukraine is required to submit a request for an initial pre-financing payment for the project. In exceptional circumstances, the Lead Partner from Poland may apply for the initial pre-financing payment before obtaining the project registration in Ukraine if all the funds are foreseen for Polish Partners; the funds from the advance payment cannot be transferred to the Partner from Ukraine.

2. How many reports do projects submit in the reimbursement settlement option?

Lead Partner submits no less than two reports from the subsequent 12 months of project implementation, on their basis the settlement and reimbursement of incurred costs (in the amount of the co-financing) is made. It is possible to submit a report for a shorter period of project implementation.

3. Can projects generate income? Is income settled in the project?

Within the Programme, reporting of income in projects is not required.

4. What happens to interest on advance payment funds – is it due to the partner or the Managing Authority?

Any interest on payments transferred by the Managing Authority to the Lead Partner is not due to the Managing Authority and may be used by the Lead Partner or the Project Partners.

5. Does the partner have to have a separate bank account for the project in EUR and in the national currency? Can the account in the national currency be simultaneously the organisation's settlement account?

Each partner must have a bank account in euro exclusively for the project. The Programme Rules do not specify requirements for an account in the national currency.

6. Do the programme documents specify when and in what amount the partner makes a currency conversion from the EUR project account to the PLN settlement account?

The programme documents do not specify this issue.

7. Can the partner hire an expert? From what resources does it finance such an expense, or from the personnel costs line?

Project Partner may hire an expert if it is necessary for project implementation, was planned in the project budget and is eligible in the budget category. Detailed information on the eligibility of costs is presented in Chapter 9 of Part one of the Programme Manual (Staff costs are presented in the chapter 9.1, External expertise and services in chapter 9.4).

8. When publishing an order in the competitiveness database is it necessary to attach the same documents to SL2021 in for the verification of the payment application by the national controller?

In the case of orders for which publication in the competitiveness database applies, the beneficiary is not obliged to attach documents to the SL2021 system at the time of publication of the announcement or sending the payment claim to the controller. The beneficiary submits the documents only at the request of its controller.

For orders awarded under the Public Procurement Law, the beneficiary should enter information about the award of the order in the system. We recommend to additionally inform the controller on the awarding the order.

The beneficiary submits to the SL2021 system the documents regarding the procedures at the controller's request.

9. When and how changes to the project budget can be made?

Each project should be implemented in line with the approved application and the Grant Contract. Any modifications to the scope of the project, the planned work packages and to the partnership should be avoided. The planned budget should be as precise as possible. If necessary, modifications of the project after Grant Contract signature are possible. The procedures for introducing changes to the projects are described in the third chapter of Part Two of the Programme Manual, Implementation. The procedures are described in the following chapters:

- 3.1. Modifications of the Grant Contract provisions
- 3.2. Modification of the annexes to the Grant Contract
- 3.3. Project savings
- 3.4. Changes of the partnership agreement

10. What changes can a partner introduce to the project independently?

Each project should be implemented in line with the approved application and the Grant Contract. All changes require the approval of the Joint Secretariat. The changes, the possibility of which is to be decided by the Lead Partner, concern transfers within the budget of one partner within the category of costs actually incurred, i.e. equipment, services, infrastructure and construction works. Details are described in point 3.2.1 of the second part of the Programme Manual.

11. Which changes to the project can be introduced by requests for changes to the project, and which by a payment request?

Changes are introduced by a request for changes. In some cases, there is no need to submit such a request, e.g. if the entire amount on a given budget line is not used. Details are described in chapter 3.2.1 of the second part of the Program Manual.

12. Does the national controller examine the use of the budget on a budget line or on a work package?

On a budget line and on a work package.

13. What about contractual penalties charged under contracts with contractors of works/services - are they due to the Managing Authority and reduce the amount of funding or do they remain for the project partners and do not reduce the amount of funding?

The issue is described in the chapter 6.4 of the Programme Manual part 2.

14. What if not all planned indicators are achieved?

The Managing Authority may adequately reduce the value of the granted co-financing, demand the return of a part or the whole amount of the co-financing paid to the Lead Partner. Details are described in § 17 of the Grant Contract.

15. Who submits documents to the CST2021 system?

Each partner settles their part of the project, attaches documents in the system. Attaching documents is done through appropriate modules such as partial payment claims, public procurement or correspondence together with submitting the report or procurement order for verification. It can also be done later, at the verification stage, at the request of the controller. The Lead Partner prepares a payment claim based on approved partial payment claims. All requirements regarding the preparation of partial and payment claims are presented in the User Manual.

16. Does the Lead Partner see what documents the project partner is submitting?

The Lead Partner sees what documents the partner is submitting. The Lead Partner sees in the system all partial payment claims of partners in the project, including the verification status of these partial payment claims. The Lead Partner submits a payment claim on behalf of all partners. The Lead Partner supervises and ensures the implementation of the project in accordance with the assumptions.

17. From which account should the own contribution be paid?

The Programme Rules do not regulate this issue.

18. Is it necessary to have a separate accounting policy for the project?

Each Project Partner shall keep accurate and regular accounts of the expenditure within the project, using an appropriate accounting and double-entry book-keeping system. These systems may either be an integrated part of the Project Partner's regular system or an adjunct to that system. This system shall be run in accordance with the accounting and bookkeeping policies and rules that apply in the country concerned. Accounts and expenditure relating to the project must be easily identifiable and verifiable. This can be done by using separate accounts for the project or by ensuring that expenditure for the project can be easily identified and traced to and within the Project Partner's accounting and bookkeeping systems

19. Do flat rate costs have to be paid from a separate account for the project?

No. The method of management of funds received as part of the flat rates settlement from the Program is determined by the partner. Costs incurred within the category of costs settled using flat rates will not be subject to control by the Program. We encourage you to familiarize yourself with the guide on simplified settlement of expenses in Interreg programmes 2021-2027 <https://www.ewt.gov.pl/strony/o-programach/publikacje/poradnik-w-zakresie-uproszczonego-rozliczania-wydatkow-dla-polskich-beneficjentow-programow-interreg-2021-2027/>

20. Should the amount of costs settled as flat rates be calculated in the payment application?

Yes, you should calculate the amount as a percentage of the real costs in the report. We have prepared a tool for Program Partners to facilitate the submission of payment applications – flat rate calculators. The flat rate calculator automatically calculates the amount for the payment claim, after entering the amount that is the basis for calculating the flat rates for staff, travel and administration. The auxiliary calculator will be placed on the Program website.

21. Does the invoice have to include the full title of the project or will an acronym be sufficient?

Please provide the full title.

PARTNERSHIP

22. Who is responsible in the partnership for the return of funds in the event of irregularities or an excessively paid advance?

The Lead Partner of the project is responsible for returning funds to the Managing Authority. The issue of recovering funds by the Lead Partner from the Project Partners is regulated in detail by the provisions of the partnership agreement. The Project Partner is obliged to return to the Lead Partner the amounts unduly paid on the terms, within the deadline and to the account indicated by the Lead Partner. If the Project Partner fails to return the amounts within the deadline set by the Lead Partner, the Lead Partner may take further action against the partner in order to recover the missing funds. Information on the recovery of funds and detailed rules for the recovery of funds by the Lead Partner are described in Chapter 6.3.2.1 of the second part of the Programme Implementation Manual.

23. Can changes be made to the partnership agreement?

Yes, the partnership agreement can be modified. Details are described in point 3.4 of the second part of the Programme Manual Implementation.

INFORMATION AND PROMOTION

24. Is there a difference between an information plaque and a commemorative board?

Partners are only required to prepare and display information plaques.

We are currently working on changes to the Programme Manual and the Communication Guide for Project Partners, which consist in removing the provisions on commemorative boards. The content of information plaques and commemorative boards is the same. Both types of boards are identical, so there is no need to use two types of boards, an information plaque is enough.

25. If the partner transfers the equipment purchased within the project free of charge to a subordinate unit, where should the information/commemorative board be located - at the partner's premise or in the unit to which the equipment is transferred?

The Partner is obliged to place an information plaque at its headquarters and in the subordinate unit to which it transfers the equipment. The Partner is responsible for displaying the board.

26. Which elements shall be marked in the project?

The following are subject to marking:

- purchased/installed equipment, e.g. laboratory, medical, computers, laptops,
- newly built or modernized infrastructure, e.g. facilities, roads, bicycle paths,
- means of transport (e.g. cars, buses),
- documents, information materials, publications,
- website, social media profiles.

The marking consists of:

- displaying information plaques/boards in a public place by the partner in relation to projects whose cost exceeds EUR 100,000 and which include investments or purchase of equipment. Placing the board is the partner's obligation in accordance with the Interreg regulation.
- a sticker on the purchased equipment. This is an element of good practice. Labelling the equipment is not the project partner's obligation within the meaning of the Interreg regulation.
- publication of the programme logo on the website, in social media profiles, on printed and multimedia materials, etc. This is the project partner's obligation in accordance with the Interreg regulation. More information on the labelling of various project products and visualisation in the programme can be found at: <https://pl-ua.eu/pl/pages/635>

27. What size should the information plaque be?

- 80 cm x 40 cm (width x height)
- 120 cm x 60 cm (width x height)
- 240 cm x 120 cm (width x height)

28. When should the information plaque be placed?

If the partner makes investments or purchases equipment, it should place information boards immediately after the physical implementation of the project begins, e.g. after construction works begin or immediately after the equipment is purchased/installed. This applies to projects whose cost exceeds EUR 100,000.

29. What information should be placed on the information plaque?

The information plaque should contain the following elements:

- Programme logo/project logo combined with the Programme logo in line with the guidelines Communication Guidelines,
- project title,
- project logo, if it is a separate graphic element from the Programme logo, e.g. logos from earlier editions of the project, from previous perspectives 2007-2013, 2014-2020,
- the address of the project website, if created or Programme website.

You can put up to three additional logos on the plaque, e.g. of the region, poviat, partner that makes the greatest contribution, provided that they are:

- located at the bottom of the plaque, but above the project/Programme website address,
- will not be larger or wider than the Programme logo.

30. Is it required to create a project logo?

There is no obligation to create a project logo.

31. What can be a project logo?

- a graphic logo developed by the project team,
- a logo that is created by addition of the project acronym to the Programme logo.

32. Is it necessary to have a separate website for the project?

There is no obligation to create a separate website solely for the needs of the project. The project beneficiary can prepare on its own website a tab for the project presenting all the required information.

33. What shall be the language of the project website and social media?

The project website and social media of the project should be run in Polish and Ukrainian or in the language of the Program, i.e. English.

There is no obligation to create a separate website or social media profiles for the project.

(When the project website is run (in Polish and Ukrainian or English) and at the same time the partners also want to run social media, each partner can run them in their national language.)