

INSTRUCTION FOR BENEFICIARIES

of Romania-Bulgaria Cross-Border Cooperation Programme for communicating the setting of mandatory submission deadlines for reimbursement claims in 2014

Issued on ²⁴ December 2013

Having in mind the Programme implementation experience until present, especially regarding the important number of changes of the Annex "Schedule of reimbursement claims and progress reports" of the signed contracts initiated by project beneficiaries and their overall impact at project and programme level;

Having in mind the provisions of art. 7, section Managing Authority, para. 8) of the subsidy contract, the Managing Authority of Romania-Bulgaria Cross-Border Cooperation Programme 2007-2013 is issuing the following:

INSTRUCTION FOR BENEFICIARIES

Art. 1 - The following mandatory deadlines for submission of reimbursement claims by the Lead Partners to the Joint Technical Secretariat are set by the Managing Authority for the implementation year 2014:

- January - February 2014,
- March - April 2014,
- May - July 2014,
- August - September 2014,
- October - November 2014.

Art. 2 - The deadlines mentioned at art.1 shall be mandatory included in the Annex "Schedule of reimbursement claims and progress reports" to the contracts through a notification submitted by the Lead Partner the latest 15 working days after the date of the present *Instruction for beneficiaries*.

Art. 3 - A reimbursement claim having a mandatory submission deadline as set in art. 1 will be considered any reimbursement claim submitted by the Lead Partners with a value of at least 5,000 Euro, considering only the amounts validated by the first level control.

Art. 4 - All Partners shall take all necessary measures, as specified in the contracts, instructions for beneficiaries and the partnership agreement, in order to have their own expenditure validated by the first level control in due time in order to be included by the Lead Partners in the consolidated reimbursement claims submitted within the mandatory deadlines set at art.1.

Art. 5 - A first level control request in the sense of the present *Instruction for beneficiaries* will be considered any valid request for performing the first level control submitted by a Partner for eligible expenditure of at least 1000 Euro.

Art. 6 - In exceptional and duly justified cases, when a reimbursement claim can't be submitted within the deadlines set in art. 1 or can't reach the threshold set in art.3, the Lead Partner will submit to the Joint Technical Secretariat a clear and coherent justification for failing to meet the set deadlines. The justification will be provided by the Lead Partners the latest during the previous month before the mandatory deadlines set in the present *Instruction for beneficiaries*.

Art. 7 - Failure to provide a reimbursement claim for two consecutive deadlines or a valid justification by the Lead Partner in the conditions and deadlines mentioned in the present *Instruction for beneficiaries* will fall under the provisions of art. 15 of the subsidy contract.

Art. 8 - All provisions of the present *Instruction for beneficiaries* are mandatory for all Partners involved in projects under implementation at Programme level for Priority Axis 1, 2 and 3.

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Head of the Managing Authority

