



## ***Dear Lead Partners,***

By this letter we would like to give you some useful hints and guidance for the **contracting procedure** that started in case of successful HURO/0801 projects on the 5<sup>th</sup> of October, 2009, the deadline for **preparing the documents** being the 15<sup>th</sup> of October:

### **STEPS TO BE TAKEN**

1. Read through the following documents carefully: List of documents to be submitted for contracting; (relevant chapters 2.1 and 2.2) of the **Project Implementation Handbook**; **Subsidy Contract** and its annexes, **Partnership Agreement** and its annexes – all downloadable from the **downloads** section of the programme's homepage ([http://huro-cbc.eu/en/download/contracting\\_and\\_project\\_implementation](http://huro-cbc.eu/en/download/contracting_and_project_implementation))
2. Inform and contact your Partners in order to **arrange a meeting for the signature of the Partnership Agreement** and ask them to prepare the updated documents (if needed) and other required documents like proof of the necessary own contribution, declaration on State Aid or Guarantee (if required) until the date of signature the latest.
3. Make sure that the assigned **contact persons of the Partners are reachable** in the following 10 days!
4. Fill in the detailed budget tables (i.e. AF VII.2. and VII.5.) and payment forecast (i.e. AF VII.6.) in accordance with the approved budget and in line with the Call for Proposal. Budget tables have to be filled in **both on the project partner level and on the whole project level!**
5. Send an e-mail with the prepared detailed budget tables and the payment forecast to your assigned **programme manager for conciliation!**
6. If it is the case open a separate **EUR bank account or a separate sub-account** for the project and complete the **statement** that has to be signed both by the bank and the LP!
7. Go through the application package and **update the documents** if needed and prepare the **required documents** like proof of the necessary own contribution, declaration on State Aid or Guarantee (if required).
8. **Sign the Partnership Agreement and collect the required documentation** from the Partners.
9. In case you have further questions before the submission or there was any modification in the conciliated budget tables, please **contact your programme manager for a final quality check!**
10. **Submit** the conciliated budget forms and all other documents listed according to the guidance in **3 copies** (1 original and 2 photocopies – signed and stamped by the

legal representative of the Lead Partner) to the JTS **via registered mail or courier service, as well as by fax or e-mail.**

## WHAT FOLLOWS

- ✓ *JTS checks the documentation and the fulfilment of the conditions set by the JSC informs the MA.*
- ✓ *When all conditions set by the JSC are fulfilled by the LP, the MA issues a "Declaration of commitment".*
- ✓ *JTS prepares the Subsidy Contract for signature to be signed by the MA and the LP.*
- ✓ *The first Subsidy Contracts are planned to be signed at the end of October, 2009 ceremonially!*

## NECESSARY TO REMEMBER

**!** **The language of the project implementation IS ENGLISH** (e.g.: reporting, Subsidy Contract or the Partnership Agreement, official communication with programme bodies, etc.), however, in certain cases during the contracting and reporting phase the partners may submit documents in their own national language.

This is necessary due to:

- necessity to control the implementation of the joint projects and to correspond to the requirements of audit;
- respect the fact that the Hungary-Romania Cross-border Co-operation Programme is an international programme using the English as an official language;
- to avoid in the implementation phase the problems that occurred due to bilingualism in the application phase.

**! Don't forget** that in the next 10 days the main task of the JTS is to give assistance to the successful applicants regarding the preparation of their Subsidy Contract in order to be signed as soon as possible.

Please contact your programme manager in order to assure a **high quality level of the documentation** that is a key element of a successful and smooth project implementation.

