NOTE FOR BENEFICIARIES

of the ENI CBC Black Sea Basin Programme 2014-2020

regarding the uploading in the programme electronic Monitoring System (eMS) of

supporting documents related to expenditures

Considering the findings and recommendations of the Audit Authority following the audit of operations performed for the accounting year 1/7/2022 – 30/6/2023, more specifically the recommendation to ensure that there is an adequate audit trail in the electronic Monitoring System (eMS),

Having in mind the provisions of the:

- Grant contract, Article 5 - *Obligation to provide information and reports*, Article 8 - *Eligible Costs*, para. 8.1 *Cost eligibility criteria,* Article 11 - Accounts and technical and financial checks, para. 11.8-11.10 *Record keeping;*

- Instruction no.15 to programme beneficiaries *laying down specific provisions for the expenditure and revenue verification of a grant contract funded under the ENI CBC Black Sea Basin Joint Operational Programme 2014-2020* – Section 2,

- Programme Implementation Manual (PIM) - Section 6.5.3 *Supporting documents required for expenditure verification, Annex 5 to PIM* – Section 4.3.2 *'List of Expenditures (LoE)' tab* – (uploads) and Section 4.3.4 *'Attachments' and "Personal data attachments" tabs;*

Complementing the *Note for Beneficiaries of the ENI CBC Black Sea Basin Programme 2014-2020 regarding the uploading in the programme electronic Monitoring System (eMS) of all supporting documents related to an expenditure under the ENI CBC Joint Operational Programme "Black Sea Basin" 2014-2020,* issued by the Managing Authority in August 2022,

The Managing Authority issues the following:

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NOTE FOR BENEFICIARIES

1. Beneficiaries are reminded that they have to ensure that all supporting documents linked to the expenditures included in the financial (interim or final) reports are **uploaded** in the programme electronic Monitoring System (eMS), in line with the instructions provided in the Programme Implementation Manual (PIM) – Annex 5. Guide on Reporting, Section 2.5 *Project procurements*, Section 4.3.2 *'List of Expenditures (LoE)' tab – (uploads)* and Section 4.3.4 *'Attachments' and "Personal data attachments" tabs*.

2. As indicated in the sections mentioned above, in order to be identified and easily verified in eMS, beneficiaries must ensure that the procurement documentation shall be uploaded in the "**Upload**" section of each procurement:
   - ✓ procurement files (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, all relevant documents related to the procurement)
   - ✓ contract
   - ✓ addenda to the contract
   - ✓ in case of equipment and services procured under a works contract all the related documents will be attached.

3. The files will be named in English in accordance with the relevant content of documents (*e.g: agenda of the seminar/event/conference held at/on …).*

4. An OPIS indicating the name of each file uploaded and the number of pages of the respective document should be upload.

Iulia HERTZOG
Head of the Managing Authority for
ENI CBC Black Sea Basin Joint Operational Programme 2014-2020

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