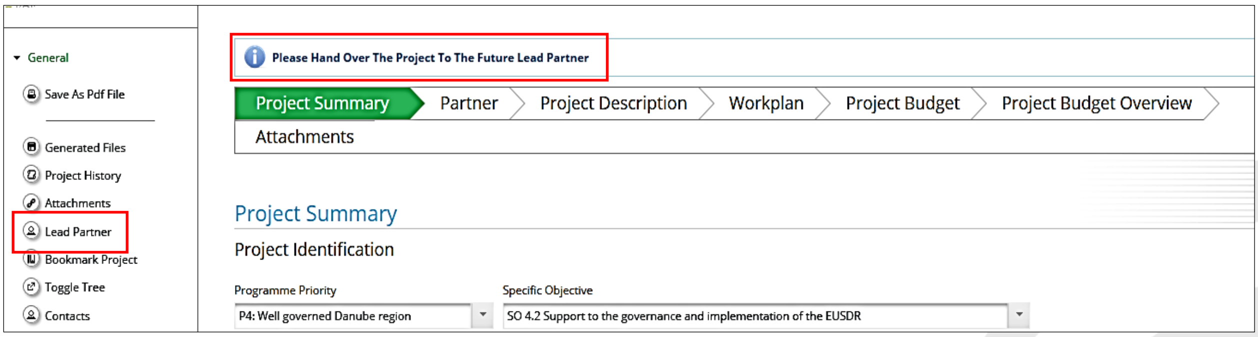
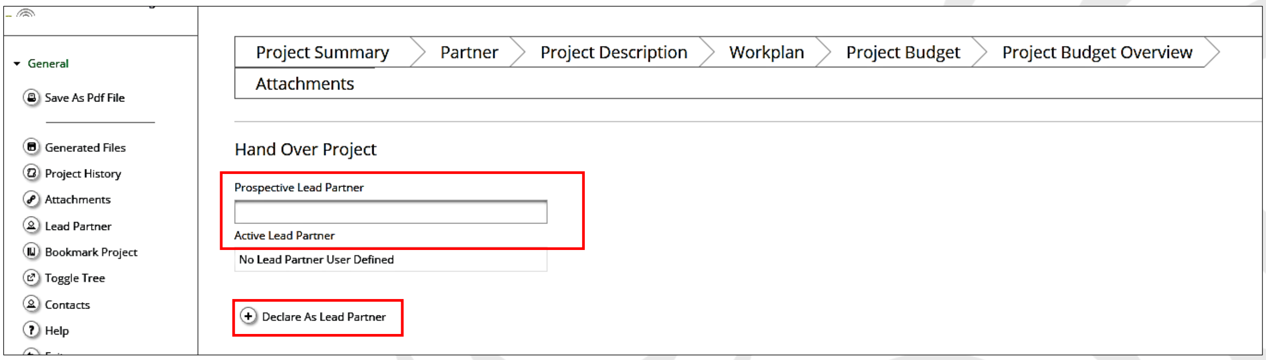
1. Project handover

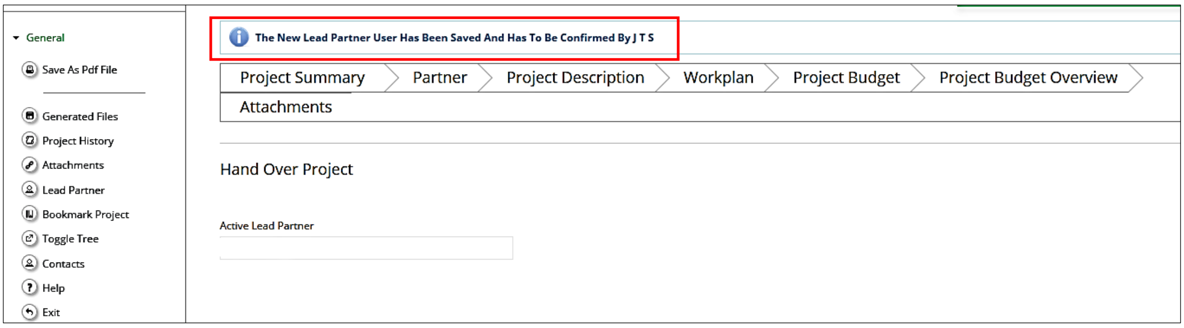
Project handover is a step that is to be fulfilled by the LP in cooperation with JS.

First, the LP has to log in and select the project from the Dashboard. Once opened, the message “*Please hand over the project to the future Lead Partner*” appears in the upper part. The LP has to click on the “Lead Partner” button in the left-side menu and then insert the username of the future Lead Partner under “Prospective Lead Partner” and finally click on “Declare as Lead Partner”. The message “*The new Lead Partner user has been saved and has to be confirmed by the JTS*” will appear.

JS will then confirm the handover to the indicated Lead Partner.







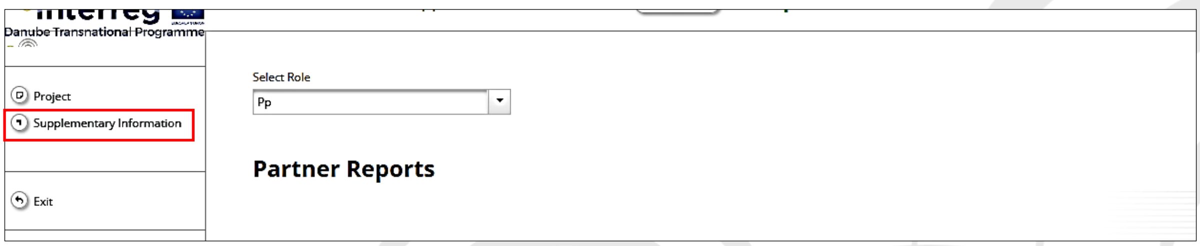
2. Supplementary information

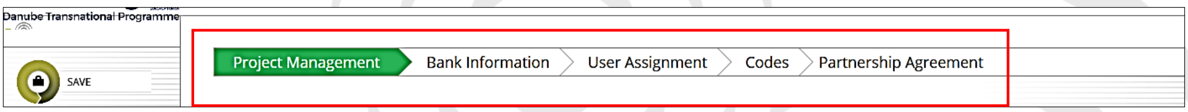
The project is now available for the LP to enter the "Supplementary information" under "Application and Contract/ Supplementary information" section.

Following sections of the Supplementary information have to be filled in:

- Project management
- Bank information
- User assignment
- Partnership agreement

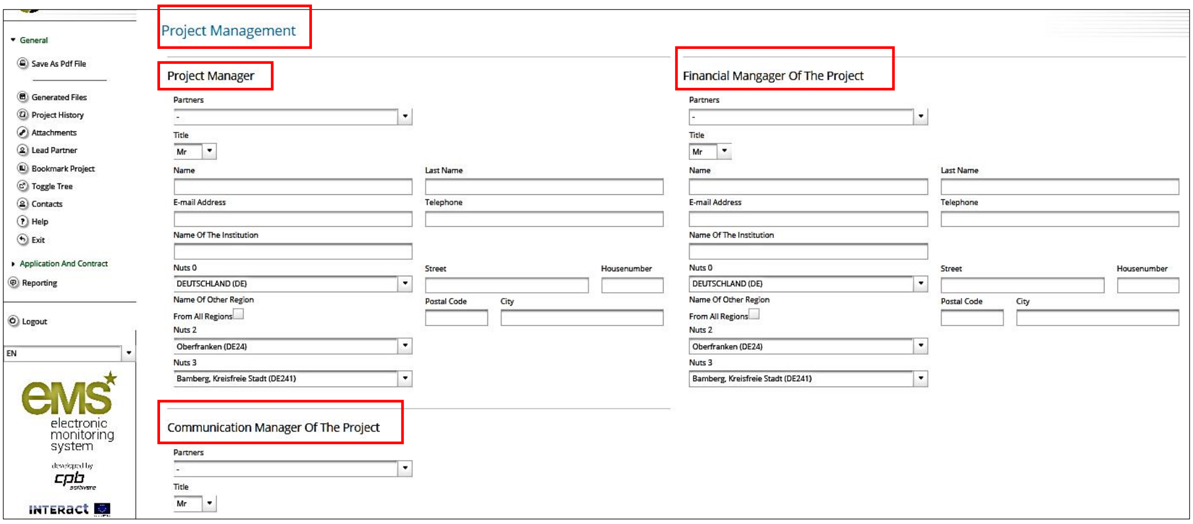
As soon as all the required information is completed, the LP shall inform the responsible JS Project Officer accordingly. The same applies if at a later stage the supplementary information needs to be changed/ updated.





Project Management

In this section, information on the *project management team* is required. Please provide names and contact data of the *project manager*, *financial manager* and *communication manager*.

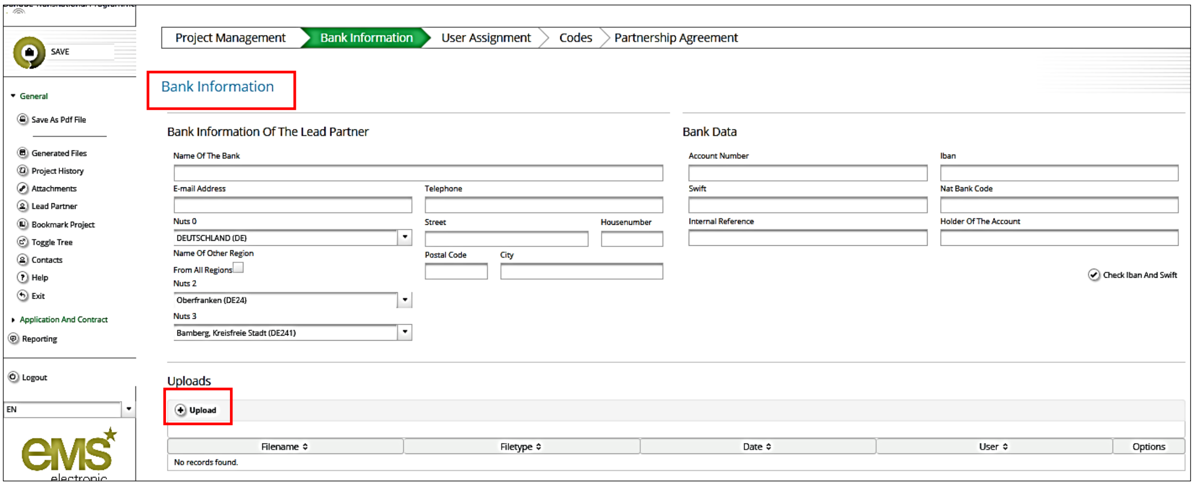


Bank information

In this section, details on the bank account of the LP are required for the reimbursement of the ERDF, IPA and ENI amounts, as applicable. In case of changes of bank data during project implementation, please inform immediately the JS.

In addition to the information to be inserted, the following documents shall be uploaded:

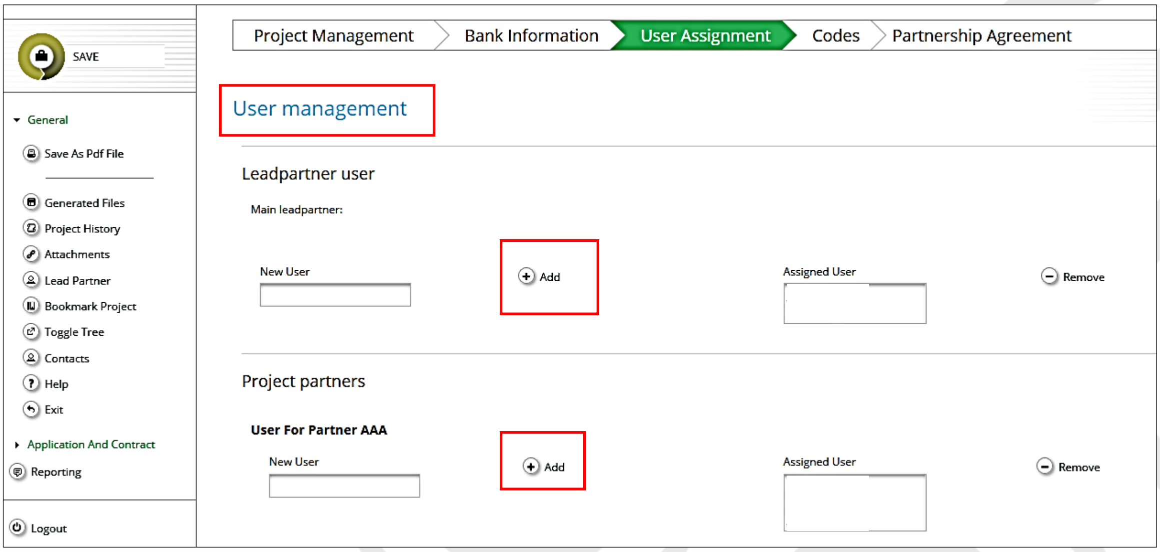
- Bank Account Statement
- Proof of Signature of the LP legal representative



User assignment / user management

In this section, the LP has to assign one (or more users) to each partner institution by entering the user name and clicking the “Add” button. The user(s) will then have access rights to the PR of the PP they are assigned for.

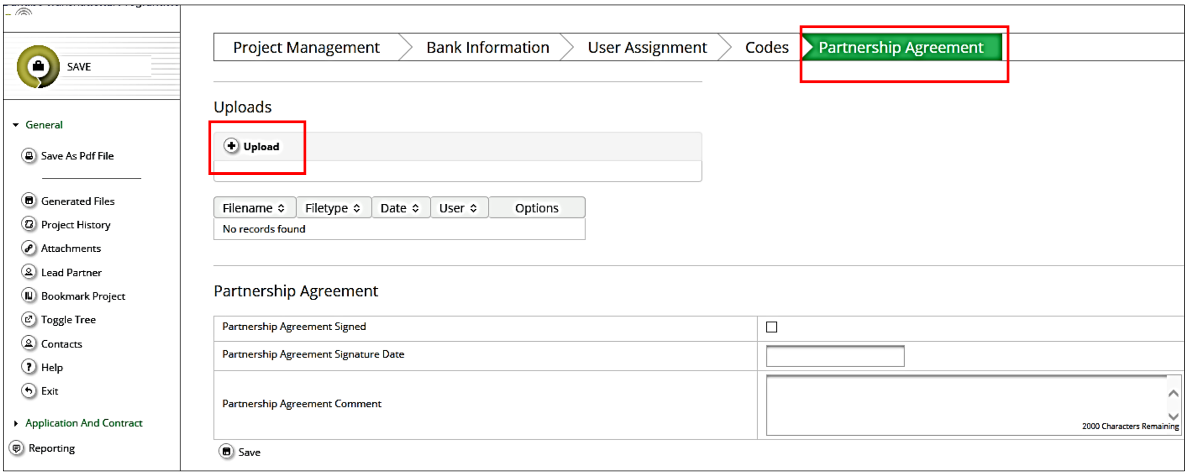
For the LP institution, a user is assigned by default. It is possible to assign additional users to the LP institution that will then have access to the PR of the LP as well as to the PPR.



Partnership Agreement

In this section, information on signature of the partnership agreement by all PPs has to be provided and the Partnership Agreement should be uploaded.

Please note that under "Partnership Agreement Signature Date" the date of signature of the party signing last shall be inserted.



3. Mid-term summary on implementation of the SMF project

After the first six months of project implementation, the LP has to submit the mid-term report on the implementation of the SMF project. The LP shall use the "Summary of implementation template" downloadable from the DTP website and shall submit it to the responsible JS Project Officer by email.

4. Confirmation of reimbursement to partners

The LP has the obligation to reimburse the Project Partners the corresponding amounts for the implementation of the project activities in accordance with the Control Certificates. The LP shall reimburse the partners as soon as possible but at the latest within the deadline given in the Partnership Agreement.

The scanned bank statement(s) proving the transfer of corresponding funds to the project partner(s) is/ are to be sent to the responsible JS Project Officer by email within 30 days from the date of transfer of the EU Funds of the AfR to the LP by the CA.