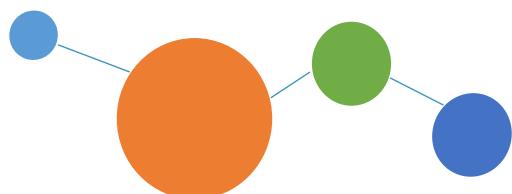


## DESCRIPTION OF MANAGEMENT AND CONTROL SYSTEM

Interreg VI-A Programme Slovenia – Hungary

August 2023, Version 1



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## 1. GENERAL

### 1.1. Information submitted by

Member State	<b>Slovenia</b>
Title of the programme	<b>(Interreg VI-A) Slovenia-Hungary</b>
CCI No	<b>2021TC16RFCB045</b>
Main Contact Point	<b>Ministry of Cohesion and Regional Development (MCRD)</b> Cross-Border Programmes Management Division Kotnikova 5 SI - 1000 Ljubljana Aleš Mrkela Tel.: + 386 1 400 31 58 E-mail: ales.mrkela@gov.si

### 1.2. The information provided describes the situation on: 31. 08. 2023

### 1.3. System structure

(general information and flowchart showing the organisational relationship between the authorities/bodies involved in the management and control system)

Pursuant to Article 69(1) of Regulation (EU) No 1060/2021 (referred to as Common Provisions Regulation (CPR) the Member States (MS) ensure that management and control systems for Interreg Programmes are set up. The following explanations relate to the management and control system for the (Interreg VI-A) Slovenia-Hungary 2021-2027 programme (IP SI-HU) and are based on the regulatory framework, experiences and reliable programme structures of the previous programming periods.

The overall aim of reducing administrative burdens, respecting the principle of proportionality, the separation of functions is taken into account. Furthermore, programme bodies respect the principle of sound financial management and the principle of effectiveness. Description of criteria focus primarily on the setup of the systems relating to the functions of the Managing Authority (MA) and the Body responsible for accounting function (BAF) and are very similar to the criteria used for the compliance assessment procedure in the period 2014-2020, since the responsibilities of the MA and BAF are comparable to the responsibilities of the MA and Certifying Authority (CA) in the period 2014-2020.

According to CPR there are no substantial changes in functions of the programme authorities, Monitoring Committee and Controllers within the IP SI-HU compared to the period 2014–2020. Programme structures (MA, BAF, Audit Authority (AA)) and implementation arrangements remain the same, ensuring institutional stability and smooth transition to the period 2021-2027, in particular as the previous system was working in a satisfactory manner. Eventual changes of the management and control system thus result from the changes in the regulative framework of the period 2021-2027 and from the newly set up information system Jems.

The IP SI-HU has introduced the Joint electronic monitoring system (Jems) developed by INTERACT. Jems supports the whole programme management cycle and digitally records all performed functions of the programme bodies as well as reporting from beneficiaries.

**Figure 1** shows the programme bodies whose tasks and responsibilities are described in the following chapters. The main interrelations between the programme bodies, including the reporting and financial flows are presented in **Figure 2**.

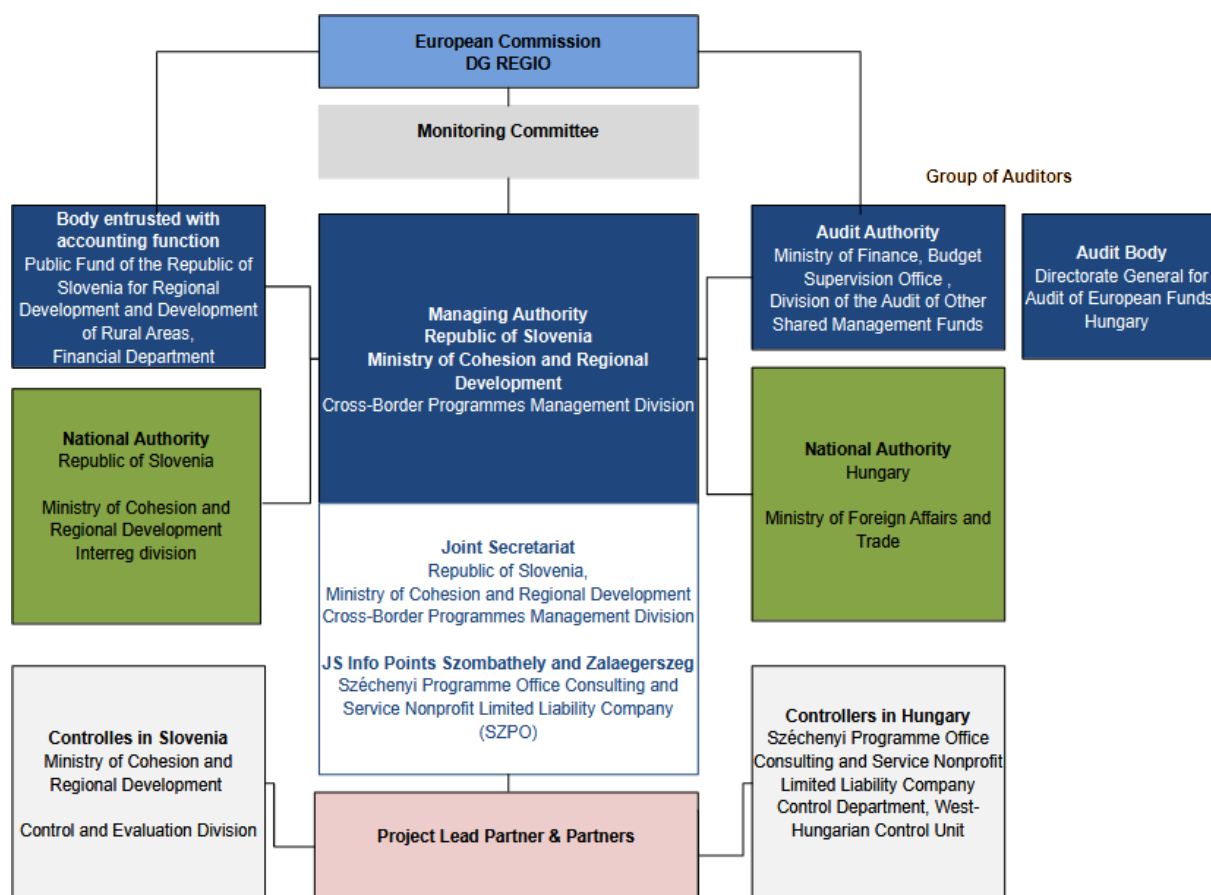


Figure 1: General chart of programme bodies

The main interrelations between the programme bodies, including the reporting and financial flows are presented in Figure 2.

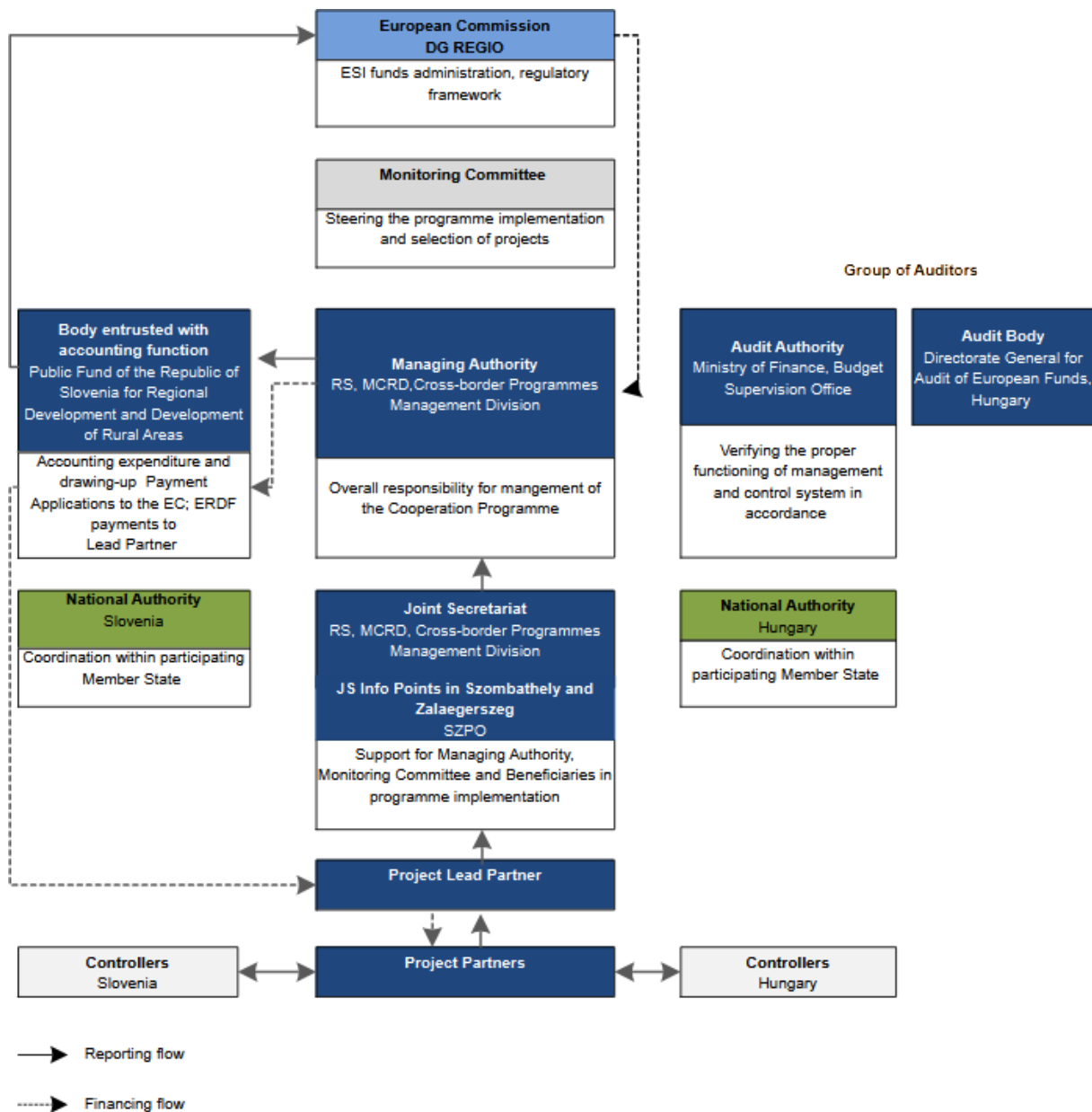


Figure 2: Functions and interrelations between programme bodies

### 1.3.1. Managing Authority (name, address and contact point in the Managing Authority)

The Republic of Slovenia, represented by the Ministry of Cohesion and Regional Development, Cross-Border Programmes Management Division, is acting as the **Managing Authority** of the IP SI-HU.

**Ministry of Cohesion and Regional Development (MCRD)**

Cross-Border Programmes Management Division

Kotnikova 5

SI - 1000 Ljubljana

Head of MA: Aleš Mrkela

Tel.: +386 1 400 3158

E-mail: [ales.mrkela@gov.si](mailto:ales.mrkela@gov.si)

Programme manager: Aleš Mrkela (replacement in process)

Trubarjeva 11,

SI – 2000 Maribor

Tel.: +386 1 400 31 58

E-mail: [ales.mrkela@gov.si](mailto:ales.mrkela@gov.si)

**The Joint Secretariat (JS)** was set up in compliance with Article 46(2) of Regulation (EU) No 1059/2021 (referred to as ETC Regulation) within the Ministry of Cohesion and Regional Development Cross-Border Programmes Management Division, with two Info Points in Hungary. The JS staff located in Info Points and one JS member that is working in part time in Slovenia and part time in Hungary within Ministry of Cohesion and Regional Development is employed by the Széchenyi Programme Office Nonprofit Limited Liability Company (SZPO).

**Ministry of Cohesion and Regional Development (MCRD)**

Cross-Border Programmes Management Division

Trubarjeva 11

SI – 2000 Maribor

Head of JS: Jasmina Litrop

Tel.: + 386 1 400 31 62

E-mail: [jasmina.litrop@gov.si](mailto:jasmina.litrop@gov.si)

JS Info Points in Hungary:

**Széchenyi Programme Office Nonprofit LLC (SZPO)**

Széchenyi tér 3-5. II. Emelet.

HU-8900 Zalaegerszeg

Contact Person: Gombás Ágnes

Tel.: +36 (06)92 511-070

E-mail: [si-hu.ip@szechenyiprogramiroda.hu](mailto:si-hu.ip@szechenyiprogramiroda.hu)

**Széchenyi Programme Office Nonprofit LLC (SZPO)**  
Fő tér 15. 1st floor  
HU-9700 Szombathely

Contact Person: Anita Takács  
Tel.: +36 (06)20 253-5063  
E-mail: [si-hu.ip@szechenyiprogramiroda.hu](mailto:si-hu.ip@szechenyiprogramiroda.hu)

#### **1.3.1.1. Controllers (National control)**

The following bodies were designated to perform verification of projects in Slovenia and in Hungary by way of derogation of Article 72(1) of the CPR and Article 46(3) of the ETC Regulation:

**Ministry of Cohesion and Regional Development (MCRD)**  
Control and Evaluation Division  
Kotnikova 5,  
SI – 1000 Ljubljana

Contact person: Maja Martinšek  
Tel.: +386 1 400 3423  
E-mail: [maja.martinsek@gov.si](mailto:maja.martinsek@gov.si)

**Hungary: Széchenyi Programme Office Nonprofit LLLC (SZPO)**  
**Control Department, West-Hungarian Control Unit**

Contact person: Péter Virág, Head of Unit  
9400 Sopron, Verő J. u. 1.

Tel.: +36 99 512-710  
Fax: +36 99 510-150  
E-mail: [viragh.peter@szpi.hu](mailto:viragh.peter@szpi.hu)

The term “Controller” is used throughout this document to describe the roles and functions of National Controls.

#### **1.3.1.2. National Authorities**

Participating Member States are represented in the Interreg Programme by the following National Authorities (NAs):

**Republic of Slovenia**  
**Ministry of Cohesion and Regional Development**  
Interreg Division  
Kotnikova 5  
SI – 1000 Ljubljana



Contact persons:

Mojca Krisch

Kotnikova 5

SI – 1000 Ljubljana

Tel.: +386 1 400 32 15

E-mail: [mojca.krisch@gov.si](mailto:mojca.krisch@gov.si)

## **Hungary**

National Authority

Ministry for foreign affairs and trade,

Deputy state secretariat for regional and cross-border economic cooperation

H-1027 Budapest, Bem rakpart 47.

Contact person:

Orsolya Judit Halászi Tel.: +36 1 458 1029

E-mail: [orsolya.halaszi@mfa.gov.hu](mailto:orsolya.halaszi@mfa.gov.hu)

The national authorities of the participating countries have the following functions and tasks:

- setting up the national control system
- reporting irregularities on national level
- financial liability for possible financial consequences of irregularities caused by the Lead Partners and Project Partners located on its territory (only after Lead Partner already used all available legal means to recover the amounts unduly paid from Project Partners); for systemic irregularity or financial correction on programme level that cannot be linked to a specific Member State (the liability shall be jointly borne by the Member States in proportion to the ERDF claimed to the European Commission for the period which forms the basis for the financial correction including TA flat-rate),
- providing national state co-financing to Hungarian project partners by HU NA (if applicable)
- representation of the partner state

### ***1.3.2. Intermediate bodies (name, address and contact points in the intermediate bodies)***

The Managing Authority has not delegated any of its duties to an Intermediate Body.

### ***1.3.3. The body carrying out the accounting function (name, address and contact points in the Managing Authority or the programme authority carrying out the accounting function)***

The following programme body designated to carrying out the accounting function of the IP SI-HU:

**Public Fund of the Republic of Slovenia for Regional Development and Development of Rural Areas**

Finance Division

Škrabčev trg 9a

SI – 1310 Ribnica

Tel.: +386 1 836 19 53

Contact person: Uroš Klopčič, Head of Finance Division and Body performing the accounting function:

Tel: +386 1 837 21 44

E-mail: [uros.klopcic@srss.si](mailto:uros.klopcic@srss.si)

The official name Public Fund of the Republic of Slovenia for Regional Development and Development of Rural Areas is shortened to Slovenian Regional Development Fund (SRDF).

***1.3.4. Indicate how the principle of separation of functions between and within the programme authorities is respected***

Programme authorities comply with the Article 71(4) of CPR since the Managing Authority, the Body performing the accounting function and the Audit Authority are not part of the same institution.

Reference documents:

- Agreement on the Content of the Interreg VI-A Slovenia - Hungary Programme and confirmation of national co-financing according to Article 16(5) of ETC Regulation (Annex 1);
- Commission Implementing Decision as of 14 November 2022 on approval of the (Interreg VI-A) Slovenia – Hungary programme (Annex 2)<sup>1</sup>.

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<sup>1</sup> Document is available only in Slovene and Hungarian language

## 2. MANAGING AUTHORITY

### 2.1. Managing Authority – description of the organisation and the procedures related to its functions and tasks as provided for in Articles 72 to 75 of the CPR

#### 2.1.1. *The status of the Managing Authority (national, regional or local public body or private body) and the body of which it is part*

Ministry of Cohesion and Regional Development, Cross-Border Programmes Management Division was appointed by the participating Member States<sup>2</sup> to act as the Managing Authority of the IP SI-HU.

MCRD is a ministry and as such a public body. It was established by the Government of the Republic of Slovenia Act (OG RS, No 163/22) in accordance with the Act Amending the State Administration Act (OG RS, No 18/23).

MCRD acted as the MA for the Interreg programmes between Slovenia and Hungary, Slovenia and Austria and Slovenia and Croatia as well as for the cohesion policy programmes already in the programming periods 2007-2013 and 2014-2020.

#### 2.1.2. *Specification of the functions and tasks carried out directly by the Managing Authority*

The **Managing Authority** bears the responsibility for management of the IP SI-HU in accordance with the principle of sound financial management. It acts as an interface between the European Commission (EC), the participating Member States and the programme bodies as is defined for shared management programmes. It ensures compliance of the IP SI-HU with Community regulations and policies. It has the overall coordination responsibility for the management and control issues.

Carrying out their tasks in the implementation of the IP SI-HU, the MA and JS have to abide by and observe the applicable European Structural and Investment Funds (ESIF) regulations and legislation/legal provisions adopted by the MCRD, in particular:

- Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021, laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy (Common Provisions Regulation - CPR) with all amendments;
- Regulation (EU) 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund (ERDF Regulation) with all amendments;
- Regulation (EU) 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments (ETC Regulation) with all amendments;

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<sup>2</sup> Agreement on the content of the Interreg programme Slovenia-Hungary 2021-2027 and confirmation of national co-financing according to Article 16(5) of Regulation (EU) 2021/1059

- Regulation of implementing Regulations (EU) and (Euratom) on the use of funds for the European territorial cooperation goal for the 2021-2027 programming period (Annex 3)

In accordance with Article 72 of the CPR the Managing Authority fulfils its duties:

- relating to the management of the IP SI-HU (Article 74 of the CPR);
- relating to the selection of projects (Article 73 of the CPR);
- relating to the financial management and control (derogation from Article 72(1) of the CPR on the base of ETC Regulation Article 46 (3));
- relating to drawing up and implementation of the programme evaluation plan in accordance with Articles 44 of the CPR and Article 35 of the ETC Regulation;
- relating to ensuring compliance with communication requirements in accordance with Article 36 of the ETC Regulation.

Table 1: Overview of the functions of the MA in accordance with Article 72 of the CPR

Functions	Implementation
<b>Functions according to CPR Regulation/Article 72</b>	
1. The MA shall be responsible for managing the programme in accordance with the principle of sound financial management	The MA has sufficient capacity to manage the programme in accordance with the principle of sound financial management. It has established clear procedures involving all relevant programme bodies presented below.
2. As regards the <u>management of the programme</u> , the Managing Authority shall:	
(a) support the work of the Monitoring Committee referred to in Article 46 of the ETC Regulation	Supported by the JS, the MA facilitates the work of MC. Ahead of each MC meeting as a general rule the MC members receive invitation with the materials related to the progress of the IP SI-HU implementation, achievement of the objectives and relevant indicator values, financial data and milestones, promotion activities or other relevant information. JS provides organisational and administrative support in running the MC meetings and manages access to relevant documentation for the MC members through Jems.
(b) shall electronically transmit to the Commission cumulative data for the programme in line with Article 42 of CPR;	The required cumulative data shall be prepared by the JS (under supervision of MA) and transmitted to the EC by the MA via SFC2021.
(c) make available to beneficiaries information that is relevant to the execution of their tasks and the implementation of operations respectively	The MA and JS provide all relevant information (evaluation reports, MC decisions, list of approved projects...) to the beneficiaries at the programme website <a href="http://www.si-hu.eu">www.si-hu.eu</a> . In addition, public presentations of the programme and projects and specific thematic workshops for the programme beneficiaries relating to the implementation of projects are organised. Implementation guidelines are designed for the beneficiaries covering all phases from the project generation and application procedure to implementation and closure. NAs support the JS/MA by providing information to applicants and beneficiaries.
(d) record and store electronically the data on each operation necessary for monitoring, evaluation, financial management, verifications and audits in accordance with Annex XVII of the CPR, and ensure the security, integrity and	The programme will use the Joint Monitoring System developed by INTERACT (Jems) that provides recording and storing of data in computerised form for all main implementation steps and for all relevant actors at the project and programme level. See Chapter 4.

Functions	Implementation
confidentiality of data and the authentication of users.;	
(e) ensure that the data referred to in point (d) is collected, entered and stored in the system.	All data relevant to the IP SI-HU implementation will be collected and stored electronically in the Jems system. Only ERDF Subsidy Contracts will be stored both in electronic and printed/signed originals.
3. As regards the <u>selection of operations</u> , the Managing Authority shall:	
(a) draw up and, once approved, apply appropriate selection procedures and criteria that: (i) ensure the contribution of operations to the achievement of the specific objectives and results of the relevant priority; (ii) are non-discriminatory and transparent; (iii) take into account the general principles set out in Article 9 of CPR;	The MA develops selection procedures including project eligibility and selection criteria that are approved by the MC prior to launching of each Open call for proposals. They respect the requirements laid down in Article 73 of the CPR. As general rule, JS is responsible for carrying out the project assessment. External experts may be hired in case JS does not have sufficient capacity. Projects are approved by the MC.
(b) ensure that a selected operation falls within the scope of the Fund or Funds concerned and can be attributed to a category of intervention or, in the case of the EMFF, a measure identified in the priority or priorities of the operational programme;	Each selected project will be supported by ERDF only. Programme communication activities and workshops for applicants highlight the necessity that projects comply with IP SI-HU objectives and results. Scope of support and contribution to the IP SI-HU priorities and indicators are predefined in the Jems and applicants have to select them appropriately in the application phase. The contribution to the Programme priorities and result indicators are checked by the JS during assessment procedure and by the MC during approval of selected projects. Any clarifications or necessary amendments are discussed and agreed upon with the Lead Partners (LP) before signing of the ERDF Subsidy Contract.
(c) ensure that the beneficiary is provided with a document setting out the conditions for support for each operation including the specific requirements concerning the products or services to be delivered under the operation, the financing plan, and the time-limit for execution;	In general, all basic requirements and conditions for support are published on the IP SI-HU website. Besides the IP SI-HU itself, detailed information is provided in the Implementation Manual for Beneficiaries which consists of several parts covering different stages from project generation to its closure. Project offline Application Form, standard ERDF Subsidy Contract template, Partnership Agreement and other forms are available on the programme website. After project approval by the MC, the Lead Partner signs an ERDF Subsidy Contract in which all requirements related to the project implementation, including products/services to be delivered, financing plan, project duration, reporting deadlines and other relevant provisions are set out. Contents and specific requirements contained in these documents are also presented and explained at workshops held for potential applicants during open calls and for beneficiaries of approved projects during the implementation phase.
(d) satisfy itself that the beneficiary has the administrative, financial and operational capacity to fulfil the conditions defined in point (c) before approval of the operation;	The requested check is part of the project assessment and selection procedure.

Functions	Implementation
(e) satisfy itself that, where the operation has started before the submission of an application for funding to the Managing Authority, applicable law relevant for the operation have been complied with;	The earliest possible start of the project is the date of the submission of the application in the Jems system as defined in Implementation Manual for Beneficiaries.
(f) ensure that operations selected for support from the Funds or the EMFF do not include activities which were part of an operation which has been or should have been subject to a procedure of recovery in accordance with Article 65 of CPR following the relocation of a productive activity outside the programme area;	Investment in infrastructure and productive investment will be in accordance with the IP SI-HU rules implemented in the programme area. Projects not complying with these requirements are not eligible for funding under this Interreg Programme. The experience from previous programming period shows no such cases. Taking into account the nature of cross-border programmes, the risk of occurrence is minimal. Should the Programme bodies have any doubts about preceding activities of the project beneficiaries, these will be subject to on-the-spot verification by the MA and/or JS.
(g) determine the categories of intervention or, in the case of the EMFF, the measures to which the expenditure of an operation shall be attributed.	The categories of intervention were already set within the IP SI-HU and inserted in Jems. Expenditure of the projects according to categories of intervention will be monitored and reported by the JS when requested.
4. As regards the <u>financial management and control</u> of the programme, the Managing Authority shall:	
(a) verify that the co-financed products and services have been delivered and that expenditure declared by the beneficiaries has been paid and that it complies with applicable law, the programme and the conditions for support of the operation;	The required verification is done by the Controllers set up in each Member State in accordance with Article 46 (3) of the ETC Regulation and as referred in point 1.3.1.1. of this document. Each Project Partner (PP) drafts its own content and financial report and enters it in the Jems in accordance with reporting deadlines. Controller verification reports and certificates are entered in the Jems. Administrative, on-the-spot verifications are made on sample base. The sample shall be risk-based and proportionate to the risks identified ex ante and in writing prepared by the MA for the whole programme (Risk-based Manual for Verification and Control (Annex 11)). In case of operations consisting solely from simplified cost options (SCO), verification is performed only on project level (paragraph 5).
(b) ensure that beneficiaries involved in the implementation of operations reimbursed on the basis of eligible costs actually incurred maintain either a separate accounting system or an adequate accounting code for all transactions relating to an operation;	This requirement is included in the Subsidy Contract and Partnership Agreement.
(c) put in place effective and proportionate anti-fraud measures taking into account the risks identified;	The MA will conduct on regular basis a fraud risk analysis and introduce the necessary anti-fraud measures following the results of the analysis and experience from the 2014-2020 period.
(d) set up procedures to ensure that all documents regarding expenditure and audits required to ensure an adequate audit trail are held in accordance with the requirements of Article 69 (6) of the CPR;	The requirement to ensure an adequate audit trail and related deadlines for securing the documentation is included in the ERDF Subsidy Contract and Partnership Agreement. In practice, all transactions (content, financial, supporting documentation, etc.) will be recorded in the

Functions	Implementation
	monitoring system. Jems will thus ensure the required audit trail.
(e) draw up the management declaration and annual summary referred to in Article 74 of CPR	The MA prepares and submits the requested documents to the EC in accordance with procedures defined in this document and in respect of the relevant deadlines.
5. Verifications pursuant to point (a) of the first subparagraph of paragraph 4 shall include the following procedures:	
(a) administrative verifications in respect of each application for reimbursement by beneficiaries;	Administrative verification on the level of operation is performed by JS on a sample base with respect of risk assessment exercise done ex ante.
(b) site visit verifications of operations.	On the basis of ex ante risk assessment, sample checks on the level of operations will be performed by MA/JS.
6. Where the Managing Authority is also a beneficiary under the programme, arrangements for the verifications referred to in point (a) of the first subparagraph of paragraph 4 shall ensure adequate separation of functions.	The MA will not cooperate as a beneficiary in the projects supported under Priorities 1-2. The MA is only the beneficiary of Technical Assistance (TA) funds which are paid on a flat-rate basis. No reporting for flat rate is envisaged.
Functions according to Article 46 of the ETC Regulation	Implementation
1. The Managing Authority, after consultation with the Member States and any third countries participating in a Interreg Programme, shall set up a Joint Secretariat.	Joint Secretariat was set up after consultation with Slovenia and Hungary. The JS is located within MCRD (Maribor, Slovenia) and has two Info Points in Hungary (Zalaegerszeg, Szombathely).
2. The Joint Secretariat shall assist the Managing Authority and the Monitoring Committee in carrying out their respective functions. The Joint Secretariat shall also provide information to potential beneficiaries about funding opportunities under Interreg Programme and shall assist beneficiaries in the implementation of operations.	The JS performs the requested tasks in agreement with the MA and MC. Details are described under relevant chapters.
3. Where the Managing Authority does not carry out verifications of Article 46(3) of ETC Regulation throughout the whole programme area each country or territory shall designate the body or person responsible for carrying out such verifications in relation to beneficiaries on its territory (the 'controller(s)'). The controllers referred to in the first subparagraph may be the same bodies responsible for carrying out such verifications for the operational programmes under the Investment for growth and jobs goal or, in the case of third countries, for carrying out comparable verifications under external policy instruments of the Union.	The bodies designated for the Controllers were presented under point 1.3.1.1. of this document.
4. The Managing Authority shall satisfy itself that the expenditure of each beneficiary participating in an operation has been verified by a designated controller. Each Member State shall ensure that the expenditure of a beneficiary can be verified within a period of 60 days of the submission of the documents by the beneficiary concerned.	The MA will satisfy itself that the expenditure of each beneficiary participating in the project has been verified by a designated controller or project report validated by JS during endorsement of the Project Report. A check of the Project Report is done by the JS contract manager. The procedure is described in the Risk based Manual for Verification and Control.

Functions	Implementation
Each Member State or, where it has accepted the invitation to participate in the Interreg Programme, each third country shall be responsible for verifications carried out on its territory.	<p>Controllers of Slovenia and Hungary ensure that the expenditure of a beneficiary can be verified within a period of 60 days from the submission of the documents by the beneficiary concerned.</p> <p>Applicants located outside the programme area but inside the European Union can become project partners in duly justified cases. In case of project approval, the effective participation of partners from EU regions outside the programme area is subject to the condition that the Member States where they are located accept all implementing provisions relating to management, control and audit.</p>
5. Where the delivery of co-financed products or services can be verified only in respect of an entire operation, the verification shall be performed by the Managing Authority or by the controller of the Member State where the lead beneficiary is located.	Activities and deliverables of each beneficiary are verified by the Controller in accordance with the verification guidelines. In case of small scale projects JS will perform verification on a project level.

Although the MA bears overall responsibility for the Interreg Programme, certain horizontal tasks (e.g. JS staff recruitment procedures, setting up and operation of the programme monitoring and information system, legal services) are implemented with the assistance of a separate unit (general office) within MCRD.

The **Joint Secretariat (JS)** is set up to provide support to the MA while delivering the tasks it is responsible for. JS is located in Maribor, within MCRD (the Cross-Border Programmes Management Division) and has two Info Points in Hungary (Zalaegerszeg, Szombathely). The entire team of the JS is led by the Head of JS who is functionally independent from the MA. The separation of tasks between the MA and JS is ensured within internal organization structure. In general, the MA is responsible for strategic management and implementation of the programme, while the JS operationally assists the MA and the MC in day-to-day management of the programme.

The **tasks of the JS** are, among others, the following:

- assisting the MA and the MC in carrying out their respective functions;
- providing information to potential beneficiaries about funding opportunities under IP SI-HU necessary for project application;
- carrying out administrative and eligibility check and quality assessment of the project applications;
- assisting beneficiaries in implementing their projects;
- assisting Lead Partners in preparing project reports;
- provides information to NA during implementation;
- drawing up the quarterly reporting in SFC2021
- cooperation in the use of Arachne tool to assess the financial capacity of the stakeholders and to impose antifraud measures as counterpart to MA Irregularity officer;
- providing support to the preparation of meetings and events at the programme level;
- collecting financial, physical and statistical data that is needed for the programme monitoring as well as for the final implementation report;
- providing administrative management of (external) tasks and services;
- ensuring proper functioning and maintenance of the monitoring and information system;



- ensuring coordination as well as the follow-up of information and publicity activities at programme level including maintaining the programme's website according to the Communication Strategy;
- participating in communication initiatives of the EC, of INTERACT and/or national organisations and
- coordinating evaluations performed during (and following) the implementation of the Interreg Programme according to the evaluation plan.

Furthermore, the JS will act as a central contact point for public interest in the programme, as well as for potential partners and beneficiaries in selected projects. Day-to-day implementation of the programme is carried out by the JS.

#### Reference documents:

- Regulation of implementing Regulations (EU) and (Euratom) on the use of funds for the European territorial cooperation goal for the 2021-2027 programming period (Annex 3);
- Akt o notranji organizaciji in sistemizaciji delovnih mest v ministrstvu za kohezijo in regionalni razvoj (Annex 4);
- Bylaws of Széchenyi Programme Office Consulting and Service Nonprofit Limited Liability Company on OOR, January 2016 (in Hungarian) / A Széchenyi Programiroda tanácsadó és szolgáltató nonprofit kolátolt felelősségű társaság – Szervezeti és működési szabályzata, Január 2016 (Annex 5);

**2.1.3. *Where applicable, specification per intermediate body of each of the functions and tasks delegated by the Managing Authority, identification of the intermediate bodies and the form of the delegation. Reference should be made to relevant documents (written agreements)***

N/A

**2.1.4. *Procedures for the supervision of the functions and tasks delegated by the Managing Authority, if any***

The Managing Authority has not delegated any functions except for the accounting function as described in chapter 3.

**2.1.5. *Framework to ensure that an appropriate risk management exercise is conducted when necessary, and in particular in the event of major modifications to the management and control system***

Risk management exercise is similar to the one applied in the programming period 2014-2020.

Taking into account the principle of proportionality the appropriate risk assessment is prepared at the level of the organisation (MCRD) and includes the Cross-Border Programmes Management Division acting as the MA. MCRD General Affairs office conducts internal audit of procedures for cohesion policy implementation on the basis of a sample, which is defined annually.

The risk assessment exercise is based on self-assessment questionnaires and presented in the form of a risk register. The latest updated risk register of Cross-Border Programmes Management Division is attached to this document (Annex 10).

Risk assessment is carried out annually (preferably in December) by the MA (Head of MA, Programme managers and MA Irregularity Officer and cooperating JS counterpart) (Annex 6).

Risk assessment could be performed at an ad-hoc basis in case of:

- substantial changes of the institutional and implementation arrangement;
- high level of risk identified in the fraud risk self-assessment exercise by the assessment team;
- relevant audit conclusions and recommendations;
- suspected and/or identified fraud;
- a request by the MA Irregularity Officer;
- a request by the MC.

This list is not exhaustive.

The target of the risk management exercise is to demonstrate that risks are identified and under control meaning that errors are prevented, detected and corrected in an efficient and effective manner and measures for the system improvement are defined. The objective of the risk management exercise is to analyse the mistakes and findings, to estimate the likelihood of occurrence and the financial risk inherent.

The risk register identifies and describes all potential risks, risk assessment, measures and responsible persons. Therefore, the risk management exercise includes assessment of internal and external risks. Results of fraud risk assessment are also considered in this exercise. The latest risk register includes specific fraud risks in relation to:

- selection of projects (applicants) for co-funding;
- implementation of projects (including public procurement-related fraud risks);
- certifications of expenditure and payments of ERDF funds;
- eMS and Jems

The MA and JS staff members will be expected to take into due account the risks identified. Results of the risk management exercise are provided to all staff members of MA, JS and BAF as well as to AA, Controllers and MC. Regular internal communication, regular training of the personnel and drawing up of internal rules will be used to mitigate these risks.

If risk control measures are not sufficient and/or a risk is significant or critical in relation to a particular risk case (higher number in column no. 12 in the Risk register), the risk assessment will be transformed into internal action plans (who does what and by when). Follow-up of the action plans will be ensured by the MCRD Head General Affairs Office. An internal action plan is prepared by the Head of the Cross-Border Programmes Management Division. The Action plan includes:

- responsible persons;
- deadline for the implementation of risk control measures and risks reduction;
- deadline of follow-up of risk assessment exercise (as a general principle is 60 days).

If necessary, the present description of the management and control system may be adapted too.

Reference document:

- Risk Register of Cross-Border Programmes Management Division/MCRD (Annex 10).

**2.1.6. Organisation chart of the Managing Authority and information on its relationship with any other bodies or divisions (internal or external) that carry out functions and tasks as provided for in Articles 72 to 75**

The Managing Authority is set up within MCRD, Cross-Border Programmes Management Division. The organisation derives from the IP SI-HU Implementation Structure (Section 7 of the IP) and ensures separation of functions and optimal allocation of resources. The MCRD also acts as the Managing Authority for Interreg Programmes Interreg Slovenia-Austria and Slovenia-Croatia 2021-2027 including their forerunners from the period 2014-2020.

The MA is directly supported by **the Joint Secretariat** as the latter carries out the operational management for the whole Interreg Programme in line with Article 46 of the ETC Regulation. The JS is set up in the Cross-Border Programmes Division, being the same unit as the MA.

Pursuant to the Ordinance on the Establishment and Competences of the **Ministry of Cohesion and Regional Development**, MCRD is responsible for two work areas, the European cohesion policy and regional development. The provisions of internal organisation, distributions of functions and detailed descriptions of posts within the MCRD including functions of the Cross-Border Programmes Management Division are laid down in the Act on Internal Organisation and Description of Posts in the Ministry of Cohesion and Regional Development (Annex 4).

The Cross-Border Programmes Management Division bears overall responsibility for the Interreg Programme and tasks as laid down in chapter 2.1.2. of the present description of the management and control system.

Certain horizontal tasks (e.g. human resources, monitoring and information system, legal services ...) will be implemented in co-operation with other units of MCRD.

The overall organisation of MCRD is presented in the organisation chart below.

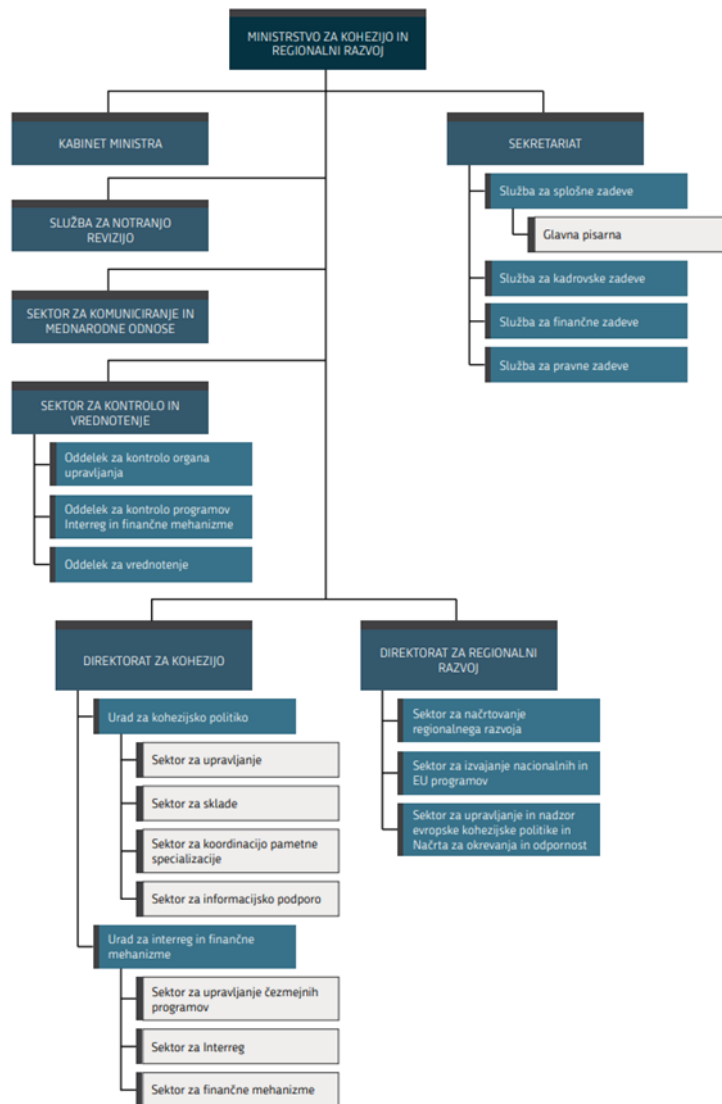


Figure 3: Organisation chart of the Ministry of Cohesion and Regional Development

According to Article 10 of the **Act on Internal Organisation and Classification of Posts in MCRD** the **functions of the Cross-Border Programmes Management Division** as MA and JS are as follows:

- implementation of tasks of the Managing Authority with the support of the Joint Secretariat for cross-border cooperation programmes Slovenia-Austria, Slovenia-Hungary and Slovenia-Croatia;
- coordination and preparation of documents and execution of other activities related to closure of project and programmes in which Slovenia acts as Managing Authority;
- establishing regular communication with European Commission and programme partners during the implementation of ETC programmes;
- co-operation with BAF and Audit Authority and exchange of information as regards payment forecasts, request for payment, implementation of financial rules;
- organisation, documents and minutes elaboration and facilitation of bilateral meetings;
- organisation, documents and minutes elaboration and participation at the Monitoring Committee meetings;
- drawing up of description of management and control systems of Managing Authority;
- coordination of programming process including preparation of Interreg programmes;

- drawing up of instructions, proposals, co-operation and exchange of information with programme partners, BAF, Audit Authority and beneficiaries;
- preparation and publication of calls for proposals;
- organisation and carrying out of project assessment, selection and monitoring of selected projects;
- verification of project reports (prepared by LP);
- putting in place of control of project activities and reporting on control;
- organisation, preparation and implementation of workshops for beneficiaries;
- coordination and provision of support in the use of information system for monitoring of the cross-border programmes;
- implementation of communication and information tasks;
- cooperation with other national and international organisations aiming at increasing the visibility of the programmes and cooperation of cross-border cooperation policies;
- drawing up of annual and final content and financial reports on the implementation of Interreg programmes;
- participation at national and foreign system audits and project audits;
- participation at implementation and reporting on recoveries and irregularities;
- drawing up of analysis, information, materials and reports on implementation of individual Interreg programme; and
- preparation of management declarations.

The **Managing Authority staff** comprises 6 posts:

- Head of MA (1/4 FTE);
- Programme Manager (1 FTE);
- Irregularity Officer (1/6 FTE).

Support to the MA by other MCRD offices:

- IT Officer (1/6 FTE);
- Legal Officer (1/6 FTE) and
- Evaluation Officer (1/6 FTE).

The **Joint Secretariat staff** comprises 6 posts (5 FTE):

- Head of JS (1 FTE);
- Contract Managers (3 posts: 2 FTE at MCRD, 1 FTE at MCRD employed by SZPO)
- Info Points (2 posts – 1 FTE: 1/2 FTE at the SZPO in Zalaegerszeg and Szombathely).

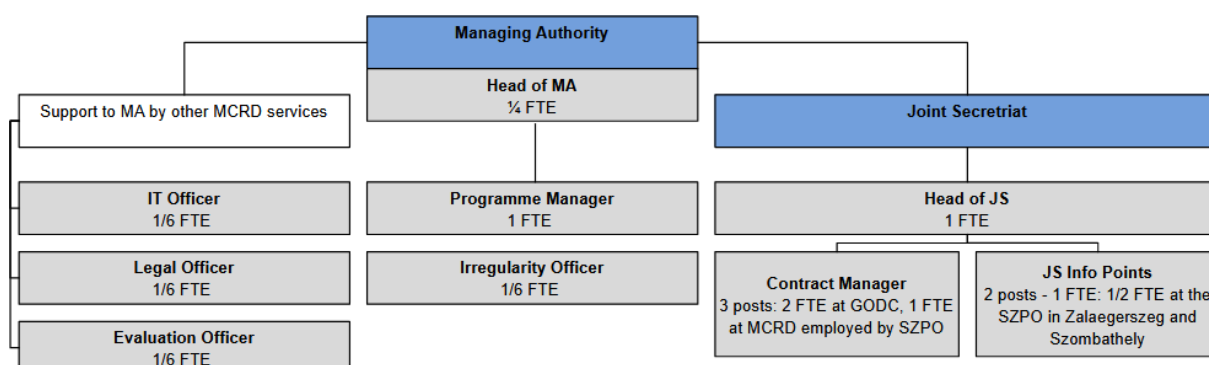


Figure 4: Organisation chart of the MA, JS and MA supporting posts

The MA and JS staff is employed by MCRD except one Contract manager and Info Points in Hungary, where the staff is employed by Széchenyi Programme Office Nonprofit LLC (SZPO).

Detailed job description of all MA and JS posts is given in the internal organisation and job classification acts of MCRD and SZPO attached (Annex 4 and 5).

The procedures for selection, recruitment, annual HR performance review and other HR management procedures of the MA and JS personnel employed by MCRD are defined in the Civil Servants Act and Decree on the Procedure of Filling a Vacancy in State Administration and Judicial Bodies. Where relevant, additional specific criteria related to the multinational character of Interreg programmes were applied.

The procedure for selection and recruitment of the Info Points as JS staff members in Hungary is defined in the Bylaws of Széchenyi Programme Office Consulting and Service Nonprofit Limited Liability Company on HR Policy and other relevant national labour affairs legislation.

The JS staff members are selected in agreement with both participating Member States. Regardless of different locations of employees, the JS has joint management and joint HR management (etc. training, assessment of job performance, division and delegation of work, etc.) under full responsibility of the Head of JS.

In case of staff changes, internal procedures govern appropriate handover.

Considering the principle of proportionality, size of the Interreg programme and complexity of functions to be ensured, all posts of MA and JS are considered sensitive in that an occupant of a certain post could cause adverse effect to the integrity and functioning of the institution by the virtue of the nature of his/her responsibility. Procedures, which comply with internal and external requirements to prevent conflict of interest, ensure integrity of the personnel and good governance of the programme, are in place. The requirements are defined in the Integrity plan of the MCRD (Annex 7) and relevant legislation governing recruitment and performance of public servants including the Integrity and Prevention of Corruption Act, code of conduct for public servants, internal procedures, job descriptions following the principle of separation of functions, and other relevant provisions.

Job descriptions make sure that the staff members of MA and JS are well experienced in the management and implementation of ERDF co-funded programmes.

The MA encourages upskilling and enables attendance of staff seminars and workshops organised by the European Commission, Interact or other institutions relevant for the management of ETC programmes. The MA and JS training objectives and priority topics are defined within the MCRD annual training plans (Annex 8).

New recruits are entitled to introduction training and mentoring by senior colleagues.

At the level of MCRD and SZPO (if applicable) records of MA and JS staff career advancement are kept in the record sheets. Procedures for regular staff assessment reporting are defined in national legislation.

The personnel are informed on rules and procedures or their changes by means of an electronic information desk. Through exchange of information and internal workshops, MA ensures that all MA and JS staff are promptly informed and acquainted with existing and amended programme management guidelines, EC regulations as well as relevant national legislation and MCRD internal acts.

MCRD and SZPO provide necessary office space and technical equipment for MA and JS and pursuant to national legislation apply appropriate safety at work standards and risk assessments.

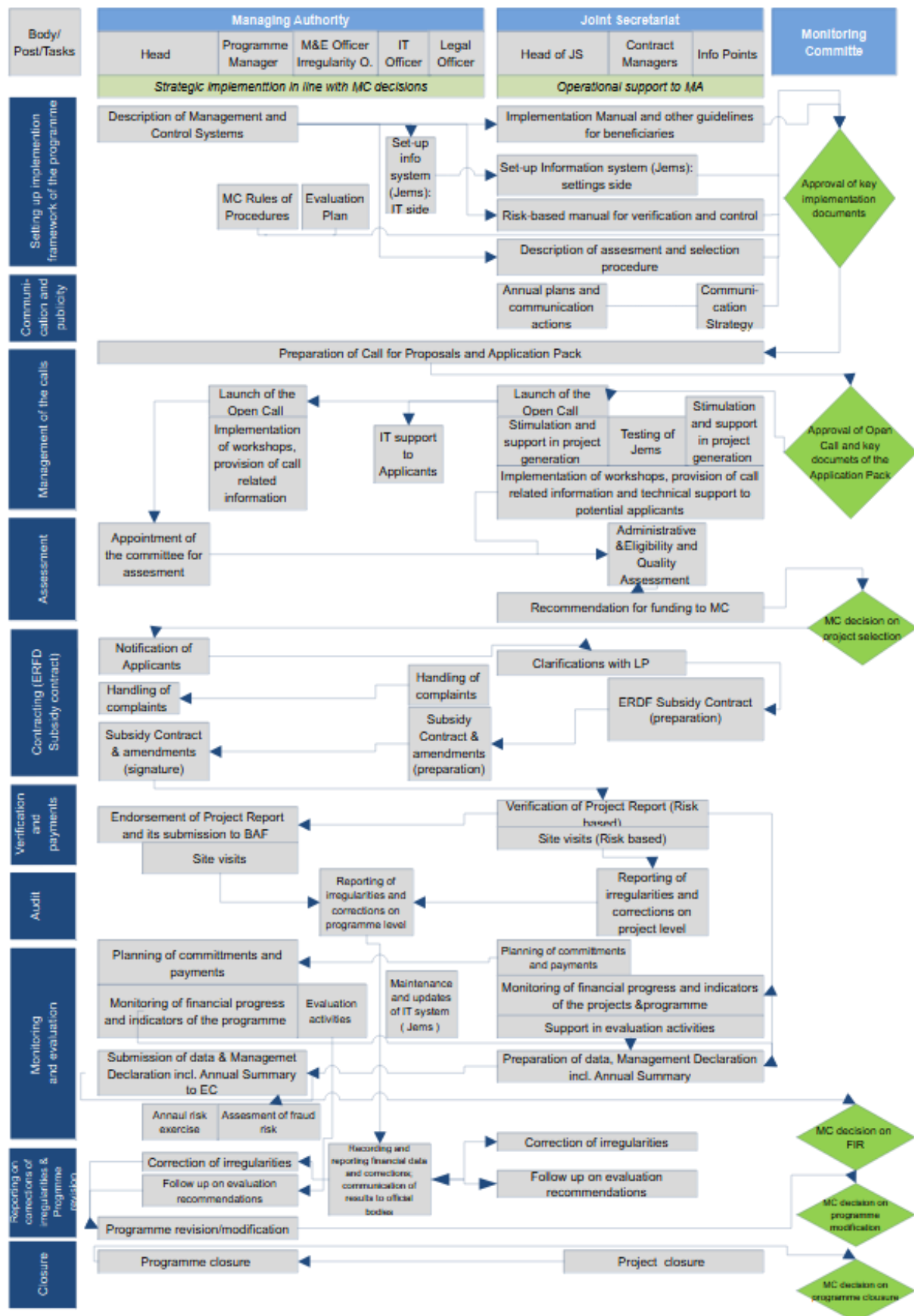


Figure 5: Flowchart of processes and functions within the Managing Authority



Reference documents:

- Act on Internal Organisation and Description of Posts in the MCRD (Annex 4);
- Bylaws of Széchenyi Programme Office Consulting and Service Nonprofit Limited Liability Company on OOR (Annex 5);
- Education and Training Plan of MCRD Employees at Annual Basis (Annex 8);
- Bylaws of Széchenyi Programme Office Consulting and Service Nonprofit Limited Liability Company on HR Policy

***2.1.7. Indication of planned resources to be allocated in relation to the different functions of the Managing Authority (including information on any planned outsourcing and its scope, where appropriate)***

Managing Authority is planning to outsource the preparation of the evaluations performed in line with the evaluation plan.

### 3. BODY CARRYING OUT THE ACCOUNTING FUNCTION

#### 3.1. Status and description of the organisation and the procedures related to the functions of the body carrying out the accounting function

##### *3.1.1. The status of the body carrying out the accounting function (national, regional or local public or private body) and the body of which it is part, where relevant*

The Public Fund of the Republic of Slovenia for Regional Development and Development of Rural Areas (SRDF) was appointed as the body carrying out the accounting function (BAF) of the programme:

**Public Fund of the Republic of Slovenia for Regional Development and Development of Rural Areas**

Financial Sector

Škrabčev trg 9a

SI-1310 Ribnica

Tel.: +386 1 836 1953

Head of Financial Sector: Uroš Klopčič

Tel: +386 1 837 2144

E-mail: uros.klopacic@srss.si

The Public Fund of the Republic of Slovenia for Regional Development and Development of Rural Areas as the body carrying out the accounting function is a public fund (100% state ownership) and is a national public body.

##### *3.1.2. Description of the functions and tasks carried out by the body carrying out the accounting function as set out in Article 76*

In accordance with Article 76 of the CPR and the Article 47 of ETC Regulation as well as the IP SI-HU and based on established procedures of the previous programme period, the body carrying out the accounting function is responsible for:

- (a) drawing up and submitting payment applications to the Commission in accordance with Articles 91 and 92 of the CPR;
- (b) drawing up and submitting the accounts confirming completeness, accuracy and veracity of the accounts in accordance with Article 98 of the CPR, and keeping electronic records of all the elements of the accounts, including payment applications;
- (c) converting the amounts of expenditure incurred in another currency into euro by using the monthly accounting exchange rate of the Commission in the month during which the expenditure is registered in the accounting systems of the body carrying out the accounting function;
- (d) payments made by the EC;
- (e) payments made to the lead partners.

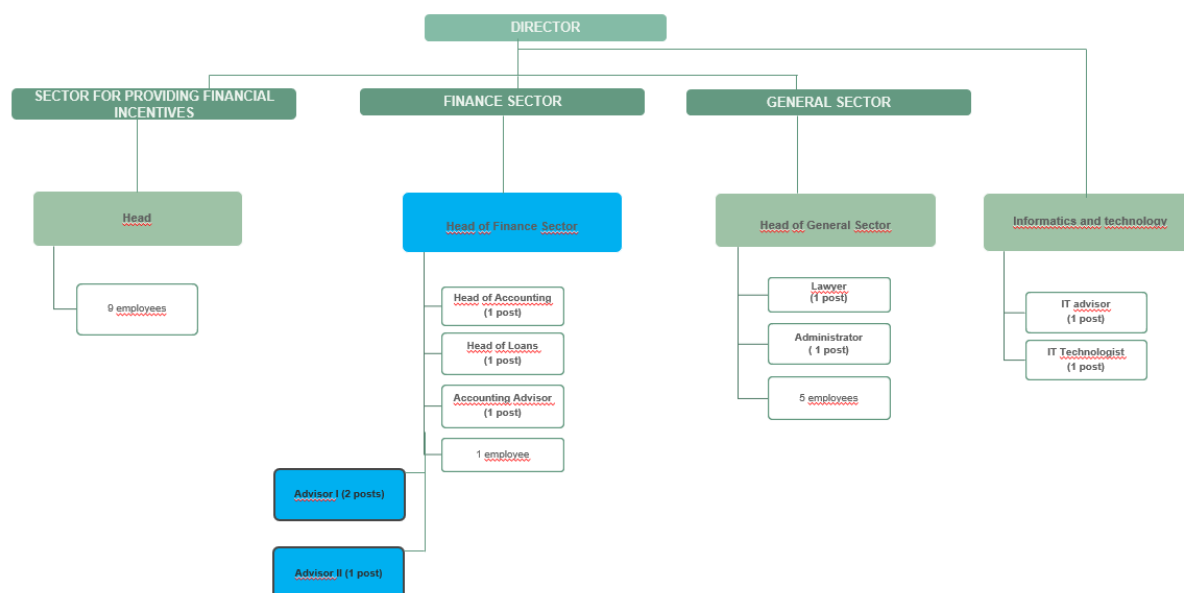
**3.1.3. Description of how the work is organised (workflows, processes, internal divisions), what procedures apply and when, how these are supervised, etc.**

SRDF is a public institution that has to comply with the relevant national legislation regulating ethics and integrity policies for all civil servants including the Integrity and Prevention of Corruption Act. SRDF has developed its own Integrity plan (Annex 13).

Procedures for putting in place effective and proportionate anti-fraud measures are covered in the following documents: SRDF Risk Register and SRDF Risk Management Policy (Annex 15 and 16).

BAF is not in direct contact with project partners. Complaints falling within the scope of BAF are forwarded by MA to BAF. In case the partner sends the complaint directly to the BAF, SRDF examines the complaint. The reply signed by the director of SRDF is sent to the partner concerned and MA. In case the complaint sent to BAF does not refer to the work of BAF, BAF refers the case to the relevant authority.

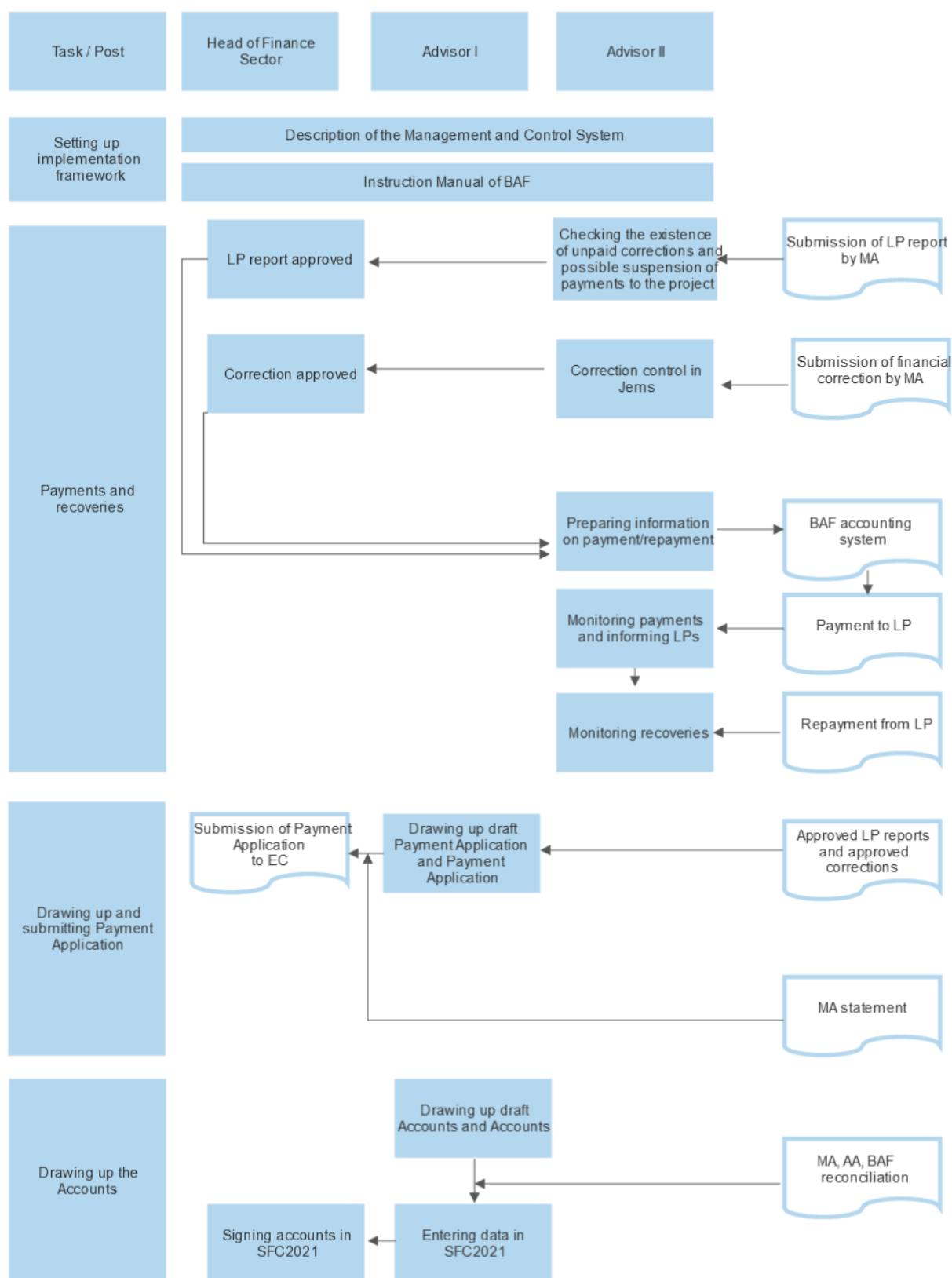
Figure 6: presents organisation chart of the SRDF in accordance with the Act on Internal Organisation of Posts in the SRDF (Annex 12).



Posts in blue colour present employees/positions engaged in key BAF processes. BAF officers work part-time on BAF tasks. Some of other SRRS employees are occasionally involved in BAF processes.

Staff duties covering BAF tasks and separation of duties are presented in Figure 6. For every post there is a deputy designated to work in case of absence of the responsible person in line with Instruction Manual of BAF (Annex 14). This document is used both as a document covering in detail all processes and documents developed by the BAF as well as an instruction manual for the BAF officers.

**Figure 7:** Flowchart of processes and functions within the BAF



All detailed information on projects, verifications and audits is stored in the Jems system and will be available to the BAF officers. The procedures of BAF to ensure that requirements referred to in Article 76 of the CPR and the Article 47 of ETC Regulation are as follows:

**a) Payments made to the Lead Partner**

BAF accesses the Payment Claims and any information on projects in the Jems. BAF processes the payments via Public Payments Administration of the Republic of Slovenia (PPA) Payment system. Information about payment to Lead Partner is entered into Jems.

BAF accesses financial corrections in Jems. Each correction can be either settled with the next Payment Claim or recovered from the Lead Partner.

**b) Drawing up and submitting payment applications to the Commission**

In accordance with Articles 91 and 92 of the CPR BAF submits Payment applications on a regular basis (via SFC2021). The last payment application submitted by 31 July is the final payment application for the accounting year that has ended 30 June.

Payment applications are created in Jems and sent to the EC via SFC2021.

**c) Payments made by the EC**

The body to which payments are made by the EC is Ministry of Cohesion and Regional Development. The funds are further transferred to the account of the IP, managed by the BAF.

BAF records all information on payments from the European Commission in Jems. Information on pre-financing and payments of Payment applications are regularly entered by BAF officer.

**d) Drawing up and submitting the accounts**

In line with Article 98 of CPR and Article 47 of the ETC Regulation BAF submits to the European Commission accounts on the expenditure that incurred during the relevant accounting year and were presented to the Commission for reimbursement. The accounts are submitted to the European Commission by 15 February of the following financial year.

In accordance with deadlines set in agreement between MA, BAF and AA, BAF creates draft Accounts for the purpose of reconciliation. Final reconciliation is done by the MA, BAF and AA before submitting information to EC. BAF draws up the final Annual Accounts. Data is entered in the SFC2021.

**e) Payments of TA to the programme bodies**

BAF carries out the disbursement of technical assistance funds in accordance with the instructions for the Interreg program.

Reference documents:

- Act on Internal Organisation and Description of Posts in the Public Fund of the Republic of Slovenia for Regional Development and Development of Rural Areas with amendments (Annex 12);
- Integrity Plan of SRDF with amendments (Annex 13);
- Instruction Manual of BAF with amendments (Annex 14);
- SRDF Risk Management Policy with amendments (Annex 15);
- SRDF Risk Register with amendments (Annex 16).

#### ***3.1.4. Indication of planned resources to be allocated in relation to the different accounting tasks***

SRDF is responsible for ensuring sufficient and adequate human resources for BAF for the implementation of its tasks in accordance with the job descriptions and in respect of the separation of functions.

SRDF assures that the staff has necessary skills and expertise at the different levels and for the different functions within the BAF.

SRDF provides necessary office space and technical equipment for BAF and applies appropriate safety at work standards and risk assessments in line with the relevant national legislation.

## 4. ELECTRONIC SYSTEM

4.1. Description of the electronic system or systems including a flowchart (central or common network system or decentralised system with links between the systems) for:

*4.1.1. Recording and storing, in a computerised form data on each operation, including where appropriate data on individual participants and a breakdown of data on indicators when provided for in this Regulation*

For the purpose of recording and storing data on operations in computerised for the Monitoring System Jems will be used. Built on Harmonised implementation tools 2021-2027, Jems provides a purpose-built monitoring system on a free-license basis. Jems is currently available in its 7<sup>th</sup> version and includes following functionalities:

- Programme setup
- Call management
- Application Form
- Assessment
- Decision
- Modifications
- Contracting
- Reporting on partner level
- Management verification on partner level
- Reporting/payment claims on project level
- Management verification on project level
- Advance payments and fast track payments

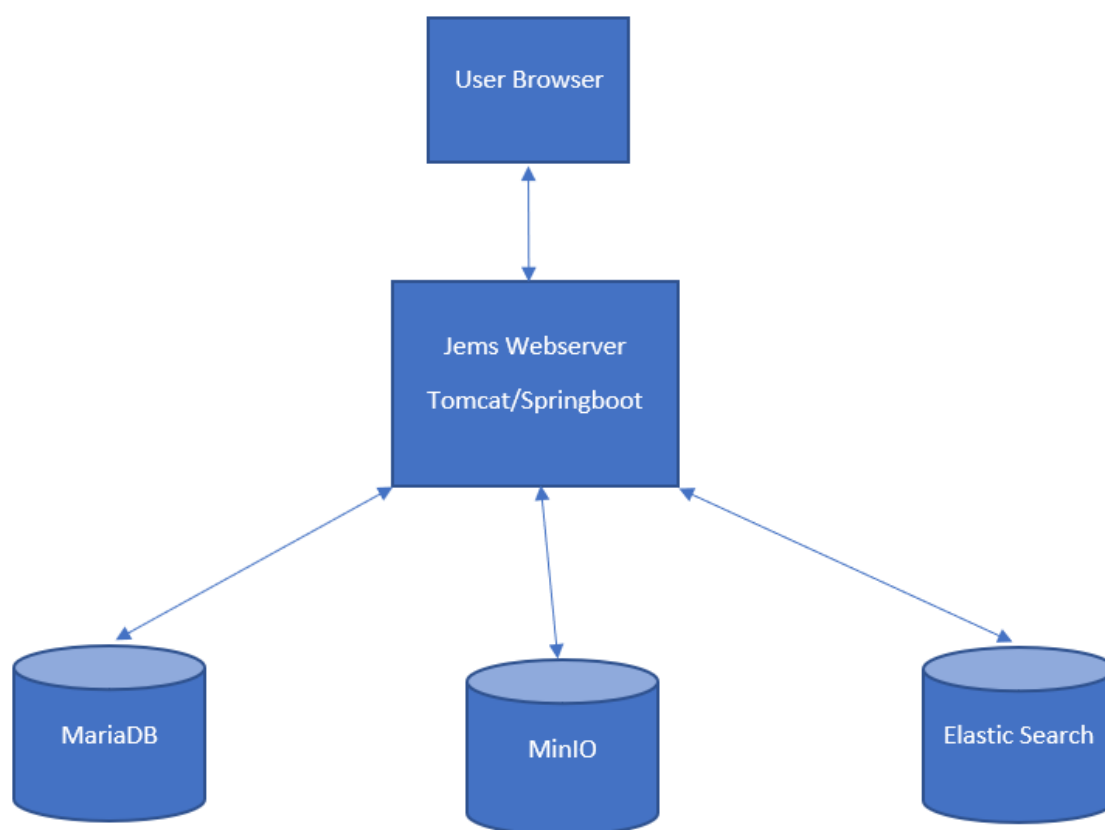
Further developments are still ongoing and will include modules for the full programme and project management workflow:

- Audit
- Corrections
- Programme level reporting
- Programme level payment flows

See diagram in Annex 17

Jems consists of following components:

- Jems Web/Application server
- MariaDB - database storage
- MinIO - file storage
- Elastic Search - system logging



**Figure 8:** Jems services

The system ensures registration of data in structured and unstructured formats organized following the workflow of the system modules/functions according to the programme authorities/bodies and beneficiaries' tasks and needs.

The system allows registration of the indicators at the programme level. An indicator can be duplicated in order to be broken down when required (e.g. by gender, classification of enterprises).

**4.1.2. Ensuring that accounting records or codes for each operation are recorded and stored, and that these records or codes support the data required for drawing up payment applications and the accounts**

The recording and storing of accounting records in Jems is performed separately at the level of each project and each beneficiary over the whole project implementation period. This includes also data necessary for drawing up payment applications and accounts.

**4.1.3. Maintaining accounting records or keeping separate accounting codes of expenditure declared to the Commission and the corresponding public contribution paid to beneficiaries**

Jems will provide data to draft payment applications to the EC. The privileged user can select certificates to be included in to a payment application to EC. Certificates might contain also financial corrections in form of either withdrawal or recovery. Once a payment application is sent to the EC, the included certificates are no longer available to be included in another payment application. Payment applications to EC shall be broken down according to Article 91 (3) of CPR. Technically, it is intended that Jems will support data transfer to SFC at least via a tailor-made export.



***4.1.4. Recording all amounts withdrawn during the accounting year as set out in point (b) of Article 98(3) and deducted from the accounts as set out in Article 98(6) and the reasons for these withdrawals and deductions***

Jems monitoring system records in the database:

- the total amount of eligible expenditure entered into the accounting systems of the body carrying out the accounting function which has been included in the final payment application for the accounting year;
- the amounts withdrawn during the accounting year;
- for each priority, an explanation on any differences between the amounts declared and the amounts declared in payment applications for the same accounting year.

Along with the data above, Jems system also records information on irregularities, which are stored as:

- the irregular expenditure which has been subject to financial corrections;
- the expenditure which is subject to an ongoing assessment of its legality and regularity;
- other amounts as necessary to reduce the residual error rate of the expenditure declared in the accounts to 2 % or below.

***4.1.5. Indicating whether the systems are functioning effectively and can reliably record the data mentioned on the date where this description is compiled as set out in point 4.1.2***

Jems server application is installed on governmental server infrastructure placed in Government data center in Dockerized environment. Dockerized environment allows application to maintain its own settings independently and allow access to all services it offers and requires (regardless, if they are implemented internally within application or outside). Such setup offers also easier maintenance, scalability and backup, as hardware resources are shared and used up to full extent.

Cluster environment offers reliable server and application up time and in case of failure of one server immediate switch to redundancy servers. Backup of the database are done daily with incremental backup services. On top of daily backup also weekly and monthly backup are done on tape as the data is governmentally maintained.

***4.1.6. Describing the procedures to ensure the electronic systems' security, integrity and confidentiality***

The Jems system is developed to ensure a safe registration and authentication of the users and ensured integrity and confidentiality of the users' data using end-to-end encrypted connections over HTTPS using a trusted SSL certificate and security mechanisms implemented in the system with consideration of Article 72 (1e) of CPR.

Jems provides a detailed user roles and rights management system. This ensures that certain functionalities can only be executed by specific users, certain information is only visible to privileged users. Jems privileges apply to particular (visual) components of the system. Components, which are distinctive between users/roles (according to programme requirements), get a dedicated privilege which can be configured to hide a component for a user role, or to allow to view or edit it. Granularity can range from a whole section of the system (e.g. Application menu) to the most granular information (e.g. "Revert decision" button). The privileges tree is adapted to programmes' legal (GDPR) and procedural requirements. Further, Jems provides a function to assign users to dedicated applications/projects. This allows to restrict privileges of a user role to a subset of applications/projects in Jems (e.g. for assessors, controllers).

The system has an admin tool for validating automatically or manually every account of a registered user, granting access in the system as an applicant at the first registration. The administrator can authorize the users' access rights in the system according to the respective role, and he/she can also deactivate users who shall have no further access to the system. Passwords have to follow minimum security standards. A user can change his/her password after login, or reset it from the authentication screen.

The system allows tracing modifications of data and other actions in the system by using an audit log mechanism. Application forms are versioned each time they are submitted or re-submitted (after modification). For comparison or reference (monitoring, control or audit purposes), historic and latest versions can be displayed in the system.

## 5. ANNEXES

	Title	Availability
1.	Agreement on the Content of the Interreg VI-A Slovenia-Hungary Programme and Confirmation of National Co-financing According to Article 16(5) of Regulation (EU) No 1059/2021 (ETC Regulation)	✓
2.	Commission Implementing Decision of 14 November 2022 on approval of the (Interreg VI-A) Slovenia – Hungary programme (in Slovene and Hungarian)/ <i>IZVEDBENI SKLEP KOMISIJE z dne 14.11.2022 o odobritvi programa sodelovanja „(Interreg VI-A) Slovenija-Madžarska“ za podporo iz Evropskega sklada za regionalni razvoj v okviru cilja „evropsko teritorialno sodelovanje“ (Interreg) v Sloveniji in na Madžarskem (CCI 2021TC16RFCB045</i>	✓
3.	Regulation of implementing Regulations (EU) and (Euratom) on the use of funds for the European territorial cooperation goal for the 2021-2027 programming period / <i>UREDBA o izvajanju uredb (EU) in (Euratom) na področju porabe sredstev za cilj evropsko teritorialno sodelovanje v programskem obdobju 2021–2027</i>	✓
4.	Act on Internal Organisation and Description of Posts in the MCRD / <i>Akt o notranji organizaciji in sistemizaciji delovnih mest v Ministrstvu za kohezijo in regionalni razvoj</i>	✓
5.	Bylaws of Széchenyi Programme Office Consulting and Service Nonprofit Limited Liability Company on OOR, January 2016 (in Hungarian) / <i>A Széchenyi Programiroda tanácsadó és szolgáltató nonprofit kolátolt felelősségű társaság – Szervezeti és működési szabályzata</i>	✓
6.	Self-assessment of fraud risks for the Cooperation Programme Interreg VI-A Slovenia – Hungary 2021 – 2027	(in preparation)
7.	Integrity Plan of the Government Office of the Republic of Slovenia for Development and European Cohesion Policy (in Slovene) / <i>Načrt integritete Službe Vlade RS za razvoj in evropsko kohezijsko politiko</i>	✓
8.	Education and Training Plan of MCRD Employees at Annual Basis (in Slovene)/ <i>Načrt izobraževanja, usposabljanja in izpopolnjevanja zaposlenih v Ministrstvu za kohezijo in regionalni razvoj</i>	✓
9.	Audit of the Electronic Monitoring System (Jems)	(not yet performed)
10.	Risk register with guidelines of MCRD / <i>Register tveganja z navodili za upravljanje s tveganji v Ministrstvu za kohezijo in regionalni razvoj</i>	✓
11.	Risk-based manual for verification and control	(in preparation)
12.	Act on Internal Organisation and Description of Posts in the Public Fund of the Republic of Slovenia for Regional Development and Development of Rural Areas with amendments	
13.	Integrity Plan of SRDF with amendments	✓
14.	Instruction Manual of BAF with amendments	✓
15.	SRDF Risk Management Policy with amendments	✓
16.	SRDF Risk Register with amendments	✓
17.	Jems process diagram	✓