

**Information on the monitoring and reporting system, evaluation system, control system, IT system, information and promotion system and on the financial management of the SG OP – elements of the Programme which were not included in the SFC system due to a limited number of characters in section 7. *Authorities and bodies***

## **1. Monitoring and reporting system**

The main rules for monitoring progress of the programme implementation are based on the UE and national regulations. In accordance with the provisions of the General Regulation, each operational programme has its own monitoring committee responsible for reviewing the programme implementation and progress in achieving objectives. Additionally, the Monitoring Committee of the national operational programme shall, within its competences, take measures to achieve the thematic objectives covered by the operational programme. It shall be appointed by the MA within three months from the date of notifying the Member State about the decision on the adoption of programme in line with existing horizontal rules, especially the partnership principle.

The SG OP Monitoring Committee will consist of representatives of the government, local governments, and social and economic partners. Members of the SG OP Monitoring Committee will strive towards balance among the representatives and adhere to the principle of partnership. The social and economic partners shall be represented by representative organisations at the country level. Participation of representatives of trade unions as well as employer organizations and associations is envisaged. Moreover, the SG OP Monitoring Committee will consist of the representatives of non-government organizations selected in the course of open recruitment, including representatives of an organisation for environmental protection and promoting social inclusion, gender equality, equal opportunities and non-discrimination.

The tasks of the SG OP Monitoring Committee include the following:

- a) analysing and approving the project selection criteria of the SG OP and approving possible modifications of such criteria;
- b) periodic progress review in terms of achieving specific objectives, identified under the IE OP, based on the documents submitted by the MA;
- c) analysing the results of the SG OP implementation, in particular the achievement of the objectives set out for each priority axis and the results of evaluations related to monitoring of the IE OP implementation, in particular when monitoring reveals substantial departures from the initially set objectives or when proposals for changes in the SG OP have been put forward;
- d) analysing and approving annual reports and the final report on the implementation of the SG OP.

The Managing Authority will be responsible for the smooth course of the reporting process.

Monitoring and reporting on the progress towards the SG OP implementation will be conducted systematically and on a timely basis throughout the programming period at all institutional levels of the programme implementation. The reporting system will take into account the conclusions of the reports of the beneficiaries of the Programme.

Monitoring of the substantive progress of projects implemented under the SG OP will be based mostly on the indicators included in the Common List of Key Indicators.

## **2. Evaluation system**

The Managing Authority conducts strategic monitoring concerning the level of use of the recommendations from evaluation research, carried out under the Integrated Management System of Conclusions and Recommendations from Evaluation Research prepared by the National Evaluation Unit.

## **3. Control system**

The Managing Authority is responsible for smooth and effective functioning of the operational programme control system.

The Managing Authority can designate intermediate bodies to carry out certain management, control and monitoring tasks within the programme at the priority axis level. Powers are delegated based on an agreement concluded between the managing authority and the intermediate body.

In order to ensure the proper execution of the programme implementation tasks, the managing authority draws up and issues a description of functions and procedures.

The objective of the controls of the operational programme implementation is to ensure that the management and control system of the operational programme functions appropriately. The controls involve:

1. verifying that the co-financed goods and services are provided and that expenditure declared by the beneficiaries has actually been incurred and is in line with the Community and national rules. The verification takes the form of:
  - a) verification of the applications for payment submitted by the beneficiary;
  - b) project on-site inspection;
  - c) cross-checks to ensure that expenditure included in the applications for payment is not co-financed to the same extent:
    - from the same fund under a single operational programme;
    - from several funds or support instruments of the European Union, or from the same cohesion policy fund under several operational programmes, for which the managing authority has been established on the territory of the Republic of Poland;
2. controls upon completion of the project to verify the completeness of documents confirming the adequate audit trail with regard to the completed project;
3. controls of the sustainability of projects;
4. systemic controls to verify the appropriate implementation of tasks by institutions to which the managing authority entrusted the tasks related to the operational programme implementation.

According to Article 125 (5)(a) of the General Regulation, administrative verifications will be conducted in respect of each application for reimbursement by beneficiaries.

For each calendar year, the managing authority shall draw up annual assumptions for each operational programme on sampling for the control referred to in point 1(b) and points 2 and 3. The beneficiary is obliged to undergo control and audit within the scope of the appropriate project implementation, carried out by the managing authority, the intermediate body, the audit authority, the representatives of the European Commission and the European Court of Auditors and other entities authorised to carry out controls and audits.

The procedures of institutions involved in the Programme implementation will also cover the area of fraud prevention and combating, in line with the requirements of Article 125(4)(c) of the General Regulation and the European Commission's Guidance for Member States and Programme Authorities

– Fraud Risk Assessment and Effective and Proportionate Anti-Fraud Measures. The results of the risk analysis carried out in line with the above EC Guidance will be taken into account while drawing up the annual Programme control plans.

The occurrence of an irregularity triggers the obligation for the relevant institution (Managing Authority, Intermediate Body or Implementing Authority) to undertake appropriate remedial actions and to reduce the EU co-financing for the project by the amount of the financial correction. The minister competent for regional development may specify, by way of an ordinance, the conditions for proportional reduction of financial corrections as well as their percentage rates, having regard to the recommendations of the European Commission and arrangements made with it concerning the percentage rates of financial corrections.

The successful designation is the precondition for starting the process of financial implementation of the operational programme, understood as a submission of the first statement of expenditure and applications for payment to the European Commission. Designation should be understood as confirmation by the minister competent for regional development, performing the tasks of the Member State, that the managing authority meets the requirements ensuring the appropriate implementation of the operational programme.

#### **4. IT system**

The Minister of Infrastructure and Development ensures the construction and functioning of the central information system SL 2014, which will support the implementation of operational programmes. This system is developed to meet the requirements of the General Regulation with respect to:

1. the obligation to register and store data on each project, necessary for monitoring, evaluation, financial management, control and audit, including personal data of project participants for the monitoring and evaluation of projects co-financed by the ESF (Article 125(2)(d) of the General Regulation);
2. ensuring a computerised system for accounting, for the storage and transmission of financial data and data on indicators, for monitoring and for reporting (Article 72(d) of the General Regulation);
2. ensuring the functioning of an IT system which will be used to conduct all the communication between a beneficiary and competent institutions solely by electronic means (Article 122(3) of the General Regulation).

The SL 2014 system is designed, in particular, to support the following processes:

- 1) administration of the project from the moment when the contract on project co-financing is signed or a decision on project co-financing is made;
- 2) recording of operational programmes data;
- 3) expenditure certification process handling.

Institutions and beneficiaries use the functionalities available via the central information system SL 2014 for administering the project from the moment when the contract on project co-financing is signed or a decision on project co-financing is made.

Data collected in the SL 2014 may be accessed by:

- all institutions participating in the implementation of operational programmes, i.e. the managing authority, intermediate bodies, implementing authorities, audit authority, to the extent necessary for the proper performance of their tasks;
- beneficiaries, to data on their projects.

SL 2014 IT system allows to create certain reports:

- information of the level of spending of EU resources;
- expenditure forecasts;
- information on the state of the implementation of Structural Funds;
- information on the performed controls.

The exchange of information between the European Commission and the managing authority will be conducted via the SFC 2014 system.

## **5. Information and promotion system**

The Managing Authority is responsible for the provision of appropriate information and promotion of the operational programme. In order to ensure effective coordination of communication activities carried out by individual institutions, Poland, in line with Article 116 of the General Regulation, shall draw up a horizontal document – a common communication strategy of the cohesion policy.

In accordance with Article 116 of the General Regulation, on the basis of the common communication strategy the MA will draw up a communication strategy for Operational Programme, forming a basis for carrying out information and promotion activities for the Programme.

MA also prepares annual action plans of executive character.

### **Information and promotion measures supporting the implementation of the national programme.**

In particular, this support is implemented through:

- informing potential beneficiaries about funding possibilities under the Programme and about methods of obtaining it;
- providing beneficiaries with information necessary to implement projects on different stages;
- publicising to selected segments of public opinion and groups of recipients the role and achievements of cohesion policy and the fund through information and promotion activities on the results and impact of the Programme and individual projects and, as far as applicable, the Partnership Agreement.

While conducting information and promotion activities in the 2014-2020 programme perspective, it is crucial to strengthen the coordination of actions with a view to maintaining high cohesion of the message and complementarity of communications and tools.

The challenge underlying an effective communication consists in drafting documents intended for potential beneficiaries, as well as materials intended to be communicated in the media, using a clear and universally understandable language.

In the 2014–2020 period, using the communication potential of the beneficiaries themselves should be emphasised.

It is also essential to implement horizontal policies such as equal access to information for disabled persons, respect for the environment and cooperation with socio-economic partners.

## **6. Financial management**

The basic mechanism of financial flows in terms of the Structural Funds and Cohesion Fund is based on the European funds budget i.e. a separate part of state budget, funded from the transfers of the European Commission (revenue of European fund budget) which is then used for making payments to

beneficiaries in an amount corresponding to the assigned EU funding (expenditure of European fund budget). The European funds budget does not cover the expenditure under technical assistance.

Bank Gospodarstwa Krajowego is the paying authority. The payment order submitted to BGK and issued by the institution with which the beneficiary concluded a contract on project co-financing is the basis of making payment for the beneficiary and will be prepared based on the verified payment request of the beneficiary.

Settlement of eligible expenditure incurred by the beneficiary is made based on an application for payment submitted to the relevant authority.

Using the verified payment requests, the intermediate body prepares statement of expenditure with the aggregated values and data from particular projects, which it then submits to the managing authority. Based on the received documents, the managing authority prepares and then submits the declarations and statement of expenditure and application for periodic payment to the European Commission.

The total eligible expenditure referred to in Article 120(2) of the General Regulation is used for calculation of the EU contribution.