



Autoritatea de Management pentru  
Programul IPA de cooperare transfrontalieră România-Serbia

## INSTRUCȚIUNEA NR. 33

Attn: DI. Cătălin RADU, Șef STC  
CC: D-na. Anca LOLESCU, Director Executiv, BRCT Timișoara  
De la: Iuliu BARA, Șef AM PCT RO-SE

Tema: Instrucțiune privind modul de întocmire și completare a time-sheet-urilor de către beneficiarii PCT România - Serbia

În temeiul art. 22 din capitolul VII „Drepturile și obligațiile AM” din Acordul-cadru privind implementarea Programului IPA de Cooperare Transfrontalieră România - Serbia,

Având în vedere recomandările și constările Autorității de Audit și a Autorității de Certificare și Plată, a fost decisă de către AM clarificarea modului în care beneficiarii vor completa / întocmi / evidenția activitățile desfășurate de către membrii echipelor de proiect în time-sheet-urile care însoțesc Raportele de Progres și Cererile de Rambursare corespunzătoare, fiind aprobată la nivelul AM Instrucțiunea pentru Beneficiari atașată.

STC va dispune în termen de maxim 3 zile lucrătoare de la emiterea prezentei Instrucțiuni pentru Beneficiari atașate, transmiterea către toți partenerii lideri de proiecte, precum și publicarea acestora pe site-ul Programului, [www.romania-serbia.net](http://www.romania-serbia.net), în secțiunile relevante.



## INSTRUCTION

issued on 26 of April 2012

Having in mind the Programme implementation experience up to present and the status of the project and Programme implementation,

Having in mind the recommendations of the Certifying and Audit Authorities of the Programme,

Having in mind the provisions of art. 7: Rights and duties of the parties - Managing Authority, para. (13) of the subsidy contract,

The Managing Authority of Romania - Republic of Serbia IPA Cross-border Cooperation Programme is issuing the following

### INSTRUCTION FOR BENEFICIARIES

of Romania - Republic of Serbia IPA Cross-border Cooperation Programme

**Art. 1** - The time-sheets of the project team must reveal that *the activities are implemented in accordance with the job description*, according to the position in the project and must be justified by the corresponding supporting documents. The activities/tasks performed in the project must be detailed in such a way that will allow for any future control entity to check the correspondence between the reported activity and the supporting documents attached (for example, if in a day the organization of a meeting is reported, than the list of participants, minutes of the meeting, etc must be presented).

**Art. 2** - The time-sheets *must be detailed and correlated with the activities presented in the progress report* for the specific reporting period of the respective reimbursement claim and must allow for the identification of each person's contribution to the progress of the project in that specific period.

**Art. 3** - The time-sheets that describe briefly/ formally the activities/ tasks performed, either by stating the same activity(ies) for more days in a row, or by referring to the articles within the job description, will not be accepted (for example "project management and activities implementation", "support in project management and activities implementation", "accounting services", "paperwork", etc).

**Art. 4** - The time-sheets must accurately record the time spent on carrying out the reported activities, which must match to the working time charged to

the project in that reporting period (correct amount of working/leave hours in payslips).

**Art. 5** - The time-sheets must be signed by the employee and endorsed by his/her hierarchic coordinator in the project team (e.g. project manager). The time-sheet of the project manager must be counter-signed by the legal representative of the institution. In case the project manager is also the legal representative, then no other person is to counter-sign his/her time-sheet.

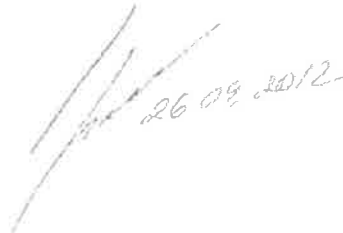
**Art. 6** - The time-sheets that describe/report the same or identical activity(ies) for different positions in the project team will not be accepted, without a sound justification.

**Art. 7** - Not observing the provisions of the above-mentioned articles will trigger the ineligibility of the salaries of the project team, according to art. 5, para. 2 and Annex 6 "Reimbursement of expenditure guidelines" of the subsidy contract as the first level controllers must verify the reality, legality and the conformity of the expenditures.

**Art. 8** - Managing Authority is entitled to reduce the salaries due amounts for which the corresponding time-sheets do not comply with the above mentioned rules, according with the provisions of art. 7: Rights and duties of the parties - Managing Authority, para. (2) of the subsidy contract.

**Iuliu BARA**

**Head of the Managing Authority**



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