

Electronic monitoring system – SL2014

- Introduction to the system

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Rationale behind

- E-cohesion as a new element in programming period 2014-2020
- Until end of 2015 – obligation for Member States to establish electronic data exchange system allowing exchanging documents between Programme bodies and projects
- Introduction of the SL2014 system (further – SL2014)

What is SL2014?

- “SL2014” – means the main application of Central ICT system, which fulfils the requirements set out in Article 122. 3 and Article 125. 2(d) of the General Regulation and Article 24 of the Commission Delegated Regulation (EC) No 480/2014, and which supports the current process of the Programme management, monitoring and evaluation, in which data is collected and stored concerning projects implemented and which makes it possible for lead partner and partners to reimburse the projects

SL2014 covers project monitoring, evaluation, financial management, verification, audit and is used for:

- project administration from the moment of signing the Subsidy Contract
 - recording the Programme implementation data
 - certification of expenditure by FLC
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LP/ PP's obligations in the SL2014

- record information about the payment schedule under the project;
- record information on planned and carried out public procurement procedures, contracts, concluded contracts and selected contractors and project personnel,
- draw up and send Partner Progress Reports to the competent Controller,
- correspond with the competent Controller on the project under implementation and provide, upon request of the Controller, necessary information and electronic versions of documents,

LP's obligations in the SL2014 (additional)

- prepares and sends a Project Progress Reports to the JS,
- corresponds with the JS on the implemented project and provides, upon request of the JS, necessary information and electronic versions of documents.

Access to SL2014: obligations, liability

- Access to the SL2014 is granted after obtaining requested data from lead partner/ project partner ('Application for granting access...', 'List of people ...')
- All activities performed by the authorised people in the SL2014 are treated as activities performed on behalf of the respective lead partner/ project partner (part of the 'Application for granting access...') – LP/ PP bears full responsibility!
- LP is NOT responsible for activities performed by other than his own designated people!

SL2014 allows the authorised people of project partners to:

- Prepare, fill in the template and submit partner progress report to the FLC;
- Provide information about the financial schedule in the project;
- Provide information on planned and implemented contract award procedures in line with the national tendering rules (as well as information on concluded contracts and selected contractors);
- Provide and register information on the project staff;
- Maintain correspondence with the FLC and provide information, clarifications and documents in e-form, if requested by FLC.

SL2014 allows the authorised people of lead partner (additional) to:

- Prepare, fill in the template in the SL2014 and submit the project progress report to the JS;
- Maintain correspondence with the JS and upon request of the JS provide information and electronic documents

Procedures on authorisation new staff/ withdrawal of responsibilities to work in SL2014

- can be found at Programme website: <https://southbaltic.eu/authorising-staff-members-to-work-with-sl2014>

Correspondence module:

- Correspondence – correspondence with the JS **(to be used by LPs only!)**
- Correspondence with ETC – correspondence with FLC controllers (LP and PPs)

2 ways:

- Letters – more official (e.g. request for change/ complaint etc.)
- Messages

Option 'Letters' requires electronic signature: select 'Sign' / 'Signing the document using a unqualified certificate' / Enter code received to your email address

Correspondence module

- Communicate with the JS regarding implementation/ progress of the project (LP)
- Each project has its own correspondence box
- Tabs: Incoming, Sent, Working copies
 - Incoming – messages from the Programme to the project
 - Sent – stores messages sent from the project to the Programme
 - Working copies – stored drafts

Three immediate tasks after getting access to the SL2014

- Each partner - present **payment schedule**.
- Before reporting, on ongoing basis each PP - **public procurement part**. This is about informing the Programme authorities on finalised procurements above national thresholds – each time that a procurement was finalised (above national threshold) and if the contract with the contractor was signed.
- Before submitting the report, and this is recommended on ongoing basis, the partners should provide information about the people involved in the project implementation, and about their involvement (time) – **project staff**. It has to be filled in no later than with the first report.

Storage of documents

- Providing electronic versions of documents via the SL2014 system does not relieve the lead/ project partner from the obligation of storing them. The LP/ PP shall also store the original versions of documents used to create electronic versions. During on-the-spot checks carried out by authorised institutions, the LP/ PP shall make available both original and electronic versions of documents.

JS support for the SL2014

- User Manual – technical step-by-step instruction on how to use SL2014 & Qualitative instruction on how to prepare progress reports (in English) – <https://southbaltic.eu/reporting>
- Any **question related to the SL2014** – ami.sthb@southbaltic.eu



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Thank you!

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