



## INTERREG V A Italy – Croatia CBC Programme

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# Description of Management and Control System Processes and Documents Updating: Action Plan

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*Processes and Documents Updating: Action Plan*

Process/Document	Implementation Deadline	Notes
Factsheet n. 6 "Project Implementation"	31/12/2017	To be approved by the MC.
Model of Subsidy Contract	31/12/2017	To be approved by the MC.
ANNEX 6 Flowchart on notification of irregularities; ANNEX 9 CA Manual of procedures ANNEX 16 audit trail	31/03/2018	These documents are written in Italian language; the English version will be provided.
Control, Irregularities and Anti-Fraud Manuals	Six months after the official designation	A series of detailed documents – both for internal and external use – will be developed. The manuals shall provide detailed operating procedures for: <ul style="list-style-type: none"> <li>- the management verifications (first level control);</li> <li>- targeted controls (supervision/verification of the quality of the work of first- level controllers);</li> <li>- anti-fraud measures;</li> <li>- management of irregularities;</li> <li>- risk management.</li> </ul> The manuals will be organized according to the nature of the final users (internal staff of the MA/JS or external professionals/bodies).
Management and Monitoring System (SIU)	Six months after the official designation	The conclusion of the relevant modules of SIU will be done according to annex 24. The ongoing adaptation of the SIU to the Programme will comply with the provisions of artt. 24 and 25 of the Commission Delegated Regulation (EU) n. 480/2014 and with art. 122(3) of CPR. A document listing the authorizations provided for SIU access and describing the different users profiles (user/viewer/administrator/etc.) will be prepared.
Procedure for managing the preparatory controls to the draft of the management declaration (Annex XIII, ph.3.A l. VIII of CPR)	Six months after the official designation	The MA will develop a detailed procedure for managing the preparatory controls for the drafting of the management declaration, through the information uploaded in SIU.

