



**CENTRAL
EUROPE**
COOPERATING FOR SUCCESS.



EUROPEAN UNION
EUROPEAN REGIONAL
DEVELOPMENT FUND

Checksum: 04CB358F18D4DBA12291B0258D3DB5B0

START UP REPORT

Title of the project / acronym:

Index:

Lead Partner (*official name of the institution in English*)

Form to be filled in and returned by post and e-mail to:

CENTRAL EUROPE Programme
Joint Technical Secretariat
Museumstraße 3/A/III
A-1070 Vienna, Austria
Phone +43 (1) 4000 - 76 138
Fax +43 (1) 4000 - 99 76 141
[E-mail: reports@central2013.eu](mailto:reports@central2013.eu)

Instructions for filling in the Start-up Report

Through this Start-up Report the Lead Partner informs the Managing Authority (MA) via the Joint Technical Secretariat (JTS) about the setting up of the management structures within the project, especially with regard to the Lead Partner Coordinator, Finance Manager, Communication Manager and First Level Controllers of all project partners and the composition of the Project Steering Committee.

In accordance with §7(2) of the Subsidy Contract the Start-up Report has to be submitted within 3 months from the entry into force of the Subsidy Contract.

The Report must be submitted to the CENTRAL EUROPE JTS, both in electronic and hard copy version. The hard copy version of the Report shall bear the signature of the legal representative / duly authorized person of the Lead Partner institution.

Before signing this Report, the Lead Partner must ensure that all statements listed under the "Checklist" are answered positively.

Technical instruction:

Please fill in the white fields only. Grey fields have been pre-filled based on the initial information provided in the Application Form or are interlinked. Please consult the JTS whenever having any queries or questions related to the Start-up Report.

Checklist for submission

Please make sure that you have fulfilled the listed requirements before submitting the Report:

- Is the Start-up Report still protected and has the protection never been lifted?
- Is the hard copy version signed, stamped and dated by the legal representative / duly authorized person of the Lead Partner institution?
- Are the electronic and hard copy versions of the Report identical?
- Have all the obligatory annexes been attached according to the list of Annexes on the last page?

Checksum: 04CB358F18D4DBA12291B0258D3DB5B0

1. LP contact details

Have the contact details of the Lead Partner institution changed?

If yes, please provide the updated information:

First name, Surname		
E-mail		
Address		
Postal code		
Town		
Country		
Phone (office)		
Phone (mobile)		
Fax		
Legal representative/LP (First name, Surname)		
Function		

In case the legal representative has changed, please provide an official document stating this change. This document has to be annexed to this Report.

2. Project manager / Coordinator

Please provide contact details of the Project Manager / Coordinator:

First name and surname		
Institution		
Address		
Postal code		
Town		
Country		
E-mail		
Phone (office)		
Phone (mobile)		
Fax		

Is the Project Manager / Coordinator sub-contracted?

3. Finance manager of the project

Please provide contact details of the Finance Manager:

First name and surname	<input type="text"/>	<input type="text"/>
Institution	<input type="text"/>	
Address	<input type="text"/>	
Postal code	<input type="text"/>	
Town	<input type="text"/>	
Country	<input type="text"/>	
E-mail	<input type="text"/>	
Phone (office)	<input type="text"/>	
Phone (mobile)	<input type="text"/>	
Fax	<input type="text"/>	

Is the Finance Manager sub-contracted?

4. Communication manager of the project

Please provide contact details of the Communication Manager:

First name and surname	<input type="text"/>	<input type="text"/>
Institution	<input type="text"/>	
Address	<input type="text"/>	
Postal code	<input type="text"/>	
Town	<input type="text"/>	
Country	<input type="text"/>	
E-mail	<input type="text"/>	
Phone (office)	<input type="text"/>	
Phone (mobile)	<input type="text"/>	
Fax	<input type="text"/>	

Is the Communication Manager sub-contracted?

Checksum: 04CB358F18D4DBA1291B0258D3DB6B0

5. LP bank account

Name of the bank	
Address	
Postal code	
Town	
Country	
Account no / IBAN	
BIC/SWIFT code	
National bank code	
Internal reference (if needed)	
Holder of the account	

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6. Investment preparation

In case the project includes investment(s), please specify the preparatory activities already carried out (e.g. feasibility studies, environmental impact assessments, planning or building permissions,...) and attach as an annex(es).

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7. Project Steering Committee

Has the Project Steering Committee been established?

Please describe the composition of the Project Steering Committee and the role of its members (e.g. chairman, member, observer, etc.)

	Country	Name of the representative	Institution	e-mail	Function in the SC
<hr/>					

Checksum:
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In case a Project Partner is not involved in the Steering Committee please write "not involved" in the representative field. If a representative of one/some Project Partners has/have not been appointed, please write "not appointed yet". In both cases please explain the reasons why in the comment box below.

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Please describe the tasks of the Steering Committee.

Have any additional management bodies been established?

8. Partnership Agreement

Please indicate the date of signature of the Partnership Agreement by all Project Partners (date of the last Project Partner signature).

(dd/mm/yyyy)

If the Partnership Agreement has not been signed by the entire partnership yet, please explain the reasons why and provide an indicative date when the document will be signed.

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9. Partnership Lead Partner

Location of the official project documents

Please provide information on where the official documents are stored (see §6(5) of the Subsidy Contract).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controllers (in accordance with §9(1) of the Subsidy Contract).

FLC system decentralized?	<input type="checkbox"/>
Institution	
First name	Surname
Postal code	Address
Town	Country
E-mail	Phone (office)
Phone (mobile)	Fax

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options: it will be adopted along the the whole implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB356F18D4DBA12291B0258D3DB5B0

Project Partner 2

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?	<input type="checkbox"/>		
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Project Partner 3

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?	<input type="checkbox"/>		
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 4

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 5

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 6

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

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Project Partner 7

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?	<input type="checkbox"/>	Same person as contact person	<input type="checkbox"/>
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?	<input type="checkbox"/>		
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

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Project Partner 8

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 9

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 10

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 11

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?	<input type="checkbox"/>	Same person as contact person	<input type="checkbox"/>
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?	<input type="checkbox"/>		
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

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Project Partner 12

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

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Project Partner 13

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 14

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

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Project Partner 15

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 16

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?	<input type="checkbox"/>	Same person as contact person	<input type="checkbox"/>
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?	<input type="checkbox"/>		
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 17

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 18

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 19

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 20

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 21

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 22

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?	<input type="checkbox"/>	Same person as contact person	<input type="checkbox"/>
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?	<input type="checkbox"/>		
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 23

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 24

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Please select one conversion option!

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

Project Partner 25

Local Coordinator

Please provide details of the Local Coordinator as in §6(5)b of the Partnership Agreement.

Is a Local Coordinator foreseen/defined?

Subcontracted?		Same person as contact person	
First name		Surname	
Institution		e-mail	

Please describe the selection procedure of Local Coordinator

Document Location

Please provide information on where the official documents are stored (see §10 of the Partnership Agreement).

Institution where documents are stored:	
Address	
Postal code	
Town	
Country	
Contact person	
E-mail	
Phone (office)	

First Level Controller

Please provide details of the First level Controller (in accordance with §9(8) of the Partnership Agreement).

FLC system decentralized?		<input type="checkbox"/>	
Institution			
First name		Surname	
Postal code		Address	
Town		Country	
E-mail		Phone (office)	
Phone (mobile)		Fax	

Has the approbation document been attached?

If no, please explain the reason why:

Euro conversion

Please select one of the conversion options that should remain the same throughout the implementation of the project.

<input type="checkbox"/>	the average monthly exchange rate set by the Commission of the month the invoice was paid
<input type="checkbox"/>	the 6-months average rate of the average monthly exchange rate
<input type="checkbox"/>	the market exchange rate of the day the invoice was paid
<input type="checkbox"/>	the market exchange rate of the last day of the reporting period
<input type="checkbox"/>	the national fixed exchange rate for SK expenditure paid between 08.07.2008 and 31.12.2008

Checksum: 04CB3568F18D4DBA12291B0258D3DB5B0

10. Confirmation by the Lead Partner

I, the undersigned - , representing the Lead Partner institution of the project hereby confirm that the information and annexed documentation gives the description of the present status of the project set up.

Signature of the Lead Partner legal representative/duly authorized person	Official Stamp of the Lead Partner institution
Name Signatory	
Place and date of submission	

Checksum: 04CB358F18D4DBA12291B0258D3DB6B0

11. ANNEXES

Annexes to be attached to the Start-Up Report (in hard copy and electronic version):

- Table with partner budget breakdown per work package, budget line and reporting period.
- Where applicable, method for calculation of sharing common costs and breakdown of the shared common costs per partner, per work package and per budget line.
- Approbation document(s) for decentralized First Level Controller(s) provided by the respective National Coordinating Body.
- Where applicable, confirmation letter for the changed Lead Partner legal representative.
- Where applicable, annexes related to the investment(s) preparation.

Please list below the Annexes attached to the Report:

No.°	Reference to Lead / Project partner	Description of the document	Electronic version		Hard copy	
1						
2						
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