Workshop on "Financing Local Development Strategies"

Brussels, 12 November 2013

How to put in place smart systems to support effective financing for LEADER
LEADER management and control - IFAP approach

1. Main actions performed by the Paying Agency

2. Procedures and tools for payments and admin checks

3. Main effects of the applied tools

4. Resources to implement it
1. Main actions performed by the Paying Agency

Main actions

✓ A written agreement was signed between PA and LAGs to delegate the administrative control and verification of the compliance of payment claims

✓ Application of the “Only once” principle

✓ Creation of an access to a single IT system for payment claims

✓ Monthly planned payments to beneficiaries (on the last working day of each month)

✓ Provide on-line form for payment claims and administrative controls

✓ Send text messages to beneficiaries confirming that payment was made
2. Procedures and tools for payments and admin checks

Single IT System for register and analysis of payment claims

Forms on internet platform
Access via IFAP Portal with login and password

Beneficiaries:
- Total: 29,554
- LEADER: 4,184

Payment claims:
- Total: 59,091
- LEADER: 9,184
2. Procedures and tools for payments and admin checks

Payment Claims submission - Validation

- Forms pre-filled with the approved and implemented amounts
2. Procedures and tools for payments and admin checks

Payment Claims submission - Validation

- Does not allow inserting the same expenditure document twice

### Documentos de Despesa:

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<td>Eletrificação</td>
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Payment Claims submission - Validation

- Checks if there are invoices to be paid
2. Procedures and tools for payments and admin checks

Payment Claims submission - Validation

- Does not allow registering amounts exceeding the approval
2. Procedures and tools for payments and admin checks

Payment Claims submission - Validation

- Allows changes to the approved investment when duly justified
2. Procedures and tools for payments and admin checks

Payment Claims submission - Validation

- Verifies *(Check list)* public procurement procedures
Payment Claims analysis - Validation

- Selects a sample of documents for verification (random sample identified by the system)
- Selects “visits to the operations supported”
- Sends e-mail to beneficiary requesting additional information


2. Procedures and tools for payments and admin checks

Payment Claims analysis - Validation

- Validates specific rules (calculates the amount to be paid)
- Calculates the amount to be paid based on the claim
- Calculates the amount to be paid after verification of the eligibility criteria
Payment Claims analysis - Validation

- Calculates the reductions, if applicable
- Provides link to the “visit operations supported” report
- Verifies (Check list) public procurement procedures
Payment - Validation

- Confirms that are bank guarantees, in case of advance payments
- Ensures that payments are made only to bank account belonging to the beneficiary
- Sends text messages to beneficiaries confirming the payment
Information availability

- LAGs, MA, PA and beneficiaries can verify the different phases of the payment claim:
  - Payment Claim register
  - Payment Claim submission
  - Payment Claim analysis (start)
  - Payment Claim analysis (end)
  - Payment Claim to be paid
  - Payment Claim Paid
2. Procedures and tools for payments and admin checks

Information availability

- **LAGs, MAs and PA with access to some indicators** (extended search):
  - Payment claims and paid amounts
  - Advance payments with bank guarantees
  - Operations in reanalysis
  - Specific information regarding each operation
Main advantages

- For the beneficiaries
  - Allow a reduction in the administrative burden
  - Allow update of information by themselves

- For the LAGs, MAs and PA
  - Allow a reduction in the administrative tasks
  - Allow faster payments
Main resources

- Access to internet
- IT development
  - A user friendly tool is a good thing
- Training, including e-learning
Thank you.