



Ref.No.: 09/0247/13

Vodňany, 13th June 2013

Registrar's Decision 1/2013 Archiving Documents for Projects under the Operating Program "Training for Competitiveness"

- a) Continuous registration of materials for project implementation and all related documents are filed with the project financial manager. Solvers are obliged to submit documents for registration to the financial manager on a running basis, in particular presence lists, photograph documentation of events, presentations and other documents supporting the project implementation. The financial manager files copies of all documents including copies of handed-over monitoring reports (the "MR") in writing or on a CD depending on the form in which they are handed over to the provider.
- b) Legislation frame and requirements laid by the Manual for Recipients of the Operating Program "Training for Competitiveness" (the "MFR") - initial documents:

Manual for Recipients of Financial Support under the Operating Program "Training for Competitiveness" (Archiving is regulated in Chapter 12). An indicative list of applicable laws for filing and archiving documents is presented in the MFR.
- c) Both recipients and partners are bound to arrange for archiving documents relating to the project in documentary and electronic forms for the purpose of inspection by the European Commission, European Court of Auditors, Supreme Audit Office and other authorized persons. Both the recipient and the partner are bound to provide for archiving under a legal act (Decision on Grant of Subsidy/ Agreement on Grant Project Implementation/ Partnership Agreement). They are obliged to archive all documents for the project minimum by the end of 2025, unless a longer period set by the applicable laws of the Czech Republic. Both recipient and partner shall keep originals of all documents they have available, or their copies. The recipient must make sure that the partner arranges for archiving. The project account is canceled only after final project settlement by the provider.
- d) Overview of archived documents – taxonomy list of documents for archiving (Chapter 12 of MFR):
 - Project application including all annexes;
 - Confirmation of filing project application (hand-over protocol);
 - Words of honors relating to the provided public support or de minimis support;
 - Notification of approval of the application for financial support under the Operating Program "Training for Competitiveness";
 - Decision on provision of subsidy, all annexes and addenda thereto / Agreement on Grant Project Implementation within the Global Grant, including all annexes and addenda thereto;



- Acceptance of decision – Subsidy Recipient’s Declaration;
 - Partnership Agreement (provided that the project has a partner) including all annexes and addenda thereto;
 - Application(s) for material changes including annexes;
 - Full materials for MR including Payment Request based on the given structure of electronic monitoring report – see MFR and methodical letter (<http://www.msmt.cz/file/17147>). Concerning also the final MR.
 - Documentation relating to public orders placement including offers and agreements with suppliers;
 - Full correspondence with support provider (i.e. with the Ministry of Schools, Young People and Physical Education);
 - Material outputs of the project such as publications, press releases, leaflets, manuals, audio recordings, video recordings (including films), all in 1 copy (if it is not appropriate to archive the thing itself due to its character, photograph documentation of the same might be archived);
 - Original minutes from inspections carried out;
 - Order for payment of eligible project expenses = transfer orders (based on financial flows);
 - Accounting documents concerning all project expenses;
 - Employment agreements, agreements on work activity and agreements on performance of work with all persons employed within the project;
 - List of acquired assets including inventory numbers (inventory taking takes place on a running basis, based on the bursar’s measures);
 - Protocols on disposal for disposed assets;
 - All other documentation concerning the project.
- e) A reference must be put in the folder for documents filed somewhere else of where these documents or their originals are filed. Such as originals of the partners accounting documents, original of accounting documents in bookkeeping proving realization of eligible costs (archived centrally).
- f) Both the recipient and the partner shall keep original documents as a part of his bookkeeping, tax and other registrations and while keeping them, he shall follow the Czech applicable laws.
- g) Files shall be indicated with the project publicity and description “To be archived by 2025”, with a reference to this decision.

The decision enters into effect on 13 June 2013.