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Regional Assembly  
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Ireland's EU Structural Funds  
Programmes 2007 - 2013  
Co-funded by the Irish Government  
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## Information Note No. 16

To: All successful Ireland-Wales beneficiaries

From: Finance Unit, Ireland-Wales Programme

Date: 1<sup>st</sup> July, 2010

Re: Lead Partner Obligations

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The Ireland-Wales Programme is constantly looking for ways to improve the payment and control processes, including examining the role played by the Lead Partner.

Many partners have seen payments delayed because although control work on their own file has been completed, a file submitted by another project partner was submitted later and was processed later.

In addition, when we have copied Lead Partners with correspondence sent to other Partners about shortcomings on files, many Lead Partners have expressed alarm at the problems highlighted and enquired whether changes to their processes or Partnership Agreements were necessary.

Taking account of many different suggestions about potential changes to our procedures, the revised procedure for submitting Statements of Expenditure is as follows, with effect from August 1<sup>st</sup>, 2010:

1. All Statements of Expenditure should be submitted firstly to the Lead Partner.
2. The Lead Partner must ensure that all files are being submitted in good order, i.e., fully in compliance with Good Practice Guide 4, as amended by Information Notes 10, 11, 12 & 15.
3. If the Lead Partner is satisfied that all Statements are ready to be submitted to the JTS for Control work, they must be submitted together.
4. When Statements are received, they will first go through a basic acceptance check, as described by Information Note 12, and if they are all in order, they will all be accepted and take their place in the queue for processing, ~~and a payment of 50% of the total claimed will be made to each partner.~~<sup>4</sup>
5. If any Project file is unacceptable, all Project files will be delayed while the shortcomings are addressed.

The advantages of this new procedure are:

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<sup>1</sup> Effective immediately. Head of Unit, March 2012

1. The Lead Partner will have much more oversight of the other partners, and will be aware of the quality of the Statements being submitted by the other Project Partners.
2. All Project files will then be controlled sequentially by the same Controller, hopefully creating efficiencies as Controllers will be familiar with context any time a question arises, and information will still be "fresh".
3. There will no longer be delays while Project Partners wait for one late partner to be controlled.
4. It gives partners an opportunity to deal with their document retention obligations, as highlighted in the Subsidy Contract, particularly Article 8(4):

"For control and audit purposes, the LP must retain a copy of all partner invoices related to project expenditure."

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