



Lead Partner responsibilities: checking/follow-up on the partner report

As lead partner, you receive the partner reports certified by the FLCs from your partners through iOLF.

Before including them in the joint progress report, you should check that the reporting complies with the minimum requirements:

- the expenditure is related to the project and corresponds to the activities in the application form
- the partner expenditure certified by a controller is in line with national control requirements (first level control certification)

On the basis of:

- project partner reports and outputs,
- independent first level controller's certification,
- independent first level control reports (incl. control checklist),
- certified list of expenditure incl. list of contracts

Exercise (30 minutes)

You as lead partner of the project PNL have received through iOLF the partner report from partner 2 (Hogwarts Institute for Culture, Sport and Tourism) certified by the FLC, including:

- The **list of expenditure**
- The list of contracts (*For the sake of the exercise, the list of contracts is not provided*)
- The **external expertise section of the partner report**
- The **FLC control report incl. checklist**

To help you in your task, we also provide you with the **external expertise and equipment section of the application form**. Here below the activities approved in the application form for semester 1:

- 1 opening exchange event in Beauxbatons (lead partner) back-to-back with the first steering committee meeting.
- Exchange event n°2 in Hogwarts (partner 2) and study visit at the end of semester 1.
- Regional Project Stakeholder group meeting number 1 for all partners
- Printing and display of the project poster

N.B for the purpose of this exercise, the list of expenditure, the external expertise section of the partner report, the FLC control report incl. checklist and the external expertise and equipment section of the application form are provided as paper documents, although in reality they are integrated in the partner report in iOLF.

Please have a look at the list of expenditure, the external expertise section and the FLC control report incl. checklist. Check if they comply with the programme requirements and see if you notice anything that would lead to:

- a) a new certification of the partner report by the FLC
- b) a revision of the partner report by the LP before including it in the joint PR
- c) a clarification from your side to the concerned PP and their FLC
- d) a comment from your side for future reporting