

**Recommendations for the candidate country Romania related to the implementation of the Regulation (CE) No. 438/2001 in the context of financial control**

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**I. General provisions**

The Regulation (CE) No. 1260/1999 of the Council from June 21<sup>st</sup>, 1999 with general provisions related to Structural Funds requests the exact separation of competencies of the Member States and the Community and the definition of the competencies on individual stages of programme planning, monitoring, evaluation and control in order to ensure an efficient and transparent configuration of the Structural Funds. Despite the decentralized implementation of the Structural Funds-programmes, the responsibility related to the execution of the budget lies in the competence of the European Union. Member States have to ensure by means of an intense cooperation with the European Commission that the EU – budget is implemented according to the principles of an efficient budget administration.

In the implementation of the Regulation, the Commission doesn't intend to prescribe a unitary system to the Member States. It checks nevertheless in the framework of its competence the existing administration and control systems and suggests the necessary improvements in the existing systems.

According to the Regulation (CE) No. 1260/1999 the application of the subsidiarity-principle and – irrespective of the competencies of the Commission – the implementation of the interventions and their control lie in the first place in the responsibility of the Member States. Eligible costs are defined by the relevant national provisions, provided community provisions are missing in the area.

In order to simplify the provisions and procedures for the allocation of means and payments, allocations are performed once a year based on the multi-yearly financial preview and the financial plan of the intervention.

The efficient budget administration is to ensure that expenditures are justified and certified and the payments are depending on the retention of the essential duties re-

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lated to the monitoring of the programme planning, the financial control and the application of the community legislation.

With the Regulation (CE) No. 438/2001 of the Commission from March 2<sup>nd</sup>, 2001 with implementation provisions related to the Regulation (CE) No. 1260/1999 of the Council in the context of administration and control systems in structural interventions, the Commission sets up standards, which have to be fulfilled in order to ensure a smooth administration and control of community means.

The standards refer first of all the necessary procedures and systems in order to ensure that

- The eligibility conditions including the implementation of the provisions related to public contracts, state subsidies, publicity, environment and equal chances are respected.
- The provisions concerning the programme are eligible and the relevant selection criteria are fulfilled.
- Project are really implemented and the services related to the funding (investments, qualifications, etc.) are ensured.
- Expenditures related to the co-financing are justified and correct.
  
- Invoices and documents are kept in an archive and can be found again.

The requested standards according to the Regulation (CE) No. 1260/99 refer first of all to the expenditures. These standards have to be fulfilled by the Managing Authority and the different implementing bodies (intermediate bodies between the Managing Authority and project promoters) in their daily activity. The premise is a functioning information system.

Irrespective of the competence of the Commission in the execution of the entire budget of the European Communities, Member States assume first of all the responsibility for the financial control of the intervention (comp. REG (CE) No. 1260/99, article 38).

Following measures are to be taken in this context:

- a) You have to ensure the existence of the administration and control systems and the smooth function of these systems.
- b) You send a description of these systems to the Commission.
- c) You ensure that the interventions are administered according to the valid community provisions and the community means are implemented according to the principles of an efficient budget execution.
- d) You certify that the declaration of expenditures rely on accounting systems which are based on verifiable documents / invoices.
- e) You prevent irregularities, identify and correct them.

- f) At the end of each intervention you submit to the Commission a note regarding the results of the performed controls as well as a conclusion related to the validity of the payment request for the rest amount and a declaration of legitimacy of the operations.
- g) You request the reimbursement of the illegitimate payments.

Three control levels are resulting from the Regulations of the European Communities related to the implementation of the Structural Funds - programmes:

1. first the routine checks during the programme implementation (of invoices referring to the services performed – investment, qualification, etc.) according to the REG (CE) No. 438/01, article 4,
2. then the extensive controls of 5% of the entire eligible costs, performed during the programme implementation, normally at the end of the projects according to the REG (CE) No. 438/01, articles 10 - 12
3. and finally the control of an independent person or body in order to elaborate the note according to article 38, paragraph 1 f at the end of an intervention based on the REG (CE) No. 438/01, article 15.

## **II. Tasks of the administrative and control structures related to the financial control**

Chapter IV (Organization), article 9 of the REG (CE) No. 1260/1999 of the Council from June 21<sup>st</sup>, 1999 with general provisions related to Structural Funds as well as the implementation provisions according to REG (CE) No.438/2001 of the Commission from March 2<sup>nd</sup>, 2001 define following organization structures and units for implementation in the context of administrative and control systems:

### **1. Managing Authority**

The tasks of the Managing Authority are defined according to article 34 of the Structural Funds Regulation (CE) No. 1260/1999.

Article 34 defines that the Managing Authority detains the responsibility for the efficiency and legitimacy of the administration and implementation of the Structural Funds Interventions.

It is the supreme responsibility of the Managing Authority to set up procedures for the administration and control systems, in order to:

- Ensure a clear definition, a clear delegation and a sufficient separation of tasks inside the organization.
- Set up efficient systems supposed to implement the attributions in a legitimate manner.

- Ensure a reporting system among all involved bodies about the fulfilment of their attributions and the financial means implemented for this purpose.

The MoLSSF is functioning as Managing Authority.

In order to implement the priorities and measures established in the Operational Programme – under the responsibility of the Managing Authority – independent **Approval Authorities** are set up in the 8 regional NEA functioning as intermediate bodies for the horizontal standard promotion. The intention is to set them up within the newly restructured regional employment agencies. Their competence is limited – according to the provisions of the Managing Authority – to approval and payment as well as to final check of the justification of the expenditures in each region.

In the framework of financial control, Approval Authorities have therefore to perform especially the controls described under article 4 of the REG (CE) No. 438/2001 of each operation, without notification, on local level, as a preventive control as well as the on-the-spot-checks of the justification of expenditures related to the eligibility of each expenditure, the tender procedure and state subsidies as well as the implementation of community policy as a risk analysis.

Procedures foresee that notes are to be made related to the control of individual operations. These notes have to contain the presentation of the performed control procedures, the results of the control as well as the measures initiated in connection to the identified deviations. As far as physical controls or controls of the documents are not performed for the entire process, but only on an on-the-spot method applied to the operations, notes are to be made on connection to the selected operations and the method is to be described and documented (comp. REG (CE) No. 438/01, article 4).

## 2. Paying Authority/Certifying Authority

The tasks of the Paying Authority are defined according to article 9 o) of the REG (CE) No. 1260/1999 and consist of the elaboration of payment requests to the European Commission as well as the reception and further submission of the payments.

The Certifying Authority is defined according to article 9 of the EU-Control-Regulation (CE) No. 438/2001.

The Certifying Authority is part of the Paying Authority. It is independent in its functions from the departments of the Paying Authority which approve of payment requests. It certifies in an legitimate manner the correctness of the payment requests of the Paying Authority to the European Commission. The essential aspect is the certification that the requested amounts of financial means rely on real expenditures.

The declarations of expenditures of the Approval Authorities are checked in The Managing Authority by the Control Unit in connection with their plausibility and contextual correctness, aggregated on the reimbursement level of the OP and submitted as a common declaration of expenditures to the Payment Authority for the elaboration of the payment request to the European Commission.

Clear agreements are to be concluded between the Managing Authority and the Payment Authority. These are to structure in a simple and clear manner all competencies of each institution.

In order for the Paying Authority to perform its duties at full range as defined by the Regulations, it has to detain the access to all information necessary for its activity.

According to the above mentioned, the Paying Authority is supposed to:

- have access to the existing data bases, which are necessary for the administration,
- have all procedures available, which are introduced,
- have access to all documents which are kept by the administration in the archives,
- have an overview of the administrative system in order to perform all the controls necessary for the supervision of the efficiency of the systems and the justification of the means requested to the Commission,
- have access to an exact situation of the expenditures performed by the Managing Authority for each operation.

The Paying Authority should have information related to the collection – on the one hand – of the expenditures included in the reimbursement claim on each administrative level of the programme implementation and – on the other hand – to the control of those expenditures by all the above mentioned levels. The information has to enough extended and detailed. All this is necessary to the Paying Authority in order for it to obtain the insurance according to art. 9, par. 2 of the REG (CE) No. 438/01 about the described premises before signing the payment request to the Commission.

The European Commission insists at present on controls performed by the Paying Authority at least up to the level of the Approval Authorities. This includes the level of the Managing Authority. Especially when figures for reimbursement claims are aggregated on the level of the Managing Authority and submitted to the Paying Authority as common declaration of expenditures.

### **3. Independent Body (Audit Unit for HRD) according to article 15 REG (CE) 438/2001**

The Independent Body is defined according to article 15 of the EU – Control – Regulation (CE) No. 438/2001.

The Independent Body is independent from the Managing Authority and Certifying Authority as work unit.

It elaborates the note at the end of the intervention of the EU-Structural Funds in the framework of the specific programme implementation of the country (for instance the Operational Programme).

In order to elaborate the note regarding the legitimacy of the operation, the Independent Body – which is independent from the implementation and payment procedure – checks if the existing **administrative and control systems** according to articles 10-12 of the Regulation (CE) No. 438/01 **are functioning satisfactory** for the programmes co-financed from the Structural Funds and if the **on-the-spot**

**checks comprise at least 5% of the total eligible costs.** Should the controls reveal gaps in the administration and control systems, i.e. irregularities in expenditures, these are to be removed. In case of irregularities or errors due to the system, further analyses are to be initiated as well as targeted support and preventive measures.

Controls are to be distributed regularly over the entire promotion period.

The Independent Body of the MoLSSF as independent organizational unit with direct subordination to the minister ensures the necessary independence from the responsibility of programme implementation, approval, payment of the Managing Authority and Payment Authority.

The Independent Body has to make sure that:

- a) Controls are performed based on international control standards
  - Control of efficiency and function of the existing administrative and control systems
  - Representative on-the-spot checks of at least 5% of the entire eligible costs before the end of each intervention up to the level of invoices
- b) Elaboration of parts of the Yearly Control Report (by applying art. 10 – 12 of the REG (CE) 438/2001) according to art. 13 REG (CE) 438/2001
- c) Elaboration of the final note according to art. 38 No. 1 f) REG (CE) No. 1260/1999, art. 15. fw. REG (CE) 438/2001

For the elaboration of the note according to art. 38 par. 1 f) REG (CE) No.1260/1999, art. 15 fw. REG (CE) No. 438/2001, the Independent Body relies on some system checks as well as on controls of the independent control units of the Intermediate Bodies.

For the implementation of the above mentioned tasks and objectives it is therefore recommended to set up within the regional intermediate bodies own independent control units for each region. In this case, the independent body in the MoLSSF performs next to the control of the administration and control systems also tasks related to the coordination and supervision of the independent control units.

Another idea worth taking into account is to delegate the 5% on-the-spot-checks according to REG (CE) No. 438/01, article 10 to an external independent controller. On reasons related to efficiency and regional competence, the creation of own control capacities is to be favoured.

All the control results are expected to ensure the independent body that the certified declaration of expenditure is correct and the procedures these rely on are legitimate.

The independent body relies – based on a control regulation issued by the latter – on the control results of the independent control units on regional level, which perform the 5% on-the-spot-checks according to articles 10-12 of the REG (CE) 438/2001 on regional level.

On-the-spot-checks of the Independent Body contain:

Efficiency controls of the existing administration and control systems

On the spot check of the efficiency of the existing administration and control systems, system controls in the intermediate bodies as well as representative on-the-spot checks at the Final Recipients.

Selective controls, at least 5% of the entire eligible costs, based on the risk analyses of the submitted declarations of expenditures.

The on-the-spot-checks of the efficiency of the existing administration and control systems are performed by the Independent Body of the MoLSSF at the Final Beneficiaries and Final Recipients.

Following aspects are supposed to be checked, among others:

- . - the selection procedure
- . - decisions regarding grants / allowances
- . - application of the tender related community and national provisions
- . - project supervision by the administration
- . - publicity regulation
- . - prevention of double promotions

The selective controls, at least 5% of the entire eligible costs, are performed based on the risk analyses of the submitted declarations of expenditures. Priority should be set on the control of results of the control of justification of expenditures. It is the only way to ensure that the first control line (control of the justification of expenditures) has taken place in a legitimate manner. In multi-yearly measures controls can be performed based on the already checked intermediate justifications of expenditures. Based on the control procedure, the elaboration of an error analysis is possible with the calculation of an error quote which describes the quality of the justification of expenditure in a more detailed manner.

The selective 5% controls of the independent control units of the NEA are performed based on the approval issued by the respective NEA-units and on the final declarations of expenditures. The 5% controls include both finalized and still running projects. The non-finalized projects cannot be included with the entire volume but only with the control of the financial means spent up to that moment.

The independent control units of the NEA elaborate control plans on a yearly basis or on the basis of the need at a certain moments based on the control manual of the European Commission and on the risk analysis selected by them. Afterwards they perform the on-the-spot checks at the Final Recipients. The control plans are submitted to the Independent Body of the MoLSSF for the coordinative monitoring.

The independent control units of the NEA elaborate a protocol about the performed controls containing a description of the checked positions, control results, necessary corrections and recommendations.

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According to the provisions of the control regulation, these protocols will be processed / evaluated through the Independent Body of the MoLSSF and the independent control units and submitted to the units in charge.

The selective controls of the eligible costs according to art. 10-12 of the REG (CE) No. 438/2001 for the approval by the MoLSSF itself are performed by the Independent Body in the MoLSSF.

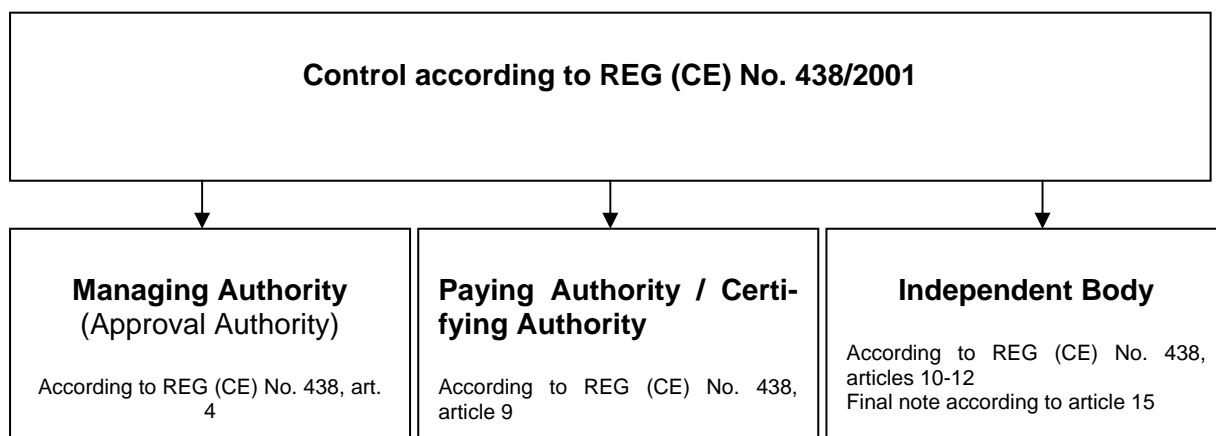
Following points are checked within the selective controls of the eligible expenditures according to art. 10-12 REG (CE) No. 438/2001:

- Object of a project or of a measure and the compatibility with the Operational Programme and the community policy in the respective area
- Eligibility of expenditures (invoice control)
- Implementation of other provisions related to Structural Funds (for instance publicity related provisions).

The note at the end of the intervention according to art. 38 par. 1 of the REG (CE) 1260/1999, art. 15-17 of the REG (CE) No. 438/2001, which is supposed to be elaborated by the Independent Body in the MoLSSF, offers an overview of the results of the performed controls and checks. It further contains a synthetic conclusion related to the validity of the request for the final payment and to the legitimacy of the measures included in the final declaration of expenditures.

The checks and controls of the Independent Body of the MoLSSF as well as those of the independent control units of NEA, which performed the controls according to art. 10 – 12 REG (CE) 438/2001 (representative on-the-spot-checks of the approved operations before the end of the intervention, controls of at least 5% of the entire eligible expenditures at the Final Recipients) and system controls are used for this purpose.

As a conclusion, in the framework of the individual state administration and control systems according to REG (CE) No. 1260/1999, following control activities are to be mainly performed by the following organizational units:



### III. Planning and selection of the on-the-spot checks

#### A. Risk analysis

The planning and selection of the on-the-spot-checks are based on a risk analysis in the framework of the Structural Funds promotion programmes and directives.

Therefore, all the **inherent risks** (error risks or irregularities due to the promotion environment) as well as the **control risks** (risks and irregularities due to persons, risks which cannot be prevented or remedied by the controls) have to be identified and assessed.

In the end it has to be certain that certain fields, where the risks seem to be higher are checked in a more intense manner while, at the same time, lower risk areas are controlled in an adequate procedure.

Following criteria can be essential, among others, for the risk evaluation:

- a) Legal status of the allocation recipient
- b) Allocation level
- c) Measures with very complex rules (higher error quote due to rules, provisions generating misunderstandings or due to false interpretations)
- d) Measures implemented through several units,
- e) Reimbursement of payments based on the declaration of performance of the project provider (no invoices or similar),
- f) High funding quote from community funds (for instance 100% Structural Funds) where the loss can be bigger,
- g) Competence of the Final Beneficiary/Final Recipient (new or longer in promotion business),
- h) High personnel fluctuation or use of auxiliary personnel,
- i) Existing data collection, accounting and information systems.

#### B. Planning of the on-the-spot-checks

Planning should take into account the fact that controls are to be distributed regularly during the entire duration of the programme. Therefore, controls have to be performed during the entire period of eligibility and have to extend on expenditures declared in different moments during this period, but not necessarily limited to 5% a year.

The moment of the on-the-spot-check, during the implementation of an operation or after the conclusion, depends first of all on the type and the extent of the operation. In the case of smaller operations controls are recommended after the conclusion of the operation.

It often happens during ESF-operations that an on-the-spot-check is performed due to "legitimacy proof of the procedure" according to article 4, while the operation is still in process. A control according to article 10 takes place after finalization of the operation. Provided on-the-spot-checks are performed after the end of an operation, a multiple data collection can be avoided.

According to the Commission, there is enough argument for the control after the end of an operation, as far as it has to be checked if the operation took into account the employment condition as well as further conditions. The existence of a compulsory certification of the finalization of the operation also has to be checked at that point.

**C. Object and content of controls**

**1. *On-the-spot-checks***

Object of the on-the-spot-check is the entire procedure applied in an individual case. It comes mainly down to the expenditure control. Other aspects has also to be checked, such as approval or further administrative systems as well as implementation of the relevant provisions in the field of Structural Funds-promotion. The control should therefore focus especially on the following areas, according to article 11 of the REG (CE) No. 438/01:

- Decision related to the allocation
- Compliance of the project with the defined objectives of the Operational Programme
- Eligibility of expenditures
- Project supervision by the administration
- Fulfilment of obligations by the Final Recipient
- Compliance with the established deadlines
- Project implementation according to the community policy and regulations in the field of competitiveness, public tender, environment protection and improvement, gender mainstreaming
- Payment of financial means to the Final Recipient without deductions or unjustified delays
- Compliance of the accounting with the respective invoices
- Existence of a sufficient control trail

These areas are documented by adequate control issues in the control lists and therefore complying with the object of control.

**2. *Errors occurring systematically***

On-the-spot-checks according to article 12 of the REG (CE) No. 438/01 also have to establish if there are errors occurring systematically, i.e. if similar cases have the same error. The cause as well as remedies and prevention measures are to be established and communicated to the responsible institution in due time, so that the necessary measures can be adequately initiated.

**3. *Follow-up-controls***

In individual cases

The Independent Body (independent control unit) makes sure that the checked institution remedies the identified errors or gaps in due time. If the initiated measure for the remedy of the identified error or gap isn't satisfactory for the Independent Body (independent control unit), the checked institution is asked again to remedy the respective errors.

In the case of systematic errors

Should the Independent Body (independent control unit) identify system errors, all concerned units are informed and requested to initiate the necessary measures to efficiently remedy the gaps. The initiated measures have to be communicated to the Independent Body (independent control units). Further on-the-spot-checks will look if the new procedures are really adequate to prevent further similar gaps.

**D. Practical implementation of on-the-spot-checks**

1. Each controller prepares him/herself for the individual case in a responsible manner. That means, he/she has to collect the needed information about the relevant legal provisions and the control regulation, to request the promotion file as well as all further documents needed in the process.

The controller establishes the contact with the controlling unit and the individual Final Recipient on his/her own and in due time. He/she announces the control and respects the meetings established for this purpose.

**2. Check-lists**

On-the-spot-checks are performed on the basis of check-lists complying with the contents of the object of control. This is the way to ensure that all individual controls are actually performed based on the same procedure and similar control issues / priorities are taken into consideration for all controls.

Checklists are to be adjusted to clear specific aspects which are to be checked in promotion programmes.

**3. File controls and on-the-spot-checks**

The control of individual cases is structured in to stages: file control and on-the-spot-check.

File control

All existing documents in the promotion files are checked upon their legitimacy in the case of file control.

Excerpts of the promotion file are copied if they belong to the object of control. Original files are turned over after the control.

On-the-spot-check

After the file control there is an on-the-spot check at the Final Recipient. This part of the control is also structured in two stages: invoice control and physical control.

In the stage of invoice control, all invoices related to the expenditures of the Final Recipient are checked. All original invoices and bills are seen and checked upon their legitimacy. It is to check if invoices and payments are in compliance with each other, the reimbursed expenditures are eligible and are no subject to irregularities.

The checked invoices are to be listed and annexed to the control protocol. The invoice list has to contain at least following information:

- Subject of invoice
- Payment level
- Payment date

This list is necessary because based on the high number of invoices, due to efficiency reasons no complete control of invoices can be performed or at least in the beginning, this control cannot be complete, as far as the project is

not finalized. The documentation allows a later check of the already controlled invoices.

If there is no complete control of the invoices, the control protocol will present the reasons for the limitation and will document the selection of the checked documents. It is to be taken into account that at least 50% of the invoices (related to the expenditures performed up to the moment of control) have to be checked.

Invoices subject to an essential control are to be annexed as copies to the control file.

Next to the invoice control there is a physical control of the project. The project as such, i.e. individual goods are sighted and checked upon their existence and use as well as their compliance with the invoices.

### Renunciation of the on-the-spot-check

Basically there has to be a local check at the Final Recipient in all individual controls. Provided the renunciation of the local check is based on reasonable issued, this fact is to be documented by also presenting the reasons in the control protocol.

## **4. Control documentation**

The filled-out check-lists are used for the control documentation for individual cases. Especially essential controls are to be documented extremely cautious and adequate.

Further details of the control procedures are also documented in the control file. This includes among others the results of the discussions to individual questions or agreements related to certain issues. Documentation is needed as security for later irregularities that might occur.

## **5. Control assessments**

The main issues checked out in individual cases are synthesised and sent over to the controlled institution for comments (as a rule to the Approval Authority). The conclusions are to be presented in a manner that allows the controlled institution to verify the comments and to initiate adequate measures.

Control issues within a certain amount (for instance up to 25 Euro) are communicated to the Approval Authority only in case of suspected system errors. If the control hasn't sighted 100% of the expenditures, the conclusions are submitted to the Approval Authority even if they don't involve considerable amounts of money (for instance the above mentioned amount of 25 Euro).

The low amount is still to be taken into account by the controller in case of later conclusions which are to be verified.

Insignificant gaps, which have no negative financial impact can be left aside in the communication about the control issues as far as they don't relate to basic gaps in the administration and control systems or don't occur systematically.

Consequent measures related to the allowance related regulations, which result from the essential control issues (for instance necessary reimbursements) are not performed by the independent control institution but by the responsible Approval Authority. The Independent Body is to be informed about the concrete consequent measures.

### **6. Reporting**

A regular exchange related to the results of the on-the-spot-checks - irrespective of the concrete individual cases – should take place between the Independent Body (Audit Unit) and the independent control units of NEA. In case of systematically occurring errors a mutual information should be developed anyway.

### **7. Recommendations**

If the Independent Body, i.e. the independent control units reach the conclusion that individual aspects of administration and control systems can be structured in a more efficient and practical manner, they consequently inform the responsible Managing Authority about this and elaborate adequate recommendations.

## **E. Calculation of the 5%-rate of eligible expenditures**

Basically all 5% are to be calculated as verifiable expenditures in an individual case, which have already been subject to the on-the-spot check based on the invoices and bills.

If an individual case becomes subject to a control but not all expenditures have been performed by the Final Recipient, 5% are to be calculated only from the real expenditures performed up to that moment.

If a certain case is more than once subject to control, the second or third later control will take into account only the expenditures performed in the mean time by the Final Recipient. Only this category can be subdued to control and no expenditures are to be twice calculated in the 5% rate of eligible costs.

Controls of the European Commission, of the European Court of Accounts as well as of the national Court of Account are not calculated to the 5% rate.

At the end of each year (by 31.12.) the Independent Body has to elaborate an overview based on the communications of the independent control units by 31.13 about the level of the checked eligible expenditures during that period related to the eligible expenditures performed in the framework of the entire operation up to that certain moment.

**F. Communication of irregularities**

Should a control issue detect any irregularity subject to communication according to the REG (CE) No. 1681/94, the Managing Authority is requested to submit an adequate communication to the European Commission.

The further implementation in the context of the communicated irregularities in the framework of the on-the-spot-checks (especially consequent communication and withdrawals) are supervised by the Audit Unit for HRD by means of a special list and documented adequately in a final protocol.

**G, Final provisions**

**1. Individual questions**

If certain essential questions related to the implementation of the European or national legislation / regulation occur during the on-the-spot-checks, there should be a clarification with the Managing Authority and the European Commission.

**2. Storage of control documents**

All documents related to planning, performance and assessment of the on-the-spot-checks are to be basically stored three years after the final payment made by the European Commission for each intervention. Irrespective of that, national provisions are to be respected. If there are different provisions on European level related to this issue, the community regulations has priority.

**3. Confidentiality**

All information obtained in the context of the on-the-spot-checks (especially related to individual cases) are exclusively to be used for control purposes only and to be treated in confidentiality. They are made available only to the European Institutions which should gain knowledge of it based on professional reasons.

**IV. Financial corrections**

The Regulation (CE) No. 1260/99 rules by article 39 over the responsibility and competence of the Member State in considerable changes related to the type or conditions of implementation and control about the necessary financial corrections. The purpose is to restore a situation in which 100% of the declared expenditures co-financed by the Structural Funds complies with the relevant EU and national provisions in the matter. It further relates to the remedy of system errors and therefore a basic means of improving administrative systems.

„Financial corrections“ means a later withdrawal or shortage of an approved and eventually the entire or partial promotion for a certain project or a series of projects due

due to irregularities (non-compliance with the conditions, non-eligibility) as well as the potential reimbursement of illegitimately performed payments.

Article 39 of the REG (CE) No. 1260/99 rules upon following partial issues:

**a) Financial corrections at the level of the Member State:**

- Duty of thorough check of system irregularities;
- Reporting to the Commission in the context of the decision upon financial corrections and intensions of re-utilisation of the respective means.

The Member State can re-instate the hereby free financial means for the respective intervention by taking into account the provisions to be established according to article 53 paragraph 2.

The Commission is to be informed at least once a year according to the REG (CE) No. 1260/99, article 34, paragraph 2, about the controls performed by the Member State itself based on the valid legal provisions.

Following is to be assessed and verified in this context:

- Control results,
- Conclusions,
- Financial impacts and measures already initiated or necessary to be performed.

**b) Financial corrections on the level of the Commission:**

The Commission establishes the amount subdued to correction based on the principle of balanced relation, taking into account the type of irregularity or the change as well as the parameters of the financial impacts of the identified gaps in the administrative and control systems.

Irrespective of the measures supposed to be performed by the Member State according to articles 38 and 39, the Commission can conclude on its own about the financial impact.

Within the established term, the Member State has to induce the necessary steps in order to remedy or to submit a comment related to the concrete issue/context and to inform the Commission in this respect.

In order to verify the implementation of the responsibilities, the Commission can perform own controls related to administrative and control systems as well as to the operations implemented in the Member State.

Irrespective of that, in case of the identification of considerable irregularities, which were not remedied by the Member State, the Commission can request immediate action

- with respect to the partial or entire exclusion of the intermediate payment requests

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- with respect to the request of financial corrections or own establishment of the correction.

The procedures for the hearing of the Member State in suggested financial corrections by the European Commission:

Following terms are prescribed, which can be extended based on sound reasons:

Two months for free initiation of the suggested correction measures or submission of objections against the proposal;

Further two months for the proof based on detailed documents of individual cases in which the Commission over calculated the suggested amount for correction

Three months after the hearing for the final decision of the Commission related to the correction.

The Regulation (CE) 1260/99 sets obligations of the Commission and the Member State related to the rapid annulment of the payment withdrawal within the terms and according to the provisions of article 39, paragraph 2.

The reimbursement term towards the Commission consists of two months starting with the month in which the decision related to the withdrawal has been issued. Interest is calculated for payment if the deadline is not respected.

## Programme of active labour market policy: Name, code, implem

| Region       | Judet           | Commitments - total |     |               |       |
|--------------|-----------------|---------------------|-----|---------------|-------|
|              |                 | carry over          | new | decommitments | stock |
| 01 Nord-est  |                 |                     |     |               |       |
|              | 0101 Bacau      |                     |     |               |       |
|              | 0102 Botosani   |                     |     |               |       |
|              | 0103 Iasi       |                     |     |               |       |
|              | 0104 Neamt      |                     |     |               |       |
|              | 0105 Suceava    |                     |     |               |       |
|              | 0106 Vaslui     |                     |     |               |       |
| 02 Sud-est   |                 |                     |     |               |       |
|              | 0201 Braila     |                     |     |               |       |
|              | 0202 Buzau      |                     |     |               |       |
|              | 0203 Constanta  |                     |     |               |       |
|              | 0204 Galati     |                     |     |               |       |
|              | 0205 Tulcea     |                     |     |               |       |
|              | 0206Vrancea     |                     |     |               |       |
| 03 Sud       |                 |                     |     |               |       |
|              | 0301 Arges      |                     |     |               |       |
|              | 0302 Calarasi   |                     |     |               |       |
|              | 0303 Dambovita  |                     |     |               |       |
|              | 0304 Giurgiu    |                     |     |               |       |
|              | 0305 Ialomita   |                     |     |               |       |
|              | 0306 Prahova    |                     |     |               |       |
|              | 0307 Teleorman  |                     |     |               |       |
| 04 Sud-vest  |                 |                     |     |               |       |
|              | 0401 Dolj       |                     |     |               |       |
|              | 0402 Gorj       |                     |     |               |       |
|              | 0403 Mehedinti  |                     |     |               |       |
|              | 0404 Olt        |                     |     |               |       |
|              | 0405 Valcea     |                     |     |               |       |
| 05 Vest      |                 |                     |     |               |       |
|              | 0501 Arad       |                     |     |               |       |
|              | 0502 Caras-S    |                     |     |               |       |
|              | 0503 Hunedoara  |                     |     |               |       |
|              | 0504 Timis      |                     |     |               |       |
| 06 Nord-vest |                 |                     |     |               |       |
|              | 0601 Bihor      |                     |     |               |       |
|              | 0602 Bistrita-N |                     |     |               |       |
|              | 0603 Cluj       |                     |     |               |       |
|              | 0604 Maramures  |                     |     |               |       |
|              | 0605 Satu-Mare  |                     |     |               |       |
|              | 0606 Salaj      |                     |     |               |       |
| 07 Centru    |                 |                     |     |               |       |
|              | 0701 Alba       |                     |     |               |       |
|              | 0702 Brasov     |                     |     |               |       |
|              | 0703 Covasna    |                     |     |               |       |
|              | 0704 Harghita   |                     |     |               |       |

|              |            |  |  |  |  |
|--------------|------------|--|--|--|--|
|              | 0705 Mures |  |  |  |  |
|              | 0706 Sibiu |  |  |  |  |
| 08 Bucuresti |            |  |  |  |  |



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## Programme of active labour market policy: Name, code, impl

| Region       | Judet           | grants     |             |       |       |
|--------------|-----------------|------------|-------------|-------|-------|
|              |                 | carry over | new entries | exits | stock |
| 01 Nord-est  |                 |            |             |       |       |
|              | 0101 Bacau      |            |             |       |       |
|              | 0102 Botosani   |            |             |       |       |
|              | 0103 Iasi       |            |             |       |       |
|              | 0104 Neamt      |            |             |       |       |
|              | 0105 Suceava    |            |             |       |       |
|              | 0106 Vaslui     |            |             |       |       |
| 02 Sud-est   |                 |            |             |       |       |
|              | 0201 Braila     |            |             |       |       |
|              | 0202 Buzau      |            |             |       |       |
|              | 0203 Constanta  |            |             |       |       |
|              | 0204 Galati     |            |             |       |       |
|              | 0205 Tulcea     |            |             |       |       |
|              | 0206Vrancea     |            |             |       |       |
| 03 Sud       |                 |            |             |       |       |
|              | 0301 Arges      |            |             |       |       |
|              | 0302 Calarasi   |            |             |       |       |
|              | 0303 Dambovita  |            |             |       |       |
|              | 0304 Giurgiu    |            |             |       |       |
|              | 0305 Ialomita   |            |             |       |       |
|              | 0306 Prahova    |            |             |       |       |
|              | 0307 Teleorman  |            |             |       |       |
| 04 Sud-vest  |                 |            |             |       |       |
|              | 0401 Dolj       |            |             |       |       |
|              | 0402 Gorj       |            |             |       |       |
|              | 0403 Mehedinti  |            |             |       |       |
|              | 0404 Olt        |            |             |       |       |
|              | 0405 Valcea     |            |             |       |       |
| 05 Vest      |                 |            |             |       |       |
|              | 0501 Arad       |            |             |       |       |
|              | 0502 Caras-S    |            |             |       |       |
|              | 0503 Hunedoara  |            |             |       |       |
|              | 0504 Timis      |            |             |       |       |
| 06 Nord-vest |                 |            |             |       |       |
|              | 0601 Bihor      |            |             |       |       |
|              | 0602 Bistrita-N |            |             |       |       |
|              | 0603 Cluj       |            |             |       |       |
|              | 0604 Maramures  |            |             |       |       |
|              | 0605 Satu-Mare  |            |             |       |       |
|              | 0606 Salaj      |            |             |       |       |
| 07 Centru    |                 |            |             |       |       |
|              | 0701 Alba       |            |             |       |       |
|              | 0702 Brasov     |            |             |       |       |
|              | 0703 Covasna    |            |             |       |       |
|              | 0704 Harghita   |            |             |       |       |
|              | 0705 Mures      |            |             |       |       |

|              |            |  |  |  |  |
|--------------|------------|--|--|--|--|
|              | 0706 Sibiu |  |  |  |  |
| 08 Bucuresti |            |  |  |  |  |



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# Report on Database Tables and Fields

- only fixed table-structure / without static key-lists

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field | field caption | field description | datatype | oblig.? |
|-------|---------------|-------------------|----------|---------|
|-------|---------------|-------------------|----------|---------|

## **treAdminUnitRegion** which municipalities (regional level 3) are covered by the administrative units

|                         |                       |  |         |                                     |
|-------------------------|-----------------------|--|---------|-------------------------------------|
| fiAdminUnit             | statistical AdminUnit | foreign key AdminUnit  | integer | <input checked="" type="checkbox"/> |
| fiRegion                | region                | foreign key statistical regions  | integer | <input checked="" type="checkbox"/> |
| dtAdminUnitRegionRem    | remark                | remark   | text    | <input type="checkbox"/>            |
| dtRecStatAdminUnitRegio | Status                | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

## **tkeyAdr** Table with addresses of organisations and their subdivisions

|               |              |  |         |                                     |
|---------------|--------------|--|---------|-------------------------------------|
| idAdr         |              |  | long    | <input type="checkbox"/>            |
| fiOrg         | Organisation | RootId of organisation   | long    | <input checked="" type="checkbox"/> |
| dtAdrApt      | Appartment   | address - Appartment   | text    | <input type="checkbox"/>            |
| dtAdrBlock    | Block        | address - Block  | text    | <input type="checkbox"/>            |
| dtAdrEntr     | Entrance     | address - Entrance   | text    | <input type="checkbox"/>            |
| dtAdrFlat     | Flat         | address - Flat   | text    | <input type="checkbox"/>            |
| dtAdrHno      | No.          | HouseNo  | integer | <input type="checkbox"/>            |
| dtAdrHnoAdd   | addendum     | Addendum to Housenumber - e.g. No. 11[ a-c]  | text    | <input type="checkbox"/>            |
| dtAdrLoc      | Location     | location or inhabitat  | text    | <input checked="" type="checkbox"/> |
| dtAdrStateSht | Country      | Country (abbreviation) see z_tkeyStateCodeInt  | text    | <input checked="" type="checkbox"/> |
| dtAdrStr      | Street       | Street   | text    | <input checked="" type="checkbox"/> |
| dtAdrZip      | ZIP-Code     | postal standard code   | text    | <input checked="" type="checkbox"/> |
| dtRecStatAdr  | Status       | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

## **tdtaAge** List of Ages related to age-groups (c.f. z\_tkeyAgeGrp)

|              |        |  |         |                                     |
|--------------|--------|--|---------|-------------------------------------|
| fiAgeGrp     |        |  | integer | <input checked="" type="checkbox"/> |
| dtAge        |        |  | integer | <input checked="" type="checkbox"/> |
| dtRecStatAge | Status | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| table field  | field caption            | field description   | datatype | oblig.?                             |
|--|--------------------------|---|----------|-------------------------------------|
| <b>tkeyAlloc allocators for mailings etc. - with regard to organisations</b>                         |                          |   |          |                                     |
| idAlloc  |                          |   | long     | <input type="checkbox"/>            |
| dtAllocLng   | long name                | allocator long name   | text     | <input checked="" type="checkbox"/> |
| dtAllocRem   | remark                   | remark  | text     | <input type="checkbox"/>            |
| dtAllocSht   | short label              | allocator short name  | text     | <input checked="" type="checkbox"/> |
| dtRecStatAlloc   | Status                   | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)                            | integer  | <input checked="" type="checkbox"/> |
| <b>tkeyAppl applications received on public calls</b>  |                          |   |          |                                     |
| idAppl   |                          |   | long     | <input type="checkbox"/>            |
| fiApplStat   | Application Status       | status of the application - key list  | integer  | <input checked="" type="checkbox"/> |
| fiOrg  | Applicant                | foreign key applicant   | long     | <input checked="" type="checkbox"/> |
| fiPublCall   | Public Call              | foreign key public call   | long     | <input checked="" type="checkbox"/> |
| dtApplFileNo   | File No                  | file no of the submitted application - systematics according to file no of related public call  | text     | <input checked="" type="checkbox"/> |
| dtApplFolderHlk  | related documents folder | hyperlink to the folder with related files (e.g. the approved application-document) - may be a subfolder to the one of the public call overall folder | memo     | <input type="checkbox"/>            |
| dtApplMeansPrg   | means applied for        | sum of money applied for from the programme-means   | currency | <input checked="" type="checkbox"/> |
| dtApplMeansTotal   | total cost               | total cost of the application   | currency | <input checked="" type="checkbox"/> |
| dtApplRecDat   | submitted                | date of the receive of the application (date/time stamp on incoming)  | date     | <input checked="" type="checkbox"/> |
| dtApplRem  | remark                   | remark  | text     | <input type="checkbox"/>            |
| dtRecStatAppl  | Status                   | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)                            | integer  | <input checked="" type="checkbox"/> |
| <b>tkeyBdgLine budgetary codes to be appointed to programmes, commitments (and evtl. payments??)</b> |                          |   |          |                                     |
| idBdgLine  |                          |   | integer  | <input checked="" type="checkbox"/> |
| dtBdgLineDescr   | budget line description  | budget line description   | text     | <input checked="" type="checkbox"/> |
| dtBdgLineNo  | budget line              | budget line   | text     | <input checked="" type="checkbox"/> |
| dtBdgLineRem   | remark                   | remark  | text     | <input type="checkbox"/>            |
| dtRecStatBdgLine   | record status            | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)                            | integer  | <input checked="" type="checkbox"/> |

**HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| table field                              | field caption            | field description  | datatype | oblig.?                             |
|--|--------------------------|--|----------|-------------------------------------|
| <b>tkeyContr Basic data of contracts</b> |                          |  |          |                                     |
| idContr                                  |                          |  | long     | <input type="checkbox"/>            |
| fiAppl                                   | Application              | application- if applicable! If not, this record has to be referenced to a virtual application-record   | long     | <input checked="" type="checkbox"/> |
| fiContrProcTpe                           | contract procedure       | contracting procedure (grant, work, ...) - ruled by the ones eligible for the programme (c.f. trelPrgContrProcTpe) and the conditions for Public Calls (c.f. z_tkeyPublCallTpe AND trelContrProcPublCall)                        | integer  | <input checked="" type="checkbox"/> |
| fiOrg                                    | Applicant/Provider       | contractor/applicant - if an organisation! In the case of single person promotion this field has to be referenced to a specific organisation-record "not applicable" and the details are to be managed by the participants table | long     | <input checked="" type="checkbox"/> |
| fiPrg                                    | Programme                | Programme under which the contract is implemented - is partly redundant here, as via applications based on a call related to a programme the link could be reconstructed, but not every contract is application based            | long     | <input checked="" type="checkbox"/> |
| fiPrgImplFunct                           | contracted as            | what is the contract about - either programme management or final recipient - c.f. z_tkeyPrgImplFunct  | integer  | <input checked="" type="checkbox"/> |
| fiRegion                                 | Region                   | district (regional level 2) where the contract is active - ruled by the region the programme is restricted to - c.f. trelPrgRegion (alternative: list with details)  | integer  | <input checked="" type="checkbox"/> |
| dtContrDatAppr                           | Date of Approval         | date of approval   | date     | <input type="checkbox"/>            |
| dtContrDatBeg                            | Begin                    | date of begin - should be in compliance with eventually existing annexes (c.f. tdtaPartContrAnx) - important for cross-check with annual based commitments   | date     | <input checked="" type="checkbox"/> |
| dtContrDatEnd                            | End                      | date of end - should be in compliance with eventually existing annexes (c.f. tdtaPartContrAnx) - important for cross-check with annual based commitments   | date     | <input checked="" type="checkbox"/> |
| dtContrDescr                             | Description              | description  | memo     | <input type="checkbox"/>            |
| dtContrFileNo                            | File- /Contract No       | FileNo or contract registration code - depending from the resp. program  | text     | <input checked="" type="checkbox"/> |
| dtContrFolderHlk                         | related documents folder | hyperlink to the folder with related files (e.g. the approved application-document)  | memo     | <input checked="" type="checkbox"/> |
| dtContrLng                               | Contract Title (long)    | long title   | text     | <input checked="" type="checkbox"/> |
| dtContrOrgRegNo                          | Firm-Registration No     | statistical office or similiar registration number of the firm (redundant here - original storage at organisation where it is but non obligatory)  | text     | <input checked="" type="checkbox"/> |
| dtContrOrgTaxRegNo                       | tax registration number  | tax registration number (redundant here - original storage at organisation where it is but non obligatory)   | text     | <input checked="" type="checkbox"/> |
| dtContrRem                               | remark                   | remark   | text     | <input type="checkbox"/>            |
| dtContrSht                               | Contract Title (short)   | short title, acronym   | text     | <input checked="" type="checkbox"/> |
| dtContrSpecial                           | special contract         | is it a framework-contract, a global grant or neither nor (not applicable)   | integer  | <input checked="" type="checkbox"/> |
| dtRecStatContr                           | Status                   | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)   | integer  | <input checked="" type="checkbox"/> |

**tkeyContrAcnt basic-data to contract-account (details see tdtaContrAcntAmnt)**

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field              | field caption    | field description  | datatype | oblig.?                             |
|--------------------|------------------|--|----------|-------------------------------------|
| idContrAcnt        |                  |  | long     | <input type="checkbox"/>            |
| fiAcntStat         | status           | status of accounting - see z_tkeyAcntStat  | integer  | <input checked="" type="checkbox"/> |
| fiContr            | contract         | foreign key of the underlying contract - c.f. tkeyContr  | long     | <input checked="" type="checkbox"/> |
| dtContrAcntBeg     | from             | begin of accounting period   | date     | <input checked="" type="checkbox"/> |
| dtContrAcntConfDat | confirmation     | date of confirmation   | date     | <input checked="" type="checkbox"/> |
| dtContrAcntDat     | received/send in | date of accounting received  | date     | <input checked="" type="checkbox"/> |
| dtContrAcntEnd     | to               | end of accounting period   | date     | <input checked="" type="checkbox"/> |
| dtContrAcntRem     | remark           | remark   | text     | <input type="checkbox"/>            |
| dtRecStatContrAcnt | Status           | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |

**tdtaContrAcntAmnt** **accounting details - category and amount (basic records c.f. tkeyContrAcnt)**

|                        |               |  |          |                                     |
|------------------------|---------------|--|----------|-------------------------------------|
| fiAcntCat              | category      |  | integer  | <input checked="" type="checkbox"/> |
| fiContrAcnt            | proj.-account |  | long     | <input checked="" type="checkbox"/> |
| dtContrAcntAmnt        | amount        |  | currency | <input checked="" type="checkbox"/> |
| dtContrAcntAmntRem     | remark        | remark   | text     | <input type="checkbox"/>            |
| dtRecStatContrAcntAmnt | record status | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |

**tdtaContrCommit** **commitments on contracts per year**

|                      |           |   |          |                                     |
|----------------------|-----------|---|----------|-------------------------------------|
| fiBdgLine            |           | budget line   | integer  | <input checked="" type="checkbox"/> |
| fiCommitTpe          | type      | type of commitment (original, retainment, storno, shift to next year) | integer  | <input checked="" type="checkbox"/> |
| fiContr              | contract  | contract  | long     | <input checked="" type="checkbox"/> |
| dtContrCommitAmnt    | committed | money committed per year  | currency | <input checked="" type="checkbox"/> |
| dtContrCommitBdgCode | FEP       | FEP-code  | text     | <input type="checkbox"/>            |
| dtContrCommitDat     | Date      | date of the commitment made   | date     | <input checked="" type="checkbox"/> |
| dtContrCommitRem     | remark    | remark  | text     | <input type="checkbox"/>            |
| dtContrCommitStat    | closed?   | is the commitment finished/closed?                                    | yes_no   | <input checked="" type="checkbox"/> |
| dtContrCommitYr      | Year      | year for that the commitment is foreseen                              | integer  | <input checked="" type="checkbox"/> |

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field                           | field caption    | field description  | datatype | oblig.?                             |
|---------------------------------|------------------|--|----------|-------------------------------------|
| dtRecStatContrCommit            | record status    | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |
| <b>tkeyContrInv</b>             |                  | <b>invoices /payment claims on contracts</b>   |          |                                     |
| idContrInv                      |                  |  | long     | <input type="checkbox"/>            |
| fiContr                         | contract         | contract   | long     | <input checked="" type="checkbox"/> |
| fiInvTpe                        | type of invoice  | invoice type - advance, interim, final   | integer  | <input checked="" type="checkbox"/> |
| fiPers                          | checked by       | invoice checked by   | long     | <input checked="" type="checkbox"/> |
| dtContrInvAmnt                  | amount claimed   | invoice amount   | currency | <input checked="" type="checkbox"/> |
| dtContrInvCheckDat              | checked at       | date of invoice check  | date     | <input checked="" type="checkbox"/> |
| dtContrInvFileNo                | invoice No       | invoice file number - input mask with respect to contract file no  | text     | <input checked="" type="checkbox"/> |
| dtContrInvPayDue                | payment due      | payment due  | currency | <input checked="" type="checkbox"/> |
| dtContrInvPayProp               | payment proposed | proposed payment   | currency | <input checked="" type="checkbox"/> |
| dtContrInvPeriodBeg             | begin            | covered period - begin   | date     | <input type="checkbox"/>            |
| dtContrInvPeriodEnd             | end              | covered period - end   | date     | <input type="checkbox"/>            |
| dtContrInvProblMem              |                  | Problems encountered in preparing the payment and action undertaken  | memo     | <input type="checkbox"/>            |
| dtContrInvRecDat                | received at      | invoice receival date  | date     | <input checked="" type="checkbox"/> |
| dtRecStatContrInv               | record status    | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |
| <b>tdtaContrInvPayOrderProc</b> |                  | <b>tracking of pay-order-processing</b>  |          |                                     |
| fiContrInv                      | Invoice          | related invoice  | long     | <input checked="" type="checkbox"/> |
| fiPayOrderProc                  | Step             | payment order processing steps   | integer  | <input checked="" type="checkbox"/> |
| fiPers                          | done by          | done by -to be restricted to persons appointed to organisations in charge  | long     | <input checked="" type="checkbox"/> |
| dtPayOrderProcDat               | step date        | date of step   | date     | <input checked="" type="checkbox"/> |
| dtPayOrderProcRem               | remark           | remark   | text     | <input type="checkbox"/>            |
| dtRecStatPayOrderProc           | record status    | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |
| <b>treIContrProcPublCall</b>    |                  | <b>Contract Procedure and the related types of public calls with conditions according to PRAG-rules</b>                    |          |                                     |
| idContrProcPublCall             |                  |  | integer  | <input checked="" type="checkbox"/> |

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field                    | field caption           | field description  | datatype | oblig.?                             |
|--------------------------|-------------------------|--|----------|-------------------------------------|
| fiContrProcTpe           | Contract Procedure Type | contract procedure type - keylist  | integer  | <input checked="" type="checkbox"/> |
| fiPublCallTpe            | Public Call Type        | public call type - keylist   | integer  | <input checked="" type="checkbox"/> |
| dtContrProcPublCallCond  | Condition               | conditions resp. restrictions  | text     | <input checked="" type="checkbox"/> |
| dtRecStatContrProcPublCa | Status                  | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |

**tkeyInt** **Internetaddresses (e-mail or website) of organisations and their subdivisions**

|              |                 |  |         |                                     |
|--------------|-----------------|--|---------|-------------------------------------|
| idInt        |                 |  | long    | <input type="checkbox"/>            |
| fiConTpeInt  | connection type | type of Internet-connection (E-Mail, Website) c.f. z_tkeyConTpeInt   | byte    | <input checked="" type="checkbox"/> |
| fiOrg        | Organisation    | RootId of organisation   | long    | <input checked="" type="checkbox"/> |
| dtIntTxt     | Internet        | Internetaddress  | text    | <input checked="" type="checkbox"/> |
| dtRecStatInt | Status          | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**tkeyOrg** **independend organisations (may also be an individual person - if e.g. acting as an applicant) - basic data**

|               |                 |   |         |                                     |
|---------------|-----------------|---|---------|-------------------------------------|
| idOrg         |                 |   | long    | <input type="checkbox"/>            |
| fiEconBranch  | economic branch | appointed to economic branch (NACE) - foreign key from z_tkeyEconBranch ( Zuordnung nach Wirtschaftsklassen)          | integer | <input checked="" type="checkbox"/> |
| fiFirmStat    | Org. Status     | independent organisation etc. foreign key from z_tkeyFirmStat   | integer | <input checked="" type="checkbox"/> |
| fiFirmTpe     | Org.-Type       | foreign key from z_tkeyFirmTpe  | integer | <input checked="" type="checkbox"/> |
| fiLegalForm   | legal form      | foreign key from z_tkeyLegalForm  | integer | <input checked="" type="checkbox"/> |
| fiOrgLicStat  |                 | database internal status of the organisation - foreign key from z_tkeyOrgLicStat                                      | integer | <input checked="" type="checkbox"/> |
| fiOrgLvl      |                 | foreign key of a static list with accepted hierarchy-levels   | integer | <input checked="" type="checkbox"/> |
| fiProvOwn     | owner           | classification of owner - foreign key from  | integer | <input checked="" type="checkbox"/> |
| fiProvTpe     | provider type   | classification of provider type - foreign key from  | integer | <input checked="" type="checkbox"/> |
| dtOrgLeft     |                 | LEFT-value as nested subset information   | long    | <input checked="" type="checkbox"/> |
| dtOrgLng      | Name            | full legal name of the organisation (long name)   | text    | <input checked="" type="checkbox"/> |
| dtOrgLngEn    | Name (engl.)    | full legal name of the organisation (long name) - transcription /translation to english                               | text    | <input type="checkbox"/>            |
| dtOrgParentId | PARENT          | ID of immediate parent; if Level =1 then ParentID =0; if Level = 2 then Parent = Root                                 | long    | <input checked="" type="checkbox"/> |
| dtOrgQms      | QMS?            | is there any standardised quality management system (QMS) - either certified or not --> details in separate table 1:n | yes_no  | <input checked="" type="checkbox"/> |

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field   | field caption             | field description  | datatype | oblig.?                             |
|---|---------------------------|--|----------|-------------------------------------|
| dtOrgRegNo  | Firm-Registration No      | statistical office or similiar registration number of the firm   | text     | <input type="checkbox"/>            |
| dtOrgRem  | remark                    | remark   | text     | <input type="checkbox"/>            |
| dtOrgRight  |                           | RIGHT-value as nested subset information   | long     | <input checked="" type="checkbox"/> |
| dtOrgRootId   | ROOT                      | ID of ROOT-Parent; if Level =1 then RootId is identic with Primary Key (redundant against ParentId, but usefull for SQL-Queries)                                     | long     | <input checked="" type="checkbox"/> |
| dtOrgSht  | Shortname/Acronym         | official acronym or short cut name   | text     | <input checked="" type="checkbox"/> |
| dtOrgShtEn  | Shortname (engl.)         | official acronym or short cut name - transcription /translation to english   | text     | <input type="checkbox"/>            |
| dtOrgTaxRegNo   | Tax /VAT Registration No  | tax registration number (only for level 1!) - not obligatory here but if organisation is included as a contractor it is requested for contract data (c.f. tkeyContr) | text     | <input type="checkbox"/>            |
| dtOrgVatStat  | able to reimburse payed V | is the organisation allowed to reimburse VAT? (-1=Yes; 0=No; 1=n.a.)   | integer  | <input checked="" type="checkbox"/> |
| dtRecStatOrg  | Status                    | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)   | integer  | <input checked="" type="checkbox"/> |
| <b>tkeyOrgAcnt banking accounts of involved organisations</b>                               |                           |  |          |                                     |
| idOrgAcnt   |                           | primary key  | long     | <input type="checkbox"/>            |
| fiOrg   | Organisation              | foreign key tkeyOrg  | long     | <input checked="" type="checkbox"/> |
| fiOrg_Banken  | Bank                      | foreign key tkeyOrg - restricted to organisations that are financial intermediaries  | long     | <input checked="" type="checkbox"/> |
| dtOrgAcntNo   | Kto.-Nr.                  | account number (could be enhanced: international standard codes)   | text     | <input checked="" type="checkbox"/> |
| dtOrgAcntTxt  | Kontenbezeichnung         | description /label of account (if applicable)  | text     | <input type="checkbox"/>            |
| dtRecStatOrgAcnt  | Status                    | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)   | integer  | <input checked="" type="checkbox"/> |
| <b>treOrgAdr connection of organisational addresses to their divisions and subdivisions</b> |                           |  |          |                                     |
| idOrgAdr  |                           |  | long     | <input type="checkbox"/>            |
| fiAdr   |                           | address  | long     | <input checked="" type="checkbox"/> |
| fiOrg   |                           | ruled by fiOrg (ROOT-ID) in tkeyAdr  | long     | <input checked="" type="checkbox"/> |
| dtOrgAdrRem   | remark                    | remark   | text     | <input type="checkbox"/>            |
| dtRecStatOrgAdr   | Status                    | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)   | integer  | <input checked="" type="checkbox"/> |
| <b>treOrgAlloc connection of organisations to the allocators</b>                            |                           |  |          |                                     |
| fiAlloc   | allocator                 |  | long     | <input checked="" type="checkbox"/> |

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field   | field caption       | field description  | datatype | oblig.?                             |
|---|---------------------|--|----------|-------------------------------------|
| fiOrg   | organisation        |  | long     | <input checked="" type="checkbox"/> |
| dtOrgAllocRem   | remark              |  | text     | <input type="checkbox"/>            |
| dtRecStatOrgAlloc   | Status              | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |
| <b>tkeyOrgCode</b> <b>specific organisation-internal ID of parts /tasks /functions</b>                      |                     |  |          |                                     |
| idOrgCode   |                     | primary key  | long     | <input type="checkbox"/>            |
| fiOrg   |                     | foreign key of organisation  | long     | <input checked="" type="checkbox"/> |
| dtOrgCodeNo   | OrgCode             | organisation-internal ID /code   | text     | <input checked="" type="checkbox"/> |
| dtOrgCodeTxt  | description         | description of task /function  | text     | <input type="checkbox"/>            |
| dtRecStatOrgCode  | Status              | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |
| <b>treOrgInt</b> <b>connection of organisational internet addresses to their divisions and subdivisions</b> |                     |  |          |                                     |
| idOrgInt  |                     |  | long     | <input type="checkbox"/>            |
| fiInt   |                     | ruled by fiOrg (ROOT-ID) in tkeyInt  | long     | <input checked="" type="checkbox"/> |
| fiOrg   |                     |  | long     | <input checked="" type="checkbox"/> |
| dtOrgIntRem   | remark              | remark   | text     | <input type="checkbox"/>            |
| dtRecStatOrgInt   | Status              | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |
| <b>tdtaOrgLvlLbl</b> <b>specific label for hierarchical levels of a distinct organisation</b>               |                     |  |          |                                     |
| fiOrg_root  | organisation (root) | foreign key of organisation (root-id!)   | long     | <input checked="" type="checkbox"/> |
| fiOrgLvl  | level               | foreign key of general organisation-level  | integer  | <input checked="" type="checkbox"/> |
| dtOrgLvlLbl   | label               | organisation-specific level-label --> if not specific: form default from z_tkeyOrgLvl                                      | text     | <input checked="" type="checkbox"/> |
| dtRecStatOrgLvlLbl  | Record Status       | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |
| <b>treOrgPbox</b> <b>connection of organisational postboxes to their divisions and subdivisions</b>         |                     |  |          |                                     |
| idOrgPbox   |                     |  | long     | <input type="checkbox"/>            |
| fiOrg   |                     | ruled by fiOrg (ROOT-ID) in tkeyPbox   | long     | <input checked="" type="checkbox"/> |
| fiPbox  |                     |  | long     | <input checked="" type="checkbox"/> |
| dtOrgPboxRem  | remark              | remark   | text     | <input type="checkbox"/>            |

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| field   | field caption        | field description  | datatype | oblig.?                             |
|---|----------------------|--|----------|-------------------------------------|
| dtRecStatOrgPbox  | Status               | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)   | integer  | <input checked="" type="checkbox"/> |
| <b>treIorgProj</b> <b>specific information about the participation of organisations</b>           |                      |  |          |                                     |
| idOrgProj   |                      |  | long     | <input type="checkbox"/>            |
| fiOrg   |                      | Foreign-Index of Organisation c.f. tkeyOrg   | long     | <input checked="" type="checkbox"/> |
| fiPartOrg   | Participant          | foreign index tkeyPartOrg - institutional participant (enterprise etc)   | long     | <input checked="" type="checkbox"/> |
| fiProj  |                      | indirect relation between participants (Individuals or institutions) and projects (esp. for virtual projects)  | long     | <input checked="" type="checkbox"/> |
| fiProjAcc   | informed via         | How did you hear about the chance to participate, what was your path to access?  | integer  | <input checked="" type="checkbox"/> |
| fiProjAdr   |                      | type of addressee - here to be restricted to organisations - could be further restricted to addressees eligible under the respective programme   | integer  | <input checked="" type="checkbox"/> |
| dtOrgProjBegDat   | Entry Date           | individual participation start date  | date     | <input checked="" type="checkbox"/> |
| dtOrgProjDeMinimis  | DeMinimis?           | applies the DeMinimis rule for the promotion of the organisation?  | yes_no   | <input checked="" type="checkbox"/> |
| dtOrgProjDtaSrc   | Data source          | where does the information about the participating organisation come from (who entered /maintained the data) -provisionally as text, could be related to a specific table with data-entry points | text     | <input type="checkbox"/>            |
| dtOrgProjEndDat   | Exit Date - planned  | individual participation end date - planned  | date     | <input checked="" type="checkbox"/> |
| dtOrgProjExitDat  | Exit Date - realised | exit date - realised   | date     | <input checked="" type="checkbox"/> |
| dtOrgProjExitStat   | exit status          | participants exit status - if changes to yes: actual exit date has to be changed from default (= planned end date) to realised exit date   | yes_no   | <input checked="" type="checkbox"/> |
| dtOrgRegNo  | Firm-Registration No | statistical office or similiar registration number of the firm (redundant here - original storage at organisation where it is but non obligatory)  | text     | <input checked="" type="checkbox"/> |
| dtRecStatOrgProj  | record status        | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)   | integer  | <input checked="" type="checkbox"/> |
| <b>tdtaOrgProjSpecObt</b> <b>specialties obtained by organisations in the frame of a contract</b> |                      |  |          |                                     |
| fiOrgProj   |                      | foreign key of patricipation of an organisation in a project/contract  | long     | <input checked="" type="checkbox"/> |
| fiOrgProjSpecObt  |                      | specialty obtained: key list ### still to be delivered   | integer  | <input checked="" type="checkbox"/> |
| dtOrgProjSpecObtRem   | remark               | remark   | text     | <input type="checkbox"/>            |
| dtRecStatOrgProjSpecObt   | record status        | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)   | integer  | <input checked="" type="checkbox"/> |
| <b>tdtaOrgQmsCerti</b> <b>QMS-Certification</b>   |                      |  |          |                                     |
| fiOrg   |                      |  | long     | <input checked="" type="checkbox"/> |
| dtOrgQmsCertiBdy  | certifying body      | name of certifying body  | text     | <input checked="" type="checkbox"/> |

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| field                | field caption       | field description  | datatype | oblig.?                             |
|----------------------|---------------------|--|----------|-------------------------------------|
| dtOrgQmsCertiDat     | approval            | date of first approval   | date     | <input checked="" type="checkbox"/> |
| dtOrgQmsCertiDatLst  | last approval       | last check /approval   | date     | <input checked="" type="checkbox"/> |
| dtOrgQmsCertiLng     | Zertifikat          | long name  | text     | <input type="checkbox"/>            |
| dtOrgQmsCertiRem     | remark              | remark   | text     | <input type="checkbox"/>            |
| dtOrgQmsCertiSht     | Zertifikat-Kurzname | type of certificate (e.g. ISO 9000 ...)  | text     | <input checked="" type="checkbox"/> |
| dtRecStatOrgQmsCerti | Status              | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |

**treOrgTel** **connection of organisational telefon no. to their divisions and subdivisions**

|                 |        |  |         |                                     |
|-----------------|--------|--|---------|-------------------------------------|
| idOrgTel        |        |  | long    | <input type="checkbox"/>            |
| fiOrg           |        |  | long    | <input checked="" type="checkbox"/> |
| fiTel           |        | ruled by fiOrg (ROOT-ID) in tkeyTel  | long    | <input checked="" type="checkbox"/> |
| dtOrgTelRem     | remark | remark   | text    | <input type="checkbox"/>            |
| dtRecStatOrgTel | Status | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**tkeyPart** **specific information about participants added to information about persons in general**

|                 |               |   |         |                                     |
|-----------------|---------------|---|---------|-------------------------------------|
| idPart          |               |   | long    | <input type="checkbox"/>            |
| fiPers          | Person        | Foreign-Index of Person s. tkeyPers - if no concrete persons data are available: value =-1 or -2 i.e. male respectively female virtual person   | long    | <input checked="" type="checkbox"/> |
| dtPersBirthDate | Date of birth | Date of birth #redundant against the personal ID - usefull to check vice versa  | date    | <input checked="" type="checkbox"/> |
| dtPersDtSrc     | Data source   | where does the information about the participating person come from (who entered /maintained the data) - provisionally as text, could be related to a specific table with data-entry points | text    | <input type="checkbox"/>            |
| dtPersIdNo      | personal ID   | personal ID (10 digits)   | text    | <input checked="" type="checkbox"/> |
| dtRecStatPart   | record status | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)  | integer | <input checked="" type="checkbox"/> |

**tkeyPartContr** **Basic data of contracts**

|                |                    |   |         |                                     |
|----------------|--------------------|---|---------|-------------------------------------|
| idPartContr    |                    |   | long    | <input type="checkbox"/>            |
| fiContrProcTpe | contract procedure | contracting procedure (grant, work, ...) - ruled by the ones eligible for the programme (c.f. trelPrgContrProcTpe) and the conditions for Public Calls (c.f. z_tkeyPublCallTpe AND trelContrProcPublCall) | integer | <input checked="" type="checkbox"/> |
| fiPersProj     |                    |   | long    | <input checked="" type="checkbox"/> |

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| field   | field caption            | field description  | datatype | oblig.?                             |
|---|--------------------------|--|----------|-------------------------------------|
| dtPartContrDatAppr  | Date of Approval         | date of approval   | date     | <input type="checkbox"/>            |
| dtPartContrDatBeg   | Begin                    | date of begin - should be in compliance with eventually existing annexes (c.f. tdtaPartContrAnx) - important for cross-check with annual based commitments                                       | date     | <input checked="" type="checkbox"/> |
| dtPartContrDatEnd   | End                      | date of end - should be in compliance with eventually existing annexes (c.f. tdtaPartContrAnx) - important for cross-check with annual based commitments   | date     | <input checked="" type="checkbox"/> |
| dtPartContrDescr  | Description              | description  | memo     | <input type="checkbox"/>            |
| dtPartContrFileNo   | File- /Contract No       | FileNo or contract registration code - depending from the resp. program  | text     | <input checked="" type="checkbox"/> |
| dtPartContrFolderHlk  | related documents folder | hyperlink to the folder with related files (e.g. the approved application-document)  | memo     | <input type="checkbox"/>            |
| dtPartContrRem  | remark                   | remark   | text     | <input type="checkbox"/>            |
| dtPartContrSht  | Contract Title (short)   | short title, acronym   | text     | <input checked="" type="checkbox"/> |
| dtRecStatPartContr  | Status                   | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)   | integer  | <input checked="" type="checkbox"/> |
| <b>tdtaPartContrAnx Annexes on contracts (e.g. for annual renewal in education schemes) - for cross-checking with commitments</b> |                          |  |          |                                     |
| fiPartContr   | contract                 | contract   | long     | <input checked="" type="checkbox"/> |
| dtPartContrAnxCommitDa  | Date                     | date of the annex made   | date     | <input checked="" type="checkbox"/> |
| dtPartContrAnxDatBeg  | Begin                    | date of begin  | date     | <input checked="" type="checkbox"/> |
| dtPartContrAnxDatEnd  | End                      | date of end  | date     | <input checked="" type="checkbox"/> |
| dtPartContrAnxDescr   | Description              | description  | memo     | <input type="checkbox"/>            |
| dtPartContrAnxRem   | remark                   | remark   | text     | <input type="checkbox"/>            |
| dtRecStatPartContrAnx   | record status            | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)   | integer  | <input checked="" type="checkbox"/> |
| <b>tkeyPartOrg specific information about participants added to information about organisations in general</b>                    |                          |  |          |                                     |
| idPartOrg   |                          |  | long     | <input type="checkbox"/>            |
| fiOrg   |                          | Foreign-Index of Organisation c.f. tkeyOrg   | long     | <input checked="" type="checkbox"/> |
| dtOrgProjDtaSrc   | Data source              | where does the information about the participating organisation come from (who entered /maintained the data) -provisionally as text, could be related to a specific table with data-entry points | text     | <input type="checkbox"/>            |
| dtOrgRegNo  | Firm-Registration No     | statistical office or similiar registration number of the firm (redundant here - original storage at organisation where it is but non obligatory)  | text     | <input checked="" type="checkbox"/> |
| dtRecStatPartOrg  | record status            | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)   | integer  | <input checked="" type="checkbox"/> |

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| field  | field caption         | field description  | datatype | oblig.?                             |
|--|-----------------------|--|----------|-------------------------------------|
| <b>tkeyPbox</b> <b>Postboxes of organisations and their subdivisions</b>                                   |                       |  |          |                                     |
| idPbox   |                       |  | long     | <input type="checkbox"/>            |
| fiOrg  | Organisation          | RootId of Org  | long     | <input checked="" type="checkbox"/> |
| dtPboxLoc  | Location              | location   | text     | <input checked="" type="checkbox"/> |
| dtPboxNo   | Pbox-No.              | Postbox number   | text     | <input checked="" type="checkbox"/> |
| dtPboxStateSht   | State (short)         | state  | text     | <input checked="" type="checkbox"/> |
| dtPboxZip  | ZIP-code              | postal standard code (zip-code)  | text     | <input checked="" type="checkbox"/> |
| dtRecStatPbox  | Status                | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |
| <b>tkeyPers</b> <b>individual persons (may be employees of organisations, participitants) - basic data</b> |                       |  |          |                                     |
| idPers   |                       |  | long     | <input type="checkbox"/>            |
| fiPersLicStat  |                       | foreign key from list of organizational context of the person data entry - see z_tkeyPersLicStat                           | integer  | <input checked="" type="checkbox"/> |
| dtCompleteAdr  | error-code            | error code for incomplete address  | long     | <input checked="" type="checkbox"/> |
| dtPersAdrApt   | Appartment            | address - Appartment   | text     | <input type="checkbox"/>            |
| dtPersAdrBlock   | Block                 | address - Block  | text     | <input type="checkbox"/>            |
| dtPersAdrEntr  | Entrance              | address - Entrance   | text     | <input type="checkbox"/>            |
| dtPersAdrFlat  | Flat                  | address - Flat   | text     | <input type="checkbox"/>            |
| dtPersAdrHno   | house no.             | address - House No. #eventually combined House no. with -Block ... -Apt.   | text     | <input type="checkbox"/>            |
| dtPersAdrHnoAdd  | addendum              | Addendum to Housenumber - e.g. No. 11[ a-c]  | text     | <input type="checkbox"/>            |
| dtPersAdrLoc   | locality/inhabitanace | locality /inhabitanace   | text     | <input type="checkbox"/>            |
| dtPersAdrStateSht  | state (short)         | Country (abreviation) - see z_tkeyStateCodeInt   | text     | <input checked="" type="checkbox"/> |
| dtPersAdrStr   | Street                | address-Street   | text     | <input type="checkbox"/>            |
| dtPersAdrZip   | zip code              | zip code - see   | text     | <input type="checkbox"/>            |
| dtPersEmail  | e-mail                | E-Mail   | text     | <input type="checkbox"/>            |
| dtPersFax  | fax number            | Fax  | text     | <input type="checkbox"/>            |
| dtPersForename   | forename              | first name, forename   | text     | <input type="checkbox"/>            |

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| field   | field caption  | field description   | datatype | oblig.?                             |
|---|----------------|---|----------|-------------------------------------|
| dtPersGrad  | grad           | academ. grad etc.   | text     | <input type="checkbox"/>            |
| dtPersIsEncrypt   | encrypted?     | encrypted?  | yes_no   | <input checked="" type="checkbox"/> |
| dtPersName  | surname        | surname, family name  | text     | <input checked="" type="checkbox"/> |
| dtPersRem   | remark         | remark  | text     | <input type="checkbox"/>            |
| dtPersSex   | sex            | male = 1, female = 2, 99 = undefined - for virtual persons, i.e. in the case that only participant-data are available - at tkeyPart dtPartSex is redundant stored | integer  | <input checked="" type="checkbox"/> |
| dtPersTelArea   | area code      | private-fone area code - see z_tkeyTelAreaCode  | text     | <input type="checkbox"/>            |
| dtPersTelAreaCodeInt  | Area Code Int. | international area code (country-key-list) - z_tkeyStateCodeInt   | text     | <input checked="" type="checkbox"/> |
| dtPersTelNo   | fone number    | private fone number   | text     | <input type="checkbox"/>            |
| dtRecStatPers   | record status  | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)  | integer  | <input checked="" type="checkbox"/> |
| <b>tkeyPersOrg individuals and their relation to organisations /subdivisions incl. organsiational functions</b> |                |   |          |                                     |
| idPersOrg   |                |   | long     | <input type="checkbox"/>            |
| fiOrg   | Org.           | organisation  | long     | <input checked="" type="checkbox"/> |
| fiOrgCode   | Org-Code       | organisational code of the person   | long     | <input type="checkbox"/>            |
| fiPers  | Person         | person  | long     | <input checked="" type="checkbox"/> |
| fiPersFct   | Function       | function of the person  | byte     | <input checked="" type="checkbox"/> |
| dtPersOrgRem  | remark         | remark  | text     | <input type="checkbox"/>            |
| dtRecStatPersOrg  | Status         | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)  | integer  | <input checked="" type="checkbox"/> |
| <b>treIPersOrgInt internet contacts of persons in organisations</b>   |                |   |          |                                     |
| fiOrgInt  |                |   | long     | <input checked="" type="checkbox"/> |
| fiPersOrg   |                |   | long     | <input checked="" type="checkbox"/> |
| dtPersOrgIntRem   |                |   | text     | <input type="checkbox"/>            |
| dtRecStatPersOrgInt   | Status         | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)  | integer  | <input checked="" type="checkbox"/> |
| <b>treIPersOrgTel telephone contacts of persons in organisations</b>  |                |   |          |                                     |
| fiOrgTel  |                |   | long     | <input checked="" type="checkbox"/> |

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| field  | field caption        | field description   | datatype | oblig.?                             |
|--|----------------------|---|----------|-------------------------------------|
| fiPersOrg  |                      |   | long     | <input checked="" type="checkbox"/> |
| dtPersOrgTelRem  |                      |   | text     | <input type="checkbox"/>            |
| dtRecStatPersOrgTel  | Status               | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)  | integer  | <input checked="" type="checkbox"/> |
| <b>treIPersProj</b> <b>specific information about the participation of persons</b> |                      |   |          |                                     |
| idPersProj   |                      |   | long     | <input type="checkbox"/>            |
| fiEduCert  | Education            | Education   | integer  | <input checked="" type="checkbox"/> |
| fiEthn   | Ethnicity            | Ethnicity   | integer  | <input checked="" type="checkbox"/> |
| fiMaritStat  | Marital Status       | Marital Status  | integer  | <input checked="" type="checkbox"/> |
| fiPart   | Participant          | foreign index tkeyPart - individual participant   | long     | <input checked="" type="checkbox"/> |
| fiPers   | Person               | Foreign-Index of Person s. tkeyPers - if no concrete persons data are available: value =-1 or -2 i.e. male respectively female virtual person   | long     | <input checked="" type="checkbox"/> |
| fiProj   |                      | indirect relation between individuals and projects (real resp. virtual projects)  | long     | <input checked="" type="checkbox"/> |
| fiProjAcc  | informed via         | How did you hear of the project, what was the path to access  | integer  | <input checked="" type="checkbox"/> |
| fiProjAdr  |                      | type of addressee - here to be restricted to individuals - could be further restricted to addressees eligible under the respective programme  | integer  | <input checked="" type="checkbox"/> |
| fiRegion   | region               | region where the participant resides - amongst the eligible regions from project  | integer  | <input checked="" type="checkbox"/> |
| fiUnemplDur  | Jobless at entry for | ##better or at least added: Date of registration as unemployed  | integer  | <input checked="" type="checkbox"/> |
| dtPersBirthDate  | Date of birth        | Date of birth #redundant against the personal ID - usefull to check vice versa  | date     | <input checked="" type="checkbox"/> |
| dtPersDtSrc  | Data source          | where does the information about the participating person come from (who entered /maintained the data) - provisionally as text, could be related to a specific table with data-entry points | text     | <input type="checkbox"/>            |
| dtPersIdNo   | personal ID          | personal ID (10 digits)   | text     | <input checked="" type="checkbox"/> |
| dtPersProjAllow  |                      | total amount of allowance received # how to be proved?  | currency | <input type="checkbox"/>            |
| dtPersProjBegDat   | Entry Date           | individual participation start date   | date     | <input checked="" type="checkbox"/> |
| dtPersProjCert   |                      | did you receive a certificate #to be expanded 1:n according to types of certificates #only relevant at exit --> better to specific exit table   | yes_no   | <input type="checkbox"/>            |
| dtPersProjDaysAttend   | Days attended        | days attended ## to be clarified who has to enter + is there any difference to [end date]-[begin-date] /may be it is a periodical changed information                                       | integer  | <input checked="" type="checkbox"/> |
| dtPersProjEmplComp   |                      | ##Name of Company, Location (of employment or of company?)  | text     | <input type="checkbox"/>            |

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field               | field caption         | field description  | datatype | oblig.?                             |
|---------------------|-----------------------|--|----------|-------------------------------------|
| dtPersProjEmplSpec  | Specialty             | Specialty (last or currently employed) #eventually 1:n relation? / selection list?   | text     | <input type="checkbox"/>            |
| dtPersProjEndDat    | Exit Date - planned   | individual participation end date - planned  | date     | <input checked="" type="checkbox"/> |
| dtPersProjExitDat   | Exit Date - realized  | individual training exit date - realized - if Exit Stat = yes  | date     | <input checked="" type="checkbox"/> |
| dtPersProjExitStat  | exit status           | participants exit status - (1 = yes, 2 = No=Default) if changes to yes: actual exit date has to be changed from default (= planned end date) to realized exit date | integer  | <input checked="" type="checkbox"/> |
| dtPersProjRem       | remark                | remarks  | text     | <input type="checkbox"/>            |
| dtPersProjSpecObt   |                       | specialty obtained #eventually 1:n relation? / selection list? s.also tkeyPart   | text     | <input type="checkbox"/>            |
| dtPersProjUnemplDat | reg. unemployed since | Date of registration as unemployed - where applicable  | date     | <input type="checkbox"/>            |
| dtRecStatPersProj   | record status         | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)   | integer  | <input checked="" type="checkbox"/> |

**tdtaPersProjSpecObt** **specialties obtained by individuals in the frame of a contract**

|                          |               |  |         |                                     |
|--------------------------|---------------|--|---------|-------------------------------------|
| fiPersProj               |               | foreign key of patricipation of a person in a project/contract   | long    | <input checked="" type="checkbox"/> |
| fiPersProjSpecObt        |               | specialty obtained: key list ### still to be delivered   | integer | <input checked="" type="checkbox"/> |
| dtPersProjSpecObtRem     | remark        | remark   | text    | <input type="checkbox"/>            |
| dtRecStatPersProjSpecObt | record status | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**tkeyPrg** **basic programme data (programmes, priorities, measures, activities, sub-activities)**

|              |                       |  |         |                                     |
|--------------|-----------------------|--|---------|-------------------------------------|
| idPrg        | Prg-ID                |  | long    | <input type="checkbox"/>            |
| fiEssossAct  | Activity Type         | Activity Type according to ESSOSS /LMP-methodology - eventually to be restricted to Labour Market Policy               | integer | <input checked="" type="checkbox"/> |
| fiEssossExp  | Expenditure Type      | Expenditure Type according to ESSOSS /LMP-methodology  | integer | <input checked="" type="checkbox"/> |
| fiFund       | Prg-Type              | foreign key of a static list with type of programmes according to their respective basic fund - see tkeyFund           | integer | <input checked="" type="checkbox"/> |
| fiPrgLvl     | Prg-Level             | foreign key of a static list with accepted hierarchy-levels (e.g. Program=1, Priority=2, Measure = 3) - see tkeyPrgLvl | integer | <input checked="" type="checkbox"/> |
| dtPrgCode    | NDP-Code              | the code of ISSAR  | text    | <input checked="" type="checkbox"/> |
| dtPrgDatAppr | Approval              | date of approval for the programme /signing of financial memorandum  | date    | <input checked="" type="checkbox"/> |
| dtPrgDatBeg  | begin                 | Commencement (organisational arrangements complete)  | date    | <input checked="" type="checkbox"/> |
| dtPrgDatCom  | Deadline Commitments  | deadline Commitments   | date    | <input checked="" type="checkbox"/> |
| dtPrgDatDisb | Deadline Disbursement | deadline Disbursement  | date    | <input checked="" type="checkbox"/> |

**table****HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field             | field caption      | field description  | datatype | oblig.?                             |
|-------------------|--------------------|--|----------|-------------------------------------|
| dtPrgDatEnd       | end                | completion of financial implementation of the programme  | date     | <input checked="" type="checkbox"/> |
| dtPrgDatProjStart | project start      | start of the projects activities   | date     | <input checked="" type="checkbox"/> |
| dtPrgDescr        | Description        | description of the programme-level   | text     | <input type="checkbox"/>            |
| dtPrgDescrEn      | Desription (engl.) | description of the programme-level - english   | text     | <input type="checkbox"/>            |
| dtPrgFileNo       | COM-Code           | the official (SPD) file number of the programme - COM-Code   | text     | <input type="checkbox"/>            |
| dtPrgFolderHlk    | related documents  | hyperlink to folder with programme-related documents   | memo     | <input type="checkbox"/>            |
| dtPrgIntervRate   | Intervention Rate  | maximum share of programme-support compared to total eligible costs  | double   | <input checked="" type="checkbox"/> |
| dtPrgLeft         |                    | LEFT-value as nested subset information  | long     | <input checked="" type="checkbox"/> |
| dtPrgLng          | Name               | long name  | text     | <input checked="" type="checkbox"/> |
| dtPrgLngEn        | Name (engl.)       | long name - english  | text     | <input type="checkbox"/>            |
| dtPrgParentId     | PARENT             | ID of immediate parent; if Level =1 then ParentID =0; if Level = 2 then Parent = Root  | long     | <input checked="" type="checkbox"/> |
| dtPrgRem          | remark             | remarks  | text     | <input type="checkbox"/>            |
| dtPrgRight        |                    | RIGHT-value as nested subset information   | long     | <input checked="" type="checkbox"/> |
| dtPrgRootId       | Root-ID            | ID of ROOT-Parent; if Level =1 then RootId is identic with Primary Key (redundant against ParentId, but usefull for SQL-Queries) | long     | <input checked="" type="checkbox"/> |
| dtPrgSht          | Short name         | short name   | text     | <input checked="" type="checkbox"/> |
| dtPrgShtEn        | Short (engl.)      | short name - english   | text     | <input type="checkbox"/>            |
| dtRecStatPrg      | record status      | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)       | integer  | <input checked="" type="checkbox"/> |

**tkeyPrgBdgYr****table of annual programme-budgets**

|                |                        |   |          |                                     |
|----------------|------------------------|---|----------|-------------------------------------|
| idPrgBudgYr    |                        |   | long     | <input type="checkbox"/>            |
| fiAcntCat      | budget source          | from which source is the budget - the proper detail level   | integer  | <input checked="" type="checkbox"/> |
| fiBdgLine      |                        | budget line   | integer  | <input checked="" type="checkbox"/> |
| fiPrg          | Programme              | which programme   | long     | <input checked="" type="checkbox"/> |
| dtPrgAcntDat   | valid from             | valid from: date of accounting schedule - the last one is the relevant for current budget control | date     | <input checked="" type="checkbox"/> |
| dtPrgAcntYr    | Progr. Accounting Year | programme-specific accounting years   | long     | <input checked="" type="checkbox"/> |
| dtPrgBdgYrAmnt | amount                 | available money   | currency | <input checked="" type="checkbox"/> |

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field             | field caption             | field description  | datatype | oblig.?                             |
|-------------------|---------------------------|--|----------|-------------------------------------|
| dtPrgBdgYrCode    | Budgetary code (e.g. evid | evidence projects etc. (not identical with file no.!)  | text     | <input type="checkbox"/>            |
| dtPrgBdgYrRem     | remark                    | remark   | text     | <input type="checkbox"/>            |
| dtRecStatPrgBdgYr | record status             | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |

**trElPrgContrProcTpe** **list of elligible contract procedure types under a programme - take care of proper considering programme levels and their respective contract procedure settings!**

|                         |                    |  |         |                                     |
|-------------------------|--------------------|--|---------|-------------------------------------|
| fiContrProcTpe          | contract procedure | types of contracting procedure (grant, work, ...) - see z_tkeyContrProcTpe   | integer | <input checked="" type="checkbox"/> |
| fiPrg                   | Programme          | Programme under which the contract is implemented  | long    | <input checked="" type="checkbox"/> |
| dtPrgContrProcTpeRem    | remark             | remark   | text    | <input type="checkbox"/>            |
| dtRecStatPrgContrProcTp | Status             | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**trElPrgEuNat** **relation between National - and EU-Programme: if applicable one or several national Programmes (Operations) are appointed to an EU-Programme (Sub-Activity-Level)**

|                      |                   |  |          |                                     |
|----------------------|-------------------|--|----------|-------------------------------------|
| fiPrg_Eu             | EU-Prg            | sub-activity level   | long     | <input checked="" type="checkbox"/> |
| fiPrg_Nat            | National-Prg      | operation level  | long     | <input checked="" type="checkbox"/> |
| dtPrgEuNatIntervRate | Intervention rate | intervention rate EU/total   | currency | <input checked="" type="checkbox"/> |
| dtPrgEuNatRem        | remark            |  | text     | <input type="checkbox"/>            |
| dtRecStatPrgEuNat    | record status     | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |

**tkeyPrgLvl** **hierarchy-levels of programmes**

|                 |               |  |         |                                     |
|-----------------|---------------|--|---------|-------------------------------------|
| idPrgLvl        |               |  | integer | <input checked="" type="checkbox"/> |
| dtPrgLvlTtxt    | Label         |  | text    | <input checked="" type="checkbox"/> |
| dtRecStatPrgLvl | Record Status | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**tdtaPrgLvlLbl** **specific label for hierarchical levels of a distinct program**

|                    |                  |  |         |                                     |
|--------------------|------------------|--|---------|-------------------------------------|
| fiPrg_root         | programme (root) | foreign key of programme (root-id!)  | long    | <input checked="" type="checkbox"/> |
| fiPrgLvl           | level            | foreign key of general programme-level   | integer | <input checked="" type="checkbox"/> |
| dtPrgLvlLbl        | label            | programme-specific level-label --> if not specific: form default from z_tkeyPrgLvl   | text    | <input checked="" type="checkbox"/> |
| dtRecStatPrgLvlLbl | Record Status    | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**tdtaPrgMlstBdg** **table of milestones for contracting and disbursement of programme-budget**

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field               | field caption         | field description  | datatype | oblig.?                             |
|---------------------|-----------------------|--|----------|-------------------------------------|
| fiPrg               |                       |  | long     | <input checked="" type="checkbox"/> |
| fiPrgMlstBdgTpe     | Milestone Type        | of which type is the financial milestone   | integer  | <input checked="" type="checkbox"/> |
| dtPrgMlstBdgAmnt    | amount                | means planned to be contracted or disbursed  | currency | <input checked="" type="checkbox"/> |
| dtPrgMlstBdgDat     | Progr. Milestone Date | programme-specific milestone date  | date     | <input checked="" type="checkbox"/> |
| dtPrgMlstBdgRem     | remark                | remark   | text     | <input type="checkbox"/>            |
| dtRecStatPrgMlstBdg | record status         | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |

**tdtaPrgMlstImpl** **table of milestones for programme implementation schedule**

|                      |                          |  |         |                                     |
|----------------------|--------------------------|--|---------|-------------------------------------|
| fiPrg                |                          |  | long    | <input checked="" type="checkbox"/> |
| fiPrgMlstImplTpe     | Implementation Milestone | of which type is the implementation schedule milestone   | integer | <input checked="" type="checkbox"/> |
| dtPrgMlstImplDat     | Implementation Milestone | programme-specific implementation schedule milestone date  | date    | <input checked="" type="checkbox"/> |
| dtPrgMlstImplRem     | remark                   | remark   | text    | <input type="checkbox"/>            |
| dtRecStatPrgMlstImpl | record status            | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**tdtaPrgMlstPhys** **table of milestones for contracting and disbursement of programme-budget**

|                      |                       |  |         |                                     |
|----------------------|-----------------------|--|---------|-------------------------------------|
| fiPrg                |                       |  | long    | <input checked="" type="checkbox"/> |
| fiPrgMlstPhysTpe     | Milestone Type        | of which type is the physical milestone - contracts signed with final recipients resp. addressees involved - see: z_tkeyPrgMlstPhysTpe | integer | <input checked="" type="checkbox"/> |
| fiProjAdr            |                       | foreign key of addressees  | integer | <input checked="" type="checkbox"/> |
| dtPrgMlstPhysAmnt    | no. of units          | number of units (persons involved /trained, enterprises involved, contracts signed)  | long    | <input checked="" type="checkbox"/> |
| dtPrgMlstPhysDat     | Progr. Milestone Date | programme-specific physical milestone date   | date    | <input checked="" type="checkbox"/> |
| dtPrgMlstPhysRem     | remark                | remark   | text    | <input type="checkbox"/>            |
| dtRecStatPrgMlstPhys | record status         | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)             | integer | <input checked="" type="checkbox"/> |

**treIPrgOrgFunct** **list of assigned program-specific functions to responsible organisations**

|               |                          |   |         |                                     |
|---------------|--------------------------|---|---------|-------------------------------------|
| idPrgOrgFunct |                          |   | long    | <input type="checkbox"/>            |
| fiImplAuthTpe | Type of Implementing Aut | foreign key of Type of Implementing Authority     | integer | <input checked="" type="checkbox"/> |
| fiOrg         | Organisation             | foreign key of programme-responsible organisation | long    | <input checked="" type="checkbox"/> |
| fiPrg         | Programme                | foreign key of programme                          | long    | <input checked="" type="checkbox"/> |

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field                | field caption | field description  | datatype | oblig.?                             |
|----------------------|---------------|--|----------|-------------------------------------|
| fiPrgImplFunct       | Function      | foreign key of specific function within the frame of the programme - ruled by the fund the programme is appointed to!      | integer  | <input checked="" type="checkbox"/> |
| dtPrgOrgFunctDatBeg  | Begin         | begin-date of being in charge with function  | date     | <input checked="" type="checkbox"/> |
| dtPrgOrgFunctDatEnd  | End           | end-date of being in charge with function  | date     | <input checked="" type="checkbox"/> |
| dtPrgOrgFunctRem     | remark        | remark   | text     | <input type="checkbox"/>            |
| dtRecStatPrgOrgFunct | Status        | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |

**trePrgOrgTsk** **list of assigned program-specific tasks to responsible organisations**

|                    |                          |  |         |                                     |
|--------------------|--------------------------|--|---------|-------------------------------------|
| idPrgOrgTsk        |                          |  | long    | <input type="checkbox"/>            |
| fiOrg              | responsible organisation | foreign key of programme-responsible organisation  | long    | <input checked="" type="checkbox"/> |
| fiPrg              | programme                | foreign key of programme   | long    | <input checked="" type="checkbox"/> |
| fiPrgTask          | task                     | foreign key of programme-specific task   | long    | <input checked="" type="checkbox"/> |
| dtPrgOrgTskDatBeg  | Begin                    | begin-date of being in charge with task  | date    | <input checked="" type="checkbox"/> |
| dtPrgOrgTskDatEnd  | End                      | end-date of being in charge with task  | date    | <input checked="" type="checkbox"/> |
| dtPrgOrgTskRem     |                          | remark   | text    | <input type="checkbox"/>            |
| dtRecStatPrgOrgTsk | Status                   | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**trePrgRegion** **in which region(s) is the programme's activity eligible**

|                    |               |  |         |                                     |
|--------------------|---------------|--|---------|-------------------------------------|
| fiPrg              |               |  | long    | <input checked="" type="checkbox"/> |
| fiRegion           | Region        |  | integer | <input checked="" type="checkbox"/> |
| dtPrgRegionRem     |               |  | text    | <input type="checkbox"/>            |
| dtRecStatPrgRegion | record status | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**tkeyPrgTsk** **list of tasks within the programme implementation environment**

|                 |               |  |         |                                     |
|-----------------|---------------|--|---------|-------------------------------------|
| idPrgTsk        |               |  | long    | <input type="checkbox"/>            |
| dtPrgTskLng     | task (long)   | task long  | text    | <input checked="" type="checkbox"/> |
| dtPrgTskRem     | remark        | remark   | text    | <input type="checkbox"/>            |
| dtPrgTskSht     | task (short)  | task   | text    | <input checked="" type="checkbox"/> |
| dtRecStatPrgTsk | record status | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**table**                      **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field           | field caption  | field description   | datatype | oblig.?                             |
|-----------------|--|---|----------|-------------------------------------|
| <b>tkeyProj</b> | <b>Basic data of projects - i.e. detailed description /plan of the content of contracts (ready to include subprojects)</b> |   |          |                                     |
| idProj          |  |   | long     | <input type="checkbox"/>            |
| fiContr         | contract   | contract related to the project, be it a micro or a virtual one - the same contract can be referenced multiple by sub-projects but only once to a main-project  | long     | <input checked="" type="checkbox"/> |
| fiOrg           | Applicant/Provider   | applicant /project provider resp. a subdivision - usually redundant to the contractor (c.f. tkeyContr) but can be different e.g. with EQUAL development partnerships. If a virtual project - there is no applicant but the implementing institution | long     | <input checked="" type="checkbox"/> |
| fiProjLvl       | LEVEL  | foreign key of a static list with accepted hierarchy-levels (to allow projects with subprojects)  | integer  | <input checked="" type="checkbox"/> |
| fiRegion        | Region   | district (regional level 2) where the project is active - ruled by the region the contract is restricted to (alternative: list with details)  | integer  | <input checked="" type="checkbox"/> |
| dtProjDatBeg    | Begin  | date of begin   | date     | <input checked="" type="checkbox"/> |
| dtProjDatEnd    | End  | date of end   | date     | <input checked="" type="checkbox"/> |
| dtProjDescr     | Description  | description   | memo     | <input checked="" type="checkbox"/> |
| dtProjDescrEn   | Description engl.  | optional: description in english  | memo     | <input type="checkbox"/>            |
| dtProjFileNo    | File- /Contract No   | FileNo or contract registration code - depending from the resp. program   | text     | <input checked="" type="checkbox"/> |
| dtProjFolderHik | related documents folder   | hyperlink to the folder with related files (e.g. the approved application-document)   | memo     | <input type="checkbox"/>            |
| dtProjLeft      |  | LEFT-value as nested subset information   | long     | <input checked="" type="checkbox"/> |
| dtProjLng       | Project Title (long)   | long title  | text     | <input checked="" type="checkbox"/> |
| dtProjLngEn     | Project Title (long)   | optional: english long title  | text     | <input type="checkbox"/>            |
| dtProjParentId  | PARENT   | ID of immediate parent; if Level =1 then ParentID =0; if Level = 2 then Parent = Root   | long     | <input checked="" type="checkbox"/> |
| dtProjRem       | remark   | remark  | text     | <input type="checkbox"/>            |
| dtProjRight     |  | RIGHT-value as nested subset information  | long     | <input checked="" type="checkbox"/> |
| dtProjRootId    | ROOT   | ID of ROOT-Parent; if Level =1 then RootId is identic with Primary Key (redundant against ParentId, but usefull for SQL-Queries)  | long     | <input checked="" type="checkbox"/> |
| dtProjSht       | Project Title (short)  | short title, acronym  | text     | <input checked="" type="checkbox"/> |
| dtProjShtEn     | Project Title (short)  | optional: english short title, acronym  | text     | <input type="checkbox"/>            |
| dtProjVirtual   |  | is it a virtual project - i.e. a project that is only a container for individual promotions and not a micro-project with a project provider?  | yes_no   | <input checked="" type="checkbox"/> |
| dtRecStatProj   | Status   | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)  | integer  | <input checked="" type="checkbox"/> |

**tkeyProjLvl**                      **hierarchy-levels of projects**

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field   | field caption              | field description  | datatype | oblig.?                             |
|---|----------------------------|--|----------|-------------------------------------|
| idProjLvl   |                            |  | integer  | <input checked="" type="checkbox"/> |
| dtProjLvlTxt  | Label                      |  | text     | <input checked="" type="checkbox"/> |
| dtRecStatProjLvl  | Record Status              | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)                                       | integer  | <input checked="" type="checkbox"/> |
| <b>tkeyPublCall</b> <b>list of public calls related to programs</b> |                            |  |          |                                     |
| idPublCall  |                            |  | long     | <input type="checkbox"/>            |
| fiOrg   | responsible organisation   | foreign key of programme-/call-responsible organisation  | long     | <input checked="" type="checkbox"/> |
| fiPrg   | Programme                  | call-related programme   | long     | <input checked="" type="checkbox"/> |
| fiPublCallTpe   | Type of Call               | Type of public call (according to EU-rules) - foreign key c.f. z_tkeyPublCallTpe - if 998 then special case - where no call is relevant e.g. virtual application | integer  | <input checked="" type="checkbox"/> |
| dtApplAccept  | Applications assessed posi | number of positive assessed applications   | integer  | <input checked="" type="checkbox"/> |
| dtApplCompl   | Applications complete      | number of formally complete applications   | integer  | <input checked="" type="checkbox"/> |
| dtApplTotal   | Applications submitted     | number of applications submitted   | integer  | <input checked="" type="checkbox"/> |
| dtPublCallCloseDat  | Closure Date               | Date of the closure of the call  | date     | <input checked="" type="checkbox"/> |
| dtPublCallDecideDat   | Decision Date              | Date of the decision about the submitted applications  | date     | <input checked="" type="checkbox"/> |
| dtPublCallFileNo  | File No                    | file no for the documentation tracking - systematic related to the one of the related programme  | text     | <input checked="" type="checkbox"/> |
| dtPublCallFolderHlk   | related documents folder   | hyperlink to the folder with related files (e.g. the approved application-document, selection criteria list etc.)  | memo     | <input type="checkbox"/>            |
| dtPublCallLaunchDat   | Launch Date                | Date of the launch of the call   | date     | <input checked="" type="checkbox"/> |
| dtPublCallMeansAccept   | Means accepted             | total sum applied for by positive assessed applications  | currency | <input checked="" type="checkbox"/> |
| dtPublCallMeansCompl  | Means applied              | total sum applied for by formally complete applications  | currency | <input checked="" type="checkbox"/> |
| dtPublCallRem   | remark                     | remark   | text     | <input type="checkbox"/>            |
| dtRecStatPublCall   | record status              | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat)                                       | integer  | <input checked="" type="checkbox"/> |
| <b>tkeySpotCheck</b> <b>on the spot checks</b>                      |                            |  |          |                                     |
| idSpotCheck   |                            |  | long     | <input type="checkbox"/>            |
| fiContr   | Contract                   | foreign key of contract  | long     | <input checked="" type="checkbox"/> |
| fiPers_SpotCheck  | responsible person         | responsible person - foreign key   | long     | <input checked="" type="checkbox"/> |

**table** **HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field                | field caption            | field description  | datatype | oblig.?                             |
|----------------------|--------------------------|--|----------|-------------------------------------|
| fiSpotCheckRes       | Classification           |  | integer  | <input checked="" type="checkbox"/> |
| dtRecStatSpotCheck   | Status                   | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer  | <input checked="" type="checkbox"/> |
| dtSpotCheckContrTpe  | contract-type            | type of contract according to contractor type: 4 = contract with Management Body (e.g. FB); 8 = with Final Recipient       | integer  | <input checked="" type="checkbox"/> |
| dtSpotCheckDate      | check date               | date of the check  | date     | <input type="checkbox"/>            |
| dtSpotCheckEncl      | Enclosures               | Enclosures   | text     | <input type="checkbox"/>            |
| dtSpotCheckFolderHIK | related documents folder | hyperlink to the folder with related files   | memo     | <input checked="" type="checkbox"/> |
| dtSpotCheckRem       | remark                   | remark   | text     | <input type="checkbox"/>            |
| dtSpotCkeckRecmd     | recommendations          | recommendations  | memo     | <input checked="" type="checkbox"/> |

**tdtaSpotCheckParticip** **list of participants in on-the-spot checks**

|                     |                  |  |         |                                     |
|---------------------|------------------|--|---------|-------------------------------------|
| fiSpotCheck         |                  |  | long    | <input checked="" type="checkbox"/> |
| dtRecStatSpotCheck  | record status    | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |
| dtSpotCheckParticip | participant      | participant  | text    | <input checked="" type="checkbox"/> |
| dtSpotCheckRem      | remark           | remark   | text    | <input type="checkbox"/>            |
| dtSpotCheckRepres   | represented body | body represented by participant  | text    | <input checked="" type="checkbox"/> |

**tdtaSpotCheckResDet** **list of standard-results in on-the-spot checks**

|                        |               |  |         |                                     |
|------------------------|---------------|--|---------|-------------------------------------|
| fiSpotCheck            |               | foreign key of Spot-Check  | long    | <input checked="" type="checkbox"/> |
| fiSpotCheckResDet      | result        | foreign key: list of standard categories for results of on-the-spot-checks##still to be delivered                          | integer | <input checked="" type="checkbox"/> |
| dtRecStatSpotCheckResD | record status | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |
| dtSpotCheckResDetRem   | remark        | remark   | text    | <input type="checkbox"/>            |
| dtSpotCheckResDetTrue  | finding?      | is this standard result a finding or not (0= no; yes =-1)  | integer | <input checked="" type="checkbox"/> |

**tkeyTel** **telephone no. (fax or phone) of organisations and their subdivisions**

|              |              |  |         |                                     |
|--------------|--------------|--|---------|-------------------------------------|
| idTel        |              |  | long    | <input type="checkbox"/>            |
| fiConTpeTel  |              | foreign key z_tkeyConTpeTel - Telefon- /Handy/ Fax/Pager   | byte    | <input checked="" type="checkbox"/> |
| fiOrg        | Organisation | RootId of Organisation   | long    | <input checked="" type="checkbox"/> |
| dtRecStatTel | Status       | accumulated /combined key for records select-, update- and owner-status (for list of valid combinations see z_tkeyRecStat) | integer | <input checked="" type="checkbox"/> |

**table**

**HINT: Primary keys (id###) are always obligatory fields (in this example: AutoField-Numbers) - even the if the property "oblig.?" is not explicitly stated**

| field            | field caption  | field description   | datatype | oblig.?                             |
|------------------|----------------|---|----------|-------------------------------------|
| dtTelAreaCode    | Area Code      | national area code  | long     | <input checked="" type="checkbox"/> |
| dtTelAreaCodeInt | Area Code Int. | international area code (country-key-list) - z_tkeyStateCodeInt | text     | <input checked="" type="checkbox"/> |
| dtTelNo          | Tel.-No.       | Telephone no.   | text     | <input checked="" type="checkbox"/> |