**Swiss-Polish Cooperation Programme**

Half-yearly report on the measures taken in relation to a previously reported irregularity

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| **1. Report submitted by (name of the institution that has drawn up the report)** |
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| **2. Report’s reporting period and reference number**  |
| 2.1 Report for the reporting period from (month/ year) – inclusive to (month/ year) inclusive |  |
| 2.2 Report’s reference number |  |
| **3. Data about the project** |
| 3.1. Name of the Executing Agency |
| 3.2 Project title  |
| 3.3 Project number  |
| 3.4 Total project grant in CHF |
| **4. Development / no development to report** |
| 4.1 If no development regarding the earlier reported irregularity, tick this box (part 5 of this table does not need completing) |  |
| 4.2 If development regarding the earlier reported irregularity, tick this box (part 5 of this table must be completed) | **x** |
| **5. Description of the state of play**  |
| 5.1 Amounts to be recovered |
| 5.2 Description of the procedures instituted in order to recover the unduly paid amounts and to impose sanctions |
| 5.3 Description of the administrative or judicial decisions, or the most important assumptions, on discontinuance of proceedings aimed at grant recovery and/or imposition of sanctions |
| 5.4 Specification of measures taken to prevent and avoid similar irregularities |
| 5.5 Other important information (including the information that was not available during the submission of previous reports on the irregularity in question)  |

**The report has been drawn up in**

Warsaw,

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(Place) (Date)

**by**

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 (Name and surname, official position, institution)

**Brief instruction for the report on measures taken with reference to a previously reported irregularity for the Swiss-Polish Cooperation Programme**

**Reporting periods**

Half-year reports will be submitted to the Swiss party within two months of the end of each half-year period.

**Report’s reference number**

Each report will be assigned a separate reference number in Point 2.2 of the report. The number will consist of the project number abbreviation (KIK No.), a consecutive number of the detected irregularity and an ascending number index, beginning with number “two” since number “one” is reserved for the report that was drawn up for a new irregularity submission, e.g. KIK 10-1-2 (second report on a first irregularity in KIK 10) KIK 34-2-3 (third report for a second irregularity in KIK 34).

Should an irregularity occur with reference to a sub-project that is under implementation under a block grant/project, the number of the sub-project where the irregularity occurred should be added to the reference number.

**Currency**

The amount referred to in Point 3.4 will be quoted in CHF. In addition, the suspected/irregularity amount should be quoted in field 5.1 in PLN and CHF, where the exchange rate should be taken from co-financing awarding decision. In other cases (for example if the exchange rate was not determined in the decision) for conversion of amount from PLN into CHF the current exchange rate of National Polish Bank for the day of preparing the irregularity report should be used.