



TRIGGER PROJECT

**Final Project Partners' Meeting
Thessaloniki, 17th September 2015**

Main closure process and guidelines

Presented by: Natassa Koufaki

Insert your Logo here



A. In General

- Setting the general rules to be followed, for the closure of projects in GR-BG 2007-2013 ETCP.
- Represents the minimum of the requirements for the closure of the projects of the GR-BG Programme
- A detailed account of any possible situation can only be tackled with on a case by case basis.

Insert your Logo here



General requirements

- “In accordance with Article 56(1) of the General Regulation the final date for eligibility of expenditure is 31 December 2015. In line with Article 78(1) of the General Regulation, eligible expenditure is expenditure paid by beneficiaries in implementing the operations and the corresponding public contribution paid or due to be paid to the beneficiaries according to the conditions governing the public contribution. Expenditure paid by beneficiaries must be supported by receipted invoices or accounting documents of equivalent probative value”

Insert your Logo here



General requirements (2)

- The latter is directly related to each individual project's deadline, referred to in the Application Form in force, which in turn represents the final date for all expenses, related to the implementation of the project, to be invoiced.
- **G1. Expenses invoiced on a date after the project's end date, referred to in the Application Form in effect, are not eligible for financing.**

Thus for TRIGGER project all expenses must be invoices on 30.9.2015 at the latest!!!

Insert your Logo here



Actions by the Lead Partner

- **G2. The LP of the projects submits to the JTS of the Programme the last Progress Report, corresponding to the 3-month quarter in which the project ended, accompanied by the certificates of expenditure.**
- E.g According to the last updated Application Form the project deadline is 30/09/15, the LP should, within the first 20day-period of the 4th quarter, submit the last Progress Report along with all certificates corresponding to expenses invoiced until 30/9/15. Any expenses invoiced until the above date but not verified until the submission of the said last Progress Report, may be submitted later.

Insert your Logo here



2. Project Closure Guidelines

- 1st Phase: Submission from the LP of a) the Project Final Report, b) the Final Application Form and c) the accompanying Progress Report
- 2nd Phase: Examination by the MA/JTS of a) the Project Final Report and b) the Final Application Form
- 3rd Phase: Communication to the LP of the closure decision
- 4th Phase: Closure of the project in the MIS

Insert your Logo here



1st Phase

- G3. Within two (2) months following the issuance of the last certificates of verified expenditure, the LP of the Project submits first in electronic version by email and than in hard copy to the JTS of the Programme a) the Project Final Report b) the Final Application Form c) CD with the electronic files of both documents (Project Final Report and Final Application Form).

Insert your Logo here



1st Phase

a) the Project Final Report

The main objective of the Project Final Report is to provide the most representative information on the implementation of the project as related to both, physical activities performed and financial resources used.

b) Final Application Form:

It concerns the completion of the usual Application Form with all necessary information related to the final data of project implementation in both, physical and financial terms.

Insert your Logo here



1st Phase

G4. Along with the Project Final Report and the Final Application Form, the LP submits in addition any certificates of verified expenditure which, for any reason, were not incorporated in the submission of the last Progress Report. In all cases, those additional certificates should correspond only to expenses invoiced by the project deadline in force.

G5. In order to meet the special mini-MIS needs, the additional certificates of expenditure are submitted along with an accompanying Progress Report which contains only financial data related to the additional certificates, without any physical description at all.

G6. Along with the three (3) main documents, the LP submits, in electronic format, project final deliverables which can be stored electronically.

Insert your Logo here



2nd Phase

Considered as the most important in the project closure process. The two documents submitted by the LP to the JTS are subject to a thorough examination from the part of the JTS.

As far as the financial implementation of the project is concerned, **the budgets of the Project Final Report and the Final Application Form should coincide and be equal to the sum of the total expenses verified in the certificates of expenditure of all partners involved in the project. (G7)**

Insert your Logo here



2nd Phase

G8. The final budget of the project should incorporate any results from control/audit findings. Assuming, for example, that in a project with total verified expenses of 150.300,00€ a correction has been imposed, as a result of an Audit Authority control, amounting to 50.000,00€, then, total final budget in both, Project Final Report and Final Application Form, should be equal to 100.300,00€.

Insert your Logo here



3rd Phase

The MA/JTS formulates and forwards to the LP the Letter of Acceptance.

The above letter is addressed to the LP of the project and should, at the same time, be copied to the Certifying Authority of the Programme, the Auditing Authority of the Programme and the competent National Authority of Bulgaria.

Insert your Logo here



4th Phase

It concerns a purely technical aspect to be tackled with through close collaboration between the MA/JTS of the Programme on the one hand, and the Certifying Authority and the Special MIS Service on the other hand.

Insert your Logo here



Respective decisions taken which concern closure procedures and/or documents

- The submission of the Final Report to be 2 months after the issuances of all the certificates of all the project partners of each project.
- Bank charges to be eligible up to 1 month after the receipt by the Lead Partner of the final ERDF reimbursement of the project
- Any unjustified delays by the project partners in the timely submission of expenditures for verification, gives the MA / JTS the right to request the submission of the Final Report with the existing issued certificates. Any unverified expenditures will be covered by the specific project partner in question.

Insert your Logo here



Respective decisions taken which concern closure procedures and/or documents

- In the Final Report, if the management costs (total verified amounts in WP1 excluding the audit and preparation costs) remain equal or below the approved amounts in the Application Form in force, they are accepted, even if their percentage is above 10% of the total verified budget of the partner. The JTS will ensure that the management cost of certain projects will not increase significantly in terms of percentage of the total cost of the project.

Insert your Logo here



Respective decisions taken which concern closure procedures and/or documents

- After the issuance of all certificates there still may occur deviations from the budget tables of the Application form in force (i.e. deviation from deliverable's budget or deviation from the “budget line” budget, etc). The beneficiary must justify these deviations in the Final Report before acceptance by the JTS/MA. After approval, the Final report will comprise the final modification of the project. If not, the amounts exceeding the approved budget tables of the Application form in force will be deemed ineligible and a procedure to correct the certificates should be initiated.

Insert your Logo here



Respective decisions taken which concern closure procedures and/or documents

- The eligibility of expenditures for external audits and other exceptional expenditures to be extended for up to three (3) months after the contractual end date of the projects under all Calls for proposals. This shall be applied to projects and partners with already foreseen external audits in their application form and budget and for unforeseen impediments in payments, due to administrative delays of third parties. This setting is requested, as the performance of external audits takes place after the completion of a project and its deliverables.

Insert your Logo here



Respective decisions taken which concern closure procedures and/or documents

- The eligibility of expenditures for external audits and other exceptional expenditures to be extended for up to three (3) months after the contractual end date of the projects under all Calls for proposals. This shall be applied to projects and partners with already foreseen external audits in their application form and budget and for unforeseen impediments in payments, due to administrative delays of third parties. This setting is requested, as the performance of external audits takes place after the completion of a project and its deliverables.

Insert your Logo here



Respective decisions taken which concern closure procedures and/or documents

- The eligibility of expenditures for external audits and other exceptional expenditures to be extended for up to three (3) months after the contractual end date of the projects under all Calls for proposals. This shall be applied to projects and partners with already foreseen external audits in their application form and budget and for unforeseen impediments in payments, due to administrative delays of third parties. This setting is requested, as the performance of external audits takes place after the completion of a project and its deliverables.

Insert your Logo here



Project Final Report Outline

- **1. Final Executive Summary (Max 500 words)**

Main project activities, achievements, added value and overall impact on the target groups. This text should be able to stand alone and must be suitable for publication.

- **2. Impact on Target Groups, Added Value and cross border cooperation (Max 300 words)**

Target groups and location of project activities. Description of the benefits and influence of the project as well as the added value created by the cross-border profile of the project. In this part a more extent elaboration of the added value of the project is requested compared to the information required in the final Application Form

Insert your Logo here



Project Final Report Outline

- **1. Final Executive Summary (Max 500 words)**

Main project activities, achievements, added value and overall impact on the target groups. This text should be able to stand alone and must be suitable for publication.

- **2. Impact on Target Groups, Added Value and cross border cooperation (Max 300 words)**

Target groups and location of project activities. Description of the benefits and influence of the project as well as the added value created by the cross-border profile of the project. In this part a more extent elaboration of the added value of the project is requested compared to the information required in the final Application Form

Insert your Logo here



Project Final Report Outline

- **3. Project Indicators**

Output and result indicators as outlined in the approved Application Form. Provide a short justification on how the values were achieved in the project including a justification for the cases where some of these were not achieved.

- **4. Sustainability of results and follow-ups (Max 400 words)**

Outline on the sustainability of project results on an operational and financial level after the end of the financing period as well as the potential for their transferability and long-lasting effects.

Description of the measures implemented for ensuring the sustainability of the project results on a medium/long term basis and possible actions (follow-up) after the project closure.

Definition of possible capitalisation activities.

Description of further potential cooperation of the partnership in relation to the project's activities.

Insert your Logo here



Project Final Report Outline

- **5. Publicity and Visibility of the project** (Max 300 words)

Description of the actual communication strategy followed and summary of measures taken with regard to project results. Indication of the main dissemination products (website, equipment, etc) and means of dissemination during the lifecycle of the project (conferences, press releases etc). Provision of information on additional measures planned after the end of the project. Description of the impact of the communication strategy to the project's sustainability of the results.

- **6. Problems/Challenges faced and proposals** (Max 300 word)

Main issues and challenges encountered during the implementation of the project (management, financial, operational, communication, etc). Description of resolution measures and processes followed. Contribution of the Programme bodies to problem mitigations (Managing Authority, Joint Technical Secretariat, Bulgarian National Authority, etc). Proposed improvements, suggestions, recommendations for the next Programming periods)

Insert your Logo here



Project Final Report Outline

- **7. Control and Audit procedures performed during the project's implementation** (Max 300 words)

Brief description of the controls performed (On the spot visits by the JTS/MA, First Level Controls, Second Level Controls, etc). Suggestions and recommendations by the competent bodies. Compliance by the beneficiaries

- **8. Resources Committed**

A table that provides an overview of the resources actually approved for the project with the Subsidy Contract for each partner and the resources actually committed and verified. This table must be in line with the information provided in Annex A of the Project Final Report.

- **9. Contact details and Signature**

Contact details for obtaining information about the project after its official closure.

Insert your Logo here



Thank you for your attention !