

Interreg - IPA CBC Greece - Albania



Project Closure Manual

Managing Authority of European Territorial
Cooperation Programmes
Joint Secretariat of Interreg IPA CBC Programme
“Greece - Albania 2014 - 2020 “

www.greece-albania.eu

www.interreg.gr

The Programme is co-funded
by the European Union
and by National Funds
of Greece & Albania



Regulatory Framework

At the end of the project implementation, several obligations arising from the Programme. The EU and the national legislation still apply.

*Decision of the EC “on the approval of guidelines on the closure of operational programmes” is still pending

MAIN CLOSURE PROCESS

- ▶ **1st Phase**: Submission by the LB (**within two (2) months after all certificates of verified expenditure are issued**)
 - Final Project Report
 - Final Application Form
 - Final Progress Report

- ▶ **2nd Phase**: Examination by the MA/JS

- ▶ **3rd Phase**: MA/JS sends a letter of acceptance to the LB (project closure letter)

- ▶ **4th Phase**: Closure of the project in the MIS

1st Phase – Submission by the LB via MIS

1. **Final Project Report:** The main objective is to provide the most representative information on the implementation of the project as related to both, physical activities performed and financial resources used. (*attached to the Final AF*)
- Standard form is provided and can be found on the programme web site. <https://greece-albania.eu/folder/closure-procedure>

1st Phase – Submission by the LB via MIS

2. Final Application Form:

- Completion of the ordinary Application Form with all necessary information related to the final data of project implementation in both, physical and financial terms.
- Will be created in MIS with the option: “Create AF for Project Completion” and as such it does not need to be connected with an SC.
- In excel format (only detailed description sheet have to be filled in) is attached with no stamp or signature.
- Has to be “Approved” by the MA/JS before the next step.

1st Phase – Submission by the LB via MIS

3. Final Progress Report:

- Should be submitted, incorporating the final eligible costs of the project.
- In the MIS, the Final Progress Report must be connected with the Final Application Form and the choice “yes” must be selected in the question “Is the project completed”.
- In the PRs, attachments (xls., .doc, .pdf, etc.) are permitted for proof of publicity or for the achievement of indicators.
- The Final Progress Report should not be attached, neither signed or stamped.

1st Phase – Submission by the LB via MIS

General remark

- ▶ Along with the three (3) main documents described above, the LB submits, in electronic format, project final deliverables which can be stored electronically and relevant attachments concerning communication and publicity documents.

2nd Phase – Examination by the MA/JS

Ensure that the final data, in both physical and financial terms, have been precisely described and clearly depicted

- ▶ the budgets of the Final Application Form, the Final Project Report and the Final Progress Report should be aligned with the total expenses verified in the certificates of expenditure of the project beneficiaries.
- ▶ The final budget of the project should not incorporate any results from control/audit findings that have been submitted as Corrections on MIS
- ▶ no payment suspensions by the Certifying Authority, are in effect

3rd Phase – Communication of the closure decision

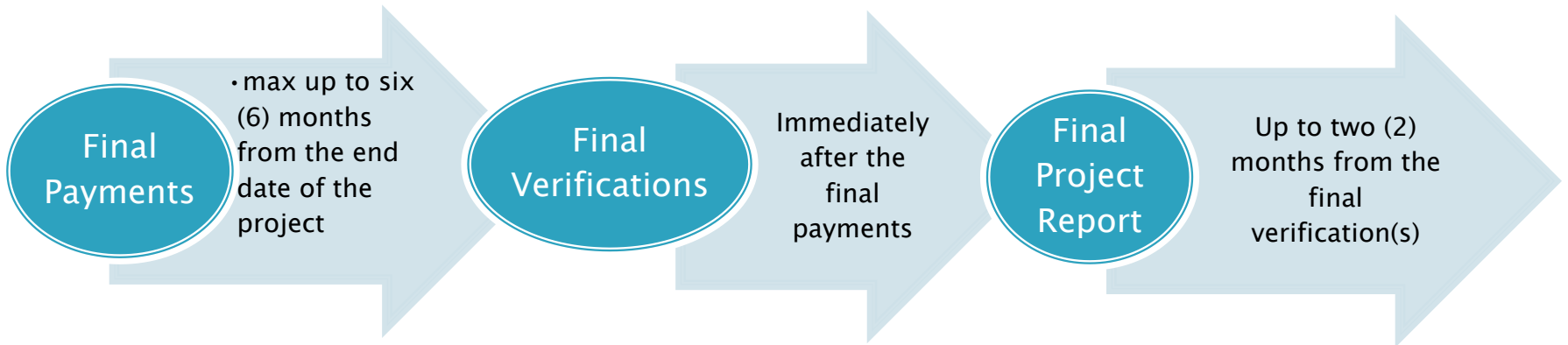
Upon completion of the 2nd phase, the MA/JS will issue a relative decision through the MIS to the LB (Letter of Acceptance / project closure letter), which signifies the administrative end of the project.

The Letter of Acceptance / project closure letter is addressed to the LB and is, at the same time, copied to the Certifying Authority, the Audit Authority and the competent National Authorities.

4th Phase – Closure of the project in the MIS

This is a purely technical aspect, performed via close collaboration between the MA/JS of the Programme, the Certifying Authority and the Special MIS Service. No further actions are required by the LB.

Closure Timeline



General remarks

- ▶ for the closure of the projects, LB/PBs must collect all the deliverables developed/produced, which will be made available for use and download on the project websites. The deliverables should be organised following the structure of the project's work plan in the Application Form.
- ▶ To further ensure the durability of the deliverables, LB/PBs are advised to also upload their project deliverables on an online file sharing platform such as OneDrive, GoogleDrive etc. and share the link with the JS.

General remarks

- ▶ all deliverables produced in the framework of a project and financed by the Programme, should be kept free of all rights and be stored for at least 3 years after the closure of the project.
- ▶ for the Information and Publicity (I&P) material of a project, its copies should be available for a period of 2 years after the contractual end of the project.

Specifications regarding the eligibility of Expenditures

- ▶ All invoices and relevant financial documents must be issued until the final date of the Application Form except for:
 - costs related to the elaboration and submission of the Final Progress and Project Report
 - costs related to the project administrative closure activities
 - costs related to the final verification feewhich have taken place after the end date of the project
- ▶ The payment of first level control costs and project closure administrative activities should be made within the above set timeframe but no later than 31/12/2023.
- ▶ The bank charges for the transfer of the final EU contribution reimbursement will not be eligible

Specifications regarding the eligibility of Expenditures

- ▶ Non-conformity with the Call for Proposals thresholds at project closure may be accepted and must have the consent/ acknowledgement of the MA/JS
- ▶ In all of the above cases, the Lead beneficiary will have the obligation to incorporate the respective information into the Final Project Report, the Final Progress Report and Final Application Form, while no modification of the Partnership Agreement and the Subsidy Contract is required.
- ▶ Expenditures incurred by a beneficiary after the submission of the Final Application Form by the Lead beneficiary to the MA/JS are ineligible

Specifications regarding the eligibility of Expenditures

- ▶ Before the issuance of the Letter of Acceptance / project closure letter, Greek Beneficiaries should have completed all necessary administrative steps in order to balance the payments of the Public Investment Programme with the certified amounts of their expenditure. They are obliged to return to the Public Investments Programme any amounts not spent within the framework of the project or any amounts that have been deemed ineligible following controls/audits

Available documents at:

www.greece-albania.eu/library

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Thank you for your attention!