Interreg - IPA CBC
Italy - Albania - Montenegro

EUROPEAN UNION

FACTSHEET

Interreg IPA CBC
Italy–Albania–Montenegro Programme

PROGRAMME MANUAL

5.1 Project closure procedures

Current version	02.3
Updated	20 July 2021
Contacts	*js@italy-albania-montenegro.eu*

REGIONE PUGLIA

Index

Introduction

Projects are implemented according to the approved application form (AF), which is a binding document as integral part of the subsidy contract.

Factsheet No 5.1 describes the process and the relevant steps to be taken by the lead partner (LP) and the project partners (PPs) once the project is closed to the end date of its implementation. In this regard, there are a number of considerations to be made on how to manage the project closure, the obligations to be fullfilled and the measures to be taken after the project end. These are described in the sections below.

1.1 FINAL REPORT

The project closure process starts with the final activities and their evaluation, ending with the verification and acceptance of the Final Report (FR) by the Managing Authority and the related last payment, in compliance with the duration of the project set out in Article 3 p.1 of the Subsidy Contract.

The FR differs from the Joint Progress Reports (JPR), as it only includes a report by the Lead Partner on behalf of all partners and it does not include certified expenditures neither any attachment (**see eMS template Annex 5.1.1).**

Therefore, last JPR includes also all the project's final deliverables/outputs and the request to the closure lump sums.

It is recommended to check that all deliverables, products, communication materials produced have been submitted with previous JPRs or with the last JPR at the latest. **Additionally, in the last JPR the LP shall fill in a final list of all project's deliverables/outputs specifying in which JPR they could be found**. This list could be uploaded in pdf in the WP M section.

Only after the last JPR is submitted, the Joint Secretariat may enable the Lead Partner into eMS to fill in also the Final Report (the LP will see the related FR buttom on the left side project menu). However, the Lead Partner shall start collecting the information required, also with the project partners, in the offline FR version (cfr. annex 5.1.1).

Only after the acceptance of both last JPR and FR by the JS/MA, the final payment may be released.

To better understand the different project closure steps, please find **this EXAMPLE** below, based on a hipothetical project having its end date on 31/12/2019. The **dates in red** are hypothetical fixed deadlines as set in the subsidy contract, while the other dates are set by PPs internally:

Dates	Responsible	Activity
01/07/2019-31/12/2019	PPs	**Last project activities** implemented. To be **eligible, expenditures must be incurred** until **31/12/2019** (i.e. related to services, goods or works delivered/ accepted/ tested until **31/12/2019**). In this period, PPs are also performing **evaluation**

		activities, in particular through surveys with target groups, as explained below. Staff and experts should carefully plan their final project activities in order to be ended by **31/12/2019**, otherwise these can be covered only by the closure lumpsum[1].
01/01/2020-29/02/2020	PPs	**Last payments** for expenditures incurred until **31/12/2019** are still possible until **29/02/2020.**
01/01/2020-**01/03/2020**	PPs and LPs	Collect the audit trail on their incurred expenditures and **submit it to the FLC** through eMS. Italian Public/Governed by Public Law PPs shall remember to upload request of national co-financing in the eMS.
01/03/2020-20/03/2020	FLCs	**Verify** the audit trail, request integration/clarification to PPs, certifies expenditures
20/03/2020-31/03/2020	LPs	Collect all partner reports and FLC certificates and submit the **last JPR** to the JS/MA. The last JPR includes also the closure lumpsum, but it is going to be paid only after acceptance of both JPR and FR by the JS/MA. Please check if all deliverables and communication materials produced have been uploaded.
01/01/2020-30/04/2020	LPs	On behalf of all PPs, the LP draft the **Final Report and submit it** to the MA/JS until **30/04/2020**. The LP should collect from PPs the information requested for the FR such as e.g. contact persons after the project end date. (see template **Annex 5.1.1**)
30/04/2020-30/07/2020	JS + MA + CA	MA+JS **verification and acceptance of the Final Report**. After the submission of the payment application by CA to EC and the related reimbursement, MA makes the final payment.

Beyond the periodical focus of the Progress Report, in the FR, the LP has to provide a comprehensive overview of the project achievements, its contribution to programme and project objectives, the outputs delivered, how the relevant target groups were involved and how they will use these outputs, as well as the measures ensuring durability and transferability of the outputs.

The report shall also give account of the achieved global result / expected impact, as well as its potentials for capitalisation; the added value of cooperating on cross-border level and the lessons learnt. The FR is focusing mainly on the qualitative aspects of the implemented project. Within the FR, to be submitted through the eMS, the LP is required to submit a breaf overview of the

[1] The reporting activities and the first level control activities -as well as any audit activities- taking place after the end date of the project are covered by the lump sum, which is paid by the MA to the LP, as set in the subsidy contract in art. 3 p. 3. Even though the subsidy contract does not foresee an obligation for the LP to share the lump sum with the project partners, they may however agree on sharing it according to own distribution keys (e.g. in proportion to the share of budget), on the basis of internal agreements, not subject to programme verifications.

objectives reached, activities implemented and results achieved by the project. The information may be used by the LP and by the MA /JS for promotion of the project. (see **Annex 5.1.1**)

WARNING

For the last JPR, the expenditures are eligible if they are incurred during the respective reporting period (i.e. they are related to services/goods/works delivered before the end date) and are paid no later than 60 calendar days after the end date of the implementation period[2]. Any expenditure incurred after the project end date indicated in the latest approved application form is covered by the closure lump sum.

Like the JPR, the FR contains report detailing all project activities as a whole, achievement of outputs and results; deliverables produced

The LP has also to include the detailed description of finalised outputs of the project in the related sections of the FR on the eMS. (cfr. **Annex 5.1.1**). The description is expected to be non-technical, easy to understand also by someone not being expert in the specific field and also sufficient for communicating to the general public what the project has achieved. The following aspects of an output shall be described in the FR:

- ✓ General description of the output
- ✓ How the output contributes to programme and project objectives, output indicator and results
- ✓ How (by which activities) and by whom (key contributors) the output has been achieved
- ✓ How the output can be used and by whom (target group), what is the benefit and the impact for these target groups and the target area
- ✓ How the sustainability of the output can be ensured and where and to whom it is going to be transferred

Only the Lead Partner, being globally responsible for the project achievements, has access to the FR on the eMS system. However, the Lead Partner is required to involve all project partners in the development of the FR and that this is shared among all project partners, once finalised and submitted.

In order to guarantee an evaluation follow-up at project and programme level, **each project partner is required to perform an evaluation activity through defined survey, in agreement and under the guidance of the JS.** The project lead partner is required to consult the JS for instructions.

[2] A postponement of the payments deadline (i.e. more than ordinary 60 days from the end date of the project) can be authorized by the MA exclusively in duly justified cases. In any case, the payments postponement request must be formally submitted to the MA by Beneficiaries not later than 60 days from the project end date.

WARNING

The FR has to be submitted within four months after the project ending date and has to cover the whole period of the project implementation. The information about the project's contribution to the Programme Output Indicator(s), the horizontal issues, etc. shall be reported by the LP only in the FR.

The JS approves the FR and checks if all the activities are fulfilled according to the approved Application Form in its last version, and all the requirements arising of the Subsidy Contract (e.g. the project has been fully implemented by carrying out the planned activities, the planned outputs and results and the project is realized in due time, etc.).

In case the project is completed and the FR is approved by the JS, the MA proceeds with the financial closing of the project in order to calculate the amount of the final IPA contribution to be reimbursed to the LP. After final payment to the LP, the project is considered closed.

Project closing can not be concluded in case other processes related to the project are still pending, such as e.g. irregularity and recovery procedures. In those cases, the final payment to the Project is suspended until the closing of all processes.

1.2 STORAGE OF PROJECT DOCUMENTS AND ACCOUNTING RECORDS

All accounting and supporting documents (e.g. Project Application Form, Subsidy Contract, reports, service contracts, public procurement documentation, rental contracts, important communication between the project partners and with the Programme bodies, as well as documents required to ensure an adequate audit trail, documents related to expenditures as e.g. original invoices and controls and audits) must be available and accessible for **three (3) years** from 31 December following the submission of the accounts in which the expenditure of the operation is included (according to Art. 140 of the CPR Regulation).

Official documents related directly to the communication with the Programme authorities shall be archived by the Lead Partner, whilst the reporting and supporting documents related to the Project Partners must be kept at the Project Partners' premises for an equal period of time. The documents can be kept either in the form of original copies or in a version in conformity with the original, as commonly accepted data carriers. The procedure for the certification of the conformity of these documents held on data carriers with the original documents must be in line with the provisions set by the national authorities and shall ensure that the versions held comply with the national legal requirements and can be relied on for audit and control purposes. In case of retaining the documents electronically, internationally accepted security standards must be met.

Representatives of the First Level Control, Joint Secretariat, Managing Authority, National Authorities, Certifying Authority, Audit Authority, authorized officials of other Programme Authorities and their authorized representatives, European Commission and the European Court of Auditors are entitled to examine the project, all relevant related documentation and accounts also after its closure.

The LP and all partners are obliged to retain for audit purposes all files, documents and data about the project for a period of 3 (three) years from 31 December following the submission of the accounts in which the expenditure of the operation is included.

Explanatory example:

- Project end date: 31/12/2019
- Last JPR submitted: 31/03/2020
- FR submitted: 30/04/2020
- Last JPR included by the CA to EC final payment application for accounting year due on 31/07/2020
- Documents to be retained until: 31/12/2023

The following documents have to be retained as the project's audit trail[3]:

No.	Document
1.	Approved Application Form (as approved through the eMS)
2.	Partnership Agreement original copies (and its amendments)
3.	Subsidy Contract original copies (for the LP)
4.	Addendum to the Subsidy Contract original copies (for the LP)
5.	JPR and Partner Reports (as approved through the eMS)
6.	Request for Payment (eMS)
7.	Certificate on verification of expenditure by FLC (eMS)
8.	Each invoice and accounting document of probative value related to project expenditure (to be retained at the invoices at the premises of the project partner concerned – corresponding with the file stored on the eMS)
9.	All supporting documents related to project expenditure (e.g. bank statements, public procurement documents, etc.) to be retained at the premises of the project partner concerned – corresponding with the filed stored on the eMS
10.	All project deliverables outputs (materials produced during the project period including project communication related documents and materials)
11.	Outputs description (e.g. included with Partner Reports)
12.	If relevant, documentation related to on-the spot checks of the controllers (to be retained at the premises of the project partner concerned – as stored on the eMS)
13.	If relevant, documentation of monitoring visits of the JS (eMS attachment section)
14.	If relevant, audit reports
15.	Other official correspondence

[3] The list is not compulsory. The Managing Authority and the other Authorities of the Programme may request to LP and PPs additional and supporting documentation.

1.3 DURABILITY OF THE PROJECT INVESTMENTS

The LP and all project partners have the obligation to ensure the durability of project investments in terms of preserving its conditions and ownership for **not less than 5 (five) years** after completion of the implementation period.

According to Article 71 of the Regulation EC 1303/2013, the project comprising investment in infrastructure or productive investment shall repay the contribution from the ESI Funds if within five years of the final payment to the beneficiary or within the period of time set out in State aid rules, where applicable, it is subject to any of the following:

a. cessation or relocation of a productive activity outside the programme area;
b. a change in ownership of an item of infrastructure which gives to a partner an undue advantage;
c. a substantial change affecting its nature, objectives or implementation conditions which would result in undermining its original objectives

In case the operation comprising investment in infrastructure or productive investment is subject to relocation outside the Union (and the eligible territory) the aforementioned term is raised up to 10 years and the beneficiary shall repay the contribution (Article 71 p. 2 of the Regulation EC 1303/2013)

Should any of the above conditions not be met by any of the Project Partners, the Managing Authority must be informed without delay. This might imply a recovery of funds unduly paid.

1.4 OWNERSHIP OF PROJECT RESULTS

According to Article 14 p. 1 of the Subsidy Contract, Project Partners are the owners of the intellectual and industrial property rights on the Project's results, reports and other documents related to it, in compliance with the national applicable law. Where several members of the partnership (Lead Partner and/or PPs) have jointly carried out work generating outputs and where their respective share of the work cannot be ascertained, they shall have joint ownership of it/them. Within the Partnership Agreement Project Partners may establish provisions regarding the allocation and terms for exercising that joint ownership. The proofs of transfer of ownership rights to the owners shall be anyway annexed to the Final Project Report.

Notwithstanding, in order to guarantee their widespread publicity and to make them available to the public, may not be considered as a breach of industrial and intellectual property rights or a breach of confidentiality clause if the publication does not affect the Project Partner’s commercial secrets.

The Managing Authority on behalf of the Monitoring Committee is entitled to use the outputs of the project in order to guarantee their widespread publicity and to make them available to the public. In order to do so, the Lead Partner has to ensure that the deliverables are available for the Managing Authority.

1.5 REVENUES AFTER PROJECT CLOSURE

If within the period of three years following the completion of the project or by the deadline for the submission of documents for programme closure fixed in the Fund-specific rules, whichever is the earlier, should the project be identified as revenue-generating in accordance with the definition provided in Article 61of Regulation (UE) No 1303/2013 and further amendments, the Managing Authority is entitled to ask for refunding to the general budget of the European Union in proportion to the contribution from the funds.

1.6 CONTROL AFTER PROJECT CLOSURE

The EU Regulations and the Programme rules provide for the open-to-control period after the project is closed. Key factors, related to being prepared for control after project closure, are indicated below.

- Retention of documents and open-to-control period of three (3) years from 31 December following the submission of the accounts in which the expenditure of the operation is included (according to Art. 140 of the CPR Regulation) see above;
- The institutions and organisations acting as Project Partners should understand their obligations during the open-to-control period, regardless of the continuity of the staff assigned to the project, especially in terms of the access to documents, information systems and infrastructure and equipment financed by the project;
- The original documents and the computerised systems need to be easily accessible during the full open-to-control period. If the period for retention of documents and computerised records required by the national rules or the organisation's usual practice is less than the open-to-control period, ad-hoc adequate procedures have to be designed and implemented at the beginning of the project;
- Specific web-sites related to project outputs, other than the project website provided by MA, and any internet-based tools have to be stored locally to be able to show them in case of a control. A log of the evolution of web-sites and adequate local back-up systems have to be required from developers;
- Even if infrastructure or equipment property is transferred after 5 years after the project closes, the agreement with the recipient has to include the right of access during the open-to-control period. All technical documentation and photographs should be kept in the project archives (as needed, copies of the technical documents can be given to the owners of the equipment or infrastructure);
- Any equipment at the end of its useful life for example, obsolete computers, needs to be removed from the organisation's inventory following adequate recorded procedures which have to be archived with the project documents, even after project closure;
- Technical documentation must include all supporting documents and photographs proving all the activities financed during project implementation, both tangible and intangible;

- Financial documentation must be accessible in its original form or equivalent according to national law and must include proof of delivery of services and supplies;

The Lead Partner and Project Partners agree to nominate a contact person during the open-to-control-period with adequate knowledge of the project, its content, its archives and computer systems and records. The actual duration of a project goes much longer than its implementation period. Overall, before formally closing the project, Project Partners must ensure that:

- Each Partner's organisation is aware of the obligations (not just those involved in project implementation) during the open-to-control period. A future control may need to be facilitated by someone without any knowledge of the project.
- A communication line is kept with all partners during the open-to-control period.
- Review the project documentation (all of it) and verify that it is organised in a way that anyone with no knowledge of the project can ensure a smooth control by the relevant bodies.

1.7 CO-FINANCING OF ITALIAN PUBLIC AND PUBLIC LAW PARTNERS

Italian Public Bodies and Bodies governed by public law, should be reminded to read this paragraph, applicable only to them, as they are entitled to the National Co-Financing with the last project partner report.

I partner italiani Enti Pubblici o Organismi di diritto pubblico[4], possono richiedere il cofinanziamento nazionale dei costi della quota di loro competenza nei progetti approvati (pari al 15% della spesa totale certificata), inserendo la richiesta formale negli allegati dell'ultimo rendiconto (partner report) nel sistema eMS e dandone notizia all'Autorità di Gestione e JS. Il cofinanziamento è erogato dall'Autorità di Gestione al beneficiario, alla chiusura delle operazioni, con risorse del Fondo di Rotazione Nazionale, come previsto dalla delibera CIPE n. 10/2015. Si prega di utilizzare il modello in allegato ***all'annex 5.1.2****.*

In conformità alla Direttiva (UE) 2014/24/UE e ai sensi dell'art. 3 del D.lgs. 2016, n. 50, si definisce organismo di diritto pubblico il soggetto:

1) istituito per soddisfare specificatamente esigenze di interesse generale, aventi carattere non industriale o commerciale;

2) dotato di personalità giuridica;

3) la cui attività sia finanziata in modo maggioritario dallo Stato, dagli enti pubblici territoriali o da altri organismi di diritto pubblico oppure la cui gestione sia soggetta al controllo di questi ultimi oppure il cui organo d'amministrazione, di direzione o di vigilanza sia costituito da membri dei quali più della metà è designata dallo Stato, dagli enti pubblici territoriali o da altri organismi di diritto pubblico.

[4] Si specifica che i beneficiari italiani qualora ne ricorrano le condizioni devono aver cura di verificare e/o correggere, tramite la procedura di modifica "major change" del vigente manuale di programma ed improrogabilmente entro la data di chiusura del progetto, il loro status giuridico dichiarato in fase di candidatura, confermato con la contrattualizzazione e inserito nel sistema eMS, poichè l'invio dei dati sul finanziamento pubblico alla CE e all'IGRUE, nonchè i relativi pagamenti del FdR all'AdG, avvengono sulla base dei dati a sistema.

Programme reference documents

- Subsidy contract
- Partnership agreement
- Programme Manual
- FORMS – SURVEYS_version provided by the JS
- EU Regulation 1303/2013, articles 130(1) and 132(1)

1.8 ANNEX 5.1.1 – FR offline version – eMS

FINAL REPORT (FR) / OFFLINE VERSION (only the eMS online submission is valid)

Question	*YES / NO / N.A.*	*Comment*
Have project objectives being achieved and how? (please tick YES and explain how far the project specific objectives, as approved, have been achieved, even partially or even in not-planned way, as well as what obstacles you have encountered and the measures you took. Please note that if you tick NO, the project cannot be regularly closed)		*Text - Max. 1000 Characters*
Has the project contributed to the Programme specific objectives and how? (please tick YES and describe the logical - casual link between the achieved project objectives and the programme specific objective, i.e. how far the project contributed to achieving the programme specific objective. Please note that if you tick NO, the project cannot be regularly closed)		*Text – Max. 500 Characters*
Has the project delivered outputs and how? (Please tick YES and specify in the comment the concrete actions/ outputs /activities delivered, who delivered these, making reference to the approved application form. Please also specify if innovative products were delivered and how they were tested, or if innovative tools have been applied). Please specify how the project outputs delivered contributes to the achievement of project results, i.e. how the project		*Text - Max. 2000 Characters*

outputs are going to be used after project closure and by whom. Please specify how these activities link with the Programme output selected in the approved application form). Please note that if you tick NO, the project cannot be regularly closed)		
<u>Have the project reached its target groups?</u> (please tick YES and explain in the comment what end users and target groups have been reached – even partially- with the project activities and outputs, as well as what obstacles you encountered. Please also include a specific reference to equal opportunities and non-discrimination i.e. how the project addressed vulnerable groups / equally men and women. Please note that if you tick NO, the project cannot be regularly closed)		***Text - Max. 1000 Characters***
<u>Have the target groups benefitted from the project outputs?</u> (Please tick YES and specify in the comment how target groups used / benefitted from the outputs / activities, even partially, and what obstacles you encountered. Please note that if you tick NO, the project cannot be regularly closed.)		***Text - Max. 1000 Characters***
<u>Has the project achieved a relevant global result?</u> (please tick YES and explain in details how far the project expected result, as approved, has been achieved, other even unexpected results already achieved at project closure, as well as what obstacles you have encountered and the measures you took. Please note that if you tick NO, the project		***Text - Max. 1000 Characters***

cannot be regularly closed)		
Has the project reached wider impacts than for the single partners and future impacts? (Please tick YES and specify what impacts are expected for the entire programme area, or for a wider area, what actions are taken to ensure the sustainability of the project results -such as follow-up or capitalisation activities planned, as well as if project results may be transferred to other partners or areas. Please also specify synergies with other projects/ initiatives and / or alignment with current EU policies)		***Text - Max. 2000 Characters***
Has the project contributed to EUSAIR actions? (Please tick YES and explain how the project activities contributes to specific actions of the EUSAIR action plan, or if it has an indirect impact and specify if this is recognised by the EUSAIR pillar coordinator and you intend to follow up on this)		***Text - Max. 1000 Characters***
Has the project implemented key information and publicity measures and implemented promotional materials/actions? (Please tick YES and describe here key materials and actions. Please note that if you tick NO, the project cannot be regularly closed)		***Text - Max. 1000 Characters***
Summary of project achievements (Please tick N,A and summarise the content above, focusing on key project achievements, but using a language suitable for the general public: Describe a starting situation / problem for citizens / specific group of citizens / SMEs / organisations, which the project intended to address. Continue with what the project		***Text – Max 1000 Chracters***

partners intended to change with the project. Explain how they managed to change the initial situation. End your summary with how the citizens / SMEs /organisation are benefitting from the project)		
<u>Has each partner communicated contact persons and responsible office in case of future audits / verifications?</u> (Please tick yes LP and PPs shall nominate a specific person / office, who should be contacted to answer questions for future audits or verifications, which can take place after years, when project staff may be not available any more. It must not be external experts, but it must be internal staff of the organisation. For each partner (LP/PP2/…) indicate: Name/ Surname of contact person/ Office responsible/ Office emai/ Office phone. Please note that if you tick NO, the project cannot be regularly closed)		***Text – Max 2000 Chracters*** ***LP - Name/Surname – Office - Office email - Office phone*** ***PP2 - Name/Surname – Office - Office email - Office phone*** ***PP3 - Name/Surname – Office - Office email - Office phone*** ***PP4- Name/Surname – Office - Office email - Office phone*** ***PP5 - Name/Surname – Office - Office email - Office phone*** ***PP6 - Name/Surname – Office - Office email - Office phone***
<u>Has each project partner communicated the location of storage of audit trail?</u> (Please tick yes and specify addresses of project partners, where the original documentation and audit trail is physically stored, if several addresses, please specify. Anyway, indicate the address, where the majority of documentation is stored. For each partner (LP, PP1 …), indicate: Room / Bulding, Street / No., Postal code/City, Country. . Please note that if you tick NO, the project cannot be regularly closed)		***Text – Max 2000 Chracters*** ***LP** - Room / Bulding - Street / No. - Postal code/City - Country* ***PP2** - Room / Bulding - Street / No. - Postal code/City - Country* ***PP3** - Room / Bulding - Street / No. - Postal code/City - Country* ***PP4** - Room / Bulding - Street / No. - Postal code/City - Country* ***PP5** - Room / Bulding - Street / No. - Postal code/City - Country* ***PP6** - Room / Bulding - Street / No. - Postal code/City - Country*
<u>Lead Partner is aware of re-allocation of non-used budget</u> (by clicking on yes, the project manager confirms that the legal representative of the lead partner was made aware and acknowledges that the non-used budget may be re-allocated by the Programme		

authorities, i.e. budget resulting from the difference between total budget of the application form and the total certified expenditures may be re-committed to other operations)		
<u>The project includes investments</u> (In compliance with Article 71 of the Regulation (EU) No 1303/2013 if you tick YES please indicate what investments in infrastructure or productive investments have been financed and thus will not be relocated/ changed for five years. Indicate type of equipment or infrastructure ,name of the organisation in charge, physical address)		***Text – Max 2000 Chracters*** ***Equipment/ investment/ infrastructure, name of the organisation in charge, physical address***
<u>Generated net revenues have been deducted</u> (by clicking on yes, the project manager confirms that all net revenues have been deducted in compliance with Article 61 of Reg. (EU) No 1303/2013. Please note that if you tick NO, the project cannot be regularly closed)		
<u>The Lead Partner consents to be contacted for future evaluation / communication purposes</u> (by clicking on yes, the project manager confirms that the lead partner has NOT expressed objections to be contacted for future evaluation or communication activities by the programme)		

1.9 ANNEX 5.1.2 – VERIFICATION OF THE FINAL REPORT

The procedure for verifying the final report foresees following steps:

1. The lead partner's project manager fills in all sections of the final report and informs the officer in charge of the project at the Joint Secretariat;
2. The JS officer verifies that the final report is complete;
   a. In case information are missing or unclear, the JS officer requests integration to the lead partner's project manager with a suitable deadline;
   b. The lead partner's project manager replies;
3. If the final report is complete the JS officer fills in the final report check-list, he/she uploads it in the eMS, and it informs the Managing Authority;
4. The Managing Authority verifies that the final report check-list is completed and informs the Certifying Authority for the final payment of the amounts reported in the last Joint Progress Report, which were previously verified by the Joint Secretariat.

Final report check-list by the Joint Secretariat

Project no. / acronym		**P.A. / S.O.**	
Joint Secretariat Officer		**Date of the check-list**	

In relation to the information provided by the Lead Partner through the Final Report, adding on the previous Joint Progress Reports and all relevant documents, on the basis of my professional judgement, I confirm that:

	sufficiently	at a good level	at an excellent level
- the Final Report is complete and there is no evidence of incorrect, misleading or false information;			
- suitable evidence is provided that the main objective/s of the project were reached, according to the approved project application form in its last version;			
- suitable evidence is provided that the expected results are reached or that the partnership is going to reach these in the future; - suitable evidence is provided that the main deliverables, activities and concrete outputs were effectively produced, as planned, and any deviation to the project has been duly justified and approved;			
- suitable evidence is provided that the project was communicated to the target groups;			
- suitable evidence is provided that the project partnership may or intend to capitalise on the project results in the future.			

Signature of JS Officer ________________________

Signature of Managing Authority (for approval) ________________________

1.10 ANNEX 5.1.3 – Template for the Italian PUBLIC co-financing

ALL'AUTORITÀ DI GESTIONE DEL PROGRAMMA
Interreg IPA CBC Italy-Albania-Montenegro
Regione Puglia

Istanza inviata tramite il sistema eMS, allegata all'ultimo rendiconto (project partner report)

Oggetto: Programma Interreg IPA CBC Italy-Albania-Montenegro. Richiesta di erogazione della quota nazionale di cofinanziamento relativa al progetto N. _____acronimo________ cofinanziato nell'ambito del programma Decisione (CE) N. C(2016)2803, CCI 2014TC16I5CB008.

Lo scrivente rappresentante legale del Partner italiano del progetto in oggetto

CHIEDE

con la presente il versamento della quota a carico del Fondo di Rotazione di cui alla Delibera CIPE n. 10/2015 di propria competenza come di seguito specificato.

CUP	
Progetto Numero	
Acronimo	
Denominazione Partner	
Cod. Fisc. / P. IVA	
Ruolo (1)	LEAD partner / Project partner
Rappresentante Legale	
Spesa certificata (2)	
IPA ricevuto	
Contropartita nazionale richiesta (3)	

(1) Cancellare il ruolo che non rileva
(2) Importo totale quote IPA + Cofinanziamento, certificato, in tutti i rendiconti, come indicato nelle tabelle dell'eMS
(3) L'importo è riferito alla richiesta di cui all'oggetto, pari al 15% del totale indicato al punto (2)

Consapevole delle sanzioni penali e civili, nel caso di dichiarazioni mendaci, di formazione o uso di atti falsi, richiamate dall'art. 76 del DPR n. 445 del 28/12/2000, sotto la propria responsabilità

DICHIARA

- il proprio stato giuridico è di ente pubblico o di organismo di diritto pubblico (ai sensi dell' art. 3 del D.lgs. 2016, n. 50);
- il controllo di primo livello è stato effettuato sulla spesa certificata dal/dai controllore/i indicato/i all'Autorità di Gestione, come documentato nella relativa sezione del sistema eMS;

- il costo del controllo totale di primo livello è congruo e conforme alle regole di programma;
- la validazione delle spese oggetto della presente richiesta da parte del controllo di primo livello è avvenuta entro i termini previsti;
- le verifiche in loco da parte del/dei controllore/i di primo livello sono state effettuate, come documentato nelle relative checklist.

Tale domanda è allegata:

1. all'ultimo rendiconto (projec partner report) nel sistema elettronico eMS del Programma;
2. il sistema eMS contiene l'evidenza di tutte le quote IPA richieste/certificate nell'ultimo rendiconto e in quelli precedenti, nonché la documentazione dei pagamenti effettuati dal Lead Partner ai partner, le quote dei partner, ovvero il dettaglio della certificazione per partner, i documenti attestanti eventuali cambi amministrativi, quali il cambio di rappresentante legale, se intervenuto in corso di attuazione del progetto.

L'erogazione della quota nazionale richiesta dovrà essere effettuata a favore di:

Partner italiano	
Conto di Tesoreria / contabilità speciale (1)	
Banca	
IBAN	
Swift	

(1) <u>Conto di tesoreria/contabilità speciale obbligatorio per "ENTI soggetti a tesoreria unica"</u>

Luogo _________________________________
Data _________________

Il rappresentante legale del beneficiario____
(firma e timbro)

Allegare documento di identità in corso di validità