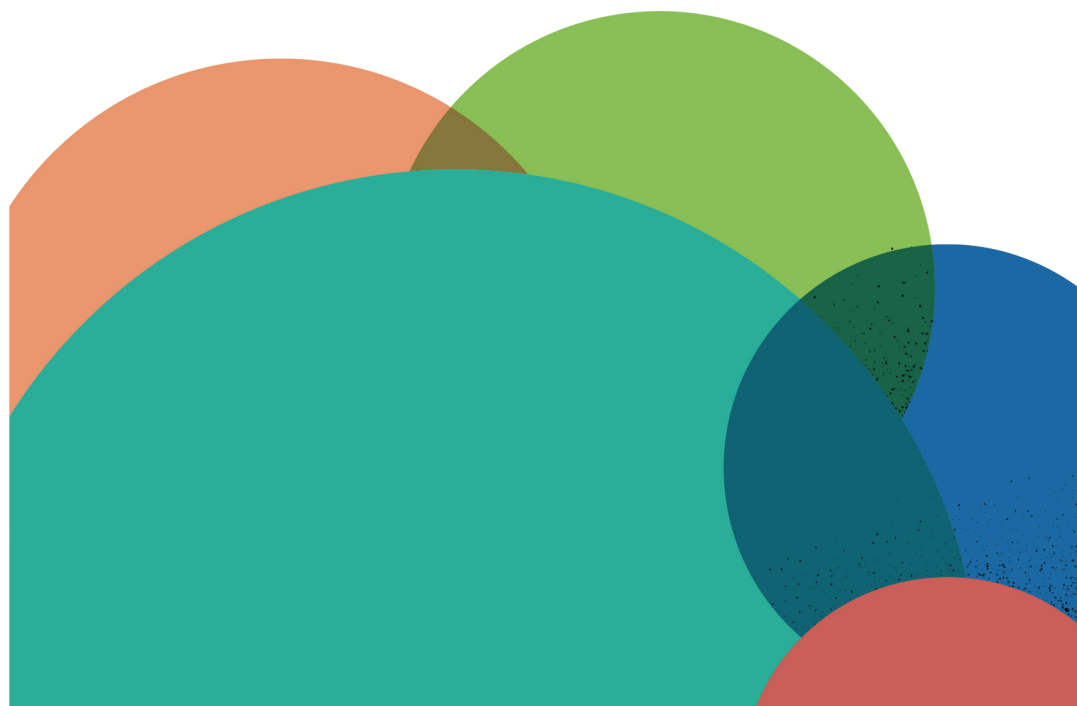


FACTSHEET

**Interreg IPA South Adriatic
(Italy–Albania–Montenegro 2021-2027)****PROGRAMME MANUAL****5.1 Project Closure Procedure****Current version**

01.0

Updated

09 June 2025

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Introduction

Projects are implemented according to the approved application form (AF), which is a binding document as integral part of the subsidy contract. Specific rules apply to minor deviations (see FS on Project Changes).

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 fulfilled and the measures to be taken after the project end. These are described in the sections below

Keep in mind that all project closure procedure is managed through Jems-Platform (cfr. Jems manual project reporting section).

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.

When creating a Project Report (PR), the LP is obliged to choose one of the reporting deadlines. If the chosen reporting deadline is the last one, the system will automatically create the Final Project Report, **which does only differ from normal reports because of an additional tab**. When Final Project Report is created, an additional tab called “**Project closure**” (= FR) appears, situated between the “List of partner certificates” and “Project report annexes” tabs.

It is strongly recommended to check that all deliverables, outputs, or results achieved, have been submitted with previous PRs, otherwise they must be uploaded in the last PR at the latest.

WARNING!

Take care to use also the SHARED FOLDER section in Jems to upload ONLY relevant final deliverables/outputs/results suitable for Project results' COMMUNICATION

Beyond the periodical focus of the PR, 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 for the enlargement process by the IPA countries.

The tab related to the FR, shown in the image below, includes the following items to be filled in by the Project LP in compliance with the guidelines provided:

1. Description of the project's final achievements in a Project Story text

2. List of any relevant mentions and prizes that the project achieved and/or feedbacks by the target groups (including any evaluation report, press articles, scientific journal publications etc.)
3. Answering to additional questions listed in a **checklist** (cfr. Jems manual_project reporting section §1.11 to create it – for your convenience you can use also the template offline provided in the Annex 5.1.1).
4. Upload the Summary of Outputs in Jems – SHARED FOLDER section, **using the template provided in the Annex 5.1.1**

Project report identification
Work plan progress
Project results & Horizontal prin...
List of partner certificates
Project closure
Project report annexes

Project closure

Project story TEXT max 2000 CHARACTERS

Please describe the project's final achievements in a Project Story format. The Project Story should be interesting and understandable for non-specialists as it might be used for publications. Please try to touch the following guiding questions in your Project story:

- What are the project's overall challenges (regional and sectoral)?
- What was the specific problem addressed and the linked key solution(s) that the project developed and tested?
- Describe how the project developed the solution(s) and why cooperation was important in that process
- To what extent has cooperation been important for achieving the project results? Specify CB added value/enlargement contribution achieved, especially for IPA countries
- What did change in the targeted regions and sectors because of the project solutions?
- How did the project change affect the target groups? Specify target groups typology and numbers reached
- How will the durability of the solutions be ensured?
- Do you still see future possible challenges and opportunities in the field of the content your project was dealing with? Are there something to be transferred or re-use? If yes to who?
- Specify EUSAIR pillar/actions matched and the level of contribution (low-medium-high)
- Which solution(s) has been capitalized and what has produced?

Enter text here

Project's relevant mentions and prizes

Please list any relevant mentions and prizes that you as a project achieved below. Only the name of the prize or mention should be indicated. In case the project did not receive mentions or prizes this section can be left empty.

Mentions & prizes

Enter text here

+

+ Add mentions & prizes

Additional questions to be answered (via checklist)

Select checklist template

Closure Check list

+ Instantiate new checklist

We recommend planning the closure timetable accordingly, to collect all the required closure information at the right time.

For partnership convenience, an offline release of the FR is provided in word format (**cfr. Annex 5.1.1**).

WARNING

ELIGIBILITY OF EXPENDITURES: The expenditures are eligible if they are incurred during the 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 period¹.

Any expenditure incurred after the project end date indicated in the latest approved application form, is covered by the **closure lump sum**. The closure lump sum are claimed in the last PR, as well as the flat rate of Controller's costs for Italian beneficiaries, to be calculated on the basis of the total reported amount if not reported pro-quota in the previous reports.

TIMING FOR FR SUBMISSION: 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 in the last PR at very latest

FOR STRATEGIC PROJECTS: considering the substantial administrative burdens for the closure of Strategic Projects in proportion to their investments and sizes, the lump sum for closure costs has been fixed in the total amount of EUR 5.865,00 per each partner having a minimum budget of EUR 400.000,00. In the case of SSPs and Standard Projects the closure lump sum is due only to the LP.

FOR SMALL SCALE PROJECTS: For the **SSPs** the **Annex 5.1.1** is simplified. The LP may tick Not Applicable for all the sections specified.

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

VERIFICATION OF THE FINAL REPORT

The JS approves the last PR and the FR, checking if all the activities are fulfilled according to the approved AF in its last version, and all the requirements arising of the Subsidy Contract.

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 cannot 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.

The procedure for verifying the final report foresees following steps:

1. The LP's project manager fills in all sections of the final report and informs the project JS officer in charge;
2. The JS officer verifies that the final report is complete;

¹ A postponement of the payment's 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. The payments postponement request should be formally submitted to the MA by Beneficiaries not later than 60 days from the project end date.

- 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 LP's project manager replies;
3. If the final report is complete and fulfils all required criteria, the JS officer fills in the final report check-list, he/she uploads it in the Jems, and informs the Managing Authority;
4. The Managing Authority verifies that the final report check-list is complete and proceed with the final payment of the amounts reported in the last Project Report, which were previously verified by the assigned Controllers.

1.2 STORAGE OF PROJECT DOCUMENTS AND ACCOUNTING RECORDS

All accounting and supporting documents, in compliance with Art.82 of Reg. (EU) 2021/1060, must be appropriately kept for a 5-year period starting from the 31st of December of the year in which the last payment by the Managing Authority is made, and in case of State aid for at least 10 years from the date of granting of the last aid (the retention period is interrupted in case of legal proceedings or by EC request).

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 national applicable law 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 Controllers, Joint Secretariat, Managing Authority, National Authorities, 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 5 (five) years from 31 December of the year in which the last payment by the Managing Authority is made, and in case of State aid for at least 10 years from the date of granting of the last aid.

Explanatory example:

- Project end date: 31/07/2025
- Last PR submission deadline: 31/10/2025
- FR submission deadline : 30/11/2025
- MA Last payment deadline: 20/02/2026
- Documents to be retained until: 31/12/2031

The following documents have to be retained as the project's audit trail²:

No.	Document
1.	Approved Application Form (as found in Jems in its latest release)
2.	Partnership Agreement original copies (and its amendments)
3.	Subsidy Contract original copies (for the LP)
4.	Addendum of Subsidy Contract original copies (only <u>for a new LP in case of LP substitution</u>)
5.	PR and Partner Reports (as approved through the Jems)
6.	Request for Payment (included in PR as approved in Jems)
7.	Certificate and Report on verification of expenditure by Controller (Jems)
8.	Each invoice and accounting document of probative value related to project expenditure reported as real cost (to be retained at the premises of the project partner concerned – corresponding with the file stored in Jems) – Not Applicable for SSP
9.	All supporting documents related to project expenditure reported as real cost (e.g. bank statements, public procurement documents, etc.) to be retained at the premises of the project partner concerned – corresponding with the file stored in Jems – Not Applicable for SSP
10.	All project deliverables/outputs (materials produced during the project period including project communication related documents and materials)
11.	Outputs' evidence (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 in Jems – Control section)
13.	If relevant, documentation of monitoring visits by the JS (ie. Monitoring minutes, Mid term review meetings etc., to be enclosed in Jems CONTRACTING - CONTRACT AND AGREEMENT - PROJECT attachment section)
14.	If relevant, audit reports
15.	Other official correspondence

² The list is indicative. 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.

In compliance with Art.65 of Reg. (EU) 2021/1060, the project comprising investment in infrastructure or productive investment shall repay the contribution from the Funds to an operation comprising investment in infrastructure or productive investment, if within 5 years of the final payment to the beneficiary or within the period of time set out in State aid rules, where applicable, that operation is subject to any of the following:

- (a) a cessation or transfer of a productive activity outside the NUTS level 2 region in which it received support;
- (b) a change in ownership of an item of infrastructure which gives to a firm or a public body an undue advantage;
- (c) a substantial change affecting its nature, objectives or implementation conditions which would result in undermining its original objectives.

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 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 EU and national applicable law.

The ownership of outputs having the character of investments in infrastructure or productive investments realised within the project, must remain with the concerned LP and/or PPs according to the timeframe as well as under the conditions set in Article 65 of Regulation (EU) No 1060/2021.

The partnership is entitled to establish the property rights of the products deriving from the project according to the EU and national applicable law. The LP ensures, through the Partnership Agreement, that results and outcomes of the project are joint property of all PPs. The PA also ensures that the specific national rules and instructions relevant for the ownership rights (title, intellectual and industrial property rights) of the project outcomes and results are taken into account when necessary.

The proofs of transfer of ownership rights to the owners shall be anyway annexed to the last Project Report.

Notwithstanding, the LP ensures that the results of the project, especially any study, analysis or database produced during the implementation shall be made available to the public in the

Programme official web site, in open format, in order to guarantee a widespread dissemination of the project's outcomes in accordance with the approved AF.

The MA on behalf of the Monitoring Committee reserves the right to use the outputs and results for information and communication actions in respect of the programme. In case there are pre-existing intellectual and industrial property rights which are made available to the project, these are fully respected.

1.5 REVENUES AFTER PROJECT CLOSURE

Any income generated by the intellectual property rights must be managed in compliance with the applicable EU, national and programme rules on-revenues and state aid.

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.

- Availability of documents and open-to-control period are kept for a 5-year period from 31 December of the year in which the last payment by the managing authority to the beneficiary is made (Article 82 of Regulation (EU) No 1060/2021). This time period shall be interrupted either in the case of legal proceedings or by a request of the Commission;
- 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 availability 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 of the final payment made to the beneficiary or after the period of time set out in State aid rules, 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, Organismi di diritto pubblico, Enti privati non profit³, possono richiedere il cofinanziamento nazionale dei costi della quota di loro competenza nei progetti approvati (pari al 20% della spesa totale certificata), inserendo la richiesta formale negli allegati dell'ultimo rendiconto (partner report) nel sistema Jems, dandone notizia al Project JS officer a mezzo email. 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 CIPESS n. 78/2021. Si prega di utilizzare il modello in allegato all'annex 5.1.2.

³ 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 Jems, poichè l'invio dei dati sul finanziamento pubblico alla CE e all'IGRUE, nonché i relativi pagamenti del FdR all'AdG, avvengono sulla base dei dati a sistema.

Programme reference documents

- Subsidy contract
- Partnership agreement
- Programme Manual
- EU Regulation 1060/2021, EU Regulation 1059/2021

- Annex 5.1.1_ FINAL REPORT offline release (cfr. word file)
- Annex 5.1.2_ template for cofinancing request by Italian partners (cfr. word file)
- Annex 5.1.3_ Final report check-list by the JS officer
- Annex 5.1.4_ MA communication of project closure

ANNEX 5.1.1. Project closure/Final Report Template

Project code and Acronym _____

LP name _____

Project story TEXT max 2000 CHARACTERS

- What are the project's overall challenges (regional and sectoral)?
- What was the specific problem addressed and the linked key solution(s) that the project developed and tested?
- Describe how the project developed the solution(s) and why cooperation was important in that process
- To what extent has cooperation been important for achieving the project results? Specify CB added value/enlargement contribution achieved, especially for IPA countries
- What did change in the targeted regions and sectors because of the project solutions?
- How did the project change affect the target groups? Specify target groups typology and numbers reached
- How will the durability of the solutions be ensured?
- Do you still see future possible challenges and opportunities in the field of the content your project was dealing with? Are there something to be transferred or re-use? If yes to who?
- Specify EUSAIR pillar/actions matched and the level of contribution (low-medium-high)
- Which solution(s) has been capitalized and what has produced?

Project's relevant mentions and prizes

Please list any relevant mentions and prizes that you as a project achieved below. Only the name of the prize or mention should be indicated. In case the project did not receive mentions or prizes this section can be left empty. TEXT max 1000 CHARACTERS

Output Summary Tab. (to be filled in and uploaded in Jems- **SHARED FOLDER** section)

It is obligatory to provide evidence of the outputs reported during project implementation on a summary document, for which a template is provided.

The template may be used during project implementation, once the output is reached or it may be used for the Final Project Report, to provide the final evidence of all outputs delivered during project implementation and also giving an outlook of the follow-up activities, which are expected to lead to the expected result.

Final report “CHECK-LIST” (cfr. Jems manual_project reporting section §1.11 to create it)

- 1 **CONTACT PERSONS AFTER CLOSURE:** Indicate contact persons after project closure for each project partner. These individuals must be available for contact in case of audits and evaluations throughout the entire project documents’ retention period. It is advisable to select internal staff with long-term contracts. Data protection applies as set out in the “Terms of service and data protection for the use of the Interreg IPA SOUTH ADRIATIC Joint electronic monitoring system (JEMS)” found on the following link: <https://www.italy-albania-montenegro.eu/programme/south-adriatic-2021-27/south-adriatic-jems> (link to be updated as soon as the new webportal will be online). By doing so, you confirm that the indicated persons have been informed on (i.e. for each LP / PP2, PP3, etc., enter name, surname and e-mail). - TEXT max 1000 CHARACTERS

-
- 2 **ARCHIVING OF DOCUMENTS:** in compliance with Art.82 of Reg. (EU) 2021/1060, the documents must be appropriately kept for a 5-year period starting from the 31st of December of the year in which the last payment by the Managing Authority is made, and in case of State aid for at least 10 years from the date of granting of the last aid (the retention period is interrupted in case of legal proceedings or by EC request). Please indicate the physical location of the supporting documents for each partner. - TEXT max 1000 CHARACTERS

RATIONALE: The objective is to raise awareness and make it sure that partner take up the responsibility on the retention of documents. Per each beneficiary (LP / PP2, PP3, etc.), in the case of physical documents, indicate the detailed archive’s precise address, and in the case of digital documents, indicate the name of the platform and the organization responsible for its maintenance.

-
- 3 **DIGITAL APPLICATIONS:** indicate for each project digital application (if any), the name of the designated organization/office responsible for functional maintenance, hosting services, and renewing web domains for a minimum period of five years. TEXT max 500 CHARACTERS

RATIONALE: For each digital application produced, provide its name, web address, and the name of the organization/office responsible for maintenance and the related contact references.

-
- 4 **INVESTMENTS (THEMATIC EQUIPMENT/WORKS):** Please indicate for each partner the investment’s relevant data. The investments which generated expenditures validated during the project lifetime, if any, may not be changed or relocated and need to be kept for the next five years in compliance with Article 65 of Regulation (EU) 2021/1060. TEXT max 1000 CHARACTERS **Not applicable to small-scale projects (indicate N.A.).**

RATIONALE: Considering possible changes and data provided in AF during the project implementation, indicate for each partner (e.g., LP1, PP2, PP3, etc.) the name of the investment, its main purpose, precise address (the final location must be inside the same NUTS II), and the name of the organization bearing ownership and maintenance responsibilities with related contacts references.

-
- 5 **PROJECT OUTPUTS AND RESULTS:** List the main project outputs (and related results) achieved and their sustainability. TEXT max 1000 CHARACTERS

RATIONALE: fill in a final summary list, specifying per each: title of the output and related result, very short description for not specialized public, in which way the project's outputs/results will be managed after the project closure, link to the Output summary tab, web-address for evidence of its reality.

- 6 **CAPITALIZATION:** Indicate the outputs/deliverables that could be adapted or further developed (or have been during the project) for use by other target groups or in other territories (i.e. transferability and re-use). Specify the concrete actions you have taken to ensure that the relevant groups were made aware of your results/tools and were actually able to re-use them.

RATIONALE: describe capitalization results achieved by your project or expected to be reached in the future. Specify per each relevant one: WHAT/TO WHOM/IN WHICH WAY, in order to get a real benefit from the investment of EU funds.

- 7 **DECOMMITMENT:** Confirmation, that through the FR submission, the legal representative of the LP has been made aware of the decommitment of the budget allocated to the project and not claimed until the Final Report, which may be committed to other projects. Please note that the FR may be accepted only if this is confirmed. - TICK BOX YES

RATIONALE: Even though it is already regulated at programme level and in the subsidy contract, the LP confirms its awareness and its assumption of responsibilities related to the decommitment of not certified amounts.

Template for Output Summary Tab. N.....

Copy and paste following table for each RCO (i.e. repeat for each RCO selected in the AF)

Project ID	<i>Project Code</i>	Acronym	<i>Project acronym</i>
S.O.	<i>Programme Specific Objective e.g. "1.1"</i>	LP	<i>Name of LP</i>
RCO no.	<i>Enter here number of programme Output Indicator selected in the AF, e.g. RCO 84</i>	RCR no.	<i>Enter here number of programme Result Indicator selected in the AF, if any. E.g. "RCR 104"</i>
Output no. in A.F.	<i>Enter here reference to the number in the Application Form work package, current version e.g. "1.1"</i>	A.F. output title	<i>Enter here title used in the application form e.g. "Digital system for monitoring X"</i>
A.F. output target value	<i>Enter here quantity target in the AF e.g. "2"</i>	Achieved output target value	<i>Enter here quantity achieved and to be reported e.g. "1"</i>
Relevant Deliverable/s	<i>Include the deliverable/s number/s and title/s from the AF (D x.x.x Xxxxxx) which directly contributed to the achievement of the output</i>	Project Report no.	<i>Indicate the Project report number within which the output has been fully achieved</i>

Outputs summary description

Add here a short description you may have already used or you may use in the future for general non-specialized public and which may be also used for communication purposes. You may use proof-reading AI tool to correct or improve the style of your text. The outputs library on the website may have the same introductory text.

max 500 CHARACTERS

Outputs detailed description

Add here a detailed description on how the output has been implemented, ie: max 1000 CHARACTERS

- PPs involved and contact references for capitalization purposes;
- number and typology of target achieved and in which way
- where evidence of the reality of the output or connected deliverables is made available (e.g. physical location address, project or organisation's websites link)
- IMPACT: how the project ensures the long-term sustainability and durability of the output/results at cross border level or to support the enlargement process of IPA countries (eg. whether the solutions developed have been adopted into regional or national IPA policies; whether the *Services realized will be managed by a specific organization in the future; whether the strategy/model implemented and tested will deliver benefits to a specific target group and when it is expected, whether the provided skills enforce the governance actions of defined institutions, etc)*
- any potential deviations from the original plan (ie. any overachievement or underachievement)

ANNEX 5.1.2 – Template for the Italian PUBLIC co-financing

ALL'AUTORITÀ DI GESTIONE DEL PROGRAMMA

(Interreg VI-A) IPA Italy Albania Montenegro (South Adriatic).

Regione Puglia

Istanza inviata tramite il sistema Jems, allegata all'ultimo rendiconto (final partner report)

Oggetto: Programma (Interreg VI-A) IPA Italy Albania Montenegro (South Adriatic).

Richiesta di erogazione della quota nazionale di cofinanziamento relativa al progetto N. _____acronimo_____ cofinanziato nell'ambito del programma Decisione (CE) N. C(2022)6940 CCI 2021TC16PCB008

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. 78/2021 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 riportate in Jems*

(3) *L'importo è riferito alla richiesta di cui all'oggetto, pari al 20% 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

- Che il proprio stato giuridico è di

- ☐ ente pubblico o di organismo di diritto pubblico ai sensi della Direttiva 2014/24/EU Article 2 (4) (incluso enti governati dal diritto pubblico⁴)
- ☐ ente privato NO PROFIT
- La quota di co-finanziamento nazionale è stata calcolata in percentuale (20%) sulla spesa certificata dal/dai controllore/i indicato/i all'Autorità di Gestione, come documentato nella relativa sezione del sistema Jems;
- 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 (final partner report) nel sistema elettronico Jems del Programma;
2. il sistema Jems 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) Conto di tesoreria/contabilità speciale obbligatorio per "ENTI soggetti a tesoreria unica"

Luogo e Data

Il rappresentante legale del beneficiario _____
(firma e timbro)

Allegare documento di identità in corso di validità

⁴ Directive 2014/24/EU Article 2 (4) 'bodies governed by public law' means bodies that have all of the following characteristics: (a) they are established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character; (b) they have legal personality; and (c) they are financed, for the most part, by the State, regional or local authorities, or by other bodies governed by public law; or are subject to management supervision by those authorities or bodies; or have an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law

Annex 5.1.3 – 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 Project 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 objectives/results of the project were reached, according to the approved project application form in its last version;			
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 identified target groups;			
Suitable evidence is provided that the project partnership may or intend to capitalise on the project results in the future.			

Annex 5.1.4 – MA communication of project closure

To the Lead Partner of the Project acronym/no.

To Mr./Ms. name of Legal Representative

CC Mr./Ms. name of Contact Person

Email / PEC mail: legal representative email;
contact person email

Subject: Interreg IPA South Adriatic (Italy-Albania-Montenegro) - Communication of project closure – Project acronym/no. _____

Dear Mr./Ms. name of Legal Representative,

In the function of Managing Authority of the Interreg IPA South Adriatic Programme, be informed that with the submission of the Final Report of the above-mentioned project:

- The project implementation is closed, in compliance with the procedure of the programme manual and the Subsidy Contract;
- You have given your explicit consent to programme authorities to contact the listed persons in case of verifications, audits, for evaluation and communication purposes;
- You have given your explicit consent to de-commit the budget allocated to your project and not absorbed or not claimed until the last Project Report, to be committed to other operations;
- In compliance with Art.82 of Reg. (EU) 2021/1060, all documentation related to the audit trail must be stored at the beneficiaries premises for a 5-year period starting from the 31st of December of the year in which the last payment by the Managing Authority is made, and in case of State aid for at least 10 years from the date of granting of the last aid (the retention period is interrupted in case of legal proceedings or by EC request).
- In compliance with Article 65 of Regulation (EU) 2021/1060, the investments which generated expenditures validated during the project lifetime, if any, may not be changed or relocated and need to be kept for the next five years.

Please inform all project partners of the obligations they still bear towards the programme authorities.

.....

Head of the Managing Authority

Interreg IPA South Adriatic