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INTERREG IVA Programme

Guidance Note on Project Completion G18/IIVA

1.0 Introduction

This Guidance Note details the steps to be taken for completing and closing sub projects, project partners and Lead Partner projects. This Guidance Note will be subject to change depending on closure Regulations and procedures advised by the Member States.

1.1 Completion Procedure

When a project is nearing the completion stage, a number of checks must be carried out in advance of the payment of retained funds and marking the project as closed on the Systems 2007 database as follows:

Retention Checklist (Annex 1)

Once the agreed retention percentage as outlined for advance payments and reimbursement of expenditure, has been reached by the project, a Retention Checklist (Annex 1) will be completed by an officer within the FCU Verification Team.

Closure of Sub Projects/Project partners (Annex 2)

In advance of the closure of Lead Partner projects, a Closure Checklist in relation to sub / partner projects must be completed by all Lead Partners (Annex 2).

Once completed, this should be forwarded to the relevant JTS Case Officer. A copy of this should be forwarded to the Managing Authority. It is the responsibility of the Lead Partner to decide the mechanism required to gain the necessary assurances required from partners, which will enable the LP to complete the checklist.

Closure of Lead Partner projects (Annex 3)

To enable the closure of Lead Partner projects, the Closure Checklist (Annex 3) must be completed by the relevant JTS Case Officer. All unresolved issues must be followed up by the Case Officer.

Once completed, the JTS Case Officer must forward a fully completed and signed checklist with accompanying documentation (Financial Statement) to the relevant JTS Programme Officer for sign-off.

Once assurance has been taken that all issues are resolved, the JTS Case Officer should proceed to close the project on the Systems 2007 database. The date of closure should be recorded onto the checklist and a copy should be forwarded to the Managing Authority.

Note: A project must not be closed until all recommendations have been followed up and all irregularities closed.

2.0 Irregularities

2.1 All irregularities, without exception, at the sub project/project partner/Lead Partner level must be resolved and closed and where applicable, claw backs recorded on the Systems 2007 database in advance of closing a project. Where an irregularity has been offset against a payment, the Lead Partner or JTS Case officer (depending on project type) must be fully satisfied that this has taken place.

3.0 Reporting

- 3.1 In line with the requirements of Article 60(c) of Commission Regulation (EU) No: 1083/2006, the Managing Authority must ensure that all financial management, monitoring, verifications, audits and evaluation are collated on the Systems 2007 database. Therefore, a copy of completed and signed checklist, including the date of closure of the Lead Partner project on the database must be forwarded to the Managing Authority on a timely basis to allow sample checks to be carried out.

4.0 Conclusion

- 4.1 The Managing Authority anticipates guidance from the Commission in relation to Programme closure towards the end of the programme and expects to release further guidance in relation to reporting requirements at that stage.

Issued by Managing Authority

December 2011

Annex 1 – Retention Checklist (to be completed by FCU case officer)

1. Overview

Programme PEACE III INTERREG IVA

Project Reference No _____

Project Name _____

Lead Partner _____

Value of LoO _____

LoO End date _____

Did the project receive an advance? Yes No

Are payments recorded to fully offset the advance? Yes No N/A

2. Financial Requirements

2.1 Have all irregularities been resolved (verification and On the Spot)? Yes No

If yes, have all post payment irregularities been offset? Yes No

If no, provide further information

2.2 Does the project generate income? Yes No

If yes, has income be fully offset against previous expenditure claims?
Yes No

3. Audit / Compliance

Date (s) of On the Spot Check(s)

Have all recommendations been satisfactorily resolved?

Yes No

Have all post-payment irregularities raised during spot checks been resolved?

Yes No

Is the Lead Partner satisfied that all expenditure has been examined and approved?

Yes No

Has the project received an Article 62 check by the Audit Authority?

Yes No

If answered yes, please specify date of Article 62

Have any other audits been carried out on the project and/or organisation during the life of the project?

Yes No

If yes, please specify _____

Has the project fulfilled all publicity requirements

In line with Articles 1-8 of Commission Regulation (EC) No: 1820/2006 Yes No

4. Monitoring

4.1 Has a Post Project Evaluation been commissioned?

Yes No

If yes, provide appointment details

If no, provide information on expected timeframe for commissioning

Signed: _____ Date: _____

Position: _____

Approved _____ Date: _____

Position: _____

Annex 2 Checklist for Closure of sub projects/project partners (to be completed by the Lead Partner)

Programme PEACE III INTERREG IVA

Programme Theme _____

Name of Lead Partner _____

Number of sub / partner projects _____

In relation to sub projects / partner projects, please confirm that the following actions have taken place;

Actions	Yes	No
All advances have been fully offset		
All payments have been made to projects		
All irregularities have been dealt with and closed (including offset for post-payment)		
All monitoring obligations have been met (including full update of database)		
A mechanism has been put in place in relation to document retention of sub / partner project information.		
Post project evaluations are ongoing or completed for all sub / partner projects		
All sub / partner projects are closed on Systems 2007		

To be signed by Lead Partner

_____ signed _____ date

Annex 3 Checklist for closure of Lead Partner projects (to be completed by JTS Case Officer)

1. Overview

Programme PEACE III INTERREG IVA

Programme Theme _____

Project Reference No _____

Project Name _____

Lead Partner _____

Value of LoO _____

Addendum to LoO Details (where applicable) _____

LoO End date _____

2. Reconciliation of Payments and Expenditure - Completed by _____ (insert name)

Total payments made to project

Total expenditure vouched

Is the Financial Statement attached? Yes No

Did the project receive an advance? Yes No

Are payments recorded to fully offset the advance? Yes No N/A

Do payments equal expenditure on the Financial Statement (FS)? Yes No

If no, please explain _____

Where applicable state amount of grant de-committed at project end

Is EU and matching funding split on the FS correct (in line with LoO) Yes No

State number of irregularities (pre & post payment) raised for the project

Have all outstanding irregularities been resolved & closed? Yes No

If yes, have all claw backs been inputted onto Systems 2007? Yes No

(Note: Projects must not be closed on Systems 2007 with 'open' or unresolved irregularities)

3. Audit / Compliance – Completed by _____ (insert name)

Date (s) of On the Spot Check(s) _____

Have all recommendations been satisfactorily resolved? Yes No

Have all post-payment irregularities raised during spot checks been resolved? Yes No

Is the JTS case officer satisfied that all expenditure has been examined and approved? Yes No

Has the project received an Article 62 check by the Audit Authority? Yes No

If answered yes, please specify date of Article 62

Have any other audits been carried out on the project and/or organisation during the life of the project? Yes No

If yes, please specify _____

Has the project fulfilled all publicity requirements
In line with Articles 1-8 of Commission Regulation (EC) No: 1820/2006 Yes No

4. Monitoring & Evaluation – Completed by _____ (Insert name)

Are monitoring indicators set up on Systems 2007? Yes No

If yes, have they been updated? Yes No

Have progress reports been submitted throughout the life of the project? Yes No

Has the projects achieved its targets as outlined by their LoO? Yes No

If no, please explain _____

Has the project conducted a Post Project Evaluation? Yes No

Have any other evaluations been carried out (at project or organisation level)? Yes No

If yes, please specify _____

5. Document Retention – Completed By _____ (Insert Name)

5.1 What mechanism has been put in place to manage the Programme's document retention requirement?

5.2 Where will the documentation be stored for all project participants (lead partner, project partner, small grants)?

5.3 Who will be project contact point post closure?

Name _____

Position _____

Telephone Number _____

Email address _____

To be completed by JTS Programme Manager

The JTS is content for the project to be closed

_____ signed _____ date

To be completed by the JTS Case Officer

Date project closed on Systems 2007 _____

_____ signed _____ date

(Send signed copy to Managing Authority)