MANAGING AUTHORITY
OF EUROPEAN TERRITORIAL
COOPERATION PROGRAMMES

ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ ΔΙΑΧΕΙΡΙΣΗΣ
ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ
ΤΟΥ ΣΤΟΧΟΥ «ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ»

European Union

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Balkan-Mediterranean Programme Launching Event - Info Day on 1st Call for Project Proposals

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Contracting, monitoring, control, reimbursement and financial flows

Contracting of an approved project

Normal contracting procedure

Contracting projects approved with conditions

Subsidy Contract [MA-LP]

Partnership Agreement [LP-PPs]

Project Implementation

		XX.XX.XXXX	IMPLEMENTATION PERIOD OF AN APPROVED PROJECT = 24 MONTHS	XX.XX.XXXX			
Eligible costs from 01.01.2014	project preparation costs	official starting date of the project	project implementation costs	official ending date of the project	project closure costs	FLCer verification	Final Project Report
01.01.2014	PERIOD OF ELIGIBILITY OF EXPENDITURE OF AN APPROVED PROJECT				min 27 MONTHS (min 24 MONTHS + 3 MONTHS)	min 30 MONTHS (min 27 MONTHS + 3 MONTHS)	min 32 MONTHS (min 30 MONTHS + 2 MONTHS)
01.01.2014	PERIOD OF ELIGIBILITY OF EXPENDITURE OF THE BalkanMed Programme						.... 31.12.2023

Monitoring, Control and Reimbursement

Project reporting	Validation of expenditure (expenditure verification)	Reimbursement

• Reporting activity - **per 6-months**
• *Partner Progress Report [PP→LP]*
• **Project Progress Report [LP→JS]**
  • **Interim Project Reporting**
  • **Final Project Reporting**
	• The different control levels [FLC, AA, EC…]
	• Procedure for expenditure verification
		• Programme reimbursement system

Interim project reporting

Timeline of project reporting				
	Implementation Period			
Procedure	**Step 1:** Transmission of a *Partner Progress Report* of PPs to LP ensuring that part of the reported activities and expenditure are independently verified by FLC in compliance with the country specific requirements. ***NB:** The reporting period of a project is **on a six-month basis** after the start date of the project implementation period.* **Step 2:** Elaboration and submission of the Project Progress Report (PPR) to MA/JS by the LP **within fifteen (15) days** after the submission of the *Partner Progress Report* by PPs. **Step 3:** Verification by the MA/JS of the submitted PPR and approval **within twenty (20) days** after the submission of the PPR.			
Total duration	**twenty-four (24) months**			
Activity/ Deliverable	**1st PRP**	**2nd PRP**	**3rd PRP**	**4th PRP- last**
Reporting period	**1st semester**	**2nd semester**	**3rd semester**	**4th semester**
Deadline among PPs	**fifteen (15) days**	**fifteen (15) days**	**fifteen (15) days**	**fifteen (15) days**
Reporting of eligible costs	reporting of all implementation related costs incurred, verified and paid out in the first reporting period, as well as all preparation costs as declared in the approved Application Form	reporting of all implementation related costs incurred, verified and paid out in the second reporting period	reporting of all implementation related costs incurred, verified and paid out in the third reporting period	reporting of all implementation related costs incurred, verified and paid out in the fourth reporting period
Reporting of activities	YES	YES	YES	YES - last **by the end date of the project all activities are completed**

Expenditure verification procedure

Steps of expenditure verification procedure			
	Steps	**Brief Information**	**Duration**
1	**Application for Validation of Expenditure (AVE)**	Submitted **by every partner** to the respective competent body (according to the national FLC system - FLCS).	**Within three (3) months** after the submission of the AVE
2	Nomination of the first level controller (FLC) (if applicable)	The nomination is carried out according to the national FLC system - FLCS.	
3	Verifications of the AVE	Carried out by the FLC covering administrative, financial, technical and physical aspects of projects.	
4	Declaration on Validation of Expenditure (DVE) including:	Declaration - The FLC declares in details that all the necessary verifications have been done, and declares, among other things, the amounts of expenditure reported and checked and the eligible expenditure.	
		Annex A -The FLC reports in details on the method of verification and on the findings of the desk-based checks and the findings of on-the-spot checks (if in case).	
		Annex B -The submitted Applications for Validation of Expenditure to which the DVE refers to.	
		Annex C -Control Check list(s) filled by FLC.	
5	**Submission of DVEs**	Submitted **by every FLCer to the PP, MA** and, if required according to the national FLC system, to the respective National Authority.	

Reimbursement procedure

Steps of reimbursement procedure			
	Steps	**Brief Information**	**Duration**
1	**DVEs check**	Check of the submitted DVE and insertion of data in MIS is carried out **by the MA/JS**.	**Within fifteen (15) days** after receiving each DVE by each FLC.
2	**Payment Claim**	Issued **by the MA to the Certifying Authority** (CA) for making reimbursements to LP.	**At least three (3) times per year** depending on the accrued amount.
3	**The LP receives the ERDF and IPA funds**	**CA** on the basis of the Payment Claim reimburses the refundable expenditures to the LP.	**Within three (3) months** after the submission of the Payment Claim by the MA.
4	**Transfer to the rest of the Project partners (PP) the ERDF and IPA funds**	**By the LP to every PP** according to the share ***reported and verified*** expenditure. National co-financing (where applicable) will be reimbursed to Project Partners according to the national co-financing systems.	**Within fifteen (15) days** of receiving the reimbursed from the CA amounts by LP.

Project closure

Final Progress Report

- Reporting activity
- Final Progress Report

Final considerations for project closure

- Costs for project closure
- Revenues after project closure (if applicable)
- Control after project closure

Durability and ownership of the project outputs

- The produced outputs of the project cannot be transferred or be substantially modified ***within five years of the final payment to the beneficiary*** *(Art.71, CPR)*.

Storage of project documents and accounting records

- All accounting and supporting documents must be available and accessible ***until three (3) years from 31 December following the submission of the accounts in which the expenditure of the operation is included*** *(Art. 140, CPR)*, unless stricter rules da

Final project reporting

Timeline of final project reporting			
	Closure Period		
Procedure	**Step 1:** Transmission of a *Partner Progress Report* of PPs to LP ensuring that part of the reported activities and expenditure are independently verified by FLC in compliance with the country specific requirements. ***NB:*** *The final reporting period of a project is preferably concluded* ***not later than eight (8) months*** *from the end date of the project.* ***FPR is dependent on (a)*** *the payment of all implementation-related costs incurred in the last reporting period as well as all costs related to the elaboration and submission of the Final Progress Report and to the project administrative closure activities (first level control, staff costs, etc.) and* ***(b)*** *the verification of all pre-mentioned expenditure by FLC.* **Step 2:** Elaboration and submission of the Final Project Report (FPR) to MA/JS by the LP **within fifteen (15) days** after the submission of the *Partner Progress Report* by PPs. **Step 3:** Verification by the MA/JS of the submitted PPR and approval **within forty-five (45) days** after the submission of the FPR.		
Total duration	**eight (8) months**		
Activity/ Deliverable	**Final payments**	**Final verifications**	**FPR**
Reporting period	**three (3) months from the end date**	**three (3) months from the final payments**	**two (2) months from the final verifications**
Deadline among PPs			**fifteen (15) days**
Reporting of eligible costs	payment of all implementation-related costs incurred in the last reporting period as well as all costs related to the elaboration and submission of the Final Progress Report and to the project administrative closure activities (first level control and staff costs)	FLC - verification of expenditure of all implementation-related costs incurred in the last reporting period as well as all costs related to the elaboration and submission of the Final Progress Report and to the project administrative closure activities (first level control and staff costs)	reporting of all implementation-related costs incurred, verified and paid out in the fourth (last) reporting period as well as all costs related to the elaboration and submission of the Final Progress Report and to the project administrative closure activities (first level control and staff costs)
Reporting of activities			giving a qualitative summary of the project as a whole and detailing all project activities as a whole, achievement of outputs and results, deliverables produced.

Retention of project documents

Nr	Document	Lead Partner	Project Partner
1	Approved Application Form	Copy (of original signed by LP)	Copy (of original signed by LP)
2	Partnership Agreement (and its amendments)	original	original
3	Subsidy Contract (and its amendments)	original	copy
4	Project Progress Reports	copy	Not relevant
5	Declarations on validation of expenditure	copy	Original
6	Each invoice and accounting document of probative value related to project expenditure (originals to be retained at the premises of the project partner concerned)	Only LPs invoices	Only PPs invoices
7	All supporting documents related to project expenditure (e.g. payslips, bank statements, public procurement, documents etc) to be retained at the premises of the project partner concerned	Only the supporting documents of the LP	Only the supporting documents of the PP
8	If relevant, documentation related to on the spot checks of the Controllers (to be retained at the premises of the project partner concerned	Only LPs on the spot check documentation	Only PPs on the spot check documentation
9	If relevant, documentation of monitoring visits of the MA/JS	original	Copy
10	If relevant, audit reports	All audit reports, LP audit report in original, all other reports in copy	PPs audit report in original
11	Final Progress Report	copy	Not relevant

Thank you for your interest!

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