

**Interreg
Europe**



European Union | European Regional Development Fund

Webinar on project closure

17 November 2020 | Interreg Europe



Webinar agenda

10:00 Introduction

Alexia Bellemin

Joint Secretariat, Finance Officer

10:05 How to deal with the closure of your project

Aleksandra Niechajowicz

Joint Secretariat, Coordinator – Project Finances

10:20 Project testimony

Ignacio Rada (IkerConsulting)

University of Bremen, Germany, P2L2 project

10:30 Q&A

10:45 End of the webinar

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Project closure

Aleksandra Niechajowicz

Coordinator– Project Finances | Interreg
Europe Secretariat

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All costs paid & activities finalised by project's end date

Dedicate the **last three months** of the project to the **administrative closure** of the project!

- Submission date of last report = project end date = end date of eligibility of costs
- Avoid organising content-related activities close to the project end
- All payments claimed in the last PR have been debited from the bank account
- No advance payments (first level control!)





All costs paid & activities finalised by project's end date

Be prepared & **plan the resources** needed with the partnership

- Go through the closure guidelines with the partnership
- Define early deadlines to ensure a timely submission of the last report (due by the project end date!)
- Closely monitor the progress made by the partners to avoid severe delays





On-the-spot checks

In the context of Interreg Europe, they are useful to check in more depth:

- the proper functioning of internal processes (ordering, accounting, payment)
- the existence & delivery of goods and services (meetings with staff, publications, equipment)



Comply with the on-the-spot check requirement

A project can be **closed only** if the FLC has carried out the **on-the-spot check once** in the project life time.

- Check if any of your partners have not yet had their on-the-spot (see section 3.2.6 of your penultimate PR)
- If not, get in touch with your partner(s) to have one arranged



In some countries, these checks may also be done on a sample basis under certain conditions (check 'In my country' section of our website).

Comply with the on-the-spot check requirement



In case of difficulties due to the COVID-19 pandemic, **get in touch** with your FLC approbation body or centralised first level control body.



Last opportunity to report costs



Make sure that **all expenditure** linked to the project has been **certified and included** in a progress report for **all your partners!**

Archiving obligations



Reg (EU) No 1303/2013 - Article 140: each partner organisation is required to archive documents related to the project's implementation for a **minimum period**

= 2 years after 31 December following the submission to the EC of the programme's annual accounts where the last project's progress report is included



How to archive? For how long?



How?

- Supporting documents have to be kept either in originals or certified true copies or in electronic versions.

How long?

- Information on the concrete period communicated via email as soon as we know it



Possibly longer archiving periods (e.g. national laws) have to be taken into account!



Keep your website updated

Consider publishing a news article summarising any policy changes achieved by your partners.

Focus on what specifically changed in your policies and your partner regions thanks to the project.

Highlight which ideas and good practices from your partners inspired the changes.

To sum up...



1. All activities finalised and costs paid by project end date
2. All partners comply with the on-the-spot check requirement
3. All expenditure linked to the project has been certified by a FLC and included in a PR
4. All project documents are archived by all partners
5. Keep updating your website with any results

Project testimony

Ignacio Rada

IkerConsulting | University of Bremen,
Germany

**Time for
questions**



What should I take away from today?



1. Finalise and pay all activities
2. Do all on-the-spot checks
3. Certify and report all expenditure
4. Archive all project documents
5. Update your website



Upcoming events

What

When

Communicating project results – online

26 November

30 stories event – online

10 December

Remember to vote!



Useful links

Programme manual

“Project closure” (Section 6.4)

<https://www.interregeurope.eu/about-us/programme-manual/>

Programme website

www.interregeurope.eu



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Thank you!

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