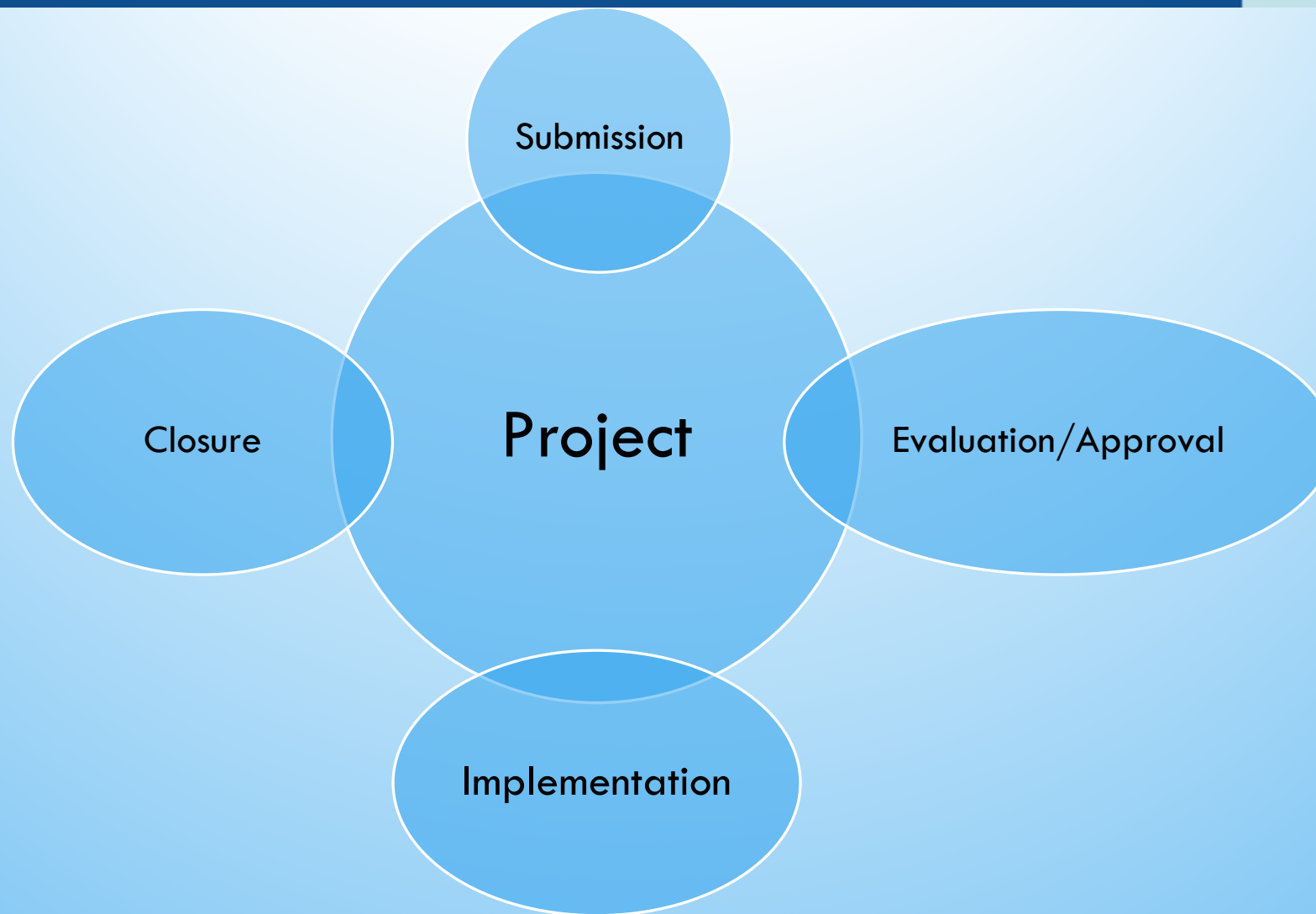




Project Closure Manual

Bari, 12th July 2023



Closure

At the end of the project implementation, several obligations arising from the Programme, the EU and the national legislation still apply.

The project closure procedures are being implemented by the Lead Beneficiary on the MIS.



Main Closure Procedures:

Through MIS

- Final Progress Report
- Final Application Form
- Final Project Report (attached to the AF)

**Examination
by JS**

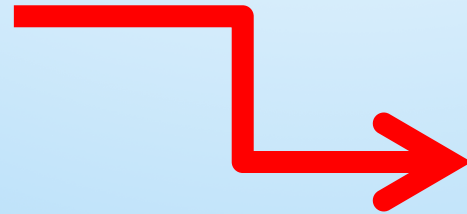
- Completion Decision

It should:

- Provide an overview of the project's **activities and achievements**.
- Define the impact on **Target groups** and the **added value** of the project
- Declare the **indicators achievement**
- highlight how **cross-border cooperation** has contributed to attain the expected results
- Include a detailed description of the measures foreseen in order to ensure their **durability**.
- Provide an overview of **Communication and Publicity** activities that have been implemented
- Contain **financial information** of all verified and/or certified expenditures,

It should:

- Provide an overview of the project's **activities** and **achievements**.



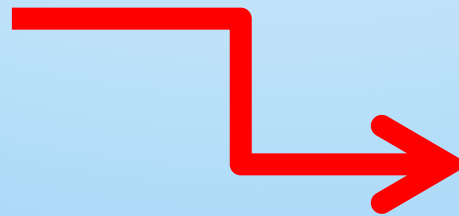
1. Final Executive Summary (Max 500 words)

- *Projects must provide a summary of the main project activities, achievements, added value and overall impact on the target groups. This text should be able to stand alone and must be suitable for publication.*

FINAL PROJECT
REPORT

It should:

- Define the impact on Target groups and the added value of the project
- Declare the indicators achievement
- highlight how cross-border cooperation has contributed to attain the expected results



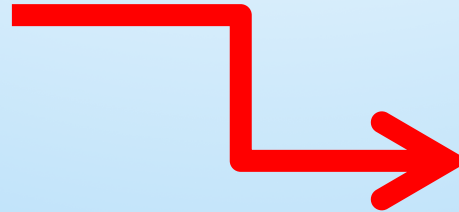
2.Impact on Target Groups, Added Value, indicator achievement and cross border cooperation (Max 300 words)

Definition of the target groups and location of project activities. Description of the benefits and influence of the project as well as the added value created by the cross-border profile of the project. In this part a more extent elaboration of the added value of the project is requested compared to the information required in the final Application Form. Elaboration on the level of achievement of the indicator(s) of the project. ATTENTION:

- *The LB must indicate that the project has adhered to accessibility requirements following project description.*
- *Provide update if the status on generating revenues has been changed for the LB/PBs after the evaluation stage.*

It should:

- Include a detailed description of the measures foreseen in order to ensure their durability.

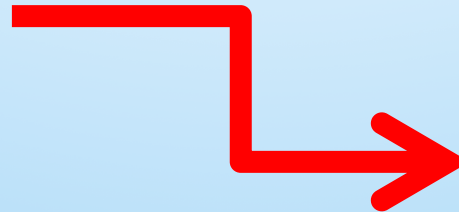


3. Sustainability of results and follow-ups (Max 400 words)

- *Outline on the sustainability of project results on an operational and financial level after the end of the financing period as well as the potential for their transferability and long-lasting effects*
- *Description of the measures implemented for ensuring the sustainability of the project results on a medium/long term basis and possible actions (follow-up) after the project closure.*
- *Definition of possible capitalisation activities*
- *Description of further potential cooperation of the partnership in relation to the project's activities*

It should:

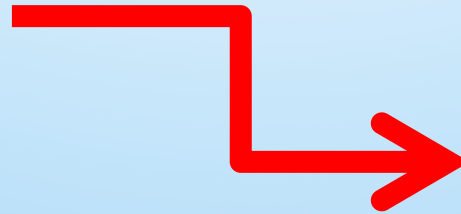
- Provide an overview of Communication and Publicity activities that have been implemented



4. Publicity and Visibility of the project (Max 300 words)

- Description of the actual communication strategy followed and summary of measures taken with regard to project results
- Indication of the main dissemination products (website, equipment, etc) and means of dissemination during the lifecycle of the project (conferences, press releases etc).
- Provision of information on additional measures planned after the end of the project.
- Description of the impact of the communication strategy to the project's sustainability of the results

- Problems/Challenges faced and proposals,

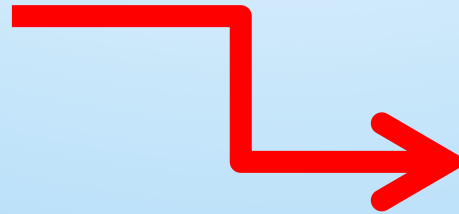


5. Problems/Challenges faced and proposals (Max 300 words)

- *Main issues and challenges encountered during the implementation of the project (management, financial, operational, communication, etc)*
- *Description of resolution measures and processes followed*
- *Contribution of the Programme bodies to problem mitigation (Managing Authority, Joint Secretariat, National Authority, etc)*
- *Proposed improvements, suggestions, recommendations for the next Programming period*

FINAL PROJECT
REPORT

- Brief description of the controls performed (On the spot visits by the JS/MA, First Level Controls, Second Level Controls, etc)



6. Control and Audit procedures performed during the project's implementation (Max 300 words)

- *Brief description of the controls performed (On the spot visits by the JS/MA, First Level Controls, Second Level Controls, etc)*
- *Suggestions and recommendations by the competent bodies*
- *Compliance by the beneficiaries*

FINAL PROJECT
REPORT

7. Resources Committed

The following table provides an overview of the resources actually approved for the project with the Subsidy Contract for each partner and the resources actually committed and verified. This table must be in line with the information provided in Annex A (Final Application Form) of the Final Project Report.

Table 1: Financial overview of the project

PB Nr	PB Institution	COUNTRY	APPROVED BUDGET	VERIFIED BUDGET	DIFFERENCE	CERTIFIED EXPENSES AFTER CORRECTIONS
LB (P1)	Regional development fund of Region of Western Greece	GREECE	281,578.79 €	238,679.04 €	-42,899.75 €	238,010.68 €
BP 2	Computer Technology Institute & press "DIOPHANTUS"	GREECE	143,300.25 €	124,808.55 €	-18,491.70 €	124,808.55 €
BP 3	INNOVA PUGLIA SPA	ITALY	201,420.40 €	169,341.90 €	-32,078.50 €	169,341.90 €
BP 4	PUGLIA REGION - Competitiveness and research of the productive systems Unit	ITALY	95,908.70 €	89,617.61 €	-6,291.09 €	89,617.61 €
Total			722,208.14 €	622,447.10 €	-99,761.04 €	621,778.74 €

Important Information

At the *Final Project Report*, the **Lead Beneficiary must describe how the deliverables will be used after the end of the project:**

- ❖ When maintenance and operation is needed (infrastructures):

The Lead Beneficiary must indicate the existence of relevant entities/operational structures or to predict the needed actions, within a specific timeline, to ensure its maintenance and operation

- ❖ When no operation is foreseen:

The Lead Beneficiary must describe the way the results will be used

ATTACHED LIST OF DELIVERABLES

Along with the main documents described above, the LB submits at minimum a comprehensive list of all deliverables per beneficiary, which has to be acknowledged by the JS. Core deliverables have to be available at any time, therefore they must be stored electronically (drive folder with open access and/or otherwise i.e. on the project website) and attached (copy the drive link) in the relevant field of the AF (**Beneficiary comments**)



Project Final Report – Annex B				
Deliverable	Partners with Budget	Responsible Partner	Implementation State	Publicity materials (stored electronically in Folder reference)
D.				

Steps during the project closure period

Activity/ Deliverable	Final payments	Final verifications	Final Project Report
Reporting period	Preferably up to six (6) months <u>from the end date of the project</u> and obligatorily by the 31/12/2023		Up to two (2) months from the date of the final verification(s)
Reporting of eligible costs	<p>Payment of costs (including costs related to the elaboration and submission of the Final Project Report and to the project administrative closure activities and the final verification fee).</p> <p>All core activities expenses should be invoiced before the end date of the project. Closure activities expenses, including the final verification fee can in any way be invoiced after the end date of the project.</p>	Verification of all expenditure. Strongly recommended by 31.12.2023	Reporting of all expenditure incurred paid out and verified.
Reporting of activities			Giving a qualitative summary of the project as a whole and detailing all project activities, achievement of outputs and results, deliverables produced. The financial data of the Final Project Report should also include the final verification fee.

SPECIFICATIONS REGARDING THE ELIGIBILITY OF EXPENDITURES

- All expenditures related to the project implementation must be invoiced before the end date of the project. Expenditures related to the closure procedures are possible to be invoiced after the end date of the project.
- All expenditures must be paid out until 31/12/2023 the latest, to be eligible within the framework of the Programme.
- The bank charges for the transfer of the final EU contribution reimbursement will not be eligible.
- Non-conformity with the Call for Proposals thresholds at project closure may be accepted
- In all of the above cases, the LB will have the obligation to incorporate the respective information into the Final Project Report, and Final AF (AF for project completion), while no modification of the Partnership Agreement and the Subsidy Contract is required.

- Expenditure incurred by a PB after the submission of the Final AF by the LB to the MA/JS, is ineligible;
- Before the issuance of the Completion Decision, Greek Beneficiaries should have completed all necessary administrative steps in order to balance the payments of the Public Investment Programme with the certified amounts of their expenditure.
- For FLC purposes minor changes between the budget categories might take place at the end of the projects. The beneficiary should have the agreement of the Managing Authority for that changes which should be made before the finalization of the Final Project Report of the project.
- If, no later than the closure of the Programme, the project is identified as revenue-generating, the MA is entitled to ask for a refund to the Programme in proportion to the public contribution granted.
- Should a cost benefit analysis is required, this will be made before the closure of the project and at the PB's expense unless otherwise indicated in their respective budget

Amounts to be returned in view of the Project's closure

- a) eventual generation of income (due to interest-bearing bank account) and
- b) financial correction and recovery of the unduly or illegally paid amount

CONTROL AFTER PROJECT CLOSURE

The open to control period lasts three years and starts on 31st December of the year in which the beneficiary verified the last expenditure.

For example, if a beneficiary verifies his last expenses next December, the 3-year open to control period starts on 31/12/2023.

*Grazie per
l'attenzione!!*

*Yiorgos Simos
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