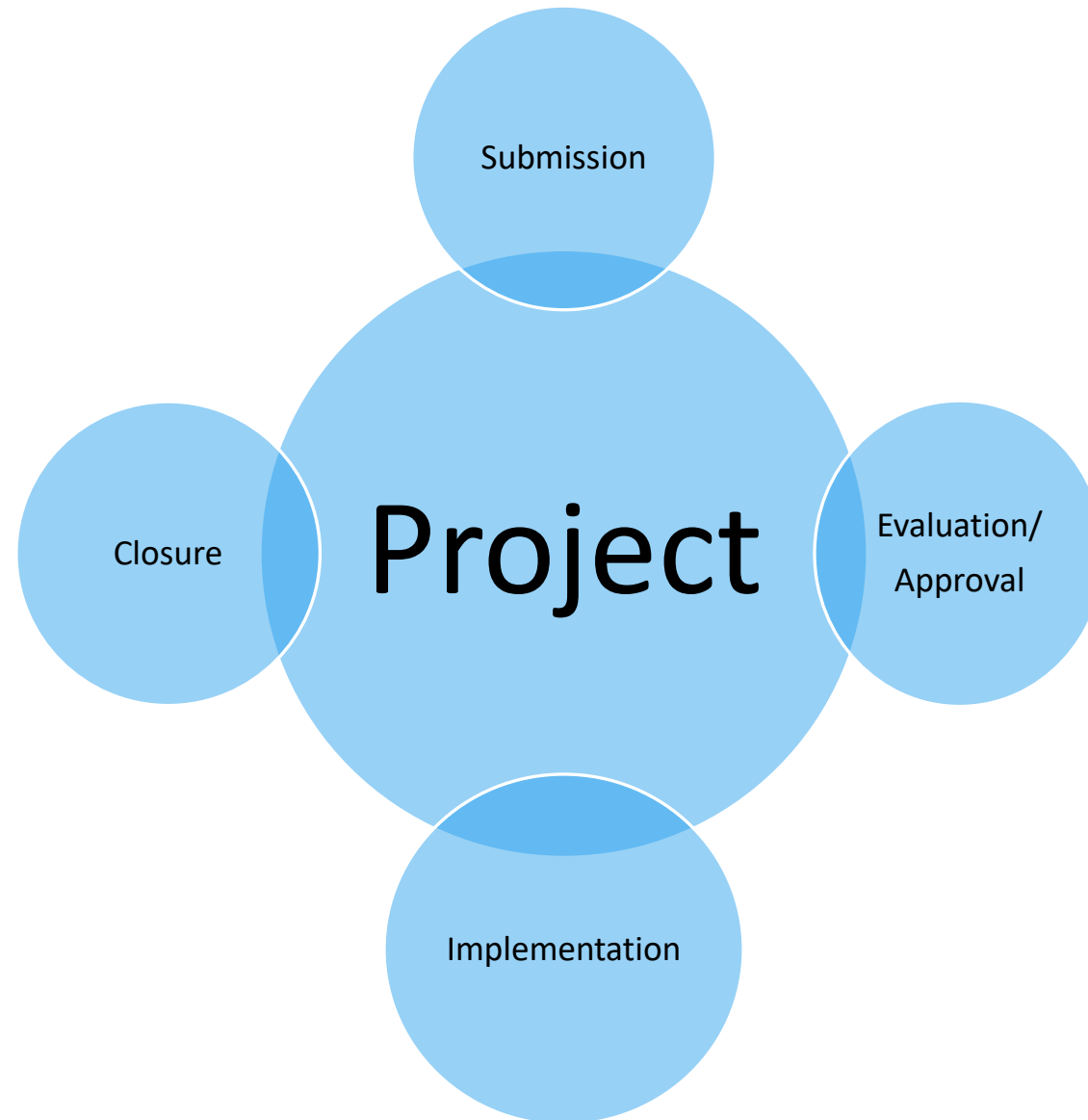


## Closure of 2014-2020 projects

## Presentation of the Closure Manual



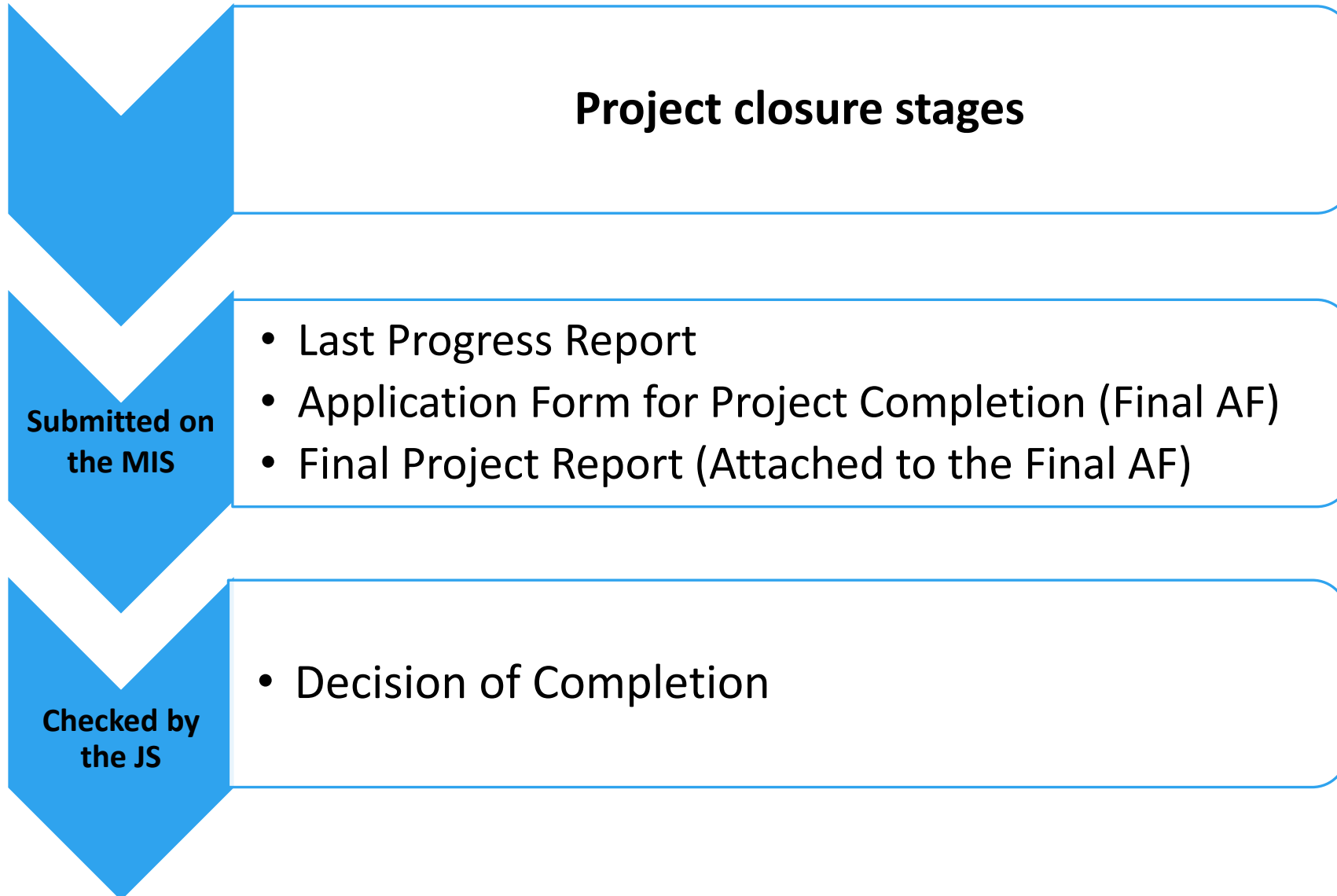


Closure

At the end of project implementation, there are still pending obligations deriving from

- the Programme;
- the European Union; and
- the national legislation(s)

The closing procedures are carried out by the Lead Beneficiary through the MIS



# Last Progress Report: General

The Last Progress Report is the Progress Report that includes the end date of the project (in total) related to the physical object in terms of the respective semester.

For example, if the end date of the project is 10/07/2022, the last progress report is the 2<sup>nd</sup> semiannual report of 2021.

➔ A. General Data

Project Title:	Technical Assistance of IPA CBC Greece - Republic of North Macedonia Programme 2014-2020	TAGRRNM	
Operational Programm:	24	INTERREG IPA CBC Greece – Republic of North Macedonia 2014-2020	AF of reference: 99846
Beneficiary:	1100104	MANAGING AUTHORITY OF EUROPEAN TERRITORIAL COOPERATION PROGRAMMES	
Reporting Semester:	<input checked="" type="radio"/> A <input type="radio"/> B	Reporting Period Start:	01-01-2021
Is the Project completed?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date of project completion:	30-05-2021
Date of signature of Subsidy Contract:	11-11-2014		
Bulletin Author Information:			
Name-Surname:	Ioanna Kalaitzoglou		
Address:	Gerorgikhs scholis 65		
Telephone:	2310467696		
Fax:			
Email:	ikalaitzoglou@mou.gr		

Select **[Yes]** in the question "Is the Project complete?" and then enter the date of the project closure.

# Last Progress Report: Indicators

Complete the final achievement of indicators in accordance with the Indicators' Fiches. In the column **[actions]** and in the field "**Explanation of discrepancies**" enter a justification for the indicator achievement or the reason behind potential deviation by it. Depending on the justification, you may be asked to send additional info to the JS

The screenshot shows the 'Δελτίο Προόδου - Επισκόπηση' (Progress Report - Overview) for a project with ID 148467. The table below displays the indicators and their current status.

Κωδ. Δείκτη	Περιγραφή Δείκτη	Μονάδα Μέτρησης	Είδος Δείκτη	Επίτευξη			Συνολική επίτευξη, συσχετισμένη με την τρέχουσα περίοδο	Τμή Στόχος	Ενέργειες
				Σύνολο	Άνδρες	Γυναίκες			
CO32	Ενεργειακή απόδοση: Μείωση της ετήσιας κατανάλωσης πρωτογενούς ενέργειας των δημοσίων κτιρίων	Κιλοβατώρες κατέτος	Εκρών				0.00	444.816.72	OK
O0308	Πλήθος δημοσίων κτιρίων που υποστηρίζονται για την ενεργειακή αναβάθμιση τους	Αριθμός	Εκρών				2.00	2.00	OK
R0303	Μεταβολή στην εξοικονόμηση ενέργειας	Κιλοβατώρες κατέτος	Αποτελέσματος				0.00	630.64	OK

Εμφανίζονται 1 έως 3 από 3 εγγραφές

Γ. ΕΠΑΛΗΘΕΥΣΗ ΤΗΣ ΠΡΟΟΔΟΥ ΕΠΙΤΕΥΞΗΣ ΔΕΙΚΤΩΝ ΠΡΑΞΗΣ ΑΠΟ ΔΑ/ΚΓ

Επιβεβαίωση τιμής δακτών:  Ναι  Όχι

Σχόλια / Παρατηρήσεις:

Παρόντα στοιχεία: Γ. Περιλήψη Αναφοράς Προόδου, Α. Χρηματοοικονομικά Στοιχεία, Ε. Δημοσιότητα, Συνημμένα (1), Ιστορικό μεταβολών

# Last Progress Report: Progress Activity Report

Enter the description of the activities which have been completed during this semester in order for the JS/ MA or the audit authorities to be updated about potential pending activities which have not been implemented

← C. Progress activity report

**Summary of the project's achievements so far:**

The 1st meeting of the project partners took place on 9/13/2019 in Xanthi. The meeting was attended by representatives of all partners from both countries. Issues related to the implementation on all of them, with the result that some of them were forwarded to the management authority. Particular problems arose with PB2 regarding the healing properties of the mineral source. The future.

**Summary of the project's achievements during this reporting period:**

No project activities were implemented.

**Analytical description of the implemented actions, outputs and results during this reporting period:**

There are no implemented actions, outputs and results during this reporting period

**Next steps to be taken for project's implementation:**

It is necessary to proceed to budget modification and re-allocation of activities and deliverables to other partners asap.

**Problems encountered and proposed solutions:**

**Changes in the Implementation:**

# Last Progress Report: Financial Report

The approved budget is automatically entered based on the approved AF. The LB, should fill in the columns "**Contracted Budget**" and "**Reporting Period Payments**".

D. Financial Report					
Show 10 entries					
Beneficiary No	Beneficiary	Work Package / Deliverable	Approved Budget	Contracted Budget	Reporting period Payments
1	40137046 - MUNICIPALITY OF MIKIS	1.1 Project Management & Coordination   1.3.2 Project plan, 1.3.4 Partner meetings, 1.4.2 Project Plan, 1.4.4 Partner meetings, Παραδοτέα 1.1, Παραδοτέα 1.5, Παραδοτέα 1.6	30.005,97	0,00	
1	40137046 - MUNICIPALITY OF MIKIS	2.2 Communication & Dissemination   Παραδοτέο 2.1, Παραδοτέο 2.2, Παραδοτέο 2.3, Παραδοτέο 2.4	12.309,65	0,00	
1	40137046 - MUNICIPALITY OF MIKIS	3.3 Understanding the Market - Supporting Actions & Market Analysis   Παραδοτέο 3.1, Παραδοτέο 3.4	25.241,85		
1	40137046 - MUNICIPALITY OF MIKIS	4.4 Mineral Paths Product Maturing Activities - Capacity building and harmonization of Partnerships Mineral Springs   Παραδοτέο 4.1, Παραδοτέο 4.3	210.483,84		
1	40137046 - MUNICIPALITY OF MIKIS	5.5 Mineral Paths - THE PRODUCT   Παραδοτέο 5.1, Παραδοτέο 5.2, Παραδοτέο 5.4	14.935,46		
2	40402084 - PUBLIC BENEFIT ORGANISATION OF THE CITY OF KAVALA	1.1 Project Management & Coordination   Παραδοτέα 1.2, Παραδοτέα 1.4	17.183,72		
2	40402084 - PUBLIC BENEFIT ORGANISATION OF THE CITY OF KAVALA	2.2 Communication & Dissemination   Παραδοτέο 2.1, Παραδοτέο 2.2, Παραδοτέο 2.6	25.364,48		
2	40402084 - PUBLIC BENEFIT ORGANISATION OF THE CITY OF KAVALA	3.3 Understanding the Market - Supporting Actions & Market Analysis   Παραδοτέο 3.2, Παραδοτέο 3.4	20.709,65		
2	40402084 - PUBLIC BENEFIT ORGANISATION OF THE CITY OF KAVALA	4.4 Mineral Paths Product Maturing Activities - Capacity building and harmonization of Partnerships Mineral Springs   Παραδοτέο 4.2, Παραδοτέο 4.4	93.387,04		
2	40402084 - PUBLIC BENEFIT ORGANISATION OF THE CITY OF KAVALA	5.5 Mineral Paths - THE PRODUCT   Παραδοτέο 5.1, Παραδοτέο 5.2, Παραδοτέο 5.4	36.128,99		
Total			1.103.436,65	0,00	0,00

**Important:** This report includes all paid-out costs up to the last date of the **specific** report. These costs may differ from the final paid-out amounts of the project, as it is possible that the total sum of the verified costs is not included in this report.



# Application Form for Project Completion

The Final Application Form is automatically created by the MIS, as all previous versions of the AF. The financial data is updated in accordance to the total sum of the verified expenditures (Section D - Budget).

## Conditions for submission

- The last Progress Report is approved by the JS;
- The total amount of the verified expenditures of all the project beneficiaries is at least in the status "APPROVED";
- There are no pending reports by the FLC or 2<sup>nd</sup> LC, for the whole partnership;
- there are no "open recommendations".

# Application Form for Project Completion

Section D «Budget»: The correct completion of financial data per deliverable and expenditure category is checked. The budget should be equal to the sum of verified expenditures per deliverable and expenditure category, including any potential corrections except the ones made during the initial administrative FLC by the controller (equals to the total eligible amount of the FLC certificates)

Section E «Monitoring Indicators»: The final indicators' achievement is marked as foreseen and in accordance with the information provided in the Indicators' Fiche. It should be consistent with the information already provided in the last Progress Report

Section F «Check list for Submission»: Select YES

Attachments section: Attach the Final Project Report

# Application Form for Project Completion

Once the AF is completed and contains no errors, it will be submitted to the JS for review and finalization.

## Final Project Report - General

- The partnership, led by the Lead Beneficiary, is responsible for submitting the Final Project Report
- The Final Project Report is a Word document that summarizes all implementation procedures
- It should provide a comprehensive overview of the project activities, including the achieved outputs and results, as well as the deliverables produced
- It should include financial data for all certified costs
- To facilitate uniformity, the Final Project Report should be completed in English using the templates provided on the website of each Program
- It is attached to the Final Application Form

# Final Project Report – Data required

- Final executive summary;
- Indicator achievement;
- Cross-border cooperation;
- Sustainability of results and follow-ups;
- Publicity and visibility of the project (incl. attachments);
- Problems/ Challenges faced and proposals;
- Control and Audit procedures performed;
- Financial overview of the project

# Final Project Report – Financial overview

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 €
<b>Total</b>			<b>722,208.14 €</b>	<b>622,447.10 €</b>	<b>-99,761.04 €</b>	<b>621,778.74 €</b>

# Final Project Report – Deliverables

Deliverable		Partners with Budget	Responsible Partner	Implementation State	Publicity materials (stored electronically in .... Folder reference ....)
D.					

Table commonly agreed between the Lead Beneficiary and the JS

Hard or electronic copies may be required

# Specifications regarding the eligibility of expenditures

- **All costs must be paid by 31/12/2023**
- When the FLC final payment is concluded, the beneficiary inputs the appropriate expenditure documentation on MIS. The FLCer then verifies this last expenditure without any additional fee
- Non-conformity with the Call for Proposals thresholds at project closure may be accepted
- In that case, the LB will have to incorporate the respective information into the Final Project Report and Final Application Form, while no modification of the Partnership Agreement and the Subsidy Contract is required



## Specifications regarding the eligibility of expenditures (2)

- Expenditures incurred by a beneficiary after the submission of the Final Application Form are ineligible
- Should the project be identified as revenue-generating, the MA is entitled to ask for a refund to the Programme in proportion to the contribution from the funds. Should a cost benefit analysis is required, this will be executed before the closure of the project and at the PB's expense unless otherwise indicated in their respective budget
- All project beneficiaries have to settle the national co-financing received according to the certified project's costs

## Unduly paid amounts

If ineligible expenditure is incurred in the context of financial corrections (amounts unduly or illegally paid), the MA issues a Decision for Financial Correction. It is sent to the LB and copied to the individual beneficiaries.

- Greek beneficiaries → the appropriate action for the return of the amounts is chosen according to the legal status of the beneficiary
- Other beneficiaries → return the amounts to the Programme's bank account indicated in the Decision

ΝΟΜΙΚΗ ΜΟΡΦΗ ΔΙΚΑΙΟΥΧΟΥ	ΕΝΕΡΓΕΙΑ*	ΕΓΓΡΑΦΟ	ΑΠΟΔΕΙΚΤΙΚΟ
α. ΝΠΙΔ μη εμποτευόμενα ή ΝΠΔΔ	Κατάθεση σε Δ.Ο.Υ. εντός 15 ημερολογιακών ημερών	Απόφαση Δημοσιονομικής Διόρθωσης (ΔΔ) ή/ και Ανάκτησης,	Κατάθεση σε ΔΟΥ και αποστολή αποδεικτικού κατάθεσης
β. ΝΠΔΔ ή ΝΠΙΔ εμποτευόμενα			
β1. ΝΠ με μικτά έσοδα από επιχορηγήσεις	Κατάθεση σε Δ.Ο.Υ. εντός 15 ημερολογιακών ημερών	Απόφαση ΔΔ ή/ και Ανάκτησης,	Κατάθεση σε ΔΟΥ και αποστολή αποδεικτικού κατάθεσης
β2. ΝΠ με αμιγώς έσοδα από επιχορηγήσεις	Μείωση Ορίου Πληρωμών του επόμενου οικονομικού έτους	Απόφαση Δημοσιονομικής Διόρθωσης και μείωσης ορίου πληρωμών, κοινοποιούμενη σε εποπτεύον Υπουργείο και ΔΔΕ	
β3ι. ΟΤΑ α' βαθμού (Δήμοι) και εμποτευόμενα ΝΠ*	Διαδικασία μέσω του Ταμείου Παρακαταθηκών και Δανείων ή αν δεν υπάρχει λογαριασμός στο Ταμείο ισχύουν τα β1 (εμποτευόμενα ΝΠ) και β2 (κεντρικός Δήμος)	Απόφαση ΔΔ ή/ και Ανάκτησης, κοινοποιούμενη και στο Ταμείο Παρακαταθηκών και Δανείων	

ΝΟΜΙΚΗ ΜΟΡΦΗ ΔΙΚΑΙΟΥΧΟΥ	ΕΝΕΡΓΕΙΑ*	ΕΓΓΡΑΦΟ	ΑΠΟΔΕΙΚΤΙΚΟ
β3ii. ΟΤΑ β' βαθμού (Περιφέρειες)	Διαδικασία μέσω του Ταμείου Παρακαταθηκών και Δανείων ή αν δεν υπάρχει λογαριασμός γίνεται Μείωση Ορίου Πληρωμών	Απόφαση ΔΔ ή/ και Ανάκτησης, κοινοποιούμενη και στο Ταμείο Παρακαταθηκών και Δανείων	
γ. Κεντρική Διοίκηση	Μείωση Ορίου Πληρωμών του επόμενου ή μεθεπόμενου οικονομικού έτους	Απόφαση Δημοσιονομικής Διόρθωσης και μείωσης ορίου πληρωμών, κοινοποιούμενη σε εποπτεύον Υπουργείο και ΔΔΕ	

# Greek beneficiaries



## Greek beneficiaries

The JS processes the financial data, regarding:

- the eventual creation of income (due to bank interest)
- the amounts received through PIP, compared to those that were finally certified (amounts received and not verified by FLC & amounts received but not used)

The JS than sends a document/ email for the return of these funds to the relevant bank account (indicated in the document)



**BalkanMed/ Greece-North Macedonia  
Joint Secretariat**

Themis Chatzikonstantinou



[tchatzikonstantinou@mou.gr](mailto:tchatzikonstantinou@mou.gr)



+30 2310 469630