

Documentation Information & Publicity Requirements

Documentation (1/3)

All **accounting and supporting documents** must be **available and accessible** for a period of **three (3) years** from 31 December following the submission of the accounts to the EC in which the expenditure of the operation is included (Art. 140 of the CPR No. 1303/2013), unless stricter national rules state a later date.



Documentation (2/3)

- Official documents related directly to the **communication with the Programme Authorities** shall be archived **by the LB**.
- **Reporting and supporting documents** related to the **PBs** must be kept at the **PB's premises**.
- The documents can be kept either in the form of **original copies** or in a **version in conformity with the original, as commonly accepted data carriers**.



Documentation (3/3)

- **Technical documentation** must include all **supporting documents** and **photographs** proving all the activities financed during project implementation, both tangible and intangible;
- **Financial documentation** must be accessible in its **original form** or equivalent according to national law and must include **proof of delivery of services and supplies**



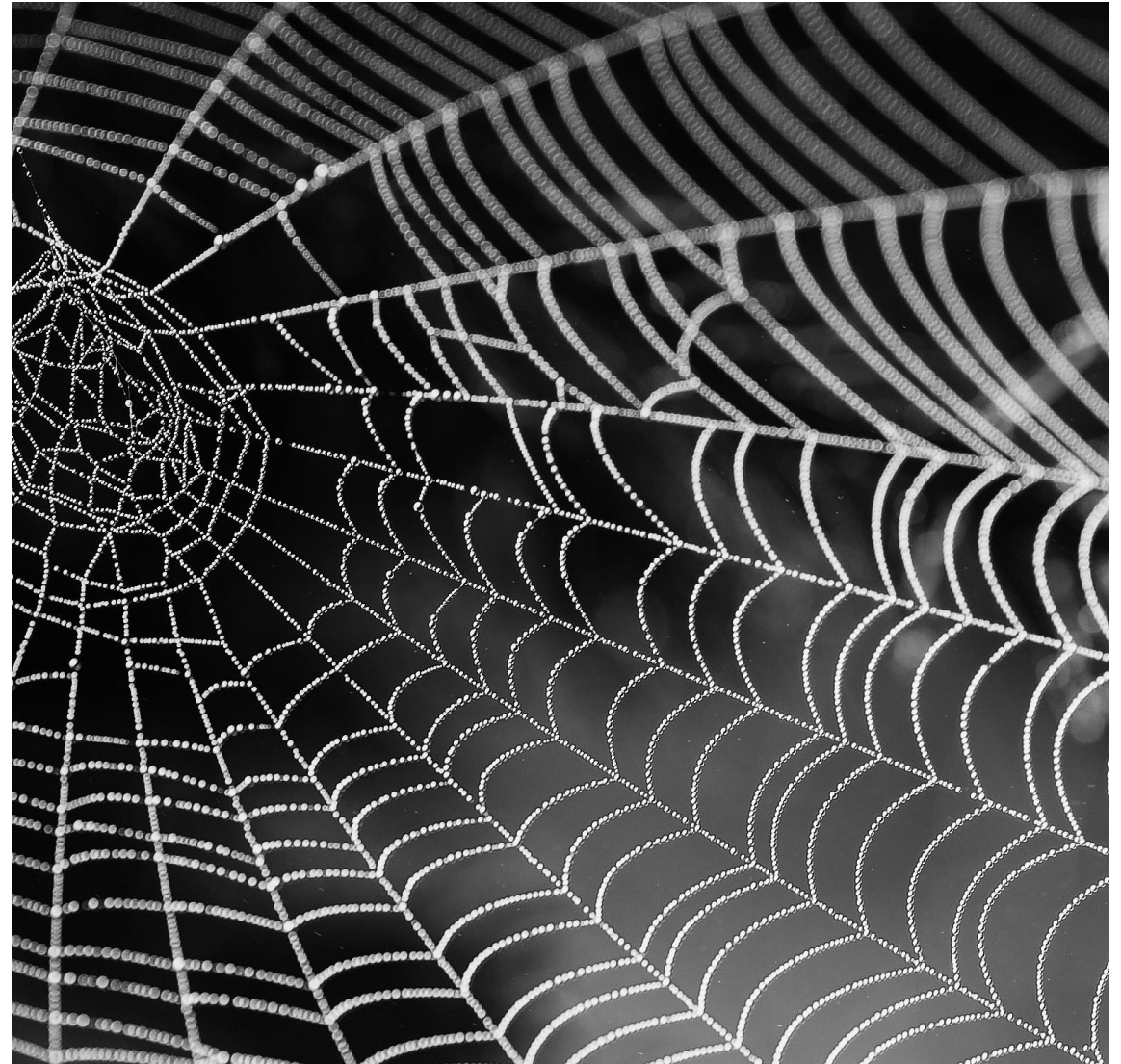
Contact Person

- Nominate a **contact person (per PB)** during the open-to-control-period **with adequate knowledge of the project, its content, its archives and computer systems and records**
- **PBs** should review the project documentation and verify that it is **organised in a way that anyone with no knowledge of the project can ensure a smooth control by the relevant bodies.**



Web-site & web-tools

- **Web-sites and internet-based tools** have to be **stored locally** to be able to show them in case of a control.
- A **log** of the evolution of web-sites and adequate **local back-up systems** have to be required from developers.
- Project **websites** should be kept operational and updated for at **least 2 years after the contractual end of the project**



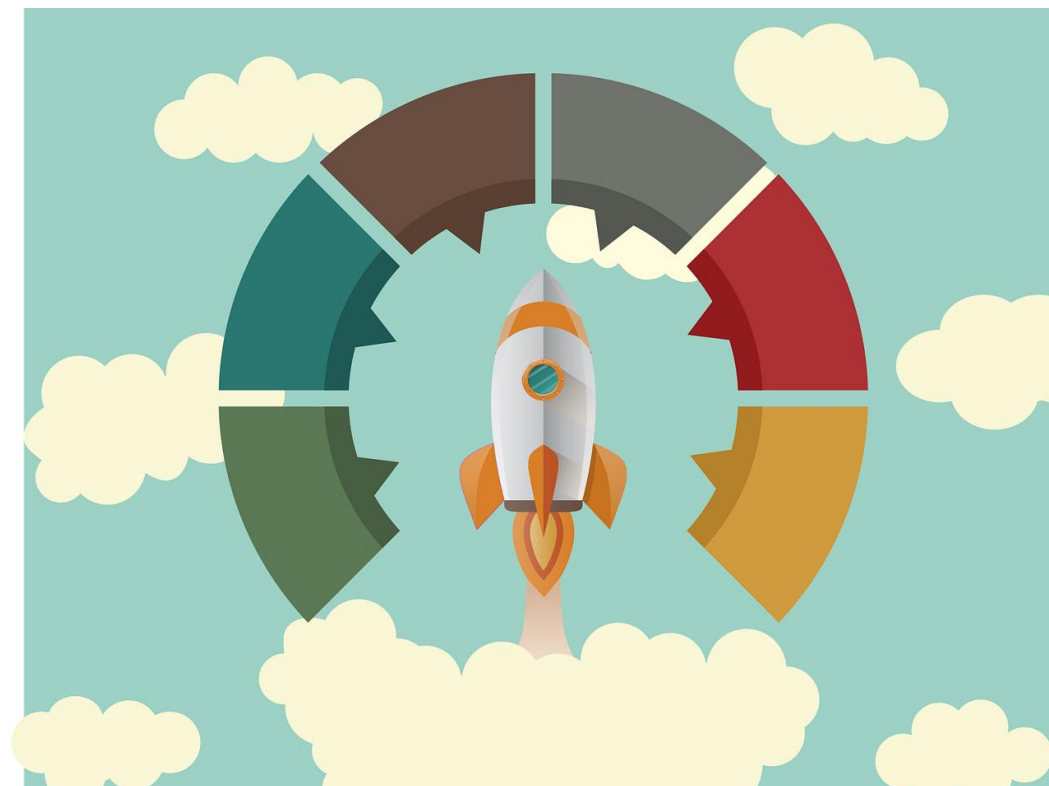
Infrastructure & Equipment



- In cases where the use of **infrastructure** or **equipment property** is transferred after the **project closes**, the **agreement** with the recipient has to include the right of access during the open-to-control period.
- Any **equipment** at the **end of its useful life** (for example computers) needs to be **removed** from the organisation's **inventory** following adequate recorded procedures which have to be archived with the project documents, even after project closure.

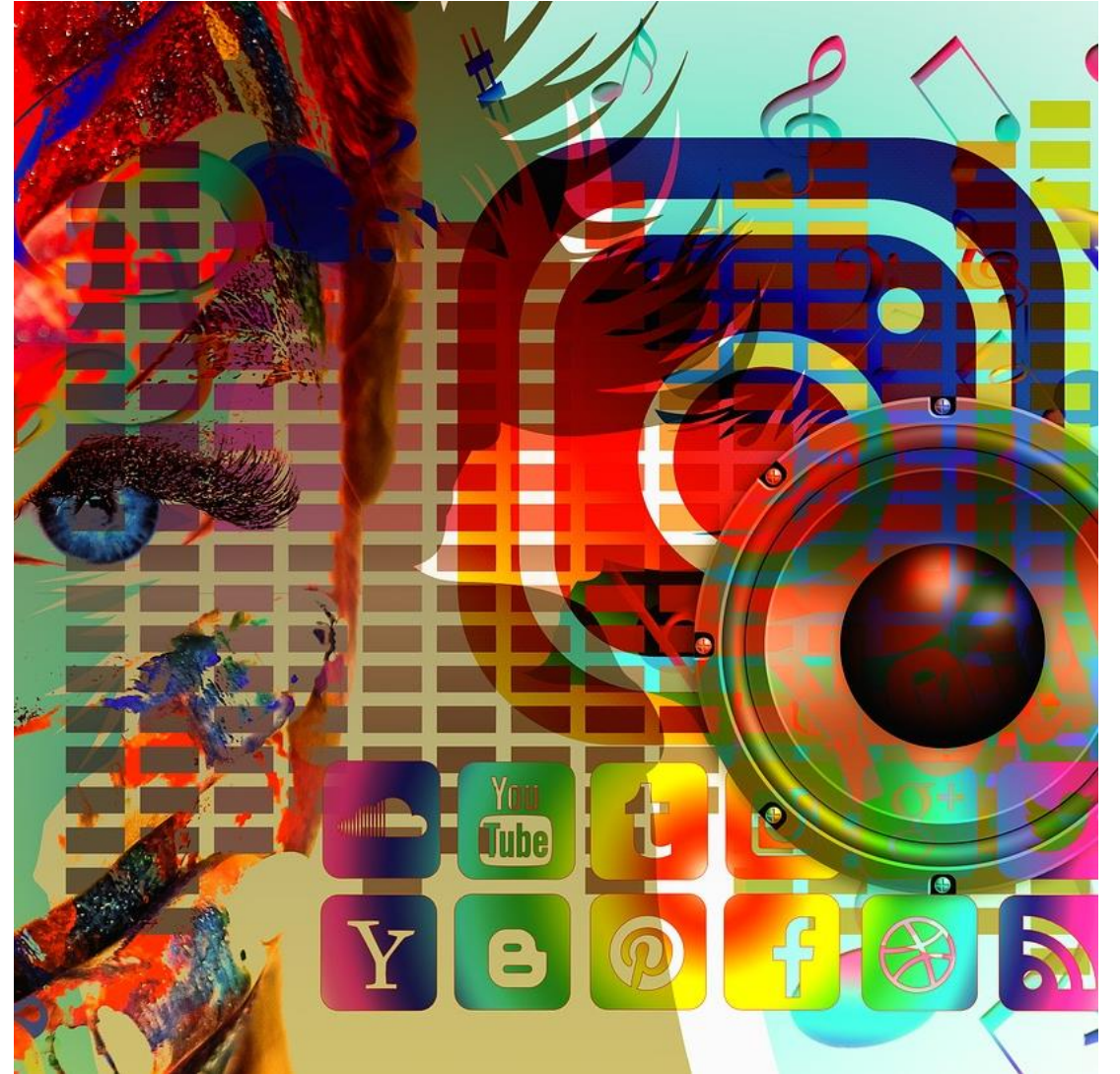
Project deliverables (1/3)

Art.71 / Reg.(EU) No.1303/2013 and Art. 2.3, and 11 of the Subsidy Contract: all deliverables produced in the framework of a project and financed by the Programme, should be kept **free of all rights** and be **stored for at least 3 years from 31st December following the year of the submission of the accounts to the European Commission** in which the final expenditure of the concluded operation is included, without prejudice to any relevant provisions of the national legislation.



Project deliverables (2/3)

- Specifically, for the **I&P material** of a project, its copies should be available for a period of **2 years after the contractual end of the project**.
- Project deliverables have to **be available at any time**, therefore they should be collected by the LB/PBs and be made **available for use and download on the project websites (in case of existence)**.



Project deliverables (3/3)

- To further ensure the durability of the deliverables, LB/PBs are advised to also upload their project deliverables on an **online file sharing platform** (i.e. OneDrive, GoogleDrive etc.) and share the link with the JS (*make sure that **access is provided***).
- **Note:** **WeTransfer** application is **NOT** a valid option since the sharing link has a short expiration date.
- If the free storage option available is exceeded, then the LB should send all deliverables with a **USB/DVD**.

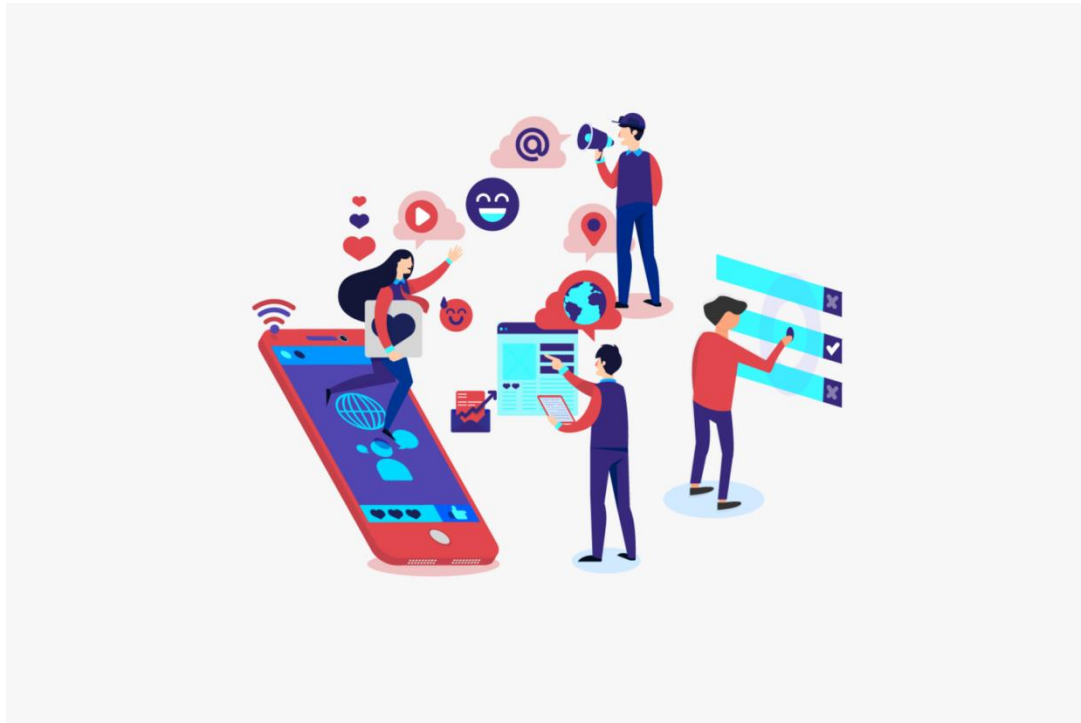


Greece-Bulgaria Programme

- An email with detailed **instructions** on how to submit your project deliverables to the JS is sent by the JS Com. Officer.
- Also, a detailed **table** with all project deliverables per PB and additional instructions is sent right after the closure of each project to all PBs.
- Check *Paragraph 4.9 General guidelines for project deliverables & Chapter 6 – CLOSURE OF THE PROJECTS* of the Programme's I&P guide ([link](#)).
- **Follow the instructions given** to avoid corrections.



Ownership of Project Outputs (1/4)



- **Subsidy Contract:** partnership is the owner of any **intellectual and industrial property rights** on the project's results.
- Proofs of **transfer of user rights**, if applicable, shall be annexed to the **Final Project Report**.
- MA reserves the right to **use** any of the above **for information and communication** in respect of the Programme.



Ownership of Project Outputs (2/4)

- LB shall ensure that all **project products developed** are, subject to the provisions of national laws regarding intellectual property, **kept free of all rights**.
- The project partnership commits to **giving up all copyright** on teaching material, methodologies and other products of any nature resulting from the project.
- The project's produced outputs **cannot be transferred or be substantially modified within five (5) years** of the final payment to the PB (Art.71, CPR No 1303/2013).

Ownership of Project Outputs (3/4)

- The project must **not** undergo any substantial change, such as:
 - cessation or relocation of a productive activity *outside the programme area*;
 - *change in ownership of infrastructure* which gives to a firm or a public body an undue advantage;
 - substantial *change affecting its nature, objectives or implementation conditions* which would result in undermining its original objectives.



Ownership of the project outputs (4/4)

If any of the above conditions **cannot** be met by any of the PBs, the MA must be informed without delay.

This might imply a recovery of funds unduly paid.





Thank you for your attention!

Joint Secretariat

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