Interreg – IPA CBC
Greece - Republic of North Macedonia

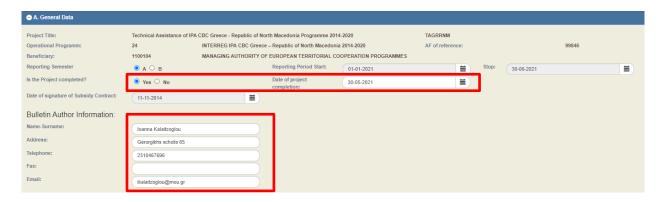## MANUAL FOR THE COMPLETION OF AN ETC PROJECT

1. Introduction

This manual describes the steps a lead beneficiary should follow in order to complete an ETC project in the MIS:

1. Submission of the Last Progress Report
2. Submission of the Application Form for Project Completion (Final AF)
3. Receipt of the closure request/letter from the MA/JS

2. Submitting the Last Progress Report

In 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 10/7/2021, the last progress report is the 2nd semiannual report of 2021.
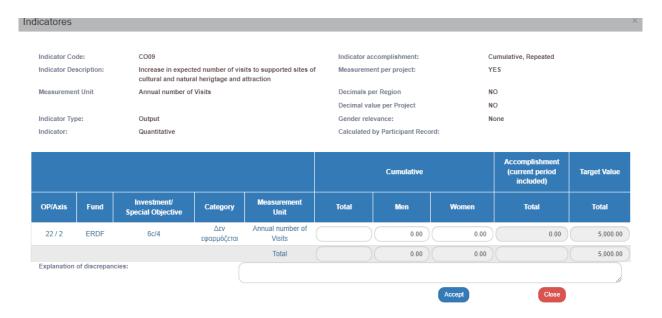
Section A: General

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

Complete the bulletin author information section.

Section B: Indicators

Indicatores   ×

Indicator Code:	CO09	Indicator accomplishment:	Cumulative, Repeated
Indicator Description:	Increase in expected number of visits to supported sites of cultural and natural heritage and attraction	Measurement per project:	YES
Measurement Unit	Annual number of Visits	Decimals per Region	NO
		Decimal value per Project	NO
Indicator Type:	Output	Gender relevance:	None
Indicator:	Quantitative	Calculated by Participant Record:	

OP/Axis	Fund	Investment/ Special Objective	Category	Measurement Unit	Cumulative			Accomplishment (current period included)	Target Value
					Total	Men	Women	Total	Total
22 / 2	ERDF	6c/4	Δεν εφαρμόζεται	Annual number of Visits		0.00	0.00	0.00	5,000.00
				Total		0.00	0.00		5,000.00

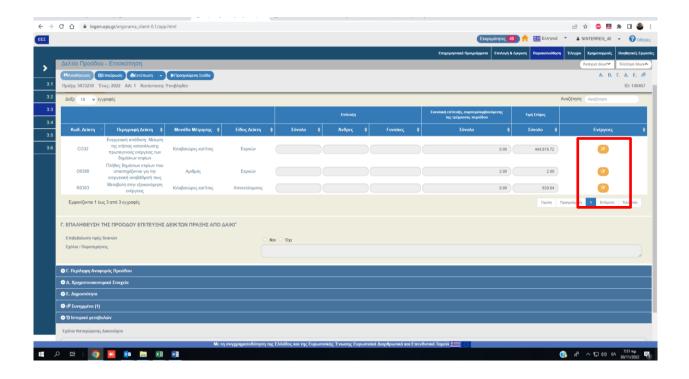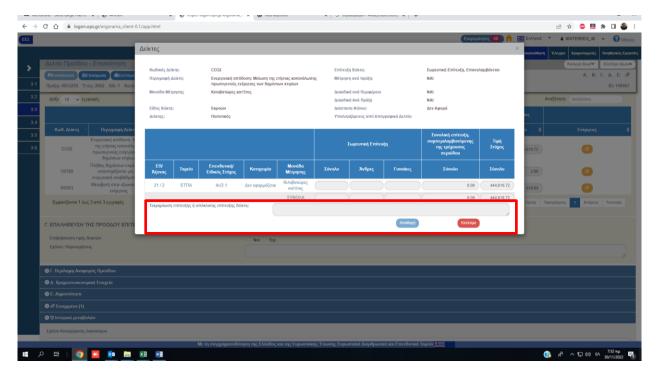Explanation of discrepancies:

[Accept]   [Close]

Complete the final selection of indicators as foreseen and in accordance with the Indicators' Fiches.
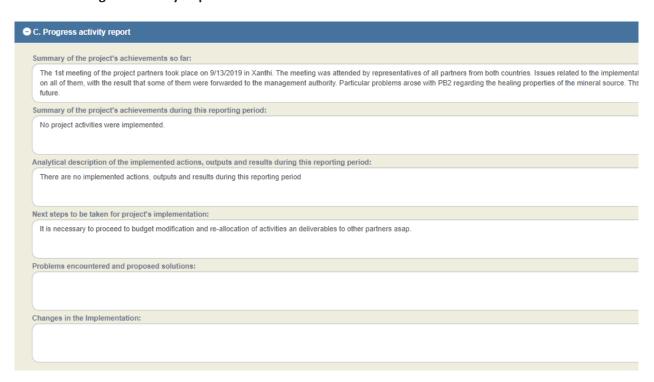
In Section B [Indicators]/B1 [Indicators Accomplishment], click the orange button in the column [actions] and in the field "Explanation of discrepancies" enter a justification for the indicator achievement or the reason behind potential deviation by it.

Depending on the justification you will provide, you may be asked to send an additional justification to the JS/MA. Depending on the extent of the justification, it may be added to the above field or attached to the progress report.
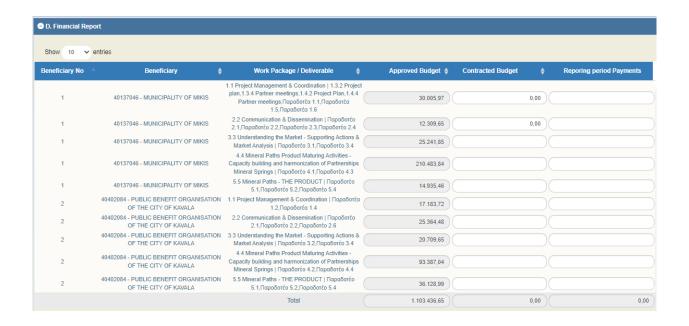
Section C: Progress Activity Report

Enter the description of the activities which have been completed during this semester in order the JS/MA or the audit authorities (FLC, SLC, etc) to be updated about potential pending activities which have not been implemented.

Section D: Financial Report

The data of the approved budget is automatically entered based on the approved AF which is correlated to the respective Progress Report, while the verified expenditures of the report as well as the aggregated expenditures up to this report (including it) and the payments too (up to/including this report) are automatically calculated and imprinted by the MIS in case we wish to review the progress report before printing it.

D. Financial Report

Show 10 entries

Beneficiary No	Beneficiary	Work Package / Deliverable	Approved Budget	Contracted Budget	Reporing 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 | Παραδοτέα 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

After having received the information by the other project beneficiaries, the LB, should fill in the columns: "Contracted Budget" and "Reporting Period Payments". In the column "Contracted Budget", it is expected to enter the sum of the amounts of the contracts signed under all the categories for the specific deliverable. In order to facilitate the calculation of the total sum for the categories: "Staff" and "O&A" (in case it is not quite clear by the contracts), the amount which will be finally declared as [eligible] for the project should be taken into consideration. Total payments up to this period must be equal or greater than the total verified amounts up to this period.

Important: This report includes all paid-out costs of the project, performed 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.

After filling in the requested data, and if the report does not cause any 'errors', it is submitted to the JS for review, check and finalization.

3. Submitting AF for Project Completion

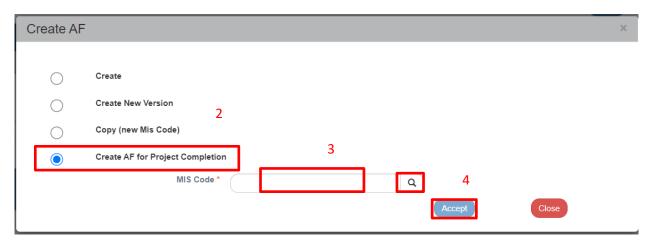### 3.1. Conditions for submission of AF for Project Completion by the LB:

- The last progress report is approved by the JS/MA,
- 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 2nd LC, for the whole partnership,
- there are no 'open recommendations'.

3.2. Creation of an Application Form for Project Completion

1. On the first page of the 2.2 [Application Form], the user selects [Create]
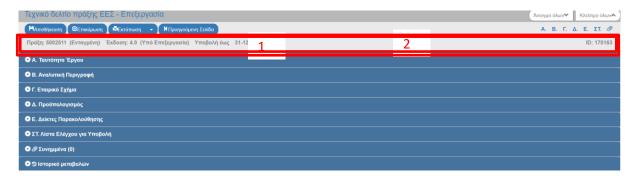

2. On the pop-up window select "Create AF for Project Completion" and the mandatory field "MIS Code" appears.

3. The user enters the MIS in the relevant field and then clicks on the magnifying glass icon search in order to appear the list of values and to select the desired AF by clicking [Accept].

Subsequently, the "AF - Editing" page is accessed and the user must click [Save] in the upper left corner before he proceeds to any changes.

After saving, the new version of the AF is created and the system displays the "MIS Code", the status, the version is updated (e.g. from 1.0 to 2.0) with the status "Under Submission" and having a unique id.

When creating an AF for project completion, the system copies the corresponding version of AF and creates a new version, i.e. it updates both its version and the financial data of the AF in accordance to the total sum of the verified expenditures (Section D - Budget).

The LB (in cooperation with the other beneficiaries) fills out the form as follows:

Section «A. Project Identification»: The user is expected to provide the correct data about the ending date of the project and of its categorization. The "Application Form for Project Completion" checkbox is automatically selected.

Section B «Detail Description»: Geographic distribution percentages based on the final verified costs are modified. The total percentage must be 100%.

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. At the same time, it should be consistent with the information already provided in the last progress report.
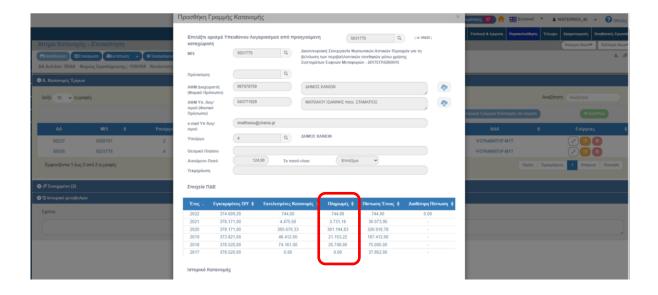
Section F «Check list for Submission»: Select **YES**

Attachments section: Attach the Final Project Report.

Once the forms are completed and contain no errors, they will be submitted to the JS for review and finalization.

4. E – PDE Agreement

For the Greek beneficiaries, the sum of the expenses imprinted in the e-PDE (can also be calculated by using the proper **PIP** in Section 3.1 by aggregating the respective column per year) must be equal to the beneficiary's final verified amount. Both payments made directly through the account and indirect payments (transfer to the beneficiary's account), are being counted as expenses.

If the imprinted payments are less than the final verified expenditures, the beneficiary, in collaboration with the JS / MA, must submit a funding request, taking into account any corrections from controls (including administrative), in order the remaining amount to be transferred to its account. At this stage, a consent of the JS / MA may be required for the transfer of funds to the beneficiary's account.

If the recorded payments are higher than the final verified ones, the beneficiary:

a) after ensuring that has not any pending expenditures for verification and
b) after taking into account potential corrections by the FLC (including administrative ones)

May proceed (in cooperation with the JS/MA) to reimburse the balance in accordance with the legislation in force (CMD 302050/YD5250/20-11/2018 [GG Issued B 5205]).

Regardless of the country of origin of the beneficiary, the MA may issue a decision for recovery of EU Contribution prior to the final decision issuance.

5. Issuance of the Completion Decision by the MA

Upon completion of the previous steps, the JS / MA issues the Completion Decision. If there are any outstanding issues of concern for the Greek beneficiaries with the PIP (PDE), a relevant document will be attached to the Completion Decision in the MIS.

Important: The prerequisite for the Completion Decision to be finalized is that all the foreseen obligations of the partnership to have been fulfilled.