



Programme de coopération transfrontalière 2007-2013 cofinancé par le **FEDER**
Crossborder cooperation programme 2007-2013 part financed by **ERDF**
Programma voor grensoverschrijdende samenwerking 2007-2013 medegefinancierd door **EFRO**

INTERREG IV A "2 Mers Seas Zeeën" Crossborder Cooperation Programme 2007-2013

Project Closure Report

0

0

0

0

Crossborder cooperation programme 2007-2013 part-financed by the European Regional Development Fund

"Investing in your future"



I. Your Final Project business card

I.1. Your final project overview

PRE-FILLED BY THE JTS

!!! Part of this information will be published!!!

Project title and acronym	
Project title	0
Project acronym	0

Timeframe				
Start date of the activities	00/01/1900	End date of the activities	00/01/1900	
Start date for claiming costs	00/01/1900	End date for claiming final costs	00/01/1900	+ 3 months
Duration (in months)	0			

Budget overview	
TOTAL PROJECT BUDGET:	0,00 €
Total amount of ERDF requested	0,00 €
Grant rate (max. 50%)	0,00%

Programme Priority	
Programme Priority addressed	0
Operational objective addressed within the Programme Priority	0

Contact Details	
Lead Partner Organisation	
Project manager's Name	
Project manager's email	
Project's website	
Other website/webpage dealing with the project	

Partnership			
	Name	Country	Typology
Lead Partner (LP)	0	0	0
PP2	0	0	0
PP3	0	0	0
PP4	0	0	0
PP5	0	0	0
PP6	0	0	0
PP7	0	0	0
PP8	0	0	0
PP9	0	0	0
PP10	0	0	0
PP11	0	0	0
PP12	0	0	0
PP13	0	0	0
PP14	0	0	0
PP15	0	0	0
PP16	0	0	0
PP17	0	0	0
PP18	0	0	0
PP19	0	0	0
PP20	0	0	0
PP21	0	0	0
PP22	0	0	0
PP23	0	0	0
PP24	0	0	0
PP25	0	0	0
PP26	0	0	0
PP27	0	0	0
PP28	0	0	0
PP29	0	0	0
PP30	0	0	0

I.2. Major changes to the project:

Pre-filled by the JTS

Is this section relevant for the project?

MAJOR MODIFICATION N° 1

Date of PSC approval:

WITHOUT FINANCIAL IMPACT

Partnership
Activities / Investments / Outputs
Extension

WITH FINANCIAL IMPACT

Change of TOTAL and ERDF budget (at Partner and/or Project levels)
Shift between Budget Lines (at Partner and/or Project levels)
Shift between Activities (at Partner and/or Project levels)
Other (please explain)

DE-COMMITMENT

"Voluntary" de-commitment

"Forced" de-commitment

MAJOR MODIFICATION N° 2

Date of PSC approval:

WITHOUT FINANCIAL IMPACT

Partnership
Activities / Investments / Outputs
Extension

WITH FINANCIAL IMPACT

Change of TOTAL and ERDF budget (at Partner and/or Project levels)
Shift between Budget Lines (at Partner and/or Project levels)
Shift between Activities (at Partner and/or Project levels)
Other (please explain)

DE-COMMITMENT

"Voluntary" de-commitment

"Forced" de-commitment

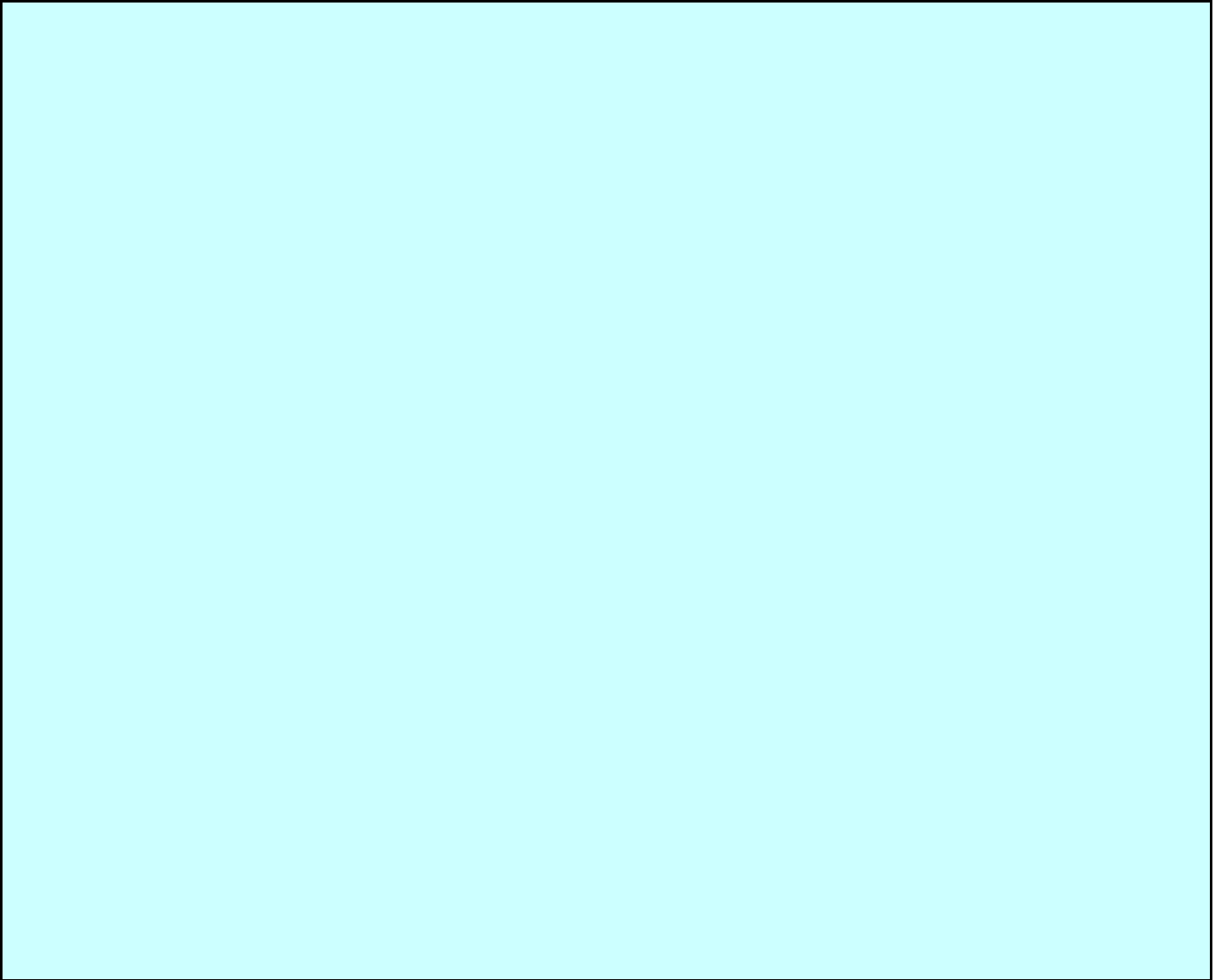
(ONLY IF RELEVANT)

Why did your project need one or more major changes?

How have these changes affected the implementation of your project?

Did you anticipate the changes encountered?

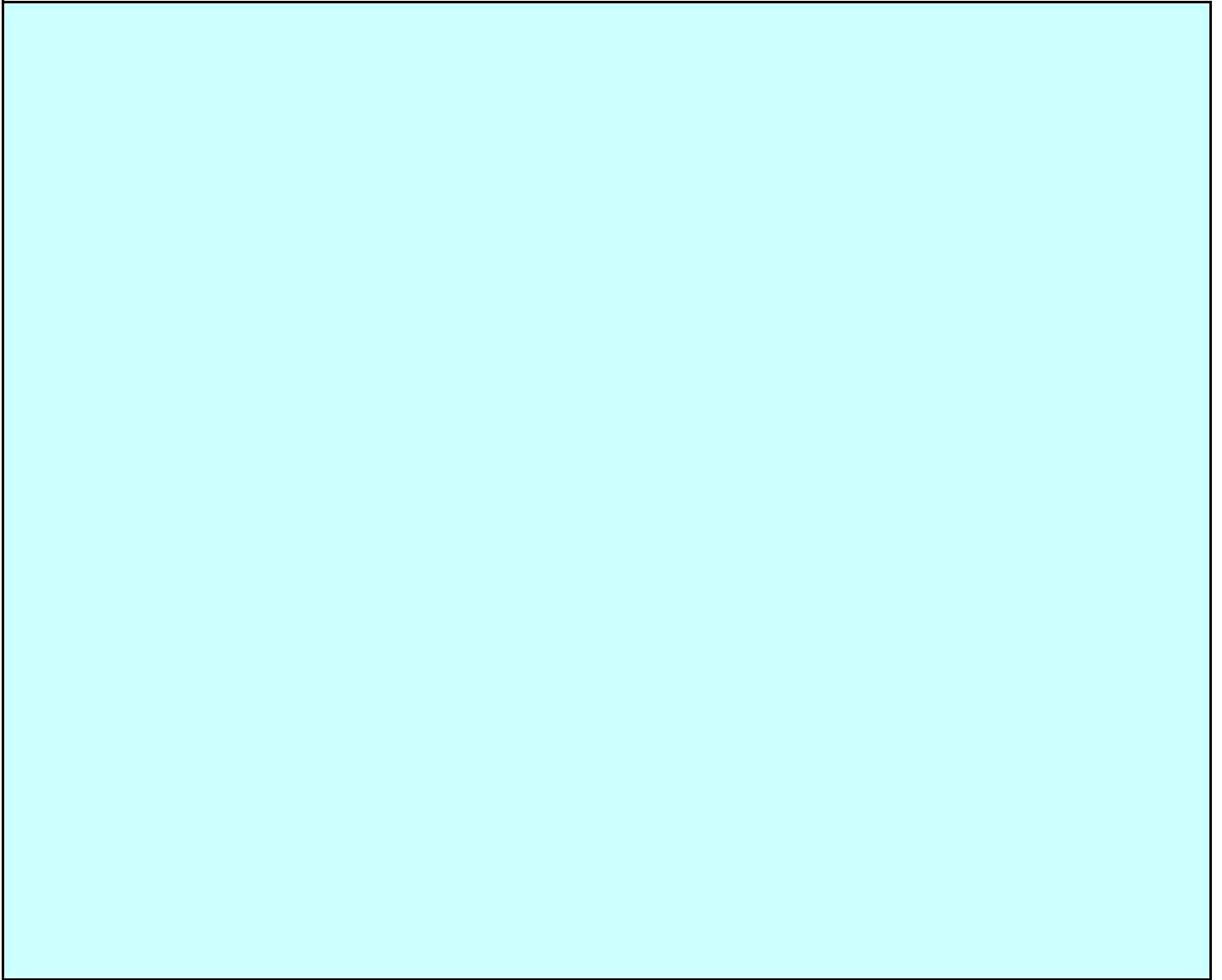
Please draft a short evaluation of your major changes.



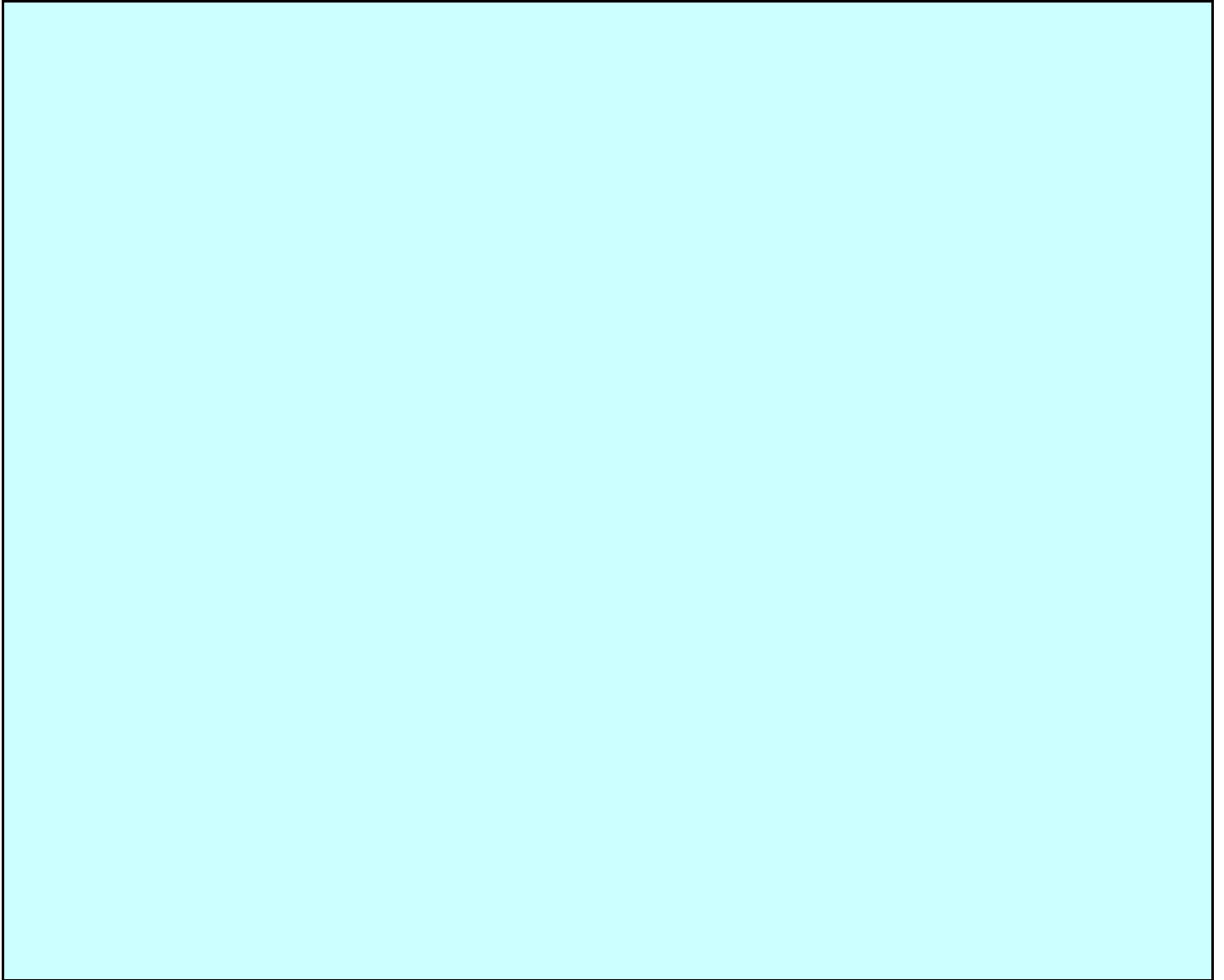
I.3. Your Final Project Summary

Please refer to the project summary in your Application Form, provide an "updated summary" taking into account what you have achieved.

!!! Part of this information will be published!!!



I.3. Your Final Project Summary



II. Tell us more about your cross border project implementation!

II.1. The shared aim and objectives of your cross border project

II.1.A. Please describe what you were trying to achieve by the project:

Please refer to point 1.3.1 * in your Application Form: Please make a distinction between the main aim of your project and the objectives.

Don't mix up: Aim / Objectives / Activities / Results.

(In AF: What are the main aim and objectives of your project and how do they contribute to the development of the Crossborder area? Please also describe, if relevant, its maritime dimension or the way in which it contributes to it.*

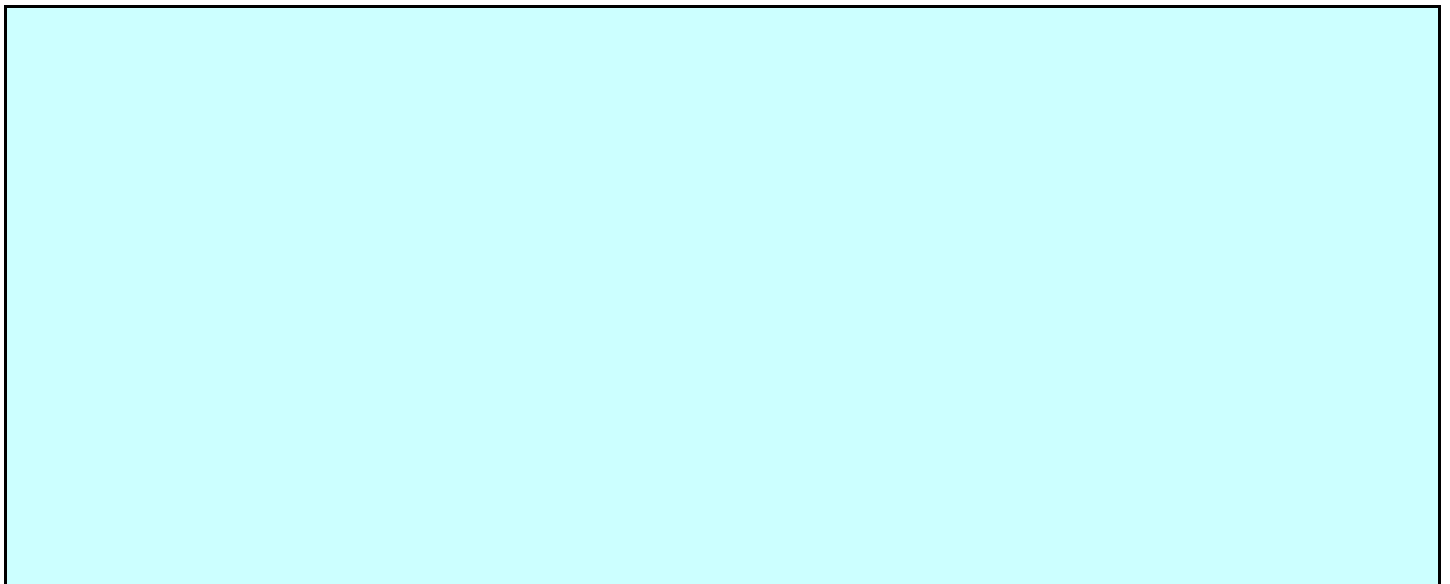
Definitions:

The aim is a purpose toward which the project efforts are directed.

The objectives are the stated, measurable targets of how to achieve the aim. For examples, a project aim could be to contribute to decrease the energy consumption in the programme area. The project objectives could be 1. To intervene on one existing building to create an incubator for enterprises; 2. to improve the energy efficiency of the building; to ensure cheap accessibility to the building for the SMEs.

The project activities would then be: 1. Improvement of the building's infrastructure (glasses, doors, etc.); 2. Create specific spaces for enterprises (offices, accueil, etc.); 3. To install solar panels in the building).

!!! Part of this information will be published!!!





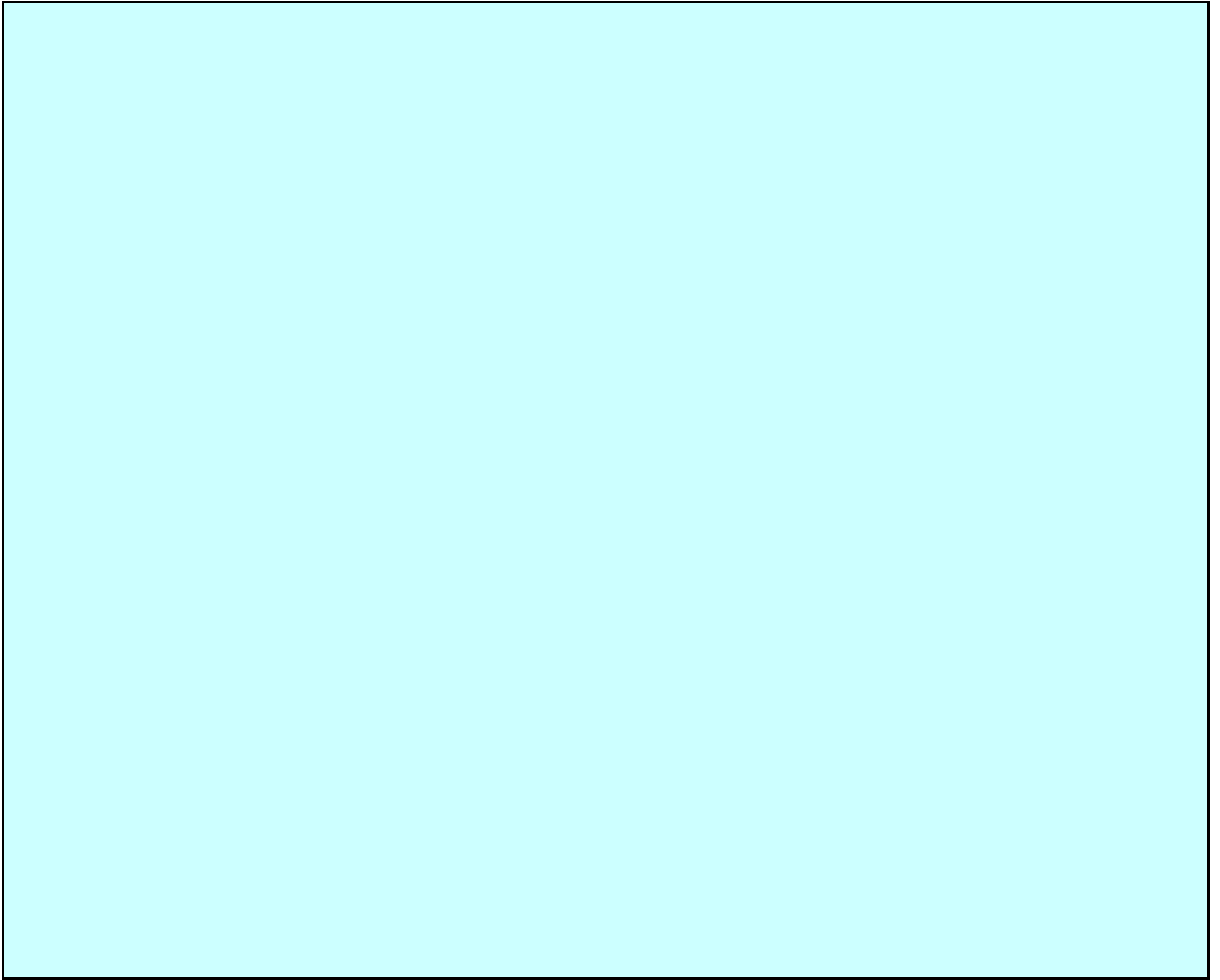
II.1.B. Your key conclusions:

a) Did you achieve your aim and objectives?

Yes or No, explain why and how? Please be consistent with your last activity report and stay focus on the key aim and objectives. Be concrete and provide with some examples!



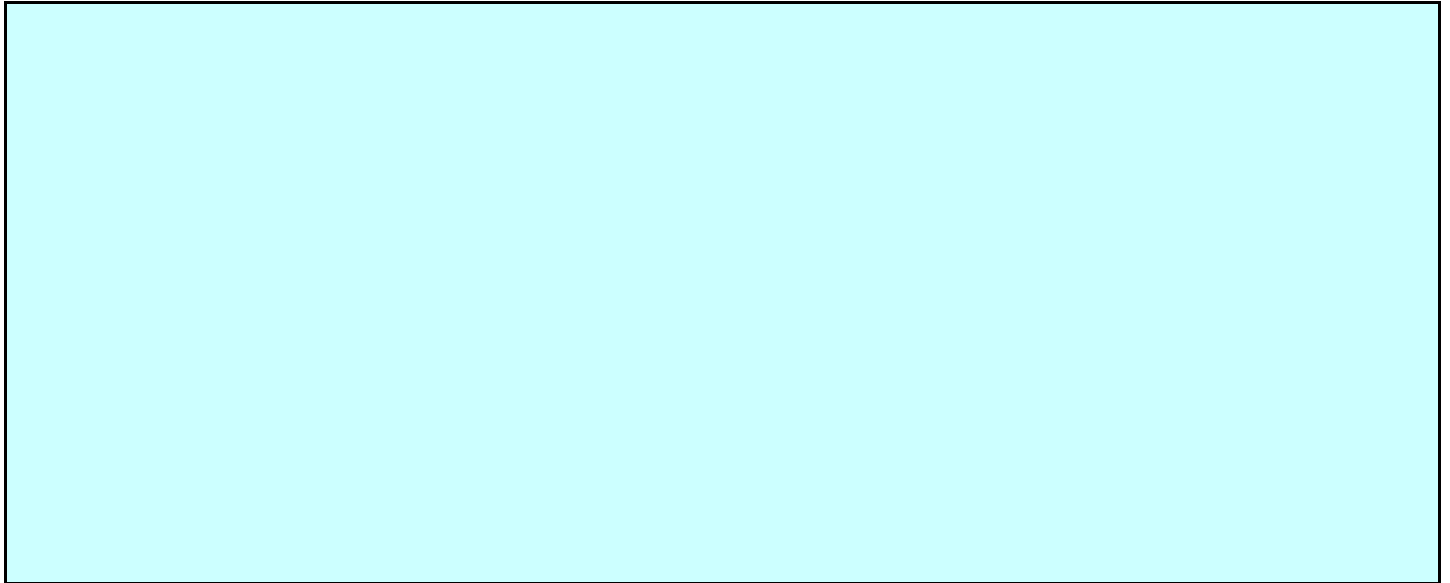
b) What are the main problems you encountered and the solutions you found?



c) What are the lessons you learned?

If you were to advise your colleagues from the “cross border cooperation world” ?

!!! Part of this information may be published!!!



II.2. Crossborder activities you implemented:

II.2.A. Please describe the activities you implemented:

Please refer to point 1.9 in your Application Form and present in a clear and concise manner, the key activities carried out during the project life. Please, keep the consistency with your last activity report whilst concentrating on the key project activities implemented.

Don't mix up: aim / Objectives / Activities / Results.

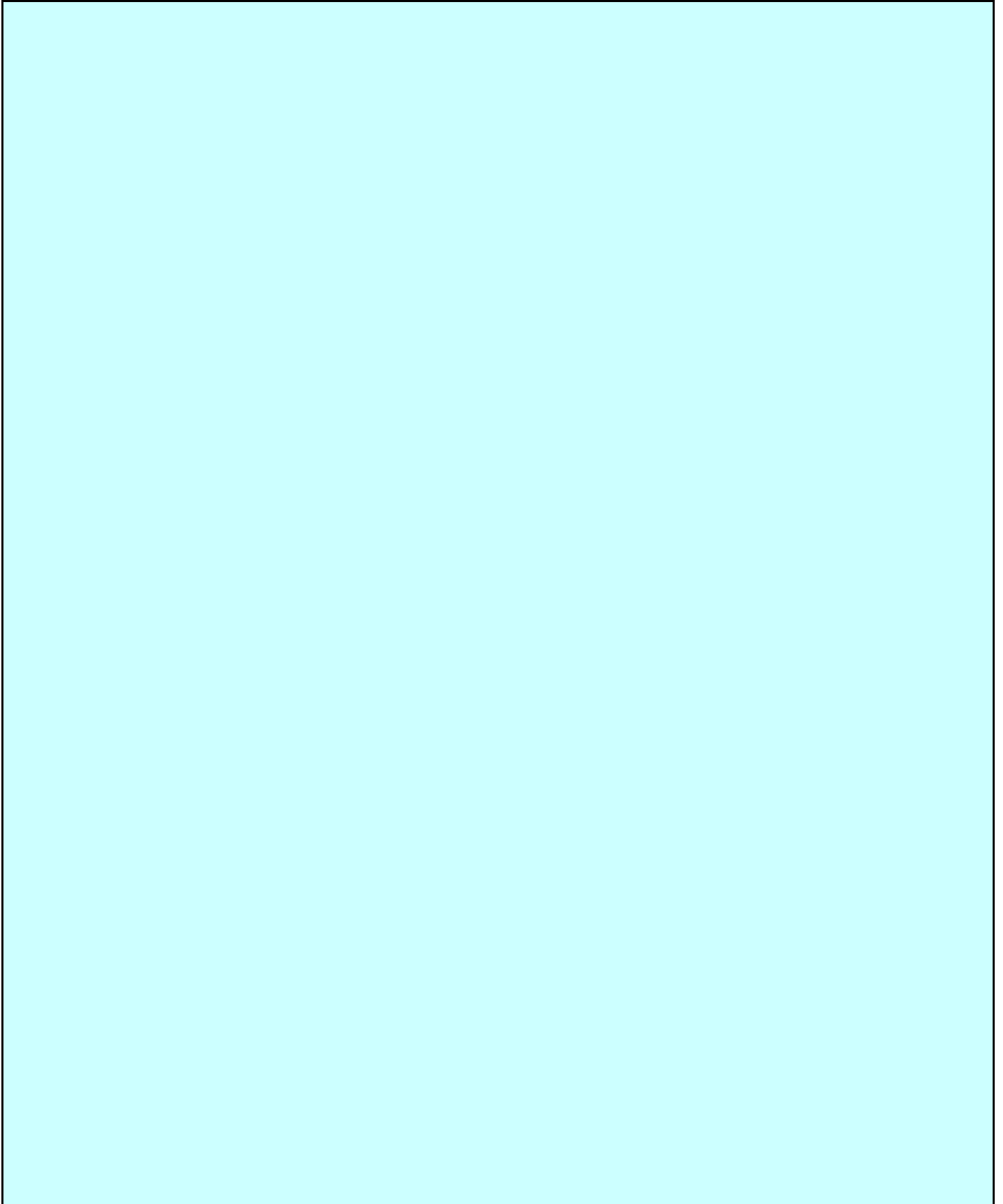
Definition:

Activities are the concrete actions you put in place to deliver your aim and objectives.

!!! Part of this information will be published!!!



II.2.A. Please describe the activities you implemented:

A large, empty rectangular box with a black border, intended for describing implemented activities. The box is currently blank, suggesting that the user has not yet provided a response to the prompt.

II.2.B. Did all partners actively contribute to the project?

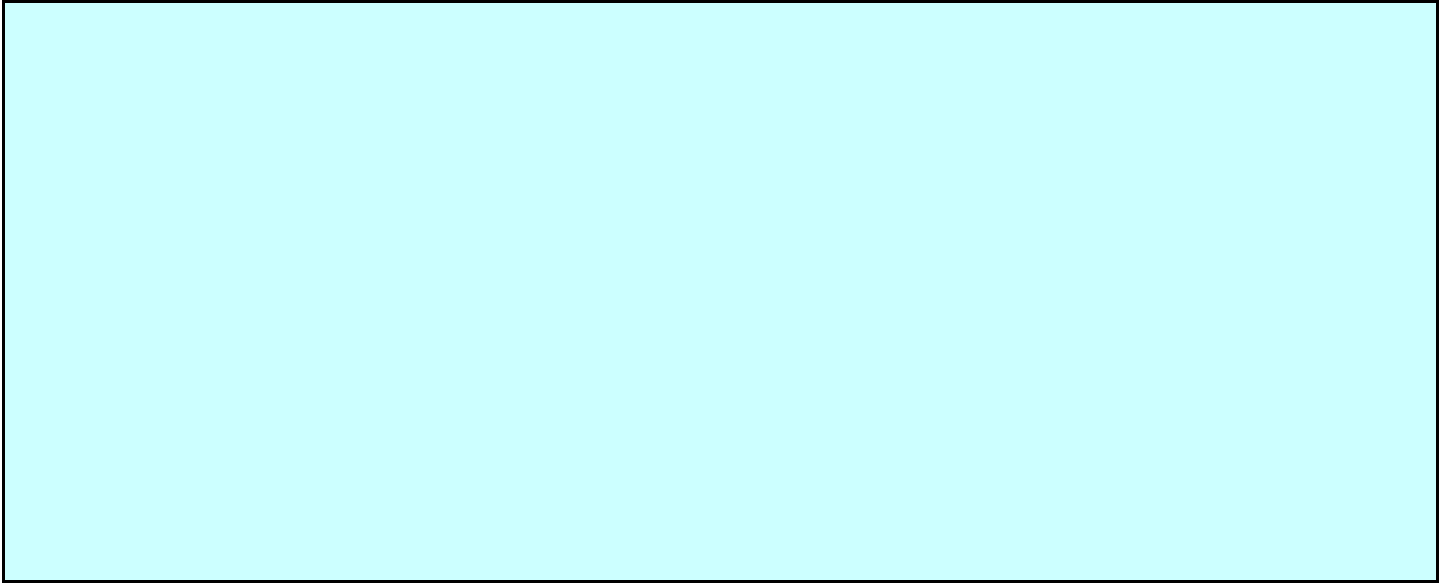
Please refer to point 1.8 and 1.9 in your Application Form. Indicate here whether all partners participated as foreseen in the activities.



II.2.C. Your key conclusions:

a) Did you achieve the planned activities?

Yes or No, explain why and how?



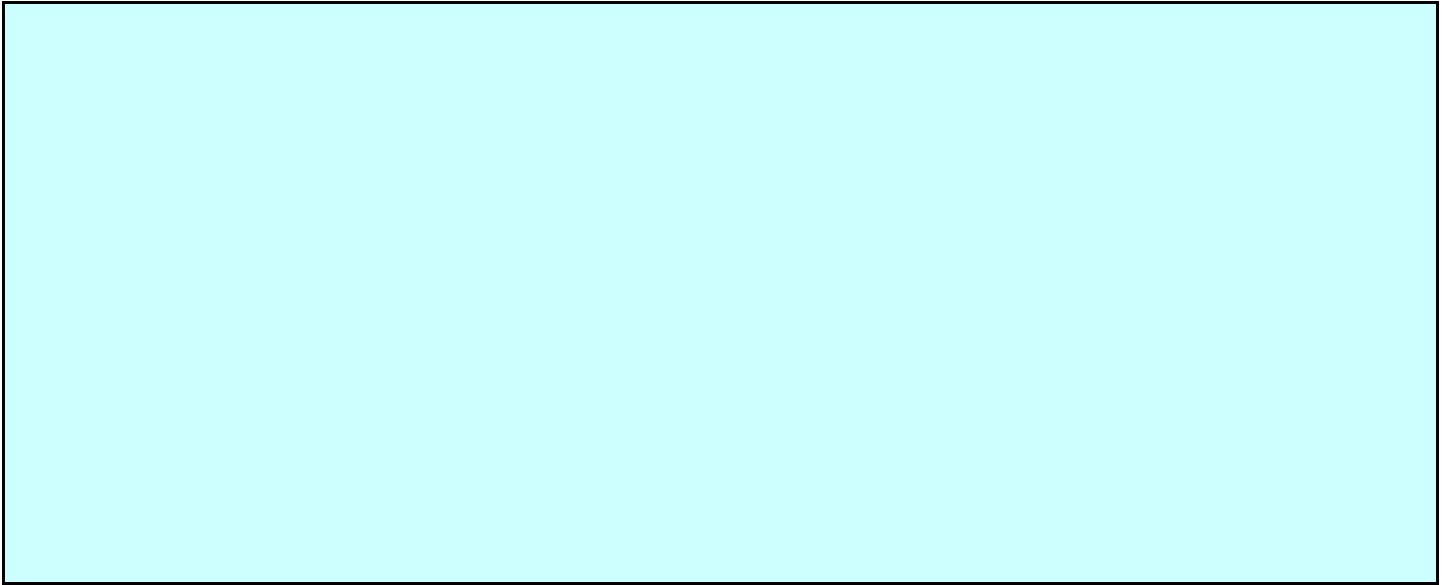
b) What are the main problems you encountered and the solutions you found?



c) What are the lessons you learned?

If you were to advise your colleagues from the "cross border cooperation world" ...?

!!! Part of this information may be published!!!



II.3. Key results of your project:

II.3.A. Please describe the results you achieved:

Please refer to point 1.9* in your Application Form and present in a clear and concise manner, the key results achieved during the project life...

List also whether there have been any unexpected results!

Don't mix up: aim / Objectives / Activities / Results.

() in AF Guidance note: What is a result? According to Commission: "The project's results describe tangible improvements to services, facilities or knowledge that will directly support the achievement of the project's purpose" and "Tangible products or services delivered by the project", more in detail "The direct/tangible results (goods and services) that the project delivers, and which are largely under the project management's control".*

Results must be "measurable". "Results to be expressed in terms of a tangible result 'delivered/produced/conducted etc".

!!! Part of this information will be published!!!

II.3.B. Did all partners/territories benefit from the results?

Please refer to point 1.5 AND 1.9 in your Application Form.

Two types of information are required:

1/ who are the beneficiaries*? 2/ what are the benefits for each territory?

(*) in AF Guidance note: Beneficiaries are defined by the Commission as follows:

"Are those who benefit in whatever way from the implementation of the project. Distinction may be made between:

(a) **Target group(s)**: the group/entity who will be immediately positively affected by the project at the Project Purpose level;

(b) **Final beneficiaries**: those who benefit from the project in the long term at the level of the society or sector at large, e.g. "children" due to increased spending on health and education, or "consumers" due to improved production and marketing."

!!! Part of this information may be published!!!



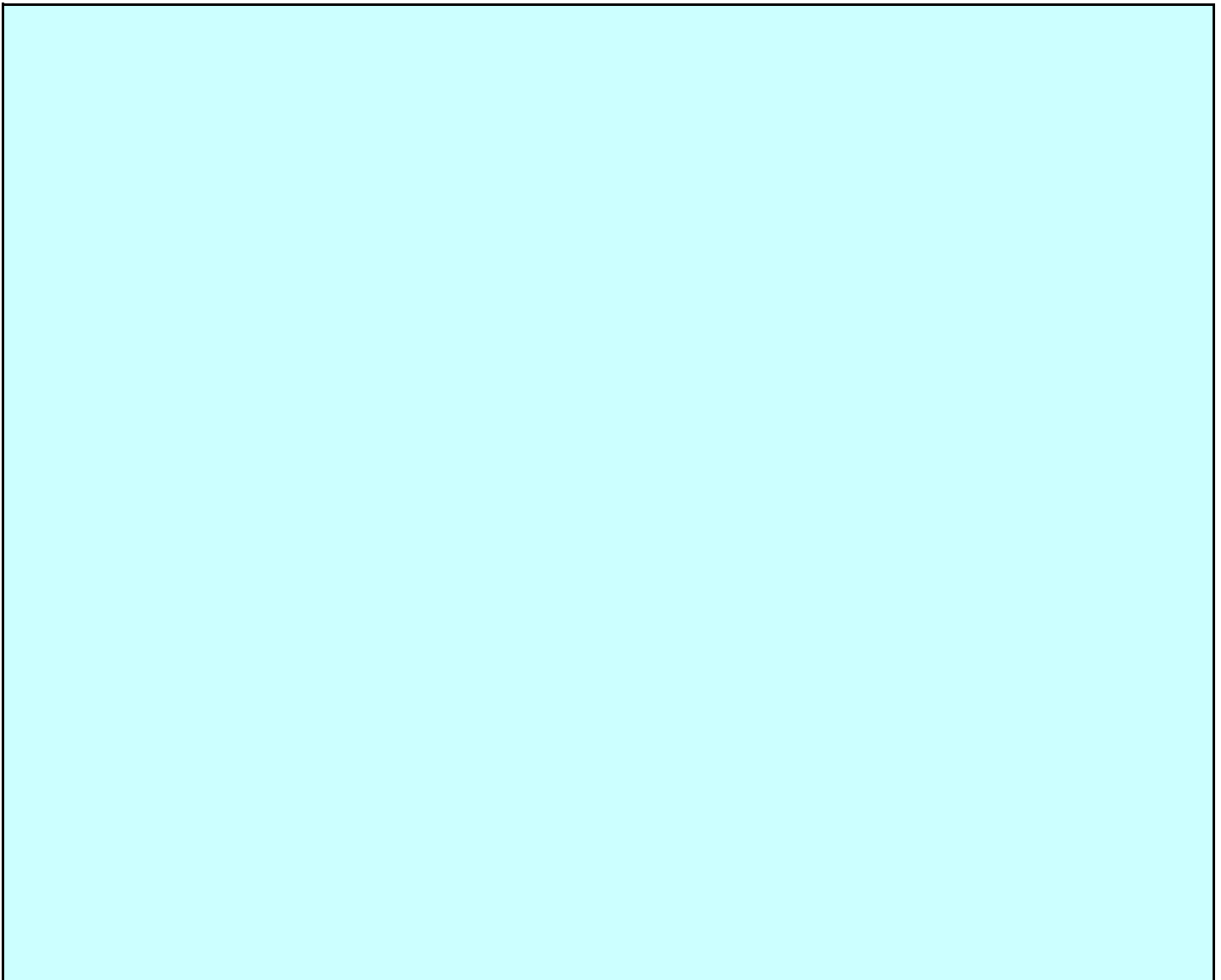
II.3.C. What are the effects / outcomes for each territory involved?

Definition: Effects/outcomes are the results or impacts obtained “in terms of people’s well-being and progress”. In the document “Outcome indicators and targets – towards a performance oriented EU cohesion policy”

http://ec.europa.eu/regional_policy/sources/docgener/evaluation/doc/performance/outcome_indicators_en.pdf

it is established that “intended outcome, or simply “outcome” is the specific dimension of the wellbeing and progress of people (in their capacity of consumers, workers, entrepreneurs, savers, family or community members, etc.) that motivates policy action, i.e. that is expected to be modified by the interventions designed and implemented by a policy.

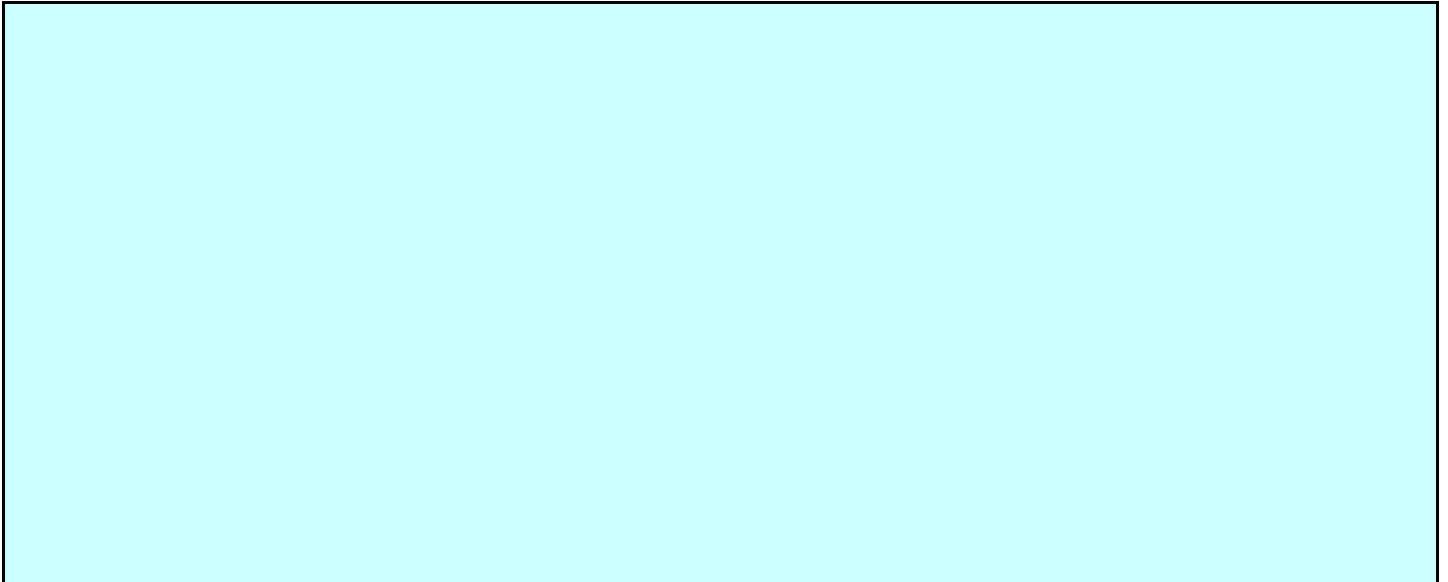
!!! Part of this information may be published!!!




II.3.D. Your key conclusions:

a) Did you achieve the expected results?

Yes or No, explain why and how? Please be consistent with your last activity report and stay focus on the key results. Be concrete and provide with some examples!



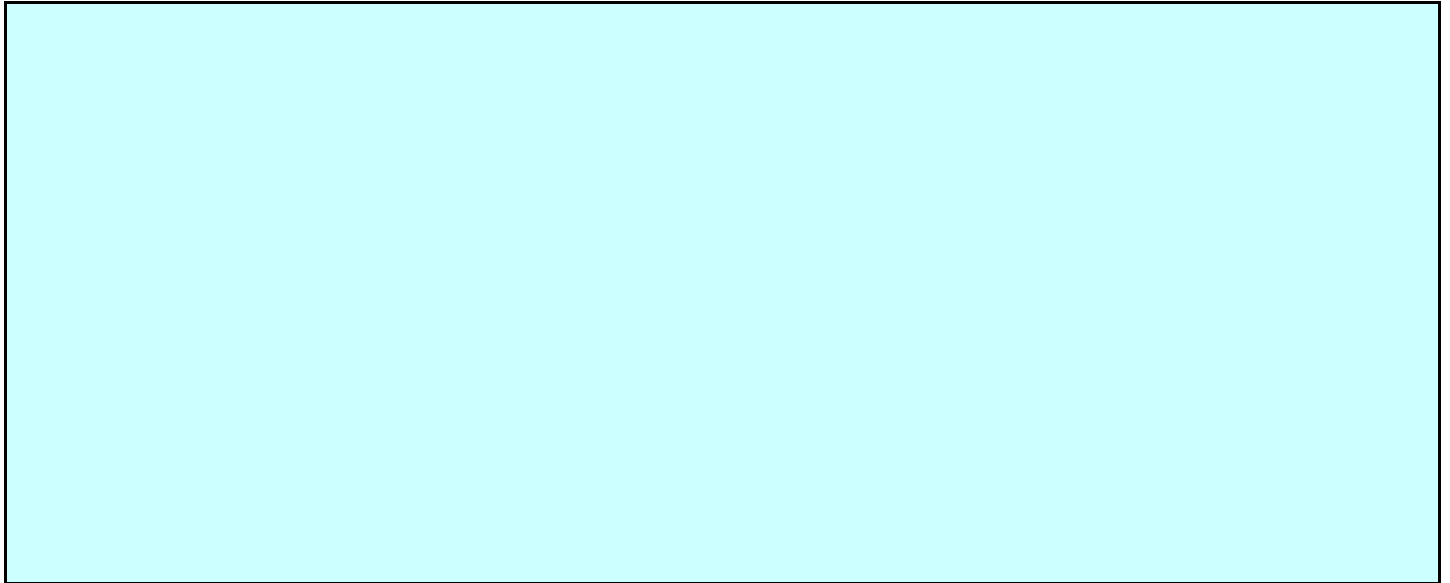
b) What are the main problems you encountered and the solutions you found?



c) What are the lessons you learned?

If you were to advise your colleagues from the "cross border cooperation world" ...?

!!! Part of this information may be published!!!



II.4. Communication & Dissemination:

Please refer to point 1.9 and 1.12 in your Application Form and to your own Communication Strategy to answer the questions below.

II.4.A. Which communication actions did you undertake?

Please list the main actions you undertook to communicate on your project. (at territorial or European level? To ensure internal or external communication? To reach new stakeholders, external audiences? To fulfil the EU communication requirements? To create media attention on your project ?)





II.4.B. Which communication products did you deliver?

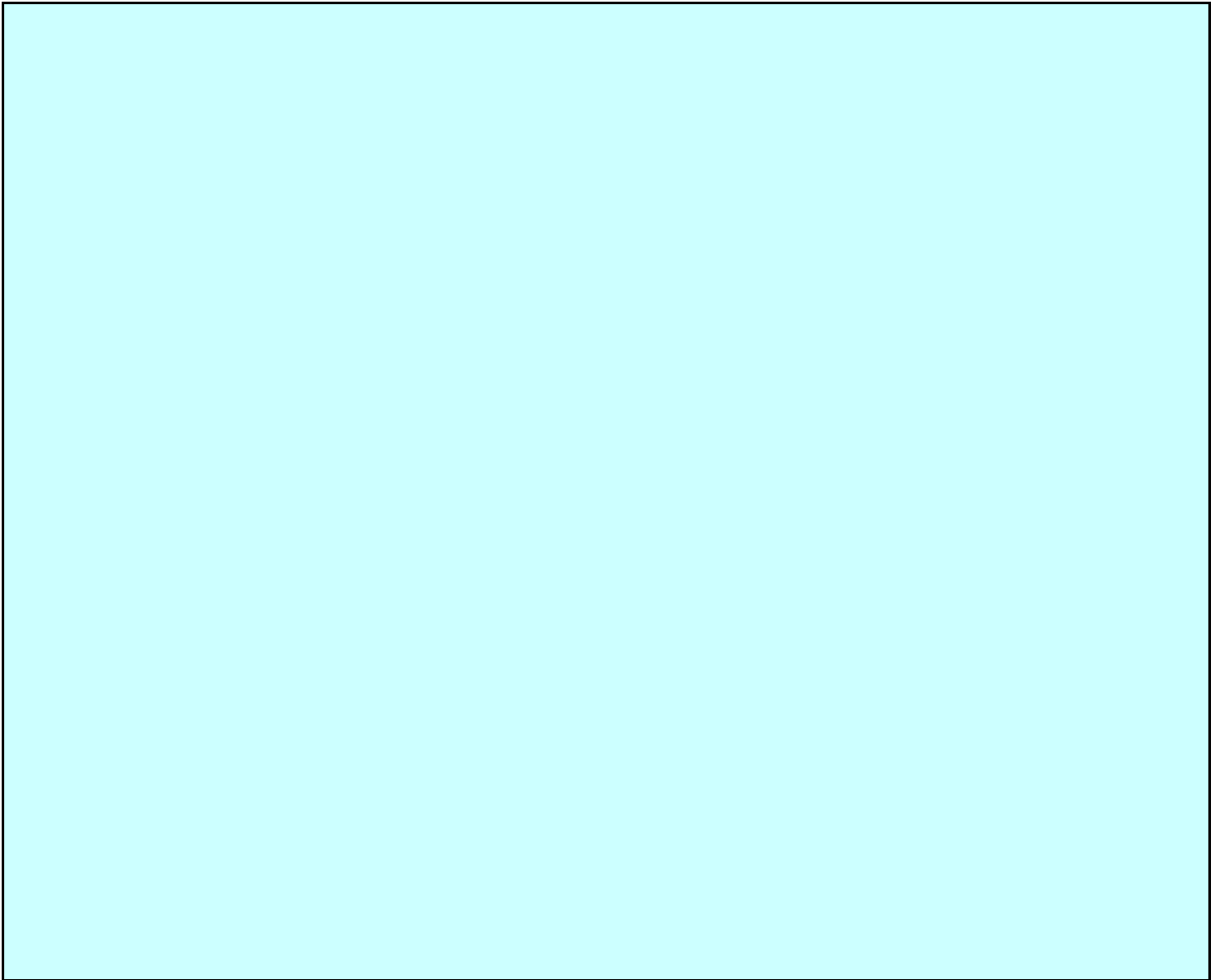
Please list the main communication products you delivered (web site, events, leaflets, publications, videos, exhibition, press conferences, etc).

MANDATORY: We require a CD ROM containing the main products of your project. Please also send any communication material that you would like to share with us.



II.4.C. Who were the main target groups addressed?

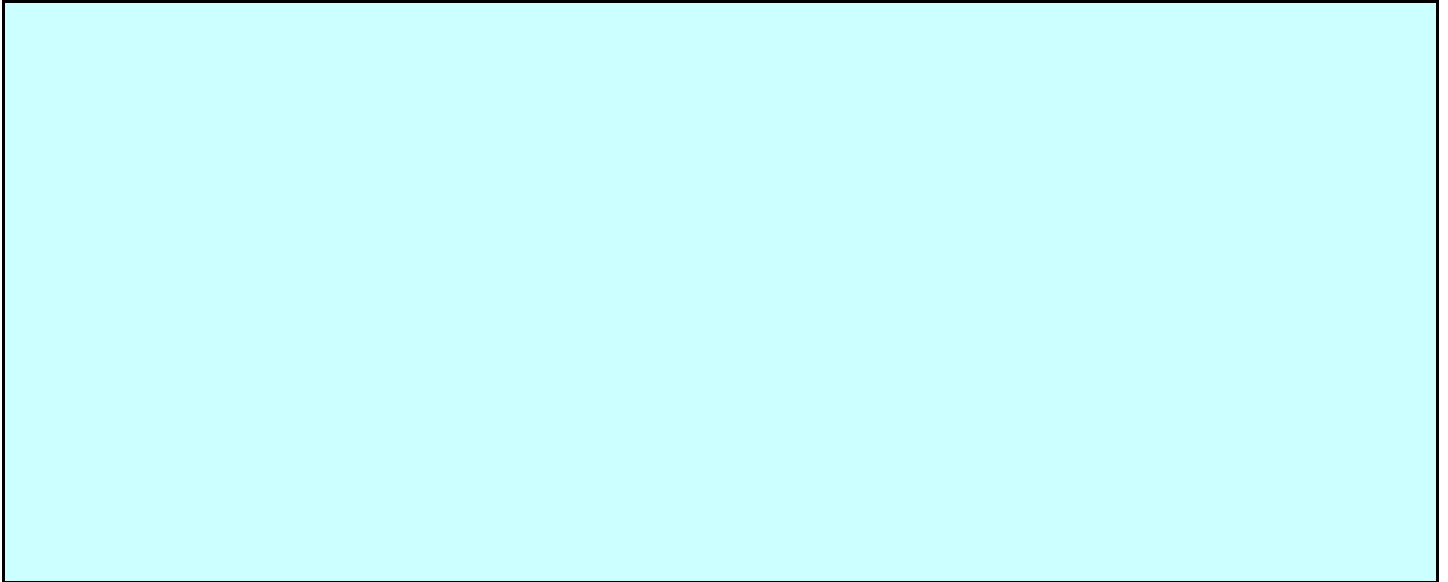
Please explain how you refined the target groups and tailored your actions/products to match their needs.




II.4.D. Your key conclusions:

a) Did you achieve your communication objectives?

Yes or No, explain why and how? Which are the communication actions you feel were most useful in disseminating the project's achievements? Please be consistent with your last activity report; be concrete and provide with some examples!



b) What are the main problems you encountered and the solutions you found?



c) What are the lessons you learned?

If you were to advise your colleagues from the "cross border cooperation world" ...?

!!! Part of this information may be published!!!

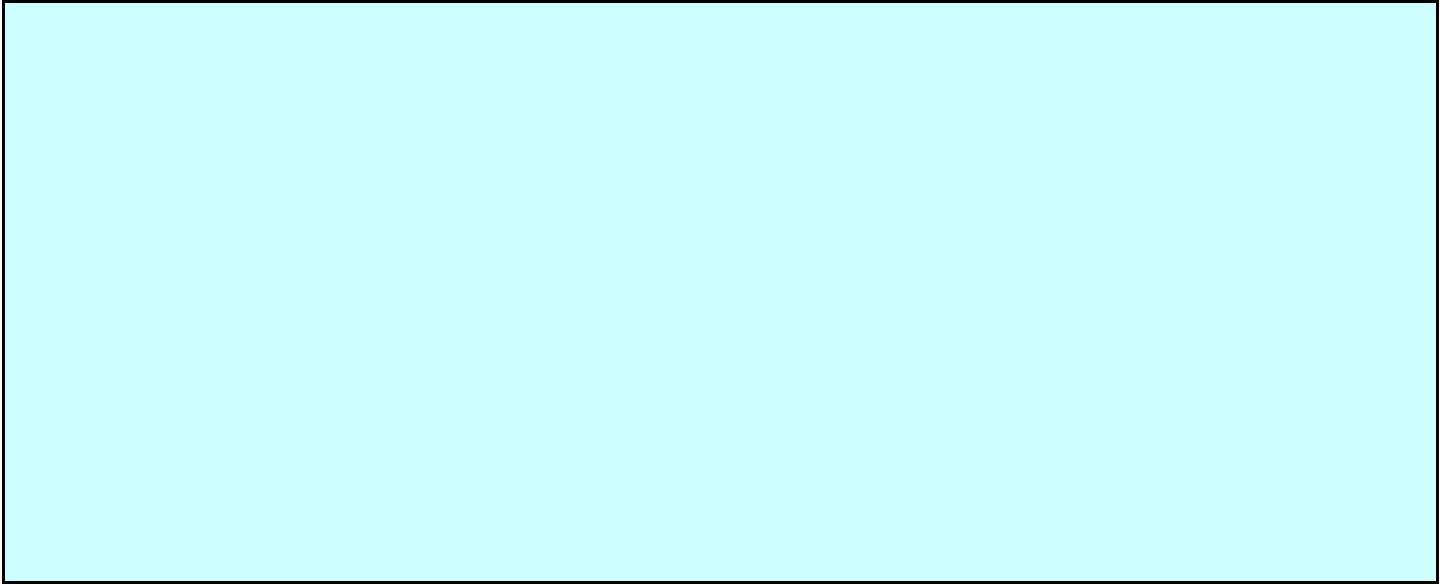


II.5. Cross-cutting principles:

Please review how your project has contributed to the EU policies on equal opportunities and environmental sustainability.

Please refer to part 1.13 in your Application form

Could you explain how these policies were reflected in your project?



II.6. Sustainability and long lasting effect:

Please refer to part 1.11 in your Application form.

!!! Part of this information may be published!!!

II.6.A. Sustainability and long lasting effect at project level?

What will happen to the projects results now that your project is coming to an end? Will there be institutional structures that will maintain, use & / or disseminate the project's results? Have results led to long lasting effects? Please be concrete and provide with some examples.

II.6.B. Sustainability and long lasting effect at networking level?

What will happen to the partnership after the closure of the project? Will the partnership continue to cooperate on this issue or another?



II.6.C. What's next?

Do you have any plans to follow-up your project? If so, will you apply for other external funding, develop a follow-on project in a future Cooperation Programme or will you self-finance the activity? What do you wish to keep alive as a result of this project and how will you do this?



II.6.D. And for the future?

a) Do you think your project contributes to the EU 2020 Strategy?

Strategy EU 2020

Europe 2020 is the EU's growth strategy for the coming decade and is structured along 3 pillars (smart, sustainable and inclusive growth) and 7 flagship initiatives (Digital agenda for Europe, Innovation Union, Youth on the move, Resource efficient Europe, An industrial policy for the globalisation era, An agenda for new skills and jobs, European platform against poverty).

You can find further information on the following link

http://ec.europa.eu/europe2020/index_en.htm

Has your project delivered against one of the pillars of EU 2020?

-- Select --

If yes, to which pillar?

-- Select --

If yes, to which flagship initiative would you consider your project would belong?

-- Select --

Please motivate your choice:

b) Do you think your project contributes to the Integrated Maritime Policy?

EU Integrated Maritime Policy:

The Integrated Maritime Policy is an innovative and cross-sectoral governance framework that covers all aspects of European relationship with the oceans and seas. The EU Integrated Maritime Policy focuses its actions on the following five areas: Maximising the sustainable use of the oceans and seas, Building a knowledge and innovation base for the maritime policy, Delivering the highest quality of life in Coastal Regions, Promoting Europe's leadership in international maritime affairs and Raising the visibility of Maritime Europe.

You can find further information on the following link

http://ec.europa.eu/maritimeaffairs/subpage_en.html

Has your project delivered against the EU Integrated Maritime Policy?

-- Select --

If yes, to which action area do you consider that your project has contributed?

-- Select --

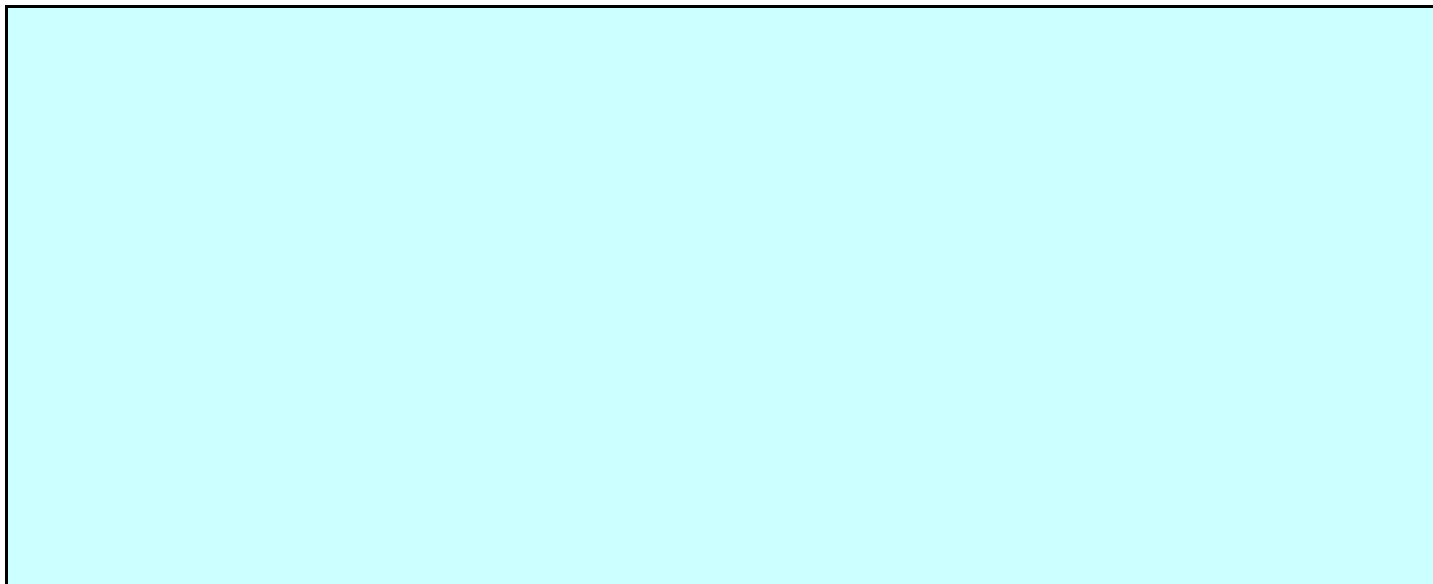
Please motivate your choice:

III. Distinctiveness / Added-value of crossborder cooperation:

III.1. What do you feel has been the real added-value of doing a crossborder project?

What has been achieved that you would not have been able to achieve if you hadn't worked with partners in another country with a common border. Please be concrete and provide with some examples. Please refer to the Application Form section 1.4.

!!! Part of this information may be published!!!



III.2. Have you developed any synergies with other projects or networks?

Synergies with other 2 Seas cooperation projects and/or other EU cooperation projects/programmes?

!!! Part of this information may be published!!!



III.3. Do you feel your project is an example of good practice?

-- Select --

What rate would you give yourself?	Rate
At "project level"* :	
- Project management (Act/Fin)	-- Select --
- Implementation	-- Select --
- Results	-- Select --
- Communication & dissemination	-- Select --
At "networking level"**:	
- Crossborder partnership management (project level).	-- Select --
- Territorial partnership management,	-- Select --
- Beneficiaries, territorial awareness	-- Select --
Other (Please specify):	

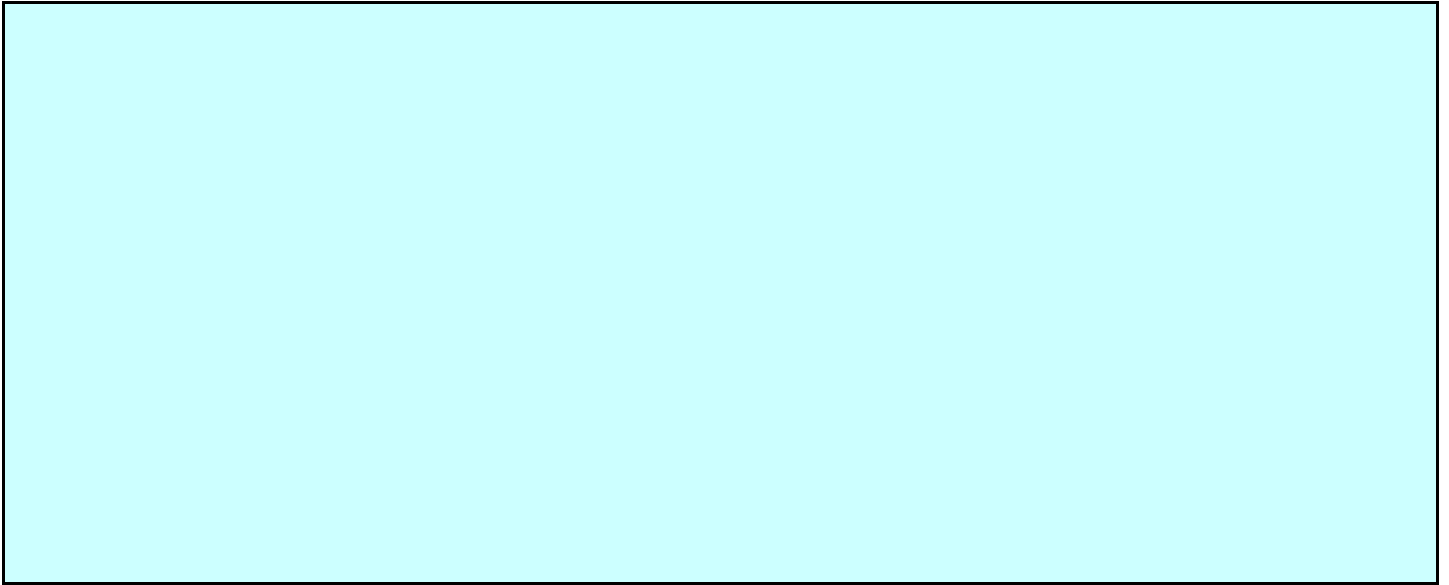
(*) Explanation: please focus here on the content related activities.

(**) Explanation: please focus here on the action of networking. How did you manage to let the project partners work together; how did you manage to create now links with other actors outside the partnership in the territories; how did you manage to reach the final beneficiaries and create a general awareness in the areas affected by your activities.

Please motivate your choice:

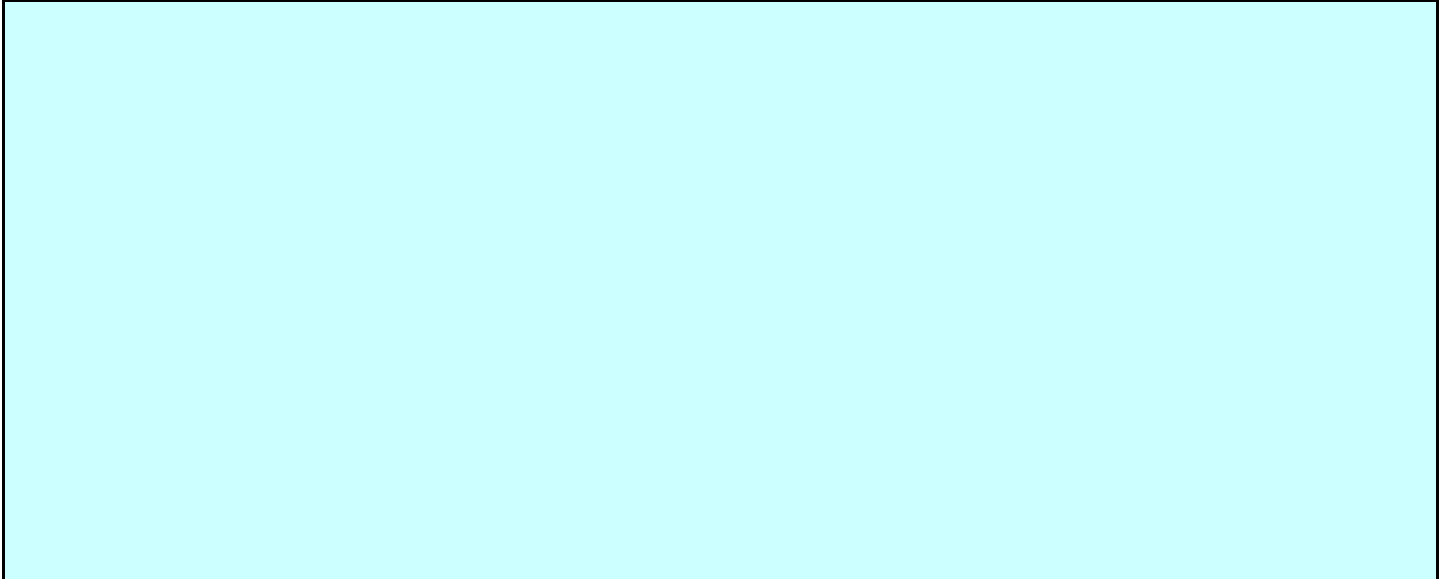
III.4. What are the key messages, key lessons learned that you would like to share?

!!! Part of this information may be published!!!



III.5. If you had the chance, would you do it all over again?

Please tell us if it was worth all the effort and what you would like to be differently.



Annex 1: Programme Indicators: overall and priority indicators

Please fill in the section Overall indicators first. Then go to the priority to which your project corresponds and fill in the indicators there. You are asked to fill-in an indicator table that demonstrates how your project will contribute to the Operational Programme indicators.

In each blue box you should either put a figure or select a pre-defined choice from the drop down menu. Whenever a drop down menu is activated, this is identified by the word "-- Select --". Click on the cell and the button for the pull down menu will appear in the lower-right hand corner of the cell. When you click on it, you will see the choices of the menu and you must select one.

OVERALL INDICATORS

Degree of cooperation

Please fill in ALL the indicators.

Indicator	The Programme target value is:	What is your project value? Is this a target for your project?
A Number of projects respecting four of the following criteria: joint development, joint implementation, joint staffing, joint financing	80	-- Select --
B Number of Member States represented in project partnerships (Priority 1,2&3 / Common Priority)	2,5 > > 3,5	-- Select --
C Number of organisations involved as partner in the projects (former Priority indicator now considered overall)	400	0

Horizontal issues

Please fill in ALL the indicators.

Indicators	The Programme target value is:	What is your project value? Is this a target for your project?
D Number of permanent jobs created (fixed contracts, full time equivalent)	136	0
E Number of temporary jobs created (having a finite nature - full time equivalent)	273	0
F Share of women	50%	0%
G Share of projects having a contribution to sustainable development which is neutral/positive/main aim	30% / 40% / 30%	-- Select --
H Share of projects having a contribution to equal opportunities which is neutral/positive/main aim	50% / 40% / 10%	-- Select --

After you fill in this part, please go to the section of the PRIORITY INDICATORS. This section of indicators is divided per priority. You must fill in the indicators related to the priority for which you are applying.

In each blue box you should either put a figure or select a pre-defined choice from the drop down menu.

Whenever a drop down menu is activated, this is identified by the word "--Select--". Click on the cell and the button for the pull down menu will appear in the lower-right hand corner of the cell. If you click on it, you can see the choices of the menu and you must select one.

INDICATORS FOR PRIORITY 1

Output indicators

Please fill in only 1 output indicator.

Indicator	The Programme target value is:	What is your project value? Is this a target for your project?
1.1 Number of projects supporting the development of economic activities, including the maritime economy	7	-- Select --
1.2 Number of projects supporting innovation, research and cooperation between Universities, knowledge institutes and businesses	4	-- Select --
1.3 Number of projects supporting the tourism sector and promoting sustainable tourism	2	-- Select --
1.4 Number of projects promoting entrepreneurship and supporting development of employment and human capital	2	-- Select --
1.5 Number of projects encouraging the development of new cross-border commercial initiatives	2	-- Select --
1.6 Number of projects improving the accessibility of the programme area by optimising the use and mutualisation of existing infrastructures as a priority (mix of the two previous indicators)	11	-- Select --

Result indicators

Please fill in only the result indicator outlined in red

Indicator	The Programme target value is:	What is your project value? Is this a target for your project?
1.1 Number of new joint economic actions developed	110	0
1.2 Number of new cross-border cooperation structures between businesses and knowledge institutes	8	0
1.3 Number of new cross-border sustainable tourism products generated by supported projects	30	0
1.4 Number of businesses whose development was accompanied through supported projects	200	0
1.5 Number of joint products and services generated by new commercial initiatives	4	0
1.6 Number of new measures to improve the accessibility of the area by optimising the use and mutualisation of existing infrastructures as a priority (terrestrial, ICT, networks ...)	44	0

INDICATORS FOR PRIORITY 2

Output indicators

Please fill in only 1 output indicator.

Indicator	The Programme target value is:	What is your project value? Is this a target for your project?
2.1 Number of projects dedicated to integrated coastal zone management, maritime resource management and the management of estuaries	3	-- Select --
2.2 Number of projects on the prevention and management of natural, technological and human risks and to guarantee the quality of the environment	2	-- Select --
2.3 Number of projects related to energy efficiency and renewable energies	6	-- Select --
2.4 Number of projects related to management of nature, landscape, natural heritage, and urban-rural relations	7	-- Select --
2.5 Number of projects related to water management, waste management and sustainable use of resources	2	-- Select --

Result indicators

Please fill in only the result indicators outlined in red

Indicator	The Programme target value is:	What is your project value? Is this a target for your project?
2.1 Number of new cross-border plans or tools for management of coastal, maritime areas or estuaries	12	0
2.2 Number of new cross-border plans or structures for risk management	8	0
2.3 Number of new joint renewable energies / energy efficiency measures implemented	15	0
2.4 Total area of nature and landscape developed and / or protected by the programme	945	0
2.5 Number of new cross-border plans or tools for water, waste or resources management	10	0
2.6 Number of citizens directly benefiting from the project		0

INDICATORS FOR PRIORITY 3

Output indicators

Please fill in only 1 output indicator.

Indicator	The Programme target value is:	What is your project value? Is this a target for your project?
3.1 Number of projects related to community quality of life, social inclusion and well-being of different groups in society	3	-- Select --
3.2 Number of projects developing cooperation in the field of public services	2	-- Select --
3.3 Number of projects supporting cooperation on education and training	6	-- Select --
3.4 Number of projects related to heritage and cultural assets	7	-- Select --
3.5 Number of projects dealing with leisure activities and social tourism	2	-- Select --

Result indicators

Please fill in only the result indicators outlined in red

Indicator	The Programme target value is:	What is your project value? Is this a target for your project?
3.1 Number of new measures jointly implemented improving community quality of life, social inclusion and well-being	96	0
3.2 Number of joint public facilities and services developed	36	0
3.3 Number of people participating in joint education or training activities	800	0
3.4 Number of new measures jointly developed to enhance heritage and cultural assets (replaces former indicator "Number of joint cross-border cultural activities developed")	104	0
3.5 Number of new initiatives to support leisure activities and social tourism (replaces former indicator "Number of people benefiting from new joint events and recreational facilities during lifespan of projects")	9	0
3.6 Number of citizens directly benefiting from the project		0

INDICATORS FOR PRIORITY 4

Output indicators

Please fill in ALL the indicators.

Indicator	The Programme target value is:	What is your project value? Is this a target for your project?
4.1 Number of projects supported by the Common priority	6	-- Select --

Result indicators

Please fill in ALL the indicators.

Indicator	The Programme target value is:	What is your project value? Is this a target for your project?
4.1 Number of new large-scale approaches, joint tools, initiatives or actions having a cross-border maritime dimension	12	0
4.2 Number of shared good practices from both OPs or transferred from one OP to the other one.	3	0
4.3 Number of large-scale networks established in a sustainable way (through a formal commitment)	6	0

Annex 2: Communication Indicators

Please refer to your own communication strategy to fill in
add new fields to this table if needed

Communication activities	Your target	Your achievement	Comments
Number of events organised			
Number of stands/ presentations at external events			
Number of promotional material distributed			
Number of publications issued			
Number of newsletters issued			
Number of press conferences organized			
Number of press releases issued			
Number of project occurrences in the media			
Number of average connections on the website			
Other, please specify ...			
Other, please specify ...			
Other, please specify ...			
Other, please specify ...			
Other, please specify ...			
Other, please specify ...			

Annex 3: Feedback on the Programme

From project generation to development:	Please Rate	Comments
General information on the Programme	-- Select --	
Programme documents and factsheets (in programme manual)	-- Select --	
Project idea tools on the website	-- Select --	
Projects directory on the website	-- Select --	
Facilitators support	-- Select --	
JTS support	-- Select --	
Programme events (annual event, programme fair)	-- Select --	
Project application phase		
Project application phase	Please Rate	Comments
General information on the Programme and on the calls	-- Select --	
Programme procedures and documents	-- Select --	
Assistance from the Programme (filling in the AF, solving technical issues, etc)	-- Select --	
Lead Applicant seminars	-- Select --	
Project implementation phase:		
Project implementation phase:	Please Rate	Comments
General information on the Programme rules	-- Select --	
Reporting procedures	-- Select --	
General assistance of the JTS/facilitators	-- Select --	
Project changes procedures	-- Select --	
Lead Partner seminars	-- Select --	
Project closure phase		
Project closure phase	Please Rate	Comments
General information on the Programme rules	-- Select --	
Closure procedures	-- Select --	
General assistance of the JTS/facilitators	-- Select --	

PROJECT CLOSURE

1.1. Context

Once the project reaches its last semester of implementation, the project will have to provide an overview of project and partnership achievements at the moment of closure (both in terms of finance and content) and the potential durability of these achievements.

The Final Report is therefore a key set of documents for communication and capitalisation purposes and represents the project business card.

1.2. Composition of the Final report

The documents required at the end of a project are the followings:

1. **Last regular Progress Report** (within 2 months after the end date of the project's activities)
2. **Closure Report** (within 2 months after the end date of the project's activities)
3. **CD-ROM** (within 2 months after the end date of the project's activities)
4. **Administrative Closure Checklist** (within 2 months after the end date of the project's activities unless an additional Financial Report is requested by the project, in which case, this checklist shall be submitted within 5 months after the end date of the project's activities)
5. **Additional Financial Report for the +3 months** (within 5 months after the end date of the project's activities)

The **last regular Progress Report** is the report corresponding to the last 6 months of your project implementation as indicated in the approved Application Form. It has to be submitted within 2 months after the end date of the project's activities.

The **Closure Report** is an excel document containing the main information regarding the activities implemented, the results achieved and the lessons learned by the project.

The **CD-ROM** shall contain all the main representative products developed by your project, in terms of communication and concrete achievement.

An **Administrative Closure Checklist** will have to be submitted:

- together with the Closure Report, if the project does not request an additional financial report (please, see below for further information on the additional financial report).
- together with the additional financial report if it has been requested by the project (please, see below for further information on the additional financial report).

An **additional Financial Report** shall also be produced if the project has requested to be able to report costs relating to:

- administrative costs incurred and paid in the framework of the 3 months covered by the additional report
- and/or any costs incurred the project implementation BUT paid in the framework of the 3 months covered by the additional report

In this case, the additional financial report template will have to be requested to the JTS at the time of the submission of the last regular progress report.

1.3. Project closure procedure

A. Submission of the Final report

1. If the project does not intend to claim costs for the extra 3 months beyond the end of the project implementation:

In this case, the LP will have to submit the following documents within 2 months after the end of the project implementation:

- the last regular progress report (original paper signed version + electronic version)
- the Closure Report (electronic version only)
- the CD-ROM
- the supporting documents indicated in the administrative closure checklist (electronic version)

Therefore, for example, if a project ends the 31st of December of year N, the LP will have to submit a regular PR (only including costs incurred and paid until the 31st of December of Year N), a Closure Report, the CD-ROM and the supporting documents indicated in the administrative closure checklist by 1st of March of year N+1.

2. If the project intends to claim costs for the extra 3 months beyond the end of the project implementation:

In this case, the LP will have to submit the following documents within 2 months after the end of the project implementation:

- the last regular progress report (original paper signed version + electronic version)
- the Closure Report (electronic version only)
- the CD-ROM

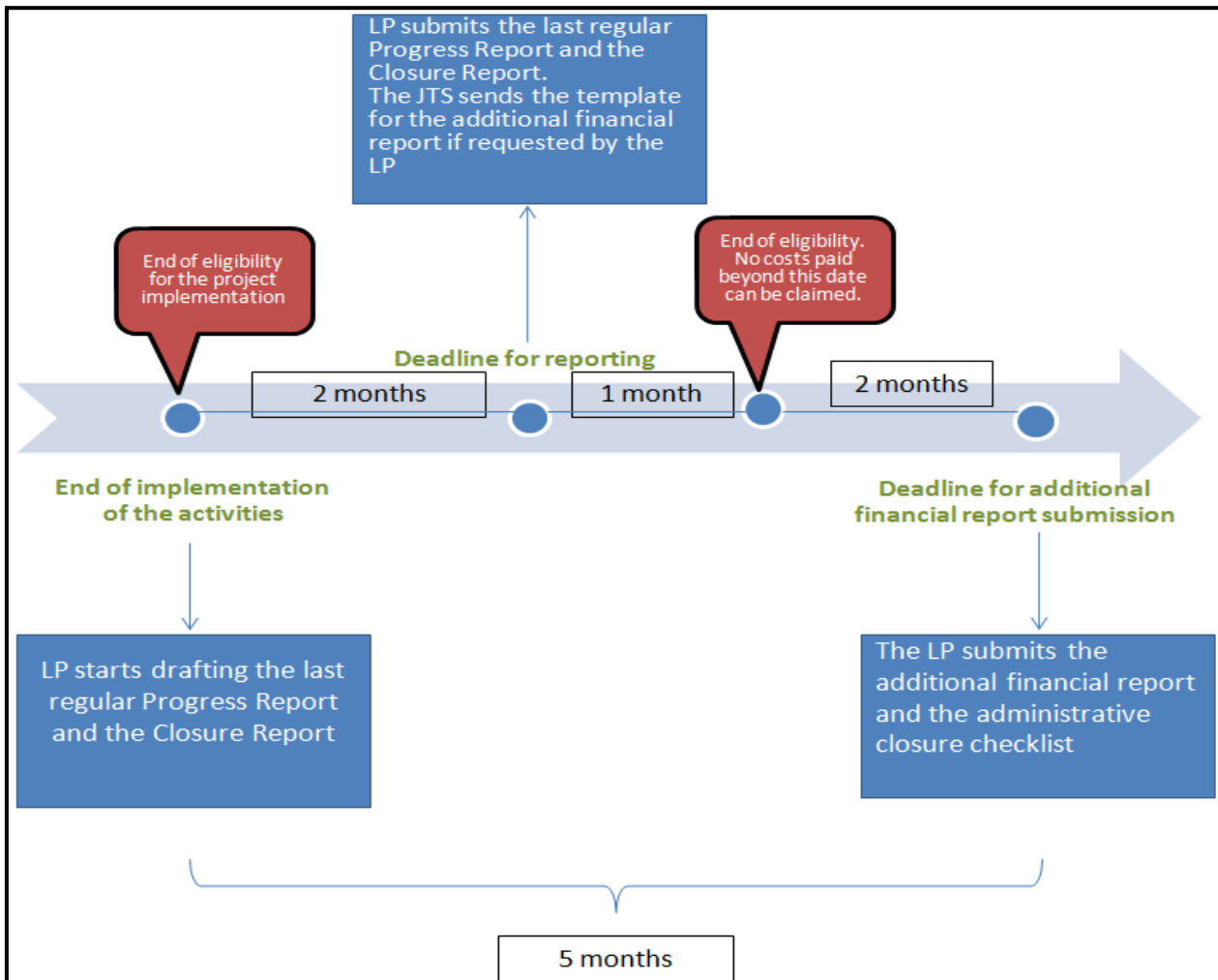
Once these documents have been delivered to the JTS, the LP will then ask the JTS for the additional financial report template.

The original paper signed version and the electronic version of the additional financial report will have to be submitted together with the supporting documents as indicated in the administrative closure checklist.

These documents shall be sent to the JTS 5 months after the end of the project implementation (e.g. by the 31st of May of Year N+1, if we consider the same example mentioned in bullet point 1 above).

Be aware that the project cannot be closed administratively and the payment of the last tranche of ERDF cannot be released if all relevant documentation is not delivered to the JTS.

B. Illustration of the submission process:



C. Project administrative closure

1. The Joint Technical Secretariat monitors all components of the Closure Report, such as the description of activities, the report on achievement of the planned activities, results and outputs. The achievement of the planned results and outputs are monitored in relation with the content of the Application Form. If the information delivered in the report is insufficient, the Joint Technical Secretariat will ask for further information or clarification from the Lead Partner.

Once the check is completed, the Certifying Authority (CA) effects the payment to the Lead Partner. The latter is informed about the payment by means of a payment notification letter (e-mailed). Together with the notification, the LP will receive a closure declaration completed by the JTS. This document is only for information and needs no action from the LP. This document must be archived and kept by the project together with all other relevant documentation necessary to ensure the project audit trail. The closure declaration is the document attesting the administrative closure of the project.

2. The payment should be transferred to the Lead Partner bank account in one to two weeks. The Lead Partner is then responsible for internal allocation or further disbursement of grants to the Project Partners. The Lead Partner should ensure that ERDF co-financing is forwarded to Project Partners in time and in full. No amount shall be deducted or withheld and no specific charge or other charge with equivalent effect shall be levied that would reduce these amounts for the Project Partners.