

Project closure workshop

October 27th 2022

Project closure training

Introduction

This session is split into three different sections

- 1 Closure timeline
- 2 Final report eligible expenditure
- 3 Outputs and evidence

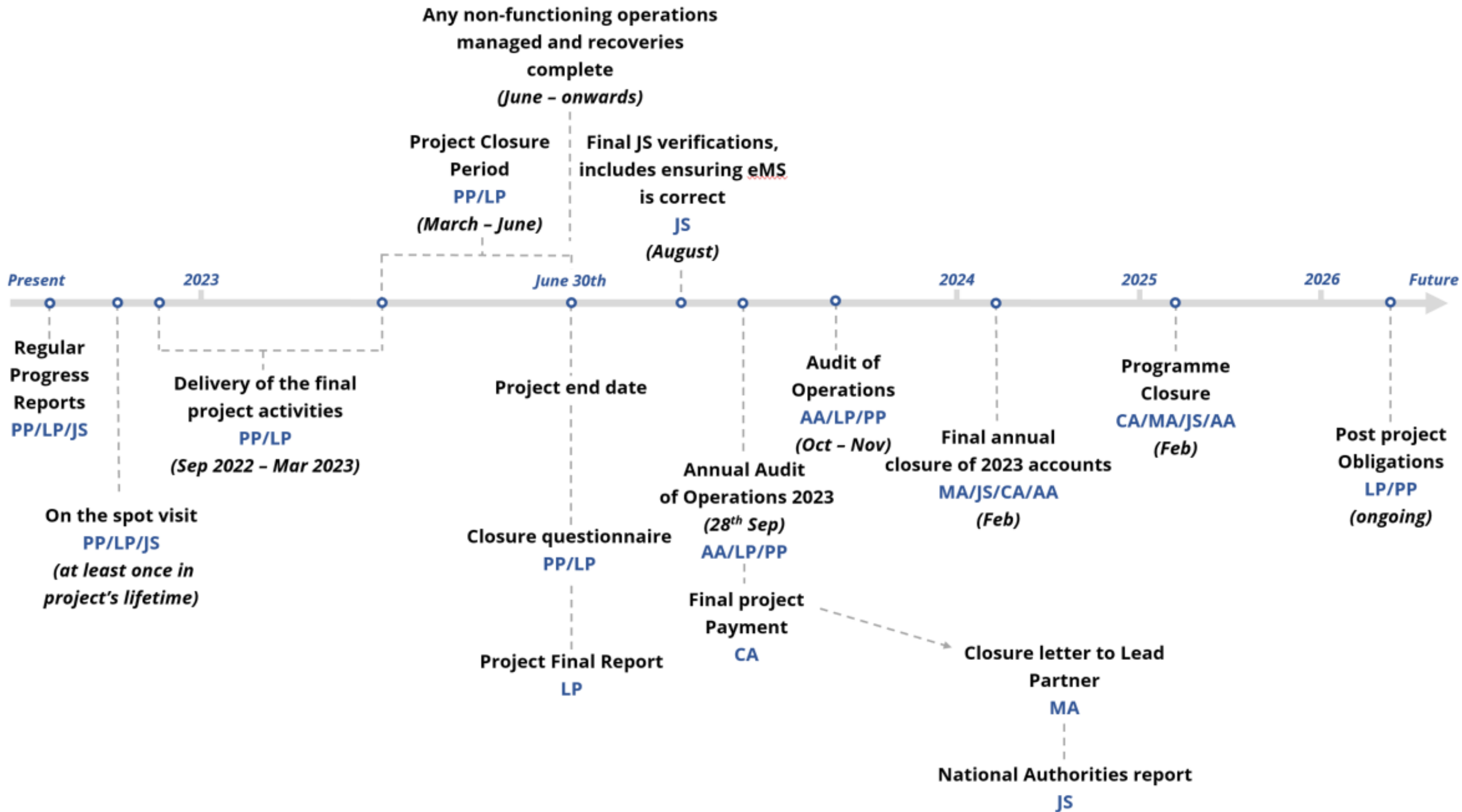
Section 1 - Closure timeline

Included in this section

The key dates that apply to project closures

What you should start doing now

The risk of not meeting deadlines



Project closure key dates

Now	<ul style="list-style-type: none">✓ Project progress reports✓ On-the-spot visits	<ul style="list-style-type: none">✓ Output performance tracking✓ Project modification
September 2022 to March 2023	<ul style="list-style-type: none">✓ Final implementation claim period	
March 2023 to June 2023 ⁽¹⁾	<ul style="list-style-type: none">✓ Project closure period	
30 th June 2023 ⁽²⁾	<ul style="list-style-type: none">✓ Project end date✓ Project closure report	<ul style="list-style-type: none">✓ Final project report✓ No Project Activities
30 th September 2023 ⁽³⁾	<ul style="list-style-type: none">✓ Final claim✓ Closure letter to Lead Partner	
After project closure	<ul style="list-style-type: none">✓ Post-closure obligations	

(1) This is the latest project closure period in the programme.
Check the reporting periods for your project.

(2) The project end date is the final day of the closure period.

(3) This date may be earlier, it will be on eMS and in your Grant Offer Letter

Closure starts here

- Be proactive and start thinking about closure now
- Submit penultimate and final claims early/on time
- Have a plan in place with your partnership
- LP - engage now with your project partners
- The JS will verify your outputs and evidence from now onwards
- Talk to the JS; we're here to help!

Project evidence - Delivery and Outputs

- Timely upload of evidence
- Your costs (lines of expenditure) are linked to project implementation
- We need evidence now



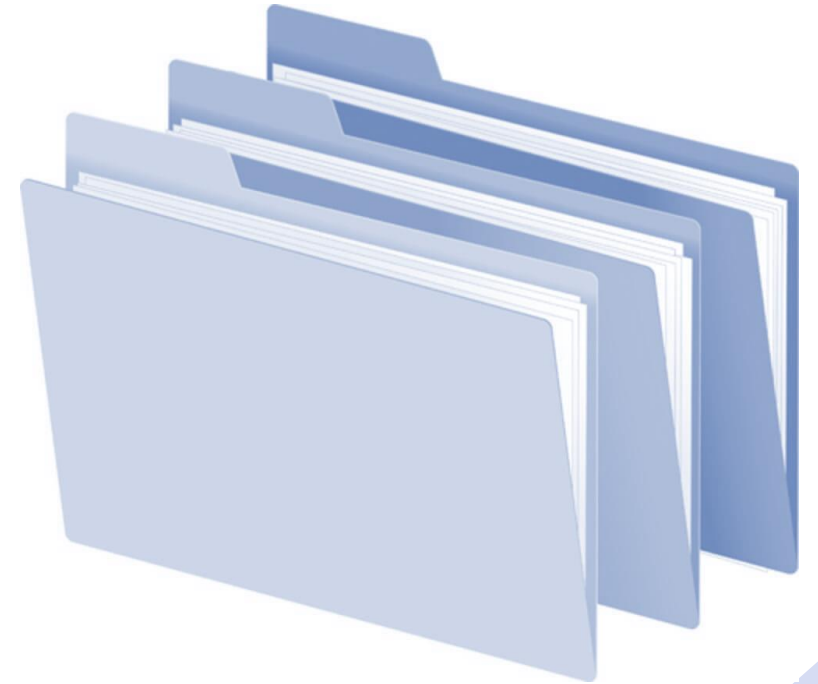


eMS

- eMS needs to be up to date
- Declare your outputs and deliverables
- Upload evidence to eMS if partially or fully completed
- Accuracy is the key
- Haven't completed your output yet? **EXPLAIN WHY!**
- Your deliverables are behind schedule? What is the way forward? How are you planning to mitigate the risks?

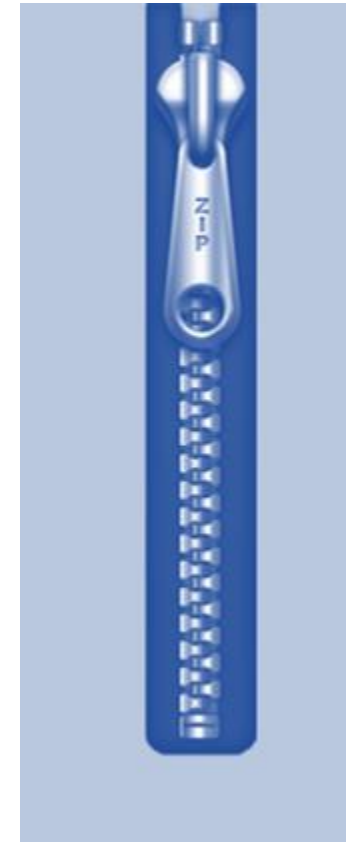
eMS – file naming conventions

- Consistent naming convention is crucial
- **Exercise:** ask a PP to find a document on their own partner report
- **The Challenge!**
Would someone unfamiliar with the project be able to find documents if your project is audited two years after closure?



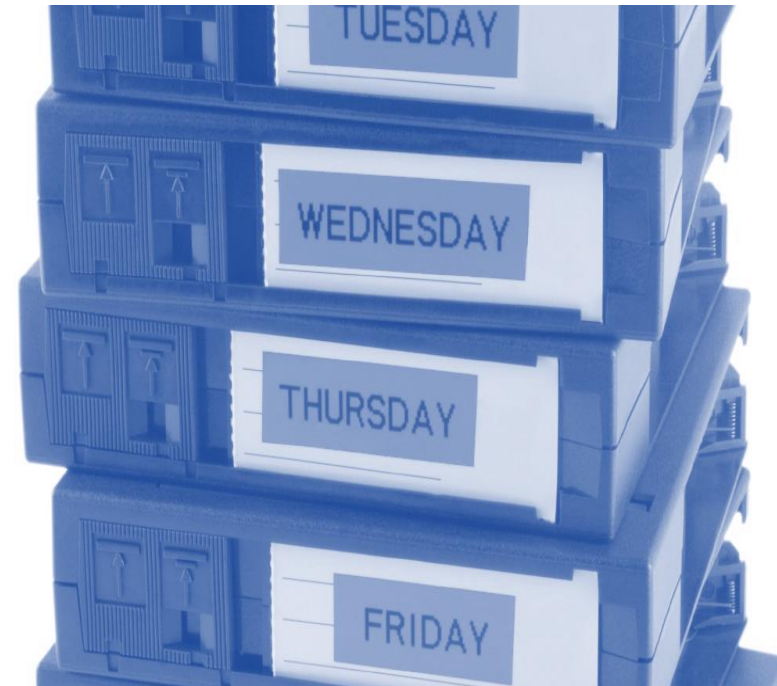
eMS – storage limits

- 8Mb file upload size limit
- Start preparing your evidence of delivery
- Large documents may need to be split or compressed so that they can be uploaded



eMS – storage limits

- Documents must be uploaded in all instances
- Links to Sharepoint/Google or other drives/locations are **not valid**, a hyperlink doesn't provide an audit trail
- Start thinking about it now !!



Corrective actions

Stop the clock

Revert the claim

On-the-spot

Modifications

Modification timeline

Question: Can I still change my application form and submit a modification?

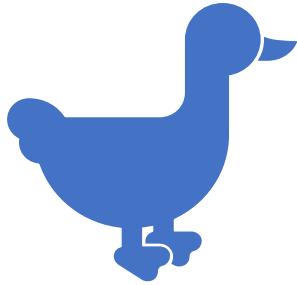
Answer: Yes, deadlines for submitting modifications are below

Type of modification	Last date for submission
Administrative	Project end date
Technical	31/01/2023
Fundamental	08/11/2022

Modifications must be uploaded onto eMS and approved within 1 month

The modification process: Guidance Note 6 of the Programme Manual

Taking action



Resolve **sitting ducks**
(provide missing
evidence)



eMS updated



Evidence of
deliverables and
outputs ready and
uploaded **before**
project activities end



Document retention plan
(audit possible after project
closure)

Key dates - again

End	Closure	Project
End of Technical Activities	Closure Period	Latest project end date
31 March 2023	1 April to 30 June 2023	30 June 2023

Check your Grant Offer Letter (GOL) for claim period and reporting dates for your project.

Example:



Period 7:

From 01/09/22 to 31/03/23

FINALIZE THE TECHNICAL
ACTIVITIES ON YOUR PROJECT

I.e.: **CLOSURE OF:**

WP T1 / T2 / T3/ T4 / T5 / C

**CLOSURE PERIOD
ONLY WP
MANAGEMENT is eligible**

**WARNING: runs only for 3
months**

Closure report

- The closure report questions can be found in Guidance Note 13 of the Programme Manual, and on the programme website, as a downloadable Word document
- Submit your closure report with the final project progress report
- The option to complete a closure report is activated by the JS
- Discuss the closure report with your JS contact **before your closure period**
- **Start working on it asap**

Final Period Report Date

- Your final project progress report deadline is in the Grant Offer Letter
- Submit your final report as early as possible
- Think about holiday season (July and August)
- Make sure your FLC is aware of timelines

Final Period Report Date

- The last date to submit your final project progress report is in the GoL.
- **This is a fixed deadline which cannot be moved. If you do not submit by the GoL date you are at risk of not being reimbursed.**
- Post - June 2023 → Resource issues unable to submit the project progress report i.e. staff. Mitigate this now.
- **After 30.06.2023: no staff costs (BL1) costs claimable from the programme, even if costs are incurred to support closure.**

Key points

- Submit your final claim early if you can e.g. end of April / end of August
- Make sure you submit final reports and upload relevant evidence
 - Final claims will NOT be put on stop the clock
 - We will NOT revert the final claim
- Any incorrect or ineligible expenditure will be removed or corrected by the JS
- Get it right first time, you won't have the opportunity to negotiate/discuss lines of expenditure which are not clear and fully evidenced



- In the final year we may have to withhold 10% of your claim
- EU regulations state that 10% of the final amount claimed by the FCE Programme to the EU will be withheld until Accounts are signed off.



Section Two - Eligible Expenditure



Final report eligible expenditure

This section will cover:

- Final report eligible expenditure
- FLC costs
- Sitting ducks

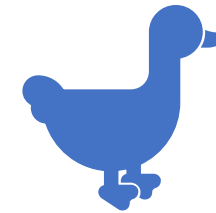
Final report eligible expenditure



BL1 and BL2
Work Package
Management

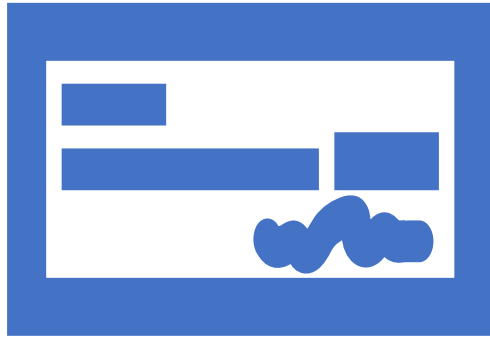


BL4 Work Package
Management FLC
expenditure

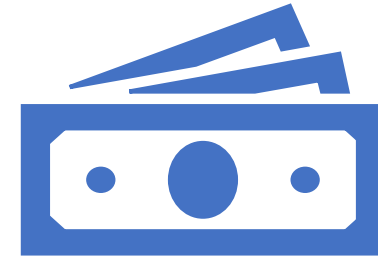


Sitting ducks

Final report eligible expenditure



Expenditure related to activities in the application form which have been incurred before the end of activities (31 March 2023) but invoiced and defrayed during the final reporting period (01 April 2023 - 30 June 2023)



No other expenditure is eligible during the final reporting period

Which expenditure lines in the table do **you** think are eligible, and which are not?

FLC has ve

	Report number	Budget line	Invoice number	Invoice date	Payment date	Description of the expenditure	Currency	Total item value	VAT	Declared amount in original currency	Conversion rate	Declared amount in euro	Comment FLC	FLC correction	Amount certified FLC
Expenditure 1	6.1	BL1 / WPM			19.05.2023	Method 2a: Staff Costs calculated on real cost basis (working 100% on project) Costs for MT worked in May 2023	GBP	2,000.00	0.00	2,000.00	0.8435	2,371.07		0	2371.073
Expenditure 2	6.1	BL4 / WP T3	L2345c	02.03.2023	03.04.2023	Translation of Prototype Results report FR to EN	EURO	840.00	40.00	800.00	0	800.00		0	800
Expenditure 3	6.1	BL5 / WPT2	B789CURR	30.05.2023	30.06.2023	Laptop for data analysis of samples collected	EURO	2,400.00	400.00	2,000.00	0	2,000.00		0	2000
Expenditure 4	2.1	BL3 / WP T1			06.01.2021	JW travel expenses via staff expenses claim form for travel Plymouth for site visits to carry oversee testing of prototype	GBP	47.25	2.25	45.00	0.8435	53.35	Sitting Duck from claim 2.1 - Evidence of attendance orginally missing, now provided	0	53.34914
Expenditure 5	6.1	BL4 / WPM	1001234	30.06.2023	07.07.2023	FLC costs for final claim 6.1 (Period 1.04.23 to 30.06.23)	GBP	4,800.00	800.00	4,000.00	0.8435	4,742.15		0	4742.146
Expenditure 6	6.1	BL1 / WPM			01.07.2023	Method 2a: Staff Costs calculated on real cost basis (working 100% on project) Costs for MT worked in June 2023	GBP	2,500.00	0	2,500.00	0.8435	2,963.84		0	2,963.84



Assumptions:

Supporting evidence has been provided to back up the expenditure, ignore that the fact travel took place during COVID pandemic. Don't assume the FLC certification is correct.

	Report number	Budget line	Invoice number	Invoice date	Payment date	Description of the expenditure	Currency	Total item value	VAT	Declared amount in original currency	Conversion rate	Declared amount in euro	Comment FLC	FLC correction	
✓	Expenditure 1	6.1	BL1 / WPM		19.05.2023	Method 2a: Staff Costs calculated on real cost basis (working 100% on project) Costs for MT worked in May 2023	GBP	2,000.00	0.00	2,000.00	0.8435	2,371.07		0	
✓	Expenditure 2	6.1	BL4 / WP T3	L2345c	02.03.2023	03.04.2023	Translation of Prototype Results report FR to EN	EURO	840.00	40.00	800.00	0	800.00		0
✗	Expenditure 3	6.1	BL5 / WPT2	B789CURR	30.05.2023	30.06.2023	Laptop for data analysis of samples collected	EURO	2,400.00	400.00	2,000.00	0	2,000.00		0
✓	Expenditure 4	2.1	BL3 / WP T1		06.01.2021	JW travel expenses via staff expenses claim form for travel Plymouth for site visits to carry oversee testing of prototype	GBP	47.25	2.25	45.00	0.8435	53.35	Sitting Duck from claim 2.1 - Evidence of attendance orginally missing, now provided	0	
✓	Expenditure 5	6.1	BL4 / WPM	1001234	30.06.2023	07.07.2023	FLC costs for final claim 6.1 (Period 1.04.23 to 30.06.23)	GBP	4,800.00	800.00	4,000.00	0.8435	4,742.15		0
✓	Expenditure 6	6.1	BL1 / WPM		01.07.2023	Method 2a: Staff Costs calculated on real cost basis (working 100% on project) Costs for MT worked in June 2023	GBP	2,500.00	0	2,500.00	0.8435	2,963.84		0	

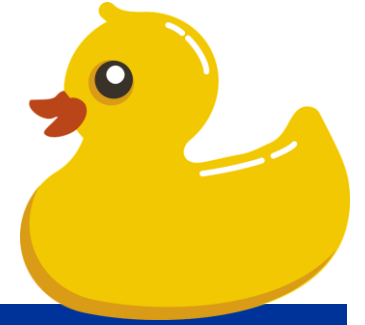
Comfort break – 10-15 min

FLC final invoice

The final first level controller (FLC) invoice is eligible even if the work took place after project closure, provided that the following procedure is followed:

- Project partner submits final partner report and financial documents to the FLC
- FLC performs eligibility checks of submitted documents
- FLC reverts the partner report to the partner to include the FLC invoice
- FLC verifies the final documents and issues the certificate

Sitting ducks



What are sitting ducks?

They are uncertified items from previous report(s)

List of expenditure

Report number ▲	Budget line ⇅	Procurement	Internal reference number ⇅
PP1 - 2.1	BL4 External expertise and services		
PP1 - 2.1	BL4 External expertise and services		
PP1 - 2.1	BL4 External expertise and services		
PP1 - 7.1	BL4 External expertise and services		
PP1 - 7.1	BL4 External expertise and services		

Sitting ducks

Check your living tables on eMS

How do I know if I have any sitting ducks?

Partner reports

PP 1

Report	Report start date	Report end date	State
Period 7 01.10.2021 - 30.09.2022			
Report 7.1	01.10.2021	30.09.2022	Report submitted to FLC
Report 7.2	01.10.2021	30.09.2022	Report in progress
Period 8 01.10.2022 - 30.09.2023			
Period 9 01.10.2023 - 31.12.2023			
<input checked="" type="checkbox"/> Partner living tables	<input type="checkbox"/> Partner global list of expenditure (LoE)		

Partner expenditure per budgetline

Budgetline	Partner total budget B	Flc				Pending flc level (incl sitting ducks) F= C- D- E
		Total declared to flc C	Total flc certified D	Total amount declared to flc but found ineligible E		
BL1 Staff costs	€ 8.630.529,93	€ 6.016.400,47	€ 5.994.547,95	€ 21.852,52	€ 0,00	
BL2 Office and administration	€ 1.294.579,48	€ 902.460,20	€ 899.182,32	€ 3.277,88	€ 0,00	
BL3 Travel and accomodation	€ 551.379,06	€ 510.277,56	€ 470.314,18	€ 33.491,89	€ 6.471,49	
BL4 External expertise and services	€ 1.654.760,39	€ 1.455.629,76	€ 1.436.530,92	€ 15.763,86	€ 3.334,98	
BL5 Equipment	€ 0,00	€ 167,16	€ 167,16	€ 0,00	€ 0,00	
BL6 Investment	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	
Total	€ 12.131.248,86	€ 8.884.935,15	€ 8.800.742,53	€ 74.386,15	€ 9.806,47	
Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	
Total eligible expenditure	€ 12.131.248,86	€ 8.884.935,15	€ 8.800.742,53	€ 74.386,15	€ 9.806,47	



France (Channel Manche) England

Sitting ducks

How do I know if I have any sitting ducks

Check your list of expenditure on eMS

Period 8 01.10.2022 - 30.09.2023

Period 9 01.10.2023 - 31.12.2023

Partner livingtables

Partner global list of expenditure (LoE)



Declared amount in original currency	Conversion rate date	Declared amount in euro	Expenditure outside the programme area	In kind	Declared	Verified by FLC	FLC correction	Amount certified FLC	Comments FLC
1.320,00		€ 1.320,00	No	No	Yes	No	€ 0,00	€ 0,00	Sitting Duck - Meeting cancelled. We do not consider this eligible.
1.449,00		€ 1.449,00	No	No	Yes	No	€ 0,00	€ 0,00	Sitting Duck - Awaiting Procurement evidence.
496,00	16.10.2017	€ 565,98	No	No	Yes	No	€ 0,00	€ 0,00	Sitting Duck - Meeting did not take place. We do not consider these costs eligible.



France (Channel Manche) England

European Regional Development Fund

Sitting ducks

Partner report

List of expenditure

Contribution

Attachments

Open your reports one by one and check in the lists of expenditure

How do I know if I have any sitting ducks? (continued)

Report number

ified FLC

€ 0,00

€ 0,00

€ 0,00

€ 6,60

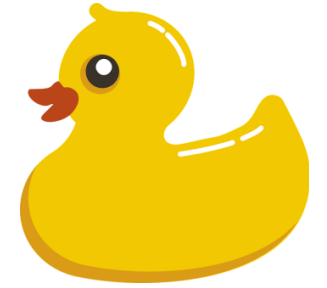
JS 2.1

BL4 External expertise and services

€ 0,00

€ 7,85

Sitting ducks



It is the PPs responsibility to resolve sitting ducks with your FLC

As a partner, you need to make sure your FLC does deal with sitting ducks – It's your money!



Liaise with your FLC:

provide them with any missing evidence and information

Are there any questions about final report expenditure?

Section Three – Outputs and evidence



Outputs and evidence

Included in this section

- What is an output indicator
- What do the regulations say
- What happens if I don't record achievement
- What you should start doing now

What is an output indicator?

- An output indicator is a numerical measure of the achievements of projects within the Programme, for example, the number new visitors attracted to the Programme area.
- These are designed to complement the examples of actions provided in the Cooperation Programme, and to contribute towards the achievement of the Programme Result Indicators.



EU Regulations 1303/2013 – Annex II

Section 3. Milestones and targets shall be:

- (d) **verifiable**, without imposing a disproportionate administrative burden;

Cooperation programme - 5.3.6

- Beneficiaries will be required to **provide strong evidence** (demonstrable)
- To monitor means to observe. ***Monitoring of outputs means to observe whether intended products are delivered*** and whether implementation is on track.

Evidence Expectations

- The programme has bought a number of outputs from your project.
- As part of your ongoing performance, and working towards project closure, you will need to provide valid evidence that demonstrates that you have delivered against all of those outputs.



Your output indicators



=



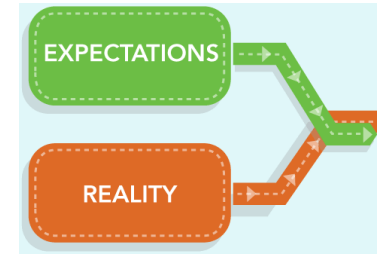
Our achievements to the European Commission

Getting it wrong



- If you don't...
- Corrective measures may apply (GN 6a, Page 74)
- Auditing in the future. The Audit Authority or European Commission could deem expenditure ineligible and may decide on a site visit
- Reputational damage

Evidence expectations



- **Programme manual GN6a II; Project Monitoring and Reporting, Page 58**
- Evidence for the delivery of outputs and deliverables should be uploaded with the relevant project reports (in the report "Attachments" section).

Project Output Indicators

- All project output indicator achievements **must be validated with appropriate evidence**, which should be retained for possible review by the JS, MA, CA, FLC, AA and EC.
- .. the project partners will need to **collect evidence throughout the project implementation phase to justify the reporting of output achievements.**

Thematic objectives and output indicators

- Within the framework of European Territorial Cooperation Programmes the European Commission has set out a list of Thematic Objectives and Investment Priorities that programmes can select to prioritise how they will spend their funding. In simple terms, a Thematic Objective is a general ambition which contributes to one of the Europe 2020 growth objectives.
- For example, Thematic Objective 1 (which is included in the FCE programme) has the general objective of, “Strengthening research, technological development and innovation”

Thematic Objective	Investment Priority	Specific Objective	Output Indicator	Result Indicator
1 - Strengthening research, technological development and innovation	1.b) Promoting business investment in innovation and research, and developing links and synergies between enterprises, R&D centres and higher education, in particular product and service development, technology transfer, social innovation, eco-innovation, cultural and creative industries, public service applications, demand stimulation, networking, clusters and open innovation through smart specialisation and supporting technological and applied research, pilot lines, early product validation actions, advanced manufacturing capabilities and first production, in particular in Key Enabling Technologies and diffusion of general purpose technologies.	1.1 Increase the delivery and uptake of innovative products, processes, systems and services in shared smart specialisation sectors	1.1 Number of innovative products, processes, services, or systems designed	Level of delivery and take up of innovative products, systems and services in shared smart specialisation sectors
			1.2 Number of innovative products, processes, services or systems produced	
			1.3 Number of businesses and business intermediaries cooperating with research institutions	
			CI No.27 Private Investment Matching support in innovation or R&D Projects	
			CI No. 42 Number of Research institutions participating in cross border, transnational or interregional research projects	
		1.2 Increase the quality and effectiveness of service delivery to the most socially and economically disadvantaged groups through social innovation	CI No. 45 Number of participants in projects promoting gender equality, equal opportunities and social inclusion across borders	Level of performance in service delivery to the most socially and economically disadvantaged groups
			1.4 Number of skill development and professional training schemes for disadvantaged people.	
			1.5 Number of institutions, public or private, engaged in delivering social innovation solutions to increase the quality and effectiveness of service delivery to the most socially and economically disadvantaged groups	
			1.6 Number of socially innovative services designed	

Example with project « iShine »

What are your outputs ?

Project main outputs

Programme output indicators	Project output indicator targets	Measurement unit	Project main output quantification target	Project main output number	Project main output title
1.2 Number of innovative products, processes, services or systems produced (MP)	1.0	Number (Nombre)	1.00	.T1.1	Balade App
1.5 Nb of inst. delivering social innovation solutions to increase the scc delivery to the most disadvantaged groups (MP)	30.0	Number (Nombre)	30.00	.T3.1	Balade Launch
1.6 Number of socially innovative services designed (MP)	1.0	Number (Nombre)	1.00	.T2.1	Balade Pilot Trial

In your Application Form, each output has its own definition of achievement:

D.1 Workpackage List

The screenshot displays a 'Workpackage List' interface with three main sections:


- P WP P PREPARATION** (maroon header):
 - WP P Preparation
 - Feb.2018
 - Jun.2018
 - p icon
- M WP M MANAGEMENT** (blue header):
 - WP M Management
 - Jun.2020
 - Jun.2023
 - p icon
- T1 WP IMPLEMENTATION** (green header):
 - Development of the Balade App
 - Jun.2020
 - Jun.2023
 - p icon
- T2 WP IMPLEMENTATION** (green header):
 - iShine Pilot Trial
 - Jun.2020
 - Jun.2023
 - p icon
- T3 WP IMPLEMENTATION** (green header):
 - iShine Launch
 - Jun.2020
 - Jun.2023
 - p icon (circled in red)

Main Outputs

Description

Output .T3.1

Title

 Balade Launch
EN


1987 Characters Remaining

Please describe project main outputs that will be delivered based on the activities carried out in this work package. For each project main output a Programme output indicator should be chosen. Please note that they need to have the same measurement unit.


Please note that every work package must/will have one or several project main outputs.

A project main output is an output that contributes directly to the project result and a deliverable is a side-product of the project that contributes to the project main output


*

 The partners will hold a conference in their country to disseminate information to their stakeholders (organisations working with social inclusion, local authorities, colleges, employers and job centres).

1796 Characters Remaining

 Les partenaires tiendront une conférence dans leur pays pour diffuser des informations à leurs parties prenantes (organisations travaillant avec l'inclusion sociale, autorités locales, collèges, employeurs et centres pour l'emploi).

1768 Characters Remaining

 Lancement de Balade

1981 Characters Remaining

Output Indicator

1.5 Nb of inst. delivering social innovation solutions to increase

Date

June

2023

Quantity

30,00 Number (Nombre)

Project Main Outputs Delivered

Please Select Outputs

Output

Title

T1.1 Balade App

Description

2000 Characters Remaining

Remove

Attachments

+ Output Evidence

Filename	Filetype	Date	Uploaded By	Comment	Options
No records found					

+ Add Output

At each claim period: explain where you are with output indicators: it's very important !

Project Main Outputs	Output Description	Programme Output Indicator	Planned Delivery Month	Output Quantification Target	Achieved So Far(Not Including This Reporting Period)	Achieved In This Report	Level of achievement	Attachment
T3.1 iShine Launch	The partners will hold a conference in their country to disseminate information to their stakeholders (organisations working with social inclusion, local authorities, colleges, employers and job centres).	1.5 (MP)	Jul.2019	30,00	0,00		not started (Pas commencé)	No uploads

Evidence

Evidence isn't just spreadsheets. There are many other types of evidence you can also provide to show achievement of an output

- Completed application forms
- Posters advertising an event or initiative
- Eshots
- Twitter post screen shot to show engagement
- Think about the documentation you have produced as part of your project's activities, is this valid to evidence delivery of your output?

What if I don't meet my output targets?

- You will have evidence of the activities carried out, as well as detail of the challenges faced that impacted your progress, the Covid-19 pandemic for example
- Failure to meet output targets shouldn't be a surprise to you, your LP, or the JS – communicate at all times
- Mitigate the risks
- Consider modification where appropriate

Corrective measures

Programme manual GN6a page 74-81

- If a modification is not or cannot be applied – deadlines for these are in Sections 1 and 2, and
- The performance review finds that targets in terms of outputs, deliverables and financial spending have not been achieved,
- Then the project may be subject to financial penalties (known as Corrective Measures).

Key messages

- Accurate, consistent data recording is essential
- If your systems are unclear to you at this stage, your FLC, the JS, the MA, CA, AA, EC won't be able to follow the evidence either
- Check your systems and processes now to make sure they meet your and the programme's requirements
- Work with your FLC to make sure the information you record is correct and meets programme rules
- If your final claim data is unclear, you risk expenditure being removed

Thank you for your attention

Do you have any Questions