



Project Follow-up

TEN-T Info Day Cyprus
5 December 2012

Outline

- *Individual Funding Decision*
- *Reporting (SAP, ASR)*
- *Project follow-up*
- *Payment Claim*
- *Publicity*
- *Audits*

Individual Funding Decision

For projects selected for co-financing under a call:

- *Draft individual funding decision ('contract')*
 - Clarify main objectives and activities
 - Take into account comments from the evaluation process
- *Adoption by the European Commission*
- *Pre-financing*

Reporting (1/2)

Strategic Action Plan - SAP (II.2.4)

- *90 days after decision's adoption notification*
- *Detailed implementation plans, Gantt chart, project management procedures, risk analysis, ..*
- *Guidelines and 'best practices' on the TEN- EA website*

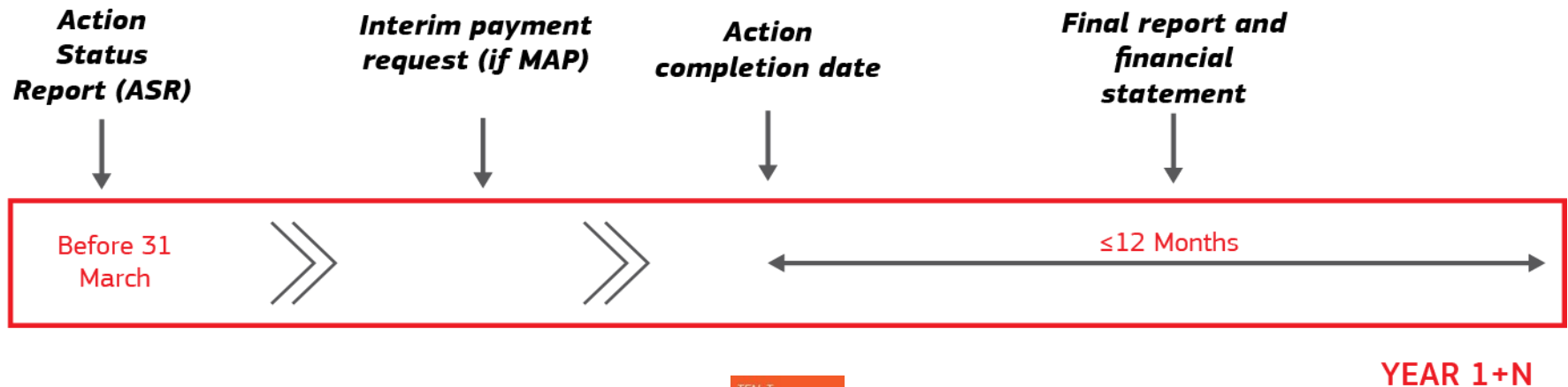
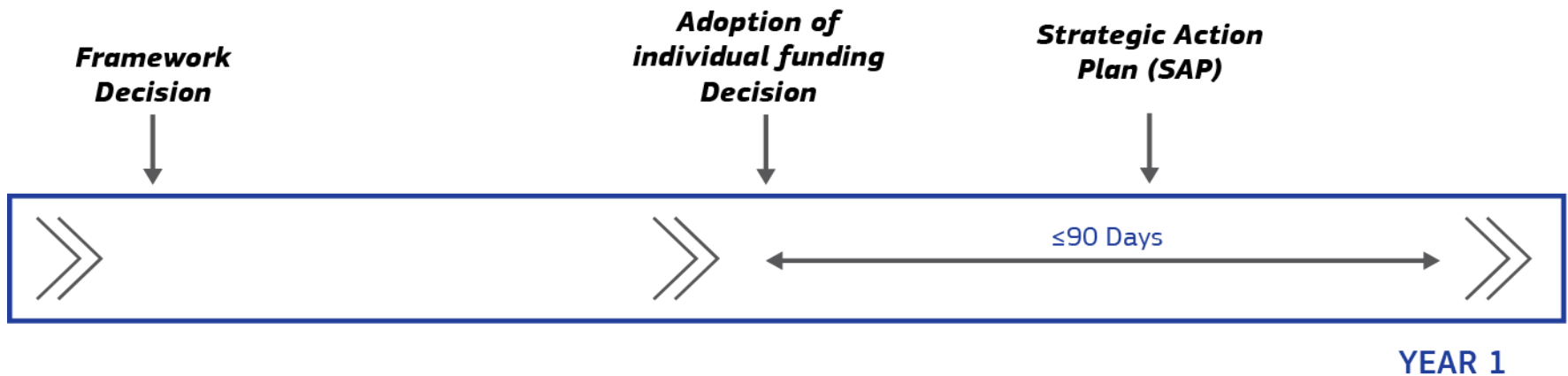
http://tentea.ec.europa.eu/en/beneficiaries_info_point/useful_documents_for_ms/useful_documents_forms_02.htm

Reporting (2/2)

Action Status Report - ASR (I.3.2)

- By the 31th March each year
- Annual progress report
- Technical, financial and legal information
 - Previous calendar year
 - Planning until end
- Approved by Member State
- Financial implication for MAP projects (Interim Payment Claim, instalment and pre-financing)

Project timeline



Project follow-up (1/3)

- *Reports (SAP and ASR) basis to monitor the Action's implementation*
- *The TEN-T EA Project Manager will:*
 - Ask for updated information on a regular basis (each 3/4 months) through phone calls, meetings, missions, etc.
 - Deal with ad-hoc issues (delays, costs' eligibility, etc.)
 - Assess the achievement of the objectives
 - Deadlines and milestones
 - Reports
 - Site visit in case of works or meeting for certain studies

Project follow-up (2/3)

The beneficiary should:

- *Inform TEN-T EA Project Manager as soon as an issue occurs*
- *In the interest of the project, be open and put all facts timely on the table*

TEN-T EA is there to help and support projects !

Project follow-up (3/3) Modifications

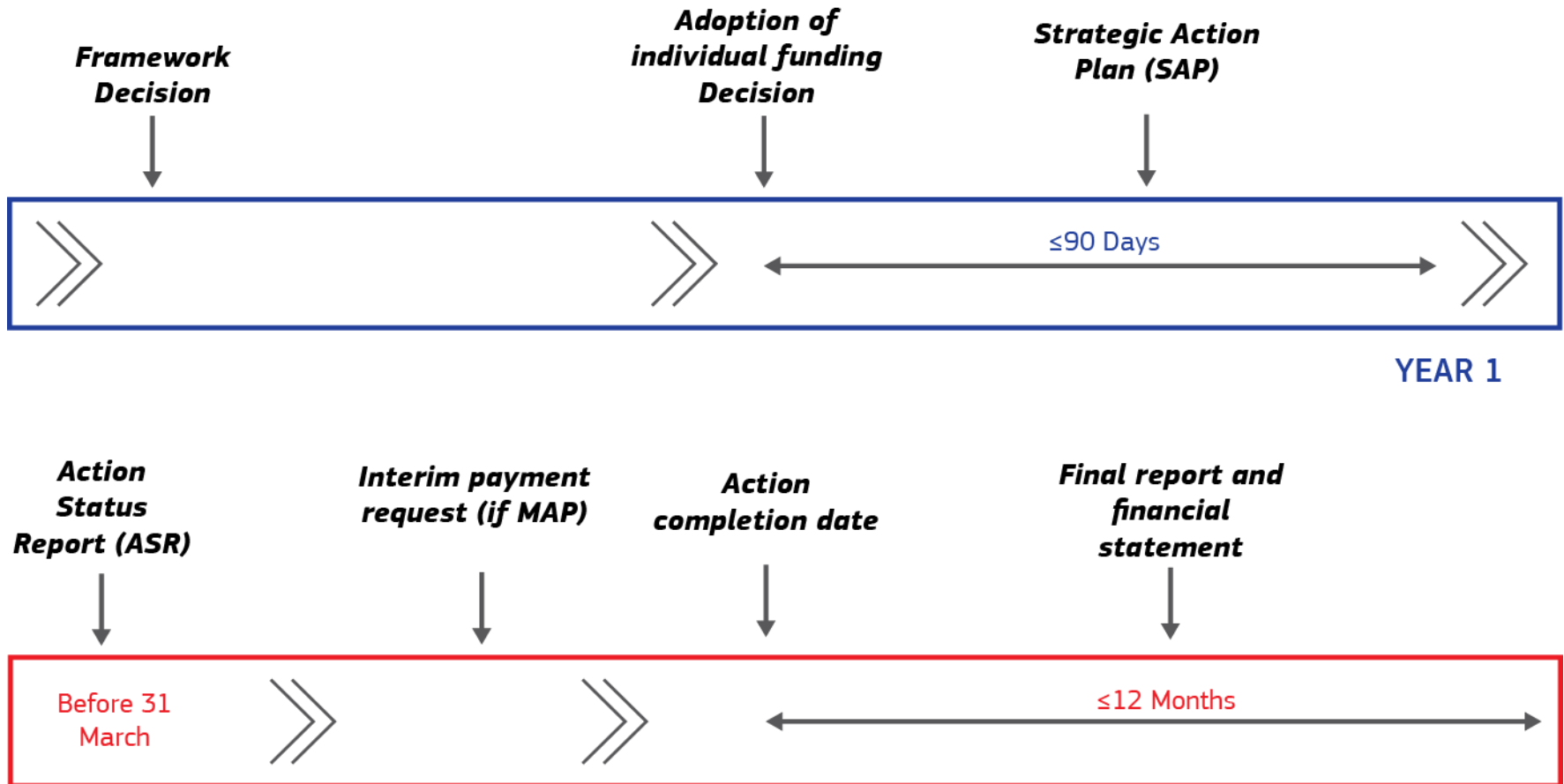
- *Modifications should be an exception*
- *Submission by official letter **at the latest 3** month before end date (with prior approval of the Member State(s))*
- *Only accepted in duly justified and substantiated cases*

In case of budget transfer between activities and/or beneficiaries of more than 20% of total eligible costs, TEN-T EA's written agreement is needed before the Action's completion date



European
Commission

Project timeline



YEAR 1

YEAR 1+N

Payment Claim (1/4)

- **Interim financial statement (only for MAP projects (I.3.3))**
 - Each year provided that the oldest open instalment can be cleared
 - Acceptance of ASR is a requirement
- **Final report and financial statement (I.3.4)**
 - Within 12 months after the Action's completion date - but preferably earlier. May be rejected if not received in time !

Payment Claim (2/4)

Eligibility of costs (III.3.7)

To be considered as eligible, costs must be:

- *Incurred during the Action's implementation period*
- *Connected with the subject of the Action*
- *Necessary for the implementation of the Action*
- *Identifiable and verifiable*
- *Compliant with tax and social legislations*
- *Reasonable, justified, and compliant with the requirements of sound financial management*

Payment Claim (3/4)

- *Invoices must be available on request (a sampling will be done)*
- *The Member State must:*
 - **Validate the reports (I.3.4.2 (k))**
 - **Certify the reality and conformity of the costs (I.3.4.2 (i))**
- *Award of contracts (III.2.5)*
 - **Applicable Procurement Procedures will be verified**
 - **For one item, an evaluation report of the award procedure will be requested**
- *Templates available on the TEN-T EA website:*

http://tentea.ec.europa.eu/en/beneficiaries_info_point/useful_documents__forms/useful_documents__forms_02.htm

Payment Claim (4/4)

- **Direct (external) costs must be reported excluding VAT**
- **Direct (internal) costs**
 - Time recording system required
 - Cost of staff must be actual (not average) and should include all tax and social contributions. Other benefits can be included if part of remuneration package. An explanation of how the unit cost (man/day) was calculated must be provided
 - Cost of staff cannot include overheads
 - Travel and subsistence can be reported
 - Template for declaration documenting staff costs available on the TEN-T EA website

Publicity

- *Publicity regarding the EU funding is an obligation*
 - Information on beneficiaries' websites
 - Visible billboards during the construction
 - Logo on cover of study reports
 - Comemorative plaque after completion



Συγχρηματοδοτείται από την Ευρωπαϊκή Ένωση
Διευρωπαϊκό δίκτυο μεταφορών (ΔΕΔ-Μ)

Audits

- *Can take place up to 5 years after the final payment*
- *Legal obligation to retain all documentation*
- *Performed by the European Court of Auditors, the Agency or by means of external contract*



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Thank you!

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<http://tentea.ec.europa.eu>