

Workshop on project implementation, financial management

Project closure

What is expected to prepare?

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Project closure

Steps to be taken



- ✓ Finalise all project activities
- ✓ Communicate all results
- ✓ Accumulate project records
- ✓ Prepare final report
- ✓ Plan closure: resources, timing, last reimbursement



Financial closure

Steps to be taken

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Project closure

Obligations after project closure

- ☐ Retention of documents:
- ☐ Ownership of project deliverables
- ☐ Revenues
- ☐ Irregularities found after project closure



Project closure

Availability of documents

Question: (Art 82, CPR) According to the CPR, documents must be kept for 5 years after December 31 of the year when the last payment was made to a beneficiary. Does this requirement pertain to cooperation projects, specifically regarding the last payment made to the lead beneficiary or to the partners?

Answer: The deadline counts from the moment of the last payment from the managing authority was made either to the lead beneficiary or to the partners.

So we have 2 situations:

- ☐ If the management authority pays the lead beneficiary and the lead beneficiary pays the other partners, the deadline counts from the moment of the last payment from the managing authority to the lead partner;
- ☐ If there is an exception and the managing authority pays the partners directly, the deadline counts from the moment of the payment from the MA to the specific partner.

Project closure

Lesson learned

- ✓ The lead partner is aware of whom to contact at partner institutions after the project has concluded.
- ✓ Partners understand their obligations and have staff available to respond if additional oversight is required.
- ✓ Partners are also aware of their responsibilities to repay any funds that were unduly paid if any irregularities are identified after the project's closure.

Project closure challenges

Group discussion

As Lead partner / Project partner.....

Discussion Q&A



Cooperation works

All materials will be available on:
Interact Library at www.interact.eu/library