



Estonia
Latvia
Russia



ENPI cross border
cooperation programme

part-financed by
the European Union

united by borders

Responsibilities after end of the project

Joint Technical Secretariat

Seminar

9-10 April 2014

Gulbene, Latvia

Contractual obligation described in Special Conditions

- 7.2.16 The Article 16.2 shall be replaced as follows:
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- “The Beneficiary shall allow the European Commission, the European Anti-Fraud Office, the European Court of Auditors, or any external auditor authorised by these institutions (for example relevant Russian authorities) carrying out verifications as required per Article 15.6 to verify, by examining the documents and to make copies thereof or by means of on-the-spot checks, the implementation of the Action and conduct a full audit, if necessary, on the basis of supporting documents for the accounts, accounting documents and any other document relevant to the financing of the Action. These inspections may take place up to 7 years after the payment of the balance. **The Beneficiary ensures that all original documents related to the implementation of the Action are made available until the above final date of possible inspections ()**”

Contractual obligations described in Special Conditions

- «To this end, the Beneficiary undertakes to **give appropriate access to staff or agents** of the European Commission, of the European Anti-Fraud Office and of the European Court of Auditors, the Contracting Authority/ Joint Technical Secretariat as well as to any external auditor authorised by these institutions carrying out verifications as required per Article 15.6 **to the sites and locations at which the Action is implemented**, including its information systems, as well as all documents and databases concerning the technical and financial management of the Action and to take all steps to facilitate their work.»

Main principles

- ✓ The documentation need to be maintained
- ✓ The Assets need to be maintained and transfered if needed
- ✓ The infrastructure need to be maintained

Ownership of project results

What are project results, which can be owned?	<ul style="list-style-type: none"> • Intellectual and industrial property rights; • Project documents; • Equipment and supplies; etc. 	Article 7.1, General Conditions to GC
Who owns the project results?*	<ul style="list-style-type: none"> • Beneficiary • Project partners 	Articles 7.1 and 7.2, General Conditions to GC
<p><i>* It is recommended that the ownership among partners would be set forth in Partnership Agreement.</i></p>		
Who can freely use project results? (except for equipment and supplies)	<ul style="list-style-type: none"> • Joint Managing Authority • European Commission 	Article 7.2, General Conditions to GC
Who can have the project results transferred?	<ul style="list-style-type: none"> • Target groups and/or • Final Beneficiaries of the project located in the eligible Programme area. 	Article 7.3.6 (7.2.9.) of Special Conditions to GC

Transfer of the Assets

- ✓ In case of change of ownership of Assets the Annex IX to Grant Contract should be used and preserved with project documentation. If needed we encourage to change the ownership of Assets during project implementation time.

Keeping folders

- ✓ The procedure of archiving the project documentation should be integrated into organisational internal procedure
- ✓ If not, please think about it now

Keeping folders

- ✓ **ALL THE DOCUMENTS SHOULD BE KEPT**
- ✓ Use as a hint the list of the documents checked during on-spot (accountancy records, invoices, delivery acts, procurement documents, participant lists, meeting minutes, publications, webpage printouts, photos, publications, reports, studies etc.)

Keeping folders

- ✓ Safe location 😊
- ✓ In case if the originals are kept in different locations the copies should be kept together with references to other locations
- ✓ The maintenance of the documents should be guaranteed for at least 7 years after receipt of balance payment (including accountancy records)

Keeping folders and evidences

- ✓ All documents should be marked
- ✓ All equipment should be marked
- ✓ The commemorative plaques for infrastructure objects should maintained at least until 7 years after receipt the final payment to the project

Keeping folders and evidences

- In case if premises are renovated or furnished with support of the Programme co-financing, and placing a display panel or commemorative plaque is not required, it is advised to put an informational poster in the room, institution or site where works have been done.

Keeping folders and evidences

- ✓ In case if electronical databases are used the possibility to printout the documents on the request should be guaranteed.
- ✓ The printouts should be done from Final_final_approved_ready_for_use_final_original.doc versions 😊

Keeping folders and evidences

- ✓ If purchased equipment is broken or worn-out (or stolen), the write-down acts should be produced and kept with project documentation
- ✓ In case of change of ownership of Assets the Annex IX to Grant Contract should be used and preserved with project documentation. If needed we encourage to change the ownership of Assets during project implementation time.

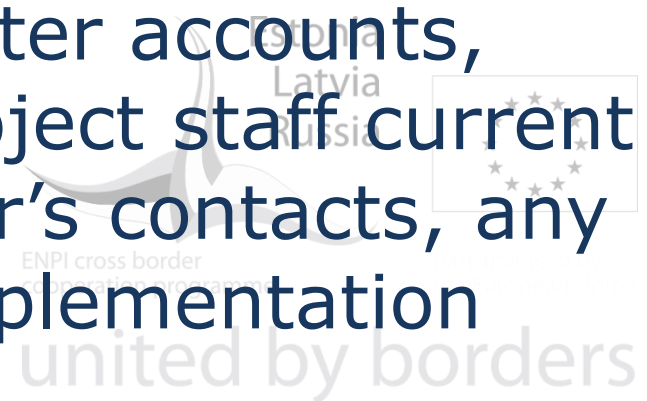
Publishing after project end

- ✓ In case of re-printing materials produced during project implementation time we expect to have the recognition text to the Programme (or logo).
- ✓ However, the following sentence must be included on communication tools: "The initial phase <dates> of <name of the project> was supported by the Estonia – Latvia – Russia Cross Border Cooperation Programme within European Neighbourhood and Partnership Instrument 2007 – 2013".



Human Resources

- ✓ **Responsible persons might not stay after project closure**
- ✓ Make sure that job transfer acts are formalized and documents are in order
- ✓ Make sure that knowledge is transferred (passwords to the project webpage, to project facebook or Twitter accounts, press- or other lists, project staff current contacts, project partner's contacts, any stories about project implementation time etc.)



Joint Technical Secretariat Ühine Tehniline Sekretariaat

Thank you!

