

**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** EEPR-2009-INTg-FR - Final Technical Implementation Report (FTIR)  
**Attachments:** EEPR External audit certificate\_Template\_Final EEPR.doc;  
FTIR\_Template\_Sub-ActionMultiBen\_Final-revised 2013.doc; MS  
certificate on expenses\_Template\_Final.doc; MS validation of technical  
report\_Template\_Final.doc; TIS template\_Sub-ActionMultiBen\_Final-  
revised 2013.doc; contracts- public procurements EEPR action to be filled  
by beneficiary f..\_.xlsx

Dear [REDACTED],  
Dear [REDACTED],

According to Special Conditions Section I.3.4 of the Decision, the Final Technical Implementation Report (FTIR) and the request for payment of the balance must be submitted via regular mail, within 9 months from the end of the Action. The Action ended on 31/12/2017.

Please find hereunder a detailed explanation on what the FTIR should include as well as attached – all the relevant templates (Financial statements and other documents referred to in Part III General Conditions Section III.3.5 and in Special Conditions Section I.3.4.)

The request for final payment should include, according to Sections I.2.3, I.3.4:

- 1) Joint Final technical summary report on the model of Technical Implementation Summary
- 2) Joint Final technical implementation report
- 3) Two Final financial statements - (please see the part I of the FTIR) - As there are two beneficiaries, the tables are to be prepared by each beneficiary. The coordinator designated by the beneficiaries shall draw up a type 1 table summarising the data for all beneficiaries.
- 4) Financial certification by Member State concerned - (please see the part II of the FTIR) -
- 5) Appraisal report by Member State concerned - (please see the part III of the FTIR)
- 6) External audit reports (originals of the Audit certificate) according to the template attached (one per beneficiary). The Audit certificate should mention a paragraph from the auditors about receipts, meaning that all the sources of financing have been declared and cover the total expenses: "The receipts[1] which amount to [insert amount in numbers] ([insert amount in words] euro) as declared by the Beneficiary in the Financial Statement subject to this audit certificate are actual, attributable to the Action implementation, identifiable and verifiable and have been established, generated or confirmed on the date on which this audit certificate is issued;" (The receipts should be deducted from total eligible costs).
- 7) The table from the Decision C(2010)5171, Article II.3.2 should be attached and confirmed by the Auditor (stamp, signature) as confirmation that no other funding has been received for the Action;

- 8) The joint request for final payment (cover letter, signed by both beneficiaries ) should include the following declaration: "the beneficiary certifies that the information provided in the request for payment is full, reliable and true". In particular, the beneficiaries should certify that "the costs incurred can be considered eligible in accordance with the decision granting financial aid, that all receipts have been declared, and that the request for payment is substantiated by adequate supporting documents that can be checked"
- 9) The table related to the public procurement contract made by the beneficiaries

For further details please refer also to the decision:

Section I.3: Reporting  
Section 1.2: Payments

All the relevant documents should be sent to the following address:

European Commission  
Directorate – General for Energy  
Unit SRD 3  
DM 24 1/60  
B – 1049 Bruxelles  
BELGIQUE

We are looking for receiving the Final report as soon as possible.

Do not hesitate to contact if you have any question.

Best regards,



Programme Officer



**European Commission**  
**DG ENERGY**

Unit B1 "Networks & Regional Initiatives"  
DM24 03/17

