

1. Staff cost - real cost

1.1 Persons who declared staff costs are employees of the project partner or work under a contract considered as an employment document (e.g. inspected employment/ work contracts and contracts considered as employment contracts of individuals declaring staff costs, part-time and full-time).

Yes	Not (fully)	N/A
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No option selected.

1.2 A document defining the percentage worked on the project (100% or less) is available (e.g. task assignment letter).

Yes	Not (fully)	N/A
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No option selected.

1.3 The task assignment document OR other similar documentation defining the tasks and percentage of work on the project per employee is up-to-date (e.g. the correct version (valid from) of the task assignment document is in place).

Yes	Not (fully)	N/A
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No option selected.

1.4 The percentage worked on the project is correctly applied to calculate the eligible staff costs (between the "total invoice value" and the "declared amount" columns).

Yes	Not (fully)	N/A
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No option selected.

1.5 If the staff is involved in several projects, it is ensured that not more than 100% of the time is reported (e.g. task assignment letters for all projects are not for more than 100%).

Yes	Not (fully)	N/A
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No option selected.

1.6 Staff costs to which the percentage is applied are limited to salary payments and other costs directly linked to salary payments incurred and paid by the employer for the employee working on the project (e.g. inspected payrolls/payslips, print-out of accounting system, etc. of employees working on the project part-time and full-time, and verified that staff costs are based on salary payments plus any other costs directly linked to salary payments incurred and paid by the employer such as employment taxes and social security including pensions provided that they are: (i) fixed in an employment document or by law; (ii) in accordance with the legislation referred to in the employment document and with standard practices in the country and/or organisation where the individual staff member is actually working; and (iii) not recoverable by the employer).

Yes	Not (fully)	
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No option selected.

2. Office and Administration

2.1 There is no double declaration of the cost items in other cost categories (e.g. verified that no cost items listed in Art. 4 of Delegated Reg. (EU) No 418/2014 had been included in other cost categories).

Yes, that is correct	Not (fully)	N/A
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No option selected.

3. Travel and accommodation

3.1 There is no double declaration of the same cost item in other cost categories (e.g. verified that cost items listed in Article 41(1) of the Interreg Regulation had not been included in other cost categories).

Yes, that is correct	Not (fully)	N/A
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No option selected.

4. External expertise and services

Please note that a procurement checklist needs to be filled when an item is linked to a contract above EUR 10.000 (excl. VAT) for the first time.

4.1 Providers of services or expertise are external to the project partnership (e.g. interviewed the project partner to verify that external expert or service providers are not employees of the project partnership).

Yes	Not (fully)	N/A
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No option selected.

4.2 The types of costs listed under this cost category are eligible according to EU and programme rules (e.g. verified that the types of costs listed under this cost category are eligible according to Article 42 of the Interreg Regulation).

Yes	Not (fully)	N/A
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No option selected.

4.3 For contracts below EUR 10.000 (excl. VAT) value for money of the claimed costs was ensured and demonstrated.

Yes	No	N/A
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No option selected.

4.4 For contracts below EUR 10.000 (excl. VAT) there is no evidence of artificial splitting of the contract objective/value.

Yes, that is correct	No	N/A
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No option selected.

4.5 Invoices or documents of equivalent probative value are in line with the contract(s) or, where applicable, with the selected offer, in terms of amount and nature (e.g. inspected invoices and documents of equivalent probative value to verify that they are in accordance with the contract(s)).

Yes	Not (fully)	N/A
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No option selected.

4.6 (in the case of experts or services that are NOT exclusively used for the project) The share allocated to the project is plausible, i.e., calculated according to a fair, equitable and verifiable method (e.g. verified that only a share of the expenditure is allocated to the project and that this share is calculated according to a fair, equitable and verifiable method).

Yes	Not (fully)	N/A
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No option selected.

5. Equipment

Please note that a procurement checklist needs to be filled when an item is linked to a contract above EUR 10.000 (excl. VAT) for the first time.

5.1 The types of costs listed under the cost categories are eligible according to EU and programme rules (e.g. verified that the types of costs listed under the cost categories are eligible according to Article 43 of the Interreg Regulation).

Yes	Not (fully)	N/A
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No option selected.

5.2 For contracts below EUR 10.000 (excl. VAT) value for money of the claimed costs was ensured and demonstrated.

Yes	No	N/A
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No option selected.

5.3 For contracts below EUR 10.000 (excl. VAT) there is no evidence of artificial splitting of the contract objective/value

Yes	No	N/A
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No option selected.

5.4 Invoices or documents of equivalent probative value are in line with the contract(s) or, where applicable, the selected offer in terms of amount and nature (e.g. inspected invoices and documents of equivalent probative value to verify that they are in accordance with the contracts in terms of amount and nature).

Yes	Not (fully)	N/A
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No option selected.

5.5 The method used to calculate equipment expenditure (full costs, pro rata, depreciation) is correctly applied in line with EU and programme rules (e.g. verified that the calculation methods used complies with rules. For pro-rata calculation, the share allocated to the project is based on a fair, equitable and verifiable calculation method. For depreciation: it is in line with Article 67(2) CPR and programme rules).

Yes	Not (fully)	N/A
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No option selected.

5.6 Equipment is available and used for the intended project purpose.

Yes	Not (fully)	N/A
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No option selected.

6. Infrastructure and works

Please note that a procurement checklist needs to be filled when an item is linked to a contract above EUR 10.000 (excl. VAT) for the first time.

6.1 Providers of infrastructure and works are external to the project partnership.

Yes	Not (fully)	N/A
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No option selected.

6.2 Invoices or documents of equivalent probative value are in line with the contract(s) or, where applicable, the selected offer in terms of amount and nature (e.g. inspected invoices and documents of equivalent probative value to verify that they are in accordance with the contract(s) or selected offers).

Yes	Not (fully)	N/A
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No option selected.

6.2 For contracts below EUR 10.000 (excl. VAT) value for money of the claimed costs was ensured and demonstrated.

Yes	No	N/A
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No option selected.

6.3 For contracts below EUR 10.000 (excl. VAT) there is no evidence of artificial splitting of the contract objective/value

Yes, this is correct	No	N/A
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No option selected.

6.4 (in the case of infrastructure and works that are NOT exclusively used for the project or part of an investment) The share allocated to the project is plausible (e.g. verified that only a share of the expenditure is allocated to the project and that this share is calculated according to a fair, equitable and verifiable method).

Yes	Not (fully)	N/A
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No option selected.

Description of findings, observations and limitations

Refers only to questions above:

No explanation given.

Conclusions and recommendations

Refers only to questions above:

No explanation given.

Follow-up measures for the next progress report

Refers only to questions above:

No explanation given.