

1.1 Accounting system

1.1.1 The project partner ensures separation of project expenditure for all transactions related to the project; the partner maintains separate accounting records/system, or accounting code [according to Art. 74 1a(i) of Reg. (EU) No 2021/1060]]

Yes	No -> park all expenditure and email nwe@nweurope.eu attn Audit Officer for further instructions
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No option selected.

1.1.2 Double-financing is excluded (e.g. accounting system avoids the allocation of the same invoice to different projects).

Yes - describe how	No - provide explanations
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No option selected.

1.2 Bank account

1.2 The IBAN used for the transfer of programme funds belongs to the partner organisation.

Yes	No - - please introduce follow-up measure
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No option selected.

1.3 Audit trail

1.3.1 The project partner has signed the partnership agreement.

Yes	No - provide explanations
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No option selected.

1.3.2 Costs are correctly recorded in the partner accounting system

Yes	No - provide explanations
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No option selected.

1.3.3 The source of the partner's contribution (private or public) is correctly indicated.

Yes	No
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No option selected.

1.3.4 Costs are directly related to the project and necessary for the development or implementation of the project.

Yes	No - provide explanations
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No option selected.

1.3.5 Costs are correctly allocated to the relevant cost categories (e.g. inspected list of expenditures).

Yes	No - provide explanations
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No option selected.

1.3.6 Costs are declared only once (e.g. inspected the list of expenditures and verified that items had not been declared twice in different cost categories or in previous reporting periods).

Yes	No - provide explanations
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No option selected.

1.3.7 (NOT needed for flat rates, depreciation) Expenditure was incurred and paid during project eligibility period and supported by proof of payment [according to Art 63(2), Article 67(2) and Art 74 1a(i) of Reg.(EU) No 2021/1060].

Yes	No - provide explanations
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No option selected.

1.3.8 (NOT needed for flat rates, depreciation) Expenditure is supported by invoices or documents of equivalent probative value, which are correct in content and accounting terms.

Yes	No - provide explanations
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No option selected.

1.3.9 The project partner has received the programme funds from the previous periods within the timeframe agreed by all partners (e.g. inspected in the bank statement).

Yes	No
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No option selected.

1.3.10 If the partner contribution does not come from the partner's own resources but from an external public source, the total public contribution has not been exceeded

Yes, this is correct	No, it has been exceeded
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No option selected.

2. Staff cost

2.1 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)	
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No option selected.

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

Yes	Not (fully)	
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No option selected.

2.3 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.

2.4 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.

2.5 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.

2.6 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)	N/A
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No option selected.

3. Compliance with information and publicity requirements

3.1 Information and publicity rules of the EU were complied with (e.g. inspected project publicity items, including brochures, agendas of conferences, studies and deliverables to ensure they meet the publicity requirements outlined in Annex XII CPR).

Yes	No (not fully)
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No option selected.

4. Compliance with other EU rules

4.1 There is no evidence that the project activities do not comply with the EU horizontal principle of sustainable development [according to Article 3 of the Treaty on the European Union (TEU)] (e.g. compared the partner report to the AF and verified that activities are in line with the AF and do not raise any new issues).

Yes	No (not fully)
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No option selected.

4.2 There is no evidence that equipment purchased does not comply with EU and national legislation in terms of environmental impacts, required permits, etc. (e.g. verified based on my professional judgement as a controller).

Yes	No (not fully)	No costs claimed
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No option selected.

4.3 There is no evidence that infrastructure and works do not comply with EU and national legislation in terms of environmental impacts, required permits, etc. (e.g. verified based on my professional judgement as a controller).

Yes	No (not fully)	No costs claimed
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No option selected.

4.4 Based on the available information, the project activities comply with the EU horizontal principle of gender equality and non-discrimination (e.g. compared the partner report to the AF and verified that activities are in line with the AF and do not raise any new issues).

Yes	No (not fully)
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No option selected.

4.5 Based on the available information the project activities comply with EU and programme rules on State Aid (e.g. compared the partner report to the AF and verified that activities are in line with the AF and do not raise any new issues).

Yes	No (not fully)
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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.