

Date of the visit \_\_\_\_\_

On the Spot Report no....  
for the period .....

## SECTION 1

INTERREG V-A Romania- Bulgaria

Priority axis: \_\_\_\_\_

Investment priority: \_\_\_\_\_

Project PROETC code: \_\_\_\_\_

Project title:

\_\_\_\_\_

Name of the Beneficiary: \_\_\_\_\_

Full address of the Beneficiary's site (street, no., postal code, village, town, country)

\_\_\_\_\_

Fiscal code/Law \_\_\_\_\_

Registration no. in the Trade Register: \_\_\_\_\_

Project's site: \_\_\_\_\_

\_\_\_\_\_

The legal representative of the Beneficiary in the project, present at the visit performance (first name, surname) :

\_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

The first level controllers that perform the visit:

Controller \_\_\_\_\_

Controller \_\_\_\_\_

Type of visit:

☐ Interim no. ...

☐ Special

☐ Final

## SECTION 2

Date provided for commencement (according to the contract)

\_\_\_\_\_

Date provided for completion (according to the contract)

\_\_\_\_\_

Date of financial closing (according to the contract)

\_\_\_\_\_

Total cost of project (EURO): total cost / *ERDF/ State budget/ Own contribution*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### SECTION 3

#### Eligible expenditures approved

| Reimbursement claim | Request value | Request date | Approved value | Date of transfer | Differences |
|---------------------|---------------|--------------|----------------|------------------|-------------|
|                     |               |              |                |                  |             |
|                     |               |              |                |                  |             |
|                     |               |              |                |                  |             |
| <b>TOTAL</b>        |               |              |                |                  |             |

Did the project start on the date in the contract and were the reimbursement claims delivered according to the contract?

.....  
.....  
.....

#### **Partnership**

What role did the partner play in the project implementation ? [*Lead beneficiary / Beneficiary*]

| Partner | Funds contribution | Activity (please indicate the activities for which the partner is responsible) | Finding related to the partner's involvement |
|---------|--------------------|--|--|
|         |                    |  |  |

#### Information from the site regarding the project progress:

A. Existent buildings (type of building, area, status)

B. Connections with the public utilities (electricity, gas, water, sewerage etc.)

**Notes of the controller regarding the project:**

|  | YES | NO |
|--|-----|----|
| Is the place of project implementation the property of the Romanian/Bulgarian Beneficiary in the project ?   |     |    |
| Is the place of project implementation rented by the Romanian/Bulgarian Beneficiary in the project, beneficiary of financing? (the period is also mentioned) |     |    |
| Does the use of funds correspond to the approved purpose?  |     |    |
| Are the project site and implementation method conformable to the proposed activities?   |     |    |

**SECTION 4**

**Evaluation to date of the project achievements:**

| 1. Project activities carried out during the reporting period<br>(according to subsidy contract) - Comments | Degree of accomplishment |           |
|---|--------------------------|-----------|
|   | Complete                 | Partial % |
| 1.  |                          |           |
| 2.  |                          |           |
| 3.  |                          |           |

**Verified proof of activities carried out in the reporting period (please specify):**

|   |
|---|
| <b>Activities carried out outside the programme area<sup>1</sup> during the reported period (if the case)</b> |
| <br><br><br><br><br><br><br><br><br><br>  |

**Verified proof of activities carried out in the reporting period (please specify):**

<sup>1</sup> All activities carried out outside the programme eligible area should be described (including activities by beneficiaries located inside and beneficiaries located outside the programme area). In line with Art 20 ETC Regulation, the benefits of any activity carried out outside the programme area need to be justified.

**2. Is there on-the-spot evidence that the reported activities have taken place?**

**a. Products and equipment supplied during the reporting period:**

Brand, type, series

**Verification of physical available proof of products and equipment procured in the reporting period (please specify original documents, physical aspects):**

**Are purchased or established assets used for purposes defined in the project?**

**Does every piece of equipment comply with the set information and publicity rules?**

(photographs of equipment purchased during the reporting period will be attached to the report)

**b. Services purchased / performed during the reporting period:**

**Verification of physical available proof of services purchased / performed in the reporting period (please specify original documents, physical aspects):**

**Where applicable, do the deliverables respect the necessary publicity requirements?**

(photographs of deliveries during the reporting period will be attached to the report)

**c. Investment / works purchased / in progress in the reporting period?**

**Verification of reality of works purchased / performed in the reporting period (please specify original documents, physical aspects):**

**Have costs of the purchased / implemented infrastructure objects been incurred according to approved Application Form?**

**Does every piece of investment comply with the information and publicity rules set by Implementing regulation and Programmes publicity guidelines?**

(photographs of location and works carried on during the reporting period will be attached to the report)

**4. Does the Romanian/Bulgarian Beneficiary in the project hold a system of project results monitoring system ?**

(meetings on the project progress)

**5. Are the revenues generated by the project identified, recorded in the accounting documents and declared in the reimbursement claim?**

**6. Is the reported expenditure double financed by any other national, regional, local public funds and/or programmes?**

**7. Is there a separate accounting system or an adequate accounting code for the project activities?**

**8. Are assets correctly recorded?**

**9. Has the Romanian/Bulgarian Beneficiary, been informed on the requirements regarding the availability of documents according to art.140 of Reg. (EU) No. 1303/2013?**

Is there any archive of the documents?

**10. Existence and compliance with the audit trail**

**11. Have the Union Policies and national rules on public procurement, state aid, environment rules, sustainable development, publicity, equal opportunity requirements and non-discrimination in the area been complied with?**

**SECTION 5****Publicity made for the project:**

Did the project observed its duty to make publicity for the EU contribution to the project, as detailed in the application? Check the proofs.

- ☐ Visible marks on the site
- ☐ Permanent posters at the place of action
- ☐ Specific releases in the press and media
- ☐ Recognition in all the releases in the media
- ☐ Recognition in all the project documents
- ☐ Other (please specify below)

Was the publicity made according to the EC Regulations ?    ☐ Yes    ☐ No

**SECTION 6****Issues affecting the project implementation:**

**SECTION 7****Conclusions and recommendations related to the project:****Conclusions<sup>2</sup>**

.....

.....

.....

.....

**recommendations****Deadline**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |

**Actions that must be implemented by the Romanian/Bulgarian Beneficiary in the project**

**Deadline**

(send to a SECTION, where applicable)

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |

**The last date for the response on the part of the Romanian/Bulgarian Partner in the project .....**

**First level controllers****Romanian/Bulgarian Beneficiary in the project****Legal representative**

[Signature and stamp]  
[Name] [Date]

[Signature and stamp]  
[Name] [Date]

First level controller  
[Signature and stamp]  
[Name] [Date]

<sup>2</sup> In case a controller detects a possible irregularity during this on the spot check, he/she is obliged to suspend the corresponding expenditure and fill in the Report Regarding a Possible Irregularity form. Hard copy and electronic version of this report and the additional documents proving the case shall be immediately sent to the JS (Irregularity Officer). The amount will be specified in this table. In case Controller detects ineligible costs declared in the previous reporting periods, he/she is obliged to indicate the amount concerned in this table and fill in the Report Regarding a Possible Irregularity that should also be send to the JS.