



RA CIRCULAR 02/12

To: Project Leaders

From: Head of Responsible Authority

Date: 16th May 2012

Subject: Closure of Annual Programme 2010 General Programme Solidarity and Management of Migration Flows

As you may be aware, the closure date for the projects submitted under the Annual Programme 2010 is the 30th June 2012. In view of this process, the RA would like to remind beneficiaries to fulfil their obligations and ensure that the below mentioned requirements are fulfilled:

Claims for payments

All expenditure must occur before the 30 June 2012. Any costs incurred after this period is **NOT** eligible. Invoices dated after the 30 June will not be accepted. Invoices, which fall within the eligibility period (i.e. up to 30 June 2012), should be submitted to the RA by not later 15th July 2012. Claims for payments which are made after this date will not be accepted.

Final On-the-Spot Check

After all claims for payments have been submitted to the Responsible Authority, a final on-the-spot check will be undertaken by the RA. It is important that project leaders cooperate with the RA and make sure that all documents are made available while files are organized as indicated in the Manual of Procedures.

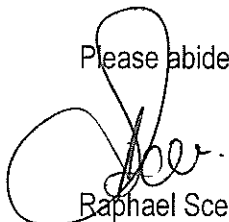
Report on Irregularities

Beneficiaries shall submit Annex 13 – Nil Irregularities Report (FO 6A) or Annex14 – Irregularities Report (FO 6B) for the final quarter (Q4) of the project that is from April-June 2012. The Nil Irregularity Report for the last quarter shall be submitted by not later than 15 July 2012. Those beneficiaries who have not submitted the Nil Irregularity Reports for the previous quarter are expected to cooperate and submit these documents immediately.

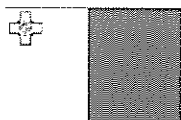
Final Report

A Final Report on the implementation of the project is due by not later than three months after the closure of the eligibility period of the Annual Programme in question that is the 30th September 2012. A new Template will be forwarded and all beneficiaries are expected to make use of this Template.

Please abide by the deadlines and thank you for your co-operation.



Raphael Scerri
Head of the Responsible Authority
Funds and Programmes Division



General Programme Solidarity & Management of Migration Flows
External Borders Fund (EBF), European Refugee Fund (ERF), European Return Fund (RF), European
Fund for the Integration of Third Country Nationals (IF)

Sustainable Management of Migration Flows

