

# Project Completion Report (PCR) User Guide

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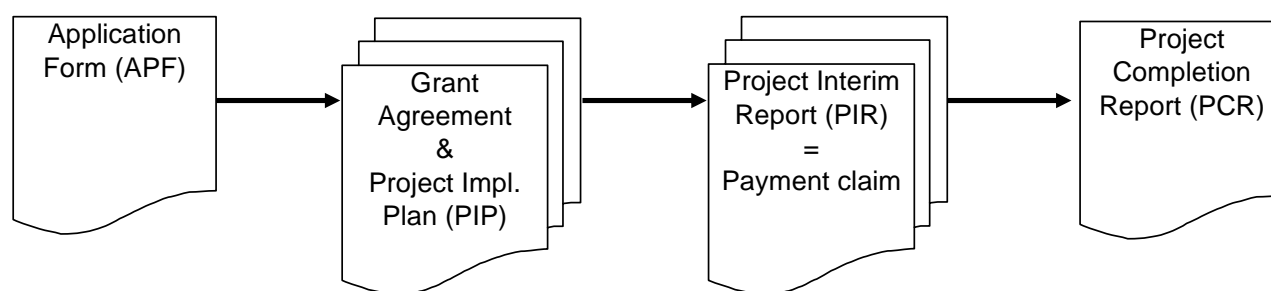
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# 1. Introduction

The Project Completion Report (PCR) is a structured reporting format provided by the Financial Mechanism Office (FMO) and completed by the Project Promoter and the Focal Point.

Regardless the type of project assistance (i.e. individual project, programme, or block grant), the same PCR format is to be used. In addition, there will always be one valid PCR per project even if the project is financed by both the EEA and Norwegian Financial Mechanism.

According to the Financial Mechanisms' legal framework, the PCR forms an integral part of the project planning and reporting structure, as the following diagram shows.



**Figure 1: project planning and reporting structure**

The completed PCR is divided into two parts; one part is prepared by the Project Promoter and the other is to be completed by the Focal Point. The PCR provides the basis for evaluating the achievements of a project in terms of its overall objective, purpose and results. A submitted PCR will be compared to the latest registered Project Implementation Plan (PIP) and the processed and approved Project Interim Reports. The PCR will serve as the basis for the disbursement of the Grant retention amount as defined in the Grant Agreement.

After the last Project Interim Report had been processed and approved by the FMO, the FMO will generate a tailor-made PCR template and send it electronically to the Project Promoter through the Focal Point. The Project Promoter shall fill in the PCR and return it electronically along with a signed hard copy to the Focal Point.

In case of any conditions or post completion obligation as laid down in the Grant Agreement to be fulfilled prior to the FMO PCR's approval, the Project Promoter is obliged to comment on them in the Part VI of the PCR. Additionally, the Project Promoter is asked to provide FMO with the document confirming fulfilment of such a condition, including what measures have been taken to fulfil any of the post completion obligations. (Please see Annex I of the PCR Guideline)

The Focal Point certifies the project completion including the project indicators and completes the Summary statement (Part VIII of the PCR). The completed and certified PCR, both the electronic and hard copy versions, has to be sent to the Paying Authority.

The Paying Authority certifies that the cash co-financing committed to the project in the last Project Interim Report has been paid and submits a request for disbursement of the Grant retention amount to the FMO. Fully certified and signed PCRs accompanied with the necessary documentation must be attached to the request for disbursement (a cover letter) and sent by mail to the FMO. An identical electronic version of the PCRs must be sent to the following e-mail address: [pcr@efta.int](mailto:pcr@efta.int)

After approval of the PCR by the FMO and the disbursement of the Grant retention amount, the FMO declares the project completed by sending the Project Completion Approval (PCA) electronically to the Project Promoter through the Focal Point. Apart from the project completion declaration the PCA confirms the total grant amount disbursed to the Project Promoter.

For further details regarding disbursements, reporting and monitoring please refer to the *Disbursement guidelines* and *Reporting and monitoring guidelines* made available on the web site, [www.eeagrants.org](http://www.eeagrants.org).

This user guide describes in detail how to complete the PCR and specifies the information required in particular fields.

## General form usage points to complete the PCR

The following points need to be considered when completing the PCR:

- The PCR is a Microsoft Excel Workbook. It is compatible with versions of this software from Excel 97 onwards, although the use of versions more recent than Excel 2000 is strongly recommended;
- The PCR contains no Excel macros;
- Editable cells are light blue in colour; all other cells are locked and not editable by the user;
- Do NOT use cut/paste to move data from one part of the form, as this disrupts the form's structure;
- Do NOT drag entire cells by selecting the periphery for the same reason;
- To copy the data from another sheet / another place in the same sheet:
  - o copy the data from the source sheet (ctrl – C)
  - o select the destination cells, and use 'Paste Special' with the 'Values' checkbox selected to paste data:



Extending data from one cell to another by dragging the bottom right hand corner of the border is acceptable.

### 3. Detailed description of PCR fields

This section describes the data in the PCR. This data comes from three sources:

- entered by the Project Promoter
- gathered by the FMO from the Application Form, Project Implementation Plan (PIP) and Project Interim Report(s)
- calculated to provide information to the Project Promoter

#### 3.0 Project Promoter

This section of the PCR is provided for reference, and requires no input from the Project Promoter. If any of the details in this section are incorrect, then the Project Promoter should inform the Focal Point without delay.

**[0.1] Full Legal Name**

Populated with the information supplied in the Application Form associated with this PCR

**[0.2] Contact Person**

The name of the primary contact for the project. Whilst the vast majority of correspondence between the Project Promoter and the FMO will be via the Focal Point, any direct communication from the FMO to the Project Promoter will be addressed to this person.

**[0.3] Job Title**

The job title of the person named in [0.2]

**[0.4] Organisation**

The name of the organisation to which the person named in [0.2] belongs. In many cases this will be a department within the Project Promoter's organisation named in [0.1], but may be a separate entity if the contact person is not part of that organisation.

**[0.5] Address**

The correspondence address for the person named in [0.2].

**[0.6] Telephone**

The fixed line telephone number for the person named in [0.2].

**[0.7] Mobile**

The mobile telephone number for the person named in [0.2].

**[0.8] Fax**

The fax number for the person named in [0.2].

**[0.9] Email**

The email address of the person named in [0.2].

#### 3.1.PART I – Project Summary

This section of the PCR summarises the implementation of the project as a whole, from Project actual start date till the actual completion date.

**[1.1] Project Title**

The project title as defined in the Application Form.

**[1.2] Project Number**

The project number assigned by the FMO on registration of the Application Form. All correspondence relating to this project should make reference to this number.

**[1.3] Total Grant Rate Awarded**

The ratio of grant awarded by the Financial Mechanism Committee (FMC) and/or Norwegian Ministry of Foreign Affairs (NMFA) to the eligible cost of the project, as defined in the Grant Agreement (PIP field [1.14])

**[1.4] Total Grant Awarded (Euro)**

The total grant awarded under one or both mechanisms, as defined in the Grant Agreement (PIP field [1.12])

**[1.5] Total Amount retained for PCR Approval**

The amount retained by the FMC to be disbursed after the approval of the certified PCR (PIR field [2.19] – 'Total to date').

**[1.6] Actual Total Project Cost**

The total expenses to date including all non-eligible expenditure

**[1.7] Project Start Date**

The month in which the work on the project actually started

**[1.8] Project Planned Start Date**

The month in which the project was planned to start (PIP field [1.6]).

**[1.9] Project Completion Date**

The month in which the last PIR was submitted to the FMO.

**[1.10] Project Planned Completion Date**

The month in which the project was planned to finish (PIP field [1.7]).

## **3.2.PART II – Cash Co-financing**

This section is completed by the paying authority. In this section the Paying Authority certifies that the cash co-financing to be committed in the last PIR (PIR field [3.6] and [3.7]) has been committed to the project.

**[2.1] Start Date of Reporting Period**

Refers to the start date of the last reporting period (last PIR).

**[2.2] End Date of Reporting Period**

Refers to the end date of the last reporting period (last PIR).

**[2.3] Government Budget**

Sourcing from [3.6] in the last PIR.

**[2.4] Non-Public**

Sourcing from [3.7] in the last PIR.

### **Signature**

The Paying Authority must certify that the co-financing has been committed as defined in the last PIR.

### 3.3.PART III – Financial Progress

This section of the PCR summarises the financial completion of the project in euros per budget heading and compares it against its plan as stated in the Project Implementation Plan (PIP).

Both the 'Cash Eligible Expenses' and 'Revenue' tables are structured in the similar way (see the description in the 'Cash Eligible Expenses' table below). The Revenue table will appear only for 'revenue generating' projects.

The Cash Eligible Expenses – Budget Headings table shows the actual status of project expenditures with respect to the plan:

- Planned Financial Progress (expressed in the EUR value and percentage)
- Actual Financial Progress (expressed in the EUR value and percentage)

The 'Planned Financial Progress' column summarises the plan of the financial project progress as represented in the current Project Implementation Plan.

'Actual Financial Progress' summarises the cash eligible expenses across all project expense categories (budget headings) in euros for the entire duration of the project up to the point of project completion. The column 'Total' is completed by the Project Promoter using the exchange rate provided by FMO and described in the PART XI of this Guideline.

As non-eligible expenses are by definition not funded by the Financial Mechanisms, they are not considered in this table.

#### Cash Eligible Expenses

##### [3.1] *Cash Eligible Expenses – Budget Headings*

The expense categories are predefined from the current PIP. However, there may have been changes made compared to the current PIP, thus the Project Promoter can introduce new expense categories at this stage, both up to four pre-defined expense categories (drop-down menu) and/or up to four user-defined categories.

##### [3.2] *Total Cash Eligible Expenses*

The total eligible expenditure over the project implementation period summed over all expense categories.

#### Revenue

##### [3.3] *Standard Profit Margin*

The standard profit margin as it appears in the PIP.

The Revenue table shows the actual status of project revenues and operating expenses with respect to the plan:

- Planned (as represented in the PIP)
- Actual (expressed in the EUR using exchange rate provided by the FMO)

##### *Revenue*

Sum of all revenues for the corresponding calendar year up to the point of project completion, completed by the Project Promoter, see *the Revenue generating projects guideline*.

##### *Operating Expense*

Sum of all operating expenses for the corresponding calendar year up to the point of project completion, completed by the Project Promoter, see *the Revenue generating projects guideline*.

#### **Brief description of the financial progress versus plan**

A description of the financial progress and results with a comparison to the foreseen progress and results.

### **3.4.PART IV – Project Indicators**

This section is completed by the Project Promoter and outlines overall achievement with respect to the planned Project Indicators as defined in Annex II of the Grant Agreement (PIP), and the actual Project Outcome.

The “Project Outcome” column, of the tables [4.3], [4.7] and [4.11], requires a quantitative report of achieved results at Project Completion as compared to the pre-populated ‘Baseline’ column; tables [4.2], [4.6] and [4.10] and the ‘Target’ column; tables [4.4], [4.8] and [4.12].

#### **Additional Comments**

This field requires that the Project Promoter makes a value statement and comment on the projects actual accomplishment when compared to the original plan. The outline shall highlight the overall achievement of the project indicators. Any deviation from the target values (Fields [4.4], [4.8] and [4.12]) should be described and explained.

### **3.5.PART V – Cross Cutting Issues**

The Project Promoter shall take into consideration the contribution of the project to the cross-cutting issues when evaluating the projects actual accomplishment. The attached table should advise the Project Promoter to comment only on the project relevant cross cutting issues, crossed in the last two columns, which are:

- Important part of the project and
- Fundamental to the project

### **3.6.PART VI – General conditions and post completion obligations**

In this section the Project Promoter should outline how conditions set out in article 6 of the Grant Agreement have been met and report, if relevant, on measures taken to ensure fulfilment of any post completion obligations as set out in article 7 of the Grant Agreement. (Please see Annex I. of the PCR Guideline)

### **3.7.PART VII – Lessons learned and recommendations**

In this field the Project Promoter shall highlight and mediate any relevant lessons learned during project implementation and recommend on any follow-up actions that might be needed.

### **3.8.PART VIII –Project Promoter Signature**

This section of the PCR is only provided for signature by the Project Promoter which signs off and certifies that the report has been filled out correctly and in good faith.

### **3.9.PART IX – Summary statement by the Focal Point**

This field requires the Focal Point to summarise the project in its whole with respect to management and the overall project implementation.

### **3.10. PART X –Focal Point Signature**

This section of the PCR is only provided for signature by the Focal Point which signs off confirms that the information provided is accurate.

### **3.11. PART XI – Exchange Rate**

The Exchange Rate table will appear only for projects which do not report in EUR.

The Project Promoter fills in the PCR using euros; however when converting expenses incurred in local currency to euros, the Project Promoter has to apply the exchange rate on a monthly basis covering the whole project life up to the point of project completion. For assistance these exchange rates are provided in this section. It is important to note that the same monthly exchange rates are used in the PIRs, in order to ensure comparability of the reports.

# Annex I

Since the Project Completion Report (PCR) is the last document before the Project is declared completed, the assessment and approval procedure of this document is highly important. The PCR User Guide helps in filling in the PCR template. Annex I to the Guide provides more specific guidance on the fulfilment of the general conditions and post-completion obligations (Part VI of the PCR).

## Fulfilment of the conditions

According to the user guide in Part VI of the PCR, the Project Promoter should outline how the conditions as laid down in the Grant Agreement (Grant Offer Letter) have been met, and what measures have been taken to ensure fulfilment of any post-completion obligation(s). A statement from the Project Promoter in respect of the fulfilment of the condition may require provision of a supporting document or certificate.

Below please find a list of the most commonly used general conditions and post-completion obligations. It also lists FMO's minimum information requirements, including the documents to be attached to the PCR in order to consider the conditions as fulfilled.

### **1. Insurance condition (projects of investment character)**

The statement in the PCR should include information on

- what is being insured
- who / what organisation is undertaking the insurance (project promoter, partner, etc)
- the duration of the insurance contract, which should be in line with the in-force period set out in the Grant Agreement (5 or 10 years)

Supporting documentation:

Statement from the FP that the insurance contract has been concluded and that it is in line with the general condition.

This statement should include at least the following information:

- name of the insurance company
- policy number

(This statement can also be included in the PCR itself under Part IX. Summary statement by the Focal Point)

### **2. Condition on ownership and use**

This condition includes at least two requirements – one is related to the ownership of the result of the investment (equipment, infrastructure); the other is related to the further use of these.

The statement in the PCR should include specific information on:

- the result of the investment (specified e.g. what equipment, what building)
- who / what organisation will practice the ownership (project promoter, partner or any other organization specified in the general condition)
- the duration of the ownership, which should be in line with the in-force period set out in the Grant Agreement (5 or 10 years)

### **3. Condition on the maintenance fund (post-completion obligation)**

The statement in the PCR should include at least the following information:

- confirmation that the account has been opened / fund established. The maintenance account / fund should be in place by the time of submission of the PCR
- what amount will be put into this account / fund (the percentage should be in line with the condition set out in the Grant Agreement). It should also be mentioned that this amount will be placed into the account/fund on a yearly basis
- confirmation that this account / fund will be kept for the whole time of the in-force period (5 or 10 years)

Supporting documentation:

- statement of the FP that the PP provided adequate proof that the decision on the opening of the account / establishment of the fund has been taken e.g. decision of the principal body / person of the organisation / institution.

(This statement can also be included in the PCR itself under Part IX. Summary statement by the Focal Point)

#### **4. Condition on public procurement**

The statement in the PCR should include at least the following information:

- whether a public procurement procedure has been carried out or not
- if a public procurement procedure has not been carried out, short explanation on the reason for this
- if public procurement has been carried out the type and number of procedures should also be mentioned
- any problems during the public procurement (if mentioned earlier in PIRs, reference to the relevant PIR is enough)

Supporting documentation:

- if public procurement has not been carried out:
  - detailed explanation on the reasons for this, with exact legal references (act and paragraph numbers) to any exception rules applied, and detailed justification on the basis to use this exception
- if public procurement has been carried out:
  - number of procedures
  - type of procedures (with legal references)
  - number of bids received (for each procedure). Short summary of the bids (amount, name of the bidder, any other information found to be important). Name, country of origin of the winner bid
  - listing of any complaints or any other legal challenges faced during the procedure(s) and the measures taken

#### **5. Condition on state aid**

It is important to highlight that it is very difficult to standardise the possible statements regarding the fulfilment of this condition, even more than for the previously described ones. We stress that when it comes to the fulfilment of the state aid condition it is highly important that as much information as possible is provided in the PCR to enable the assessment that this condition has been taken into account adequately during project implementation.

The statement in the PCR should include at least information on what measures were taken if any in order to comply with state aid requirements:

- block exemption rule
- notification
- any other exemption rule

The statement in the PCR should include exact legal references to national and/or EU legislation. In case of notification the exact references of the notified scheme should be provided, with preferably a copy of the scheme attached as supporting documentation.