



EUROPEAN COMMISSION  
Innovation and Networks Executive Agency

Director

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INEA C/GP/gc

## NOTE FOR THE ATTENTION OF CEF TRANSPORT AND ENERGY BENEFICIARIES

**Subject: CEF Transport and Energy – Admissibility and completeness checks for requests of interim payments or payments of the balance**

Dear CEF beneficiaries,

Based on INEA's experience in assessing the requests for interim payments and payments of the balance, I would like to draw your attention to some points that would help you preparing such requests. Adhering to these points should ensure that all necessary elements to consider your claim admissible have been included.

In addition, I would also like to take this opportunity to highlight certain elements concerning the completeness of the request for payment and of the requested sampling documentation, aiming at facilitating and accelerating the assessment of your payment request.

Below you can find a list of those elements, with the corresponding links to the respective templates, where relevant. Additional information is available in the [Frequently Asked Questions](#) (common for the Transport and Energy Sectors).

### **Admissibility of the request for payment**

A request for payment is admissible if the following conditions are met:

- ✓ The request for payment is sent to the **correct functional mailbox** indicated in Art. 6.2 of the Grant Agreement
- ✓ The reports are using the **correct templates** as indicated below
- ✓ The requests for payments are accompanied by:
  - The [Final Report](#) (Annex V of the Grant Agreement) in case of requests for **payment of the balance**;
  - The Individual Financial Statement per beneficiary (**signed in case of mono-beneficiary** actions).
  - In the case of **request for payment of the balance** by beneficiaries

Agence exécutive pour l'innovation et les réseaux /Uitvoerend Agentschap innovatie en netwerken, 1049 Bruxelles/Brussel, BELGIQUE/BELGIË - Tel. +32 22991111  
Office: W910 - 02/046 - Tel. direct line +32 229-87036

Georgios.Patris@ec.europa.eu

established in the EU, the **signed certification by the Member State** is also necessary.

- The **signed [Consolidated Financial Statement](#)** (for **multi-beneficiary** actions)
- The Certificate on the Financial Statement(s) (**CFS**) as required by Art. II.23.2.1 or 23.2.2 of the Grant Agreement, where:
  - The CFS (latest [version](#) recommended) has been issued for each beneficiary and includes, when relevant, costs declared by affiliated entities and/or implementing bodies;
  - The Terms of Reference **are signed**;
  - The Independent Report(s) of Factual Findings **is (are) signed**.
- ✓ The reports are in the **reporting language** indicated in Art 4.3 of the Grant Agreement
- ✓ For beneficiaries with accounts in a **currency other than Euro**, the conversion is calculated in line with the specific [guide](#) available at INEA's website.

If any of these conditions are not met, the request for payment will be inadmissible. This could delay the payment process.

### **Completeness of the request for payment and of the requested sampling documentation**

Once a request for payment is considered admissible, it needs to be properly assessed by INEA staff. The completeness of the request and the coherence of the information provided are crucial factors for optimising the payment process. In this context please pay attention to the following points:

a) In the request for payment

- ✓ For **multi-beneficiary** actions the amount of the **consolidated financial statements** must be **equal to the sum of the individual financial statements**.
- ✓ The financial statements must be properly filled-in (e.g. invoice dates, unique accounting numbers, supplier and indication of the selected item selected for the CFS). In particular, the "*Short description of the costs declared*" must be properly detailed to allow reconciling these costs with the scope of the activity.
- ✓ An **excel version** of the [Individual Financial Statement](#)(s) must be provided;
- ✓ When there is a coordinator but payments are made to each individual beneficiary, then the method for allocating the amounts to be paid to each beneficiary must be provided.

b) In order to make the sampling exercise as well as the assessment of your payment request more efficient:

- ✓ The sampling table must be duly filled-in. Please use the "Comments" field to provide additional information, which cannot be provided in the fields.
- ✓ The files of the sampled invoices (sent electronically) should be named: "*Invoice sampling n° x*" and should match the CEF sampling and procurement table

numbering.

- ✓ In the event of a sampling of grouped invoices a breakdown of the items must be submitted in a separate excel table.
- ✓ The requested documentation must be provided in a consolidated way and not in separate e-mails, particularly in case of multiple-beneficiaries actions.

Not following the instructions under points a) and b) above will result in INEA requesting you for additional information within very specific deadlines. Failing to submit the requested information within the deadline set may lead to longer payment time and even to rejection of costs if the required information is not provided in time.

For any questions please do not hesitate to contact your project manager.

*[e-signed]*  
Dirk Beckers

Copy: A. Boschen, M. Jensen, C. Millan de la Lastra, C. Faure, B. Coda, Ph. Stalins, J. Ball, M. Louvet, G. Patris (INEA)