



EUROPEAN COMMISSION  
Employment, Social Affairs and Equal Opportunities DG  
European Globalisation Adjustment Fund



## Requirements for the contents of a Final Report on the execution of a contribution from the European Globalisation Adjustment Fund (EGF)<sup>1</sup>,

In accordance with Regulation 1927/2006, Article 15(1), Member States should present a final report on the execution of the financial contribution from the EGF no later than six months after the expiry of the twelve-month period of use of the contribution.

The Final Report should be submitted along with a statement justifying the expenditure.

This report, and the statement justifying the expenditure, should be submitted formally in writing by the competent authority of the Member State to:

The Director General  
Directorate General for Employment, Social Affairs and Equal Opportunities  
European Commission  
B-1049 Brussels  
Belgium

In addition, Member States are encouraged to submit a copy of the report and the statement justifying the expenditure by e-mail to:

[EMPL-EGF-Closure@ec.europa.eu](mailto:EMPL-EGF-Closure@ec.europa.eu)

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<sup>1</sup> Regulation (EC) No 1927/2006 of the European Parliament and of the Council of 20 December 2006 on establishing the European Globalisation Adjustment Fund, Official Journal of the European Union L 406, 30/12/2006, p. 1.

## **Section 1 – Identification of the EGF contribution**

1. Name of Member State:
2. Full name and address of the authority submitting this report:
3. EGF reference number [in the format EGF/200y/nn]:

## Section 2 – Types of actions implemented

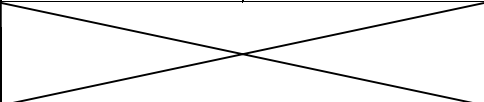
4. Cost of actions (please complete the table below)

Actions  Under Part A please use a separate line for each separate action	Cost of actions - Original Budget as described in the application, and approved through the Decision allocation the EGF contribution			Cost of actions - Actual Outcome		
	Numbers of workers targetted (estimated number) a	Cost per worker targetted (estimate in Euro) b	Total cost (EGF and national co financing) Euro $c=a*b$	Numbers of workers assisted (number) a	Cost per worker assisted (Euro) b	Total cost (EGF and national co financing) Euro $c=a*b$
<b>A. Actions (list individual actions planned) (Art. 3.1)</b>						
<i>Measures (please specify, as in the Decision allocating the EGF contribution) (One action per line)</i>			0			0
<i>Measures (please specify, as in the Decision allocating the EGF contribution) (One action per line)</i>			0			0
<i>Add lines as necessary</i>			0			0
<b>Sub-total Actions</b>			0			0
<b>B. Technical Assistance for implementing EGF (Art. 3.3)</b>						
preparatory						
management						
information and publicity						
control activities						
<b>Sub-total Technical Assistance</b>			0			0
<b>TOTAL COST</b>			0			0

5. Description of the personalised services to individual workers affected that were actually implemented, with an explanation of any divergences with respect to the application (and Decision on the financial contribution adopted by the Commission):
6. Dates on which the actions (personalised services to workers affected) commenced, and ended:
7. Details of any preparatory, management, information and publicity, and control activities required for implementing the EGF assistance that the Member State financed with EGF assistance:

### **Section 3 – Workers benefiting from the actions implemented**

8. Information on workers who benefited from the EGF contribution:  
(Please note that the figures provided in Column B in the table below should correspond to those contained in the application for EGF assistance.)

Describe, according to the International Standard Classification of Occupations (ISCO-88, 'major group' headings or two digit codes where appropriate), the categories of workers <u>affected by the redundancies</u> , including, where relevant, those in upstream and downstream enterprises.		Describe the categories of workers <u>targeted for assistance</u> under this application, including, where relevant, those in upstream and downstream enterprises.	Describe the categories of workers <u>who actually benefitted from the assistance</u> under this contribution, including, where relevant, those in upstream and downstream enterprises.		
Description		Column A Number	Column B Number.	Column C Number	
Categories (add a new row for each separate category)					
Gender	Men				
	Women				
Nationality	EU Citizen				
	Non-EU citizen				
Age	15 - 24				
	25 - 54				
	55 - 64				
	65 +				
Workers with a longstanding health problem or disability					
Membership of a recognised minority (ethnic, religious, etc) (according to national rules)				Total	% Women

Education Attainment	Primary of lower secondary education (ISCED 1 and 2)		Total	% Women
	Upper secondary education (ISCED 3)		Total	% Women
	Post-secondary non tertiary education (ISCED 4)		Total	% Women
	Tertiary education (ISCED 5 and 6)		Total	% Women
Status on the Labour Market on completion of the assistance	Employed		Total	% Women
	Of which Self-employed		Total	% Women
	Unemployed		Total	% Women
	Inactive		Total	% Women
	Of which inactive in education or training		Total	% Women

Information on the assisted workers' membership of a recognised minority, levels of educational attainment and status on the labour market on completion of the assistance are indicators defined according to national rules. Those definitions should be provided in a footnote. Whenever the definition of an indicator used is strictly identical to the one used for the ESF (Annexe XXIII of the Commission Implementing Regulation (EC) No 1828/2006), it is sufficient to state so.

Elements on coverage and missing data (whether the figures represent all activities or only part of them) should also be provided.

#### **Section 4 – Main outcomes**

9. Outcomes in respect of the regional or local economic situation in the territory or territories concerned:
10. Principal lessons learned with regard to interventions to assist workers affected by mass redundancies:

#### **Section 5 – Equal opportunities and non-discrimination**

11. Steps taken to ensure that the principles of equality of treatment and non-discrimination were respected in the implementation of, and access to, assistance from the EGF:

#### **Section 6 – Complementarity**

12. Complementarity with assistance provided by other Community instruments, in particular the European Social Fund:

13. Description of the mechanisms by which the managing authority for the EGF assistance has ensured that the assistance complements actions of the Member State at national, regional and local level, including those co-financed by the EU Structural Funds:
14. Description of the mechanisms by which the managing authority for the EGF assistance has ensured that the specific actions receiving a contribution under the EGF did not also receive assistance from other Community financial instruments:

### **Section 7 – Information and publicity**

15. Description of the specific activities that the Member State carried out in order to provide information on and publicise the funded actions, including the mechanisms used to highlight the role of the Community and ensure that the contribution from the EGF is visible. Please provide examples of publicity materials where possible.

### **Section 8 – Management and financial control of the assistance**

16. Please detail any changes in the management and control systems as compared to the description provided in the application, specifically any changes in:
  - 16.1. The organisation of the managing and paying authorities and intermediate bodies, of the management and control systems in place in these authorities and bodies
  - 16.2. The functions vested in them
  - 16.3. The allocation of functions between or within their departments, including between the managing and paying authority where they are the same body
  - 16.4. The procedures by which claims for reimbursement of expenditure are received, verified, and validated, and by which payments to beneficiaries are authorised, executed and accounted for
  - 16.5. The provisions and timetable for the verification of management and control systems
  - 16.6. The arrangements for preventing, detecting and correcting irregularities as defined in Article 70 of Regulation (EC) No 1083/2006 and recovering as well as reimbursing amounts unduly paid together with interest on late payments in accordance with the same Article
17. Details of any irregularities detected, including:
  - 17.1. Nature of the irregularity
  - 17.2. EGF amount concerned
  - 17.3. Date of notification to OLAF
  - 17.4. Outcome, including details of any recoveries made.



## Statement justifying the Expenditure

### European Globalisation Adjustment Fund (EGF)

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Name of assistance: EGF Contribution to \_\_\_\_\_

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Commission Decision: **C(200x)xxx of dd/mm/yyyy**

Commission reference No: **EGF/200x/xxx**

National reference \_\_\_\_\_ (if any)

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#### CERTIFICATE

I, \_\_\_\_\_<sup>2</sup>, representing the paying authority designated by the \_\_\_\_\_<sup>3</sup>, hereby certify that all eligible expenditure included in the attached statement, representing the contributions of the European Globalisation Adjustment Fund and national public and/or private funding, and paid as the assistance has progressed, was paid in respect of operations that were carried out after \_\_\_\_\_<sup>4</sup> (dd/mm/yyyy) and before \_\_\_\_\_<sup>5</sup> (dd/mm/yyyy) and amounts to: \_\_\_\_\_ **EURO**

The attached statement of expenditure broken down by measure is an integral part of this certificate.

I also certify that operations were implemented in accordance with the objectives laid down in the decision and with the provisions of Regulation (EC) No 1927/2006 of the European Parliament and the Council of 20 December 2006 on establishing the European Globalisation Adjustment Fund<sup>6</sup> (hereinafter called "the EGF Regulation"), in particular as regards:

1. Compliance with the provisions of the Treaty and instruments adopted under it and with Community policies, in particular the rules on competition, the award of public contracts, the elimination of inequalities, and the promotion of equality between men and women;

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<sup>2</sup> Name of responsible official

<sup>3</sup> Name of designated Managing Authority for the EGF contribution

<sup>4</sup> Reference date in accordance with the decision, meeting the requirements of Article 11 of the Regulation

<sup>5</sup> Reference date in accordance with the decision, meeting the requirements of Article 13 (2) of the Regulation

<sup>6</sup> OJ L406, 30.12.2006, page 1

2. Application of management and control procedures to the assistance, in particular to verify the delivery of the products and services co-financed and the reality of expenditure claimed, and to prevent, detect and correct irregularities, pursue fraud, and recover unduly paid amounts (Article 18 of the Regulation).

In accordance with Article 18(4) of the Regulation, the supporting documents are and will continue to be available for a minimum period of three years following the winding up of the financial contribution by the Commission.

I certify that:

1. The statement of expenditure is accurate and results from accounting systems based on verifiable supporting documents;
2. The statement of expenditure and the application for payment take account of any recoveries made, when relevant, revenue accruing to operations financed under the assistance and interest income;
3. Details of the underlying transactions are recorded on paper and, where possible, on computer files and are available on request to the Commission departments responsible.

Date:

Name:

Position:

Signature \_\_\_\_\_

Official Stamp



