

# Article 48 Checks

## Quick Guide



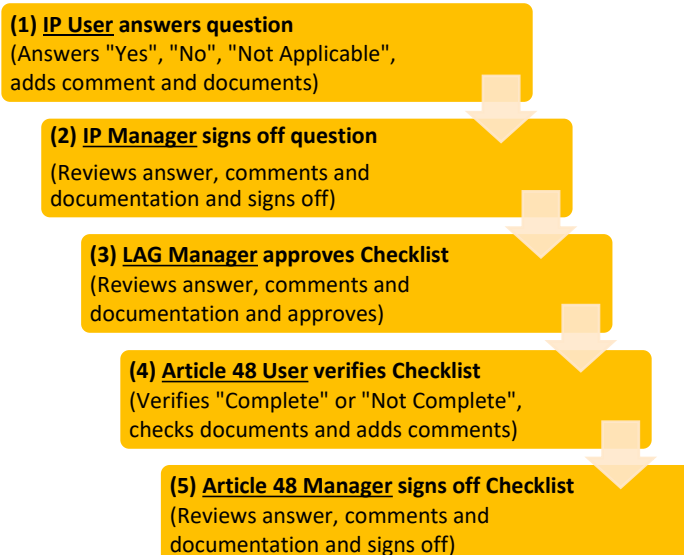
### Overview

LEADER is a European Union rural development programme and as such is subject to European Union regulations, in particular to **Article 48 of the European Union Commission Implementing Regulation 809/2014** published on 17<sup>th</sup> July 2014 which requires Member States to carry out administrative checks on all applications made for support and payment claims submitted for LEADER funding. The purpose of the checks is to ensure that project applications and subsequent costs incurred on approved projects are compliant with European Union rules.

### Projects & Claims

Project Promoters propose ideas for new LEADER projects. Initially called Expressions of Interest, these are received by Implementing Partner organisations and are inputted onto the LEADER ICT System. **The Project is then progressed through a series of stages** which include checks by the Implementing Partner itself, checks by the associated Local Action Group and then Article 48 Checks by the Local Authority. Projects that are successful are then progressed to the full approval stage. Similarly, when the Project Promoter submits invoices for the project's activities to the Implementing Partner, the Implementing Partner inputs these details onto the LEADER ICT System. **The Claim is also progressed through a series of stages** to approval and payment. Again checking is performed by the Implementing Partner and Local Action Group before the Article 48 Checks are performed by the Local Authority. After this, the Claim is progressed to the Department for payment. Please see: [Project Record Stages](#) and [Project Claim Stages](#)

### Article 48 Process



### Article 48 Checklists

Article 48 Checks take the form of questions written by the Department and arranged on the system into groups called "checklists". The specific checklist questions that need to be completed for a particular project are determined by the [Project Record Pathway](#) for that project which in turn is determined by the following three fields:

- **Project Sub-Type**
- **Is Provisional Approval required for Procurement?**
- **Is Provisional Approval required for Planning?**

The system automatically generates the appropriate questions for the Implementing Partner to answer based on the Project Pathway.

Checklist	Notes
<b>Project Checklist #1</b> (22 questions)	<ul style="list-style-type: none"><li>• The IP answers these at Stage 04</li><li>• The Article 48 User checks at Stage 08</li><li>• The Article 48 Manager signs off at Stage 09</li><li>• Project Checklist #1 has 22 questions except:<ul style="list-style-type: none"><li>• LEADER Food and Co-operation projects have additional questions</li><li>• Original Pathway projects have 60 questions</li><li>• For projects where Provisional Approval is required, the Procurement and Planning questions are held back until Stage 11 allowing the project to progress in the meantime.</li></ul></li></ul>
<b>Project Checklist #2</b> (6 questions)	<ul style="list-style-type: none"><li>• The IP answers these at Stage 07</li><li>• The Article 48 User checks at Stage 08</li><li>• The Article 48 Manager signs off at Stage 09</li><li>• These are the Evaluation Committee questions.</li><li>• Project Checklist #2 has 6 questions except for Original Pathway projects which have 7.</li></ul>
<b>Project Checklist #3</b> (1-14 questions)	<ul style="list-style-type: none"><li>• The IP answers these at Stage 11</li><li>• The Article 48 User checks at Stage 13</li><li>• The Article 48 Manager signs off at Stage 14</li><li>• Only the following projects have Project Checklist #3:<ul style="list-style-type: none"><li>• Projects with Provisional Approvals have Procurement or Planning questions presented in Project Checklist #3.</li><li>• Original Pathway projects always have Project Checklist #3, which for these projects always has 11 questions.</li></ul></li></ul>
<b>Claim Checklist</b> (33-45 questions)	<ul style="list-style-type: none"><li>• The IP answers these at Stage 01</li><li>• The Article 48 User checks at Stage 05</li><li>• The Article 48 Manager signs off at Stage 06</li><li>• All first claims have 45 claim checklist questions.</li><li>• On Original Pathway Projects, the first 6 claim checklist questions are automatically answered as these questions have already been answered by the IP in Project Record Checklist #3 for these projects.</li><li>• All second and subsequent claims have 33 claim checklist questions.</li></ul>

## Article 48 Stages

Projects usually have just one Article 48 Check at Stages 08 & 09. Projects where Provisional Approval is needed and Original Pathway Projects have a second Article 48 Check at Stages 13 & 14. All Claims have one Article 48 Check at Stages 05 & 06.

LEADER ICT System Area	First Article 48 Check		Second Article 48 Check	
	Stage Checklists Answered By IP	Stage Checklists Verified by Art 48	Stage Checklists Answered By IP	Stage Checklists Verified by Art 48
Project	04 & 07	08 & 09	11	13 & 14
Claim	01	05 & 06	-	-

## What is an In-House project?

An In-House project is one which is directly delivered by a LAG or IP ie where the Promoter is a LAG or IP.

## What is not changing?

- All In-House projects and claims will continue to come to Pobal for Article 48 Checks.
- All LDC LAG projects and claims will continue to come to Pobal for Article 48 Checks.

## What is changing?

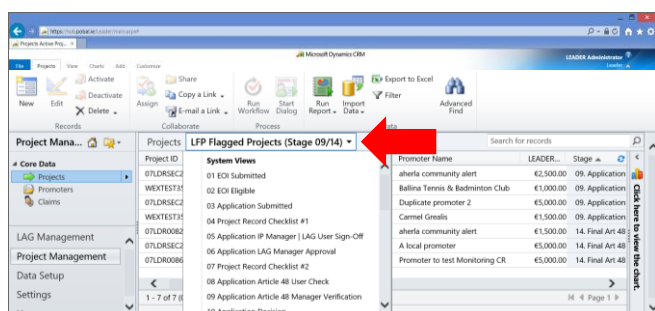
- From January and February 2019 all Non In-House projects and claims in Local Community Development Committee (LCDC) LAG Areas will have their Article 48 Check performed by the Local Authority.

## New User Roles

- LFP Article 48 User**  
This is the new Local Authority Article 48 inputting role that verifies each checklist question.
- LFP Article 48 Manager**  
This is the new Local Authority Article 48 sign off role that signs off each checklist question.

## Article 48 Flag & Views

Every project and claim has an Article 48 Flag showing who performs the Article 48 Check. Article 48 Users also have special custom views as follows:



## What does the Article 48 User do?

- The Article 48 User logs in and selects their customized view "LFP-Flagged Projects (Stages 08 | 13)" to see which projects are ready for an Article 48 Check.
- Open the first question (double-click on blank space on line).
- Check the IP Response and Comment if any.
- Click on the Documents link and check any relevant uploaded documentation.
- If satisfied enter the Verification Response ("Complete" or "Incomplete"), add a Verification Comment if needed and click Save & Close.
- Repeat the process for all checklist questions.
- If satisfied progress the stage.
- If not satisfied reverse the stage.
- The process is the same regardless of whether the Article 48 User is doing a check on a Project at Stage 08 or 13 or a Claim at Stage 05.

## What does the Article 48 Manager do?

- The Article 48 Manager logs in and selects their customized view "LFP-Flagged Projects (Stages 09 | 14)" to see which projects are ready for Article 48 Sign-Off.
- The Article 48 Manager looks over the entire project including the information entered by the Implementing Partner, the verification work of the Article 48 User and any uploaded documentation.
- Enter the Article 48 Manager Response ("Complete", "Complete with outstanding items", "Incomplete").
- If satisfied progress the stage.
- If not satisfied reverse the stage.
- The process is the same regardless of whether the Article 48 Manager is doing a sign-off on a Project at Stage 09 or 14 or a Claim at Stage 06.

## Points to note

- The LAG Manager stages are optional for Non In-House projects and claims and the LAG must instruct the IP how to progress projects at Stages 05 & 11 and claims at Stage 03.
- Segregation of duties must be maintained and in particular where a user is both a LAG Manager and an LFP Article 48 Manager, they may not perform both sign-offs on the same project.

## Support

- User Guides [here](#).
- For all LEADER ICT System technical queries please contact [leadersystem@pobal.ie](mailto:leadersystem@pobal.ie)
- For all Article 48 queries please contact [article48@drcd.gov.ie](mailto:article48@drcd.gov.ie)
- For all other LEADER queries please contact [rdp1420@drcd.gov.ie](mailto:rdp1420@drcd.gov.ie)



Rialtas na hÉireann  
Government of Ireland

Tionscadal Éireann  
Project Ireland  
2040



The European Agricultural Fund for Rural Development: Europe investing in rural areas



Ireland's European Structural and Investment Funds Programmes 2014-2020  
Co-funded by the Irish Government and the European Union



# Project Record Stages

Stage	IP Non In-House Projects (LFP Article 48 Check)		IP In-House Projects (Pobal Article 48 Check)		Can Progress To	Can Reverse To
<b>01 EOI Submitted</b> Enter basic details including Project Name, Description & Promoter. Save as "01 EOI Submitted". Progress to "02".	IP Project User	IP User	IP Project User	IP User	↓ 02 ↓ 16 ↓ 18	-
<b>02 EOI Eligible</b> Enter further details including Sector or Initiative, Project Type, Sub-Type, Financials and progress to "03".	IP Project User	IP User	IP Project User	IP User	↓ 03 ↓ 16 ↓ 18	↑ 01
<b>03 Application Submitted</b> Progress the project to the next stage which is "04 Project Record Checklist #1".	IP Project User	IP User	IP Project User	IP User	↓ 04 ↓ 16 ↓ 17	↑ 02
<b>04 Project Record Checklist #1</b> Answer the Project Record Checklist #1 questions and progress to "05 Application IP Manager Sign Off".	IP Project User	IP User	IP Project User	IP User	↓ 05 ↓ 16 ↓ 17	↑ 03
<b>05 Application IP Manager Sign Off</b> The information and checklist responses are signed off by the IP Manager for IP projects.	IP Manager		IP Manager		↓ 06 ↓ 07 ↓ 16 ↓ 17	↑ 04
<b>06 Application LAG Manager Approval</b> The project is approved by the LAG Manager and is progressed to "07 Project Record Checklist #2".	LAG Manager (optional)		LAG Manager		↓ 07 ↓ 16 ↓ 17	↑ 02 ↑ 03 ↑ 04 ↑ 05
<b>07 Project Record Checklist #2</b> The Project Checklist #2 questions are answered. Progress to "08 Application Article 48 User Check".	IP Project User	IP User	IP Project User	IP User	↓ 08 ↓ 16 ↓ 17	↑ 05 ↑ 06
<b>08 Application Article 48 User Check</b> The Article 48 User checks all responses to the first two checklists and progresses to "09".	LFP Article 48 User		Pobal Article 48 User		↓ 09	↑ 04
<b>09 Application Article 48 Manager Verification</b> The Article 48 Manager verifies the work of the Article 48 User and then progresses to "10 Application Decision".	LFP Article 48 Manager		Pobal Article 48 Manager		↓ 10	↑ 08
<b>10 Application Decision</b> The application decision is made and LAG Approval Date is entered. Progress to "11" or "15" depending on pathway.	IP Project User	IP User	IP Project User	IP User	↓ 11 ↓ 15 ↓ 16 ↓ 17	↑ 07 ↑ 09
<b>11 Project Record Checklist #3</b> The Project Record Checklist #3 is completed. Progress to "12 Final LAG Manager Approval".	IP Project User	IP User	IP Project User	IP User	↓ 12 ↓ 13 ↓ 16 ↓ 17	↑ 10
<b>12 Final LAG Manager Approval</b> The Project Record Checklist #3 responses are approved by the LAG Manager. Progress to "13".	LAG Manager (optional)		LAG Manager		↓ 13 ↓ 16 ↓ 17	↑ 11
<b>13 Final Article 48 User Check</b> The Project Record Checklist #3 responses are checked by the Article 48 User. Progress to "14".	LFP Article 48 User		Pobal Article 48 User		↓ 14	↑ 10 ↑ 11 ↑ 12
<b>14 Final Article 48 Manager Verification</b> The Project Record Checklist #3 responses are verified by the Article 48 Manager. Progress to "15".	LFP Article 48 Manager		Pobal Article 48 Manager		↓ 15	↑ 13
<b>15 Final Project Approved</b> The project is now approved. The Letter of Offer and Contract dates are entered and claims may be added.	IP Project User	IP User	IP Project User	IP User	↓ 16 ↓ 17	-
<b>16 Withdrawn   Other Funding Source</b> A status for the Withdrawal of the Expression of Interest or the Project.	-	-	-	-	-	-
<b>17 Project Rejected</b> A status for the Rejection of the Application at Decision stage.	-	-	-	-	-	-
<b>18 EOI Ineligible</b> A status for Ineligible Expressions of Interest.	-	-	-	-	-	-

# Project Claim Stages

Stage	IP Non In-House Claims (LFP Article 48 Check)		IP In-House Claims (Pobal Article 48 Check)		Can Progress To	Can Reverse To
<b>01 Draft</b> The IP or LAG Project User or User enters expenditure and completes the Claim Checklist. Progress to "02"	IP Project User	IP User	IP Project User	IP User	↓ 02 ↓ 13	-
<b>02 IP User   LAG User Check</b> The IP or LAG Project User or User checks the Claim. Progress to "03"	IP Project User	IP User	IP Project User	IP User	↓ 03 ↓ 13	↑ 01
<b>03 IP Manager   LAG User Sign Off</b> The IP Manager or LAG User approves the Claim. Progress to "04"	IP Manager		IP Manager		↓ 04 ↓ 05 ↓ 13	↑ 02
<b>04 LAG Manager Approval</b> The LAG Manager approves the Claim. Progress to "05"	LAG Manager (optional)		LAG Manager		↓ 05 ↓ 13	↑ 03
<b>05 Article 48 User Check</b> The Article 48 User verifies the Claim Checklist, enters Capital Site Visit and flags Ineligible Amounts or False Declarations	LFP Article 48 User		Pobal Article 48 User		↓ 06	↑ 03 ↑ 04
<b>06 Article 48 Manager Verification</b> The Article 48 Manager signs off the Claim Checklist and Capital Site Visit. Progress to "07"	LFP Article 48 Manager		Pobal Article 48 Manager		↓ 07	↑ 05
<b>07 Inspection</b> The Inspector Manager may select the Claim for inspection. Progress to "08"	Inspector User	Inspector Manager	Inspector User	Inspector Manager	↓ 08	-
<b>08 Department Review</b> The Department User completes the Department Checklist and enters any Penalty. Progress to "09"	Department User		Department User		↓ 09	-
<b>09 Department Approval</b> The Department Manager approves the Claim. Progress to "10"	Department Manager		Department Manager		↓ 10	-
<b>10 Department Payment</b> The Department User pays the Claim to the Local Action Group. Progress to "11"	Department User		Department User		↓ 11	-
<b>11 Promoter Payment</b> The LAG User pays the Claim to the Promoter. Progress to "12"	LAG User		LAG User		↓ 12	-
<b>12 Claim Complete</b> A status for the Claim being complete. The Inspector Manager may select the Claim for inspection	Inspector User	Inspector Manager	Inspector User	Inspector Manager	-	-
<b>13 Claim Withdrawn</b> A status for the withdrawal of the Claim	-		-		-	-