## **Tool 1 - Template letter for the announcement of the verification**

***Explanatory note:***

It is recommended that the cost-eligibility verification process for both determined and actual cost is formalised by the NSA from initiation to end. This will ensure transparency as regards the verification objectives and approach, as well as regards any potential findings and their follow-up.

The NSA can initiate the verification process with a formal communication towards the ANSP, stating the objectives and the foreseen approach, as well as the envisaged timing of the verification. To ensure an adequate communication, it is recommended that the formal communication is sent to the highest level of authority within the ANSP, from a similar level in the NSA.

We provide below a template for such a communication. The NSAs will need to adapt the parts of the text marked in grey, and to further customise the template as needed.

*Include addressees*

**Subject**: Cost-eligibility verification process for ANS costs related to *select what applies*: actuals for [year]/ determined costs for RP [period]

Dear *addressee*,

We would like to inform you that the NSA name has decided to carry out a verification on the ANS costs *select from*: actuals for [year]/ determined costs for RP [period], in accordance with its attributions under Article 2 of Regulation (EC) No 550/2004 and Regulation (EC) No 1070/2009.

The aim of the verification is to check the eligibility of the reported costs in accordance with the requirements under Articles 22 and 23 of Regulation (EU) 2019/317. Compliance with the principles of the charging scheme defined in Article 15 of Regulation (EC) No 550/2004 and Regulation (EC) No 1070/2009 will be also in scope, as well as compliance with the other provisions applicable to the ANS costs based on Regulation (EU) 2019/317, such as the ones regarding other revenues, cost risk sharing mechanism, common projects and new and existing investments.

The verification will be performed at your premises in *include address*, during the month of *include tentative month and year*. The exact timing for the visit will be further agreed jointly between the NSA verification team and yourself. The NSA verification team will contact you shortly in this respect, and also to start the organisation of the visit.

In order to conduct the verification in the most efficient way, you are required to collaborate with the NSA verification team and to make available to the verifiers all detailed data and supporting elements as described in the tools accompanying this letter, including accounting data, regarding the costs included in the reporting tables (Annexes VII and IX of Regulation (EU) 2019/317) select: for actual/determined costs, as well as to provide access to relevant personnel during the verification.

On the basis of the factual findings made during the verification, a provisional report (‘draft verification report’) shall be drawn up and shared with you. Your organisation will be expected to submit its comments to the potential findings, which will be taken into consideration, where appropriate, for the conclusion of the final verification report.

I thank you for providing the NSA verification team with your full cooperation in the preparation and execution of their verification. If you have any questions about this letter, please do not hesitate to contact me.

All information collected at the occasion of the verification shall be used solely for the purposes of the verification, as stated above in this letter, and shall be treated in accordance with the requirements of Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data *and, if applicable or in case of a non-EU Member State, insert reference to national provisions*.

We thank you for your cooperation.

Yours sincerely,