Project Monitoring and Reporting Workshop for Interreg programmes

21-22 April 2016 | Sofia, Bulgaria

Outline

Background

Most typically, programme Secretariats receive reports on a six-monthly basis, which include a description of the activities performed and a request for ERDF reimbursement. The Secretariat processes the report, which is passed on after approval to the Managing Authority, who, after further processing the report, notifies to the Certifying Authority the request to make the payment to the Lead Partner.

The success of programmes and projects in the current programming period is strongly interconnected through a thematic concentration and result-oriented approach. There is also a focus on the simplification process - trying to reduce the administrative burden for both Programme and beneficiaries.

Focusing on the programme selected themes and specific results calls for a reflection on the reporting - monitoring dynamic between the programmes and the projects; this goes beyond fulfilling the monitoring & control requirements. So, how do programmes understand this change and how can free resources, reducing time spent on fulfilling administrative and technical requirements, increasing the time dedicated to helping project improve the quality of reporting and support given during reporting and monitoring?

By **exchanging on programmes' different practices and procedures towards the simplification of project reporting and monitoring**, we will draw on lessons learnt and **reflect on possible bottlenecks and innovative ways for efficient quality reporting and monitoring** in the current programming period.

Who is it for?

The event is dedicated to Interreg programmes' staff from the Joint Secretariats, Managing Authorities and other programme bodies whose main task is supporting projects at their implementation stage; in particular, those staff members coordinating and/or directly involved in supporting projects during reporting, reviewing and assessing project reports and generally in charge of monitoring projects' performance and obligations. The event is particularly indicated for those programmes which have had calls in 2014-2015, and are setting up internal and external monitoring and reporting operational rules and procedures.

Format of the workshop

The workshop foresees an active contribution from all participants, with mixture of presentations to introduce topics, practical work and discussion among programmes.

Participants are encouraged to contact Interact if they identify a topic on the agenda for which they would be willing to share their practice/experience through a presentation.

Draft Agenda

Objectives of the event

- To discuss different solutions as concerns simplification of reporting and monitoring practices used in Interreg programmes,

- To identify and discuss the main difficulties and bottlenecks in reporting and monitoring procedures,

- To discuss different methods which can be used by programmes to complement reporting and monitoring processes;

Day 1   Thursday, 21 April 2016

09.00 – 09.30	Registration and welcome coffee

09.30 – 10.00   Introduction and objectives of the seminar

- *Welcome and introduction of participants*
- *Objectives for the meeting, working agreement and method*
- *Setting the scene and introduction of sessions*

10.00 – 13:00   Focusing on reporting procedures

Objective for session:

By the end of the session participants will be aware of current practices and features as for project monitoring and reporting. Participants will be able to exchange on different topics related to reporting and monitoring procedures´ set up:

- *Frequency of the reports*
- *Project modifications*
- *Reporting e-procedures, focus on electronic monitoring systems´ features*

Programme Presentation

Coffee break at 11.00

13.00 – 14.00	Lunch Break

14.00 – 17.00	**How to simplify reporting and relevant documentation**
	Objective for session:
	By the end of the session participants will be able to identify possible simplification related to relevant documentation in to be applied when designing reporting and monitoring procedures.
	Programme presentation (tbc)
	Coffee break at 11.00

| 17.00 – 17.15 | *End of Day 1* |

Day 2   Friday, 22 April 2016

09.30 – 12.30 Coffee break at 11.00	**Monitoring the quality of project outputs** Objective for session: To discuss if there are any benefits for programmes in checking the quality of outputs and identify examples of how this can be carried out in practice. • What is a quality output? • How is the quality of outputs checked? • Who checks what and when i.e. expert, desk officer, national authority? • Are there and consequences in case the projects outputs are deemed a lesser quality? **Supporting methods for monitoring the progress of projects** Objective for session: To identify how programme can further support projects during implementation in order to quickly detect problems or identify achievements. • Discuss the different methods and tools which have been developed by programmes for this purpose. • How are they used in practice?
12.30 – 13-00	**Wrap-up and closure of the meeting**
13.00 – 14.00	Farewell Lunch

End of Day 2