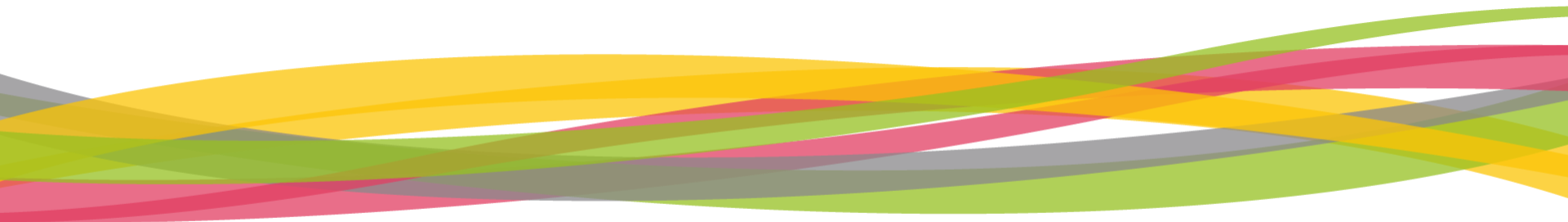


Progress Reports and Monitoring in the North Sea Region Programme

INTERACT Monitoring & Reporting, Sofia
21-22 April 2016
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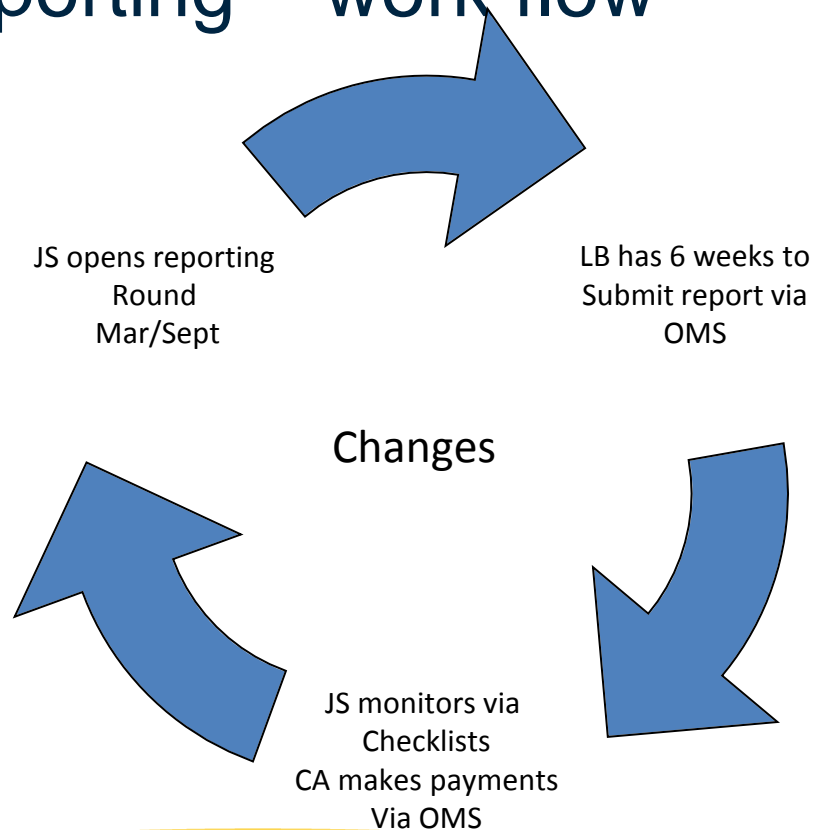


IVB Reporting –main features of OMS

+ Only Lead Beneficiary access

- LB generate system forms, beneficiaries fill out, FLC check and send back – LB compiles and submits to JS
- Could apply for changes at any time – activity, partner and budget (minor and major)
- All FLC checks on beneficiary level done outside the system – FLC of LB locks and signs compiled checklists in system

IVB Reporting – work flow



IVB Monitoring – what did it look like?

1. General 2. Data Consistency 3. Project Budget 4. Beneficiary Budgets 5. Delays 6. Deviations 7. Payment Currency 8. Enclosures 9. Bank Details
10. Lead Beneficiary Signature **11. 1st Level Control** 12. Irregularities 13. Audit Authority 14. Project Development Unit 15. Initial Check Letter
16. Acceptance of the Claim 17. Accumulation of Deductions Amounts Finalise

Show/Hide help

11. Is section 10 signed by the approved Lead Beneficiary controller? ☐ No ☒ Yes

11.1. Has designation form been received from the Designation Body? ☐ No ☒ Yes ☐ Not applicable

11.2. Is Lead Beneficiary 1st level control checklist attached? ☐ No ☒ Yes ☐ Not applicable

11.2.1. Is it qualified? ☒ No ☐ Yes ☐ Not applicable

11.2.1.1. If yes in (11.2.1), is qualification quantified? ☐ No ☐ Yes ☒ Not applicable

11.2.1.1.1. If yes in (11.2.1.1), what is the amount to be deducted from this claim?

11.2.1.1.2. If no in (11.2.1.1), is quantification necessary? ☒ No ☐ Yes ☐ Not applicable

11.2.1.2. If yes in (11.2.1), is appropriate documentation attached (explanation and, if appropriate beneficiaries 1st level control checklists? ☐ No ☐ Yes ☒ Not applicable

11. Checklist Comments

Appendix 6 FLC Checklist:

The Accumulated expenditure is indicated as 278.739 and amount accepted by the project controller is 275.440 - however the explanation provided is the following 'Expenditure of 3.299 incurred by Sportvisserij Nederland was in excess of their budget'. Overspending is not considered to be ineligible. Appendix 8 and 9 reflect the correct amount of eligible expenditure - 278.739 Euro. Any overspending has been deducted in Section 3. No issue

IVB Reporting – benefits of using the OMS

+ Simplified processes:

- Some major stakeholders had access (LB, JS, Certifying Authority) –but not all
- Open reporting rounds electronically – submissions via the OMS
- Following up of open issues via an Initial Check Letter in OMS
- All documentation was in one place
- Could process change requests in the OMS
- Auto generate Payment Cover Letters

IVB M&R – examples of lessons learnt

- + Receiving paper copies – means double work regarding checking what was submitted electronically and in paper
- + Could not process report while change was open –otherwise not working with most up to date info
- + Work flow between LB and beneficiaries not efficient
- + Deductions were not automatically calculated – entered by hand in the system
- + Percentage changes on BL level not auto-calculated

VB M&R – new features of OMS

- + All stakeholders will have access and use the OMS
incl: beneficiaries, LB, FLCs, JS, Certifying Authority,
Audit Authority etc...
- + Only electronic version of reports submitted
- + Auto-calculation of deductions
- + Digital signatures/username & password – for all
stakeholders i.e. all JS members can sign checklists in
the system using a single layer signature

Reporting VB: the procedures

+ Reporting every 6 months

Basic report (can skip finance report)

Full Report (finance report is mandatory)

+ Controlled by JS from the system

Possibility to select the type of report

Monitoring of reports submitted and delays

Monitoring of submission deadlines - and termination of projects

Reporting: beneficiaries

- + All beneficiaries have access to the system and report through the system
- + All FLCs designated through the system
- + **System lock: no report can be started if FLC not designated**
- + Report signed by beneficiary, checked by FLC, then sent to Lead Beneficiary

Reporting: Beneficiary FLC

- + Is notified by system when a report is ready to be checked.
- + Can re-open the report with questions to the beneficiary
- + FLC completes the FLC Report VB Beneficiaries
Includes deductions, on budget line level
- + FLC signs the FLC Certificate VB Beneficiaries document electronically

Reporting: Lead Beneficiary

- + Has to fill out their report as beneficiary, controlled and signed by FLC
- + Can create accumulated report once all beneficiaries reports have been signed by FLCs – Not before...
- + **System lock: one report from beneficiary is missing, no accumulated report can be created**
- + Report checked and signed by FLC = submission to JS

Some details about reporting

- + Beneficiaries and Lead Beneficiaries report period-specific amounts
- + The system adds automatically to the accumulated report
- + All spending targets and budgets are checked by the system for consistency with approved budget/ application form/ contract
- + For the activity report, the system adds information on indicators, but does not compile the activity report

And the nasty last detail....

- + You only have two options:
- + Either you have a report open in the system....
- + Or you have a change open in the system...
- + The two at the same time is not possible. Timing is everything!

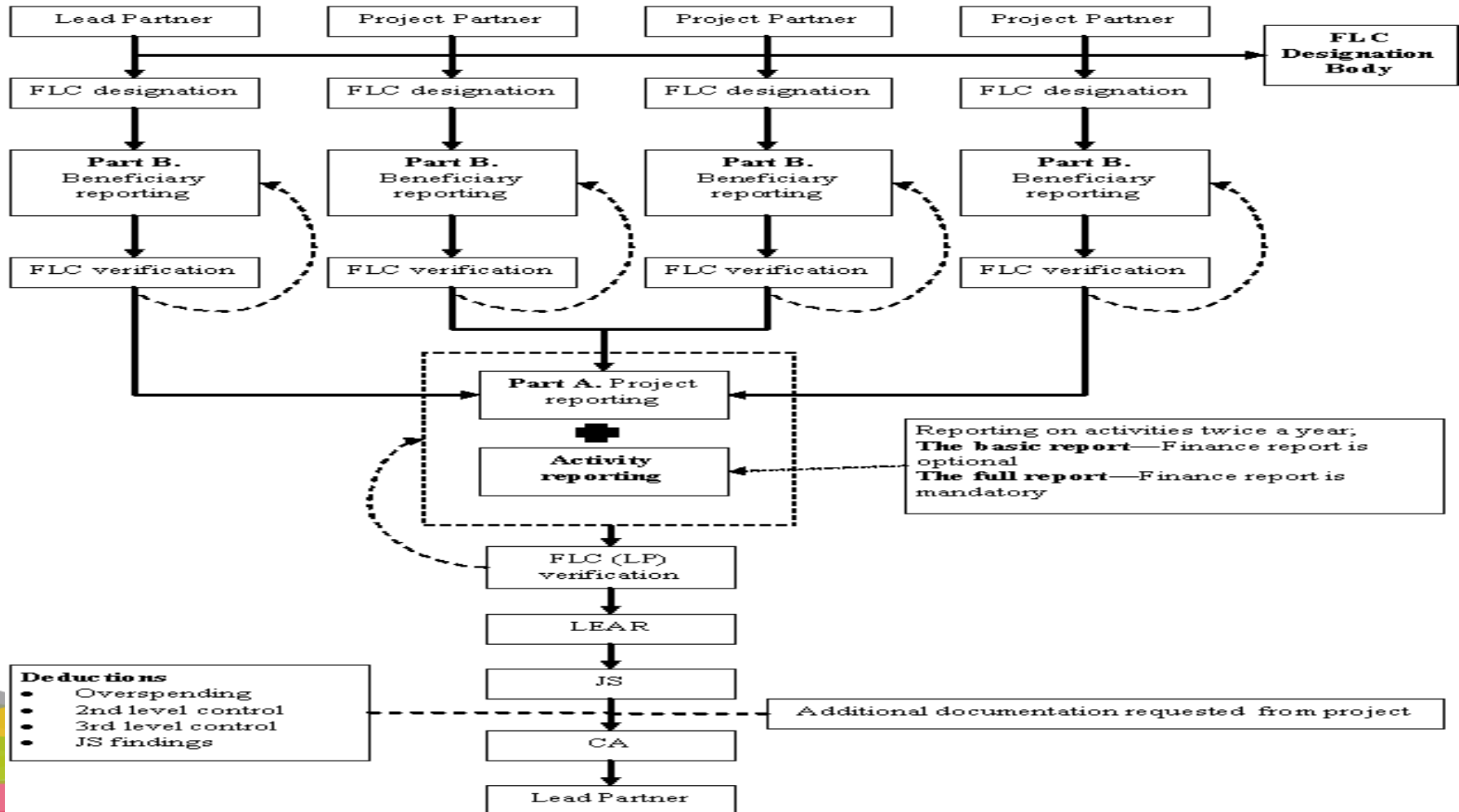
Monitoring: JS

- + Possibility to message LB through the communication module regarding issues with the report:
 - Written in the JS checklist, and transferred to a message.
- + Cross-referencing done by the system:
 - Any conditions from SC, or contract
 - Any deductions from second level control or other (CA) will appear in JS checklist

Monitoring: JS

- + Checklists signed by JS advisors (4-eyes principle)
- + Checklist signed by manager
- + = CA notified of payment request
- + CA also fills in a checklist and signs
- + Payment made to Lead Beneficiary

In other words...



Finance Progress Report / Edit: Full Demo Application

Home > Finance Progress Report

[Main details](#)
[Investments](#)
[Equipment](#)
[Budget](#)
[Outside prog. area](#)
[Submission](#)

Expenditure - breakdown per budget line

[+ Add](#)

	Equipment	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget	Spending target % (This year)	% Deviation from spending target
	Staff costs	50.000 €	3.000 €	2.000 €	5.000 €	10.00%	45.000 €	2.000 €	0%
	Office and administration	50.000 €	3.000 €	2.000 €	5.000 €	10.00%	45.000 €	2.000 €	0%
	Travel and accommodation	50.000 €	3.000 €	2.000 €	5.000 €	10.00%	45.000 €	2.000 €	0%
	External expertise and services	50.000 €	3.000 €	2.000 €	5.000 €	10.00%	45.000 €	2.000 €	0%
	Equipment	50.000 €	3.000 €	2.000 €	5.000 €	10.00%	45.000 €	2.000 €	0%
	Infrastructure	50.000 €	3.000 €	2.000 €	5.000 €	10.00%	45.000 €	2.000 €	0%
	Total Expenditure	50.000 €	3.000 €	2.000 €	5.000 €	10.00%	45.000 €	2.000 €	0%
	(Net revenue)	50.000 €	3.000 €	2.000 €	5.000 €	10.00%	45.000 €	2.000 €	0%
	Total Eligible Expenditure	400.000 €	24.000 €	16.000 €	40.000 €	10.00%	360.000 €	16.000 €	0%


Save

Activity Progress Reports / Edit: Full Demo Application

Home > Activity Progress Reports



Main details Achievements **Objectives** Deliverables Investments / equipment Submission

Project detailed objectives

	Objective	Level of achievement	Explanations
	Test	to a large degree	lorem ipsum

What is the progress towards the project detailed objectives as defined in the application form? The information provided should be cumulative (i.e. covering total progress since the start of the project).

Progress to date on outputs

	Output Indicator	Output target	Achieved in this period	Total achievement to date	Explanation	Level of achievement	Evidence uploaded
	Number of green products, services and processes piloted and/ or adopted by the project	200	100	130	lorem ipsum	Behind schedule	Yes
	Number of enterprises participating in cross-border, transnational or interregional research projects	5100	1000	1200	lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum	Ahead of schedule	Yes

Progress to date on results

	Project Result	Output target	Achieved in this period	Total achievement to date	Explanations	Level of achievement	Evidence uploaded
	TEST	333	50	70	lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum	Proceeding according to work plan	Yes

Digital signature/username & password – what, why and how

- + What: Official way applicants submit applications, LB's/beneficiaries submit reports, FLCs sign off on check lists, CA makes payments, AA enters findings
- + Why: Requirement to meet e-cohesion policy: many national discussions regarding security – method will be certified by AA as part of IT audit (likely end of 2016)
- + How: Pin-code which is issued by JS and serves as digital signature or username/password (single layer)

Questions?

Thank you for your attention!

