

INTERact



Project Monitoring and Reporting Workshop for Interreg programmes

Focusing on reporting procedures

21-22 April 2016 | Sofia, Bulgaria

Interact is co-financed by the European Regional Development Fund (ERDF)





2014-2020 Monitoring

Requirements

- Result orientation
- Performance framework
- Short annual reports to EC
- Comprehensive annual reports in 2017 and 2019
- Risk and fraud control
- Programme evaluation

Tools

- E-cohesion requirements
- Harmonisation (eg. HIT)
- Simplification (eg. Eligibility rules)





Contents

1. Frequency of reports



2. Managing project modifications



3. Reporting e-procedures





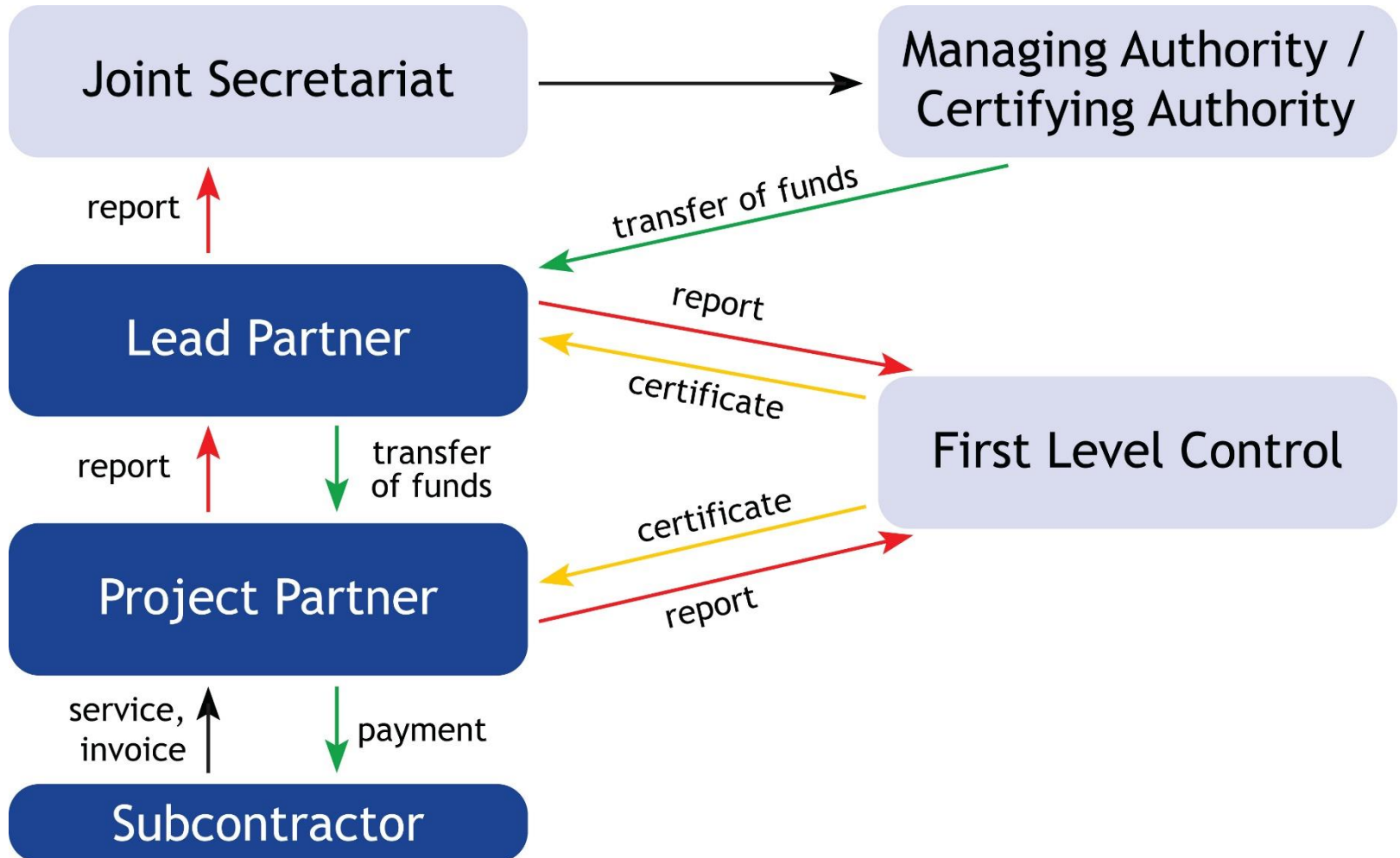
A Progress Report is ...

A written document **describing the findings** of an assessment that takes place during the project by project partners, that **conveys details** such as what **objectives have been achieved**, what **resources have been expended**, what **problems have been encountered**, and whether the project is expected to be completed on time and within budget.





Reporting Process





Frequency of the reports

- Each programme has its own rules
- Programmes require to report twice a year, covering 6 months periods.
- CBC programmes frequencies vary from 1 to 4 reports per year, such as:
 - *fixed reporting periods*, same date for all projects
 - *vary from project to project*, date of approval or signature of subsidy contract.





Timing and submission of the report



- Projects submit the report **2 or 3 months after the end of the reporting period**
- deadlines could be extended **up to 6 months.**
- Most usual practice: the entire report has to be submitted both electronically and in paper version
- Usually all reports are sent to the JTS (some exceptions, CBC)



Managing project modifications

- Reporting of problems, deviations / delays and required modifications in project implementation compared to the approved application.
- The structure and detail of modification procedures varies to a large degree between programmes.
- Managing modifications, deviations and delays is closely connected to the degree of problems encountered incurred during project life





Definitions

Term	Definition
Deviation	<p>Deviation is any departure from the original plan presented in the application form.</p> <p>Deviations are minor modifications from the work plan (can be positive or negative in the sense of a delay) which (according to programme rules) don't require an 'official' change procedure, as opposed to modifications which require a change procedure (according to programme rules).</p>
Delay	<p>A period of time before an activity or delivery occurs, when the activity or delivery will take place later than originally planned. Departure from the time plan.</p>
Modification	<p>Change of the agreed-upon project scope as defined by the approved application form.</p>



Problems, deviations and modifications (1)

- Reporting problems, deviations/delays and required modifications in project implementation compared to the approved application.
- Reporting modifications, deviations and delays is closely connected to reporting as problems often cause the preceding.
- Many programmes combine questions on deviations and problems.





Problems, deviations and modifications (2)

Different approaches:

- Reporting on deviations summarising the alterations occurred, explanations and outlining solution strategies.
- Separate questions about deviations per topic (e.g. modifications to the partnership, budget plans etc.).
- Broader questions where the project can mention any type of deviation (e.g. major modifications experienced).



Project modifications (1)

Usually, for programmes, modifications to the approved application might occur.



It is quite common in Interreg programmes to split project modifications to different categories which require different procedures.



Project modifications (2)

Minor modifications	Major modifications
<p>Administrative modifications (e.g. change of contact information, change of bank account)</p>	<p>Modifications to the partnership (e.g. partner drop-out, new partner)</p>
<p>Budget modifications below the flexibility rule</p>	<p>Budget modifications above the flexibility rule</p>
<p>Minor modifications of the project content (e.g. activity modifications, time-schedule related modifications)</p>	<p>Significant modifications of the project content (e.g. considerable extensions of project duration, indicator target modifications, objective modifications)</p>



Project modifications (3)

Minor modifications :

- in line with the approved application
- do not have any significant impact on the project implementation.
- do not require any formal procedure - sometimes the JTS has to be informed by the Lead beneficiary,
- in other cases, reporting of the change within the next progress report.





Project modifications (4)

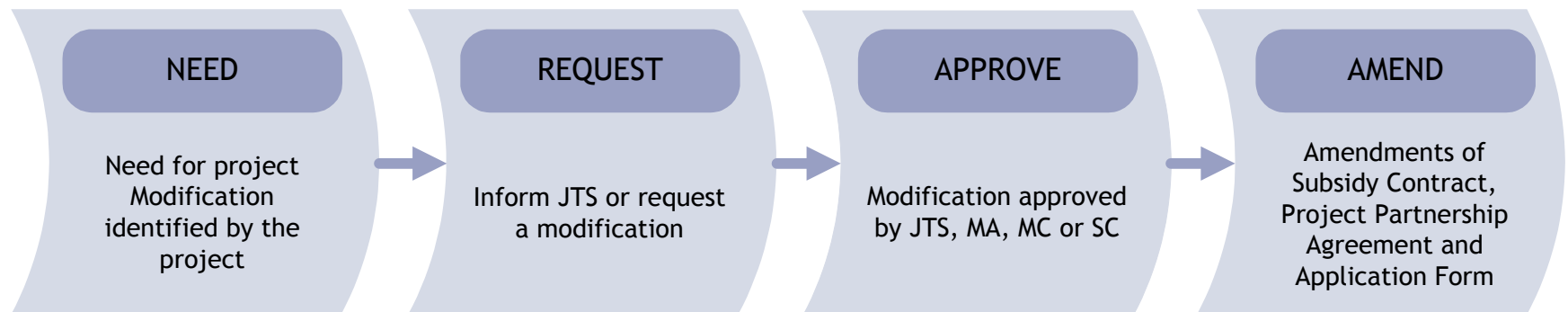
Major modifications:

- have a substantial impact on project implementation
- require the submission of a project modification request to be approved by the programme bodies
- in most cases major modifications result in the amendments to the Subsidy Contract, Project Partnership Agreement and Application Form.





Project modification procedure (1)



Need for approval by the project steering committee (agreement within the partnership)



Project modification procedure (2)

Main question: How often ?

Some programmes do not have any limitations whilst others have restricted the number of modifications possible:



- one budget reallocation below the flexibility limit per year,
- major modifications once during project lifetime,



Monitoring Project modifications

→ For a better overview a summary table of approved modifications could be required. It can also be automatically generated from the monitoring system.

List of project modifications compared to the application form occurred during this reporting period.

Project modification	Justification of modification	Impact on project implementation	Date of modification approval (if needed)



The role (and legal basis) for Monitoring Systems

For monitoring and reporting functions (Programme and project side):

- Reg. 1303/2013 art. 72 (d) (computerised systems ... for monitoring and reporting), art. 125.2 (d) and 125.8 (store computerised data on each operation for monitoring), art 126 (d) and (g) (computerised records of expenditures declared)
- Reg. 821/2014 art. 9 (reporting function and generation of reports)
- Reg. 1011/2014 art. 8 (exchange of documents and reporting on progress and payment claims)



Some example...

Interreg

North Sea Region

European Regional Development Fund



EUROPEAN UNION



Another example...

eMS 
electronic
monitoring
system



Main features of reporting process in eMS

- All data only once in the system from project application, to contracts and monitoring
- Online content trail from project application to project reports to online publication of outputs and results;
- Online audit trail that collects, stores and provides all required information;
- Functionalities for all roles foreseen in this process including project partners, first level controllers, joint secretariats, managing authorities, certifying authorities, audit authorities, monitoring committees, evaluation experts and contact points.

Let's have a look to the [Workflow](#) ...

Open Project Progress Reports

Project ↕	Period ↕	Start ↕	End ↕	Submitted ↕	View
ITP296	Period 1: 27.02.2015 - 27.02.2016	27.02.2015	27.02.2016	12.03.2015	
ITP305	Period 0: 05.02.2015 - 05.03.2015	05.02.2015	05.03.2015	24.03.2015	
ITP319	Period 0: 19.03.2014 - 19.03.2015	19.03.2014	19.03.2015	07.04.2015	
ITP344	Period 2: 02.04.2017 - 13.04.2020	02.04.2017	13.04.2020	14.04.2015	
ITP319	Period 2: 11.07.2015 - 30.09.2015	11.07.2015	30.09.2015	29.04.2015	
ITP353	Period 1: 05.05.2015 - 05.05.2016	05.05.2015	05.05.2016	05.04.2016	
ITP368	Period 1: 28.05.2015 - 01.01.2016	28.05.2015	01.01.2016	09.06.2015	
ITP368	Period 2: 02.01.2016 - 25.05.2016	02.01.2016	25.05.2016	09.06.2015	
ITP296	Period 1: 27.02.2015 - 27.02.2016	27.02.2015	27.02.2016	12.03.2015	
ITP382	Period 1: 23.06.2015 - 22.12.2015	23.06.2015	22.12.2015	29.10.2015	
ITP385	Period 0: 02.07.2015 - 02.07.2015	02.07.2015	02.07.2015	07.07.2015	
ITP390	Period 1: 15.07.2015 - 14.01.2016	15.07.2015	14.01.2016	15.07.2015	
ITP390	Period 1: 15.07.2015 - 14.01.2016	15.07.2015	14.01.2016	15.07.2015	
ITP390	Period 3: 15.07.2016 - 14.01.2017	15.07.2016	14.01.2017	15.07.2015	
ITP390	Period 2: 15.01.2016 - 14.07.2016	15.01.2016	14.07.2016	15.07.2015	
ITP390	Period 4: 15.01.2017 - 15.07.2017	15.01.2017	15.07.2017	15.07.2015	
ITP325	Period 0: 25.03.2015 - 25.03.2015	25.03.2015	25.03.2015	01.04.2015	
ITP325	Period 1: 25.03.2015 - 19.11.2015	25.03.2015	19.11.2015	01.04.2015	
ITP325	Period 2: 20.11.2015 - 01.06.2016	20.11.2015	01.06.2016	01.04.2015	
ITP325	Period 3: 02.06.2016 - 31.07.2016	02.06.2016	31.07.2016	01.04.2015	
ITP391	Period 1: 15.07.2015 - 14.01.2016	15.07.2015	14.01.2016	27.07.2015	
ITP410	Period 1: 30.07.2015 - 31.07.2016	30.07.2015	31.07.2016	30.07.2015	
ITP430	Period 1: 18.08.2015 - 18.08.2016	18.08.2015	18.08.2016	18.08.2015	
ITP382	Period 1: 23.06.2015 - 22.12.2015	23.06.2015	22.12.2015	29.10.2015	
ITP433	Period 0: 21.08.2015 - 21.08.2015	21.08.2015	21.08.2015	29.10.2015	
ITP307	Period 1: 10.03.2015 - 09.09.2015	10.03.2015	09.09.2015	22.01.2016	
ITP307	Period 2: 10.09.2015 - 09.03.2016	10.09.2015	09.03.2016	22.02.2016	
ITP505	Period 1: 03.02.2016 - 02.08.2016	03.02.2016	02.08.2016	05.02.2016	
ITP505	Period 1: 03.02.2016 - 02.08.2016	03.02.2016	02.08.2016	05.02.2016	
ITP541	Period 1: 14.03.2016 - 13.09.2016	14.03.2016	13.09.2016	16.03.2016	
ITP541	Period 2: 14.09.2016 - 13.03.2017	14.09.2016	13.03.2017	16.03.2016	
ITP552	Period 0: 25.01.2016 - 25.03.2016	26.01.2016	17.03.2016	29.03.2016	
ITP554	Period 3: 02.02.2017 - 01.04.2017	02.02.2017	01.04.2017	30.03.2016	
ITP564	Period 0: 04.01.2016 - 04.04.2016	04.01.2016	04.04.2016	04.04.2016	
ITP573	Period 1: 07.04.2016 - 06.10.2016	07.04.2016	06.10.2016	11.04.2016	
ITP575	Period 0: 01.04.2016 - 01.04.2016	01.04.2016	01.04.2016	13.04.2016	

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 - Open JTS Project Progress Reports
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INTERACT logo

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Select Role

Lp

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 07.04.2016 - 06.10.2016						
Report 1.1	07.04.2016	06.10.2016	Report Submitted	11.04.2016	€ 0.00	
Period 2 07.10.2016 - 06.04.2017						
Report 2.1	07.10.2016	06.04.2017	Report In Progress	In Progress	€ 0.00	
Period 3 07.04.2017 - 06.10.2017						
Period 4 07.10.2017 - 06.04.2018						
Period 5 07.04.2018 - 06.10.2018						
Period 6 07.10.2018 - 06.04.2019						
Period 7 07.04.2019 - 06.10.2019						
Period 8 07.10.2019 - 07.04.2020						

Partner Reports

1 - My lead partner1 - My lead partner1

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 1 07.04.2016 - 06.10.2016								
Report 1.1	07.04.2016	06.10.2016	Report FLC Certified	08.04.2016	Not Included	€ 9.38		
Period 2 07.10.2016 - 06.04.2017								
Report 2.1	07.10.2016	06.04.2017	Report In Progress	In Progress	Not Certified	€ 0.00		
Period 3 07.04.2017 - 06.10.2017								
Period 4 07.10.2017 - 06.04.2018								
Period 5 07.04.2018 - 06.10.2018								
Period 6 07.10.2018 - 06.04.2019								
Period 7 07.04.2019 - 06.10.2019								
Period 8 07.10.2019 - 07.04.2020								

Partner Living Tables

- [Checklist](#)
- [Application Form](#)
- [Print Project Report](#)
- [Attachment Upload Closed](#)
- [Report Group of Archaeologist Period 2](#)
- [Report Croatian Conservation Institute Period 0](#)
- [Report Croatian Conservation Institute Period 1](#)
- [Report Croatian Conservation Institute Period 2](#)
- [Report Croatian Conservation Institute Period 3](#)
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- Report**
- Workpackages
- Certificates
- Project Report Tables
- Attachments
- Documents

Project Progress Report

Period 1 - 25.03.2015 - 19.11.2015

Start Date	End Date
25.03.15	19.11.15

Highlights Of Main Achievements

Description

.....

Characters (including HTML): 0 (limit: 200), Words: 1

List Of Partner Flc Certificates

Partner Abbreviation	Number Of F.L.C Certificate	Date Of F.L.C Certificate	Total Expenditure Certified By F.L.C	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner E.R.D.F Included
CO	CO 3.2	01.04.2015	€ 1 602.00	<input checked="" type="checkbox"/>	€ 1 602.00	ERDF	85.00 %	€ 1 361.70

Project Specific Objectives

Project Specific Objectives	Level Of Achievement	Explanations
1 - conservation	to a large degree	aa 213 Characters Remaining
2 - reconstruction	to a large degree	aa 213 Characters Remaining

Overview of project main outputs achievement

Project's contribution to programme output indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators reported So Far	Project Main Output Indicator Number	Project Main Output Title	Project Main Output Quantification Target	Planned Delivery	Achieved So Far	Level Of Achievement
Number of strategies and action plans developed and/or implemented for strengthening mobility	0,0	0,00	T1.1.1		0,00	Jun 2016	0,00	not started

Target Groups Reached

Target Groups	Target Value	Target groups reached in previous reporting periods	Target group reached in this reporting period	Source Of Verification	Description of the target group involvement	Target groups reached so far values (in %)
local public authority	10,00	0,00	5,00	survey 208 Characters Remaining	aa 212 Characters Remaining	50,00 %
regional public authority	10,00	0,00	5,00	survey	aa	50,00 %

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- Report Croatian Conservation Institute Period 0
- Report Croatian Conservation Institute Period 1
- Report Croatian Conservation Institute Period 2
- Report Croatian Conservation Institute Period 3

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Reporting Workpackage Implementation

Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status	Wp Expenditure Current Report	Percentage Of WP reported so far
T1	Investing1	Mrz.2015	Jun.2016	not started	€ 1 250.00	19.00 %

Partners Involvement

Abbreviation	Name
GoA	Group of Archeologists(lead Partner)
CCI	Hrvatski restauratorski zavod

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What 255 Characters Remaining




Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found 255 Characters Remaining

Project Main Outputs	Project Main Output Description	Programme Output Indicator	Planned Delivery Month	Main Output Quantification Target	Achieved So Far(Not Including This Reporting Period)	Achieved In This Report	Level Of Achievement	Attachment
T1.1		Number of strategies and action plans developed and/or implemented for strengthening mobility	Jun.2016	0,00			not started	

Please Describe Progress Achieved In This Reporting Period

A.T1.1			
Activity Title	Start Month	End Month	Act Status
	03.2015	06.2016	not started

D.T1.1.1			
Deliverable Title	Deliverable Description	Planned Delivery Month	Del Status
		06.2016	not started
Del Description 255 Characters Remaining			

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 - Report Croatian Conservation Institute Period 0
 - Report Croatian Conservation Institute Period 1
 - Report Croatian Conservation Institute Period 2
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- developed by
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Reporting Workpackage Communication

Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status	Wp Expenditure Current Report	Percentage Of WP reported so far
C	Communication	Mrz.2015	Jun.2016	not started	€ 0.00	0.00 %

Partners Involvement

Abbreviation	Name
GoA	Group of Archeologists(lead Partner)
CCI	Hrvatski restauratorski zavod

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What ✎

255 Characters Remaining

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found ✎

255 Characters Remaining

Please Describe Progress Achieved In This Reporting Period

A.C.1

Activity Title	Start Month	End Month	Act Status
	03.2015	06.2016	not started

D.C.1.1

Deliverable Title	Deliverable Description	Planned Delivery Month	Del Status
Leaflets	Leaflets informing about guidelines	07.2015	not started

Del Description

255 Characters Remaining

A.C.2

Activity Title	Start Month	End Month	Act Status
	03.2015	06.2016	not started

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- Report Croatian Conservation Institute Period 1
- Report Croatian Conservation Institute Period 2
- Report Croatian Conservation Institute Period 3
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Report > **Workpackages** > Certificates > Project Report Tables > Attachments > Documents

Reporting Workpackage Preparation

Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status
P	Preparation	Mrz.2015	Mrz.2015	not started

Partners Involvement

No Partner Selected

Summary Description Of Activities Carried Out And Contribution Of Each Partner

255 Characters Remaining

Return



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PP	Budget Line	Travel and accom	Description1
	Work Package	M management h	
	Internal Reference Number	23	255 Characters Remaining
	Invoice Number	55	Description2
	Invoice Date	01.06.2015	255 Characters Remaining
	Date Of Payment	17.06.2015	Partner Comment
	Currency	CZK - Czech koru	255 Characters Remaining
	Total Value Of Item In Original Currency	500 000.00	
	VAT	2 000.00	
	Declared Amount In Original Currency	500 000.00	
	Expenditures Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>	
	In Kind	<input type="checkbox"/>	
	Verified By FLC	<input checked="" type="checkbox"/>	Comment FLC
	Difference FLC	€ 0.00	255 Characters Remaining
Amount Certified FLC	€ 18 206.31		
Difference LP	€ 20.00	Comment LP	
Amount Certified LP	€ 18 186.31	255 Characters Remaining	
Difference JS	€ 5.00	Comment JS	
Amount Certified JS	€ 18 181.31	255 Characters Remaining	
Difference MA	€ 0.00	Comment MA	
Amount Certified MA	€ 18 181.31	255 Characters Remaining	
Difference CA	-€ 5.00	Comment CA	
Amount Certified CA	€ 18 186.31	255 Characters Remaining	



FLC Certificate

Let's see how it looks [like](#) ...

Project Progress Report Check

JS Check

Weight	Question	Value	Weighted Value	Comment	Confirmed
HIT Progress Report Check - Completeness			0.00		
0	Delivered to the right location by the set deadline. Day, time of the day or within a certain period.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	Required number of project progress report versions is submitted. Progress report is submitted in required number of paper and electronic versions.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	Paper and electronic versions are identical. The same templates are used for paper and for electronic version. The content is identical.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	All obligatory annexes are submitted. Obligatory annexes are attached where applicable.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	The project progress report is signed by the authorised signatory. The progress report and its annexes are signed where necessary.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	Project progress report and its annexes are correctly filled in. All applicable sections of the progress report are correctly filled in (no automatic errors or missing information).	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
HIT Progress Report Check - General Information			0.00		
0	Highlights of main achievement are cumulative (overview from start of the project to the current period), precise, interesting and understandable for non-specialists.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	The project website (if existing) is up to date.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	Information and publicity rules of the EU and the programme were complied with.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	In the case of the delayed project, the consequences are not significant for the achievement of project objectives.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
HIT Progress Report Check - Reporting per Workpackage			0.00		
0	The progress on outputs, activities and their deliverables is clearly described and understandable.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	Outputs, activities and their deliverables are in line with application form and communication strategy (if available). If not, it is justified.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	There aren't any obvious issues/shortcomings regarding the quality of delivered outputs and deliverables.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	The project is well on track to reach or surpass the target values in application form.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	Reported indicator values are realistic in view of the project progress.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	Investments (if applicable) are in line with the application form and properly progressing and documented.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	Target groups were involved in the development of main outputs delivered in this reporting period and are realistic.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>
0	The description of problems is clear and complete and the adopted/proposed measures are suitable to overcome the problems.	Yes No Not Applicable		<input type="text"/>	<input type="checkbox"/>

- Checklist
- Application Form
- Print Project Report
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ems* electronic monitoring system

developed by PLOT

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Some example...



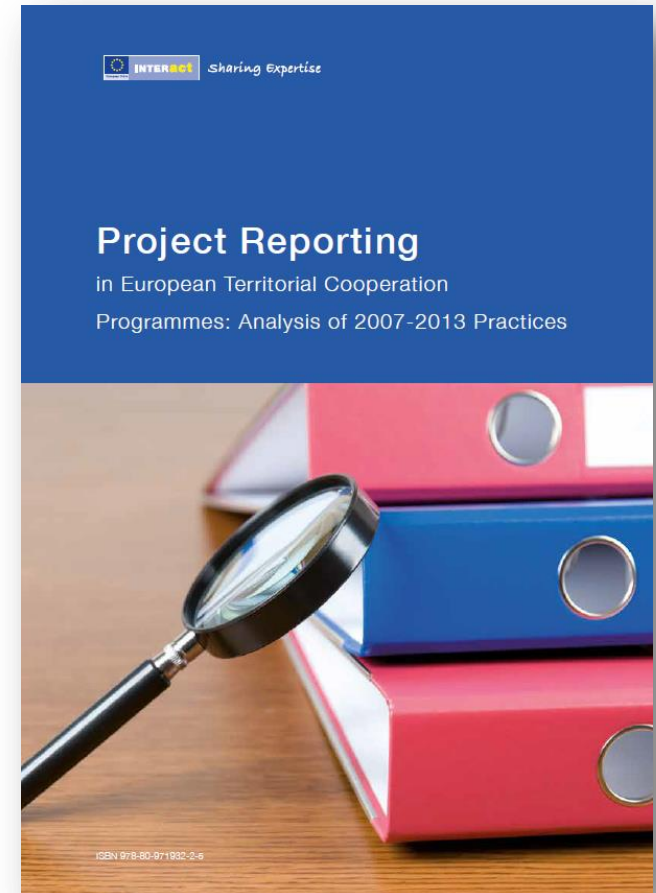


More tips for Project Partners



In order to facilitate the implementation of this phase, Interact produced an exhaustive **Manual for Project Reporting**, also at benefit of Project Partners, it is **available on our website!**

As for this procedure, please suggest reading...





Thank you for your attention

Please do not hesitate to contact us for any further information
or visit www.interact-eu.net

