

Programme implementation - Project reporting

Programme management for beginners

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Kelly Zielniewski, Interact Programme



Legal framework

(ETC Preamble) (33) The managing authority should set up a joint secretariat which should, inter alia, provide information to applicants for support, deal with project applications and ***assist beneficiaries in implementing their operations.***

ETC Article 23

2. The managing authority, (...), shall set up a joint secretariat. The joint secretariat shall assist the managing authority and the monitoring committee in carrying out their respective functions. The joint secretariat shall also provide information to potential beneficiaries about funding opportunities under cooperation programmes and ***shall assist beneficiaries in the implementation of operations.***



Project monitoring: a programme management tool

It consists in assessing whether project objectives will be achieved, with the resources granted, following the work plan approved and within the timeframe agreed.

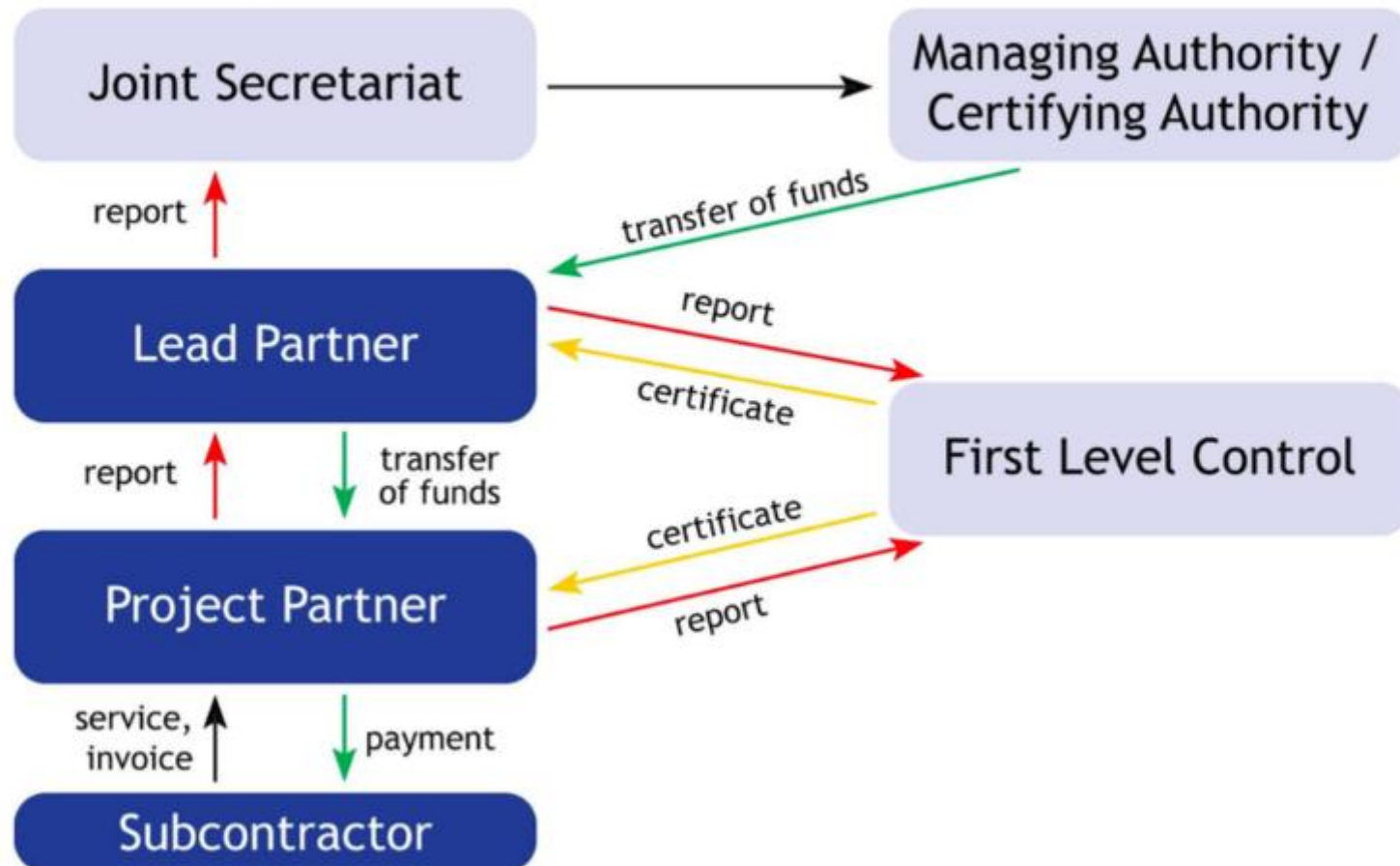
It allows to:

- get a clear understanding of the status of project implementation (how is a project performing)
- make sure that projects will deliver the expected results as initially foreseen and approved
- understand the situation if any deviation/delay occurs
- detect any possible risk during the implementation and to react accordingly
- capture any interesting results/achievements for the programme that can support programme information and communication
- transparency on the use and spending of public funds



How does it work in practice?

Reporting Process



Legal framework

Article 13 (ETC)

Beneficiaries

2. The lead beneficiary shall:

(b) **assume responsibility for ensuring implementation of the entire operation;**

(c) ensure that expenditure presented by all beneficiaries has been incurred in implementing the operation and corresponds to the activities agreed between all the beneficiaries, and is in accordance with the document provided by the managing authority pursuant to Article 12(5);



Responsibilities of a Lead Partner

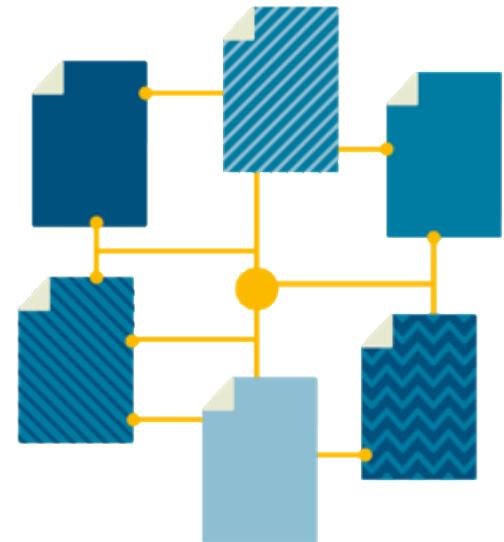
Towards the programme	Towards the partnership
<ul style="list-style-type: none">• full implementation of the project• project reporting according to the programme's timetable and as in the application• compiling expenditure from partners, making sure they are in line with the work plan initially agreed• providing any additional clarification if needed• regular information flow to the programme• warning the programme if changes occur and/or if the implementation is at risk	<ul style="list-style-type: none">• smooth implementation of the project (has to make the whole partnership work)• informing partners about programme reporting procedures and reporting templates• providing constant information about programme rules, objectives, expectations, feedback (finances, publicity, etc)• getting the right information from the partners to produce the project report• passing on partner questions to the programme



Reporting process – types of forms

Reporting forms: word, excel, online monitoring system

- Start-up report
 - Preparation costs report
 - **Progress report**
 - Final report
 - Follow-up report
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- Pre-filled templates
 - Annexes (e.g. financial, communication-related documents, agendas/minutes of a meeting, etc)



Reporting process – main features

- progress reporting is required during the whole project implementation
- it includes both financial and content-related information (i.e. activities carried out, outputs delivered, expenditure)
- reports are submitted at the agreed deadlines throughout the project implementation
- the type and frequency of the reports vary from a programme to another
- e.g. programmes ask for a six-month progress report to be submitted 2-3 months after the end of the reporting period
- some projects put reporting deadlines in the project partnership agreement and make clear that the lead partner will not be responsible for any project partner losses caused by partners' delays.



Reporting is a pre-condition for payment!



Reporting – about the annexes

A progress report should be self-explanatory!

However, there is a variety of additional documents that will be required to fully monitor the development/performance of a project, or that will complete the final report:

- activities and outputs delivered;
- information and publicity material;
- meetings' documents (agenda, list of participants, minutes);
- achievement of indicators;
- request for changes/information;
- certifications of expenditure;
- FLC Designation Certificates and Reports;
- Bank statements or information (LP only)



electronic Monitoring System (eMS)

Legal background:

Article 122(3) of Regulation 1303/2013 (Common Provisions Regulation, CPR) establishes the minimum requirements regarding e-Cohesion:

“3. Member States shall ensure that **no later than 31 December 2015, all exchanges of information** between beneficiaries and a managing authority, a certifying authority, an audit authority and intermediate bodies **can be carried out by means of electronic data exchange systems...**”



electronic Monitoring System (eMS)

eMS is a programme monitoring system, which allows to collect & store all necessary project/programme information. It also enables to communicate with beneficiaries electronically via a secure online communication portal.

- different modules available according to programme lifecycle (from application to monitoring)
- free-to-use technologies, free of charge
- based on HIT templates
- under further development but ready-to-use solution
- linked to KEEP
- Interact assistance available



Workflow



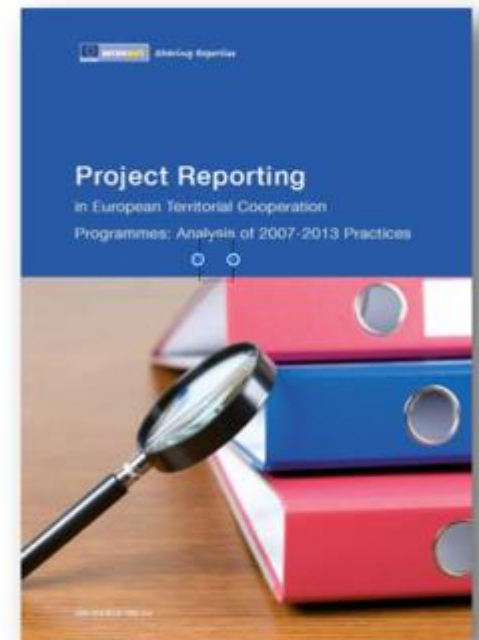
eMS – main features

- all data included once in the system from project application, contract 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, monitoring committees, evaluation experts and contact points.



Reporting – practical tips

- make sure the projects understand what reporting is about for the programme, why it is important
- provide/use accurate templates, guidance, tools to get the most out of the reports
- compare actual performance with respect to the application form
- make sure projects stick to the reporting periods
- encourage projects to report problems, deviations, to be transparent
- for more tips & examples, check out our publication about project reporting!



Cooperation works

All materials will be available on:

www.interact-eu.net
