



Activity 1.2.1

Technical Manual on Reporting and Financial Procedures





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1 INTRODUCTION

The elaboration of the proposal for the INNOMED-UP Project included the development of a Technical Manual on Reporting and Financial Procedures. The relevant documents and the manual were eventually provided by the Managing Authority of the Programme ENI CBC Med; consequently, the present manual constitutes an extrapolation / specification of the Programme's framework to INNOMED-UP.

1.1 INNOMED-UP Partnership and Overview

The INNOMED-UP (<http://www.enicbcmmed.eu/projects/innomed-up>) partnership consists of 7 partners coming from 5 different countries around Mediterranean. Specifically, the partnership counts 2 universities (NTUA from Greece and BZU from Palestine), 2 municipalities (Prato from Italy and Tunis from Tunisia), 1 private consulting company (EPEM – independent environmental engineering and consulting firm from Greece), and 2 NGOs (CRESM - non-profit social cooperative from Italy and FPEC - non-profit organization from Jordan). NTUA which is the Lead Beneficiary of INNOMED-UP project bears legal responsibility for the whole partnership vis-à-vis the Managing Authority, acting as a link between the project partners and the Managing Authority.

The partners for the partnership have been selected due to the different areas of expertise needed for achieving the objectives of the project. The project partners' range of expertise and experience in several projects has been valuable in defining the steps needed to optimize the outputs. Each project partner has a tailor-made role in the project.

The partnership has been built taking into account the range of competences, skills and decision authority needed to perform the project activities and ensure quality and effectiveness of the results. Another consideration that has led to the decision on the partnership is the need to ensure a big impact in terms of the population, business and tourists reached through the project.

By involving 7 cities (Athens, Prato, Palermo, Tunis, Hebron / Nablus, Amman), the project ensures the solidity of the measures and strategies proposed will be tested at large. In this perspective the partner's geographic location has also been considered to ensure the testing of the different measures under different environmental, economic and cultural conditions.

INNOMED-UP project "Promoting UPcycling in Circular Economy through INNnovation and education for creative industries in MEDiterranean cities" is implemented under the 2014 - 2020 ENI CBC "Mediterranean Sea Basin Programme" (<http://www.enicbcmmed.eu>). Its total budget is 3.199 million Euro and it is financed for an amount of 2.8 million Euro by European



Union through the European Neighbourhood Instrument. The project runs from 1 September 2019 until 31 August 2022.

Thematic objective: A.2 - Support to education, research, technological development and innovation (Promote economic and social development)

Priority: A.2.2 - Support SMEs in accessing research and innovation

1.2 INNOMED-UP Key concept

Mediterranean Cities face the problem of overwhelming waste production demanding effective and urgent actions. Circular Economy principles may offer a solution to this problem. As recently a remarkable percentage of urban production in city centres is represented by Cultural and Creative Industries (CCIs), the involvement of CCIs in Circular Economy schemes is of great importance.

Although there are disparities between cities in the North and the South of the Mediterranean Sea, Mediterranean cities share common cultural characteristics. Therefore, by building on their common identity and by integrating into their productive schemes the principles of circular economy, Mediterranean Cities can create resilient urban environments and communities, establishing a supportive framework for CCI SMEs clustering.

INNOMED-UP proposes to work with CCIs to shift local urban economies towards a circular production and consumption paradigm including optimal use of material resources, innovation enhancement for SME, knowledge transfer among Med-cities, social inclusion and citizens' engagement.

The project will work at cross-border level contributing with technological developments while sustaining traditional organizational cooperation schemes and recycling practices that the EUMP have abandoned.

1.2.1 INNOMED-UP objectives

The project overall objective is to propose a strategy for Med-cities, where Cultural and Creative Industries (CCI) SMEs create circular economy clusters locally and participate at cross border innovation networks thus promoting urban and social inclusion. This aim will be achieved through the following specific objectives:

- CCI SMEs Clustering in the Mediterranean historic city centers promoting urban revitalization & social integration. Networking at cross border level, accessing knowledge innovation. Endorsement of Industrial Symbiosis, Social Economy & Cross-Border schemes. Synergies with local governments & stakeholders.



INNOMED-UP

- CCI SMEs access to new & external knowledge from the research / educational sector & experts on CE & training on the use of new technologies & smart tools to accelerate innovation & boost their competitiveness. Deliver new innovative products & new business models for CCI SMEs on the circular economy concept.
- Promotion of social engagement with CE practices through six case study clusters & active involvement of local stakeholders / local communities. Boosting job opportunities. Enhancement of Social Cooperative Entrepreneurship and Sharing Economy. Promotion of social inclusive & gender equality policies.

1.2.2 Main expected results

INNOMED-UP aims to achieve the following results:

- Revitalization of city centers through the adoption of CE principles by Cultural and Creative Industries
- Utilization and Promotion of local know-how
- Production of new collaboration networks and clusters
- Production of new innovative products from recycled/upcycled materials

1.2.3 Expected achievements

The adoption of circular economy procedures within Cultural and Creative Industries will improve waste management owing to technological absorption, more efficient resource utilization and innovative knowledge transfer consequently, transforming Med-cities into more resilient territories. The implementation of these procedures, it is expected to promote job contracts of scientific experts and technical staff and also SMEs will benefit of research opportunities born from clusters and innovation vouchers to acquire equipment and mentorship support. More specifically:

- 1 Model for the Mediterranean cities to foster a circular economy in urban planning
- 6 SWOT & PEST Workshops in each participating city
- 4 Socio-Urban circularity workshops in Athens, Hebron/Nablus, Palermo and Amman
- 6 Clustering roadmaps of existing CCI networks and production chains
- 6 Pilot clusters of CCI SMEs established in selected Mediterranean historic cities
- 2 smart prototype tools for waste collection (smart bike and smart garbage bin)
- 1 Central Information System to monitor waste collection
- 1 Open Source Repository for circular designs and eco-design toolkits
- 27 Pilot Innovative products and services
- 2 Reuse Open Markets to foster the upcycling and creative use of waste or unwanted materials
- € 205,000 granted to SMEs as innovation and mentorship vouchers



1.2.4 INNOMED-UP target group & final beneficiaries

Target groups / entities directly and positively affected by the project:

- 60 CCI SMEs involved in training activities on circular economy,
- Higher educational institutes
- Research and development specialists
- Unemployed and marginalized people (mainly young people and women)
- Regional and local authorities
- Policy / Decision makers
- Over 3,000 citizens

CCIs Community is the target group which will be effectively reached & get involved during all project's phases. A bilateral way of communication & cooperation will be pursued & the absorption of innovative activities could lead to the boosting of CCIs clusters. Special actions will be devoted towards a more inclusive way for women and young people which is widely-known that are of great percentage in CCI community (i.e. women in the handicrafts construction in MCP or young people in the new technologies in EUMC).

2 REPORTING AND MANAGEMENT INFORMATION SYSTEM (MIS): RESULT BASED MANAGEMENT

The Management Information System (MIS) allows uploads of the technical and financial reports, exchange of comments, modifications and approval documents by Programme structures. The system also allows JTS officers to evaluate the reports by comparing each level of Results with associated Indicators. The auditors/controllers have reading rights of the reports and supporting documents.

The MA and the JTS will apply the Result Based Management approach (RBM) to the ENI CBC MED funded projects. The Planning phase is followed by an Implementation phase where monitoring progresses toward results and resources consumed with the use of appropriate indicators become an essential task to ensure results are being achieved, in compliance with Article 24.1 of the ENI CBC Implementing Rules. Finally, the Evaluation phases (mid-term and final) provide valuable information for decision-making and lessons learnt for the future.

2.1 Financial reporting

The updated user manual for the financial reporting through MIS (<http://www.enicbcmmed.eu/mis/login>) was released in February 2020 and includes a detailed presentation on how to use it for both narrative and financial reports. Partners are able to report, by using an account created for each one, their own expenses incurred in the reporting period. Managing Authority gives direct support only to the Lead Beneficiary of



each project, who will have in turn to support its Partners in using the system. Therefore, we have identified a person from Lead Beneficiary staff in charge of acting as MIS contact point and dealing with the issues related to the use of the MIS for the whole partnership during the project duration.

The main issues that need to be taken into consideration at the reporting procedure are the following:

1. Staff cost reporting

Each staff will have its own rate related to the position and its qualifications. The budget foresees only two positions Senior and Junior expert and the unit rate is an average of the cost per unit for the senior and junior staff, without indicating one row per Human Resources. The total amount at WP level will be the threshold in terms of amount of senior and junior staff costs that can be reported on the project, regardless the number of persons. The actual time devoted by each person and its actual cost will be reported and checked by the auditor when these costs are reported in the periodic financial reports of the project.

2. Travel cost reporting

The budget foresees the total number of the travels per WP and an average per diem cost. You need to be careful when reporting the per diem cost that follow the rates of the EC funded projects

(https://ec.europa.eu/international-partnerships/system/files/per_diem_rates_20191218.pdf)

3. Equipment reporting

Equipment are defined as purchasing, or leasing costs for equipment and durables (new or used) specifically identified and exclusively devoted for the purpose of the project, as well as the costs of services for their transportation and installation, provided they correspond to market rates. It refers to all materials (durable goods with a lifetime of at least one year) that are used to perform the project activities and which usually have to be (after the purchase) listed in the "inventory of durable goods" of the organization. Equipment for projects operations such as computers, office furniture, etc. should be purchased as soon as possible during project implementation in line with the fact that they shall be necessary for project implementation.

4. Subcontracted services reporting

Subcontracted services include external expenditures verification, information and dissemination activities, evaluations and workshop organization. They have to be aligned with the current market rates.

5. Other cost reporting

Other cost include the Innovation voucher, Cross-border mentorship Vouchers and Production of innovative products and you have to award them after the organization of



open calls. Selection will be based on criteria of relevance to the project and technological and artistic competence.

3 INNOMED-UP PROJECT STRUCTURE

WP1: Management

WP2: Communication

WP3: INNOMED-UP Model

WP4: Clustering Capacity Enhancement through Roadmaps & Smart Tools

WP5: Pilot Integration Actions

WP6: SMEs access to innovation & finance

3.1 Types of Reports, Period Covered & Deadlines

The GC foresees three types of reports: Progress, Interim and Final. Each report has a specific goal AND a narrative and a financial section. In addition, a communication on project starting is expected after 3 months from the signature of the GC. The following table, based on the GC, provides a synthetic overview of the deadlines set on the basis of the starting date of implementation of the GC:

Type of Report	Months covered by the report	Deadline for submission	INNOMED-UP Dates
Communication on project starting	0-3	Within 3 months after the signature of the GC	30-11-2019 (!)
Progress Report	0-6	10 working days after the end of the reporting period	29-02-2020 (end of period) 13-03-2020 (submission deadline)
Interim Report	0-12	Within two months after the end of the reporting period	30-08-2020 (end of period) 30-10-2020 (submission deadline)



Progress Report	13-18	10 working days after the end of the reporting period	28-02-2021 (end of period) 12-03-2021 (submission deadline)
Interim Report	13-24	Within two months after the end of the reporting period	30-08-2021 (end of period) 30-10-2021 (submission deadline)
Progress Report	25-36	10 working days after the end of the reporting period	28-02-2022 (end of period) 14-03-2022 (submission deadline)
Final Report	0-36 (narrative) 25-36 (financial)	Within three months after the end of the reporting period	30-08-2022 (end of period) 30-11-2022 (submission deadline)

3.2 Project Meetings / Project Events per WP

3.2.1 Management Meetings – WP1

Type of Meeting	Date	Place	WP/OUTPUT/ACTIVITY
Kick-off Meeting	Nov 2019	Athens	WP1/O1.3/A1.3.1
1st Steering Committee	Feb- Mar 2020	Amman	WP1/O1.3/A1.3.2
2nd Steering Committee	Sept-Oct 2020	Prato	WP1/O1.3/A1.3.2



3rd Steering Committee	Feb- Mar 2021	Palermo	WP1/O1.3/A1.3.2
4th Steering Committee	Sept-Oct 2021	Tunis	WP1/O1.3/A1.3.2
5th Steering Committee	Feb-Mar 2022	Prato	WP1/O1.3/A1.3.2
Final Meeting	July 2022	Athens	WP1/O1.3/A1.3.3

3.2.2 Conferences – WP2

Type of Meeting	Date	Place	WP/OUTPUT/ACTIVITY
1st Conference	Sept-Oct 2020	Prato	WP2/O2.7/A2.7.1
2nd Conference	Sept-Oct 2021	Tunis	WP2/O2.7/A2.7.1
Capitalization Event	July 2022	Athens	WP2/O2.7/A2.7.4

3.2.3 SWOT & PEST Workshops –WP4

Type of Meeting	Date	Place	WP/OUTPUT/ACTIVITY
SWOT & PEST Workshop	Mar-May 2020	Athens	WP4/O4.1/A4.1.1
		Prato	
		Palermo	
		Tunis	
		Hebron	
		Amman	



3.2.4 Open Markets & Socio-Urban Workshops – WP5

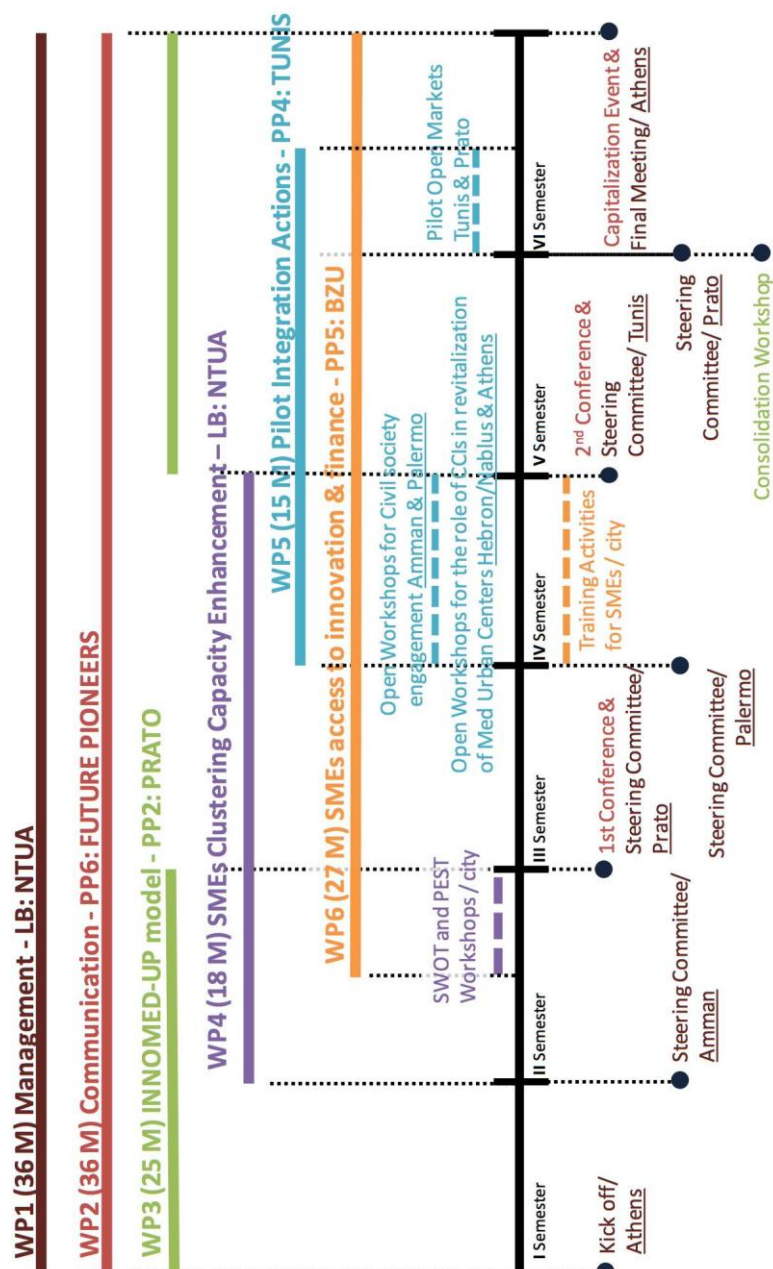
Type of Meeting	Date	Place	WP/OUTPUT/ACTIVITY
Pilot Reuse Open Market	Mar-May 2022	Tunis	WP5/O5.3/A5.3.1
		Prato	WP5/O5.3/A5.3.2
Socio-Urban Workshops	Mar-Aug 2021	Hebron	WP5/O5.4/A5.4.1
		Amman	WP5/O5.4/A5.4.2
		Athens	WP5/O5.4/A5.4.3
		Palermo	WP5/O5.4/A5.4.4

3.2.5 Training Activities – WP6

Type of Meeting	Date	Place	WP/OUTPUT/ACTIVITY
Training Activities	Mar – Aug 2021	Athens	WP6/O6.1/A6.1.4
		Prato	
		Palermo	
		Tunis	
		Hebron	
		Amman	



4 INNOMED-UP PROJECT TIMETABLE





6 REFERENCE DOCUMENTS

The partnership procedures are defined through Quality Assurance / Quality Control testing during the development process of the project. All the complementary technical documents for the guidance, management and implementation of the project both in MCP and EUMC countries are as follows:

- ENI CBC Med Joint Operational Programme
 - [ENI CBC Med Programme adopted by the European Commission on 17 December 2015 - Decision No C\(2015\) 9133](#)
- Annexes
 - [Consultation process](#)
 - [Indicative evaluation and monitoring plan](#)
 - [Strategic Environmental Assessment](#)
- ENI Regulation
 - [REGULATION \(EU\) No 232/2014 of the European Parliament and of the Council 11 March 2014 establishing a European Neighbourhood Instrument](#)
- ENI CBC Implementing rules
 - [COMMISSION IMPLEMENTING REGULATION \(EU\) No 897/2014 of 18 August 2014 laying down specific provisions for the implementation of cross-border cooperation programmes financed under Regulation \(EU\) No 232/2014 of the European Parliament and the Council establishing a European Neighbourhood Instrument](#)
- Programming document
 - [Programming document for EU support to ENI Cross-Border Cooperation \(2014-2020\)](#)
- Common implementation rules
 - [REGULATION \(EU\) No 236/2014 OF THE EUROPEAN PARLIAMENT AND THE COUNCIL of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financial external action](#)