



**ENI  
CBCMED**  
Cooperating across borders  
in the Mediterranean



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**REGIONE AUTÒNOMA  
DE SARDIGNA  
REGIONE AUTONOMA  
DELLA SARDEGNA**

## **Group 1**

# **Project and financial managers**

## **Reporting to the MA/JTS**

**Rome, October 2019**

# Projects reporting: why?

Ref. G.C. artt. 6–7: The Lead Beneficiary (LB) has to inform the MA on project progress by means of **regular reporting**.

Reporting aims to **update on relevant progress in project implementation** and demonstrate whether or not the indicative plan for outputs, activities and expenses is on track with respect to the approved project.

# Projects reporting: who?

The Lead Beneficiary is responsible for reporting on behalf of the whole partnership, i.e.:

- collects information and documents provided by the partners (technical and financial data);
- checks their quality and consistency;
- drafts and submits an **integrated report**, based on the contributions of all partners.

# Projects reporting: what?

During the project's life three types of reports are submitted: **Progress**, **Interim** and **Final**.

Each report has a specific goal and contains both a narrative and a financial section.

In addition, a **communication on project starting** is expected after the signature of the GC.

# Projects reporting: what?

**Progress reports** allow an on-going monitoring by the MA/JTS. Their goal is to provide an overview of the achieved results, outputs delivered, budget consumption and lessons learnt.

**Interim** and **Final reports** are accompanied by a payment request and supported by auditor's reports (Expenditure Verification Reports – EVR) (GC. Art.7.2 b).

# Projects reporting: what?

All reports have both a narrative and a financial section.

## 1. Narrative section:

It provides factual-based evidence that the project delivers outputs and results as described in GC Annex I and contributes to the Programme indicators set in JOP.

# Projects reporting: what?

## 2. Financial section:

**Progress reports** contain a “Summary report on expenses”, aimed to monitor the expenses incurred by cost categories, WPs and outputs for the concerned implementation period.

Information on the expenditure trends are compared to the approved budget.



# Projects reporting: what?

## 2. Financial section:

**Interim and final financial reports include:**

1. Summary report on expenses (same as Progress financial report)
2. Expenditure Verification Report (EVR) issued by the auditors appointed by the LB and partners. (GC. 6.6).
3. Request of payment: at the end of the reporting circuit (see template as Annex 4.3 of PIM)

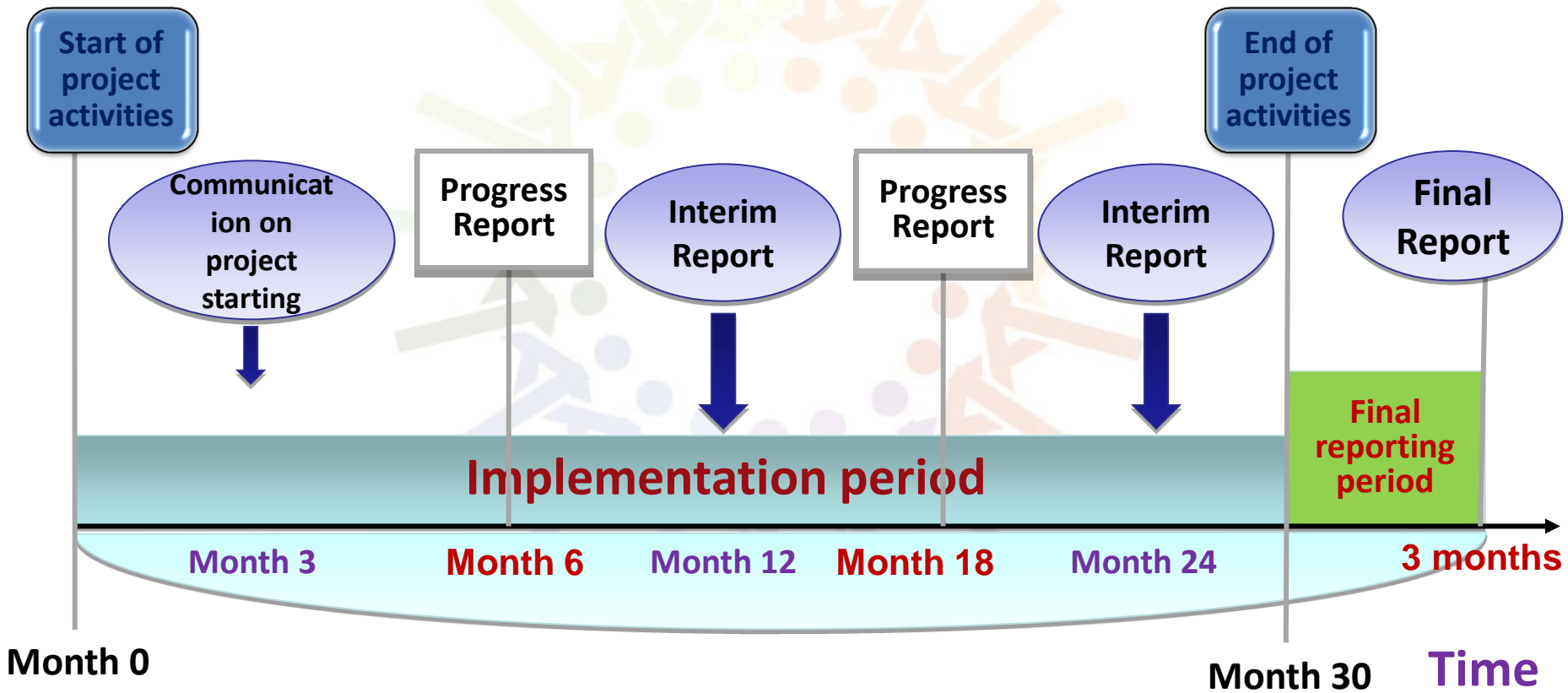


# Projects reporting: when?

Type of the report	Months covered by the report	Deadline for submission
Communication on project starting	0-3	Within <b>3 months</b> after the signature of the Grant Contract
Progress	0-6	<b>10 working days</b> after the end of the reporting period
<b>Interim</b>	0-12	Within <b>2 months</b> after the end of the reporting period
Progress	13-18	<b>10 working days</b> after the end of the reporting period
<b>Interim (or Final)</b>	13-24	Within <b>2 months</b> after the end of the reporting period
Progress	25-30	<b>10 working days</b> after the end of the reporting period
<b>Final</b>	0-36 25-36	Within <b>3 months</b> after the end of the reporting period (narrative VS financial)

# Projects reporting: when?

Example for a project duration of 30 months



# Projects reporting: when?



## Deadlines have to be met!



### **Financial penalties for delays (GC art. 12.3):**

After the fixed deadline: the LB shall comply within **30 days** after receiving a notice by the MA.



**30 days** after the MA notice: **financial deduction of 5%** of the amount of WP “Project management”.



After **6 months**: **financial deduction of 10%**.



After **9 months**: **termination of the Contract** (as per GC Art. 11), unless the provisions of Art. 10 (suspension) are applicable.

# Projects reporting: how?

All reports have to be filled in and submitted exclusively **through the MIS.**



Courtesy forms and templates are available in the MIS and as annexes 4.1 and 4.3 of the PIM (also downloadable on Programme's website)

# Progress and Interim Report Focus

Acronym: .....  
Reporting period n. .... - .....  
Project closing date: ...../...../.....



## Key issues and findings

### Progress and Interim Report

Courtesy form

Reporting period: from.....to....

## Focus on synergies and stakeholders

Version 1.0 - 31.07.2019

## Report on indicators, outputs and activities

All reports must be filled in and submitted by means of the Monitoring and Information System (MIS).

Acronym: .....  
Reporting period n. .... - .....  
Project closing date: ...../...../.....



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# Progress and Interim Report

## Key issues and findings

### 1. Summary (main project data)

#### 1.1 Project state of play

Reference to key cross border challenges addressed, main achievements, target groups / final beneficiaries involved in selected Countries. Used for information and communication purposes.

#### 1.2 Upcoming project events

Main public and partnership (internal) events scheduled over the following six months

#### 1.3 Reported expenditure

Table with financial data automatically generated by the MIS

# Progress and Interim Report - narrative

## Synergies and stakeholders

### 2.1 Cross-border cooperation

- Is there any adjustment needed concerning results / outputs delivery?
- Is there any major gap between the planned partners contribution and their actual commitment?
- Which output(s) already delivered are proving to be more (or less) effective?

### 2.2 Synergies

Implemented synergies with the initiatives listed in the application form (table partially filled in)

### 2.3 Additional actions with relevant stakeholders

Any additional action aiming at creating new synergies with other projects at regional, national and/or local level



# Progress and Interim Report - narrative

## Report on indicators, outputs and activities

**3. Logical Framework** - Automatically filled in table.

### **3.1 Cross-border transversal result indicators (Programme level)**

Overall data are reported in the MIS and detailed information must be provided in the excel file ***“4.1.1 Annex 1\_cross-border transversal result indicators”***).

### **3.2 Priority, expected results, outputs and related indicators**



An excel file will be provided for more details on the priority indicators for the project.

### **3.3 Potential risks, external conditions and corrective measures**

- Is there any expected or new potential risk(s) and/or external condition(s)?
- What kind of solutions / corrective measures are proposed by the partnership?

# Progress and Interim Report

## Progresses in achieving target values set for indicators

 	
Project reference number	
Acronym	
Lead beneficiary	
Partners	
Associate partners	
Countries represented by the partnership	
ENI contribution	
Progress or Interim report	
Reporting period	
Project deadline	

Navigation bar: Cover page | Summary | Result 2.1.1.A | Result 2.1.1.B | Result 2.1.2.C | Result 2.1.2.D | Output

Include data related to the values achieved since the beginning of the project

Provide information on the results and outputs indicators addressed by your project

# Projects reporting: how?

## Reporting flows within the partnership

**Narrative Reports:** the LB collects contributions and consolidates the reports to be uploaded in the MIS.

**Financial Reports:** the LB fills in the MIS its own report checked by its auditor.

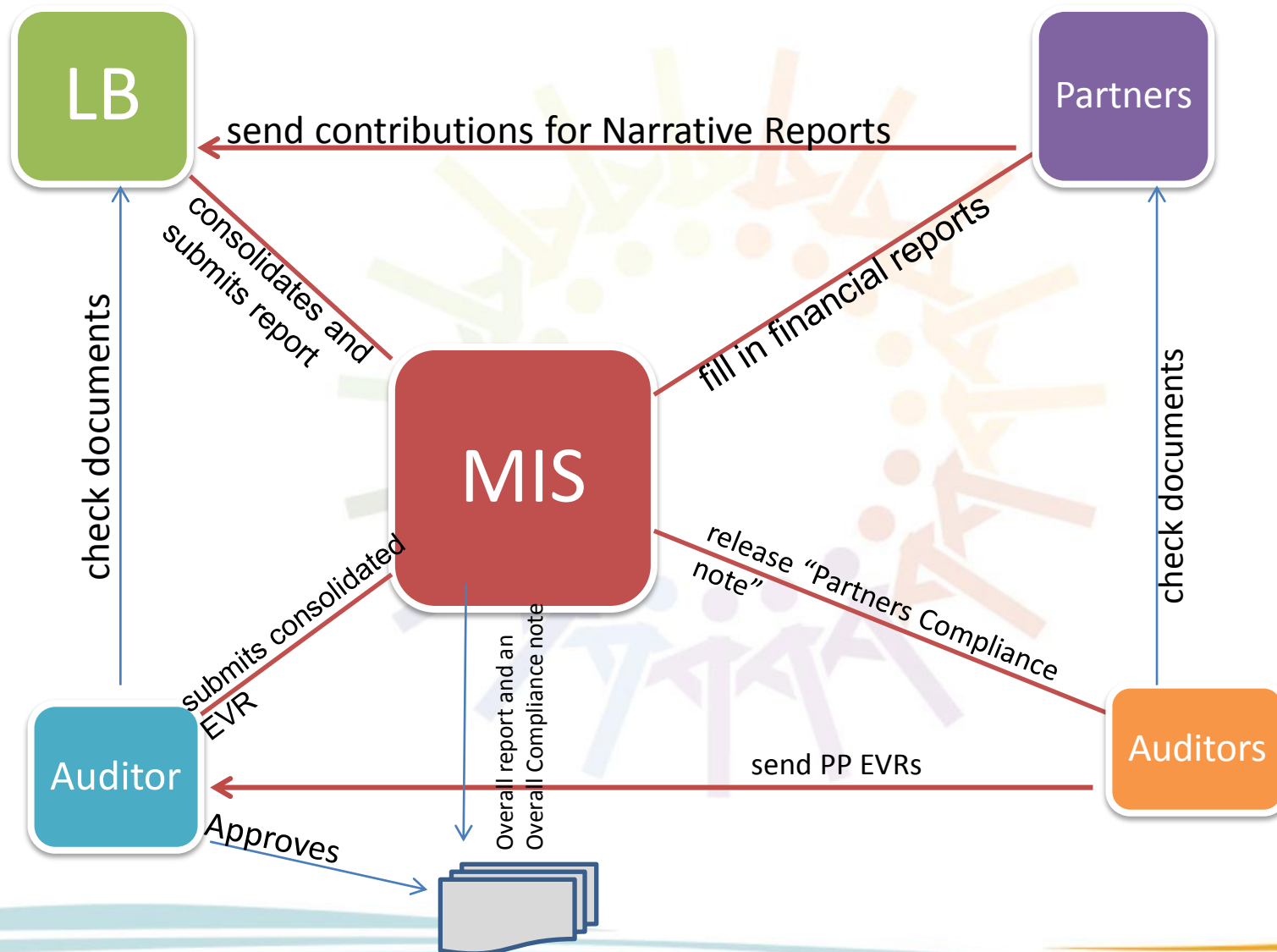
The Auditor checks the documentation and issues a “LB Compliance note” for the LB financial report.

Each partner fills in the MIS its financial report. Its auditor checks the documentation and releases a “Partners Compliance note” in the MIS.

The MIS processes an “Overall report” and elaborates an “Overall Compliance note”. Both documents have to be approved by the Auditor of the LB.

# Projects reporting: how?

## Reporting flows within the partnership



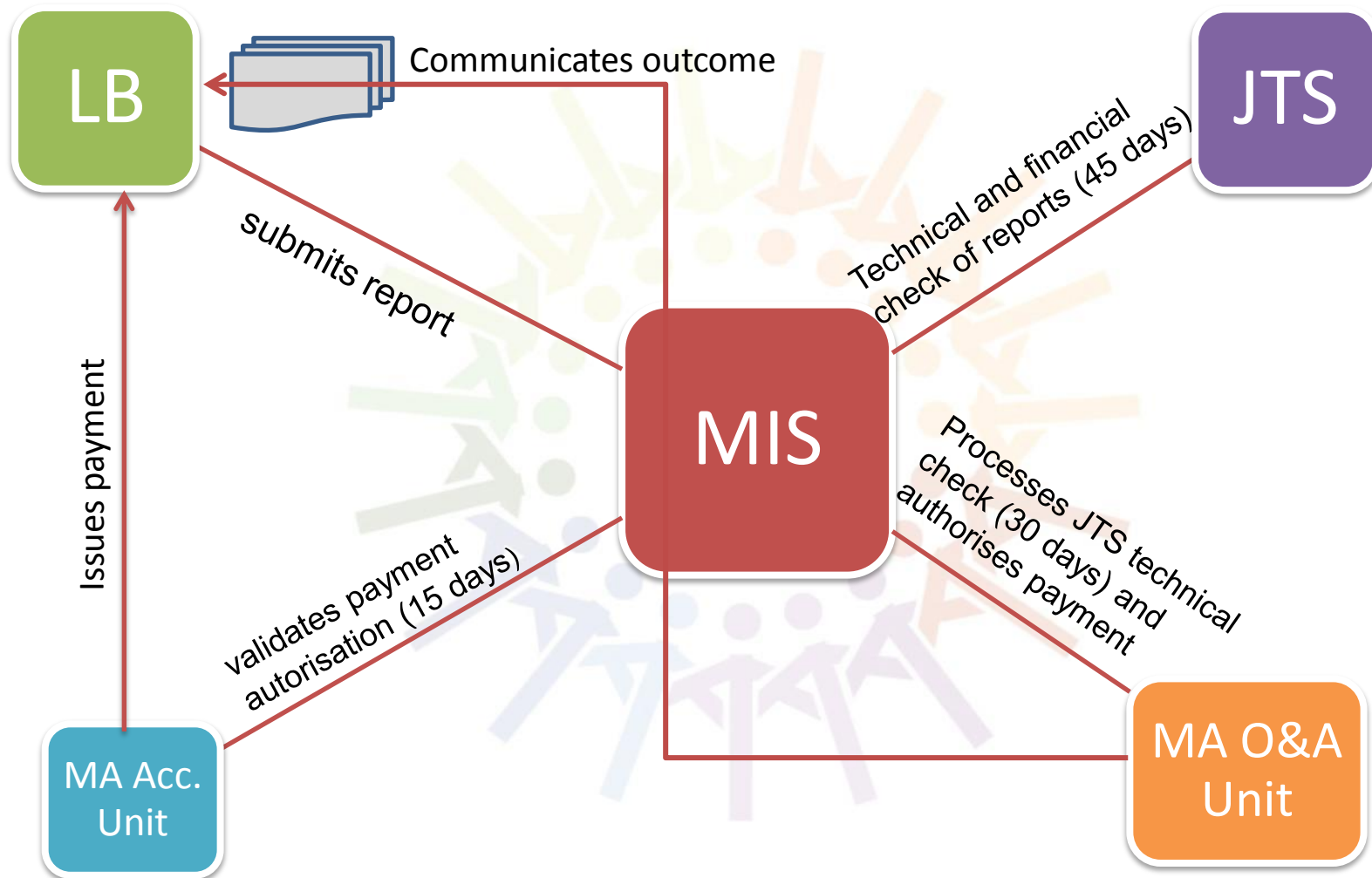
# Projects reporting: how?

## Reporting flows among LB/JTS/MA

1. Submission of report by LB to JTS through the MIS
2. Technical check by the JTS (within 45 c. days unless request for clarification).
3. Processing and authorising payments by the O&A Unit (30 c. days unless ONE possible suspension for clarification)
4. Payments by the Payment and Accounting Unit (within 15 c. days)
5. Communication by the MA to the LB of the outcomes of the assessment (both technical and financial) with details of expenses cuts and recommendations for the next period.

# Projects reporting: how?

## Reporting flows among LB/JTS/MA



**THANK YOU FOR YOUR ATTENTION**

**MERCI**

**شكراً**



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