LEAD PARTNER SEMINAR

Interreg IPA CBC IT-AL-ME

REPORTING

Bari/Tirana/Podgorica, 5/19/20 June 2018

A. Losacco/A. Mezini - *Joint Secretariat/ Managing Authority*

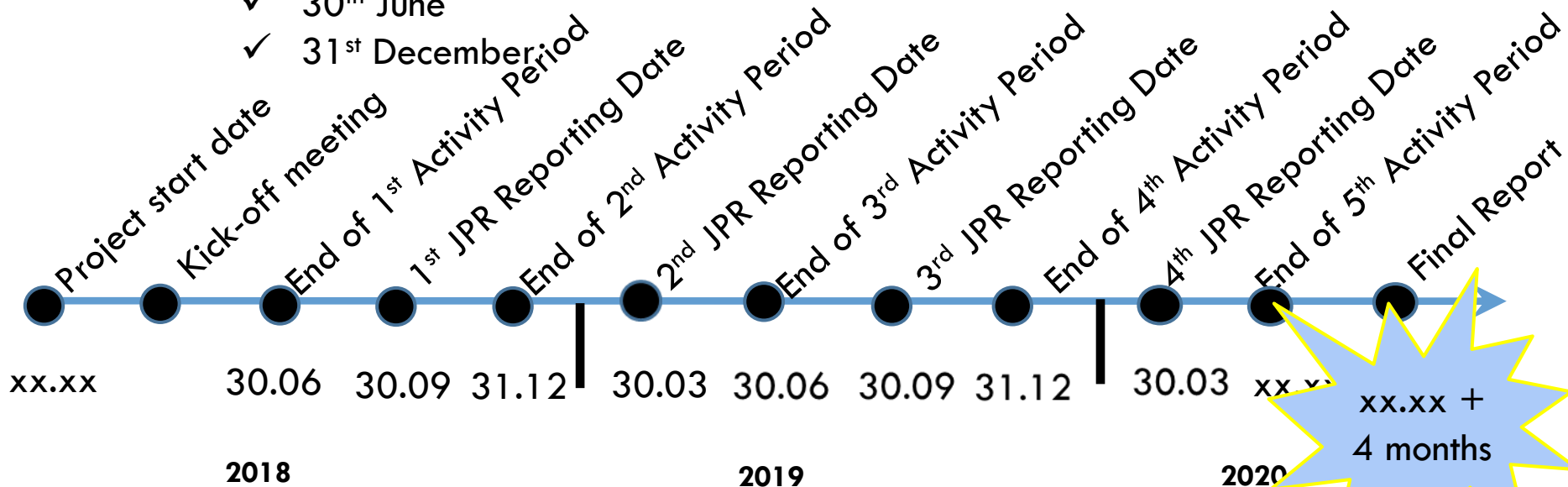# First call for Standard Projects/ Activity reporting

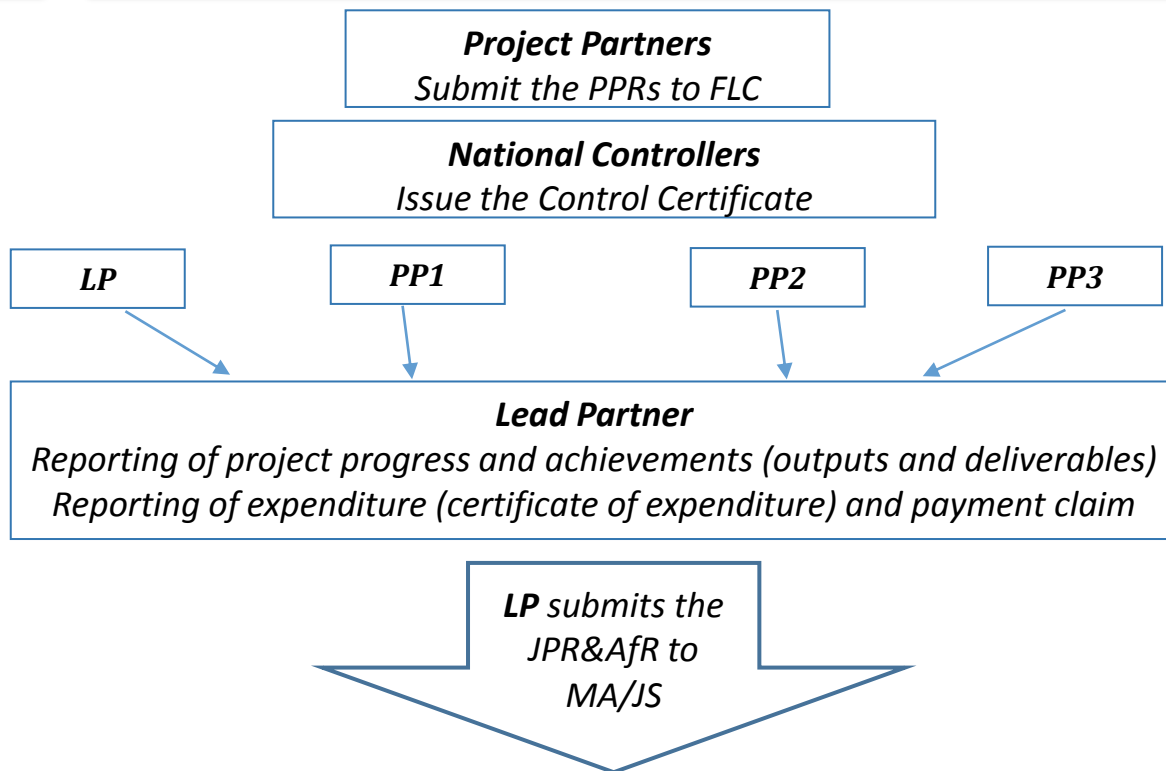**When:** Twice a year:
- ✓ 30th June
- ✓ 31st December

Project start date

Kick-off meeting

End of 1st Activity Period

1st JPR Reporting Date

End of 2nd Activity Period

2nd JPR Reporting Date

End of 3rd Activity Period

3rd JPR Reporting Date

End of 4th Activity Period

4th JPR Reporting Date

End of 5th Activity Period

Final Report

xx.xx   30.06   30.09   31.12   30.03   30.06   30.09   31.12   30.03   xx.xx

2018   **2019**   **2020**

xx.xx +
4 months

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How to report

Project Partners
Submit the PPRs to FLC

National Controllers
Issue the Control Certificate

LP   *PP1*   *PP2*   *PP3*

Lead Partner
Reporting of project progress and achievements (outputs and deliverables)
Reporting of expenditure (certificate of expenditure) and payment claim

LP submits the JPR&AfR to MA/JS

How to report

Partner Progress Report

Who: each partner
What: # activities information
         # financial data validated by
         FLC
When: by the deadline reported
         in the Partnership Agreement
To Who: LP
Where: online through the eMS portal

Joint Progress Report

Who: lead partner
What: # cumulative activities info
         # cumulative financial data
         automatically compiled by
         partners' FLC certificates
When: by the deadline reported in the
         Subsidy Contract
To Who: JS/MA
Where: online through the eMS portal

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How to report

- Partner Report is a reporting tool prepared and delivered by **PPs to the LP**

- responsibility for the check of the single PPRs is on the **LP**

- only JPR submitted by the LP is subject to check by the concerned programme bodies

How to report

- ✓ In case of delay in the reporting, a reminder will be sent by the JS to the Lead Partner

- ✓ Postponements of deadlines for submission of reports can be AUTHORIZED by the MA/JS only in exceptional and duly justified cases.

- ✓ The Lead Partners are reminded that the failure to submit the required reports will be qualified as a basis for termination of the Subsidy Contract

How to report / *Practical hints*

Organize the work among partners, make use of WP coordinators

Set specific internal deadlines

Collect information via partner reports in eMS

Ensure time for quality check

Think ahead (don't wait the last minute)

A report should be…

Consistent

Terminology should be aligned with the one used by the programme and in the application form

Transparent

It should provide clear information and detail on the progress and achievements

Concrete

It should explain who did what and how and give evidence

General hints

Project Main Outputs

Info on the development of outputs
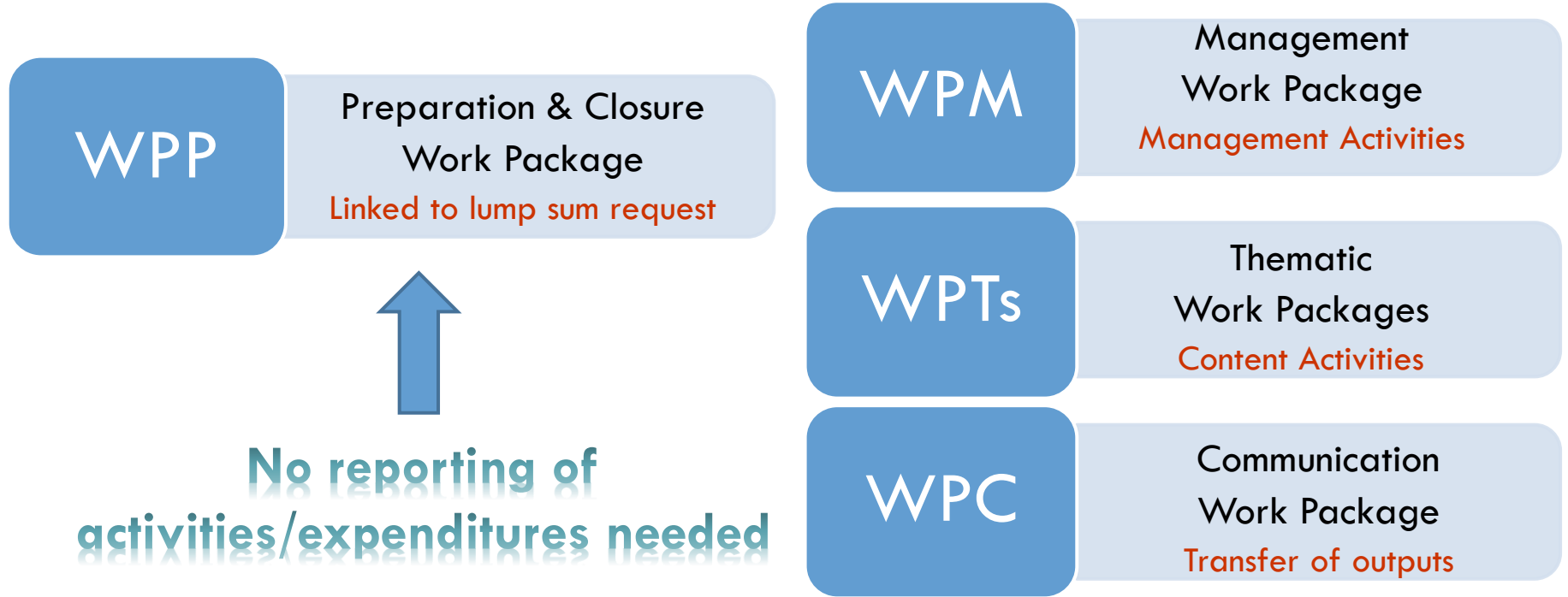Cumulative info
Monitor project progress

Target Groups

Info and quantification on the target groups reached
How each was involved (active involvement)
Consistency with project activities
Keep in mind the set targets
No multiple counting

Thematic & Communicative result Indicator

Realistic and transparent quantification
Based on outputs, deliverables and activities
Keep in mind the set targets
Monitor the progress
No multiple counting

Reporting per Work Package

WPP — Preparation & Closure Work Package
Linked to lump sum request

↑

No reporting of activities/expenditures needed

WPM — Management Work Package
Management Activities

WPTs — Thematic Work Packages
Content Activities

WPC — Communication Work Package
Transfer of outputs

Reporting per Work Package

- ❏ overview of the activities
- ❏ deliverables achieved
- ❏ degree of achievement of the project's objectives and results
- ❏ level of involvement of partners
- ❏ deviations and/or discrepancies
- ❏ minor changes incurred

- ❏ planned activities in the AF
- ❏ compliant to the reported expenditures

organize and keep an efficient audit trail from the beginning

Reporting per Work Package

Financial report section:

➤ filled in as reported in Factsheets 4.4 (Financial Management and FLC guidelines), and 4.10 (Eligibility rules)

➤ expenditures incurred and paid, validated by the FLC at national level

   ✓ Internal FLC (for Italian partners - rules in Factsheets 4.4)

   ✓ External FLC as Factsheets 4.9 (Italian FLC "Nulla Osta" release manual)

   ✓ FLC centralized system

      ❑ Albania: Ministry for Europe and Foreign Affairs

      ❑ Montenegro: Ministry of Finance

Control and payment

MA/JS
Verify the compliance of JPR and its Annexes with the AF approved

Certifying Authority
Draws up and submits payment claims to the Commission

MA, *received the IPA contribution by the EU, initiates the reimbursement process to the LP*

Within one month of its receipt

LP *Transfers IPA contribution to Project Partners*

Control and payment

JS/MA/CA can:

Approve the report

Request integration

Reject the report
(after the second unsuccessful completion)

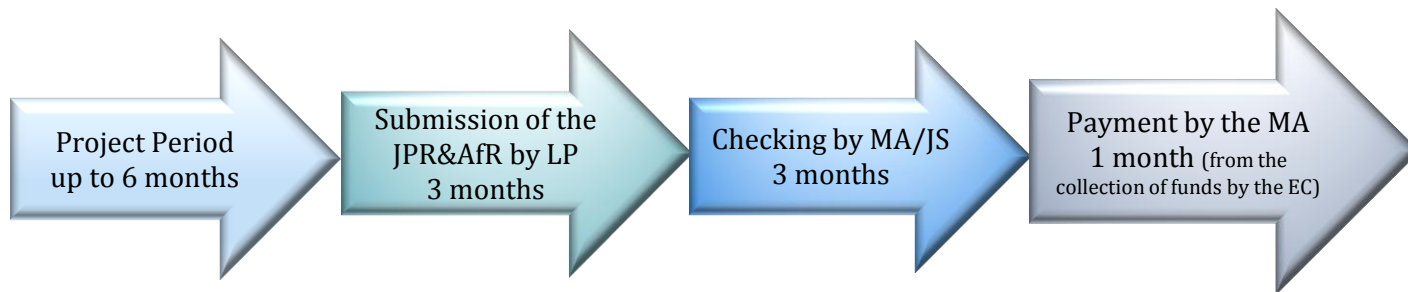A rejected JPR can be resubmitted only once more
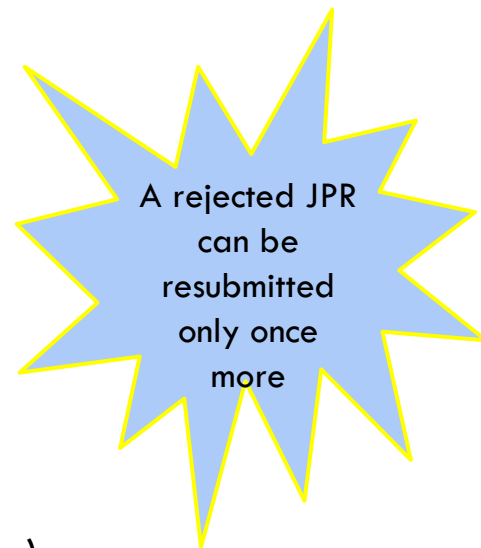
Control and payment

For severe failures to report, which prevent an assessment by MA/JS:

- the report could be finally rejected
- the expenditures will not be reimbursed and without any possibility to recover.

The MA reserves the right, on prior decision of the Joint Monitoring Committee, to:

- apply a reduction of the project management costs;
- withdraw from the Subsidy Contract (Art. 17 of the Subsidy Contract).

Timeframe of reimbursement

Project Period up to 6 months → Submission of the JPR&AfR by LP 3 months → Checking by MA/JS 3 months → Payment by the MA 1 month (from the collection of funds by the EC)

PLEASE!! NOTE

The co-financing for Italian partners will be covered by the National Rotation fund and will be paid by the MA for the total eligible amount, **after the project closure and after the validation of all incurred project's expenditure**

Financial progress and decommitment

✓ Each PP shall follow its spending forecast according to the approved AF

✓ The Partnership has the possibility to deviate from the spending forecasts

But

MA/JS will assess the level of under-spending and in case of:

✓ Underspending > 20% of the original spending forecasts

✓ Level of expenditure <3% of the minimum eligible project's budget

Budget decommitment
Art. 20 of the PA and Artt. 12 and 17 of the SC

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On the Spot checks

At least once during the implementation period

Mid-term review

✓ To check project's performance

✓ To monitor the action plans

Before the mid-term review, no major project modification concerning the budget and activities is allowed

✓ Project changes
✓ Budget changes or budget cut

On the Spot checks

Additional on the spot check review

in advisory role

- ✓ to solve issues and problems
- ✓ to maximise the impact of the programme
- ✓ to ensure the proper use of the funds
- ✓ to support, advice, assist and assess the Partnership

- ✓ Specific actions
- ✓ Withdrawal from the SC

Audit trail

What is it and why is it important?

➤ It is a chronological set of accounting records that provide documentary evidence of the sequence of steps undertaken b the beneficiaries and programme bodies for implementing an approved project.

➤ The proper keeping of accounting records and supporting documents held by the beneficiary and its national controller plays a key role in ensuring an adequate audit trail (Audit Authority, EU Commission, Court of Auditors, etc.).

Audit trail

Each beneficiary – LPs and PPs

At Programme level

At Project level

- ✓ Call for Proposal documents
- ✓ Submitted application form
- ✓ Decision for funding
- ✓ Subsidy contract and its amendments (only LPs)
- ✓ Partnership agreement

- ✓ The latest version of the approved AF
- ✓ Outputs and deliverables produced
- ✓ Documents proving, the expenditure incurred and the payment made
- ✓ Documentation of all procurement procedures
- ✓ Partner Progress reports submitted to FLC
- ✓ Documents issued by the national controller validating all expenditure
- ✓ Project progress reports and final report submitted and approved by the MA/JS (JPR for LPs) and reimbursements

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Audit trail

WHEN?

From the very beginning of the project create and identify…
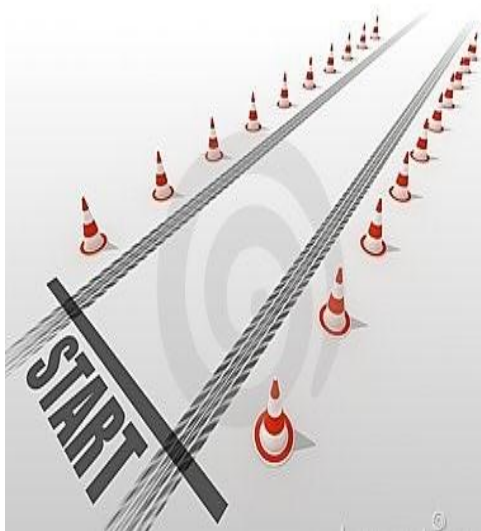
- A separate or integrated account
- All processes leading to expenditure
- Information and financial flows
- Technical needs
- Financial/admin. documents as listed in Prog. Eligib. rules
- Procedures for archiving as well as location of all documents
- A physical and/or electronic archive
- Organize folders according to WPs and subfolders according to budget lines

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Detention of documents

Supporting documents composing the audit trail shall be preserved at the premises of each beneficiary at least for a period of three years. This period starts from 31 December following the submission of the payment claim to the EC by the MA that contains the last expenditure of the completed project.

In case of controls and audit, you will be required to demonstrate you are keeping an organized and complete audit trail

Files names

YEAR_No OF P.R._BUDGET LINE_WP_DOCUMENT DESCRIPTION_DOCUMENT No
Example - Reporting of Staff Cost of employee selected to work full time on the project

Attachment 1:

2018_1PR_STAFF COST_WP1_PAYSLIP JANUARY 2018_P.ROSSI_SELECTION PROCEDURE/APPOINTMENT

Attachment 2:

2018_1PR_STAFF COST_WP1_PAYSLIP JANUARY 2018_P.ROSSI_PAYMENT DOCUMENTS

Advisable size for each file/zip folder 15MB. Maximum size cannot exceed 30 MB

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Finally..

IN CASE OF QUESTIONS, PLEASE ADDRESS THE JS!

WE WILL BE HAPPY TO SUPPORT YOU DURING PROJECT IMPLEMENTATION

Contacts

All documents are available at:

🌐 **www.italy-albania-montenegro.eu**

Join our community at:

f **www.facebook.com/italy.albania.montenegro**

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Thanks for your attention

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