

# Thematic project partners training Podgorica, 1 October 2019

## Reporting and First Level Control

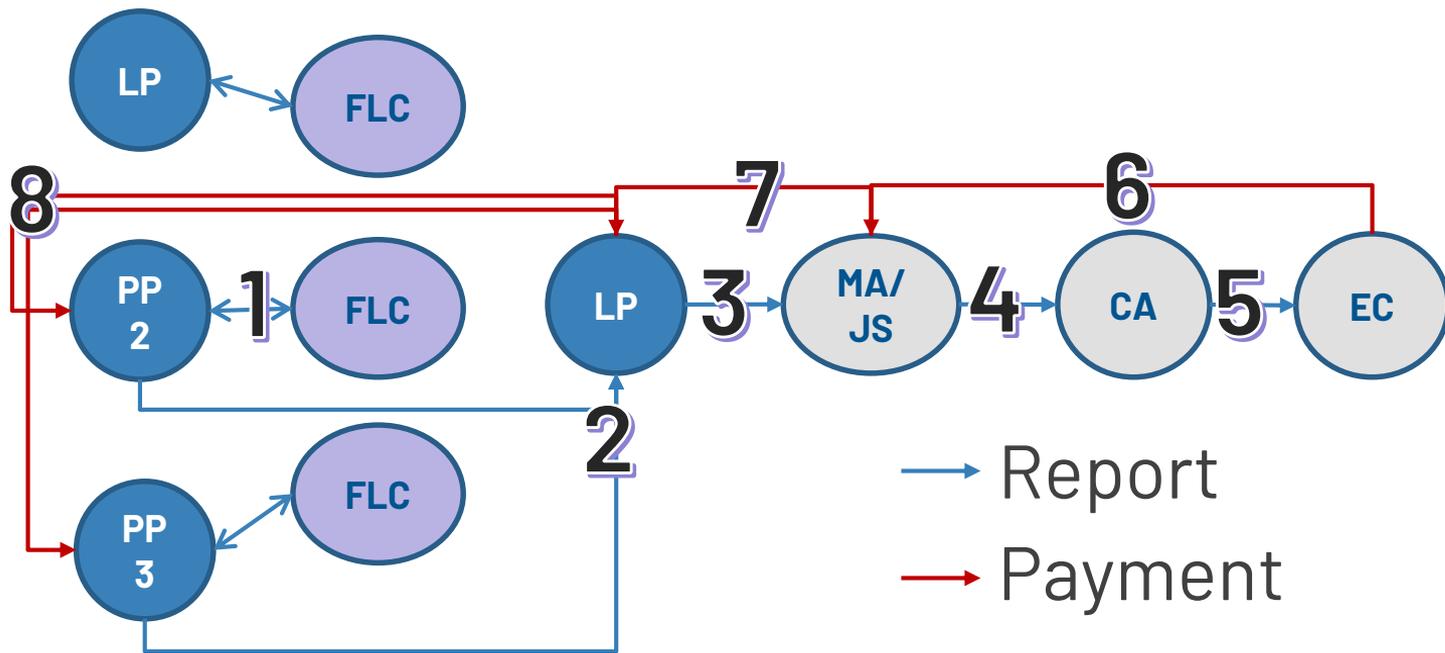
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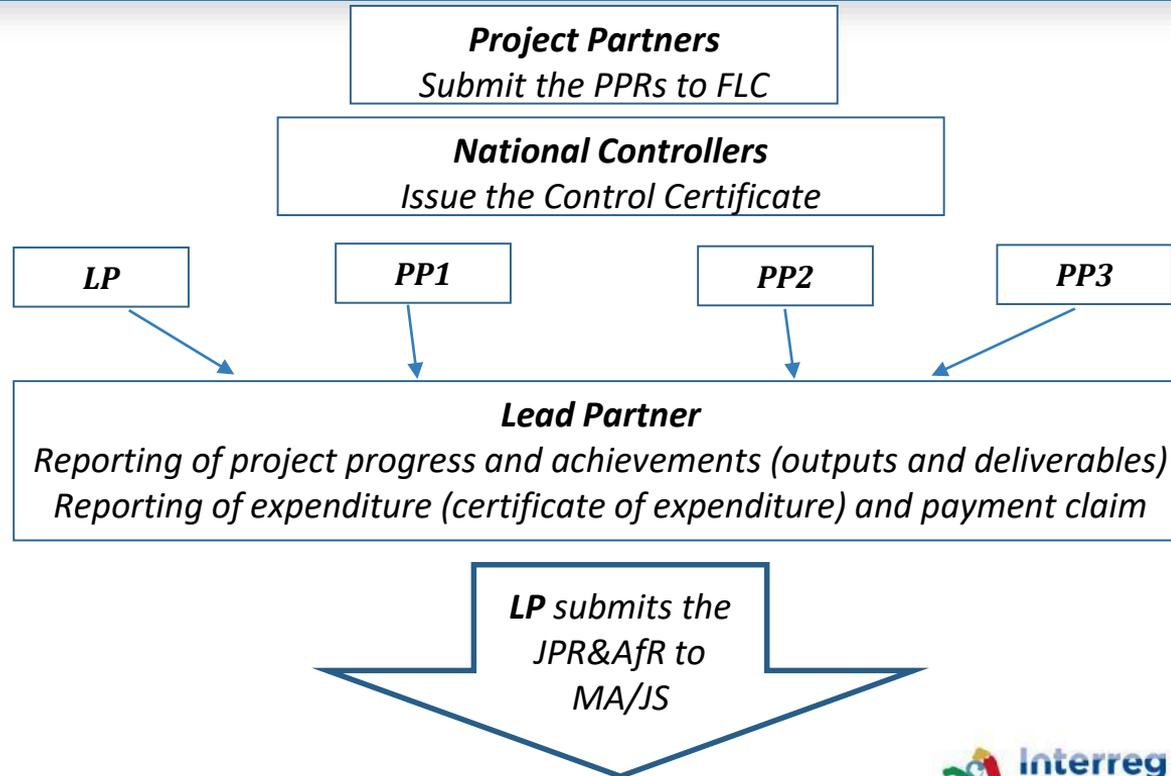
## Item 01

# Reporting and First Level Control

# REPORTING - PAYMENT FLOWS



# How to report



# 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 A. (on time for LP deadline)  
**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

# 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: practical hints



Organize the work among partners, make use of WP coordinators



Set specific internal deadlines



Collect information via partner reports in eMS



Think ahead (don't wait the last minute)



Ensure time for quality check



# Internal reporting deadlines



- ✓ CONSIDER: LP has 3 months in total from the end of semester (i.e. from 30 June and 31 December)
- ✓ Example of internal deadlines, please agree with your partners and FLC:
- ✓ **E.g. 1 month** to collect, upload documents and submit PR to FLC (e.g. First semester: 30/6 to 31/7)
- ✓ **E.g. 1,5 months** for FLC to check and request integrations (e.g. 30/7-15/9)
- ✓ **E.g. 2 weeks** for LP to collect data for JPR and submit it to MA/JS (Fixed for 1 Semester 30/9)

# 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



# Reporting per Work Package



WPP

Preparation & Closure  
Work Package

WPM

Management  
Work Package  
*Management Activities*

WPTs

Thematic  
Work Packages  
*Content Activities*

WPC

Communication  
Work Package  
*Activities related to 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

# 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

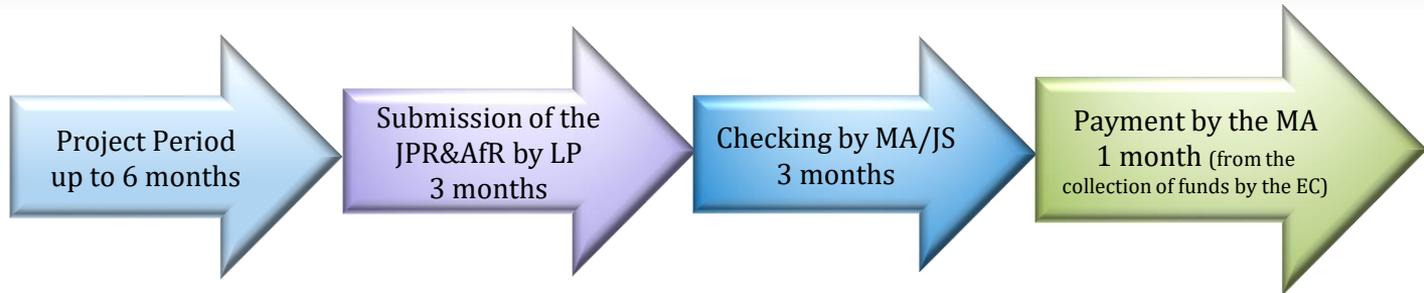
Reject the report

(after the second unsuccessful completion for sever irregularities)

A rejected JPR can be resubmitted only once more



# Timeframe of reimbursement



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

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

- ✓ Underspending > 15% of the original spending forecasts



Budget decommitment  
Artt. 12 and 17 of the SC  
Factsheet 4.7 of the Programme Manual

# 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



# On the Spot checks



## *Additional check on the spot 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

