

Thematic project partners training Podgorica, 1 October 2019

Reporting and First Level Control

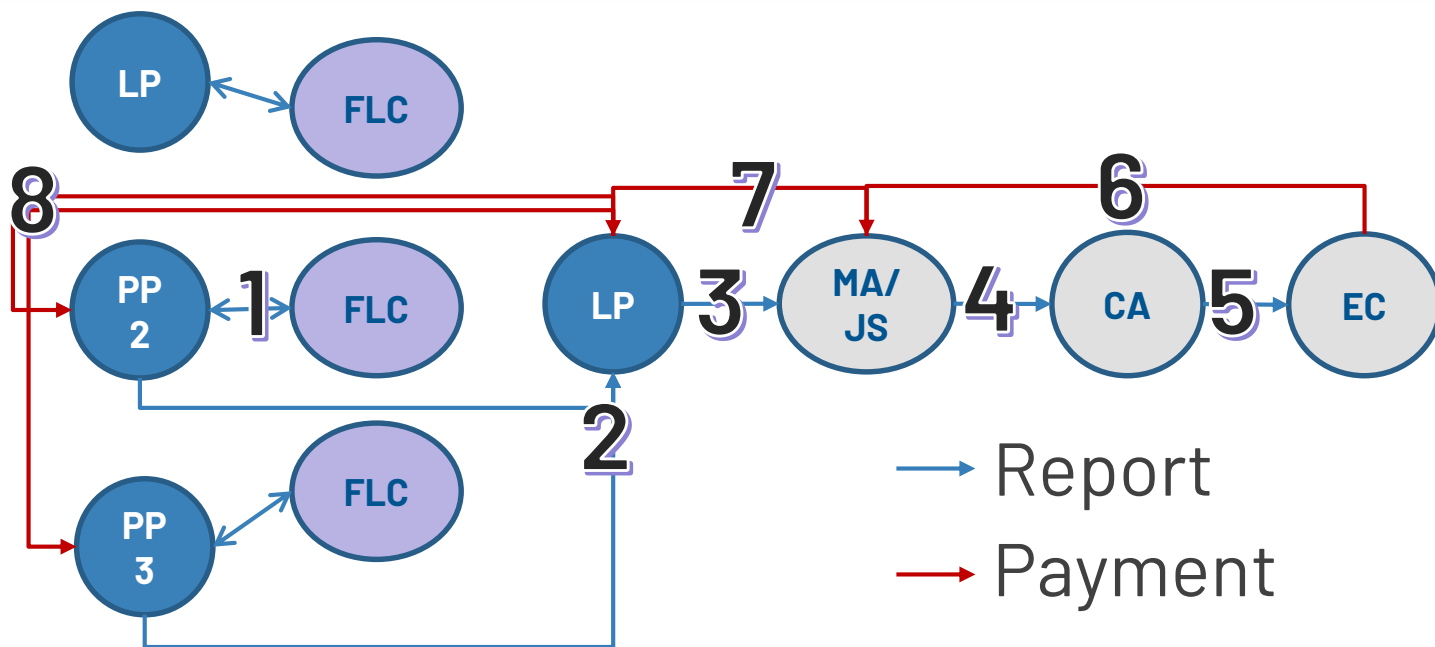
FLC of the Interreg IPA CBC Italy-Albania-Montenegro
Kana Tomasevic – Montenegrin Ministry of Finance



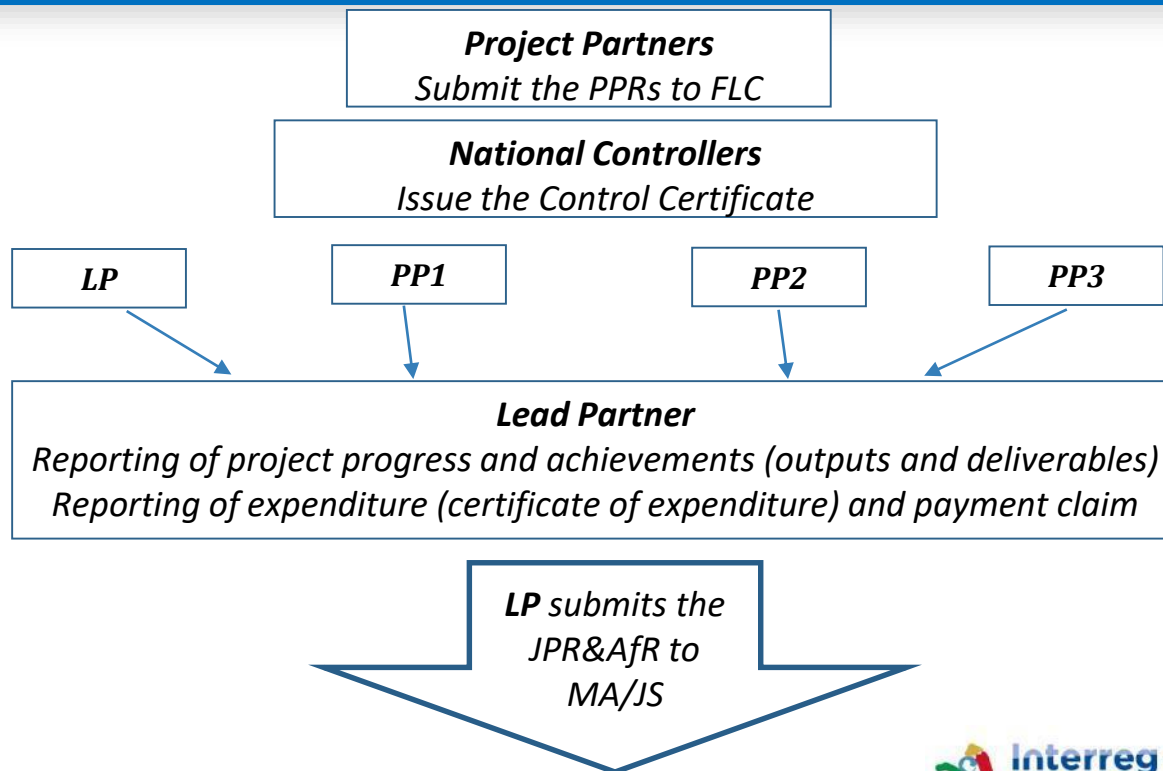
Item 01

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



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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**



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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

LP Transfers IPA contribution to Project Partners

Within
one
month of
its receipt



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Control and payment



JS/MA/CA can:



Approve the report

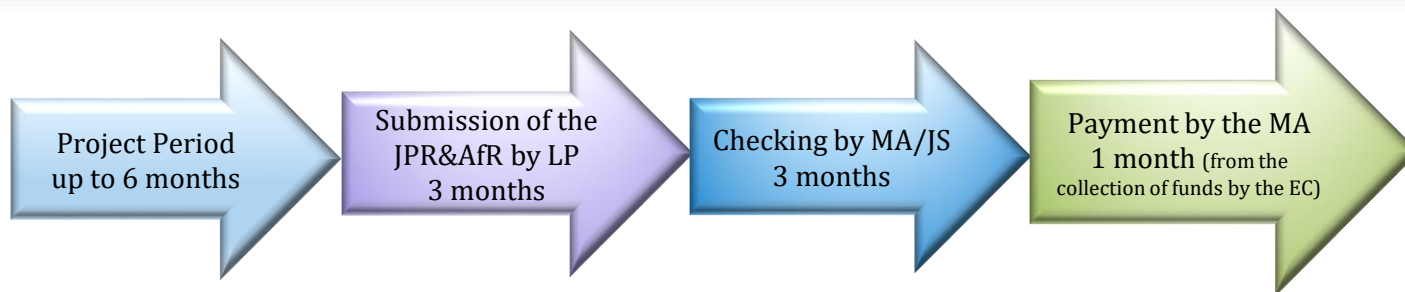
Request integration

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

