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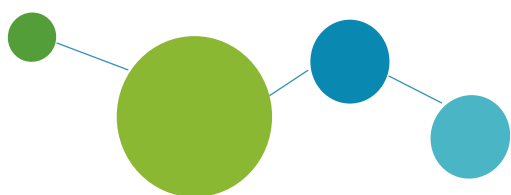
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MANUAL FOR BENEFICIARIES FOR STANDARD PROJECTS

PART 5 –

REPORTING ON THE PROJECT PROGRESS

21/27

Manual for Beneficiaries

for standard projects

PART 5:

REPORTING ON THE PROJECT PROGRESS

CONTENT OF PART 5:

1 REPORTING PROCESS

During the project implementation, all projects will report on their progress regularly. The reporting process covers both the project activities and the financial implementation. As a general rule every six months a joint **Project Report** has to be prepared in the Jems by the Lead Partner and submitted to the Joint Secretariat. Prior to the submission of a project report, each Project Partner will have to prepare a **Partner Report** in the Jems and submit it, within 30 days after the end of each reporting period, to the respective controller. Final report shall be submitted at the latest 60 days after the project end date, as set in the ERDF Subsidy Contract.

partner report (PP 1)	verification by Controller				
partner report (PP n)	verification by Controller	drafting of the project report (LP)	check of the project report (JS)	validation and payment (MA)	

The reports allow the monitoring of expenditure and are the basis for the regular payments made to the project. Furthermore, it is a tool to report on potential problems and delays in the implementation process to the Joint Secretariat.

> It is recommended that the LP sets up a project management plan which will define how the project will be implemented, monitored and how the quality is ensured. This may include time-plan and other planning documents. The LP is responsible for monitoring the timely submission of all partner and project reports throughout the project implementation.
>
> It is also recommended to make sure that the used terminology is consistent throughout the report(s) and in line with the approved Application Form.

Table 1: The indicative reporting and payment procedures.

	End of the 6-months reporting period	Submission of the Partner Report to controllers	Submission of the Project Report to the Joint Secretariat	Checking of Project progress report by Joint Secretariat	Payment to the Lead Partner
Deadline	☺	In general 30 days after the end of the reporting period but in case of final report 60 days	Approx. 4 months from submitting the Partner Report to controllers (including 3 months for the verification of the costs by the controllers)	1 month from the receipt of the Project Report + additional time for clarifications with the Lead Partner (if needed)	Approx. 6 - 9 months after the end of the reporting period

1.1 PREPARATION OF THE PARTNER REPORT

Within 30 days after the end of each reporting period, each Project Partner (including the Lead Partner in the role of the Project Partner) must complete a partner report in which it provides the necessary information on performed activities, deliverables achieved and costs incurred in the reporting period. The report with all supporting documents needs to be sent to its controllers for the verification of the

costs via Jems. The partner report also serves as a reporting tool for Project Partners towards the Lead Partner.

The controllers verify the expenditure. Expenditure reported on the real cost basis has to be supported by documents such as invoices, procurement documentation and other relevant material or information as stated in Part 4 of Manual for Beneficiaries. Expenditure reported as Simplified Cost Options are not required to be supported by the specific costs based documentation. Controllers can ask for additional documentation (in case of real costs only) or clarification and verify eligible expenditure in controller's certificates, which are available in Jems. The certificate is visible for the relevant Project Partner, the Lead Partner, and all relevant programme authorities.

1.2 PREPARATION OF THE PROJECT REPORT

In order to follow the project implementation and as a basis for the reimbursement of the ERDF part to the project, a project report has to be submitted by the Lead Partner to the JS. Project Reports are the core tool for report and monitoring both progress made in implementation and linked expenditure against what was originally planned in the Application Form. In addition, the reports provide qualitative information on the results achieved and lessons learnt within the reporting period. The information reported by the projects should be as clear and coherent as possible. For each reporting period the information enclosed in the Project Report has to be aggregated and consolidated by the Lead Partner.

Each Project Report is checked by JS. In case the information in the submitted report is not sufficient for properly checking the progress and reimbursing the funds, the JS requests the LP to provide clarifications and to amend the Project Report within a given deadline. Once the check by the JS is positively concluded, the JS notifies the MA on the completion of the check. The MA carries out additional control steps and if no additional issues are raised the report is submitted to the body performing the accounting function for the payment of ERDF funds.

The **content part** of the Project Report provides a description of project activities, project deliverables, output and progress made towards achieving results during the respective reporting period.

Project partners of projects with specific project activities of increased environmental importance, such as studies of the carrying capacity of protected areas, projects that involve registered units of cultural heritage and/or heritage communities, media publications aimed at promoting cultural heritage, additional soil sealing created in total by projects and others are asked to monitor those activities during the whole project implementation in order to be able to report on it to MA/JS for the purposes of the programme monitoring.

The **financial parts** of the Project Report present the expenditure in the reporting period and consist of real costs and simplified costs options expenditures, for which a request for reimbursement is submitted to the MA/JS together with the report. Any additional information on financial matters shall be presented. The financial report shall contain information on expenditure paid by the LP and all PPs in the reporting period which has been verified by the controllers.

A pre-condition for including any expenditure in a Project Report is its verification in accordance to the principles and provisions of national control systems. The controllers will either confirm or reject (in part or in full) expenditure submitted by the Project Partner for verification in the Jems. The amount verified and confirmed by the controllers will then be included in the »certificate of expenditure«. In addition to

the verification of expenditure carried out by the controllers of each PP, the LP has to perform additional verifications:

- ✓ to ensure that expenditure of PPs included in each Project report has been verified by controllers by enclosing certificates of expenditure covering the relevant reporting period,
- ✓ to ensure that expenditure of PPs included in each Project report has been incurred for implementing the project, that it corresponds to activities described in the latest valid version of the Application Form and that it is in accordance with all provisions set in the subsidy contract.

The partnership is expected to implement the activities and cover the costs according to the approved Application Form and should always keep in mind that the project is monitored against the approved Application Form.

Lead Partners are advised to use Project Reports as efficient communication tools: be concise and to the point while reflecting on the overall progress of the project. The content part of the reports should summarise the implementation of the activities and their outcome(s). A brief, relevant and informative description is better than a profuse and detailed account of activities without a clear relation to the project and its action plan. In this respect, project reports should focus on the implementation of the project itself, rather than on each partner's activities. Lead Partners are encouraged to ensure the informative quality and consistency of the reports. Accompanying the Project Report, Lead Partners should provide relevant supporting material such as copies of studies and reports, press articles etc. These should be included in the report and copies should be uploaded to Jems in electronic format when possible.