

Seminar for approved projects 2 June 2016



Investing in Opportunities

Reporting & Monitoring

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Monitoring

Result-oriented

Quality rather than
quantity



Role of the Joint Secretariat

1 project officer as main contact

“Active” monitoring



Tools for monitoring

6-monthly progress reports (activities and expenditure)

- + Site visits
- + Meetings/phone calls
- + Partner meetings, project events
- + Yearly quality appraisal (JS)

Responsibility lead partner

Lead partner principle

Main contact with JS

Subsidy contract

Distribute ERDF to partners

Monitor overall progress / spending in line with application form → qualitative overview

Responsibility project partners

Shared ownership + cooperation

Report on your activities, deliverables, outputs and results

Collect evidence

Timely

Project changes

Need approval, inform us **in advance, and as early as possible**

Project objective is key

20% flexibility per budget line on project level (within approved total budget)

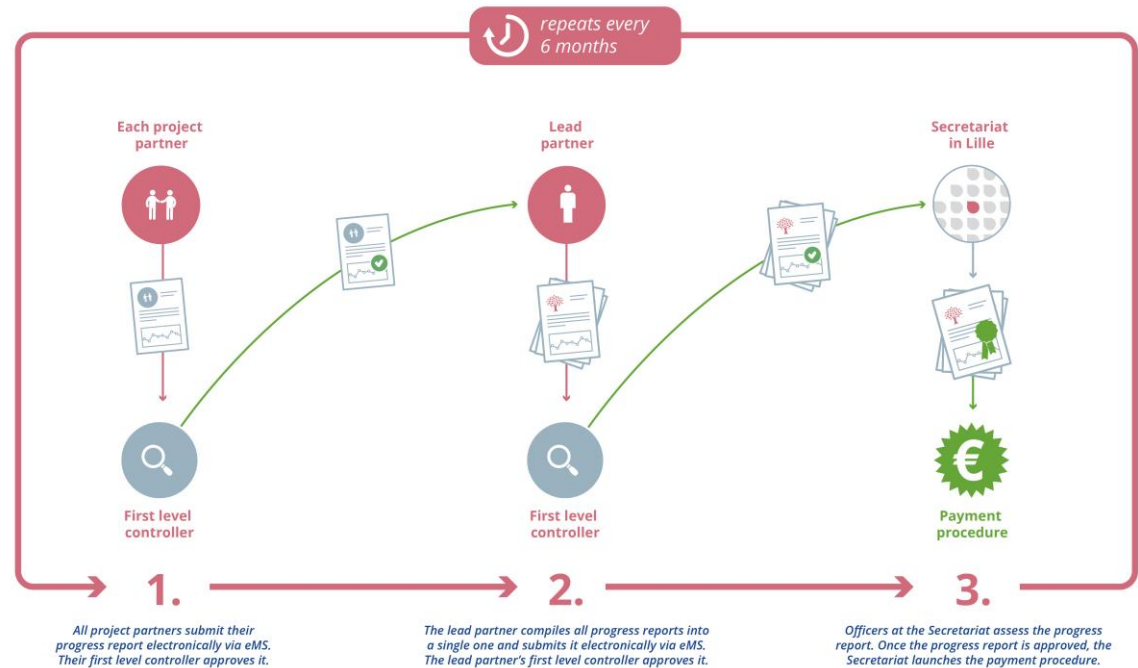
Last change 6 months before end date



Progress Reports

Actors
 Reports
 Flow

Periods
 Deadlines



Progress Reports

Activities
Expenditure

Partner
Project



Reporting

Role &
responsibility

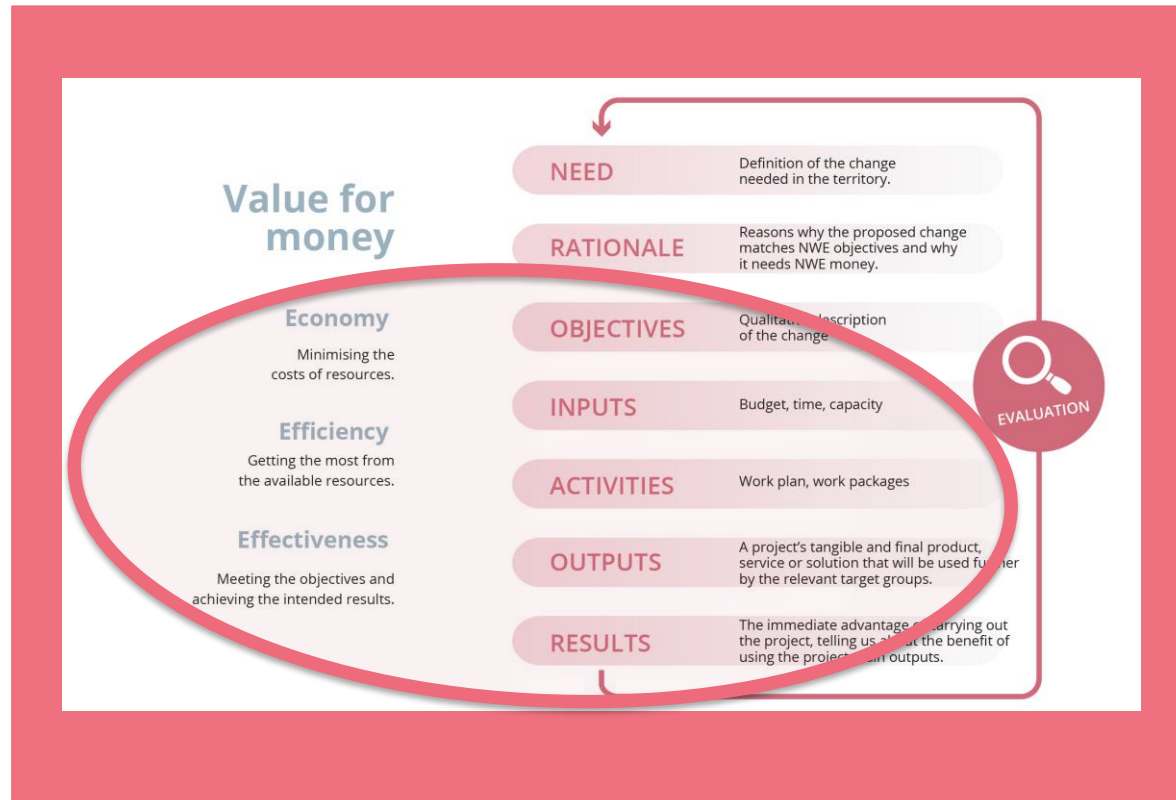
Objective
Audience
Time



Continuous project justification

Evidence the project intervention logic

Highlight the main information



<https://ems.nweurope.eu>

Readability Attraction




Formatting
Numbering
Proof reading
Reviewing

Evidence

Useful
Structured



<https://ems.nweurope.eu>

-  Login
-  Registration
-  FAQ

EN ▾



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Login

Username*

Password*

Login Register Forgot password

Third call:

The third call opens on **18 April 2016** and closes on **27 May 2016 at noon (GMT+1)**. To avoid overloading the online application system, we strongly advise to submit applicat

Support:

If you need technical support with your application submission please contact us using ems@nweurope.eu.

By logging into the system you agree to the following Terms and Condition:

- [EMS Terms and conditions.pdf](#)

<https://ems.nweurope.eu>

Submission process

Lead partner (LP) to assign users (PP)

Partners to open their report as PP

PP to submit report

- Save, check saved report, submit

- Assigned controllers (FLC) to verify partner progress reports

LP to submit report




- Save, check saved report, submit

- Assigned controller (FLC) to verify project progress report

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Registration

All partners

-  Login
-  Registration
-  FAQ

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Registration

Username Email *


Password *

Password again *


First name *

Last name *

Title

Language 


Solve: 19 + 13 =


 Register

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Assignment of users

Lead partner assigns partners

Interreg 
EMS*demo

 SAVE

General

- Save As Pdf File
- Generated Files
- Project History
- Attachments
- Lead Partner
- Bookmark Project

Testv13_1 The Jungle Book ITP353

Show More

Supplementary Information

Welcome C

Project Management

Bank Information

FLC

User Assignment

Documents

User For Partner LP1english1

New User

+ Add

Assigned User

- Remove

User For Partner PP1

New User

+ Add

Assigned User

- Remove

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Reporting Period

JS Project Officer

1st reporting period to be fixed

25.02 – 30.06 or
25.02 – 31.12

- Project
- Supplementary information

Exit

- Help
- Contacts

Logout

EN



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NWE TEST 4

NWE436

Show more

Reports

Select role

Pp

Partner reports

1 - NWE TEST 4 LP English -

Report	Report start	Report end	State	Date of partner submission	Included in pr
Period 1 15.03.2017 - 31.12.2017					
Report 1.1	15.03.2017	31.12.2017	Report submitted	15.03.2016	Not certified
Report 1.2	15.03.2017	31.12.2017	Report in progress	In progress	Not certified
Report 1.3	15.03.2017	31.12.2017	Report in progress	In progress	Not certified
Report 1.4	15.03.2017	31.12.2017	Report in progress	In progress	Not certified

Period 2 01.01.2018 - 31.12.2018

Period 3 01.01.2019 - 31.12.2019

Period 4 01.01.2020 - 31.12.2020


Period 5 01.01.2021 - 14.03.2021


Partner living tables







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Reporting Partners


contribution
problem
deliverable
evidence


Interreg EMSdemo 


 SAVE REPORT


-  Partner Finance Report
-  Check Saved Report
-  Delete Report
-  Application Form
-  Supplementary Information
-  Print Report

 Exit

 Help

 Contacts

 Logout

EN 

acronym ITP410 [Show More](#) **Partner Report 2P Period 1**

Partner Report > List Of Expenditures > Contribution And Forecast > Attachments

Partner Report

Period 1 - 30.07.2015 - 31.07.2016

Start Date	End Date
30.07.2015	31.07.2016

Summary of partner's work in this reporting period

Please describe your progress in this reporting period and how this contributed to other partners' activities, outputs and deliverables



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Reporting Work package

List of WP
Based on your AF

Reporting per Work Package

M Management (05.2015 - 05.2017)

	Current Expenditure € 0.00	Expenditure So Far € 20 228.95
--	-------------------------------	-----------------------------------

Please describe your contribution to the activities carried out in this reporting period

255 Characters Remaining

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found

255 Characters Remaining

Please choose deliverables you have contributed to and describe your contribution.

No records found.

Add Deliverable

T1 My Implementation 1 (05.2015 - 05.2017)

	Current Expenditure € 0.00	Expenditure So Far € 0.00
--	-------------------------------	------------------------------

Please describe your contribution to the activities carried out in this reporting period

255 Characters Remaining

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found

255 Characters Remaining

Please choose deliverables you have contributed to and describe your contribution.

D.T1.1.1 - My Deliverable T1.1.1

Deliverable Description

255 Characters Remaining

Remove

Attachments

Deliverable Evidence

Filename	Filetype	Date	Uploaded By	Options
No records found.				

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Reporting Expenditure

Allocate to
Budget line
Work package

Partner Report > **List Of Expenditures** > Contribution And Forecast > Attachments

List Of Expenditures

Options	Budget Line ↕	WP ↕	Int Ref No ↕	Inv No ↕	Inv Date ↕	Paym Date ↕
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No Match Found

Export Save Columns [Columns](#) ▼

+ Add Real Cost + Add Lump Sum + Add Standard Scales Of Unit Cost

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Reporting Expenditure

Add real cost

Edit Expenditure

Budget Line	External expert	Description1
Work Package	M management	Lorem ipsum dolor sit amet, vel luptatum elaboraret in. Perfecto deserunt eum te, duo ad petentium suavitate, prompta praesent vim ad. In sit prima
Internal Reference Number	12	107 Characters Remaining
Invoice Number	R1234	Description2
Invoice Date	04.01.2016	Lorem ipsum dolor sit amet, vel luptatum elaboraret in.
Date Of Payment	08.01.2016	199 Characters Remaining
Currency	EUR - EURO	Partner Comment
Total Value Of Item In Original Currency	10.00	Lorem ipsum dolor sit amet, vel luptatum elaboraret in. Perfecto deserunt eum te, duo ad petentium suavitate.
VAT	2.00	145 Characters Remaining
Declared Amount In Original Currency	8.00	
Expenditures Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>	
In Kind	<input type="checkbox"/>	
Purchase Of Land	<input type="checkbox"/>	

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Reporting

Forecast

In kind
contribution

Partner
contribution

Report Forecast

Estimated Expenditure

Description

In Kind Contribution

Total In Kind Contribution

€ 0.00

Explanation

Follow-up Of Partner Contribution

Target Partner Contribution Value
€ 25 000.00

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total(According To A F)	Previously Reported	Current Report	Total Reported So Far	Percentage Of Total Reported
LP	public	€ 0.00		€ 0.00	€ 0.00	€ 0.00	
Sub Total Public Contribution		€ 0.00		€ 0.00	€ 0.00	€ 0.00	
Sub Total Private Contribution		€ 0.00		€ 0.00	€ 0.00	€ 0.00	
Total Contribution		€ 0.00		€ 0.00	€ 0.00	€ 0.00	

Export Add Contribution

Save Report

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Submission

Partners

Save

Check saved report

Submit



- Partner Finance Report
- Check Saved Report**
- Delete Report
- Application Form
- Supplementary Information
- Print Report



- SAVE REPORT**
- Partner Finance Report
- Submit Report**
- Delete Report
- Application Form
- Supplementary Information

Partner Reports

1 - LP - LP

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report
Period 1 08.05.2015 - 31.05.2016							
Report 1.1	08.05.2015	31.05.2016	Report Submitted	15.01.2016	Not Certified	€ 100 000,00	

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Reporting

Lead partner

Project progress

Joint report

Interreg EMS⁺demo

- Project Living Tables
- Project
- Supplementary Information

Exit

Help

Contacts

Logout

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PLoT

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Project for Auditlog ITP449 [Show More](#) **Reports**

Select Role
Lp

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 30.09.2015 - 30.09.2018						
Report 1.1	30.09.2015	30.09.2018	Report Submitted	30.09.2015	€ 123.00	
Period 2 01.10.2018 - 30.09.2019						

Create Report For Period 2
01.10.2018 - 30.09.2019

Partner Reports

1 - My LP1 - My LP1

Report	Report Start	Report End	State	Date Of Partner Submission
Period 1 30.09.2015 - 30.09.2018				
Report 1.1	30.09.2015	30.09.2018	Report FLC Certified	30.09.2015
Period 2 01.10.2018 - 30.09.2019				
Report 2.1	01.10.2018	30.09.2019	Report In Progress	In Progress

Partner Living Tables

https://ems.nweurope.eu

Reporting
Lead partner

Achievements

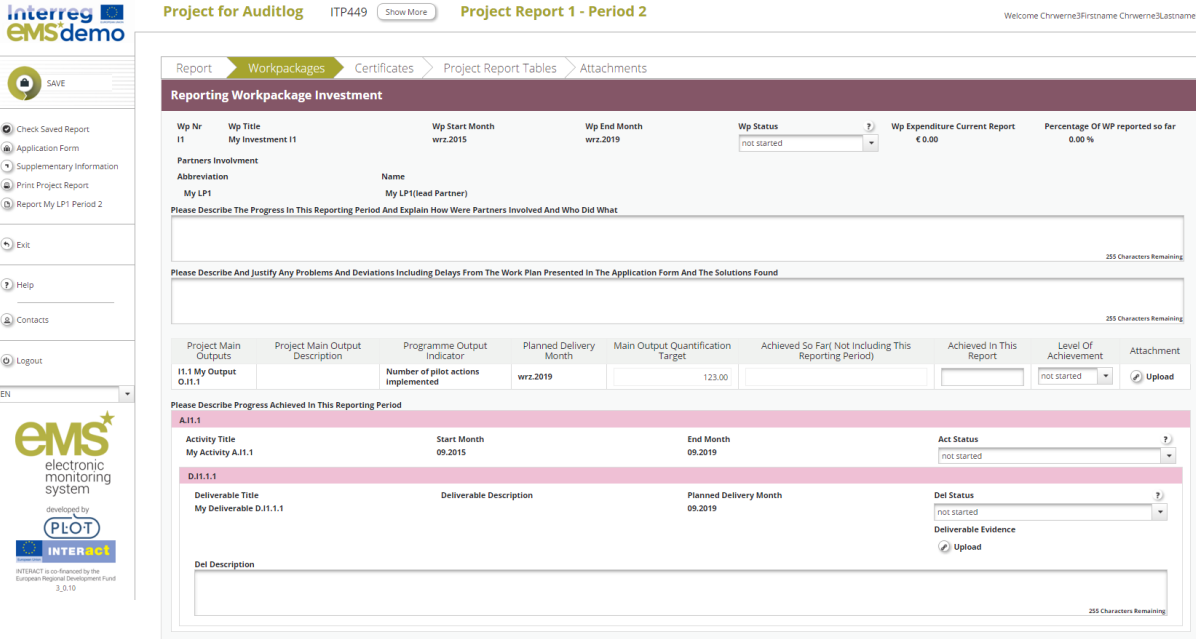
Problems

Objectives

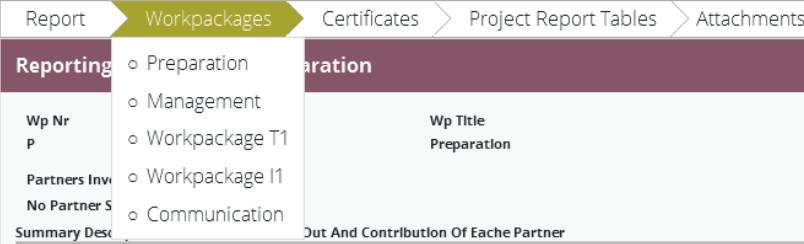
Outputs

Target groups

Work packages



The screenshot shows the 'Reporting Workpackage Investment' page in the Interreg EMS demo system. The breadcrumb trail is: Report > Workpackages > Certificates > Project Report Tables > Attachments. The page title is 'Project for Auditing ITP449 Show More Project Report 1 - Period 2'. The user is identified as 'Welcome Chrwe3Firstname Chrwe3Lastname!'. The main content area includes a table for 'Reporting Workpackage Investment' with columns for Wp Nr, Wp Title, Wp Start Month, Wp End Month, Wp Status, Wp Expenditure Current Report, and Percentage Of WP reported so far. Below this is a section for 'Partners Involvement' with fields for Abbreviation and Name. There are two text input areas for describing progress and problems. A table below shows 'Project Main Outputs' with columns for Project Main Output, Project Main Output Description, Programme Output Indicator, Planned Delivery Month, Main Output Quantification Target, Achieved So Far, Achieved In This Report, Level Of Achievement, and Attachment. The table contains one row for '1.1.1 My Output O.1.1.1'. Below the table is a section for 'Please Describe Progress Achieved In This Reporting Period' with a table for 'A.1.1.1' containing 'My Activity A.1.1.1' and 'My Deliverable D.1.1.1.1'. The 'Del Description' field is empty.



This screenshot shows a dropdown menu for the 'Workpackages' breadcrumb. The menu items are: Preparation, Management, Workpackage T1, Workpackage I1, and Communication. The 'Wp Title' field is set to 'Preparation'. The 'Partners Inv' field is set to 'No Partner S'. The 'Summary Desc' field is set to 'Out And Contribution Of Each Partner'.

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Reporting

Lead partner

Certificates Expenditure Tables

Report > Workpackages > **Certificates** > Project Report Tables > Attachments

- o PP1 Certificate 2
- o LP1 Certificate 2

Edit Expenditure

Invoice Number	66666	Description	
Invoice Date	16.06.2016		
Date Of Payment	23.06.2016		
Currency	EUR - EURO	Partner Comment	255 Characters Remaining
Total Value Of Item In Original Currency	5 000.00		
VAT	1 000.00		
Declared Amount In Original Currency	5 000.00		
Expenditures Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>		
In Kind	<input type="checkbox"/>		
Verified By FLC	<input checked="" type="checkbox"/>	Comment FLC	
Difference FLC	€ 200.00		
Amount Certified FLC	€ 4 800.00		
Difference LP	€ 150.00	Comment LP	255 Characters Remaining
Amount Certified LP	€ 4 650.00		

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Submission







Lead partner

Save







Check saved report

Submit



-  Partner Finance Report
-  **Check Saved Report**
-  Delete Report
-  Application Form
-  Supplementary Information
-  Print Report



-  Partner Finance Report
-  **Submit Report**
-  Delete Report
-  Application Form
-  Supplementary Information
-  Print Report

Approval process

JS to approve the project progress report

Project officer to check completeness, general information, reporting per work package, expenditure, assess progress

Revert for more information, approve

Managing Authority

Certifying Authority

Report approval triggers the payment

Win-win challenge

Recommendations to projects

Advice, guidance on improvements, modifications

Quality appraisal at the JS level

Relevance, value for money, long-term effects

Capitalisation at the programme level

Communication, evaluation

Q & A