Interreg
North-West Europe
European Regional Development Fund

EUROPEAN UNION

Seminar for approved projects
2 June 2016

Investing in Opportunities

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North-West Europe
European Regional Development Fund

EUROPEAN UNION

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

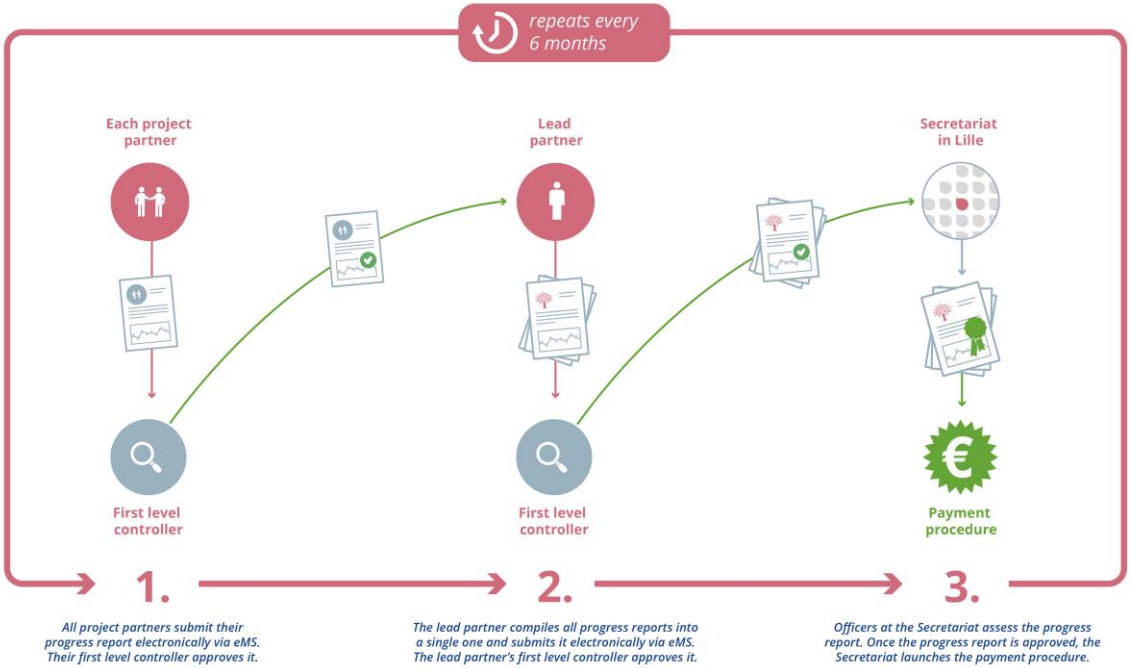
20% flexibility per budget line on project level (within approved total budget)

Last change 6 months before end date

Progress Reports

Actors
Reports
Flow

Periods
Deadlines



Progress Reports

Activities
Expenditure

Partner Project

Reporting

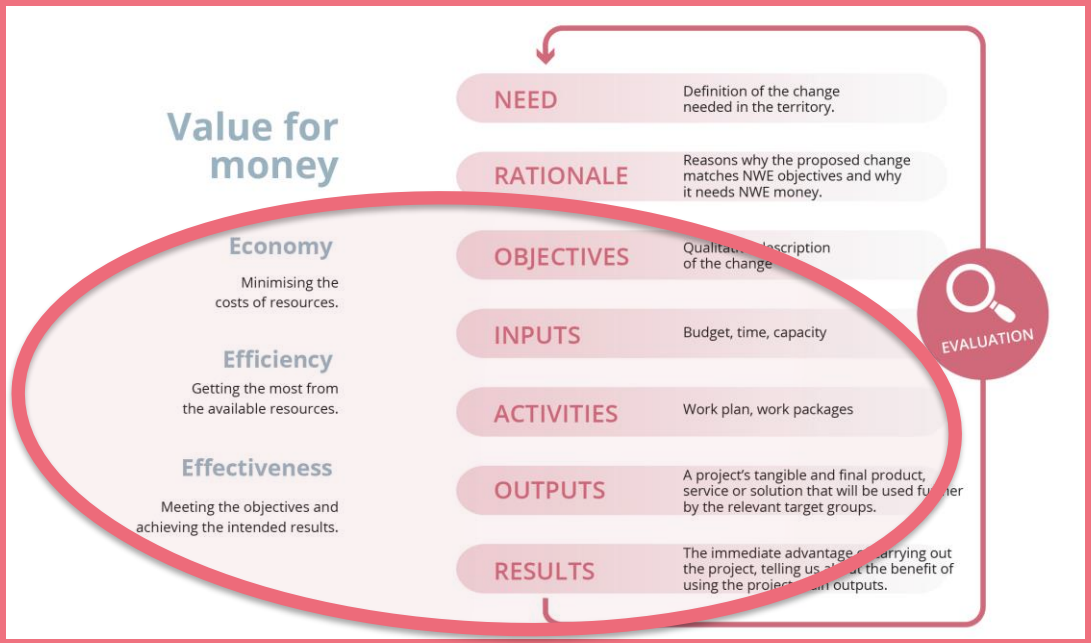
Role &
responsibility

Objective
Audience
Time

Continuous project justification

Evidence the project intervention logic

Highlight the main information



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Readability
Attraction

Formatting
Numbering
Proof reading
Reviewing

Evidence

Useful
Structured

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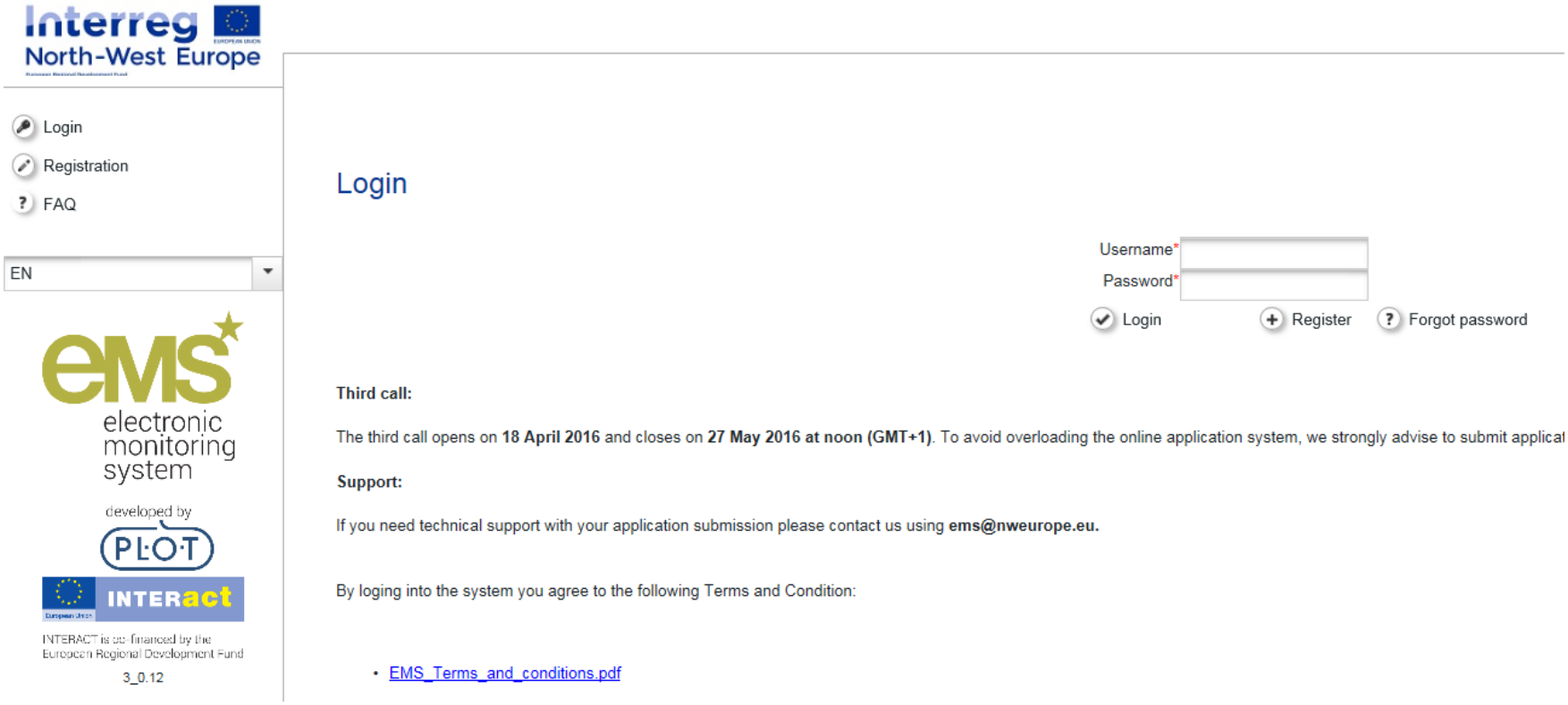

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Submission process

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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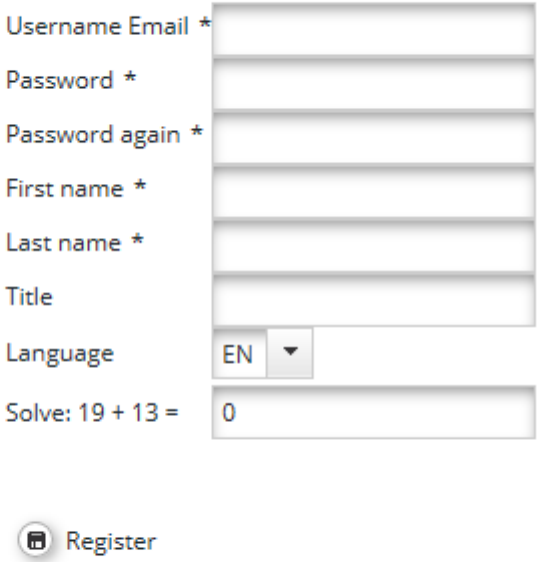
Registration

All partners



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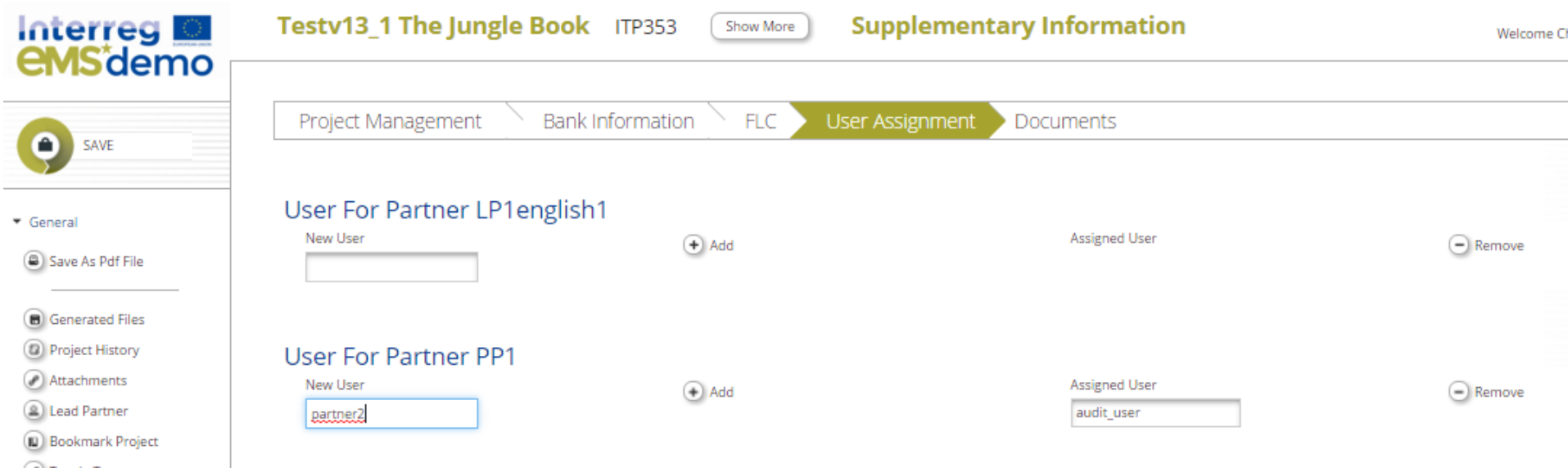
Assignment of users

Lead partner assigns partners



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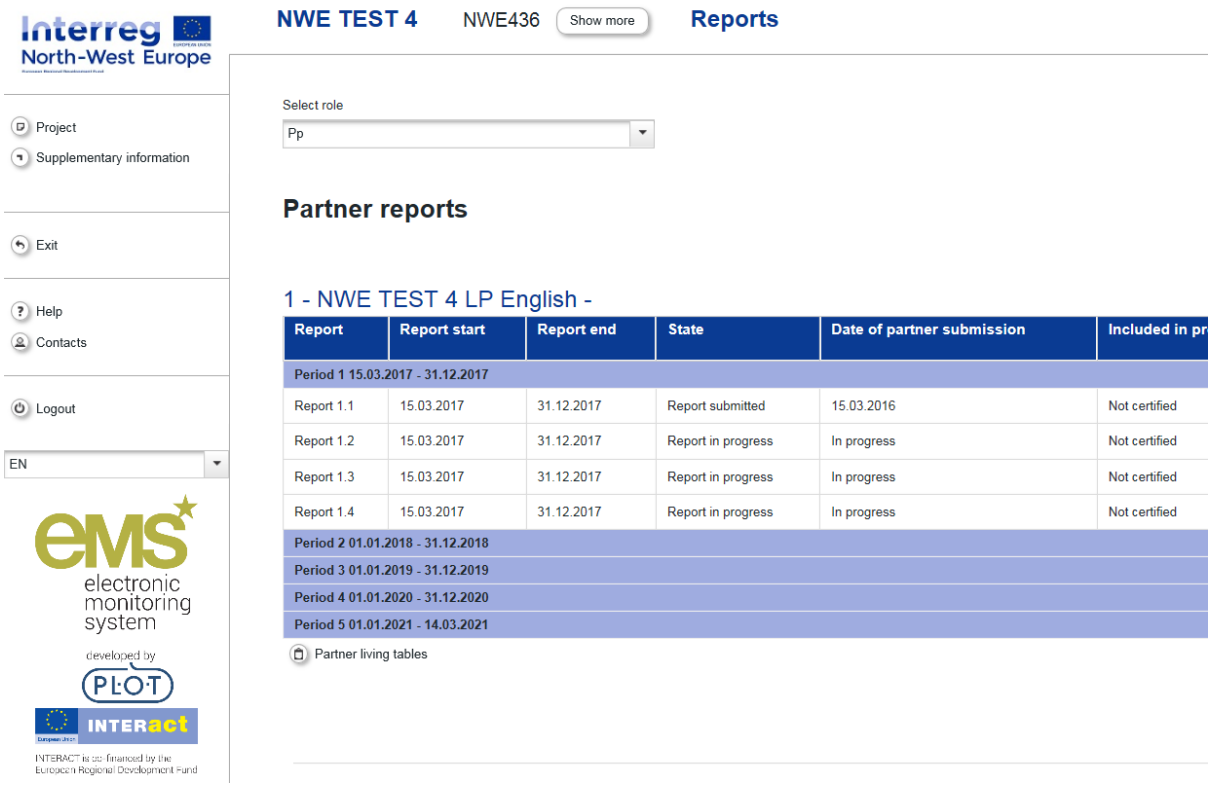
Reporting Period

JS Project Officer

1st reporting period to be fixed

25.02 – 30.06 or
25.02 – 31.12



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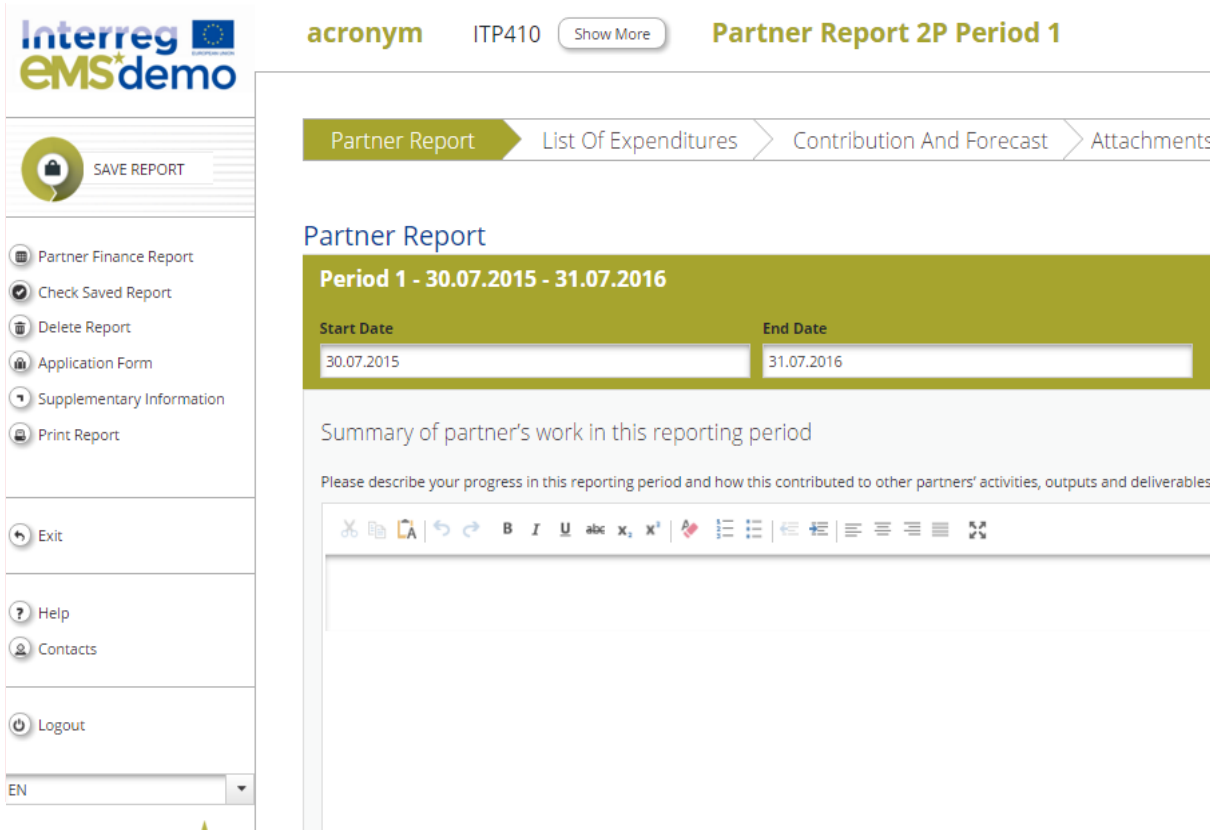
Reporting

Partners

contribution
problem
deliverable
evidence



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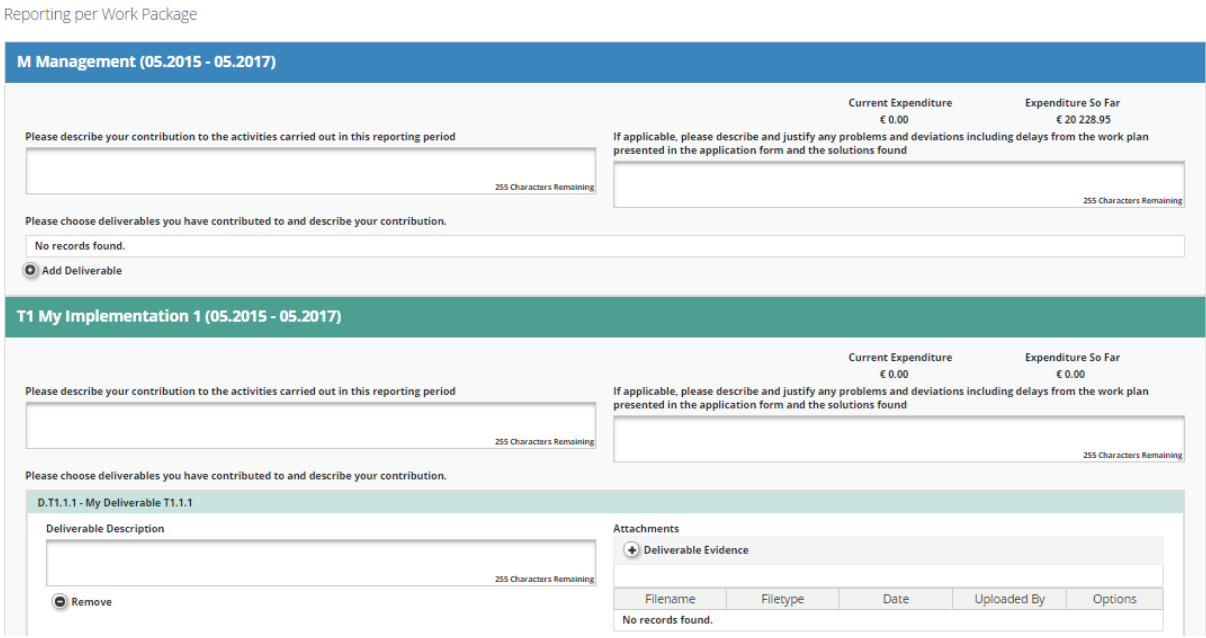
Reporting

Work package

List of WP
Based on your AF



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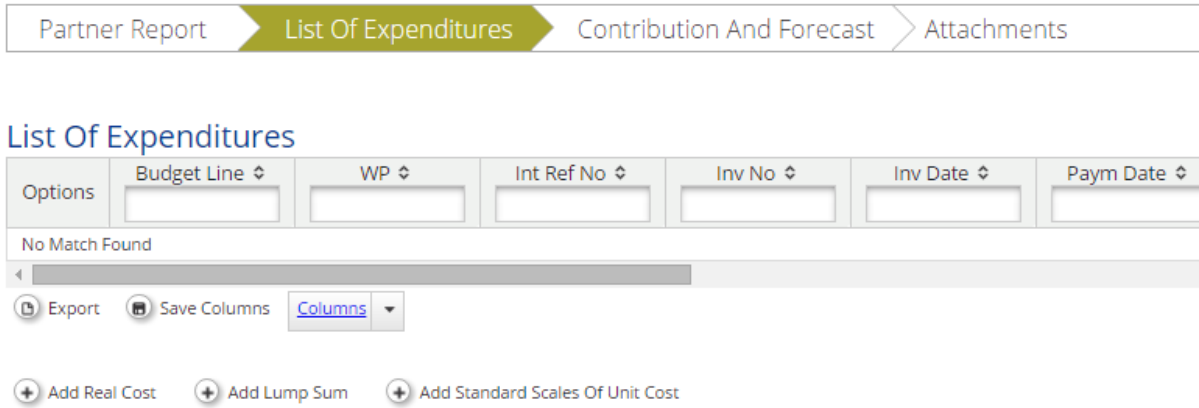
Reporting

Expenditure

Allocate to
Budget line
Work package



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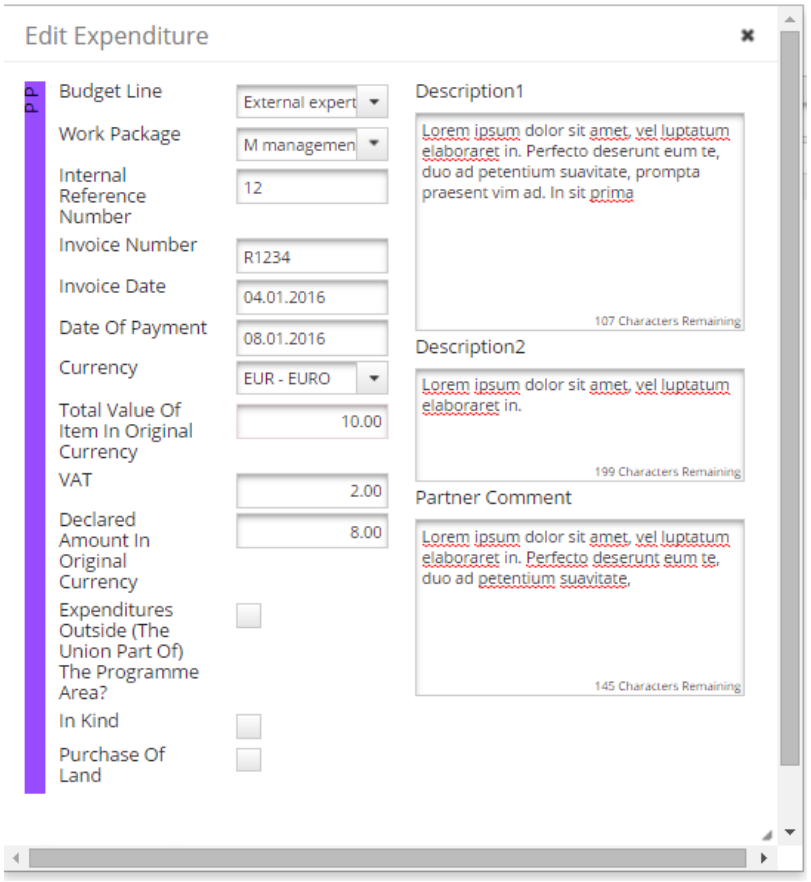
Reporting

Expenditure

Add real cost



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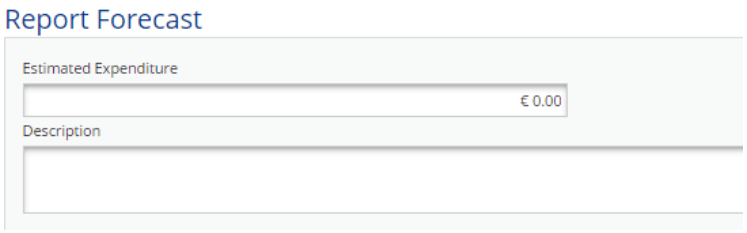
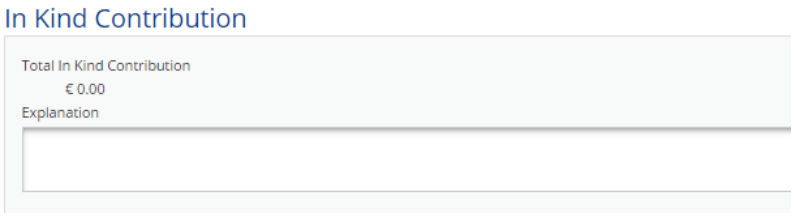
Reporting

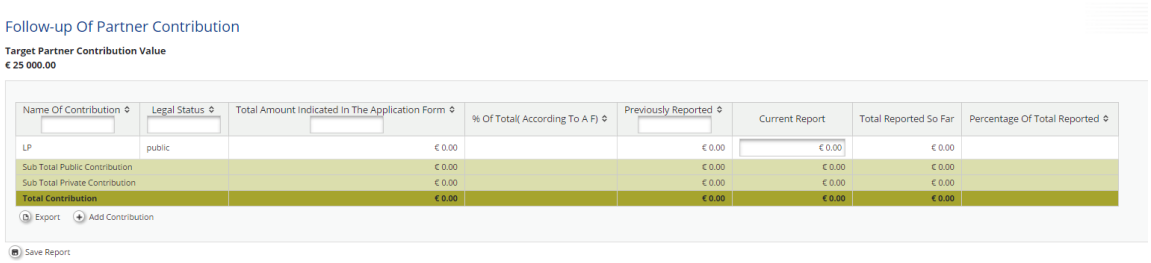
Forecast

In kind contribution

Partner contribution







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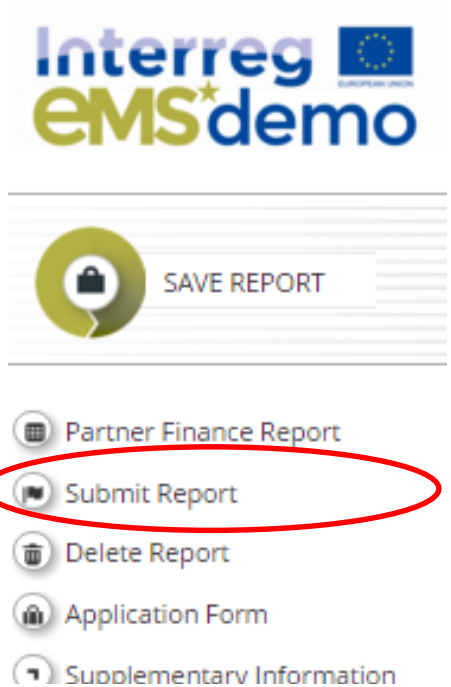
Submission

Partners

Save
Check saved report
Submit



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	

Partner Living Tables

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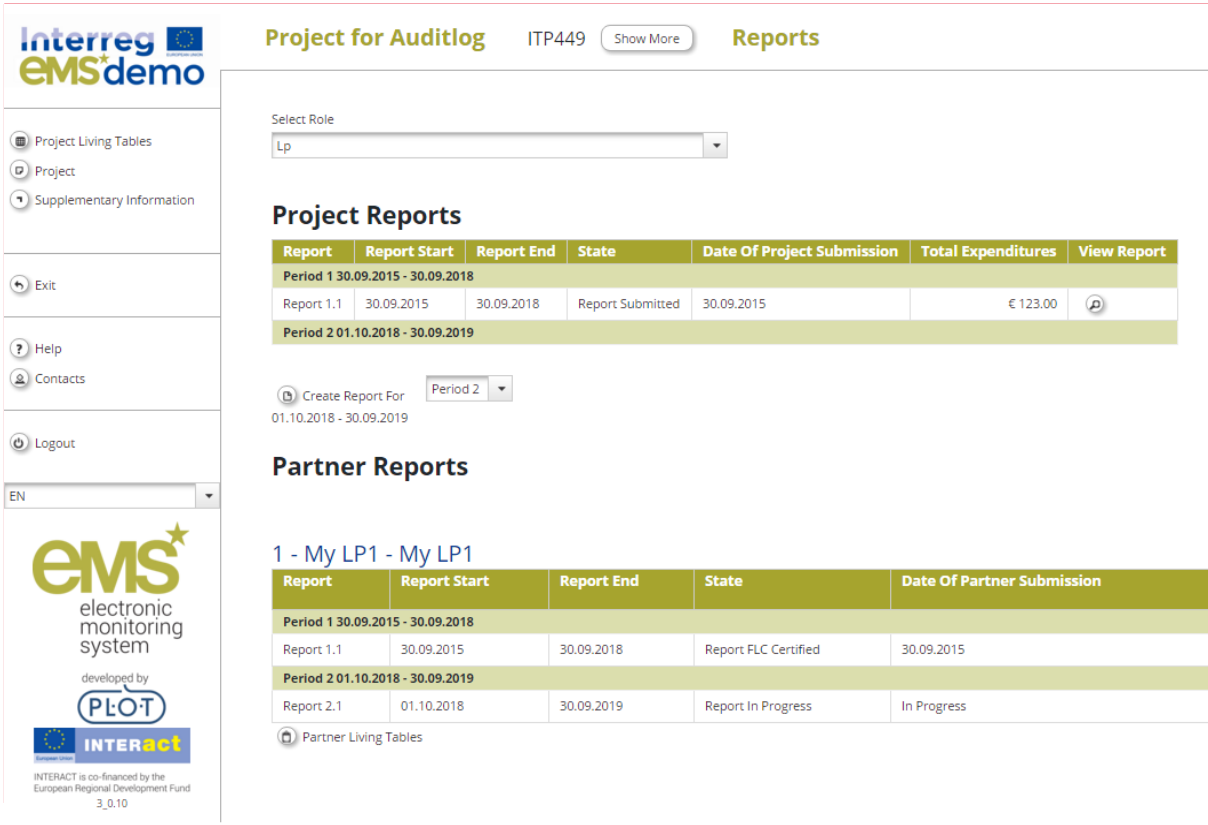
Reporting

Lead partner

Project progress

Joint report



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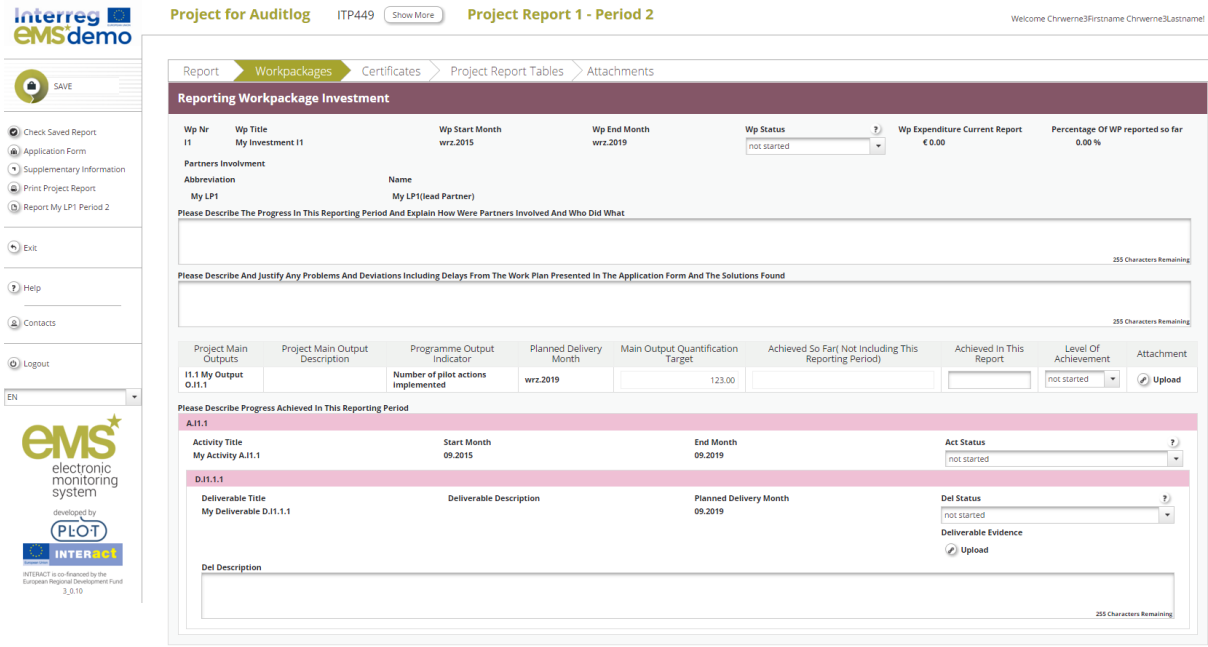
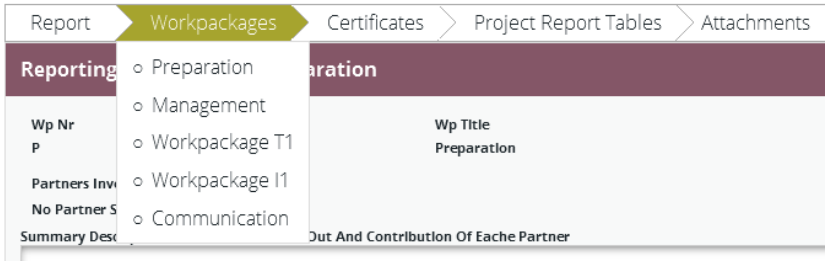
Reporting

Lead partner

Achievements
Problems
Objectives
Outputs
Target groups

Work packges





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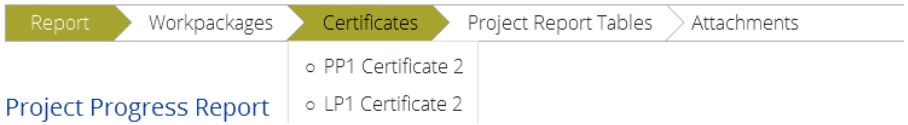
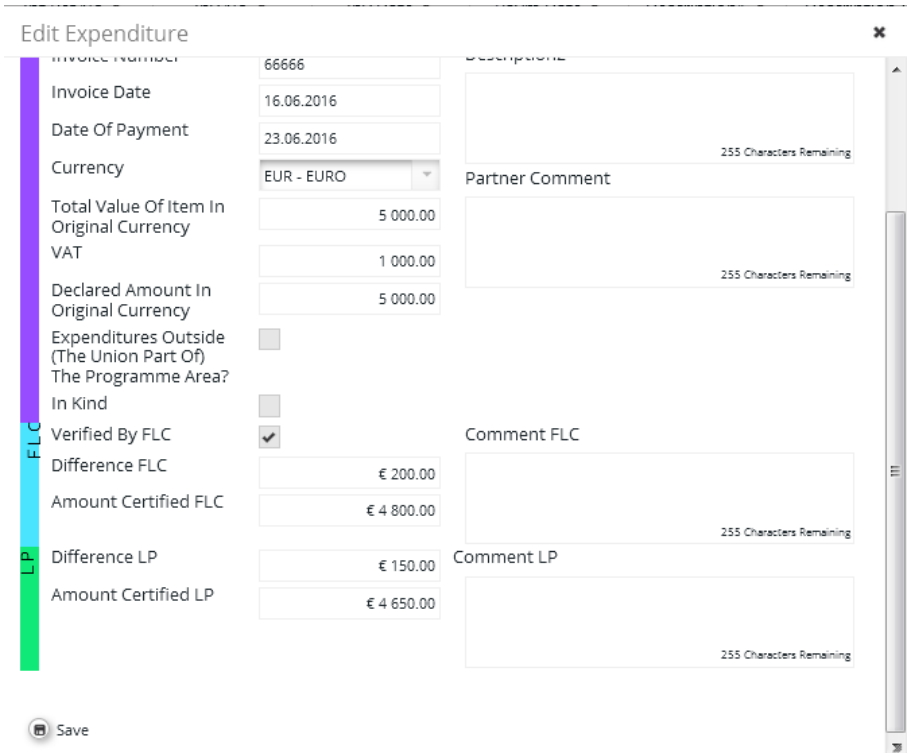
Reporting

Lead partner

Certificates
Expenditure
Tables





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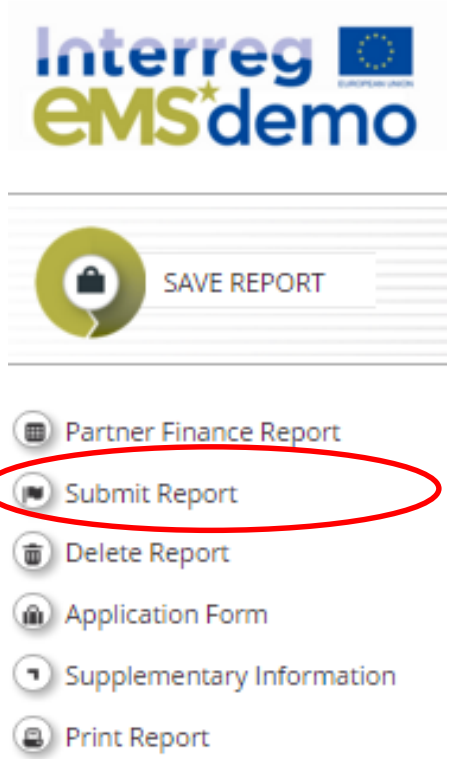
Submission

Lead partner

Save
Check saved report
Submit



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

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