Interreg North-West Europe

European Regional Development Fund

EUROPEAN UNION

Seminar for approved projects
1 June 2017

Investing in Opportunities

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Reporting

Ji-Hyeon Kim Vanguers
Project officer

Reporting

Actors
Partner reports
Project report
Flow

6-monthly
Deadlines

Continuous project justification

Evidence the project intervention logic

Highlight the main information

https://ems.nweurope.eu

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Readability
Attraction

Formatting
Numbering
Proof reading
Reviewing

Evidence

Useful
Structured

Win-win challenge

Recommendations to projects

- Advice, guidance on improvements, modifications

Quality appraisal at the JS level

- Relevance, performance (value for money), likelihood of success (long-term effects)

Capitalisation at the programme level

- Communication, evaluation

https://ems.nweurope.eu

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Login
Registration
FAQ

EN

ems electronic monitoring system
developed by PLOT
INTERact
INTERACT is co-financed by the European Regional Development Fund
3_0.12

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 loging into the system you agree to the following Terms and Condition:

- EMS_Terms_and_conditions.pdf

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Submission process

Lead partner (LP) to assign users (PP)
Partners to open their partner report as PP
PP to submit partner report to FLC
- Save, check saved report, submit
- Assigned controller (FLC) to verify partner report and submit it to LP

LP to integrate all **partner** reports and submit **project** report to JS
- Assigned controller (FLC) to check the list of expenditure of partners (checklist) **NO LP's FLC in the system!!!**
- LP to eventually correct partners expenditure
- LP to save, check saved report, submit

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Registration

All partners

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Assignment of users

Lead partner assigns partners

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Creation

All partners

1st report creation

JS

2 possibilities

September 2017

16.03 – 30.06.2016

March 2018

01.07 – 31.12.2017

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Partner report

All partners

contribution
problem
deliverable
evidence

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Partner report

All partners

Work package

List of WP
Based on your AF

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Partner report

All partners

Expenditure

Allocate to
Budget line
Work package

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Partner report

All partners

Expenditure

Add real cost

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Partner report

All partners

Forecast

In kind contribution

Partner contribution

Report Forecast

Estimated Expenditure

€ 0.00

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

All partners

Save
Check saved
Partner 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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Project report

Lead partner

Project report
Joint report

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Project report

Lead partner

Achievements
Problems
Objectives
Outputs
Target groups

Work packages

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Project report

Lead partner

Certificates
Expenditure
Tables

https://ems.nweurope.eu

Submission

Lead partner

Save

Check saved report

Submit

Approval process

JS to approve the project 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**

Points of attention

- **1** expenditure ‘real cost’ **per budget line and per WP** corresponding to one invoice
- PP to include the **date of payment** for all claimed invoice
- **Forecast section** for the next period to be filled-in

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

Q&A

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