

## Project Monitoring

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**Progress reports**

# Monitoring

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Programme bodies have obligations for monitoring of the implementation of the projects with purpose of:

- Supporting the project beneficiaries, based on standard formats and rules;
- Increased efficiency at the level of the Programme;
- Carrying out the control functions;
- Ensuring maximum impact of funding and protecting the grants;



## Monitoring Checks

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Programme bodies carry two types of check:

1. Documentary check;

2. On-the-spot check;



# Documentary checks

## Purposes of documentary check:

1. Activities and achieved results and indicators

2. Hard and electronic copies of the supporting documents.

3. Visibility actions promoting the Programme and project results



## On-the-spot check

On the project beneficiary's site of the implementation of project activities

Obligatory element of the control system and verification of the expenditures.

On-site-location relevant for project activities, as well relevant staff to be present (of course relevant documents).

Frequency depending on nature of the project (soft or investment), but as well on risk sensitiveness or high value deliveries.



## Purposes of on-the-spot check





## Reporting

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**Regulation 1299/2013, article 13 par.1; “the Lead Beneficiary is responsible for the submission to the Joint Secretariat (JS) of progress reports on project implementation activities**



**REPORTING TEAM**

## Progress Report - PR

- PR represents a core document;
- PR constitutes an important channel of information between the projects and the Programme;
- PR includes both activity and financial information related to the project's implementation.
- PR is main source of information demonstrating the programme's achievements.
- PR serves as raw material for producing the analysis of the programme's
- Achievements included in the reports to the European Commission.
- PR is also a mean to share the stories about the project's results and successes.





# Reporting Procedure

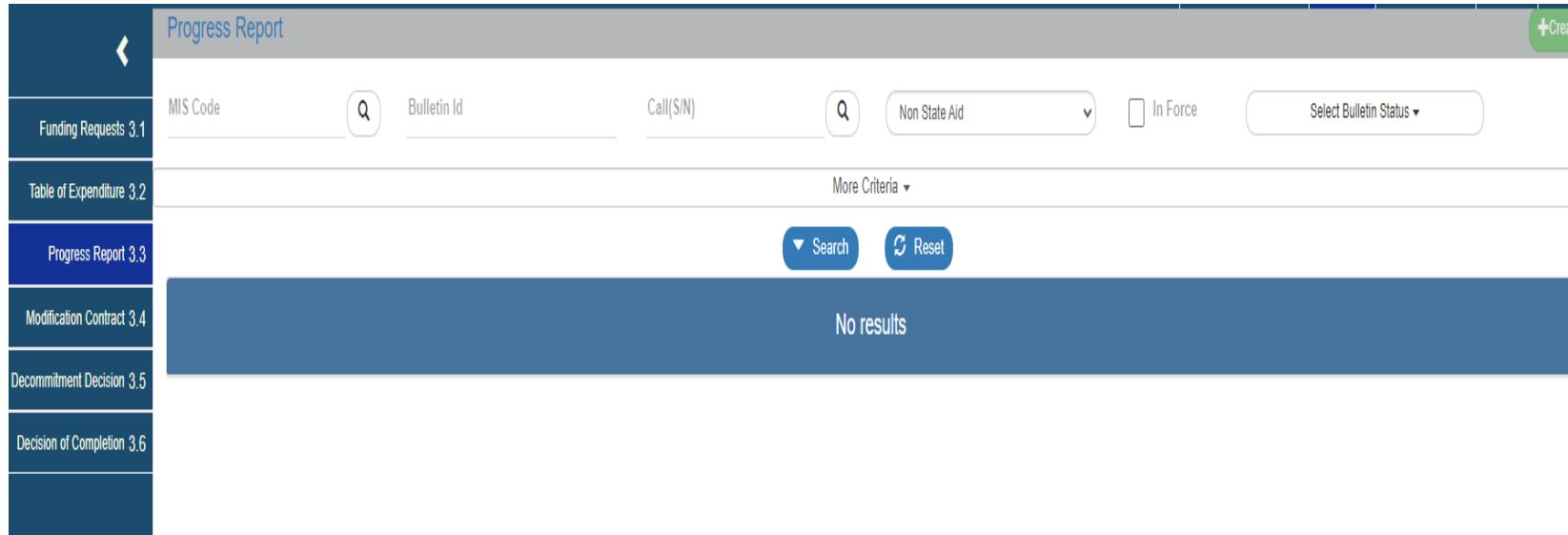
1. Each partner submits a report to the LB before the deadline agreed
2. Partner submit also: a. FLC certificate; b. FLC report with control checklist); c. list of expenditure;
3. LB compiles the joint progress report for the whole partnership based on individual contribution.
4. LB confirms that the information provided by the partners has been verified and compliant with the Programme control rules;
5. LB submits the progress report in the MIS system;
6. Joint Secretariat checks the report, require clarifications if needed and approves it.



*When to be delivered Progress Report?*

Reporting Periods	Deadlines for the submission of progress reports
January - June	30 <sup>th</sup> of July of the respective year
July -December	30 <sup>th</sup> of January of the following year
Final Report	2 months after the issuance of all the certificates of all the project beneficiaries

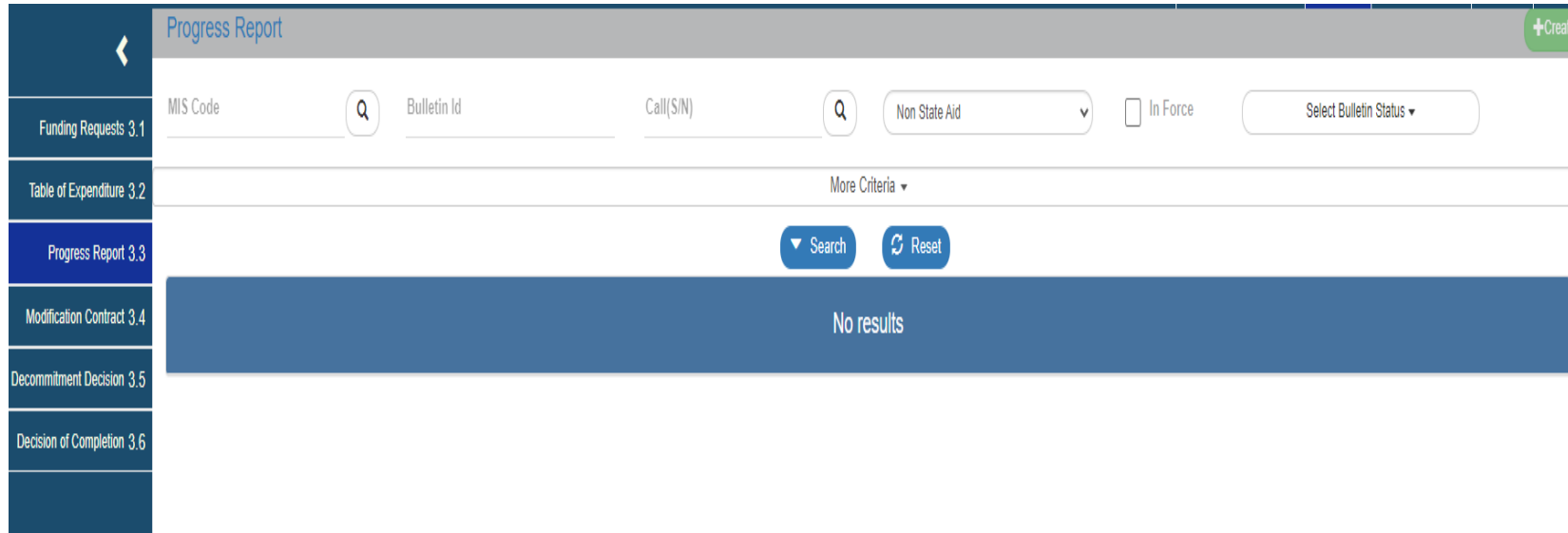
## Reporting through MIS System



The screenshot shows the 'Progress Report' section of the MIS System. On the left is a sidebar menu with options: Funding Requests 3.1, Table of Expenditure 3.2, Progress Report 3.3 (highlighted), Modification Contract 3.4, Decommittment Decision 3.5, and Decision of Completion 3.6. The main area has a header 'Progress Report' with a '+Create' button. Below the header are search filters: MIS Code, Bulletin Id, Call(S/N), Non State Aid (dropdown), In Force (checkbox), and Select Bulletin Status (dropdown). There is a 'More Criteria' link. Below these are 'Search' and 'Reset' buttons. A large blue box at the bottom of the main area displays 'No results'.

- Preparation and submission of Progress Reports is through MIS system only;
- Progress reports are filled and submitted according Lead Partner Principle, only by the Lead Beneficiary;
- But all other project partners must contribute with data about their activities, achieved results, contracts concluded and funds spent.
- In the Section “Monitoring”, part 3.3. Progress Report
- Starting with “Create”
- If more projects by the same Lead Beneficiary, then appropriate MIS code required.

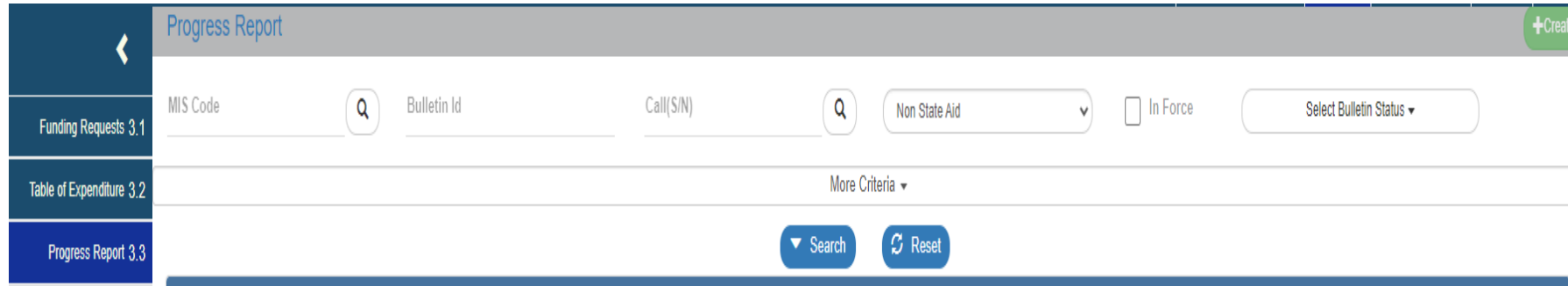
## Reporting through MIS System



The screenshot shows the 'Progress Report' section of the MIS System. On the left is a vertical navigation menu with items: Funding Requests 3.1, Table of Expenditure 3.2, Progress Report 3.3 (highlighted), Modification Contract 3.4, Decommittment Decision 3.5, and Decision of Completion 3.6. The main area has a header 'Progress Report' with a '+Create' button. Below the header are search filters: 'MIS Code' with a search icon, 'Bulletin Id' with a search icon, 'Call(S/N)' with a search icon, 'Non State Aid' with a dropdown arrow, 'In Force' with a checkbox, and 'Select Bulletin Status' with a dropdown arrow. Below these is a 'More Criteria' dropdown. At the bottom of the filters are 'Search' and 'Reset' buttons. The main content area displays 'No results'.

- In the Section “Monitoring”, part 3.3. Progress Report
- Starting with “Create”
- If more projects by the same Lead Beneficiary, then appropriate MIS code required.


## Creation of Progress Report



- After pressing button “Create” following windows appear
- Insert the MIS of the project obtained;
- Declare the relevant reporting period;
- Accept, automatically will be closed the window;

### IMPORTANT:

In MIS, the valid Application Form for the reporting period must be selected.



## *Structure of the Progress Report?*

Progress report  
consisted from:

- A. General Data;
- B. Indicators;
- C. Progress Activities;
- D. Financial Report
- E. Publicity Actions

Additional sections are  
Attachments;

Progress Report - View Open all▼ Close all▲

Save Validation Print Previous Page

Project:  Year: 2021 S/N: 2 Status: Accepted/Checked ID:


+ A. General Data


+ B. Indicators

+ C. Progress activity report

+ D. Financial Report

+ E. Publicity

+  Attachments (5)

+  History

Beneficiary comments

MA/JS Comments



## *Filling General Data*

**A. General Data**

Project Title:			Project acronym:	
Operational Programm:	24	INTERREG IPA CBC Greece – Republic of North Macedonia 2014-2020	AF of reference:	
Beneficiary:				
Reporting Semester	<input type="radio"/> A <input type="radio"/> B	Reporting Period Start:	eg: 30-12-2000	Stop: eg: 30-12-2000
Is the Project completed?	<input type="radio"/> Yes <input type="radio"/> No	Date of project completion:	eg: 30-12-2000	
Date of signature of Subsidy Contract:	eg: 30-12-2000			
Bulletin Author Information:				
Name-Surname:				
Address:				
Telephone:				
Fax:				
Email:				

### *Automatically filled:*

- *Project Title*
- *Project Acronym*
- *AF of reference*
- *Beneficiary*
- *Reporting period Start*

### *To be selected/filled by the Beneficiary:*

- *Reporting period, 1<sup>st</sup> or 2<sup>nd</sup> Semestar of the Year (a or B);*
- *If the project is completed, and when if completed;*
- *Name Surname;*
- *Address, Telephone, Fax and Email*

## Filling B. Indicators

B. Indicators

B.1. Indicators:

Indicators Fiche

Show 10 entries

Search:

				Annual Accomplishment			Accomplishment (current period included)	Target Value	
Indicator Code	Indicator Description	Measurement Unit	Indicator Type	Total	Men	Women	Total	Total	Actions
No data available in table									

Showing 0 to 0 of 0 entries

First

Previous

Next

Last

### *To be selected/filled by the Beneficiary:*

- *Search for the relevant indicators;*
- *Fill the accomplishment respecting the target set;*
- *Provide clarifications if target is overreached;*

### *C. Activity Report*

**C. Progress activity report**

Summary of the project's achievements so far:

Summary of the project's achievements during this reporting period:

Analytical description of the implemented actions, outputs and results during this reporting period:

Next steps to be taken for project's implementation:

Problems encountered and proposed solutions:

Changes in the Implementation:

- Summary of the Main achievements from the start of the project until reporting day with reference to the relative work packages, deliverables, outputs and results;
- Summary of the project's achievements during this reporting period;
- Analytical description of the implemented deliverables, outputs and results during this reporting period with reference per work package and partners' involvement;
- Next steps to be taken for the project's implementation;
- Problems encountered and proposed solutions, the measures taken to overcome them;
- Changes in the Implementation if the project considers to make modifications of the approved Application Form.

## Filling D. Financial Report

D. Financial Report

Show 10 entries
Search:

Beneficiary No	Beneficiary	Work Package / Deliverable	Approved Budget	Contracted Budget	Reporting period Payments
1					
1					
1					
1					
1					


### Automatically filled:

- Beneficiary No.
- Beneficiary Name
- Work Package/Deliverable
- Approved Budget

### To be selected/filled by the Beneficiary:

- Contracted Budget
- Payments in the reporting period

## *Filling E Publicity*

 E. Publicity

Have EC requirements on information and publicity measures acknowledging EC Structural Fund assistance been complied with? ☐ Yes ☐ No

Comments :

*To be selected/filled by the Beneficiary:*

- *EC requirements compliance*
- *Information about published materials, links to various visibility actions and visibility sources;*

Section Attachments

Attachments ()

Show 10 entries

Search:

☐ Select All

Download All

Attachments info

+Attach New File

S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Last Modified Date	Actions
No data available in table							

Showing 0 to 0 of 0 entries

First

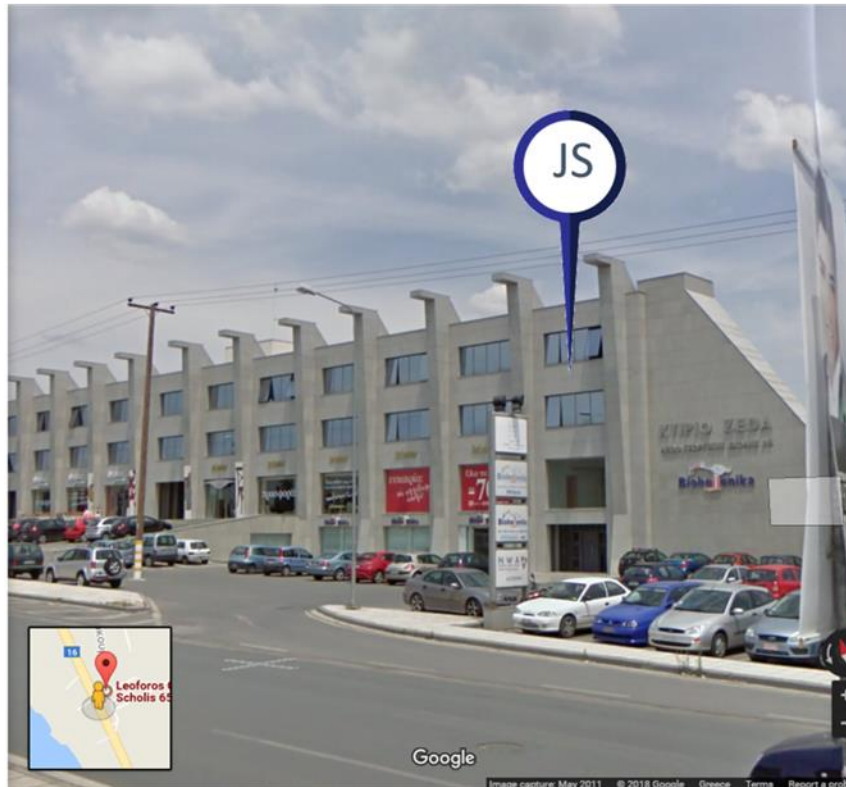
Previous

Next

Last




**THANK YOU FOR  
YOUR ATTENTION!**



Zhupan Martinovski

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