

1st CALL FOR PROJECT PROPOSALS

Reporting

Reporting - General

1. Article 13 par.1 of Regulation 1299/2013 - Lead Beneficiary is responsible for the submission of progress reports on project implementation activities;
2. Certificates of Verified expenditures;
3. At the end of the project implementation, Lead Beneficiary also submits Final Report;
4. Submission to the JS/MA;

Grant Reporting



Progress report

- Core document;
- Important channel of information between projects and the Programme;
- Submitted with relevant annexes periodically;
- Includes information of project implementation regarding:

1. Activities;



2. Financial flow;



Progress report



- Used as well for **Demonstration** of Programme's achievements and usefulness;
- **Basis for Analysis** of the programme's achievements and reports to the European Commission;
- It is not only an administrative and compulsory task for obtaining the EU funds reimbursement, but

it is means for sharing the project's results and successes.

Reporting procedures - partners



1. Each partner sends a report to the Lead Partner before the deadline agreed;
2. Each partner ensures that its part of the reported activities and expenditure has been independently verified by a FL controller;
3. Each partner sends accompanied documents:
 - Independent first level control certificate;
 - First level control report (incl. control checklist) and
 - List of expenditure.

Reporting procedure – Lead Partner

4. Lead Beneficiary (Partner) compiles the joint progress report for the whole partnership on the basis of the individual partners' reports;
5. Lead Partner confirms that:
 - information provided by the partners has been verified and confirmed in compliance with the respective country specific control requirements;
 - partners' information has been accurately reflected in the joint progress report;
 - related costs result from implementing the project are:
 - as planned;
 - set out in the application form;
 - described in the progress report;



Reporting procedures – next steps

6. Lead partner retains possession of the inputs used for the progress report received from the partners, **for the audit trail**.
7. Lead partner submits the progress report to the Joint Secretariat (JS).

JS Role

8. JS checks the report and if necessary requests clarification from the Lead partner;
9. Once all points have been clarified, **the progress report is approved by JS.**



Certificates of Verified expenditures

- Certificates must be sent to the JS when they become available, electronically and in hard copy;
- Certificates will be included in Reimbursement Payment Claims to the Commission. However, these Certificates must be always re-submitted with the relevant Progress reports.
- Payment of the eligible preparation costs, should be included in the first progress report. If not possible, then in the following project report.



Submission of Progress Reports

Lead Beneficiary must abide the deadlines for submission even in cases some of the partners falls in delay with his own report.



Progress report is submitted every **6 (six) months** to JS, as follows:

January- June	20th of July of the respective year
July – December	20th of January of the following year

Submission of Progress Reports



- Updated Progress report to be sent to the JS when the missing information becomes available.
- Missing report of the project partner, particularly the table of verified expenditure to be stated in the report for next reporting period.
- All reports must be submitted in the official language of the Programme, **in English.**

Additional monitoring tools

On a continuous basis by
Programme bodies :

- Monitoring of content and information at the the project's website;
- Communication exchanges with Lead Partner and partners if necessary (by phone and email)
- Working meetings with the Lead partner and partners if necessary (e.g. on site, at the Joint Secretariat, etc.).



Interim progress reports may be requested by the MA/JS for financial management reasons **at any stage.**

Use of the Euro

- Expenditure incurred in a currency other than the Euro shall be converted into Euro;
- For conversion, the monthly accounting exchange rate of the Commission in the month to be applied when the expenditure incurred;
- For IPA partners, conversion shall be verified by the controller in the IPA country;



The monthly exchange rates of the Commission are published on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Final Report

Lead Partner must submit to JS/MA Final project report for approval.



- Deadline for submission: 2 (two) months after the issuance of all certificates of verified expenditure.
- In any case, no later than six months after the official end date of the project.
- If there is deviation in the certificates from the budget tables AF in force , these deviations must be justified by the beneficiary.
- After approval by the JS/MA, if accepted, the Final report will reflect the final modification of the project.

Thank you
for your attention!

Zhupan Martinovski
Project Officer
Joint Technical Secretariat Thessaloniki