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Europe**



European Union | European Regional Development Fund



*Sharing solutions  
for better regional policies*

# Introduction to reporting

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# Ready?

1. Decision of Monitoring Committee (eligibility of expenditure)
- 2. Fulfilment of conditions**
3. Signature of subsidy contracts
4. Signature of partnership agreement (partners need to sign to report costs)

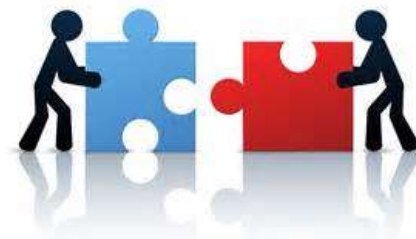


**Let's start cooperating!**



# Relation with JS/MA

- Lead partner (LP) principle
- Each progress report monitored by 2 persons from the Joint Secretariat (JS)
  - a policy officer
  - a finance officer
- Communication officer appointed to each project for any questions related to project website (hosted by the programme)





# Monitoring system

## Reporting and monitoring on **iOLF**:

- Progress report (PR), partner reports and related annexes
- Request for changes

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no active project

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V 4.2.2

[+ New Project](#)

Calls:  Keyword:

Index Number	Acronym	Title
PGI00001	FLIPPER	Flexible Transport Services and ICT platform for Eco-Mobility in urban and rural European areas



# PR procedure



- PR submitted by LP to JS
- JS checks and sends back clarification requests
- PR approved when all requests clarified
- From JS approval: payments usually within 1 month
- LP payment of ERDF to partners quickly after receipt

# Changes in project implementation



## Minor changes : through PR (iOLF)

- minor budget changes (< 20% flexibility rule)
- minor partner changes (name changes, legal succession with full continuity)
- minor activity changes

## Major changes: JS (or MS) approval necessary:

- partnership changes (e.g. withdrawal, replacement)
- budget changes (reallocation above 20% flexibility for each budget line and partner)
- core activity changes (pilot actions)



# Timeframe for reporting

Reporting periods related to start date

For third call projects:

	Reporting period		Deadline for submission
<b>Phase 1</b> (e.g. 36 months)	six-monthly	01 Jun – 30 Nov 01 Dec – 31 May	01 March 01 September
<b>Phase 2</b> (24 months)	annual*	01 Jun – 31 May	01 September

\* *six-monthly reporting under certain conditions*



# Other monitoring tools

Remote tools to monitor project progress:

- Project's website
- Good practice database
- Exchange with LP upon need (skype, phone conferences)







# Other monitoring tools

Face-to-face tools to monitor project progress:

- Meetings with LP upon need
- **Mid-term review meeting** before end of phase 1  
(see updated version of the manual)





# Recommended reading

- Subsidy contract
- Programme manual (latest version)
- Delegated Regulation about eligibility of expenditure (EU) No 481/2014





# Conclusions

- Please never hesitate to contact us
- Role of LP to ensure quality reporting
- Finances and activities reporting important but not sufficient

**Never forget qualitative information  
and projects objectives!**



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# Thank you!

Questions welcome



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