

**Interreg
Europe**



European Union | European Regional Development Fund



*Sharing solutions
for better regional policies*

Finance seminar Interreg Europe 3rd call projects

Dublin, 14-15 November 2018



INTRODUCTION

Our goal

To provide:



- Information on financial reporting and control procedures and requirements
- Practical case studies
- Room for your questions
- Opportunity to exchange on financial matters with financial managers and first level controllers of other projects



Before we start...

Main abbreviations

- FLC = First level controller
- LP = Lead partner
- PP = Project partner
- JS = Joint secretariat
- MA = Managing authority
- PM = Programme manual (not ~~project manager~~ 😊)
- PR = Progress report
- AF = Application form

**Interreg
Europe**



European Union | European Regional Development Fund



*Sharing solutions
for better regional policies*

1. Financial reporting: legal framework and procedures



Content

1. Reporting procedures
2. Lead partner's role
3. First level control
4. Audits and anti-fraud strategy



1. REPORTING PROCEDURES

Reporting procedures – timeframe for reporting

- Reporting periods set by call subject to the **monitoring committee (MC)’s approval**

EXAMPLE for 3rd call projects:

	Reporting period		Deadline for submission
Phase 1 (e.g.36 months)	six-monthly	01 June – 30 Nov. 01 Dec. – 31 May	01 March 01 September
Phase 2 (24 months)	annual*	01 June – 31 May	01 September (1 st year) 31 May (2 nd year)

** six-monthly reporting under certain conditions*



Reporting procedures

What are the main steps?



Is it option 1?

1

- Project partners send their reports incl. list of expenditure and list of contracts to **their FLCs** through iOLF

2

- **The FLCs** verify and confirm the eligibility of the expenditure reported by the respective project partners in iOLF

3

- The lead partner consolidates and submits the joint progress report to the JS



Is it option 2?

1

- Project partners send their reports incl. list of expenditure and list of contracts to **the lead partner** through iOLF

2

- **The FLC of the lead partner** verifies and confirms the eligibility of the expenditure

3

- The lead partner consolidates and submits the joint progress report to the JS



Reporting procedures

Option 1 or 2?





Option 1!

1

- Project partners send their reports incl. list of expenditure and list of contracts to **their FLCs** through iOLF

2

- **The FLCs** verify and confirm the eligibility of the expenditure reported by the respective project partners in iOLF

3

- The lead partner consolidates and submits the joint progress report to the JS



Preliminary steps

- During the first reporting period project partners:
 - ✓ have signed **the project partnership agreement**

ONLY partners who signed the project partnership agreement can report costs!



Preliminary steps

- During the first reporting period project partners:
 - ✓ have identified the organizations responsible for first level control at the Partner State level

If decentralised control systems:

- FLC designated by the national approbation body through iOLF

Ready for the reporting procedures!



Main steps

1

PPs fill the partner reports
and submit them to their
FLCs through iOLF



Submit to the FLC



Online in the iOLF: all reporting

Offline: Providing the **supporting documents** (invoice, payment proofs, procurement documents, etc.) to **FLC**





The **partner report** includes:


- The list of expenditure
- The list of contracts
- Partner's activity report








The list of expenditure (LoE)



4. List of Expenditure

Do any corrections linked to previous PRs have to be implemented in the current PR? ☐ 

Budgetline 	Total budget	Previously reported	Currently reported	Certified amount	Total reported so far	% of Total reported so far	Remaining budget
Preparation	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00
Staff costs 	199,300.00	34,333.25	40,999.86	0.00	75,333.11	37.80%	123,966.89
Office and administration	29,895.00	5,149.99	6,149.97	0.00	11,299.96	37.80%	18,595.04
Travel and accommodation 	33,055.00	1,946.76	3,964.76	0.00	5,911.52	17.88%	27,143.48
External expertise and services 	33,600.00	1,275.38	7,652.85	0.00	8,928.23	26.57%	24,671.77
Equipment 	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
(Net Revenue)	0.00	0.00	0.00	0.00	0.00	0.00 %	0.00
Total	310,850.00	57,705.38	58,767.44	0.00	116,472.82	37.47 %	194,377.18



The list of expenditure



- Costs incurred and paid by the partner in the reporting period
- For PR1: eligible from **13 March 2018** until 30 November 2018 (no costs paid out after!)
- Preparation costs lump sum automatically allocated to the lead partner report



The list of expenditure



Descriptions in the list of expenditure:

- self-explanatory
- clear link with reported activities/outputs planned in AF



The list of expenditure



Why so important?

- Finances have to match the activities
- Costs in PR reported against expenditure planned in AF



Expenditure in list of expenditure coherent with reported activities + costs planned in AF!



The list of contracts (LoC)



- Listing **all** contracts used for the implementation of the project (above & below EU thresholds)

3. List of contracts

Contract number	Supplier name	Contracted amount (excluding VAT)	Contracted amount (including VAT)	Above EU threshold	Procedure applied	Contract type	Partner comments	FLC comments
P06-01	[REDACTED]	1,600.00	1,600.00	<input type="checkbox"/>	Negotiated procedure without prior publication	Services	Travel and accomodation for 2 stakeholder representatives to participate in the thematic seminar [REDACTED]	

[+ Add Contract](#)



The list of contracts (LoC)



- For costs related to travel and accommodation, external expertise and equipment

3. List of contracts

Contract number	Supplier name	Contracted amount (excluding VAT)	Contracted amount (including VAT)	Above EU threshold	Procedure applied	Contract type	Partner comments	FLC comments
P06-01	[REDACTED]	1,600.00	1,600.00	<input type="checkbox"/>	Negotiated procedure without prior publication	Services	Travel and accommodation for 2 stakeholder representatives to participate in the thematic seminar [REDACTED]	

+ Add Contract



Only contracts above EU thresholds should be transferred to the joint progress report. To transfer a contract into the joint PR, just tick the box 'above EU threshold'



How to fill it in?



- Above EU threshold?

Current EU thresholds* (since January 2018, excluding VAT) :

1. 221,000€ for all public law bodies
2. 144,000€ for all central government authorities (this is a limited list of authorities, if you are on it you usually know it!)



*Commission Delegated Regulation (EU) No 2017/2365

Thresholds applicable during 2 years

What to include in the LoC?



‘Classical’ contracts



Any written contractual agreement e.g. confirmation emails or purchase orders.





What you should not include in the LoC?



- One-off purchases





How to fill it in?



- Contracted amount: in case there is no contractual amount → indicate the amount budgeted which allowed to determine the procurement procedure to apply.





How to fill it in?



■ Procedure applied

▼ Explanations for public procurement procedures

Open Procedure	Any interested supplier may respond to an advertisement in the OJEU (or another publication if below EU thresholds) by submitting a tender/offer.
Restricted procedure	Any interested supplier may respond to an advertisement in the OJEU (or another publication if below EU thresholds) From those a selection is made to submit a tender/offer.
Competitive procedure with negotiation	Any interested supplier may respond to an advertisement in the OJEU. From those a selection is made and invited to submit an initial tender/offer. The contracting authority may then open negotiations with the potential suppliers to seek improved offers.
Competitive dialogue	Any interested supplier may respond to an advertisement in the OJEU. From those a selection is made and the contracting authority enters into dialogue with potential suppliers, to develop one or more suitable solutions for its requirements and for which chosen potential suppliers will be invited to submit a tender/offer.
Innovation partnership	Any interested supplier may respond to an advertisement in the OJEU. From those a selection is made and the contracting authority uses a negotiated approach to invite suppliers to submit ideas to develop innovative works, supplies or services aimed at meeting a need for which there is no suitable existing 'product' on the market. The contracting authority is allowed to award partnerships to more than one supplier.
Other EU-level procedure	For instance, dynamic purchasing system.
Request for several offers	Several potential suppliers are directly addressed and invited to submit tenders/offers.
Negotiated procedure without prior publication	= direct awards. The contracting authority may approach one or more potential suppliers seeking to negotiate the terms of the contract.



The partner's activity report



- Goal = to provide information to the FLC on the activities carried out
- Can be filled in national language
- Not compulsory to use = information can be provided outside the system
- Only in the partner report = not included in the joint progress report



Main steps

2

FLCs check the expenditure and fill the control report including checklist in iOLF

Partner reports certified!





Main steps

3

PPs send their certified partner reports to the LP through iOLF.



Submit to the lead partner

The partner report includes:

- First level control certificate
- Control report including checklist
- Certified list of expenditure including the list of contracts
- PP's activity report



Main steps

4

The LP consolidates the partner reports in the joint progress report (PR) in iOLF

No special role for the lead partner's controller!



Main steps

BUT in case of doubts → LP ask for clarifications to PP and can:

- undertake minor changes (e.g. no change in amount)
- send back the partner report (major change>new FLC certification)

PP + FLC always informed!





Main steps

5

Submission of the joint PR to the joint secretariat (JS) within three months after the end of reporting period



1 March 2019

for the first reporting period



Main steps

6

Clarification and/or
approval of the joint PR



Main steps

7

Execution of payment by
the certifying authority



Reporting procedures – timeframe for reporting



How to make sure to have a **sound financial reporting** in place and to be able to report costs in full and in time **by 1 March 2019?**



Yes, it is possible!

Reporting procedures – timeframe for reporting



Partners reporting to their FLC:

- Fill in report **continuously** during the semester
- Submission to the FLC **shortly after** the end of the reporting periods

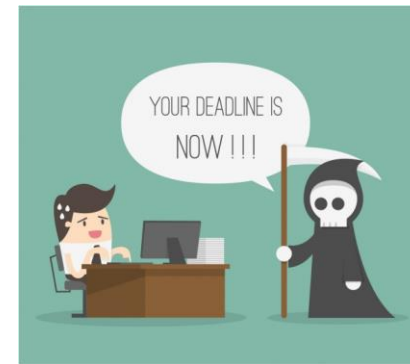
Reporting procedures – timeframe for reporting



Partners reporting to LP:

- Submission of partner reports **early enough** to compile PR

Agree on **internal deadlines!**





References

- Useful information in the **programme manual**:
 - Section 6.2: Reporting
 - Section 7: Financial management
- Tutorials on the reporting process are available online





2. LEAD PARTNER'S ROLE

Lead partner principle



Lead partner =



- formal **link** between the project and the managing authority/joint secretariat
- **responsible** for management, communication, implementation and co-ordination of activities

Legal basis: article 13 of the ETC Regulation (EU) No 1299/2013



LP role in reporting and FLC process

The LP consolidates the partner reports in the joint progress report, in compliance with the minimum requirements :

- the expenditure is related to the project and corresponds to the activities in the application form
- the expenditure is certified by a controller (in line with national control requirements)

Do not re-do the work of the partner's controllers!



LP role in reporting and FLC process

The lead partner checks the partner reports on the basis of:

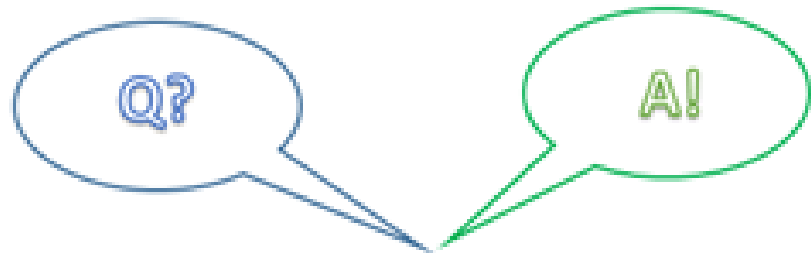
- The FLC certificate
- The control report incl. checklist
- The list of expenditure + list of contracts



LP role in reporting and FLC process

After the submission of the joint progress report, the LP:

- answers to the list of clarification requests sent by the JS





LP role in reporting and FLC process

After the approval of the progress report, the LP:

- receives the payment of the programme funding;
- transfers the programme funding to project partners **without delay** (!) in compliance with the amounts stated in the progress report.





To sum up the whole process

- The **project partner** completes the list of expenditure and provides supporting documents (partner report)



- The **FLC** checks and confirms eligible expenditure
 - ✓ Control report including checklist
 - ✓ FLC certificate



- The **lead partner** checks and includes partner reports in the joint progress report

Set a realistic time frame!



Time for questions...





3. FIRST LEVEL CONTROL

FLC and regulatory requirements



- All expenditure reported has to be **certified** by an independent **controller**, before submission to the JS
- The organisation of this control = Partner State responsibility

Legal basis: Art. 23 (4) of Regulation (EU) 1299/2013



The different FLC systems

First Level Control

Centralised

public controller

private controller

Decentralised

shortlist

proposed by
partner and
approved by PS



First level control systems

CENTRALISED (15): Belgium: Brussels+ Wallonia, Croatia, Czech Republic, Estonia, Greece, Hungary, Ireland, Latvia, Luxemburg, Poland, Romania, Slovakia, Slovenia, Sweden, Northern Ireland (UK)

DECENTRALISED (16): Austria, Belgium-Flanders, Bulgaria, Cyprus, Denmark, Finland, France, Germany, Italy, Lithuania, Malta, Netherlands, Norway, Portugal, Spain, United Kingdom

+ *Validation body for Spain and Portugal!*



FLC and regulatory requirements

What?

First level controllers (FLCs) verify and confirm:

- the compliance of the costs with
 - ✓ the approved application form
 - ✓ the subsidy contract/ partnership agreement
 - ✓ the applicable European regulations
 - ✓ the national/internal rules
 - ✓ Interreg Europe programme manual
- the delivery and payment of funded products and services



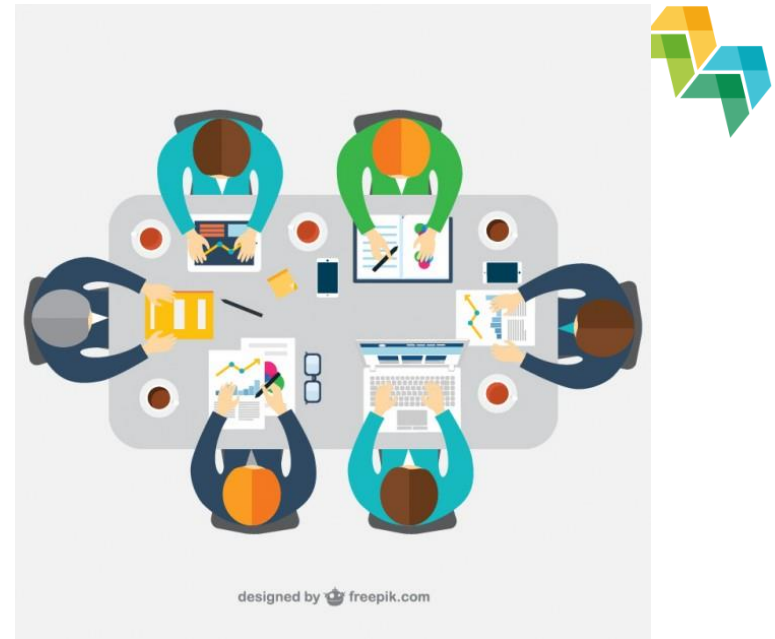
FLC and regulatory requirements

- **How?**

Desk checks	On-the-spot checks
Compulsory for each progress report	Reg. (EU) 1303/2013 Art. 125 (5) At least once during the project lifetime (timing: end of phase 1?)
If 100% expenditure check not proportionate, sampling allowed	If not proportionate, sampling of operations checked on-the spot possible
Sampling methodology justified in control report	
Checks and results documented in the control report (including checklist)	Start date, amount checked and result recorded in control report

On-the-spot checks

In the context of Interreg Europe, they are useful to check in more depth



- the proper functioning of internal processes (ordering, accounting, payment)
- the existence & delivery of goods and services (meetings with staff, publications, equipment)



FLC and regulatory requirements

How?

The FLC checks the expenditure reported in iOLF by the partner in its **partner report** on the basis of the control report including checklist ([Annex 3 of PM](#)) => [minimum requirements for the controller's checks.](#)





FLC and regulatory requirements

How?

The FLC certifies the expenditure and fills the programme key documents in iOLF :

- First level control report ([Annex 3 of the programme manual](#))
- First level control certificate + *additional tick for validation for Spain and Portugal* ([Annex 2 of programme manual](#))





Recap FLC procedure

- PPs reporting to their FLC
 - ✓ PPs submit their partner report to the FLC **shortly after** the end of a reporting period
 - FLC's verifying and validating reports or sending clarification requests
 - PPs replying to FLCs clarification requests
- **Be aware of FLC deadlines !**

Conclusions



- LP asks partners to get to know their FLC system as soon as possible
- For decentralised systems:
 - Procure and contract first level controller
 - Ask national approbation body to approve the FLC

Don't leave it to the last minute!
Procurement and designation
take time





References

- Useful information in the **programme manual**:
 - Section 6.2: Reporting
 - Section 7: Financial management
- See also the **Delegated Regulation (EU) 481/2014**





Time for questions...





4. AUDITS AND ANTI-FRAUD STRATEGY

Quality checks/audits

To ensure proper use of funds,
several bodies carry out quality checks/audits:



**Second Level
Auditors**



EUROPEAN
COURT OF AUDITORS

National checks



Financial corrections

Following quality checks/audit, irregularities may be detected and corrected through a financial correction:

[Home](#) > [FLC Check](#) > [Expenditure](#)

[Summary](#) [✓ Activities summary](#) [✓ Contact details](#) [✓ List of contracts](#) [✓ Expenditure](#) [✓ Financial corrections](#) [✓ FLC checklist](#) [✓ FLC report](#)

[Save](#) [Check](#) [Export to Excel](#)

Reporting period 2 ▼ Version 6 (certified, Included in joint report) ▼

4. List of Expenditure i

Do any corrections linked to previous PRs have to be implemented in the current PR? i

☒

Budgetline i		Total budget	Previously reported	Currently reported	Certified amount	Total reported so far	% of Total reported so far	Financial correction	Remaining budget
Staff costs	✓	127,332.00	26,048.42	22,631.50	22,631.50	48,679.92	38.23 %	-604.70	79,256.78
Office and administration		19,099.00	3,907.26	3,394.73	3,394.73	7,301.99	38.23 %	-90.70	11,887.71
Travel and accommodation	✓	17,626.00	2,571.75	1,303.89	1,303.89	3,875.64	21.99 %	0.00	13,750.36
External expertise and services	✓	67,810.00	2,780.47	862.19	862.19	3,642.66	5.37 %	0.00	64,167.34
Equipment	✓	0.00	0.00	0.00	0.00	0.00	0.00 %	0.00	0.00
(Net Revenue)		0.00	0.00	0.00	0.00	0.00	0.00 %	0.00	0.00
Total		231,867.00	35,307.90	28,192.31	28,192.31	63,500.21	27.39 %	-695.40	169,062.19

Second level audit campaign 2017-2018

Main reason for irregularities:

- VAT
- Miscalculation in staff costs

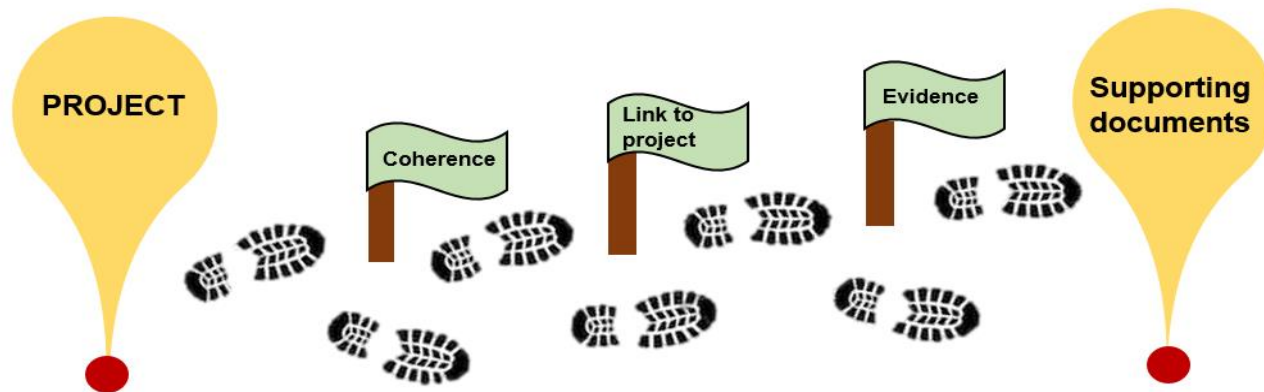


No systemic irregularities,
only individual irregularities
with **very** limited financial impact

Second level audit campaign 2017-2018

Main lessons learnt:

- Pay attention to the audit trail



- Make it simple for staff costs



Anti-fraud strategy

- **Regulatory requirement for MAs to**
“put in place **effective and proportionate anti-fraud measures** taking into account the **risks identified**”
(Article 125(4)(c) of Regulation (EU) No 1303/2013)
- implemented notably through:
 - information of project and FLC on the main risks identified
 - recommendations included in the programme manual
 - FLC checklist taking into account risks identified
 - procedures for the reporting of suspected fraud



Definition of fraud

Fraud

Intentional



Irregularity

error /bad
management

Consequences:

financial correction

financial correction

investigation & sanctions



Fraud risks identified

Irregularity	Fraud
Added hours on the timesheet wrongly so claimed excess hours than worked.	Intentionally added more hours on the timesheet than actually worked. Repeated on a number of occasions.
Used same invoice twice. The amount relates to goods and services received.	Charged invoice for goods not related to project for personal gain or for goods not received.
Travelled on project related activities but unable to provide the key supporting evidence.	Travelled for personal reason and charged the costs to the project.
Followed the tendering process correctly but did not fully comply with all the requirements.	Followed the tendering process but internally manipulated the bids to favour a particular tenderer.



Fraud risks identified

Main risks identified for Interreg Europe programme:

- **Staff costs** reported do not correspond to the reality
- **Public procurement** (conflict of interests, favouritism, corruption)
- **Double financing**



Fraud risks - origin

Fraud risks may be at the level of:

- the beneficiary staff
- the external contractors
- collusion between the two
- JS / FLC staff (conflict of interest, corruption...)



Fraud prevention and detection

To prevent and detect fraud, partners should:

- be aware of the potential risks of fraud
- have internal procedures in place to prevent and detect fraud



See revised programme manual

- general info in section 7.8
- recommendations for public procurement in section 7.4.6



Fraud prevention and detection

- FLC should check the beneficiaries' reports and supporting documents with “appropriate skepticism” (in particular for staff costs and public procurement)

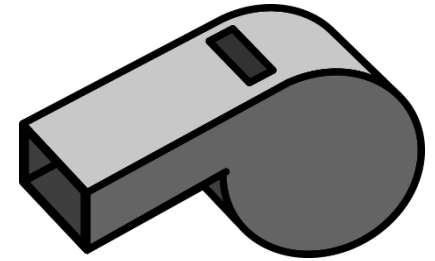


appropriate skepticism = “an attitude that includes a questioning mind and a critical assessment of audit evidence”

Reporting suspected or established fraud



How can the MA/JS be informed ?

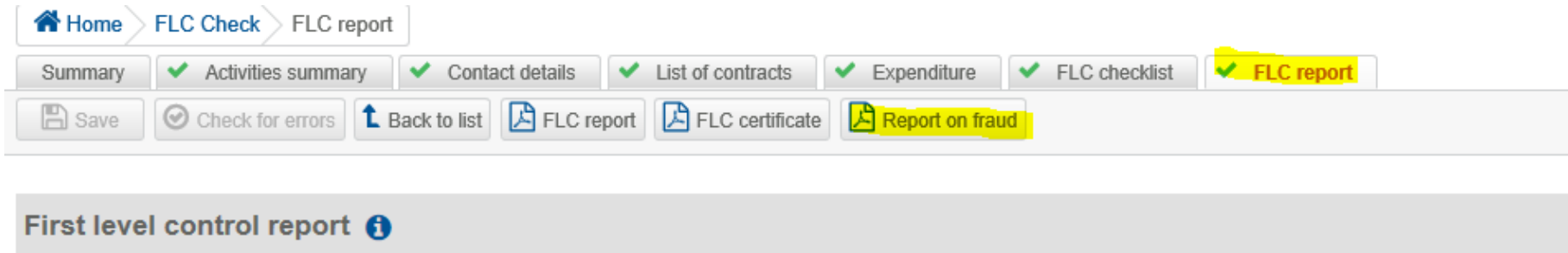


- whistleblowing procedure for general public/beneficiaries (adress available at <https://www.interregeurope.eu/about-us/anti-fraud-policy/>)
- specific reporting template for FLC



FLC reporting template on suspected or established fraud

- Available for download in iOLF from FLC report tab of the partner report:



- To be sent by the FLC to the JS financial control and audit officer by email



Time for questions...



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*Sharing solutions
for better regional policies*

2. The iOLF reporting system



Two interlinked systems

Interreg Europe data base

iDB

Joint secretariat
Managing authority
Certifying authority

Partner states*
Approbation bodies*

*statistics



Interreg Europe online forms

iOLF

Lead partners

Project partners
First level controllers
Validation bodies (ES
& PT)
Approbation bodies



Reporting fully online

Reporting fully online in the iOLF system!


- Partner reports
 - (incl. list of expenditure and list of contracts)
- FLC designation (no longer designation certificates for decentralised countries)
- FLC certification
 - (incl. the first level control certificate, the control report incl. checklist, and the financial correction sheet, if applicable)
- Validation (for ES + PT partners)
- Joint progress report



Reporting fully online

Partners and FLCs need access to iOLF

- LP creates **only** the access for partners

Project Users			
Application Form (Version 1)		 User Administration	
Number	Organisation (English)	Email	Status
LP	Partner A	k.ecke@interregeurope.eu	Active
LP	Partner A	i.piazza@interregeurope.eu	Active
LP	Partner A	p.polaskova@interregeurope.eu	Active
LP	Partner A	test@lp.eu	Active

- Centralised FLCs exist in the system already
- Decentralised FLCs need to contact their Approbation body to be assigned to the project partner in iOLF



IN PRACTICE

Reporting system - iOLF



<http://iolf.eu/Account/Login?ReturnUrl=%2f>

Log in

Email

Password

[Register if you don't have an account.](#)

[Forgot Password?](#)

Need help? Mail to info@interregeurope.eu with subject "iOLF Question" or call +33 3 61 76 59 59

Log in

The use of iOLF signifies unconditional acceptance to the [terms and conditions](#).

Project dashboard



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.ecke@interregeurope.eu	k.ecke@interregeurope.eu 14/04/2017 16:00:55

Document Center

Download

Change Filter

<input type="checkbox"/>	Name	Size	Changed on
<input type="checkbox"/>	<input checked="" type="checkbox"/> Application Form_PG104933_WEB-INAR.pdf	486.48 kB	14/04/2017
<input type="checkbox"/>	<input checked="" type="checkbox"/> Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	<input checked="" type="checkbox"/> Practical Information.pdf	242.07 kB	14/04/2017
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<input type="checkbox"/>	<input checked="" type="checkbox"/> Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	<input checked="" type="checkbox"/> Project Summary_PG104933_WEB-INAR.pdf	119.46 kB	14/04/2017

Partner Contact Detail

Please select

+ Partner Contact Detail

Partner	Version	Status	Last Change
LP	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 2	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 3	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 4	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:58

Policy Instrument Progress

Open policy instrument report

No policy instrument reports found

Partner Reports

+ Partner Report

Partner	Reporting period(s) Including report	Status	Last change
LP	1 not included	Submitted to FLC	a.nlechajowicz@interregeurope.eu 03/05/2017 14:11

Partner Report Consolidation

No partner report consolidations found

Project Users

Application Form (Version 1)

User Administration

Number	Organisation (English)	Email	Status
LP	Partner A	k.ecke@interregeurope.eu	Active
LP	Partner A	l.plazza@interregeurope.eu	Active
LP	Partner A	p.polaskova@interregeurope.eu	Active
LP	Partner A	test@lp.eu	Active

Project History



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.hecke@interregeurope.eu	k.hecke@interregeurope.eu 14/04/2017 16:00:55

Document Center

<input type="checkbox"/>	Name	Size	Changed on
<input type="checkbox"/>	Application Form_PG104933_WEB-INAR.pdf	486.48 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
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PP 2	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:57
PP 3	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:57
PP 4	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:58

Policy Instrument Progress

No policy instrument reports found

Partner Reports

Partner	Reporting period(s) Including report	Status	Last change
LP	1 not included	Submitted to FLC	a.niechajowicz@interregeurope.eu 03/05/2017 14:11

Partner Report Consolidation

No partner report consolidations found
--

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LP	Partner A	test@lp.eu	Active

Project History



Project History			
Title	Version	Status	Last Updated
Monitoring Committee decision		Approved	JS 12/04/2016 17:58:30
Progress report 1	1	Open	WebApi 13/09/2016 10:22:45
Conditions		Open	JS 04/04/2016 16:46:44
Application Form	2	Submitted 07/03/2016 18:00	dt- 07/03/2016 18:00:38

Project contact details



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.ecke@interregeurope.eu	k.ecke@interregeurope.eu 14/04/2017 16:00:55

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Download Change Filter

<input type="checkbox"/>	Name	Size	Changed on
<input type="checkbox"/>	Application Form_PG104933_WEB-INAR.pdf	486.48 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Project Summary_PG104933_WEB-INAR.pdf	119.46 kB	14/04/2017

Partner Contact Detail

Please select + Partner Contact Detail

Partner	Version	Status	Last Change
LP	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 2	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 3	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 4	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:58

Policy Instrument Progress

Open policy instrument report

No policy instrument reports found

Partner Reports

+ Partner Report

Partner	Reporting period(s) Including report	Status	Last change
LP	1 not included	Submitted to FLC	a.nlechajowicz@interregeurope.eu 03/05/2017 14:11

Partner Report Consolidation

No partner report consolidations found

Project Users


Application Form (Version 1) User Administration


Number	Organisation (English)	Email	Status
LP	Partner A	k.ecke@interregeurope.eu	Active
LP	Partner A	l.plazza@interregeurope.eu	Active
LP	Partner A	p.polaskova@interregeurope.eu	Active
LP	Partner A	test@lp.eu	Active


Partner contact details



- The only place where contact details are edited
- Partner details can be changed by partner & LP

Partner Contact Detail 

Please select 

 Partner Contact Detail

Partner	Version	Status	Last Change		
LP	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57		
PP 2	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57		
PP 3	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57		
PP 4	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:58		

Updating partner contact details



Partner

Manager

Bank

Save

Back to list

Check for errors

New Version

Submit

Remember to submit!

Contact Details - Version 1

Name of organisation in original language

Partner A

9 / 200 characters

Name of organisation in English

Partner A

9 / 200 characters

Department/unit/division (if applicable)

*

1 / 200 characters

Address

*

1 / 200 characters

Partner reports



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.ecke@interregeurope.eu	k.ecke@interregeurope.eu 14/04/2017 16:00:55

Document Center

[Download](#)[Change Filter](#)

<input type="checkbox"/>	Name	Size	Changed on
<input type="checkbox"/>	Application Form_PG104933_WEB-INAR.pdf	486.48 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Project Summary_PG104933_WEB-INAR.pdf	119.46 kB	14/04/2017

Partner Contact Detail

[Please select](#)[+ Partner Contact Detail](#)

Partner	Version	Status	Last Change
LP	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 2	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 3	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 4	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:58

Policy Instrument Progress

[Open policy instrument report](#)

No policy instrument reports found

Partner Reports

[+ Partner Report](#)

Partner	Reporting period(s)	Status	Last change
	Including report		
LP	1 not included	Submitted to FLC	a.nlechajowicz@interregeurope.eu 03/05/2017 14:11

Partner Report Consolidation

No partner report consolidations found

Project Users



[Application Form \(Version 1\)](#)[User Administration](#)

Number	Organisation (English)	Email	Status
LP	Partner A	k.ecke@interregeurope.eu	Active
LP	Partner A	l.plazza@interregeurope.eu	Active
LP	Partner A	p.polaskova@interregeurope.eu	Active
LP	Partner A	test@lp.eu	Active

Partner reports



- Each partner can see only their own reports
- LP notified by email when a partner submits report to FLC

Partner Reports 				
 Partner Report				
Partner	Reporting period(s)	Status	Last change	
	Including report			
LP	<div>1</div> <div>not included</div>	Submitted to FLC	a.niechajowicz@interregeurope.eu 03/05/2017 14:11	

Partner report consolidation



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.hecke@interregeurope.eu	k.hecke@interregeurope.eu 14/04/2017 16:00:55

Document Center

[Download](#)[Change Filter](#)

<input type="checkbox"/>	Name	Size	Changed on
<input type="checkbox"/>	Application Form_PG104933_WEB-INAR.pdf	486.48 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Project Summary_PG104933_WEB-INAR.pdf	119.46 kB	14/04/2017

Partner Contact Detail

[Please select](#)[+ Partner Contact Detail](#)

Partner	Version	Status	Last Change
LP	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:57
PP 2	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:57
PP 3	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:57
PP 4	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:58

Policy Instrument Progress

[Open policy instrument report](#)

No policy instrument reports found

Partner Reports

[+ Partner Report](#)

Partner	Reporting period(s) Including report	Status	Last change
LP	1 not included	Submitted to FLC	a.niechajowicz@interregeurope.eu 03/05/2017 14:11

Partner Report Consolidation

No partner report consolidations found

Project Users

[Application Form \(Version 1\)](#)[User Administration](#)

Number	Organisation (English)	Email	Status
LP	Partner A	k.hecke@interregeurope.eu	Active
LP	Partner A	l.plazza@interregeurope.eu	Active
LP	Partner A	p.polaskova@interregeurope.eu	Active
LP	Partner A	test@lp.eu	Active

Partner report consolidation



- LP can see all reports submitted to the LP by partners
- All editing of partner reports is done in this section

Partner Report Consolidation			
Partner	Reporting period(s)	Status	Last change
	Including report		
PP 3	2	Included in joint report	24/05/2017 09:52
	2		
PP 4	2	Ready for inclusion	24/05/2017 09:57
	not included		

Project users



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.hecke@interregeurope.eu	k.hecke@interregeurope.eu 14/04/2017 16:00:55

Document Center

<input type="checkbox"/>	Name	Size	Changed on
<input checked="" type="checkbox"/>	Application Form_PG104933_WEB-INAR.pdf	486.48 kB	14/04/2017
<input checked="" type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input checked="" type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input checked="" type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input checked="" type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input checked="" type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
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Partner Contact Detail

Partner	Version	Status	Last Change
LP	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:57
PP 2	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:57
PP 3	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:57
PP 4	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:58

Policy Instrument Progress

No policy instrument reports found

Partner Reports

Partner	Reporting period(s) Including report	Status	Last change
LP	1 not included	Submitted to FLC	a.nlechajowicz@interregeurope.eu 03/05/2017 14:11

Partner Report Consolidation

No partner report consolidations found
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Project Users

Number	Organisation (English)	Email	Status
LP	Partner A	k.hecke@interregeurope.eu	Active
LP	Partner A	l.plazza@interregeurope.eu	Active
LP	Partner A	p.polaskova@interregeurope.eu	Active
LP	Partner A	test@lp.eu	Active

Project users



- All partners can see all users (no FLCs listed here)
- Only the LP can add or remove users

<div>Project Users</div> <div>Application Form (Version 1) </div> <div> User Administration</div>			
Number	Organisation (English)	Email	Status
LP	Partner A	k.ecke@interregeurope.eu	Active
LP	Partner A	i.piazza@interregeurope.eu	Active
LP	Partner A	p.polaskova@interregeurope.eu	Active
LP	Partner A	test@lp.eu	Active



PARTNER REPORT

Summary



Indicate the correct reporting period – impossible to change it later on

Summary ✓ Activities summary ✓ Contact details ✓ List of contracts ✓ Expenditure ✓ External expertise and services ✓ Equipment

Save Submit to the FLC Submit to the lead partner Reporting period 1 Version 1 (Created)

Summary

In the table below please select the reporting period(s) that you wish to include in this partner report.

Please note that if you include a specific reporting period in this report, it will be impossible to select it again in any other partner report. Please also note that it is possible to add another reporting period to an existing, open partner report. However, for technical reasons, moving the end date to an earlier point in time is not possible. If you accidentally choose a wrong end date, please delete the entire partner report from the Dashboard and recreate a new report with the corrected dates.

Project title	PNL
Project index number	PGI06264
Base application form version	Application form version 1 Attach to Application form version
Partner name	Institute of Muggle Studies
Partner number	16-PP
Partner until	30/11/2020
Reporting period start date	Reporting period 1 (begins on 01/06/2017)
Reporting period end date	Reporting period 1 (ends on 30/11/2017)
Included in progress report	Not yet included in a progress report.
Certified by	

Activities summary



- Information for FLC
- It can be filled in the national language

Summary	✓ Activities summary	✓ Contact details	✓ List of contracts	✓ Expenditure	✓ External expertise and services	✓ Equipment
Save	Check	Reporting period 1		Version 1 (Submitted to FLC)		

Activities Summary

Please briefly describe the activities that have taken place in this reporting period

- Participation in 2 project meetings: 1 in Norway for the interregional workshop and site visit, 3 day round trip with the staff members ECKE, PIAZZA, NIECHAJOWICZ and stakeholders SMITH & MITCHEL, 1 steering group meeting in Brussels, participating staff member PIAZZA
- Continued work on the action plan development, update of the baseline study (included in supporting documents): several intermediate meetings with external service provider
- Production of the programme poster, put in the foyer of the department (visible to the general public, see picture included in supporting documents)
- 1 stakeholder group meeting: a total of 15 participants (see participants list included in supporting documents)
- Preparation of upcoming interregional workshop at the beginning of semester 2, at LP premises (agenda, public procurement for catering & transport etc., included in supporting documents)

Contact details



- Select the current version of contact details
- New version of contact details can be created in the 'Partner contact details' section

Summary

✓ Activities summary

✓ **Contact details**

✓ List of contracts

✓ Expenditure

✓ External expertise and services

✓ Equipment

Save

Check

Reporting period 1

Version 1 (Submitted to FLC)

Partner Contact Details - Version 1

Version 1

Name of organisation in original language

Partner A

9 / 200 characters

Name of organisation in English

Partner A

9 / 200 characters

Department/unit/division (if applicable)

*

1 / 200 characters

Address

*

1 / 200 characters

Town

*

Postal code

1

List of contracts



- Listing **all** contracts used for the implementation of the project (above & below EU thresholds)
- Listed contracts will reappear in next partner reports automatically (N.B. not possible to change it in future PRs!)

Summary

✓ Activities summary

✓ Contact details

✓ **List of contracts**

✓ Expenditure

✓ External expertise and services

✓ Equipment

Save

Check

Reporting period 1

Version 1 (Submitted to FLC)

3. List of contracts

Contract number	Supplier name	Contracted amount (excluding VAT)	Contracted amount (including VAT)	Above EU threshold	Procedure applied	Contract type	Partner comments	FLC comments
P01-01	Coordination AT	120,000.00	144,000.00	<input type="checkbox"/>	Open procedure	Services	No payments yet, contract set up only in second half of this reporting period	

Expenditure



Summary ! Activities summary ! Contact details ✓ List of contracts ✓ **Expenditure** ✓ External expertise and services ✓ Equipment

Save Check Refresh exchange rates **Export to Excel**

Reporting period 1

Version 1 (Created)



4. List of Expenditure ?

Budgetline ?	Total budget	Previously reported	Currently reported	Certified amount	Total reported so far	% of Total reported so far	Remaining budget
Staff costs ✓	105,000.00	0.00	0.00	0.00	0.00	0.00%	105,000.00
Office and administration	15,750.00	0.00	0.00	0.00	0.00	0.00%	15,750.00
Travel and accommodation ✓	12,000.00	0.00	0.00	0.00	0.00	0.00%	12,000.00
External expertise and services ✓	53,200.00	0.00	0.00	0.00	0.00	0.00%	53,200.00
Equipment ✓	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
(Net Revenue)	0.00	0.00	0.00	0.00	0.00	0.00 %	0.00
Total	185,950.00	0.00	0.00	0.00	0.00	0.00 %	185,950.00

Partner expenditure breakdown per source of funding

Total ?	ERDF/Norway	Total partner contribution	Partner contribution from public sources	Partner contribution from private sources
Declared by Partner	0.00	0.00	0.00	0.00
Certified by FLC	0.00	0.00	0.00	0.00

Example budget line (1/3)



- Link the T&A, external expertise and equipment expenditure with contracts listed in the list of contracts
- Link the external expertise and equipment expenditure with the relevant item planned in AF, section E.2

4. List of Expenditure - External expertise and services

N°	Budget line	Contract number	Item number as planned in the application form	Description in application form	Type of cost	Employee/supplier
1	External expertise and services	P01-03	N/A		Publication and dissemination costs (unplanned)	Printing Pro
2	External expertise and services	N/A	4	av. 2 stakeholders participating in 4 interregional events & 1 final event	Travel & accommodation costs: members of the stakeholder groups and other external bodies	Smith
3	External expertise and services	N/A	4	av. 2 stakeholders participating in 4 interregional events & 1 final event	Travel & accommodation costs: members of the stakeholder groups and other external bodies	Mitchell

Example budget line (2/3)



- Exchange rate automatically calculated by the system (= exchange rate valid on the date of submission to the FLC)

Description	Document reference number	Date of invoice/document	Date of payment	Currency	Exchange rate	Gross amount declared (including VAT)
Printing project poster	4582 - DG	06/02/2018	09/02/2016	EUR <input type="button" value="v"/>	1.0000	56.00
Stakeholder participating in the interregional workshop & site visit in Norway	4689 - EX	17/05/2018	22/05/2018	EUR <input type="button" value="v"/>	1.0000	850.00
Stakeholder participating in the interregional workshop & site visit in Norway	4692 - EX	18/05/2018	21/05/2018	EUR <input type="button" value="v"/>	1.0000	850.00

Example budget line (3/3)



- Once report is certified by FLC, the “Total amount certified by FLC” will be visible

Check if VAT recoverable	VAT amount if recoverable	Total amount declared (including VAT if not recoverable)	Total amount declared in EUR	Total amount certified by FLC	In case of FLC correction, error related to
<input checked="" type="checkbox"/>	<input type="text" value="9.00"/>	<input type="text" value="47.00"/>	<input type="text" value="47.00"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>
<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text" value="850.00"/>	<input type="text" value="850.00"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>
<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text" value="850.00"/>	<input type="text" value="850.00"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>

External expertise and services



- Individual items from the List of expenditure, listed in the External expertise budget line, are here merged into **one item per indicated AF item**. Same for equipment.

Summary
✓ Activities summary
✓ Contact details
✓ List of contracts
✓ Expenditure
✓ External expertise and services
✓ Equipment

Save
Check

Reporting period 1

Version 1 (Submitted to FLC)

5. External expertise and services

Item number as planned in the application form	Type of cost	Description in the application	Planned amount	Supplier(s)	Description ?	Total amount in EUR	Reported so far ?
1	4	Travel & accommodation costs: members of the stakeholder groups and other external bodies av. 2 stakeholders participating in 4 interregional events & 1 final event	10,000.00	Smith, Mitchell	Smith & Mitchel participated in their capacity as stakeholder group members, having a particular experience in the good practice presented during the workshop and site visit in	1,700.00	1,700.00
2	N/A	Publication and dissemination costs (unplanned)	0.00	Printing Pro	Production of project poster	47.00	47.00

Planned amount exceeded or unplanned expenditure reported. Please provide justification.

Unfortunately, no resources were available to provide the poster internally as originally planned (long term sick leave, no replacement). Therefore an external provider had to be hired.

Help in filling the report



- Info bubbles



- Check button



- Error messages

• Exchange rates need to be refreshed.

- Video tutorials:

<https://www.interregeurope.eu/projects/guidance/#reporting>



JOINT PROGRESS REPORT

Partner report consolidation



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.hecke@interregeurope.eu	k.hecke@interregeurope.eu 14/04/2017 16:00:55

Document Center

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<input type="checkbox"/>	Name	Size	Changed on
<input checked="" type="checkbox"/>	Application Form_PG104933_WEB-INAR.pdf	486.48 kB	14/04/2017
<input checked="" type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input checked="" type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input checked="" type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input checked="" type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input checked="" type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input checked="" type="checkbox"/>	Project Summary_PG104933_WEB-INAR.pdf	119.46 kB	14/04/2017

Partner Contact Detail

[Please select](#)[+ Partner Contact Detail](#)

Partner	Version	Status	Last Change
LP	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:57
PP 2	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:57
PP 3	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:57
PP 4	1	Valid	k.hecke@interregeurope.eu 14/04/2017 15:58

Policy Instrument Progress

[Open policy instrument report](#)

No policy instrument reports found

Partner Reports

[+ Partner Report](#)

Partner	Reporting period(s) Including report	Status	Last change
LP	1 not included	Submitted to FLC	a.nlechajowicz@interregeurope.eu 03/05/2017 14:11

Partner Report Consolidation

No partner report consolidations found

Project Users

[Application Form \(Version 1\)](#)[User Administration](#)

Number	Organisation (English)	Email	Status
LP	Partner A	k.hecke@interregeurope.eu	Active
LP	Partner A	l.plazza@interregeurope.eu	Active
LP	Partner A	p.polaskova@interregeurope.eu	Active
LP	Partner A	test@lp.eu	Active

Partner report consolidation



- LP can see only reports **submitted to LP** by partners (after FLC certified)
- All editing of partner report is done in this section

Partner Report Consolidation			
Partner	Reporting period(s)	Status	Last change
	Including report		
PP 3	2	Included in joint report	24/05/2017 09:52
	2		
PP 4	2	Ready for inclusion	24/05/2017 09:57
	not included		

Partner report consolidation



- Minor changes = the amount does not change
- Reject = sends report back to partner, requires re-certification
- Set ready for inclusion = blocks for editing before including in PR

Summary

✓ Activities summary

✓ Contact details

✓ List of contracts

✓ Expenditures

✓ External expertise and services

✓ Equipment

✓ Financial corrections

Open for minor changes

Reject

Set ready for inclusion in progress report

Reporting period 2

Version 2 (Confirmed by partner)

Summary

In the table below please select the reporting period(s) that you wish to include in this partner report.

Please note that if you include a specific reporting period in this report, it will be impossible to select it again in any other partner report. Please also note that it is possible to add another reporting period to an existing, open partner report. However, for technical reasons, moving the end date to an earlier point in time is not possible. If you accidentally choose a wrong end date, please delete the entire partner report from the Dashboard and recreate a new report with the corrected dates.

Project title	
Project index number	
Partner name	
Partner number	
Reporting period start date	Reporting period 2 (begins on 01/10/2016)
Reporting period end date	Reporting period 2 (ends on 31/03/2017)
Included in progress report	Not yet included in a progress report.
Certified by	bulgaria@test.flc - 24/05/2017

Partner report consolidation



- Minor changes = **the amount does not change**, for instance: wrong budget line (except staff), incomplete item description, justification not sufficient, old contact details...

Summary | ✓ Activities summary | ✓ Contact details | ✓ List of contracts | ✓ **Expenditures** | ✓ External expertise and services | ✓ Equipment | ✓ Financial corrections

Save | Check | Back to list | Reporting period 2 | Version 8 (LP editing started)

4. List of Expenditures - Travel and accommodation

N°	Budget line	Contract number	Employee/supplier	Description	Document reference number	D. invoice
1	Travel and accommodation	P03-01	Travel of the <u>external expert</u> M. Davidson	aaa	a	

LP can correct the budget line, as long as it doesn't have impact on the amount certified by the FLC (FLC & PP are informed and agree)

Partner report consolidation



- Prepare description of EE and equipment items for the joint PR

Summary

✓ Activities summary

✓ Contact details

✓ List of contracts

✓ Expenditures

✓ External expertise and services

✓ Equipment

✓ Financial corrections

Save

Check

Reporting period 2

Version 8 (LP editing started)

5. External expertise and services

	Item number as planned in the application form	Type of cost	Description in the application	Planned amount	Supplier(s)	Description i	Total amount in EUR	Reported so far i
1	15	Meeting costs: stakeholder group	organization of 8 stakeholders' group meetings	2,400.00	bbb	description corrected by the LP, according to instructions provided in the info bubble	400.00	700.00
2	N/A	Publication and dissemination costs (unplanned)		0.00	bbb	description corrected by the LP, according to instructions provided in the info bubble	10,000.00	10,000.00

Planned amount exceeded or unplanned expenditure reported. Please provide justification.

justification corrected by the LP

Joint PR



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.ecke@interregeurope.eu	k.ecke@interregeurope.eu 14/04/2017 16:00:55

Document Center

<input type="checkbox"/>	Name	Size	Changed on
<input type="checkbox"/>	Application Form_PG104933_WEB-INAR.pdf	486.48 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Practical Information.pdf	242.07 kB	14/04/2017
<input type="checkbox"/>	Project Summary_PG104933_WEB-INAR.pdf	119.46 kB	14/04/2017

Partner Contact Detail

Please select

+ Partner Contact Detail

Partner	Version	Status	Last Change
LP	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 2	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 3	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57
PP 4	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:58

Policy Instrument Progress

Open policy instrument report

No policy instrument reports found

Partner Reports

+ Partner Report

Partner	Reporting period(s) Including report	Status	Last change
LP	1 not Included	Submitted to FLC	a.nlechajowicz@interregeurope.eu 03/05/2017 14:11

Partner Report Consolidation

No partner report consolidations found

Project Users

Application Form (Version 1)

User Administration

Number	Organisation (English)	Email	Status
LP	Partner A	k.ecke@interregeurope.eu	Active
LP	Partner A	l.piazza@interregeurope.eu	Active
LP	Partner A	p.polaskova@interregeurope.eu	Active
LP	Partner A	test@lp.eu	Active

Joint PR – Status



[Home](#) > [Status](#)

[Status](#) | [Partner Reports](#) | [! 1. Implementation overview](#) | [! 1.3 Activities](#) | [! 2. Results/Policy instruments](#) | [! 3. Finance](#) | [✓ Annexes](#) | [! Contact details](#) | [LP declaration](#)

Version 1 ▼ [Download PR as PDF](#)

Status of the current Progress Report

Open

Reporting period

01/10/2016 to 31/03/2017

ERDF amount reported in this reporting period

17,841.06

History

[PR 1](#) [PR 2](#)

Joint PR – Partner reports



- List of partner reports
- Include = partner report data transferred to the joint PR
- Exclude = partner report data taken out from the joint PR
- Notifications sent to partner each time

Status

Partner Reports

! 1. Implementation overview

! 1.3 Activities

! 2. Results/Policy instruments

! 3. Finance

✓ Annexes

! Contact details

LP declaration

Save

Partner Reports

Project partner

Please Select

Min report number

Please Select

Max report number

2

Show editable only

✓

Search

Partner number	Partner name	Report number	Reporting period(s)	Status	Date of submission	Included in progress report no	Total partner expenditure	Include/Exclude
PP 3	University of Patras	2	2	Included in joint report		2	0.00	<input checked="" type="checkbox"/>
PP 4	ASSOCIATION OF MUNICIPALITIES OF THE RIBERA ALTA REGION	2	2	Ready for inclusion	24/05/2017		18750.00	<input type="checkbox"/>

Joint PR – Finance



- Finance tab – several sections dedicated to financial reporting
- Most information transferred from partner reports included in the joint PR

The screenshot displays a web application interface with a navigation menu. The menu includes a breadcrumb trail: Home > 3. Finance > 3.1 Summary. Below this, there is a row of tabs: Status, Partner Reports, 1. Implementation overview (with a red exclamation mark), 1.3 Activities (with a red exclamation mark), 2. Results/Policy instruments (with a red exclamation mark), 3. Finance (highlighted with a red circle and a green checkmark), Annexes (with a green checkmark), Contact details (with a red exclamation mark), and LP declaration. Below the main tabs, there is a row of sub-tabs: 3.1 Summary (with a green checkmark), 3.2 Project expenditure (with a red exclamation mark), 3.2.2 External expertise and services (with a green checkmark), 3.2.3 Equipment, 3.2.4 List of contracts, 3.2.5 Spending plan (with a red exclamation mark), 3.2.6 On-the-spot checks (with a green checkmark), and 3.3 Financial Corrections (with a green checkmark). The interface also includes a 'Check' button, a 'Collapse All' button, and a 'Version 1' dropdown menu.

Joint PR – Summary



3. Insight into project's finances

3.1 Project expenditure summary

▶ 3.1.1. Project expenditure by budget lines

▶ 3.1.2 Reported expenditure by partner

▶ 3.1.3 Reported expenditure by partner and funding rate

▶ 3.1.4 Budget breakdown per source of funding and partner

▶ 3.1.5 ERDF-/Norwegian funding

▶ 3.1.6 Partner contributions

Error messages in
case expenditure
exceeds 20%
flexibility rule



- Table 3.1.1 row 2: The budget line Staff costs has been exceeded by more than 20 % in relation to the latest approved version of the application form. A request for change might be necessary. Please contact the Joint Secretariat.
- Table 3.1.1 row 3: The budget line Office and administration has been exceeded by more than 20 % in relation to the latest approved version of the application form. A request for change might be necessary. Please contact the Joint Secretariat.
- Table 3.1.1 row 8: The budget line Total budget has been exceeded by more than 20 % in relation to the latest approved version of the application form. A request for change might be necessary. Please contact the Joint Secretariat.
- Table 3.1.2 row 1: The budget of partner PP1 City of Katowice (PL) has been exceeded by more than 20 % in relation to the latest approved version of the application form. A request for change might be necessary. Please contact the Joint Secretariat.
- Table 3.1.5 row 3: The amount of ERDF funding has been exceeded in relation to the latest approved application form. Please amend the report accordingly.



Joint PR – Project expenditure



- One or more partners did not report any expenditures. Please fill out the field 'If a partner does not report any expenditure, please state the reasons and indicate the measures that were taken to avoid this in the future.' below.



3.2. Project Expenditure

3.2.1 Budget breakdown per partner per budget line

	Partner name	Partner state	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Revenues	Total partner expenditure
PP1		BG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PP2		RO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PP3		EL	7,999.56	1,199.93	890.00	10,900.00	0.00	0.00	20,989.49

Justification for partners not reporting expenditure

Changes from the original plans











If a partner does not report any expenditure, please state the reasons and indicate the measures that were taken to avoid this in the future.

0 / 3,000 characters

Joint PR – External e./ Equipment

External expertise and services tab / Equipment tab

3.2.2 External expertise and services

	Partner	Item number as planned in the application form 	Type of cost	Description in the application	Planned amount	Supplier(s)	Description 	Total amount in EUR	Reported so far
1	PP 3: University of Patras	15 	Meeting costs: stakeholder group	organization of 8 stakeholders' group meetings 	2,400.00	bbb 	BBBB 	400.00	700.00
2	PP 3: University of Patras	N/A 	Publication and dissemination costs (unplanned)		0.00	bbb 	qBBBqqq 	10,000.00	10,000.00

Planned amount exceeded or unplanned expenditure reported. Please provide justification.

explain why it has been forgotten and why it is needed

Joint PR – List of contracts



- Only above EU thresholds
- Transferred automatically from partner reports

3.2.4 List of contracts awarded subject to the provisions of EU public procurement directives

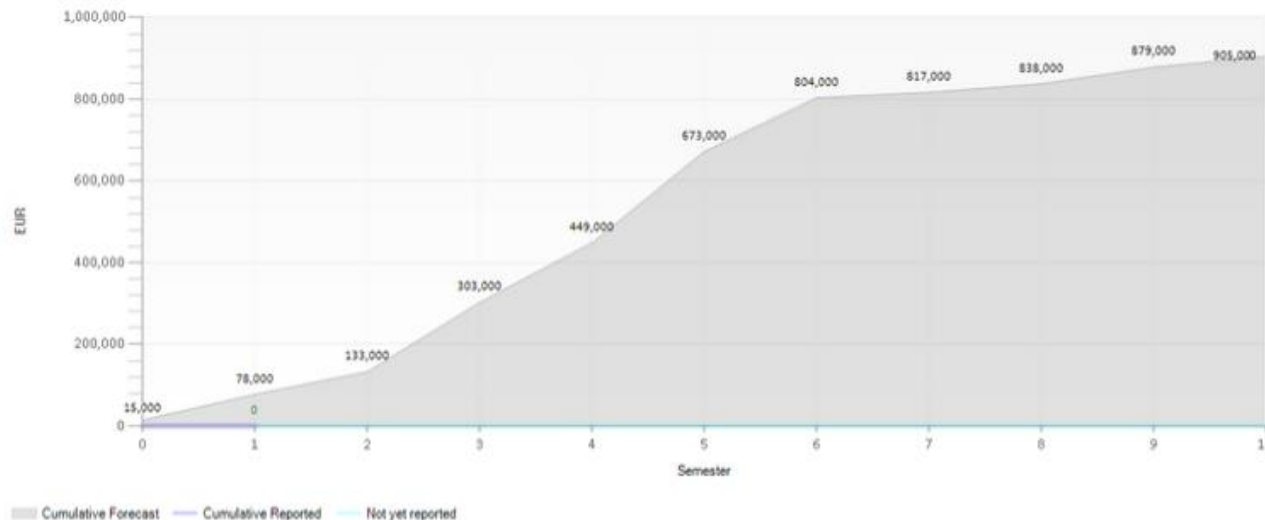
Number 	Partner	Supplier name	Contracted amount (excluding VAT)	Contracted amount (including VAT)	Above EU Threshold	Procedure applied	Contract type	Reported amount in current report	Previously reported	Reported amount accumulated	Comments (optional)
---	---------	---------------	--------------------------------------	--------------------------------------	-----------------------	----------------------	------------------	--	------------------------	-----------------------------------	------------------------

Joint PR – Spending plan

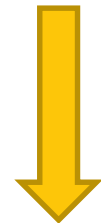


3.2.5 Spending plan

	Preparation	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8	Semester 9	Semester 10
Amount forecasted	15,000.00	63,000.00	55,000.00	170,000.00	146,000.00	224,000.00	131,000.00	13,000.00	21,000.00	41,000.00	26,000.00
Amount reported		0.00									



Justification if overspend or underspend (project level + by partners/budget lines)



Changes from the original plans

If there is overspend or underspend in general on the project level (both accumulated and/or for the current report), please specify the reasons and the corresponding measures to correct this. Please provide information on any overspending or underspending in a budget line and/or in a partner's budget, stating the reasons and indicating the measures that were taken to avoid this in the future. Please also describe on a general level problems encountered and corresponding solutions found.

0 / 3,000 characters

Joint PR – On-the-spot check



Information taken from the control report incl. checklist of each partner

3.2.6 On-the-Spot Checks

Partner number	Partner name	Partner state	n° of On-the-spot check carried out for this report	Start dates 	Total n° of on-the-spot checks carried out for this partner
PP1	Euroregion Pleven-Olt	 BG	0		1
PP2	Harghita County Council	 RO	0		0
PP3	University of Patras	 EL	1	19/04/2017	1
PP4	ASSOCIATION OF MUNICIPALITIES OF THE RIBERA ALTA REGION	 ES	0		1
PP5	FOUNDATION FOR RESEARCH AND INNOVATION	 IT	0		0
PP6	Regional Development Agency of Gorenjska	 SI	0		0
PP7	Foundation Saint Mary the Royal of Historic Heritage	 ES	0		0
PP8	Estonian War Museum - General Laidoner Museum	 EE	0		0

Further information regarding the on-the-spot checks (if applicable)

0 / 3,000 characters

Joint PR – Annexes



Document type	<input type="text" value="Please select.."/>	Partner	<input type="text" value="Please select.."/>	<input type="button" value="Search"/>
Number	Partner name	Document type	File name	Upload date
PP 3			.-PP3-Report No.2 FLC Certificate_23052017.pdf	23/05/2017 16:15
PP 3			.-PP3-Report No.2 FLC Checklist_23052017.pdf	23/05/2017 16:15
PP 3			.-PP3-Report No.2 FLC Report_23052017.pdf	23/05/2017 16:15
PP 3			A-PP3-Report No.2 List Of Expenditures_24052017.xls	24/05/2017 09:52

Joint PR – Activities



Status	Partner Reports	! 1. Implementation overview	! 1.3 Activities	! 2. Results/Policy instruments	! 3. Finance	✓ Annexes	! Contact details	LP declaration
--------	-----------------	------------------------------	-------------------------	---------------------------------	--------------	-----------	-------------------	----------------

Save Check Version 1

Main outputs of the current reporting period as originally planned

1 meeting of steering group and protocol; individual progress reports №1, validated from FLC; 1 consolidated progress report №1; 16 stakeholders' groups meetings; 5 appearances in the media; 1 thematic seminar; 2-3 identified best practices; 100 copies of thematic leaflet-invitation; 1 banner-up; 1 e-bulletin.

Activities which took place during the reporting period ⓘ

Describe in detail the activities related to a) exchange of experience (phase 1) or action plan implementation follow-up (phase 2), b) communication and dissemination and c) project management.

→ a) Exchange of experience

→ b) Communication and dissemination

→ c) Project management

Changes from the original plans

Describe and justify any changes from the original work plan and, in case of delays, outline the solutions found to catch up with the foreseen time plan.

Joint PR – Contact details



- Transferred automatically from reports included in the joint PR
- If no partner report included in the joint PR, LP selects the current version of partner contact details

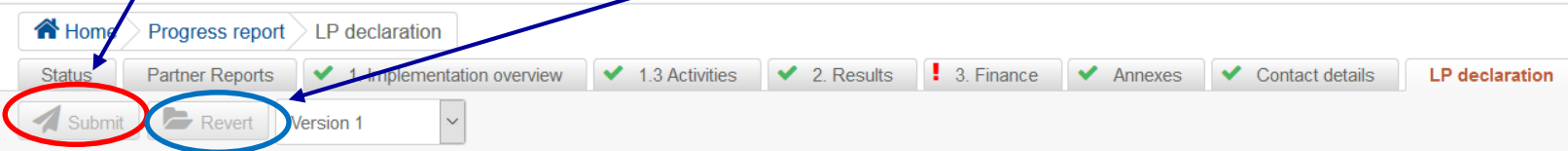
N°	Organisation	Country
✓1	Partner A	 AT
✓2	Partner B	 FR
✓3	Partner C	 NO
✓4	Partner D	 EL

Joint PR – Lead partner declaration



Submit button

Revert button



Lead partner declaration

By clicking the "submit" button, the lead partner officially validates and submits the entire project progress report and confirms the following:

1. For this report the total paid and confirmed expenditure amounts to EUR 281,922.30.
2. The information included in the joint progress report accurately reflects the information provided by all partners and gives a correct description of the implementation of the project.
3. The expenditure reported by all partners and included in the progress report:
 - a. exclusively relates to the implementation of the project as agreed between the partners and in line with the latest approved application form and subsidy contract;
 - b. complies with the rules and obligations listed in the subsidy contract, including, but not limited to rules governing the eligibility of expenditure (in particular Commission Delegated Regulation (EU) No 481/2014 of 4 March 2014 supplementing Regulation (EU) No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes, and any amendment and rules laid down in the latest version of the Interreg Europe programme manual);
 - c. has been verified and confirmed by an authorised controller/control body in compliance with the control requirements of their EU Member State or of the Kingdom of Norway.

Automatically calculated



Time for questions...





PRACTICAL EXERCISE

**Interreg
Europe**



European Union | European Regional Development Fund

*Sharing solutions
for better regional policies*

3. How to manage the reporting process: benefit from experiences LPs and FLCs

**Interreg
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4. Eligibility of expenditure



General principles

Different levels of rules

- European
- Programme
- National
- Partner



General principles

CONSISTENT

- allocate the expenditure to the right budget line

JUSTIFIED

- unforeseen expenditure items or over/underspend needs to be justified

COHERENT

- reported activities and finances have to match



General principles

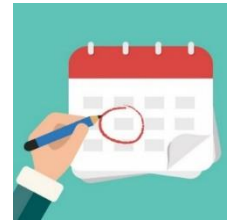
Eligibility of costs is determined by the relevance of the activities!

Costs necessary to



- Carry out the project activities
- Achieve the project objectives

Eligibility period



Eligibility period from project approval by monitoring committee (e.g. 13 March 2018 for 3rd call) to project end date

Submission date of last report = project end date
= end date of eligibility of costs



Administrative closure: last three months before project end date!



Eligibility - Financing of joint activities

Share activities,
not costs!

Contracting partner principle applies

Contracting partner = the only one reporting
and receiving the ERDF!



Eligibility - points of attention

Prior approval from JS necessary for items not already specified and approved in the application form, e.g.

- Activities/travel outside the programme area
- Promotional material (e.g. gadgets)
- Equipment (additional office equipment)



Preparation costs

Lump sum of EUR 15,000 per project attributed to lead partner

- Covers costs linked to the preparation of the application
- Added only to the reported lead partner's expenditure in PR1
- Distribution among partners regulated internally by project partnership agreement – only lead partner reports to the programme!
- No supporting evidence required!



Budget lines

- Staff
 - Administration costs
 - Travel and accommodation
 - Equipment
-
- External expertise and services

Only for staff
directly employed
by the partner
organisations

Staff costs (principles)



- For partner staff only (employment contract)
- Not for staff employed by other bodies even if
 - 100% owned by partner
 - seconded to partner
 - they are members (of association, umbrella organisation)
 - if seated in partner organisation

Programme manual section 7.2.1 & Delegated Regulation (EU) 481/2014, Article 3



Staff costs



- Costs for staff members employed by a partner organisation listed in application form and working on project
- Costs
 - = gross employment costs
 - = salary payment + taxes + social security contributions in line with employment policy of the partner organisation



Staff costs (calculation)

Four calculation methods:

1. full-time on project?

> Real cost charged

2. fixed % on project?

> % of real cost charged

3. flexible % on project?

> a) - monthly salary / contractual hours or

> b) - annual salary / 1,720 hours

4. hours + hourly rate fixed in contract?



Contract

Administration costs



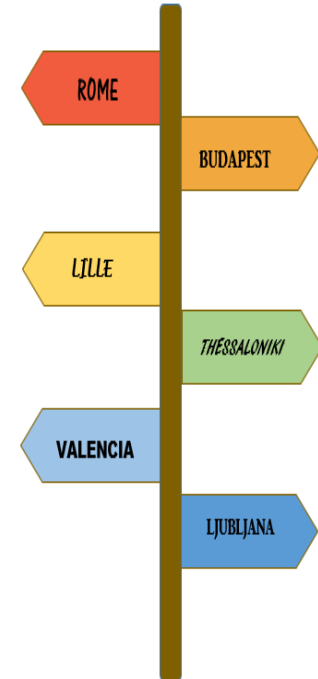
- Flat rate of 15% of staff costs
- Includes: office rent, utilities, office supplies, general accounting etc.
- No administration costs under any other budget line
- **No supporting evidence required!**

Programme manual section 7.2.2 & Delegated Regulation (EU) 481/2014, Article 4

Travel and accommodation



- Only for staff employed by a project partner
- Non-staff travel costs: external expertise budget line!
- Includes items such as travel, meals, accommodation, visa, daily allowances
- Compliance with national and/or institutional rules



 boarding passes + proofs of participation

Programme manual section 7.2.3 & Delegated Regulation (EU) 481/2014, Article 5



Travel & accommodation – Audit trail



Paid invoices



Agenda



Daily allowance



Proof of payment

- Compliance with national / institutional rules

External expertise



- Services needed outside the partner organisation, incl. travel & accommodation for stakeholder groups

 Compliance with public procurement rules

Programme manual section 7.2.4 & Delegated Regulation (EU) 481/2014, Article 6



External expertise – Audit trail



Contract



Selection process



Evidence of compliance
with procurement rules



Paid invoices



Service deliverables



Proof of payment



External expertise

Payment

- on basis of contracts or written agreements
- against invoices or requests for reimbursement





External expertise

For stakeholder travel:



- formalize their involvement in writing (e.g. invitation email, contract or written agreement)
- relevance / link with the policy instrument addressed
- terms for travel reimbursements

Equipment



- Purchased, rented or leased by a partner, to achieve the objectives of the project
- Mainly 'office equipment' for project management, not exceeding EUR 5,000-7,000 per project
- Only planned/pre-approved equipment eligible!



Compliance with public procurement rules

Programme manual section 7.2.5 & Delegated Regulation (EU) 481/2014, Article 7



Equipment – Audit trail



Evidence of compliance
with procurement rules



deliverables



Paid invoices



Proof of payment

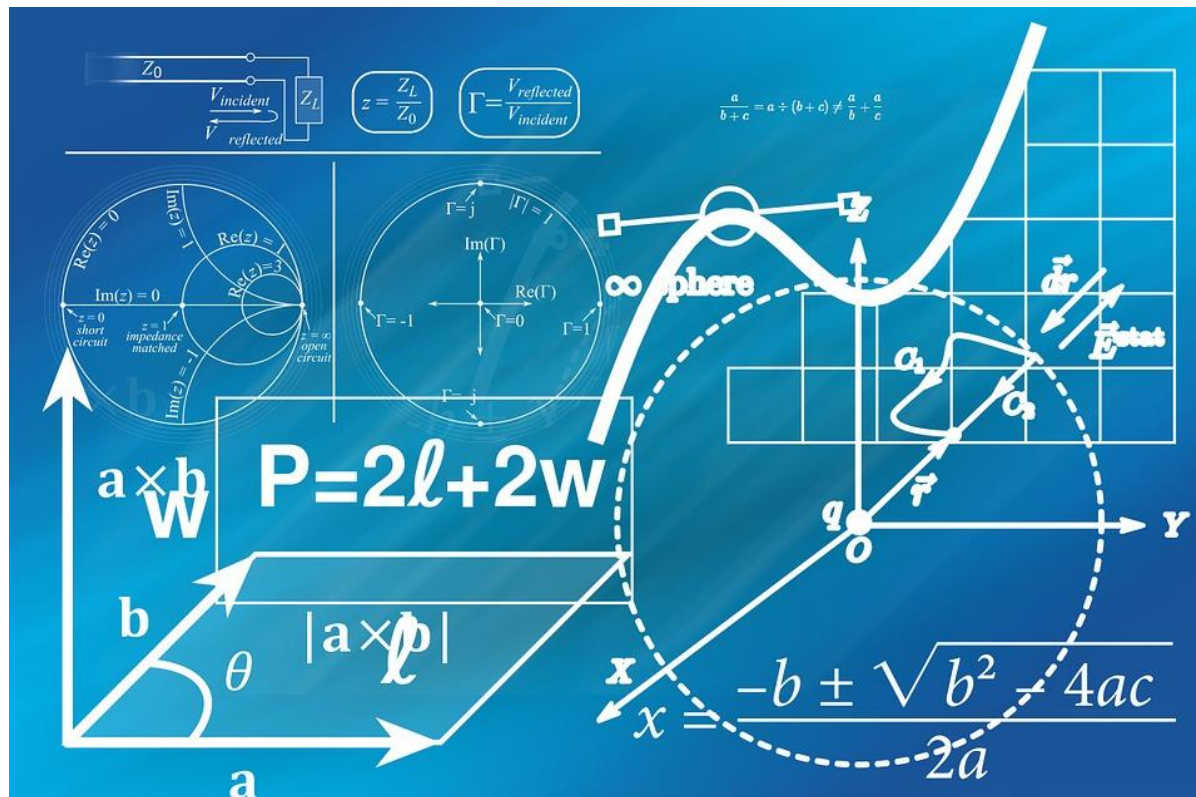


Calculation of pro-rata use
(where applicable)



Equipment – Point of attention

- If equipment item only partially used for the project (or bought at late stage), only share related to the use in the project can be reported!





DEALING WITH CHANGES



Dealing with changes

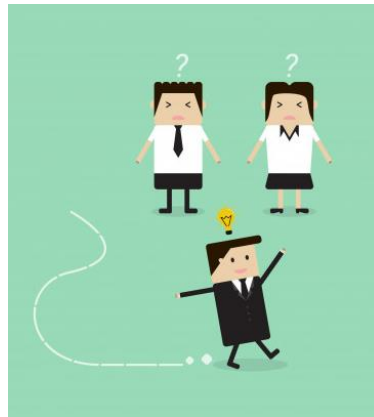
- Budget changes within the 20% budget flexibility rule = can be justified and reported as 'deviations' in the PR
- Budget reallocation above the 20% flexibility rule = MAJOR budget change > formal approval by the JS/MA through request for change procedure

Programme manual section 6.3.5



Dealing with financial changes

How to deal with small financial changes in the budget? **Flexibility rule!**



Programme manual section 6.3.5



The flexibility rule

- Budget line and partner's budget at **project level (total!)** can be exceeded by up to 20% of the original amount without formal approval by JS





The flexibility rule – Points of attention

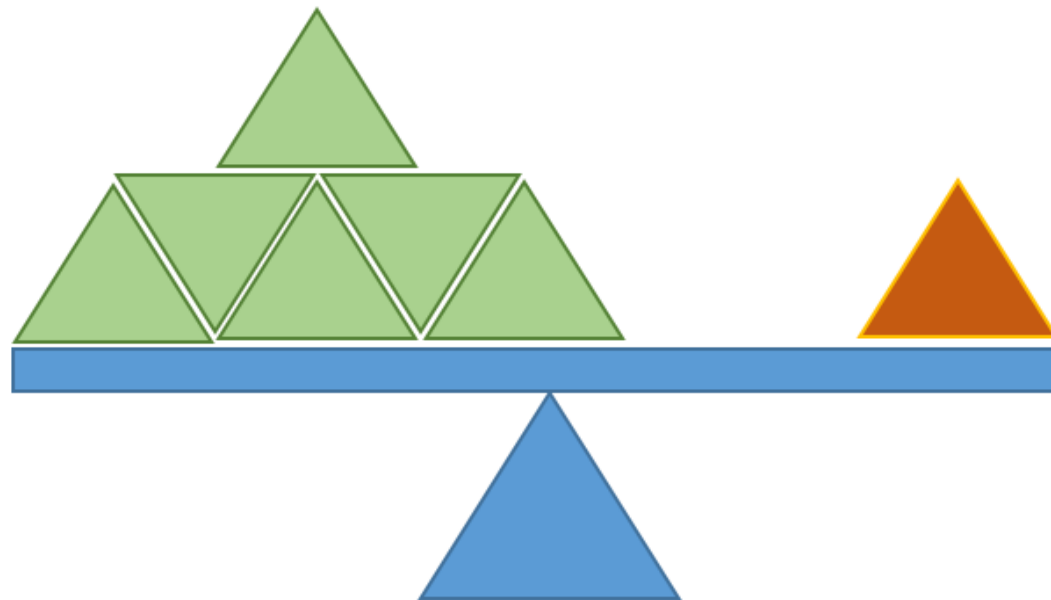
- total ERDF/Norwegian funding allocated to the project cannot be exceeded





The flexibility rule – Points of attention

- overspending of partners/in budget lines needs to be compensated by underspending of other partners/in budget lines





The flexibility rule – Points of attention

- Deviations justified in the PR





The flexibility rule

Section E.1 of the application form - E.1 Budget breakdown per budget line and partner

Total partner budget!

Partner	Preparation costs	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Revenues	Total partner budget
1. [REDACTED]	15,000	220,000	33,000	23,000	10,000	0	0	301,000
2. [REDACTED]	0	60,000	9,000	20,000	37,500	0	0	126,500
3. [REDACTED]	0	151,100	22,665	17,000	86,600	3,000	0	280,365
4. [REDACTED]	0	94,500	14,175	17,000	24,800	0	0	150,475
5. [REDACTED]	0	116,000	17,400	11,000	29,685	0	0	174,085
6. [REDACTED]	0	152,980	22,947	20,500	56,293	0	0	252,720
7. [REDACTED]	0	125,000	18,750	23,500	97,250	0	0	264,500
	0.97 %	59.34 %	8.90 %	8.52 %	22.08 %	0.19 %	0.00 %	
Total	15,000	919,580	137,937	132,000	342,128	3,000	0	1,549,645

Total budget line amount!



The flexibility rule

Budget line at project level or partner budget	Original amount in the approved application form	Maximum possible overspending for this line
Travel and accommodation costs	EUR 132,000	EUR 26,400
Partner 2	EUR 126,500	EUR 25,300



The flexibility rule

- Lead partner to agree on the changes in cooperation with partnership
- Lead partner to keep an overview on all the budget changes → Problems may occur if budget flexibility not monitored closely
- JS to advice, but FLC responsible to confirm the eligibility of the costs

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for better regional policies*

1. Financial reporting: what are the challenges?



*Sharing solutions
for better regional policies*

1. REPORTING STAFF COSTS



Staff costs



- Costs for staff members employed by a partner organisation listed in application form and working on project
- Costs
 - = gross employment costs
 - = salary payment + taxes + social security contributions in line with employment policy of the partner organisation



Staff costs (calculation)

Preliminary questions:

- What is the involvement of the staff member in the project activities?
- What does the contract say?





Staff costs (calculation)

Four calculation methods:

1. full-time on project?
 - > Real cost charged
2. fixed % on project?
 - > % of real cost charged





Staff costs (calculation)

3. flexible % on project?

> a) monthly salary / contractual hours or

> b) - annual salary / 1,720 hours

4. hours + hourly rate fixed in contract?





Staff costs (calculation)

1. full-time on project? > Real cost charged

- NO timesheet → mission letter



Time registration



Mission letter



Staff costs (calculation)

2. fixed % on project? > % of real cost charged

NO timesheet → mission letter



Time registration



Mission letter

- **HIGHLY** recommended even for limited involvement



1 + 2 Full-time / fixed %

- Calculation:



Employment cost * %

- Points of attention:
 - ✓ Regular review (e.g. annual staff appraisal)
 - ✓ % adjusted if necessary

- Simple calculation!





Staff costs (calculation)

3. flexible % on project?

a> monthly salary / contractual hours

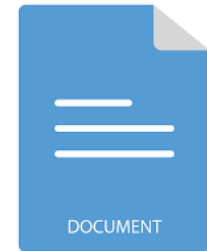
b> annual salary / 1,720

■ Timesheet required



100% Time registration

Document showing
calculation of hourly
rate



■ Risk of errors in calculation



3.a Flexible % - monthly calculation



- Calculation of an hourly rate:



Monthly gross employment costs

No. hours per month per employment documents

- Points of attention:
 - ✓ Contract or equivalent document identifying working time + holidays
 - ✓ Payslip documenting **monthly** salary costs
 - ✓ Holiday allocation
- **Recalculation potentially each month!**





3.b Flexible percentage - 1720h method

- Calculation of an hourly rate:



Latest annual gross employment cost

1720

- Points of attention:
 - ✓ Payslip documenting **annual** salary costs
 - ✓ Person recently employed? → annual salary from equivalent position/extrapolation
 - ✓ Document identifying the latest annual salary costs
 - ✓ Person on part-time contract > Pro-rata



Staff costs (calculation)

4. hours on project > hourly rate

- hourly rate **fixed** in employment contract
- used in **specific** partner states
- timesheet required

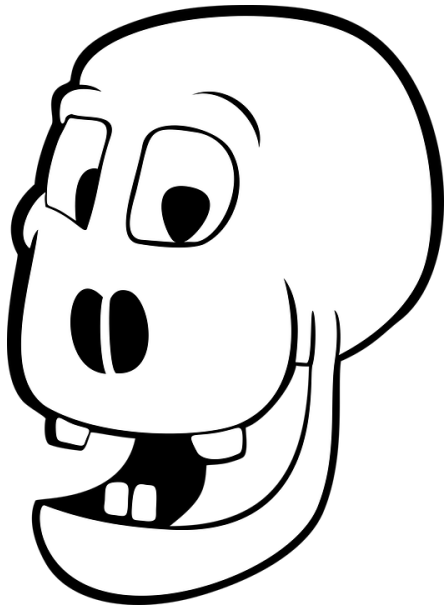


100% Time registration

- Special national rules might apply (NL + BE-VL)



Eligible or not eligible in Interreg Europe...?



That 's the question...!



Eligible or not eligible?

- Indirect staff costs?





Eligible or not eligible?

- Bonus + lunch vouchers?





Eligible or not eligible?

- Private pension schemes?





Eligible or not eligible?

- Person seconded and paid by another entity?





Time for questions...





ROLE PLAY

1+2 Full-time / fixed % - Mission letter



- Name of employee
- Role in the project
- **% allocated to the project**
- Description of project related role, responsibilities and monthly tasks (see application form)
- Dated and signed by employee + line manager
- Regularly reviewed (e.g. staff appraisal) and adjusted if needed

1+2 Full-time / fixed %



Is the % plausible?

- in relation to the employee's role in the project?
- in relation to other costs declared (e.g. travel)?
- in relation to the FLC's knowledge from controlling other projects?

*This
makes
sense!*



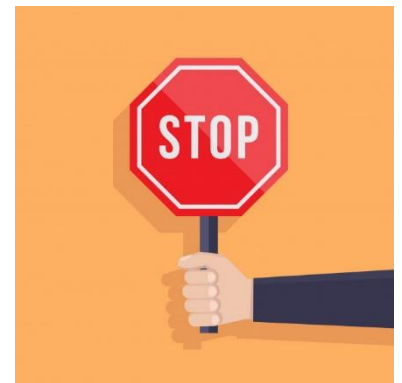
1+2 Full-time / fixed %



Is the person involved in another project?

- No double-financing?
- Coherence supporting documents

The budget is the (natural) limit!



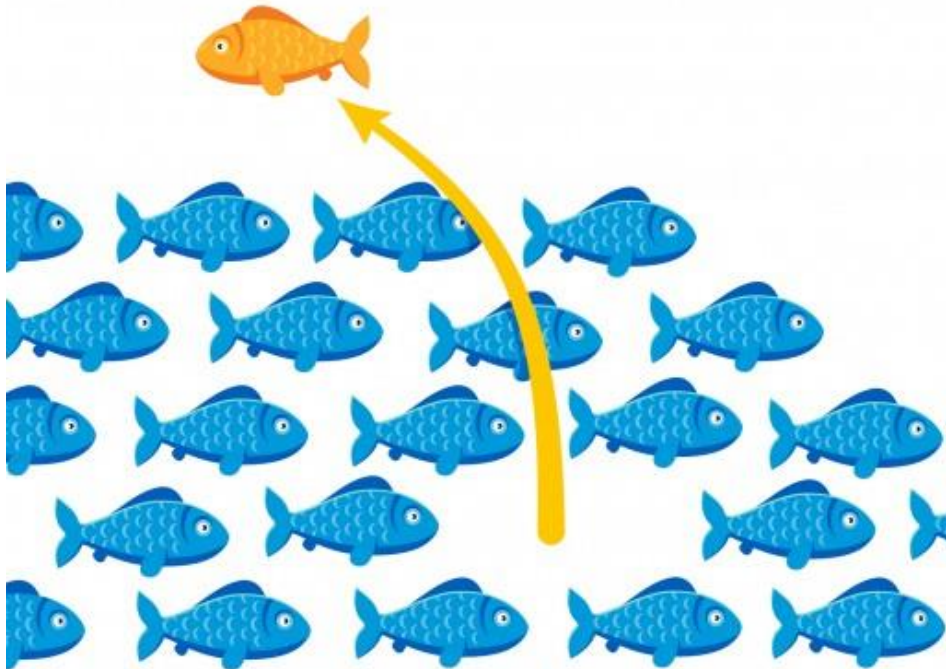
2 Fixed %



- ✓ Method 2 can be used even when the staff member's involvement in the project is **limited**



Set a fixed percentage even if small



2 Fixed %



Easier



More secure for staff costs
reporting >possible impact also on
office and administration flat rate

Simplification is also what YOU make of it!



PRACTICAL EXERCISE

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*Sharing solutions
for better regional policies*

Thank you!

Questions welcome



Interregeurope



*Sharing solutions
for better regional policies*

2. COMPLYING AND CONTROLLING PUBLIC PROCUREMENT RULES



Basics

- Public procurement applicable rules*
 - the EU public procurement directives (Directive 2014/24/EU)
 - national rules
 - internal rules of the partner organization
- No programme-specific rules
 - Section 7.4.6 Public procurement of the programme manual



* The strictest rules must always be applied
in case of doubts, check with your procurement
department



Private non-profit bodies

- The private non-profit bodies
 - have to respect national rules and internal partner rules (if they exist),
 - have to be able to demonstrate good use of public funds,
 - in some countries need to comply with national public procurement rules.



If not sure, contact your national point of contact!



Procurement and reporting

- FLC checks compliance with public procurement rules
 - see: first level control report incl. checklist (section 5. Public procurement)
- List of contracts to be filled in by each partner
 - see: list of expenditure incl. list of contracts in iOLF
- List of contracts subject to EU procurement directives
 - Automatically compiled in the progress report from partner reports



Common procurement findings

- Inadequate procedure chosen (e.g. direct award of contract not justified)
- Insufficient publicity
- Value of the contract not estimated at institutional level
- Splitting the contracts to fit below thresholds
- Insufficient audit trail (e.g. missing documents)



Direct award of contract

- Common non-justified reasons:

“urgency”

“the only one”

“more economic
– no cost for
training new
person”

“good value
(based on old
comparison)”

- Direct award for these reasons is rarely justified
- Objective reasons needed (the market should prove)



GROUP DISCUSSION

**Interreg
Europe**



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3. Lead Partner responsibilities – checking/following up partner reports



A FEW REMINDERS



Reporting procedure - Main steps

3

PPs send their certified partner reports to the LP through iOLF.



Submit to the lead partner

The partner report includes:

- First level control certificate
- Control report including checklist
- Certified list of expenditure including the list of contracts
- PP's activity report



Lead partner's responsibilities

The LP consolidates the partner reports in the joint progress report, checking that the reporting complies with the minimum requirements :


- the expenditure is related to the project and corresponds to the activities in the application form
- the partner expenditure certified by a controller is in line with national control requirements (first level control certification)



Lead partner's responsibilities

Check on the basis of :

- project partner reports and outputs,
- independent first level controller's certification,
- independent first level control reports (incl. control checklist),
- certified list of expenditure incl. list of contracts

An orange pencil lies diagonally across the lower right portion of a sheet of white graph paper. Above the pencil's tip, there is a pile of orange wood shavings and dark graphite particles, indicating the pencil has been recently sharpened. The graph paper has a light blue grid pattern.

CASE STUDY



You as lead partner have received through iOLF the partner report from

PP2:

- The **list of expenditure**
- The list of contracts
- The **external expertise section of the partner report**
- The **FLC control report incl. checklist**

To help you in your task, we also provide you with the **external expertise and equipment section of the application form**.

Check the documents and see if you notice anything that would lead to:

- a) a new certification of the partner report by the FLC
- b) a revision of the partner report by the LP before including it in the joint PR
- c) a clarification from your side to the concerned PP and their FLC,
- d) a comment from your side for future reporting.



Conclusions





Some tips



- **Do not re-do the work of the FLC!**

Check plausibility and coherence.

- **In case of doubts, get back to your partners and ask for explanations**

If you don't understand it → other externals (JS, EC auditors, second level auditors) will not understand it.



- **Screen the list of expenditure, list of contract, control report, including checklist**

Focus on obvious points (e.g. right budget line, link to project).



- **Anticipate potential corrections to make**

Adopt a clear timeline to avoid last minute rush





- **Keep the AF at hand!**

The info included there is your reference for reporting



- **Make information self-explanatory and sufficient!**

Keep in mind that the JS does not participate to your project's activities



Questions?

**Any suggestions
from your experience?**

