



**Interreg - IPA CBC**  
Italy - Albania - Montenegro



EUROPEAN UNION



# LEAD PARTNER SEMINAR

## Interreg IPA CBC IT-AL-ME

### REPORTING

Bari, 5 June 2018

A. Losacco/A. Mezini - *Joint Secretariat/ Managing Authority*



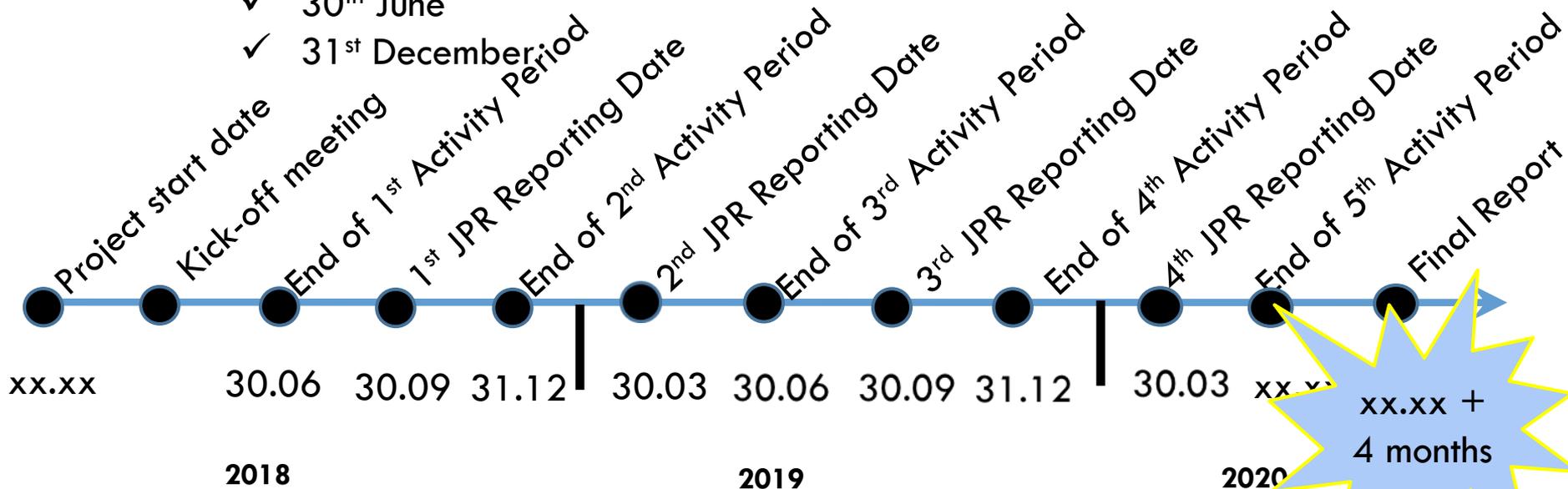
REGIONE PUGLIA

# First call for Standard Projects/ Activity reporting

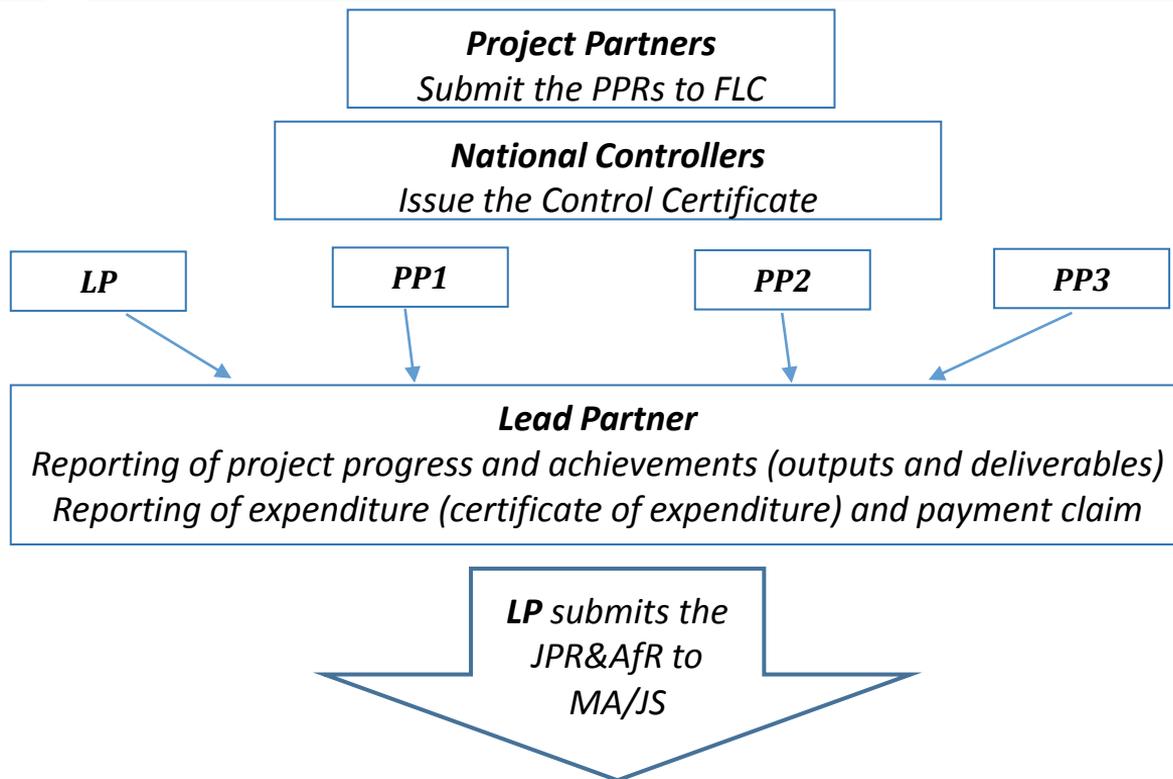
## When:

Twice a year:

- ✓ 30<sup>th</sup> June
- ✓ 31<sup>st</sup> December



# How to report



# How to report

## Partner Progress Report

- Who: each partner
- What: # activities information  
# financial data validated by FLC
- When: by the deadline reported in the Partnership Agreement
- To Who: LP
- Where: online through the eMS portal

## Joint Progress Report

- Who: lead partner
- What: # cumulative activities info  
# cumulative financial data automatically compiled by partners' FLC certificates
- When: by the deadline reported in the Subsidy Contract
- To Who: JS/MA
- Where: online through the eMS portal

# How to report



- ✓ Partner Report is a reporting tool prepared and delivered by **PPs to the LP**
- ✓ responsibility for the check of the single PPRs is on the **LP**
- ✓ only JPR submitted by the LP is subject to check by the concerned programme bodies

# How to report



- ✓ In case of delay in the reporting, a reminder will be sent by the JS to the Lead Partner
- ✓ Postponements of deadlines for submission of reports can be AUTHORIZED by the MA/JS only in exceptional and duly justified cases.
- ✓ The Lead Partners are reminded that the failure to submit the required reports will be qualified as a basis for termination of the Subsidy Contract

# How to report / Practical hints



Organize the work among partners, make use of WP coordinators



Set specific internal deadlines



Collect information via partner reports in eMS



Think ahead (don't wait the last minute)



Ensure time for quality check

# A report should be...

## Consistent

Terminology should be aligned with the one used by the programme and in the application form

## Transparent

It should provide clear information and detail on the progress and achievements

## Concrete

It should explain who did what and how and give evidence

# General hints

## Project Main Outputs

Info on the development of outputs  
Cumulative info  
Monitor project progress

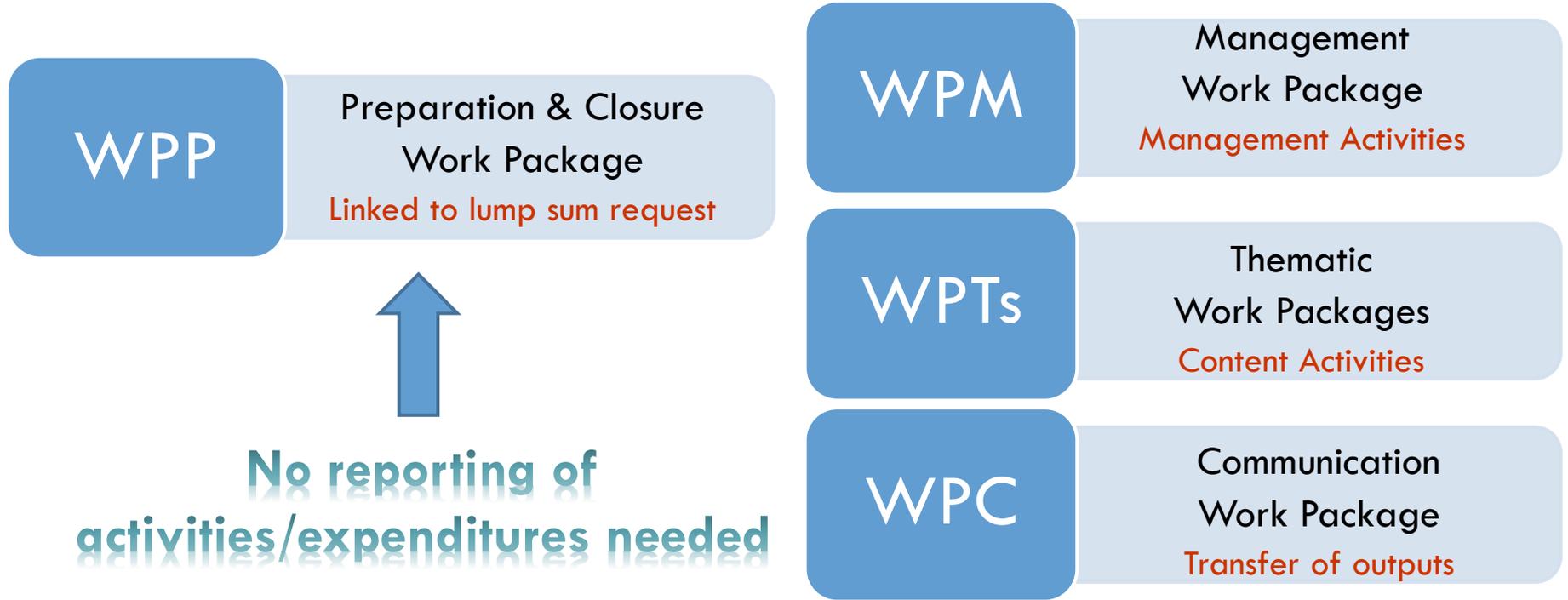
## Target Groups

Info and quantification on the target groups reached  
How each was involved (active involvement)  
Consistency with project activities  
Keep in mind the set targets  
No multiple counting

## Thematic & Communicative result Indicator

Realistic and transparent quantification  
Based on outputs, deliverables and activities  
Keep in mind the set targets  
Monitor the progress  
No multiple counting

# Reporting per Work Package



No reporting of  
activities/expenditures needed

# Reporting per Work Package

- overview of the activities
- deliverables achieved
- degree of achievement of the project's objectives and results
- level of involvement of partners
- deviations and/or discrepancies
- minor changes incurred



- planned activities in the AF
- compliant to the reported expenditures



organize and keep an efficient audit trail from the beginning

# Reporting per Work Package

## Financial report section:

- filled in as reported in Factsheets 4.4 (Financial Management and FLC guidelines), and 4.10 (Eligibility rules)
- expenditures incurred and paid, validated by the FLC at national level
  - ✓ Internal FLC (for Italian partners - rules in Factsheets 4.4 )
  - ✓ External FLC as Factsheets 4.9 (Italian FLC “Nulla Osta” release manual)
  - ✓ FLC centralized system
    - ❑ Albania: Ministry for Europe and Foreign Affairs
    - ❑ Montenegro: Ministry of Finance

# Control and payment

## **MA/JS**

*Verify the compliance of JPR and its Annexes with the AF approved*

## **Certifying Authority**

*Draws up and submits payment claims to the Commission*

*MA, received the  
IPA contribution by  
the EU, initiates  
the reimbursement  
process to the LP*

*LP Transfers IPA contribution to Project Partners*

**Within one  
month of  
its receipt**

# Control and payment

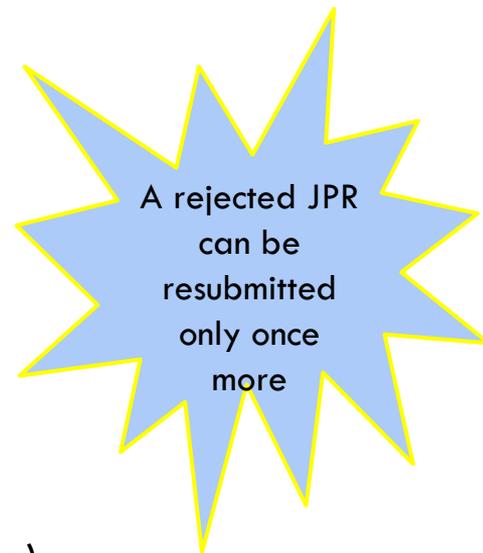
JS/MA/CA can:



Request integration

Approve the report

Reject the report  
(after the second unsuccessful completion)



# Control and payment



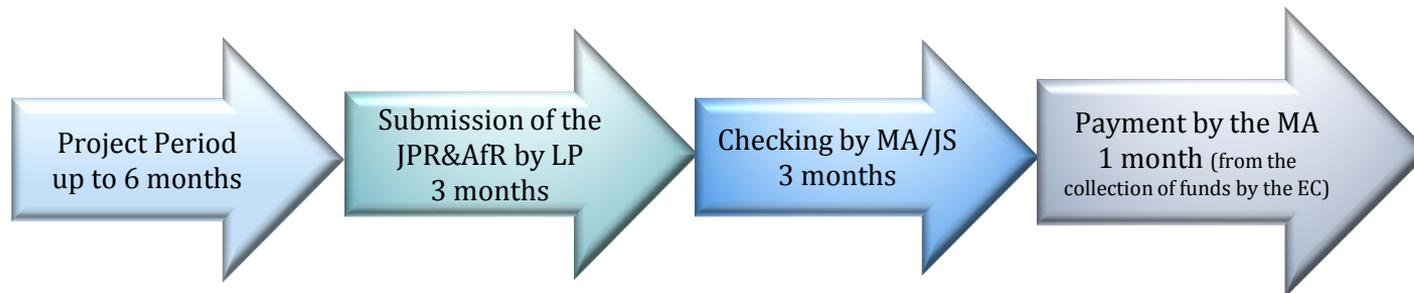
For severe failures to report, which prevent an assessment by MA/JS:

- the report could be finally rejected
- the expenditures will not be reimbursed and without any possibility to recover.

The MA reserves the right, on prior decision of the Joint Monitoring Committee, to:

- apply a reduction of the project management costs;
- withdraw from the Subsidy Contract (Art. 17 of the Subsidy Contract).

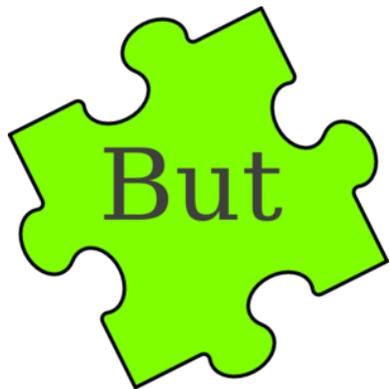
# Timeframe of reimbursement



The co-financing for Italian partners will be covered by the National Rotation fund and will be paid by the MA for the total eligible amount, **after the project closure and after the validation of all incurred project's expenditure**

# Financial progress and decommitment

- ✓ Each PP shall follow its spending forecast according to the approved AF
- ✓ The Partnership has the possibility to deviate from the spending forecasts



MA/JS will assess the level of under-spending and in case of:

- ✓ Underspending  $> 20\%$  of the original spending forecasts
- ✓ Level of expenditure  $< 3\%$  of the minimum eligible project's budget



Budget decommitment  
Art. 20 of the PA and Artt. 12 and 17 of the SC

# On the Spot checks

At least once during the implementation period

## *Mid-term review*



- ✓ To check project's performance
- ✓ To monitor the action plans



Before the mid-term review, no major project modification concerning the budget and activities is allowed

- ✓ Project changes
- ✓ Budget changes or budget cut

# On the Spot checks

## *Additional on the spot check review*

### *in advisory role*

- ✓ to solve issues and problems
- ✓ to maximise the impact of the programme
- ✓ to ensure the proper use of the funds
- ✓ to support, advice, assist and assess the Partnership



- ✓ Specific actions
- ✓ Withdrawal from the SC

# Audit trail

## What is it and why is it important?

- It is a chronological set of accounting records that provide documentary evidence of the sequence of steps undertaken by the beneficiaries and programme bodies for implementing an approved project.
- The proper keeping of accounting records and supporting documents held by the beneficiary and its national controller plays a key role in ensuring an adequate audit trail (Audit Authority, EU Commission, Court of Auditors, etc.).



# Audit trail

## Each beneficiary – LPs and PPs

### *At Programme level*

- ✓ Call for Proposal documents
- ✓ Submitted application form
- ✓ Decision for funding
- ✓ Subsidy contract and its amendments (only LPs)
- ✓ Partnership agreement

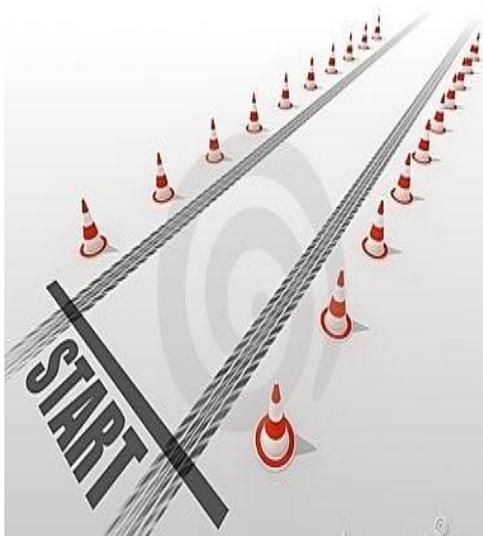
### *At Project level*

- ✓ The latest version of the approved AF
- ✓ Outputs and deliverables produced
- ✓ Documents proving, the expenditure incurred and the payment made
- ✓ Documentation of all procurement procedures
- ✓ Partner Progress reports submitted to FLC
- ✓ Documents issued by the national controller validating all expenditure
- ✓ Project progress reports and final report submitted and approved by the MA/JS (JPR for LPs) and reimbursements

# Audit trail

## WHEN?

From the very beginning of the project create and identify...



A separate or integrated account

All processes leading to expenditure

Information and financial flows

Technical needs

Financial/admin. documents as listed in Prog. Eligib. rules

Procedures for archiving as well as location of all documents

A physical and/or electronic archive

Organize folders according to WPs and subfolders according to budget lines

# Detention of documents

Supporting documents composing the audit trail shall be preserved at the premises of each beneficiary at least for a period of three years. This period starts from 31 December following the submission of the payment claim to the EC by the MA that contains the last expenditure of the completed project.



*In case of controls and audit, you will be required to demonstrate you are keeping an organized and complete audit trail*

# Files names

**YEAR\_No OF P.R.\_BUDGET LINE\_WP\_DOCUMENT DESCRIPTION\_DOCUMENT No**  
**Example - Reporting of Staff Cost of employee selected to work full time on the project**

## **Attachment 1:**

2018\_1PR\_STAFF COST\_WP1\_PAYSLIP JANUARY 2018\_P.ROSSI\_SELECTION PROCEDURE/APPOINTMENT

## **Attachment 2:**

2018\_1PR\_STAFF COST\_WP1\_PAYSLIP JANUARY 2018\_P.ROSSI\_PAYMENT DOCUMENTS

**Advisable size for each file/zip folder 15MB. Maximum size cannot exceed 30 MB**

*Finally..*



**IN CASE OF QUESTIONS, PLEASE ADDRESS THE JS!**

**WE WILL BE HAPPY TO SUPPORT YOU DURING  
PROJECT IMPLEMENTATION**

# Contacts

All documents are available at:



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Joint Secretariat:



[js@italy-albania-montenegro.eu](mailto:js@italy-albania-montenegro.eu)



+39 0805406545



**Interreg - IPA CBC**  
Italy - Albania - Montenegro



# Thanks for your attention

## *Contacts*

- ❑ Aurora Losacco / Aferdita Mezini
- ❑ Joint Secretariat
- ❑ [a.losacco.js@regione.puglia.it](mailto:a.losacco.js@regione.puglia.it) / [a.mezini.js@regione.puglia.it](mailto:a.mezini.js@regione.puglia.it)
- ❑ [www.italy-albania-montenegro.eu](http://www.italy-albania-montenegro.eu)



@italy.albania.montenegro  
[www.italy-albania-montenegro.eu](http://www.italy-albania-montenegro.eu)



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