PROGRAMME MANUAL

REPORTING PROCEDURE

Programme cofinancé par le Fonds Européen de Développement Régional (FEDER)

Programme cofinanced by the European Regional Development Fund (ERDF)

The reporting procedure is a key element for monitoring the implementation of projects and compare the achievements with the approved application form. A timely reporting is mandatory for the partnership in order to reimburse project expenditures in coherence with the approved Application Form and Subsidy Contract. The payment of the ERDF and IPA funds can only be requested on the basis of the check by the Joint Secretariat of periodic reports submitted via the electronic monitoring system (SYNERGIE CTE).

The implementation of the projects is based on 6-months reporting periods fixed by the Programme, deadlines for the submission of the progress reports are set out in the Subsidy Contract.
Project partners are responsible of contributing to Progress report (PR) completion by informing the LP on their achievements and providing the related deliverables for the concerned period.

The Lead partner is responsible of the correct and complete submission of the Progress reports to the JS and has a 3-month time-frame, following the end of the 6-month implementation period, to:

- Collect information regarding activities implemented and deliverables produced at partner and project level (through, among other means, Partners' Progress Reports)
- Verify that partners are certifying their expenditures on time (incl. their own expenditures)
- Validate the expenditures of the partners on SYNERGIE CTE
- Collect First Level Control Certificates of the partners (with national validations if relevant)
- Fill in the project progress report through SYNERGIE CTE
- Fill in the Payment claim through SYNERGIE CTE
- Submit the progress report and the payment claim to the JS.
- Upload all deliverables on the project website via the Web Platform

This factsheet details the different reporting procedures for finance and activity, as well as the procedure to review this performance by the Programme.

Activity report and Financial Report (Progress Report)

The reporting templates are embedded in SYNERGIE CTE. Projects will be provided access to the relevant section of system after approval of the project by the Steering Committee and upon signature of the Subsidy Contract between the LP and the Managing authority (MA).
Technical information on the use of SYNERGIE CTE concerning the Progress Report is provided in a dedicated guide.

PARTNER INDIVIDUAL PROGRESS REPORT

Partner Progress Reports have to be submitted by each project partner through the monitoring system SYNERGIE CTE and validated online, in order to provide the FLC and the LP with relevant information on partner activities during the reporting period.

The first step in the reporting procedure is the information inserted at partner level on the progress made in the delivery of activities and the relevant expenditure.
A section in SYNERGIE CTE is dedicated to single partner reports. Each project partner (including the LP) reports on-line on the progress made in the relevant reporting period compared to what was planned in the application form (AF). Deviations from the AF may be possible if they comply with the Programme rules and provided they are duly justified in the relevant sections of the report.

During the reporting period, each project partner is recommended to regularly fill in the report on its activities and the expenditures in the system. This allows for an easy tracking of the progress made and reduces bottlenecks before the deadline for submission of the report.

PROJECT PROGRESS REPORT

Project Progress reports (PR) is filled in by the LP on the basis of information available on aforementioned single partner reports.
The PR is the responsibility of the LP and should not be a “partner per partner” approach. Indeed, the LP should report the completed activities and the deliverables produced during the concerned period through summary approach, reporting the situation of the **project progress as a whole**.

The PR must be submitted by the LP through the monitoring system SYNERGIE CTE within the deadlines set for each Call for Proposals.

Reporting project activities:

The main information requested in the PR concerning project’s implementation is the following:

- Highlights of main achievements
- Level of achievement of the project specific objectives
- Level of achievement of the project communication objectives
- Project main outputs achievement
- Details on target groups reached
- Description of activities per work packages
- Main deliverables and outputs produced
- Justification of possible deviations from original plan (where relevant) and problems that occurred during the reporting period

Information provided should be clear and concise but exhaustive and in line with the Application form. Any deviation from the plan should be explained. A report of good quality makes its treatment by the JS more fluid and speeds up the reimbursement process.

The reporting process is completed by the reporting of productions delivered during the period.

REPORTING ON OUTPUTS AND DELIVERABLES

In addition to the reporting procedure in SYNERGIE CTE, where the Lead Partner fills in the Progress Report for each reporting period, the project will have to provide evidence of their activities. In order to facilitate the identification of the outputs and deliverables (referred to here as productions) and ease the follow up of the deliverables of the project, they will be uploaded on the web platform and should be self-sufficient, include some metadata information and follow presentation requirements in line with the programme rules (MED programme logo, EU logo/flag, ERDF or IPA funding indication, etc.). (see Communication manual).
Projects are invited to follow the guidelines set by the Programme for each production when uploading them through the web platform.

PROJECT WEBSITE CONNECTED TO THE MED WEB PLATFORM

In your website, connected to the MED web platform, you will have a dedicated area where you upload your productions. All documents produced during the project lifetime will be uploaded through this application.
This upload application will be used for different purposes:

- To upload documents and productions in the project website section (for public use)
- To upload documents and productions in the intranet section (for restricted use)
- To upload documents and productions in the framework of progress reports.

Thanks to this tool, any production will only be uploaded once, and thanks to the metadata you will have to fill in, each production will be available for one or more of these purposes. None of them will have to be sent by email or any other means to the JS (except hard copies when requested).

USING THE SAME PROCEDURE FOR ALL UPLOADS

When uploading a document, you need to access the upload page of your website and fill in the metadata form that appears. Depending on the type of document and target you select, the type of information requested may vary.

FILLING THE ASSOCIATED INFORMATION FORM?

This information is essential for project implementation, since it helps to exchange documents and reach your public, but it will be also useful for the JS, the FLCs, the audit trail, the Monitoring Committee of the Programme, to monitor the Programme achievements and to be used for evaluation purposes and possible adjustments of Programme implementation. Accurately recorded information will contribute to speed up the progress report check and payment process.

USING SPECIFIC FORMAT DEPENDING ON PRODUCTIONS

All productions can either be reported in the format they were produced (document), or as a report (pilot activity or event).

1. **Productions that can be reported in original format**

Some of your productions can be directly uploaded in original format, as the production equals the deliverable (e.g a SWOT analysis produced is reported as a SWOT Analysis document).
In this case, different format are possible, depending on the type of production:

- Upload of production in original format (ex.: Word document, PPT, PDF, …)
- Upload of production in digital format (ex.: a printed poster)
- Upload of production in digital format AND sending of hard copy (if applicable) (ex.: a printed book)
- Upload of production in digital format AND sending of item (ex.: brochure)
- Sending of item (ex: DVD)
- Upload of link to online format production AND backup (ex.: online device like a decision support tool)
- Evidence of production in digital format AND sending of item (ex.: widget or goodies)
- Upload of link to production in original format AND sending of digital format on physical support (ex.: video)
- Upload of link to online format production (ex.: website update)

When productions in original or digital format are promotional material

The deliverables should be edited following the communication and publicity rules of the Programme and uploaded in the web platform in their digital format. If required, an item should be sent to the JS too.

When productions in original format are online tools

The link to the online tool should be uploaded on the web platform, together with the backup of the production. The deliverable should be accompanied by any material or information needed for its transferability and reuse. All online productions should be developed in a format freely accessible for use and reuse, ideally in an open source format.

2. **Productions that cannot be reported in original format since they are activities, complex productions (such as pilots) or events**

In this case you will have to upload a specific report on the activity that occurred or the complex production.

What should all reports contain:

For each deliverable, the document should have a cover page. The choice of display is up to the project partners.

Minimum content of the cover page:

Project Acronym, project full title, axis, objective
URL of project website

Deliverable number (as identified in SYNERGIE CTE)
Title of deliverable
Work package number, name of Work Package
Activity number, name of activity
Partner in charge (author)
Partners involved
Status (draft, final, N version, etc.)
Distribution (confidential, public, etc.)
Date(s)
Project logo + MED programme logo + EU emblem + ERDF funding

Minimal presentation requirements

Table of contents if applicable
List of abbreviations and terms if applicable
Executive summary and abstract when applicable

Valuable additional elements of presentation

Number of pages
Footer or header including number and title of deliverable – distribution – name of project
Revision chart and history log, if applicable
Inclusion of an illustration showing previous steps/deliverables, synchronised deliverables/activities and further steps/deliverables such as (please note that this is just an example, you are free to choose your own way of illustrating):

Previous steps/deliverables	Reported deliverable	Further steps/deliverables
Diagnostics per territory	Territorial action plan for C	Pilot actions
	Parallel deliverables/activities	
	Action plans of 4 other territories	

What should reports on organised events contain

In order to facilitate the understanding of the events that took place and of their outcomes, and in addition to the information necessary to easily identify the deliverable (find them above), when reporting an event, it is appreciated that all description, explanation and supporting documents are listed in one single comprehensive document.

1) an introductory list should specify the following information:
a) Objectives of the event and expected results
b) Target of the event
c) Location of the event and justification
d) Time of the event
e) Methodology to reach objectives
f) Short report on outcomes
g) Results of the critical evaluation of the event (strengths, weaknesses, ideas to improve)

2) The partners are requested to provide supporting documents such as:

- invitations,
- agenda
- lists of participants (with the minimum required information requested by the Programme),
- minutes,
- pictures,
- supporting material
- promotional material developed for the event
- etc…

In order to complete the activity report, it is appreciated that the supporting documents are scanned and included in the reporting document. This way, the full picture of the event is made available to any interested beneficiary and its promotion is facilitated.

What should reports on participation in outside events contain

To have the same approach, when reporting on an outside event, the partners are requested to apply the same approach as for the events organised by them and hence provide the supporting list and all elements listed before for the reporting on events.

Reporting project costs:

The Project financial data is summarised in the project Payment Claim (PC) and supports the part dedicated to activities and deliverables.

Single project partners fill-in the information about project costs and submit them to the LP that validate such costs in coherence with the developed activities.
Partner's FLC verifies the eligibility of declared expenditures and includes them in a FLC certificate (see Factsheet "Controls, audits and verifications").

The project Payment Claim is made up with partner's expenditures included in validated FLC certificates.

The LP fill-in through SYNERGIE CTE the PC that gather the information from each single partner's First level control certificate and allow a summary information to be delivered to the JS. Any incoherences compared to the project financial objectives set out in the Subsidy Contract should be explained and justified by the LP in the activity report.

Reporting according to Programme deadlines and adhering to spending targets are contractual obligations.

Projects and partners lagging behind their spending plan risk losing their funds if there is insufficient spending on Programme level (see information on Risk of Decommitment).

Should a partner not be able to produce a FLC certificate on time, the report of the activities to the LP remains an obligatory requirement.

Preparation of the Project Payment Claim (PC):

The lead partner is responsible of gathering the partnership FLC certificates and eventual national validations and to prepare the project Payment Claim through the SYNERGIE monitoring tool.

Only signed version of validated FLC will be taken on board by the LP when preparing the Project Payment Claim that will be composed by the ERDF and IPA payment claim.

Technical information on the use of SYNERGIE CTE concerning the PC preparation is provided in the related factsheet of the dedicated technical guide.

JS CHECK PROCEDURE AND EVENTUAL CORRECTIONS

The JS will strive to shorten as much as possible the check procedure to allow for a timely reimbursement to the projects. After receiving the project progress report, the JS will carry out the completeness check of the submitted documents. Lead partners submitting an incomplete PR will be informed by the JS and will have to re-submit 5 working days after notification. Only 2 submissions (first and correction) can be allowed in this phase. In case of persisting incompleteness the report will be rejected and postponed until the next reporting deadline.

Following the completeness check, the JS will start with the content part of the check (activities, financial documents and deliverables). The JS will inform the LP immediately of any necessary revision or need of further information and respective documents. Lead partners submitting a PR with incomplete information will be notified by the JS and will have to complete within 10 working days after notification. Only 2 submissions (first and completed) can be accepted in this phase. In case of persisting incompleteness the report will be rejected and postponed until the next reporting deadline and shall be submitted together with the following PR considering the revisions requested by the JS. Reporting deadlines cannot be postponed.

If the report meets the requirements, the JS will finalise the internal check. No hardcopies of the final version of the documents will have to be submitted.

After verification of the coherence of all supporting documents and of the respect of the reporting timing (activities, deliverables, FLC certifications process) the JS will close the check procedure.

As part of the JS verification process, project might be undergoing an internal additional JS control (not implemented by the Project officer in charge) on a sample of projects. In these cases, the JS might get back to the LP to ask for additional clarifications.

The table below shows the procedure to be followed as regards the submission of the reporting documents and the check of the submitted documents by the JS.

Completeness check	**Report content and financial check**	**Additional JS verification (sample of projects)**
JS max 5 working days Revisions: Max 2 times	JS max 10 working days Revisions: Max 2 times	Max 10 working days Revisions: Max 2 times
LP has 5 working days to reply	LP has 10 working days to reply	LP has 10 working days to reply

VALIDATION AND PAYMENT PROCEDURE

The MA validates the JS verifications, prepares the request for payment and addresses to the CA that carries out the payments directly to single project partners.

A payment to project partners is possible only if the FLC certificate has been submitted filled in and signed to the LP when preparing the Project Payment Claim (PC). Should a Certificate not be available at the time of closing a PC, it should be included in the following PC.

Note: TRANSITION BETWEEN MODULES for multi-modular projects are not included under regular reporting procedure even though they constitute an important step in checking the overall achievement of project outputs, results and milestones – see related Factsheet regarding “Multi-modular Projects”.