Reporting at a glance

**Training for Capitalisation Projects
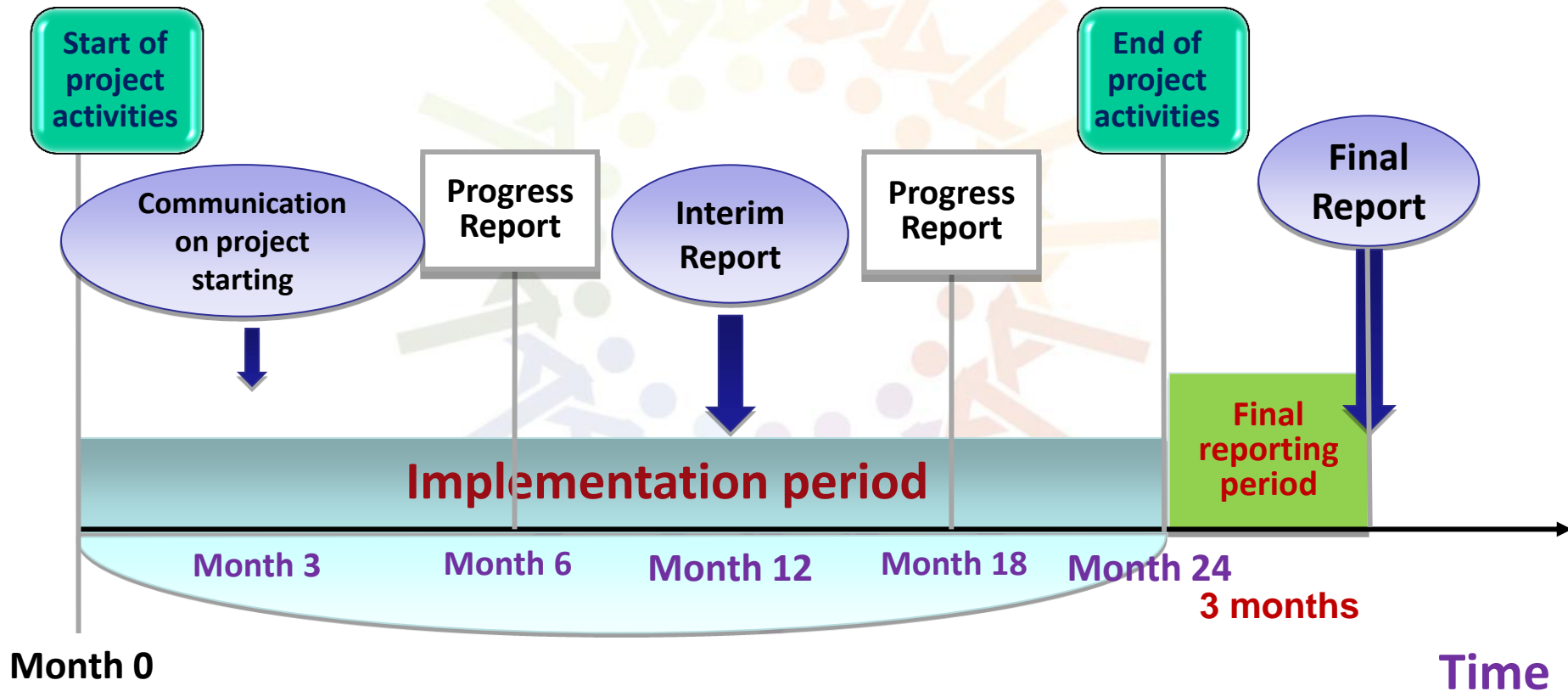Italy, April 5th 2022**

Project Reporting : when?

Art. 6.3 of the Grant Contract ⇨ sets the reporting calendar

Projects reporting: when?

Example for a project duration of 24 months

Start of project activities

End of project activities

Communication on project starting

Progress Report

Interim Report

Progress Report

Final Report

Implementation period

Final reporting period

Month 3   Month 6   Month 12   Month 18   Month 24

3 months

Month 0

Time

Projects reporting: when?

Type of the report	Months covered by the report	Deadline for submission
Communication on project starting	0-3	Within **3 months** after the signature of the Grant Contract
Progress	0-6	**10 calendar days** after the end of the reporting period
Interim	0-12	Within **2 months** after the end of the reporting period
Progress	13-18	**10 calendar days** after the end of the reporting period
Final	0-24	Within **3 months** after the end of the reporting period

Project reporting: who?

The Lead Beneficiary is responsible for reporting on behalf of the whole partnership, i.e.:

- collects information and documents provided by the partners (technical and financial data);
- checks their quality and consistency;
- drafts and submits an **integrated report**, based on the contributions of all partners.

Project Partners are responsible for filling in their list of expenditures and delivering the auditors' EVRs.

Project reporting: who?

Auditors verify the LB/PPs expenditures, documentation and deliverables, and submit the Expediture Verification Report (EVR) and annexes.

The **LB's auditor** (project auditor) checks the internal consistency of the individual EVRs and delivers a Consolidated EVR.

Project reporting: how?

All reports have to be filled in and submitted exclusively **through the MIS**.

Access at http://www.enicbcmed.eu/mis
Courtesy forms and templates are available in the MIS and as annexes of chapter 4 of the Project Implementation Manual (http://www.enicbcmed.eu/projects/support-to-implementation)

Projects reporting: how?

Use of languages: reports shall be drafted in the project language (English or French).

In case of outputs in other languages, a description in English or French must be provided.

Project reporting: what?

All reports have a narrative and a financial section.

1. **Narrative section**:

It provides factual-based evidence that the project delivers outputs and results as described in GC Annex I and contributes to the Programme indicators set in JOP.

Updated information on the project implementation is filled in by the LB and supporting documents (outputs and deliverables) are uploaded in the MIS.

Reporting Activities and Outputs

1- Give a short and precise summary on the state of the art of the output and/or activity

2- Clarify if the outputs and activities planned for the reporting period have been completed/achieved or not

3- Remember to **postpone outputs** if a delay is foreseen

Remember to UPLOAD all required **DELIVERABLES** in the corresponding section. Even in DRAFT version!!!

Project reporting: what?

2. <u>Financial section</u>:

The **financial report** is generated by the MIS on the basis of the list of expenditures filled in by the LB and PPs.

When declared in support of a payment request (i.e. at Interim Report stage), expenditures must be examined by the external auditor.

N.B. LBs and partners should update regularly the list of expenditures, in order to reduce the workload close to the deadlines.

IMPORTANT!!
Expenditure not verified by an auditor can be moved to the following report

Reporting Human Resources

Was the staff member (employee) already part of the organization **BEFORE** the project was approved?

SUPPORTING DOCUMENTS:
- Project assignment declaration (Annex 7.1 ch. 7 PIM)
- Timesheets for part-time staff (Annex 7.1 ch. 7 PIM)

Was the staff member (employee) hired by the organization **AFTER** the project was approved?

SUPPORTING DOCUMENTS:
- Selection procedure
- Employment contract
- Timesheets for part-time staff (Annex 7.1 ch. 7 PIM)

FOR ALL PROJECT STAFF:
Fill out and submit Annex 4.3 (**Cross-border transversal results indicators**), 7.1 (**List of Staff and Gross salary sheet**) at every report

Reporting Human Resources

Pay attention to ➡ **TIME-SHEET:**

Employee and employer/supervisor/project responsible **CANNOT BE THE SAME PERSON**!
Different signatures are required.

Employees working for more than a ENI project must fill in a specific timesheet template

Reporting Travel and subsistance

Pay attention to ➡ **PER DIEMS CALCULATION:**

In case of flat-rate allowance for subsistence costs, overnight stays have to be easily identified by providing the relevant supporting documents (i.e. hotels invoices)

FOR ALL TRAVEL:

Fill out and submit Annex 7.2 (**Format reporting travel**) to be provided at every report (in case of travel)

VAT in the Financial Report (when can VAT be reported?)

Is VAT a cost
for the **MPC beneficiary organization**
(BEN/PP)?

VAT NOT ELIGIBLE.
MPC beneficiaries will get in touch with
their National Contact Point for
exemption procedure.

Exchange Rate in the Financial Report

BENEFICIARIES:

Report all expenditures **in the currency they were incurred in** (you will be able to choose from the drop-down menu in the MIS) and the **exchange rate will be applied automatically** by the system when the report is submitted to the auditor.

EXTERNAL AUDITORS:

You **MUST** verify that the expenditures have been inputted correctly, in the original currency. If not, **you must report this in the list of findings** (incorrect exchange rate)!

General Tip - Naming the Files

When providing supporting documents in electronic format (via the MIS or via e-mail), avoid file names that can lead to confusion (e.g.: Scan_01; Image123456, etc.).

Try to **use self-explanatory names** with your files. Include, the following elements:
- the origin (BEN/PPn);
- the cost category (HR, TR, SS …);
- the content (time-sheet, contract, invoice, payment, etc.).

Examples:
1) HR.PP1.TS_Elie_01.2021 = time-sheet of staff member Elie Z for January 2021;
2) TR.BEN.Amina_ticket_02.2020 = Amina's ticket for a travel in February 2020;
3) SS.PP4.Invoice_Meeting_1 = invoice paid by PP4 for a service concerning the organisation of a meeting.

Pay special attention to external risks!

The following are common experience:

- <u>Mobility restrictions</u> (COVID-19). What can you do to reduce the consequences on your project?

- <u>Financial/political/social crisis</u>. The case of Lebanon.

- <u>Bureaucratic contexts</u>. Tender procedure and opening a bank account in Euro or in USD.

Not forgetting internal risks!

- **<u>PCM</u>**, this unknown. Staff should be ready to carry out the project.

- **<u>Governance</u>**. Dialogue at partnership level is meant fostering the cross-border cooperation.

- **<u>The Project Manager loneliness</u>**. Do not be shy when having problems. Share them before reaching the report deadline.

...need more information?

- see art 6 of the Grant Contract;

- read chapter 4 of the PIM, jointly with chapter 7;

- check the FAQ on reporting on the website;

- contact your JTS officers.