



# Reporting at a glance

Training for Italian beneficiaries  
3rd March 2021  
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# Project Reporting : when?

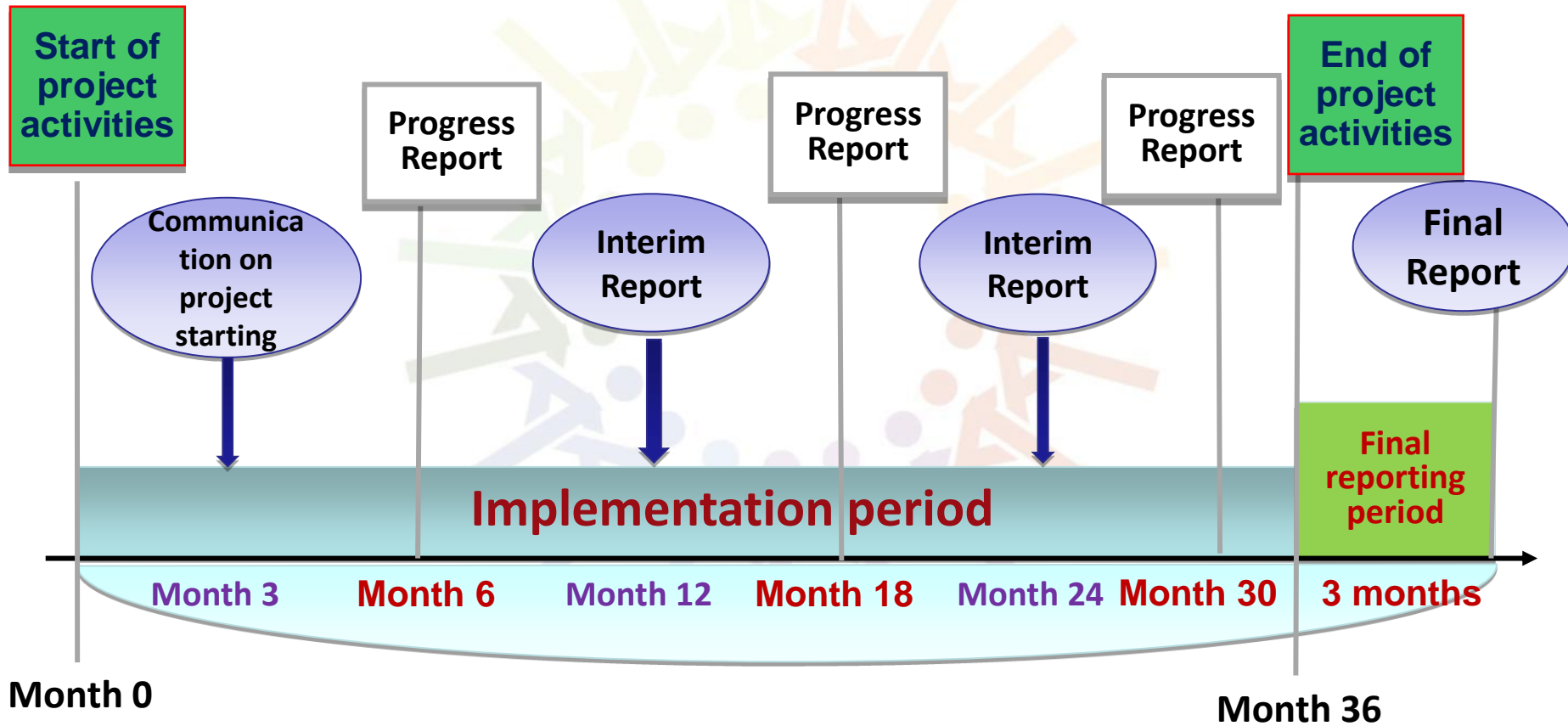
Art. 6.3 of the Grant  
Contract

→ sets the reporting calendar

**progress reports** are generally due at month 6, 18 and 30  
**interim reports** at month 12 and 24  
the **final report** at month 36

# Projects reporting: when?

Example for a project duration of 36 months



# Projects reporting: when?

Type of the report	Months covered by the report	Deadline for submission
Communication on project starting	0-3	Within <b>3 months</b> after the signature of the Grant Contract
Progress	0-6	<b>10 working days</b> after the end of the reporting period
<b>Interim</b>	0-12	Within <b>2 months</b> after the end of the reporting period
Progress	13-18	<b>10 working days</b> after the end of the reporting period
<b>Interim (or Final)</b>	13-24	Within <b>2 months</b> after the end of the reporting period
Progress	25-30	<b>10 working days</b> after the end of the reporting period
<b>Final</b>	0-36 25-36	Within <b>3 months</b> after the end of the reporting period (narrative VS financial)

# 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 submits the Expenditure 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**.



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

# Project reporting: how?

## MIS (Management Information System) main features:

- Internet based platform (<http://www.enicbcmmed.eu/mis>)
- Different roles/users involved: JMC/MA/JTS/CCP/NCP etc.
- Project specific roles are: **Lead Beneficiary, Partner, External Auditor**
- **User manual**: available on the platform
- Technical support: [mis-support@regione.sardegna.it](mailto:mis-support@regione.sardegna.it)



# 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

2- Remember to postpone outputs if a delay is foreseen (ref. yesterday's presentation on MIS)

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



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# Project reporting: what?

## 2. Financial section:

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, 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.*

# Reporting Human Resources



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



## SUPPORTING DOCUMENTS

- Service order/job assignment
- Timesheets for part-time staff

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

### FOR ALL PROJECT STAFF:

Fill out and submit Annex 4.1 (cross-border transversal results indicators) at every report



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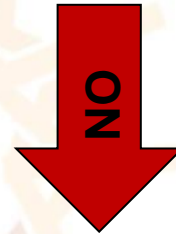
# VAT in the Financial Report (when can VAT be reported?)



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



Include VAT in the expenditures uploaded in the MIS, clearly stating the VAT amount



DO NOT include VAT in the expenditures uploaded in the MIS.

## **EXTERNAL AUDITORS:**

They **MUST** verify the VAT status of the beneficiary organisation and **CLEARLY** explain it in their checklist, as well as reviewing the expenditures uploaded on the MIS!



## ...need more information?

- see art 6 of the Grant Contract;
- read chapter 4 of the PIM;
- check the FAQ on reporting;
- contact your JTS officers.