

Interreg



Co-funded by
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Alpine Space

Project implementation: reporting and rules for changes

Salzburg | 24-25 June 2024

Nuno Madeira

21/27



Project reporting



- Example 1: 36-month project will deliver 6 reports



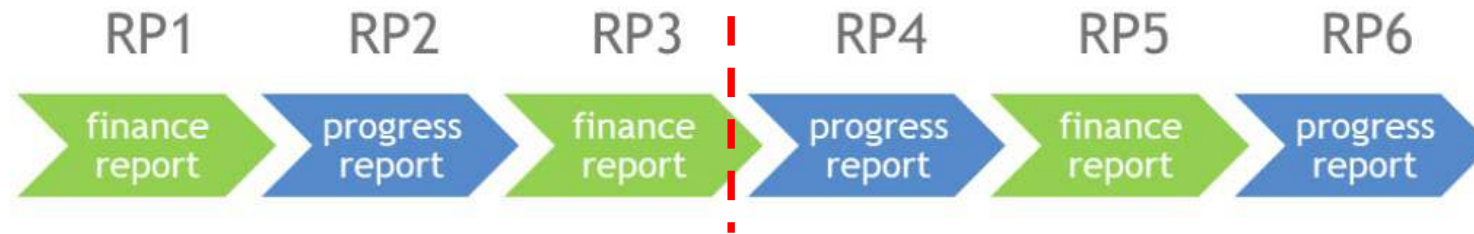
- Example 2: 30-month project will deliver 5 reports



Project reporting



- Example 1: 36-month project will deliver 6 reports



- Example 2: 30-month project will deliver 5 reports



Mid-term review: dialogue between the partnership and programme representatives on latest developments, budget exhaustion

Project reporting



Report	Type	Month	Period	Deadline for submission
PR1	Financial	01 - 06	01.09.2024 - 28.02.2025	30.04.2025
PR2	Financial + Content	07 - 12	01.03.2025 - 31.08.2025	31.10.2025
PR3	Financial	12 - 17	01.09.2025 - 28.02.2026	30.04.2026
PR4	Financial + Content	18 - 24	01.03.2026 - 31.08.2026	31.10.2026
PR5	Financial	25 - 30	01.09.2026 - 28.02.2027	30.04.2027
PR6	Financial + Content	31 - 36	01.03.2027 - 31.08.2027	31.10.2027

Note: On top of these reporting duties, the project will have to submit a **final report**, which is an integral part of the last progress report

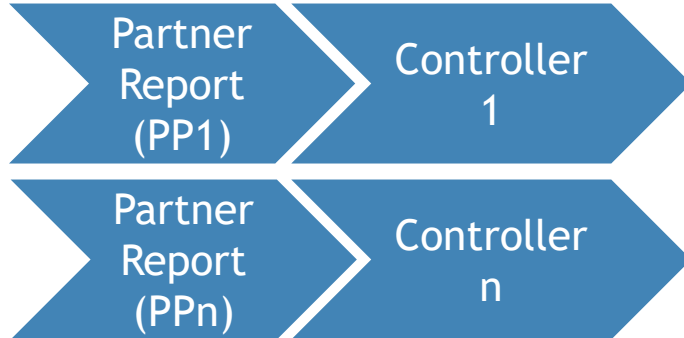
Reporting procedure



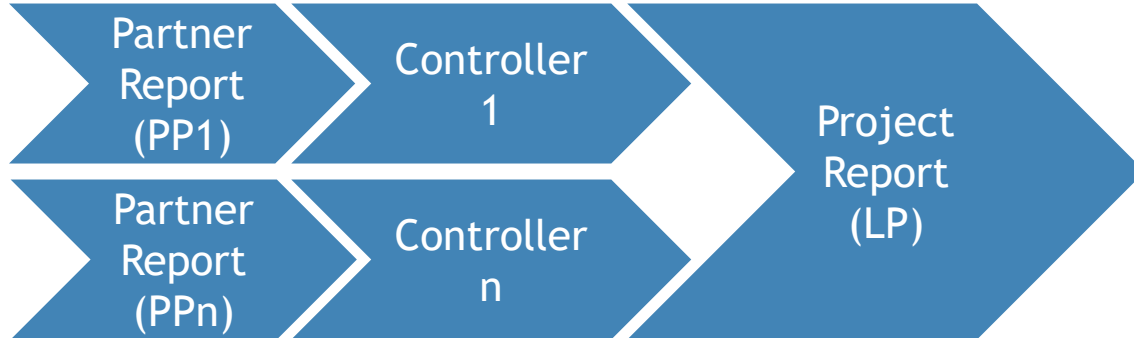
Partner
Report
(PP1)

Partner
Report
(PPn)

Reporting procedure



Reporting procedure

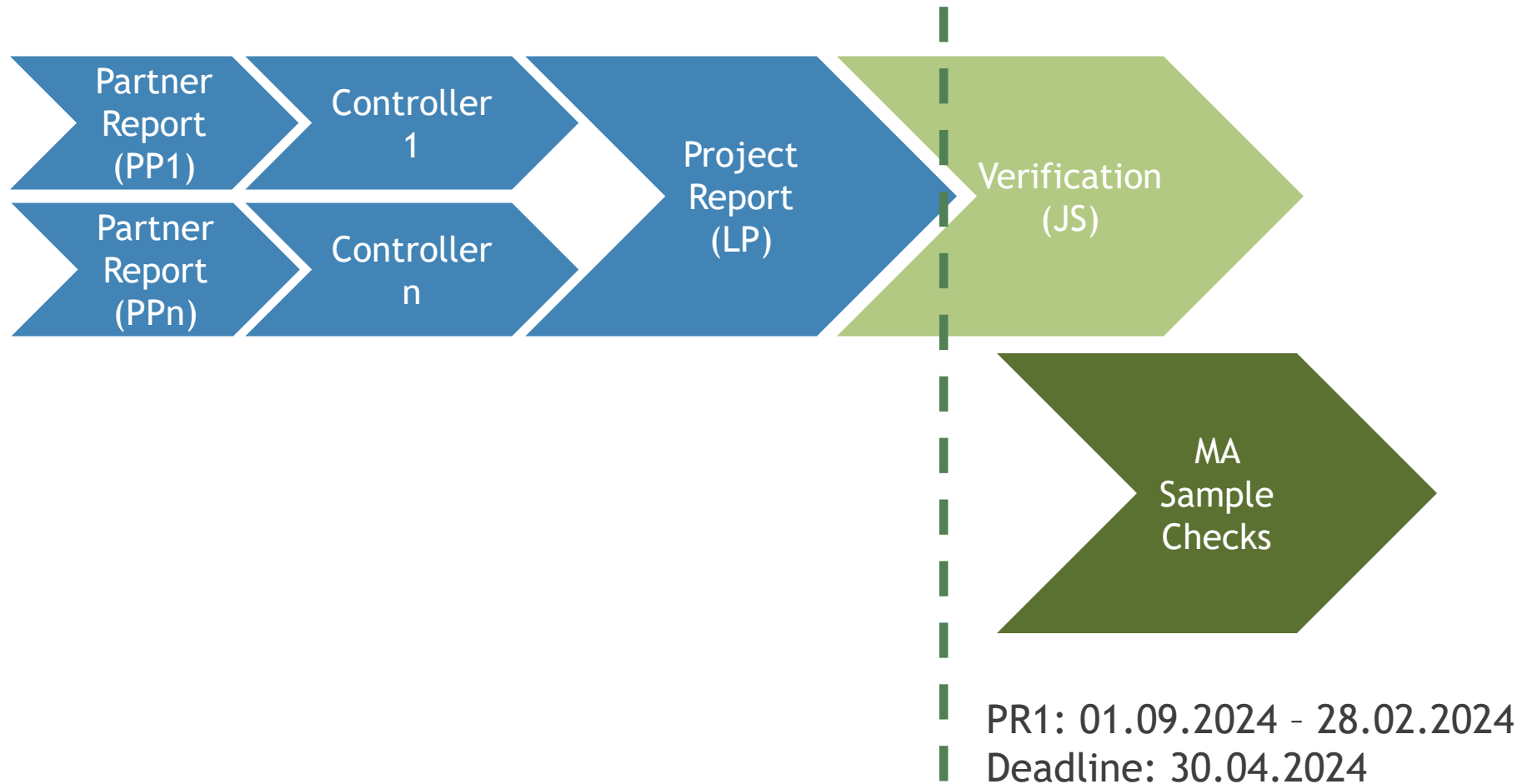


Reporting procedure

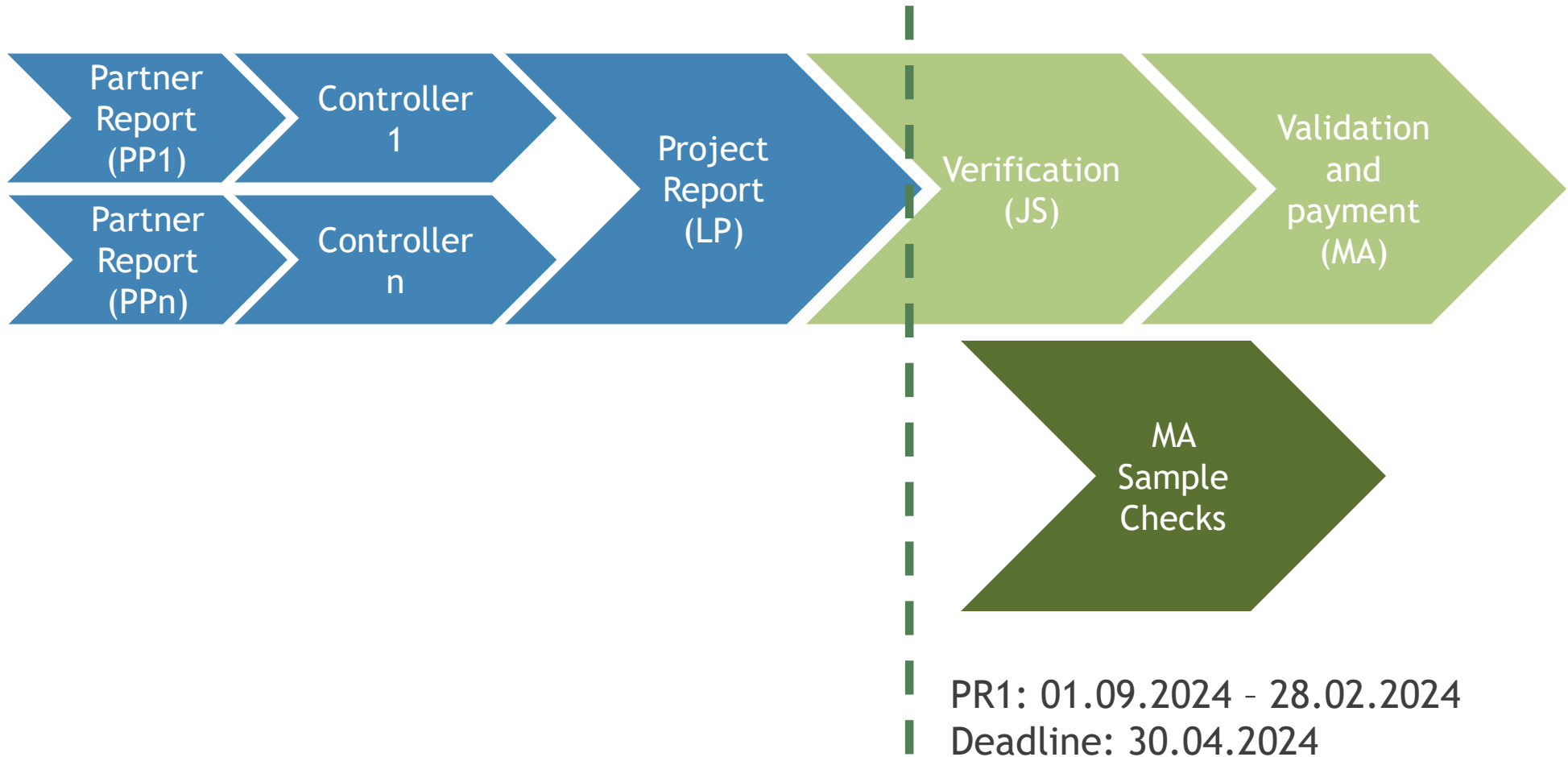


PR1: 01.09.2024 - 28.02.2024
Deadline: 30.04.2024

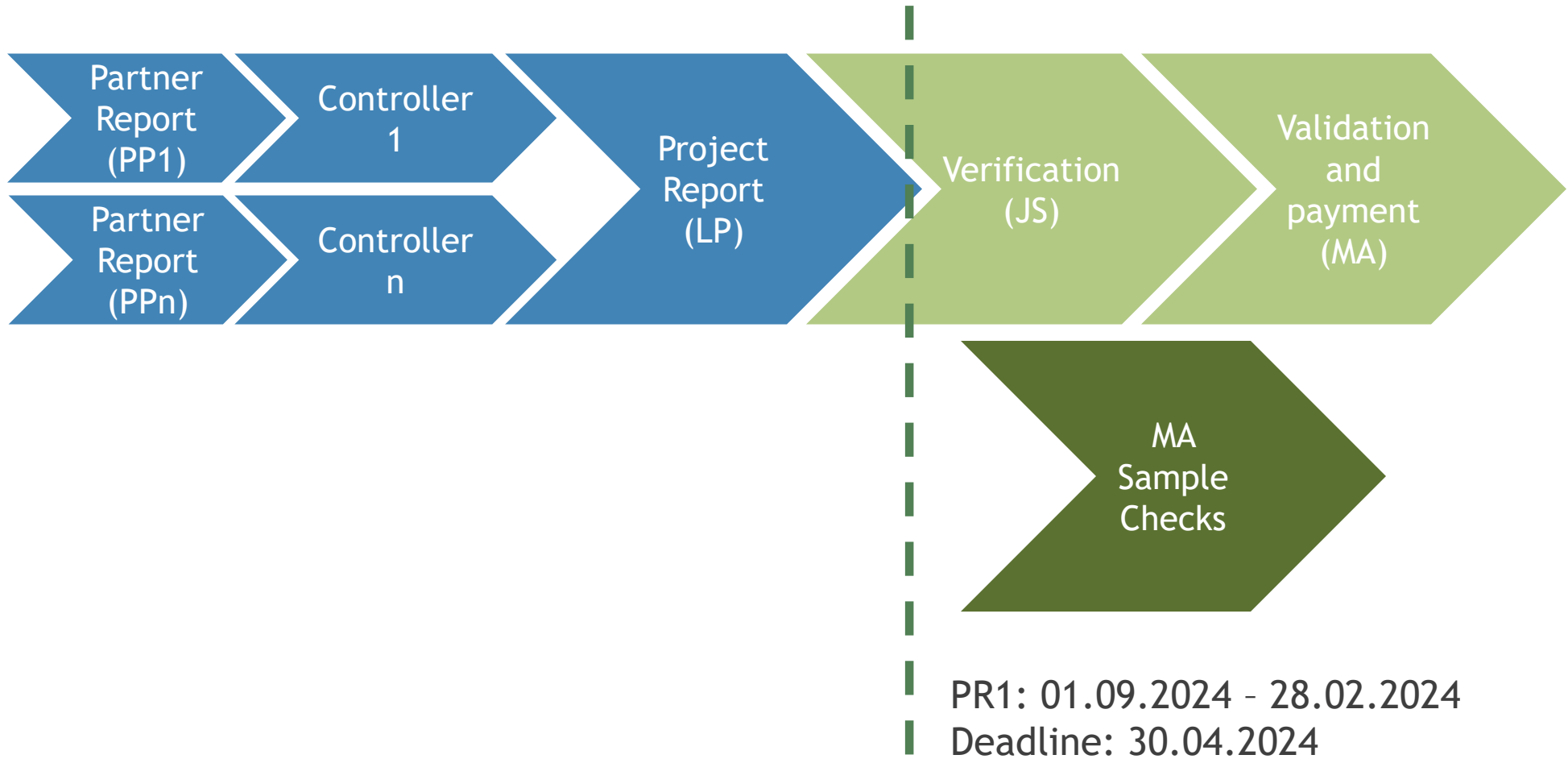
Reporting procedure



Reporting procedure



Reporting procedure



Project changes



- Rules for changes of approved projects are stated in **Articles 8 and 9** of the Subsidy Contract



Partnership



Content



ERDF



Duration

Changes in partnership



Minor changes

Change in the PP legal status and/or official designation

Contact JS in order to change it in the AF

Major changes

Partner(s) withdrawal with or without replacement

Request for change subject to approval by PC

Changes in content



Minor changes

Rescheduling of activities,
new legal representatives

Contact JS in order to
change it in the AF

Major changes

Exceptional, well justified
cases, such as activities,
outputs (including
equipment) or results

Request for change subject
to approval by PC

Changes in ERDF budget



Minor changes

Up to €20,000 or 20%
of the single beneficiaries'
ERDF budget

LP monitors and justifies it
in project report

Major changes

Beyond these limits, only in
exceptional, well justified
cases, but not more than
one change

Request for change, subject
to approval by the JS

Changes in duration



Major changes

Extensions are exceptional
and cannot exceed 6
months

Request for change subject
to approval by the JS

Concluding remarks

- Major changes require proper justification. Otherwise the request will be rejected
- LP has to keep an overview of budget spending
- All changes must be reflected in the AF
- Changes enter into force after approval from programme bodies
- Once approved, they are valid retrospectively starting from the date of the request to the JS