

# Project reporting and monitoring

## How does it work?

14 | 20

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**Munich** | Germany | 21-22 October 2019

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**Joint secretariat**



# Reporting

Partner report

Project report



# Reporting



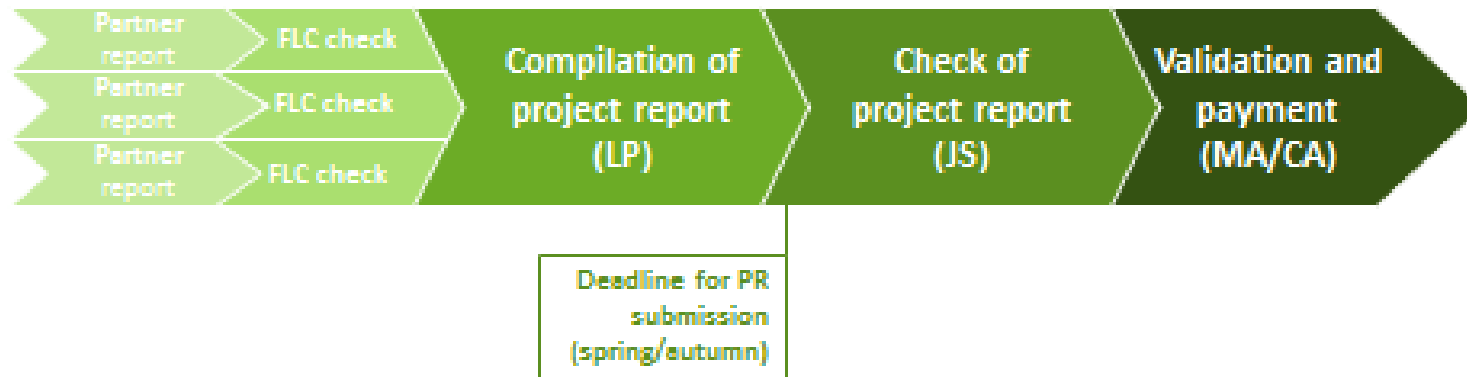
# Reporting – Why?

- Request ERDF payments
- Inform about the project realisation and contribution to the programme objectives
- Assess the change brought on the territory

Reporting as a contractual obligation: see Subsidy Contract (SC) art. 3 “Reporting and requests for payments”



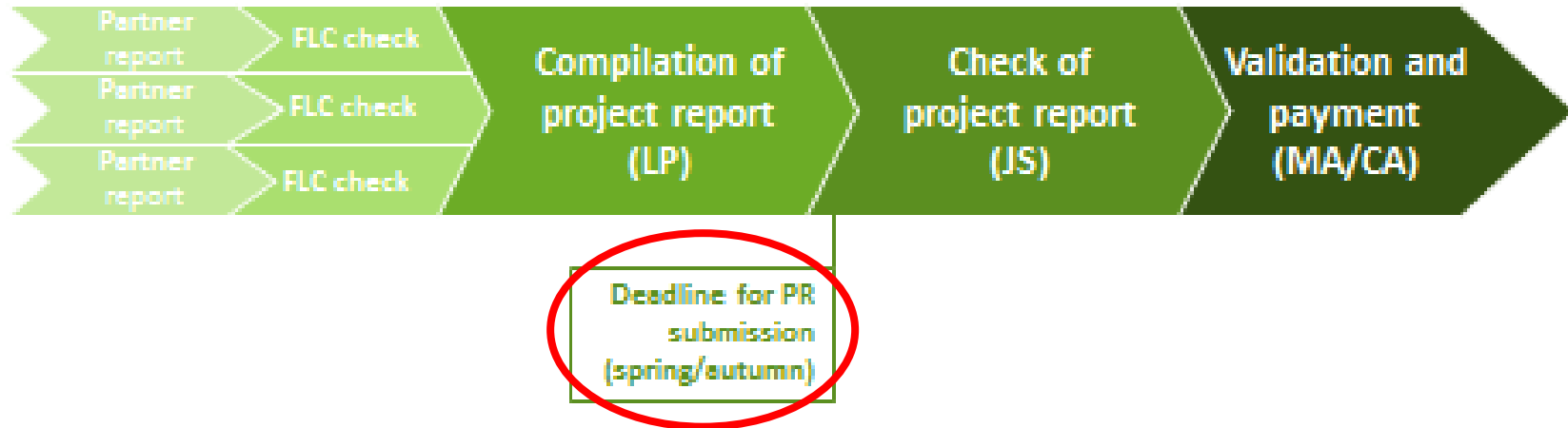
# Reporting – How?



- **Partner** prepares and submits its partner report in the eMS → content and list of expenditures
- **FLC** checks and verifies the partner report in the eMS
  - ✓ checking of the List of expenditures
  - ✓ filling in the FLC documents
- **LP** compiles all the information – financial compilation done by the eMS



# Reporting – When?



- Twice a year
- Reporting periods:
  - 1 January – 30 June → 15 September
  - 1 July – 31 December → 15 March

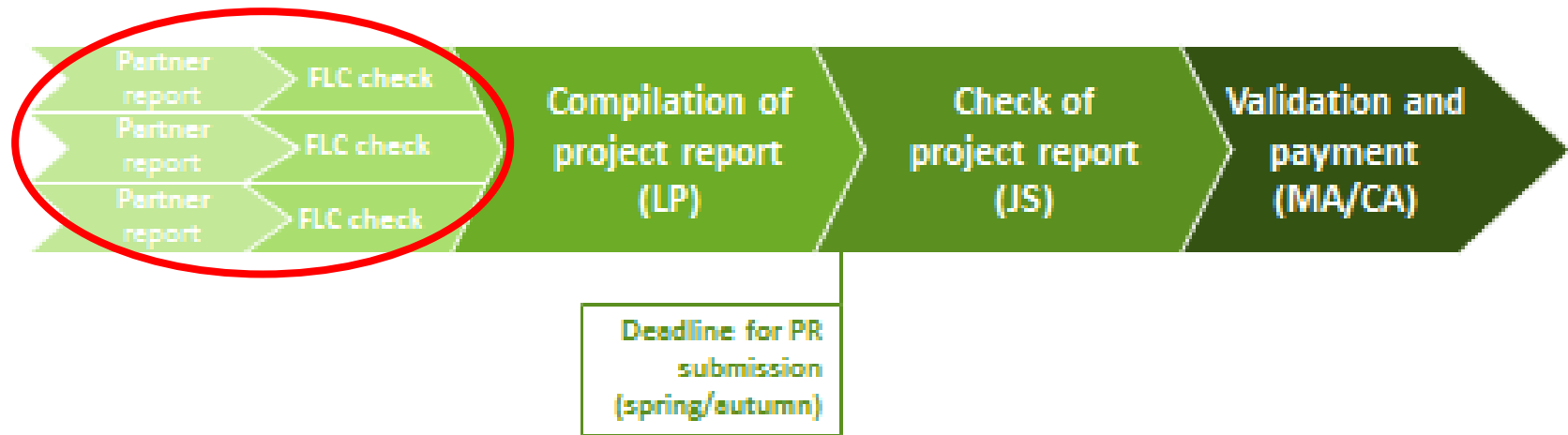


# Partner report



# Partner report – How?

1st step in the workflow





# Partner report – How?

- A report for each partner, including LP
- 3 steps in the eMS:
  - ✓ reporting activities
  - ✓ listing the expenditures
  - ✓ reporting the contributions
- Each partner should gather information on a regular basis to prepare its partner report
- Guidance for reporting:  
[http://www.alpine-space.eu/project-management/project-implementation-handbook/4.7\\_ax\\_1\\_guidance-for-reporting.pdf](http://www.alpine-space.eu/project-management/project-implementation-handbook/4.7_ax_1_guidance-for-reporting.pdf)



Step by step: how to create a partner report

<https://ems.alpine-space.eu>



# Create a partner report

→ to report activities and expenditure, first create your partner report

Select Role 

Project Partner 

## Partner Reports

### 2 - Obazda - OB-BY

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of f/c verification	Included in Project Report	Total partner expenditure declared ERDF	View Report	Certificate
Period 0	03.01.2017	17.04.2018								
Period 1	17.04.2018	31.12.2018								
Period 2	01.01.2019	30.06.2019								
Period 3	01.07.2019	31.12.2019								
Period 4	01.01.2020	30.06.2020								
Period 5	01.07.2020	31.12.2020								
Period 6	01.01.2021	16.04.2021								

Partner Living Tables  Check partner

Create New Report  
17.04.2018 - 31.12.2018

Period 1 



# Partner report: content

→ report on activities, achievements: outputs, target groups, work packages


Partner Report > List of Expenditures > Contribution and Forecast > Documents > Attachments

## Partner Report

Period 1 - 17.04.2018 - 31.12.2018

Start Date: 17.04.2018 End Date: 31.12.2018

### Summary of partner's work



Characters (including HTML): 0 (Limit: 2000), Words: 0

### Project Main Outputs Delivered

Please select outputs



# Partner report: list of expenditures

- use “add real cost” only
- lump sum reported by LP in project report for all partners



## List Of Expenditure

Options	Report Number ⇅	Budget Line ⇅	Wp ⇅	Int Ref No ⇅	Inv No ⇅	Inv Date ⇅	Pay
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No Match Found

<

 Export  Save Columns Columns ▾

Add Real Cost  Add Lump Sum



# Partner report: add real costs

Edit Expenditure  
Partner Report 1 OB-BY Period 1 List of Expenditures

PP	Budgetline	<input type="text" value="---"/>	Description1
	Workpackage	<input type="text" value="---"/>	<input type="text"/>
	Internal Reference Number	<input type="text"/>	Description2
	Invoice Number	<input type="text"/>	<input type="text"/>
	Invoice Date	<input type="text"/>	Partner Comment
	Date Of Payment	<input type="text"/>	<input type="text"/>
	Currency	<input type="text" value="EUR - EURO"/>	
	Conversion rate	<input type="text" value="(1)"/>	
	Total Value Of Item In Original Currency	<input type="text"/>	
	Vat	<input type="text"/>	
	Declared Amount In The Original Currency	<input type="text"/>	
	Declared amount in Eur	<input type="text"/>	
	Expenditure Outside ( The Union Part Of) The Programme Area?	<input type="checkbox"/>	

~~+~~ Upload

Uploaded

No records found

➔ Add

- add item by item
- no upload is foreseen on the eMS



# Partner report: contribution / forecast

## Report Forecast

Estimated expenditure  
  
 Description

- report forecast: estimated expenditure for next period
- **Point of attention:** report partner contribution based on the reported expenditure. Match target value.
- If new contributions: report them here.

## Follow-up Of Partner Contribution

**Target Partner Contribution Value**  
 € 2.904,96

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total( According To A F)	Previously Reported	Current Report	Total Reported So Far	Percent
Allgäuer Emmentaler	public	€ 5.000,00	51,69 %	€ 0,32	€ 2.000,00	€ 2.000,32	
Friends of cheese - Bayern	private	€ 4.672,92	48,31 %	€ 2.999,68	€ 904,96	€ 3.904,64	
Sub Total Public Contribution		€ 5.000,00	51,69 %	€ 0,32	€ 2.000,00	€ 2.000,32	
Sub Total Private Contribution		€ 4.672,92	48,31 %	€ 2.999,68	€ 904,96	€ 3.904,64	
<b>Total Contribution</b>		<b>€ 9.672,92</b>	<b>100,00 %</b>	<b>€ 3.000,00</b>	<b>€ 2.904,96</b>	<b>€ 5.904,96</b>	

< Export + Add Contribution >

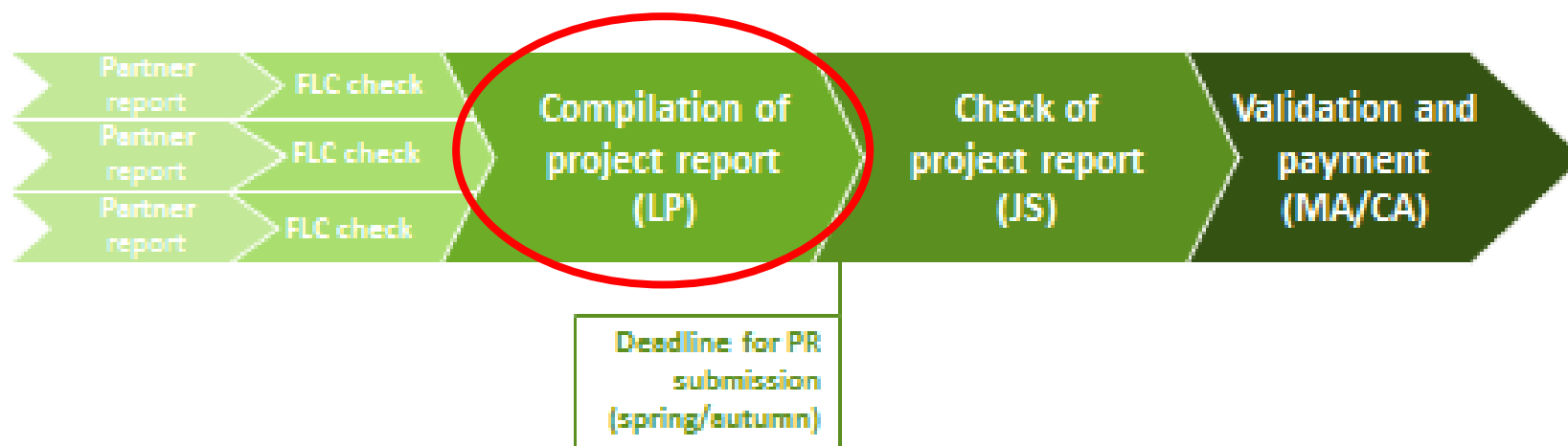


# Project report





# Project report – How?



# Project report – How?

## The lead partner

provides guidance to  
the partners

submits its own partner  
report

synthesises the  
information from  
partner reports

submits the project  
report via the eMS



# Project report – What?

- Structure
  - ✓ the same as the partner report, but more developed for the work plan.
- Content
  - ✓ report on activities, achievements, outputs, target groups, work packages
- Finance
  - ✓ partners' expenses are automatically compiled after the FLC certification.
  - ✓ the LP now reports the preparation lump sum for the whole project
- Other sources of reporting
  - ✓ project website should be up-to-date, including outputs & main deliverables
  - ✓ no upload possible on the eMS

Guidance for reporting: [http://www.alpine-space.eu/project-management/project-implementation-handbook/4.7\\_ax\\_1\\_guidance-for-reporting.pdf](http://www.alpine-space.eu/project-management/project-implementation-handbook/4.7_ax_1_guidance-for-reporting.pdf)

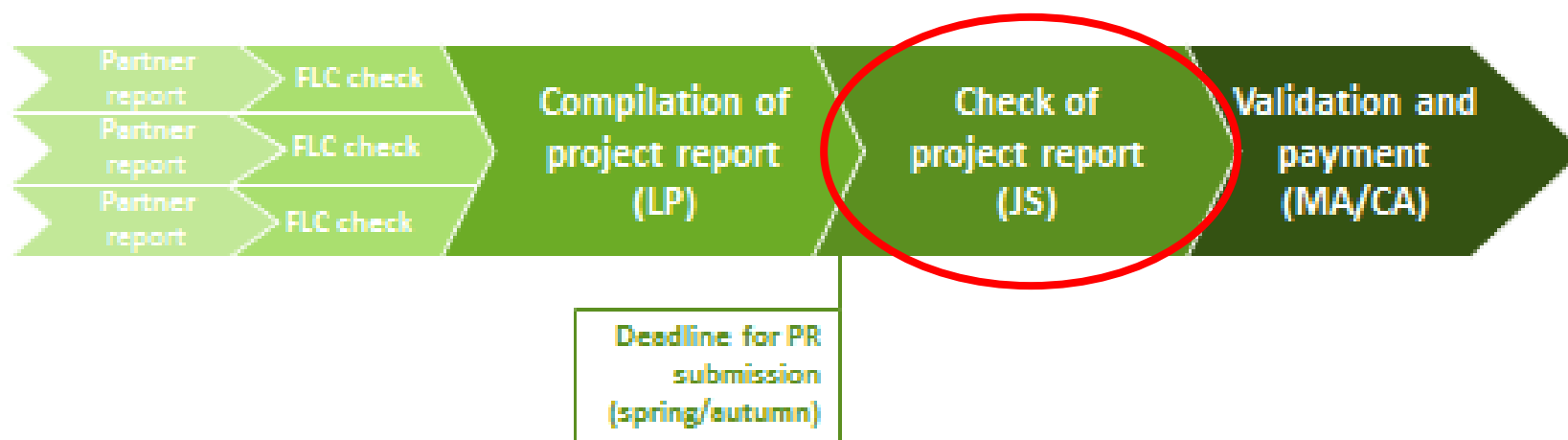


# Project report – What?

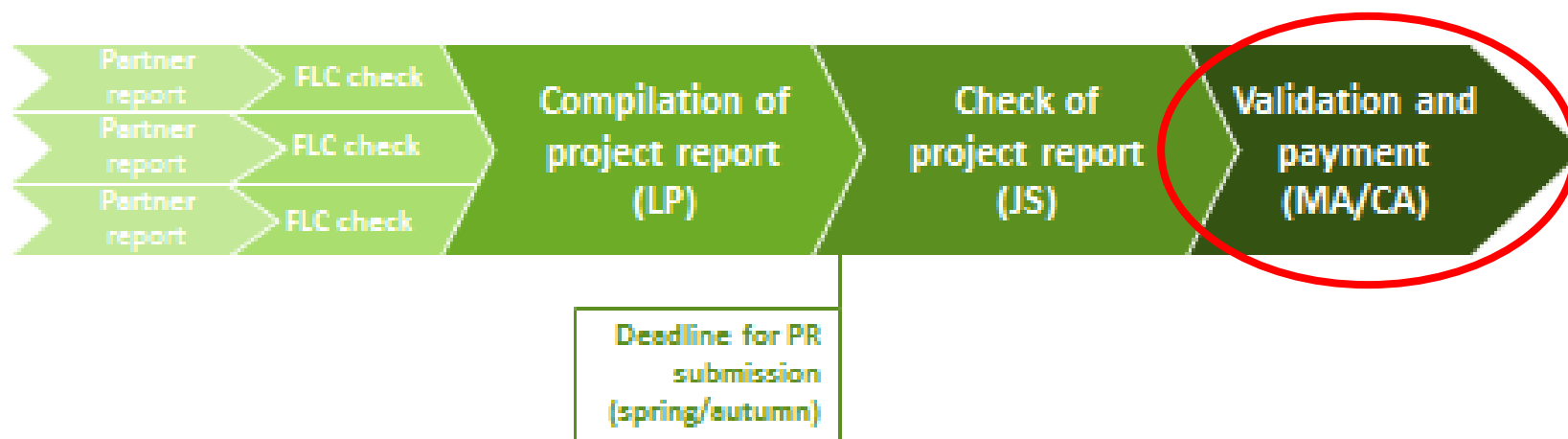
Project status report (SR)	Project progress report (PR)
- Highlights of main achievements	- Highlights of main achievements
- Level of achievement of the project specific objectives	- Level of achievement of the project specific objectives
- Project main outputs achievement	- Project main outputs achievement
	- Target groups reached
	- Description of activities per work packages
	- Main deliverables
- Justification of possible deviations from original plan (where relevant)	- Justification of possible deviations from original plan (where relevant)
- Financial tables	- Financial tables
- First level control certificates	- First level control certificates



# Project report – How?



# Project report – How?



# Advices & tips

- Reporting management
  - ✓ Agree within the partnership on a common methodology
  - ✓ Set internal deadlines to ensure a timely submission of the report (FLC certification may take up to 60 days)
- Target groups
  - ✓ Agree within the partnership on a common methodology
  - ✓ Monitor the aggregated target group data in a table outside the eMS
- Planning of expenses per period
  - ✓ Expenditures can be anticipated or caught-up across periods
  - ✓ At least 80% of spending target should be reached to avoid decommitment risks



# Where to find additional information?

[www.alpine-space.eu](http://www.alpine-space.eu)

About	Project application	Project management	Project results
<p><b>Project life cycle</b></p> <p>-----</p> <ul style="list-style-type: none"> <li>› Explore the cycle</li> </ul>	<p><b>Project implementation handbook</b></p> <p>-----</p> <ul style="list-style-type: none"> <li>› Explore the handbook</li> <li>› Introduction and index</li> <li>› Project generation</li> <li>› Contractual arrangements</li> <li>› Project implementation</li> <li>› Project communication</li> <li>› Project closure</li> <li>› Download</li> </ul>	<p><b>Project tools &amp; resources</b></p> <p>-----</p> <ul style="list-style-type: none"> <li>› EMS portal</li> <li>› Project communication activities</li> <li>› Programme event proceedings</li> <li>› Frequently asked questions</li> </ul>	



1.4 What can be co-financed?  
0.43 mb



4.7 Project reporting  
& annexes  
0.22 mb



Find our presentation!

Any question?  
Contact the JS!





Step by step: how to claim preparation costs

<https://ems.alpine-space.eu>



# Claiming preparation costs

- At LP level
- A simplified procedure

- Project Living Tables
- Project
- Supplementary Information

Exit

- Help
- Generated Files
- Contacts

Logout

EN

AFm > OB-BY > To.SI > FONT > ASGo > REB > MO > VBKäse

Select Role

Lead Partner

## Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Date Of Project Report First Submission	Total expenditure submitted to JS	View Report
Period 0	03.01.2017	17.04.2018					
Period 1	17.04.2018	31.12.2018					
Period 2	01.01.2019	30.06.2019					
Period 3	01.07.2019	31.12.2019					
Period 4	01.01.2020	30.06.2020					
Period 5	01.07.2020	31.12.2020					
Period 6	01.01.2021	16.04.2021					

Create Report For  
03.01.2017 - 17.04.2018

Period 1

Claim preparation cost

## Partner Reports

simply click on "Claim preparation costs"




# Claiming preparation costs

Lead Partner

**report automatically submitted to the JS**



## Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Date Of Project Report First Submission	Total expenditure submitted to JS	View Report
Period 0 03.01.2017 - 17.04.2018							
Report 0.1	03.01.2017	17.04.2018	Report submitted to JS	27.04.2018	27.04.2018	€ 20.000,00	
Period 1 17.04.2018 - 31.12.2018							
Period 2 01.01.2019 - 30.06.2019							
Period 3 01.07.2019 - 31.12.2019							
Period 4 01.01.2020 - 30.06.2020							
Period 5 01.07.2020 - 31.12.2020							
Period 6 01.01.2021 - 16.04.2021							

 Create Report For  
17.04.2018 - 31.12.2018

Period 1

 Claim preparation cost



Step by step: how to create a project report

<https://ems.alpine-space.eu>




# Create a project report

Select Role

Lead Partner 

## Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Date Of Project Report First Submission	Total expenditure submitted to JS	View Report
Period 0 03.01.2017 - 17.04.2018							
Report 0.1	03.01.2017	17.04.2018	Report submitted to JS	27.04.2018	27.04.2018	€ 20.000,00	
Period 1 17.04.2018 - 31.12.2018							
Period 2 01.01.2019 - 30.06.2019							
Period 3 01.07.2019 - 31.12.2019							
Period 4 01.01.2020 - 30.06.2020							
Period 5 01.07.2020 - 31.12.2020							
Period 6 01.01.2021 - 16.04.2021							

 Create Report For  
17.04.2018 - 31.12.2018

Period 1 

Claim preparation cost



# Project report: content

- report on activities, achievements: outputs, target groups, work packages
- inclusion of certificates

Report > Work packages > FLC certificates > Project report tables > Attachments

## Project Progress Report

Period 1 - 17.04.2018 - 31.12.2018

Start date: 17.04.2018      End date: 31.12.2018


### Highlights of main achievements

Please describe the project progress from the project's start up to now (including specific objectives reached and main outputs delivered). The summary should highlight main achievements and be interesting and understandable for non-specialists. Please write it in the style of a press release. ?

[max. 2000 characters]

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### List of partner FLC certificates

Project partner	Nr - FLC certificate	Date - FLC certificate	Total expenditure certified by FLC	Included in project finance report	Total partner expenditure included	Co-fin. source	Co-fin. rate (%)	Total
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# Project report: WP description

Report > **Work packages** > FLC certificates > Project report tables > Attachments

### Reporting WP Implementation

WP Nr	WP title	WP start	WP end	WP status	WP expenditure current report	% of WP reported so far
T1	Cheese days in the Alps	Apr.2018	Oct.2018	proceeding according to work	€ 0,00	0,00 %

**Partners involvement**

Abbreviation	Name	Responsible partner
AEm	Allgäuer Emmentaler(LP)	
OB-BY	Obazda	
To.SI	Tolminc	
FONT	Fontina	
MO	Morbier	

Please describe the progress in this reporting period and explain how the partners were involved (who did what).  
[max. 2000 characters]

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.  
[max. 2000 characters]

Project outputs	Project output description	Programme output indicator	Planned delivery month	Output quantification target	Achieved so far (not including this reporting period)	Achieved in this report	Level of achievement	Attachment
T1.1 "Cheese Days" network	a	OI3.1.2 - Number of developed strategic elements aiming at the implementation of sustainable valorisation of cultural and natural heritage of the Alpine Space	Apr.2020	1,00		1,00	not started	Upload

**Overview Activities/Deliverables**

Activity title	Start	End	Activity status
Collecting Information on Alpine Cheese	04.2018	10.2018	not started



# Project report: Project report tables

→ expenditures automatically compiled once the certificates are included in the report

## Project Report Expenditure Summary

Programme Co-financing	Project Total Budget	Previously Declared	Previously declared but found ineligible	Previously Reported ( Certified By C A)	Currently Reported (amount to be declared to the js)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Preparation cost (not Fic certified)	Total Amount Included In Project Finance Report
Total Co-financing	€ 173.819,82	€ 17.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 173.819,82	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Of Which ERDF	€ 173.819,82	€ 17.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 173.819,82	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Partner Contribution	€ 30.674,09	€ 3.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 30.674,09	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total Eligible Expenditure</b>	<b>€ 204.493,91</b>	<b>€ 20.000,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>0,00 %</b>	<b>€ 204.493,91</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>

 Export

## Project Expenditure Per Budgetline

Budgetline	Project Total Budget	Previously Declared	Previously declared but found ineligible	Previously Reported ( Certified By C A)	Currently Reported (amount to be declared to the js)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Preparation cost (not Fic certified)	Total Amount Included In Project Finance Report
Staff costs	€ 29.999,01	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 29.999,01	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Office and administration	€ 4.499,85	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 4.499,85	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Travel and accomodation	€ 48.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 48.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
External expertise and services	€ 119.722,05	€ 20.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 119.722,05	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Equipment	€ 2.273,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 2.273,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Infrastructure and works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total</b>	<b>€ 204.493,91</b>	<b>€ 20.000,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>0,00 %</b>	<b>€ 204.493,91</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>
Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total Eligible Expenditure</b>	<b>€ 204.493,91</b>	<b>€ 20.000,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>0,00 %</b>	<b>€ 204.493,91</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>

 Export





Any questions?

