



Technical Seminar for Partners on Reporting and Expenditure Verification

MEDITERRANEAN SEA BASIN PROGRAMME 2007-2013

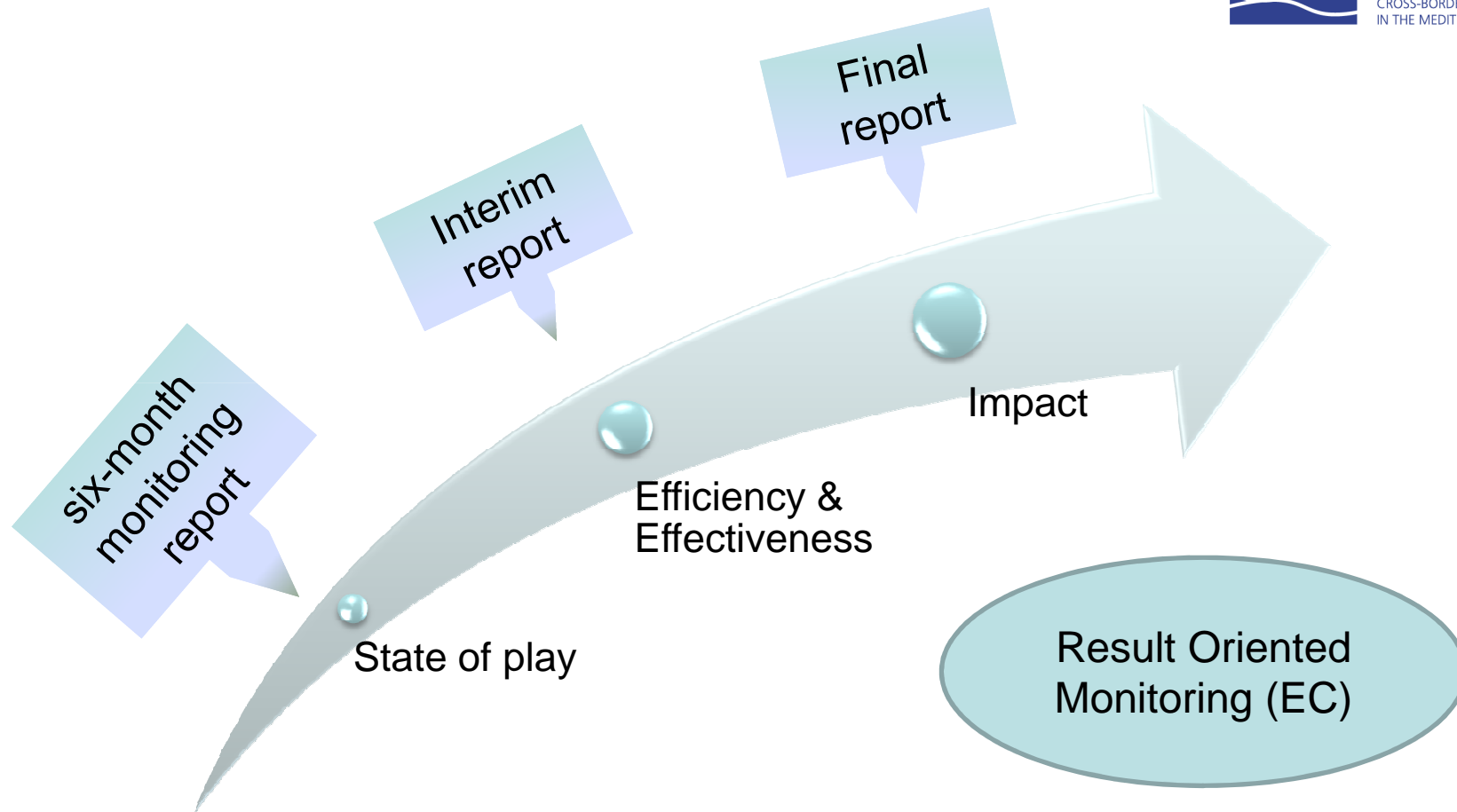
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Module V – Monitoring and reporting
Goals, Procedures & Time frame

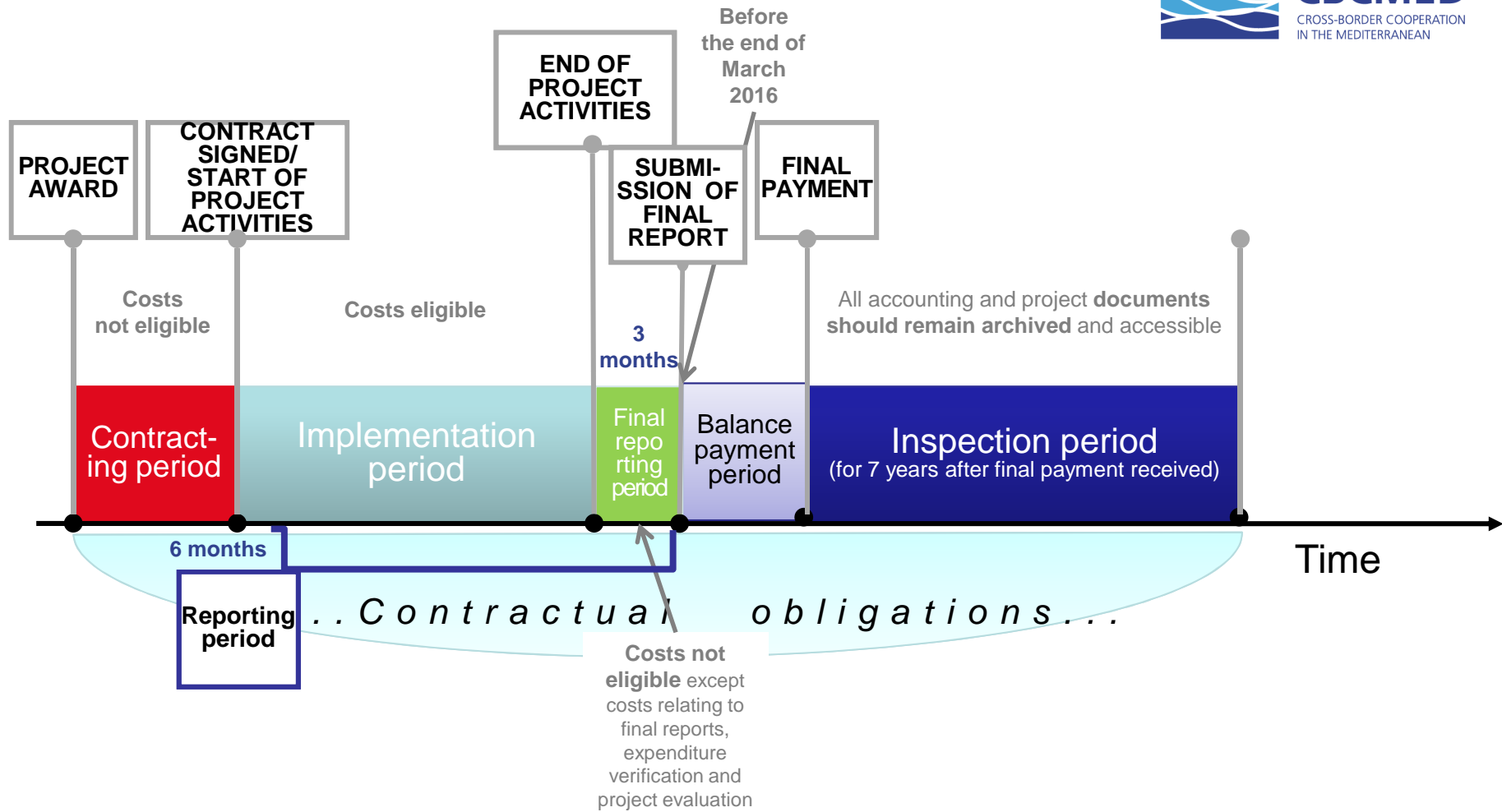
Malta, 28 May 2014



Type of reports required during project life:



When are they requested?

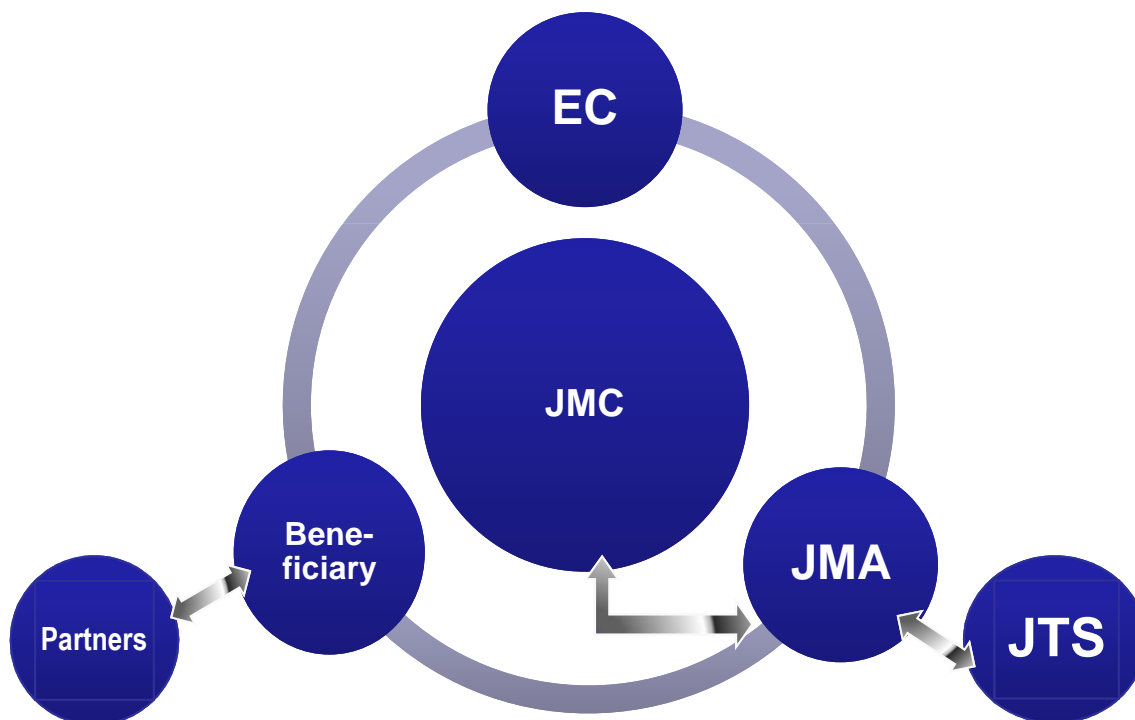


Who is involved?

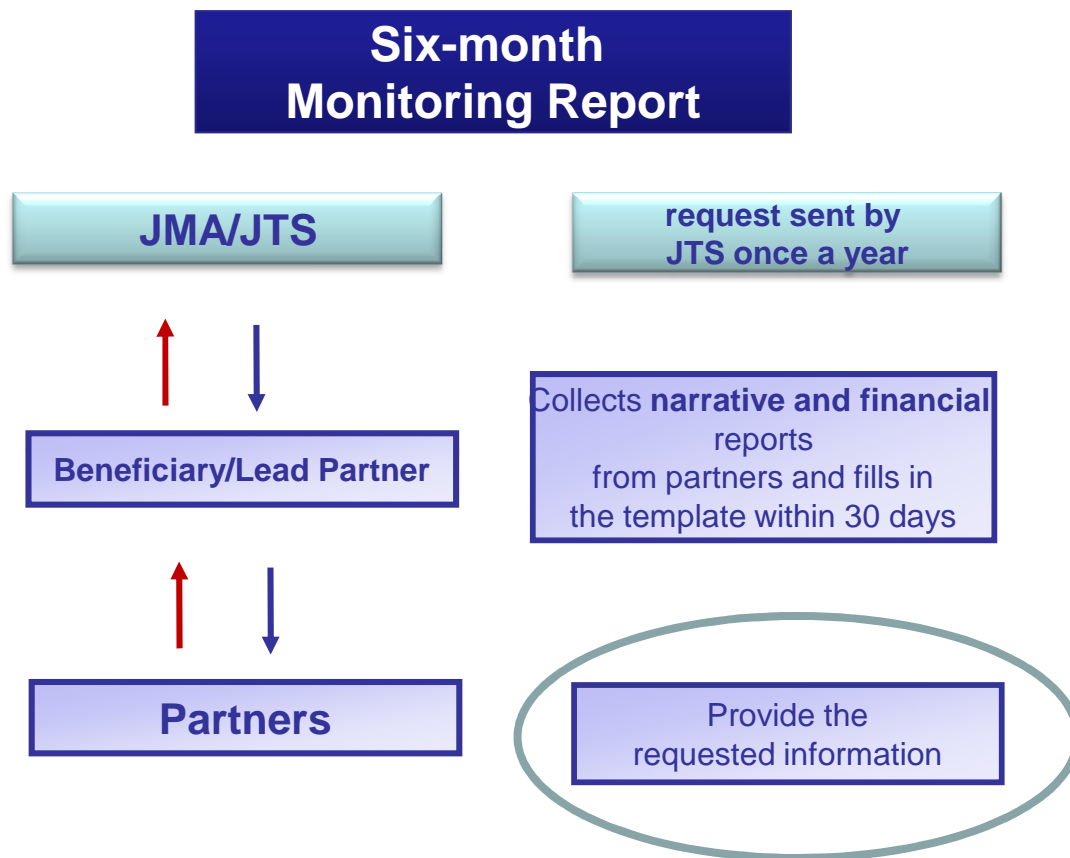
Monitoring and reporting involves all programme bodies



JMC, JMA, JTS/BO and NCP



Which procedure?



JMA/JTS reaction:

- give a feedback
- require additional information
- support in case of difficulties arising in implementing or monitoring activities

When? Every six months, upon request of the JTS

The report shall consist of:

A narrative part

A financial part



Programme funded by the EUROPEAN UNION



Six-month monitoring report

MEDITERRANEAN SEA BASIN PROGRAMME 2007-2013

The six-month monitoring report is composed by 9 worksheets and it is structured in three main parts:

- I the project specification and partnership description
- II the narrative part, including requests of information concerning activities carried out, communication and visibility activities implemented, information concerning the partnership and data concerning the need of changing some activities or outputs
- III the financial part, with request of data concerning the expenses occurred, committed or planned by each Partner and transfer of funds from the Beneficiary to the Partners.

The report shall provide a full account of all aspects of the project's implementation for the identified period and it should cover the project as a whole. The Beneficiary is the sole responsible of the report, and he is expected to circulate it within the partnership when finalized.

However for the sake of a good relationship among partners, the Beneficiary should share with them the finalized version of the six-month monitoring report.

You are requested to fill in all the worksheet and to send it within 30 days from the receipt of this request

Worksheet	Link to the worksheet
1 Project identification	1. Project identification
2 Beneficiary and partners	2. Partnership description
3 Activities and outputs	3. Activities & outputs
4 Communication and visibility	4. Communication & visibility
5 Modifications	5. Modifications
6 Partnership	6. Partnership
7 Financial partner Implementation	7. Financial implementation partner
8 Overall financial Implementation	8 Overall financial implementation
9 Funds transfer from Beneficiary to partners	9. Funds Transfer from Beneficiary to partners



**ENPI
CBCMED**
CROSS-BORDER COOPERATION
IN THE MEDITERRANEAN

Expenditure	Budget as per contract/Order						Reallocation and use of contingencies		Expenditures incurred				
	Type	# Units	Unit cost (in EUR)	Cost (in EUR)	admitted reallocation	use of contingencies	Per currency		Total by the period in EUR		Committed costs (before payment request) (in EUR)	Committed costs (after start of implementation due to payment request) (in EUR)	
							Exchange rate per the period (d.d.mmm/yyyy - d.d.mmm/yyyy)	Total cost (in currency #1)	Total cost (in EUR)	Total cost of the period (in EUR)			Total cost of the period (in EUR)
1. Human Resources 1.1 Salaries (gross amounts, fixed staff) Per month 1.2 Salaries (gross amounts, variable staff) Per month 1.3 Salaries (gross amounts, expatriate staff) Per month 1.4 Social security contributions Per month 1.5 Allowance (staff assigned to the Action) Per month 1.6 Local staff assigned to the Action Per month 1.7 International/expatriate participants Per month 1.8 Other Human Resources													
2. Travel													
2.1 International travel Per flight 2.2 Local transportation Per month 2.3 Other transportation Per month													
3. Equipment and supplies													
3.1 Purchase of soft or hardware Per service 3.2 Purchase of consumables, computer equipment Per month 3.3 Printing, paper Per month 3.4 Other consumables for machines, tools Per month 3.5 Other (office supplies) Per month 3.6 Other (equipment and supplies) Per month													
4. Local office													
4.1 Office rent Per month 4.2 Office staff Per month 4.3 Office utilities (electricity, telephone) Per month 4.4 Other services (cleaning, security/heating, maintenance) Per month 4.5 Other Local office Per month													
5. Other costs, services													
5.1 Publications Per month 5.2 Studies, research Per month 5.3 Auditing costs Per month 5.4 Insurance costs Per month 5.5 Translation, interpretation Per month 5.6 Printing services (copy, publication, etc.) Per month 5.7 Other (costs of correspondence) Per month 5.8 Visibility actions Per month 5.9 Other (other costs, services) Per month													
6. Other													
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6.100 Other (other costs, services)													

Structure of the six-month monitoring report



Programme funded by the
EUROPEAN UNION



Programme funded by the
EUROPEAN UNION



Part I: Project specifications

1. Project description

Reporting period

Main project information

Reference number

Acronym of the project

Title

Priority

Measure

Duration of the project

Project implementation - Start date

Project implementation - End date

Total project duration in months

JTS Project Officer

JTS Financial Officer

JMA Officer

Project summary and main observations

2. Partnership description

Actors	Contract details:								Contract 2 details:							
	Name	Name	Surname	Role	Address	Email	Phone	Fax	Name	Surname	Role	Address	Email	Phone	Fax	
Beneficiary																
PP1																
PP2																
PP3																
PP4																
PP5																
PP6																
PP7																
PP8																
PP9																
PP10																
PP11																
PP12																
PP13																
PP14																
PP15																
PP16																

Focus on specific points



Worksheet 6 Partnership

Start up phase:

- opening of the bank account,
- tax exemption
- appointment of the auditor (national regulations)
-

Worksheet 3 Activities & Outputs and Worksheet 6 Partnership

Implementation phase

- difficulties in carrying out project activities (identify causes!)
- successful events/outputs (give details)
- internal communication

Thank you for your attention

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