

Technical Seminar for Partners on Reporting and Expenditure Verification

MEDITERRANEAN SEA BASIN PROGRAMME 2007-2013

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Module VI – Approaching the Interim Narrative Report

Malta ,28 May 2014

Reporting is:



A contractual obligation designed to:

- Inform the JMA on progress in project implementation progress, and/or
- request further **pre-financing** or the payment of the balance. Well-prepared and timely reporting will facilitate receiving the expected payments on time.

Legal basis

The narrative and financial reporting is described in Article 4 of the Special Conditions of the contract and detailed in:

- **Article 2** of General Conditions
- **Article 15.1** of General Conditions, explaining the conditions for payment

Article 2.5 of General Conditions



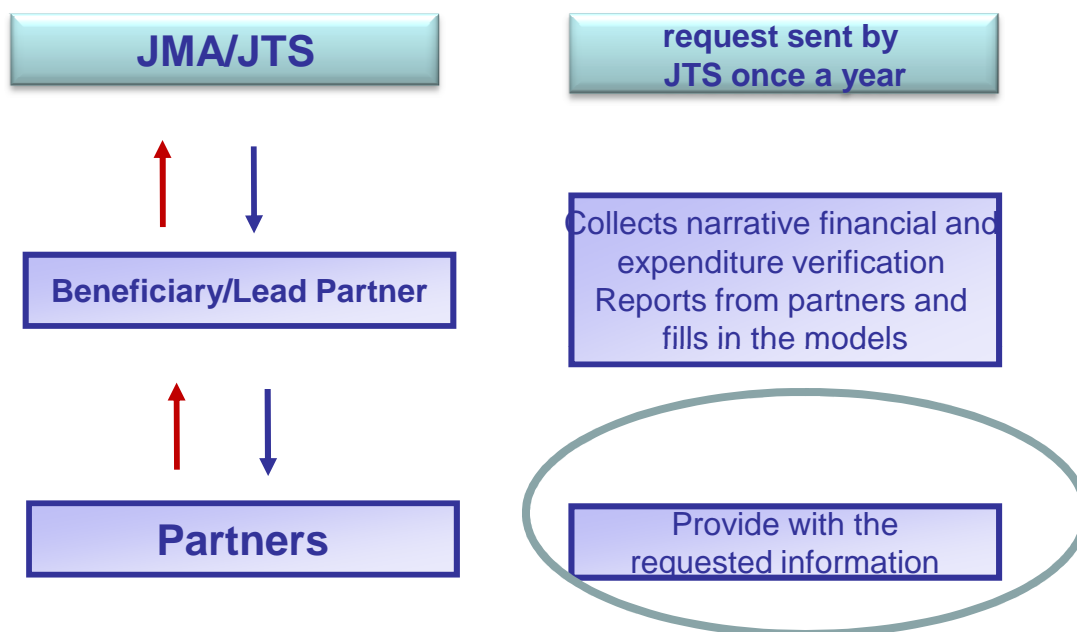
For Projects lasting more than 12 months (i.e. all your Projects!) **if the Beneficiary fails to present an interim report and a request for payment by the end of each twelve-month period following the date of the pre-financing (Article 2.2 of the Special Conditions) the Beneficiary must:**

- inform the Managing Authority of the reasons why it is unable to do so, and
- provide a summary of progress in the Project.

If the Beneficiary fails to comply with this obligation, the Managing Authority may terminate the Contract in accordance with Article 12.2 a) and recover the amounts already paid and not substantiated.

Which procedure?

Interim Report



JTS reaction:

- assess the report
- require additional information (within additional 14 calendar days)
- send request of prefinancing to the JMA

JMA reaction:

- check the assessment done by JTS
- require additional information
- transfer the prefinancing within 45 days

When?

- At month 12 or as soon as the threshold of the 70% of the prefinancing is reached
- Within 45 days from the receipt of the template

NB in case of request of additional information or clarification, the deadline of 45 days request of transfer of prefinancing is suspended

Role of each partner in reporting (1)



- *Prepare a narrative report of activities:* build it up progressively and update it regularly so that it can be produced rapidly when the threshold for further pre-financing is reached
- *Give a concise description of the activities carried out (dates, places, attendees, target groups) by mentioning the Work Package the activity refers to*
- *For every event/meeting prepare an agenda (respecting visibility guidelines) and write minutes or a short report with key points/agreed outcomes of the meeting/event and an attendance list of participants*
- *Take pictures of the meetings and events if possible (showing visibility requirements have been respected)*
- ...

Role of each partner in reporting (2)



- *Check that the information included is organised and consistent with the financial report* so it can be verified quickly by JTS/JMA without further requests for clarification
- Show the Narrative Part of the Interim Report that you prepare to your Auditor
- **Submit the reports on time**, if you wish to avoid delays in receiving further pre-financing

Six month report and Narrative interim report: overview of similarities and differences



Six month report Excel file

1. Project identification
2. Partnership description
3. Activities & outputs
4. Communication & visibility
5. Modifications
6. Partnership
- 7. Financial implementation per partner**
- 8. Overall financial implementation**
- 9. Funds Transfer from Beneficiary to partners**

Narrative interim report Excel file

- 1A. Project identification
- 1B. Partnership description
- 1C. Target Country Region**
- 1D. Beneficiaries and Outputs**
- 2A. Executive summary
- 2B. Activities and results
- 2C. Modifications
3. Partnership
4. Visibility
- 4A. Visibility questions
- 5. Programme indicators**
- 6. Strategic indicators**
- 7. Specific indicators**
- 8. Signature**

Outputs



Outputs: are the «products» of the activities of the Project. They reflect the direct actions and are specified in the project description and in the LogFrame

While ***project results*** (as shown in the LogFrame) are generally a product of the actions/activities of a number of different stakeholders

Indicators



- **Programme indicators:** indicate the project contribution to the achievement of the results at Programme level.
- **Strategic indicators:** include the Project contribution to the achievement of the strategic results at Programme level
- **Specific indicators:** this section refers to the specific objective and results and output indicators included in the **LogFrame** meaning:
 - **Results Indicators:** measuring the results in terms of target group benefits (*E.g. Increased IT skills of civil servants in small municipalities*).
 - **Outputs indicators:** measure the immediate and concrete consequences of the measures taken and resources used: *E.g.: number of civil servants trained.*

Thank you for your attention

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