

## NA Interim Report

The Scope of this report is to provide the NAU with a snapshot of event as they have unfolded during the year (*inset cut off point*)

In light of the NAU's monitoring activities as defined in the **Erasmus+ Programme 2014-2020 Guidelines for National Authorities on monitoring and supervision activities**, the NA Interim Report on the Implementation of the *NA WP* shall to provide the NAU with the necessary information for the monitoring and evaluation of the NA implementation of the *NA work programme* in relation to NA activities and targets described and agreed upon in the said NA work programme.

As a result of this evaluation process, apart from monitoring the implementation of the NA WP and ensuring efficient and effective programme management, the NA and the NAU will be better guided in their preparation for the upcoming NA Work Programme in terms of ensuring:

- a) The state of play of the implementation of the Programme
- b) An appropriate target setting for the NA operational objectives for each specific programme objective (**Annex 1** to this Report)
- c) The follow-up of the functioning of the NA to ensure that it has the necessary resources for the efficient and effective implementation of the programme
- d) The proper management of the tasks entrusted to the NA in terms of budget execution, used resources, effective risk management, results, output etc

The Deadline for the submission of the Report is \_\_\_\_\_ 2016

*...Explanatory note indicating the scope of the report and the reasons behind the update*

*The Scope of the Interim report procedure is to assist both the NA and the NAU in its preparations for the Work Programme of Any given year. One of the most important improvements of Erasmus+ when compared to its predecessor programmes is the introduction of specific targets that need to be reached by the MTNA. As a result and as parts of it monitoring checks on the NA the NAU monitors to what extent such targets are being achieved.*

*The targets are a subject of continuous discussion over the year especially when it is realised that some are being under achieved. The NA and the NAU discuss possible and plausible way forwards so that they may be achieved so that the aims of the programme are ultimately fulfilled. An example of such cooperation was the introduction of quotas for persons with special needs in 2016. In Q2 of 2016 we are waiting to see the results of the exercise and if it proves successful the NA may recommend its use with other HEIs.*

*In addition to this the NAU also attends the stakeholders meetings that take place twice a year. During the first meeting the NA discusses targets which are proving to be problematic or other areas of concern for the implementation of the programme.*

*The Interim report is another tool that assists the NA and the NAU in monitoring the said targets. Though this medium the NAU requests the NA to provide a snapshot of what has been reached so far. The aim is not to take corrective measures for that same year but to ensure that the upcoming work programme takes cognisance of any targets that were not fulfilled and others that were exceeded. For the NAU feels that the result of this report could be improved through a change in deadline, and has been moved to a submission date of late August to early September. This will mean that a significant number of targets would no longer be susceptible to change in that respective year, and therefore the updates to the NA work plan can be better targeted.*

*In addition the NAU after internal discussion and discussion with the NA and the Ministry has chosen to simplify the report. The main reason for this is that a number of requests that were made in by the NAU in its first template are now being addressed on a more regular basis. Consequently they are no longer required via this report. Such matters are now dealt with during the regular meetings that generally take place once every two months between the NA, the NAU and the Ministry for Education or through simpler reporting mechanisms. An example of this is the follow up of recovery orders. A check is conducted by the NA on a monthly basis. The NAU has requested that once finalised this report be forwarded to the NAU for scrutiny. The NAU will make follow ups as deemed necessary.*

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### 1. Communication, information and dissemination and exploitation of results

Please provide the NAU with a brief overview of the results that have been obtained by the communications team so far this year. Please focus on the highs and the lows and where relevant provide an analytical comparison with the previous year. This will assist both the NA and the NAU in the upcoming Work Programme. Please link this both to the objectives, methodology and activities as planned in the WP.

### 2. External Quality Certification

Has the NA obtained an external quality certification ISO or other (Please refer to CAF in the following section)?

Please describe which areas are covered, and how it will support the NA quality assurance system in the programme management or the current state of play.

[Free text]

Please provide an update on the Common Assessment Framework (CAF) process initiated by the NA, its outcomes and the way forward.

[Free text]

### 3. Multiannual NA plan for NA staff development and training

**Monitoring of the NA's implementation of the Multiannual plan for NA staff development and training set in the WP**

a) Does the NA foresee that the objectives and targets listed in the WP will be reached by end of the year? Kindly comment on:

- objectives and targets set in the WP already reached as at time of reporting and the effects/outcomes of the implemented activities (if already evident)
- objectives and targets set in the WP still to be reached (making reference to due dates for activities still to be implemented)
- objectives and targets not being reached in (giving necessary justifications why)

[Free text]

#### 4. Yearly planning of NA staff training activities

##### Monitoring of the NA's implementation of the Yearly Planning of NA staff training activities set in the WP

Please provide us with a brief overview of the state of play of the training planned for this year. In case of discrepancies between planned and held activities, please comment in the free text section below to explain/justify/replacements (stating the reasons for cancellation or postponing of planned activities) and/or add any relevant information. Please provide an updated table if deemed relevant.

[Free text]

#### 5. Yearly planning of NA training activities for external evaluators

##### Monitoring of the NA's implementation of the Yearly Planning for NA Training Activities for external evaluators

Please provide a brief overview of the training planned and realised for this year. Please describe any problems that you have met with this year and possible mitigations for the upcoming WP.

[Free text]

#### 6. Grant Award Procedure & Budget Allocation for the E+ Programme

a) In the free text below, please insert reference to the state of play of the grant award procedure including information (as at time of reporting) on:

- i. Calls and key actions for which the grant application process is still ongoing
- ii. Key actions for which the grant award decision has been taken but agreements are yet to be signed by the NA
- iii. Whether any transfers of funds (which means that confirmation from the Commission is required) are being envisaged

[Free text]

**7. NA Manual of Procedures Amendments**

Please include a copy of the relevant MoP extracts which have been amended/ included together with a copy of the Change Management Log Sheet.

In case of additional information necessary, please insert below:

[Free text]

**8. IAB Opinion: NA follow-up of IAB open observations**

Please provide a copy of the NA action plan (as per NA's MoP) detailing NA's address and the state of play together with due dates for implementation, mitigating actions taken and NA follow-up required in relation to the IAB open observations (as listed in the IAB opinion on the 2014 NA Management Declaration).

Supporting NA documentation should be also forwarded to reflect NA address.

In case of additional information necessary, please insert below:

[Free text]

**9. Follow up of Audit Findings**

Please provide the NAU with an update for:

- a. Commission findings resulting from the Follow up of the Yearly NA report
- b. Commission findings resulting from any supervisory or monitoring visit (inc. HEIs)
- c. NAU findings that are still open
- d. IAB findings that are still pending (not to be repeated if already included under the Commission observations)

[Free text]

### 10. ECVET

Please provide the NAU with an update for ECVET in terms of:

- a. Budget allocated
- b. Budget Spent
- c. Activities planned/competed/cancelled and postponed
- d. Activities that the NA is not confident will be attainable within the current year leading to loss of funds

[Free text]

### 11. Eurodesk

Please provide the NAU with an update for Eurodesk in terms of:

- a. Budget allocated
- b. Budget Spent
- c. Activities planned/competed/cancelled and postponed
- d. Activities that the NA is not confident will be attainable within the current year leading to loss of funds

[Free text]

### 12. Significant issues encountered by the NA so far in the year

In case of significant issues encountered this year (e.g. fraud cases/ projects highlighted as risks etc...) not mentioned in other sections of this report, and necessitating NA action/address please describe below:

**PLEASE NOTE THAT THE NA IS OBLIGED TO DISPENSE ANY SUCH INFORMATION.**

[Free text]