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MANUAL FOR BENEFICIARIES FOR STANDARD PROJECTS

PART 5 –

REPORTING ON THE PROJECT PROGRESS

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Manual for Beneficiaries for Standard Projects

PART 5: REPORTING ON THE PROJECT PROGRESS



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1 REPORTING PROCESS

During the project implementation, all projects will report on their progress regularly. The reporting covers both the project activities and the financial implementation. As a general rule, every six months a joint **Project Report** on progress will have to be prepared in the Jems by the Lead Partner and submitted to the Joint Secretariat. Prior to submission of the Project Report, each Project Partner will have to prepare a **Partner Report** in the Jems and submit it to the National Controller.



The reports allow the monitoring of expenditure and are the basis for the regular payments made to the project. Furthermore, it is a tool to foresee and communicate potential problems and delays in the implementation process to the Joint Secretariat.

Table 1: The indicative reporting and payment procedures

	End of the 6-months reporting period	Submission of the Partner Report to National Controllers	Submission of the Project Report to the Joint Secretariat	Checking of Project progress report by Joint Secretariat	Payment to the Lead Partner
Deadline	6 months after the start of the reporting period	1 month after the end of the reporting period	Approx. 4 months from submitting the Partner Report to National Controllers (including 3 months for the verification of the costs by the National Controllers)	1 month from the receipt of the Project Report + additional time for clarifications with the Lead Partner (if needed)	Approx. 6 - 9 months after the end of the reporting period



It is recommended that the LP sets up a project management plan, which will define how the project will be implemented, monitored and how the quality is ensured. This may include time-plan and other planning documents. LP is responsible for monitoring the timely submission of all Partner Reports and Project Reports throughout the project implementation.

It is also recommended to make sure that the used terminology is consistent throughout the report(s) and in line with the Application Form.

1.1 PREPARATION OF THE PARTNER REPORT

Within one month after the end of each reporting period, each Project Partner (including the Lead Partner in the role of the Project Partner) must complete a Partner Report in which it provides the necessary information on performed activities, deliverables achieved and costs incurred in the reporting period. The report with all supporting documents needs to be sent to its National Controllers for the verification of the costs via Jems. The Partner Report also serves as a reporting tool for Project Partners towards the Lead Partner.

The Partner Report has to be written in the national language of the Project Partner.

The National Controllers verify the expenditure. Expenditure reported on the basis of Simplified Cost Options are not required to be supported by the specific costs based documentation. Expenditure reported on the real cost basis has to be supported by documents such as invoices, procurement documentation and other relevant material or information. National Controller can ask for additional documentation or clarification if needed. National Controller confirms eligible expenditure with national control certificate, which is available in Jems.

The certificate is visible for the relevant Project Partner, the Lead Partner, and all relevant programme authorities.

1.2 PREPARATION OF THE PARTNER REPORT

In order to follow the project implementation and as a basis for the reimbursement of the ERDF funds to the project, a joint Project Report has to be submitted by the Lead Partner to the JS. Project Reports are a core tool for reporting and monitoring of progress made in implementation and link expenditure to what was originally planned in the Application Form. In addition, the reports provide qualitative information on the results achieved and lessons learnt within the reporting period. The information reported by the projects should be as clear and coherent as possible. For each reporting period, the information enclosed in the Project Report has to be aggregated and consolidated by the Lead Partner. The Project Report has to be written bilingually in Slovene and in Croatian language.

Each Project Report is checked by JS. In case the information in the submitted report is not sufficient for properly checking the progress and reimbursing the funds, the JS requests the LP to provide clarifications and to amend the Project Report within a given deadline. Once the check by the JS is positively concluded, the JS notifies the MA on the completion of the check. The MA carries out additional control steps and if no additional issues are raised the report is submitted to the body performing the accounting function for the payment of ERDF funds.



The **content related part** of the Project Report provide a description of project activities, deliverables and outputs achieved or progress made towards achieving results during the respective reporting period.

The **financial parts** of the Project Report present the expenditure progress in the reporting period and consist of real costs and simplified costs options expenditures, for which a request of reimbursement is submitted to the MA/JS together with the report and additional information on financial matters. The financial report shall contain information on expenditure paid by the LP and all PPs in the reporting period, which has been verified by the National Controllers.

A pre-condition for including any expenditure in a Project Report is its verification in accordance to the principles and provisions of national control systems. The National Controller will either confirm or reject (in part or in full) expenditure submitted by the Project Partner for verification in the Jems. The amount verified and confirmed by the National Controller will then be included in the »certificate of expenditure«. In addition to the verification of expenditure carried out by the National Controller, the LP has to perform additional verifications:

- ✓ to ensure that expenditure of PPs included in Project Report has been verified by National Controllers by enclosing certificates of expenditure covering the relevant reporting period,
- ✓ to ensure that expenditure of PPs included in each Project Report has been incurred for implementing the project, that it corresponds to activities described in the latest valid version of the Application Form and that it is in accordance with all provisions set in the subsidy contract.

The partnership is expected to implement the activities and cover the costs according to the approved Application Form and should always keep in mind that the project is monitored against the last valid Application Form.

Lead Partners are advised to use the Project Reports as efficient communication tools: be concise and to the point while reflecting on the overall progress of the project. The main text of the reports should summarise the implementation of the actions and their outputs. A brief, relevant and informative description is better than a profuse and detailed account of activities without a clear relation to the project and its action plan. In this respect, the reporting should focus on the implementation of the project itself, rather than on each partner's activities. Lead Partners are encouraged to ensure the informative quality and consistency of the reports. Accompanying the Project Report, Lead Partners should provide relevant supporting material such as copies of studies and reports, press articles etc. These should be uploaded in the report in electronic format in Jems.