**Interreg Europe**

European Union | European Regional Development Fund

*Sharing solutions
for better regional policies*

# Welcome to the session on reporting 'activities'!

1. Reporting general principles

2. Insight into achievements reporting

3. Case study

4. Final recommendations

# 1. Reporting general principles

# Ready?

1. MC approval under conditions
2. Fulfillment of conditions
3. Signature of the subsidy contract
4. Signature of the project partnership agreement
   (no reporting for a PP who did not sign)

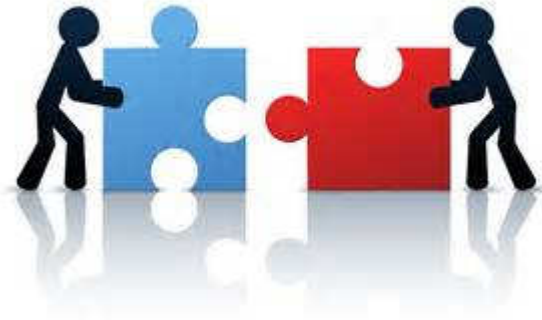Get partnership and activities going !

# Monitoring process

Each project is monitored by two persons in the joint secretariat (JS):

- a policy officer

- a finance officer

Both have to be recipient of <u>all communication</u>

# Monitoring tools

Reporting and monitoring documents:

- Progress report and related annexes (PR)

- Request for changes form

# Monitoring tools

Other tools to monitor the progress:

- project's website

- exchange with the lead partner and partners upon need (skype, phone conferences)

- meetings with the lead partner and partners upon need (on site, at the JS)

# Standard procedures

On-line system (iOLF) with

- progress report

- partner FLC certificate

- partner control report and checklist (filled in iOLF, sending to JS only upon request)

- expenditure list by partner (filled in iOLF, sending to JS only upon request)

# Standard procedures

- JS checks the PR and sends back to the LP a list of _clarification requests_ to be answered within a specific deadline

- PR finally approved when all requests are clarified

- From JS approval: payments usually within 1 month

- LP payment of ERDF to PP quickly after receipt

# Reporting timing



| | Reporting period | | Deadline for submission |
|---|---|---|---|
| **Phase 1** | six-monthly | 01 Apr – 30 Sept<br>01 Oct – 31 March | 01 January<br>01 July |
| **Phase 2** | annual* | 1 April – 31 March | 01 July |

*\* six-monthly reporting under certain conditions (eg. decommitment risk, high amounts due to pilots)*

First PR:      09/02/2016 – 30/09/2016                    1 January 2017

# Changes in project implementation

Minor changes : through PR (iOLF)

- Budget changes (< 20% flexibility rule)
- minor partner changes (name changes, legal succession with full continuity)
- minor activity changes

Major changes: JS approval necessary:

- partnership changes (e.g. withdrawal, replacement)
- core activity changes (incl. introduction of pilot action at end of phase 1)
- budget changes (reallocation above 20% flexibility for each budget line and partner)
- project duration

# Recommended Reading

- Subsidy Contract

- THE Programme Manual

- Delegated Regulation
  about eligibility of expenditure (EU) No 481/2014

- …

# Questions?

# 2. Insight into achievements reporting

# Activity & result monitoring

**Why?**

- To follow the project's progress not only in terms of activities /
     outputs but also in terms of <u>results</u>
- To demonstrate the project's / programme's success and
     usefulness

**How is it carried out?**

- Mainly through the <u>progress reports</u> *(under development)*
- Through project's website, publications and good practices
- Through the JS participation in project event(s)

# Reporting: basic principles

- <u>Same template</u> for phases 1 and 2: only certain sections are modified according to the phase

- Two parts in the achievements reporting:
    1. Insight into project's IMPLEMENTATION
    2. Insight into project's RESULTS

- From first period, project can report on results

# Part 1: implementation

Insight into project's **IMPLEMENTATION**

- Overview of day to day project implementation

- Consolidated information

- 3 sections: overview, story telling, work plan

# Part 1: implementation

## 1. Overview

- Exchange of experience process

- Policy learning platforms participations

**Exchange of experience process**

Please describe the involvement of partners during the reporting period. Is this involvement according to the plans?

[2000 characters]

Is the policy learning process progressing as initially planned? Do the partners learn from each other and is there any difficulty encountered in this regards during the reporting period?

[2000 characters]

How are the stakeholders involved in this learning process? Is this involvement ensured in all partner regions?

[2000 characters]

**Participation in Policy Learning Platform**

Please describe the project's participation in the activities of the Platform during the reporting period. Are there any benefits deriving from this participation.

[2000 characters]

# Part 1: implementation

## 2. Story telling

Any striking element to report from the reporting period?

| What are you particularly proud of in this reporting period? |
| --- |
| If possible, please develop one aspect of your project you have found particularly interesting during this reporting period (e.g. specific activity, exchange among partners, testimony from a stakeholder). Do not hesitate to use quotes or interviews, or insert a link to a picture, video or any other means which could provide a lively illustration of this aspect.<br><br>[4000 characters] |

# Part 1: implementation

## 3. Work plan

Overview of <u>output</u> indicators (7 indicators only)

| Output indicators  *(Pre-filled from AF)* | Current period | Achieved so far (cumulative) | Target |
|---|---|---|---|
| Number of policy instruments addressed (i) | | | *Pre-filled from AF* |
| Number of policy learning events organised (i) | xx | | *Pre-filled from AF* |
| Number of good practices identified (i) | xx | | *Pre-filled from AF* |
| *Please provide a link to the good practice database* | | | |
| Number of people with increased professional capacity due to their participation in interregional cooperation activities (i) | xx | | *Pre-filled from AF* |
| Number of action plan developed (i) | | | |
| *Please provide a link to the action plans available on project website.* | | | |
| Number of appearances in media (e.g. press) (i) | xx | | *Pre-filled from AF* |
| *Please provide a link to media appearances available on project website.* | | | |
| Average number of sessions at the project pages per reporting period | *Automatically filled in from website* | | *Pre-filled from AF* |

# Part 1: output indicators

## Changes compared with INTERREG IVC

**N°of policy learning events organised**

- Include stakeholder group meetings

**N°of people with increased capacity**

- Include active members of the stakeholder groups
- To be reported in the last semester of phase 1 only

**N°of action plans developed**

- To be reported in the last semester of phase 1 only

# Part 1: outputs indicators

## Point of attention

**Consistency** of the information provided. Each figure reported needs to be justified:

- either through the description of the activities in the report
- or through information from the project website

| Number of policy learning events organised (i) | xx | | Pre-filled from AF |
|---|---|---|---|

**Activities which took place during the reporting period(i)**

Describe in detail the activities related to a) exchange of experience (phase 1) / action plan implementation follow-up (phase 2), b) communication and dissemination and c) project management.

a) Exchange of experience

[3000 characters]

# Part 1: implementation

## 3. Work plan

Activities reporting per semester

| Activities of the current reporting period as originally planned |
| --- |
| *Pre-filled from AF* |
| **Main outputs of the current reporting period as originally planned** |
| *Pre-filled from AF* |

| Activities which took place during the reporting period ⓘ |
| --- |
| Describe in detail the activities related to a) exchange of experience (phase 1) / action plan implementation follow-up (phase 2), b) communication and dissemination and c) project management. |
| a) Exchange of experience |
| *[3000 characters]* |
| b) Communication and dissemination |
| *[1500 characters]* |
| c) Project management |
| *[1500 characters]* |

# Part 1: implementation

## 3. Work plan

- Progress made in comparison with initial plans described in the application form

- Possibility to explain changes from these plans

**Changes from the original plans**

Describe and justify any changes from the original work plan and, in case of delays, outline the solutions found to catch up with the foreseen time plan.

[1000 characters]

# Part 1: implementation

**How to tackle changes from the original plans?**

- Description of the change and the reason for the change

- Clarification on its consequence on project implementation (e.g. on finance)

- Solution proposed to face this change

# Part 2: results

Insight into project's **RESULTS**

- Organised per policy instrument

- Distinction between 'policy change' (direct result of exchange of experience) and 'territorial impact' (longer term results)

# Part 2: results

## Overview of result indicators

| Result indicators | Current period | Achieved so far (cumulative) | Target |
|---|---|---|---|
| Number of Growth & Jobs and/or ETC programmes where measures inspired by the cooperation were implemented in the field tackled by the project. | Pre-filled from AF + section 2.2 | *Automatically calculated* | *Pre-filled from AF* |
| Amount (EUR) of Structural Funds (from Growth & Jobs and/ or ETC) influenced by the project in the field tackled by the project. | Pre-filled from section 2.2 | *Automatically calculated* | *Pre-filled from AF* |
| Number of other regional policy instruments where measures inspired by the cooperation were implemented in the field tackled by the project. | Pre-filled from AF + section 2.2 | *Automatically calculated* | *Pre-filled from AF* |
| Amount (EUR) of other funds influenced by the project in the field tackled by the project. | Pre-filled from section 2.2 | *Automatically calculated* | *Pre-filled from AF* |

# Part 2: result indicators

**Points of attention**

- Automatically calculated based on the information provided under ach policy instrument

- To be completed only if the policy change has already occurred (intention does not count)

- Financial impact: funds <u>directly</u> influenced by the change

# Part 2: results

Information per policy instrument:

A. General feature (including geographical scope)

| Policy instrument 1 | Pre-filled from AF | | |
|---|---|---|---|
| **General features** | | | |
| Is this policy instrument a Structural Funds operational programme? | Yes/No (Pre-filled from AF) | | |
| Is this policy instrument a European Territorial Cooperation programme? | Yes/No (tick box) | | |
| Please indicate the geographical coverage of this policy instrument. | NUTS 1 | Drop down NUTS menu for the three different levels | |
| | NUTS 2 | | |
| | NUTS 3 | | |

# Part 2: results

B. Policy change

- Was the instrument influenced by the project and how?
- Direct results from the exchange of experience

| Policy change | | |
|---|---|---|
| Has the project succeeded in influencing this policy instrument? | Yes/No (tick box) | |
| If yes, please describe these measures. | | |
| *Texts copied from previous reports (if justifications were provided in the past)* | | |
| *[2000 characters]* | | |
| If applicable, please estimate the amount of funding influenced by the project | Current period (EUR) | Cumulative (EUR) *Automatically calculated* |
| Please explain how the above amount was estimated. | | |
| *[1 500 characters]* | | |

# Part 2: results

C. Territorial impact

- What is the concrete impact of the change on the territory?
- Longer term results

| Territorial impact | | | |
|---|---|---|---|
| If possible, please describe the territorial impact of this influence in the region (e.g. beneficiaries concerned, results achieved in terms of increased competitiveness or cleaner environment). | | | |
| *Texts copied from previous reports (if justifications were provided in the past)* | | | |
| *[2000 characters]* | | | |
| In case this influence can be reflected through indicators, please complete the following section. Please note that new self-defined indicators can be proposed. | | | |
| Self-defined performance indicator | Current period | Achieved so far (cumulative) | Target |
| *Name of self-defined performance indicator – pre-filled from AF* | | *Automatically calculated* | *Pre-filled from AF* |
| *New self-defined indicator* | | *Automatically calculated* | *xx* |

# Part 2: results

D. Action plan implementation (phase 2)

| Action plan implementation (phase 2 only) |
|---|
| Please describe the progress made in relation to the implementation of the action plan for this policy instrument. |
| [3000 characters]. |

- Possibility to add a 'policy instrument'

- Possibility to report any other achievements (i.e. not related to any policy instruments)

| Beyond the above policy impact, are there any unexpected achievements of the project? |
|---|
| If applicable, please describe any other achievements like spin-off activities that resulted from the project although not planned at the application stage.<br><br>[3000 characters] |

# Questions?

# 3. Case study

# Points of attention

- The **geographical coverage of the policy instrument** refers to the NUTS level covered by the policy instrument itself

  ➡️ ROP Andalusia – NUTS 2

  Municipal Mobility Plan – NUTS 3

- A policy change can be reported only when the **policy instrument has been successfully influenced**

  ➡️ implementation of new projects

  change in the management of the policy instrument

  change in the strategic focus

# Points of attention

- The **policy change** has to be **very well described**:

  - What is the change (e.g. new call launched, new measure introduced in the OP, new monitoring system)

  - Source of the lessons learnt (Interregional workshops, Study visits, Staff Exchange, etc.)

- **Indicator 'estimated amount of funding influenced'**

  Tangible, already defined and directly related to the change

- The **territorial impact and the self-defined indicators** will evolve during the project lifetime

# 4. Final recommendations

# Recommendations

- To ensure the report is **self-explanatory**

- To ensure that the report is **understandable**

  - even when the theme tackled is quite specialised, non specialists should be able to understand

  - role of the LP to 'digest' and summarise information coming from the whole partnership

- To ensure **consistency** between output indicators and activities

- To ensure clear link between **activities** and **finance** reporting

  E.g. description of the external expertise to be in line with activities

# Recommendations

- To be as **precise** as possible
  e.g. activities should be described in details (dates, location, content, participants)

- To provide '**qualitative**' information
  Monitoring of outputs is important but not sufficient
  Content-related information is also crucial for capitalisation

# Conclusion

- Be proactive: do not wait for the Progress Report to inform the JS on important issues

- Be aware of the importance of the progress report, do not wait for the last minute to prepare it

Aim of the programme: to build a nice and constructive collaboration with each project

**"Programme's success relies on projects' success"**

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# Thank you!