

**Interreg
Europe**



European Union | European Regional Development Fund



*Sharing solutions
for better regional policies*

Introduction to reporting procedures

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Ready?

1. Monitoring Committee approval under conditions
2. Fulfillment of conditions
3. Signature of subsidy contract
4. Signature of project partnership agreement
(no reporting for partner who does not sign)

Get partnership and activities going !





Relation with JS/MA

- Lead partner (LP) principle
- Each progress report monitored by 2 persons from the Joint Secretariat (JS)
 - a policy officer
 - a finance officer
- Communication officer also appointed to each project for any questions related to project website (hosted by the programme)





Monitoring tools

Reporting and monitoring documents in iOLF:

- Progress report (PR) and related annexes
- Request for change form



Standard procedures

- LP submits PR to JS
- JS checks PR and sends back clarification requests to be answered within a specific deadline
- PR finally approved when all requests clarified
- From JS approval: payments usually within 1 month
- LP payment of ERDF to partners quickly after receipt

Changes in project implementation



Minor changes : through PR (iOLF)

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

Major changes: JS (or MS) approval necessary:

- partnership changes (e.g. withdrawal, replacement)
- core activity changes
- budget changes (reallocation above 20% flexibility for each budget line and partner)



Timeframe for reporting

Reporting periods related to start date

For second call projects:

| | Reporting period | | Deadline for submission |
|------------------------------------|------------------|--------------------------------------|-------------------------|
| Phase 1 (e.g. 36 months) | six-monthly | 01 Jan – 30 June 01 July – 31 Dec | 01 October 01 April |
| Phase 2 (24 months) | annual* | 01 Jan – 31 Dec | 01 April |

* six-monthly reporting under certain conditions



Monitoring tools

Other (remote) tools to monitor project progress:

- Project's website
- Good practice template
- Exchange with LP upon need (skype, phone conferences)



Monitoring tools

Other (face-to-face) tools to monitor project progress:

- Meetings with LP upon need (on site, at the JS)
- **Mid-term review meeting** before end of phase 1
(see updated version of the manual)



Recommended Reading

- Subsidy contract
- Programme manual (latest version)
- Delegated Regulation
about eligibility of expenditure (EU) No 481/2014

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Thank you!

Questions welcome



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