



# Governance Projects

## Project management

### Procedures, finances and reporting

April 11<sup>th</sup> 2023  
Online meeting



# Objectives of the meeting

*Give an overview on management processes and tools*

*Ease project starting with practical information*

*Provide LPs with the mains steps structuring project execution*

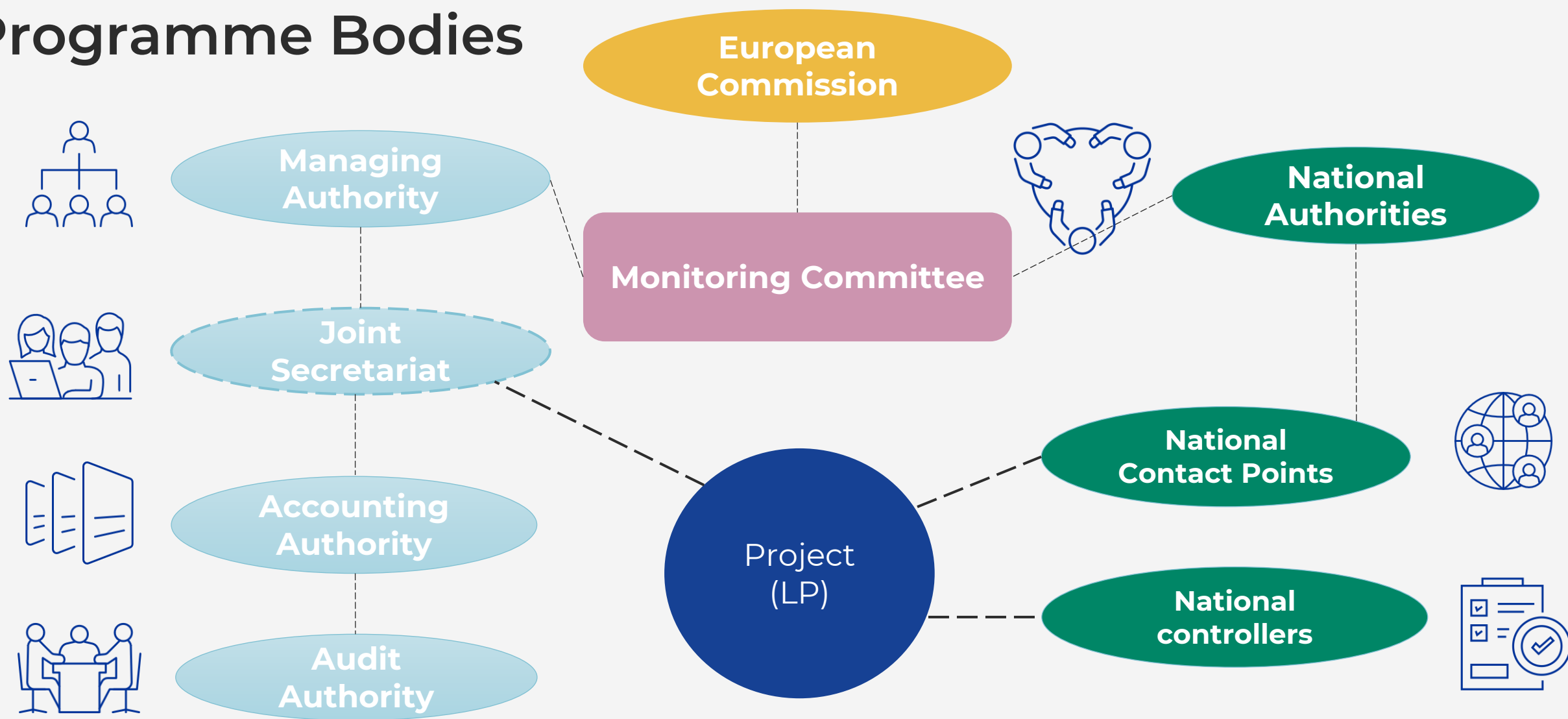
*Support the project implementation*

*Answer your main questions on project management*

# Agenda

09h30 – 09h40	<b>Introduction, objectives of the meeting</b>
09h40 – 10h00	<b>Programme bodies and project management</b>
10h00 – 10h15	<b>Implementing my project - initial steps</b>
10h15 – 10h45	<b>Reporting process (part I)</b>
10h45 – 11h00	<b>Coffee Break</b>
11h00 – 11h30	<b>Reporting process (part II)</b>
11h30 – 12h30	<b>Focus on finances</b>

# Programme Bodies



# JS team presentation

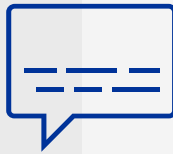
## JS Coordinator



Monitoring Committee

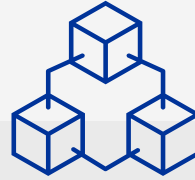
## Communication and IT Unit

- Events
- Website
- Jems
- Basecamp



Euro-MED4Governance group

## Project Unit



First contact for projects (LPs)

- Project contracting
- Project monitoring
- Project Steering committee
- Project report assessment and validation

Euro-MED4Governance group

2 PO Responsible for 1 mission

## Resource Coordination Unit



- Financial monitoring
- Payment orders
- Recoveries
- 2nd level Audit coordination
- Support to the National controllers

[programme@interreg-euro-med.eu](mailto:programme@interreg-euro-med.eu)

# Project management

## Who are they?

### Lead Partner

- **project coordinator**- thematic coordination and mobilising the partnership
- **financial manager** - financial monitoring and the management of the project budget

full responsibility

- for the implementation and reporting of the entire project toward MA
- all expenditures declared correspond to the activities
- communication with the **Programme bodies**

JS

MA

### Project partner

- project coordinator responsibility
- for the contribution to project activities and reports toward the LP and the full consortium
- for the communication with their **national representatives** of the Programme

NA

NCP

National  
Controller

### Key documents

- Application Form
- Subsidy Contract
- Partnership Agreement
- Payment claims
- Project reports

Article 26 of  
Interreg  
Regulation

# Project management - LP duties

Operating an efficient and reliable **management** and **coordination** system including administrative and financial management

- efficient and participative decision-making process - **Steering Committee**
- ensuring the respect of the **sound financial management** principle in the whole partnership
- ensuring the respect of European and National legislation and EU principles during and after the implementation of the project
- monitoring the **financial performance** of the project and managing the **decommitment risk**
- report all irregularity detected and operating an **anti-fraud system** in the project
- respect the **deadlines** of the reporting process
- check all expenditure's compliance to the project before their declaration to the JS
- **consult and inform the JS** in case of modification of the project

Subsidy  
Contract

# Project management - Project Partners duties

Operating an efficient and reliable **management** system including administrative and financial management

- participate in the decision making
- respect of the **sound financial management** principle
- follow European and National legislation and EU principles during and after the implementation of the project
- notify of the reception of funds
- hold a **separate accounting system**
- provide information to LP on activities and expenditures
- keep an adequate **audit trail**
- report all irregularity detected
- respect the **deadlines** of the reporting process
- **consult and inform the LP** in case of modification of the activities
- to be responsive to all control

Partnership  
Agreement



# Project management – Key tools

All tools are provided by the Programme

## **Monitoring tool - Jems**

- Under development (developing by Interact)
- All support request should send to [support@interreg-euro-med.eu](mailto:support@interreg-euro-med.eu)
- workflows supported by Jems: application, contractualisation, reporting, modification of the project



## **Cooperative work tool - Basecamp**

- Support the daily work of the partnership and the JS

## **Webpage of the Programme - [interreg-euro-med.eu](http://interreg-euro-med.eu)**

- List of contacts, Programme Manual, Guidelines, Templates, FAQ

## **Euro-MED carbon footprint calculator – [carbonfootprint.interreg-euro-med.eu](http://carbonfootprint.interreg-euro-med.eu)**

- Support the monitoring of the carbon footprint of the projects

# Precontracting

- **fulfillment** of the eventual **conditions** of the support determined by the MC,
- **consolidation of the Application Form** (selection key productions, responsible people, milestones and indicators, budget correction, project WP update, minor technical issues or adjustments, CC3 Flat rate option verification)
- the **emails** must be confirmed, and **bank details** of each partner must be provided,
- update **partner** and **de minimis declaration**,
- declaration accepting the requirements for International organisations acting under international law,
- **additional documents may be requested** by the JS for Partner located in a Region outside the Programme area and belonging to an EU Member State

Project  
can be  
started  
at that  
phase

# Contracting

## Signature of the contractual documents

1. Signature of the **Partnership Agreement** by LP and project partners: 1 original signed by PPs and LP: 1 for LP and one scanned version in Jems

- Partnership Agreement can be signed either by hand (wet ink) or electronically

**The LP must upload the Partnership agreement signed on Jems**

2. Signature of the **Subsidy Contract** by the LP and the MA:

- Electronic signature with Adobe sign only! The process is prepared by the JS (no obligation for the LP to have a digital signature)
- In case of wet ink signature : must be sent (in duplicate) to the JS by regular post: 1 for LP, 1 for MA

**Upon reception the JS upload the Subsidy contract on Jems**

# Let's start up!

- **Preparation costs 'lump sum' payment** (no demand by the LP needed, payment will be issued automatically)  
total of 28.000 € Interreg Funds / project)
- Selection and approval of the **National Controller** (see Programme Manual)  
In case of national centralised system, nothing to be done by partners  
In case of national decentralised systems, selection of the NC to be done by partners as soon as possible
- First **project steering committee** (to adopt the project intern processes and responsibilities)  
To be hold within 2 months after project start, minutes to the JS within 3 months after project start

## **minimum content of the first minutes:**

Approval of the rules of procedure of the steering committee (written procedure included as decision making process!)

Establishment of management and coordination structures

Clarifying obligations mentioned in the contractual documents to all partners : distribution of tasks and roles

Establishment of the common work calendar

The project starting date is determined in the **Contracting section in Jems**

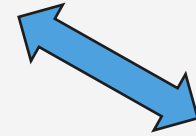
# Overview of the reporting tools

## Activity and financial reporting

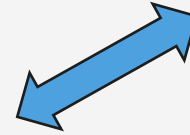
- Partner report
- Project report
- Control report and certificate
- Payment Claim
- Uploading of key deliverables after JS validation



Jems



Basecamp



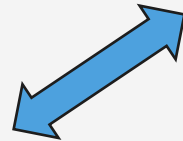
LP



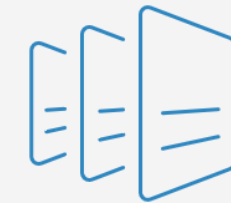
PPs



JS



Project website



Manual, tutorials and templates

## Daily monitoring

- Project exchanges
- Reporting on key deliverables
- Main project management documents
- Carbon footprint reports
- Working documents
- Project interactions

## Guidance and standards

- Reporting procedures
- Ad-hoc tutorials
- Reporting on communication data
- Other specific JS requests

## Communication

- Validated key deliverables
- News, events, forms...
- Online questionnaire

# Reporting procedure: general overview

When ready, **finalised versions of the key deliverables** are uploaded on **Basecamp** by the LP

The JS validates the Key deliverables and they are **published on Jems** for subsequent publication

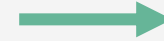
Each partner fills in and submits its **Partner report**



LP collects information on activities and deliverables



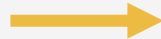
LP fills out and submits a **Project report**



LP issues a **Payment Claim**



Expenditure certification by the NC (and validation by NAs, only ES and PT) > **NC certificate and report**



LP collects **NC certificates and reports** and validates their inclusion on the Project report



The **reporting package** (i.e Project report and Payment Claim) must be submitted to the JS approval on time!!!

# Partial and full reporting

After each reporting period,

**Each partner claiming costs (including the LP)** must submit in Jems:

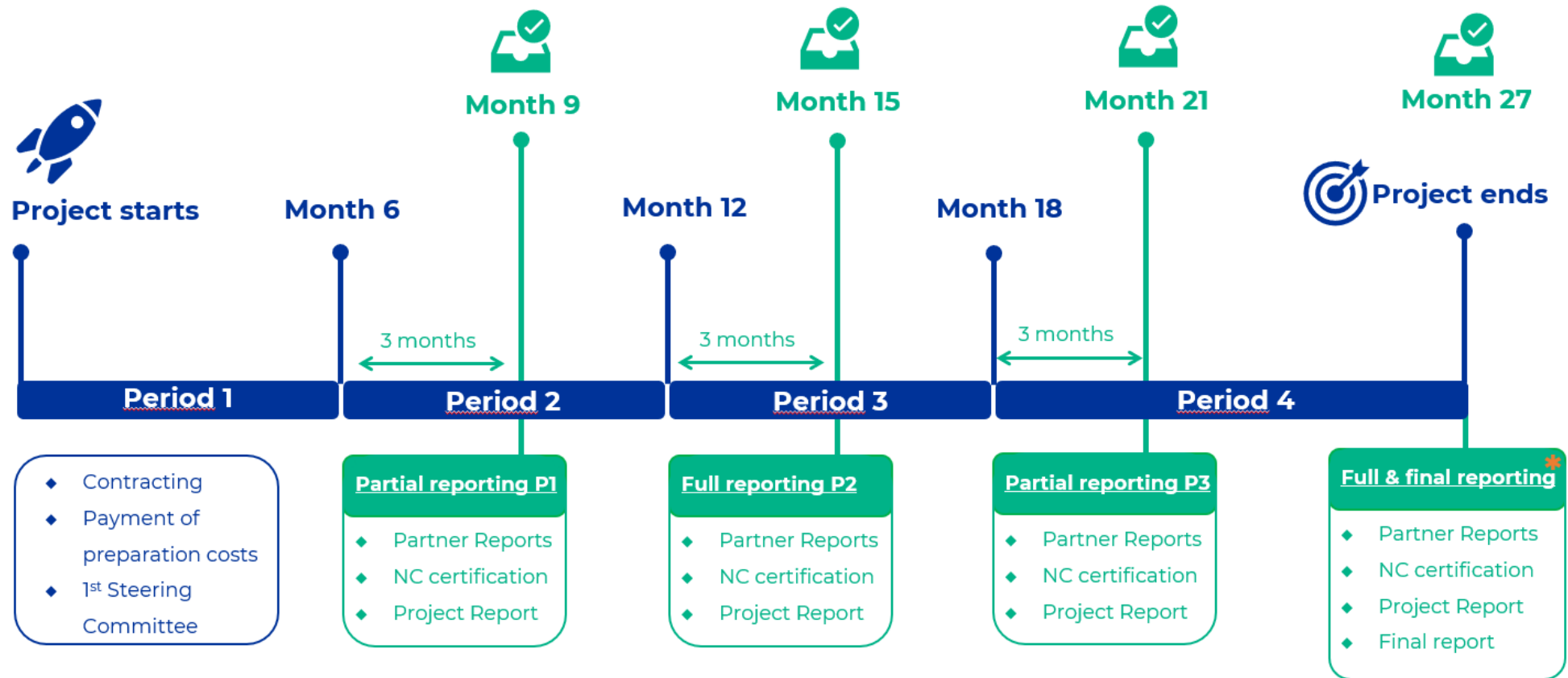
- 1 partner **report**
- 1 (or more) National Control **Certificate(s)** and report

The **Lead Partner** must submit in Jems a **reporting package composed of**

- 1 project **report** :
  - **Partial reporting** (after periods **1, 3, 5....**) > **partial version** of the project report
  - **Full reporting** > **full version** of the project report
- 1 **payment claim**

## Project reporting timeline

Project implementation (example: 27 months project)



\* No additional delay will be allowed



# Partner Report

- Compulsory for all the partners reporting costs during the reporting period
- Includes both activity reporting and list of expenditures
- For the activity reporting, the project must fill in at least the “Report identification” section

ID	Status	Included in project report	AF version linked	Reporting period
R.14	Draft		5.0	

## Partner report R.14 LP1 LP TEST

Report identification

Work plan progress

List of expenditures

Public procurements

Contributions

# Partner Report: activity reporting

The “Report identification” section includes:

- Summary of partner’s work in reporting period
- Partner problems and deviations
- Target groups

**Reporting on the work plan progress can be required by the Lead Partner or the NC**

## A.2 Summary of partner's work in reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables delivered in this reporting period.

EN FR

Enter text here

## A.3 Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.

EN FR

Enter text here

## A.4 Target groups

Partner number	Period target	Current report	Cumulative target	Total reported so far
LP1		0,00		19.998.291,60

# Partner Report: financial reporting

Partner report R.14

LP1 LP TEST

Report identification

Work plan progress

List of expenditures

Public procurements

Contributions

Report annexes

Report export

Financial overview

Submit

All financial sections of the Partner report are compulsory:

- External contracts
- List of expenditures
- Contributions
- Financial overview (automatically filled)

# Partner Report: financial reporting

First step before introduction of expenditures: **external contracts**

## Public procurements

The partner public procurements included in all previously created partner reports show up here. Be aware, when you delete a procurement in an old draft report, it also gets deleted in new reports and the link with cost items is removed.

+ Add Procurement



### Add Procurement

Created in  
R.6

The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

\* Contract name

Reference No.

Contract Date (DD/MM/YYYY)



Contract Type

Contract Amount

0,00

\* Please select a currency  
EUR

# Partner Report: financial reporting

## List of expenditures:

### List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

										EN FR	
ID	Unit costs and Lump sums	Cost category	Contract ID	Internal reference...	Invoice no.	Invoice date	Date of payment	Description	Co		
R6.1	N/A	External expertise a...	N/A								

+ add expenditure

Don't forget to link the expenditures to the corresponding contract!!!

# Partner Report: Control report

Control ongoing

2.0

17/02/2023 11:19

17/02/2023 11:19

0,00

[Open controller ...](#)

Once the Partner report is submitted, it moves to the status “**control ongoing**”, and the National Controller can open the control report .

Main sections:

- Control identification
- Control checklist: the NC **must** generate and upload a checklist with questions regarding the control of expenditures
- Expenditure verification: corrections and possibility to park expenditures
- Control documents
- Overview and finalize: the NC generates and uploads the Control certificate and report



# Coffee Break...

# Project Report: partial and full reporting

This means that, during the Partial reporting, the sections “work plan progress” and “project results and horizontal principles” are not required.

The “Project report identification” section includes the basic information to evaluate the progress of the project during the period. Because of that, it is always required. It includes:

- Highlights of main achievements
- Project problems and deviations
- Target groups



# Project Report: partial and full reporting

After every reporting period, the **Lead Partner** must submit a **Project Report**

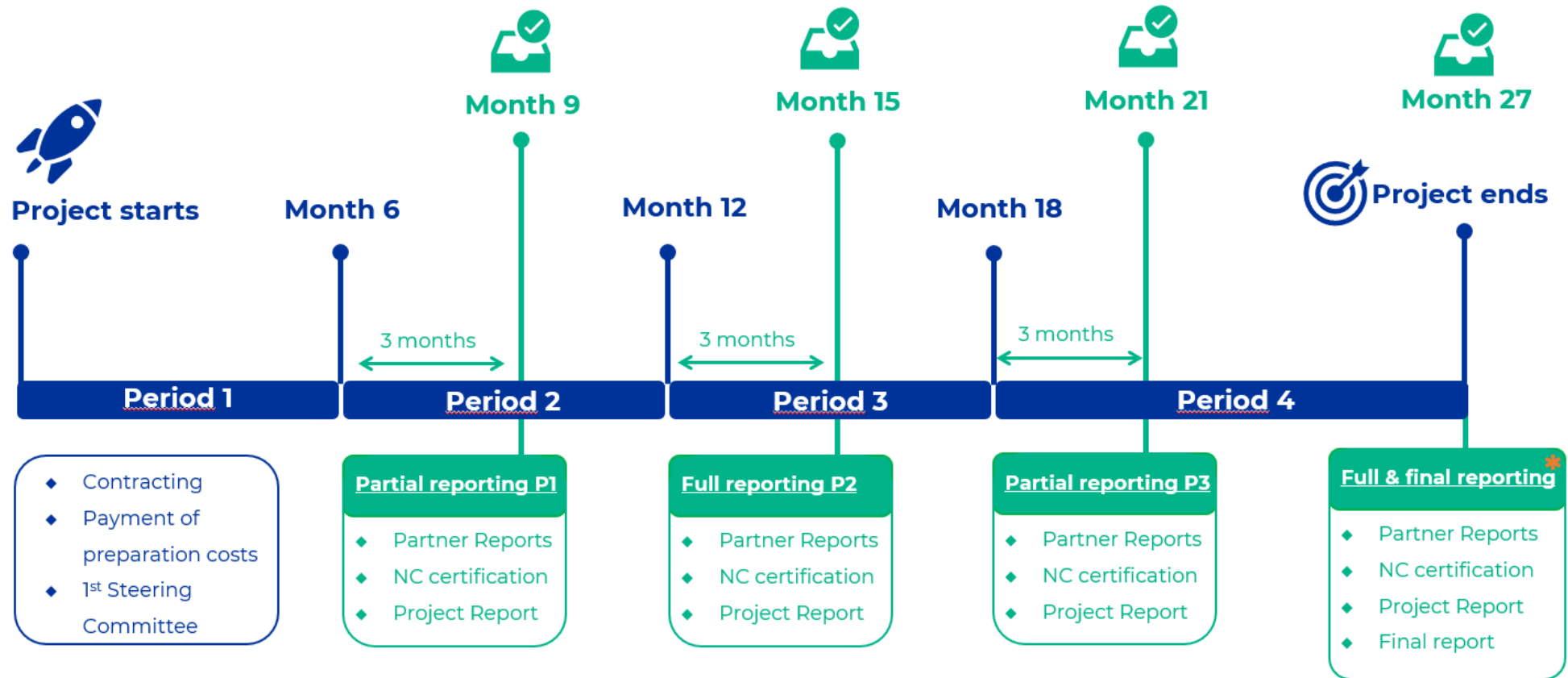
1 report, 2 different types of reporting: **Partial reporting** (after periods **1, 3, 5...**) and **Full reporting**:

PARTIAL REPORTING	FULL REPORTING
Project report Identification	Project report Identification
	Work plan progress
	Project results and horizontal principles
List of partner certificates	List of partner certificates
Project report annexes	Project report annexes
Financial Overview	Financial Overview
> Submit	> Submit

After submission, the LP must issue a **Payment Claim**

## Project reporting timeline

Project implementation (example: 27 months project)



\* No additional delay will be allowed

# Project Report: tips for content reporting

Quality of reporting:

- Avoid a “partner per partner approach” (no copy paste from partner reports!) > Well harmonized and exhaustive report
- In the section “Highlights of main achievements”, clearly summarize what has been achieved during the 6 months of implementation
- Include the «good practices» and any difficulties faced during project implementation.

# Reporting on outputs, results and deliverables

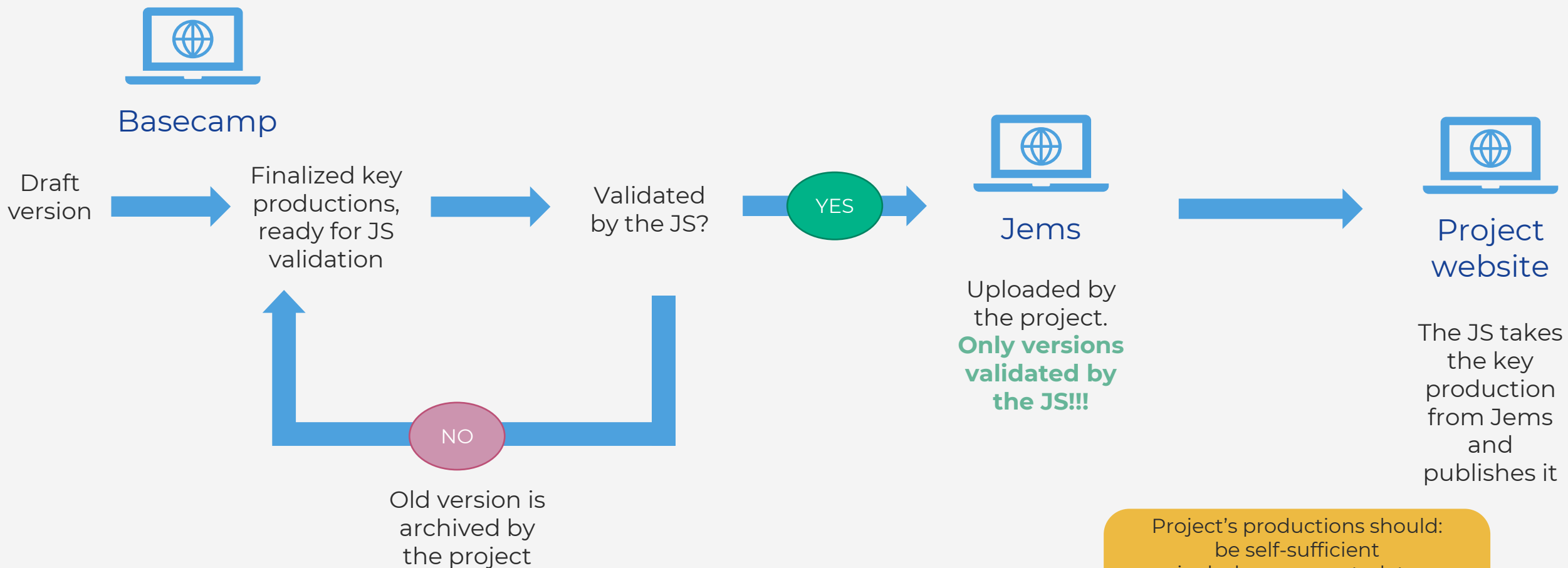
- The LP collects information from the PPs and includes it on the Project Report.
- Quantitative information on indicators performance is provided during final reporting
- The LP must follow all reporting requirements and criteria set by the programme.
- Key deliverables and outputs (a.k.a. key productions) must be uploaded **as soon as they are ready**

Outputs indicators:	RCO83: <b>Strategies and action plans</b> jointly developed
	RCO116: Jointly developed <b>solutions</b>
	RCO87: <b>Organisations</b> cooperating across borders
Results indicators:	RCR79: <b>Joint strategies and action plans</b> taken up by organisations
	RCR104: <b>Solutions</b> taken up or up scaled by organisations
	PSI1: <b>Organisations</b> with increased institutional capacity due to their participation in cooperation activities across borders

# Reporting on Indicators

Project's Indicators		Where	When	How
Outputs	<del>RCO83</del> – Strategies and action plans jointly developed	In Programme monitoring system : Jems	1/ Once a year in full report	1/ Full report : summary of progress – no figures
	RCO116 - Jointly developed solutions			2/ Closure : Proof of realisation template (provided by JS) + Supporting documents uploaded
	RCO87 - Organisations cooperating across borders			2/ Closure : Declaration of Partners and Associated partners
Results	<del>RCR79</del> – Joint strategies and action plans taken up by organisations		2/ At project closure	1/ Full report : summary of progress – no figures
	RCR104 - Solutions taken up or upscaled by organisations			2/ Closure : Proof of realisation template (provided by JS) + Supporting documents uploaded
	PSII - Organisations with increased institutional capacity due to their participation in cooperation activities across borders			2/ Closure : Common survey to fill in

# Reporting and validation of a **key production**



Project's productions should:  
be self-sufficient  
include some metadata  
information  
follow presentation requirements  
in line with the Programme rules

# Project **daily monitoring**

The JS monitors project performance and partnership cohesion during the implementation phase on a continuous basis.

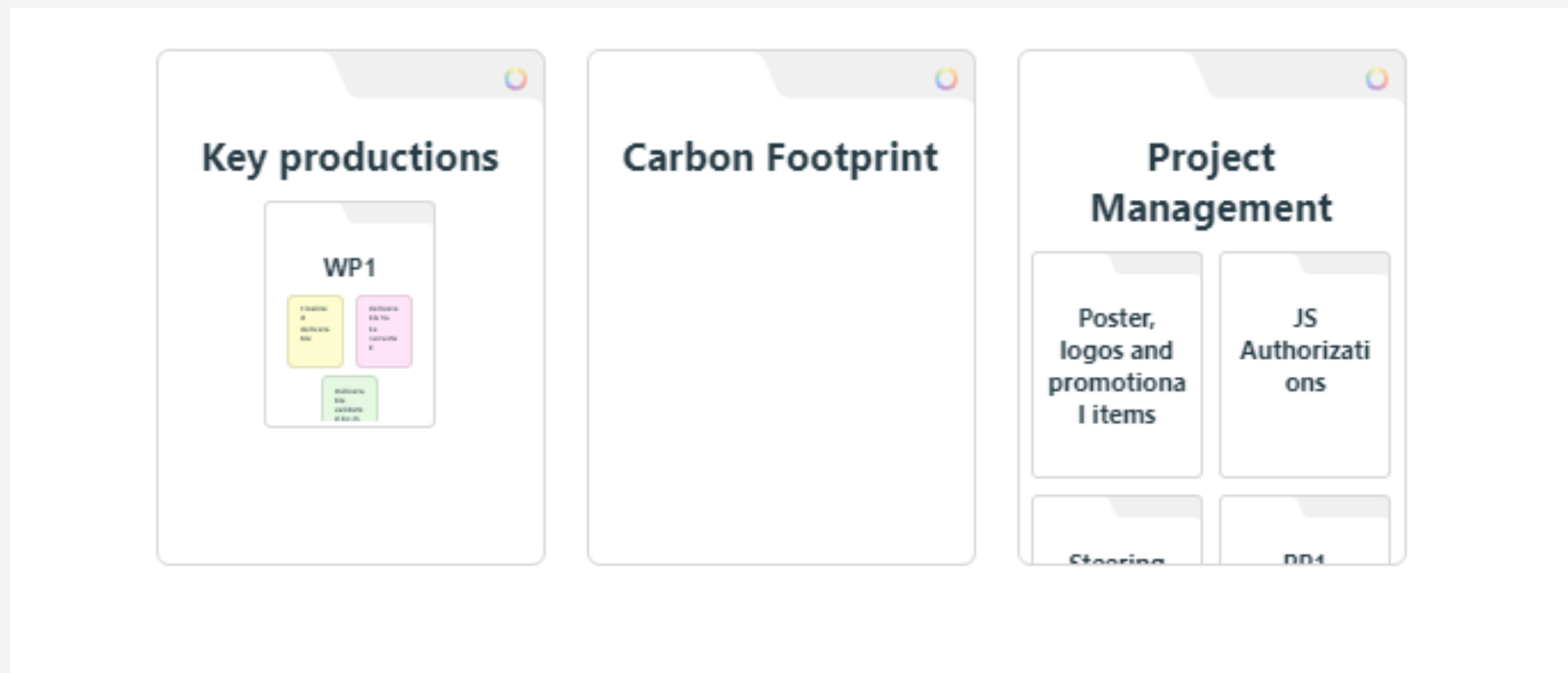
Sources:

- JS interaction with the LP and within the project partnership
- Material provided through Project's website and BaseCamp
- Key deliverables and outputs made available on Jems
- Interaction between thematic and Governance projects



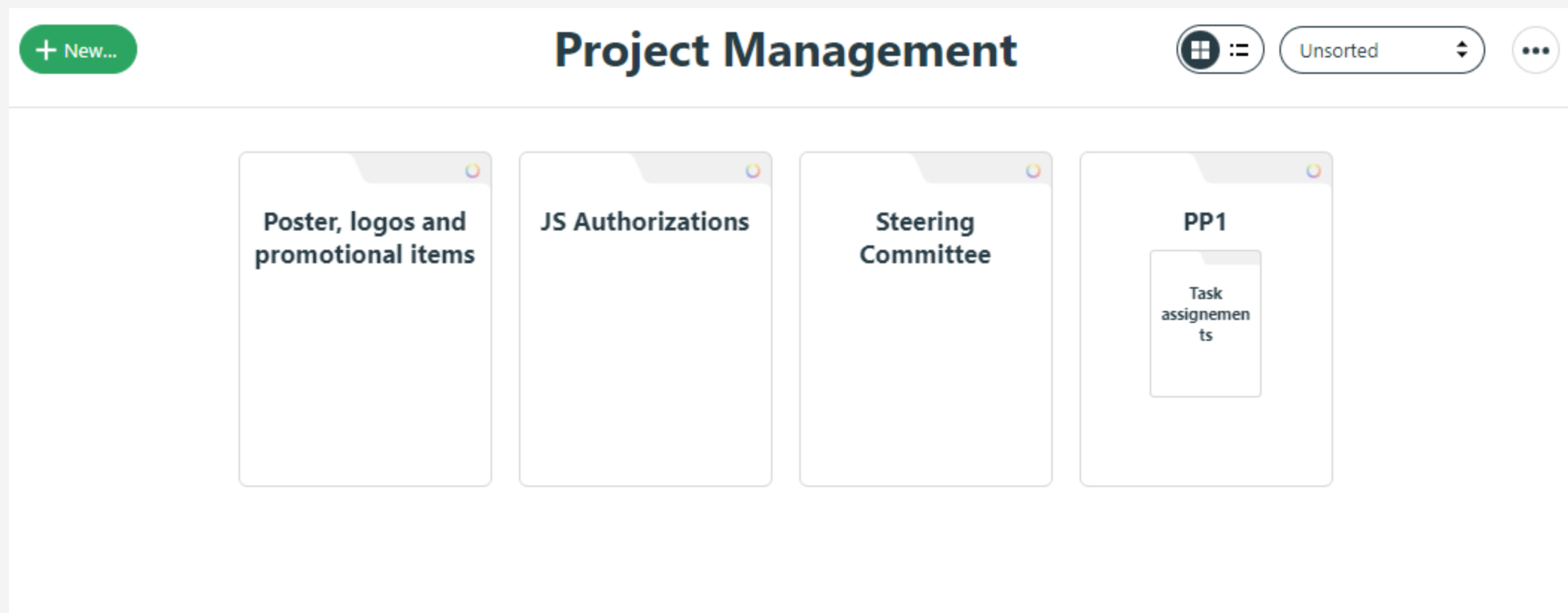
The JS can organize **ad-hoc interviews** with the project in case of presence of risks.

# Standard folders on Basecamp

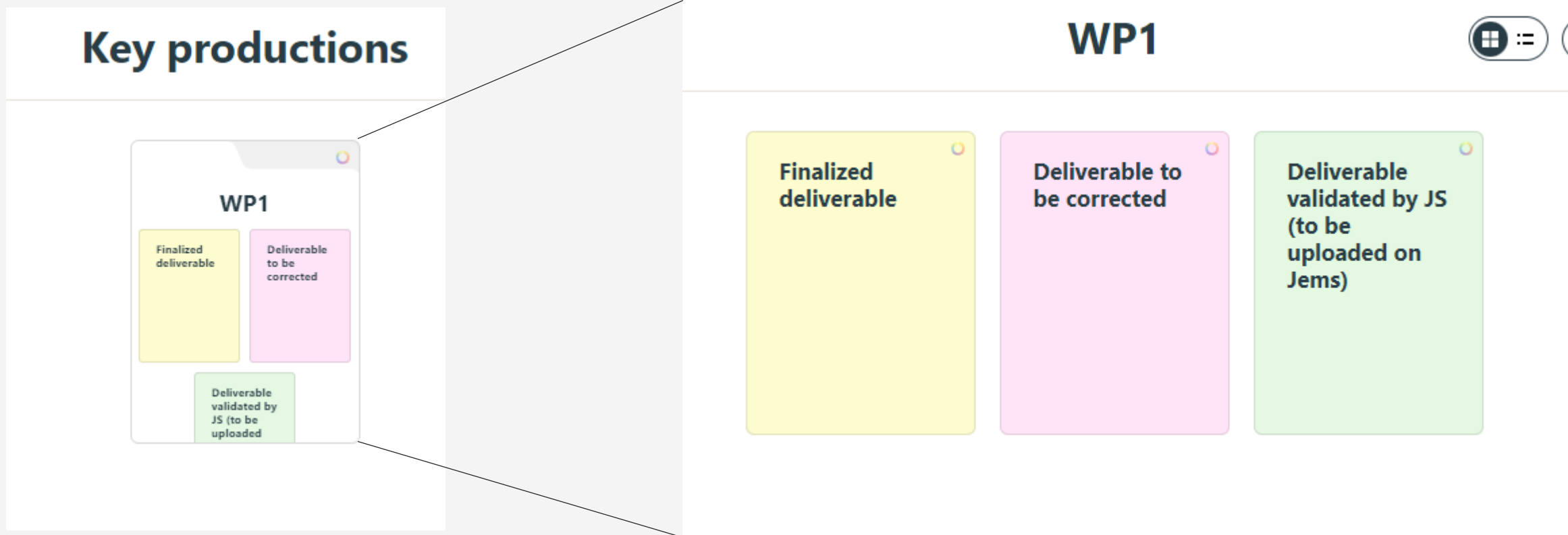




# Standard folders on Basecamp



# Standard folders on Basecamp



# Reporting on...

## ... communication activities

Data on communication activities to be provided during full reporting by means of an online form to be completed (**link provided by the JS**).

## ... carbon footprint

- All reporting: all PPs provide on basecamp the report generated by the online tool
- Only full reporting: project analysis with evolution of project emissions and follow-up measures

# Additional aspects related to Governance Projects

- subject to an annual JS interview.
- must perform a **co-assessment with the JS of the progress on implemented activities and update the work plans.**
- must consider **contributing to the UfM semestrial report.**
- must **report on the Contribution of the Thematic Projects to the Sustainable Development Goals.**
- must participate in the **data collection** needed to perform the assessment of the Results Amplification Strategy **(RAS)** of the Programme (questionnaire provided by the JS/ Euro-MED Academy)

# Reporting on the UN SDGs

**Your scope :** TCPs have to monitor the contribution of their thematic community projects to the UN SDGs indicators

**Our framework:** The Programme Strategic Environmental Assessment

											
	UN SDG	1.1 R&I	2.6 Circular Eco		2.4 Climate change			2.7 Biodiversity		6.1 Gov.	
GOAL 3: Good Health, Well-being		X			X			X			
GOAL 6: Clean Water, Sanitation					X			X			
GOAL 7: Affordable, Clean Energy		X			X						
GOAL 9: Industry, Innovation, Infrastructure		X	X		X						
GOAL 11: Sustainable Cities, Communities		X	X		X			X			
GOAL 12: Responsible Consumption, Production		X	X								
GOAL 13: Climate Action		X			X			X			
GOAL 14: Life Below Water								X			
GOAL 15: Life on Land					X			X			
GOAL 17: Partnerships to achieve the Goal										X	

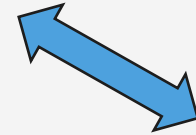
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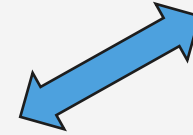
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Jems



Basecamp



## Daily monitoring

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## Communication

- Validated key deliverables
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Project website



## Guidance and standards

- Reporting procedures
- Ad-hoc tutorials
- Reporting on communication data
- Other specific JS requests



PPs

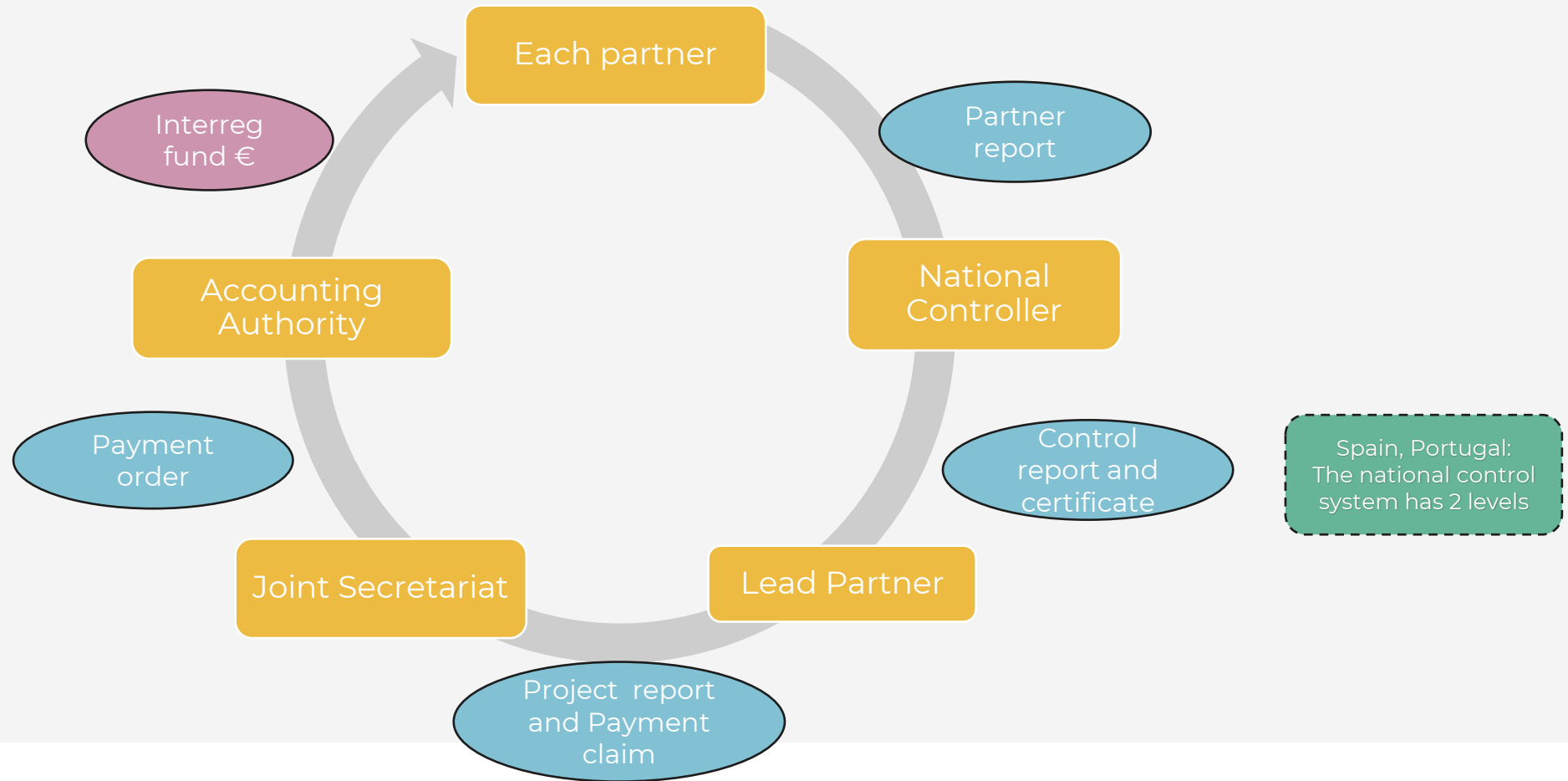


LP



JS

# Project financial flow overview



# Financial flow **The essentials**

No advance payment, reimbursement based on paid expenditures

- Exception 1: Preparation cost 'lump sum', The JS send the payment order after the signature of the Subsidy Contract, **no action needed by the PP, LP**
- Exception 2: Cost categories 'flat rate', the amount reimbursed will **not be subject to any control** (in regard of the incurrence and the payment of the expenditure)
- Payment made according to the regulation up to 80 days after the submission of the Project report and Payment claim as far as **the information and material provided by the Lead Partner are complete**
- The JS can ask the LP for clarification (Q&A), in that case, by the complete answer is arrived the deadline is suspended



## 2 types of control system

Centralised system	Decentralised system
Albania	Cyprus
Bosnia and Herzegovina	France
Brussels-Capital Region*	Italy
Bulgaria	Malta
Croatia	Portugal
Greece	Spain
Montenegro	
North Macedonia	
Slovenia	

# National controller

## Role and responsibility

- Main task is to **certify** partner's expenditures included in a partner report
- Work in **Jems**: report and certificate, checklist
- In order to certify the expenditure, national controllers must check the compliance with the **Programme's and national eligibility rules**
- Type of control: **administrative** verifications or **on-the-spot** verifications
- 90 days to certificate (Spain, Portugal for both levels: controller and national validation)
- Detect and report fraud and irregularity

Information on the national control system available on the Programme's website

# Lead partner

## Role and responsibility in the reporting process

- must ensure that national validation from Spain and Portugal are available before accepting a certificate from Spanish or Portuguese partner!!!!
- Include all partner's certificate in a Payment Claim
- Ensure that the signed version of the certificate is available
- Highlight to the JS any expenditure not corresponding to activities agreed in the AF
- Submission of the reporting package (project report and Payment claim) within 3 months, after the reporting period (except for final report)

# Decommitment risk

Programme level (Article 105 of Regulation (EU) No 1060/2021):

- The European Commission shall **automatically decommit** any part of a budget commitment of a Programme that has not been used by 31 December of the third year following the year of budget commitment (N+3 rule).

Project level (Article 2.9 of the Subsidy Contract):

- If the project **financial absorption is not on track** with the defined schedule or a partner **fails to respect the contractual arrangements** corrective measures may be put in place.

**JS may propose to the Monitoring Committee to reduce the amount granted!**

*Based on table D.3 section in the AF*

# Declaration of expenditures

## Eligibility period

Eligibility period for implementation costs starts from the date of the approval of the project by the Programme

Call 1: **27.09.2022**

Call 3: **19.12.2022**

Expenditure, whether related to the implementation of the project **or to closure activities**, must be **incurred** and **paid** by the **end date** of the project

End date Call 1 and Call 3: **30.09.2029**

**Any expenditure paid after project end date, whatever the nature of the activity concerned, is ineligible!**

# Declaration of expenditures

## Cost category 1: Staff

- **Eligible costs** limited to the payment of gross salaries fixed in an employment document and other costs directly linked to salary payments of the staff employed by the beneficiary for implementing the project
- ONE METHOD: **fixed monthly percentage** for each staff person = *monthly working time spent on the project expressed in percentage*
- Fixed percentage to be determined in a 'Task assignment document' (MANDATORY template)
- The applied percentage should AT LEAST cover ONE full implementation period
- No obligation to establish a separate working time registration system

# Declaration of expenditures

## Cost category 2: Office and administration

- **Eligible cost** : operating and administrative indirect expenses of the project partner
- 'flat rate' fixed at 15% of the declared staff costs
- Costs are automatically calculated by Jems on the basis of the staff costs
- No need to document that the expenditures have been incurred and paid
- No need to integrate expenditures in the separate account of the project
- The controller does not need to check the expenditures incurred and paid

**If among the direct staff costs all or part is deemed ineligible, the determined amount of administrative and office costs will automatically be recalculated and reduced accordingly!**

# Declaration of expenditures

## Cost category 3: travel and accommodation

- **Eligible costs** : limited to expenses of the project partner institution **staff** for missions essential to the project implementation
- Each partner has **chosen** the method to be adopted for the reimbursement of travel and accommodation cost

**No possibility to modify the chosen method for the whole programming period!**

- Option 1. Declaration as 'flat rate'
  - fixed 15% of declared staff costs (EU partners)
  - fixed 22% of declared staff costs (IPA partners)
- Option 2. Declaration as real cost



# Declaration of expenditures

## Cost category 3: travel and accommodation – flat rate

fixed 15% of declared staff costs (EU partners)

fixed 22% of declared staff costs (IPA partners)

- Costs are **automatically calculated** by Jems on the basis of the staff costs
- Partners do not have to document that the expenditures have been incurred and paid
- Partners do not have to insert expenditures declared as flat rate into the separate account for the project
- **The controller does not need to check the expenditures incurred and paid**

**If among the direct staff costs all or part is deemed ineligible, the determined amount of administrative and office costs will automatically be recalculated and reduced accordingly.**

# Declaration of expenditures

## Cost category 4: External expertise and service costs

- **Eligible costs** the costs of expertise and services provided by a public or private entity, or by a natural person not declared as staff of the partner organization
- Included the cost related to the National Control
- Included the travel and accommodation costs for external experts, speakers, chairpersons of meetings and service providers
- External expertise and services should be necessary specifically for the effective implementation of project activities
- The costs of external expertise and services shall be paid on the basis of contracts or written agreements of equivalent value

# Declaration of expenditures

## Cost category 5: Equipment

- **Eligible costs** in this category are the costs of equipment **necessary for the delivery of project activities**
- Equipment purchased, rented or leased by the beneficiary that is not already covered by the cost category "office and administrative costs"
- Partners should foresee the costs on a pro-rata basis or according to a depreciation plan
- Any equipment to be used for project management must be reasonably purchased at the beginning of the project
- For the equipment located and operated outside the cooperation area and outside the EU, the express approval of the JS is needed

**Interreg**  
Euro-MED



Co-funded by  
the European Union

**MERCI**

**Interreg**  
Euro-MED



Co-funded by  
the European Union

Making  
the **Mediterranean**  
**Green Transition**  
happen