



ECOSEA

Protection, improvement and integrated management of the sea environment and of cross-border natural resources

WP1: Overview on administrative and financial tasks for project implementation

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Tirana, 8th July 2013

Overview of presentation

- Common framework for reporting of activities and expenditures
- Rules for reporting
- Internal communication rules

- Level of project expenditure
- Next reporting deadlines

- Technical progress of activities

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LEAD BENEFICIARY REPONSIBILITIES

for progress and financial reporting

Lead beneficiary

Produces regular Project Progress Reports (by 31st October and 30th April) on the entire project and a Final Project Report at the end of the project

Final beneficiary

Produces regular Progress Reports (activity + financial) on its expenditures to be submitted to the JTS/MA by the FB whenever he wants. **PR must be supported by documents proving the eligibility of expenditure**

Keep available all its documents related to the project for at least a period of 3 years following the closure of the IPA Adriatic CBC Programme (2021)

REPORTING PROCEDURES – PP TASKS

- Each PP produces a regular **Progress Reports** on its expenditures and sent it to LP and to his National FLC Officer (FLCO – centralised):
 - 30th April
 - 30th June
 - 31st October
 - 31st January
- The Progress Reports contains:
 - Activity report (that provides information on the achievement of project's milestones and outputs and that **MUST** be validated by the Lead Beneficiary)
 - Financial report (which provides information on project's expenditure)
 - Supporting documents (accounting documents, public procurement documents, etc).
- After the FLCO check (in 3 months), the LP receives (through the MIS) the **Declaration on validation of Expenditures (DVE)** and submits **an Application for Reimbursement (AR)**
- Each PP receives the **IPA reimbursement** and consequently ask for national cofinancing reimbursement

SUPPORTING DOCUMENTS

Copies kept by the Partner (for on the spot checks and/or random sampling):

- Copies of invoices and receipts
- Employment contracts (originals)
- Information and communication binder, clearly demonstrating eligibility in accordance with information and communication regulations
- Public procurement binder, with all necessary documents in connection to any purchase where a tender was undertaken and of course when it was necessary
- Other documentation

NB! The original documents must be kept by all partners. Secure the "audit trail"

FIRST LEVEL CONTROL

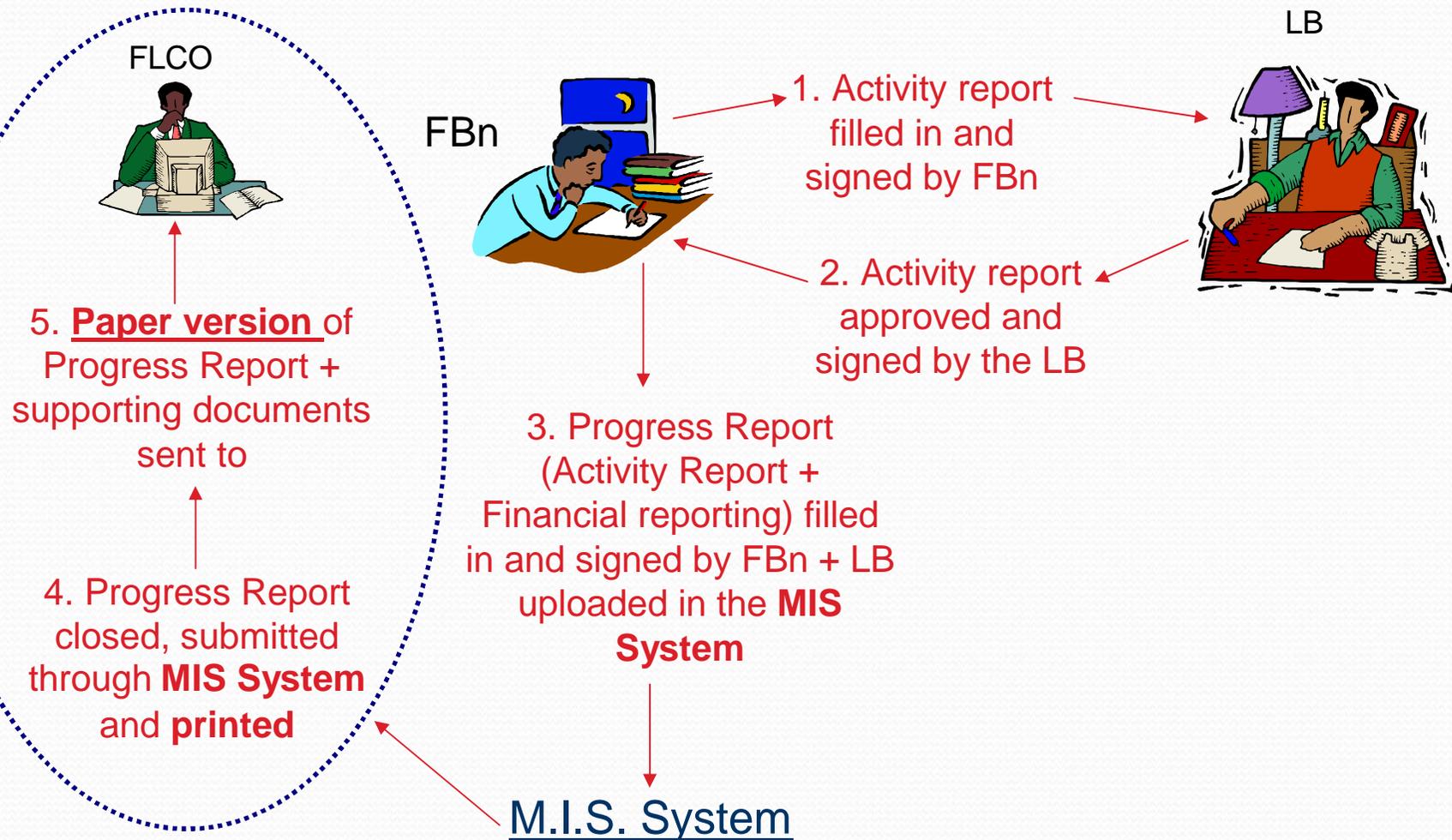
WHAT IS FIRST LEVEL CONTROL?

- Control of the project costs, which will be done at Final Beneficiary level.
- The Programme has established a Centralised system for each Participating Country
- This means that each State has appointed a central body to carry out the First Level Control. (Italy, Slovenia, Greece, Albania, Bosnia Herzegovina, Croatia, Montenegro and Serbia)

SCOPE OF THE FIRST LEVEL CONTROL

- Every item of expenditure entered in the project accounts will be checked (supporting documents as invoices, payslips, timesheets, documentation for public procurement...)

REPORTING PROCEDURE AT FINAL BENEFICIARY LEVEL



Progress Report (1)

Every time a Final Beneficiary wishes to report an expenditure, it has to enter a **Progress Report** into the MIS.

A **Progress Report** (PR) consists of:

Financial Report (FR)

and **Activity Report** (AR).

A detailed list of expenditures reported that FB wishes to be reimbursed.

A narrative description of activities carried out and resulting in expenditures incurred.



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Progress Report (3)

When you log in for the first time and before you enter your first progress report, you will see the following message:

The screenshot shows the top navigation bar with tabs for 'Projects', 'Progress reports', 'DVE', 'Applications for reimbursement', 'Reports', and 'Notifications'. Below this is a sub-menu with 'Progress reports list', 'Summary', 'Expenditures list', and 'Activity report'. A 'Call for proposals' section is active, showing 'Secondo bando' and a project dropdown menu with the selected project 'project 58 per test luca attardi /0580/02/0024/02'. A button 'Insert a new progress report' is visible on the right.

A yellow warning box with a caution icon and the text 'Caution No progress report found' is circled in red. A red dashed arrow points from the 'Insert a new progress report' button to this message box.

Every time you want to start entering the expenditure data, click on "Insert a new progress report"



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Financial Report : how to enter expenditure data (1)

Each expenditure must be linked to a WP and to a budget line

NB: all the fields must be filled in

The screenshot shows the 'EXPENDITURE' form in the Adriatic IPA system. The form is divided into several sections:

- Costs category:** Includes a dropdown menu for 'Staff' and a dropdown for 'WP' (set to '0 Project Preparation').
- Reporting amount:** A text input field with a Euro symbol (€) and a 'maximum (max 2 decimals)' label.
- Supporting document of expenditures:** Includes fields for 'Type' (set to 'Debit nota/bil'), 'Vendor ID', 'Date' (with Day, Month, and Year dropdowns), 'Code', and 'Amount' (with a Euro symbol).
- Supporting document of receipt:** Includes a 'Date' field (with Day, Month, and Year dropdowns) and a 'Details' text area.
- Beneficiary notes:** A large text area at the bottom of the form.
- Buttons:** A 'Save' button is located at the bottom right of the form.

Callouts and annotations on the form include:

- A red circle around the 'Costs category' section.
- A red arrow pointing from the 'Each expenditure must be linked to a WP and to a budget line' callout to the 'WP' dropdown.
- A yellow callout pointing to the 'Vendor ID' field: 'Supporting document code'.
- A yellow callout pointing to the 'Amount' field: 'Total amount of the supporting document'.
- A yellow callout pointing to the 'Date' field: 'Enter the type of payment (bank transfer, credit card payment, etc)'.
- A yellow callout pointing to the 'Reporting amount' field: 'Amount of the supporting document to be charged to project'.
- A yellow callout pointing to the 'Details' field: 'Fiscal code, supplier's VAT code ...'.
- A blue callout pointing to the 'Save' button: 'Don't forget to click on "Save" once you complete all fields'.
- A yellow callout pointing to the 'Beneficiary notes' field: 'This field is not compulsory: use it to give additional information for FLCO.'



Financial Report : how to enter expenditure data (3)

From the same page, it is possible to add new expenditure or to modify already inserted one

The screenshot shows the 'Expenditures list' table with the following data:

EIC	Costs category	WP	Reported amount (€)	Overbudget			Supporting document of expenditures				Supporting document of receipt		Eligible amount (€)	Refundable amount (€)	Audit				
				per Workplan and Costs Category (€)	per Workplan (€)	per Costs Category (€)	per Project (€)	Type	Date	Code	Amount (€)	Details			Date	CA	AA	MA	On Site
Undefined	Staff	1	3.250,00					Payslip	01/07/2010	ghet546	3.250,00	bank transfer	05/09/2010	0,00					select
Undefined	External expertise	0	10.000,00	10.000,00				Invoice	05/06/2010	luhiu789	10.000,00	bank transfer	02/07/2010	0,00					select
Undefined	Equipment	1	5.800,00					Invoice	01/02/2010	dljknhl0j356	5.800,00	bank transfer	15/04/2010	0,00					select

Navigation buttons: Print the progress report, **Insert new expenditure**, Close progress report, Delete progress report.

Click here to enter a new expenditure

Select the expenditure that must be modified before closing the PR.



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Activity Report: how to upload into the M.I.S.(3)

1) Describe the uploaded files.
NB. The Activity report must be uploaded also in excel file

...be careful to upload the correct files!!!

ADRIATIC IPA CBC PROGRAMME 2007-2013

Projects Progress reports DVE Applications for reimbursement Reports Notifications

Progress reports list Summary Expenditures list Activity reports

Call for proposals **Secondo bando**

Project project 69 lead_beneficiary test 2a etfardi ip60 lead_beneficiary 02/0912/10

Progress report PRIC: Unassigned 78: Test Company RO Period of time: From 02/03/2011 to 16/03/2011

ACTIVITY REPORT

The Activity Report has been uploaded both in pdf/jpeg/other format file and in excel format.
In addition, since public procurement procedures have been followed in the present period, n. (indicate the number) "Procurement notices" have been uploaded too.

File upload

Scogli file Nessun file selezionato

Public procurement

Check for public procurement

Save Cancel

2) Upload the Activity Report's files (excel + scan) together with the "Contract awarded declaration/s" (if any) in a single compress archive (zip, rar or others)

3) tick in case of Public procurement during the period of the related Progress Report

4) Click on "Save"



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How to close a Progress Report (1)

FINAL BENEFICIARY - ITALY
Roberto Olivieri

Projects Progress reports DVE Applications for reimbursement Reports Notifications

Progress reports list Summary Expenditures list Activity report

Call for proposals **Secondo bando**

Project project 15 per test luca antardi (p55/a/b2/0031/1)

Progress report PRLC: Unassigned FB: Test Company RO Period of time: From 01/02/2010 to 01/07/2010

Print the progress report Insert new expenditure **Close progress report** Delete progress report

Expenditures list

EBC	Costs category	WP	Reported amount (€)	Overbudget			Supporting document of expenditures				Supporting document of receipt		Eligible amount (€)	Refundable amount (€)	Audit				
				per Workplan and Costs Category (€)	per Workplan (€)	per Costs Category (€)	per Project (€)	Type	Date	Code	Amount (€)	Details			Date	CA	AA	MA	On Site
Undefined	Staff	1	3.250,00					Payslip	01/07/2010	ghet546	3.250,00	bank transfer	05/09/2010	0,00					select
Undefined	External expertise	0	10.000,00	10.000,00				Invoice	05/06/2010	luhlu789	10.000,00	bank transfer	02/07/2010	0,00					select
Undefined	Equipment	1	5.800,00					Invoice	01/02/2010	dljknhbj356	5.800,00	bank transfer	15/04/2010	0,00					select



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How to close a Progress Report (2)

In order to close a PR, the "Confirm" button must be selected.

The screenshot shows a web application interface with a navigation menu at the top (Projects, Progress reports, DVE, Applications for reimbursement, Reports, Notifications) and a sub-menu (Progress reports list, Summary, Expenditures list, Activity report). The main content area displays 'Call for proposals: Secondo bando' and 'Project: project 62 per test autorità certificazione - non toccare (p02ca/62/1035/0)'. Below this, it shows 'Progress report: PRIC: Unassigned FB: luca Period of time: From 01/01/2011 to 01/01/2011'. A yellow box indicates 'No expenditure of the selected progress report is in overbudget'. A 'Confirmation' dialog box is open, asking 'Do you really want to close the progress report? Take care: once done, you can't open it again.' It includes a checkbox with the text 'Check this box only if the progress report is the last one of the project you selected. Take care: once you submit the last progress report, you can't add any more.' The 'Confirm' button is highlighted with a red arrow pointing from the text above.

Select this option, ONLY IF this is the **LAST PROGRESS REPORT** that will be submitted for the **whole project** by the concerned Final Beneficiary.

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Internal communication rules

- Official language of the project is ENGLISH
 - All official communication among PPs (e-mails, meetings, phone calls, etc) should be in English
 - (exception for practical/informal communication among few partners of same idioms NOT RELEVANT FOR PROJECT PURPOSES)
 - The LP is available to receive informal communication from PPs in IT, but once the communication is official must be in English
 - All project output must be produced (also) in English
- The project staff must be skilled in English

Internal communication rules: the importance of periodical meeting

- Periodical meetings (technical and steering committee meetings) are very important to check project progress and to share ideas about project development
- All partners are kindly ask to attend partnership meetings from their beginning to end (for Steering Committee purposes)

Internal comm. Rules: E-MAILS

- All e-mails generally relevant for project purpose should have in the objects “**ECOSEA:**”
- Pay maximum attention to:
 - the direct addressee of your message
 - the copy addressee of your message/request
 - **LP should frequently be in cc in your e-mails:**
 - luca.tenderini@regione.veneto.it
 - ecosea@regione.veneto.it
 - ecoseaproject@gmail.com
- Written notices must comply with the characteristics of clarity, conciseness, care, well-timed
- **REPLY to E-MAILS!!!**

Roles and obligation of LP and PPs

- The LP is available for BILATERAL MEETING upon request:
 - made with official letter or e-mail;
 - stating the reasons for the bilateral meeting;
 - made with proper advance.

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THE APPROVED PROJECT SPENDING FORECAST

Period	WP0	WP1	WP2	WP3	WP4	WP5	WP6	TOTAL
01/11/2012-31/01/2013	€ 2.400,00	€ 0,00	€ 26.900,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 29.300,00
01/02/2013-30/04/2013	€ 0,00	€ 58.498,00	€ 49.878,00	€ 165.212,00	€ 0,00	€ 0,00	€ 0,00	€ 273.588,00
01/05/2013-30/06/2013	€ 0,00	€ 32.480,00	€ 29.071,00	€ 17.600,00	€ 0,00	€ 0,00	€ 0,00	€ 79.151,00
01/07/2013-31/10/2013	€ 0,00	€ 39.790,00	€ 0,00	€ 124.194,00	€ 547.770,00	€ 179.000,00	€ 0,00	€ 890.754,00
01/11/2013-31/01/2014	€ 0,00	€ 46.280,00	€ 2.000,00	€ 0,00	€ 1.300,00	€ 603.590,00	€ 0,00	€ 653.170,00
01/02/2014-30/04/2014	€ 0,00	€ 44.088,00	€ 0,00	€ 3.834,00	€ 0,00	€ 445.356,00	€ 0,00	€ 493.278,00
01/05/2014-30/06/2014	€ 0,00	€ 28.480,00	€ 0,00	€ 0,00	€ 1.300,00	€ 0,00	€ 0,00	€ 29.780,00
01/07/2014-31/10/2014	€ 0,00	€ 55.388,00	€ 0,00	€ 17.600,00	€ 79.000,00	€ 0,00	€ 0,00	€ 151.988,00
01/11/2014-31/01/2015	€ 0,00	€ 28.480,00	€ 51.978,00	€ 0,00	€ 213.825,00	€ 0,00	€ 50.130,00	€ 344.413,00
01/02/2015-30/04/2015	€ 0,00	€ 50.188,00	€ 0,00	€ 17.600,00	€ 332.445,00	€ 0,00	€ 148.310,00	€ 548.543,00
01/05/2015-30/06/2015	€ 0,00	€ 28.480,00	€ 0,00	€ 84.500,00	€ 0,00	€ 0,00	€ 63.610,00	€ 176.590,00
01/07/2015-31/10/2015	€ 0,00	€ 0,00	€ 87.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 87.000,00
TOTAL	€ 2.400,00	€ 412.152,00	€ 246.827,00	€ 430.540,00	€ 1.175.640,00	€ 1.227.946,00	€ 262.050,00	€ 3.757.555,00

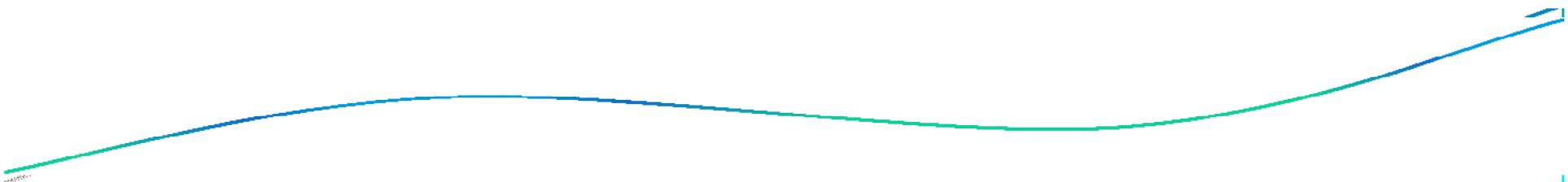
We are obliged to respect this spending forecast for all project duration

APPROVED SPENDING FORECAST VS AMOUNT ALREADY REPORTED

REPORTING PERIOD		SPENDING TARGET (according AF)		AMOUNT ALREADY REPORTED	% OF THE AMOUNT ALREADY REPORTED RESPECT TO THE SPENDING FORECAST
0	01/11/2012-31/01/2013	€ 29.300,00	€ 382.039,00	€ 42.924,18	11,24%
1	01/02/2013-30/04/2013	€ 273.588,00			
2	01/05/2013-30/06/2013	€ 79.151,00			

NEXT REPORTING DEADLINES

Reporting Period	Deadlines for FBs to submit their PR to LP in order to receive his approval	Deadlines for FBs to submit their PR to the FLCo
3	15/10/2013	31/10/2013
4	15/01/2014	31/01/2014
5	15/04/2014	30/04/2014



BUDGET SHIFT REQUEST STATUS

- Budget shift request has been stucked due to Abruzzo Region request
- JTS informally confirm us that there are any problems for the other partners request
- As Abruzzo Region still needs some time to elaborate a new proposal, the LP will go further with the other partners' request

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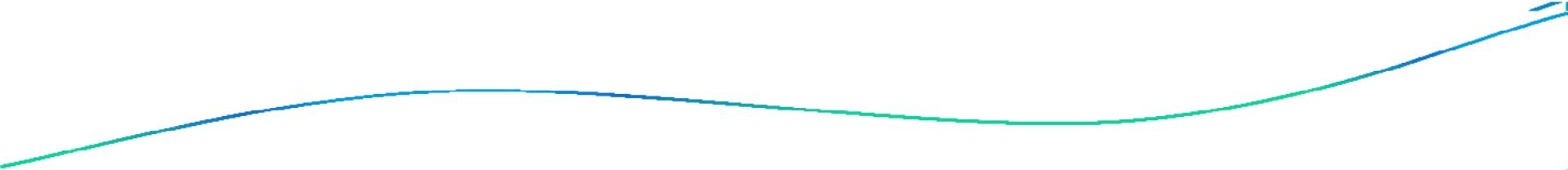
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Technical progress of activities

- Project activities are in slight delay.
- It is important to start with technical activities and to report them to the Programme Authority. Otherwise, the project is under the risk of de-commitment.
- WP leaders should stimulate partners to realise technical activities.
- The External Technical Assistance provided by the LP is developing a project action plan to support WP leaders in coordinate partners.



Thank you for your attention!

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