Let's grow up together
Adriatic IPA
Cross Border Cooperation 2007-2013

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

Valentina Zambetti

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 elegibility 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)

Adriatic IPA Cross Border Cooperation 2007-2013

REGIONE DEL VENETO

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

LB

FLCO

FBn

1. Activity report filled in and signed by FBn

2. Activity report approved and signed by the LB

5. **Paper version** of Progress Report + supporting documents sent to

3. Progress Report (Activity Report + Financial reporting) filled in and signed by FBn + LB uploaded in the **MIS System**

4. Progress Report closed, submitted through **MIS System** and **printed**

M.I.S. System
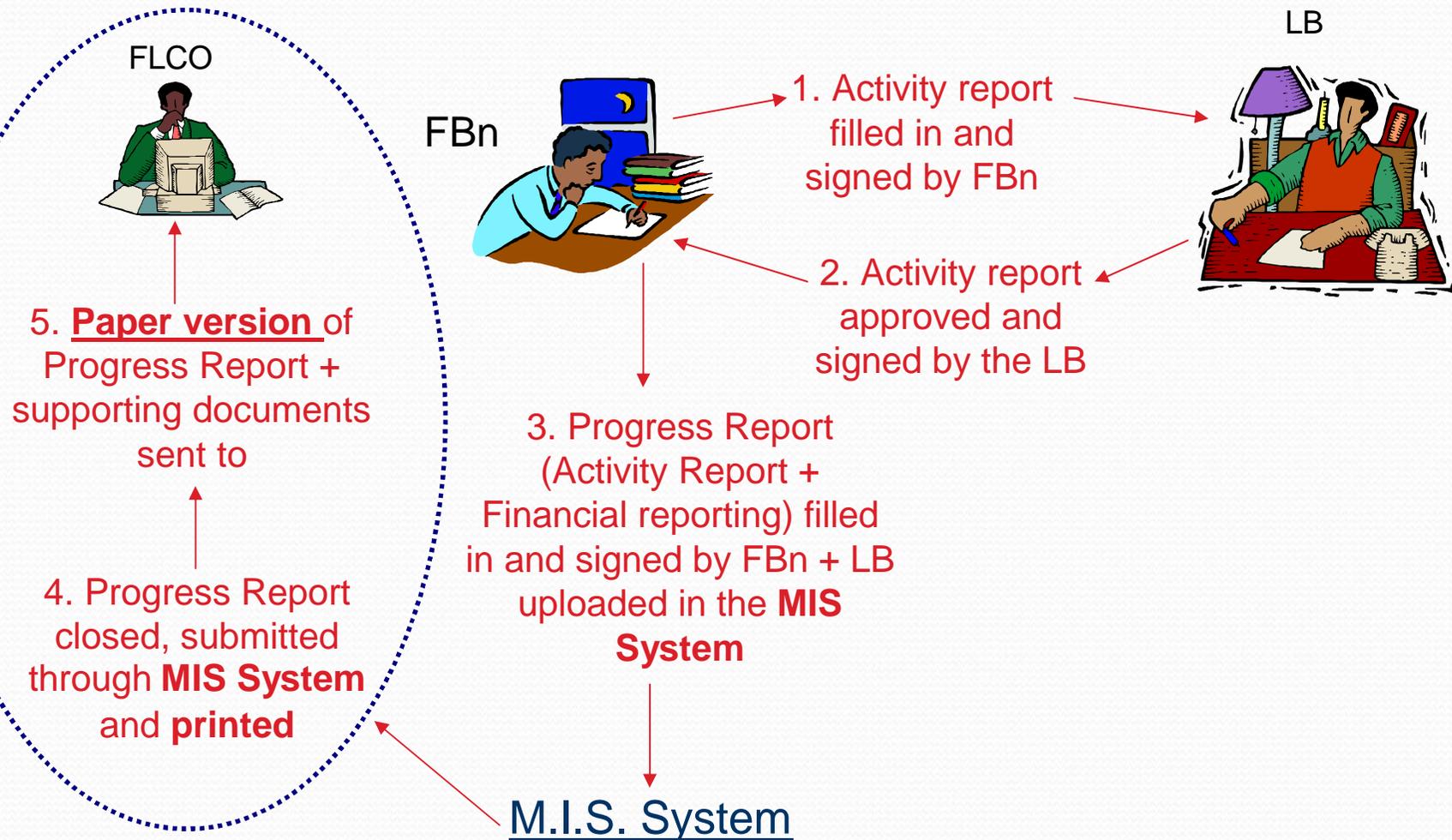
Progress Report (1)

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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Financial Report : how to enter expenditure data (1)

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

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 Report

Call for proposals **Secondo bando**

Project project 60 lead_beneficiary test - sa eftardi (p60_lead_beneficiary (b2/0041/1)

Progress report PRIC: Unassigned NB: 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.

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)

File upload

Scegli file Nessun file selezionato

Public procurement

Check for public procurement

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

Save Cancel

4) Click on "Save"

The Programme is co-funded by the European Union, Instrument for Pre-Accession Assistance (IPA)

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How to close a Progress Report (1)

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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 purpuses)

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 <u>to respect this spending forecast</u> 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			
1	01/02/2013-30/04/2013	€ 273.588,00	€ 382.039,00	€ 42.924,18	11,24%
2	01/05/2013-30/06/2013	€ 79.151,00			

NEXT REPORTING DEADLINES

Reporting Period	Deadlines for FBs to sunbit their PR to LP in order to receive his approval	Deadlines for FBs to sunbit 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
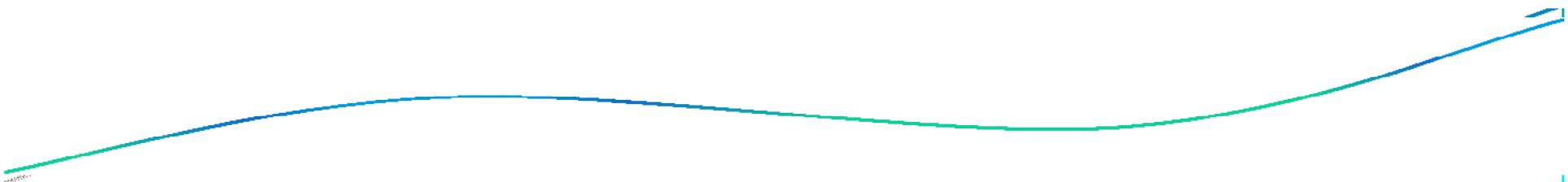
BUDGET SHIFT REQUEST STATUS

- 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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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.
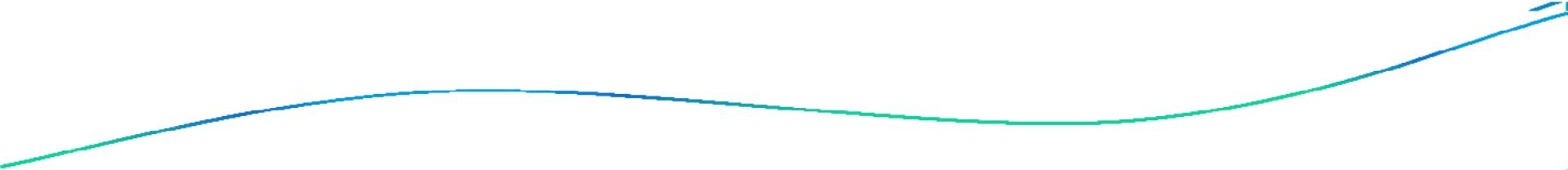
Thank you for your attention!

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