



# FactSheet

## No. 4.7

### Project reporting

Project reporting is the basis for monitoring the implementation of a project compared to the approved application form. It is also a necessary step for the partnership to receive the approved funding. A timely reporting is an obligation of the LP and the project partners (according to the subsidy contract (SC) and the partnership agreement). The payment of the ERDF can only be requested on the basis of periodic reports submitted to the joint secretariat (JS) via the electronic monitoring system (eMS).

#### Project report: status and progress report

Projects are requested to report on their activities and expenditure on a regular basis (every 6 months).

There are two types of reports:

- status report (SR): it covers the reporting period from 1 January to 30 June and is due in September/October
- progress report (PR): it covers the reporting period from 1 July to 31 December and is due in March/April.

The precise deadlines for submission are fixed in the SC of each project.

The following table highlights the main information requested:

Project status report (SR)	Project progress report (PR)
- Highlights of main achievements	- Highlights of main achievements



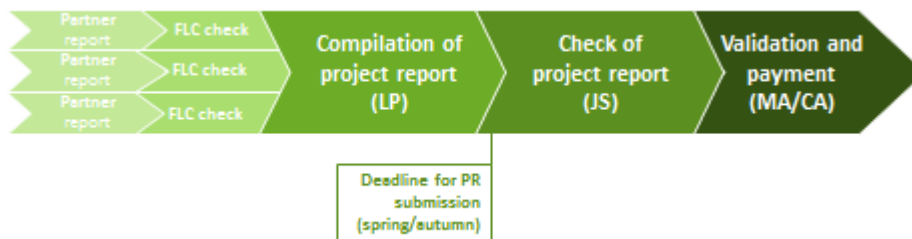
- Level of achievement of the project specific objectives	- Level of achievement of the project specific objectives
- Project outputs achievement	- Project outputs achievement
	- Target groups reached
	- Description of activities per work packages
	- Main deliverables
- Justification of possible deviations from original plan (where relevant)	- Justification of possible deviations from original plan (where relevant)
- Financial tables	- Financial tables
- First level control certificates	- First level control certificates

The reporting templates are embedded in the eMS. Projects will be provided access to the relevant section of the eMS upon signature of the SC between the LP and the managing authority (MA).

Besides the differences in their content, the reporting procedure is the same for the PR and SR and the relevant steps are described below.

## Reporting procedure

Project reports have to be submitted by the LP to the JS within the set deadlines. Reporting is done through the eMS (<https://ems.alpine-space.eu/>): the information is provided by each project partner on the eMS; it is then collected by the LP and compiled into the project progress report or the status report (as applicable), providing details on the implementation of the overall project.



### Each project partner – partner report

The first step in the reporting procedure is the information inserted at partner level on the progress made in the delivery of activities and the relevant expenditure. A specific section called ‘partner report’ is available in the eMS. This is to be accessed by each project partner individually, through a personalised login and



password. Each project partner (including the LP) reports on the progress made in the relevant reporting period compared to what was planned in the application form (AF). Deviations from the AF may be possible if they comply with the programme rules (see factsheet 4.6 “Project changes”) and provided they are duly justified in the relevant sections of the report. Reporting on activities is structured per work package; costs are reported in the list of expenditure.

During the reporting period, each project partner is recommended to regularly fill in the report on its activities and the list of expenditure in the eMS. This would allow for an easy tracking of the progress made and reduced bottlenecks before the deadline for submission of the report.

The documents necessary for reporting are integrated in the eMS. Also the eligibility of activities and costs is confirmed by the first level controller (FLC) of each partner via the eMS. Only the supporting documents needed by the FLC to perform its checks (such as original invoices, proofs of payments, deliverables, etc.) will have to be provided to the FLC separately (for more details on the documents needed for a complete audit trail and on the FLC system, please refer to factsheets 1.4 “What can be co-financed” and 4.1 “Financial control system”). Project partners should be aware that expenditure can only be reported if its eligibility has been confirmed by the relevant FLC.

Once the project partner report is validated by the FLC, the report is available for insertion in the project report by the LP.

Project partners are reminded that reporting according to the programme deadlines is a contractual obligation. In addition, those projects and their partners lagging behind their spending targets risk losing funds if this results in insufficient spending at programme level (please see factsheet 3.3 “Decommitment of funds”). In exceptional and duly justified cases, a project partner may not be able to include expenditure in its report; still the partner is requested to report on the activities delivered within the reporting period.

### **The lead partner – project report**

The LP is responsible for submitting the project report to the JS via the eMS. To this end, the LP will receive the partner reports via the eMS. The content related part of the project report has to be compiled by the LP based on the information provided at partner level. By contrast the financial tables of the project report are filled in automatically based on the FLC certificates issued by the controllers. Still, the LP may decide to exclude FLC certificates from the project report, based on exceptional and justified cases. Reasons for the exclusion of FLC certificates might be e.g. missing information on activities performed by the relevant partner (not allowing reconciling the report on activities and costs).



The LP has to submit the project report via the eMS within the reporting deadlines, as set in the SC. Even for those exceptional cases where partner(s) may not be in a position to report expenditure (e.g. if no FLC certificates are available) a project report has still to be submitted in accordance with the reporting schedule.

### **Check of project reports and payment procedure**

Upon receipt, the JS will check the project report (activities, finance, communication). If information is missing or is unclear, the JS will ask for clarifications, for the revision of the project report and/or the submission of missing documents (where applicable). The LP will have up to 7 working days to provide the JS with the requested information or documents. A project report cannot be approved until all points of clarifications are solved. Once the project report meets the programme requirements, the JS will inform the LP that the project report is accepted. The MA is responsible for instructing the Certifying Authority (CA) to initialise the ERDF payment.

In order to keep the pre-financing period on project level as short as possible, the programme bodies aim to initialise the ERDF payment six to eight weeks after the submission of the project report to the JS.

## **Additional forms of monitoring**

In order to gain further information on the progress made by projects in their implementation, to learn timely on possible difficulties encountered by them and provide guidance, the JS will also use other sources of information, such as phone conferences with the LP and meetings with project representatives.

## **Reference Documents**

- Regulation (EU) No 1303/2013
- Regulation (EU) No 1299/2013
- Cooperation programme "Alpine Space"
- Guidance for reporting
- Factsheet 1.4 "What can be financed"
- Factsheet 3.3 "Decommitment of funds"
- Factsheet 4.1 "Financial control system"