

TAKING
COOPERATION
FORWARD



Project Implementation Training
Vienna | 19 - 20 June 2017



Legal framework, management and reporting



Interreg CENTRAL EUROPE | Joint Secretariat

AGENDA

Legal framework

Project and
quality
management

Introduction to
reporting

Mid-term review
and
modifications



Subsidy contract



Legal base between Managing Authority and lead partner



Signed by Managing Authority and lead partner
("lead partner principle")



To be signed within 2 months after receiving the contract offer; remains valid as long as any duties linked to the ERDF subsidy might be claimed



About the partnership agreement

- Establishes the legal basis between LP and all PPs
- Key provisions:
obligations of the LP; obligations of the PPs; project steering committee; reporting; project modifications; liabilities; financial controls and audits; withdrawal or recovery of funds and decommitment; disputes between PPs; etc...
- It gives the minimum compulsory requirements → Provisions cannot be modified or deleted!
- Additions are possible → Must be in line with programme objectives and legal framework



Timeline



Project start date
(as in AF)

Contract enters into
force as from date
of countersignature
by MA



PREPARATION AND CONTRACTING COSTS - LUMP SUM



Supplementary information to be inserted into eMS within 3 months after the subsidy contract entered into force:



- Name and contact details of project management team and national controllers, if available at national level
- Location of official project documents
- Bank information of LP
- Evidence of signed partnership agreement



LP to inform JS about completion
JS verifies information provided



Preparation costs (lump sum) are paid out to the LP
(where applicable, LP distributes funds to PPs as indicated in the application form)



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Project management is a complex task



Human factor -
management of
people








Set up of efficient management structures allowing
clear decision making and coordination, such as:

- Project steering committee
- Project management team
- Thematic coordinators



The project manager, as representative of the LP:

-  Manages and coordinates the partnership
-  Monitors the progress of project activities
-  Performs quality checks on partner inputs (compliance of deliverables and outputs with quality requirements)
-  Consolidates partner information at project level and delivers joint progress reports
-  Is in regular contact with the JS



Coordination and quality management

- Guide partners and steer the project
- Closely monitor project progress and performance
- Carefully plan the reporting process and manage partner contributions
- Perform a systematic quality control
- Conduct internal reviews

Stay in regular contact with all partners



Project evaluation



Recommended as a key management tool







Different types and focus
e.g. project implementation, achievements and results, effects on target groups



Internal or external
e.g. peer review, external experts



A well set up management system is the base for

-  Quick start of project activities and common understanding of partner responsibilities
-  Smooth project implementation in line with the AF
-  Efficient collection of relevant information by the LP from all partners
-  Comprehensive and clear reporting to the programme leading to quick reimbursement of funds



LEAD PARTNER EXPERIENCE



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Why is reporting necessary?

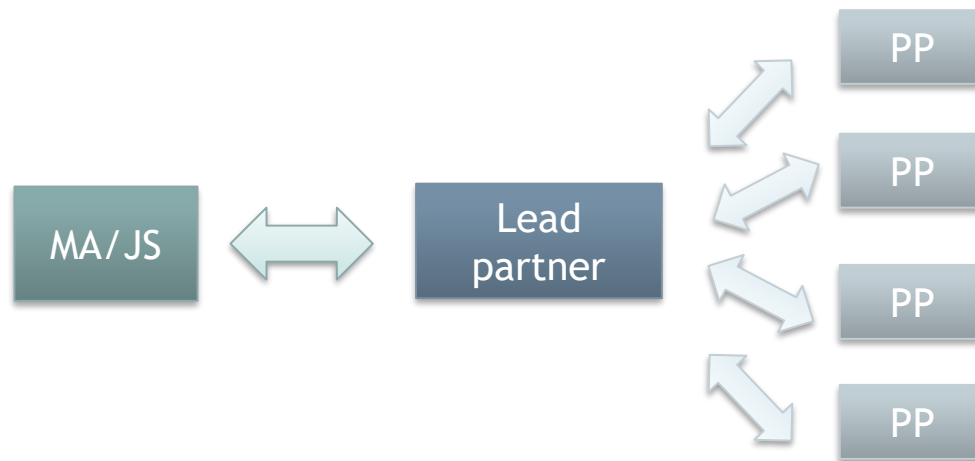
- Contractual obligation of the lead partner
- Presenting information on content related and financial progress in order to reimburse the project
- Basis for project monitoring
- To verify quality and effectiveness of project implementation in compliance with the AF

Before starting the project implementation and incurring any costs, familiarise yourselves with the relevant rules so as not to later have expenditure declared as ineligible.

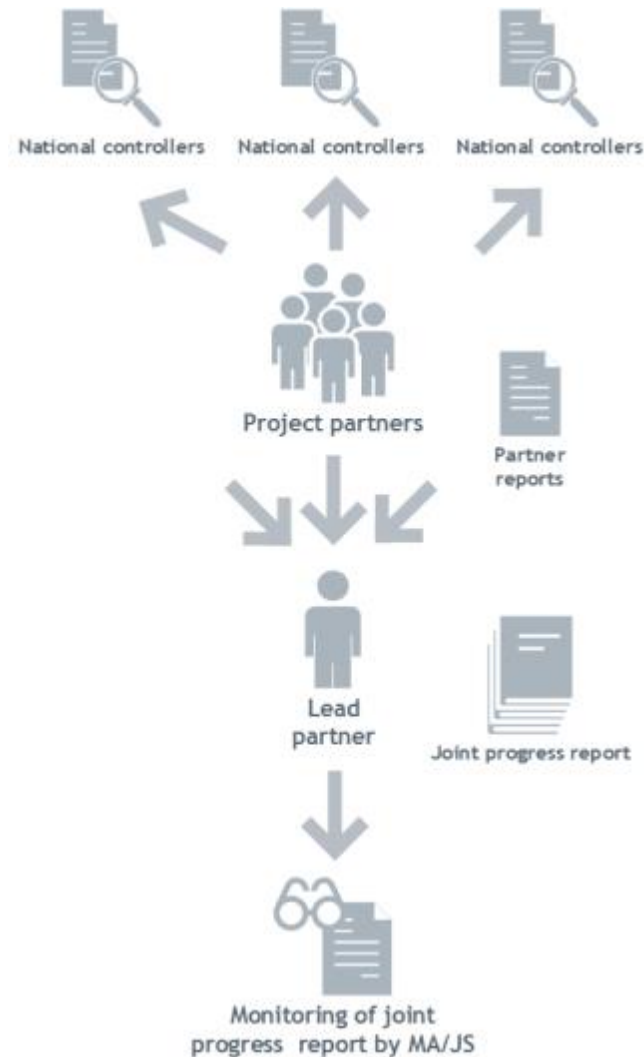


How to ensure effective reporting?

- Provide comprehensive and clear information
- Ensure **consistency** with AF (activities and finance)
- **Smooth information flow** between JS, LP and partners for collecting information and providing feedback



SUBMISSION OF PROGRESS REPORT



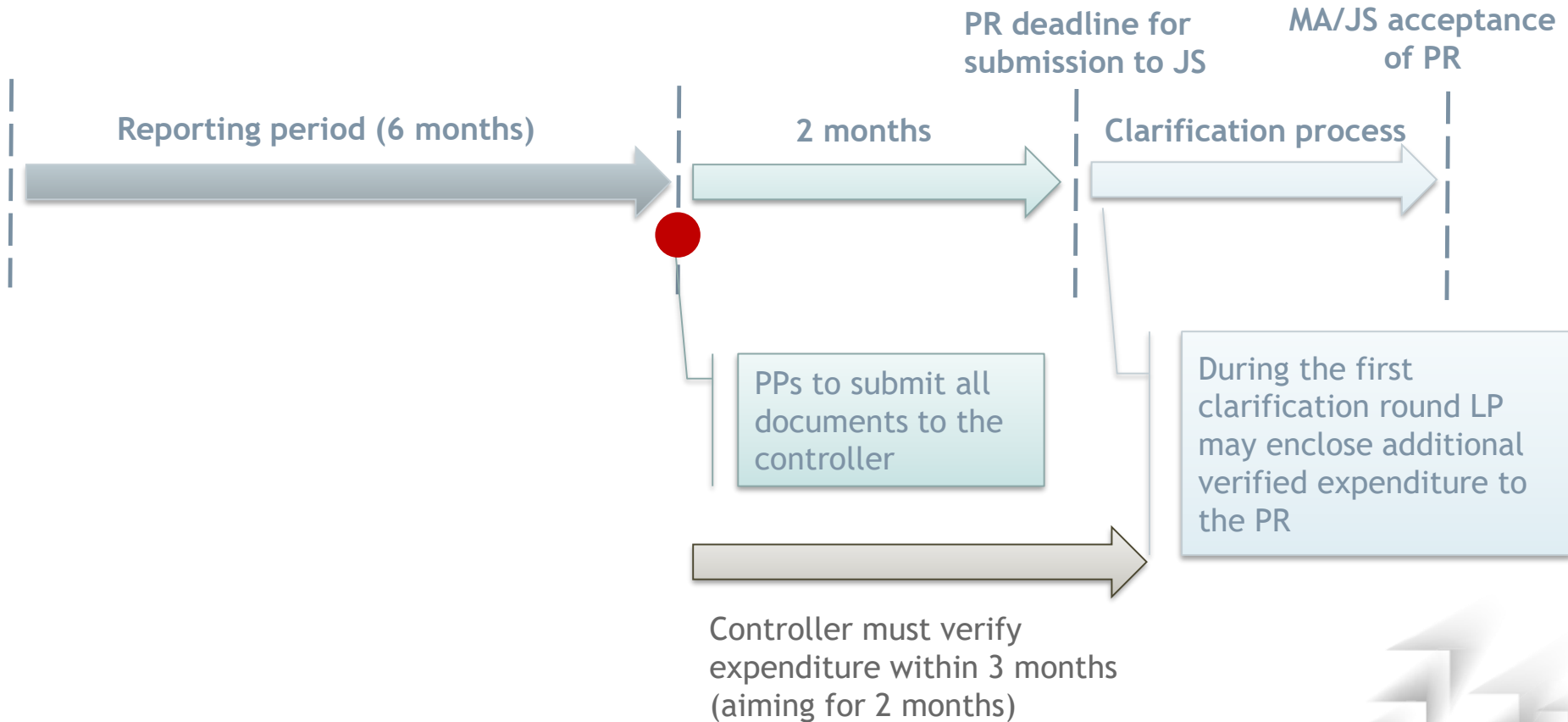
National controllers verify expenditure of partners

Partners submit partner reports to national controllers and LP

LP consolidates partner reports (all activities and certified expenditure) into joint progress report and submits it to JS

PARTNER AND PROGRESS REPORT

Partners are to submit their partner report to their national controllers immediately after the end of the reporting period

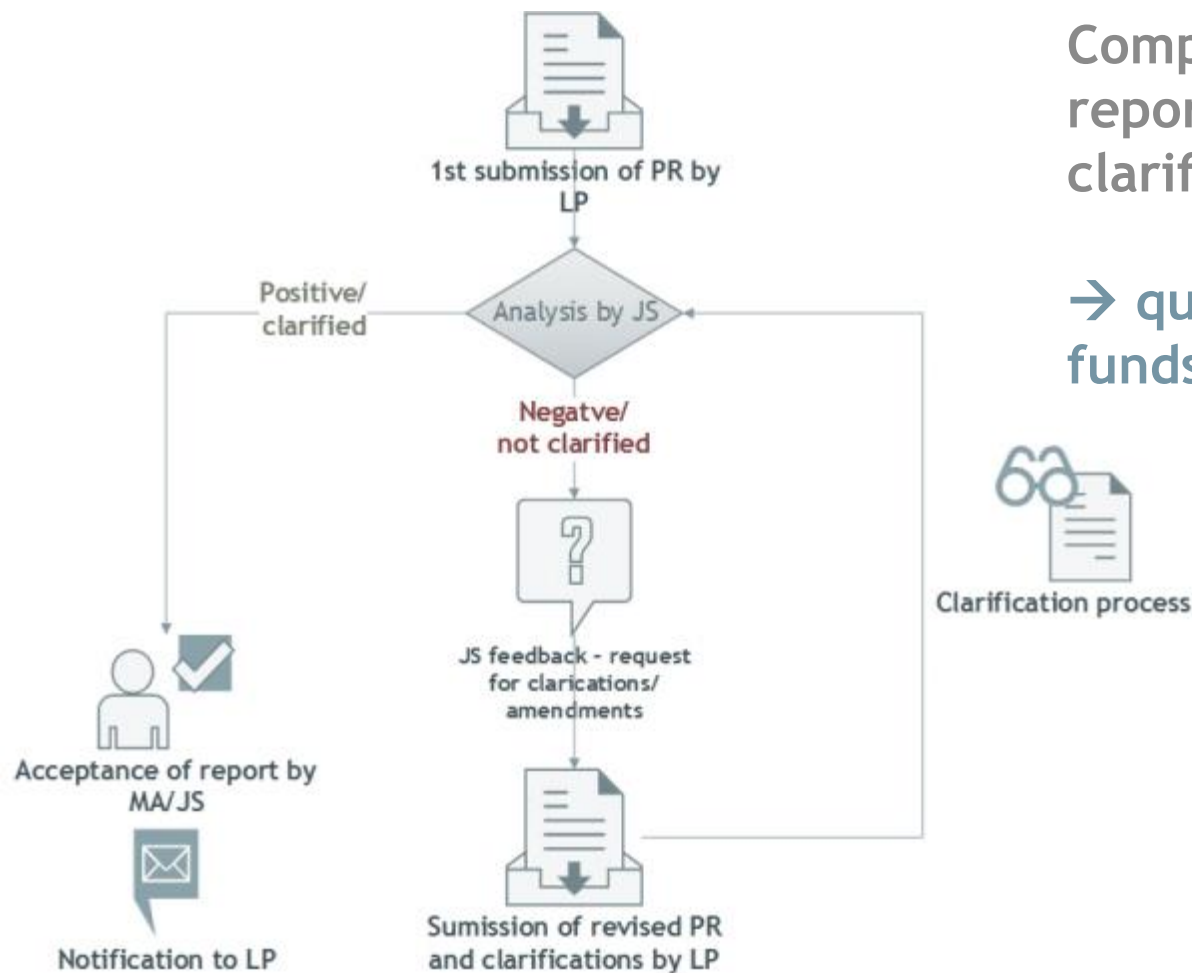


PROGRESS REPORT STRUCTURE



A	• Project report
B	• Work packages
C	• Certificates of expenditure
D	• Project report financial tables
E	• Annexes

MONITORING AND CLARIFICATION PROCESS

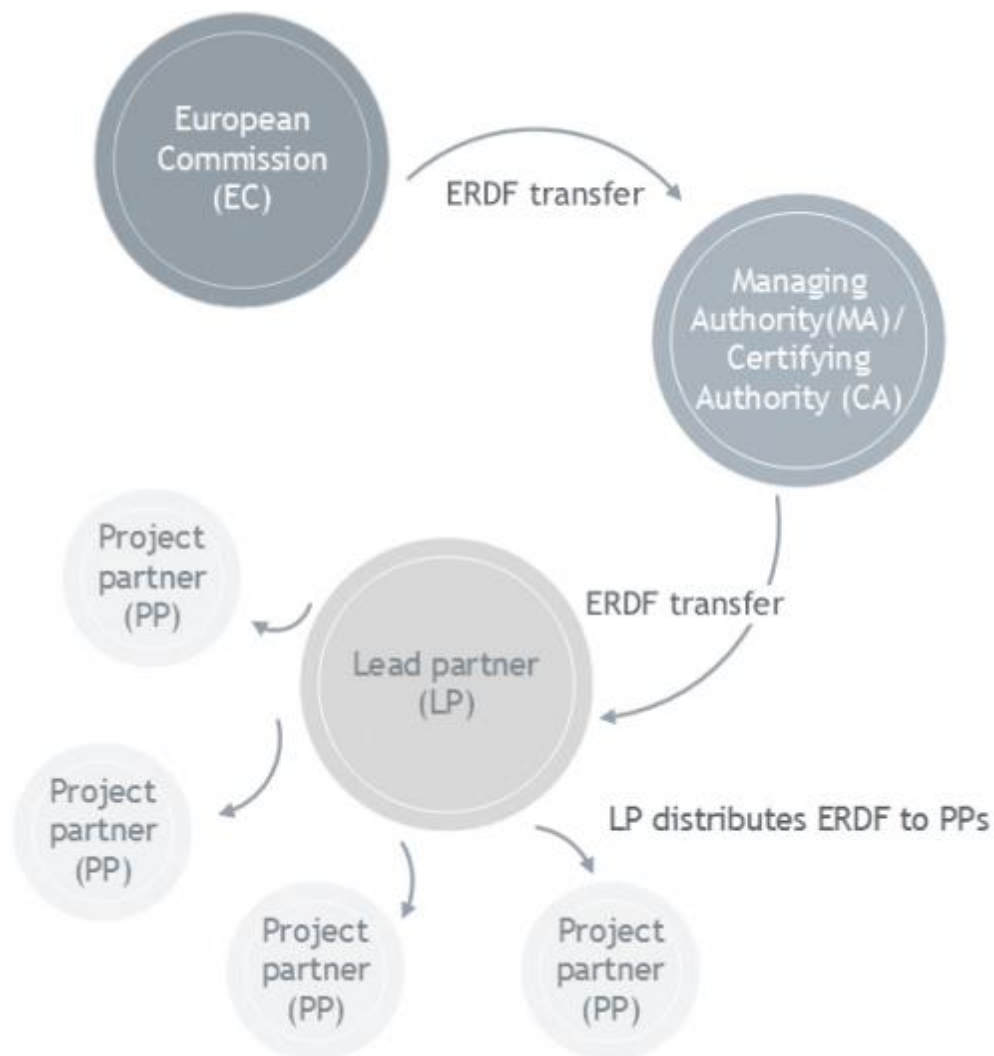


Comprehensive and clear reporting will require less clarification rounds

→ quick reimbursement of funds



PAYMENT PROCESS



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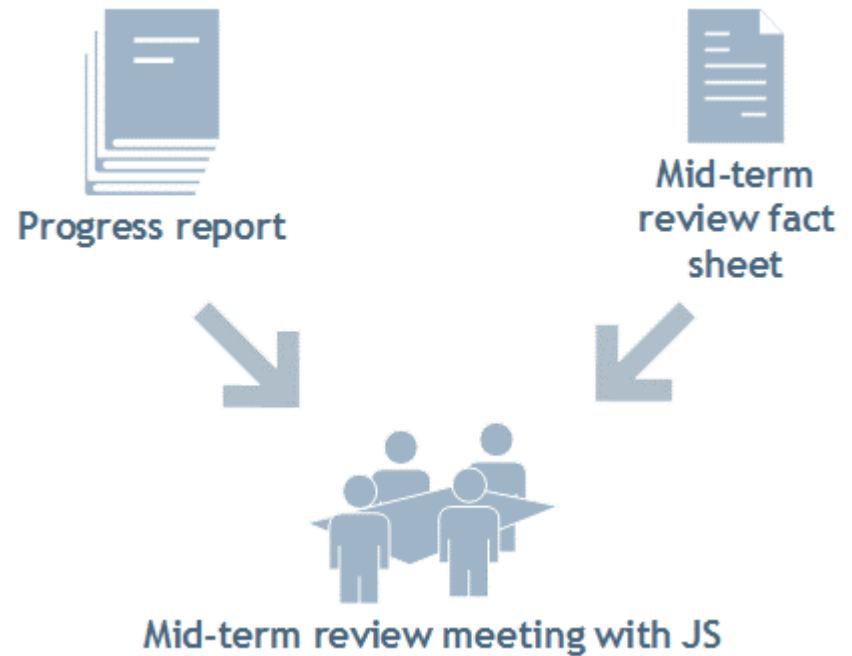
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What is the mid-term review?

- Review of project progress against the project objectives, outputs and expected results (as in the approved AF) after the first half of project implementation
- **Mid-term review meeting** to be organised by the LP (preferably linked to a project steering committee meeting)



No major modifications (except partnership) are allowed before the mid-term review

Major modifications



Partnership



Activities/
deliverables/outputs



Budget



Extension of project
duration

- ⇒ To be based on a formal modification request procedure (see Implementation Manual D.3) requiring a sound justification
- ⇒ Update of AF in eMS required
- ⇒ To be approved by the relevant programme bodies



Minor modifications



Adjustments of
the work plan

⇒ *To report as
deviation in the
progress report*



Update of
administrative elements

⇒ *To update the
supplementary
information in eMS,
if applicable*



Budget flexibility (below
flexibility thresholds)

⇒ *To report as
deviation in the
progress report*

In case of doubt, please consult the JS to verify if the planned modification is minor or major.

