Interreg

EUROPEAN UNION

North Sea Region

European Regional Development Fund

Getting started: Roles and responsibilities

How do you prepare for reporting?

What is the work flow?

Who does what?

Which kinds of report types are there?

1. Basic progress report = Short summary of project´s achievements over the last six months with facts and figures on progress. Statement of expenditure is **optional**.
2. Full progress report = Basic report plus some additional information (f. ex. on functioning of the partnership, how stakeholders have been involved, etc.) **Must** include a statement of expenditure.
3. Final report focuses on overall achievements of partnership over whole project lifetime. **Must** include statement of expenditure.

Three things to be aware of...!

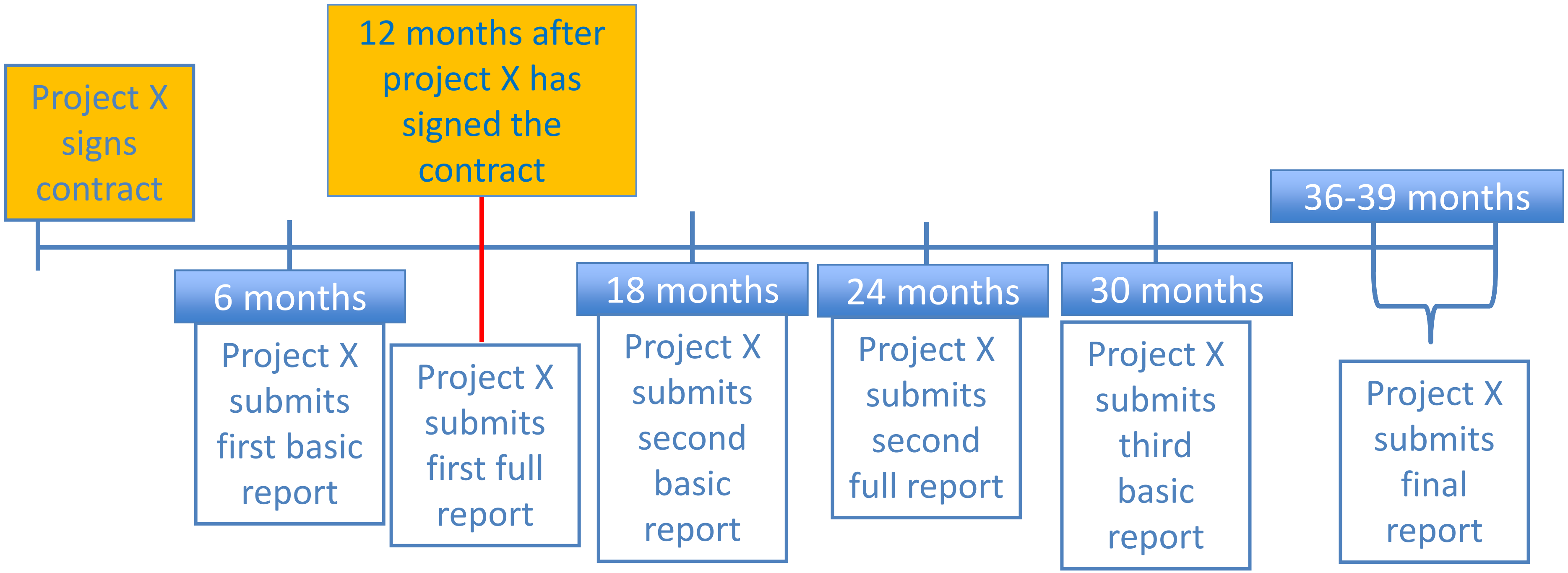
- ✓ Please note that your first report will be a basic progress report.

  -> Statement of expenditure is **optional**.

- ✓ Partnership Agreement needs to be signed in order get funding paid out.

- ✓ Your first report needs to be submitted within one year after the LB signed the contract.

Example of reporting schedule – Project X



How to get started?

Please **ask your project advisor** to open your project's report in the Online Monitoring System.

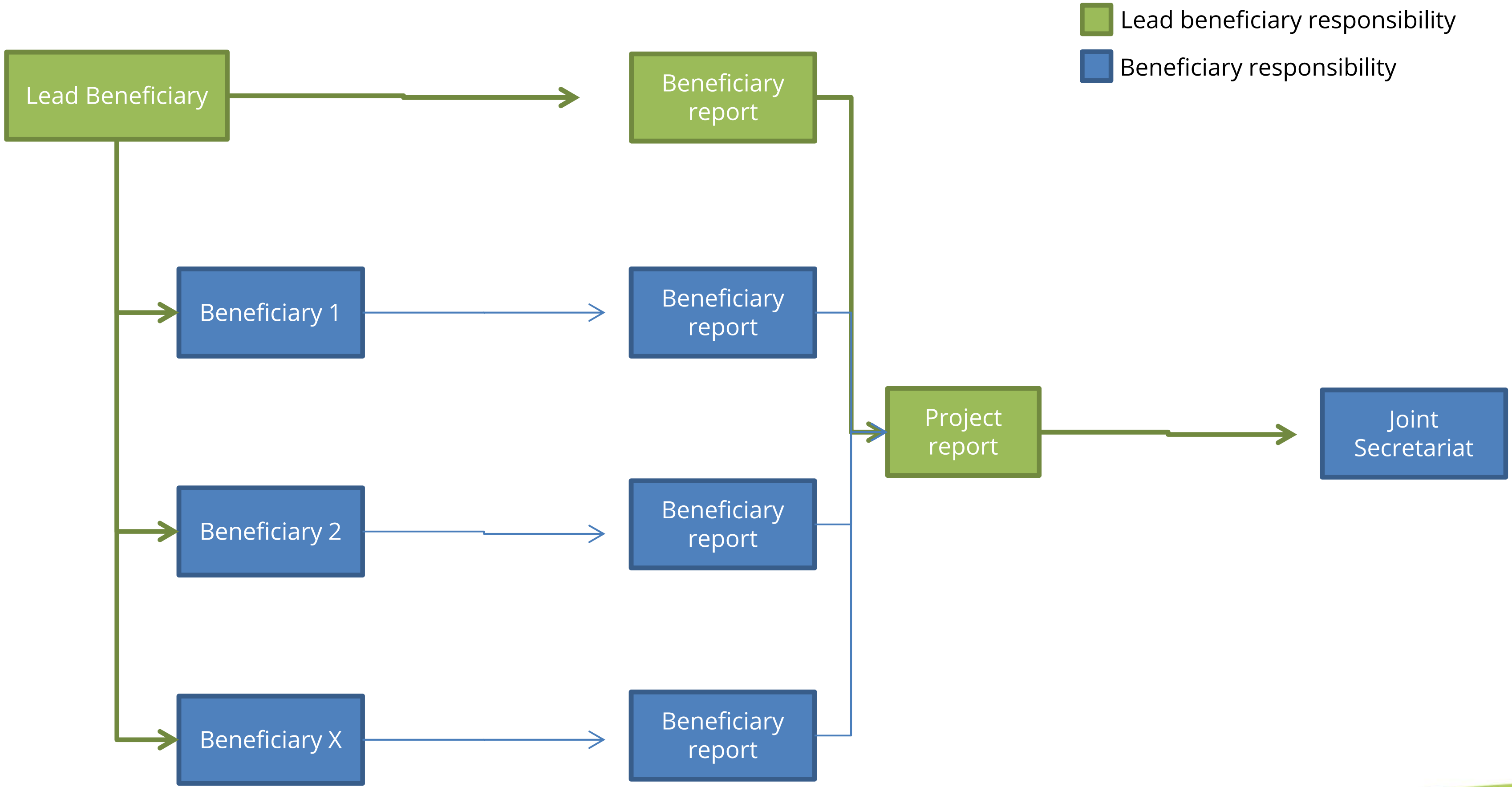
What is your date of submission? Your advisor will enter this into the Online Monitoring System, and it will be your **deadline for submission.**

What is the work flow?

- every beneficiary needs to produce their own report to feed the formal project report

- Lead Beneficiary compiles all the information contained in the beneficiaries’ reports into a project level report

= adhering to the Lead Beneficiary Principle


Lead beneficiary responsibility
Beneficiary responsibility
Lead Beneficiary
Beneficiary report
Beneficiary 1
Beneficiary report
Beneficiary 2
Beneficiary report
Beneficiary X
Beneficiary report
Project report
Joint Secretariat

Local partnership reporting

Joint Secretariat's recommendation:

activity report

Coordinating beneficiary fills out one report, which includes all relevant information of all beneficiaries in the whole local partnership.

finance report

Co-beneficiaries give relevant information to the coordinating beneficiary who fills out the individual finance reports for each and every co-beneficiary.

Where does the reporting take place?

OMS! OMS! OMS!

Online Monitoring System

- If something is not in the Online Monitoring System, it never happened...
- Online Monitoring System works best using Firefox and Chrome browsers...

Who is who in the OMS?
Who does what?

- Project Managing User
- Beneficiary Managing User

- Authorised Signatory
- First Level Control

Who is the Project Managing User?

- staff member of the Lead Beneficiary who submitted the project application to the Joint Secretariat
- only one Project Managing User per project
- always responsible at the project level

Responsibilities of the Project Managing User

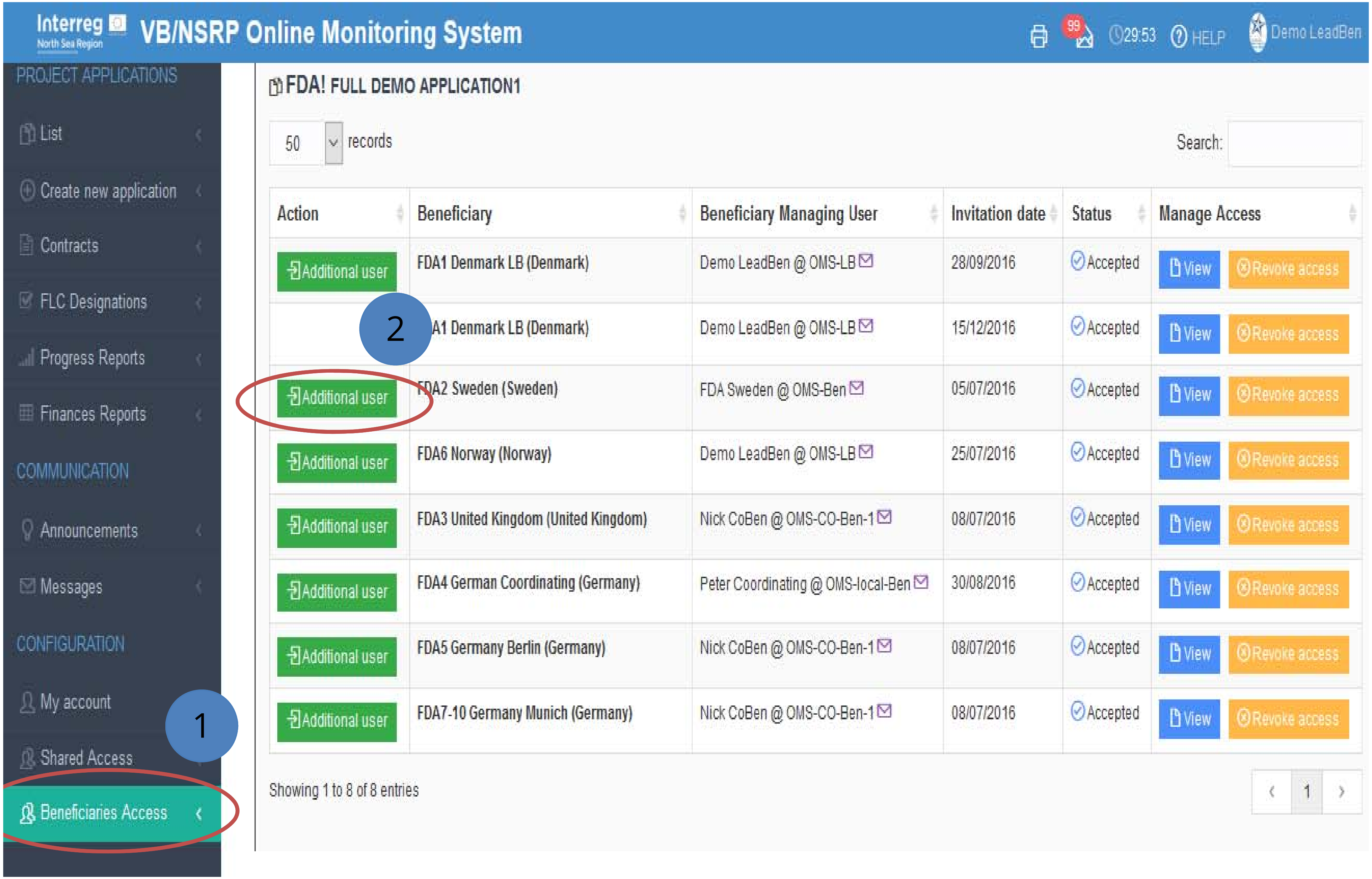
+ Invites

  1. other staff members of own organisation to the Online Monitoring System

  2. all other beneficiaries to Online Monitoring System

+ Fills out the project-level report based on individual beneficiaries‘ reports and submits it to the Joint Secretariat

HOW?


Interreg North Sea Region
VB/NSRP Online Monitoring System
99
29:53
HELP
Demo LeadBen
PROJECT APPLICATIONS
List
Create new application
Contracts
FLC Designations
Progress Reports
Finances Reports
COMMUNICATION
Announcements
Messages
CONFIGURATION
My account
Shared Access
Beneficiaries Access
FDA! FULL DEMO APPLICATION1
50 records
Search:
Action | Beneficiary | Beneficiary Managing User | Invitation date | Status | Manage Access
Additional user | FDA1 Denmark LB (Denmark) | Demo LeadBen @ OMS-LB | 28/09/2016 | Accepted | View | Revoke access
A1 Denmark LB (Denmark) | Demo LeadBen @ OMS-LB | 15/12/2016 | Accepted | View | Revoke access
Additional user | FDA2 Sweden (Sweden) | FDA Sweden @ OMS-Ben | 05/07/2016 | Accepted | View | Revoke access
Additional user | FDA6 Norway (Norway) | Demo LeadBen @ OMS-LB | 25/07/2016 | Accepted | View | Revoke access
Additional user | FDA3 United Kingdom (United Kingdom) | Nick CoBen @ OMS-CO-Ben-1 | 08/07/2016 | Accepted | View | Revoke access
Additional user | FDA4 German Coordinating (Germany) | Peter Coordinating @ OMS-local-Ben | 30/08/2016 | Accepted | View | Revoke access
Additional user | FDA5 Germany Berlin (Germany) | Nick CoBen @ OMS-CO-Ben-1 | 08/07/2016 | Accepted | View | Revoke access
Additional user | FDA7-10 Germany Munich (Germany) | Nick CoBen @ OMS-CO-Ben-1 | 08/07/2016 | Accepted | View | Revoke access
Showing 1 to 8 of 8 entries
1
2

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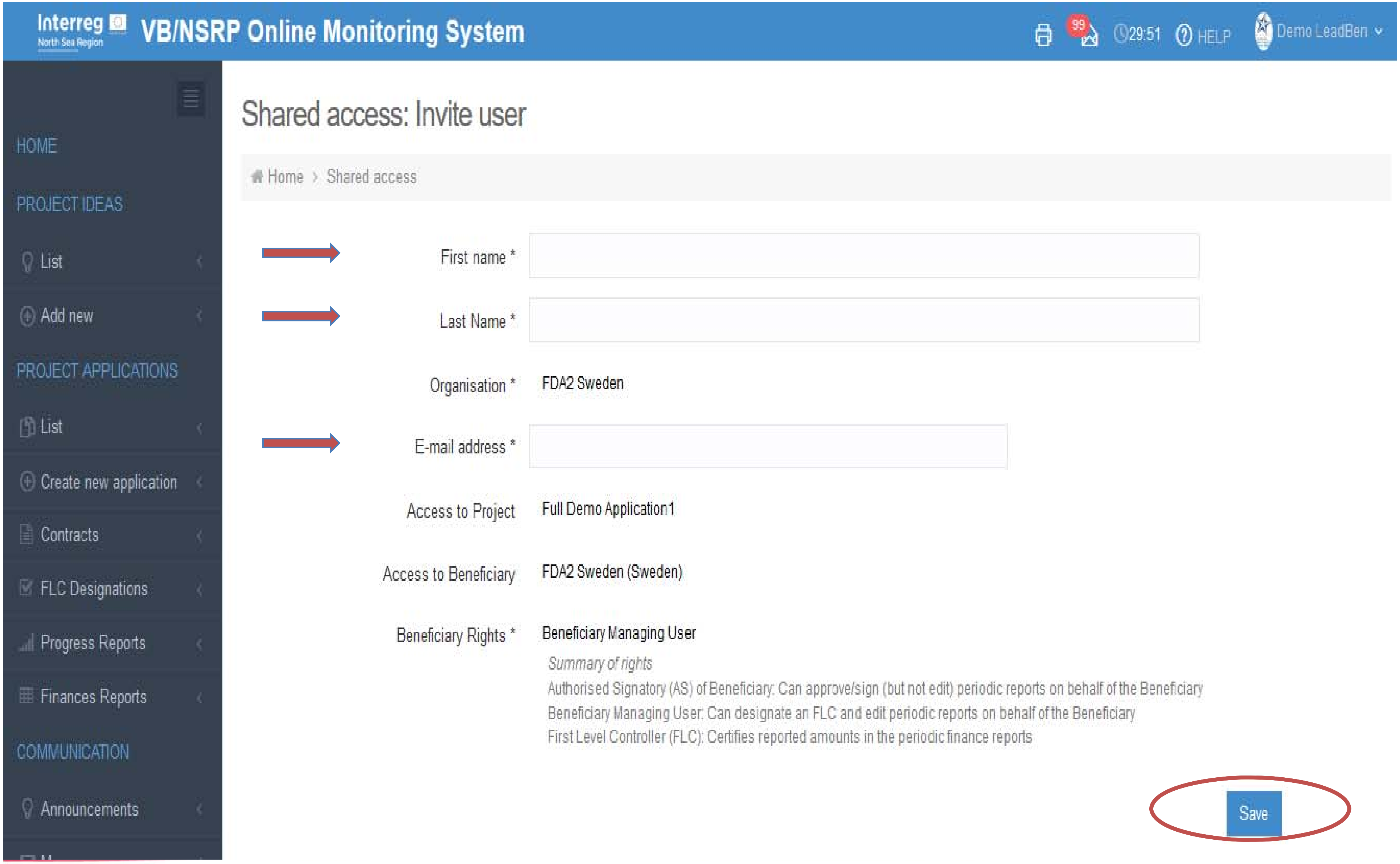
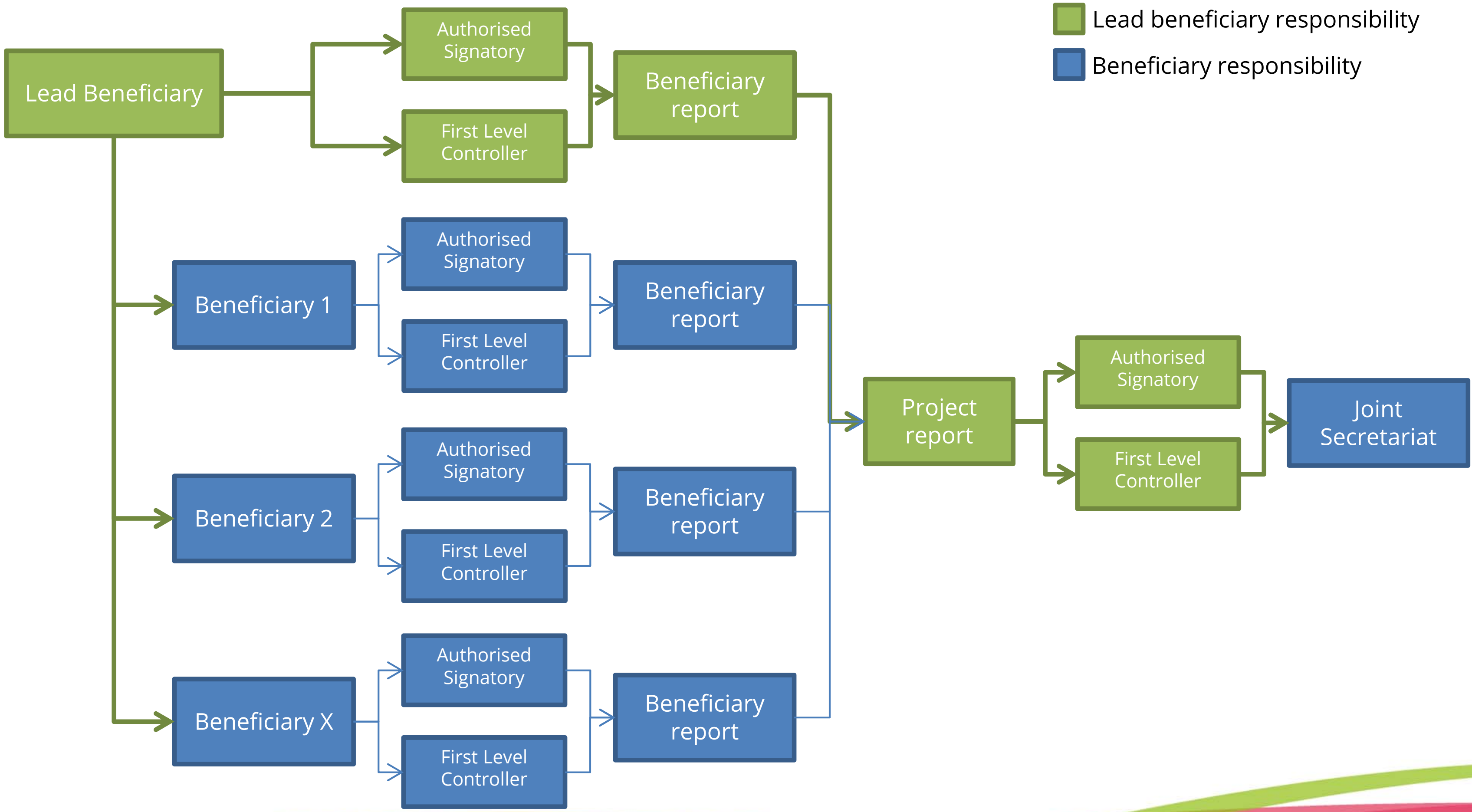


Who is a Beneficiary Managing User?

- Staff member of a project beneficiary (invited by Project Managing User or other Beneficiary Managing User)
- Joint Secretariat recommends having more than one Beneficiary Managing User per beneficiary
- Always responsible on the beneficiary level

Responsibilities of Beneficiary Managing User

- Invite other staff members of the same institution to become Beneficiary Managing User
- Designation of an **Authorised Signatory** for the beneficiary
- Designation of **First Level Controller**
- Preparation of basic-, full- or final progress reports as well as finance reports


Lead beneficiary responsibility
Beneficiary responsibility
Lead Beneficiary
Authorised Signatory
First Level Controller
Beneficiary report
Beneficiary 1
Authorised Signatory
First Level Controller
Beneficiary report
Beneficiary 2
Authorised Signatory
First Level Controller
Beneficiary report
Beneficiary X
Authorised Signatory
First Level Controller
Beneficiary report
Project report
Authorised Signatory
First Level Controller
Joint Secretariat

Who is the Authorised Signatory? What are their responsibilities?

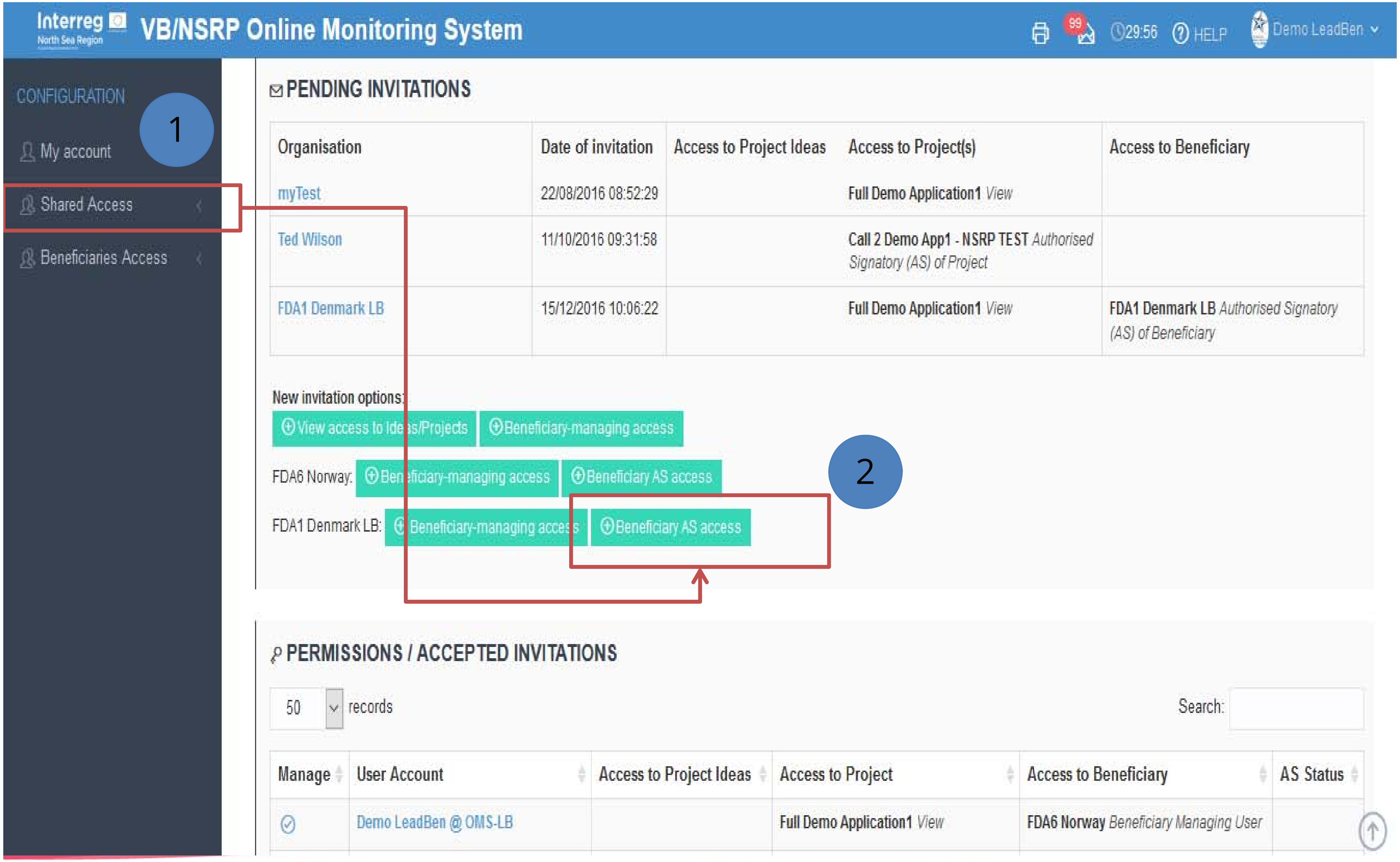
- by signing submitting the beneficiary report to the Lead Beneficiary

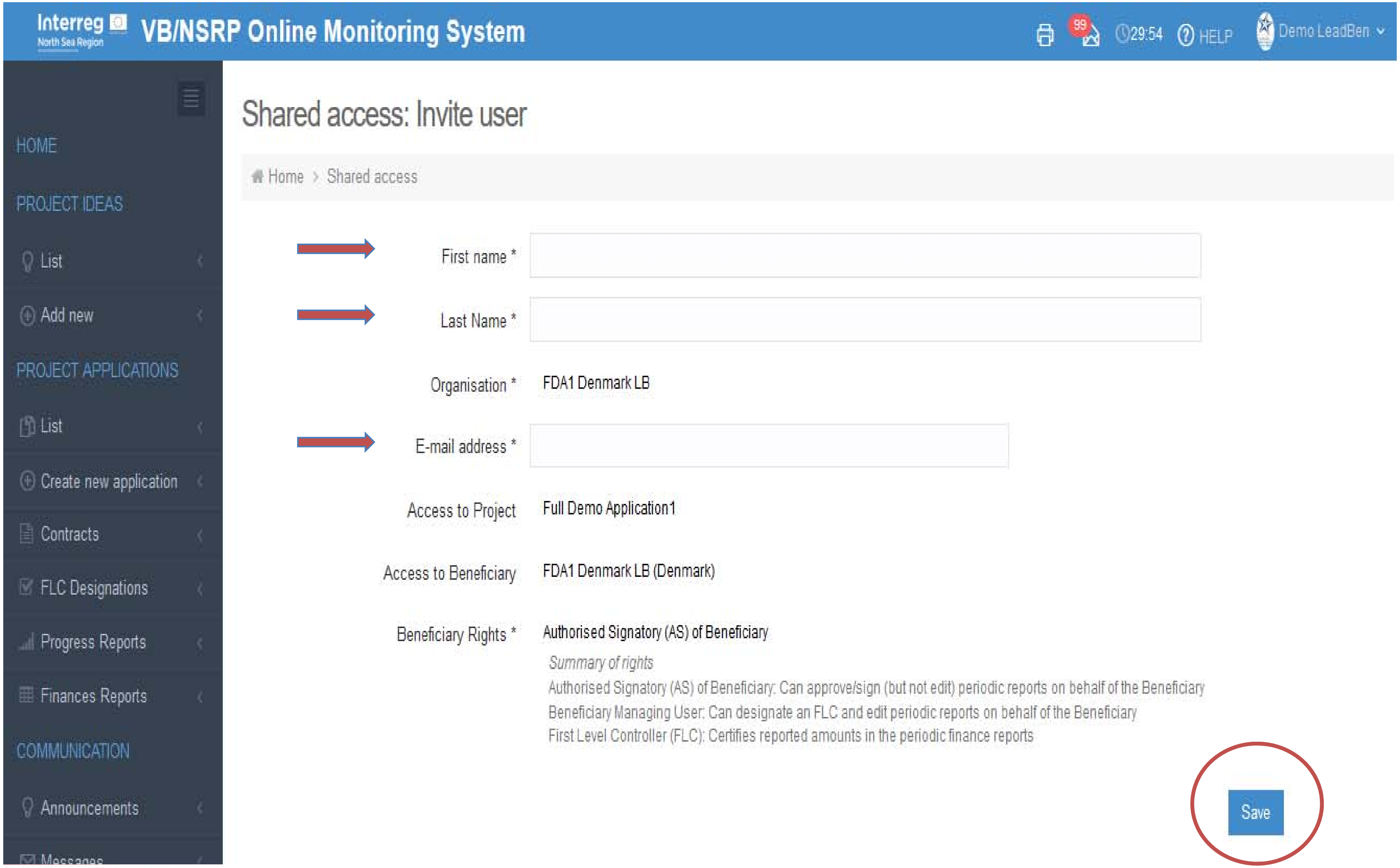
- Does **not** have to be the head of the organisation but a staff member with the right to sign off (also financial commitments) on behalf of the beneficiary

HOW can an Authorised Signatory be designated?

Procedure of approving an Authorised Signatory

1. Beneficiary Managing User needs to invite a person in their institution to become an Authorised Signatory
2. Paper documents need to be filled in and:
    1. Sent by post to the Joint Secretariat
    2. Uploaded in the Online Monitoring System
3. PIN code will be issued by the Joint Secretariat
4. Authorised Signatory needs to approve him/herself via PIN


Interreg North Sea Region
VB/NSRP Online Monitoring System
99
29:56
HELP
Demo LeadBen
CONFIGURATION
1
My account
Shared Access
Beneficiaries Access
PENDING INVITATIONS
Organisation
Date of invitation
Access to Project Ideas
Access to Project(s)
Access to Beneficiary
myTest
22/08/2016 08:52:29
Full Demo Application1 View
Ted Wilson
11/10/2016 09:31:58
Call 2 Demo App1 - NSRP TEST Authorised Signatory (AS) of Project
FDA1 Denmark LB
15/12/2016 10:06:22
Full Demo Application1 View
FDA1 Denmark LB Authorised Signatory (AS) of Beneficiary
New invitation options:
View access to Ideas/Projects
Beneficiary-managing access
FDA6 Norway:
Beneficiary-managing access
Beneficiary AS access
2
FDA1 Denmark LB:
Beneficiary-managing access
Beneficiary AS access
PERMISSIONS / ACCEPTED INVITATIONS
50
records
Search:
Manage
User Account
Access to Project Ideas
Access to Project
Access to Beneficiary
AS Status
Demo LeadBen @ OMS-LB
Full Demo Application1 View
FDA6 Norway Beneficiary Managing User



Interreg North Sea Region
VB/NSRP Online Monitoring System
99
29:54
HELP
Demo LeadBen
HOME
PROJECT IDEAS
List
Add new
PROJECT APPLICATIONS
List
Create new application
Contracts
FLC Designations
Progress Reports
Finances Reports
COMMUNICATION
Announcements
Messages
Shared access: Invite user
Home > Shared access
First name *
Last Name *
Organisation *
FDA1 Denmark LB
E-mail address *
Access to Project
Full Demo Application1
Access to Beneficiary
FDA1 Denmark LB (Denmark)
Beneficiary Rights *
Authorised Signatory (AS) of Beneficiary
Summary of rights
Authorised Signatory (AS) of Beneficiary: Can approve/sign (but not edit) periodic reports on behalf of the Beneficiary
Beneficiary Managing User: Can designate an FLC and edit periodic reports on behalf of the Beneficiary
First Level Controller (FLC): Certifies reported amounts in the periodic finance reports
Save

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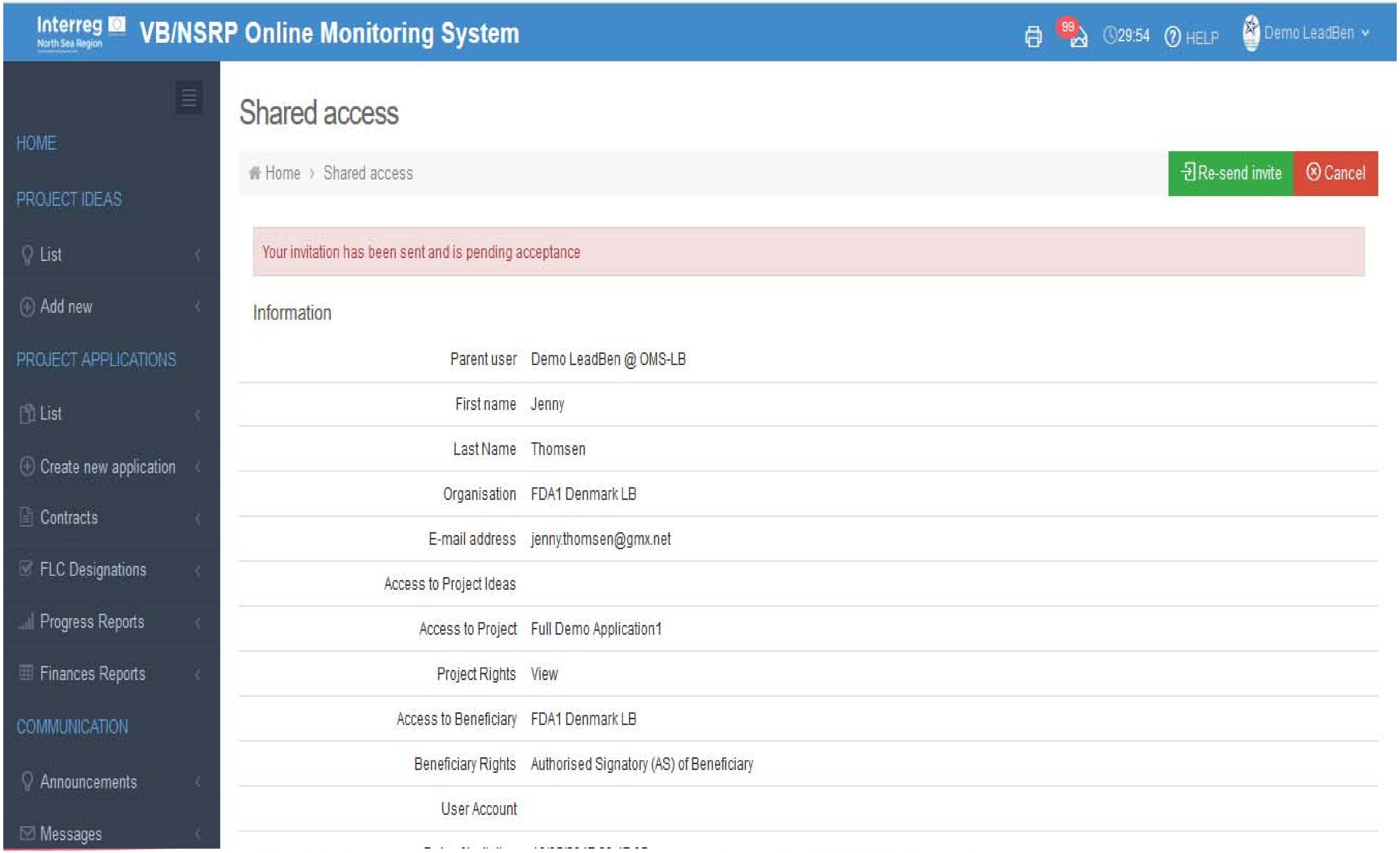


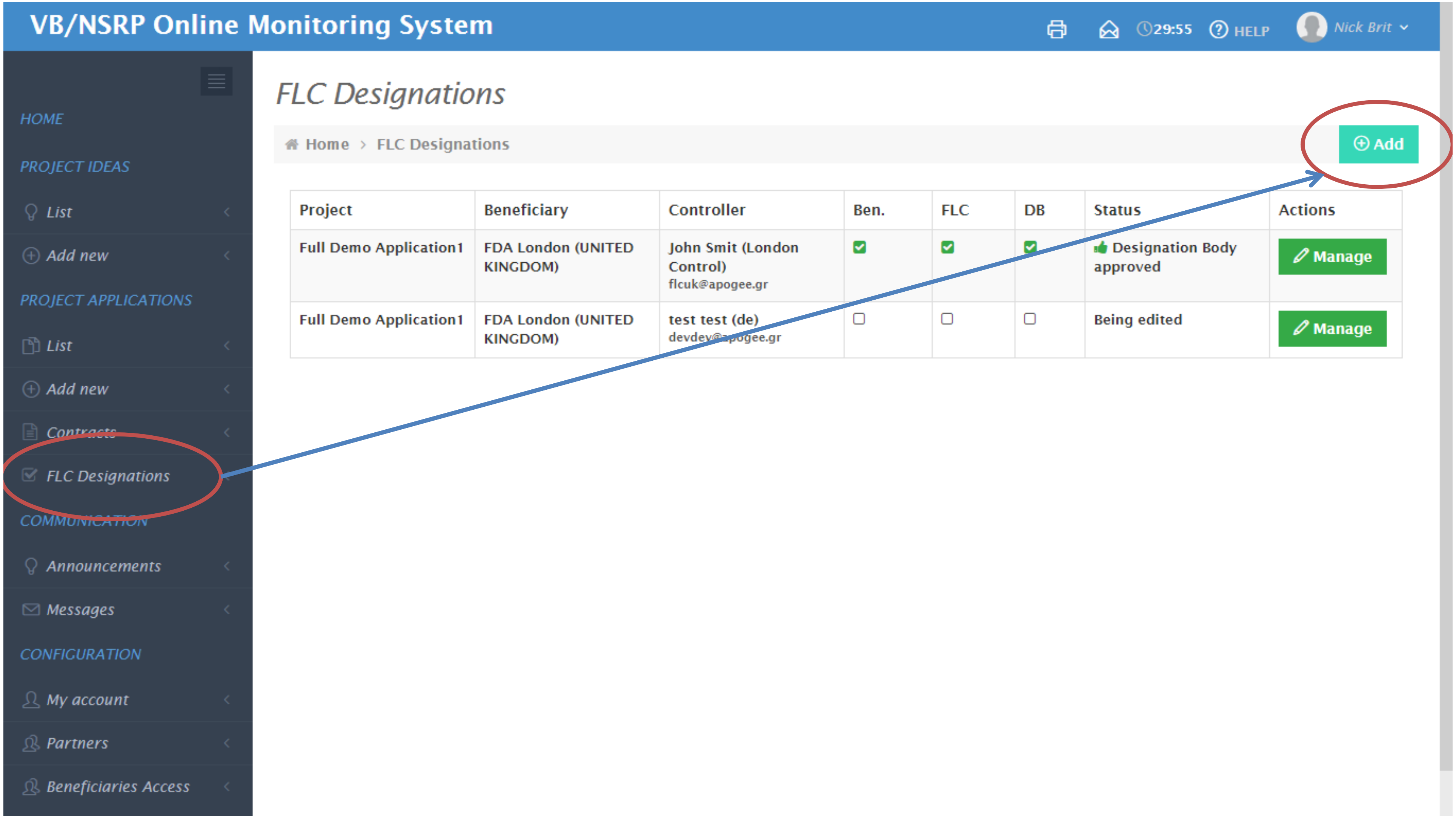
Who is the First Level Controller? What are their responsibilities?

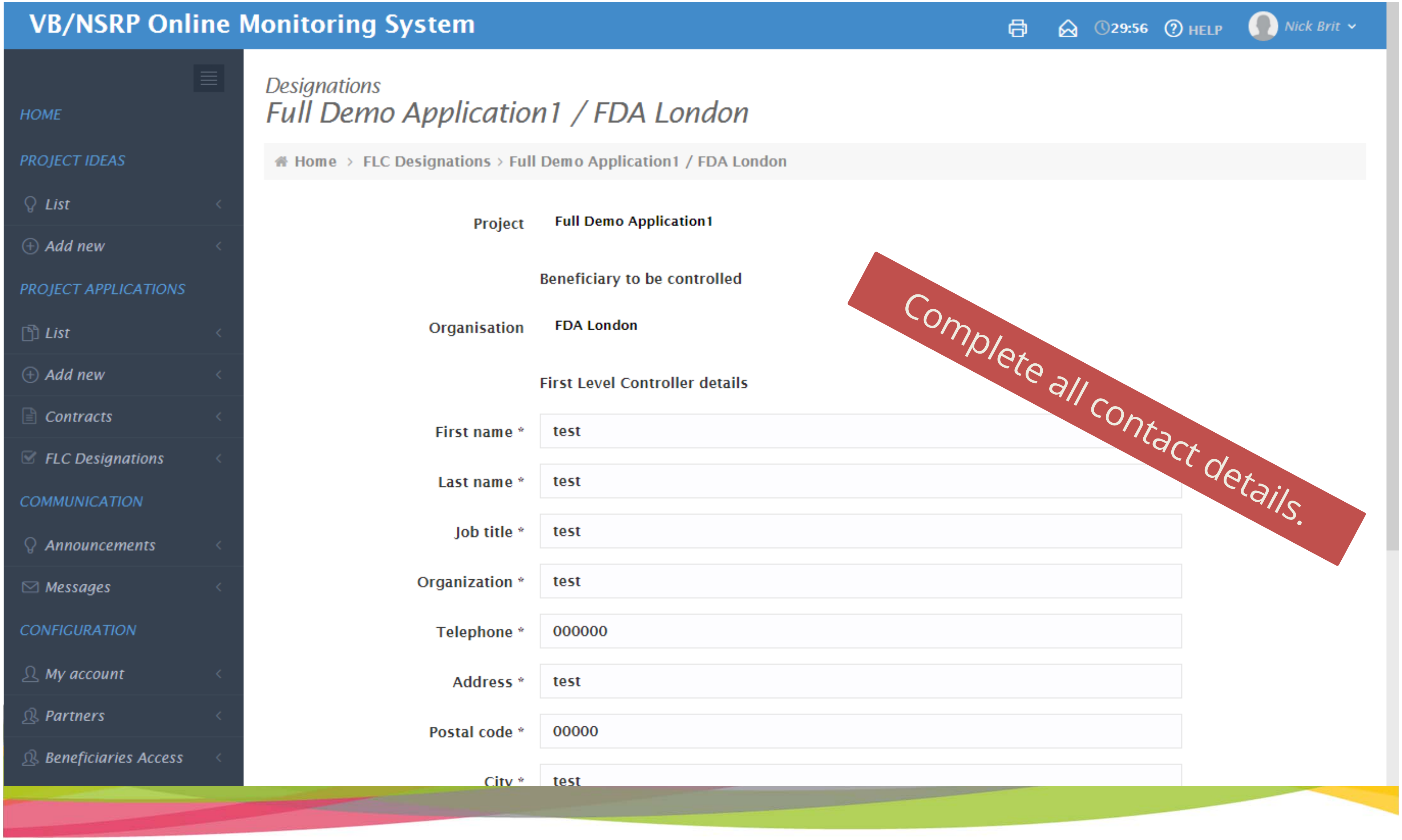
- an auditor that takes a critical view of all project related expenditure and...
- verifies that it is in line with all relevant regulations and guidelines and...
- confirms this in the FLC report.

HOW can a First Level Controller be designated?

1. BMU needs to invite FLC to the OMS by
   - filling out FLC’s contact details
   - filling out designation checklist
2. FLC needs to agree/sign to become the FLC of the beneficiary
3. FLC needs to be appointed by designation body

-> see **Fact Sheet 24**


VB/NSRP Online Monitoring System
29:55
HELP
Nick Brit
HOME
PROJECT IDEAS
List
Add new
PROJECT APPLICATIONS
List
Add new
Contracts
FLC Designations
COMMUNICATION
Announcements
Messages
CONFIGURATION
My account
Partners
Beneficiaries Access
FLC Designations
Home > FLC Designations
Add
Project
Beneficiary
Controller
Ben.
FLC
DB
Status
Actions
Full Demo Application1
FDA London (UNITED KINGDOM)
John Smit (London Control)
flcuk@apogee.gr
Designation Body approved
Manage
Full Demo Application1
FDA London (UNITED KINGDOM)
test test (de)
devdev@apogee.gr
Being edited
Manage


VB/NSRP Online Monitoring System
29:56
HELP
Nick Brit
HOME
PROJECT IDEAS
List
Add new
PROJECT APPLICATIONS
List
Add new
Contracts
FLC Designations
COMMUNICATION
Announcements
Messages
CONFIGURATION
My account
Partners
Beneficiaries Access
Designations
Full Demo Application1 / FDA London
Home › FLC Designations › Full Demo Application1 / FDA London
Project
Full Demo Application1
Beneficiary to be controlled
Organisation
FDA London
First Level Controller details
First name *
test
Last name *
test
Job title *
test
Organization *
test
Telephone *
000000
Address *
test
Postal code *
00000
City *
test
Complete all contact details.

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VB/NSRP Online Monitoring System

29:47 HELP Nick Brit

- Contracts
- FLC Designations

COMMUNICATION

- Announcements
- Messages

CONFIGURATION

- My account
- Partners
- Beneficiaries Access

First name *	test
Last name *	test
Job title *	test
Organization *	test
Telephone *	000000
Address *	test
Postal code *	00000
City *	test
Country *	THE NETHERLANDS
Email *	tt@tt.nl
Created by	Nick Brit @ FDA London
Status	Being edited

When all details are complete

Save

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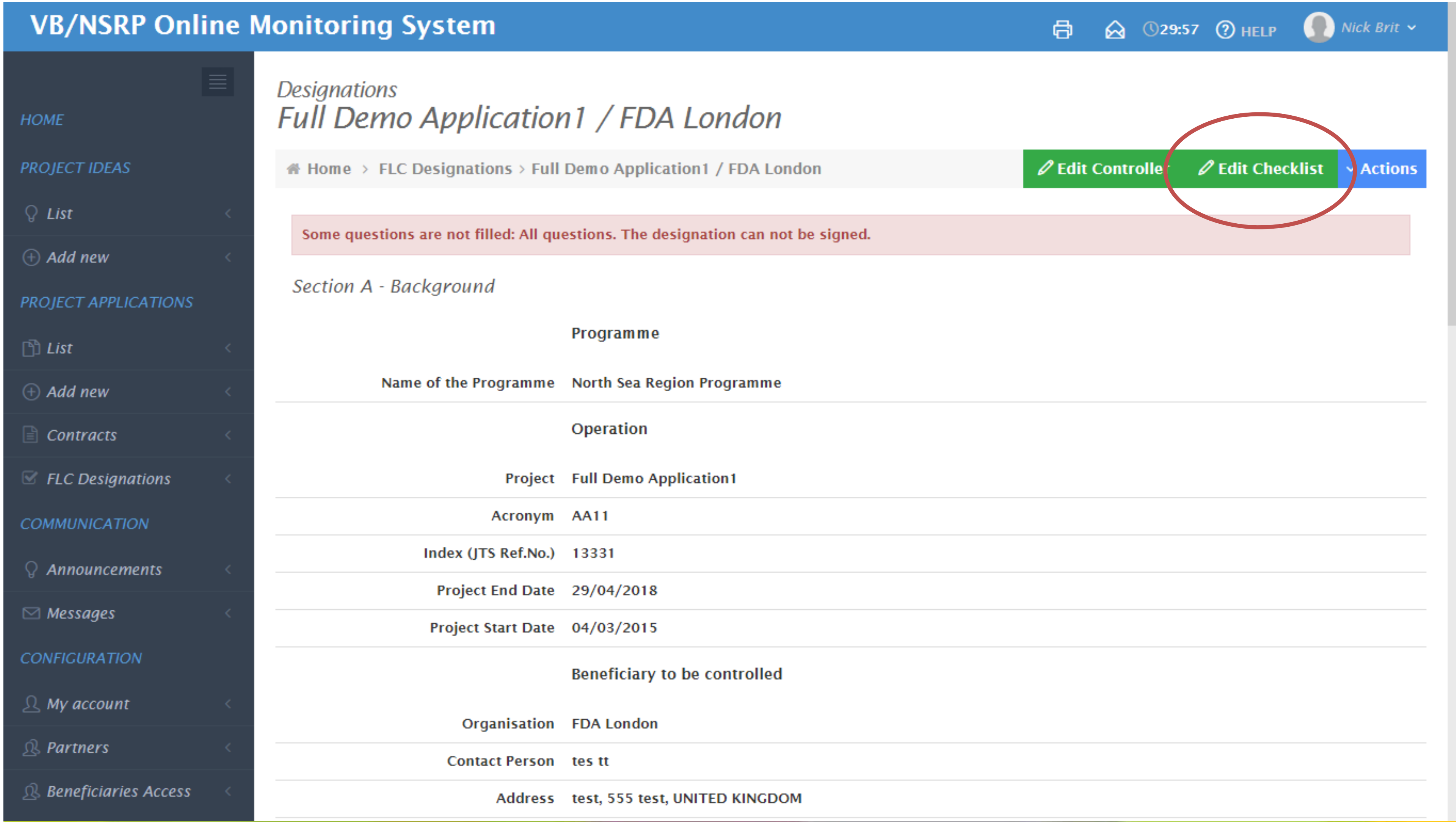

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VB/NSRP Online Monitoring System

29:26 HELP Nick Brit

HOME
PROJECT IDEAS
List
Add new
PROJECT APPLICATIONS
List
Add new
Contracts
FLC Designations
COMMUNICATION
Announcements
Messages
CONFIGURATION
My account
Partners
Beneficiaries Access

Designations

Full Demo Application1 / FDA London / Checklist

Home > FLC Designations > Full Demo Application1 / FDA London / Checklist

Section	Question	
Section C – Partner's own budget only (as in the grant offer)	*C.1 Is there in-kind contribution included in the budget?*	Not defined
	C.2 If yes describe the nature of in-kind contribution (ie. voluntary labour, material,land, or building)	Type something 0
	C.3 How are staff working on the project paid?	Type something 0
	C.4 Does the project partner has a procurement policy?	Not defined
	C.5 Is the project partner involved in commercial activities where state aid rules might apply?	Not defined

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29:32 HELP Nick Brit

G.4 *If there are any reservations/qualifications please state.*

Type something

NB: Checklist is different for UK beneficiaries

...ller ensure that the work will be carried out within 1 month after receipt of ... bearing in mind that the progress report has to be submitted by the Lead ...rther within 2 months after the end of each reporting period?

(This is required by the EU Regulation)

Not defined

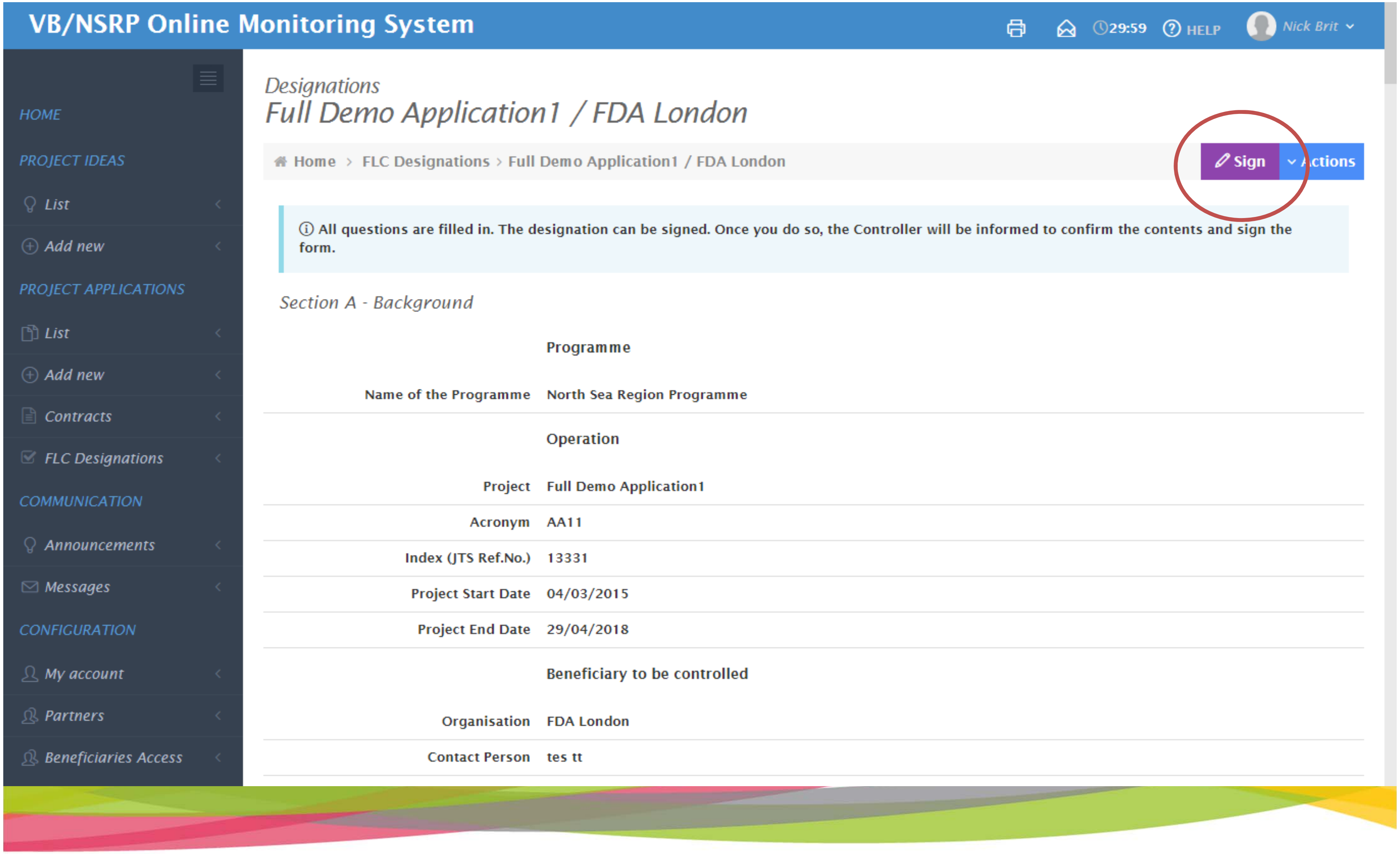
G.6 *If there are any reservations please state.*

Type something

Form	(UK) FLC Designation
FLC Designation form	Full Demo Application1 FDA London
Created by	Nick Brit @ FDA London

When all questions answered

Save


VB/NSRP Online Monitoring System
29:59
HELP
Nick Brit
HOME
PROJECT IDEAS
List
Add new
PROJECT APPLICATIONS
List
Add new
Contracts
FLC Designations
COMMUNICATION
Announcements
Messages
CONFIGURATION
My account
Partners
Beneficiaries Access
Designations
Full Demo Application1 / FDA London
Home › FLC Designations › Full Demo Application1 / FDA London
Sign
Actions
All questions are filled in. The designation can be signed. Once you do so, the Controller will be informed to confirm the contents and sign the form.
Section A - Background
Programme
Name of the Programme North Sea Region Programme
Operation
Project Full Demo Application1
Acronym AA11
Index (JTS Ref.No.) 13331
Project Start Date 04/03/2015
Project End Date 29/04/2018
Beneficiary to be controlled
Organisation FDA London
Contact Person tes tt

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European Regional Development Fund
EUROPEAN UNION

VB/NSRP Online Monitoring System

29:59 HELP Nick Brit

HOME

PROJECT IDEAS

- List
- Add new

PROJECT APPLICATIONS

- List
- Add new
- Contracts
- FLC Designations

COMMUNICATION

- Announcements
- Messages

CONFIGURATION

- My account
- Partners
- Beneficiaries Access

FLC Designations

Home > FLC Designations

Add

Project	Beneficiary	Controller	Ben.	FLC	DB	Status	Actions
Full Demo Application1	FDA London (UNITED KINGDOM)	John Smit (London Control) flcuk@apogee.gr	☑	☑	☑	Designation Body approved	Manage
Full Demo Application1	FDA London (UNITED KINGDOM)	test test (de) devdev@apogee.gr	☐	☐	☐	Being edited	Manage
Full Demo Application1	FDA London (UNITED KINGDOM)	test test (test) dd@dd.uk	☐	☐	☐	Being edited	Manage
Full Demo Application1	FDA London (UNITED KINGDOM)	test test (test) tt@tt.nl	☑	☐	☐	Beneficiary signed	Manage

Special rules for Local Partnerships

+ Co-beneficaries cannot have their own Authorised Signatory. The Authorised Signatory of the Coordinating beneficiary signs off on all documents.
+ Co-beneficiaries do not have their own First Level Controller (generally). The coordinating beneficiary's designation is valid for the entire local partnership.
+ However... in exceptional cases individual co-beneficiaries have the option to designate their own first level controller.

No Authorised Signatory/no First Level Controller

=

Report cannot be submitted and no funding can be claimed

90-days clock

All reports should be processed and paid within 90 days!

Issues requiring follow up letter = If information is missing we will send you a message. It will stop the 90-days clock until we receive the requested information.

Concluding progress report and payment cover letter = You will receive a message after your report has been processed and your funding will be paid out.

How do you prepare for reporting?

- ✓ first report = basic progress report
- ✓ within one year after the contract has been signed
- ✓ individual reporting schedule for each project, first submission date needs to be carefully planned because it determines all further submission dates

What is the work flow?

✓ Every beneficiary fills out their own report

✓ Lead beneficiary needs to compile a project-level report which will be submitted to Joint Secretariat

✓ Always adhere to the Lead Beneficiary principle!

Who does what?

- ✓ Different roles in the Online Monitoring System
  - ✓ Project Managing User
  - ✓ Beneficiary Managing User
- ✓ Authorised Signatory and First Level Controller ... need to be in place before submitting a report!

Questions?!