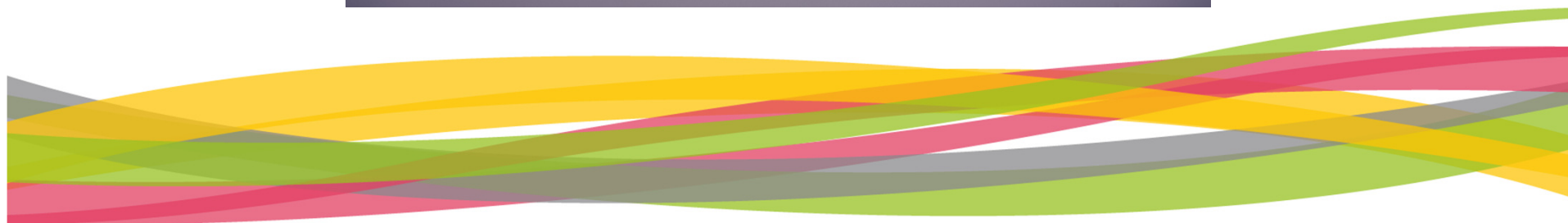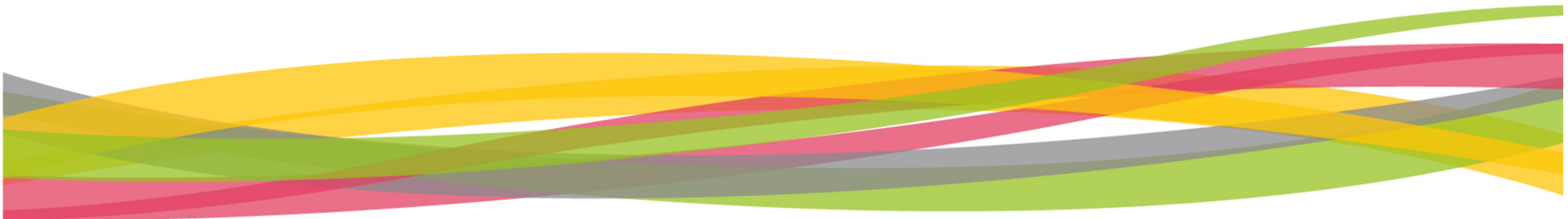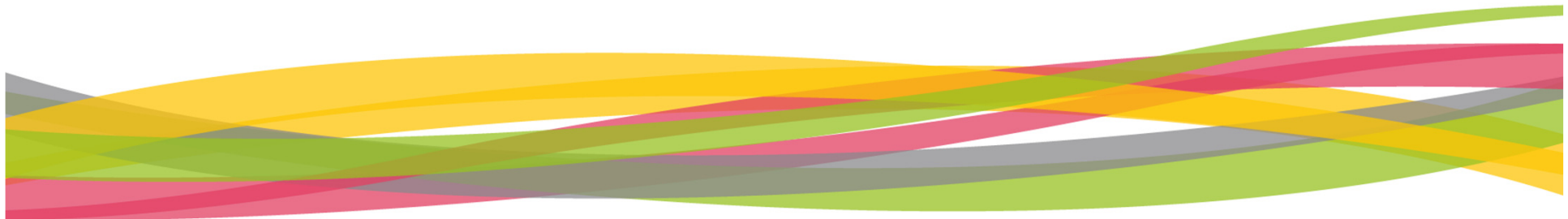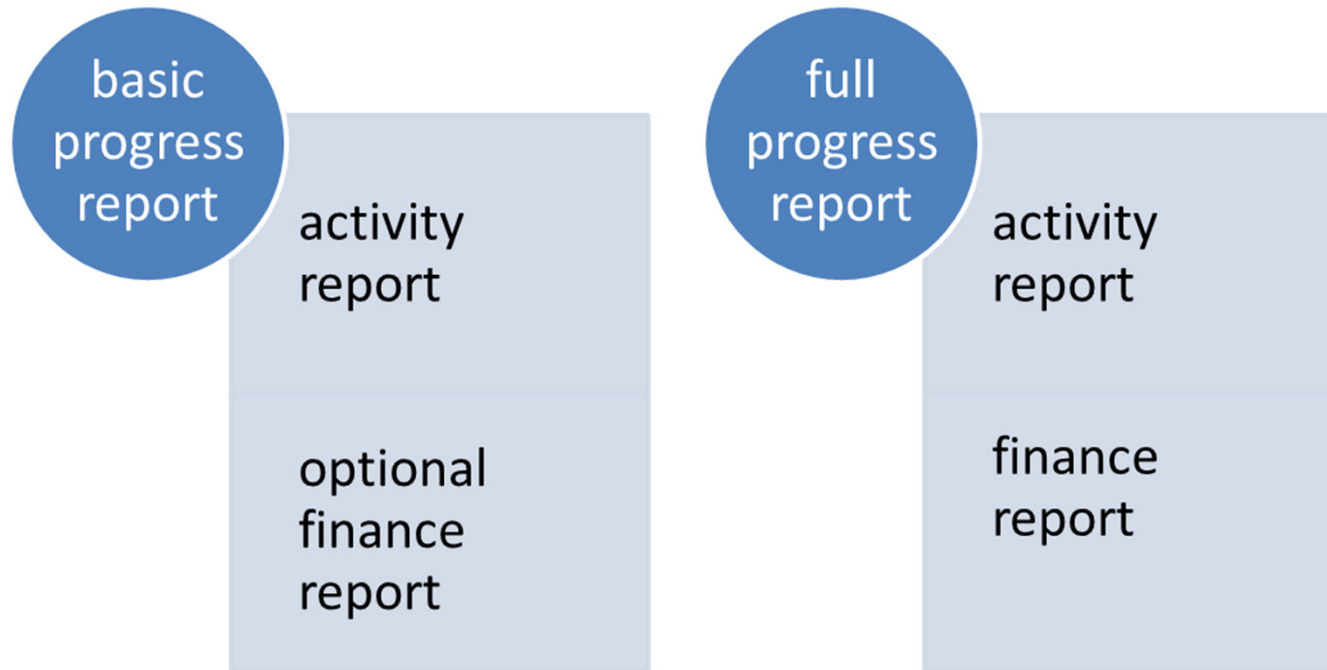# ACTIVITY REPORTING

Agenda

- Information that you need to know!

- Run through of the activity reporting process, including all tabs on the Online Monitoring System form

- Tricks and tips

Clarification

basic progress report

activity report

optional finance report

full progress report

activity report

finance report

Changes

! Reporting and a request for a change cannot happen at the same time !

Why?
In order to ensure that the latest approved data can be included with the following report.
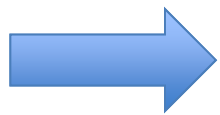
Address any approved changes in the report (Full progress report, Details, Project Implementation)
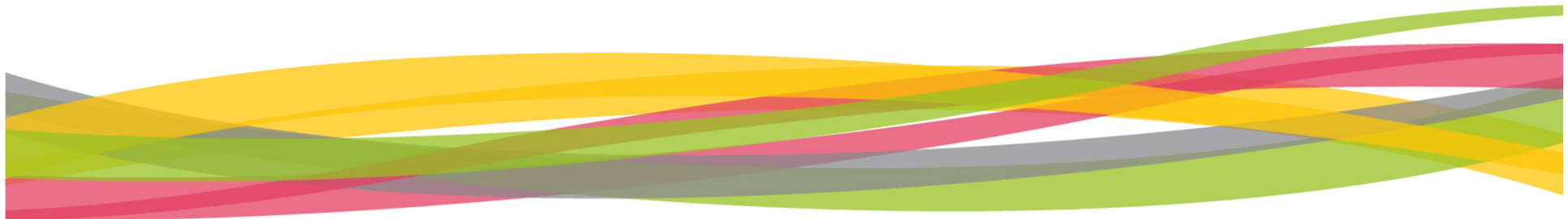
Special requirements from the Steering Committee

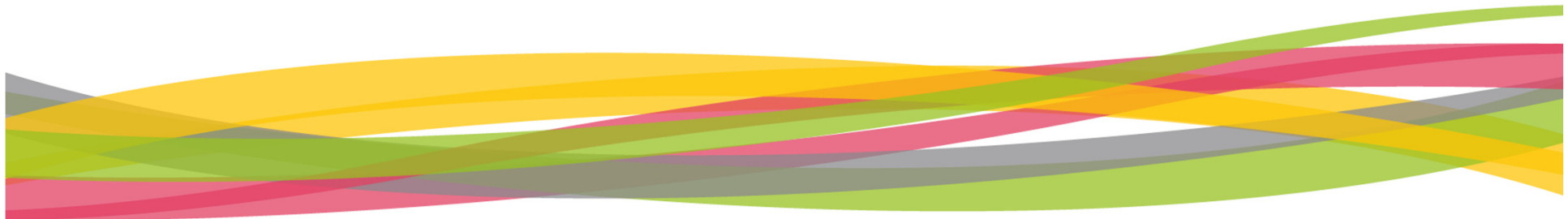Approval letter: section about comments from the Steering Committee

Report on your fulfillment of the requirements in an annex to the report.
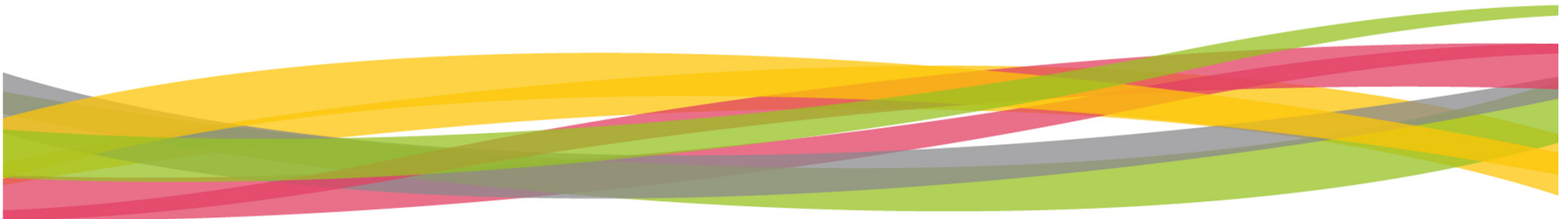
Lead beneficiary principle

1. Compiled beneficiary activity reports = project level activity report

2. Lead beneficiary decides which tabs need to be filled out by which beneficiary
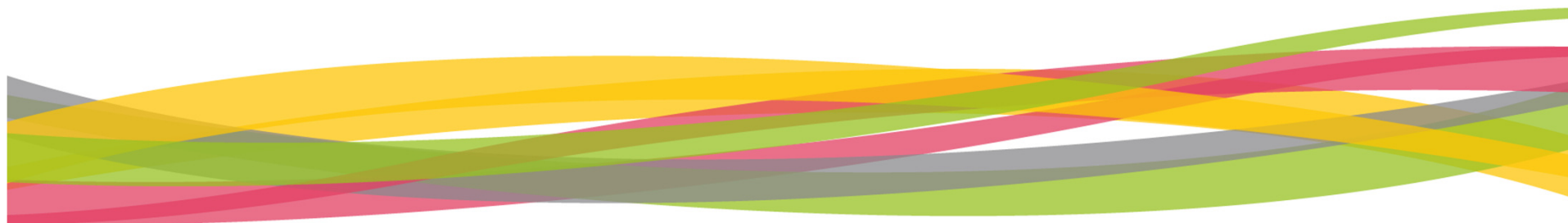   (optional vs. mandatory fields)

Work flow...

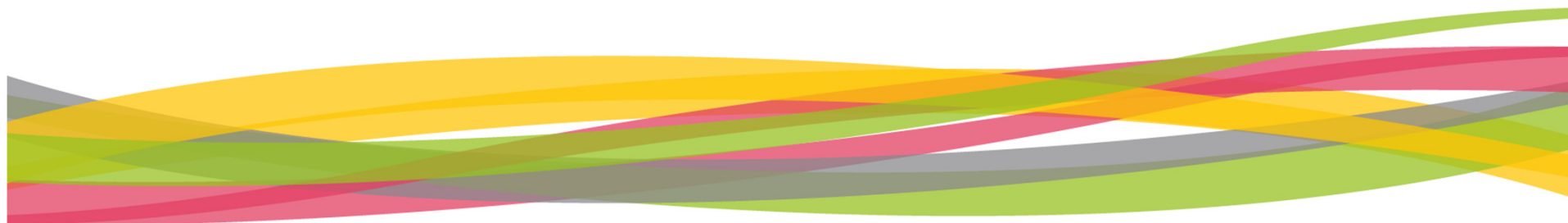First finance then activity!

TRANSNATIONALITY

Overview about tabs

- Main details
- Objectives
- Outputs
- Results

- Deliverables
- Details
- Annexes
- Submission

Overview about tabs (full progress report)

ⓘ **Workflow:** Report completed and locked: ✎ No   FLC approval of Finances: ✎ No   Finance report signed by AS: ✎ No   Progress report signed by Authorised Signatory: ✎ No   Submitted to LB: ✎ No

Main details	Objectives	Outputs	Results	Deliverables	Details	Annexes	Submission

|	
Project	FDA!
Reporting Round	#2
Reporting level	Beneficiary
Beneficiary	FDA6 Norway
Report Type	Full Progress report with Finance report
Form Version	Full Progress Report (July 2017)
Project end date	30/06/2018
Project start date	04/03/2015
Report Number	2
Reporting period start	04/04/2017
Previous Report	1 @ #1 , FDA6 Norway
Reporting period end	07/04/2017
Highlights of main achievements	

ⓘ **Report contact persons**
🟩 Beneficiary Managing User: Demo LeadBen @ OMS-LB
☑ Beneficiary Authorised Signatory: Peter Coordinating @ OMS-local-Ben
☑ Beneficiary First Level Controller: John Smith @ FLC-LB
🟩 Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB

Highlight of main achievements

- Key outputs, results and deliverables
- Aligned with the objectives of the project
- Investments
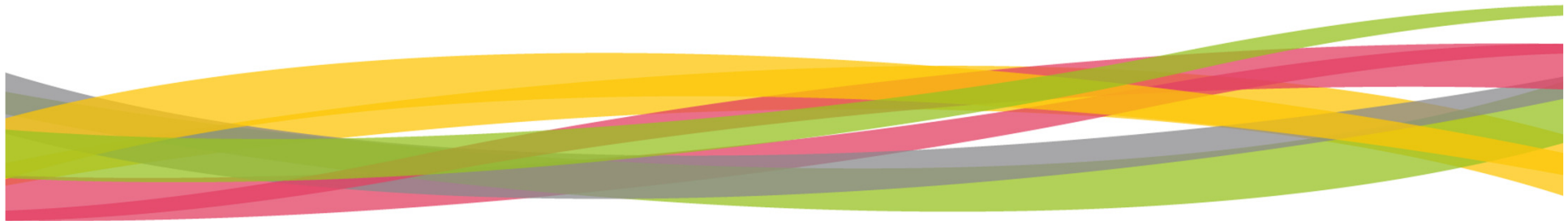- Any publicity awards or any other
- Impact or influence on policy
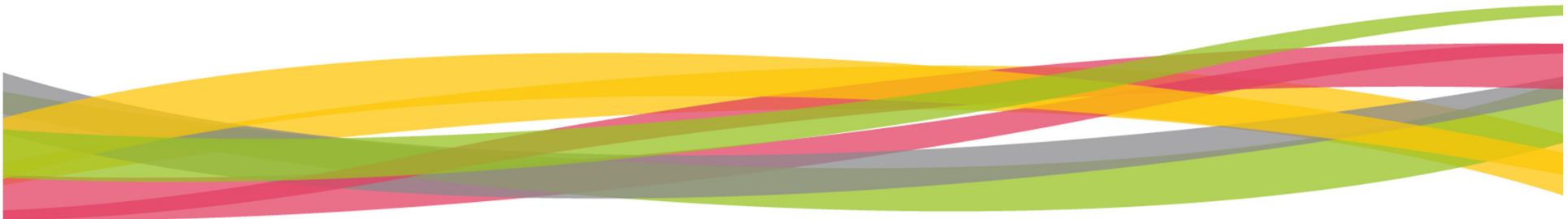
Objectives

Main details | **Objectives** | Outputs | Results | Deliverables | Annexes | Submission

Progress towards Project detailed objectives

| Objective / Description of objective	Level of achievement	Explanations
Test Objective test test test test test	not achieved	test

Objectives

- Objective/ Description of objective = taken from the original application

- Level of achievements (drop-down menu): fully achieved, to a large degree, to a minor degree, not achieved

- Explanations = needs to be filled out
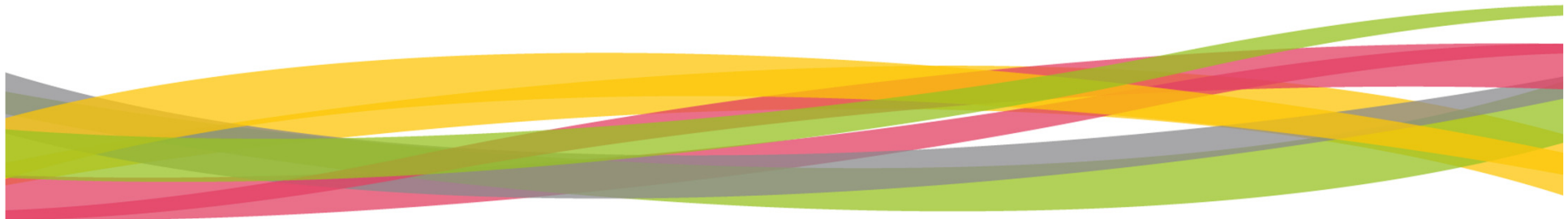
Objectives - Explanations

- What? How? When? Why?
- Next steps
- Aligned with the overall objectives of the project
- Link to key deliverables, outputs and results
- How are the detailed objectives linked to pilots/ investments
- Impact?
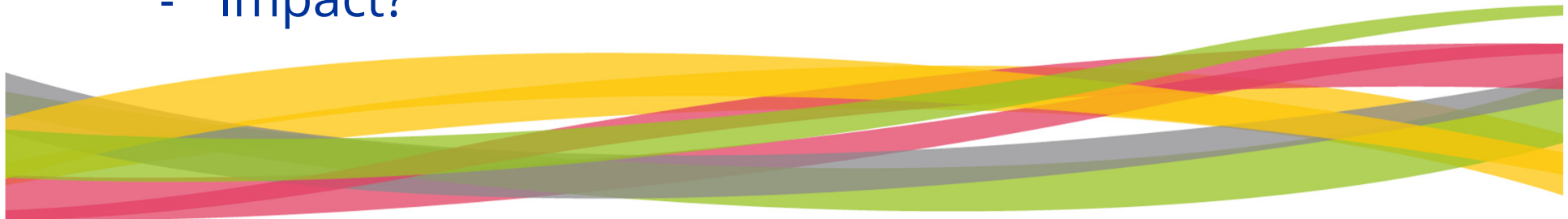
Deliverables

ⓘ **Workflow:** Report completed and locked: ✎ No FLC approval of Finances: ✎ No Finance report signed by AS: ✎ No Progress report signed by Authorised Signatory: ✎ No Submitted to JS: ✎ No

Main details | Objectives | Outputs | Results | **Deliverables** | Annexes | Submission

Reporting per Work Package

Work Package Number/Title	Work Package Period	Work Package status
1 Project management	Jul/2015 – Apr/2016	Not started

WP Responsible Beneficiary	FDA1 Denmark LB	WP Involved Beneficiaries	– FDA5 Germany Berlin – FDA7–10 Germany Munich
Who has used the main deliverables from this Work Package?	–		
How have you involved target groups (and other stakeholders) in the delivery of the Work Package?	N/A		
Progress in this period	test		
Problems and solutions found	test		

Progress on Activities and Deliverables

Activity	Indicator	Deliverable	Target	Achieved Previously	Achieved in this period	Total achievement to date	Remaining	Status	Description of progress / Attachment
1 Test Activity 2	Exchange of Information Event (Internal)	Customers	1100	0	200	200	900	Behind schedule	test
Seminar (sub)	Number of participants	Persons	300	0	0	0	300	Not started	test
2 blöd	Number of participants	blöd	5000	0	0	0	5000	Not started	test

Deliverables

- Lead Beneficiary principle
- Description of progress
- What? How? When? Why? Next steps
- Transnational
- Aligned with the objectives
- Attachments

Outputs

Main details   Objectives   **Outputs**   Results   Deliverables   Annexes   Submission

Progress to date on outputs

Output Indicator	Output target	Achieved Previously	Achieved in this period	Total achievement to date	Explanations	Level of achievement	Attachment
Number of green products, services and processes piloted and/ or adopted by the project	100	0	2	2	test	Proceeding according to work plan	
Number of enterprises participating in cross-border, transnational or interregional research projects	5500	0	30	30	test	Proceeding according to work plan	
Number of research institutions participating in cross-border, transnational or interregional research projects	200	0	25	25	25	Behind schedule	
Number of organizations/ enterprises adopting new solutions by project end	1000	0	120	120	test	Proceeding according to work plan	
Number of organizations/ enterprises informed about new solutions by project end	350	0	70	70	test	Proceeding according to work plan	

ⓘ **Report contact persons**
☑ Project First Level Controller: John Smith @ FLC-LB
☑ Project Authorised Signatory: Gianis LeadBen @ AS-LB
☑ Project Authorised Signatory: Demo LeadBen @ OMS-LB
⚙ Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB

Outputs

- Output Indicator = taken from the original application
- Output target = taken from the original application
- Achieved Previously = taken from the previous report
- Achieved in this period = needs to be filled out
- Total achievement to date= accumulated automatically by the system
- Explanations = needs to be filled out
- Level of achievement (drop-down menu) = Not started, Proceeding according to work plan, behind schedule, ahead of schedule. completed and achieved more than planned, completed and achieved less than planned
- Attachment = not mandatory

Results – full progress report ONLY

Details – full progress report ONLY (examples)

Transnationality: What was the added value working transnationally during the period?

Knowledge Transfer: How has the project enhanced / added value to current and former programmes and project(s) it is associated with?

Innovation: How has the project enhanced and promoted innovation within the North Sea Region during the reporting period?

Project Implementation: Have there been any problems in implementing the project during this period? Changes? If so, what steps were taken to address them?

Activities outside the Programme area :Were there any activities taking place outside the eligible area during the reporting period?

Capitalisation: What's the scale-up of collective actions, outcomes, deliverables and results being used by exernal users? What is the extra leverage on transnational level? Does these scale-up efforts also have a gradual improvement in regional policies?
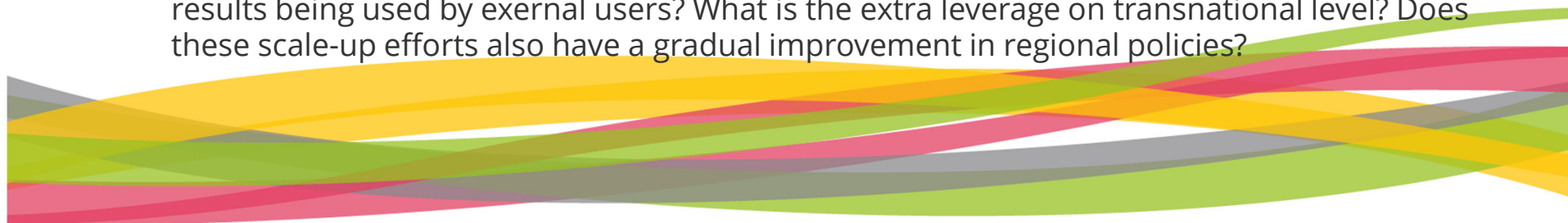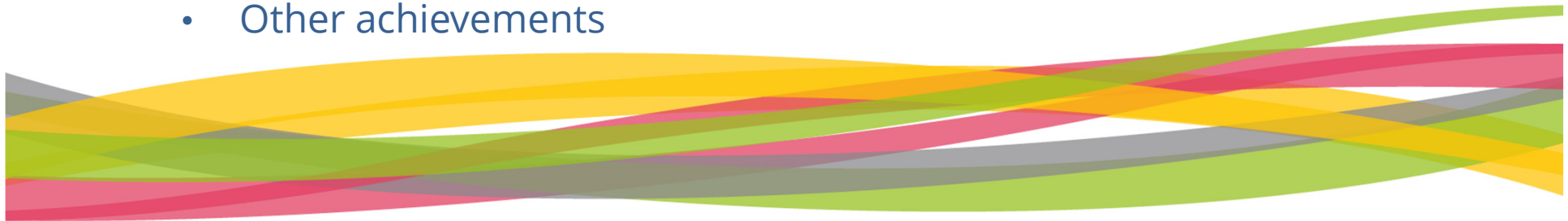
Annexes: Please avoid the same annexes in different parts of the report - and make sure titles of annexes are clear and relevant!

- Evidence of content level achievements

- Project Deliverables - studies, reports/strategy papers, political agreements, adoption of new processes, new standards, new tools

- Investments –billboard/plaques

- Publicity

- Other achievements

Submission

> (i) **Workflow**: Report completed and locked: 🖉 No   FLC approval of Finances: 🖉 No   Finance report signed by AS: 🖉 No   Progress report signed by Authorised Signatory: 🖉 No   Submitted to JS: 🖉 No

Main details	Objectives	Outputs	Results	Deliverables	Annexes	**Submission**

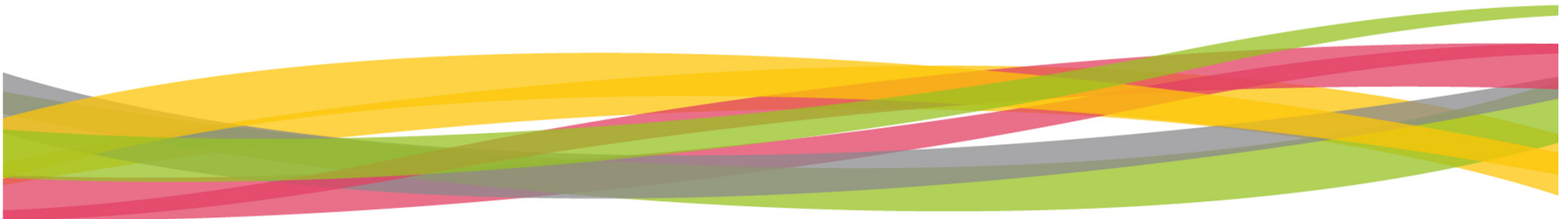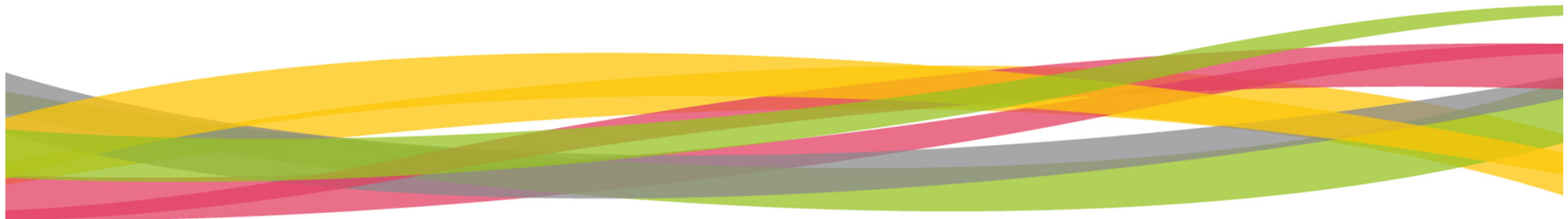|	
Created by / Contact person	Demo LeadBen @ OMS-LB
Date of creation	22/11/2016 09:07:01
Modified by	Tech Support @ Apogee
Date of modification	18/09/2017 12:25:32
Completed, Locked	No
Completed on	
Signed by Authorised Signatory	
Authorised Signatory, signed on	
Approved by FLC	
Approved by FLC on	
Signed file	
Sent to JS	No
Sent to JS on	

Submission

- Complete the activity report
- Finance report = FLC plus AS
- After the AS approval, beneficiary send it to the LB

Tricks and tips

- LB – in charge of internal organisation of activity reports
- Project level report – demonstrates what has been delivered with transnational cooperation
- Mandatory fields are highlighted and must be completed
- Annexes – show achievement
- Submission stage: First finance then activity!

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