Guide on Project Report (PR&AfR)

in the frame of the

INTERREG V-A SLOVAKIA-HUNGARY COOPERATION PROGRAMME

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Contents

1 LIST OF ABBREVIATIONS

AF	Appplication form
AfR	Application for reimbursement
BR	Beneficiary Report
ERDF	European Regional Development Fund
FLC	First Level Control
LB	Lead Beneficiary
Programme	Interreg V-A SK-HU Cooperation Programme
PR	Project Report

2 INTRODUCTION

This document provides an overview on the content of the Project Report and Application for Reimbursement (hereinafter also PR&AfR or PR and AfR) and the information to be provided by the Lead Beneficiary (LB) in each section of the PR.

Reporting is one of the tools used by the Programme to regularly monitor the progress of the projects implementation

- ✓ financially: spending, budget reallocations,
- ✓ content-wise: progress of activities, delivery of outputs and deliverables, subsequent contribution to the achievement of Programme output indicators and objectives,
- ✓ qualitatively: quality reports for each delivered output.

Reporting also represents the basis for the reimbursement of the ERDF contribution associated with incurred project expenditures.

3 BASIC PRINCIPLES

Reporting process consists of two levels:

1/ Beneficiary level: Beneficiary reports submitted to the respective First Level Control (FLC) body by each Beneficiary within 15 calendar days (in case of final Beneficiary report within 30 calendar days) from the end date of each reporting period.

2/ Project level: Project reports (including the Applications for reimbursement) submitted to the Joint Secretariat by the Lead Beneficiary within 90 calendar days from the end date of each reporting period.

In general, the reporting periods last four months and are scheduled in the Subsidy Contract (SC) of the project, signed by the Managing Authority and the Lead Beneficiary. Both types of reports, the Beneficiary report as well as the Project Report have to be prepared and submitted via the electronic surface of the Programme – IMIS 2014-2020. Detailed technical and practical information on how to use the electronic system when preparing the reports is described in the user manuals[1] published on the programme website.

The reporting starts with preparation of the Beneficiary reports (BR) elaborated by each Beneficiary taking part in the project implementation and submitted to the relevant FLC body. After the approval of the Beneficiary reports by the FLC, the LB summarizes the received information and prepares the Project Report and the Application for Reimbursement on the joint project level.

[1] User Manual for the IMIS 2014—2020 Project Report (PR&AfR) Module
User Manual for the IMIS 2014—2020 Beneficiary Report Module

The PR is compiled by the LB based on the information provided by the Beneficiaries in their Beneficiary reports. Inputs (data and text) inserted into the separate Beneficiary reports are automatically uploaded and merged into the relevant fields of the PR. The task of the LB is to revise, harmonize and complete the uploaded parts into one text describing the relevant topic.

The data of the AfR are automatically loaded from the information given in BRs by each Beneficiary and from the Declarations on Validation of Expenditure (DOVEs) issued by the FLC body. The LB has no possibility to modify the information included; neither can it be separated from the PR.

What are the important facts?

- Project level report consists of two parts: the PR and the AfR.
- The data of the AfR is automatically uploaded in from the BRs and DOVEs approved and issued by the FLCs.
- The data of the PR are partly automatically uploaded from the BRs approved by the FLC and partly must be filled in by the LB.
- The task of the LB is to summarize these data, add the missing information and create one complex and united report for the whole project partnership.
- Information missing from the BRs shall be consulted by the LB with the project partners.
- Focus of the Project level report is the overall progress of the project and copy-paste from the BRs should be avoided.

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4 FILLING IN THE PROJECT REPORT

The Project level report is made up of two parts:

1/ Project Report (PR) – the technical part

2/ Application for Reimbursement (AfR) – the financial part

The technical part of the report needs to be filled in manually by the LB and the required documents are to be attached via the upload function. The financial part is compiled automatically by the system based on Declaration(s) on Validation on Expenditure issued by the FLC Body and selected by the LB.

4.1 MAIN DATA DATASHEET

The main data datasheet is automatically generated by the IMIS system and give general information regarding the project itself and the reporting period.

4.2 ACHIEVEMENTS DATASHEET

4.2.1 Summary of project achievements

In this section of the PR, the LB should focus the description on the overall project implementation, from the start date till the end of the latest reporting period, providing a concise and coherent summary of the overall project implementation. The description should be an overview of the main project activities, and outputs delivered so far as well as the status of achievement of the project result. If the project has already managed to improve the situation or solve a specific problem in the addressed field through the achieved deliverables/outputs this should also be underlined by the LB, thus demonstrating the applicability and practical relevance of the project’s outputs and main result.

What to avoid when reporting on achievements?

- repetition of information from the Application form about project goals, intentions, objectives etc.;
- tackling project management and administration issues;
- communication issues unless they refer to the involvement of the relevant stakeholders with impact and relevance for the concrete activity type;
- giving information on the type and number of communication/ dissemination instruments (e.g. flyers, brochures, posters, dissemination events, etc.) being developed/implemented;
- names of the persons involved in specific activity, names of hotels where an activity took place, names of the providers for certain purchases, names of experts engaged for delivering an education, who delivered a presentation etc.;
- information about what you were doing on project meetings, trainings, what was discussed etc.;

4.2.2 Problems, deviations encountered

In this section, the LB shall provide information on any difficulties or problems encountered by the partnership during the implementation of the project activities with regard but not limited to the achievement of the project specific objectives, the development of planned outputs, the involvement of target groups and foreseen investments, including public procurements and payment forecast as well. Also, it is required to provide description or suggestion of planned or applied solutions to the reported problems.

How to explain problems and deviations?

- Address the problem and its reason!
- Clarify its consequence on project implementation (e.g. on finance)!
- Propose solution(s) to face this change!

Examples of the problems: changes and difficulties in the partnership, changes/problems noticed during implementation of the activities, delay of the activities and/or deliverables for later periods, problems in the public procurement process, modification of the budget etc.

4.3 ACTIVITIES DATASHEET

Before starting to prepare a comprehensive summary on implemented activities don't forget to consult your approved Activity plan in the contracted Application form (AF). Clear evidence shall be made that the implemented activities and reported associated costs are in line with the planned ones, as defined in the approved AF.

The list of activities to be reported in the Project report is automatically displayed based on the information in the approved AF. For each planned activity and its deliverable, the progress reached at the end of the reporting period has to be chosen according to the categories defined below[2]:

- Not started
- In progress
- Completed

[2] FO User Manual for the IMIS 2014—2020 Project Report (PR&AfR) Module: Activity status –status from the drop-down list relevant for the activity for that period.

What to keep in mind when reporting the activities?

- ➢ Information should be united on the level of the whole project: i.e. descriptions shall cover the main content-related activities carried out, the outputs delivered and their contribution to the project specific objectives.
- ➢ Descriptions given by the Beneficiaries shall serve as the basis for the LB to summarize the progress of the activities on the overall project level, and copy paste of descriptions from the Beneficiary reports shall be AVOIDED!

4.3.1 Current description (By beneficiary reports)

When describing the activities, the LB shall answer the following questions:

- ✓ What was actually done and to what purpose?
- ✓ Which partners were involved and what was their role?
- ✓ How were the activities implemented?
- ✓ When were they implemented?
- ✓ Where were they implemented?

A summary should contain following information:

- ✓ Brief explanation of the status of the respective activity package,
- ✓ Qualitative description of activities that are in progress and ones that are completed in the reporting period, highlighting the main actions undertaken,
- ✓ Clear and precise description of the involvement of each beneficiary and other stakeholder in the implementation of specific actions, activities,
- ✓ Clear reference shall be provided on the target groups reached by the partnership and their involvement explained (e.g. participation in targeted project events such as trainings, interviews, workshops, local stakeholder groups, implementation of pilot actions etc.),
- ✓ Description on how the already developed outputs have been disseminated and how the target groups are using them (if relevant),
- ✓ Described activities should also be directly linked to the outputs and/ or deliverables.

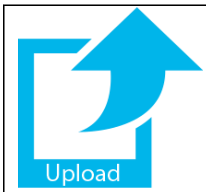
The description of *project management activity type* shall highlight the main actions undertaken to ensure the project management from an administrative, financial and quality point of view, including the role of the partners.

In case of *communication activity type* a detailed description shall be provided of how beneficiaries were involved and in which communication and dissemination activities. The information provided shall be in line with the information and publicity datasheet.

4.3.2 Output description

Outputs that were achieved (i.e. finalized) by the end of the reporting period have to be reported. The following has to be considered:

- ✓ Description of outputs shall be specific (i.e. dates, place in case of events; type, length, language in case of studies/surveys, etc.)
- ✓ and quantified (i.e. no. of events, no. of participants, no. of women, etc.),
- ✓ clearly linked to the implemented activities of the respective activity package and period,
- ✓ summarized on project level, avoiding duplications (e.g. in case the same event was reported in two BRs, shouldn't be indicated twice).

	The progress of each activity shall be supported by detailed documentation (evidence) proving the actual status or reaching of tangible outcomes/deliverables which shall be uploaded in the system (e.g. photo documentation, studies, surveys, list of participants in meetings, output evidence for finalized outputs, deliverable evidence for finalized deliverables etc.).

4.4 HORIZONTAL PRINCIPLES DATASHEET

In this section, the LB shall describe how the partnership contributed to the principles of equal opportunities and non-discrimination, equality between men and women as well as sustainable development during the implementation of project activities indicating also the level of contribution. Concrete examples of project activities shall be provided and the progress needs to be supported by proving documents.

4.5 INDICATORS DATASHEET

All indicator values *(actual, achieved, remaining)* in the Project Report are calculated and filled in automatically by the IMIS 2014-2020, based on values included in the Beneficiary reports approved by the FLC. Lead Beneficiary does not have a possibility to modify the values of indicators.

What are the tasks of the LB when reporting on indicators?

- To aggregate the information!
- To provide a brief summary (in section “Indicator current description by LB”) on project level values!
- Create one unified, structured, logical, short, fit-for-purpose message based on which the Joint Secretariat must be able to understand the validity and correctness of the reported values.
- To assure consistency with the implemented and reported activities and the contracted target value as well!

The LB has the responsibility to revise the actual value of indicators on project level to avoid calculation mistakes deriving from misinterpretation or double-counting *(Note an example: one product or service delivered by several beneficiaries is still considered as one).*

In case a correction in the actual value of indicators given in the PR is necessary, a revalidation procedure of the respective Beneficiary report(s) containing the miscalculated value(s) will be initiated by the JS.

Definitions for each indicator can be found in the document Guide on indicators which can be downloaded from the [Programme website] separately or as part of the Beneficiary pack.

4.6 INFORMATION AND PUBLICITY DATASHEET

The LB and the Beneficiaries should carefully clarify and share joint communication responsibilities which shall be monitored along project implementation. In the BR each Beneficiary shall report on their achievements in their obligations concerning communication activities. The information given on BR level is aggregated in the PR. LB shall provide information on the status of each communication activity along with a brief summary.

Even though the responsibilities are shared by beneficiaries and reported on BR level, measures like target values and language were set on the project level (see AF).

All obligations concerning project publicity can be found in the document Visibility guide for projects which can be downloaded from the Programme website separately or as part of the Beneficiary pack.

Deliverables and supporting materials for finalized communication materials *(photo documentation, photo of promotional materials, audio-visual products, etc.)* should be uploaded in the documents folder of the respective communication tool:

- ❖ PUBLICATIONS: leaflets, brochures, posters, newsletters, invitation cards, books, publications, etc.
- ❖ WEB APPEAREANCE: articles, news published by the Beneficiaries on their own websites and on the project website (if relevant);
- ❖ COMMUNICATION EVENTS: invitations, photos, participant list and materials from project events, conferences, workshops, seminars and others
- ❖ MEDIA COVERAGE:
  - ❖ press release, list of all media you sent the press release to and the list of its media appearances (e.g.: copy of newspaper articles, links, screenshots, etc);
  - ❖ articles, news, advertisements published about the project and list of media where it appeared (e.g.: copy of newspaper articles, links, screenshots, etc);
  - ❖ invitations, photos and materials from press conferences, etc. (list of all media appearances)
- ❖ PROMOTIONAL MATERIALS: photo of promotional materials, audio-visual products
- ❖ VISIBILITY ELEMENTS: samples (or photos) of the obligatory visibility elements

4.7 FINANCIAL PART

During the preparation of the PR the LB has to select all Declarations on validation of expenditure relevant for the given reporting period for each Beneficiary, issued by the FLC body. The financial data of the DOVE(s) are automatically summarized in the joint PR and the LB has no possibility to modify the financial information included. In case of any correction to the amount of the AfR is needed revalidation procedure shall be initiated.

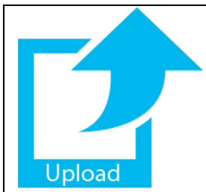
The relevant DOVE(s) have to be sent back to the FLC for revalidation. The LB has to resubmit the PR&AfR with the corrected DOVE(s).

Financial part is filled in automatically by the IMIS 2014-2020 and consists of the following separate datasheets:

- FINANCIAL DATA
- FINANCIAL DATA/BENEFICIARY
- FINANCIAL DATA / PR&AFR
- SOURCES OF FUNDING

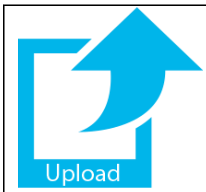
4.8 TRANSFER FROM LB DATASHEET

LB is obliged to give information on the financial transfers of the previous reporting period. The transfer of ERDF to all relevant Beneficiaries has to be documented and the proof of transfer (bank statement) has to be uploaded in the *documents folder*. The deadline for transferring the ERDF contribution to the beneficiaries is set in Partnership Agreement. After the approval of the final PR the bank statement has to be also submitted by the LB to JS in 10 working days after obtaining the ERDF contribution from the MA.

	Bank statement(s) proving the transfer of the previous ERDF contributions to the beneficiaries.

4.9 DOCUMENTS DATASHEET

In the documents datasheet the IMIS 2014-2020 automatically collects the documents uploaded under any of the previous datasheets as well as the Project report and Application form reimbursement generated from the system by the LB before finalizing and submitting the report.

	Any other documents which are considered to be relevant for providing further information on the progress of the project implementation.