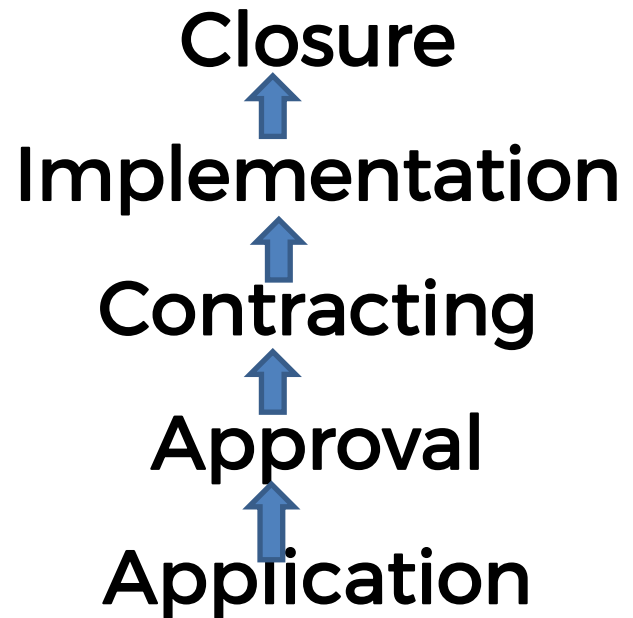
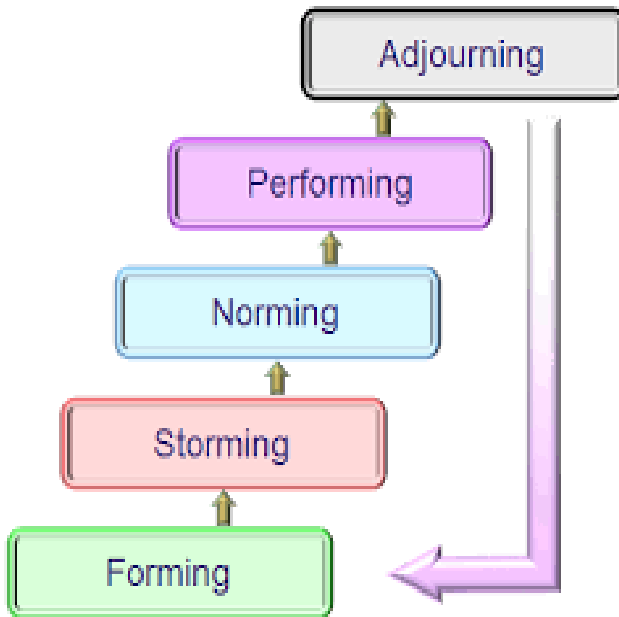


## INFO DAY ON PROJECT IMPLEMENTATION 1<sup>ST</sup> CALL FOR PROJECT PROPOSALS

Thessaloniki, 20<sup>th</sup> September 2017

# MONITORING-REPORTING

# Journey to Growth!



[Tuckman's stages of group development](#)

## How Performance is measured?



**MONITORING**

- Objectives
- Results
- Outputs
- Indicators



**REPORTING**

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## The Tools

- Project Progress Report
- Instructions for filling in the Project Progress Report

All documents are available at the Programme's website

<http://www.interreg-balkanmed.eu/>

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## General Aspects

- Progress of Activities and Expenditure
- Based on Project Partners feedback to the LP
- Responsibility of the Lead Partner
- Paid out and verified (FLC) expenditure is to be included
- The Application Form is your Baseline
- Do not modify the file
- English language
- Missing information to be reported in the next reporting period



*Be honest- Delays should be identified and remedied as early as possible*

---

## When is the Progress Report Submitted

Reporting Periods: January - June & July -  
December

January - June -> 31<sup>st</sup> July

July - December -> 31<sup>st</sup> January

---

## Project Progress Report

- To be filled in based on the Application Form
- Gray cells are locked/ automatically filled in
- Make sure all *project modifications* approved in a reporting period are included in the Report

## Instructions

- **Cover Page** (Only white cells to be filled in)
- **General Project Information:** Drop-Down Menus and Filling in all the blank areas
- **Progress Activity Report:**(Storytelling including the activities implemented in the respective reporting period- for ALL Project Partners)



*Use the same template for internal reporting to save time*



## General Project Information

### SECTION 1 - GENERAL INFORMATION

<b>Priority Axis</b>	<div style="border: 1px solid black; padding: 2px;"> <p>2. Environment</p> <p>1. Entrepreneurship &amp; Innovation</p> <p>2. Environment</p> <p>3. Technical Assistance</p> </div>
<b>Thematic Objective</b>	<b>11 Enhancing institutional capacity of public authorities and stakeholders and efficient public administration</b>
<b>Investment Priority</b>	<b>11a Enhancing institutional capacity of public authorities and stakeholders and efficient public administration through actions to strengthen the institutional capacity and the efficiency of public administrations and public services related to the implementation of the ERDF, and in support of actions under the ESF to strengthen the institutional capacity and the efficiency of public administration</b>
<b>Specific Objective</b>	<b>2.3. Delivery on environmental legal framework</b>
<b>Project Title</b>	
<b>Project Acronym</b>	
<b>Subcity Contact Number</b>	
<b>Lead Beneficiary</b>	
<b>Country of Lead Beneficiary</b>	

## General Project Information

Beneficiary No	Partner Institution (Full Name)	Country	Total Approved Budget (According to AF)
LB (PB1)			
PB2			
PB3		<input type="text"/>	<input type="text"/>
PB4			
PB5			
PB6			
PB7			
PB8			
PB9			
PB10			
<b>Total ERDF</b>			0,00 €
<b>Total IPA</b>			0,00 €
<b>Total</b>			0,00 €

Σελίδα 1

## General Project Information

<b>Legal Representative</b>	<b>Name</b>		<b>SIGNATURE STAMP</b>
	<b>Position</b>		
	<b>Address</b>		
	<b>Tel No</b>	<b>Fax</b>	
	<b>E-mail</b>		
<b>Project Manager</b>	<b>Name</b>		
	<b>Position</b>		
	<b>Address</b>		
	<b>Tel No</b>	<b>Fax</b>	
	<b>E-mail</b>		
<b>Financial Manager</b>	<b>Name</b>		
	<b>Position</b>		
	<b>Address</b>		
	<b>Tel No</b>	<b>Fax</b>	
	<b>E-mail</b>		

In case of change of the contact details of legal representative, project manager and financial manager please provide the updated information

<b>Reporting Period</b>	<b>Start</b>		<b>End</b>	

<b>Project Duration</b>	<b>Start</b>		<b>End</b>		<b>Duration</b>	<b>0,0</b>

## Instructions

### Indicators:

Fill in the indicators according to the AF

Fill in the *Achieved Value during the current reporting period* and the *total cumulative value*

**SECTION 3 - INDICATORS**

Priority Axis: 1. Entrepreneurship & Innovation

Thematic Objective: 0

Investment Priority: 0

Specific Objective: 0

3.1

Output Indicators				
Indicators' Title	Unit of Measurement	Target (According to Application Form)	Achieved Value (current reporting period)	Total Achieved Cumulative Value

## Financial Report

**Table 4.1 (Implementation of Actions):** Fill in all the sections according to the Application Form & for all Project Partners

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	<b>SECTION 4 - FINANCIAL REPORT</b>																					
2																						
3																						
4	<b>4.1 Implementation of actions</b>																					
5	Please state the deliverables implemented within the specific reporting period using the table below. Actions started in one and finishing in another Reporting Period should be declared in all respective periods. If more than one beneficiary is involved in the development of a deliverable, use as many lines as the involved beneficiaries per deliverable.																					
6																						
7	<b>Beneficiary No</b>	<b>WP</b>	<b>Deliv. No</b>	<b>Deliverable Title</b>													<b>Approved Budget</b>	<b>Contracted Budget</b>	<b>Expenditure paid out during this reporting period</b>	<b>TOTAL Expenditure paid out including this reporting period</b>	<b>Verified Expenditure during this reporting period</b>	<b>TOTAL Verified Expenditure including this reporting period</b>
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						

## Financial Report

Table 4.2- Verified & Paid Out Expenditure per Beneficiary

2 **Verified and Paid Out expenditure per Beneficiary**

1	2	3	4	5	6	7
Beneficiary No	Beneficiary Institution (Full Name)	Country	Expenditure paid out during this reporting period	TOTAL Expenditure paid out including this reporting period	Verified Expenditure during this reporting period	TOTAL Verified Expenditure including this reporting period
LB (BP1)						
BP2						
BP3						
BP4						
BP5						
BP6						
BP7						
BP8						
BP9						
BP10						
<b>TOTAL FOR ALL ERDF BENEFICIARIES</b>						
<b>TOTAL FOR ALL IPA BENEFICIARIES</b>						
<b>TOTAL FOR ALL BENEFICIARIES</b>			0.00 €	0.00 €	0.00 €	0.00 €



## Financial Report

---

### Box 4.3- Deviations from the original plans

**4.3 Deviations from the original plans**

Please explain and justify any financial deviations that occurred in this reporting period such as any over- or underspending compared with the original budget by budget line.  
The maximum total number of characters is 1500



## Publicity

- Publicity/ information/ dissemination activities that have taken place in the reporting period.
- Communication Plan
- Visibility Rules

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
<b>SECTION 5 - PUBLICITY</b>																																
Please state the measures of publicity and / or measures of diffusion of information that have been carried out according to the approved Application Form, as well as any additional ones. Have EC requirements on information and publicity measures acknowledging EC Structural Fund assistance been complied with?																																
If yes, give details and send proofs of publicity along with the Progress Report (e.g. entries in the media, articles, albums, etc.). If no, please provide an explanation.																																
The maximum total number of characters is 1500 (please do not exceed 1500 characters in each box)																																
Number of characters 0																																
<b>YES</b>																																

---

## Frequently Encountered Errors Technical Part

- Change of the name or acronym (Cover Page)
- Numbering of the Project Progress Report
- Errors in the reporting period and the project duration (General Project Information)
- Priority Axis, Thematic Objective, Specific Objective

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## Frequently Encountered Errors Financial Part

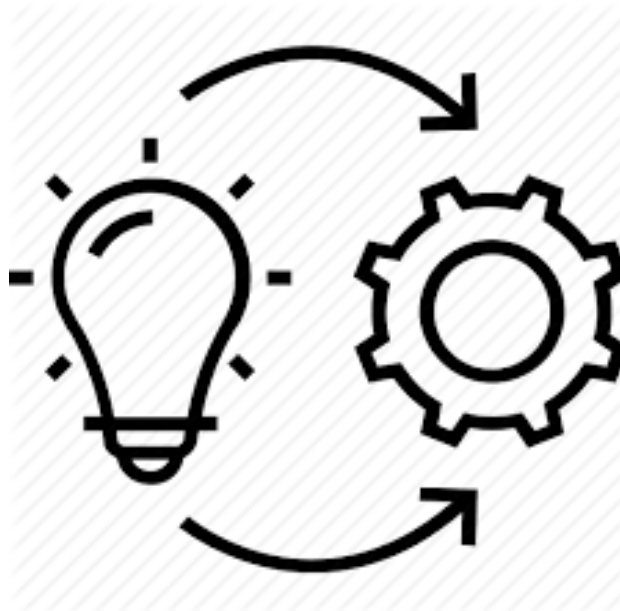
- Numbering of the Deliverables
- Reallocation of the reported deliverables among partners
- Mismatch of the amounts between the financial tables
- Contracted amount
- Indicators are not filled in correctly or not filled in at all

*The last approved Application Form is your Guide*



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**Implementation = PERFORMING =  
Planning & Cooperation**



# Journey to Growth!

## Thank you for your Attention!

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**BalkanMed Website**

<http://www.interreg-balkanmed.eu/home/>



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[https://twitter.com/Balkan\\_interreg](https://twitter.com/Balkan_interreg)

Join us on  
**Linked** 

<https://www.linkedin.com/in/balkanmed-programme-12a374127/>