Interreg Atlantic Area

Co-funded by the European Union

Reporting

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Project Manager

Training session for beneficiaries of the First Call
CCDR-Norte, I.P. - Porto | 24.01.2024

Project reports

Why are project's reports important?

- Tool for the reimbursement of ERDF co-financing to the project
- Evaluation of project progression
  - Is the project on track? Both physical and financial execution?
  - Cooperation intensity: are all partners involved?
  - Is the project delivering quality?
- Monitoring and report to Member States, Monitoring Comittee, EC
- Provide information for communication and publicity on programme level

Project reports

What should be reported by the LP?

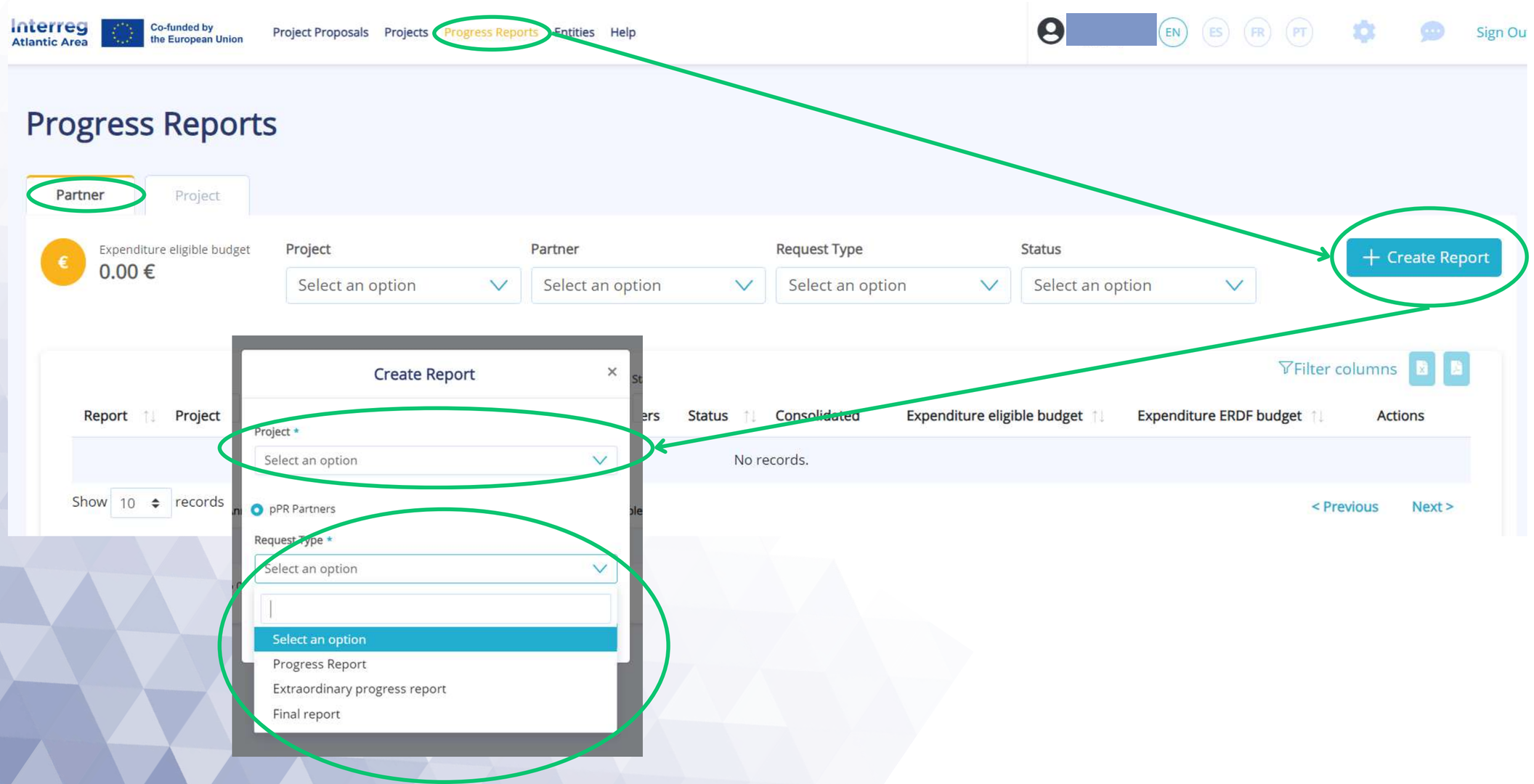
- Information on the overall project progresses on the basis of information included in partner reports for the concerned period
  - progresses at work package and activity level
  - information on outputs and deliverables realised
  - indicator progress and reached targets
  - Communication
  - Involvement of target groups
  - Project management
- Description and justication on any problems and deviations, including delays from the work plan presented in the application form, and the solutions found
- Payments request on behalf of partners

Partner reports

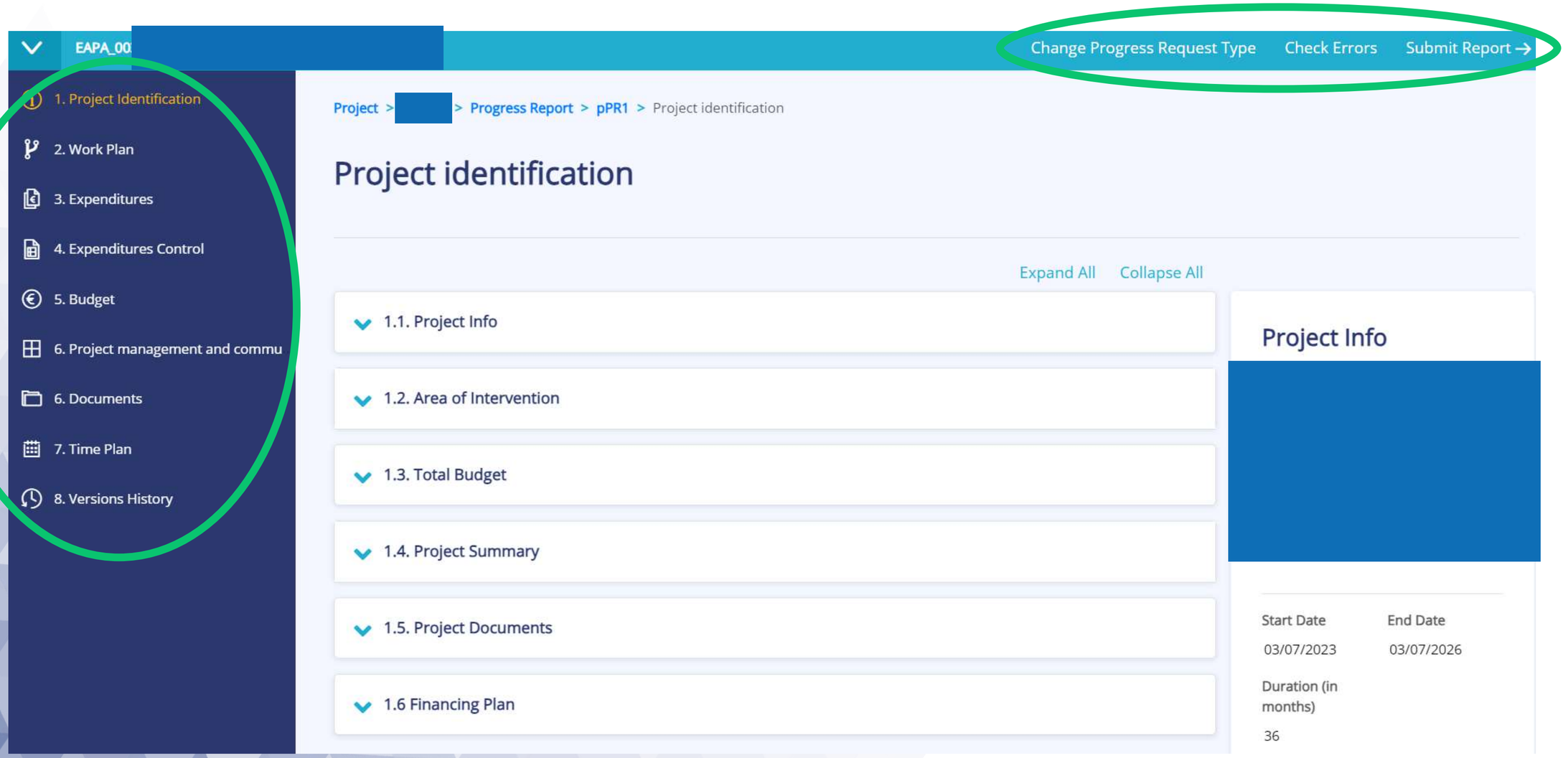
Main objectives:

- To report about progress, outputs delivered and costs to controllers
- To provide information for communication and publicity on project level
- Partner report is not subject to checks by the MA/JS (only financial control documents)

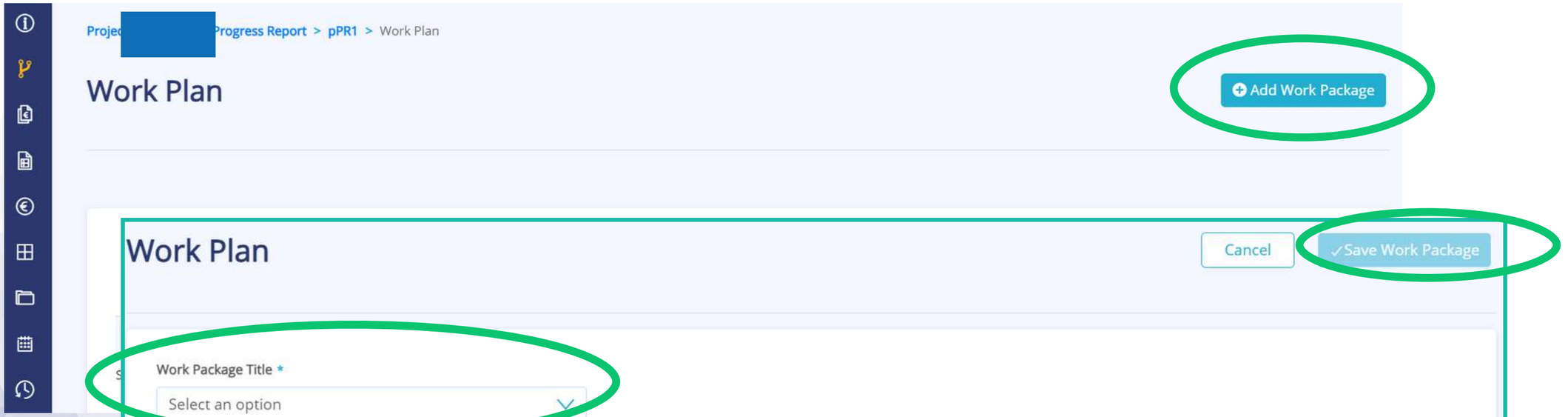
Create a Partner report in SIGI

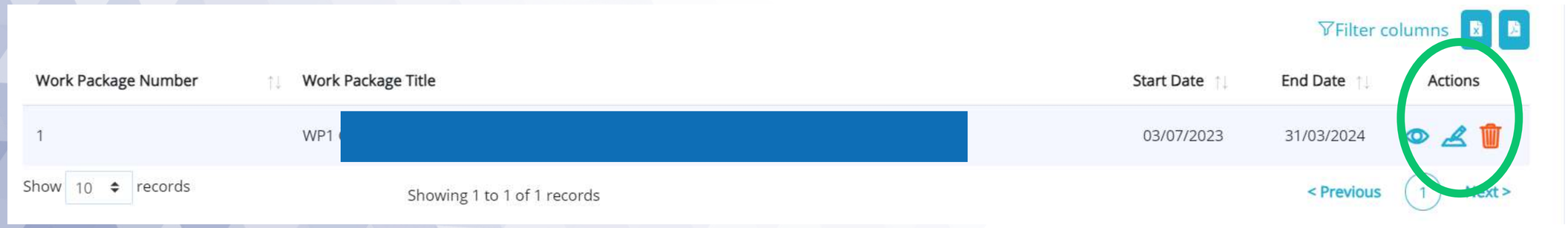


Create a Partner report in SIGI

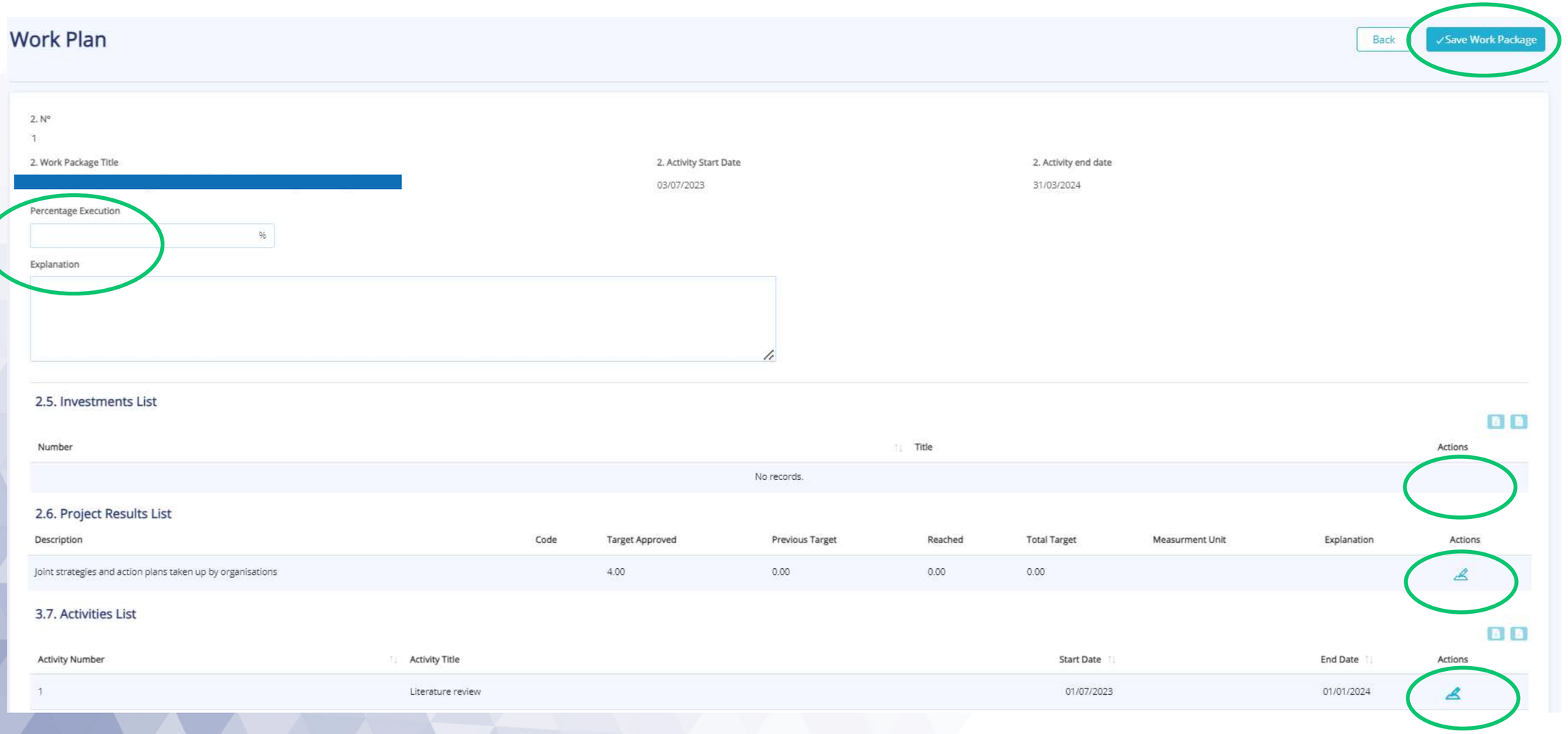


Reporting on workplan

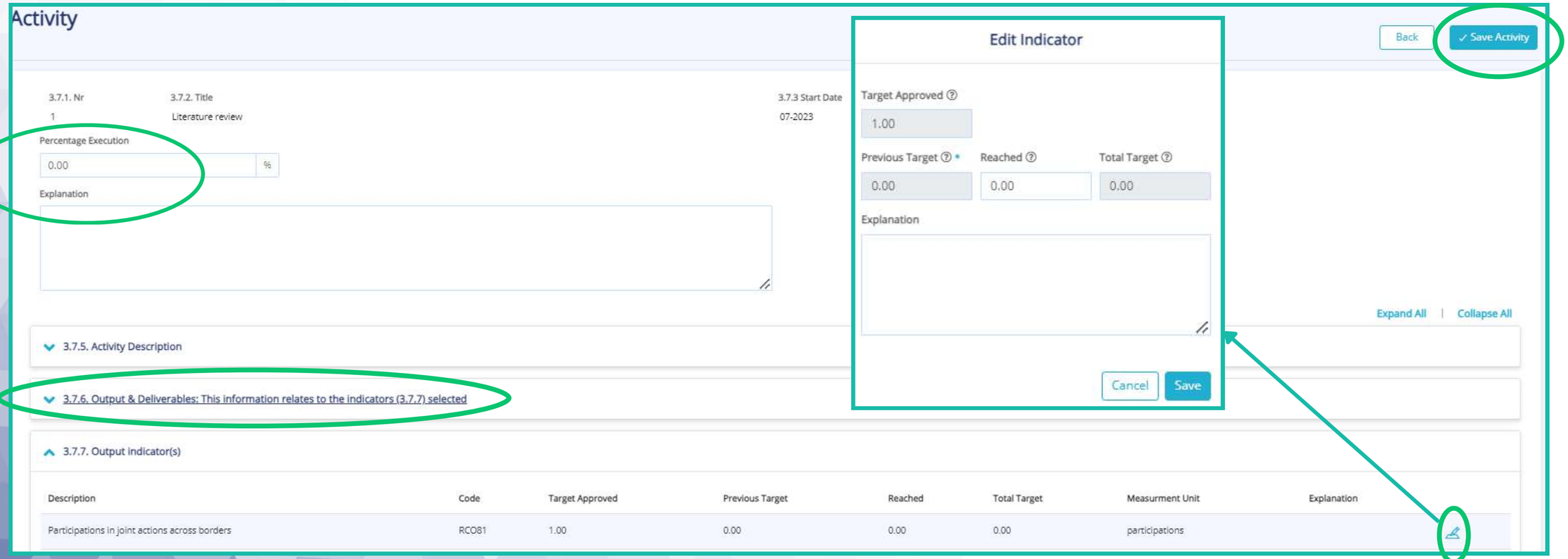




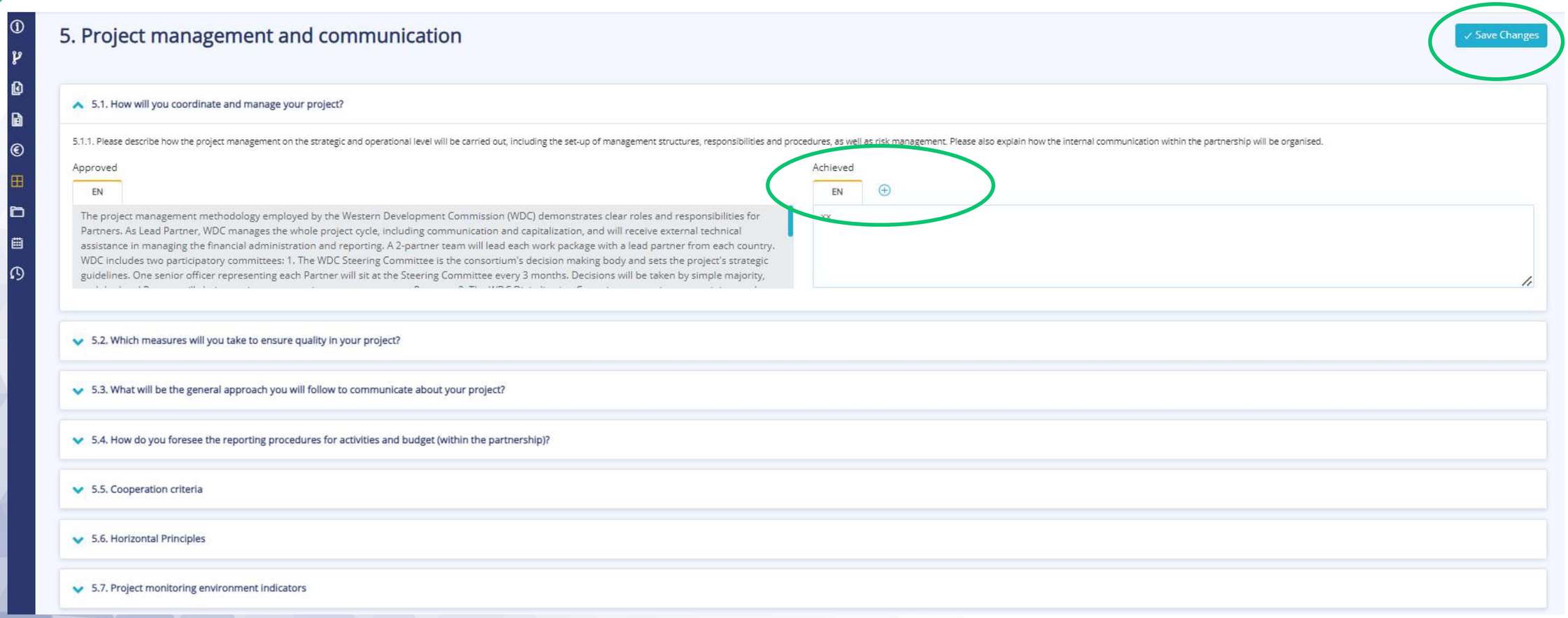
Reporting on workplan - WP



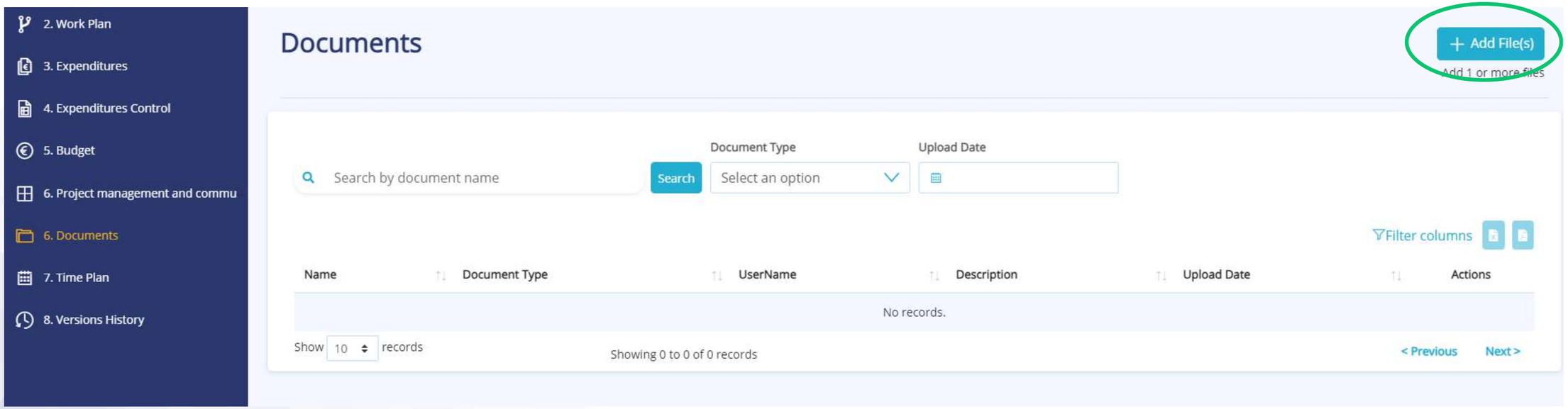
Reporting on workplan - activity



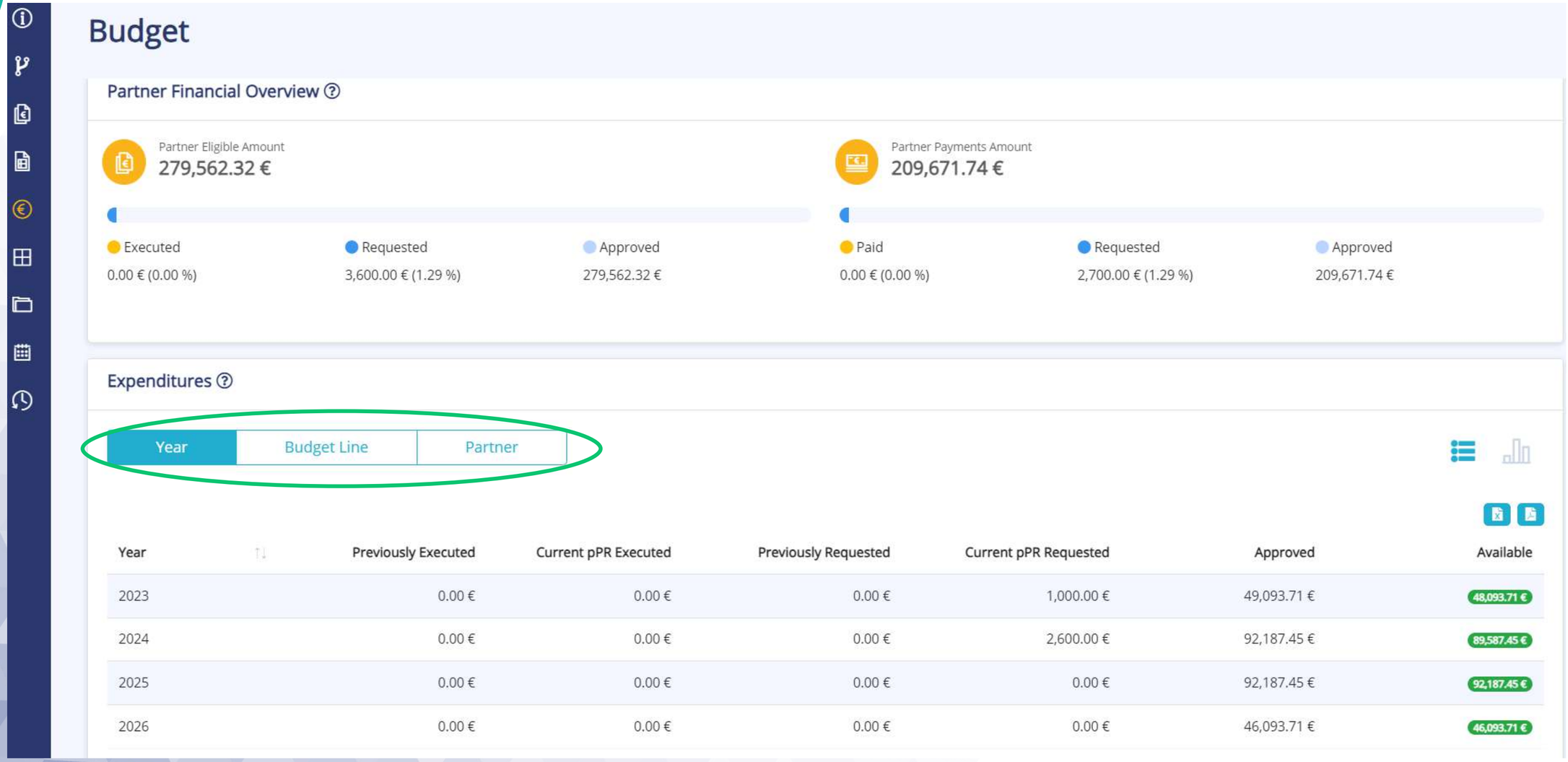
Reporting on communication and management



Documents

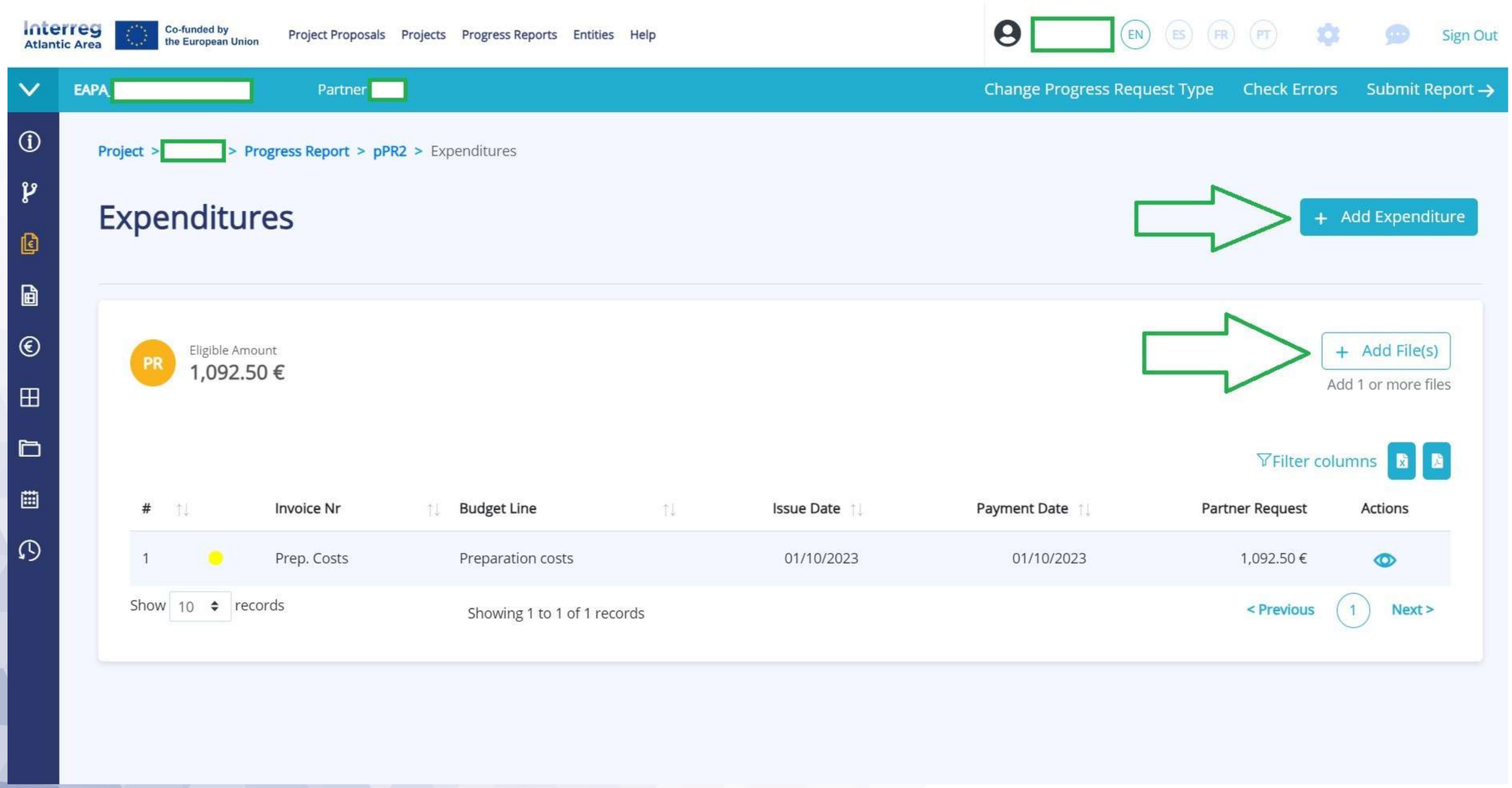

2. Work Plan
3. Expenditures
4. Expenditures Control
5. Budget
6. Project management and commu
6. Documents
7. Time Plan
8. Versions History
Documents
Add File(s)
Add 1 or more files
Search by document name
Search
Document Type
Select an option
Upload Date
Filter columns
Name
Document Type
UserName
Description
Upload Date
Actions
No records.
Show 10 records
Showing 0 to 0 of 0 records
< Previous
Next >

Information on budget

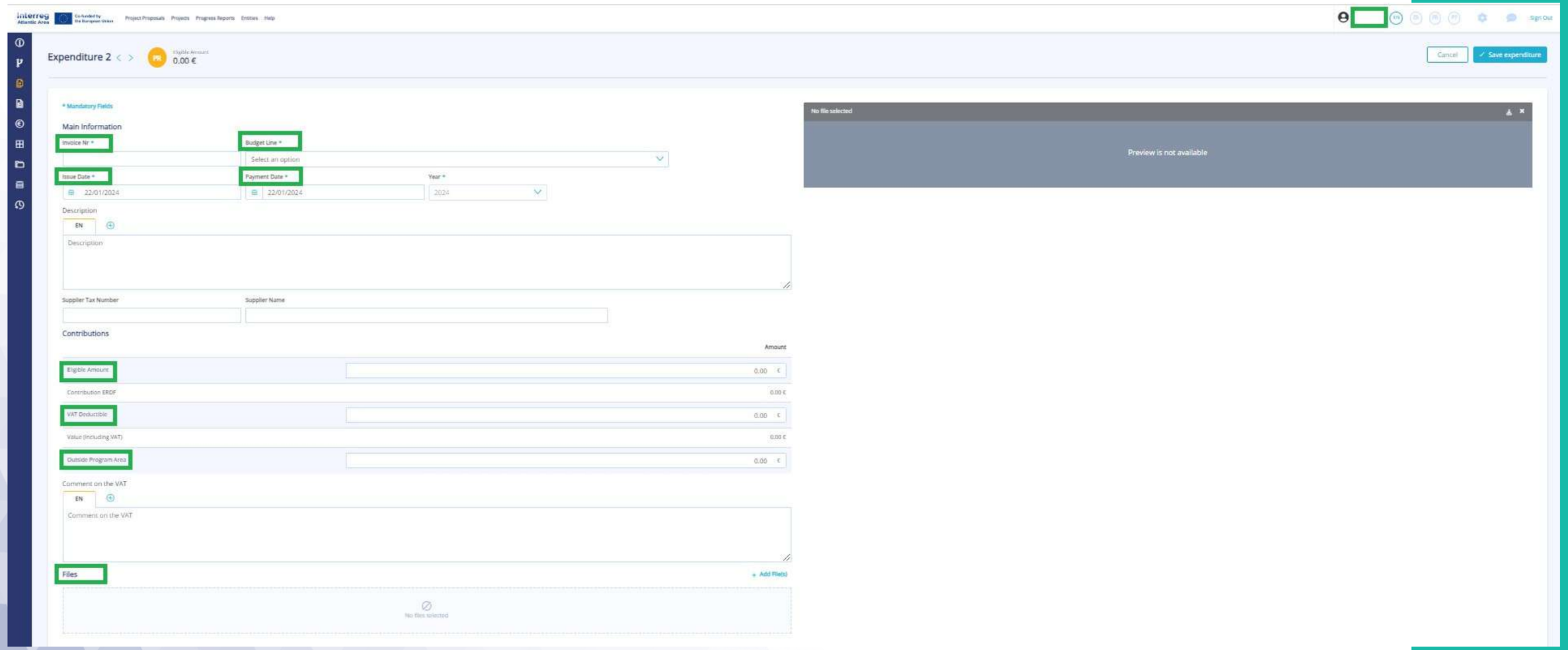


Year	Previously Executed	Current pPR Executed	Previously Requested	Current pPR Requested	Approved	Available
2023	0.00 €	0.00 €	0.00 €	1,000.00 €	49,093.71 €	48,093.71 €
2024	0.00 €	0.00 €	0.00 €	2,600.00 €	92,187.45 €	89,587.45 €
2025	0.00 €	0.00 €	0.00 €	0.00 €	92,187.45 €	92,187.45 €
2026	0.00 €	0.00 €	0.00 €	0.00 €	46,093.71 €	46,093.71 €

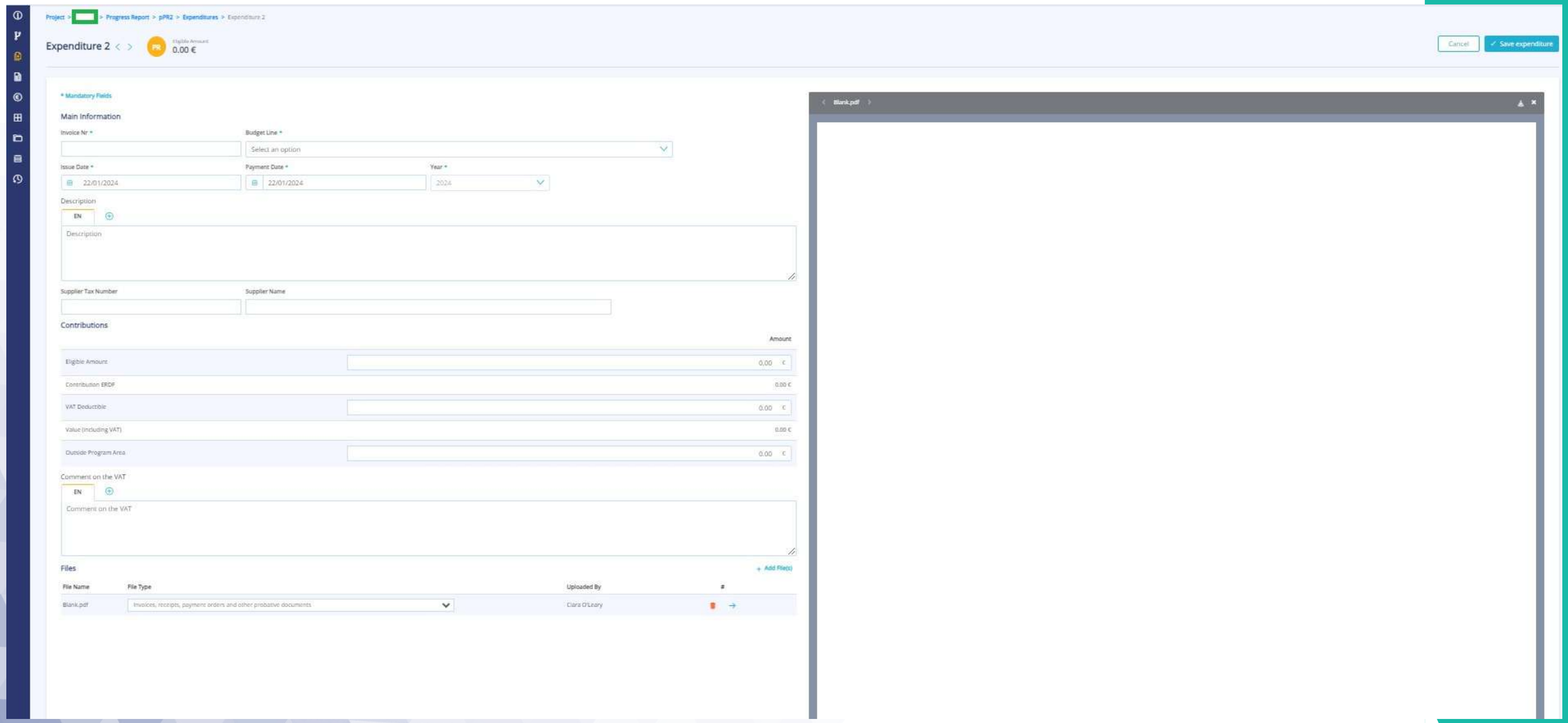
Expenditures



Expenditures



Expenditures

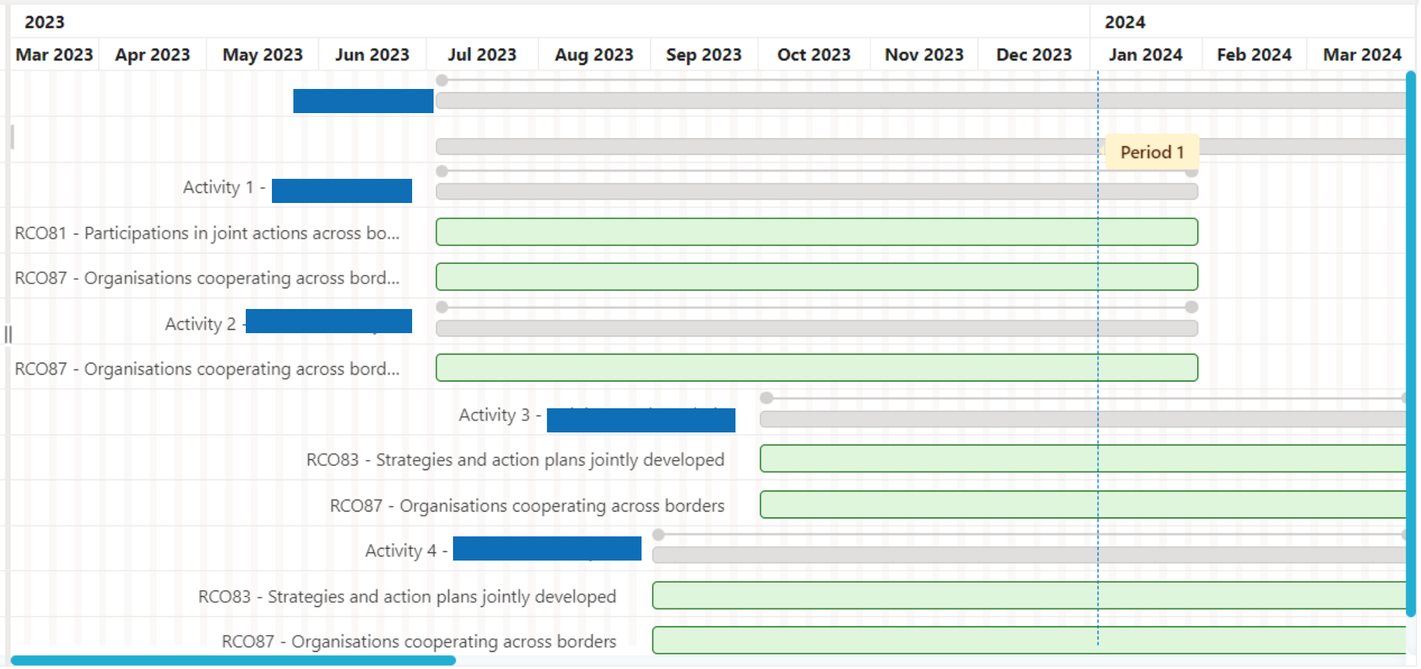


Information on time plan

7. Time Plan

Excel export Pdf export

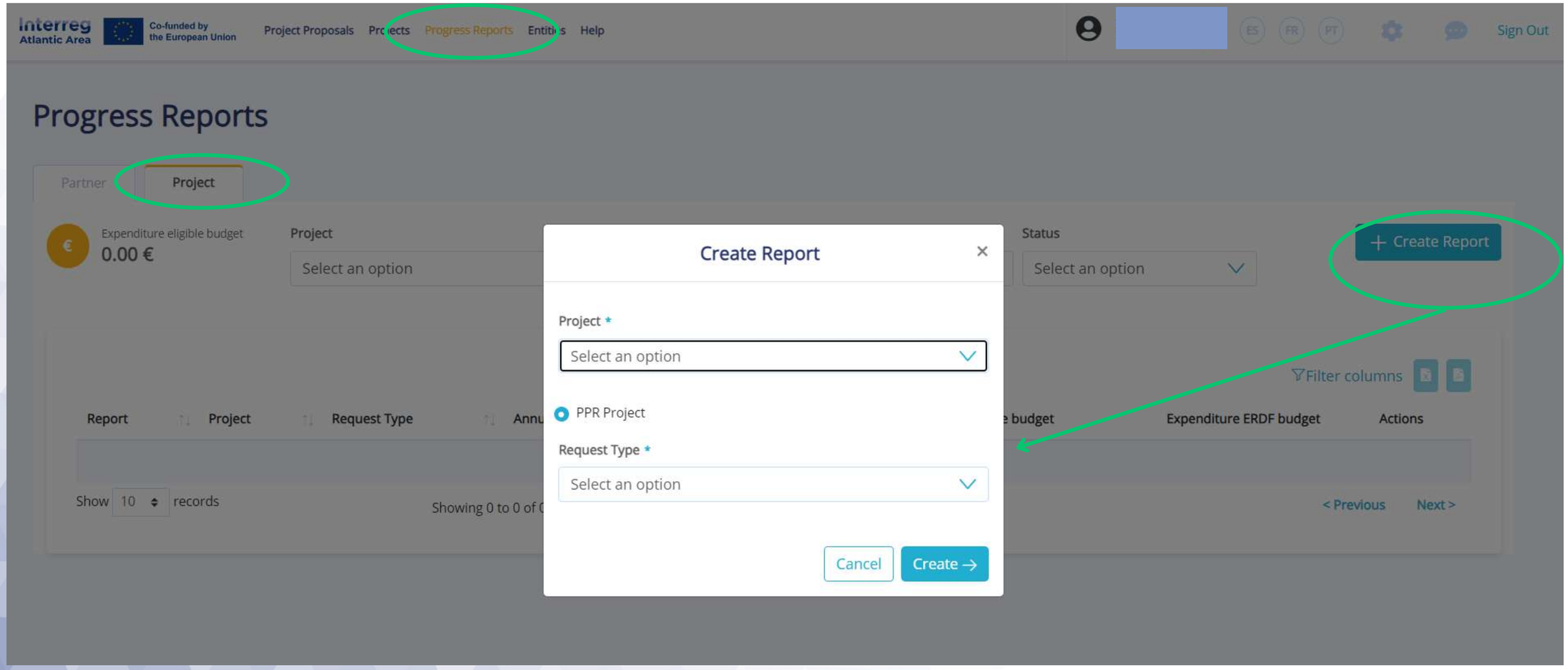
Name	Start Date
[redacted]	03/07/2023
WP 1 -	07/03/2023
Activity 1 [redacted]	03/07/2023
RCO81 - Participations in joint actio...	03/07/2023
RCO87 - Organisations cooperating ...	03/07/2023
Activity 2 - [redacted]	03/07/2023
RCO87 - Organisations cooperating ...	03/07/2023
Activity 3 - [redacted]	01/10/2023
RCO83 - Strategies and action plans...	01/10/2023
RCO87 - Organisations cooperating ...	01/10/2023
Activity 4 [redacted]	01/09/2023
RCO83 - Strategies and action plans...	01/09/2023
RCO87 - Organisations cooperating ...	01/09/2023



Partner reports circuit

1. Partner Progress Report including expenditures
2. Controller verification
3. National Authority vallidation
4. Project Progress Report consolidation & submission by the LP

Create a Project report in SIGI



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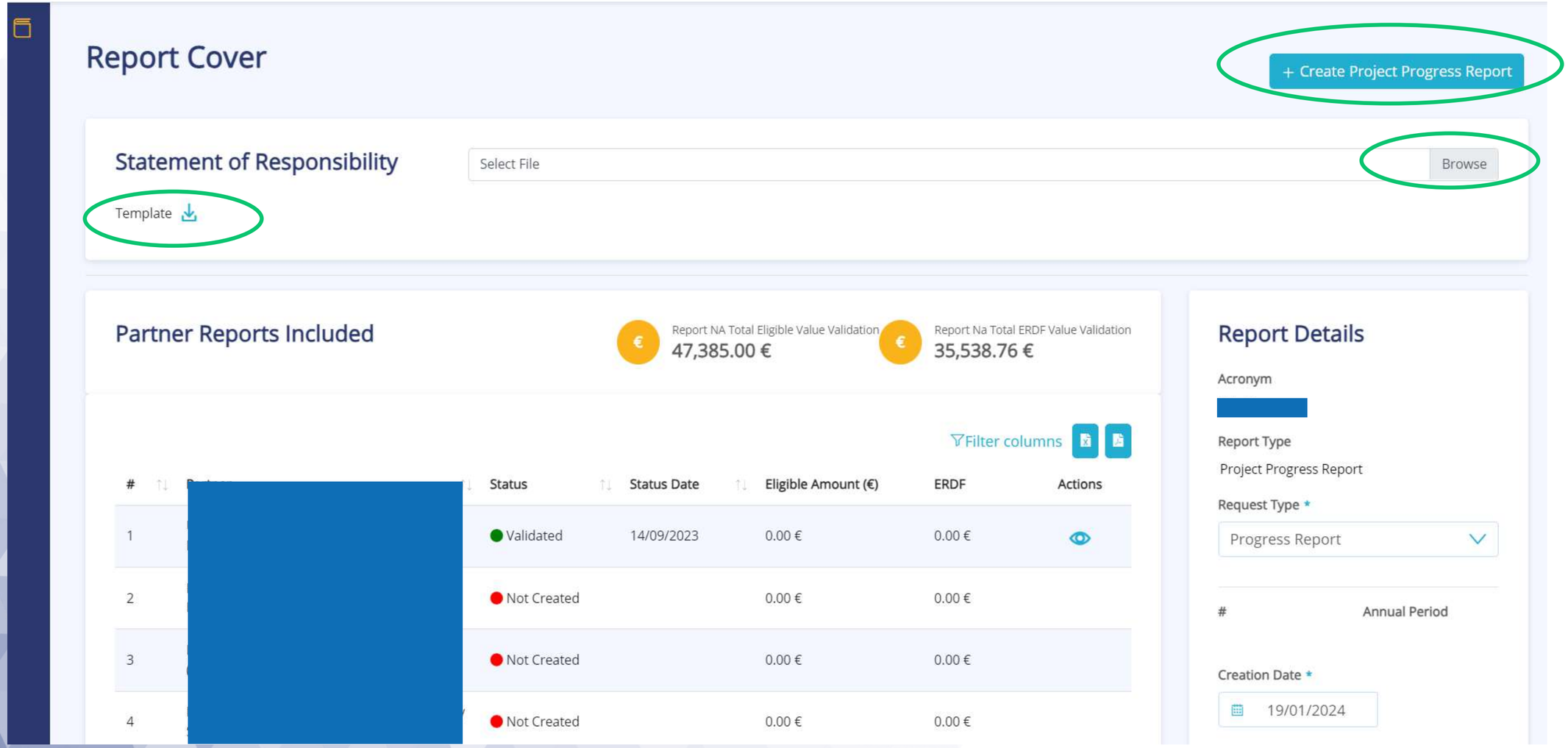

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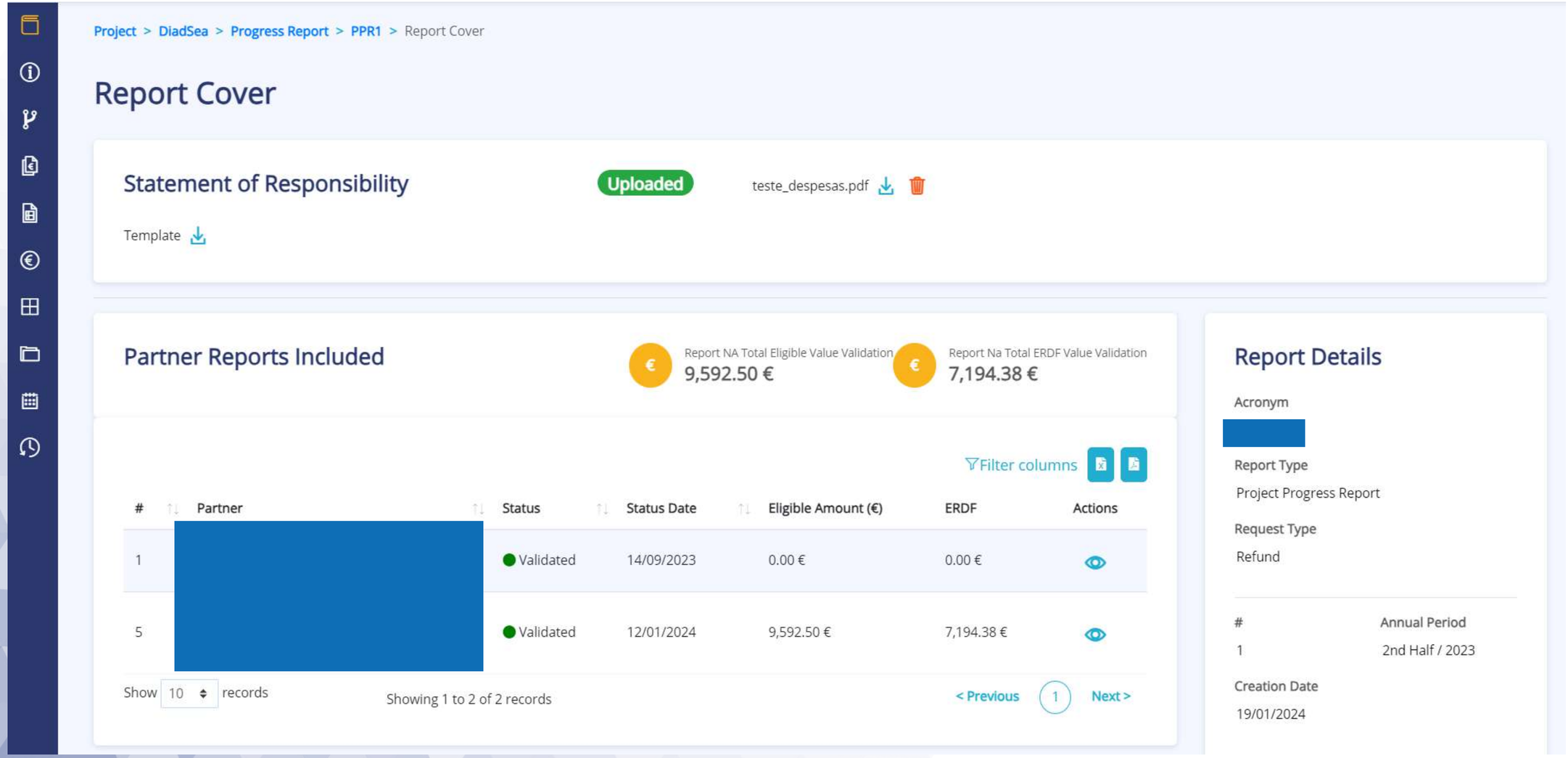

Progress reports circuit

4 Project Progress Report consolidation & submission by the LP

5 JS analysis + MA validation and payment request

6 Payment made directly to the partner

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