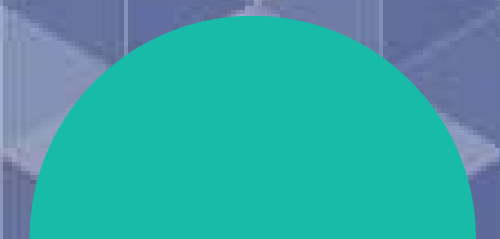




# Reporting

**Tania Afonso**  
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 Committee, 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 justification 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

Interreg Atlantic Area Co-funded by the European Union

Project Proposals Projects **Progress Reports** Entities Help

EN ES FR PT Sign Out

## Progress Reports

**Partner** Project

Expenditure eligible budget 0.00 €

Project: Select an option Partner: Select an option Request Type: Select an option Status: Select an option

**+ Create Report**

Filter columns

Report	Project	Status	Consolidated	Expenditure eligible budget	Expenditure ERDF budget	Actions
No records.						

Show 10 records

**Create Report**

Project \*

Select an option

pPR Partners

Request Type \*

Select an option

- Select an option
- Progress Report
- Extraordinary progress report
- Final report

# Create a Partner report in SIGI

**EAPA\_00** [Change Progress Request Type](#) [Check Errors](#) [Submit Report →](#)

Project > > Progress Report > pPR1 > Project identification

## Project identification

[Expand All](#) [Collapse All](#)

- 1.1. Project Info
- 1.2. Area of Intervention
- 1.3. Total Budget
- 1.4. Project Summary
- 1.5. Project Documents
- 1.6. Financing Plan

### Project Info

Start Date	End Date
03/07/2023	03/07/2026
Duration (in months)	
36	

# Reporting on workplan

Project Progress Report > pPR1 > Work Plan

## Work Plan




**Add Work Package**

### Work Plan

**Cancel** **Save Work Package**

Work Package Title \*

Select an option

Work Package Number	Work Package Title	Start Date	End Date	Actions
1	WP1	03/07/2023	31/03/2024	  

Show 10 records Showing 1 to 1 of 1 records

< Previous 1 Next >

# Reporting on workplan - WP

**Work Plan** Back ✓ Save Work Package

2. N°  
1

2. Work Package Title 2. Activity Start Date 2. Activity end date

03/07/2023 31/03/2024

Percentage Execution  %

Explanation

---

**2.5. Investments List** 🔍 📄

Number	Title	Actions
No records.		

---

**2.6. Project Results List**

Description	Code	Target Approved	Previous Target	Reached	Total Target	Measurement Unit	Explanation	Actions
Joint strategies and action plans taken up by organisations		4.00	0.00	0.00	0.00			

---

**3.7. Activities List** 🔍 📄

Activity Number	Activity Title	Start Date	End Date	Actions
1	Literature review	01/07/2023	01/01/2024	



# Reporting on workplan - activity

## 3.7. Activities List

Activity Number	Activity Title	Start Date	End Date	Actions
1	[REDACTED]	01/07/2023	01/01/2024	

## Activity

3.7.1. Nr: 1  
3.7.2. Title: Literature review  
3.7.3 Start Date: 07-2023

Percentage Execution: 0.00 %

Explanation: [REDACTED]

### 3.7.5. Activity Description

### 3.7.6. Output & Deliverables: This information relates to the indicators (3.7.7) selected

### 3.7.7. Output indicator(s)

Description	Code	Target Approved	Previous Target	Reached	Total Target	Measurement Unit	Explanation
Participations in joint actions across borders	RCO81	1.00	0.00	0.00	0.00	participations	

### Edit Indicator

Target Approved: 1.00

Previous Target: 0.00 | Reached: 0.00 | Total Target: 0.00

Explanation: [REDACTED]

Buttons: Cancel, Save

Back | Save Activity

Expand All | Collapse All

# Reporting on communication and management

## 5. Project management and communication

✓ Save Changes

### 5.1. How will you coordinate and manage your project?

5.1.1. Please describe how the project management on the strategic and operational level will be carried out, including the set-up of management structures, responsibilities and procedures, as well as risk management. Please also explain how the internal communication within the partnership will be organised.

Approved

EN

The project management methodology employed by the Western Development Commission (WDC) demonstrates clear roles and responsibilities for Partners. As Lead Partner, WDC manages the whole project cycle, including communication and capitalization, and will receive external technical assistance in managing the financial administration and reporting. A 2-partner team will lead each work package with a lead partner from each country. WDC includes two participatory committees: 1. The WDC Steering Committee is the consortium's decision making body and sets the project's strategic guidelines. One senior officer representing each Partner will sit at the Steering Committee every 3 months. Decisions will be taken by simple majority,

Achieved

EN



### 5.2. Which measures will you take to ensure quality in your project?

### 5.3. What will be the general approach you will follow to communicate about your project?

### 5.4. How do you foresee the reporting procedures for activities and budget (within the partnership)?

### 5.5. Cooperation criteria

### 5.6. Horizontal Principles

### 5.7. Project monitoring environment indicators

# 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

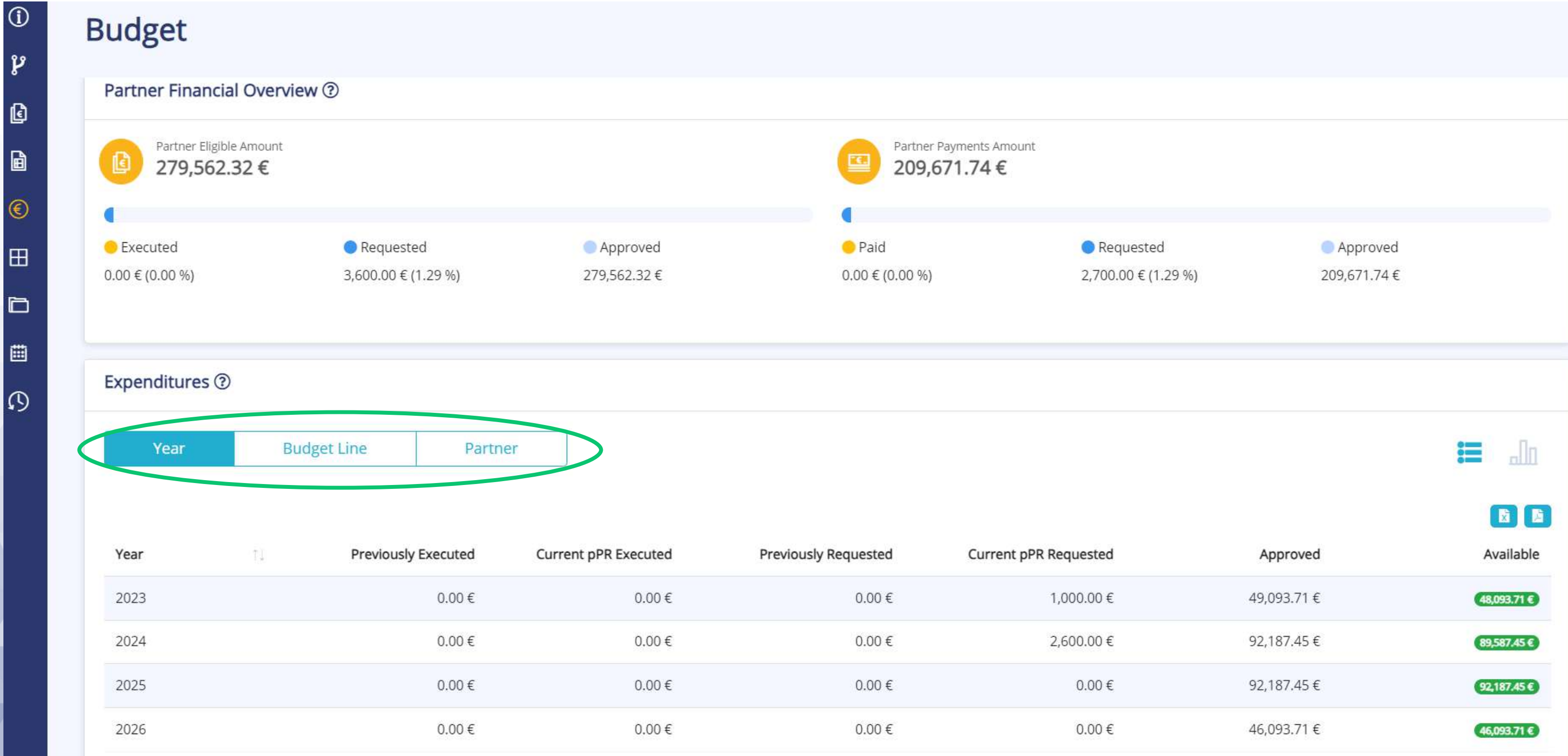
Search by document name   Document Type:  Upload Date:

[Filter columns](#)

Name	Document Type	UserName	Description	Upload Date	Actions
No records.					

Show  records Showing 0 to 0 of 0 records [< Previous](#) [Next >](#)

# Information on budget



# Expenditures



EAPA

Partner

Change Progress Request Type

Check Errors

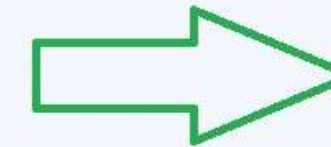
Submit Report →



Project >  > Progress Report > pPR2 > Expenditures



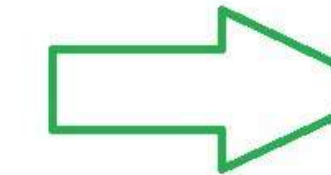
## Expenditures



+ Add Expenditure



Eligible Amount  
1,092.50 €



+ Add File(s)

Add 1 or more files



Filter columns



#	Invoice Nr	Budget Line	Issue Date	Payment Date	Partner Request	Actions
1	Prep. Costs	Preparation costs	01/10/2023	01/10/2023	1,092.50 €	



Show 10 records

Showing 1 to 1 of 1 records

< Previous

1

Next >

# Expenditures

interreg Atlantic Area Co-funded by the European Union | Project Proposals | Projects | Progress Reports | Entities | Help

Expenditure 2 < > Eligible Amount 0.00 € Cancel Save expenditure

**Mandatory Fields**

**Main Information**

Invoice Nr \*  Budget Line \*

Select an option

Issue Date \*  Payment Date \*  Year \*

Description

EN

Description

Supplier Tax Number  Supplier Name

**Contributions**

	Amount
Eligible Amount <input type="text"/>	0.00 €
Contribution ERDF <input type="text"/>	0.00 €
VAT Deductible <input type="text"/>	0.00 €
Value (including VAT) <input type="text"/>	0.00 €
Outside Program Area <input type="text"/>	0.00 €

Comment on the VAT

EN

Comment on the VAT

**Files** + Add Files

No files selected

No file selected

Preview is not available

# Expenditures

Project > Progress Report > pPR2 > Expenditures > Expenditure 2

Expenditure 2 <> Eligible Amount 0.00 € Cancel Save expenditure

**\* Mandatory Fields**

**Main Information**

Invoice Nr \*  Budget Line \*

Issue Date \*  Payment Date \*  Year \*

Description

EN

Supplier Tax Number  Supplier Name

**Contributions**

	Amount
Eligible Amount	<input type="text" value="0.00"/> €
Contribution ERDF	<input type="text" value="0.00"/> €
VAT Deductible	<input type="text" value="0.00"/> €
Value (including VAT)	<input type="text" value="0.00"/> €
Outside Program Area	<input type="text" value="0.00"/> €

Comment on the VAT

EN

Comment on the VAT

**Files** + Add File(s)

File Name	File Type	Uploaded By	#
Blank.pdf	Invoices, receipts, payment orders and other probative documents	Claire O'Leary	1

Blank.pdf





# Partner reports circuit



# Create a Project report in SIGI


The screenshot shows the SIGI web application interface. At the top, the navigation menu includes 'Project Proposals', 'Projects', 'Progress Reports' (highlighted with a green circle), 'Entities', and 'Help'. The main header area contains 'Partner' and 'Project' tabs, with 'Project' highlighted. Below this, there is a section for 'Expenditure eligible budget' showing '0.00 €'. A modal window titled 'Create Report' is open in the center, containing the following fields: 'Project \*' (dropdown menu), 'Request Type \*' (dropdown menu), and a radio button for 'PPR Project'. At the bottom of the modal are 'Cancel' and 'Create →' buttons. In the background, a '+ Create Report' button is highlighted with a green circle, and a green arrow points from it towards the modal. The main interface also shows a table with columns for 'Report', 'Project', 'Request Type', and 'Annual budget', and a '+ Create Report' button in the top right corner.

# Create a Project report in SIGI

**Report Cover**

**+ Create Project Progress Report**

**Statement of Responsibility**  **Browse**

Template 

**Partner Reports Included**

Report NA Total Eligible Value Validation **47,385.00 €** Report Na Total ERDF Value Validation **35,538.76 €**

**Report Details**


Acronym  
██████████

Report Type  
Project Progress Report

Request Type \*  
Progress Report

# Annual Period



Creation Date \*  
19/01/2024


#	Status	Status Date	Eligible Amount (€)	ERDF	Actions
1	Validated	14/09/2023	0.00 €	0.00 €	
2	Not Created		0.00 €	0.00 €	
3	Not Created		0.00 €	0.00 €	
4	Not Created		0.00 €	0.00 €	

# Create a Project report in SIGI

Project > DiadSea > Progress Report > PPR1 > Report Cover



## Report Cover

Statement of Responsibility Uploaded teste\_despesas.pdf  

Template 

### Partner Reports Included

Report NA Total Eligible Value Validation **9,592.50 €** Report Na Total ERDF Value Validation **7,194.38 €**

#	Partner	Status	Status Date	Eligible Amount (€)	ERDF	Actions
1	[Redacted]	Validated	14/09/2023	0.00 €	0.00 €	
5	[Redacted]	Validated	12/01/2024	9,592.50 €	7,194.38 €	

Show 10 records Showing 1 to 2 of 2 records < Previous 1 Next >

### Report Details

Acronym [Redacted]

Report Type  
Project Progress Report

Request Type  
Refund

---

#	Annual Period
1	2nd Half / 2023

Creation Date  
19/01/2024

# 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



# Contact Us



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