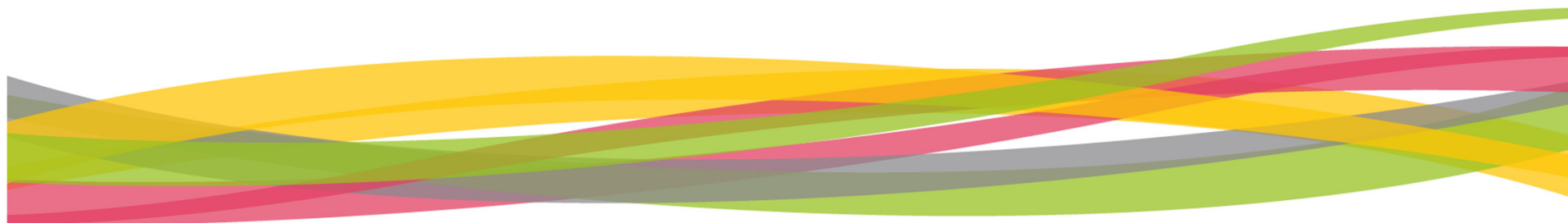




Reporting on activities in the Online Monitoring System

Webinar
11 June 2020

Anne Pintz and Jenny Thomsen





Kate Clark -
Norway



Vanessa
Pilley - UK



Anna
Hückel -
Germany



Albin Hunia -
Netherlands

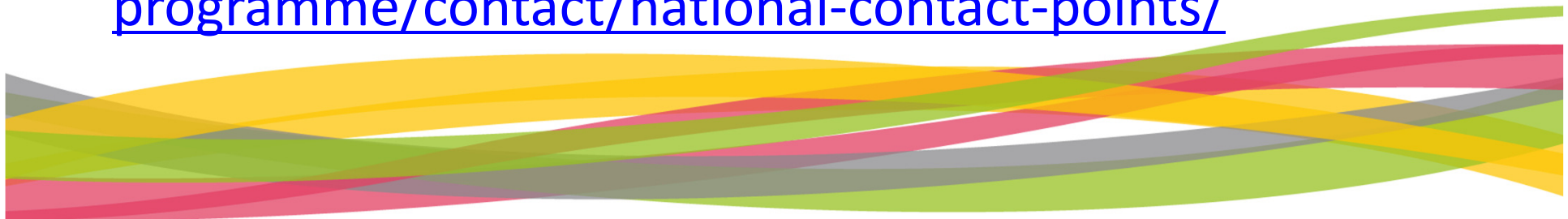


Sandra
Vandewiele -
Belgium



Linn
Kristoffersson
- Sweden

<https://northsearegion.eu/about-the-programme/contact/national-contact-points/>





What?

basic
progress
report

activity report

optional
finance report

full
progress
report

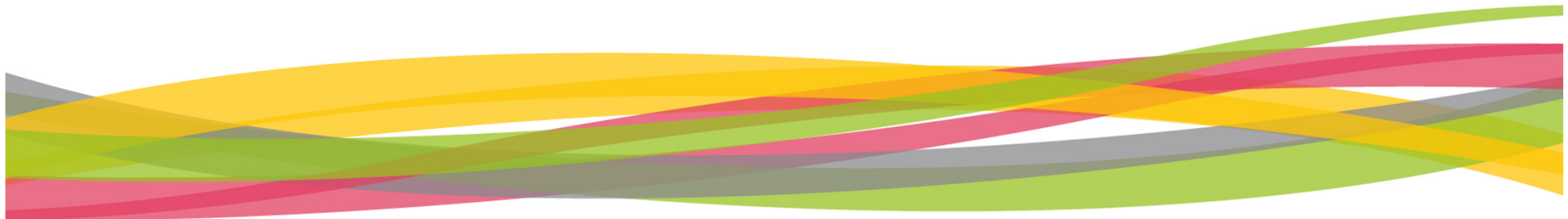
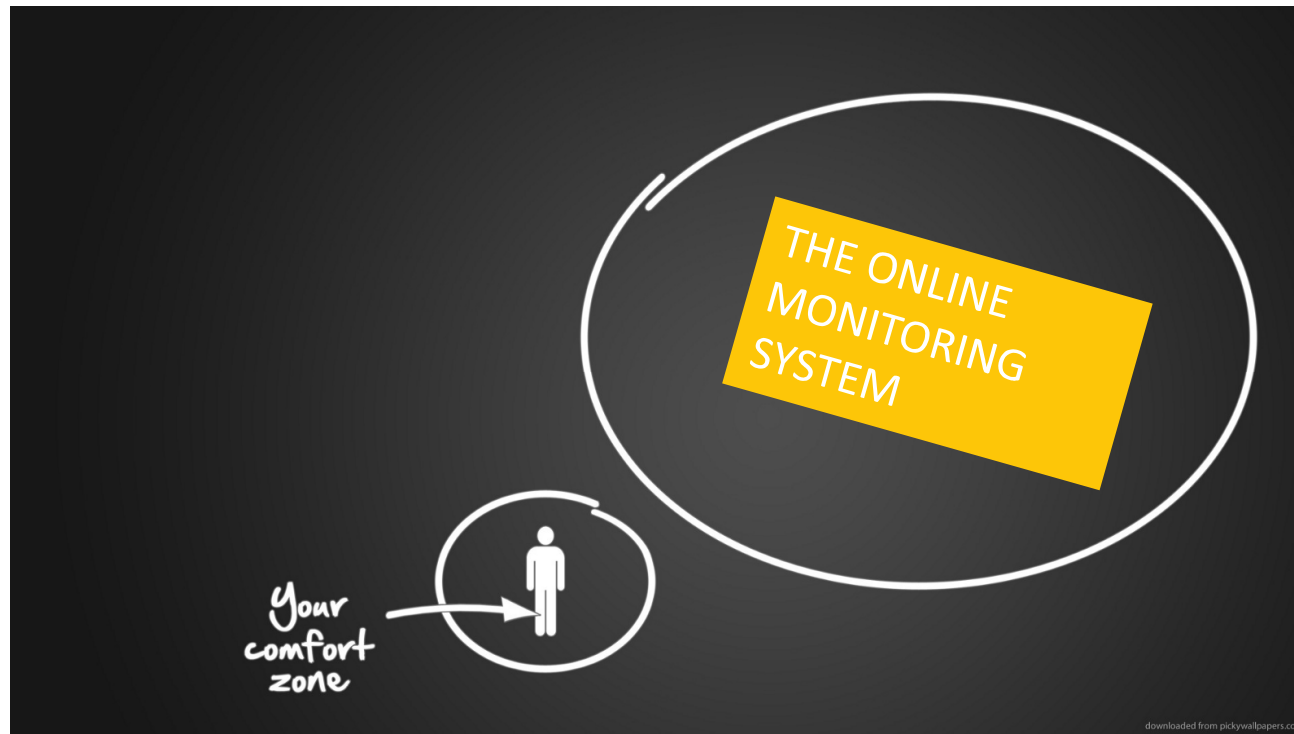
activity report

finance report



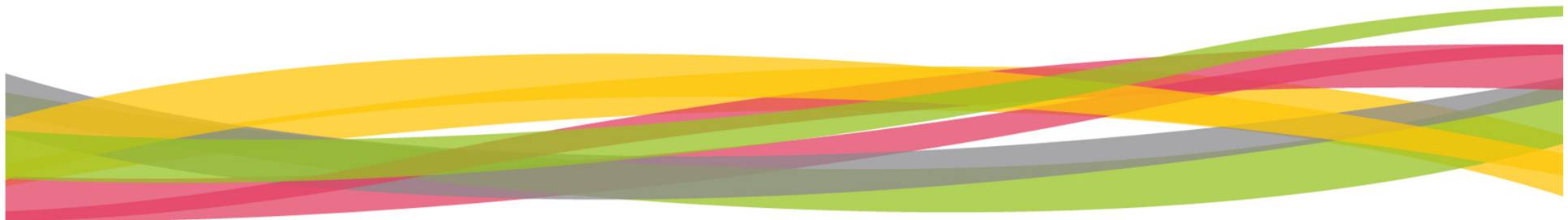


Where?



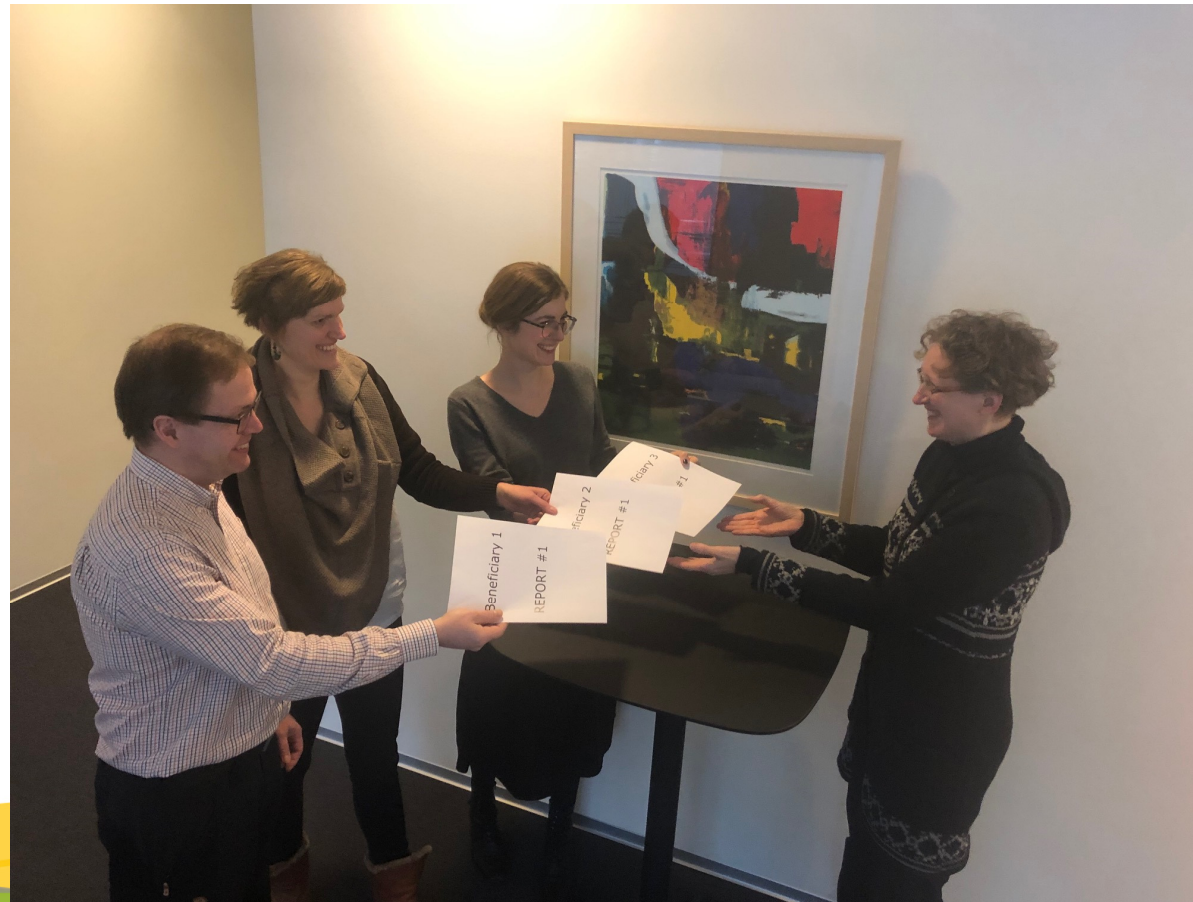


Who?



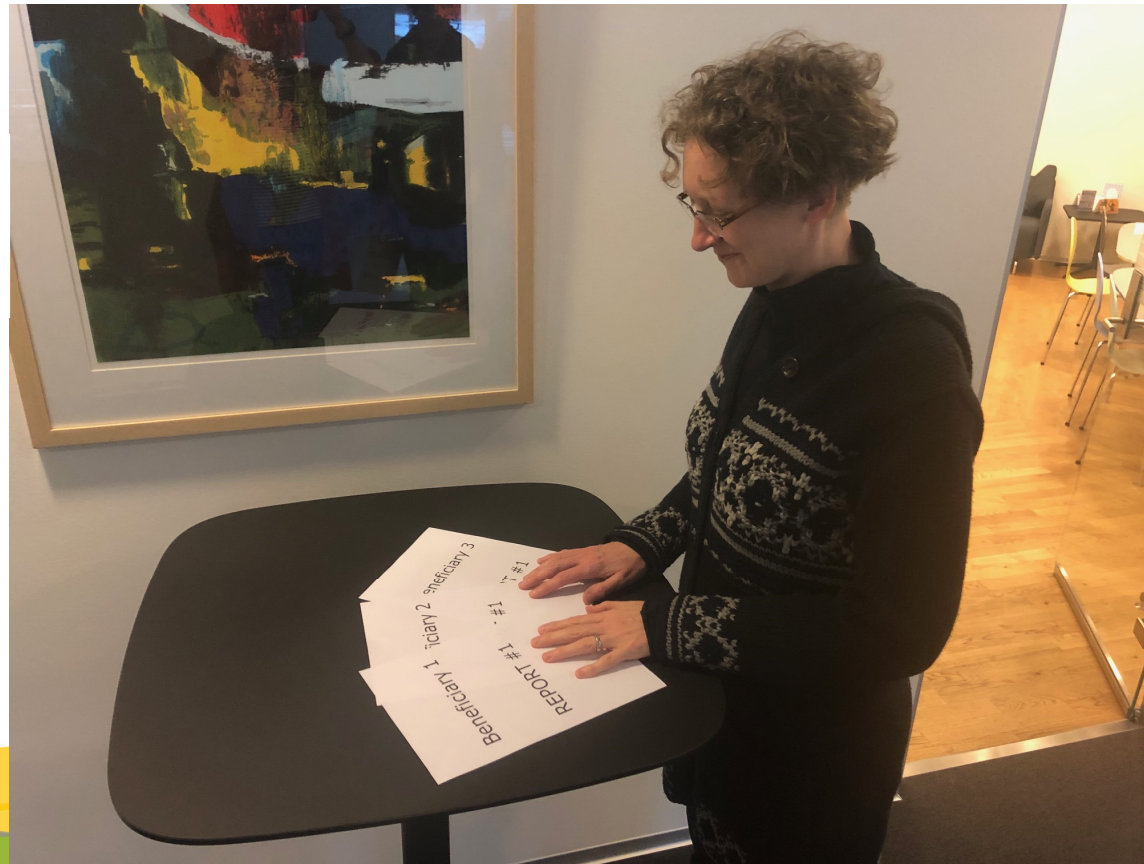
Beneficiaries submit their reports to Lead Beneficiary

How?



Lead Beneficiary compiles reports

How?



First Level Controller checks the report

How?



Authorised Signatory signs report...

How?



...and by that submits it to Joint Secretariat

How?





Local partnership reporting

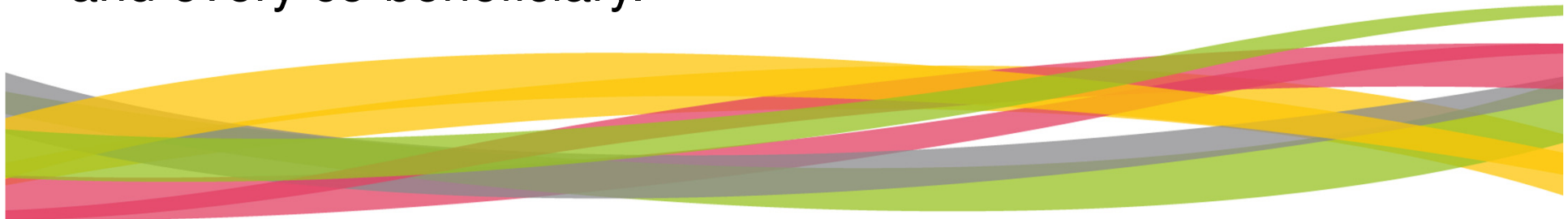
Joint Secretariat's recommendation:

Progress report

Coordinating beneficiary fills out one report, which includes all relevant information of all beneficiaries in the whole local partnership. -> "see report of coordinating beneficiary"

Finance report

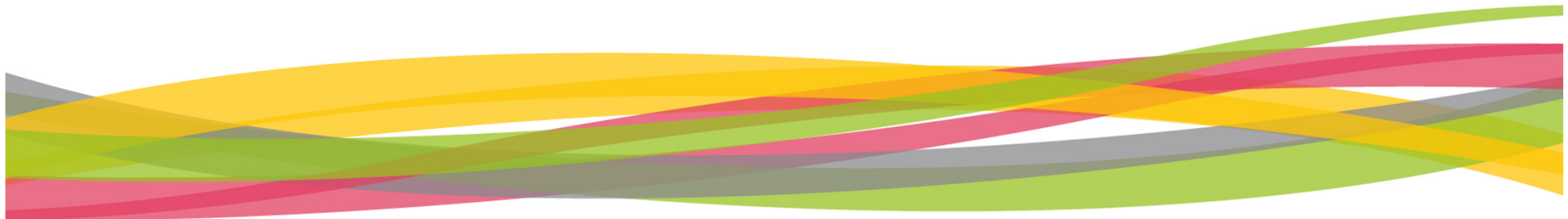
Co-beneficiaries give relevant information to the coordinating beneficiary who fills out the individual finance reports for each and every co-beneficiary.





How do I write the descriptions and explanatory texts?

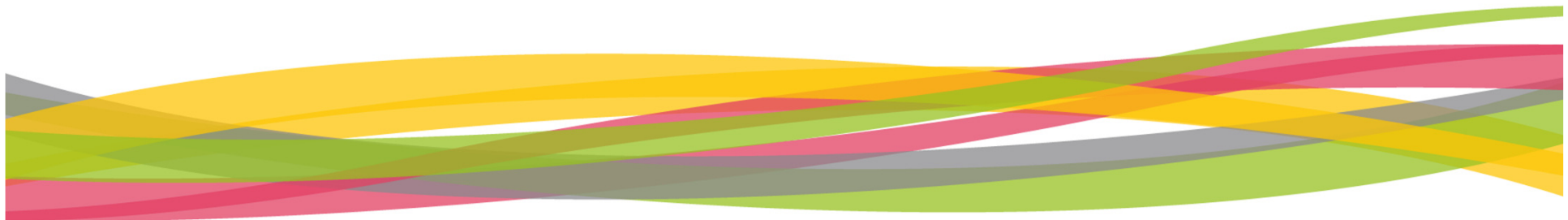
- clear, simple, concise
- go beyond describing: keep self-reflection in mind
- avoid cataloguing activities
- structure long texts





Conclusion: Top 5 Tips

- Agree on reporting process and responsibilities at the beginning of project implementation
- Reflect on progress towards goals and transnationality
- Keep your writing clear, concise and simple
- Be transparent and structured in counting quantitative indicators
- Remember the benefits to clear and concise activity reports





Questions & Answers

