

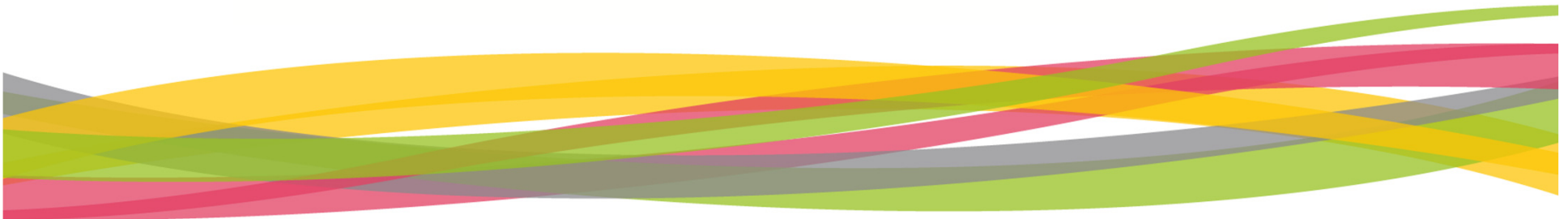
Interreg

North Sea Region

European Regional Development Fund



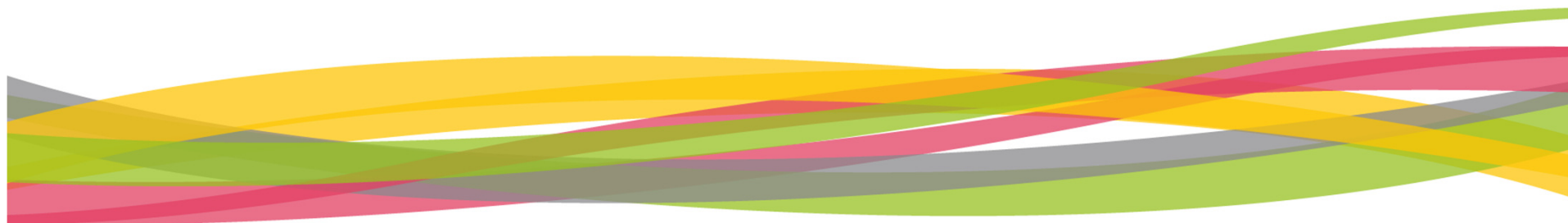
EUROPEAN UNION





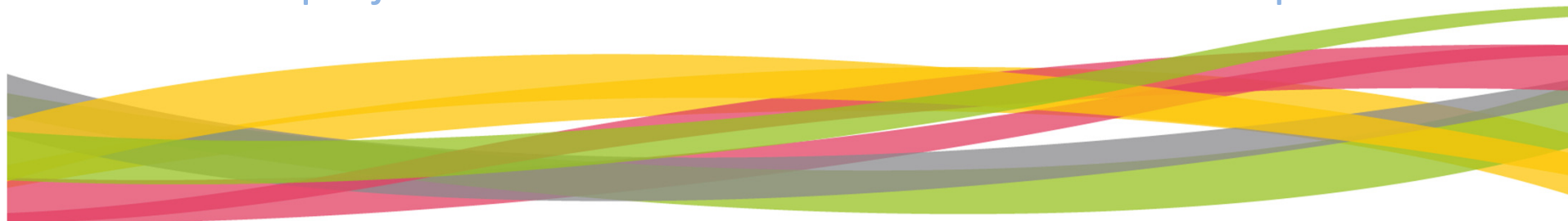
Getting started: Roles and responsibilities

How do you
prepare for
reporting?
What is the work
flow?
Who does what?



Which kind of different report types are there?

1. Basic progress report = Short summary of project's achievements over the last six months with facts and figures on progress. Statement of expenditure is **optional**.
2. Full progress report = Basic report plus some additional information (f. ex. on functioning of the partnership, how stakeholders have been involved, etc.) **Must** include a statement of expenditure.
3. Final report focuses on overall achievements of partnership over whole project lifetime. **Must** include statement of expenditure.

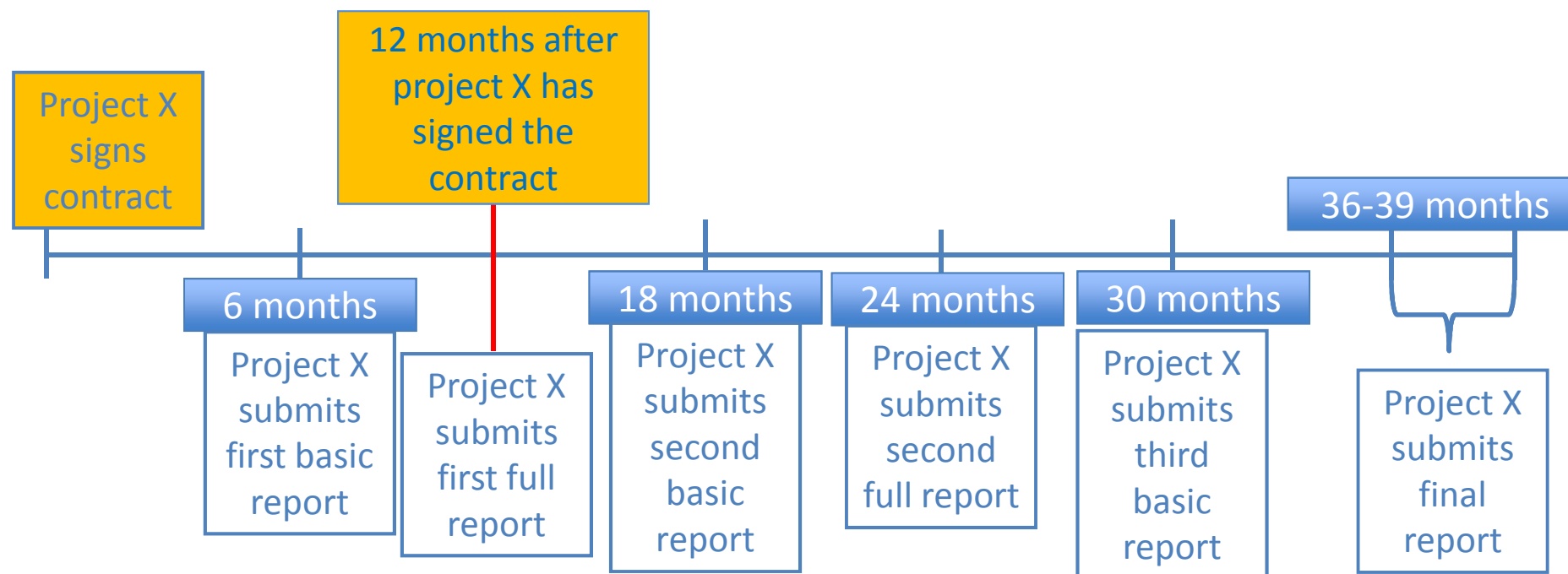


Three things to be aware of...!

- ✓ Please note that your first report will be a basic progress report.
-> Statement of expenditure is **optional**.
- ✓ Partnership Agreement needs to be signed in order get funding paid out.
- ✓ Your first report needs to be submitted within one year after the LB signed the contract.



Example of reporting schedule – Project X

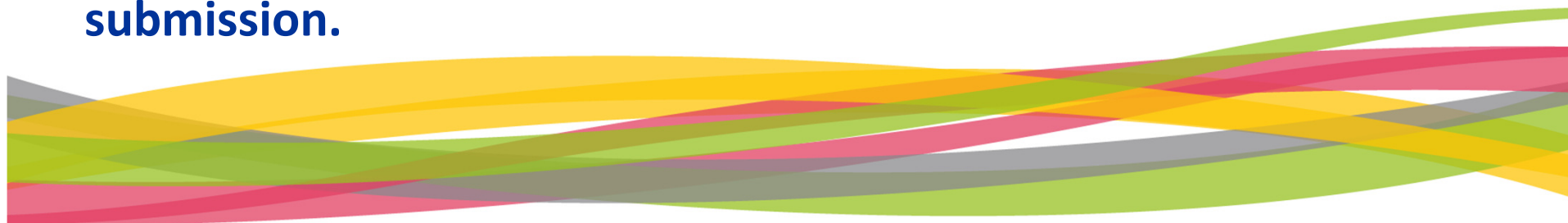


How to get started?

Please **ask your project advisor** to open your project's report in the Online Monitoring System.



What is your date of submission? Your advisor will enter this into the Online Monitoring System, and it will be your **deadline for submission**.

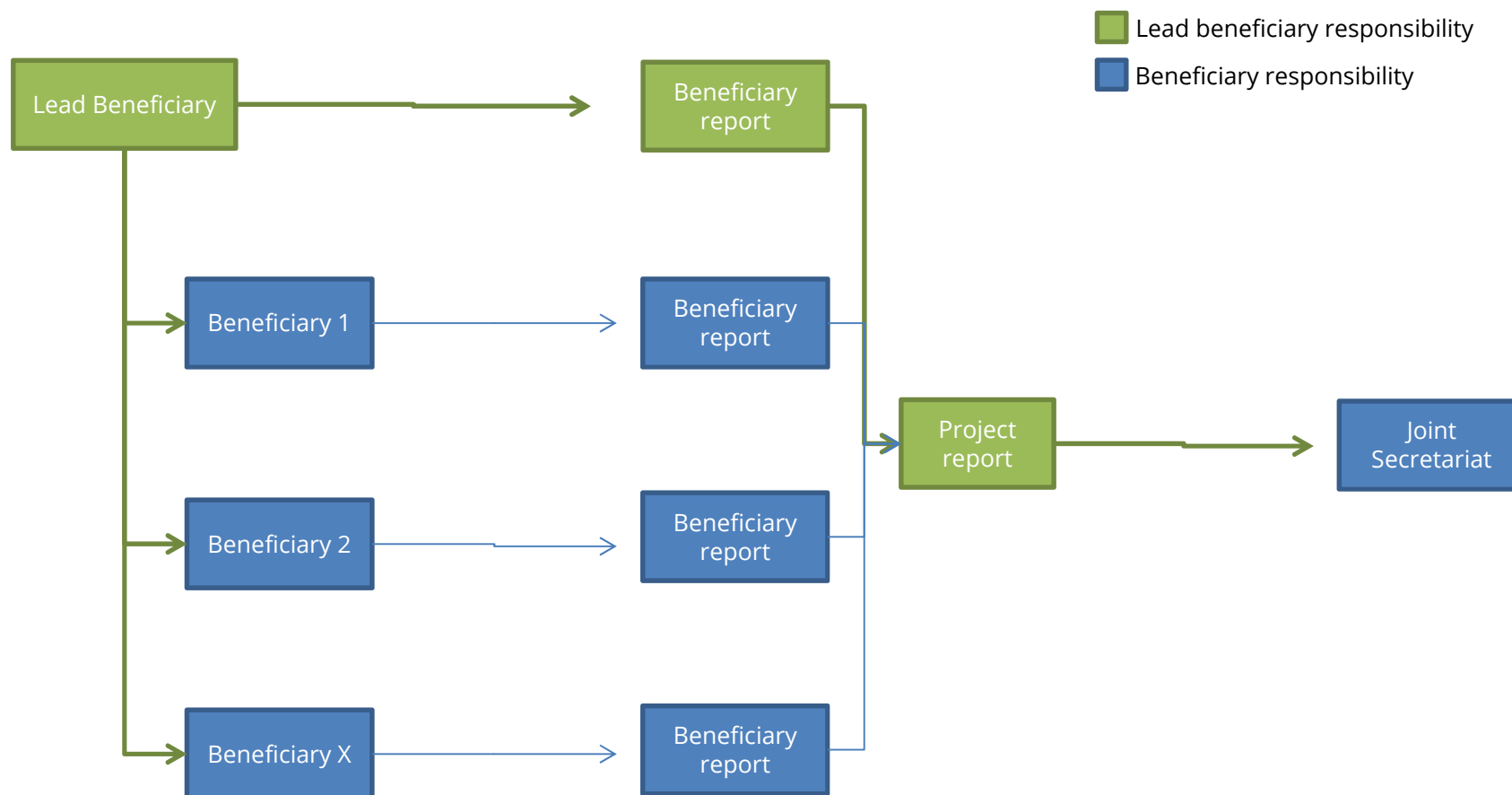


What is the work flow?

- every beneficiary needs to produce their own report to feed the formal project report
- Lead Beneficiary compiles all the information contained in the beneficiaries' reports into a project level report

= adhering to the Lead Beneficiary Principle





Local partnership reporting

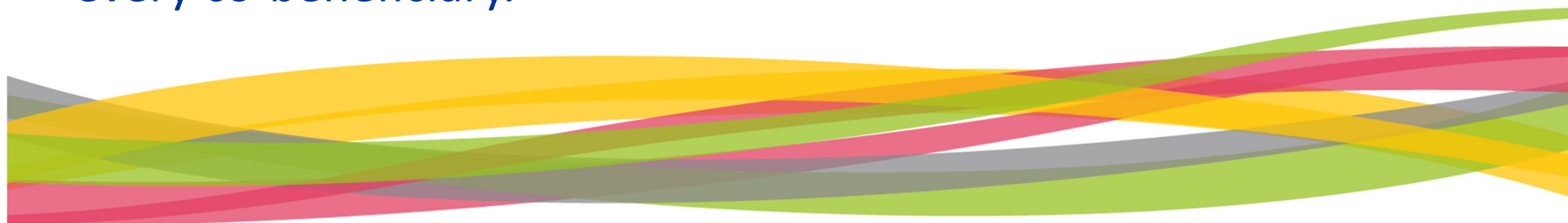
Joint Secretariat's recommendation:

activity report

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

finance report

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

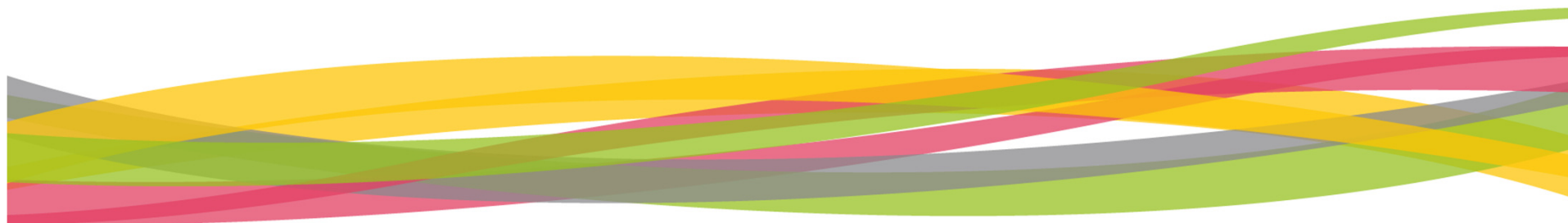


Where does the reporting take place?

OMS! OMS! OMS!

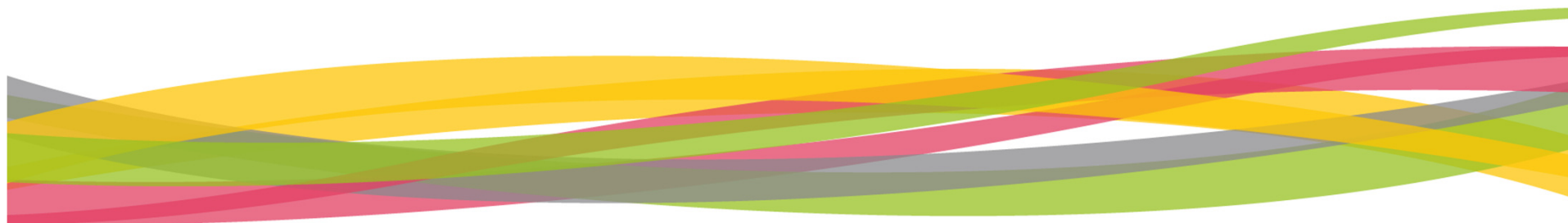
Online Monitoring System

- If something is not in the Online Monitoring System, it never happened...
- Online Monitoring System works best using Firefox and Chrome browsers...



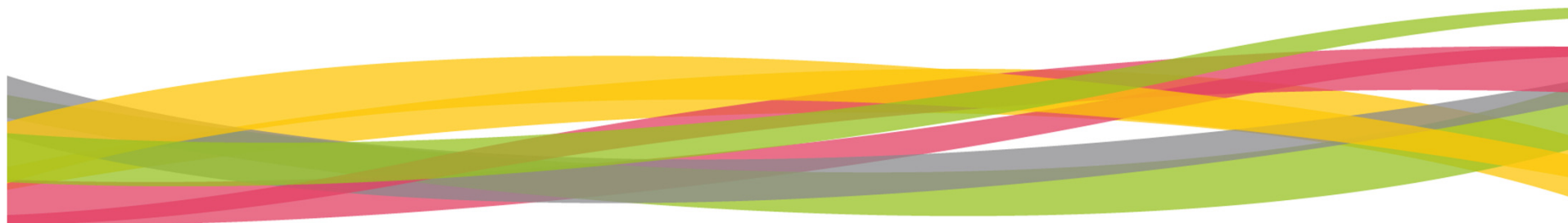
Who is who in the OMS? Who does what?

- Project Managing User
- Beneficiary Managing User
- Authorised Signatory
- First Level Control



Who is the Project Managing User?

- staff member of the Lead Beneficiary who prepared the project application to the Joint Secretariat
- only one Project Managing User per project
- always responsible at the project level



Responsibilities of the Project Managing User

+ Invites

1. other staff members of own organisation to the Online Monitoring System
2. all other beneficiaries to Online Monitoring System

- ### + Fills out the project-level report based on individual beneficiaries' reports and sends it to the Authorised Signatory for submission to the Joint Secretariat

HOW?

PROJECT APPLICATIONS

List <

Create new application <

Contracts <

FLC Designations <

Progress Reports <

Finances Reports <

COMMUNICATION

Announcements <

Messages <

CONFIGURATION

My account <

Shared Access <

Beneficiaries Access <

FDA! FULL DEMO APPLICATION1

50 records

Search:

Action	Beneficiary	Beneficiary Managing User	Invitation date	Status	Manage Access
	FDA1 Denmark LB (Denmark)	Demo LeadBen @ OMS-LB	28/09/2016	Accepted	
	FDA1 Denmark LB (Denmark)	Demo LeadBen @ OMS-LB	15/12/2016	Accepted	
	FDA2 Sweden (Sweden)	FDA Sweden @ OMS-Ben	05/07/2016	Accepted	
	FDA6 Norway (Norway)	Demo LeadBen @ OMS-LB	25/07/2016	Accepted	
	FDA3 United Kingdom (United Kingdom)	Nick CoBen @ OMS-CO-Ben-1	08/07/2016	Accepted	
	FDA4 German Coordinating (Germany)	Peter Coordinating @ OMS-local-Ben	30/08/2016	Accepted	
	FDA5 Germany Berlin (Germany)	Nick CoBen @ OMS-CO-Ben-1	08/07/2016	Accepted	
	FDA7-10 Germany Munich (Germany)	Nick CoBen @ OMS-CO-Ben-1	08/07/2016	Accepted	

Showing 1 to 8 of 8 entries

< 1 >

HOME


PROJECT IDEAS


 List <

 Add new <

PROJECT APPLICATIONS

 List <

 Create new application <


 Contracts <

 FLC Designations <


 Progress Reports <

 Finances Reports <

COMMUNICATION

 Announcements <

Shared access: Invite user

 Home > Shared access



First name *



Last Name *

Organisation * FDA2 Sweden



E-mail address *

Access to Project Full Demo Application1

Access to Beneficiary FDA2 Sweden (Sweden)

Beneficiary Rights * Beneficiary Managing User

Summary of rights

Authorised Signatory (AS) of Beneficiary: Can approve/sign (but not edit) periodic reports on behalf of the Beneficiary

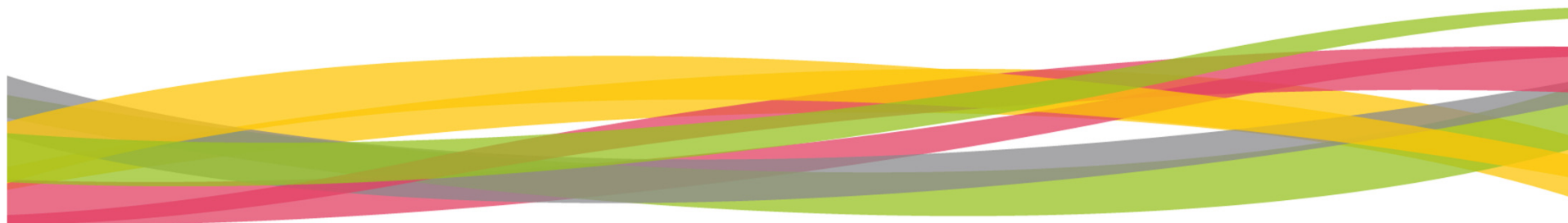
Beneficiary Managing User: Can designate an FLC and edit periodic reports on behalf of the Beneficiary

First Level Controller (FLC): Certifies reported amounts in the periodic finance reports

Save

Who is a Beneficiary Managing User?

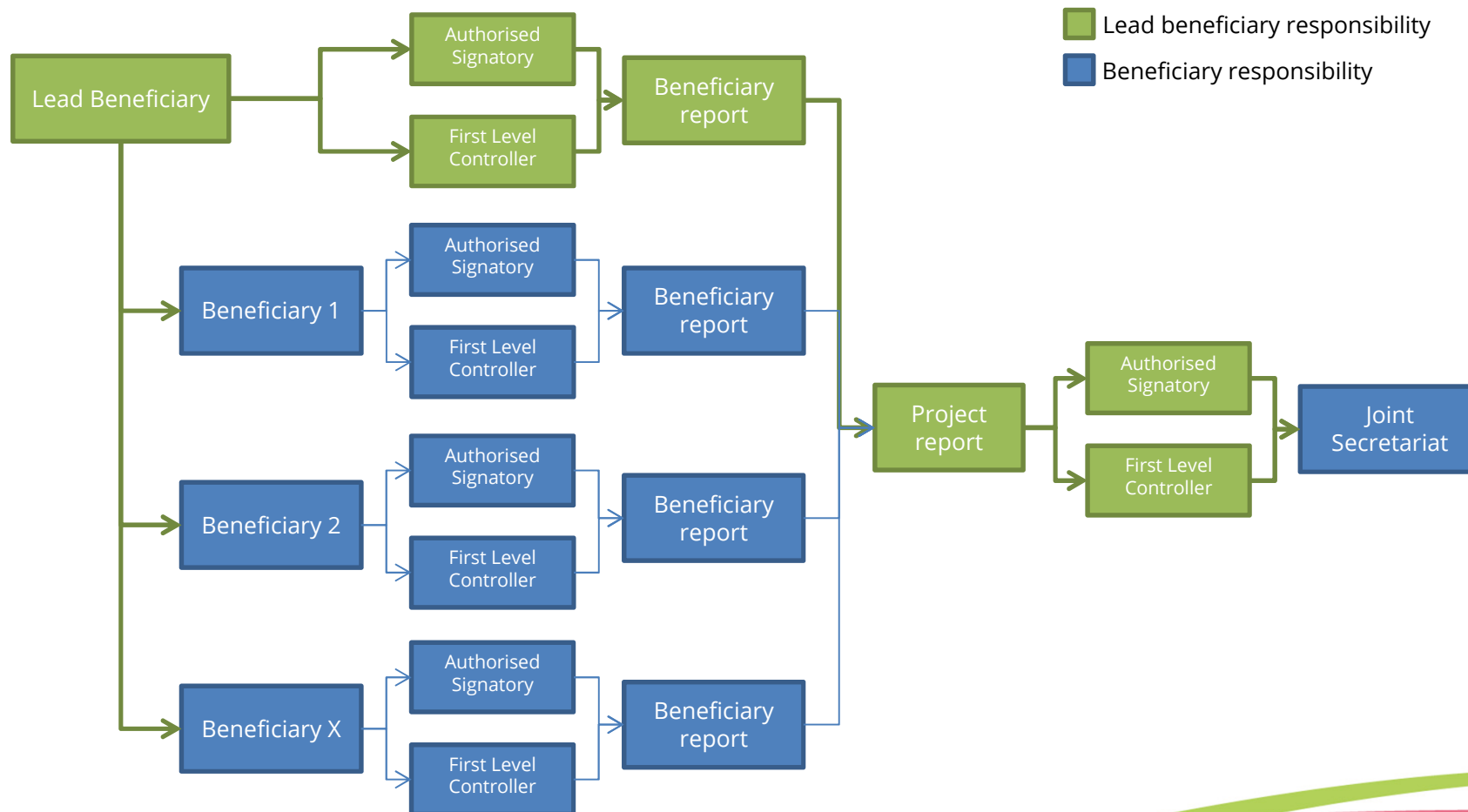
- Staff member of a project beneficiary (invited by Project Managing User or other Beneficiary Managing User)
- Joint Secretariat recommends having more than one Beneficiary Managing User per beneficiary
- Always responsible on the beneficiary level



Responsibilities of Beneficiary Managing User

- Invite other staff members of the same institution to become Beneficiary Managing User
- Designation of an **Authorised Signatory** for the beneficiary
- Designation of **First Level Controller**
- Preparation of basic-, full- or final progress reports as well as finance reports





Who is the Authorised Signatory? What are their responsibilities?

- by signing, submitting the beneficiary report to the Lead Beneficiary
- Does **not** have to be the head of the organisation but a staff member with the right to sign off (also financial commitments) on behalf of the beneficiary



HOW can an Authorised Signatory be designated?

Procedure of approving an Authorised Signatory

1. Beneficiary Managing User needs to invite a person in their institution to become an Authorised Signatory
2. Paper documents need to be filled in and:
 1. Sent by post to the Joint Secretariat
 2. Uploaded in the Online Monitoring System
3. PIN code will be issued by the Joint Secretariat
4. Authorised Signatory needs to approve him/herself via PIN



CONFIGURATION

My account

1

Shared Access

Beneficiaries Access

✉ PENDING INVITATIONS

Organisation	Date of invitation	Access to Project Ideas	Access to Project(s)	Access to Beneficiary
myTest	22/08/2016 08:52:29		Full Demo Application1 View	
Ted Wilson	11/10/2016 09:31:58		Call 2 Demo App1 - NSRP TEST Authorised Signatory (AS) of Project	
FDA1 Denmark LB	15/12/2016 10:06:22		Full Demo Application1 View	FDA1 Denmark LB Authorised Signatory (AS) of Beneficiary

New invitation options:

⊕ View access to Ideas/Projects

⊕ Beneficiary-managing access

FDA6 Norway:

⊕ Beneficiary-managing access

⊕ Beneficiary AS access

FDA1 Denmark LB:

⊕ Beneficiary-managing access

⊕ Beneficiary AS access

2

🔗 PERMISSIONS / ACCEPTED INVITATIONS

50 records

Search:

Manage	User Account	Access to Project Ideas	Access to Project	Access to Beneficiary	AS Status
✓	Demo LeadBen @ OMS-LB		Full Demo Application1 View	FDA6 Norway Beneficiary Managing User	



HOME


PROJECT IDEAS


 List <


 Add new <

PROJECT APPLICATIONS

 List <

 Create new application <


 Contracts <


 FLC Designations <

 Progress Reports <


 Finances Reports <

COMMUNICATION

 Announcements <

 Messages <

Shared access: Invite user

 Home > Shared access

➡ First name *

➡ Last Name *

Organisation * FDA1 Denmark LB

➡ E-mail address *

Access to Project Full Demo Application1

Access to Beneficiary FDA1 Denmark LB (Denmark)

Beneficiary Rights * Authorised Signatory (AS) of Beneficiary

Summary of rights

Authorised Signatory (AS) of Beneficiary: Can approve/sign (but not edit) periodic reports on behalf of the Beneficiary

Beneficiary Managing User: Can designate an FLC and edit periodic reports on behalf of the Beneficiary

First Level Controller (FLC): Certifies reported amounts in the periodic finance reports

Save

HOME


PROJECT IDEAS


 List <

 Add new <

PROJECT APPLICATIONS

 List <

 Create new application <


 Contracts <


 FLC Designations <

 Progress Reports <

 Finances Reports <



COMMUNICATION

 Announcements <

 Messages <

Shared access

Home > Shared access

 Re-send invite  Cancel

Your invitation has been sent and is pending acceptance

Information

Parent user Demo LeadBen @ OMS-LB

First name Jenny

Last Name Thomsen

Organisation FDA1 Denmark LB

E-mail address jenny.thomsen@gmx.net

Access to Project Ideas

Access to Project Full Demo Application1

Project Rights View

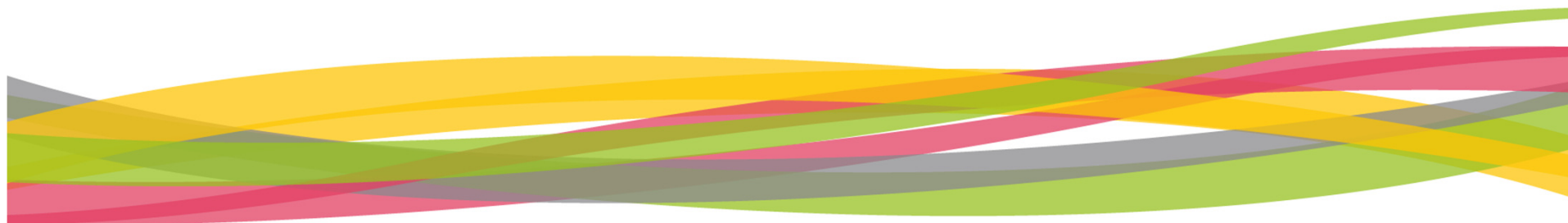
Access to Beneficiary FDA1 Denmark LB

Beneficiary Rights Authorised Signatory (AS) of Beneficiary

User Account

Who is the First Level Controller? What are their responsibilities?

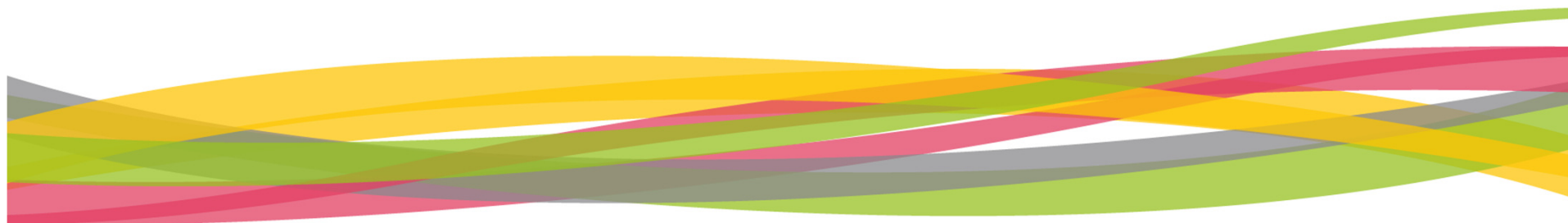
- an auditor that takes a critical view of all project related expenditure and...
- verifies that it is in line with all relevant regulations and guidelines and...
- confirms this in the FLC report.



HOW can a First Level Controller be designated?

1. BMU needs to invite FLC to the OMS by
 - filling out FLC's contact details
 - filling out designation checklist
2. FLC needs to agree to become the FLC of the beneficiary
3. FLC needs to be appointed by designation body

-> see **Fact Sheet 24**




VB/NSRP Online Monitoring System

HOME


PROJECT IDEAS


 List <

 Add new <

PROJECT APPLICATIONS


 List <


 Add new <

 Contracts <


 **FLC Designations** <

COMMUNICATION


 Announcements <

 Messages <

CONFIGURATION

 My account <




 Partners <

 Beneficiaries Access <

FLC Designations

 Home > FLC Designations

 Add


Project	Beneficiary	Controller	Ben.	FLC	DB	Status	Actions
Full Demo Application1	FDA London (UNITED KINGDOM)	John Smit (London Control) flcuk@apogee.gr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Designation Body approved	 Manage
Full Demo Application1	FDA London (UNITED KINGDOM)	test test (de) devdev@apogee.gr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Being edited	 Manage

VB/NSRP Online Monitoring System

HOME


PROJECT IDEAS

 List <

 Add new <

PROJECT APPLICATIONS


 List <


 Add new <

 Contracts <


 FLC Designations <


COMMUNICATION


 Announcements <

 Messages <


CONFIGURATION

 My account <

 Partners <

 Beneficiaries Access <

Designations Full Demo Application1 / FDA London

 Home > FLC Designations > Full Demo Application1 / FDA London

Project Full Demo Application1

Beneficiary to be controlled

Organisation FDA London

First Level Controller details

First name * test

Last name * test

Job title * test

Organization * test

Telephone * 000000

Address * test

Postal code * 00000

City * test

Complete all contact details.

VB/NSRP Online Monitoring System



29:47

HELP



Nick Brit ▾

Contracts

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Partners

Beneficiaries Access

First name *

test

Last name *

test

Job title *

test

Organization *

test

Telephone *

000000

Address *

test

Postal code *

00000

City *

test

Country *

THE NETHERLANDS ▾

Email *

tt@tt.nl

Created by Nick Brit @ FDA London

Status Being edited

When all details are complete

Save



VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICATIONS

List

Add new

Contracts

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Partners

Beneficiaries Access

Designations

Full Demo Application1 / FDA London

Home > FLC Designations > Full Demo Application1 / FDA London

Edit Controller

Edit Checklist

Actions

Some questions are not filled: All questions. The designation can not be signed.

Section A - Background

Programme

Name of the Programme North Sea Region Programme

Operation

Project Full Demo Application1

Acronym AA11

Index (JTS Ref.No.) 13331

Project End Date 29/04/2018

Project Start Date 04/03/2015

Beneficiary to be controlled

Organisation FDA London

Contact Person tes tt

Address test, 555 test, UNITED KINGDOM

VB/NSRP Online Monitoring System

  29:26  HELP  Nick Brit ▾

HOME

PROJECT IDEAS


 List <


 Add new <

PROJECT APPLICATIONS


 List <


 Add new <

 Contracts <


 FLC Designations <

COMMUNICATION


 Announcements <

 Messages <

CONFIGURATION


 My account <

 Partners <

 Beneficiaries Access <

Designations

Full Demo Application1 / FDA London / Checklist

 Home > FLC Designations > Full Demo Application1 / FDA London / Checklist

Section











Question

Section C – Partner's own budget only (as in the grant offer)











C.1 Is there in-kind contribution included in the budget?

Not defined ▾

C.2 If yes describe the nature of in-kind contribution (ie. voluntary labour, material, land, or building)

B **I**         

Type something 0

C.3 How are staff working on the project paid?

B **I**         

Type something 0

C.4 Does the project partner has a procurement policy?

Not defined ▾











C.5 Is the project partner involved in commercial activities where state aid rules might apply?

Not defined ▾

VB/NSRP Online Monitoring System

  29:32  HELP  Nick Brit ▾

G.4 If there are any reservations/qualifications please state.

B **I**          

Type something











0

NB: Checklist is different for UK beneficiaries

...ll ensure that the work will be carried out within 1 month after receipt of ...
...bearing in mind that the progress report has to be submitted by the Lead ...
...further within 2 months after the end of each reporting period?
(This is required by the EU Regulation)

Not defined ▾

G.6 If there are any reservations please state.

B **I**          

Type something

0

Form (UK) FLC Designation

FLC Designation form Full Demo Application1 FDA London

Created by Nick Brit @ FDA London

When all questions answered

Save



VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICATIONS

List

Add new

Contracts

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Partners

Beneficiaries Access

Designations Full Demo Application1 / FDA London

Home > FLC Designations > Full Demo Application1 / FDA London

Sign Actions

All questions are filled in. The designation can be signed. Once you do so, the Controller will be informed to confirm the contents and sign the form.

Section A - Background

Programme	
Name of the Programme	North Sea Region Programme
Operation	
Project	Full Demo Application1
Acronym	AA11
Index (JTS Ref.No.)	13331
Project Start Date	04/03/2015
Project End Date	29/04/2018
Beneficiary to be controlled	
Organisation	FDA London
Contact Person	tes tt

VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS


 List <

 Add new <

PROJECT APPLICATIONS


 List <


 Add new <

 Contracts <


 **FLC Designations** <

COMMUNICATION


 Announcements <

 Messages <

CONFIGURATION

 My account <






 Partners <

 Beneficiaries Access <

FLC Designations

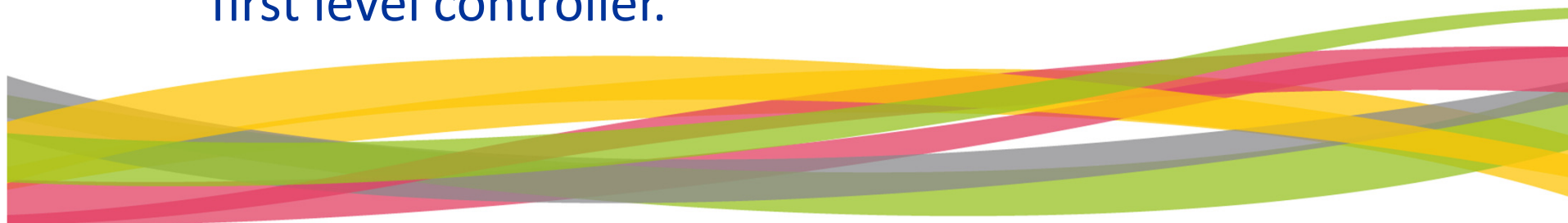
 Home > FLC Designations

 Add

Project	Beneficiary	Controller	Ben.	FLC	DB	Status	Actions
Full Demo Application1	FDA London (UNITED KINGDOM)	John Smit (London Control) flcuk@apogee.gr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Designation Body approved	 Manage
Full Demo Application1	FDA London (UNITED KINGDOM)	test test (de) devdev@apogee.gr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Being edited	 Manage
Full Demo Application1	FDA London (UNITED KINGDOM)	test test (test) dd@dd.uk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Being edited	 Manage
Full Demo Application1	FDA London (UNITED KINGDOM)	test test (test) tt@tt.nl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beneficiary signed	 Manage

Special rules for Local Partnerships

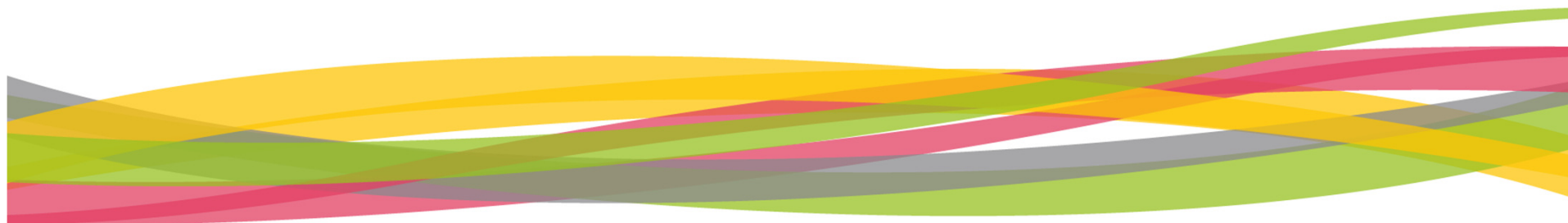
- + Co-beneficiaries cannot have their own Authorised Signatory. The Authorised Signatory of the Coordinating beneficiary signs off on all documents.
- + Co-beneficiaries do not have their own First Level Controller (generally). The coordinating beneficiary's designation is valid for the entire local partnership.
- + However... in exceptional cases individual co-beneficiaries have the option to designate their own first level controller.



**No Authorised Signatory/no First Level
Controller**

=

**Report cannot be submitted and no funding
can be claimed**



90-days clock

All reports should be processed and paid within 90 days!

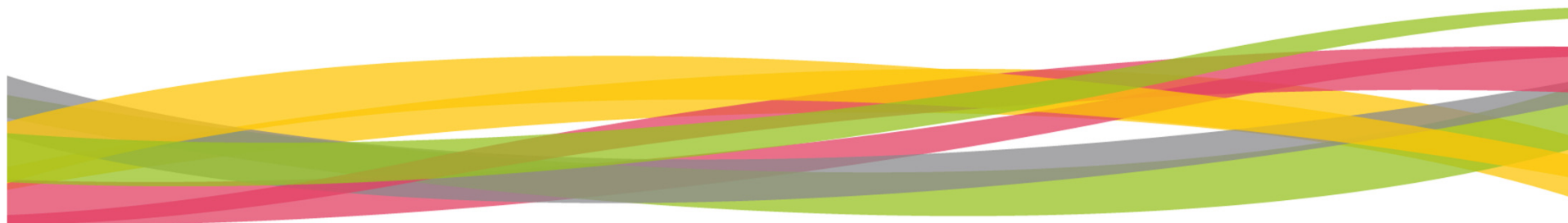
Issues requiring follow up letter = If information is missing we will send you a message. It will stop the 90-days clock until we receive the requested information.

Concluding progress report and payment cover letter = You will receive a message after your report has been processed and your funding will be paid out.



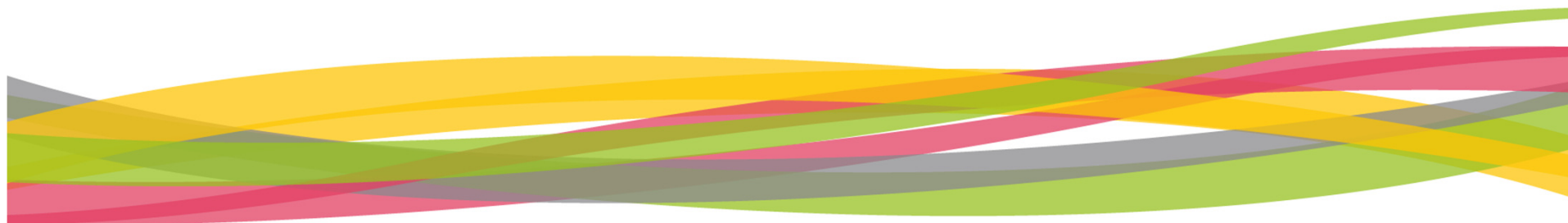
How do you prepare for reporting?

- ✓ first report = basic progress report
- ✓ within one year after the contract has been signed
- ✓ individual reporting schedule for each project, first submission date needs to be carefully planned because it determines all further submission dates



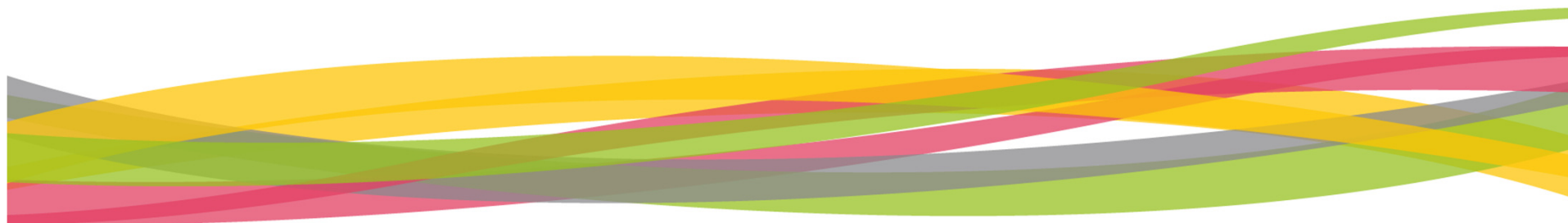
What is the work flow?

- ✓ Every beneficiary fills out their own report
- ✓ Lead beneficiary needs to compile a project-level report which will be submitted to Joint Secretariat
- ✓ Always adhere to the Lead Beneficiary principle!



Who does what?

- ✓ Different roles in the Online Monitoring System
 - ✓ Project Managing User
 - ✓ Beneficiary Managing User
- ✓ Authorised Signatory and First Level Controller ...
need to be in place before submitting a report!



Questions?!

