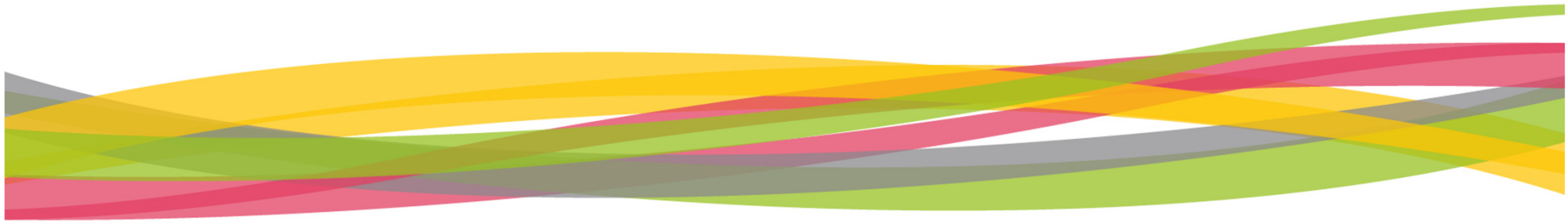
The Online Monitoring System for reporting

Implementation seminar, 7 February 2019,
Zwolle, The Netherlands

Jenny Thomsen and Annemieke Feikens



Agenda

+ The **finance** report process in the OMS

+ The **progress** report process in the OMS

Changes

Reporting vs. change requests

- If there is interest, we would like to provide more information, f.ex. in form of a webinar (please indicate in evaluation sheet).

Interreg North Sea Region
European Regional Development Fund EUROPEAN UNION

Fact Sheet 26 - Project Changes

	Valid from	Valid to	Main changes
Version 3	05.10.17		Changes to the rules for minor changes on finances and update of core message
Version 2	20.10.15	04.10.17	Changes to the rules for minor changes
Version 1	27.04.15	19.10.15	

Core message: All projects are subject to some degree of change during implementation. This Fact Sheet covers the different procedures for identifying and implementing (i) changes to basic information (ii) minor changes and (iii) Major changes (limited to two in the project's lifetime). New activities etc., which have not been approved, are not eligible!

Background

Project partnerships must always deliver their project in accordance with the work plan and budget laid out in the approved application. Nevertheless, it is recognized that the budget and work plan in the application are only a best estimate of the work to be carried out and its cost and that some changes are inevitable over the project's lifetime.

Three procedures have therefore been put in place for different kinds of changes and this factsheet should allow projects to (i) identify the type of change they need and (ii) understand the steps for getting approval.

It is never possible to use a project change to increase the total budget approved for the project.

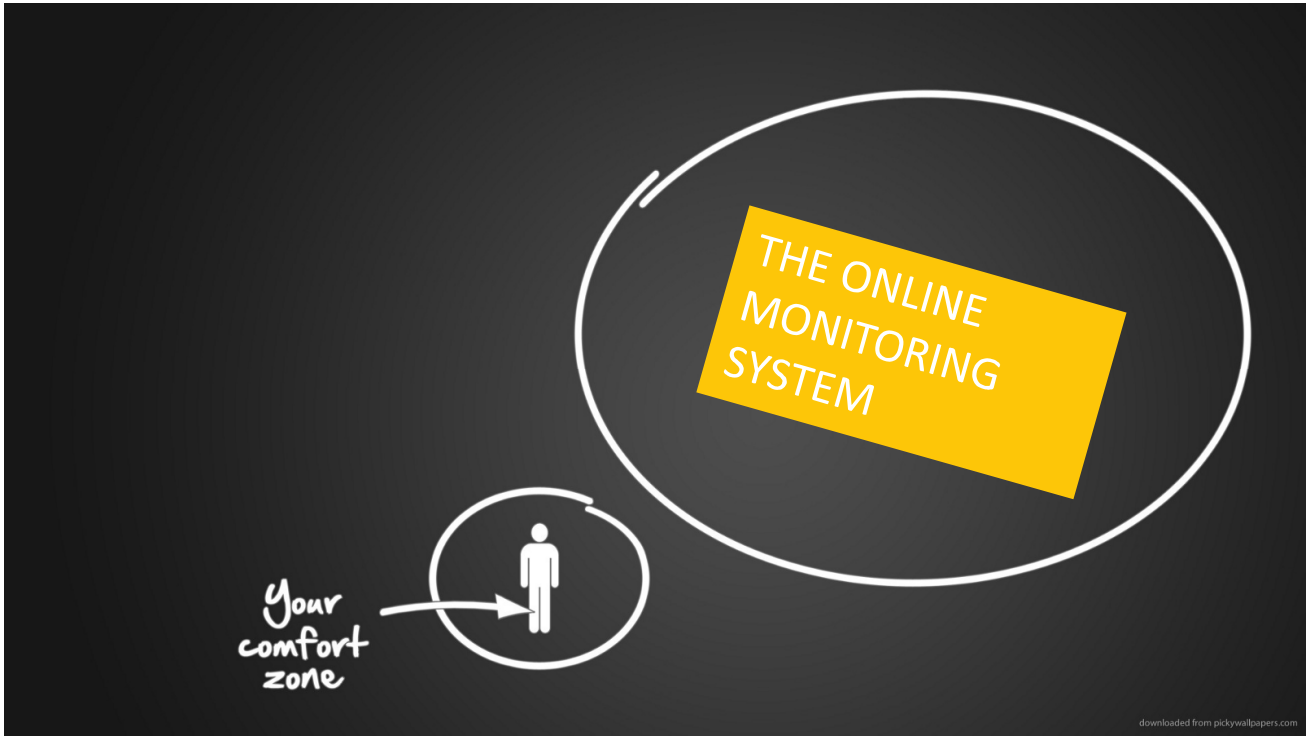
When it comes to making changes, the Lead Beneficiary is responsible for managing and applying project changes for the entire project partnership. Beneficiaries should not start to implement changes until they have the necessary programme approval. Any projects implementing activities prior to approval do so at their own risk.

Updating project facts

Changes to contact details and project staff are inevitable. These can simply be entered in the Online Monitoring System at any time and signed off by the Lead Beneficiary. No further action is required.

Fact Sheet 26

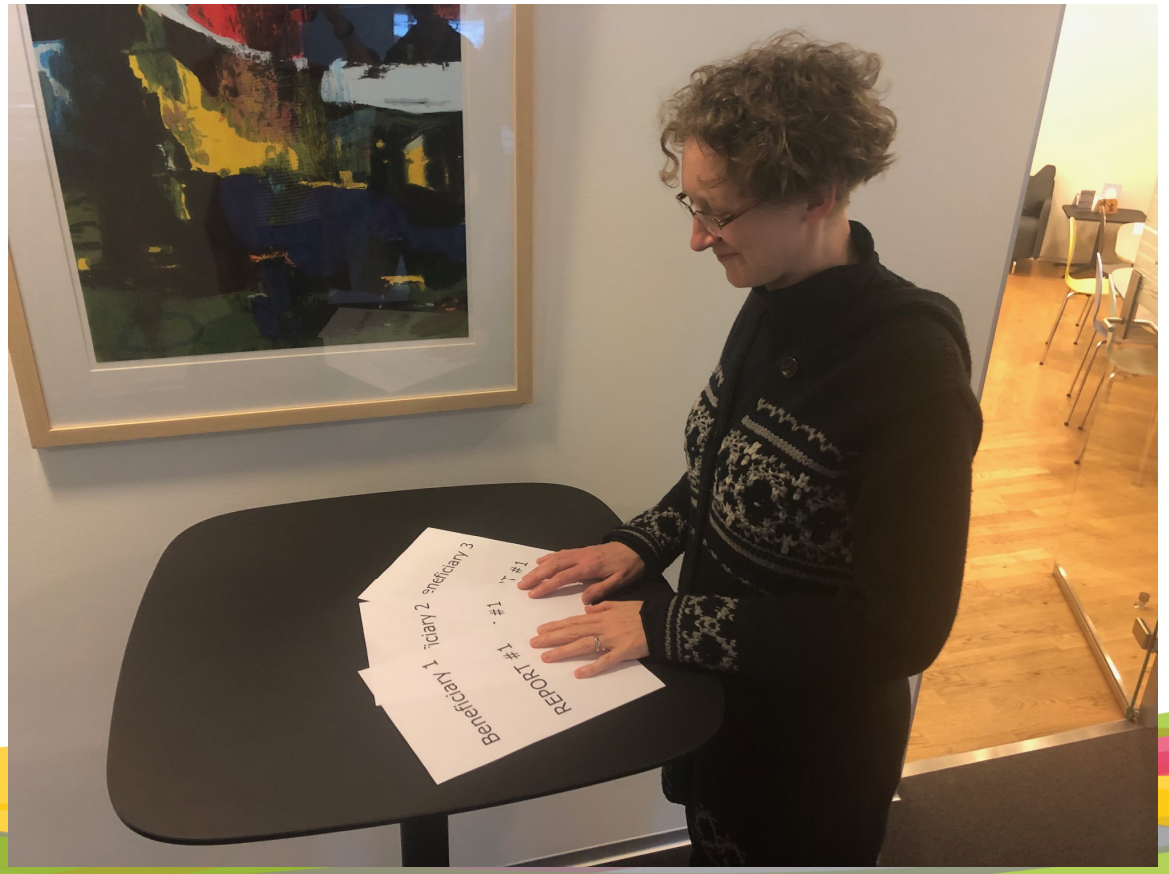
Page 1 of 4


THE ONLINE MONITORING SYSTEM
Your comfort zone
downloaded from pickywallpapers.com

Who is needed?

Beneficiaries submit their reports to Lead Beneficiary

Lead Beneficiary compiles reports

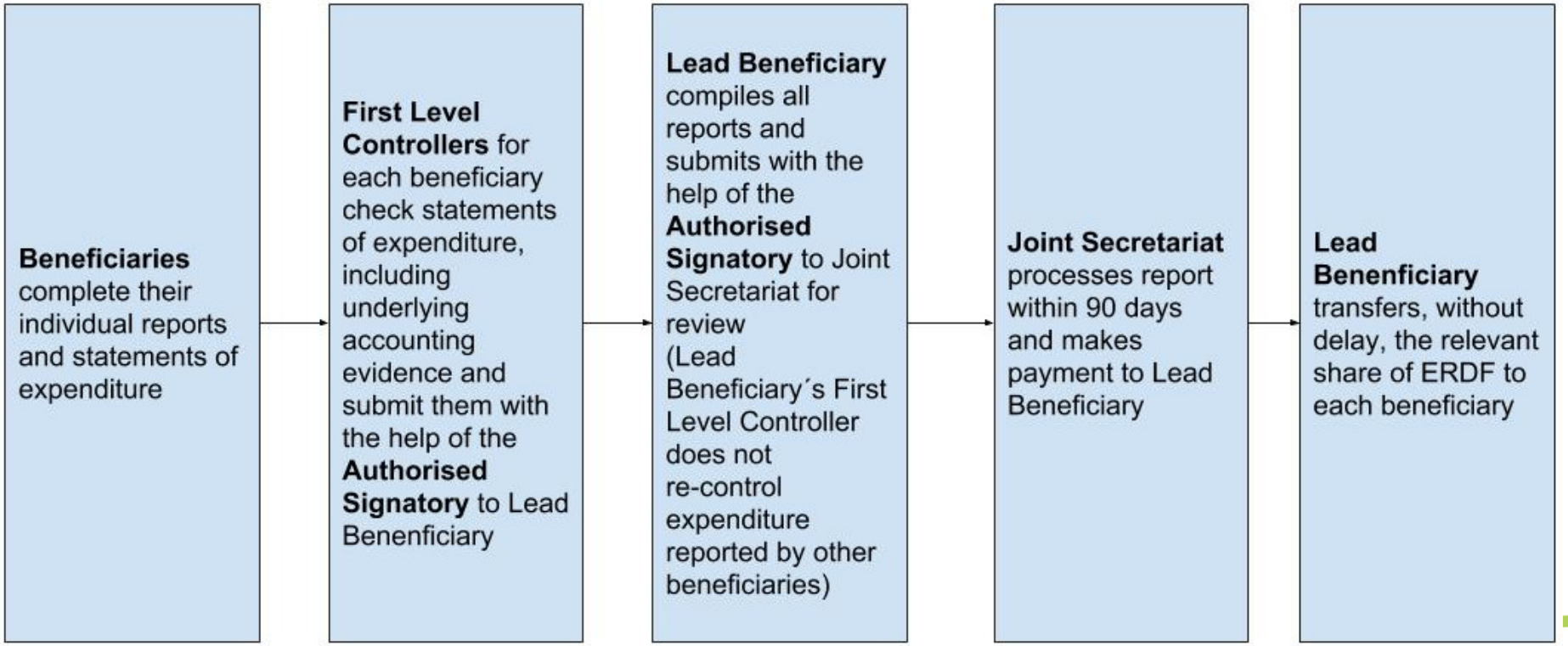


First Level Controller checks the report

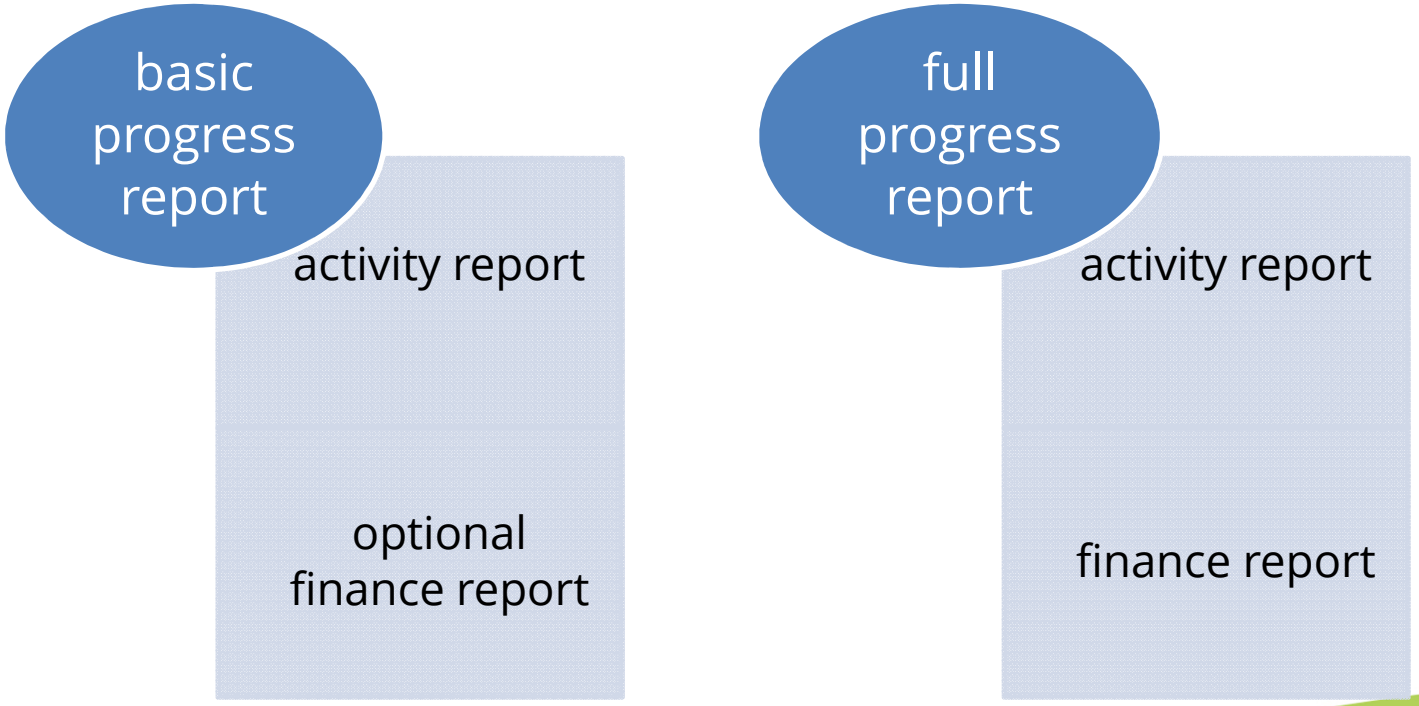
Authorised Signatory signs report...

...and by that submits it to Joint Secretariat

Division of labor



Clarification

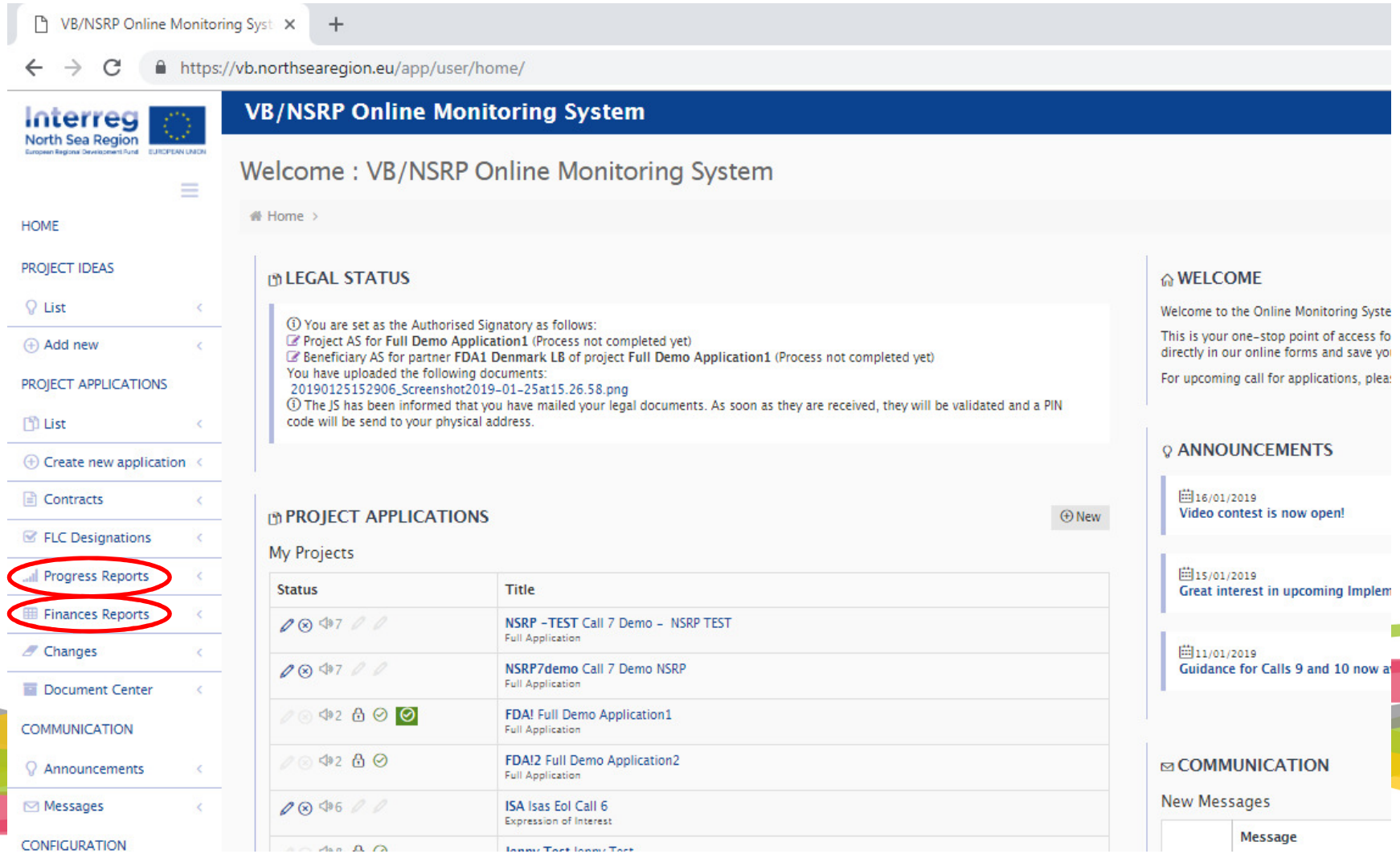


Work flow...

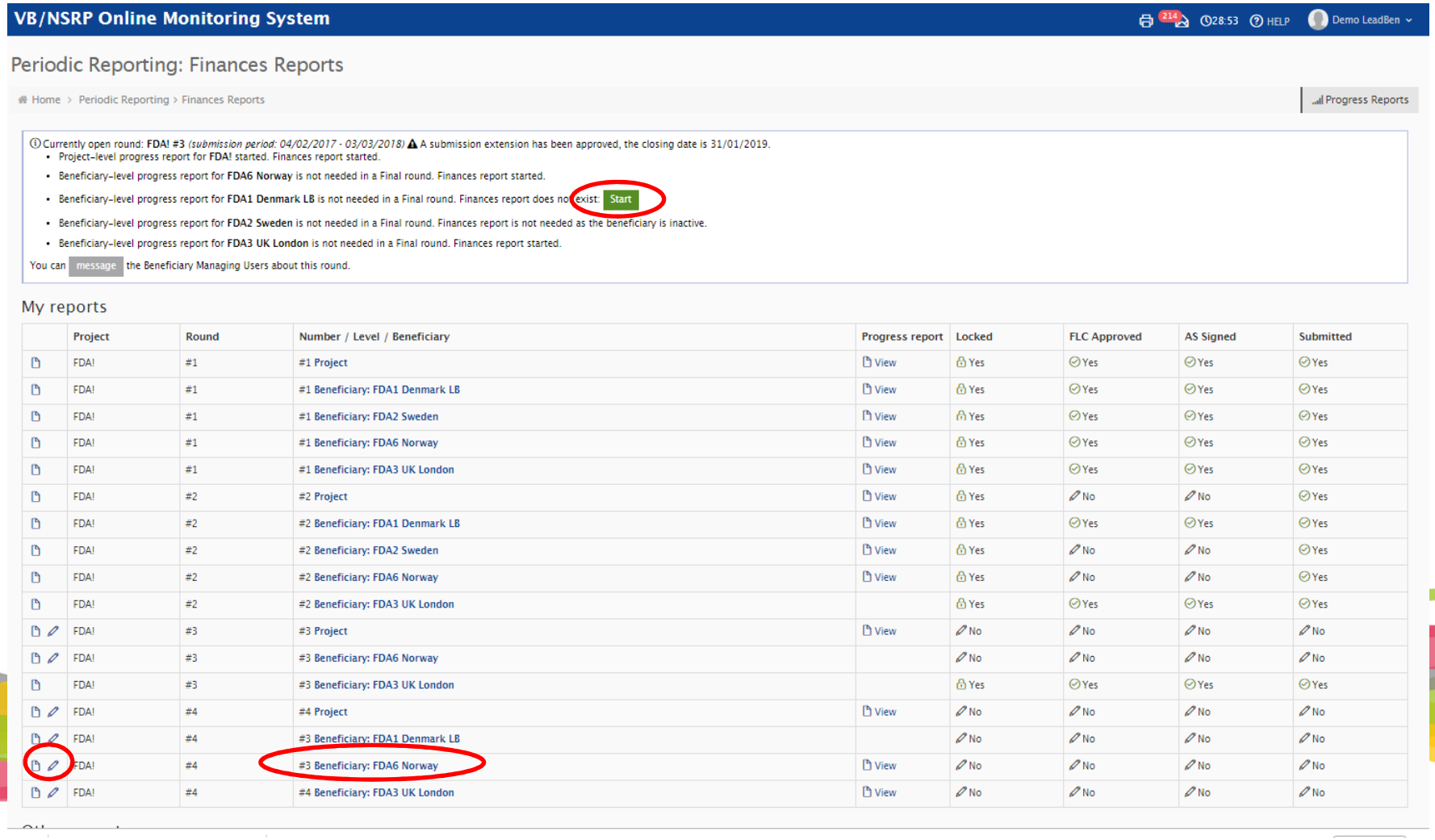
...first finance then activity!

Finance Report

Home


VB/NSRP Online Monitoring Syst
https://vb.northsearegion.eu/app/user/home/
VB/NSRP Online Monitoring System
Welcome : VB/NSRP Online Monitoring System
Home
HOME
PROJECT IDEAS
List
Add new
PROJECT APPLICATIONS
List
Create new application
Contracts
FLC Designations
Progress Reports
Finances Reports
Changes
Document Center
COMMUNICATION
Announcements
Messages
CONFIGURATION
LEGAL STATUS
You are set as the Authorised Signatory as follows:
Project AS for Full Demo Application1 (Process not completed yet)
Beneficiary AS for partner FDA1 Denmark LB of project Full Demo Application1 (Process not completed yet)
You have uploaded the following documents:
20190125152906_Screenshot2019-01-25at15.26.58.png
The JS has been informed that you have mailed your legal documents. As soon as they are received, they will be validated and a PIN code will be send to your physical address.
PROJECT APPLICATIONS
New
My Projects
Status
Title
NSRP -TEST Call 7 Demo - NSRP TEST
Full Application
NSRP7demo Call 7 Demo NSRP
Full Application
FDA! Full Demo Application1
Full Application
FDA!2 Full Demo Application2
Full Application
ISA Isas EoI Call 6
Expression of Interest
WELCOME
Welcome to the Online Monitoring Syste
This is your one-stop point of access fo
directly in our online forms and save yo
For upcoming call for applications, plea
ANNOUNCEMENTS
16/01/2019
Video contest is now open!
15/01/2019
Great interest in upcoming Implem
11/01/2019
Guidance for Calls 9 and 10 now a
COMMUNICATION
New Messages
Message

Overview of finance reports



	Project	Round	Number / Level / Beneficiary	Progress report	Locked	FLC Approved	AS Signed	Submitted
	FDA!	#1	#1 Project	View	Yes	Yes	Yes	Yes
	FDA!	#1	#1 Beneficiary: FDA1 Denmark LB	View	Yes	Yes	Yes	Yes
	FDA!	#1	#1 Beneficiary: FDA2 Sweden	View	Yes	Yes	Yes	Yes
	FDA!	#1	#1 Beneficiary: FDA6 Norway	View	Yes	Yes	Yes	Yes
	FDA!	#1	#1 Beneficiary: FDA3 UK London	View	Yes	Yes	Yes	Yes
	FDA!	#2	#2 Project	View	Yes	No	No	Yes
	FDA!	#2	#2 Beneficiary: FDA1 Denmark LB	View	Yes	Yes	Yes	Yes
	FDA!	#2	#2 Beneficiary: FDA2 Sweden	View	Yes	No	No	Yes
	FDA!	#2	#2 Beneficiary: FDA6 Norway	View	Yes	No	No	Yes
	FDA!	#2	#2 Beneficiary: FDA3 UK London		Yes	Yes	Yes	Yes
	FDA!	#3	#3 Project	View	No	No	No	No
	FDA!	#3	#3 Beneficiary: FDA6 Norway		No	No	No	No
	FDA!	#3	#3 Beneficiary: FDA3 UK London		Yes	Yes	Yes	Yes
	FDA!	#4	#4 Project	View	No	No	No	No
	FDA!	#4	#3 Beneficiary: FDA1 Denmark LB		No	No	No	No
	FDA!	#4	#3 Beneficiary: FDA6 Norway	View	No	No	No	No
	FDA!	#4	#4 Beneficiary: FDA3 UK London	View	No	No	No	No

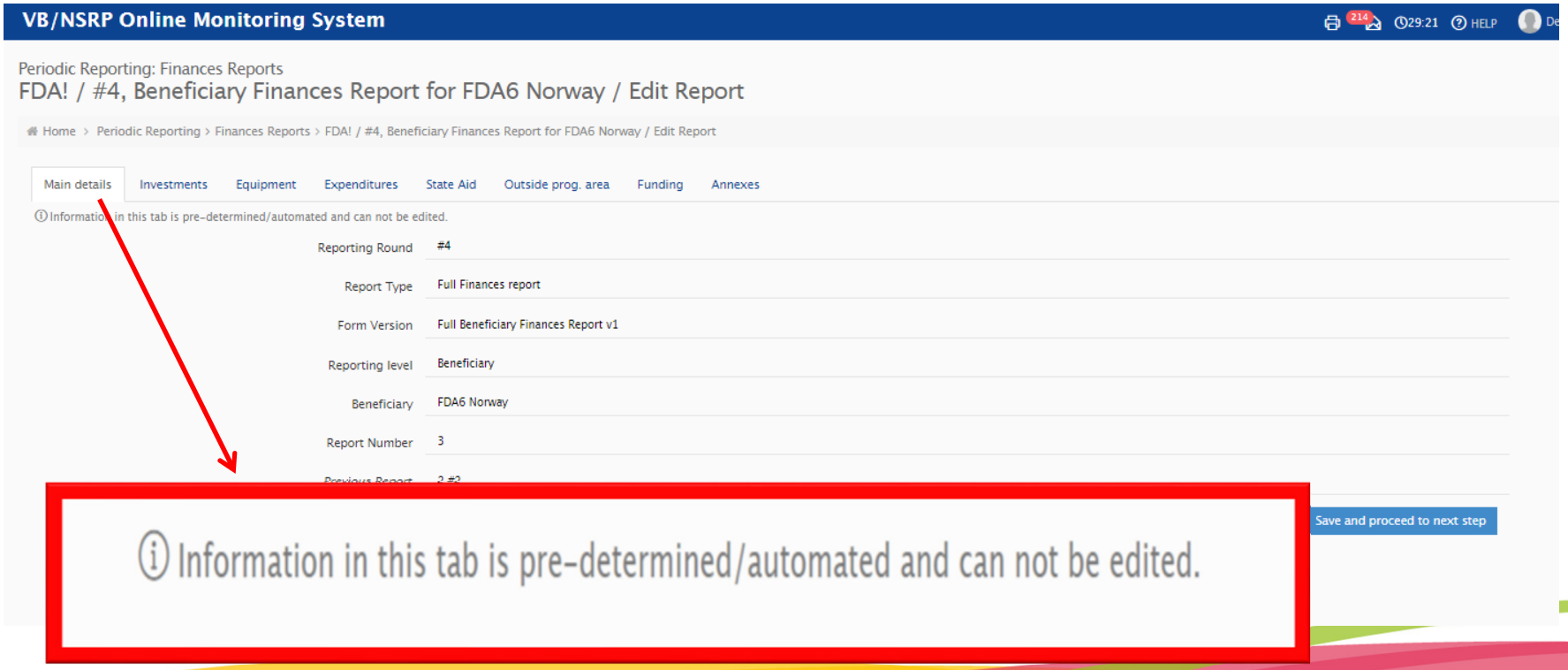
List of finance reports

+The Lead Beneficiary opens the reports of all beneficiaries

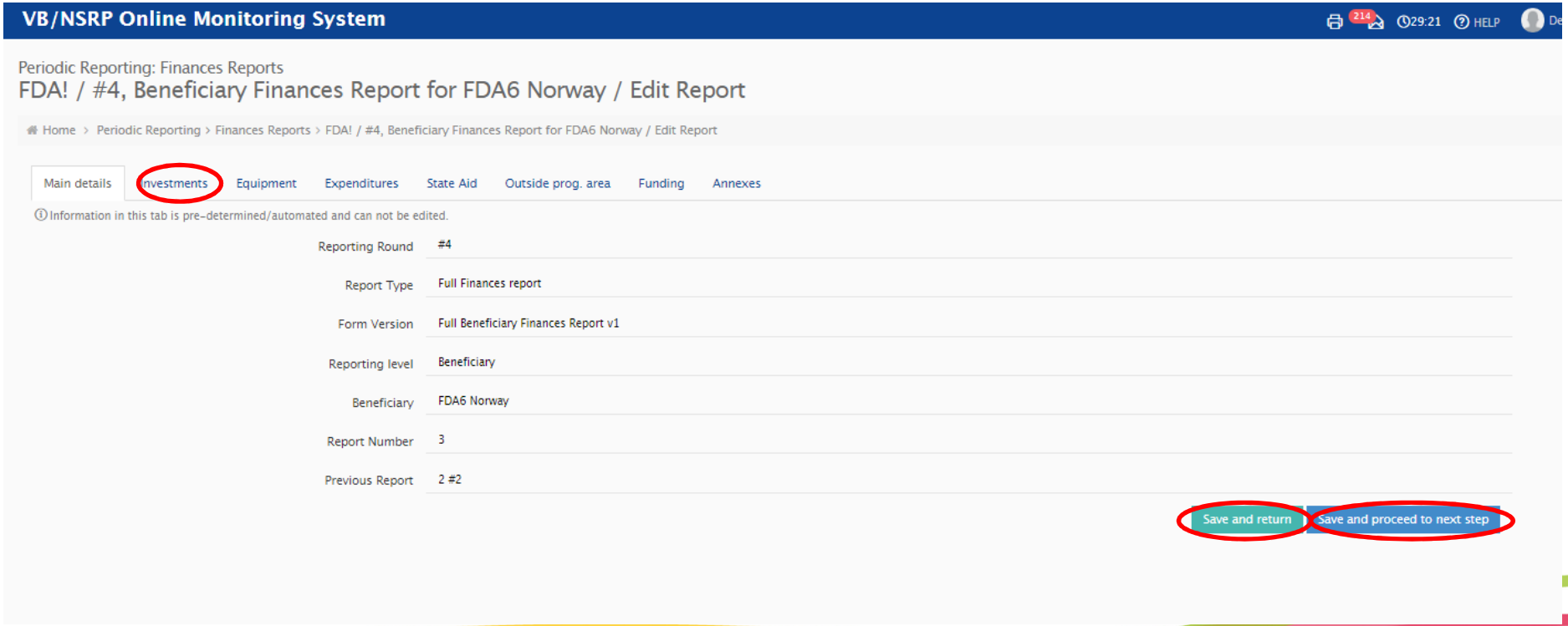
+Status of all reports: beneficiary and project level

+Edit reports

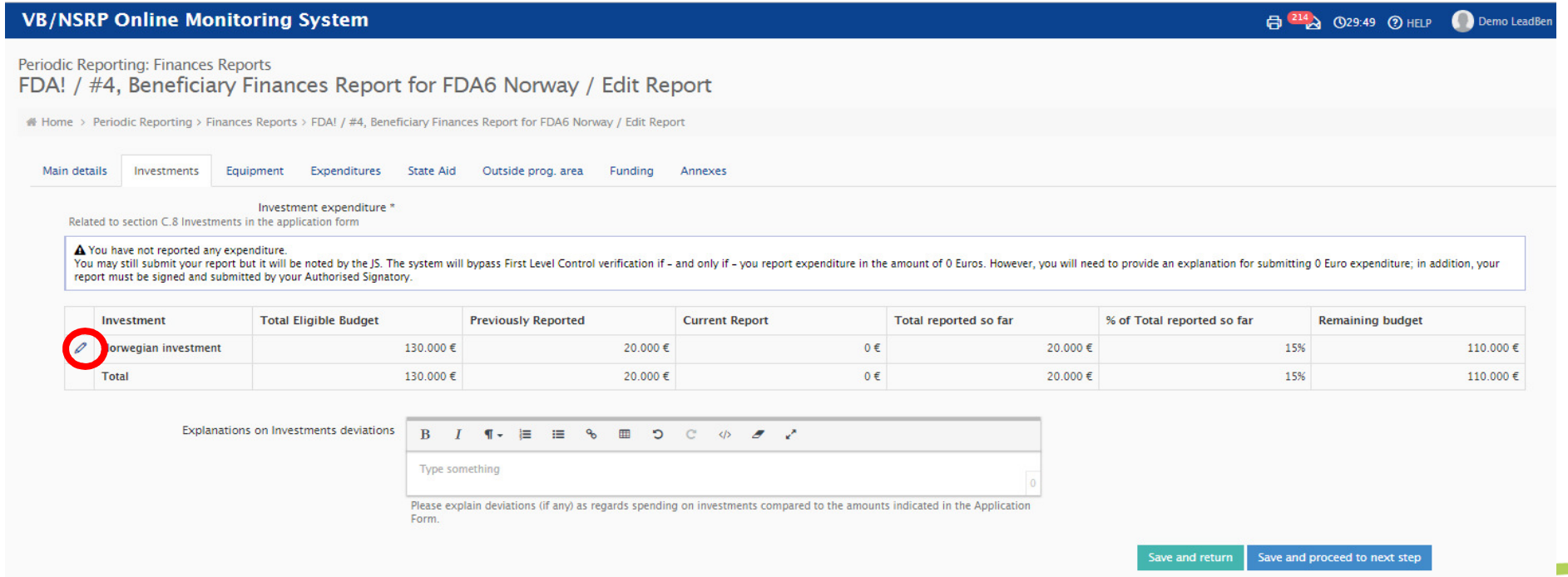
Main details (Beneficiary level)



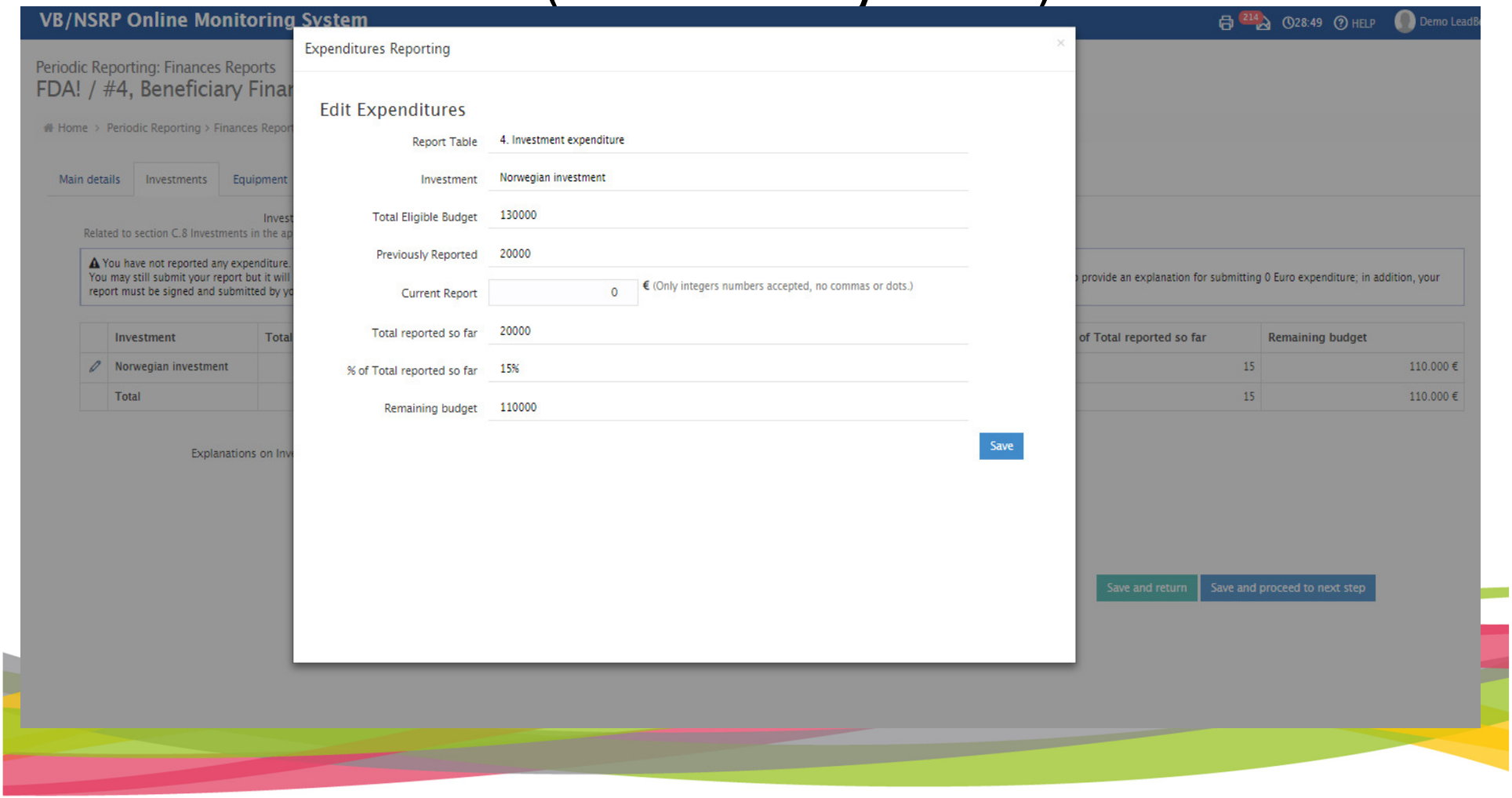
Navigating


VB/NSRP Online Monitoring System
214
29:21
HELP
Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report
Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report
Main details
Investments
Equipment
Expenditures
State Aid
Outside prog. area
Funding
Annexes
Information in this tab is pre-determined/automated and can not be edited.
Reporting Round
#4
Report Type
Full Finances report
Form Version
Full Beneficiary Finances Report v1
Reporting level
Beneficiary
Beneficiary
FDA6 Norway
Report Number
3
Previous Report
2 #2
Save and return
Save and proceed to next step

Investments (Beneficiary level)



Investments (Beneficiary level)

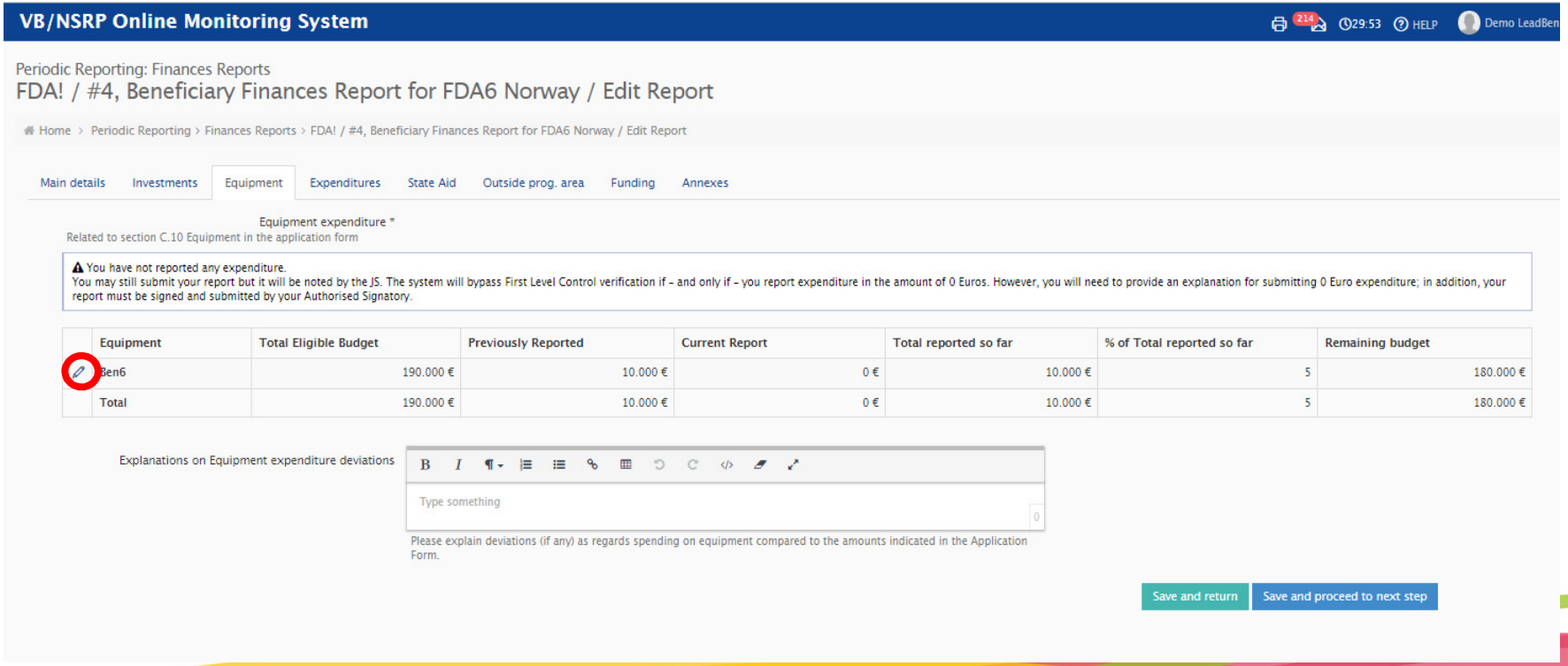


Investments (Beneficiary level)

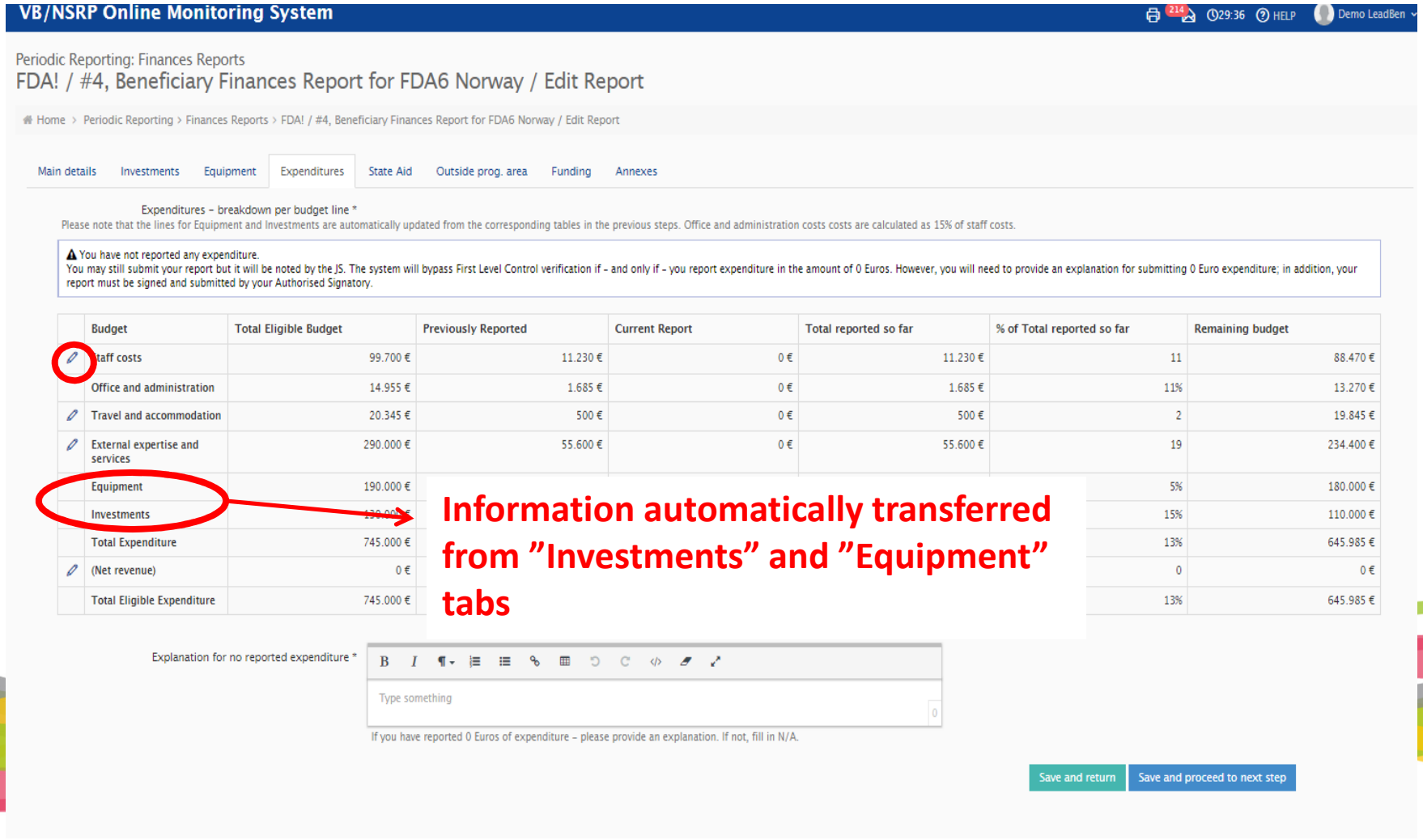
+Investments ONLY appear for the beneficiary responsible for the investment

+The beneficiary provides the expenditure on this investment during the current reporting period

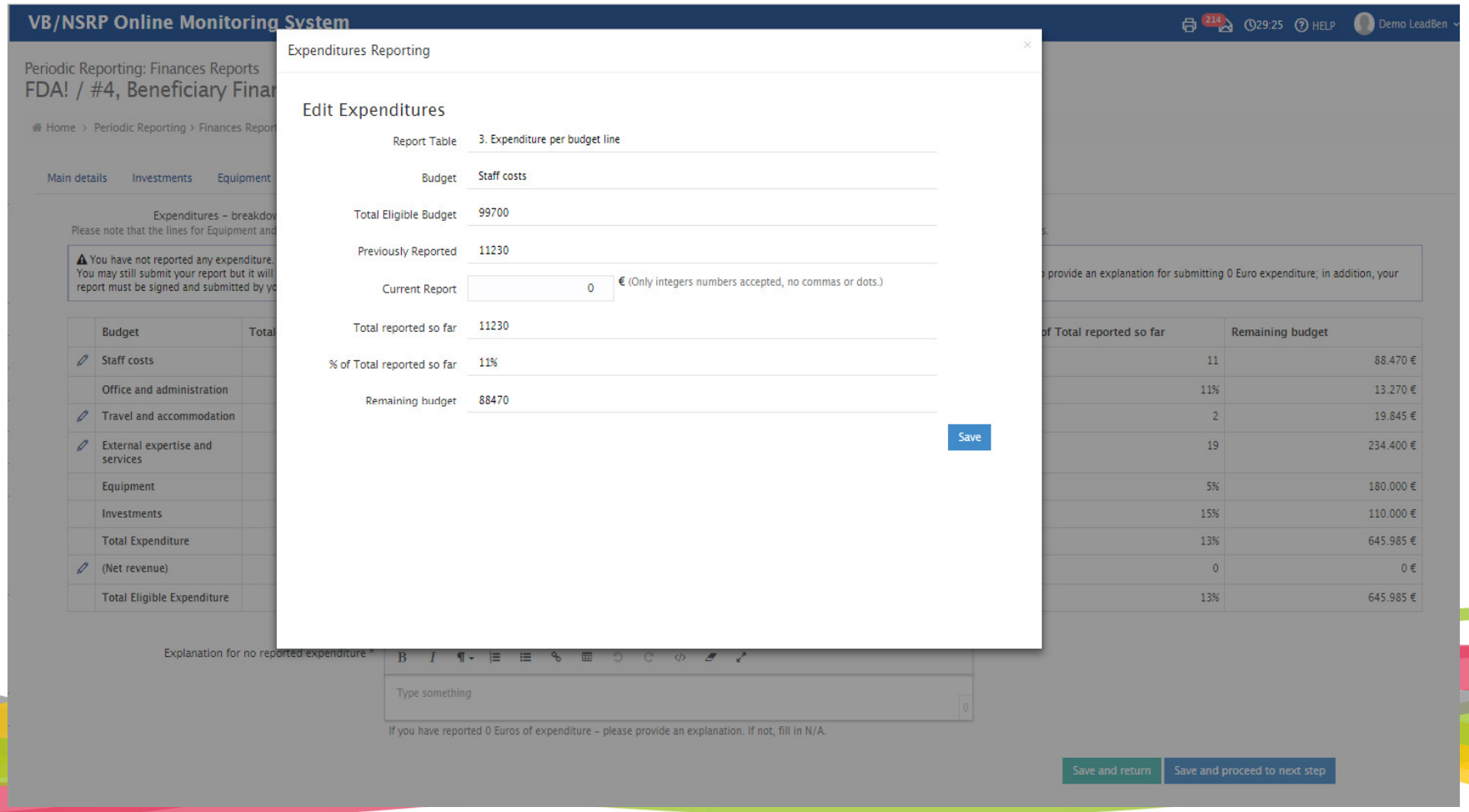
Equipment (Beneficiary level)



Expenditures (Beneficiary level)



Edit expenditures (Beneficiary level)



Expenditures (Beneficiary level)

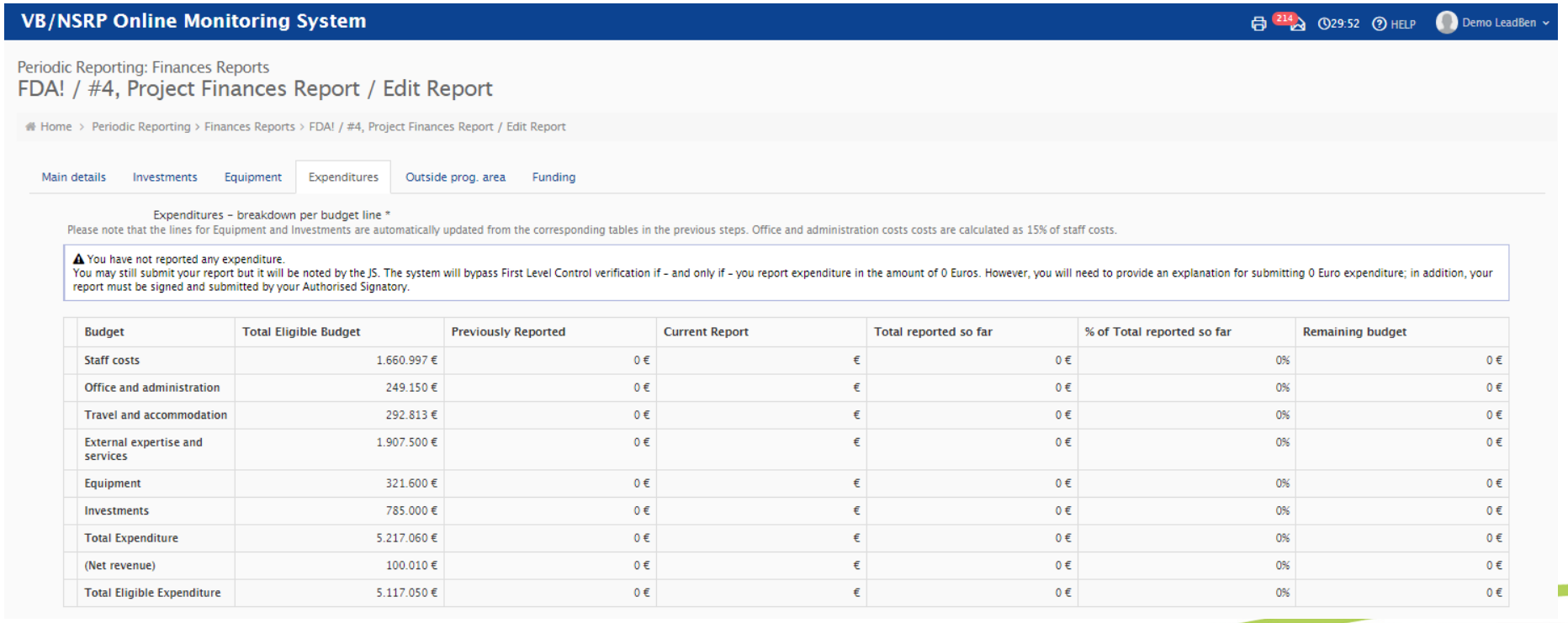
+Rounding must always be down to the nearest whole Euro and it must correspond exactly to the amount in the annex

+Example: €5,90 > €5

+Explanation box for no reported expenditure is mantatory. If you report expenditure, please fill in N/A.

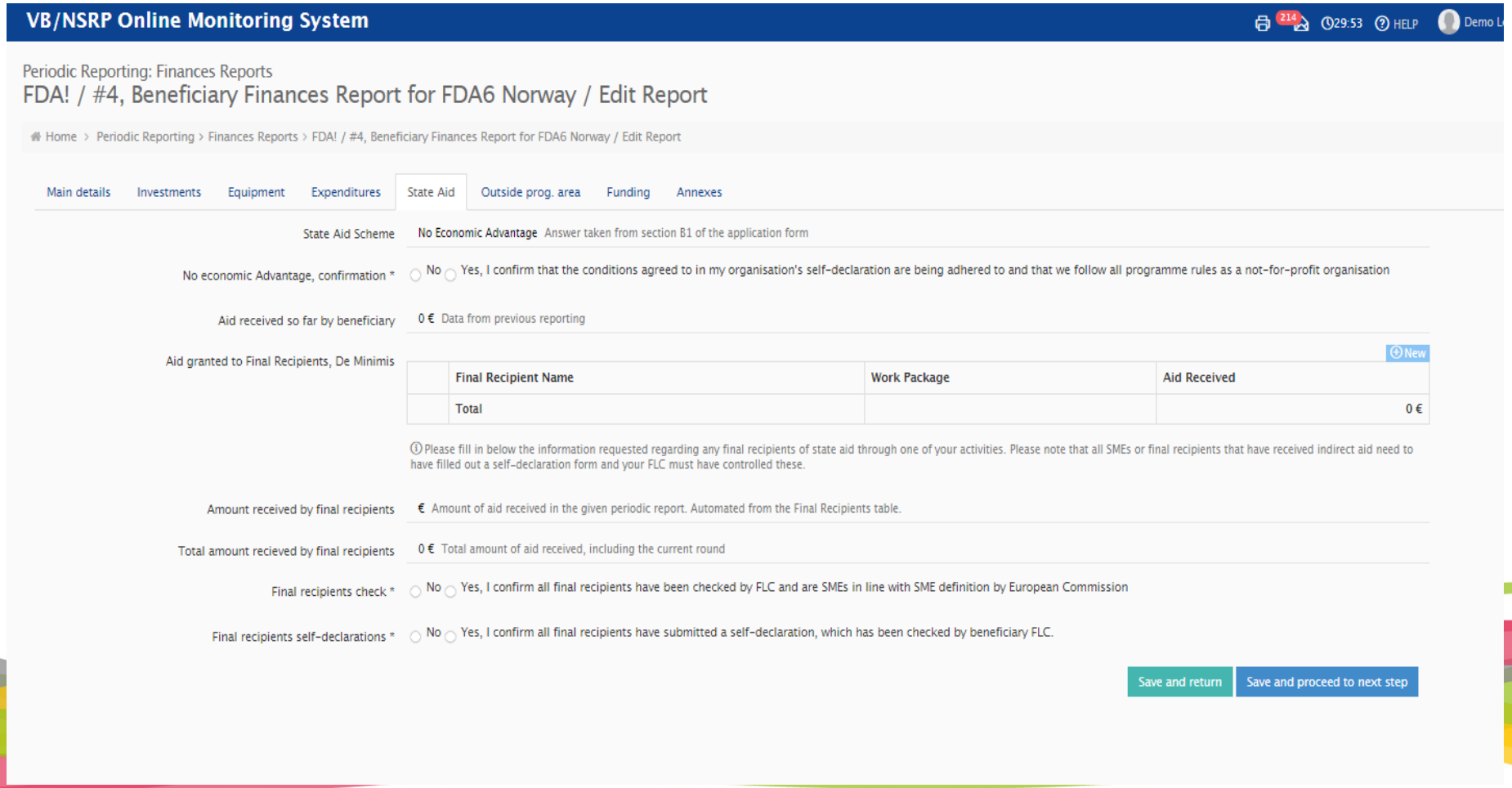
+The Lead Beneficiary compiles all explanations

Compiled expenditure in project level report



Budget	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Staff costs	1.660.997 €	0 €	€	0 €	0%	0 €
Office and administration	249.150 €	0 €	€	0 €	0%	0 €
Travel and accommodation	292.813 €	0 €	€	0 €	0%	0 €
External expertise and services	1.907.500 €	0 €	€	0 €	0%	0 €
Equipment	321.600 €	0 €	€	0 €	0%	0 €
Investments	785.000 €	0 €	€	0 €	0%	0 €
Total Expenditure	5.217.060 €	0 €	€	0 €	0%	0 €
(Net revenue)	100.010 €	0 €	€	0 €	0%	0 €
Total Eligible Expenditure	5.117.050 €	0 €	€	0 €	0%	0 €

State Aid (Beneficiary level)



State Aid (Beneficiary level)

+Fill in the tab on state aid and final recipients

+SMEs that are not listed in the project partnership but still get a benefit from the project may still fall under state aid rules as ‘final recipients’ of aid.

+If you don’t know how to report this, please ask your project advisor or take a look at Fact Sheet 16 and 17 on our website

Outside programme area (Beneficiary level)

ERDF outside the programme area (Beneficiary level)

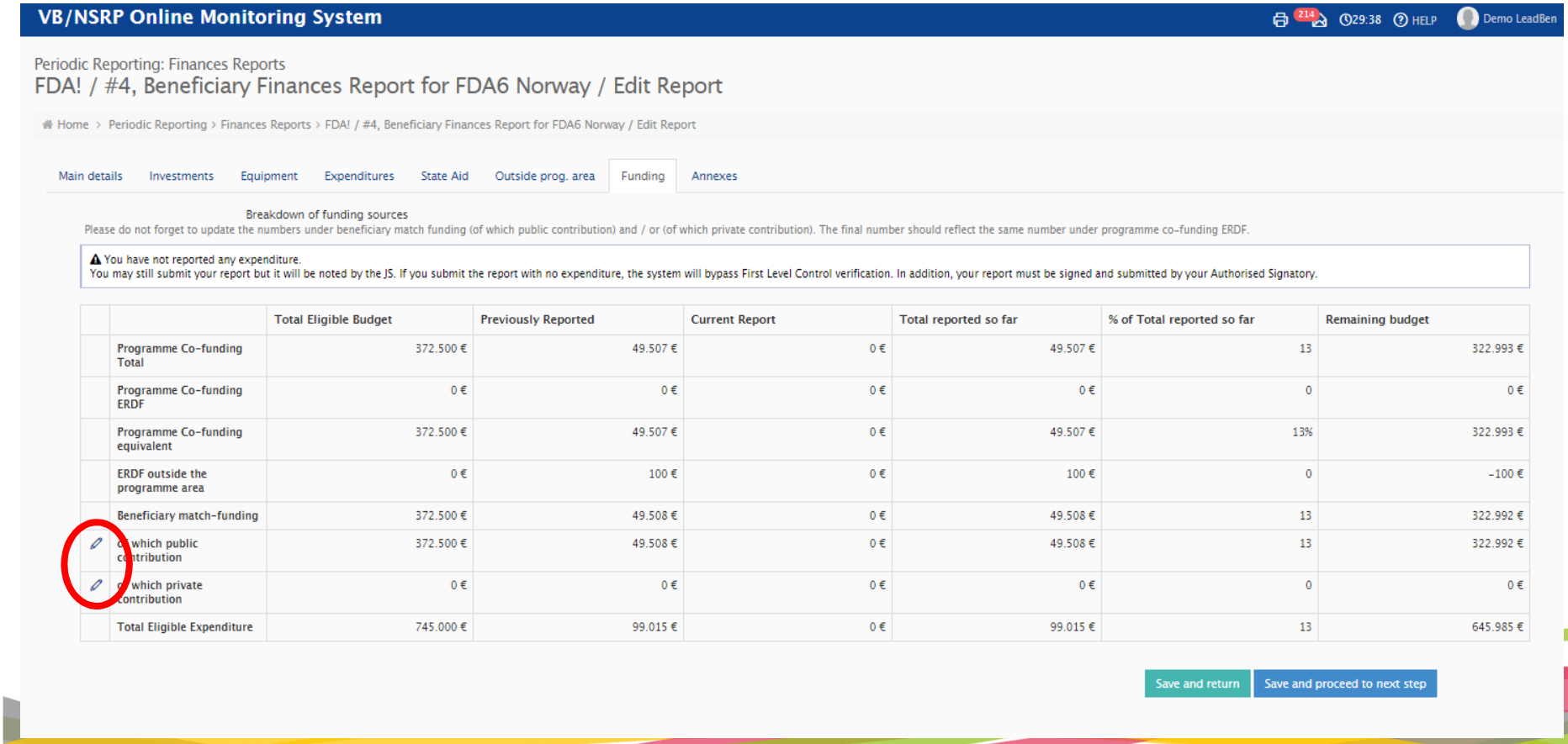
+ALL expenditure (inside and outside the NSR) needs to be reported in the expenditure tab

+Any expenditure outside the NSR must ALSO be reported in this tab

+Expenditure will not be double counted

+Fact Sheet 18

Funding (Beneficiary level)



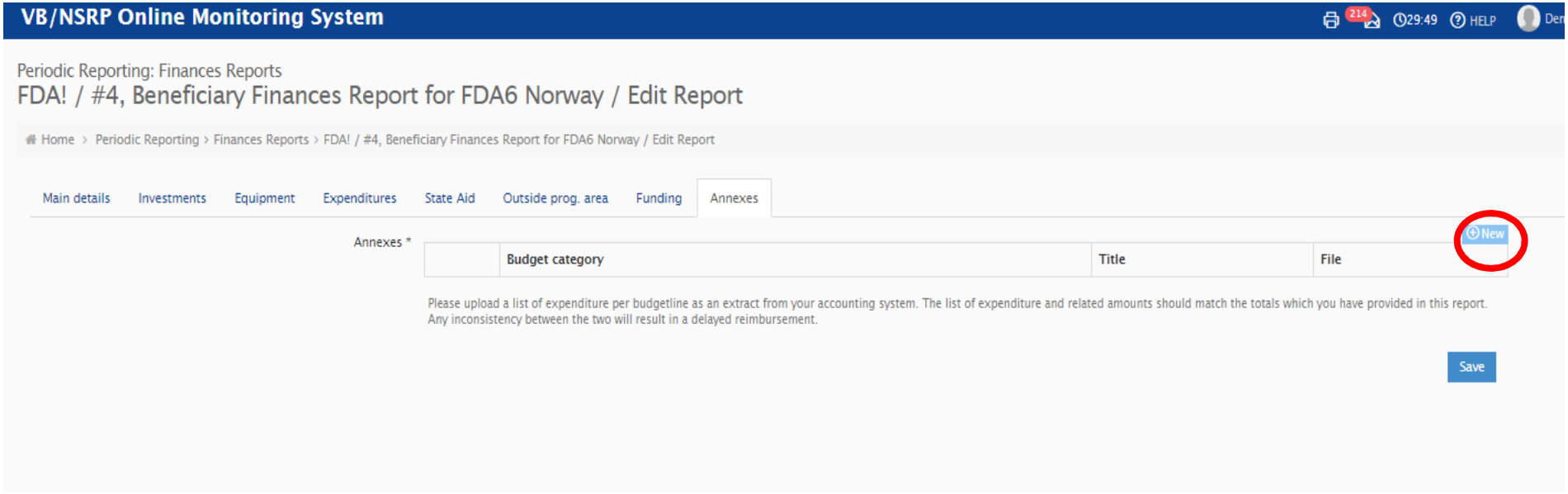
Funding (Beneficiary level)

When the total is an odd number, the systems rounds in favor of the programme

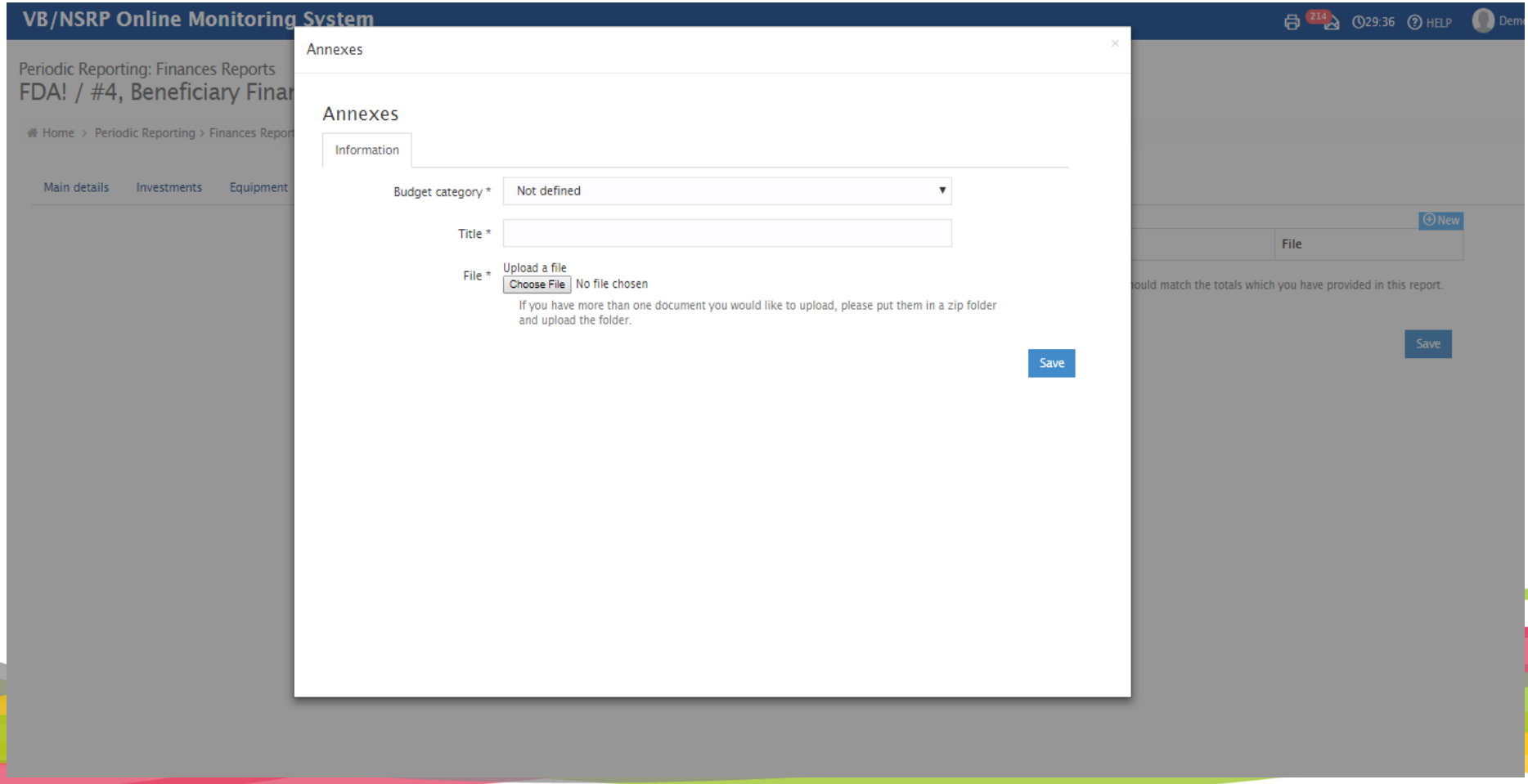
+Example

- +Total amount: €27
- +Split: Programme: €13; beneficiary match funding: €14

Annexes (Beneficiary level)



Annexes (Beneficiary level)

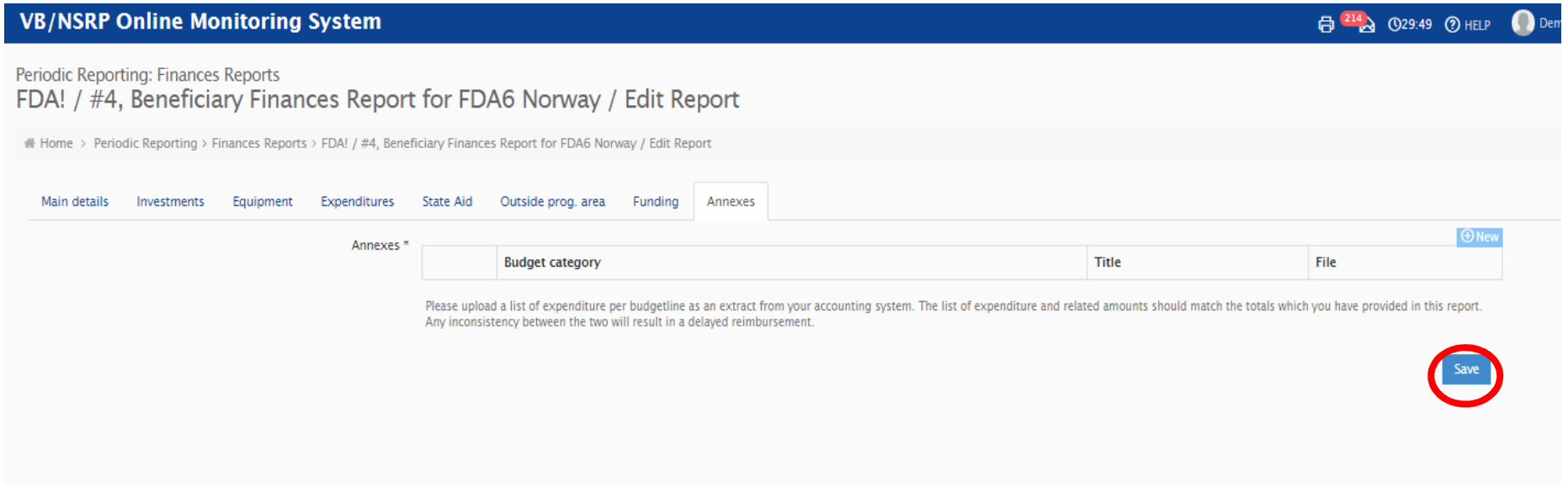


Annexes (Beneficiary level)

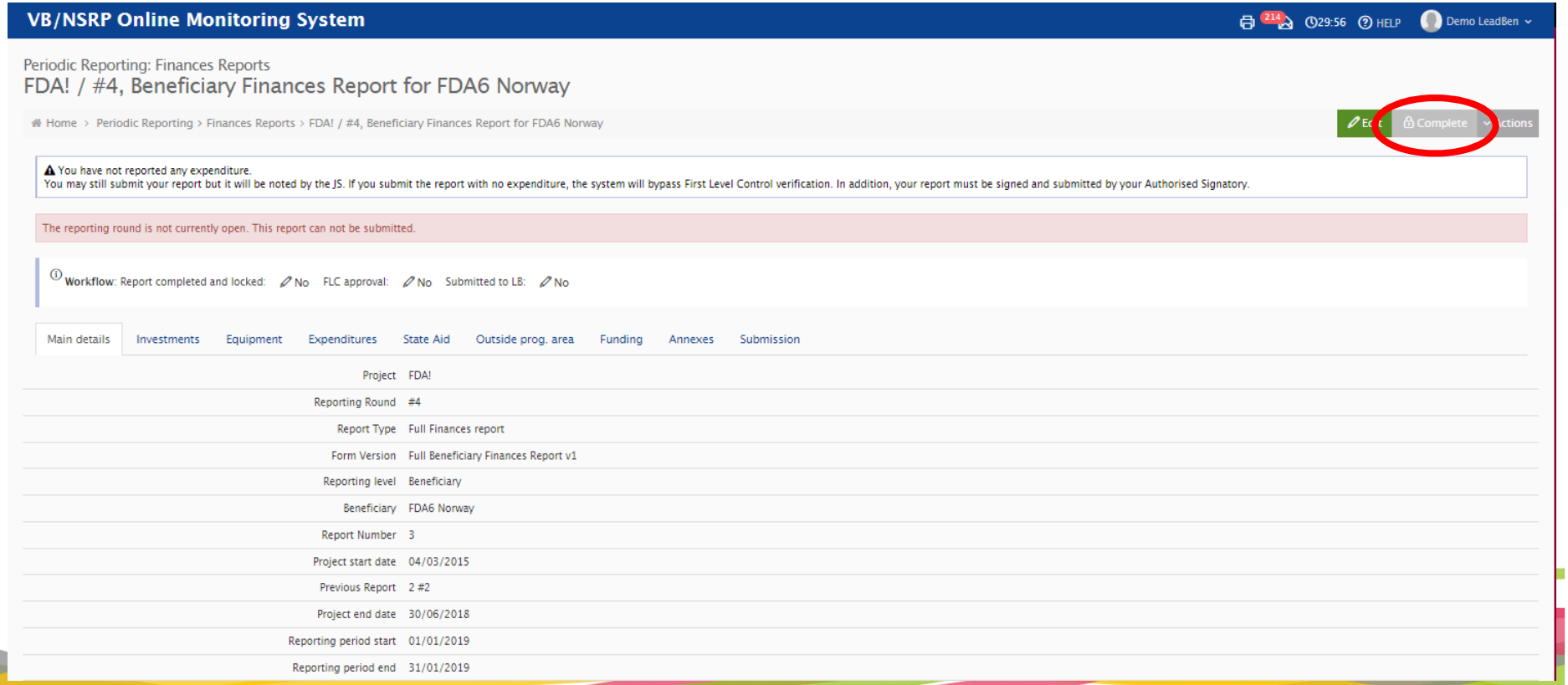
+ONE document for each budget line

+List of expenditure items + total amount

Save


VB/NSRP Online Monitoring System
214
29:49
HELP
Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report
Home › Periodic Reporting › Finances Reports › FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report
Main details
Investments
Equipment
Expenditures
State Aid
Outside prog. area
Funding
Annexes
Annexes *
New
Budget category
Title
File
Please upload a list of expenditure per budgetline as an extract from your accounting system. The list of expenditure and related amounts should match the totals which you have provided in this report.
Any inconsistency between the two will result in a delayed reimbursement.
Save

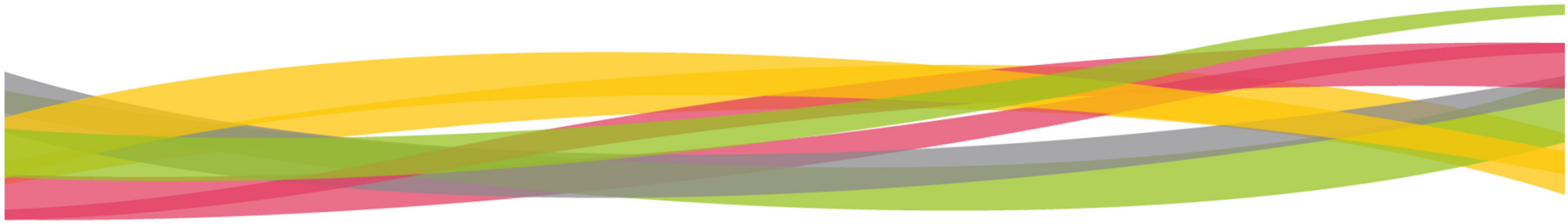
Complete


VB/NSRP Online Monitoring System
214
29:56
HELP
Demo LeadBen
Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway
Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway
Complete
You have not reported any expenditure.
You may still submit your report but it will be noted by the JS. If you submit the report with no expenditure, the system will bypass First Level Control verification. In addition, your report must be signed and submitted by your Authorised Signatory.
The reporting round is not currently open. This report can not be submitted.
Workflow: Report completed and locked: No FLC approval: No Submitted to LB: No
Main details
Investments
Equipment
Expenditures
State Aid
Outside prog. area
Funding
Annexes
Submission
Project FDA!
Reporting Round #4
Report Type Full Finances report
Form Version Full Beneficiary Finances Report v1
Reporting level Beneficiary
Beneficiary FDA6 Norway
Report Number 3
Project start date 04/03/2015
Previous Report 2 #2
Project end date 30/06/2018
Reporting period start 01/01/2019
Reporting period end 31/01/2019

Interreg
North Sea Region
European Regional Development Fund

EUROPEAN UNION

Progress Report



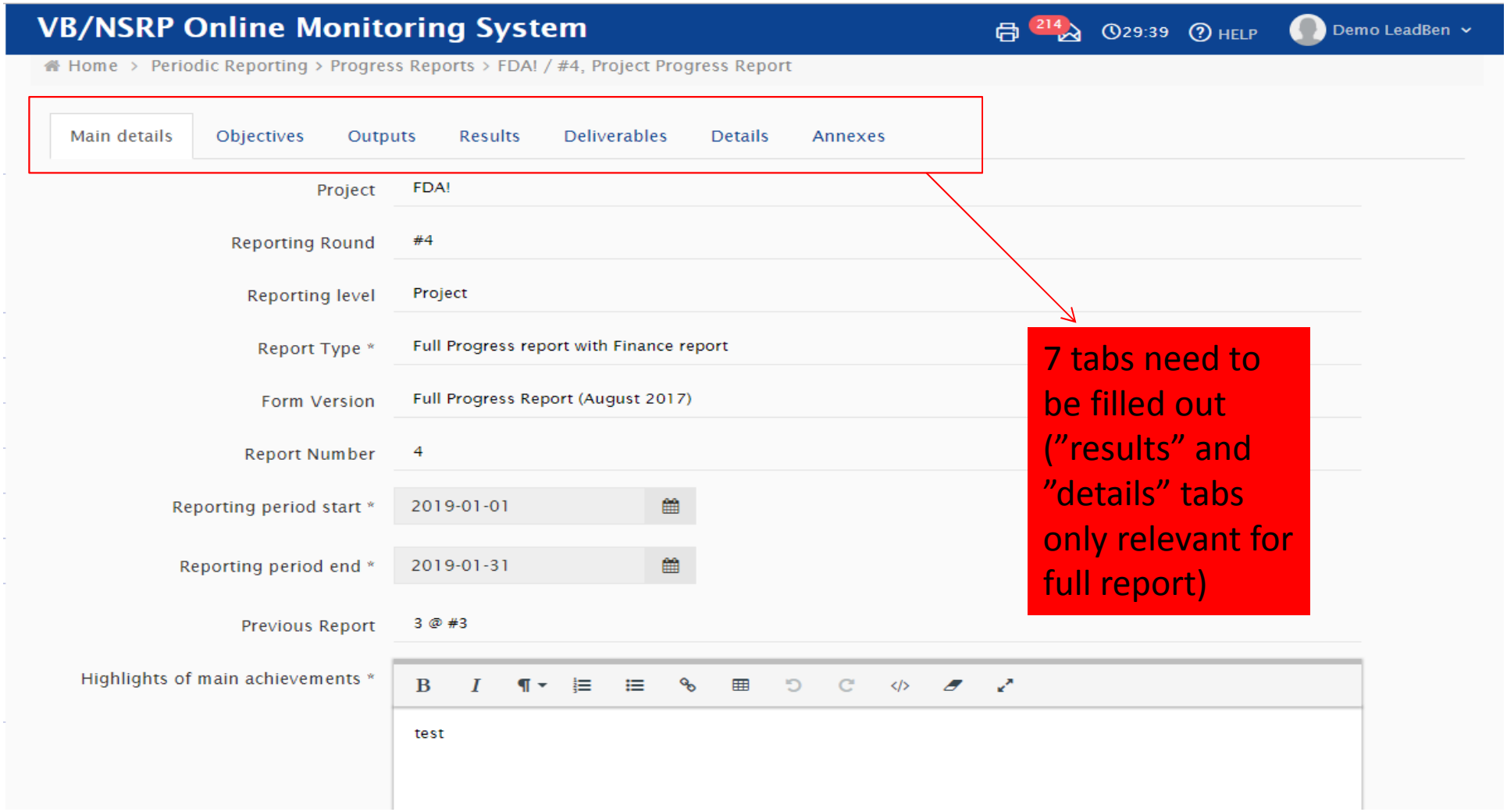
One of the main differences between progress and finance report

Progress report:

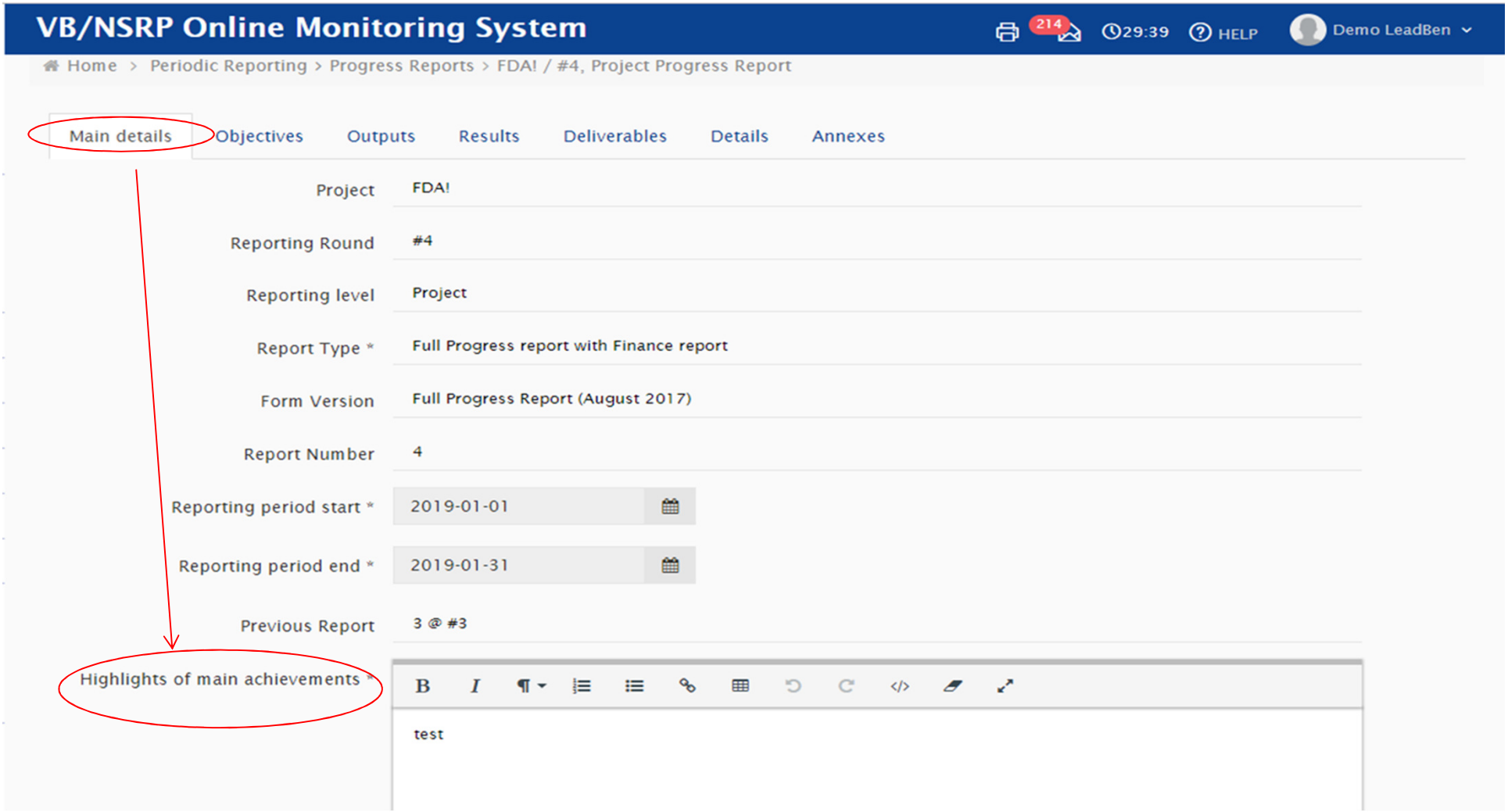
- Lead Beneficiary needs to decide which parts need to be filled out by which beneficiary
- Progress report will not be compiled automatically by the system (like finance report). Progress report needs to be compiled by Lead Beneficiary.

Transnationality

Overview about tabs (full progress report)



Main details



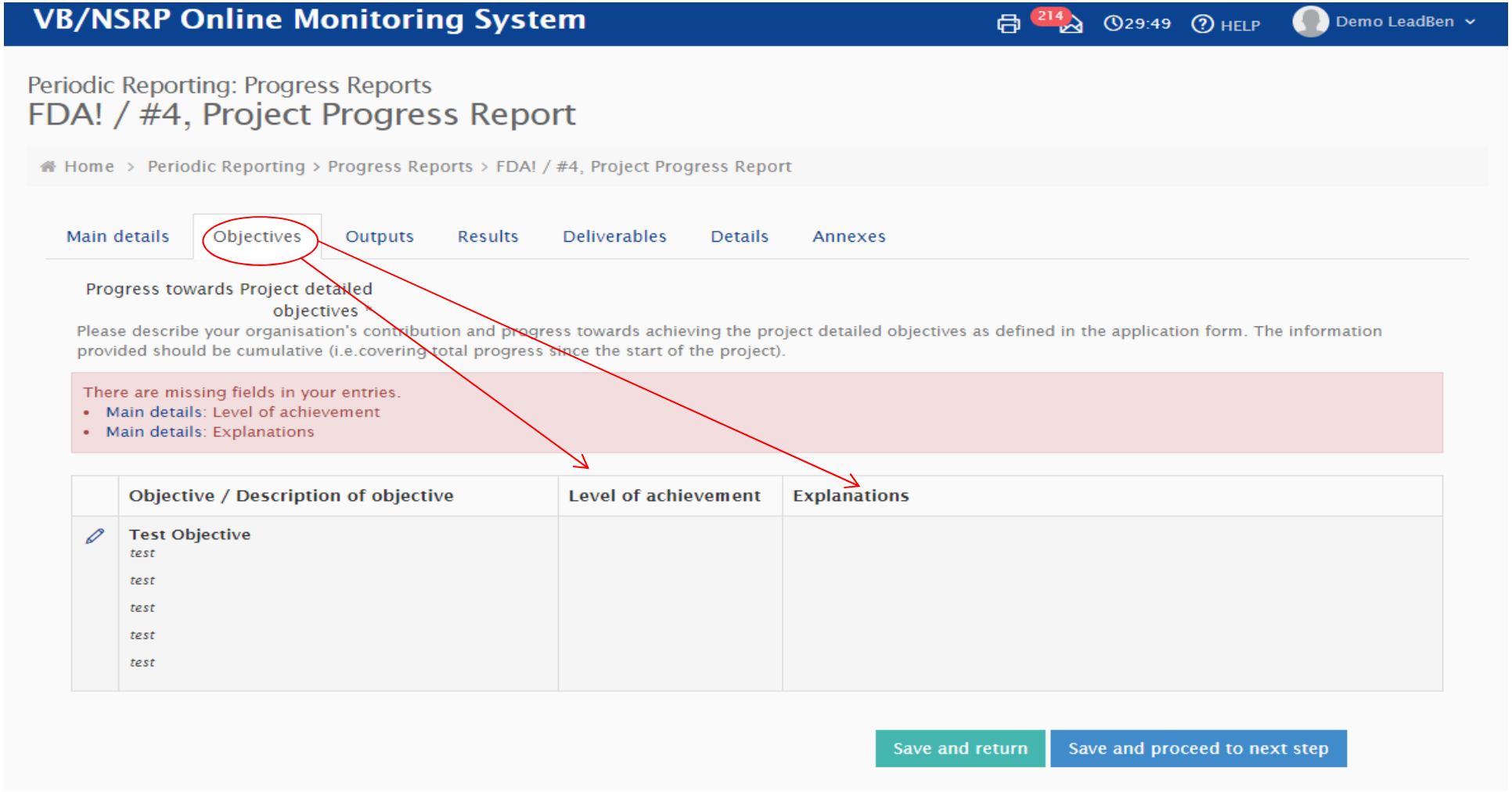
Main details

Highlights of main achievements

“Project-level reports: Please describe project progress over the reporting period, including specific objectives reached and main outputs delivered, highlighting the added value of the cooperation. The summary should highlight main achievements in a way that is interesting and understandable for non-specialists. Please write in the style of press release. This section of the report will be made public and may be sent to the European Commission. It will not be edited, so please ensure that the text is free of spelling errors and is ready for public view. (This section is mandatory.)”

“Beneficiary-level reports: Please describe your participation in the project over this reporting period after discussing with your LB which information should be included. (This section is not mandatory, but we highly encourage you to fill it in as a way to mark your general progress during this reporting period.)”

Objectives (project level report)



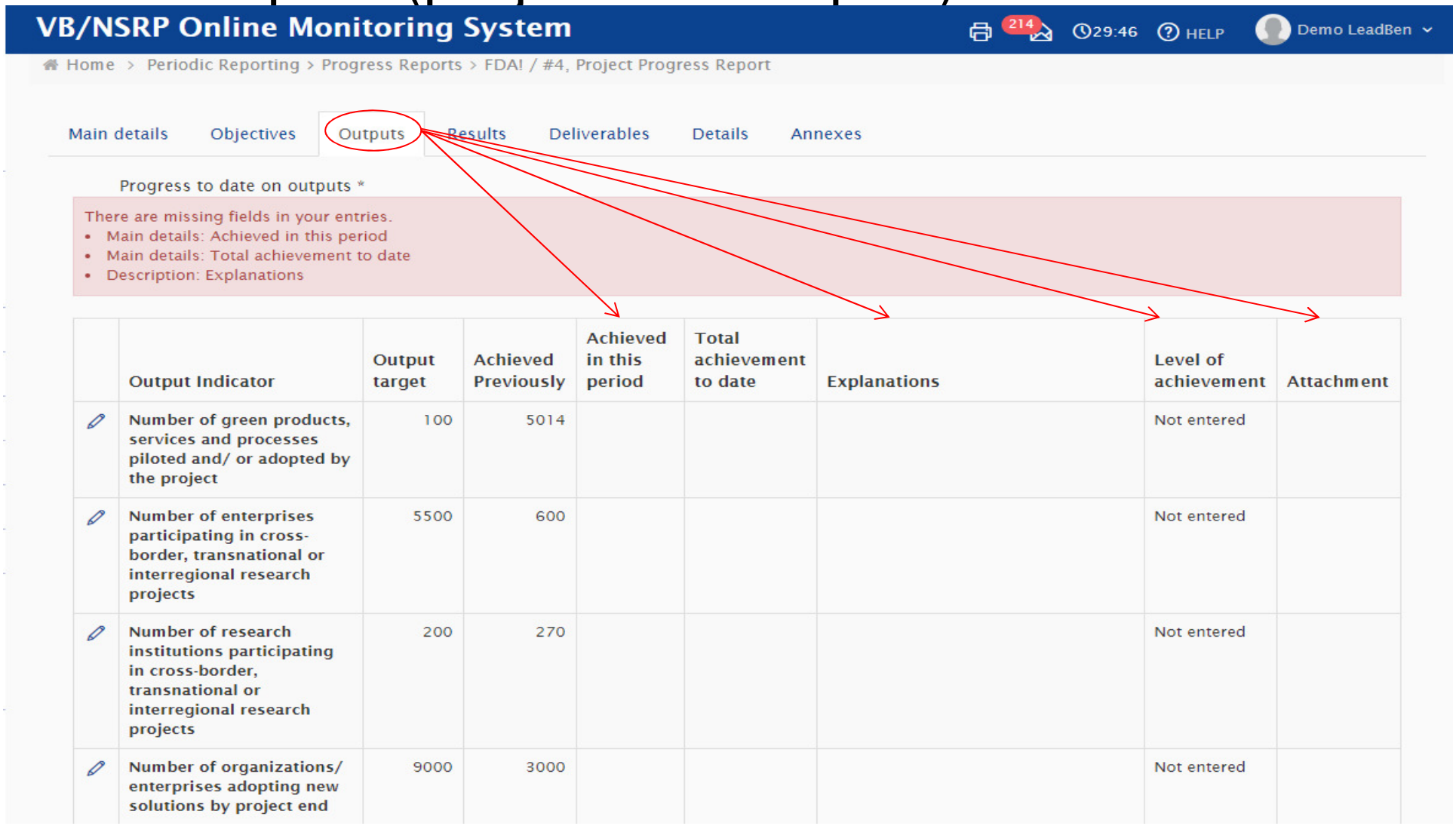
Objectives

- Objective/ Description of objective = taken from the original application
- Level of achievements (drop-down menu): fully achieved, to a large degree, to a minor degree, not achieved
- Explanations = needs to be filled out

Objectives - Explanations

- What? How?
- Achievements?
- Next steps?
- How are the detailed objectives linked to pilots?
- Impact?

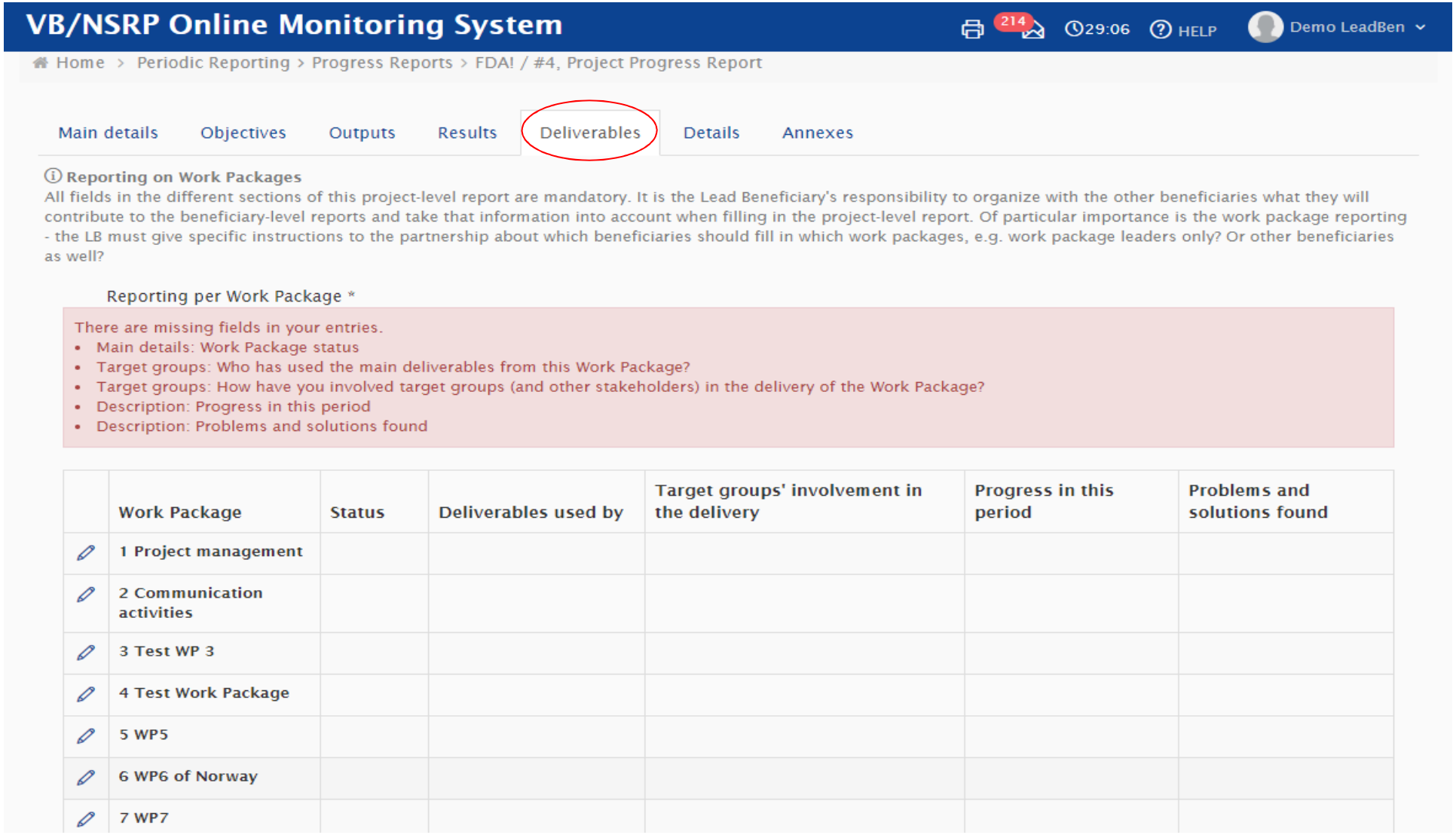
Outputs (project level report)



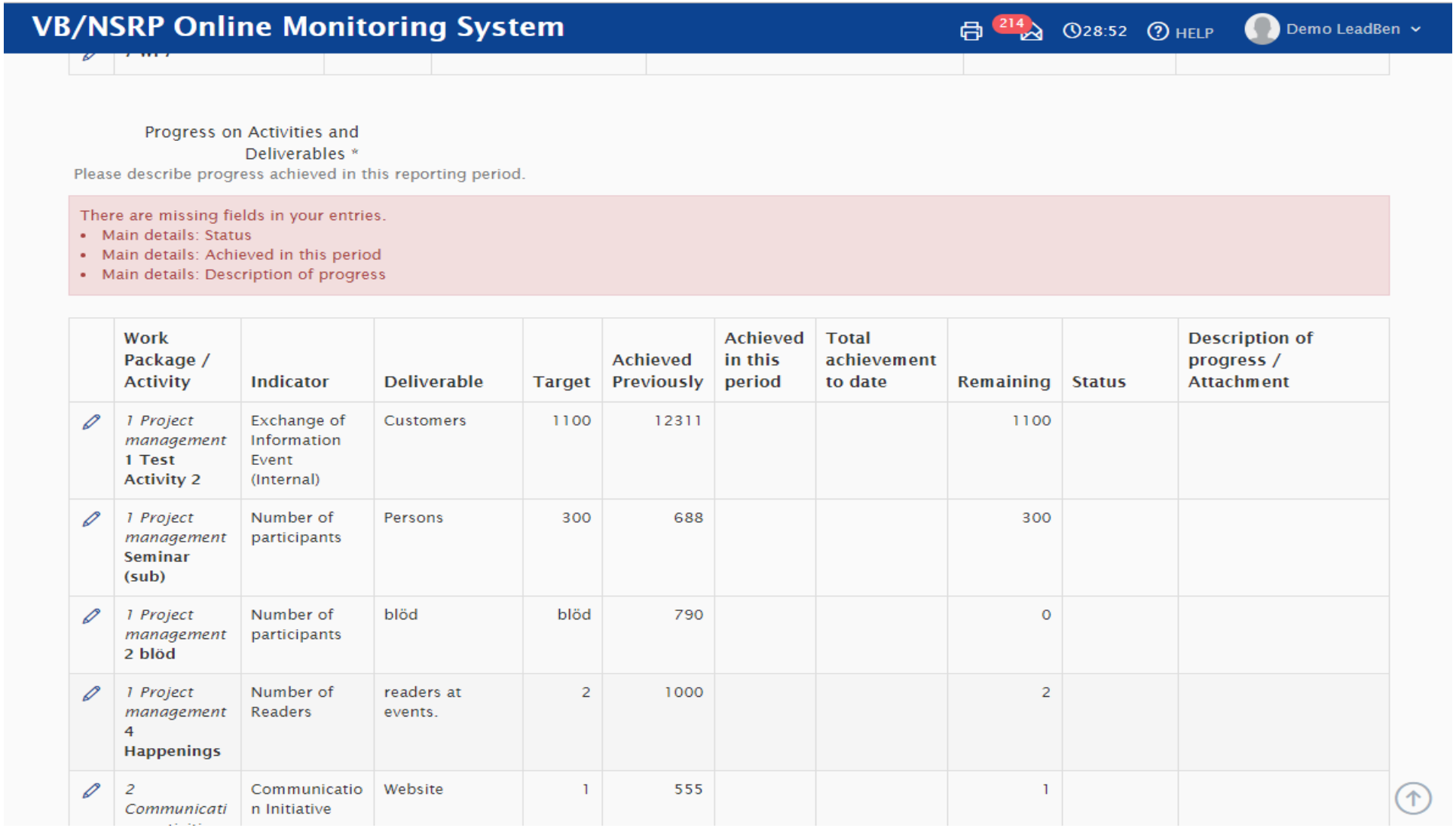
Outputs

- Output Indicator = taken from the original application
- Output target = taken from the original application
- Achieved Previously = taken from the previous report
- Achieved in this period = needs to be filled out
- Total achievement to date= accumulated automatically by the system
- Explanations = needs to be filled out
- Level of achievement (drop-down menu) = Not started, Proceeding according to work plan, behind schedule, ahead of schedule. completed and achieved more than planned, completed and achieved less than planned
- Attachment = not mandatory, BUT...

Deliverables (project level report)



Deliverables (project level report)



Progress on Activities and Deliverables *

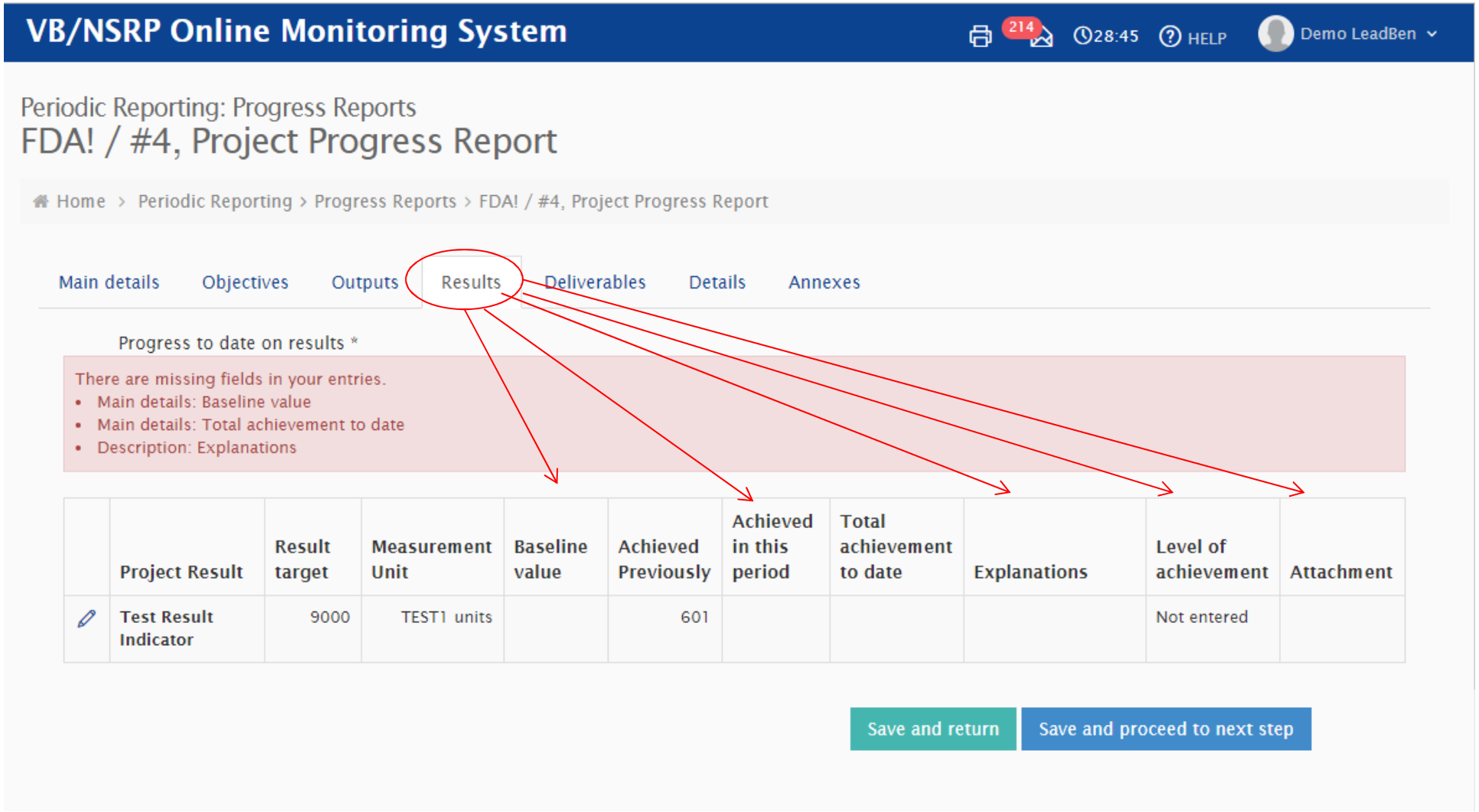
Please describe progress achieved in this reporting period.

There are missing fields in your entries.

- Main details: Status
- Main details: Achieved in this period
- Main details: Description of progress

	Work Package / Activity	Indicator	Deliverable	Target	Achieved Previously	Achieved in this period	Total achievement to date	Remaining	Status	Description of progress / Attachment
✎	*1 Project management* **1 Test Activity 2**	Exchange of Information Event (Internal)	Customers	1100	12311			1100		
✎	*1 Project management* **Seminar (sub)**	Number of participants	Persons	300	688			300		
✎	*1 Project management* **2 blöd**	Number of participants	blöd	blöd	790			0		
✎	*1 Project management* **4 Happenings**	Number of Readers	readers at events.	2	1000			2		
✎	*2 Communicati*	Communicatio n Initiative	Website	1	555			1		

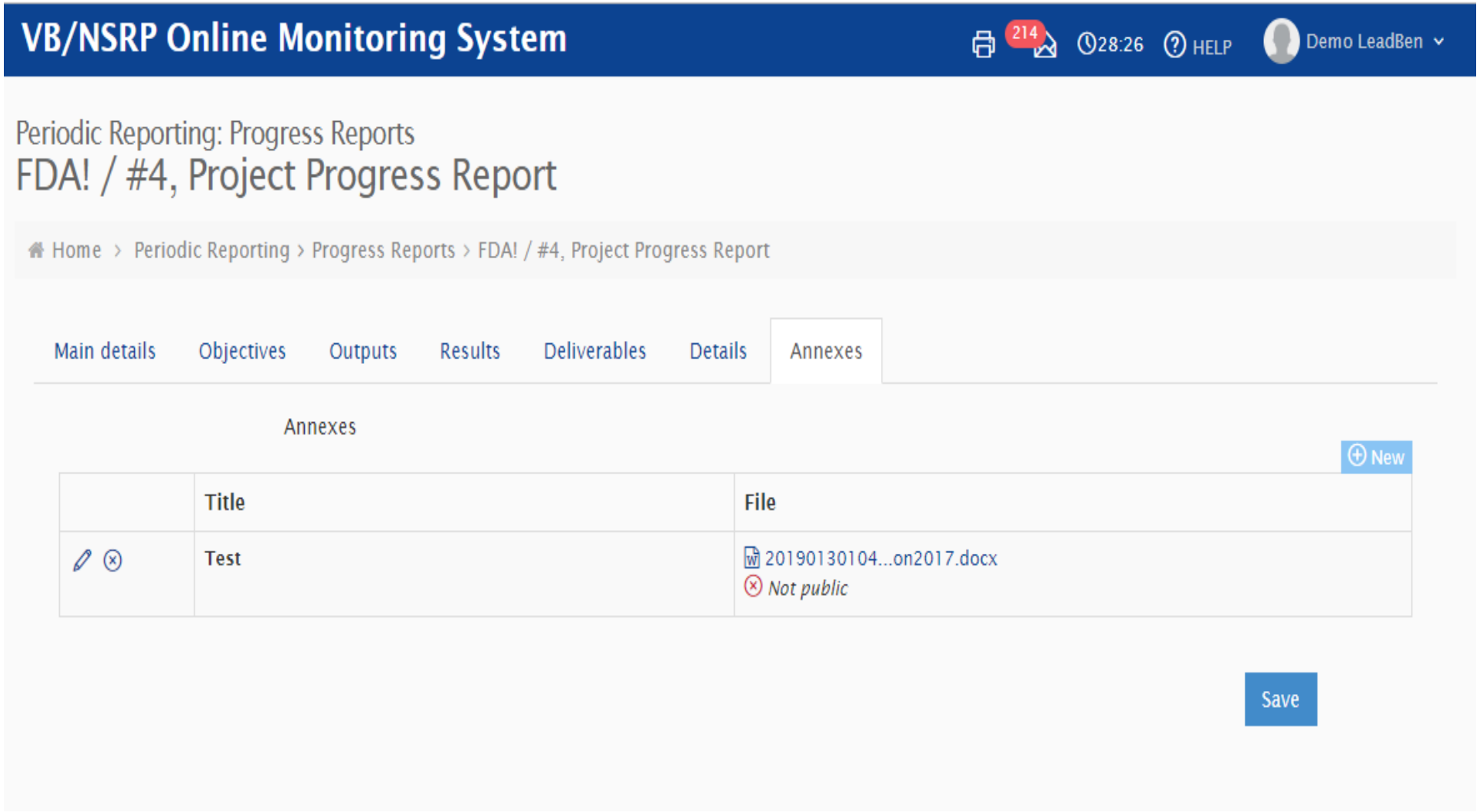
Results – full progress report ONLY



Details – full progress report ONLY (examples)

- ✓ Communication updates
- ✓ Transnationality
- ✓ Knowledge transfer
- ✓ Project implementation
- ✓ Investment and equipment
- ✓ Activities outside eligible area’
- ✓ Capitalisation and results

Annexes (project level report)



Annexes

Please avoid the same annexes in different parts of the report.

Please make sure titles of annexes are clear and relevant. Why? Web space/ output library!

Examples:
evidence of content level achievements, related to objectives, outputs, deliverables and results, f. ex. studies, reports/strategy papers, political agreements, adoption of new processes, new standards, new tools

Publicity

Submission

Workflow: Report completed and locked: No FLC approval of Finances: No Finance report signed by AS: No Progress report signed by Authorised Signatory: No Submitted to JS: No

Main details | Objectives | Outputs | Results | Deliverables | Annexes | Submission

Created by / Contact person	Demo LeadBen @ OMS-LB
Date of creation	22/11/2016 09:07:01
Modified by	Tech Support @ Apogee
Date of modification	18/09/2017 12:25:32
Completed, Locked	No
Completed on	
Signed by Authorised Signatory	
Authorised Signatory, signed on	
Approved by FLC	
Approved by FLC on	
Signed file	
Sent to JS	No
Sent to JS on	

FINAL NOTE:

Tell us...and the world. If you don´t tell us/ the world, we will not know!

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.

Questions?