Ministry of Regional Development and Public Administration

INSTRUCTION No.19/16.10.2019

TO: Beneficiaries of the ENI CBC Black Sea Basin Joint Operational Programme 2014-2020 regarding preparation and filling in interim reports in eMS

FROM: Iulia HERTZOG, Head of the Managing Authority, Directorate Managing Authority for European Territorial Cooperation *18.10.2019*

Ref.: Instruction to Beneficiaries of the ENI CBC Black Sea Basin Joint Operational Programme 2014-2020 regarding preparation and filling in interim reports in eMS

In order to provide guidance and support to Beneficiaries during preparation of the interim report,

Taking into consideration the provisions of the grant contract Article 4 – Payment arrangements, Article 5 - Obligation to provide information and reports, the MANAGING AUTHORITY HAS ISSUED THE FOLLOWING INSTRUCTION, which explains and provide details on how to define reporting periods and fill in the narrative part of the interim report.

Article 1

By fully understanding the provisions of the Grant Contract and of the Programme Implementation Manual as concerns the requirements (in terms of timing, structure, supporting documents, etc.) for drawing up progress, interim, and final reports, Lead Beneficiary (LB) and the Beneficiaries (B) must draw up in the programme electronic Monitoring System (eMS) interim reports and submit them to the Joint Technical Secretariat/ Managing Authority by following the steps described below.

Article 2 Interim project Report

2.1 Steps to be taken before starting work on Interim project report in eMS

- Identify the period, which will be covered by the Interim report. **The set period should be the same for all partners (art. 5.3).** Note that the Interim report should start from the 1 day of implementation (art. 2.2) until the date when conditions outlined in the article 5.5 of the Grant contract, are met.

When identifying the end date of the interim report, LB and B have to take into account the reporting dates entered under "Define Periods" section in eMS and also periods identified for interim and financial installments under "Project budget per period" section. After the interim reporting period has been defined, Lead Beneficiary should ensure that the Reporting date will

be set for 90 days for preparation and submission for the interim report with payment request to JMA/JTS (the consolidated interim report), instead of 30 days, as foreseen in case of 4 months progress report.

- Check that corresponding period and amount of financial installment is entered under "Project budget per period" section. If the period that covers interim report does not coincide with the existing periods in the mentioned sections, the Lead Beneficiary should forward a Notification to JTS to amend these sections accordingly, to reflect the interim report and its reporting date.

Lead Beneficiaries and Beneficiaries should follow the guidance provided in Annex 5 of the Project Implementation Manual on how to change periods, modify the dates in eMS, correlate information under "Project Budget per period" and on how to link the reporting process with the latest application form, which incorporates all modifications approved through a Notification or Addendum.

- Notify the JTS monitoring officer about the planned period of the report submission as soon as established.

2.2 Filling in the Interim Report at Partner level

Narrative Part

1) <u>Start and End Date of Partner Report:</u>

- the Period, indicated in the "Start Date" window, reflecting the first date of the next reporting period (and not from the first day of project implementation) should be left as it is;
- the Partners should check that the "End Date", indicated in the window, truly reflects the end date of interim reporting.

2) <u>Summary of Partners Work:</u>

Introduce under "Summary Describe" section, in capital letters the text: "THIS IS INTERIM REPORT FOR THE PERIOD …/ "THIS INTERIM REPORT IS COVERING THE PERIOD …" followed by correct start and end date of the interim report period. Only after this statement Partners will describe project progress.

3) <u>Project Main Outputs Delivered:</u>

Summarize the progress made from the first day of project implementation until the last day of interim report.
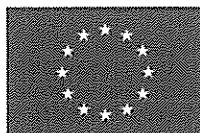
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4) Target Groups Reached

Select from drop down menu the target group, quantify its number under "Target Value Reached", and provide details under "Target Group Reached Description".

The numbers of target group reached has to be manually introduced bearing in mind the figures achieved for the whole interim reporting period i.e. from the first day of project implementation until the last date of interim report. Similarly, relevant information shall be provided for the whole interim reporting period, and should also correlate with the information provided in progress reports from previous periods. This action should be performed separately for each target group, indicated in the application form/reached during the interim report period. It is highly recommended that Target groups are mainly depicted as ENTITIES and not only as participants/persons.

5) Reporting Per Work Package

Enter the information in the respective fields for the whole period of interim reporting, and it should be correlated with the information provided under progress reports. No reference to previous progress reports has to be made, since this information is not available for FLC. Documentary evidence of Deliverables have to be uploaded under "Deliverable Attachments" section.

Financial Part

- After creation in eMS of a Partner report with the narrative part, each Beneficiary has to fill in the List of Expenditures Section for expenses made from the beginning of the project until the last day of the reported period. This process is explained in detail in Chapter 4 - Section 4.3.2 - of the Annex 5 of PIM.
- The section Supplementary Information - Procurements has to be filled in with the required information, covering the reporting period, since it is correlated with the data entered under List of expenditures.
- Once the financial part of the Partner's interim report is completed, submit it to FLC (name of the controller into the eMS). In order to do this, each project Partner (including LB) has to have assigned controllers in eMS. Assignment of the controllers in eMS is performed by the Control Contact Point in each respective country. After selecting a controller, the Beneficiaries from countries that established a decentralized system of expenditure verification, should inform their national Control Contact Point/CCP (http://blacksea-cbc.net/black-sea-basin-2014-2020/management-structures/control-contact-points/) about the selected controller and the need for funds verification and the CCPs will assign in the eMS the controller for the project.

Step by step guidance on how to fill in Partner reports (narrative and financial parts) in eMS is provided in Annex 5 of the updated Project Implementation Manual.
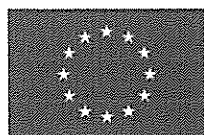
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Article 3 Interim Project Report

Narrative Part

1) Start and End Date of Project Report:

Instructions are similar to Partner report - article 2 point 1) Start and End Date of Partner Report

2) Highlights Of Main Achievements:

The first text introduced under "Description" section should be in capital letters: "THIS IS INTERIM REPORT FOR THE PERIOD/ "THIS INTERIM REPORT IS COVERING THE PERIOD..." followed by correct start and end date of the interim report period. Only after this statement LB will describe progress achieved at project level.

3) List Of Partner FLC Certificates:

In this section LB has to select the FLC certificates, received by each partner from its respective controller. Only FLC certificates, selected by LB, will be taken into account for project report.

4) Project Specific Objectives:

Progress achieved and introduced under the sections "Level Of Achievement" and "Explanations" should cover the whole period of interim report and be correlated with the information provided in respective progress project reports.

5) Project Main Outputs Achievement:

This section under Report Tab provides summarized information on Project Main Outputs, as introduced in the Workpackage "Achieved in this report" section/column.

"Sum Of Achieved Output Indicators So Far" and *"Achieved So Far"* cumulates the quantities reported in previous "Project reports" (including progress reports). Pay attention that these cumulated values should represent the actual (achieved) values at the moment of "End date" of interim reporting period.

6) Target Groups Reached:

The information shall be entered in "Target Groups Reached During Current Report", "Source of Verification", "Description of Target Group" windows.

The LB has to enter numbers, which were not reported in already submitted progress reports, and which were reached during the last reporting period. However, information to be entered
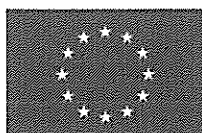
under "Source of Verification" and "Description of Target Group" sections should relate to the whole interim report period.

Examples how to fill in Target groups reached section is provided in Annex 5 of the updated Project Implementation Manual.

7) Work packages Tab, Project Main Outputs

The LB has to report on progress achieved at the level of Outputs, and the logic of its completion is similar to the "Target Groups Reached" section.

The LB should pay attention that the "Level of Achievement", selected from the drop-down menu, should correlate with information, provided in respective progress project reports, and also should be connected to the related Activities. Examples on how to fill in Project Main Outputs section are provided in Annex 5 of the updated Project Implementation Manual.
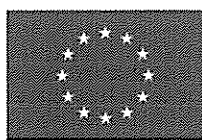
Note that eMS cumulates the quantities/values, already entered in previous progress reports for **Project Main Outputs** and for **Target groups,** and therefore already reported values are shown under "Achieved So Far (Not including this reporting Period)" for Outputs and "Target Groups reached Previous Periods" for Target Groups fields respectively. Therefore, the quantities/values to be entered in "Achieved in this Report" (for Outputs) and, respectively, in "Target Groups Reached During Current Report" (for Target Groups) windows have to be the ones, which were not reported before. In other words, LB should not record numbers, which were already entered during previous project progress report(s), i.e. during the period, shown as current reporting period in eMS.

In any case, the LB is strongly advised to contact his/her monitoring officer prior to submission of the report, to doublecheck the Target group and Project Main Outputs indicators.

Financial Part

The financial part is compiled automatically by the system based on available FLC certificates included in the project report by the LB.

The Lead Beneficiary consolidates the information in the Project report and has the obligation to send the project report (interim report), together with all the FLC Certificates (including his own) to the JTS.