



PROJECT REPORTING

A collection of smart tips for
successful project implementation

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SCOPE

“This Booklet is a handy tool, designed as a collection of concise information and guidance on the different aspects to be observed during project reporting.

We hope you will find this Booklet useful and wish you a successful project implementation! ”

Each section contains information structured around 3 main questions:

- 1. What is the error?**
- 2. Why does it occur?**
- 3. How can it be avoided?**

Inconsistencies between the Partner Report and the related version of the Application Form

Project reports submitted after the deadline

Incomplete Technical Project Reports

Missing report attachments

Wrongly reported output indicators

The supplementary Information Section in the eMS not filled in or updated

Incomplete Project Report for the last reporting period

Technical and Financial Progress Reports not reported separately or in due time

The Final Project Report not properly filled in

Modification type incorrectly chosen

There are inconsistencies between the content of the Partner Report submitted to the FLC and the related version of the Application Form (AF) in terms of reported costs and the description of the activities.

The beneficiary omits to ask the Joint Secretariat (JS) / Managing Authority (MA) to approve a project modification prior to the submission of the Partner Report to the First Level Control (FLC) for validation of expenditures.

RECCOMANDATION



In case of project modifications, the beneficiaries are kindly asked to submit a modification request to the JS before reporting to the FLC the expenditures related to the said modification.

Beneficiaries are advised to consult the Project Implementation Manual (PIM) chapter 2.5 Amendment of the ERDF subsidy contract, other project changes, Attention section.

The project reports are not submitted at the established deadlines.

The Lead Beneficiary (LB) does not observe the reporting deadlines stipulated in the PIM or those established through the MA's Instructions.

RECCOMANDATION



Beneficiaries are kindly asked to submit their reports in due time. For more information, please consult chapter 3.5.2 Project Report of the PIM and the MA's Instructions published on the Programme's website.

The information presented in the Technical Project Report is incomplete.

When the LB is compiling the project report, omits to include all the activities detailed in the partner reports. In certain cases, not all the sections/fields of the Technical Project Report are properly filled in or they contain irrelevant/incomplete/unclear information.

RECCOMANDATION



Considering that the Technical Project Report summarises all the activities, outputs, and costs of the validated partner reports, please make sure that all this information is collected and all the fields of the Technical Project Report are properly filled in with correct, complete, and relevant data. For details on the topic, please consult chapter 3.5.2 Project Report/3.5.2.1 Technical Projects Reports of the PIM and the Tips & Hints published on the Programme's website, as well as the Reporting in eMS Manual uploaded on the Login page of the eMS system.

The Financial Project Report is submitted without all the required documents attached.

When the LB prepares the Financial Project Report omits to attach all the supporting documents, in the Attachments section of the Project Report. The scanned Project Report is not registered, stamped and signed by the LB's legal representative, and the signed FLC certificates are not attached.

RECCOMANDATION



Please bear in mind that the uploaded Project Report must be registered, stamped and signed by the LB's legal representative. The signed FLC certificates shall be uploaded as well into the eMS.

For details, please consult chapter 3.5.2 Project Report/ 3.5.2.2 Financial Projects Reports from the PIM, the Tips & Hints published on the Programme's website and the Reporting in eMS Manual uploaded on the Login page of the eMS system.

The output indicators assumed by the Project are wrongly reported in the implementation phase.

The methodology for calculating and reporting the output indicators, provided in the Programme's documents, is sometimes not complied with. In some cases, the output indicators of the projects have been incorrectly set up in the project preparation phase.

RECCOMANDATION



When reporting the indicators, the beneficiaries are strongly advised to consult/observe section 3.8 Indicators of the PIM and Annex IX.2 - Methodology for defining output indicators uploaded on the Programme's website in the CP Annexes. In case of doubt, please contact the JS Monitoring officer designated for your project.

The Supplementary Information Section in the eMS is not filled in or updated with relevant information (e.g., Project Management, Bank Information, Project Procurements, etc).

The beneficiaries omit to update or underestimate the importance of filling in these specific sections in the eMS.

Examples of such omissions:

- The Project Procurement subsection is not updated with relevant information on the latest procurements;
- The Physical Location of the Documents subsection is not filled in or updated.

RECCOMANDATION



Please keep in mind that the Supplementary Information Section is an important section in the eMS and needs to be regularly updated with the relevant information.

Beneficiaries are kindly asked to consult the Reporting section in the eMS Manual uploaded on the Login page of the eMS system.

The Project Report for the last reporting period, related to the activities and expenses from the final reporting period, contains only the FLC certificates, issued for expenses reported in the last reporting period. Relevant information on the technical progress and completion of the project activities are missing.



RECOMMANDATION

The provisions of the PIM which stipulate that the last Project Report should be an aggregated technical and financial report is not complied with.

The last Project Report, for activities/expenses from the final reporting period, shall contain both technical information regarding the progress/completion of the project activities, as well as the FLC certificates issued for expenses reported in the last reporting period. The Project Report for the last reporting period shall, therefore, be an aggregated technical and financial report.

Please keep in mind that the last Project Report, shall not be approved by the JS until the approval of the Final Project Report which aggregates data for the entire project implementation period.

Beneficiaries are kindly advised to consult chapters 3.5.2.3 Aggregated Technical and Financial Project Reports and 3.5.3 Final Project Report of the PIM.

The beneficiaries do not report separately the technical and financial progress of the project. The Project's technical progress is not reported for a period of six months, as settled in the updated version of PIM.

The provisions of the PIM which stipulate that the Technical Project Report must cover a period of six months is not complied with.

RECCOMANDATION



The beneficiaries shall keep in mind that the Technical Project Report shall cover a reporting period of 6 months, while the Financial Project Report shall be submitted separately, according to the reporting periods set in the eMS.

Beneficiaries are advised to consult chapter 3.5.2 Project Report of the PIM and Instruction 11 of the MA.

The Final Project Report is not properly filled in or contains irrelevant/incomplete or unclear information. Not all the annexes are filled in: Final Report, Final report - list of equipment, services and works, the Questionnaire on equal opportunities and the Questionnaire on environmental protection.

When drafting the Final Project Report not observing the provisions of the PIM. Sometimes not all fields are properly filled in according to the project achievements.

RECCOMANDATION



The Final Project Report is a complex document, which has a very important purpose. This is an overview of the whole project, a kind of summary from which the Programme bodies can understand the objectives of the project and can have an image of the activities undertaken to achieve the established objective.

The final report details how the project indicators were reached through the project activities.

For drafting a quality Final Project Report, please consult chapter 3.5.3 Project Report/ 3.5.2.1 Technical Projects Reports of the PIM, the Final Report template and its annexes, Tips & Hints published on the Programme's website and the Reporting in eMS Manual uploaded on the Login page of the eMS system.

The requested modification type whether it is an addendum or notification is not properly chosen or justified.

In some cases, the requested modification of the AF is considered as minor and the beneficiary submits a notification instead of an addendum.

In other cases, the supporting documents attached are not in line with the requested modification.

RECCOMANDATION



Beneficiaries are kindly advised to consult the PLM, chapter 2.5 Amendment of the ERDF subsidy contract, other project changes and to decide whether their requested modification can be considered a notification or an addendum.

In case of doubt, please contact the JS Monitoring officer designated for your project.

IF YOU HAVE ANY QUESTIONS OR DOUBTS,
PLEASE CONTACT US!

THE JOINT SECRETARIAT AND ITS MONITORING
OFFICERS OR OUR COLLEAGUES FROM THE INFO POINT
OFFICES IN HUNGARY ARE HAPPY TO ASSIST YOU WITH
YOUR PROJECT REPORTING.

