Lead Partner Seminar
Vienna, November / December 2009

Start up phase
Reporting

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JTS CENTRAL EUROPE PROGRAMME
Content of presentation:

- Setting up of project structures
- Reporting
  - Start Up Report (SUR)
  - Preparation Cost report (PCR)
  - Progress Report (PR)
SETTING UP PROJECT STRUCTURES
Work plan and time table

Start of project implementation after initial funding decision and fulfilment of necessary requests for improvement

Work plan and time table - might need to be adjusted

- Time gap between project development and actual start of implementation → adaptations to the original work plan and time table as in submitted Application Form
- Necessary readjustments requested by the MC (i.e. conditions for approval)

Start up phase is of specific importance
→ influence on the whole implementation process
Setting up Structures for implementing and steering the project

Management structure to be established
(in line with the flowchart submitted together with the AF)

- General project and partnership coordination & decision-making: **Project Steering Committee**, ev. additional management bodies
  - Nomination of representatives of every project partner for the project management bodies
- Day-to-day management and coordination
  - Project Manager/Coordinator
  - Financial Manager
  - Communication Manager
- Thematic coordination (e.g. Group of WP Leaders)
Setting up project structures

Management structures

Setting down of **rules of procedure** for management bodies
- Intra body-level (e.g. decision making, communication)
- Inter-body level (e.g. exchange and communication between management bodies)

Staff selection and appointment of **management positions**
- Capacities and competencies (according to different functions)
- If **outsourcing** of (management) tasks:
  - Tendering process (careful preparation and timing, provisions to be foreseen during the start up phase even without having these functions in place)
  - Respect of national and European legislation and Programme rules
Development of a „common working culture“

- Definition of core values for collaboration, feedback culture („soft measures“)
- Good working atmosphere as a basis for successful project implementation

Provisions for evaluation and project review

- Internal or/and external evaluation (timing, form, tools) should be defined between the project partners
- Partners should agree on how to integrate the evaluation results into the running project
- Key indicators should be defined at an early stage
Start-up Report (SUR)

- Evidence on the actual start of the projects
- Updated information on some relevant contact details
- Confirms the management arrangements
- Evidence of the signature of partnership agreement

- Personalized SUR template will be provided to every project
- SUR to be submitted **within three months** after the Subsidy contract has entered into force.
Information provided by the SUR

- **Contact details**
  - Lead Partner, Project Coordinator, Financial Manager and Communication Manager
  - Lead Partner’s and Project Partners’ First Level Controllers
  - Lead Partner’s bank account
  - Documents storage

- **Management and partnership**
  - Signature of partnership agreement
  - Sub-contracting of project management
  - Composition of the Steering Committee, identifying the representatives of each Project Partner

- **Financial issues**
  - First level control
  - Partner budget breakdown
  - Shared costs

- **Ex-Ante preparatory activities for investments**
Preparation cost report (PCR)

- Claim of reimbursement of related ERDF funds → Preparation Cost Report (PCR)
- Incurred costs for the preparation and submission of the project proposal
  - When foreseen in the approved Application Form
  - To be certified as eligible
- Ceiling of total eligible costs: EUR 20,000.-
- Personalized PCR template will be provided to the Lead Partners
- CR to be submitted together with the 1st Progress report
- Contents refer to Work package 0 in the Application Form (columns in table 4 and 6 of the budget section)
Section 5: Project budget

Table 4: Budget break down #1

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<th>WP 1</th>
<th>WP 2</th>
<th>WP 3</th>
<th>WP 4</th>
<th>WP 5</th>
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Table 6: Budget break down #3

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- Lead Partner has to regularly report on the progress of the project
- Joint Progress reports (PR) to be prepared for each reporting period (6 months) - to be submitted to the JTS within 2 months after the end of each reporting period
- Specific (personalised) templates will be provided to the Lead Partner by the JTS.
- Internally, projects are recommended to set up reporting schemes from the partners towards the Lead Partner that mirror the contents of this template.
Progress Report - Structure and Information provided by the Progress Report

**Activity report:**
- General section - summary of progress, overview of activities, involvement of partners, eventual problems
- Indicator section - indicators both for the reference period and in aggregated form
- Work plan section - activities carried out during the period for each work package as well as quantification of related outputs (indicating deviations from work plan)

**Financial report:**
- Validated expenditure
  - Breakdown per budget lines
  - Breakdown per partners
  - per work packages
- Budget overview
- Financial explanations (e.g. problems/deviations)

**ANNEXES**
- Confirmations of Control
- Additional Annexes (e.g. outputs, publications, documentation etc.)
THANK YOU FOR YOUR ATTENTION!
Guidance on project implementation within CENTRAL EUROPE is available on the Programme website: www.central2013.eu

- Implementation Manual
- Control and Audit Guidelines
- Information & Communication
- Reporting and Monitoring
- Model contracts
- Public procurement
- State aid