

CENTRAL EUROPE PROGRAMME 2007-2013



Lead Partner Seminar
Vienna, November / December 2009

Start up phase
Reporting

Monika Schönerklee-Grasser
JTS CENTRAL EUROPE
PROGRAMME

Content of presentation:

- Setting up of project structures
- Reporting
 - Start Up Report (SUR)
 - Preparation Cost report (PCR)
 - Progress Report (PR)



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 PROJECT STRUCTURES

Management structures



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)



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.



EUROPEAN UNION
EUROPEAN REGIONAL
DEVELOPMENT FUND

163C7C848DBBC5EABFA8F3AEADCC3D61F6

START UP REPORT

Title of the project / acronym:

###Acronym

Index:

###Index

Lead Partner (official name of the institution in English)

###LeadPartnerInstitutionEnglish

Form to be filled in and returned by post and e-mail to:

CENTRAL EUROPE Programme
Joint Technical Secretariat
Museumstraße 3/A/III
A-1070 Vienna, Austria
Phone +43 (1) 4000 - 76 138
Fax +43 (1) 4000 - 99 76 141
E-mail: reports@central2013.eu

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)

The image shows a screenshot of the 'PREPARATION COST REPORT' form template. At the top, it features the logos for CENTRAL EUROPE and the EUROPEAN UNION EUROPEAN REGIONAL DEVELOPMENT FUND. The title 'PREPARATION COST REPORT' is centered, followed by 'European Territorial Cooperation Objective' and 'CENTRAL EUROPE Programme'. A red warning message states: 'Don't remove the Excel protection. You risk that the form will be damaged and become NOT RECEIVABLE'. Below this, there are several input fields with labels: 'Title of the project:' (with a placeholder 'IMP_testTitel'), 'Acronym:' (with a placeholder 'IMP_testAcro'), 'Index' (with a placeholder 'Index'), and 'Lead Partner (official name of the institution in English):' (with a placeholder 'IMP_LPName'). At the bottom, there is contact information for the CENTRAL EUROPE Programme Joint Technical Secretariat, including the address 'Museumstraße 3/A/III, A-1070 Vienna, Austria', phone number '+43 (1) 4000 - 76 142', fax number '+43 (1) 4000 - 99 76 141', and email address 'reports@central2013.eu'.

Reporting of project progress



- 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

European Territorial Cooperation Objective

CENTRAL EUROPE Programme

Don't remove the Excel protection. You risk that the form will be damaged and become NOT RECEIVABLE

Title of the project:

testTitel

Acronym:

testAcro

Index

Index

Lead Partner (official name of the institution in English):

LPName

Number of Report

123

Reporting period

Start date			End date		

Form has to be filled in and returned by post as printed version and by e-mail to:
CENTRAL EUROPE Programme
Joint Technical Secretariat
Museumstraße 3/A/III
A-1070 Vienna, Austria
[E-mail: reports@central2013.eu](mailto:reports@central2013.eu)
Phone +43 (1) 4000 - 76 142
Fax +43 (1) 4000 - 99 76 141

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!



How to implement? Relevant documents



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

