



(Not so) SMART reporting...

Regardz Zilveren Toveren, Stationsplein 51-53, Amsterdam

1. July 2010





Before you start thinking about reporting...

- Get a controller designated
 - It is your responsibility to get one
 - Do not be ‘discouraged’ by the ‘resistance’ of the system
 - Whatever the excuse, you will not get the money until it is done



Start quickly

- Some partners have to tender a FLC
- No designated FLC? You have a problem, not the LB or the JTS.
- Two reports and still no FLC? That is a serious problem: are you still partner in the project?



Before you start thinking about reporting...II

- Get a partnership agreement
 - But do not let the formal processes overshadow the real thing...the project
 - Adapt, run processes simultaneously...
- Insist on clear guidance from the Lead Beneficiary and the project controller on what is required for reporting...
 - The Manual for First Level Control sets minimum requirements, LB can ask for more
 - Let controllers meet/talk: It sometimes helps!



LB ask for more....

- Bureaucratic rules are not always coming from Europe or the JTS so: don't blame them when you ask for more. Be realistic....
- Rely on the designated FLC's



Not so SMART to...1

- Change the (sub-)project without approvals
- Forget to inform who is co-funding the project
- Award contracts without tender
 - Possible but make sure you follow the rules
- Incur costs without registration in the accounting system
- Incur staff costs without timesheets
 - Register time only once a month/6 months
 - Leave timesheets without signatures



Not so SMART to...1

- Approval changes of course content and financial!
- Use the logo's and use them well!
→ find the difference!!
- Tendering: please keep the evidence in your files.
- Keep also the evidence of the hour calculations into your files.





Not so SMART to...2

- Start preparation just before the deadline
 - Will you manage to clarify all issues?
 - LB must respect the deadline or the whole project is kept hostage
 - Why are there still open issues before reporting
- Not to talk to the controller before s/he comes to check you
 - What should be ready, what format, what would help?
 - Manage the process and do not let process manage you



Not so SMART to...2

- Start preparation just before the deadline
 - Inform also the FLC's
- Questions, ask them to your LB, they will ask the JTS. They are not bad guys and girls they really want to help you! When you're project is a success the programme can be a success!



Not so SMART to...3

- Not to be consistent between the forms
- Not to answer all questions in the checklists
 - Double check on controller
 - It is their job - but your money
- Not to sign the forms
 - You will get them back



Why are we so NOT SMART?

- System consistency
 - You are part of a bigger picture...
- Have to follow our procedures
 - Checklists can be unforgiving...
- Strong control focus on IVB
 - Certifying Authority actually active...and strict
- NOT SMART does not mean unhelpful
 - Let us know if you need help...



Strong focus

- Strong focus is not always difficult.
- Act like it's your own money.
- Keep all the evidence in your files!
- Be transparent
- Be honest
- Keep on smiling!

European Union



The European Regional Development Fund

**The Interreg IVB
North Sea Region
Programme**



QUESTIONS, QUESTIONS, QUESTIONS...

*Investing in the future
by working together for a
sustainable and competitive region*



**The Interreg IVB
North Sea Region
Programme**



**THANK YOU
PLEASE USE**

<http://www.northsearegion.eu/ivb/whoswho/>
FOR FUTURE CONTACT