



Changes to the reporting forms (6th July 2009)





Appendix 7 – beneficiary expenditure

- New section 9 – Management Statement
 - Signed by a person with authority to commit beneficiary organisation financially
- Section 10 (previous 9) – Control statement
 - Explicit link to national rules in Appendix 11
 - Statement choice on scope of control (100% or sample)
 - Statement on Sound Financial Management
 - Confirmation on bank details
 - Confirmation on signature in section 9
 - Explicit link to 1st level control checklist (also in **Appendix 5**)



Appendix 8 – project expenditure

- New section 9 – Management Statement
 - Signed by a person with authority to commit beneficiary organisation financially
- Section 10 (previous 9) – Control statement
 - Explicit link to national rules in Appendix 11
 - Statement on Sound Financial Management
 - Confirmation on bank details
 - Confirmation on signature in section 9
 - Explicit link to 1st level control checklist (also in **Appendix 6**)



Appendix 9 – project expenditure

- Activities outside eligible area split into:
 - outside NSR but within BSR, NPP, NWE Programmes (max 20%)
 - inside EU but outside NSR, BSR, NPP, NWE Programmes (max 10% - together with below)
 - outside EU (max 10% - together with the above)
- Make sure you get the information from beneficiaries...



Appendix 10a – beneficiary activities

- New reporting form for beneficiary activities – as requested...



Document flow - sent to the JTS by LB

- No qualifications or quantified qualifications
- (Appendences in the Manual)
 - Standard (no problems)
 - Appendix 6, 8, 9, 10 (+ enclosures)
 - **Only** in qualified cases (qualification on 1st level control statement for the beneficiary)
 - Beneficiary documents where the problem was identified
 - Rectified documents from the beneficiary
 - Memo on rectifying process signed by the project controller



Document flow II - kept by LB

- Received from Beneficiaries (Appendences in the Manual)
 - Appendix 5, 7, 10a (+ enclosures)
 - Itemised costs spreadsheet



NSRP IVB Monitoring System





NSRP IVB Monitoring System

- Data/processes management tool for the programme
- Access to Lead Beneficiaries only (one account)
 - Link to the system is not public on the programme website
 - Beneficiaries access not planned for but let us know...
- Calls 1-3 need to register their applications
 - Changed format is a challenge...
- The system should be quite intuitive
 - No training planned
 - Guidance in the system (we need your feedback)
 - Registered/reported problems limited to few cases but do not struggle alone...



NSRP IVB Monitoring System

– current functionalities

- Pre-assessment
- Application procedure
 - From application to the contract
- Designation of controllers (4th call)
 - Calls 1-3 will be asked to register controllers
- Reporting (+preparation costs)
- Changes (latest touches...ready mid-October)
- Communication on the above (Follow up forms)
- Let us know if WE are missing anything



NSRP IVB Monitoring System

– beneficiary reports generation

- Register your application
 - At least sections A1, A3, B13.1
- One of the processes in the ‘Reports’ section
- System generates reports and sends emails on your behalf
 - To beneficiaries and sub-partners
- Documents generated by the system should be re-saved in the WORD/EXCEL format



NSRP IVB Monitoring System – beneficiary reports generation

<http://ivb.northsearegion.eu/app/user/home/>



NSRP IVB Monitoring System

– reporting

- Full application must be registered by this time
 - Project reporting for 2nd time should have followed up on the JTS feedback
 - Projects reporting 1st time should follow the guidance
 - JTS will check the entries together with the report
 - We will not be able to process the report without registration
- Forms to enter the figures and activities for the whole partnership/project
 - Manual: Appendences 8/9/10
- Some sections pre-filled (application registration pays off)
- You will be able to export the data to WORD/EXCEL



NSRP IVB Monitoring System

– reporting II

- Data entered is saved when moving between the tabs
 - Do not use ‘Submit and return’ button for this purpose
 - Only before leaving the form
 - Moving directly to HOME will not save the data
 - Each text box has a save button – please use it
- Data is time-stamped when complete (but still editable)
 - Print version is locked and carries the time stamp
 - All changes must go through the system again
- All scanned/signed documents to be uploaded to the system
 - Still hard copies to be sent by **regular post (deadline)**
- ‘Send to the Secretariat’ button for final sending
 - No editing allowed any more



NSRP IVB Monitoring System

– reporting III

- Hands on...tomorrow in workshops
 - Activity report – Project Development Workshop
 - Finance report – Finance Workshop



Guidance

- Request to report already sent
 - Included guidance on
 - Registration of the application (calls 1-3) (LB)
 - Tips on registration
 - Transfer of spending table 6.2 – 13.2
 - Generation of the pre-printed forms for beneficiaries (LB)
 - Finance on-line reporting forms for the project
 - Beneficiary reports (B – outside the system)
 - Guidance for activity reports (see Appendix 10)
- Guidance directly in the on-line forms as well

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*



**THANK YOU
PLEASE USE**

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