



Administrative and Reporting Requirements – Content



**Interreg IVB
North Sea Region Programme
Jesper Jönsson, Eva Eide, Sina Redlich**



Administrative and Reporting Requirements: Content

- Introduction of Desk Officers
- Reporting on Content & Indicators
- Dos and Don'ts for Reporting
- Upcoming Events
- Questions?



PDU & FU Desk Officers Per Project

The Interreg IVB
North Sea Region
Programme



		Project Development Officer		
		Sina Redlich	Eva Eide	Jesper Jönsson
Finance Unit	Isabella Marie Leong	E-CLIC ERIP IFP MP4 VRA Waterways for Growth	Dryport	ANSWER Aquarius CPA enerCOAST MARE Power Cluster Skint
	Christian Zieske	NSSP Smart Cities	Ballast Water CA! DC NOISE NMU NS FRITS POYO StratMoS	Build with Care C2CI CLIWAT DiPol SAWA



Contact us

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Lead Beneficiary Seminar

Reporting Procedure



**Interreg IVB
North Sea Region Programme
Jesper Jönsson & Sina Redlich**



Periodic Report on Activities

The Interreg IVB
North Sea Region
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Interreg IVB North Sea Region Programme
Periodic Report on Activities

Internal filing number

This is the Periodic Report number
for this particular project



Name of project:

Project acronym:

ID journal number:

Summary on progress:

Here you are required to provide a summary about the progress of the project during the reporting period. Please note that this summary will be uploaded to the (your) project section of the programme website to enable people to obtain information about the project and its latest achievements. Please note that this summary should be concise and avoid lengthy technical details.

NB: Word limit 500 characters.



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1. Beneficiary and project information					
Beneficiary information					
Extended deadline for submission of report: Secretariat fills in					
Required submission date and type of next report: Secretariat fills in					
Final Report is expected to be delivered: Secretariat fills in					
Article 16 visit was carried out on					
Project number			Priority		
Homepage (if any)			ERDF	€	
Lead Beneficiary information					
Organisation					
Address					
Postcode, City/Town					
Telephone					
e-mail					
			Country		
			Fax		
Information on Beneficiaries					
Beneficiary no	Organisation	Country	NUTS Code	Contact details	
<i>Expandable</i>					
Certification by Lead Beneficiary					
Name					
Position					
Signature					
Date					

2. Time period (6 months)	
This Activity report covers the time period from:	until:
Extended implementation period:	



Reporting on Changes

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3. Changes and other project issues

*The programme secretariat understands that it is sometimes necessary to make adjustments and changes in certain areas i.e. to an activity, during the lifetime of the project. By amending the application form and saving the edited version the project has the opportunity to make these changes at any given time and ideally as soon as they are known about. An explanation for the changes or other project issues (if relevant) needs to be provided in the Explanation for Changes sheet. This means that changes to the project **should not** be reported on in the periodic reports for activities, merely an oversight of the changes made (if this has been the case) needs to be provided by using the list below:*

3.1 Changes process

Have any of the changes below been made during the reporting period

If yes, please tick the relevant box below. If no please move to section 4

Yes

No

Have they been processed using the above listed process

(If no, please use the comments box below to elaborate)

Yes

No

Change of contact details

Yes

Changes of activities in the work packages

Change of partnership

Yes

Change of project timeline (new project timeline)

Yes

3.2 Other project issues

Incompletion of a work package

Yes

Addition of an Indicator

Yes

Publicity (requirements have not been met)

Yes

*Activities/travels outside the Eligible
(not listed in the approved application)*

Yes

Comments:



Reporting on Activities

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4a. Work packages and activities

Describe the main project activities and results that have been carried out during the reporting period (to include a description of any material investments carried out by the project). Please break the description down into the relevant work package as was described per your project application. Please also list any outcomes, results and impacts (including those that have not been expected), which could be relevant to for communication on programme level

If there is a change to an activity or work package please refer to section 3 and 4 in the Explanation for Change Form

Answer:

Please report on any activities that have taken place outside of the eligible area during the reporting period.

4b. Activities or travels outside the eligible area (that were listed in Q2.4 of the approved application form)

Please describe the activities or travels which took place and the outcomes of this.



4c. Activities or travels outside the eligible area (that were not listed in Q2.4 of the approved application form)

Please describe the activities or travels which took place and the outcomes of this.





Reporting on Work Packages

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5. Completion of a work package			
a) State what work package has been completed and its starting and completion date			
Start		Completion	
b) Does this completion of a work package correspond with the application form? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>If no please read the guidance for this question above.</i>			
Project related issues:			
c) What have been the main outcomes and results of the completed work package?			
Answer:			



Reporting on Transnationality

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6. Transnational approach

How has the project ensured transnationality in its approach during the reporting period?

Answer:

Describe the role of the beneficiaries and the horizontal (different sectors) and vertical (different levels of government) and geographical (different regions) co-operation that has taken place and how have they contributed towards the project. Please also describe any problems within the partnership.



7. Transnational partnership

a) How have the project beneficiaries ensured horizontal and vertical participation?

b) Are there any difficulties in the partnership?

If a partner wishes to withdraw or change responsibility within/from the partnership please refer to question 5 in the Changes Explanation form

Answer:



Reporting on Links and Innovation

8. Knowledge transfer and links

- a) Which European /national or other policies has the project contributed towards during the reporting period?
- b) Does the project make any links to any current and former programmes and projects during the reporting period? If yes, please present how these links are implemented in your project.
- c) Have other contacts have been made during the reporting period?

Answer:

Describe those aspects of your project during the reporting round that are new and innovative.



9. Innovation

How has your project contributed to promoting innovation within the North Sea Region during the reporting period?

Answer:



Reporting on Publicity

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10. Publicity

a) What kind of communication and publicity activities have been carried out?

b) Have any particular activities obtained particular attention for the project or Programme?

Answer:

10c) If you fulfil the following conditions as beneficiary, you should during the implementation of the operation, put up a billboard at the site of each operation.

(a) *the total public contribution to the operation exceeds EUR 500 000;*

Yes No Not relevant during this reporting period

(b) *the operation consists in the financing of infrastructure or of construction operations.*

Yes No Not relevant during this reporting period

If you have answered both questions with yes, please provide details about the infrastructure or construction and the billboard:

.....

.....

.....

The following information should be displayed for all information and publicity measures aimed at beneficiaries, potential beneficiaries and the public

a) the emblem of the European Union, in accordance with the graphic standards set out in Annex 1 of the Official Journal of the European Union

b) reference to the ERDF: 'European Regional Development Fund';

c) the statement 'Investing in the future by working together for a sustainable and competitive future'.

This information shall take up at least 25% of the billboard. When the operation is completed, the billboard shall be replaced by the permanent explanatory plaque referred to in the next question.



Reporting on Publicity

10cii If you fulfil the following conditions as beneficiary you should put up a permanent explanatory plaque that is visible and of significant size no later than six months after completion of an operation:

(a) the total public contribution to the operation exceeds EUR 500 000;

Yes No Not relevant during this reporting period

(b) the operation consists in the purchase of a physical object or in the financing of infrastructure or of construction operations.

Yes No Not relevant during this reporting period

If you have answered both questions with yes, please provide details about the purchase of a physical object, financing of infrastructure or construction operations and the explanatory plaque:

.....

The plaque shall state the type and the name of the operation, in addition to the following a) the emblem of the European Union, in accordance with the graphic standards set out in Annex 1 of the Official Journal of the European Union b) reference to the ERDF: 'European Regional Development Fund'; c) the statement 'Investing in the future by working together for a sustainable and competitive future'. This information shall take up at least 25% of the plaque.



Reporting on Publicity

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10ciii All information and publicity measures aimed at beneficiaries, potential beneficiaries and the public should include the following:

(a) the emblem of the European Union, in accordance with the appropriate graphic standards, and reference to the European Union;

Yes No Not relevant during this reporting period

(b) reference for the ERDF: 'European Regional Development Fund'

Yes No Not relevant during this reporting period

(c) The statement *investing in the future by working together for a sustainable and competitive future*.

Yes No Not relevant during this reporting period

(d) as stated in the guidance, the North Sea Region programme logo and related references should be used

Yes No Not relevant during this reporting period

For small promotional objects points (b) and (c) do not apply.

Please provide details of the information and publicity measures:

.....
.....
.....



Reporting on Indicators

Please only report on indicators once every 12th month and on an even report (2nd, 4th e t c). Project indicators are fixed and cannot be changed. A project may, in exceptional cases however, establish additional indicators that are not predetermined at priority / programme level but are specifically relevant for the project. The establishment of additional indicators must be duly justified. For details on this please refer to the Explanation for changes and other issues sheet.

11. Indicators

Please fill in the on-line form. This section also includes the programme and environmental indicators. In case that some of the core output and result indicators, generic indicators and priority indicators are not targeted as stated in the application, please shortly explain here the progress you have made towards the targets.



Reporting on Indicators

- Compulsory indicators
- Generic indicators
- Priority indicators

Output	Result	Impact	Programme / Priority	Project description	Unit	Baseline	Target	Source of information



Reporting on Environmental Indicators

Programme / priority indicator description	Unit	Baseline	Target	Source of info
Biodiversity, flora and fauna: Natura 2000 areas affected	number			
Air and climatic factors: reduction in green house gas emissions	CO ₂ equivalent (tons)			
Landscape: area subject of change	ha			
Use of renewable & non-renewable resources: additional capacity of renewable energy production	MWh			



Periodic Report on Activities

Enclosures



12. Enclosures			
	Format e.g. book, CD, DVD etc.	Description	No. of pages/photographs
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Please provide at least one hard copy of the enclosures.



Lead Beneficiary Seminar

Dos and Don'ts of reporting!



**Interreg IVB
North Sea Region Programme
Jesper Jönsson**



Do's of reporting!

- Report according to the system and structure you have used in the **application form**.
- Ensure that you **report on all partners**.
- Consider the **relevance of the information** you are providing in enabling the programme secretariat to monitor the progress of your project.
- Ensure that all of the information given in the report **only covers the time period** that is covered by the report.
- **Ask us questions!** Use your allocated desk officer within the programme secretariat to ask questions whenever they arise.



Don't....!

- Don't use your **project websites** as a sole mechanism for reporting (it can be used for reference).
- Do not only report on activities carried out but also provide information about the **outputs and results achieved** as a result of the activity.
- **Do not simply cut and paste** the information provided to you by your partners in the report.
- Don't forget the **key principles** of the programme e.g. transnational co-operation and remember to explain clearly how the project is contributing to these principles in practice.



Upcoming Events

- 6th February: Deadline for **Pre-assessments**
- 2nd-30th March: Fourth **Call**
- 28-29 May: Maritime and Water Policy **Seminar** (Jointly with OKS-Programme), Gothenburg, S
- 24th-26th June: **Annual Conference**, Egmond aan Zee/Haarlem, NL
- 14th September-16th October: Fifth **Call**



Evaluation Forms

Please remember to hand in your Evaluation Form
before leaving



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Thank you very much!

Visit our website: www.northsearegion.eu

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