

INTRODUCTORY TRAINING FOR AWARD WINNERS

Eastern Partnership Territorial Cooperation
Programme Armenia - Georgia

Project management and
reporting



This Programme is funded by the European Union
and the German Government



This Programme is
implemented by GIZ

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Important Notice

**Information given in this presentation file is
neither complete nor legally binding!!!**

**Always consult with individual Grant Contract
and to PRAG for relevant regulations!**



LEGAL AND ADMINISTRATIVE ASPECTS OF PROJECT MANAGEMENT

- The Coordinator is the organization with which the grant agreement is signed and is entirely responsible to the MA for the implementation of the project, the dissemination of the project results and for the overall management of the project.



LEGAL AND ADMINISTRATIVE ASPECTS OF PROJECT MANAGEMENT

- The Coordinator is the single point of contact and correspondent for the MA
- The Coordinator is in charge of reporting directly to the MA on the progress and financial aspects of the project.



LEGAL AND ADMINISTRATIVE ASPECTS OF PROJECT MANAGEMENT

- The Coordinator alone is entitled to receive funds from the MA directly and is obliged to distribute the amounts corresponding to the partners as specified in the Partnership Agreement.



LEGAL AND ADMINISTRATIVE ASPECTS OF PROJECT MANAGEMENT

- The Partners are exclusively those organizations identified as such in the Partnership Agreement
- They are recipients of funding and are committed to the project implementation in *the same way* as the Coordinator.



LEGAL AND ADMINISTRATIVE ASPECTS OF PROJECT MANAGEMENT

- They should provide the Coordinator as soon as possible with whatever documents or information (technical and financial) requested.
- They should also immediately inform the Coordinator of any events or circumstances that may affect the implementation of the project



General Management Culture

- Each organization has its own management culture that the MA respects. However, this should not be discriminatory or otherwise contrary to the principles and values of the EU funding programme or provisions of law.
- The MA strongly encourages participatory decision-making processes, as well as the active involvement of co-beneficiaries and other stakeholders in the implementation of the project



REPORTING

LEGAL BASIS:

- Grant contract – Special conditions (art.4)
- Grant contract– General conditions (art. 2)
- Annex L– Partnership agreement (art. 6)

REPORTING

TYPES OF REPORTS

Interim report – every 3 months of the implementation period; shall accompany each interim payment request and interim financial report; shall be submitted to the Contracting Authority no later than 30 days after the above period has elapsed.

REPORTING

Final report - with the balance payment request, no later than 60 days after the implementation period of the action (as laid down under Article 2.3 of this special conditions) has elapsed.



PROGRAMME REQUIREMENTS CONCERNING THE REPORTS

- Must be completed and signed by the Contact person of the Coordinator and submitted to the CA
- The information provided in the narrative report must correspond to the financial information that appears in the financial report.
- Please refer to the Special Conditions of your grant contract and send one copy of the report to each address mentioned



PROGRAMME REQUIREMENTS CONCERNING THE REPORTS

- Standard template – narrative and financial (*Annex VI*) to be used
- In English language (*General Conditions art.2.1*)
- All sections and paragraphs must be filled in
- Do not change Description of the Action when reporting



PROGRAMME REQUIREMENTS CONCERNING THE REPORTS

- Supporting documents justifying technical implementation
- include any relevant reports, publications, press releases and updates related to the Action;
- include the proofs of the transfers of ownership as referred to in Article 7.5 of General conditions

ACTION:	RESPONSIBILITY:
Report submission	Coordinator/lead applicant
Report verification	Contracting Authority
Requests for clarifications	Contracting Authority
Answer to request of clarifications	Coordinator/lead applicant
Regular (6-monthly) programme implementation reviews	Contracting Authority
Requests for clarifications	JDMC/EC
Answer to request of clarifications	Coordinator/lead applicant

CONTENT OF REPORTS

1. Description
2. Assessment of implementation of Action activities
3. Beneficiaries/affiliated entities and other Cooperation
4. Visibility
5. Location of records, accounting and supporting documents



DESCRIPTION

- Name of Coordinator of the grant contract:
- Name and title of the Contact person:
- Name of Beneficiary(ies) and affiliated entity(ies) in the Action:
- Title of the Action:
- Contract number:
- Start date and end date of the reporting period:
- Target country(ies) or region(s):
- Final beneficiaries &/or target groups (if different) (including numbers of women and men):
- Country(ies) in which the activities take place (if different from target countries):



ASSESSMENT OF IMPLEMENTATION OF ACTION ACTIVITIES

- Executive summary of the Action (1/2 page)
- Results and Activities
- If relevant, submit a revised logframe, highlighting the changes.
- Please provide an updated action plan

VISIBILITY

- How is the visibility of the EU contribution being ensured in the Action?

The European Commission may wish to publicize the results of Actions. If you have any objection to this report being published on the EuropeAid website, you should state your objections here.



IF THE REPORTING OBLIGATIONS ARE NOT MET

If the Beneficiary:

- fails to fulfill any of the obligations related to reporting actions and, after being given written notice to comply with those obligations, still fails to do so **OR**
- does not provide a satisfactory explanation,

the Contracting Authority **may terminate the Contract, without giving notice and without paying compensation of any kind.**



SUPPORTING DOCUMENTS TO JUSTIFY THE PROJECT PROGRESS (examples)

Project management:

- agenda and minutes of the project meetings
- correspondence
- internal evaluation of the progress
- action plans



SUPPORTING DOCUMENTS TO JUSTIFY THE PROJECT PROGRESS (examples)

Trainings/events

- curricula
- training materials
- agenda
- attendance lists
- evaluation questionnaires
- diplomas / certificates granted
- relevant photos



INFORMATION FLOW

