# CENTRAL EUROPE PROGRAMME 2007-2013

**CENTRAL EUROPE**
COOPERATING FOR SUCCESS.

**Lead Partner Seminar 4th Call**
**Vienna, 5th June 2012**

# Start up phase Reporting

**Monika SCHÖNERKLEE-GRASSER**
JTS CENTRAL EUROPE
PROGRAMME

## Content of presentation:

- Start up phase
    - Adjustments
    - Setting up of project structures
- Reporting
    - Start Up Report (SUR)
    - Progress Report (PR)

**CENTRAL EUROPE**
COOPERATING FOR SUCCESS.

**Actual start of project implementation** after fulfillment of the necessary requests for improvement and adjustments

**Work plan and time table**

- Necessary readjustments/improvements requested by the MC (i.e. **conditions for approval**)

- Time gap between project development and actual start of implementation → **adaptations to the original work plan and time table** as in submitted Application Form

- Definition of **realistic project start date**

- More detailed definition of work plan and time table

**Project acronym** – please check if there is a potential risk of infringement with existing trade mark rights

**Start up phase** is of specific importance

→ Will influence and lay the basis for the whole implementation process

→ Delays incurred in this phase may be difficult to be caught up later

## 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 down of <u>rules of procedure</u> 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 <u>management positions</u>**

- Capacities and competences (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 and/or 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 (e.g. feedback loops)

- Key indicators should be defined at an early stage

## Basic principles - how to ensure effective reporting:

LP to take care of <u>smooth information flow</u> from the Programme to the partner level and vice versa

- To pass all information Programme reporting procedures/ requirements and reporting templates on to the partner level

- To organise that partners provide the right information in order to prepare the joint progress reports (internal reporting system, tools)

- To ensure that any feedback from the reports reaches the partners
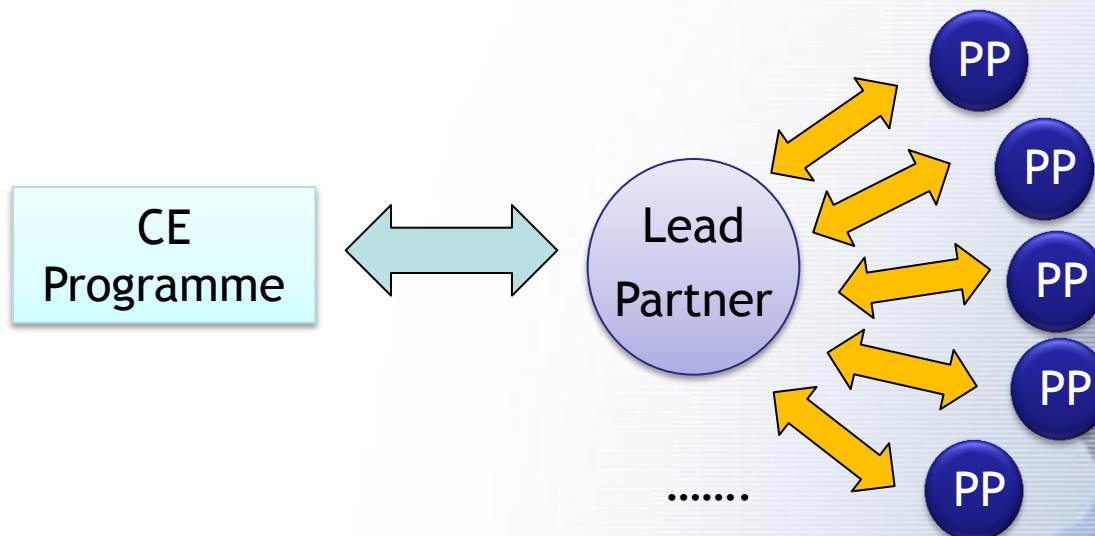
# Start-up Report (SUR)

## Start-up Report (SUR)

→ Evidence on the actual start of the project

→ Updated information on some relevant contact details

→ Confirms the management arrangements

→ Evidence of the signature of the 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

## 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
  - Document storage
- Management and partnership
  - Signature of partnership agreement
  - Sub-contracting of project management (if applicable)
  - Composition of the Steering Committee, identifying the representatives of each Project Partner
- Financial issues
  - First level control
  - Partner budget breakdown
- Ex-Ante preparatory activities for investments (if applicable)

# REPORTING
## 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

- **Preparation Cost Report (PCR)** to be submitted together with first Progress report



**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
Phone +43 (1) 4000 - 76 142
Fax +43 (1) 4000 - 99 76 141