SETOF Soil Erosion and TOrrential Flood
Prevention: Curriculum Development at the Universities of Western Balkan Countries

Technical reporting

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For the purpose of reporting by coordinator to the Executive Agency, beneficiary shall have to submit his reports to the coordinator, using the reporting forms (consisting of the narrative and financial part) available on the website

https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2017_en

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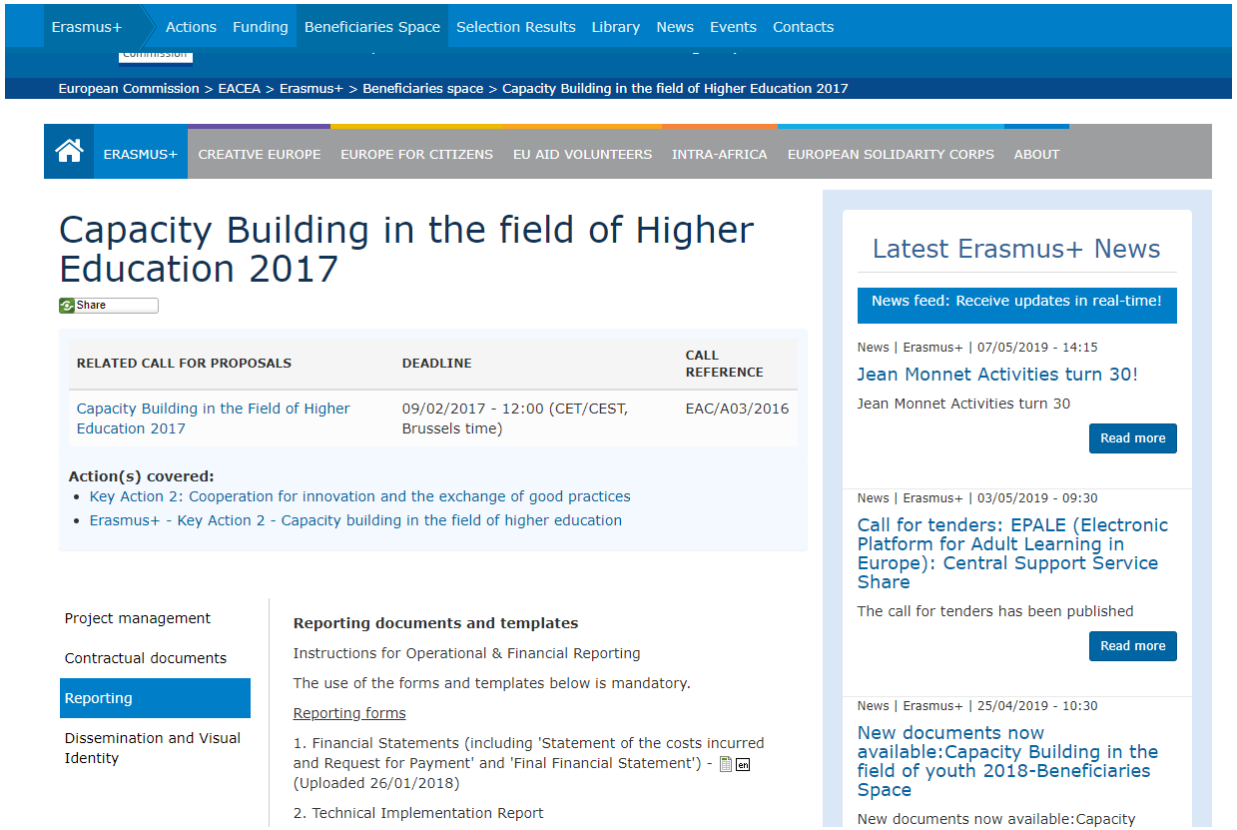

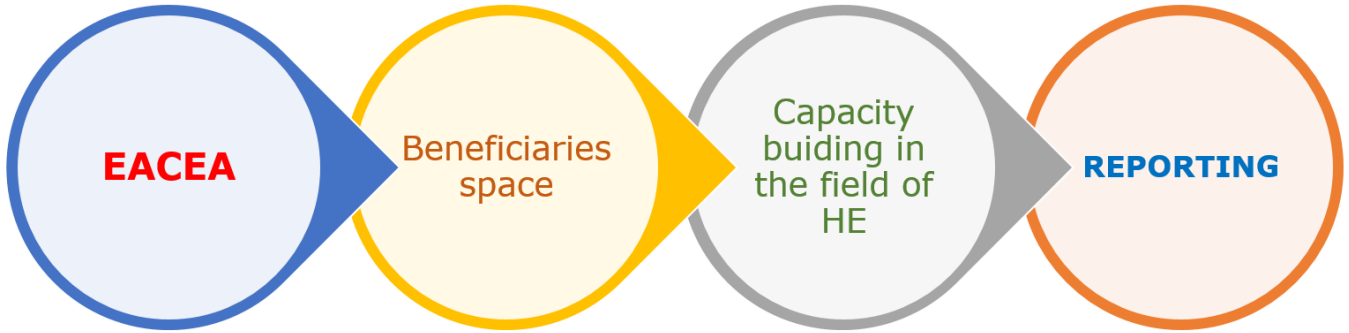

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Reporting documents:

1. Financial Statements (including 'Statement of the costs incurred for Payment' and Final Financial Statement')- (Uploaded 26/01/2018)

2. Technical Implementation Report (The Progress Report on the Implementation of the Action)

3. Final report on implementation of the action (documents will be available soon)

4. (Audit) Certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report – Type II

5. Other documents (CBHE Joint Declaration, Individual Travel Report, Time Sheet)

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Technical Implementation Report

The purpose of Technical Implementation Report is to:

- ✓ inform Executive Agency (EACEA) about the progress of project activities
- ✓ determine that the project is in accordance with the requirements of financing
- ✓ determine the overall progress of the project by the ½ of the eligibility period
- ✓ determine consistency with the work plan
- ✓ justify any changes to the original application
- ✓ present measurable project progress indicators

Technical Implementation Report is a contractual obligation (art. I.4.1 of the Grant Agreement) that has to be filled in and submitted at the latest half way through the eligibility period (on 14.05.2020).

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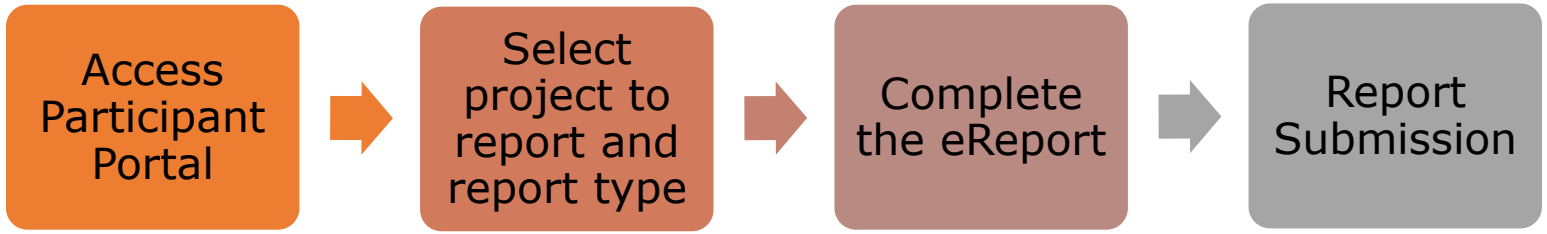
Technical Implementation Report

Technical Implementation Report is submitted via the eReports system, which is an online tool available on the Participant Portal.

There is a eReports User Guide that will provide you with detailed instructions on how to complete and submit a Project Report using eReports.



The main steps in the reporting process

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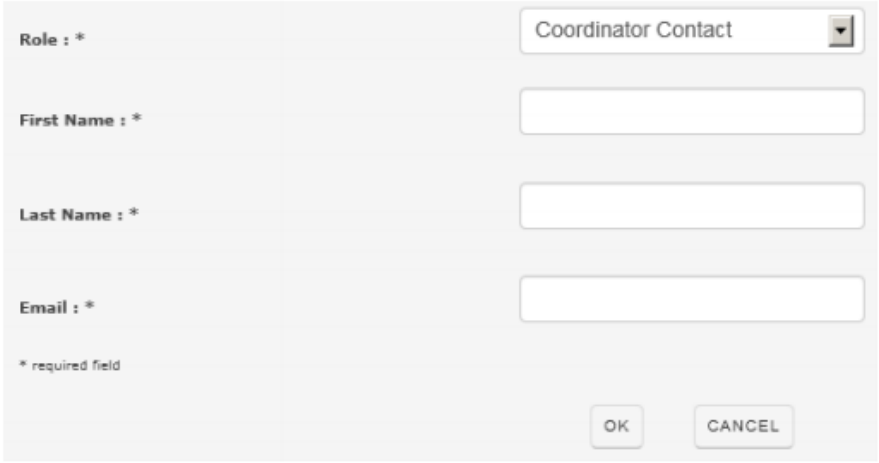
Two things mandatory to have acess to the Participant Portal and eReports are:

- to have an EU login account/ registrate on the website

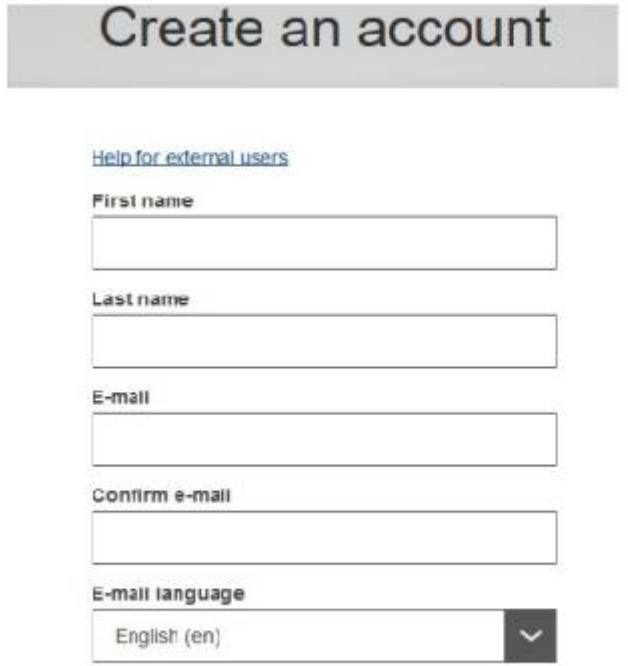
https://webgate.ec.europa.eu/cas/eim/external/register.cgi

and

- to have a role assigned in the Participant Portal for the project.



reached through the following link: https://webgate.ec.europa.eu/cas/eim/external/register.cgi



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Project roles and access rights

The rights of the project are described in the table below and are based on the roles granted by the Project Coordinator in the Participant Portal.

Roles	Report rights
Primary Coordinator contact	View a Report, Edit a Report, Submit a Report
Coordinator Contact	
Participant Contact	Edit a Report
Project Financial Signitory	
Project Legal Signitory	
Task Manager	
All other roles	Access Forbidden

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Some roles are automatically appointed, based on the information in the project proposal:

- The proposal initiator will become the Primary Coordinator Contact (PCC).
- The main contact person in the participating organisations will become Participant Contacts (PC).
- Persons with read-only access to the proposal will become Team Members (TM).

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Content of the Technical Implementation Report

The Technical Implementation Report is composed of:

1) General Information on the programm and action,

2) Contractual data,

3) Project summary and Horizontal Issues,

4) Award criteria (relevance, quality of the project implementation, quality of cooperation, impact and sustainability)

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5) Attachments:

- ✓ Financial statement
- ✓ Declaration of honour
- ✓ Table of achieved/planned res
- ✓ Dissemination plan
- ✓ Quality assurance plan
- ✓ Request of second pre-financing

TABLE OF ACHIEVED / PLANNED RESULTS

Title and reference number of the work package (WP)	

Indicators of achievement and or/performance as indicated in the project proposal	

Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement

Activities to be carried out to achieve this outcome (before the end of the project)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress

Changes that have occurred in this result since the original proposal:

Please add as many tables as necessar

☐ Table of achieved / planned results

☐ Report Special Mobility Strand: this document is applicable and compulsory only for projects including a Special Mobility Strand component.

☐ Statement of the costs incurred and request of 2nd prefinancing: this is applicable only for the Technical Report with request of 2nd pre-financing.

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Content of the Technical Implementation Report

There are three parts of the Technical Implementation Report:

1. Some part of the form is automatically prefilled from the project application (general information, data about legal representatives, consortium composition, contact person, project description etc.) -
   - in case of changes, inform the Executive Agency

2. Some part of the form have to be filled by the consortium (data related to the implementation of the activities)

3. Attached documents (annexes with the size limited to the 10MB)

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Consortium have to answer on qustions related to horizontal issues:

-Previous recomendations

explain how the recommendations given by the Agency (in the expert's assessment of the application, in the feedback from monitoring visits, in monitoring exchanges with the Agency, etc.) have been followed up;

- Transversal (/cross-cutting) issues

describe how and to what extent the project addresses transversal (/cross-cutting) issues relevant for the EU and its partner countries (e.g. gender balance, sustainable development, unemployment, social cohesion, etc.).

- Involvement of people with fewer opportunities

describe how and to what extent the project addresses issues related to the involvement of migrant, refugees, internal displaced people, people with disabilities...

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Consortium have to answer on questions related to award criteria:

1) Relevance,
2) Quality of the project implementation,
3) Quality of cooperation,
4)Impact and Sustainability.

Questions are concerning:

- implemented activities
- quality assurance (QA) measures applied to the implemented activities;
- the visiability of project activities and results;
- equipment acquired by the project;
- project management;
- involment of partners and other stakeholders;
- project impact and sustainability (awareness raising, dissemination, sustainability and exploitation of the project results);
- meetings, trainings and mobilities etc.

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In accordance with the Grant Agreement and the CBHE Guidelines for the Use of the Grant, the **Technical Implementation Report** will be **evaluated on the basis of the award criteria** defined for assessing the grant proposal and will be scored out of a total of a maximum of 100 points.

The table below presents the award criteria and the maximum score for each:

Title of the award criterion	Maximum number of points for each criterion
Relevance of the project	30
Quality of the project's implementation	30
Quality of the project team and the cooperation arrangements	20
Impact and dissemination	20
Total	100

(https://eacea.ec.europa.eu/sites/eacea-site/files/cbhe_t_report_explanatory_note_0.pdf).

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Technical Implementation Report will aim to reflect the quality of the project's implementation, as well as the consortium's overall performance, taking into account:

(1)The CBHE requirements as specified in the Erasmus+ Programme Guide
(2) The relevance of the activities implemented, compared to the "Description of the action" included in Annex I of the Grant Agreement
(3)The desk monitoring activities conducted by the EACEA since the start of the eligibility period
(4) The field monitoring visits carried out by or on behalf of the Agency at any of the consortium partners

Very good
(at least 75 pts out of 100)
Good
(between 74 and 60 pts out of 100)
Fair
(between 59 and 50 pts)
Weak
(less than 50 pts out of 100

At the end of the report assessment, the project's performance will be qualified in four different categories.

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The project is qualified as „very good" if it is implemented in accordance with its original work programme and timetable; if the report provides all the information and evidence needed and if there are no particular concerns or areas of weakness.

If the project is assessed as a „week", the project is not respecting its original work plan/timetable and/or is not fulfilling the CBHE requirements; the report fails to address important aspects of the project's implementation etc.

At "Technical Implementation Report" stage, this rating system will be used as a means of providing feedback to the CBHE consortium on its performance. At this stage, the rating has no direct impact on any subsequent pre-financing payment. The Agency may however decide to reject the report if it does not comply with the set provisions or suspend the payment if it is assessed as particularly weak.

If the project is assessed as a „week" and there is no substantial improvements during the second half of the project, the grant will be reduced at the final report stage in acordance with GA, Article I.10.6.

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Reccomendations

- ✓ Do not underestimate the amount of time and human resources neccessary to write a report
- ✓ Decide who will be in charge of writing parts of the report, and who for the overall development of the report
- ✓ Prepare the sections of the report in a separate document first, then transfer the agreed text to the e-form
- ✓ Do not copy and paste informations from other reports/projects/applications
- ✓ Answer the questions asked on the reporting template – no more no less
- ✓ Collect all documentation regarding the activities as soon as it is realized
- ✓ Keep in mind that timely submission of a report is a contractual obligation

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Thank you!

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