

5.5.2021  
**REPORTING WEBINAR**  
Narrative interim report



CBC 2014-2020  
SOUTH-EAST FINLAND - RUSSIA

# Objectives of webinar

**To...**

*Provide information,*

*Support,*

*Build competence on smooth reporting*



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# Agenda

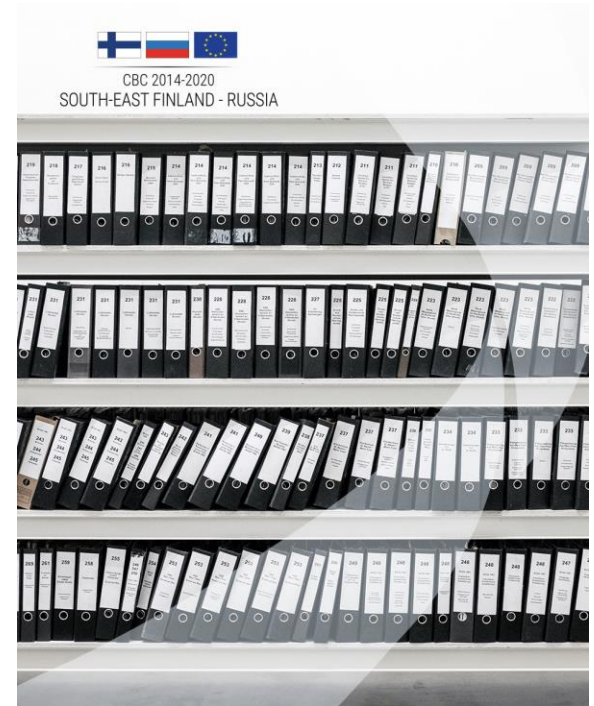
1. WRITING OF A GOOD INTERIM REPORT
2. VERIFICATION OF INDICATOR VALUES
3. INTERIM REPORT ANNEXES
4. TIME FOR QUESTIONS AND ANSWERS



# WRITING OF A GOOD INTERIM REPORT

# Basics of Interim report

- Submitted together with a payment request
- Deadline 3 months after the end of reporting period
- Maximum reporting period 12 months
- Prepared and submitted in PROMAS
- Signed original narrative interim report (and payment request) are sent to the MA
  - annexes only in electronic form

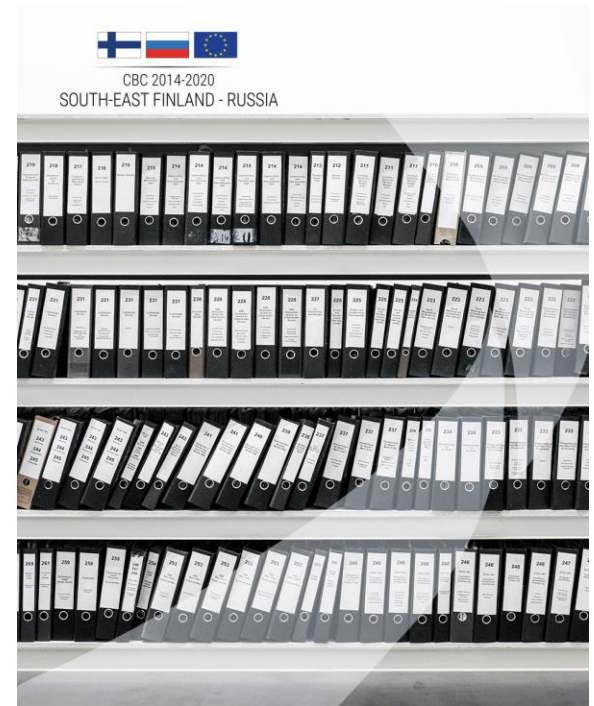




# Basics of Interim report

An assessment of implemented measures and results of reporting period, including:

- implementation of activities
  - state of results and outputs,
  - realisation of indicators,
  - overview of partner cooperation and project management
- description of possible challenges and deviations



# Summary

- Describe the project implementation in a way that gives an overall picture of the project
- Include a short, qualitative description of achieved results (indicators) that are reported in section “indicators”
- Assess partner cooperation and project management
- This is the place to describe possible challenges in implementation and possible need for changes

# Summary - tips

Word is free, but keep in mind:

- Be clear and logical. Select a style and keep on it.
  - Good options to report about the implementation is e.g. to describe the progress by work packages or by partners
- Make sure, that roles and tasks can be recognised by partners: who did what
  - Try to avoid passive expressions: "was done", "is completed"
- Be comprehensive but precise: no bonus points from the length of the report



# Work plan

- Description of work packages
- How each work package has proceeded during reporting period
- Describe the implementation of activities and link them to work packages
- Describe the outputs of each activity



- It is preferred to describe only the period in question
- To increase clarity, remove texts related to previous reporting period.

# Work plan

## Activities

Name	Description	Output	Region
Name of WP	Description of activities during reporting period	Outputs achieved during reporting period	Geographical scope
Derived automatically from PROMAS	Description from project application or previous report derived automatically from PROMAS ➤ Replace the text for current reporting period	Outputs from project application or previous interim derived automatically from PROMAS ➤ Replace the text for current reporting period	Derived automatically from PROMAS ➤ Check and update if changes have occurred

# Communication and visibility

- Provide short qualitative description of planned activities
- Focus on the following topics
  - how visible the project has been,
  - what kind of feedback it has received,
  - which chosen methods have proven to be efficient
  - if any changes to them should be considered
- The written description and communication and visibility matrix should complement each other

# Communication and visibility

- Updated Communication and Visibility plan shall be attached as an annex.
- Also visibility activities shall be verified with annexes. E.g.:
  - amount of webpage visitors: screenshot of visit counter
  - amount of followers in social media accounts, amount of posts: screenshots
  - articles, publications: attach pdf or link
  - amount of participants: participant lists

# VERIFICATION OF INDICATOR VALUES



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Insufficient verification  
of indicator information  
is the most common  
reason to ask for  
clarification.



# Indicators

Indicators are reported in their quantified realization level

➤ cumulative follow-up

For verification of indicators

- describe the realization of indicators shortly in the summary and explain, how the information is verified
- Provide documents and information that verify the indicators as annexes
  - Mark the documents clearly



# Indicators - tips

When reporting indicators, keep in mind:

- **amount of participants:** attach participant list
  - One person can be counted once
  - Participation related to project work (working group meeting, steering group meeting...) is not counted
  - Priority 2: confirm the age of participants
  - Signed participant list from f2f events, screenshot of participants in online events
- **events:** attach event programme / invitation, 1-2 pictures and participant list

# Indicators - tips

When reporting indicators, keep in mind:

- **physical outputs**: provide a picture. In final report, original copies shall be delivered to MA
- **electronic outputs** (publications, articles, videos...): provide a permanent open source link or attach the document as a copy
- report only results and outputs that have realised during reporting period.
  - E.g. publication in stage of preparation event in planning phase can't be reported. The connection to the project / CBC programme shall be evident.

# INTERIM REPORT ANNEXES

# Mandatory annexes

- Communication and visibility plan (*updated for the reporting period*)
- Lists of attendees of seminars and other events organised by the project
- Minutes from the management/steering group meetings (*if applicable to the project*)
- 2-4 photographs showing the highlights of the reporting period
  - May be used in programme communications!
- Copies of project outputs, such as press releases, books, leaflets, articles etc.
  - Original outputs are delivered to the MA with the final report.

# Annexes - tips

When adding annexes, keep in mind:

- less is more: include everything needed, but keep it simple. Huge amount of additional annexes slows down the processing of report
- what is essential? Annexes that are mentioned mandatory in Programme Manual, annexes verifying indicators and C&V plan
- Signed participant lists
  - in the era of online meetings:
    - take a picture / screenshot of the participant list / amount of attendees of your online meeting for verification.
    - Some systems may provide an automatically extracted participant list



PRESENTATION MATERIAL WILL BE LATER AVAILABLE ON  
PROGRAMME WEBSITE

**TIME FOR QUESTIONS!**

# Pre-questions (29.4.)

What's the best way to report the regional impacts of the project via the narrative report?

Challenges during Covid-virus.

Please give as many examples of different indicators and their accepted / suggested verification options as possible.

Can the Lead Partner write the draft phase of the narrative part of the interim report alone, without partners?