Interreg Knowledge Fair 2024

Lean Reporting, monitoring & change management: Steps to simplify project implementation

Alexandra Kulmer, Lamprini Tsoli, Mihaela Florea, Pieter Louwers,
Stoyan Kanatov| Interact | 07.03.2024

Interact

Co-funded by
the European Union
Interreg

Welcome to the Interreg Knowledge Fair

This is the **second edition** of the Interreg Knowledge Fair, it is still a new approach for us.

The **Conference Support** stand in the Exhibition Room is a one-stop shop for your questions.

At the end of this session, you are asked to rate the **session experience**.

At the end of the event, you will be asked your **overall feedback**.

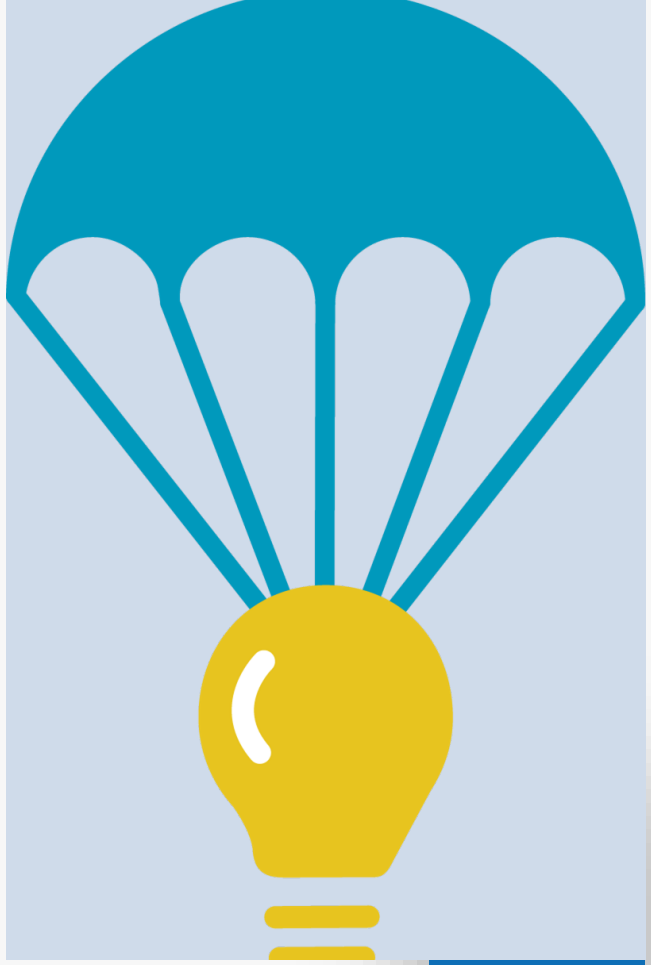
SLIDO-TIME

Join at
slido.com
#2008 960

Agenda

Format of the sessions: Introduction in the topic / Slido questions / Round of discussions

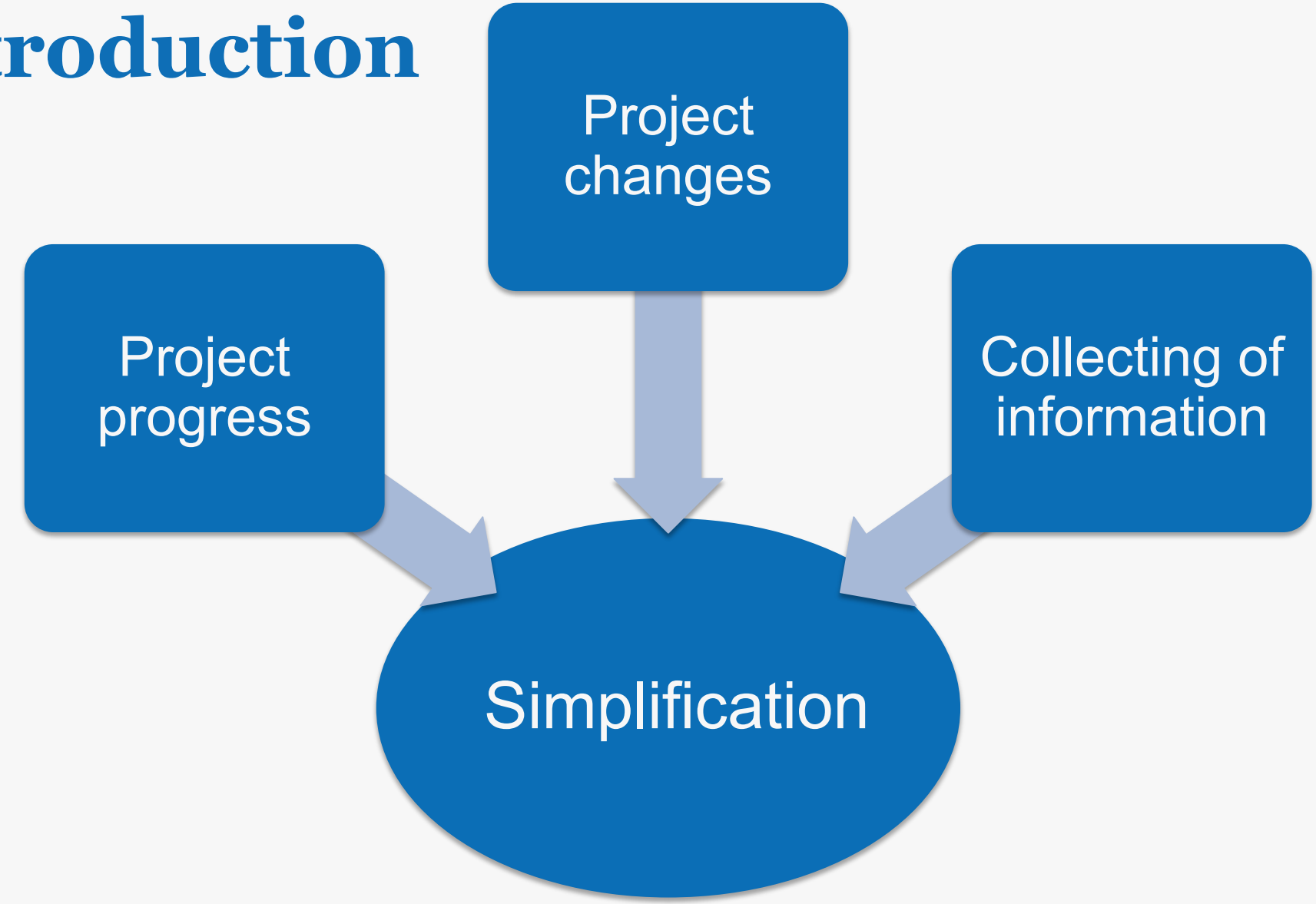
01	02	03	04	05
Introduction	Reporting of project progress	Management of project changes	Collecting of statistical and other information	Wrap up
	35 min	35 min	35 min	



Objective of the workshop

- ✔ Explore the applications of lean reporting, monitoring & change management and the ways to simplify project implementation

Introduction



SLIDO-TIME

Join at
slido.com
#2008 960

A new reporting approach

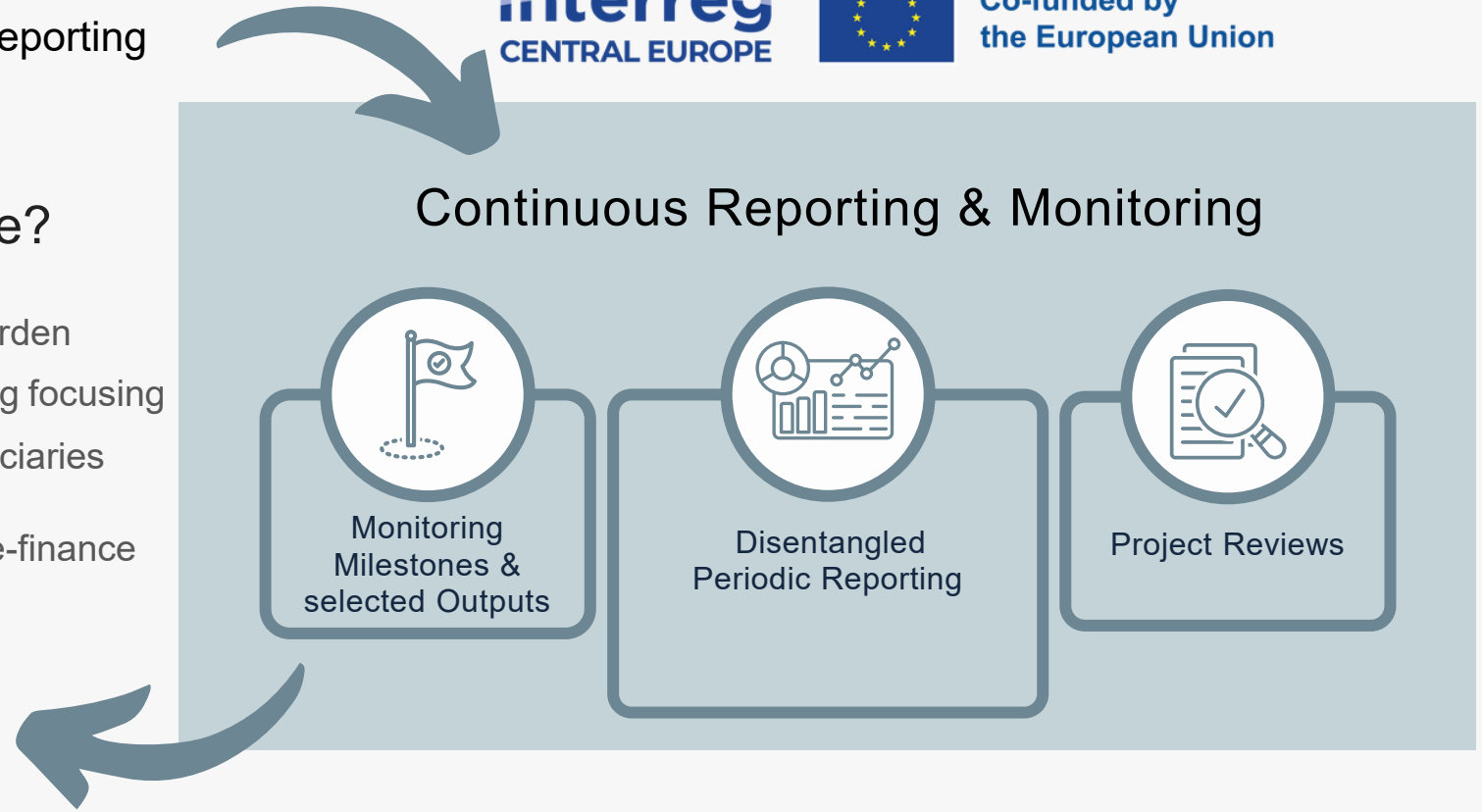
Traditional Reporting

Interreg CENTRAL EUROPE

Co-funded by the European Union

Why this change?

- Reduction of administrative burden
- Targeted reporting focusing on results and on supporting beneficiaries
- No possibility for programme to pre-finance the projects
- Quicker reimbursement



Checklist of project progress

Overall assessment *(chose only one)*	• **PROJECT ON TRACK** • **PROJECT WITH MINOR PROBLEMS** • **PROJECT WITH SIGNIFICANT PROBLEMS**
Findings	
Summarize all above findings divided per project partner.	
Recommendations	
Each finding requires recommendation for further proceeding, including undertaking of corrective actions, submission of clarifications, additional evidences and documents. *By exception, some findings require no specific recommendations, including:* *- minor changes/problems with no financial impact on the project implementation, which are well justified and acceptable;* *- problems with financial impact, which require submission of irregularity signal and no further action by the PPs.* *All recommendations should be divided per project partner and include clear deadline for answer (between 3 to 10 days).*	

Reporting of project progress – beginners level

- ❑ What did you improve in the progress reporting from the previous programming period?
- ❑ Do you use the whole HIT reporting package?
- ❑ How to settle the optimal reporting period?

Reporting of project progress – advanced level

- ❑ What are the benefits of using consolidated project report (both progress and financial information)?
- ❑ What are the benefits of disentangled reporting?
- ❑ What are the prerequisites for applying consolidated reporting? Responsibilities of the JS, use of SCOs.

Floor is open for discussion

SLIDO-TIME

Join at
slido.com
#2008 960

Management of project changes

Flexibility rules	● Project duration ● Budget / Cost categories ● Work plan ● Output and Result indicators

Project changes	● Amendment of the application form:
	  ○ Partnership / Project duration / Budget
	● Set up of procedures:
	  ○ Templates to fill-in / Bodies involved / Time to Approval

Contract amendments	● Required for every project change / only for specific project changes ● No amendment of Co-financing contract required ● Electronic signature used / not used

N+1 in Interreg Deutschland-Danmark

3 periods, 1 period = 12 months

Subgoals & Milestones ⇨ Costs

Period 1		Period 2			Period 3		
Budget	**Real costs**	**Budget**	**Budget + N+1**	**Real costs**	**Budget**	**Budget + N+1**	**Real costs**
510,00 €	410,00 €	1.020,00 €	1.120,00 €	1.000,00 €	1.020,00 €	1.040,00 €	1.000,00 €

Period 1 - 3	
Budget	2.550,00 €
Real costs	2.410,00 €
Difference	140,00 €

100,00 €

20,00 €

100,00 €

Interreg Co-funded by the European Union

Deutschland – Danmark

Contact

Management of project changes

- ❏ Does your Programme have any good practice on lean change management processes?
- ❏ Where is your Programme struggling in managing project changes?
- ❏ Where did you improve from the last programming period in terms of lean change management?

Floor is open for discussion

SLIDO-TIME

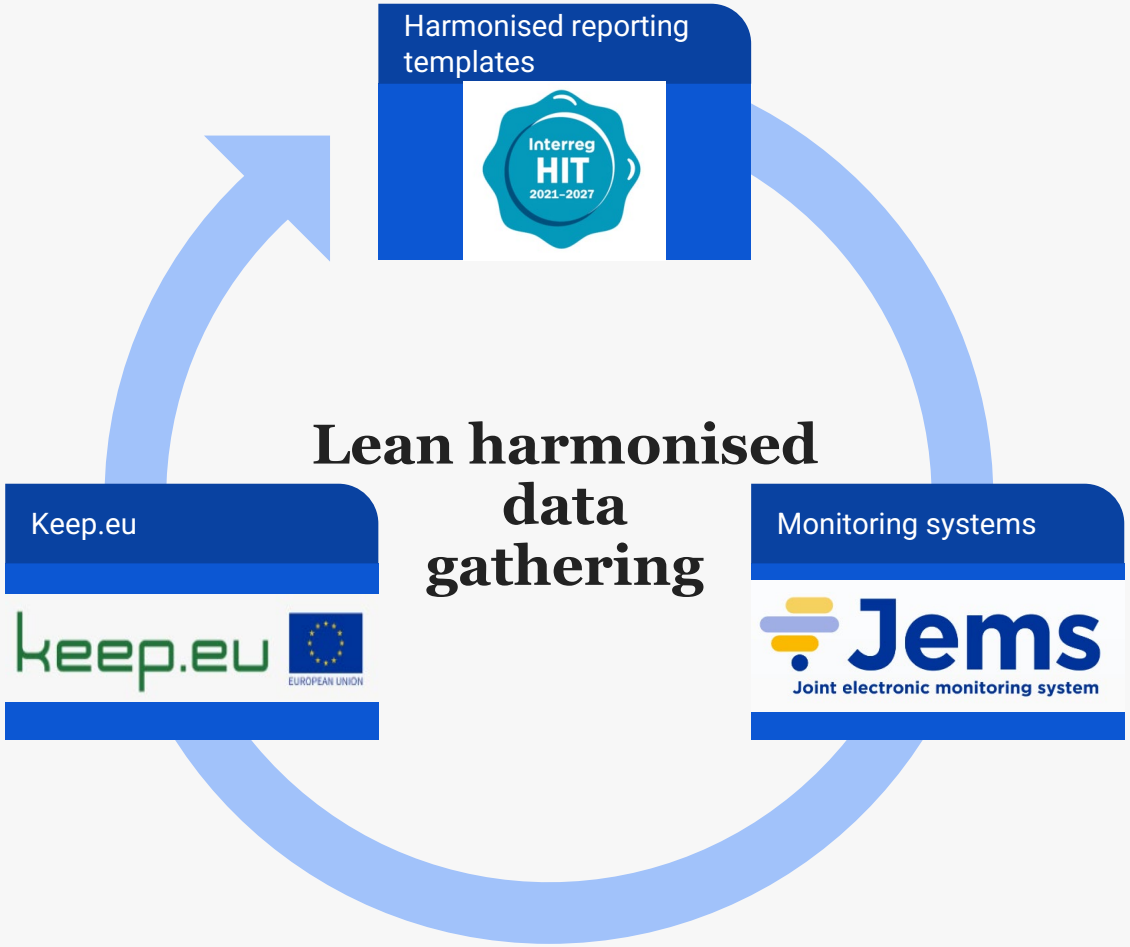
Join at
slido.com
#2008 960

Collection of information - during project monitoring

Why this topic?

- Doing data collection in a structured and lean way can;
  - save time
  - help spot best practices and showcase them easily
  - help identify problems early at project level
  - monitor programme progress in a structured way
  - help compare projects and even programme achievements
  - help showcase progress towards reaching programme targets
  - make reporting to the commission easier
  - ….
- Programmes usually do much more then only gathering information on the minimum:
  - being data on Priorities, SO's and indicators.

Collection of information - Context (Interact)



Floor is open for discussion

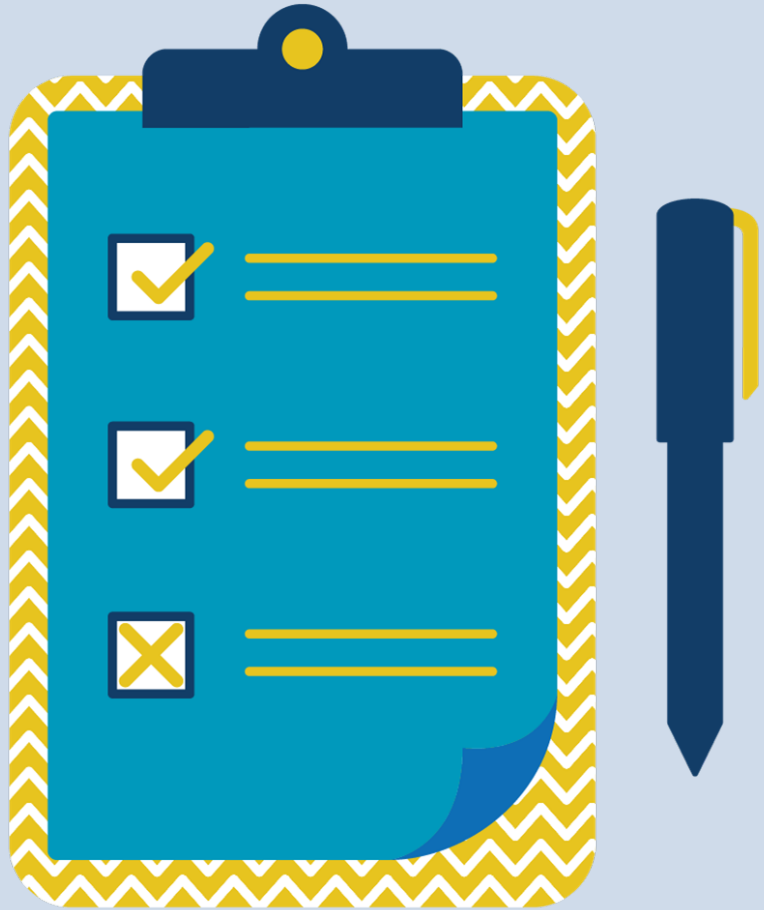
Thank you for being here!

Your opinion matters to us.

Please take a few minutes to provide us with feedback to help us improve our services.

Log into the **Whova app** and tell us what you think in the **session Q&A, from 1 (bad) to 5 (amazing)** Please check which session you are in!

You can also talk to us at the Conference Support stand in the networking area.



Cooperation works

All materials will be available on:

Interact / Events / Interreg Knowledge Fair (5-7 March 2024)