



**ENI
CBCMED**
Cooperating across borders
in the Mediterranean



Programme funded by the
EUROPEAN UNION



**REGIONE AUTÒNOMA
DE SARDIGNA
REGIONE AUTONOMA
DELLA SARDEGNA**

Group 1

Project and financial managers

Reporting to the MA/JTS

Rome, October 2019

Reporting: how

MIS (Management Information System) main features

- Internet based platform
- Final version (including user manual!) in 2 months
- MIS modules cover from contract negotiation to final balance
- Different roles/users involved: JMC/MA/JTS/CCP/NCP etc.
- Project specific roles are: **Ben** (lead partner) and **Partners**

The MIS is a unique environment for all the tasks related to Project implementation such as:

- Project adjustments
- **Project reporting**
- Project communication (information flows to the website)

Project Dashboard

OUTPUTS OVERVIEW

1.1 - Project progress reports

Project administrative and financial reporting

1.2 - Project Management Plan

Project management design

1.3 - Quality Management Plan

Quality management

1.4 - Quality Management reports

Quality evaluation

Monitoring of results indicators

2.1 - Communication Plan

Design of the Communication Strategy and Action Plan

2.2 - Preparation of Communication Material

Project website launch

Logo

Flyer / leaflet

Roll-up banners

2.3 - Social media accounts

Creation of Facebook page

Creation of a Twitter account

Creation of a LinkedIn group

Creation of ResearchGate

2.4 - Project publications

Scientific publications in journals and conference proceedings

Newsletters

Animated videos

EVENT CALENDAR

today

September 2019



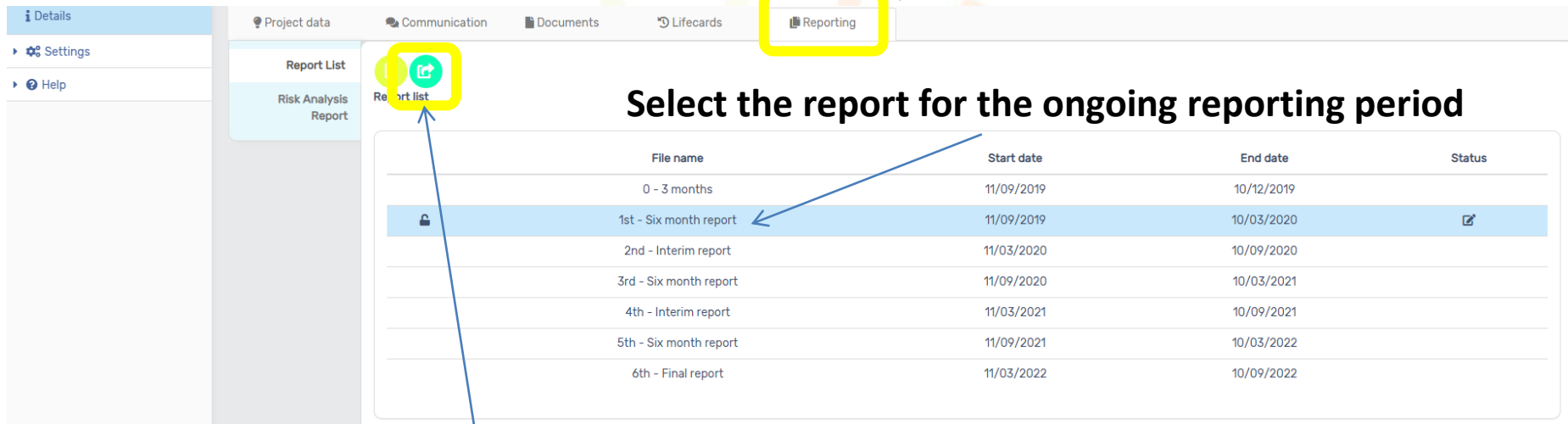
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

OUTPUT INDICATORS


Output indicator(s)	Required	Done
4.3.1.1.a	4	0
4.3.2.5.e	3	0
4.3.1.2.b	5	0
4.3.1.3.c	8	0
4.3.1.4.d	2	0
4.3.2.7.h	8	0

Project Reporting 1/12

A new tab “Reporting” appears



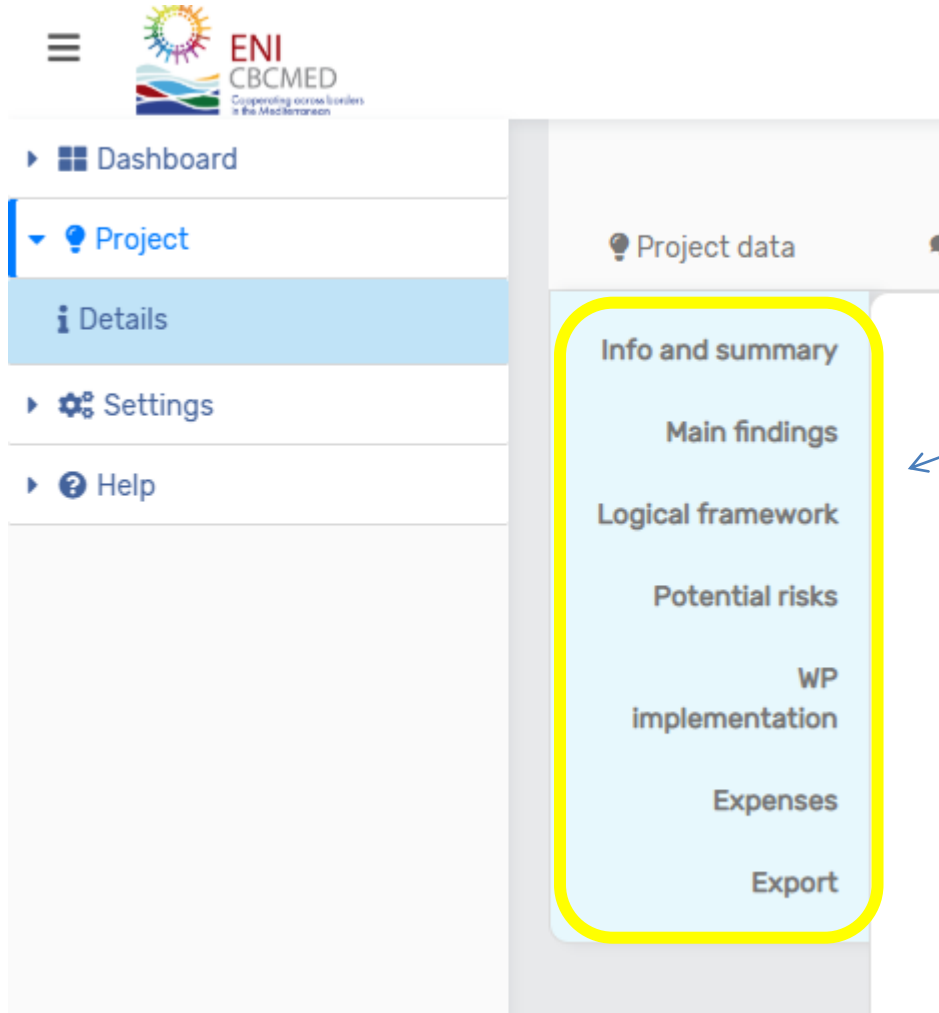
The screenshot shows a web application interface with a top navigation bar and a left sidebar. The top bar has tabs for 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Reporting'. The 'Reporting' tab is highlighted with a yellow box and an arrow pointing to it from the text 'A new tab “Reporting” appears'. The left sidebar has a 'Details' section with 'Settings' and 'Help' links, and a 'Report List' section with 'Report List' and 'Risk Analysis Report' links. The 'Report List' link is highlighted with a yellow box and an arrow pointing to it from the text 'Click on edit to see details on the selected report'. The main content area displays a table of reports with the following data:

File name	Start date	End date	Status
0 - 3 months	11/09/2019	10/12/2019	
1st - Six month report	11/09/2019	10/03/2020	
2nd - Interim report	11/03/2020	10/09/2020	
3rd - Six month report	11/09/2020	10/03/2021	
4th - Interim report	11/03/2021	10/09/2021	
5th - Six month report	11/09/2021	10/03/2022	
6th - Final report	11/03/2022	10/09/2022	

Select the report for the ongoing reporting period

Click on edit to see details on the selected report

Project Reporting 2/12



A left menu related to “Reporting” appears and for each section there will be information to provide (see also courtesy form in .doc)

Project Reporting 3/12

The screenshot shows a web application interface for project reporting. At the top, there is a navigation bar with five tabs: 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Reporting'. The 'Reporting' tab is highlighted with a yellow box. On the left side, there is a vertical menu with the following items: 'Info and summary' (highlighted with a yellow box), 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', 'Expenses', 'Documents', 'Outputs Library', and 'Export'. The main content area has a sub-navigation bar with four tabs: 'Info e summary', 'State of play and events' (highlighted with a yellow box), 'Partnership', and 'Reported expenditure'. A blue arrow points from the text on the right to the 'State of play and events' tab. Below the sub-navigation bar, there are two text input fields. The first is titled 'Project state of play' and the second is titled 'Upcoming project events'. Both fields have a placeholder text 'Write your message here...'. At the bottom left of the main content area, there is a blue button with a white icon and the text 'Confirm'.

Project data Communication Documents Lifecards **Reporting**

Info and summary Info e summary **State of play and events** Partnership Reported expenditure

Main findings
Logical framework
Potential risks
WP implementation
Expenses
Documents
Outputs Library
Export

Project state of play
Write your message here...

Upcoming project events
Write your message here...

Confirm

Different parts of the first section “Info and summary” of the left menu for “Reporting”

Project Reporting 4/12

Overview per WP and PP. Total Reported will be automatically calculated from the financial part

Info and summary

Info e summary State of play and events Partnership Reported expenditure

	WP1	WP2	WP3	WP4	WP5	WP6	Total Reported / Budget Direct Cost Per PP	%
 BEN	296.592,74 €	112.007,80 €	50.813,40 €	18.231,30 €	117.662,00 €	11.806,52 €	Nan / 607.113,76 €	%
 PP1	60.581,80 €	55.708,66 €	10.976,00 €	7.967,00 €	15.219,00 €	7.727,00 €	Nan / 158.179,46 €	%
 PP2	118.798,88 €	45.915,72 €	7.889,00 €	17.101,00 €	79.489,00 €	22.249,00 €	Nan / 291.442,60 €	%
 PP3	59.582,00 €	35.107,00 €	8.345,00 €	10.605,00 €	76.655,00 €	18.563,00 €	Nan / 208.857,00 €	%
 PP4	122.767,50 €	72.971,06 €	27.146,80 €	29.342,10 €	99.140,30 €	30.137,56 €	Nan / 381.505,32 €	%
 PP5	143.435,00 €	68.067,06 €	86.723,60 €	10.925,40 €	160.374,80 €	8.557,32 €	Nan / 478.083,18 €	%
 PP6	131.173,50 €	99.188,70 €	32.164,40 €	23.665,80 €	94.121,70 €	27.340,10 €	Nan / 407.654,20 €	%
Total budget per WP							/ 2.532.835,52 €	
Total direct cost EU and %							/ 1.265.592,82 €	
Total direct cost MPC and %							/ 1.267.242,70 €	

Project Reporting 5/12

Here you report on findings and synergies related to the implementing period

Project data

Communication

Documents

Lifecards

Reporting

Info and summary

Main findings

Logical framework

Potential risks

WP implementation

Expenses

Documents

Outputs Library

Export

Main findings

Synergies

Cross-border cooperation

Write your message here...

Additional actions with relevant stakeholders

Write your message here...

Confirm

Main finding

Synergies

SYNERGY 1

Project / Programme / date:
Blue Sea Land (every year from 2013-2017) Mazara del Vallo Initiative for the promotion of the Blue E

Project budget (if available):
0,00 €

List of outputs to be exploited:
The initiative attracts over 100k visitors, 350 enterprises, 1,500 meetings and 52 international delegations. Output includes the fostering of economic, social, institutional and cultural integration through the Blue Economy

Synergies in term of implemented activities and outputs delivered

Write your message here...

Confirm

SYNERGY 2

SYNERGY 3

Project Reporting 6/12

Transversal result indicators foreseen for the Programme

Info and summary

Logical framework

Potential risks

WP implementation

Expenses

Documents

Outputs Library

Export

Staff assigned to the project Participation and visibility Priority, expected result Project result and outputs

General Objective:
G0 is to help tackle social exclusion and poverty amongst vulnerable groups by identifying the sector with greatest potential for growth and by providing skills to NEETs to meet those sector needs.

Specific Objective:
S01 is to increase employability in young people belonging to NEETs (up to 30 years old) and women (all ages) by providing these target groups with marketable skills to prepare them for skill-based occupations, piloted within the Blue and Circular Economy;
S02 is to better connect the business sector with the labour market: to promote connections between market needs, TVET institutions and professional sector stakeholders in the Blue and Circular Economy;
S03 is to provide an innovative approach to skills targeting with etools by identifying a sector with greatest potential for growth in areas with high numbers of vulnerable people (NEETs) in order to ensure that training courses provide specific skills of interest to the identified economic sector;

Type of contract

	Number
Staff assigned by the Lead beneficiary partners and all associated subcontractors:	
Number of short-term contracts (full-time and part-time) signed by the Lead beneficiary partners associates or subcontractors:	
Number of short-term contracts (full-time and part-time) signed by target groups as a result of project activities	
Number of long-term contracts (full-time and part-time)	
Number of long term contracts (full-time and part-time) signed by target groups as a result of project activities	

This section concerns cross-border transversal result indicators at ENI Programme level: data are collected in the same way for all funded projects. In the following table you are requested to report overall data; include in the last column on the right, the total values achieved by the project since the beginning of project implementation.

Project Reporting 7/12

Staff assigned to the project **Participation and visibility** priority, expected result Project result and outputs



Event title

Date and place (country;town)

Number of participants



Link

Number of visits

Number of unique visits

Comments



Social

Link

Followers

Engagements-Views

Comments

 Add Event

Event title:

Place:

**Click to add information on events,
webpages and social media**

Date:

Number of participants:

Cancel

Confirm

Project Reporting 8/12

Project data Communication Documents Lifecards Reporting

Info and summary
Main findings
Logical framework
Potential risks
WP implementation
Expenses
Documents
Outputs Library
Export

Staff assigned to the project Participation and visibility **Priority, expected result** Project result and outputs

Priority	Programme expected result(s)	Expected result indicator(s)	Programme target values	Project target values (result indicators)	Project value achieved since the beginning of project implementation (result indicators)
A.3.1	3.1.1 - Increased employability of women (all ages) and youths people up to 30 years old, especially those belonging to the NEETS	3.1.1.A	1350.0	250.0	<input type="text"/>

Confirm

Here you have to report on result indicators, the value is calculated since the start of the project

Project Reporting 9/12

Staff assigned to the project Participation and visibility Priority, expected result

Project result and outputs



Project output	Wp	Output Indicator(s)	Programme target	Project Target	Achivied values since the beginning of project implementation (output indicators)
Branding and marketing campaigns Art through graffiti and the Blue Economy	WP6	3.1.1.1.a	20.0	4.0	<input type="text"/>
Targeted training courses oriented to the labour market - Training package development	WP5	3.1.1.2.b	45.0	9.0	<input type="text"/>
Course actuation - Blue and Circular Economy training Courses	WP5	3.1.1.2.c	450.0	360.0	<input type="text"/>
Course actuation - Blue and Circular Economy training Courses	WP5	3.1.1.2.d	14400.0	1720.0	<input type="text"/>
Innovative learning tools supported by new technologies: E-learning tools, e-training platform	WP5	3.1.1.3.e	150.0	27.0	<input type="text"/>
Coaching and tutoring actions with leading mentors	WP4	3.1.1.4.f	30.0	3.0	<input type="text"/>
Initiatives to better connect TVETs with market needs	WP4	3.1.1.5.g	20.0	6.0	<input type="text"/>
Social employment initiatives jointly implemented by public institutions - LA Capacity building	WP6	3.1.1.6.h	20.0	3.0	<input type="text"/>



Confirm

Also when you report on achievements of output indicators, the values are intended since the beginning of project implementation

Project Reporting 10/12

Main findings
Logical Framework
Potential risks
WP Implementation
Expenses
Export

WP1 [view outputs and activities](#)

Title:
Management

Coordinator:
BEN

Involved partners:
BEN,PP01,PP02,PP03,PP04,PP05,PP06,PP07

WP budget / Reported expenditures:
264.656,00 € / 13.656,00 €

State of play:

To date BIM is used in new construction projects in UK and Northern EU Countries, particularly to large buildings and infrastructures where this approach grants higher return of investment. Rarely BIM has been applied to the refurbishment of existing building, and even less on the built heritage due to complexities that limit its use as for building performance simulation.

BEEP project is innovative in:

- demonstrating that BIM can be used successfully also at smaller scale. Furthermore, it focuses on public historical heritage, pursuing a widespread interest of preservation and improved attractiveness;
- applying energy simulations to the built heritage;
- supporting Energy Performance Contracts (EPCs) and enhancing financial decision-making. A more defined project involves less financial risks and therefore the possibility that more interventions will be financed;
- developing a network suitable for sharing relevant best practices and policy cohesion in a fragmented sector.

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WP2

WP3

In the WP section, first of all you are asked to describe the implementation of the selected WP in general

Confirm

Project Reporting 11/12

Info and summary

Main findings

Logical Framework

Potential risks

WP Implementation

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Export

Outputs

Activities

←

Back to WP list

Workpackage Code:
WP3

3.1 Requirements for interoperable models, nomenclature and schemes to be used for the pilot actions

Description:

To realise an interoperable model for energy efficiency, first of all it is necessary to agree on the requirements for the information to be provided to the BIM developer as well as nomenclature and schemes to be used not only among the different professional workflows in the local area but also among all the professionals working in different countries. The output will be the integration of cultural heritage requirements into the standards for the interoperability, mainly IFC and bSDD.

Target value:

2.0

Budget / Reported:

264.656,00 € / 13.656,00 €

	I sem.	II sem.	III sem.	IV sem.	V sem.	VI sem.
Expected	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Deferred to		III sem.				

Deliverables / supporting documents:

To date BIM is used in new construction projects in UK and Northern EU Countries, particularly to large buildings and infrastructures where this approach grants higher return of investment. Rarely BIM has been applied to the refurbishment of existing building, and even less on the built heritage due to complexities that limit its use as for building performance simulation. BEEP project is innovative in.

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Target groups:

Local public administration PA

Target groups involved:

To date BIM is used in new construction projects in UK and Northern EU Countries, particularly to large buildings and infrastructures where this approach grants higher return of investment. Rarely BIM has been applied to the refurbishment of existing building, and even less on the built heritage due to complexities that limit its use as for building performance simulation. BEEP project is innovative in.

3.2 Analysis for the innovative energy rehabilitation intervention

3.3 Energy Efficiency Heritage Building Information Model (EE-HBIM)

Here you have to confirm the achievement of the Outputs foreseen in that reporting period

Then give details on the deliverables and target groups involved

Confirm

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Project Reporting 12/12

Info and summary

Main findings

Logical Framework

Potential risks

WP Implementation

Expenses

Documents

Outputs Library

Export

Outputs

Activities

←

Back to

Workpackage Code:

WP2

3.1.1 State of the art analysis on HBIM and Interoperability

Description:

The activity will perform three different state of the art investigations on: • HBIM usage according to local and global best practices; • BIM and HBIM processes for energy improvement of existing and historical buildings (EE-HBIM), identifying in the field of new construction the most solid examples as basis for the BEEP process; • requirements for an integrated interoperable and multidisciplinary workflow based on BIM approach with the use of performance simulations.

Target value:

2.0

Budget / Reported:

264.656,00 € / 13.656,00 €

Done:

☒

Brief description of the activity , problems faced, solutions and type of support needed, as the case may be:

To date BIM is used in new construction projects in UK and Northern EU Countries, particularly to large buildings and infrastructures where this approach grants higher return of investment. Rarely BIM has been applied to the refurbishment of existing building, and even less on the built heritage due to complexities that limit its use as for building performance simulation. BEEP project is innovative in.

To date BIM is used in new construction projects in UK and Northern EU Countries, particularly to large buildings and infrastructures where this approach grants higher return of investment. Rarely BIM has been applied to the refurbishment of existing building, and even less on the built heritage due to complexities that limit its use as for building performance simulation. BEEP project is innovative in.

815/1000

3.1.2 Building Execution Plan development

3.2.1 Capacity Building of the case study analysis

Confirm

Finally in this part
“Activities” you have
to report on activities
implementation

Project Financial Reporting 1/2

The screenshot displays the 'WP Implementation' section of a financial reporting tool. A sidebar on the left contains navigation links: 'Info and summary', 'Main findings', 'Logical Framework', 'Potential risks', 'WP Implementation' (selected), 'Expenses' (highlighted), 'Documents', 'Outputs Library', and 'Export'. The top navigation bar includes tabs for Work Packages (WP1 to WP6), with WP2 currently selected. A 'Back to Report List' button is located in the top right corner.

Below the tabs, there are two circular icons: a green Euro symbol (€) and a blue document icon with a right-pointing arrow. The main content area features a table with the following columns: Code, Partner, Cost category, Description, Unit, Number/Reported, Rate/Reported, and Total/ Reported expenses.

Code	Partner	Cost category	Description	Unit	Number/Reported	Rate/Reported	Total/ Reported expenses
WP1.HR.BEN.58708	BEN	HR	Planning & Reporting	DAY	21.00/16.00	350.00/200.00	€8400.00/ €4000.00
WP1.HR.BEN.65387	PP1	TR	Closing & Reporting	TRV	8.50/	350.00/	€2975.00/

Annotations with blue arrows provide additional context:

- An arrow points from the 'Expenses' link in the sidebar to the table.
- An arrow points from the 'WP2' tab to the table.
- An arrow points from the text 'Reporting expenses per WP, it follows the Budget structure' to the table.
- An arrow points from the text 'Select a budget-line to add expenses related to it. Then click on edit' to the 'PP1' partner icon in the second row.

Project Financial Reporting 2/2

- Info and summary
- Main findings
- Logical Framework
- Potential risks
- WP Implementation
 - Expenses
- Documents
- Outputs Library
- Export

Partner N.	Cost Category	Budget line code	WP
BEN	HR	WP1.HR.BEN.52314	WP2

← Back to Budget Line

Identification of expenditure (reference to project accounting)

Expenses	Date	Number	Type of document
John Smith paycheck ...	12 May 2016	123456	Payslip
Document's holder	Document description	Currency	Document's amount (In currency)
Garibaldi SNC	Dinner for international and	LBP	30.000
Unit (A)	Unit cost (B)	Total without VAT (C=AxB)	VAT (%) (D)
8	6	48	22%
Total with VAT (E=CxE)	Total with VAT (Euro)		
800	900		
Amount ascribed to the project (In currency)	Amount ascribed to the project (In euro)		
15000,23	2390,00		



Compile the form for the incurred expenses related to that specific BL

Identification of payment (reference to project accounting and reconciliation with bank sheets)

Date of payment	Number of payment	Way of payment	50% rule
12 May 2016	215454	Bank transfer	25
Notes			
Energy Efficiency in the Public sector			

The expenses will be added to a table where you can re-edit all expenses related to that BL

Confirm

Partner	Cost category	BL code	Date	Expenses	Type	Date of payment	Amount ascribed to the project	Amount ascribed to the project (€)	
BEN	HR	WP1.HR.BEN.52314	07/07/2019	John Smith paycheck in March	Payslip	17/07/2019	58960.00	1202.10	 

view more details

edit

Project Reporting- Last steps



Once the report is complete, you should **Validate** it so to check if there are errors and then you can **Submit** it to JTS.

JTS/MA officers can ask for clarifications and in that case your report will come back to draft and you can re-edit it.

THANK YOU FOR YOUR ATTENTION

MERCI

شكراً



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