



# MIS and Final Report

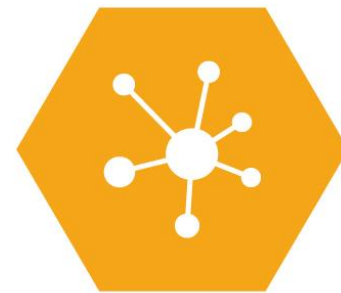
## Procedure and tips

Training for Lead Beneficiaries and Partners of ENI CBC MED Projects  
8th of November 2022

Aous TAMIMI – ICT Expert – Joint Technical Secretariat

**#GOMED**

*We make cooperation happen in the Mediterranean*



# Goal of the presentation and disclaimer

This presentation is a **short tips guide** to the Management Information System (MIS), for Lead Beneficiaries and Partners of approved projects in the ENI CBC MED.

The presentation's slides shows some aspects, sections and functionalities of MIS, to illustrate the main questions recieved by JTS, but doesn't cover all.

The used images are often collage, to reduce the use of images and slides, and might not represent exactly what is visible for users.

## Words from Ch.9 on Project Closure...

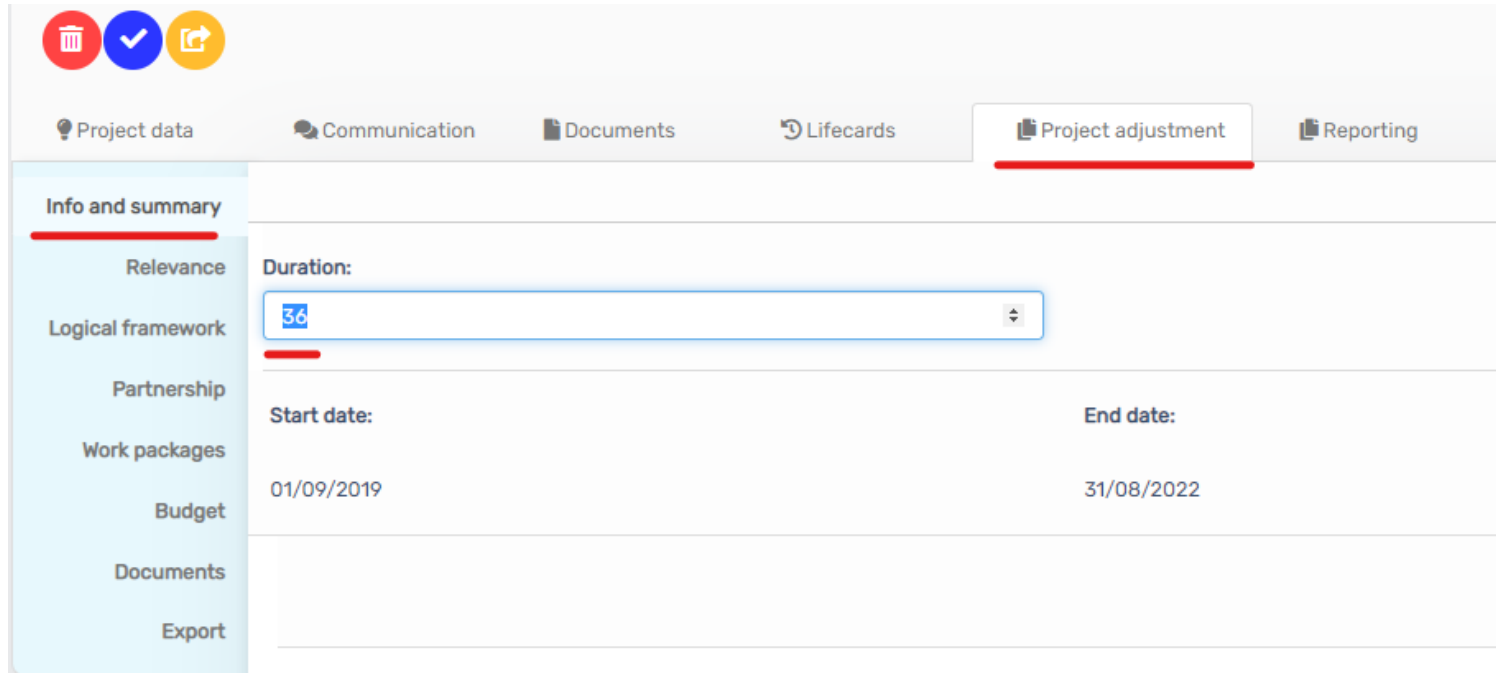
- In accordance with EU Regulation, all activities of projects shall end by 31<sup>st</sup> December 2023.
- With the short time available between the end of project implementation and the deadline for submission of the Final Report, it is of utmost importance to plan very carefully all the steps for its preparation.

## Wisdom words from Ch.9 on Project Closure...

The FR is drafted and sent to the JTS/MA through the Management Information System (MIS)



## .. But I need extension.. (Adjustment)



The screenshot shows the 'Project adjustment' tab in the GOMED system. The left sidebar contains a menu with 'Info and summary' highlighted, and other options like 'Relevance', 'Logical framework', 'Partnership', 'Work packages', 'Budget', 'Documents', and 'Export'. The main content area displays the 'Duration' field with a value of 36, and the 'Start date' (01/09/2019) and 'End date' (31/08/2022) fields.

Field	Value
Duration	36
Start date	01/09/2019
End date	31/08/2022

By consulting your corresponding JTS experts, you may request an extension of project duration, via a “Major” adjustment procedure

Remember to adopt the delivery of Activities and Outputs accordingly.

# Modifying/Adding Partner contact (Adjustment)

The screenshot displays the GOMED web application interface. At the top, there are three icons: a trash can, a checkmark, and a share icon. Below these are navigation tabs: 'Project data', 'Communication', 'Documents', 'Lifecards', 'Project adjustment' (which is highlighted with a red underline), and 'Reporting'. On the left side, there is a sidebar menu with options: 'Info and summary', 'Relevance', 'Logical framework', 'Partnership' (highlighted with a red underline), 'Work packages', 'Budget', 'Documents', and 'Export'. The main content area shows a 'Modify partner' button with a pencil icon. Below this is a table listing partners:

Name	Country	Region	Official name of the organization in the original language	
BEN	Italy	Lazio	University Consortium for Industrial and Managerial Economics	No profit
PP01	Italy	Sardegna	Mediterranean Sea and Coast Foundation	No profit
PP02	Lebanon		Association for the Development of Rural Capacities	Non profit
PP03	Spain	Andalucía	International Union for Conservation of Nature, Centre for Mediterranean Cooperation	No profit
PP04	Spain	Andalucía	University of Cádiz	

Adding a new contact person to the partnership (or modifying contact) is possible via a simple adjustment procedure.

You may ask your corresponding JTS experts to “enable” the adjustment section for you, then you can “add” it

# Modifying/Adding Partner contact

The screenshot displays the GOMED system interface. At the top, there are navigation icons (trash, checkmark, share) and a menu bar with options: Project data, Communication, Documents, Lifecards, **Project adjustment** (highlighted with a red underline), and Reporting. On the left, a sidebar menu lists: Info and summary, Relevance, Logical framework, **Partnership** (highlighted with a red underline), Work packages, Budget, Documents, and Export. The main content area shows tabs for General info, Experience and expertise, and **Contacts** (highlighted with a red underline). Below the tabs is a table of contacts with columns 'Name' and 'Surname'. A green plus icon with a tooltip 'Add contact working for BEN/PP' is positioned above the table. A modal window titled 'Add contact working for BEN/PP' is open, containing the following fields:

Name	Surname
Alessio	Satta
Vania	Statzu
Francesca	Muscas
Giovanni	Colucci

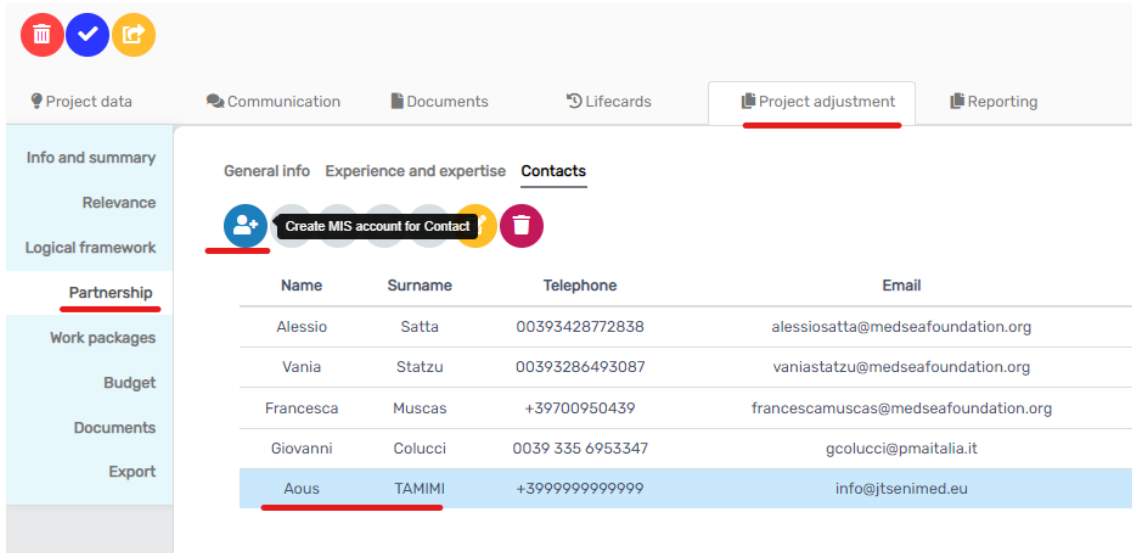
<b>Add contact working for BEN/PP</b>	
Name:	Surname:
<input type="text" value="Aous"/>	<input type="text" value="TAMIMI"/>
Email:	Telephone:
<input type="text" value="info@jtsenimed.eu"/>	<input type="text" value="+3999999999999"/>
Job title:	Role:
<input type="text" value="Contact Person"/>	<input type="text" value="Contact person"/>
<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>	

## Procedure:

1. Request JTS to enable the adjustment section
2. Add the adjustment section
3. Modify via Adjustment\Partnership\*"the concerned partner#"*\Contacts

If this is the only needed modification, it'll be applied immediately by clicking "send to JTS", no approval is needed.

# Modifying/Adding MIS Account for existing contact



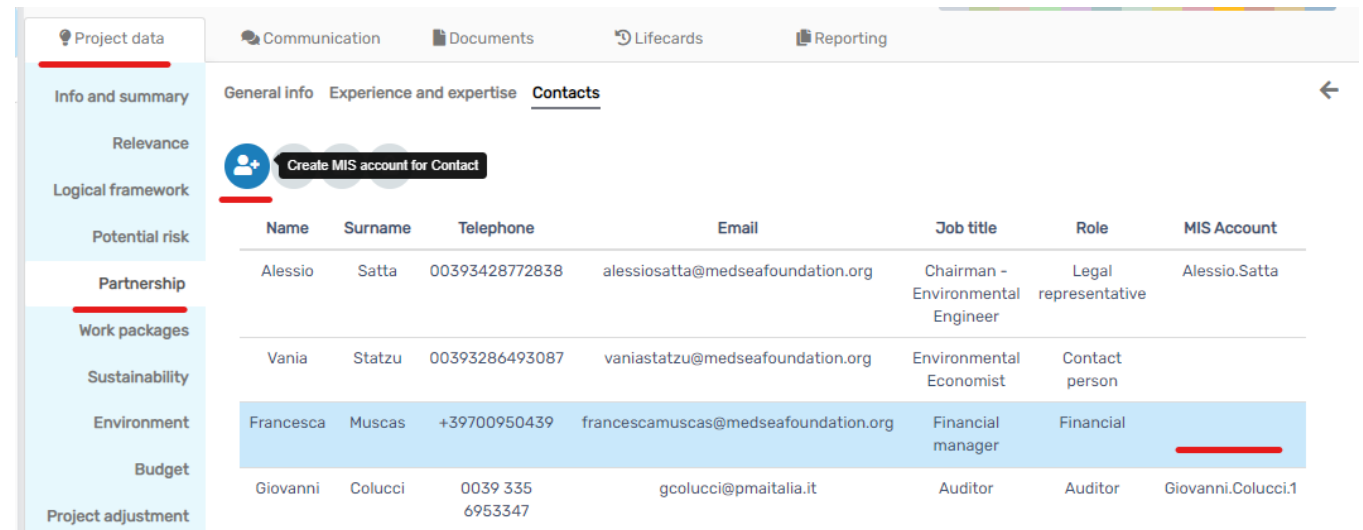
General info Experience and expertise **Contacts**

Create MIS account for Contact

Name	Surname	Telephone	Email
Alessio	Satta	00393428772838	alessiosatta@medseafoundation.org
Vania	Statzu	00393286493087	vaniastatzu@medseafoundation.org
Francesca	Muscas	+39700950439	francescamuscas@medseafoundation.org
Giovanni	Colucci	0039 335 6953347	gcolucci@pmaitalia.it
Aous	TAMIMI	+3999999999999	info@jtsenimed.eu

You can create, as LB, a MIS account for an existing user, at the same time of adding during adjustment

If the user exist already, you don't need adjustment procedure, you can do it right from Project data, in the partnership section



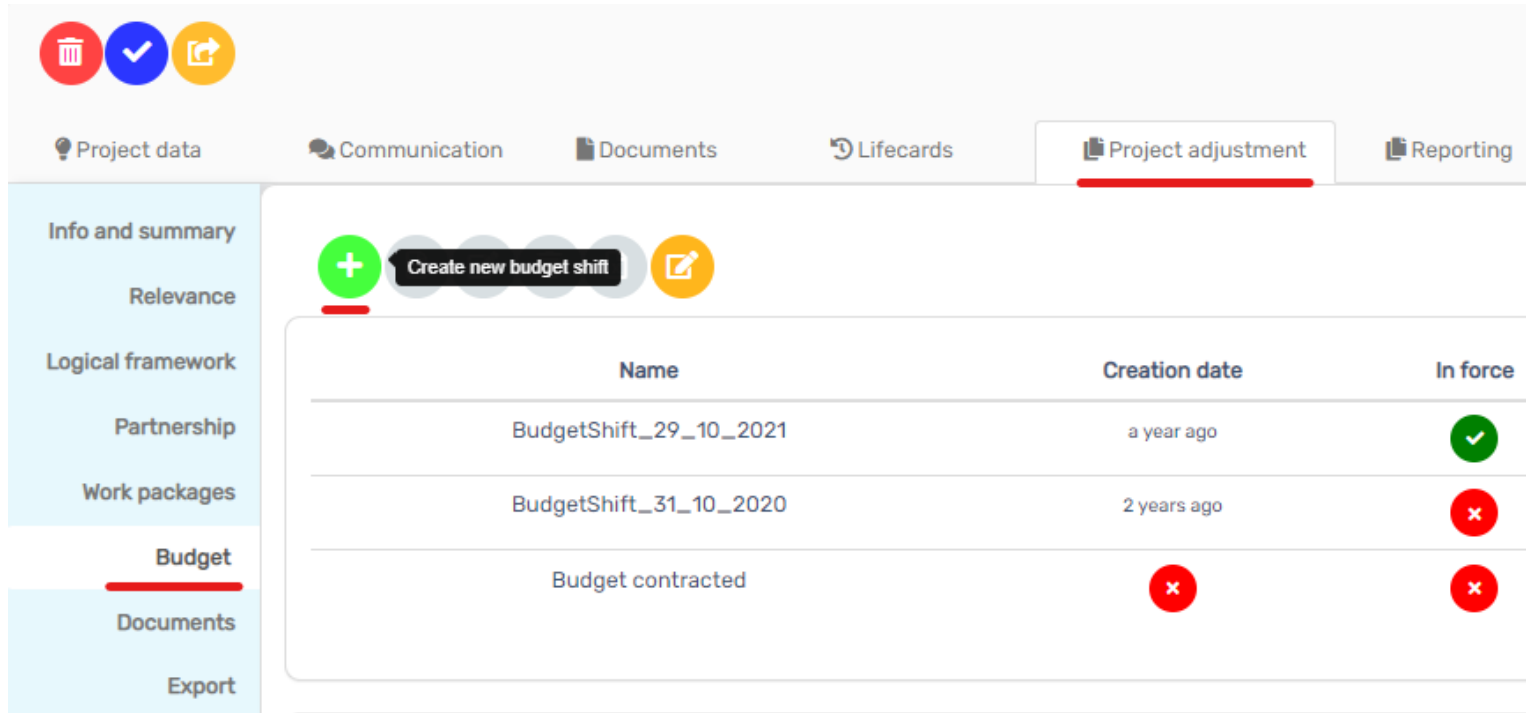
Project data Communication Documents Lifecards Reporting

General info Experience and expertise **Contacts**

Create MIS account for Contact

Name	Surname	Telephone	Email	Job title	Role	MIS Account
Alessio	Satta	00393428772838	alessiosatta@medseafoundation.org	Chairman - Environmental Engineer	Legal representative	Alessio.Satta
Vania	Statzu	00393286493087	vaniastatzu@medseafoundation.org	Environmental Economist	Contact person	
Francesca	Muscas	+39700950439	francescamuscas@medseafoundation.org	Financial manager	Financial	
Giovanni	Colucci	0039 335 6953347	gcolucci@pmaitalia.it	Auditor	Auditor	Giovanni.Colucci.1

# Budget Shift through adjustment



The screenshot shows the GOMED project management interface. At the top, there are three icons: a red circle with a white building, a blue circle with a white checkmark, and a yellow circle with a white arrow. Below these are five tabs: 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Project adjustment' (which is highlighted with a red underline), and 'Reporting'. On the left side, there is a vertical menu with the following items: 'Info and summary', 'Relevance', 'Logical framework', 'Partnership', 'Work packages', 'Budget' (highlighted with a red underline), 'Documents', and 'Export'. The main content area shows a 'Create new budget shift' button with a green plus icon and a yellow edit icon. Below this is a table with three columns: 'Name', 'Creation date', and 'In force'.

Name	Creation date	In force
BudgetShift_29_10_2021	a year ago	✓
BudgetShift_31_10_2020	2 years ago	✗
Budget contracted	✗	✗


The (one last) budget shift, if needed is to be done via an adjustment procedure.

*Make sure not to delete a Budget Line where expenses were reported already*



# Adjustment – What else?

You can still adapt the Work Packages, reasonably with the available time, specially if you are asking for extension of duration



Workpackages				
Workpackage Code	Title	Coordinator		
WP0	Preparation			
WP1	Management	BEN	PP0	
WP2	Communication	PP06	BE	
WP3	Design a value-driven traditional sectors cross-border framework	PP04		



Main Page: Edit (to enter the selected WP)



- Outputs: You may add/edit/delete new outputs only, existing Outputs can't be edited!!



- Activities: Add/edit/delete activities, and undelete

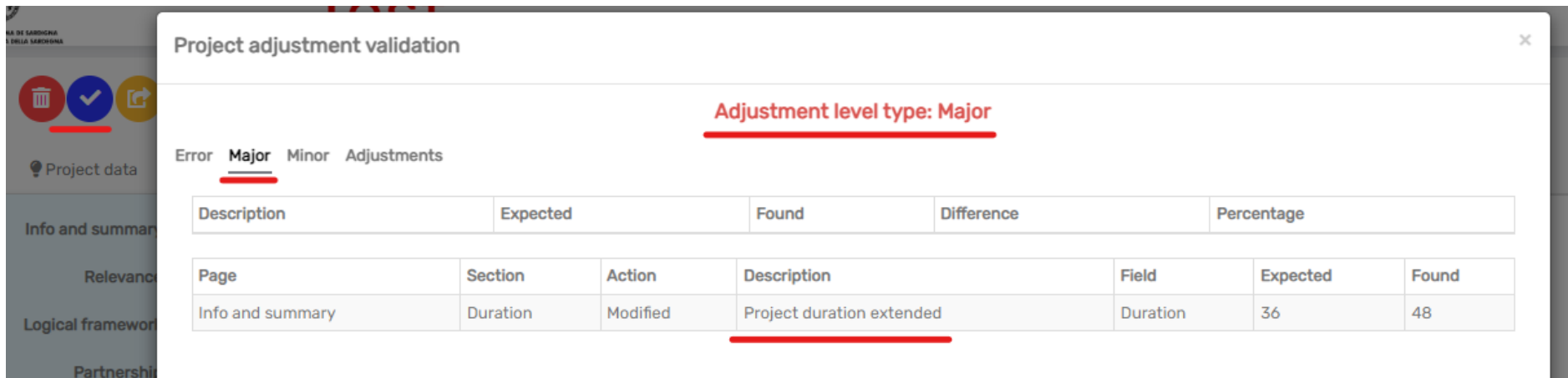


- Indicators (from WP3 onward): Add/edit/delete



- Target (from WP2 onward): Add/edit

# Adjustment Validation



Project adjustment validation

Adjustment level type: Major

Error Major Minor Adjustments

Description	Expected	Found	Difference	Percentage		
Page	Section	Action	Description	Field	Expected	Found
Info and summary	Duration	Modified	Project duration extended	Duration	36	48

You can apply the changes to the project and “validate” (the blue v button) to check the type of the adjustment you applied.

There are 3 types of adjustment:

1. **Major** adjustment, like project duration extension or budget shift more than 20%, which requires the **Joint Monitoring Committee approval**

# Adjustment Validation

.. And:

2. **Minor** adjustment, which requires the **JTS and MA approval**

Project adjustment validation

Adjustment level type: **Major**

Error Major **Minor** Adjustments

Description	Expected	Found	Difference	Percentage	Comment
Added Budget Shift					
Modified Cost Category HR (%) increased	1.455.339,95 €	1.481.239,06 €	25.899,11 €	1,78 %	
Modified Cost Category TR (%) decreased	444.710,36 €	398.554,17 €	-46.156,19 €	10,38 %	
Modified Cost Category ES (%) increased	170.600 €	174.061,09 €	3.461,09 €	2,03 %	
Modified Cost Category SS (%) increased	352.755 €	400.951,79 €	48.196,79 €	13,66 %	
		38.471,2 €	-31.500,8 €	5,53 %	
		92.334,68 €	-107 €	0,03 %	
		09,85	-100		less commission
		09,85 €	-100 €		less commission

Project adjustment validation

Adjustment level type: **Major**

Error Major Minor **Adjustments**

Description	Expected	Found	Difference	Percentage
-------------	----------	-------	------------	------------

Page	Section	Action	Description	Field	Expected	Found
Partnership	Contacts	Added	PP1			Aous TAMIMI - contact person

.. And:

3. **Simple** adjustment, which doesn't require any approval and applied immediately

However, if several amendments are applied, the highest is considered in the approval procedure

# Adjustment Reminder













You can run in one procedure at a time.

This means that a running adjustment procedure prevents you from filling the report.

You can continue reporting after the approval of the adjustment.

# Final Report tips

Project data	Communication	Documents	Lifecards	Reporting																																								
Report List	<div></div> <div>Report list</div> <table><thead><tr><th>Name</th><th>Start date</th><th>End date</th><th>Status</th><th>Score</th></tr></thead><tbody><tr><td>0 - 3 months</td><td>05/11/2019</td><td>04/02/2020</td><td></td><td></td></tr><tr><td>1st - Six month report</td><td>05/11/2019</td><td>04/05/2020</td><td>✓</td><td>4</td></tr><tr><td>1st - Interim report</td><td>05/11/2019</td><td>04/11/2020</td><td>✓</td><td>4</td></tr><tr><td>2nd - Six month report</td><td>05/11/2020</td><td>04/05/2021</td><td>✓</td><td>4</td></tr><tr><td>2nd - Interim report</td><td>05/11/2020</td><td>04/11/2021</td><td>✓</td><td>4</td></tr><tr><td>3rd - Six month report</td><td>05/11/2021</td><td>04/05/2022</td><td>✓</td><td>4</td></tr><tr><td> Final report</td><td>05/11/2021</td><td>04/11/2022</td><td></td><td></td></tr></tbody></table>				Name	Start date	End date	Status	Score	0 - 3 months	05/11/2019	04/02/2020			1st - Six month report	05/11/2019	04/05/2020	✓	4	1st - Interim report	05/11/2019	04/11/2020	✓	4	2nd - Six month report	05/11/2020	04/05/2021	✓	4	2nd - Interim report	05/11/2020	04/11/2021	✓	4	3rd - Six month report	05/11/2021	04/05/2022	✓	4	 Final report	05/11/2021	04/11/2022		
Name	Start date	End date	Status	Score																																								
0 - 3 months	05/11/2019	04/02/2020																																										
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1st - Interim report	05/11/2019	04/11/2020	✓	4																																								
2nd - Six month report	05/11/2020	04/05/2021	✓	4																																								
2nd - Interim report	05/11/2020	04/11/2021	✓	4																																								
3rd - Six month report	05/11/2021	04/05/2022	✓	4																																								
 Final report	05/11/2021	04/11/2022																																										

Remember that you can get ready for final report even before its opening in the MIS...



## Final Report

### *Words from Ch.9*

Once the final report is submitted **there will be no further opportunity for budget updates and maximization of the use of the available funds, nor for resubmitting expenditures reported incorrectly.**

# Final Report – *Reminder on expenses functions*

Project data

Communication

Documents

Lifecards

Reporting

Info and summary

Main findings

Logical framework

Potential risks

WP implementation

Expenses

Deliverables

Export

Checklist

Code

Partner

Cost category

Budgetline total

WP1.HR.BEN.44359

BEN

HR

43.500,00 €

1

2

3

4

5

6

Type of document

Date of payment

Total without VAT(in currency)

Total(in currency)

Total without VAT(Euro)

07/08/2020

Project manager

PAY

10/08/2020

15.526,98 €

15.526,98 €

15.526,98 €

1. Add expense
2. View expense
3. Edit selected expense
4. Duplicate expense (hint: useful with recurrent costs, like salaries)
5. Delete expense
6. Move expenses to next report (deactivated for final report)

# Final Report - *focus on Resubmission*

Project data

Communication

Documents

Lifecards

Reporting

Info and summary

Main findings

Logical framework

Potential risks

WP implementation

Expenses

Deliverables

Code

Partner

Cost category

Budgetline total

WP3.TR.PP6.116128

PP6

TR

1.500,00 €

Date	Description	Type of document	Date of payment	Total without VAT(in currency)	Total(in currency)	Total without VAT(Euro)
05/11/2021	MILLEAGE FOR SANDRI...	OTH	05/11/2021	30,00 USD	30,00 USD	29,90 €
05/11/2021	MILLEAGE FOR MAYA M...	OTH	05/11/2021	30,00 USD	30,00 USD	29,90 €
	MILLEAGE FOR NABIL ...	OTH	05/11/2021	30,00 USD	30,00 USD	29,90 €
	PR#3686/ MILEAGE ALL...	INV	06/11/2020	90.000,00 LBP	90.000,00 LBP	51,50 €
	PR#3686/ MILEAGE ALL...	INV	06/11/2020	48.720,00 LBP	48.720,00 LBP	27,61 €
	PR#3686/ MILEAGE ALL...	OTH	06/11/2020	90.000,00 LBP	90.000,00 LBP	51,01 €
	PR#3686/ MILEAGE ALL...	OTH	06/11/2020	48.720,00 LBP	48.720,00 LBP	27,61 €
	pr#3684/ MILEAGE ALL...	OTH	15/10/2020	147.000,00 LBP	147.000,00 LBP	83,32 €

Expense considered ineligible reported in the previous financial report

Resubmittable amount

51.01 LBP

Comment:

The expenditure can be reported in the 2nd Interim report

A lock, next to an expense within a budget line, means that the expense is previously reported.

If there's a red arrow under it, it means that a partial or total cut from the expense can be resubmitted.



## Final Report - *focus on Resubmission*

Project data

Documents

Reporting

Info and summary

Main findings

Logical framework

Potential risks

WP implementation

Expenses

Deliverables

Export

Checklist

Code

Partner

Cost category

Budgetline total

WP1.SS.PP2.91594

PP2

SS

10.500,00 €

+

👁

✎

📄

🗑

🔄

Date

Description

Type of document

Date of payment

Total without VAT(in currency)

Total(in currency)

Total without VAT(Euro)

Total(Euro)

02/04/2021

Lympereas Panagiotis...

INV

29/04/2021

2.000,00 €

2.000,00 €

2.000,00 €

2.000,00 €

04/12/2020

Lympereas Panagiotis...

INV

22/12/2020

900,00 €

900,00 €

900,00 €

900,00 €

26/03/2020

Panagiotis Lympereas...

INV

27/03/2020

2.500,00 €

3.100,00 €

2.500,00 €

3.100,00 €

You can easily resubmit the maximum amount permitted that can't be exceeded, by simply clicking the “clone/duplicate” button.

# Final Report - *focus on Resubmission*

Project data				Documents				Reporting			
Info and summary				Main findings				Logical framework			
Potential risks				WP implementation				Expenses			
Deliverables				Export				Checklist			

# Final Report - *focus on Resubmission*

## *What if...*



- If the amount was cut, needs to be **shifted to another budget line**, or divided between several Work Packages, then simply introduce the amount(s) in the right budget line, using the “add” function
- If the amount is **another currency** than Euro and cut because it was not yet paid in the previous reporting period, then you should use the “add” function too, to apply the most recent exchange rate
- If you think that the amount should have the arrow, because it is eligible but wasn't clearly explained, then contact the JTS.



# Final Report – Expenses (*HR specifically*) rounding issue

## *The use of AxB*

If the multiplication of AxB doesn't result a real-life amount (more than 2 decimals), then do not put any decimals in A.

Instead, put 1 in A and introduce the real or requested amount in B with explanation in Comments

Add Expense

Code	Partner	Cost category	Budgetline total
WP5.ES.PP2.721219	PP2	ES	18.000,00 €

Identification of expenditure (reference to project accounting)

Document description

External Service of WP5 A5.1

Date

01/06/2022

Number

12WP5

Type of document

Invoice

Document's holder

The provider

Currency

EUR

Document's amount(in currency)

1000.28

Number(A)

1

Rate(B)

1000.28

VAT

No

Total(C=AxB)

1000.28

Total(Euro)

1000.28

Respect of 50%rule

Amount spent by EU PP for activities in MPC

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

Date of payment

08/06/2022

Number of payment

12-WP5

Way of payment

Transfer

Amount of payment

1000.28

Notes

The amount represents intervention of WP5 A1.2 for (2.5 days x 400.11€ daily rate ) = 1000.275€ ==> 1000.28€

Cancel

Confirm

# Final Report – Expenses (*HR specifically*) rounding issue

## *The use of AxB*

... avoid troubles and make it easy !

Add Expense

Code	Partner	Cost category	Budgetline total
WP5.ES.PP2.721219	PP2	ES	18.000,00 €

Identification of expenditure (reference to project accounting)

Document description

External Service of WP5 A5.1

Date

01/06/2022

Number

12WP5

Type of document

Invoice

Document's holder

The provider

Currency

EUR

Document's amount(in currency)

1000.27

Number(A)

2.5

Rate(B)

400.11

VAT

No

Total(C=AxB)

1000.28

Total(Euro)

1000.28

Respect of 50%rule ⓘ

Amount spent by EU PP for activities in MPC

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

Date of payment

08/06/2022

Number of payment

12-WP5

Way of payment

Transfer

Amount of payment

1000.27

The amount must be greater than or equal to the total of the expenditure

Notes

The amount represents intervention of WP5 A1.2 for (2.5 days x 400.11€ daily rate ) = 1000.275€ ==> 1000.27€ ... ok 1000.28

Cancel

Confirm

A cartoon character with a beard and sunglasses, holding a large orange sign that says "NO..." in white capital letters. The character has a grumpy expression.

#GOMED

ENI  
CBCMED  
Cooperating across borders  
in the Mediterranean

Programme funded by the  
EUROPEAN UNION

REGIONE AUTONOMA DI SARDEGNA  
REGIONE AUTONOMA DELLA SARDEGNA

21 of 25

# Final Report – Supporting documents of expenses.. And deliverables

## Be ready!



Project data	Communication	Documents	Lifecards	Reporting				
<b>Report: 1st - Interim report (03/09/2019 - 02/09/2020)</b>								
WP0 WP1 WP2 WP3 WP4 WP5 ALL WP <u>Supporting documents</u> Sub-grants								
<div><div>Upload</div><div>Delete</div><div>Cancel</div></div>								
<table><thead><tr><th>Filename</th><th>Type</th></tr></thead><tbody><tr><td>TestFile_.docx.zip</td><td>RED</td></tr></tbody></table>					Filename	Type	TestFile_.docx.zip	RED
Filename	Type							
TestFile_.docx.zip	RED							
Info and summary								
Main findings								
Logical framework								
Potential risks								
WP implementation								
Expenses								
Deliverables								

Hints and reminders:

1. Upload and delete buttons are active only **before submitting** the report to auditor
2. Maximum size per upload is 30 Mega byte
3. **Compress several files** or a folder as one file to upload
4. Use meaningful file names, you can use PP#, WP#.. Etc (keep the file name length reasonable)
5. Deliverables must be in their final version, not drafts

# Final Report – any specific functions for it?

Report: Final report (01/09/2022 - 28/02/2023)

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	Achived values since the beginning of project implementation (output indicators)
4.1 - Coaching and tutoring actions with leading mentors	WP4	3.1.1.4.f	30.0	3.0	<input type="text" value="3"/>
4.2 - Initiatives to better connect TVETs with market needs	WP4	3.1.1.5.g	20.0	6.0	<input type="text" value="0"/>
5.1 - Targeted training courses oriented to the labour market - Training package development	WP5	3.1.1.2.b	45.0	9.0	<input type="text" value="9"/>
6.1 - Branding and marketing campaigns Art through graffiti and the Blue Economy	WP6	3.1.1.1.a	20.0	4.0	<input type="text" value="0"/>
6.2 - Social employment initiatives jointly implemented by public institutions - LA Capacity building	WP6	3.1.1.6.h	20.0	3.0	<input type="text" value="0"/>

## Justifications

Justification for not achieving the target values (as the case may be)

0 / 500

 Confirm

The structure is the same, the titles of fields are adapted to the final report.

In some sections, an extra box for the final report to justify, if needed, in case you didn't achieve the targets, missed activities or others.



# Final Report – any specific functions for it?

The screenshot displays the GOMED Reporting interface. The top navigation bar includes 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Reporting' (highlighted with a red underline). The left sidebar lists various sections: 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', 'Expenses', 'Deliverables', 'Export', and 'Checklist' (highlighted with a red underline). The main content area is titled 'Auditor Reports' and features a toolbar with a download icon, an upload icon, a button labeled 'Upload clarification', and a trash icon. Below this, there are two tables. The first table, under the heading 'Certification report', has columns 'Filename' and 'Payment flow'. The second table, under the heading 'JTS Verification', also has columns 'Filename' and 'Payment flow'. The first row of the second table shows the filename 'COMMON\_Procedure for the submission of the Final Report\_2063\_13102022' and a '2ND' status in an orange circle. The second row shows the filename 'BFFP Procedure for the submission of the Final' and a '1ST' status in an orange circle.

Filename	Payment flow
Document list is empty	

Filename	Payment flow
COMMON_Procedure for the submission of the Final Report_2063_13102022	2ND
BFFP Procedure for the submission of the Final	1ST

The JTS experts will upload the clarification document in the “Reporting\Checklist” section, where you can download it and upload, in your turn, the answer to the clarification request (*will be applied to Interim Report too*).



# THANK YOU FOR YOUR ATTENTION

## MERCI

شكراً

