



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



Programme funded by the  
**EUROPEAN UNION**



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

# **MIS**

## **How to fill in the Interim Report**

-

## **LBs and Partners**

# Goal of the presentation

Ensuring that LBs and partners know-how to proceed in filling in the Interim Report from its opening until the submission in the MIS.



## WARNING

Make sure that you have filled in all the needed info and expenditures, and uploaded all the supporting documents and deliverables, **BEFORE** sending the report to your auditor.

The reporting procedure in the MIS is linear, meaning that once you reach a stage you **CAN'T** go back to the previous step.

# Report selection

COMMON  
CRE CMU CMV CMR PYU PYV OPR PYR PSJ MTB

Project data Communication Documents Lifecards Reporting

Report List

Report list

Name	Start date	End date	Status
0 - 3 months	03/09/2019	02/12/2019	
1st - Six month report	03/09/2019	02/03/2020	✓
 1st - Interim report	03/09/2019	02/09/2020	
2nd - Six month report	03/09/2020	02/03/2021	

- 1. View Report** (no editing is possible)
- 2. Edit Report** (not possible if report sent to auditor nor during adjustment)
- 3. Send Report to auditor** (ATTENTION: no more possibility of editing any of the contents!!)
- 4. Send Report to JTS** (For LBs only. Only possible after being audited)
- 5. Locked/unlocked indication**
- 6. Status of Report** (in this image, it is still editable)

# Report editing / Info and summary

COMMON 1ST  
CRE CMU CMV CMR PYU PYV OPR PYR PSJ MTB IRS IRV CRU

Project data Communication Documents Lifecards Reporting

Info and summary  
Main findings  
Logical framework  
Potential risks  
WP implementation  
Expenses

Report: 1st - Interim report (03/09/2019 - 02/09/2020)

Info e summary State of play and events Partnership Reported expenditure

Project state of play

The project KOM was held in Rome at month2, with a launching PC. Between month4 and 11, the project was launched at local level in all the pilot areas. The 1st SC met in Sousse at month6. The W&M plan, the Communication plan have been developed to ensure an harmonised project implementation. Project PPs participated in international events on ML and coastal management where COMMON was publicly presented. The project implementation in the 2nd semester was affected by the lockdown and the postponement of some activities. Although, LB and PPs were strongly committed to carry out activities both online and in presence. Periodical partnership web meetings have been ensured. The 2nd SC has been held online at month11. The main dissemination tools of Communication kit were produced. A video

Edit State of play and events – text function only

# Report editing / Main findings

Project data Communication Documents Lifecards Reporting

Info and summary  
Main findings  
Logical framework  
Potential risks  
WP implementation  
Expenses  
Deliverables  
Export  
Checklist

Report: 1st - Interim report (03/09/2019 - 02/09/2020)

Main findings Synergies

**Cross-border cooperation**

Any adjustment is needed concerning the project stated objectives. The delivery of the expected outputs by the 1st year was correctly met: 0.2.2 Communication kit, 0.3.1 Studies on literature review and pilot areas description, 0.3.2 ICT platform, 0.4.1 Training Plan, 0.5.1 Stakeholder map. However, the covid-19 emergency and its consequences have medium impact on the project implementation since some activities have been delayed and shifted. Taking it into account, a minor amendment has been submitted at month 11. Many activities such as the 2nd SC, periodical project meetings have been adapted to the new context and arranged online. The development of ICT Platform, the production of communication kit, implementation of BEach CLEAN campaign, organisation of the Clean Up The Med campaign have been ensured. In every project country, since June 2020 the restrictions to limit contagion of covid-19 are gradually milder: in Lebanon the project launch and the press conference has been organized in presence as well as the preliminary meeting and the LWG establishment (A.4.1.2). In Tunisia 2 events of beach litter monitoring were done: 1 in

1990 / 2000

**Edit Main findings and Synergies – text function only**

# Report editing / Logical framework

The screenshot displays a reporting interface with a navigation menu on the left and a main content area. The navigation menu includes 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', and 'Expenses'. The main content area shows a report titled 'Report: 2nd - Six month report (01/09/2020 - 28/02/2021)'. Below the title, there are tabs for 'Staff assigned to the project', 'Participation and visibility', 'Priority, expected result', and 'Project result and outputs'. The 'Participation and visibility' tab is active, and it contains three subsections: 'Participation of project staff or representatives in project related events (internal and public) ('New Event' button)', 'Project related link on the partnership organizations websites, in which to insert ('New Link' button) the links related to the project', and 'Social Network, here insert ('New Social' button) the indication of the posts related to the project inserted in the Social Networks'. Each subsection has a table with columns for data and a set of three icons (add, edit, delete) at the top left.

Event title	Date and place (country;town)	Number of participants
Kick-off meeting + first Steering Committee	22/10/2019 - Rome, Italy	25

Link	Number of visits	Number of unique visits	Comments
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Social	Link	Followers	Engagements- Views	Comments
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In Participation and visibility, you have **add** \ **edit** \ **delete** functions, in the three subsections of “Participation and visibility”, “Project related links” and “Social Network”



# Report editing / Logical framework

Project data Communication Documents Lifecards Reporting

Info and summary  
Main findings  
Logical framework  
Potential risks  
WP implementation  
Expenses  
Deliverables  
Export  
Checklist

Report: 1st - Interim report (03/09/2019 - 02/09/2020)

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)
3.1 - Studies on interlinkages between marine litter issue and human activities land-based and its impact	WP3	4.4.1.5.h	36.0	10.0	3
3.2 - ICT platform for sharing methodologies and data on marine litter	WP3	4.4.1.2.e	6.0	1.0	0
4.1 - Training activities for local stakeholders to introduce marine litter management in ICZM plans	WP4	4.4.1.1.c	900.0	50.0	0

... in other sections, you have text and values selection functions

# Report editing / Potential risks

The screenshot shows a software interface with a top navigation bar containing tabs for 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Reporting'. The 'Reporting' tab is active. On the left, a vertical menu lists various report sections: 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', 'Expenses', 'Deliverables', 'Export', and 'Checklist'. The 'Potential risks' section is selected and highlighted in light blue. The main content area displays the following text:

**Report: 1st - Interim report (03/09/2019 - 02/09/2020)**

**Potential Risks:**

1) Deterioration of the political and security situation in Lebanon - Low probability in concerned pilot area - partner and revise action plans; 2) Insufficient incentive (financial or political) for local institutions to engage in management - Medium probability -enhance the civil society organisation to put political pressures and influence on policy makers.

**External conditions:**

The external conditions are represented for the most by the political internal stability of Lebanon and Tunisia. The external conditions involved should not be strongly affected from a change of internal political condition for their nature and role.

**Potential risks, external conditions and corrective measures**

The pandemic COVID-19 emergency and its consequences in project countries (lockdown, layoff, movement restrictions) cause delays of future activities with a medium impact on the project. Field, sampling, labs activities risk to be suspended/postponed. Participatory and public events risk to be replaced online or changed to reduce the impact.

**Edit Potential risks – text function only**

# Report editing / Workplan Implementation

The screenshot shows a software interface with a top navigation bar containing five tabs: 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Reporting'. The 'Reporting' tab is active. On the left side, there is a vertical menu with the following items: 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', 'Expenses', 'Deliverables', 'Export', and 'Checklist'. The 'WP implementation' item is highlighted. The main content area displays a report titled 'Report: 1st - Interim report (03/09/2019 - 02/09/2020)'. Below the title, there is a section for 'WP1' with a search icon and a button labeled 'View output and activities'. The details for WP1 include: 'Title: Management', 'Coordinator: BEN', and 'Involved partners: BEN,PP1,PP2,PP3,PP4,PP5'. There is also a section for 'Wp budget / Reported expenditures:' and 'State of play'. A text box at the bottom of the screenshot contains the text: 'The KOM was held in Rome at month2 when the PP's established the Steering Committee comp... appointed, the mailing list created. The 1stSC was held in Tunisia at month6, hosted by PP4. The...'

**Edit WP Implementation – text function and access to the sections of Outputs and activities related to the WP**

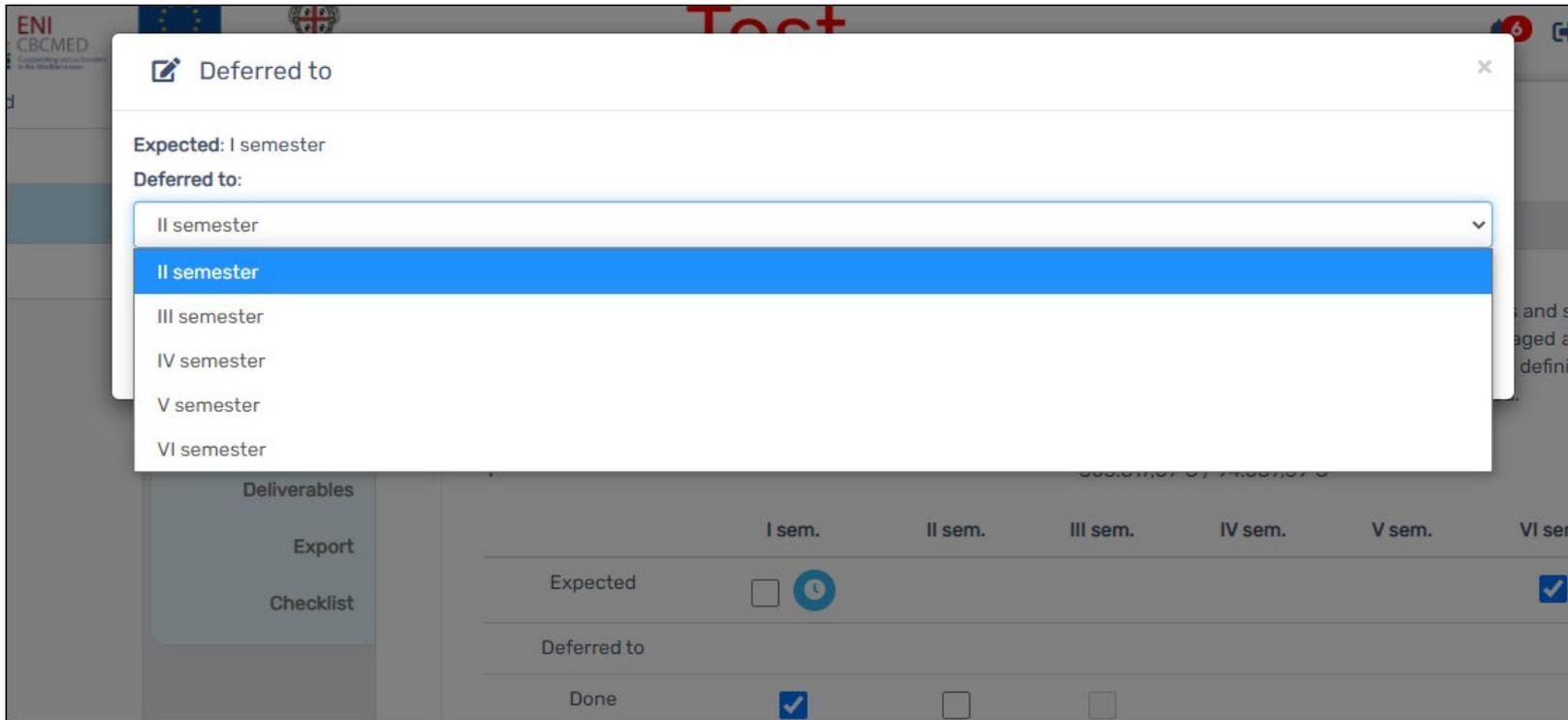
# Report edit / Workplan Implementation/Outputs

	I sem.	II sem.	III sem.
Expected	<input type="checkbox"/>		
Deferred to	1	2	
Done	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Edit WP Implementation\Outputs: You may change the semester of output delivery by:**

1. Unticking the “Expected” tick box
2. Clicking on the clock and....

# Report editing/Workplan Implementation/Outputs



3. **Select the new semester and ... don't forget to "Confirm" afterwards to apply the changes!**

# Report editing / Expenses

Project data Communication Documents Lifecards Reporting

Info and summary  
Main findings  
Logical framework  
Potential risks  
WP implementation  
Expenses  
Deliverables  
Export  
Checklist

Report: 1st - Interim report (03/09/2019 - 02/09/2020)

Supporting documents Sub-grants WPO WP1 WP2 WP3 WP4 WP5 ALL WP

1 2 3

Code	Cost category	Partner	Description	Unit	Reported / Number	Reported / Rate	Reported / Total
WP1.HR.BEN.44359	HR	BEN	Project manager	DAY			
WP1.HR.BEN.122343	HR	BEN	financial manager	DAY			

1. Edit/View budget line
2. Export budget (Excel format table)
3. Search budget lines (hint: useful when reviewing all WPs' budget lines)

# Report editing/Expenses/Budget Line expenses

The screenshot shows a software interface with a navigation menu on the left and a main content area. The navigation menu includes: Project data, Communication, Documents, Lifecards, Reporting, Info and summary, Main findings, Logical framework, Potential risks, WP implementation, Expenses, Deliverables, Export, and Checklist. The main content area displays a summary card for a budget line with the following details:

Code	Partner	Cost category	Budgetline total
WP1.HR.BEN.44359	BEN	HR	43.500,00 €

Below the summary card are five numbered icons: 1 (Add), 2 (View), 3 (Edit), 4 (Duplicate), and 5 (Delete). Below these icons is a table of expenses:

Date	Description	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

# Adding expenses

 Add Expense x

Code	Partner	Cost category	Budgetline total
WP1.HR.BEN.44359			43.500,00 €

Identification of expenditure (reference to project accounting)

Document description:  Date:  Number:  Type of document:

Document's holder:  Currency:  Document's amount(in currency):

Number(A):  Rate(B):

VAT:

Total(C=AxB):  Total(Euro):

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:  Number of payment:  Way of payment:  Amount of payment:

Notes:

To add an expense, all fields must be filled in, except the 50% rule and the notes (see *confirm* button)

# Adding expenses - error

Add Expense ✕

Code	Partner	Cost category	Budgetline total
WP1.HR.BEN.44359			43.500,00 €

**Identification of expenditure (reference to project accounting)**

Document description	Date	Number	Type of document
<input type="text" value="Salary"/>	<input type="text" value="28/02/2020"/>	<input type="text" value="02-2020"/>	<input type="text" value="Payslip"/>
Document's holder	Currency	Document's amount(in currency)	
<input type="text" value="LB"/>	<input type="text" value="EUR"/>	<input type="text" value="1000"/>	
Number(A)	Rate(B)		
<input type="text" value="1"/>	<input type="text" value="1000"/>		
VAT			
<input type="text" value="No"/>			
Total(C=AxB)	Total(Euro)		
<input type="text" value="1000"/>	<input type="text" value="1000"/>		

**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	Number of payment	Way of payment	Amount of payment
<input type="text" value="02/03/2020"/>	<input type="text" value="1"/>	<input type="text" value="Transfer"/>	<input type="text" value="900"/>
Notes			
<input type="text"/>			

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

Example of error in the amount transferred, due to the difference between the total salary and the related charges.

# Adding expenses – error workaround

The screenshot shows the 'Add Expense' form with the following details:

Code	Partner	Cost category	Budgetline total
WP1.HR.BEN.44359	BEN	HR	43.500,00 €

**Identification of expenditure (reference to project accounting)**

Document description: Salary  
Date: 28/02/2020  
Number: 02-2020  
Type of document: Payslip

Document's holder: LB  
Currency: EUR  
Document's amount(in currency): 1000

Number(A): 1  
Rate(B): 1000

VAT: No

Total(C=AxB): 1000  
Total(Euro): 1000

**Respect of 50%rule**

Amount spent by EU PP for activities in MPC: [empty]

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

Date of payment: 02/03/2020  
Number of payment: 1  
Way of payment: Transfer  
Amount of payment: 1000

Notes: The amount of transfer is 900 but total cost with social security is 1000

Buttons: [Smiley face icon], [Cancel], [Confirm]

... use the notes field to provide justification, but match the amount you're reporting

# Adding expenses – Currency other than Euro

**Add Expense**

Code	Partner	Cost category	Budgetline total
WP1.HR.BEN.44359	BEN	HR	43.500,00 €

**Identification of expenditure (reference to project accounting)**

Document description: Salary  
Date: 28/02/2020  
Number: 02-2020  
Type of document: Payslip

Document's holder: PP01  
Currency: JOD  
Document's amount(in currency): 1000

Number(A): 1  
Rate(B): 1000

VAT: No

Total(C=AxB): 1000  
Total(Euro): 1190.48

**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: 02/03/2020  
Number of payment: 1  
Way of payment: Transfer  
Amount of payment: 1000

Notes

Cancel Confirm

The amount to be inserted is the amount mentioned on the document (2) with the same currency (1).

The conversion to Euro is calculated automatically (3) according to InforEuro, and locked only when submitted to the auditor.

# Adding expenses... with VAT

Code	Partner	Cost category	Budgetline total
WP2.TR.BEN.828301			1.200,00 €

Identification of expenditure (reference to project accounting)

Document description 2 nights Hotel invoice	Date 02/03/2020	Number 02032020	Type of document Invoice
Document's holder BEN	Currency EUR	Document's amount(in currency) 220	
Number(A) 2	Rate(B) 100		
VAT Yes	VAT(%) 10	Amount VAT 20	
Total without VAT(in currency) 200	Total without VAT(Euro) 200	Total with VAT(in currency) 220	Total with VAT(Euro) 220
Date of travel 03/03/2020	N. of nights 2	Country Spain	

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 02/03/2020	Number of payment 1	Way of payment credit card	Amount of payment 220
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Notes

Cancel Confirm

If you have expenditures with VAT, select “Yes” in the VAT field and the other fields will appear to allow introducing the percentage.

The amount will be calculated automatically.

# Report editing/Expenses/Supporting documents

Project data Communication Documents Lifecards Reporting

Info and summary  
Main findings  
Logical framework  
Potential risks  
WP implementation  
Expenses  
Deliverables

Report: 1st - Interim report (03/09/2019 - 02/09/2020)

WPO WP1 WP2 WP3 WP4 WP5 ALL WP Supporting documents Sub-grants

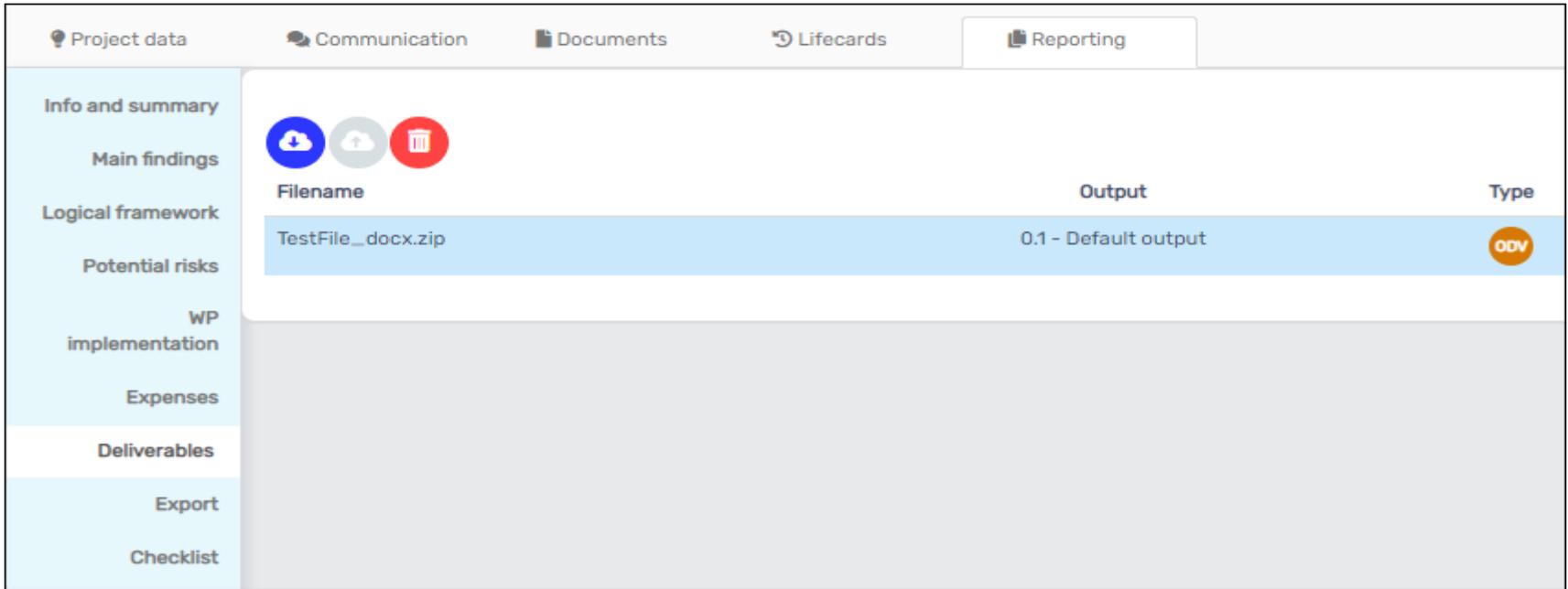
Upload Download Delete

Filename	Type
TestFile_.docx.zip	RED

**You can upload supporting documents in this section, then download or delete uploaded files. 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. You may compress several files or a folder as one file to upload
4. Upload only required files detailed in Chapter 4, p.9 of PIM (available on <http://www.enicbcmed.eu/projects/support-to-implementation>)

# Report editing\Deliverables



The screenshot shows a software interface with a top navigation bar containing 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Reporting'. The 'Reporting' section is active, displaying a table of deliverables. The table has three columns: 'Filename', 'Output', and 'Type'. A single row is visible with the filename 'TestFile\_.docx.zip', output '0.1 - Default output', and a 'Type' icon labeled 'ODV'. To the left of the table are three circular icons: a blue download icon, a grey upload icon, and a red delete icon. A sidebar on the left contains a menu with items: 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', 'Expenses', 'Deliverables' (highlighted), 'Export', and 'Checklist'.

Filename	Output	Type
TestFile_.docx.zip	0.1 - Default output	ODV

**You can upload your deliverables in this section, with same functions of other similar upload sections. Hints and reminders:**

1. Upload limit is 30 Mega byte
2. Upload and delete functions are locked after submission to auditor
3. Your Communication Manager/Designer should provide you with light versions of the files for website publishing, it is what the JTS need, don't upload the heavy version designed for printing

# Report editing /Deliverables/Upload

Upload Document

Select the output for document

Output selected

3.1 - Thanks to literature...

Output available

0.1 - Default output ... 1.1 - Within M6, a detaile...  
1.2 - A two-days kick-off ... 1.3 - The advisory board a...  
2.1 - LP and partner will ... 2.2 - Using the Programme ...  
2.3 - A press kit will inc... 2.4 - In order to wide spr...  
2.5 - The citizens engagem... 2.6 - COMMON project will ...  
3.2 - The citizens scienc... 4.1 - Legislative framewor...  
4.2 - Developed during tra... 4.3 - Thanks to the involv...  
5.1 - In each pilot area... 5.2 - COMMON project will ...  
5.3 - In order to promote ...

Choose a file or drag it here

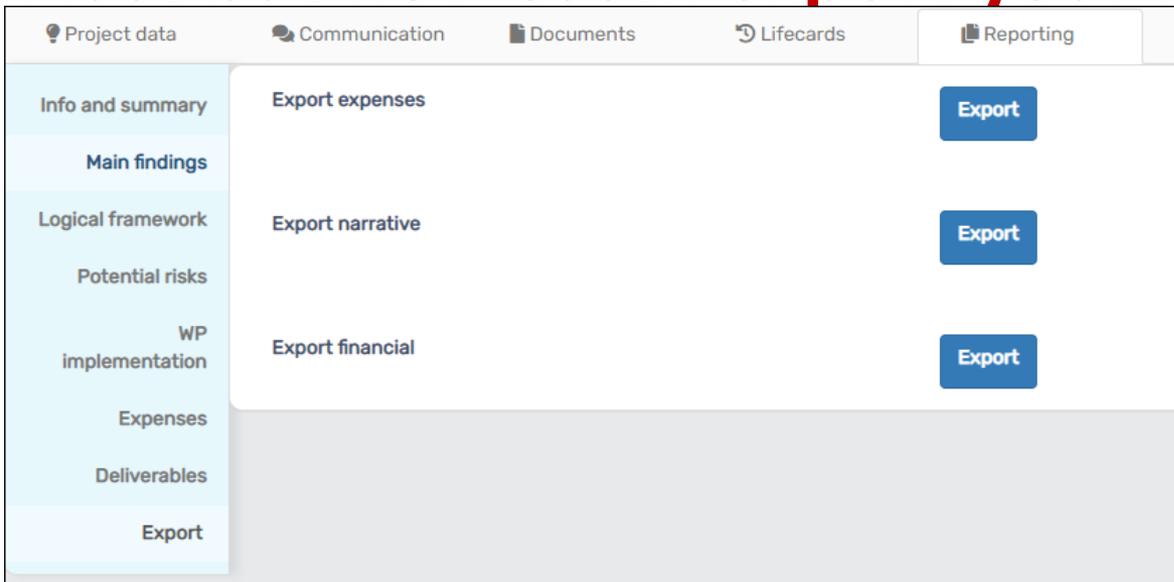
TestFile\_.docx.zip Cancella

Cancel Confirm

To upload deliverables, you need to select one of the available deliverables first (blue ones) then drag & drop it in the designated selection area (shown green).

**Hint:** the expected format is \*.pdf. If you would like to upload another format or several compressed files, click on the rectangle “Choose file or drag it here” to select it.

# And ... last but not least.. export your report!



You can export the narrative report in \*.doc version anytime, the list of expenditures and the financial table in \*.xls format

The **financial table** includes budget per WP, cost category, PP.. Etc. while the **expenditures table** includes all expenses in each budget line

**Hint:** you can use this document during adjustments, when the project is locked from editing, so that you work offline then just copy/paste in the MIS, or anytime you need to do so, but remember that **the version of the MIS is the official one and needs to be up to date.**

# THANK YOU FOR YOUR ATTENTION

## MERCI

## شكراً



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