



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



Programme funded by the
EUROPEAN UNION



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

MIS

Remplir le rapport Intérimaire

-

Pour les Chefs de file et Partenaires

Aous TAMIMI

Objectif de la présentation

Présentation du système de gestion et d'information (*Management and Information System - MIS*) aux chefs de file et partenaires des projets ENI CBC MED.



ATTENTION

Assurez-vous de remplir toute l'information nécessaire, ainsi que de télécharger les dernières versions des documents justificatifs, ainsi que des livrables, avant de soumettre le rapport à l'auditeur.

La procédure de rapport dans le MIS est linéaire, ce qui signifie qu'une fois que vous avez atteint une étape, vous **NE POUVEZ PLUS** revenir à l'étape précédente.

Accès au MIS

The screenshot shows a web browser window with the address bar displaying enicbcmed.eu/mis/login. The page header includes logos for ENI CBCMED, the European Union, and the Regione Autonoma della Sardegna. A navigation bar contains links for the MIS user guide (dated August 2020) and technical support email (mis-support@regione.sardegna.it). The main content area is a login form titled "Login page" with fields for "YourUserName" and a password field. A "Remember me" checkbox and a "Login" button are also present. A link for "Forgot your password?" is located at the bottom of the form.

1. enicbcmed.eu/mis/login

2. [MIS user guide \(updated: August 2020\)](#)

3. mis-support@regione.sardegna.it

4. [Forgot your password?](#)

Après avoir reçu vos codes d'accès, vous pouvez accéder au MIS:

1. Le lien: <http://enicbcmed.eu/mis/login>
2. Lien pour télécharger le guide complet du MIS
3. Lien vers l'e-mail de soutien MIS
4. Pour récupérer votre mot de passe

Sélection de rapport

COMMON

CRE CMU CMV CMR PYU PYV OPR PYR PS3 MTB

Project data Communication Documents Lifecards Reporting

Report List

1 2 3 4

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	✓
5 1st - Interim report	03/09/2019	02/09/2020	6
2nd - Six month report	03/09/2020	02/03/2021	

1. Visualiser le rapport - (Sans possibilité d'éditer)
2. Editer le rapport - (inactive si le rapport est envoyé à l'auditeur ou pendant l'ajustement)
3. Envoyer le rapport à l'auditeur - (**ATTENTION**: pas de possibilité d'éditer le rapport après l'envoi à l'auditeur!!)
4. Envoyer le rapport au STC - (Pour le chef de file uniquement et après l'audit)
5. Verrouillage/déverrouillage - (indication uniquement)
6. Statut du rapport - (dans cette image, il est toujours éditable)

Éditer le rapport \ Info et résumé

The screenshot displays the 'COMMON' reporting interface. At the top, a navigation bar includes 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Reporting'. The 'Reporting' tab is active, showing a report titled 'Report: 1st - Interim report (03/09/2019 - 02/09/2020)'. Below this, a sub-navigation bar lists 'Info e summary', 'State of play and events' (which is selected), 'Partnership', and 'Reported expenditure'. A left sidebar contains a menu with 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', and 'Expenses'. The main content area, titled 'Project state of play', contains a text box with the following text: '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'.

Editer l'État des lieux et événements – uniquement du texte

Éditer le rapport / principaux résultats

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

Editer les principaux résultats – uniquement du texte

Éditer le rapport / Cadre logic

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	Achivied 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	<input type="text" value="3"/>
3.2 - ICT platform for sharing methodologies and data on marine litter	WP3	4.4.1.2.e	6.0	1.0	<input type="text" value="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	<input type="text" value="0"/>

Editer le cadre logique – texte et sélection des valeurs

Éditer le rapport / Risques potentiels

Project data		Communication	Documents	Lifecards	Reporting
Info and summary	Report: 1st - Interim report (03/09/2019 - 02/09/2020)				
Main findings					
Logical framework					
Potential risks	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.				
WP implementation	External conditions: The external conditions are represented for the most by the political internal stability of Lebanon and Tunisia. The project activities involved should not be strongly affected from a change of internal political condition for their nature and role.				
Expenses					
Deliverables					
Export					
Checklist	Potential risks, external conditions and corrective measures <div>The pandemic COVID-19 emergency and its consequences in project countries (lockdown, layoff, movement restrictions) may 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.</div>				

Éditer les risques potentiels – uniquement du texte

Éditer le rapport / WP Implémentation

The screenshot shows a web application interface with a top navigation bar and a left sidebar. The top bar has five tabs: 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Reporting' (which is active). The left sidebar has a menu with items: 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation' (highlighted), 'Expenses', 'Deliverables', 'Export', and 'Checklist'. The main content area is titled 'Report: 1st - Interim report (03/09/2019 - 02/09/2020)'. Below this, there is a section for 'WP1' with a magnifying glass icon and a button 'View output and activities'. The form contains several fields: 'Title:' with the value 'Management'; 'Coordinator:' with the value 'BEN'; 'Involved partners:' with the value 'BEN,PP1,PP2,PP3,PP4,PP5'; 'Wp budget / Reported expenditures:'; and 'State of play' with a text area containing the sentence 'The KOM was held in Rome at month2 when the PP's established the Steering Committee comp...'. A blue highlight is visible under the first part of the text in the 'State of play' field.

Project data Communication Documents Lifecards Reporting

Info and summary
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WP implementation
Expenses
Deliverables
Export
Checklist

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

WP1

View output and activities

Title:
Management

Coordinator:
BEN

Involved partners:
BEN,PP1,PP2,PP3,PP4,PP5

Wp budget / Reported expenditures:

State of play

The KOM was held in Rome at month2 when the PP's established the Steering Committee comp...

Editer Mise en Œuvre GT – uniquement du texte et l'accès aux sections de “réalisations” et “activités” en lien avec le GT sélectionné

Éditer le rapport / WP Implémentation /Réalisations

Info and summary

Main findings

Logical framework

Potential risks

WP implementation

Expenses

Deliverables

Export


Checklist

Outputs Activities

1.1 - Working and monitoring Plan

Description:
Within M6, a detailed working plan (WP) will be prepared by PM and approved results and deliverables, in order to monitor operation's progress and objectives achieved. The WP will be the practical guide for implementation partners' roles and responsibilities also will be defined in Working plan. A

Target value: 1 **Budget:** 303.8

	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"/>

Deliverables / supporting documents

Vous pouvez modifier le semestre de mise en oeuvre des réalisations prévues:

- 1. Décocher la case “prévu”**
- 2. Cliquer sur l’horloge bleu et....**

Éditer le rapport / Mise en Oeuvre GT /Réalisations

The screenshot shows a web application interface for editing a report. A modal window titled 'Deferred to' is open, displaying a dropdown menu with the following options: 'II semester', 'II semester' (highlighted in blue), 'III semester', 'IV semester', 'V semester', and 'VI semester'. The background interface includes a sidebar with 'Deliverables', 'Export', and 'Checklist' buttons. The main area features a table with columns for semesters (I sem. to VI sem.) and rows for 'Expected' and 'Deferred to' status, each with a checkbox and a clock icon.

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

3. Sélectionner le nouveau semestre de mise en œuvre
... sans oublier de “confirmer” après afin de confirmer la
modification!

Éditer le rapport / Dépenses

Project data Communication Documents Lifecards Reporting

Info and summary
Main findings
Logical framework
Potential risks
WP implementation

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

Supporting documents Sub-grants WP0 WP1 WP2 WP3 WP4 WP5 ALL WP

1 2

3

WP1.HR.BEN.44359
WP1.HR.BEN.44359 (Budget Line co...)

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			

Expenses
Deliverables
Export
Checklist

1. Éditer/visualiser la ligne budgétaire
2. Exporter le budget (Tableau Excel)
3. Recherche ligne budgétaire (astuce: utile quand on est dans l'onglet "tous les GTs"/All WP)

Éditer le rapport / Dépenses / Dépenses par ligne budgétaire

Project data

Communication

Documents

Lifecards

Reporting

Info and summary

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WP implementation

Expenses

Deliverables

Export

Checklist

Code

WP1.HR.BEN.44359

Partner

BEN

Cost category

HR

Budgetline total

43.500,00 €

1

2

3

4

5

Date

07/08/2020

Description

Project manager

Type of document

PAY

Date of payment

10/08/2020

Total without VAT(in currency)

15.526,98 €

Total(in currency)


15.526,98 €



Total without VAT(Euro)

15.526,98 €

1. Ajouter une dépense
2. Visualiser la dépense
3. Editer la dépense sélectionnée
4. Reproduire la dépense sélectionnée (astuce: utile avec les dépenses répétitives, comme les salaires)
5. Supprimer une dépense

Ajouter des dépenses

 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

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

Pour ajouter une dépense, tous les champs doivent être remplis, sauf la règle des 50% et les notes (voir bouton de confirmation)

Ajouter des dépenses - erreur

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	Date	Number	Type of document
Salary	28/02/2020	02-2020	Payslip
Document's holder	Currency	Document's amount(in currency)	
LB	EUR	1000	
Number(A)	Rate(B)		
1	1000		
VAT			
No			
Total(C=AxB)	Total(Euro)		
1000	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
02/03/2020	1	Transfer	900
Notes			

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

Cancel Confirm

Exemple d'erreur dans le montant transféré, en raison de la différence entre le salaire total et les charges liées.

Ajouter des dépenses – contournement

Add Expense

Code	Partner	Cost category	Budgetline total
WP1.HR.BEN.44359			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

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

... utilisez le champ des notes pour fournir une justification, mais tâchez à ce que le montant du paiement corresponde au montant demandé.

Ajouter dépenses– devise autre que l'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

Le montant à introduire est le montant mentionné sur le document/la facture (2) avec la même devise (1).

La conversion en Euro est calculée automatiquement (3) selon InforEuro, et verrouillée uniquement lorsqu'elle est soumise à l'auditeur.

Ajouter des dépenses TVA incluses

Code	Partner	Cost category	Budgetline total
WP2.TR.BEN.828301	BEN	TR	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
-------------------------------	------------------------	-------------------------------	--------------------------

Notes

Cancel Confirm

Si vous avez des dépenses TVA incluses, sélectionnez «Oui» dans le champ TVA et les autres champs apparaîtront pour permettre l'introduction du pourcentage.

Le montant sera calculé automatiquement.

Éditer le rapport /Dépenses /Documents justificatifs

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)

WP0 WP1 WP2 WP3 WP4 WP5 ALL WP Supporting documents Sub-grants

Upload Download Delete

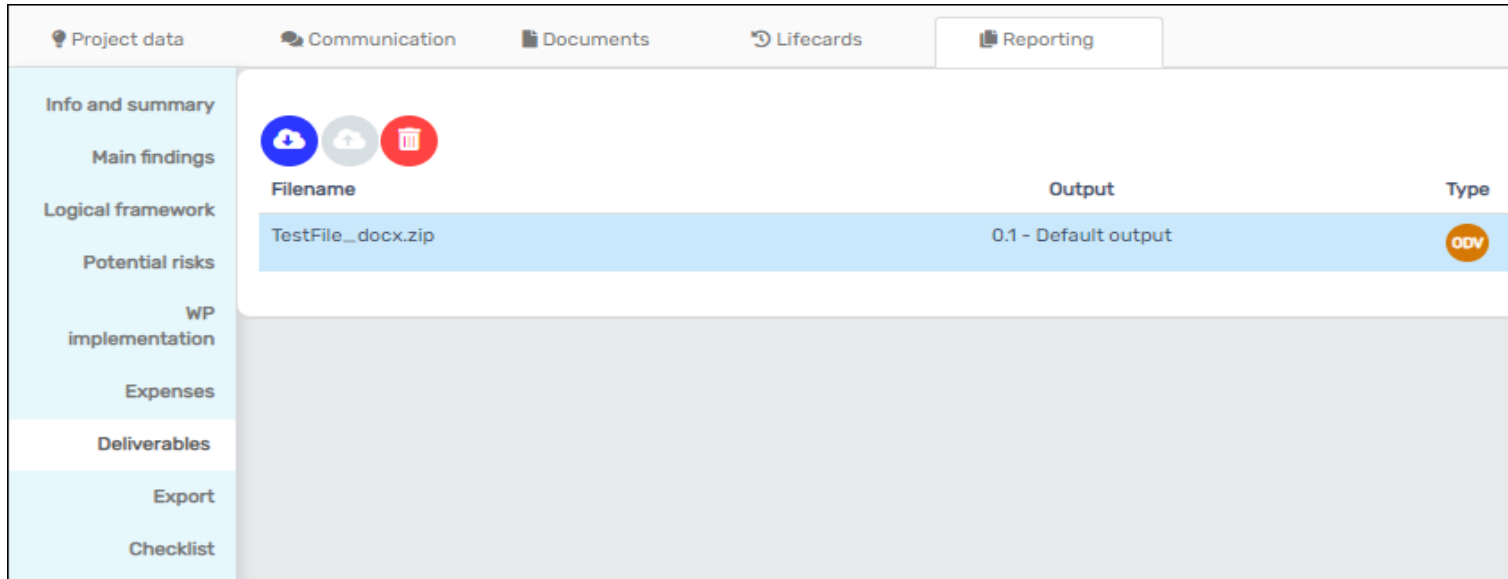
Filename	Type
TestFile_.docx.zip	RED

Vous pouvez charger des pièces justificatives dans cette section, puis télécharger ou supprimer les fichiers chargés.

Astuces et rappels:

1. Les boutons de téléchargement et de suppression sont désactivés après la soumission du rapport à l'auditeur
2. La taille maximale par téléchargement est de **30 méga** octets
3. Vous pouvez compresser plusieurs fichiers ou un dossier en un seul fichier à télécharger
4. Téléchargez uniquement les fichiers requis comme indiqué au chapitre 4 de MMP
(disponible sur <http://www.enicbcmmed.eu/fr/projects/appui-à-la-mise-en-oeuvre>)

Éditer le rapport / Livrables



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

Vous pouvez charger vos livrables dans cette section, avec les mêmes fonctions que d'autres sections similaires de chargement.

Astuces et rappels:

1. La limite pour le chargement est de **30 méga** octets
2. Les boutons de chargement et de suppression sont désactivés après la soumission du rapport à l'auditeur
3. Votre designer/ responsable de communication doit vous fournir des versions allégées des fichiers pour la publication de sites Web, ce sont ces fichiers dont le STC a besoin, ne téléchargez pas la version lourde conçue pour l'impression

Éditer le rapport / Livrables /Charger (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 or drag it here

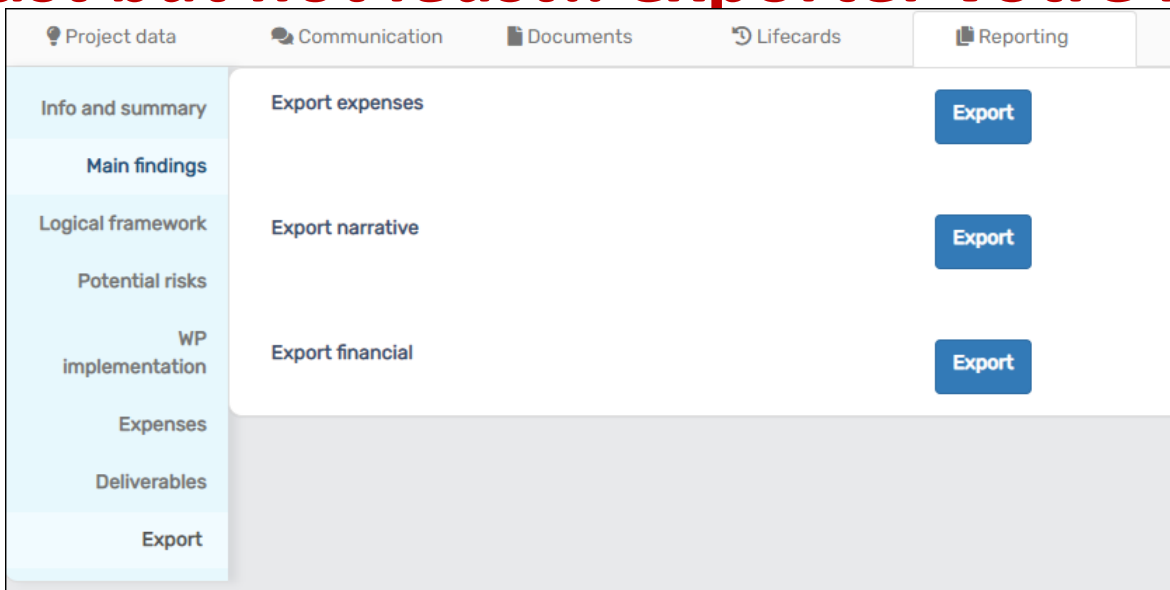
TestFile_.docx.zip Cancell

Cancel Confirm

Pour charger des livrables, vous devez d'abord sélectionner l'un des livrables disponibles (les bleus), puis le faire glisser et le déposer dans la zone de sélection désignée (affichée en vert).

Astuce: le format attendu est *.pdf. Si vous souhaitez charger un autre format ou plusieurs fichiers compressés (*.zip), cliquez sur le rectangle «Choisir le fichier ou faites-le glisser ici» pour le sélectionner.

et ... *last but not least..* exporter votre rapport



Vous pouvez à tout moment exporter le rapport narratif en version * .doc, la liste des dépenses et le tableau financier en format * .xls

Le tableau financier comprend le budget par GT, catégorie de coût, PP, etc. tandis que le tableau des dépenses comprend toutes les dépenses de chaque ligne budgétaire

Astuce: vous pouvez utiliser ces documents pendant les ajustements, lorsque le projet est verrouillé à l'édition, pour travailler hors-ligne, puis copier / coller simplement dans le MIS, ou à tout moment, mais rappelez-vous que la version du MIS est la version officielle et elle doit être à mise à jour avant la soumission.

MERCI

THANK YOU FOR YOUR ATTENTION

شكراً



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in the Mediterranean



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DE SARDIGNA
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