

APR webinar

Questions and answers

The JS has organised two Annual Progress Report webinars. These took place in the form of interactive online live sessions with all LP willing to participate. The Q&A sessions therefore played a crucial role in the webinars. This document collects all questions and answers raised during the 2 sessions that took place respectively on the 11 December 2018 and on the 8 January 2019.

1. Project Summary tab

The Joint Secretariat would like to remind Project Partners that in this new Annual Progress Report, specific results have to be reported on, even though outputs have not yet been delivered. It is important for projects to already start thinking about the different specific results they will be capturing as part of the delivery of their project outputs and report on it in the Annual Progress Report.

Therefore, in the event a project has no specific results to report yet, the project should create at least 1 specific results and indicate the methodology envisaged to measure the specific results.

➤ **Specific results: how to best select the right result category and result type for outputs?**

First of all, there is a defined list of result categories and result types to choose from in a drop-down list. Secondly, it mostly depends on the Specific Objective the project fits into. For example, if your output is a training programme, you may have to select the result category "Knowledge" and then the result type "Created/increased skills and practices".

In case you see it is not possible to fit your specific result under a result category, however wide the categories can be, there is also an option to select "Other" and specify your results.

2. Work Packages tab

➤ **What type of information is expected under WP 0 - Preparation in the Annual Progress Report?**

If the description of Work Package 0 - Preparation in the Application Form provides a good recollection of how the project was developed until its submission, then this information will be enough.

3. Achievements and annexes tab

➤ **Do deliverables reported on and submitted as part of previous APRs (e.g. 2017) have to be reported once again in the new APR?**

If deliverables were marked as achieved and have been reported on already in a previous APR, it is not required to do it again in the new Annual Progress Report. LPs are invited to keep the deliverable as "achieved" and comment: "See previous APR". It is also not required to send the evidence again.

If deliverables planned to be delivered during the previous APR were not achieved but have been delivered in the coming APR, then they have to be reported on in this new APR, with explanation as to why these deliverables or activities were late.

➤ **How can technical report deliverables be assessed? Is the Joint Secretariat going to bring in a technical expert?**

The Joint Secretariat will not bring in a technical expertise on the reports or technical deliverables. However, a quality check will be performed in order to ensure the delivered output is in compliance with what promised in the Application Form.

Furthermore, the presence of the Programme and Project logos, mention of the co-financing by the Interreg 2 Seas Programme and full compliance with the publicity and information rules will be checked. Also, coherence with what is mentioned in the Application Form is expected. For example, if the project has to deliver a final report as part of the APR and the document provided still contains track changes or comments, this will be an issue for the assessor.

➤ **Some deliverables are not reports. They can be a website, for example. Does the Joint Secretariat need the link?**

Yes, if the deliverable is a platform, the link to this platform should be provided, preferably in the deliverable box on the APR. For platforms where a membership fee is required, ideally, an account with read only rights should be created for the Joint Secretariat to have access to the information.

➤ **Do confidential reports have to be forwarded to the Joint Secretariat?**

The main principle in Interreg is that the information is made publicly available to all and for free. Therefore, by default, all information produced by the project is considered as public.

However, the project can develop a specific project policy in line with Programme factsheet 13. Please note as well that there may be constraints to the project's specific policy in order to respect the Notification Letter the project has received at the moment of the approval and in general to comply with the state aid rules. Should reports or deliverables be considered confidential, please mention it in the Annual Progress Report and the Joint Secretariat will not publish any confidential information.

➤ **Are attendance sheets of events and workshops acceptable to justify the involvement of target groups? Do projects have to provide all the evidence for large target groups?**

Provided it is coherent with the description of the involvement of the target groups necessary to develop the output, it is acceptable to have attendance sheets of events and workshops. However, we are not in the same process as a First Level Controller, therefore, if you feel you have too many annexes to justify having reached a certain target group, you may feel more comfortable with providing a summary list, for example. Still, there should be coherence between the figures mentioned and the evidence provided.

➤ **Should a project have as a deliverable 40 interviews, does the Joint Secretariat expect to see the transcript of the 40 interviews or can a clear summary be sufficient evidence of the deliverable?**

The Joint Secretariat will be interested in having a clear summary of the interviews rather than receiving the transcript of the 40 interviews.

➤ **Where to upload the annexes on the APR?**

There is no section dedicated to the upload of annexes on the EEP system. Once the APR is submitted, Lead Partners should send the Annexes to their Lead and Review Officers at the Joint Secretariat via email or WeTransfer or similar platforms. Project can also send via traditional post a usb stick. It is expected that the evidence files are named with clear references to the deliverables or outputs they refer to, for example: D.1.2.2 - technical specifications.

➤ **Can the same annexe be used for multiple deliverables?**

Yes. However, there should be a clear reference, either in the Annual Progress Report or on the annexe itself, to which deliverables it applies.

4. Project Finance tab

➤ **If a Financial Claim is submitted but not dealt with by the Joint Secretariat, which figures are taken into account?**

If a Financial Claim is submitted before the Annual Progress Report, the Joint Secretariat will take into account the last submitted figures, even though the claim has not been certified or paid. This is therefore important for projects to submit their Financial Claim before submitting the Annual Progress Report. The Project Finance tab on the APR will be updated as soon as the Financial Claim is submitted to the Joint Secretariat.

5. Others

➤ **Is there a possibility to move the deadline to submit the APR? What if the deadline is missed?**

Only in rare circumstances can the Joint Secretariat move the deadline by a few days. However, the Lead Officer/Review Officer of the project should be notified in advance that the project will not meet the deadline of January 31st. Passed this date, the Joint Secretariat will not be able to postpone the submission and the APR section on the EEP system will be closed and not modifiable. If projects miss the deadline, it could have a significant impact on the Project Performance since the figures which will be taken into account will be the realised figures (outputs and claims) from 2017 but with the targets of 2018. It is therefore crucial to submit the APR before January 31st to avoid this type of issue.

➤ **Has there been any changes to the Annual Progress Report format?**

No, the APR is the same. However, this year the Joint Secretariat is asking the project to report on Specific Results regardless of an output being delivered already (see above). This encourages projects to think about the results they will capture and how to evidence it. In previous APR, it was asked to report on the Specific Results once an output had been delivered. The experience shows that this might be too late in case the methodology applied to capture the results is not sound.

➤ **When can projects expect a first feedback on the Annual Progress Report?**

As a reminder, the Financial Claim has to be submitted before the APR in order to consider the most up-to-date financial figures. This means that the Joint Secretariat will be dealing with the Financial Claims and the APR at the same time. Most of the APR will be analysed before mid-March.

➤ **If projects experience technical issues with the APR?**

Each project should get in contact with their Lead and Review Officers at the Joint Secretariat as soon as possible if they experience any issues.

Some Internet browsers may work better than others. We recommend projects to avoid using Internet Explorer.

➤ **Is there a template of the Annual Progress Report to circulate with the Project Partners?**

The Project Partners have “read-only” access to the Annual Progress Report and can see the different tabs composing the Annual Progress Report. It is also possible to make a PDF of the APR as it is being drafted or once it is submitted in the “Overview” tab – “Create a PDF”.