

## Manual of Procedures on the Implementation Progress Report

### 1. Introduction

This MOP aims to provide guidelines to Beneficiaries (BNs) when filling in the online Implementation Progress Report (IPR) through the SFD account. The MOP should be read in conjunction with the SOP entitled 'Indicators Achievement', which contains the technical step by step description of the sections to be addressed in the SFD, which will then lead to the online generation of the IPR.

### 2. Progress on Actions

In this section, BNs are expected to provide an update of any progress achieved as regards the project's actions listed on SFD. These actions reflect those agreed upon in the project Grant Agreement (GA). Apart from indicating the action status (ongoing/interrupted/etc), BNs are also expected to provide a description of the progress that would have taken place during the reporting period in question. The said description is to be included in the comments section. Given that each IPR is generated for a specific reporting period (currently: Jan-June and July-December respectively); reporting should be specific to the reporting period in question, and should exclude progress previously reported or planned future progress falling outside the reporting period under review.

### 3. Table 1: Output Indicators

In this section, BNs are to report the progress attained on each of the output indicators that have been assigned to their respective project (as per GA). In the case of OP II, progress is to also be reported on the result indicators.

The SFD will provide the indicator code, indicator name, measurement unit, and project target values automatically for each indicator. When inputting the output indicator value that has been **achieved specifically during the reporting period** in question, it is crucial to note whether the SFD requires that the indicator is reported in **cumulative or non-cumulative** terms. This is a very important difference and will directly affect the indicator value to be reported through the online IPR.

#### **Example of non-cumulative reporting:**

Taking as an example indicator *PSR5a: Rehabilitated/Preserved Land*, which is meant to measure in sqm the area of land that has been rehabilitated or preserved and is to be reported as a non-cumulative figure in SFD. Assuming the project target for this indicator is 500sqm, whilst to date 300sqm of land was rehabilitated of which 100 sqm were rehabilitated during this reporting period then the Beneficiary is to input 100 as the indicator value. The system will then assign the 100 value under the Table column 'Achieved during this reporting period' and will automatically add the 200sqm achieved previously, then the SFD will automatically generate the Table as follows:

Project Target Values	Achieved during this reporting period	Cumulative Value Achieved to Date
500	100	300

Thus, when the value is to be inputted in non-cumulative terms, Beneficiars should **ONLY** provide the specific value achieved during the reporting period (in this case the 100 sqm). The cumulative value SHOULD NOT be provided by the Beneficiars as this will be calculated automatically by the SFD.

**Example of cumulative reporting:**

If on the other hand, the indicator is assigned a cumulative reporting, in this case, the BN is expected to input the cumulative value INSTEAD OF the specific value achieved during the reporting period. Therefore, taking the same example using indicator *PSR5a: Rehabilitated/Preserved Land*, but assuming that this indicator is to be reported cumulatively; if during the specific reporting period 100 square meters were achieved out of a total project target of 500 sqm, yet in the past, 200 sqm had already been reported as achieved, Beneficiary is to input the cumulative value achieved to date i.e. 300 sqm, being 200sqm previously reported and the 100 sqm achieved during the reported period. The Beneficiary **will thus need to report 300 sqm for the reporting period**. The system will then generate the following Table:

Project Target Values	Achieved during this reporting period	Cumulative Value Achieved to Date
500	100	300

In this case, unlike the previous example, the Beneficiary will ONLY input the cumulative value, and the system will automatically work out the value achieved during the reporting period.

It is thus crucial that Beneficiaries note the status assigned to the respective indicators when inputting the indicator values. It is important that for cumulative reporting, Beneficiaries are aware of the reporting values reported in past periods, which will need to be used as the basis when adding the 'new' value (achieved during the reporting period). It is also to be noted that each project may contain a mix of cumulative or non-cumulative indicators.

**4. Table 2: Methodology/Workings for the Indicators being Reported**

For each indicator being reported, (whether cumulative or non-cumulative), Beneficiary is to explain in detail the methodology/calculations used to reach the indicator value being reported for the reporting period. Methodologies vary across the indicators, with some requiring a detailed description, and others having to follow more rigid formulas or computations. Beneficiaries are to be guided by the Indicator Definitions document that is found on the PPCD Website ([eufunds.gov.mt](http://eufunds.gov.mt) – *Planning and Priorities Coordination – Useful Links and Downloads – Key Documents and Links-Cohesion Policy 2014-2020 – OP I Indicator Definitions (or further down), OP II Indicator Definitions*).

Notwithstanding the type of methodology expected for each indicator, which should also reflect the methodology as agreed upon in the GA; the aim of this Table is to provide sufficient detail for the MA and any eventual audits, to be in a position to clearly understand how the indicator is being measured, which in turn is a means of verifying the proper attainment of the indicator.

Irrespective of whether the indicator is to be inputted in cumulative or non-cumulative form, the methodology should ONLY FOCUS on the value achieved DURING THE REPORTING PERIOD. Hence, continuing on the previous example using indicator *PSR5a: Rehabilitated/Preserved Land*, and assuming that this indicator is to be inputted in cumulative form (thus Beneficiary has to input 300 sqm to represent the 200 sqm reported in the past and the 100 sqm actually achieved during the reporting period); the focus of the methodology should be on how the project has achieved the 100 sqm. Therefore, in such instances, we would expect the Beneficiary to provide detailed information

on the 100 sqm of area that was rehabilitated, by for instance explaining works undertaken in terms of rehabilitation/land preservation, and the delineation which led to the BN calculating the 100 sqm value achieved.

Indicators which are reporting a **zero** for the reporting period in question (whether through cumulative or non-cumulative), do not need to fill in this section. NA is required by the system.

A separate methodology overview is required FOR EACH indicator being reported.

### **5. Table 3: Supporting Documentation**

In this Table, Beneficiaries are requested to provide an overview of the supporting documentation being presented to the MA as a means of verifying the attainment of the indicator being reported for the specific reporting period. The aim of the supporting documentation is to complement the methodology used/declared as a confirmation that the indicator has been truly achieved.

A list of supporting documentation that is expected for each indicator is to be found in the Indicator Definitions Document, accessible as follows: *[eufunds.gov.mt](http://eufunds.gov.mt) – Planning and Priorities Coordination – Useful Links and Downloads – Key Documents and Links-Cohesion Policy 2014-2020 – OP I Indicator Definitions (or further down), OP II Indicator Definitions*. The MA reserves the right to update such lists periodically, as a means of further improving on the indicator verifications.

The MA will not be in a position to verify the indicator being reported as correct without sufficient supporting documentation to back up each indicator reported. In case of difficulty, Beneficiaries should inform their respective officers from within the Implementation Units.

Whilst the Table should contain a description of the documentation to be presented for each indicator being reported (ex: BOQ); the Beneficiaries will then need to upload copies of the said documentation through the dedicated section on SFD.

### **6. Horizontal Issues – Equal Opportunities**

In this section, BNs are to report and describe any activities that the project has managed to achieve during the reporting period, in relation to Equal Opportunities. This should reflect the commitment made by the project, as defined in the GA.

### **7. Horizontal Issues – Sustainable Development**

In this section, BNs are to report and describe any activities that the project has managed to achieve during the reporting period, in relation to Sustainable Development. This should reflect the commitment made by the project, as defined in the GA.

### **8. Publicity**

In this section, BNs are to report on any publicity measures or activities that were undertaken during the reporting period. The start and end date of each publicity measure is to be included. Other details include 'reach'; 'number of visitors'; 'number of materials distributed'; 'number of engagements'; and 'comments'. Depending on the type of publicity measure being reported, BNs are to provide the relative information under the column that most applies to the said measure. In the comments section, a description of the publicity measure or information that might be of interest to the MA should be included, also highlighting any positive/negative outcomes. In this section, BNs may also upload any publicity-related material in relation to the publicity measures being reported.

It is to be noted that whilst the IPR focuses on a particular reporting period, the Publicity Section is the only section which will show measures also undertaken during previous reporting periods. This is in view of the fact that certain publicity measures are carried out on a longer-term, thus exceeding the reporting period.

## 9. Questions

This section contains a number of additional questions for which a description / information is to be provided by BNs, as applicable.

Questions 1a, 1b, and 1c, ONLY apply in those instances when:

- a) Either a project has reached its closure and all the indicators have been achieved / are in a state where no further achievement can be attained due to the end of the project;
- b) When part of the project indicators have been achieved yet the project remains ongoing and other indicators remain ongoing.

In the above two instances, Beneficiaries are to reply to the respective questions under 1a, 1b and 1c.

For 1a: Beneficiaries are to indicate the status of the project/indicators in case no further reporting is envisaged in future due to project completion status. In such instances, in order to close off the project and to verify the full attainment of the project indicators, the FULL SET of supporting documentation is to be provided. Whilst we emphasise that each indicator reported is to be accompanied by proper documentation, there are certain instances when specific documentation can only be provided at the end of the project (such as those related to the completion of construction work). In such specific instances, the documentation that would not have been previously presented, will need to be presented at this stage, in full.

For 1b: Beneficiaries are to indicate whether all the indicators have been achieved as planned. Achievement is measured based on the project indicator targets set out in the GA.

For 1c: In instances where the project indicator targets have not been met, an adequate and detailed justification is to be provided by the Beneficiary, for EACH indicator that has not met its targets. In such instances, Beneficiaries may also wish to consider discussing with the MA, given the potential of negative repercussions that may arise if the indicators are not achieved.

Question 2 applies to ALL Beneficiaries, who are to indicate any specific challenges encountered during the implementation stage related to the specific reporting period in question. Information on previous reporting periods is to be excluded as this would have already been reported upon in a separate IPR.

Question 3 applies to all Beneficiaries, and requires the provision of information on achievements made during the specific reporting period, particularly in terms of EU level targets. Information on previous reporting periods is to be excluded as this would have already been reported upon in a separate IPR.

Question 4 applies to all Beneficiaries and offers an opportunity to report on any success stories resulting from the project. The MA would be using this information to inform the Monitoring Committee and potentially the Commission of direct benefits resulting from EU funded projects. Information on previous reporting periods is to be excluded as this would have already been reported upon in a separate IPR.