

ANNEX B:
REPORTING AND PLANNING

The Consortium Partners shall provide Regione Marche with all required information on the implementation of the Project. Progress and planning reports must be drafted in English. Financial reports must be drafted in English and in Euro. The reports shall be laid out in such a way as to allow comparison of the objective(s), the means envisaged or employed, the results expected and obtained and the budget details of the Project.

Regione Marche will collect all the information provided by the Consortium Partners and draw up consolidated interim and final reports for the Contracting Authority.

I. The Consortium Partner

Shall submit to Regione Marche for planning and monitoring purposes the following documents:

1. Progress and Final Reports

1.1. **Six-month progress reports** as of June 30th of every year (2024, 2025, 2026) should be transmitted to Regione Marche **within 30 days** from this date and include the following sections:

- An overall assessment of the results of the Project including observations on the performance and the achievement of the outcomes and impact in relation to the specific and overall objectives and whether the project have had any unforeseen positive or negative results – max ½ page
- A more detailed assessment of the implementation of the Project including an analysis of progress in achieving the expected results (quantify the achievement of each result referring to the indicators in the logframe) and a description of the activities undertaken within the reporting period, including any changes and modifications with regard to the initial plan (explain any changes, especially any underperformance, referring to the indicators and assumptions in the logframe) – max 3 pages
- If applicable, a description of the award and implementation of any financial support given to third parties, including information on the award procedures, on the identities of the recipient of financial support, the amount granted, the results achieved, the activities carried out, the problems encountered and solutions found and a timetable of the activities which still need to be carried out – max 2 pages
- An analysis of the difficulties and obstacles faced, especially those which may hinder or prevent accomplishment of the objectives of the project, and strategies to overcome these difficulties (assess the risks that might have jeopardised the realisation of the activities and explain how they have been tackled) – max 1 page
- An assessment of the Consortium Partner's relations with Final Beneficiaries and Target groups, State authorities in its own country, other Stakeholders that have been involved in the Project and how these relationships affected the Project. Please, describe also any links and synergies developed with other EC DEAR Projects – max 1 page
- An assessment of the Partnership of the Project, in particular the relationship with Regione Marche, the other Co-applicants and the Associates – max ½ page
- An assessment of the implementation of the communication plan and how the Consortium Partner is ensuring visibility of the EU contribution – max ½ page
- Any other information that may be requested by Regione Marche for the monitoring of the

Project

1.2. **An annual progress report** about all activities carried out as of December 31st of year 2024, 2025 and 2026 must be transmitted to Regione Marche **within 30 days** of these dates and must be based on the model Interim Narrative report (see Annex VI of the Grant contract between Regione Marche and the Contracting Authority - Interim Narrative Report)

1.3. **A final comprehensive report** about the Consortium Partner's activity as of 30th June 2027, covering the whole 42 months and dimension of the Project must be transmitted to Regione Marche **within 60 days after the Project is completed** and must be based on the model Final Narrative Report (see Annex VI of the Grant contract between Regione Marche and the Contracting Authority - Final Narrative Report)

2. Financial Reports

Six-month or yearly financial reports showing funds foreseen for and amounts spent in the reporting period. In year 1 the financial report will be submitted to Regione Marche by June 30th and December 31st (evidence is considered the date of reception by Regione Marche), according to the format provided in Annex VI of the Grant contract. Based on an evaluation by Regione Marche of the financial reporting of year 1, Regione Marche will consider requesting only yearly reports for year 2, year 3 and year 4 to be submitted **within 30 days** from the end of the reporting period.

The financial report should include:

- Expenditures compared to the approved budget, together with explanations for significant modifications
- Detail of expenditures (list of invoices) and proof of payment. Details of each expenditure must include: date, amount, purpose, recipient, and the corresponding receipt number
- If applicable, a breakdown and an analysis of advances not accounted for
- Notes to financial reporting with a commentary on unusual payments.
- Original receipts of expenses in local currency will remain with the Consortium Partner

The Consortium Partner must transmit to Regione Marche the certified (true and faithful) scanned copy of the list of invoices and all fiscal receipts of the occurred expenses (invoices, vouchers, receipts, tickets, boarding cards, bank statement, contracts and supply for procurement and so on) ordered and numbered coherently with the budget lines of the Project. Each supporting document must be accompanied by a short translation of basic information. The original hardcopy must be made available for the Auditor for at least 1 year after the end of the Action.

3. Implementation Plans

An **annual operation plan** and **financial forecast**, stating the planned activities and the related budget for the subsequent year must be transmitted by 1st February of every year. In year 1 the deadline for submission is postponed to 1st March.

The annual operation plan shall include an indicative time table and make reference to the project description, i.e. the logical framework of the Project, the six month/annual progress reports, and the financial report. The financial forecast shall be compiled on the basis of the approved budget and the financial report submitted for the previous year.

Regione Marche may request additional information at any time. Such information must be provided in English within 14 days from the written request.

Table summarizing reporting requirements:

INTERIM PROGRESS REPORTS	1 st Report: 31 July 2024 2 nd Report: 31 July 2025 3 rd Report: 31 July 2026	Deadline to submit the six-month progress reports referring in year 1 to the first 6 months of project (from 01/01/2024 to 30/06/2024) and to the same period in the following three years
ANNUAL PROGRESS REPORTS	1 st Report: 31 January 2025 2 nd Report: 31 January 2026 3 rd Report: 31 January 2027	Deadline to submit the annual progress reports referring in year 1 to the period from 01/01/2024 to 31/12/2024, in year 2 to the period from 01/01/2025 to 31/12/2025, and in year 3 from 01/01/2026 to 31/12/2026)
FINAL REPORT	Final Report: 31 August 2027	Deadline to submit the final comprehensive report referring to the period 01/01/2024 to 30/06/2027
FINANCIAL REPORTS	1 st Report: 31 July 2024 2 nd Report: 31 January 2025 3 rd Report: 31 July 2025 4 th Report: 31 January 2026 5 th Report: 31 July 2026 6 th Report: 31 January 2027 Final Report: 31 August 2027	Deadline to submit the six-month financial reports . The first report refers to the period from 01/01/2024 to 30/06/2024. The subsequent reports will cover the following six- months or otherwise agreed between Marche Region and the Consortium Partner
IMPLEMENTATION PLANS	1 st Plan: 1 March 2024 2 nd Plan: 1 February 2025 3 rd Plan: 1 February 2026 4 th Plan: 15 December 2026	Deadline to submit the annual operation plan and financial forecast referring in year 1 to the period from 01/01/2024 to 31/12/2024 and to the same period in the following years

II. REGIONE MARCHE

Regione Marche will provide the Consortium Partner with comments on the reports sent by the Consortium Partner (progress and financial reports and implementation plans).

Regione Marche shall be in charge of confirming that the expenditure reported by the Consortium Partner has been incurred by the Consortium Partner for the purpose of implementing the project and that it corresponds to the activities laid down in the Description of the Action (Annex I).

In the event of expenditure presented by the Consortium Partner which has not been incurred for the purpose of implementing the Project or does not correspond to the activities of the Implementation Plan (see art.3), Regione Marche shall ask the Consortium Partner to redraft the submitted financial documents; Regione Marche shall be entitled to deny the expenditure declared by the Consortium Partner. In that case, Regione Marche is obliged to inform the Consortium Partner concerned of the denial of the expenditure declared and the motivation thereto.

Ancona,

For Regione Marche

Zagreb,

For GRAD ZAGREB

 Mayor of City of Zagreb
 Tomislav Tomašević, mag.pol.