



MEDA WATER PROGRAMME

INTRODUCTION TO GUIDELINES FOR REPORT PREPARATION

EUROPEAID PROCEDURES & STANDARD DOCS

- ANNEXES TO THE PRACTICAL GUIDE
 - E3. STANDARD CALL FOR PROPOSALS DOCS
- ANNEXES TO THE GUIDELINES FOR APPLICANTS
 - ANNEX E: CONTRACT
- STANDARD GRANT CONTRACT FOR EXTERNAL ACTIONS
 - GENERAL CONDITIONS (ANNEX II)

http://europa.eu.int/comm/europeaid/tender/gestion/pg/e03_en.htm

GENERAL CONDITIONS FOR EC FINANCED GRANT CONTRACTS

- GENERAL AND ADMIN PROVISIONS
- Article 2 – OBLIGATION TO PROVIDE:
 - INFORMATION
 - FINANCIAL AND TECHNICAL REPORTS
- **Contracting Authority (EC) May Request Additional Information at Any Time**



OBLIGATIONS

- INTERIM REPORTS

- COMPARE PLANNED OBJECTIVES WITH RESULTS
- PRESENT BENEFICIARY AND PARTNER OUTLAYS FOR REPORTING PERIOD
- WORKPLAN FOR THE NEXT PHASE OF ACTION
- ACCOMPANIES REQUESTS FOR PAYMENT



OBLIGATIONS

- FINAL REPORTS

- DESCRIPTION OF CONDITIONS OF PROJECT ACTIONS
- STEPS FOR ENSURING VISIBILITY OF EU FINANCING
- INFORMATION FOR IMPACT EVALUATION OF ACTIONS
- FINAL STATEMENT OF ELIGIBLE COSTS, INCOME, EXPENDITURE AND PAYMENTS RECEIVED



MEDA WATER PROGRAMME PROJECTS

GUIDELINES FOR REPORTS PREPARATION

Budget Line B7-4100



TYPES OF REPORTING

- TECHNICAL

- PROJECT PRESENTATIONS
- 6-MONTHLY REPORTS
- INTERMEDIATE REVIEW REPORTS
- FINAL REPORT

- FINANCIAL

- INTERMEDIATE
- FINAL



SCOPE OF REPORTS

- **QUARTERLY MANAGEMENT REPORT**
 - 3-5 PAGES ACTIVITY STATUS VS WORKPLAN
- **6-MONTHLY PROGRESS REPORTS**
 - PROJECT PROGRESS & ACHIEVEMENTS
- **INTERMEDIATE REVIEW REPORTS**
 - ALL ACHIEVEMENTS UP TO MID-TERM
- **FINAL REPORTS**
 - ALL ACHIEVEMENTS AT END OF PROJECT

6-MONTHLY PROGRESS REPORTS

- DETAILED ACCOUNT OF PROGRESS MADE
- RESOURCES EMPLOYED
- RESULTS OBTAINED
- DEVIATIONS FROM WORK SCHEDULE – WHEN OCCURRED
- PLANNED MODIFICATIONS TO SCHEDULE FOR NEXT PERIOD
- TRAVEL AND EVENTS



PROJECT PRESENTATION

- EACH PROJECT TO PROVIDE A PRESENTATION
- ACKNOWLEDGE MEDA WATER PROGRAMME
- FOR USE BY COMMISSION
- PUBLISH ON WEB