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## Training for beneficiaries 2<sup>nd</sup> Call for proposals

### Interim Report

ENI CBC Black Sea Basin Programme 2014-2020

On-line sessions  
CONCEPT AND AGENDA

Common borders. Common solutions.  
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## Background

The beneficiaries from the second call for proposals are advancing and the interim report preparation will become very soon the highest priority.

Although all the JTS project officers have already organized at the project level meetings with the project partners or planned to meet the beneficiaries, the training session proposed does not want to repeat the information provided in the Project Implementation Manual.

Briefly, here are the main references to be followed during the interim report preparation:

- Section 6.2 Interim Report from the Project Implementation Manual 3<sup>rd</sup> revision - December 2020
- Section 6.5.3 Supporting documents required for expenditure verification from the Project Implementation Manual 3<sup>rd</sup> revision - December 2020
- Annex 5 Guide on Reporting in the electronic Monitoring system (eMS) for Lead Partners and Project Partners from the Project Implementation Manual 3<sup>rd</sup> revision - December 2020
- Annex 9 Checklist for narrative Interim/Final report (optional but strongly recommended) from the Project Implementation Manual 3<sup>rd</sup> revision - December 2020
- Annex 10 Checklist for financial Interim/Final report (optional but strongly recommended) from the Project Implementation Manual 3<sup>rd</sup> revision - December 2020
- Instruction no 15 from 20 November 2018 to the Beneficiaries laying down specific provisions for the expenditure and revenue verification of a grant contract funded under the ENI CBC Black Sea Basin Joint Operational Programme 2014-2020, 2<sup>nd</sup> revision - February 2021

The documents are published on the programme website, section Project implementation:

[Project Implementation Manual 3<sup>rd</sup> revision - December 2020](#)

[Instruction no 15 from 20 November 2018 to the Beneficiaries](#) laying down specific provisions for the expenditure and revenue verification of a grant contract funded under the ENI CBC Black Sea Basin Joint Operational Programme 2014-2020, 2<sup>nd</sup> revision - February 2021.

[Annexes](#)

## Proposal

This event is meant to:

- Highlight the basic rules of reporting;
- Increase the capacity to report through tips and practical exercises;
- Explain the reporting process;
- Enhance participants' capacity to collect and consolidate the information on the progress achieved by the project.

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## Draft AGENDA On-line sessions

14 June 2021 - 10:00 hrs Romania time

Time	Topic
9:45-10:00	Registration & Technical preparation
10:00-10:10	Opening of the meeting Introduction of the agenda
10:10-11:00	Narrative reporting Steps, content (target group description, quality of deliverables, etc), attachments Q&A
11:00-11:45	Financial reporting Steps, content, attachments, how to organise and report the documents in eMS Q&A
11:45-12:00	Lessons learnt from the 1 <sup>st</sup> Call for proposals
12:00-12:15	Final questions and remarks Wrap up and close the meeting

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