

# Mid-term reporting

## for small-scale projects

Deadline at project mid-term

Example for project duration of 18 months

Task of the lead partner/project partners

Task of the project advisor/Joint Secretariat

1

### Collect information

Two months before the mid-term progress report submission deadline, the lead partner starts collecting information from the partners.

MONTH 8

MONTH 8

### Open the report

One month before submission deadline the project advisor opens the report in the Online Monitoring System (OMS).

2

### Partner-level finance report

Project partners (incl. lead partner) submit their partner-level finance report to their respective controller.

MONTH 9

3

### Submit the report

A) The lead partner's Authorised Signatory submits the mid-term progress report in the OMS.  
B) If ready, the project-level finance report can also be submitted.

MONTH 9

**Strict deadline for progress report!**

MONTH 9-10

### Review the report

The project advisor reviews the mid-term progress report and finalises the checklist.

MONTH 10

4

### Mid-term meeting

A. If no comments on the report, the meeting is an occasion to touch base with the project.  
B. If there are any comments on the submitted report, they will be addressed during the meeting.

5

### Resubmit the report

Adjustments/corrections can be made by the lead partner in the report during the meeting or after - *resubmission within 2 weeks (maximum)*.

MONTH 10-11

MONTH 11

### Accept the report

The project advisor accepts the mid-term progress report.

6

### Submit the finance report

The lead partner's Authorised Signatory submits the project-level finance report in the OMS (if not already done in step 3).

MONTH 11

MONTH 11-13

### Payment

Payment is initiated once the mid-term progress and finance reports are approved.