

PROJECT GUIDANCE

Small-scale project activity reporting in the Online Monitoring System

Version 1.0

This guidance covers the steps necessary to start and submit the activity report for small-scale project taking into consideration the involvement of the authorised signatory.

Functions **directly involved** in the procedure covered by this guidance;

- **Project managing user** – Will start the project level report and prepare it for submission.

Functions **affected by** the procedure covered by this guidance;

- **Project authorised signatory** – Will submit the project level report to the Joint Secretariat.

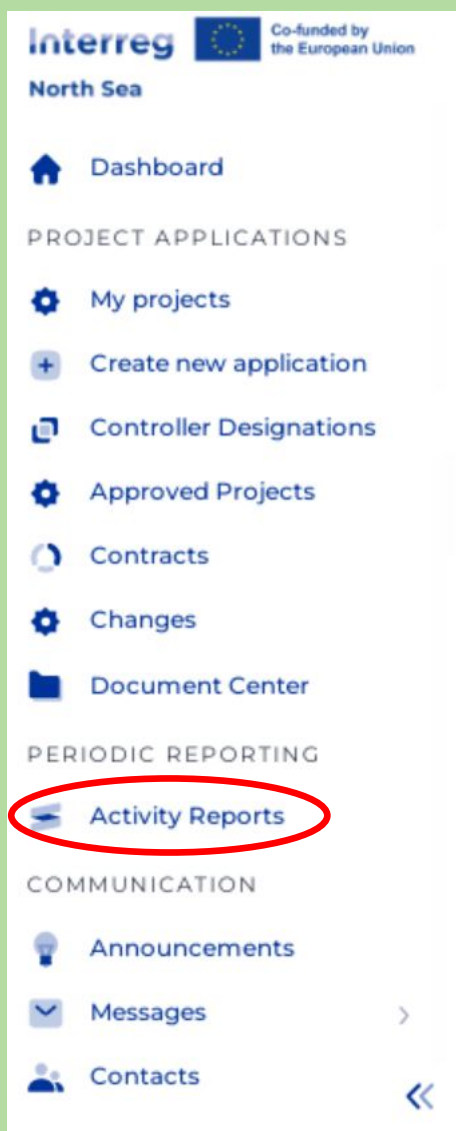
Functions **indirectly involved in the reporting procedure** but not covered by this guidance:

- **Partner managing users** – Will inform the project managing user about the progress made during the first half of project implementation.

Note: Before the project level report can be started it is a requirement that a reporting round has been created by the project's project advisor at the Joint Secretariat.

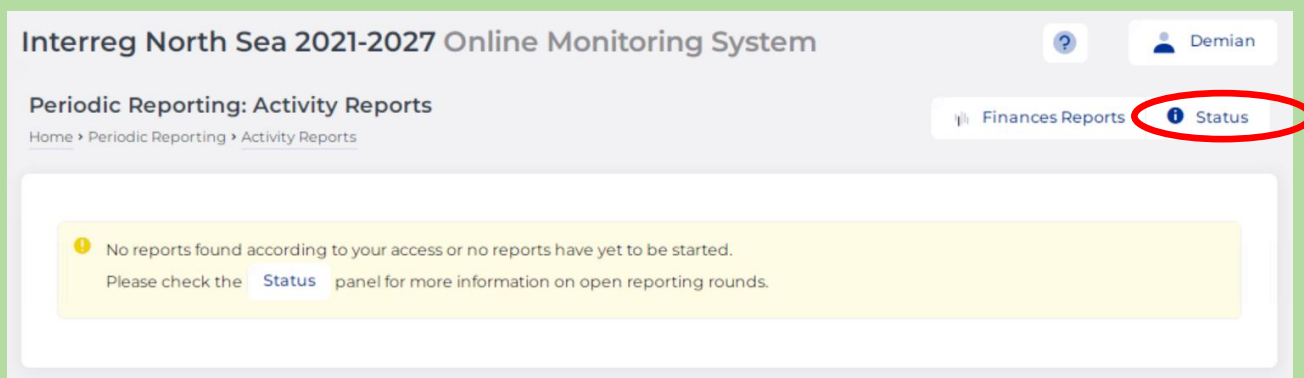
STEP 1 - How to start

You can start working on your report by accessing it via the menu item '**Activity reports**' (under periodic reporting) or via this link <https://oms.interregnorthsea.eu/app/report-activity/>.



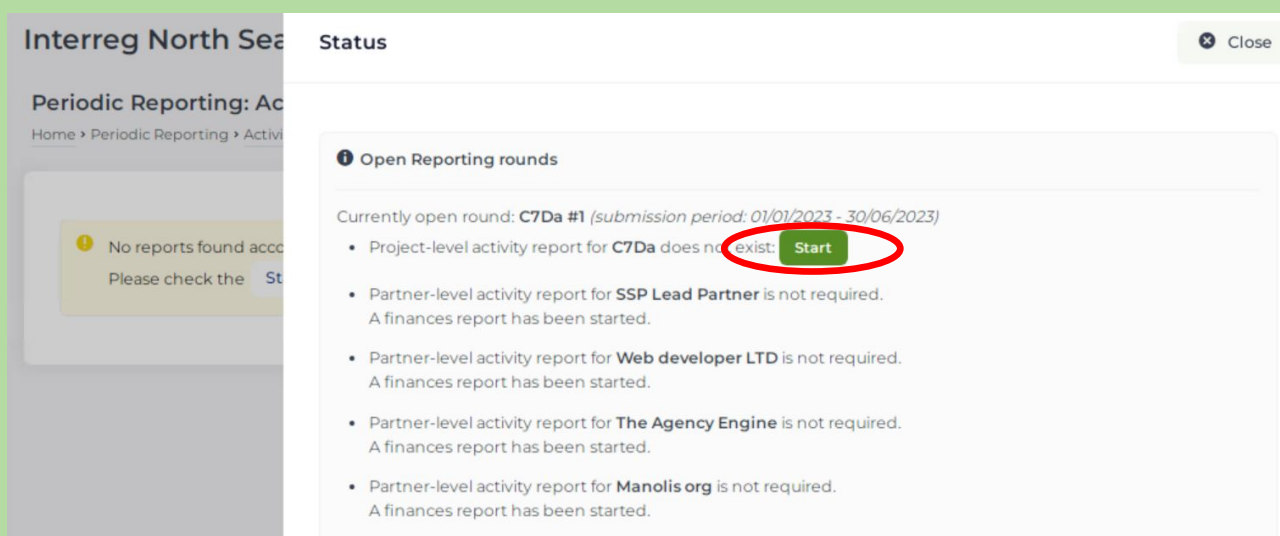
STEP 2 – Status

You have to start the report by clicking the '**Status**' button in the upper right corner.



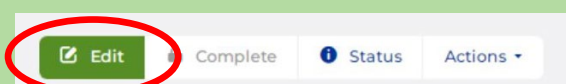
STEP 3 – Start

You can start the reporting by clicking the clicking the '**Start**' button.



STEP 4 – Start editing

In order to work on the report, please click on the '**Edit**' button in the upper right corner. The project level activity report is now started and it is presented in edit mode to the project managing user.



The project level activity report is divided into nine sections.

1. Report
identification

2. Partnership
agreement

3. Main
achievements

4. Challenges

5. Work plan
progress

6. Financial
progress

7. Website
uploads

8.
Communication

9. Impact
challenge

STEP 5 – Navigation

The project managing user can exit the edit mode by clicking the button '**Save and return**'. If filling out the sections one after the other with content, the button '**Save and proceed to next step**' can be made use of.



Save and return



Save and proceed to next step

STEP 6 – 1. Report identification

Nothing can be changed under 1. Report identification. If all information is correct, please click on '**Save and proceed to next step**'. If the information provided is not correct, please reach out to your project advisor.

1. Report identification	1. Report identification	
2. Partnership agreement	Project acronym	C7Da
3. Main achievements	Reporting Round	#1
4. Challenges	Reporting level	Project
5. Work plan progress	Project Report Type *	Activity report with Finance report
6. Financial progress	Form Version	SSP Mid-term Activity Report, v1
7. Website uploads	Reporting period start *	01/12/2021
8. Communication	Reporting period end *	16/07/2022
9. Impact challenge		
		Save and return Save and proceed to next step

STEP 7 – 2. Partnership agreement

Fill out the relevant fields and click on '**Save and proceed to next step**'.

1. Report identification

2. Partnership agreement

3. Main achievements

4. Challenges

5. Work plan progress

6. Financial progress

7. Website uploads

8. Communication


9. Impact challenge


2. Partnership agreement

2.1 Has a signed version of the partnership agreement been uploaded in the online monitoring system (OMS)?

☐ No ☒ Yes

You can upload the Partnership Agreement in the [Document Center](#)

 Save and return

 Save and proceed to next step

STEP 8 – 3. Main achievements

Fill out the relevant fields and click on '**Save and proceed to next step**'.

1. Report identification	3. Main achievements	
2. Partnership agreement	3.1 Annex prepared and uploaded	The annex addressing all points outlined in the approval letter (Monitoring Committee and Joint Secretariat comments) has been prepared and uploaded. You can upload the Annex in the Document Center .
3. Main achievements		<input type="radio"/> No <input checked="" type="radio"/> Yes
4. Challenges	3.2 Progress description *	
5. Work plan progress	Please describe the progress of the project during the reporting period, with special attention to the added value of transnational cooperation. The summary should emphasize the project's main achievements in a way that is interesting and accessible to non-specialists.	
6. Financial progress		
7. Website uploads		
8. Communication		
9. Impact challenge	Limit of 2000 characters	

test

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Save and return



Save and proceed to next step

STEP 9 – 4. Challenges

Fill out the relevant fields and click on '**Save and proceed to next step**'.

1. Report identification

2. Partnership agreement

3. Main achievements

4. Challenges

5. Work plan progress

6. Financial progress

7. Website uploads

8. Communication

9. Impact challenge

4. Challenges

4. Challenges during implementation and deviations to the original plan *

Please describe the main challenges faced in the reporting period in relation to project implementation, project management, communication or issues related to the partnership. The solutions found to the mentioned challenges should be described here as well.

Limit of 2000 characters

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Save and return

Save and proceed to next step

STEP 10 – 5. Work plan progress (5.1 Reporting per work package)

The work plan progress is divided into three different categories (5.1 Reporting per work package, 5.2 Progress on activities and deliverables and 5.3 Progress on outputs and results).

The progress on project overall objective and communication objective can be edited by clicking the little pen next to your work package.

5. Work plan progress

5.1 Reporting per Work Package *

What is the progress towards the work package objective and communication objective(s)?

Work Package

Project overall objective

Communication objective



1 Work Plan
(entire project)

Edit Work Package progress

Cancel

Work Package

1 Work Plan (entire project)

Project overall objective (status) *

Partly achieved



Project overall objective
(explanation) *

Please describe the progress the partnership made with this work package during this reporting period.

Edit Insert Table



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Communication objective
(status) *

Not achieved



Communication objective
(explanation) *

Please describe the progress the partnership made with this work package during this reporting period.

Edit Insert Table



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Save

Remember to click the button **"Save"** once the entry is complete.

STEP 11 – 5. Work plan progress (5.2 Progress on activities and deliverables)

The progress on activities and deliverables can be edited by clicking the little pen next to each activity.

5.2 Progress on Activities and Deliverables *

Please describe the progress towards the activities and deliverables as defined in the application form.

Activity	Indicator	Target	Prev.	Current	Total	Remng.	Status / Attachment
 1 test activity	Internal Event	22	0	1	1	21	In progress
<div>Description of progress test</div>							

The field '**Completed in this period**' must be filled out as well as the '**Status**' and the '**Description of progress**'. An attachment can also be uploaded.

Edit progress Cancel

Work Package	1 Work Plan (entire project)
Work Package Activity	1 test activity
Indicator	Internal Event
Target	22
Previously Reported	0
Completed in this period *	<input type="text" value="1"/>
Total completed to date	1
Remaining	21

Status*

In progress

Description of progress*

Edit

Insert

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Attachment

Upload a file

Vælg fil

Der er ikke valgt nogen fil

Upload only relevant attachments(s) (if applicable) – no more than 3 files (contained in a zip file)

Accepted file types: DOC, XLS, PPT, PDF, ZIP. File size limit: 20MB

↑

Save

When filling out the '**Status**' please use the drop-down menu by clicking on the little arrow.

Status *

In progress

Not started

In progress

Finalised

Description of progress *

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Attachment

Upload a file

Vælg fil

Der er ikke valgt nogen fil

Upload only relevant attachments(s) (if applicable) – no more than 3 files (contained in a zip file)

Accepted file types: DOC, XLS, PPT, PDF, ZIP. File size limit: 20MB

Save

Remember to click the button **"Save"** once the entry is complete.

STEP 12 – 5. Work plan progress (5.3 Progress on outputs and results)

The progress on outputs can be edited by clicking the little pen next to each output indicator.

5.3.1 Progress to date on outputs



The field '**Completed in this period**' must be filled out as well as the '**Status**' and the '**Comments**'. An attachment can also be uploaded.

Status*

Not achieved

Self-assessment of the level of achievement for the entire project including current period. This needs to be selected also in case no output has been achieved in this reporting period.

Comments *

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-

test

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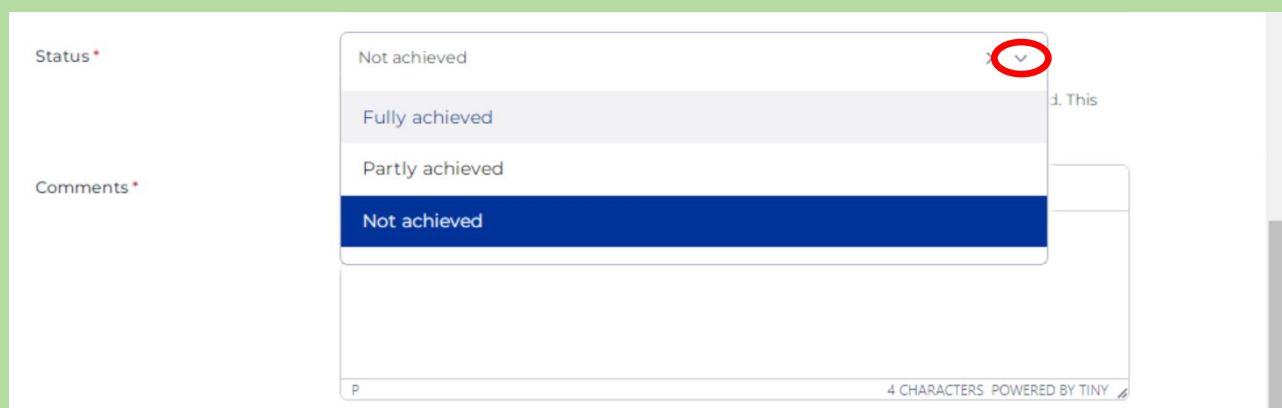
Attachment

Upload a file

Vælg fil Der er ikke valgt nogen fil

The attachments for the output indicators (the compulsory indicator for the specific objective you chosen plus the four other output indicators) should demonstrate and give evidence to the progress made.

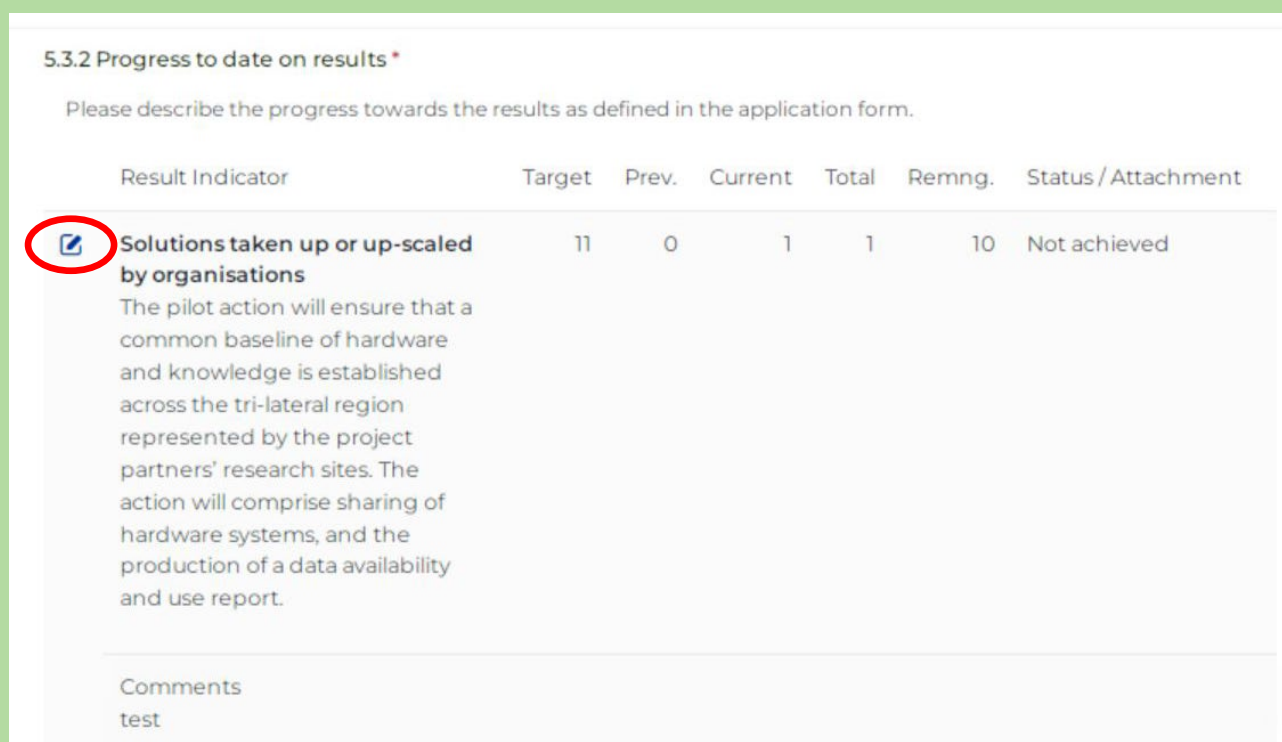
When filling out the '**Status**' please use the drop-down menu by clicking on the little arrow.




A screenshot of a web form showing a dropdown menu for the 'Status' field. The dropdown is open, displaying four options: 'Not achieved', 'Fully achieved', 'Partly achieved', and 'Not achieved'. The first 'Not achieved' option is highlighted in blue. A red circle highlights the downward arrow icon in the top right corner of the dropdown menu. To the left of the dropdown, the labels 'Status*' and 'Comments*' are visible. Below the dropdown, there is a text area with a character count '4 CHARACTERS' and a note 'POWERED BY TINY'.

Remember to click the button '**Save**' once the entry is complete.

The progress on results can be edited by clicking the little pen next to each result indicator.



A screenshot of a table titled '5.3.2 Progress to date on results *'. Below the title is a instruction: 'Please describe the progress towards the results as defined in the application form.' The table has columns: 'Result Indicator', 'Target', 'Prev.', 'Current', 'Total', 'Remng.', and 'Status / Attachment'. The first row of data is highlighted. A red circle highlights a small edit icon (a square with a pencil) next to the 'Result Indicator' text. Below the table, there is a 'Comments' section with the text 'test'.

Result Indicator	Target	Prev.	Current	Total	Remng.	Status / Attachment
 Solutions taken up or up-scaled by organisations The pilot action will ensure that a common baseline of hardware and knowledge is established across the tri-lateral region represented by the project partners' research sites. The action will comprise sharing of hardware systems, and the production of a data availability and use report.	11	0	1	1	10	Not achieved

Comments
test

The field '**Achieved in this period**' must be filled out as well as the '**Status**' and the '**Comments**'. An attachment can also be uploaded.

Edit progress on results
Cancel

Result Indicator

Solutions taken up or up-scaled by organisations
The pilot action will ensure that a common baseline of hardware and knowledge is established across the tri-lateral region represented by the project partners' research sites. The action will comprise sharing of hardware systems, and the production of a data availability and use report.

Result target

11

Previously Reported

0

Achieved in this period

1

Total achievement to date *

1

Remaining

10

Edit progress on results
Cancel

Status *

Not achieved

Comments *

Limit of 500 characters

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Link
List
Table

test

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Attachment

Upload a file

Vælg fil

Der er ikke valgt nogen fil

The attachments for the result indicators (which you define yourself in the application) should demonstrate and give evidence to the progress made.

If you have more than one document you would like to upload, please put them in a zip folder and upload the folder.

Accepted file types: DOC, XLS, PPT, PDF, ZIP. File size limit: 20MB

When filling out the '**Status**' please use the drop-down menu by clicking on the little arrow.

Interreg
North Sea

Co-funded by
the European Union

Page 15

Edit progress on results Cancel

Status* Not achieved Fully achieved Partly achieved Not achieved

Comments*
 Limit of 500 characters
 P 4 CHARACTERS POWERED BY TINY

Attachment
 Upload a file
 Vælg fil Der er ikke valgt nogen fil
 The attachments for the result indicators (which you define yourself in the application) should demonstrate and give evidence to the progress made.
 If you have more than one document you would like to upload, please put them in a zip folder and upload the folder.
 Accepted file types: DOC, XLS, PPT, PDF, ZIP. File size limit: 20MB

Remember to click the button **"Save"** once the entry is complete.

STEP 13 – 5. Work plan progress (5.4 Pilots)

You can provide new pilot information by clicking the button in the upper right corner.

Already existing entries can be edited by clicking the little pen or deleted by clicking the red cross next to the entry.

5.4 Pilots*
 Please provide the location of your pilot(s) (postal address and/or GPS coordinates)

Pilot action title	Country	Postal code	Latitude	Longitude
✎ ✖ test	Belgium		50.97352463384 308	4.924216225039 118

+ New

Save and return Save and proceed to next step

Pilot information can either be entered by providing the postal code or the latitude/ longitude.

New ✕ Cancel

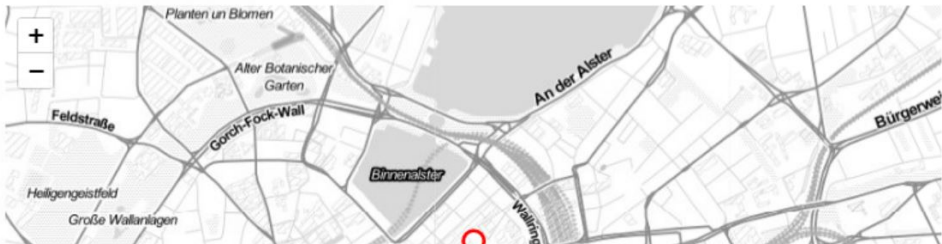
Pilots

Pilot action title *


Country *

Postal code

Enter your postal code without spaces or dashes to select a point on the map.



New ✕ Cancel



Latitude *

Longitude *

Save ↑

Remember to click the button "**Save**" once the entry is complete.

STEP 14 – 6. Financial progress

Fill out the relevant fields and click on '**Save and proceed to next step**'.

1. Report identification
2. Partnership agreement
3. Main achievements
4. Challenges
5. Work plan progress
6. Financial progress
7. Website uploads
8. Communication
9. Impact challenge

6. Financial progress

Financial progress – Spending targets

6.1 Is the current spending rate in line the spending plan (section D.3 of the application form)?

☐ No
☒ Yes

6.2 Please explain *

Limit of 1000 characters

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⋮

test

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Save and return
Save and proceed to next step

STEP 15 – 7. Website uploads

Fill out the relevant fields and click on '**Save and proceed to next step**'.

1. Report identification
2. Partnership agreement
3. Main achievements
4. Challenges
5. Work plan progress
6. Financial progress
7. Website uploads
8. Communication
9. Impact challenge

7. Website uploads

Project website uploads in the reporting round

7.1 All the relevant documents created/developed by the project to date, are uploaded on the project website ☐ No ☒ Yes

7.2 Did you regularly post news items on your project website? ☐ No ☒ Yes

7.3 If applicable, please provide links to videos produced by the project from the reporting round. *

Limit of 500 characters

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test

7.4 If applicable, please provide links to articles produced by the project from the reporting round. *

Limit of 500 characters

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test

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7.5 Date of the latest update of project website

📅 2023-06-15

Save and return **Save and proceed to next step**

STEP 16 – 8. Communication

Fill out the relevant fields and click on '**Save and proceed to next step**'.

1. Report identification
2. Partnership agreement
3. Main achievements
4. Challenges
5. Work plan progress
6. Financial progress
7. Website uploads
8. **Communication**
9. Impact challenge

8. Communication

Communication products and social media

8.1 Communication products *

Please list the communication products you have produced in this reporting period (roll-ups, posters, etc.) and links to those materials (e.g. from your website or the [Document Center](#)).

Limit of 1000 characters

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8.2 Social media *

Please provide links to your social media pages (Facebook, LinkedIn, Twitter, etc.)

Limit of 500 characters

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test

8.3 Links *

Please provide any links to a second website or other external platforms you manage, if applicable.

Limit of 500 characters

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test

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Save and return
Save and proceed to next step

STEP 17 – 9. Impact challenge

Fill out the relevant fields and click on '**Save and proceed to next step**'.

1. Report identification
2. Partnership agreement
3. Main achievements
4. Challenges
5. Work plan progress
6. Financial progress
7. Website uploads
8. Communication
9. Impact challenge

9. Impact challenge

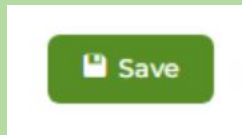
Impact(s) *

[Optional] Please name one to three impacts you are aiming to achieve through project implementation and describe your progress on achieving the identified impact(s). This refers to the positive change that will be delivered by the project and should take into account the challenges the project is addressing, which are identified in the application form. The impact/s should benefit the wider North Sea Region. Please consult the Interreg Programme for an inspirational list of impacts the programme is aiming to achieve under each specific objective.

Limit of 1500 characters

Edit Insert Table

test



Remember to click the button "**Save**" once everything has been entered.

STEP 18 – How to finalise

When everything has been edited and saved, you exit the editing mode automatically.

Interreg North Sea 2021-2027 Online Monitoring System
?
Demian

C7Da / #1, Project Activity Report
Edit
Complete
Status
Actions

Home > Periodic Reporting > Activity Reports > C7Da / #1, Project Activity Report

1. Report identification
2. Partnership agreement
3. Main achievements
4. Challenges
5. Work plan progress
6. Financial progress
7. Website uploads

1. Report identification

Project acronym	C7Da
Name of the lead partner organisation	SSP Lead Partner
Reporting Round	#1
Reporting level	Project
Project Report Type	Activity report with Finance report
Form Version	SSP Mid-term Activity Report, v1
Project start date	01/12/2021

STEP 19 – Status

If in doubt about your status, please make use of the '**Status**' button in the upper right corner (see also step 3).

Interreg North Sea
Status
Close

C7Da / #1, Project Activity Report
Home > Periodic Reporting > Activity Reports > C7Da / #1, Project Activity Report

1. Report identification
2. Partnership agreement
3. Main achievements
4. Challenges
5. Work plan progress
6. Financial progress
7. Website uploads

Workflow

Pre-completion checks
Nothing pending.

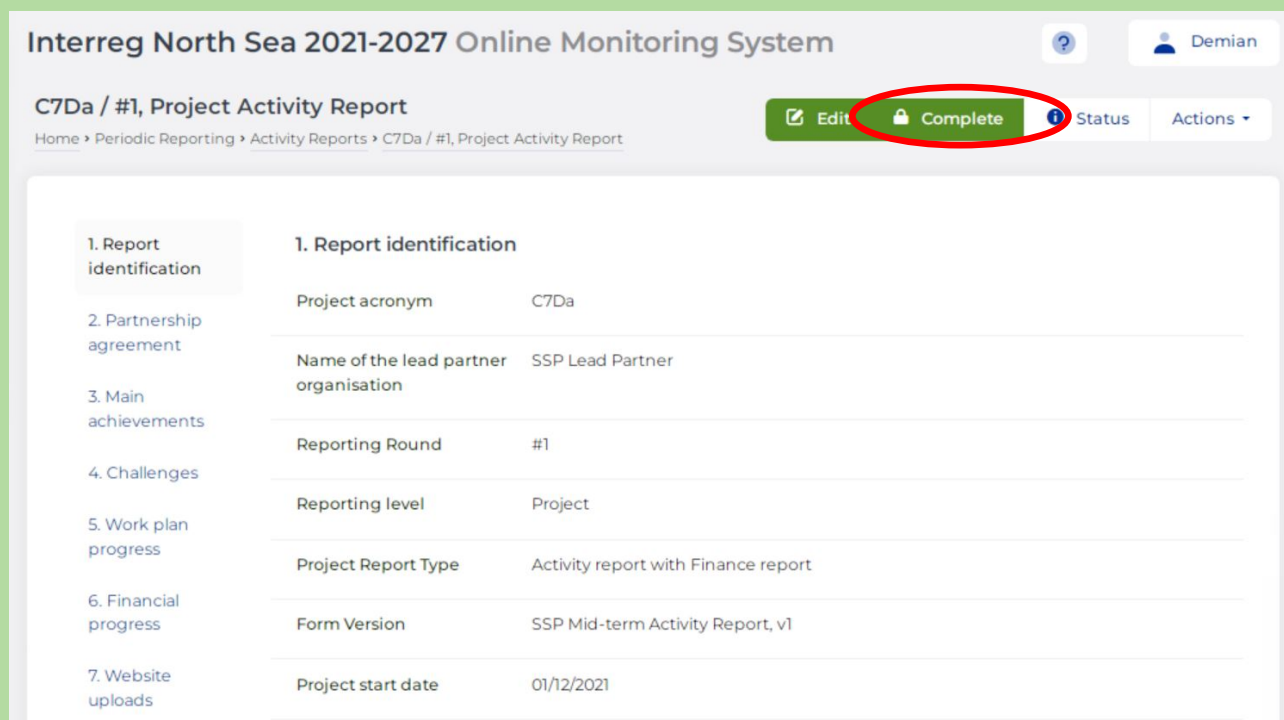
Report completed and locked
The report is not completed. The Project Manager can edit and complete the form.

Activity report signed by AS
The activity report has not been signed by the Authorised Signatory.

Submitted to JS
The project report has not been submitted to the JS

STEP 20 – Completing the report

If the report is ready for the Joint Secretariat, the project managing user must click the button **'Complete'** in the upper right corner.



The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The user is logged in as 'Demian'. The page title is 'C7Da / #1, Project Activity Report'. The breadcrumb trail is 'Home > Periodic Reporting > Activity Reports > C7Da / #1, Project Activity Report'. The top navigation bar includes buttons for 'Edit', 'Complete' (highlighted with a red circle), 'Status', and 'Actions'. The main content area is divided into a sidebar with a list of sections and a main table for '1. Report identification'.

1. Report identification	
Project acronym	C7Da
Name of the lead partner organisation	SSP Lead Partner
Reporting Round	#1
Reporting level	Project
Project Report Type	Activity report with Finance report
Form Version	SSP Mid-term Activity Report, v1
Project start date	01/12/2021

STEP 21 – Confirming and notifying the authorised signatory

Once the partner managing user has clicked the button **'Complete'** in the previous step, the user is now requested to complete the report and submit it to the authorised signatory by clicking the button **'Proceed'**.

C7Da / #1, Project Activity Report

Home > Periodic Reporting > Activity Reports > C7Da / #1, Project Activity Report


Confirmation

Complete form

You are completing this report and submitting it to the AS for submission.

The following users will be notified:

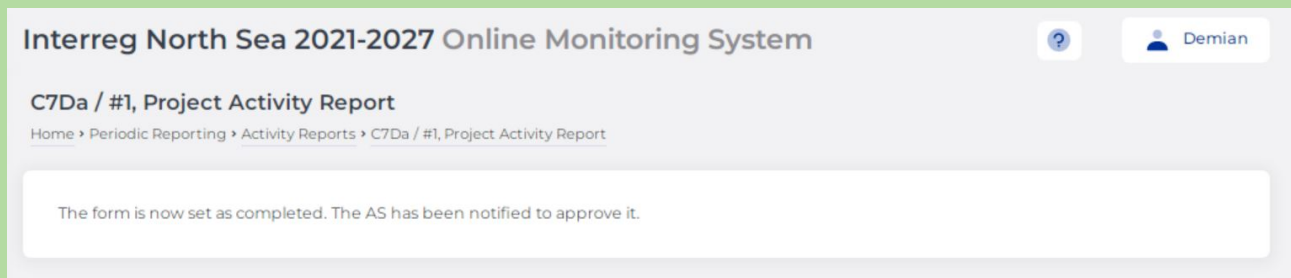
- ☒ Project Authorised Signatory: SSP Lead Partner Tsiamitas
- ☒ Project Authorised Signatory: DemoCorp User

 Proceed

 Cancel

STEP 22 – Authorised signatory notified

You receive a confirmation that the authorised signatory has been notified.



The report is now ready for submission to the programme by the authorised signatory. The authorised signatory should follow the designated guidance to fully submit the project level report.

Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at **interregnorthsea.eu**.

