

PROJECT GUIDANCE

Activity reporting in the Online Monitoring System

Version 1.0

This guidance covers the steps necessary to start and submit the activity report for regular projects. The guidance covers both the lead partner starting the project level report, the partner level reports, the completion of these reports taking into consideration the involvement of controllers and authorised signatories.

Functions directly involved in the procedure covered by this guidance;

- Project managing user – Will start the project level report and prepare it for submission once all partner reports have been completed. *Step 1-3* is relevant for getting the report started, and *step 19-25* is relevant for completing the project level report.
- Partner managing user – Will edit the partner level report and notify the partner authorised signatory about the report being ready to be submitted to the lead partner. *Step 4-18* is relevant for editing and completing the partner level report.

Functions affected by the procedure covered by this guidance;

- Project authorised signatory – Will submit the project level report to the Joint Secretariat.
- Partner authorised signatory – Submits the partner level activity report to the lead partner.

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

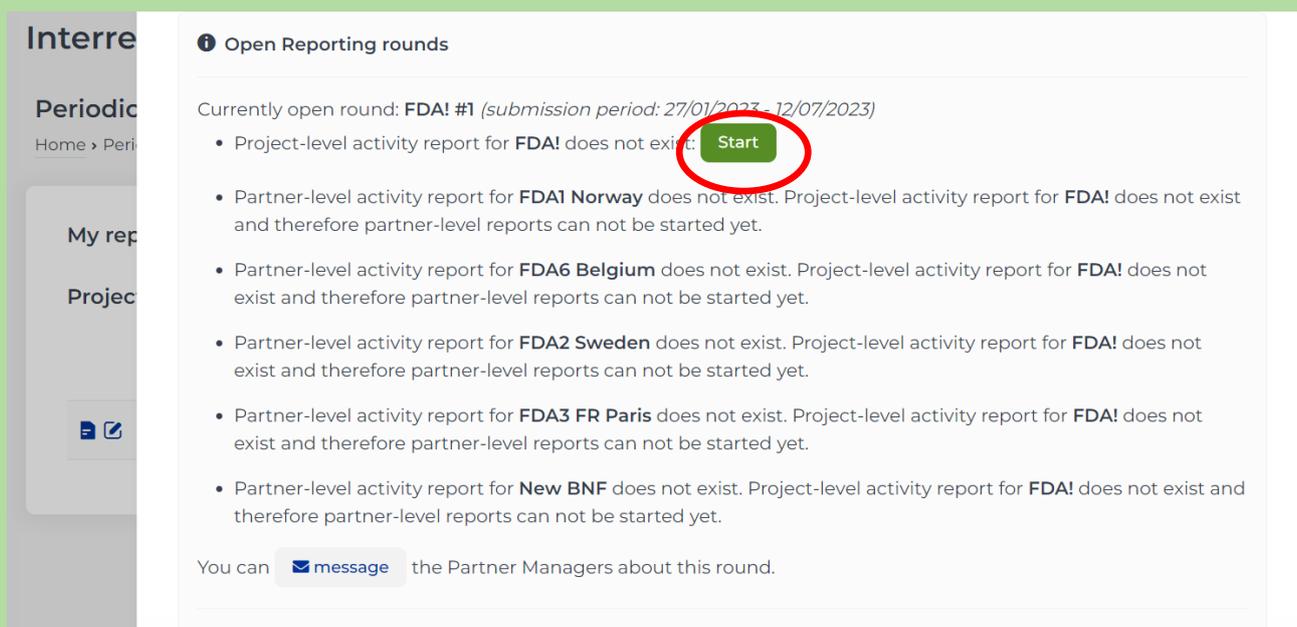
STEP 1 - Project level - Where to find?

Before the partners (including the lead partner organisation) can start filling in their reports, it is a prerequisite that the project level report has been started.

From the activity reports overview the project managing user can start the report. The activity report overview is either accessed via the menu item 'Activity reports' (under periodic reporting) or via this link <https://oms.interregnorthsea.eu/app/report-activity/>.

STEP 2 - Project level - How to start?

The project report can be started from the status overview. Click "Status" and then click the button "Start".



STEP 3 – Project Level

The project level activity report is now started. Click on "Save" to continue.

Interreg North Sea 2021-2027 Online Monitoring System

Home > Periodic Reporting > Activity Reports

FDA! / #1, New project-level report

Project acronym	FDA!
Reporting Round	#1
Reporting level	Project
Project Report Type *	Activity report with Finance report
Report Number	1

Progress Reporting

For detailed instructions on the periodic reporting on progress, please check the [Resources](#) section in our website. For any clarifications, please contact your JS project advisor.

Save

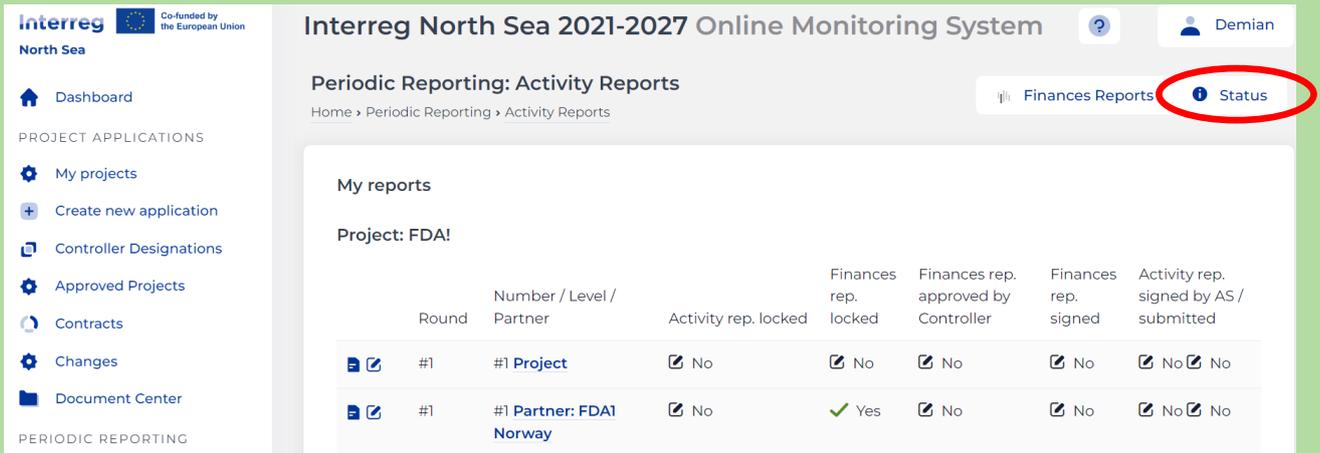
STEP 4 – Partner level – How to start?

Starting the partner level report

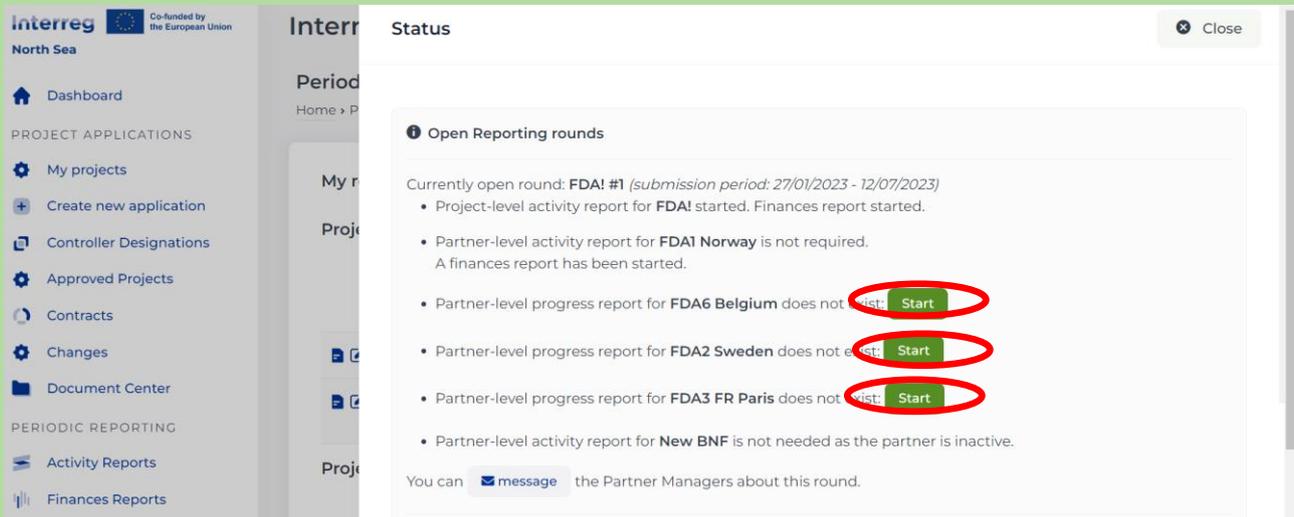
The partner level finance report is started the same way as the project level report.

From the activity reports overview the project managing user can start the report. The activity report overview is either accessed via the menu item 'Activity reports' (under periodic reporting) or via this link <https://oms.interregnorthsea.eu/app/report-activity/> .

You click on "Status" in the upper right corner.



The individual partner's reports can be started by clicking the "Start" button for the respective partners.



STEP 5 – Partner level – How to edit?

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



The first partner level activity report is divided into five sections.

1. Report identification

2. Summary

3. Challenges

4. Work plan progress

6. Target Groups

STEP 6 – Navigation

The partner 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 7 – 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

2. Summary

3. Challenges

4. Work plan progress

6. Target Groups

1. Report identification

i Information in this tab is pre-determined/automated and can not be edited.

i This activity report is not including any reporting on outputs/ results. This will be done in an indicator progress module.
You will be informed when this can be done.

Project acronym

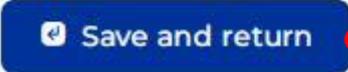
Reporting Round

Reporting level

Partner

Project Report Type
*

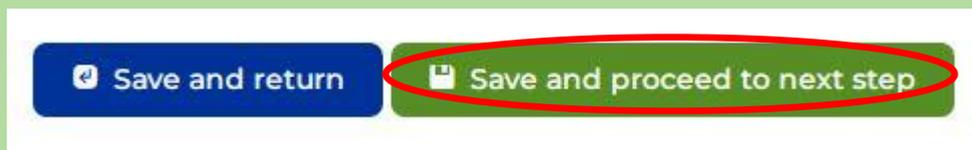
Form Version

 Save and return

 Save and proceed to next step

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

1. Report identification	2. Summary	
2. Summary	Summary and Highlights of main achievements *	
3. Challenges	Please describe how your organisation contributed to the progress of the project during the reporting period and highlight the added value of the co-operation. The summary should put the emphasise on the main achievements you have contributed to, in a concise and interesting way. Limit of 2000 characters	
4. Work plan progress		
6. Target Groups		



STEP 9 – 3. Challenges

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

- 1. Report identification
- 2. Summary
- 3. Challenges**
- 4. Work plan progress
- 6. Target Groups

3. Challenges

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

← → **B** *I* U - ...

test

P 4 CHARACTERS POWERED BY TINY

STEP 10 – 4. Work plan progress

4. Work plan progress

i This activity report is not including any reporting on outputs/ results. This will be done in an indicator progress module.

You will be informed when this can be done.

4.1 Reporting per Work Package *

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

Please also describe the progress on activities and deliverables.

STEP 11 – 4. Work plan progress

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

	4 Test Work Package		
	Work package objective		
	Communication objective		
	Activities 1 WP4 Report: Change 1 WP4 Report (sub)	Outputs Outputs will be editable in the indicator progress module. This module will be available after submission of this report.	Investments No contents

✍

4 Test Work Package

Work package objective

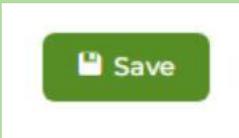
Communication objective

✍ Activities	Outputs	Investments
1 WP4 Report: Change <hr/> 1 WP4 Report (sub) <hr/>	Outputs will be editable in the indicator progress module. This module will be available after submission of this report.	No contents

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 style="width: 100px;" type="text" value="1"/>
Total completed to date	1
Remaining	21



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

STEP 15 – Completing the partner report

When everything has been edited and saved, you exit the editing mode automatically. The project managing user has now the possibility to send the report off to the lead partner by pressing the "Complete" button.

1. Report identification	
Project acronym	FDA!
Name of the lead partner organisation	FDA! Norway
Reporting Round	#1
Reporting level	Partner
Partner	FDA! Norway

STEP 16 – Confirming and notifying the partner 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 partner authorised signatory by clicking the button 'Proceed'.



FDAI / #1, Partner Activity Report for FDAI Norway

Home > Periodic Reporting > Activity Reports > FDAI / #1, Partner Activity Report for FDAI Norway

i Confirmation

Complete form

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

The following users will be notified:

-  Partner Manager: OMS-LB LeadBen
-  Partner Authorised Signatory (AS Status:  Confirmed): AS-LB LeadBen
-  Partner Manager: OMS-Ben Sweden
-  Partner Authorised Signatory (AS Status:  Confirmed): OMS-local-Ben Coordinating
-  Partner Authorised Signatory (AS Status:): 8934
-  Partner Manager: OMS-local-Ben Coordinating



STEP 17 – Partner authorised signatory notified

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

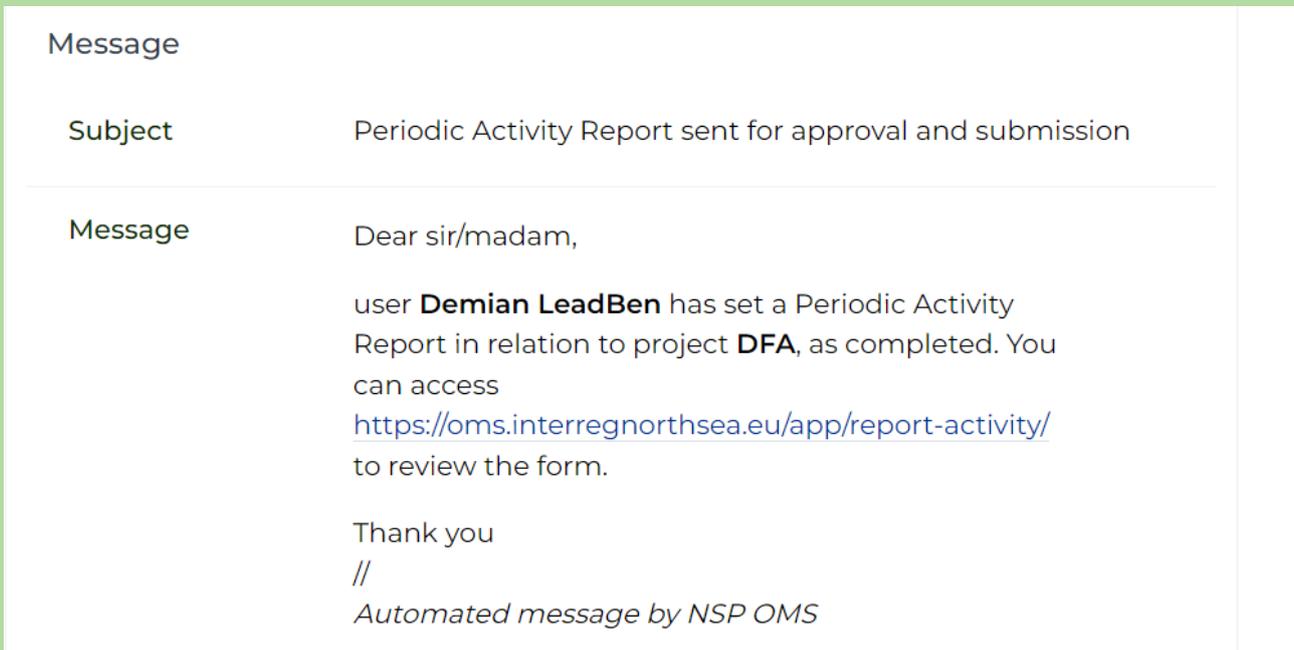


The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. At the top right, there is a user profile for 'Demian'. The main heading is 'FDA! / #1, Partner Activity Report for FDA1 Norway'. Below this, a breadcrumb trail reads 'Home > Periodic Reporting > Activity Reports > FDA! / #1, Partner Activity Report for FDA1 Norway'. A white message box contains the text: 'The form is now set as completed. The AS has been notified to approve it.'

The report is now ready for submission to the project managing user by the partner authorised signatory.

STEP 18 – Partner authorised signatory

The partner authorised signatory will receive a message in the Online Monitoring System to submit the report to the lead partner.



The screenshot shows an email message with the following content:

Message	
Subject	Periodic Activity Report sent for approval and submission
Message	<p>Dear sir/madam,</p> <p>user Demian LeadBen has set a Periodic Activity Report in relation to project DFA, as completed. You can access https://oms.interregnorthsea.eu/app/report-activity/ to review the form.</p> <p>Thank you // <i>Automated message by NSP OMS</i></p>

By clicking on the link, the partner authorised signatory will be guided to the overview of reports. The partner authorised signatory must choose the relevant report and click on it.

My reports

Project: FDA!

	Round	Number / Level / Partner	Activity rep. locked	Finances rep. locked	Finances rep. approved by Controller	Finances rep. signed	Activity rep. signed by AS / submitted
	#1	#1 Project	No	Yes	No	Yes	No No
	#1	#1 Partner: FDA1 Norway	Yes	Yes	Yes	Yes	No No

The partner authorised signatory must then press the button "Sign&Submit".

Interreg North Sea 2021-2027 Online Monitoring System Gianis

FDA! / #1, Partner Activity Report for FDA1 Norway

Home > Periodic Reporting > Activity Reports > FDA! / #1, Partner Activity Report for FDA1 Norway

1. Report identification

2. Summary

3. Challenges

4. Work plan progress

6. Target Groups

Submission

1. Report identification

Project acronym: FDA!

Name of the lead partner organisation: FDA1 Norway

Reporting Round: #1

Reporting level: Partner

Partner: FDA1 Norway

Project Report Type: Activity report with Finance report

Form Version: Partner Activity Report (Full Application)

Project start date: 04/03/2015

The partner authorised signatory must confirm the completion by pressing the button "Proceed".



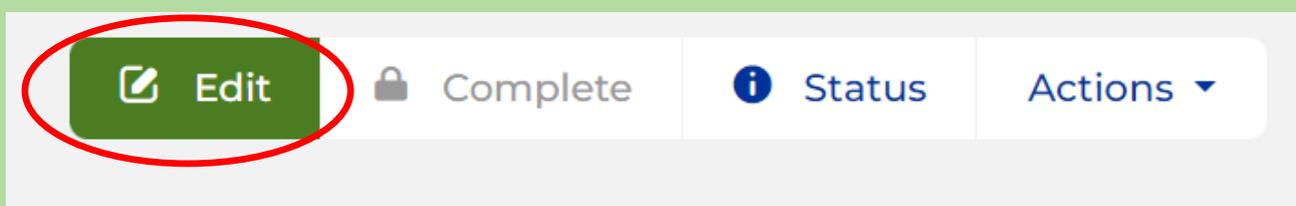
The form is then signed and submitted.



STEP 19 – Project level – How to edit?

The project managing user must compile one project level report from all the different partner level reports.

The project managing user can start the process by clicking the button "Edit".



STEP 20 – Project level - sections

The project level report is divided into eight sections. The project managing user will be able to see what the partner managing users have filled out in connection with the sections "Summary", "Challenges", "Work plan progress" and "Target groups". The additional sections "Website uploads", "Communication" and "Impact challenge" must be filled out as well.

1. Report
identification

2. Summary

3. Challenges

4. Work plan
progress

7. Target groups

8. Website
uploads

9.
Communication

10. Impact
challenge

Sections that have been filled out by the partner managing user will be displayed to the project managing user. This will make it easy for the project managing user to create summaries of the partner level reports and compile one project level report. One example is shown below:

Edit Work Package Cancel

Work Package: 4 Test Work Package

Work package objective (status) * Partly achieved X v

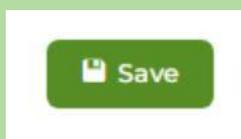
- Reported by [FDA1 Norway](#): *Nothing reported*
- Reported by [FDA6 Belgium](#): Partly achieved
- Reported by [FDA2 Sweden](#): Partly achieved
- Reported by [FDA3 FR Paris](#): Partly achieved

Work package objective (explanation) * ⚠

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

- Reported by [FDA1 Norway](#): *Nothing reported*
- Reported by [FDA6 Belgium](#):
test
- Reported by [FDA2 Sweden](#):
test
- Reported by [FDA3 FR Paris](#):
test

STEP 21 – Finalising the project report



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

STEP 22 – Completing the project report

When everything has been edited and saved, you exit the editing mode automatically. The project managing user has now the possibility to send the report off to the lead partner by pressing the "Complete" button.

FDAI / #1, Project Activity Report

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

Ed **Complete** Status Actions

- 1. Report identification
- 2. Summary
- 3. Challenges
- 4. Work plan progress
- 7. Target groups
- 8. Website uploads

1. Report identification

Project acronym	FDAI
Name of the lead partner organisation	FDAI Norway
Reporting Round	#1
Reporting level	Project
Project Report Type	Activity report with Finance report

STEP 23 – Confirming and notifying the project 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 project authorised signatory by clicking the button 'Proceed'.

Interreg North Sea 2021-2027 Online Monitoring System ? Demian

FDA! / #1, Project Activity Report

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

i 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: AS-LB LeadBen
- ✍ Project Authorised Signatory: OMS-local-Ben Coordinating
- ✍ Project Authorised Signatory: 8934

STEP 24 – Project authorised signatory notified

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

Interreg North Sea 2021-2027 Online Monitoring System ? Demian

FDA! / #1, Project Activity Report

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

The form is now set as completed. The AS has been notified to approve it.

The report is now ready for submission to the joint secretariat by the project authorised signatory.

STEP 25 – Project authorised signatory

The project authorised signatory will receive a message in the Online Monitoring System to submit the report to the joint secretariat.

Message

Dear sir/madam,

user **Demian LeadBen** has set a Periodic Activity Report in relation to project **FDA!**, as completed. You can access <https://oms.interregnorthsea.eu/app/report-activity/> to review the form.

Thank you

//

Automated message by NSP OMS

By clicking on the link, the project authorised signatory will be guided to the overview of reports. The project authorised signatory must choose the relevant report and click on it.

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The user is logged in as 'Gianis'. The page title is 'Periodic Reporting: Activity Reports'. There are navigation tabs for 'Finances Reports' and 'Status'. The main content area is titled 'My reports' and shows 'Project: FDA!'. Below this is a table with the following columns: Round, Number / Level / Partner, Activity rep. locked, Finances rep. locked, Finances rep. approved by Controller, Finances rep. signed, and Activity rep. signed by AS / submitted. The first row is circled in red and contains the text '#1 Project'. The second row contains '#1 Partner: FDA! Norway'.

Round	Number / Level / Partner	Activity rep. locked	Finances rep. locked	Finances rep. approved by Controller	Finances rep. signed	Activity rep. signed by AS / submitted
#1	#1 Project	Yes	Yes	Yes	Yes	No No
#1	#1 Partner: FDA! Norway	Yes	Yes	Yes	Yes	Yes Yes

The project authorised signatory must then press the button "Sign&Submit".

Interreg North Sea 2021-2027 Online Monitoring System

FDA! / #1, Project Activity Report

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

Sign&Submit Status Actions

1. Report identification	1. Report identification
Project acronym	FDA!
Name of the lead partner organisation	FDA! Norway
Reporting Round	#1
Reporting level	Project
Project Report Type	Activity report with Finance report
Form Version	Project Activity Report (Full Application)

The project authorised signatory must confirm the completion by pressing the button "Proceed".

Interreg North Sea 2021-2027 Online Monitoring System

FDA! / #1, Project Activity Report

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

Confirmation

Complete form
You are signing and submitting this report.

The following users will be notified:

- Project Manager: OMS-LB LeadBen
- JS Advisor: Interreg North Sea Villsen

Proceed Cancel

The form is then signed and submitted.



FDA! / #1, Project Activity Report

[Home](#) > [Periodic Reporting](#) > [Activity Reports](#) > [FDA! / #1, Project Activity Report](#)

The form is now signed and submitted.



Questions or comments?

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

