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.

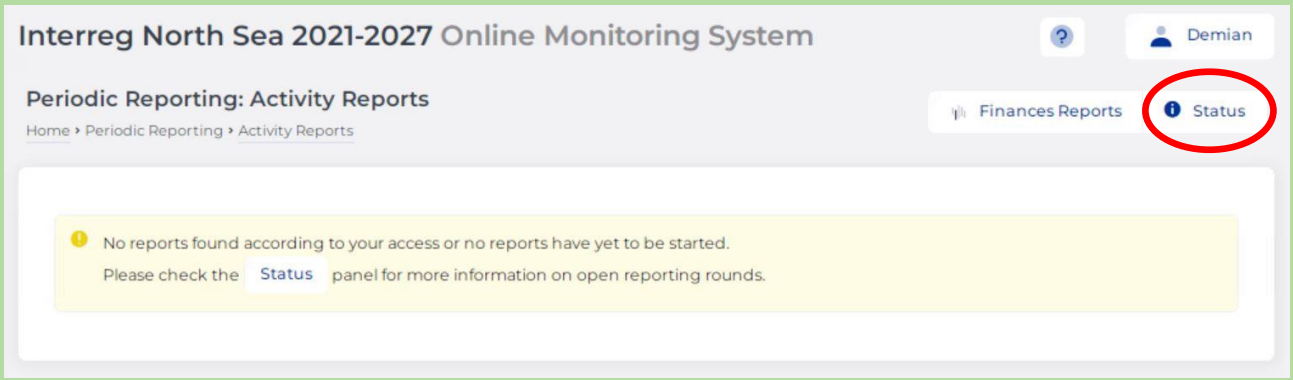
STEP 1 - Project level - Where to find?

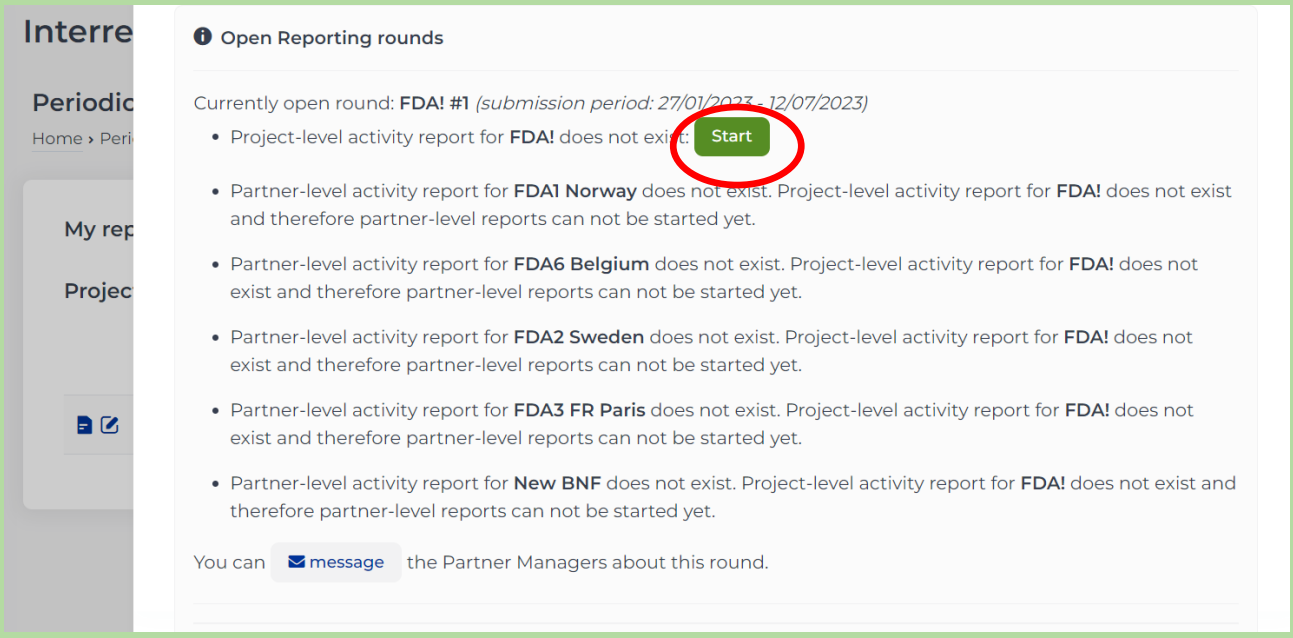
Before the partners (including the lead partner organisation) can start filling in their reports, it is a prerequisite that the project level report has been started.

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?

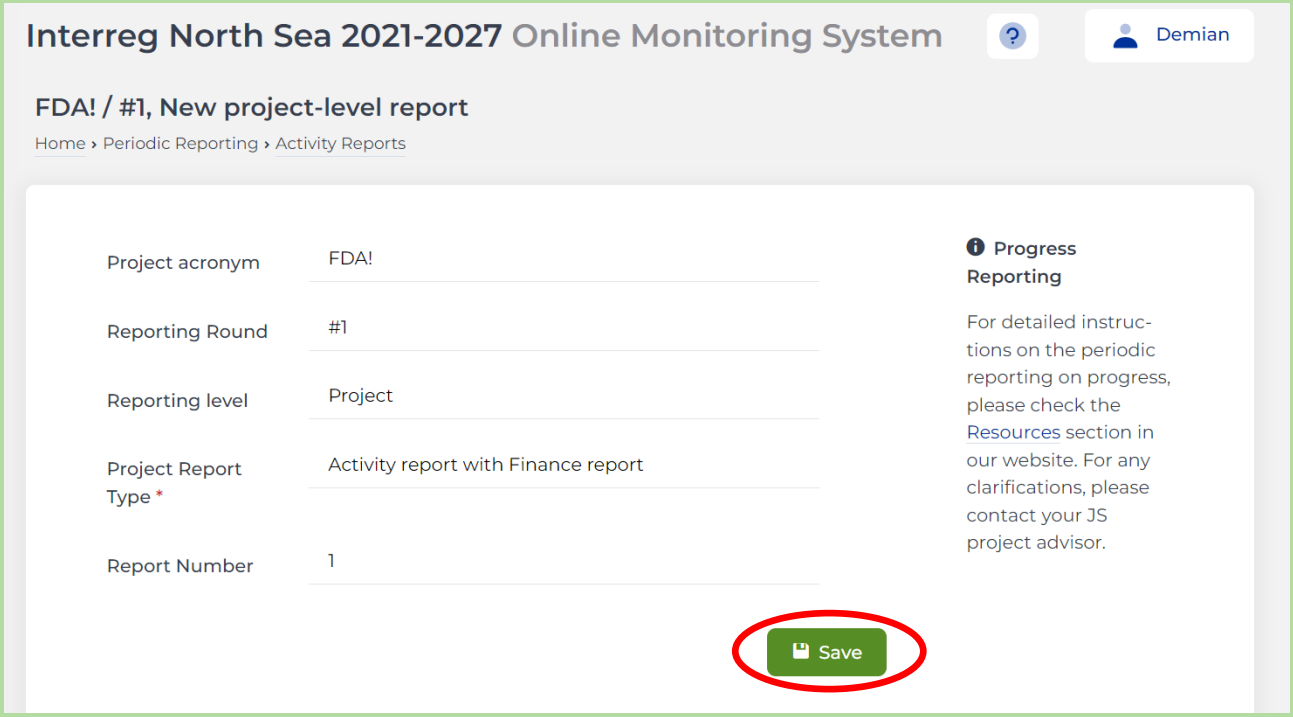
The project report can be started from the status overview. Click "*Status*" and then click the button "*Start*".





STEP 3 – Project Level

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



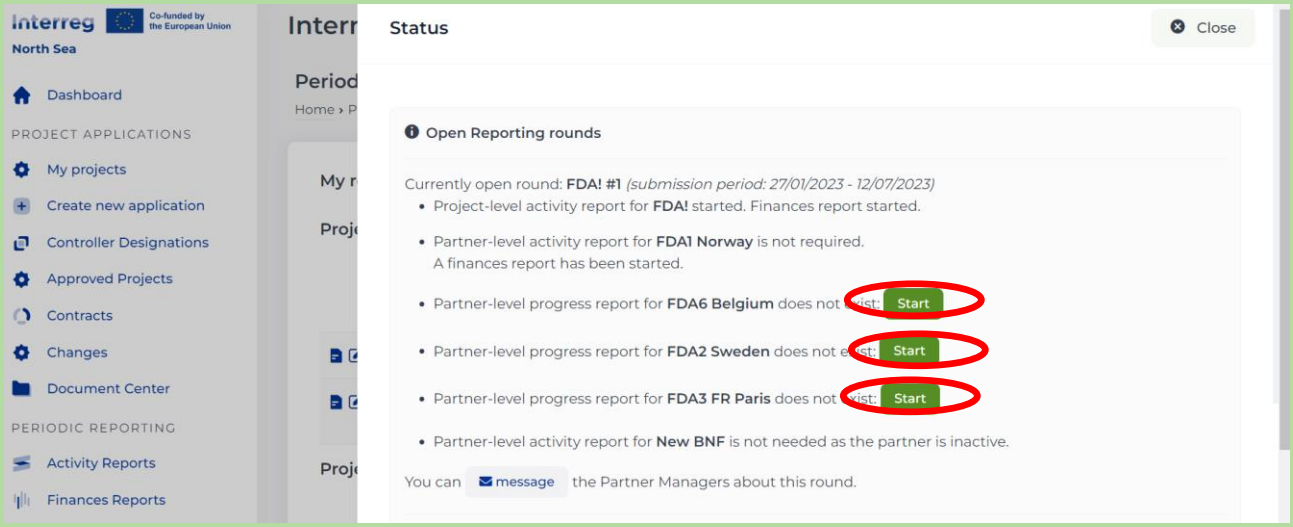
STEP 4 – Partner level – How to start?

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/ .

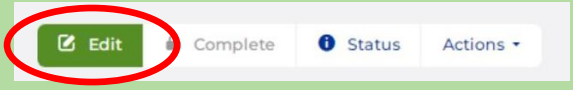
You click on "Status" in the upper right corner.

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

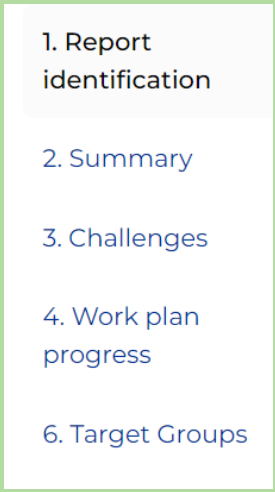


STEP 5 – Partner level – How to edit?

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.

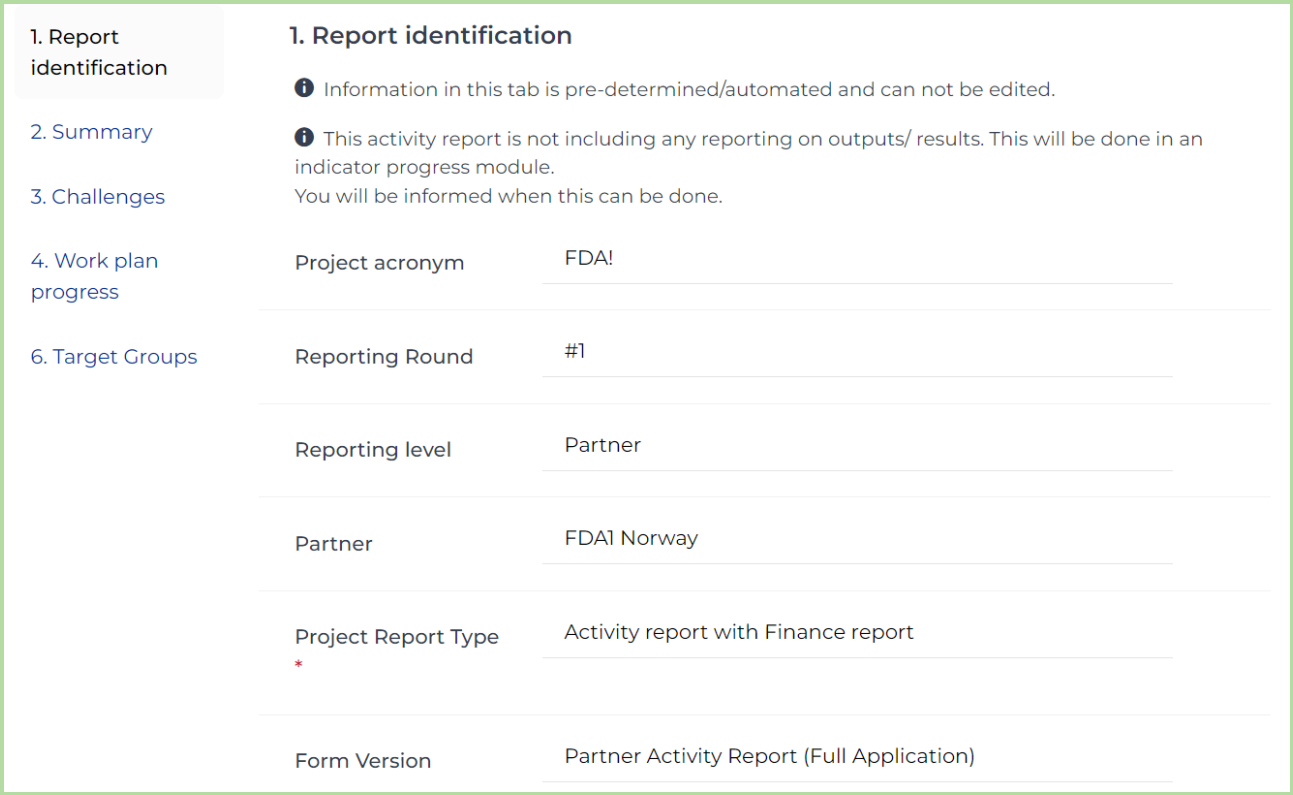


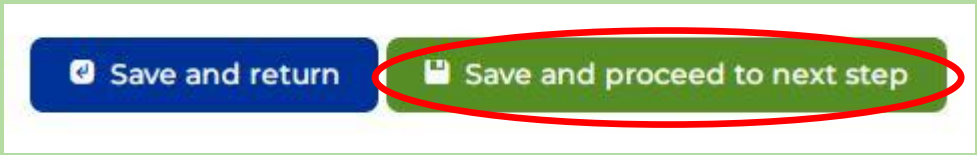
STEP 6 – Navigation

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.

STEP 7 – 1. Report identification

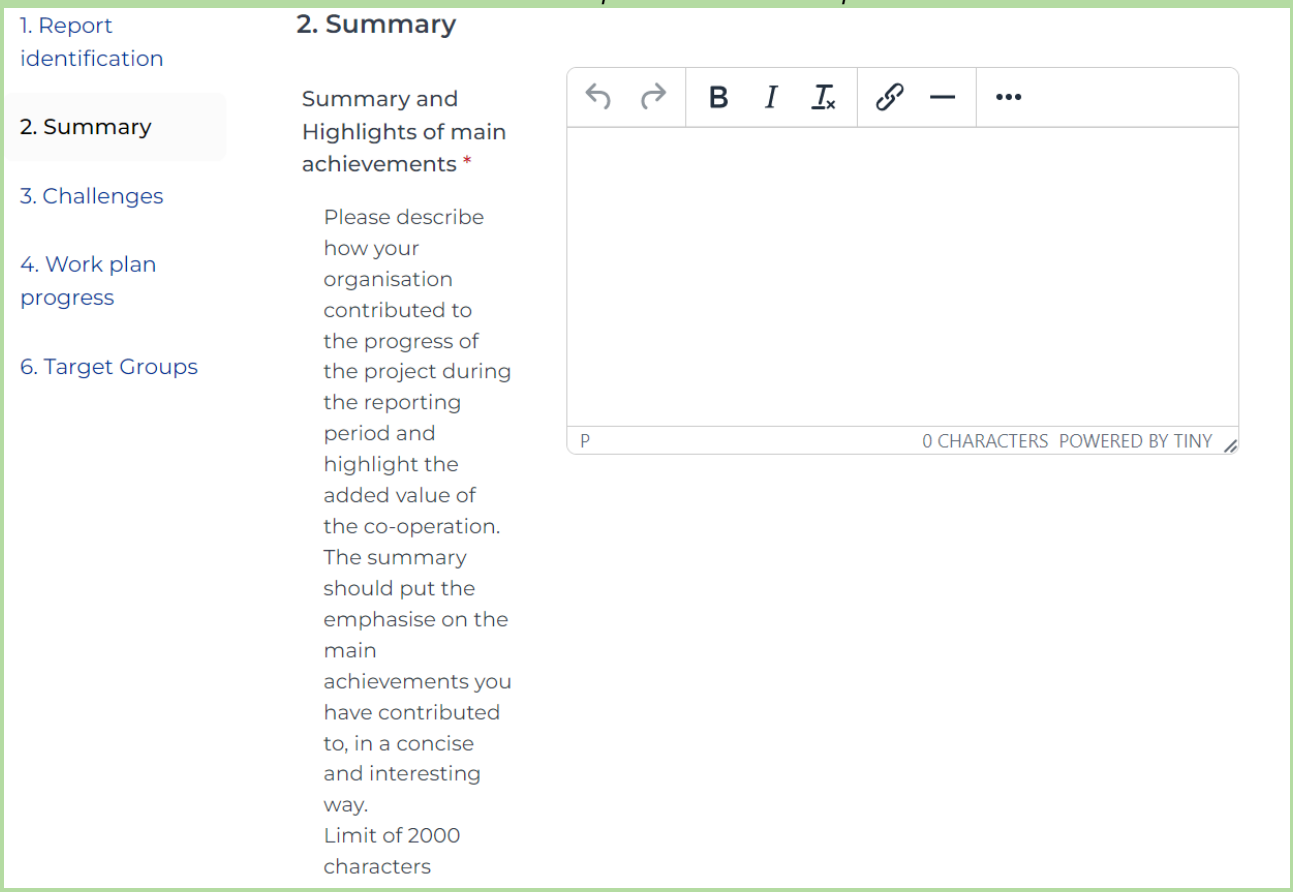
Nothing can be changed under 1. Report identification. If all information is correct, please click on *'Save and proceed to next step*'. If the information provided is not correct, please reach out to your project advisor.

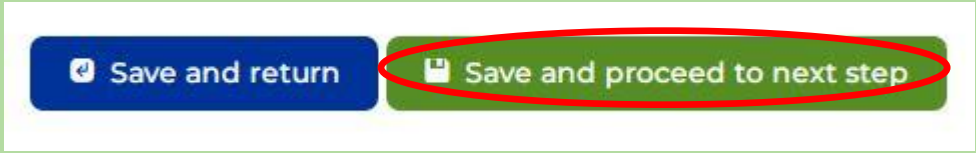




STEP 8 – 2. Summary

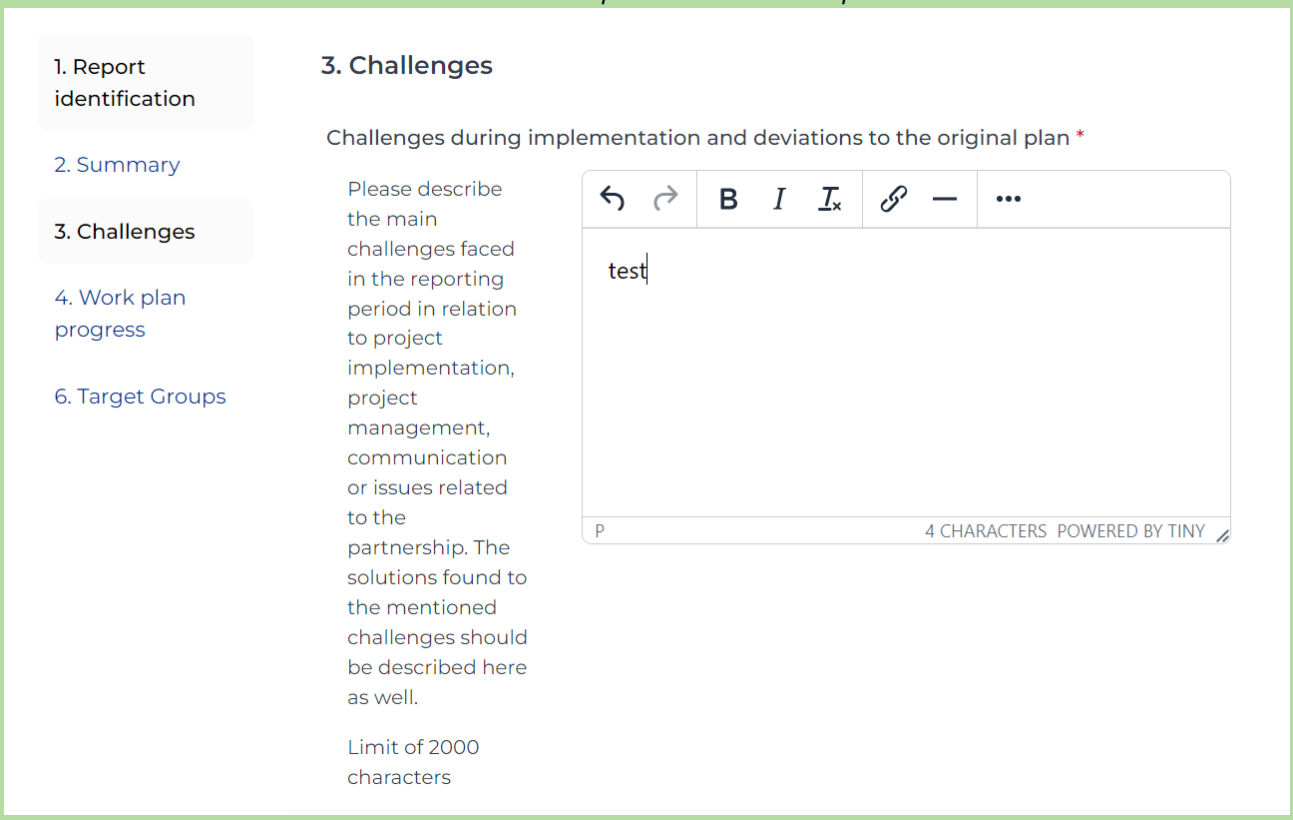
Fill out the relevant fields and click on *'Save and proceed to next step*'.

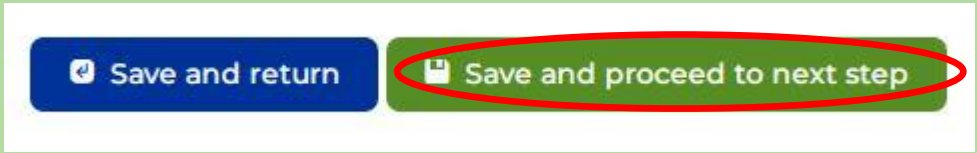




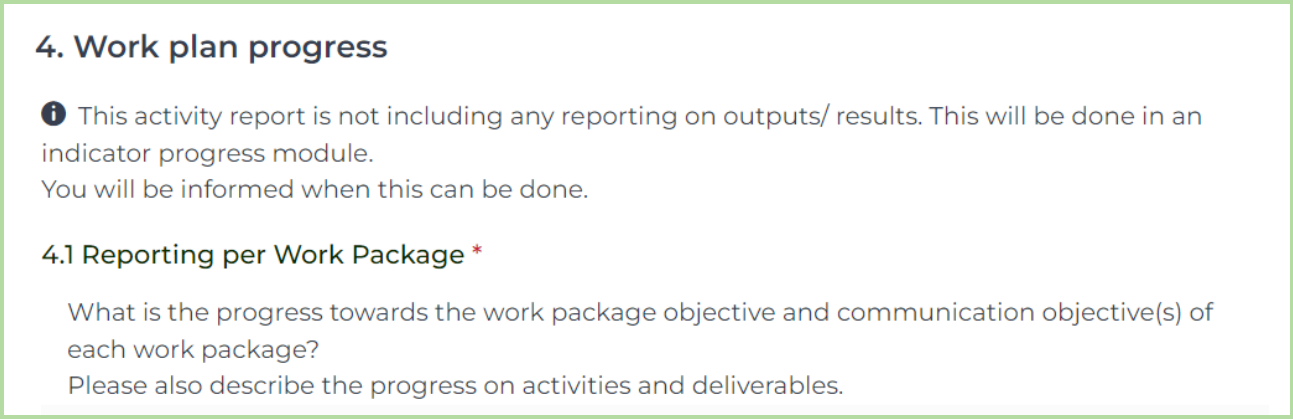
STEP 9 – 3. Challenges

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



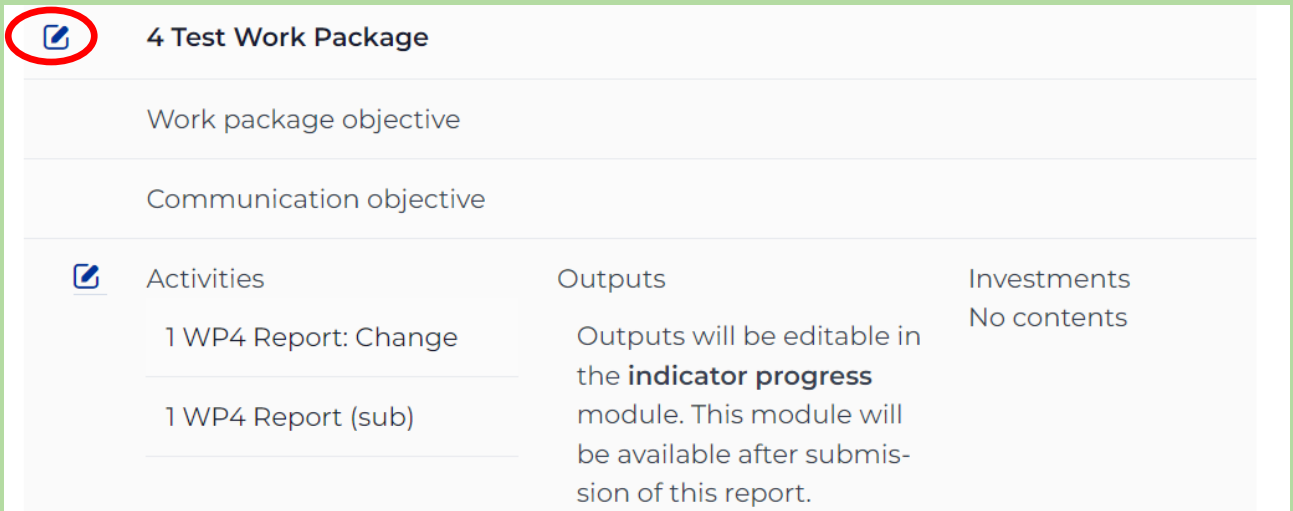


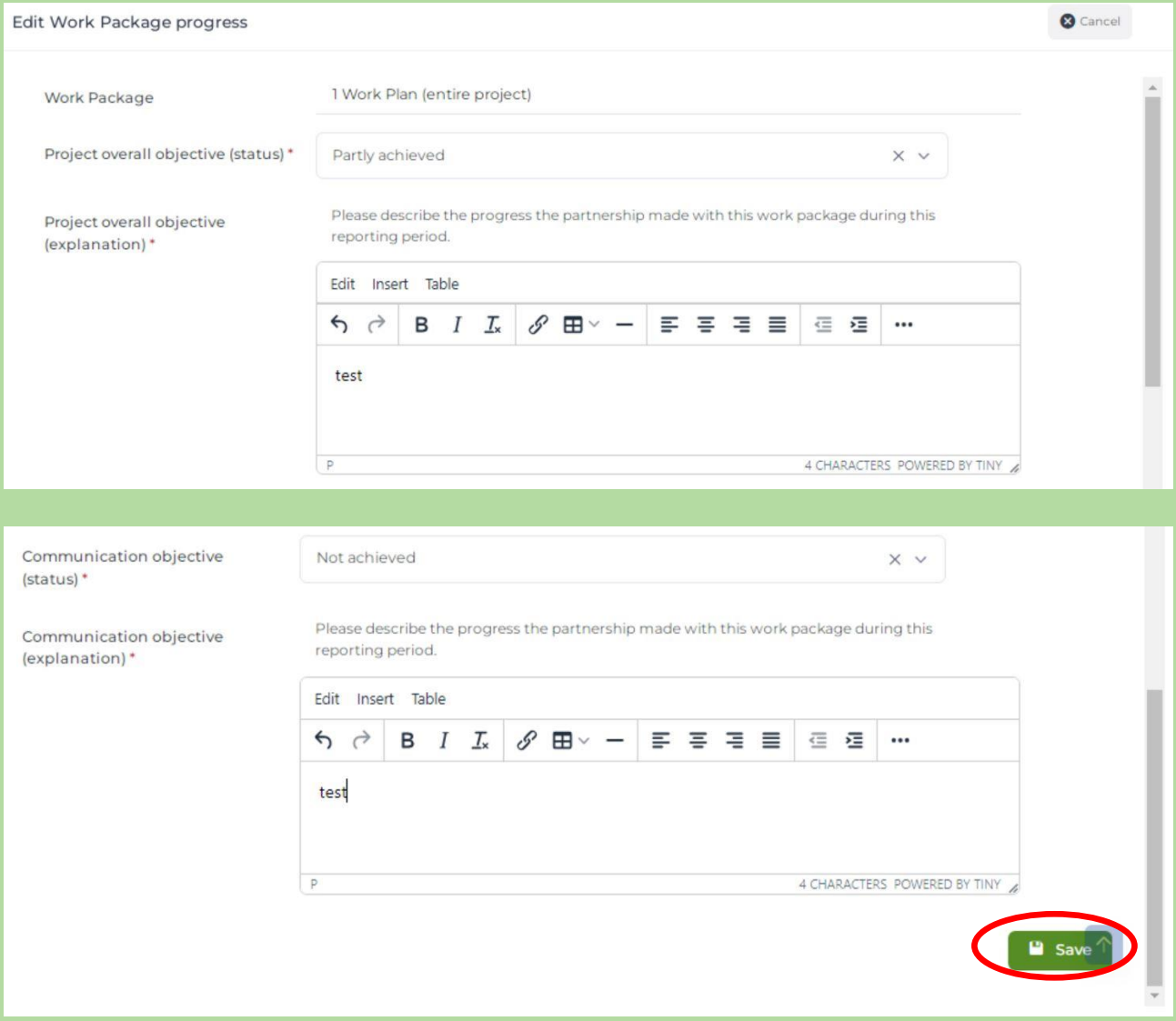
STEP 10 – 4. Work plan progress



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.

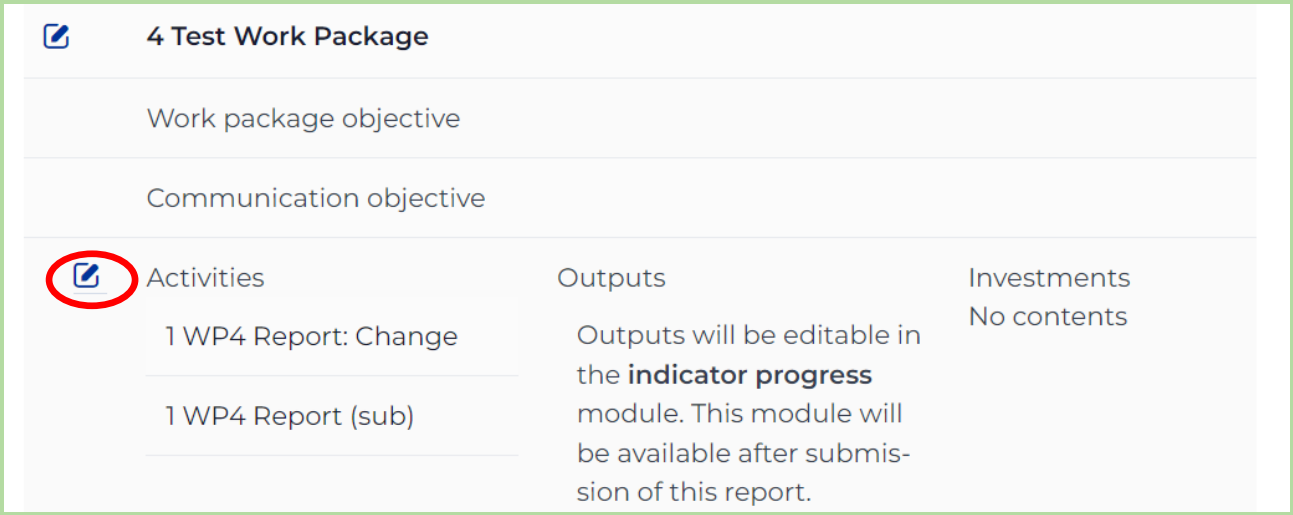




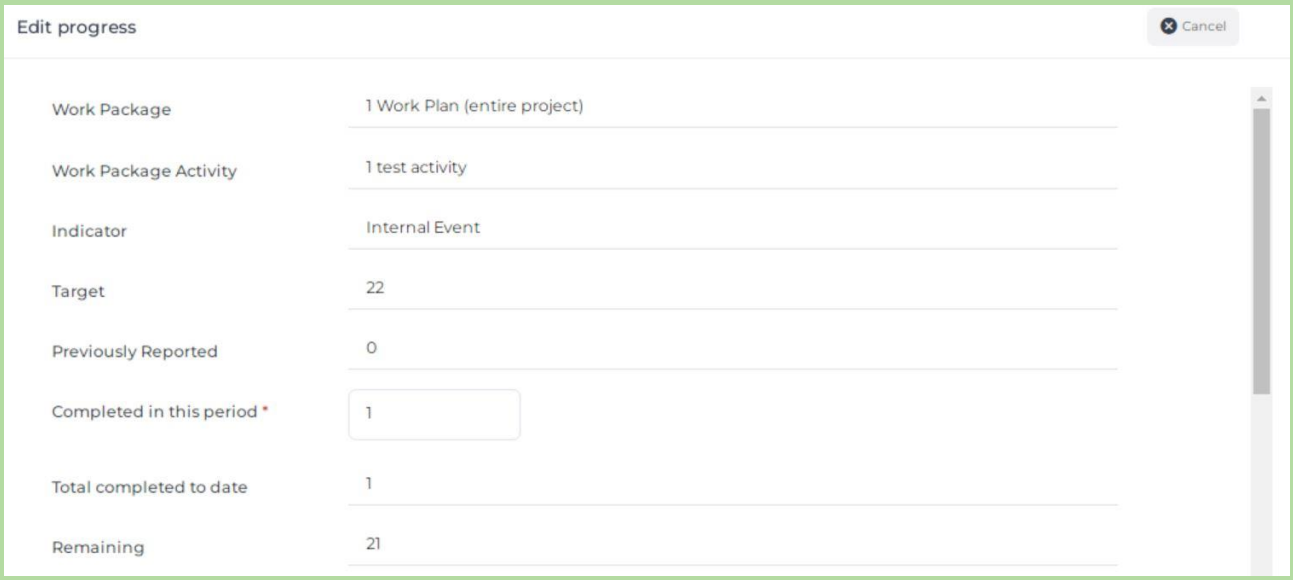
Remember to click the button "*Save*" once the entry is complete.

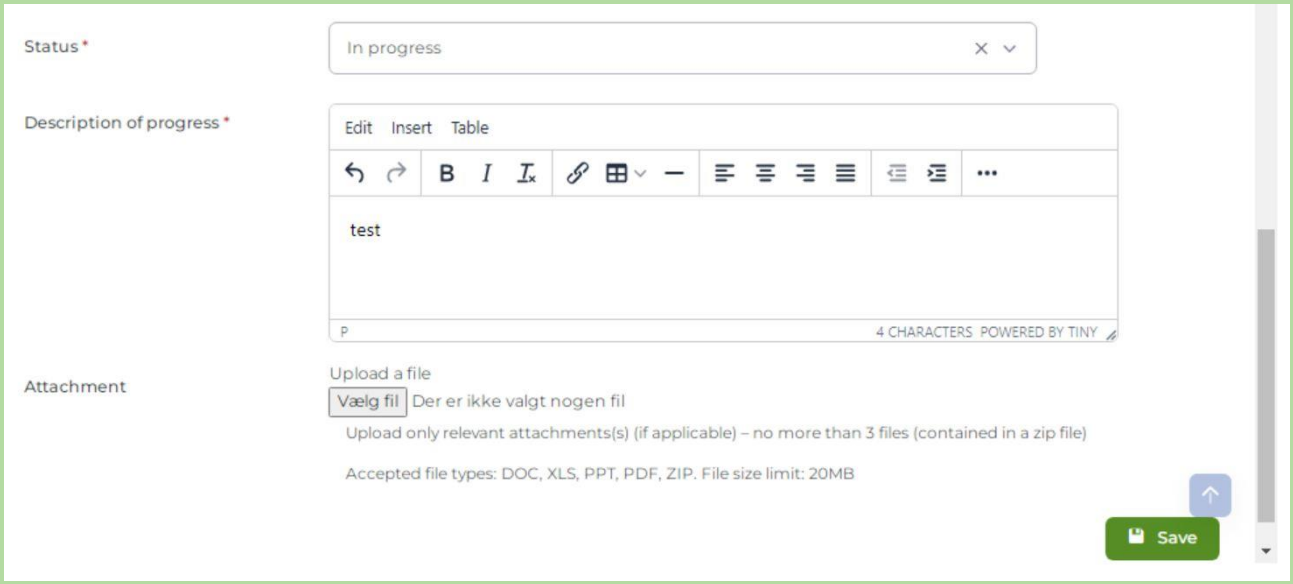
STEP 12 – 4. Work plan progress

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

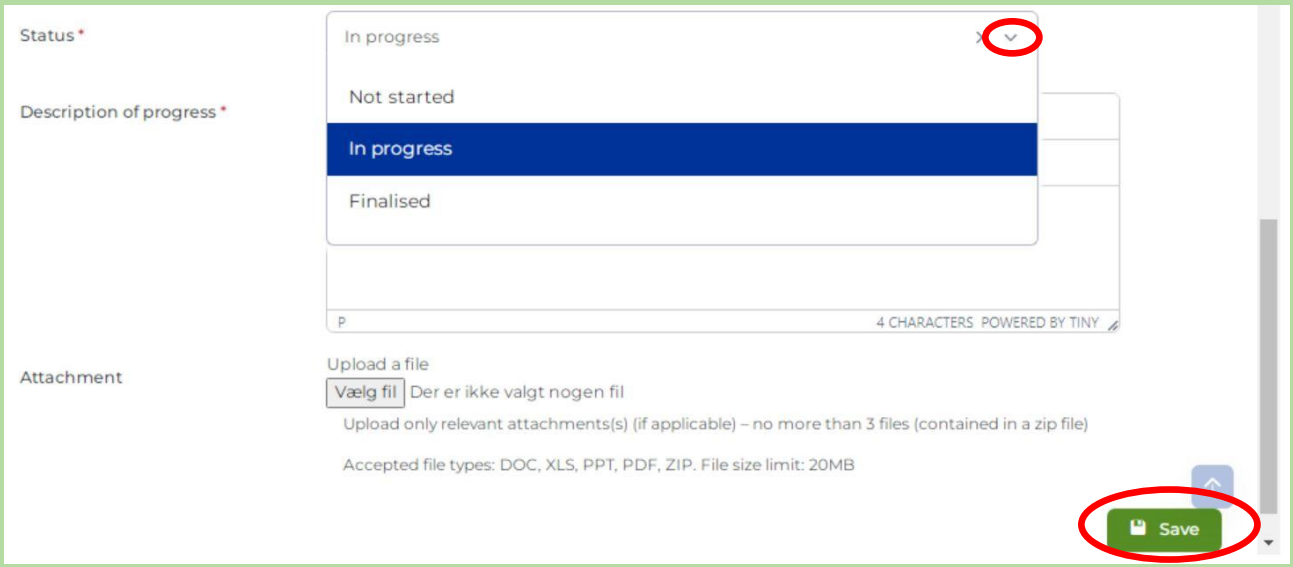


The field *'Completed in this period*' must be filled out as well as the *'Status*' and the *'Description of progress*'. An attachment can also be uploaded.





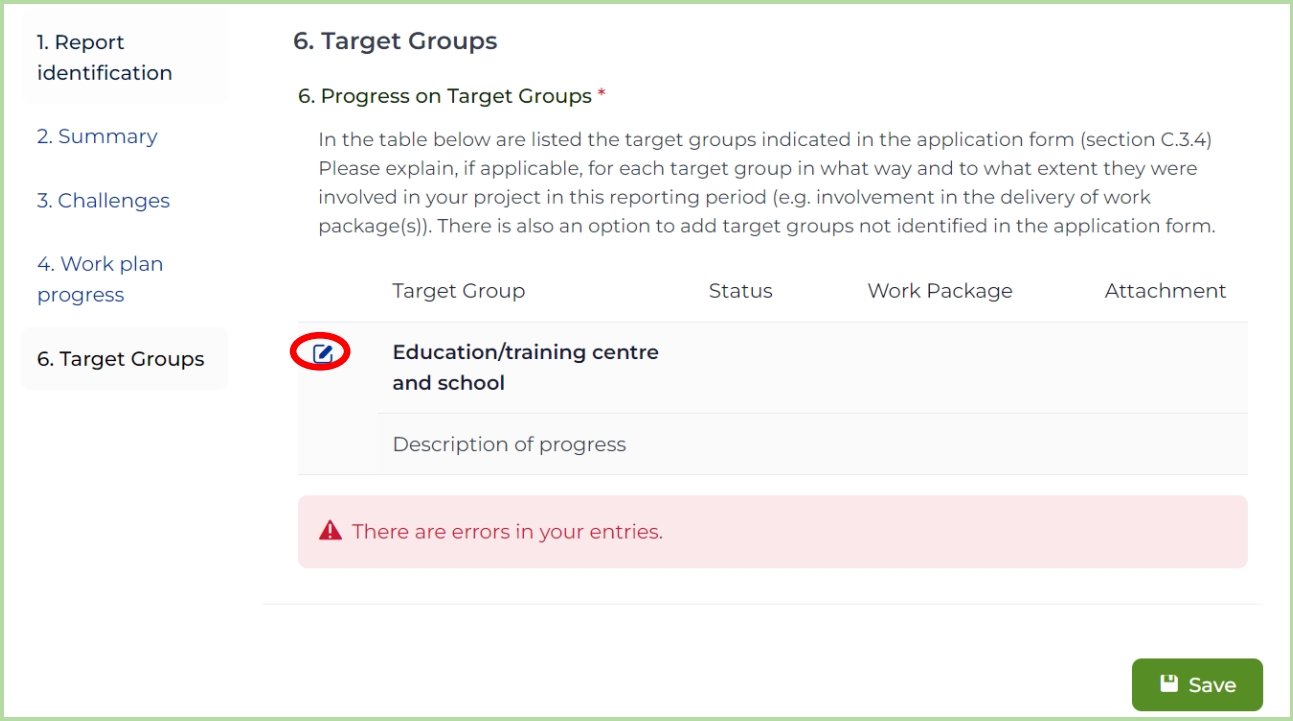
When filling out the *'Status'* please use the drop-down menu by clicking on the little arrow.



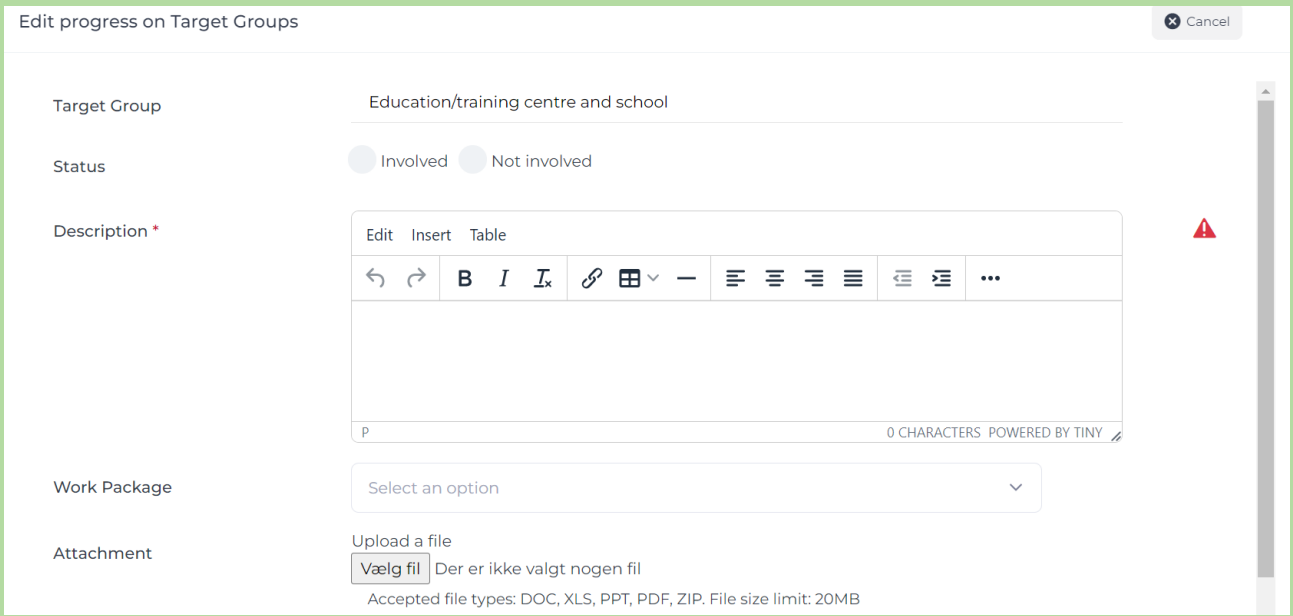
Remember to click the button "*Save*" once the entry is complete.

STEP 13 – 6. Target groups

You can edit the target groups by clicking on the little pen next to one of the respective target groups (here: Education/ training centre and school).



You have to choose the status of the respective *"Target Group"*, provide a *"Description"* and explain which *"Work Package"* the target group is mainly involved in.



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

STEP 14 – Finalising the partner report

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.

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'*.

Interreg North Sea 2021-2027 Online Monitoring System
Demian
FDA! / #1, Partner Activity Report for FDA1 Norway
Home › Periodic Reporting › Activity Reports › FDA! / #1, Partner Activity Report for FDA1 Norway
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
Proceed
Cancel

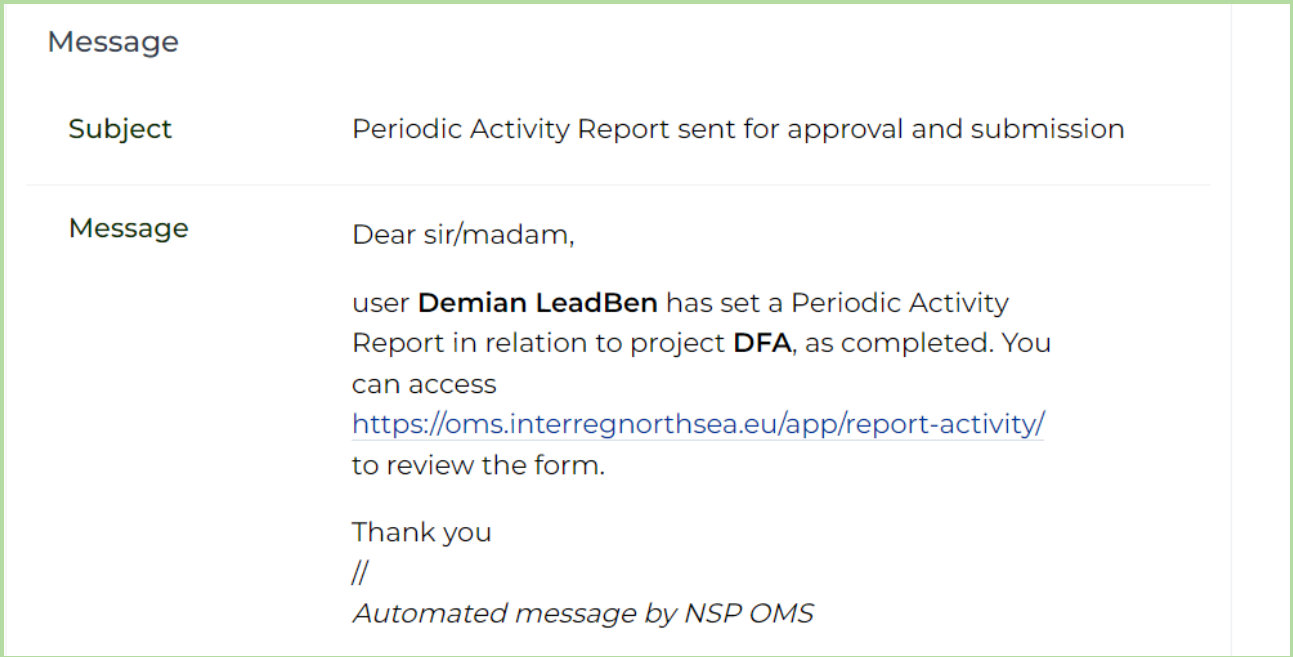
STEP 17 – Partner authorised signatory notified

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

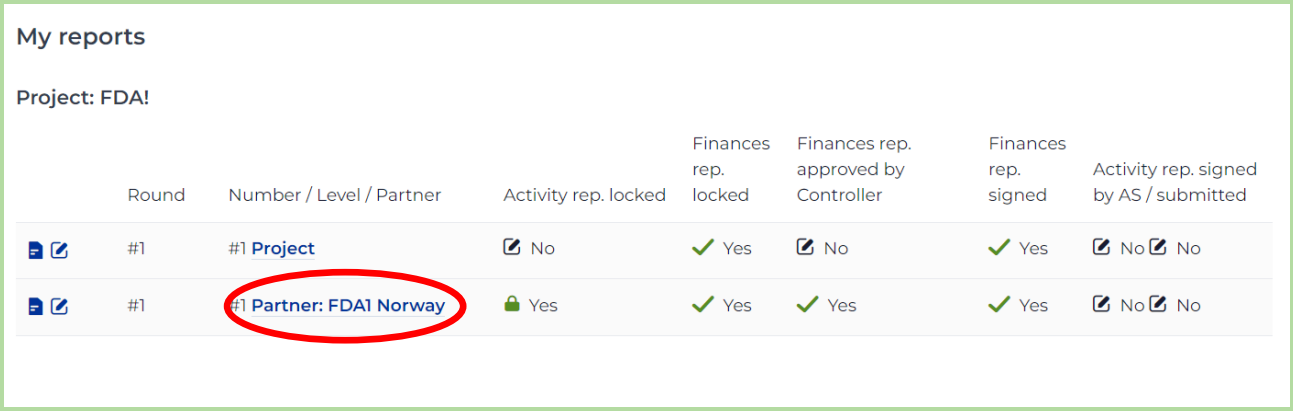
The report is now ready for submission to the project managing user by the partner authorised signatory.

STEP 18 – Partner authorised signatory

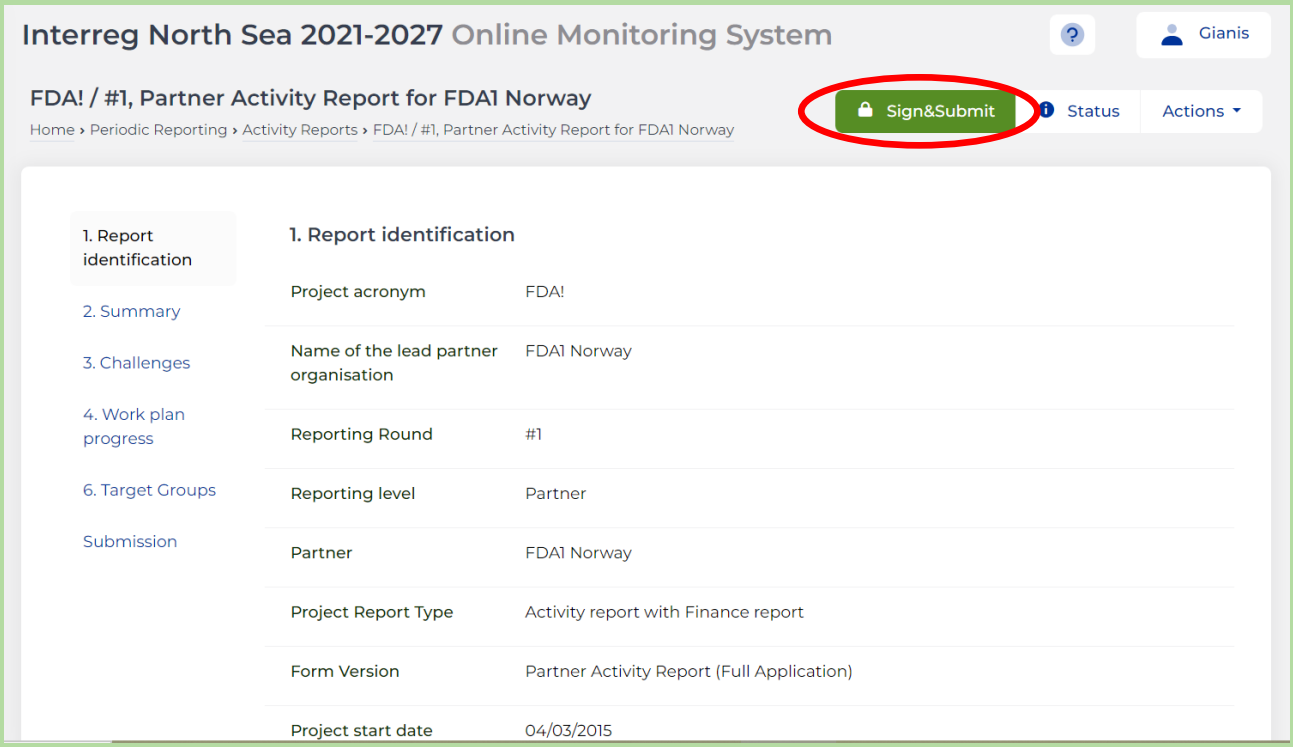
The partner authorised signatory will receive a message in the Online Monitoring System to submit the report to the lead partner.



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.



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

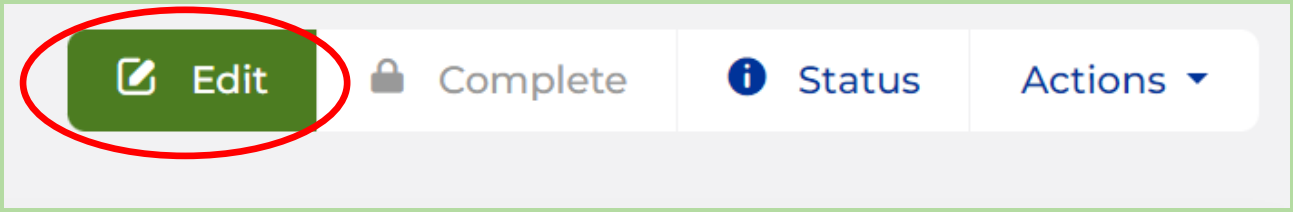


The partner authorised signatory must confirm the completion by pressing the button *"Proceed"*.

The form is then signed and submitted.

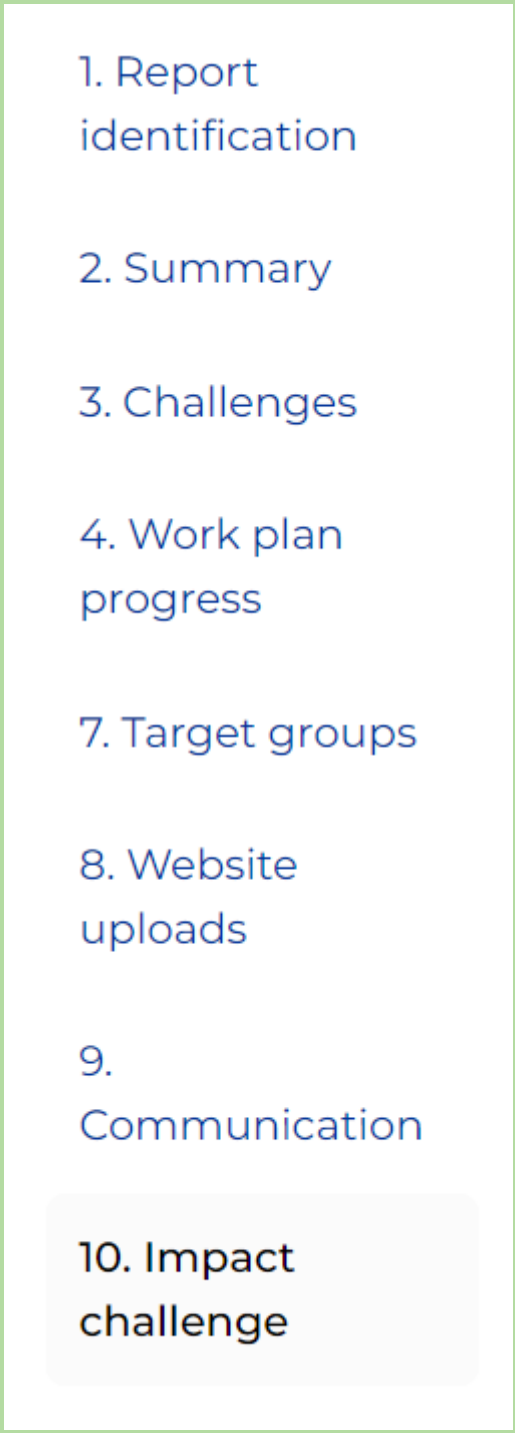
STEP 19 – Project level – How to edit?

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".

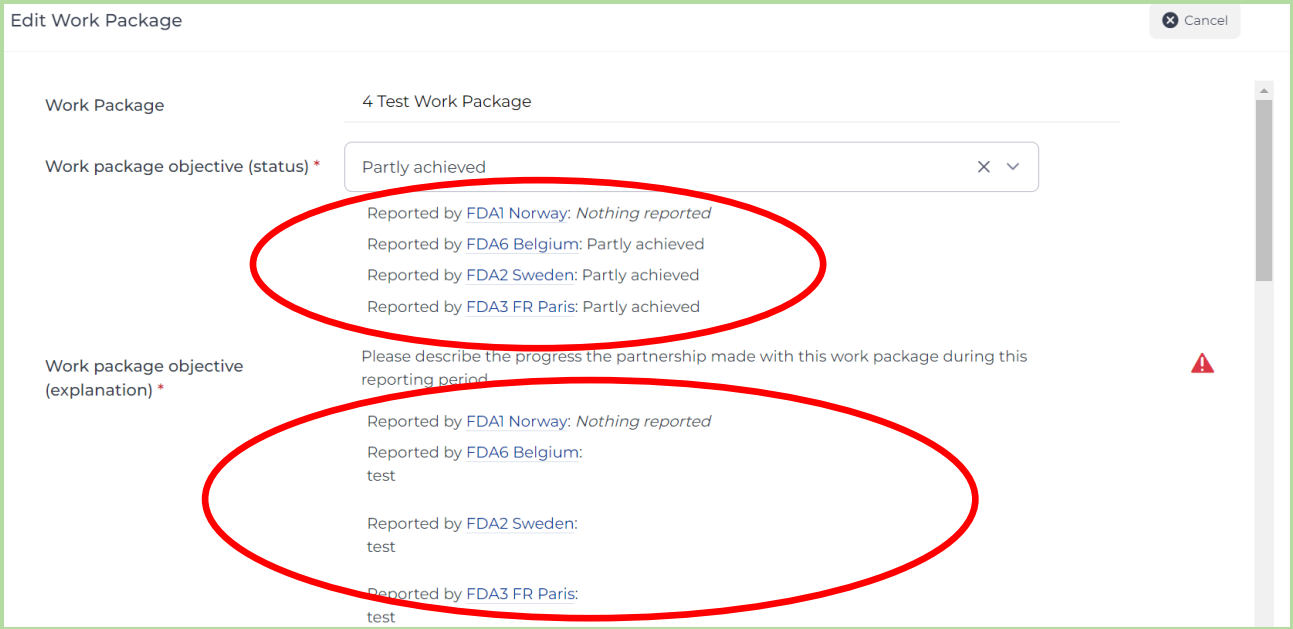


STEP 20 – Project level - sections

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.



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:

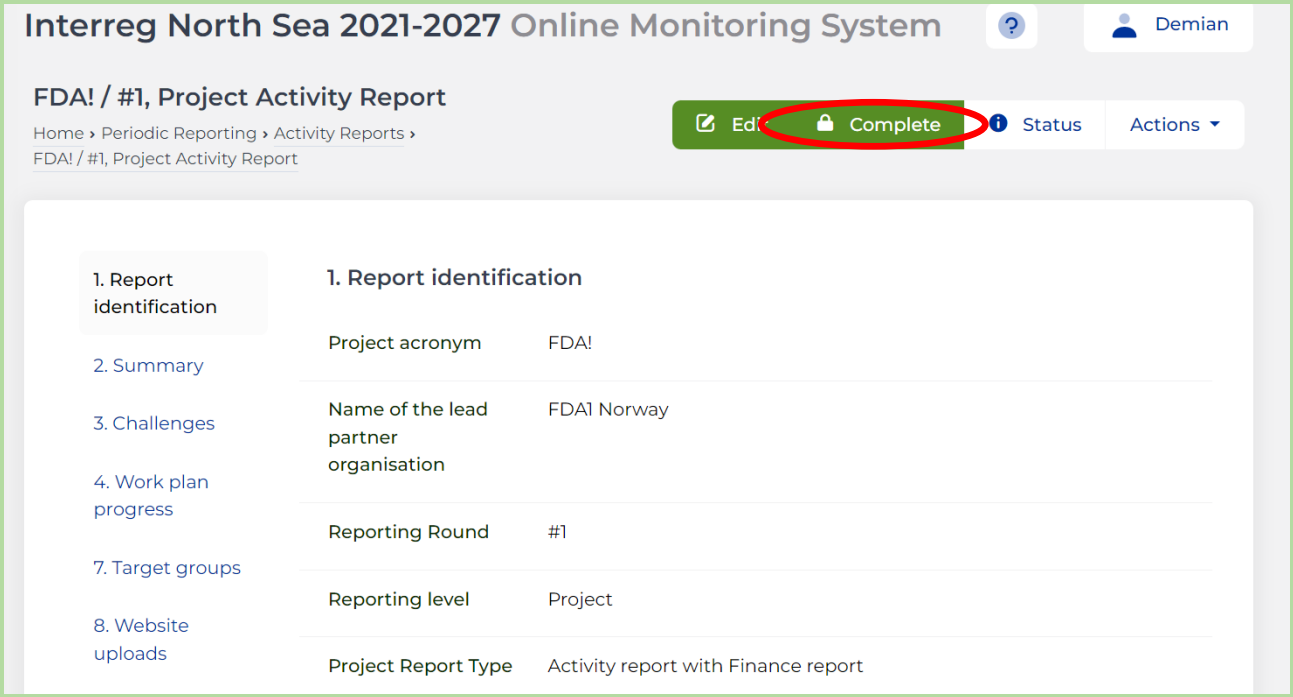


STEP 21 – Finalising the project report

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

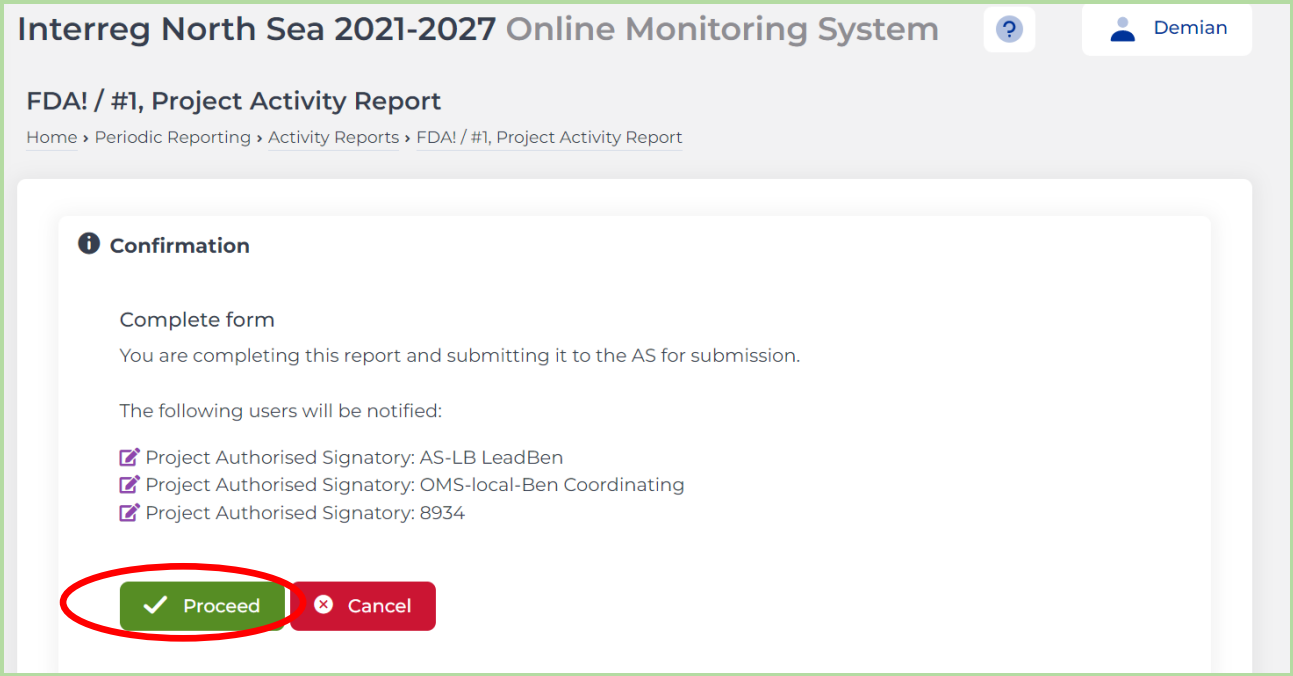
STEP 22 – Completing the project report

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.



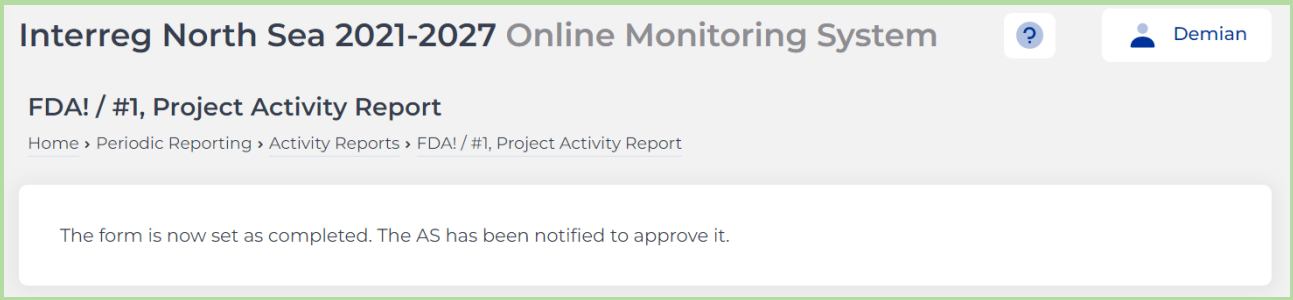
STEP 23 – Confirming and notifying the project authorised signatory

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'*.



STEP 24 – Project authorised signatory notified

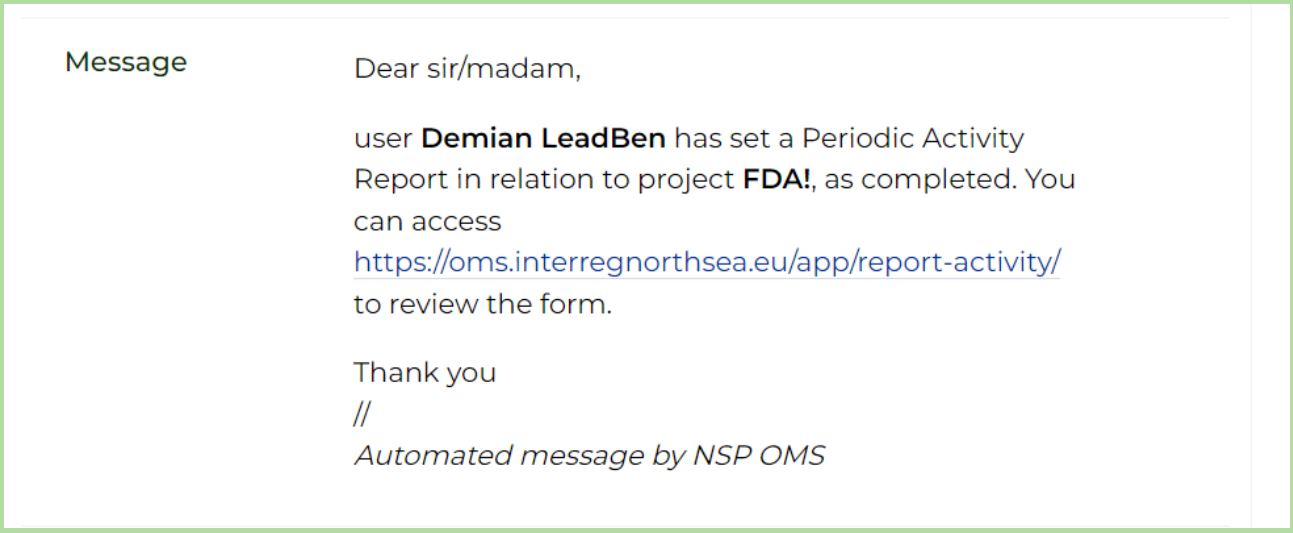
You receive a confirmation that the project authorised signatory has been notified.



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

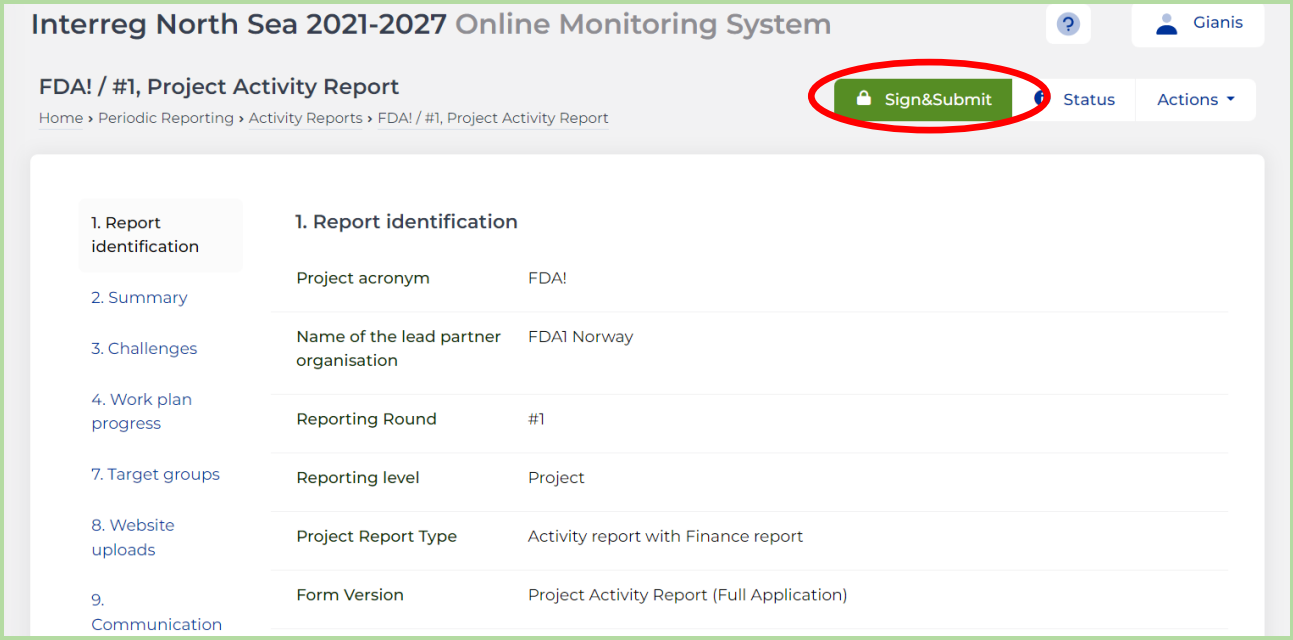
STEP 25 – Project authorised signatory

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

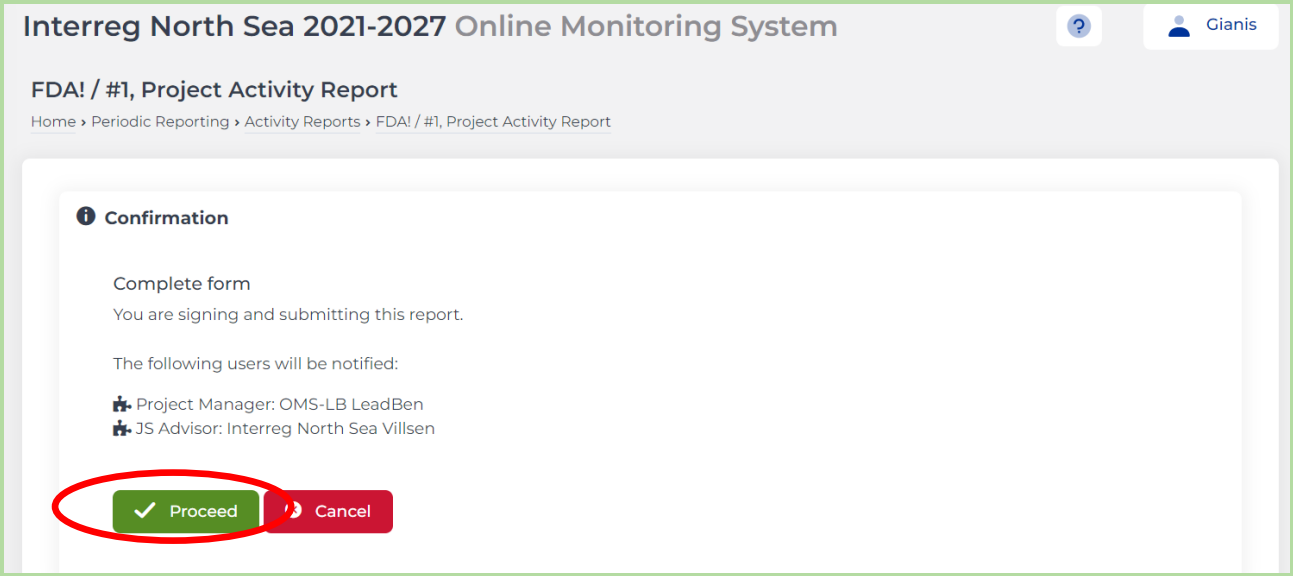


By clicking on the link, the project authorised signatory will be guided to the overview of reports. The project authorised signatory must choose the relevant report and click on it.

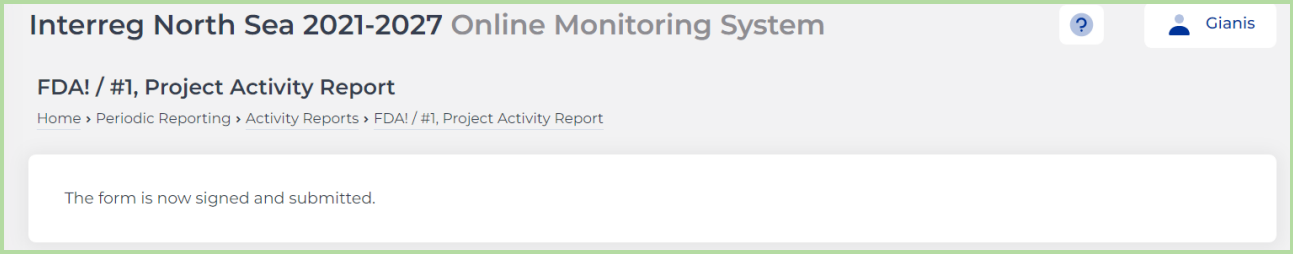
The project authorised signatory must then press the button *"Sign&Submit"*.



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



The form is then signed and submitted.


Interreg North Sea 2021-2027 Online Monitoring System
Gianis
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.