

PROJECT MONITORING

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MANAGING AUTHORITY



CBC 2014-2020
SOUTH-EAST FINLAND - RUSSIA

*Funded by the European Union,
the Russian Federation and
the Republic of Finland.*

Monitoring is...

- Receiving and collecting data from project
- Regular observation and recording of activities
- Project follow-up



Ensuring and improving the quality of the project (and the programme)

- Consistency, effectiveness, efficiency and impact
- Progress against goals and intended results
- Feedback to project, stakeholders and beneficiaries



Project monitoring

- Mainly based on regular project reports
- Day-to-day evaluation and targeted actions
- Project-specific monitoring plan done by MA
 - Based on the evaluation of the first project update = approximately after first six months of implementation
 - Communicated with the lead partner
 - Linked to the project's work plan and available resources

Monitoring activities

1. Expenditure verification
2. Results Oriented Monitoring (ROM)
3. On-the-spot checks
4. Sample check audits

Expenditure verification by external auditor

- Confirming that costs are real, accurately recorded and eligible
- Audit after each reporting period is mandatory for each partner that reports expenditure for the project
- The expenditure verification package available on website

Required from the partners

- Full and free access to the accounting and bookkeeping system and underlying accounts and records
- Accounting and supporting documents easily accessible and available in original form

Results Oriented Monitoring (ROM)

- Gives tools for project management to improve its performance
- Criteria
 - Relevance and quality of project design
 - Efficiency
 - Effectiveness
 - Sustainability
- Qualitative references
 - Good/Very good
 - Problems/Challenges
 - With serious deficiencies
- Projects are selected for ROM based on their size (total budget one million euros or more) and project specific risk analysis

ROM-mission

Data collection

- Pre-briefing lead partner
- Interviews with partners and target groups
- Field visits



Data analysis

Supported by the information available at the project update(s) and report(s)



Monitoring conclusions

- MA – LP briefing
- Recommendations for action
- Follow-up plan



Follow-up mission

Measures agreed in accordance with the conclusions and recommendations, if any

ROM report

- Recorded in the PROMAS
- Provided via e-mail to lead partner
 - communicates the outcomes with partners

In addition to the Managing Authority, the European Commission may also carry out Result Oriented Monitoring for the project.

On-the-spot checks

- Document and field-visit based evaluations to verify that the project's purchases are in place and used for the original and relevant purpose
- Projects selected based on sample and risk analysis
- Execution communicated in advance with LP
- Carried out by Managing Authority, assisted by Branch Office
 - In addition to MA, Audit Authority assisted by the Group of Auditors may carry out checks

Sample check audit

- Audit Authority (AA) assisted by the Group of Auditors
 - Representative of each participating country included
- Based on the audit strategy
- Repeats the procedures of expenditure verification

For more information

- [Programme Manual](#)
 - D.5 Audits and monitoring of project
- [Expenditure and Revenue Verification Procedure](#)