

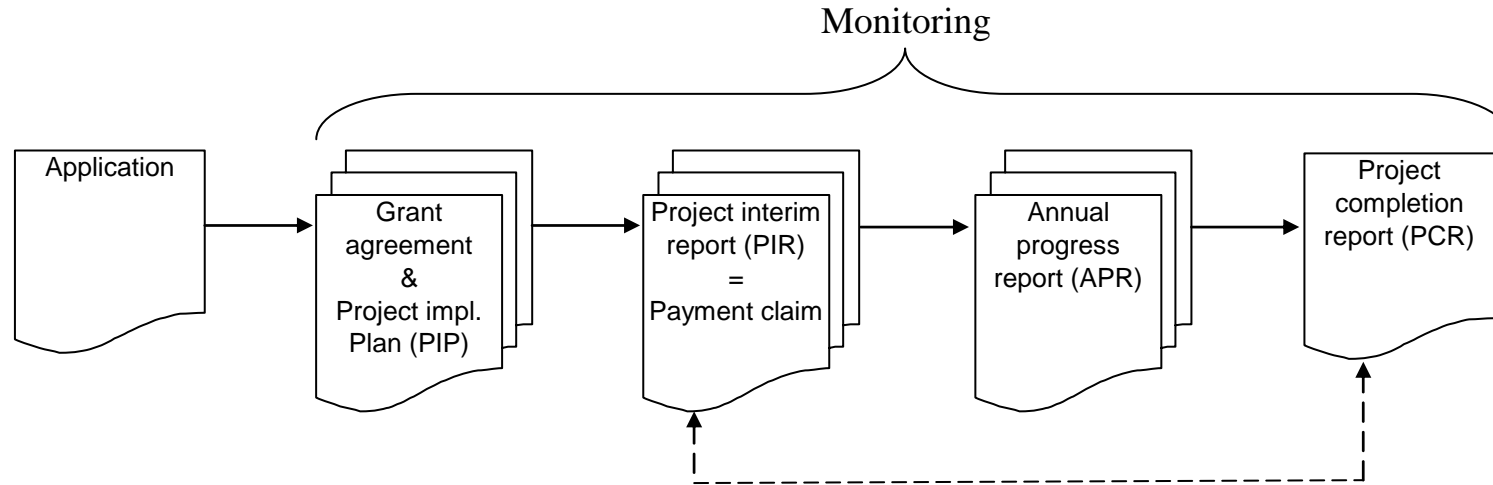
EEA FINANCIAL MECHANISM NORWEGIAN FINANCIAL MECHANISM

REPORTING
MONITORING
PAYMENTS

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Reporting structure



- Reporting structure in conformity to the legal framework (Rules and Procedures, guidelines)
- The electronic excel format of the PIP, PIR, APR and PCR is prepopulated by the Financial Mechanism Office (FMO) based on data available
- The Project Promoter will receive the reporting templates from the FMO through the Focal Point by e-mail
- The reporting templates will be filled in by the Project Promoter and returned to the FMO through the Focal Point and Paying Authority
- Both electronic format and signed hard copy of the PIR, APR and PCR must be forwarded to the FMO
- The Focal Point must ensure that hard copy and electronic format are identical
- Reporting templates to be used for any type of project assistance

Reporting templates

Project Implementation Plan (PIP)

- A representation of the project in a structured format provided by the FMO and completed by the project promoter
- An annex to the Grant Agreement signed between the donors and the beneficiary states
- Includes contact details, project summary, financial breakdown, project indicators, project activities and a disbursement plan
- The completed PIP will serve as a baseline for monitoring the performance of a project in terms of its scope, schedule and budget. It means that project interim reports as well as annual progress reports and project completion report will be reported against the PIP

Project Interim Report (PIR) = payment claim

- A structured reporting format provided by the FMO and completed by the project promoter
- A PIR must cover minimum 3 months
- Includes contact details, project summary, payment claim and cash co-financing, project progress and indicators, signatures and certifications by Focal Point and Paying Authority
- Submitted PIRs will be compared against the Project Implementation Plan
- A completed and approved PIR will be disbursed

Reporting templates

Annual Progress Report (APR)

- A structured reporting format provided by the FMO and completed by the project promoter
- An APR follows the calendar year
- Includes contact details, project summary, financial progress (types of expenses), information on revenues if applicable, project indicators, risk analysis, signatures and certifications by Focal Point
- Submitted APRs will be compared against the Project Implementation Plan

Project Completion Report (PCR)

- A structured reporting format provided by the FMO and completed by the project promoter
- Within 10 working days of processing the last PIR, the FMO will generate a tailor made PCR
- Submitted PCRs will be compared against the Project Implementation Plan
- A completed and approved PCR will release the last disbursement (= retained amount)

Monitoring

- Monitoring by the FMO is mainly done by comparing the reporting templates against the Project Implementation Plan
- On spot payment claim checks may be performed when it is required. Focal Point and Project Promoter will be informed well in advance
- An individual project may be selected for a more detailed monitoring. This selection may be part of a major monitoring plan of the Financial Mechanism in the Beneficiary state

Financial flow

(A general overview – country specific set-up exists)

