



## ACTIVITIES REPORTING 2023 AND PLANNING FOR 2024

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28 September 52<sup>nd</sup> FP meeting

# 2023-2024– REPORTING AND PLANNING

Process/Time		October	November	December	January	February	March and Q2
Principal activities 2024	Planning	10 Oct – 10 Nov					
	Signatures of SA			End of December			
Principal activities 2023	Reporting				End of December		
	Balance payment					End of December	
Tailor-made activities 2023	Reporting					End of December	
	Deliverables assessment and approval by EFSA					End of December	
	Balance payment					End of December	
Tailor-made activities 2024	Planning Area 2	10 Oct – 10 Nov (TBC)					
	Signatures of SA for Area 2				End of December		
	Signatures of SA: 4.3b				End of December		
	Signatures of SA: proposals prioritized for 2024				End of December		
	Planning and signatures of TM activities under other areas				End of December		

# REPORTING AND PLANNING: TIPS AND TRICKS 1/2

## Principal activities reporting

- Fill in carefully **head of report template** -> correct country correct FP grant amount
- New – choose option from predefined drop-down list in **Report Column** (executed (100%), partially executed (50%), not executed, not planned)
- FP are invited to report on **all activities implemented** even not initially planned
- The final **grant amount** will be paid based on the **final report** submitted to EFSA
- The grant cannot be paid more than max grant amount ceiling set for the country

- Principal activities – supporting documents available in Teams and during dedicated CP meetings
- Information on process to be shared in kick-off email and SharePoint
- Do not leave any empty fields in Reporting column
- Use the feedback sheet to include:
  - Information of any discrepancies against the planning
  - Any short additional information on activities implementation



# REPORTING AND PLANNING: TIPS AND TRICKS 2/2

## Tailor-made activities reporting

- Template similar to principal activities with **yes/no/not planned options**
- In feedback sheet invitation to provide **links to deliverables**
- Deliverable can be common document with other involved MS – **clear indications of everyone's involvement**
- Bottleneck - due to different signatures period, there will be different reporting periods
- Best case scenario - group of countries working on the same activity are invited to report in the same period
- Payment could be done as soon as deliverables are approved by EFSA

- Regular meetings on TM activities to support planning and reporting to be organised
- Information on process to be shared in kick-off email and SharePoint



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