



**WE BUILD**  
CONSORTIUM

# Internal Reporting

9 January 2026

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# Announcements

## Recording

- This meeting will be recorded
- The video of this meeting will be uploaded on Open Social

## Slides

- The slides will be uploaded on Open Social

## Questions

- There will be room for questions at the end of the meeting



A photograph of a modern building facade with a large European Union flag hanging vertically. The flag is blue with twelve yellow stars arranged in a circle. The building has a glass and stone exterior.

# Agenda

1. Reporting
2. Why reporting: EC Periodic Reporting
3. Why reporting: WE BUILD Internal Reporting
4. Reporting overview
5. Demo template
6. Next steps
7. Questions



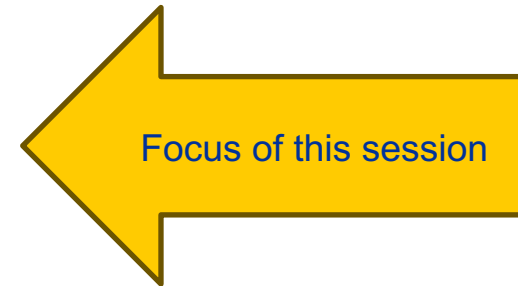
# Reporting

## EC Reporting

- Continuous Reporting – a.o. deliverables, milestones, risks
- Periodic Reporting – financial and technical reports

## WE BUILD Internal Reporting

- Monitoring activities
- Monitoring budget spending





# Why reporting: EC Periodic Reporting

- For accountability and transparency in the use of public funding.
- Reporting Periods are always linked to a payment
- Number and duration of Reporting Periods is set in the Grant Agreement: 2 reporting periods
- Periodic reporting module is activated in the EU Funding & Tenders Portal at the end of each Reporting Period





# Why reporting: WE BUILD Internal reporting

- Familiarize Beneficiaries with the reporting process
- Monitor activities
  - how does the project progress through individual contributions
  - identify challenges
  - understand where support may be needed
- Monitor budget spending
  - spot over- or underspending
  - look at possible budget adjustments
- Steering information for consortium Management Board





# Reporting overview

Internal Reporting Period	Duration	Deadline	Corresponds with	Deadline	Payments
Period 1	1-8-2025 to 31-12-2025	7-2-2026			Pre-financing payment 65%
Period 2	1-1-2026 to 30-4-2026	31-5-2026			
Period 3	1-5-2026 to 31-8-2026	30-9-2026	<b>EC Midterm Periodic Report (1-8-2025 to 31-8-2026)</b>	60 days	Second payment 25% (subject to approval of the midterm periodic report)
Period 4	1-9-2026 to 31-12-2026	31-1-2027			
Period 5	1-1-2027 to 30-4-2027	31-5-2027			
Period 6	1-5-2027 to 31-8-2027	30-9-2027	<b>EC Final Report (1-9-2026 to 31-8-2027)</b>	60 days	Final payment 10% (subject to approval of the final periodic report)





# Demo template



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# Next steps

1. **Tailor made excel template for each Beneficiary** will be sent next week
2. Fill in and return to: [webuild@kvk.nl](mailto:webuild@kvk.nl) with a reply to the email
3. **Deadline:** February 7 2026
4. WP1 will consolidate the received data for the Management Board.



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# Questions

For assistance on specific topics (f.e. subcontracting) please email:

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# EC Periodic reporting: key guidelines

## Annotated Grant Agreement (AGA)

- A common annotated Grant Agreement for
- EU Funding Programmes 2021-2027
- Helps to understand and interpret the Grant Agreements





# EC Periodic reporting: record keeping

## For equipment costs:

- calls for tender
- quotations
- invoices
- delivery slips / certificates of first use
- proofs of payment and relevant accounting documents

## For travel and subsistence costs:

- transport invoices and tickets
- proofs of payment and relevant accounting documents
- other documents (proofs of attendance such as minutes of meetings, reports, etc.)

## For personnel costs:

- salary slips
- time records/time sheets
- employment contracts
- proofs of payment and relevant accounting documents (personnel accounts, bank statements, invoices, receipts, etc.)
- other documents (social security legislation, etc.)

## For subcontracting costs:

- calls for tender
- received tenders
- justification for the choice of subcontractor
- contracts with subcontractors
- invoices
- proofs of payment and relevant accounting documents
- other documents (national rules on public tendering if applicable, EU Directives, etc.)



## For costs of other goods and services:

- calls for tender
- invoices
- proofs of payment and relevant accounting documents
- in case of contracts for services (all documents related to the service contract, included the justification for the choice of the contractor)

