



## **MONITORING PLAN**

**FOR THE YEAR 2014**

**STRENGTHENING SCHENGEN COOPERATION AND**  
**COMBATING CROSS-BORDER AND ORGANISED CRIME,**  
**INCLUDING TRAFFICKING AND ITINERANT CRIMINAL**  
**GROUPS**

Warsaw, February 2014

## **I. OBJECTIVE OF THE MONITORING PLAN**

The Monitoring Plan shall provide information on the activities and methodology concerning monitoring, verification and evaluation activities to be introduced with reference to actions financed under this Programme. The Monitoring Plan will be an annually updated and approved document providing information on the monitoring activities foreseen to be undertaken by the PO.

Due to the fact that the project activities shall not be very advanced before the end of 2014, therefore the Programme Operator does not foresee any regular on the spot monitoring visits to be conducted in 2014. However ad hoc monitoring visits shall be conducted in justified cases. The current monitoring plan describes the methodology foreseen to be introduced within this Programme.

## **II. MONITORING ACTIVITIES FORESEEN TO BE INTRODUCED DURING PROGRAMME IMPLEMENTATION**

The PO plans to introduce the following monitoring activities during implementation of the Programme:

- On site monitoring

The aim of the monitoring visit is to:

- a) gather relevant data in order to discuss project results based on the initial plans;
- b) discuss other issues of project implementation and risks to successful completion;
- c) consider risk mitigation measures;
- d) ensure that adjustment to the projects or programme are reviewed, such that results can be attained as planned.



It is envisaged that each project financed from the Programme will be monitored at least once (on the spot check). The annual monitoring plan will be elaborated basing on a previously conducted risk analysis and an additional random selection of a sample to be monitored.

- Desk monitoring

After signature of project contracts with the Project Promoters the PO will be informed on the implementation progress in periodic reports sent by the Project Promoters. They shall include information on the financial progress and the advancement of activities compared with the plan. They shall also include information on publicity issues and fulfillment of promotion/information obligations by the Project Promoter. The Programme Operator shall be responsible for drawing up of a Monitoring Plan on an annual basis and verification of implementation of the post-monitoring recommendations by the project promoters.

Additionally the project managers will be responsible for day-to-day cooperation with employees of the PO concerning immediate reporting on any irregularities and modifications.

- Verification of payment claims

When reviewing the payment claims for projects, the PO will review the stated progress of the project and check whether progress is going according to the implementation plan established at the outset. If substantial deviations occur, the PO will encourage implementation of corrective measures accordingly and as soon as possible

- Programme evaluation

The PO intends to conduct two verifications of the Programme. First will take place in 2014/2015 and the second after Programme Completion.

### III. Monitoring schedule

As the PO does not foresee to conduct any regular monitoring visits in 2014 it is anticipated, that it will be wholly dedicated to the establishment of systems and proper templates for the monitoring purposes. Therefore the Monitoring Plan does not include any schedule of experts visits on site of the implementation of projects.

The full responsibility for conduction of the monitoring activities lies within the EU Funds and International Cooperation Department in the Ministry of Interior, however it is foreseen to delegate these tasks to the external entity. In such case the scope of responsibilities of the external entity shall be introduced in an agreement and internal operational manuals.

Except for sampling method for the purpose of the annual on the spot checks it is also foreseen to elaborate templates of the on the spot checklists and the reports from the on the spot visits.

The PO shall also elaborate template of periodic reports and payment requests to be submitted by project promoters as well as templates and checklist for the evaluation purposes.

The objective of the PO is to have monitoring systems up-and-running prior to projects starting, so that time can be spent on keeping an eye on projects, rather than developing templates.

The details concerning dates for submission of relevant monitoring documents by the stakeholders as well as the documents flow diagrams shall be described in the audit trail of the PO and project contracts signed with the project promoters.