Interreg
EUROPEAN UNION
Danube Transnational Programme

Guidelines for Project Progress Report

Version 2.1

October 2017

A stream of cooperation

Programme co-funded by the European Union

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List of abbreviations

AF	Application Form
AfR	Application for Reimbursement
eMS	Electronic Monitoring System
ENI	European Neighbourhood Instrument
ERDF	European Regional Development Fund
EUSDR	European Union Strategy for the Danube Region
IPA	Instrument for Pre-Accession Assistance
LP	Lead Partner
JS	Joint Secretariat
PAC	Priority Area Coordinator
PP	Project Partner
PPR	Project Progress Report
PR	Partner Report
SC	Subsidy Contract
WP	Work Package

Introduction

This document provides an overview on the content of the Project Progress Report (PPR) and the information to be provided by the LP in each section of the PPR.

Reporting is one of the tools used by the Programme to regularly monitor the progress of the projects implementation both financially (spending, budget reallocations), content-wise (progress of activities, delivery of outputs and deliverables, subsequent contribution to the achievement of Programme output indicators and objectives) and qualitatively (quality reports for each delivered output).

Reporting also represents the basis for the reimbursement of the EU contribution (ERDF and, if applicable, IPA/ ENI) associated with incurred project expenditures.

Based on the contractual obligation, the LP has to submit the Project Progress Report (PPR) twice a year, on a six-month basis starting from month of the approval date of the project except the first and the last reporting period, i.e. the first reporting period can be less than 6 months from the starting date of the project, and the last reporting period which may be shorter or longer than 6 months depending on the time plan of the project. The reporting periods are regulated in the Subsidy Contract (SC). The Application for Reimbursement (AfR) is an integral part of the PPR.

The PPR and AfR have to be submitted by the LP to the JS within 3 months from the end date of each reporting period. The first PR and AfR have to include the *preparation costs* of the project and the project expenditure incurred and paid within the first reporting period, as well as the Project Communication Plan.

The PPR is compiled by the LP based on the information provided by the project partners (PPs) in the Partner Report (PRs). The PPR is divided into two parts: activity report and financial report.

In the activity part, the LP has to provide a comprehensive account of the general progress of project activities and related status of deliverables and outputs. Implemented activities have to be in line with the ones described and approved in the AF and have to provide proper justification for the reported expenditure.

In the financial part, the LP will include all expenditure validated by the Controllers at national level in relation to the reported activities of the project, which are incurred and paid by the LP and the ERDF / IPA/ ENI PPs during the respective reporting period.

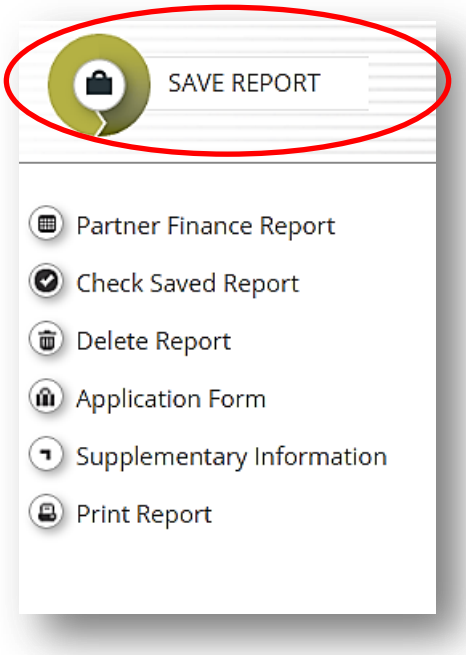
PART I TECHNICAL GUIDELINES

General information

Once a project is set to the status "contracted" in eMS, the reporting section becomes available and the LP has access to the PPR. When accessing the project, you are automatically directed to the reporting overview section.

PPRs cover activities and expenditure on project level in the respective period. PPRs are created by the LP based on Partner Reports including expenditure previously certified by their national controllers.

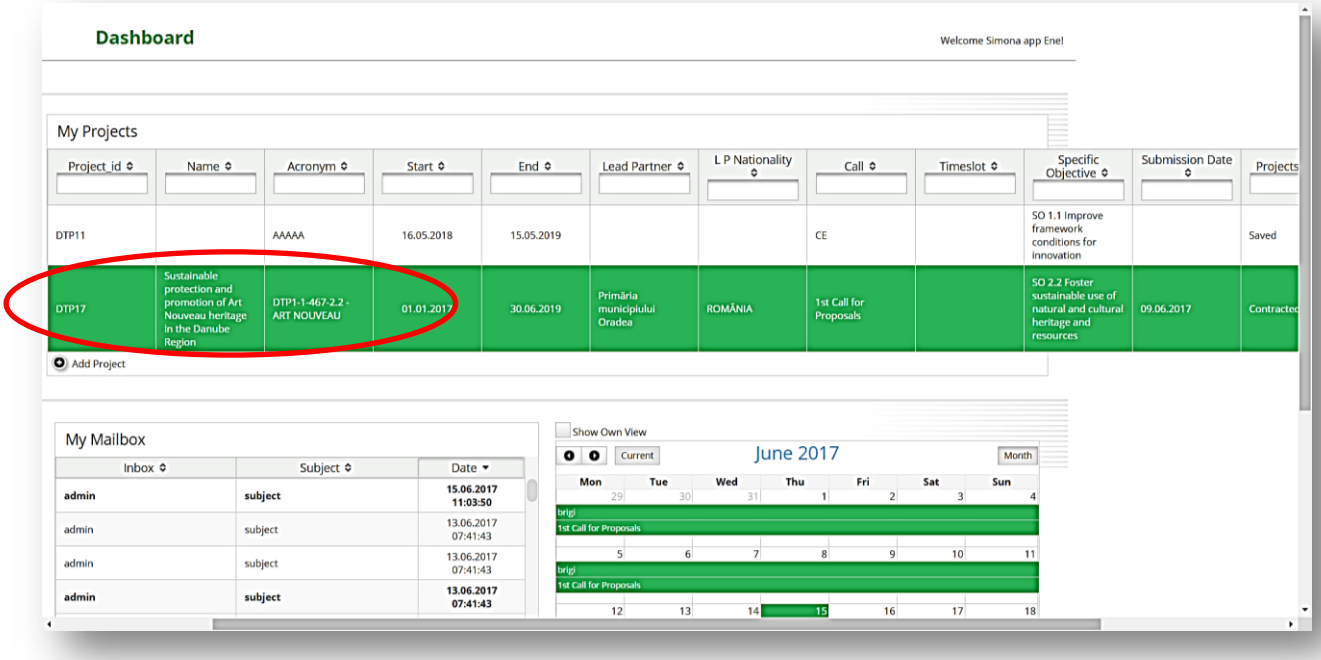
Please always remember to press "SAVE REPORT" before leaving a section!



Before the submission of the PPR always remember to save a pdf version.

Accessing the Project Progress Report

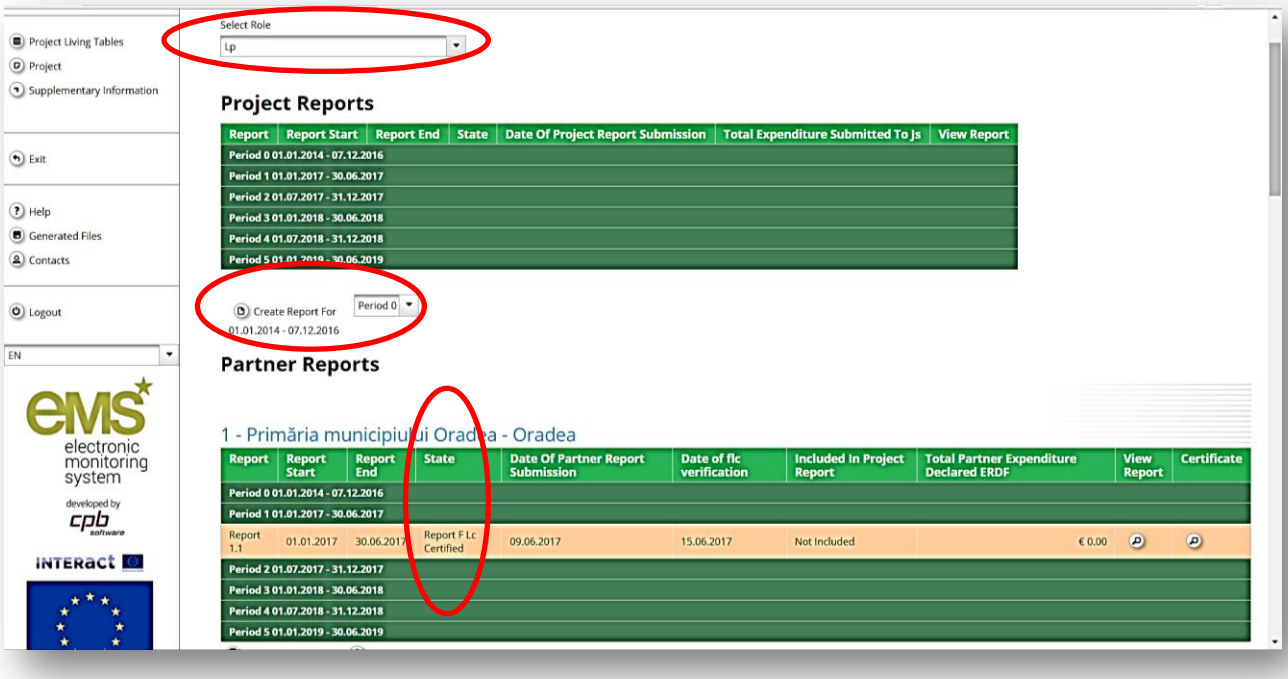
Log in as LP user and select the project from the overview table.



The LP has writing access to its own Partner Report and view access to all Partner Reports of the other partners as soon as the Partner Report has been created.

For all reports (PPRs and PRs) the current status is visible from the reporting overview tables. One can see if a Partner Report has already been certified by the national controller and, if yes, whether it was included in a Project Progress Report. The LP can access the Partner Reports and the certificates of all PPs.

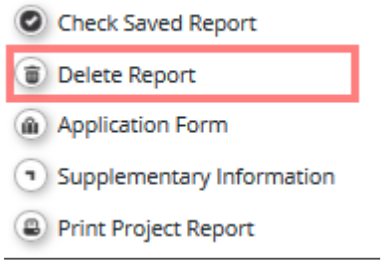
In order to create a PPR, the LP needs to select the role “LP” from the drop down menu and to click on “Create new report”. The system redirects the user to the PPR corresponding to the respective reporting period.



Attention!

It is not possible to have two open PPRs at the same time. You can create a new report only once the previous one has been submitted to the JS.

It is possible to delete the PPR only as long as it has not been submitted to the JS. In order to do this, the LP needs to click on the 'Delete Report' button in the left-side menu.



Filling in the Project Progress Report

A PPR consists of a financial part and a content part. The financial part is compiled automatically by the system based on available FLC Certificates included in the PPR by the LP. The content part of the report needs to be filled in manually by the LP and required documents are to be attached via the upload function.

Some parts of the PPR depend on the contents of the approved AF (e.g. defined WPs etc.).

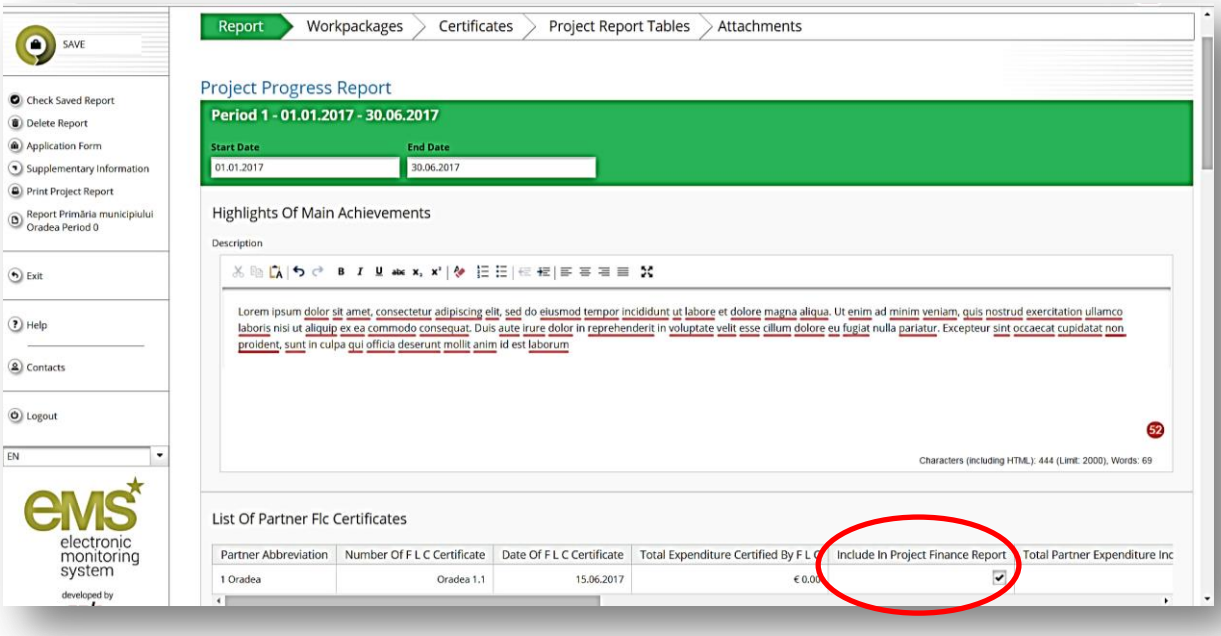
For detailed information on how to fill in the content related part of the PPR, please refer to Part II Content of the Project Progress Report.

SECTION A – Project Progress Report

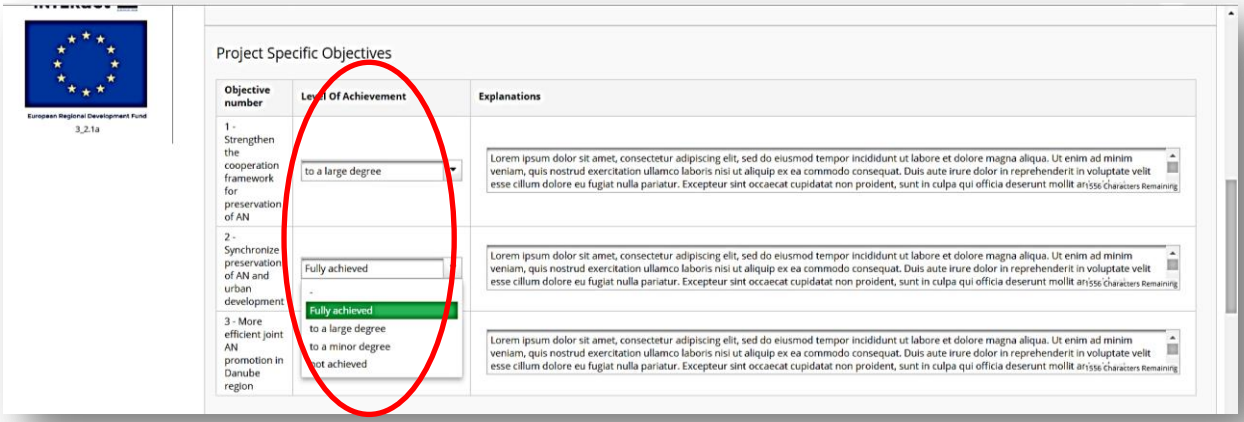
The LP has to provide summary information on the main achievements so far (See Part II).

In the list of available FLC Certificates all issued Certificates of the different PPs are listed and can be included in the PPR by ticking "Include in Project Finance Report". The related expenditure is then automatically included in SECTION C and D of the PPR. The LP can decide which of the available Certificates to include in the PPR. Only the selected Certificates will be taken into account for the project finance report.

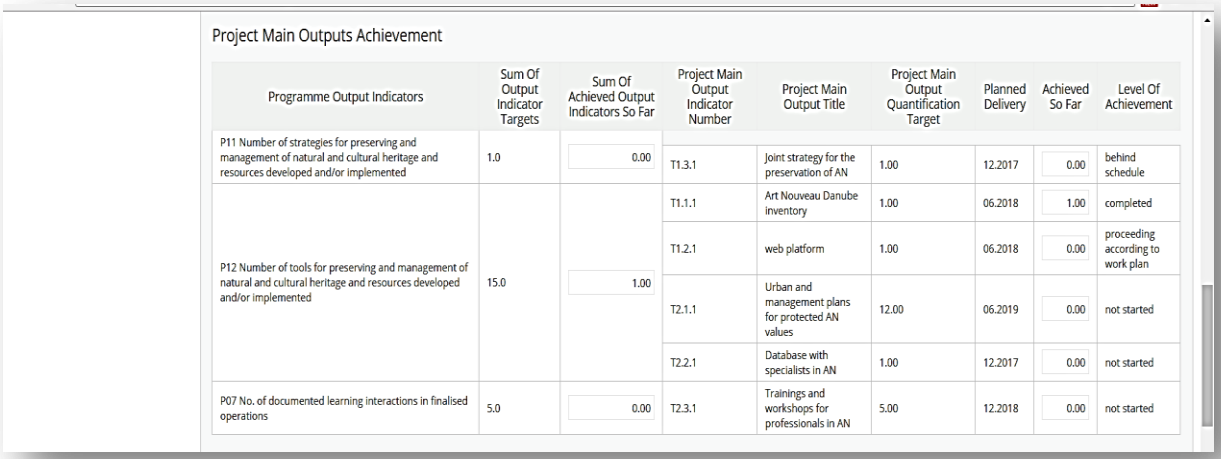
Once Certificates are selected to be added to the PPR, they can be accessed from two sections: navigation toolbar tab 'C- Certificates' or the table 'List of Partner certificates' under the 'Reports' tab.



Information on the level of achievement of the project Specific Objectives (as defined in the AF) needs to be provided (drop down menu with different levels of achievement) and related explanations.



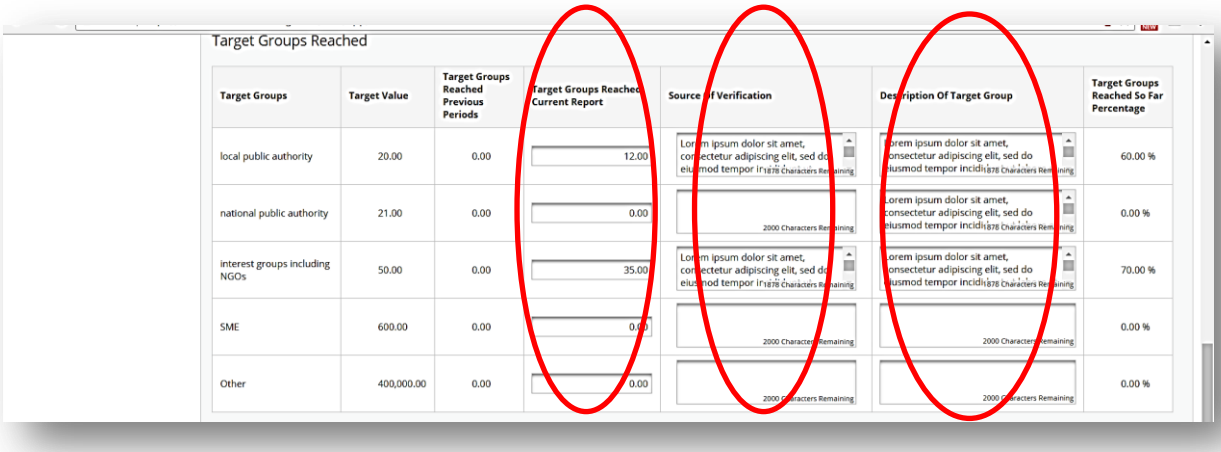
Information on the level of achievement of the Outputs is automatically displayed in an overview table based on the information provided per WP in section B.



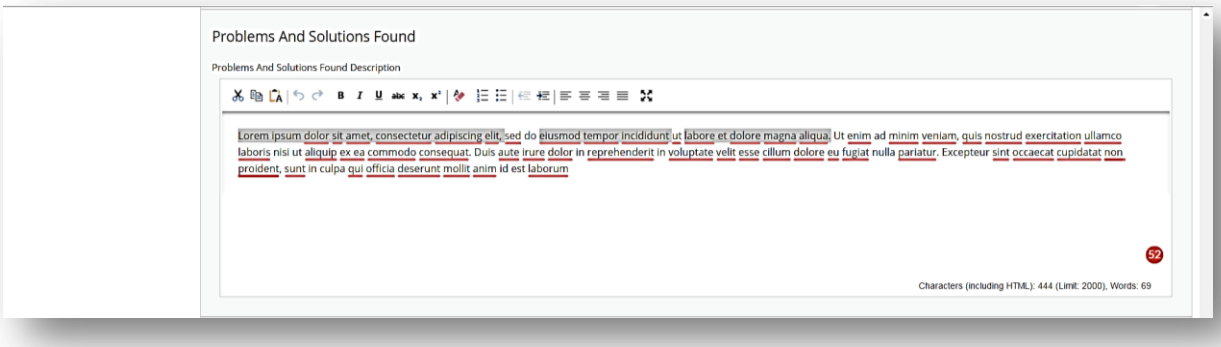
Project Main Outputs Achievement

Programme Output Indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators So Far	Project Main Output Indicator Number	Project Main Output Title	Project Main Output Quantification Target	Planned Delivery	Achieved So Far	Level Of Achievement
P11 Number of strategies for preserving and management of natural and cultural heritage and resources developed and/or implemented	1.0	0.00	T1.3.1	Joint strategy for the preservation of AN	1.00	12.2017	0.00	behind schedule
P12 Number of tools for preserving and management of natural and cultural heritage and resources developed and/or implemented	15.0	1.00	T1.1.1	Art Nouveau Danube inventory	1.00	06.2018	1.00	completed
			T1.2.1	web platform	1.00	06.2018	0.00	proceeding according to work plan
			T2.1.1	Urban and management plans for protected AN values	12.00	06.2019	0.00	not started
			T2.2.1	Database with specialists in AN	1.00	12.2017	0.00	not started
P07 No. of documented learning interactions in finalised operations	5.0	0.00	T2.3.1	Trainings and workshops for professionals in AN	5.00	12.2018	0.00	not started

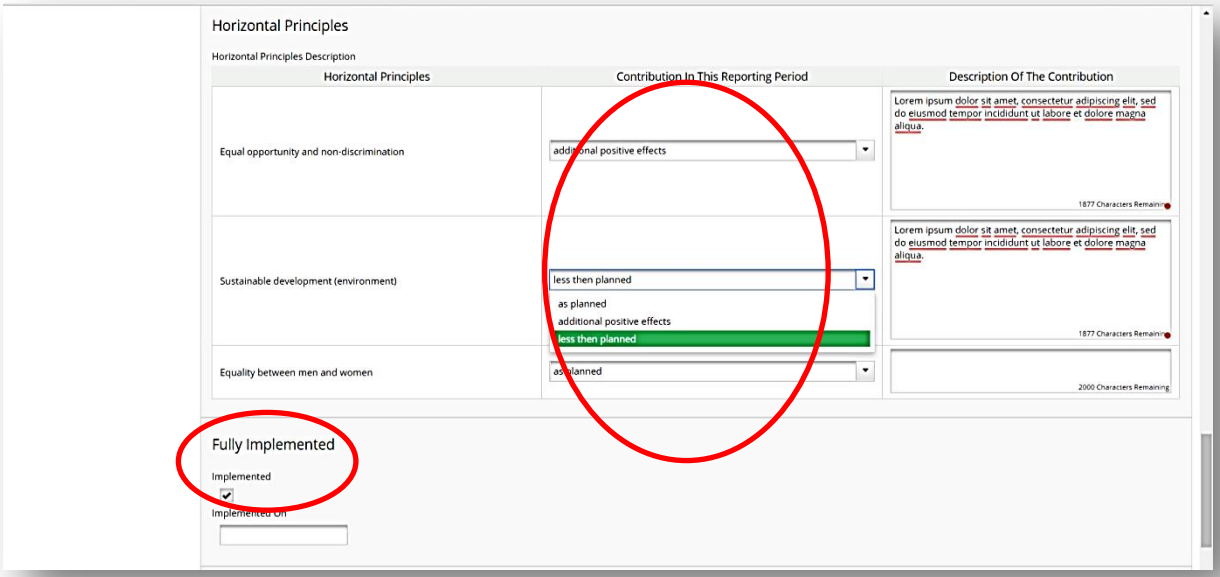
Information on the level of reaching the Target Groups which were selected in the AF needs to be provided, including the sources of verification and description of the target groups. The targets (as defined in the AF) and cumulative figures reported so far are automatically displayed.



Information on the problems encountered during the reporting period and the solutions found needs to be provided.



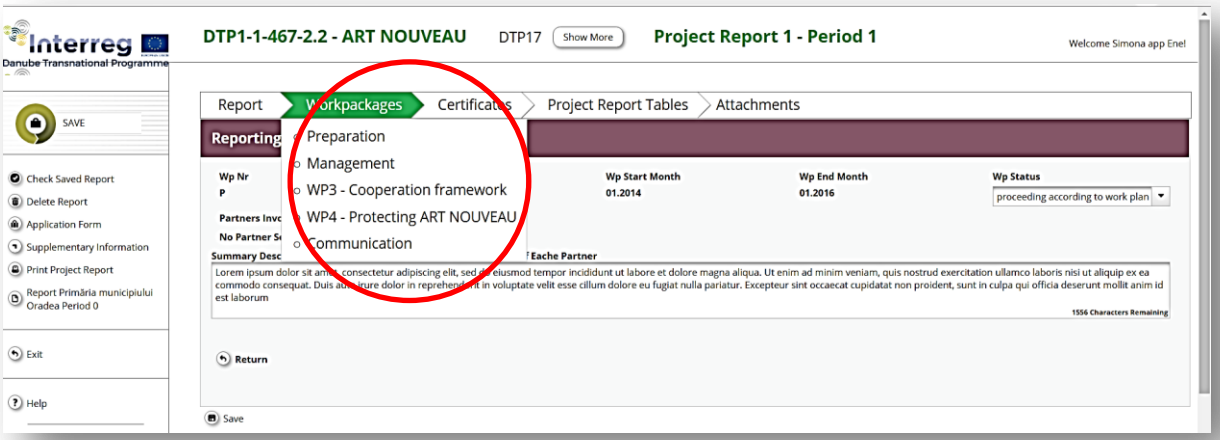
The description of the contribution to the horizontal principles has to be provided.



"Fully implemented" tick box should be marked only when the project is finalised (e.g. for the last PPR).

SECTION B - Reporting per Work Packages

Select a WP from the drop-down menu.



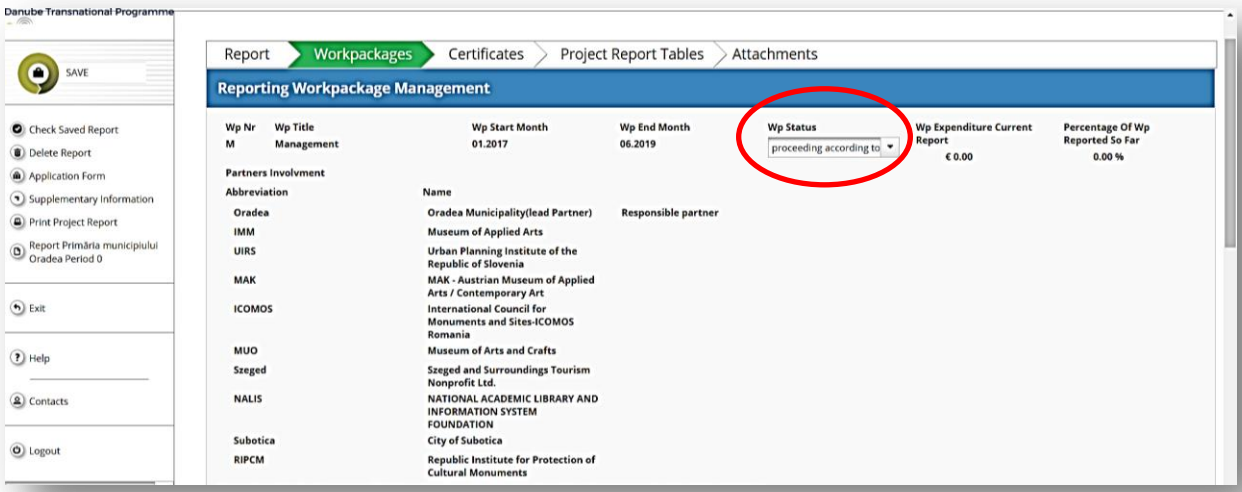
Information on the WP, activities and deliverables indexes and titles, as well as work package start and end dates are automatically displayed based on the information in the AF.

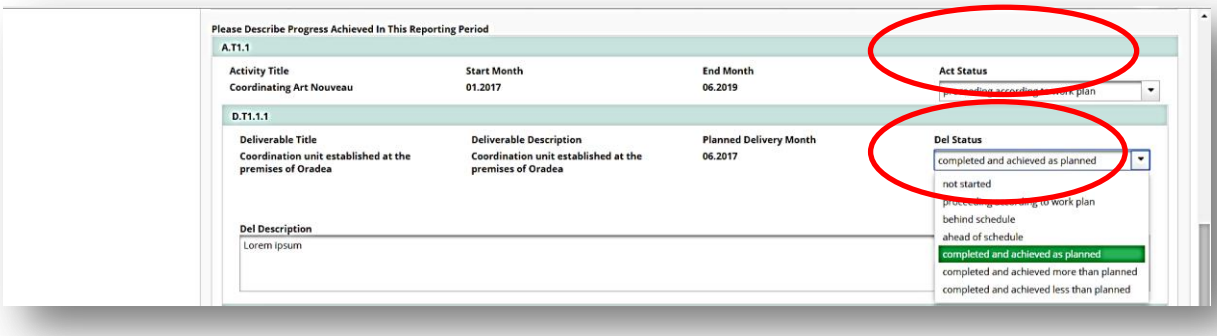
Expenditures of the current report are transferred from section C and the percentage of expenditure reported so far automatically calculated.

The status of the work package and progress of activities and deliverables has to be selected from the respective drop-down menus.

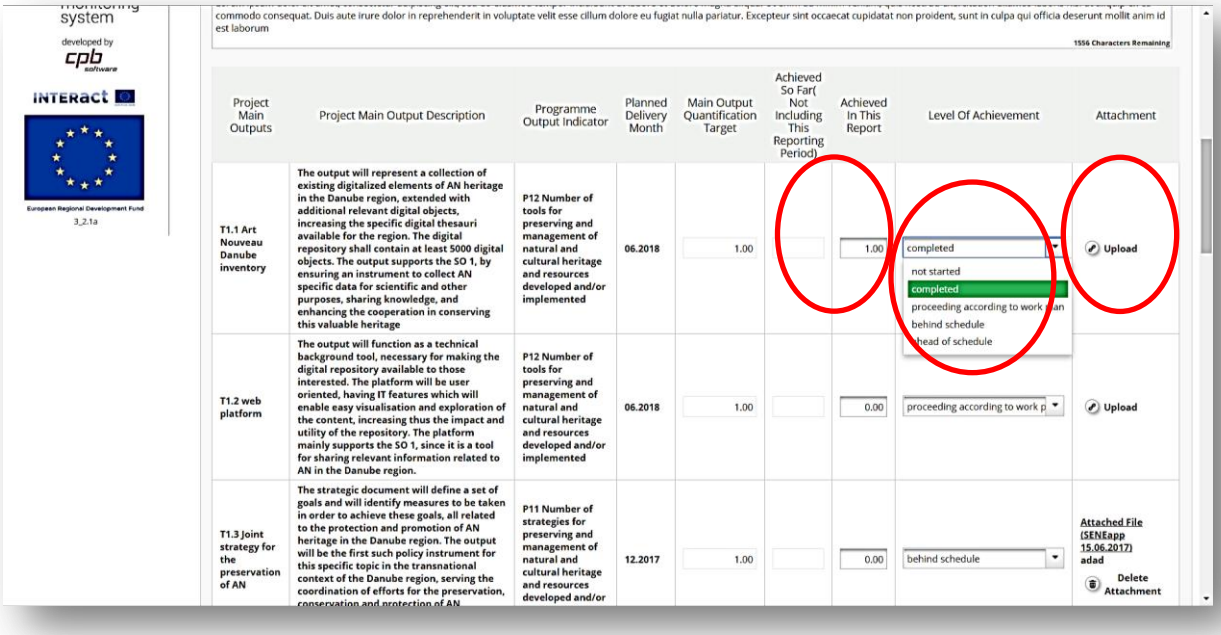
A description on the work package progress and eventual problems and deviations is required.

For deliverables, explanations on their progress have to be provided and related documentation can be uploaded (obligatory for finalised deliverables). As only one file can be uploaded to a deliverable, in case the evidence documents are multiple, please pack them into a single file, before uploading.

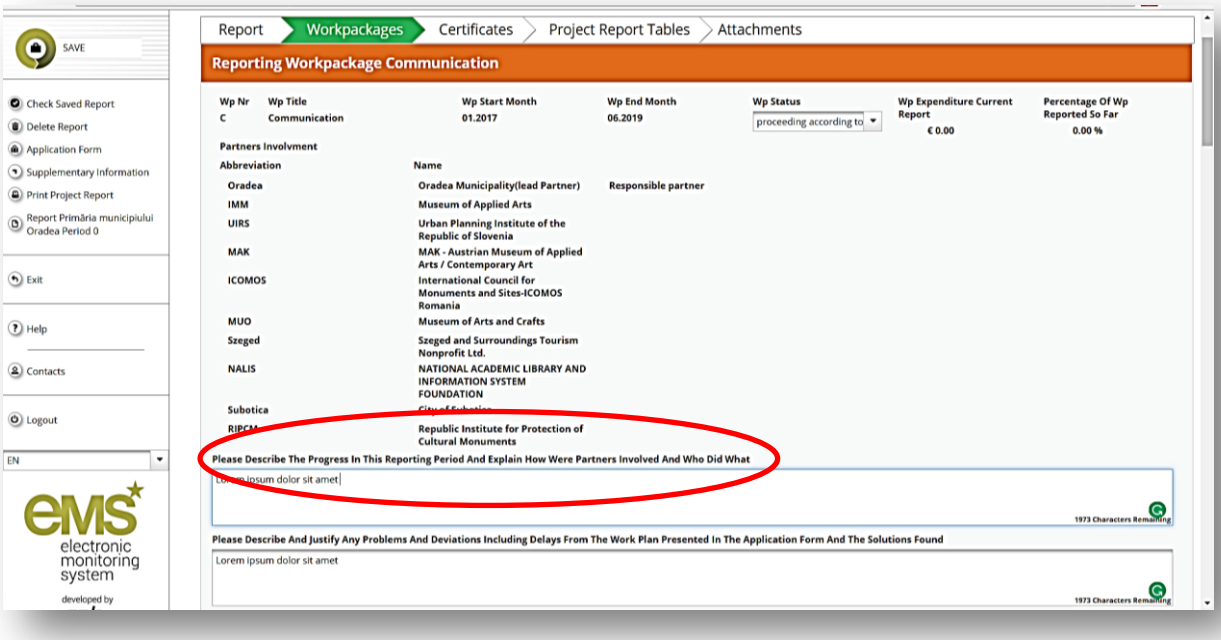




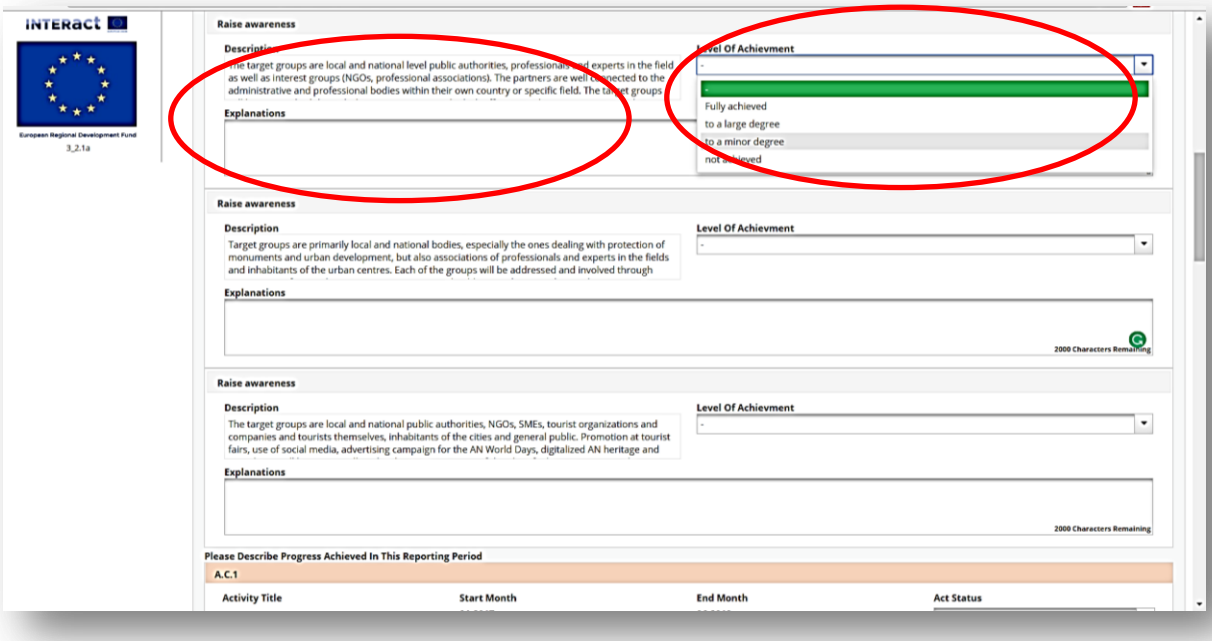
Within thematic WPs, if foreseen within the AF, reporting on the foreseen outputs is required (quantification, current status, upload of documentation). As only one file can be uploaded to a deliverable, in case the evidence documents are multiple, please pack them into a single file, before uploading.



For the Communication WP, the description of the progress in the reporting period, including involvement of the PPs, the problems and deviations from the work plan has to be provided.

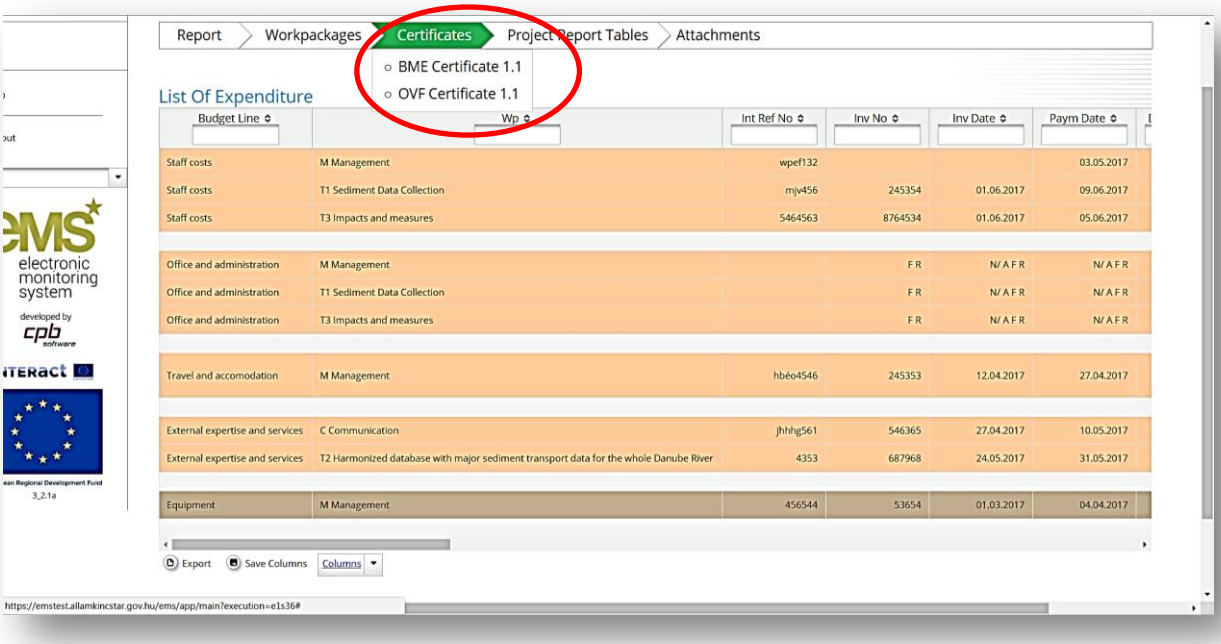


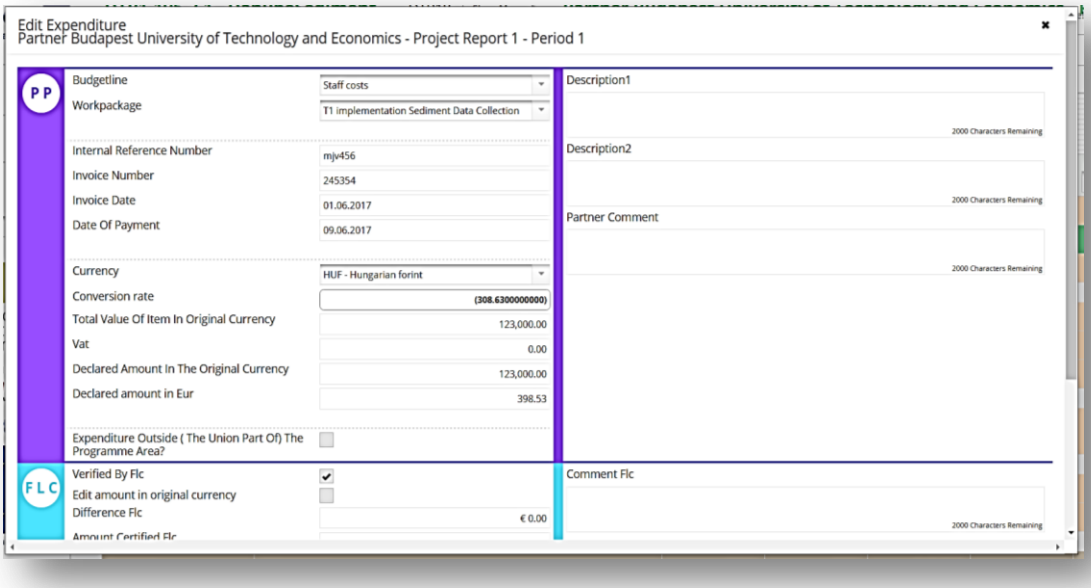
Also, in this WP, information on the level of contribution of communication activities (as defined in the AF) to the project Specific Objectives has to be indicated as well as the related explanations.



SECTION C – Certificates

All the FLC Certificates as selected in SECTION A are listed in SECTION "C – Certificates" and accessible for checks by the LP. By selecting a FLC Certificate, the related list of expenditures (LoE) is shown and single expenditures can be accessed by clicking on the item in the overview table.





Sending back FLC Certificate / Partner Report (PR) by the LP might be necessary at different phases of the reporting process:

1. In case the **FLC of a PP requests the correction of an already issued FLC Certificate** (before it is enclosed and submitted with the Project Progress Report (PPR) by the LP):
   - based on the request of the FLC, the MA/JS will confirm by email to the LP that the FLC Certificate in question can be sent back by the LP to the FLC in eMS.
   - when the FLC Certificate has been sent back to FLC by the LP, the MA/JS will inform the FLC for carrying out the necessary correction.

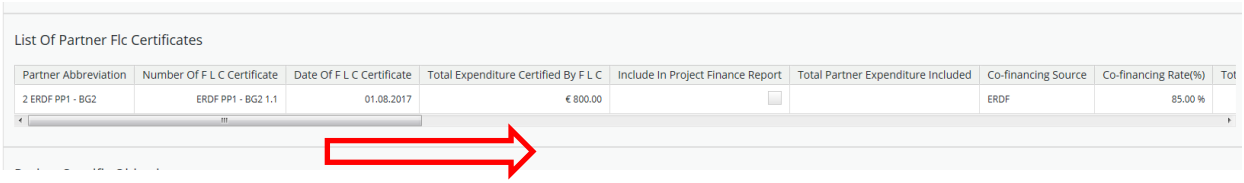
2. In case the **LP finds a mistake in the issued FLC Certificate or in PR** whose expenditure has been already verified by the FLC of a PP, but the FLC Certificate has not been enclosed to a PPR yet:
   - following the acknowledgement of the JS PO / JS FO by email, the LP can send back the FLC Certificate in question to the FLC (not to the PP, as the PP needs the FLC's action before to be able to modify validated items of the PR)
   - the FLC sends back the PR to the PP for correction. Please, note that the PP's controller is independent from the LP; any dispute shall be solved between the PP and the LP in each case.

3. In case a FLC Certificate is submitted with a PPR and the **MA/JS requests correction** of the costs validated for a certain PP by sending back the PPR to the LP in eMS, the LP shall send back in eMS the respective FLC Certificate to the FLC (and not to the PP).

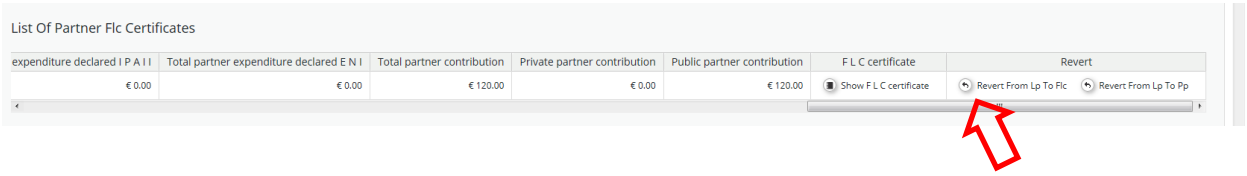
Considering that the LP is not in direct contact with the FLCs of each PP, when a FLC Certificate is sent back by the LP to the FLC for correction in eMS, the following steps have to be followed:

- the LP notifies the respective PP by email, including the explanation on what is to be corrected
- the PP notifies the FLC that the FLC Certificate was returned for corrections in eMS, clarifying also what and why is to be corrected
- the FLC unlocks the already verified items to be corrected by the PP and reverts the PR to the PP for correction.

For sending back the FLC Certificate, the LP shall open up the Project Progress Report (but not the Partner Report), which is under preparation ("*Report in progress*" status) and on the opening page "*Report*", the FLC Certificate in question can be found in the "*List of Partner FLC Certificates*" section table. By moving the bottom slide-bar of the table to the right…



… the last column ("*Revert*") of the table will also appear on the screen, in which the LP can click the button "*Revert from LP to FLC*" of the FLC Certificate, which has to be corrected.



SECTION D – Project Report Tables

This section provides various summary tables of the expenditure included in the PPR. Please note that the tables are updated before the report is submitted.

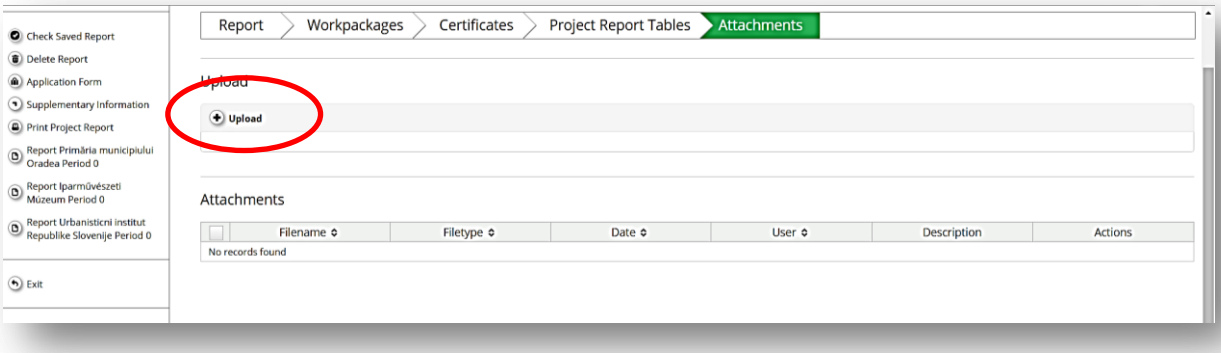
PPR tables follow the same logic as those in the Partner Report but take into account all Certificates included in the PPR.

Please note that the 'Currently reported' column changes its values (and name) each time a PPR changes the status. Before the report is submitted it is 'Amount to be declared to the JS' and once it is submitted it changes to 'Amount declared to the JS'. Likewise, the column 'Previously reported (certified by CA) also changes if new CA confirmations become available. After submission of the report to the JS, the values do not change anymore.

Tables can be exported to xls-files.

SECTION E - ATTACHMENTS

Documents required to be attached to the PPR are uploaded in this section.



Mandatory attachments to the PPR are listed in Annex. One of these attachments is the Application for Reimbursement (AfR). Please, note that the Application for Reimbursement is not generated by eMS, however, it is compulsory part of the PPR. Without the AfR the PPR is not valid, the MA/JS will send back the PPR for correction.

Information on how to fill in the AfR

The LP needs to fill in data into the AfR excel template (outside the eMS) provided by the DTP and downloadable from the DTP website. Only the highlighted with light red colour fields are "open" for the LPs to fill in.

- Most of the information of the "cover" page of the AfR (i.e. sheet 1) is automatically transferred to the other 3 sheets (Annexes). This means that the LPs will have to fill in them only once. These fields are:
    - Project reference number;
    - Project acronym;
    - Name of the Lead Partner;

- Dates of the reporting period (indicated with ***DD.MM.YYYY*** as the desired format);
- Type of the AfR issued (i.e. Regular or Corrective): this field is a drop down menu, then the LPs need to indicate the number of it (e.g. 1 or 1.2, etc.);
- The total EU contribution in words;
- Date of signature;
- Name of the LP's legal representative.

- In the "cover" page of the AfR the LPs need to insert also the bank account details (name and address of the owner, bank name and address, IBAN and SWIFT in line with the information provided under Supplementary Information section Bank Information tab for the reimbursement of the EU amounts requested).
- In the Annexes (3, one for each type of fund - ERDF, IPA and ENI), the LPs need to fill in the following columns:
  - Name of the Partner ("*Acronym*");
  - Partner State (from a drop-down menu, with available abbreviations of the relevant countries per fund);
  - Reporting period(s): LPs need to indicate the FLC Certificates of the relevant period (e.g. Period 1, Period 2, etc); if more than 1 FLC Certificate is included in a given Progress Report per project partner, "Period 1 & 2" shall be indicated and the related amounts shall be added up in the next columns;
  - Total amount of eligible expenditure certified by FLC;
  - Amount of ERDF/IPA/ENI requested per project partner.
- The total amounts in the Annexes and the total cumulative amounts (in rows 16-20 of the "cover" page of the AfR) are automatically calculated.

The amounts at partner level (Total amount of eligible expenditure certified by FLC, Amount of ERDF/IPA/ENI requested) can be found under SECTION A – Report table 'List of Partner certificates'. The excel template automatically aggregates the amounts inserted per fund at partner level and provides the total amounts at project level.

After filling in the AfR shall be signed by LP's legal representative and then the scanned version shall be uploaded under SECTION E – Attachments. Signed copy of original AfR does not have to be submitted to MA/JS.

PART II CONTENT OF THE PROGRESS REPORT

Please note: The examples provided in Part II of this document are only meant to provide further, more specific guidance on how to fill in various sections of the PPR. They are therefore indicative and not to be copy-pasted. Descriptions shall be elaborated to the extent allowed by the applicable sections of the PPR, i.e. number of characters.

Project Progress Report Identification

The section is visible only on the printed PPR (generated in pdf). The respective data are generated by the system and provides general information regarding the project: project title, acronym, website, project number, the name of the Lead Partner and the contact person, starting and end dates of the project, the Programme Priority and Specific Objective and the reporting period.

Attention!
The maximum number of characters allowed for all text fields is limited to 2,000.

Highlights of the main achievements (from start)

In this section of the PPR, the LP should focus the description on the overall project implementation, from the start date till the end of the latest reporting period, providing a concise and coherent summary of the overall project implementation. The description should be an overview of the main project activities, and outputs delivered so far as well as the status of achievement of the project result. If the project has already managed to improve the situation or solve a specific problem in the addressed field through the achieved deliverables/outputs this should also be underlined by the LP, thus demonstrating the applicability and practical relevance of the project's outputs and main result.

The description should focus on the achievements of the thematic WPs and should not tackle project management and administration issues. Communication issues should be included only if they refer to the involvement of the relevant stakeholders with impact and relevance for the thematic WPs, avoiding to provide information on the type and number of communication/ dissemination instruments (e.g. flyers, brochures, posters, dissemination events, etc.) being developed/ implemented. The qualitative aspects of the delivered outputs and the achieved result should be highlighted, rather than the quantitative ones.

In this section, the LP may also describe the experience gained from cooperating in a transnational environment, the added value and common benefits derived from working within the partnership, the specific target groups being reached and the benefits they were provided,

the lessons learnt up to this stage of the project and any innovative processes employed or outputs developed.

As this summary will also be used to report about the project implementation for the Monitoring Committee of the Programme, and above all, could be made public, it should be coherent, easy-to-read, self-explanatory, and it should not refer to other parts of the report. The LP shall pay attention to the quality of the text (which should be neither too technical/ scientific, nor too specialised so that it is easily understood by any non-expert), should avoid abbreviations and naming particular partners as the project's achievements are of the whole partnership.

EXAMPLES OF ADEQUATE DESCRIPTIONS

First reporting period:

The project x, having on board x partners from x countries in the Danube region, started its 2.5-year implementation on January 2017. The project brings together partners from different sectors, research, transport and environment in order to reach its target of greening the inland shipping industry.

Six months into the project, the consortium has already managed to register some basic but essential progress starting with the establishment of a knowledge base following both desktop and field research, as well as a direction for future work based on the assessment of the research outcomes. More specifically, currently available greening technologies and concepts have been identified and carefully analysed. Those technologies and concepts showing the highest potential in both economic and ecological terms were singled out and they will be further developed and piloted within the project.

At the same time, an analysis of the current legislation with regard to emissions limit was performed as well as an analysis of the applicable certification and monitoring standards in order to fit the future developed technologies and concepts into the existing legal and practical framework.

As the partnership also plans to create awareness on the importance and urgency of mitigating the impact of inland transport activities on the environment, first steps were taken into this direction as well by already creating a comprehensive database of relevant authorities and potentially interested stakeholders to be further involved in the project in accordance with their competences and activity sphere.

Intermediate reporting period:

The project x, having on board x partners from x countries in the Danube region, started its 2.5-year implementation on January 2017. The project brings together partners from different sectors, research, transport and environment in order to reach its target of greening the inland shipping industry.

One and a half years into the project, the consortium succeeded in reaching some of its goals thus already making a difference in the shipping industry. Four greening technologies and concepts have been further developed and they are being now prepared for piloting in the participant

countries. The effects that these technologies will produce have been already estimated both in economic and ecological terms by appropriate partner institutions and they were also brought to the knowledge of relevant national authorities and international organisations.

During the development of the four concepts, the partners carefully considered the exiting applicable legislation and standards and also prepared some further recommendations in this respect with a view to improve the current policies and at the same time to allow future innovative developments that might take place in this specific industry.

All through the development of the concepts and technologies, the consortium appealed to the knowledge and experience of the selected stakeholders and of the target groups in order to incorporate all possible ideas that proved feasible. In this sense, both national and transnational workshops and round tables were organised and a questionnaire was sent out to stakeholders not attending these events in order to collect their feedback and opinions. Results of the events and received feedbacks were thoroughly analysed, structured and taken into consideration for the final development of the concepts.

Final reporting period:

The project x, having on board x partners from x countries in the Danube region, started its 2.5-year implementation on January 2017. The project brought together partners from different sectors, research, transport and environment in order to reach its target of greening the inland shipping industry.

Arrived at the finish line, the consortium can proudly state that the project was a success, aspect which is also acknowledged by the relevant stakeholders in the addressed area.

The four greening technologies and concepts which were developed within the project and further on tested in the countries participating to the project have proven not only their utility but also their feasibility, the estimated effects on the environment and market being confirmed in real life.

Following the piloting of these technologies, each participant country will be able to choose the most appropriate one for its inland fleet or even use a combination thereof with a view to meet the requirements and standards imposed by the international environmental organisations.

The policy recommendations made by the consortium were submitted to the attention of relevant authorities and they were received with great interest, the consortium also being assured that they will be taken into consideration for a prompt revision of current specific policies.

EXAMPLE OF UNSATISFACTORY DESCRIPTION

During this reporting period, the consortium continued to implement the activities as detailed in the AF. In WP1, the partners ensured the project and financial management and organised 2 PP meetings (dates, location). In WP2, the partners decided on the design of the project brochure and produced following promotion and dissemination items: 1 poster, 2 flyers, pens etc. WP2 leader prepared the 1st project newsletter and distributed it to the project target groups. In WP3 the partners performed a research to identify the existing greening technologies and then identified four most promising ones to be further developed and tested within the project. In WP4, the

partners contributed to the analysis of current legislation and applicable policies with regard to ship emissions limit while in WP5 they put together a list of potential stakeholders and relevant authorities to be further approached in order to get their feedback on project activities and outputs.

List of Partner FLC Certificates

The section contains all the certificates issued by the FLC. The LP has to include them in the project progress report by ticking the box under column *Include in Project Finance Report*.

Project specific objectives

For each of the project Specific Objective (as defined in the approved AF) level of achievement by the end of the respective reporting period has to be indicated. Furthermore, the section gives the LPs the possibility to provide a brief explanation regarding the progress towards the achievement of the project specific objectives by providing clear, coherent and concrete information on specific activities being carried out and their immediate effects in the field addressed by the project.

Project main outputs achievement

An overview table on the achievement of the planned project outputs and their linkage to the respective output indicators is automatically generated in this section. The table is completed by the eMS based on the information provided in the AF and reported in the WP section of the PPR (section B). It presents cumulative information from the project start to the last reporting period and will help the LP to monitor the progress in achieving project outputs against targets set in the application form.

Target groups reached

In this section, the number of institutions which have been reached by the partnership should be reported and their involvement should be explained. Furthermore the LP shall highlight how the partnership involved the target groups and other relevant stakeholders in the development of the project outputs and how the already developed outputs have been disseminated and how the target groups are using them.

The eMS automatically displays the categories of target groups selected in the application form for which targets have been defined.

The reported figures should only reflect an active involvement of target groups in line with reported activities, deliverables and outputs (e.g. participation in targeted project events such as

trainings, interviews, workshops, local stakeholder groups, advisory boards, testing of tools, implementation of pilot actions etc.).

Please make sure to avoid any double counting of institutions which have been reached by more than one PP or which have already been reported under the target groups reached in previous reporting periods.

The sources of verification have to also be indicated (e.g participant lists in meetings, surveys etc.).

Problems and solutions found

In this section, the LP shall provide information on any difficulties or problems encountered by the partnership during the implementation of the project activities with regard but not limited to the achievement of the project specific objectives, the development of planned outputs, the involvement of target groups and foreseen investments, including public procurements. The LP shall report on the already identified or currently proposed solutions to overcome these problems. The LP shall also provide information on the reasons which caused the problems and the measures already taken or to be taken to counteract their negative effects on the project implementation and its planned outputs.

Horizontal principles

In this section, the LP shall describe how the partnership contributed to the principles of equal opportunities and non-discrimination, equality between men and women as well as sustainable development during the implementation of project activities indicating also the level of contribution. In this sense, the LP shall provide concrete examples of project activities, which besides their aim related to the objectives of the project, clearly promote these principles, whichever more applicable in the context of the project, thus producing positive effects in real life. Furthermore, the LP shall describe how the actions performed within the project and the delivered outputs meet the actual and current requirements of the target groups on one hand and contribute to sustainable development on the other, by specifying their possible economic, environmental or social impact.

Reporting per Work Packages

A summary clearly describing implemented activities and achieved progress in the reporting period has to be provided for each WP. Furthermore, the summary shall also include a description of the involvement of each PP and their contributions.

In addition, if applicable, information on problems encountered as well as minor deviations or delays should be reported including solutions and/or mitigation measures adopted.

The eMS displays, for each WP, the status of activities and the status and description of deliverables (including timeline) as defined in the latest version of the approved AF. For each planned activity and deliverable the progress reached at the end of the reporting period has to be indicated according to the categories defined below:

- „Not started"
- „Proceeding according to work plan"
- „Behind schedule"
- „Ahead of schedule"
- „Completed"

Further, a brief qualitative explanation on progress made in view of each deliverable should be given. Deliverables completed within the current reporting period must be uploaded on eMS as annexes to the PPR.

In addition to the above requirements, applicable to all types of WPs (except Preparation WP), additional specific information is to be provided for specific work package types.

Work Package Preparation

WP Preparation provides an overview on the partners having contributed to the preparation of the project proposal and contains a description of the pre-submission activities carried out by the partnership (e.g. project generation, engagement of partners, development of work plan and associated budget) as well as the contribution brought by each project partner.

This section shall only be filled in for the first PPR and only by those projects which included preparation costs and activities in the AF.

Work Package Management

WP Management focuses on the description of the management activities implemented by the partnership in the given period, including involvement of the partners, eligible expenditures reported etc.

The LP shall indicate the WP status and describe the progress of activities within WP Management related to the concerned reporting period, highlighting main actions undertaken to ensure the project management from an administrative, financial and quality point of view, including the role of the partners.

In case of any sort of deviation from AF, the LP shall provide an explanation/ justification as well as planned measures, solutions and timeframes to restore the course of action to the original plans.

In relation to the planned deliverables, the LP shall indicate their status and describe the progress made towards their full development and shall upload the supporting document (evidence) when the deliverable completed.

Work Packages Implementation

Within the content related WPs, in addition to the activities being carried out and completed deliverables, the partnership has to report also on the overall progress and the level of achievement of project outputs planned in the AF.

The following information has to be provided by the LP:

WP level:

- The LP shall indicate the WP status and describe the progress of activities within WP(s) Implementation related to the concerned reporting period, highlighting main actions undertaken, including the role of the partners. When describing the activities, the LP shall answer the following questions: What was actually done and to what purpose? Which partners were involved and what was their role? How were the activities implemented? When were they implemented? Where were they implemented?
- Report on the status of achievement of the outputs, the value reached until the end of the reporting period;
- Upload the supporting documents (evidence) to the current PR. (only one file / output is possible)

An overview of the foreseen outputs (including their targets) as well as the linkage to the programme output indicators is automatically displayed in the eMS for each thematic WP. Outputs that were achieved (i.e. finalised) by the end of the reporting period have to be reported. In this sense, the project will have to submit a separate Quality Report for each single output as well as an Output Factsheet as annexes to the Progress Report, by uploading them in the Attachment part. Templates for both quality report and factsheet are annexes of the Implementation Manual downloadable from the DTP website. Each finalized output, together with the Quality Report and the Output factsheet have to be uploaded in eMS in a zip. folder, since the system allows only one file to be uploaded for each output).

The information to be included in the Quality Report cover the following:

- Output title, type and its contribution to Programme output indicators
- Summary of the output
- Added value of the output
- Transferability and replicability of the output
- Suggestions for improvement, if applicable
- Finally, the output quality level (low, average, good, excellent) is established by the quality manager

Information to be included in this factsheet should mainly cover the following:

- Title of the output
- Summary of the output
- Contribution to the project and Programme objectives
- Transnational impact
- Contribution to EUSDR actions and/or targets
- Performed testing, if applicable
- Integration and use of the output by the target group
- Geographical coverage and transferability
- Durability
- Synergies with other projects/ initiatives and / or alignment with current EU policies/ directives/ regulations, if applicable
- Output integration in the current political/ economic/ social/ technological/ environmental/ legal/ regulatory framework.

Activity level:

- Provide the status on the progress of each Activity within the WP.
- Select and describe status of the deliverables including the progress made towards the full development of planned deliverables and attach supporting documents (evidence) to the current PPR. (Only one file can be uploaded, therefore in case there are several files, they have to be submitted as zip. folder). **Under *Deliverable description* the LP shall provide a detailed description of the activities implemented for developing and completing the deliverables**.

General provisions with regard to described activities/ reported costs:

Descriptions provided in the WPs mentioned above should offer clear evidence that the implemented activities and reported associated costs are in line with the planned ones, as defined in the approved AF. Described activities should also be directly linked to the WP outputs and/ or deliverables.

If a partner, under this WP, claims expenditure that is connected to activities carried out in a previous reporting period, a clear reference to these actions shall be made.

Work Package Communication

In the communication WP, the partnership has to report the overall progress achieved in the given reporting period by providing a detailed description of how PPs were involved and in which communication and dissemination activities. In all cases, deviations, delays and any other problems have to be reported as well as solutions found to counter these. Besides this description, the LP shall report on the implemented communication activities in relation to the achievement of the project specific objectives, including the level of achievement as defined in the AF and shall provide further explanations on how the employed means and methods contributed to the achievement thereof.

In all cases, deviations, delays and any other problems have to be reported as well as solutions found to counter them. No outputs need to be reported in the communication WP.

Financial report

The financial part of the PPR presents the expenditure progress in the reporting period, for which a request of reimbursement is submitted to the MA/JS together with the report, as well as additional information on financial matters. The financial report shall contain information on expenditure paid by the LP and all PPs in the reporting period which has been verified by the national controllers.

The following steps have to be taken in order to fill in the financial part of the PPR:

1. Submission of expenditure by each beneficiary (LP and all PPs) to its national controller for verification;
2. Reporting of verified expenditure from all beneficiaries;
3. LP verification on expenditure of all PPs;
4. Inclusion of verified expenditure in the joint progress report by LP and request for payment.

PART III ADDITIONAL INFORMATION

This Part provides an overview on the content of the additional information to be uploaded in the Attachments section of the respective PPR, **using the template** provided by the programme. The information to be provided is of outmost importance for the programme to have a clear and structured overview of the progress of the project, including the contribution to EUSDR.

Operation of the partnership

In this section, the LP shall provide information on the actual operation of the partnership, reporting both positive and negative aspects, clarifying also the reasons for the latter. The report shall mainly focus on the following issues: to what extent the individual PPs are contributing to the implementation of the project, which ones are more active and which are not or only poorly contributing to the implementation or generating problems or delays. The actual involvement of the ASPs shall also be highlighted here. In case the operation of the partnership improves from one period to the following one, the LP shall explain how this occurred and what kind of measures led to the improvement.

In case of a partnership problem (non-active partner, change of partners etc.), the LP shall present the reasons and the consequences, as well as the activities to be undertaken to prevent further problems and delays.

EXAMPLES OF ADEQUATE DESCRIPTIONS

Example 1:

Generally, the partnership is working properly and all partners are actively contributing to the relevant project activities in accordance with the roles stated in the AF. Usually, they provide their inputs and feedback timely and appropriately but there are also some delays from the side of some partners whose core activity within the institution is not related to the project. So far these delays had no negative effect on the overall implementation of the project, but measures to counteract any possible future delays that might have an impact are already being identified by the consortium in order to avoid such a situation.

Example 2:

Generally, the partnership is working properly and all partners, except one, are actively contributing to the relevant project activities in accordance with the roles stated in the AF. Active partners provide their inputs and feedback in time but PPX has not been active for the past few months. Its input is needed and its absence has an influence on the completeness and delivery date of output X. At the beginning, there was total silence from the project manager of this PP - not replying to emails or answering the phone – and contact was tried with several other persons involved in the project team but it seems that they have no appropriate competences to act freely for the project. Therefore, the LP prepared a formal letter which was sent to the legal

representative of this partner institution explaining the consequences of the lack of response from their side, including a possible exclusion from the partnership should their role and contribution not be fulfilled. A reaction thereto is now being expected so that the consortium can act accordingly. In the meantime, possible solutions to fill the gap created by this silent PP are being investigated.

EXAMPLE OF UNSATISFACTORY DESCRIPTION

The partnership is working fine and all PPs are delivering their inputs and contributions on time, although sometimes with some delays but there are no concerns in this sense. The partnership will certainly be capable of overcoming these temporary problems.

Project implementation timeframe and spending

In this section, the LP shall provide information on the timely implementation of project activities as compared to the timeframe planned in the AF, describing which parts of the project are on time, or which are or may be in the future in delay, how much the delays affect the overall implementation, providing also the reasons, the proposed solutions and the measures undertaken in order to overcome these time deviations.

Similarly, the LP shall provide information on the financial progress, stating if it is in line with the spending forecast defined in the Subsidy Contract and in case of deviations, clear justification is to be provided, as well as an estimation if and when the project would be able to catch up with the underspending. The LP shall also state if there might be some other future problems affecting the spending plan.

EXAMPLES OF ADEQUATE DESCRIPTIONS

Example 1:

So far, all project activities are in line with the timing in the AF, therefore no deviations in this sense. The spending target for this period was reached up to 98%, therefore a very minor deviation which can be easily levelled off in the next period.

Example 2:

So far, all project activities are in line with the timing in the AF, therefore no deviations in this sense. Nevertheless, the spending targets for this period were not reached due to the late payments made by some of the partners for incurred staff costs, which will be reported in the next period, and thus the consortium will be able to catch up with the planned spending as well. Further delays have been encountered in the signing of the external contracts, delaying the payment of the first instalment of a substantial amount for partner Y. This delay could be caught up only in one year time, due to the stringer provisions of the contract.

Example 3:

So far, most of the project activities are in line with the timing in the AF, but there are also some

which are lagging behind due to a slow start/ holiday period. As in this period, no outputs were to be delivered, the delayed activities have no influence on this aspect and efforts will be made in the following period to catch up with the original schedule. But these delays had an influence on the spending rate, the partnership being able to report only 50% of the costs planned for this period.

As the partners are expected to intensify their work in the following period(s), they will also be able to catch up with the entire spending in the next reporting period. / As the partners are expected to intensify their work in the following period(s), based on the spending recovery plan at project level half of the planned and not spent amount for the current reporting period will be caught up in the next one, and the rest in the period after the next one.

EXAMPLE OF UNSATISFACTORY DESCRIPTION

So far, all project activities are in line with the timing in the AF, but the delivery date of output X has to be postponed as it is not ready yet. The spending rate reached only 45% of the planned one for this period but there are no major concerns since the affected partners will try to catch up in the next periods.

Contribution to the EUSDR

In this section, the LP shall provide an overview of the project activities contributing to the achievement of EUSDR objectives, describing how these activities will positively impact the implementation of the Strategy. The LP shall also provide information on the relevant stakeholders and target groups of such activities, their involvement and acquired feedback. Concrete mutual benefits for the project and EUSDR shall be highlighted as well as the extent to which the project's outputs will support the achievement of EUSDR targets as set by the Priority Area Coordinators. The section shall contain concrete information regarding the activities carried out by the project in order to ensure the uptake by the project output/ result by the EUSDR relevant bodies: e.g. participation in the relevant Steering Groups of the EUSDR, continuous coordination and exchange of information (or validation of the outputs) by the Priority Area Coordinators (PACs), involvement of the PACs in the development of the strategies, or testing of the tools, etc.

Progress in implementation of actions in the field of social innovation (where applicable)

In this section, the LP shall provide an overview of the processes of innovation with social purpose and impact employed in the context of the project, describe the functioning of the inter-sectorial approach and the contribution brought towards a sustainable society. The LP shall exclusively refer to concrete and singular actions undertaken within the project and emphasise their expected outcome in relation to the advancement of social innovation. This section shall be filled in only by those projects whose social innovation is part of the objectives, activities, outputs or main result.

Other issues

All other matters, problems that are not addressed in any other section of the progress report can be described in this section.

Infrastructure and Works/ Investment (if applicable)

The LP shall describe the progress of the investment(s) against the plans set out in the approved AF, providing detailed information (both technical and financial) on what has been already achieved and what is still to be performed in order to finalise the full investment(s).

In case of any sort of deviation from AF, the LP shall provide an explanation/ justification as well as planned measures, solutions and timeframes to restore the course of action to the original plans.

The **cost of an investment** might consist of infrastructure and works costs (i.e. execution or both design and execution of works, site preparation and installation, renovation), equipment costs (i.e. only the equipment necessary for the concerned investment) and external expertise costs (e.g. technical engineering expertise). Although the overall cost of the investment is made up of infrastructure and works, and/or equipment costs and/or external expertise costs, these costs shall be reported separately on the respective budget lines but summarised in this section to provide a complete overview.

Information on Applications for Reimbursement

In this section, LP shall provide information on EU contribution received and transferred to the PPs based on previous Applications for Reimbursement. LP shall insert detailed information on total amount of EU contribution received from Certifying Authority as well as detailed information on the transfers of EU contribution to the PPs supported by bank statements. The table must contain information on all previous Applications for Reimbursement, not only for the latest period.

Bank statement(s) proving the transfer of the previous contributions to the partners shall be uploaded under Section E – Attachments. If the bank statements have been already attached to the previous approved PPR they do not have to be attached again.

ANNEX – Mandatory attachments to the Project Progress Report

SECTION B – Work Packages	Only for the finalised outputs: - Output factsheet; - Output quality report; - Output evidence. All three above mentioned files have to be archived in a zip folder and uploaded in eMS. Only for the finalised deliverables: - Deliverable evidence
SECTION E – Attachments	- **Application for Reimbursement;** - **Bank statement(s)** proving the transfer of the previous contributions to the partners; - **Communication plan (only for the first period)** - ***Additional information*** template filled in;