



Interreg



EUROPEAN UNION

Danube Transnational Programme

Guidelines for Partner Report

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A stream of cooperation



Programme co-funded by the European Union

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List of abbreviations

AF	Application Form
BL	Budget Line
eMS	Electronic Monitoring System
ENI	European Neighbourhood Instrument
ERDF	European Regional Development Fund
FLC	First Level Control(ler)
IPA	Instrument for Pre-Accession Assistance
LoE	List of Expenditure
LP	Lead Partner
PP	Project Partner
PPR	Project Progress Report
PR	Partner Report
SC	Subsidy Contract
WP	Work Package

Introduction

This document provides an overview of the content of the Partner Report (PR) and the information to be provided in each section.

Reporting is one of the tools used by the Programme to regularly monitor the progress of the projects implementation from a financial (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 qualitative point of view (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.

Financing project partners (ERDF, IPA, ENI PPs) have to submit the PR 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).

It is recommended that each project partner (PP) submits the PR to the First Level Control (FLC) within 15 days from the end date of each reporting period in order to have the reported expenditures timely validated.

The PR will serve as input for the development of the Project Progress Report (PPR) by the Lead Partner (LP). The PR is divided into two parts: activity report and financial report.

In the activity part, the PPs have 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 in the approved Application Form (AF) and have to provide proper justification for the reported expenditure.

In the financial part, the PPs will include all expenditure incurred and paid during the respective reporting period in relation to the reported activities of the project to be validated by the FLC.

1. General information

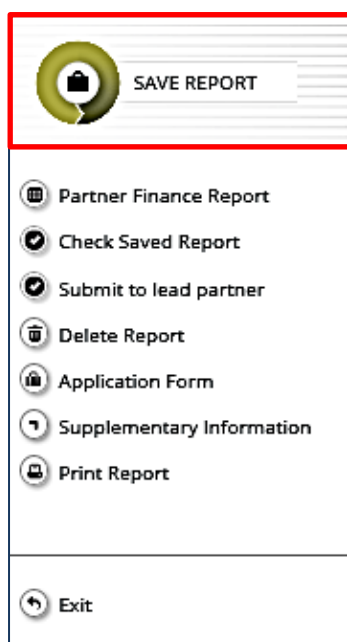
Once a project is set to the status “contracted” in eMS, the reporting section becomes available to all PPs. When accessing the project, the PP is automatically directed to the reporting overview section.

PRs cover activities and expenditure on PP level in the respective reporting period. All partner reports need to be created for reporting periods as defined in the application form.

It is not possible to have two PRs open at the same time. A new PR can only be created once the previous has been submitted to the FLC.

Attention! Partners reporting only activities for a certain reporting period, can submit a “zero report” (without any expenditure) directly to the LP by pushing “Submit to lead partner” button so that the LP can use the information for the preparation of the Progress Report.

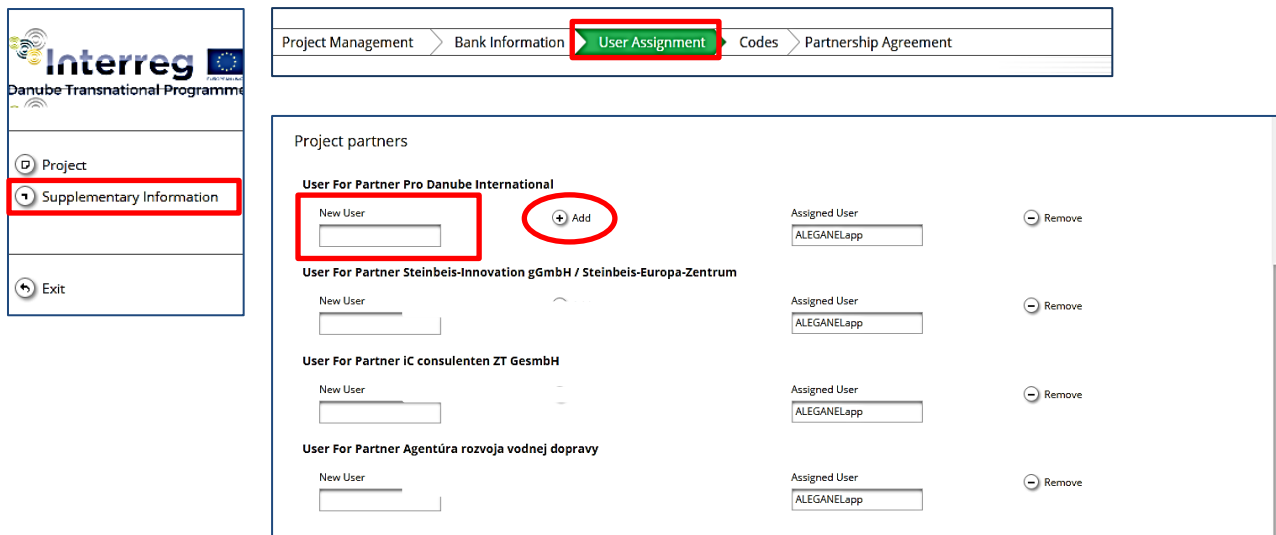
Always remember to press “SAVE REPORT” before leaving a section!



2. Assigning users to a Partner Report

In the “Supplementary information/User assignment” section the Lead Partner (LP) assigns one (or more users) to each project partner (PP) institution. This user(s) will then have access rights to the Partner Report of the PP they are assigned for.

For the LP institution, a user is assigned by default. It is possible to assign additional users to the LP institution that will then have access to the partner report of the LP as well as to the Progress Report.



Project partners

User For Partner Pro Danube International

New User + Add

Assigned User Remove

User For Partner Steinbeis-Innovation gGmbH / Steinbeis-Europa-Zentrum

New User

Assigned User Remove

User For Partner IC consulenten ZT GesmbH

New User

Assigned User Remove

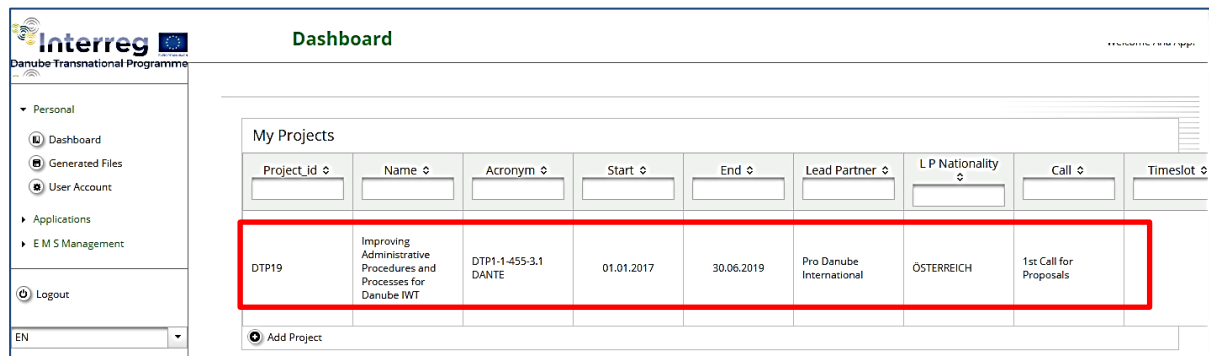
User For Partner Agentúra rozvoja vodnej dopravy

New User

Assigned User Remove

3. Accessing the Partner Report

To access the PR, the partner has to log in with his/her username and password and then select the project from the overview table in the Dashboard.



Project_id	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Timeslot
DTP19	Improving Administrative Procedures and Processes for Danube IWT	DTP1-1-455-3.1 DANTE	01.01.2017	30.06.2019	Pro Danube International	ÖSTERREICH	1st Call for Proposals	

If a user has multiple roles in the project (e.g. LP and PP), it is necessary to select the role from the dropdown list. Project partners will select PP, while LP can select LP. The LP will see both Partner Report and the Project Progress Report.

Below, there is a table highlighting the Reporting Periods for which PRs can be prepared. Only the LP will prepare a PR for Period 0 by clicking on the “Create report” button. The other PPs will prepare PRs starting with period 1 by clicking on the magnifying glass on the right side.

LP - ALPHA > ERDF PP1-CHARLIE > ERDF PP2 - DELTA > ERDF PP3 - ECHO

Select Role
LP

Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To Jts	View Report
Period 0	01.01.2014	01.11.2016				
Period 1	01.01.2017	30.06.2017				
Period 2	01.07.2017	31.12.2017				
Period 3	01.01.2018	30.06.2018				
Period 4	01.07.2018	31.12.2018				
Period 5	01.01.2019	30.06.2019				

Create Report For: Period 0
01.01.2014 - 01.11.2016

Partner Reports

1 - ALPHA LP - LP - ALPHA

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 0	01.01.2014	01.11.2016							
Period 1	01.01.2017	30.06.2017							
Period 2	01.07.2017	31.12.2017							
Period 3	01.01.2018	30.06.2018							
Period 4	01.07.2018	31.12.2018							
Period 5	01.01.2019	30.06.2019							

Create New Report Partner Living Tables

LP

Partner Reports

Create New Report

LP - ALPHA > ERDF PP1-CHARLIE

Select Role
PP

Partner Reports

1 - ALPHA LP - LP - ALPHA

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 0	01.01.2014	01.11.2016							
Period 1	01.01.2017	30.06.2017							
Period 2	01.07.2017	31.12.2017							
Period 3	01.01.2018	30.06.2018							
Period 4	01.07.2018	31.12.2018							
Period 5	01.01.2019	30.06.2019							

Create New Report Partner Living Tables

2 - CHARLIE PP - ERDF PP1-CHARLIE

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 0	01.01.2014	01.11.2016							
Period 1	01.01.2017	30.06.2017	Report In Progress	In Progress		Not Certified	€ 0,00		
Period 2	01.07.2017	31.12.2017							
Period 3	01.01.2018	30.06.2018							
Period 4	01.07.2018	31.12.2018							
Period 5	01.01.2019	30.06.2019							

Partner Living Tables

PP

Report 1.1 01.01.2017 30.06.2017 Report In Progress In Progress Not Certified € 0,00

The LP can view the PRs of all PPs, once they have been created by the partner. The LP can also view the PRs not yet submitted to the FLC.

4. Filling in a Partner Report

In the PR, there are five main sections as displayed in the upper part tabs: *Partner Report, List of Expenditure, Contribution and Forecast, Attachments and Personal data attachments.*

The LPs of those projects which included in the AF preparation costs and related Preparation Work Package will have to prepare and submit a separate **Partner Report for Period 0** before

preparing the Partner Report for Period 1.

To do this, the LP will have to click on the “Create New Report” button underneath the overview table.

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report
Period 0	01.01.2014	07.12.2016						
Period 1	01.01.2017	30.06.2017						
Period 2	01.07.2017	31.12.2017						
Period 3	01.01.2018	30.06.2018						
Period 4	01.07.2018	31.12.2018						
Period 5	01.01.2019	30.06.2019						

The information to be included in the PR for Period 0 is:

a) Partner Report section: the *description of activities under WP Preparation* where the LP shall provide an overview of the project preparation (e.g. project generation, engagement of partners, development of work plan and associated budget) as well as the contribution brought by each PP.

P Preparation (01.2014 - 12.2016)

<p>Description Activities Contribution</p> <p>Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through</p> <p>No Deliverables For This Work Package</p>	<p>Current Expenditure € 0.00</p>	<p>Expenditure So Far € 0.00</p>
<p>Problems Description Justification</p> <p>n/a</p> <p style="text-align: right;">1997 Characters Remaining</p>		

b) List of Expenditure section: *the lump sum of 17,500 euro* by clicking on “Add lump sum” button and then selecting “Expernal Expertise” BL and finally pressing “Add” button in the lower part of the window.

Partner Report > **List Of Expenditure** > Contribution And Forecast > Attachments > Personal data attachments

List Of Expenditure

Options	Report Number	Item Id	Budget Line	Wp	Int Ref No	Inv No	Inv Date	Paym Date	Description
No Match Found									
<input type="button" value="Export"/> <input type="button" value="Save Columns"/> <input type="button" value="Columns"/>									
<input checked="" type="button" value="Add Real Cost"/> <input checked="" type="button" value="Add Lump Sum"/>									

[Download all attachments](#)

Edit Expenditure
Partner Report 1 LP - PDI Period 0 List of Expenditures

PP

Budgetline: External expertise and services
Workpackage: P preparation Preparation
Internal Reference Number:
Declared Lump Sum In E U R: 17,500.00
Expenditure Outside (The Union Part Of) The Programme Area?

Description1:
2000 Characters Remaining
Description2:
2000 Characters Remaining
Partner Comment:
2000 Characters Remaining

Upload
No records found

Add

c) Contribution and Forecast section: the amount(s) representing 15% of *the contribution*. Different types of contribution can be added, as appropriate. Please note that “automatic public” stands for “state contribution” relevant for BG, HU and RO PPs. Also, please note that inserted figures should equal the total contribution amount, otherwise the system will generate an error message when checking the Report.

Partner Report > List of Expenditures > Contribution And Forecast > Attachments > Personal data attachments

SAVE REPORT

Partner Finance Report
Check Saved Report
Delete Report
Application Form
Supplementary Information
Print Report

Exit
Help
Generated Files
Contacts

Logout
EN
ems⁺
electronic monitoring system

Report Forecast
Estimated expenditure: € 18,000.00
Description:
d4gdfhfgjadleg

Follow-up Of Partner Contribution
Target Partner Contribution Value: € 1,811.25

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total(According To A F)	Previously Reported	Current Report
Szűchenyi Tókealap kezeltő Zrt.	public	€ 14,114.83	33.33 %	€ 5,309.31	€ 603.69
	automatic public	€ 28,229.65	66.67 %	€ 10,618.97	€ 1,207.56
Sub Total Public Contribution		€ 42,344.48	100.00 %	€ 15,928.28	€ 1,811.25
Sub Total Private Contribution		€ 0.00	0.00 %	€ 0.00	€ 0.00
Total Contribution		€ 42,344.48	100.00 %	€ 15,928.28	€ 1,811.25

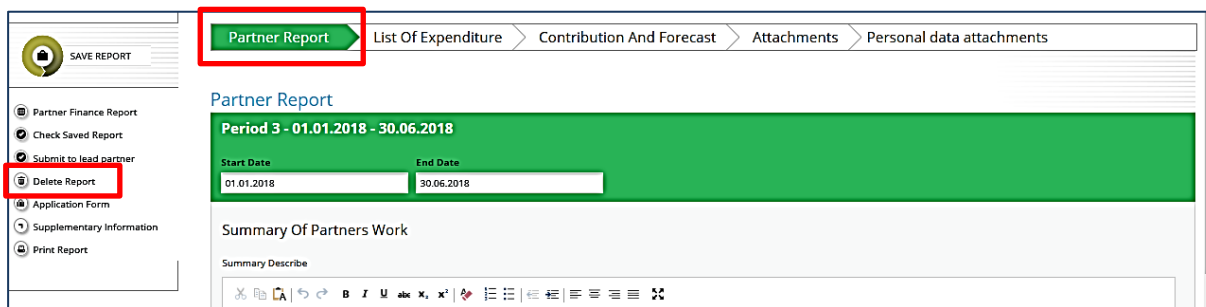
Export Add Contribution
Save Report

The LP shall then press “Check saved report” and if successful the report can be submitted to FLC by clicking on the “Submit” button which appears in the left-side menu if the check is successful.

4.1 Partner Report

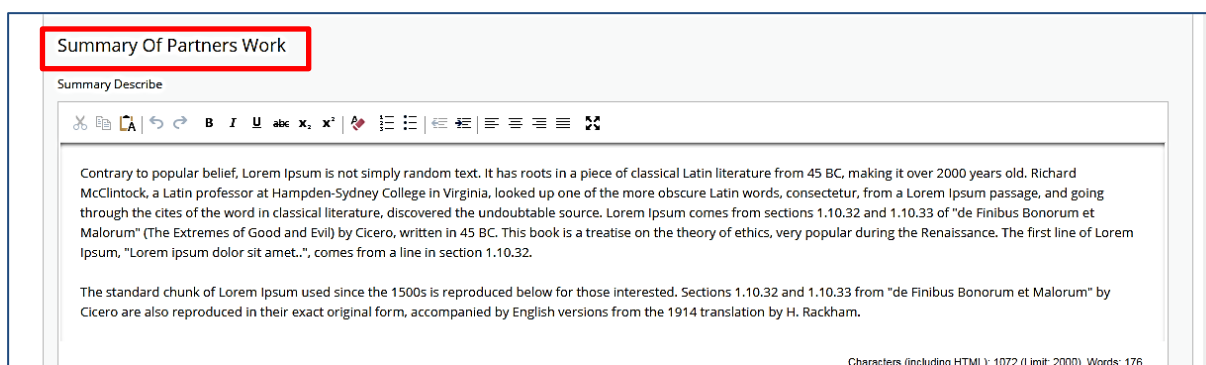
It contains information about the Reporting Period (automatically filled in), summary of work, delivered outputs, reached target groups and reporting per WP.

A PR can be deleted at any time before its submission to the FLC by clicking on the “Delete Report” button in the left-side menu.



The screenshot shows the 'Partner Report' interface. A red box highlights the 'Partner Report' tab in the top navigation bar. Another red box highlights the 'Delete Report' option in the left-hand menu. The main content area displays 'Partner Report' for 'Period 3 - 01.01.2018 - 30.06.2018', with fields for 'Start Date' (01.01.2018) and 'End Date' (30.06.2018). Below this is a 'Summary Of Partners Work' section with a rich text editor and a 'Summary Describe' field.

Summary Of Partners Work



The screenshot shows the 'Summary Of Partners Work' text editor. A red box highlights the title 'Summary Of Partners Work'. The editor contains a rich text toolbar and a text area with the following content:

Summary Describe

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.

The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero are also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham.

Characters (including HTML): 1072 (Limit: 2000), Words: 176

In the "Summary of partner's work" allowing 2,000 characters, the PP shall provide a focused description of the project implementation on PP level and the progress achieved during the respective Reporting Period. The description should be an overview of the main implemented activities and of the delivered outputs/ deliverables to which the respective PP has contributed.

The description should focus on the achievements of the thematic WPs and should not tackle project management and administration issues. WP2 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 aspect of the deliverables and outputs should be highlighted, rather than the quantitative one.

The summary should be coherent, easy-to-read, self-explanatory, and it should not refer to other parts of the report. The PP 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).

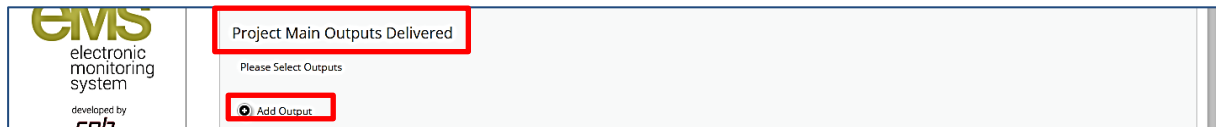
Project Main Outputs Delivered

The PP shall provide information on the development of project outputs by clicking on "Add output" and then selecting the relevant output(s) from the drop down menu (outputs as defined in the AF).

PPs shall select **only the outputs which have been finalised during the Reporting Period for which the PR is prepared** (draft versions can also be uploaded for FLC purposes) and only

those **they have worked on** explaining also the level of involvement (e.g. responsible PP, contributing PP).

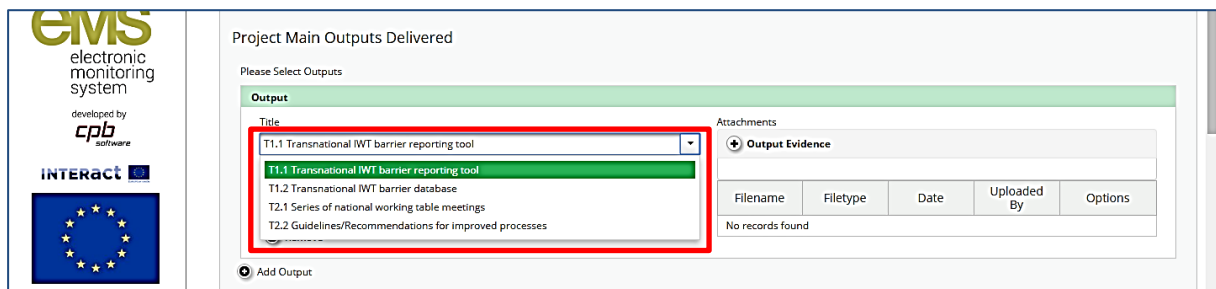
In case of delayed outputs, as compared to the AF, explanations shall be provided in the “Problems description justification” box under the applicable WP.



Project Main Outputs Delivered

Please Select Outputs

Add Output



Project Main Outputs Delivered

Please Select Outputs

Add Output

Output

Title

- T1.1 Transnational IWT barrier reporting tool
- T1.2 Transnational IWT barrier database
- T2.1 Series of national working table meetings
- T2.2 Guidelines/Recommendations for improved processes

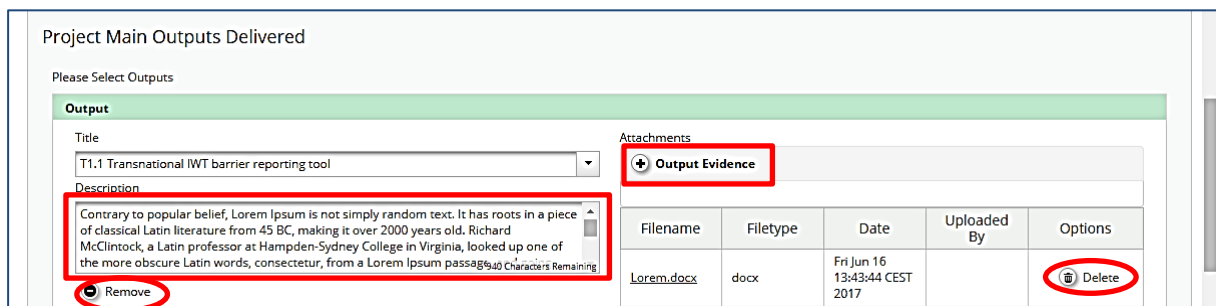
Attachments

+ Output Evidence

Filename	Filetype	Date	Uploaded By	Options
No records found				

The PP shall insert information about each delivered output in the description text box and evidence of the output(s) can be directly uploaded here by clicking on the “+” button in the “Output Evidence” section.

Outputs can also be deleted by clicking on the “Remove” button. Evidence can be deleted by clicking on the “Delete” button.



Project Main Outputs Delivered

Please Select Outputs

Output

Title

T1.1 Transnational IWT barrier reporting tool

Description

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage.

Remove

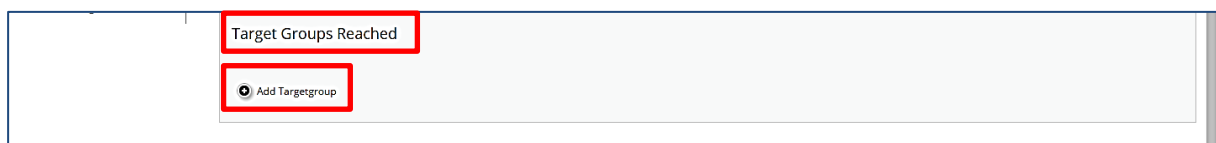
Attachments

+ Output Evidence

Filename	Filetype	Date	Uploaded By	Options
Lorem.docx	docx	Fri Jun 16 13:43:44 CEST 2017		Delete

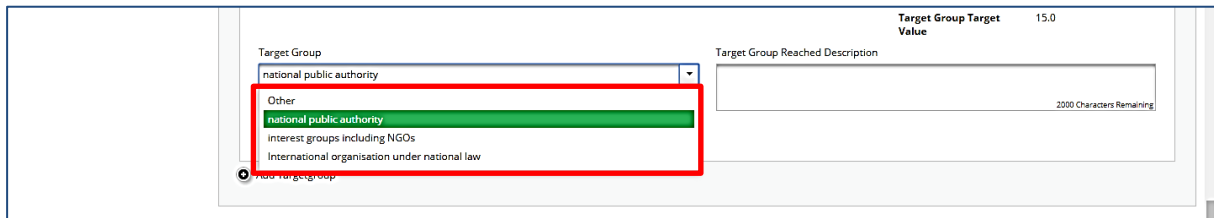
Target Groups Reached

The PP shall provide information on the reached target groups by clicking on “Add target group” and then selecting the relevant target group from the drop down menu (target groups as defined in the AF).

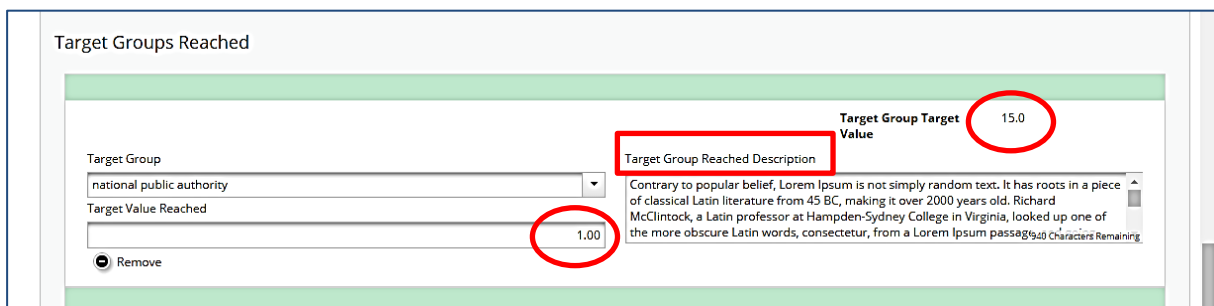


Target Groups Reached

Add Targetgroup



The PP shall quantify the target groups reached during the Reporting Period for which the PR is prepared (the target value as defined in the AF is also displayed) and insert explanations in the description text box allowing 2,000 characters. The PP shall provide information on how the target groups and other relevant stakeholders were involved in the development of the project outputs and how they are using the already developed ones.



Reporting per WP

All work packages as defined in the AF are listed. An overview on the achieved progress and problems /deviations, if applicable, has to be provided per work package.

The “Current Expenditure” shall appear automatically after filling in the financial part of the PR. Starting with the second PR, the “Expenditure so Far” will also be displayed cumulating the previously validated expenditure.

P - Preparation WP

For the Preparation WP, a separate PR is submitted by the LP as explained above. In the PR for Period 1, LPs will not fill in the information for the Preparation WP and neither the amount of 17,500 euro.

M – Management WP/ T – Thematic WP/ C – Communication WP

Information about the activities carried out within the Management WP, Thematic WPs and Communication WP shall be reported following the same structure: description of activities/ WP, problems and justification, deliverables/WP + evidence.

M Management (01.2017 - 06.2019)		Current Expenditure	Expenditure So Far
<input type="text" value="Description Activities Contribution"/>	<input type="text" value="Problems Description Justification"/>	€ 0.00	€ 0.00
Please Choose Deliverables			
No records found			
<input checked="" type="radio"/> Add Deliverable			

In the description box, allowing 2,000 characters, the PPs shall insert information about the activities they performed within the respective WP during the applicable Reporting Period, the status of the deliverables including the progress made in the implementation of different Activities.

Provided descriptions should offer clear evidence that the implemented activities and reported costs are in line with the planned ones, as defined in the approved AF.

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

In the “Problems description justification” box, allowing 2,000 characters, the PP shall indicate the deviations from the AF, if any (e.g. encountered problems, justifications, proposed solutions or measures to restore the project implementation to the right track).

The PP shall provide information on the deliverables by clicking on “Add deliverable” and then selecting the relevant deliverable(s) from the drop down menu (deliverable as defined in the AF).

PPs shall select **only the deliverables which have been finalised during the Reporting Period for which the PR is prepared** (draft versions can also be uploaded for FLC purposes) and only those **they have worked on** explaining also the level of involvement (e.g. responsible PP, contributing PP).

Add Deliverable
<input type="text" value="Deliverable D.M.1.2 Consortium meetings: these events shall be organized during the project implementation to give the project managers of each PP the possibility to meet and discuss the progress made. Combination of these events with other meeti"/>
<input checked="" type="checkbox"/> Deliverable D.M.1.2 Consortium meetings: these events shall be organized during the project implementation to give the project managers of each PP the possibility to meet and discuss the progress made. Combination of these events with other meeting
<input type="checkbox"/> Deliverable D.M.1.3 Partner reports: At the end of each reporting period every funding member of the consortium will elaborate a report, including a presentation of the activities carried out and the costs incurred. There will be 15 PPs reports for each pe
<input type="checkbox"/> Deliverable D.M.1.4 progress reports: The LP will gather the partner reports that have been validated by the FLC unit of each PP and shall compile the progress report. Based on this document reimbursement of costs will be made by the programme bodie

In case of delayed deliverables, as compared to the AF, explanations shall be provided in the “Problems description justification” box under the applicable WP.

In the “Deliverable Description” box allowing 2,000 characters, the PPs shall describe the **activities that were implemented for the development and finalisation of the deliverable as well as the deliverable itself.**

Evidence of the deliverable(s) shall be uploaded by clicking on the “+” button in the “Deliverable Evidence” section.

Deliverables can also be deleted by clicking on the “Remove” button. Evidence can be deleted by clicking on the “Delete” button.

Description Activities Contribution € 2,875.00 € 0.00

Problems Description Justification

Please Choose Deliverables

D.T1.1.2 - Test documentation of the online reporting tool including usual test procedures for an IT service

Deliverable Description 2000 Characters Remaining

Remove

Attachments

Deliverable Evidence

Filename	Filetype	Date	Uploaded By	Options
Lorem.docx	docx	26.06.2017 14:54:31	ALEGANELapp	Delete

Add Deliverable

Do not forget to save the PR by clicking on any of the “Save” buttons!

SAVE REPORT

- Partner Finance Report
- Check Saved Report
- Delete Report
- Application Form
- Supplementary Information
- Print Report

Description Activities Contribution

Please Choose Deliverables

No records found

Add Deliverable

Save Report

4.2 List of Expenditure

Financial reporting is done through the List of Expenditures (LoE) section. Select “Add real cost” to add a new expenditure.

Note that “Add lump sum” is only valid for the preparation costs to be reported only by the LP in the PR for Period 0.

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments > Personal data attachments

List Of Expenditure

Options Report Number Item Id Budget Line Wp Int Ref No Inv No Inv Date Paym Date Description!

No Match Found

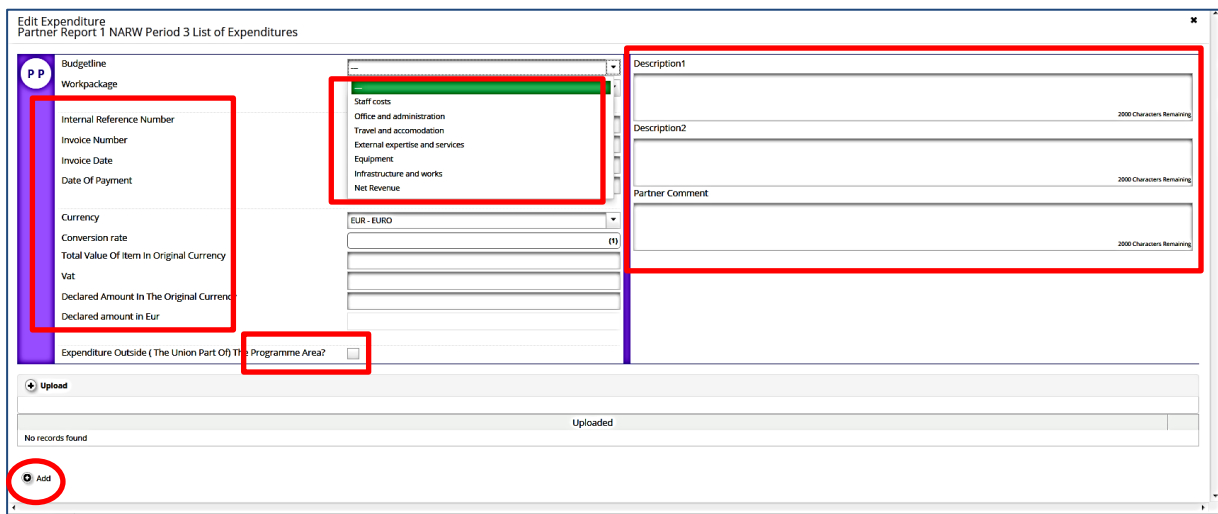
Export Save Columns Columns

Add Real Cost Add Lump Sum

Download all attachments

Provide information on the single expenditure either by inserting data or selecting from the dropdown menus and then press “Add” to include the expenditure in the PR.

Reporting real costs



Each expenditure has to be allocated to one budget line and one work package. Therefore first from the drop-down menu the relevant WP and BL (to which the expenditure belongs) shall be selected.

The following information shall be provided in case of each expenditure reported as real cost:

Internal reference number can be indicated if the Project Partner has its own reference number.

The **invoice/** (accounting documents of probative value) **number** and the invoice date cannot remain empty any time.

The **invoice date** shall be the issue date of the invoice.

The project partner has to enter the amount in original currency, if it is different than euro, the system will calculate automatically into EUR using the currency conversion rate applicable at the moment of entering the information into the pop-up window.

Please, note that the system recalculates the amounts several times – first time when the expenditure item is created and each time it is modified before submission. The value is updated when clicking on ‘check saved report’ and once more at the moment of submission of the report to the FLC.

The “**Total value of item in original currency**” shall contain the total value of the invoice including VAT as well.

The **VAT** shall contain the VAT amount of the invoice, if any.

The “**Declared amount in original currency**” shall be equal with the eligible amount to be declared to the controller (reclaimed/refunded VAT shall be excluded).

The project partner shall mark each expenditure spent outside (the Union part of) the programme area.

In the “Partner comment” the project partner can add relevant information for the controller (if it is requested by the national controller).

“Add” or “Save” button has to be used following any insertion or modification of the section.

Please follow the instructions below on how to fill in the description fields by budget lines.

BL1 Staff costs (based on real costs)

Staff costs of all the employees financed from the project can be grouped together for the whole reporting period. Please, split the staff costs among work packages, as it was foreseen in the approved AF.

The field “invoice date” shall be the last day of the reporting period and the field “payment date” shall be the latest payment date related to the aggregated cost.

Under Description 1 the following information shall be included:

- Name(s) of the staff members and the relevant months (e.g. John Smith: January-June 2017)

Under Description 2 the following information shall be included:

- Type of the cost (e.g. salary, employment taxes, benefits, etc.)

Please, note that in order to comply with the requirements of the EU General Data Protection Regulation (GDPR) came into force on 25 May, 2018 only privileged users shall have access to information inserted and documents uploaded under the BL1 Staff cost. The text in the fields ‘Description1’ and ‘Description 2’, comments made by project partner or FLC (Partner comments and FLC comments) and the uploaded documents related to items in budget line staff costs is replaced by “hidden due to GDPR” text for non-privileged users.

BL3 Travel and accommodation costs

Please, split the travel and accommodation costs as it was foreseen in the approved AF among work packages.

Under Description 1 the following information shall be included:

- Type of the cost (e.g. flight ticket, accommodation cost, daily allowances, etc.)
- Name of the beneficiary staff/ ASP

Under Description 2 the following information shall be included:

- Event (e.g. Kick-off meeting)

- Destination (e.g. Budapest)
- Start/end date of mission(e.g. 13-14 January, 2017)

Small value items (taxi, metro tickets, parking fee, etc.) incurred in the same original currency can be inserted in one aggregated amount.

BL4 External expertise and service costs

Under Description 1 the following information shall be included:

- Type of the service/product (e.g. promotional materials, other services, etc.)
- Description of the service/product with quantity, if relevant (e.g. 100 brochures, etc.)

Under Description 2 the following information shall be included:

- Name of the expert/company providing the service/product
- Total amount contracted (both in euro and in national currency)
- Start/ end date of contract
- Status of the contract at the end of the reporting period concerned (e.g. on-going, completed, etc.)

BL5 Equipment expenditure

Under Description 1 the following information shall be included:

- Type (e.g. office equipment, furniture, etc.) and description (e.g. computers, printer etc.) of purchased/leased/rented equipment, in line with the approved AF
- Quantity

Under Description 2 the following information shall be included:

- Name of the supplier
- Total amount contracted (both in euro and in national currency)
- Applied method of reimbursement (depreciation cost, full cost of purchase, etc.).

BL6 Infrastructure and works

Under Description 1 the following information shall be included:

- Type of infrastructure and works (i.e. site preparation, installation of machinery, etc.), in line with the approved AF
- Quantity (if relevant)

Under Description 2 the following information shall be included:

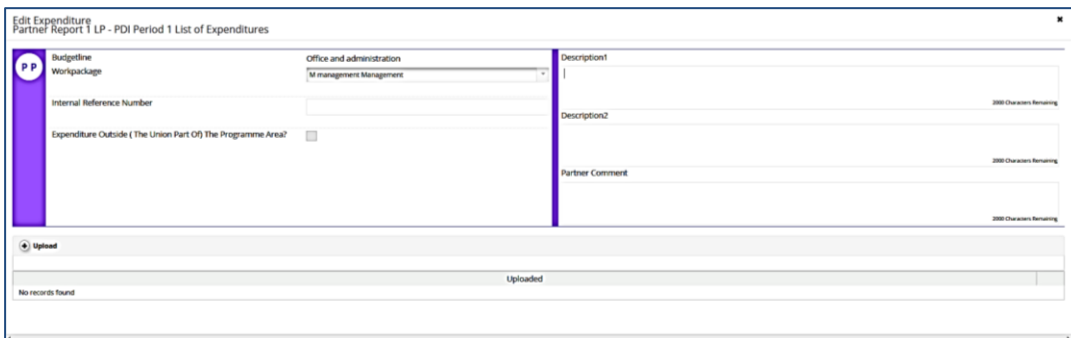
- Name of the constructor/contractor
- Total amount contracted (both in euro and in national currency)
- Start/ end date of the contract
- Status of the contract at the end of the reporting period concerned (e.g. on-going, completed, etc.)

BL Net revenue

Net revenue generated shall be reported by selecting “net revenue” from the drop-down menu of “budget lines”.

Reporting flat rate expenditure:

In case flat rate option was selected by the PP in the AF the eMS automatically calculating the defined flat rate for staff cost and/or office and administration cost under the relevant WPs. Due to the automatic calculation no insertion of data is requested.



Please note that supporting documents/ justifications related to the reported expenditures shall not be provided through eMS, but shall be sent by email or handed over to the controller on additional electronic storage devices or in original (as regulated on national level).

4.3 Contribution and Forecast

Partner Report > List Of Expenditure > **Contribution And Forecast** > Attachments > Personal data attachments

Report Forecast

Estimated expenditure: €18,000.00

Description:

Follow-up Of Partner Contribution

Target Partner Contribution Value: €1,811.25

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total(According To A F)	Previously Reported	Current Report	Total Reported So Far	Percentage Of Total Reported
Székelyi Tőkealap kezelő Zrt.	public	€ 14,114.83	33.33 %	€ 5,309.31	€ 603.69	€ 5,913.00	33.33 %
	automatic public	€ 28,229.65	66.67 %	€ 10,618.97	€ 1,207.56	€ 11,826.53	66.67 %
Sub-Total Public Contribution		€ 42,344.48	100.00 %	€ 15,928.28	€ 1,811.25	€ 17,739.53	100.00 %
Sub-Total Private Contribution		€ 0.00	0.00 %	€ 0.00	€ 0.00	€ 0.00	0.00 %
Total Contribution		€ 42,344.48	100.00 %	€ 15,928.28	€ 1,811.25	€ 17,739.53	100.00 %

Export Add Contribution Save Report

Under this section the project partner foresees the spending in the next period. This is only for information purposes, for supporting the LP in the financial management of the project.

Specification of the different sources of the partner co-financing (one or more) shall be provided by the PP. The information is based on data indicated in the approved AF, however, additional co-financing sources can be added by pressing “Add Contribution” button, if necessary.

Please note that “automatic public contribution” means the State contribution as indicated in the approved AF.

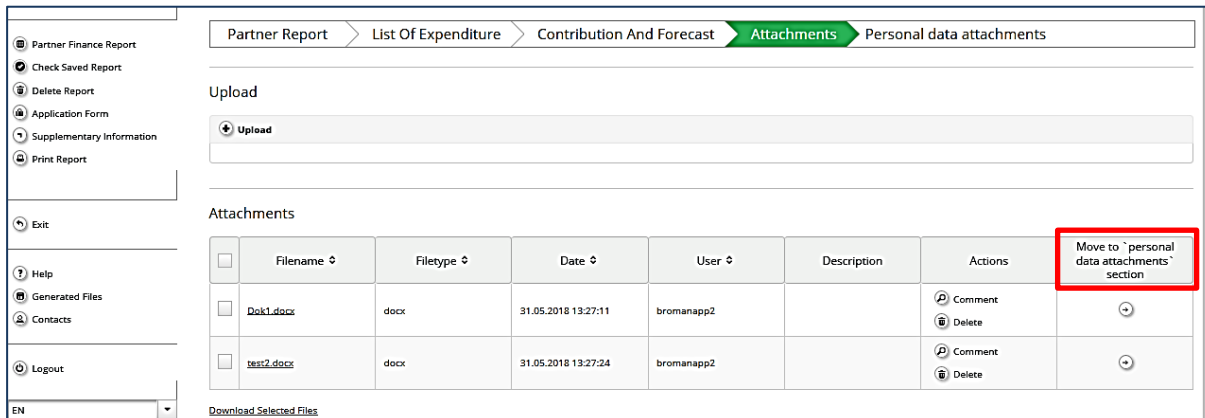
4.4 Attachments

Here, the PPs shall upload, by clicking on the “+ Upload” button, the **Additional Reporting** file, dully filled in except for the “Operation of the partnership” and “Information on the previous Applications for Reimbursement” sections. For details on how to fill this form in, please refer to PART III of the *Guidelines for the Project Progress Report*.

In case of minor changes, the affected PPs will upload here the Reallocation/ Project Modification Tool and the appropriate Change Log File as provided by the LP at the end of each Reporting period.

4.5 Personal data attachments

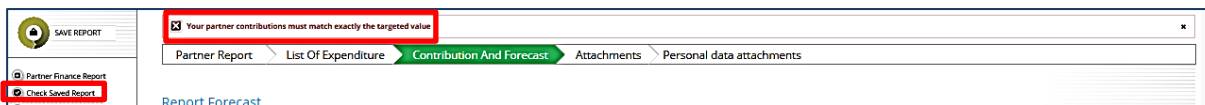
In order to comply with the requirements of the EU General Data Protection Regulation (GDPR) came into force on 25 May, 2018 only privileged users shall have access to documents containing personal data. All files uploaded in this tab are hidden by default and only visible to privileged users. The project partner is able to move attachments from one section to the other for his/her own report. It is possible to move files from the “Attachments” section to “Personal data attachments” and the other way around. For the project partner this functionality is always available, irrespective of the status of the report.



Filename	Filetype	Date	User	Description	Actions	Move to 'personal data attachments' section
Doc1.docx	docx	31.05.2018 13:27:11	bromanapp2		Comment Delete	+
test2.docx	docx	31.05.2018 13:27:24	bromanapp2		Comment Delete	+

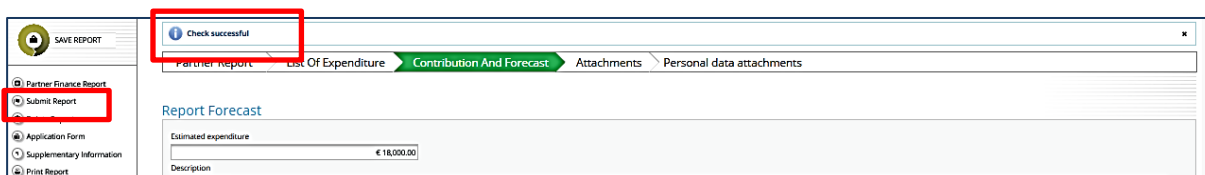
5. Submitting the Partner Report

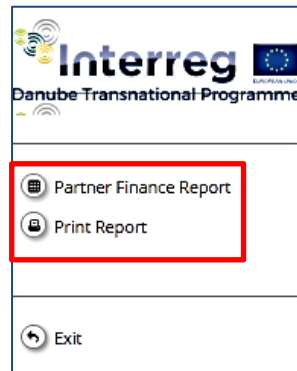
Before submitting the PR, PPs have to click on “Check saved report”. In case the partner co-financing is not inserted or not properly filled-in a warning message appears. Please remember that the indicated partner contribution shall be equal with the target value calculated by the system automatically under “Contribution and Forecast”.



In case everything is correct, the message “Check successful” appears in the upper part of the screen.

A PR can be submitted only after its successful check. The “Submit Report” button appears in the left-side menu. By clicking on it, the PR is automatically submitted to the responsible national controller for verifying the expenditure and to the LP for including the information into the Progress Report. The message “Report Submitted” appears shortly in the upper part of the page.





A submitted PR is locked and the PP cannot modify it anymore. For archiving purposes and further consultation if necessary, PPs are requested to **download and save the PR in the computer** and have it available in electronic format (other than eMS) for control and audit purposes (controllers and auditors may request the printed version as well). In this sense, PPs shall click the “Print Report” button in the left-side menu – pdf file will be displayed in the bottom part of the page available also for saving.

The financial overview tables of the report can be accessed by clicking on “Partner finance report”. Financial tables can be exported to xls-files.

To leave the PR and go back to the partner report overview section click on “Exit”.

The partner can see the current status of the report on the reporting overview Dashboard.

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report
Period 0 01.01.2014 - 07.12.2016								
Period 1 01.01.2017 - 30.06.2017								
Report 1.1	01.01.2017	30.06.2017	Report Submitted	19.06.2017		Not Certified	€ 0.00	
Period 2 01.07.2017 - 31.12.2017								
Period 3 01.01.2018 - 30.06.2018								
Period 4 01.07.2018 - 31.12.2018								
Period 5 01.01.2019 - 30.06.2019								
<input type="radio"/> Create New Report <input checked="" type="radio"/> Partner Living Tables								

6. View the FLC Certificate

As soon as the FLC has issued the FLC Certificate, its electronic version is accessible from the reporting overview table. Click on the magnifying glass to view it.

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 0 01.01.2014 - 07.12.2016									
Report 0.1	01.01.2016	07.12.2016	Report F Lz Certified	14.06.2017	14.06.2017	Period 3 Project Report 1	€ 17,500.00		
Period 1 01.01.2017 - 30.06.2017									
Report 1.1	01.01.2017	30.06.2017	Report F Lz Certified	14.06.2017	14.06.2017	Period 4 Project Report 1	€ 25,778.28		
Period 2 01.07.2017 - 31.12.2017									
Report 2.1	01.07.2017	31.12.2017	Report Submitted	14.06.2017		Not Certified	€ 16,500.00		
Period 3 01.01.2018 - 30.06.2018									
Report 3.1	01.01.2018	30.06.2018	Report In Progress	In Progress		Not Certified	€ 0.00		
Period 4 01.07.2018 - 31.12.2018									
<input checked="" type="radio"/> Partner Living Tables									

7. Partner Living Tables

In the partner report overview section click on “Partner living tables” (screenshot above) to access the different financial overview tables.

Partner living tables are financial tables at the partner level that summarise partner expenditure processed through all PRs. Like other living tables (e.g. at project level), partner living tables grow over time as expenditure is declared by the PP and processed by the relevant authorities.

Living tables are used to keep an overview on expenditure declared in the PRs.

Programme Co-financing	Partner Total Budget	Previously Reported (Certified By C A)	Previously Reported (total amount declared by partners)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Total Amount Included In Project Finance Report	Total Amount Approved By Js	Total An Approv M
Total Co-financing	€ 139,737.87	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 139,737.87	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Of Which ERDF	€ 139,737.87	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 139,737.87	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Partner Contribution	€ 24,659.63	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 24,659.63	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total Eligible Expenditure	€ 164,397.50	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 164,397.50	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Budgetline	Partner Total Budget	Previously Reported (Certified By C A)	Previously Reported (total amount declared by partners)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Total Amount Included In Project Finance Report	Total Amount Approved By Js	Total An Approv M
Staff costs	€ 112,050.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 112,050.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 16,807.50	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 16,807.50	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Travel and accommodation	€ 24,050.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 24,050.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 11,490.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 11,490.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	€ 0.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00