



Interreg



EUROPEAN UNION

Danube Transnational Programme



Guidelines for SMF Project Progress Report

Version 1.0

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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
AfR	Application for Reimbursement
CC	Control Certificate
eMS	Electronic Monitoring System
ENI	European Neighbourhood Instrument
ERDF	European Regional Development Fund
IPA	Instrument for Pre-Accession Assistance
LP	Lead Partner
JS	Joint Secretariat
PP	Project Partner
PPR	Project Progress Report
PR	Partner Report
SC	Subsidy Contract
SMF	Seed Money Facility
WP	Work Package

Introduction

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

Reporting is one of the tools used by the Programme to check the project implementation from a financial (spending, budget reallocations), content (implementation of planned activities and subsequent delivery of outputs) and qualitative point of view (quality of each delivered output).

Along with the verification of the quality of the SMF outputs, reporting represents the basis for the reimbursement of the EU contribution (ERDF, IPA as applicable) associated with incurred project expenditures.

Based on the contractual obligation, the LP has to submit the PPR after the end of the one-year period of project implementation. The standard reporting deadline is 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 DTP Joint Secretariat (JS) within 3 months from the end date (original or modified) of the project.

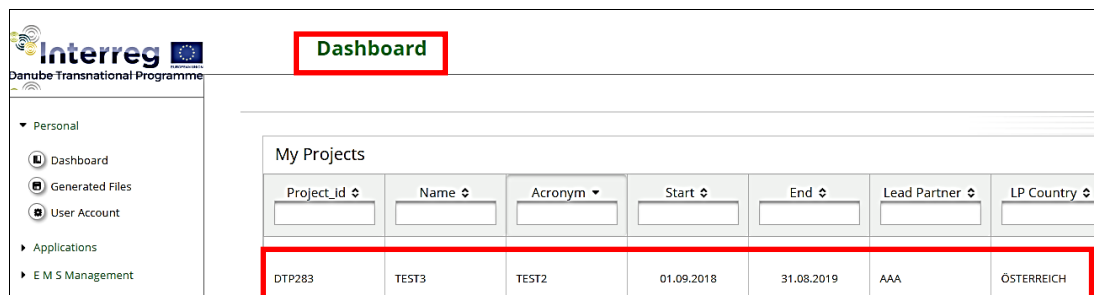
The PPR is compiled by the LP based on the information provided by the Project Partners (PPs) in the Partner Report (PRs). The PPR is divided into two parts: activity report and financial report.

In the activity part, the LP has to provide a comprehensive account of the project activities leading to the delivery of the 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 LP shall include all expenditure validated by the Controllers at national level in relation to the reported activities, which are incurred and paid by the LP and the ERDF / IPA PPs during the project implementation.

1. Accessing the Project Progress Report

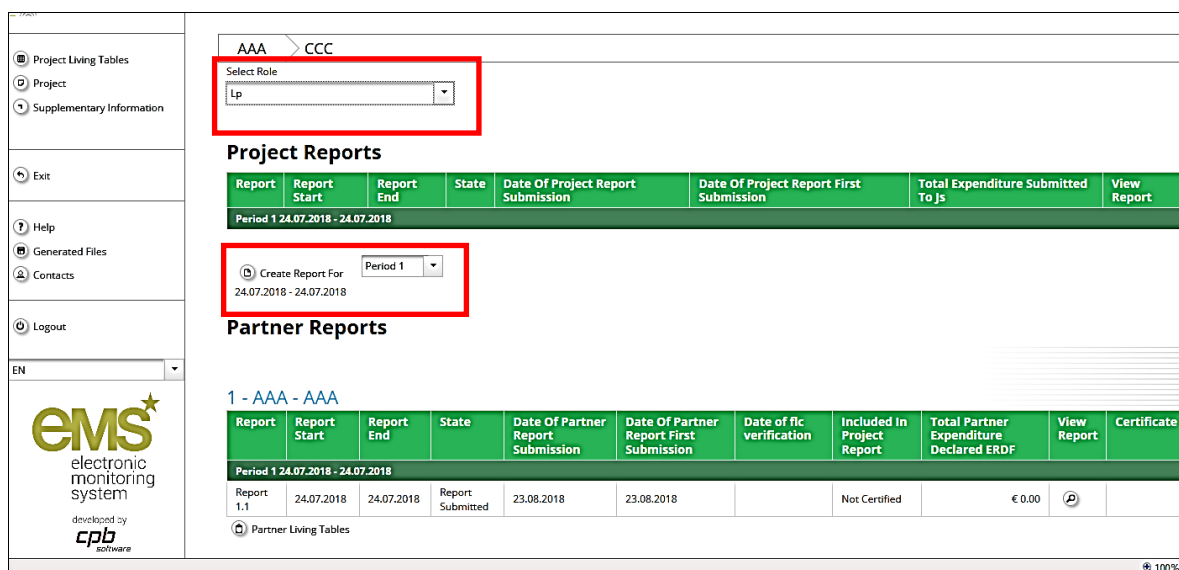
Once a project is set to the status “contracted” in eMS, the reporting section becomes available and the LP has access to the PPR. The LP has to log in and select the relevant project from the overview table.



Project_id	Name	Acronym	Start	End	Lead Partner	LP Country
DTP283	TEST3	TEST2	01.09.2018	31.08.2019	AAA	ÖSTERREICH

The LP has writing access to its own PR and the PPR and view access to all PRs of the other partners as soon as they are created.

In order to create a PPR, the LP needs to select “LP” role from the drop down list and to click on “Create report for period 1” under Project Reports.



AAA > CCC

Select Role
Lp

Project Reports

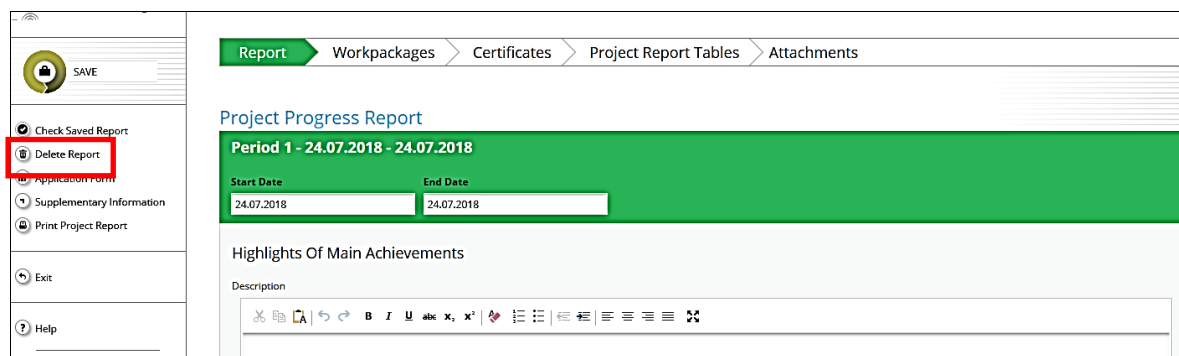
Report	Report Start	Report End	State	Date Of Project Report Submission	Date Of Project Report First Submission	Total Expenditure Submitted To Js	View Report
Period 1 24.07.2018 - 24.07.2018							
Create Report For Period 1 24.07.2018 - 24.07.2018							

Partner Reports

1 - AAA - AAA

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 1 24.07.2018 - 24.07.2018										
Report 1.1	24.07.2018	24.07.2018	Report Submitted	23.08.2018	23.08.2018		Not Certified	€ 0.00		

Please note that 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 shall click on the ‘Delete Report’ button in the left-side menu.



Report > Workpackages > Certificates > Project Report Tables > Attachments

Project Progress Report

Period 1 - 24.07.2018 - 24.07.2018

Start Date: 24.07.2018 End Date: 24.07.2018

Highlights Of Main Achievements

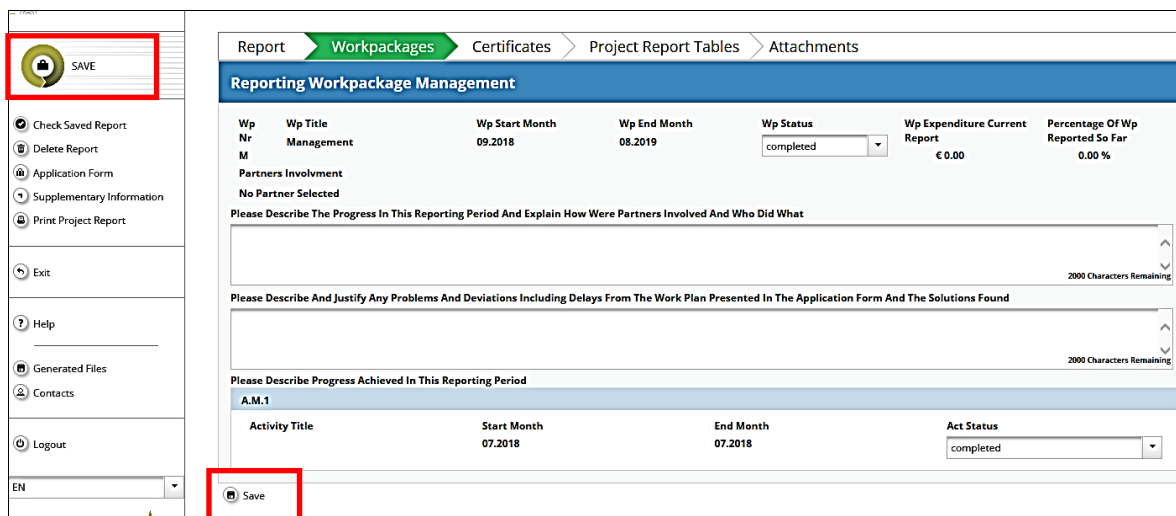
Description

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Table of contents, Print, Help.

2. Filling in the Project Progress Report

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

Before leaving a section of the PPR, always remember to save inserted data by clicking on one of the two “Save” buttons placed in the left-side menu and at the bottom of each section.



Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status	Wp Expenditure Current Report	Percentage Of Wp Reported So Far
M	Management	09.2018	08.2019	completed	€ 0.00	0.00 %

Partners Involvement
No Partner Selected

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found

Please Describe Progress Achieved In This Reporting Period

Activity Title	Start Month	End Month	Act Status
A.M.1	07.2018	07.2018	completed

Maximum number of characters, i.e. 2000 is indicated in each description box.

SECTION A – Project Progress Report

In the first description box, the LP has to provide a description of the main achievements of the project. The LP should consider the whole implementation period and focus on the thematic WPs/ Outputs highlighting their quality and the chances for future implementation of the prepared project. The description should not tackle project management or administration issues. Involvement of target groups and relevant stakeholders should also be briefly described.

As this summary 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.

In the “List of partner FLC Certificates” all Control Certificates (CCs) issued by the FLC to the PPs are listed and the LP has to include them in the PPR by ticking the “Include in Project Finance Report” checkbox. The related expenditure is then automatically included in SECTION C and D of the PPR. Please note that only selected CCs shall be taken into account.

Once CCs are included in the PPR, they can be accessed from “Certificates” section and information therein is displayed in the “Project Report Tables” section.

Highlights Of Main Achievements

Description

Characters (including HTML): 0 (Limit: 2000), Words: 0

List Of Partner Flc Certificates

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Expenditure Certified By F L C	Include In Project Finance Report	Total Partner E
1 AAA	AAA.1.1	05.09.2018	€ 0.00	<input checked="" type="checkbox"/>	

Information on the level of achievement of the Outputs is automatically displayed in an overview table based on the information provided per WP/ Output 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
P29 Number of EUSDR Priority Areas financed	0.0	4.00	T1.1.1		0.00	08.2019	2.00	completed
			T2.1.1		0.00	08.2019	2.00	completed

Information on any problems encountered during the implementation period (e.g. with regard to outputs development, public procurements etc.) and the solutions found needs to be provided in the “Problems and solutions found” description box.

Problems And Solutions Found

Problems And Solutions Found Description

Characters (including HTML): 0 (Limit: 2000), Words: 0

In the “Horizontal principles” section, the LP shall describe how the partnership has considered the equal opportunities and non-discrimination, equality between men and women and sustainable development during the drafting of the project outputs indicating also the level of contribution.

Horizontal Principles

Horizontal Principles Description	Contribution In This Reporting Period	Description Of The Contribution
Sustainable development (environment)	as planned	2000 Characters Remaining
Equal opportunity and non-discrimination	as planned	2000 Characters Remaining
Equality between men and women	as planned	2000 Characters Remaining

This being the only PPR to be submitted by the LP for the SMF project, the LP shall tick “Fully implemented” checkbox and fill in the end date of the project.

Fully Implemented

Implemented

Implemented On: 31.08.2019

SECTION B - Reporting per Work Packages

The LP shall select the WPs/ Outputs from the drop-down list.

Report > Workpackages > Certificates > Project Report Tables > Attachments

Project Pr

Period 1 - 018

Start Date: 24.07.2018 End Date: 24.07.2018

Management

O1

O2

For all WPs/ Outputs, information on the start/end date as well related expenditure is automatically displayed. The LP has to select the appropriate status of WP/ Output and Activities from the drop down list.

Report > Workpackages > Certificates > Project Report Tables > Attachments

Reporting Workpackage Management

Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status	Wp Expenditure Current Report	Percentage Of Wp Reported So Far
M	Management	09.2018	08.2019	completed	€ 0.00	0.00 %

Partners Involvement
No Partner Selected

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found

Please Describe Progress Achieved In This Reporting Period

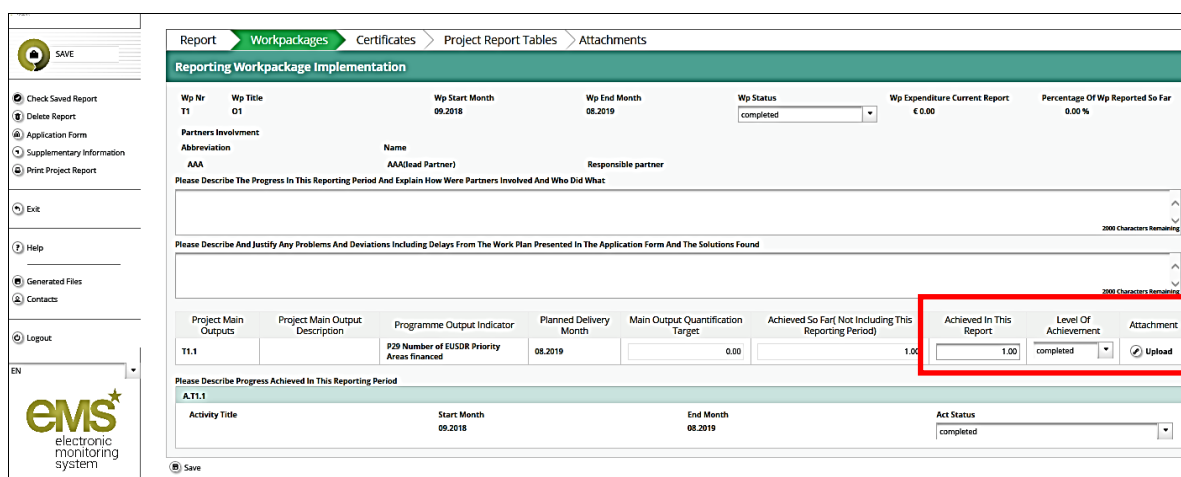
Activity Title	Start Month	End Month	Act Status
A.M.1	07.2018	07.2018	completed

In the first description box, the LP shall provide a summary of implemented activities leading to the development of the outputs. The summary shall also include a description of the involvement of each PP and their contributions. 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.

In case of WP – Management, please note that only activities related to the validation of costs by FLC and printing of the posters shall be described.

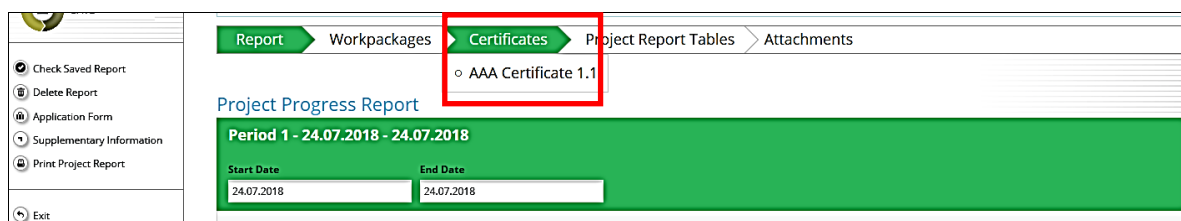
In the second description box, the LP shall provide, if applicable, information on any encountered problems and solutions found.

In the thematic WPs/ Outputs, the LP shall also have to provide information on the number of achieved outputs (i.e. inserting “1” in the respective field) and their level of achievement as well as to upload the evidences by clicking the “Upload” button.



SECTION C – Certificates

All CCs included in the PPR are visible in SECTION C – “Certificates” and accessible for verification 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.



PP	Budgetline	Staff costs	Description1
	Workpackage	T1 implementation Sediment Data Collection	Description2
	Internal Reference Number	mju456	Partner Comment
	Invoice Number	245354	
	Invoice Date	01.06.2017	
	Date Of Payment	09.06.2017	
	Currency	HUF - Hungarian forint	
	Conversion rate	(308.6300000000)	
	Total Value Of Item In Original Currency	123,000.00	
	Vat	0.00	
Declared Amount In The Original Currency	123,000.00		
Declared amount in Eur	398.53		
Expenditure Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>		
Verified By FIC	<input checked="" type="checkbox"/>	Comment FIC	
Edit amount in original currency	<input type="checkbox"/>		
Difference FIC	€ 0.00		
Amount Certified FIC			

SECTION D – Project Report Tables

This section displays various summary tables of the expenditure included in the PPR.

PPR tables follow the same logic as those in the PR but take into account all CCs 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.

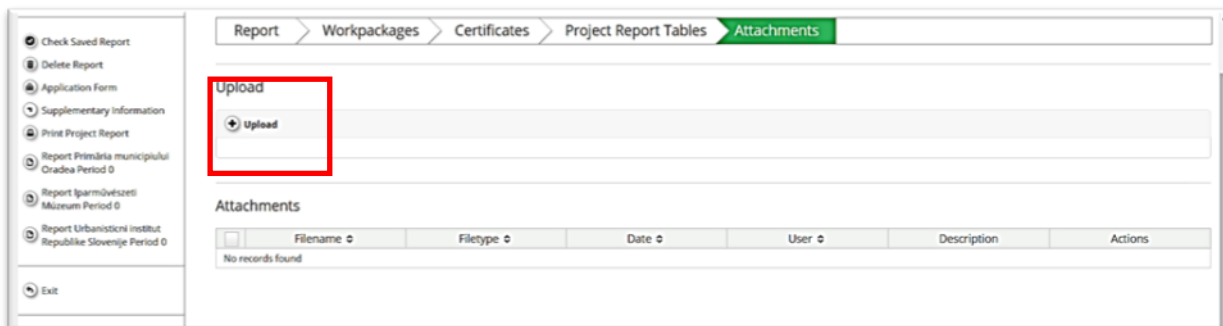
Tables can be exported to xls-files.

Project Report Expenditure Summary										
Programme Co-financing	Project Total Budget	Previously Reported(Certified By C A)	Currently Reported (amount declared to the js)	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 Appr
Total Co-financing	€ 2,925,178.00	€ 6,617.53	€ 20,211.53	€ 26,829.06	0.92 %	€ 2,898,348.94	€ 21,911.53	€ 20,211.53	€ 20,211.53	
Of Which ERDF	€ 2,782,169.96	€ 6,617.53	€ 20,211.53	€ 26,829.06	0.96 %	€ 2,755,340.90	€ 21,911.53	€ 20,211.53	€ 20,211.53	
Of Which IPAFI	€ 143,008.04	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 143,008.04	€ 0.00	€ 0.00	€ 0.00	
Partner Contribution	€ 516,207.92	€ 1,167.81	€ 3,566.75	€ 4,734.56	0.92 %	€ 511,473.36	€ 3,866.75	€ 3,566.75	€ 3,566.75	
Total Eligible	€ 3,441,385.92	€ 7,785.34	€ 23,778.28	€ 31,563.62	0.92 %	€ 3,409,822.30	€ 25,778.28	€ 23,778.28	€ 23,778.28	

Export

SECTION E - ATTACHMENTS

In the Attachment section, the LP has to upload the AfR. Please note that the AfR is not generated by the system and it is a compulsory part of the PPR. Without the AfR, the PPR is not valid. In case it is missing, the MA/JS shall send back the PPR for correction.



Information on how to fill in the AfR

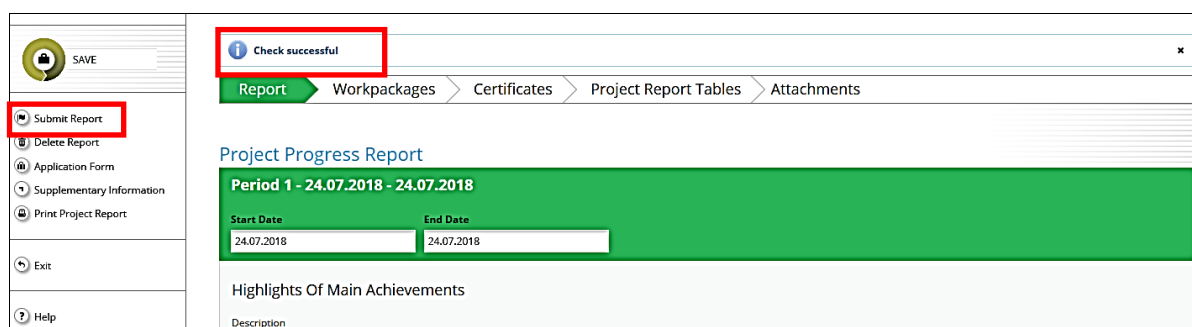
The LP needs to fill in data into the AfR excel template provided by the DTP. The amounts at partner level (Total amount of eligible expenditure certified by FLC, Amount of ERDF/IPA/ENI requested) can be found under SECTION A – Report table ‘List of Partner certificates’. The excel template automatically aggregates the amounts inserted per EU fund at partner level and provides the total amounts at project level.

The LP needs to fill in the bank account data in line with the information provided under Supplementary Information section Bank Information tab for the reimbursement of the EU amounts requested.

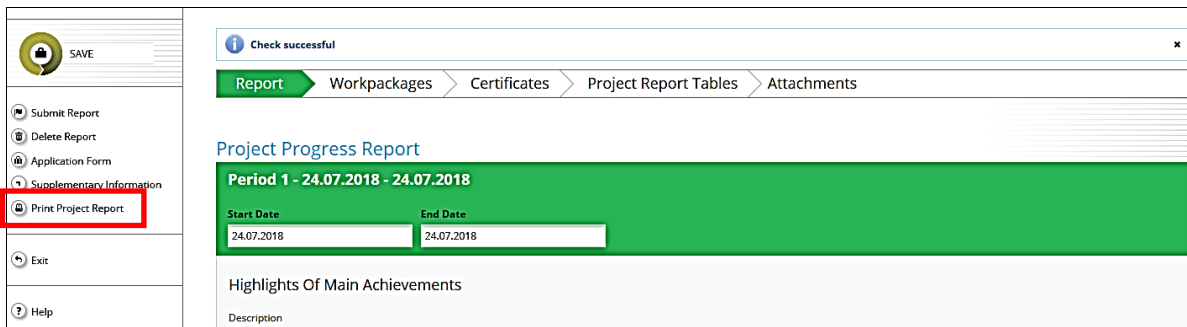
After filling in the AfR shall be signed by LP’s legal representative and then the scanned version shall be uploaded in SECTION E – Attachments.

3. Submitting the Progress Report

Before submitting the PPR, the LP has to click on the “Check saved report” button on the left-side menu. If the check is successful, a message indicating this will appear in the upper part and the PPR can be submitted by clicking on the “Submit report” button in the left-side menu.



Before submitting the PPR, please always remember to save a pdf version in your computer. To do this, click on the “Print Project Report” button on the left-side menu and a pdf version ready for saving will be generated.



SAVE

- Submit Report
- Delete Report
- Application Form
- Supplementary Information
- Print Project Report**
- Exit
- Help

Check successful

Report > Workpackages > Certificates > Project Report Tables > Attachments

Project Progress Report

Period 1 - 24.07.2018 - 24.07.2018

Start Date	End Date
24.07.2018	24.07.2018

Highlights Of Main Achievements

Description

Mandatory attachments to the PPR

SECTION B – Work Packages	<ul style="list-style-type: none"> - Output 1 - Output 2 - Output 3 <p>*All three templates are downloadable from the DTP website.</p>
SECTION E – Attachments	<ul style="list-style-type: none"> - Application for Reimbursement <p>*The template is to be provided by DTP.</p>