Guidelines for SMF Project Progress Report

Version 1.0

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A stream of cooperation

Content

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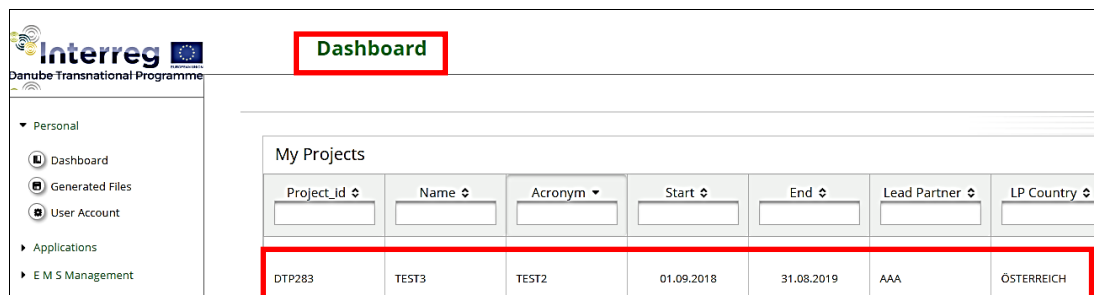
The PPR is compiled by the LP based on the information provided by the Project Partners (PPs) in the Partner Report (PRs). The PPR is divided into two parts: activity report and financial report.

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.
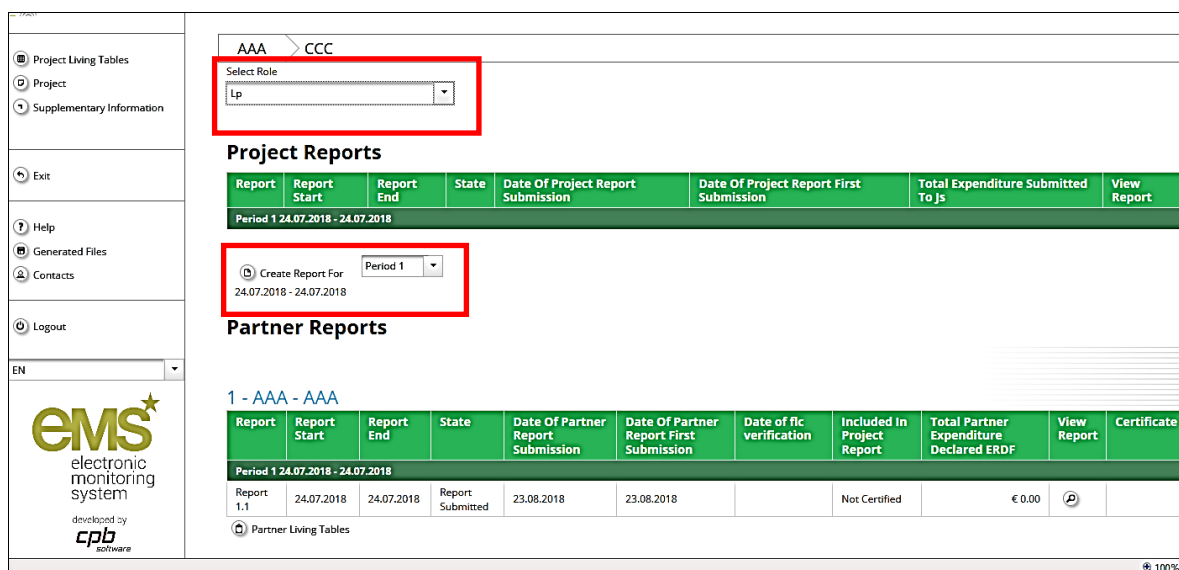
1. Accessing the Project Progress Report

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.

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.

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.
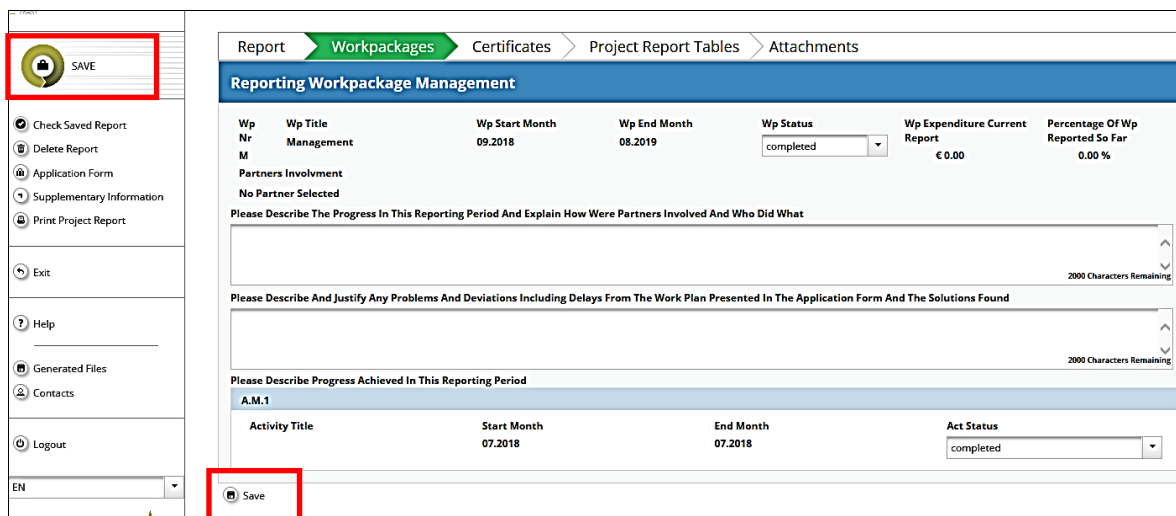
2. Filling in the Project Progress Report

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 <u>save inserted data</u> by clicking on one of the two "Save" buttons placed in the left-side menu and at the bottom of each section.

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.

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.

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.

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.

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.

SECTION B - Reporting per Work Packages

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

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.

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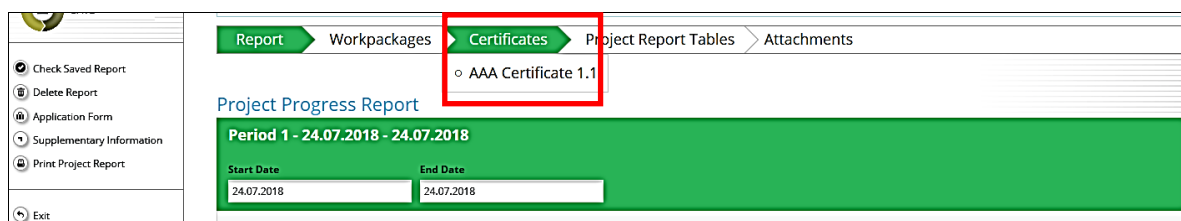
In the second description box, the LP shall provide, if applicable, information on any encountered problems and solutions found.

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.

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.
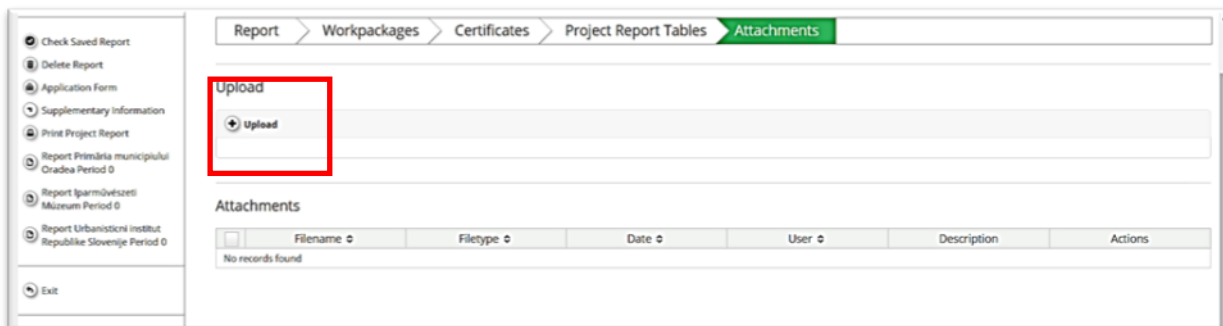
Tables can be exported to xls-files.

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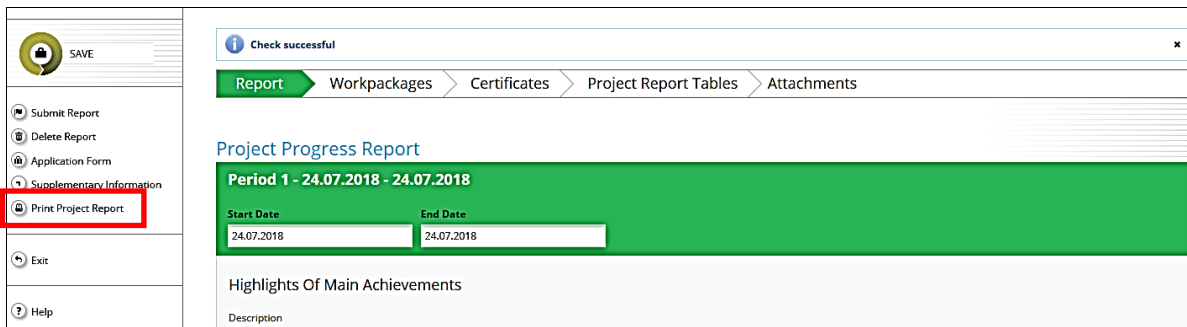
After filling in the AfR shall be signed by LP's legal representative and then the scanned version shall be uploaded in SECTION E – Attachments.

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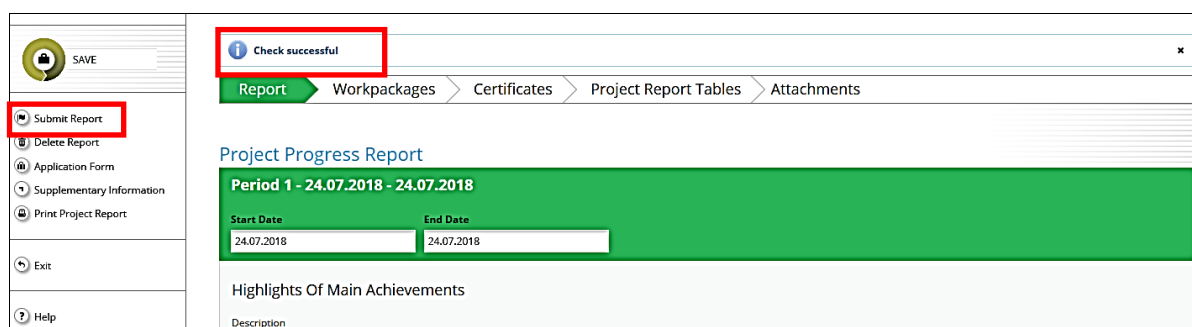
Before submitting the PPR, please always remember to save a pdf version in your computer. To do this, click on the "Print Project Report" button on the left-side menu and a pdf version ready for saving will be generated.

Mandatory attachments to the PPR

SECTION B – Work Packages	- Output 1
	- Output 2
	- Output 3
	*All three templates are downloadable from the DTP website.
SECTION E – Attachments	- Application for Reimbursement
	*The template is to be provided by DTP.