Interreg
EUROPEAN UNION
Danube Transnational Programme

Guidelines for Project Progress Report

Version 3.0

October 2020

A stream of cooperation

Content

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
MA/JS	Managing Authority / 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, IPA, ENI, as applicable) 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. If the case, the first and the last reporting period can vary in duration, e.g. the first reporting period can be less than 6 months from the starting date of the project, and the last reporting period 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 MA/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.

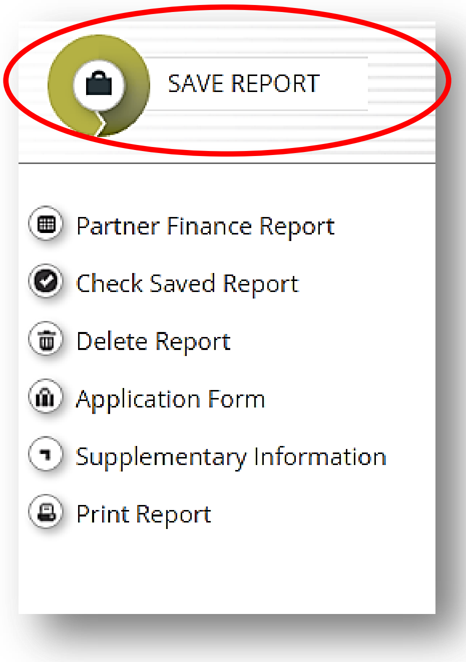
PART I - TECHNICAL GUIDELINES

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.

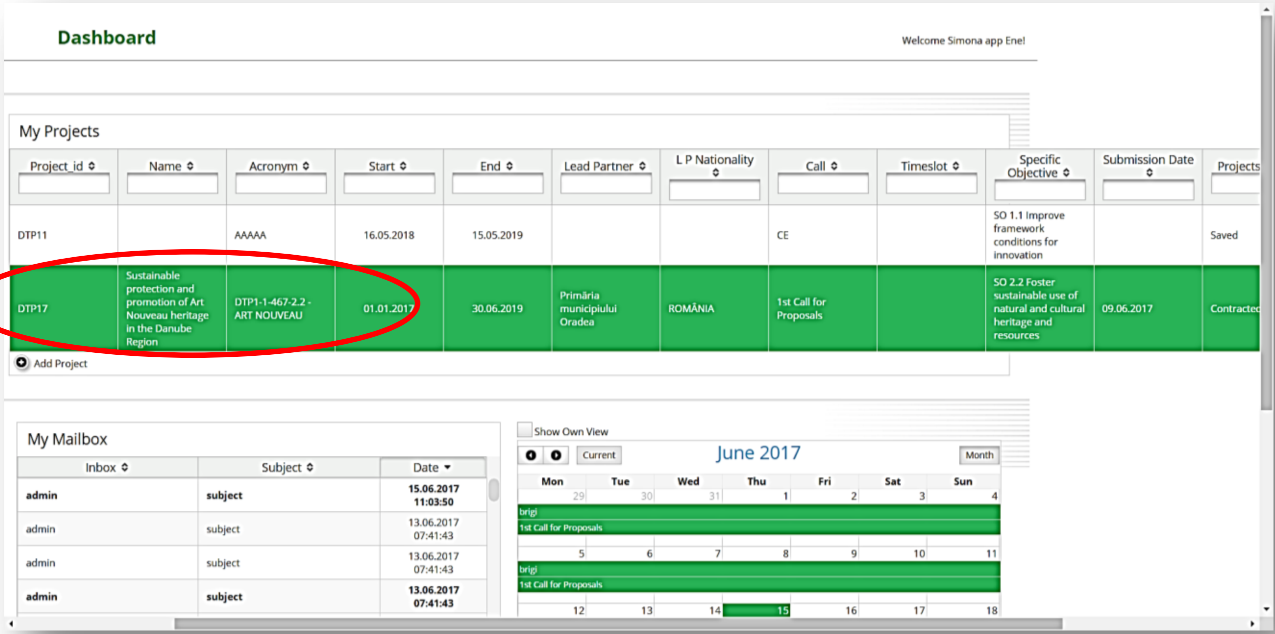
PPRs cover activities and expenditure on project level in the respective period. PPRs are created by the LP based on Partner Reports including expenditure previously certified by their national controllers.

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



Accessing the Project Progress Report

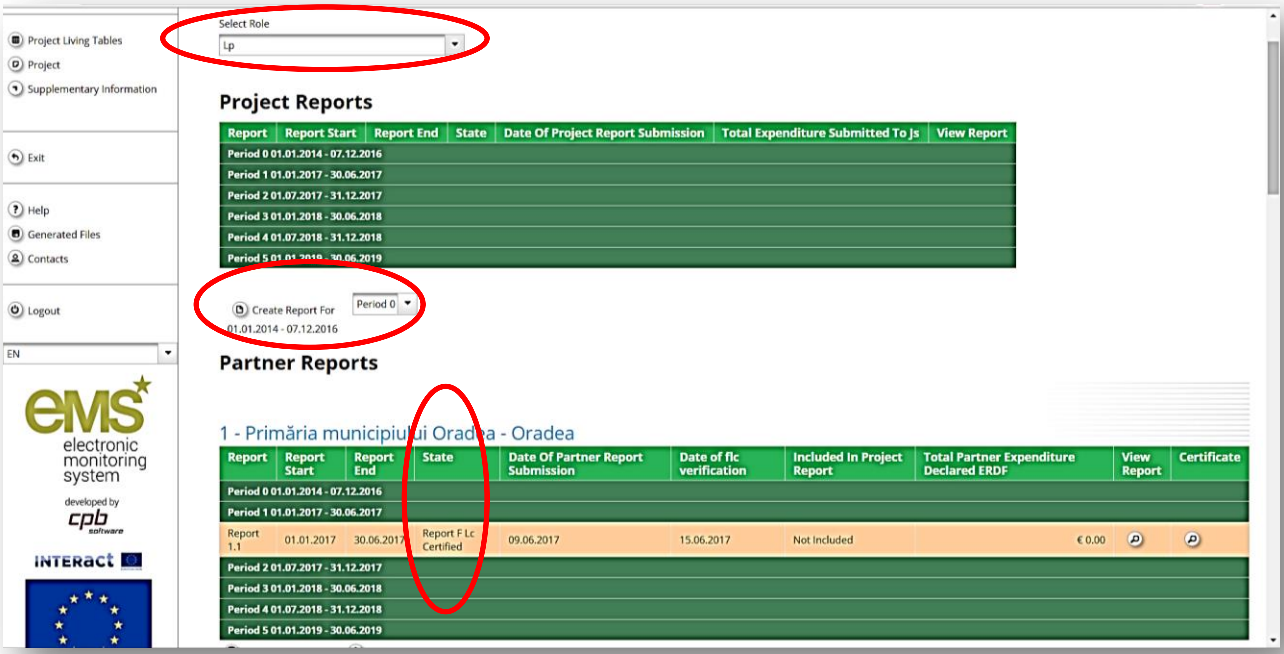
Log in as LP user and select the project from the overview table.



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.

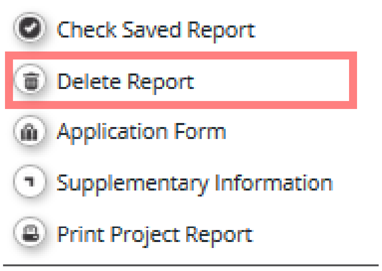
For all reports (PPRs and PRs) the current status is visible from the reporting overview tables. One can see if a Partner Report has already been certified by the national controller and, if yes, whether it was included in a Project Progress Report. The LP can access the Partner Reports and the certificates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

In order to access and 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 MA/JS.

It is possible to delete the PPR only as long as it has not been submitted to the MA/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. While the financial part is compiled automatically by the system based on the 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.

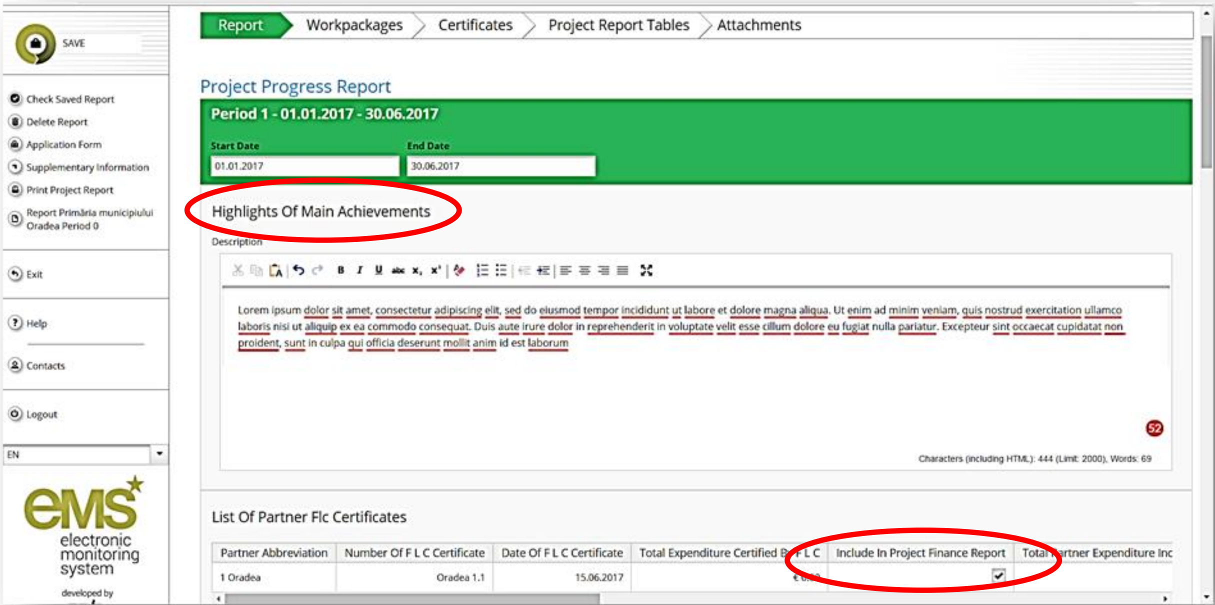
For detailed information on how to fill in the content related part of the PPR, please refer to Part II Content of the Project Progress Report.

SECTION A –Report

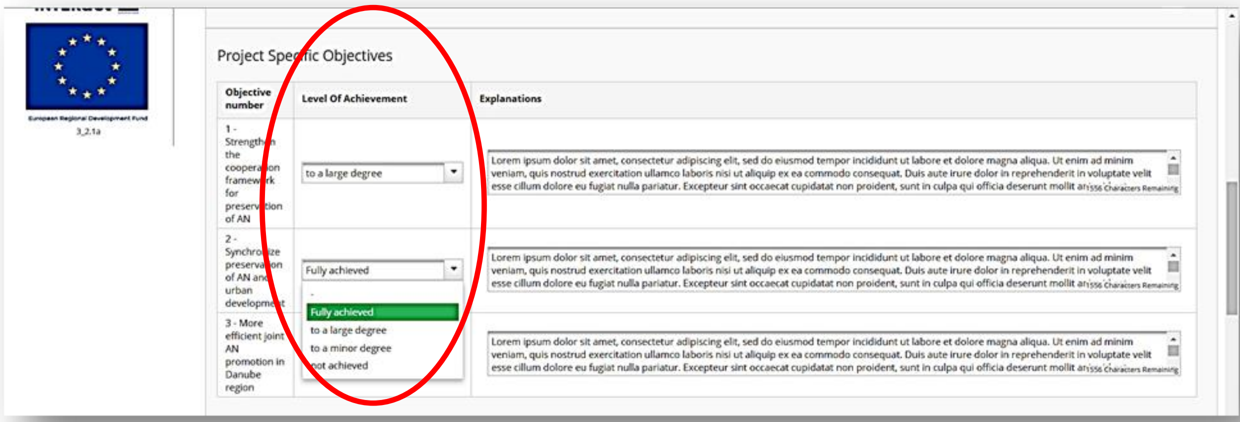
Under the **Highlights of the main achievements**, the LP has to provide a summary of the main achievements up till the latest reporting period (for further details, please see Part II).

In the **List of Partner 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 included in the PPR, their contents can be accessed in Section C - Certificates.



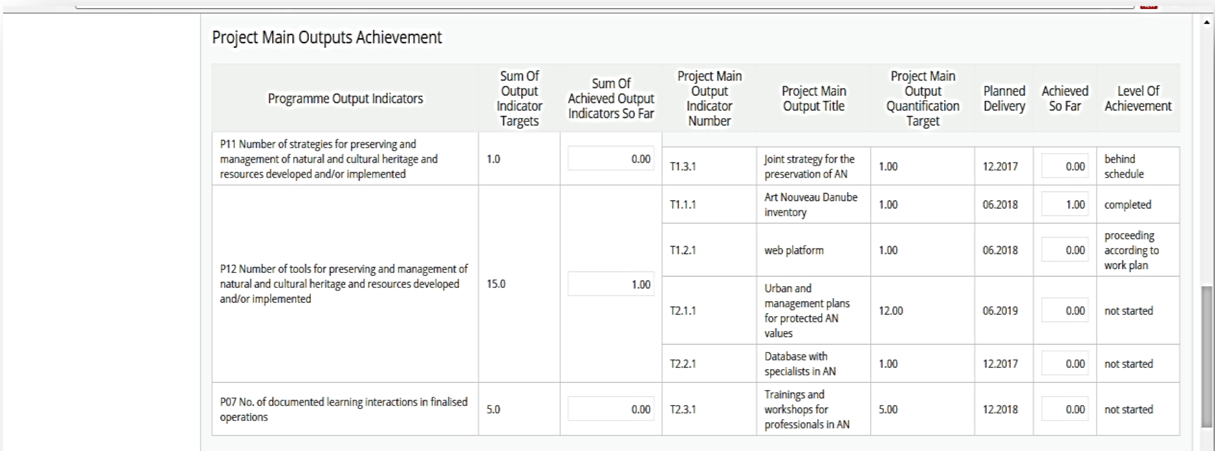
Under **Project Specific Objectives**, the LP has to select the appropriate level of achievement and provide related explanations (for further details, please see Part II).



Project Specific Objectives

Objective number	Level Of Achievement	Explanations
1 - Strengthen the cooperation framework for preservation of AN	to a large degree	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit an 556 Characters Remaining
2 - Synchronize preservation of AN and urban development	Fully achieved - Fully achieved to a large degree to a minor degree not achieved	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit an 556 Characters Remaining
3 - More efficient joint AN promotion in Danube region		Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit an 556 Characters Remaining

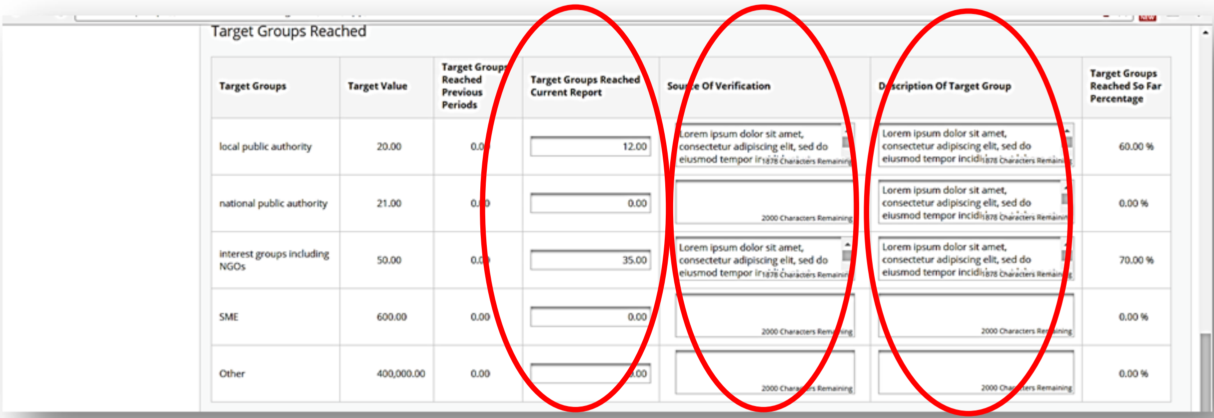
The **Project Main Outputs Achievement** displays information collected both from the AF and Section B – Work Packages, as filled in by the LP.



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

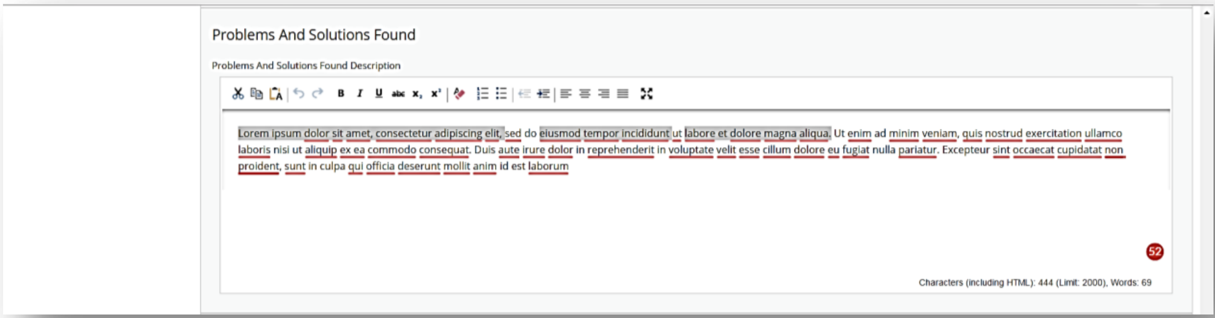
In the **Target Groups Reached** table, the LP has to indicate the number of target groups reached in the respective Reporting Period, provide information with regard to the sources of verification and explain how the target groups were reached (for further details, please see Part II).



Target Groups Reached

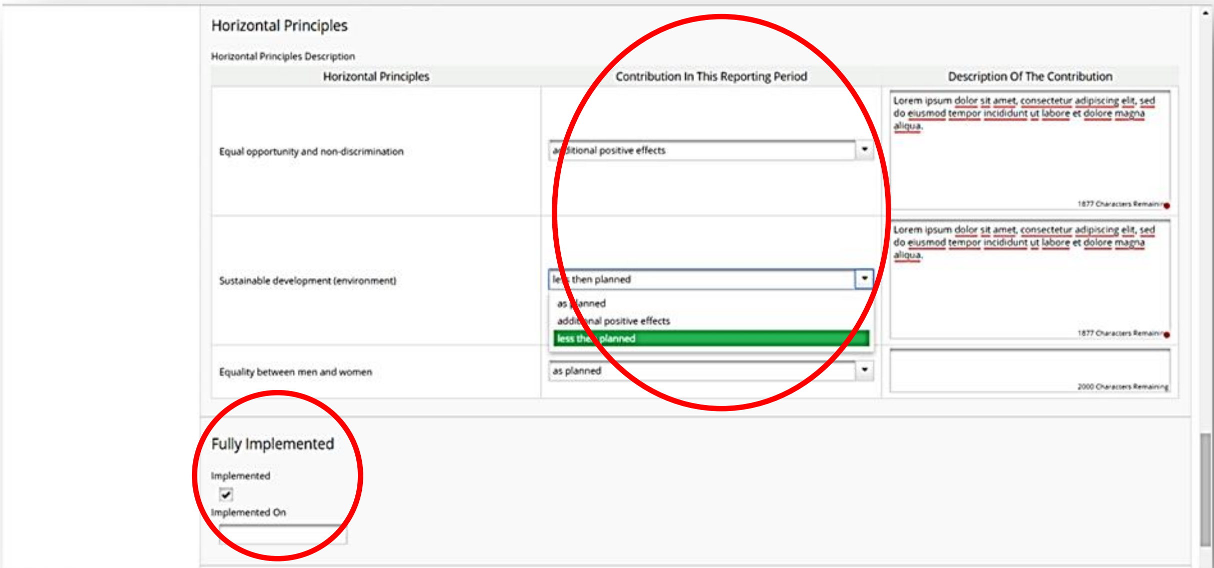
Target Groups	Target Value	Target Groups Reached Previous Periods	Target Groups Reached Current Report	Source Of Verification	Description Of Target Group	Target Groups Reached So Far Percentage
local public authority	20.00	0.00	12.00	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor in	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incidi	60.00 %
national public authority	21.00	0.00	0.00	2000 Characters Remaining	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incidi	0.00 %
interest groups including NGOs	50.00	0.00	35.00	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor in	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incidi	70.00 %
SME	600.00	0.00	0.00	2000 Characters Remaining	2000 Characters Remaining	0.00 %
Other	400,000.00	0.00	0.00	2000 Characters Remaining	2000 Characters Remaining	0.00 %

In the **Problems and Solutions Found** field, the LP shall describe, if the case, all encountered problems during the Reporting Period (for further details, please see Part II).



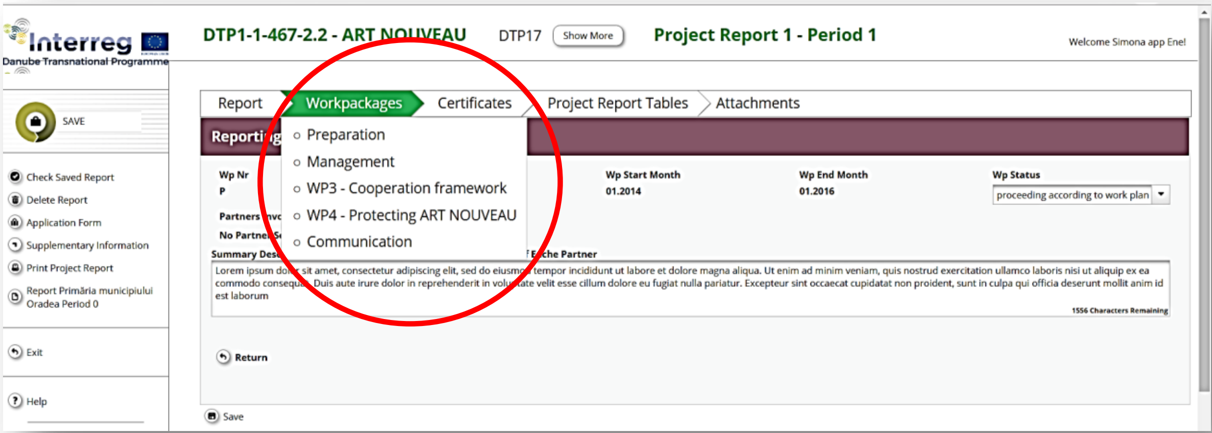
In the **Horizontal Principles description**, the LP has to select the appropriate level of contribution in the respective Reporting period and provide related explanations (for further details, please see Part II).

The **Fully implemented** tick box should be marked only when the project is finalised (i.e. in the last PPR).



SECTION B - Work Packages

The LP shall first select a WP from the drop-down menu.

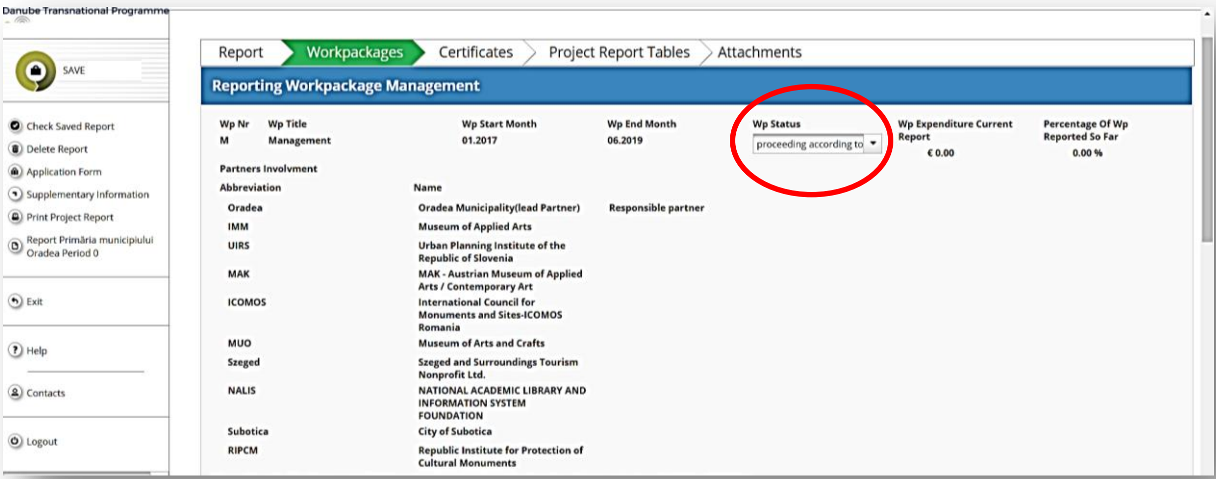


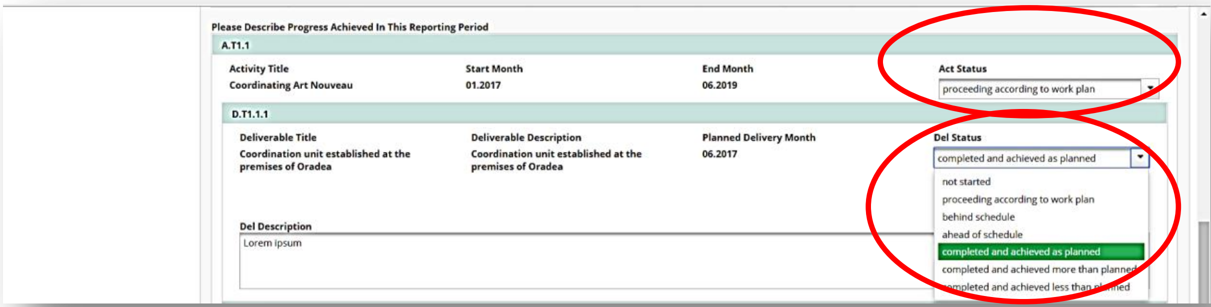
Information on the WP, activities and deliverables indexes and titles, as well as work package start and end dates are automatically displayed based on the information in the AF. Expenditures of the current report are transferred from section C and the percentage of expenditure reported so far automatically calculated.

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

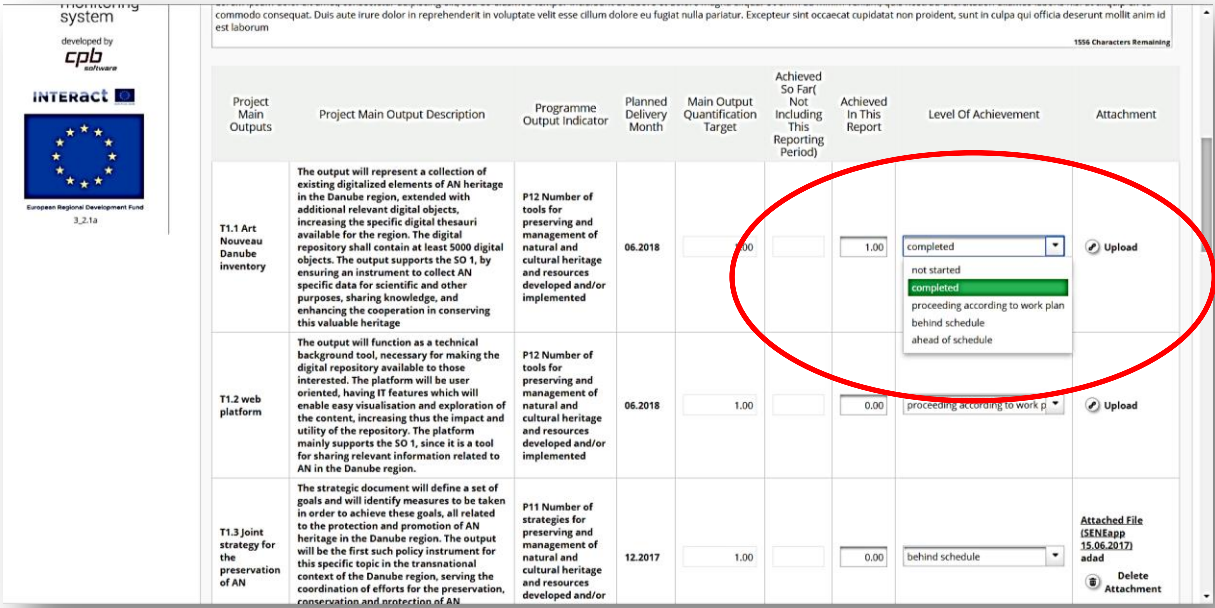
A description on the work package progress and eventual problems and deviations is required (for further details, please see Part II).

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

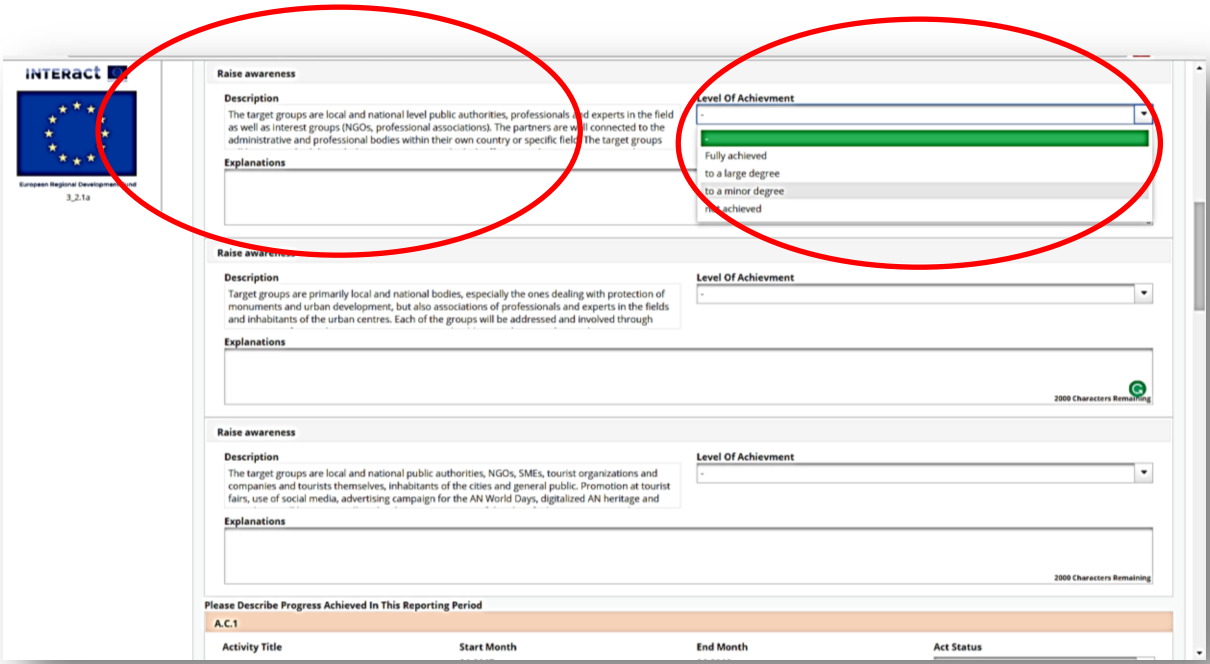




Within Thematic WPs and Investment WPs of the 3rd call projects, if foreseen in the AF, reporting on the outputs is required (quantification, current status, upload of evidence). As only one file can be uploaded to an output, in case the evidence documents are multiple, please pack them into a single file, before uploading.

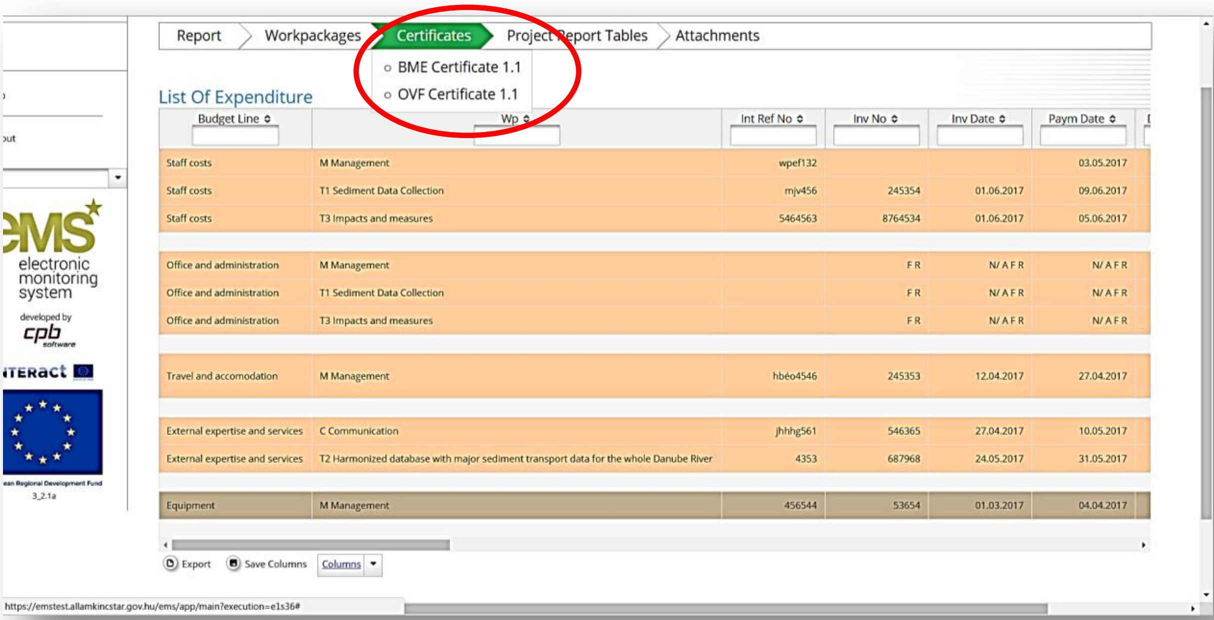


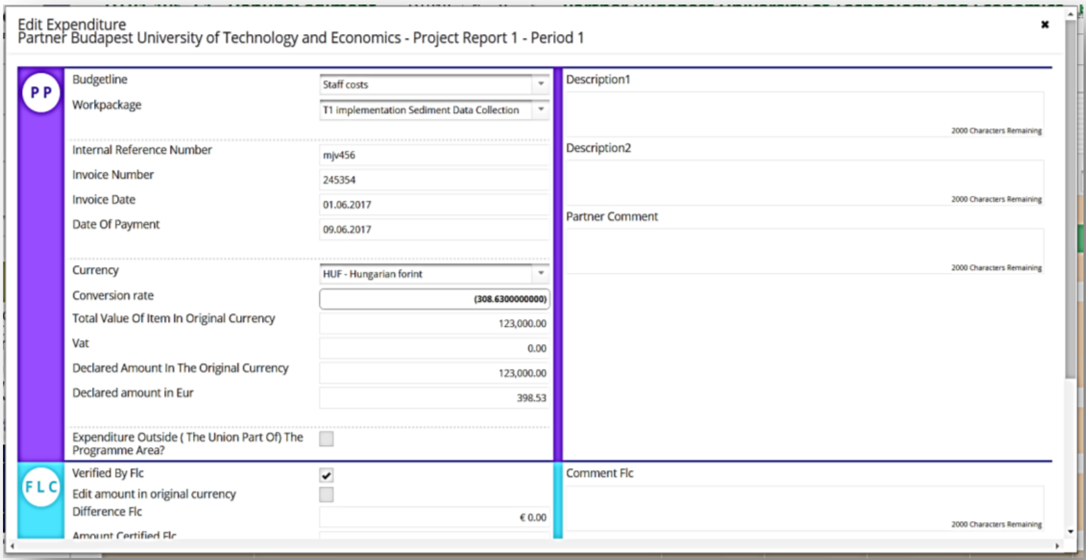
For the Communication WP, information on the level of contribution of communication activities (as defined in the AF) to the project Specific Objectives has to be indicated as well as the related explanations.



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.

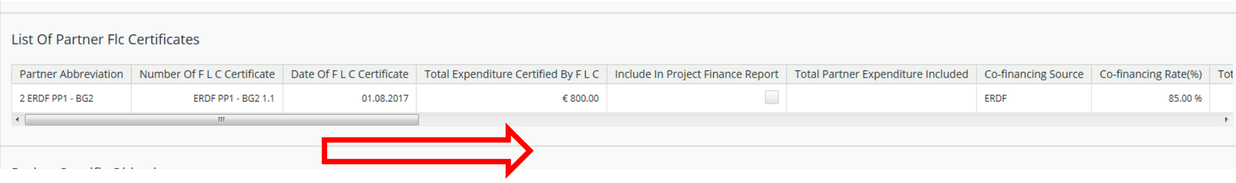
2. In case the **LP finds a mistake in the issued FLC Certificate or in PR** whose expenditure has been already verified by the FLC of a PP, but the FLC Certificate has not been enclosed to a PPR yet:
   - following the acknowledgement of the MA/JS PO and/or MA/JS FO by email, the LP can send back the 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:

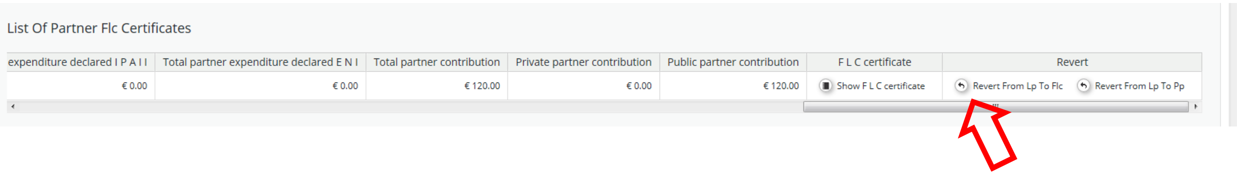
- the LP notifies the respective PP by email, including the explanation on what is to be corrected
- the PP notifies the FLC that the FLC Certificate was returned for corrections in eMS, clarifying also what and why is to be corrected
- the FLC unlocks the already verified items to be corrected by the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


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 Expenditure Included	Co-financing Source	Co-financing Rate(%)	Tot
2 ERDF PP1 - BG2	ERDF PP1 - BG2 1.1	01.08.2017	€ 800.00			ERDF	85.00 %	

… 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.


List Of Partner Flc Certificates

expenditure declared I P A I I	Total partner expenditure declared E N I	Total partner contribution	Private partner contribution	Public partner contribution	F L C certificate	Revert
€ 0.00	€ 0.00	€ 120.00	€ 0.00	€ 120.00	Show F L C certificate	Revert From Lp To Flc Revert From Lp To Pp

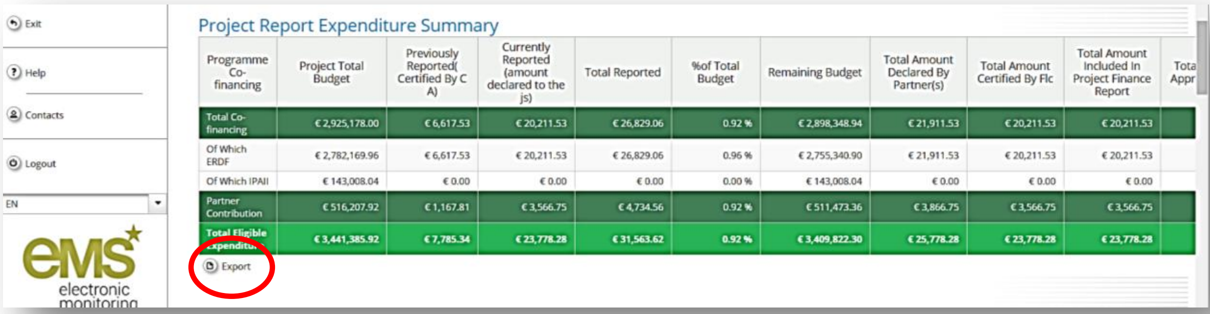
SECTION D – Project Report Overview

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 MA/JS' and once it is submitted it changes to 'Amount declared to the MA/JS'. Likewise, the column 'Previously reported (certified by CA) also changes if new CA confirmations become available. After submission of the report to the MA/JS, the values do not change anymore.

Tables can be exported to xls-files.



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 Flc	Total Amount Included In Project Finance Report	Tota 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 IPAII	€ 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 Expenditure	€ 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	

SECTION E - Attachments

Following documents shall be uploaded in this section (non-exhaustive list):

- Application for Reimbursement – AfR (Annex C4 to IM)
- Bank Statements proving partners' reimbursement by the LP
- Additional Information (Annex C3 to IM)
- Change log file (Annex B1 to IM) and Budget Reallocation Table (Annex B2 to IM for 2nd Call projects and Annex B2.1 for 3rd Call projects), if applicable
- Communication plan (only in the first Reporting Period)

For further details on how to fill in the *AfR* and the *Additional information* file, please see Part II.

PART II - CONTENT OF THE PROGRESS REPORT

Information on how to fill in the Progress Report

Highlights of the main achievements (from start)

In this section, 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 main achievements. 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 NOT include project management and administration issues (e.g. preparation of Partner Reports, organisation of PP meetings etc.). 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 project flyers, brochures, posters or dissemination events.

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.

As this summary can be made public, it should be coherent, easy-to-read, self-explanatory, and it should not include references 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[1] 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

[1] Provided examples are meant to provide further, more specific guidance on how to fill in this part of the PPR. They are therefore indicative and not to be copy-pasted.

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.

<u>Intermediate reporting period:</u>

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.

<u>Final reporting period:</u>

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.

Project specific objectives

The LP has 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.

Target groups reached

In this section, the number of institutions which were reached by the partnership during the reporting period should be reported. The source of verification should be also indicated (e.g. participant lists, survey / questionnaire addressees, interviewed people etc.) Details on the target groups' involvement (e.g. participation in project events such as trainings, workshops, local stakeholder groups, advisory boards, site visits) shall be also provided.

Institutions already reached in a previous reporting period, shall not be counted anymore, but information about their involvement shall still be provided.

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. In case some PPs reported expenditures which are considerably deviating from their periodic target in the given period, or cumulatively up to the end of the respective period, the LP shall provide justification for such cases as well. The LP shall also provide information on the reasons which caused the reported problems and the measures already taken or to be taken to counteract their negative effects on the project implementation, its planned outputs, or improving the financial performance of the PP.

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.

Work Packages

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.

The table below summarises what actions have to be taken and what information has to be provided in the various WPs.

	WPP	**WPM**	**WPT**	**WPI**[2] **(3rd call projects only)**	**WPC**
WP Status	Select the appropriate status of the WP				

[2] The second call projects are reporting the progress in the implementation of investments in the Additional Information document described below.

Progress of activities in this Reporting Period / involvement of partners	n/a	Provide a comprehensive description of the activities implemented in the reporting period and explain partners' involvement (**who did what in each activity**)			
Problems / deviations and solutions found		If applicable, provide information about the encountered problems, delays or deviations from the work plan as well as identified solutions/ adopted mitigation measures.			
Project Main Outputs	n/a	n/a	Enter the number of outputs achieved in the reporting period, select the appropriate level of achievement and upload the output evidence (only when finalised) together with *the Quality Report* (Annex C1 to IM) and the *Output Factsheet* (Annex C2 to IM) in a zip file.		n/a
Progress Towards The achievement of the Project Specific Objectives via implemented Communication activities	n/a	n/a	n/a	n/a	Select the appropriate level of achievement and provide explanations as to what communication activities have been implemented in the Reporting Period which contributed to the achievement of the project Specific Objectives.
Activities	n/a	Select the appropriate status of the activities			
Deliverables	n/a	Select the appropriate status of the deliverables, describe the activities implemented for the development of the deliverable and upload the deliverable evidence (only when finalised). In case of multiple files, please zip them.			

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.

Information on how to fill in the 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.

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.

Information on how to fill in the Additional Information

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. <u>This section shall be filled in only by those projects whose social innovation is part of the objectives, activities, outputs or main result</u>.

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 (applicable only for 2nd Call projects)

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.