

# **REPORTING OF ACTIVITIES AND EXPENDITURE**

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**2° call for proposals**  
**Implementation seminar**

**24 September 2020**

# PARTNER REPORT

# Reporting periods

Reporting period	Time frame	Reporting date
1st period	Project Start date - 30 June 2020 (up to 6 months)	30 September 2020
2nd period	1 July – 31 December 2020 (6 months)	31 March 2021
3rd period	1 January – 30 June 2021 (6 months)	30 September 2021
4th period	1 July – 31 December 2021* (6 months)	31 March 2022 (including final report)
5th period	1 January – 30 June 2022* (more than 6 months in case project started later than January 2020)	30 September 2022

Reporting  
periods  
are  
indicated  
in the  
approved  
AF

«Define  
periods»  
section

***\* Additional report shall likely be asked in this period or in case of de-commitment risk***

## Partner Report: Project Partner' tasks

Drafts its partner report in **eMS**, providing information on the content side of project implementation



Collects all incurred expenditure and related proof of evidence and upload in the List of expenditure section.  
Provide PP declaration / request for reimbursement (to be uploaded in the Attachments section, template available in the ADRION website).



Submits partner report to FLC via eMS



The FLC checks the report and issues the certificate of the expenditure via eMS



**Start  
preparing  
your report  
well in  
advance**

**Partner report MUST be sent to FLC within 10 days following the end date of reporting period: 10 July for 1<sup>st</sup> reporting period!**

# Partner Report: how to start

Once PP is assigned with partner role in eMS, PP can:

- access reporting section;
- create its partner report for each reporting period;
- create report 0 if it was involved in preparation activities.

If PP has realized no activities or has paid no expenditure, it must create a partner report EUR 0, to be validated by the FLC (except for preparation costs).

**1**

The screenshot shows the eMS interface. On the left is a sidebar with links: Project, Supplementary Information, Exit, Help, Contacts, and Logout. The main area displays a 'Select Role' dropdown menu with 'Pp' selected. Below this, the text '2 - PP1 - PP1' is visible. A table lists reporting periods:

Report	Report Start	Report End	State	Date Of Partner Submission
Period 1	05.05.2015	05.05.2016		
Period 2	06.05.2016	31.12.2016		
Period 3	01.01.2017	05.05.2017		

At the bottom, the 'Create New Report' button is circled. The language 'EN' is shown in the bottom left corner.

**2**

The screenshot shows the 'Create New Report' dialog box. It includes a date range '2017-01-01 - 05.10.2018'. A dropdown menu is open, showing 'Period 3' selected. Other options include Period 4, Period 5, Period 6, and Period 7. The 'Project Messages' section is visible at the bottom.

# Partner Report: summary, project outputs

Partner report is focussed on activities implemented throughout the reporting period

The screenshot shows a web interface for a Partner Report. At the top, a navigation bar includes 'Partner Report' (highlighted), 'List Of Expenditure', 'Contribution And Forecast', 'Attachments', and 'Personal data'. Below this, the 'Partner Report' section is titled 'Period 1 - 01.03.2020 - 30.06.2020'. A blue oval highlights the 'Start Date' (01.03.2020) and 'End Date' (30.06.2020) fields. Below the dates is a 'Summary Of Partners Work' section with a 'Summary Describe' text area and a rich text editor toolbar. At the bottom, there are sections for 'Project Main Outputs Delivered' and 'Target Groups Reached', each with an 'Add' button. The footer contains logos for EMS, CPB, INTERACT, and the European Union flag. Two blue starburst callouts are overlaid on the right side of the form.

**Pay attention to start and end date of report**

**Provide description and documents attesting PP's contribution to outputs**

# Partner Report section: Target groups reached

## Provision of:

- ✓ Documents attesting the effective involvement of the declared target groups (e.g. agenda, minutes, signature list of a meeting /event etc.);
- ✓ Upload documents in the Attachments section or at deliverable level;
- ✓ Information (quantification) on male and female participation as GENERAL PUBLIC.

**NO visits to project website or distributed promotional material (leaflet etc.) are accepted!**

**Respect t.g. categories included in the approved AF !**

## Target groups reached

Target Group

infrastructure and (public) service provider

Target Value Reached

0.00

Remove

Target Group Reached Description

**Information on  
target groups  
effectively and  
actively involved in  
the project,  
reliable  
quantification,  
supporting  
documents**

# Partner Report: reporting per WP

Respect of approved work plan and time plan!

T3 Testing, evaluating and transferring of project outputs (10.2018 - 06.2020)

Current Expenditure  
€ 26 564.20

Expenditure So Far  
€ 0.00

Description Activities Contribution

Text area for Description Activities Contribution. 740 Characters Remaining.

Problems Description Justification

Text area for Problems Description Justification. 1875 Characters Remaining.

**Information on  
contribution to  
implementation of  
activities and  
problems**

Please Choose Deliverables

D.T3.1.1 - One methodology for pilot activities addressed to SMEs

Deliverable Description

Text area for Deliverable Description. 1283 Characters Remaining.

☐ Remove

Deliverable Attachments

Information on state of implementation of each implemented deliverable  
Provision of documents attesting contribution provided at deliverable level!



# Partner Report: List of Expenditures

FLAT RATES for Staff /Office & administration are automatically calculated by eMS

Currency is automatically converted into EUR using the monthly currency conversion rate applicable at the moment of PR submission

The screenshot shows a web form for reporting expenditures. Key elements include:

- Budget Line**: A dropdown menu with a blue circle around it.
- Work Package**: A dropdown menu.
- Internal Reference Number**: A text input field.
- Invoice Number**: A text input field.
- Invoice Date**: A date selection field.
- Date Of Payment**: A date selection field.
- Currency**: A dropdown menu with 'EUR - EURO' selected, circled in blue with an arrow pointing to it from the bottom-left callout.
- Total Value Of Item In Original Currency**: A text input field.
- VAT**: A text input field.
- Declared Amount In Original Currency**: A text input field.
- Expenditures Outside (The Union Part Of) The Programme Area?**: A checkbox.
- In Kind**: A checkbox.
- Description1**: A large text area for the first description, with a '2000 Characters Remaining' indicator.
- Description2**: A large text area for the second description, with a '2000 Characters Remaining' indicator.
- Partner Comment**: A large text area for partner comments, with a '2000 Characters Remaining' indicator.
- Upload**: A button with a plus icon, circled in blue with an arrow pointing to it from the bottom-right callout.

IPA Partners funded with ERDF fund must click here when inserting each expenditure

Supporting documents must be uploaded for each inserted expenditure (invoices, public procurement docs etc. ref. To Implementation Manual)

## **Partner Report: expenditure of activities related to previous reporting period**

**Partner report can include expenditure of activities related to previous reporting period only in the following cases:**

- The expenditure was paid after the end of the reporting period, was not included in the PP request for reimbursement and not processed by the FLC;**
- The certificate was issued by the FLC after the time limit set by the programme for including it in the concerned project report;**
- The verification was pending in relation to the contradictory process between the beneficiary and its FLC;**
- Verifications by the FLC and/or the MA/JS were pending following the outcomes of controls and audits carried out at programme level.**

# Partner Report: Contribution And Forecast

Partner Report

List Of Expenditure

Contribution And Forecast

## Report Forecast

Estimated expenditure

€ 0.00

Description

## Follow-up Of Partner Contribution

Target Partner Contribution Value

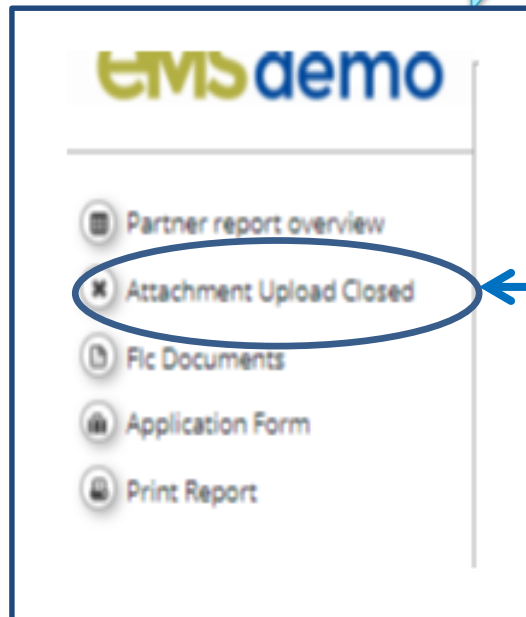
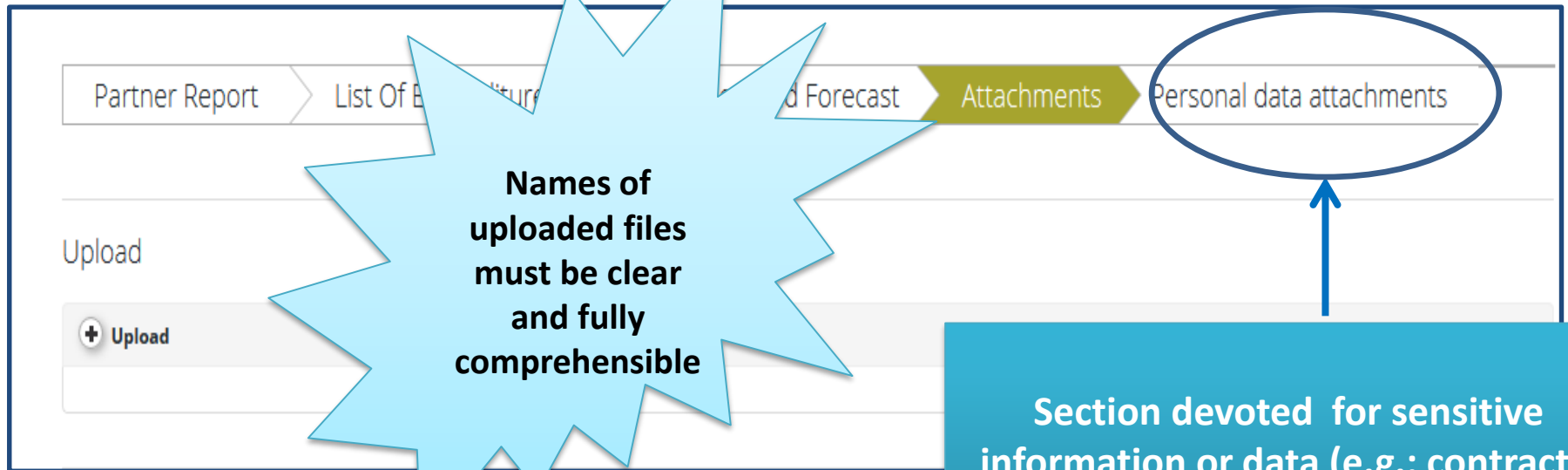
€ 7 624.01

Name Of Contribution ☺	Legal Status ☺	Total Amount Indicated In The Application Form ☺	% Of Total( According To A F) ☺	Previously Reported ☺	Current Report	T
NAME of the PP	public	€ 0.00	0.00 %	€ 0.00		
Italian National Rotation Fund - delib. CIPE 10/15	automatic public	€ 24 975.00	100.00 %	€ 10 827.75		
Sub Total Public Contribution		€ 24 975.00	100.00 %	€ 10 827.75	€ 7 624.01	
Sub Total Private Contribution		€ 0.00	0.00 %	€ 0.00	€ 0.00	
Total Contribution		€ 24 975.00	100.00 %	€ 10 827.75	€ 7 624.01	

PP is asked to:

- forecast spending for the following reporting period (not mandatory)
- confirm the amount of financial contribution (15%);
- confirm /modify source of co-financing included in the AF.

# Partner Report: Attachments, Personal data attachments



PP is allowed to open and close Attachments section

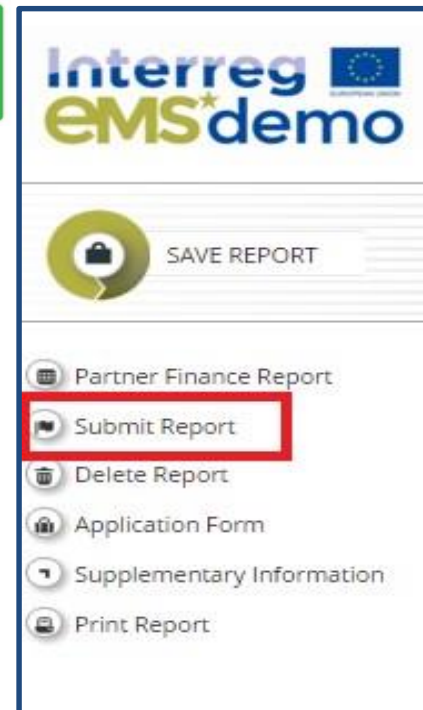
# Partner Report: submission

1



1° step:  
check the  
saved  
report

2



2° step:  
Report  
submission  
must be  
completed  
within 30  
minutes  
from the  
check

Once the project report is submitted, it:

- can't be modified anymore;
- is submitted to the assigned FLC, which can request additional integration.

# Partner Report: state of validation

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate	
Period 0 01.09.2015 - 25.03.2016											
Report 0.1	01.09.2015	25.03.2016	Report Submitted	29.08.2019	29.08.2019						
Period 1 01.01.2019 - 30.06.2019											
Report 1.1	01.01.2019	30.06.2019	Report Submitted	12.07.2019	12.07.2019						
Period 2 01.07.2019 - 31.12.2019											
Report 2.1	01.07.2019	31.12.2019					Not	€ 0.00			Revert From Js To Pp
Period 3 01.01.2020 - 30.06.2020											
Report 3.1	01.01.2020	30.06.2020					Not Certified	€ 16 640.80			Revert From Js To Pp

## FLC CERTIFICATE includes:

- ✓ information on the controls performed;
- ✓ description of findings;
- ✓ conclusions and recommendations;
- ✓ follow up measures for the next partner report;
- ✓ quality of the report.

**ATTENTION!**  
The expenditure considered as ineligible is deducted by the FLC!

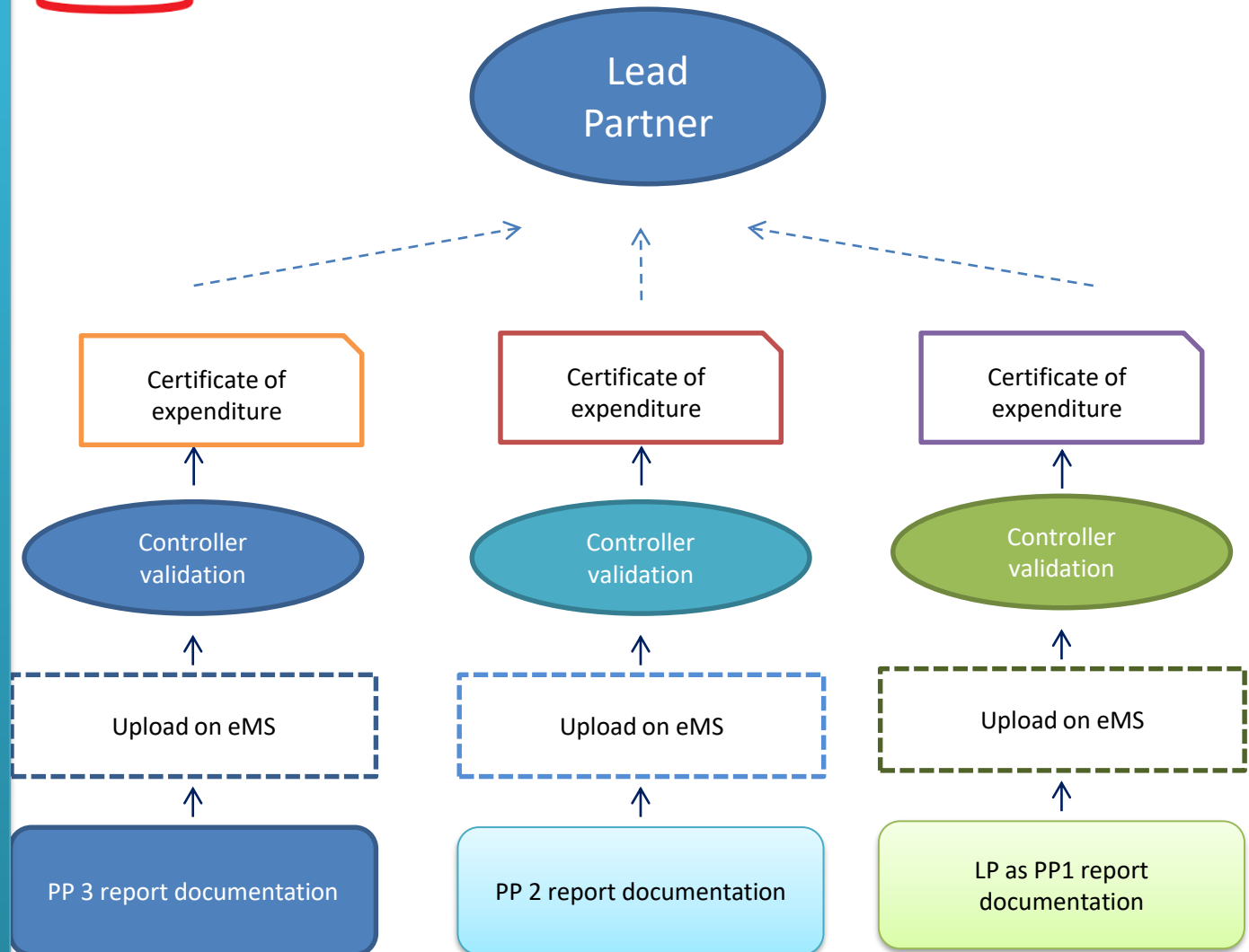
# Partner Report: flow and timeline

## DEADLINE!

Submission to the FLC within 10 days from the end date of each reporting period!

FLCs needing almost 3 months to complete validation of expenditure

CERTIFICATE to be issued within reporting deadline (+ 3 months from the end date of reporting period – e.g. 1° r.p.: September 2020)



# PROJECT REPORT



# Project Report

Content and finance reporting:

## Content report



- ☐ Feeding indicators
- ☐ Inform on the progress of activities implementation
- ☐ Inform on outputs, deliverables
- ☐ Eventual deviation/delays encountered

## Finance report



- ☐ Advancement of expenditure
- ☐ Project and PP/LP partner performance
- ☐ Finance performance at ERDF and IPA level (not based on total project budget)

**Define  
deadline for  
receiving PPs'  
contributions  
in time!**

# Project Report: Report section

The screenshot shows the 'Project Progress Report' form. The left sidebar contains navigation links: 'Check Saved Report', 'Delete Report', 'Application Form', 'Supplementary Information', 'Print Project Report', 'Exit', 'Help', 'Generated Files', 'Contacts', and 'Logout'. Below these is a language dropdown set to 'EN' and the 'ems electronic monitoring system' logo, noting it was developed by 'cpb software'. The main form area has a title 'Project Progress Report' and a green header for 'Period 2 - 01.09.2017 - 28.02.2018'. It includes input fields for 'Start Date' (01.09.2017) and 'End Date' (28.02.2018). A section titled 'Highlights Of Main Achievements' features a 'Description' label and a rich text editor with various formatting tools. At the bottom, a table titled 'List Of Partner Fic Certificates' displays data for a partner named '1 CCE'.

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Exper
1 CCE	CCE 2.1	19.01.2018	

Section REPORT requires to provide DETAILED information and data on:

- Main project achievements from the start of the project;
- Level of achievement of project specific objectives;
- Level of achievement of project main outputs;
- Reached target groups;
- Problems and solutions found;
- Description on implemented horizontal principles.

# Project Report: Work packages section

Report Workpackages Certificates Project Report Tables Attachments

### Reporting Workpackage Implementation

Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status	Wp Expenditure Report
T1	BLUE BOOST PREPARATORY INNOVATION MEASURES	Mar.2017	Sep.2017	not started	€ 0.00

Partners Involvement

Abbreviation	Name
CCE	HRVATSKA GOSPODARSKA KOMORA(lead Partner)
UNICAM	UNIVERSITA' DI CAMERINO
TCCI	ΕΜΠΟΡΙΚΟ ΚΑΙ ΒΙΟΜΗΧΑΝΙΚΟ ΕΠΙΜΕΛΗΤΗΡΙΟ ΘΕΣΣΑΛΟΝΙΚΗΣ
CEI	CENTRAL EUROPEAN INITIATIVE – EXECUTIVE SECRETARIAT
ADF	FONDI SHQIPTAR I ZHVILLIMIT Responsible partner
PSP	ΕΠΙΣΤΗΜΟΝΙΚΟ ΠΑΡΚΟ ΠΑΤΡΩΝ Α.Ε.
AR	REGIONE PUGLIA

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

Project Main Outputs	Project Main Output Description	Programme Output Indicator	Planned Delivery Month	Main Output Quantification Target	Achieved So Far( Not Including This Reporting Period)	Achieved In This Report
T1.1 B_8 TRANS. INNOVATION COACHING PATH	Coaching TOOL, designed and coordinated by ADF, dealing with awareness raising, stimulation and guidance of innovation capacity and transnational attitude of MSMEs/START-UPS of each involved local Adriatic-Ionian mature/emerging maritime clusters	OI_1b.1_1 Number of supported transnational cooperation networks and clusters	Sep.2017	7.00		0.00

Please Describe Progress Achieved In This Reporting Period

A.T1.1

Workpackage section requires to provide DETAILED information at WP level on:

- Overall description of progress achieved in the current reporting period and contribution provided at PP level at WP level;
- Encountered problems/ deviations/delays and identified solutions;
- Level of achievement of planned outputs (uploading of relevant docs);
- Status of implementation of each deliverables (uploading of relevant docs).

# Project Report: Certificates

**Do not  
forget to  
click on it**

List Of Partner FLC Certificates

FLC Certificate	Date Of FLC Certificate	Total Expenditure Certified By FLC	Include in Project Finance Report	Total Partner Expenditure In
CCE 2.1	19.01.2018	€ 430.00	<input checked="" type="checkbox"/>	€
CCE 3.1	22.01.2018	€ 21 500.00	<input checked="" type="checkbox"/>	€ 21 500.00
UNICAM 1.1	14.11.2017	€ 0.00	<input checked="" type="checkbox"/>	

- ✓ Financial reporting is compiled automatically by the system based on available FLC certificates included in the project report by the Lead Partner;
- ✓ The financial report shall contain only that expenditure duly validated by the FLC.

# Request for payment

**The LP is responsible for submitting the declaration /request for payment, which includes the eligible validated amounts based on FLC certificates (to be uploaded in the attachments section).**

**Template available in ADRION website**

- The LP ensures that expenditure presented by the other PPs has been verified by the appointed FLC and correspond to the planned activities reported in the AF (art 13.2 c) of Regulation No 1299/2013);
- A declaration duly signed and dated by the LP legal representative, attesting that aforementioned controls in accordance with art. 6 of the subsidy contract have been performed;
- In case of persistent doubts on what declared by one PP, the LP may decide not to include that specific expenditure in the request of payment, ensuring the deduction of that item of expenditure from the controller report.

# Payment flow

