INTERREG V-B ADRIATIC IONIAN PROGRAMME

ADRION

Guidelines for the submission of the Project Progress Report via eMS

(Version 2, May 2020)

Table of Contents

List of Abbreviations

PP	Project Partner
LP	Lead Partner
AF	Application form
PPR	Project Progress Report
PR	Partner Report
FLC	Controller
eMS	Electronic Monitoring System

1. General information

Project progress reports (PPR) can only be created by the Lead Partner (LP), starting from the moment the project status is changed from "*Startup*" to "*Contracted*". Each Lead partner has access to eMS from the Programme webpage www.adrioninterreg.eu and menu ADRION eMS.

After the project has been contracted, the "*Reports overview*" is the default view when accessing the project.

The PPR covers activities and expenditure at project level in the reference period. PPR created by the LP is based on Partner Reports (PRs) including expenditure previously verified by the respective PPs' controllers.

Attention: The LP shall manage two different users' role.

- **as a project partner (for the elaboration of its project report);**

- **as a lead partner (for the management of Partner Reports – PRs – and the eventual request for modification).**

Please always remember to click '*SAVE'* before leaving a section!

PRs' status and information in it included is visible to the LP; if the PR expenditure has been verified by the controller, the LP can access the certificate.

The screenshot below shows the overview on the PRs visible to the LP:

In order to create a PPR, the LP must click on "*Create new report*" and select the period in relation to which the report has to be created. The system redirects the LP to the PPR corresponding to the selected reporting period.

Each PPR is given a number, which consists of the period and report number (see example below).

In case two reports are foreseen in the same period (period X), they will be named as "X.1", "X.2", etc…

The PPRs to be created must be consecutive (e.g.: it is not possible to create PPR No 3 if the PPR No 1 has not been created and submitted).

2. How to access the Project Progress Report

The LP has to log in and select the project from the overview table.

3. How to fill-in the Project Progress Report

The PPR consists of a content and a financial part. The content part needs to be directly filled-in by the LP. The financial part is automatically compiled by the system based on available controllers' certificates included in the PRs.

It is also possible to upload attachments.

In the PR there are five main sections as displayed in the upper part tabs:

1. *Report;*
2. *Work packages;*

3. *Certificates;*

4. *Project report overview;*

5. *Attachments.*

3.1 Report

The "*Report*" section focuses on activities implemented throughout the reporting period. It must contain descriptions of activities per Work Package.

In the section "*Highlights of main achievements*", the LP is asked to describe the main outcomes reached along the time covered by the reporting period.

Information on the level of achievement of the project **specific objectives** (as defined in the approved AF) needs to be provided by using the drop-down menu proposing different levels of achievement and related explanation must be provided in the text box.

This table is automatically generated from information provided in the "*Work packages*" section of PPR.

An overview of project main **indicators** ("*project main outputs achievement*") is also provided. This table is automatically generated from information provided in the "*Workpackages*" section of PPR.

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
COI_1 Number of enterprises cooperating with research institutions	35.0	0.00	T2.1.1		35,00	Aug.2019	0.00	not started
OI_1b.1_2 Number of strategies and action plans developed by transnational innovation networks and clusters	1.0	0.00	T3.1.1		1,00	Sep.2019	0.00	not started

Information on the level of the reached **target groups** as initially planned in the AF needs to be provided as well. The targets and cumulative figures previously reported are automatically displayed.

As planned in the AF

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
higher education and research	40.00	0.00	0.00	2000 Characters Remaining	2000 Characters Remaining	0.00 %
enterprise, excluding SME	15.00	0.00	0.00	2000 Characters Remaining	2000 Characters Remaining	0.00 %
SME	35.00	0.00	0.00	2000 Characters Remaining	2000 Characters Remaining	0.00 %
Other	30.00	0.00	0.00	2000 Characters Remaining	2000 Characters Remaining	0.00 %
local public authority	14.00	0.00	0.00	2000 Characters Remaining	2000 Characters Remaining	0.00 %
regional public authority	10.00	0.00	0.00	2000 Characters Remaining	2000 Characters Remaining	0.00 %

The LP is also asked to provide information on any financial –related problems/delays/deviations/faced, solutions adopted and on the use of budget flexibility.

Problems And Solutions Found

Problems And Solutions Found Description

Characters (including HTML): 0 (Limit: 2

Information on the respect of the horizontal principles must be provided through the drop-down menu and the provision of more detailed information (box on the right):

It is possible to delete the PPR if it has not been submitted to the JS yet. In order to do this, the LP needs to click on the "*Delete Report*" button in the left-side menu.
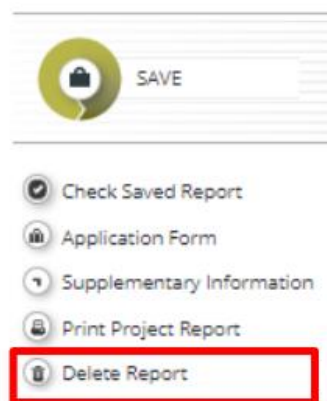
3.2 Work packages

The LP must select a work package from the drop-down menu of the "*Workpackages*" to report the implemented activities.

In this section the LP can describe the implementation of each work package in detail, including information on activities carried out and contributions by the PPs as well as information on any problems or deviations experienced from the initial plan.

The status of the work packages regarding the progress of activities has to be selected from the respective drop-down menu.

For work package **deliverables**, explanations on their progress must be provided and related documentation can be uploaded (compulsory for finalised deliverables). As only one file can be uploaded per deliverable, in case the relevant documents are more than one, collect all relevant files in one zip folder before uploading.

Similar information is requested when reporting on the work package on communication (involvement of the PPs, problems and deviations from the work plan, level of contribution of communication activities to the project objectives).

3.3 Certificates

In the "*List of partners certificates*" all available PPs certificates issued by controllers are visible by the LP. The LP can decide which of the available certificates to include in the PPR by ticking the section "*Include in project finance report*". Only the selected certificates will be taken into account for the creation of the project finance report.

The selected certificates are then automatically included in the "*Certificates*" and "*Project Report Tables*" section. Certificates referring to a next reporting period must not be included in a current Project progress report.

Expenditure of the report in subject is transferred from the section "*Certificates*"; the percentage of expenditure reported so far is automatically calculated.

Controllers' certificates, which are not included in the PPR to be submitted, can be included in the following one. The eMS does not check whether all the controllers' certificates have been included in a PPR by the LP and whether they refer to the same reporting period. This means that controllers' certificates could refer to different reporting periods.

The LP is also allowed to see all included list of expenditure (LoE) by clicking on the item in the overview table. The LP may decide not to include one specific expenditure in the request for payment. If this case occurs, the JS must be consulted before hand.

3.4 Project Reports Overview

This section provides several summary tables of the expenditure included in the PPR; since they are updated before the PPR report submission, eventual budget revision performed by the LP is immediately visible.

PPR tables follow the same logic as those in the PR and take into account all included certificates.

The tables below provide an overview on the expenditure verification process: when the verification is performed by the controller, the amounts in the column "*Total amount certified by flc*" are automatically provided, as well as amounts considered as ineligible or temporarily not verified expenditure (so called sitting duck). The table also informs on the amount included in the project progress report by the LP and eventual revision performed by the JA and MA.

Project Report Tables

Project report expenditure summary

Fund	Project total budget	Previous reports (state of play at the date of submission to js of the current report)			Total amount declared to flc	Total amount certified by flc	Flc difference			Total amount included in project report - declared to js
		Declared to flc	Reported to js	Confirmed by ca			Total amount verified by flc and found ineligible	Total amount declared to flc in current report but not processed with the current certificate (flc sitting duck)	Total amount declared to flc in different report(s) but processed with current certificate (flc sitting duck)	
										14.11.2019
Total co-financing	€ 1 328 971.60	€ 455 405.01	€ 193 054.52	€ 193 054.52	€ 262 298.60	€ 252 161.52	€ 10 137.05	€ 0.00	€ 0.00	€ 252 161.52
Of which I P A II	€ 249 379.80	€ 90 174.78	€ 31 432.47	€ 31 432.47	€ 58 742.91	€ 57 462.48	€ 1 279.82	€ 0.00	€ 0.00	€ 57 462.48
Of which E R D F	€ 1 079 591.80	€ 365 230.23	€ 161 622.05	€ 161 622.05	€ 203 556.29	€ 194 699.04	€ 8 857.23	€ 0.00	€ 0.00	€ 194 699.04
Partner contribution	€ 234 524.40	€ 80 365.66	€ 34 068.49	€ 34 068.49	€ 46 288.01	€ 44 499.12	€ 1 788.92	€ 0.00	€ 0.00	€ 44 499.12
Total eligible expenditure	€ 1 563 496.00	€ 535 770.67	€ 227 123.01	€ 227 123.01	€ 308 586.61	€ 296 660.64	€ 11 925.97	€ 0.00	€ 0.00	€ 296 660.64

Export

The table can be exported as an excel file.

3.5 Attachments

Documents required to be attached to the PPR are uploaded in this section.

Attention: if you do not find the button "Upload", please check on the left side menu and click the button "Attachment upload closed" to switch it to "Attachment upload allowed".

4. Personal data attachments

Regulation No 679/2016 (General Data Protection Regulation – GDPR) introduces strict rules on data protection. Interreg programmes are obliged to collect some personal data necessary for project monitoring. Only the LP has full access to all PPs data (e.g. salary information reported by project partners under the budget line staff costs), as well as MA – also within its function of CA - JS and AA are allowed to see personal data related to salaries of partner employees.

Specific privileges shall also be attributed to LP controller in case it has been delegated by the LP in performing the checks according to art. 13.2 c) of Regulation No 1299/2013 and art. 6 of the Subsidy Contract (the LP must ensure that expenditure presented by all its PPs has been verified by their appointed controller and that it corresponds to the agreed activities reported in the approved AF in accordance with the requirements of reporting).

Such privileges allow to access the aforementioned data in the *attachment* section.
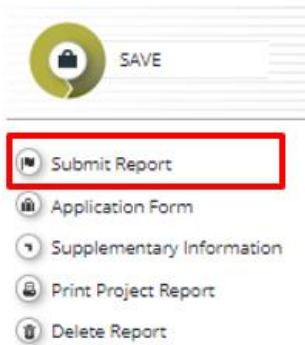
5. Submission of the Project Progress Report

Before submitting a PPR, its last version needs to be checked by clicking "*Check Saved Report*" in the left-side menu.
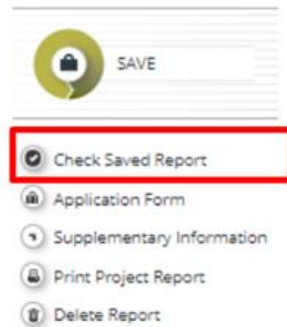
Once the PPR is successfully checked, it can be submitted by clicking '*Submit Report*', which will appear instead of '*Check Saved Report'* button.

The PPR is then submitted to the JS. The PPR state is changed from "*In progress*" into "*Report Submitted to JS*" and a submission date is displayed in the overview table.

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 0 01.01.2014 - 24.03.2016							
Report 0.1	01.01.2014	24.03.2016	Report submitted to J S	28.06.2018	28.06.2018	€ 0.00	🔍
Period 1 01.01.2018 - 30.04.2018							
Report 1.1	01.01.2018	30.04.2018	Report In Progress	In Progress	In Progress	€ 0.00	🔍
Period 2 01.05.2018 - 31.10.2018							
Period 3 01.11.2018 - 30.04.2019							
Period 4 01.05.2019 - 31.10.2019							

After submission, the LP cannot modify the PPR any longer.

A new PPR can be opened once the previous one has been submitted to JS. More than one PPR can be submitted per period.

6. Project changes

Procedures on how to modify the AF are reported in the Implementation Manual: the JS shall be in charge of unlocking eMS in order to allow the LP to do the approved changes.

The JS shall then countercheck the correctness of the revisions.

The latest version of the approved AF is accessible from the left-side menu under the menu item *"Project"*. Older AF versions are available in the section *"Project history"*.