INTERREG V-B ADRIATIC IONIAN PROGRAMME
ADRION

Guidelines for the submission of the Partner 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

The drafting and submission of the partner report (PR) must be done through ADRION electronic Monitoring System (eMS). Each Lead partner has access to eMS from the Programme webpage www.adrioninterreg.eu and menu ADRION eMS.

When accessing to eMS, the visualisation of the first page changes according to the status of the project.

Before the signature of the subsidy contract, the Lead Partner (LP) directly accesses to the Application Form (AF) whose status is of *"Startup"*.

After the signature of the subsidy contract, the project status changes into "*Contracted*"; at this stage, when accessing to eMS, the LP and project partner(s) (PP(s) are automatically directed to the overview of project reports and partner reports ("*Reporting overview*").

It is however always possible to see the approved AF, which is accessible from the left-side menu under the menu item "*Project*". Older AF versions are available in the section "*Project history".*

Partner Reports (PRs) cover activities and expenditure at PP level in the respective period. All PRs need to be created for the reporting periods as defined in the AF.

As a general rule, it is not possible to have two PRs open at the same time. A new PR can only be created when the previous one has been submitted. However, in specific circumstances it is possible to ask the JS to open two PRs at the same time.

> **Attention!**
>
> **A PR has to be created and submitted through eMS, even if the PP will not report expenditure in the framework of that specific reporting period.**
>
> **This general rule does not apply to Report 0, as only those PPs which foresaw expenditure can generate the report.**

2. Assigning users to a Partner Report

In the "*Supplementary information/User assignment*" section the LP assigns each PP the privilege as user to the project to allow its access to its PR.

For the LP, a user privilege is assigned by default; however, the LP should re-assign itself the privilege to correctly complete the assignment (see box below).

How to proceed to assign users to partners – actions to be taken by the Lead Partner

On the left-side menu click on *"Supplementary Information"*, then on *"User assignment"* tab.

Lead Partner user

Your account is automatically set by the system, however it is advisable to re-assign it in this section.

- **STEP 1** – Digit your own username in "New User" field
- **STEP 2** – Click on "Add read/write user" button
- **STEP 3** – Your username will now appear under "Assigned read/write users"

Project Partners

Users for each partner (PP2, PP3, etc…), including the LP, will appear automatically; steps described above must be followed.

Do not forget to save all your changes!

It is not recommended to more than one person work simultaneously on the same project to avoid losing data.

3. Accessing the Partner Report

To access the PR, the PP has to log in with its username and password.

Project partners will select "PP", whereas LP can select either "LP" or "PP" in relation to its role.

The LP can view the PRs of its PPs any time, as it is the only institution entitled to draft the project progress report (PPR) on behalf of its partnership.

4. How to fill in the Partner Report

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

1. *Partner report;*
2. *List of Expenditure;*

3. *Contribution and Forecast;*

4. *Attachments;*

5. *Personal data attachments.*
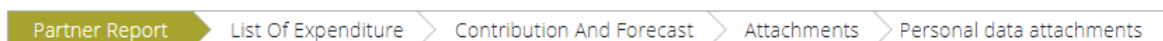
4.1 Partner report

Under the tab "*Partner report*" information about the reporting period, summary of partner's work, delivered outputs, reached target groups and reporting per work package must be provided according to the following:

Summary of partner's work

The PP must provide a focused description of its contribution to project implementation and the progress achieved during the period to be reported. The description includes an overview of the main implemented activities and of the delivered outputs/deliverables to which the PP has contributed.

Delivered outputs

The PP must provide information on the outputs achievements by ticking on "*Add output*" and then selecting the relevant output from the drop-down menu (outputs will be shown as defined in the AF). Information must be provided in the description text box; output evidence can be directly uploaded here.

In case of delayed outputs in comparison to what foreseen in the AF, explanations must be provided in the "*Problems description justification*" box under the relevant work package.

Outputs can be deleted by ticking the "*Remove*" button. Evidence (i.e.: attachments) can be deleted by ticking on "*Delete*" button.

Reached target groups

The PP must provide information on the reached target groups by ticking on "*Add target group*" and then selecting the relevant target group from the drop-down menu (target groups as defined in the AF). The reached target group must be quantified (the planned target as defined in the AF is displayed), making a distinction between the number of involved women and men and providing explanations in the description text box.
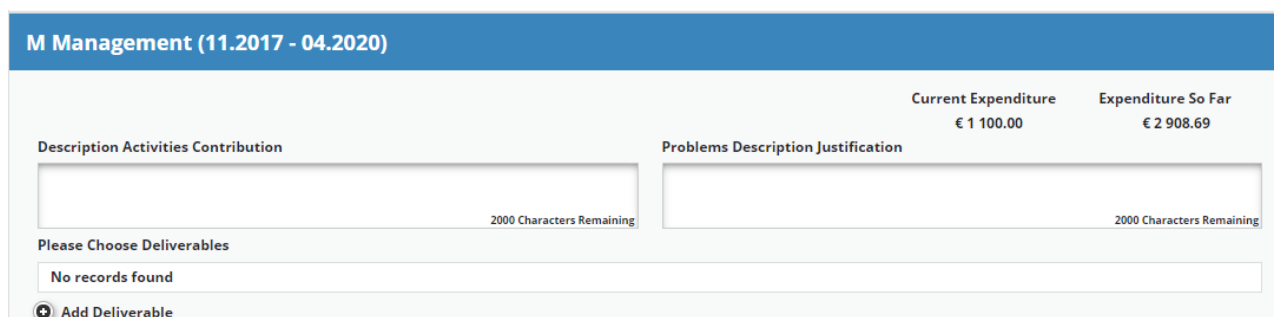
Reporting per WP

All work packages as defined in the AF are listed. An overview on the achieved progress and problems/deviations, if applicable, has to be provided per work package.
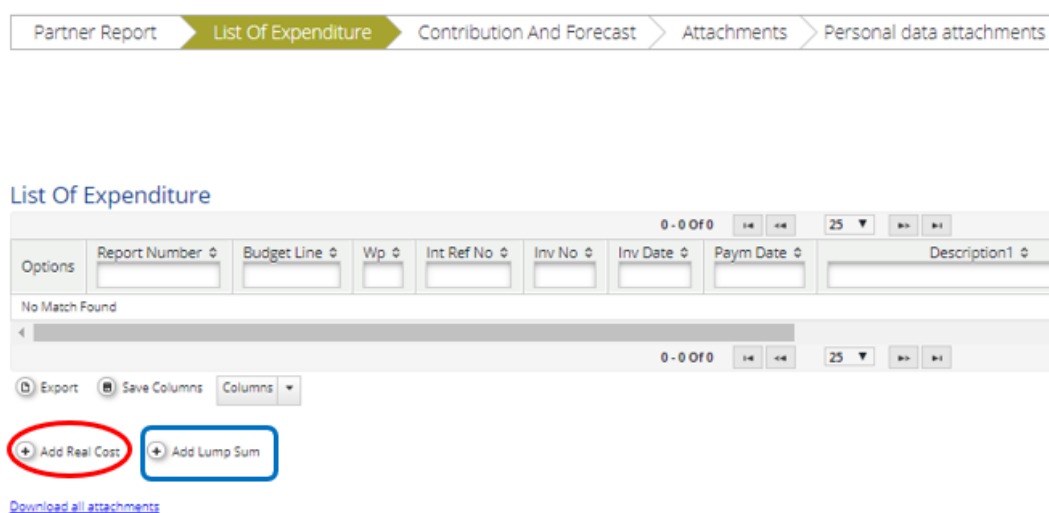
Information about the activities carried out within the Management WP, Thematic WPs and Communication WP shall be reported following the same structure: description of activities, problems and justification, deliverables and evidence of deliverables that must be uploaded. The PP shall provide information on the deliverables by clicking on "Add deliverable" and then selecting the relevant deliverable(s) from the drop-down menu (deliverable as defined in the AF).

4.2 List of expenditure

Financial reporting is done through the List of Expenditure (LoE) section.

For the submission of the request for payment of preparation costs (lump sum), please refer to the specific paragraph of the present guidelines.

In case it is necessary to modify an already uploaded expenditure, it is possible to select it from the drop-down menu and revise it.

Reporting real costs

It is compulsory that each expenditure is attributed to the correct budget line and work package as defined in the AF; budget line and work package can be selected from the drop-down menu.

Each PP must provide information on each single expenditure by inserting data and then tick "*Add Real Cost*" to include the expenditure in the PR.

The following information must be provided in case of expenditure is reported as real cost:

- Internal reference number, if the PP has its own one;
- The invoice/accounting documents of probative value number;
- The invoice date;
- The date of payment.

In case an expenditure can be referred to more than one work packages, the invoice must be uploaded to the reference work package (e.g.: more than once) specifying the share/amount related to it. Information must be provided in the section "*Description 1*". If needed, also the section *"Description 2"* can be used.

Amounts uploaded on eMS in currencies different than Euro will automatically be calculated into Euro based on available exchange rates of the European Commission. The system recalculates the amounts several times, the first one when the expenditure item is created and then each time it is modified before submission. The value is updated when clicking on "*check saved report*" and again at the time of submission of the PR to the controller. Once submitted, the exchange rate will not be further modified.

The "*Total value of item in original currency*" must contain the total value of the invoice, whereas the "*Declared amount in original currency*" must contain the amount effectively claimed in the report.

Example: The payslip of an employee amounts to EUR 2.600,00 per month. This employee devotes 50% of its time to the project. In this case the "Total Value of the Item in Original Currency" is EUR 2.600,00, whereas the Declared Amount in The Original Currency will be 50% of EUR 2.600,00, i.e. EUR 1.300,00.

The "*Total value of item in original currency*" also contains VAT.

It is not compulsory to fill-in the VAT cell; the PP has to indicate the overall VAT rate only if recoverable and to provide evidence of the percentage (upload related document(s) in the *Attachment* section).

In relation to the above, the "*Declared amount in original currency*" can be:

a. Equal to the *Total value of item in original currency*" **if the VAT is not recoverable**;

b. Equal to the *Total value of item in original currency*" **deducted VAT if the latter is recoverable.**

Example: a PP inserts in the LoE a cost of EUR 1.000,00, out of which EUR 800,00 is the cost of the service and EUR 200,00 is the cost of VAT. If the PP cannot recover the VAT cost, the Total Value of Item in Original Currency will be the same of the Declared Amount in Original Currency, i.e.: EUR 1.000,00.

In case the PP can recover the VAT, the Total Value of Item in Original Currency is EUR 1.000,00, but the Declared amount in Original Currency will be EUR 800,00.

Finally, the PP shall include each expenditure incurred outside (the Union part of) the programme area.

In the section "*Partner comment*" the PP can add any information it deems relevant to the controller.

"*Add*" or "*Save*" button has to be used following any insertion or modification of the section.

It is possible to upload one or more attachments to each of the expenditure items by ticking the "*Upload*" button. Once the button is ticked, a dialogue box is shown where it is possible to upload different items. It is also possible to download all the attachments related to one expenditure item at once, using "D*ownload all attachments*" option. It is extremely important to correctly name each uploaded file, in order to ease the identification of its content. If more files refer to the same expenditure, it is convenient to group these files and upload them as a zip folder. Each uploaded file must have a maximum size of 12 MB.

Reporting flat rate expenditure

In case the flat rate option (compulsory for administrative costs, optional for staff costs) was selected by the PP in the AF, the eMS automatically calculates the flat rate amount under the relevant work packages. No insertion of data is requested.

It is not possible to add real cost invoices to budget lines covered by flat rates or to modify the amount claimed based on flat rates (neither by PP nor by any of the authorities processing the report).

If any information is missing the following error(s) may appear.
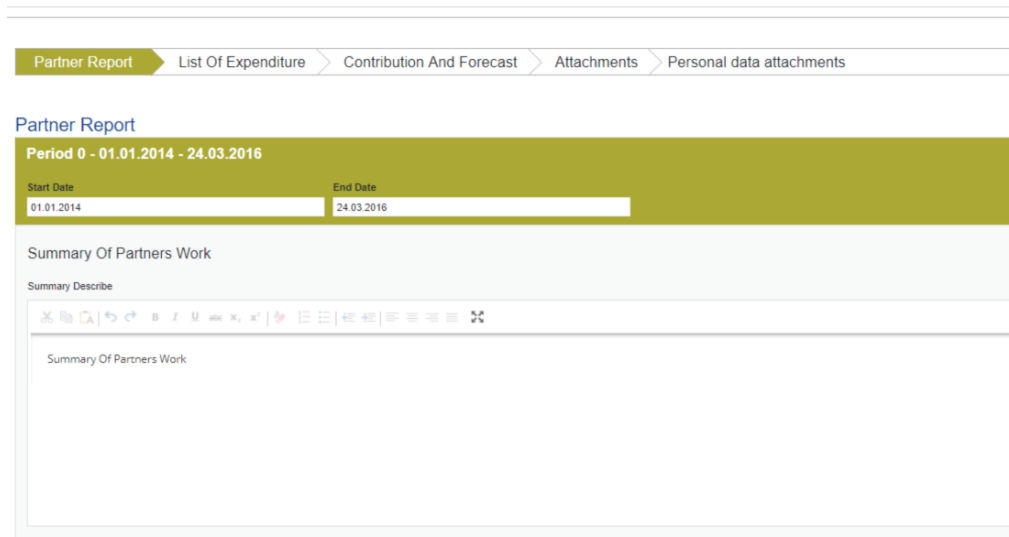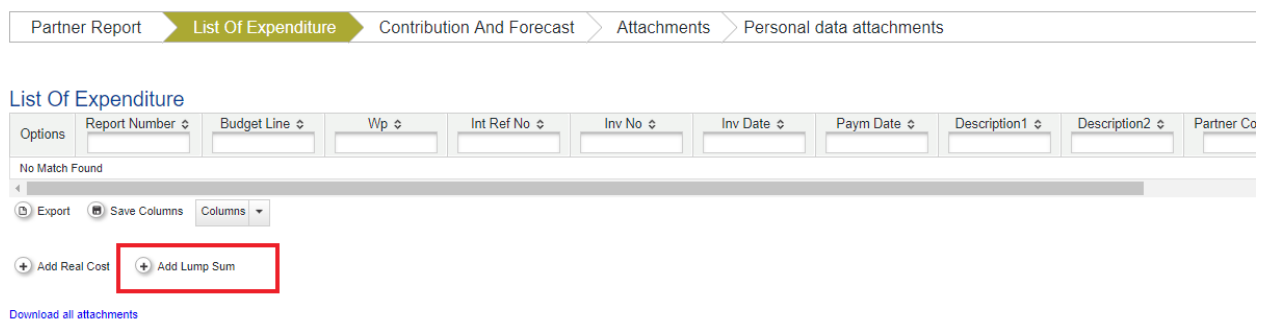
Reporting preparation costs

As regard preparation costs, the system generates reports for all PPs which foresaw costs in the work package Preparation (WP0).

The LP must provide an overview of the activities which took place during the project preparation.

In the section LoE, tick "*Add lump sum*" button, select the budget line and finally tick "*Add*" button in the lower part of the window. Preparation costs are considered as a lump sum of maximum EUR 11.800 at project level (EU and national contribution); the concerned LP/PPs do not need to add the related invoices.

Select the budget line(s), add the corresponding values, fill-in the "*Declared lump sum in EUR*" and then tick "*Add*" button in the lower part of the window.

The controller will check the correctness of the attributed amounts to the eligible budget lines and if the requested amounts correspond to the ones indicated in the AF.

Expenditure spent outside (the Union part of) the programme area

In the same box the PP must tick any expenditure spent outside (the Union part of) the programme area. This will be summed up in the appropriate report summary table and taken over for project and programme finance monitoring and statistics.

5. Contribution and forecast

Report forecast

Under this section the PP can also include the spending forecast for the next reporting period. The filling in of this section is not mandatory, even if is useful to the PP and LP to plan financial forecast and management.

Follow-up of partner contribution

The eMS automatically calculates the PP contribution related to the current report by deducting the EU co-financing from total eligible expenditure introduced in the LoE (PP contribution: 15% of the total expenditure).

Example:

The system proposes the same sources of PP contribution as specified in the AF. Different sources of national contribution can also be added by ticking on "Add contribution" button if necessary. In case a private PP receives a public support not initially planned, it must inform MA/JS accordingly, as the exact information on sources of PP contribution is necessary for the correct programme financial management.

PP must insert in the corresponding cell the same amount indicated under the "Target Partner Contribution Value" box. In case the reported amount does not match with the one automatically calculated by eMS, it will not be possible to submit the PR and the following message appears:
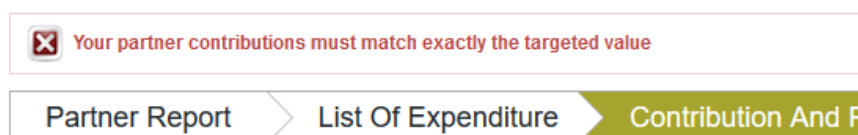
6. Attachments
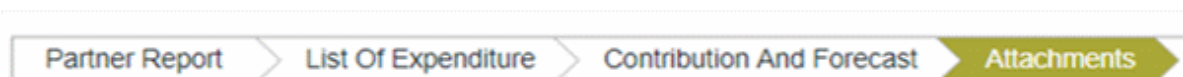
PP is allowed to upload attachments related to its PR.

PP must make reference to all requested documentation reported in the Implementation Manual.

In order to upload a document, tick on the button "Upload".
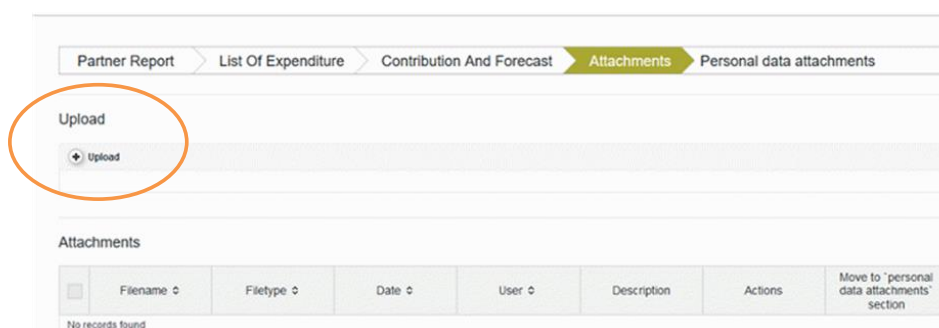
> **Attention: if you do not find the button "Upload", please check on the left-side menu and click on the button "Attachment on upload closed" to switch to "Attachment upload allowed".**

7. 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. Access to these data (e.g. salary information reported by project partners under the budget line staff costs) need to be limited: MA – also within its function of CA – JS, AA and the LP are allowed to see personal data related to salaries of partner employees.

Specific privileges are also attributed to the controller to be able to access personal data of the institution whose expenditure he/she is in charge of verifying. Such privileges allow to access the aforementioned data in the *Personal data attachment* section.

An additional tab called "*Personal data attachments*" is added to the partner report. All files uploaded in this tab are hidden by default and only visible to privileged users (i.e. those mentioned above). The files are hidden in the same way as in the staff cost items upload, i.e. file title and description is replaced by 'hidden due to GDPR' text.

It is however possible to move files from the "*Attachments*" section to "*Personal data attachments*" and the other way around. The PP can move attachments from one section to the other for its own report. For PP this functionality is always available – independently from the state of the report.

8. Partner Finance Report

Under *"Partner Report Overview"* menu item (left-side menu) the PP finds various financial tables summing up the declared expenditure. The tables are updated *live* with every new expenditure item.
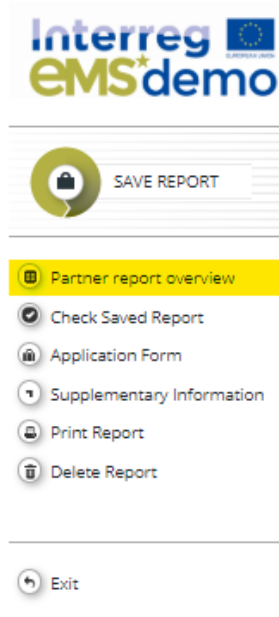
The table below provides an overview on the expenditure verification process: when the verification is performed by the controller, the amounts in the column "*Total amount certified by flc*" are automatically provided, as well as amounts considered as ineligible or temporarily not verified expenditure (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 JS and MA.
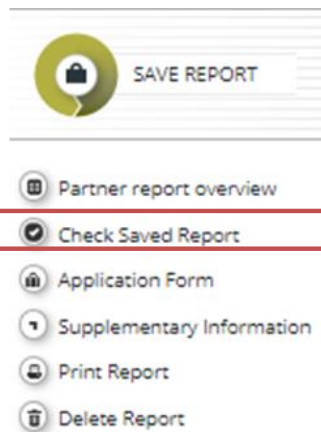

Partner report expenditure summary

The table can be exported as an excel file.

9. Submission of the Partner Report

Before submitting the PR, the PP has to tick on "*Check saved report*".

If the button "*Check saved report*" is ticked but some requirements are not fulfilled (e.g. the inserted value of the partner contribution does not correspond to the one automatically calculated by the system), an error message appears and the PP needs to correct and/or provide the requested information.

Each time a PR is saved, it needs to be checked again before submission. Only after the check is successfully performed, the system will allow for the PR submission. The "*Checked saved report*" button will be replaced by the "*Submit report*" one.

The "*Submit Report*" button appears in the left-side menu. By ticking on it, the PR is automatically submitted to the responsible national controller in charge of verifying the expenditure. The message "*Report Submitted*" appears shortly in the upper part of the page.
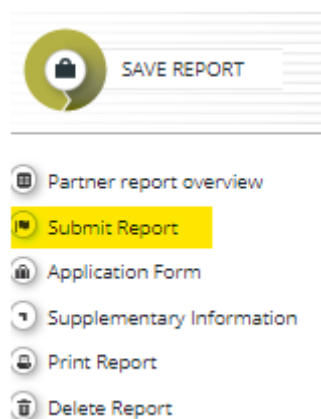
When a PR is submitted, it is locked and cannot be modified anymore.

PP is requested to download and save the PR in its own computer and have it available in electronic format (other than eMS) for control and audit purposes. By clicking the "*Print Report*" button on the left-side menu – the report can be displayed and downloaded as pdf file.

The affected controller receives a notification on the PR submission.

The PP can see the current status of the report on the "*reporting overview Dashboard*".

10. Submission of a new partner report

A new PR can be opened once the previous one has been submitted. It is currently not possible for the PP to open more than one PR at the same time. It is however possible that the JS opens another PR for the PP, even if there is already one PR open.

11. Partner living tables

Partner living tables are financial tables at the PP level that provide an overview of PP expenditure processed through all PRs. Like other living tables (e.g. at project level), PP amounts reported shall increase along the project implementation.

By ticking on "*Partner living tables*" the PP has access to the different financial overview tables regarding Partner expenditure summary, Partner expenditure per budget line, Invoices incurred outside of the EU part of the programme area, Partner expenditure spending profile, Partner expenditure per budget line (fund amounts).

Report	Report Start	Report End	State
Period 1 09.06.2016 - 09.06.2018			
Report 1.1	09.06.2016	09.06.2018	Report Submitted
Period 2 09.06.2018 - 09.06.2018			
Report 2.1	09.06.2018	09.06.2018	Report In Progress
Period 3 09.06.2018 - 09.06.2018			
Period 4 09.06.2018 - 09.06.2018			
Period 5 09.06.2018 - 09.06.2018			

Partner Living Tables

12. View the FLC Certificate

Request for clarifications by the controller – depending on national internal rules - can be asked either via email or using eMS.

The PP can see corrections done by the controller. The fields "*Difference FLC*", "*Amount certified FLC*" and "*Comment FLC (pp, flc, js, ma, ca, aa)*" become visible to the partner after the controller certificate is issued.

As soon the FLC has issued the FLC certificate, its electronic version is accessible from the reporting overview table (to visualize it, just tick on the magnifying glass).

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 01.01.2014 - 24.03.2016										
Report 0.1	01.01.2014	24.03.2016	Report In Progress	In Progress			Not Certified	€ 0.00		
Period 1 01.01.2018 - 30.04.2018										
Report 1.1	01.01.2018	30.04.2018	Report F Lc Certified	25.06.2018	25.06.2018	25.06.2018	Not Included	€ 47 500.00		
Period 2 01.05.2018 - 31.10.2018										
Period 3 01.11.2018 - 30.04.2019										
Period 4 01.05.2019 - 31.10.2019										

Partner Living Tables