# IMPLEMENTATION MANUAL FOR BENEFICIARIES

# PART 5: REPORTING ON THE PROJECT PROGRESS

Cooperation Programme
Interreg V-A Slovenia-Croatia
for the programme period 2014–2020
Version 3, July 2017

# Implementation Manual for Beneficiaries

# PART 5: REPORTING ON THE PROJECT PROGRESS

# CONTENT OF PART 5:



## TABLE OF FIGURES:

# 1. REPORTING PROCESS

As a general rule, every six months, a Project Progress Report has to be prepared in the eMS by the Lead Partner and submitted to the Joint Secretariat (JS). Prior to the submission of the Project Progress Report, each Project Partner has to prepare a Partner Progress Report in the eMS and submit it to the designated First Level Control/National Control (FLC).

## 1.1 Partner Progress Report

Once a project is contracted, it enters the reporting phase, which lasts until the project is finalised. In 30 calendar days following the end of each reporting period defined in the approved Application Form, each Project Partner (including the Lead Partner in the role of the Project Partner) has to prepare a Partner Progress Report in the eMS and submit it electronically for verification to the designated FLC. The Partner Progress Report has to be written in the national language of the Project Partner and consists of an activity and a financial part. It provides information on the performed activities and deliverables achieved in the reporting period and a financial report including scanned documents proving the expenditures as it is defined in Part 4: Eligibility of expenditure of the Implementation Manual for Beneficiaries.

If no expenditure has incurred during the reporting period, the project partner has to prepare a "zero" progress report, meaning that the financial part of the report shall be reported as 0 (zero) expenditures, while the activities have to be reported and the reason for no expenditure within that report has to be explained. The PP's have to report about these activities also in the next Partner progress Report, when the PP's include also the financial part.

According to Article 125(5a) of the CPR an independent FLC in each Member State performs administrative verification (i.e. desk verification) of all accounting documents and documents of equivalent probative value as well as supporting documentation included in the Partner Progress Report. In order to receive reimbursement from the ERDF funds the total expenditure of individual Project Partner has to be validated by the FLC in the eMS. After carrying out a full check of documents provided in the Partner Progress Report and the compliance of declared expenditures with the EU, programme and relevant national eligibility rules, EU policies and with regard to the approved Application Form, the FLC issues a standardised and obligatory FLC certificate. In this electronic document, based on performed verifications, the FLC confirms that it has gained a sufficient level of assurance that the expenditure complies with the relevant provisions regarding eligibility and can be validated.

The main findings of the FLC verification are documented in the FLC checklist and the FLC control report. The FLC certificate, the FLC checklist and the FLC control report used in the Cooperation Programme are standardised electronic documents which are filled in by the FLC directly in the eMS.

In addition, the Partner Progress Report serves as a reporting tool from the Project Partner(s) towards the Lead Partner.

As provided for in Article 125(5b) of the CPR, the FLC will perform on-the-spot verifications of projects on sample basis. These will be in general undertaken when the project is well underway, both in terms of physical and financial progress, in order to guarantee that corrective actions can be taken in due time when problems are identified. At the latest, the verification will be done when the last partner report is checked. On-the-spot verifications are coordinated with the MA in the frame of the preparation of the programme annual plan of on-the-spot verifications.

On-the-spot verifications are implemented at the premises of the Lead Partner or Project Partners and at the place of physical project output (e.g. infrastructure, etc.).

In general notification of on-the-spot verification will be submitted to the Lead Partner or Project Partner in order to ensure that the relevant staff and documentation (e.g. financial records including bank statements and electronic/original invoices, equipment, investments made, etc.) are made available by the respective beneficiary during the verification. In all other cases other procedures may imply.

## 1.2 Project Progress Report

In order to follow the project implementation and as a basis for the reimbursement of the ERDF funds to the project, a Project Progress Report has to be submitted by the Lead Partner to the JS. The Project Progress Report has to be written bilingually in Slovene and in Croatian language. Project Progress Reports are a core tool for reporting on and monitoring of progress made in implementation and link expenditure to what was originally planned in the Application Form. In addition, the reports provide qualitative information on the results achieved and lessons learnt within the reporting period. The information reported by the projects should be as clear and coherent as possible. For each reporting period, the information enclosed in the Project Progress Report has to be aggregated and consolidated by the Lead Partner on the basis of information provided by each Project Partner through the Partner Progress Report.

In accordance with section 5.3 of the Cooperation Programme, the Lead Partner may only request ERDF funds by providing proof of the progress in achieving project outputs and objectives. This is further explained in the Subsidy Contract setting out that the Lead Partner requests payments by providing a Project Progress Report supported by the FLC certificates.

The Lead Partner consolidates the Partner Progress Reports (received through the eMS from the Project Partners) into the Project Progress Report. The Project Progress Report consists of the activity and financial part. The Project Progress Report including the FLC certificates is submitted by the Lead Partner to the JS through the eMS. The individual Partner Progress Reports are not checked by the JS.

The activity related part of the Project Progress Report captures the actual progress of the project towards the objectives and results set in the approved Application Form and consist of:

- “Report”: main achievements, project specific objectives achieved, project main outputs achieved, target groups reached, problems and solutions found and horizontal principles;
- “Workpackages”: for each work package, a summary clearly describing the implemented activities and the achieved progress in the reporting period has to be provided. Furthermore, the summary shall also include a description of the involvement of each Project Partner. The Lead Partner has to describe the activities and deliverables of each workpackage.

The financial part of the Project Progress Report presents the expenditure progress in the reporting period, for which a request of reimbursement is submitted to the JS together with the report, as well as additional information on financial matters. The financial report shall contain information on expenditure paid by the Lead Partner and all Project Partners in the reporting period which has been verified by the FLC.

Additionally the LP has to gain from all Project Partners the proof (scanned bank statement) that the Project Partners received ERDF co-financing for the previous period and upload it to the eMS under the “Attachments” Section in the Project Progress Report.

Each project follows its own reporting cycle as defined in the Application Form (or its approved modifications). Project Progress Reports have to be submitted to the JS within 5 months after the end of the reporting period. It is the responsibility of the Lead Partner to submit the Project Progress Report within the respective reporting deadline. In case an individual report is delayed by more than 6 months, the Managing Authority (MA) may decide not to approve the costs included in that report.

## 1.3 Check of Project Progress Reports and reimbursement of funds

The JS Contract Manager checks the Project Progress Report against the Subsidy Contract and Application Form using a standardised electronic JS checklist in the eMS. The JS monitors the progress of implementation towards the achievement of project objectives, indicators and deliverables, the budget exhaustion, deviations from the Application Form and identifies eventual difficulties the project might face. Furthermore, the JS Contract Manager verifies that all expenditure has been validated by the designated FLC, and checks the eligibility of expenditures, plausibility of documentation, fulfilment of the recommendations of controls and audits and elimination of errors/irregularities detected to date at the project level.

In order to gain further information on the progress in implementation of the projects, the JS may also use other sources of information, such as project websites, phone conferences with the Lead Partner, etc. The JS and/or MA will perform site visits for all projects minimum once during the implementation of the project, latest before paying out the last ERDF funds.

In case the JS Contract Manager has questions regarding the Project Progress Reports, the Lead Partner will be given time to answer them. If no reply is received within the set deadline (max. 8

working days), the JS will proceed with the information that is available. The JS has the possibility to make negative corrections to individual expenditure items. Where the JS does not have enough information to support the eligibility of the cost, it will be deemed ineligible for this reporting period.

If the Project Progress Report meets all requirements, the JS confirms its correctness and informs the Lead Partner via eMS that the Project Progress Report is accepted and transfers it via the eMS to the MA.

The MA receives the Project Progress Report via the eMS and verifies it according to the MA checklist. The MA has the possibility to make negative corrections to individual expenditure items. In case of serious failure to achieve the targets relating to output indicators, financial corrections may apply at the level of the project.

In addition the assessment of project spending will be based on the Project Progress Report from the 2nd reporting period onwards. The project is allowed to underspend up to 15% of its budget foreseen for previous periods. If the project has underspent more than the allowed amount, the amount exceeding the set limit might be deducted from the project budget and ERDF funding.

Once endorsed, the MA submits the Project Progress Report through the eMS to the Certifying Authority (CA).

The CA verifies each Project Progress Report. Based on the approval of the Project Progress Report, the CA issues an electronic document, the CA confirmation. In the process of verification, the CA may deduct some expenditure or exclude it temporarily from the CA confirmation for further verification or may in exceptional cases return the Project Progress Report to preceding bodies (e.g. in case the audit recommendations are not respected or errors/irregularities are identified). Once the CA confirmation is generated in the eMS, the payment (reimbursement of ERDF contribution) is initialised.

When the funds are available, CA makes the ERDF payment to the Lead Partner in accordance with Article 21(2) of the ETC Regulation and Article 132 of the CPR in chronological order by date of inclusion of the Project Report in the CA confirmation. The Lead Partner is responsible for transferring the ERDF contribution in due time to the Project Partners according to the terms set in the Partnership Agreement.

## 2. REPORTING IN THE ELECTRONIC MONITORING SYSTEM (eMS)

To access the reporting in the eMS you have to log in to the eMS, which can be accessed at the following link [https://ems.si-hr.eu/ems](https://ems.si-hr.eu/ems).

*Figure 1: Registering and login in to the eMS*


If you are not registered in the eMS yet see Part 3: Application and assessment (Chapter 1.3.2.) of the Implementation Manual for Beneficiaries on how to register in the eMS.

Log in to the eMS and click on your project.

### 2.1 Partner Progress Report in the eMS

The Partner Progress Report has to be in the national language of the Project Partner.

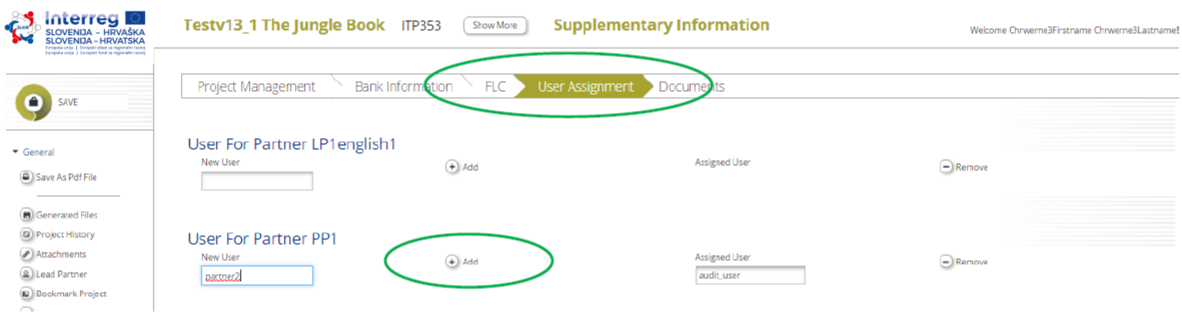
When a project has been contracted, the Reporting section is available.

The Project Partners can access the reporting section in the eMS only after the Lead Partner enters all Project Partners into the system.

Users do not need any special privilege to create and/or submit a Partner Progress Report. The access to a Partner Progress Report is granted via assigning users as partners by the Lead Partner in the “Supplementary Information” -> “User Assignment” section.

Lead Partners can access the “User assignment” section of the Supplementary Information and allocate users. Each partner can have multiple users which will all have the same access to the Partner Report.

*Figure 2: User assignment*

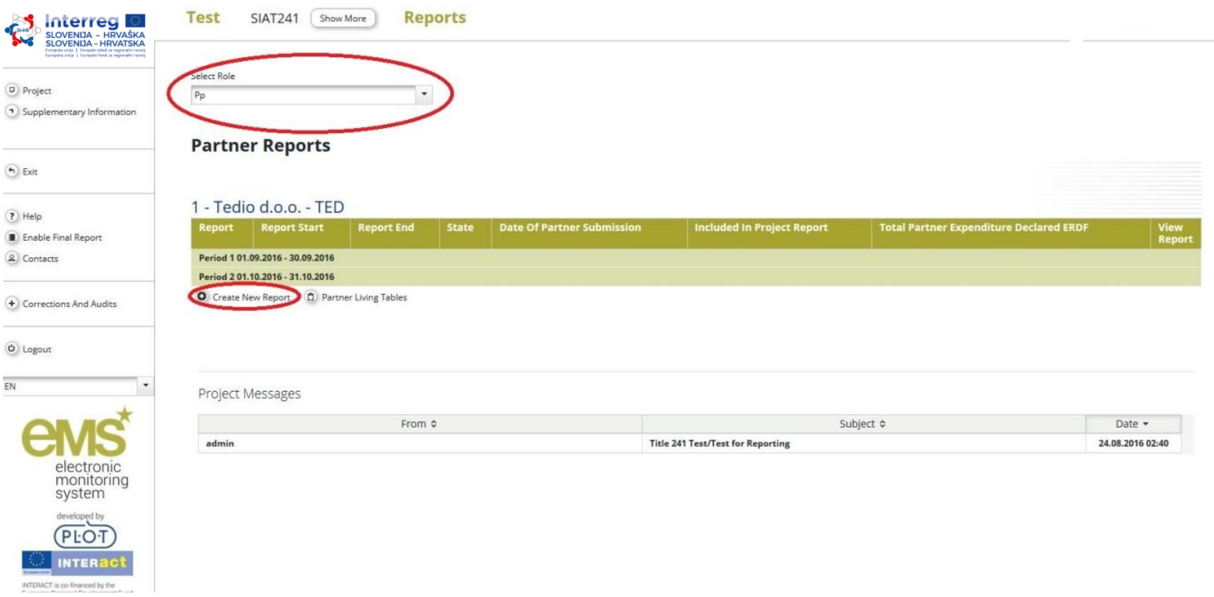


If a user has multiple roles in the system (e.g. Lead Partner and Project Partner), it is necessary to select the role from the drop-down menu at the top of the interface called "Select role" (marked with a red circle in the Figure 2). To create a Partner Progress Report choose the role „Pp" - Project Partner.

**Please note, Lead Partners must create their own Partner Reports as "Project Partner", not as "Lead Partner". The Lead Partner role is exclusively for creating the Project Progress Reports.**

By clicking on the button „Create new report" you generate a new Partner Progress Report.

*Figure 3: Selecting roles and creating a new Partner Progress Report*

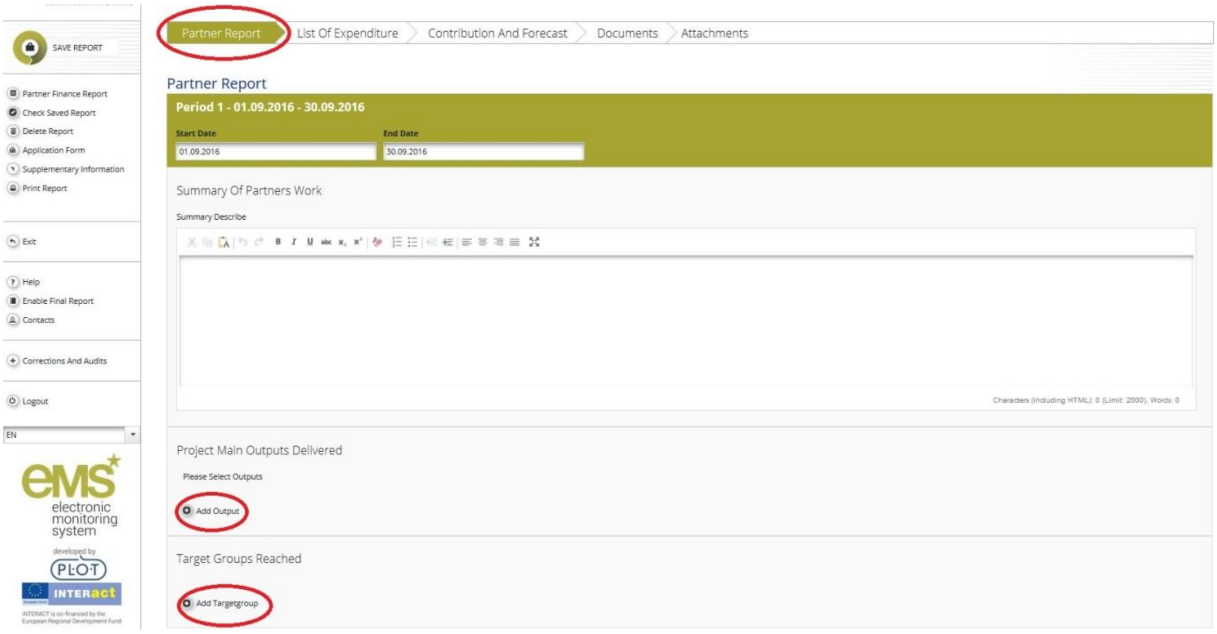



Afterwards, you are redirected to a Partner Progress Report corresponding to a particular reporting period.

The Partner Progress Reports consist of several sections (i.e. "Partner Report", "List of expenditure", "Contribution and forecast" and "Attachments"), each of which must be filled with information. Fields in the "Partner Report" section depend on the Application Form of the project.

## A. "Partner Report" Section

*Figure 4: Partner Report section*




The “Partner Report” section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as the reporting per work package.
This section asks you to describe activities during the reporting period (“Summary of partner’s work in this reporting period”).

Items to be filled in within a Partner Report section include:

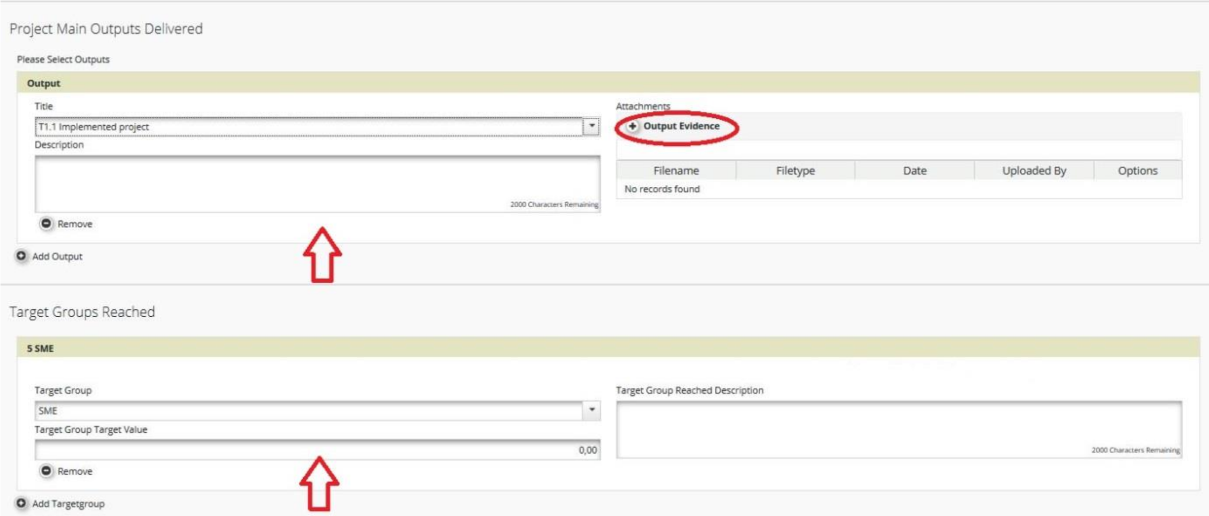
- the start and the end date of the particular reporting period (automatically);
- a summary of the partner’s work in the particular reporting period;
- the project main outputs delivered;
- the target groups reached.

In the “Summary of Partners Work” the Project Partner has to report on all activities implemented in particular reporting period. In addition Project Partner also has to report on the De minimis (if relevant), in this case the Project Partner has to report which are the activities that are the subject of De minimis and also has to report on the value (amount) of the De minimis contribution.

By clicking button “Add Output” in the section “Project Main Outputs Delivered” the window opens (as presented in Figure 5), where you have to select each applicable output from a drop-down menu which lists all outputs included in the Application Form. In the field Description you write the description of the delivered project main output. Under “Output evidence” you upload documents for each output.

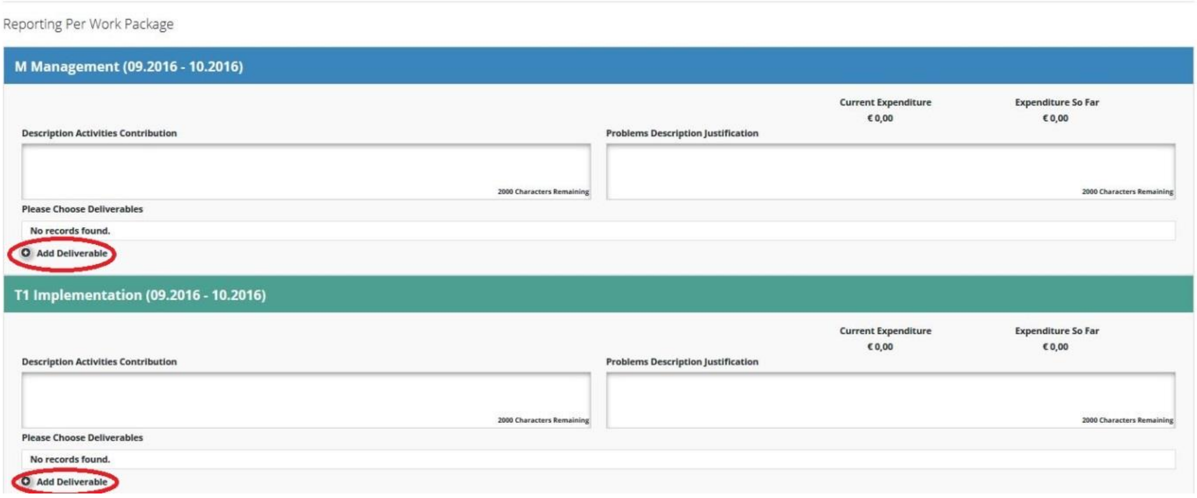
By clicking the button “Add Target Group”, the window shown in the Figure 5 opens, where you select each applicable target group from a drop-down menu which lists all target groups included in the Application Form.

*Figure 5: Reporting on project main outputs delivered and target groups reached*




“Reporting Per Work Package” (see Figure 6) is also a part of the Partner Progress Report in which you have to introduce the progress of the project on the level of work packages and activities. The list of work packages depends on the work packages included in the approved/valid Application Form. In the description of the progress of the work packages you have to describe your contribution to the implementation of the work packages, furthermore the problems which occurred during the implementation (if any) and the measures to solve these problems (if relevant).

*Figure 6: Reporting per work packages*



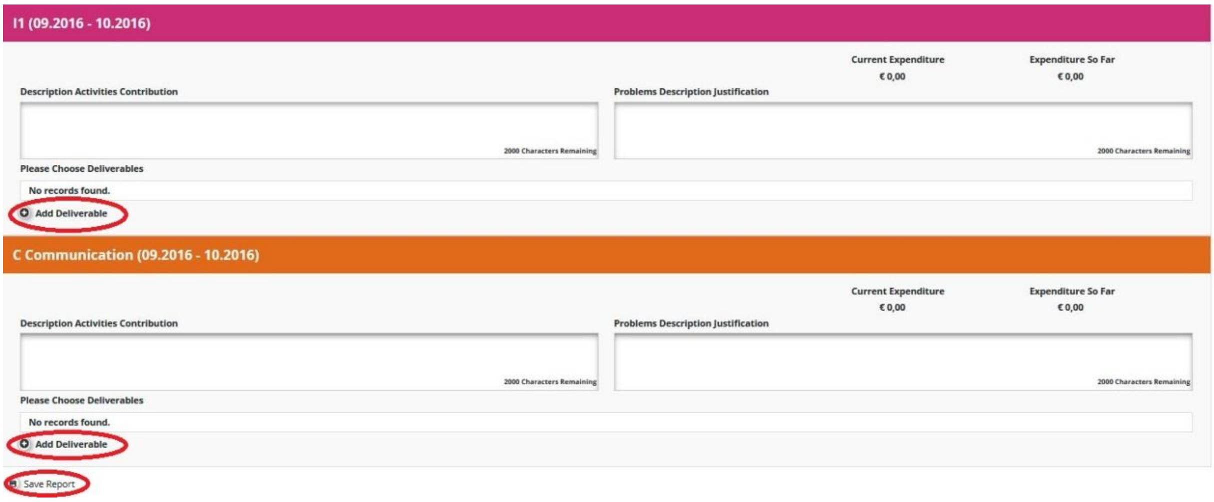
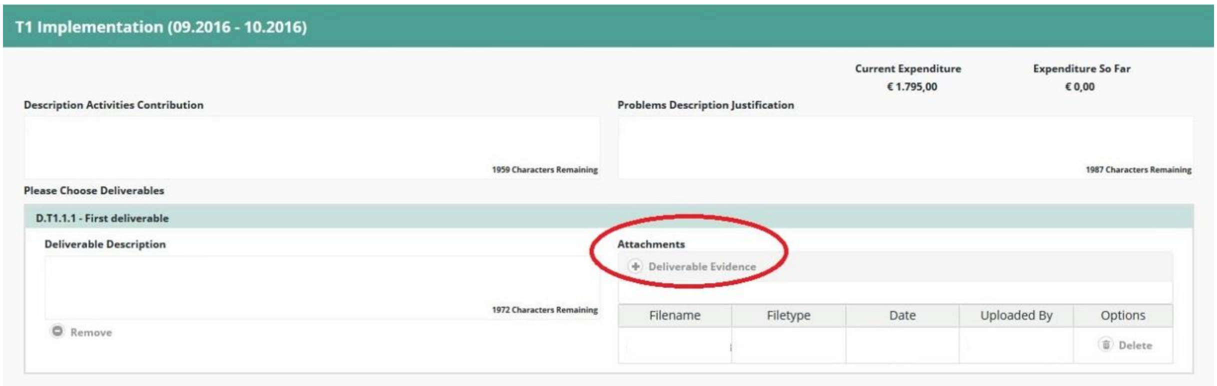



*Figure 7: Reporting on deliverables*




By clicking on the "Add Deliverable" button, your contribution to the implementation of each activity and achieved deliverable has to be described. Please insert "-" in the fields if there is no contribution to any of the work packages or activities in the concrete reporting period.

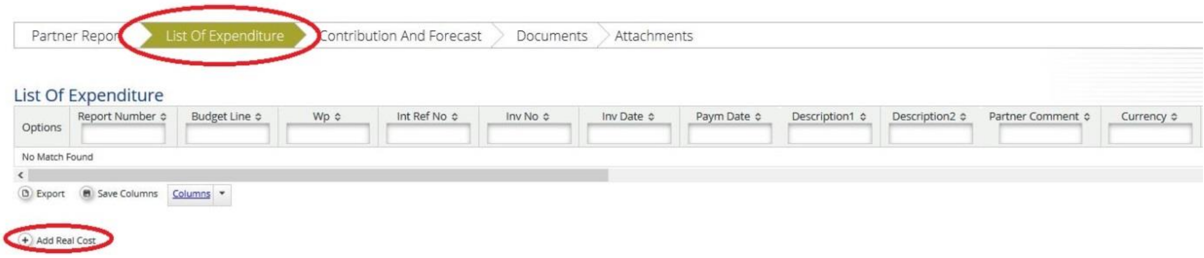
By clicking on the "Deliverable Evidence" you upload the evidence of an each deliverable.

> ***Do not forget to save the data you have filled in the report by clicking the button "Save Report" after each step of reporting!***

After filling in and saving the "Partner Report" section, continue with the "List of Expenditures" Section.

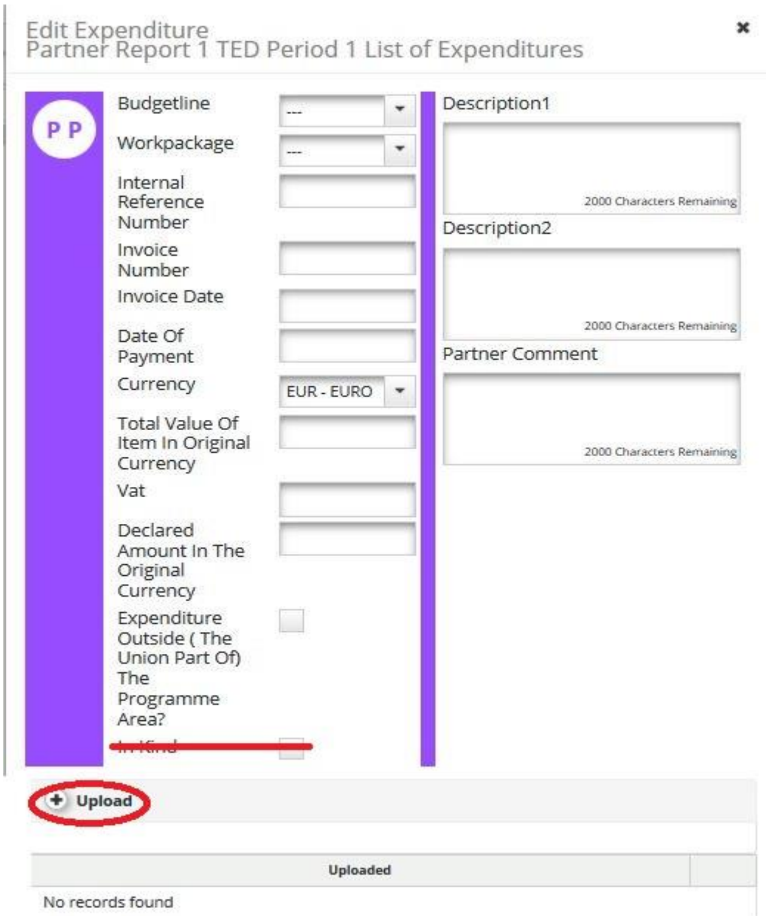
## B. “List of Expenditures” Section

*Figure 8: List of Expenditures section*




Financial reporting is done through the “List of Expenditures” Section in which you report each individual expenditure by clicking on “Add real cost”. After clicking on the button a pop-up window appears (Figure 9), where the system asks you to give basic information on the cost item. It is necessary to allocate each expenditure item to one budget line and one work package. For each expenditure it is necessary to upload all relevant documentation according to the Eligibility of expenditure (Part 4 of Implementation Manual for Beneficiaries) and applicable National Control Guidelines.

*Figure 9: Adding a new expenditure*




All relevant fields have to be filled in by the user:

- Budget line,
- Work package,
- Internal Reference Number,
- Invoice Number,
- Invoice Date,
- Date Of Payment,
- Currency,
- Total Value Of Item In Original Currency,
- VAT,
- Declared Amount In The Original Currency.

Amounts introduced into the eMS in currencies different from the Euro (EUR) will automatically be re-calculated into EUR based on available exchange rates of the European Commission (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm).
The system recalculates the amounts several times – first time when the expenditure item is created and each time it is modified before submission. The value is updated when clicking on “Check saved report” and once more at the moment of submission of the report to the FLC. After this, it is not modified again, even if the report is reverted to the partner and re-submitted, the exchange rate from the moment of submission is the valid one.

The checkmark in the field “Expenditure Outside of the Programme Area” should be put in, if the expenditure occurred outside of the programme area. The checkmark in the field “In Kind” remains empty, because in the Cooperation Programme Interreg V-A Slovenia-Croatia “In Kind” is not eligible.

Three text input fields for descriptions are available in this section and should be filled in according to the budget lines as follows:

**Staff costs:**
Description 1: Name of the employee, number of the contract of employment or other relevant document
Description 2: Write the relevant type of the contract of employment

i. Full-time work on the project or
ii. Part-time work on the project:
    - part-time with a fixed percentage of time per month worked on to the project or
    - part-time with a flexible number of hours worked on the project per month

Partner Comment: Describe the activities implemented by the employee

**Travel and accommodation costs:**
Description 1: Name of the person
Description 2: Proof that the person is employed by the institution which claims the costs (upload the relevant document)
Partner Comment: Describe the role of the person and purpose of the travel

**External expertise and services costs: / Equipment expenditure: / Infrastructure and works expenditure:**
Description 1: Name of the contractor
Description 2: Indicate if there are partial invoices
Partner Comment: Describe the purpose of the expenditure

**Net revenues:**
Description 1: Describe the activity in which the net revenue occurred

By clicking the button “Upload”, the corresponding attachments according to Part 4: Eligibility of Expenditure of the Implementation Manual for Beneficiaries and applicable national control guidelines, should be uploaded to provide evidence of expenditures.
The List of Expenditures is automatically created on this page and can be seen by scrolling through the page (to move around in the table).

Click the “Add real cost” button at the bottom of the page to add all individual expenditures to the List Of Expenditures.

If you have a Staff cost and/or Office and administration flat rate approved in the Application Form, the system will automatically calculate flat rates based on relevant inputs into the List of Expenditures.

Automatically, the eMS system adds artificial flat rate invoices per work package, calculating the flat rate percentage from inputs in other relevant budget lines.
Please note that, it is not possible to add real cost invoices to budget lines covered by flat rates. It is also not possible to modify the amount claimed based on flat rates (neither by the Project Partner nor by any of the programme authorities verifying the report).

Repeat the whole procedure by clicking the “Add Real Costs” button until all costs which incurred during the reporting period (in exceptional cases also costs that incurred before) are recorded.

Do not forget to save your work by clicking the button “Save Columns”!

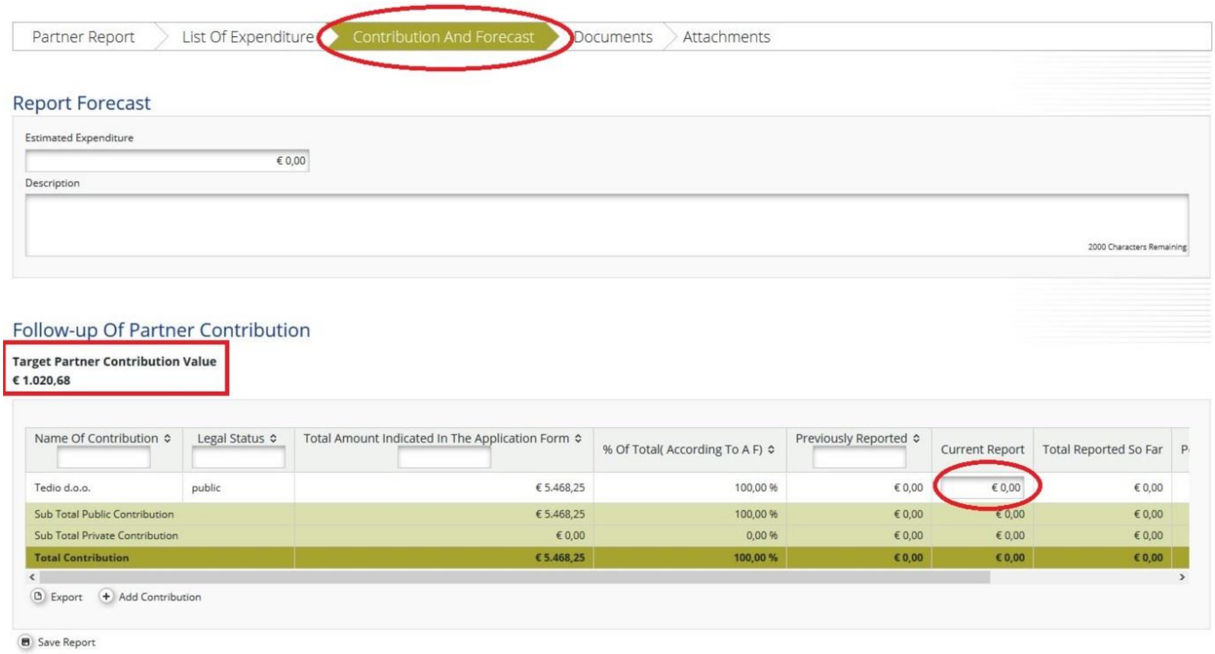
***Attention! If you are entitled to recover VAT the subsidized costs are equal to the net costs, if you are not entitled to recover VAT the subsidized costs are equal to the gross costs (VAT included).***

## C. “Contribution and Forecast” Section

As both the content related and the financial data are fully uploaded, the financial data/funds of the reported expenditures have to be defined in the “Contribution and Forecast” Section. During this task an amount marked in the red box (in the Figure 10), will appear which has to be financed by other (e.g. own, national, regional, etc.) contribution(s). This amount has to be ordered to the respective financial contribution, in the right row of the “Current report” column.

The information about the requested indicative amount in the next reporting period “Report Forecast” needs to be provided in this section. In the field “Description”, the discrepancy between the planned and the real financial value shall be described (if applicable).

*Figure 10: Contribution and forecast section*




***Do not forget to save your work!***

## D. "Attachments" Section

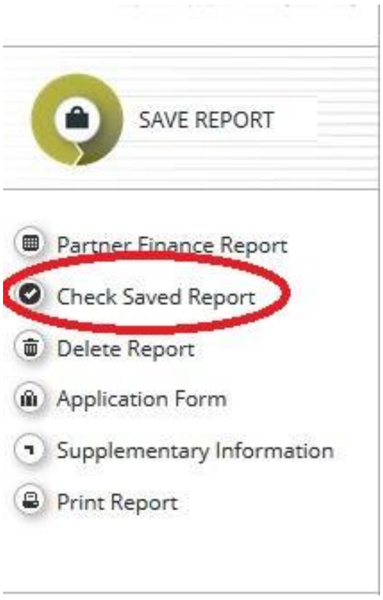
Partners are also allowed to upload additional attachments related to the entire report. In order to upload a document, please click on the button "Upload". The upload pop up window will appear.

A list of all attachments uploaded in this section is shown here, including information on who uploaded which document and when. The maximum size of the attachments can be 7 MB for one file. It is important that the scan has to be of a good quality (all necessary data must be clearly readable) . Otherwise FLC deserves the right not to validate expenditures related to unreadable documentation.

### 2.1.1 Submitting a Partner Progress Report

You must check your Partner Progress Report by clicking the “Check saved report” button to enable the submission of the report.

*Figure 11: Checking saved report*




When you have checked the Partner Progress Report, it can be submitted by clicking on the “Submit Report” button, which appears in the same place as the “Check Saved Report” button before.

*Figure 12: Submitting Report*


A submitted report is locked and the partner cannot modify it anymore. After submission, the Partner Progress Report is forwarded to the designated FLC of the Project Partner. The Project Partner can see the status of the report in the dashboard.

A new Partner Progress Report can be opened once the previous one has been submitted. It is currently not possible for the partner to open more than one report at the same time.

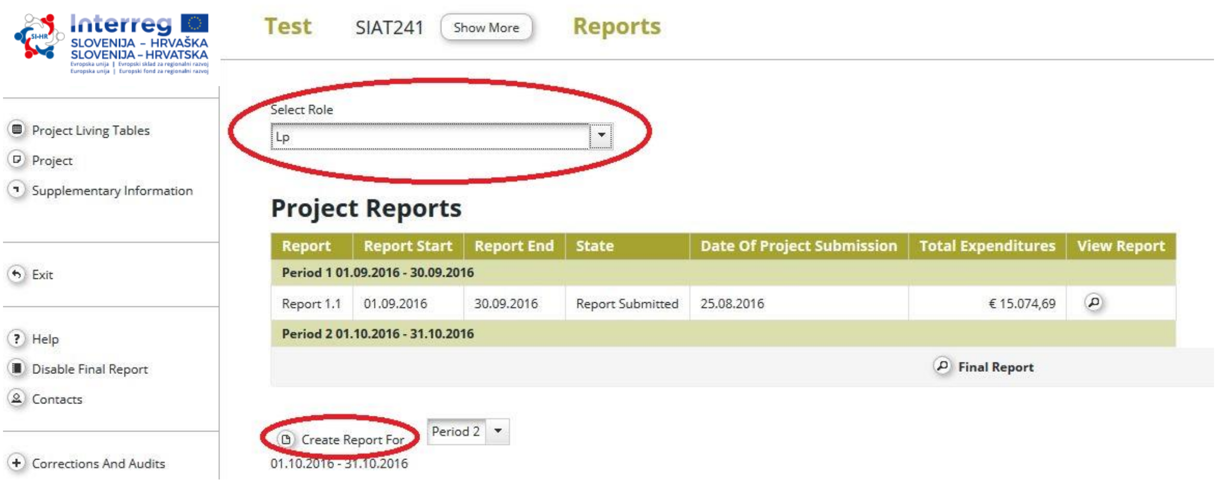
## 2.2 Project Progress Report in the eMS

After the FLCs have evaluated all Partner Reports and verified the expenditures for the particular reporting period, the Lead Partner is able to create the Project Progress Report.

Project Progress Reports can only be created by the Lead Partner of a project, starting from the moment the project status is changed to “Contracted”. The Project Progress Report has to be bilingual (Slovene and Croatian). The user having Lead Partner role is the one accepted by the JS in the Handover procedure. It is always possible to see which user is the Lead Partner for the project by clicking the “Show more” button at the top of the project/reporting view.

After the project has been contracted, the “Reports overview” is the default view when accessing the project. In order to generate a Project Progress Report, the Lead Partner needs to select the role “Lead Partner” from the role drop-down menu. Each Lead Partner has two roles to select from, “Project Partner” for creating the own Partner Reports and “Lead Partner” for creating the Project Progress Reports. The Lead Partner role allows to see the reports of all project partners and to create and submit the Project Progress Report.

*Figure 13: Selecting roles and creating a new Project Progress Report*




For creating a new report, you need to click on “Create Report For” button and choose the period under the table displaying an overview of Project Progress Reports. Afterwards, you are redirected to a Project Progress Report corresponding to a particular reporting period.

Project Progress Reports consist of a financial part and a content part. The financial part is compiled automatically by the system based on the available FLC certificates included in the Project Progress Report by the Lead Partner. The content part of the Project Progress Report needs to be filled out manually by the Lead Partner. It is also possible to upload attachments to a Project Progress Report.

Some items in the Project Progress Report depend on the approved Application Form (e.g. which work packages are available).

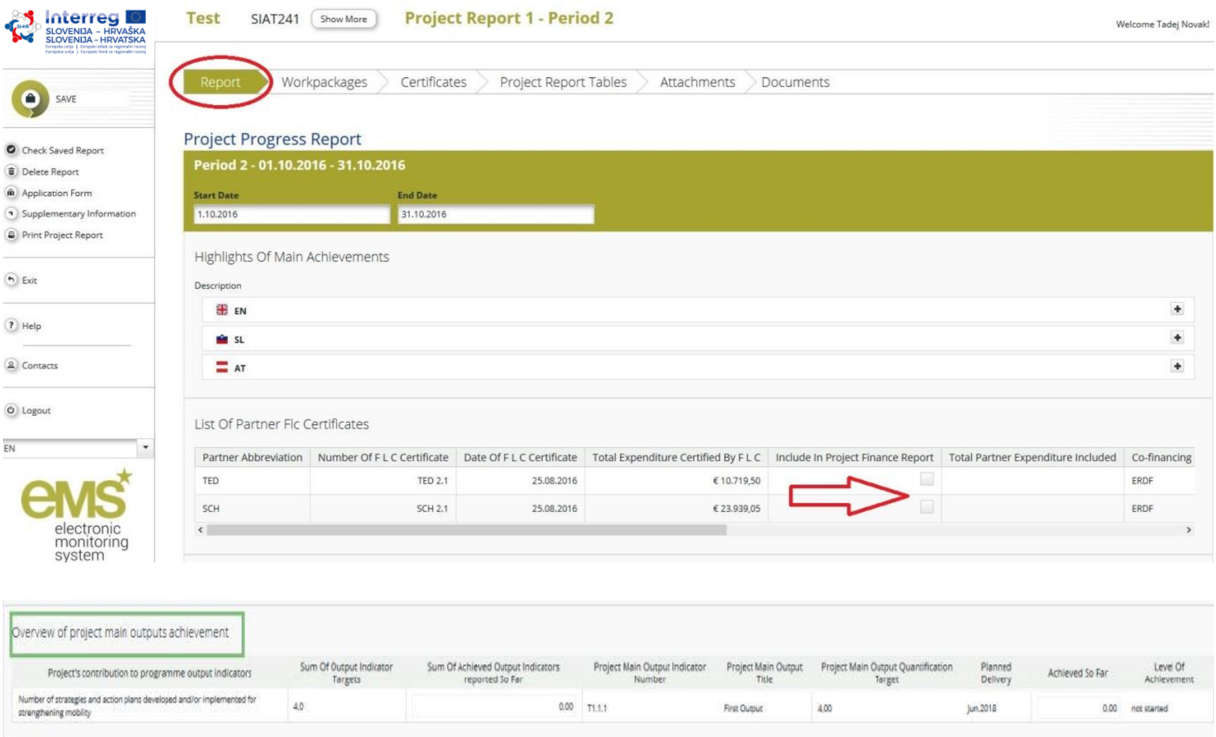
## A. “Report” Section

The ”Report” section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting per work package.

This section first asks you to describe activities (”Highlights of main achievements”) in this reporting period and to include FLC certificates for the Project Partners.

An overview of the project main indicators (“Overview of project main outputs achievement”) is also provided (see framed in green in the Figure 14). This table is automatically generated from the information provided in the “Workpackages” section of the report.

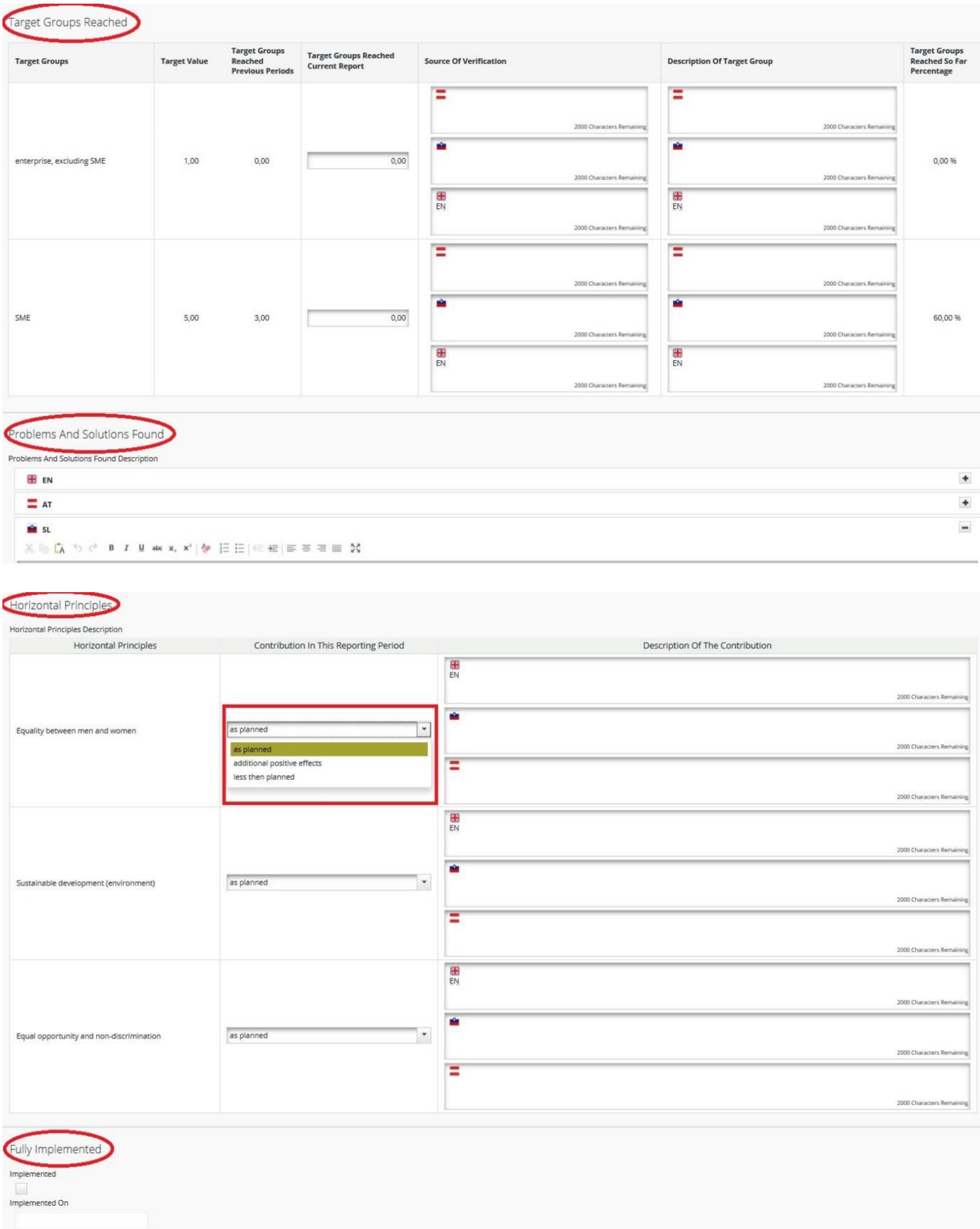
*Figure 14: Report section*




You have to include the FLC certificate of every partner into the Project Progress Report with the ticks (red arrow in the Figure 14).

You are then asked to provide information on the target groups reached, problems encountered and solutions found and horizontal principles. At the bottom you will find an interface to provide information on horizontal principles. A tick box which can be used to indicate that the project has been fully implemented is only needed to be filled in for the Final Project Progress Report.

*Figure 15: Reporting on target groups reached, problems and solutions found and horizontal principles*

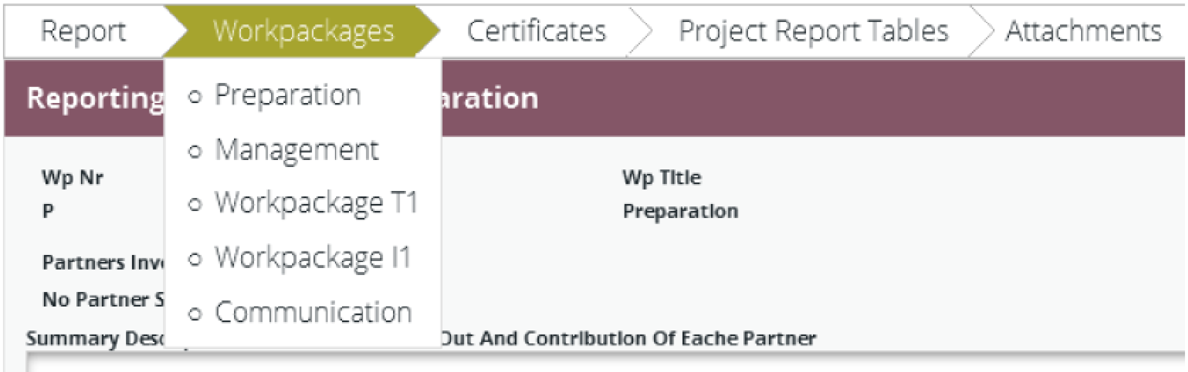



After that save your work!

## B. “Workpackages” Section

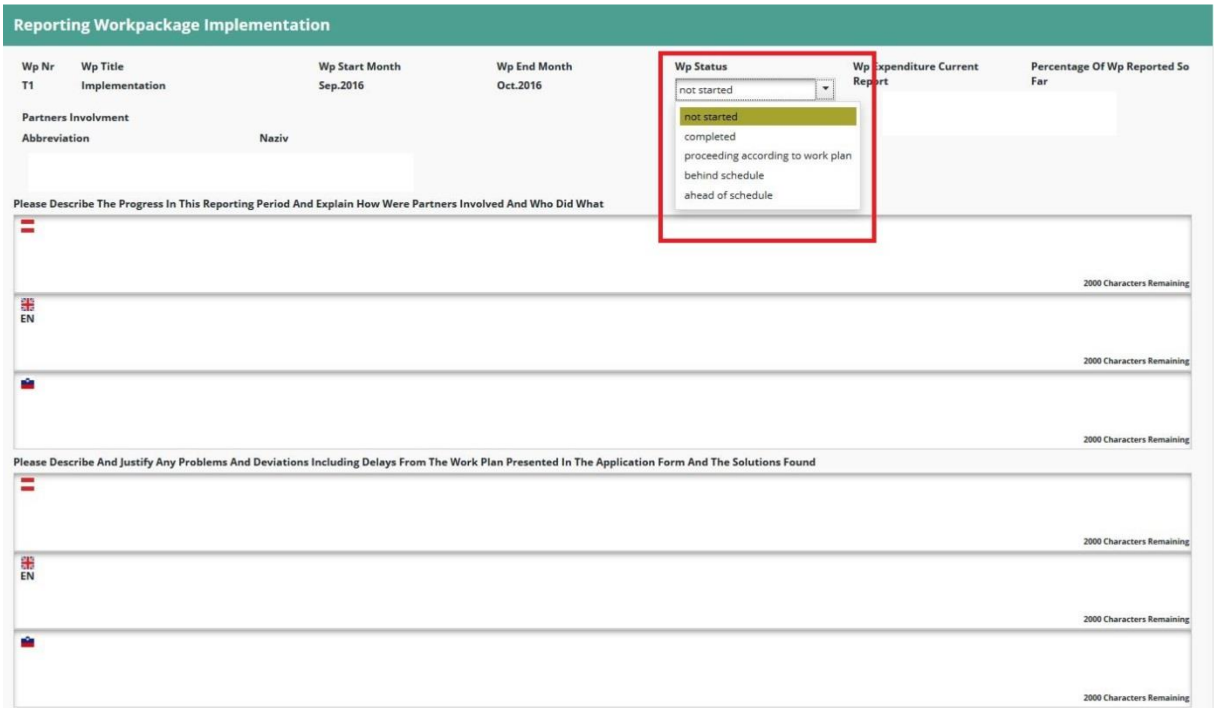
Reporting per work package is also a part of a Project Progress Report. Reports of individual work packages can be opened by clicking the corresponding item in the navigation bar.

*Figure 16: Workpackages section*




In this section you can describe the implementation of each work package in detail, including information on activities carried out and contributions by the project partners as well as information on any problems or deviations from the initial plan set in the Application Form.

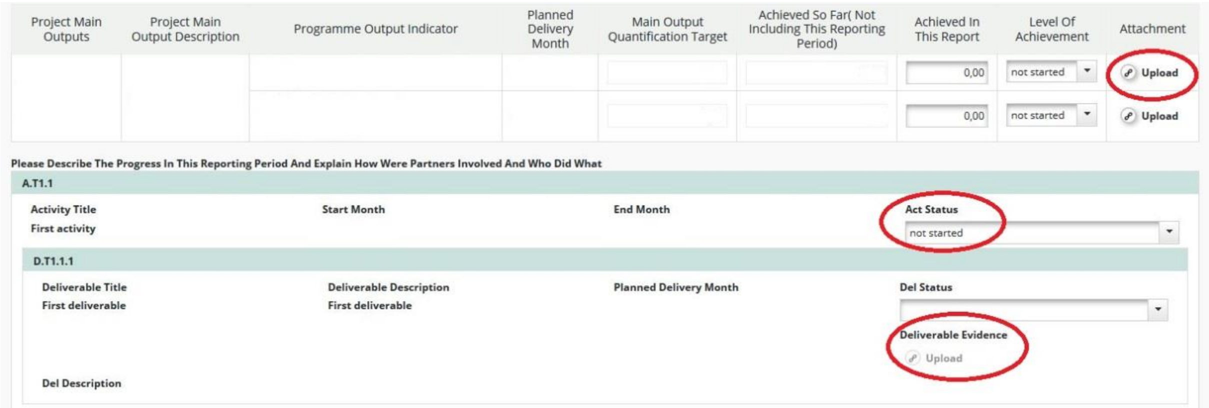
*Figure 17: Reporting on Workpackages*




For each Workpackage, the Lead Partner has to choose “WP Status” from the drop down menu in Figure 17.

Here you also provide information on project main output indicators and activities and deliverables. Reporting on deliverables, including the upload of evidence of achievement, is also part of reporting on work packages.

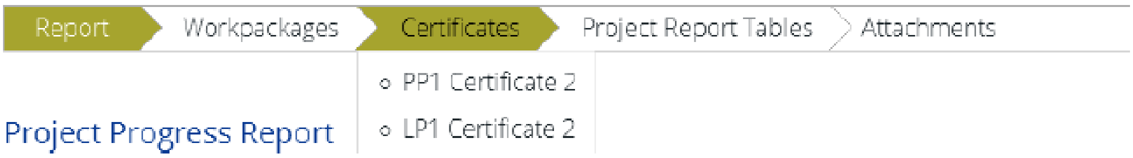
*Figure 18: Reporting on project main output indicators, activities and deliverables*




After that save your work!

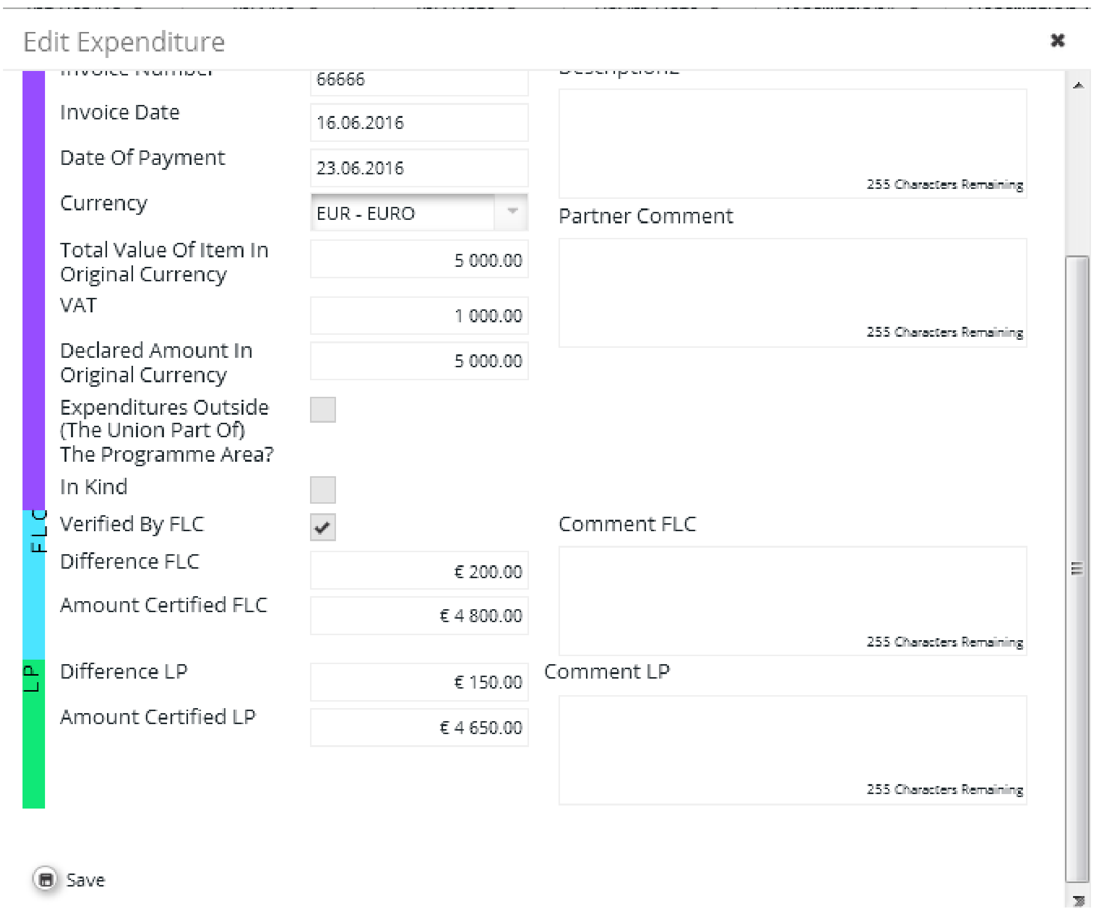
## C. “Certificates” Section

*Figure 19: Certificates section*




Individual expenditures are to be reported using certificates awarded by FLCs, based on the expenditures declared in Partner Reports. In the Certificates section, the Lead Partner chooses a certificate and afterwards he/she is redirected to a table with the List of Expenditures.

*Figure 20: Modification of the expenditure*




Expenditures can be modified by the Lead Partner by setting the difference in the corresponding field. The values previously inserted by a partner and by the FLC (Budgetline, Workpackage, Internal Reference Number, Invoice Number, Invoice Date, Date of Payment, Currency, VAT) cannot be modified anymore.

## D. “Project Report Tables” Section

*Figure 21: Project Report Tables section*


Here you can find various summary tables of the expenditure included in the Project Progress Report. Please note that the tables are updated before the report is submitted. All the cuts done by the Lead Partner will be immediately visible in the tables.
Project report tables follow the same logic as those in the Partner Report but take into account all certificates included in the project report.

**Please note that the “Currently reported” column changes its values (and name) each time a project report changes its status.**

Before the report is submitted it is “amount to be declared to the JS" and once it is submitted it changes into “amount declared to the JS”. Likewise, the column “Previously reported (certified by CA)” also changes if new CA confirmations become available. After the submission of the report to the JS, the values do not change anymore.

## E. “Attachments” Section

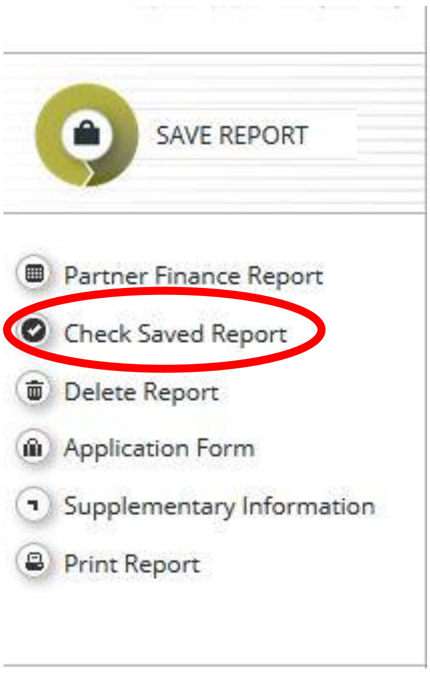
*Figure 22: Attachments section*


The Lead Partner is also allowed to upload additional attachments to the whole report.

### 2.2.1 Submitting a Project Progress Report

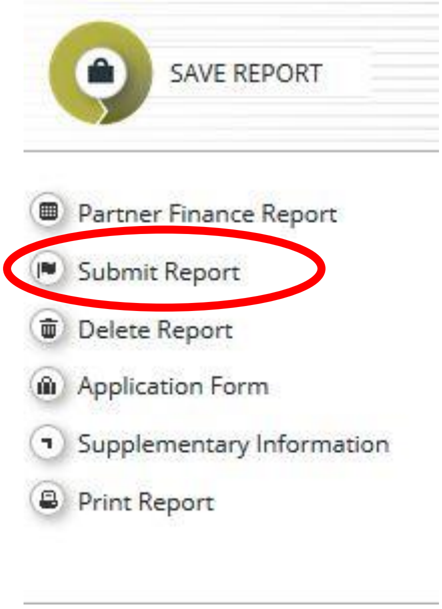
You have to check the Project Progress Report by clicking the “Check saved report” button to enable the submission of the report.

*Figure 23: Checking saved report*




When you have checked the Project Progress Report it can be submitted by clicking on the “Submit Report” button, which appears in the same place as the “Check Saved Report” button before.

*Figure 24: Submitting report*

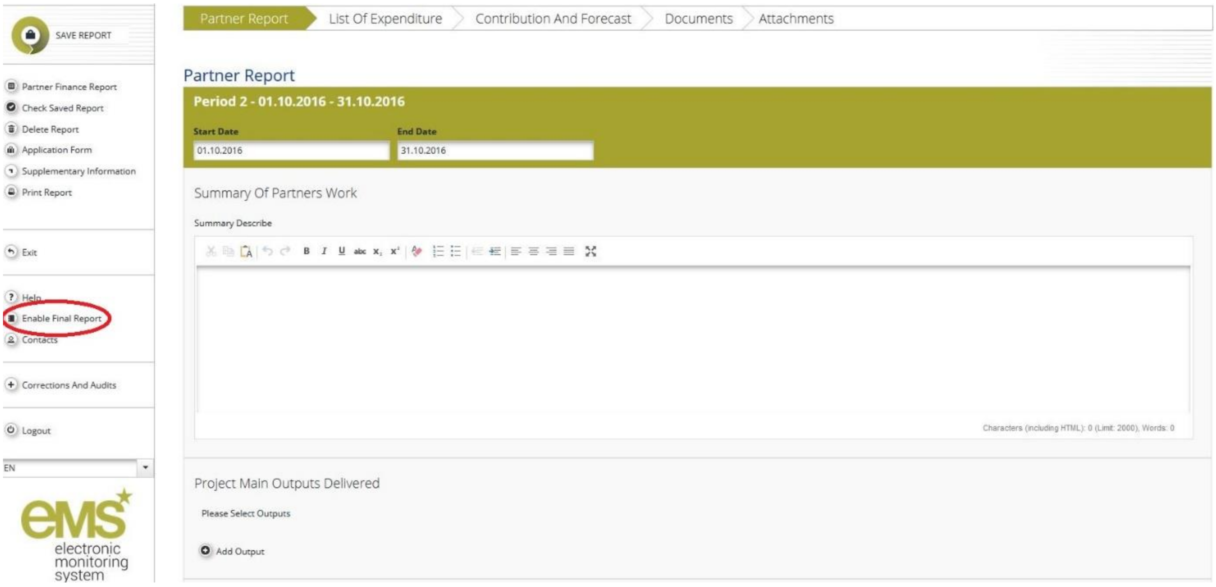



After submission, the Lead Partner can see the report but cannot modify it anymore.

A new Project Progress Report can be opened, once the previous one has been submitted.

## 2.3. Final Reports in the eMS

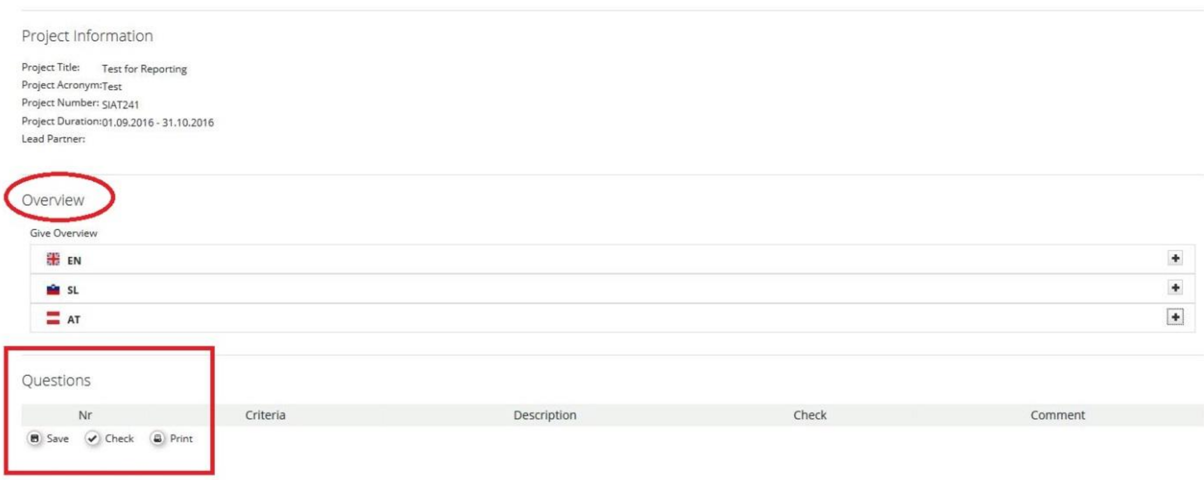
*Figure 25: Enabling Final Report*




To create the Final Partner Progress Report and the Final Project Progress Report you have to tick the button "Enable Final Report" (marked red in the Figure 25). The procedure for the Final reports is the same as for the Partner Progress Report and Project Progress Report. Additionally the Lead Partner has to tick the "Final report" button as shown in the Figure 26 and a new window will appear (as shown in Figure 27). At the moment the description and questions for the final report are not yet defined and will be included in one of the next versions of Implementation Manual for Beneficiaries – Part 5: Reporting on the Project Progress.

*Figure 26: Final Report button*

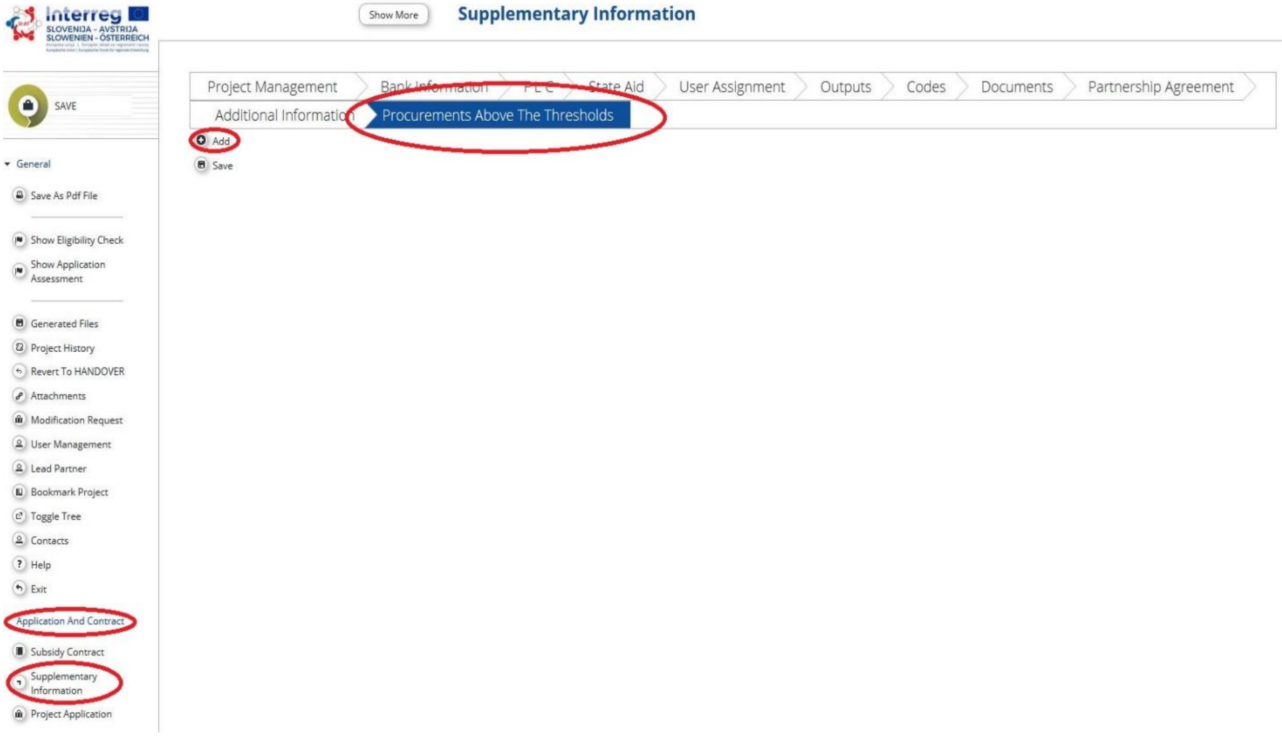

*Figure 27: Final report content*




### 2.4. Reporting about Procurements above the EU Thresholds

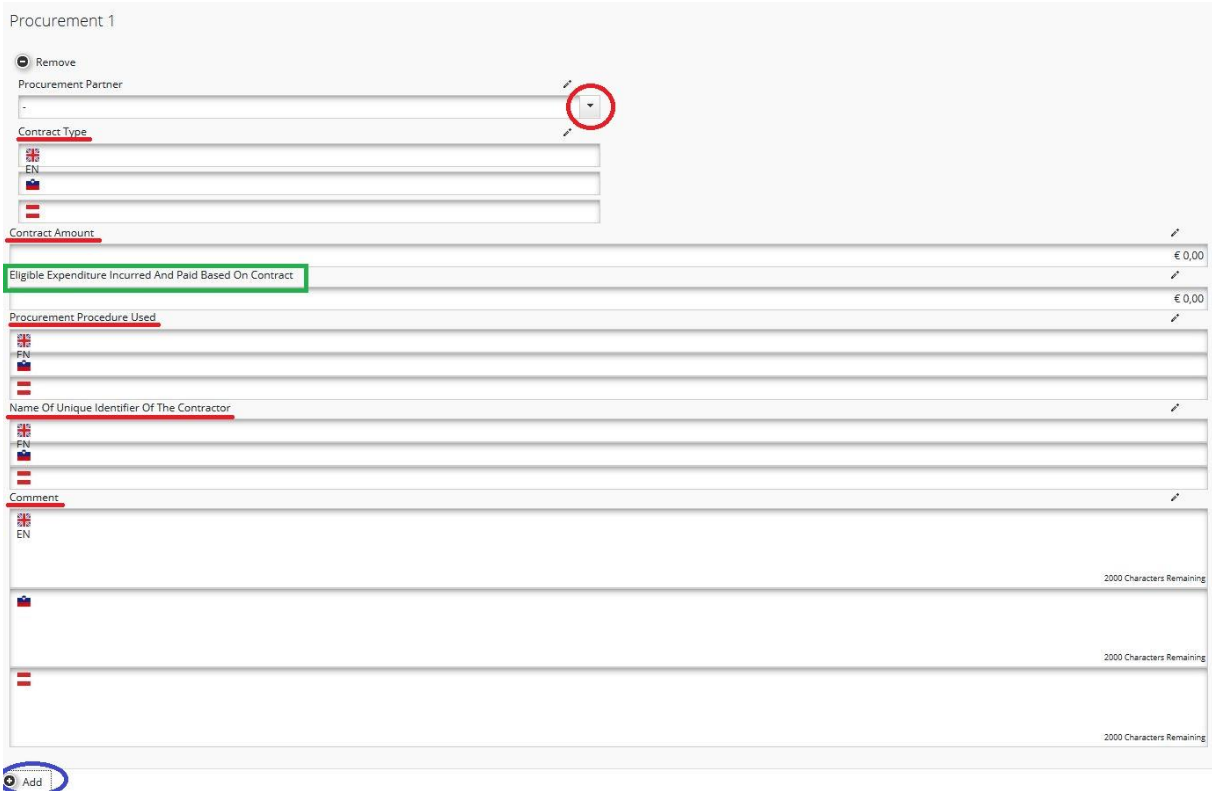
If any of the Project Partners has a public procurement above the EU thresholds, this information needs to be submitted to the Lead Partner. The Lead Partner has to enter the information in the system eMS through the “Supplementary Information” in the section “Procurements Above The Thresholds” (see Figure 28).

*Figure 28: Supplementary Information – Procurements above the Thresholds*




The Lead Partner has to click the button “Add” and new empty fields will appear (Figure 29).

*Figure 29: Procurements above the Thresholds*



The Lead Partner has to choose the “Procurement Partner” from the drop-down menu (marked in the red circle in Figure 29) and fill in all other fields “Contract Type”, “Contract Amount”, “Eligible Expenditure Incurred And Paid Based On Contract”, “Procurement Procedure Used”, “Name Of Unique Identifier Of the Contractor” and “Comment”.

The Lead Partner has the possibility to add a new “Procurement” with the button “Add” (marked blue in Figure 29).

# 3. PROJECT MODIFICATIONS

During the project implementation, modifications of the project are possible. As a general rule the number of modifications is limited to two major project modifications (see Part 2: Project development of the Implementation Manual for Beneficiaries).

Depending on the impact for the project, it can be distinguished between minor and major project modifications. All project modifications must be justified and agreed between the Project Partners before they are communicated to the JS via the Lead Partner. Changes have to be approved by the relevant programme bodies.

First, the Lead Partner needs to fill in a modification request in the eMS and submit it through the eMS. The requested project change needs to be clearly described and justified, including also the cause and effects of the proposed project modifications. The technical support through the project modification process will be provided by the JS.

Once the project modification is submitted by the Lead Partner, the JS screens the provided request and depending on the type of the project change performs the decision procedures. In case of minor changes, the decision can be taken by the JS, for major changes, the materials for the MC decision will be prepared and the final decision will be taken by the MC members.

If the outcome of the proceedings is positive, the JS grants the Lead Partner the possibility to revise the Application Form in the eMS. The Lead Partner then updates the relevant parts of the Application Form (partnership, work plan or budget) in line with the approved project modification request. In case the requested project change requires additional supporting documents (e.g. partner declaration, withdrawal letters, etc.), they have to be uploaded in the eMS as annexes to the revised Application Form.

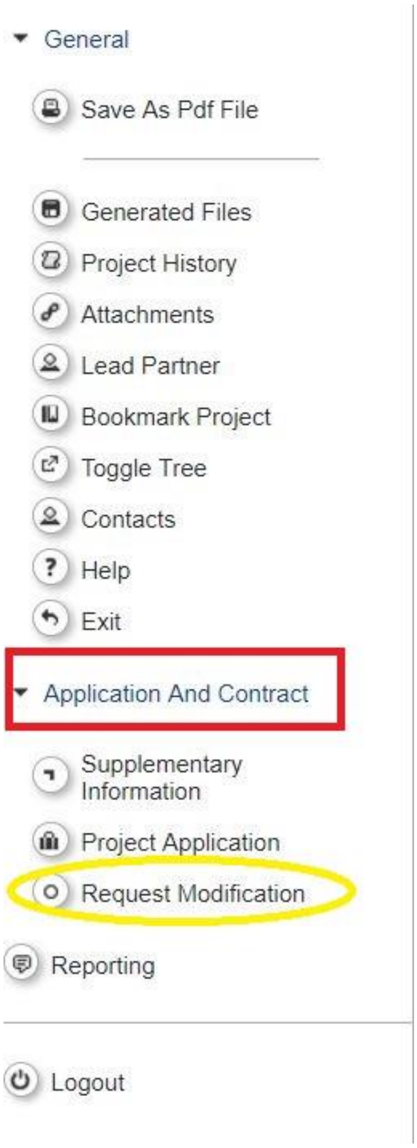
The JS examines the revisions done in the Application Form. The Lead Partner can be asked to provide further clarifications and/or amendments to the Application Form, in case the changes done in the eMS and related explanatory information is not sufficient.

Based on the final submission of the revised Application Form in the eMS, the JS informs the Lead Partner (through the eMS) on the final decision on the requested project change.

## 3.1 Project Modifications in eMS

The project Lead Partner requests a modification by pressing on the button "Request Modification" (marked yellow in Figure 30) in the section "Application And Contract" (marked red in Figure 30). The Lead Partner can request a modification after the project has been handed over to a Lead Partner and the Lead Partner has been confirmed by the JS. Before that it is not possible for Lead Partners to request modifications.

*Figure 30: Button"Request Modification"*



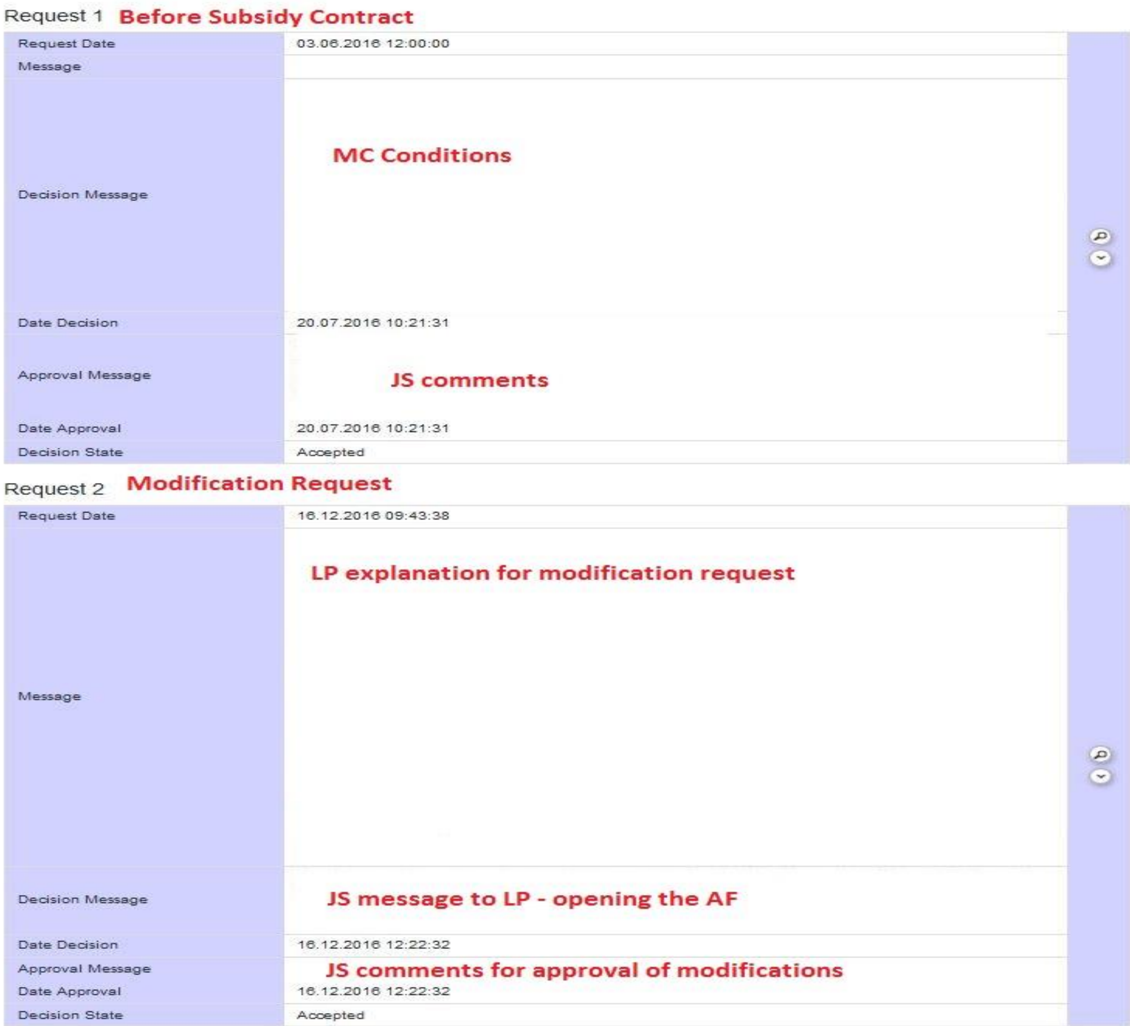

The Lead Partner is then asked to enter information about the intended modification into a user interface. Saving this input informs the JS about the request. The JS can then approve the modification request and open the Application Form for editing to the Lead Partner or reject the request.

The following workflows are initiated:

- The Lead Partner requests the permission to modify -> the JS approves the request for modification -> the Lead Partner modifies the Application Form -> the JS approves the modification -> a new version of the Application Form is generated.
- The Lead Partner requests the permission to modify -> the JS approves the request for modification -> the Lead Partner modifies the Application Form -> the JS requests further modifications -> the Lead Partner modifies the Application Form-> the JS approves the modification -> a new version of the Application Form is generated.
- The Lead Partner requests the permission to modify -> the JS approves the request for modification -> the Lead Partner modifies the Application Form -> the JS rejects the modification -> the Application Form remains unchanged and no new version of the Application Form is generated.

The menu item "Modification request" leads to the overview list of all modifications for a project and the related messages.

Figure 31: History of the modification requests



The eMS stores all the different versions of the Application Form in consecutive order under the menu item “Project history”.

***Caution!***

***It is always the last valid Application Form which is subject to a modification request, not the initial one!***

***It is not possible to initiate a modification request (neither by programme authorities nor by the Lead Partner) if a previous modification is not finalized (i.e. approved or rejected by the JS).***

***No programme authority can request modifications for projects which are finalized or archived.***