



**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 2, January 2017

# Implementation Manual for Beneficiaries

## **PART 5: REPORTING ON THE PROJECT PROGRESS**

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## 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 the 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 verification of 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.

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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 done. 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:

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- “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.

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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 proceeds 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.

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**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>.

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



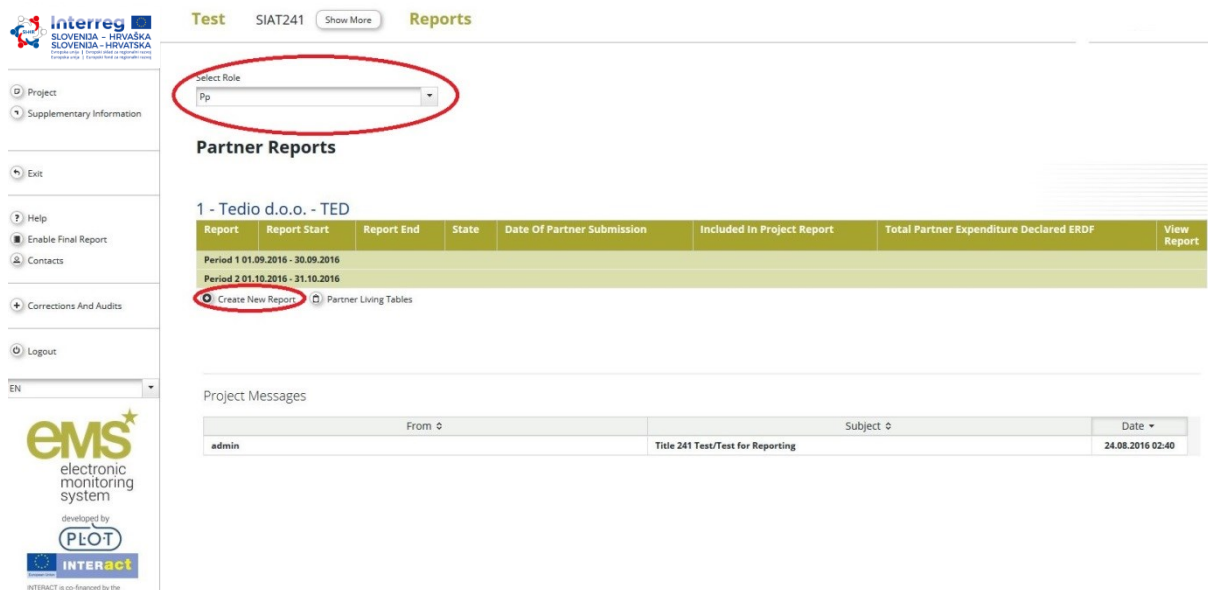
## PART 5: REPORTING ON THE PROJECT PROGRESS

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



The screenshot shows the Interreg reporting interface for project SIAT241. The 'Select Role' dropdown menu is set to 'Pp'. The 'Create New Report' button is highlighted with a red circle. The interface also displays a table of Partner Reports and a Project Messages section.

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report
Period 1 01.09.2016 - 30.09.2016							
Period 2 01.10.2016 - 31.10.2016							
<input checked="" type="radio"/> Create New Report <input type="radio"/> Partner Living Tables							

From	Subject	Date
admin	Title 241 Test/Test for Reporting	24.08.2016 02:40

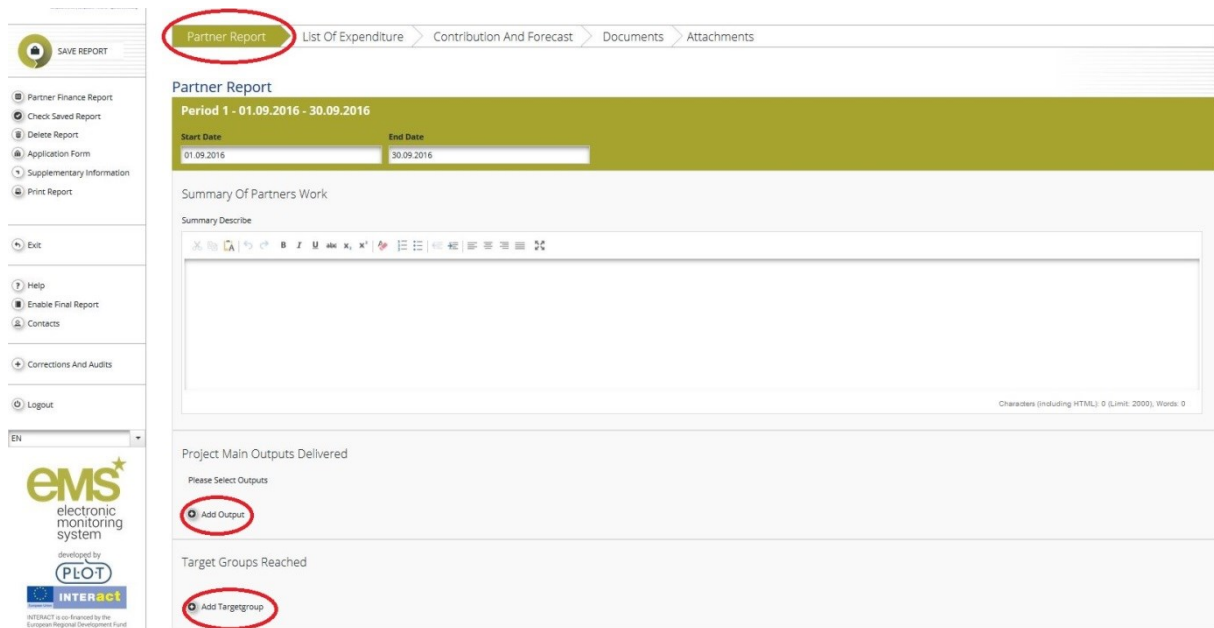
Afterwards, you are redirected to a Partner Progress Report corresponding to a particular reporting period.

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.

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### 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.

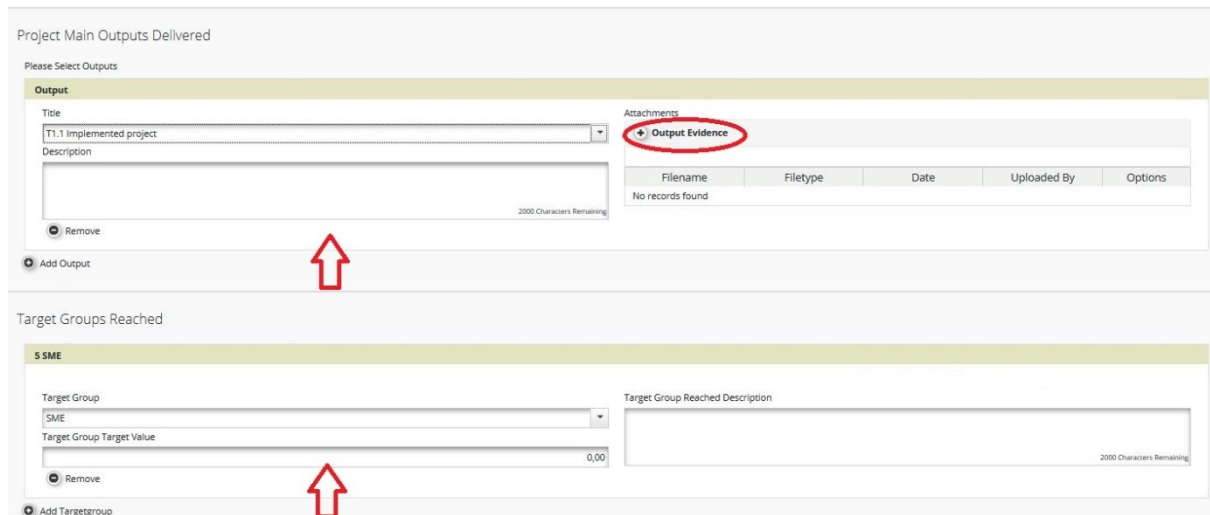
In the “Summary of Partners Work” the Project Partner has to report on all activities implemented in particular reporting period. In addition Project Partner also has to report on the State Aid/De minimis (if relevant), in this case the Project Partner has to report which are the activities that are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

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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



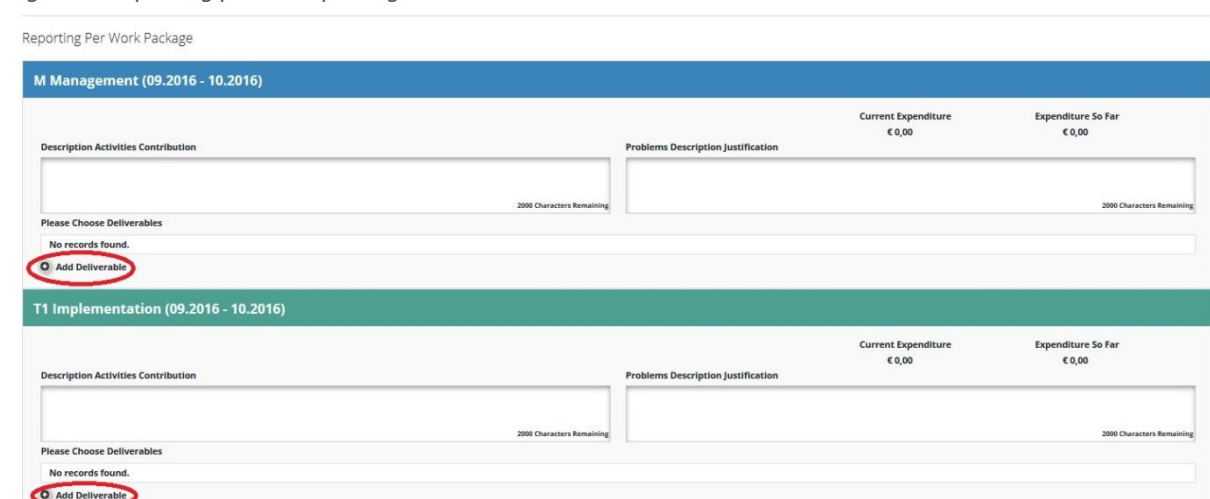
The screenshot shows two main sections: "Project Main Outputs Delivered" and "Target Groups Reached".

**Project Main Outputs Delivered:** This section has a header "Please Select Outputs". It contains a form with a "Title" dropdown menu (selected: "T1.1 Implemented project"), a "Description" text area (2000 Characters Remaining), and a "Remove" button. To the right, there is an "Attachments" section with a red circle around the "+ Output Evidence" button. Below it is a table with columns: "Filename", "Filetype", "Date", "Uploaded By", and "Options". The table currently shows "No records found". At the bottom of this section is an "Add Output" button with a red arrow pointing to it.

**Target Groups Reached:** This section has a header "S SME". It contains a form with a "Target Group" dropdown menu (selected: "SME"), a "Target Group Target Value" text area (0,00), and a "Remove" button. To the right is a "Target Group Reached Description" text area (2000 Characters Remaining). At the bottom of this section is an "Add Targetgroup" button with a red arrow pointing to it.

“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



The screenshot shows the "Reporting Per Work Package" interface with two sections: "M Management (09.2016 - 10.2016)" and "T1 Implementation (09.2016 - 10.2016)".

**M Management (09.2016 - 10.2016):** This section has a blue header. It displays "Current Expenditure € 0,00" and "Expenditure So Far € 0,00". Below this are two text areas: "Description Activities Contribution" (2000 Characters Remaining) and "Problems Description Justification" (2000 Characters Remaining). Underneath is a "Please Choose Deliverables" section with "No records found." and a red circle around the "Add Deliverable" button.

**T1 Implementation (09.2016 - 10.2016):** This section has a green header. It displays "Current Expenditure € 0,00" and "Expenditure So Far € 0,00". Below this are two text areas: "Description Activities Contribution" (2000 Characters Remaining) and "Problems Description Justification" (2000 Characters Remaining). Underneath is a "Please Choose Deliverables" section with "No records found." and a red circle around the "Add Deliverable" button.

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**I1 (09.2016 - 10.2016)**

**Description Activities Contribution**

2000 Characters Remaining

**Problems Description Justification**

2000 Characters Remaining

**Please Choose Deliverables**

No records found.

Add Deliverable

Current Expenditure  
€ 0,00

Expenditure So Far  
€ 0,00

---

**C Communication (09.2016 - 10.2016)**

**Description Activities Contribution**

2000 Characters Remaining

**Problems Description Justification**

2000 Characters Remaining

**Please Choose Deliverables**

No records found.

Add Deliverable

Current Expenditure  
€ 0,00

Expenditure So Far  
€ 0,00

Save Report

Figure 7: Reporting on deliverables

**T1 Implementation (09.2016 - 10.2016)**

**Description Activities Contribution**

1959 Characters Remaining

**Problems Description Justification**

1987 Characters Remaining

**Please Choose Deliverables**

**D.T1.1.1 - First deliverable**

**Deliverable Description**

1972 Characters Remaining

Remove

Current Expenditure  
€ 1.795,00

Expenditure So Far  
€ 0,00

Deliverable Evidence

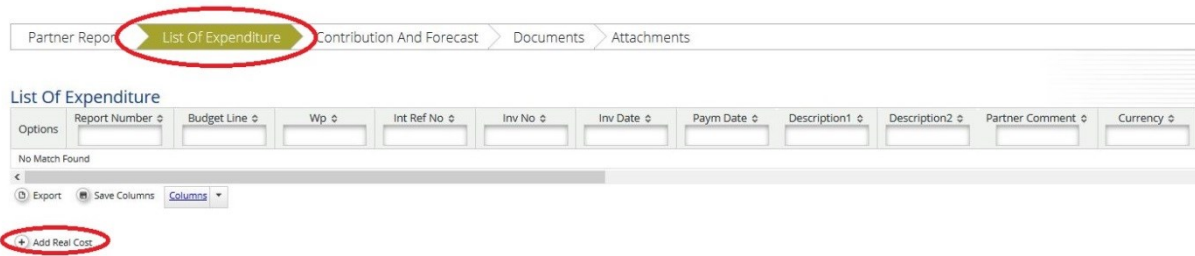
Filename	Filetype	Date	Uploaded By	Options
				Delete

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!***

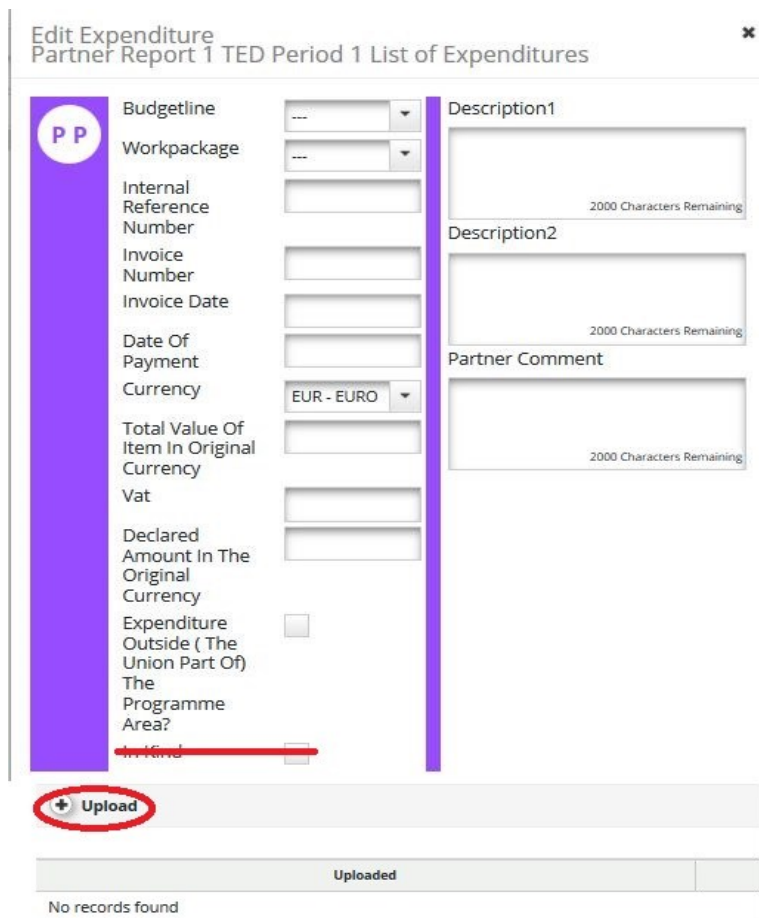
After finishing and saving the “Partner Report” Section move on to the “List of Expenditures” Section.

**PART 5: REPORTING ON THE PROJECT PROGRESS****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.

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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](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.

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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 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.

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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.

Technically, 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, 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 (and in exceptional cases 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

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As both the content related and the financial reports 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 fund, 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).



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Figure 10: Contribution and forecast section

Partner Report > List Of Expenditure > **Contribution And Forecast** > Documents > Attachments

**Report Forecast**

Estimated Expenditure: € 0,00

Description:  (2000 Characters Remaining)

**Follow-up Of Partner Contribution**

**Target Partner Contribution Value**  
€ 1.020,68

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total( According To A F)	Previously Reported	Current Report	Total Reported So Far	P
Tedio d.o.o.	public	€ 5.468,25	100,00 %	€ 0,00	€ 0,00	€ 0,00	
Sub Total Public Contribution		€ 5.468,25	100,00 %	€ 0,00	€ 0,00	€ 0,00	
Sub Total Private Contribution		€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	
<b>Total Contribution</b>		<b>€ 5.468,25</b>	<b>100,00 %</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	

Export Add Contribution

Save Report

Do not forget to save your work!

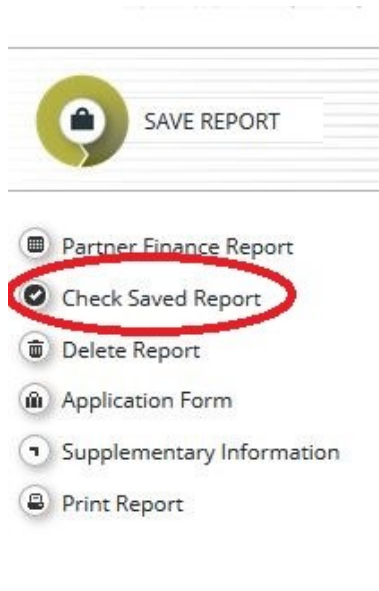
### D. “Attachments” Section

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 to note that all uploaded documentation has to be properly scanned and readable. Otherwise FLC deserves the right not to validate expenditures related to unreadable documentation.

**PART 5: REPORTING ON THE PROJECT PROGRESS****2.1.1 Submitting a Partner Progress Report**

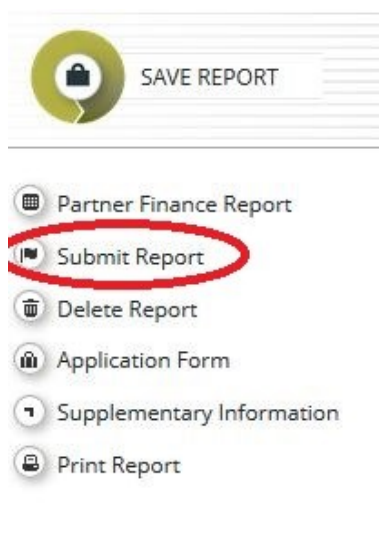
You must check your Partner Progress Report by clicking the “Check saved report” button to enable the submission of the report.

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 reporting overview dashboard.

## PART 5: REPORTING ON THE PROJECT PROGRESS

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.

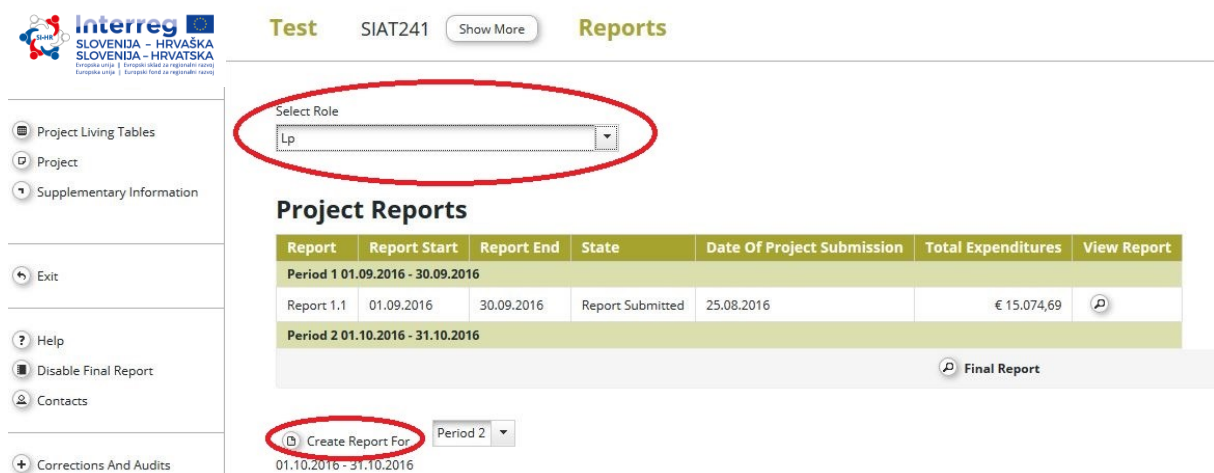
### 2.2 Project Progress Report in the eMS

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 seeing 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



The screenshot shows the 'Reports' section of the eMS interface. At the top, there are tabs for 'Test' and 'SIAT241', and a 'Show More' button. The 'Reports' tab is active. Below the tabs, there is a 'Select Role' dropdown menu with 'Lp' selected. Below this, there is a table titled 'Project Reports' with columns: Report, Report Start, Report End, State, Date Of Project Submission, Total Expenditures, and View Report. The table shows two periods: Period 1 (01.09.2016 - 30.09.2016) and Period 2 (01.10.2016 - 31.10.2016). Below the table, there is a 'Create Report For' button and a 'Period 2' dropdown menu.

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
<b>Period 1 01.09.2016 - 30.09.2016</b>						
Report 1.1	01.09.2016	30.09.2016	Report Submitted	25.08.2016	€ 15.074,69	
<b>Period 2 01.10.2016 - 31.10.2016</b>						

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.

## PART 5: REPORTING ON THE PROJECT PROGRESS

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

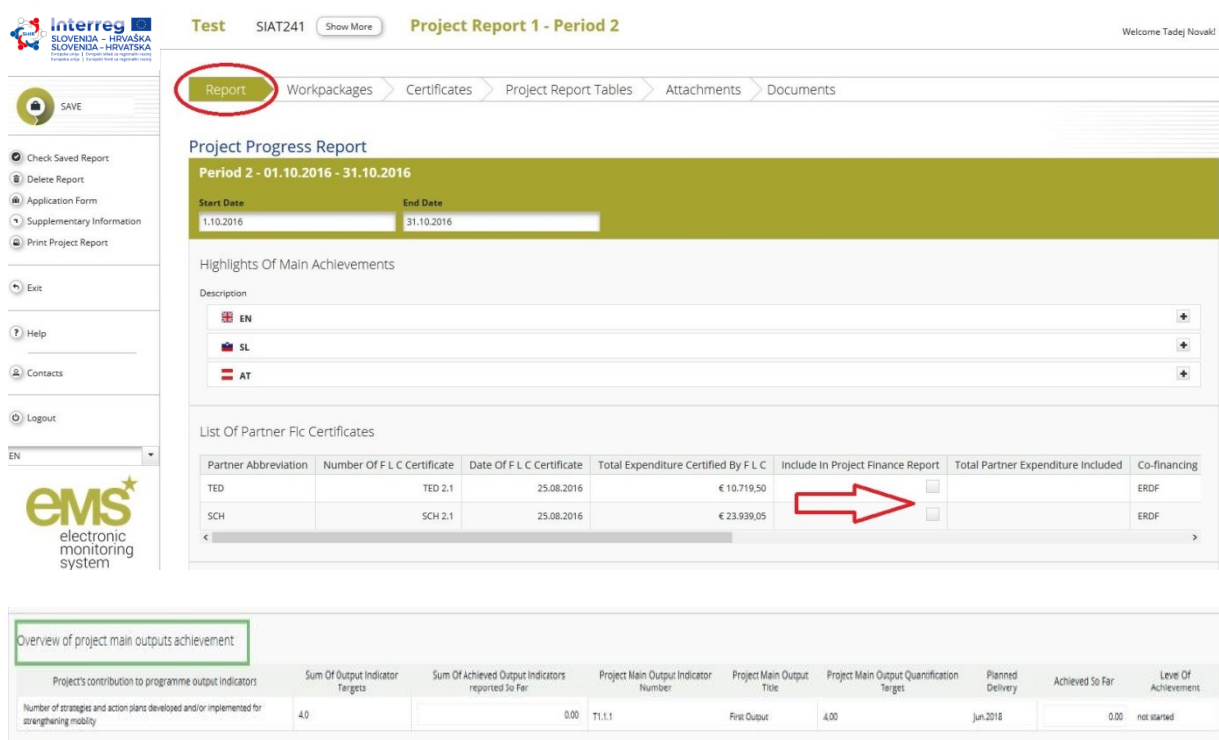
### A. "Report" Section

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



Test SIAT241 Show More Project Report 1 - Period 2 Welcome Tadej Novaki

Report Workpackages Certificates Project Report Tables Attachments Documents

Project Progress Report  
Period 2 - 01.10.2016 - 31.10.2016

Start Date: 1.10.2016 End Date: 31.10.2016

Highlights Of Main Achievements

Description

EN  
SL  
AT

List Of Partner Flc Certificates

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Expenditure Certified By F L C	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing
TED	TED 2.1	25.08.2016	€ 10.719,50	<input type="checkbox"/>		ERDF
SCH	SCH 2.1	25.08.2016	€ 23.939,05	<input type="checkbox"/>		ERDF

Overview of project main outputs achievement

Project's contribution to programme output indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators reported So Far	Project Main Output Indicator Number	Project Main Output Title	Project Main Output Quantification Target	Planned Delivery	Achieved So Far	Level Of Achievement
Number of strategies and action plans developed and/or implemented for strengthening mobility	4,0	0,00	T1.1.1	First Output	4,00	Jun.2018	0,00	not started

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.

**PART 5: REPORTING ON THE PROJECT PROGRESS**

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

**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
enterprise, excluding SME	1,00	0,00	0,00	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">EN 2000 Characters Remaining</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">EN 2000 Characters Remaining</div>	0,00 %
SME	5,00	3,00	0,00	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">EN 2000 Characters Remaining</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">EN 2000 Characters Remaining</div>	60,00 %

**Problems And Solutions Found**

Problems And Solutions Found Description

EN

AT

SL

**Horizontal Principles**

Horizontal Principles Description	Contribution In This Reporting Period	Description Of The Contribution
Equality between men and women	<div style="border: 1px solid #ccc; padding: 2px;">                     as planned  <b>as planned</b>                      additional positive effects                      less then planned                 </div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">EN 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div>
Sustainable development (environment)	as planned	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">EN 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div>
Equal opportunity and non-discrimination	as planned	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">EN 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">= 2000 Characters Remaining</div>

**Fully Implemented**

Implemented

Implemented On

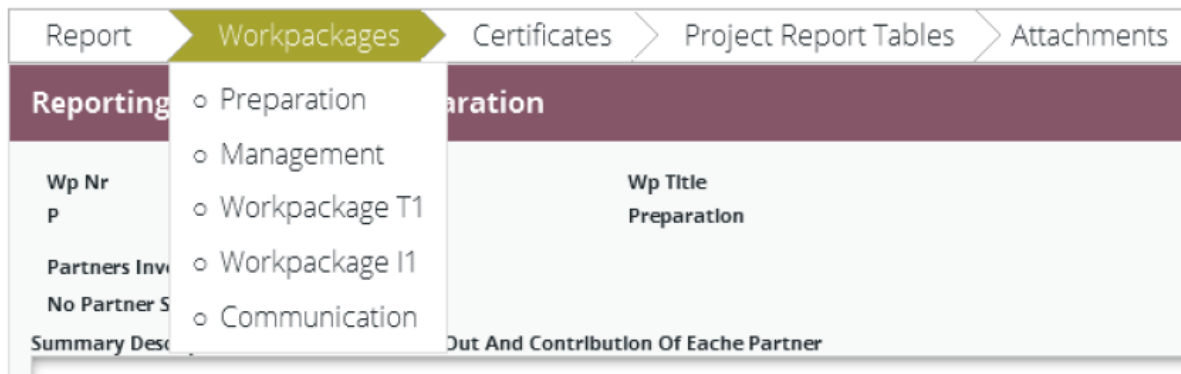
After that save your work!

**PART 5: REPORTING ON THE PROJECT PROGRESS**

**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

Reporting Workpackage Implementation						
Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status	Wp Expenditure Current Report	Percentage Of Wp Reported So Far
T1	Implementation	Sep.2016	Oct.2016	not started		
Partners Involvement						
Abbreviation		Naziv				
Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What						
						2000 Characters Remaining
Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found						
						2000 Characters Remaining
						2000 Characters Remaining
						2000 Characters Remaining

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

**PART 5: REPORTING ON THE PROJECT PROGRESS**

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

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	Level Of Achievement	Attachment
						0,00	not started	<input type="button" value="Upload"/>
						0,00	not started	<input type="button" value="Upload"/>

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What

A.T1.1

Activity Title	Start Month	End Month	Act Status
First activity			not started

D.T1.1.1

Deliverable Title	Deliverable Description	Planned Delivery Month	Del Status
First deliverable	First deliverable		

Del Description

After that save your work!

**C. "Certificates" Section**

Figure 19: Certificates section

Report > Workpackages > **Certificates** > Project Report Tables > Attachments

Project Progress Report

- o PP1 Certificate 2
- o LP1 Certificate 2

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.

## PART 5: REPORTING ON THE PROJECT PROGRESS

Figure 20: Modification of the expenditure

### Edit Expenditure ✕

Invoice Number	66666	Description
Invoice Date	16.06.2016	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>255 Characters Remaining</small>
Date Of Payment	23.06.2016	
Currency	EUR - EURO	Partner Comment
Total Value Of Item In Original Currency	5 000.00	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>255 Characters Remaining</small>
VAT	1 000.00	
Declared Amount In Original Currency	5 000.00	
Expenditures Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>	
In Kind	<input type="checkbox"/>	
Verified By FLC	<input checked="" type="checkbox"/>	Comment FLC
Difference FLC	€ 200.00	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>255 Characters Remaining</small>
Amount Certified FLC	€ 4 800.00	
Difference LP	€ 150.00	Comment LP
Amount Certified LP	€ 4 650.00	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>255 Characters Remaining</small>

Save

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 should 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.



**PART 5: REPORTING ON THE PROJECT PROGRESS**

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

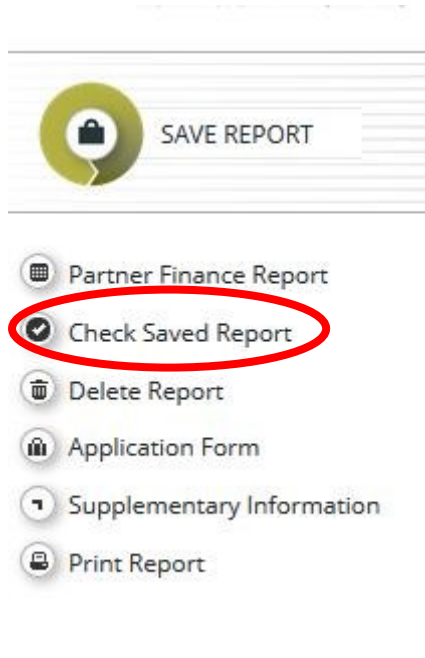


The Lead Partner is also allowed to upload additional attachments to the whole report.

#### 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.

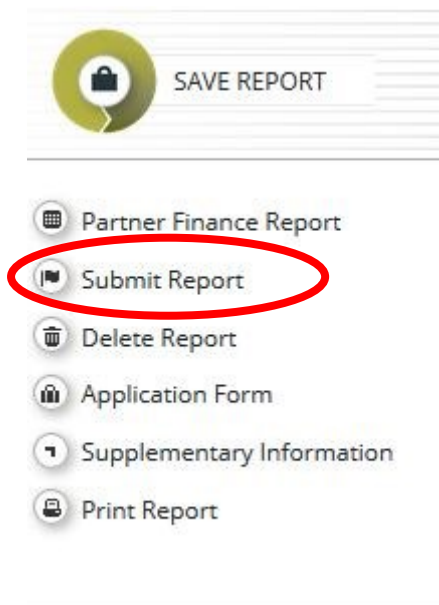
Figure 23: Checking saved report



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.

## PART 5: REPORTING ON THE PROJECT PROGRESS

Figure 24: Submitting report

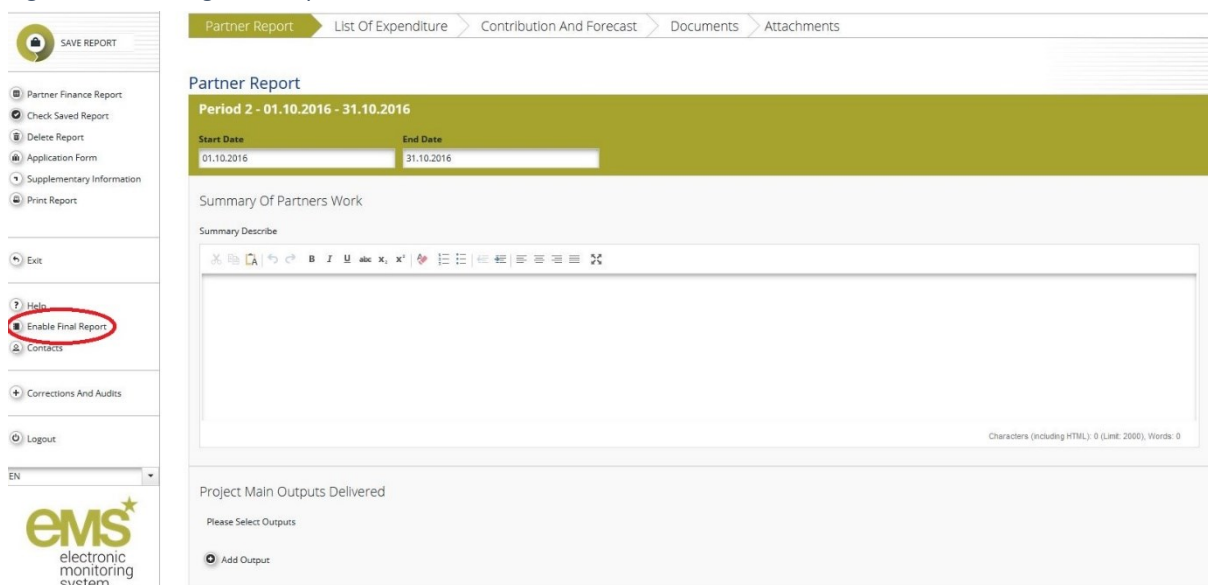


After submission, the Lead Partner can see the report but cannot modify it anymore.

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 Partner 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

## PART 5: REPORTING ON THE PROJECT PROGRESS

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

Select Role  
Lp

### Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
<b>Period 1 01.09.2016 - 30.09.2016</b>						
Report 1.1	01.09.2016	30.09.2016	Report Submitted	25.08.2016	€ 15.074,69	
<b>Period 2 01.10.2016 - 31.10.2016</b>						
Report 2.1	01.10.2016	31.10.2016	Report In Progress	In Progress	€ 0,00	

Figure 27: Final report content

Project Information

Project Title: Test for Reporting  
 Project Acronym: Test  
 Project Number: SJAT241  
 Project Duration: 01.09.2016 - 31.10.2016  
 Lead Partner:

**Overview**

Give Overview

EN

SL

AT

**Questions**

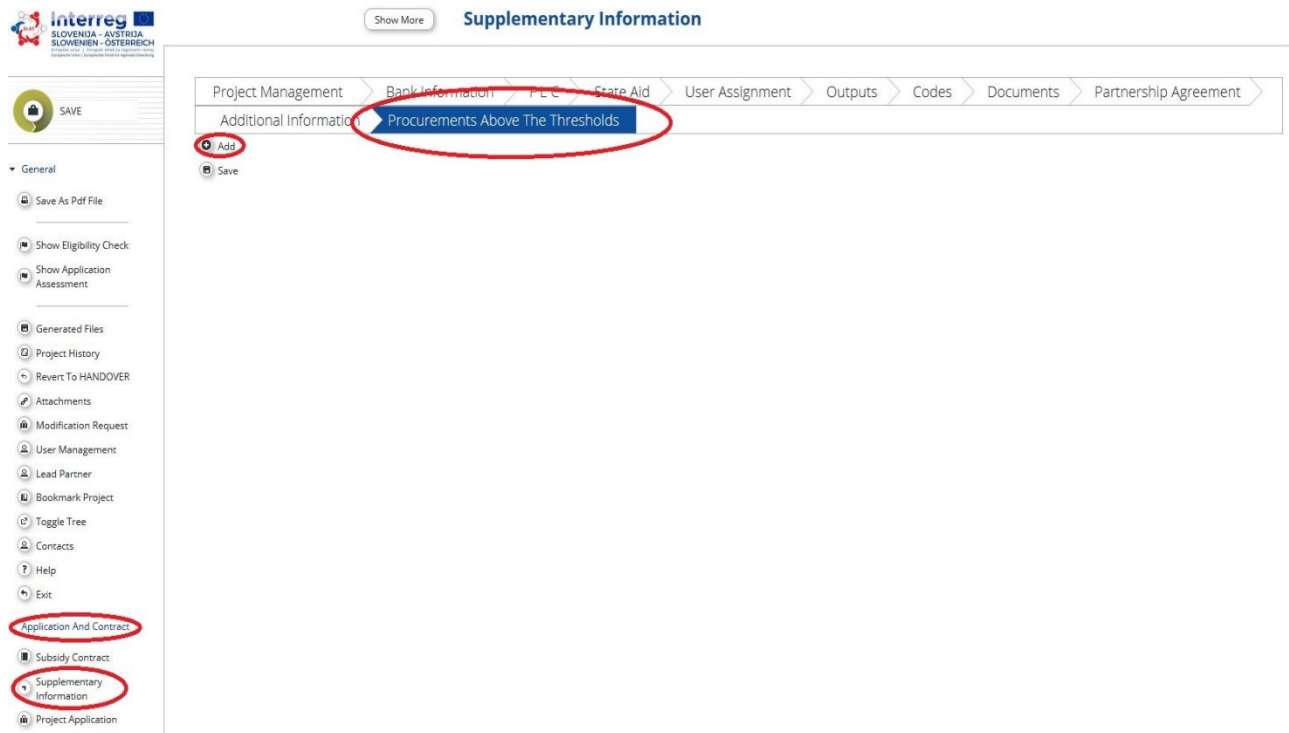
Nr	Criteria	Description	Check	Comment

### 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).

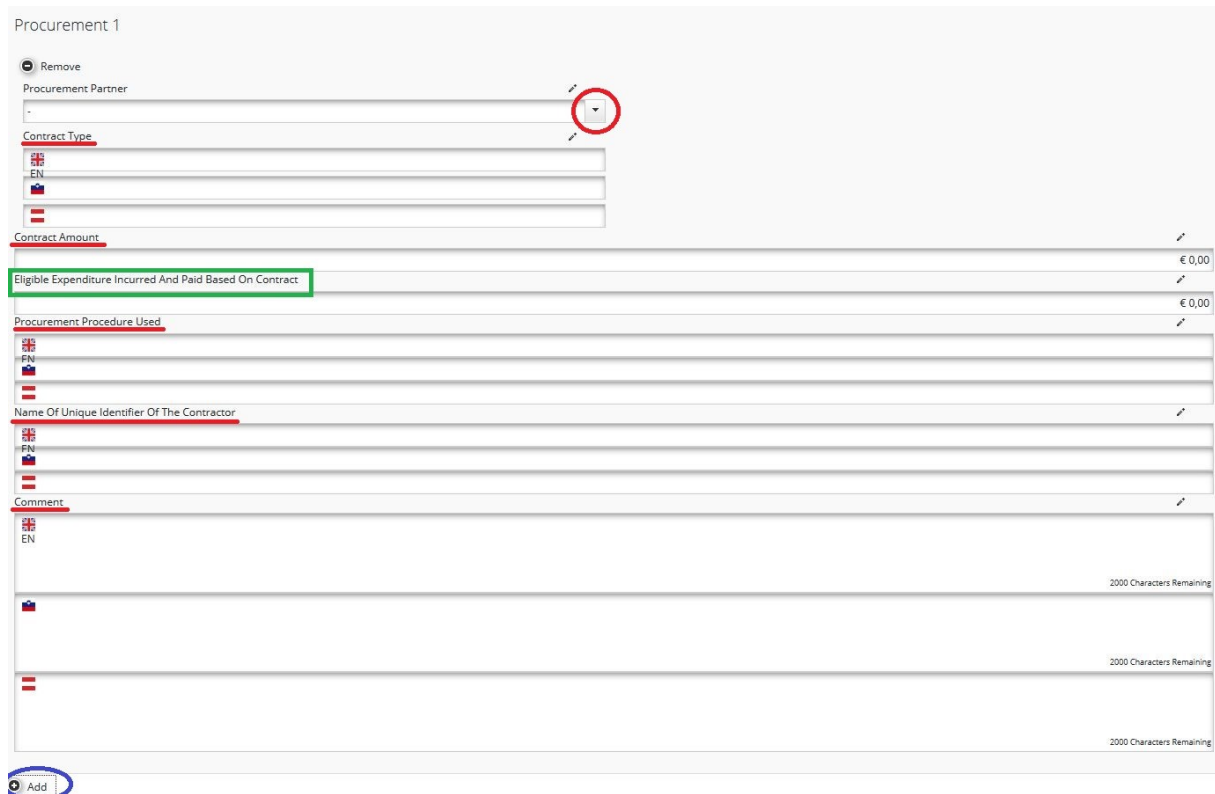
**PART 5: REPORTING ON THE PROJECT PROGRESS**

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





## **PART 5: REPORTING ON THE PROJECT PROGRESS**

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 (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.

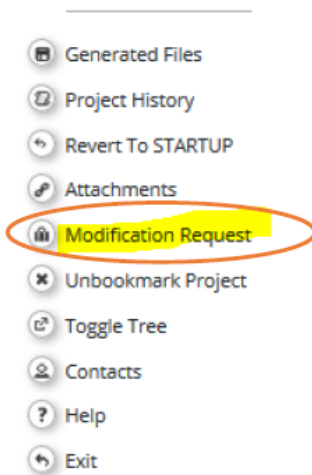
Based on the final submission of the revised Application Form in the eMS, the JS informs the Lead Partner (through the eMS) on the final decision on the requested project change.

## PART 5: REPORTING ON THE PROJECT PROGRESS

### 3.1 Project Modifications in eMS

The project Lead Partner requests a modification by pressing the “Modification request” button. 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: Modification Request button



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.

## PART 5: REPORTING ON THE PROJECT PROGRESS

Figure 31: History of the modification requests

Modification Request Details: Project TestingAverage 499aa

Request Date	Message	Decision Message	Date Decision	Approval Message	Date Approval	Decision State
04.08.2015 17:18:21			04.08.2015 17:18:45			
22.07.2015 13:47:57		ok	22.07.2015 13:50:58	ok	22.07.2015 13:50:58	Accepted
22.07.2015 11:53:45			22.07.2015 13:47:34	ok	22.07.2015 13:47:34	Accepted
			22.07.2015 11:52:15	ok	22.07.2015 11:52:15	Accepted

Categories:

- Change of Project Result Indicators

Decision Message

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Print.

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.*