

REPORTING OF ACTIVITIES AND EXPENDITURE

**Webex meeting: Υλοποίηση έργων 2ης πρόσκλησης
ADRION**

12 May 2020

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Login

Username*

Password*

Login Register Forgot Password

4. User Assignment

Lead Partner must assign project partner role to each PP.

How?

- ✓ **By entering PP username in the field “New User”;**
- ✓ **Then by clicking on “+Add” button.**

As a precondition, each PP must register in eMS and provide the received username to the Lead Partner

Role of Project Partner allows to:

- ✓ **- have read access to the application form;**
- ✓ **- Have write access to PP partner report.**

If necessary, users can be removed/changed by lead partner

User management

Leadpartner user

Main leadpartner:
ITC-CNR

New User

+ Add

Assigned User

ITC-CNR

Project partners

User For Partner NATIONAL RESEARCH COUNCIL CONSTRUCTION TECHNOLOGIES INSTITUTE

New User

+ Add

Assigned User

rpierantoni

User For Partner C.N.A. NATIONAL CONFEDERATION OF HANDCRAFTS AND OF SMEs – ASSOCIATION OF PROVINCE OF RAVENNA

New User

+ Add

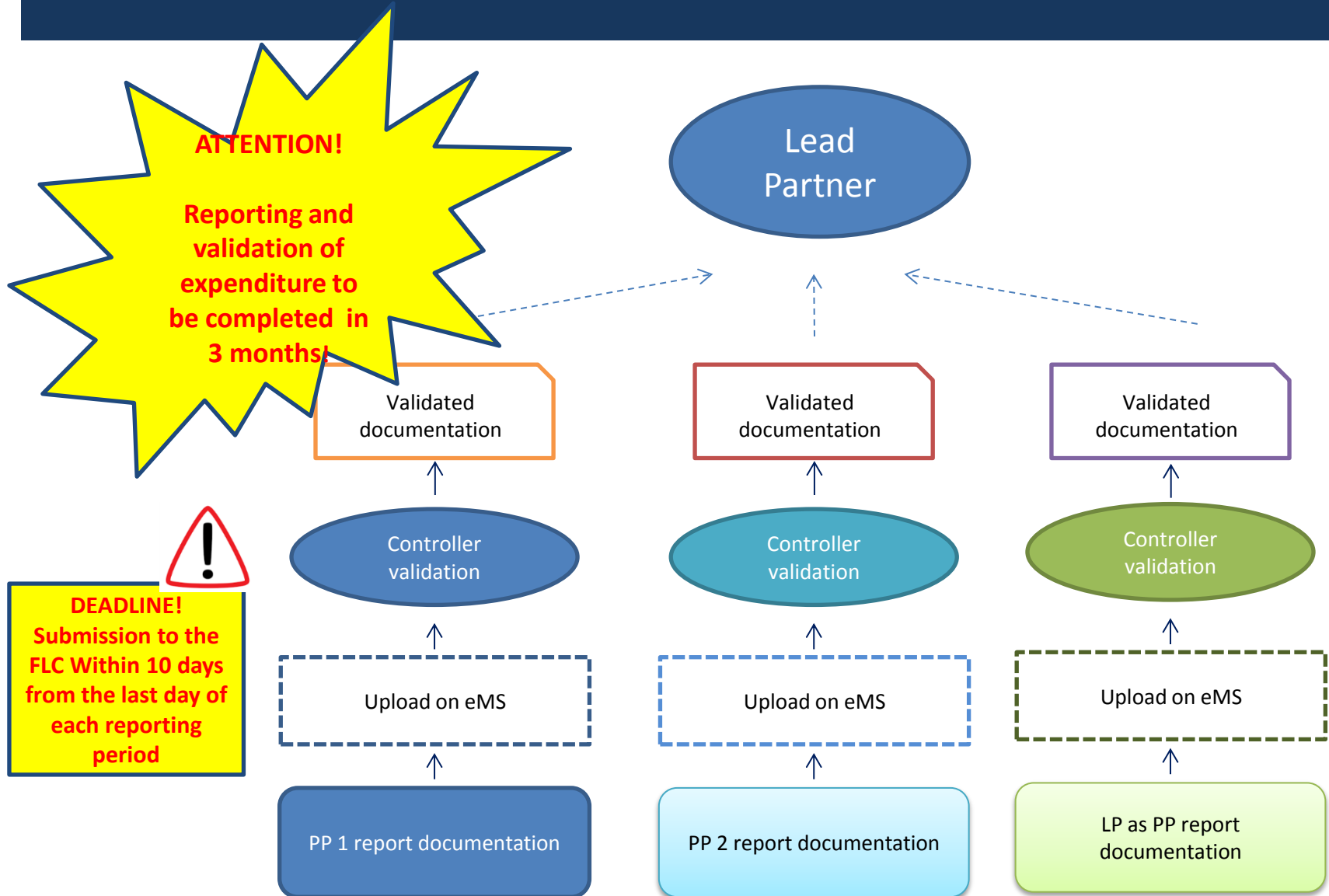
Assigned User

atassinari

REPORTING OF ACTIVITIES AND EXPENDITURE

PARTNER REPORT

Partner Report: flow and timeline



Reporting periods

Reporting periods	Submission of the progress and financial report
01 February - 30 June	30 September
1 July - 31 December	31 March

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

Partner Report: PP's tasks

The
PP:

Drafts its partner report on eMS, containing information on the performed activities, contribution to project outputs and deliverables

Collects and uploads all incurred expenditure and related proof of evidence and submits them together with the report via eMS to its controller

The FLC submits the report and certification of activities to the LP via eMS

**Report
preparation shall
start well in
advance**

Partner Report: how to start

Following the signature of Subsidy Contract and Partnership Agreement and the assignment of the PP role by LP:

- Reporting section becomes available to PP;
- Partner Reports need to be created for each set reporting periods by the PP;
- It is not possible for the PP to open more than one report at the same time (only when the previous has been submitted).
- A Partner Report 0 can be submitted for period 0 in case Ppreparation costs have been included in WP 0 (lump sum, only check on total amount and included budget lines will be performed by FLC).

1

Interreg EMS demo

Testv13_1 The Jungle Book ITP353 Show More Reports

Select Role

Pp

Partner Reports

2 - PP1 - PP1

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

Create New Report Partner Living Tables

2

Create New Report

06.04.2018 - 05.10.2018

Period 3

Period 4


Period 5

Period 6

Period 7

Project Messages

Partner Report



NEW STEP ITP24 Application form version 0 [Show More](#) **Partner Report 1 LVPartner Period 2**

Partner Report > List Of Expenditures > Contribution And Forecast > Attachments


Partner Report

Period 2 - 01.05.2017 - 31.10.2017

Start Date	End Date
<input type="text" value="01.05.2017"/>	<input type="text" value="31.10.2017"/>

Summary of partner's work in this reporting period

Please describe your progress in this reporting period and how this contributed to other partners' activities,# outputs and deliverables delivered in this reporting period.



EN

Partner Report section: summary, outputs

The Partner report section focuses on activities implemented throughout the reporting period.

Partner Report > List Of Expenditures > Contribution And Forecast > Attachments

Partner Report

Period 3 - 01.01.2017 - 05.05.2017

Start Date: 01.01.2017 End Date: 05.05.2017

Summary of partner's work in this reporting period

Please describe your progress in this reporting period and how this contributed to other partners' activities, outputs and deliverables delivered in this reporting period.

[Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, etc.]

Project main outputs delivered

Please select outputs delivered in this reporting period you contributed to and explain in what way.

Output	Attachments										
<p>Title: T1.1 My Output T1.1</p> <p>Explanation: <input type="text"/></p> <p>255 Characters Remaining</p> <p><input type="button" value="Remove"/></p>	<p><input type="button" value="+ Output Evidence"/></p> <table border="1"><thead><tr><th>Filename</th><th>Filetype</th><th>Date</th><th>Upload</th><th>Options</th></tr></thead><tbody><tr><td colspan="5">No records found.</td></tr></tbody></table>	Filename	Filetype	Date	Upload	Options	No records found.				
Filename	Filetype	Date	Upload	Options							
No records found.											

Information on outputs, provision of documentation

Partner Report section: target groups

Target groups reached

Target Group

infrastructure and (public) service provider

Target Group Reached Description

Target Value Reached

0.00

Target Group Target Value

Remove

Target Group

higher education and research

Target Group Reached Description

Target Value Reached

0.00

Target Group Target Value

0.0

Remove

Add Targetgroup

Information on reached target groups, reliable quantification; information on the number of women and men

Partner Report: WP

Reporting per Work Package

M Management (01.2016 - 03.2019)

Please describe your contribution to the activities carried out in this reporting period

255 Characters Remaining

No Deliverables For This Work Package

Current Expenditure
€ 0,00

Expenditure So Far
€ 0,00

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found

255 Characters Remaining

Respect of project work plan and related calendar

T1 concepts (01.2016 - 07.2017)

Please describe your contribution to the activities carried out in this reporting period

255 Characters Remaining

Please choose deliverables you have contributed to and describe your contribution.

No records found.

Add Deliverable

Current Expenditure
€ 0,00

Expenditure So Far
€ 0,00

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found

255 Characters Remaining

C Communication (01.2016 - 03.2019)

Please describe your contribution to the activities carried out in this reporting period

255 Characters Remaining

Please choose deliverables you have contributed to and describe your contribution.

No records found.

Add Deliverable

Expenditure So Far
€ 0,00

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found

Information on overall contribution to implementation of activities and eventual encountered, deviations

Partner Report: List of Expenditures

In case of **FLAT RATES** for Staff /Office and administration, they will be automatically calculated by the eMS

The system converts it automatically into EUR using the monthly currency conversion rate applicable at the moment of PR submission to the FLC

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 Original Currency

Expenditures Outside (The Union Part Of) The Programme Area?

In Kind

Description 1

Staff costs

Travel and accomodation

External expertise and services

Equipment

Infrastructure and works

Net Revenue

Partner Comment

Upload

Supporting documents can be uploaded for each expenditure of the list (invoices, public procurement docs)

Partner Report: expenditure of activities related to previous reporting period

Partner report can includes expenditure of activities related to previous reporting period only for the following cases:

- The expenditure was paid after the end of the period of implementation subject of the request for reimbursement and not processed by the FLC;**
- The certificate of expenditure was issued by the FLC after the time limit set by the programme for including it in the concerned report;**

Partner Report: Contribution And Forecast

Partner Report

List Of Expenditures

Contribution And Forecast

Attachments

Report Forecast

Estimated Expenditure

€ 0.00

Description

PP is asked to forecast spending for the next partner report and need to provide (not mandatory) and confirms the provided financial contribution /modify source of co-financing

Follow-up Of Partner Contribution

Target Partner Contribution Value

€ 25 000.00

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	Percentage Of Total Reported
LP	public	€ 0.00		€ 0.00	€ 0.00	€ 0.00	
Sub Total Public Contribution		€ 0.00		€ 0.00	€ 0.00	€ 0.00	
Sub Total Private Contribution		€ 0.00		€ 0.00	€ 0.00	€ 0.00	
Total Contribution		€ 0.00		€ 0.00	€ 0.00	€ 0.00	

Export Add Contribution

Save Report

Partner Report: Attachments

Partner Report > List Of Expenditures > Contribution And Forecast > Attachments

Partner Report > List Of Expenditures > Contribution And Forecast > Attachments

Upload



uploading of additional project documentation

Attachments

Filename	Filetype	Date	User	Actions
No records found.				

List of attachments is shown

Names of uploaded files must be clear and fully comprehensible

Partner Report: submission to the FLC

1



First step:
check the saved
report

2



Second step:
submission
within 30
minutes

Once submitted, the report:

- cannot be modify anymore.
- is forwarded to the FLC of the partner, which can request additional integration

Partner Report: state of validation

Partner Reports

1 - CROATIAN CHAMBER OF ECONOMY - CCE

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 0 01.03.2017 - 01.03.2017										
Report 0.1	01.03.2017									
Period 1 01.03.2017 - 31.03.2017										
Report 1.1	01.03.2017									
Period 2 01.09.2017 - 28.02.2018										
Report 2.1	05.07.2017	28.02.2018	Report Flc Certif	08.09.2017	26.09.2017	19.01.2018	Not Included	€ 692.50		
Period 3 01.03.2018 - 31.08.2018										
Report 3.1					22.01.2018	22.01.2018	Not Included	€ 22 613.47		
					22.01.2018		Not Certified	€ 500 000.00		

Information on the controls performed, description of findings, conclusions and recommendations and follow up measures for the next partner report as well as the quality of each report are available in FLC Report and Certificate

ATTENTION!
The expenditure considered as not eligible, will be deducted by the FLC from the submitted amount.

ems*
electronic monitoring system

developed by
cpb
software

INTERACT



Economic Regional Development Fund

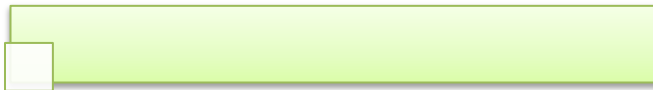
3,411

PROJECT REPORT

Project Report

- Content and finance reporting:

Content report

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

Finance report

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

define deadlines for the submission of PPs contribution to the LP!

- Financial section is automatically pre-filled by the system according to figures included in the approved AF, deriving from PP Certificates in present and (eventually) previous progress reports (cumulative data).

Partner Report: Report section

Report Workpackages Certificates Project Report Tables Attachments

Project Progress Report

Period 2 - 01.09.2017 - 28.02.2018

Start Date: 01.09.2017 End Date: 28.02.2018

Highlights Of Main Achievements

Description

Target Groups: Information on the number of women and men involved MUST be provided

List Of Partner FIC 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 Re
1 CCE	CCE 2.1	19.01.2018	€ 430.00	
1 CCE	CCE 3.1	22.01.2018	€ 21 500.00	

Report section provides information on:

- Main achievements;
- Level of achievement of project specific objectives;
- Reached target groups and related target indicators;
- Implemented horizontal principles.

Partner Report: Work packages section

Project report provides information at single WP level on:

- Activities and contribution of each PP;
- Encountered problems/ deviations/delays identified solutions;
- Level of achievement of planned outputs (uploading of relevant docs);
- Status of implementation of deliverables (uploading of relevant docs).

The screenshot shows the 'Reporting Workpackage Implementation' section of a project report. The 'Workpackages' tab is highlighted with a red circle. Below the navigation tabs, there is a table with the following data:

Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status	Wp Expenditure Current Report	Percentage Of Wp Reported So Far
T1	BLUE_BOOST PREPARATORY INNOVATION MEASURES	Mar.2017	Sep.2017	not started	€ 0.00	8.60 %

Below the table, there is a section for 'Partners Involvement' with a table of partners:

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

A yellow starburst with a blue outline contains the text: **Avoid double counting of target groups and output indicators**. Below this, there is a table with columns: 'Project Main Outputs', 'Project Main Output Description', 'Programme Output Indicator', 'Planned Deliverables', and 'Main Attachment'. The first row of data is:

Project Main Outputs	Project Main Output Description	Programme Output Indicator	Planned Deliverables	Main Attachment
T1.1 B_B TRANS. INNOVATION COACHING PATH	Coaching TOOL, designed and coordinated by ADF, dealing with awareness raising, stimulation and guidance of innovation capacity and transnational attitude of MSMEs/START-UPS of each involved local Adriatic-Ionian mature/emerging maritime clusters	O1_1b.1_1 Number of supported transnational cooperation networks and clusters	Sep.2017	not started Upload

Project Report: Certificates

Report > Workpackages > Certificates > Project report overview > Attachments

Reporting Workpackage Imp

Wp Nr	Wp Title	Abbreviation	Name
T1	Development of an agro-food network	CCCI	EPI
	Partners Involment		Par
		CRETE	PER
		TUC	PO
		INSULEUR	AI

- CCCI Certificate 4.1
- CRETE Certificate 4.1
- TUC Certificate 4.1
- INSULEUR Certificate 4.1
- PP Certificate 4.1
- E-zavod Certificate 3.1
- E-zavod Certificate 4.1
- CIA Certificate 4.1

Wp Status

proceeding accordi

ole partner

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

Project Report: Project report overview

Report > Workpackages > Certificates > **Project report overview** > Attachments

Project Report Tables

Project report expenditure summary

Fund	Project total budget	Previous reports (state of play at the date of submission to js of the current report)			Total amount declared to ftc	Total amount certified by ftc	Ftc difference		
		Declared to ftc	Reported to js	Confirmed by ca			Total amount verified by ftc and found ineligible	Total amount declared to ftc in current report but not processed with the current certificate (ftc sitting duck)	Total amount declared to ftc in different report(s) not processed with current certificate (ftc sitting duck)
Total co-financing	€ 901 000.00	€ 365 248.57	€ 67 586.53	€ 67 586.53	€ 132 421.08	€ 132 254.48	€ 166.60	€ 0.00	€ 0.00
Of which E R D F	€ 756 500.00	€ 321 164.76	€ 55 548.25	€ 55 548.25	€ 132 421.08	€ 132 254.48	€ 166.60	€ 0.00	€ 0.00
Of which I P A I I	€ 144 500.00	€ 44 083.81	€ 12 038.28	€ 12 038.28	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Partner contribution	€ 159 000.00	€ 64 455.76	€ 11 927.07	€ 11 927.07	€ 23 368.46	€ 23 339.06	€ 29.40	€ 0.00	€ 0.00
Total eligible expenditure	€ 1 060 000.00	€ 429 704.33	€ 79 513.60	€ 79 513.60	€ 155 789.54	€ 155 593.54	€ 196.00	€ 0.00	€ 0.00

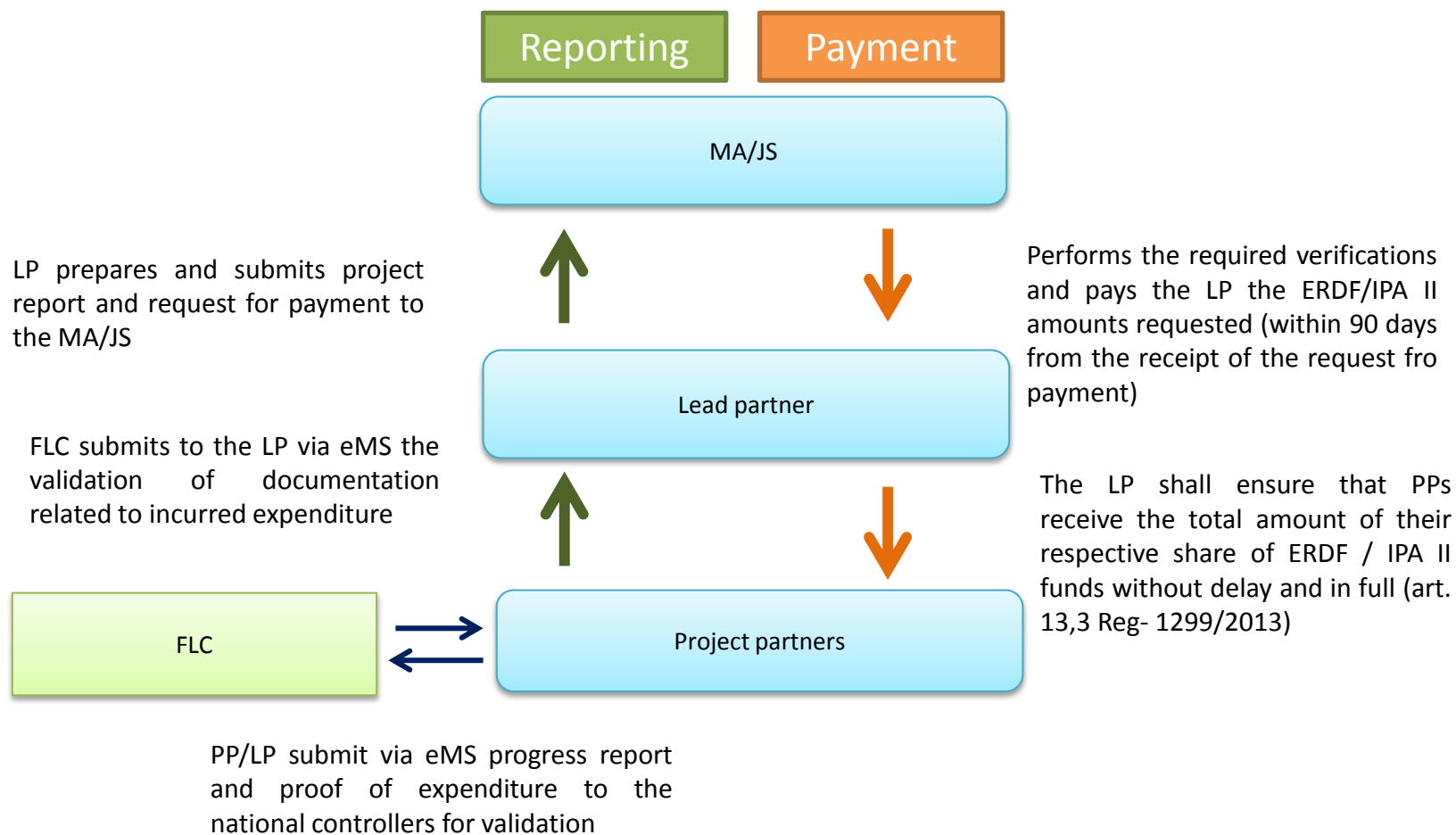
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Export

Project Report: Attachment

- **Request for payment;**
- **Annex to the Project report**

Payment flow



COMMUNICATION REQUIREMENTS

Communication: Essential for the project success

- key part of the project implementation;
- Communication ensures higher visibility to the project activities, outputs and results;
- It is aimed to reach the project goal/s informing about the project achievements;

ADRION project web site

- Your project web site will be hosted on the ADRION website;
- The web site must be updated **every 2 months (monitoring requirements)**;
- The hosted pages shall have a pre-defined structure and/or contain a minimum quality and content requirements set by the programme.

During the implementation:

- Reference to the co-financing source (ERDF and IPA II) in ALL communication activities
- Integrated project logo that consist in : Programme name; EU emblem; reference to the co-financing source (ERDF and IPAII) and project acronym. It will be provided by the programme to all the projects.
- Providing on partner's institutional website a short description of the project including its aims and results, and highlighting the financial support from the Union (ERDF/IPAII);
- Poster A3 format displayed at a location readily visible by the public (in each partner premises) making clear reference to the co-financing source, amount of ERDF and IPAII budget;
- Project web site.