

Project Progress Report User Guide

Transnational Cooperation Programme Interreg
Balkan-Mediterranean 2014-2020
CCI 2014TC16M4TN003

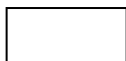
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Introduction

The Lead Beneficiary of the project, in accordance with Art. 13 par. 1 Regulation 1299/2013 is responsible to submit to the Joint Secretariat (JS) Project Progress Reports on project implementation activities, according to the timetable referred to in the approved Application Form and the Project Implementation Manual as in force.

Before you start filling in the Project Progress Report, please take into consideration the following:



White Fields are filled in by the Lead Beneficiary.



Fields marked in grey are automatically filled in, using the information provided in other fields by the Lead Beneficiary.

Below you may find some useful Instructions on how to fill in correctly the Project Progress report.

Should further instructions or clarifications be needed the completion of the Project Progress Report, please contact the BMP Joint Secretariat or the Managing Authority.

Project Progress Report Sections

Cover Page

Progress Report No. Please fill in the Progress Report Number indicating the number 1 for the 1st Progress Report, the number 2 for the 2nd Progress Report, etc.



Date of Submission Please fill in the date of the Progress Report Number submission to the JS, in the appropriate format (dd/mm/yyyy, e.g. 20/01/2018).

MIS Code: The Lead Beneficiary will be informed by the JS on the Management Information Code, which will be filled in this field by the Lead Beneficiary.

Protocol Number/ Date: This field refers to the protocol number and the date that the respective Progress Report was received by the JS. This field is filled in by the JS.

Project Title: Please insert the full title of your Project in English, in accordance with the approved Application Form.

Project Acronym: Please insert the Project Acronym in English, in accordance with the approved Application Form.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1																																		
2											Progress Report No																							
3											Date of submission																							
4											MIS Code																							
5											Protocol Number / Date																							
6	(to be filled in by the Lead Beneficiary)																																	
7	(INTERREG V-B) BALKAN - MEDITERRANEAN 2014-2020																																	
8	PROGRESS REPORT																																	
9	The excel protection must not be removed																																	
10	Damaged progress reports will be deemed ineligible																																	
11																																		
12																																		
13																																		
14																																		
15	Form to be filled in and returned by post and e-mail to:																																	
16	Joint Secretariat																																	
17	Interreg V-B "Balkan-Mediterranean 2014-2020"																																	
18	65 Georgikis Scholis Ave, 57001 – Thessaloniki, Greece																																	
19	Tel.: +30 2310 469600																																	
20	Fax: +30 2310 469602																																	
21	E-mail: balkanmed@mou.gr																																	
22																																		
23																																		
24	Project title																																	
25																																		
26	Project acronym																																	
27																																		
28																																		
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Section 1 - General Project Information

Priority Axis: From the drop-down list, please select the Priority Axis of the Programme, under which the project has been approved.

Investment Priority: From the drop-down list, please select the Investment Priority of the Programme, under which the project has been approved.

Specific Objective: From the drop-down list, please select the Specific Objective of the Programme, under which the project has been approved.

Project Title: The Project Title is automatically filled in from the Cover Page.

Project Acronym: The Project Acronym is automatically filled in from the Cover Page.

Subsidy Contract Number: Please add the Subsidy Contract Number.

Lead Beneficiary (LB): Please add the full name of the LB institution in English, in accordance with the approved Application Form.

Country of Lead Beneficiary (LB): From the drop-down list, please select the country of origin of the Lead Beneficiary, in accordance with the approved Application Form.

Partner Institution (Full Name): Please add each partner's institution full name in English.

Country: From the drop-down list, please select the country of origin of each partner.

Total Approved Budget (according to AF): Please insert the total approved budget of each partner according to the approved Application Form.

SECTION 1 - GENERAL INFORMATION

Priority Axis	1. Competitiveness & Innovation
Thematic Objective	1. Environment 2. Technical Assistance
Investment Priority	
Specific Objective	
Project Title	
Project Acronym	
Subsidy Contract Number	
Lead Beneficiary	
Country of Lead Beneficiary	

Beneficiary No	Partner Institution (Full Name)	Country	Total Approved Budget (According to AF)
LB (PB1)			
PB2			
PB3			
PB4			

Beneficiary No	Partner Institution (Full Name)	Country	Total Approved Budget (According to AF)
LB (PB1)		Albania Bulgaria Croatia Greece The former Yugoslav Rep. Other	
PB2			
PB3			
PB4			
PB5			
PB6			
PB7			
PB8			
PB9			
PB10			
Total ERDF			0,00 €
Total IPA			0,00 €
Total			0,00 €

Legal Representative	Name	Position	Address	Tel No	E-mail	Fax	SIGNATURE STAMP
Project Manager	Name						
	Position						
	Address						
	Tel No						
	E-mail						
	Position						

Legal Representative: Applicable only to the Lead Beneficiary. Please provide the name, position and the contact details (address, Tel, e-mail, fax) of the Lead Beneficiary's Legal Representative, according to the approved Application Form.

Project Manager: Applicable only to the Lead Beneficiary. Please provide the name, position and the contact details (address, Tel, e-mail, fax) of the person nominated as the Project Manager.

Financial Manager: Applicable only to the Lead Beneficiary. Please provide the name and the contact details (address, Tel, , e-mail, fax) of the person nominated in the project scheme as the Project Financial Manager, responsible for monitoring all financial aspects related to project implementation.

Legal Representative	Name				SIGNATURE STAMP
	Position				
	Address				
	Tel No		Fax		
	E-mail				
Project Manager	Name				
	Position				
	Address				
	Tel No		Fax		
	E-mail				
Financial Manager	Name				
	Position				
	Address				
	Tel No		Fax		
	E-mail				

In case of change of the contact details of the Legal Representative, Project Manager and Financial Manager please provide the updated information

Reporting Period	Start		End	
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Project Duration	Start		End		Duration	0,0
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Reporting Period: (following the format dd/mm/yyyy, i.e. 01/01/2018):

Start: Please insert the date that the reporting period starts.

End: Please insert the date that the reporting period ends.

In BMP, there are two Reporting Periods per year:

a) 01/01/XXXX – 30/06/XXXX

b) 01/07/XXXX- 31/12/XXXX

The Project Progress Reports for the period 01/01/XXXX – 30/06/XXXX are submitted by the LP to the Joint Secretariat by 31/07/XXXX, i.e by the end of July 31st of the same year.

The Project Progress Reports for the period 01/07/XXXX- 31/12/XXXX are submitted by the LP to the Joint Secretariat by 31/01/XXXXZ, i.e. by the end of 31 January of the next year.

Project Duration: (following the format dd/mm/yyyy):

Start: Please add the Start date of the project according to the approved Application Form.

End: Please add the End date of the project according to the approved Application Form.

Duration: This field is automatically calculated given the values added in the two previous fields.

Section 2- Progress Activity Report

2.1. Summary of the project achievements so far (max. 2000 characters)

Please describe the main achievements from the start of the project to date regarding the work packages, deliverables, outputs and results. This section should include the experience gained and the added-value of cooperation.

2.2. Summary of the project achievements during this reporting period (max. 1500 characters)

Please describe the main achievements during this reporting period.

N.B.: In order to fill in the Project Progress Report, the Lead Beneficiary shall take into account the limitation of characters in the boxes where text is included. If the number of characters is exceeded, the respective box/boxes will automatically become red.

SECTION 2 - PROGRESS ACTIVITY REPORT

2.1 Summary of the project's achievements so far
Please describe the main achievements from the start of the project until today with reference to the relative work packages, actions, outputs and results. This section should include the experience gained and the added-value of cooperation.
The maximum total number of characters is 2000
(please do not exceed 1000 characters in each box)

Number of characters 0

2.2 Summary of the project's achievements during this reporting period
Please describe the main achievements during this period.
The maximum total number of characters is 1500

Number of characters 0

Σελίδα 1

Navigation: Cover Page / General Project Information / **Progress Activity Report** / Indicators / Financial Report / Publicity

2.3. Detailed description of the implemented deliverables, outputs and results during this reporting period with reference per work package and involvement of each Partner (max. 4000 characters)

Please describe the implemented actions, outputs and results during this reporting period referring to the achievements made in each Work Package and mention the involvement of each project partner in the implementation of the activities.

2.3 Analytical description of the implemented actions, outputs and results during this reporting period with reference per work package and Beneficiaries' involvement.

The maximum total number of characters is 4000
(please do not exceed 1000 characters in each box)

Number of characters 0

Σελίδα 2

2.4. Next steps to be taken for project implementation (max. 1500 characters)

Please describe your work planned for the following implementation period.

2.5. Problems encountered and proposed solutions (max. 1500 characters)

Please refer to any problems encountered during project implementation, mentioning the measures taken to be remedied. In case the problems have not been dealt with, please indicate your proposed solution.

2.4 Next steps to be taken for project's implementation

The maximum total number of characters is 1500

Number of characters 0

Σελίδα 3

2.5 Problems encountered and proposed solutions

The maximum total number of characters is 1500

Number of characters 0

2.6. *Changes in the Implementation (max. 1500 characters)*

Please add any modifications you consider making in the approved Application Form. Project implementation must strictly follow the implementation plan of the approved Application Form. Under no circumstances should any changes be made without prior notification and approval of the Joint Secretariat or the Managing Authority. Additionally, major changes/modifications may require submission of a revised application form, and/or the approval of the Programme Monitoring Committee. Please follow the instructions provided in the Project Implementation Manual as in force.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
129																																	
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Σελίδα 4

2.6 Changes in the Implementation

Please state if you consider making any modifications of the approved Application Form. The project implementation must strictly follow the implementation plan of the approved Application Form. Under no circumstances should any changes be made without the knowledge and approval of the Managing Authority while important changes may require the submission of a revised application form. Furthermore, important changes/modifications of the project may require the approval of the programme Monitoring Committee. Please follow the instructions provided in the Project Manual as in force.

The maximum total number of characters is 1500

Number of characters 0

Section 3 - Indicators

Priority Axis: Priority Axis field is automatically filled in.

Investment Priority: Investment Priority field is automatically filled in.

Specific Objective: Specific objective field is automatically filled in.

3.1. Output Indicators

Indicators: Output indicators for the specific priority axis, investment priority and measure are automatically filled in.

Unit of Measurement: Units of Measurement for each indicator are automatically filled in.

Target Value: Please specify the target value of each output indicator according to the approved Application Form.

Achieved Value (current reporting period): Please fill in the value achieved during the particular reporting period.



Automatically filled-in cells take the information provided in Section 1. In case the Indicators appearing in Section 3 do not correspond to those of your project, please go back to Section 1 and select correctly.

Total cumulative value: Please add in the total value of each output achieved from the beginning of the project to date (Equals to the total value added in the previous progress report(s) plus the achieved value during the current reporting period)

Indicators' Title	Unit of Measurement	Target (According to Application Form)	Achieved Value (Current reporting period)	Total Achieved Cumulative Value
Increase in expected number of visits to supported sites of cultural and natural heritage and attractions	Visits/Year			
Surface area of habitats supported in order to attain a better conservation status	Hectares			
Designated areas addressed (of which Natura 2000 sites)	Number			

3.2. Result Indicators

Indicators: Result indicators for the specific priority axis, investment priority and measure are automatically filled in.

Unit of Measurement: Units of Measurement for each indicator are automatically filled in.

Target Value: Please specify the target value of each output indicator according to the approved Application Form.

Achieved Value (current reporting period): Please add the value achieved during the particular reporting period.

Q20																																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	
28																																			
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3.2 Result Indicators				
Title Indicators	Unit of Measurement	Target Value (According to Application Form)	Achieved Value (current reporting period)	Total Achieved Cumulative Value
Expansion of ecological connectivity and transnational ecosystems' integration of designated areas	Hectares			

Section 4 - Financial Report

4.1. Implementation of Activities

Please add the deliverables implemented within the particular reporting period using the table provided. Deliverables started in one and completed in another Reporting Period should be declared in all respective periods.

4.1 Implementation of actions

Please state the deliverables implemented within the specific reporting period using the table below. Actions started in development of a deliverable, with no major loss as the involved beneficiaries per deliverable, and finishing in another Reporting Period should be declared in all respective periods. If more than one beneficiary is involved in the

Beneficiary No	WP	Deliv. No	Deliverable Title	Approved Budget	Contracted Budget	Expenditure paid out during this reporting period	TOTAL Expenditure paid out including this reporting period	Verified Expenditure during this reporting period	TOTAL Verified Expenditure including this reporting period
Σελίδα 1				Σελίδα 6					

4.3. Deviations from original planning

Please explain and justify any financial deviations that occurred in the current reporting period such as any over- or under-spending compared to the original budget, by budget line. (max. 1500 characters)

1	2	3	4	5	6	7	8	9=5/8	10=7/8
Beneficiary No	Beneficiary Institution (Full Name)	Country	Expenditure paid out during this reporting period	TOTAL Expenditure paid out including this reporting period	Verified Expenditure during this reporting period	TOTAL Verified Expenditure including this reporting period	TOTAL Approved Budget according to the Application Form	Percentage (%)	Percentage (%)
BP1			0					0.00 €	0%
BP2			0					0.00 €	0%
BP3			0					0.00 €	0%
BP4			0					0.00 €	0%
BP5			0					0.00 €	0%
BP6			0					0.00 €	0%
BP7			0					0.00 €	0%
BP8			0					0.00 €	0%
BP9			0					0.00 €	0%
BP10			0					0.00 €	0%
TOTAL FOR ALL ERDF BENEFICIARIES			0.00 €	0.00 €	0.00 €	0.00 €		0.00 €	0%
TOTAL FOR ALL IPA BENEFICIARIES			0.00 €	0.00 €	0.00 €	0.00 €		0.00 €	0%
TOTAL FOR ALL BENEFICIARIES			0.00 €	0.00 €	0.00 €	0.00 €		0.00 €	0%

4.3. Deviations from the original plan

Please explain and justify any financial deviations that occurred in this reporting period such as any over- or under-spending compared to the original budget by budget line. The maximum total number of characters is 1500.

Σελίδα 4

Σελίδα 8

Σελίδα 12

Number of characters

Section 5 - Publicity

Please add the measures of publicity and/or measures of dissemination of information carried out according to the approved Application Form, as well as any additional actions developed during this reporting period. Have EC requirements on information and publicity measures, acknowledging EC Structural Fund assistance been complied with?

YES: If yes, give details and send proof of publicity along with the Progress Report (e.g. entries in the media, articles, albums, etc.). (max. 1500 characters)

NO: If no, please provide an explanation. (max. 1500 characters)

SECTION 5 - PUBLICITY

Please state the measures of publicity and / or measures of diffusion of information that have been carried out according to the approved Application Form, as well as any additional ones. Have EC requirements on information and publicity measures acknowledging EC Structural Fund assistance been complied with?

If yes, give details and send proofs of publicity along with the Progress Report (e.g. entries in the media, articles, albums, etc.). If no, please provide an explanation.

The maximum total number of characters is 1500 (please do not exceed 1500 characters in each box) Number of characters 0

YES

Σελίδα 1

The maximum total number of characters is 1500 (please do not exceed 1500 characters in each box) Number of characters 0

NO

If applicable check the box at the bottom of the page and attach the First Level Control Certificates of all partners.

SECTION 5 - PUBLICITY

Please state the measures of publicity and / or measures of diffusion of information that have been carried out according to the approved Application Form, as well as any additional ones. Have EC requirements on information and publicity measures acknowledging EC Structural Fund assistance been complied with?

If yes, give details and send proofs of publicity along with the Progress Report (e.g. entries in the media, articles, albums, etc.). If no, please provide an explanation.

The maximum total number of characters is 1500 (please do not exceed 1500 characters in each box) Number of characters 0

YES

Σελίδα 1

The maximum total number of characters is 1500 (please do not exceed 1500 characters in each box) Number of characters 0

NO

☐ I have attached the copies of the first level control verification of all partners.