Project Progress Report User Guide

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

Contents

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:
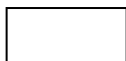
White Fields are filled in by the Lead Beneficiary.

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.

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.

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.

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/XXXZ, 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.*

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.

2.4. *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.

2.6. *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.

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)

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.

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.

N.B.: In case your project deliverables exceed the existing lines of the Progress Report, double click on the last completed cell of the table and press Enter, so that a new line appears. You may enter as many lines as you need to report progress of all partners and of all deliverables.

Beneficiary No: From the Drop-down list, please select the partner responsible for the implementation of the specific deliverable according to the approved Application Form.

Work Package: From the Drop-down list, please select the Work Package according to the approved Application Form.

Deliverable No: From the Drop-down list, please select the Deliverable, according to the approved Application Form.

Deliverable Title: Please add the Deliverable title (description) of the particular deliverable according to the approved Application Form.

Approved Budget: Please add the approved budget of each deliverable for the selected partner, according to the approved Application Form

Contracted Budget: Please add the contracted budget for the specific deliverable and the specific partner (in case of outsourcing, in-house implementation). *Please note that the "Contracted Budget" refers to the value of the signed contract with a provider and not to the procured value or the value initially budgeted in the Application Form*.

Expenditure paid out during this reporting period: Please add the expenditure paid out during this reporting period for the specific deliverable and partner**.**

TOTAL expenditure paid out including this reporting period: Please state the TOTAL expenditure paid out to date, including the current reporting period for the specific deliverable and partner**.**

Verified expenditure during this reporting period: Please add the verified expenditure (by FLC) during this reporting period for the specific deliverable and partner.

TOTAL verified expenditure including this reporting period: Please state the TOTAL verified expenditure (by FLC) including this reporting period for the specific deliverable and partner**.**

If expenditures for a specific deliverable are paid out during the current reporting period but there are no verifications yet, all the columns of the table must be completed apart from the columns "Verified expenditure during this reporting period" and "TOTAL Verified expenditure including this reporting period". If expenditures for a specific deliverable are verified during the current reporting period but they were paid out in previous reporting periods, all the columns of the table must be completed apart from the column "Expenditure paid out during this reporting period".

4.2. Verified and Paid Out Expenditure per Partner

This table indicates the verified and paid out expenditure per partner and is filled in automatically by using the information provided in the previous tables.

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)

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)

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