

INTERREG V-A ROMANIA-HUNGARY PROGRAMME



Reporting in the eMS Manual for lead partners and project partners

“Partnership for a better future”

www.interreg-rohu.eu

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Disclaimer: This is a living document and further content will be developed at a later stage.

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ABBREVIATIONS

AF - Application form

MA – Managing Authority

MC – Monitoring Committee

eMS – (Programme’s) Electronic monitoring system

ERDF - European Regional Development Fund

EU - European Union

FLC - First level control

JS - Joint Secretariat

LoE – List of expenditure

LP - Lead partner/Lead beneficiary

LP FLC - Lead partner’s first level control

PIM - Project Implementation Manual

PP - Project partner/Project beneficiary

PR – Project Report (Progress report and reimbursement claim)

TEC - Total eligible costs

VAT - Value-added tax

WP - Work package

1. GENERAL PRINCIPLES OF REPORTING

1.1. Introduction

This guidance consists of three chapters: General principles of reporting, Partner report and Project report. It is recommended to read all the chapters to understand how reporting works.

However, to submit the report:

- The project partners (PP) need to get accustomed with the chapter General Principles and Partner report
- The lead partner (LP) needs to get accustomed with the chapter General Principles, Partner report and Project report

The reporting process is also presented in Session 11 on the Interact YouTube channel accessible here:

<https://www.youtube.com/playlist?list=PLvYGVfGv4leEn2QC4ztZAFawlCQztWGY>

1.2. Reporting process

Once a project is contracted, the reporting section becomes available to project partners. **Partner reports** cover activities and expenditure of individual project partners and need to be verified by national controllers (called FLC in the eMS). In case there is no expenditure included in the Partner report, this shall be sent directly to the LB, without submitting it for FLC verification. All partner reports need to be created for reporting periods as they are defined in the application form.

Project reports are created by the Lead Partner based on partner reports /partner reports previously certified by FLC, in case expenditure is included in the report.

The procedure is shown in the figure below for a project with three partners.

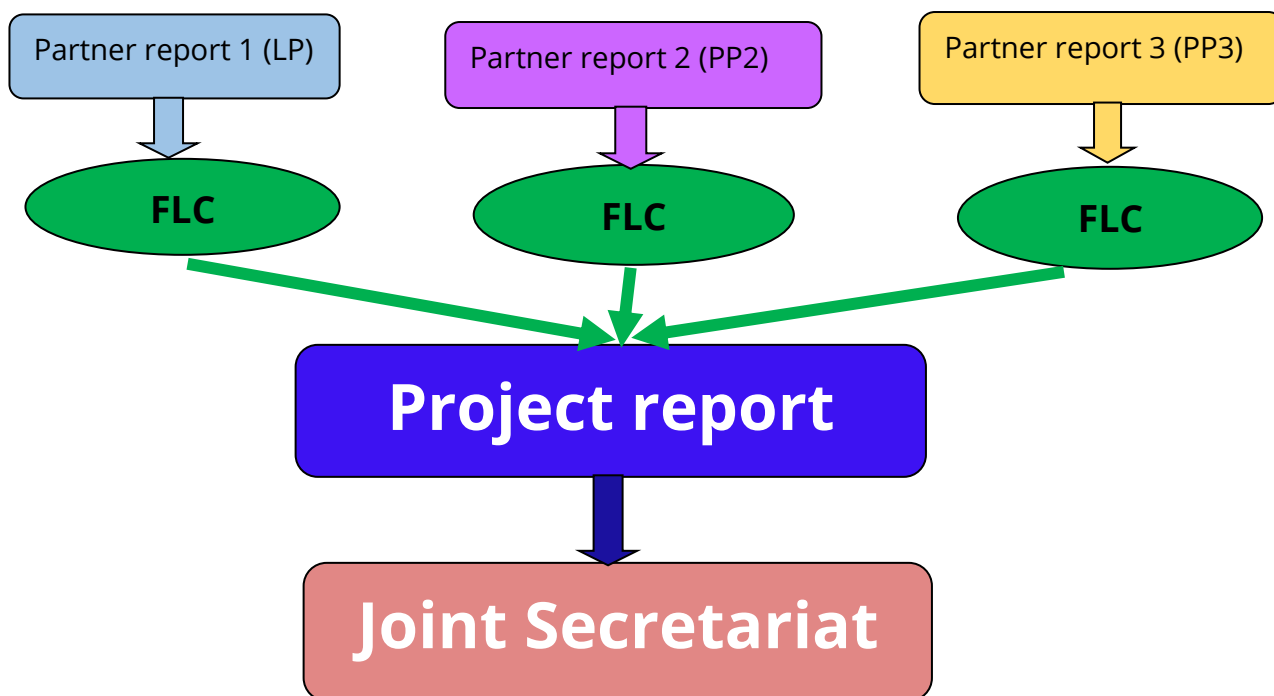


Figure 1-Reporting process in the eMS

1.3. Partner report

- Partner reports serve for requesting FLC validation and for providing information by partners to the LP, which is then integrated into project report.
- Partners (including LP) create their own partner reports using their own eMS user.
- Each partner report is verified by the partner's FLC in the eMS, except those with no expenditure.
- The partner which does not want to claim any expenditure, still have to observe the provisions of the financing contract and fill in a partner report (with 0 expenditure) for every reporting period and submits it to LP.
- Reports created by mistake should be deleted.

1.4. Project report

- LP creates the global project report where partners' progress on activities is described and all available FLC certificate are integrated.
- LP prepares the aggregated activity report at project level, based on the progress of activities provided by the partners in the partner reports.
- LP includes in the project report all FLC certificates attached to partner reports

available at the moment of the submission of the project report. Financial data is automatically integrated in the project report.

- LP submits the project report to the Joint Secretariat, who assess it.

1.5. Periods

All reports need to be created for reporting periods as they are defined in the Application Form ->Work Plan -> Define Periods section.

The Project Report must be submitted to the JS according to the Subsidy Contract.

- Periods are created based on the “start” and “end” dates of the project.
- Period 0 serves for reporting preparation costs.
- The reporting date from AF represents the latest date when the PP must aggregate the partner reports and submit it to the FLC/ LP in case of partner reports with no expenditure included.
- The partner report(s) created for one period must cover the same time span as project report, namely the respective period. Partner reports for claiming the amounts won after an FLC appeal and partner reports created for validation of amounts suspended by FLC (“sitting ducks”) can be created in the period when the respective appeal/suspension reason is solved.
 - A project report covers a time span of 3 months if the implementation period of the project is under 18 month or 4 month for projects with implementing period over 18 month.
 - The Project Report has to be submitted to the JS at the latest within 3 months after the reporting period.
 - The final Project Report have to be submitted to the JS at the latest within 4 months after the end date of the implementation period of the project.

By default, it is possible to create just one report per period, but the JS will allow additional reports for the same period.

Exceptions:

- Project partners can submit intermediate partner reports for a part of the period. For the remaining part of that period the partner will submit another partner report.
- Project partners will submit maximum 3 reports per period.

As an example: A project starting on May 1st, 2018 and ending on July 31, 2019 (15 month) will have the following division into reports and the following reporting deadlines:

Period	Reporting deadline for	
	Partner Report(s) (to be submitted to FLC) latest at:	Project Report(s) (to be submitted to JS) the latest at:
Period 0 – preparation activities Report 0.1	31.07.2018	31.10.2018
Period 1 – 3 month – (01.05.2018-31.07.2018) Report 1.1	22.08.2018	31.10.2018
Period 2 – 3 month – (01.08.2018-31.10.2018) Report 2.1	21.11.2018	31.01.2019
Period 3 – 3 month – (01.11.2018-31.01.2019) Report 3.1	21.02.2019	30.04.2018
Period 4 – 3 month – (01.02.2019 -30.04.2019) Report 4.1	22.05.2019	31.07.2019
Period 5 – 3 month – (01.05.2019-31.07.2019) Report 5.1	12.09.2019	30.11.2019

Report 0.1 (expenditure for the preparation activities) **must be the first one submitted to FLC.**

2. PARTNER REPORT

Partner reporting technically starts with the signature of the subsidy contract. You can immediately tell that the status of your project has changed into 'contracted' because the Lead Partner and all other partners, when accessing their project, are automatically directed to the overview of partner and project reports ('Reporting overview'). Previously, before signing, you were directed to the application form.

Partner reports cover activities and expenditure of individual project partners and need to be verified by approved first level controllers (in case of partner reports with expenditure, or partner reports for claiming the amounts won after an FLC appeal, or partner reports created for validation of amounts suspended by FLC until issues are solved) or are sent directly to the LP (in case of partner reports without expenditure).

The partner report(s) must be submitted:

- in maximum 15 working days after the end date of the reporting period
 - for the final partner report in maximum 30 working days after the project end date or if there are payments within 30 days after the project end date in maximum 30 working days after the last payment was made in the project.
-

2.1. Accessing a partner report

Users do not need any special privilege to create and/or submit a partner report. The access to a partner report is granted via assigning users as partners by the Lead Partner in the "Supplementary Information" "User Assignment" section.

User management

Leadpartner user

Main leadpartner:

LP user

New User

Insert the username

Select the type of user

+ Add read/write user

+ Add readonly user

Assigned read/write users

Assigned readonly users

-

Remove selected read/write user

-

Remove selected readonly user

Project partners

User For Partner 2

New User

Insert the username

Select the type of user

+ Add read/write user

+ Add readonly user

Assigned read/write users

Assigned readonly users

-

Remove selected read/write user

-

Remove selected readonly user

User For Partner 3

New User

Insert the username

Select the type of user

+ Add read/write user

+ Add readonly user

Assigned read/write users

Assigned readonly users

-

Remove selected read/write user

-

Remove selected readonly user

Figure 2 -Supplementary information - Partner User assignment

Lead Partners can access the 'User assignment' section of the Supplementary Information and allocate users. For this, a person/institution needs first to become an eMS user (see *eMS Application Instruction –Part A Registration*). Each partner can have multiple users and they will all have the same access to the partner report.

2.2. Generating a partner report

Once the project is contracted, the overview of partner and project reports ('reporting overview') will automatically be displayed.

Select Role

Partner Reports

1 - RO - RO

Report	Report Start	Report End	State	Date Of Partner Report Submission
Period 0	01.01.2014	01.09.2017		
Period 1	01.09.2017	30.11.2017		
Period 2	01.12.2017	28.02.2018		
Period 3	01.03.2018	31.05.2018		
Period 4	01.06.2018	31.08.2018		
Period 5	01.09.2018	31.12.2018		

Figure 3 - Reporting overview

It is of course still possible to see the project application form, which is accessible from the left-side menu under the item 'Project'. This menu item always leads to the latest approved application form.

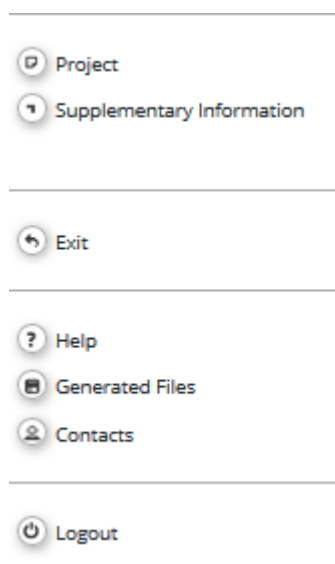


Figure 4 - Left menu- Project

If a user has multiple roles in the system (e.g. lead partner and partner at the same

time), it is necessary to select the role from the dropdown menu at the top of the interface called 'Select role'.



Figure 5 – Select role

Please note, lead partners must create their own partner reports as 'PP', not as 'LP'. The LP role is exclusively for creating 'Project reports'.

For creating a new partner report, you need to click "Create New Report" under the table displaying an overview of partner reports. Afterwards, you are redirected to a partner report corresponding to chosen reporting period.

Report	Report Start	Report End	State
Period 0	01.01.2014	01.09.2017	
Period 1	01.09.2017	30.11.2017	
Period 2	01.12.2017	28.02.2018	
Period 3	01.03.2018	31.05.2018	
Period 4	01.06.2018	31.08.2018	
Period 5	01.09.2018	31.12.2018	

Create New Report
 Partner Living Tables

Figure 6 –Create new report

Each partner report is given a number that consists of a period number and a report number.

Report	Report Start	Report End	State
Period 1 10.04.2016 - 30.10.2016			
Report 1.1	10.04.2016	30.10.2016	Report F Lc Certified
Period 2 31.10.2016 - 31.03.2017			
Report 2.1	31.10.2016	31.03.2017	Report In Progress

 Partner Living Tables

Figure 7 - Partner report number showing reporting period and report number

By default, it is possible to create just one partner report per period. The creation of other (second or third) report(s) for a defined period is only possible if the LP contacts the JS officer (via e-MS email for example) and asks for JS permission, by clearly mentioning the partner and reporting period for which such a permission is requested.

All the partners are required to submit at least one partner report for each period. If there is no sufficient activity (or costs) to report on, the partner fills-out all other parts of the report (e.g. problems and deviations, activities if any, forecast for the next report) and submits with 0 expenditures to LB.

Currently, in eMS, all reports that don't have the status "submitted" are deleted in case a modification of any kind is being processed! Any modifications should be done after all reports in progress are submitted to the FLC or LB, as the case may be. With a future update of the eMS this problem will be solved.

It is possible to delete a partner report as long as it is not submitted. In order to delete the report, please click on 'Delete report' in the report menu to the left. All users assigned to the partner are able to create and to delete a partner report.

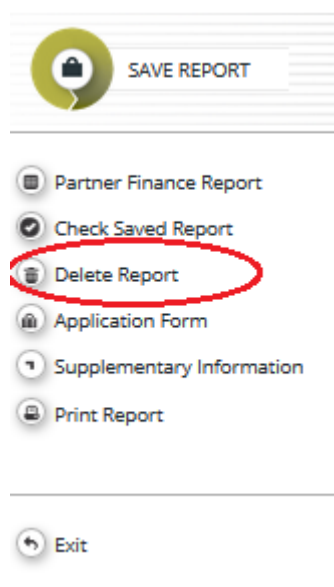


Figure 8 -Delete report

Lead partners can also view reports of all project partners, once they have been created by the partner by selecting the role 'lead partner'. Lead partners can view also not submitted partner reports (saved reports).



Figure 9 -Selecting Lp role

2.3. Filling-in a partner report

Partner 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, except for the 'List of expenditure' that can be left unfilled in case of partner reports containing only the progress of activities (with no expenditure requested for FLC validation).

Fields in the partner report depend on the application form of the project (e.g. number of work packages, type of target groups...).

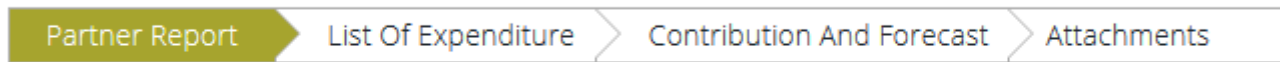


Figure 10– Navigation bar – Partner report sections

2.3.1. 'Partner report' Section

The 'Partner 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 asks you to describe activities during the reporting period ('Summary of partner's work in this reporting period').

Partner Report

Period 0 - 01.01.2014 - 01.09.2017

Start Date	End Date
01.01.2014	01.09.2017

Summary Of Partners Work

Summary Describe




Figure 11 –Summary of partner work

To provide information on specific outputs, please click the output button and then select each applicable output from a drop-down which lists all outputs included in the AF.



Figure 12 –Add output

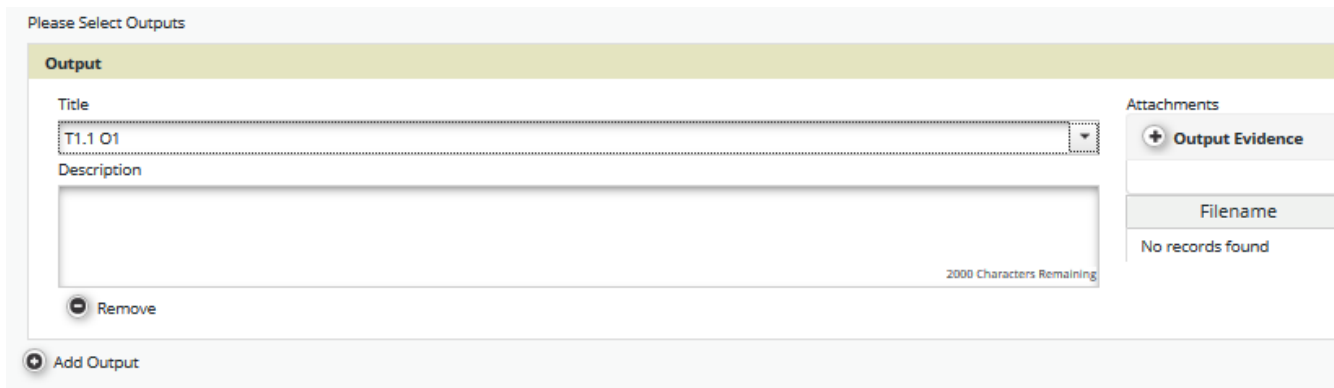


Figure 13 –Select output

It is possible to upload documents for each output under ‘Output evidence’.

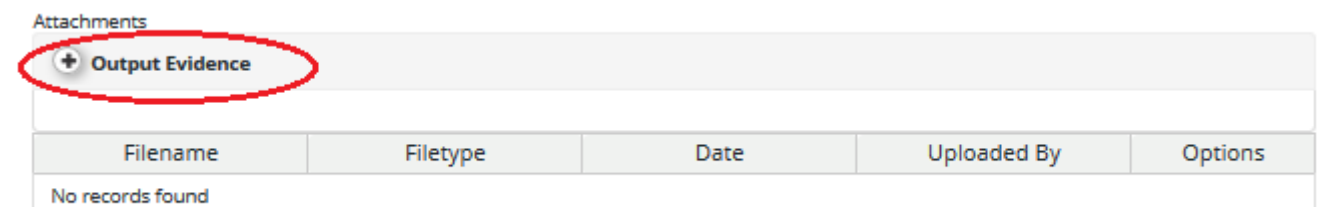


Figure 14 –Upload documents for outputs

Please note, that the eMS is not a repository. All information to be provided by the partner to their FLC (e.g. invoices, procurement documents) must be scanned preferably in black and white and at a resolution of 300 dpi.

In case the evidence exceeds the limit of 50Mb, the lead beneficiary should create .rar or .zip packages of no more than 50 Mb and upload them in the Attachments’ section of the partner report.

Please coordinate with the LB to make sure all relevant evidence is well included in the project report, but not duplicated!

Partner reports also contain a section to provide information on the target groups reached. For each target group selected in the AF, information can be provided.

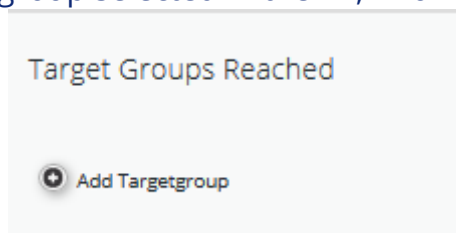


Figure 15 –Add target groups

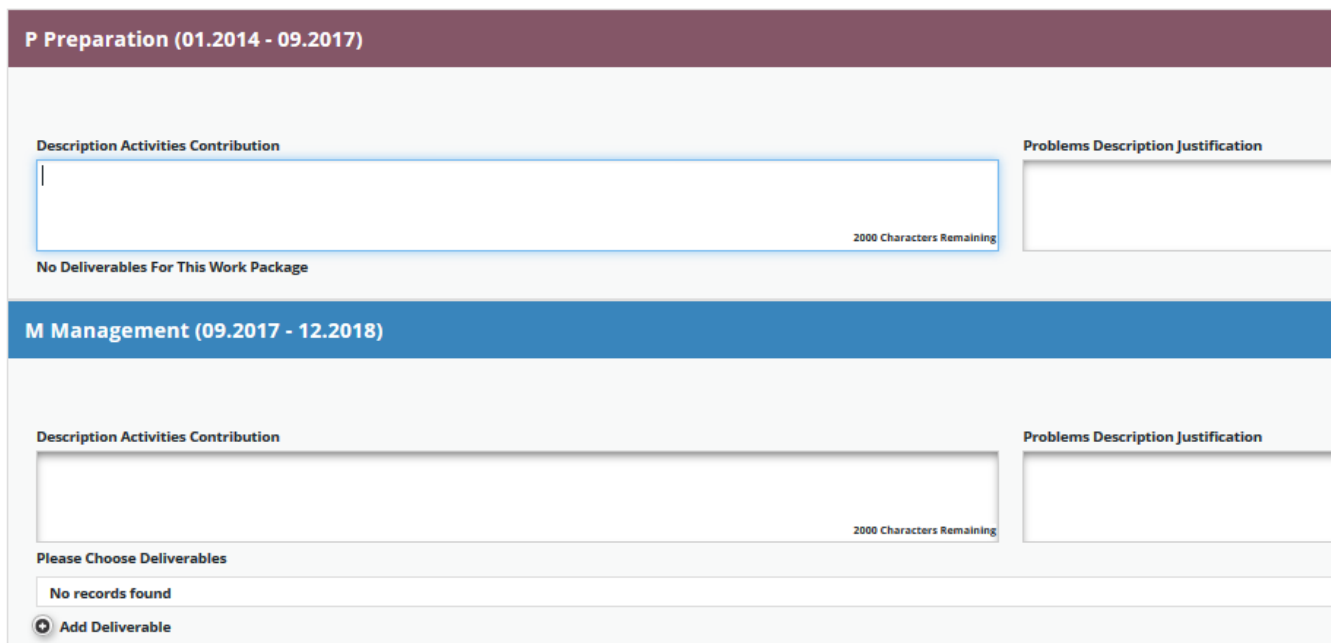

 A screenshot of a reporting form titled "Target Groups Reached". The form has a light green header bar. Below it, there are two main sections. The left section contains a "Target Group" dropdown menu with "General public" selected, a "Target Value Reached" input field with "0.00" entered, and a "Remove" button with a minus sign icon. The right section is titled "Target Group Reached Description" and contains a large empty text area.

Figure 16 – Reporting on target groups

Below you can report on individual activities/work packages. The list of work packages depends on the work packages included in the approved application form.

Reports of individual work packages should contain descriptions of activities, problems and solutions found (if any) and information on individual deliverables with evidence in the form of an attachment.

Reporting Per Work Package



P Preparation (01.2014 - 09.2017)

Description Activities Contribution

Problems Description Justification

No Deliverables For This Work Package

M Management (09.2017 - 12.2018)

Description Activities Contribution

Problems Description Justification

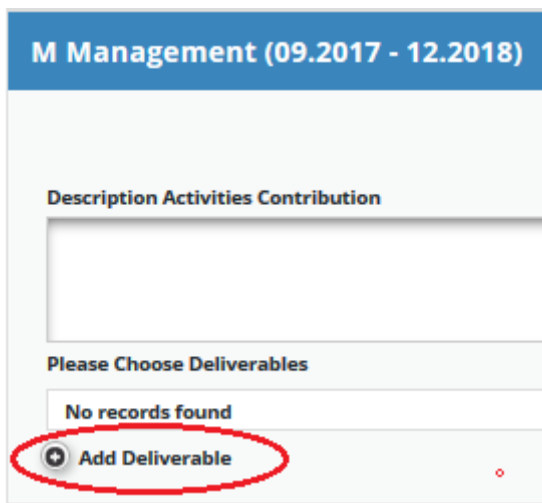
Please Choose Deliverables

No records found

Add Deliverable

Figure 17 – Reporting per Work Package

Deliverables are reported by clicking on 'Add deliverable' under the relevant work package. The drop-down shows all deliverables listed in the AF.



M Management (09.2017 - 12.2018)

Description Activities Contribution

Please Choose Deliverables

No records found

Add Deliverable

Figure 18 – Add deliverable

2.3.2. 'List of Expenditures (LoE)' section

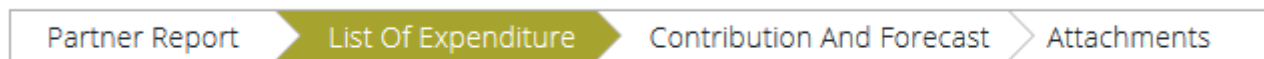


Figure 19 – Navigation bar – List of expenditure -

Financial reporting is done through the List of Expenditures (LoE) section. Although partner and period are determined by the partner report itself (each report refers to just one partner and one period), still the work package and budget line must be selected for every item in the LoE.

The following points should be respected:

- Each item should be reported in a separate line in the LoE (even if an invoice contains more than one item)
- Costs related to each staff member should be reported in a separate line in the LoE
- Every expenditure must be linked to a work package and a budgetary line.

In order to add an expenditure please click on *Add Real Cost* button (see figure below).

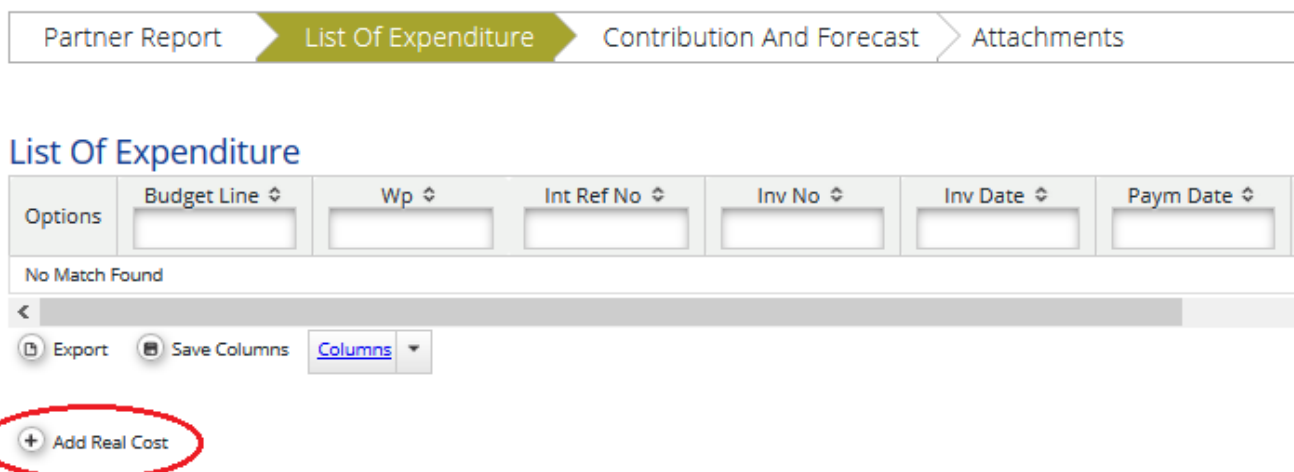


Figure 20 –Adding real cost

After clicking on 'Add real cost' a LoE appears, where the system asks you to give basic information on the cost item.

Edit Expenditure
Partner Report 1 RO Period 0 List of Expenditures

<p>PP</p>	Budgetline	---	Public Procurement Contract number/Contract date/Contract name/Contract type
	Workpackage	P preparation Preparation	
	Internal Reference Number		Contractor Name/Contractor SIN (single identification number)
	Invoice Number		
	Invoice Date		
	Date Of Payment		Type of Procurement Procedure/Date of launching in SEAP (electronic system)
	Currency	EUR - EURO	
	Conversion rate		
	Total Value Of Item In Original Currency		
	Vat		
	Declared Amount In The Original Currency		
	Declared amount in Eur		
	Expenditure Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>	
	Purchase Of Land	<input type="checkbox"/>	


 Upload

Figure 21 –Adding expenditure

It is necessary to allocate each expenditure item to one budget line and one workpackage. It is also obligatory to select 'Currency', to indicate 'Total Value of Item in Original Currency' and 'Declared amount in Original Currency' as well as to fill in the 'Invoice Number', 'Invoice Date' and 'Date of Payment'. It is possible to upload one or multiple attachments to each of the expenditure items by clicking the *Upload* button.

Edit Expenditure
 Partner Report 1 RO Period 0 List of Expenditures

PP	Budgetline
	Workpackage
	Internal Reference Number
	Invoice Number
	Invoice Date
	Date Of Payment
	Currency
	Conversion rate
	Total Value Of Item In Original Currency
	Vat
	Declared Amount In The Original Currency
	Declared amount in Eur
	Expenditure Outside (The Union Part Of) The Programme Area?
	Purchase Of Land
	<input type="button" value="+ Upload"/>

Figure 22 –Uploading documents

In order to be identified and verified in the system, the beneficiaries will name the uploaded files in accordance with the relevant contained documents.

Expenditure can be filled in in other currencies than EURO and the system converts it automatically into EURO using the currency conversion rate applicable at the moment of entering the information in the List of Expenditure, based on available exchange rates of the European Commission:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

The system recalculates the amounts several times – first time when the expenditure item is created and every time when clicking on ‘check saved report’

button.

The final value is calculated and locked at the moment of submission of the report to the FLC. It is not modified ever again. Even if the report is reverted to the partner and re-submitted, the exchange rate from the moment of submission to the FLC is the valid one.

In the LoE you should mark any expenditure spent outside the programme area. Please note that FLC have the possibility to change this checkbox if it is considered that it was checked incorrectly.

Edit Expenditure Partner Report 1 RO Period 0 List of Expenditures

PP	Budgetline	---
	Workpackage	P preparation Preparation
	Internal Reference Number	
	Invoice Number	
	Invoice Date	
	Date Of Payment	
	Currency	EUR - EURO
	Conversion rate	(1)
	Total Value Of Item In Original Currency	
	Vat	
	Declared Amount In The Original Currency	
	Declared amount in Eur	
	Expenditure Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>
	Purchase Of Land	<input type="checkbox"/>

+ Upload

Figure 23 -Expenditure outside programme area

A very important section needed to be filled in is the right section of the expenditure declared, where each partner has to register the required relevant

information in 3 sections (please see Fig. 23):

Public Procurement Contract number/Contract date/Contract name/Contract type

2000 Characters Remaining

Contractor Name/Contractor SIN (single identification number)

2000 Characters Remaining

Type of Procurement Procedure/Date of launching in SEAP (electronic system)

2000 Characters Remaining

Figure 24 –Additional information for expenditure

- **Public procurement contract number/ Contract date/ Contract name/ Contract type.** - In this field the partner has to insert information about the contract. This field is mandatory for all the expenditure added, except those related to staff, travel and flat rate costs.
- **Contractor Name;** The name of the contractor must be inserted
- **Type of Procurement Procedure; Date of launching in National Electronic Procurement System;** From the procedural point of view the partner has to fill in the type of procedure and the launching date in the National Electronic System in this filed.

If you have Office and administration flat rates approved in the application form, the system will automatically calculate flat rates based on relevant inputs into the List of Expenditures for Staff cost.

Not filling in all the required information may be considered cause for rejection of the partner report. Also, please fill in the required information separated by “;”.

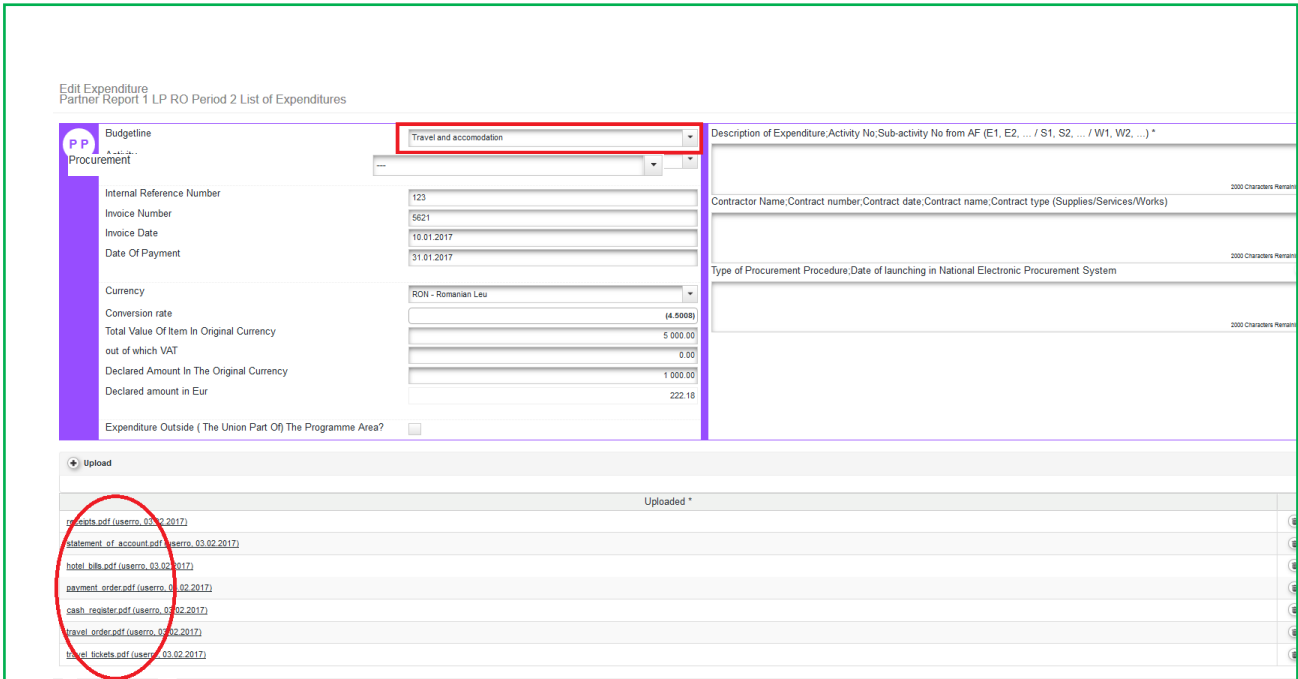
For each reported expenditure the following supporting documents should be attached in the report at expenditure level:

1. Staff costs:

✓ upload section: payrolls and documents proving the payment (net salary, contributions, other taxes);

2. Travel and accommodations costs:

✓ upload section: travel order, transport invoice, fuel receipt, hotel bills, road/bridge/ferry tax and proof of payment (receipts, payment order, statement of account, cash register);



Edit Expenditure
 Partner Report 1 LP RO Period 2 List of Expenditures

Budgetline
 Procurement: Travel and accommodation

Internal Reference Number: 123
 Invoice Number: 5621
 Invoice Date: 10.01.2017
 Date Of Payment: 31.01.2017
 Currency: RON - Romanian Leu
 Conversion rate: (4.5000)
 Total Value Of Item In Original Currency: 5.000.00
 out of which VAT: 0.00
 Declared Amount In The Original Currency: 1.000.00
 Declared amount in Eur: 222.18
 Expenditure Outside (The Union Part Of) The Programme Area?

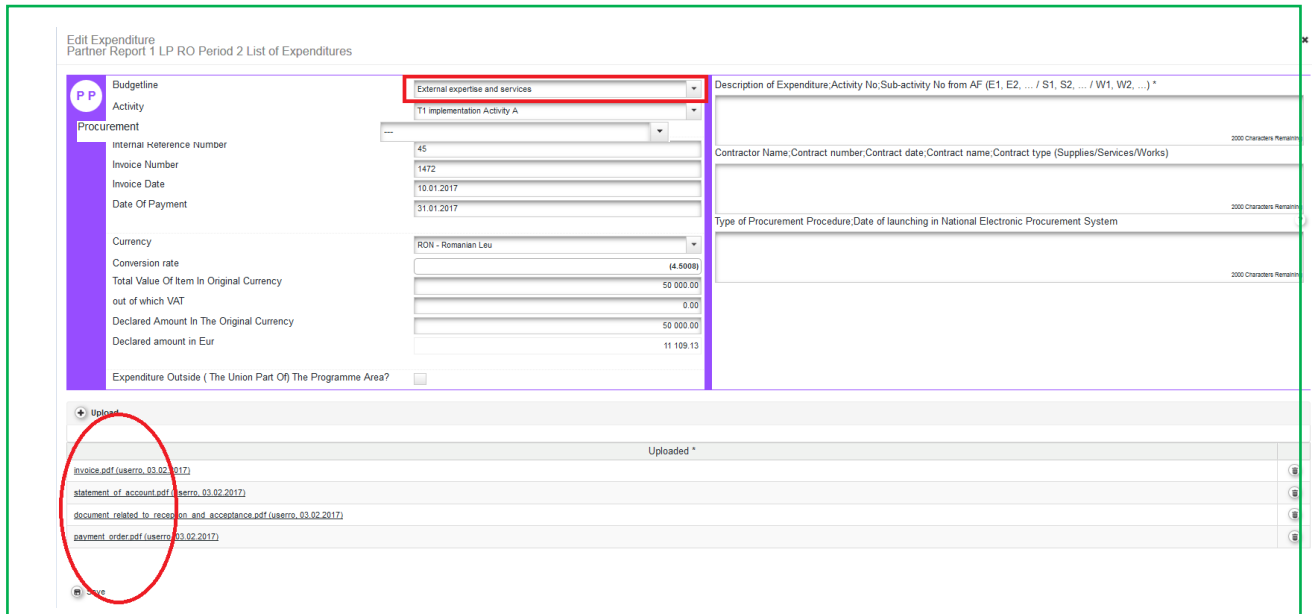
Upload
 Uploaded *

statement_of_account.pdf (userno_03.02.2017)	E
hotel_bills.pdf (userno_03.02.2017)	E
payment_order.pdf (userno_03.02.2017)	E
cash_register.pdf (userno_03.02.2017)	E
travel_order.pdf (userno_03.02.2017)	E
travel_tickets.pdf (userno_03.02.2017)	E

Figure 25 - Uploading/ downloading attachments for Travel and accommodation

3. External expertise and services:

✓ upload section: invoice, proof of payment (payment order, statement of account) documents related to reception and acceptance;



Edit Expenditure
 Partner Report 1 LP RO Period 2 List of Expenditures

Budgetline: External expertise and services
 Activity: T1 implementation Activity A

Internal Reference Number: 45
 Invoice Number: 1472
 Invoice Date: 10.01.2017
 Date Of Payment: 31.01.2017

Currency: RON - Romanian Leu
 Conversion rate: (4.5008)
 Total Value Of Item In Original Currency: 50 000.00
 out of which VAT: 0.00
 Declared Amount In The Original Currency: 50 000.00
 Declared amount in Eur: 11 109.13

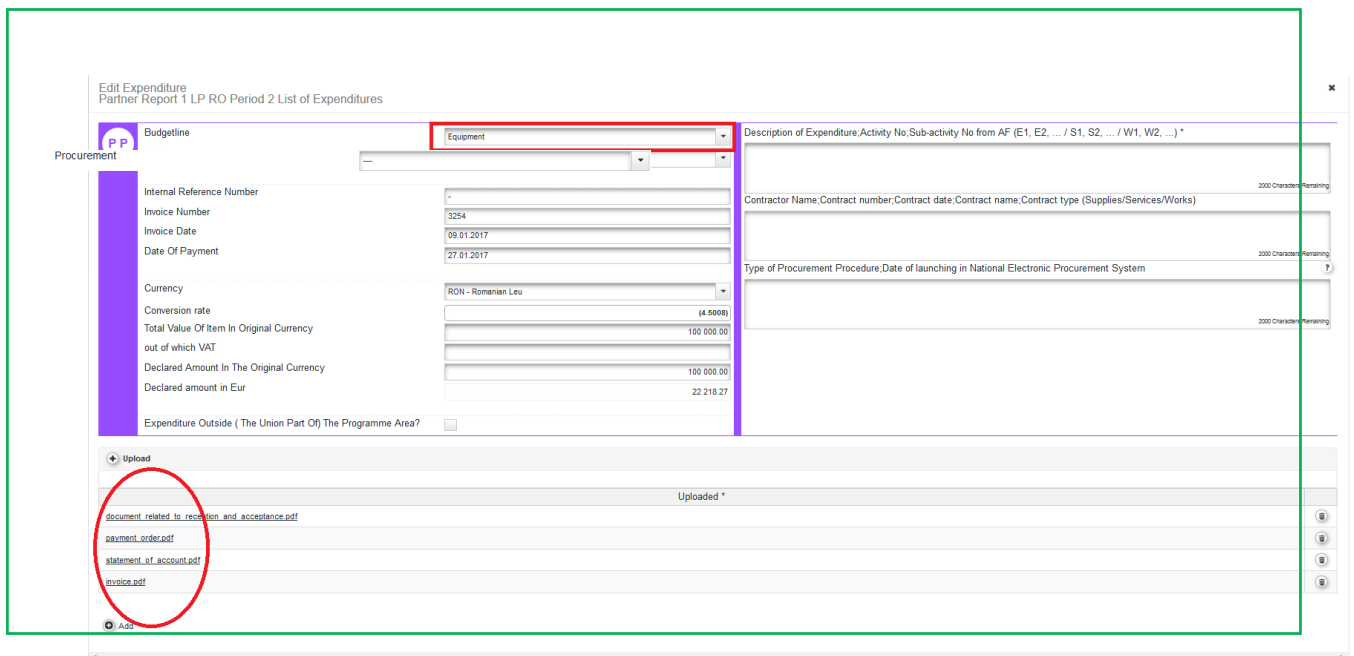
Expenditure Outside (The Union Part Of) The Programme Area?

Upload section (circled in red):
 invoice.pdf (userro_03.02.2017)
 statement_of_account.pdf (userro_03.02.2017)
 document_related_to_reception_and_acceptance.pdf (userro_03.02.2017)
 payment_order.pdf (userro_03.02.2017)

Figure 26 - Uploading/downloading attachments for External expertise and services

4. Equipment expenditure:

- ✓ upload section: invoice and proof of payment (payment order, statement of account) documents related to reception and acceptance;



Edit Expenditure
 Partner Report 1 LP RO Period 2 List of Expenditures

Budgetline: Equipment

Internal Reference Number: -
 Invoice Number: 3254
 Invoice Date: 09.01.2017
 Date Of Payment: 27.01.2017

Currency: RON - Romanian Leu
 Conversion rate: (4.5008)
 Total Value Of Item In Original Currency: 100 000.00
 out of which VAT: -
 Declared Amount In The Original Currency: 100 000.00
 Declared amount in Eur: 22 218.27

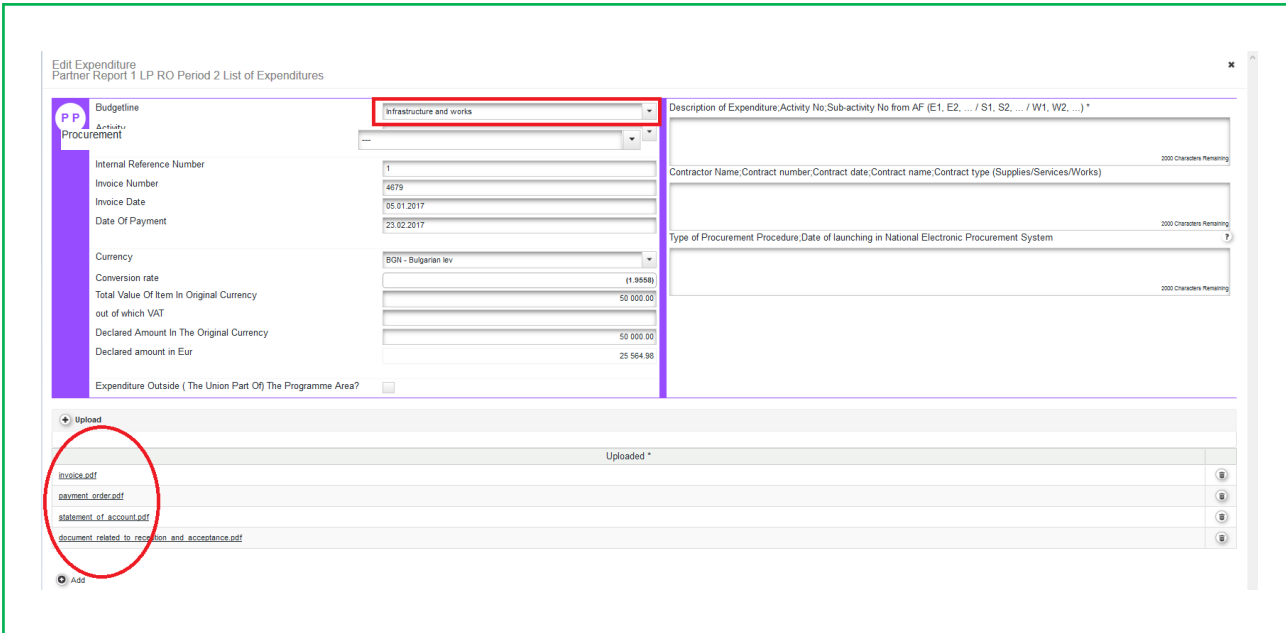
Expenditure Outside (The Union Part Of) The Programme Area?

Upload section (circled in red):
 document_related_to_reception_and_acceptance.pdf
 payment_order.pdf
 statement_of_account.pdf
 invoice.pdf

Figure 27 - Uploading/downloading attachments for Equipment expenditure

5. Infrastructure and works:

- ✓ upload section: invoice and proof of payment (payment order, statement of account), documents related to reception and acceptance;



Edit Expenditure
 Partner Report 1 LP RO Period 2 List of Expenditures

Budgetline: Infrastructure and works
 Activity: Procurement

Internal Reference Number: 1
 Invoice Number: 4679
 Invoice Date: 05.01.2017
 Date Of Payment: 23.02.2017
 Currency: BGN - Bulgarian lev
 Conversion rate: (1.9558)
 Total Value Of Item in Original Currency: 50 000.00
 out of which VAT:
 Declared Amount In The Original Currency: 50 000.00
 Declared amount in Eur: 25 564.98
 Expenditure Outside (The Union Part Of) The Programme Area?

Description of Expenditure/Activity No;Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...) *
 Contractor Name;Contract number;Contract date;Contract name;Contract type (Supplies/Services/Works)
 Type of Procurement Procedure;Date of launching in National Electronic Procurement System






Upload section:
 Uploaded *
 invoice.pdf
 payment_order.pdf
 statement_of_account.pdf
 document_related_to_reception_and_acceptance.pdf

Figure 28 - Uploading/downloading attachments for Infrastructure and works

On the List of Expenditure page the columns of the table can be changed to the user's liking to hide excess data from the screen by clicking 'Columns' in the bottom of the page.

Also, the LoE can be scrolled by pressing the middle-mouse-button (press it and move around in the table).

List Of Expenditure

Budget Line 	Wp 		Int Ref No 	Inv No 
External expertise and services	T1 Joint trainings and practices and awareness campaign		234	1303
External expertise and services	C Communication		409	534219
Staff costs	M Management		555	76
Equipment	I1		670	90897






 Export
  Save Columns
  Columns

Figure 29- Scrolling the LoE

FLC can choose NOT to verify an expenditure item (e.g. in case verification takes a long time or needs further clarification). Any item that is NOT ticked 'Verified by FLC', is NOT included in the current FLC certificate.

This means that – by not ticking 'Verified by FLC', an item is generated that is neither accepted nor rejected and waits in the system to be verified ('Sitting Duck'). Sitting ducks are highlighted in pink color and can be verified by FLC with later reports.

2.3.3. 'Contribution and Forecast' section

Figure 30 – Navigation bar – Contribution and Forecast

In the Contribution and Forecast section, you are asked to forecast spending (in EUR) for the next partner report and you need to provide information on the financial contribution.

Please be as realistic and precise as possible in the estimation.

The description provided may be a brief reference to the foreseen activities. If you foresee considerable changes to the timing of activities (and therefore costs to incur), comment on this.

Report Forecast

Estimated expenditure

Description

Figure 31 – Spending Forecast

The next section is automatically filled in by the system.

Follow-up Of Partner Contribution

Target Partner Contribution Value

€ 1 166.46

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total(According To A F)	Previously Reported	Current Report	Total
RO	public	€ 6 909.50	13.33 %	€ 0.00	€ 155.49	
state contribution	public	€ 44 908.00	86.66 %	€ 0.00	€ 1 010.85	
Sub Total Public Contribution		€ 51 817.50	100.00 %	€ 0.00	€ 1 166.34	
Sub Total Private Contribution		€ 0.00	0.00 %	€ 0.00	€ 0.00	
Total Contribution		€ 51 817.50	100.00 %	€ 0.00	€ 1 166.34	

< Export + Add Contribution

Save Report

Figure 32 – Follow up Partner Contribution

2.3.4. 'Attachments' section

Partners should also upload additional attachments related to the entire report. All documents must be scanned preferably in black and white and at a resolution of 300 dpi.

Before uploading, make sure the upload is of relevance for the report and is not duplicating with other documents you already provided in this report or a previous one.

Intermediary versions of deliverables or outputs should be updated only if it has been asked specifically.

Always coordinate with the LB to make sure all relevant evidence is well included in the project report, but not duplicated.

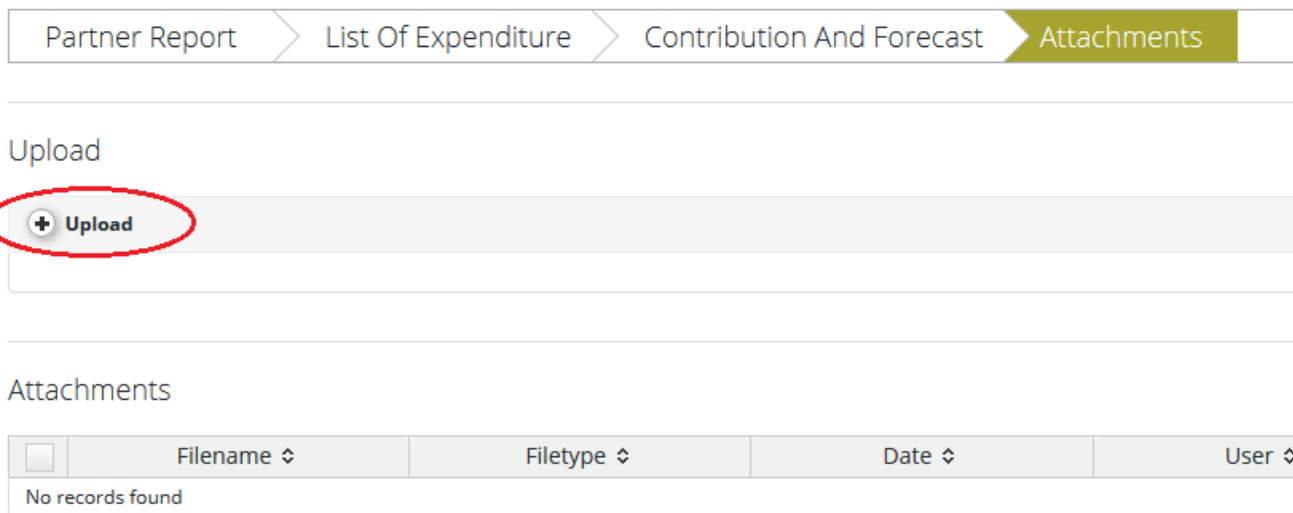


Figure 33 – Attachments

In order to upload a document, please click on the button 'Upload', the upload pop up will appear, also you can select one or more file (ctrl + select). The user has the option to add a description of the file or .zip / .rar packages by clicking on the "Comment" icon. The maximum size of an attachment is 50 Mb per file.



Figure 34 – Report attachment

Please keep in mind that the documents uploaded in the **Attachment** section of the partner report, must be different than the ones requested to be attached at each expenditure level (described above in the manual):

1. Staff costs:

□ attachment section: administrative order for determining staff members (if the case), employment/work contract or an appointment decision/contract considered as an employment document (including information on the hourly rate), job description providing information on responsibilities related to the project (those documents should be attached only once and if modifications within the initial employment conditions occur, then documents supporting these modifications should be attached for the period during which they have occurred, data from the working time registration system (e.g. time sheets providing information on the number of hours spent per month on the project), -, other supporting documents.

2. Travel and accommodations costs:

□ Attachment section: letter of invitation and agenda of the meeting/seminar/conference, letter(s) of confirmation, attendance list, transport costs (calculated according to the national legislation), mission report.

3. External expertise and services:

□ Attachment section: procurement files (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, ...), services contract, addenda to the contract (if any), and relevant results (studies, training material, attendance in seminars, conferences and training courses, certificates, photographs, promotional brochures, print screens of web page delivered, films) etc., if not already attached in other sections of the report (in which case, please indicate where)

4. Equipment expenditure:

□ Attachment section: procurement files (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, ...), contract, addenda to the contract, inventory files;

5. Infrastructure and works:

□ Attachment section: procurement files (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, ...), contract, addendum to the contract (if any), all documents related to the works carried out. Also, in case of equipment and services procured under a works contract all the related documents will be attached.

6. General bookkeeping documents

Please note that in order to be identified and verified in the system, the beneficiaries must create separate archived (.zip or .rar) before uploading for each category of expenditures (e.g. one archived for Travel and accommodation, one for External expertise and services, one for Equipment expenditure and one for Infrastructure and works).

The files attached to these archived will be named in accordance with the relevant content of documents. Also, in the comment section, the beneficiaries must specify the budget line to which the archive is linked to.

In case the supporting documents are not properly named and/or uploaded without being linked to the corresponding budget line, the FLC controller may return the whole report to the partner for revision.

2.3.5. 'Partner Finance Report' menu

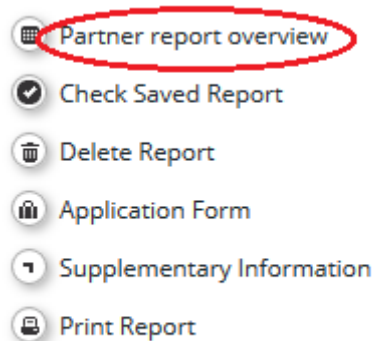


Figure 35 – Partner finance report

Under the '*Partner report overview*' menu item (left-side menu) you will find various financial tables summing up the declared expenditure. The tables are updated live with every new expenditure item.

Please note that 'Currently reported' column changes over time. Initially (when you are preparing the report), it is '*amount to be declared to FLC*'. After submission to FLC it becomes '*amount declared to FLC*'. It changes into '*amount certified by FLC*' after the

FLC certificate is issued and finally changes into '*amount included in project finance report*' once the lead partner submits the project progress report with the relevant certificate to the JS.

Partner Report Expenditure Summary

Programme Co-financing	Partner Total Budget	Previously Reported(Certified By C A)	Currently Reported (amount to be declared to f/c)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By F/c	Total Amount Included In Project Finance Report
Total Co-financing	€ 293 632.50	€ 0.00	€ 6 609.92	€ 6 609.92	2.25 %	€ 287 022.58	€ 6 609.92	€ 0.00	€ 0.00
Of Which ERDF	€ 293 632.50	€ 0.00	€ 6 609.92	€ 6 609.92	2.25 %	€ 287 022.58	€ 6 609.92	€ 0.00	€ 0.00
Partner Contribution	€ 51 817.50	€ 0.00	€ 1 166.46	€ 1 166.46	2.25 %	€ 50 651.04	€ 1 166.46	€ 0.00	€ 0.00
Total Eligible Expenditure	€ 345 450.00	€ 0.00	€ 7 776.38	€ 7 776.38	2.25 %	€ 337 673.62	€ 7 776.38	€ 0.00	€ 0.00

 Export







Partner Expenditure Per Budgetline

Budgetline	Partner Total Budget	Previously Reported(Certified By C A)	Currently Reported (amount to be declared to f/c)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By F/c	Total Amount Included In Project Finance Report
Staff costs	€ 13 000.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 13 000.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 1 950.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 1 950.00	€ 0.00	€ 0.00	€ 0.00
Travel and accommodation	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 59 500.00	€ 0.00	€ 7 776.38	€ 7 776.38	13.07 %	€ 51 723.62	€ 7 776.38	€ 0.00	€ 0.00

Figure 36 – Partner finance report table

2.4. Submitting a partner report

Before submitting a partner report, the saved report needs to be checked (analogically to checking the saved application form prior to submission) by clicking '*Check Saved Report*' in the left-side menu.

-  Partner report overview
-  **Check Saved Report**
-  Delete Report
-  Application Form
-  Supplementary Information
-  Print Report


 Exit

Figure 37 – Check saved report

When clicking on 'Check saved report', an automatic check will be made. Should there be some inaccuracies, the system will notify you about them. In case some of the rules are not fulfilled, an error message will appear and the partner will need to correct any wrong data.

Each time a report is saved, it needs to be checked again before submission. Only after the check is successful, the system will allow for the report to be submitted. The 'Checked saved report' button will be replaced with the 'Submit report' button.

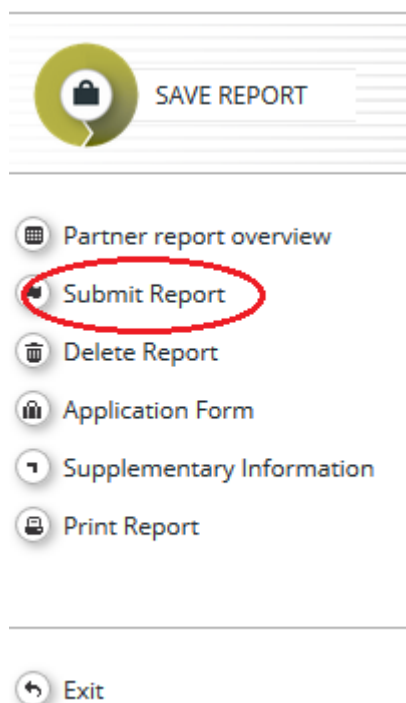


Figure 38 – Submit report

Please pay attention that the euro amounts calculated by the system are changing if the amounts are inserted in the report in different months. The final amount will be automatically calculated using the exchange rate from the moment of check and submission. The value is updated when clicking on 'check saved report' and frozen when the partner report is submitted to the FLC.

In case there are no expenditure in the reporting period the Partner Report will be submitted to the LP.

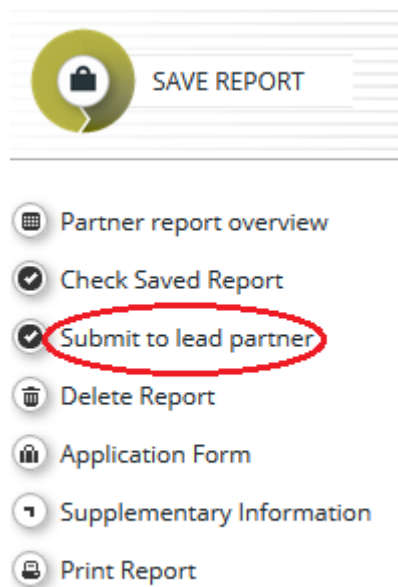


Figure 39– Submit report to Lead Partner

A submitted report is locked and the partner cannot modify it anymore. After submission, the partner report is forwarded to the FLC of the partner in question. The partner can see the status of the report on the reporting overview dashboard. In case of clarifications requested by FLC or, the partner can upload in the system the missing/relevant document or other documents only if the FLC opens one or both upload section of the partner report.

Please pay attention, currently, if the partners have a report saved, the lead partner should not ask for the modification request of the AF. All the

partners' reports has to be submitted in order to require for a modification request.

2.5. Other

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

Partner living tables

Partner living tables are financial tables at the partner level that summarize partner expenditure processed through all partner reports. Like all other living tables (i.e. project level and programme level), partner living tables grow over time as expenditure is declared by the project partner and processed by the various authorities.

You can use living tables to keep an overview on expenditure declared in partner reports. To access partner living tables, press the button under the partner report overview table.


Report	Report Start	Report End	State
Period 0 01.01.2014 - 01.09.2017			
Report 0.1	01.01.2014	01.09.2017	Report In Progress
Period 1 01.09.2017 - 30.11.2017			
Period 2 01.12.2017 - 28.02.2018			
Period 3 01.03.2018 - 31.05.2018			
Period 4 01.06.2018 - 31.08.2018			
Period 5 01.09.2018 - 31.12.2018			
 Partner Living Tables			

Figure 40 – Partner living table button

Partner Expenditure Summary

Programme Co-financing	Partner Total Budget	Previously Reported (Certified By C A)	Previously Reported (total amount declared by partners)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Total Amount Included In Project Finance Report
Total Co-financing	€ 293 632.50	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 293 632.50	€ 6 609.92	€ 0.00	€ 0.00
Of Which ERDF	€ 293 632.50	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 293 632.50	€ 6 609.92	€ 0.00	€ 0.00
Partner Contribution	€ 51 817.50	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 51 817.50	€ 1 166.46	€ 0.00	€ 0.00
Total Eligible Expenditure	€ 345 450.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 345 450.00	€ 7 776.38	€ 0.00	€ 0.00

[Export](#)

Partner Expenditure Per Budgetline

Budgetline	Partner Total Budget	Previously Reported (Certified By C A)	Previously Reported (total amount declared by partners)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Total Amount Included In Project Finance Report
Staff costs	€ 13 000.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 13 000.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 1 950.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 1 950.00	€ 0.00	€ 0.00	€ 0.00
Travel and accommodation	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00

Figure 41 – Partner living table

3. PROJECT REPORT

Project reports are created by the lead partner, based on partner reports previously verified and certified by FLC (in case amounts are requested for reimbursement):

- The partners (including the lead beneficiary in its partner role) create, fill in their partner report for each project reporting period and submit it electronically as described in the 'Partner report' chapter.
- The lead partner can access the partner reports and the FLC certificates of all partners in the eMS to fill in the project report.
- The LP will have to include the FLC certificates of all the reporting partners (including the one issued for its own organization) available at the submission date of the project report.

3.1. Needed user rights / privileges

Project reports can only be created by the lead beneficiary of a project, starting from the moment the project status is changed to 'contracted'.

Currently only one user has the Lead Partner role. Even if more users are allocated to the Lead Partner in the 'Supplementary information/User assignment' they do not have the right to create and/or submit the project reports. Such users can only work with partner reports of the Lead Partner. The only 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 in the 'Show more' button at the top of the project/reporting view.

Show More	
Programme Priority	PA5 - Improve risk-prevention and disaster management (Cooperating on risk prevention and disaster management)
Programme Priority Specific Objective	SO5/b Improved cross-border disasters and risk management
Project Title	Improving the local firefighting department and the disaster management
Call Name	Open call
Name Of The Lead Partner Organization	UAT Orasul din Romania
Country Of The Lead Partner Organization	ROMÂNIA - Arad
Lead Applicant User Name	user2
Lead Partner User Name	user2
Project Duration	29.09.2016 - 28.09.2017
A F Date Of Submission	28.09.2016

Figure 42 – Show more – lead partner user name

3.2. Generating a project report

Only lead partners can generate and submit project reports. After the project has been contracted, the 'Reports overview' is the default view when accessing the project. In order to generate a project report, the lead partner needs to select the role 'LP' from the role dropdown. Each lead partner has two roles to select from 'PP' for creating own partner reports and 'LP'. The LP role allows to see reports of all project partners and to create and submit the project report.

Select Role

Lp
▼

Figure 43 – Select LP role

For creating a new project report, you need to select a project period (which have been set in the AF) for which you wish to create the report and to click "Create Report For".

RO > HU
 Select Role
 Lp

Project Reports

Report	Report Start	Report End	State
Period 0	01.01.2014	01.09.2017	
Period 1	01.09.2017	30.11.2017	
Period 2	01.12.2017	28.02.2018	
Period 3	01.03.2018	31.05.2018	
Period 4	01.06.2018	31.08.2018	
Period 5	01.09.2018	31.12.2018	

Period 0
 01.01.2014 - 01.09.2017

Figure 44 – Create report

It is currently not possible to have two open project reports at the same time. You can open another report only once the previous one has been submitted to the JS. Each project report is given a number which consists of the Period number and the Report number (see example below).

Project Reports

Report	Report Start	Report End	State	Date Of Pr
Period 0	29.01.2016	29.05.2016		
Report 0.1	29.01.2016	29.05.2016	Report submitted to M A	06.10.2016
Period 1	29.09.2016	28.09.2017		
Report 1.1	29.09.2016	28.09.2017	Report submitted to M A	06.10.2016

Period 0
 29.01.2016 - 29.05.2016

Figure 45 – Project report number

By default, it is possible to create one project report per period. In case it is needed to create and submit to JS another (second or third) project report(s) during a reporting period, the LP has to contact the JS officer (via eMS email for example) and to ask for permission to create a supplementary project report – clearly mentioning the reporting period for which such a permission is requested. LP shall submit intermediate project report only if the expenditures from the attached FLC Certificates are more than 10,000 EURO.

If a project has 2 or 3 project reports in one period, only the final project report of that period must include the technical progress of the project in the period.

It is possible to delete a project report only as long as it has not been submitted to the JS. In order to do this, the lead beneficiary needs to click on the 'Delete Report' button in the left-side menu.

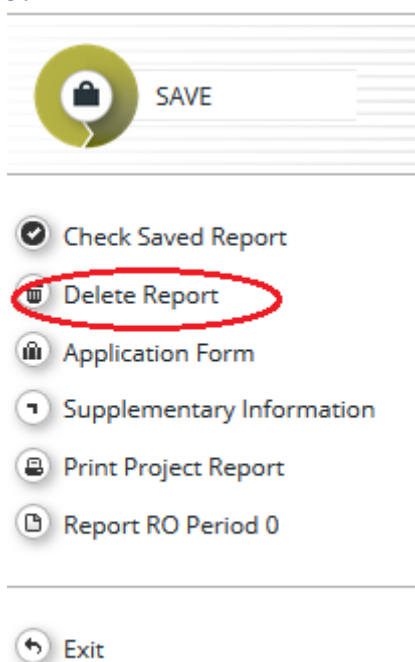


Figure 46 – Delete report

The lead partner can see reports of other partners but he/she cannot create, modify, delete or submit them, unless he/she has been assigned to other partners as a user in the supplementary information ('User assignment' tab).

All partner reports have statuses from which users can find out if the report was already submitted or certified by the FLC and if yes, whether it was included in the project report. Lead Partner can access the reports and the certificates of all partners (See Chapter Partner Report)

Partner Reports

1 - Romanian town - UAT Ro

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 29.01.2016 - 29.05.2016									
Report 0.1	29.01.2016	29.05.2016	Report F Lc Certified	29.09.2016	30.09.2016	Period 0 Project Report 1	€ 0.00		
Period 1 29.09.2016 - 28.09.2017									
Report 1.1	29.09.2016	28.09.2017	Report F Lc Certified	29.09.2016	30.09.2016	Period 1 Project Report 1	€ 145 781.35		

Partner Living Tables

2 - Hungarian townhall - HU town

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 29.01.2016 - 29.05.2016									
Report 0.1	29.01.2016	29.05.2016	Report F Lc Certified	29.09.2016	06.10.2016	Period 0 Project Report 1	€ 0.00		
Period 1 29.09.2016 - 28.09.2017									
Report 1.1	29.09.2016	28.09.2017	Report F Lc Certified	29.09.2016	30.09.2016	Period 1 Project Report 1	€ 782.39		

Partner Living Tables

Figure 47 – Partner reports

3.3. Filling-in Project Reports

Project reports consist of a financial part and a content part. Some items in the project report depend on the call setup and approved application form (e.g. which work packages are available).

The financial part is compiled automatically by the system based on available FLC certificates included in the project report by the Lead Partner.

The content part of the report needs to be filled out manually by the Lead Partner. The reporting on progress of activities builds on the partner reports but should provide an overview of the project as a whole. The content must be filled in by the Lead beneficiary, based on the information provided by the partners. The content is not automatically transferred from partner reports, but it is up to the Lead

beneficiary to analyze the information of the whole project and provide a joint report for the reference period.

It is also possible to upload attachments to a project report.

The lead beneficiary needs to make sure all relevant evidence for main outputs and deliverables is well included in the project report, in the 'Activities' section. In case the evidence is already attached in a partner report, the LB will not attach the document again, but will only mention where it can be found in the system/partner report. Any other attachment upon request by the programme should be attached in the '**Attachments**'. Please acknowledge that no intermediary versions of outputs and deliverables should be uploaded in the eMS.

The maximum size of an attachment is 50Mb per file. In case the evidence exceeds the limit of 50Mb, the lead beneficiary should create .rar or .zip packages of no more than 50 Mb and upload them in the '**Attachments**' section of the project report.



Figure 48 – Navigation bar -project reports

3.3.1. '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 during the reporting period ('Highlights of main achievements') in this reporting period and to include FLC certificates of project partners.

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

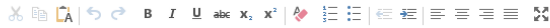
Project Progress Report

Period 0 - 29.01.2016 - 29.05.2016

Start Date	End Date
29.01.2016	29.05.2016

Highlights Of Main Achievements

Description



List Of Partner Flc Certificates

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Expenditure Ce
No records found			

Project Main Outputs Achievement

Figure 49 – Project report section – top part

You are then asked to provide information on the target groups reached as well as problems encountered and solutions found.

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
General public	0.00	100 000.00	<input type="text" value="0.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	

Problems And Solutions Found

Problems And Solutions Found Description




Figure 50 – Project report section – middle part

At the bottom you will find an interface to provide information on horizontal

principles, where the LB should describe the specific measures/efforts undertaken by the partners during the respective reporting period in relation to complying with and promoting the horizontal principles and a tick box which can be used to indicate that the project has been fully implemented.

Horizontal Principles

Horizontal Principles Description

Horizontal Principles	Contribution In This Reporting Period	Description Of The C
Equal opportunity and non-discrimination	as planned	
Sustainable development (environment)	as planned	
Consideration of life cycle costs of investm	as planned	
Usage of green infrastructure	as planned	
Increased use of sustainable procurement	as planned	
Equality between men and women	as planned	

Fully Implemented

Implemented

Implemented On

Figure 51 – Project report section – bottom part1

The section ‘reporting per workpackages overview’ can be used to access individual work packages.

Reporting Per Workpackage Overview

Id	Start	End	Type	Title
176	Jan.2014	Sep.2017	preparation	Preparation
168	Sep.2017	Dec.2018	management	Management
169	Sep.2017	Dec.2018	implementation	Impl1
171	Sep.2017	Dec.2018	investment	INV 1
175	Sep.2017	Dec.2018	communication	Communication

Save

Figure 52 – Project report section – bottom part2

3.3.2. 'Work packages' section

Reporting per work package is the second part of the project report. Report sections of individual work packages can be accessed either from the navigation bar 'Work packages' or from the table at the bottom of the page under the section 'Report'.

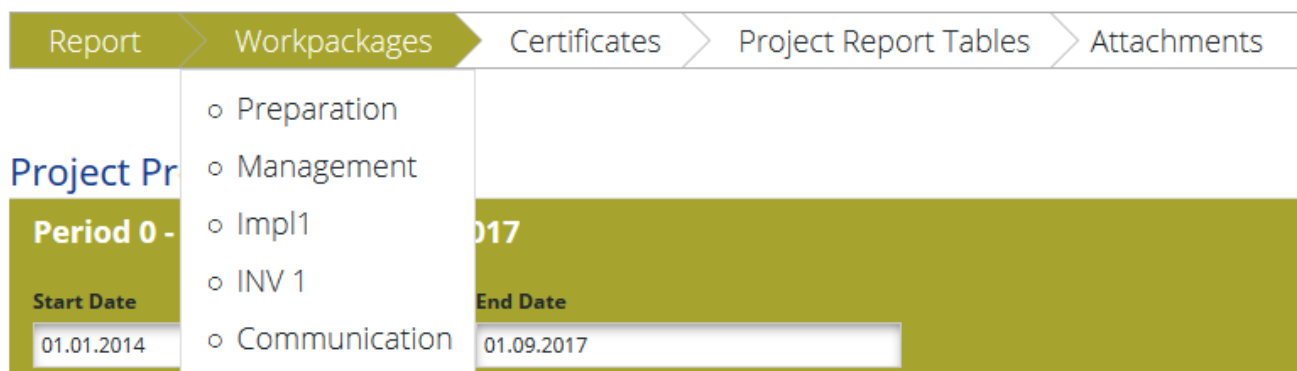


Figure 53 – Navigation bar- Workpackages

In this section you can describe the implementation of each work package in detail, including information on activities carried out and contributions of the project partners as well as information on any problems or deviations from the initial plan. Here you also provide information on project output indicators and activities and deliveries. Reporting on deliverables, including upload of evidence of achievement is also part of reporting on work packages.



Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status	Wp E Repo
T1	Impl1	Sep.2017	Dec.2018	not started	

Partners Involvement

Abbreviation	Name	Responsible partner
RO	RO(lead Partner)	
HU	HU	

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

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found

Figure 54 – Workpackages section

3.3.3. 'FLC Certificates' section

Financial reporting is done based on FLC certificates. All FLC certificates of all project partners, which were not yet included in any previous project report, are available to be included in the project report.

The LB can decide which of the available FLC certificates to include in the project report by ticking the box 'Include in project finance report'. Only the selected FLC certificates will be taken into account for project report.

FLC certificates, which are not included in one project report, can be included in another/next project report. The eMS does not check whether all the FLC certificates included in a project report by the LP refer to the same reporting period. This means that FLC certificates could originate from different reporting periods.

Please don't include in a project report FLC certificates from future reporting periods!

FLC certificates included in a Project report and the content description of the report should be linked to the reference reporting period. The only accepted exceptions are FLC certificates for giving back the amounts won after an FLC appeal/de-suspended by FLC ("sitting ducks").

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	Tota
1 RO	RO 0.1	01.03.2017	€ 7 000.00	<input checked="" type="checkbox"/>	
2 HU	HU 0.1	01.03.2017	€ 6 337.54	<input checked="" type="checkbox"/>	

Figure 55 – Including FLC Certificates

Once the FLC certificates are selected to be added to the project report, they can be accessed from two places in the project report: navigation toolbar tab 'Certificates' or table 'List of Partner FLC Certificates' under 'Reports' tab. Under 'Certificates' only those selected will be visible.



Figure 56 – Navigation bar - FLC Certificates

The lead beneficiary can also revert partner reports back to the FLC or to the partners. This might be necessary in case he/she notices a mistake, which is not in his/her authority to correct. The lead beneficiary does not have this privilege by default, he/she need to ask this user right to JS, in order to view the revert section in the project report.

List Of Partner Flc Certificates

Partner ERDF Included	Total partner contribution	Private partner contribution	Public partner contribution	FLC certificate	Revert
€ 5 950.00	€ 1 050.00	€ 0.00	€ 1 050.00	Show FLC certificate	
€ 5 386.90	€ 950.64	€ 0.00	€ 950.64	Show FLC certificate	<input type="button" value="Revert From Lp To Flc"/> <input type="button" value="Revert From Lp To Pp"/>

Figure 57 – Reverting partner FLC Certificates

Reverting the report to a project partner means that the project partner needs to correct and re-submit the report to the FLC and then the FLC needs to re-certify the report.

Reverting the report to FLC level means that the FLC needs to re-certify the report but no corrections from the partner are necessary.

If the lead partner needs to revert his/her partner report, the JS needs to be contacted. The lead partner cannot revert his own report neither to FLC nor to the PP.

3.3.4. 'Project Report Tables' section



Figure 58 – Navigation bar – Project Report Table

Here you can find various summary tables of the expenditure included in the project report. Please note that the tables are updated before the report is submitted.

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

Project Report Expenditure Summary

Programme Co-financing	Project Total Budget	Previously Reported(Certified By C A)	Currently Reported (amount to be declared to the js)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Total Amount Included In Project Finance Report
Total Co-financing	€ 466 182.50	€ 0.00	€ 11 336.90	€ 11 336.90	2.43 %	€ 454 845.60	€ 11 996.82	€ 11 336.90	€ 0.00
Of Which ERDF	€ 466 182.50	€ 0.00	€ 11 336.90	€ 11 336.90	2.43 %	€ 454 845.60	€ 11 996.82	€ 11 336.90	€ 0.00
Partner Contribution	€ 82 267.50	€ 0.00	€ 2 000.64	€ 2 000.64	2.43 %	€ 80 266.86	€ 2 117.10	€ 2 000.64	€ 0.00
Total Eligible Expenditure	€ 548 450.00	€ 0.00	€ 13 337.54	€ 13 337.54	2.43 %	€ 535 112.46	€ 14 113.92	€ 13 337.54	€ 0.00

 Export

Project Expenditure Per Budgetline

Budgetline	Project Total Budget	Previously Reported(Certified By C A)	Currently Reported (amount to be declared to the js)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Total Amount Included In Project Finance Report
Staff costs	€ 53 000.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 53 000.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 7 950.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 7 950.00	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 216 500.00	€ 0.00	€ 13 337.54	€ 13 337.54	6.16 %	€ 203 162.46	€ 14 113.92	€ 13 337.54	€ 0.00
Equipment	€ 67 500.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 67 500.00	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	€ 200 000.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 200 000.00	€ 0.00	€ 0.00	€ 0.00
Total	€ 548 450.00	€ 0.00	€ 13 337.54	€ 13 337.54	2.43 %	€ 535 112.46	€ 14 113.92	€ 13 337.54	€ 0.00
Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total Eligible Expenditure	€ 548 450.00	€ 0.00	€ 13 337.54	€ 13 337.54	2.43 %	€ 535 112.46	€ 14 113.92	€ 13 337.54	€ 0.00

Figure 59 –Project Report Tables

3.3.5. 'Attachments' section



Figure 60 – Navigation bar – Attachments

All relevant evidence for main outputs and deliverables should be included in the project report, in the 'Activities' section.

Any additional attachments relevant for the entire project report, should be uploaded by the lead beneficiary in this 'Attachment' section. The programme authorities may also ask you to upload specific attachments. Please acknowledge the maximum size of an attachment is 50Mb per file.

In case the files are bigger than 50 Mb, the lead beneficiary should create .rar or .zip packages of no more than 50 Mb and upload them in the Attachments' section of the project report by clicking *Upload* button

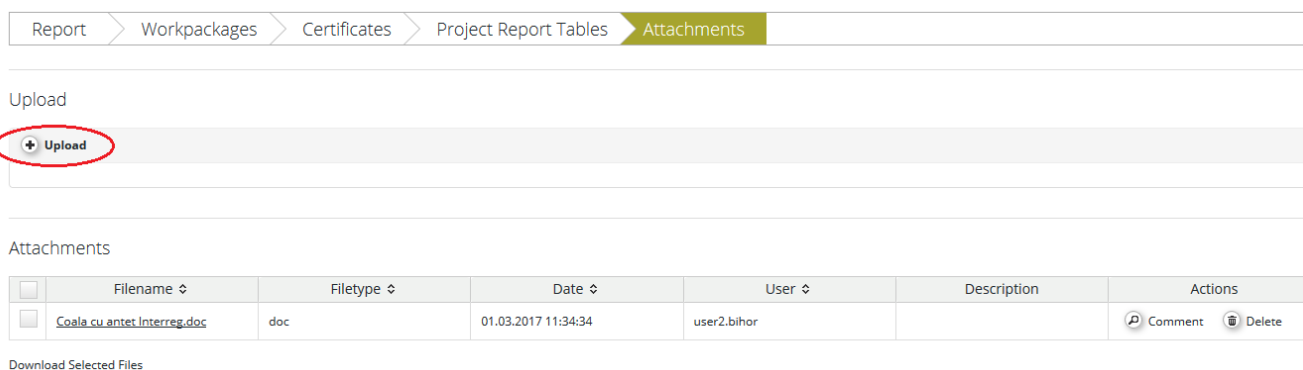


Figure 11 –Upload attachments

3.4. Submitting a project report

Before submitting a project report, the saved report needs to be checked (analogically to checking saved partner reports) by clicking “Check Saved Report” in the left-side menu.

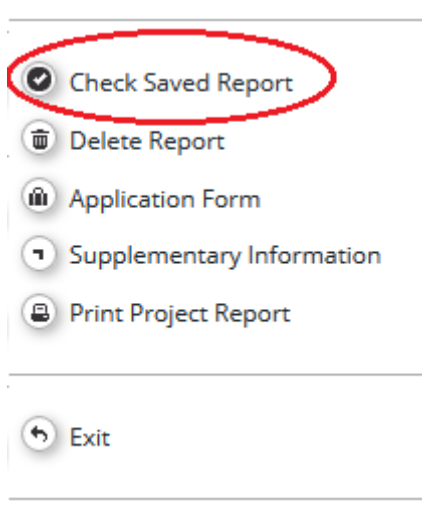


Figure 62 –Checking saved report

Once the report is successfully checked, it can be submitted by clicking 'Submit Report', which will appear instead of 'Check Saved Report' button.

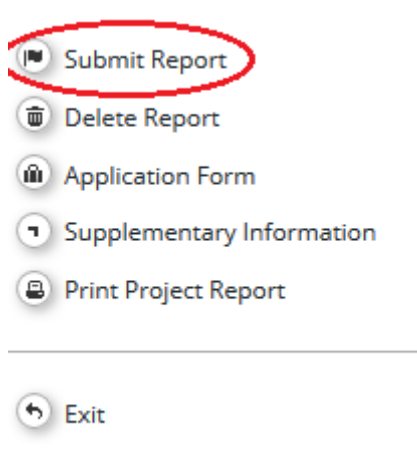


Figure 63 – Submitting report

The project report is submitted to the JS. The report status is changed from 'In process' into 'Report Submitted' and a submission date is displayed in the overview table.

Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To Js	View Report
Period 0 01.01.2014 - 01.09.2017						
Report 0.1	01.01.2014	01.09.2017	Report submitted to JS	01.03.2017	€ 13 337.54	
Period 1 01.09.2017 - 30.11.2017						

Figure 64 – Report submitted

After submission, the Lead Partner can see the report but can't modify it anymore. A new project report can be opened once the previous one has been successfully submitted to JS.

4. Modification Request

During the project lifetime modifications can either be initiated by a programme authority (e.g. JS) or by the Lead Partner.

4.1. Modifications requested by Programme Authorities

JS can initiate a modification by pressing the 'Request Modification' button in the project view.

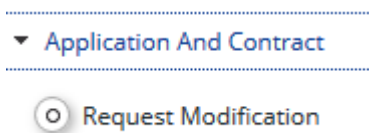


Figure 65 – Request modification - JS

The following workflow are initiated:

- JS requests modification -> LP modifies AF -> JS approves modification -> new version of the AF is generated. OR
- JS requests modification -> LP modifies AF-> JS requests further modifications -> LP modifies AF -> JS approves modification -> new version of the AF is generated. OR
- JS requests modification -> LP modifies AF -> JS rejects modification -> AF remains not changed and no new version of the AF is generated.

4.2. Modifications requested by the LP

Project Lead Partner can request in eMS a modification by pressing the 'request modification' button.

▼ Application And Contract

- Supplementary Information
- Project Application
- Request Modification

Figure 66 – Request modification - LP

All addenda and notification allowed according to the contract will be requested/sent by the Lead Beneficiaries to the JS in hard copy (scanned and/or originals) together with all supporting documents.

The related modifications will be operated in the system (through “Request Modification” or in Supplementary Information, as the case) by the Lead Beneficiaries only after their approval on paper (in maximum 3 working days) and all related documents will be uploaded by the LB in section “Attachment” of the Application Form.

The extension of this deadline until the end date of the reporting period/reporting date is possible at LP request to JS in case beneficiaries have a Partner/Project Report in progress in the system and the approved contract modifications have no impact on the reporting for the current reporting period. In this case, the LB shall still upload in the eMS, “Attachment” section of the application Form, all the documentation related to the approved contract amendment within the 3 working days deadline after paper approval of contract modifications.

Please be advised that in case there is a “in progress” Report currently running in the eMS, it will be automatically deleted when any Request Modification is being initiated. Also, work on a new partner/ project report is no longer possible until the Modification Request is being approved in the system.

Then, one of the following workflows are initiated:

- LP requests permission to modify -> JS approves request for modification -> LP modifies AF -> JS approves modification -> new version of the AF is generated.
- LP requests permission to modify -> JS approves request for modification -> LP modifies AF -> JS requests further modifications -> LP modifies AF-> JS approves modification -> new version of the AF is generated. OR

- LP requests permission to modify -> JS approves request for modification -> LP modifies AF -> JS rejects modification -> AF remains not changed and no new version of the AF is generated.

The LP is asked to enter information about the intended modification into a user interface.


Application Change Request - Project: TECHNICAL ASSISTANCE – JOINT SECRETARIAT FOR INTERREG V-A ROMANIA-HUNGARY PROGRAMME

Categories

Categories ▾

Message Attachments

Message text



Characters (including HTML): 0 (Limit: 2000), Words: 0

Figure 67 – Request modification – message text

Select the category:

Categories

Categories ▾

- Change of End-Date/Duration
- Change of Project Result/Indicators
- Change of Partnership
- Change of Budget
- Change of Activities
- Change of Periods

Figure 68 – Request modification - category

Upload documents (if the case):

Categories

Categories ▾

Message Attachments

Upload

Filename ▾	Filetype ▾	Date ▾	User ▾	Comment ▾	Actions
No records found					

Figure 69 – Request modification - upload


After a category is selected the *SEND* button is visible and the modification can be send to JS.

Categories

Categories ▾ • Change of Budget

Message Attachments

Message text



Characters (including HTML): 0 (Limit: 2000), Words: 0

Send

Figure 70 – Request modification – send

Saving informs the JS about the request. JS can then approve/accept the modification request and open the Application Form for editing by the LP or reject the request.

The LP needs to wait for the approval by the JS to continue with the modification. Once the JS approves the modification request, the AF will be unlocked for editing.

The JS has the following options:

- ‘New’: The JS does not decide yet whether to refuse ort accept the request to modify the AF. Please note that the wording will be changed to ‘-’ as ‘new’ is confusing.

- ‘Mr Refuse’: Modification request refused. The JS refuses the request to modify the AF. This closes the request and the AF remains locked. The LP can decide to open a new modification request.
- ‘Mr Accepted’: Modification request accepted. The JS accepts the request for modification and the AF is unlocked for editing by the LP.

If ‘Mr accepted’ is chosen, the AF is now open for modifications and the LP can edit the AF.

The LP can now modify the AF, then click *Check Modification* button.

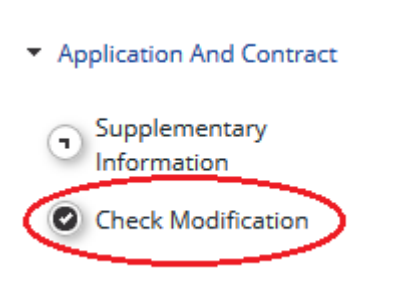


Figure 71 – Request modification – check

If modification is successfully checked LP can press *Submit Modification* button.

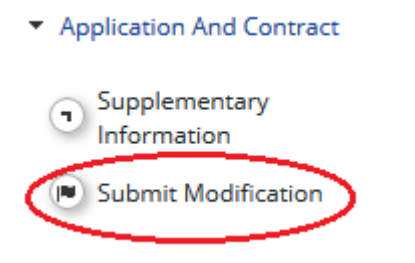


Figure 72 – Request modification – submit

The modified AF is now submitted to the JS for approval.

4.3. Project statuses during modifications

Modifications lead to changes in the status of a project as can be seen in the various overview lists of projects and in the project history.

	Status in 'My Applications'	Status in 'Application Browser'	Status in 'Modification requests' overview	Versions shown in Project History
LP requested permission to modify	Cr	Cr	Cr	CR
JS granted permission to modify	Cr_in_process	Cr_accepted (=old version) Cr_in_process (=version to be modified)	Cr_in_process	CR_ACCEPTED CR_IN PROCESS
JS refused permission to modify	Contracted (=old version)	Contracted (=old version)	Contracted (=old version)	CONTRACTED
LP submitted modified AF	Cr_done	Cr_accepted (=old version) Cr_done (=modified version)	Cr_done	CR_ACCEPTED CR_DONE
JS approved modified AF	Contracted	Archived (=old version) Contracted (=modified version)	<i>not shown</i>	ARCHIVED CONTRACTED
JS rejected modified AF	Contracted (=old version)	Contracted (=old version) Archived_copy_cr (=archived version of the rejected modified AF)	<i>not shown</i>	CONTRACTED ARCHIVED_COPY_CR

After the JS approves the Cr_done version, a new AF is generated and the old one is archived.

In the 'My Applications' view only the latest version of the AF is shown.

5. Help and Technical Support

For any problems you might experience with the eMS, please contact the Joint Secretariat at joint.secretariat@breacoradea.ro or by telephone at +40 259 473 174 or +40 359 436 529 during office hours .