



# Lead partner seminar

*JS/MA 26.10.2016*

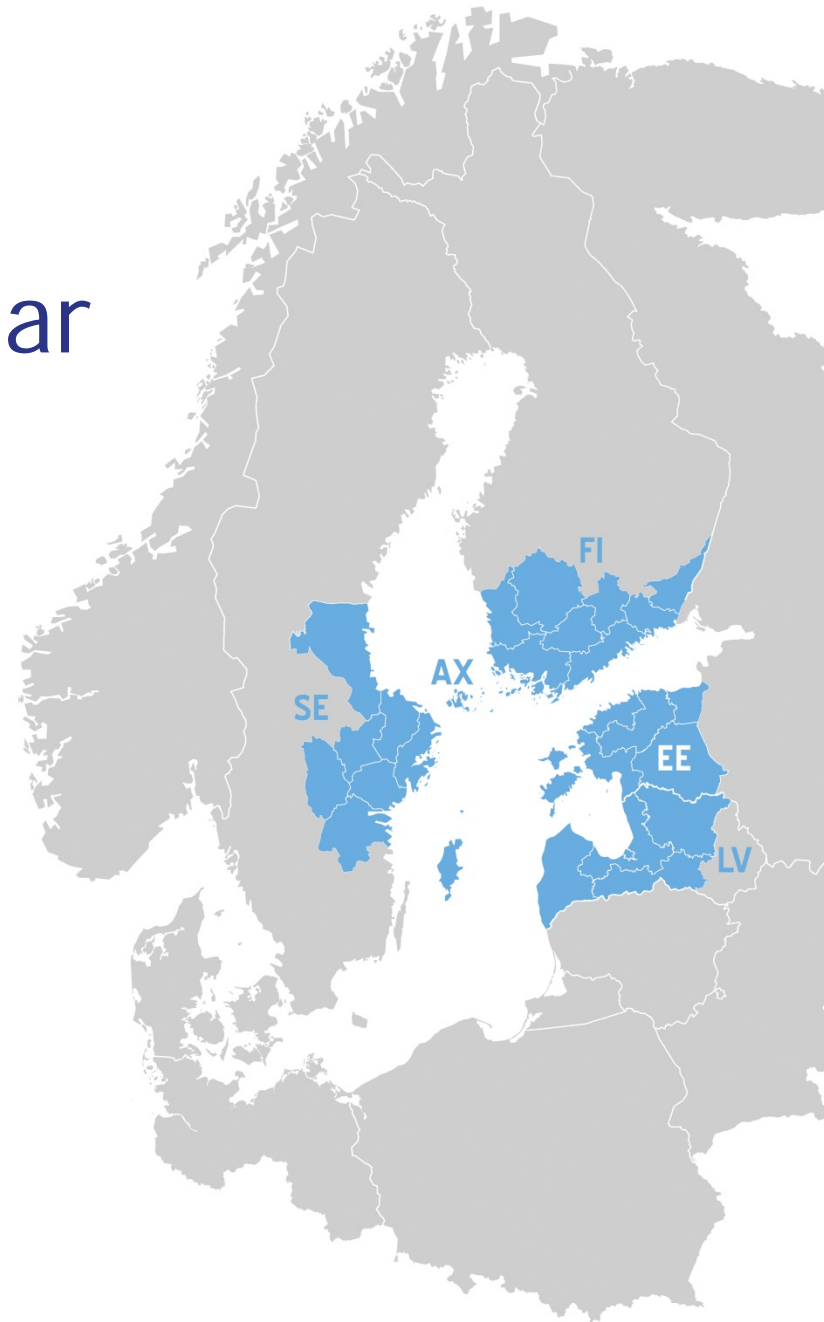
*Helsinki*

# Welcome to the Lead partner seminar

Objective of the day:

Give the lead partner  
the needed tools to best  
implement the project

To know who to contact  
with questions later on



## Funded projects

- 42 from first call
  - Out of which 7 are small projects
- 25 from second call
  - Out of which 7 are small projects
- 67 projects in total



## MANAGING AUTHORITY

- Regulatory tasks (MA and CA)
- Overall implementation and responsibility
- Administration and support services (IT support, bookkeeping, financial management of programme)

## AUDIT AUTHORITY

## PROJECT TEAM

Project consultations and monitoring

## FINANCIAL TEAM

- Financial management of projects
- Certification and payment

## INFO TEAM

Communication activities

CP1 CP2 CP3  
Contact Point network

CP4 CP5

# The contact person

Your contact person follows the project implementation actively

Your contact person should be invited to Steering Group meetings and other project events



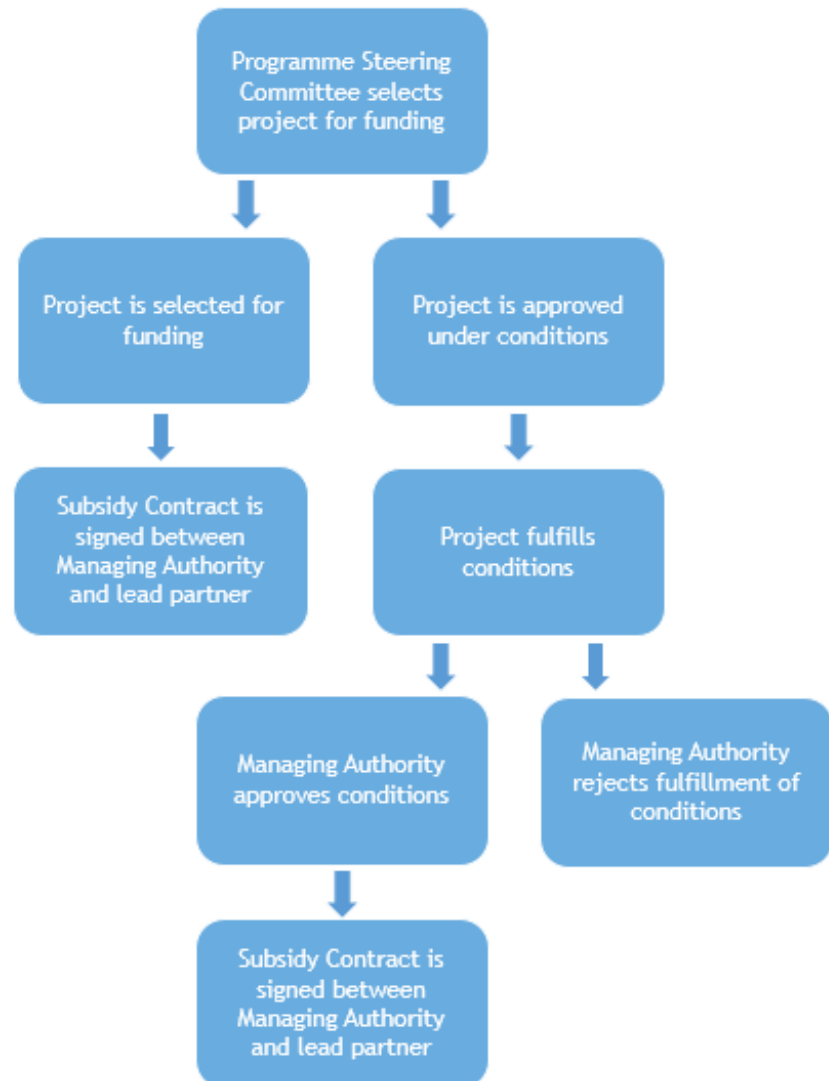
Your contact person helps solve your project's problems

Your contact person gives you advice on project-related issues

...is there to help you!

# Starting up the project

- Fulfilling conditions and clarifying details
- Handing over to LP
- Contracting



# SUBSIDY CONTRACT



# Subsidy contract

- Key document defining the roles and responsibilities between the MA and the LP
- To be read - together with the Programme Manual



## Contracting situation 26.10.

- Signed contract delivered to 9 projects
- 7 projects in different steps of contracting



## Basic information

- Preamble
- The eMS approved version is always the valid Application Form
- Applicable legal framework
- Award of subsidy
  - Potential lump sums
  - De minimis
- Actions in case of considerable underspending

## §3 Object of use, eligibility of costs and reallocations

- Basic definitions for eligibility of costs
- Reference to flexibility rule
- Reference to modifications
- Possibility of prolongations

## §4 Request for payments

- Reference to procedures
- Setting deadlines and procedures
- Income during and after project
- LP/PP commitment to co-financing

## §5 Representation of project partners, liability

- LP responsibilities defined
  - Towards project partners
  - Towards the MA
- Reference to Partnership Agreement
  - Content
  - Role



## §6 Additional obligations

- Separate cost centre
- Signing the Partnership Agreement
- Paying ERDF amounts to partners
- Providing all relevant information to MA/JS
- Using the eMS
- Avoiding conflict of interest
  - The programme has 0 tolerance on fraud

## §7 Communication and publicity

- Basic requirements for project
- Information on MA obligations



## §8 Durability and ownership of results

- Durability of infrastructure investments and equipment
- Project results and outcomes are a joint property of the LP and PP's
- Making results available to the public
- If ownership is handed over by agreement, the Subsidy Contract requirements always apply

## §9 Generation of revenues

- Net revenues relevant
- Net revenue always reduces the amount of ERDF
- Revenues should be included in Application Form
- If net revenues arise later, they must be reported in Partner Reports

## §10 Right of termination

- The MA has the right to terminate the project in case of serious negligence on behalf of the LP/PP or in case of violation of rules
- Termination may lead to a repayment of ERDF funds
- Interests may apply to funds to be repaid



## §11 Archiving of project documents

- Maintaining documents 3 years after the closure of the project (MA official closing letter)
- List of bodies holding project documents must be filled in in the project Supplementary information

## §12 Controls and audits

- First Level Control
- Second Level Audit
- Also other possible audits
- LP requirement to provide assistance
- MA right to withhold payments while clearing open issues

## §13 Recovery of ineligible expenditure

- Recovery as two-step process: amicable and official request
- Late interests would apply

## §14-15 Assignment, legal succession and concluding provisions

- How to transfer duties (LP or MA)
- All official correspondence in English
- Role of eMS and user rights
- Appeal processes

# PROJECT IMPLEMENTATION





## Focus on results

- Remember that results (achieving the change) should always be the main focus during project implementation
- Outputs that you have planned, should be achieved
- Follow the work plan as a tool for achieving results. Reasonable flexibility about activities and deliverables is applied

## Lead partner principle

- LP coordinates the work of the partnership
- LP monitors and gives guidance to partners
- Sharing information within the partnership is obligatory!
- Official contacts from MA/JS always via the LP
- If partners contact MA/JS directly, they should make the LP aware of this

# General requirements

## Lead partner

- Ensure the timely and correct implementation of the project
- Actively communicate about the project

## Project partner

- Fulfill its part of the project activities, actively participate in cooperation
- Actively communicate about the project

# Management structure

## Lead partner

- Set up efficient management structures
- Appoint qualified project manager and financial manager

## Project partner

- Nominate a coordinator for the project

# Financial management

## Lead partner

- Guarantee the sound financial management of the project
- Follow up project spending and budget line spending
- Transfer ERDF amounts to partners immediately
- FLC checks on own costs

## Project partner

- Manage its own budget according to sound financial management
- Assume responsibility for own costs and repay costs if needed
- FLC checks on own costs



# Set up a supporting Steering Group

- The lead partner is obliged to set up a Steering Group
- Works best when members have thematic expertise and are interested in the project
- The Steering Group should consist of representatives of project partners and especially key stakeholders or end users (who are not necessarily project partners)
- Use the Steering Group to guide the project implementation towards results and sustainability

## The Steering Group should:

- **Monitor and steer** the project in order to meet the targets/objectives set in the project application. If necessary, the Steering Group can propose changes to the implementation of the project. The lead partner then makes the official change requests to the JS.
- **Handle official project changes** and approve them before the lead partner submits the material to the JS/MA
- **Approve the Final Report** before it is submitted by the lead partner to the JS
- **Participate in the planning of information activities and spreading** information about the project and its results

## Something changed – what to do?

- What is the change about?
- What is affected by the change? Objectives, results, outputs, partnership, budget...?
- Different types of modifications
- Always start with informing JS contact person
- Not all modifications may be approved

## Different modifications

- The different modifications have been divided into two groups depending on **whether the change requires a modification of the Application Form or not**
- Project modifications are **in force from the date of the decision** (by the JS, MA or SC as relevant). No costs requiring formal approval can be incurred before the decision has been made

# Modifications having no impact to the Application Form

## *Minor adjustments of the project activities*

- If minor adjustments do not have an impact to the project deliverables, results and/or indicators, can be done without a formal procedure, but should be communicated to the JS (contact person)

## *Technical modifications*

- Technical modifications, that don't have an impact to the content of the project (bank data change, change of the partner's (NB! not the LP) name, legal status, change of hosting organisation, change of contact person etc.) are made based on need. The JS should be notified of these types of modifications as soon as possible by official letter from the lead partner

# No impact to the Application Form - flexibility rule

- Simple way to adjust the budget to changed circumstances
- It is allowed to overspend max. 20% of individual budget lines (Staff costs and Lump sums excluded) on project level
- Adding or changing the nature and intended use of equipment is not allowed
- JS follows the project budget based on the total costs per budget line totals
- Total budget cannot be exceeded
- No switching money between partners
- The LP has responsibility to follow up the budget: all cuts needed will be done by the LP

# Modifications having an impact to the Application Form - 1

- Any modifications beyond the scope of the flexibility rule, minor adjustments or technical modifications require a formal approval by the MA and in certain cases, by the SC
- A modification in project activities having an impact to the project results and/or indicators must be well justified and can only be implemented upon formal request and approval by the MA or the SC - depending on the significance of the modifications
- **Budget modifications** that do not fall within the scope of the flexibility rule require the approval by the MA or the SC - depending on the significance of the modifications
- **Partner modifications** if an existing partner drops out and is replaced by another partner, or a partner drops out and other partners overtake its obligations, or if a different partner becomes lead partner, etc.

## Modifications having an impact to the Application Form- 2

- End date extension can only be approved in exceptional cases and usually not for more than 3 months. Any extension must be justified by external reasons hindering the timely closure of the project. It should not be used as a tool to prolong the project without severe reasons and delays during the project implementation
- Changes of the LP's name, legal status, change of hosting organisation etc. should be notified to the JS as soon as possible



# Modifications having an impact to the Application Form - 3

A decision by the SC is needed in case of:

- increasing the ERDF share or the total ERDF amount of the project
- if more than two partners withdraw from the project and/or are replaced. The replacement with new partners is subject to the approval of the Member States/Åland locating the partners
- if the objectives of the project or the results are modified so that the provisions of the original project application are considerably changed

# Modification request: procedure

- Project partners discuss the issues demanding modification (Steering Group approves)
- LP contacts the JS contact person and writes a modification request
- JS has 20 days to assess a request and forward it to the MA/SC for decision
- MA/SC approves or rejects
- Comes into force only when approved by MA/SC

## Modification request: eMS

- When a modification request is approved, the JS contact person opens the eMS for editing
- Modifications are added into the project application in the eMS and submitted
- A modification can be done 2 times during project implementation, so plan ahead and incorporate as many modifications as possible into one request
- The last request must be made no later than 6 months before the end date of the project

# ELIGIBILITY OF COSTS



- General principles
- Budget lines



# Hierarchy of provisions 2014-2020

- EU
- Programme
- National
- Institutional rules



# Basic principles for eligibility of costs

What

Activity and/or expenditure is relevant, approved in AF

Who

Incurred, paid by project partner

When

During project duration

How  
**in line**  
with

# Rules for eligibility of costs

Sound financial man. - 3 E:  
*efficiency, economy, effectiveness*

Publicity requirements

Double financing

No payments among partners...

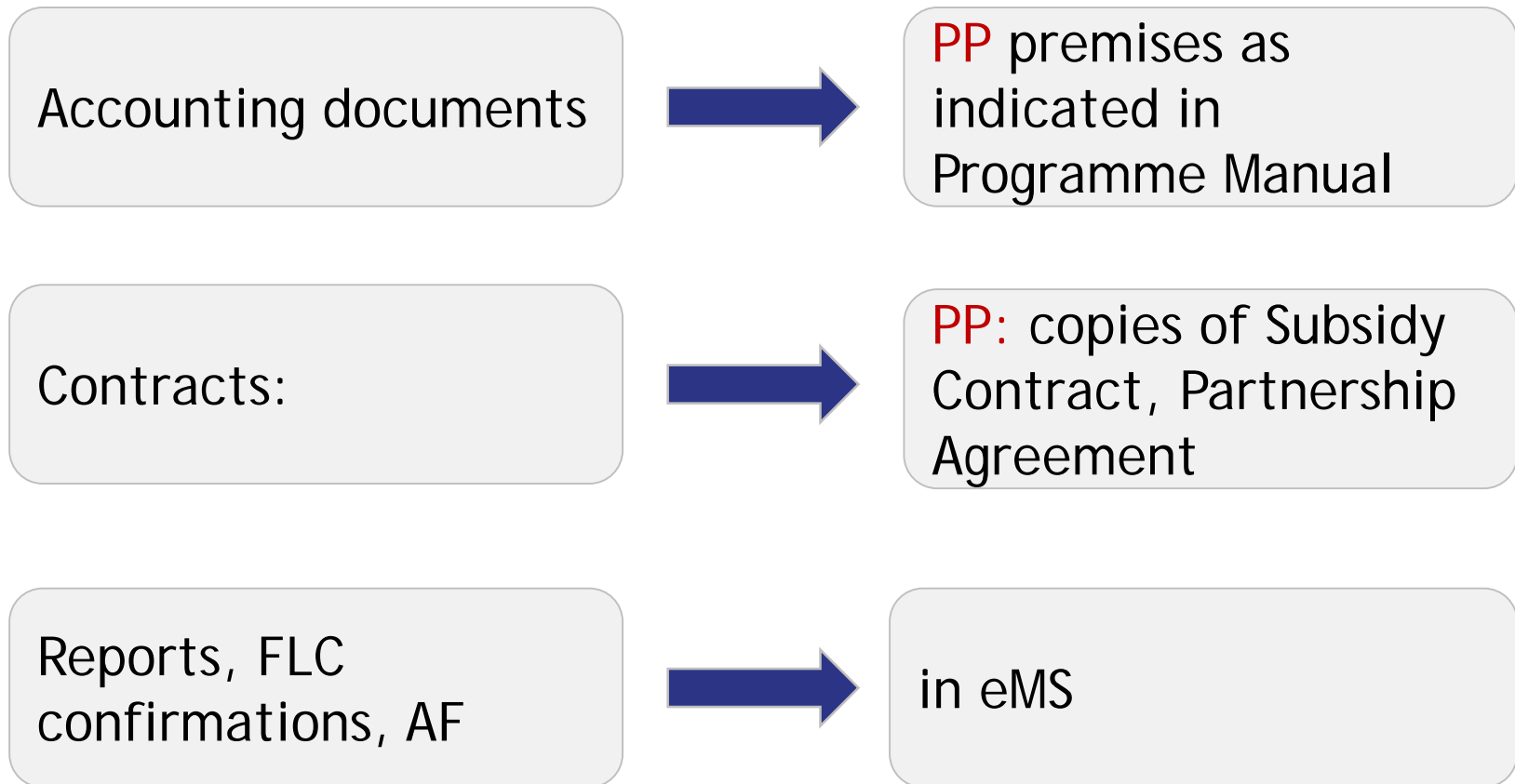
## Audit trail

a chronological set of accounting records providing documentary evidence on sequence of steps undertaken by project to implement a project

Usual project 3 years, de minimis aid 10 years after project closure



## Documentation at partner level

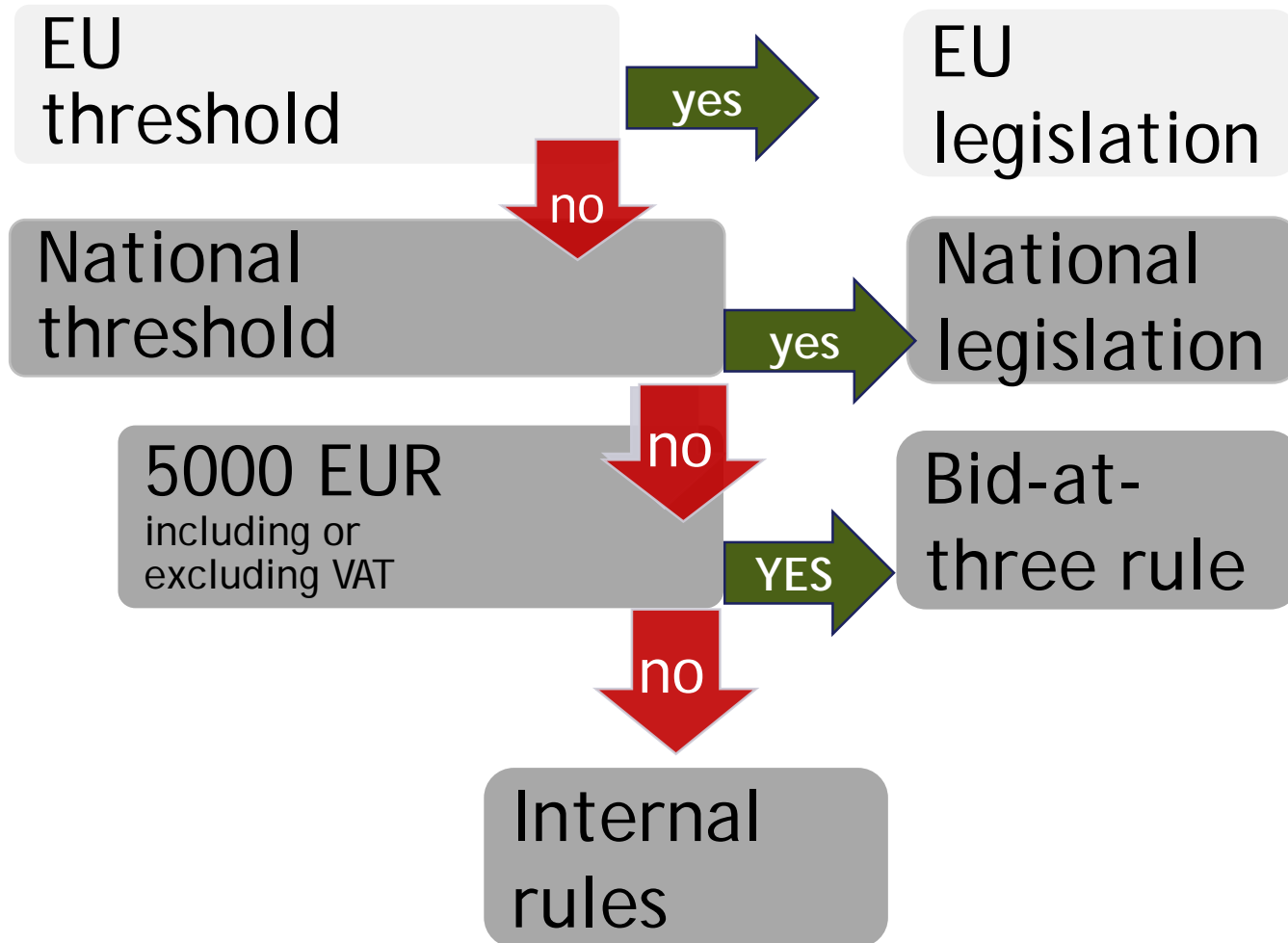


# Public procurement

- All partners (also private partners)
- Principles of transparency, non-discrimination and equal treatment.
- Framework contracts can be used
- Avoid artificial splitting of contracts

How  
**in line**  
with

# Public procurement



How  
**in line**  
with

## VAT

- An eligible cost only if the partner has no means to recover it
- Will be checked by the FLC with the first partner report
- Any changes in VAT status - notify JS contact person and report to FLC

# Costs outside programme area

## Programme level

1. 20% of programme ERDF
2. Travel costs are not calculated

## Project level

1. Eligible when included and approved in AF
2. If additionally needed - inform JS and get approval in advance

# Eligibility of costs: budget lines



Staff costs



Office and administration



Travel and accommodation



External expertise and services



Equipment



Infrastructure and works

## Staff costs

- Only staff directly working for the project
- A work contract or other document must exist
- Salary for external experts can not be under this budget line
- In case changes within staff costs are needed, inform your contact person

## Staff costs

- Timesheets when using flexible hours of work. It must contain information on the total working time (divided between the project and other activities, if needed) per day with brief information on the tasks done (template available, own ones can be used as well)
- Reservations for holiday allowances/salaries are not eligible, but the actual costs can be reported when they have been paid out



## Office and administration

- Flat rate (15% from staff costs)
- Calculated automatically by the eMS in the application and during reporting
- Closed list of costs that are allowed here - these costs cannot be reported under any other budgetline. Programme Manual page 79.
- TIP: watch out for overlaps in bookkeeping and IT related costs

## Travel and accommodation

- Only travel, accommodation, visa cost, and/or daily allowances (project staff)
- All cost must be borne directly by the project partner
- Travels and activities outside the programme countries are eligible only when they are justified in the Application Form

# Travel and accommodation

- Efficiency and costs go hand in hand, sound financial management
  - no business class travelling
  - use of own car is allowed in justified cases
- Travel costs of Steering Group members, target group members eligible if the costs are borne directly by the project partner
- Travel costs of external experts or service providers go under external expertise budget line

## External expertise and service

- External expertise and services must be tendered. Follow the procurement rules
- Sub-contracting between project partners is not allowed
- Cost paid on the basis of contracts or written agreements and against invoices or requests for reimbursement

## External expertise and services

- Travel and accommodation costs must be included in the contract. Cannot reported under the Travel and accommodation budget line
- Consider the difference between staff and external expertise

# Equipment

- Follow the procurement rules
- Equipment can be leased, rented, paid out as a one-time cost
- If depreciation applies, a depreciation plan (calculation scheme of depreciation) must be provided to the FLC when the cost is first reported

## Equipment

- Equipment cannot be purchased, rented or leased from another partner
- During the assessment limit values have been put for some purchases
- If the phone is bought as a package including the phone and service in one monthly fee the cost falls under Office and administration (flat rate)

# Equipment

- All equipment must be listed in the approved application
- In case changes concerning equipment listed in the application are needed contact your contact person



## Infrastructure and works

- Costs for site preparation, delivery, handling, installation, construction, renovation, purchase of land etc.
- Costs of infrastructure and construction works are eligible if no other EU funds have contributed towards financing of the same expenditure item
- Costs are subject of public procurement rules

## Net revenues

- Income is understood as net revenues and must be reported
- Contact JS in case you would have net revenues that you have not foreseen in the budget

# REPORTING



## Reporting tips

- Make it interesting, informative
- Provide information that your audience needs
- Limit it to the requested period
- Compare actual performance with respect to the plan in the application form
- Remember to attach evidence to outputs and deliverables
- Don't forget final check

*Guide for Project Implementation*

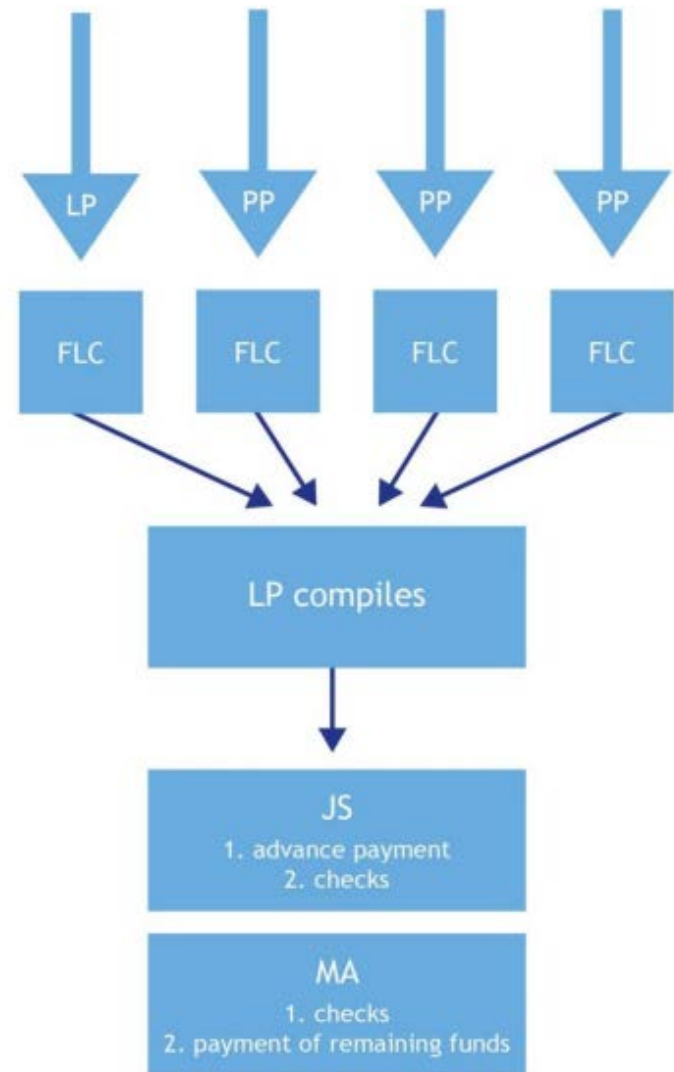
# Reporting process

- 6 months reporting period
- 2 step process
  - Partner Report
  - Project Report (LP)
- Final Report

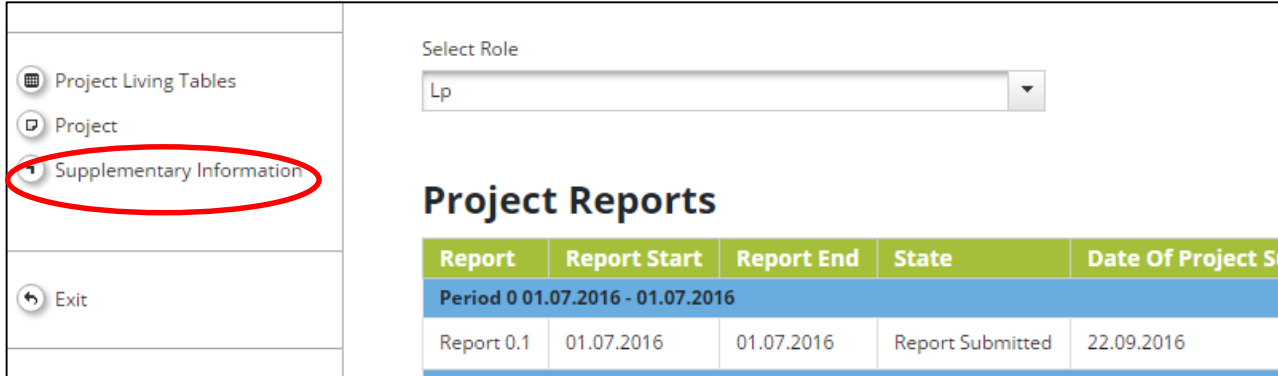


# Reporting process

- Each project partner fills in **Partner Report** and submits it with all mandatory annexes to FLC
- FLC checks the eligibility of the costs and issues **Independent FLC Report**
- Lead partner compiles **Project Report** and submits that to the JS
- The MA makes **advance payment** of 60 % for the LP after technical admissibility check
- The JS assess the Project Report
- The MA makes the **final payment** based on the certified cost for the LP



# Supplementary information



Select Role  
Lp

### Project Reports

Report	Report Start	Report End	State	Date Of Project Su
Period 0 01.07.2016 - 01.07.2016				
Report 0.1	01.07.2016	01.07.2016	Report Submitted	22.09.2016

## Fill in:

- Project management
- Bank information + Financial Identification Form

[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/financial\\_id/fich\\_sign\\_ba\\_gb\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf)

- FLC
- User assignment
- Documents



# User assignment

- Each partner must register in eMS as an user.
- Lead partner fills in the users for each partner. The eMS username is used.

## User For Partner Second

New User

 Add



- After that partner can start reporting.



# Partner Report

- Report view
- LP - select role as Pp (project partner)
- Create new report

Report	Report Start	Rep
Period 0	21.10.2016 - 21.10.2016	
Period 1	21.10.2016 - 20.04.2017	
Period 2	21.04.2017 - 20.10.2017	
Period 3	21.10.2017 - 20.04.2018	
Period 4	21.04.2018 - 21.10.2018	

 Create New Report  Partner Living T

# Partner Report

Partner report

List of expenditure


Contribution And Forecast

Attachments

- Summary of partner work
- Main project outputs
- Target groups

## Project Main Outputs Delivered

Please Select Outputs

 Add Output

## Target Groups Reached

 Add Targetgroup

# Partner Report

## Reporting per Work package

- Describe activities implemented by project partner + deviations
- Add deliverables + deliverable evidence

Please Choose Deliverables

No records found.

Attachments

Filename	Filetype
No records found.	

# Partner Report

Examples of deliverable evidence:

- List of participants
- (Steering Group) meeting minutes
- Meeting agendas
- Photo
- (Survey) report
- Developed document etc.

*Don't forget logos!*



# List of expenditure


Partner Report **List Of Expenditure** Contribution And Fo

## List Of Expenditure

Options	Report Number <input type="text"/>	Budget Line <input type="text"/>	Wp <input type="text"/>	Int Ref No <input type="text"/>
---------	------------------------------------	----------------------------------	-------------------------	---------------------------------

No Match Found



 Export  Save Columns [Columns](#) ▼

 Add Real Cost

Adding costs to  
list of  
expenditure

Edit Expenditure  
Partner Report 1 LP NAME Period 0 List of Expenditures

**PP**

Budgetline	---	Description1
Workpackage	---	Full name of the Creditor 1975 Characters Remaining
Internal Reference Number		Description2
Invoice Number		Description of the cost item, link to the activity 1950 Characters Remaining
Invoice Date		Partner Comment
Date Of Payment		More explanation if needed 1974 Characters Remaining
Currency	EUR - EURO	
Total Value Of Item In Original Currency		
Vat		
Declared Amount In The Original Currency		
Expenditure Outside ( The Union Part Of) The Programme Area?	<input type="checkbox"/>	
In Kind	<input type="checkbox"/>	

**+ Upload**

# List of expenditure

## Conversion to euro

- All costs are reported in euro.
- All costs incurred in other currencies are filled in by all partners in original currency, eMS converts the costs automatically to euros.
- Lump sums are always reported in euros.
- The final conversion rate is calculated when the project report is submitted to the FLC

## Staff cost

- Salaries can be reported on monthly basis or in one block for the whole reporting period.
- The gross salary including social security costs can be reported as one block.
- Amounts of social security costs need to be visible in the supporting documents.
- Advisable to report actual salaries and taxes in the same period report. However, all taxes must be paid out before the FLC check.

*Salary costs must be reported the same way throughout the project!*



## Staff costs

### List of evidence:

- Copies of employment/work contract or an appointment decision/contract including information about working time for the project, job description
- Salary slips
- Payment orders/bank statement of the paid out salaries or other proof of payment of salaries and employer's contribution
- Time sheet if working with flexible number of hours or on an hourly basis

*Check with your FLC the documents that are needed!*

## Office and administration

- Calculated automatically by the eMS and is paid without supporting documents.
- Advisable to leave these costs out from project cost centre or account in bookkeeping or otherwise mark clearly.

*Check Programme Manual for the list of costs under office and administrative expenditure!*

# List of evidence

## Travel and accommodation:

- Agenda or similar report of the meeting/seminar/conference
- Paid invoices (e.g. hotel bills, travel tickets)
- Daily allowance claims
- Proof of payment

# List of evidence

## External expertise and service:

- Evidence of the selection process
- Contract or a written agreement
- Invoice or request for reimbursement
- Outputs of the work of external experts or service deliverables
- Proof of payment

# List of evidence

## Equipment:

- Evidence of the procurement process
- Invoice
- Calculation scheme of depreciation
- Proof of payment

# List of evidence

## Infrastructure and works:

- Evidence of the procurement process
- Contract
- Invoice
- Proof of payment and delivery

# Lump sums

- **Budget line and Work package** - as set in the budget and Subsidy Contract
- **Currency** - euro for all partners
- **Total value of item in original currency** - total cost of lump sum in EUR.
- **Declared amount in the original currency** - total cost of lump sum in EUR.
- **Description 1 or CREDITOR** - Fill in partner name
- **Description 2 or SPECIFICATION OF THE INVOICE** - Fill in "lump sum XX", using the name set in the budget and Subsidy Contract
- **Proof on indicator fulfilment** is needed for all lump sums

# Lump sums

Edit Expenditure  
Partner Report 1 LP NAME Period 0 List of Expenditures

PP	Budgetline	---	Description1
	Workpackage	---	<u>Name of the partner</u> 1981 Characters Remaining
	Internal Reference Number		Description2
	Invoice Number		<u>Lump Sum XXX</u> 1988 Characters Remaining
	Invoice Date		Partner Comment
	Date Of Payment		
	Currency	EUR - EURO	2000 Characters Remaining
	Total Value Of Item In Original Currency		
	Vat		
	Declared Amount In The Original Currency		
	Expenditure Outside ( The Union Part Of) The Programme Area?	<input type="checkbox"/>	
	In Kind	<input type="checkbox"/>	

**+ Upload**



# Contribution and forecast

Partner report

List of expenditure

Contribution And Forecast

Attachments

- Add a forecast (in EUR) of how much money you foresee to spend in the next reporting period.
- If the spending forecast differs from the approved work plan you should provide a brief reference to foreseen activities.
- Add target value of partner contribution to the current report column.

## Follow-up Of Partner Contribution

### Target Partner Contribution Value

€ 1.012,50

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total( According To A F)	Previously Reported	Current Report	Total
Lead partner no name	public	€ 16.100,00	100,00 %	€ 0,00	€ 1.012,50	
Sub Total Public Contribution		€ 16.100,00	100,00 %	€ 0,00	€ 0,00	

# Attachments to the Partner Report

Partner report

List of expenditure

Contribution And Forecast

Attachments

- **Partnership Agreement** with the first report
- **Certifications that VAT is not recoverable** if VAT is included in the project costs with the first report and if the VAT status changes
- **Bookkeeping list/ General ledger**
- Evidence about deliverable which are not attached to Partner report section
- Evidence about cost which are not attached to the List of expenditure section
- **Declaration of de minimis** if needed (template available at programme webpage)

# Submitting the Partner Report

- Check that *Partner Report, List of expenditure, Forecast and contributions and Attachments* are filled in
- Click Check Saved Report
- Click Submit Report

*In-built checks do not replace the check of the partner to make sure that everything has been included and is correct!*

## First Level Control (FLC)

- **Centralised**

- Estonia - The Ministry of Finance
- Latvia - Ministry of Environmental Protection and Regional Development of the Republic of Latvia
- Sweden - Swedish Agency for Economic and Regional Growth
- Åland - Åland Government, Department of Trade and Industry

- **De-centralised**

- Finland - designation from Ministry of Employment and the Economy, carried out by independent auditors

# Project Report

The lead partner prepares and submits the Project Report.

Should provide an overview of the project as a whole.

Based on the information provided by the partners as well as the approved work plan.

The Project Report includes five different sections: Report, Work packages, Certificates, Project report tables, and Attachments.

A horizontal flow diagram showing five sections of a project report: Report, Workpackages, Certificates, Project Report Tables, and Attachments. The 'Report' section is highlighted with a green arrow pointing right, while the other sections are in grey boxes with right-pointing chevrons.

Report

Workpackages

Certificates

Project Report Tables

Attachments

# Project Report

The lead partner user must select the role as Lp from the drop down menu



A screenshot of a web form showing a dropdown menu labeled "Select Role". The dropdown is open, and the option "Lp" is selected and highlighted. A red oval is drawn around the "Select Role" label and the "Lp" option.

A new report is started by clicking on Create report.

## Project progress report

Period 0 - 01.09.2014 - 01.06.2015	
Start Date	End Date
9/1/14	6/1/15

*! The previous Project Report must be always submitted to the JS before a new one can be started.*

Reference to the preparation work package information can be made.  
Reported for those partners for whom the cost was budgeted.

The relevant FLC certificates must be added in the List of Partner FLC Certificates.

Choose from the horizontal menu Work packages Preparation and mark the WP status as Completed.

## Reporting Workpackage Preparation

Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status
P	Preparation	Sep.2015	Sep.2015	<input type="text" value="completed"/>
Partners Involvement				

*! Confirmation Letter as well for preparation costs*

## Highlights of main achievements

### Description



The following main activities were carried out during the preparation period

1. Initiating the project proposal idea within the research group of Tallinn University
2. Searching and exploring potential project partners (Zoos in the Central Baltic regions, research and development groups of the universities in the Central Baltic)
3. Forming and finalising the project consortium
4. Developing the initial project proposal idea together with experts from Tallinn Zoo during several face-to-face meetings in Tallinn University
5. A full day face-to-face meeting with project partners (Tallinn Zoo, Skansen, Södertörn University, Helsinki Zoo) in Helsinki Zoo to refine the project proposal idea responsibilities among the partners
6. Writing up the project proposal in eMS
7. Adding complementary information to the second round of the project proposal

## List of partners' FLC certificates

Partner abbreviation	Seq no of FLC certificate	Date of FLC certificate	Total expenditure certified by FLC	Inclu
TEHN	TEHN 0.1	23.08.2016	€ 8.423,62	
TBP	TBP 0.1	26.08.2016	€ 396,75	
TSP	TSP 0.1	30.08.2016	€ 1.241,15	
SMT	SMT 0.1	01.04.2016	€ 1.293,75	
ENX	ENX 0.1	30.05.2016	€ 661,25	



# Project Report - Period 1

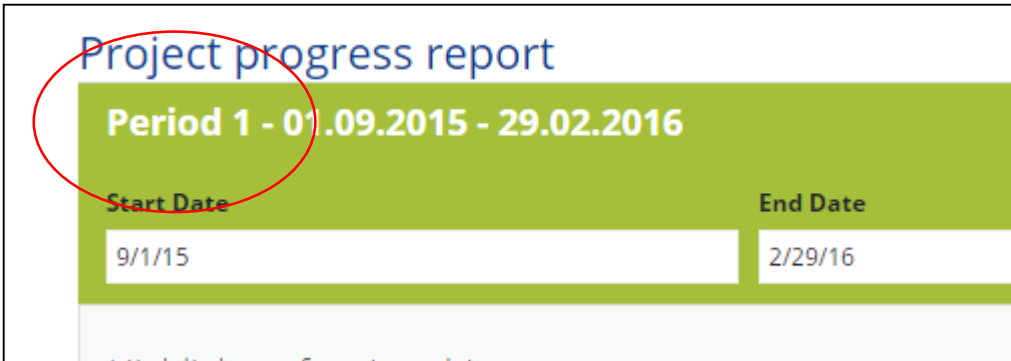
The lead partner user must select the role as Lp



Select Role

Lp

Select correct period from drop down menu.



Project progress report

Period 1 - 01.09.2015 - 29.02.2016

Start Date	End Date
9/1/15	2/29/16

***! The previous Project Report must be always submitted to the JS before a new one can be started.***

## Highlights of main achievement

Describe the progress of the project towards the project main results.

Insert here also direct **links** to each partner's website where the information about the project can be seen.

Give a **link** to project webpage if the project has separate one.

Highlights of main achievements

Description



Partners have successfully created project working team involving 11 part time staff members and project coordinator. Good contacts have been established with stakeholders. Work has been done for launching pilot programme.

## List of partners FLC certificates

The relevant FLC certificates must be added by ticking the column **Include in Project Report** in the List of partner's FLC certificates.

The lead partner has to review costs of the project partners on a general level before adding FLC certificates to the list.

### 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
Turku	Turku 1.1	21.09.2016	€ 20.451,70	<input checked="" type="checkbox"/>

## Project specific objectives

The **Level of achievement** should be chosen from the **drop-down menu** and under the **Explanations** a short overview should be given about the progress towards project specific objectives during the reporting period.

Project Specific Objectives

Project Specific Objectives	Level Of Achievement	Explanations
1 - Enterprises supported and continue entering the distant market	<input type="text" value="to a minor degree"/>	<input type="text" value="We have informed the health t"/>

## Project main outputs achievement

An overview of the project main outputs' delivery is presented here but the data should be inserted in the relevant work package.

### Project Main Outputs Achievement

Programme Output Indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators So Far
Number of participating young people	300.0	<input type="text" value="0,00"/>

## Target groups reached

The lead partner should provide summarized information from the Partner Reports.

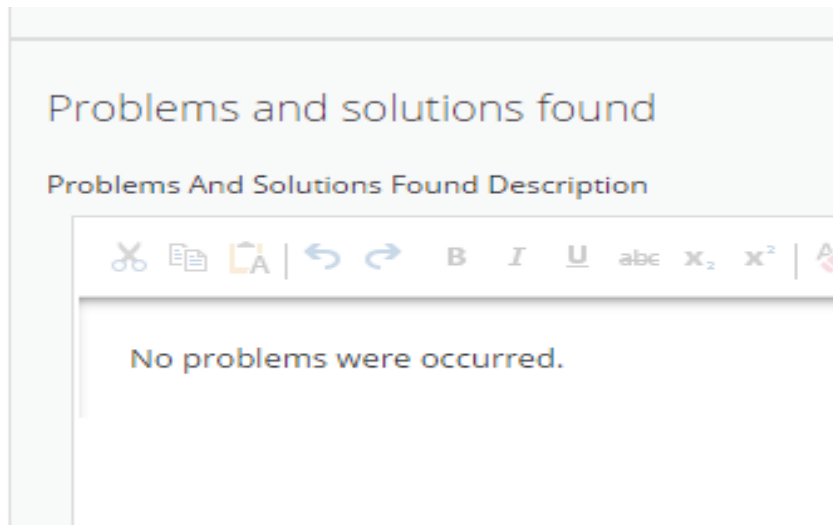
As a Source of verification give a proof that the target group was reached.

If some challenges to reach a target group were faced, describe these.

Target Groups Reached			
Target Groups	Target Value	Target Groups Reached Previous Periods	Target Groups Reached Current Report
national public authority	6,00	0,00	<input type="text" value="9,00"/>
sectoral agency	4,00	0,00	<input type="text" value="6,00"/>
higher education and research	4,00	0,00	<input type="text" value="4,00"/>
SME	300,00	0,00	<input type="text" value="24,00"/>
General public	100,00	0,00	<input type="text" value="0,00"/>

## Problems and solutions found

If you have faced any problems in project implementation, explain them and if the solutions are already found explain them.



The screenshot shows a form with the following content:

Problems and solutions found

Problems And Solutions Found Description

Rich text editor toolbar: Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, ABC, X<sub>2</sub>, X<sup>2</sup>, and a red X icon.

No problems were occurred.

## Horizontal principles

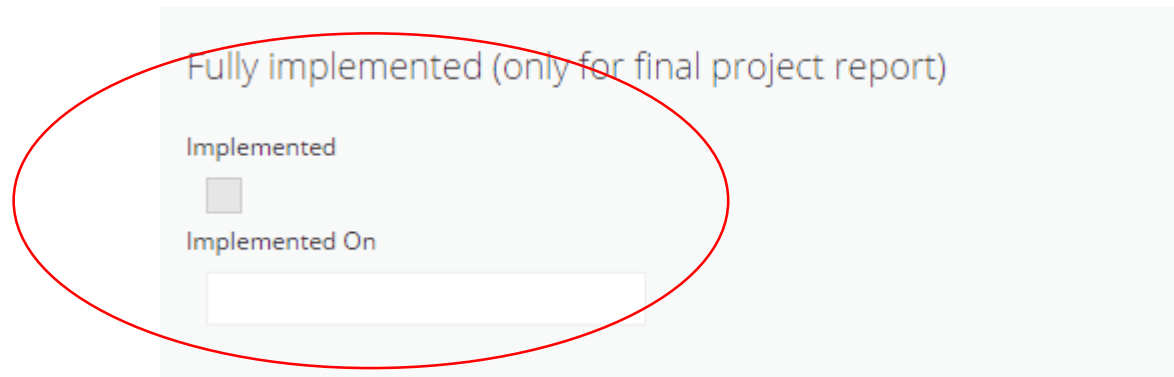
Be realistic and only provide relevant information on the direct impact of the project.

For each Project Report Contribution in current reporting period must be chosen from the dropdown menu.

The description how the project contributed towards the horizontal principles must be given **only with the last period Project Report**.

## Fully implemented

The box should be ticked only when all the project activities have been implemented, deliverables, outputs and results achieved - Project Report of the final reporting period.



Fully implemented (only for final project report)

Implemented

Implemented On



Report

Workpackages

Certificates

Project Report Tables

Attachments

## Work packages

Choose the relevant work package.

Report	Workpackages	Certificates
<b>Reporting</b>	<input type="radio"/> Preparation	
	<input type="radio"/> Management	
<b>Wp Nr</b>	<input type="radio"/> Access to South Korea	
<b>1</b>	<input type="radio"/> Access to US	
<b>Partners Involved</b>	<input type="radio"/> Access to India	
<b>Abbreviation</b>	<input type="radio"/> Access to Uganda	
<b>TEHN</b>	<input type="radio"/> Communication	
<b>TBP</b>		
<b>TSP</b>		
<b>...</b>		

## WP status

Select status from the dropdown menu (not started, completed, proceeding according to work plan, behind schedule, ahead of schedule).

**Wp Status**

proceeding according to work plan

## Describe activities implemented during this reporting period

Give an overview of the progress of the activities in the work package and the roles of the project partners.

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

Please find it under Attachments, "CB Health Access Period 1 Project Progress report".

## Deviation(s) of activity plan presented in the application

Give an explanation for deviation(s). Also provide an explanation how the deviations are solved.

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

ECAC decided to select and involve 11 pilot farms instead of 10, as there might be a risk for drop-out during 2016. Co-operation agreements v

## Project main outputs

Choose from the drop-down menu the Level of achievement and indicate the amount of the outputs achieved during this reporting period (Achieved in this report).

The evidence about each reported output must be attached.

Programme Output Indicator	Planned Delivery Month	Main Output Quantification Target	Achieved So Far( Not Including This Reporting Period)	Achieved In This Report	Level Of Achievement
Number of targeted sources of nutrients, hazardous substances and toxins	Feb.2019	20,00		0,00	proceeding according to work

# Project Report - Period 1

Choose the status of the delivery of project activities from the drop-down menu

For each Activity choose the delivery status from the drop-down menu under Act status.

For each started Deliverable give a short description about how achievement of the deliverable has progressed and select Del status.

For each deliverable upload deliverable evidence.

A.M.2

Activity Title	Start Month	End Month	Act Status
Project meetings - meetings after every reporting period to evaluate the process and progress and implement improvements where necessary. 6 physical meetings in total,	10.2015	06.2018	proceeding according to work plan

D.M.2.1

Deliverable Title	Deliverable Description	Planned Delivery Month	Del Status	Deliverable Evidence
Meeting memos after every meeting (2015 Q4, 2016 Q2, 2016 Q4, 2017 Q2, 2017 Q4, 2018 Q2).		06.2018	proceeding according to work plan	Attached File ( ) Agenda and memo

Describe completed deliverable(s) or progress towards achieving them

Please find participants list of the Kick-off meeting and slides under Attachments. Also 2016 Q2 meeting was held at the end of 2016 Q1.

If it is not possible to upload the deliverable evidence they shall be sent to the JS by regular post:

Central Baltic Programme 2014-2020

Regional Council of Southwest Finland

P.O. Box 273

20101 Turku

Finland

Add a reference to the project and the relevant Project Report.

Report

Workpackages

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Attachments

## Certificates

Under the Certificates section the lead partner sees all the costs reported by the project partners and certified by the FLC (List of expenditure).

The lead partner should include all these costs in the Project Report (see the sub-chapter List of partner's FLC certificates).

The lead partner has the possibility to make deductions to the certified project partner cost if **the flexibility rule has not been obeyed**. In exceptional cases the lead partner may also detect costs that are not relevant for the project and deduct these.

Report Number 	Budget Line 	Wp 	Difference L P 	Amount Certified L P 	Comment L P 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Turku 1.1	Staff costs	T1 Situation Analysis	€ 0,00	€ 5.255,00	<input type="text"/>
Turku 1.1	Staff costs	T2 Interventions	€ 0,00	€ 888,00	<input type="text"/>

Report

Workpackages

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Attachments

## Project Report tables

Overview: breakdowns of budget expenditure.

Report

Workpackages

Certificates

Project Report Tables

Attachments

## Attachments

The following mandatory documents should be attached:

- If a **signee is new**, documentation to show that the person/position signing the letter holds **the right to sign the document**.
- A copy of the **signed Partnership Agreement(s)** with the first Project Report.

Additional documents with the report to prove the achievement of the results, outputs and deliverables of the project.

All attachments should be named clearly so that they are easily identifiable. Eg. Output 1.1.\_workshop report YYMMDD

### Attachments

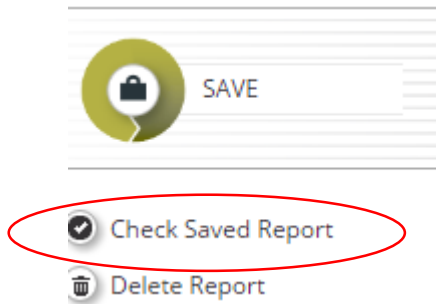
<input type="checkbox"/>	File name ⇅	File type ⇅
<input type="checkbox"/>	<a href="#">Partnership agreement signed 2016.03.16 SME2GO.pdf</a>	pdf

[Download Selected Files](#)

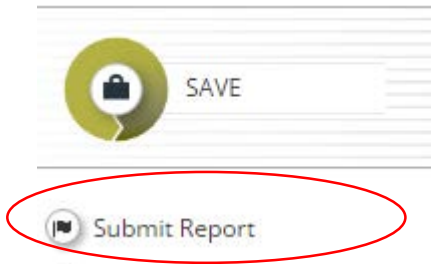


# Submitting the Project Report

When all the fields have been filled in the report has to be checked by clicking in the left side menu first the button Check Report.



After the check is successful the button Submit Report will appear to the same place enabling the lead partner to submit the report.



Following documents must be sent **by post** for the JS with the respective Project Report:

- **Original, signed Confirmation Letter to the Project Report** must be sent with each report.
- **Paper copy of Independent First Level Control Report** for each partner must be submitted with each report.

# How you find what to fill in “ERDF applied” in Confirmation Letter!

- Sum up FLC certified ERDF amounts from paper copies of Independent First Level Control Reports for each partner!

The documents should be sent to:

Central Baltic Programme 2014-2020  
Regional Council of Southwest Finland  
P.O. Box 273  
20101 Turku  
Finland





Thank you!