



Reporting

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Project Implementation Seminar
September 2020



Content

- Understanding of reporting and general advice
- Tips and tricks



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Reporting procedure

LP
Report

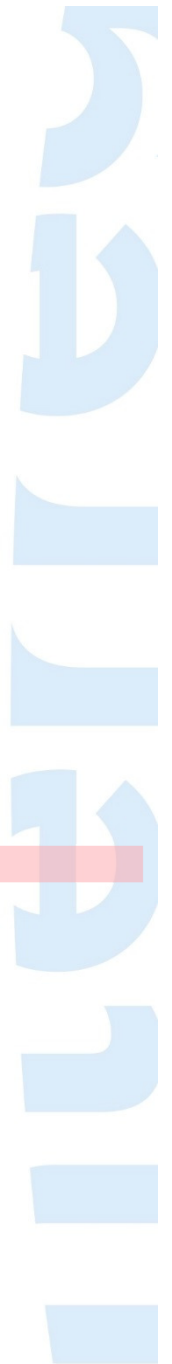
PP2 Report

PP3
Report

15 DAYS AFTER END OF REPORTING PERIOD
FIRST LEVEL CONTROL
UP TO 3 MONTHS

Project
Report

4 MONTHS
JOINT SECRETARIAT
UP TO 3 MONTHS





Partner report

Partner Report

List of expenditure

Contribution and forecast

Attachments

Personal data attachments

Partner Report

Period 3 - 01.04.2019 - 30.09.2019

Start date

End date

01.04.2019

30.09.2019

Summary of partner work

Describe how you had contributed to the implementation of project outputs and results. Mention activities implemented and describe the main achievements. Inform also about possible challenges and problems occurred



Summary of partner work

Describe how you had contributed to the implementation of project outputs and results. Mention activities implemented and describe the main achievements. Inform also about possible challenges and problems occurred during the reporting period. Ensure that the description is coherent with expenses listed in the List of expenditure.



Project Main Outputs Delivered

Click Add Output and then you will be able to choose the relevant output from a dropdown menu. Here you will report the progress taken in the implementation of the outputs. For each output, provide a short description of the progress. For outputs attach evidence of its delivery (document, picture etc.).

 Add output

Target Groups Reached

 Add target group

M Management (04.2019 - 06.2021)

	Currently reported	Previously reported
Describe activities implemented by project partner <input type="text" value="2000 Characters remaining"/>	WP deviation(s) <input type="text" value="2000 Characters remaining"/>	<input type="text" value="2000 Characters remaining"/>

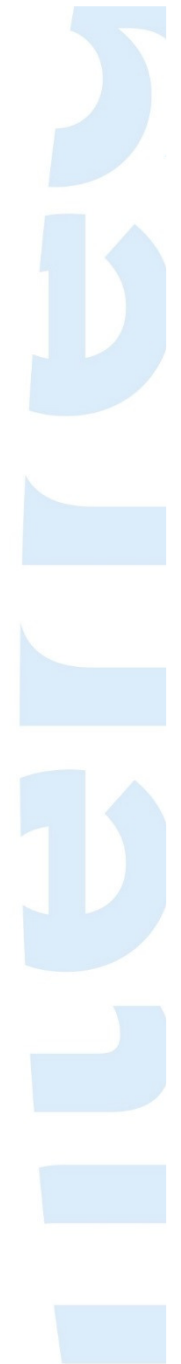
Please Choose Deliverables

No records found

 Add deliverable

Reporting

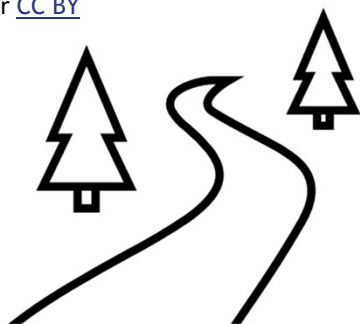
- Why?
- Who?
- How?



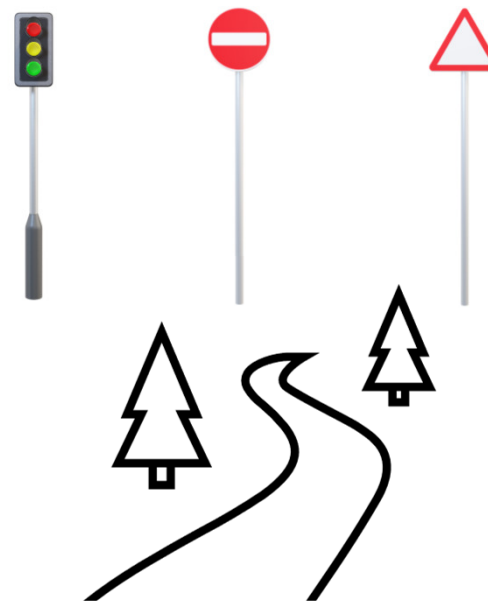
Reporting: why?



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AF



**Eligibility
rules**

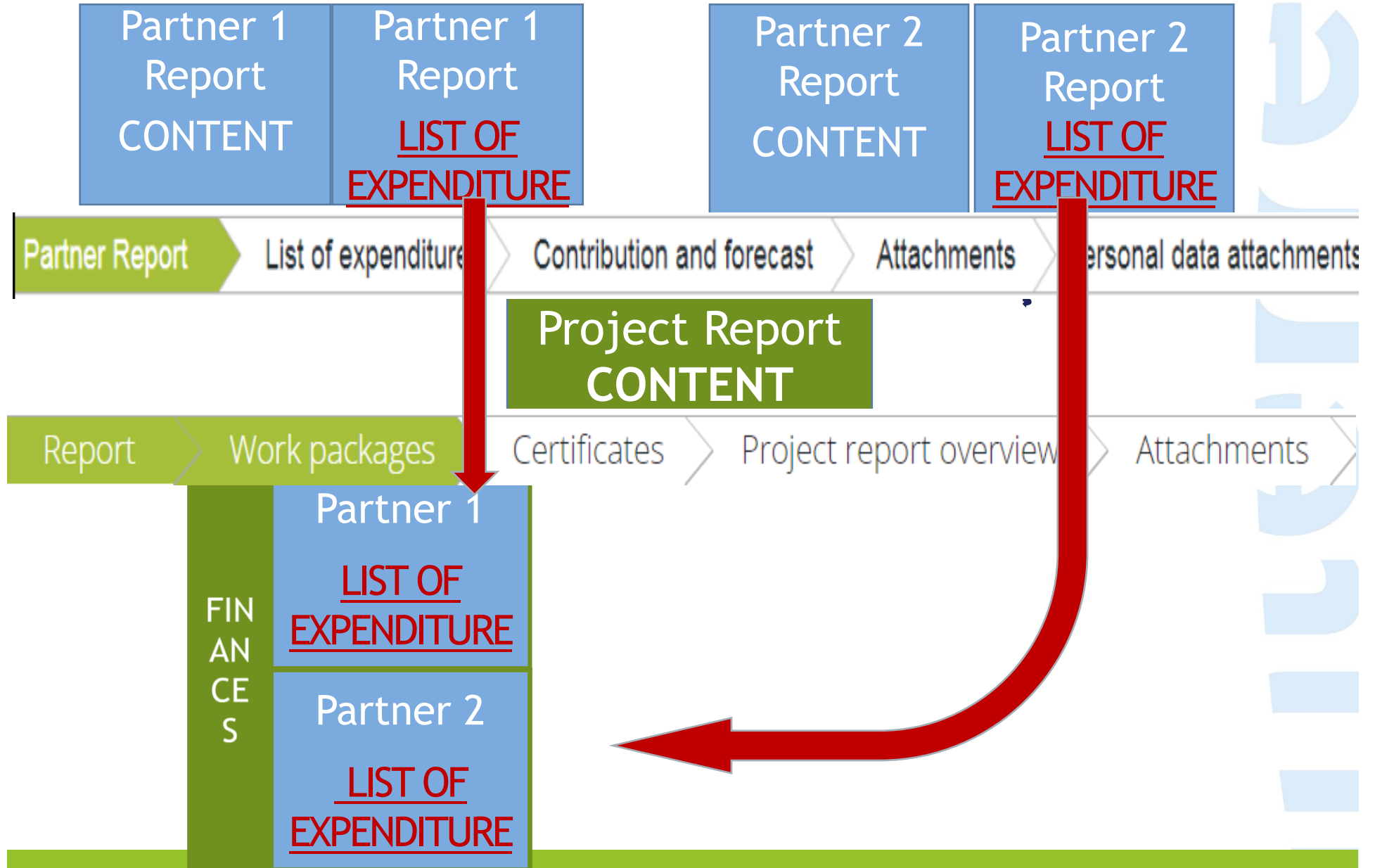


Reporting - Who?

- FLC and LP



Reporting



Reporting

- Why?

To prove the progress and eligibility of cost

- Who?

Lead partner and first level controllers

- How?



How? General advise

1. Bases - Application Form

- Common agreement for deliverables, target groups, outputs

2. Plan. Follow deadlines!

3. Guidance documents

- Guide for Project Implementation



Guide for Project Implementation Partner report

Project Main Outputs Delivered

Click *Add Output* and then you will be able to choose the relevant output from the drop-down menu. Here you will report the progress taken in the implementation of the outputs. For each output, provide a short description of the progress. For outputs attach evidence of its delivery (document, picture etc.). More than one output evidence can be attached.

Target Groups Reached

Click *Add target group* and choose the relevant target group from the drop-down menu. Indicate how many target group representatives/organisations you have reached from this particular target group during the reporting period. Also give a brief explanation on how the target group(s) was (were) reached and involved in project activities. In case you faced problems reaching a certain planned target group, describe this.

Keep in mind:

Use the same methodology to quantify target group as in the Application Form.

Reporting per work package

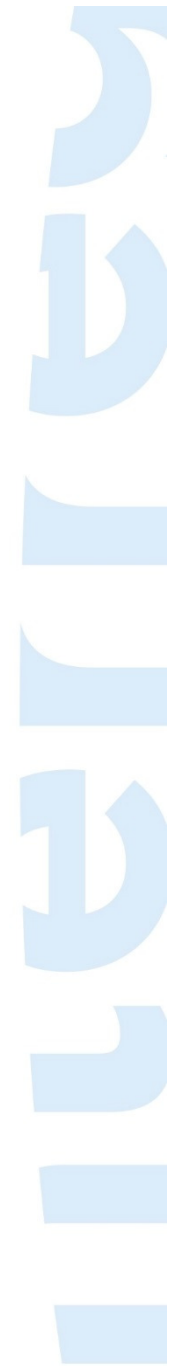
For each work package describe activities implemented by the project partner. When doing this follow your work plan closely.
(P. Preparation work package must be filled in only for period

Keep in mind:





Content part: **3** tips





Project Main Outputs Delivered

Click Add Output and then you will be able to choose the relevant output from a dropdown menu. Here you will report the progress taken in the implementation of the outputs. For each output, provide a short description of the progress. For outputs attach evidence of its delivery (document, picture etc.).

Output

Select output

T1.1

Description

Attachments

+ Add evidence of output

File name	File type	Date	Uploaded by	Comment	Options
No records found					



Agree in partnership





Target groups



Target Groups Reached

Regional public authorities will be informed about the project in their territories and invited to participate in project activities and events.		Planned target value	30.0
Target group	<input type="text" value="regional public authority"/>	Describe how target group was involved in project activities	
Target value reached during current reporting period	<input type="text" value="1,00"/>		1918 Characters re
	<input type="button" value="Remove"/>		
General public will be addressed by marketing, promotion and communication activities.		Planned target value	100000.0
Target group	<input type="text" value="General public"/>	Describe how target group was involved in project activities	
Target value reached during current reporting period	<input type="text" value=""/>		





Target groups



- Project Report No 2

Target groups reached so far percentage

2.082,00 %

402,00 %

141,72 %

76.825,00 %

30.250,00 %

36.650,00 %

135.000,00 %

30.250,00 %

76.825,00 %

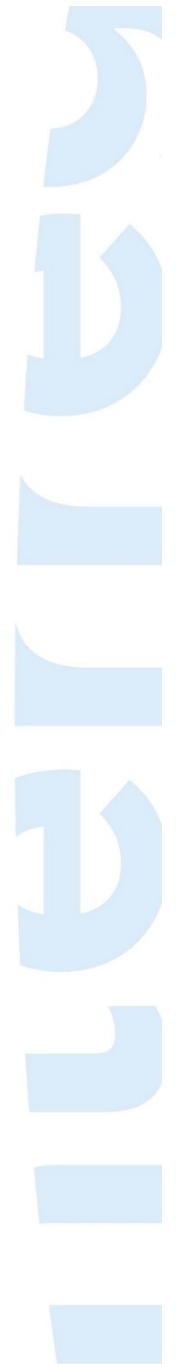




Target groups



- Report based on the common agreement in the partnership
- Apply the same methodology of calculation as in the AF
- Do not report twice the same participants





Activities and deliverables

Description!

Example of deliverable reporting -
Guide for Project Implementation / Annex No 7




Event:

- who
- when
- where
- outcome

Report:

- who
- aim of document
- main conclusions
- for whom

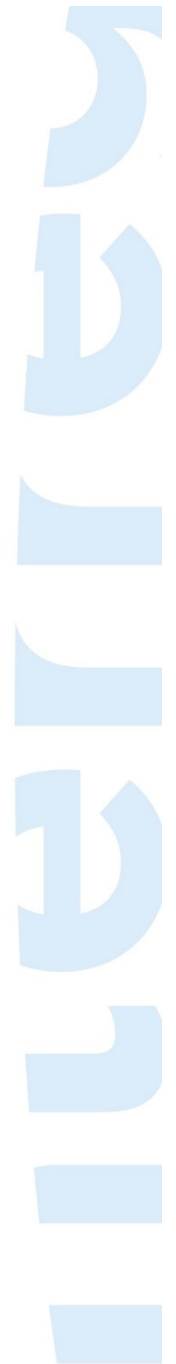
D.M.1.2	
Deliverable title	Deliverable description
Steering group meetings, 2 times a year.	
Describe completed deliverable(s) or progress towards achieving them	
Del status	
proceeding according to work plan	
Deliverable evidence	
Attached file (tina2_06.03.2018)	
Minutes from 1st project steering group meeting.	
 Delete attachment	





Activities and deliverables

- **Description!**
- **Proof**
 - ❖ **attach!**
 - ❖ **correct/informative TITLE in English**
 - ❖ **attachment in national language - summary**

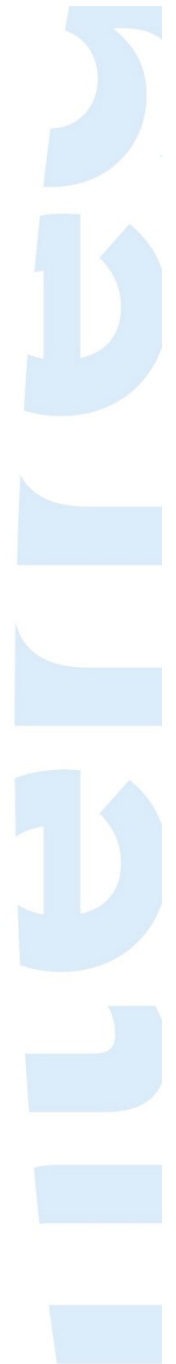




Activities and deliverables

3

- **Description!**
- **Proof**
- **Have a big (project) picture in mind**





Activities and deliverables

For each work package describe activities implemented by the project partner. When doing this follow your work plan closely. (P, Preparation work package must be filled in only for period 0.)

Add a relevant deliverable for each activity by choosing *Add deliverable* and selecting the relevant one from the dropdown menu. Describe the progress/completed deliverable and, if relevant, its use (for example, if an ICT tool is produced as deliverable, describe who will use it and how).

Do not forget to add relevant evidence of the deliverable (list of participants, meeting agenda, meeting minutes, photo, report, developed document or tool, etc.). It is necessary for the FLC to approve costs and the lead partner to be able to prepare the Project Report. The maximum size of one document is 10 Mb. It is recommended that documents are attached in pdf-format. Audio-visual materials should be included as a link to the report when possible.

When evidence of the deliverable cannot be added to the eMS, send a copy of it to the FLC and to the lead partner when submitting your Partner Report.

Keep in mind:

Follow communication requirements and guidance when implementing the project. Don't forget to add needed logos to your list of participants, meeting agendas, different deliverables etc.

Keep in mind:

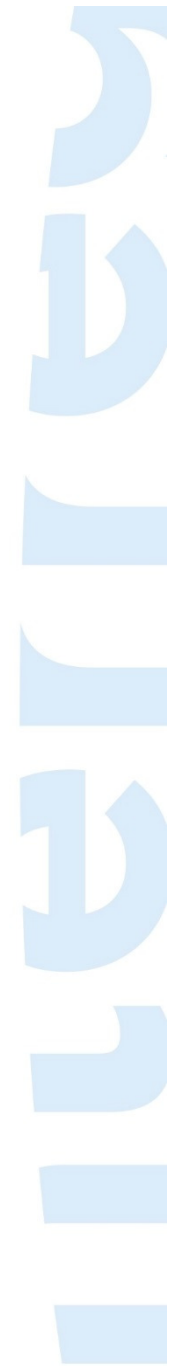
If evidence of the deliverable (report, research) is added in national language, describe in English the main outcomes shortly, indicate how and by whom it will be used, if relevant deliverable description section.





List of Expenditure:

5 tips



Edit expenditure
Partner

Project report 1 - Period 3

PP	Budget line *	External expertise and services	Description 1 Description 2 Partner comment
	Work package *	M Management	
	Internal reference number	EL 613	
	Invoice number	30004103	
	Invoice date	15.07.2019	
	Date of payment	30.07.2019	
	Currency *	EUR - EURO	
	Conversion rate	(1)	
	Total value of item In original currency *	403,00	
	VAT	0,00	
Declared amount In the original currency *	403,00		
Declared amount in Eur	403,00		
Expenditure outside (the EU part of) the programme area?	<input type="checkbox"/>		
FLC	Verified by FLC	<input checked="" type="checkbox"/>	Comment Flc (pp,flc,js,ma,ca,aa)
	Difference FLC	€ 0,00	
	Amount certified FLC	403,00	
	Flc Correction Type	-	

List of expenditure (LoE)



- 1 Fill in **English!**
- 2 Include **payment date**
- 3 Report in the currency paid
- 4 Field «Description 2» - **link to activity plan**
- 5 **Add attachments!!!**

Edit expenditure
Partner John Nurmisen Säätiö - Project report 1 - Period 3 4.6

PP	Budget line *	External expertise and services	Description 1
	Work package *	M Management	
	Internal reference number	EL 613	Description 2
	Invoice number	30004103	
	Invoice date	15.07.2019	
	Date of payment	30.07.2019	Partner comment
	Currency *	EUR - EURO	
	Conversion rate	(1)	
	Total value of item in original currency *		403,00
	VAT		0,00
Declared amount in the original currency *		403,00	
Declared amount in Eur		403,00	
Expenditure outside (the EU part of) the programme area?			
FLC	Verified by FLC	<input checked="" type="checkbox"/>	Comment FLC (pp,flc,js,ma,ca,aa)
	Difference FLC		€ 0,00
	Amount certified FLC		403,00
	Flc Correction Type		

Attachments

Partner Report > List of expenditure > Contribution and forecast

Attachments > Personal data attachments

Attachments

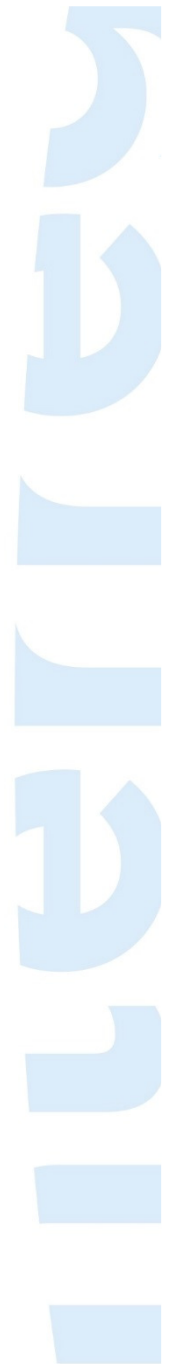
<input type="checkbox"/>	File name ▾	File type ▾	Date ▾	User ▾	Description
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Partnership Agreement to the 1st report/when updated

Bookkeeping list/General ledger

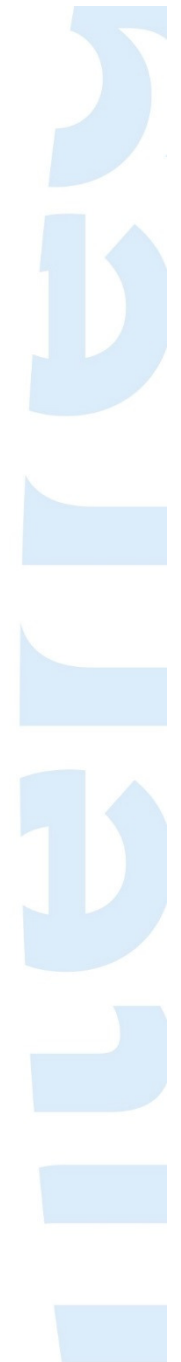
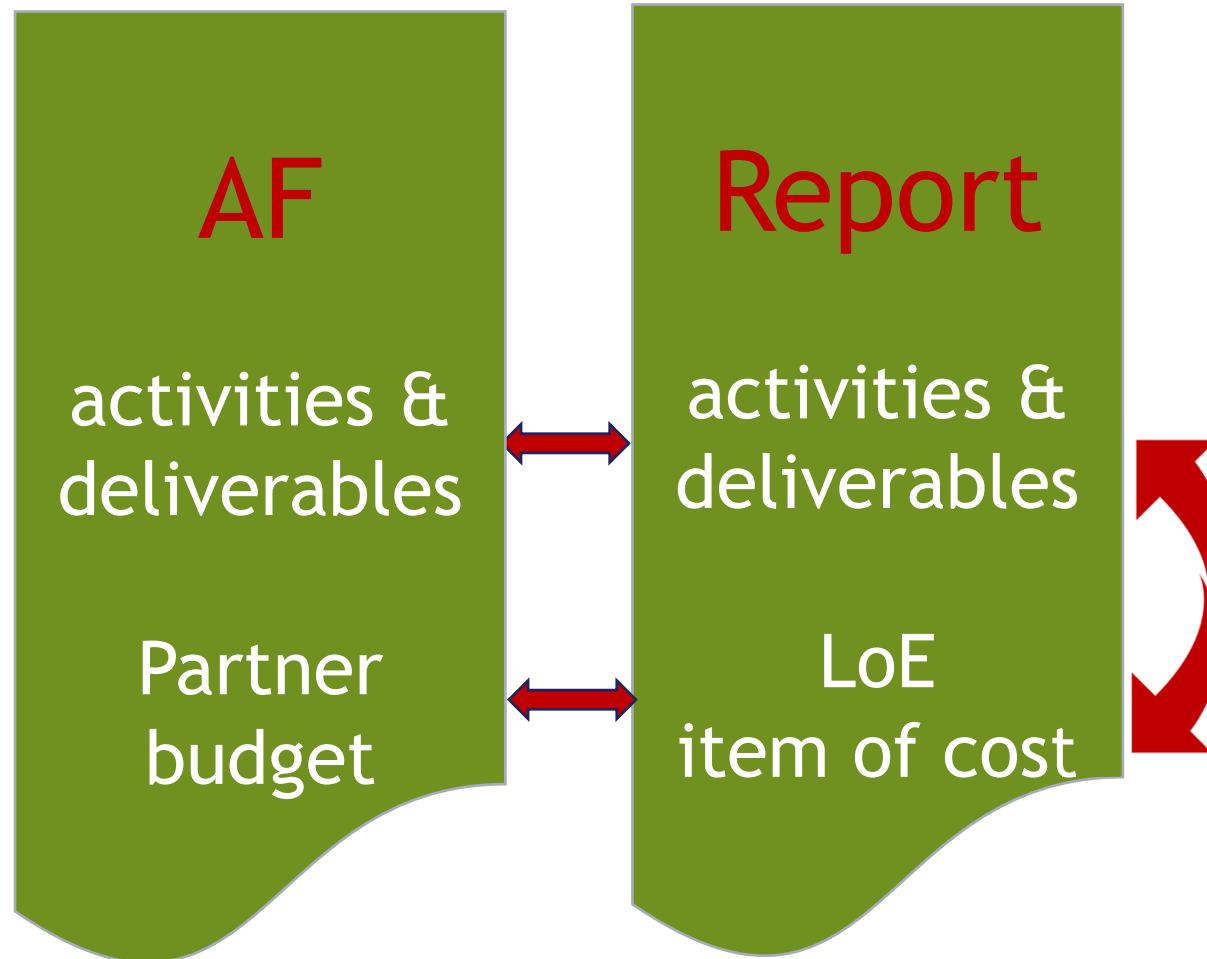
Correct/informative/precise title of attachment/**in EN**

Clear reference to where (number of output, deliverable etc.) the attachment is related to

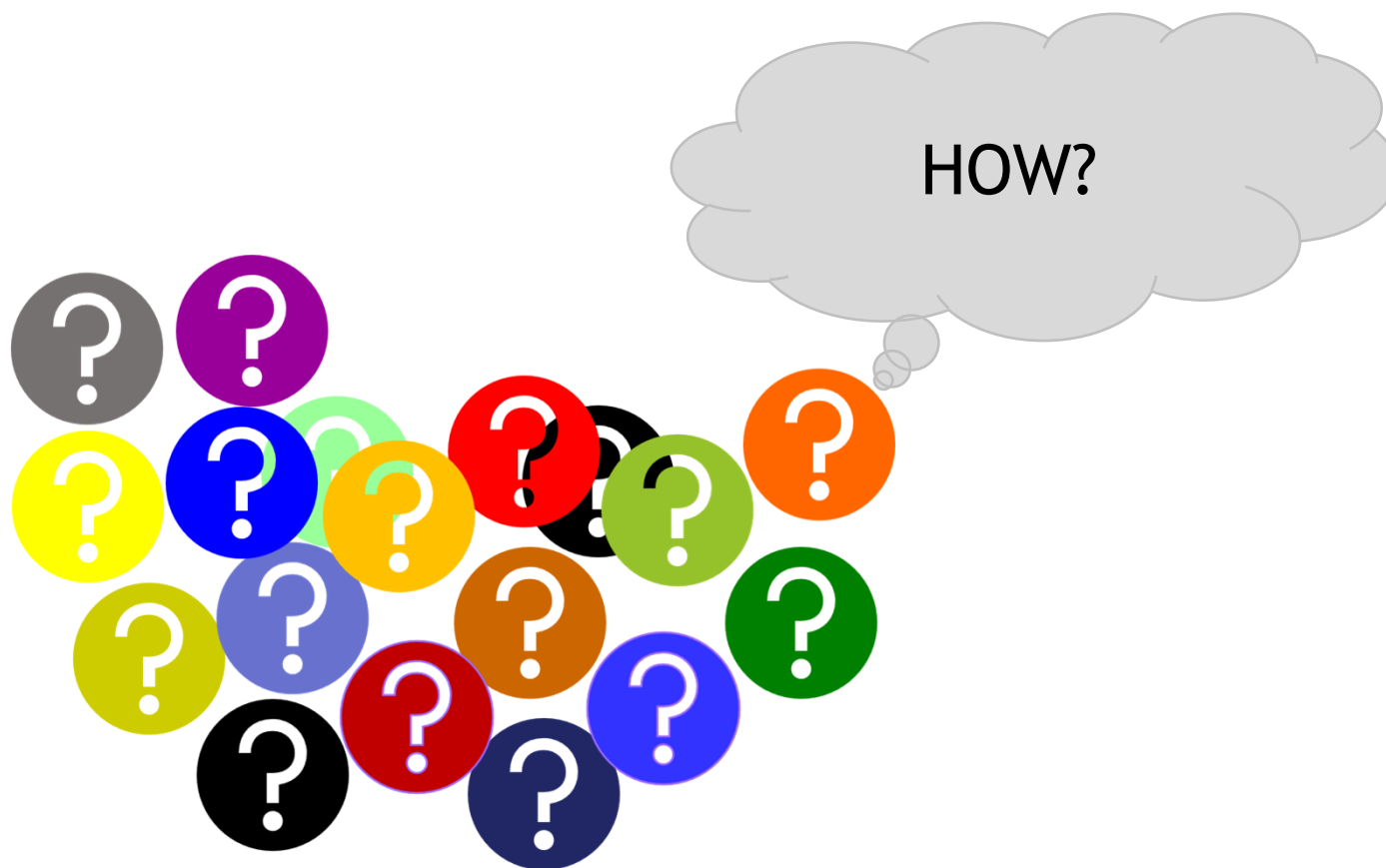




1. COHERENCE



Coherence



Coherence



HOW?

1

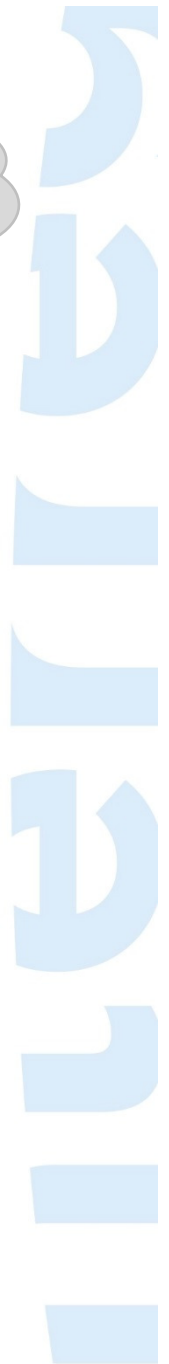
Link cost in LoE to reported activities with description (same titles the AF/report content part/LoE)

2

Limit report to the activities paid and reported in the certain reporting period

3

Use example - Annex No 3
Guide for Project Implementation



A.T1.1 | Title of activity

Start date: April 2018

End date: September 2018

Deliverable D.T1.1.1 Title

Target value: 1,00

XX

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

Activity title	Start month	End month	Act status
A.T1.1		02.2019	
Deliverable title	Deliverable description	Planned delivery month	Del status
D.T1.1.1		02.2019	

Del Description

Deliverable evidence

Edit expenditure
Partner Report 1 LCCI Period 3 List of expenditures 4.

PP

Budget line *: External expertise and services

Work package *: C Communication

Internal reference number: 3628

Invoice number: ART 20531

Invoice date: 27.06.2019

Date of payment: 08.07.2019

Currency *: EUR - EURO

Description 1: 1982 Characters remaining

Description 2: **XX** remaining

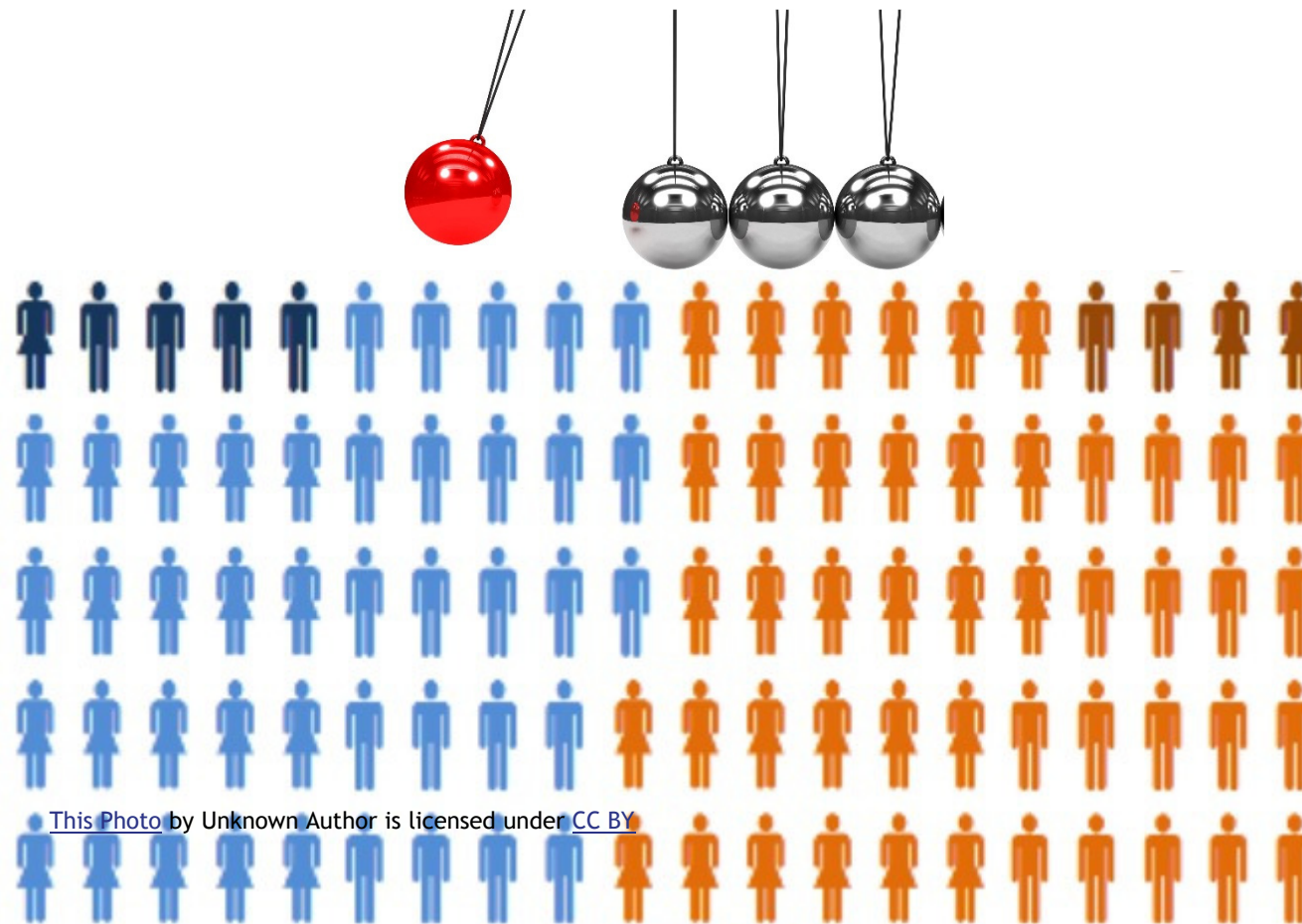
Partner comment: 2000 Characters remaining

Annex 3: Example of filling in the List of Expenditure

Budget Line	Wp	Int Ref No	Inv No	Inv Date	Paym Date	Description 1	Description 2	Partner Comment	Currency	Total Val Item	Vat	Declared Amount Org Currency	Declared Amount Euro
Staff costs	M Management				29.04.2016	Anna Smith	Project Manager salary including social cost, April 2016	Fixed 40% working time	EUR	2050,00	0,00	2050,00	2050,00
Staff costs	M Management				10.05.2016	Anna Smith	Project Manager vacation payment including social cost, April 2016	Fixed 40% working time	EUR	130,00	0,00	130,00	130,00
Staff costs	M Management				29.05.2017	Anna Smith	Project Manager salary including social cost, May 2016	Fixed 40% working time	EUR	2050,00	0,00	2050,00	2050,00
Office and administration	M Management		F R	N/ A F R	N/ A F R				EUR	634,50		634,50	634,50
Travel and accomodation	M Management	012	60546	10.05.2016	25.05.2016	Tallink Group AS	Project team meeting 2.-3.5.2016, Tallinn, Anna Smith, ferry Helsinki-Tallinn		EUR	45,00	0,00	45,00	45,00
Travel and accomodation	M Management	002	13488	18.04.2016	26.04.2016	VR	Project team meeting 2.-3.5.2016, Tallinn, Anna Smith, train Lahti-Helsinki		EUR	24,00	2,40	21,60	21,60
Travel and accomodation	M Management	045	23478	15.02.2016	24.02.2016	SAS	Central Baltic LP seminar 10.2.2016, Anna Smith, flight Helsinki - Stockholm		EUR	345,00	0,00	345,00	345,00
Travel and accomodation	M Management	056	2666789	10.02.2016	10.02.2016	Hotel Cozy Stockholm	Central Baltic LP seminar 10.2.2016, Anna Smith, accommodation		SEK	1225,00	0,00	1225,00	125,70
External expertise and services	T1 Sport activation	005	335699	08.03.2016	17.03.2016	Sweet House Oy	Catering for Sport Innovations workshop 3.3.2016	15 participants	EUR	240,00	19,20	220,80	220,80
External expertise and services	M Management	087	334568	14.06.2016	30.06.2016	Auditor Oy	FLC cost, 1.1.-30.6.2016		EUR	800,00	192,00	608,00	608,00
Equipment	M Management	083	990075	04.01.2016	12.01.2016	Expert Oy	Laptop for Project Manager, Anna Smith, 40%	Total value of laptop 769 euro, declared amount 40% (excluding VAT)	EUR	769,00	184,56	233,78	233,78

Exported excel document in eMS.

Why quality matters?



Faster payments!

Saving resources!



More information

- Guide for Project Implementation
- Project contact persons at the JS
- eMS support (ems@centralbaltic.eu)
 - technical errors and problems

