Interreg - IPA CBC
Croatia - Serbia

Interreg IPA Cross-border Cooperation Programme Croatia - Serbia 2014-2020

1st Call for Proposals (1 CfP)

TECHNICAL GUIDE FOR PROJECT REPORTING VIA eMS

June 2017

Contents

1. Introduction

The aim of this technical guide is to support **approved projects** at the stage of reporting. The reporting process is done via the electronic Monitoring System (eMS) and this guide contains **technical information** on filling-in and submitting progress reports. It is therefore **highly recommended** to read this document carefully before starting to report in the eMS. This guide supports the **Project Implementation Manual** (chapter **4. Project reporting**) which is available on the Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020 website.

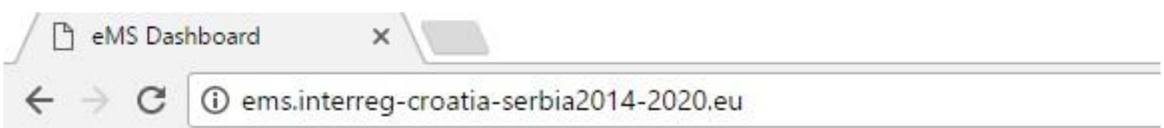
Disclaimer:
Information provided in this document does not replace contractual obligations in any way. In case of discrepancies between given technical instructions and the Subsidy Contract (including approved application), the Subsidy Contract shall always prevail.

2. Preliminary steps

2.1. Access to the eMS

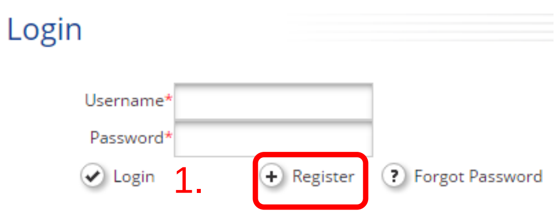
The eMS is the web application → it can be accessed by any device which can run most common Internet browsers, and it requires Internet access!

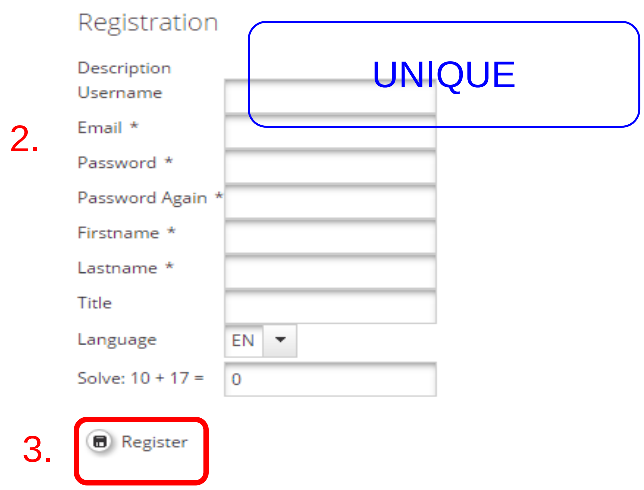
The eMS can be accessed at the following link:



Important!
Already registered users (project partners) should use their individual username and password.
Not yet registered users (project partners) should first of all register in the eMS by applying the following steps:

2.2. Registration in the eMS





Username and e-mail are **unique** in the eMS
(1 e-mail address = 1 User)

Automatic eMS notifications will be sent to this e-mail address!

Username & Password are user data required for the login into the eMS.

4. e-mail from the eMS-a

6.

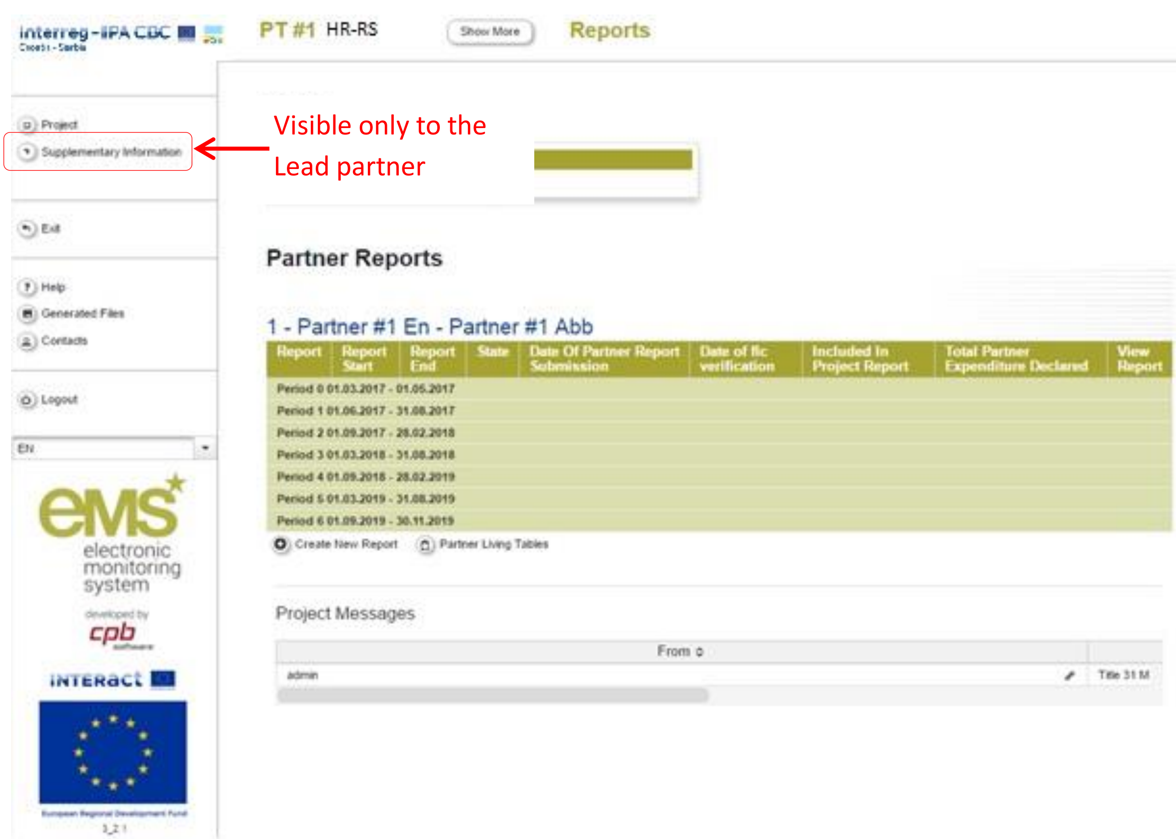
The user is registered and user account is activated!

Once registered to the eMS, Project partner (PP) should provide their username to the Lead partner (LP). LP is only project partner who is entitled to assign roles to other project partners in project implementation phase.

2.3. Reporting overview

When accessing your project via eMS, after it has been contracted, you are <u>automatically directed</u> to the overview of Partner and Project progress reports (‘Reporting overview’). Previously, before signing, you were directed to the Application form.

Figure 1: Reporting section

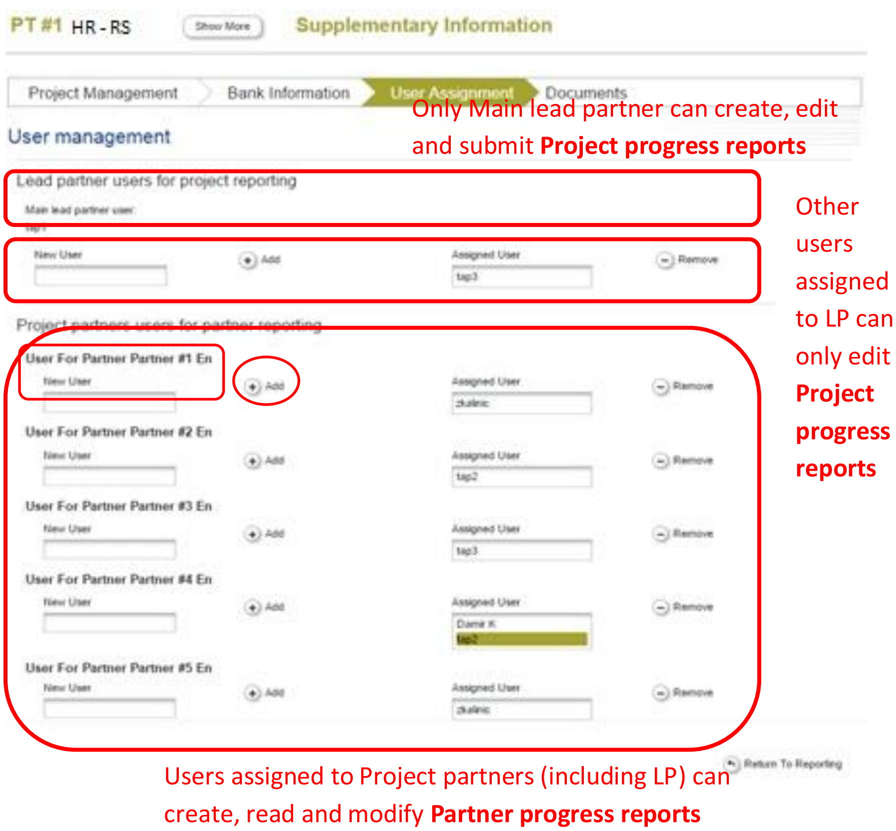


2.4. User assignment

The Project partners (PP) can access the reporting overview in the eMS only after the Lead partner (LP) enters all PPs into the system. This is done by assigning the users (one or more) to partners by the LP, which means matching a username to a specific PP (the user must be registered to the eMS beforehand).

To perform the user assignment: please select **“Supplementary information”** from the left menu and click on the tab **“User assignment”.**

Figure 2: User assignment



Assigning users to PPs
Multiple users may be assigned to Project partners (including LP) which will all have the same access to the Partner progress report.

Adding and removing users
Adding:
1. Enter a username in the New User field
2. and click *Add*

Removing:
1. Select the user name of the user to be deleted
2. and click *Remove*

Only users assigned to a PP can **create, modify and submit** a partner progress report.

Lead partners (LP) must create their own Partner progress report as “Project partner”, not as “Lead partner”. Therefore, **LP** also needs to **assign** its user **as Project partner**.

Only users **assigned to the Lead partner** can **view** partner reports **from all project partners** regardless of whether they have been assigned to them. Other project partners (PPs) have access only to their report.

General principles and tips for eMS reporting

- Several users can **access the eMS at the same time** but please pay attention that the same section is only edited by one user at the time; if more users edit simultaneously the same section (including sub-sections) data might be lost.
- Always remember to **save the data regularly** and before leaving a section (“Save” button on upper left corner or at the bottom of a page); otherwise data will be lost (e.g. in case of interruptions of the internet connection or other technical issues).
- **Certain fields are mandatory**, and in these cases the page **cannot be saved** unless these fields contain data. The eMS will **highlight missing fields** at the top of the page.
- The eMS allows you to save your work and resume a data entry session at any time, before finally submitting report to the programme.

- Please **do not use the Enter key in the eMS** forms (sections), it may lead to unexpected results/behavior - rather use the eMS user interface commands.
- Please note that certain text fields have a **limited number of characters**. If you try to input a longer text into such a field, you may experience that the text will be cut or that you may not be able to paste the text. Also, usage of font styles other than regular (bold, italic or bold italic, underline) will decrease the number of available characters in the text field.
- Report must be **filled in English language**.

3. Reporting in the eMS

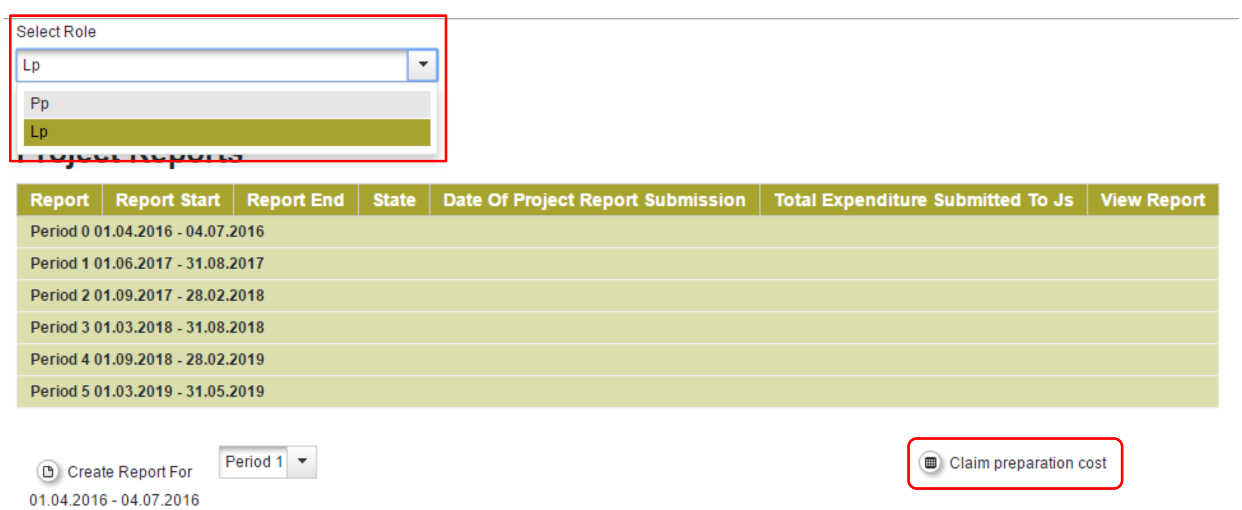
3.1. Zero progress report (reporting preparation and closure costs)

Only projects that have planned and approved preparation and closure costs in its project budgets and *Workpackage Preparation* can claim preparation costs by **submitting Zero progress report** (in eMS report covering Period 0) to the JS. This report may be submitted via eMS by LP only.

Reporting workflow for preparation and closure costs (Zero progress report) is different than other types of reports. It is **automatically generated by the eMS** and it is directly submitted to the JS without prior verification by the first level control (FLC).

In order to create a Zero progress report LP has to first select its role of "LP" in the scrolling menu on top of the page (visible only to the LP). Zero progress report is automatically submitted by Lead partner by clicking **"Claim preparation costs"** button in the Reporting overview.

Figure 3: Reporting preparation costs



When clicking on the button **“Claim preparation costs”** the system will ask for confirmation of the action. If confirmed the following will happen automatically:

1. The system will generate reports which contain no text, just the List of Expenditure (related to preparation and closure costs only). All values (costs) are taken from the Application and all items are marked as lump sums.
2. The system will automatically generate Zero progress report and mark it as ‘Report submitted to JS” and attach certificate for preparation and closure costs.
3. The button ‘Claim preparation cost’ will be **deactivated** and cannot be pressed (used) again.

Once the Zero progress report for preparation and closure costs is submitted, LP and all other PPs are able to create their Partner progress report for the period 1.

3.2. Partner progress report

By respecting the **reporting schedule** as defined in Subsidy Contract all project partners (including LP) are obliged to report implemented activities and expenditures incurred and paid within respective reporting period[1] by filling in the **Partner progress Report** in eMS.

3.2.1. Creating a Partner progress report

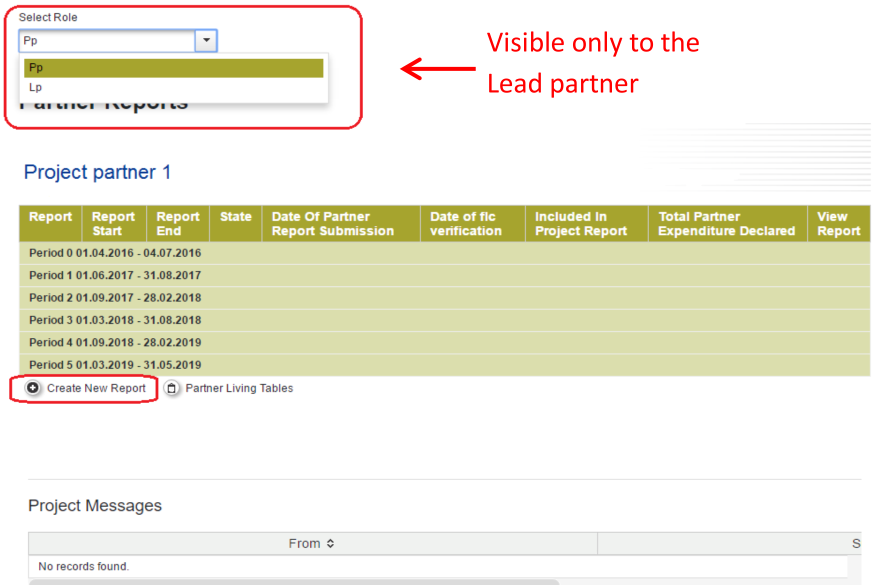
The assigned users (project partners) by selecting its project in the eMS, will gain access to the reporting section. By clicking on the button **„Create new report”** a new Partner progress report will be generated.

Important! – for LP

In order to create a **Partner progress report** LP have to first select its role as “PP” (project partner) in the scrolling menu on top of the page (visible only to the LP). By clicking on the button „Create new report” LP generates a new Partner progress report.

[1] The 1st progress report is related to the first 3 months of the project implementation period. From 4th month of project implementation all PPs (including LPs) are obliged to report the progress of the project implementation on the basis of six-month (6) period, with the exception of the last months of project implementation (last six/or less months period) covered by final report.

Figure 4: Creating a Partner progress report



Important

1. If a Partner report is in progress, it is not possible to create another one. The Partner report in progress will have to be submitted to the FLC before a new Partner progress report can be created.
2. During a request for modification (on project level), no Partner progress report can be modified or created.
3. It is possible to delete a Partner progress report as long as it is not submitted to the FLC. In order to delete the report, please click on 'Delete report' in the report menu to the left.
4. All users assigned to the project partner are able to create, modify and delete a partner progress report.
5. Due to technical reasons it is strongly recommended to coordinate work on progress report among users.

3.2.1. Filling in and editing Partner progress report

The Partner progress report is composed of 4 parts (sections) as presented below:

Partner Report | List Of Expenditure | Contribution And Forecast | Attachments

1. **Partner report:** narrative part of the report (summary of activities, report on outputs and deliverables, target groups and workpackages).
2. **List of expenditures:** includes all expenditures in stated reporting period. Information included in this section will be automatically integrated in the Partner Finance Report (financial tables). Please

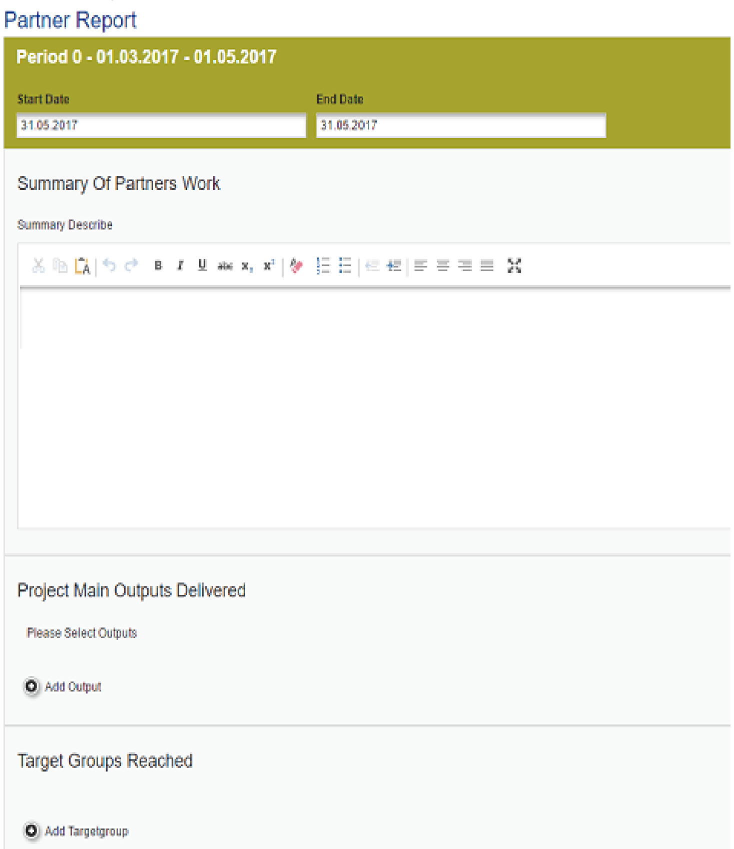
note that this section of the Partner Progress report serves as statement of expenditure (as described in Project Implementation Manual).

3. **Contribution and forecast:** shows the current project partner (PP) contribution (national co-financing) and the estimated future expenditure.
4. **Attachment:** in this section PPs need to attach all supporting documents per expenditure category as described in Project Implementation Manual, section 5. Financial management of the project and in Programme Rules on eligibility of the Expenditures.

Section 1 - Partner report

Figure 5: Partner report

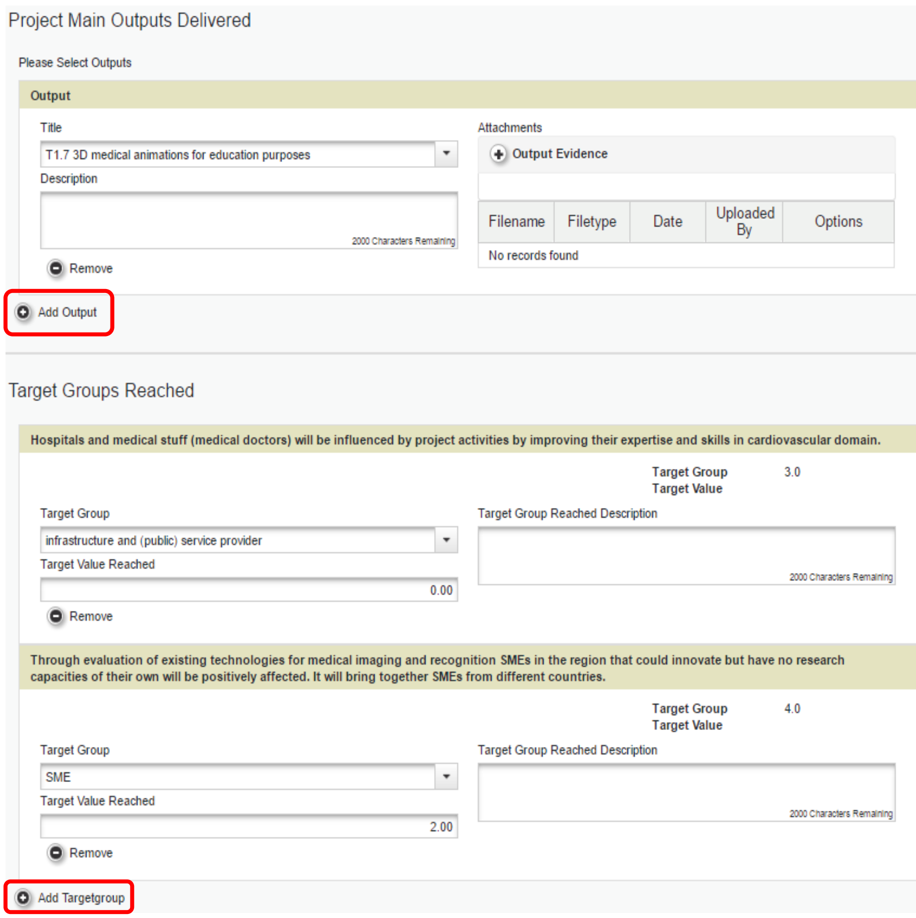
Partner report section consists of:



- **Summary of partners work** - in this section each PP need to describe progress in project implementation in relevant reporting period and how PP work contribute to other partners activities, outputs and deliverables;
- **Project main outputs delivered** – PP need to select outputs delivered in relevant reporting period and explain how they contribute to overall output achievement;
- **Target groups reached -** for each target group selected in the AF information on its involvement in activities implemented in relevant reporting period should be provided;
- **Report on individual Workpackages** - PP provides descriptions of activities, problems (if any) and information on individual deliverables achieved in relevant reporting period with evidence in the form of attachment (if applicable).

Activities, Outputs, Target groups and Deliverables
The Partner progress report enables only a description of those activities, outputs, target groups and deliverables that are defined in the approved application.

Figure 6: Project main outputs and target groups



Description of the **Project Main Outputs Delivered** includes:

Title - select each applicable output for relevant reporting period from a drop-down menu

Description – short description on progress towards expected output in relevant period

Output Evidence - upload documents (if applicable) for each selected output

Description of **Target groups Reached** includes:

Target group – select relevant target group from the drop-down menu

Target value - as defined in the AF

Target Value reached – value reached in reported period

Description - short description on progress toward targeted value

Under this section, PPs can report on individual work packages. The list of work packages depends on the work packages included in the approved application. The example report shown below has one work package implementation. You will see all work packages, even if you have not been assigned to a work package in the Application.

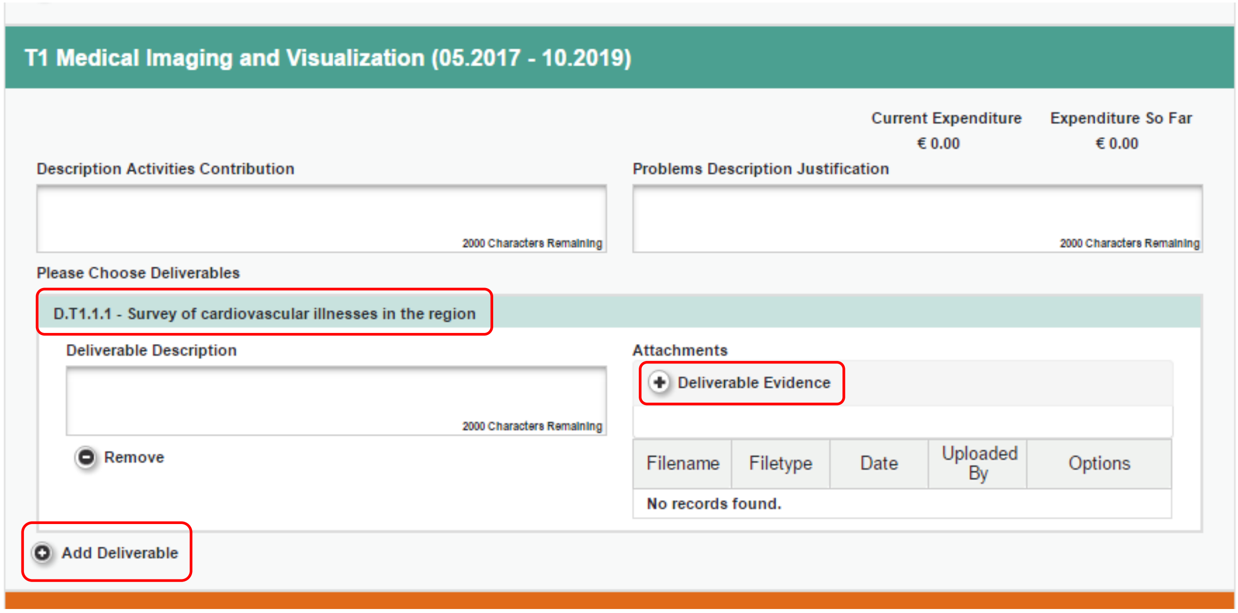
Reports of individual work packages should contain descriptions of activities implemented, problems (if any) and information on individual deliverables with evidence in the form of an attachment.

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

Please insert **"-"** in the fields if there is no contribution to any of the work packages or activities in the relevant reporting period.

By clicking on the **"Deliverable Evidence"** PPs upload the evidence for each deliverable implemented.

Figure 7: Reporting per work package



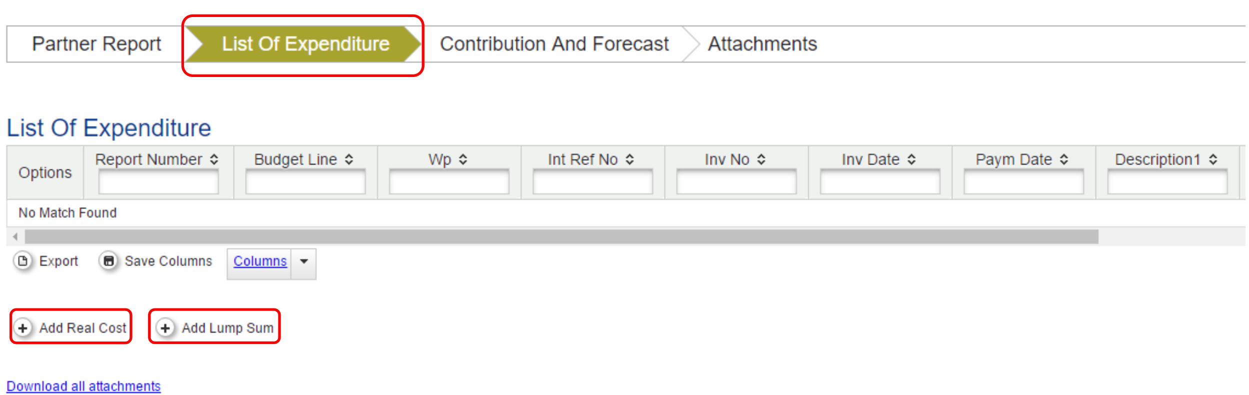
Important

Always remember to save the data you have filled in the report by clicking the button **"Save Report"** after each step of reporting!

After finishing and saving the "Partner Report" section move on to the "List of Expenditures" section.

Section 2 - List of Expenditures

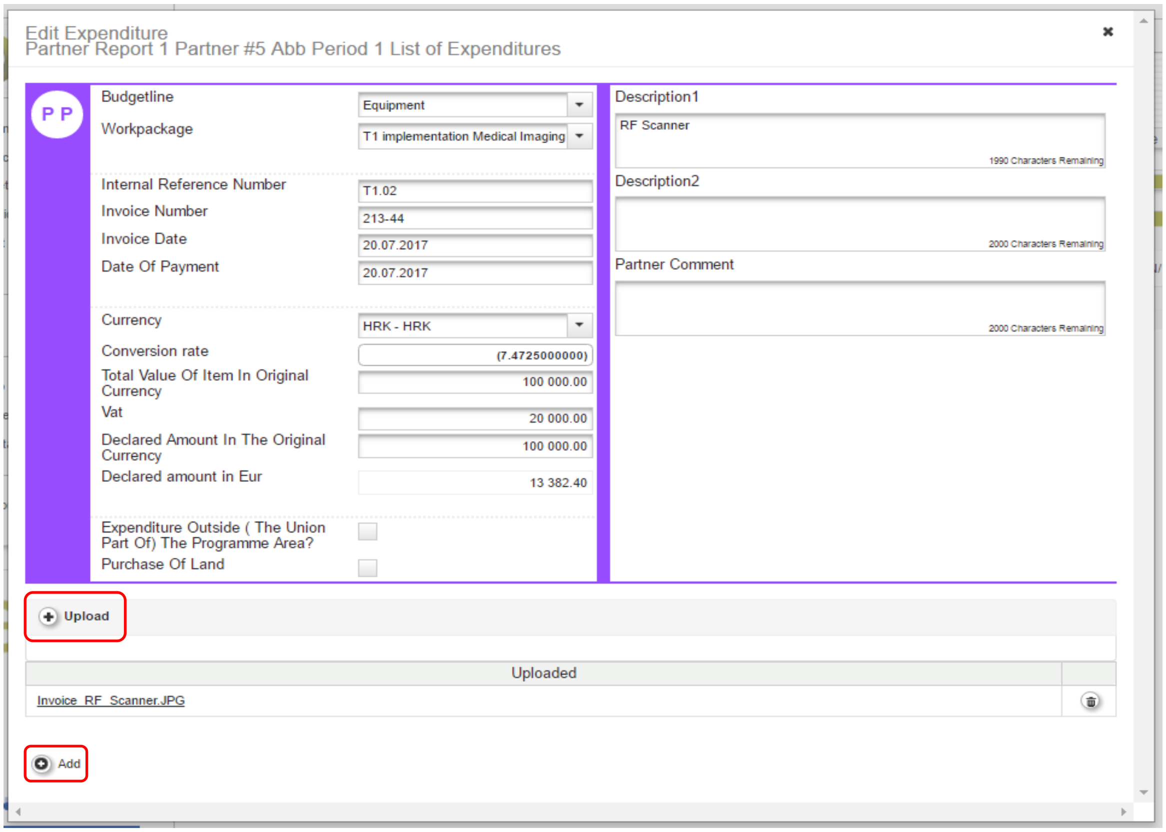
Figure 8: List of expenditure



Project progress report – financial reporting is done through the **"List of Expenditures"** section in which PPs report each individual expenditure in reporting period by clicking on **"Add real cost".**

In this section, when click "Add real cost", a pop-up appears, where the system asks you to give basic information on the cost. **PPs will list all costs incurred and paid per expenditure category** (in eMS that is *budget line* where PP select expenditure category from drop-off menu).

Figure 9: Adding expenditures - real costs



All fields have to be filled in by the user (project partner):

- Budget line (is actually expenditure category selected from drop-off menu);
- Work package (as indicated in Application);
- Internal Reference Number (not obligatory);
- Invoice Number (or Contract number, if applicable);
- Invoice Date (or Contract date, if applicable);
- Date Of Payment (date from payment slip, not the date when invoice is issued);
- Currency (original currency of relevant invoice/contract);
- Total Value Of Item In Original Currency (total amount paid in original currency);
- VAT (amount of VAT, if applicable);
- Declared Amount In The Original Currency (based on VAT status of the project partner)[2]

Additionally:

- If the declared expenditure occurred outside of the programme, the field "Expenditure Outside of the Programme Area" should be checked;
- If declared expenditure is related to land purchase, the field "Purchase of land" should be checked.

[2] If project partner have proven legal status in which VAT is eligible cost in that respect: Total Value Of Item In Original Currency and Declared Amount In The Original Currency are the same. VAT field will be empty.

Three **text fields** for descriptions are available in this section and should be filled in according to examples below. It is possible to **upload** one or multiple attachments to each of the expenditure by clicking the 'Upload' button. Once a button is clicked, a dialogue box is shown where it is possible to upload different documents as defined in Project Implementation Manual.

Bugetline: Staff costs

- Description 1: Name of the employee and position in joint project team
- Description 2: Type of the contract/employment document (e.g. Full-time work on the project or Part-time work on the project, etc.)
- Partner Comment: Shortly describe the activities/workpackages in which project team member participated/implemented

UPLOAD:

- Payroll
- Timesheet (if applicable)
- Proof of payment

Budgetline: Travel and accommodation

- Description 1: Name of the person (project team member) on travel mission
- Description 2: Reference to travel sheet
- Partner Comment: Shortly describe the role and purpose of the travel in relation to project activities

UPLOAD:

- Travel order/Travel invoice
- Proof of expenditure for all costs incurred (e.g. invoices, tickets, car mileage calculation, etc.)
- Travel report
- Proof of payment

Budgetline(s): External expertise and services / Equipment / Infrastructure and works

Description 1: Name of the contractor (result of public procurement)
Description 2: Indication if payment will be done partially (in case of works) or fully
Partner Comment: Describe the purpose and need of the expenditure in relation to project activities

UPLOAD:

- Invoice or Contract or Order form
- Proof of payment

The PP should fill in all relevant fields and click **"Add"** to finalise this process. Each expenditure item shall be added and the relevant information inserted. Repeat the whole procedure by clicking the **"Add Real Costs"** button until all costs which incurred during the reporting period (and in exceptional cases costs that incurred before) are recorded.

Flat Rates

If PP have **Staff costs and/or Office and administration flat rates** approved in the application, the system will automatically calculate flat rates based on relevant inputs into the section "List of Expenditures".

Attention

- **VAT** should be inserted in field only if the project partner may recover that cost. The amount inserted under "Declared amount in the original currency" shall be reduced for VAT amount reported.
- **Exchange rate**: the eMS uses **automatically** the exchange rate for the given original currency when the partner report is submitted to the FLC. Please use original currancy for all costs (including staff costs) when reporting.
- Please note that section **"List of Expenditures"** of the Partner Progress report serves as statement of expenditure (as described in Project Implementation Manual).

Important

Always remember to save the data you have filled in the report by clicking the button "Save Report" after each step of reporting!

Section 3 - Contribution and forecast

In the sub-section **"Report forecast"** the PP should report the expenditure that is planned (estimated) for next reporting period.

In the field **Description**, difference between the planned budget per period in the Application and more realistic forecast of expenditures for next period should be shortly described (if applicable).

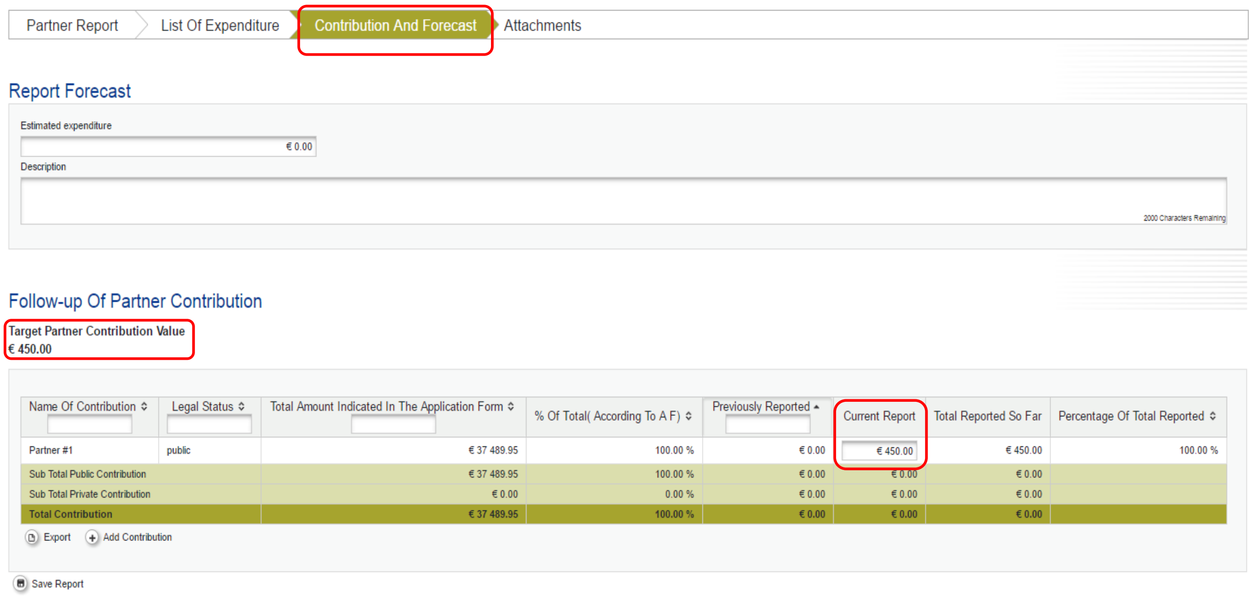
Sub-section **"Follow-up of partner contribution"** displays the "Target partner contribution value" for the partner progress report. This amount has to be entered (manually) in the column **"Current report"** and splited among the different sources of contribution (e.g. public and private, or several public contributions, if applicable).

The total of the amount in the column **"Current report"** must be **equal** to the **"Target partner contribution value"**.

Attention!

The system has **built-in checks** (controls), which does not allow submitting a project progress report where the sum of all sources of partner contribution does not match the target value.

Figure 10: Follow-up of Partner Contribution



Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total(According To A F)	Previously Reported	Current Report	Total Reported So Far	Percentage Of Total Reported
Partner #1	public	€ 37 489.95	100.00 %	€ 0.00	€ 450.00	€ 450.00	100.00 %
Sub Total Public Contribution		€ 37 489.95	100.00 %	€ 0.00	€ 0.00	€ 0.00	
Sub Total Private Contribution		€ 0.00	0.00 %	€ 0.00	€ 0.00	€ 0.00	
Total Contribution		€ 37 489.95	100.00 %	€ 0.00	€ 0.00	€ 0.00	

Section 4 – Attachments

In this section PP needs to upload all relevant documentation for activities and cost verification. Detailed instructions for supporting documentation per expenditure category are described in:

- Project Implementation Manual (PIM): http://www.interreg-croatia-serbia2014-2020.eu/wp-content/uploads/2017/06/PIM_HR-RS.pdf

- Programme Rules on Eligibility of Expenditures: http://www.interreg-croatia-serbia2014-2020.eu/wp-content/uploads/2016/03/Programme-Rules-on-Eligibility-of-Expenditures_HR-RS.pdf

Usually, this section contains:

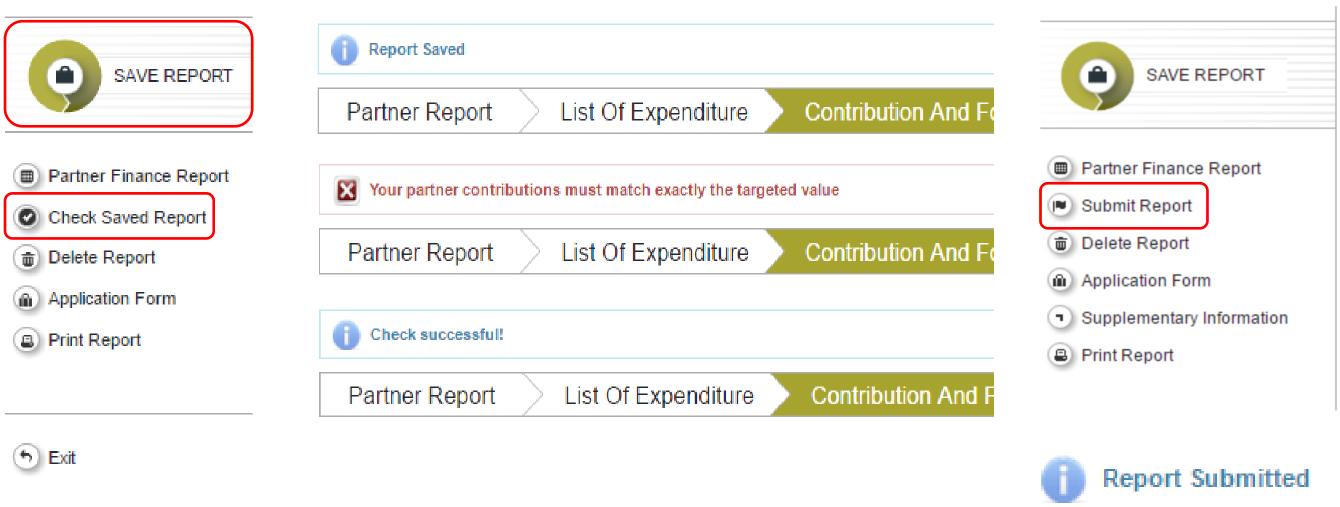
- Complete procurement documentation for services, works and equipment subcontracted in relevant reporting period
- Employment documents for project team engaged by partners institution
- Periodic staff report with a summary description of the tasks and missions carried out by the employee in each reporting period (Annex 3 of Programme Rules on Eligibility of Expenditures)
- Outputs of the work of external experts or service deliverables, respecting the publicity/visibility
- rules, where applicable
- Proof of existence for all items of equipment (e.g. deliverable note, picture)
- Proof of respect of Programme publicity/visibility rules for services/works/equippment
- Ownership statement (free form) – if applicable
- Other supporting documents (e.g. report from travel mission, invitation, agenda, list of participants, minutes) – if applicable, etc.

3.2.2. Submission of the partner report to the FLC

Before submitting Partner progress report, saved report needs to be **checked** first by clicking **"Check Saved Report"** button in the left-side main menu. If the sum of all sources of partner contribution does not match the target value in the Contribution and forecast section an error message will appear and the partner needs to correct information.

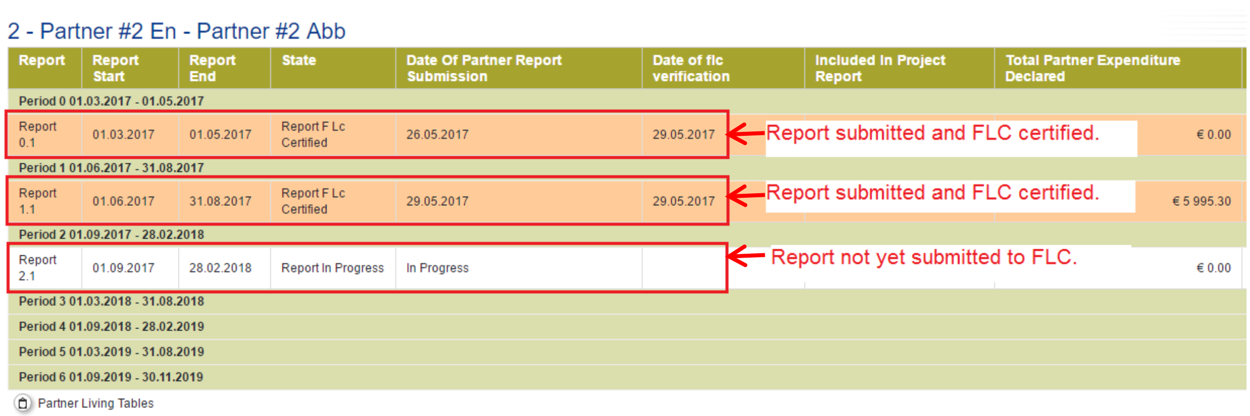
Each time a report is saved, it needs to be checked again before submission. Only after the check is successful, the system will allow for the report to be submitted to the FLC. The 'Checked saved report' button will be replaced with the **'Submit report'** button.

Figure 11: Checking and submitting Partner progress report



Once submitted the Project progress report **is locked** and the partner cannot modify it anymore. After submission, the partner report is automatically forwarded to the relevant (national) FLC for its control and verification. During entire reporting process, the partner can see the status of the report on the reporting overview dashboard.

Figure 12: Reporting overview


2 - Partner #2 En - Partner #2 Abb

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared
Period 0 01.03.2017 - 01.05.2017							
Report 0.1	01.03.2017	01.05.2017	Report F Lc Certified	26.05.2017	29.05.2017	Report submitted and FLC certified.	€ 0.00
Period 1 01.06.2017 - 31.08.2017							
Report 1.1	01.06.2017	31.08.2017	Report F Lc Certified	29.05.2017	29.05.2017	Report submitted and FLC certified.	€ 5 995.30
Period 2 01.09.2017 - 28.02.2018							
Report 2.1	01.09.2017	28.02.2018	Report In Progress	In Progress		Report not yet submitted to FLC.	€ 0.00
Period 3 01.03.2018 - 31.08.2018							
Period 4 01.09.2018 - 28.02.2019							
Period 5 01.03.2019 - 31.08.2019							
Period 6 01.09.2019 - 30.11.2019							

Partner Living Tables

A new Partner Progress Report can be opened once the previous one has been submitted. It is not possible for the partner to open more than one report at the same time. In other words, until Project progress report is in progress another report cannot be created or opened.

3.3. Project progress report

The Project Progress Report is compiled by Lead Partner (LP) based on information received from all project partners (PPs) in the Partner progress reports submitted. Completed Project progress report (including all FLC certificates) is then submitted to the JS.

Project progress reports can only be created by the Lead Partner of a project (that is one of the main roles of LP).

Attention

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 progress reports of the Lead Partner. The only user having Lead Partner role is the one accepted by the JS in the Handover procedure (Main lead partner user). 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.

3.3.1. Creating a Project progress report

Only Lead partners (LP) can create, modify and submit Project progress reports.

After the project has been contracted, the "Reports overview" is the default view when accessing the project. In order to create a Project progress report, the Lead Partner needs to select the role 'LP' from the dropdown menu.

Each Lead Partner has two roles to select from - **'PP'** for creating own Partner progress reports and **'LP'** for creating the Project Progress Reports.

LP may view all other Partners' progress reports. LP can only see reports of other partners and cannot create, modify, delete or submit Partner progress reports. LP has contractual obligation, on behalf of partnership, to create Project progress report.

Figure 13: Selecting roles and creating a new Project Progress Report


Partner #1 Abb | Partner #2 Abb | Partner #3 Abb | Partner #4 Abb | Partner #5 Abb

Select Role: Lp

Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To Js	View Report
Period 0 01.03.2017 - 01.05.2017						
Period 1 01.06.2017 - 31.08.2017						
Period 2 01.09.2017 - 28.02.2018						
Period 3 01.03.2018 - 31.08.2018						
Period 4 01.09.2018 - 28.02.2019						
Period 5 01.03.2019 - 31.08.2019						
Period 6 01.09.2019 - 30.11.2019						

Create Report For Period 1
01.06.2017 - 31.08.2017

Partner Reports

1 - Partner #1 En - Partner #1 Abb

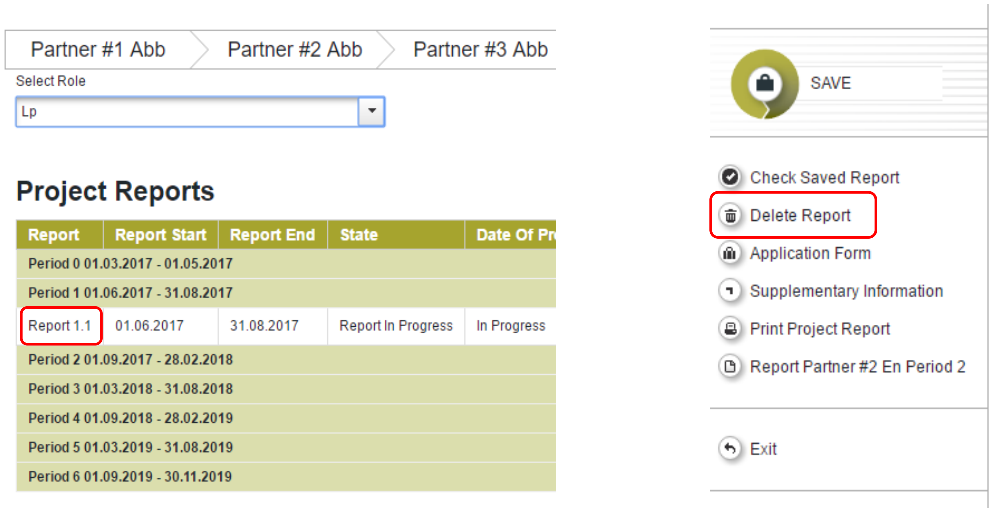
Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.03.2017 - 01.05.2017									
Report 0.1	31.05.2017	31.05.2017	Report Submitted	26.05.2017		Not Certified	€ 3 000.00		
Period 1 01.06.2017 - 31.08.2017									
Report 1.1	01.06.2017	31.08.2017	Report F Lc Certified	29.05.2017	29.05.2017	Not Included	€ 4 215.45		
Period 2 01.09.2017 - 28.02.2018									
Period 3 01.03.2018 - 31.08.2018									

To create a project progress report please click on **"Create report for"** (and select the period of the report to be submitted). The first project progress report to be created is for period 1 (period 0 is applicable only for preparation and closure costs and submitted as Zero progress report by LP).

Each Project progress report is given a number which consists of the period number and the report number.

It is possible to delete the report only prior submission to JS. In order to delete Project progress report, the LP needs to click on the **'Delete Report'** button in the left-side menu.

Figure 14: Report name and delete report



3.3.2. Filling in/editing the Project progress report

The Project progress report consists of 5 sections:

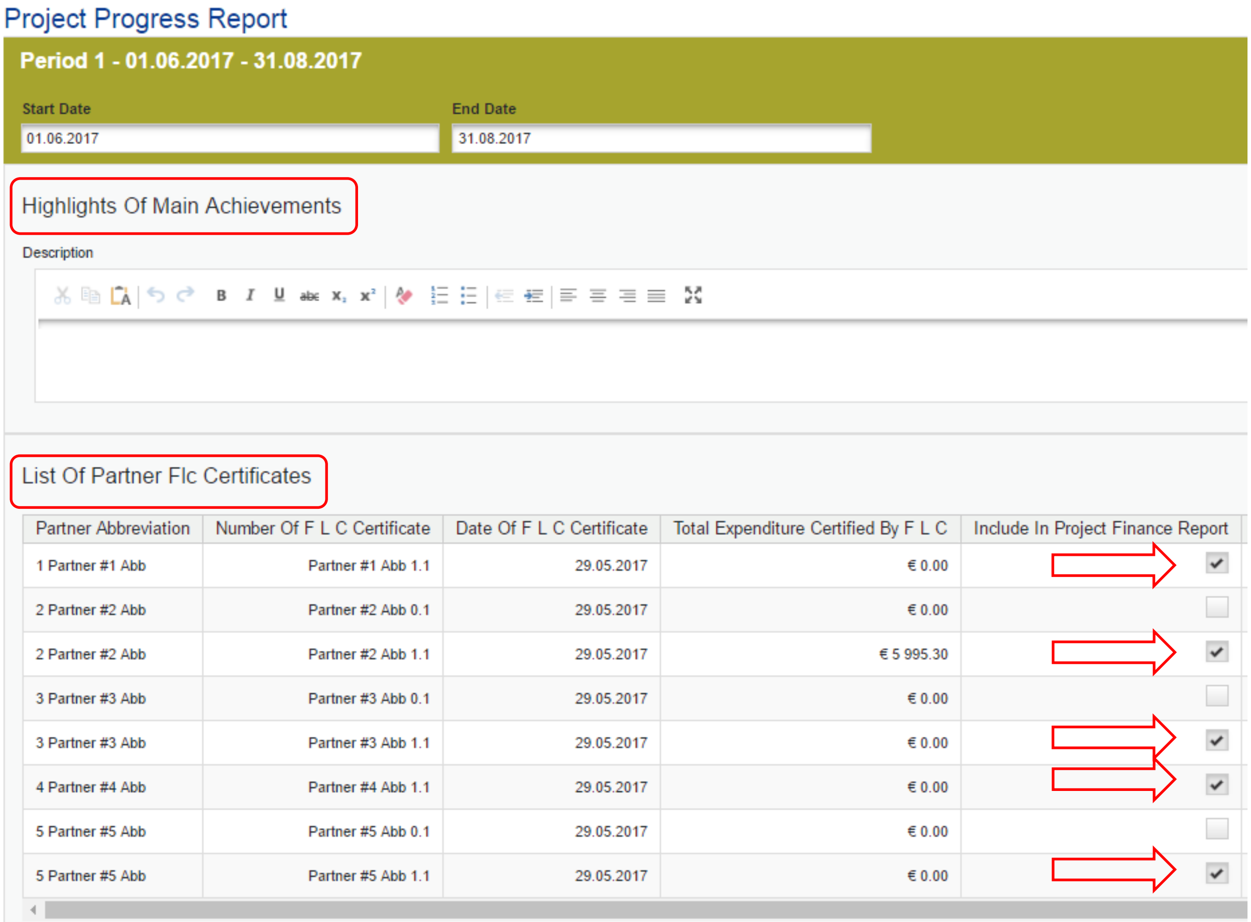
Section 1 - Report

The "Report" section focuses on activities implemented in relevant reporting period. It contains general descriptions of activities and information on achievement of project specific objectives and outputs, target groups reached and problems encountered (if any) and solutions found.

In this section LP needs to describe project progress up to now ("Highlights of main achievements") including specific objectives reached and main outputs delivered by highlighting also the added value of the cooperation.

LP has to include the FLC certificates of every PP (of the relevant period) into the Project progress report by ticking them (red arrow in the Figure 14). Please note that, prior submitting Project progress report to JS, all FLC certificates from all project partners need to be selected.

Figure 15: Report section



Project Progress Report

Period 1 - 01.06.2017 - 31.08.2017

Start Date: 01.06.2017

End Date: 31.08.2017

Highlights Of Main Achievements

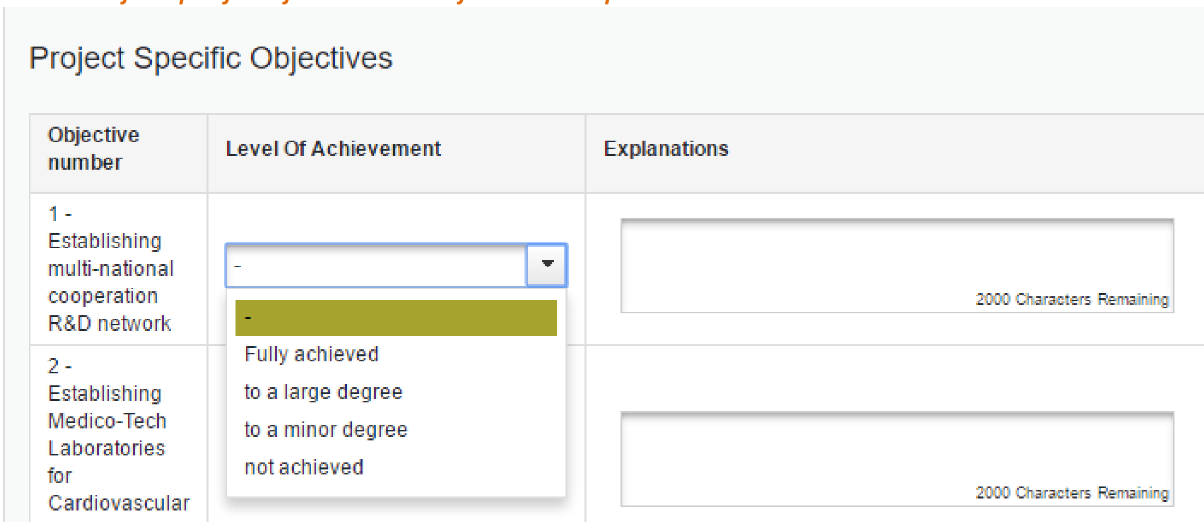
Description

List Of Partner Flc Certificates

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Expenditure Certified By F L C	Include In Project Finance Report
1 Partner #1 Abb	Partner #1 Abb 1.1	29.05.2017	€ 0.00	✓
2 Partner #2 Abb	Partner #2 Abb 0.1	29.05.2017	€ 0.00	
2 Partner #2 Abb	Partner #2 Abb 1.1	29.05.2017	€ 5 995.30	✓
3 Partner #3 Abb	Partner #3 Abb 0.1	29.05.2017	€ 0.00	
3 Partner #3 Abb	Partner #3 Abb 1.1	29.05.2017	€ 0.00	✓
4 Partner #4 Abb	Partner #4 Abb 1.1	29.05.2017	€ 0.00	✓
5 Partner #5 Abb	Partner #5 Abb 0.1	29.05.2017	€ 0.00	
5 Partner #5 Abb	Partner #5 Abb 1.1	29.05.2017	€ 0.00	✓

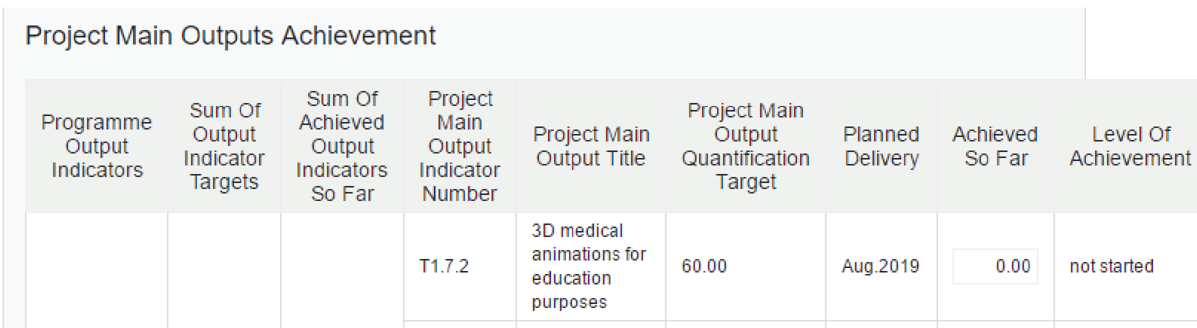
Level of achievement for project specific objectives and overview of the project main outputs is also provided. The table for achievement of project main outputs is **automatically generated** from the information provided in the section “Workpackages” of the Project progress report (LP needs to fill in Workpackage section first).

Figure 16: Project specific objectives and Project main outputs achievement



Project Specific Objectives

Objective number	Level Of Achievement	Explanations
1 - Establishing multi-national cooperation R&D network	- - Fully achieved to a large degree to a minor degree not achieved	2000 Characters Remaining
2 - Establishing Medico-Tech Laboratories for Cardiovascular Medicine		2000 Characters Remaining

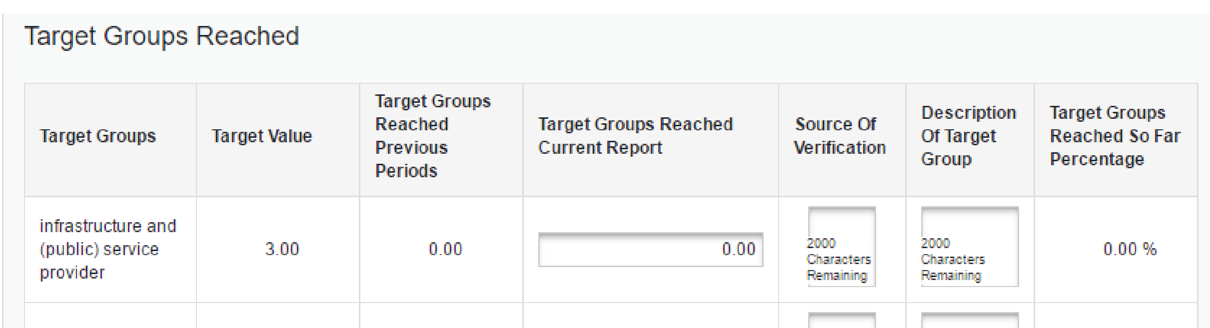


Project Main Outputs Achievement

Programme Output Indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators So Far	Project Main Output Indicator Number	Project Main Output Title	Project Main Output Quantification Target	Planned Delivery	Achieved So Far	Level Of Achievement
			T1.7.2	3D medical animations for education purposes	60.00	Aug.2019	0.00	not started

LP is then asked to provide information on the **target groups** reached and problems encountered (if any) and solutions found. At the bottom of this section there is interface to provide information on horizontal principles and how project contributes them.

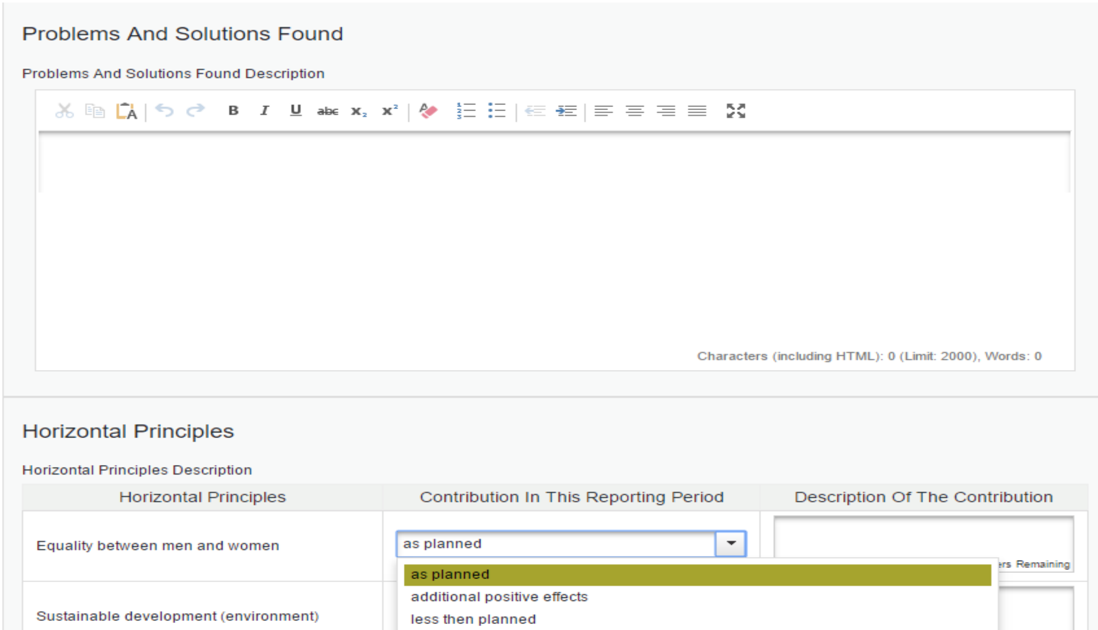
Figure 17: Target groups



Target Groups Reached

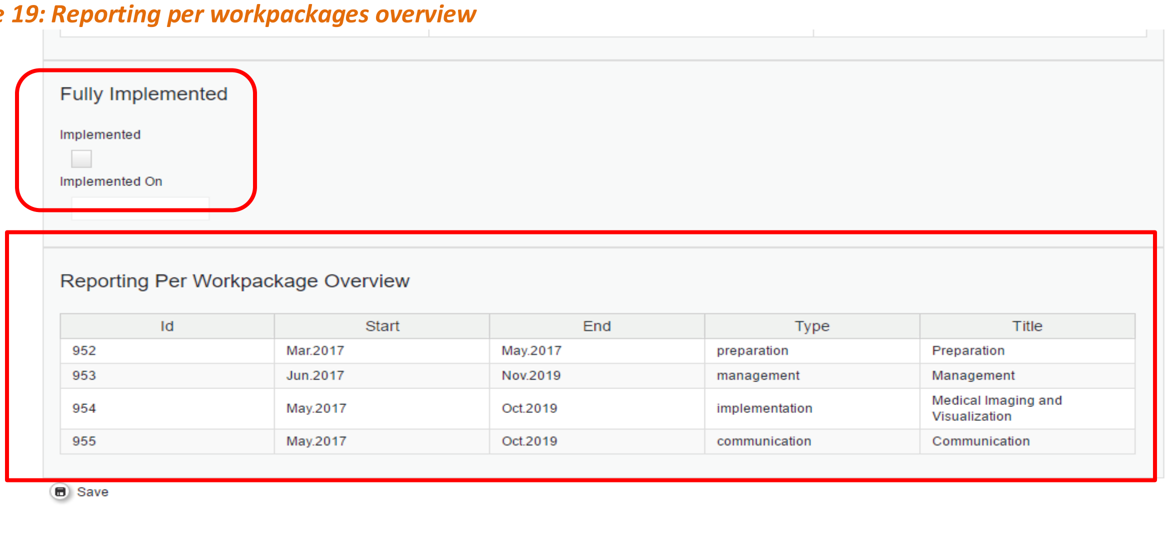
Target Groups	Target Value	Target Groups Reached Previous Periods	Target Groups Reached Current Report	Source Of Verification	Description Of Target Group	Target Groups Reached So Far Percentage
infrastructure and (public) service provider	3.00	0.00	0.00	2000 Characters Remaining	2000 Characters Remaining	0.00 %

Figure 18: Problems and solutions found and horizontal principles



The sub-section **'Reporting per workpackages overview' is automatically generated** and displayed when required information is filled in the relevant WP section. Workpackages overview can be also used to access individual work packages.

Figure 19: Reporting per workpackages overview

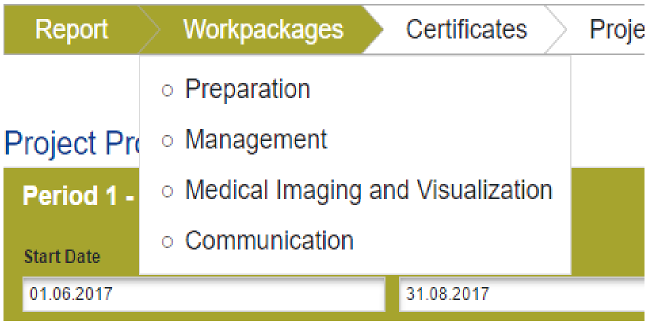


Note!

A tick box (at the end of this section) which indicates that the **project has been fully implemented** should be selected only for the Final Project Progress Report.

Section 2 - Workpackages

To fill in this section, please select the relevant WP from tab "Workpackages". Please note that information provided in this section will be automatically generated in other reporting sections.

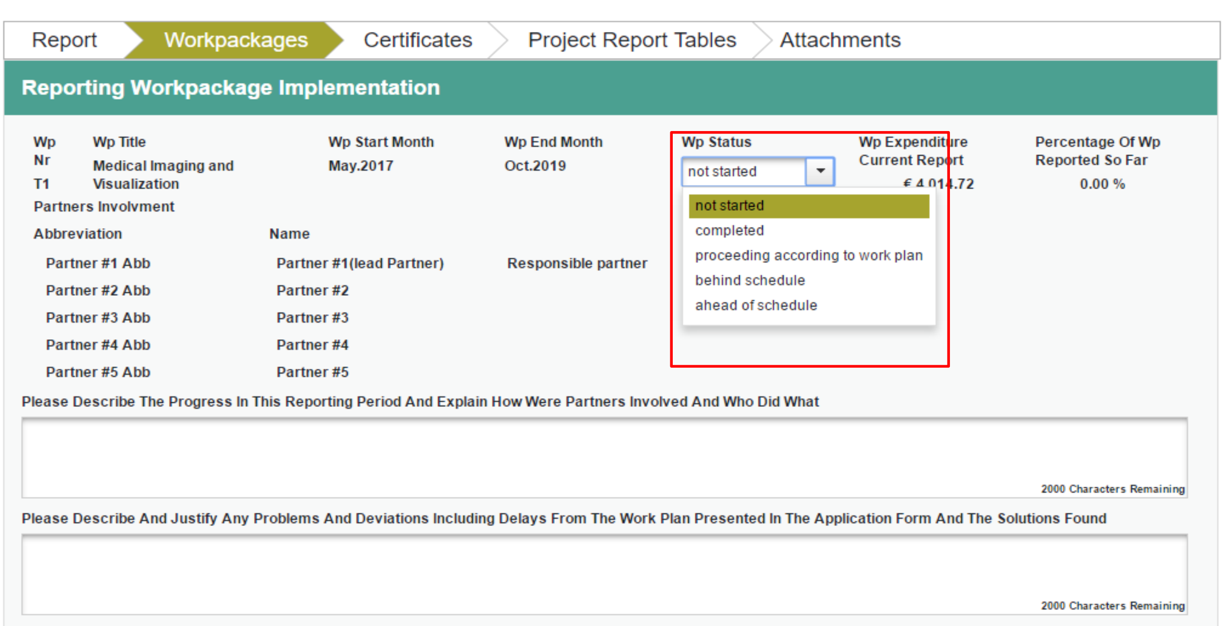


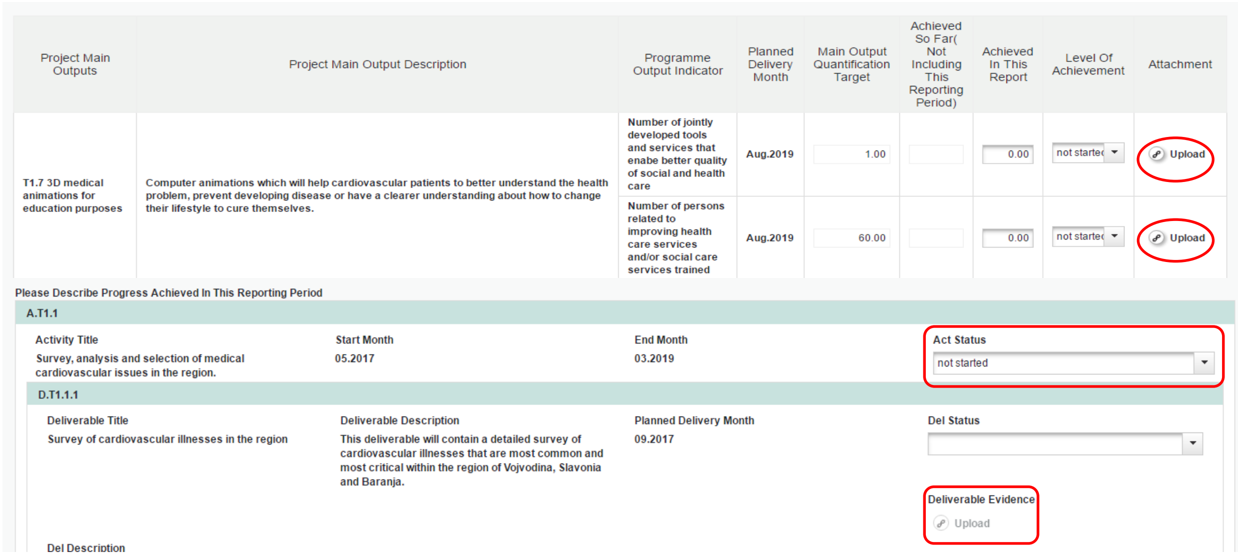
In this section LP needs to describe the implementation of each work package in detail, including information on activities carried out and contributions by the Project partners as well as information on any problems or deviations from the initial plan set in the Application.

For each Workpackage, the LP has to choose "WP Status" from the drop down menu as shown in Figure 20.

LP provides information on project main output indicators, activities and deliverables. Reporting on deliverables, including the upload of evidence of achievement, is also part of reporting on work packages.

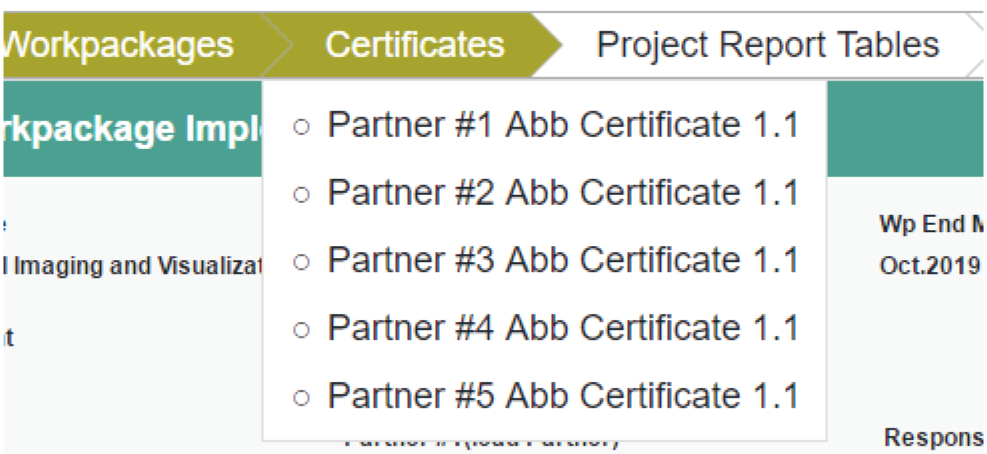
Figure 20: Workpackages





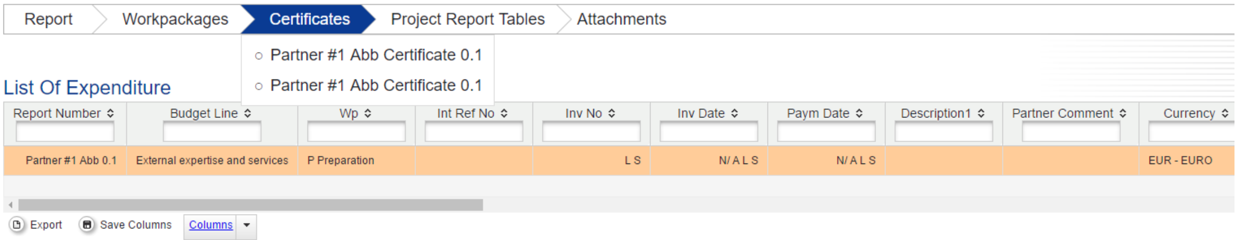
Section 3 - Certificates

Details of FLC certificates are accessible in this section. All FLC certificates selected in *Section 1 - Report (List of Partner FLC Certificates)* will appear as a drop down list under the tab “Certificates”. In this section LP may select FLC certificate for further review.



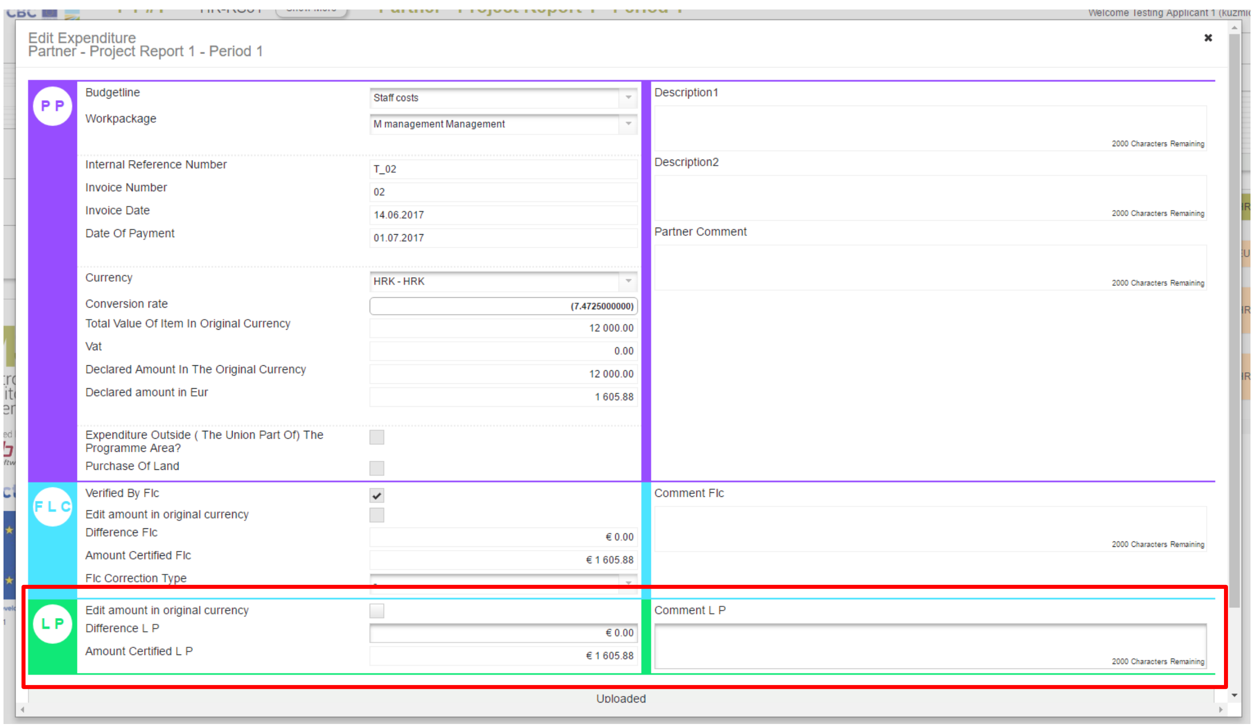
With selecting a certificate, the table with the list of expenditures connected to the opened certificate will appear. Each expenditure item can be opened, the list can also be exported in excel. The LP can see if the FLC amended any item and/or included any comment.

Figure 21: List of expenditures



Based on verification the LP can decrease single expenditure (e.g. stated amount on invoice and declared expenditure are different). Furthermore, LP may exclude expenditure from Project progress report by decreasing its value to "0".

Figure 22: Modification of expenditures



Expenditures can be edited by a Lead Partner directly in the item view form by setting the difference in the corresponding field (see Figure 22 marked with red). The values previously inserted by a project partner and by FLC (Budget Line, Work package, Internal Reference Number, Invoice Number, Invoice Date, Date of Payment, Currency, VAT) cannot be modified by LP.

Attention

The Lead Partner can only decrease items certified by FLC and cannot increase them.
LP must provide explanation in comment field for such interventions (decrease of certified expenditures).

Section 4 - Project Report tables

In this section are various summary tables of the expenditures included in the project progress report. Please note that the tables are updated before the report is submitted. All the cuts done by the LP should be immediately visible in the tables.

Project Report Expenditure Summary, as part of Project progress report, serves as payment claim.

This section is automatically generated and cannot be modified manually.

Please note that the 'Currently reported' column changes its values (and name) each time a project progress 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'.

Figure 23: Project financial report tables

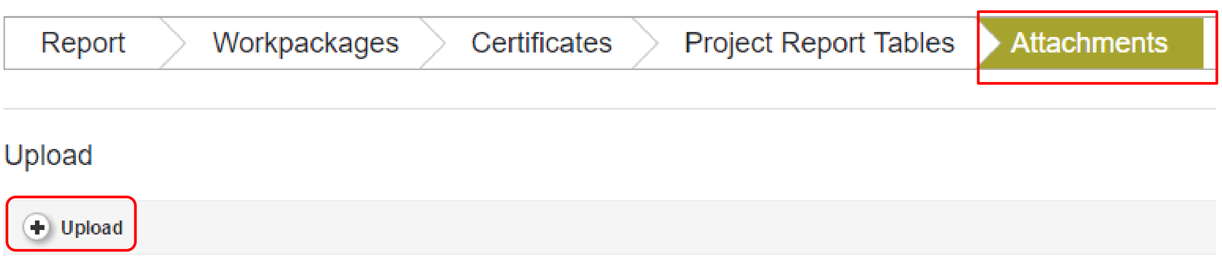
Project Report Expenditure Summary

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 Flc	Total Amount Included In Project Finance Report
Total Co-financing	€ 691 196.04	€ 0.00	€ 5 096.00	€ 5 096.00	0.74 %	€ 686 100.04	€ 39 679.58	€ 5 096.00	€ 0.00
Of Which IPAII	€ 691 196.04	€ 0.00	€ 5 096.00	€ 5 096.00	0.74 %	€ 686 100.04	€ 39 679.58	€ 5 096.00	€ 0.00
Partner Contribution	€ 121 975.78	€ 0.00	€ 899.30	€ 899.30	0.74 %	€ 121 076.48	€ 7 002.31	€ 899.30	€ 0.00
Total Eligible Expenditure	€ 813 171.82	€ 0.00	€ 5 995.30	€ 5 995.30	0.74 %	€ 807 176.52	€ 46 681.89	€ 5 995.30	€ 0.00

Export

Section 5 - Attachments

It is possible to upload additional attachments relevant for the entire Project progress report. In order to do so, please use the **'Attachments'** tab.

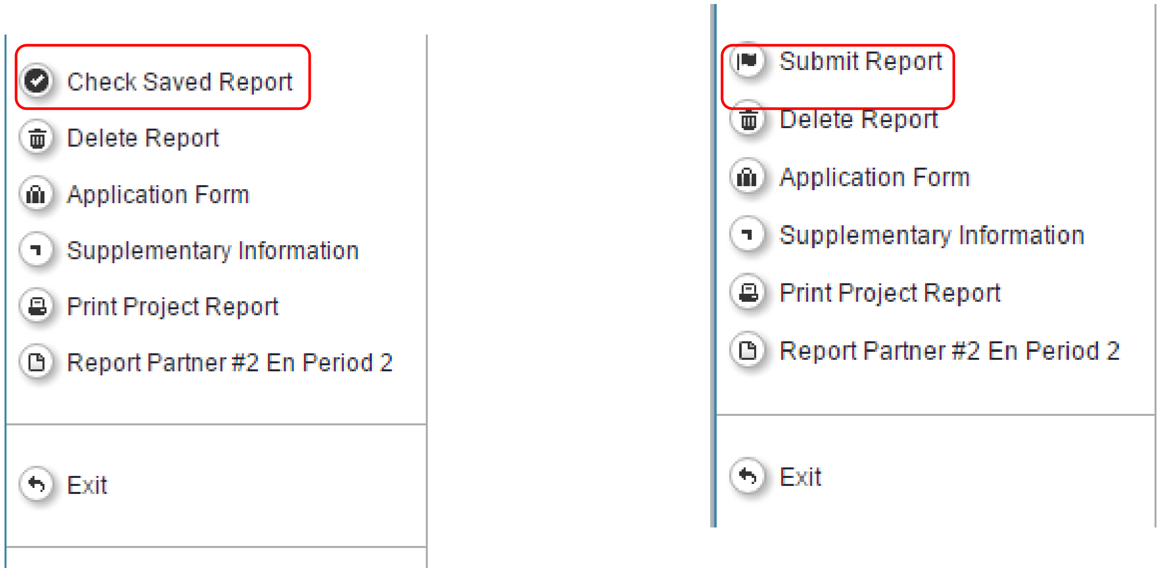


3.3.3. Submission of the Project progress report to the JS

Before submitting Project progress report, saved report needs to be checked by clicking **"Check Saved Report" button** in the left-side main menu.

Once checked and saved, a message of success will appear on the upper right corner. The **"Submit report" button** will appear on the left menu.

Figure 24: Checking and submitting report



The Project progress report is submitted to the JS. The report state is changed from “Report in Progress” into “Report Submitted” and a submission date is displayed in the overview table.

After submission, the Lead partner (LP) can see the report but can’t modify it anymore.

A new Project progress report can be opened once the previous one has been submitted to JS.

4. Help and Technical Support

For any technical difficulties or problems you might experience with the eMS, please contact our programme IT manager at: ma.ems@interreg-croatia-serbia2014-2020.eu

Last updated: 20/6/2017