Interreg - IPA CBC
Croatia - Serbia

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

2nd Call for Proposals (2nd CfP)

Guide on filling in Project Progress report

March 2021

Contents

1. Introduction

This document is an additional guide on filling in Project Progress report for Project Partners (PP) and especially Lead Partners (LP) and should be used together with relevant sections of Project Implementation Manual (PIM) for projects within the 2nd Call for Proposals of Interreg IPA Cross-border Cooperation Programme Croatia - Serbia 2014-2020.

IMPORTANT!

To enable LP to fill in all relevant information in the project progress report, PPs must also pay special attention to the quality of the narrative part of the partner report (summary of activities, report on outputs and deliverables, target groups and work packages).

Report with blank parts should not be submitted (blank boxes without text), e.g. if an activity has not started, please enter “n/a”.

2. Highlights Of Main Achievements

This section represents the summary of the progress achieved in the reporting period. It should be precise, interesting and understandable for non-experts or persons not involved in day-to-day project implementation. Particular attention should be paid to the quality of the text in English language and information provided.

The focus of the reporting is on the overall progress of the Project as a whole, therefore, particular achievements of each PP should be avoided, as well as simply copy-pasting information from the Partner Reports.

Content of this section should be consistent with other descriptions in individual workpackages (WPs) and related activities. It should cover the main content-related activities carried out, the outputs delivered, and the project specific objectives reached so far. The summary should not contain information on project management issues (e.g. delays, low performance of certain PPs, etc.) as this should be described in “*Problems and solutions found*”.

When reporting about main achievements, it is important to include: quantified cumulative data per reporting period (i.e. total number of events, total number of participants at all events, number of project team meetings, workshops attended, number of media appearances, articles etc.), timeframe for each activity within the reporting period, review of communication activities and general information on how visibility of the project and Programme was ensured during the reporting period. Abbreviations should be avoided or explained and neither work packages, activities, deliverables, nor project partners should be mentioned (e.g. A.M.1 Start-up activities). Only the Project's achievements should be highlighted.

Please note that the following should be avoided: repetition of information about project goals, intentions, imperatives etc., names of the persons involved in a specific activity, names of hotels where an activity took place, names of providers for certain purchases, names of experts engaged for delivering education, who delivered a presentation, information about what you were doing on project meetings, trainings, what was discussed, etc.

3. Problems And Solutions Found

Overview of the main problems, deviations and/or delays encountered in the reporting period as well as required modifications in project implementation compared to the approved Application should be reported in this part of the report (e.g. Covid-19 pandemic that led to unperformed, initially planned activities and unachieved deliverables). Description of planned or applied solutions / measures to the reported problems should be provided in this section (e.g. „with additional efforts of project staff, delayed[1] activity will take place in the upcoming period of implementation").

This section should provide a summary of the problems encountered in the reporting period, therefore a similar style of writing to the section *Highlights of Main Achievements* should be applied. More detailed descriptions of problems, deviations, delays and modifications should be provided in the Work packages part of the report.

This section should offer brief overview of main problems and solutions found during the project implementation. Short or general reference to a problem and solution should be given in this section while the specific details should be explained in relevant WP, within the section "Please describe and justify any problems and deviations including delays from the work plan presented in the Application and the solutions found". Not every minor challenge that partnership faced during the implementation should be mentioned in this section, only a short overview of main problems/challenges and solutions found should be given, in relation to achievement of project outputs/activities/deliverables, disruptions in spending profile, changes in partnership and other relevant factors that impacted overall implementation, etc.

[1] Please bear in mind that the activity/deliverable can be described as postponed only if previously aproved as such by JS project manager through modification process. Othervise, the activitity/deliverable must be described as delayed.

When reporting problems and deviations in certain reporting period, it is very important to pay special attention to the financial indicators, i.e. difference between planned amount for a particular reporting period (from budget in application) and amount actually spent and reported in the specific reporting period. If the difference is significant (less than 80% of the planned budget per reporting period is spent/declared, it is necessary to provide explanation on discrepancies stating what caused it and when it will be compensated (information on planned project budget per period can be found in section tab Project Budget Overview> Project Budget Overview Partner Period in the application in eMS).

4. List Of Partner Flc Certificates

It is necessary to include all FLC certificates for the reporting period to which the Project Progress Report refers. In some cases, FLC certificates from other periods could be available in eMS as well. Please note that, prior to submitting the Project Progress Report to JS, all FLC certificates from all Project Partners only for the current reporting period should be selected.

If all available FLC certificates for certain period are not shown in eMS, LP has to delete Project Progress Report (please see PIM, section 3.1.2.) and create a new Project Progress Report.

5. Project Specific Objectives

A progress towards the Project Specific Objectives as defined in the application should be indicated. The stated level of achievement should be cumulative (from the beginning of the project to the end of the reporting period of the project report). However, only the achievements accomplished during reporting period of that particular project report should be described in the explanation (Description) for each Project Specific Objective. Indicated level of achievement should be realistic and justified by appropriate progress made in related project activities.

6. Target Groups Reached

In this section eMS automatically displays the categories of target groups selected in the Application.
Please note that the categories of target groups reported should be in line with the categories of target groups envisaged in Application.

Within the column „Target Groups Reached Current Report“, LP should indicate number of individuals (only in the case of the target group General Public or target group Other) or institutions (in the case of all other categories of target groups) reached in the reporting period.

In “Source of Verification” column the name of the document and the exact location of the document (i.e. evidence) must be indicated for each of the target groups reached within current report – e.g. general attachment section of the PP2 Partner report or PP2 List of expenditure attachments (including the number of expenditure) or LP Partner report D.T1.1.1 - Deliverable Attachments.

For target group General public, evidence should be uploaded in a MS Word / PDF document containing screenshots of the social media statistics, website analytics, statements and / or reports indicating the of number of general public (the number of people) reached by the media (including social media) or the newspaper circulation. The document should also contain the links and screenshots of the published articles. Reported values must be supported by the clear numbering and logic.

For other target groups, the evidence should be in line with the List of communication indicators.

In the “Description of Target Group” column, it should be indicated to which institutions reported value refers and provided explanation regarding involvement of that particular target group (e.g. was it a seminar, media appearance, workshop, newsletter, web, radio or TV announcement, etc.).

General remarks:

• Project partners must not be counted as a target group as they are direct beneficiaries of the project,

• The same institutions and individuals must not be reported under different categories,

• The same institutions and individuals may not be reported in more than one reporting period,

• The same individuals that are reported (counted) in the project output contributing to Programme output indicator must not be reported in the target groups,

• The same institutions that are reported (counted) in the Project output contributing to Programme output indicator must not be reported in the target groups.

7. Horizontal Principles

Project contribution to each of the three Programme’s horizontal principles in the reporting period should be indicated and explained. If there was no contribution to the horizontal principles (e.g. due to the COVID

19 pandemic most of the activities were postponed to the next period) then the contribution „less than planned„ should be indicated and the reasons should be stated under Description section. If the contribution to the horizontal principles is more than planned (e.g. number of participants shows higher involvement of women and vulnerable groups etc.) then additional positive effects contribution may be indicated.

8. Workpackages

These additional instructions are relevant for all WPs, except WP Preparation – WP Preparation doesn't have to be filled in.

IMPORTANT!

Report with blank parts should not be submitted (blank boxes without text), e.g. if an activity has not started, please enter “n/a”.

In the section “Please describe the progress in implementing activities…” it is necessary to clearly describe the summary of planned activities, ongoing activities and those implemented within the reporting period. A clear and detailed description of each partner's involvement and achieved project outcomes and results should be added.

The main problems and solutions experienced during project implementation, that are only listed or generally reported in the section “Problems and solutions found” have to be explained in detail in relevant WP, within the section “Please describe and justify any problems and deviations including delays from the work plan presented in the Application and the solutions found”
For every delayed activity/deliverable a short explanation about when is it expected to be achieved, must be given within this section too.
The examples of the problems reported in this section may be: problems in achievement of project outputs/activities/deliverables, disruptions in spending profile, changes in partnership changes/problems noticed during implementation of the activities, delay of the activities and/or deliverables for later periods, problems in the public procurement process, modification of the budget, the consequences that occurred or could occur due to the problems, etc.

It is necessary to mark the implementation status of each workpackage - WP status. If the status of at least one activity or deliverable is marked as Behind schedule, a WP status should also be marked as Behind schedule.

In the section "Please provide a brief qualitative explanation on progress made in view of each deliverable", LP should indicate the status of each activity and deliverable in relation to what was planned in the application:

- Not started - activity/deliverable should not have started according to the Timeline within the last approved version of the application
- Behind schedule - there is a delay compared to the last approved version of the application
- Proceeding according to work plan – activity/deliverable is proceeding according to the timeline from the last approved version of the application
- Completed/Completed and achieved as planned – activity/deliverable was completed according to the timeline from the last approved version of the application.

In the section "Description of the progress in achieving deliverable", brief description of the progress of the deliverable (except when it is in the *not started* status) should be filled in. The status must be in accordance with the explanation (it cannot be marked without anything written in description and vice versa). If the status is marked as Behind schedule, LP should briefly state the reasons for the delay and when the deliverable will be achieved.

If evidence of the relevant deliverable's achievement is provided in any of the partner reports, LP should state the exact location of the evidence (in the same way as described in the Target groups section). If the evidence of the deliverable's achievement has not been previously attached in eMS, it should be submitted in the Deliverable Evidence section. Please note that only one document per deliverable should be attached (therefore, in case of several documents, they should be compressed in a Zip folder).

If relevant activity had been completed in previous reporting periods, a description of the activity in the subsequent reporting periods must include an indication of the period in which the activity had been completed.

In cases the budget will not be able to be spent on the activities planned in the Application, the information on how the budget will be spent should be entered in section "Please describe and justify any problems and deviations including delays from the work plan presented in the Application and the solutions found".

9. Project main outputs (applicable to WP Implementation and WP Investment)

In the part "Achieved In This Report", for each project output, a value achieved in the respective reporting period should be stated. However, for those project outputs whose Main Output Quantification Target is zero, the reported value should always be zero.

If a certain achievement (either partially or completely) for the project output in the reporting period is reported, an appropriate evidence should be submitted in the Attachment column in accordance with Annex 5 - Reporting on achievement of project outputs of the PIM. Furthermore, for each reported achievement of a project output, an appropriate evidence, as well as a brief description of the achieved (part of) project output should be provided in the section “Outputs” within “Supplementary information”.

Within brief description of the achieved (part of) project output the terminology of the relevant Programme output indicator must be used. For example, all elements of Programme output indicator should be addressed when describing achievement of project output.

There are several examples of the elements that **must** be addressed when describing the achievement of project output and their contribution to Programme output indicator:

Example #1:
For Programme output indicator *Number of cross-border clusters or networks or other collaborative schemes including entrepreneurs established or improved*, the description of the reported project output must provide the following information:
- Is collaborative scheme established or improved?
- Is collaborative scheme a CBC cluster or network?
- Which sector/field/industry does the cluster/network cover (e.g. IT, agriculture, metal, plastic…)?
- Does a collaborative scheme include entrepreneurs?

Example #2:
For Programme output indicator *Number of jointly developed and/or implemented tools and services that enable better quality of health and/or social care services*, description of the reported project output must provide the following information:
- Did partners implement a service or a tool?
- Did they develop and/or implement it?
- What kind of service is developed/implemented (e.g. providing care to persons with disabilities and/or elderly (e.g. day centre, workshops etc.), diagnostic services on sleep disorders etc.)?
- What kind of tool is developed/implemented? What is the purpose of the developed/implemented tool (e.g. mobile application for monitoring changes in skin, application for monitoring allergens, etc.)?

Example #3:
For Programme output indicator *Number of joint tourism offers/products developed and/or implemented and promoted*, description of the reported project output must provide the following information:
- Did partners implement a tourism offer or a product?
- What kind of service is developed/implemented (e.g. thematic route, joint promotional event…)?

- What kind of product is developed/implemented (e.g. mobile application, interactive map, etc.) and what is the purpose of this product?
- How was the tourism offer/product promoted?

Example #4:
For Programme output indicator *Number of tourism supporting facilities and/or tourism infrastructure developed and/or improved*, description of the reported project output must provide the following information:
- Does the project output refer to a tourism supporting facility or tourism infrastructure?
- Did the partners develop or improve it?
- What kind of facility is developed/improved (e.g. visitor center, thematic showroom, information point office, etc.)?
- What kind of infrastructure is developed/improved (e.g. walking path, cycle route, etc.)?

Example #5:
For Programme output indicator *Number of laboratories and/or competence centres jointly used by the entrepreneurs developed or improved*, description of the reported project output must provide the following information:
- Does the project output refer to a laboratory or a competence center?
- Is it developed or improved?
- What kind of laboratory is developed or improved (e.g. laboratory for analysis of products of aromatic and medical herbs, UX (user experience) laboratory, etc.)?
- What kind of competence center is developed or improved or what kind of services it provides (e.g. business competence center, training and educational competence center, etc.)?
- Is laboratory/competence center jointly used by entrepreneurs and how?

IMPORTANT!

Annex 5 of PIM **MUST** be consulted when preparing evidence for project output achievement!

Under the "Level of Achievement" part, status of achievement for all project outputs in relation to what is planned in the latest approved version of the application should be indicated. It should be noted that the selected level of achievement for a project output must be cumulative, while the reported achieved value for each project output should indicate only the achievement in the respective reporting period.

If the level of achievement for a project output is *Behind schedule*, LP should provide explanation under the relevant work package (in the "Please describe and justify any problems and deviations…" section) why it is delayed and when the unfulfilled target value of the project output will be achieved. It is also recommended to explain reasons for the delay in the description of the respective activity / deliverable which contributes to the achievement of this output.

An example for project output level of achievement: if a planned delivery month for project output is January 2021, report for the period October 2020 - March 2021 is being prepared, and the project output has not been achieved in that period (activities are still ongoing after the end date of report in question), the level of achievement must be marked as behind schedule (not proceeding according to work plan).

10. Communication objectives (applicable to WP Communication)

A progress towards the Communication Objectives as defined in the application should be indicated. The stated level of achievement should be cumulative (from the beginning of the project to the end of the reporting period of the project report). However, only the achievements accomplished during reporting period of that particular project report should be described in the explanation (Description) for each Communication Objective.

In accordance with the Programme Communication Strategy, all projects should monitor and report on the number of conducted educations / trainings, satisfaction of participants in educations / trainings through Evaluation form (Evaluation form is available as Annex 1 of Programme Visibility Guidelines 2.0).

An explanation under section "Please describe the progress in achieving deliverable in this reporting period" should be provided, and evidence should be provided in Deliverable Evidence for educations / trainings and similar events for each Deliverable under respective Activity (Targeted events and Public Events) in WP Communication.

Each document uploaded to the Project Progress Report should comply with the provisions of the Programme communications rules, i.e. the provisions of the Programme Visibility Guidelines (applicable to all documents / evidence throughout different sections of report).

Website / social media have to be regularly updated and should comply with Programme Visibility Guidelines. An example of uploaded evidence can be a print screen of the last post on a specific page or social media profile (with included obligatory visibility elements). A list of minimum requirements for website / social media is given in sections WEBSITE and SOCIAL MEDIA of the Programme Visibility Guidelines.

When submitting evidence of the publication of articles on portals and social media, a “print screen” of the published article should be submitted in a MS Word or PDF document (not only links to published articles).

11. General instruction on submission of evidence in the partner / project progress reports

Each document uploaded in the Partner / Project Progress Report as an evidence for the achievement of Project outputs / activities / deliverables / target groups must comply with the provisions of the Programme rules for communication and publicity, i.e., with the provisions laid out in the Programme Visibility Guidelines document.

Therefore, the advice is to upload as few documents / evidence for a particular Project output / activity / deliverable as possible, i.e. only the most necessary and relevant documents that show the achievement of a relevant project output, activity or deliverable (the excessive number of documents uploaded in eMS should be avoided).

Photographs of equipment purchased in a reporting period should be submitted (in line with quantities and description of the relevant budget line). Equipment should be put into use - which means that it is unpacked, labelled with visibility elements according to the Visibility Guidelines and ready to use (e.g., photo of a powered computer with operating system and office application installed). If more than one item of identical equipment has been purchased, photos of all items must be uploaded (e.g., if three laptops are purchased, single photo of all three laptops labelled with appropriate visibility elements must be uploaded).

IMPORTANT!

If the activities / deliverables / target groups evidence is already uploaded within the Partner Report, it should not be uploaded again in the Project Progress Report. Lead Partner should only indicate under relevant activity / deliverable / target group of the Project Progress Report the exact location of the uploaded evidence in the Partner Report.

This is not applicable for evidence for the achievement of Project outputs as they should always be uploaded in the relevant Project progress report.

In Project Progress Report, when indicating exact location of the evidence already uploaded in the Partner Report all relevant information should be provided, such as name of Project Partner / abbreviation of the Project Partner role, number of Partner Report and section of the Partner Report (e.g. *Deliverable evidence Minutes of the meeting is available under the LP 2nd Partner Report D.M.3.1 section – Deliverable Attachments*).

As a general principle, all applicable evidences should be uploaded in Partner Report (except evidence for Project outputs). However, in case the evidence is not submitted in the Partner Report, or evidence which is uploaded in the Partner Report is not compliant with the provisions of the Visibility Guidelines, adequate evidence should be submitted in the Project Report under the appropriate activity / deliverable / target group.

11.1. Instructions for proper labelling of documents uploaded in the eMS as evidences

- Title of the uploaded document must clearly indicate content of that document (e.g. Minutes of the 1st Project Meeting);
- In the title of the uploaded document, please avoid special characters, such as Č, Ć, Š, Đ, Dž and Ž, due to possible problems with opening documents;
- The title of the uploaded document should not be too long in order to avoid possible problems with opening the document;
- Before uploading documents in the eMS, be sure to check the readability and integrity of the scanned documents (e.g. if all pages are properly scanned);
- Please highlight the relevant information in the text of the uploaded document if it is possible (e.g. in particularly long documents when relevant information is hard to find, such as technical / project documentation for works);
- In case that multiple photographs of equipment need to be uploaded as evidence, please insert them in one word / pdf document and properly annotate each photo;
- Size of the individual file uploaded in the eMS is limited to 10MB. There is no limit of the number of files that can be uploaded in relevant field, but if there are more than 5 files to be uploaded as evidence, please upload them together in compressed format (e.g. .zip file);
- Acceptable formats of supporting documents are: 7z, jpg, png, doc, docx, pdf, xls, xlsx, ppt, pptx, rar, zip.

12. General instruction for projects containing investments (works)

If the implementation of investment works is in progress, the Report (section „WP Investment > Please describe the progress in achieving deliverable in this reporting period“) has to contain a brief description of the status of those works, i.e. have the works started according to the plan and what has been done so far (e.g. preparatory works, building of foundations, bottom plate, part of the walls of the first floor, etc. - all of which has to be in line with the individual construction phases).

Descriptions of the relevant activities / deliverables have to contain references to the specific locations of the evidence (e.g. evidence can be found in LP Partner Progress Report 3, Deliverable D.T1.1.1, or in the LP Partner Progress Report 3, section Attachments, or in the LP Partner Progress Report 3, section List of expenditure, item 1.7).

If the planned investment works are in delay, explanation should be provided why a delay occurred and what measures are / will be implemented to compensate the delay. The explanation has to be provided in the section “Problems and solutions found” within the Report (and in the section Please describe and justify any problems and deviations including delays from the work plan presented in the Application and the solutions found within the relevant Work Package as well).

The progress of investment works by specific Reporting Period has to be documented with relevant photos. At least one photo has to clearly show that the construction site is equipped with a temporary billboard containing all the required visibility elements (according to the Programme Visibility Guidelines), if applicable.

After the investment works have been completed and / or after the related project output has been achieved, the PP / LP have to upload photos which clearly show the final status of the investment works. Photos have to clearly show the key elements of particular investment works, as it is defined in the Application or in the supporting documents delivered in the process of budget optimisation (e.g. the original project design). If the investment works consists of, for example, landscaping of the park with the key elements of the investment such as: levelling the terrain, planting horticulture, constructing gazebo, placing of tables / benches, building paths, building pedestrian crossing with signalization - photos containing all these elements should be uploaded in relevant report.