F A C T S H E E T

Interreg IPA CBC
Italy–Albania–Montenegro Programme

PROGRAMME MANUAL

4.2 ANNEX 1 - eMS User Manual – Reporting procedures - ONLY FOR SMALL SCALE PROJECTS

Current version	01.1
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REGIONE PUGLIA

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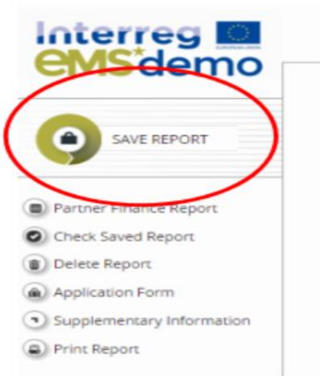
1.1 PARTNER REPORT

1.1.1 General Information & preliminary activities

Once a project is set to the status "contracted" in eMS, the reporting section becomes available only to Lead Partner (LP). When accessing the project, you are automatically directed to the reporting overview section. All partner reports need to be created for reporting periods as defined in the application form. A new partner report can be created once the previous one has been submitted.

It is currently not possible for the partner to open more than one report at the same time.

Please always remember to press "SAVE REPORT" before leaving a section!



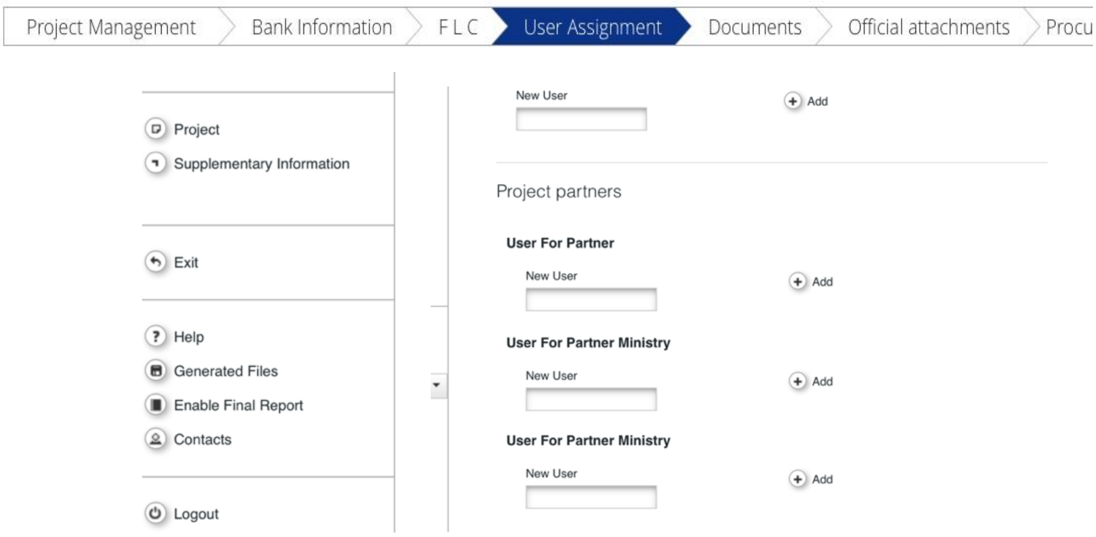
1.1.2 Assigning new users account for reporting (for LP and PPs).

LP can decide to have only one user account for its reporting activities or to add more than one. For the LP, a user is assigned by default, who is the so-called Lead Partner user.

It is possible to assign additional users to the LP institution that will then have access to the reporting of the LP as well as to the joint progress report.

Before assigning a new user, the person in charge needs to be registered into the eMS platform (see procedures on "User manual_v.0.2" uploaded on eMS login page). After that, LP has to insert "username" used for registration, in the section "Supplementary information/User assignment" section. This procedure in valid also for Project Partner (PP) user assignment.

This user(s) will then have access rights to the partner report of the PP they are assigned to.

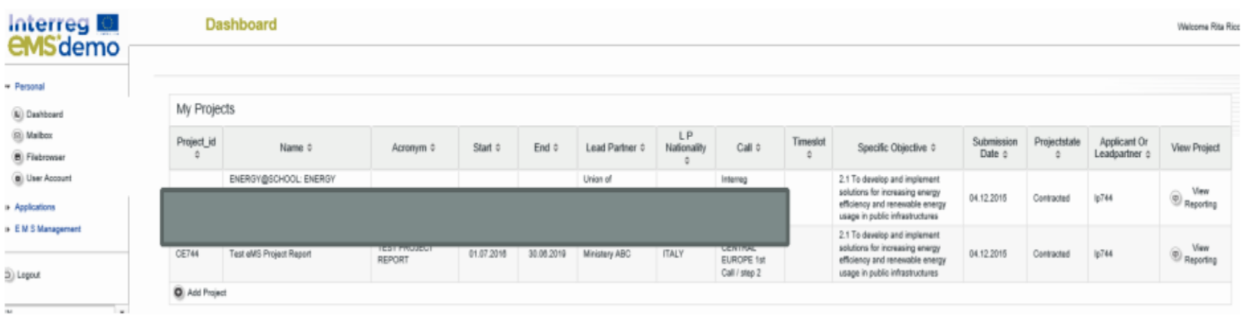


IMPORTANT!!

Please remember to fill-in all the information required in the "supplementary information" section, especially the tab "Bank account".

1.1.3 Partner Report generation

After the log-in, select the project from the overview table and open it by clicking on "viewreporting".

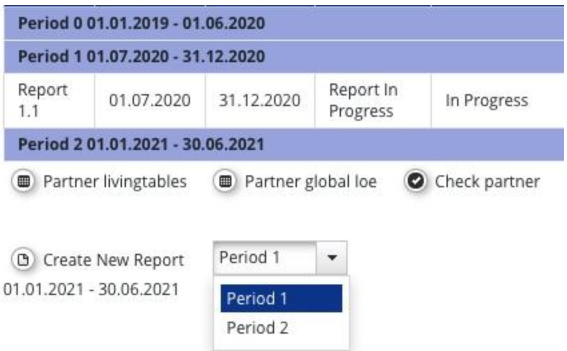


If a user has multiple roles in the project (**e.g. LP = Lead Partner; PP = Project Partner**), it is necessary to select the role from the dropdown menu at the top of the interface called "Select role".

Note:

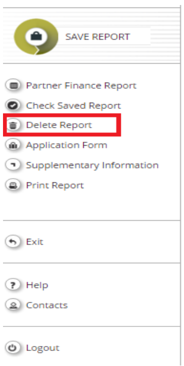
- **For filling in the partner report, make sure that the correct role is selected: "PP"**
- **Lead Partners must create their own partner reports as 'PP', not as 'LP'. The LP role is exclusively for creating 'Project reports'. (for more detail see section "Project reports")**

Please note that only the periods for which the report can be generated are listed; <u>partners have to generate only 1 report per period; eMs also gives the possibility to generate max 2 Partner Reports per Period (allowed only after authorization or formal request by the MA/JS).</u>



<u>It is possible to delete a partner progress report as long as it is not submitted.</u>

In order to delete the report, please click on '**Delete report'** in the report menu to the left. All users assigned to the partner are able to create and to delete a partner report.



1.1.4 Filling-in the partner report

Partner reports consist of several sections (i.e. ‘Partner report’, ‘List of expenditure’, Contribution and forecast’ and ‘Attachments’), each of which must be filled with information.

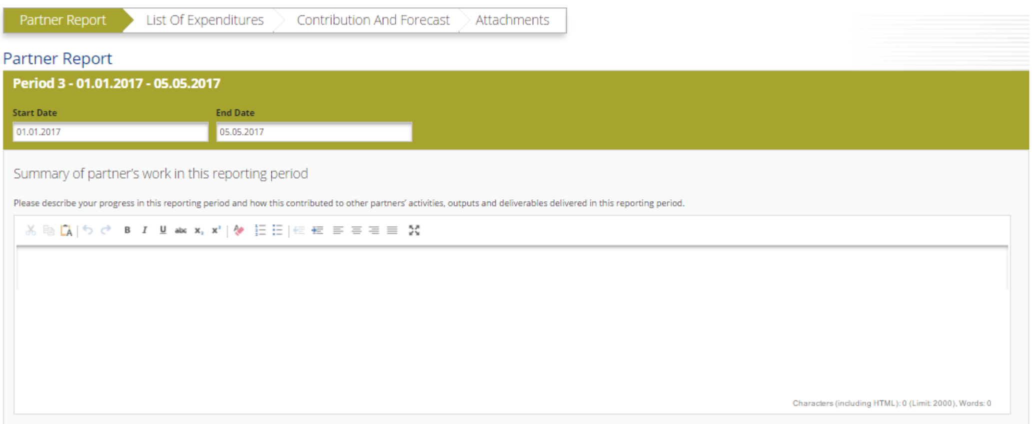
A. Partner report Tab

The ‘Partner report’ section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting per Work Package.

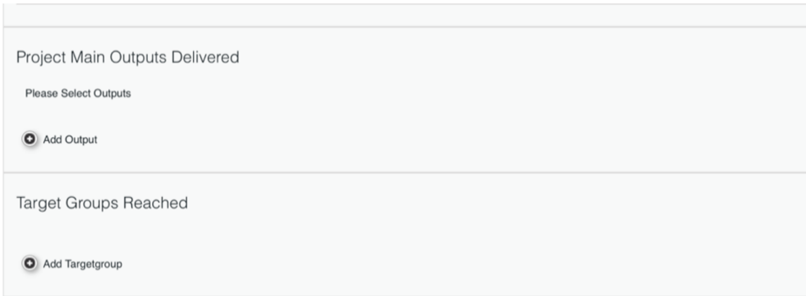
This section asks you to describe activities during the reporting period (‘Summary of partner’s work in this reporting period’).

To provide information on specific outputs, please select each applicable output from a drop-down which lists all outputs included in the AF. It is possible to upload documents for each output under ‘Output evidence’.

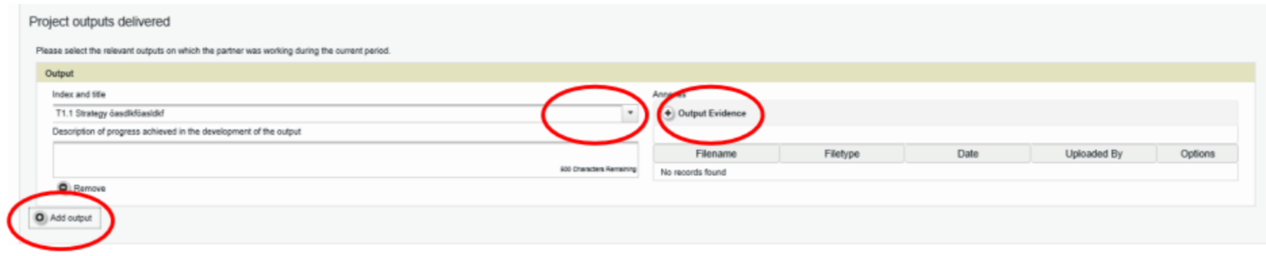
ATTENTION! Avoid overlapping of documents to be uploaded. Therefore, do not attach here documents that will be already attached in the list of expenditure section. If any, in the description write where they have been uploaded



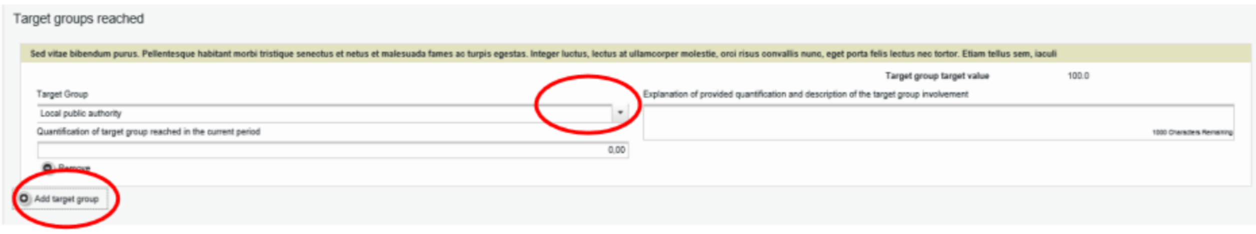
Provide information on the development of outputs by clicking on “Add output” and then selecting the relevant output from the drop-down menu (outputs as defined in the AF).



Insert information in the description text box; output evidence can be directly uploaded here.



Provide information on the target groups reached by clicking on “Add target group” and then selecting the relevant target group from the drop-down menu (target groups as defined in the AF). Quantify the reached target group (the target as defined in the AF is displayed) and insert explanations in the description text box.

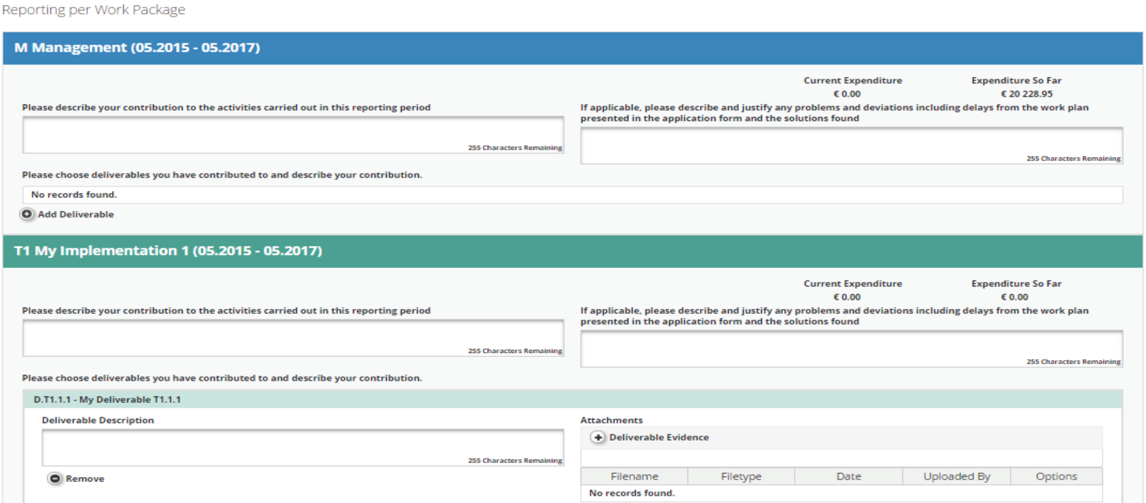


Below you can report on individual work packages. The list of work packages depends on the work packages included in the approved application form. The example report shown below has the work package management and one implementation work package. You will see all work packages, even if you have not been assigned to a work package in the AF.

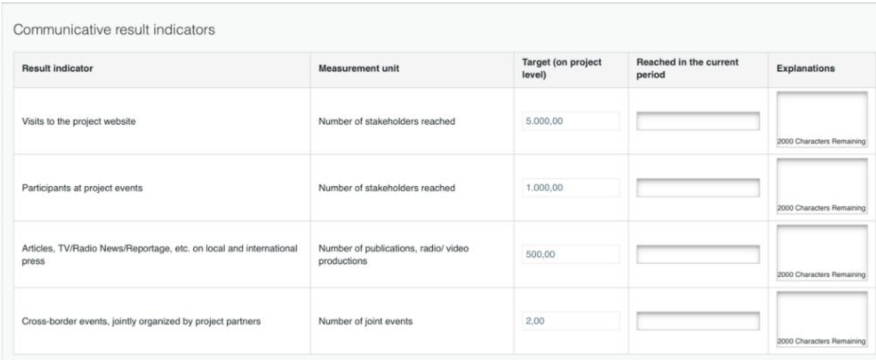
Reports of individual work packages should contain descriptions of activities, problems (if any) and information on individual deliverables with evidence in the form of an attachment.

ATTENTION! Avoid overlapping of documents to be uploaded. According to your AF, do not attach here documents that will be already attached in the list of expenditure section. If any, in the description write where they have been uploaded

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



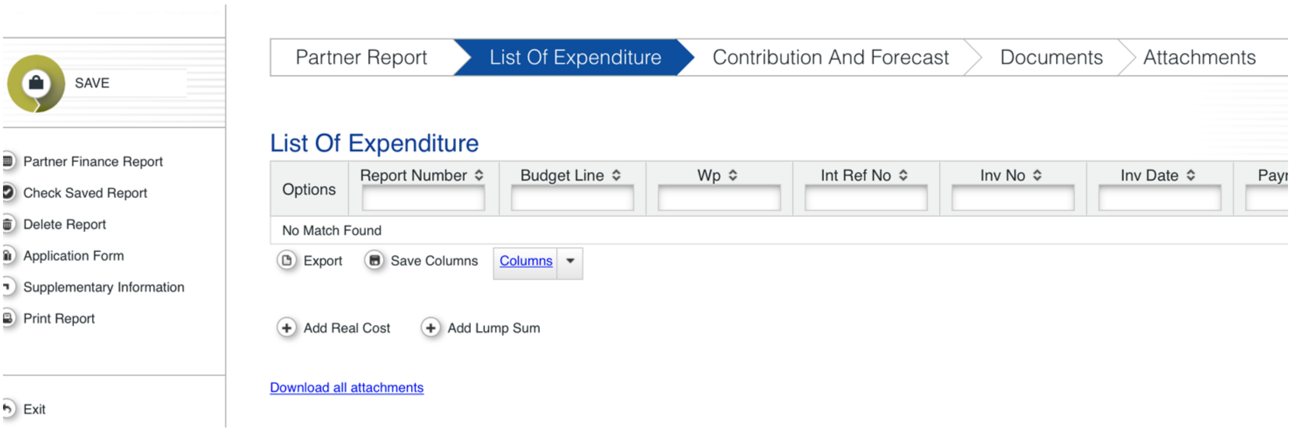
"Communicative Result Indicators" need to be fulfilled according to the AF by each Project Partner (PP) for each reporting period. *(see picture below*).


Communicative result indicators

Result indicator	Measurement unit	Target (on project level)	Reached in the current period	Explanations
Visits to the project website	Number of stakeholders reached	5.000,00		2000 Characters Remaining
Participants at project events	Number of stakeholders reached	1.000,00		2000 Characters Remaining
Articles, TV/Radio News/Reportage, etc. on local and international press	Number of publications, radio/ video productions	500,00		2000 Characters Remaining
Cross-border events, jointly organized by project partners	Number of joint events	2,00		2000 Characters Remaining

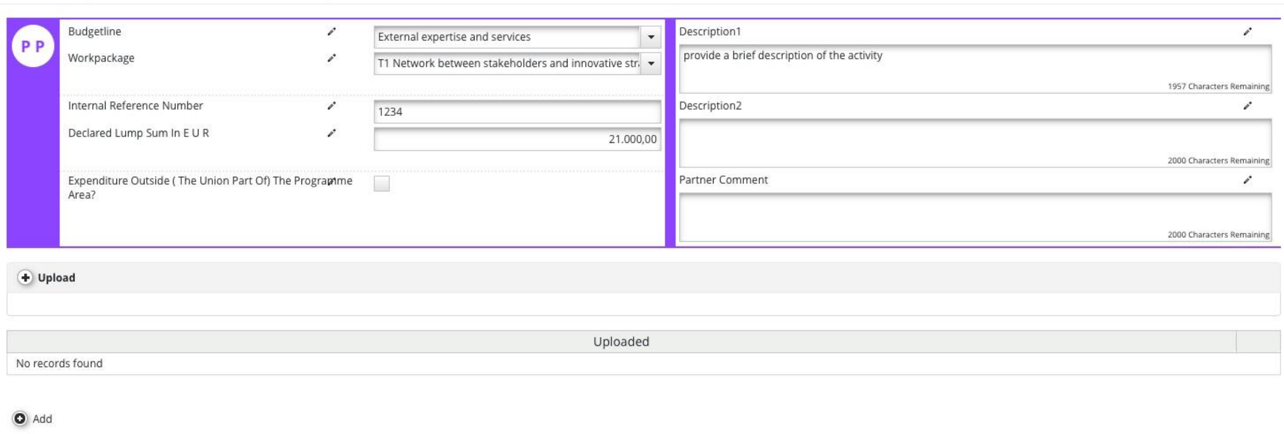
B. List of Expenditure Tab

Financial reporting is done through the List of expenditures (LoE) section.



Please, Select "**Add Lump Sum**" to add a new expenditure.

After clicking on ‘**Add Lump Sum**’ a pop-up appears, and the system asks you to give basic information on the cost item.



Internal reference Number: Please enter this data based on your internal organization registration of costs system, e.g. you could add the number of the record/account office system.
Expenditures outside The Programme area: Flag this box if you are reporting an expenditure incurred outside the programme’s eligible area *(see Programme manual).*
Description 1 or/and 2: Describe shortly the most relevant information related to the reported expenditure,
Partner comment: Optional: only in case of further relevant information not included in the other previous paragraphs;

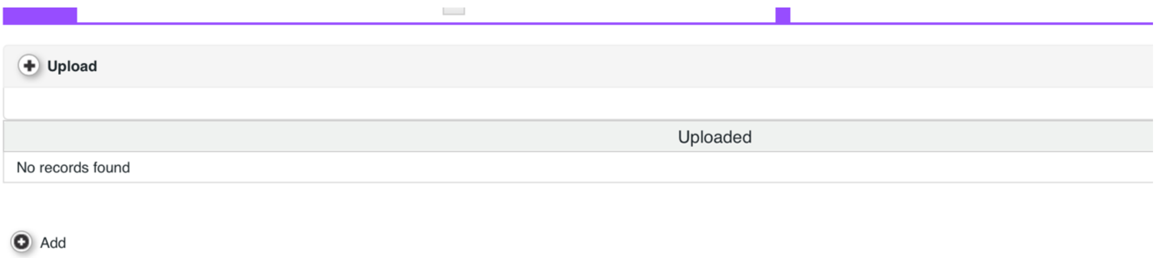
It is possible to upload one or multiple attachments to each of the expenditure items by clicking the ‘Upload’ button. Once a button is clicked, a dialogue box is shown where it is possible to upload different files. It is also possible to download all the attachments related to one expenditure item at once, using ‘download all attachments’ option. To save all information please click “add” button.

As stated in the Factsheet ***4.1 ANNEX 3 – Guidance for Small Scale Projects,*** Event documentation shall be produced and uploaded with each related lump sum and include at least (see Annexes 4.1.3.2/3/4 – Event evaluation, Registration form events, event agenda):

- Documents produced during the preparation of the event: Agenda, invitation, participant lists, event poster, news, publications, studies, etc. A sufficient evidence shall be provided in order to prove to a reasonable extent that the events was well prepared and communicated beforehand.
- Documents produced during the event: Signature lists, photo and video materials, social media and media coverage, etc. A sufficient evidence shall be provided in order to prove to a reasonable extent that the events took place.

- Documents produced after the event: Minutes, Summary, Conference proceedings, meeting evaluation forms filled in, signed memorandum of understanding, etc. A sufficient evidence shall be provided in order to prove to a reasonable extent that the events was followed-up on

All uploaded documents shall be correctly titled using the following coherent name such as ***"YEAR_No OF PARTNER REPORT_BUDGET LINE_WP_DOCUMENT TITLE_DOCUMENT NUMBER"***
In order to facilitate the certification process it is strongly suggested to collect all documents in a unique PDF file per typology (e.g. Event preparation pdf, event implementation pdf, event follow up pdf)

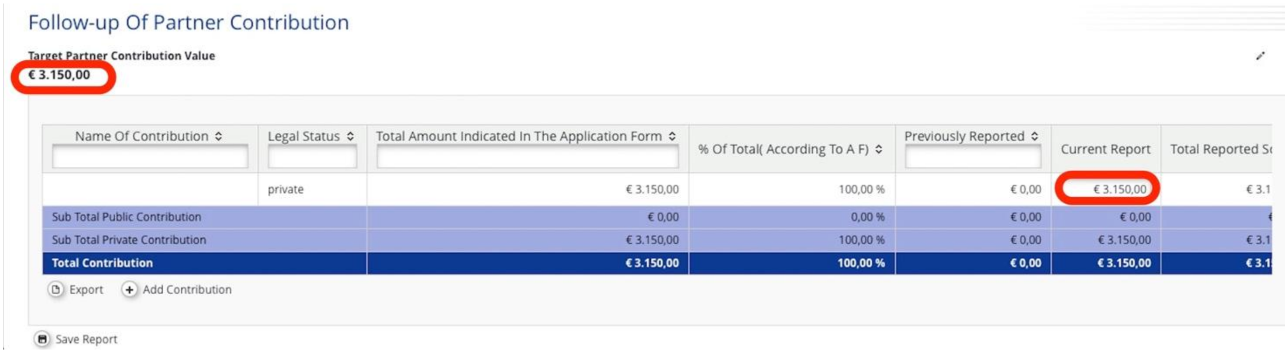


A. Contribution and Forecast

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

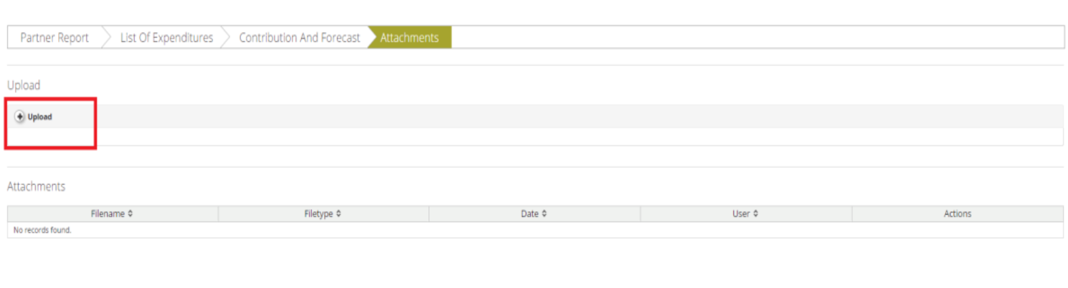
In this section you need to specify the source(s) of partner contribution matching the IPA funds. The eMS gives the partner target amount (i.e. the total contribution calculated by deducting the fund co-financing from total eligible expenditure introduced in the List of Expenditures). The system proposes the same sources of contribution as specified in the application form.

The total value of contribution from all sources needs to match the target value. The exact information on sources of partner contribution is necessary to calculate the total public expenditure at CA level (see picture below).



B. Report Attachments

ATTENTION!: Do not attach here documents; all documents have to be attached in the list of expenditure section.

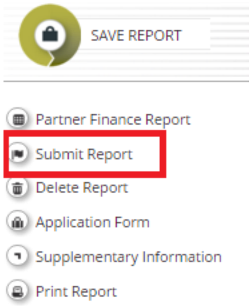


Submitting a Partner Report

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

When clicking on 'Check saved report' a validation plugin is called, where programmes can set different validation rules to make sure that the report follows the programme rules. In case some of the rules are not fulfilled, 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. The 'Checked saved report' button will be replaced with the 'Submit report' button.

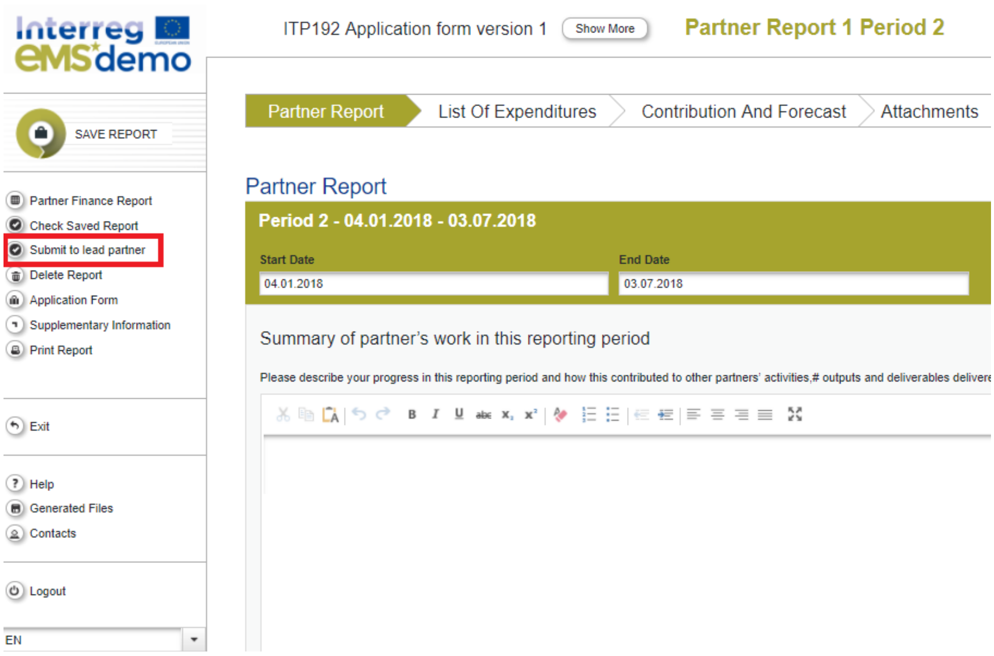


A submitted report is locked and the partner cannot modify it anymore. The partner can see the status of the report on the reporting overview dashboard.
A new partner report can be opened once the previous one has been submitted. It is currently not possible for the partner to open more than one report at the same time.

ATTENTION!: ***After PARTNER REPORT submission, please inform JS by email: js@italy-albania-montenegro.eu***

Submission of partner reports to Lead Partner (in case of no expenditure)

It is possible to generate a zero partner report, which will be submitted directly to the LP. The partner generates a report in the same way as any other partner report and as long as the List of Expenditure remains empty he/she can see a button '**Submit to lead partner'**



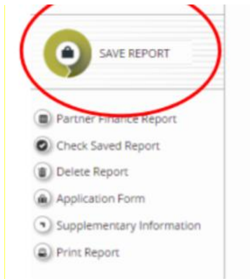
Partner can fill out all the content fields of the report as well as forecast and submit to LP. Submitted partner report is not editable but can be reverted by LP if needed (in case of Mistake). See section 1.2.7 "Reverting Procedure"

1.2 JOINT PROGRESS REPORT

1.2.1 General Information

Once a project is set to the status "contracted" in eMS, the reporting section becomes available and the lead partner (LP) has access to the joint progress report. When accessing the project you are automatically directed to the reporting overview section. Joint progress reports cover activities and expenditure on project level in the respective period. Joint progress reports are created by the lead partner based on partner reports including expenditure previously certified by their national controller. It is not possible to have two joint progress reports open at the same time. A new joint progress report can only be created once the previous has been submitted to the JS.

Please always remember to press "SAVE REPORT" before leaving a section!



1.2.2 Assigning users to a joint progress report

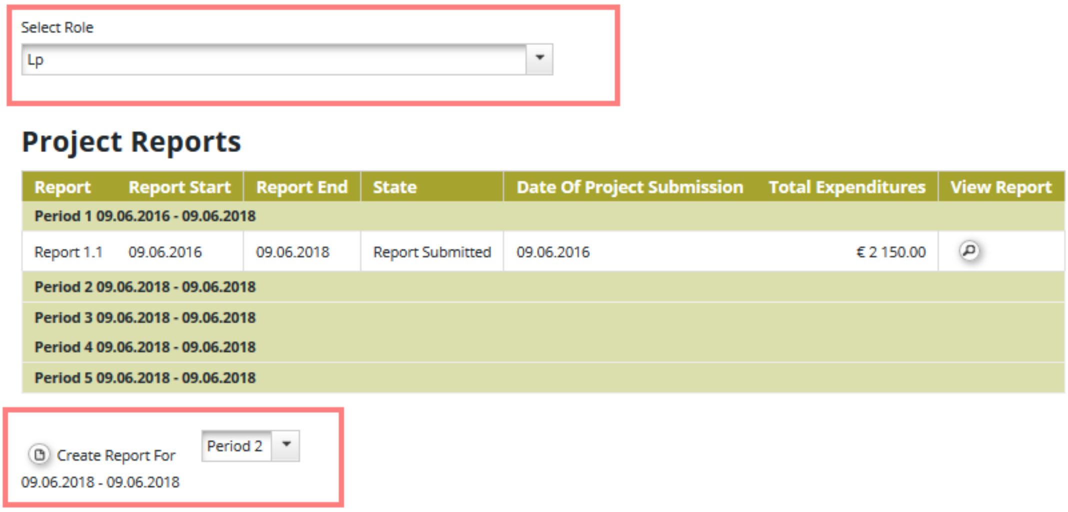
Currently only one user has the lead partner role in eMS and thus access to the joint progress report. This is the user accepted as LP by the JS in the handover procedure. Even if more users are assigned to the LP institution in the section 'Supplementary information/User assignment', they do not have the right to create, edit and/or submit joint progress reports. Such users can only work on the partner reports of the LP institution. It is always possible to see which user is the LP for the project by clicking the 'Show more' button at the top of the project/reporting view.

1.2.3 Generating the Project report (joint progress report)

Only Lead partners can generate and submit project reports.

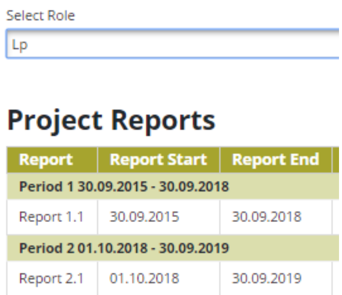
After the project has been contracted, the 'Reports overview' is the default view when accessing the project.

In order to generate a project report, the Lead Partner needs to select the role 'LP' from the role dropdown. Each Lead Partner has two roles to select from 'PP' for creating own partner reports and 'LP'. The LP role allows to see reports of all project partners and to create and submit the project report.



For creating a new project report, you need to click "Create Report For" and select a period for which you wish to create a report. The system redirects you to the project report corresponding to the selected reporting period.

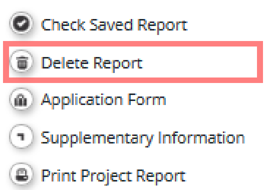
Each project report is given a number which consists of the period number and the report number (*see example below*).



Caution!

It is currently not possible to have two open project reports at the same time. You can open another report only once the previous one has been submitted to the JS.

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



1.2.4 Filling-in a joint progress report

Project reports consist of a financial part and a content part. The financial part is compiled automatically by the system based on available FLC certificates included in the project report by the Lead Partner. The content part of the report needs to be filled out manually by the Lead Partner. It is also possible to upload attachments to a project report.

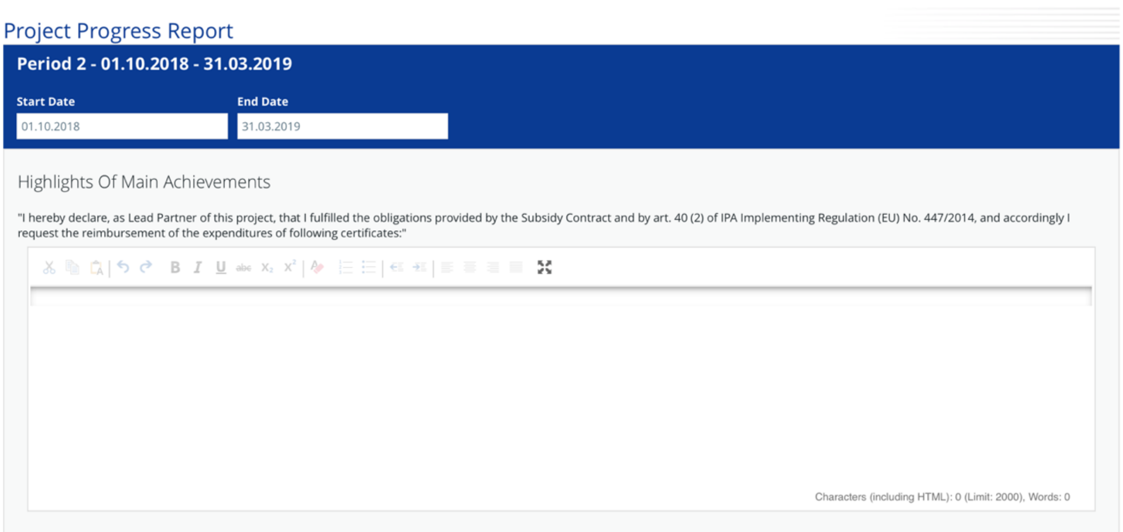
Some parts of the joint progress report depend on the contents of the approved application form (e.g. defined work packages etc.).

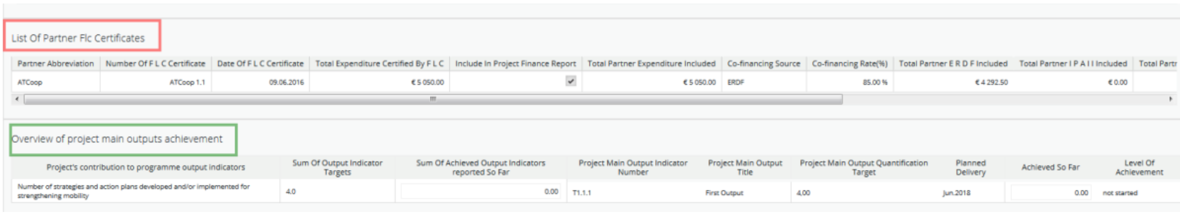
A. Report tab

The ‘Report’ section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting per Work Package.

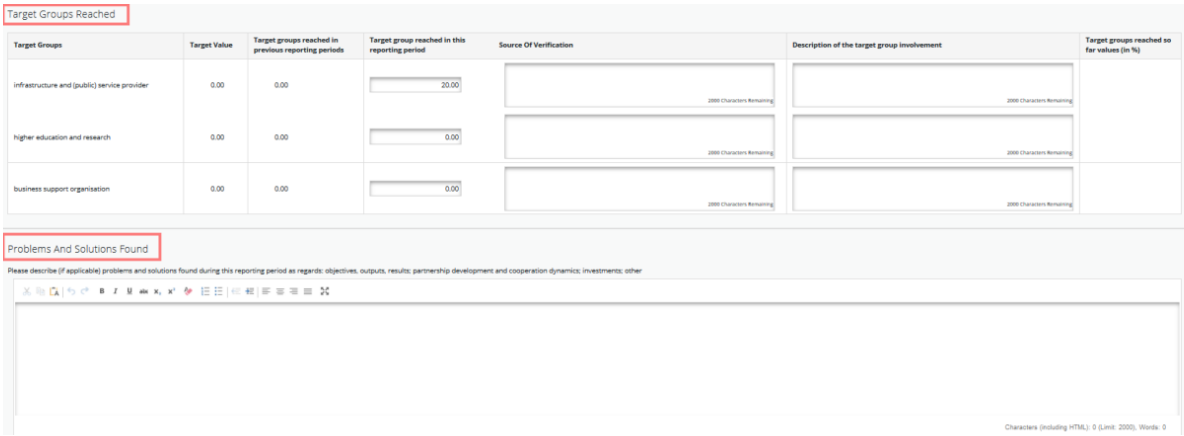
This section first asks you to describe activities during the reporting period (‘Highlights of main achievements’) in this reporting period and to include FLC certificates of project partners.

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

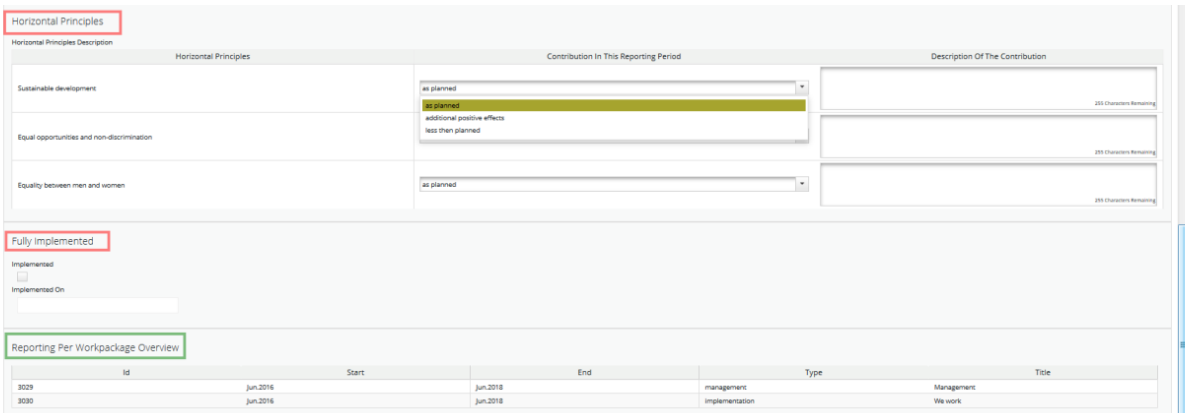




You are then asked to provide information on the target groups reached as well as problems encountered and solutions found.



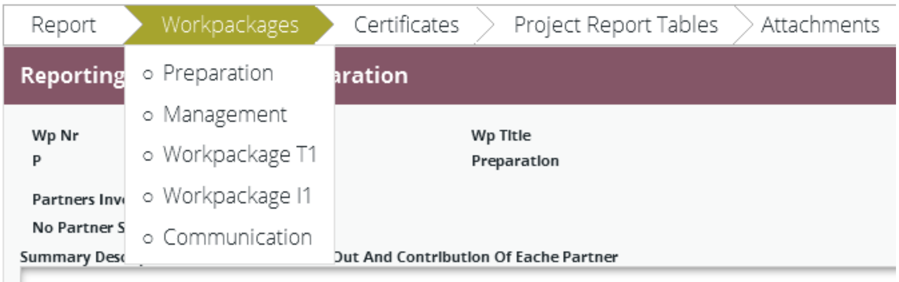
At the bottom you will find an interface to provide information on horizontal principles and a tick box which can be used to indicate that the project has been fully implemented.
The section 'reporting per workpackages overview' can be used to access individual work packages.



B. Work Package tab

Reporting per work package is the second part of the project report.

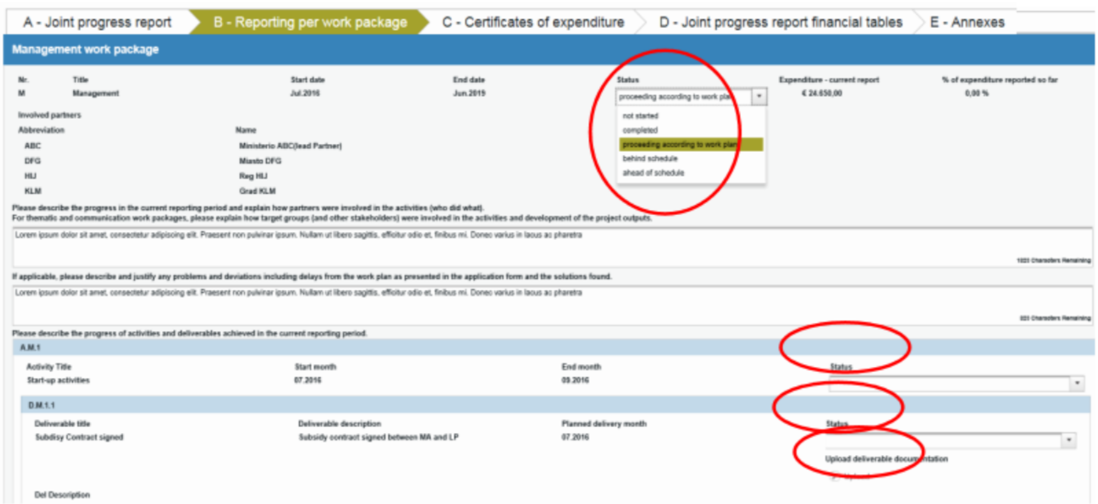
Report sections of individual work packages can be accessed either from the navigation bar ‘Work packages’ or from the table at the bottom of the page under the section ‘Report’.



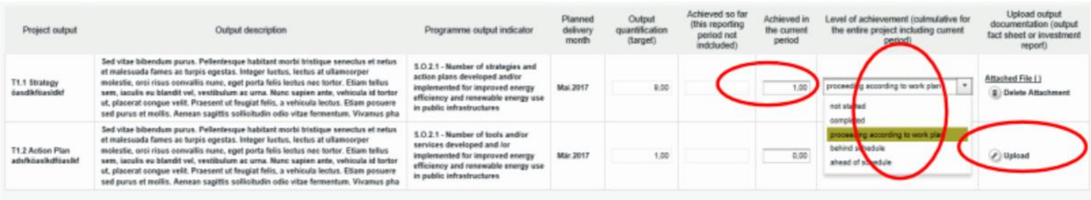
In this section you can describe the implementation of each work package in detail, incl. information on activities carried out and contributions by the project partners as well as information on any problems or deviations from the initial plan.
Here you also provide information on project output indicators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

Information on the work package, activities and deliverables indexes and titles, as well as work package start and end dates are automatically displayed based on the information in the AF. The status of the work package and progress of activities and deliverables has to be selected from the respective drop-down menus.

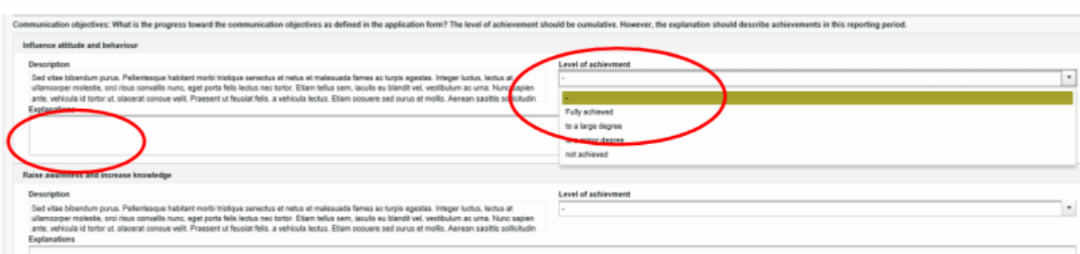
A description on the work package progress and eventual problems and deviations is required. For deliverables explanations on their progress have to be provided and related documentation can be uploaded (obligatory for finalised deliverables).



Within thematic work packages specifications, if foreseen within the AF, reporting on the foreseen outputs is required (quantification, current status, upload of documentation).



For the communication work package information on the level of achievement of the communication objectives (as defined in the AF) and related explanations are required.



ATTENTION!

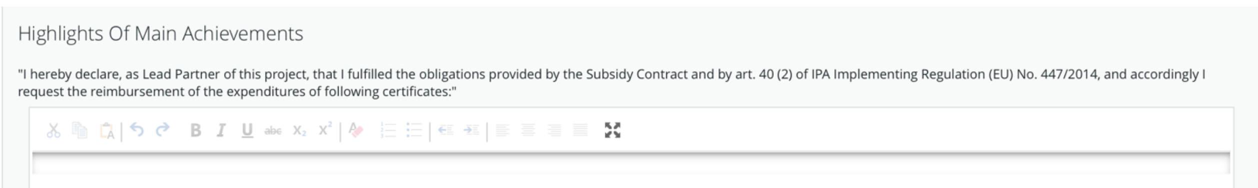
According to the principle that **Output for the lump sum" is not the "Project Output",** the documents to be uploaded in each Joint progress report are related to the global outcome of the project activities, as specified in the application form. Therefore, it is strongly suggested to avoid misunderstanding or duplication of documents uploaded in the list of expenditures, following the list of deliverables/outputs forecasted in the AF and their target values. Then, upload relevant documents only when they are completed, except when requested by JS/MA

Remind to name your files with a certain logic and with a coherent name such as:

"YEAR_JOINT PROGRESS REPORT No.x_BUDGET LINE_WP_DOCUMENT TITLE_DOCUMENT No.y"

C. Adding Certificates to the Project Report

In the Tab "Report" you can read the warning: "*I hereby declare, as Lead Partner of this project, that I fulfilled the obligations provided by the Subsidy Contract and by art. 40 (2) of IPA Implementing Regulation (EU) No. 447/2014, and accordingly I request the reimbursement of the expenditures of following certificates:*"



All available certificates could be included in the current project report.

ATTENTION!

You can decide which of the available certificates to include in the project report under 'Include in project finance report'.

Only the selected certificates will be taken into account for project report.

Certificates, which are not included in one project report, can be included in another project report.

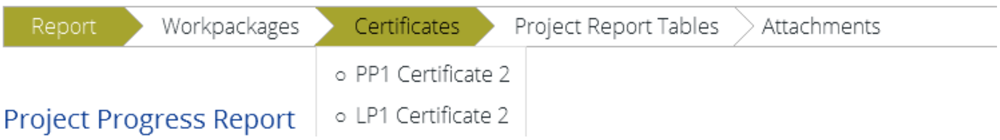
The eMS does not check whether all the certificates included in a project report by the LP refer to the same reporting period. This means that certificates could originate from different reporting periods. It is possible for programmes, however, to add error checks in the validation plugin.

A Project report can be closed also without any certificates.

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	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner E R D F Included
RLP	RLP 1.1	13.05.2016	€ 126 638.99	✔	€ 126 637.78	ERDF	85.00 %	€ 107 642.11
	1.1	13.05.2016	€ 196.79	✔	€ 185.73	ERDF	85.00 %	€ 157.87

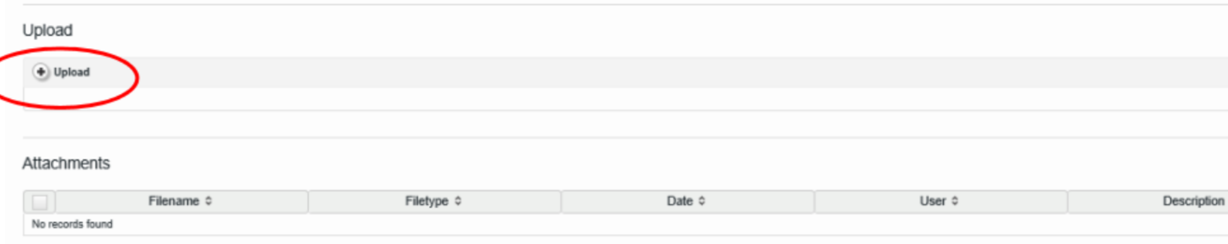
Once the certificates are selected to be added to the project report, they can be accessed from two places in the project report: navigation toolbar tab 'Certificates' or table 'List of Partner Certificates' under 'Reports' tab. Under 'Certificates' only those selected will be visible.



All the certificates of expenditure as selected in section A are listed in section "Certificates" and accessible for checks by the LP. By selecting a certificate of expenditure the related list of expenditures (LoE) is shown and single expenditures can be accessed by clicking on the item in the overview table.

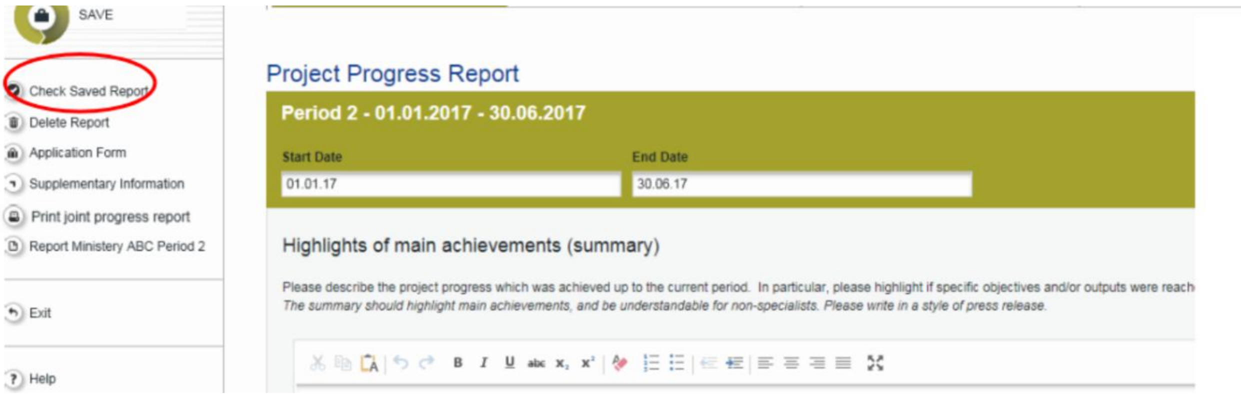
D. Attachment

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



1.2.5 Submitting a joint progress report

From the menu at the left side, the joint progress report needs to be checked before it is submitted to the JS. Only after the check has been successful, the system will allow for the report to be submitted and the 'Checked saved report' button is replaced by the 'Submit report' item in the left menu.



By pressing this button, the joint progress report is automatically submitted to the JS.

A submitted joint progress report is locked and the LP cannot modify it anymore unless the JS re-opens it for amendments during the clarification process. The report state is changed from "Report in progress" into "Report Submitted" and the submission date is displayed in the overview table.

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 05.05.2015 - 05.05.2016						
Report 1.1	05.05.2015	05.05.2016	Report Submitted	25.02.2016	€ 10 261.85	
Period 2 06.05.2016 - 31.12.2016						
Period 3 01.01.2017 - 05.05.2017						

As long as the report is not submitted it can be deleted.

The left menu gives direct access to the AF and the supplementary information section.

The joint progress report can be printed as pdf-document. The pdf file is then available in the "Filebrowser" in the project general menu.

In order to leave the joint progress report and go back to the report overview tables please click on "Exit".
After submission, the Lead Partner can see the report but can't modify it anymore.

A new project report can be opened once the previous one has been submitted to JS. More than one project report can be submitted per period.