

**FACTSHEET**

## 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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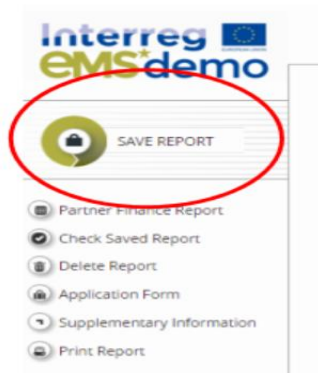
## 1.1 PARTNER REPORT

### 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 is 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.

Project Management > Bank Information > F L C > **User Assignment** > Documents > Official attachments > Procu

Project  
Supplementary Information  
  
Exit  
  
Help  
Generated Files  
Enable Final Report  
Contacts  
  
Logout

New User  + Add  
  
Project partners  
  
User For Partner  
New User  + Add  
  
User For Partner Ministry  
New User  + Add  
  
User For Partner Ministry  
New User  + Add

## 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”.

Interreg EMSdemo Dashboard Welcome Rita Ricci

Personal  
Dashboard  
Mailbox  
Filebrowser  
User Account  
Applications  
EMS Management  
Logout

My Projects

Project Id	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Timeslot	Specific Objective	Submission Date	Projectstate	Applicant Or Leadpartner	View Project
ENERGY@SCHOOL ENERGY					Union of		Interreg		2.1 To develop and implement solutions for increasing energy efficiency and renewable energy usage in public infrastructures	04.12.2015	Contracted	ip744	View Reporting
CE744	Test eMS Project Report	TEST PROJECT REPORT	01.07.2018	30.06.2019	Ministry ABC	ITALY	CENTRAL EUROPE 1st Call / step 2		2.1 To develop and implement solutions for increasing energy efficiency and renewable energy usage in public infrastructures	04.12.2015	Contracted	ip744	View Reporting

+ Add Project

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”)

- Project livingtables
- Project
- Supplementary Information

---

Exit

---

Help

Generated Files

Contacts

---

Logout

EN

Select Role  
Pp

### Partner Reports

1 -

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of f/c verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.01.2019 - 01.06.2020										
Period 1 01.07.2020 - 31.12.2020										
Report 1.1	01.07.2020	31.12.2020	Report In Progress	In Progress	08.03.2021 14:50:16		Not Certified	€ 0,00		
Period 2 01.01.2021 - 30.06.2021										

Partner livingtables

Please note that only the periods for which the report can be generated are listed; 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).

Period 0 01.01.2019 - 01.06.2020

Period 1 01.07.2020 - 31.12.2020

Report 1.1	01.07.2020	31.12.2020	Report In Progress	In Progress
------------	------------	------------	--------------------	-------------

Period 2 01.01.2021 - 30.06.2021

Partner livingtables
 Partner global loe
 Check partner

Create New Report
 

Period 1  
 Period 1  
 Period 2

**It is possible to delete a partner progress report as long as it is not submitted.**

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.

SAVE REPORT

- Partner Finance Report
- Check Saved Report
- Delete Report**
- Application Form
- Supplementary Information
- Print Report

---

Exit

---

Help

Contacts

---

Logout

### 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).

Project Main Outputs Delivered

Please Select Outputs

☐ Add Output

---

Target Groups Reached

☐ Add Targetgroup

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

Project outputs delivered

Please select the relevant outputs on which the partner was working during the current period.

Output

Index and title  
T1.1 Strategy 6edKt6sidd

Description of progress achieved in the development of the output

☐ Add output

Output Evidence

Filename	Filetype	Date	Uploaded By	Options
No records found				

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.

Target groups reached

Sed vitae bibendum purus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer luctus, lectus at ultramcorper molestie, orci risus convallis nunc, eget porta felis lectus nec tortor. Etiam tellus sem, iaculi

Target group target value 100.0

Target Group

Local public authority

Explanation of provided quantification and description of the target group involvement

Quantification of target group reached in the current period 0.00

☐ Add target group

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.

Reporting per Work Package

**M Management (05.2015 - 05.2017)**

Please describe your contribution to the activities carried out in this reporting period

Please choose deliverables you have contributed to and describe your contribution.

No records found.

[Add Deliverable](#)

**T1 My Implementation 1 (05.2015 - 05.2017)**

Please describe your contribution to the activities carried out in this reporting period

Please choose deliverables you have contributed to and describe your contribution.

D.T1.1.1 - My Deliverable T1.1.1

Deliverable Description

[Remove](#)

Attachments

[+ Deliverable Evidence](#)

Filename	Filetype	Date	Uploaded By	Options
No records found.				

“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.

[SAVE](#)

Partner Finance Report

☒ Check Saved Report

☐ Delete Report

☐ Application Form

☐ Supplementary Information

☐ Print Report

[Exit](#)

Partner Report **List Of Expenditure** Contribution And Forecast Documents Attachments

**List Of Expenditure**

Options	Report Number	Budget Line	Wp	Int Ref No	Inv No	Inv Date	Pay
No Match Found							

[Export](#) [Save Columns](#) [Columns](#)

[+ Add Real Cost](#) [+ Add Lump Sum](#)

[Download all attachments](#)

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.

The screenshot shows a web-based form for adding a lump sum. The form has a purple header bar with a 'PP' icon. The left column contains metadata fields: 'Budgetline' (dropdown menu), 'Workpackage' (dropdown menu), 'Internal Reference Number' (text input), 'Declared Lump Sum In E U R' (text input), and a checkbox for 'Expenditure Outside (The Union Part Of) The Programme Area?'. The right column contains two text areas for 'Description1' and 'Description2', and a text area for 'Partner Comment'. Below the form is an 'Upload' button. Underneath the button is a table with the header 'Uploaded' and one row containing 'No records found'. At the bottom left is an 'Add' button.

**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).**

## Follow-up Of Partner Contribution

Target Partner Contribution Value

€ 3.150,00

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
	private	€ 3.150,00	100,00 %	€ 0,00	€ 3.150,00	€ 3.1
Sub Total Public Contribution		€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 3.1
Sub Total Private Contribution		€ 3.150,00	100,00 %	€ 0,00	€ 3.150,00	€ 3.1
Total Contribution		€ 3.150,00	100,00 %	€ 0,00	€ 3.150,00	€ 3.1

Export Add Contribution

Save Report

## B. Report Attachments

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

Partner Report > List Of Expenditures > Contribution And Forecast > Attachments

Upload

Upload

Attachments

Filename	Filetype	Date	User	Actions
No records found.				

## Submitting a Partner Report

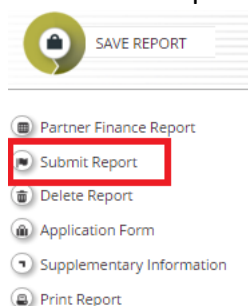
Before submitting a partner report, the saved report needs to be checked (analogically to checking the saved application form prior to submission) by clicking 'Check Saved Report' in the left-side menu.

Interreg  
EMS<sup>+</sup>demo

- Partner Finance Report
- Check Saved Report
- Delete Report
- Application Form
- Supplementary Information
- Print Report

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](mailto: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**'

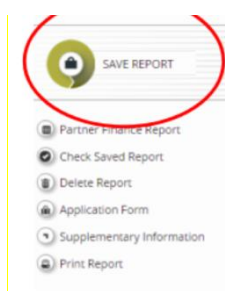
Partner can fill out all the content fields of the report as well as forecast and submit to LP. Submitted partner report is not editable but can be reverted by LP if needed (in case of Mistake). See section 1.2.7 “Reverting Procedure”

## 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.

Select Role  
Lp

## Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 09.06.2016 - 09.06.2018						
Report 1.1	09.06.2016	09.06.2018	Report Submitted	09.06.2016	€ 2 150.00	
Period 2 09.06.2018 - 09.06.2018						
Period 3 09.06.2018 - 09.06.2018						
Period 4 09.06.2018 - 09.06.2018						
Period 5 09.06.2018 - 09.06.2018						

Create Report For  
09.06.2018 - 09.06.2018

Period 2

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*).

Select Role  
Lp

## Project Reports

Report	Report Start	Report End
Period 1 30.09.2015 - 30.09.2018		
Report 1.1	30.09.2015	30.09.2018
Period 2 01.10.2018 - 30.09.2019		
Report 2.1	01.10.2018	30.09.2019

## 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.

- Check Saved Report
- Delete Report
- Application Form
- Supplementary Information
- Print Project Report

### 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.).

Report > Workpackages > Certificates > Project Report Tables > Attachments

#### 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.

**Project Progress Report**

**Period 2 - 01.10.2018 - 31.03.2019**

Start Date: 01.10.2018 End Date: 31.03.2019

Highlights Of Main Achievements

"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:"

Characters (including HTML): 0 (Limit: 2000), Words: 0

**List Of Partner FIC Certificates**

Partner Abbreviation	Number Of F.I.C. Certificate	Date Of F.I.C. Certificate	Total Expenditure Certified By F.I.C.	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner E.R.D.F. Included	Total Partner I.P.A.I.I. Included	Total Part
ATCoop	ATCoop 1.1	09.06.2016	€ 5 050.00	<input checked="" type="checkbox"/>	€ 5 050.00	ERDF	85.00 %	€ 4 292.50		€ 0.00

**Overview of project main outputs achievement**

Project's contribution to programme output indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators reported So Far	Project Main Output Indicator Number	Project Main Output Title	Project Main Output Quantification Target	Planned Delivery	Achieved So Far	Level Of Achievement
Number of strategies and action plans developed and/or implemented for strengthening mobility	4.0	0.00	T1.1.1	First Output	4.00	Jun.2018	0.00	not started

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

**Target Groups Reached**

Target Groups	Target Value	Target groups reached in previous reporting periods	Target group reached in this reporting period	Source Of Verification	Description of the target group involvement	Target groups reached so far values (in %)
infrastructure and (public) service provider	0.00	0.00	20.00			
higher education and research	0.00	0.00	0.00			
business support organisation	0.00	0.00	0.00			

**Problems And Solutions Found**

Please describe (if applicable) problems and solutions found during this reporting period as regards: objectives, outputs, results, partnership development and cooperation dynamics, investments, other

Characters (including HTML): 0 (Limit: 2000; Words: 0)

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.

**Horizontal Principles**

Horizontal Principles Description	Horizontal Principles	Contribution In This Reporting Period	Description Of The Contribution
Sustainable development		as planned as planned additional positive effects less than planned	200 Characters Remaining
Equal opportunities and non-discrimination			200 Characters Remaining
Equality between men and women		as planned	200 Characters Remaining

**Fully Implemented**

Implemented ☐

Implemented On

**Reporting Per Workpackage Overview**

Id	Start	End	Type	Title
3029	Jun.2016	Jun.2018	management	Management
3030	Jun.2016	Jun.2018	implementation	We work

## 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).

Project output	Output description	Programme output indicator	Planned delivery month	Output quantification (target)	Achieved so far (this reporting period not included)	Achieved in the current period	Level of achievement (cumulative for the entire project including current period)	Upload output documentation (output fact sheet or investment report)
T1.1 Strategy development	Sed vitae libendum purus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer tunc, lectus at ultramcorper molestie, orci risus convallis nunc, eget porta felis lectus nec tortor. Etiam tellus sem, sceleris eu blandit vel, vestibulum ac urna. Nam sapien ante, vehicula id tortor ut, placerat congue velit. Praesent ut frugiat felis, a vehicula lectus. Etiam posuere sed purus et mollis. Aenean sagittis sollicitudin odio vitae fermentum. Vivamus ph	5.0.2.1 - Number of strategies and action plans developed and/or implemented for improved energy efficiency and renewable energy use in public infrastructures	Mar 2017	0.00	1.00	1.00	proceeding according to work plan	Attached File 11 Delete Attachment Upload
T1.2 Action Plan development	Sed vitae libendum purus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer tunc, lectus at ultramcorper molestie, orci risus convallis nunc, eget porta felis lectus nec tortor. Etiam tellus sem, sceleris eu blandit vel, vestibulum ac urna. Nam sapien ante, vehicula id tortor ut, placerat congue velit. Praesent ut frugiat felis, a vehicula lectus. Etiam posuere sed purus et mollis. Aenean sagittis sollicitudin odio vitae fermentum. Vivamus ph	5.0.2.1 - Number of tools and/or services developed and/or implemented for improved energy efficiency and renewable energy use in public infrastructures	Mar 2017	1.00	0.00	0.00	proceeding according to work plan	Upload

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.

Communication objectives: What is the progress toward the communication objectives as defined in the application form? The level of achievement should be cumulative. However, the explanation should describe achievements in this reporting period.

Influence attitude and behavior

Description  
Sed vitae libendum purus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer tunc, lectus at ultramcorper molestie, orci risus convallis nunc, eget porta felis lectus nec tortor. Etiam tellus sem, sceleris eu blandit vel, vestibulum ac urna. Nam sapien ante, vehicula id tortor ut, placerat congue velit. Praesent ut frugiat felis, a vehicula lectus. Etiam posuere sed purus et mollis. Aenean sagittis sollicitudin odio vitae fermentum. Vivamus ph

Explanation

Level of achievement  
Fully achieved  
To a large degree  
Slightly achieved  
Not achieved

Boost awareness and increase knowledge

Description  
Sed vitae libendum purus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer tunc, lectus at ultramcorper molestie, orci risus convallis nunc, eget porta felis lectus nec tortor. Etiam tellus sem, sceleris eu blandit vel, vestibulum ac urna. Nam sapien ante, vehicula id tortor ut, placerat congue velit. Praesent ut frugiat felis, a vehicula lectus. Etiam posuere sed purus et mollis. Aenean sagittis sollicitudin odio vitae fermentum. Vivamus ph

Explanation

Level of achievement

## 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:"*

Highlights Of Main Achievements

"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.

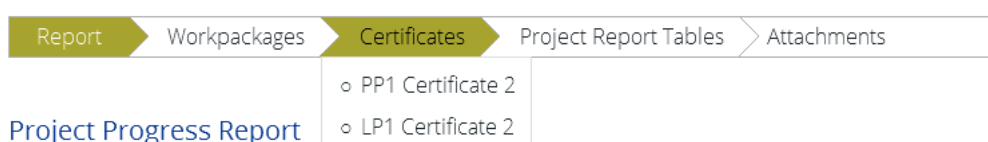
The eMS does not check whether all the certificates included in a project report by the LP refer to the same reporting period. This means that certificates could originate from different reporting periods. It is possible for programmes, however, to add error checks in the validation plugin.

## **A Project report can be closed also without any certificates.**

List Of Partner FIC 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	1.1	13.05.2016	€ 126 638.99	<input checked="" type="checkbox"/>	€ 126 637.78	ERDF	85.00 %	€ 107 642.11
	1.1	13.05.2016	€ 196.79	<input checked="" type="checkbox"/>	€ 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.

Upload

 Upload


Attachments


	Filename	Filetype	Date	User	Description
No records found					


### 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.


SAVE


 Check Saved Report


 Delete Report


 Application Form

 Supplementary Information

 Print joint progress report

 Report Ministry ABC Period 2

 Exit

 Help


**Project Progress Report**

**Period 2 - 01.01.2017 - 30.06.2017**

Start Date: 01.01.17 End Date: 30.06.17

**Highlights of main achievements (summary)**

Please describe the project progress which was achieved up to the current period. In particular, please highlight if specific objectives and/or outputs were reached. The summary should highlight main achievements, and be understandable for non-specialists. Please write in a style of press release.



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

Interreg EMS<sup>+</sup>demo

 Submit Report

 Delete Report

 Application Form


 Supplementary Information

 Print joint progress report

 Report Ministry ABC Period 2

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.**