

PROJECT MONITORING



Progress Report format

Format: Excel file, with part of cells locked.

1. The protection must not be removed;
2. The beneficiary fills only the white cells;
3. The gray cells are locked and completed either automatically or by the MA/JTS;
4. For some criteria there is drop down menu;
5. The same information may appear in different fields, but recorded only once;

General Aspect

- Progress of Activities and Expenditure
- Paid out and verified (FLC) expenditure is to be included
- Fully compliant with the application form
- Primary responsibility of the Lead Partner
- Based on Project Partners feedback to the LP

General Aspects

- The information, narrative description and financial refers on the entire project
- English language
- Do not modify the file
- Missing information to be reported in the next reporting period

When to be delivered Progress Report?

Reporting Periods	Deadlines for the submission of progress reports
January - June	20th of July of the respective year
July -December	20th of January of the following year
Final Report	2 months after the issuance of all the certificates of all the project beneficiaries

Cover Page

Interreg - IPA CBC 
Greece - The former Yugoslav Republic of Macedonia

(to be filled in by the Lead Beneficiary)

Progress Report No

Date of submission

MIS Code

Protocol Number /
Date

**INTERREG IPA CROSS-BORDER COOPERATION PROGRAMME
GREECE -THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA
2014-2020**

PROGRESS REPORT

The excel protection must not be removed

Σελίδα 1

Form to be filled in and returned by post and e-mail to:

Joint Secretariat

"Interreg IPA Cross-border Cooperation Programme Greece-The former Yugoslav Republic of Macedonia 2014-2020"

ZEDA Building, Entrance D, 2nd floor
Leoforos Georgikis Scholis 65,
570 01, Pylaia, Thessaloniki, Greece
Tel.: +30 2310 469648
Fax: +30 2310 469670
E-mail: jts-ipa-cbc@mou.gr

Project title	
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Project acronym	
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J10 1.2 Improvement of preventive health care and social services of children and elderly population

SECTION 1 - GENERAL INFORMATION

Priority Axis	1. Development and Support of Local Economy		
Thematic Priority	1a. Promoting employment, labour mobility and social and cultural inclusion across borders		
Specific Objective	1.2 Improvement of preventive health care and social services of children and elderly population 1.1 Create employment opportunities for educated graduates by exploiting comparative advantages of the cross-border area, preferably with the use of innovative tools 1.2 Improvement of preventive health care and social services of children and elderly population		
Project Title			
Project Acronym			
Subsity Contract Number			
Lead Beneficiary			
Country of Lead Beneficiary			

Beneficiary No	Beneficiary Institution (Full Name)	Country	Total Approved Budget (According to AF)
LB (PB1)			
PB2			
PB3			
PB4			
PB5			
PB6			
Total			0,00 €

Name	

Cover Page | **General Project Information** | Progress Activity Report | Indicators | Financial Report | Publicity

General Project Information

Beneficiary No	Beneficiary Institution (Full Name)	Country	Total Approved Budget (According to AF)
LB (PB1)			
PB2			
PB3			
PB4			
PB5			
PB6			
Total			0,00 €

Legal Representative	Name		SIGNATURE STAMP
	Position		
	Address		
	Tel No	Fax	
	E-mail		
Project Manager	Name		
	Position		
	Address		
	Tel No	Fax	
	E-mail		
Financial Manager	Name		
	Position		
	Address		
	Tel No	Fax	
	E-mail		

In case of change of the contact details of legal representative, project manager and financial manager please provide the updated information

Reporting Period	Start		End	
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Project Duration	Start		End		Duration	0,0
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[Cover Page](#)
[General Project Information](#)
[Progress Activity Report](#)
[Indicators](#)
[Financial Report](#)
[Publicity](#)

SECTION 3 - INDICATORS

Priority Axis 1. Development and Support of Local Economy

Thematic Objective 1a. Promoting employment, labour mobility and social and cultural inclusion across borders

Specific Objective 1.2 Improvement of preventive health care and social services of children and elderly population

3.1 Output Indicators

Title Indicators	Unit of Measurement	Target (According to Application Form)	Achieved Value (current reporting period)	Total Achieved Cumulative Value
Population covered by improved health services	Persons			
Population covered by improved social services	Persons			

3.2 Result Indicators

Title Indicators	Unit of Measurement	Target Value (According to Application Form)	Achieved Value (current reporting period)	Total Achieved Cumulative Value
Population having access to health services	Persons living close to health centers			

Σελίδα 1

Navigation: Cover Page | General Project Information | Progress Activity Report | **Indicators** | Financial Report | Public

Fill in the indicators according to the AF

Fill in the Achieved Value during the current reporting period and the total cumulative value

Financial Report

Table 4.1 (Implementation of Actions): Fill in all the sections according to the Application Form & for all Project Partners

4.1 Implementation of actions ? Πιέστε το πλήκτρο F1 για περισσότερη βοήθεια.

Please state the deliverables implemented within the specific reporting period using the table below. Actions started in one and finishing in another Reporting Period should be declared in all respective periods. If more than 1 partner is involved in the development of a deliverable, please indicate the number of involved partners per deliverable.

Partner No	WP	Deliv. No	Deliverable Title	Approved Budget	Contracted Budget	Expenditure paid out during this reporting period	TOTAL Expenditure paid out including this reporting period	Verified Expenditure during this reporting period	TOTAL Verified Expenditure including this reporting period

Everyday common errors in Progress reports

- Numbering of the Project Progress Report
- Errors in the reporting period and the project duration (General Project Information)
- Priority Axis, Thematic Objective, Specific Objective
- Numbering of the Deliverables
- Reallocation of the reported deliverables among partners
- Mismatch of the amounts between the financial tables
- Contracted amount
- Indicators are not filled in correctly or not filled in at all

Everyday common errors during Implementation

Work always on the correct AF(as approved or officially modified)

Don't exceed the budget categories without prior official approval

Flat rate cost estimation for Staff –Administrative costs (first time in use).

The approved method of flat rate or real cost can not be changed during implementation period.

Keep in touch with your project officer


VISIT US



CONTACT US

Kouliali Ntania

***Joint Secretariat
Project Officer***

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