

# **Progress report Guidelines**

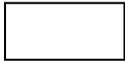
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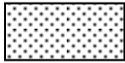
## A. Introduction

The Lead Beneficiary of the project, in accordance to article 13 par.1 of Regulation 1299/2013, is responsible for the submission to the Joint Secretariat (JS) of the progress Reports on project implementation activities, according to the timetable referred to in the approved Application Form and the Project Implementation Manual as in force.

Before you begin to fill in the Progress Report please take into consideration the following guidelines:



White Fields are those that must be completed by the Lead Beneficiary.



Fields marked in grey are those filled automatically using the data provided in previous tables by the Lead Beneficiary.

The next paragraphs provide the general guidelines for completing correctly the Progress report.

If further instructions or clarifications concerning the completion of the progress report are needed, please contact the Programme's Joint Secretariat or the Managing Authority.

## B. Progress Report Sections

### *Cover Page*

**Progress Report No.** Please fill in the field (the progress report number indicating the number 1 for the 1<sup>st</sup> Progress Report, the number 2 for the 2<sup>nd</sup> Progress Report etc).

**Date of submission** Please fill in the field the date of submission in appropriate form (the correct date format must be used: dd/mm/yyyy, eg 20/01/2018).

**MIS Code:** The Lead Beneficiary will be informed by the JS for the Management Information Code, which will be filled in this field by the Lead Beneficiary.

**Protocol Number/ Date:** This field concerns the protocol number and the date that the respective Progress Report was received by the JS. This field will be filled in by the JS.

**Project Title** Please insert the full name of the Project in English, as stated in the approved Application Form.

**Project Acronym** Please insert the Acronym in English, as stated in the approved Application Form.

### **1. Section 1 - General Project Information**

**Priority Axis:** Please choose from the drop-down menu the title of the priority axis of the Programme, in the frame of which the project has been approved.

**Thematic Priority:** Please choose from the drop-down menu the title of the thematic priority of the Programme, in the frame of which the project has been approved.

**Specific Objective:** Please choose from the drop-down menu the relevant Specific Objective of the project, as described and approved in the Application Form.

**Project title:** The title of the project is automatically inserted from the cover page.

**Project acronym:** The acronym of the project is automatically inserted from the cover page.

**Subsidy Contract Number:** Please insert the Subsidy Contract Number.

**Lead Beneficiary (LP1):** Please insert the full name of the institution in English, as stated in the approved Application Form.

**Country of Lead Beneficiary (LB1):** Please choose from the drop-down menu the country of origin of the Lead Beneficiary, as stated in the approved Application Form.

**Partner's institution (full name):** Please insert each partner's institution full name in English.

**Country:** Please choose from the drop-down menu the country of origin of each partner.

**Total Approved Budget (according to the AF):** Please insert the total approved budget of each partner as stated in the approved Application Form.

**Legal Representative:** Applicable only to the Lead Beneficiary. Please provide the name, position and the contact details (address, Tel No, E-MAIL, FAX) of the legal representative of the Lead Beneficiary, as stated in the approved Application Form.

**Project Manager:** Applicable only to the Lead Beneficiary. Please provide the name and contact details (address, Tel No, E-MAIL, FAX) of the person nominated as the Project Manager.

**Financial Manager:** Applicable only to the Lead Beneficiary. Please provide the name and the contact details (address, Tel No, E-MAIL, FAX) of the person nominated in the project scheme as the Project Financial Manager who is responsible for monitoring all financial aspects related to the project's implementation.

*Reporting Period (fill in the excel cells (start – end dates) with the following format dd/mm/yyyy):*

**Start:** Please insert the date that the reporting period starts.

**End:** Please insert the date that the reporting period ends.

*Project Duration (fill in the excel cells (start – end dates) with the following format dd/mm/yyyy):*

**Start:** Please insert the date that the project starts according to the approved Application Form.

**End:** Please insert the date that the project ends according to the approved Application Form.

**Duration** This field is automatically calculated given the values inserted in the two previous fields.

△ *While filling in the progress report the Lead Beneficiary should take into account the limits set in the specific boxes where text is included. If the limits exceed the amount of characters specified in the box/boxes then they will automatically become red.*

## **2. Section 2- Progress Activity Report**

### 2.1 Summary of the project's achievements so far (max. 2000 characters)

Please describe the main achievements from the start of the project until today with reference to the relative work packages, deliverables, outputs and results. This section should include the experience gained and the added-value of cooperation.

### 2.2 Summary of the project's achievements during this reporting period (max. 1500 characters)

Please describe the main achievements during this reporting period.

2.3 Analytical description of the implemented deliverables, outputs and results during this reporting period with reference per work package and partners' involvement (max. 4000 characters)

Please describe the implemented actions, outputs and results during this reporting period referring to the achievements made in each work package and mention the involvement of the project partners in the implementation of the actions.

2.4 Next steps to be taken for the project's implementation (max. 1500 characters)

Please describe your work planned for the following implementation period.

2.5 Problems encountered and proposed solutions (max. 1500 characters)

Please refer to any problems encountered in the implementation of the project, mentioning the measures taken to overcome them. In case the problems are not dealt with, please indicate your proposed solution for their resolution.

2.6 Changes in the Implementation (max. 1500 characters)

Please state if you consider making any modifications of the approved Application Form. The project implementation must strictly follow the implementation plan of the approved Application Form. Under no circumstances should any changes be made without the knowledge and approval of the JS or Managing Authority. Additionally, important changes/modifications may require the submission of a revised application form, and/or the approval of the programme's Monitoring Committee. Please follow instructions provided in the Project Manual as in force.

### **3. Section 3 - Indicators**

**Priority Axis:** Priority Axis field is automatically completed.

**Thematic Priority:** Thematic Priority field is automatically completed.

**Specific Objective:** The Specific objective field is automatically completed.

#### 3.1 Output Indicators

**Indicators:** Output indicators for the specific priority axis, thematic priority and measure are automatically filled in.

**Unit of Measurement:** Units of Measurement for each indicator are automatically filled in.

**Target Value:** Please specify the target value of each output indicator as stated in the approved Application Form.

**Achieved Value (current reporting period):** Please fill in the value achieved during the particular reporting period.

**Total cumulative value:** Please fill in the total value of the stated output achieved from the beginning of the project until the end of the current reporting period (Equals the total value inserted in the previous progress report(s) plus the achieved value during the current reporting period)

### 3.2 Result Indicators

**Indicators:** Result indicators for the specific priority axis, thematic priority and measure are automatically filled in.

**Unit of Measurement:** Units of Measurement for each indicator are automatically filled in.

**Target Value:** Please specify the target value of each output indicator as stated in the approved Application Form.

**Achieved Value (current reporting period):** Please fill in the value achieved during the particular reporting period.

## **4. Section 4 - Financial Report**

### 4.1 Implementation of actions

Please state the deliverables implemented within the specific reporting period using the table provided. Deliverables started in one and finishing in another Reporting Period should be declared in all respective periods.

**In case your project deliverables exceed the lines present in this section of the Progress Report, double click in the last completed cell of the specific table and press enter. You will immediately see a new line. You may enter as many lines as you need for the completion of the table.**

**Work Package:** Please insert the number of Work Package as stated in the approved Application Form.

**Deliverable No:** Please insert the Deliverable number as stated in the approved Application Form.

**Deliverable Title:** Please insert the Deliverable title (description) of the specific deliverable as stated in the approved Application Form.

**Partner No:** Please state the partners responsible for the implementation of the specific deliverable as stated in the approved Application Form.

**Approved Budget:** Please state the approved budget for the specific deliverable and the specific partner according to the approved Application Form.

**Contracted Budget:** Please state the contracted budget for specific deliverable and the specific partner (both outsourcing and in-house implementation are included).

**Expenditure paid out during this reporting period:** Please state the expenditure paid out during this reporting period for the specific deliverable and partner.

**TOTAL expenditure paid out including this reporting period:** Please state the TOTAL expenditure paid out including this reporting period for the specific deliverable and partner.

**Verified expenditure during this reporting period:** Please state the verified expenditure during this reporting period for the specific deliverable and partner.

**TOTAL verified expenditure including this reporting period:** Please state the TOTAL verified expenditure including this reporting period for the specific deliverable and partner.

If expenditures for a specific deliverable are paid out during the current reporting period but there are no verifications yet, all the columns of the table must be completed apart from the columns "Verified expenditure during this reporting period" and "TOTAL Verified expenditure including this reporting period". If expenditures for a specific deliverable are verified during the current reporting period but they were paid out in previous reporting periods, all the columns of the table must be completed apart from the column "Expenditure paid out during this reporting period".

#### 4.2 Verified and Paid Out Expenditure per Partner

This table indicates the verified and paid out expenditures per partner and is filled in automatically by using the information provided in the previous tables.

#### 4.3 Deviations from the original plans

Please explain and justify any financial deviations that occurred in this reporting period such as any over- or under-spending compared with the original budget by budget line. (max. 1500 characters)

### **5. Section 5 - Publicity**

Please state the measures of publicity and/or measures of diffusion of information that have been carried out according to the approved Application Form, as well as any additional ones developed during this reporting period. Have EC requirements on information and publicity measures, acknowledging EC Structural Fund assistance been complied with?

**YES:** If yes, give details and send proof of publicity along with the Progress Report (e.g. entries in the media, articles, albums, etc.). (max. 1500 characters)

**NO:** If no, please provide an explanation. (max. 1500 characters)

**If applicable check the box at the bottom of the page and attach the First Level Control Verifications of all partners.**