





# Implementation Manual for Beneficiaries

# PART 5: REPORTING ON THE PROJECT PROGRESS



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#### **PART 5: REPORTING ON THE PROJECT PROGRESS**

#### 1. REPORTING PROCESS

In general, every six months a joint progress report will have to be prepared in the eMS by the Lead Partner and submitted to the Joint Secretariat. Prior to submission of the joint progress report, each Project Partner will have to prepare a partner progress report in the eMS and submit it to the respective national controller.

#### 1.1 Partner and joint progress reports

Each Project Partner (including the Lead Partner in the role of the project partner) must complete a **partner progress report** in which it provides the necessary information on performed activities and deliverables achieved in the reporting period. In addition, the partner report includes information on the expenditure to be verified by the respective national controller (First Level Control). The partner progress report serves as a reporting tool from project partners towards the Lead Partner.

In order to follow the project implementation and as a basis for the reimbursement of the ERDF to the project, a **joint progress report** has to be submitted by the Lead Partner to the JS. Joint progress reports are a core tool for report and monitoring both progress made in implementation and linked expenditure against what was originally planned in the application form. In addition, the reports provide qualitative information on the results achieved and lessons learnt within the reporting period. The information reported by the projects should be as clear and coherent as possible. For each reporting period the information enclosed in the joint progress report has to be aggregated and consolidated by the Lead Partner on the basis of information provided by each Project Partner through the partner progress report.

#### Preparation of the joint progress report

The **activity related parts** of the joint progress report capture the actual progress of the project towards the objectives and results set in the approved application form and consist of:

- project report: main achievements, project specific objectives achieved, project outputs achieved, target groups reached, additional result indicators
- work packages: for each work package a summary clearly describing implemented activities and achieved progress in the reporting period has to be provided.
   Furthermore, the summary shall also include a description of the involvement of each PP.

The **financial parts** of the joint progress report present the expenditure progress in the reporting period, for which a request of reimbursement is submitted to the MA/JS together with the report, as well as additional information on financial matters. The financial report shall contain information on expenditure paid by the LP and all PPs in the reporting period which has been verified by the national controllers.

A pre-condition for including any expenditure in a joint progress report is its verification in accordance to the principles and provisions of national control systems. The national controller will either confirm or reject (in part or in full) expenditure submitted by the beneficiary for verification in the eMS. The amount verified and confirmed by the national controller will then be included in the »certificate of expenditure«.



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In addition to the verification of expenditure carried out by the national controller of each beneficiary, the LP has to perform additional verifications:

- to ensure that expenditure of PPs included in each progress report has been verified by national controllers by enclosing in each progress report certificates of expenditure covering the entire amount claimed within the progress report,
- to ensure that expenditure of PPs included in each progress report has been incurred for implementing the project, that it corresponds to activities described in the latest version of the approved application form and that it is in accordance with all provisions set in the subsidy contract.

It is recommended that the LP sets appropriate deadlines to the PPs for timely submitting the partner reports to the national controllers and the LP. This will give sufficient time to the LP to perform quality checks on the submitted information (including deliverables and outputs) and the consolidation into the joint progress report. It is also recommended to make sure that the terminology used is consistent throughout the report and in line with the terminology as used in the approved Application Form.

### 1.2 Check of joint progress reports and reimbursement of funds

Each joint progress report is checked by JS. In case the information in the submitted progress report is not sufficient for properly checking the progress and reimbursing the funds, the JS requests the LP to provide clarifications and to amend the progress report within a given deadline. Once the check by the JS is positively concluded, the JS notifies the MA on the completion of the check. The MA carries out additional control steps and if no additional issues are raised the report is submitted to the CA for further checks and payment of ERDF money.