

## **1. PROGRESS REPORT FORM: GENERAL PRINCIPLES**

Projects must report on their progress through reports that allow monitoring the implementation, by comparing it to the Project Approved Form (PAF).

The aim of **progress reports** is also to allow partners to claim payments and reimbursement of eligible expenditures. In fact, the Lead Partner (LP) may only request payments of the ERDF contribution on behalf of the project by demonstrating the progress towards the achievement of the outputs and results, in compliance with the principle of sound financial management.

Detailed information on project implementation and reporting is available in the **PROGRAMME MANUAL**.

### **1.1. Progress report frequency**

The progress report is composed of an activity report and a financial report. It describes the progress of the project and serves as support for payment requests. Project Progress Reports (PPR) should be presented every six months, taking as starting date from the project start date. The LP is given two months (6 months + 2 months) to submit the consolidated report. They must include activities and payment claims. The LP requests payments of the ERDF contribution on behalf of the project only when provides evidence of the progress of the project towards the achievement of the outputs and results as set in the PAF, in compliance with the principle of sound financial management (as determined by the principles of economy, efficiency and effectiveness) and by demonstrating the utility derived from any purchases (goods and services).

### **1.2. An approach by partner**

Partners have to participate in, at least, one of these two PPR (e.g., in a project with 10 partners, 5 could present a partner activity report and payment claim in the first semester, and the other 5 in the second semester).

Even if partners' inclusion of expenses every 6 months is optional, the management of partners' reports is the Lead Partner's responsibility, and it must guarantee that all Project reports include expenditures (this does not mean that all partners submit expenses in both PPR). LP's partner report is compulsory every 6 months.

All project partners have access to their own sub-reports, as well as financial controllers and National Authorities. The LP collects all sub-reports as one compiled project report, adding details and information on the overall project implementation.

Each project partner must report on progress made compared to the PAF, in English. The other languages are optional.

Modifications are allowed between two reports if duly justified and in compliance with the Programme rules.

The report of activities is structured by work packages and costs are reported in expenditures control. It is not possible to submit two progress reports at the same time. A new progress report can only be submitted once the previous project consolidated report has been submitted to the JS.

The associated partners cannot prepare partner progress reports.

### **1.3. Financial control and validation**

The First Level Controller (controller) confirms the eligibility of activities and costs also through the online system. Each partner uploads all relevant documents (original invoices, proofs of payments, deliverables, etc.) needed by the controller to perform its checks. Only certified expenditures can be reported.

### **1.4. Partners not reporting expenditure after 2 semesters**

Project partners that do not report any expenditure after 2 semesters, in the absence of justified reasons for this non-reporting, will receive a warning from the Programme, and the monitoring committee member representing the country of the project partner, and the partner in question will be informed. In case the concerned project partner does not comply with the programme's rules and cannot provide evidence that this is due to circumstances outside its control, the budget of the project partner would be reduced considering its spending plan, as established in the subsidy contract.

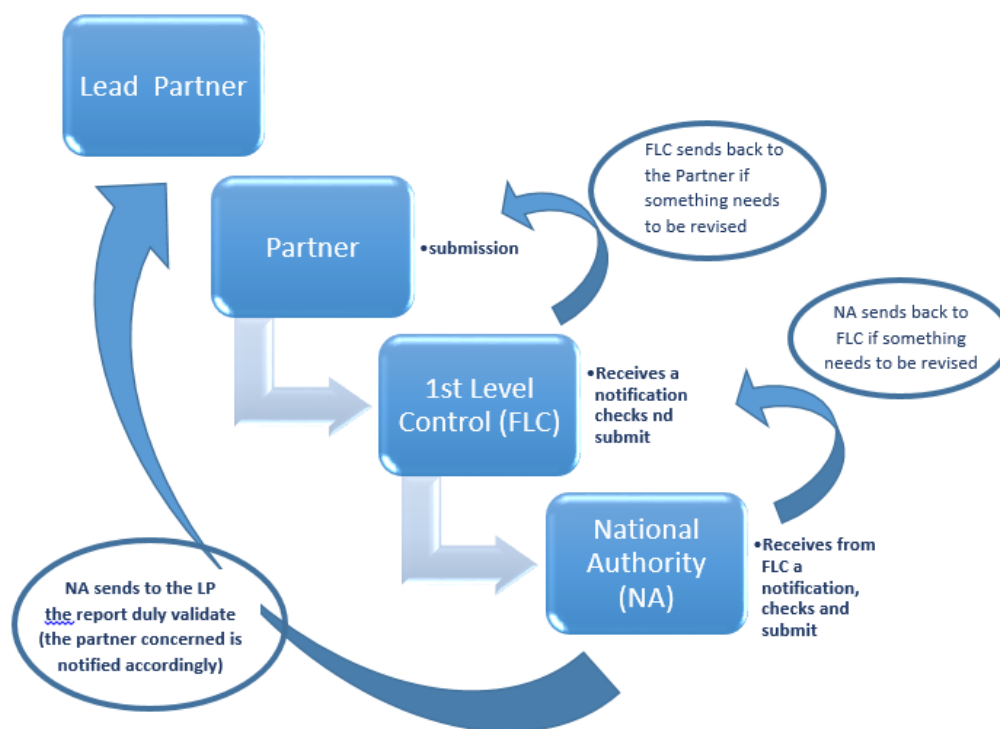
### **1.5. Consolidated project report**

Once the project partners sub-reports are all concluded (expenses controlled and validated) and submitted, the LP can integrate them in the project progress report.

As stated in the Subsidy Contract, the LP is responsible for submitting the project report on behalf of all partners to the JS through the SIGI. The LP compiles all the information from partners, as well as global information on project progress.

The organisation acting as LP bears the overall responsibility for ensuring the implementation of the project and to ensure it is duly reported by partners.

## 1.6. Partners and project report with payment claim workflow



The above circuit is produced on SIGI.

## 1.7. Project report analysis

Upon receipt, the JS will analyse and check the project report. JS can ask for clarifications or further information within a given deadline.

The MA is responsible for instructing the Payment Authority to proceed to the ERDF payment directly to each project partner.

## 1.8. Extraordinary project report

An extraordinary project report is a report that only includes a financial part and has no technical part. These reports can be submitted anytime by the lead partner, once the partner/s have validated the report. The lead partner will do the consolidation through the SIGI platform in an extraordinary project progress report. Consolidated reports cannot mix ordinary and extraordinary reports.