Electronic Monitoring System (eMS) manual

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For the purposes of the **Interreg - IPA CBC Romania – Serbia Programme** and its related documents, the following definitions shall apply:

Lead Beneficiary = A Beneficiary designated by the beneficiaries involved in a project responsible for coordinating the process of development, submission and implementation of that specific project

Lead applicant = is a natural person, respectively the contact person or project manager of the Lead Beneficiary, according to the Application Form.

Applicant = is a natural person, respectively the contact person or project manager of the project partners(s), according to the Application Form.

According to the provisions of (art. 125(d) of the Regulation 1303/2013, a computerised monitoring system for the Interreg – IPA CBC Romania-Serbia Programme has been set up, in order to collect all information on project and programme progress.

Additionally, as outlined in the Article 122(3) of the Regulation 1303/2013, the eMS provides the programme beneficiaries with a system to allow submission of information in electronic form. All exchanges of information between beneficiaries and the Managing Authority, Audit Authority and programme bodies should be carried out via an electronic data exchange system.

The eMS is a monitoring system with communication portal to support submission, assessment, approval, contracting, implementation & monitoring and payment of projects in the context of Interreg – IPA CBC Romania-Serbia Programme. The system supports collection of all information on submitted projects, implementation of the approved projects, their achievements, modifications and closure. Additionally, aggregated data on the progress of projects and a programme are recorded in the system. All programme bodies are able to communicate with beneficiaries via the system and re-use the data already collected.

The data in eMS is structured in several layers of information and follows a strict workflow. Some steps in the workflow are mandatory; others can be switched on and off via configuration. The access to the corresponding forms in the system can only be accessed with corresponding user rights and privileges.

Online submission system

If you decide to apply for financing under our programme, you will have to submit your application online through a dedicated online platform, called e-MS (electronic monitoring system) and accessible at the following URL:

http://ems-rors.mdrap.ro/app/main?execution=e1s1

Technical information and system requirements

The e-MS is a web application which can be accessed with recent versions of most common browsers (e.g. at least Internet Explorer 11, Firefox 35, Chrome 39).

The functionality of the system follows the common standards of web applications for entering and submitting form data.

Please pay attention to the following important aspects that have to be remembered:

- ✓ The e-MS does not provide any warning or request of confirmation before leaving a section of the AF or before logging out;

- ✓ Always remember to save the data before leaving any section in the AF (Save button on upper left corner  or at the end of the page  otherwise data will be lost!;

- ✓ When filling in longer sections, please remember to regularly save data, in order to avoid losing data in case of interruptions of the internet connection or other technical issues;

- ✓ ***Do not use the "Enter"*** key in the forms as it may lead to unexpected results. Always use the commands provided by the e-MS interface;

- ✓ The generation of pdf files might take some time. Please wait until the pdf-file appears in the file browser or in a new window. Activating the pdf generation again might slow down the system;

- ✓ Some fields in various (sub-) sections will be automatically filled in (grey cells) by the system by using data inserted in other sections of the AF or which are automatically calculated.

- ✓ To a certain extent, it is possible for different users to work in parallel (at the same time) on the same AF, but when the users are working in parallel, they have to be sure that they are not working in the same section or sub-section (in case that more than one applicant is filling in the AF). Filling in the AF by more than 1 user is not recommended at the same time!

Sections of the e-MS and workflow

Application Form

Any Lead Beneficiary willing to submit an application form within an open call for proposals can register its user(s) and fill out the form directly in the eMS. It is possible to submit applications only within the timeslot and conditions set in the call for proposals.

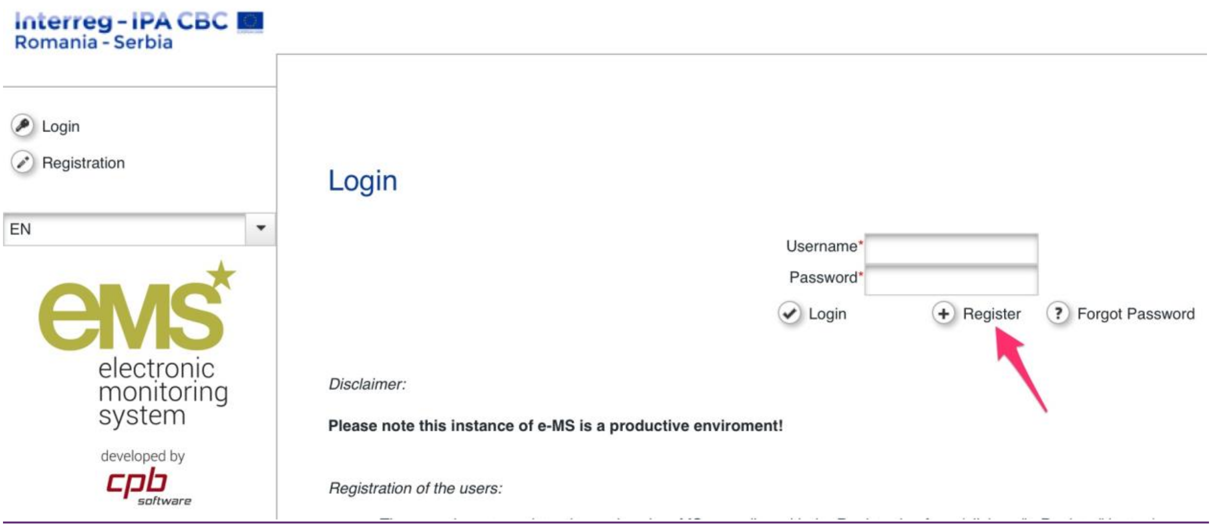
A user who first created an application form is treated by the system as a lead applicant and can allow other applicants read or read/write access to the application form. **The lead applicant is the only user who can submit the application**. The person registering as lead applicant should be the contact person or the project manager of the lead beneficiary/ beneficiary institution/organization.

User registration

To use the e-MS, **the lead applicant or applicant** must register and activate a user account as follows:

1. To register, go to http://ems-rors.mdrap.ro/app/main?execution=e1s1 and click on the button + Register

 Any person involved in the project team can be registered as a user in the eMS. For each project multiple users are allowed.



2. In the registration form, fill in the following information:

- *Username:* will be used to log in the e-MS. It can be freely chosen by the lead applicant or applicant, but we strongly recommend to have this format ***firstname.lastname*** in order to be easily to remember.

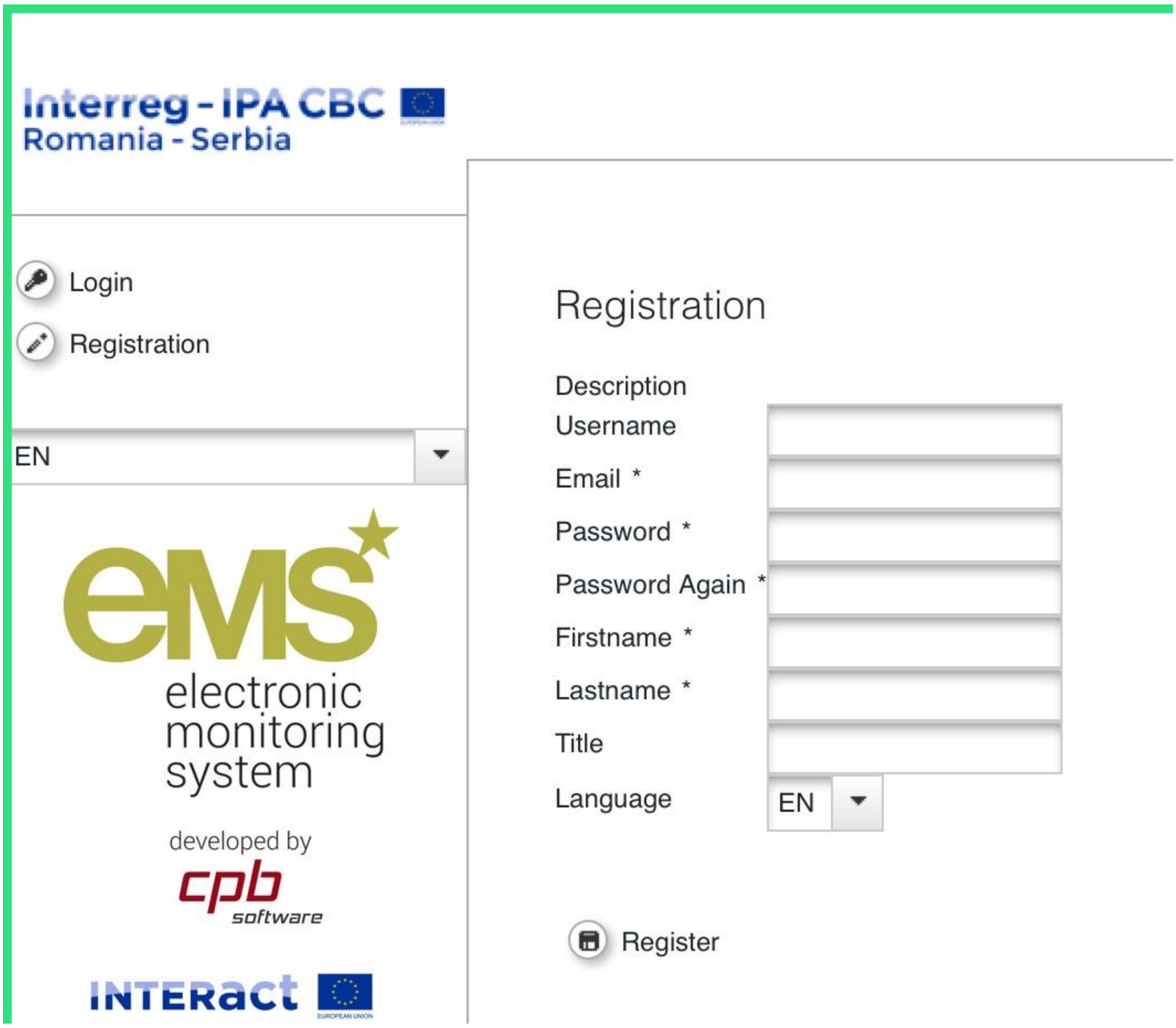
- *E-mail:* the email address of the lead applicant/applicant. The E-mail registered in the e-MS must be the official/ communication address to be inserted also in the subsidy contract (e.g. ***firstname.lastname@mdrap.ro***);

- *Password:* the password used to access the system should be a strong and complex one (a combination of alphanumerical characters and symbols).

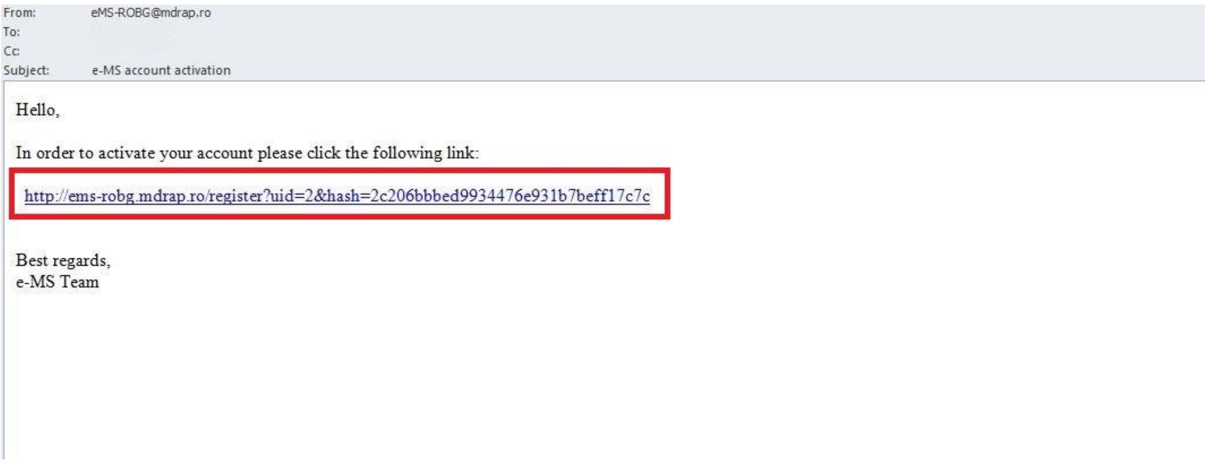
- *First name/Last name/Position:* Personal information of the lead applicant or applicant;

- *Language:* English is the pre-defined programme's official language. It cannot be changed.

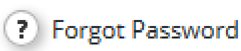
Upon registering and accessing the system, the user agrees to the terms of service for using the e-MS.



3. After clicking the Register button, the system automatically generates an e-mail (on successful submission) with the necessary instructions that will be sent to the e-mail address provided during the registration process. To activate the account follow the instructions in the message to confirm the registration.



4. Only after the confirmation, the lead applicant or applicant will be able to log in to the e-MS.

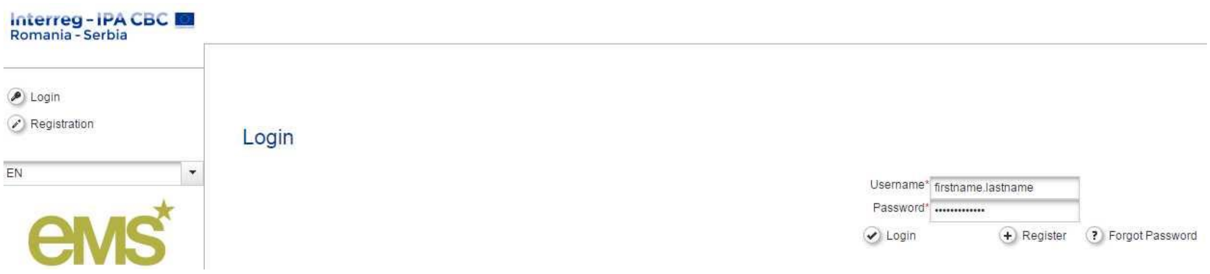


5. In case the password is forgotten, it can be reset using the button ,
   filling in the username and clicking the button Reset Password

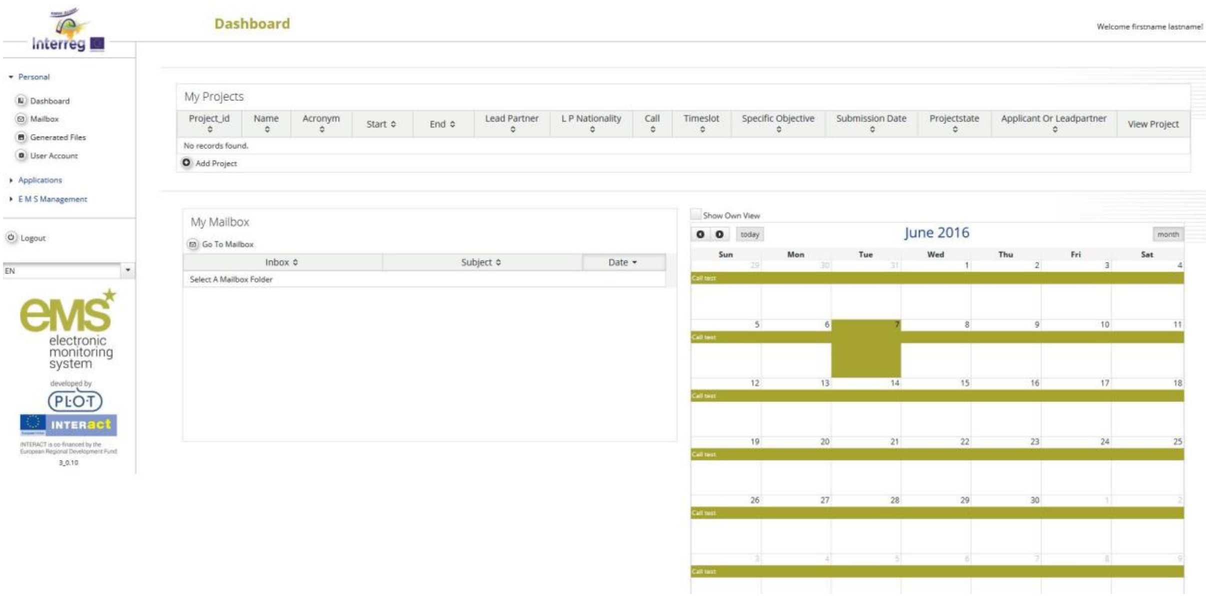
Please note that only the lead applicant can create and submit an application. The applicant can read or add/modify data in the AF, only if the lead applicant gives the necessary permissions.

User Login and dashboard

1. After filling in the *Username* and *Password*, the user has to click on th Login button to enter in the Dashboard;



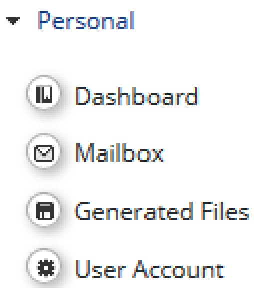
2. The first page accessed by the lead applicant or applicant is the dashboard, where the user can find the following sections:

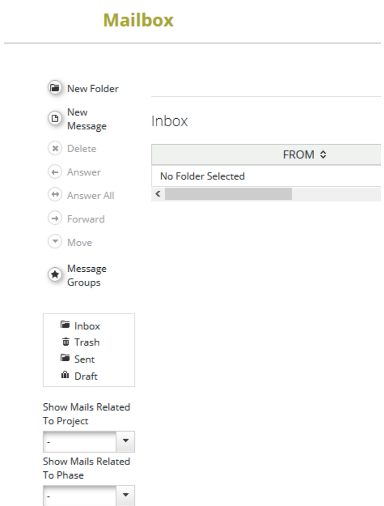


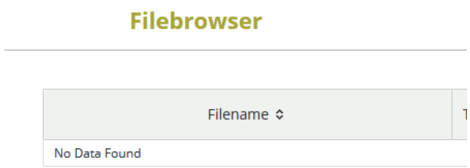
➢ *Menu:* placed in the left side of the screen, it has at least 3 items visible: *Personal, Applications and EMS Management*:

i. ***Personal** menu has 4 functions available:*

- *Dashboard* - by clicking on the Dashboard button it shows dashboard;
- *Mailbox* - by clicking on the Mailbox button it goes to the Mailbox window, from where the lead applicant or applicant can use the internal mail function of the e-MS as a normal e-mail, with the remark that the senders and receivers must be internal users of the system;

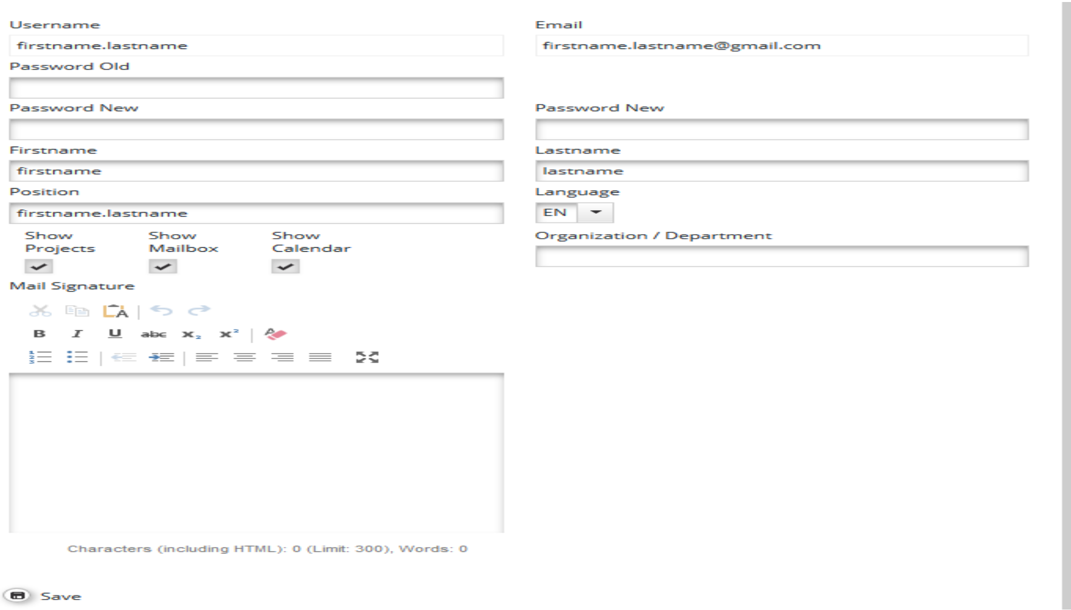






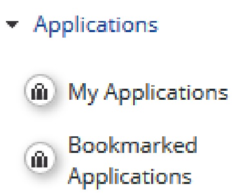
- *Generated files* - accessed by clicking on the button Generated Files This section shows in pdf format a report generated by the system based on a template that presents all the AF data recorded in the e-MS;
- *User account* - can be accessed by clicking on the button User Account

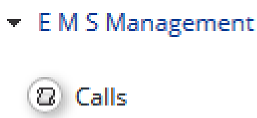
In this section the user can update his information (except the Username and email which cannot be changed by the user), change password, configure mail signature and dashboard.



ii. *Applications menu has 2 functions available:*

- *My applications* - by clicking on the button My Applications the system goes to the projects list added by the lead applicant in the e-MS;
- *Bookmarked applications* - by clicking on the button Bookmarked Applications the system shows only the projects already bookmarked using the button Bookmark n the last column of the projects list.





iii. **EMS Management** menu contains the function Calls. Clicking on the button it sh Calls the open and closed calls.

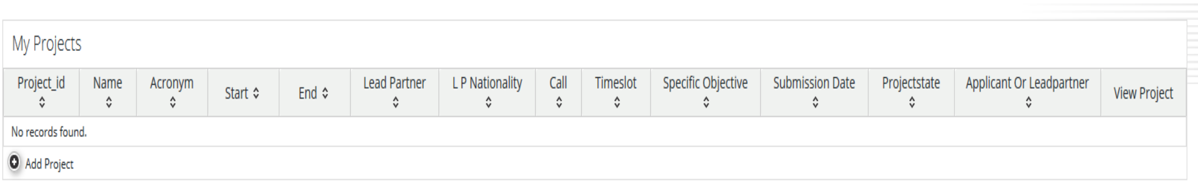
Calls

Name	Start	End	Description	Attachments	
Call test 1	09.03.2016	30.03.2016	Call test		Apply
Call test **2**	01.03.2016	31.03.2017	call test 2		Apply

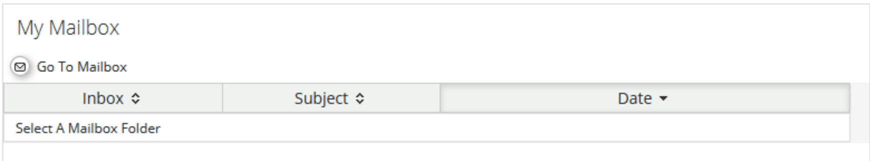
Please note that the lead applicant can submit the saved project's AF only if the call is still open!

- *My projects:* a section where the lead applicant is able to add a new project by clicking on the button 

and sees his projects already recorded in the e-MS.



- *My Mailbox:* a section where the lead applicant can see all the messages received and from where can go to the Mailbox window by clicking on the button 



- *Calendar:* this section shows the current date and the open calls marked with the yellow line and name.

Message Portal

eMS allows users to exchange messages within the system.

Message exchange

Needed user rights / privileges

For sending or receiving messages in eMS, no special user rights are needed. Any registered user can send and receive messages.

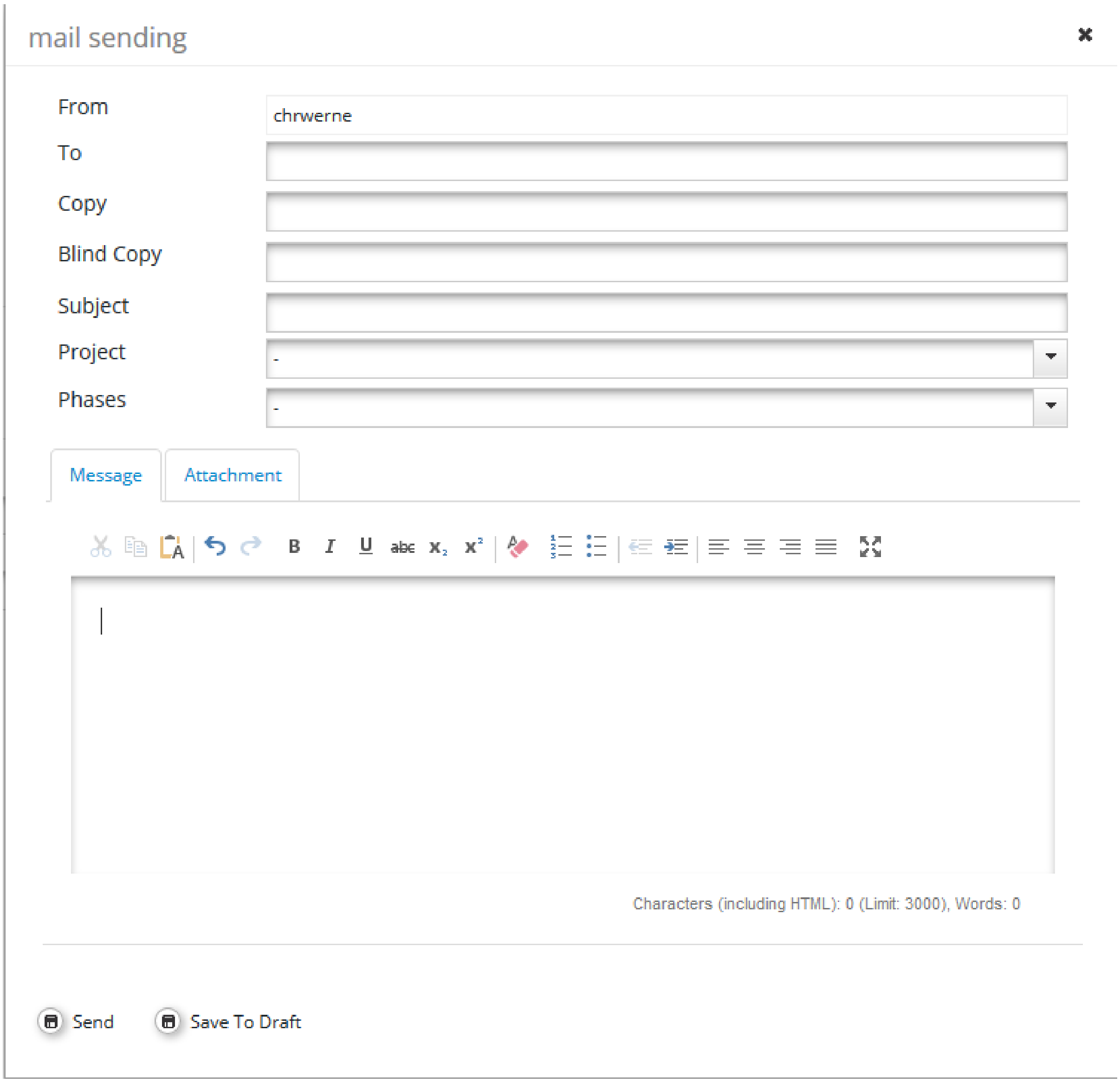


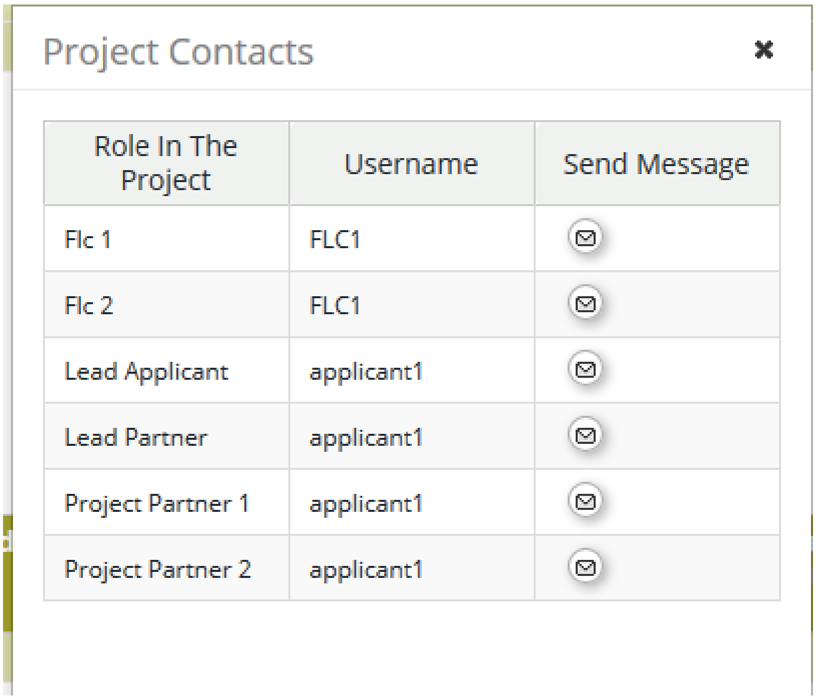
Figure 10: Mail sending dialog

Messaging

eMS supports standard mailing functions such as sending, forwarding and replying the mails. It enables sending messages to multiple recipients as well as sorting and filtering messages based on different criteria.

Messaging out of project view

It is possible to send messages to the users assigned to a project.



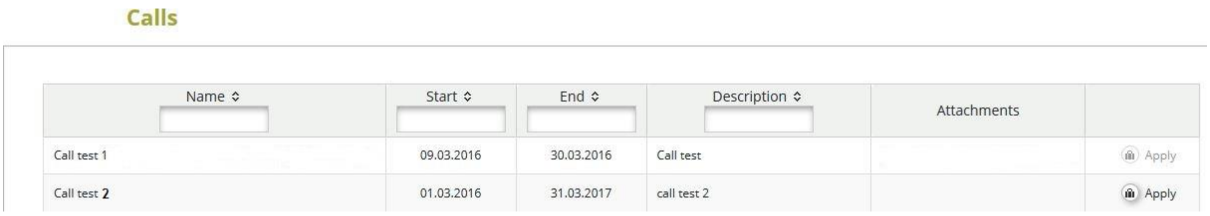
Project Contacts

Role In The Project	Username	Send Message
Flc 1	FLC1	
Flc 2	FLC1	
Lead Applicant	applicant1	
Lead Partner	applicant1	
Project Partner 1	applicant1	
Project Partner 2	applicant1	

Figure 11: Sent to users assigned to a project

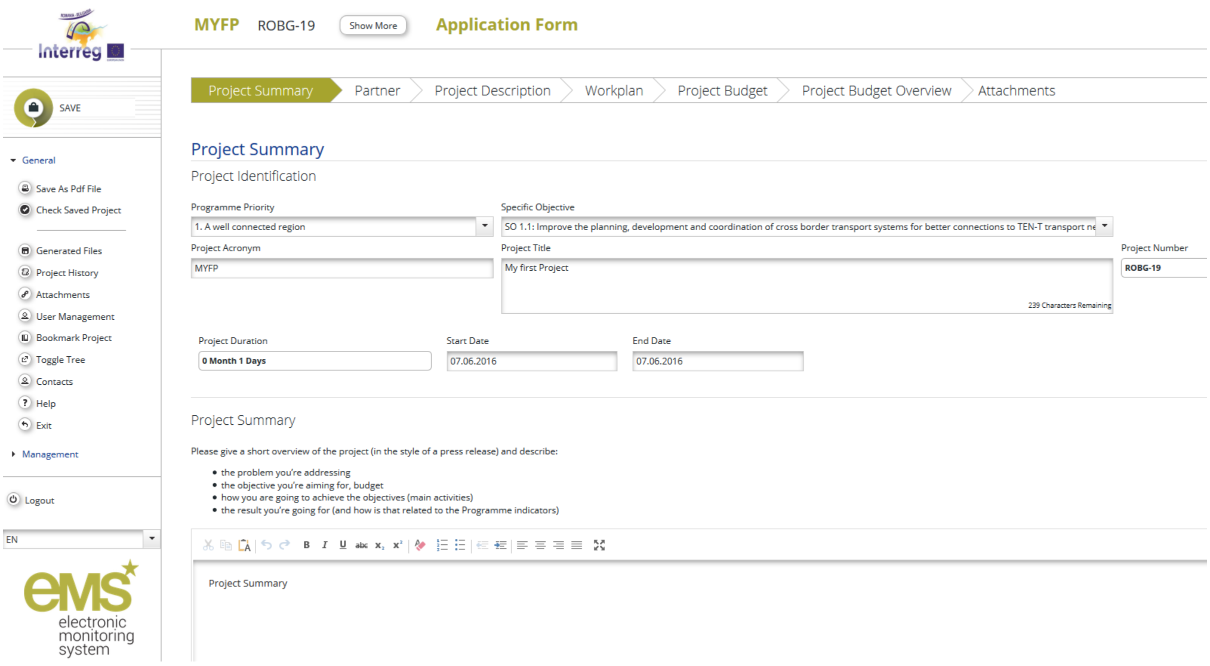
How to apply for financing

1. In order to add an application (project) in the e-MS, **the lead applicant** shall go to the Dashboard and in the section My projects will click on the button Add Project The system will open the Call function from where the applicant will choose the appropriate open Call (the button Apply is active) and click on it to open the AF.


Calls

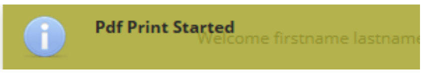
Name	Start	End	Description	Attachments	
Call test 1	09.03.2016	30.03.2016	Call test		Apply
Call test 2	01.03.2016	31.03.2017	call test 2		Apply

2. After clicking on the apply button, the system will open the AF section with a save button SAVE , two menus *General and Management* in the left side of the screen and sections (tabs) of the AF in the upper part.



i. ***General menu*** includes the following functions: *Save As Pdf File*, *Check Saved Project*, *Generated Files*, *Project History*, *Attachments*, *User Management*, *Bookmark Project*, *Toggle tree*, *Help and Exit*.

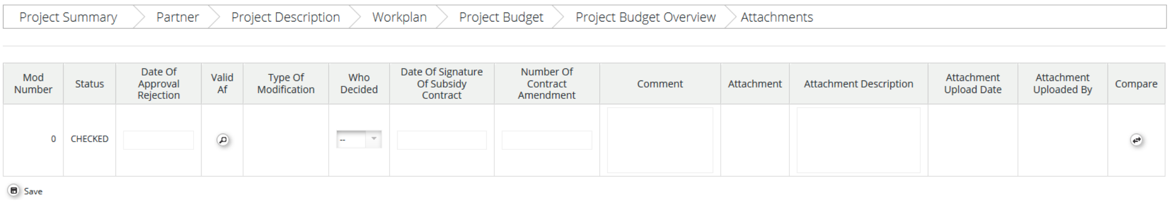
- *Save As Pdf File* – by clicking on the Save As Pdf File button the system generates a pdf file that brings all the data found in the AF. The system will inform the user with the message and the file can be found in the Generated Files section;



Please note that the creation of a pdf might require some time and consequently the pdf of the AF will appear in the file browser only after a certain time. Please wait until the pdf is available and do not press the "save as pdf file" button repeatedly, because this might slow down the e-MS. Also, please note that you can create a pdf file of the AF at any time of its development!

- *Check Saved Project* – by clicking on the button Check Saved Project the system performs several automatic checks of the formal requirements if there is the case. If all automatic checks are successfully passed, the message will be displayed;

Please note that in the case of automatic checks showing deficiencies, the system indicates an error message on top of the page and the user should amend the AF accordingly.



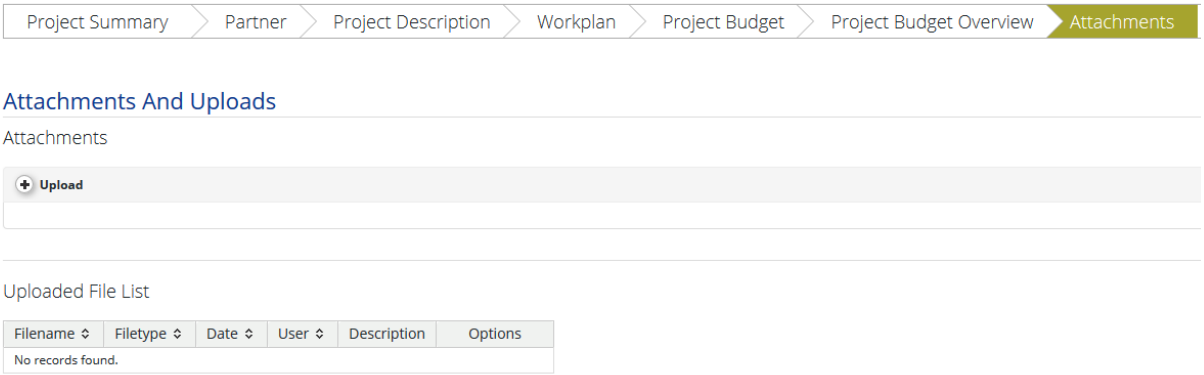
- *Generated Files* - clicking on the button the system will open a window where are listed all the pdf files of the AF generated after clicking the button Save As Pdf File

Generated Files ✖

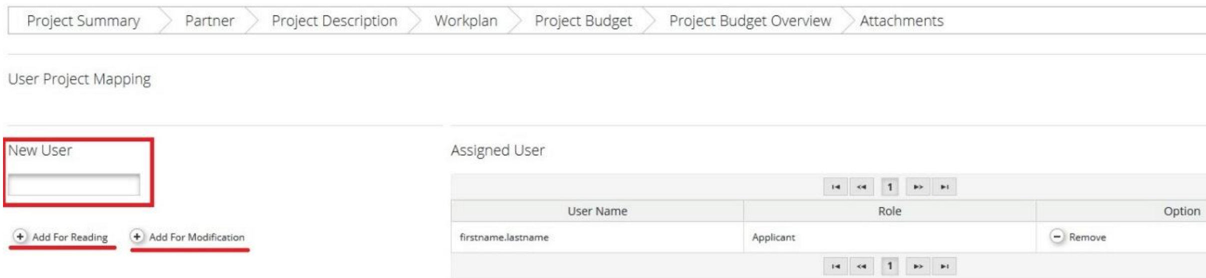
Filename	Type	Size	Last Change	
AF_ROBG-19_MYFP_20160608_150600.pdf	File	79.25 KByte	08.06.2016 15:06:00	

- *Project History* – shows the history of the projects, counting each version of the AF based on the modifications and the status of the AF.

- *Attachments* - clicking on the button Attachments the system opens the attachments section of the AF.



- *User Management* – clicking on the button User Management it opens a function that allows the lead applicant to add other users (namely Reader or Co Worker) with read-only access by clicking on the button Add For Reading access by clicking on the button Add For Modification ions.



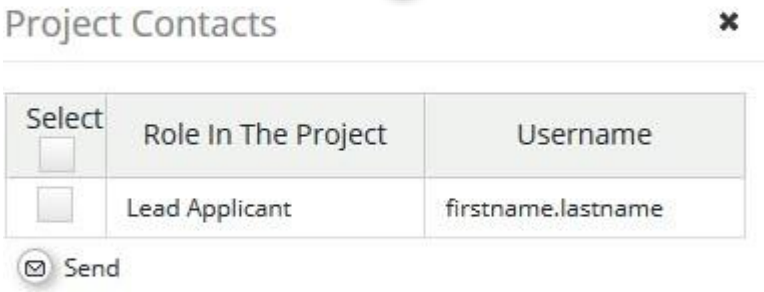
Please note that the users have to be registered in the system before and the lead applicant should know exactly their usernames in order to be added in the field: New User

The user rights granted by the lead applicant for his partners will only be available until the submission of the application or until the deadline of the call.

In case the project is selected for funding, a new assignment of the users must be made for every project partner after the contracting phase, in order to have access in reporting section of the project.

- *Bookmark Project* - by clicking on the button Bookmark Project system will bookmark the project and it will change the button in Unbookmark Project used to un-bookmark the respective project
- *Toggle Tree - the button* Toggle Tree will activate a tree menu with all the sections and subsections of the AF in the upper right corner

- *Contacts - this button* Contacts *will pop up a window with a list of all project contacts assigned for the respective project. Also, this function allows to send e-mails to the project contacts by clicking the button* Send *after selecting the username.*


Project Contacts

Select	Role In The Project	Username
	Lead Applicant	firstname.lastname

Send

Please note that the list will be updated while more users are assigned to the project!

- *Help* - this button Help is a contextual menu and will open a popup window with a description of the section selected by the user.
- *Exit* - the button Exit will return the user to the dashboard where it can be seen the list with all the projects recorded by the lead applicant in e-MS.

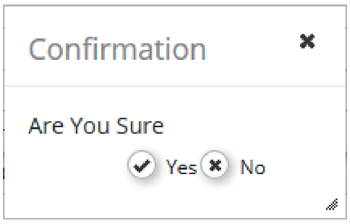
ii. ***Management*** menu has only the function of deleting the project at this stage Delete Project

Please note that the lead applicant cannot delete the application after submission!

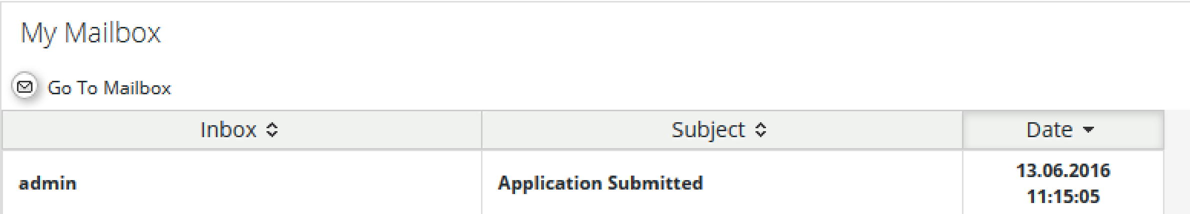
3. After the lead applicant (or other user with granted access) fills in all the sections and subsections of AF, the application has to be checked by clicking on the button and Check Saved Project then submitted by the lead applicant by clicking on Submit Checked Project

Please note that if any issues are found after clicking the "Check Saved project" button, such as missing or wrong data (the system will signal the errors), the lead applicant will need to correct them before saving and checking again.

Before submitting the application the system will pop up a confirmation message to warn the lead applicant that process is irreversible.



Also, the lead applicant will be notified by e-mail that the application was successfully submitted.



Please note that the lead applicant can submit the application until the time and date of the call deadline - Local Time in, Romania (EET or EEST). Please take into account time zone differences!

Only the user who initially created the AF (i.e. the lead applicant) can submit the AF of the project.

The AF that has been successfully submitted is final and cannot be changed anymore (it will only appear in read-only mode in the system).

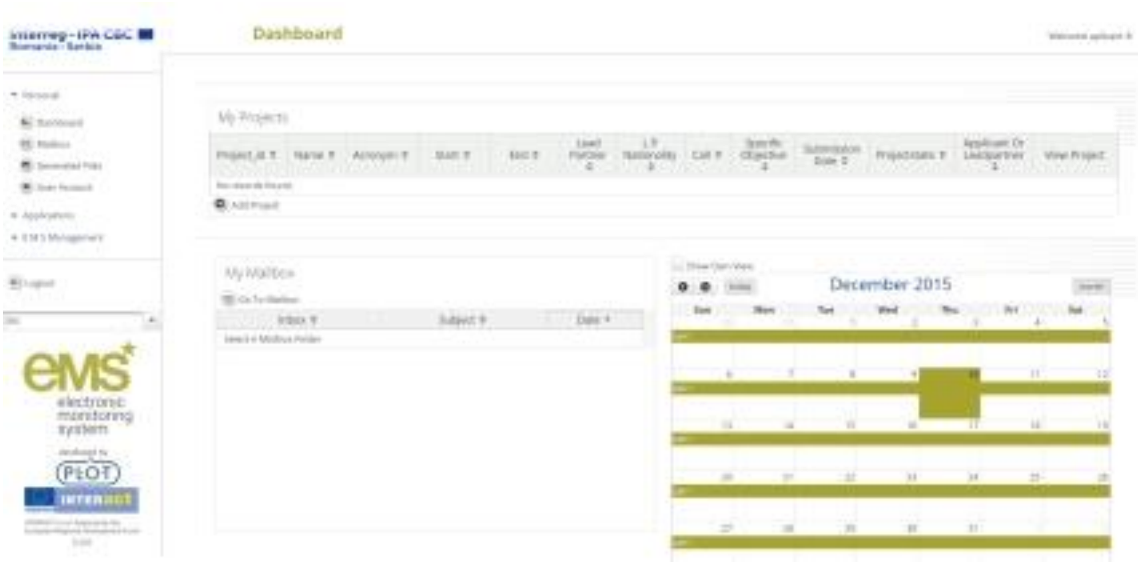
Submitting the application

The eMonitoring System will be open for project applications during specifically designated calls for applications. The opening and closing dates can be found on the Interreg - IPA CBC Romania-Serbia programme website.

All project applications must be filled in completely and submitted during the period of time defined for the call. A project idea that is filled in but not submitted will be considered as draft only and not as received application. Thus it will not be assessed.

Once the project application has been completed, press “Check saved project”. The system will then perform a number of controls and will ask you to correct any errors found. Once the controls have been successfully completed, you should press “Submit checked project”. Both buttons can be found in the left-hand side menu. Please note that you will still have to check your project carefully, as the automatic checks cannot cover all aspects.

How to fill in the application form



After completing user registration process, in order to insert a new project, click “add project”.

For all projects, the information described in this chapter is required.

Part A: Project summary

- A. 1: Project identification

Please choose the Priority Axis and Specific Objective of the project and fill in the project title and acronym, name of Lead Beneficiary, project duration, start and end dates (these can be modified at a later stage).

- A.2: Project summary

Please give a short overview of the project and describe the common challenge of the programme area you are jointly tackling in your project, the overall objective of the project and the expected change your project will make to the current situation, the main outputs you will produce and who will benefit from them, the approach you plan to take and why is cross-border approach needed, what is new/original about it.

Part B: Project partners

This section contains the basic information about the project partnership. Each project must have a Lead Beneficiary and at least one Project Partner from different countries.

A form is to be filled in for each of the project partners. Choose the partner role in the project (Lead Beneficiary or Project Partner) and insert the name of the partner organisation in national language and in English. The abbreviation of organisation refers to a short name (official or unofficial) of the organisation (for example UNESCO is an abbreviation of 'United Nations Educational, Scientific and Cultural Organization')

The names of all partner organizations should be stated both in their native language and in English. The same type of information is needed for all partners.
The contact data must be filled in accurately! The entire correspondence during the project evaluation will be carried out with the Lead Beneficiary by fax and e-mail and therefore it is at most importance to provide accurate contact data.

Provide information on the address of the partner. Country/ region and district/ county are chosen from dropdown menus. Pay attention to that you choose the right region and the right district/ county. Street address should be the legal address of the organisation.

For legal and financial information, choose the type of partner from the dropdown menu. Several options may apply; in such a case choose the most appropriate or descriptive one. If choosing 'other', provide an explanation.

The legal status is defined as either private or public, depending on the main source of financing of the partner organisation and/or whether the organisation is governed by public or private law.

The co-financing rate shall be filled in manually. Ensure that you do respect the maximum levels of co-financing, as the programme staff will check these and the maximum levels can never be exceeded. The IPA co-financing is 85% for all partners and may only be decreased in exceptional cases.

VAT is an eligible expenditure only if it is genuinely and definitely borne by the project partner and is shown in bookkeeping. It must be noted that, if the VAT is recoverable by whatever means (organisation is entitled to recover VAT based on national legislation for the activities implemented in the project), it cannot be considered eligible, even if the beneficiary does not actually recover it.

If your organisation has a VAT number, please provide that number. If you are using other identification number (registration number etc.), uncheck the box and provide the number and its definition to the text fields. VAT recovery: indicate by choosing 'yes' if your organisation is entitled to recover VAT based on national legislation for the activities implemented in the project, or choose 'no' if this is not the case.

Give the personal and contact information of project legal representative. The legal representative is the official representative of a lead beneficiary/ partner organisation, with rights to sign documents. The contact person within the lead beneficiary/ partner organisation is the day-to-day contact between the project and the programme bodies. All partners should have designated contact persons for communication within the project partnership.

Provide information on the organisation's experiences and competences when it comes to the thematic field of the project and cross-border cooperation:

- What is the organisation's relevant thematic competence and experience for the project?

- What is the benefit for the organisation from participating in the project?

- If applicable, describe the organisation's previous experience in participating in and/or managing relevant other international projects (EU co-financed or other projects).

Remember to save your project. Scroll back to the bottom of the page and click 'Return To Partner List', from where you can add new partners. Repeat the process described above for each of the project partners.

Part C: Project description

This section provides information about the project content. Here you should explain why the project is needed, how it links with the programme and with other strategies and why it should be implemented in cross-border cooperation. All these topics are extremely important factors when prioritising projects that will be selected for funding. Please consider each question carefully and provide all relevant information in the input fields.

C.1: Project relevance

Territorial challenge

Describe the cross-border challenges and opportunities that will be tackled by the project and why your project is relevant for the programme area in terms of common challenges and/or joint assets addressed.

Project Approach

Present the intervention logic of the project. Describe how the project will approach and address the common cross-border challenges and/or joint assets and what is new and innovative about the approach the project would be taking. Describe the new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime and in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

Cooperation Reason

Provide information on why cross-border cooperation is needed to achieve the project's objectives and results. Explain the logic behind the partnership structure: why are the chosen countries and partners important for successful implementation of the project?

Cooperation criteria

Check the boxes and describe how you will fulfil the selected cooperation criteria. More information on the different criteria and their definition is available in the Cooperation Criteria section of the Applicant's Guide.

Project focus

- Project's contribution to the specific objective of the programme.

Describe the overall objective of the project and how it links to the chosen programme specific objective. Try to be as specific as possible when defining your contribution. The programme will only fund projects that are in line with the programme objectives. Therefore it is vital that you show the added value your project can bring in contributing to the programme specific objective.

- Result indicator of the specific objective

Choose the relevant result indicator of your chosen specific objective from the drop-down menu.

- Project main result

Please specify one or more project results and demonstrate their contribution to the result indicator and its target value. Quantify the result if possible. The programme will only fund projects that are in line with the programme result indicators and help to realise them.

- Project specific objectives

What are the project's own specific objectives that it aims to fulfil? The project overall objective can be split into a maximum of three more specifically described project specific objectives. Define these by clicking 'Add project specific objective'. Give a title and a short description of each of them.

- Durability and transferability of main outputs

The project needs to ensure that project outputs and results have a lasting effect beyond project duration. Describe concrete measures (including institutional structures, financial resources, etc.) taken during and after project implementation to ensure and/or strengthen the durability of the project outputs and results, possible continuation of activities etc.

If relevant, explain who will be responsible and/or who will be the owner of results and outputs. Give a description of the transferability of the project results and outputs, i.e. how they can be used in a wider context, in other countries or circumstances.

Project context

In what way will the project contribute to relevant wider strategies and policies? Consider the strategies and policies that concern the project theme or the programme area.

- Project Contribution to EU 2020 Strategy, EU Strategy for Danube Region or other EU/ national/ regional/ local programmes/ strategies/ initiatives.

Explain how the project activities and results contribute to the above mentioned strategies. You should look into the documents of these strategies and assess if your project contribute to them. It is your responsibility to identify and explain any added value you may bring.

- Synergies with other projects

What are the synergies with other past or current EU and other -projects or EU-initiatives the project makes use of? Please explain what added value the current project would bring to any previously funded projects.

- Building on available knowledge

Describe how the project builds on available knowledge, and how it utilises previous studies, experiences and lessons learned from the project theme? Explain also if and how you are going to make use of the outputs or results of previous projects and what added value this project would bring to already implemented projects or work.

Horizontal principles

In what way is the project going to contribute to the horizontal principles of the programme, namely sustainable development, equal opportunities and non-discrimination, gender equality. For more information on what is meant with these topics, look into the Applicant's Guide chapter 1.3. You are asked to define the impact of the project on each of these principles by choosing negative, neutral or positive from the dropdown menu. Justify the choice and elaborate on how this impact will happen.

Be advised that not all projects are likely to have a positive impact on all these fields. Be realistic in your assessment and add here only the direct impact your project will have.

Work plan

This section gives a detailed account of how you will implement the project. There are some mandatory work packages (WP) that all projects must use. The work plan should be realistic and should provide a roadmap for the project implementation.

Work packages are split into activities. Activities refer to dividing a project into a number of individual tasks, which must be completed to reach the deliverables. Deliverable is a tangible or intangible object produced as a result of the activity that is intended to be delivered to a target group or a stakeholder. A deliverable could be a report, a document, a server upgrade or any other building block of a project.

Please check the list of eligible expenditure, annexed to the Applicant Guidelines in order to properly budget the expenditure (e.g if a certain item is eligible or not, under which lines and what are the limits - where applicable).

Concentrate your resources towards achieving results and check coherence with activities.

Work package list

WP 0 - Preparation

Define the **responsible partner(s)** for the work package and other **partners' involvement** in it. Give a summary on the WP and its activities, and also provide an overview on how project has used these costs. Activities and related costs in this WP are those that have occurred before the submission of project application. Please observe the starting dates for preparation costs mentioned in the Applicant's Guide.
Projects are required to include this cost into the budget, for each relevant partner. Co-financing has to be added to the preparation cost according to the relevant partner co-financing rates.

WP 1 - Management

Project management is a mandatory work package for all projects and is automatically set as WP 1. Click on the work package to insert its contents. Define the **responsible partner** for the work package and indicate **other partner's involvement** in it. Give a **summary** description the activities and partner contributions related to the work package. In the case of WP 1, first describe how the management on the strategic and operational level will be carried out in the project, specifically:

- structure, responsibilities and procedures for the day-to-day management and co-ordination
- communication within the partnership (not external dissemination activities)
- reporting and evaluation procedures
- risk and quality management
- indicate whether the management is foreseen to be externalized Describe **activities** and their **start and end dates** in this WP and the **deliverables** as well as their **target values**. Add activities according to project need. Please note that each activity must

have a deliverable. It is however recommended not to have a large amount of deliverables under one activity, but rather to split the activity into separate activities with a smaller number of activities.

The staff involved in the project management team should be included in this WP. Direct staff costs are those salaries paid for the staff involved in the main activities of the project (e.g project manager, financial manager, technical staff such as engineer, laboratory staff, etc.). All direct staff costs must be budgeted under Staff costs budget line, only in the WP Management based on the real costs principle!

All indirect costs (including indirect staff costs) must be budgeted in the Office and administration budget line, only in the WP Management. Indirect staff costs are those paid for the staff involved only in administrative tasks (e.g driver, secretary, account of the beneficiary institution, cleaning personnel).

WP 2 - Communication

First define the **responsible partner(s)** for the work package. Provide an explanation on the **partners' involvement** in it. Give a **summary** on the WP and its objectives.

Click 'Add communication objective' and choose the type of objective from the dropdown menu. Communication objectives will be connected to your project objectives. Describe shortly how you are going to approach this objective. Then move on to select and describe activities that will be done in order to reach the objective, and their start and end dates. Define the deliverable(s) and their target values. You can add activities and deliverables if relevant to the communication objective. Please note that each activity must have a deliverable. It is however recommended not to have a large amount of deliverables under one activity, but rather to split the activity into separate activities with a smaller number of activities.

If necessary, add more communication objectives and repeat the process for them as well.

WP 3 - Implementation

First define the **responsible partner(s)** for it this WP. Provide an explanation on the **partners' involvement** in it. Give a **summary** on the WP and its objectives.

All output indicators are linked to the programme's specific objectives and their output indicators. Describe what the **main outputs** of the work package are, and choose the indicator(s) that you will use to follow how the output is being achieved. Remember that you should only choose the output indicator(s) of your chosen specific objectives, not the indicators from other specific objectives. Choose the relevant output indicator(s) depending on which programme specific objective your project contributes to.

The fields for Output (Title, Description, Output Indicator of Chosen Specific Objective) are automatically created for every Work Package. Fill in the output concerning each Work Package that contributes to the programme output indicators. If some Work Package does not directly contribute to the indicator, delete the output by using the button ‘Remove Output’. If two WPs are contributing to the same output indicator, indicate it only in one of the WPs as this indicator will be calculated automatically adding up all output indicators form all WPs.

Define the **target groups** that will use the main outputs either by choosing the relevant one(s) from the dropdown menu or manually writing the name(s) of your target group(s).

Break the WP down into **activities** and **deliverables** and describe them. Give also their **start and end dates** as well as **target values**. You can add activities and deliverables if relevant to the implementation activity. Please note that each activity must have a deliverable. It is however recommended not to have a large amount of deliverables under one activity, but rather to split the activity into separate activities with a smaller number of activities.

WP Investment

<u>To be filled in by projects that have an infrastructure component or which grants more than half of its total eligible budget for purchase of equipment.</u>

First define the **name of the WP** and the **responsible partner(s)** for it. Provide an explanation on the **partners’ involvement** in it. Give a **summary** on the WP and its objectives.

Justify why the investment is relevant and necessary for the project: what is the current situation on the site and what will change due to the investment. Explain what added value the investment will bring to the project and its results. Describe in what way the investment is a joint investment. Provide information on the **location of the investment(s)**. If it is not a permanent structure or will be moved from one region to another, tick ‘From all regions’, choose ‘Other’ from the dropdown menu and provide a more detailed description on the nature of the investment in the text box. This option can also be used when a project wants to present two or more similar investments in different locations under a single WP.

Elaborate on the possible **risks associated with the investment**: what are the steps that you need to take in order to complete the investment and what are the risks related to any of these. Be realistic in your assessment, as this provides the best outset for preparing the timeline of the project and later implementing the project.

Provide information on **investment documentation**, i.e. what documentation is needed for the investment to be successful and all technical requirements and permissions required for the investment according to the respective national legislation (feasibility studies, Environmental Impact Assessments, possible permits etc.)

Describe who has **ownership/ other rights under the real property law** of the investment and site of the investment. Here you should make reference to ownership/ other rights under the real property law during the project, but also after the project, in case you foresee any changes in ownership/ other rights under the real property law of the investment or part of the investment.

Describe what the **main outputs** of the work package are, choose the indicator that you will use to follow how the output is being achieved.

Define the **target groups** that will use the main outputs and how will you involve target groups (and other stakeholders) in the development of the project main outputs.

Elaborate on the **durability and transferability of the main outputs**: how will they be used after the project has ended, what measures will be taken to ensure durability of the outputs and who will be responsible for the output after the project.

Break the WP down into **activities** and **deliverables** and describe them. You can add more activities and deliverables if relevant to the implementation activity. Please mention the responsible beneficiary for each activity in the description field.

Target groups

Target groups will be added automatically after they have been defined in work packages. Describe the target group and how large it will approximately be.

Reporting periods

The project reporting periods will be generated automatically. The first period is three months from the start of the project, the second period the next three months after that etc. until the project end date. Reporting periods need to be recreated by the Lead Beneficiary if project start or end dates are modified. If the system does not generate the periods automatically, it can be done manually by clicking the 'Recreate periods' button.

Activities outside the programme area

If applicable, list project activities to be carried out outside the programme area. Describe why these activities are necessary and how they will benefit the project and the programme area. Add the total budget of these activities as well as their IPA share. Please note that this budget **should not exceed 20% of the project's IPA funds**.

Partner budget

Information provided in this section relates to the technical and financial evaluation criteria.

When preparing the budget, read the Applicant's Guide and it's annexes closely. It contains detailed information about what costs are considered eligible under each budget line.

Please add and fill in a separate "Partner budget" sheet for each partner. Fill in the budget for each partner. The budget will be filled in from three different aspects: the budget lines, project periods and work packages. You may choose any of these aspects as your starting point for filling in the budget, observing that you will fill in the same amounts per budget line and WP in all the tables.

The budget should be filled in with enough detail for the evaluators to be able to assess if the budget is realistic and if it links to the activity plan. This means that for each cost item, a basic calculation method should be provided. **You can create sub-budget lines according to your need**. It is advisable to add sub-budget lines according to logical entities and then fill in the costs for the periods.

For describing the cost items, use the sub-budget line text row. For example in 'Travel and Accommodation' you would put the information "Two Steering Group meetings with 6 participants each" to the sub-budget line.

When adding costs to the Preparation WP, please note that this expenditure is limited to 10% of the total project budget.

The budget lines

Staff costs (gross salaries for persons who get paid from the project budget)

! All direct staff costs must be budgeted under Staff costs budget line, only in the WP Management based on the real costs principle!

! All indirect staff costs must be budgeted under Office and administration.

Direct staff costs are those salaries paid for the staff involved in the main activities of the project (e.g project manager, financial manager, technical staff such as engineer, laboratory staff, etc.).

Indirect staff costs are those paid for the staff involved only in administrative tasks (e.g driver, secretary, account of the beneficiary institution, cleaning personnel).

You can add project staff (sub- budget lines) by clicking '+' and adding Staff function (for example 'Project Manager') and Description. Add each staff member to a separate sub-budget line.

In the Description part, provide information on monthly salary level, estimated workload (full or part time work) and additional costs (for example '3000€/100% + 1,3 coefficient') If part-time work is done, indicate also the work load: number of days/hours or percentage of working time for each part-time worker. Describe also shortly the task of the person. Save and click the pencil figure to enter salary information. Information on the salary is to be entered for each period:

Unit type: choose full time, part time or hourly rate as well as period, month or hour if relevant

Total: the total amount of funding used for the specific sub-budget line in the specific period.

Add the information to all relevant periods. Add project staff as relevant to your project and repeat the process.

As a general rule, each salary must be in line with the latest documented salary level for the same or similar position.

Office and administration

Office and administration expenditure MUST be budgeted in the WP Management (additional sub-lines are not allowed) and calculated as a flat rate of 5% from the direct eligible costs of the project, for each period.

All **indirect** staff costs must be budgeted in the Office and administration budget line, only in the WP Management. **Indirect staff costs** are those paid for the staff involved only in administrative tasks (e.g driver, secretary, account of the beneficiary institution, cleaning personnel).

Direct costs of the operation: direct staff costs + travel and accommodation + External expertise and services + Equipment + Infrastructure & works.

Travel and accommodation

Click '+' to add a sub-budget line and name it (for example 'Steering group meetings'). Insert information to each work package and period:

Unit type: put the information describing the cost item (For example "Participation to conference x, 2 persons) primarily to the sub-budget line, not to the Unit type box

Total: the estimated cost of Steering group meetings in the specific period

Repeat the process for each period if relevant and move on to define other sub-budget lines for Travel and accommodation costs.

External expertise and services

Click '+' to add a sub-budget line and provide a description of its contents, for example 'Publications, 5 in 2 languages'. Insert information to each work package and period where your project is planning to have these costs:

Unit type: put the information describing the cost item (for example '2 reports on the natural values of site x' or 'Lump sum: trainings for target group x') primarily to the sub- budget line, not to the Unit type box.

Total: the cost of such reports in the specific period or the cost of the lump sum

Repeat the process for each period if relevant and move on to define other sub-budget lines for External expertise and services.

Equipment

Click '+' to add a sub-budget line and provide a description of its contents, for example 'Computers for project staff'. Insert information to each work package and period where your project is planning to purchase equipment:

Unit type: put the information describing the cost item (for example 'computer for project manager' or 'bottles for water samples for activities in WP x') primarily to the sub-budget line, not to the Unit type box.

Total: the total cost of the equipment in the specific period.

Repeat the process for each period if relevant and move on to define other sub-budget lines for Equipment. All items purchased under 'Equipment' should be listed separately unless they are similar and of same value.

Infrastructure and works

Click '+' to add a sub-budget line and describe its contents, for example 'Installing electricity in a small port'. Insert information to each work package and period where your project is planning to have investments:

Unit type: put the information describing the cost item (for example '200 meters of cable installed to small port x' or 'sewage system to tourist attraction x') primarily to the sub-budget line, not to the Unit type box.

Total: the total amount of the investments in the specific period

Repeat the process for each period if relevant and move on to define other sub-budget lines for Investments.

Define Contribution

Select a partner from the partner list and click 'Define contribution'. Indicate the amount and source(s) of own contribution of each project partner. Click '+' if there are several sources of contribution and enter the name and legal status of the additional contributor. Check that the own contribution target value is reached. Check also that the amount of own contribution is identical to the amount presented in the Co-financing statement. Please note that in the Source of Contribution only the partner's own contribution is shown, divided by public and private, not the programme contribution (IPA).

Project budget overview

This part will be calculated automatically by the eMS. The project budget is broken down and presented here in different ways: per partner, work package, period, budget line etc. Please note that in-kind contributions are not eligible.

Attachments

Please observe the provisions of the Applicant Guide regarding the additional documents to be submitted.

Please upload all necessary documents in this section.

Please be aware that the assessment of the project is done only based on the information provided in the actual application form (eMonitoring System) and the mandatory annexes explained below. Information provided in an additional annex will not be used for the assessment. Therefore it is extremely important that you fill in the application carefully and provide all information requested.

Attachments and uploads can be added by clicking 'Choose', which lets you browse through the files on your computer.

Attachments which MUST be sent with the Application Form:

1. Declaration of Submission (Annex A.1)
This declaration should be filled in, signed and stamped by the Lead Beneficiary organization.

2. Job descriptions of the project management team (the positions that have a role in the implementation of the project) should be attached; if the project partners intend to partially contract the project management to a sub-contractor, the Terms of Reference for selecting the project management sub-contractor should be annexed. CV of the Project Manager is mandatory.

4. Legalized mandates of delegation from the legal representatives of partners (in case the application form and annexed declarations are not signed by the legal representatives of the Lead Beneficiary/partners) **– original document and its English translation.**
5. Declaration of Eligibility (Annex A.4), issued by each project partner, in original, stating that the applicant fulfils the criteria stipulated at II.2.i.
6. **Declaration of Commitment (Annex A.5)**, issued by each project partner, in original, stating that **the applicant shall:**

- provide its own private contribution to the eligible expenditure and ensure temporary availability of funds until they are reimbursed by the programme (amounts that will be spent by the partners in advance of reimbursement);
- cover all non-eligible expenditures corresponding to its activities incurred during project implementation;
- ensure that the representatives in the project management team are available throughout the entire implementation period.

7. Partnership declarations from all project partners, in original, stating their willingness to participate in the project and to sign the Partnership Agreement after the project is approved.

8. **State-aid self-assessment**. This questionnaire has been developed to help the beneficiaries to make an initial assessment of whether State aid is involved in their project and the options for dealing with this.

9. Feasibility studies/ General (main) project design or Project Design Idea (Idejni projekat) for Serbian partners for the new investments or the specific documentation for the interventions to the already existing investments, according to national legislation requirements (for infrastructure projects only).

10. Sustainability plan for the studies which are to be elaborated as the result/ output indicator during project implementation.

In order to evaluate the technical characteristics of an infrastructure project, the applicants must annex the feasibility studies/ General (main) project design or Project Design Idea for Serbian partners, for the works envisaged to the application form. The elaboration and approval of the feasibility studies/ main project design/ Project Design Idea for Serbian partners must observe the national provisions in this matter (see Annex G - Relevant national/ and EU legislation).
The Feasibility Study should not have been elaborated or updated more than one year before the deadline for the present call for proposals (the document must bear the date of elaboration/revision). Feasibility Study should be submitted in English, as an annex to the application form and should be accompanied by the legal agreements and approvals according to national legislation in force.
In case of General (Main) Project Design /Project Design Idea for the Serbian partners only the General description (textual part of documentation) and Bill of Quantities has to be English.

For Romanian partners, according with the provisions of Government Decision 941/2013, regarding the Organization and functioning of the Technico – Economic Committee for the Informational Society, all projects comprising IT&C investments with a value higher than 2,500,000 RON must obtain, before submitting the Application Form or starting the procurement procedures, the permit from the Technico – Economic Committee for the Informational Society.

11. Legal documents for border crossing points
For projects that include construction/ rehabilitation/ widening/ modernisation of the border crossing points, the applicants must submit the written agreement signed/ modified between the two countries and the Government Decision, according with the applicable law, specifying the nature and statute of the border-crossing point.

During the **eligibility check** of the project proposals, at the request of the Joint Evaluation Committee, the following documents MUST be submitted:

Legal documents of the applicants: documents proving the establishing of the project partner entities (law, decree, government decision, statute, registration act, Certificate of Registration, Article of Association, Fiscal Registration Certificate and Tax Payment Certificate for the proof of payment of taxes to the state consolidated budget and local budget, etc.) - copies of the relevant documents must be provided and English translation for relevant provisions.

Financial situation of all partners (copies and English translation):

- Latest balance sheet checked by the Financial Administration;

- Latest budgetary execution account checked by the relevant Financial Administration from the country where the Lead beneficiary/ beneficiary is located, as specified in the list of Annexes after Section 5 of this Applicant Guide

Documents certifying the ownership status of the land and/or building:

<u>FOR PUBLIC AUTHORITIES and other PUBLIC BODIES:</u>

a. the legal act (e.g. government decision, law, government ordinance, decision of local counties, etc.) stating the fact that the land and/or building/ item of infrastructure is in concession/on long term contract/ in administration/ bailment contract/rent contract/ publicly owned by the applicant/ they hold a right under the real property law over the land and/ or building/ item of infrastructure;
b. it must be proved that the land and/ or building/ item of infrastructure is publicly owned or that the duration of the concession/ long term contract/ administration contract/ bailment contract/ rent contract/ any other right under the real property law is for at least 5 years after the completion of the operation and that the owner has given it's written agreement saying that the applicant may perform the infrastructure actions on/ in the relevant land/ building/ item of infrastructure. Such a contract should last for at least 5 years after the completion of the operation.

- declaration from the land and/or building/ item of infrastructure owner that the land and/or building/ item of infrastructure is:

  - free of any encumbrances;
  - not the object of a pending litigation;
  - not the object of a claim according to the relevant national legislation.

- documents related to the registration of the land and/or building/ item of infrastructure in the relevant public registers.

<u>FOR NGOs and other non-profit bodies</u>

- property/ ownership document for the land and/or building/ item of infrastructure; OR
- the applicant holds the land and/or building/ item of infrastructure under a concession/on long term contract/ in administration/ bailment contract/ rent contract/ any other right under the real property law;
- documents related to the registration of the land and/or building/ item of infrastructure, by the NGO, in the relevant public registers;
- it must be proved that the concession/ long term contract/ administration contract/ bailment contract/ rent contract/ any other right under the real property law is for at least 5 years after the completion of the operation and that the owner has given it's written agreement saying that the applicant may perform the infrastructure actions on/ in the

relevant land/ building/ item of infrastructure. Such a contract should last for at least 5 years after the completion of the operation.
- Declaration from the land and/or building/ item of infrastructure owner that the land and/or building/ item of infrastructure is:
    - free of any encumbrances;
    - not the object of a pending litigation;
    - not the object of a claim according to the relevant national legislation.

During the **pre-contracting phase**, at the request of the Joint Secretariat, the following documents must be submitted:

1. Urban planning/ constructions and works permit (for infrastructure actions)

In case the project involves construction/rehabilitation/modernization of infrastructure, the applicant must present the Urban planning/ constructions and works permit or, according to national legislation in force, approval/consent from the relevant authority to perform works for which building permit is not required (except in cases when, according to national legislation in force, such approval/consent is not needed).

2. Environment agreement (for infrastructure actions)
The applicants must present an official act from the competent environment authority stating that the project observes the legal provisions of environment protection.

The Serbian applicants must submit a suitable Environmental Impact Assessment (Statement) covering the proposed development or a written confirmation from the environmental Office of the Local authority that such a document is not required.

3. Documents which are the object of the own responsibility statements. For Serbian Beneficiaries two documents are to be submitted: Tax Certificate issued by Tax Administration of Ministry of Finance for Legal Entities Regarding Fees and Taxes and Tax Certificate for Legal Entities Regarding Local Fees and Taxes.

4. Bank accounts especially opened for the implementation of the project
5. Partnership agreement signed and stamped by all project partners (see Annex E Model Partnership Agreement).

6. The decisions of the empowered bodies (county council, board of directors etc.) **regarding the availability of own resources, temporary availability of funds for their activities until reimbursement and appointing their representatives in the project management team must** be provided by each Partner. This would include copies of the original documents appointing the employees to work on the project and its English translation. These documents must be provided in the pre-contractual phase.

7. Criminal record, which shows that the beneficiary was/ is not convicted or was/ is not in one of the situations presented in the Applicant Guide under eligibility of applicants. For beneficiaries in Serbia Criminal record consists of two documents, one is issued by relevant Basic Court and the other by Higher Court in Belgrade, Special Department (for organized crime).
8. Financial identification forms (EUR and RON/ RSD accounts) and account balance. The euro account identification form must be accompanied by a bank statement regarding the balance of the account which must be 0,00 euro.

9. Declaration of gratuitousness.

In order to satisfy itself of the sound management of the contracting process, at any stage the MA may request additional documents from the beneficiary. The JS must ensure that the documents are submitted to the MA in due time according to specific MA requirements.

The annexes may be submitted as electronic (PDF) versions, except for the **Declaration of Submission** which must be submitted as an original signed paper copy.

10. Market analysis for all procurements over 20.000 Euro. The market analysis shall be done either by asking for offers from at least three providers or by printing out the price offers for the specific items from the web pages of at least three providers.

In order to satisfy itself of the sound management of the contracting process, at any stage the MA may request additional documents from the beneficiary. The JS must ensure that the documents are submitted to the MA in due time according to specific MA requirements.

Assessment and hand over of the application

After submitting the application the lead applicant will see the project status in the column "Project_state" of the table "List Of Projects" as **Subm = Submitted**.

i. Now the application will enter in the assessment phase (Administrative and Eligibility and Technical and Financial) by the Evaluation Committee, while the lead applicant can check the status of the application in the e-MS (*My projects* section) and answer to the clarifications send by the members of the Evaluation Committee.

Please note that the clarifications can be send officially using the e-mail section of the e-MS as an attached letter of clarification or using other official means of communication (e.g. fax, post etc.)

1. The first step of the evaluation is Administrative and Eligibility assessment done by the Evaluation Committee using the e-MS.

2. After the Evaluation Committee has finished the Administrative and Eligibility assessment, the lead applicant will see the project status as **Eligibility_check_done = Administrative and Eligibility check done**.
   a) If the Evaluation Committee decided that the application is *ineligible*, the lead applicant will see the project status as **Ineligible** in the e-MS
   b) If the Evaluation Committee decided that the application is *eligible*, the lead applicant will see the project status as **Eligible** in the e-MS

3. For the application declared eligible the Evaluation Committee will continue with the second step of the evaluation, Technical and Financial assessment. After the Evaluation Committee has finished the Technical and Financial assessment, the lead applicant will see the project status as **Evaluated.**
   a) If the Evaluation Committee decided that the application is *Not Recommended* for financing, the lead applicant will see the project status as **Not_recommended** in the e-MS. **The application is proposed for rejection to the Monitoring Committee.**
   b) If the Evaluation Committee decided that the application is *recommended* for financing, the lead applicant will see the project status as **Recommended** in the e-MS. **The application is proposed for financing to the Monitoring Committee.**
   c) If the Evaluation Committee decided that the application is *recommended under conditions* for financing, the lead applicant will see the project status as **Recommended Under Conditions** in the e-MS. **In this case the application is proposed under some conditions for financing to the Monitoring Committee.**

4. After the Evaluation Committee has finished the assessment, they will present the Evaluation Report in front of the Monitoring Committee.
   The decision of the MC can be:
   a) *Approved* - the lead applicant will see the project status as **Approved** meaning that the application is approved for financing;
   b) *Approved Under Condition* - the lead applicant will see the project status as **Cr_in_process**, meaning that the AF is opened for editing and

the lead applicant can modify the application according with the conditions approved by MC;

c) *Reserved* - the lead applicant will see the project status as **Reserved**, meaning that the application is on the reserved list.

d) *Postponed* - the lead applicant will see the project status as **Saved**, meaning that the AF is open again for submission on the next call;

e) *Rejected* - the lead applicant will see the project status as **Rejected**, meaning that the application is rejecting for financing;

5. In case the application is Approved Under Condition, the system will add automatically a new section call "**modification request**" in the General menu with the button

Modification Request u Application and Contract with the button

Check Modification   Submit Modification

Application And Contract   Application And Contract

Check Modification   Submit Modification

The lead applicant will see by default this section when opens the application.

Modification Request Details- Project My first Project

Request Date	Message	Decision Message	Date Decision	Approval Message	Date Approval	Decision State	
		Conditions				Accepted	

In order to see the conditions of approval proposed by the Evaluation Committee and that needs to be taken into consideration in the AF, the lead applicant has to click on the yellow row to open the details.

Modification Request Details- Project My first Project

Request Date	Message	Decision Message	Date Decision	Approval Message	Date Approval	Decision State	
		Conditions				Accepted	

State:
Accepted

Categories:
- Change of Periods
- Change of Activities
- Change of Budget

Decision Message

Conditions

6. Check Modification cant has finished to modify the sections of the AF, the user will p Submit Modification ubmission (will check the application clicking on the button and after the confirmation the user will click on the button for submitting the application again)

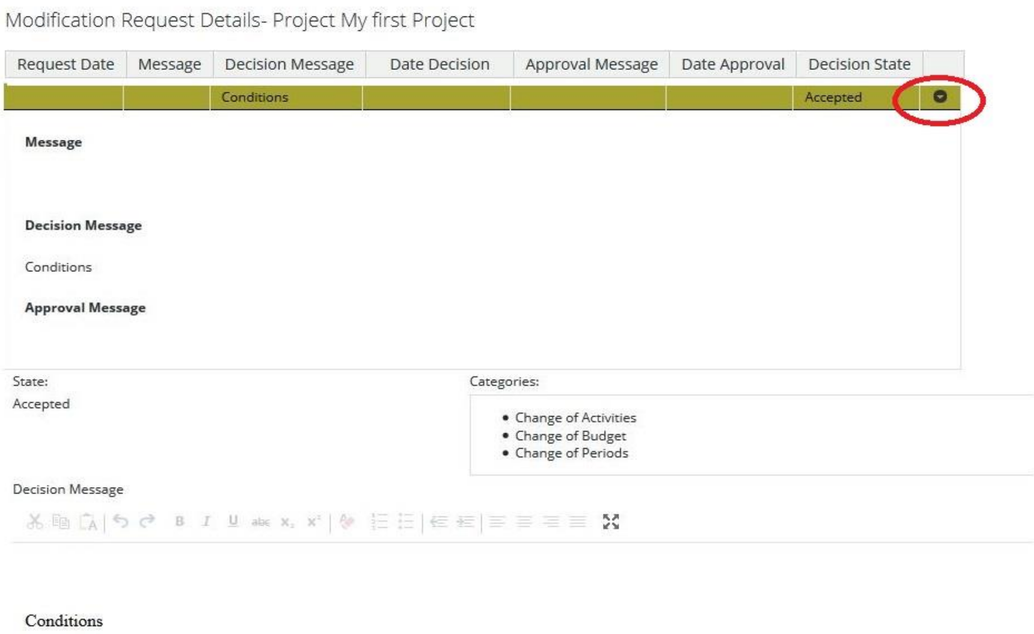
After submission the status of the project is **Cr_done** in the list of projects!

7. The JS will check the modifications made by the lead applicant in the AF and will decide to **Accept, Refuse or Hand back** the application modifications.

Please note that the JS will see the modifications of each sections of the pplication done by lead applicant using a smart tool of the e-MS.

a) If the JS refuses the modifications done by the lead applicant, the application goes back to the **Recommended** status and needs to be again the subject of MC decision *(Approved, Approved under conditions, Postponed, Rejected or Reserved);*

b) In case the JS will hand back the modifications, the lead applicant will have to do again the modifications according with the instructions proposed by the JS. The application will have again the status **Cr_in_process** and the process is resumed to the point 6.
In order to see the message and instructions proposed by JS for modifying the application, the lead applicant has to click on the black arrow located in the right part of the modification request section.

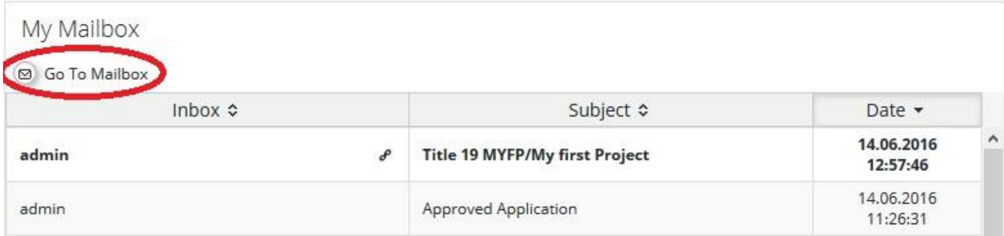


c) If the JS accepts the modifications done by the lead applicant, the application will be approved for financing. The application will have the status **Approved.**

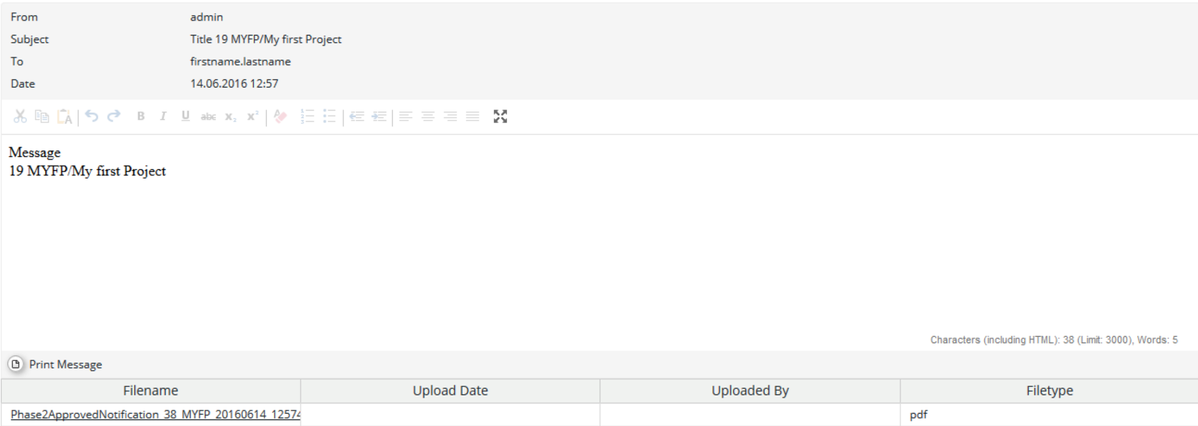
Please note that it is not possible to partially accept modifications!

Also, please note that the lead applicant will be informed by e-mail about the JS message of approval, refusal or returned for modification posted in e-MS. Also, the lead applicant should know that the conclusion of approval or rejection is the subject of MC decision.

8. The lead applicant will be informed by e-mail about the decision of MC, receiving attached an official letter of information send by MA.



In order to see the attached letter the lead applicant has to go to the mailbox section by clicking on the button Go To Mailbox



Please note that in case the project is approved for funding either using e procedure detailed at section 4 point a) or the procedure detailed at ..ction 7 point c), the approved AF will become part of the subsidy contract and will be used as a tool for monitoring the project implementation.

ii. After the application is approved for financing, the next step in the process is to hand over the application approved (project) to the lead partner (lead beneficiary).

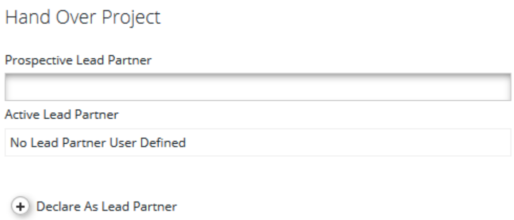
1. In order to do the hand over the lead applicant has to open the project and go to the *General Menu* from the left side and by clicking the button Lead Partner it will open the function called hand over project.

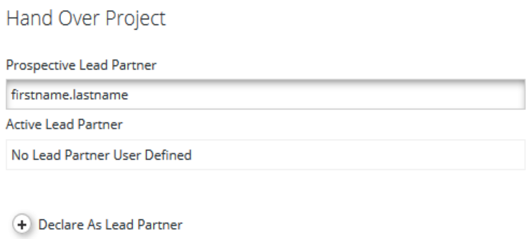
Please note that, when the lead applicant opens the approved project he system will inform the user with the message displayed in the upper ight corner.

2. In the hand over function, the lead applicant will insert the username of the lead partner and will click on the button Declare As Lead Partner

Please note that in the case the lead partner is different from lead pplicant, the user has to be registered in the system before and

the lead applicant should know exactly its username in order to be added in the field.





3. After the confirmation of the lead partner in the system, the lead applicant will be informed that the lead partner has to be confirmed by the JS with a message displayed in the upper right corner.
   Now the project status is **Handover** in the section Dashboard - "My projects".

a) In case the JS will reject the lead partner proposed by the lead applicant, the lead applicant will have to propose another lead partner. The project status is returned again to **Approved**

b) In most cases the JS will approve the lead partner and the project is moved in the phase of contracting. The project status is changed from Handover to **Startup**

Please note that the lead applicant will be informed by e-mail about approval or rejection of the lead partner.

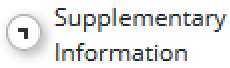
After the approval of the Lead partner the lead applicant can only see the AF, the way it was submitted and approved, but cannot see the reporting phase of the project, cannot request modifications, edit users or intervene into the project in any other way.

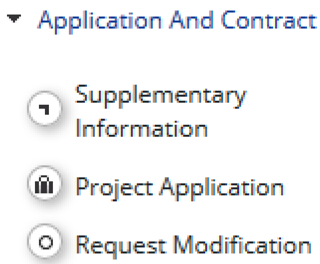
Project implementation

This section contains practical information related to project implementation procedures.
The eMonitoring System (eMS) is used for all project reporting and other implementation procedures.
In the eMS each project has two main views: the "project" i.e. the application itself and "reporting", through which all reports can be accessed.
In addition to written guidance, the JS Contact Person will support the project during the whole project life-cycle. The JS support focuses on helping the project reach its expected results.

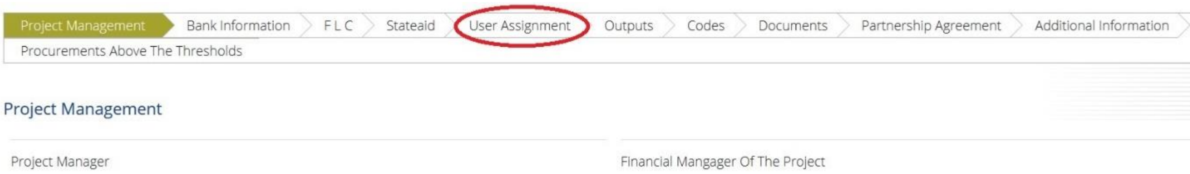
Pre-contracting and contracting

In the pre-contracting phase the project status is **Startup** in the system and the lead partner has to provide:

i. *additional data* in the section Application and Contract, function Supplementary information by clicking on the button 



Please note that information provided through the function upplementary information can be updated over the life cycle of the oject and the JS can see the modifications done by lead partner or partners.



Project management
Here information on the assigned people responsible for the project's (content) management, financial management and communication is filled in. Depending on the project, one person may be responsible for one or more of these tasks.
Information on the location of official project documents is also included here. Each partner is responsible for maintaining its' own official documents. Under "name" also the position of the responsible person can be filled in (bookkeeper or similar)

Bank account information

The bank account information for the Lead beneficiary needs to be filled in. To confirm the information, the Financial identification forms must be filled in and attached to the project files. The file should be named Bank account information_LP name_date.
The bank account information must always be kept up-to-date by the Lead beneficiary. If the bank account changes, the information must be changed immediately and a corresponding document attached. All payments are made to the bank account declared in this section.
The Lead beneficiary is responsible for the correctness of the information; any risks or costs related to payments going to wrong accounts due to incorrect information provided by the Lead beneficiary are borne solely by the Lead beneficiary.

FLC

Here, preliminary information on the FLC of each partner can be filled in. Please note, that this is not an official decision by the project but rather a Programme decision. In this case the partner should refer to the national institution. No individual controller needs to be named.

User assignment

Besides other sections of the Supplementary information that need to be filled in, User assignment is a very important one and must be filled in with the usernames of the project partners.

The lead partner has to assign one user for each the partner registered in the AF in order to give them access to the reporting phase of the project.

Please note that the users have to be registered in the system before and the lead partner should know exactly their usernames in order to be assigned as the project partners.

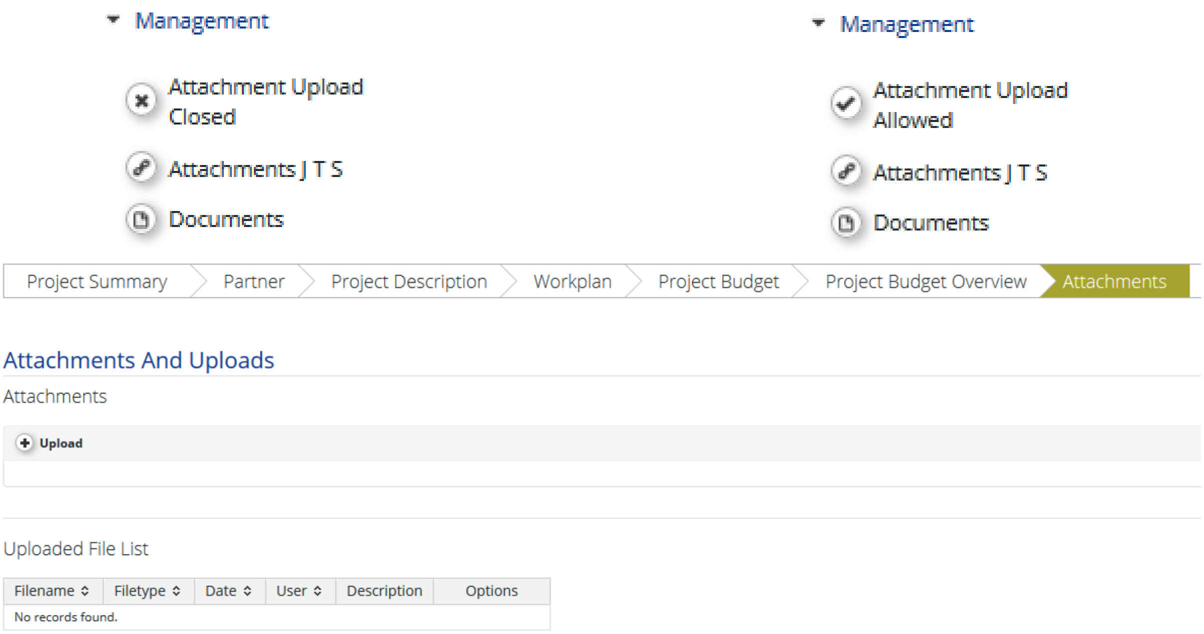
A user assignment can be removed by selecting the user and pushing Remove.
Note, that partners cannot start filling in reporting before the users have been assigned.

Documents

For each partner, fill in information on where the archives for project documents are kept and who is responsible for them. As this information may be used several years after the closing the project it is advised to fill in information for a position and/or a general e-mail address rather than for a concrete person. In such a case, fill in the work title of the relevant person instead of first and last name.

ii. In case the JS or MA will request the lead partner or partners to provide *additional documents* needed for contracting phase, the system has the possibility to open the attachment section of the AF in order for the lead partner to add the requested documents.

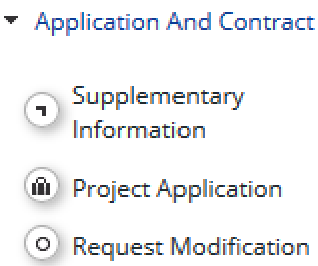
For this option the JS will open the attachment section of the AF by clicking on the button Attachment Upload Closed ı close it by clicking on the button Attachment Upload Allowed d partner has finished to upload the project documents.



After the lead partner has finished to upload all the documents requested by JS, the user has to notify the JS by sending an e-mail of information using the e-MS.

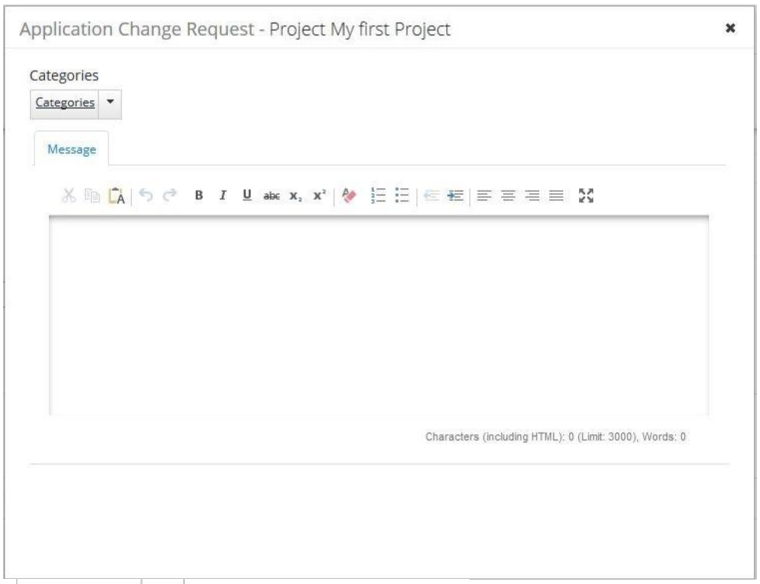
Please note that the lead partner can send the documents by e-mail but those documents are not attached to the AF as the signing contract procedure request.

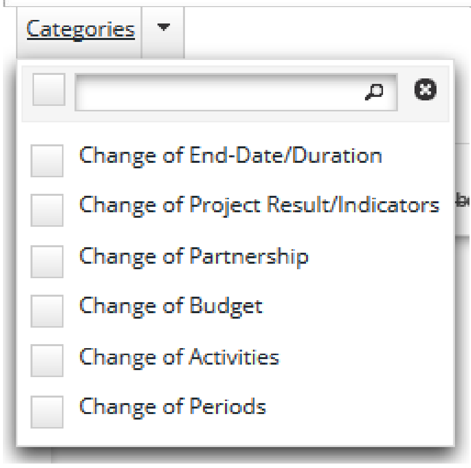
iii. If there is the case, the Lead Partner can request modification of the AF to the JS, only if the button Request Modification is visible in the section Application and Contract



Please note that the lead partner can request modification only after the project has been handed over to a lead partner and the lead partner has been approved by the JS. Before that stage it is not possible for lead partner to request modifications!

In order to request modification of the AF, the lead partner will click on the button Request Modification and the system will pop up a window where the user will apply for modifications of the AF, first by selecting the categories of the AF that he wants to modify and then writing the details and explanation in the message field.





Please note that the lead partner can use the e-mail function to discuss in writing before sending the request for modification to the JS using the e-MS!

The JS will analyze the lead partner request for modification and will decide to accept or refuse.

a) In case the request for modification of the lead partner is refused, the lead partner cannot modify the AF;

b) In case the request for modification of the lead partner is accepted, the AF is open for modification.
After the lead applicant has finished to modify the sections of the AF, the user will proceed as the first submission of the application (see points 6, 7 and 8 from the part E)

iv. After the pre-contracting phase is finished the Subsidy Contract is created by the Managing Authority and sent to the Lead beneficiary. The Subsidy Contract is one of the few documents signed on paper. The Lead beneficiary will receive three signed copies of the Contract for signing. The Lead beneficiary shall then return two copies to the Managing Authority.
After signing the contract first by the lead partner and then by the programme bodies, the project is approved in the system and goes in the implementation phase.
The project status is **contracted** in the section Dashboard - “My projects” and will remain contracted over the implementation period.
As you can see in the print screen from below another section named “view reporting” is available for opening.

My Projects

Project_id	Name	Acronym	Start	End	Lead Partner	L P Nationality	Call	Timeslot	Specific Objective	Submission Date	Projectstate	Applicant Or Leadpartner	View Project
ROBG-19	My first Project	MYFP	07.06.2016	06.06.2017	RO Partner	ROMÂNIA	Call test 2 - fara bifa de "Use simpplified Budget"		SO 1.1: Improve the planning, development and coordination of cross border transport systems for better connections to TEN-T transport network	13.06.2016	Contracted	firstname.lastname	View Reporting

Add Project

Also, the lead partner is informed by e-mail about signing thee subsidy contract by MA and the project is contacted.

My Mailbox

Go To Mailbox

Inbox	Subject	Date
admin	**Project Contracted**	**17.06.2016 12:07:23**

Reporting

Regular reporting is a way for the partners to follow their implementation and to stay on track about the progress of the project. In a similar way it is the main tool for the JS/MA to get information on how the project is meeting its targets.

The reporting process consists in partners filling in partner reports which are then verified by their First Level Controllers (FLC) and when the costs are certified the reports are submitted to the LB who then prepares one single project report and submits it to the Joint Secretariat.
Please find below an example of how the procedure looks like for a project with 3 partners:

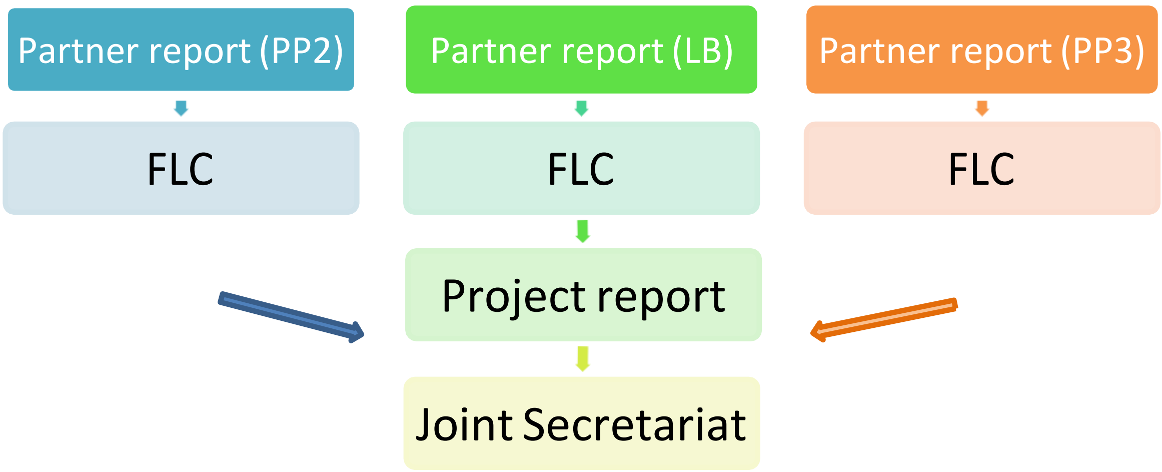


Figure - Reporting process in the e-MS

A significant part of reporting is the claiming of costs. All costs have to be covered first by the partners and can then be claimed for reimbursement. Each partner fills in their partner progress report. All costs must be verified by each partner's FLC.
The report shall be submitted to the FLC at least 60 days before the scheduled submission of the reimbursement claim to the JS.
The FLC has 60 days to perform its work. In case the FLC requires clarifications, the time for the partner to reply satisfactorily to the questions is not counted into the 60 days.
Some general advice applies for all reporting: Write the reports in a way that is understandable for also people outside your specific field of expertise; be truthful and honest in the explanations. The JS/MA does not expect to read about only the success stories of the project but wants to get the full picture of how the partnership is doing. This helps the programme staff to target its support to projects better and to prevent any future problems;
Make references to the project plan and make sure that your activities are in line with the set objectives.
A report is done for each reporting period. In some cases the period may be shorter than the full 3 months. Even then, a report for this period is created and filled in for that period of time.

Partner report

- Partner reports serve for providing information by partners to the LB. The information provided by each partner in their reports is then integrated by the LB into project report.
- Each partner (including LB) creates their own individual partner reports reflecting their share of activities and expenditure, according to the AF. In this respect, each partner (including LB) fills-in the individual partner report, using their own e-MS account.
- Each partner report is verified by the partner's FLC in e-MS.
- All the partners (including LB) are required to submit a partner report, according to the Schedule of First Level Control and Reimbursement Claims established for the respective project.
- The partner who does not want to claim any expenditure in a period is still obliged to fill-in a partner report (with 0 expenditure) and to submit it to FLC via e-MS.
- Partner reports created by mistake should be deleted.

Project report

- LB creates the global project report where all partner reports will be integrated after certification by FLC.

- LB prepares the aggregated activity report at project level, based on the progress of activities provided by the partners in the partner reports.
- All partners are obliged to submit a partner report for each period, even if there are no costs to be claimed during the respective time span.
- LB includes in the project report FLC certificates (except those with 0 expenditures) attached to partner reports. Financial data is automatically integrated in the project report.
- The project report is submitted by LB to the JS.

Periods and reporting deadlines

- The project periods reflect the duration of the project and are defined in the Application Form in the Work Plan section.
- Periods are defined based on the Schedule of First Level Control and Reimbursement Claims for the respective project – more precisely **based on the project implementation months for which any of the partners marked an amount to be submitted for FLC request**.
- The reporting deadline represents the date when the LB must aggregate the project report and submit it to the JS. The reporting deadline is defined based on the Schedule of First Level Control and Reimbursement Claims for the respective project – more precisely based on the project implementation months for which amounts are marked to be submitted in a reimbursement claim.

If there is the case that deadlines registered in AF (Workplan – Define Periods) are not according with the Schedule of First Level Control and Reimbursement Claim sent on paper, the Lead Beneficiary must request the modification of the deadlines for the Partners Reports

Eligibility of costs and how to report them

This chapter explains the basics of how to report different types of costs or in general what to take into account when reporting project costs.
Costs should be reported in the period when they have been paid, as a general rule. In some cases the period when a cost is paid doesn't coincide with when the activity has taken place (flight tickets or payments for seminars). Costs cannot be included before the activity has been taken place. If a cost remains for the next period, you may comment on this in the partner comment field for the cost and refer to the activity in the previous period.

Conversion to euro

All costs that have incurred in another currency than the euro shall be converted to euro at the time of reporting.
All conversions to euro are made automatically by the eMS. Costs are marked in the original currency and the currency is selected. The final conversion rate is calculated when the report is submitted to the FLC.

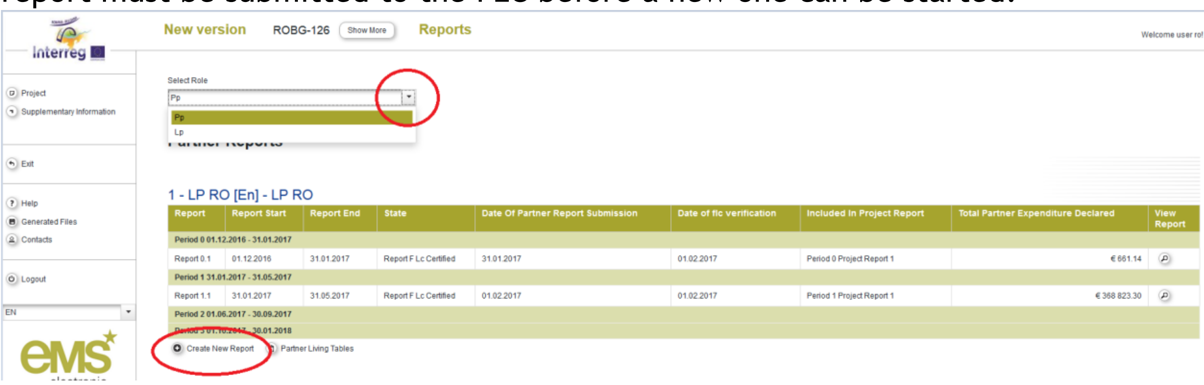
Staff costs
Salaries are recommended to be reported by project partner by month (salary and associated costs). The project can only report the share of the holiday allowances/salaries that have been earned during the project implementation and that is related to the time person has been working for the project (please remember also to check the national eligibility rules). Note, that no salary related payments cannot be accepted if they are paid after the project end date.
A tip to keep in mind: The partners are strongly advised to fill in the report continuously during the reporting period. This will make the work considerably easier.
In certain cases, defined in the Applicant's Guide, employees may be required to fill in timesheets. The timesheet must contain information on the total working time (divided between the project and other activities, if needed) per day with brief information on the tasks done.

Office and administration costs
The office and administration costs are covered as a flat rate from the direct costs included in the reimbursement request.

Equipment
Procurement of equipment should be reported in the period it has been paid.

<u>Partner Report</u>

Reporting is opened by clicking on the project with View Reporting icon in the list from Dashboard or My Applications or other list. Ensure that all relevant partner (including the Lead beneficiary) users have been assigned under Supplementary information.
A new report can be started by clicking on Create New Report. This will create a partner report for the first period that doesn't have a report yet. The previous report must be submitted to the FLC before a new one can be started.



Each new report contains the same basic data about the project. The reporting period is visible on the front page and in the header of the report. Each report should only contain information related to the activities and costs relevant for this period.

Currently, in e-MS, all reports that don't have the status "submitted" are deleted in case any Modification Requests is being processed and work on a new partner report is no longer possible until the Modification Request is being approved in the system!

Any modifications in the system should be operated after all reports in progress are submitted to the FLC.

Also, all addenda and notification allowed according to the contracts will be requested by the Lead Beneficiaries to the JS in hard copy (written form). The related modifications will be operated in the system by the Lead Beneficiaries only after their approval on paper (in maximum 3 working days)!

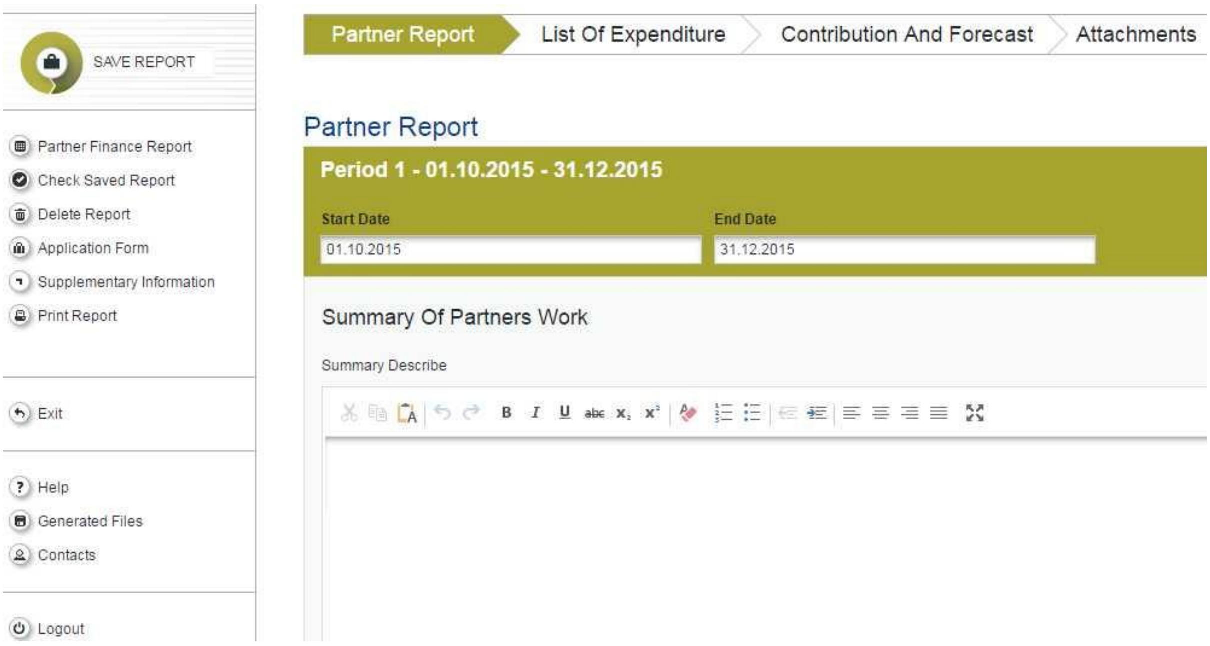
Should you have created a report by mistake, please delete it.
It is possible to delete a partner report as long as it is not submitted to the FLC. In order to delete the report, please click on 'Delete report' in the report menu to the left. All users assigned to the partner are able to create and to delete a partner report.

Filling-in a partner report

On Partner Report page all information besides expenses is reported, while the List of Expenditure page is used for reporting expenses.

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.
Fields in the partner report depend on the application form of the project (e.g. number of activities, type of target groups, deliverables etc.).

The partner should save any information recorded in the e-MS after each operation made by pressing the "SAVE" button located in the left menu or by pressing the save button located at the end of the tab.



Reporting preparation costs, Period 0

All partners are asked to fill in this report, even if they do not report preparation costs. If no costs are claimed, please only inform of this in the summary field and otherwise leave the report empty.
The partner report consists first and foremost of a description of the activities undertaken in the Work Package Preparation. A brief summary may be added.
The preparation sum is reported as the only cost for those partners for whom the cost was budgeted.
Total value of item– Total cost of invoice (including VAT) in national currency.
Declared amount in the original currency – Amount of cost declared for the project excluding VAT if VAT can be recovered by any mean – as in most of the cases – or with VAT if that is definitely borne by the beneficiary. Amounts are declared in national currency

Description 1 or CREDITOR – Fill in Partner name
Description 2 or SPECIFICATION OF THE INVOICE – Fill in details of the payment documents and the required supporting documents or proof on indicator fulfilment.
The report for Period 0 is filled in and submitted to the FLC according to the set reporting schedule. The report will be handled by the FLC and JS/MA together with the report for period 1. The IPA support for both periods will be paid at the same time.

Activity reporting (Partner report)

Interreg - IPA CBC Romania - Serbia

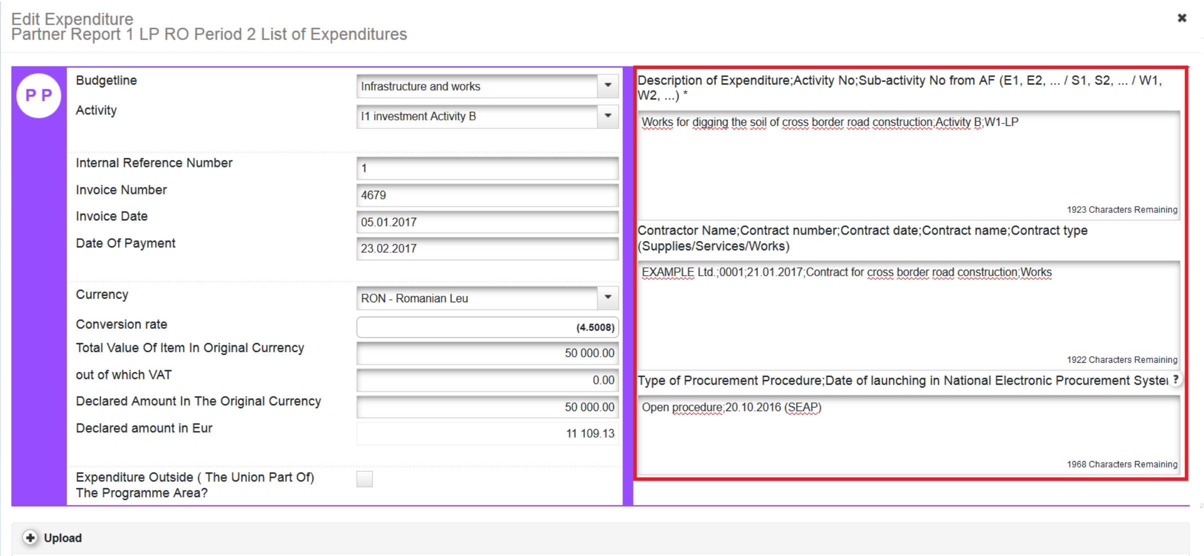
Summary of partners work
Fill in a summary of what has happened in the project during this reporting period: what have you done, who participated in what and in general what was the outcome.

Project main outputs delivered
Click Add and then you will be able to choose the relevant outputs from a dropdown menu. Here you will report only on finally delivered outputs, not those still in progress. For each output, provide a short description of the progress. For completed outputs you can add a document as evidence of its delivery.

Target groups
Click Add and choose the relevant target group from a dropdown menu. This information is collected for each reporting period, so always explain how many you have reached from this particular target group during the reporting period. Also give a brief explanation of the activities and any lessons learned.

Reporting per work package
For each work package, give a description of the partner's activities and your contribution to reaching the objectives of this work package.
You are also asked to provide information on any problems faced during implementation. This information should be used for the partnership and Joint Secretariat to foresee any issues before they develop further. If the problems have been solved, also information on the solutions found should be explained.
Finally, you can the relevant deliverables by choosing Add deliverable and selecting the relevant one from the dropdown menu. Describe the completed deliverable and its final use. When possible, add a copy of the deliverable. Where it cannot be added to the eMS, send a copy of it to the FLC and to the LP when submitting your report. The LP shall collect all deliverables and submit them together with the project progress report.

Financial reporting (List of expenditures)
On the List of Expenditure page the columns of the table can be changed to the user's liking to hide excess data from the screen by clicking Columns.



An expense is added to the report by clicking Add and filling the form with the following information:

- Budget line – The budget line that the expense belongs to Internal reference number – Transaction number in your accounting system
- Invoice date – Date given on the invoice if applicable
- Date of payment – Payment date in bookkeeping
- Currency – The expenditures should be claimed/reported in the original currency of the invoice/bill.
- Total value of item in original currency – Total cost of invoice (incl. VAT) in original currency
- VAT – Amount of VAT in national currency
- Declared amount in the original currency – Amount of cost declared for the project excluding VAT if VAT can be recovered by any mean – as in most of the cases – or with VAT if that is definitely borne by the beneficiary. Amounts are declared in national currency
- Expenditure outside the programme area – This box should be ticked if the expenditure relates to a travel or activity outside the programme area.

A very important section needed to be filled in is the right section of the expenditure declared, where each partner has to register the required relevant information in 3 sections (please see Fig. 21):

- Description of Expenditure; Activity No; Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...); In this field the partner has to describe shortly the expenditure with the link to the activity and sub-activity number as is mentioned in AF. This field is mandatory for all the expenditures added, except those calculated by the flat rate.
- Contractor Name; Contract number; Contract date; Contract name; Contract type (Supplies/Services/Works); This field is dedicated those

expenditures incurred from the contracts signed by the partner with contractors and has to contain all data required in this order.
- Type of Procurement Procedure; Date of launching in National Electronic Procurement System;

From the procedural point of view the partner has to fill in the type of procedure and the launching date in the National Electronic System in this filed.

Not filling in all the required information may be considered cause for rejection of the partner report. Also, please fill in the required information separated by “;”Note that the programme will not follow costs per work package. The eMS has been built to monitor costs also on work package level, wherefore a dropdown menu currently exists for this purpose. The dropdown and other references to budget monitoring per work package will be hidden. If information is still visible, please choose any work package to be able to add the cost to the list of expenditure. This information will not be followed up.
Supporting documents are added for the expense by clicking Upload. After choosing the documents from the local hard drive, click on Upload Supporting Documents. Documents can be also removed by clicking on the trashcan icon next to them. The expense is saved by clicking Add.

Attachments
Remember that the eMS is not an official archive for project documents. The supporting documents are stored here only for the time needed to check the costs and make a payment to the project. After this they will be automatically deleted.
Any other attachments that you find relevant for the report, but aren’t yet added as supporting documents for an invoice or proof of delivery of an output, can be added in the Attachment section. The Subsidy Contract will be added by the Managing Authority in this section, once the Contract has been approved. The Partnership Agreement shall be added by the Lead beneficiary in this section, once it has been approved (latest by the time of submitting the first partner reports to the FLC’s).

Attachments that are typically requested by the FLC are:
- Bookkeeping list/general ledger
- Copies of original invoices and other equivalent probative accounting material
- Supporting materials to invoices
- Lists of participants
- Meeting agendas
- Specimens of deliverables
- Adequate documentation for the value of salaries:
    - Copies of employment contracts or similar documents
    - Time sheets when required

- Salary slips
- Payment orders/bank statement of the paid out salaries

- Bank statement of the actual payments
- If the VAT status changes: Certifications that VAT is not recoverable if VAT is included in the project costs and the certification has not been submitted earlier. Possible also to submit as scanned version.

For Technical Assistance beneficiaries, the following types of supporting documents are typically required:

- Adequate documentation for the value of salaries:
  - Internal decision of the head of institution/ organisation;
  - Copies of employment contracts or similar documents;
  - Job descriptions;
  - Time sheets when required
  - Salary slips
  - Bookkeeping records;
  - Payment orders/bank statement of the paid out salaries
- For transport and accommodation costs:
  - travel approving documents;
  - Airplane tickets, boarding passes;
  - Travel agency invoices, contracts;
  - Fuel invoices, documents proving fuel consumption;
  - Payment documents (payment orders, receipts, bookkeeping registers);
  - Travel reports.
- Acquisitions:
  - Tender dossiers, contracts, receipt reports, inventory registry;
  - Payment documents, bookkeeping records;
  - Any other specific documents for the type of acquisition (services, equipment, works).

The supporting documents to be submitted shall be according to the signed contracts, working procedures and FLC requirements.

Partner contribution and forecast
Add here a forecast (in EUR) of how much money you foresee to spend in the next reporting period. The information is not in any way binding but is simply used by the programme to estimate its financial flows. Therefore, please be as realistic and precise as possible in the estimation.
The description provided may be a brief reference to the foreseen activities. If you foresee considerable changes to the timing of activities (and therefore costs to incur), comment on this.
Otherwise you can make a reference to the approved work plan.
You also must introduce the source of partner contribution in the report. This is needed for later steps of the reporting and payment process for calculating

correctly the share of public and private financing. Therefore always indicate the contribution and its source in this section.

Submitting the partner progress report
After the Partner Report and List of Expenditure are filled by the partner, the report needs to be checked by clicking Check Saved Report. If the check succeeds, the partner can submit the report to FLC by clicking Submit Report. A confirmation for submitting the partner report is asked.
A prerequisite is that the Lead beneficiary has set users for partners (including the Lead beneficiary) to fill in partner reports.

> Please pay attention, the euro amounts calculated by the system are changing if the amounts are inserting in different months with the exchange rate from the moment of check and submission. The value is updated when clicking on 'check saved report' and frozen when the partner report is submitted to the FLC.

A submitted report is locked and the partner cannot modify it anymore. After submission, the partner report is forwarded to the FLC of the partner in question.
In case of clarifications requested by FLC or, the partner can upload in the system the missing/relevant document or other documents only if the FLC opens one or both upload section of the partner report.

Project Report

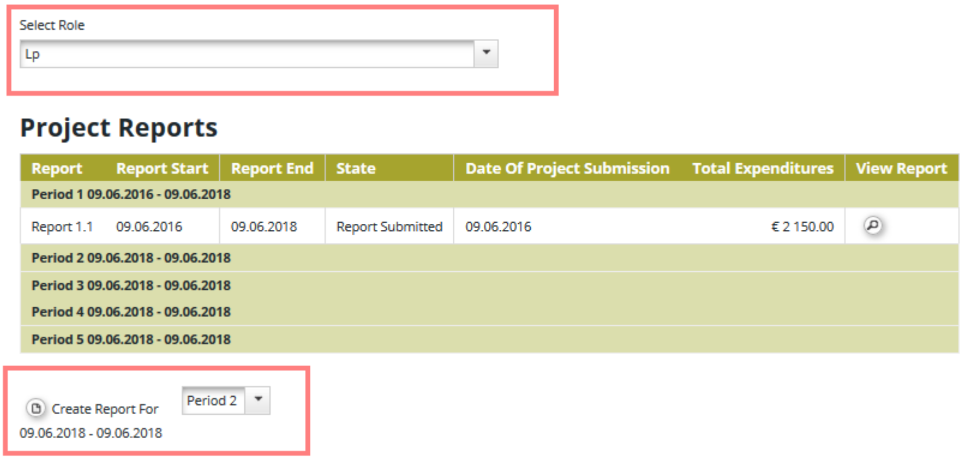
Project reports are created by the lead beneficiary, based on partner reports previously verified and certified by FLC:

- The partners create, fill in their partner report for each project reporting period and submit it electronically (via e-MS). As all the partners, the lead beneficiary, in its partner role, can also create, fill in and submit its own report electronically. (Please see the chapter ‘Partner report’ for how to create and fill in partner reports.)
- The FLCs access the partner reports, verify and certify the amounts (the verified amounts are included in the FLC certificate).
- The lead beneficiary can access the partner reports and the FLC certificates of all partners in the e-MS to fill in the project report.
- Before submitting a project report, the lead beneficiary needs to have his/her partner report checked by his/her FLC.
- The LB will have to include the FLC certificates of all the reporting partners (including the one issued for its own organization).

The Project Progress Report builds on the partner reports but should provide an overview of the project as a whole. The content must be filled in by the Lead beneficiary, based on the information provided by the partners. The content is not automatically transferred from partner reports, but it is up to the Lead beneficiary to analyse the information of the whole project and provide a joint report for the period.

Generating a project report

After the project has been contracted, the ‘Reports overview’ is the default view when accessing the project.
Only lead beneficiaries can generate and submit project reports.
In order to generate a project report, the lead beneficiary needs to select the role ‘LB’ from the role dropdown box. Each lead beneficiary has two roles to select from, ‘PP’ for creating own partner reports and ‘LB’. The LB role allows to view reports of all project partners and to create and submit the project report.
For creating a new project report, you need to select a project period (which have been set in the AF) for which you wish to create the report and to click “Create Report For”.



Reporting overview - Generating a project report

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. Each project report is given a number which consists of the Period number and the Report number (see example below)

Project report showing reporting period and report number

It is possible to delete a project report only as long as it has not been submitted to the JS. In order to do this, the lead beneficiary needs to click on the ‘Delete Report’ button in the left-side menu.

The lead beneficiary needs to delete any empty reports created by mistake. He/she also has to warn the partners to do so and not to submit any empty reports!

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

Project report: deleting a report

The lead beneficiary can see reports of other partners but he/she cannot create, modify, delete or submit them, unless he/she has been assigned to other partners as a user in the supplementary information ('User assignment' tab).
All partner reports have statuses from which users can find out if the report was already certified by the FLC and if yes, whether it was included in the project report. The lead beneficiary can access the reports and the certificates of all partners via the partner reports overview

Partner Reports

1 - LP RO [En] - LP RO

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.12.2016 - 31.01.2017									
Report 0.1	01.12.2016	31.01.2017	Report F Lc Certified	31.01.2017	01.02.2017	Period 0 Project Report 1	€ 661.14		
Period 1 31.01.2017 - 31.05.2017									
Report 1.1	31.01.2017	31.05.2017	Report F Lc Certified	01.02.2017	01.02.2017	Period 1 Project Report 1	€ 368 823.30		
Period 2 01.06.2017 - 30.09.2017									
Report 2.1	01.06.2017	30.09.2017	Report In Progress	In Progress		Not Certified	€ 0.00		
Period 3 01.10.2017 - 30.01.2018									

Partner Living Tables

Partner reports overview

Filling-in a project 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 beneficiary. The content part of the report needs to be filled out manually by the lead beneficiary. It is also possible to upload attachments to a project report. The lead beneficiary needs to make sure all relevant evidence for main outputs and deliverables is well included in the project report, in the ‘Activities’ section. Any other attachment upon request by the programme should be attached in the 'Attachments'. Intermediary versions of deliverables or outputs should be updated only if it has been asked specifically. The maximum size of an attachment is 50Mb per file.

In case the evidence exceeds the limit of 50Mb, the lead beneficiary should create .rar or .zip packages of no more than 50 Mb and upload them in the Attachments' section of the project report.

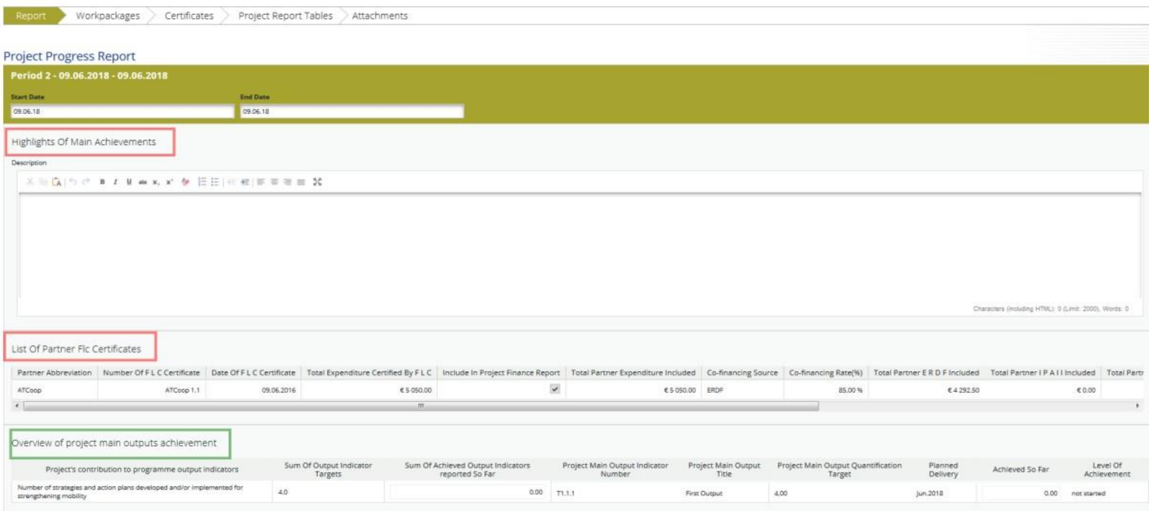
'Report' Tab

Project report: Sections of the report

The 'Report' section focuses on activities implemented throughout the reporting period.

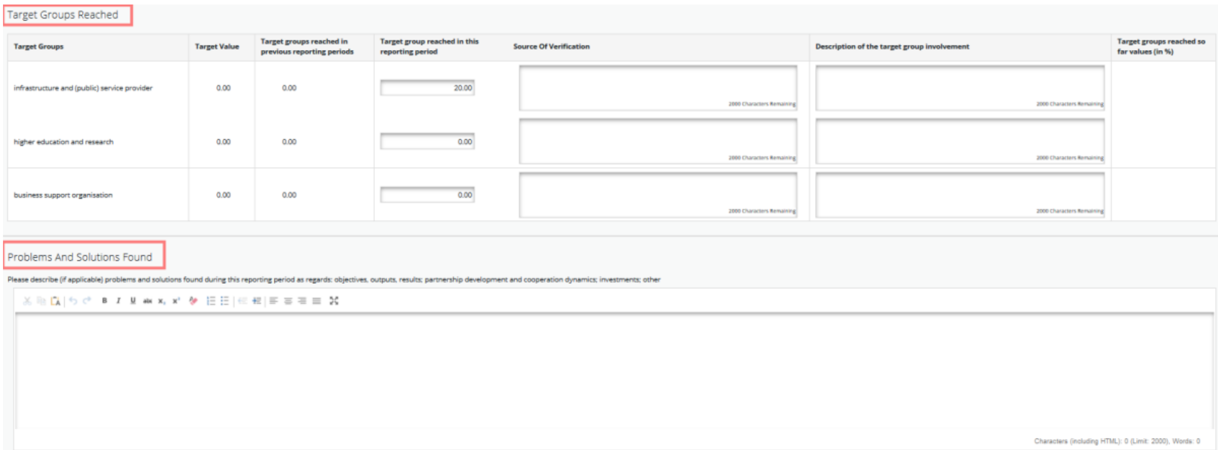
This section first asks you to describe activities during the reporting period ('Highlights of main achievements') in this reporting period and to include FLC certificates of project partners.

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 'Activities' section of the report.



Project report: Top part of the 'Report' Tab

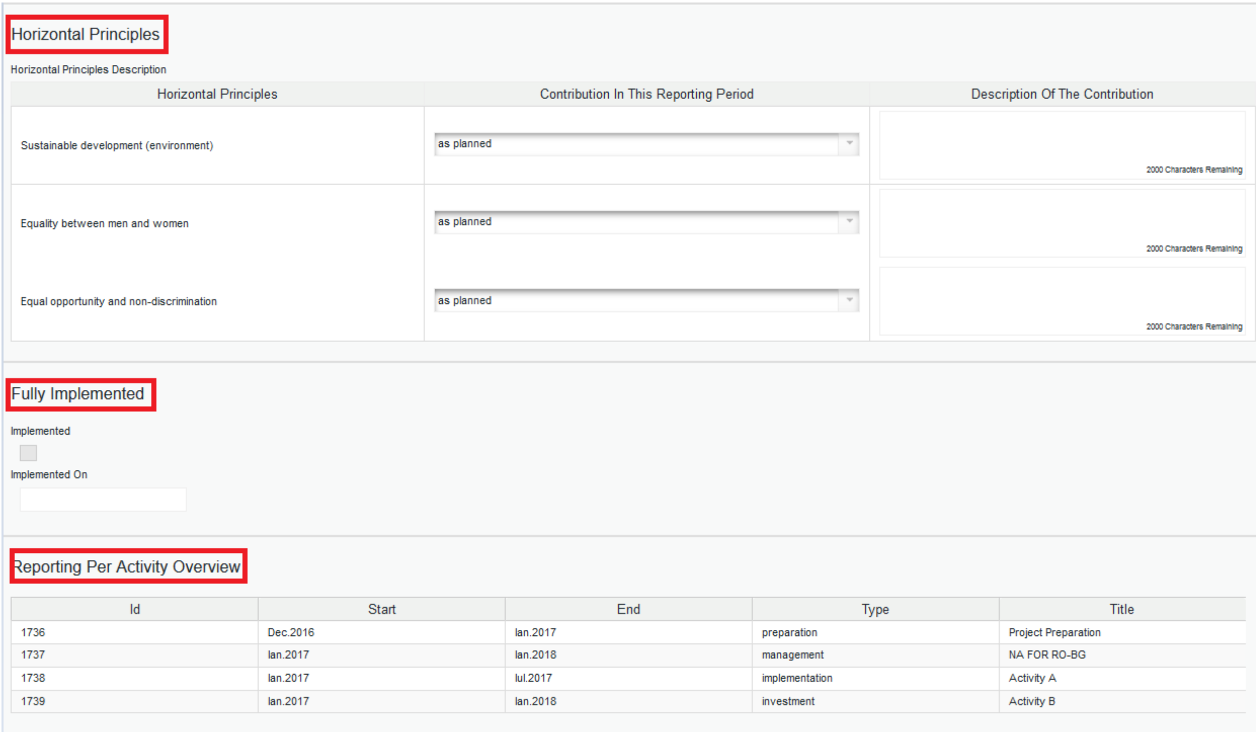
You are then asked to provide information on the target groups reached as well as problems encountered and solutions found.



Project report: Middle part of the 'Report' Tab

At the bottom you will find an interface to provide information on horizontal principles and a tick box which can be used, at the end of the project, to indicate that the project has been fully implemented.

The section 'reporting per activities overview' can be used to access individual activities visible on the second tab

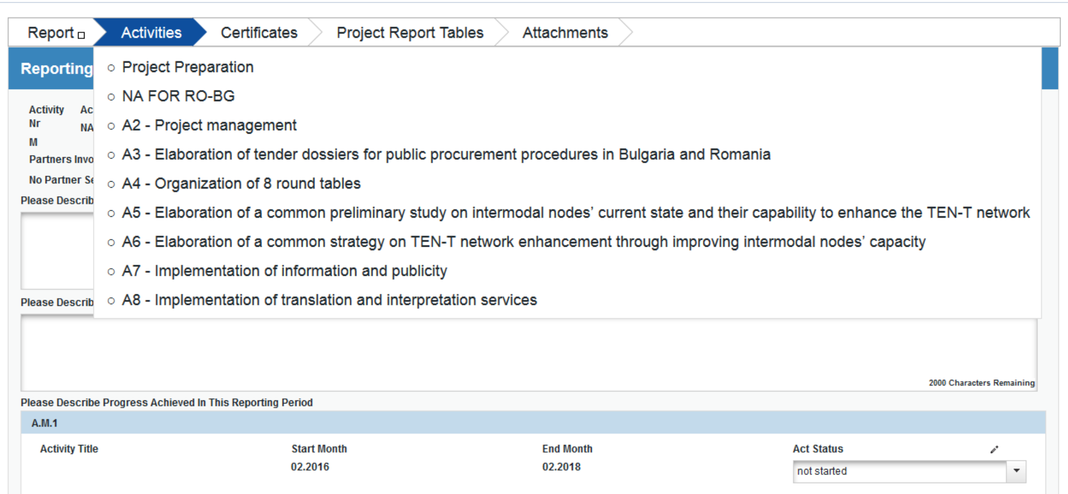


Project report: Bottom part of the 'Report' Tab

'Activities' tab

Reporting per activity is the second part of the project report.

Report sections of individual activities can be accessed either from the navigation bar ‘Activities’ or from the table at the bottom of the page under the section ‘Report’.



Navigation bar – Activities

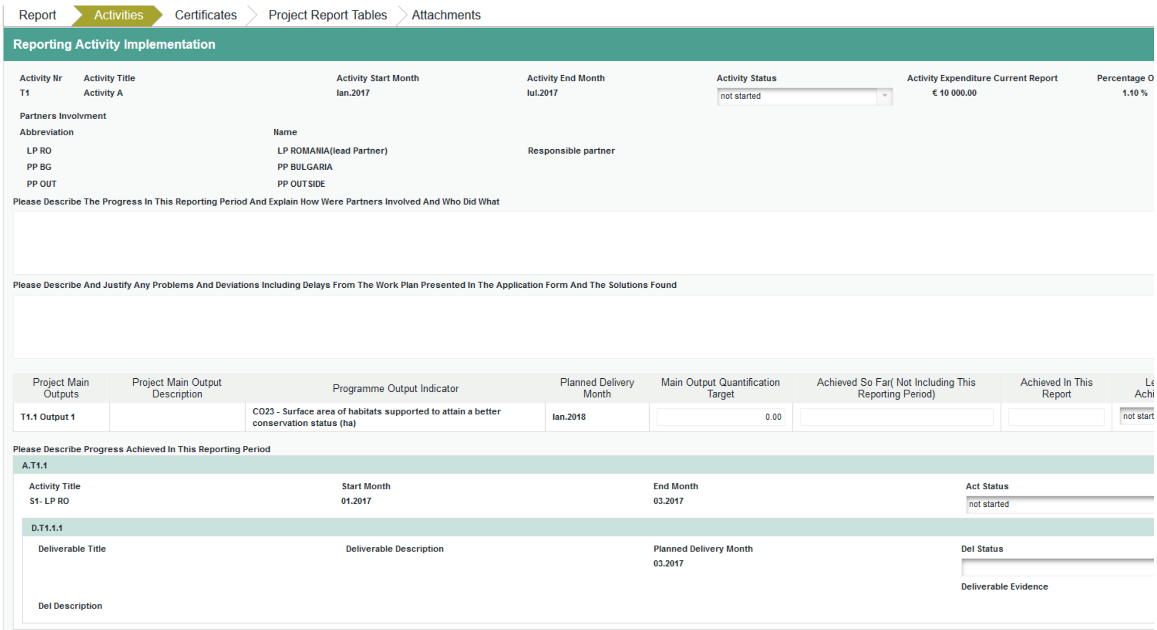
Reporting Per Activity Overview

Id	Start	End	Type	Title
561	Feb.2016	Feb.2016	preparation	Project Preparation
562	Feb.2016	Feb.2018	management	NA FOR RO-BG
563	Feb.2016	Feb.2018	implementation	A2 - Project management
564	Feb.2016	Mai.2016	implementation	A3 - Elaboration of tender dossiers for public procurement procedures in Bulgaria and Romania
565	Sep.2016	Ian.2018	implementation	A4 - Organization of 8 round tables
566	Iun.2016	Feb.2017	implementation	A5 - Elaboration of a common preliminary study on intermodal nodes' current state and their capability to enhance the TEN-T network
567	Mar.2017	Ian.2018	implementation	A6 - Elaboration of a common strategy on TEN-T network enhancement through improving intermodal nodes' capacity

Reporting per Activities Overview table

In this section, you can describe the implementation of each activity 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 (no more than 50 Mb per file) is also part of reporting on activities.



Reporting on activities

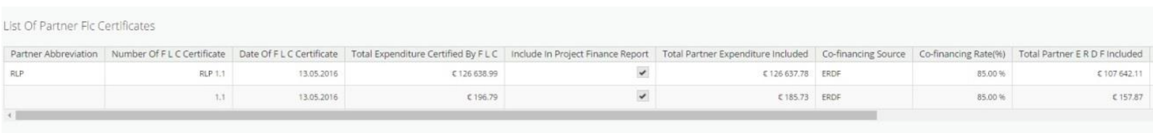
'FLC Certificates' tab

Financial reporting is done based on FLC certificates. All FLC certificates of all project partners, which were not yet included in any project report, are available to be included in the project report.

Partner reports with 0 expenditures and validated by FLC should not be included in project report!

You can decide which of the available FLC certificates to include in the project report under 'Include in project finance report' (see framed in green below). Only the selected FLC certificates will be taken into account for project report.

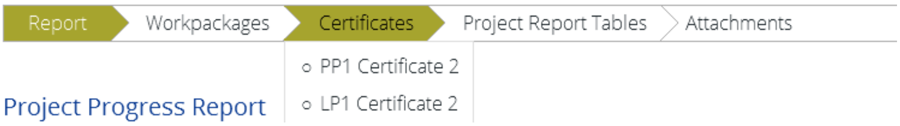
FLC certificates, which are not included in one project report, can be included in another project report. The e-MS does not check whether all the FLC certificates included in a project report by the LB refer to the same reporting period. This means that FLC certificates could originate from different reporting periods.


List Of Partner Flc 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	RLP 1.1	13.05.2016	€ 126 638.99	✓	€ 126 637.78	ERDF	85.00 %	€ 107 642.11
	1.1	13.05.2016	€ 196.79	✓	€ 185.73	ERDF	85.00 %	€ 157.87

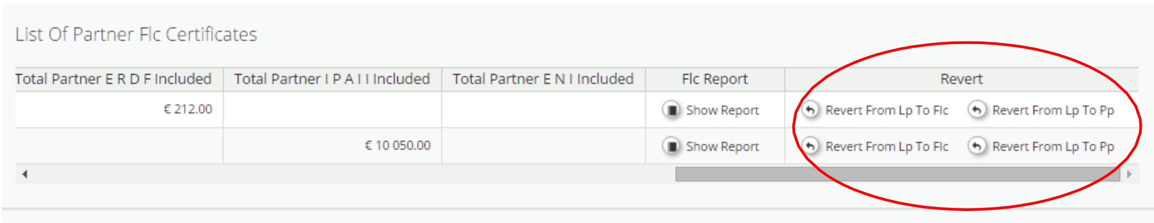
Including Partner FLC Certificates in a Project Report

Once the FLC 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 FLC Certificates’ under ‘Reports’ tab. Under ‘Certificates’ only those selected will be visible.



Navigation bar - FLC Certificates

The lead beneficiary can also revert partner reports back to the FLC or to the partners. This might be necessary in case he/she notices a mistake, which is not in his/her authority to correct. The lead beneficiary does not have this privilege by default, he/she need to ask this user right to JS, in order to view the revert section in the project report.



List Of Partner Flc Certificates

Total Partner E R D F Included	Total Partner I P A I I Included	Total Partner E N I Included	Flc Report	Revert	
€ 212.00			Show Report	Revert From Lp To Flc	Revert From Lp To Pp
	€ 10 050.00		Show Report	Revert From Lp To Flc	Revert From Lp To Pp

Reverting Partner Reports from the lead beneficiary to FLC or project partners

Reverting the report to a project partner means that the project partner needs to correct and re-submit the report to the FLC and then the FLC needs to re-certify the report.

Reverting the report to FLC level means that the FLC needs to re-certify the report but no corrections from the partner are necessary.

If the lead beneficiary needs to revert his/her partner report, the JS needs to be contacted. The lead beneficiary cannot revert his own report neither to FLC nor to the PP. If he does, the e-MS displays error message at the top of the page and no action is performed by the system.

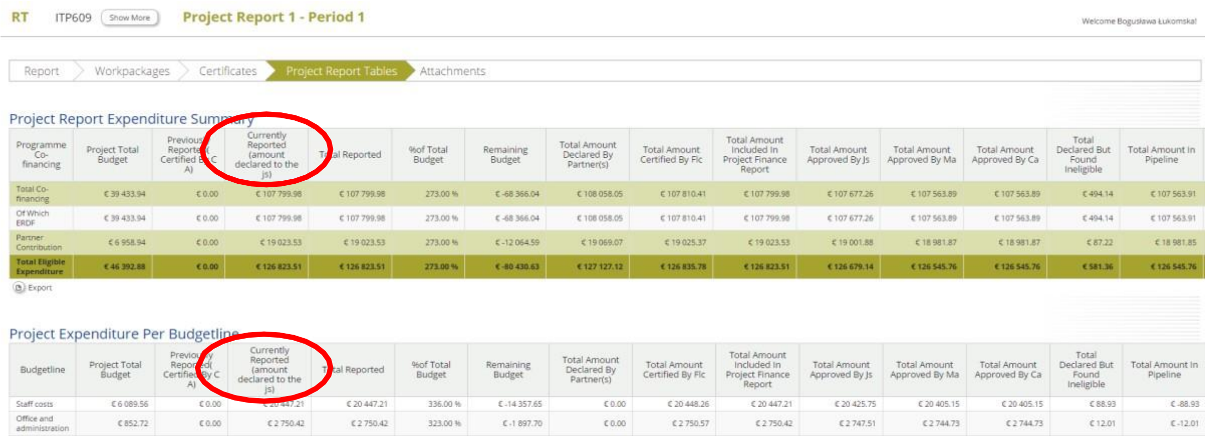
'Project Report Tables' tab

Navigation bar - Project Report Tables

Here you can find various summary tables of the expenditure included in the project report. Please note that the tables are updated before the report is submitted. All the corrections done by the LB should be immediately visible in the tables.

Project report tables follow the same logic as those in the partner report but take into account all certificates included in the project report.

Please note that the **'Currently reported'** column changes its values (and name) each time a project report changes a status. Before the report is submitted it is '*amount to be declared to the JS*' and once it is submitted it changes into '*amount declared to the JS*'. Likewise, the column '*Previously reported (certified by CA)*' also changes if new CA confirmations become available. After submission of the report to the JS, the values do not change anymore.



RT ITP609 Show More **Project Report 1 - Period 1**

Welcome Bogusława Łukomska!

Report | Workpackages | Certificates | Project Report Tables | Attachments

Project Report Expenditure Summary

Programme Co-financing	Project Total Budget	Previously Reported(Certified By CA)	Currently Reported (amount declared to the js)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Flc	Total Amount Included In Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount In Pipeline
Total Co-financing	€ 39 433.94	€ 0.00	€ 107 799.98	€ 107 799.98	273.00 %	€ -68 366.04	€ 108 058.05	€ 107 810.41	€ 107 799.98	€ 107 677.26	€ 107 563.89	€ 107 563.89	€ 494.14	€ 107 563.91
Of Which ERDF	€ 39 433.94	€ 0.00	€ 107 799.98	€ 107 799.98	273.00 %	€ -68 366.04	€ 108 058.05	€ 107 810.41	€ 107 799.98	€ 107 677.26	€ 107 563.89	€ 107 563.89	€ 494.14	€ 107 563.91
Partner Contribution	€ 6 958.94	€ 0.00	€ 19 023.53	€ 19 023.53	273.00 %	€ -12 064.59	€ 19 069.07	€ 19 025.37	€ 19 023.53	€ 19 001.88	€ 18 981.87	€ 18 981.87	€ 87.22	€ 18 981.85
Total Eligible Expenditure	**€ 46 392.88**	**€ 0.00**	**€ 126 823.51**	**€ 126 823.51**	**273.00 %**	**€ -80 430.63**	**€ 127 127.12**	**€ 126 835.78**	**€ 126 823.51**	**€ 126 679.14**	**€ 126 545.76**	**€ 126 545.76**	**€ 581.36**	**€ 126 545.76**

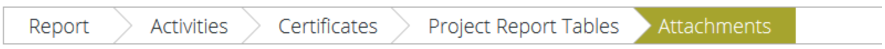
Export

Project Expenditure Per Budgetline

Budgetline	Project Total Budget	Previously Reported(Certified By CA)	Currently Reported (amount declared to the js)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Flc	Total Amount Included In Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount In Pipeline
Staff costs	€ 6 089.56	€ 0.00	€ 20 447.21	€ 20 447.21	336.00 %	€ -14 357.65	€ 0.00	€ 20 448.26	€ 20 447.21	€ 20 425.75	€ 20 405.15	€ 20 405.15	€ 88.93	€ -88.93
Office and administration	€ 852.72	€ 0.00	€ 2 750.42	€ 2 750.42	323.00 %	€ -1 897.70	€ 0.00	€ 2 750.57	€ 2 750.42	€ 2 747.51	€ 2 744.73	€ 2 744.73	€ 12.01	€ -12.01

Project Report Tables

'Attachments' tab



Navigation bar - Attachments

All relevant evidence for main outputs and deliverables should be included in the project report, in the ‘Activities’ section.

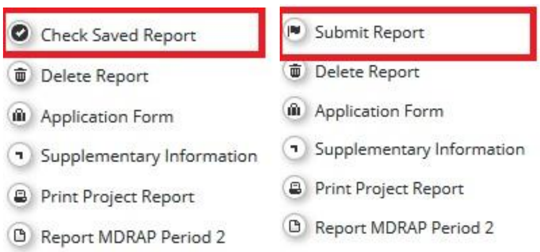
Should any additional attachments be relevant for the entire project report, the lead beneficiary needs to upload them in this ‘Attachment’ section. The programme authorities may also ask you to upload specific attachments. Please acknowledge the maximum size of an attachment is 50Mb per file.

In case the files are bigger than 50 Mb, the lead beneficiary should create .rar or .zip packages of no more than 50 Mb and upload them in the Attachments’ section of the project report. In order to do so, please use the ‘Attachments’ tab.

Submitting a project report

Before submitting a project report, the saved report needs to be checked (analogically to checking saved projects when submitting the application form) by clicking “Check Saved Report” in the left-side menu.

Once the report is successfully checked, it can be submitted by clicking ‘Submit Report’, which will appear instead of ‘Check Saved Report’ button.



Checking and submitting project report

The project report is submitted to the JS. The report state is changed from ‘In process’ into ‘Report Submitted’ and a 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						

Report submitted

After submission, the lead beneficiary can see the report but cannot modify it anymore. A new project report can be opened once the previous one has been submitted to JS.

Attachments
The project may wish to submit additional documents with the report. Specimens of project outputs can be attached when possible. Otherwise they shall be sent to the Contact Person in the Joint Secretariat by regular post.

All attachments should be named clearly so that they are easily identifiable. For example: Output 1.1._final report_YYMMDD

Payments to projects

Once the project report has been submitted to the JS, the JS will first ensure that the report is complete. If needed, the Lead beneficiary may receive a request to complement the report.
The report will be handled by the project's contact person, but also other people working on communication and programme finances. The focus is on getting a good understanding of the progress of the project, ensuring that all costs and activities are relevant for the project and thus eligible, and that the outputs and results are being achieved according to plan.
After all checks have been completed, the eligible IPA funds will be paid to the Lead beneficiary and state budget co-financing to the Romanian partners.
The Lead beneficiary must ensure that its bank account information is kept up-to-date at all times. The Lead beneficiary bears the responsibility if money is paid to the wrong account or if additional costs occur.

Final Report

At the end of the project, the whole project is summarised in a project final report. **The final report should be handled and approved by the Project Steering Committee.**

Attachments

The minutes of the Steering Committee, where the final report is discussed and approved, are a mandatory annex with the final report.

Project implementation

Frequent monitoring of the project is of vital importance especially for the Lead beneficiary. The project living tables provide valuable support in this, but it is likely that the partners also need their own tools and tables for internal monitoring.
If the partnership notices that the approved project application to some parts need to be updated in order for it to be able to reach the promised results and outputs, the project may apply for a modification. As the project modifications only become valid once they have been approved, it is strongly advisable to plan well ahead. The Lead beneficiary must ensure that the needs of all partners are gathered and included as relevant.

Following up the project
The eMS contains information, so-called living tables, where you have access to real-time data regarding your project. As the name indicates, these tables are "living" i.e. they are updated whenever relevant data is saved in the eMS.

Messages and notifications
You will receive automatic messages to remind you of reporting deadlines and other key steps of programme implementation.
You may also receive other messages from the JS/MA related to the implementation of the project. All official communication related to project implementation is done through the eMS. Therefore the messages should be checked regularly. These messages are sent to the person defined as lead applicant/beneficiary in the eMS. The system also sends e-mails telling about messages received in eMS. If you do not receive the messages, they might be blocked by security settings in your e-mail system. Please review the situation and be in touch with your e-mail administrator, if needed.

Changes in VAT status
Should the VAT status of the project change during implementation, the JS contact person and the FLC must be informed about the change. In both cases a budget modification may be requested by the JS.

<u>Submitting a modification request</u>

Changes in the Schedule for advance and reimbursement claims, in duly justified cases by the LB, may be done only with the notification of the MA. The MA has to be notified with at least 15 working days of the previous month of the month included in this annex, in which the reimbursement claim should have been submitted. Schedule for advance and reimbursement claims can be modified through maximum 3 notifications. The modification is usually launched by the Lead beneficiary, informing the Contact Person of the needed change. The modification is then made and approved in eMS.

As long as the project has an open modification request, the project will open in the modification request view. Once the updates have been made, they should be saved and submitted. The JS will then review and approval the changes made.
All modifications come into force only when they are approved by relevant body (this may be the JS, MA or even Monitoring Committee, depending on the case).