

PROGRESS REPORT

European Territorial Cooperation Objective
CENTRAL EUROPE Programme

**Don't remove the Excel protection. You risk that the form will
be damaged and become NOT RECEIVABLE**

Title of the project:

testTitel

Acronym:

testAcro

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Lead Partner (official name of the institution in English):

LPName

Number of Report

123

Reporting period

Start date			End date		

Form has to be filled in and returned by post as printed version and by e-mail to:

CENTRAL EUROPE Programme

Joint Technical Secretariat

Museumstraße 3/A/III

A-1070 Vienna, Austria

E-mail: reports@central2013.eu

Phone +43 (1) 4000 - 76 142

Fax +43 (1) 4000 - 99 76 141

Instructions for filling in the Progress Report

This form must be used by the Lead Partner to provide the content related and financial information on the progress of the project's implementation during the particular single reporting period. The report must be submitted within two months from the last day of the reporting period (i.e. for the reporting period of January - June the report must be submitted by first of September of the same year). The project reporting periods are laid down in the Subsidy Contract.

The report must be submitted to the CENTRAL EUROPE Managing Authority (MA) via the Joint Technical Secretariat (JTS), both in electronic and hard copy version. The hard copy version of the report shall bear the signature of the legal representative / duly authorized person of the Lead Partner institution.

Attached to the hard copy of the report there must be the "Confirmation of Control" documents covering the 100% of the accounted expenditures, delivered by the First Level Controllers of the Lead Partner and the Project Partners. Each "Confirmation of Control" document has to have the following annexes:

- "Internal Control Report"
- "Control Checklist"

As an obligatory document, and only attached to the first Progress Report, there must also be the project Communication Plan.

Additionally, the Report has to be accompanied by Annexes obtained/elaborated or published during the particular reporting period. In order to allow for a verification of the existence of the project, the Lead Partner must ensure that the following documents are submitted as Annexes to the Progress Report:

- Agendas, minutes and lists of participants of all transnational meetings held during the period, especially as far as Steering Committee meetings are concerned;
- All promotional material produced during the period;
- All relevant deliverables of the project such as studies, SWOT analysis, etc;
- External independent appraisal occurred during the period, if foreseen;
- Any other output that the Lead Partner may deem important.

All Annexes will be examined during the analysis of the Progress Report. In addition, and as stated in the Subsidy Contract §5.3, the Programme bodies are entitled to request other relevant information if considered as necessary.

In order to allow the Progress Report being considered eligible, the Lead Partner has to ensure that all statements listed in the "Checklist for submission" can be answered with a clear "yes".

More detailed information on the implementation requirements towards approved projects has been provided in the Implementation Manual and the Control and Audit Guidelines.

Technical instructions:

Please activate MACROS and set the Security features to "medium" in order to guarantee the proper functioning of the reporting tool. Please fill in the white fields only. Grey fields are either pre-filled based on the initial information provided in the Application Form or in the previous Progress Report(s), or are interlinked and data will be calculated or transferred automatically.

Instructions on how to fill-in the Financial Report:

- Section 6 "Budget lines breakdown ": tables are to be filled-in only if applicable;
- Section 7 "Partners breakdown": table 7.2 is to be filled-in only if applicable;
- Section 8 "Budget overview": all the tables are filled-in automatically;
- Section 9 "Financial Explanations": tables are to be filled-in only if applicable.

Whenever having any queries or questions related to the implementation of the project and reporting, please consult the JTS.

Table of Content/ ERROR Messages

0. Cover Sheet	INCOMPLETE (line 116)
1. Management	INCOMPLETE (line 172)
2. Confirmation	
3. Progress	INCOMPLETE (line 7)
4. Indicators	INCOMPLETE (line 6)
5. Work plan	INCOMPLETE (line 24)
6. Budget	

Version 1.51

Checklist for submission

Please make sure that you have fulfilled the listed requirements before submitting the Progress Report:

Yes

- Is the Progress Report still protected and has the protection never been lifted?
- Is the hard copy version of the Progress Report complete? Are all relevant Excel worksheets included?
- Is the hard copy version signed, stamped and dated by the legal representative / duly authorized person of the Lead Partner institution?
- Are the electronic and hard copy versions of the Progress Report identical?
- Is the Progress Report fully and properly filled-in in the English language?
- Are there no ERROR messages in the Progress Report indicating budget discrepancies in the totals, in the work packages, in the budget lines and in the partner budget?
- Have the country specific control requirements been respected by all project partners (please see the "Country-specific information" section in www.central2013.eu)?
- Have the Confirmations of control of the Lead Partner and the project partners been attached? Have all other Annexes been attached (e.g., minutes, agendas of meetings, promotional material etc)?

Section 1: Management structure

1. Lead Partner information

Have the contact details of the Lead Partner institution changed?

no

Please provide the updated information:

Address of the legal seat		
Postal code		
Town		
Country		
Contact person (First name, Surname)		
E-mail		
Phone (office)		
Phone (mobile)		
Fax		
Legal representative / LP signatory (First-, Surname)		
Function		

Comment to the LP: In case the legal representative has changed, please provide an official document stating this change. This document has to be annexed to this Report.

2. Project Manager / Coordinator

Have the contact details of the Project Manager changed?

no

Please provide the updated information:

First name, Surname		
Institution		
Address		
Postal code		
Town		
Country		
E-mail		
Phone (office)		
Phone (mobile)		
Fax		

3. Finance Manager of the project

Have the contact details of the Finance Manager changed?

yes

Please provide the updated information:

First name, Surname		
Institution		
Address		
Postal code		
Town		
Country		
E-mail		
Phone (office)		
Phone (mobile)		
Fax		

4. Communication Manager of the project

Have the contact details of the Communication Manager changed?

yes

Please provide the updated information:

First name, Surname			
Institution			
Address			
Postal code			
Town			
Country			
E-mail			
Phone (office)			
Phone (mobile)			
Fax			

5. LP bank account

Have the bank account details changed?

yes

Please provide the updated information:

Name of the bank			
Address			
Postal code			
Town			
Country			
Account no / IBAN			
BIC/SWIFT code			
National bank code			
Internal reference (if needed)			
Holder of the account			

6. Project Steering Committee

If applicable, please provide updates on the composition of the Project Steering Committee and the role of its members (e.g. chairman, member, observer, etc.)

In case a Project Partner is confirmed as not being involved or its representative has not been appointed yet, please write "not involved" or "not appointed yet" respectively.

Representative of	Country	Name of the representative	Institution	e-mail	Function in the SC
LP: LPName					
PP2: PP2Name					
PP3: PP3Name					
PP4: PP4Name					
PP5: PP5Name					
PP6: PP6Name					
PP7: PP7Name					
PP8: PP8Name					
PP9: PP9Name					
PP10: PP10Name					
PP11: PP11Name					
PP12: PP12Name					
PP13: PP13Name					
PP14: PP14Name					
PP15: PP15Name					
PP16: PP16Name					
PP17: PP17Name					
AM1: AM1Name					
AM2: AM2Name					
AM3: AM3Name					
AM4: AM4Name					

Please provide explanations on the reasons why some Project Partner representatives are not involved or appointed yet.

Textbox 1 you have 0 characters (max. 1.000 characters)

Has any additional management body been established?

In case that an external independent appraisal has been appointed, has an evaluation occurred during the Reporting Period?

Describe the main results and attach the assessment report to the Progress Report.

Textbox 3 you have 0 characters (max. 2.000 characters)

7. First Level Controllers of Lead Partner and Project Partners

LeadPartner

Have the contact details of the First Level Controller changed?

Please provide the updated information:

Partner Nr.		
Country		
FLC System		
Contact person (First name, Surname)		
Institution		
Address		
Postal code		
Town		
Country		
E-mail		
Phone (office)		
Phone (mobile)		
Fax		

Has the approbation document been attached?

Please explain the reason why:

Textbox 4 you have 0 characters (max. 500 characters)

PP02	
Have the contact details of the First Level Controller changed?	<input type="text" value="yes"/>

Please provide the updated information:

Partner Nr.		
Country		
FLC System		
Contact person (First name, Surname)		
Institution		
Address		
Postal code		
Town		
Country		
E-mail		
Phone (office)		
Phone (mobile)		
Fax		

Has the approbation document been attached?	<input type="text" value="no"/>
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Please explain the reason why:

Textbox 5 you have 0 characters (max. 500 characters)

PP03	
Have the contact details of the First Level Controller changed?	<input type="text" value="yes"/>

Please provide the updated information:

Partner Nr.		
Country		
FLC System		
Contact person (First name, Surname)		
Institution		
Address		
Postal code		
Town		
Country		
E-mail		
Phone (office)		
Phone (mobile)		
Fax		

Has the approbation document been attached?	<input type="text" value="no"/>
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Please explain the reason why:

Textbox 6 you have 0 characters (max. 500 characters)

Section 2: Confirmation and Payment request

CONFIRMATION BY LEAD PARTNER AND REQUEST FOR PAYMENT

For the current reporting period, I, the undersigned - xxxxxx - representing the Lead Partner institution LPName of the project testAcro hereby confirm that:

- The information in this Progress Report gives a correct description of the implementation and present status of the project;
- The Progress Report is based on single partners' reports;
- The activities implemented within the project correspond to those listed in the latest approved Application Form and, if existing, all deviations have been properly justified;
- The activities are implemented in accordance with the stipulations of § 4.1 of the Subsidy Contract;
- The expenditure declared can be objectively imputed to the project;
- The expenditure declared has been controlled and validated by the responsible public authorities or private institutions as referred to in Article 16(1) of Regulation (EC) No 1080/2006, selected in accordance with the national control system set up by the Member States of the partners involved in the project;

- The expenditures declared comply with Community rules and policies including publicity, information, equal opportunities, protection of environment, state aid, competition and public procurement;
- All supporting documents required for an adequate audit trail regarding expenditure incurred and payments made are recorded and stored in accordance with the stipulations of §6.5 of the Subsidy Contract;

- After addition of this payment request, the total approved ERDF-funding amount has not been exceeded.

REQUEST FOR PAYMENT:

Total validated expenditure:	0,00 €
Unduly paid amount to be deducted:	0,00 €
Total eligible expenditure:	0,00 €
<hr/>	
ERDF requested:	0,00 €
Unduly paid ERDF to be deducted:	0,00 €
Total ERDF payment request:	0,00 €

Signatory

Date:

Signature of the legal representative or
duly authorized person:

Stamp

Section 3: Progress Report summary

This section of the Progress Report is used to give information about the project's implementation in general, its progress towards the set objectives and publicity and knowledge management measures as well as problems encountered.

3.1 Summary of the project's activities carried out so far

Please provide a brief overall summary of the project's activities and achievements that have taken place since the beginning of the project. Information is to be provided on the activities, already produced outputs and Core outputs, as well as further steps in achieving the expected results (process assumptions). It is advised that this field is filled in after the completion of the rest of the Progress Report.

Please note that this summary, or part of it, will be published on the Programme's website. Therefore it should be easily readable, self explanatory and highlight the most important achieved progresses without references to other parts of the reporting form.

Textbox 29

you have 0 characters

(max. 3.000 characters)

3.2 General progress of the project towards the set general and specific objectives

Please describe to which level the general and specific objectives of the project as described in the Application Form have been achieved since its implementation start. Please ensure consistency with the selected indicators as in section 4.

Textbox 30

you have 0 characters

(max. 2.000 characters)

3.3 Involvement of Project Partners

Please describe how the intensity of cooperation of all Project Partners as in the Section "Outline" of the approved Application Form is presently being implemented during the current reporting period. Outline the added value of the transnational cooperation approach (process of cooperation, mutual learning effects, internal communication and knowledge management, etc.). If applicable, please highlight the involvement of Third Country partners too.

Textbox 31

you have 0 characters

(max. 2.000 characters)

3.4 Problems encountered and solutions adopted

Please give a detailed account of any problems encountered during the current reporting period, the consequences on the project implementation and the solutions adopted. Problems may be content-, partnership- or budget related or any other type.

Textbox 32

you have 0 characters

(max. 2.000 characters)

Section 4: Indicator section

A) Outreach to selected target groups:

Indicator		Planned in the approved AF	Accumulated so far	Reached in the curr. reporting period
A1	No. of entities of the public sector/administration addressed			
A2	No. of entities of the private sector and related services addressed			
A3	No. of research/technology development entities addressed			
A4	No. of entities providing intermediary services and training addressed			
A5	No. of interest groups addressed			
A6	No. of infrastructure providers addressed			

B) Media contacts:

Indicator		Accumulated so far	Reached in the curr. reporting period
B1	No. of press releases in general, not related /linked to projects events		
B2	No. of press articles (incl. online media) in local/regional/national/EU press mentioning the project (count each language version)		
B3	No. of incidences of TV or radio coverage		
B4	No. of people potentially reached by press/media coverage		

C) Project Website:

Indicator		Accumulated so far	Reached in the curr. reporting period
C1	No. of project website visits		
C2	No. of project webpage viewed		
C3	No. of links to the project website (link: "websitename" in Google analytics)		
C4	Average time spent on project website		

D) Publications/PR materials:

Indicator		Accumulated so far	Reached in the curr. reporting period
D1	No. of publications produced (folders, brochures, newsletters, etc.); please refer to the number of edition created and NOT to the copies printed or disseminated		
D2	No. of PR tools (other than publications) produced (e.g., multimedia tools); please refer to the number of tools created and NOT to the number of copies disseminated		

Please provide detailed information about the reported figures with regard to the Publications / PR materials produced within this reporting period.

Max. 500 characters per field

D1	
D2	

E) Events:

Indicator		Accumulated so far	Reached in the curr. reporting period
E1	No. of <u>internal transnational</u> events organized within the project partnership (SC meetings, working group meetings, etc.)		
E2	No. of <u>open transnational</u> events organised (conferences, trainings, etc.) with participation beyond the partnership		
E2.1	No. of <u>participants</u> at the open transnational events organised by the partnership		
E2.2	No. of <u>journalists</u> participating in these open transnational events		
E2.3	No. of <u>press reports</u> published on these open transnational events		
E3	No. of <u>visible participation at transnational events</u> (presentation and/or stands) organised by institution/s outside the partnership		
E4	No. of <u>open national /regional</u> events organised with participation beyond the partnership		
E4.1	No. of <u>participants</u> at these open national / regional events organised by the partnership		
E4.2	No. of <u>journalists</u> participating in the open national/regional events		
E4.3	No. of <u>press reports</u> on the open national / regional events		
E5	No. of <u>visible participation at national/regional</u> events (presentation and/or stands) organised by institution/s outside the partnership		

Please provide detailed information about the reported figures with regard to the events organised within this reporting period.

Max. 500 characters per field

E1	
E2	
E3	
E4	
E5	

F) Types of Actions:

	Type of Action	Indicator	Planned in the approved AF	Accumulated so far	Reached in the curr. reporting period
F1	Joint transnational strategy and action plan	No. of strategies/policy documents developed/improved			
		No. of strategies/policy documents implemented/adopted			
F2	Transnational tool development	No. of new tools developed			
		No. of new tools implemented			
		No. of trainings for new tools prepared or implemented			
F3	Joint management establishment	No. of permanent co-operations established			
		No. of permanent management structures established			
F4	Investment preparation	Volume of investment prepared			
		No. of jobs to be created through these investments			
		Volume of private/public funds leveraged			
F5	Pilot Actions including investment	No. of Pilot Actions implemented (including number of investments realized)			
		Volume of investment realised through Pilot Actions			
		No. of jobs created through Pilot Actions			
F6	Other				

Please provide background information on the figures above for the different Types of Actions. Kindly make sure that they are clearly related to the Core outputs and their results as mentioned in the work plan section.

Max. 500 characters per field

F1	
F2	
F3	

F4	
F5	
F6	

G) Characteristics of the investment:

Indicator		Planned in the approved AF	Reached in the curr. reporting period
G1	Form part of or be the result of transnational project co-operation		
G2	Have a transnational effect		
G3	Create a physical link or a functional connection between regions		
G4	Have a demonstrating/model or pilot character being jointly strived for and evaluated by the partners		

Please provide detailed information on the chosen characteristics of the investment.

Max. 500 characters per field

G1	
G2	
G3	
G4	

Section 5: Work plan

Work package 1

IMPORTANT NOTICE: Please note that activities reported in the work plan must have a clear relation with the expenditures reported in the current reporting period.

Work package name:	Project management and coordination
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Work package overview

Strategic focus/main objectives	Sound project management and coordination
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Summary description and approach (including the contribution to the project main objectives)

Responsible partner	LPName
Involved partners	all partners

For each action, please summarize major management and coordination activities which have taken place during the current reporting period.

Textbox 33

you have 0 characters

(max. 2.000 characters)

In case external experts contributed considerably during the present reporting period, please describe carefully how these outputs have been integrated into the transnational project activities and how the entire partnership can benefit from their contribution.

Textbox 36

you have 0 characters

(max. 1.000 characters)

Outputs

Checklist for outputs

Please include the required information in the white fields of the table. Deviations from the original work plan have to be described in the text box below.

Title of output	Month of av.	Qualitative desc.	Available	Deliverables attached	Quantitative desc. (max. 75 characters)
Action 1.1 Fulfillment of start up requirements					
1.1.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Action 1.2 Day to day project management, coordination and internal communication					
1.2.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Action 1.3 Steering and monitoring of the project implementation					
1.3.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Action 1.4 Financial management, certification of expenditure					
1.4.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Deviations in implementation

If applicable, please highlight the deviations from the originally planned outputs that may have occurred in the current reporting period. The reasons for the deviations should outline the possible consequences on the project's implementation and the solution adopted.

Textbox 37

you have 0 characters

(max. 2.000 characters)

Work package 2

IMPORTANT NOTICE: Please note that activities reported in the work plan must have a clear relation with the expenditures reported in the current reporting period.

Work package name: Communication, knowledge management and dissemination

Work package overview

Strategic focus/main objectives Ensure wide project promotion of output and results

Summary description and approach (including the contribution to the project main objectives)

Responsible partner																																																		
Involved partners	LP	<input type="checkbox"/>	PP2	<input type="checkbox"/>	PP3	<input type="checkbox"/>	PP4	<input type="checkbox"/>	PP5	<input type="checkbox"/>	PP6	<input type="checkbox"/>	PP7	<input type="checkbox"/>	PP8	<input type="checkbox"/>	PP9	<input type="checkbox"/>	PP10	<input type="checkbox"/>	PP11	<input type="checkbox"/>	PP12	<input type="checkbox"/>	PP13	<input type="checkbox"/>	PP14	<input type="checkbox"/>	PP15	<input type="checkbox"/>	PP16	<input type="checkbox"/>	PP17	<input type="checkbox"/>	PP18	<input type="checkbox"/>	PP19	<input type="checkbox"/>	PP20	<input type="checkbox"/>	PP21	<input type="checkbox"/>	PP22	<input type="checkbox"/>	PP23	<input type="checkbox"/>	PP24	<input type="checkbox"/>	PP25	<input type="checkbox"/>

Address of the project's website.

Has the website been updated within the current reporting period? no

Summarize major communication, knowledge management and dissemination activities which have taken place during the current reporting period. Specify issues like internal and external knowledge management, in relation to past and current initiatives.

Textbox 38 you have 0 characters (max. 3.000 characters)

In case activities were carried out outside the CENTRAL EUROPE Programme area, but within the EU territory, please describe the activities and comment on how CENTRAL EUROPE regions benefited.

Textbox 39 you have 0 characters (max. 500 characters)

In case activities were carried out in Third Countries, please describe the activities, indicate the partners that have financially contributed and comment on how CENTRAL EUROPE regions benefited.

Textbox 40 you have 0 characters (max. 500 characters)

In case external experts contributed considerably during the present reporting period, please describe carefully how these outputs have been integrated into the transnational project activities and how the entire partnership can benefit from their contribution.

Textbox 41

you have 0 characters

(max. 1.000 characters)

Outputs

Checklist for outputs and core outputs

Please include the required information in the white fields of the table. Deviations from the original work plan have to be described in the text box below.

Title of output	is a Core Out.?	Month of av.	Qualitative desc.	Available	Deliverables attached	Quantitative desc. (max. 75 characters)
Action 2.1 Media communication/ dissemination						
2.1.1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Action 2.2 Non-media communication/ dissemination and website						
2.2.1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Deviation in implementation

If applicable, please highlight the deviations from the originally planned outputs that may have occurred in the current reporting period. The reasons for the deviations should outline the possible consequences on the project's implementation and the solution adopted.

Media communication/ dissemination

Textbox 42

you have 0 characters

(max. 2.000 characters)

Section 5: Work plan

Work package 3

IMPORTANT NOTICE: Please note that activities reported in the work plan must have a clear relation with the expenditures reported in the current reporting period.

Work package name:

Work package overview

Strategic focus/main objectives

Summary description and approach (including the contribution to the project main objectives)

Responsible partner																																																		
Involved partners	LP	<input type="checkbox"/>	PP2	<input type="checkbox"/>	PP3	<input type="checkbox"/>	PP4	<input type="checkbox"/>	PP5	<input type="checkbox"/>	PP6	<input type="checkbox"/>	PP7	<input type="checkbox"/>	PP8	<input type="checkbox"/>	PP9	<input type="checkbox"/>	PP10	<input type="checkbox"/>	PP11	<input type="checkbox"/>	PP12	<input type="checkbox"/>	PP13	<input type="checkbox"/>	PP14	<input type="checkbox"/>	PP15	<input type="checkbox"/>	PP16	<input type="checkbox"/>	PP17	<input type="checkbox"/>	PP18	<input type="checkbox"/>	PP19	<input type="checkbox"/>	PP20	<input type="checkbox"/>	PP21	<input type="checkbox"/>	PP22	<input type="checkbox"/>	PP23	<input type="checkbox"/>	PP24	<input type="checkbox"/>	PP25	<input type="checkbox"/>

For each action, please summarize the major activities which have taken place during the current reporting period.

Textbox 43 you have 0 characters (max. 3.000 characters)

In case activities were carried out outside the CENTRAL EUROPE Programme area, but within the EU territory, please describe the activities and comment on how CENTRAL EUROPE regions benefited.

Textbox 44 you have 0 characters (max. 500 characters)

In case activities were carried out in Third Countries, please describe the activities, indicate the partners that have financially contributed and comment on how CENTRAL EUROPE regions benefited.

Textbox 45 you have 0 characters (max. 500 characters)

In case external experts contributed considerably during the present reporting period, please describe carefully how these outputs have been integrated into the transnational project activities and how the entire partnership can benefit from their contribution.

Textbox 46 you have 0 characters (max. 1.000 characters)

In case of investments within the WP, please describe carefully the progress reached for the completion of the investments during the current reporting period. Please verify the coherence with the Financial Report (Tab. 6.8). Provide also information on: the use of outputs and their contribution to the WP objectives; their impacts; their transnationality; their sustainability.

Textbox 47

you have 0 characters

(max. 2.000 characters)

Outputs

Checklist for outputs and core outputs

Please include the required information in the white fields of the table. Deviations from the original work plan have to be described in the text box below.

Title of output	is a Core Out ?	Month of av.	Quantitative desc.	Available	Deliverables attached	Quantitative desc. (max. 75 characters)
Action 3.1						
3.1.1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Deviation in implementation

If applicable, please highlight the deviations from the originally planned outputs that may have occurred in the current reporting period. The reasons for the deviations should outline the possible consequences on the project's implementation and the solution adopted.

Textbox 48

you have 0 characters

(max. 2.000 characters)

For each action, please summarize the major activities which have taken place during the current reporting period.

Textbox 49 you have 0 characters (max. 3.000 characters)

In the circumstance that activities were carried out outside the CENTRAL EUROPE regions Programme area, but within the EU territory, please describe the activities and comment on how CENTRAL EUROPE benefited.

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Textbox 50 you have 0 characters (max. 500 characters)

In case activities were carried out in Third Countries, please describe the activities, indicate the partners that have financially contributed and comment on how CENTRAL EUROPE regions benefited.

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Textbox 51 you have 0 characters (max. 500 characters)

In case external experts contributed considerably during the present reporting period, please describe carefully how these outputs have been integrated into the transnational project activities and how the entire partnership can benefit from their contrib

Textbox 52

you have 0 characters

(max. 1.000 characters)

In case of investments within the WP, please describe carefully the progress reached for the completion of the investments during the current reporting period. Please verify the coherence with the Financial Report (Tab. 6.8). Provide also information on: the use of outputs and their contribution to the WP objectives; their impacts; their transnationality; their sustainability.

Textbox xxx

you have 0 characters

(max. 2.000 characters)

Outputs

Checklist for outputs and core outputs

Please include the required information in the white fields of the table. Deviations from the original work plan have to be described in the text box below.

Title of output	is a Core Out ?	Month of av.	Qualitative desc.	Available	Deliverables attached	Quantitative desc. (max. 75 characters)
Action 4.1						
4.1.1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

4.1.2		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4.1.3		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Action 4.2							
4.2.1		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4.2.2		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4.2.3		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Action 4.3							
4.3.1		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4.3.2		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4.3.3		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Action 4.4							
4.4.1		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4.4.2		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4.4.3		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Action 4.5							
4.5.1		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4.5.2		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4.5.3		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Core Output implementation

Please describe the Core Outputs and the main efforts you have undertaken in order to achieve these outputs and related results, including the involvement of the target groups. Specify not only Core output related activities but also emphasize on the process used to approach the envisaged results (qualitative description).

Title of Core Output	description
4.1.1	

Deviation in implementation

If applicable, please highlight the deviations from the originally planned outputs that may have occurred in the current reporting period. The reasons for the deviations should outline the possible consequences on the project's implementation and the solution adopted.

Textbox 53

you have 0 characters

(max. 2.000 characters)

Section 6: Financial Report

Breakdown by single budget lines

IMPORTANT NOTICE: the figures in the following tables must exclusively relate to expenditure of EU CENTRAL EUROPE partners, including assimilated partners. For further details please refer to the CENTRAL EUROPE "Implementation Manual" and "Control and Audit Guidelines".

Table 6.1: Staff Costs

This budget line refers to all personnel costs for staff directly employed by the partner organisations officially listed in the Application Form. The staff can either be already existing or contracted ad hoc for project purposes. Where eligible, this also includes the costs for internal independent controllers. Where not provided for by national eligibility rules, the calculation of staff costs for people working part-time must be based on the following: gross salary + social charges (including salary costs of sickness absence and holidays) divided by the total actual working days or hours (excluding sickness absence and holidays) multiplied by the project worked days or hours. The table is to be filled in by using one line per employee. The columns headed "partner that incurred cost", "category", "WP" have to be filled in through the drop down menu provided. The amount validated and reported per employee is to include the total of the gross salary and the employer's social security. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled in and calculated.

A) Cost claimed:

Partner that incurred cost	First name and Surname of employee	Category	WP	Amount validated & reported (Gross Salary + employer's Social security)
Staff working part-time in the project				
Staff working full-time in the project				
			TOTAL	0,00 €

B) Budget Consumption

WP	Budget	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WP0	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP1	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP2	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%

Table 6.2: Administration Costs

This budget line includes all direct general costs (i.e. costs deriving exclusively from the project e.g. stationery, photocopying mailing etc) and indirect general costs (overheads related to the operation's activities, based on real and calculated on a pro rata basis according to a duly justified, fair and equitable method e.g. heating and electricity, office rent, internet etc). These tables (A.1 and A.2) are to be filled in by using one line per partner. In both tables the partner is chosen via the drop down menu provided. In the case of indirect costs no lump sums/flat rates are allowed and an explanation of the method of calculation is required. If the method of calculation is not defined by national eligibility rules, partners must use the following: project working hours (according to the staff costs reported) divided by total actual worked hours of the institution. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled in and calculated.

A) Cost claimed:

A.1) Direct costs

Partner that incurred cost	WP	Summary of direct costs claimed	Total amount validated & reported
		Subtotal	0,00 €

A.2) Indirect costs

Partner that incurred cost	WP	Summary of indirect costs claimed	Total amount validated & reported	Explanation of method for calculating indirect costs
		Subtotal	0,00 €	
		TOTAL Administration Costs	0,00 €	

B) Budget Consumption

WP	Budget	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WP0	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP1	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP2	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%

Table 6.3: External Expertise

This budget line includes costs paid on the basis of contracts or written agreements with service providers who are sub-contracted to carry out certain tasks of the operation (e.g. studies, translations, audit etc.). The table is to be filled-in by using one line per expert and the description of the service is to include the number of the related output(s). The columns headed "partner that incurred cost" and "WP" have to be filled in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled in and calculated.

A) Cost claimed:

Partner that incurred cost	Name of expert/company	Description of service	WP	Total amount as per contract	Amount validated & reported
				TOTAL	0,00 €

B) Budget Consumption

WP	Budget	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WP0	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP1	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP2	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%

Table 6.4: Travel and Accommodation

This budget line refers to travel and accommodation costs and subsistence allowances of employees of the partner institutions officially listed in the Application Form related to their participation in meetings/seminars/conferences. The table is to be filled-in by using one line per mission. The columns headed "partner that incurred cost" and "WP" are to be filled in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled in and calculated.

A) Cost claimed:

Partner that incurred cost	Reason for mission	No. of attendees	WP	Start and end date of mission	Amount validated & reported
TOTAL					0,00 €

B) Budget Consumption

WP	Budget	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WPO	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP1	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP2	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%

Table 6.5: Meetings and Events

This budget line refers to costs related to the organisation of meetings (renting of premises and equipment, catering, interpretation, printing etc.) paid on the basis of contracts with external providers. This might also include the cost of external speakers and external participants if the cost is borne by the partners listed in the Application Form. The table is to be filled-in by using one line per event. The columns headed "partner that incurred cost" and "WP" are to be filled in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled in and calculated.

A) Cost claimed:

Partner that incurred cost	Name of event/meeting	Date and place	WP	Amount validated & reported
TOTAL				0,00 €

B) Budget Consumption

WP	Budget	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WPO	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP1	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP2	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%

Table 6.6: Promotion Costs

This budget line includes costs resulting from press releases, inserts in newspapers, leaflets, TV shows, brochures and other publication costs not linked to specific events and seminars. The column titled "Number of copies" is only to be filled in where applicable. The columns headed "partner that incurred cost" and "WP" are to be filled in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled in and calculated.

A) Cost claimed:

Partner that incurred cost	Description	Number of copies	WP	Amount validated & reported
TOTAL				0,00 €

B) Budget Consumption

WP	Budget	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WP0	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP1	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP2	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%

Table 6.7: Equipment

This budget line refers to the purchase of IT equipment (including software) for office use and necessary for the implementation of the project. Where strictly necessary, office furniture is considered as eligible expenditure and should also be charged to this budget line. Being mostly depreciable assets, the full cost can only be claimed if the period from the date of the purchase till the end date of the project is longer than the normal depreciation period of the equipment. In this case, table A.1 has to be filled in and the reason why 100% reimbursement is being demanded has to be given. If the period from the date of purchase till the end date of the project is not longer than the normal depreciation period of the equipment, only the portion of the equipment's depreciation corresponding to the rate of actual use for the purpose of the project must be considered. In this case table A.2 is to be filled in. The tables are to be filled-in by using one line per equipment and the columns headed "partner that incurred cost" and "WP" are to be filled in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled in and calculated.

A) Cost claimed:

A.1) Equipment reimbursed 100%

Partner that incurred cost	Description	Quantity	Date of purchase	WP	Amount validated & reported	Reason why 100% reimbursement is demanded
Subtotal					0,00 €	

A.2) Equipment reimbursed on a depreciation basis

Partner that incurred cost	Description	Quantity	Date of purchase	WP	Original cost of the equipment	Amount validated and reported
Subtotal						0,00 €
TOTAL Equipment						0,00 €

B) Budget Consumption

WP	Budget	Amount validated & reported in previous reports	Amount validated & reported in current period	Accumulated	Remaining budget	Consumption rate
WP0	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP1	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP2	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%

Table 6.8: Investments

This budget line includes costs related to financing infrastructure and construction works as well as the purchase of physical objects not falling in the scope of the equipment budget line. The costs have been divided into two tables: table A.1 for equipment and table A.2 for works. The tables are to be filled-in by using one line per each supplier involved in the investment realization, and the columns headed "partner that incurred cost" and "WP" have to be filled in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled in and calculated.

A) Cost claimed:

A.1) Investment-related equipment and other goods							
Partner that incurred cost	Investment No.	Provider	Description of cost item	WP	Date of supply	Total amount as per contract	Amount validated & reported
						Subtotal	0,00 €

A.2) Works							
Partner that incurred cost	Investment No.	Provider	Description of cost item	WP	% of progress	Total amount as per contract	Amount validated & reported
						Subtotal	0,00 €
						TOTAL Investment	0,00 €

B) Budget Consumption

WP	Budget	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WP0	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP1	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP2	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%

Table 6.9: Other

This budget line refers to any costs not falling within the scope of all the previous budget lines. However, only costs mentioned as such in the Application Form can be certified. The tables are to be filled-in by using one line per item, and the columns headed "partner that incurred cost" and "WP" have to be filled in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled in and calculated.

A) Cost claimed:

A.1) Investment-related equipment and other goods						
Partner that incurred cost	Brief description of single cost items			Quantity	WP	Amount validated & reported
					TOTAL	0,00 €

B) Budget Consumption

WP	Budget	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WP0	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP1	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%
WP2	From PMS	From PMS	0,00 €	0,00 €	0,00 €	0,00%

Section 8: Budget overview

Table 8.1: Breakdown by Budget line and Work package

Report	WP0	WP1	WP2	WP3	WP4	WP5	Wp6	Total Eligible	Reference AF	Consumption rate	Remaining budget
Staff costs											
Current								0,00			
Previous	From PMS	From PMS	From PMS	From PMS	From PMS	From PMS	From PMS	0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00%	0,00
Administration costs											
Current								0,00			
Previous	From PMS	From PMS	From PMS	0,00	0,00	0,00	0,00	0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00%	0,00
External expertise											
Current								0,00			
Previous	From PMS	From PMS	0,00	0,00	0,00	0,00	WP	0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00%	0,00
Travel/accommodation											
Current								0,00			
Previous	From PMS	From PMS	WP	0,00	0,00	0,00	0,00	0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00%	0,00
Meetings and events											
Current								0,00			
Previous	From PMS	From PMS	0,00	0,00	0,00	0,00	0,00	0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00%	0,00
Promotion costs											
Current								0,00			
Previous	From PMS	From PMS	0,00	0,00	0,00	0,00	0,00	0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00%	0,00

Equipment											
Current								0,00			
Previous	From PMS	From PMS	0,00	0,00	0,00	0,00	0,00	0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00%	0,00
Investments											
Current								0,00			
Previous	From PMS	From PMS	0,00	0,00	0,00	0,00	0,00	0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00%	0,00
Other											
Current								0,00			
Previous	From PMS	From PMS	0,00	0,00	0,00	0,00	0,00	0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00%	0,00
Total eligible	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00%	0,00

Table 8.2: Budget breakdown by Period and Work Package

Period		WP0	WP1	WP2	WP3	WP4	WP5	WP6	TOTAL
Period 1	Expenditure	From PMS							0,00 €
	Reference AF								0,00 €
	Remaining budget								0,00 €
	Consumption rate %								%
Period 2	Expenditure								0,00 €
	Reference AF								0,00 €
	Remaining budget								0,00 €
	Consumption rate %								%
Period 3	Expenditure								0,00 €
	Reference AF								0,00 €
	Remaining budget								0,00 €

	Consumption rate %									%
Period 4	Expenditure									0,00 €
	Reference AF									0,00 €
	Remaining budget									0,00 €
	Consumption rate %									%
Period 5	Expenditure									0,00 €
	Reference AF									0,00 €
	Remaining budget									0,00 €
	Consumption rate %									%
Period 6	Expenditure									0,00 €
	Reference AF									0,00 €
	Remaining budget									0,00 €
	Consumption rate %									%
Total	Expenditure									
Spending progress up to current period	Ref AF up to current period									
	Remaining budget									
	Consumption rate %									
Spending progress versus total budget	Ref AF total budget									
	Remaining budget									
	Consumption rate %									

Table 8.3: Breakdown by Location of Partner

Partners	Country code	Co-financing rate	Report	ERDF	Public Cofinancing (CE/EU partners)	Private Cofinancing (CE/EU partners)	Total eligible expenditure	Expenditure partners outside CE
LP			Current					
			Previous					
			Accumulated	0,00	0,00	0,00	0,00	0,00
PP02			Current					
			Previous					
			Accumulated	0,00	0,00	0,00	0,00	0,00
PP03			Current					
			Previous					
			Accumulated	0,00	0,00	0,00	0,00	0,00
PP04			Current					
			Previous					
			Accumulated	0,00	0,00	0,00	0,00	0,00
PP05			Current					
			Previous					
			Accumulated	0,00	0,00	0,00	0,00	0,00
PP06			Current					
			Previous					
			Accumulated	0,00	0,00	0,00	0,00	0,00

Subtotal:	0,00	0,00	0,00	0,00	0,00
			Total Expenditure:		

Table 8.4: Partner's Performance

Partners	Total Expenditure	Total ERDF	References AF (total partner budget)	% of total use	References AF (ERDF partner budget)	% of ERDF use	Remaining Budget	Remaining ERDF
LP	0,00	0,00	From PMS	0,00%	From PMS	0,00%	0,00	0,00
PP02	0,00	0,00	From PMS	0,00%	From PMS	0,00%	0,00	0,00
PP03	0,00	0,00	From PMS	0,00%	From PMS	0,00%	0,00	0,00
PP04	0,00	0,00	From PMS	0,00%	From PMS	0,00%	0,00	0,00
PP05	0,00	0,00	From PMS	0,00%	From PMS	0,00%	0,00	0,00
PP06	0,00	0,00	From PMS	0,00%	From PMS	0,00%	0,00	0,00

Section 9: Financial Explanations

9.1 Other relevant explanations concerning the financial report

Please provide information on any finance-related problems / deviations / delays occurred in the current reporting period. Specifically focus on budget over- and underspending in single work packages.

9.2 Expenditures currently under validation

Please provide information on expenditure occurred in the current and/or previous Reporting Periods and submitted to the First level control bodies, but not confirmed yet.

Please split information by partner and by reporting period.

Partner	Total amount of expenditures sent to FLC body, but not confirmed yet	Date when documents have been sent to FLC body	WP0	WP1	WP2	WP3	WP4	WP5	Wp6	Reporting period in which the expenditures occurred
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 10: Annexes

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10.1. Obligatory Annexes (See instructions)

No.	LP/PP	Description	Hard copy version

10.2. Additional Annexes (See instructions)

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No.	LP/PP	Description	Electronic version	Hard copy version