



MINISTRY OF PUBLIC WORKS,
DEVELOPMENT AND ADMINISTRATION

Directorate MA for Territorial Cooperation Programmes
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DIRECTORATE MANAGING AUTHORITY FOR EUROPEAN TERRITORIAL COOPERATION
Managing Authority for Joint Operational Programme Black Sea Basin 2014-2020

INSTRUCTION No 26/23.09.2020

TO: Beneficiaries of the 2nd Call for Proposals of the ENI CBC Black Sea Basin Programme 2014-2020 regarding the submission of the 4 months progress report

FROM: Iulia Hertzog, Head of the Managing Authority, Directorate Managing Authority for European Territorial Cooperation

In order to provide guidance and support to the Beneficiaries of the 2nd Call for preparing the 4 months progress reports, due to the different reporting requirements applicable to them,

Taking into consideration the provisions of the Grant Contract article 1.12 the MANAGING AUTHORITY HAS ISSUED THE FOLLOWING INSTRUCTION, which explains and provides details on progress reports submission process.

Article 1

By fully understanding the provisions of the Grant Contract article 5 - *Obligation to provide information and reports - alin.5.8 Progress reports*, Beneficiaries must draw up, every 4 months, progress reports.

Each Beneficiary must submit its progress report by eMs mailbox to the Lead Beneficiary, who consolidates the information at project level.

The Lead Beneficiary must send the Progress Report by eMs mailbox and office e-mail, to the responsible JTS Officer.



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Article 2

The progress report, covering every 4 months of the project implementation period, shall be submitted by the beneficiaries to the Lead Beneficiary in due time so that to allow the Lead Beneficiary to submit it to the JTS no later than 30 days after the reporting period has elapsed.

The Progress Report should be filled in and duly signed, by using the template attached to this Instruction.

Article 3

Following the JTS verifications, the final version of the consolidated Progress report shall be uploaded by the JTS Officer in eMS in the *Attachments JS and MA* section.

This section of the eMS can only be accessed by the management structures. Therefore, as soon as uploaded in the eMS, all Lead Beneficiaries shall send the report by e-mail to all project beneficiaries.



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Project Progress Report No.....

A.1 Project Progress Report Identification

Project Title		
Project Acronym		
Project Website (if applicable)		
Project Number	BSB...	
Project Duration Start Date	Start date:	End date:
Programme Priority		
Programme Specific Objective		
Lead Beneficiary/Beneficiary 1		
Contact Person e-mail address		
Beneficiary 2		
Beneficiary 3		
Beneficiary 4		
Beneficiary 5		
Beneficiary 6		
Reporting Period	Start date:	End date:

A.2 Highlights of main achievements per group of activities

A brief summary description of the main achievements per group of activities shall be written in the style of a press release capturing the main features of the project. The description should also indicate the stage of physical progress of project activities as a percentage (e.g. Up to the present progress report, 65% of the project activities have been completed)

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A.3 Project Specific Objectives

Project Specific Objectives	Explanation on the level of achievement

A.4 Project Main Outputs

Project Main Output Title	Project Output Indicator Targets	Planned Delivery Month	Level of Achievement -numerical value-	Explanations

A.5 Target Groups

Please describe the Target Groups Involvement, referring to Target value planned and reached so far:

A.6 Problems/deviations from the Work Plan

Please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found:

Amendments to the grant contract
<ol style="list-style-type: none"> 1. Notifications (short description of the notification objective(s), date of submission/upload in eMS - version....) 2. Addendum (objective, date of submission/upload in eMS, date of its approval by the last party)

A.7 Horizontal Principles

Horizontal Principles	Please describe how the horizontal aspects have been considered in the project implementation
Gender Equality	
Democracy and human rights	
Environmental sustainability	

A.8 Reporting Work Packages

NOTE: The tables may be edited to add lines for activities and deliverables as needed, in accordance with the activities set out in the Application Form-

Work Package MANAGEMENT

WP number	WP title	WP start date	WP end date	WP status (not started/proceeding according to the work plan/delayed/completed)			
M							
Partners` involvement. Please describe the progress in this reporting period and explain how were partners involved and who did what:							
Please describe progress achieved in this reporting period							
Activity Number	Activity title		Start month	End month			Status
A.M.1							
Deliverable number	Deliverable title	Deliverable description	Planned delivery month	Target Value	Achieved so far	Achieved in this report	Status
D.M.1.1							
Activity Number	Activity title		Start month	End month			Status
A.M.2							
Deliverable number	Deliverable title	Deliverable description	Planned delivery month	Target Value	Achieved so far	Achieved in this report	Status
D.M. 2.1							

Work Package Implementation T.1 (Name, ex: Networking opportunities)

- Copy and repeat the table Work Package Implementation as needed, in accordance with the activities set out in the Application Form-

WP number	WP title	WP start date	WP end date	WP status (not started/proceeding according to the work plan/delayed/completed)			
T.1							
Partners` involvement. Please describe the progress in this reporting period and explain how were partners involved and who did what:							
Please describe progress achieved in this reporting period							
Activity Number	Activity title		Start month	End month			Status
Activity T.1.1.							
Deliverable number	Deliverable title	Deliverable description	Planned delivery month	Target Value	Achieved so far	Achieved in this report	Status
Deliverable T.1.1.1							
Activity Number	Activity title		Start month	End month			Status
Activity T.1.2.							
Deliverable number	Deliverable title	Deliverable description	Planned delivery month	Target Value	Achieved so far	Achieved in this report	Status
Deliverable T.1.2.1							

Work Package INVESTMENT I.1(Name)

-Copy and repeat the table Work Package Investment as needed, in accordance with the activities set out in the Application Form-

WP number	WP title	WP start date	WP end date	WP status (not started/proceeding according to the work plan/delayed/completed)			
I.1							
Partners` involvement. Please describe the progress in this reporting period and explain how were partners involved and who did what:							
Please describe progress achieved in this reporting period							
Activity Number	Activity title	Start month	End month			Status	
Activity I.1.1.							
Deliverable number	Deliverable title	Deliverable description	Planned delivery month	Target Value	Achieved so far	Achieved in this report	Status
Deliverable I.1.1.1							

Work Package COMMUNICATION

WP number	WP title	WP start date	WP end date	WP status (not started/proceeding according to the work plan/delayed/completed)			
C							
Partners` involvement. Please describe the progress in this reporting period and explain how were partners involved and who did what:							
Please describe progress achieved in this reporting period							
Activity Number	Activity title		Start month	End month			Status
Activity C.1							
Deliverable number	Deliverable title	Deliverable description	Planned delivery month	Target Value	Achieved so far	Achieved in this report	Status
Deliverable C.1.1.							
Deliverable C.1.2.							
Activity Number	Activity title		Start month	End month			Status
Activity C.2							
Deliverable number	Deliverable title	Deliverable description	Planned delivery month	Target Value	Achieved so far	Achieved in this report	Status
Deliverable C.2.1.							

B. The financial progress of the project

- euro-

Beneficiary (abbreviation)	Approved project budget	Cumulated costs from start of implementation to present report *	Amount available
LB -			
B2 -			
B3 -			
B4 -			
B5 -			
B6 -			
TOTAL			

* The conversion into euro shall be made using the monthly accounting exchange rate of the European Commission of the month during which the progress report is submitted to the JTS. InforEuro is freely available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm . Please note that the amounts indicated in the Progress Report are only necessary to assess the project's financial progress. The payment arrangements of the project shall be made according to art. 4 Grant Contract.

C. Actions to tackle the COVID-19 pandemic

If applicable, please describe the measures taken to address the health risks caused by COVID-19 or actions undertaken in fighting the COVID-19 pandemic

D. Annexes to the progress report

Annexes to the progress report shall be presented in accordance with the provisions of the Project Implementation Manual, section 6.1.

TAKE NOTE: when preparing the supporting documents, please consider the following:

- Scanned documents should be submitted in black and white, format .jpg/.pdf of minimum 300 dpi resolution;
- Each document must be named in English language according to its content and with a reference to the partner and deliverable (e.g. JTS_D.C. 1.2 _ Brochure)
- Each document containing more than 1 page must be scanned and submitted as a single file. Please DO NOT scan and upload each page separately.
- Make sure the documents can be opened and that the page margins are scanned correctly
- The supporting documents shall be organized by partner and submitted in one archive of **maximum 20MB**. In case the file is bigger than 20 Mb (e.g a movie or a presentation), we recommend to add only the reference to the link published on the website of the project. In case the evidence exceeds the limit of 20 Mb, the partners should create .rar or .zip packages of no more than 20 Mb and upload them in more parts.

**Signed by the legal representative of the Lead Beneficiary
or the empowered person (Project Manager):**

Name	
Signature, stamp¹ (electronic signature)	
Position	
Date	

¹ If foreseen in the national legislation