Programme funded by EUROPEAN UNION

GUIDE ON REPORTING IN THE ELECTRONIC MONITORING SYSTEM (eMS) FOR LEAD PARTNERS AND PARTNERS

Version 3
December 2020

***Disclaimer**: This is a living document and its content will be revised as necessary.*

Programme funded by EUROPEAN UNION

Table of Contents

LIST OF ABBREVIATIONS

AF - Application form
eMS – (Programme's) Electronic monitoring system
ENI - European Neighbourhood Instrument
EU - European Union
FLC = CCP - First level control – Control Contact Point
JTS – Joint Technical Secretariat
LoE – list of expenditure
LP - Lead partner
PIM – Project Implementation Manual
PP - Project partner
VAT - Value-added tax
GoA – Group of Activities (Work Package – WP)

CHAPTER 1 – GENERAL PRINCIPLES OF REPORTING

1.1 Introduction

VERY IMPORTANT!

This Guide includes instructions mainly on how project partners and lead partners should report using the Reporting Module in the eMS.

For terminology consistency reasons between the terms used in this Guide and the terms pre-set in the eMS, the following terms shall be equivalent:
- Lead Beneficiary (as called in the Project Implementation Manual - PIM and Grant contract) = lead partner (LP or PP1) in eMS
- Beneficiary (as called in the PIM and Grant contract) = project partner (PP1,…PPn) in eMS
- Group of Activities (GoA – as called in the Guidelines for Applicants and PIM) = Work Packages in eMS
- Control Contact Point (CCP - as called in the Grant contract) = First level Control (FLC) in eMS.

It is recommended to read all the chapters of this Guide to understand how reporting works.

When starting to write a report, in addition to this Guide, it is recommended that all partners have knowledge on and access to the following:
- Grant Contract
- Project Implementation Manual (PIM)
- EMS Account and Password
- Instructions and/or Notes to Beneficiaries issued by the Managing Authority
- The JTS responsible person for the project;
- Phone number of the Joint Technical Secretariat, in case you beneficiaries still have questions after reading this Guide.

General information

Partner report – is filled in by each project partner. Partner reports include narrative and financial part (where is the case) and describe the respective partner progress made during the reporting period.

FLC (First Level Control) report – For report that includes expenditures First Level Control

Programme funded by EUROPEAN UNION

is the primary entity that should verify those expenditures made by a partner and introduced in the interim and final reports. Each partner has his one specific FLC, which either is a public structure designated at the country level (centralized system) or it can be an audit company contracted by the partner (de-centralized system) that will have the same role and obligations.
The beneficiary must inform the controller when the financial report was submitted and the expenditure verification should start.

Project report – is a consolidation (compilation) of all the activities made in a specific period of time at project level. This report can be filled in only by the Lead Partner, and should include the information provided by each partner in their Progress, Interim or Final report.

The Lead Partner (LP) is playing two roles in the eMS and in the reporting process:
1. as project partner (it should be the first project partner - PP1)
2. as lead partner that is responsible for the whole project implementation and project reporting.

The reporting process is also presented in Session 11 on the Interact YouTube channel accessible here:
https://www.youtube.com/playlist?list=PLvYGVfGv4leEn2QC4ztZAFAwlCQztWGyY

You should take into account the specificities of the reporting requirements for the BSB Programme, as described in this Guide.

1.2 Brief introduction to Partner report

Partner report is the report prepared by each Project Partner (including Lead Partner): progress, interim, final.

When preparing a partner report, take note that:

- All partners (lead partner and project partners) are compelled to **create** their own individual partner reports reflecting their share of activities and expenditure, according to the AF and submit:
  - a 4 months progress report (narrative) - submitted by each PP to the LP, who consolidates the information, prepares the project progress report and submits it to the JTS, for the projects contracted under call 2, this progress reports will be filled in outside eMS;
  - an interim and a final report (both with expenditures) – elaborated and submitted by each project partner to its' FLC in the eMS, then to LP who consolidates the information and prepares project interim/final report;

The FLC certificate (required only for Interim and Final reports) is issued for the expenditures incurred and paid by each partner and verified by his FLC;

For details on how to fill in and submit a partner report, please see Chapter 4 – Partner Report.

1.3 Brief introduction to Project report

Project report is the report prepared only by the Lead Partner: progress, interim, final.

When preparing a project report, take note that:

- LP prepares the consolidated project report at project level, on the basis of the information on activities provided by partners in their partner reports (progress, interim and final).
- LP includes in the interim and final project report FLC certificates attached to each partner reports, by ticking the relevant eMS boxes. Financial data is automatically integrated in the project report, while the activities have to be aggregated by the LP (using the information provided in the partner reports). All sections of the Project Report will be filled in by the lead partner, consolidating the information presented by the Partners in the Partner Reports. Section "Highlight of the main achievements" includes the main achievement from the Section of the Project Reports, in a cumulative way. The project report is submitted by LP to the JTS.

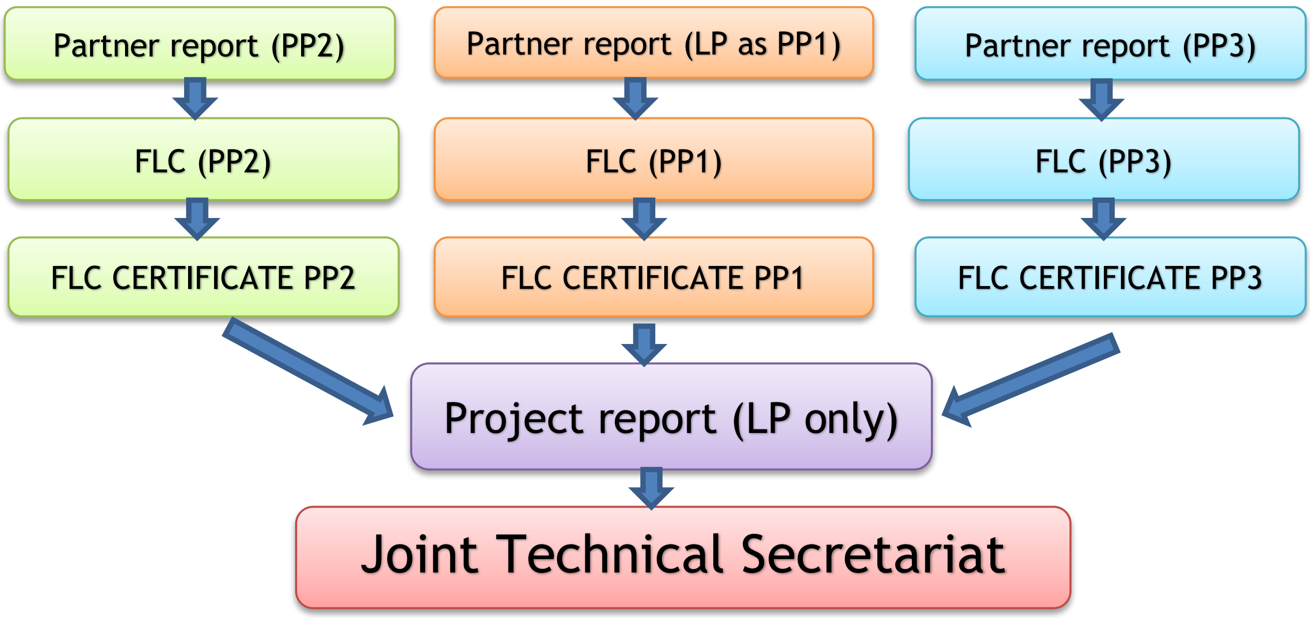


Figure 1 Reporting process for submitting an interim/final report (partner reports should include expenditures)

For details on how to fill in and submit a project report, please see Chapter 5 – Project Report.

1.4 Periods and reporting deadlines

General information

- The project periods reflect the duration of the project and are defined in the Application Form in the Work Plan (Group of Activities) section, subsection "Define Periods".
- Periods are created based on the start and end date of the project (generally the duration of a reporting period is 4 months).
- The last project period ends at the project end date.
- The reporting deadline represents the date until when the LP must have aggregated the project report and submit it in the eMS.
- The total period of partner reports covers the same time span as project report.

Example of how to calculate the reporting periods

A project starting on 1 June 2018 and ending on 31 December 2019 (19 months duration) would have the following division into reports and reporting deadlines (in and outside eMS):

Period	Report type	Content	Process	Reporting deadline by the LP to the JTS
Period 1 (only for 1st call beneficiaries) 01.06.2018 - 30.09.2018	Progress report	Progress on activities for the period: 01.06.2018 - 30.09.2018	Elaborated and submitted by each PP to the LP. LP consolidates the information, elaborates the Project Progress report and submits it to the JTS	30.10.2018 (max 30 days from period end)
Period 2 (only for 1st call beneficiaries) 01.10.2018 - 31.01.2019	Progress Report	Progress on activities for the period: 01.10.2018 - 31.01.2019		28.02.2019 (max 30 days from period end)
Period 3 (1st call beneficiaries) Period 1 (2nd call	Interim Report	Progress on activities for the period: 01.06.2018 - 31.05.2019 AND expenditure (includes FLC certificate) for	Elaborated by each PP, submitted to its FLC, then (after obtaining certificate) to the LP who consolidates the	30.08.2019 (max 90 days from period end)

Programme funded by EUROPEAN UNION

Period	Report type	Content	Process	Reporting deadline by the LP to the JTS
beneficiaries) 01.02.2019 - 31.05.2019 (half way through the project implementation period or when 70% of the advance payment has been spent)		the period: **01.06.2018 - 31.05.2019**	information, elaborates the Project Interim report and submits it to the JTS	
Period 4 (only for 1st call beneficiaries) 01.06.2019 - 30.09.2019	Progress Report	Progress on activities for the period: 01.06.2019 - 30.09.2019	Elaborated and submitted by each PP to the LP. LP consolidates the information, elaborates the Project Progress report and submits it to the JTS	30.10.2019 (max 30 days from period end)
Period 5 (for 1st call beneficiaries) Period 2 (for 2nd call beneficiaries) 01.10.2019 - 31.12.2019	**Final report**	Progress on activities for the period: 01.06.2019 - 31.12.2019 AND expenditure (includes FLC certificate) for the period: **01.06.2019 - 31.12.2019**	Elaborated by each PP, submitted to its FLC, then (after obtaining certificate) to the LP who consolidates the information, elaborates the Project Final report and submits it to the JTS	30.06.2020 (max 6 months from period end)

The description in the chapters below focus on how project partners and lead partners should access the Reporting Module in eMS, fill in and submit Progress, Interim and Final Reports.
For the projects contracted under call 2, the progress reports will be filled in outside eMS.

General information about these reports are also described in the Project Implementation Manual - Chapter 6 Reporting and Project Financing (6.1 Progress Report).

REMEMBER!

All project partners prepare and submit Partner Reports!

Only the Lead Partner prepares and submits a Project Report, based on the information contained in Partners reports!

Progress reports *– include narrative description on progress made in the implementation. There will be several progress reports (every 4 months).*

Interim and Final reports *– include both narrative and financial parts. There will be one interim and one final report for all beneficiaries.*

CHAPTER 2 – SUPPLEMENTARY INFORMATION SECTION

Each project contracted in the system has a Supplementary information section, separate from the Application Form.

The supplementary information section represents a way of providing additional data by a Lead beneficiary and should be filled in as soon as a project is contracted in the system. The section is available in the left menu of the project:

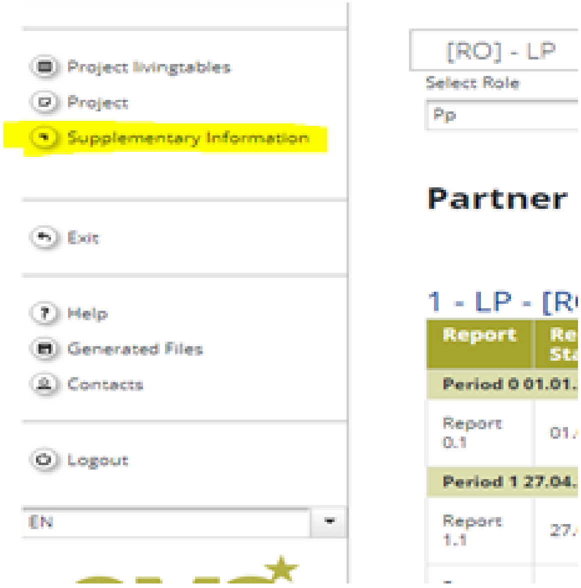


Figure 2 – Accessing "Supplementary information" section via reporting view of a project

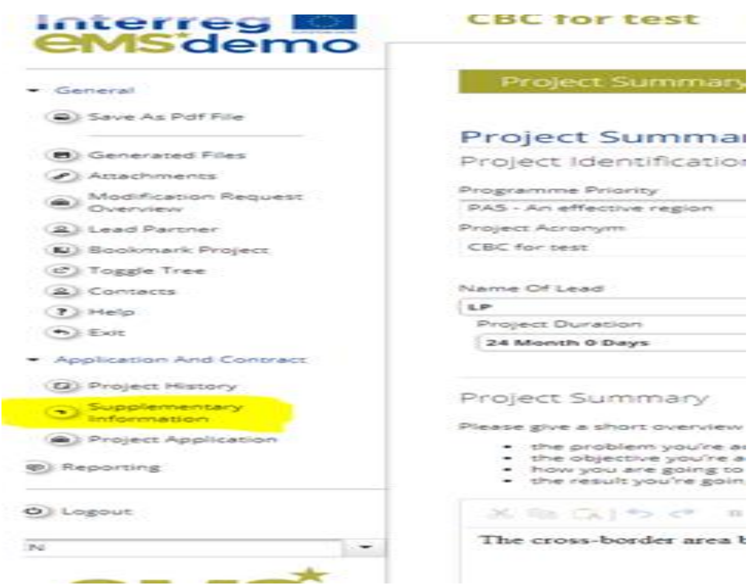


Figure 3 – Accessing "Supplementary information" section via project view

Supplementary Information section is not locked in the system and can be modified by the Lead partner (for him and all partners) and also by all partners for themselves, at any time. EMS allows JTS to see the changes in a comparing view.

The Supplementary Information section consists in more sub-sections that have to be filled in.

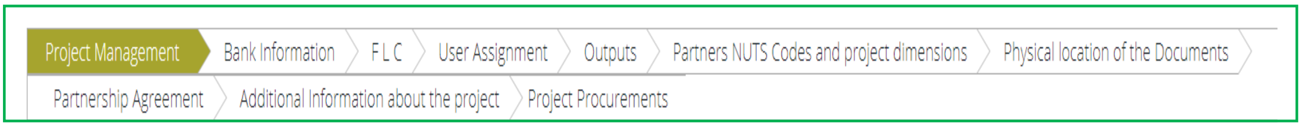


Figure 4 - "Supplementary information" sub-sections

2.1 Project Management

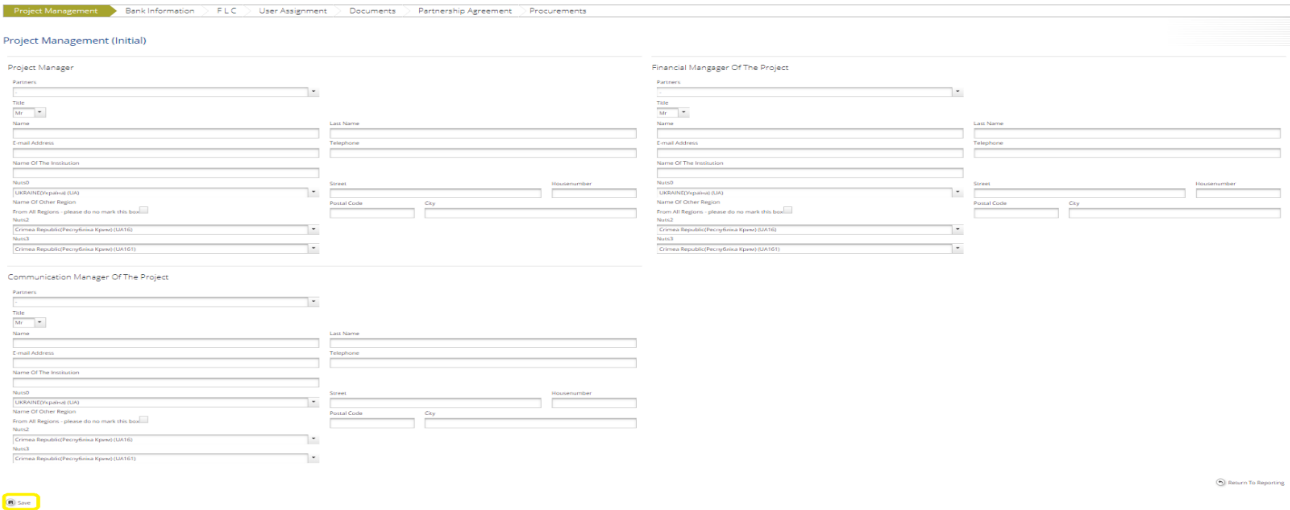


Figure 5 - "Supplementary information" - Project management

The LP shall fill in here the requested information for the project manager, project financial manager and project communication manager, as requested by the fields displayed and as applicable.

2.2 Bank Information

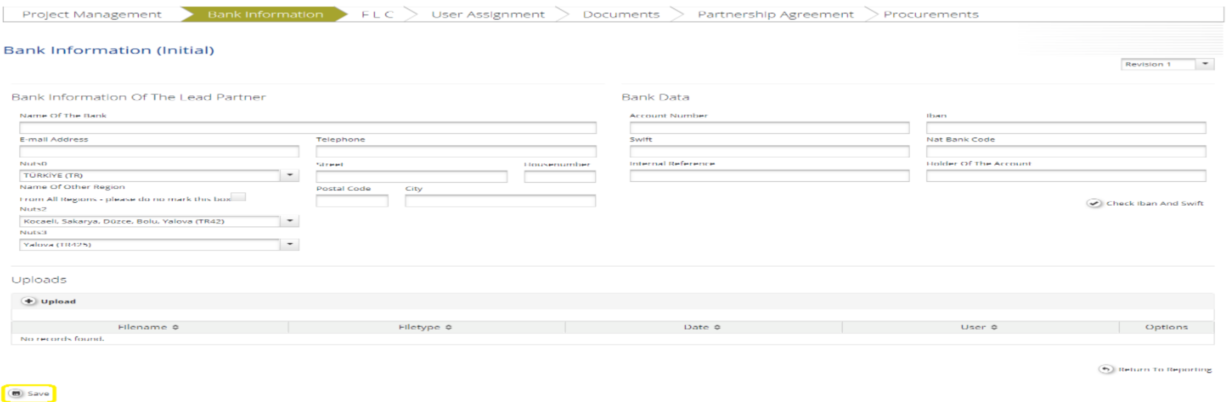


Figure 6 - "Supplementary information" - Bank Information

The LP shall fill in here details on the Bank of the Lead partner such as name and full address. Further data involve specific bank connection data including Account Number, IBAN, SWIFT, Bank Code, Internal Reference and Holder of the account.

The LP shall also upload here the Financial Identification Forms (FIF) for the Euro and national currency accounts opened for the project.

According to MA Instruction no.16, notify the JTS in case of Change of the EUR bank account/national currency bank account of the Lead Beneficiary/Beneficiaries.

All payments shall be done into the accounts that are mentioned in this section, so make sure you upload all the required documents in time and keep the information updated in case changes occur!

2.3 FLC

Shall be filled in by all partners (including LP), as soon as information is available, but no later than the submission of the interim report to the JTS.

User Assignment

The User Assignment section enables the LP to assign specific user(s) to all project partners.

In order to be assigned, you first need to be registered as an e-MS user. You will register yourself in the system at the following link: http://ems-bs.mdrap.ro

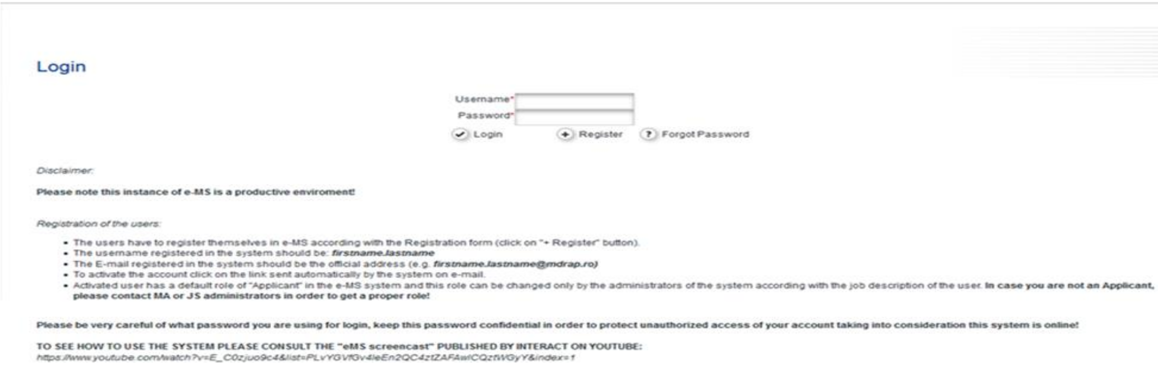


Figure 7 – first page of e-MS

After clicking on the “Register” button, you have to fill in your information details:

Figure 8 – User registration

- The username registered in the system should be like: **firstname.lastname**
- The e-mail registered in the system should be your official address, which you use more frequently at work (e.g. firstname.lastname@mdrap.ro).
- You should define a password for your account. Please be informed that the password used should be formed of at least 8 characters, one capital letter and one digit! Also, please be very careful of what password you are using for login and **keep this password confidential** in order to protect unauthorized access of your account!
- You should fill in your name and position within the organization you represent.

After clicking on the “Register” button, the e-MS sends you a validation e-mail to the provided e-mail address, which contains a validation link. Clicking on this link validates the e-mail address in the e-MS and activates your account.

Afterwards, you will be able to log into the system.

Forgot password

In case you are already registered and you don’t remember your password, use the “Forgot password” option that is available via http://ems-bs.mdrap.ro

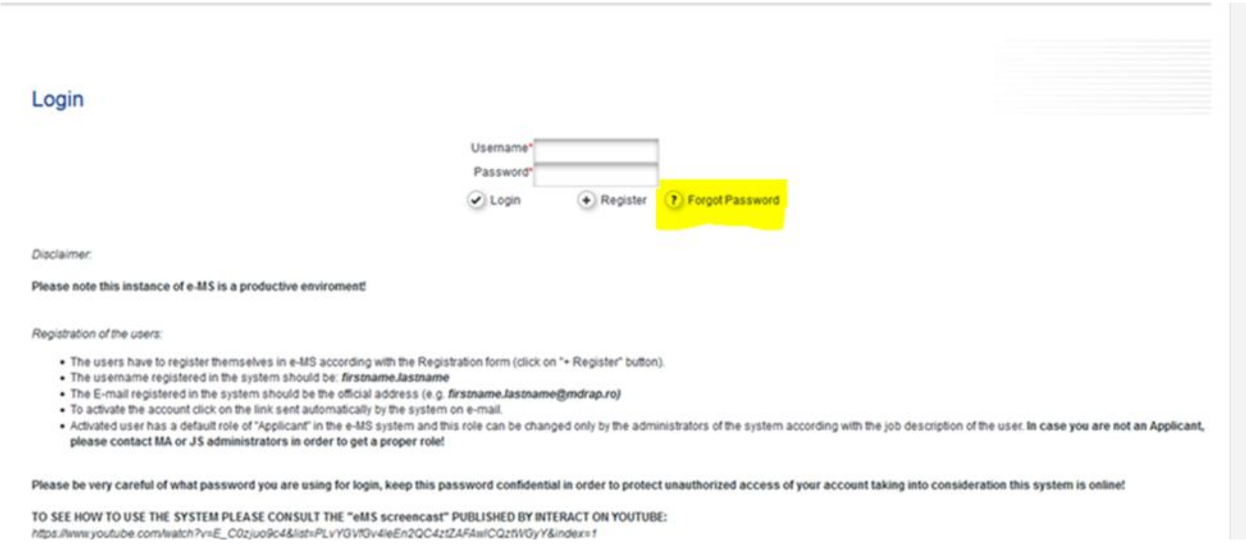


Figure 9 – Forgot password

After you press “Forgot password” you are requested to confirm the username for which you request the reset of the password by inserting the username and pressing “Reset password button”.

You will see on the screen a message that an email has been sent for resetting your password and you will receive an email at the address you provided when first register in eMS.

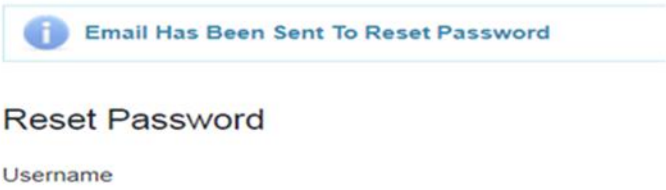


Figure 10 – Resetting password

Follow the link provided in the email and reset the password.

Please note that inserting a wrong password for 5 consecutive times is banning your access in the system for the next 60 minutes!

Each partner can have multiple users with read/write or read only privileges.

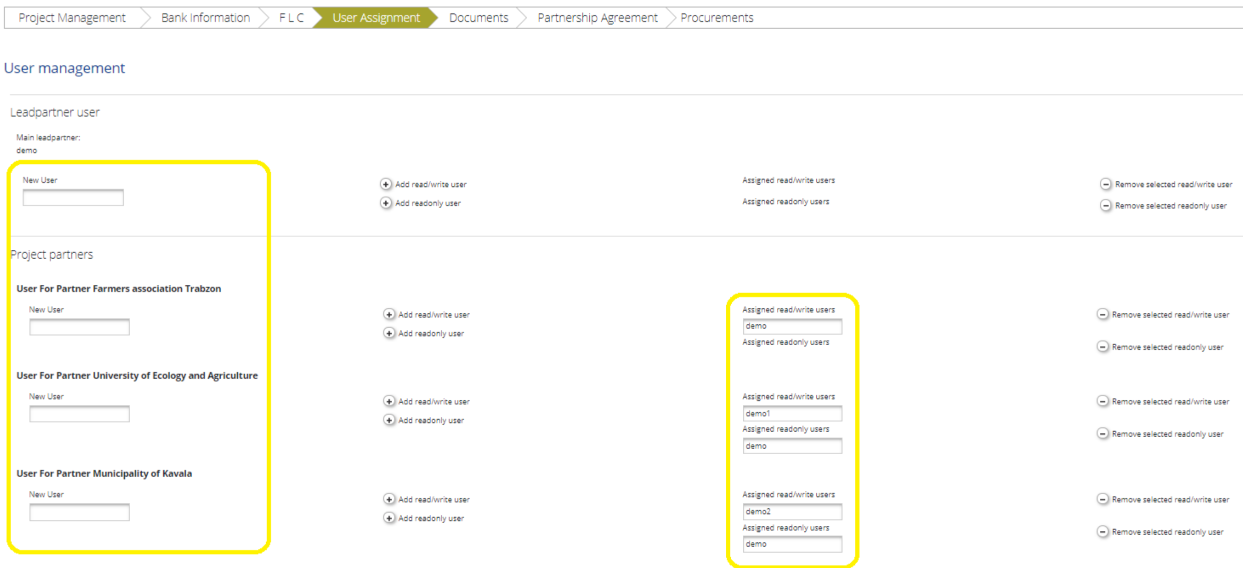


Figure 11 - Supplementary information - User assignment

Only users assigned with read/write privilege to the LP role are allowed to create and submit project reports - section in yellow from picture above.

Only users assigned with read/write privilege to Project Partners (including the Lead partner) are allowed to create and submit partner reports - section in red from picture above.

In case you are not seeing your partner report section, please contact your Lead Partner for assigning you as an e-MS user to the project partner!

In case you as a LP want your project partner(s) to be able to view/read-only the project reports in e-MS, you should assign the project partner user(s) as a Lead partner user (section in yellow from picture above) with read-only privileges. In this way the partner can see in the system all information that a Lead Partner has access to. Users assigned in this section with read-only privilege will have only read access without permissions of editing in the project reports or partner reports.

2.4 Physical location of the documents

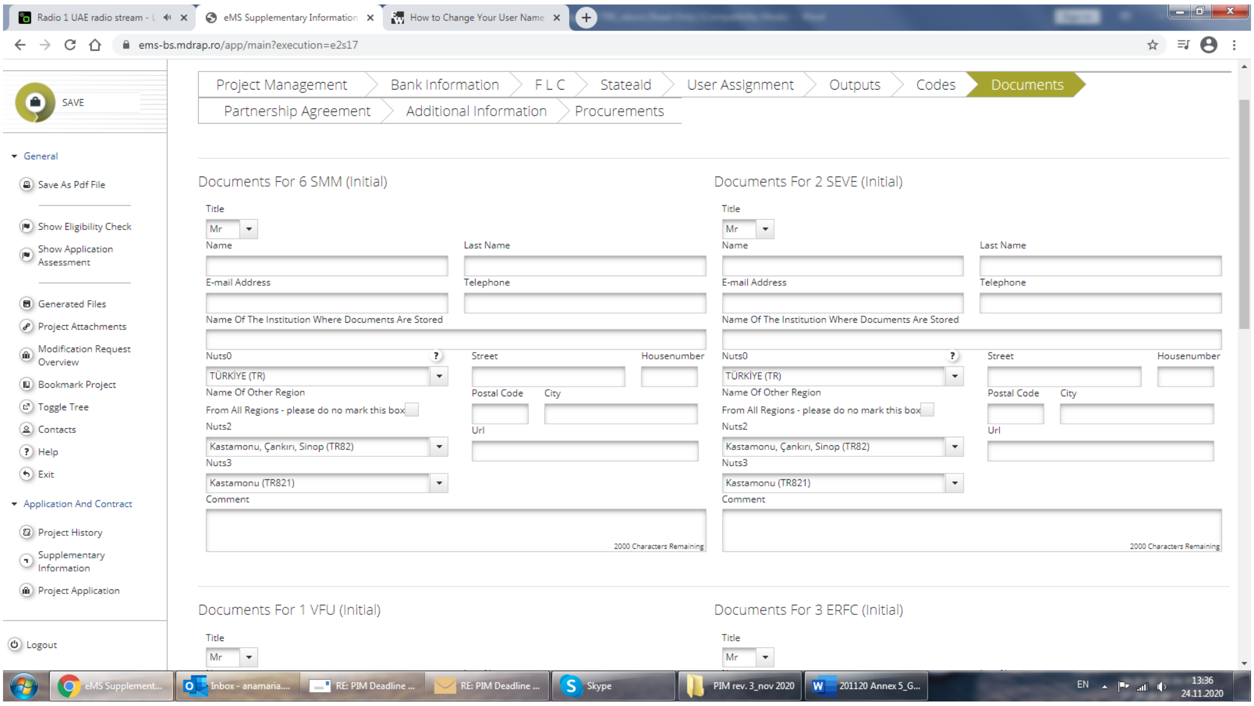


Figure 12 - Supplementary information - sub-section Documents

LP has to provide here the location of the official project documentation for each partner involved in the project.

2.5 Project Procurements

This is a section mandatory for all procurements of all partners, including LP!

All partners (including LP) shall fill in here the details for their own procurement. In this section each partner will add and visualize only their own procurements with the exception of LP which can visualize all the procurements filled in the system by all partners.

Programme funded by
EUROPEAN UNION

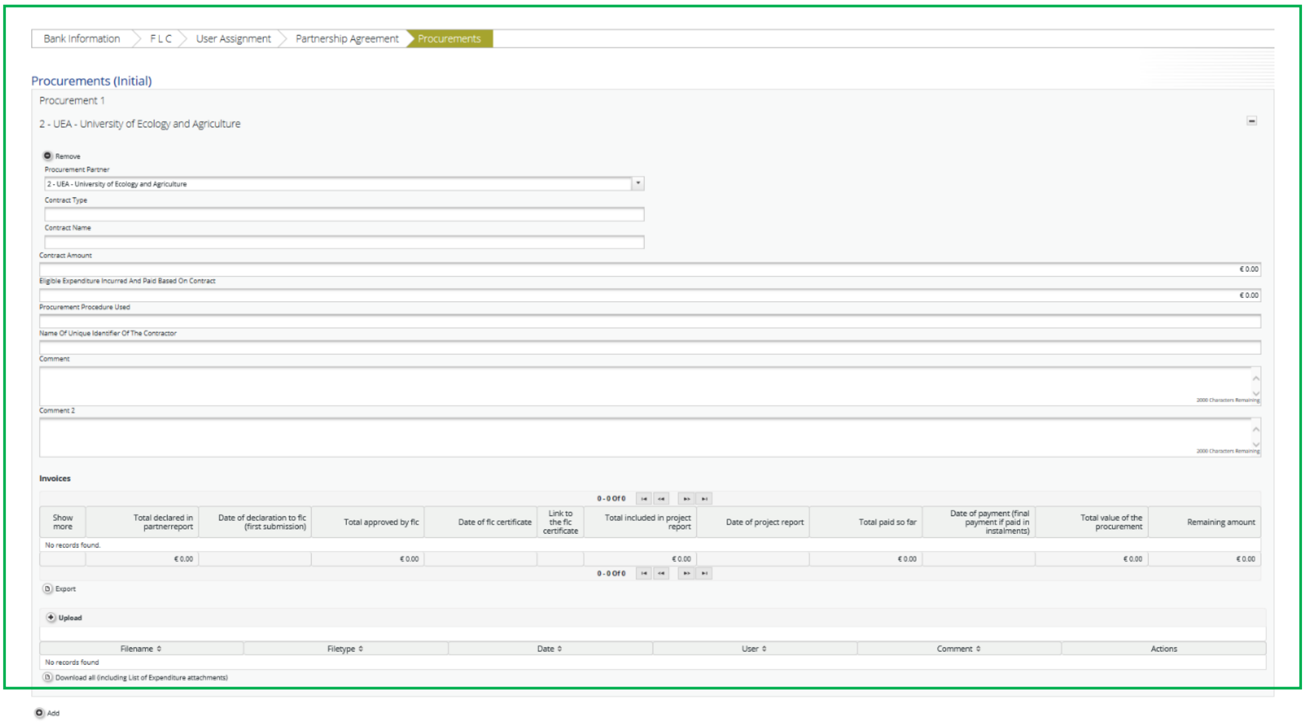


Figure 13 - Supplementary information - Project Procurements

The following information is mandatory to be filled in procurement section:

- Partner responsible for the procurement
- Contract type (services/supplies/works)
- Contract Number/Contract date; Contract Name
- Contract Amount (in Euro) - *This amount is only indicative and the exchange rate will be the exchange rate of the European Commission, from the month in which the contract is signed*
- Expenditure incurred and paid based on contract – when the information is available at partner level
- Type of Procurement Procedure Used;
- Date of launching in the National Electronic Procurement System or other platform/system as foreseen in the national legislation, if available
- Contractor Name; Unique Identifier of the Contractor
- Please provide short details about the progress of the procurement
- If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the Application Form and solution found (e.g. details on re-launching of a procedure)

In case you get an error message on the top of the page, the procurement is not saved in the system!

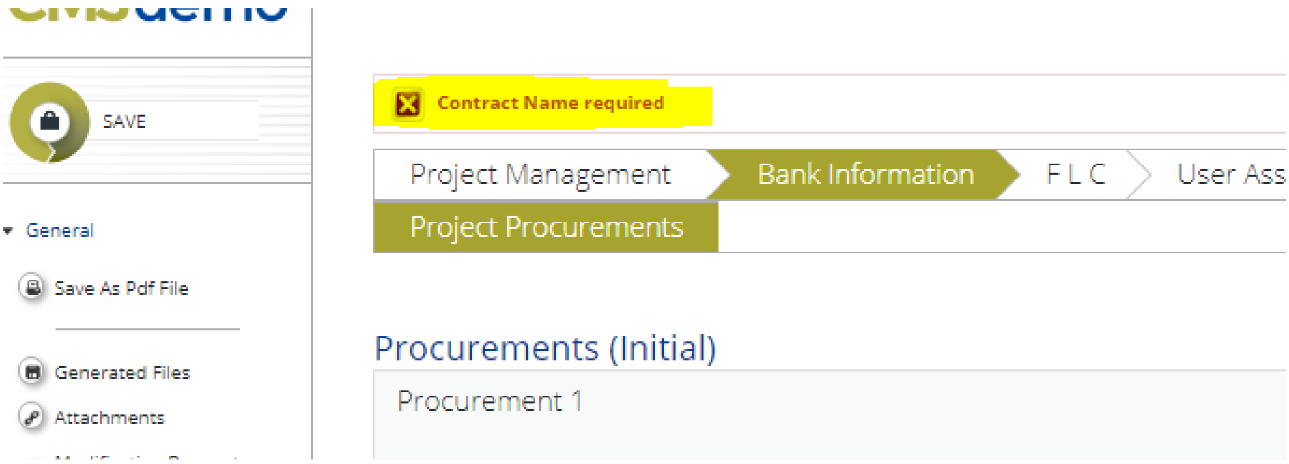


Figure 14 - Error message in filling in Project Procurements

To avoid getting error messages when saving procurements:

- make sure you use only Latin alphabet since the system does not recognize characters from other alphabets.

- once you open the first procurement field, fill in at least the Contractor name and Save the procurement! After this action you can edit further the procurement, delete it or even open another procurement field. DO NOT open a new procurement field without having the previous one saved with at least the Contractor name filled in.

IMPORTANT NOTICE:

In case a Partner needs to delete a Procurement added in the procurement list from Supplementary Information (by pressing the Remove button):
DO NOT press the SAVE button after pressing the REMOVE button or the system will alter partner/contract data.

Pressing only the REMOVE button will delete and save correctly the procurement.
We recommend that after pressing the "remove" button to exit the "supplementary information" function and enter again to continue working.

The entire procurement documentation shall be uploaded in the “**Upload**” section of each procurement:

- ✓ procurement files (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, all relevant documents related to this procurement …)
- ✓ services contract

- ✓ addenda to the contract
- ✓ in case of equipment and services procured under a works contract all the related documents will be attached.

Each procurement is available in the List of expenditure of relevant partner and can be linked to an invoice in a partner report. Once such a link is created, and you will request for FLC verification invoices related to a procurement, the list of invoices for each procurement shall be populated. This list can be exported to Excel (by pressing the "Export" button below the list).

Invoices

0 - 0 Of 0

Show more	Total declared in partnerreport	Date of declaration to flc (first submission)	Total approved by flc	Date of flc certificate	Link to the flc certificate	Total included in project report	Date of project report	Total paid so far	Date of payment (final payment if paid in instalments)	Total value of the procurement	Remaining amount
No records found.											
	€ 0.00		€ 0.00			€ 0.00		€ 0.00		€ 2 000.00	€ 2 000.00

0 - 0 Of 0

Export

Figure 15 - List of invoices linked to a procurement

There is a possibility to download all attachments at once.

Upload

Filename	Filetype	Date	User	Comment	Actions
No records found					

Download all (including List of Expenditure attachments)

Figure 16 - Download at once all attachments related to a procurement

This button will download (in a structured zip folder) all procurement attachments and all List of expenditure attachments of all invoices linked to the respective procurement.

Recording all the procurements of the project is compulsory!

The **Project Procurements section** can be filled in at any time during project implementation.

IMPORTANT NOTICE:

- **Beneficiaries are highly encouraged to fill in this Section after every procurement contract is finalized, in order to reflect the actual status for a smooth monitoring and also to avoid excessive workload and rush during interim reporting.**
- **In case you don't create procurements in this section until interim and final report, you won't be able to link the invoice to the procurement when you request it for FLC verification, and your FLC request (partner report) shall be reverted!**

Lead Partners can access a modification request, opened by JTS/MA, after the project has been handed over to a lead partner and the LP user has been approved by the JTS.

Only the LP user as approved by the JTS in the Handover can operate modifications of the Application Form!

It is not possible to initiate a modification request if a previous modification is not finalized in the system (i.e. approved or rejected by JTS/MA).

It is always the last valid application form that is subject to modification request in the system (not the initial one)!

Modifications in the Application Form can be operated only by the LP using the LP role), after accessing the project in the system.

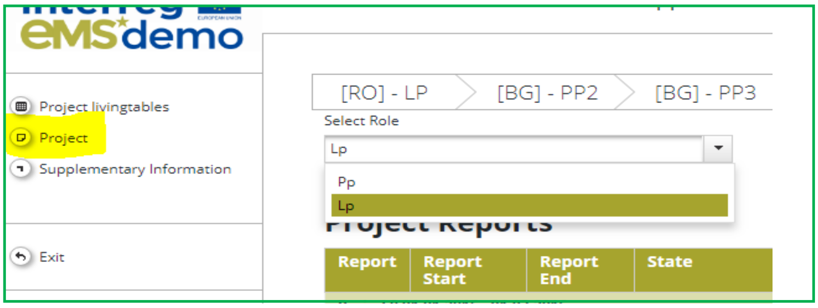


Figure 17 - Selection of Lead Beneficiary role for a LP user

Each modification request opened by JTS, after the Lead Partner has sent a Notification or an Addendum request, by e-mail to the JTS Project Officer will pass through the following **steps**:

1. The LP receives a message through eMS mailbox and regular e-mail from JTS Project Officer that a "Modification request" is opened in order to initiate the proposed modifications in the Application Form. JTS can open all sections of the application form for editing or only some. Only selected sections will be editable by the LP. In some cases, JTS Officer will require clarifications before accepting the modifications done.

2. Once the Application Form is opened by the JTS for editing, the LP must access the version opened for modification in order to operate the relevant sections of the AF, exactly as indicated in the request. The new AF version that is under modification can be accessed by clicking on the magnifying glass located in the right side of the information message that there is an ongoing modification.

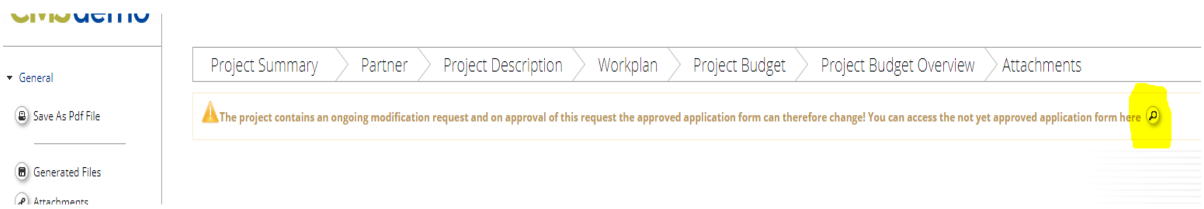


Figure 18 – Operating AF changes during modification request

3. Having operated all the relevant modifications, the LP should press the button "Check Modification" under the left-side of the AF and then press the "Submit" button under the same menu item. It is recommended that the LP notifies the responsible JTS officer that the revised AF was submitted.

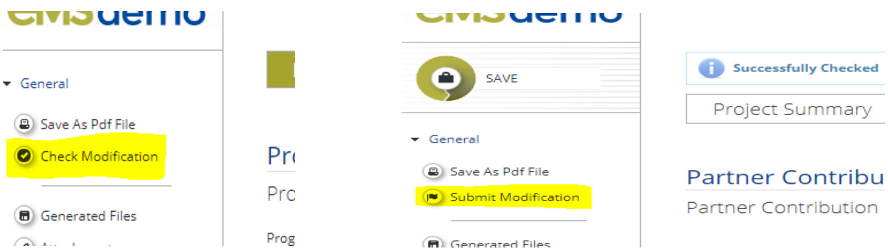


Figure 19 – Submitting changed AF during modification request

4. JTS checks if the modification is correct and in accordance with the submitted Notification or Addendum request and will either approve the modification thus generating a new version of the Application Form or hand it back to the LP if other/further modifications are needed. In the latter case, the LP should go back to step 2 and operate the modifications in accordance with the JTS guidance.

User can overview project modifications in several ways, by accessing the Application Form left side menu ‘Modification Request overview’ or ‘Project History’.

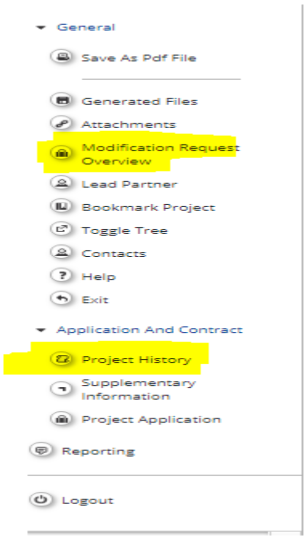


Figure 20 – Accessing modification request overview or Project History

Modification Request Overview: All users having access to the project can also access the 'Modification Request Overview'. In this section all modification requests are listed, even those which were rejected by JTS and no version was generated (such requests are not visible in Project history). Users can see old and new version of the application form.

Under 'modification details' a modification history table is accessible, which logs all the actions related to one modification.

Project History view: The eMS stores all versions of the Application Form in consecutive order under the menu item 'Project History'. Whenever a version is generated (i.e. when a modification request is approved by JTS or JTS requests a modification), a new line is added to the project history. Different versions of application forms can always be compared via the comparison function.

Reports are not affected by the modification and stay accessible during the entire AF modification process!

All partner and project reports stay editable during a modification procedure.

Partner and project reports always stay linked to the application form valid at the time of **report creation**! Changes of the application form only affect reports that were generated after the new AF was approved by the JTS.

Beneficiaries of the 1st call for proposals, having more reporting periods defined in the eMS, shall report (PROGRESS, INTERIM AND FINAL) exclusively using the eMS reporting module.

Beneficiaries of the 2nd call for proposals, having only 2 reporting periods defined in the eMS, shall submit their partner PROGRESS reports by email to the Lead Beneficiary and shall use the eMS reporting module only for the INTERIM AND FINAL reports, in accordance with MA Instruction no.26/23.09.2020 regarding submission of the 4 months PROGRESS report.

THIS CHAPTER REFERS TO HOW PROJECT PARTNERS SHOULD FILL IN PARTNER REPORTS (PROGRESS, INTERIM AND FINAL REPORTS), USING THE EMS REPORTING MODULE! IT IS THEREFORE USEFUL TO BE READ AND UNDERSTOOD BY ALL PARTNERS.

GENERAL INFORMATION ON HOW TO PREPARE REPORTS, ARE ALSO PROVIDED IN THE PROJECT IMLEMENTATION MANUAL - CHAPTER 6 REPORTING AND PROJECT FINANCING.

The eMS reporting section becomes available to project partners as soon as the project has been contracted in eMS (status of the project is changed in “Contracted”). Partner reports cover activities and expenditure of individual project partners.

The information provided by each partner in their reports has to be structured and integrated into one project report by the LP.

With strict deadlines for submitting the project reports to JTS, the lead partner must set intermediary deadlines for the partners to submit their partner report needed for the project report.

In case of interim and final reports, the partners need to take into account also the time needed for the reports to be submitted and verified by their FLC, including possible clarifications.

Steps in the eMS Reporting Module - to be followed for preparing a Partner Report

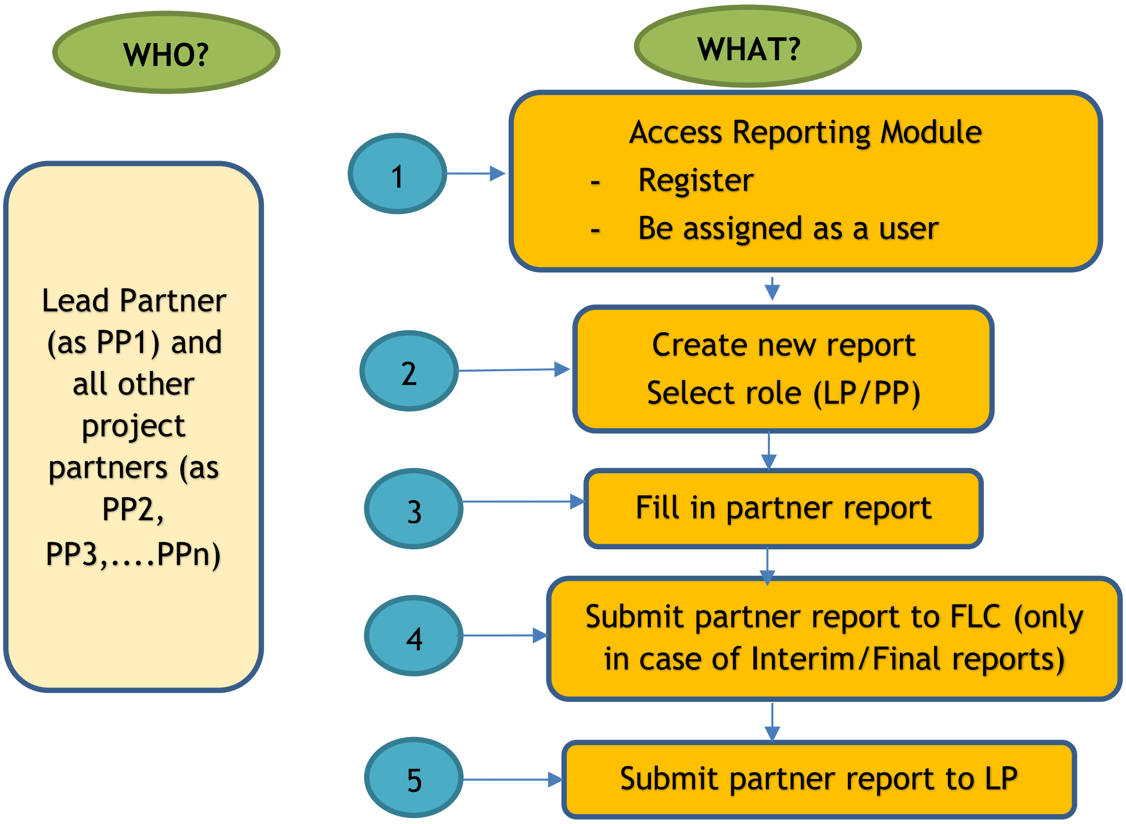


Figure 21 - Steps in the eMS Reporting Module - Partner Report

4.1 Accessing a partner report

To access a partner report, you first need to be registered as an eMS user, then, you need to be assigned by your lead partner. The assignment is done via user Assignment sub-section of the Supplementary Information section – see chapter 2.2.4 above in this Guide.

Lead Partner (LP) has to ensure proper coordination of this registration!

4.2 Generating a partner report

Once the project is contracted, the overview of partner and project reports ('Reporting overview') will automatically be displayed.

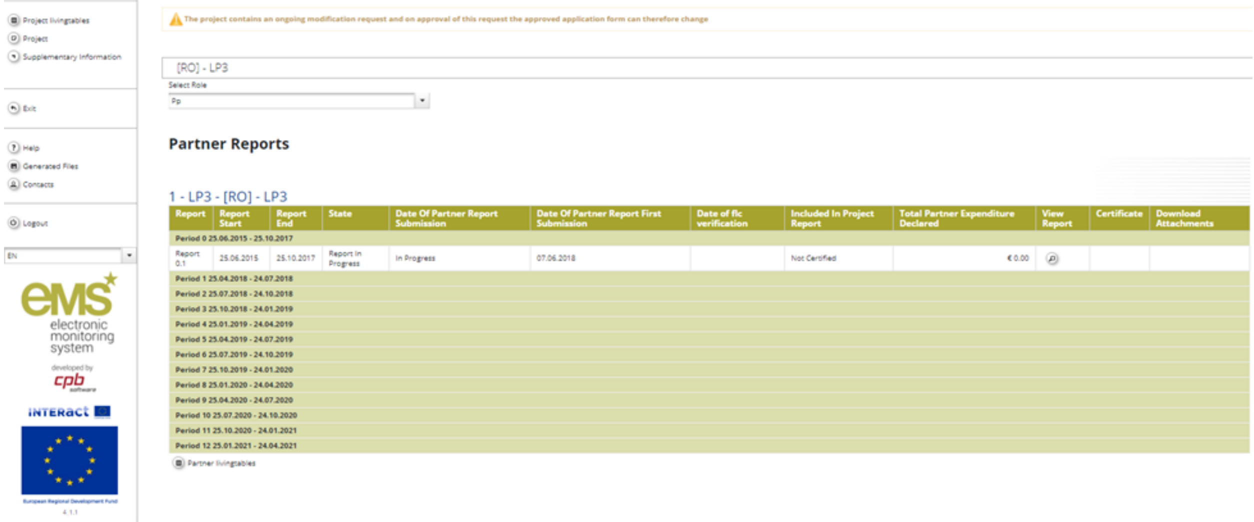


Figure 22 - Reporting overview

It is at all time possible to see the Supplementary Information and the approved project application form, which are accessible from the left-side menu under ‘Supplementary information’ and ‘Project’. The menu ‘Project’ will always lead to the latest approved version of application form.
If a user has multiple roles in the system (e.g. lead partner and partner at the same time), it is necessary to select the role from the dropdown menu at the top of the interface called ‘Select role’.

IMPORTANT!
Please note, lead partners must create their own partner reports as ‘PP’, not as ‘LP’. The LP role is exclusively for creating ‘Project reports’!

Programme funded by EUROPEAN UNION

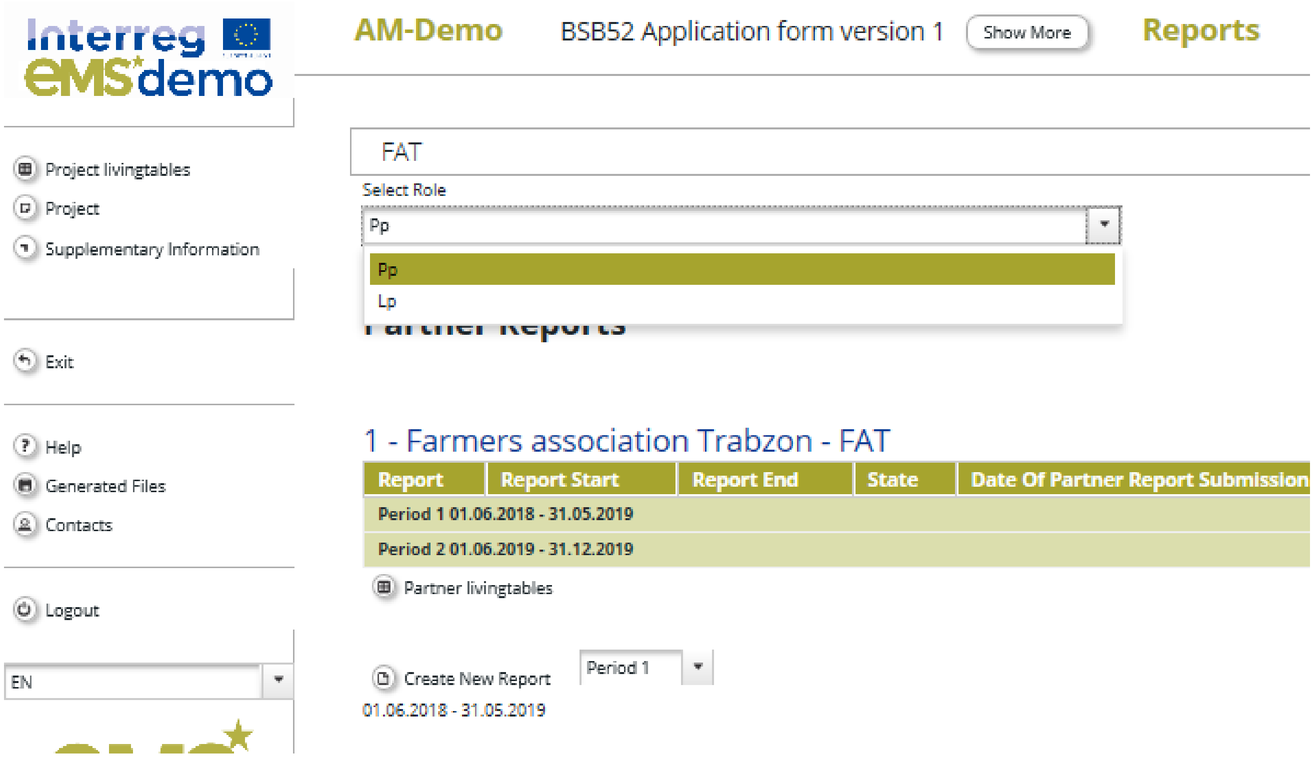
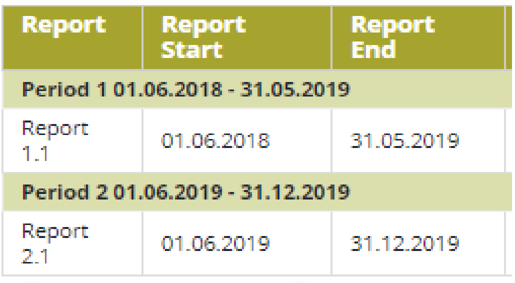


Figure 23 - 'Select role' drop-down and create new report

For creating a partner report, you need to select a period and click "Create New Report" under the table displaying an overview of partner reports. Afterwards, you are redirected to a partner report corresponding to chosen reporting period.

Each partner report is given a number that consists of a period number and a report number.



Report	Report Start	Report End
Period 1 01.06.2018 - 31.05.2019		
Report 1.1	01.06.2018	31.05.2019
Period 2 01.06.2019 - 31.12.2019		
Report 2.1	01.06.2019	31.12.2019

Figure 24 - Partner report number showing reporting period and report number

In case of the interim report, the partner report is created as follows:

1. When identifying the end date of the interim report, LP and P have to take into account the reporting dates entered under "Define Periods" section in eMS (applicable only 1st call beneficiaries) and also periods identified for interim and financial instalments under "Project budget per period" section (applicable for all beneficiaries). After the interim reporting period has been defined, Lead Partner should ensure that the Reporting date will be set for 90 days for preparation and

submission for the interim report with payment request to JMA/JTS (the consolidated interim report), instead of 30 days, as foreseen in case of 4 months progress report.

2. Check that corresponding period and amount of financial instalment is entered under "Project budget per period" section. If the period that covers interim report does not coincide with the existing periods in the mentioned sections, the Lead Partner should forward a Notification to JTS to amend these sections accordingly, to reflect the interim report and its reporting date. Follow the steps described in Chapter 3 Modification request.

Below, please see example regarding the change of date for the reporting periods:

Example applicable for beneficiaries (partners) of the 1st call for proposals:

The Beneficiary initially planned to submit the interim report at the end of the Project period 3 set for 14.04.2019 - 13.08.2019. However, 70% of the initial instalment were exceeded at the end of May 2019, and Lead Beneficiary wishes to initiate the interim report, from the first day of implementation until 31.05.2019. In this case, the Lead Beneficiary should send a modification request to JTS regarding Change of periods in EMS, to change the end date for Period 3 from 13.08.2019 to 31.05.2019, reporting date for Period 3 (from 30 to 90 days), and also to modify all subsequent Periods accordingly. Installments, entered under "Project budget per period" should be recorded under the corresponding Period (in this case, Period 3) as well.

Example applicable for beneficiaries (partners) of the 2nd call for proposals:

The Beneficiary initially planned to submit the interim report at the end of the Project period 1 (10.07.2020 - 09.07.2021). However, 70% of the initial instalment were exceeded at the end of May 2021, and Lead Beneficiary wishes to initiate the interim report, from the first day of implementation (10.07.2010) until 31.05.2021. In this case, the Lead Beneficiary should send a modification request to JTS regarding Change of periods in EMS, to change the end date for Period 1 from 09.07.2021 to 31.05.2021 and the reporting date for Period 1.

The report created is linked to a version of the application form which was valid/ approved at the moment of partner report creation. If the AF is in the process of modification, the system displays warnings about ongoing modification or version change after report creation. The reporting process is not interrupted by the modifications of the AF and can go in parallel.

To avoid discrepancies, once an interim reporting period is agreed between project beneficiaries, the lead beneficiary should ensure that all partner reports be opened at the same time on the same version of the AF. Once the partner reports are opened, they can be filled in at any time.

We recommend that in case the beneficiary modify any reporting period to wait the approval to be operated/approved in eMS and only after that to start generate/initiate the reports.

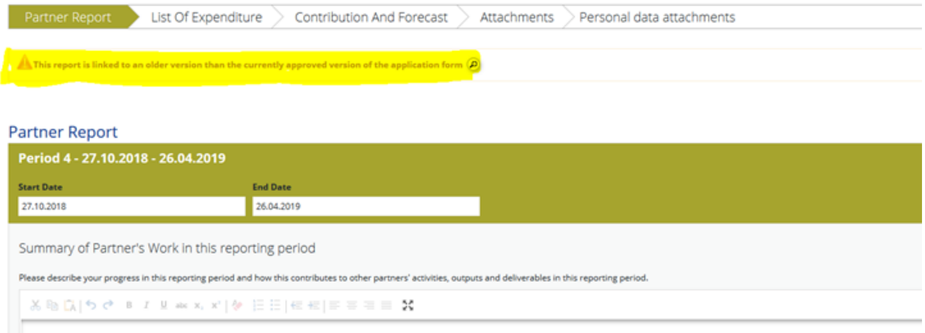


Figure 25 - Warnings about ongoing modification or version change after report creation

Important notice: Always include in the partner report generated for interim reporting period expenditure paid within the respective period.

Expenditure item(s) paid outside of the interim reporting period shall be included in the final report.

When requesting amounts for FLC verification (interim and final report), each partner (including LP) creates their own individual partner reports (respecting same reporting period) reflecting their share of activities and expenditure, according to the activities planned in the AF. In this respect, each partner (including LP) fills-in the individual partner report, using their own e-MS account or a read/write user assigned by LP in User Assignment section.

Please note that steps to be followed by those beneficiaries who anticipate big losses because of the exchange rate and who decide to send to the FLC more reports, prior to the Interim and Final reports, are described in section 4.3.2 'List of Expenditures (LoE)' tab, subsection Currencies other than Euro.

More users assigned for a partner (see Chapter 2.4 above) can work for the elaboration of a partner report. It is however not recommended for more users to work in the same time on the same sub-section of a partner report in order to avoid saving errors!

Each partner report with expenditure is submitted in e-MS to FLC, it is verified by the partner's FLC and then is included by the LP in a project report.

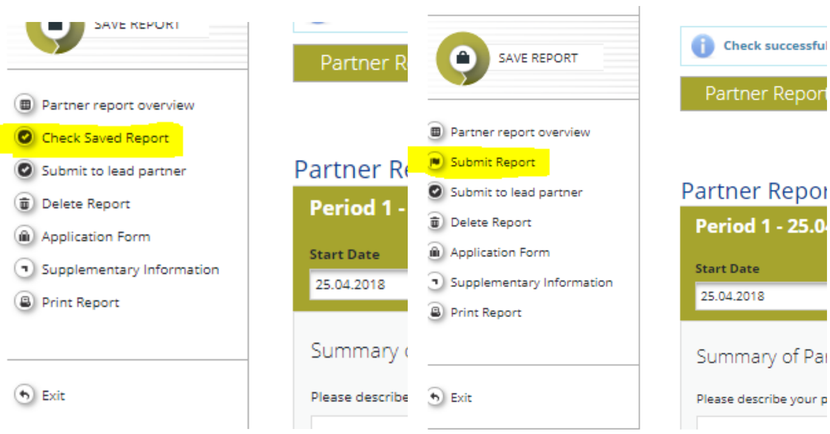


Figure 26 - Submission of partner report with expenditure to FLC

Partner reports with information only regarding the progress of activities (with 0 expenditure requested) are submitted by the partners directly to the LP. Each partner should create or fill in and submit to the LP one such report every 4 months (1st call partners using eMS reporting module, 2nd call partners, using the template provided in Annex 1 to the Instruction no.26 of the MA to Beneficiaries according to the established schedule for reporting the consolidated progress of activities at project level. If there is no sufficient activity to report on, the partner fills-out all other parts of the report (e.g. problems and deviations, activities if any, forecast for the next report) and submits the partner report with 0 expenditure directly to the LP.

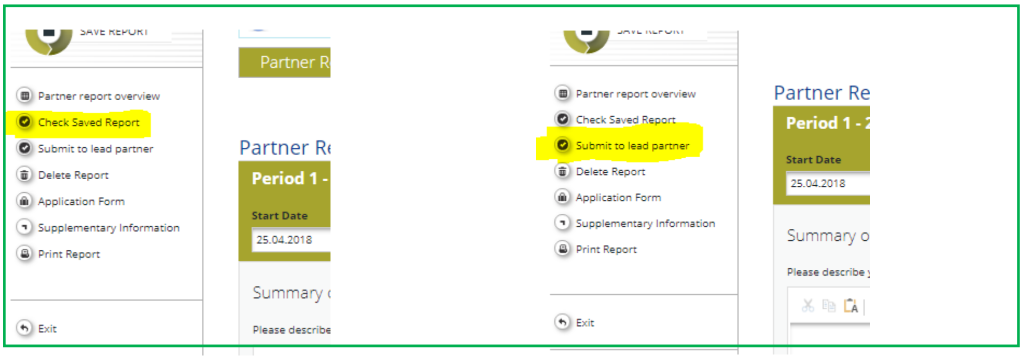


Figure 27 - Submission of partner report with no expenditure directly to LP

Should you have mistakenly created a report, please delete it.

It is possible to delete a partner report as long as it is not submitted to the JTS (in case of progress report/interim report/final report) or FLC (in case of interim/final report). 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.

!!! Please pay attention before deleting a report. If you need the information introduced in the report, always save it outside eMS, in a file so that you don’t lose it.

Figure 28 - Deleting partner reports

IMPORTANT!

Once the report is submitted to JTS or FLC you can no longer delete it!

Lead partners can also view reports of all project partners, once they have been created by the partner. Lead partners can view also not submitted partner reports (saved reports).

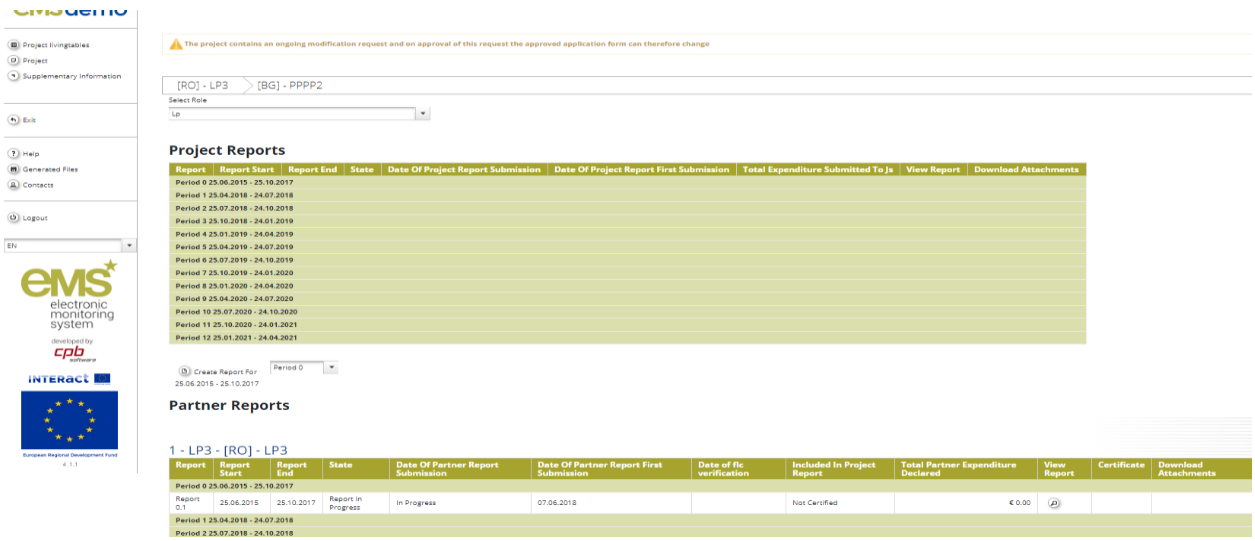


Figure 29 - Reporting overview for a LP user

4.3 Filling-in a partner report

Partner reports consist of several sections (i.e. ‘Partner report’, ‘List of expenditure’, Contribution and forecast’, ‘Attachments’), each of which must be filled in with information, as applicable.

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

VERY IMPORTANT!

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.

!!! Do not leave a section without saving the information introduced.

Please note that the expenditures declared in a financial report must be correlated with the last approved budget!

Therefore, in case Beneficiaries plan to make budgetary modifications, they should first obtain approval for these modifications (through Notification or Addendum, as applicable) and only after that, they can generate/initiate in eMS the financial report.

4.3.1 Partner report' tab

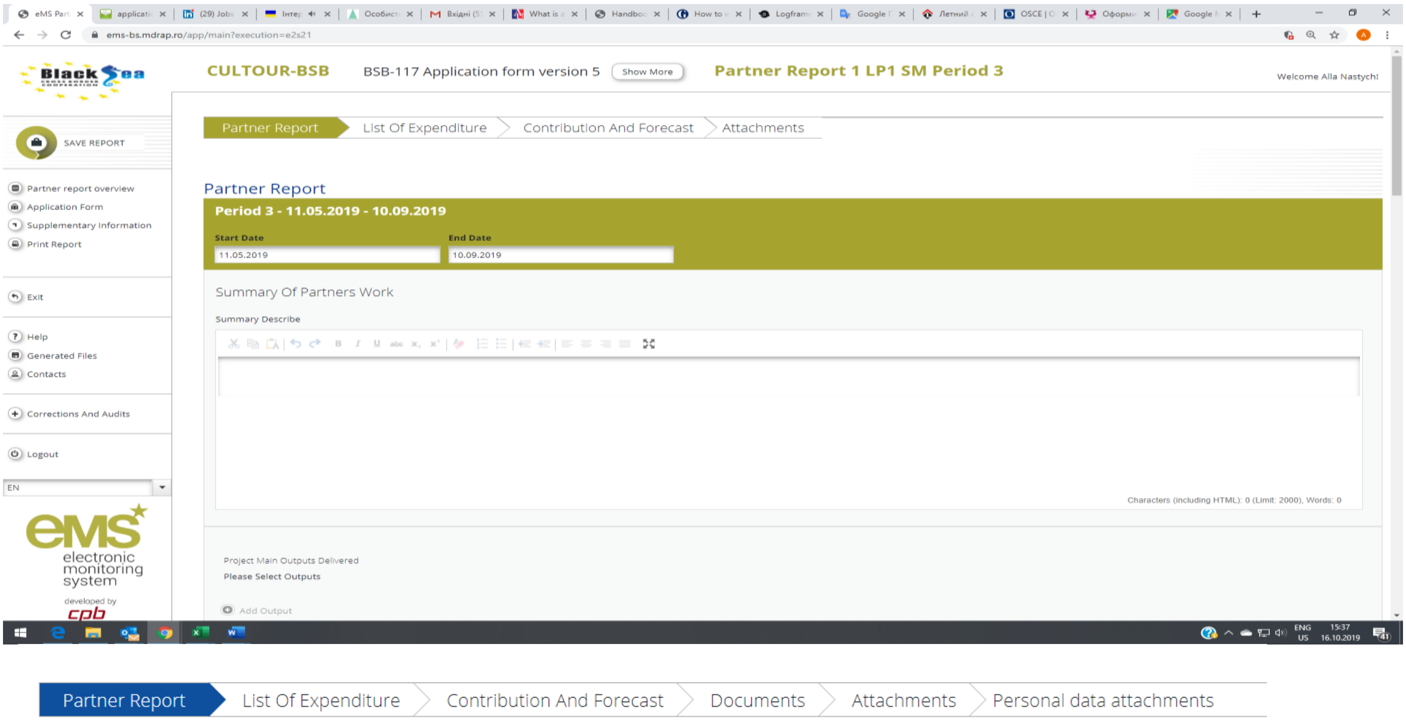


Figure 30 - Navigation bar - Partner Report

The ‘Partner report’ section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting of progress for purchasing main equipment/services/works related to the respective activity.

This section asks you to describe activities during the reporting period including also a Summary of partner’s work in this reporting period.

In case of Interim report, under “Summary Describe” section, the beneficiaries will fill in capital letters the text: “THIS IS INTERIM REPORT FOR THE PERIOD …/ “THIS INTERIM REPORT IS COVERING THE PERIOD …” followed by correct start and end date of the interim report period. Only after this statement Partners will describe the progress of the activities.

Each partner should introduce data only in those Work Packages in which it has a role, as described in the Application Form.

To provide information on specific outputs, please press the “Add output” button and then select each applicable output from a drop-down which lists all outputs included in the AF.

It is possible to upload documents for each output under **'Output evidence'**.

We recommend to upload only the relevant/main proving documents and not to duplicate them in the Attachments section!

In case the file of output evidence is bigger than 20 Mb split it in more than one archive/files and upload them.

Please note that eMS is not a repository. All information to be provided by the partner to their FLC (e.g. invoices, procurement documents, etc) must be scanned preferably in black and white and at a resolution of 300dpi.

Please use pdf format not to use too much space of the server, and make easier accessing the files.

NOTE!

Details on how to organize the documents which shall be uploaded in the Attachment section, are presented in Chapter 4.3.4 Attachments and Personal Data Protection tabs.

Check with the Project Implementation Manual – Section 6.5.4 Supporting documents needed for expenditure verification (available on the Programme website) which evidence is recommended.

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.

Besides that, coordinate with the LP to make sure all relevant evidence is well included in the project report but not duplicated.

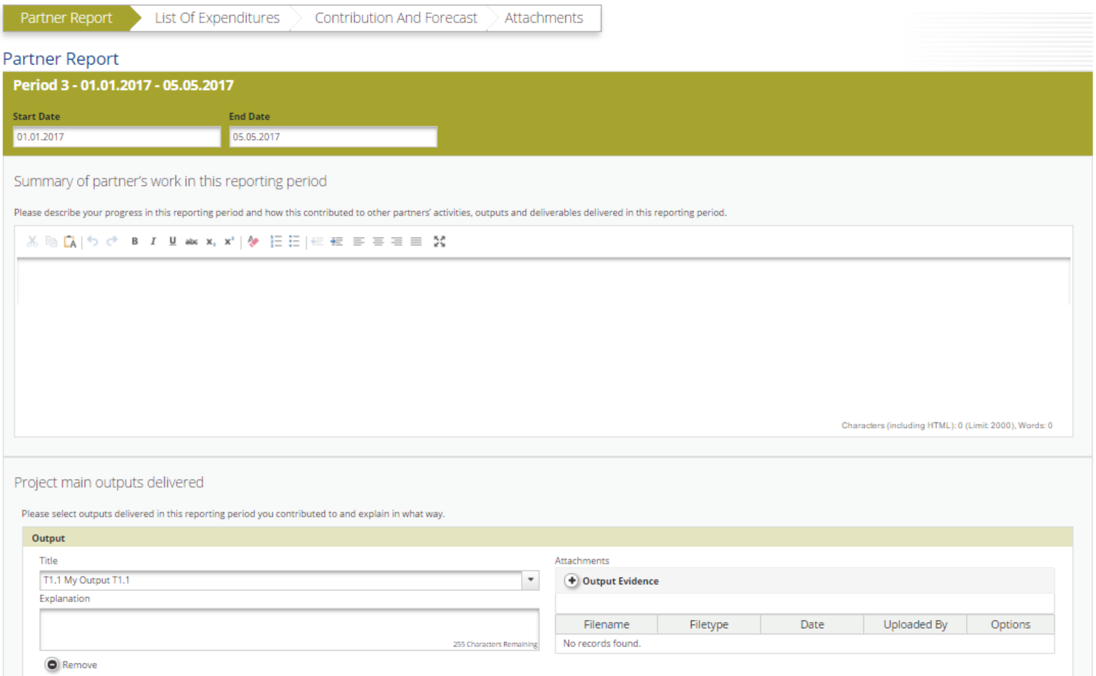


Figure 31 – Reporting on activities – summary and description of outputs

Partner reports also contain a section to provide information on the **target groups** reached. For each target group selected in the AF, information shall be provided. In case of interim report, all Target groups, identified in the application, should be added and the values entered should represent numbers, achieved during whole interim period, even if the value is 0.

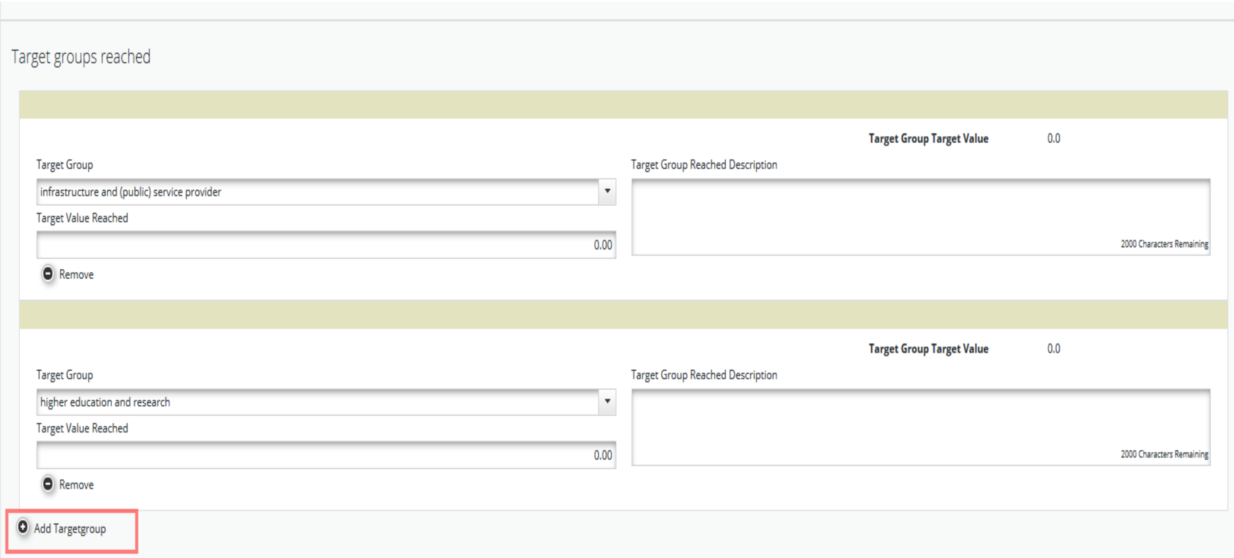


Figure 32 - Reporting on target groups - Open fields by pressing 'Add Target group'

Below you can report on individual **work packages**. The list of work packages depends on the work packages (group of activities) included in the approved application form.

The example report shown below has the work package management and one implementation work package. You will see all work packages, even if you have not been assigned to a work package in the AF.

Reports of individual work packages should contain descriptions of the progress in implementation, problems (if any) and information on individual main deliverables (e.g. main equipment/services/works) related to the respective activity, with evidence of the reported progress and an attachment to prove the respective deliverable.

Deliverables are reported by clicking on 'Add deliverable' under the relevant work package. The drop-down shows all deliverables listed in the AF. Only the relevant/main proving documents (e.g. reception minutes or documents, documents of delivery) should be uploaded in this section and do not duplicate them in the Attachments section! In case a document is already uploaded in other section, just indicate where it can be found!

Programme funded by EUROPEAN UNION

Black Sea CROSS BORDER COOPERATION

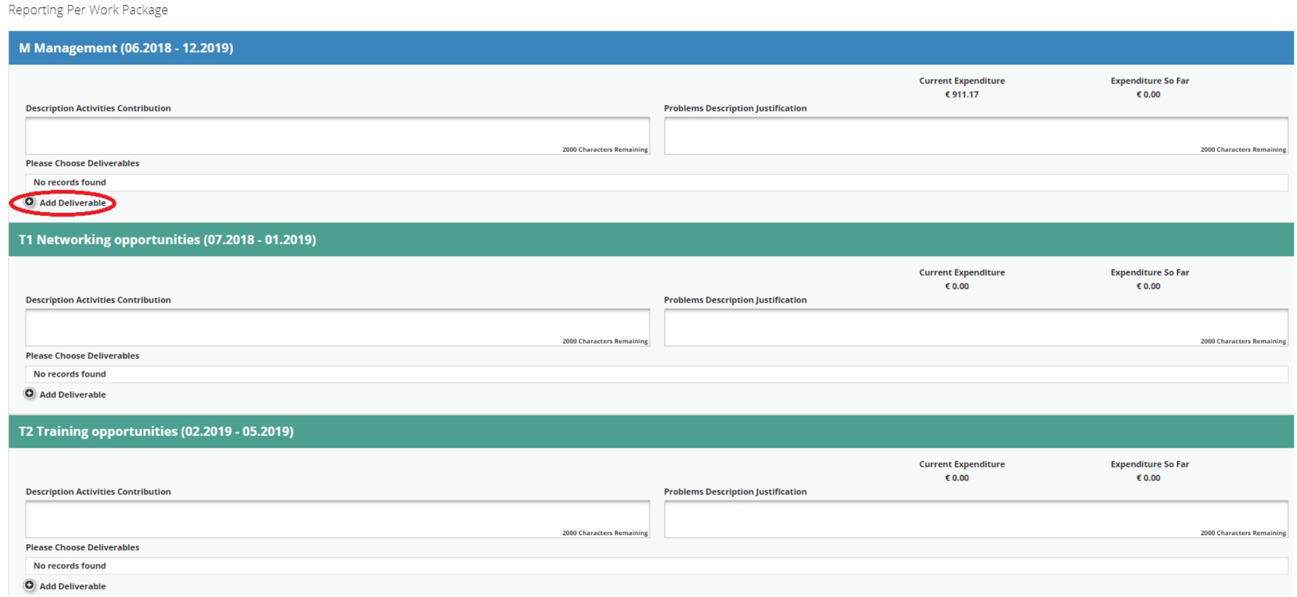


Figure 33 - Reporting per Work Package - add deliverable by pressing 'Add deliverables'

4.3.2 'List of Expenditures (LoE)' tab

VERY IMPORTANT!

To be filled in only for Interim and Final Reports!
The list will contain:

- **Interim report** – expenditures paid from the beginning of the project until the last day of the reported period
- **Final report** – expenditures paid from the first day of period following interim report until the end of implementation period;

Please see chapter 1.4 Periods and reporting deadlines!!!

Figure 34 - Navigation bar - List of Expenditures

Financial reporting is done through the List of Expenditures (LoE) section. The work package and budget line must be selected for every item in the LoE.

<u>The following points should be respected:</u>

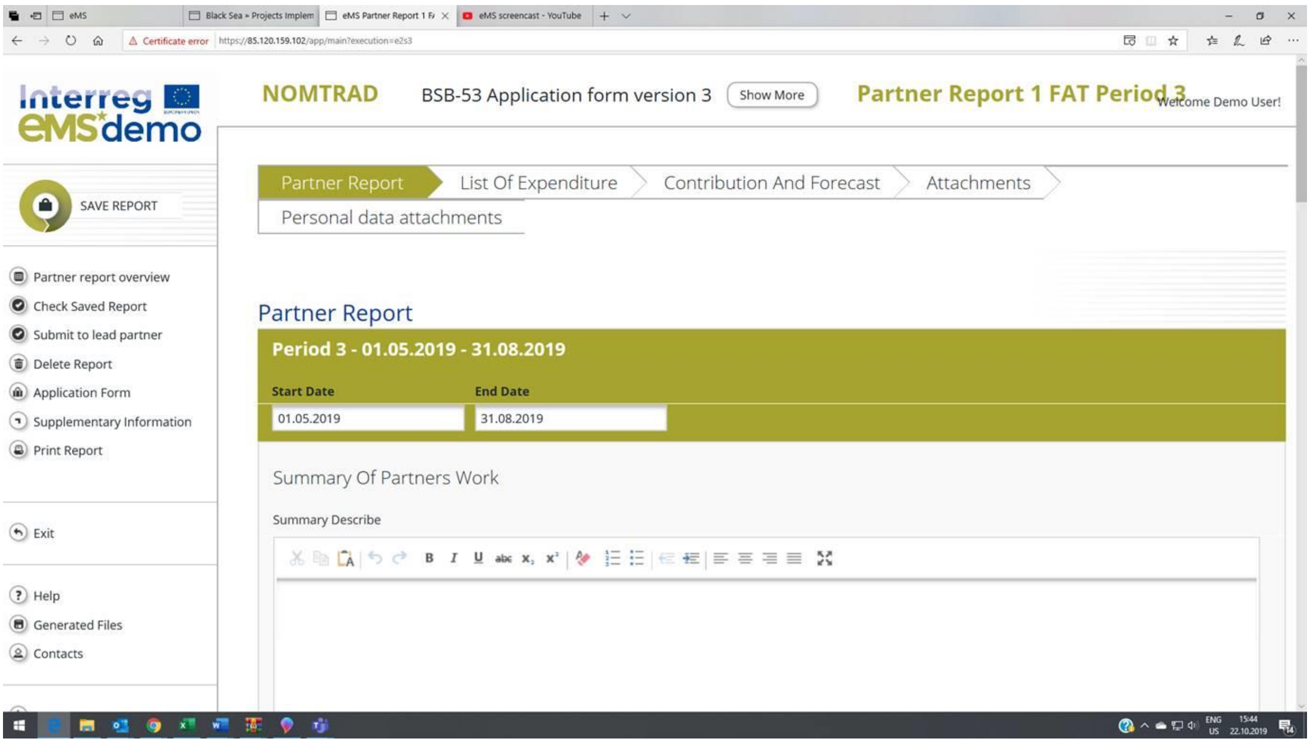
- ✓ Each invoice/expenditure represents one single item reported in the List of Expenditure;
- ✓ for staff costs, as a pay slip is considered as an invoice/expenditure, each item in the List of Expenditure needs to be separated per person per month (as staff employed are paid on a monthly basis – full or part time), per person.
- ✓ With the exception of staff costs, all costs approved in the budget under a Budget line and a Group of Activity shall be reported under the respective Budget line and Group of Activity

and not under different ones.

- ✓ In principle, all staff costs, irrespective of the project activity they are linked to (management or implementation), shall be reported under the Group of Activities Management (Work package Management in eMS) if not in contradiction with the provisions of the national legislation or internal requirements of the organization. If budgeted under other Group of Activities (not Management), as to comply with the provisions of the national legislation or with the organisation' internal rules, they shall be reported under the respective Group of Activities.

Example: In case *Travel and accommodation* costs for target groups, guests (if so budgeted and approved, final beneficiaries are budgeted under *External Expertise*, then you have to report them under *External Expertise*, not under *Travel and Accommodation*!

- ✓ Take note that you have to respect the reporting rules for the External Expertise, meaning that under this budgetary chapter, this kind of expenditure should be reported under a service contract.
- ✓ Make sure you closely observe the reporting requirements for costs under External expertise budget line, as concerns supporting documents!
- ✓ For Travel and accommodations budget line, the reported expenditure related to one person should be recorded one after the other.
- ✓ Pay careful attention to the supporting documents required for each budget line and relevant requested procurement procedures! (if the case)



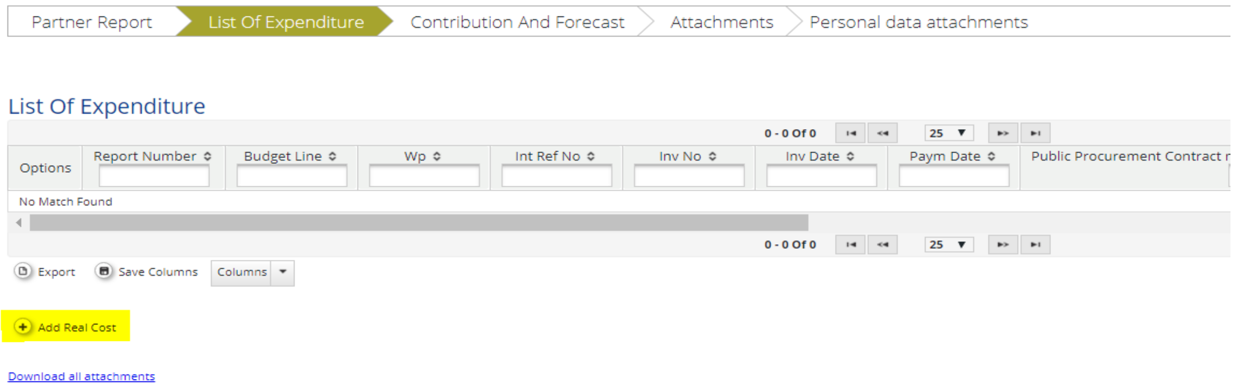


Figure 35 - List of Expenditure - cost types

In case no procurement row is displayed in this window and you are inserting an invoice/expenditure related to a procurement, you should first go to the ‘Supplementary information’ section of the AF and create the procurement in ‘Project procurement section’ – see Chapter 2.7 above!

How to fill in real cost items

After clicking on ‘Add real cost’ a LoE appears, where the system asks you to give basic information on the cost item.

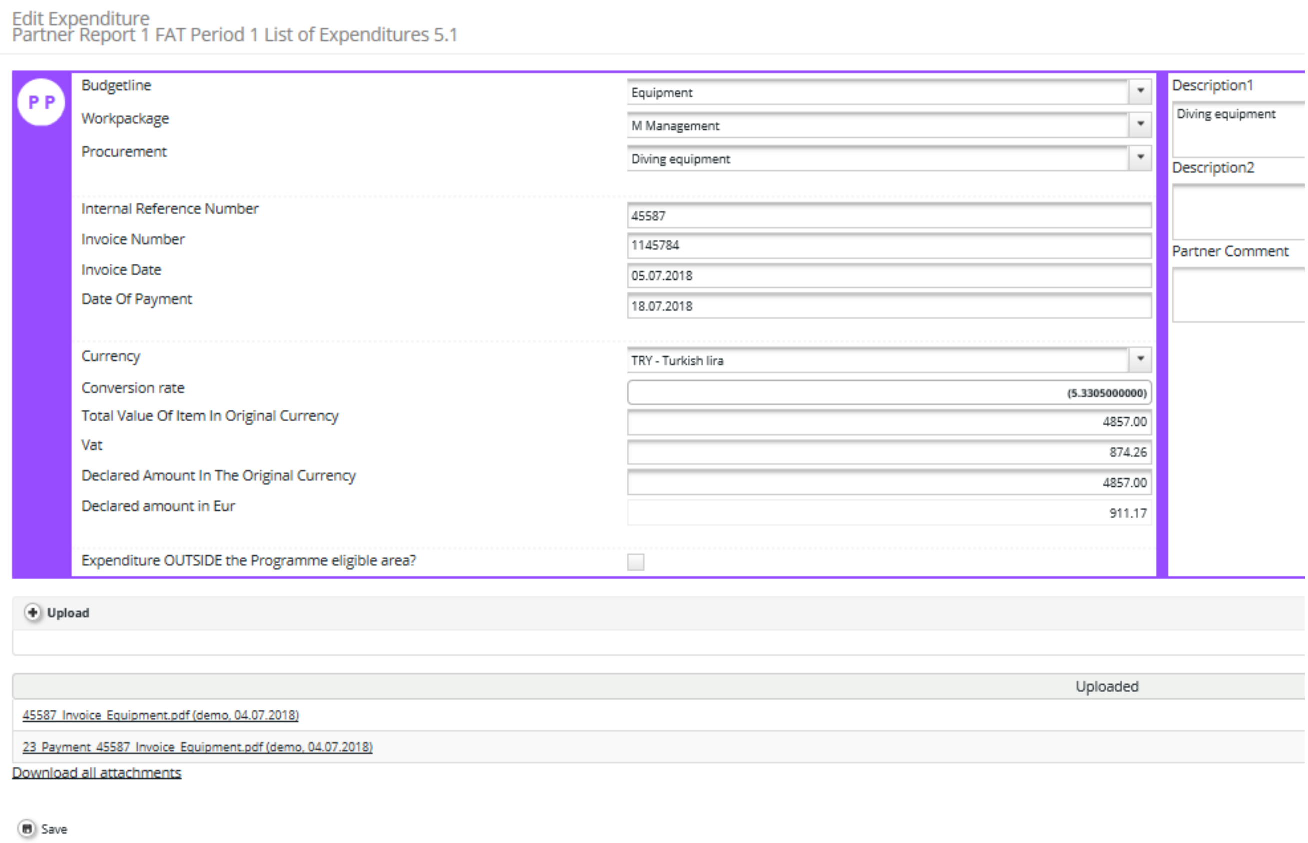


Figure 36 - Adding Expenditures

It is necessary to allocate each expenditure item to one budget line and one work package (in case of staff costs, in principle, expenditure shall be reported only under Work Package Management, unless there are specific national legislation or internal requirements of the organization requirements that demand to report staff costs under corresponding groups of activities, at least as budgeted.

If budgeted under other Group of Activities (not Management), as to comply with the provisions of the national legislation or with the organisation' internal rules, they shall be reported under the respective Group of Activities.

It is also obligatory to indicate 'Currency', 'Conversion rate', 'Total Value of Item in Original Currency', 'Declared amount in Original Currency', 'Declared amount in Euro', as well as 'Date of Payment', 'Description of expenditure', 'VAT', etc.

'Total Value of Item in Original Currency' and 'Declared amount in Original Currency'

Example: The partner might declare in the LoE only a part related to the project (€1,000) of the overall invoice (€20,000) that was issued for consultancy services. The *Total Value of Item in Original Currency* will amount to €20,000 and the *Declared amount in Original Currency* will amount to €1,000.
Declared amount in euro is automatically calculated in the eMS based on the amount declared and by applying the conversion rate used by the Programme (see below – Currencies other than euro).

Currencies other than Euro

In which currency should the expenditure be reported?

The expenditure should be claimed/reported **in the original currency of the invoice/bill!**

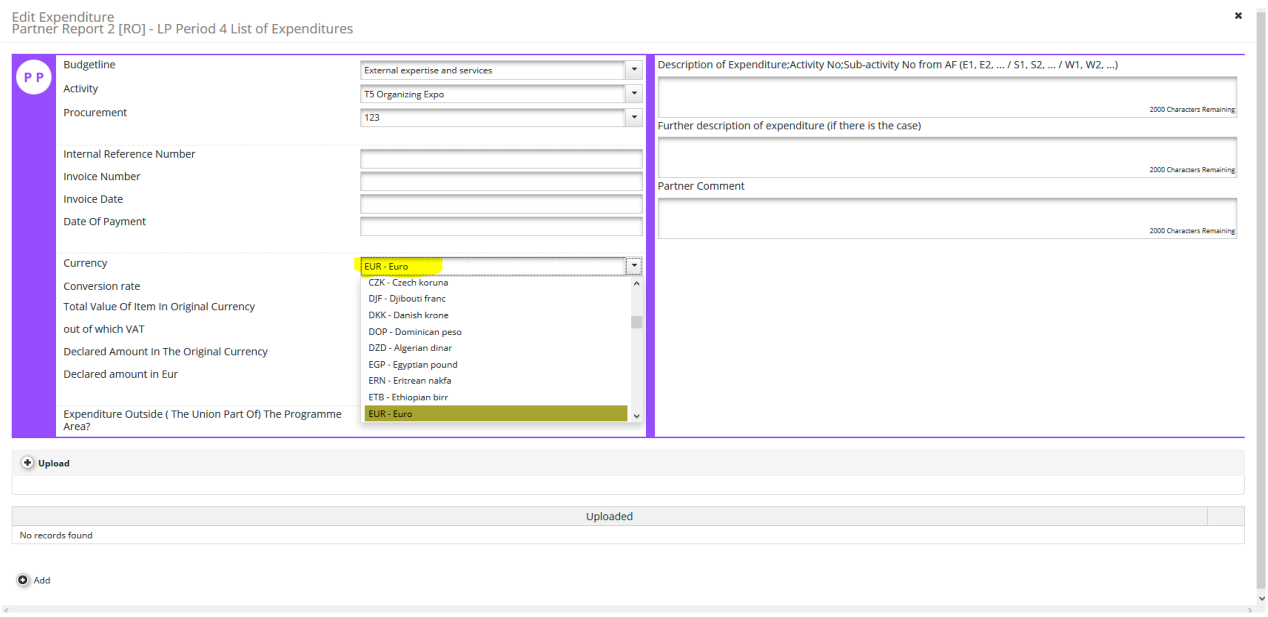


Figure 37 – Selecting the currency

The default currency displayed by the system is Euro and in order to choose the required currency, please click on the arrow and select the wanted currency (for an easy selection, please tap the letter R for RON, E for Euro, etc after clicking on the arrow). Please note that, the system will bring automatically the selected currency, after the first selection of the currency and in order to change it into a different currency you have to select again the expected currency.

OPTIONAL! Only for those beneficiaries who anticipate big losses because of the exchange rate

Steps to be followed:

A. Elaborate report

For the beneficiaries of the **1st call -** options:

1. Elaborate one progress report for the 4 months reporting period defined in eMS – will include narrative progress report and expenditure made during the reporting period;
2. Elaborate N (1 or 2 or 3) financial reports within the 4 months reporting period defined in eMS- all will include only expenditures made during the corresponding reporting periods.

Our recommendation is to use option 1 as would not involve preparing financial reports every month or every two months.

For the beneficiaries of the **2nd call** – Elaborate N (1 or 2 or 3 or 4, etc) financial reports (in eMS) before the Interim/Final report - all will include expenditures made during the corresponding reporting periods. These reports will be sent to the controller (see steps below).
Our recommendation is to elaborate such financial report every 4 months, in order to link them with the narrative reports.

Note: Narrative reporting will be done every 4 months (using eMS email account), as described in Chapter 4 Partner report and according to MA Instruction no. 26.

Before you start preparing the financial reports, please contact JTS to ensure that the necessary access to modification in eMS is allowed.

B. Send the report and ask the controller not to verify it

The report(s) will be sent to the controller (FLC). The beneficiary will inform the controller not to verify them until notified by the beneficiary that all the reports and expenditures related to the **interim/final reporting** period are uploaded and submitted in eMS.

This approach will allow the system to use for each report that is submitted a different exchange rate - automatically selected using the monthly accounting exchange rate of the European Commission of the month during which the report was submitted for verification.

C. Send the interim/final report and ask the controller to verify it

When the last report corresponding to the interim/final reporting period will be submitted to the controller, the beneficiary will announce the FLC that can proceed with the expenditure verification.

D. Verification by the controller (FLC)

The controller (FLC) will work only in the last report submitted by the beneficiary where will have access to all the expenditures of the current report and to the expenditures of all the reports submitted until then and not verified yet (step B).

The controller (FLC) shall verify in the last report all the expenditures reported in the past.
At the end of the verification, the controller will complete, finish and submit only the last report that will contain all the verified expenditures from all previously submitted reports and will generate only one certificate for all these expenditures.

Please note that the previous reports submitted to the controller will remain open in the eMS, with the status *submitted to FLC*.

E. Lead Partner submits the interim/final project report to JTS – according to the description provided in Chapters 6.2 and 6.3 of this Manual.

NOTE!
This procedure is OPTIONAL, each partner can decide if they will use it or not.
It requires very good communication relation between the partner and the controller.

ATTENTION!

Amounts introduced into the eMS in currencies different than EUR will automatically be re-calculated into EURO using the monthly accounting exchange rate of the European Commission (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm) of the month during which that expenditure was submitted for verification by the concerned partner to its controller.

NO OTHER EXCHANGE RATES ARE VALID, EVEN THOUGH THE COMMISSION RATE DIVERGES FROM THE LOCAL OFFICIAL EXCHANGE RATE! PLEASE NOTE THERE IS NO POSSIBILITY BY ANY MEANS TO CHANGE THE EXCHANGE RATE WHICH IS ENTERED IN EMS!!!

The system recalculates the amounts several times – first time when the expenditure item is created and each time it is modified before submission.

The final value is calculated and locked at the moment of the report submission to the FLC

(this is the final exchange rate). This conversion rate cannot be modified ever again. Even if the report is reverted to the partner and re-submitted to the FLC the exchange rate from the first submission to the FLC is remaining the valid one.

No matter the currency of which the expenditure was made, the bookkeeping is only in the national currency of the project partner.

Example:
'Total Value of Item in Original Currency' and 'Declared amount in Original Currency'
Example: The partner might declare in the LoE only a part related to the project (1,000 RON/LEVA) of the overall invoice (20,000 RON/LEVA) that was issued for consultancy services. "The Total Value of Item in Original Currency" will amount to 20,000 RON/LEVA and the "Declared amount in Original Currency" will amount to 1,000 RON/LEVA.

Flat Rates (only for Office and Administration budget line)

The eMS does not calculate the office and administration costs as a maximum 7% of the eligible direct costs of the project, excluding costs incurred in relation to the provision of infrastructure, if the case.

Therefore, in order to ensure that the maximum percentage allowed is not exceeded, it is strongly recommended to regularly check the calculations of the office and administrative costs by applying the formulas presented in Annex 3 to the Guidelines for Applicants and submitted together with the application form.

Additional options

In the LoE you should mark any expenditure spent outside the BSB programme eligible area providing you have foreseen this type of costs in the AF. Please note that it is possible to change this checkbox also during FLC check, if FLC considers it was checked incorrectly.

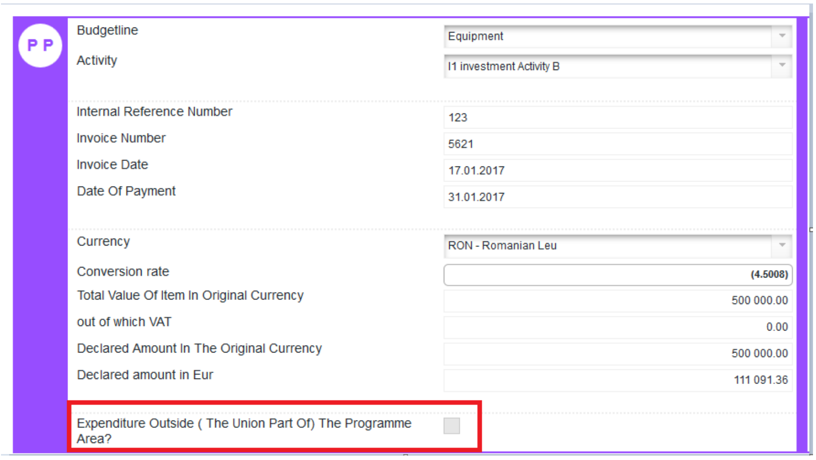


Figure 38 – Additional options in the List of Expenditure

A very important section needed to be filled in is the right section of the expenditure

<u>declared</u>, where each partner has to register the required relevant information as follows:

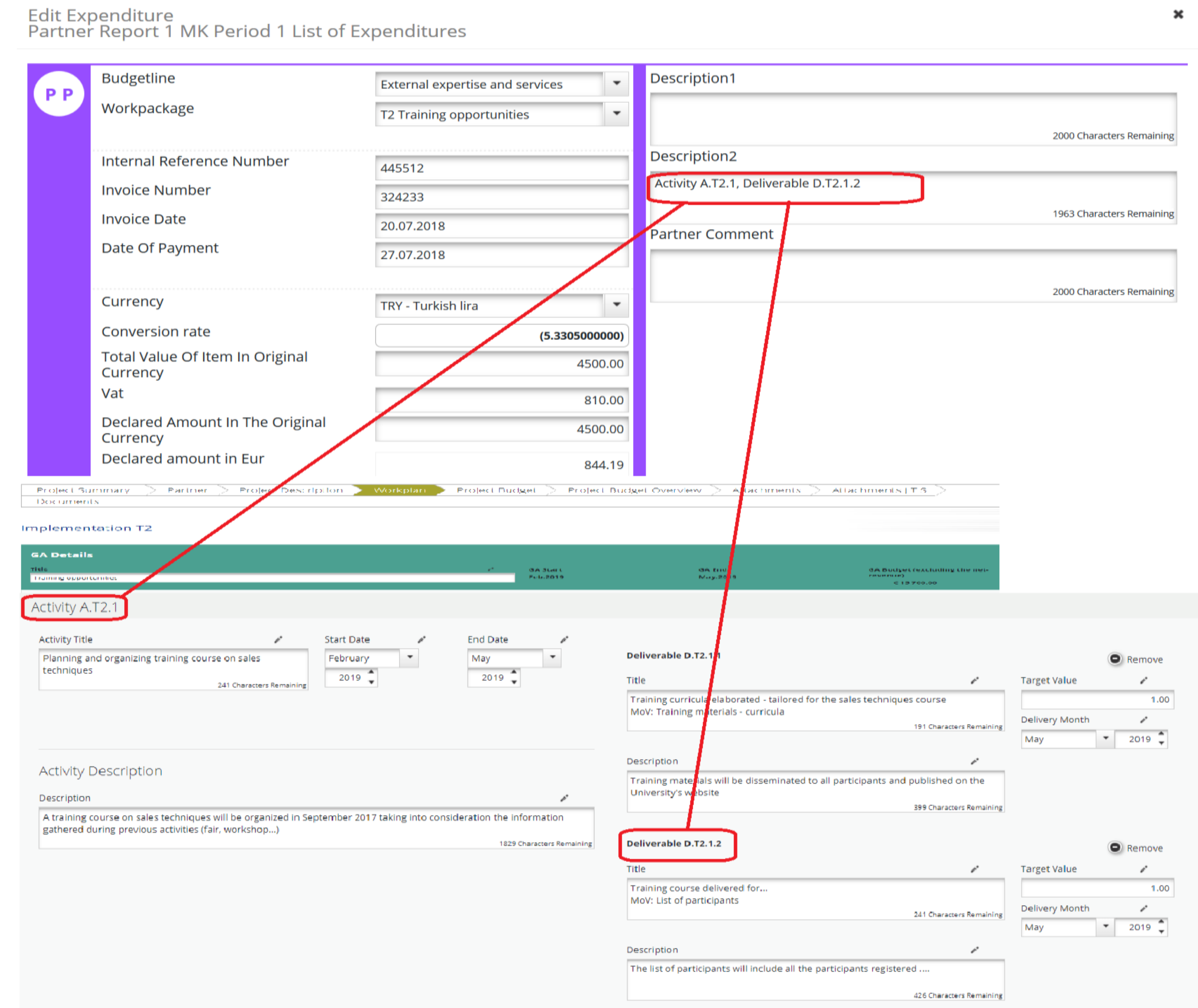
Description 1 - Description of Expenditure; Activity No; Sub-activity No from AF;

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.

Description 2 & Partner Comment - You may add any information you consider relevant, linked to the reported expenditure.

IMPORTANT!
Not filling in all the required information may lead to clarifications, required by the controller, JTS or MA. Also, please fill in the required information separated by ";"



<u>Figure 39 - Description of expenditure</u>

As soon as you finish adding info in the LoE, **SAVE** them by pressing “Add” button.

Uploads

It is possible to upload one or multiple attachments to each of the expenditure items by clicking the ‘Upload’ button.
Please upload only the attachments (invoices, payment order, pay slips etc.) that are explicitly asked by the FLC (see section 5.5.4 Supporting documents needed for expenditure verification in Project Implementation Manual) and try not to duplicate the documents!
Also, please have in mind the scanning requirements that are mentioned in section 4.3.4 of this Guide!

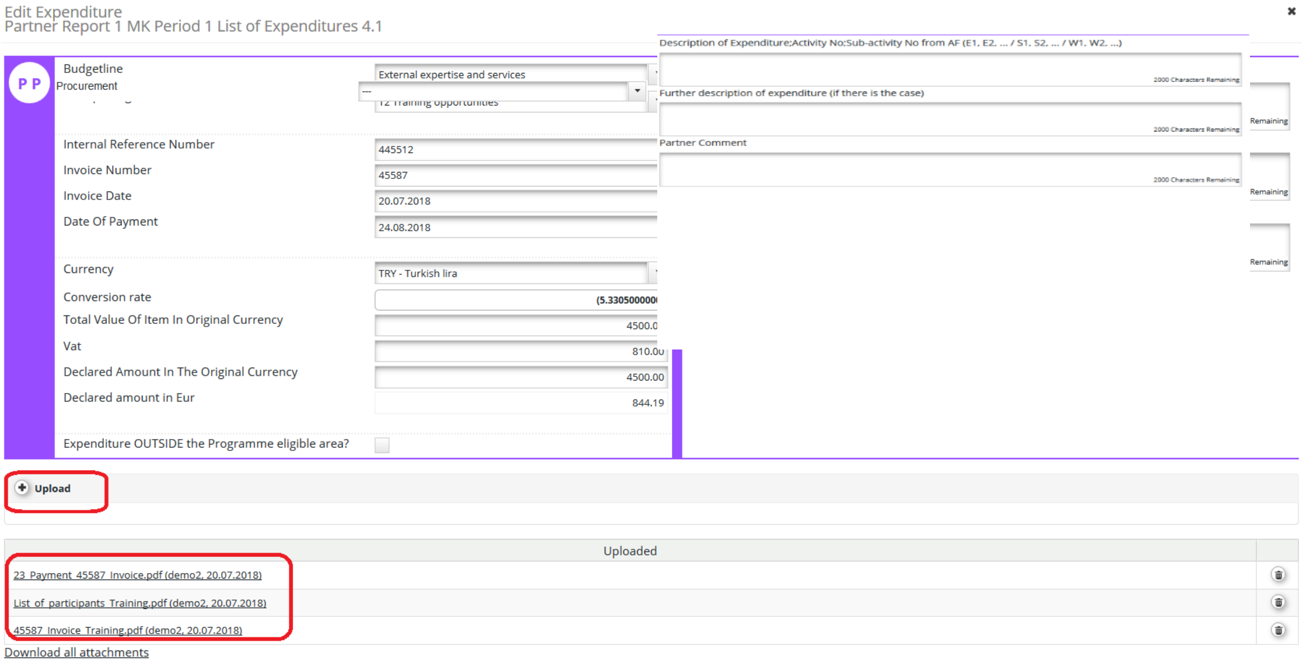


Figure 40 - Uploading/downloading attachments in the List of Expenditure

Public procurement documentations are uploaded under ‘Supplementary information’ in "Procurements section and not in the upload section of the expenditure item (see Chapter 2.7)!

For each reported expenditure the following supporting documents should be attached:

1. **Staff costs:**

✓ upload section: payrolls and documents proving the payment (net salary, contributions, other taxes) etc;

2. **Travel and accommodations costs:**

✓ upload section: travel order, transport invoice, fuel receipt, hotel bills, road/bridge/ferry tax and proof of payment (receipts, payment order, statement of account, cash register) etc;

3. **External expertise and services**:

✓ upload section: invoice, proof of payment (payment order, statement of account) documents related to reception and acceptance, etc;

4. **Equipment expenditure**:

✓ upload section: invoice and proof of payment (payment order, statement of account) documents related to reception and acceptance;

5. **Infrastructure and works:**

✓ upload section: invoice and proof of payment (payment order, statement of account), documents related to reception and acceptance, etc;

For the submitted supporting documents clear reference to the project envisage: programme name, project code and requested amount in the currency of the invoice, if is the case of an invoice.

Also please read PIM - Section 6.5.3-*Supporting documents required for expenditure verification* to learn about the documents (payment related ones) which will be required.

In order to be identified and verified in the system, the beneficiaries will name the uploaded files in accordance with the relevant contained documents, **using maximum 50 characters!**

Fast download of attachments to the List of Expenditure

It is possible to download all attachments to the list of expenditure at once using the "Download all attachments" button that can be found under the list of expenditure.

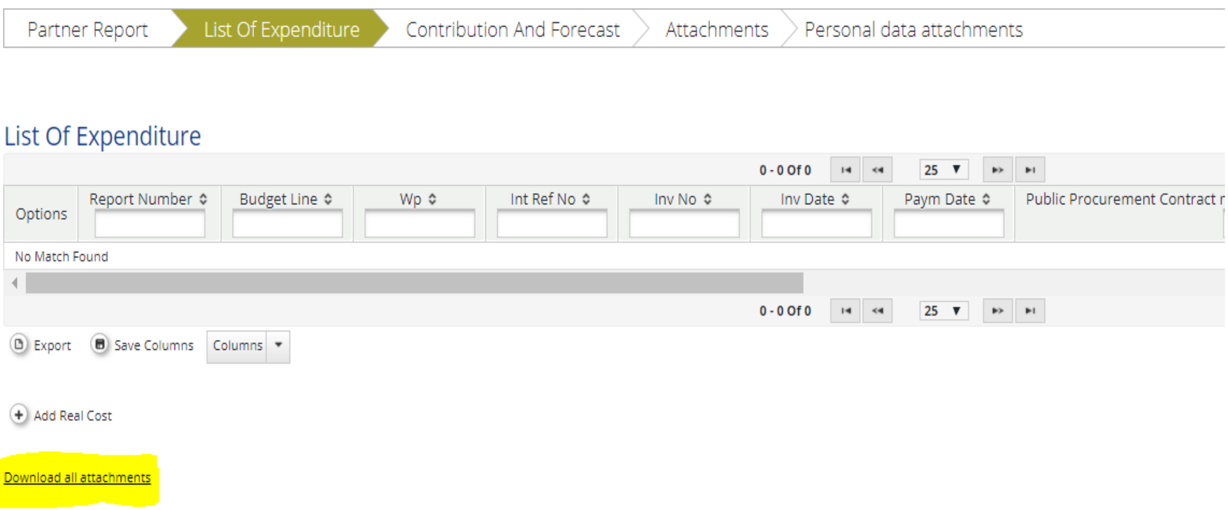


Figure 41 - Downloading attachments for the entire List of expenditure at once

Scrolling the LoE from left to right

The LoE can be scrolled by pressing the middle-mouse-button (press it and move around in the table).

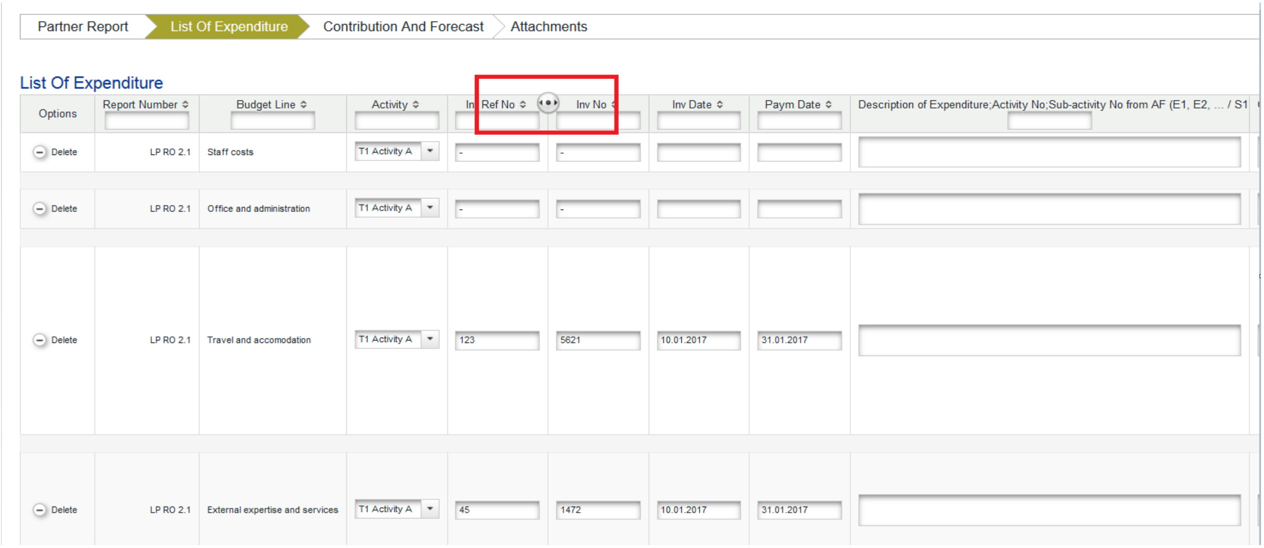


Figure 42 - Scrolling the LoE

You can also adjust the number of columns to be displayed on the screen for the List of expenditure by selecting only the columns that interest you. This can be done by selecting in the menu "Columns" from the bottom of the List of Expenditure only the needed ones.

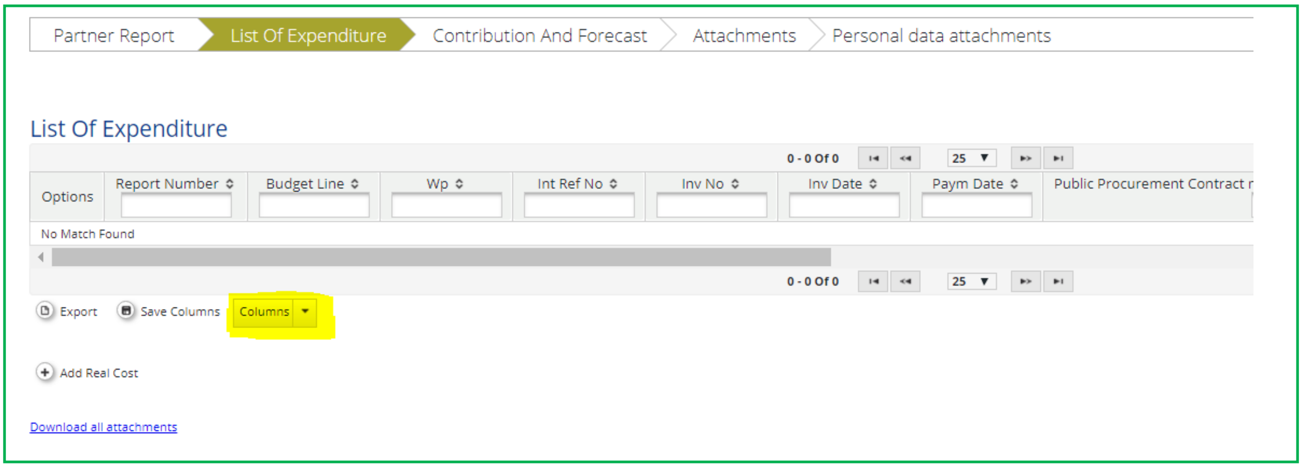


Figure 43 - Displaying only needed columns in the LoE

In case you need to perform extra calculations on the List of Expenditure, or want to filter the information in a way that the interface of the e-MS doesn't allow you to, you can also export the entire LoE to an Excel sheet, by pressing "Export" from the bottom of the LoE.

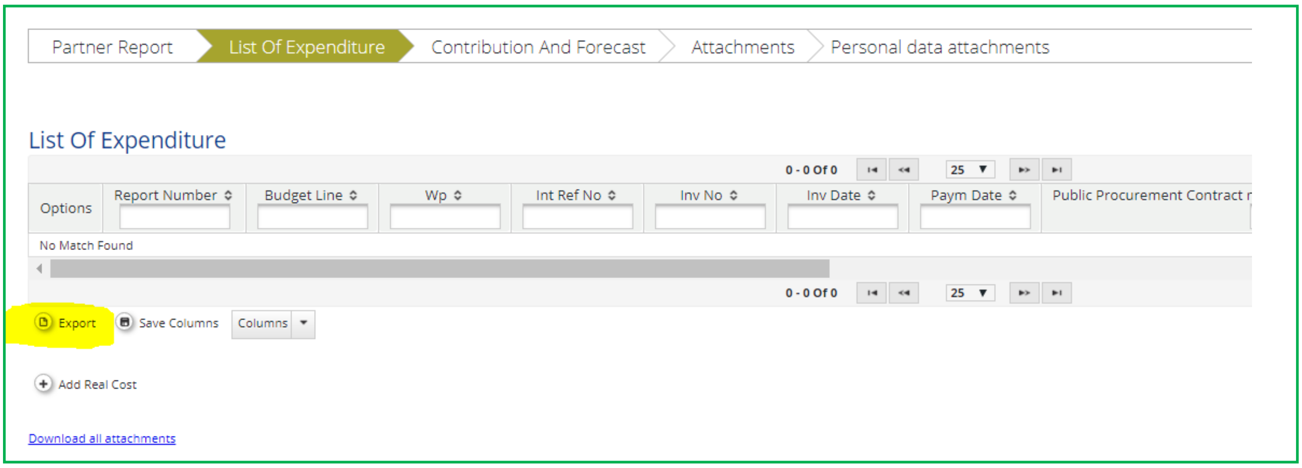


Figure 44 - Exporting LoE to Excel sheet

4.3.3 'Contribution and Forecast' tab

In the Contribution and Forecast section, Report Forecast, you are asked to forecast spending for the next financial partner report (final).

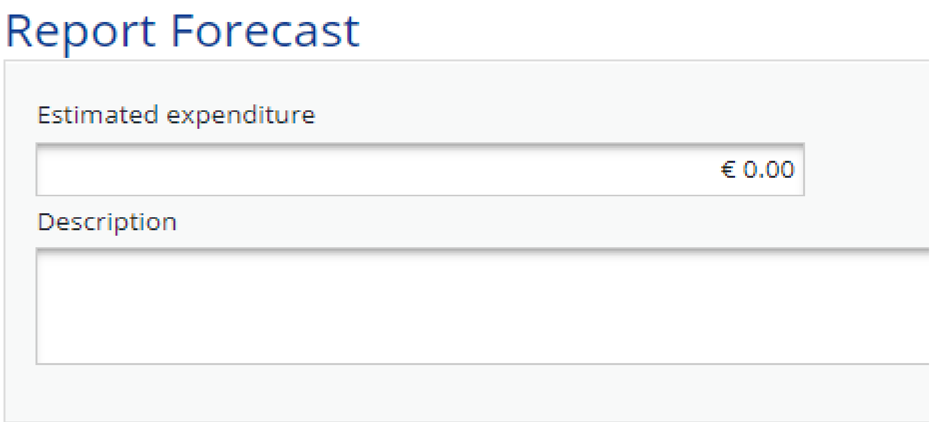


Figure 45 - Report Forecast

Estimated expenditure section must be completed by LP only in the interim report (the one with financial expenditures), the amount you must introduce here, will be an estimation of the final expenditures you will have at the end of the project.

The calculation for this amount should be like this:
Total estimated expenditure of the project from where you should deduct the Advance payment received + estimated amount of interim payment that you should receive.

Total - Advance - Interim = **Estimated expenditure** that LP will mention on interim project report

In the Follow-up of Partner Contribution table you need to provide information on the financial contribution (minimum 8% co-financing).

In this section you have to specify the source(s) of partner contribution matching the ENI of the current report. The eMS gives the partner target amount (i.e. the total contribution calculated by deducting the fund co-financing from total eligible expenditure introduced in the List of Expenditures). The system proposes the same sources of contribution as specified in the application form.
The total value of contribution from all sources needs to correspond to the total amount of match-funding.

PAY ATTENTION!
The system has a built-in check, which does not allow submitting a report where the sum of all sources of partner contribution does not match exactly the target value, in Euro.

4.3.4 'Attachments' and "Personal data attachments" tabs

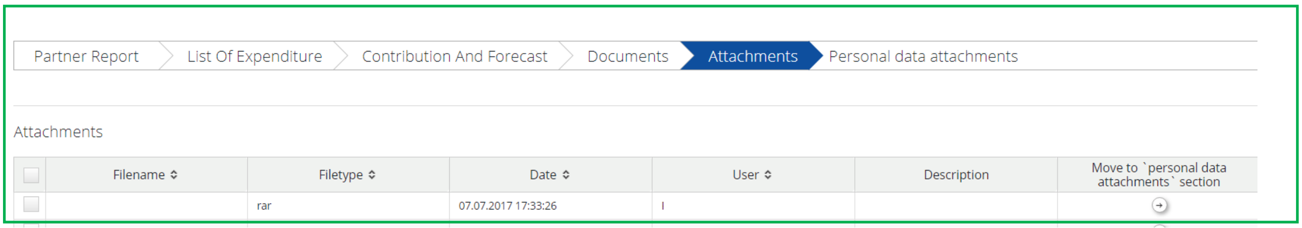


Figure 46 - Navigation bar - Attachments

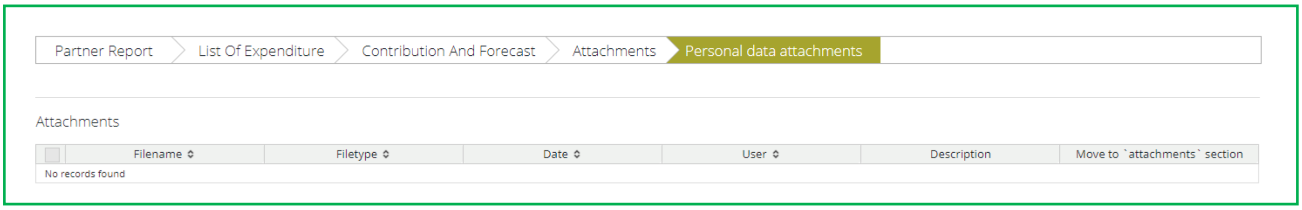


Figure 47 - Navigation bar - Personal Data Attachments

Partners are also allowed to upload additional attachments related to the entire report (except for procurement related documents which shall be uploaded in Section Supplementary information - Procurement), should any other document be relevant or required by the Project Implementation Manual, FLC or LP.

All documents must be scanned preferably in black and white and at a resolution of 300dpi.
Before uploading, make sure the up-loads are relevant for the report and are not duplicating with other documents already provided by you.

Always coordinate with the LP to make sure all relevant evidence is well included in the project report but not duplicated.

Programme funded by EUROPEAN UNION

In order to upload a document, please click on the button ‘Upload’ and upload pop up will appear, also you can select one or more file (ctrl + select). The user has the option to add a description of the file or .zip /.rar packages by clicking on the “Comment” icon. The maximum size of an attachment is 20 Mb per file or package.

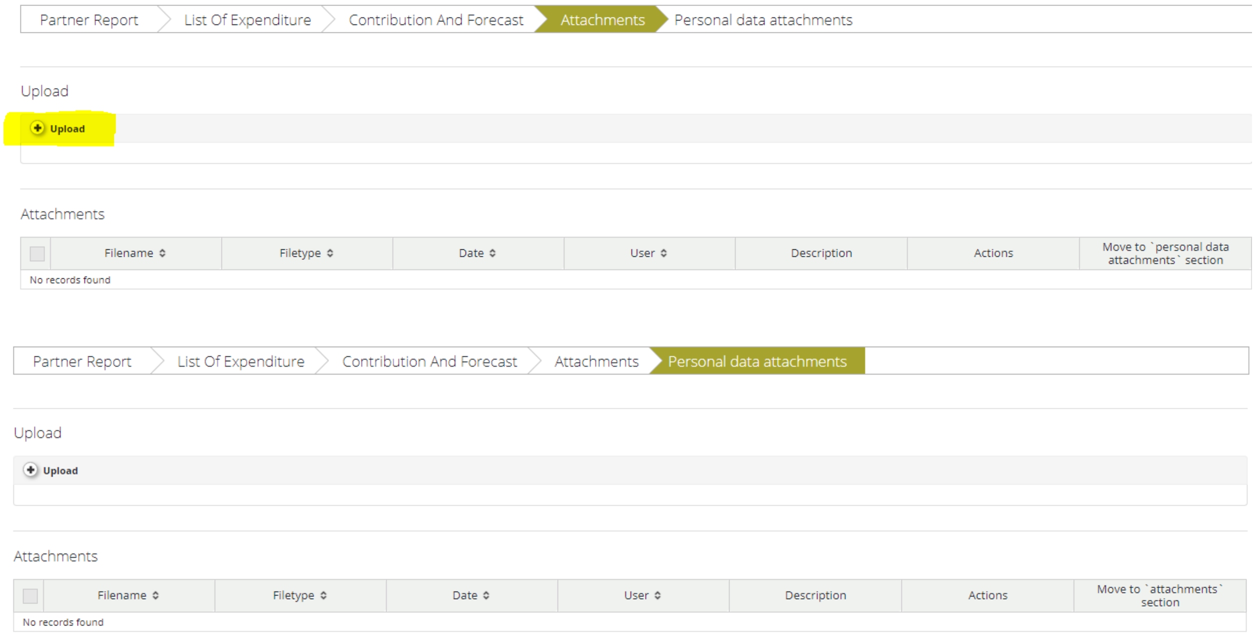


Figure 48 - Attachments at partner report level

Please keep in mind that the public procurement documentations are uploaded in the dedicated section of the procurement in ‘Supplementary information’, ‘Project procurement’ and documents that have to be uploaded here are different than the ones in Chapter 4.3.2 (Upload per expenditure item) above, as described below:

1. Staff costs:

✓ Attachment section: Appointment Decision of project management team, declaration of number of hours worked by each staff member, employment/work contract or a decision including information on the type of involvement in the project, job description providing information on responsibilities related to the project (these documents should be attached only once and if modifications within the initial employment conditions occur, then documents supporting these modifications should be attached for the period during which they have occurred), time sheets (only for part-time employed staff), other supporting documents.

2. Travel and accommodations costs:

✓ Attachment section: letter of invitation and agenda of the meeting/seminar/conference, letter(s) of confirmation, attendance list, transport costs, mission/activity report, other supporting documents.

3. External expertise and services:

✓ Attachment section: relevant results (studies, training material, attendance in seminars, conferences and training courses, certificates, photographs, promotional brochures, print screens of web page delivered, films) other supporting documents;

4. Equipment:

✓ Attachment section: inventory files, photographs of the purchased equipment, road time sheets, other supporting documents;

5. Infrastructure and works:

✓ Attachment section: all documents related to the works carried out.

For the submitted supporting documents clear reference to the project envisage: programme name, project code and requested amount in the currency of the invoice, if is the case of an invoice.

Also please read PIM - Section 6.5.3 *Supporting documents required for expenditure verification* to learn about the documents which will be required.

Please note that in order to be identified and easily verified in eMS, beneficiaries must create separate archived (.zip or .rar) before uploading for each category of expenditure (*e.g. one archived for Travel and accommodation, one for External expertise and services, one for Equipment expenditure and one for Infrastructure and works*).

The files attached to these archives will be named in English in accordance with the relevant content of documents (*e.g: agenda of the seminar/event/conference held at/on …)*

Also, in the comment section, the beneficiaries must specify the budget line to which the archive is linked to.

In case the supporting documents are not properly named and/or uploaded without being linked to the corresponding budget line, the FLC controller may return the whole report to the partner for revision.

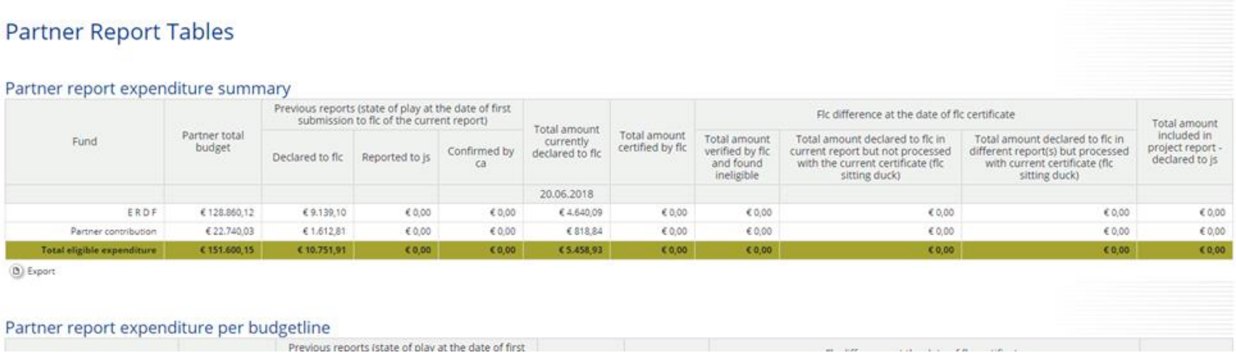
A list of all attachments uploaded in this section is shown here, including information on who uploaded which document and when.

4.3.5 'Partner Report' table

For each partner report, it is at any time possible to access the partner report overview tables from the left side menu of the partner report.

Figure 49 - Accessing Partner report tables

You will find various financial tables summing up the declared expenditure. The tables are updated before the report is submitted. All tables can be exported to Excel by clicking the ‘Export’ button from under each table.



Partner Report Tables

Partner report expenditure summary

Fund	Partner total budget	Previous reports (state of play at the date of first submission to flc of the current report)			Total amount currently declared to flc	Total amount certified by flc	Flc difference at the date of flc certificate			Total amount included in project report - declared to js
		Declared to flc	Reported to js	Confirmed by ca			Total amount verified by flc and found ineligible	Total amount declared to flc in current report but not processed with the current certificate (flc sitting duck)	Total amount declared to flc in different report(s) but processed with current certificate (flc sitting duck)	
					20.06.2018					
E R D F	€ 128.860,12	€ 9.139,10	€ 0,00	€ 0,00	€ 4.640,09	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Partner contribution	€ 22.740,03	€ 1.612,81	€ 0,00	€ 0,00	€ 818,84	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure	**€ 151.600,15**	**€ 10.751,91**	**€ 0,00**	**€ 0,00**	**€ 5.458,93**	**€ 0,00**	**€ 0,00**	**€ 0,00**	**€ 0,00**	**€ 0,00**

Export

Partner report expenditure per budgetline

Figure 50 – View partner report tables

The most frequently used table from this section is ‘Partner report expenditure summary’, which consists in the following sections:

- Section ‘Previous reports’:
    - Column ‘Declared to FLC’ displays total amount declared by partners to FLC before the current report was submitted to FLC (state of play at the moment of first submission to FLC).
    - Column ‘Reported to JTS’ displays total amount previously declared to JTS from the partner at the date of submission of the current report to FLC (state of play at the moment of first submission to FLC).
- Column ‘Total amount declared to FLC’ displays total amount declared by partners to FLC in the current report. The total does not exclude amounts turned into sitting ducks/suspended by FLC!! Total updates only if reverted and total changes.
- Column ‘Total amount certified by FLC’ displays total amount certified by FLC for FLC for current partner report. Amount is shown only once FLC certificate is generated. Includes any sitting ducks taken into account for the certificate. Updates only if reverted and re-certified.
- Section ‘FLC difference’:
    - Column ‘Total amount verified FLC in the current report but found ineligible’ displays total amount cut by FLC from the items verified (does not include cuts on sitting ducks that are handled later). Shows after the FLC certificate is generated, updates only if FLC certificate is reverted. If FLC adds something to the report, the amount can be negative.
    - Column ‘Total amount declared to FLC in current report but not processed with the current certificate (FLC sitting duck)’ displays total amount that was declared to FLC in current report but not verified by FLC (sitting ducks that might be processed with a different FLC certificate). Shows after FLC certificate is generated, Updates only if FLC certificate is reopened. Does not update if the FLC processed the sitting duck with a different report.

- Column 'Total amount declared to FLC in different report(s) but processed with current certificate (FLC sitting duck)' displays total amount that was declared to FLC with a different partner report but was verified by FLC with current certificate (ducks included in certified but declared with different report). Shows after the FLC certificate is generated, updates only if FLC certificate is reverted. Shows amount certified (so after potential FLC cuts).

- Column 'Total amount included in project report - declared to JTS' displays total amount included in project report and declared to JTS. Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JTS should not change anymore and the date should be added.

4.4 Submitting a partner report

Remember!

Beneficiaries of the 1st call for proposals, shall report (PROGRESS, INTERIM AND FINAL) exclusively using the eMS reporting module.

Beneficiaries of the 2nd call for proposals, shall submit their PROGRESS partner reports by email to the Lead Beneficiary and shall use the eMS reporting module only for the INTERIM AND FINAL partner reports, in accordance with MA Instruction no.26/23.09.2020 regarding submission of the 4 months PROGRESS report.

IMPORTANT!

Prior to submitting the report, it is strongly recommended for all partners to use the Checklists as provided in Annex 9- Checklist for narrative Interim/Final report and Annex 10 – Checklist for financial Interim/Final report to the Manual.

The checklists will support you in preparing reports of a better quality.

They are OPTIONAL, therefore after filling in you don't have to send any of them to the Lead partner or JTS. Use them as tools for internal quality control.

Before submitting a partner report (Progress, Interim or Final, as applicable), the saved report needs to be checked by clicking 'Check Saved Report' in the left-side menu.

When clicking on 'Check saved report', an automatic check will be made.

Each time a report is saved, it needs to be checked again before submission. Only after the check is successful, the system will allow you to submit the report. The 'Checked saved report' button will be replaced with the 'Submit report' button.

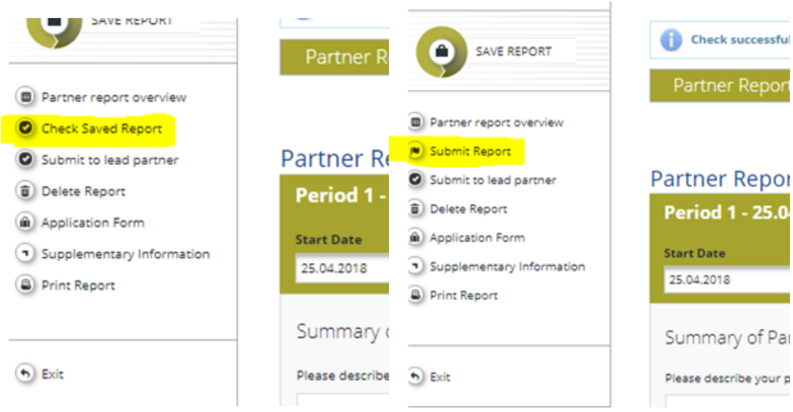


Figure 50 - Submission of partner report with expenditure to FLC

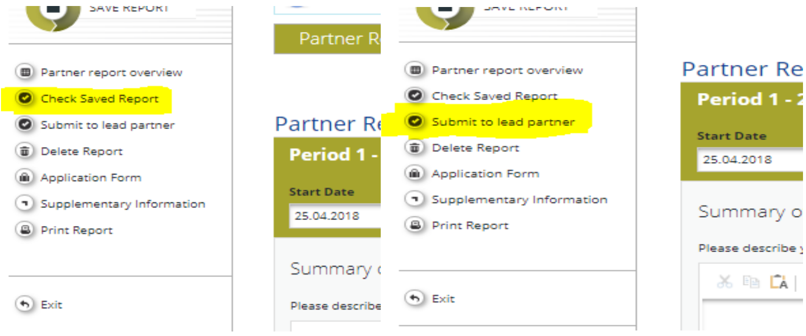


Figure 51 - Submission of partner report with no expenditure directly to LP

A submitted report is locked and the partner cannot modify it anymore. This includes deleting/adding attachments. After submission, the partner report (interim or final – containing expenditures) is forwarded to the FLC of the partner in question. In case of clarifications requested by FLC/JTS, the partner can upload in the system the missing/relevant document or other documents only if the FLC opens one or both upload sections of the partner report.

Supplementary documents can be uploaded without reverting the report.
For any clarification or request that involves text modification in the report or LoE, the report must be reverted to the beneficiary. The same circuit of the report will be followed; beneficiary -> FLC -> JTS / MA. Text modification in the report can be made only by the beneficiary. Pay attention and fill in all the fields according to the PIM/Guides/Annexes to avoid the report reverting procedure, which is time consuming.

The report created is linked to a version of the application form which was valid/ approved at the moment of partner report creation. If the AF is in the process of modification, the system displays warnings about ongoing modification or version change after report creation. The reporting process is not interrupted by the modifications of the AF and can go in parallel.

IMPORTANT!

Please note that the expenditures declared in a financial report must be correlated with the last approved budget!

Therefore, in case Beneficiaries plan to make budgetary modifications, they should first obtain approval for these modifications (through Notification or Addendum, as applicable) and only after that, they can initiate/ generate in eMS the financial report.

4.5 Other points

The partner can see the status of the report on the reporting overview dashboard.

IMPORTANT!

Never submit an empty report!

Empty reports, reports created by mistake or reports created for wrong periods need to be deleted by the one who created it!

Reports without expenditures (progress reports) should be submitted only to Lead Partner, never to FLC!!!

1 - AT cooperation agency - ATCoop

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF
Period 1 09.06.2016 - 09.06.2018						
Report 1.1	09.06.2016	09.06.2018	Report FLC Certified	09.06.2016	Period 1 Project Report 1	Report submitted, FLC certified and included in submitted project report
Report 1.2	09.06.2016	09.06.2018	Report Submitted	27.06.2016	Not Certified	Report submitted but not yet FLC certified
Period 2 09.06.2018 - 09.06.2018						
Report 2.1	09.06.2018	09.06.2018	Report FLC Certified	09.06.2016	Not Included	Report submitted and FLC certified but not yet included in submitted project report
Period 3 09.06.2018 - 09.06.2018						
Report 3.1	09.06.2018	09.06.2018	Report Submitted	09.06.2016	Not Certified	
Period 4 09.06.2018 - 09.06.2018						
Report 4.1	09.06.2018	09.06.2018	Report Submitted	13.06.2016	Not Certified	
Period 5 09.06.2018 - 09.06.2018						
Report 5.1	09.06.2018	09.06.2018	Report In Progress	In Progress	Not Certified	Report not yet submitted to FLC

Partner Living Tables

Figure 52 - Reporting overview - partner reports in various stages

A new partner report can be opened once the previous one has been submitted. It is currently not possible for the partner to open more than one report at the same time.

Therefore, a partner willing to open a report for a new period prior to the submission of the previous one, has to require the approval of the JTS before initiating the new report.

IMPORTANT!

The calendar for report submission should be closely observed and respected.

Figure 53 – Reporting overview – After certification of reports by FLC, a magnifying glass appears to the right of the reports to access the FLC certificate.

‘Partner living tables’ and ‘Project living tables’

Under the ‘Partner living tables’ and Project living tables’ menu items you will find various financial tables summing up the declared expenditure and validation process.

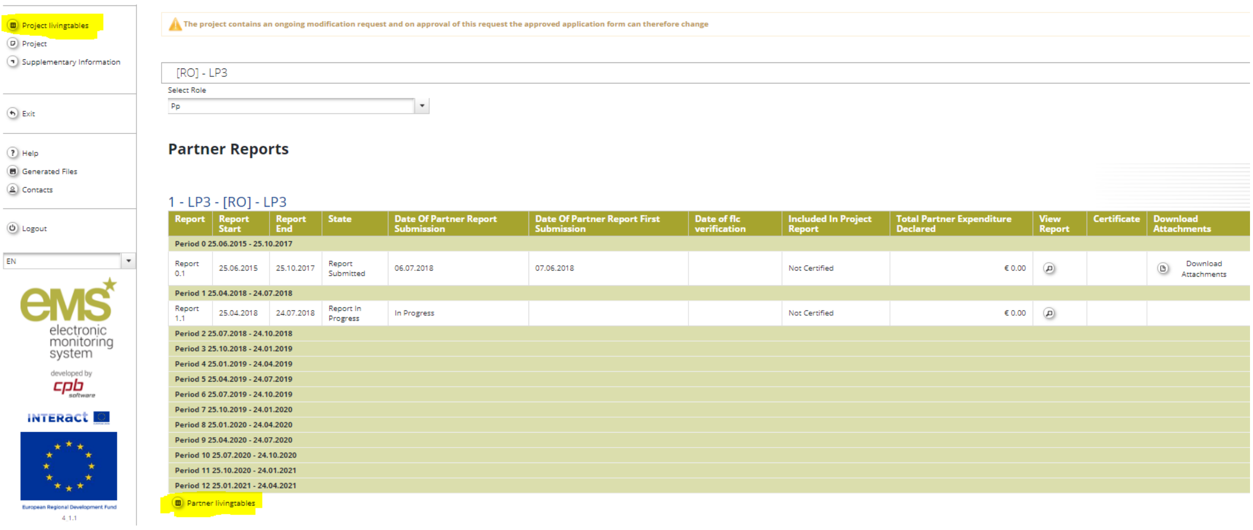


Figure 54 – Accessing living tables

The **project living tables** have self-explanatory column names and are updated live with every new expenditure item from reports submitted. Tables can be exported to Excel by pressing ‘Export’ button under each table.

Project Living Tables

Project expenditure summary

Fund	Project total budget B	Flc				Flc certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S	Total amount paid to partner (excluding advance payments) U
		Total declared to flc C	Total flc certified D	Total amount declared to flc but found ineligible E	Pending flc level (incl sitting ducks) F= C- D- E		Reported to js I			
Total co-financing	€ 845.636,62	€ 158.241,11	€ 87.543,58	€ 2.330,64	€ 68.366,84	€ 61.325,18	€ 26.218,40	€ 154.723,82	€ 689.726,20	€ 1.186,60
Partner contribution	€ 149.230,02	€ 27.924,98	€ 15.448,93	€ 411,35	€ 12.064,75	€ 10.822,13	€ 4.626,80	€ 27.304,28	€ 121.716,34	N/a
Total eligible expenditure	**€ 994.866,64**	**€ 186.166,09**	**€ 102.992,51**	**€ 2.741,99**	**€ 80.431,59**	**€ 72.147,31**	**€ 30.845,20**	**€ 182.028,10**	**€ 811.442,54**	**N/a**

Export

Project expenditure per partner

Partner	Project total budget B	Flc				Flc certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S
		Total declared to flc C	Total flc certified D	Total amount declared to flc but found ineligible E	Pending flc level (incl sitting ducks) F= C- D- E		Reported to js I		
[RO] - LP	€ 637.420,90	€ 87.432,05	€ 85.550,83	€ 1.781,22	€ 100,00	€ 63.742,73	€ 21.808,10	€ 84.254,83	€ 551.770,07
[BG] - PP2	€ 151.600,15	€ 16.210,84	€ 6.229,02	€ 482,68	€ 9.499,14	€ 0,00	€ 6.229,02	€ 15.728,16	€ 135.871,99
[BG] - PP3	€ 103.173,68	€ 4.931,09	€ 4.895,14	€ 35,95	€ 0,00	€ 3.790,31	€ 1.104,83	€ 4.895,14	€ 98.278,54
[BG] - PP4	€ 102.671,91	€ 77.592,11	€ 6.317,52	€ 442,14	€ 70.832,45	€ 4.614,27	€ 1.703,25	€ 77.149,97	€ 25.521,94
Total eligible expenditure	**€ 994.866,64**	**€ 186.166,09**	**€ 102.992,51**	**€ 2.741,99**	**€ 80.431,59**	**€ 72.147,31**	**€ 30.845,20**	**€ 182.028,10**	**€ 811.442,54**

Export

Project expenditure per budgetline

Budgetline	Project total budget B	Flc				Flc certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S
		Total declared to flc C	Total flc certified D	Total amount declared to flc but found ineligible E	Pending flc level (incl sitting ducks) F= C- D- E		Reported to js I		
Staff costs	€ 154.080,00	€ 59.599,92	€ 51.467,12	€ 574,38	€ 7.558,42	€ 29.603,28	€ 21.863,84	€ 59.025,54	€ 95.054,46
Office and administration	€ 9.836,20	€ 1.227,65	€ 1.005,90	€ 122,13	€ 99,62	€ 714,33	€ 291,57	€ 1.105,52	€ 8.730,68
Travel and accomodation	€ 9.049,76	€ 1.861,80	€ 1.616,82	€ 31,70	€ 213,28	€ 474,24	€ 1.142,58	€ 1.830,10	€ 7.219,66

Figure 55 – View project living tables

Following the same logic, **partner living tables** have also self-explanatory column names and are updated live with every new expenditure item from partner reports submitted. Tables can be exported to Excel by pressing 'Export' button under each table.

Partner Living Tables

Partner expenditure summary

Fund	Partner total budget B	Flc				Flc certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S	Total amount paid to partner (excluding advance payments) U
		Total declared to flc C	Total flc certified D	Total amount declared to flc but found ineligible E	Pending flc level (incl sitting ducks) F= C- D- E		Reported to js I			
E R D F	€ 128.860,12	€ 13.779,19	€ 5.294,66	€ 410,26	€ 8.074,26	€ 0,00	€ 5.294,66	€ 13.368,92	€ 115.491,20	€ 0,00
Partner contribution	€ 22.740,03	€ 2.431,65	€ 934,36	€ 72,42	€ 1.424,88	€ 0,00	€ 934,36	€ 2.359,24	€ 20.380,79	N/a
Total eligible expenditure	**€ 151.600,15**	**€ 16.210,84**	**€ 6.229,02**	**€ 482,68**	**€ 9.499,14**	**€ 0,00**	**€ 6.229,02**	**€ 15.728,16**	**€ 135.871,99**	**N/a**

Export

Partner expenditure per budgetline

Budgetline	Partner total budget B	Flc				Flc certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S
		Total declared to flc C	Total flc certified D	Total amount declared to flc but found ineligible E	Pending flc level (incl sitting ducks) F= C- D- E		Reported to js I		
Staff costs	€ 31.680,00	€ 12.529,14	€ 4.703,23	€ 267,49	€ 7.558,42	€ 0,00	€ 4.703,23	€ 12.261,65	€ 19.418,35
Office and administration	€ 1.500,99	€ 166,48	€ 61,68	€ 5,18	€ 99,62	€ 0,00	€ 61,68	€ 161,30	€ 1.339,69
Travel and accomodation	€ 3.335,60	€ 232,62	€ 19,34	€ 0,00	€ 213,28	€ 0,00	€ 19,34	€ 232,62	€ 3.102,98
External expertise and services	€ 28.897,00	€ 2.311,80	€ 1.444,77	€ 210,01	€ 657,02	€ 0,00	€ 1.444,77	€ 2.101,79	€ 26.795,21
Equipment	€ 86.186,56	€ 970,80	€ 0,00	€ 0,00	€ 970,80	€ 0,00	€ 0,00	€ 970,80	€ 85.215,76
Infrastructure and works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total	€ 151.600,15	€ 16.210,84	€ 6.229,02	€ 482,68	€ 9.499,14	€ 0,00	€ 6.229,02	€ 15.728,16	€ 135.871,99
Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure	**€ 151.600,15**	**€ 16.210,84**	**€ 6.229,02**	**€ 482,68**	**€ 9.499,14**	**€ 0,00**	**€ 6.229,02**	**€ 15.728,16**	**€ 135.871,99**

Export

Invoices incurred outside of the eu part of the programme area

Fund	Partner total budget B	Flc				Flc certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js	Pipeline S = F+ G+ L+ O+ R
		Total declared to flc C	Total flc certified D	Total amount declared to flc but found ineligible E	Pending flc level (incl sitting ducks) F= C- D- E		Reported to js I	
E R D F	€ 128.860,12	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00

Figure 56 – View partner living tables

CHAPTER 5 – PROJECT REPORT

Lead Partners of the 1st call for proposals, having more reporting periods defined in the eMS, shall report (PROGRESS, INTERIM AND FINAL) exclusively using the eMS reporting module.

Lead Partners of the 2nd call for proposals, having only 2 reporting periods defined in the eMS, shall submit their project PROGRESS reports by eMS email to the JTS and shall use the eMS reporting module only for the project INTERIM AND FINAL reports, in accordance with MA Instruction no.26/23.09.2020 regarding submission of the 4 months PROGRESS report.

THIS CHAPTER REFERS TO HOW LEAD PARTNERS SHOULD FILL IN PROJECT REPORTS AS PART OF THE PROGRESS, INTERIM AND FINAL REPORTS, USING THE EMS REPORTING MODULE!

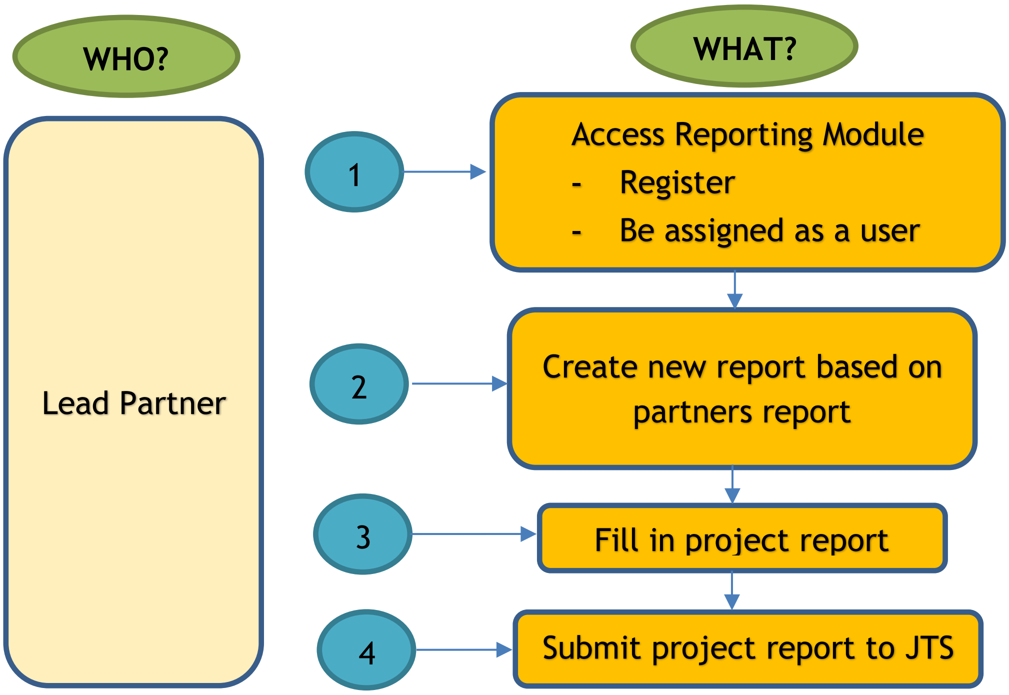
Project reports are created by the lead partner, based on the information provided by project partners in their partner reports.

The lead partner can access the partner reports and the FLC certificates for the verified amounts, of all partners in the eMS to fill in the project report.
In case of interim or final reports, before submitting a project report, the lead partner needs to have his partner report checked by his FLC.

The LP will have to include the FLC certificates of all the reporting partners (including the one issued for its own organisation).

Deficiencies in preparing the project report may result in clarification(s) requested by the JTS and sending back the report to the beneficiaries for modifications.

Steps in the eMS Reporting Module - to be followed for preparing a Project Report



5.1 Accessing a project report

Project reports can only be created by the LP of a project, starting from the moment the project status is changed to 'contracted'.
The user having LP role is the one accepted by the JTS in the Handover procedure. It is always possible to see which user is the LP for the project in the 'Show more' button at the top of the project/reporting view.

Show More

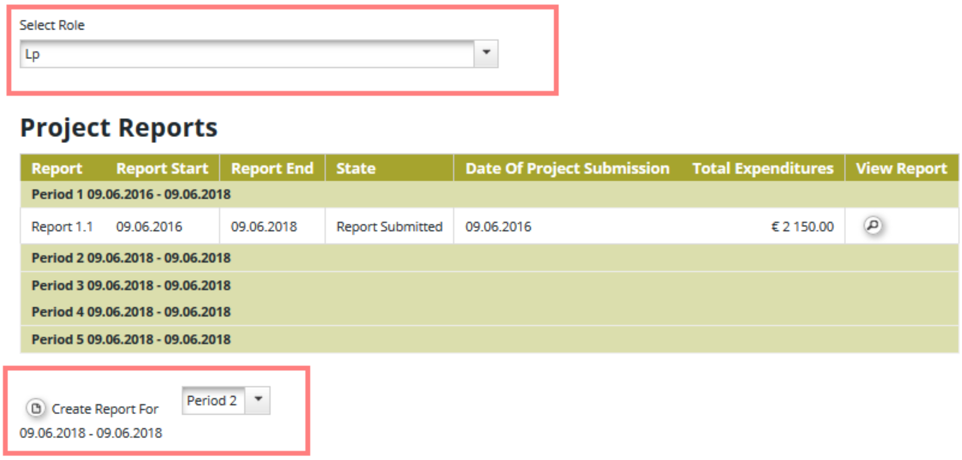
Programme Priority	1. Promote business and entrepreneurship within the Black Sea Basin
Programme Priority Specific Objective	1.1 Jointly promote business and entrepreneurship in the tourism and cultural sectors
Project Title	Seismology
Call Name	Call test1
Name Of The Lead Partner Organization	User RO
Country Of The Lead Partner Organization	ROMÂNIA - Vrancea
Lead Applicant User Name	Lead_Partner
Lead Partner User Name	Lead_Partner
Project Duration	30.01.2017 - 31.01.2018
A F Date Of Submission	22.05.2017

Figure 57 - Show more button

However, more users can be assigned to the LP and work together with the LP for creating/submitting project reports (see Chapter 2.4 above).

5.2 Generating a project report

After the project has been contracted, the ‘Reports overview’ is the default view when accessing the project. Only lead partners users can generate and submit project reports.
In order to generate a project report, the lead partner needs to select the role ‘LP’ from the role dropdown. Each lead partner has two roles to select from ‘PP’ for creating own partner reports and ‘LP’. The LP role allows to see reports of all project partners and to create and submit the project report.



Select Role
Lp

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 09.06.2016 - 09.06.2018						
Report 1.1	09.06.2016	09.06.2018	Report Submitted	09.06.2016	€ 2 150.00	
Period 2 09.06.2018 - 09.06.2018						
Period 3 09.06.2018 - 09.06.2018						
Period 4 09.06.2018 - 09.06.2018						
Period 5 09.06.2018 - 09.06.2018						

Create Report For Period 2
09.06.2018 - 09.06.2018

Figure 58 - Reporting overview - Generating a project report

It is currently not possible to have two opened project reports at the same time. You can open another report only once the previous one has been submitted to the JTS.

Each project report is given a number which consists of the Period number and the Report number (see figure below). In case of beneficiaries of the 1st call, there will be several project reports, corresponding to the defined reporting periods in eMS, whereas in case of beneficiaries of the 2nd call, in eMS, there will be 2 periods, corresponding to the Interim and Final report (progress 4 months reports will have to be submitted using eMS email, according to Instruction no.26 of the MA)

Select Role
Lp

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission
Period 1 11.03.2016 - 31.12.2016				
Report 1.1	1.03.2016	31.12.2016	Report In Progress	In Progress
Period 2 01.07.2016 - 31.12.2016				

Figure 59 - 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 JTS. In order to do this, the LP needs to click on the 'Delete Report' button in the left-side menu.

The LP must 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!

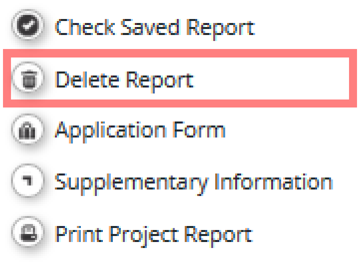
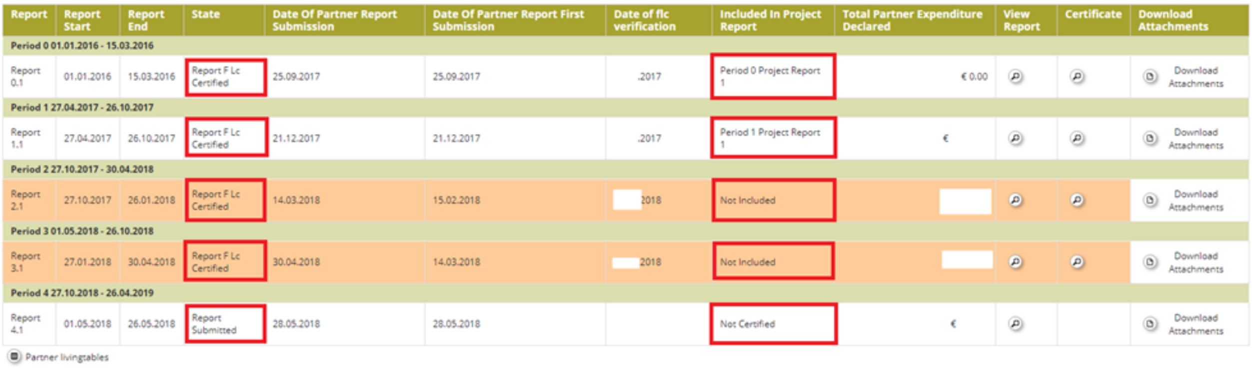


Figure 60 - Project report: deleting a report

The lead partner can see and access reports of other partners and related FLC certificates (via the partner reports overview) but he/she cannot create, modify, delete or submit them.

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.



Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate	Download Attachments
Period 0 01.01.2016 - 15.03.2016											
Report 0.1	01.01.2016	15.03.2016	Report F Lc Certified	25.09.2017	25.09.2017	.2017	Period 0 Project Report 1	€ 0.00			Download Attachments
Period 1 27.04.2017 - 26.10.2017											
Report 1.1	27.04.2017	26.10.2017	Report F Lc Certified	21.12.2017	21.12.2017	.2017	Period 1 Project Report 1	€			Download Attachments
Period 2 27.10.2017 - 30.04.2018											
Report 2.1	27.10.2017	26.01.2018	Report F Lc Certified	14.03.2018	15.02.2018	2018	Not Included				Download Attachments
Period 3 01.05.2018 - 26.10.2018											
Report 3.1	27.01.2018	30.04.2018	Report F Lc Certified	30.04.2018	14.03.2018	2018	Not Included				Download Attachments
Period 4 27.10.2018 - 26.04.2019											
Report 4.1	01.05.2018	26.05.2018	Report Submitted	28.05.2018	28.05.2018		Not Certified	€			Download Attachments

Partner livingtables

Figure 61 - Partner reports overview

For creating a new project report, you need to click "Create Report For" and select the project period (which have been set in the AF) for which you wish to create the activity report.

5.3 Filling-in a project report

Project reports consist of a technical part and of financial part (interim and final reports).

The financial part is compiled automatically by the system based on available FLC certificates included in the project report by the lead partner.

The technical part of the report needs to be filled in manually by the lead partner based on the information provided by each Project partner in their partner report (technical part).
It is also possible to upload attachments to a project report or to indicate the link to the relevant partner report attachments.

5.3.1 'Report' Tab

Figure 62 – Project report: Sections of the report

The 'Report' section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting per Work Package.
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.
Here, the LP has to consolidate the information provided by each Project Partner and describe the main achievements at project level.

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 'Workpackages' section of the report.

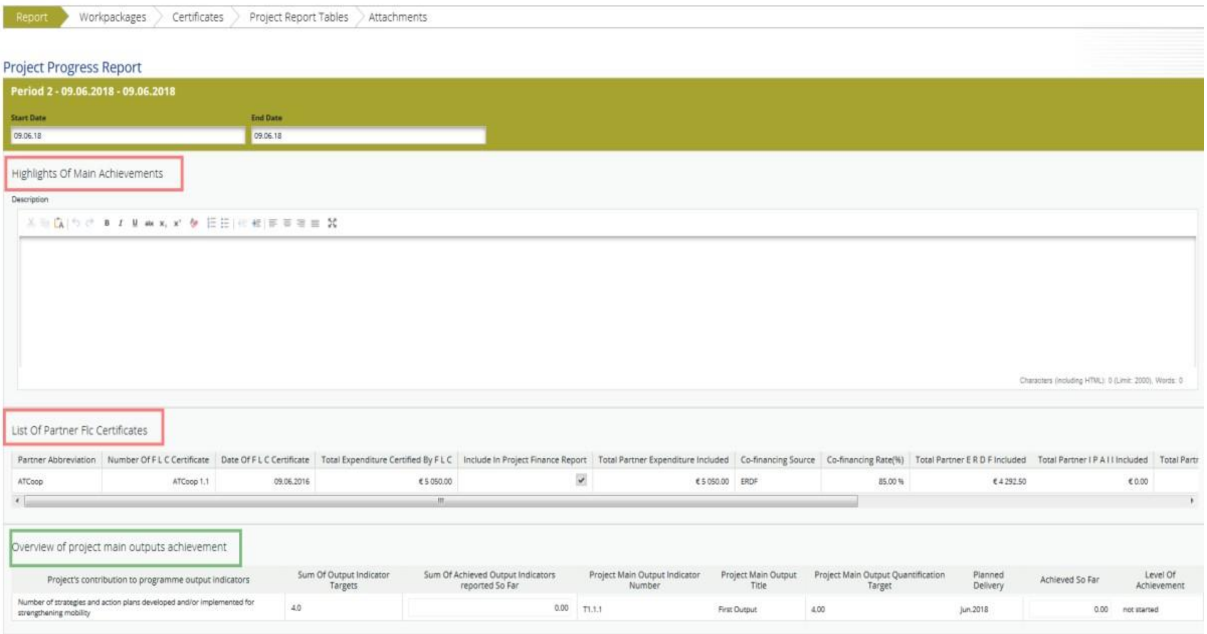


Figure 63 - Project report: Top part of the 'Report' Tab

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

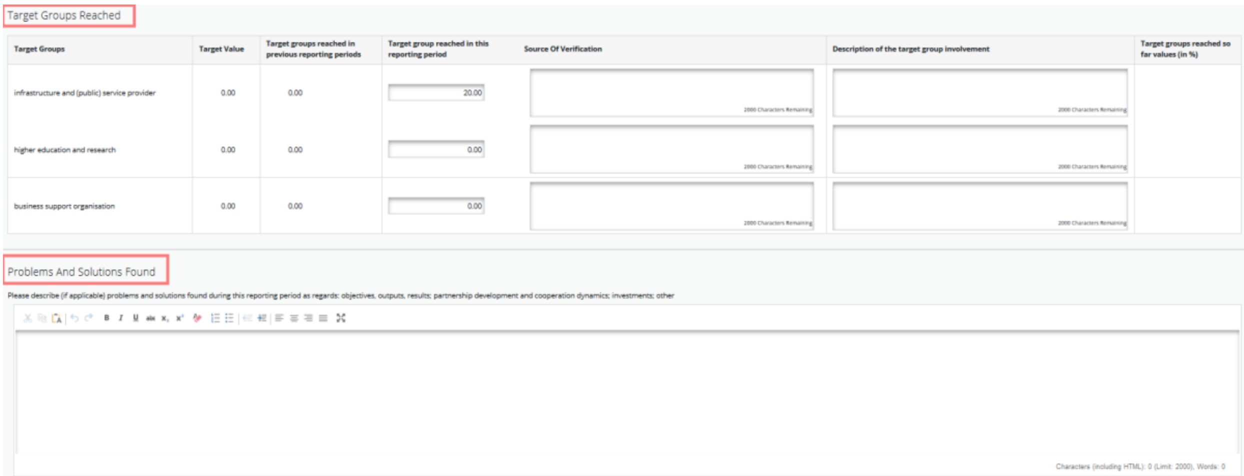


Figure 64 – Project report: Middle part of the 'Report' Tab

While introducing information under Target Groups Reached it is important to remember that eMS cumulates the quantities, which were already entered in previous progress reports. The sum of values, which were already reported, is shown under "Target Groups reached Previous Periods" field. Therefore the name of the window "Target Groups Reached During Current Report" is self-explanatory. Below print screen provides an example.

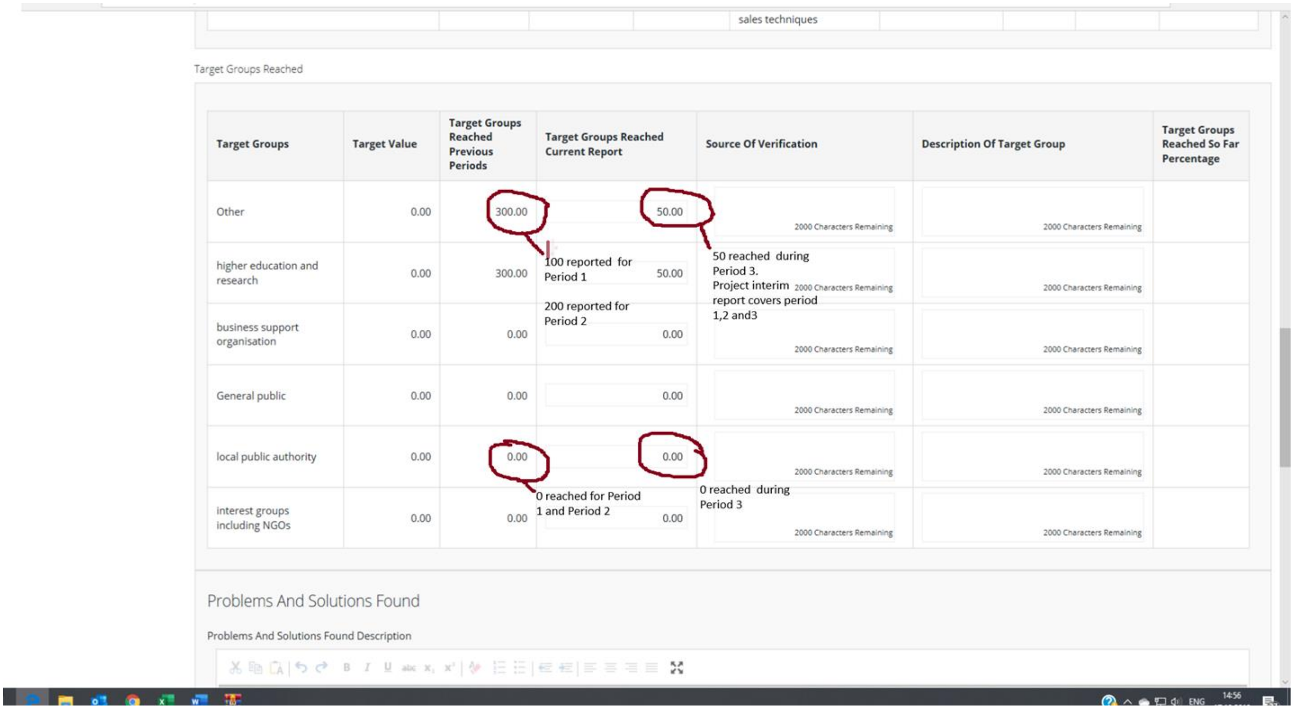


Figure 65 - Project report - Target groups

Below you will find an interface to provide information on horizontal principles where the LP should describe the specific measures/efforts undertaken by the partners during the respective reporting period in relation to complying with and promoting the horizontal principles.

Do not just copy the information contained in the Application Form! Do describe how you actually implemented what you envisaged initially.

At the bottom you will find a tick box which can be used, at the end of project implementation, to indicate that the project has been fully implemented.
The section ‘reporting per workpackages overview’ can be used to access individual work packages.

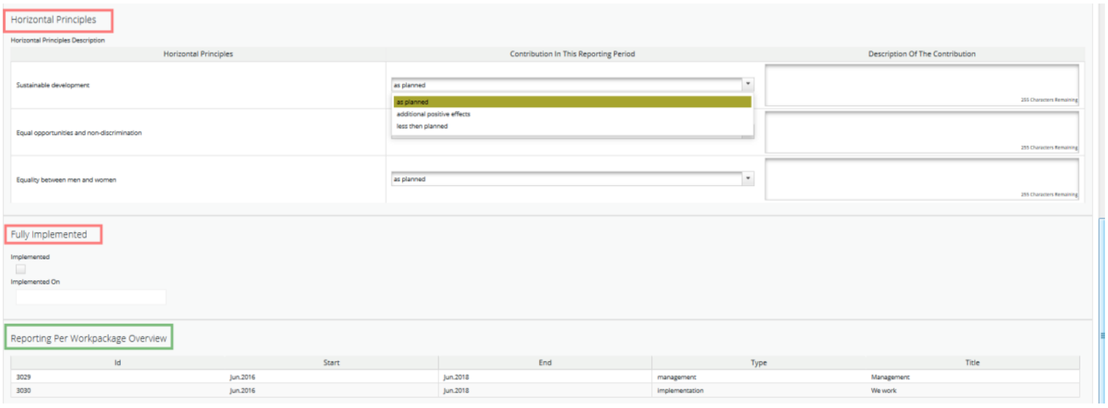


Figure 66 - Project report: Bottom part of the ‘Report’ Tab

5.3.2 'Work packages' /activities tab

Reporting per work package is the second part of the project report.
Report sections of individual work packages can be accessed either from the navigation bar ‘Work packages’ or from the table located at the bottom of the page under the section ‘Report’.

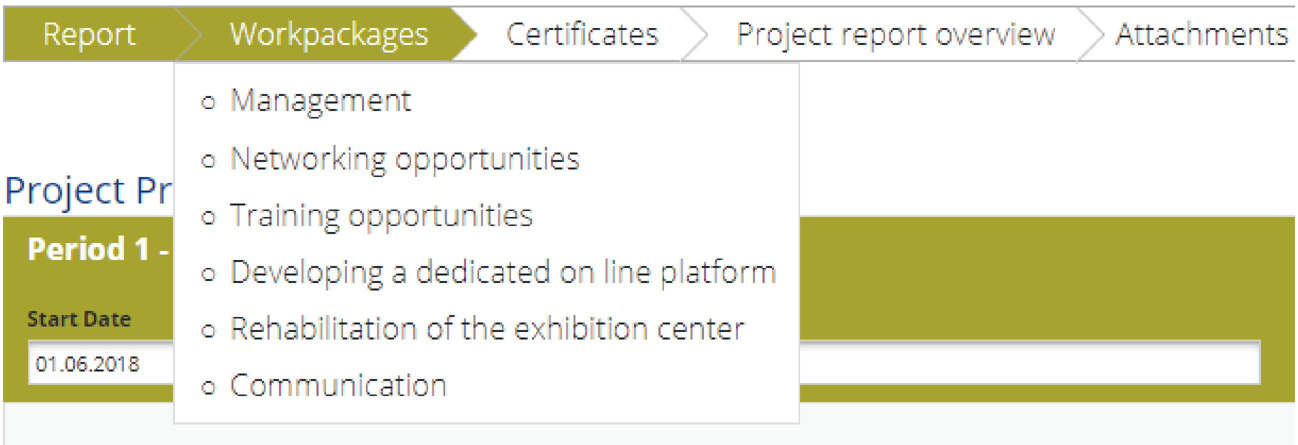
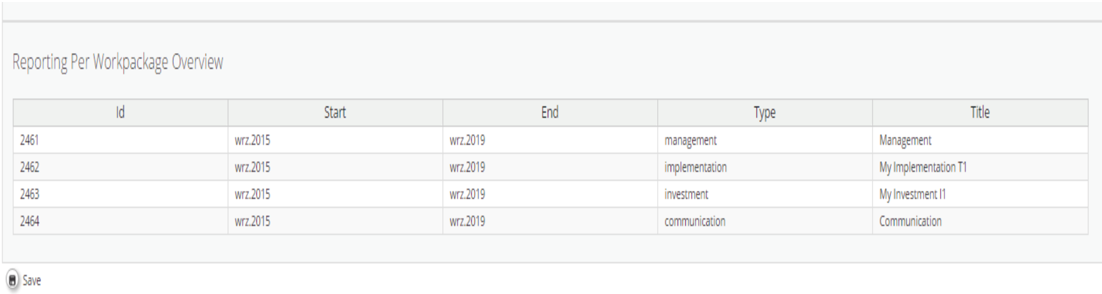


Figure 67 - Navigation bar - Work packages



Reporting Per Workpackage Overview

Id	Start	End	Type	Title
2461	wrz.2015	wrz.2019	management	Management
2462	wrz.2015	wrz.2019	implementation	My Implementation T1
2463	wrz.2015	wrz.2019	investment	My Investment I1
2464	wrz.2015	wrz.2019	communication	Communication

Save

Figure 68 – Reporting per Work package Overview table

In this section, you can describe the implementation of each work package in detail, including 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, activities implementation progress and deliverables attained. Reporting on deliverables, including upload of evidence/Sources of verification for the achievements is also part of reporting on work packages.

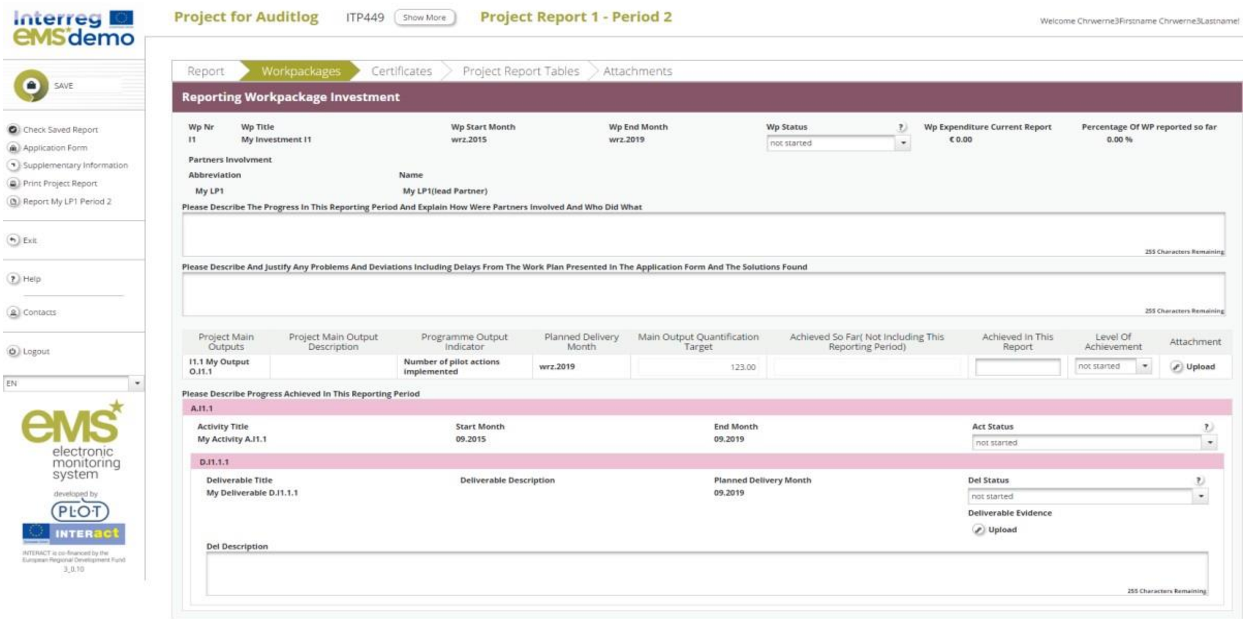


Figure 69 - Reporting on work packages

Please note that filling Outputs Indicators is similar to Target groups, i.e. -eMS cumulates (adds up) the quantities, which were entered in previous progress reports and they are reflected in “Achieved So Far (Not including this reporting Period)” window. Therefore, you have to enter numbers only under “Achieved in this Report” field and select appropriate Level of Achievement from the drop down menu, see the print screen below.

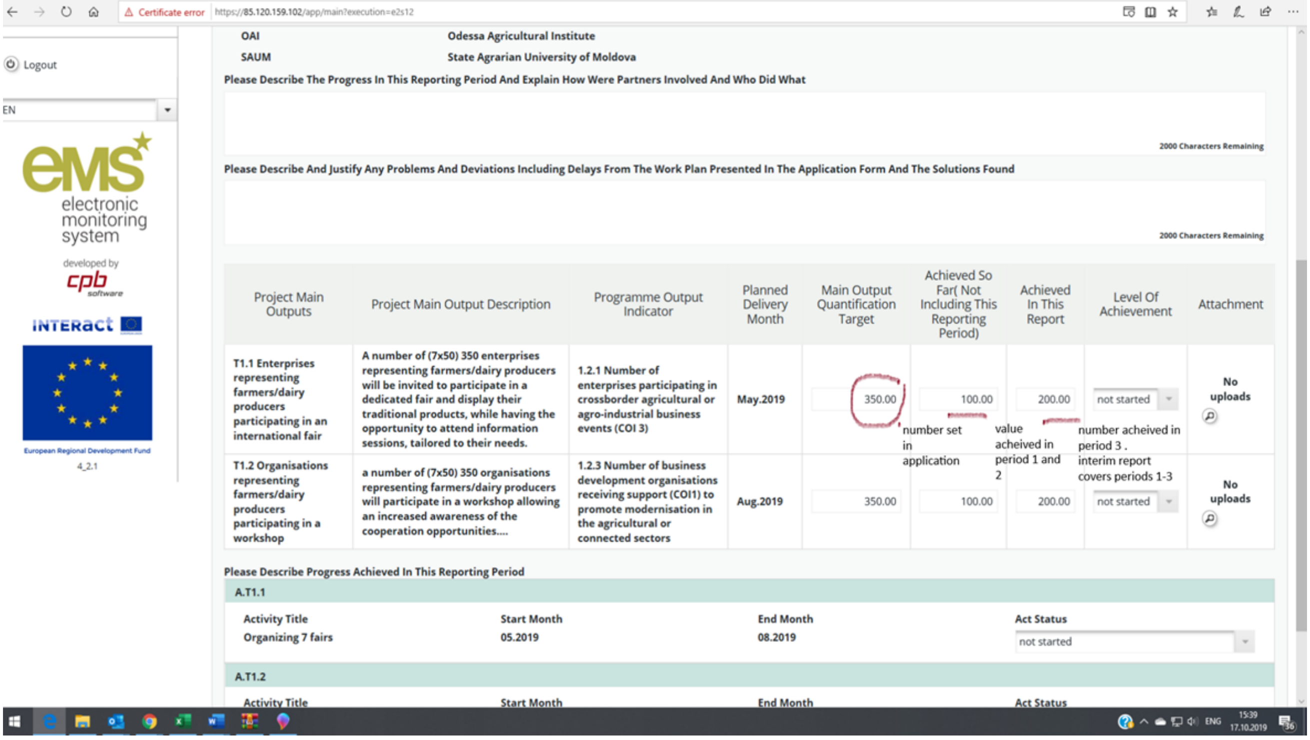


Figure 70 – Reporting – Output Indicators

The summary of entered values for all reporting periods can be seen in Report section in “Project Main Outputs Achievement” window

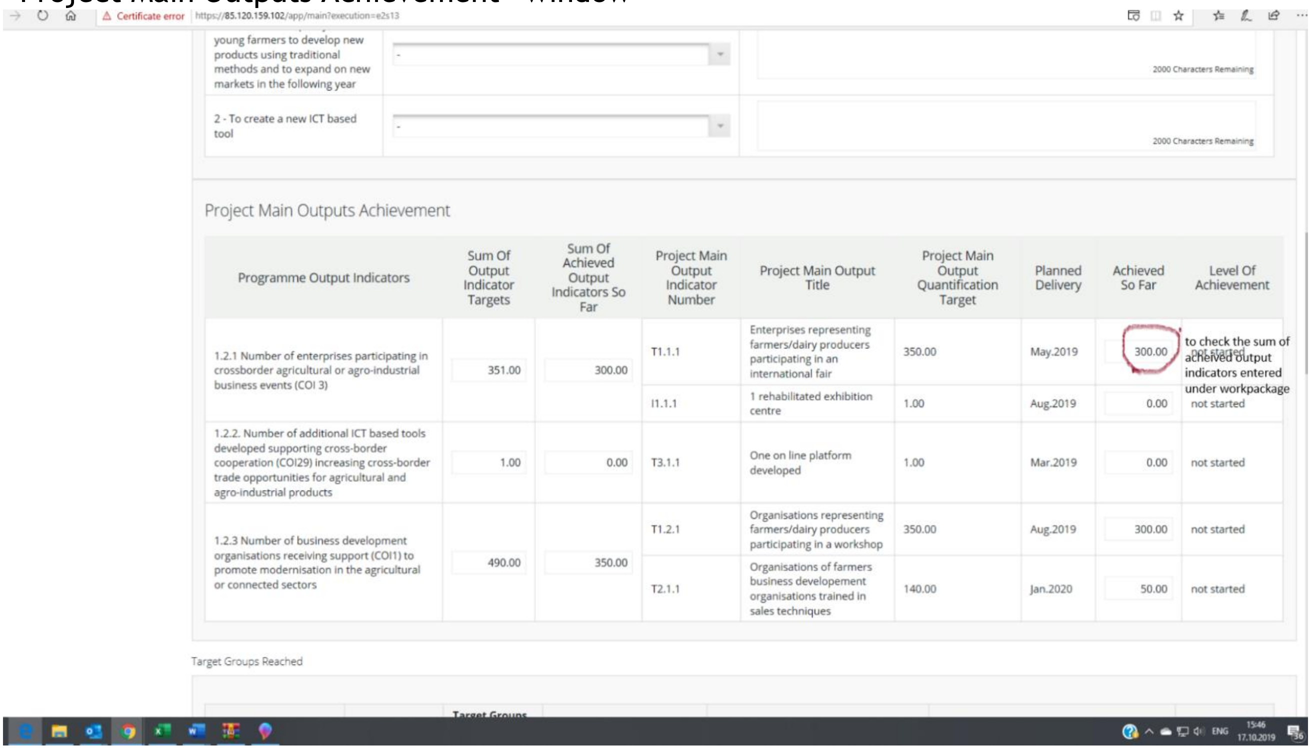


Figure 71 – Reporting – Summary of values entered for Output Indicators

Programme funded by
EUROPEAN UNION

5.3.3 'FLC Certificates' tab

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

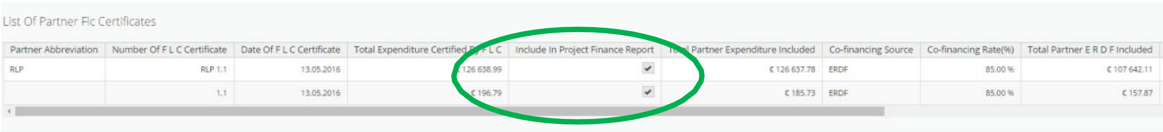


Figure 72 - Including Partner FLC Certificates in a Project Report

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.

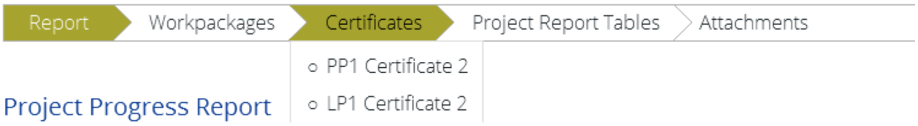


Figure 73 - Navigation bar - FLC Certificates

IMPORTANT!
The Lead Partner shall notify the Managing Authority whenever there is a suspicion linked to any of the expenditure made under the project budget.

5.3.4 'Project Report Tables' tab

Figure 74 - Navigation bar - Project Report Tables

Here you can find various summary tables of the expenditure included in the project report. Project report tables take into account all certificates included in the project report. Please note that the tables are updated before the report is submitted. All tables can be exported to Excel by clicking the 'Export' button from under each table.

Programme funded by
EUROPEAN UNION

Black Sea
CROSS BORDER
COOPERATION

Project Report Tables

Project report expenditure summary

Fund	Project total budget	Previous reports (state of play at the date of submission to js of the current report)			Total amount declared to flc	Total amount certified by flc	Flc difference			Total amount included in project report - declared to js
		Declared to flc	Reported to js	Confirmed by ca			Total amount verified by flc and found ineligible	Total amount declared to flc in current report but not processed with the current certificate (flc sitting duck)	Total amount declared to flc in different report(s) but processed with current certificate (flc sitting duck)	
Total co-financing	€ 845.662,12	€ 158.241,11	€ 26.218,40	€ 1.186,60	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Partner contribution	€ 149.234,52	€ 27.924,98	€ 4.626,80	€ 209,40	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure	**€ 994.896,64**	**€ 186.166,09**	**€ 30.845,20**	**€ 1.396,00**	**€ 0,00**	**€ 0,00**	**€ 0,00**	**€ 0,00**	**€ 0,00**	**€ 0,00**

Export

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 C A)	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 C A)	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

Figure 75 – Project Report Tables – Project Report expenditure table

The most frequently used table from this section is 'Project report expenditure summary', which consists in the following sections, which shall be "read" according to the programme rules, as and if applicable:

- Section 'Previous reports':
    - Column 'Declared to FLC' displays total amount declared by partners to FLC before the current report was submitted to JS (state of play at the moment of first submission to JS).
    - Column 'Reported to JS' displays total amount previously declared to JS from the partner at the date of submission of the current report to JS (state of play at the moment of first submission to JS).
- Column 'Total amount declared to FLC' displays total amount declared by partners to FLC from the certificates included in this project report. The total does not exclude amounts turned into sitting ducks/suspended by FLC!! Amount shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.
- Column 'Total amount certified by FLC' displays total amount certified by FLC for FLC certificates included in this project report. Amount shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.

- Section ‘FLC difference’:
    - Column ‘Total amount verified by FLC but found ineligible’ displays total amount cut by FLC from the items verified (does not include cuts on sitting ducks that are handled later). Applies only to FLC certificates included in project report. Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.
    - Column ‘Total amount declared to FLC in current report but not processed with the current certificate (FLC sitting duck)’ displays total amount that was declared to FLC together with one of the LoEs included in the project report but not verified by FLC (sitting ducks that might be processed with a different FLC certificate). Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.
    - Column ‘Total amount declared to FLC in different report(s) but processed with current certificate (FLC sitting duck)’ displays total amount that was declared to FLC with a different partner report (not with it's initial LoE) BUT was verified by FLC with one of the certificates included in project report (ducks included in certified but declared with different report). Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.
- Column ‘Total amount included in project report - declared to JTS’ displays total amount included in project report and declared to JTS. Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore and the date should be added.

5.3.5 'Attachments' tab

Figure 76 – Navigation bar – Attachments

The LP insures that all relevant evidence for the project planned outputs and deliverables are included/uploaded in the project report, in the ‘Activities’ section.

In case the evidence is already attached to a partner report corresponding to an FLC certificate included in the project report, the LP will not attach the document again, but will only indicate where it can be found in the ‘Attachments’ section.

Should any additional attachments be relevant for the entire project report, the lead partner needs to upload them in this ‘Attachment’ section. Any other attachment upon request by the programme should be attached in the ‘Attachments’ section.

Intermediary versions of deliverables or outputs should be updated only if it has been asked specifically.

Please acknowledge the maximum size of an attachment is 24Mb. In order to do so, please use the ‘Attachments’ tab.

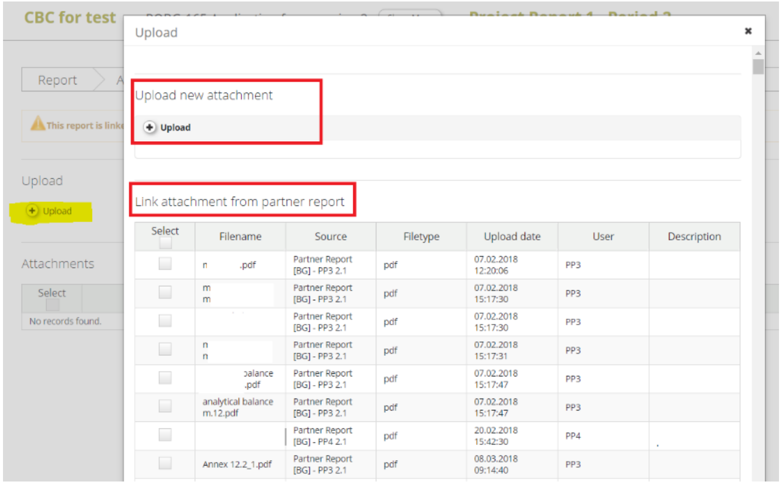


Figure 77 - Attachments to Project report

5.4 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.

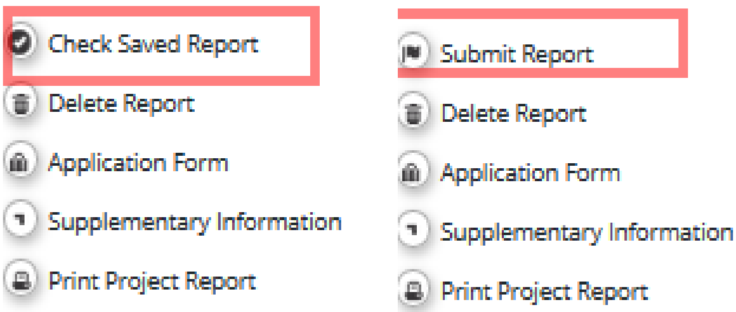


Figure 78 - Checking and submitting project report

The project report is submitted to the JTS. The report state is changed from ‘In progress’ into ‘Report Submitted to JTS’ 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						

Figure 79 - Report submitted

After submission, the lead partner can see the report but cannot modify it anymore. A new project report (final) can be opened once the previous one has been submitted to the controller/JTS, as the case.

Programme funded by EUROPEAN UNION

CHAPTER 6 – HELP AND TECHNICAL SUPPORT

For any problems you might experience with the eMS, please contact the Joint Technical Secretariat at:

- Email addresses: office@bsb.adrse.ro
- The email address of the JTS officers assigned to your project or
- By phone at +40 341 452 836 (during office hours 08:30 -17:00, Friday: 08:30-14:30 local time GMT+2)

In all communication related to e-MS, please don't forget to mention the following information:

1. E-MS code of the project you refer to (BSB-xx)
2. Partner and Number of the report or e-MS Section/Module/Function/ Screen/Field - for which you ask the question
3. E-MS user that encountered the problem
4. Short description of the error/problem you encounter (including actions performed by the e-MS user that triggered the error/problem)
5. Print screen with the error/problem/message you get from the system.

	Please note that the information above is vital for the celerity of solving the problem (as the accurate identification of the problem allows reproducing it in the e-MS testing environment in order to find a solution).