ATLANTIC AREA Transnational Programme
ESPACIO ATLÁNTICO Programa Transnacional
ESPACE ATLANTIQUE Programme Transnational
ESPAÇO ATLÂNTICO Programa Transnacional

European Union

European Regional
Development Fund

User's guide to complete the Execution Report

Investing in our commun future

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A - THE IMPLEMENTATION REPORT FORM: GENERAL PRINCIPLES & SETUP

The execution report and the payment / reimbursement claim are prepared and submitted to the Managing Authority each **semester** or **quarter** based on the Lead Partner's choice.

Frequency of the submission and the content of the Report

A**rticle 5.1** of the subsidy contract stipulates the frequency of submission.

The execution report describes:
-the details of the activities carried out within the project,
-the progress and results achieved according to the objectives and the monitoring indicators approved,
-the information and publicity actions carried out,
-the expenses made and paid, when the execution report includes a claim for payment / reimbursement.

The report will also provide explanatory elements regarding problems that may have emerged in the implementation of objectives or of the work plan and will provide information about the adopted or proposed corrective measures. Administrative modifications may also be proposed within each execution report.

It is **mandatory** to present an activity report complying with the deadlines mentioned in the timetable presented in **article 6.6** of the subsidy contract.
For a quarter periodicity, you must submit 4 reports year.
For the half periodicity, you must submit 2 reports year.
A**t least ONE** payment claim per year of activity must be submitted.

The reference period of the project report:
- The reference period is related to the physical issues of project implementation. At partner's level and globally at project level, information about the physical implementation attained during the reference period shall be reported;
- The reference period has no consequence in terms of expenditure claims. Financial documents of the current reporting period or any other period may be included in any project report, provided they concern duly paid eligible expenditures related to effective works achieved for the implementation of project activities.

Extraordinary execution report.
Within the implementation of the project, extraordinary reimbursements can be claimed. Extraordinary reimbursement claims shall be done through the submission of an extraordinary report. This report will be **SUPPLEMENTARY** to the reports due according to the timetable.
You **MUST** contact **previously** the JTS in order to ask for an extraordinary report.

A pre-completed form, an approach by partner, a dematerialisation of the documents

The report submitted by the Lead Partner contains the data approved by the Monitoring Committee or subsequently approved amendments as stated in the subsidy contract. The report is based on the global project (or the operation), but it is made up of the qualitative and financial information specific to each partner of the project.
This approach by partner is made possible through the generation of "sub execution report" from the general project form, then the individual "sub execution report" is available for each partner who must fill it in, before a final consolidation at project level can be made.

The Lead Partner is responsible for the consolidation of qualitative and financial information at project level.

The evidences/proofs of paid expenses shall be submitted in digital format within the project report and payment claims. Other relevant documents related to project activities shall also be submitted through the convenient section of the project report.

A.01 -   THE EXECUTION REPORT FORM: GENERAL PRINCIPLES

The major processing stages of the execution report

1) The JTS makes the execution report form available to the Lead Partner and to the partners, on the programme Platform for Collaborative Communication (PCC) in the specific section for the project.

2) Generation of the "sub execution report" for each partner. Each partner fills in the activities implemented as well as the expenses incurred and paid with the documentary evidence.

3) Each partner transfers to the first level controller the report form according to the option chosen (hard copy, via the PCC, or other digital format).

4) The first level controller sends the control report(s) back requesting possible corrections or enclosing the validation of expenditures declaration in case everything is in order.

5) Once the partner got the declaration from the first level controller, he transfers the report form to the national correspondent according to the option chosen (hard copy, via the PCC, or other digital format).

6) The national correspondent, once the supervision controls is done, sends the control report(s) back requesting possible corrections or enclosing the declaration of supervision in the case everything is in order**.**

7) Once the partner has the declaration of supervision and he/she fills in the report form and sends it to the Lead Partner via the PCC, by the deadlines mentioned in the Transnational Partnership Agreement.

8) After the consolidation the partner's reports at the global project level the Lead Partner makes the execution report available to the Managing Authority / Joint Technical Secretariat (JTS), via the web site, within the deadline defined in article 6.6 of the subsidy contract.

Synthetic flow chart of the Execution report and payment claim
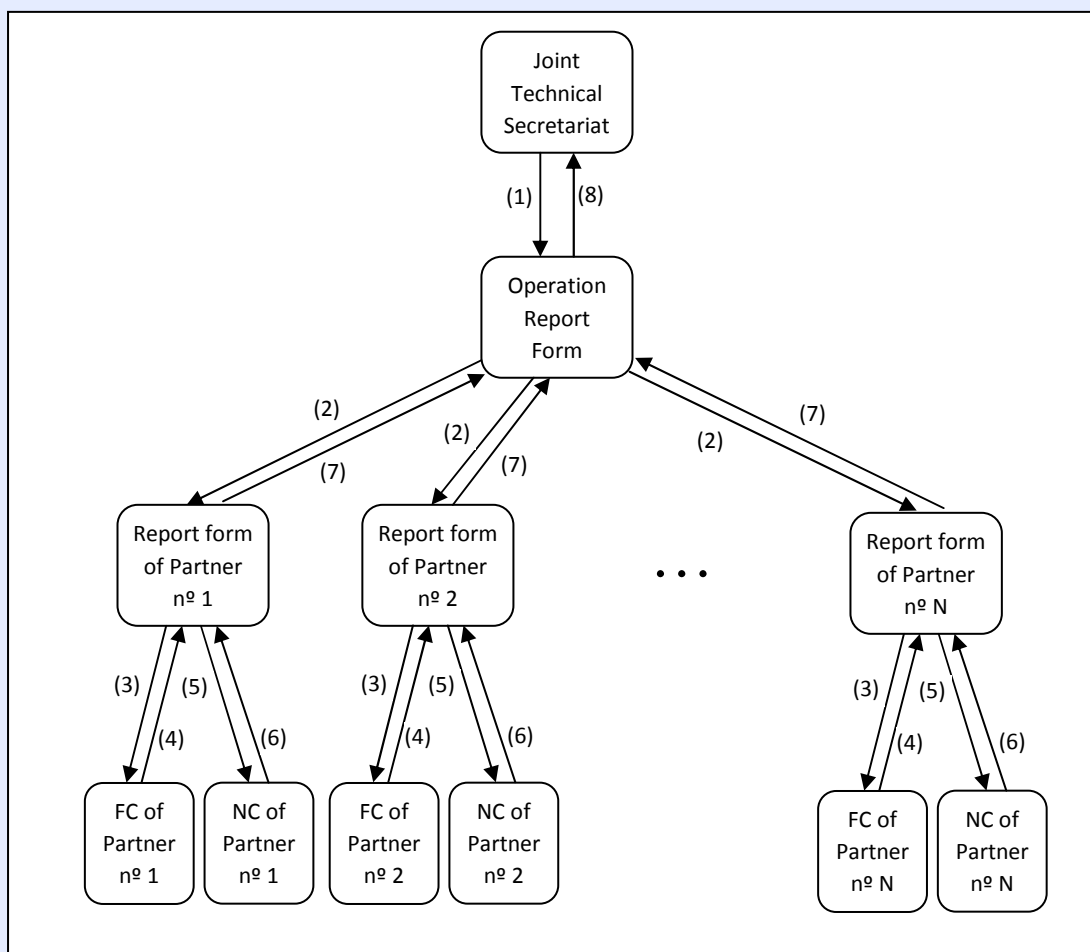
FC= Financial Controller (First level)
NC=National Correspondent

Availability of the report form on the Platform for Collaborative Communication (PCC)

According to the defined schedule, the JTS makes the execution report form available on the web site of the programme, in the section corresponding to the project execution report form. This form is pre-filled based on data of previous execution reports and data of the approved application form.

At the project level, the "execution report form" is available for the Lead Partner and the partners on the web site of the programme (Platform for Collaborative Communication – PCC) in the specific domain of the project in the section "Execution report and payment claims"

ADVICE
1º In order to prevent any trouble with the handling of report forms please avoid using your internal/corporate network. You are strongly recommended to use the disk of your own PC.
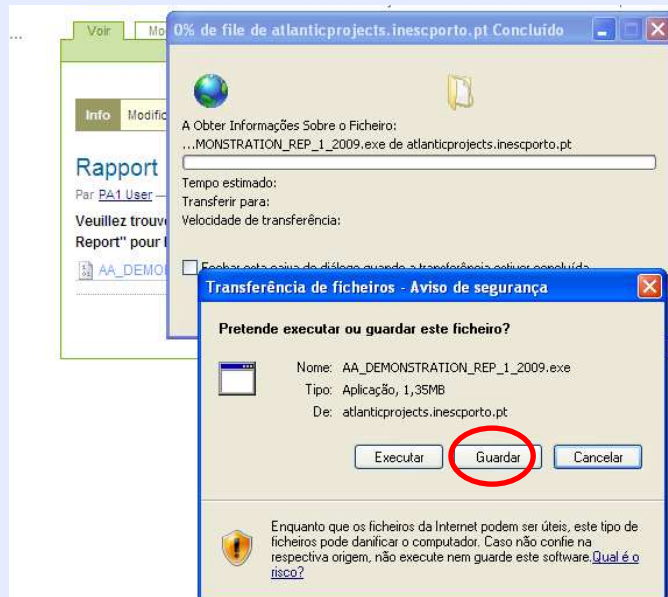**2º Avoid using large extensions names for your files. You are strongly advised to use a simple folder like C:\AtlanticArea and organise your information reports with such a directory.**

Click on the corresponding file, choose your destination folder (e.g. C:\AtlanticArea) and choose "Save".

Save the file of the report form on your computer in the folder chosen to manage your project reports.

The report form is in a zipped executable file whose name's structure is:
AA_«Project *Acronym* »_REP_«*Nº and year of the report* ».exe

Click on the zipped file and select "extract"
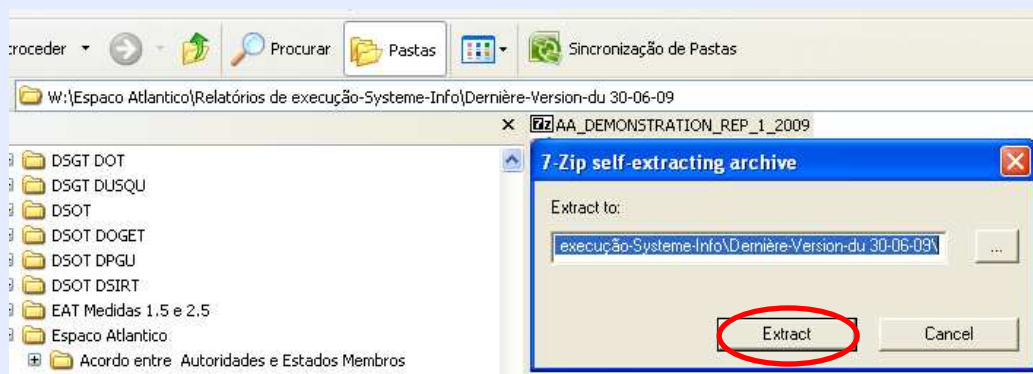
You obtain the execution report form at project level. The name's structure is:
 AA_«Project *Acronym* »_REP_«*Nº and year of the report* ».accdr

Note :
The execution report and payment claim forms run under Microsoft Access 2007. If you have not Microsoft Access 2007 on your PC, please refer to the freeware tool provided by Microsoft that you can download from:
http://www.microsoft.com/downloads/details.aspx?familyid=d9ae78d9-9dc6-4b38-9fa6-2c745a175aed&displaylang=en
Access 2007 Runtime is a rich freeware platform enabling to run Access 2007 applications by which you can run all Atlantic Area electronic forms without a full installation of Access 2007.

A.02 - HOW TO INSTALL THE APPLICATION FORM?

Generate the execution report form for each partner.

The file for the execution report at project level allows you to generate a "sub report" for each of the partners.

CAUTION
A "sub report" must be generated for each partner as well as for the Lead Partner for its specific activities and expenses.

You can generate the "sub reports" specific to each partner in **two ways**:
- generation only by the Lead Partner for all the other partners,
- Individual generation by each partner.

See the section B.02, for details on the process.

B - THE FIRST STEPS THAT MUST BE CARRIED OUT

Presentation of the general structure of the form related to the **global** project.

The execution report form is divided into 15 sections which, for the referred period, allows you to:
- describe the activities carried out,
- declare and justify the expenses made and paid,
- make a payment claim.

Some rules on how to work with the form:

To **EXIT** the form, **ALWAYS** return to the home page and click on **Exit**

To **ACCESS** a section, click on the number of the corresponding section

To **UNDO** the last input click on **ESC**

The "**COMPACT**" command.
This command allows the file compacting and to reduce its size.

ADVICE:
1º In order to speed up the form edition you shall maintain the **Compact** option **unselected**.
2º However, in order to improve internet exchanges, you **MUST** tick "Compact" before uploading the form on the PCC.

To **EXIT** a section, in the upper right hand corner of the screen, you must click on the Close or in the "X" button
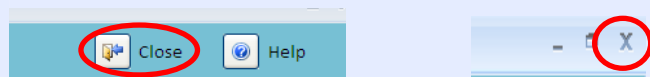
NOTE: The data inserted in a section is automatically **saved** when you exit the page
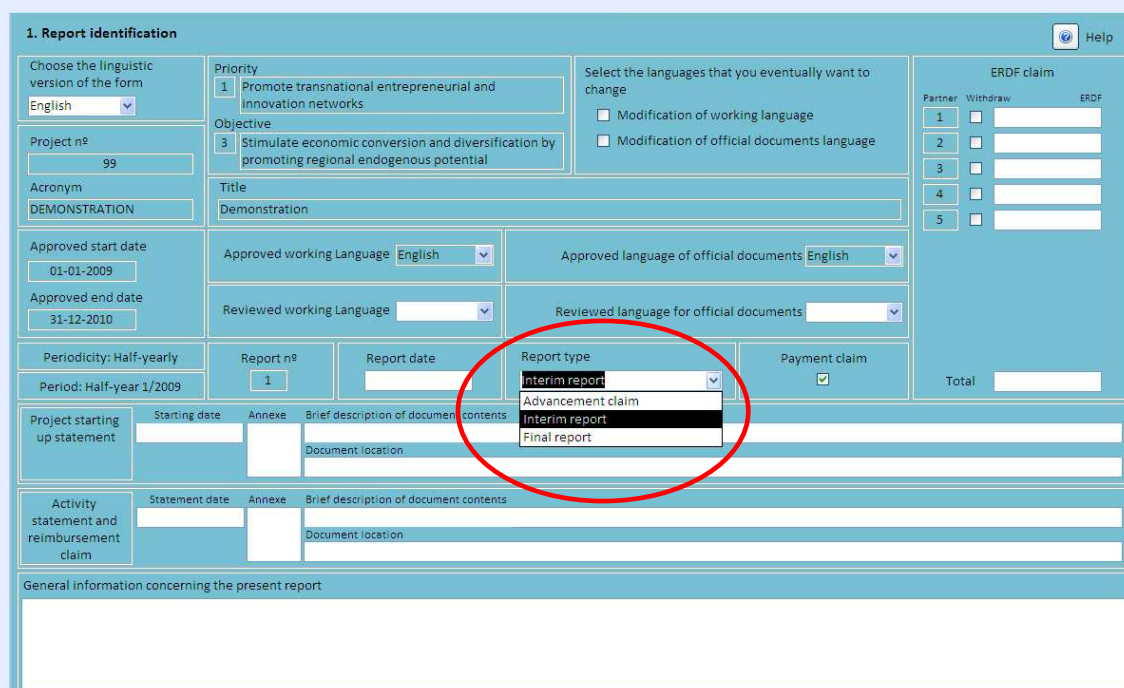
On each page **HELP** is available.
Help allows you to permanently access advice related to what should be filled in for the different fields appearing on the page of the screen.
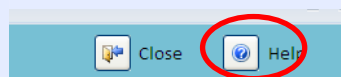
The first processing stages of the execution report form

- Select the type of form (Advancement claim, interim report, extraordinary report or final report)

- Report date
Specify here the date of the day you submitted to the Managing Authority / Joint Technical Secretariat.

- ERDF claim
In this section, all the partners appear ordered numerically.
If, during the implementation of the project a partner withdraws from the project, the box "Withdraw" will be ticked. This information will remain until the end of the project.

- The ERDF column.
The Lead partner should indicate here the ERDF amount requested by each partner. If the partner **does not make an ERDF request** for this execution report, keep the field empty.
Refer to section **D.01** of this User's Guide, which corresponds to the consolidation of information by the Lead Partner.

- Modification of the work language and the language of official documents
If the partnership intends to change in relation to the approved application, should do it by:
. select the changes to do
. Select the language in the scroll list.

The specific case of an advancement claim

An advancement of 3% of the approved ERDF may be granted upon request of the main beneficiary after Subsidy Contract signature (article 4, line d). In the form you should add the project starting up statement and a (declaration that certifies activities have started) and the advancement claim statement.

This amount will be deducted to each one of the partners from the first payment / reimbursement claim

Refer to section **D.01** of this User's Guide, corresponding to the consolidation of information by the Lead partner, with respect to the declaration to be attached.

Generate the execution reports form for each partner

Whatever chosen way (generation by the Lead Partner for all the partners / individual generation by each partner), you must click on "Generate partner forms".
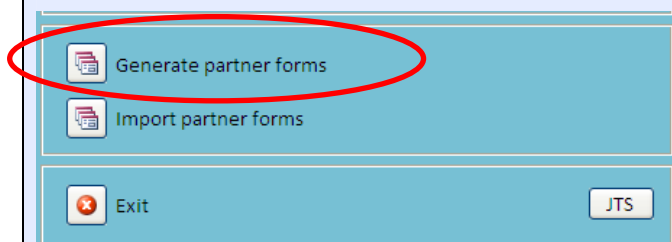
The Lead Partner may make a group generation for all the project partners by clicking on **button 1**.

In the case of individual generation, each partner must edit its own "sub report", the partner chooses the nº and the name corresponding to its organisation in the scroll list and click on **button 2**.
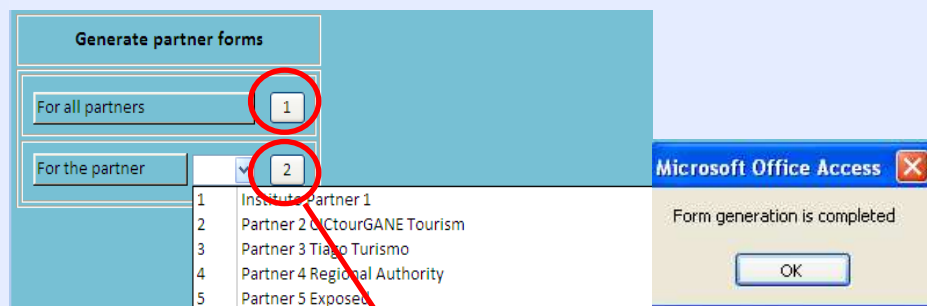
The system automatically creates the file corresponding to the partner(s) selected in the directory that has been previously specified.
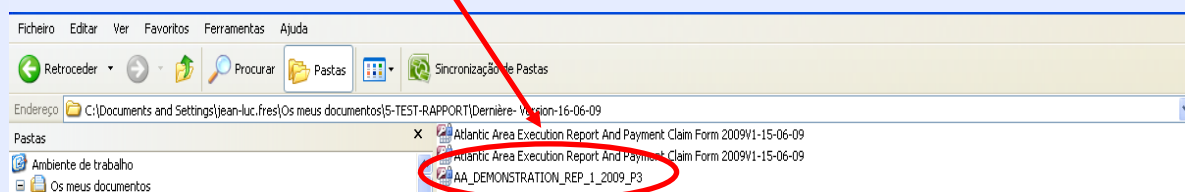
The format of the name of the file which is created **for each partner** is :
AA_ "*Acronym of the project*"_REP "*Nº & year of the Report*"_P"*Nº of the Partner*"

ADVICE
Each partner should save the file in a directory with an explicit name detailing the nº and the period covered by the report.

Case nº1
If the Lead Partner issued all the "sub report" for each partner, he needs to make them available for each of them on the website of the programme (PCC).

The Lead Partner must download the report at the project level, then generate the "sub report" for each partner and finally put each "sub report" on the PCC in the directory "Execution report and payment claim", in the section "Partner Reports".

ADVICE

- To clarify and ease the access, a folder for each project partner can be created.
- In order to speed up the download you must zip the files.

Case nº2
If partners decide to generate themselves and directly their report, they download the report form at the project level, located in the directory "Blank forms", then, they generate their own "sub report" and save it on their PC.
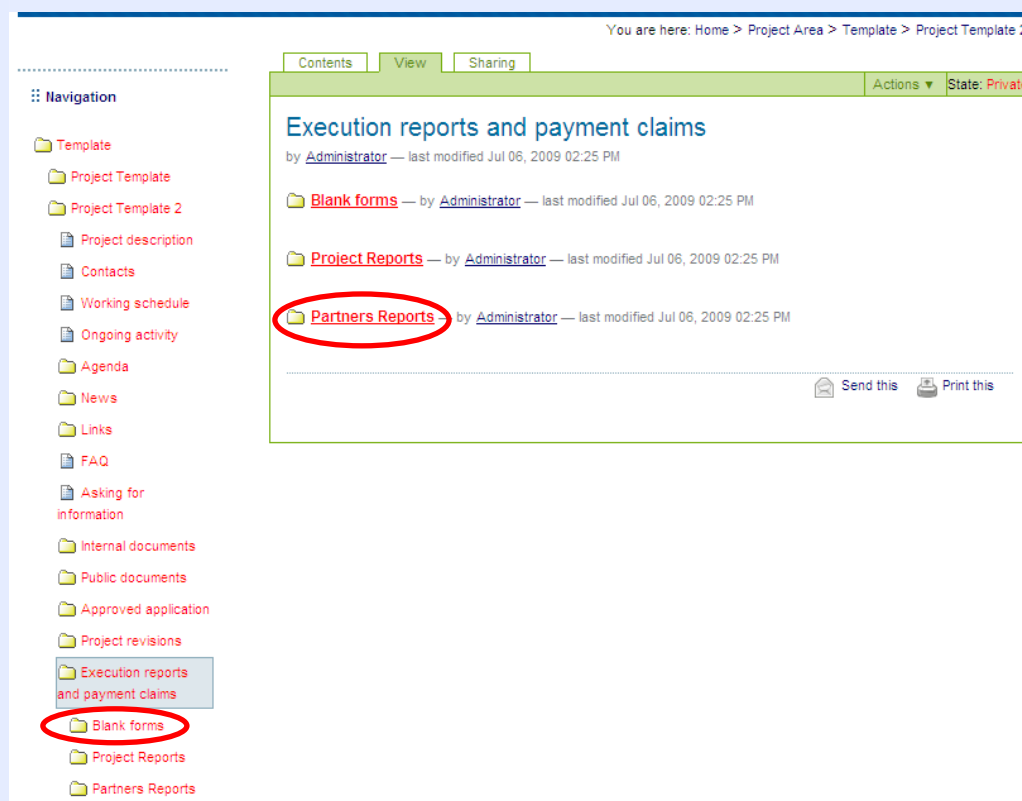
C - THE EXECUTION REPORT FOR THE PROJECT PARTNER

If, for any reasons, you have inserted data in a previous execution report , you can, **NOW**, transfer all or part of the data, **to the new version**.

How to retrieve the information included in a previous execution report version?

Example of situation:
- You include data within the report **nº 1-2010**, but you've not been able to be ready on time and the Lead Partner in order to meet the deadline date, submitted the report **nº 1-2010 without** your financial information.

In order to avoid starting again on **nº 2-2010**, the form allows you to incorporate the data included in the previous report.

Open the Access file of the execution Report in which you want to include the data.

Click on "Import data from a previous report version"

Note: You must import the data from a previous report version before any edition of the form. If you start to complete the form you will no longer be able to import data from other report versions.

If you have financial documents stored in a previous report version and you want to include new financial documents you must first import data and then include the additional financial documents.

The following pop up window opens

Import data from a previous report version   Import

Partner form file

Data that can be imported:
- ☐ Section 2: Partnership composition
- ☐ Section 6: Partners actvity
- ☐ Section 7: Partners annexes
- ☐ Section 8: Control of partners'activity
- ☐ Section 8.7.1: Listing of in situ verifications
- ☐ Section 8.7.1: Listing of irregularities detected
- ☐ Section 11: Financial annexes
- ☐ Section 12: VAT declarations
- ☐ Section 12: VAT reimbursement claims
- ☐ Section 13: Declaration of expenditures
- ☐ Section 13: Expenditures justifications
- ☐ Section 14: Declaration of resources
- ☐ Section 14: Resources justifications

Click on the "Folder" to select the Access file of the execution form of the previous report from which you want to retrieve the data.

Choose the file from which you want to retrieve the data.

Import data from a previous report version   Import

Partner form file

Procurar

Procurar em: Version-05-Mai-2010

- Os meus documento...
- Ambiente de trabalho
- Os meus documentos
- O meu computador
- Os meus locais na rede

AA_DEMONSTRATION_REP_1_2009_P1.accdr
AA_DEMONSTRATION_REP_1_2009_P1_initial.accdr
AA_DEMONSTRATION_REP_1_2009_P2.accdr
Demonstration of Execution Report And Payment Claim Form 2010-05-08.accdr

The system ticks the sections where data has been found.

Note:
You must verify if all convenient sections to be imported are ticked. If a section is missing please contact the JTS

Click on "Import", the system mentions if the import has been correctly completed.

Import data from a previous report version   Import

Partner form file

:cution\Version-05-Mai-2010\AA_DEMONSTRATION_REP_1_2009_P1.accdr

Data that can be imported:
- ☑ Section 2: Partnership composition
- ☑ Section 6: Partners actvity
- ☐ Section 7: Partners annexes
- ☑ Section 8: Control of partners'activity
- ☐ Section 8.7.1: Listing of in situ verifications
- ☐ Section 8.7.1: Listing of irregularities detected
- ☑ Section 11: Financial annexes
- ☐ Section 12: VAT declarations
- ☐ Section 12: VAT reimbursement claims
- ☑ Section 13: Declaration of expenditures
- ☐ Section 13: Expenditures justifications
- ☑ Section 14: Declaration of resources
- ☐ Section 14: Resources justifications

The general structure of the execution report for each of the partners allows access **to 9 partner level sections**.

In addition, the form gives access to other functions which facilitate the completion process of the report namely the financial aspects and also the access to standard documents which may be used to formalise certain steps of the first level control procedure.

Function «Error Detection»
This button allows you to detect errors or inconsistencies in the data uploading. Do not hesitate using it during the input process, namely for the financial information input (expenses, financial attachments, resources). **For each partner**, when you have finished filling in your report, it is important to use this function **before** putting making your report available to the Lead Partner.

The error detection is a procedure to automatically identify possible incoherencies on report completion. 3 kinds of results are reported:

- **"Errors"** - consisting in major incoherencies that **must be corrected** before report submission to the Managing Authority;
- **"Warnings"** - consisting in potential incoherencies that **must be entirely read** and carefully analyzed as they could possibly require corrections;
- **"Remarks"** - consisting in information concerning minor incoherencies in relation to none compulsory suggestions established for guiding the report completion.

Function «View and print report data»
This Function gives you the possibility to print out the project report sections.

☐ Reports

View and print report data		❓ Help

T	Print all report		8	Control of partners activities
1	Basic information		9	Work plan reporting
2	Administrative information		10	Communication plan
3	Global performance		11	Financial annexes
4	Operation management		12	VAT declarations
5	Operation annexes		13	Declaration of expenditures
6	Partners actvity		14	Declaration of resources
7	Partners annexes		15	Monitoring indicators

Q Print Final Report Questionnaire	🔁 Back to the main menu

Function «Export to Excel report data»
This Function gives you the possibility of exporting a list of tables to Excel, which allow to complete more easily certain financial data and to control that the information included is coherent with that of the project monitoring tools you have developed separately.

☐ Reports

Export to Excel report data	❓ Help

📊 Financial synthesis	📊 Physical and financial execution of operational activities
📊 Physical execution	📊 Physical execution of operational actions
📊 Project documents list	📊 Physical and financial execution of communication activities
📊 Partners documents list	📊 Monitoring indicators

📊 Resources per year and item	📊 Financial documents listing
📊 Resources per partner and year	📊 Allocation of expenditure probative documents
📊 Resources per partner and item	📊 Allocation of resources probative documents
📊 Resources per partner, year and item	📊 VAT reimbursement claim

📊 Expenditures per activity	📊 Expenditures per partner and year
📊 Expenditures per year	📊 Expenditures per partner and item
📊 Expenditures per partner	📊 Expenditures per partner and activity
📊 Expenditures per item	📊 Expenditures per partner, year, activity and item

🔁 Back to the main menu

Function «Print report statements»

This function allows you to print some standard declarations. In the right column you may prints models, while in the left column you may generate the following custom declarations:

1ª For first level control:
- Print Desk Control Statement
- Generate List of desk controlled documents

2ª For on-spot control:
- Print on-spot Control Statement
- Generate List of on the spot controlled documents

3ª For National Correspondents control:
- Print Control Procedures Supervision Statement

4ª For partner closure statements:
- Print partner activities closure Statement

5ª For lead partner statements:
- Print Project Starting up Statement
- Print Advancement Claim Statement
- Print Interim Report Statement
- Print Final Report Statement

Function «Extraction of attached files»
Allows all the PDF documents enclosed in the report to be made available in file format ordered according to the section of the form.

This section displays the general information on the administrative information of the partner and the persons involved for this organisation in the implementation of the project.

It is possible when doing an activity report to point out certain minor alterations done in the administrative information.

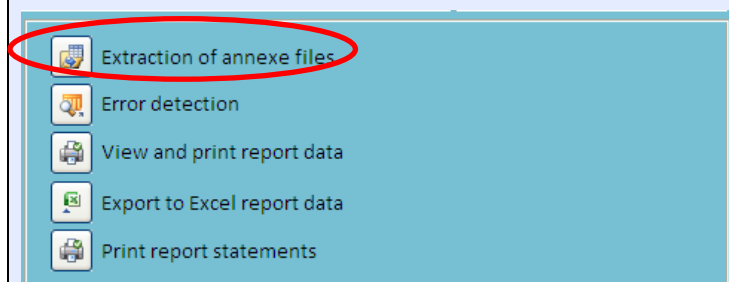This **modification** is only possible through the **"sub report" of each partner.**

ADVICE Nº1

Check that the information displayed is correct. **Control** if the choice for the field "Type of organisation" is the correct one, address, telephone and emails.

Check that all the information provided for the coordinates are updated.

ADVICE Nº2

Although it is technically possible, **do not wait 3 or 6 months** to **point out** to your Lead Partner ALL the changes that have occured.

The quality of the information and the possibility to contact you depends on your immediate reaction and on pointing out these **alterations to your Lead Partner** as soon as they occur. It is up to the Lead Partner to communicate as soon as possible these changes to STC through the relevant form provided by the programme.

If there was no alteration for this data, go to the following section.

Note: In the case of change of the legal representative, you must attach in section 7 a probative document of the new legal representative.

Section 6 allows **each partner** to :
- describe the partner's activities within the implementation of the work plan,
- give information regarding certain European regulations,
- give information about the public procurement procedures or open competition

Section 6.1: Partner's participation in the work plan during the period of the report
On the right, you can see what was indicated in the initial application for the partner in question. In the active field, you should describe the activities developed during the period of time to which the execution report refers.
Limited to 1 000 characters

6.1 - Partner participation in the work plan

Partner participation in the working plan achieved in the reporting period	Partner participation in the approved work
	Regional network partner in the regional d the Atlantic Creative Tourism Showcase, a

Section 6.2: Conformity to fundamental European regulations
In this section are described the actions or measures implemented which relate to the significant principles laid down in European legislation, for the period to which the execution report refers.
Specifications will be given on the principle applying to the partner in terms of public procurement procedures, state aids, environment and equal opportunities.
Limited to 10 000 characters

6.2 - Conformity with fondamental community rules

Description of relevant incidences, measures and actions taken concerning public procurement, state aids, environment and equal opportun

Section 6.3: Information on publics contracts
Describe the procedures effectively implemented within the public procurement procedure applying for awarding contracts or the open competition procedures according to the applicable regulation in the partner's country, during the period to which the contract refers. **Limited to 10 000 characters.**

6.3 - Public procurement information

Description of amounts and procedures involved in actions covered by public procurement rules

Notes:

1) In this section you must summarise the information about public procurement procedures implemented during the report reference period. You must inform about:
- Description and amount of expenditures;
- Type of public procurement procedures applied;
- Publicity measures;
- Number and Type of applicants;
- Adjudicated entities.

2) Details should be submitted through documentation to attach in the section 7.

3) If no public procurement procedures were applied during the report reference period, you must insert the following information: No public procurement procedures were applied during the present reporting period.

Section 7 allows the partner to send (preferably **in PDF format**), relevant documents or extracts of documents concerning the activities implemented.

Note: In order to minimize the form size you must create PDF attached files with minimum resolution.

For each document annexed you must:
- choose the type of document within the proposed typology,
- do a brief summary of the content,
- indicate the reference date of the document (very often the production date),
- indicate where the original is archived.

How to attach a document?
- double click on « Annexe », a dialogue box appears, click on « Add » to access your documents and choose the document to attach.
- choose the document and press « OK ».

How to add a new attachment?
Just click on « Add new annex », a new line appears, by default it contains le nº of partner of the project and an identification number of the attached documents.

How to remove an attachment already attached?
Choose the annex you want to remove. Click on "Delete annex". The system updates the numbers of the other annexes.

This section 8 allows to :
- indicate your status regarding VAT,
- insert the declaration of compliance regarding fiscal administration in the partner's country,
- insert the declaration of compliance regarding social contributions due in the partner's country,
- indicate the service provider or organisation ensuring the 1st level control (financial controller),
- annex, in PDF format, the declaration and other documents regarding the 1st level control,
- annex, in PDF format, the declaration and other documents regarding the supervision of the 1st level control done by the competent national authorities,
- annex, in PDF format, the declaration and other documents regarding a possible on-the-spot control.
- annex, in PDF format, the partner closure declaration which shall be submitted within the Final Report..

Section 8.1: Status in terms of VAT
Indicate here if you can or cannot deduct VAT in relation to tax authorities.

8. Control of partners' activity	Partner 3 Tiago Turismo	Gerencia de Turismo	Select partner	Help
Nº 3	España	Galicia	|⁅|◀|▶|⁆|

8.1 Partner with right to deduct VAT?	Yes ▾
	Yes
8.2 Tax regularity statement	No

Note: If the partner wants to communicate the evidence regarding the VAT status, it must be enclosed in the section 7 "Partner annexes" by choosing the typology "Statements and officials documents".

Section 8.2: Declaration of compliance with the fiscal obligations
You must annex here, **in PDF format**, a document concerning the status of your organisation regarding tax obligations (see notes below referred to sections 8.2 and 8.3).

8.2 Tax regularity statement		
Annexe	Reference date	Brief description of document conte
		🔲
	Valid until (*)	Document location
	(*) In case of official document, mention the time-limit, please. In case of declaration on honour, leave it in blank.	

Section 8.3: Declaration of compliance with the payment of social contributions
You must annex here, in PDF format, a document concerning the compliance of your organisation with the payment of social contributions (see notes below referred to sections 8.2 and 8.3).

8.3 Social contributions regularity statement		
Annexe	Reference date	Brief description of document conte
	Valid until (*)	Document location
	(*) In case of official document, mention the time-limit, please. In case of declaration on honour, leave it in blank.	

The insertion of documents in sections 8.2 and 8.3 is done by double clicking on « Attachment ». You must:
- specify the reference date of the document,
- write a brief description,
- indicate where the original is saved.

Notes referred to the documents that are accepted under sections 8.2 (Tax compliance statement) and 8.3 (Social contributions regularity statement):

1º The documents to be uploaded to these fields shall strictly comply with national rules.

2º Depending on Member-States specificities, three kind of declarations are allowed:

a) Official declarations signed by the competent national authorities certifying that the concerned partner is not in debt with the tax and with the social security systems.

b) Solemn declaration signed by the legal representative informing that the entity she/he represents is not in debt with the tax and with the social security systems.

c) Formal declaration signed by the project contact person or the legal representative informing that in the referred Member State such declarations are not foreseen/not mandatory as a precondition for the submission of an ERDF reimbursement claim.

3º Documents mentioned above are transferred with execution reports and shall be updated on the basis of the following rules:

a) Official declarations shall be updated whenever necessary to include the period up to the submission of the reimbursement claim by the Management Authority to the Payment Authority that is a minimum of 30 days following submission of the implementation report by the lead partner (Portuguese and Spanish partners).

b) Solemn declarations shall be updated for each implementation report through which the partner claims a reimbursement.

c) In the case of a formal declaration informing that tax and social contributions compliance declarations are not required, it needs to be submitted only once.

Section 8.4: Financial controller

You must specify in this section all information about the first level controller.

As a reminder, the controller must have been validated by the competent national authorities.

8.4 Financial controller	
Tax Identification	Organization
Surname	Address
Name	Post code / City
Phone / Fax	Country / Email

Section 8.5: Results of the administrative verifications

This section allows you to annex, **in PDF format**, the control report form the 1st level controller which is entitled to do this type of control within your organisation. The control reports include a desk control statement, **AND the list** of documents controlled, as well as the documents requested within the process defined at national level.

Note: The on desk control statement and the list of documents controlled on desk are generated within the section "Print report statements".

Documents to be included
- Print Desk Control Statement
- Generate List of desk controlled documents
- 1st level control check list
    FR - Check-list contrôle de 1er niveau
    IE - Article 13 Completion check list and performing transaction testing – Eligibility rules check list
    PT - Lista de verificação e declaração do controlador (Anexo 6A IFDR)
    SP – Informe de verificación de gestos y Listado de comprobación de los requisitos del Art. 13 del RGTO. (CE) Nº 1828/2006
    UK - Performing transaction testing – Eligibility rules check list

You must tick the box « Certified? » when the control report is attached (statement + listing) and the expenditures declared are validated as correct and exempt of errors.

For details see specific Part on First Level control process.

The insertion is done by double clicking on « Annexe », you must:
- specify the reference date of the document,
- write a brief description,
- indicate where the original documents are saved.

8.5 Administrative verifications results		
Annexe	Certified? ☑	Brief description of document contents
	Reference date	Document location

Section 8.6: Supervision of the National Correspondent
This section allows you to annex, **in PDF format**, the declaration established by the competent national authorities ensuring the supervision of the measures of control at a 1st level, as well as the document requested within the process defined at national level.

Note: The supervision statement may be generated within the section "Print report statements".

You must tick the box « Certified? » once the section 8.5 has been filled in and the supervision statement attached.

The insertion is done by double clicking on « Annex », you must:
- specify the reference date of the document,
- write a brief description,
- indicate where the original documents are saved.

8.6 National Correspondent supervision		
Annexe	Certified? ☑	Brief description of document contents
	Reference date	Document location

Section 8.7: On the spot Verification
This section allows you to annex, **in PDF format**, the on the spot control report regarding controls done on the partner's premises or on any other place allowing to verify the reality of the investments, equipments, materials, financed within the project's implementations. The on spot control statement **AND** the list of documents controlled on the spot, as well as the document requested within the process defined at national level must be attached in this section 8.7.

Note: The on the spot control statement and the list of documents controlled on spot are generated within the section "Print report statements".

Documents to be included
-    Print on-spot Control Statement
-    Generate List of on the spot controlled documents

Section 8.7.1 Listing of the in situ verifications and irregularities

Clicking on the button the following screen appears giving the listing of all the evidences defined within the previous reports and the current one.

Menu 5												_ □ X

8.7.1 Listing of in situ verifications and irregularities detected					Verified		Irregularities ammount detected			Errors	
Report	Partner		Financial document and correspondent payment dates	Allocated value	Bef	Act	previously	by the Programme	Actual process	Typology	Nº
1/2009	1	1	01/03/2009	Humans resources February	2 000,00 €	☐	☑			22,00 €	🗐	
1/2009	1	2	01/04/2009	Humans resources expenditures March 2009	2 400,00 €	☐	☐				🗐	

The information is displayed according the following items:
- The report number
- The partner number
- The reference of the document and the allocated value
- A column "Verified" sub divided in two.
"Bef" = "Before"
When this box is ticked it means this specific evidence has already been checked within a previous control.

This previous control could serve to identify irregularities.
In the column "Previously" you find the possible irregularity identified within a previous on the spot control. It clearly means that it is perfectly useless to check it again within the current report.

In the column "By the programme", you find the possible irregularity identified by a programme body (Audit Authority, European Commission's audit). This clearly means that it is perfectly useless to check it again within the current report.

"Act" means "Current"
If, within the in situ control of the **CURRENT** report an irregularity referring to previous reports is detected, you **MUST** tick this box and mention the amount which is considered as irregular and which **must be deducted**.

In case an irregularity is detected you must click on "Typology", in order, within the list displayed, to define the type of irregularity.

Irregularities		_ □

Listing of irregularities detected		
Report 1/2009	Partner 1	Doc 1

	Irregularities	
31	Ineligibility of the beneficiary	☐
32	Ineligibility of the project	☐
33	Alterations to the project approved	☐
41	Duplication of aid	☐
42	Expenditures not imputable to the project	☐
43	Expenditure outside the period of eligibility	☐
44	Expenditures without receipts	☐
45	Expenditures superior to the legal limits	☐
46	Criteria of imputation internal/ indirect costs	☐
47	Lack of reasonableness of expenditures	☐

In the section "View and print report data", the on the spot control statement is generated as well as the listing of documents controlled on the spot.

You must tick the box « Certified? » when the on the spot control report is attached (statement + listing) and the expenditures declared are validated and the possible irregularities mentioned.

The insertion is done by double clicking on « Annexe », you must:
- specify the reference date of the document,
- write a brief description,

- indicate where the original documents are saved.

8.7 On-the-spot verifications ☑		
Annexe	Certified? ☐	Brief description of document contents
	Reference date	Document location

The partner closure statement

The partner statement as generated in the section Report Statements shall be submitted through the section 8.8, which will be available in the Final report.

8.8 Partner activities closure statement		
Annexe	Reference date	Brief description of document contents
	Document location	

Section 11 lists all the evidences/supporting documents regarding the expenses presented and **paid which have not yet been subject to an ERDF claim**. Each annex of probative documents shall be allocated to one or more eligible expenditure budget heading. For the resources, the documents can correspond to non matching complementary funds (revenue generated by the project, European Bank of Investment or other extra co-financing fund)

Probative documents are evidences of the reality of the expenditures, making proof that they were effectively paid and they are in direct relation to the project. You don't need to attach all pieces related to expenditures, but only those that you consider sufficient as probative evidences of expenditures or defined as such by the National Authority in charge of the supervision of the First Level control process.

Such evidences shall demonstrate that expenditures were allocated to the project (identifying documents with the project acronym or using a specific stamp), mentioning the amount (discriminating the part of document value registered as project expenditure) that they were effectively paid and registered within the project accounting (by the presentation of accounting listing evidences).

ADVICE Nº1
You may register as a single financing annexe a set of expenditure evidences related to the same budget year and expenditure heading (e.g. human resources may be presented by the complete set of wage slips or other probative document regarding staff team involved in the project, provided they demonstrate that the amount declared were paid and registered as project expenditure).
For a specific travel involving one or two people, you **MUST** group all the evidences and **AVOID** to write a line for each specific document.

ADVICE Nº2
Organise for each partner the financial documentation
The execution report is divided per year, activity and type of expense (budget line).
It is therefore **very important** to implement, **right from the beginning of the project**, an **indexation** system of expenses, which facilitates the location of the evidences when writing the execution report.
Each set of evidences justifying item or **group of items** of an expense, in PDF format, could be indexed specifying:
- the budget year to which it refers (Ex: 2009),
-Act 3 & 4-Trip and Accommodation – M Smith Work meeting xxxxx du xx/xx/2009.

Group in the same attachment **ALL** the evidences related to this trip.

When a set of evidences are related to several activities, please mention the various activities but **DO NOT duplicate** the same set of documents for each activity is related to.

ADVICE Nº3

To reduce the number of documents attached **DO NOT DUPLICATE** documents. If a probative document justifies two or more expenditures defined in different budgetary line, the allocation is done by splitting the global value between the different related budgetary lines.

Furthermore, you can **join the logical sequence** of certain evidences related to an expense: order document / invoice issued by the supplier / bank statement attesting the payment.

ADVICE Nº4

Register the attachments in increasing chronological order, i.e starting by the oldest year. In fact, in section 13 «Expenses declaration» the expenses are organised with this chronology.

How to get justification documents of the declared expenses in the execution report?

- double click on « Annexe », a dialogue box appears, click on « Add » to access your documents and choose the document to attach.

- choose the document and press « OK ».

Note: In order to minimize the form size you shall create pdf attach files with minimum resolution.

11. Financial annexes	Σ	Total amount = € 28560	Total certified = € 28560	Annexe Nº 2	Add new annexe	Delete annexe	Close	Help

Annexe	Partner	Doc Nº	Value (including VAT)	VAT deductible	Certified amount	Brief description of document contents	Comments on the VAT	Expenditures
PDF	3	1	25.000,00 €		25.000,00 €	2009 - Act 2,3 and 4 - Human Resources		
	Document type		Reference date	Payment date		Document to be corrected	Document location	Resources
	Invoices, receipts, payment ord ▼		31-12-2009	31-12-2009			Partner 3 Premises (Accounting Department)	

Annexe	Partner	Doc Nº	Value (including VAT)	VAT deductible	Certified amount	Brief description of document contents	Comments on the VAT	Expenditures
PDF	3	2	3.560,00 €		3.560,00 €	2009 - Act 13 and 14 - Masson Services		
	Document type		Reference date	Payment date		Document to be corrected	Document location	Resources
	Invoices, receipts, payment ord ▼		09-03-2009	04-05-2009			Partner 3 Premises (Accounting Department)	

Which different information do you have to fill in?

- «the amount (VAT included)» in **Euros** related to the expense for which the justification documents are presented.

- «VAT deductible», the amount of VAT deductible. If you have not the right for deducting the VAT you may keep this field empty.

- «certified amount», it is the **total or partial amount** certified by the 1st level controller and which refers to the related expenses of the project. When you have the right to deduct VAT the certified amount shall be net of VAT.

- «brief description of the document», description of document **according to the advised indexation rules**.

- «type of document», choose the pertinent typology in the scrolling list.

- «reference date», reference date for example for the emission of the invoice.

- «payment date», date of payment of the expense.

- «where the original is archived», location of the original or originals documents supplied in numeric format.

- «Comments on VAT», Relevant information, namely when the expenditure refers to different VAT rates.

Notes:

- The sum of certified amounts in **the section 11** plus pro rata VAT claimed in section 12 shall be **equal** to the expenditure declaration in **section 13** (plus eventual non matching funds declared in section 14).

- If a partner has the right to deduct VAT, the certified amount cannot be greater the document including the value of VAT.

- VAT shall be declared within the section 12 only after obtaining the pro rata declaration from the tax authorities when the beneficiary organisation is dealing with this pro rata system.

How to verify that the documents and the associated expenses correspond to what you intent to declare?

At the top of the page, you can activate a button **∑**. It will allow you to cumulate the declared and certified total amounts. You can thus verify that it corresponds globally to what you wish to declare within the execution report framework.

How to add a new attachment?
Just click on « Add new annexe », a new line appears, by default it contains le nº of partner of the project and an identification number of the attached documents.

11. Financial annexes	∑	538,20 €	Total amount	450,00 €	Totale certified		Add new annexe		Delete annexe		Help

How to remove an attachment already attached?
Choose the annexe you want to remove. Click on "Delete annexe". The system updates the numbers of the other annexes.

In the box « **View and print report data** »,

View and print report data

You can edit the excel table of the list of financial documents introduced as well as the list of documents related to expenses and to resources in a specified way. **When the table appears, does a right click to save it in excel format.**

Export to Excel report data

Financial synthesis	Financial documents listing
Expenditures per partner and item	Allocation of expenditure probative documents
Expenditures per partner, activity and item	Allocation of resources probative documents
Expenditures per activity	VAT reimbursemnt claim

How to relate a set of probative documents to budget lines of the budget ?

At this stage, via the section 11, you can already charge a set of probative document to expenditures define within one or several budget lines of the budget.

Clicking on "**Expenditures**", a pop up screen appears displaying all the budget lines define for this partner within the budget for the year of payment mentioned.
Defined or eventually split a part or the total of the certified amount to the related budget lines in the column "Value allocated".

11. Financial annexes Σ | Total amount = € 28560 | Total certified = € 28560 | Annexe Nº 1 | Add new annexe | Delete annexe | Close | Help

Annexe	Partner	Doc Nº	Value (including VAT)	VAT deductible	Certified amount	Brief description of document contents	Comments on the VAT	Expenditures
	3	1	25.000,00 €		25.000,00 €	2009 - Act 2,3 and 7 - Human Resources		

Document type	Reference date	Payment date	Document to be corrected	Document location	Resources
Invoices, receipts, payment ord	31-12-2009	31-12-2009		Partner 3 Premises (Accounting Department)	

Annexe	Partner	Doc Nº	Value (including VAT)	VAT deductible	Certified amount	Brief description of document contents	Comments on the VAT	Expenditures
	3	2	3.560,00 €		3.560,00 €	2009 - Act 3 and 5 - Masson Services		

Document type	Reference date	Payment date	Document to be corrected	Document location	Resources
Invoices, receipts, payment ord	09-03-2009	04-05-2009		Partner 3 Premises (Accounting Department)	

Expenditures justifications | Partner Nº 3 | Expenditures year: 2009 | Doc Nº 1 | Help

Certified amount = € 25000 | Allocated amount = € 25000 | Available amount = € 0

Expenditure item	Activity	Approved	Cumulated	Value allocated
Human Resources	2 - Project Management	6.000,00 €		6.000,00 €
Human Resources	3 - Creative Tourism Baseline Study of Partner Reg	7.600,00 €		7.000,00 €
Human Resources	5 - Regional Creative Tourism networks developm	7.600,00 €		
Human Resources	6 - Project handbook (train the trainers)			
Human Resources	7 - Parallel training workshop events	22.800,00 €		12.000,00 €
Human Resources	8 - Creative Tourism Demonstration Projects	15.200,00 €		
Human Resources	9 - Destination managers Creative Tourism handbo			
Human Resources	10 - Atlantic Area Creative Tourism internet portal			
Human Resources	12 - CREATA Creative Tourism final conference			
Human Resources	13 - Dissemination and Public Relations			
Human Resources	14 - Evaluation and monitoring			
Services Supply	2 - Project Management			
Services Supply	3 - Creative Tourism Baseline Study of Partner Reg			
Services Supply	5 - Regional Creative Tourism networks developm			
Services Supply	6 - Project handbook (train the trainers)			

How to do a financial correction?

Corrections shall be made document by document. Do do you must:

1º Define the document type as a Financial Corrections.

2º Identify precisely the reference date and payment date of the document to be corrected.

3º Identify in the field Document.

4º Attach a document describing and explaning the corrections to be done.

5º Identify the total amount to be corrected.

6º Split the amount to be corrected by budgetary line.

11. Financial annexes Σ | Total amount = € | Total certified = € -2000 | Annexe Nº 1 | Add new annexe | Delete annexe | Close | Help

Annexe	Partner	Doc Nº	Value (including VAT)	VAT deductible	Certified amount	Brief...cument contents	Comments on the VAT	Expenditures
	3	1						

Document type	Reference date	Payment date	Document to be corrected	Document location	Resources
Financial corrections	31-12-2009	31-12-2009			
			Report Nº 2 - Document Nº 1	2009 - Act 2,3 and 7 - Human Resources	
			Report Nº 2 - Document Nº 2	2009 - Act 3 and 5 - Masson Services	

4º   1º   2º   3º   5º   6º

Exemple 1: Reduction of 2000 Euros on Human Resources in expenditures declared for activity 2 in 2009.

Exemple 2: Transfer of 2000 allocated to operational costs from activity 5 to activity 7:

As the correction doesn't means a reduction on expenditure declared, keep the certified amount in blank and click on expenditures button. Then register -2000 in activity 5 and +2000 in activity 7.

Exemple 3: A document of 10000 € were wrongly defined as paid in 2009, when it was paid effectively in 2010.

1º Identify for the concerned document a financial correction with the amount -10000€

2º Split the corrected amount by the budgetary lines to which the document where originaly allocated to.

3º Create a new document with the corrected figures allocated to 2010.

This section 12 addresses organisations which are in a scheme of VAT called «pro rata». That means that the organisation only knows the applicable rate of VAT a posteriori.

Firstly, you must attach the fiscal administration documents attesting the rates which are applicable to the organisation expenses for the year given. This document is attached in the field «Attachment».

Once the fiscal year is specified, the system edits the list of all expenses declared by the partner for that particular fiscal year in the prior reports or the current one.

You should then specify the applicable rate and **then** distribute this VAT on all expenses concerned by clicking on the button «VAT distribution».

It is necessary:
- To precise the prorata rate, defined by the taxes administration, which must apply to those expenses,
- To define and distribute among the activities the eligible VAT regarding all the expenses declared for the specific year.

Note: Any time you change documents values or their allocation to expenditures lines you must refresh the VAT distribution.

You need **first** to fill in:
- The prorata rate (%) according to what has been defined by this year,
- Reference date, which corresponds to the date the document has been issued,
- A brief description of the document,
- The archiving document location.

As a **second step**, clicks on "VAT distribution".
Automatically, the eligible VAT is distributed among all the expenses of the list, which is organised by year, activity and budget line.
Please, check the results of this automatic distribution and, if necessary, introduce the relevant corrections

Within the example displayed, the prorata VAT rate actually applying for the amount declared for 2009 is 60%, which means that 40% of those amount remain for the partner and must be consider as payed.

It is necessary afterwood to mention in section 13 "Declaration of expenditures" the corresponding amount in the column "Declared".

Year	Expenditure items	Obs	Approved	Cumulated	Declared	Probative documents			Explanation notes submitetd within the applica
						Edit	Nº	Value	VAT	
Total (€)		Σ	387 720,00 €	40 000,00 €					
Total (%)			100,0%	10,3%					
2008	Activity 1 - Project Application Preparation									
	1. Human resources		15 000,00 €			📁				Staff costs for application preparation
	2. Services supply					📁				
	3. Operational costs					📁				
	4. Travel and accomodation					📁				
	5. Meetings and seminars					📁				
	6. Promotion and disseminati					📁				
	7. Equipement					📁				
	8. Other expenditures					📁				
2009	Activity 2 - Project Management									
	1. Human resources		30 162,00 €	15 000,00 €	1 200,00 €	📁	1	1 200,00 €	1 200,00 €	
	2. Services supply					📁				
	3. Operational costs		1 865,44 €	1 200,00 €	96,00 €	📁	1	96,00 €	96,00 €	
	4. Travel and accomodation		10 403,45 €			📁				
	5. Meetings and seminars		9 486,00 €			📁				

13. Declaration of expenditures Nº 1 Instituto Partner 1 Portugal Norte Escola Superior Partner 1 Record navigation Help

Section 13 allows you to charge expenses incurred and **paid** according to a breakdown per year, work programme activity and budget item.

At the top of the page you will find information on totals regarding:

- the approved amounts (at the time of the signature of the subsidy contract or at posterior approved alterations),
- the cumulative amounts, that is the total of certified amounts as and when execution reports were presented (till you declare expenses this column is empty),
- the declared amounts, that is the amounts declared within the present execution report framework.

These total amounts may be **viewed** in **absolute value** or in **percentage**.

IF YOU ALREADY DEFINED IT IN SECTION 11 THE RELATION BETWEEN CERTIFIED AMOUNT AND BUDGET LINES, PLEASE INTRODUCE DIRECTLY THE ALLOCATED VALUE IN THE COLUMN "DECLARED", SEE THE END OF THIS SECTION.

How to insert expenditure if you DID NOT ALREADY define in section 11 to which budget lines the certified amount of a set of expenditures is related?

Click on the symbol «file» correspond corresponding to the budget line for which you wish to insert an expense.

A window opens and **shows** the list of **justification documents corresponding** to expenses introduced in **section 11 «Financial attachments».**

The indexation makes all the sense here because it allows you to **spot more easily** the documents associated with the expense you want to declare.
Choose the adequate document and **click** on «OK».

A window appears showing the document.
The certified amount for the justification document appears as a reminder.
You must **allocate either the total or part** of the certified value of the document to the budget line you introduce,

In fact, an expense justification may be affected to various activities; it is namely the case for human resources expenses.
If for the activity and the budget line concerned you have to associate various documents, click on «Add new record»

Introduce the allocated value

Click on the cross to exit of the pop up screen. The system go back to the main screen of the section 13,

Introduce the allocated value in the box corresponding to the declared amount.

The system indicates as a reminder :

- the number of documents you have associed to this expense,
- the corresponding global amount allocated.
- the VAT eligible declared

Input the amount in the specific field

Proceed in the same way with the various expenses declared for the activities and the corresponding budget lines.

IF YOU ALREADY DEFINED IT IN SECTION 11 THE RELATION BETWEEN CERTIFIED AMOUNT AND BUDGET LINES

The amount you define in section 11 appears already.
You **MUST** in the column "Declared" fill in the same amount

Note: For each budgetary line, expenditures declarations plus cumulated values should not be greater than the approved amount. To declare an expenditure that goes over such limits you must ask for a budgetary amendment. However two situations may occur:

1 – The budgetary modifications have only implications on the time schedule of expenditures. No change is required concerning the total amount per expenditure item and partner: You may submit the expenditure declaration providing that at **a posterior** you will make a budgetary amendment request.

2 – The budgetary modifications have implications on the total amount approved per partner and expenditure item: You may not submit such expenditures. You must ask for a budgetary amendment before submitting the expenditures claim.

Section 14 allows to charge and to distribute the resources between the different financial sources of the budget. ERDF on the one hand, according to the intervention rate for the partner in question, the other financing sources intervening in the partner's budget.

CAUTION :
The total of the certified expenditures in the section 13 « Declaration of expenditures » **MUST BE EQUAL** to the amount of resources mentioned in the section 14 « Declaration of resources ».
This equal amount Expenditures / Resources must also be check for **each budgetary year**.

At the top of the page you find total on:
- the approved amounts (at the time of the signature of the subvention contract or at posterior approved modifications),
- the cumulative amounts, that is the total of certified amounts as and when execution reports were presented (till you declare expenses this column is empty),
- the declared amounts, are the amounts declared within the present execution report framework.

You need to describe in this section how the total expenses you declared in the section 13 "Declaration of expenditures" are financed.

To make it easier for you, you can edit the excel table allowing you to use the total declared amounts of expenses within this execution report, in the box «View and print report data».
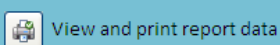
The table «Expenses per activity» allows you to have the total amount of expenses declared within the report framework. **When the table appears, does a right click to save it in excel format.**
Once this amount is introduced, you just have to distribute this amount according to the different financing sources and the financing rate of the ERDF.
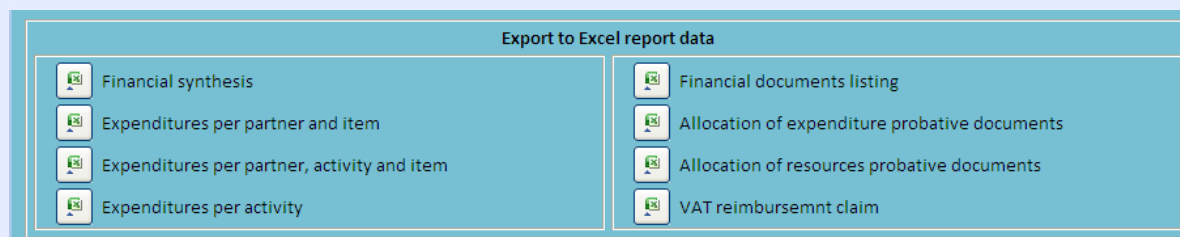
In case the partner is financed by an external financer, this appears in the list of financing sources. The partner must mention the amounts actually received or those for which he is sure to receive.

Automatic resources imputation :

You may use a functionality that provides to you the possibility of automatically distribute financing resources between ERDF and self-financing.

To use this functionality you must have no errors on expenditures declarations. To do click on Automatic resources imputation button.

MENU 13

| 14. Declaration of resources | Partner 3 Tiago Turismo | | Automatic resources imputation | Close | Help |
| Partner Nº 3 | España | Galicia | Select partner | | |

Year	Financing source	Obs	Approved	Cumulated	Declared	Probative documents		
	Total resources of partner nº 3 (€)	Σ	179.651,02 €		28.560,00 €			
2008	ERDF financing							
2008	Self-financing							
2008	Complementary funds: European Investment Bank							
2008	Complementary funds: Revenues generated by the project							
2008	Complementary funds: Other non co-financing funds funds							
2009	ERDF financing		46.260,83 €		18.564,00 €			
2009	Self-financing		24.909,68 €		9.996,00 €			
2009	Complementary funds: European Investment Bank							
2009	Complementary funds: Revenues generated by the project							
2009	Complementary funds: Other non co-financing funds funds							
2010	ERDF financing		70.512,33 €					
2010	Self-financing		37.968,18 €					
2010	Complementary funds: European Investment Bank							
2010	Complementary funds: Revenues generated by the project							
2010	Complementary funds: Other non co-financing funds funds							

Complementary funds :

When complementary funds are foreseen within the budget (EIB, revenues generated by the project, other complementary funds), you must click on the « folder symbol » to define which expenditures among the list are financed by those complementary funds.
This allocation of documents of expenditures is necessary in order to make clear that those expenditures already declared as cofinancing have not been accounted in the base of ERDF calculation.

Once the report done, the partner must make it available to the Lead Partner. The Lead Partner will then **consolidate all the «sub reports»** coming from the various partners of the project.

This availability is done via the site of the programme in «project» specific section.

The partner must submit the "sub report" through the section "Execution reports and payment claims" / "Partner Reports".

ADVICE
It is necessary, to speed up the download of the file for the partners, to zip the file.

The Lead Partner will then upload this "sub report", in order to include it the global project report.

The form for the execution report has a certain number of Functions allowing :
- to extract the annexes of all documents inserted and use then as files,
- to detect certain errors or inconsistencies when introducing the data and be able to correct them before making the report available to the Lead Partner,
- to use the excel files of the various information introduced,
- to print the help,
- to use a PDF version of the clean form.

Extraction of attached files

The extraction automatically creates lists of files of attached documents.
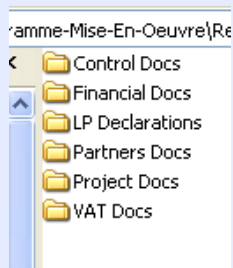
Detection of errors

Error detection

The system shows if errors have been detected and allows you to edit and correct them.

Validation errors were found!

Print validation errors

Back to the main menu

View and print report data
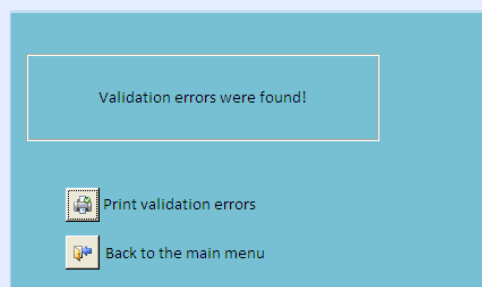
View and print report data
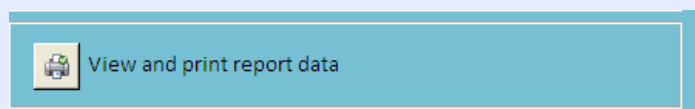
Three types of information are shown here :
- the view and print of various sections completed, (one click on the right allows to print them or to save them in PDF or RTF version),
- export to excel data introduced in the report,
- edit standard declarations which may be used by the controller at a 1st level, or the national authorities in charge of the supervision of the control at a 1st level.

View and print the various sections of the report.

Tick the button Print all report to print the whole reporter

View and print report data			Help
Print report data			
T	Print all report	8	Control of partners activities
1	Report identification	9	Work plan reporting
2	Administrative information	10	Communication plan
3	Global performance	11	Financial annexes
4	Operation management	12	VAT declarations
5	Operation annexes	13	Declaration of expenditures
6	Partners actvity	14	Declaration of resources
7	Partners annexes	15	Monitoring indicators

Export to excel the data introduced in the report
When the table appears, does a right click to save it in excel format.

Export to Excel report data	
📄 Financial synthesis	📄 Financial documents listing
📄 Expenditures per partner and item	📄 Allocation of expenditure probative documents
📄 Expenditures per partner, activity and item	📄 Allocation of resources probative documents
📄 Expenditures per activity	📄 VAT reimbursemnt claim
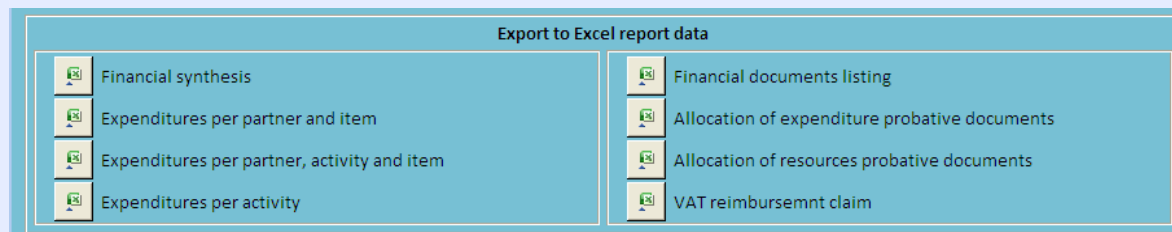
Edit standard declarations
 It is possible:
- to edit the standard documents, in this case you need to mention the Member State for which you want to edit it,
- to print the document filled in with the data you imputed of the report.

Report statements	
📄 Print Desk Control Statement	📄 Desk Control Statement Model
📄 Print On-Spot Control Statement	📄 On-Spot Control Statement Model
📄 Print Control Procedures Supervision Statement	📄 Control Procedures Supervision Statement Model
📄 Generate Listing of Documents Controlled	📄 Model of Listing of Documents Controlled
📄 Print Advancement Claim Statement	📄 Advancement Claim Statement Model
📄 Print Interim Report Statement	📄 Interim Report Statement Model
📄 Print Final Report Statement	📄 Final Report Statement Model
📄 Print Project Starting up Statement	📄 Project Starting up Statement Model
📄 Back to the main menu	

Once the documentation has been printed, you send it to the relevant authorities (First level controller, National Correspondent,...) for signature of the hard copy. You prepare the PDF versions and enclosed them in the corresponding section 8 of the report form.

D - THE EXECUTION REPORT FOR THE LEAD PARTNER: TASKS TO BE DONE AT A PROJECT LEVEL

In addition to the elements provided in the section B.01, the Lead Partner, after reception of the "sub report" from each partner, must conclude the filling in of the section with the following information:

- the **request ERDF**, that is distribution of ERDF requested for each partner, to make it **easier**, once the import of the « sub reports » of each partner is done, edit the excel table « Financial Synthesis », an it will give you automatically the requested ERDF for each partner,

- **the declaration of beginning of project**, contractually this must be done within the three month after signing the contract. If this information has already been sent, just send the copy of the sent PDF file.
If you do not sent it yet, a form « Project starting up statement» is a your disposal in the section « View and print report data» / « Declarations concerning the report ».

- the **declaration of activity and expenses claim** according to the type of report:
  - Advancement Claim Statement
  - Declaration of Execution and Reimbursement Claim
  - Declaration for Closure and Final Reimbursement Claim

Note: It is possible to issue those declarations through the section « View and print report data» / « Declarations concerning the report ».

The number of project's **publications** corresponds to:
studies, interim or final reports, articles on the general or specialized press, newsletters, handbooks, guides and catalogues

Regarding the **meetings** you must take into account only the meeting having a transnational dimension.

Regarding the **events**, they correspond to:
seminars, conferences, training sessions, information workshops having a transnational dimension and addressing participants outside the project partnership.

Put a 0 in case of no realization at all

General information regarding the report Limited to 20 000 characters

It is also possible to provide here any other relevant information regarding the report.

Note:
Apart from this section 1, the lead partner is the only one who fills in certain sections related to the project / operation globally more specifically the following one:
- Global performance,
- Management of the operation,
- Operation attachments,
- Work plan report,
- Communication Plan,
- Audit indicators.

The Lead Partner must give information on the implementation of the project globally.

On the right, the text corresponds to the application approved or to previously approved alterations.

3.1 Main contributions reached within the Atlantic Area Programme within the period of time to which the Report refers. Limited to 10 000 characters
For the period of time of the execution report, you must indicate the contributions that the project made to the Programme.

3. Global performance   ⓘ Help

3.1 - Main contributions to the Atlantic Area Programme achieved in the reporting period

Expected contributions to the Atlantic Area Programme approved

The project will contribute to the wider programme objectives in the following ways:

- By developing an innovative network for the development of creative tourism, which will help to support entrepreneurial activity.

- By developing knowledge transfer between different sectors through a mixed partnership structure and the involvement of a wide range stakeholders in the tourism and creative sectors.

- By developing creative tourism as a niche of excellence for the

3.2 Aspects of the implementation methodology reached during the period of time to which the report refers.
For the period of time to which the execution report refers and in relation to the implementation methodology described in the approved application, you must indicate which elements of this methodology were implemented. **Limited to 10 000 characters**

3.2 - Implementation methodology aspects attained in the reporting period

Implementation methodology approved

The implementation methodology for the project rests on a number of key elements which will provide an effective flow of information to and from project partners to enable the project conduct the necessary actions in a timely manner. The basic elements are resource and demand audits, information packages, training and demonstrations and dissemination (see also Gantt chart appended in annex for details of timing).

Audit of creative resources and stakeholders, database of creative producers in each region (WP3)

This is designed to assess the baseline conditions in each region as the

3.3 Tangible Components and results achieved during the period of time to which the report refers.
For the period of time to which the execution report refers and in relation to what the prediction for these aspects was in the approved application, you must indicate results in progress or achieved and highlight their tangible character. **Limited to 10 000 characters**

3.3 - Project tangibility and results achieved in the reporting period

Tangibility components and expected results approved

In this project the focus is most clearly on developing engaging experiences for the new consumer, but the demonstration projects will also cover other points, such as conserving traditional skills, increasing the sustainability of local creative businesses or contributing to the identity of the region. Each regional partner will cover more than one of these aspects.

In addition to 'developing innovative creative tourism experiences which are distinctive of their regions of origin', which is the basic aim of the project, other key results will include:

- Identifying the creative skills which can be harnessed to

3.4 Components of sustainability and transfer of results achieved during the period of time to which the report refers.

For the period of time to which the execution report refers and in relation to what the prediction for these aspects was in the approved application, you must indicate the transfers of results in progress or achieved as well as the elements contributing to the durability of these results and to the project globally.

Limited to 10 000 characters

3.4 - Project sustainaibility and results tranfer achieved in the reporting period	Sustainability components and results transfer approved
	The strategy for results transfer is basically twofold: 1) The downstream results transfer will implicate partners and organisations in the target regions themselves. 2) The upstream results transfer will involve organisations beyond the immediate regional context of the project to ensure that other parts of the Atlantic Area and the EU as a whole benefit from the project. In terms of the downstream results transfer, the project will establish an information cascade emanating from the lead partners in each region. As the project partners are mainly regional authorities or

3.5 Innovative Components of the project achieved during the period of time to which the report refers.

For the period of time to which the execution report refers and in relation to what the prediction for these aspects was in the approved application, you must indicate what innovative elements were achieved when implementing the project. These innovative aspects must be contextualised in relation to the state of the art in the le sector or theme of the project.
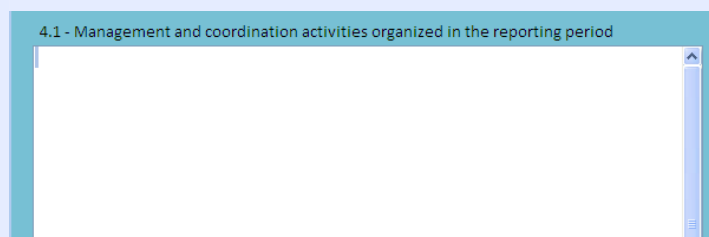
Limited to 10 000 characters

3.5 - Innovative aspects of the project achieved in the reporting period	Innovatives components of the project approved
	The main innovative aspect of the project is the development of creative tourism, which is a new form of tourism that has the potential to generate innovation in both the tourism and cultural fields. Although cultural tourism is an established market which has grown considerably in recent years (also through the development of many regional EU projects), there are increasing signs that consumers are demanding more engaging, active and authentic cultural experiences. This trend has been recognised in the growth of 'creative tourism', first identified by Richards and Raymond (2001) and subsequently developed through the work of Richards and Wilson (2006, 2007). They have identified a number of ways in which creativity can be injected into tourism experiences, including the development of

The lead partner must provide, in this section 4, information on the internal management of the project globally.

4.1 Management and coordination activities carried out during the period of time to which the report refers.
For the period of time to which the execution report refers and in relation to what the prediction for these aspects was in the approved application, indicate what was done in relation to management and coordination of the project.
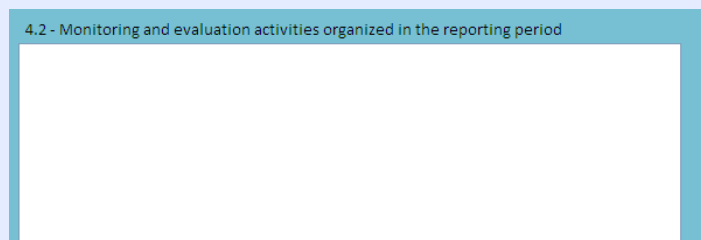**Limited to 10 000 characters**

4.1 - Management and coordination activities organized in the reporting period

4.2 Audit and evaluation activities organised during the period of time to which the report refers.
For the period of time to which the execution report refers and in relation to what the prediction for these aspects was in the approved application, indicate what was done in relation to the monitoring and evaluation of the project.
Limited to 10 000 characters
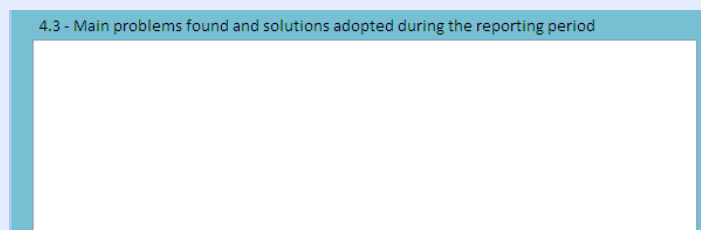
4.2 - Monitoring and evaluation activities organized in the reporting period

4.3 Main problems and solutions found during the period of time to which the report refers.
For the period of time to which the execution report refers, indicate the main problems found either in internal management, implementation of the work plan or other subject. Indicate solutions put into practice or in progress as well as the resolution deadlines.
Limited to 10 000 characters

4.3 - Main problems found and solutions adopted during the reporting period

4.4 Main impact of alterations of the project during the period of time to which the report refers.

For the period of time to which the execution report refers, indicate the alterations required and approved, remind briefly the motif of those requests and the impact these alterations on the present implementation of the project.

Indicate also if you foresee of alterations in the next few months. This information does not excuse you from making a formal request of alterations when the time comes.

Limited to 10 000 characters

> 4.4 - Majors impacts of eventual project revisions during the reporting period

4.5 General observations concerning the management during the period of time to which the report refers.

For the period of time to which the execution report refers, mention all the observations regarding the project management, you find pertinent and that you could not refer to in the previous headings.

Limited to 10 000 characters

> 4.5 - General management observations related to the reporting period

Section 5 allows the Lead Partner to attach (**in PDF format**), the pertinent documents or extracts of documents concerning the implemented activities which have led to the production of documents.

For each document annexed you must:
- choose the type of document within the proposed typology,
- do a brief summary of the content,
- indicate the reference date of the document (very often the production date),
- indicate where the original is saved.

How to attach a document?
- double click on « Annexe », a dialogue box appears, click on « Add » to access your documents and choose the document to attach.
- choose the document and press « OK ».

How to add a new attachment?
Just click on « Add new annexe », a new line appears, by default it contains le nº of partner of the project and an identification number of the attached documents.

How to remove an attachment already attached?
Choice the annexe you want to remove. Click on "Delete annexe". The system updates the numbers of the other annexes.

Section 9 allows the lead partner to present what was done during the period of time to which the execution report refers in relation to the work plan approved.

The presentation is done by activity and contains 9 headings to be completed.

9.1 Implementation indicators of the activity
You must specify the formal elements of the relevant activity.
- Date of the beginning and the end of the activity.
- Amount attributed to the activity
- Percentage of **physical** implementation. **WATCH OUT**, it is an **estimate** of the physical implementation of the relevant activity and not the financial rates of implementation.

To make it **easier**, once all «execution sub reports» of the partners have been imported, you can edit the excel table « Expenditures per activity » in «View and print report data».
You will obtain, for a particular activity, the global amount allocated for all the partners participating to this activity.

You **must** filled in the "start date" and the "end date" **ONLY** when you effectively started or finished the activity during the period covered by the current report. While you don't start yet the activity keep the start date field in blank. If you don't finished the activity keep the end date field in blank.

9.2 Partners involved in the activity
The nature of the partners' involvement in the activity (Responsible for the activity, simple participant or suspension of participation of a partner initially envisaged in this activity).

If necessary you can write an observation concerning the involvement of particular partners.

If the partner is not participating anymore to this activity as it was initially planned the corresponding box "**Del**" is ticked.
Please remind that the withdrawal of a partner from an activity must be requested previously through a modification claim.

When the partner, for the period covered by the report, has participated as plan to the activity you need to click "**Part**".

Do not forget to specify which partner is **RESPONSIBLE** for the activity implementation, ticking the box "**Resp**"

In the section Observation "Obs", please mention for example information regarding the reasons why a partner supposed to participate to an activity didn't effectively done it up to now.

Limited to 255 characters

9.2 - Partners involved on activity nº 1

Ord	Del	Resp	Part	Obs	🔲 Select all partners	
1	☐	☐	☐			▲
2	☐	☐	☐			

9.3 Objectives of the activity

For the period of time to which the execution report refers and in relation to what was envisaged for this activity in the approved application, indicate the objectives achieved during the period of time to which the execution report refers.

Limited to 1 000 characters

9.3 - Objectives of activity nº 1

Activity objectives achieved in the reporting period	Activity objectives programmed
	To develop a comprehensive application following the guidelines for applicants and involving all partners in bid preparation.

9.4 Actions of the activity

Each activity is composed of several actions, For the period of time to which the execution report refers and in relation to what was envisaged for the action or actions of this activity in the approved application, indicate the objectives achieved during the period of time to which the execution report refers for the different actions of this activity.

Limited to 1 000 characters

You have to estimate a percentage of **physical** implementation for each action.

WATCH OUT, it is an **estimate** of the physical implementation of the actions of the activity.

9.4 - Actions of activity nº 1

Action Nº 1	Select action	⏮ ◀ ▶ ⏭	% of execution in the period	% of execution cumulated %	On-going action

Actions objectives achieved in the reporting period	Actions objectives programmed
	Complete application form

9.5 Responsibility of partners in the activity

For the period of time to which the execution report refers and in relation to what was envisaged for this activity in the approved application, indicate the role/roles taken by the partners involved as responsible partners or simple participants.

Limited to 1 000 characters

9.5 - Partners responsabilities on activity nº 1	
Partners roles developed in the reporting period	Partners responsabilities programmed
	Lead partner - bid preparation Other partners - advice and input of skills and knowledge where appropriate

9.6 Expected results in the activity

For the period of time to which the execution report refers and in relation to what was envisaged for this activity in the approved application, indicate which of the expected results or foreseen were achieved.

Limited to 1 000 characters

9.6 - Expected results on activity nº 1	
Expected results achieved in the reporting period	Expected results programmed
	Completed project application

9.7 Audit indicators in the activity

The audit indicators chosen to evaluate the good progress of the activity; they are, a priori, different from those used in section 15 which are pre determined within the programme framework.

For the period of time to which the execution report refers and in relation to what was envisaged, in terms of audit indicators, for this activity in the approved application, indicate how there were collected, how their measure ensured an audit of this activity.

Limited to 1 000 characters

9.7 - Follow-up indicators on activity nº 1	
Follow-up indicators results in the reporting period	Follow-up indicators programmed
	none

9.8 Communication action in the activity.

For the period of time to which the execution report refers and in relation to what was envisaged, in terms of communication, for this activity in the approved application, indicate what has been achieved in reality.

Limited to 1 000 characters

9.8- Communication actions on activity nº 1	
Communication actions developped in the reporting period	Communication activities programmed
	Regular contact with all project partners

9.9 Documents work and publications of the activity.

For the period of time to which the execution report refers indicate the documents, manuals and publications produced within this activity framework.

Limited to 10 000 characters

9.9 - Working documents and publications of activity nº 1
Identification and description of documents, manuals and other publications related to the activity produced in the reporting period

Section 10 allows the Lead Partner to present what was implemented during For the period of time to which the execution report refers in relation to the communication plan approved.

The presentation is done by activity and comprises **6 headings** to be completed.

10.1 Implementation indicators of the communication activity
You must specify the formal elements of the relevant communication activity.
- Date of the beginning and the end fin of the activity.
- Amount attributed to the activity
- Percentage of **physical** implementation. **WATCH OUT**, it is an **estimate** of the physical implementation of the relevant communication activity and not the financial rates of implementation.

10.2 Public aim
For the period of time to which the execution report refers and in relation to what was envisaged in relation to the public aim or aims indicate if they were aimed by the communication activity, in which proportion and in modalities initially envisaged. **Limited to 1 000 characters**

10.3 Description of the implemented actions within the communication activity framework
For the period of time to which the execution report refers and in relation to what was envisaged in relation this communication activity, describe what was implemented in effect, specify the divergences between what was initially foreseen and was done in reality. **Limited to 1 000 characters**

10.4 Partner responsible of the activity and partners sole participant

For the period of time to which the execution report refers and in relation to what was envisaged in relation this communication activity, indicate the roles taken by the partners involved in this communication activity. Specify the adjustments done if any by the report to what was initially foreseen. **Limited to 1 000 characters**

10.4 - Partenaire responsable de l'activité et partenaires impliqués	
Rôles des partenaires exécutés pendant la période de rapport	Responsabilités des partenaires programmées
	To feed in information and outputs from the regional creative tourism demonstration projects and provide support to lead partner in marketing and dissemination tasks

10.5 Monitoring indicators

The audit indicators chosen to evaluate the good progress of the communication activity, they are, a priori, different from those used in section 15 which are pre determined within the programme framework.

For the period of time to which the execution report refers and in relation to what was envisaged in terms of audit indicators for this communication activity in the approved application, indicate how they were collected, how their measure ensured an audit of this activity. **Limited to 1 000 characters**

10.5 - Indicateurs de suivi	
Résultats des indicateurs de suivi dans la période de rapport	Indicateurs de suivi programmés
	Integration of communication outputs, considerable regional, national and international dissemination; international take-up of the Atlantic Creative Tourism brand and product as well as the project

10.6 Documents and events

For the period of time to which the execution report refers, indicate the documents and communication events, which were produced or organised within this communication activity. **Limited to 10 000 characters**

10.6 - Documents et évents de communication
Identification et description de documents, publications, séminaires et autres initiatives de communication organisés dans la période de rapport

This section 15 corresponds to the indicators defined by the programme transmitted as defined initially in the approved application.

the indicators are divided into two big categories :

The performance indicators: refer to the implemented activities and their effects translated into quantifiable physical productions.
The results' indicators: refer to the immediate effects of the actions of the project on the beneficiaries of the actions.

According to its nature, indicators are quantified with two kinds of measures:
- **Cumulative:** the declared values correspond to partial results attaint in the report period; such values are cumulatively **aggregated** to the values declared on previous periods. This kind of quantification applies for indicators 14 to 31.
- **Global:** the declared values correspond to the "state" attaint in the report period; such values **substitute** the values declared on previous periods. This kind of quantification applies to indicators 1 to 13 and 32 to 78. (Example: website visits per month average)

For each series of indicators there are 3 columns: approved, cumulative (as and when reports are presented), declared which correspond to the period of time to which the execution report refers.

Composition of the partnership
Lists the types of organisations in the partnership. Those indicators are blocked on the base of the approval of the project.

15. Monitoring indicators		Record navigation	◄◄ ◄ ► ►►		ⓘ Help

Type	Group of indicators				
Output	Partnership composition				Target
Probative evidences of values declared					

Please, classify the organisations members of the partnership according to the following typology

№	Indicator	Unity	Approved	Cumulated	Declared
1	National authorities	Number			
2	Regional authorities	Number	1		1
3	Local authorities	Number			
4	Public agencies	Number	1		1
5	Public enterprises	Number			
6	Universities and research centers	Number	2		2
7	Education and training centers	Number			
8	Cross-border or transnational bodies	Number			
9	Not for profit organizations	Number	1		1
10	Private enterprises	Number			

Full-time work created by the project
Indicate, for the period of time to which the report refers, the jobs (full-time) that the project created.
Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators	Record navigation	⏮ ◀ ▶ ⏭	ⓘ Help

Type	Group of indicators			
Output	Full-time equivalent jobs created within the project		Target	
Probative evidences of values declared				

Please, sort out by gender the full-time equivalent jobs **created**, **up to now**, within the project

Nº	Indicator	Unity	Approuved	Cumulated	Declared
11	Filled by women	Number	6		
12	Filled by men	Number	4		

Project investments
Indicate, for the period of time to which the report refers, the level of investment that the project have made. The project investment includes cofinancing expenditures as well as non matching expenditures directly made within the project.

Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators	Record navigation	⏮ ◀ ▶ ⏭	ⓘ Help

Type	Group of indicators			
Output	Project Investment		Target	
Probative evidences of values declared				

Please, mention the value, in Euros, of the investments **realized**, **up to now**, within the project

Nº	Indicator	Unity	Approuved	Cumulated	Declared
13	Investment made by the project	€			

Participation in transnational events / meetings organised by the project

Indicate, for the period of time to which the report refers, the level of participation for the mentioned different types of public to events or meetings organised by the project.

Briefly justify the values declared, mentioning the order number of the annexes containing the minutes and the attendance lists. **Limited to 3 000 characters**

15. Monitoring indicators		Record navigation	◄◄ ◄ ► ►►	? Help
Type	Group of indicators			
Output	Participation in transnational events/meetings organised by the project		Target	
Probative evidences of values declared				

Only for the period of reference related to the current report, please, sort out by gender and according to their belonging organisation the participants to transnational events, meetings, including the transnational meetings, organised by the project

Nº	Indicator	Unity	Approuved	Cumulated	Declared
14	Attendee women	Number	100		
15	Attendee men	Number	100		22
16	National authorities represented (by one or more participants)	Number	4		
17	Regional authorities represented (by one or more participants)	Number	10		
18	Local authorities represented (by one or more participants)	Number	20		
19	Public agencies represented (by one or more participants)	Number	5		
20	Public enterprises represented (by one or more participants)	Number	5		
21	Universities and research centers represented (by one or more participants)	Number	10		
22	Education and training centres represented (by one or more participants)	Number	10		
23	Cross-border or transnational bodies represented (by one or more participants)	Number	3		
24	Other not for profit organizations represented (by one or more participants)	Number	10		
25	Private enterprises represented (by one or more participants)	Number	10		

Publications of the Project

Indicate, for the period of time to which the report refers, the type and the number of publications produced by the project. Indicate the number of editions (not the number of copies).

Briefly justify the values declared, mentioning the order number of the annexes containing the concerned digital copies.

Limited to 3 000 characters

15. Monitoring indicators		Record navigation	◄◄ ◄ ► ►►	? Help
Type	Group of indicators			
Output	Project publications		Target	
Probative evidences of values declared				

Only for the period of reference related to the current report, please, sort out, according to the categories displayed the various publication issued

Nº	Indicator	Unity	Approuved	Cumulated	Declared
26	Interim study reports	Number	5		
27	Final study reports	Number	1		
28	Articles in the press, specialized magazines, congresses and conferences	Number	50		
29	Project newsletters	Number	4		
30	Handbooks, guides and catalogues	Number	2		
31	Brochures, leaflets and other awareness-raising documents	Number	10		

Promotion and dissemination tools

Indicate the type information support used by the project.

Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators		Record navigation	⏮ ◀ ▶ ⏭		? Help
Type	Group of indicators				
Output	Project information and dissemination tools			Target	
Probative evidences of values declared					

Please, mention the information tools implemented, **up to now**, within the project

Nº	Indicator	Unity	Approuved	Cumulated	Declared
32	Promotional materials	Yes=1 and No=0	1		
33	Website	Yes=1 and No=0	1		
34	Intranet system	Yes=1 and No=0	1		
35	Databases	Yes=1 and No=0	1		
36	Media press	Yes=1 and No=0	1		

Significant political guidelines addressed by the project

Indicate the significant political themes/guidelines addressed by the project.

Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators		Record navigation	⏮ ◀ ▶ ⏭		? Help
Type	Group of indicators			Próximo registo	
Output	Policy fields addressed by the project			Target	
Probative evidences of values declared					

Please, mention the policies addressed, **up to now**, by the project according the categories displayed

Nº	Indicator	Unity	Approuved	Cumulated	Declared
37	Economic policies	Yes=1 and No=0	1		
38	Environment policies	Yes=1 and No=0	0		
39	Accessibility policies	Yes=1 and No=0	1		
40	Innovation policies	Yes=1 and No=0	1		
41	Gender approaches	Yes=1 and No=0	1		

Cooperation Intensity
Those indicators are blocked on the base of the approval of the project.

| 15. Monitoring indicators | | Record navigation | |◀ ▶ ▶| | ? Help |

Type	Group of indicators

Output	Cooperation intensity	Target

| Probative evidences of values declared | |

Please mention the cooperation areas addressed, **up to now**, by the project activities

Nº	Indicator	Unity	Approuved	Cumulated	Declared
42	Tackling a transnational issues	Yes=1 and No=0	1		1
43	Pooling a critical mass of resources and means	Yes=1 and No=0	1		1
44	Knowledge and know-how transfer	Yes=1 and No=0	1		1

Politically orientated documents and instruments produced by the project
Indicate, for the period of time to which the report refers, the type of documents and/or instruments the project has produced.
Briefly justify the values declared. **Limited to 3 000 characters**

| 15. Monitoring indicators | | Record navigation | |◀ ▶ ▶| | ? Help |

Type	Group of indicators

Output	Policy documents and instruments produced by the project	Target

| Probative evidences of values declared | |

Please mention and sort out the number of documents and instruments produced, **up to now**, by the project

Nº	Indicator	Unity	Approuved	Cumulated	Declared
45	Transnational policies documents and instruments produced	Number	1		
46	National policy documents and instruments produced by the project	Number	4		
47	Regional policy documents and instruments produced	Number	4		
48	Local policy documents and instruments produced	Number	4		

Genesis of projects
Indicate, for the period of time to which the report refers, the projects created by the project or the current process reasonably channelling to future projects or partnerships.
Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators		Record navigation	⏮ ◀ ▶ ⏭		❓ Help
Type	Group of indicators				
Results	Project generation			Target	

Probative evidences of values declared	

Please mention if there are new projects or new networks generated, **up to now**, by the project.
Mention if your project is based on the results of pre-existing projects

Nº	Indicator	Unity	Approuved	Cumulated	Declared
49	New projects generated by the project activities	Yes=1 and No=0	1		
50	Project generated on the basis of other pre-existing project results	Yes=1 and No=0	1		1
51	New networks (distinct from the project partnership) generated by project activities	Yes=1 and No=0	1		

Programmes influenced by the experience acquired during the implementation of the project
Indicate, for the period of time to which the report refers, the programmes that the project intended to influence or the concrete actions implemented to influence the programmes.
Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators		Record navigation	⏮ ◀ ▶ ⏭		❓ Help
Type	Group of indicators				
Results	Programmes influenced by the experience gained during the project implementation			Target	

Probative evidences of values declared	

Please mention and sort out the number of programmes influenced, **up to now**, by the project according to the categories displayed

Nº	Indicator	Unity	Approuved	Cumulated	Declared
52	EU Programmes influenced by project results	Number	4		
53	National Programmes influenced by project results	Number	4		
54	Regional Programmes influenced by project results	Number	4		
55	Local Programmes influenced by project results	Number	4		

Policies influenced by the experience acquired during the implementation of the project

Indicate, for the period of time to which the report refers the policies that the project intended to influence or the concrete actions implemented to influence the policies.

Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators		Record navigation	⏮ ◀ ▶ ⏭		? Help
Type	Group of indicators				
Results	Policies influenced by the experience gained during the project implementation			Target	
Probative evidences of values declared					

Please mention and sort out the policies influenced, **up to now,** by the experience gained during the project implementation according to the categories displayed

Nº	Indicator	Unity	Approuved	Cumulated	Declared
56	EU Policies influenced by project results	Number	6		
57	National Policies influenced by project results	Number	4		
58	Regional Policies influenced by project results	Number	4		
59	Local Policies influenced by project results	Number	4		

Full-time jobs induced by the progress/implementation of the project

Indicate, for the period of time to which the report refers, the number of jobs induced by the project, mention also the schedule and volume of intention to create jobs already identified at this stage of the project implementation.

Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators		Record navigation	⏮ ◀ ▶ ⏭		? Help
Type	Group of indicators				
Results	Full-time equivalent jobs induced by the development/implementation of the project			Target	
Probative evidences of values declared					

Please, mention and sort out by gender the full-time equivalent jobs **induced** by the project, **up to now,**

Nº	Indicator	Unity	Approuved	Cumulated	Declared
60	Filled by women	Number	25		
61	Filled by men	Number	15		

Induced Investments

Indicate, for the period of time to which the report refers, the financial investment induced by the project, mention also the schedule and volume of investments already identified with a certain level of certitude at this stage of the project implementation.

Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators		Record navigation	◄◄	◄	►	►►		② Help
					Próximo registo			
Type	Group of indicators							
Results	Investment induced						Target	
Probative evidences of values declared								

Please, mention the investments **induced, up to now,** by the project

Nº	Indicator		Unity	Approuved	Cumulated	Declared
62	Total investment induced by the project		€		500	

Connections per month on the website

Indicate, for the period of time to which the report refers, the average number of connections per month.

Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators		Record navigation	◄◄	◄	►	►►		② Help
					Próximo registo			
Type	Group of indicators							
Results	Connections/month of the project website						Target	
Probative evidences of values declared								

Please, mention the **monthly average of connections** on the project's web site, measured on the period from the beginning of the project up to now

Nº	Indicator		Unity	Approuved	Cumulated	Declared
63	Average monthly project website hits since the project start)		Number	1000		

Project audience (organisations interested in the results of the project)

Indicate, for the period of time to which the report refers, the number of organisations which declare their interest in the results of the project, specify the nature of these organisations.

Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators	Record navigation	⏮ ◀ ▶ ⏭	? Help

Próximo registo

Type	Group of indicators

Results	Project audience (entities interested on project results)	Target
Probative evidences of values declared		

Mention and distribute the number of organisations interested, **up to now**, by the project's results, according to the categories displayed

Nº	Indicator	Unity	Approuved	Cumulated	Declared
64	National economy administrations potentialy interested in the project results	Number	4		
65	National transport administrations potentialy interested in the project results	Number	4		
66	National enviroment administrations potentialy interested in the project results	Number	0		
67	National research administrations potentialy interested in the project results	Number	4		
68	National energy administrations potentialy interested in the project results	Number	0		
69	National tourism administrations potentialy interested in the project results	Number	4		
70	National culture administrations potentialy interested in the project results	Number	4		
71	National education administrations potentialy interested in the project results	Number	4		
72	Regional authorities potentialy interested in the project results	Number	4		
73	Urban local authorities potentialy interested in the project results	Number	10		
74	Rural local authorities potentialy interested in the project results	Number	20		
75	Research and education centres potentialy interested in the project results	Number	20		
76	Not for profit organizations potentialy interested in the project results	Number	20		
77	Private enterprises potentialy interested in the project results	Number	10		

Project perpetuation

At Final report stage, indicate the intention of the project to carry on these activities following the financial support of the project.

Briefly justify the values declared. **Limited to 3 000 characters**

15. Monitoring indicators	Record navigation	⏮ ◀ ▶ ⏭	? Help

Type	Group of indicators

Results	Project perpetuation	Target
Probative evidences of values declared		

Mention if, **up to now**, there are evidences intentions addressed to the continuation of the project over its lifespan

Nº	Indicator	Unity	Approuved	Cumulated	Declared
78	Intention to carry on activities after the project completion	Yes=1 and No=0	1		

E - THE FIRST LEVEL CONTROL PROCESS: HOW TO DEAL WITH IT USING THE PCC?

Within the Atlantic Area programme the first level control is almost **decentralised**, **except** for Ireland and Northern Ireland.

For Ireland a national authority is dealing with the first level control. For Northern Ireland the Special European Union Programme Body (SEUPB) is in charge of it.

For all the partners from the other countries or regions, they need to contract an **external auditor** according to requirements defined by each National Authority and **validated** by each one.

General scheme of the First Level control

Once the partner has filled in the information:
- regarding activities implemented during the period covered and,
- the financial data corresponding to the same or previous period,
It is necessary to send the execution report to the first level controller or the national body acting as first level controller (Ireland, Northern Ireland).

The Programme's Platform for Collaborative Communication allows each partner, among other actions, to make their own Execution report and Request for Reimbursement available to their financial controller (external first level controller or "centralized" controller in the case of Ireland and Northern Ireland).
This facility undoubtedly helps to handle smoothly the process of certification of expenditures. This is possible through the creation and assignment of permissions by the Partner to his controller.

The steps are as follows:

First step

The **Lead Partner** must **register the financial controller of each partner** choosing "**Add member**". This step gives the controller access to the "Projects" section of the website (**only Lead partners project could give this access**).
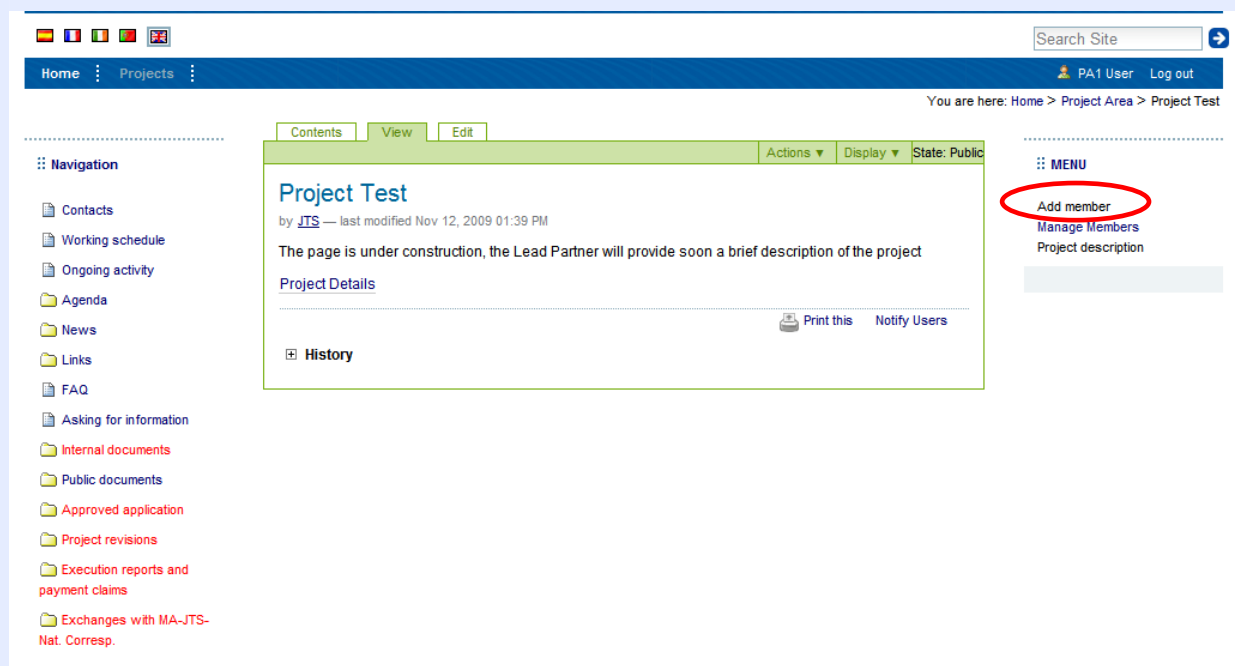
The Lead Partner must fill in the **registration form** with the name, user name and e-mail address of the financial controller. The financial controller will receive an e-mail with a link to choose a password. Note that the controller needs to know his/her username, ask him/her to choose one before the registration or tell him/her the username you chose.

Once the controller has been **registered**, the **Lead Partner must add him/her to the "PPL_NonMembers_ <Project>" group**.

First the Lead Partner chooses the "**Manage Members**" option, and then **searches** the "**Full name**" of Financial Controller.

For Ireland and Northern Ireland, the "centralized" controller is already registered in the "Projects" section of the website. The controllers names are:

- Joe Flynn (for Ireland)
- Helen Clarke (for Northern Ireland)

The Lead Partner must add him/her to the "PPL_NonMembers_ <Project>" group.

Secondly, the Lead Partner adds it to the group "PPL_NonMembers_ <Project>",

Clicks in "Apply changes"   **3**

"Save Changes".   **4**

After the step **4** , the Controller is now a "PPL_NonMember_Project".

As a member of **"PPL_NonMembers_ <Project>"** group, the controller can view all **the project folders except the sections**: "Internal documents", "Project revisions", "Blank forms", "Project reports", "Partners reports" and "Exchanges with MA_JTS_Nat.Corresp."

Once this process is done by the Lead Partner, a specific **partner** is in capacity to give access to his **own controller** to the specific file regarding his expenditures.
It is only the Partner that can give this specific access.

Second step

The **Partner** creates a specific folder **in the Execution reports and payment claims section / Financial Control folder,** through the option "**Add financialreport**" [5]
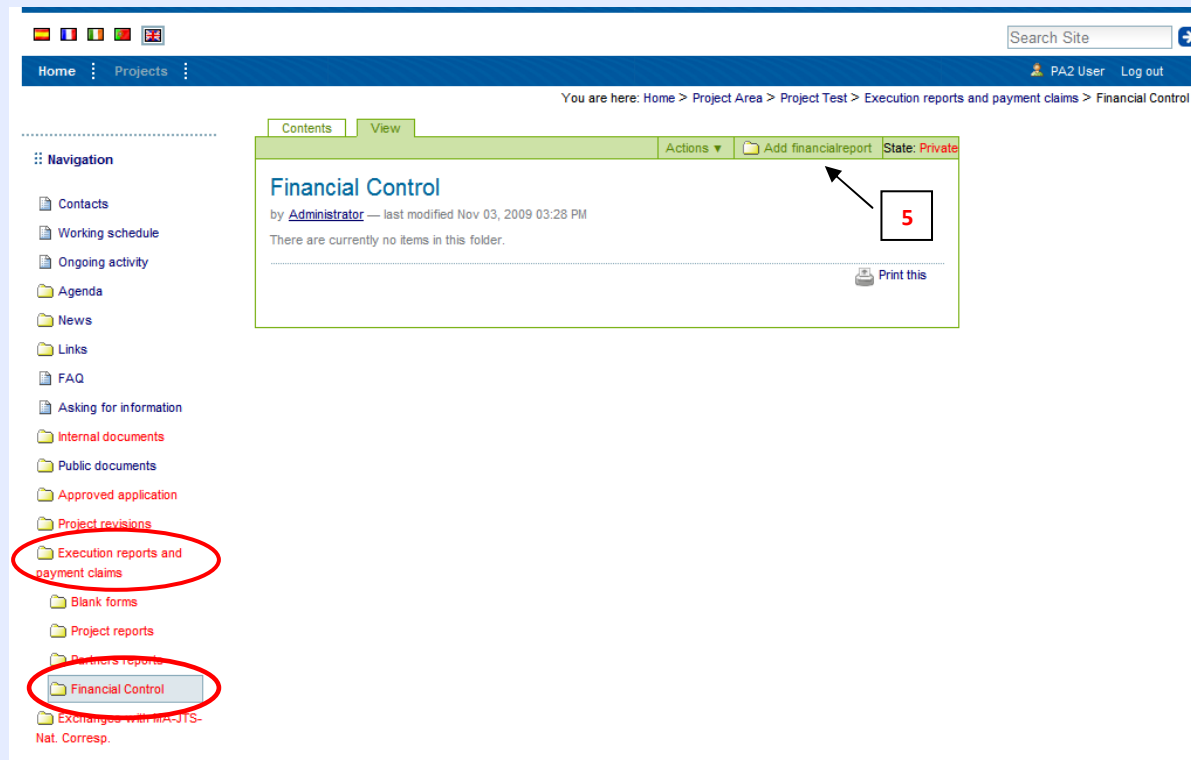
To be as clear as possible, please give to this folder the **name of organisation partner** of the project.
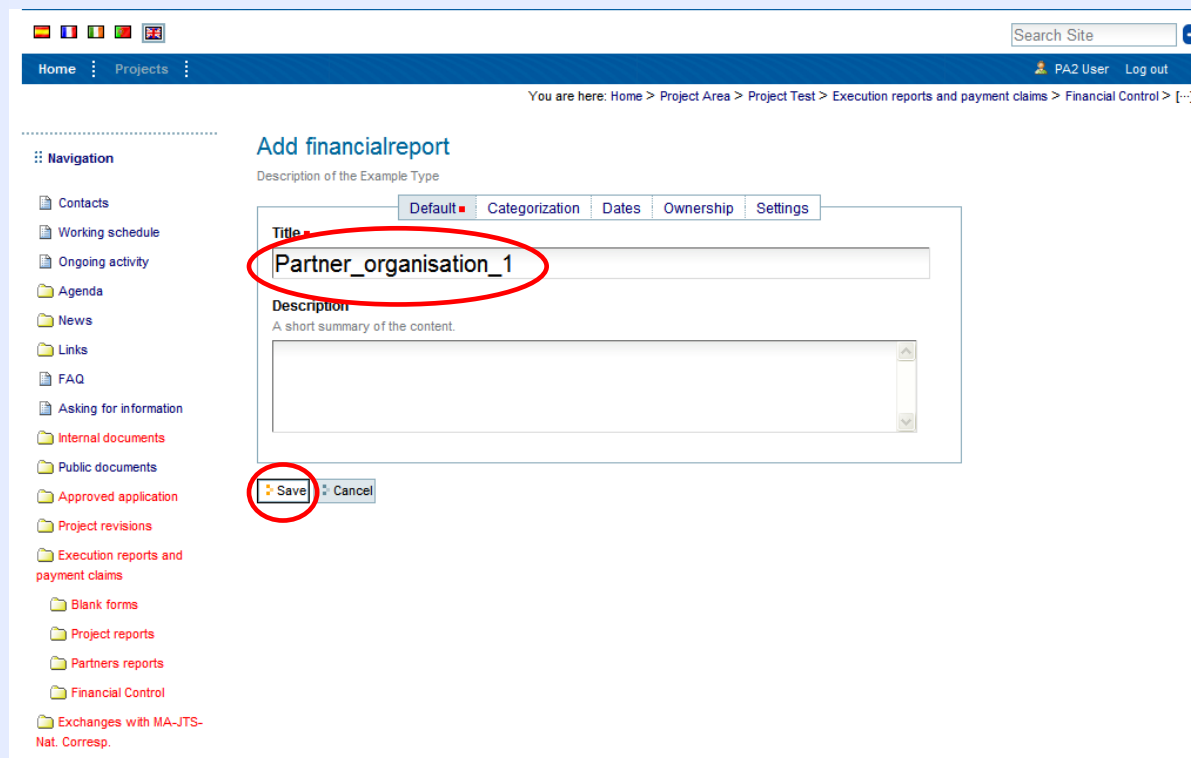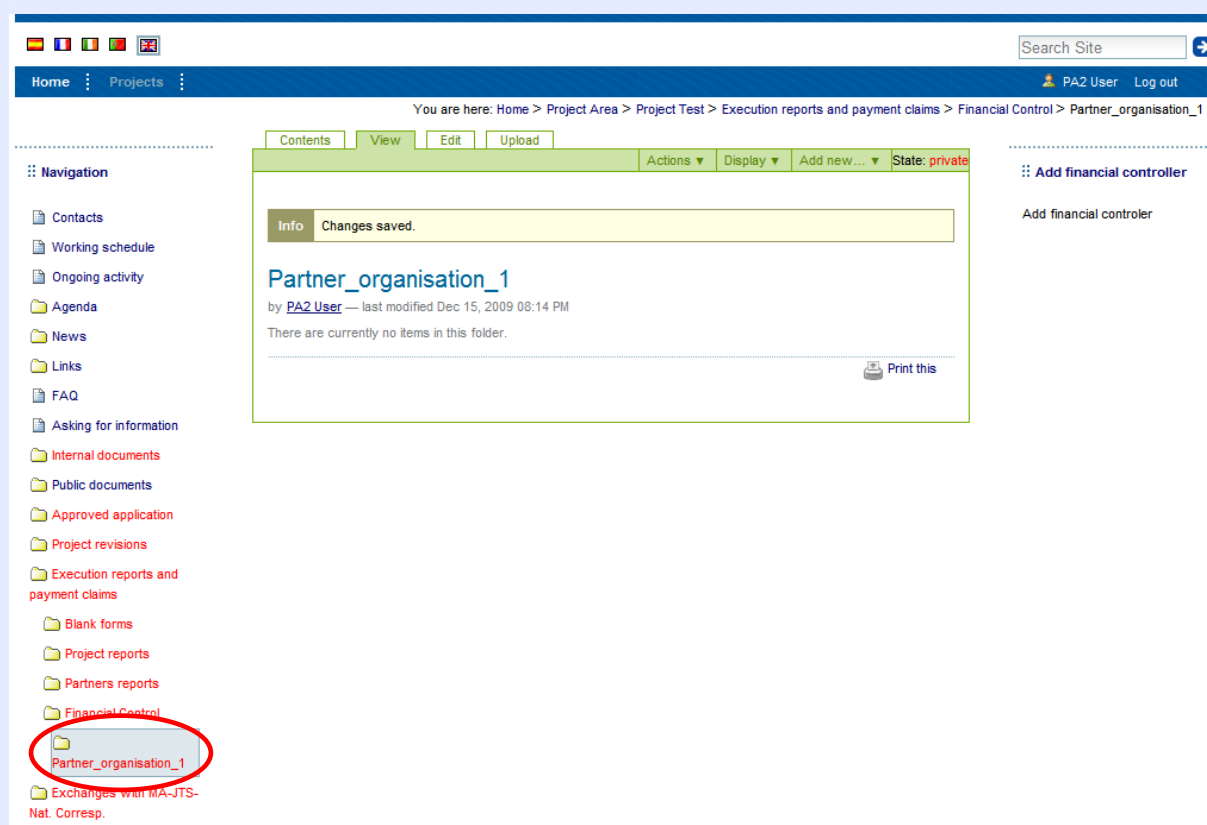
To **upload your Execution report and the Request for reimbursement**, in the folder previously created, the partner must click in "**Add new**" and choose "**File**".
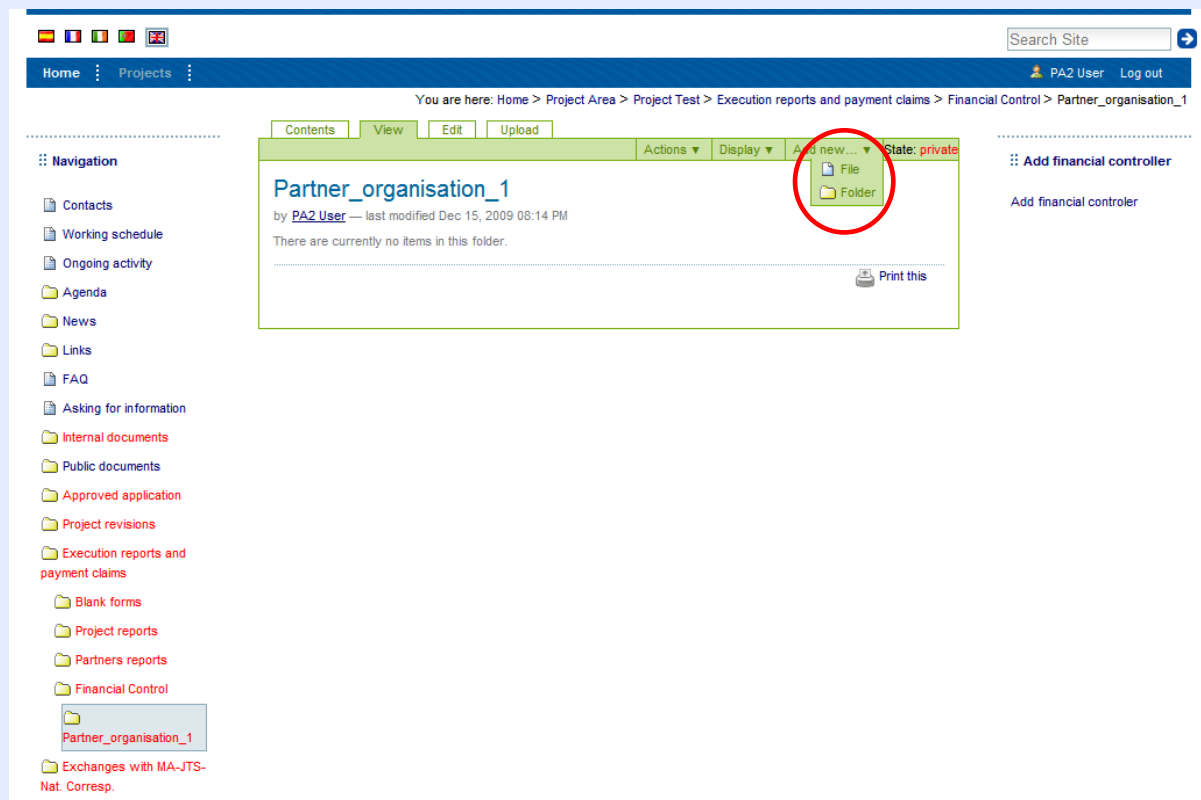
Insert the title and upload the file.

In order to give the permission to his **own financial Controller** to access the folder created, the Partner (step 5), must click **within the folder** ("Partner Organisation 1" in this example) and choose in the right menu "**Add financial controller**". **6**

Search **the name of Financial Controller** 7
P**lace a tick** in the respective user 8

S**ave** the permission assignment by clicking on the "**Apply Changes**" 9 and then "**Save Changes**" 10

Now, when the controller is **logged in the "Project section"**, he/she can view the specific folder and file(s).

E.02 -   HOW THE PARTNER MAKES AVAILABLE THE EXECUTION REPORT TO THE FIRST LEVEL CONTROLLER?

<u>Note:</u>

- The financial controllers have permission to view and add files and folders (and eliminate those that were created by them) within the folder that the permission was given.

- Partners only can view the folders that were created by them and can edit and delete folders / files created within the folders.

E.03 - HOW THE PARTNER MAKES AVAILABLE THE EXECUTION REPORT TO NATIONAL AUTHORITY FOR SUPERVISION PROCESS?

Except for partners from Ireland and Northern Ireland, the certification done by each First level controller must be validate / supervise by the National Authority responsible for the implementation of the First Level control process.

The Programme's Platform for Collaborative Communication allows each partner, among other actions, to make their own Execution report and Request for Reimbursement available to a person in charge at national level of the supervision of the First Level Control process.

This facility undoubtedly helps to handle smoothly the process of certification of expenditures. This is possible through the creation and assignment of permissions by the Partner to his controller.

Technically it is the same process as the one **described previously in section E.02** to make the report available for the First level Controller.

The Lead Partner when choosing the user Name must enter the name of the supervisors.

The partner at Step [**7**] must choose the name corresponding to the national supervisor covering his country / region.

Once each partner has completed the "sub report" he must make it available to the Lead Partner in order for him to perform a consolidation of the entire project.

Within the directory "Partners reports", the Lead Partner (or each partner) must create a folder corresponding to each partner.

The partner forms, after have been filled in, are saved in the sub folder "Partners Reports" (in the example P1) clicking on "Add new"
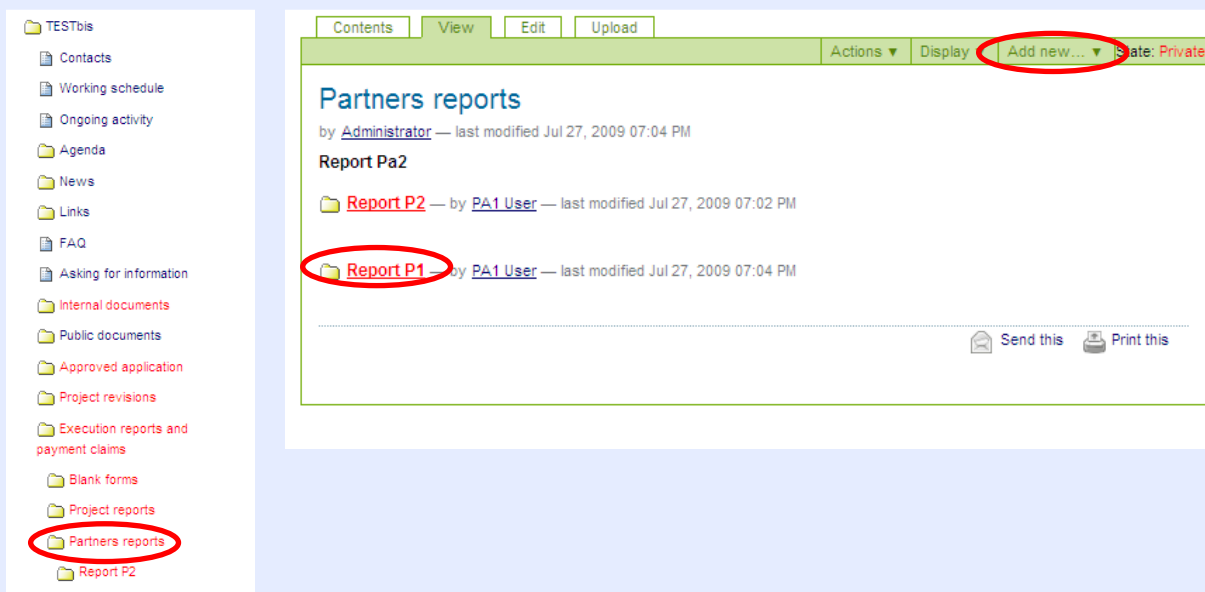
Once opened the sub folder "Report Partner" where you want to save the specific report, each partner must click on "Add element"
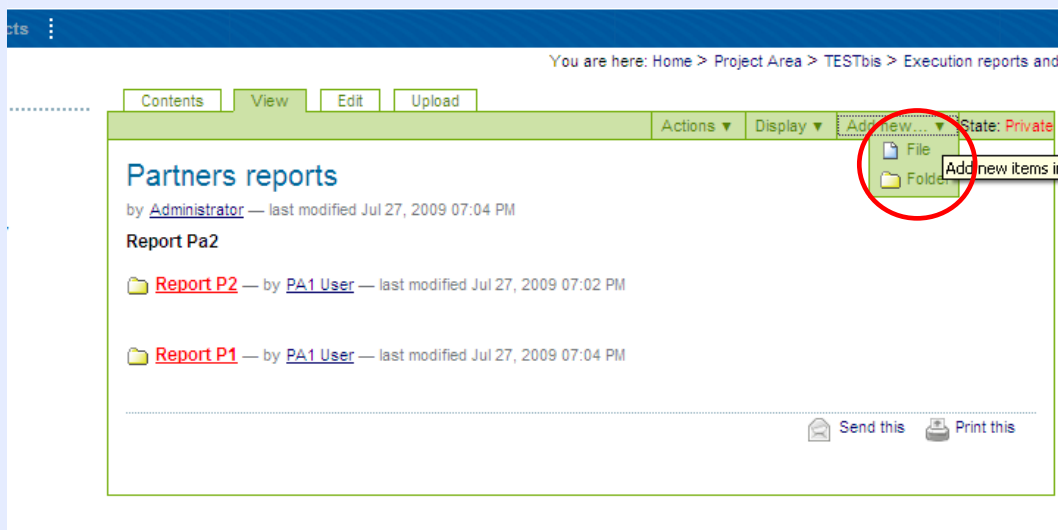
A dialog box appears and it must be filled in:

The **title** of the file:
"Execution report *<nr. of the report>* completed*"*

Description:
The partner informs that the report is available and mentions other useful information for the Lead Partner.

File:
Upload the access file of the completed implementation "sub report"

USE A ZIP FILE FOR FASTER UPLOAD

TICK THE BOX "COMPACT" this allows an easier uploading on the PCC
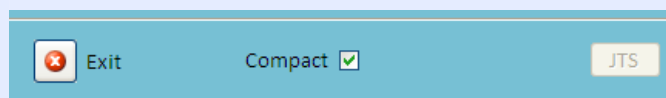
F - LEAD PARTNER GLOBAL MANAGEMENT ISSUES

How to import the «execution sub reports» written by the partners?

Once the partners have put their files on the site of the programme in the specific part for the project in the section «Execution Report and Payment Claim» / "Partners Report", it must be downloaded by the lead partner and saved on its computer.

ADVICE №1

In order to facilitate the importation process you must save the "sub reports" of the partners in the same directory as the file for the report at the project level.

To import:
- Click on «Import partners' forms»,
- Select the partner for whom you would like to access the execution report file,
- Click then on the symbol "file" and choose the partner's file from which you want to get the report.

ADVICE №2
In case there is a problem, **you can generate and import as many times as you want**. You must make sure in this case that the different versions are well defined. The new data of the form erase the previous data.

The system allows you to **identify** if you already did the import of a specific partner's sub report.
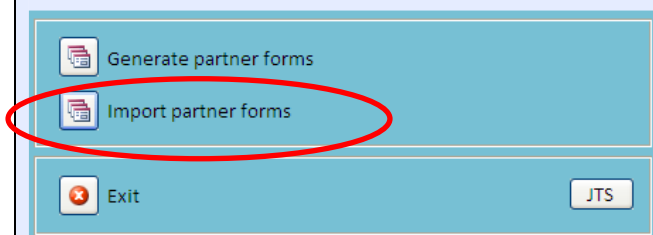
1º Choose the partner
2º Select the file containing the partner report file
3º Define if you want to import the work plan report contribution.

Note: The work plan reporting refered to section 9 may be completed by the lead partner trough the project report or by the partner in charge of operational activities. In this case you must choose to import the work plan report contribution. However if you chosse this option, any information already fulfilled in section 9 will be overwrited.
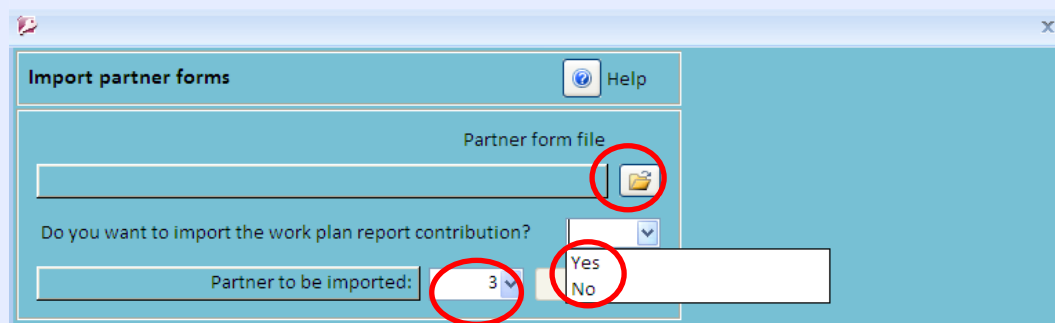
Each report form includes information of former reports submitted during previous periods. That's why it is not possible to generate a project report before concluding the reports submitted during previous periods.

However, if for any reason the project needs to start completing a project report before the JTS makes available the definitive file, the lead partner may generate a provisory report form and make it available for partners.

To do the lead partner should click on Generate provisory version of nest report form:

Click to generate a provisory report form
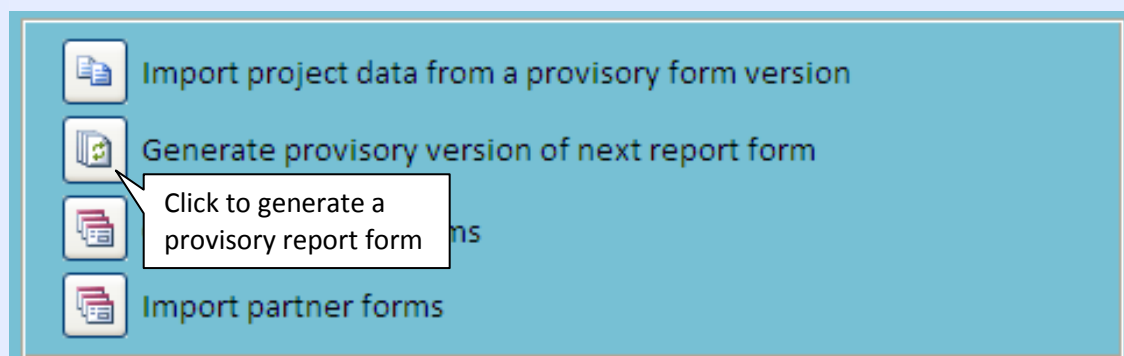
It will appear a screen containing information about the order number of the project report to be generated:

Generate provisory version of next report form

Generate the report form 3 for the quarter 3/2009

Click to proceed
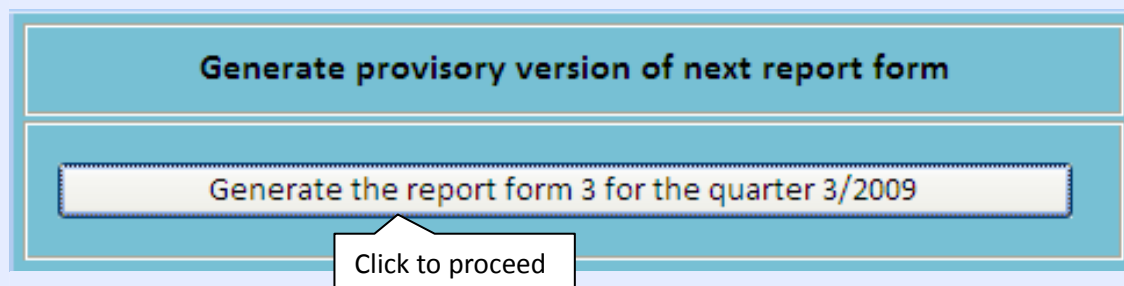
Notes:
A provisory version will be identified as such.
You may proceed normally with edition, but you must transfer it to the definitive form before submitting it to the JTS.

11 Financial annexes
12 VAT declarations
13 Declaration of expenditures
14 Declaration of resources
15 Monitoring indicators

Help
Print help notes
Print form model

Exit

Provisory form

To import data from a provisory form to a definitive one you must perform to kind of actions: at project and at partner level.

To import data at partner level please refer to section C.01.

To import data a project level, you must open the definitive form, and, before any edition, you must click on the Import project data from a provisory form version.
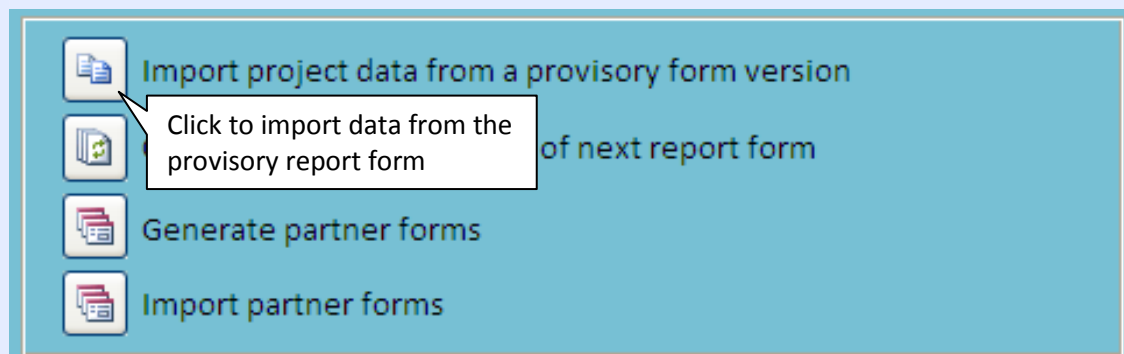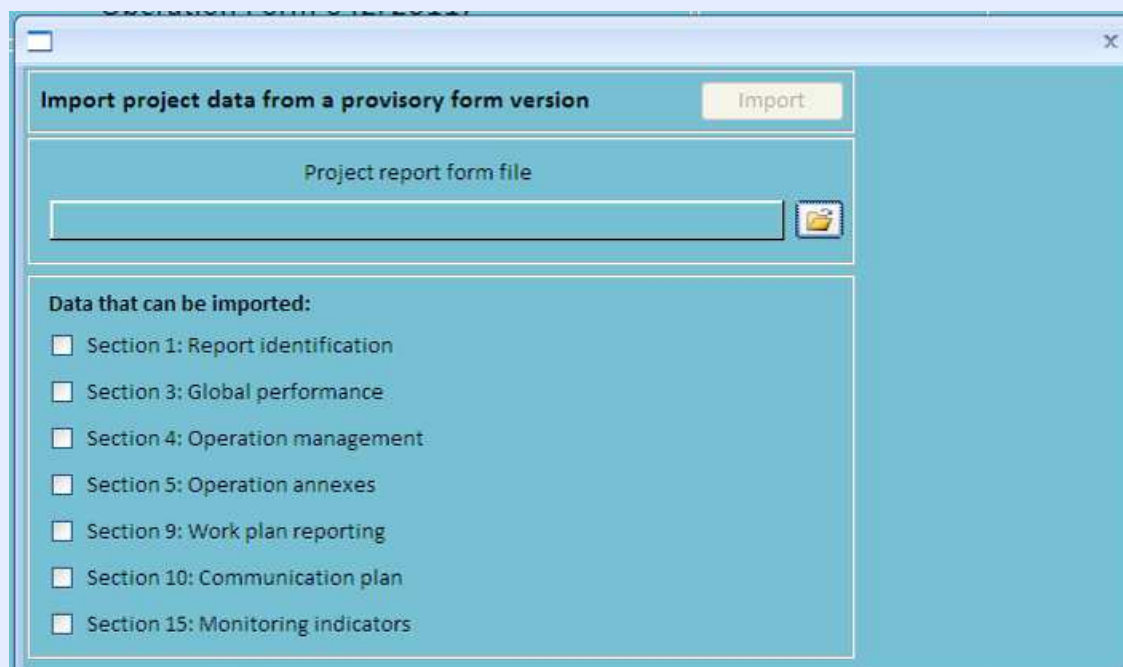

An window will be opened.
1º Click on the folder to choose the provisory file to be imported
2º Verify if the convenient sections are marked to be imported.
3º Click on Import to proceed

Once that the Lead Partner has consolidated all partners sub reports and filled in all sections related with the operations and attached all necessary documents, they must make the implementation project report available to the JTS.

On the left menu, click on "Execution reports and payment claims" and then click on "Project Report" on the green part click on "Add a report form".
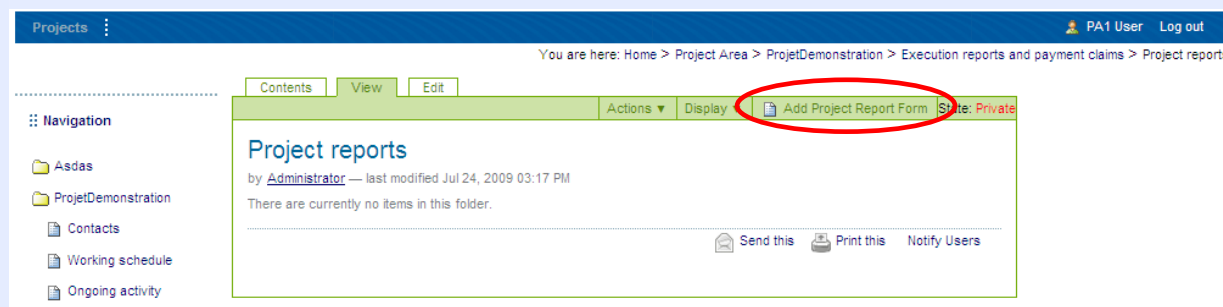
Input the title of the report (its nº)
Enclosed the file of the report form of the project
Click on "Save"

USE A ZIP FILE FOR FASTER UPLOAD

You obtain the following screen
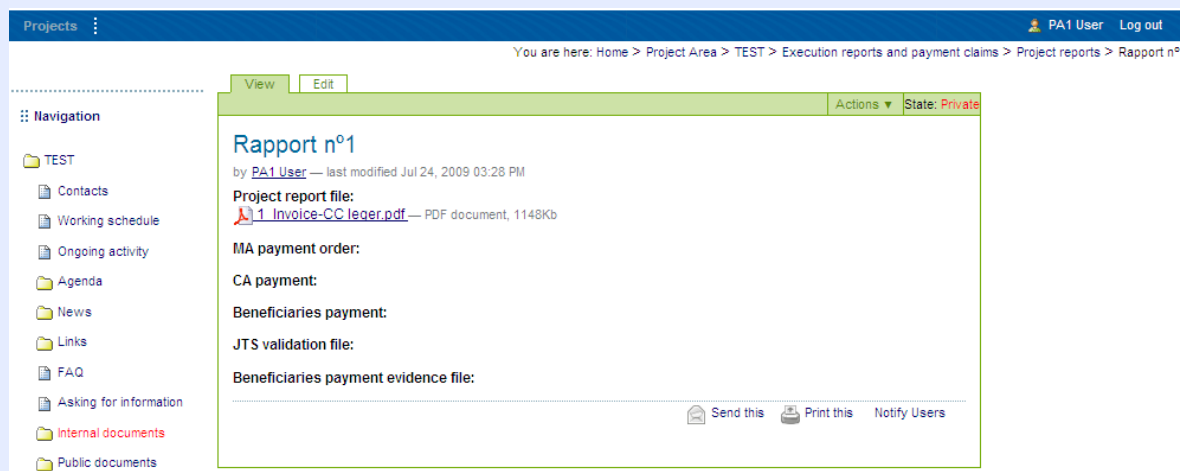
This screen contains the following items:

MA payment order:
This item is filled in by the JTS, which inputs the transmission date of the payment order of the Managing Authority and the Certification Authority.

CA payment:
This item is filled in by the JTS, which inputs the payment date made by the Certification Authority to the Lead Partner.

Beneficiaries' payment:
This item is filled in by the Lead Partner, which inputs the date on which has been done the payment to the partners. In the case of several payments, you must choose the last date.

JTS validation file:
This item is filled in by the JTS, which inputs a PDF file including eventual requests for corrections or the declaration of conformity accompanying the payment order.

Beneficiaries payment evidence file:
This item is filled in by the Lead Partner, which inputs the documents and evidences for the payment done to the partners. Use one document in PDF format in which are gathering all the evidences.

F.04 - HOW THE LEAD PARTNER PROVIDES THE JTS WITH PROOF OF THE PAYMENT TO THE PARTNERS?

The Lead Partner must provide the proof of payment to the partner within a period defined within the subsidy contract.
This obligation regards the eventual advancement payment as well as any payments claim related to an execution report.

The probative documents must be imputed in the available section in the PCC.
- Click on the execution report or the advance payment for which payments have been done click on "Edit" to access the fields to fill in.

In "Beneficiaries payment": input the date corresponding to last beneficiary you paid
In "Beneficiaries evidences": input a pdf gathering all the evidences of payment for the partners.