







**This version of the progress report is only for demonstration purposes. The real reporting is done in the online monitoring system of the programme.**

**Instructions**

	filled by MA/JS
	filled by lead partner
	automatically filled in/displayed
	automatically pre-filled but content remain editable
	guidance
	button

**Overview of project progress**

**1.0 Website of the project**

In case your project has its own website please enter the address without "http://" e.g. www.interreg-baltic.eu

**1.1 Main achievement so far**

Please describe the main achievement of your project up to the end of the current reporting period. Please highlight how the cooperation helped in your work. This text may be used for publicity activities by the Programme, e.g. it may be passed on to representatives in the European Commission, national ministries or other governmental agencies to highlight your project during events or in their publications. It may also be published on the Programme website. For this reason please try to write it in the style of a press release.
3000 signs

## WP1 Project Management and Administration

### 2.1 Strategic project management

Please provide an update on how the project is run on the strategic level; what structures are in place, what stakeholders you have involved, what meetings you have held and what decisions have been made that are of strategic importance to the overall implementation of the project.

2000 signs

### 2.2 Project communication and publicity

Please list publications and audio-visual material the project has produced, such as websites, videos, print material and articles. In particular, consider publicly available material in English published on YouTube, Vimeo, Instagram, Slideshare and alike. Please mention the respective target group(s).

2000 signs

### 2.3 Financial management

Please provide a short description of the financial management of the project. In particular please describe the composition and competences of the financial management team of the lead partner. Furthermore, please describe how were partners informed about relevant rules and procedures e.g. whether there were trainings provided.

2000 signs

### 3.2 Progress of implementation of the group of activities and outputs according to the timeline

**Groups of activities:**  
Please indicate the respective status of groups of activities where the work is on-going, finalised and/or delayed, and report accordingly. Note, if you have started to implement some groups of activities ahead of the latest approved timeline, you have to report on them as well. For activities not planned in this reporting period please choose the corresponding status as well.

**No activity planned:** implementation of the group of activities was not planned according to the timeline. As nothing was implemented no description is required.

**On-going:** implementation of a group of activities has taken place in this reporting period, and will continue during the subsequent period(s). Description is required on activities and any outputs which were partly delivered, but not yet finalised.

**Delayed:** implementation of a group of activities is delayed according to the latest approved timeline. Please choose this status if you are partly or fully delayed with implementation of the group of activities, and explain the delays in section 3.5.3.

**Finalised:** implementation of a group of activities was finalised during the reporting period. By marking a group of activities as finalised in the future reporting periods you will not be able to report on it.

**(Main) outputs/investments:**  
Please indicate the status of (main) outputs/investments. Please choose the corresponding status:

**Output delivery on-going:** You confirm that the development of the output is under way. No additional information is required at this stage.

**Output delivered:** preparation of an (main) output/investment was successful in this reporting period. Please describe it and indicate whether you would like this (main) output/investment be included in the output library of the Programme.

Please note, that for main outputs and investments you have to provide additional information on their durability. By marking "output delivered" in the future reporting periods you will not be able to report on it.

**Output delivery failed:** preparation of an (main) output/investment failed during the project. Please explain the reasons for the failure and the consequences for the project in section 3.7.3. By marking "output delivery failed" in the future reporting periods you will not be able to report on it.

3.2.1 Number	3.2.2 Title of group of activities and outputs	3.2.3 Time planned for implementation	3.2.4 Status
A2.1	Title (will be displayed)	e.g. "period 1,2,3"	<p>(drop-down, one selection possible)</p> <p>no activity planned</p> <p>on-going</p> <p>delayed</p> <p>finalised</p>

<b>3.3 Information on group of activities provided in application</b>	(button unhide) + (button hide)
Info of group of activities as provided in Application Form	
<b>3.4 Information provided in earlier progress reports</b>	(button unhide) + (button hide)
<b>3.4.1 Progress report</b>	(button unhide) + (button hide)
<b>3.4.1.1 Progress of group of activities</b>	(button unhide) + (button hide)
Information on group of activities if provided in ealier progress report	
<b>3.4.1.2 Progress of State aid relevant group of activities description</b> (in case State aid relevant activities were described in earlier progress report)	(button unhide) + (button hide)
Information on progress of State aid relevant activities if provided in earlier progress report	
<b>3.4.1.3 Deviations to the group of activities</b> (in case any deviations have been described in earlier progress report)	(button unhide) + (button hide)
Information on deviations from earlier progress report	
<b>3.5 Implemented group of activities in current reporting period</b>	(button unhide) + (button hide)

### 3.5.1 Progress of group of activities

Please describe the status-quo of the implementation of the group of activities. What is the progress made? State the driving partner(s) and clearly mention each partner's and associated organisation's contribution. Were target groups or other stakeholders involved and how? In addition, please mention any participation at an external event in relation to this group of activities.

3000 signs

### 3.5.2 Progress of State aid relevant activities (only displayed, if State aid relevance is indicated in Application Form)

Please describe separately those activities that were implemented either under de minimis or general block exemption regulation (GBER) instrument.

2000 signs

### 3.5.3 Deviations to the group of activities

Please explain any deviations occurred, including delay, modifications, cancellation, postponement of activities. Explain the reasons and describe how they have been addressed. Please estimate how it will affect the achievement of results and how these deviations or modifications will be solved within the subsequent reporting periods.

2000 signs

3.5.4 Number	3.5.6 Title of output	3.5.7 Time planned for implementation	3.5.8 Status
02.1	Title (output title from Application Form will be displayed)	e.g. "period 4"	(drop down, one selection possible)  "Output delivery on-going" "Output delivered" "Output delivery failed"

**3.6 Information on output provided in application** (displayed only once status is marked as "output delivered")

3.6.1 Number	3.6.2 Description of output	3.6.3 Main output or investment	(button unhide) + (button hide)
e.g. 02.1	Title of output from Application Form will be displayed	indicated from Application Form if main output or investment	(button unhide) + (button hide)

description of output from Application Form will be displayed	
<b>3.6.4 Target group(s) and use of the main output</b> (displayed only for main output/investment)	(button unhide) + (button hide)
if main output or investment then description of target group(s) and use of the main output from AF WP2 is displayed	
<b>3.6.5 Description of format and content of main output</b> (displayed only if main output/investment)	(button unhide) + (button hide)
For main output or investment "format of main output" from PR1 section "A.1 Description of format and content of main outputs" displayed	
<b>3.6.6 Information on deviations provided in earlier progress reports</b> (only displayed in case deviations were reported in earlier progress reports)	(button unhide) + (button hide)
Information on deviations regarding output/investment if provided in earlier progress reports displayed	

### 3.7 Delivered (main ) output/investment

(button unhide) + (button hide)

#### 3.7.1 Description of finalised (main) output/investment

Please describe the finalised output. In case of a main output/investment please also refer to the quality criteria which you have provided together with the 1st progress report and which are displayed below.
2000 signs

#### 3.7.2 Durability of the main output/investment (only displayed for main output/investment which are marked as "output delivered")

Please name the organisations/insitutions that will use the main output/investment in their daily work.
2000 signs

Please describe how the main output/investment will be used further on i.e. during and after the project by these organisations/insitutions. What are the plans of other insitutions/organisations to use the main output?

2000 signs

### 3.7.3 Deviations to the delivery of the output (displayed in case of "output delivery failed")

Please explain any deviations occurred, including delay, modifications, cancellation, postponement of ouptuts. Explain the reasons and describe how they have been addressed. Please estimate how it will affect the achievement of results and how these deviations or modifications will be solved within the subsequent reporting periods.

2000 signs

### 3.8 Publication of output (displayed if output is marked as "output delivered")

Please indicate whether this output is for publication in the Programme's output library?  
([http://eu.baltic.net/Project\\_Output.21098.html](http://eu.baltic.net/Project_Output.21098.html))

(Drop down)

Yes

No

### 3.8.1 Topic of the output (displayed if output is marked "yes" for publication)

Select one out of four "key tags" that best represents the topic of the output. Depending on the selected "key tag" you can select up to 4 "sub-tags". The tags will help users to search the output database not only by project names but also by topics.

Choose from the drop-down list.

<p style="text-align: center;">Key-tag</p>	<p style="text-align: center;">(drop-down pre-defined key-tags:  1. Agriculture - fisheries - forestry; 2. Climate change - biodiversity; 3. Clustering - economic cooperation; 4. Coastal management - maritime issues; 5. Community integration - common identity; 6. Construction - renovation; 7. Cooperation between emergency services; 8. Cultural heritage - arts; 9. Demographic change - immigration; 10. Education - training; 11. Energy efficiency; 12. Evaluation systems - results; 13. Governance, partnership; 14. Green technologies; 15. Green transport solutions; 16. Health - social services; 17. ICT - digital society; 18. Improving transport connections; 19. Infrastructure; 20. Innovation capacity - awareness-raising; 21. Institutional cooperation - cooperation networks; 22. Knowledge - technology transfer; 23. Labour market - employment; 24. Logistics - freight transport; 25. Managing natural - man-made threats; 26. Multimodal transport; 27. New products - services; 28. Regional planning - development; 29. Renewable energy; 30. Risk management; 31. Rural - peripheral development; 32. SME - entrepreneurship; 33. Safety; 34. Scientific cooperation; 35. Social inclusion - equal opportunities; 36. Soil - air quality; 37. Sustainable management of natural resources; 38. Tourism; 39. Transport - mobility; 40. Urban mobility; 41. Waste - pollution; 42. Water management; 43. Waterways, lakes - rivers)</p>
<p style="text-align: center;">Sub-tag 1</p>	<p style="text-align: center;">(drop-down pre-defined sub-tags )</p>
<p style="text-align: center;">Sub-tag 2</p>	<p style="text-align: center;">(drop-down pre-defined sub-tagss)</p>
<p style="text-align: center;">Sub-tag 3</p>	<p style="text-align: center;">(drop-down pre-defined sub-tagss)</p>
<p style="text-align: center;">Sub-tag 4</p>	<p style="text-align: center;">(drop-down pre-defined sub-tags)</p>



following matrix shall explain the logic of the relation of Group of Activities, outputs and their statuses

Activity status	Activity description fields to be displayed	Output status	Output description fields to be displayed
1. "no activity planned"	no input fields		
2. "on-going"	display input fields: 3.5.1 (and 3.5.2 if activity was ticked as State aid relevant in Application Form)		
3. "delayed"	display input fields: 3.5.1 (and 3.5.2 if activity was ticked as State aid relevant in Application Form) as well as 3.5.3		
4. "finalised"	display input fields: 3.5.1. (and 3.5.2 if activity was ticked as State aid relevant in Application Form)		
		1. "Output delivery on-going"	no input fields
		2. "Output delivered"	any output: 3.7.1 only if main output/investment: 3.7.2 any output: 3.8 any output: 3.8.3
		3. "Output delivery failed"	any output:3.7.3

## Output indicators

### 4.1 Project specific output indicators

Please describe achievements in relation to the specific output indicators your project has reached during this reporting period

Number	Name of indicator	Description	Achievement this reporting period	Target value	Accumulated value	Value this Progress Report
Number of local/regional public authorities/institutions involved as beneficiaries receiving grants from the programme						
P1	No. of local/regional public authorities/institutions involved	Description (taken from Application Form)	1000 signs	Target value (taken from Application Form)	n.a.	pre-filled based on Application Form

Number of national public authorities/institutions involved as beneficiaries receiving grants from the programme						
P2	No. of national public authorities/institutions involved	Description (taken from Application Form)	1000 signs	Target value (taken from Application Form)	n.a.	pre-filled based on Application Form

Number of enterprises receiving support in any form from ERDF.  
Please make sure you do not indicate enterprises having received support already reported in earlier reporting periods.

P3	No. of enterprises receiving support	Description (taken from Application Form)	1000 signs	Target value (taken from Application Form)	Accumulated value	50 signs
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Number of enterprises with non-financial support benefitting from project activities/outputs, e.g. from trainings, coaching or business plan implemented by projects funded in this priority.  
Please make sure you do not indicate enterprises having received non-financial support already reported in earlier reporting periods.

P4	No. of enterprises receiving nonfinancial support	Description (taken from Application Form)	1000 signs	Target value (taken from Application Form)	Accumulated value	50 signs
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Number of enterprises (both, as beneficiaries receiving funds as well as with non-financial support) cooperating with research institution(s).  
Please make sure you do not indicate enterprises having already cooperated with research institutions already reported in earlier reporting periods.

P5	No. of enterprises cooperating with research institutions	Description (taken from Application Form)	1000 signs	Target value (taken from Application Form)	Accumulated value	50 signs
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Number of new products and services offered on the market developed and documented by projects supported in this priority. The projects will have to prove that the products and services are newly introduced to adopted in the Baltic Sea Region.  
Please make sure not to count new products and services already reported in earlier reporting periods.

P6	No. of documented newly developed market products and services	Description (taken from Application Form)	1000 signs	Target value (taken from Application Form)	Accumulated value	50 signs
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Total value of private contribution in supported innovation and R&D projects, including non-eligible parts of the project.  
Please make sure not to count those private contributions already reported in earlier reporting periods.

P7	Amount of private investments matching public support in innovation or R&D projects	Description (taken from Application Form)	1000 signs	Target value (taken from Application Form)	Accumulated value	50 signs
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Amount of investments defined in investment plans or equivalent documents produced by the projects in the priority. Investments could be implemented also after project closure. Please make sure to count those investments already reported in earlier reporting periods.

P8	Amount of documented planned investments to be realised with other than the Programme funding	Description (taken from Application Form)	1000 signs	Target value (taken from Application Form)	Accumulated value	50 signs
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## Definition of quality criteria for main outputs (addition to 1st Progress Report only)

### A.1 Quality criteria of main outputs

Please define quality criteria for each main output. The quality criteria is a quantitative and technical specification of the main outputs that you expect to be met. The following aspects should be covered:

- The main contents (e.g. type of information) of the output and volume (e.g. # of pages, entries);
- The format of the main output (e.g. an excel tool, an online data base, a physical investment, a report publishable online and in print);
- If applicable, functions/functionality of e.g. an IT solution: such as data exchange among different data bases, data export, data storage, etc.

Code	O3.1	
Title	<span style="color: red;">(pre-filled with title from main output in Application Form)</span>	
Description	<span style="color: red;">(pre-filled with output description in Application Form)</span>	<span style="color: red;">(button unhide) + (button hide)</span>
Content of output	2000 signs	
Format of output	2000 signs	

Code	I4.3	
Title	<span style="color: red;">(pre-filled with title from main investment output in Application Form)</span>	
Description	<span style="color: red;">(pre-filled with output description in Application Form)</span>	<span style="color: red;">(button unhide) + (button hide)</span>
Content of output	2000 signs	
Format of output	2000 signs	
Value of investment in €	<span style="color: red;">Value</span>	

## Mid-term evaluation (additional part to regular Progress Report 3)

### E.1 Achievements so far in reaching project results

Please describe the achievements you have made so far in reaching the project results as defined in your application. Mention specific implemented activities and produced outputs that are instrumental in reaching your project's results and increasing the institutional capacity of your target groups in the selected dimensions. In addition, please highlight the involvement of your target groups in project activities and development/use of main outputs. What is the preliminary feedback from your target groups regarding the project and its main outputs (produced or in making)? Have any deviations/changes occurred potentially affecting the expected results?	
No. project objective	PO1
Project Objective	Project Objective content from Application Form
Institutional capacity dimension	(pre-filled from Application Form) 1) Enhanced institutionalised knowledge and competence 2) Improved governance structures and organisational set-up 3) More efficient use of human and technical resources (databases, technical solutions, small infrastructure etc.) 4) Better ability to attract new financial resources 5) Increased capability to work in transnational environment
No. project result	R1
Project Result	Project Result content from Application Form
Achievement so far	3000 signs

### E.2 Obligatory output indicator "learning experience"

This indicator relates to the process of acquiring institutional knowledge in the transnational context through joint testing, piloting or any other type of demonstration activities related to newly developed, transferred or adapted services, products, structures, processes or strategic documents. Please describe achievements in relation to the obligatory output indicator "learning experience" your project has reached up until this reporting period.	
Number	O1

Expectation as defined in application	(learning experiences as described in Application Form)
Achievement so far	2000 signs

Number	O2
Expectation as defined in application	(learning experiences as described in Application Form)
Achievement so far	2000 signs

Number	O3
Expectation as defined in application	(learning experiences as described in Application Form)
Achievement so far	2000 signs

### E.3 Horizontal principles

Please describe how, up until this reporting period, you have promoted and created an impact on the selected horizontal principle(s). Please present examples by referring to specific groups of activities and outputs. (those horizontal principles indicated in the Application Form are displayed)

#### E.3.1 Sustainable development

2000 signs
------------

#### E.3.2 Equal opportunities

2000 signs

### E.3.3 Equality between men and women

2000 signs

### E.4 Cross cutting issues

Please describe how, up until this reporting period, you have contributed to this cross-cutting issue. Please present examples by referring to specific group of activities and outputs. (those cross-cutting issues indicated in the Application Form are displayed)

#### E.4.1 Cooperation with the partner countries (Belarus, Russia)

2000 signs

#### E.4.2 Multi - level governance

2000 signs

#### E.4.3 Baltic Sea Region common identity

2000 signs

#### E.4.4 Spatial planning/maritime spatial planning

2000 signs

#### E.4.5 Climate change adaptation and mitigation



2000 signs

E.4.6 Adaptation to demographic change

2000 signs

## Final progress report (in addition to "Workplan: activities and outputs" of last Progress Report)

### F.1 Achievements and project results

<p>Please describe the results you have achieved and objectives you have reached in your project. Mention specific activities and main outputs that have been instrumental in reaching your project's results and increasing the institutional capacity of your target groups in the selected dimensions. Please highlight the involvement of your target groups in project activities and development/use of main outputs. In addition, please describe the feedback from your target groups regarding the project and its main outputs. If applicable to your project, please highlight the end-user feedback on the produced products and services.</p> <p>Please describe any deviations/changes that have occurred which have affected the expected results.</p> <p>Please describe what change your target groups will bring to the region thanks to the increased capacity.</p>	
No. project objective	PO1
Project Objective	Project Objective content from Application Form
Institutional capacity dimension	<p>(pre-filled from Application Form)</p> <ol style="list-style-type: none"> <li>1) Enhanced institutionalised knowledge and competence</li> <li>2) Improved governance structures and organisational set-up</li> <li>3) More efficient use of human and technical resources (databases, technical solutions, small infrastructure etc.)</li> <li>4) Better ability to attract new financial resources</li> <li>5) Increased capability to work in transnational environment</li> </ol>
No. project result	R1
Project Result	Project Result content from Application Form
Achievement during project implementation	3000 signs

### F.2 Follow-ups

<p>Please describe the follow-up/spin-off actions of your project.</p>
2000 signs

### F.3 Obligatory output indicator "learning experience"

This indicator relates to the process of acquiring institutional knowledge in the transnational context through joint testing, piloting or any other type of demonstration activities related to newly developed, transferred or adapted services, products, structures, processes or strategic documents.  
Please describe achievements in relation to the obligatory output indicator "learning experience" your project has reached during this reporting period.

Number	O1
Expectation as defined in application	(learning experiences as described in Application Form)
Achievement	2000 signs

Number	O2
Expectation as defined in application	(learning experiences as described in Application Form)
Achievement	2000 signs

Number	O3
Expectation as defined in application	(learning experiences as described in Application Form)
Achievement	2000 signs

#### F.4 Horizontal principles

Please describe how you, throughout the project, promoted and created an impact on the selected horizontal principle(s). Please present examples by referring to specific groups of activities and outputs. (those horizontal principles indicated in the Application Form are displayed)

##### F.4.1 Sustainable development

2000 signs

##### F.4.2 Equal opportunities

2000 signs

##### F.4.3 Equality between men and women

2000 signs

## F.5 Cross cutting issues

Please describe how you, throughout the project, contributed to this cross-cutting issue. Please present examples by referring to specific group of activities and outputs. (those cross-cutting issues indicated in the Application Form are displayed)

### F.5.1 Cooperation with the partner countries (Belarus, Russia)

2000 signs

### F.5.2 Multi - level governance

2000 signs

### F.5.3 Baltic Sea Region common identity

2000 signs

### F.5.4 Spatial planning/maritime spatial planning

2000 signs

### F.5.5 Climate change adaptation and mitigation

2000 signs

### F.5.6 Adaptation to demographic change

2000 signs

## First level controller (FLC) data

Every partner report must be certified by a FLC (for details see chapter I Audit and Control of the Programme Manual). In this section the project has to maintain an overview of key data about the FLC for all project partners and a scanned copy (PDF format) of the FLC approbation has to be uploaded. After the MA/JS check the FLC data will be blocked. If the FLC has changed during the project, please add the data for the new FLC by pressing the button Add FLC. Before pressing the button, please select the number of the respective partner first.

For each FLC please indicate, which period (PR 1, PR2, ...) was checked by this FLC.

PP no	PP name	Country	FLC system	FLC institution	FLC signatory	FLC e-mail	PR1	PR2	PR3	PR4	PR5	PR6
1												
2												
... n												

Upload FLC approbation

Upload FLC approbation

Add FLC (select PP no. first)

Delete FLC (select PP no. first)

## Partnership agreement

Please upload a copy of the partnership agreement (not editable PDF) including the signatures of all project partners. The

Upload partnership agreement

## Financial report

### 6. Expenditure by project partner and budget line

#### 6.1 BL 7 - Expenditure for specific project activities [amounts in €]

Please enter the number of units according the relevant partner report(s).

No	PP no	PP name	Planned and approved					Reported number of units		Reported expenditure	
			Specification of the Unit	Group of activities no.	Number of Units	Amount per unit	Total	current period	accumulated	current period	accumulated
1											
2											
...											
TOTAL											

#### 6.2 Current progress report [amounts in €]

Please copy the amounts of certified expenditure per budget line from the relevant partner reports. Please include only data from partner reports, which were certified by the responsible first level controllers and which were not included into any of the previous progress reports.

Reporting in the BL6 and BL7 is possible only if there is a budget for these budget lines. Purchase of land is usually not financed by the Programme. If an exception was approved in the application form, the expenditure related to land purchase has to be reported in the extra column.

PP no	PP name	BL 1	How much out of BL1 is unpaid voluntary work?	BL 2	BL 3	BL 4	BL 5	BL 6	How much out of BL 6 is purchase of land?	BL 7	Total eligible expenditure
1											
2											
... n											
TOTAL											

### 6.3 Accumulated [amounts in €]

PP no	PP name	BL 1	out of BL1: unpaid voluntary work	BL 2	BL 3	BL 4	BL 5	BL 6	out of BL 6: purchase of land	BL 7	Total eligible expenditure
1											
2											
... n											
<b>TOTAL</b>											<b>TotalEXP</b>
Project budget											
Remaining budget											
Remaining [in %]											



## 2. Spending rates [amounts in €]

The following table compares the real spending with the planned spending indicated in the application. Please comment the spending progress in the respective text field. In particular, please provide justifications in case of significant delays (e.g. spending rate below 70%). Please also inform in case your spending is in line with the planned spending but you might face lack of financial resources for future activities.

	Expenditure in current period			Accumulated expenditure			Average co-financing rate	Programme funding in current period			Accumulated programme funding		
	Approved	Real spending	%	Approved	Real spending	%		Approved	Real spending	%	Approved	Real spending	%
EU partners (ERDF)													
Norwegian partners (Norway)													
Total													

### 8. Expenditure outside the EU part of the Programme area [amounts in €]

Please copy the amounts of certified expenditure spent outside the EU part of the Programme area from the relevant partner reports. Please include only data from partner reports, which were certified by the responsible first level controllers and which were not included into any of the previous progress reports.

PP no	PP name	Country	NUTS2	Total eligible expenditure (current)	How much out of Total is expenditure outside the EU part of the Programme area (current period)?	Accumulated expenditure outside the EU part of the Programme area	% of reported expenditure
1							
2							
... n							
<b>TOTAL</b>							

### 9.1 Net-revenues [amounts in €]

This section is relevant only if:

- any project partner generated net-revenues (details can be found in the Programme Manual, chapter 1.8 Cash inflows) AND
- the net-revenues were not generated by State aid relevant activities (details can be found in the Programme Manual, chapter F.1.5 State aid rules).

In these cases please indicate in the table net-revenues generated by project partners. The deduction of the amount must have been done in the partner report already. Therefore, expenditure reported in the FR1 section have to be amounts after deduction of the net-revenues.

PP no	PP name	Net-revenues deducted in the partner reports (current period)	Net-revenues deducted in the partner reports (all periods)
A	B	C	D
1			
2			
... n			
<b>TOTAL</b>			

### 9.3 Expenditure related to investment outputs [amounts in €]

Please enter the amounts spent on the investment outputs.

#### Current progress report

PP no	PP name	e.g. I.2.1(A.2.1)	I.2.2 (A.2.2.)	I.4.3 (A.4.3.)	...	Total
TOTAL						

#### Accumulated

PP no	PP name	e.g. I.2.1(A.2.1)	I.2.2 (A.2.2.)	I.4.3 (A.4.3.)	...	Total
TOTAL						

### 9.4 State aid relevant expenditure [amounts in €]

Please fill in the amounts of State aid relevant expenditure according the partner reports.

PP no	PP name	Country	Current reporting period		Accumulated all reporting periods	
			Total eligible expenditure	How much out the Total is State aid relevant expenditure?	Total eligible expenditure	out of the Total: State aid relevant expenditure
1						
2						
... n						
<b>TOTAL</b>						

### 10. Partners' expenditure status [amounts in €]

Following table summarise the financial status of total expenditure, programme funding and own contribution per project partner as well as per funding source.

#### 10.1 Total expenditure

PP no	PP name	Funding source	Total expenditure				out of the Total: State aid relevant expenditure					out of the Total: expenditure without State aid relevance			
			Approved budget (including changes)	Certified expenditure		Remaining budget	% remaining	Approved budget (including changes)	State aid scheme	Accumulated certified expenditure		Remaining budget	% remaining	Certified expenditure (current report)	Accumulated certified expenditure (this & previous reports)
				current	accumulated					current	accumulated				
1															
2															
... n															
TOTAL															
of it ERDF															
of it Norway															

#### 10.2 Programme funding

PP no	PP name	Funding source	Total Programme funding				out of the Total: State aid relevant Programme funding					out of the Total: Programme funding without State aid relevance				
			Approved Programme funding	Requested Programme funding		Remaining Programme funding	% remaining	Approved Programme funding	Co-financing rate	Total requested Programme funding		Remaining Programme funding	% remaining	Co-financing rate	Total requested Programme funding	
				current	accumulated					current	accumulated				current	accumulated
1																
2																
... n																
TOTAL																
of it ERDF																
of it Norway																

### 10.3 Own contribution by partners

PP no	PP name	Funding source	Source of contribution	Total own contribution		Out of the Total: public		Out of the Total: private	
				current	accumulated	current	accumulated	current	accumulated
1									
2									
... n									
TOTAL									
of it ERDF									
of it Norway									

## 11. Contract overview [all amounts in €]

In this section the project has to maintain a complete overview of all contracts, which are above EU thresholds as set out in Directives 2004/17/EC or 2004/18/EC or the amendments of the latter Directives, where applicable. Each contract has to be listed only once. The list has to be checked and completed before every submission of a progress report. For a clear link to the approved contracts please indicate the corresponding Contract no. from the application. If the contract was not planned, please leave this first field empty. For a clear link to the partner report please indicate the same Item no. as in the partner report.

### 11.1 Contracts in BL 4 External expertise and services

Contract no. Application	Contracting partner	Item no.	Contract specification	Official name of the contractor	Contract type	Award procedure	Contract value	Certified expenditure		
								current	accumulat	
0	A	B	C	D	D2	E	F	G	H	
(20 char)		(20 char)	(100 char)	(100 char)						
<b>Add a contract</b>		<b>Total</b>								

Delete

### 11.2 Contracts in BL 5 Equipment

Contract no. Application	Contracting partner	Item no.	Contract specification	Official name of the contractor	Contract type	Award procedure	Contract value	Certified expenditure		
								current	accumulat	
0	A	B	C	D	D2	E	F	G	H	
(20 char)		(20 char)	(100 char)	(100 char)						
<b>Add a contract</b>		<b>Total</b>								

Delete

### 11.3 Contracts in BL 6 Infrastructure and works

Contract no. Application	Contracting partner	Item no.	Contract specification	Official name of the contractor	Contract type	Award procedure	Contract value	Certified expenditure		
								current	accumulat	
0	A	B	C	D	D2	E	F	G	H	
(20 char)		(20 char)	(100 char)	(100 char)						
<b>Add a contract</b>		<b>Total</b>								

Delete



## 12. Partner reports and FLC certificates

Please upload for each partner:

- partner report(s) in editable PDF format (without FLC signature)
- scan copy of the signed FLC confirmation (not editable PDF)
- scan copy of the signed FLC report & checklist (not editable PDF)

PP no	PP name			
1		PP report upload	FLC confirmation	FLC report & checklist
2		PP report upload	FLC confirmation	FLC report & checklist
... n		PP report upload	FLC confirmation	FLC report & checklist

### 13. Payment request and submission [amounts in €]

#### LP statement

By submitting the progress report to MA/JS the lead partner confirms:

- (1) all information and documentation provided in this progress report and its annexes is complete, accurate and true; this progress report gives a correct description of the implementation and the corresponding status of the project;
- (2) the lead partner and all project partners have a system for recording and storing accounting records for the project that is in line with the rules laid down in the Programme Manual; the files, documents and data on the project are collected and retained as required by Article 9 of the subsidy contract;
- (3) all data presented in the financial part of this progress report is accurate, results from reliable and separate accounting systems (or adequate accounting codes) and is based on verifiable supporting documents;
- (4) all expenditure presented in this progress report (with the exception of costs related to depreciations and simplified cost options) has actually been paid by the lead partner or any project partner listed in the latest approved project data in order to implement the project in line with the project work plan and for the purpose of delivering main outputs as set in the project data and the annex to progress report 1 specifying the quality criteria for the main outputs;
- (5) all expenditure and activities reported in this progress report comply with applicable Community legislation and Programme rules as laid down in the Programme Manual. The national rules of the Member State in which the expenditure is incurred have been applied only for matters not covered by the aforementioned rules. In addition, all expenditure and activities reported in this progress report are in line with contractual agreements between the lead partner and the project partners;
- (6) any amounts that can be recovered by the lead partner or a project partner (e.g. VAT) and any project-related cash inflows are not included in the eligible expenditure to be co-financed by the Programme;
- (7) the report is based on individual partner reports; the expenditure of the lead partner and the project partners in this progress report has been validated by the responsible first level controllers at the partner level approved according to the country specific control requirements;
- (8) all ERDF, and if relevant also Norwegian national co-financing, that is paid by the Programme to the lead partner will be correctly transferred to the project partners without delay;
- (9) the own contribution of the lead partner and all project partners comply with applicable Community legislation and Programme rules as laid down in the Programme Manual ;
- (10) the lead partner and all project partners fulfilled their information duties arising from the publicity rules as set by the Article 7 of the subsidy contract and/or the Programme Manual.

#### Programme funding requested [progress report X]

PP no	PP name	Funding source	Requested programme funding	Out of that: State aid relevant
A	B	C	D	E
1				
2				
... n				
<b>TOTAL</b>				
of it ERDF				
of it Norway				

**Submit report**

Name of user (LP)

Date

## 14. First level control (FLC) [amounts in €]

### 14.1. On-the-spot checks

Please complete this overview about the on-the-spot checks carried out by the FLCs (based on data from the partner reports). For each check please indicate the no. of the checked partner, the institution carrying out the check and the date of the spot check.

PP no.	Institution carrying out the checks	Date
	(max. 250 char)	date field

Add an item

### 14.2. Ineligible expenditure deducted during the FLC verification

Please complete this overview based on data from the partner reports.

PP no.	BL1	BL2	BL3	BL4	BL5	BL6	BL7	Ineligible amount	Item(s)	Reference to the breached EC regulation(s), Programme rule(s) or national legislation
									(max. 250 char)	(max. 250 char)

Add an item

### 14.3. FLC report and checklist (progress report)

The first level control (FLC) report and the checklist constitute an essential and obligatory part of the project audit trail. They have to be completed by the first level controller of the lead partner. Based on these documents the controller can confirm and sign the FLC certificate of the project's progress report in the framework of Interreg Baltic Sea Region.

This report and checklist covers checks of the progress report on the project level. For partner reports there are separate FLC reports and checklists, which have to be filled in and signed by the responsible partner FLCs.

Project title:

Project acronym:

Project number:

Name of lead partner:

Report number:  Reporting period from:  to:

Approbated control body responsible for verification:

#### Certified expenditure of this Progress report from the:

- a. ERDF budget (ERDF funding + own contribution of partners)
- b. Norwegian budget (Norwegian funding + own contribution of partners)

#### Checks carried out by the LP's controller on the overall progress report:

- The partnership agreement was concluded and signed by all project partners declaring expenditure. Add comment
- The partnership agreement contain all minimum requirements set in the Programme Manual (to be checked with the 1st progress report and further by updates of the partnership agreement). Add comment
- The lead partner has established a proper reporting system within the project. Add comment
- The LP organised in the framework of the project management and project implementation joint meetings/training or visited the project partners. Add comment
- The validation of the project's progress report is based on a Add comment
- signed project partners' reports;
  - signed first level control certificate of the project partners' reports;
  - signed first level control reports and checklists of the project partners' controllers.
- All project partner reports were validated by approbated first level controllers. Add comment
- The LP has transferred the funds reimbursed for the previous report to the project partners: Add comment
- without any delays and in line with the partnership agreement;
  - at correct amount without any reduction of funds?