

Interreg Baltic Sea Region Partner report no. **01**

Reporting period from: to:

1. Identification of the project

1.1 Project type

1.2 Project no. 1.3 Project acronym

2. Identification of the project partner 2.1 Project partner no.

2.2 Name of organisation in original language

2.3 Name of department in original language (if relevant)

2.4 Name of organisation in English

2.5 Name of department in English (if relevant)

2.6 Address

2.7 Postal code 2.8 Town

2.9 Country

2.10 Location

2.11 Funding source

3. Contacts

	Legal representative	Contact person
3.1 Institution	TestPartner	TestPartner
3.2 Position	Head of unit	Project co-ordinator
3.3 First name	Peter	Sven
3.4 Last name	Master	Example
3.5 E-Mail	pm@testpartner.eu	se@testpartner.eu
3.6 Phone	<input type="text" value="(max. 30 char. incl. spaces)"/>	<input type="text" value="(max. 30 char. incl. spaces)"/>
3.7 Mobile	<input type="text" value="(max. 30 char. incl. spaces)"/>	<input type="text" value="(max. 30 char. incl. spaces)"/>

4. Activity report

4.1 Progress in work packages and groups of activities

Work package

4.2 Specific output indicators (Priorities 1-3)

No.	Name of indicator	Achievement this reporting period	Value this period
P1	No. of local/regional public authorities/institutions involved	<i>(max. 1000 characters incl. spaces)</i>	
P2	No. of national public authorities/institutions involved	<i>(max. 1000 characters incl. spaces)</i>	
P3	No. of enterprises receiving support	<i>(max. 1000 characters incl. spaces)</i>	
P4	No. of enterprises receiving nonfinancial support	<i>(max. 1000 characters incl. spaces)</i>	
P5	No. of enterprises cooperating with research institutions	<i>(max. 1000 characters incl. spaces)</i>	
P6	No. of documented newly developed market products and services	<i>(max. 1000 characters incl. spaces)</i>	
P7	Amount of private investments matching public support in innovation or R&D projects	<i>(max. 1000 characters incl. spaces)</i>	
P8	Amount of documented planned investments to be realised with funding sources other than Programme funding	<i>(max. 1000 characters incl. spaces)</i>	

4.3 Partner's contribution to project communication

(max. 5,000 characters incl. spaces)

5. Financial data to be copied from BAMOS

BAMOS section "Application form": 6. Budget / 6.4 Expenditure for specific project activities (e.g. expenditure for large research activities in the sea etc.)

No.	Project partner	Specification of the unit	Group of activities	Number of units	Amount per unit [in €]
	99				

BAMOS section "Application form": 6. Budget / 6.5 Breakdown of planned project costs per budget line & per partner

Approved budget (including changes) [in €]	BL1	(BL2)	BL3	BL4	BL5	BL6	(BL7)
	150,000.00	X	20,000.00	30,000.00	0.00	0.00	X

BAMOS section "Application form": 6. Budget / 6.6 State aid expenditure

State aid expenditure planned

Total costs of State Aid relevant activities [€] Co-financing rate (State aid) [%] % State aid instrument

BAMOS section "FLC data & partnership agreement"

FLC system	FLC institution	FLC signatory name	FLC e-mail
centralised			

BAMOS section "Progress report": 6.3

Accumulated reported amounts [in €]

In case nothing was reported so far (e.g. report no. 1), please fill in "zero" into all fields.

BL1	of BL1, unpaid voluntary work	(BL2)	BL3	BL4	BL5	BL6	BL7
		X					

BAMOS section "Progress report": 9.3 Expenditure related to investment outputs

Codes of planned investment outputs

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BAMOS section "Progress report": 9.4 State aid relevant expenditure

Value in last column "Accumulated all reporting periods/out of the Total: State aid relevant expenditure [€]"

BAMOS section "Progress report": 11. Contracts

BAMOS section "Progress report": 11.1 Contracts in BL 4 External expertise and services

Contracting partner	Contract no.	Contract value [in €]
99		

BAMOS section "Progress report": 11.2 Contracts in BL 5 Equipment

Contracting partner	Contract no.	Contract value [in €]
99		

BAMOS section "Progress report": 11.3 Contracts in BL 6 Infrastructure and works

Contracting partner	Contract no.	Contract value [in €]
99		

6. Project partner's generated revenues/net revenues

7. Expenditure per budget line

7.1 BL1 Staff costs

Cost item identifier	Name of employee	Position	Calculation method	Total eligible expenditure [national currency]	Total eligible expenditure [€]	outside?	State aid?
BL1.001	Sven Example	Project co-ordinator	part time flexible (yearly h. rate)	23,256.00	5,414.67	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Correction items to be added?

(Net) revenues deducted (for calculation see section 6 above):	0.00
BL1 - Total eligible expenditure:	5,414.67
of the BL1 Total, expenditure outside the EU part of the Programme area:	0.00
of the BL1 Total, State aid relevant expenditure:	5,414.67
of the BL1 Total, unpaid voluntary work	0.00

7.2 BL2 Office and administration costs

(Net) revenues deducted (for calculation see section 6 above):	0.00
BL2 - Total eligible expenditure:	812.20
of the BL2 Total, expenditure outside the EU part of the Programme area:	0.00
of the BL2 Total, State aid relevant expenditure:	812.20

7.3 BL3 Travel and accommodation costs

Cost item identifier	Document no.	Document date	Specification: Type of costs, travel purpose (e.g. event title)/location, person travelling	Contractor/Supplier or name of the employee who submitted the travel report	NET eligible expenditure [national currency]	VAT paid [national currency]	Total eligible expenditure [€]	Payment date	outside?	State aid?
BL3.001	PR1_BL3_01	25/04/2019	Sven Example; Kick-off meeting, Oslo (Norway), 11 April 2019	Sven Example	4,921.00	0.00	1,145.75	30/04/2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

BL3.002	PR1_BL3_02	23/05/2019	Sven Example; Strategic seminar, Berlin (Germany), 16 May 2019	Sven Example	3,512.00	0.00	817.69	29/05/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Correction items to be added?

(Net) revenues deducted (for calculation see section 6 above):	0.00
BL3 - Total eligible expenditure:	1,963.44
of the BL3 Total, expenditure outside the EU part of the Programme area:	1,145.75
of the BL3 Total, State aid relevant expenditure:	1,963.44

7.4 BL4 External expertise and services costs

Did this partner conclude any contracts related to BL4 External expertise and services above EU thresholds as set out in Directive 2004/17/EC or 2004/18/EC or the amendments to the latter directive?

no

7.4.3 List of expenditure related to external expertise and services (contracts below the EU thresholds)

Cost item identifier	Item no. AF/6.1	Investment output no.	Invoice no.	Invoice date	Invoice specification	Official name of the contractor/supplier	NET eligible expenditure [national currency]	VAT paid [national currency]	Total eligible expenditure [€]	Payment date	outside?	State aid?
BL4.001	23		PR1_BL4_01	20/06/2019	Study on the possibility of the implementation in the sector of interest	Provider X	8,000.00	0.00	1,862.63	27/06/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Correction items to be added?

(Net) revenues deducted (for calculation see section 6 above):	0.00
BL4 - Total eligible expenditure:	1,862.63
of the BL4 Total, expenditure outside the EU part of the Programme area:	0.00
of the BL4 Total, State aid relevant expenditure:	1,862.63

7.5 BL5 Equipment costs

Did this partner conclude any contracts related to BL5 Equipment above EU thresholds as set out in Directive 2004/17/EC or 2004/18/EC or the amendments to the latter directive?

no

7.5.3 List of expenditure related to equipment (contracts below the EU thresholds)

Cost item identifier	Item no. AF/6.2	Investment output no.	Invoice no.	Invoice date	Invoice specification	Official name of the contractor/supplier	NET eligible expenditure [national currency]	VAT paid [national currency]	Total eligible expenditure [€]	Payment date	outside?	State aid?
BL5.001									0.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Correction items to be added?

(Net) revenues deducted (for calculation see section 6 above):	0.00
BL5 - Total eligible expenditure:	0.00
of the BL5 Total, expenditure outside the EU part of the Programme area:	0.00
of the BL5 Total, State aid relevant expenditure:	0.00

7.6 BL6 Infrastructure and works

Did this partner conclude any contracts related to BL6 Infrastructure and works above EU thresholds as set out in Directive 2004/17/EC or 2004/18/EC or the amendments to the latter directive?

no

7.6.3 List of expenditure related to BL 6 Infrastructure and works (contracts below EU thresholds)

Cost item identifier	Item no. AF/6.3	Investment output no.	Invoice no.	Invoice date	Invoice specification	Official name of the contractor/supplier	NET eligible expenditure [national currency]	VAT paid [national currency]	Total eligible expenditure [€]	Payment date	outside?	State aid?	Land purch.?
BL6.002									0.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Correction items to be added?

(Net) revenues deducted (for calculation see section 6 above):	0.00
BL6 - Total eligible expenditure:	0.00
of the BL6 Total, expenditure outside the EU part or the BSR:	0.00
of the BL6 Total, State aid relevant expenditure:	0.00
of the BL6 Total, Purchase of land:	0.00

7.7 BL7 Expenditure for specific project activities

No.	Specification of the unit	Group of activities	Number of units	Amount per unit [in €]	No of units reported	Total eligible expenditure [€]	Comments	outside?	State aid?
						0.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
BL7 - Total eligible expenditure:							0.00		
of the BL7 Total, expenditure outside the EU part of the Programme area:							0.00		
of the BL7 Total, State aid relevant expenditure:							0.00		

8 Summary of the reported expenditure

8.1 Partner's expenditure status per budget line [in €]

	Approved budget (including changes)	Certified expenditure			Remaining	
		previous periods	current period	accumulated	budget	%
BL1	150,000.00		5,414.67	5,414.67	144,585.33	96.4%
BL2	22,500.00	0.00	812.20	812.20	21,687.80	96.4%
BL3	20,000.00		1,963.44	1,963.44	18,036.56	90.2%
BL4	30,000.00		1,862.63	1,862.63	28,137.37	93.8%
BL5	0.00		0.00	0.00	0.00	
BL6	0.00		0.00	0.00	0.00	
BL7	0.00		0.00	0.00	0.00	
Total	222,500.00	0.00	10,052.94	10,052.94	212,447.06	95.5%

8.2 Unpaid voluntary work [in €]

Previously reported	Current report	Accumulated
	0.00	0.00

8.3 State aid relevant expenditure (current report) [in €]

	Total	of Total, State Aid relevant activities	of Total, NOT State Aid relevant activities
BL1	5,414.67	5,414.67	0.00
BL2	812.20	812.20	0.00
BL3	1,963.44	1,963.44	0.00
BL4	1,862.63	1,862.63	0.00
BL5	0.00	0.00	0.00
BL6	0.00	0.00	0.00
BL7	0.00	0.00	0.00
Total	10,052.94	10,052.94	0.00

8.4 Indicative use of Programme funding by the partner [in €]*

	Expenditure				Co-financing rate [%]	Programme funding*				Own contribution*		
	Current report	Accumulated	Budget	%		Current report	Accumulated	Budget	%	Current report	Accumulated	Budget
State aid relevant	10,052.94	10,052.94	200,000.00	5.0%	75.0%	7,539.70	7,539.70	150,000.00	5.0%	2,513.24	2,513.24	50,000.00
Not state aid relevant	0.00	0.00	22,500.00	0.0%	85.0%	0.00	0.00	19,125.00	0.0%	0.00	0.00	3,375.00
Total	10,052.94	10,052.94	222,500.00	4.5%		7,539.70	7,539.70	169,125.00	4.5%	2,513.24	2,513.24	53,375.00

* The table is indicative. Due to rounding differences the amounts (in particular in the columns "Accumulated" and "Budget") might slightly differ from BAMOS. Payments will be done based on calculations in the BAMOS system only.

8.5 Expenditure per investment output

BL4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

9. Exchange rate

Please select the national currency of the country, in which the project partner is located

PLN

Date of submission of the partner report to the FLC (this date determinates the exchange rate):

15/07/2019

Monthly exchange rate according to the InforEuro webpage of the European Commission (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm) as of July 2019 (Please use a "dot" as comma-separator e.g. "9.1234" instead of "9,1234"):

1 EUR =

4.2950 PLN

10. Project partner confirmation and signature

By signing the partner report with the checksum **2726303907**, I, the authorised representative of the project partner institution, confirm that:

- (1) all information and documentation provided in this partner report and its annexes is complete, accurate and true; this partner report gives a correct description of the implementation and the corresponding status of the project;
- (2) the project partner has a system for recording and storing accounting records for the project that is in line with the rules laid out 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 concluded between the lead partner and the MA/JS;
- (3) all data presented in the financial part of this partner report is accurate, from reliable and separate accounting systems (or adequate accounting codes) and is based on verifiable supporting documents;
- (4) all expenditure presented in this partner report (with the exception of costs related to depreciations and simplified cost options) has actually been paid by this project partner in order to implement the project in line with the project work plan and for the purpose of delivering main outputs as set out in the application form (BAMOS) and the annex to progress report 1 specifying the quality criteria for the main outputs;
- (5) all expenditure and activities reported in this partner report comply with applicable Community legislation and Programme rules as laid out 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 partner report are in line with contractual agreements between the lead partner and the project partners;
- (6) any amounts that can be recovered by the project partner (e.g. VAT) and any project-related cash in-flows defined in the Programme Manual are not included in the eligible expenditure to be co-financed by the Programme;
- (7) this partner report will be validated by the responsible first level controller approved according to the country specific control requirements before submission to the lead partner;
- (8) the project partner's own contribution complies with applicable Community legislation and Programme rules as laid out in the Programme Manual;
- (9) the project partner fulfilled its information duties arising from the publicity rules as set out in the Article 7 of the subsidy contract and/or the Programme Manual; and
- (10) the electronic and paper version submitted to the responsible first level controller and the lead partner are identical.

This report covers a payment request [€]: **Funding source:**

to be transferred to the following bank account:

Name of the bank:

Address:

Country: Town:

IBAN: BIC:

Internal reference:

Holder of the account:

Address:

Country: Town:

Signature(s):

Name and position:

Signature and stamp: _____

Date and place:

11. First level control certificate

Project number and acronym	R999 TESTproject					
Report no.	01	Period from	21/09/2018	to	30/06/2019	FLC system centralised
Approbated control body responsible for verification						
Signatory name						
Address				Town		
Postal code		Country				
E-mail				Website		
Phone				Fax		

On-the-spot checks

PP no.	Institution carrying out the checks	Date
99		

Ineligible expenditure deducted during the FLC verification [in €]

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
99	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Certified expenditure of this Progress report [in €] from the:

a. ERDF budget (ERDF co-financing + own contribution of partners)	10,052.94
b. Norwegian budget (Norwegian co-financing + own contribution of partners)	0.00
c. ENI/Russian budget (ENI/Russian co-financing + own contribution of partners)	0.00

Independent first level control certificate

1. Based on the documents provided and my verification and professional judgement as a first level controller, I certify that:
 - a. Expenditure is in line with European Union, programme and national eligibility rules and complies with conditions for co-financing of the project and payment as laid down in the subsidy contract.
 - b. Expenditure was actually paid with exceptions defined in the Programme Manual e.g. costs related to depreciations and simplified cost options.
 - c. Expenditure was incurred and paid (with the exceptions above under “b”) within the eligible time period of the project and was not previously reported.
 - d. Expenditure based on simplified cost options is correctly calculated.
 - e. Expenditure reimbursed on the basis of eligible costs actually incurred is either properly recorded in a separate accounting system or has an adequate accounting code allocated. The necessary audit trail exists and all relevant documents were available for inspection.
 - f. Expenditure in currency other than Euro was converted using the correct exchange rate
 - h. Relevant EU/ national/ institutional and programme public procurement rules were observed.
 - i. EU and programme publicity rules were observed.
 - j. Co-financed products, services and works were actually delivered.
 - k. Expenditure is related to activities in line with the project data and the subsidy contract.
2. Based on the documents provided, my verification and my professional judgement as a first level controller, and for the amount certified, I have NOT found any evidence of:
 - a. Infringements of rules concerning sustainable development, equal opportunities and non-discrimination, state aid or equality between men and women.
 - b. Double-financing of expenditure through other financial sources.
 - c. Generation of undisclosed project-related revenue.
3. I hereby confirm that the verification of the project financial report was done precisely and objectively.
The control methodology and scope and further information on the control work actually done are documented in the first level control report and checklist (based on programme template).

I and the institution / department I represent are independent from the project’s activities and financial management and authorised to carry out the control.

Name, Position:	
Signature:	Stamp:

Place:	Date:
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12. Summary of data required for BAMOS

Data for section FLC data & PA

Advice for the LP: Please compare whether the following data differs from data stored in BAMOS. In case of updates please do not forget to upload also a new FLC approbation into BAMOS .

FLC system	FLC institution	FLC signatory name	FLC e-mail
centralised			

Data for section 6.1

No.	BL 7: reported no. of units

Data for section 6.2 [all amounts in €]

BL1	How much out of BL1 is unpaid voluntary work?	(BL2)	BL3	BL4	BL5	BL6	How much out of BL 6 is purchase of land?	(BL7)
5,414.67	0.00	X	1,963.44	1,862.63	0.00	0.00	0.00	X

Data for section 8

Subtotal of all BLs "of it outside the EU part of the BSR area" [€]	1,145.75
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Data for section 9.1

Subtotal net revenues [€]	0.0
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Data for section 9.3 [all amounts in €]

Total per investment output	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Data for section 9.4

Subtotal net State aid relevant costs [€]	10,052.94
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Data for section 11.1

Item no. in application (6.1.)	Contracting partner	Contract no.	Contract specification	Official name of the contractor/supplier	Contract type: Provisions of	Award procedure	Contract value [€]	Certified expenditure current period [€]
Contracts reported in earlier reports								
								0.00
New contracts (not reported in earlier periods)								
	99	S.99.01.1						0.00

Data for section 11.2

Item no. in application (6.2.)	Contracting partner	Contract no.	Contract specification	Official name of the contractor/supplier	Contract type: Provisions of	Award procedure	Contract value [€]	Certified expenditure current period [€]
Contracts reported in earlier reports								
								0.00
New contracts (not reported in earlier periods)								
	99	E.99.01.1			works	EU-wide tender		0.00

Data for section 11.3

Item no. in application (6.3.)	Contracting partner	Contract no.	Contract specification	Official name of the contractor/supplier	Contract type: Provisions of	Award procedure	Contract value [€]	Certified expenditure current period [€]
Contracts reported in earlier reports								
								0.00
New contracts (not reported in earlier periods)								
	99	I.99.01.1						0.00

Data for section 14.1 (to be copied to BAMOS by the FLC of the lead partner)

PP no.	Institution carrying out the checks	Date
99		

Data for section 14.2 (to be copied to BAMOS by the FLC of the lead partner)

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
99										