Version 1.1

Project Reporting in eMS – Lead Partners

This document is a complement to the Partner Reporting instructions, which should be read first for a full understanding of the Project Reporting module.

eMS is a programme monitoring system with a communication portal, which will allow programmes to collect and store all necessary project and programme information and communicate with beneficiaries electronically via a secure online communication portal. INTERACT has developed this software for the benefit of all ETC programmes.

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1 Project Reporting Cycle

To ensure a good monitoring of the project implementation, NPA projects are expected to submit a Project Report on a 6-monthly basis. Reporting periods are individual per project, and depend on the project's start date. A Project Report contains both activity and financial information.

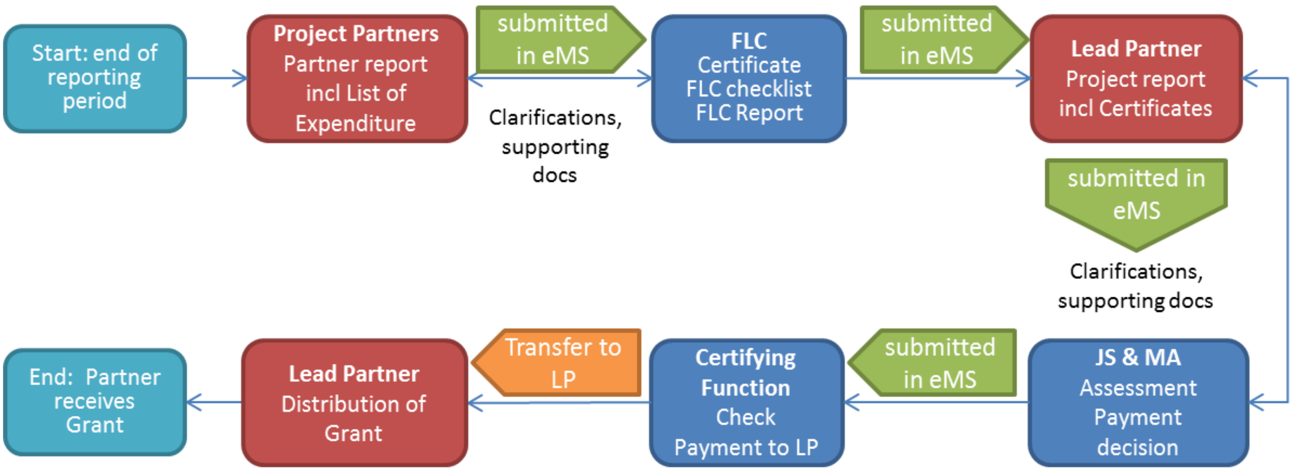
There are two types of reports a project has to complete:

- **Partner Report**: this report is filled out by each partner, including the Lead Partner. It contains both activity information and financial information. The partner report is submitted by each partner to their First Level Controller in eMS.
- **Project Report**: this report is filled out by the Lead Partner. It contains both activity information, and financial information based on the First Level Control certificates from the partners. The project report is submitted by the Lead Partner to the Programme in eMS.

Projects have **3 months** from the end of the reporting period, until they submit their Project Report to the Programme. Inside this period, First Level Controllers have 2 months to carry out their work.

Once submitted, the Project Report enters a process of assessment by the Joint Secretariat, the Managing Authority, and the Certifying Function. For Project Reports that are complete, the assessment period takes maximum 90 days. If the Project Report is accepted, the payment is made to the Lead Partner, after which the Grant is distributed to the project partners. If any information is missing, the programme bodies will ask the project for clarifications.

Figure 1 - Project reporting cycle



2 Project Report

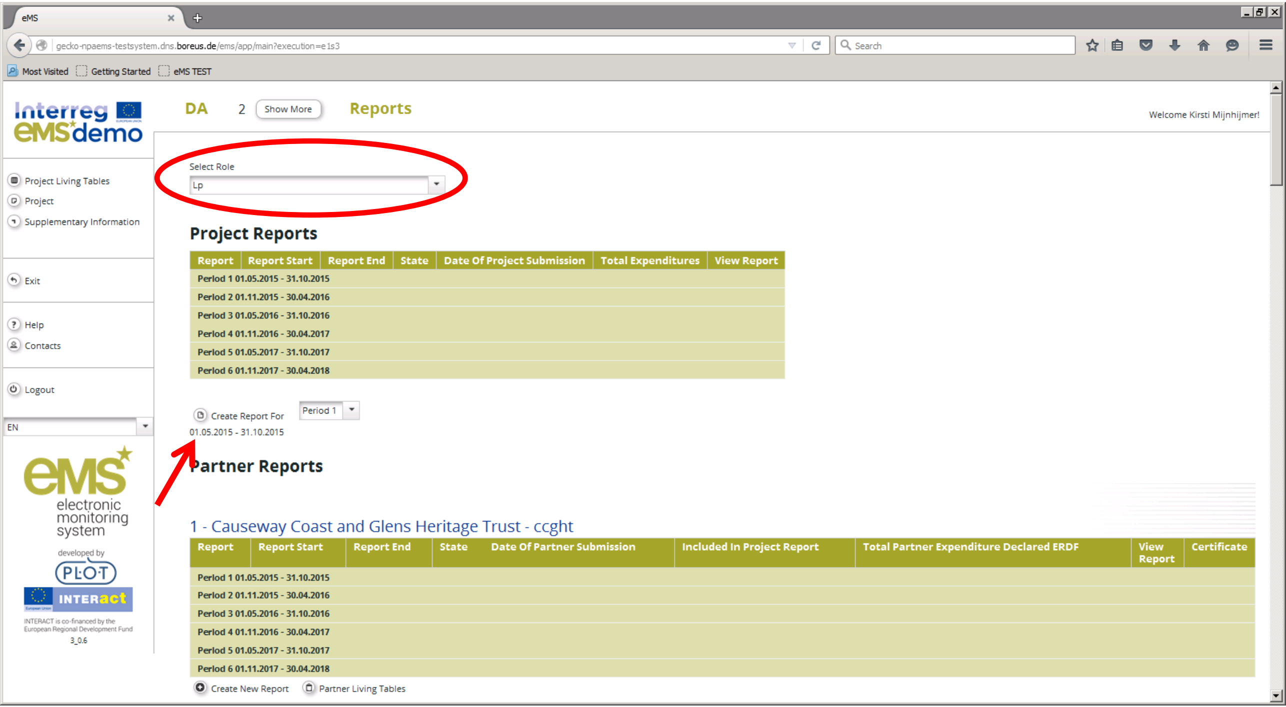
After the Partner Reports are visible to the Lead Partner, they can start to compile the Project Report.

Creating a Project Report

To create a Project Report, log in to eMS and select your project. As an approved project, you are normally automatically led to the reporting section. If you are in the application-mode of your project, you can find the reporting section in the left-hand menu under Management.

The Lead Partner needs to switch to the role of “Lp” in order to have access to and create a Project Report. To create a new report, click on “Create Report for” and select the relevant period.

Figure 2 - Report section



Workflow Project Report

The Project Report consists of questions about the project’s activities, and delivery of the main outputs. It is also the place where the Lead Partner can choose which certificates to include. The second part of the Project Report contains the reporting per Work Package. The third part contains the certificates for the individual project partners. It is here that the Lead Partner can make deductions, if needed. The fourth part, Project report tables, gives a summary of the financial information, in other words the project claim. The final part is the Attachments, where partners upload relevant supporting materials. After completing the Project Report, the first tab will give a summary.

Figure 3 - Workflow Project Report

2.1 Tab: Report

Question	Instructions
Period x (autofilled dates)	
Period x start date	Fill in the start date of the period covered in this report.
Period x end date	Fill in the end date of the period covered in this report.
Please describe project progress up to now, including project objectives reached and main outputs delivered, highlighting the added value of the cooperation. • The summary should highlight main achievements, positive impacts, interesting and understandable for non-specialists. • If applicable, please report on any collaboration with other EU funded projects during this period. • Please write in a style of press release.	We are looking for a concise description of the project's progress in terms of the activities, outputs and deliverables delivered in this reporting period, and the results overall. The description should be coherent with the activities and expenses listed in other parts of this Project Report. Please highlight any main achievements, and collaboration with other programmes. We would like to capture positive impacts of your work, tangible or intangible, anticipated or unexpected.
List of Partner FLC Certificates	
Include In Project Finance Report	Tick those FLC Certificates (certified partner finance reports) that should be included in the project claim. If deemed necessary, the Lead Partner can decide not to include a FLC certificate (partner finance report) in the project claim. It is also possible to correct individual expenses on the tab "Certificates".
Project Objectives (1,2,3)	
What is the progress towards the project objectives as defined in the application form? The information provided should be cumulative.	Select from: • Fully achieved • To a large degree • To a minor degree • Not achieved
Please explain the level of achievement of the project objective.	Please elaborate on your choice above.
Project Main Outputs Achievement	
Sum of achieved output indicators so far	Autofilled from earlier reports
Achieved So far	Autofilled from underlying work packages
Target Groups Reached	
Number of new individual cases of the target group reached by the project in this period	We are looking for the number reached by the project on aggregated level. Please give whole numbers only.
Please describe the source of the data	
Please describe how the target group was involved during this period and in what context. Please also describe if any previously underrepresented groups (e.g. young persons, women, or indigenous peoples) have been directly involved.	We would like to capture how the target group was involved in the project activities during this period, and if underrepresented groups were reached.
Problems and Solutions Found	
Please describe (if applicable) problems and solutions found during this reporting period as	We would like to get an insight into any problems and deviations affecting the project work during this

Question	Instructions
regards: • Objectives, outputs, results (project feasibility, critical path, stakeholder engagement, viability of outputs, dissemination); • Partnership development, and cooperation dynamics; • Budget (spending level, eligibility issues, State Aid); • Other. Please assess for the points above the potential risks for a successful project implementation (low/medium/high) and how you will mitigate these risks. Do you foresee any difficulties with achieving the results, or for the relevance of the results?	period, and how you handled this as a partnership. This gives us an idea how the project is faring, and if there is anything the programme bodies can do to help the situation. In addition, we would like to capture how the project's risk profile is developing since the inception paper.
Horizontal Principles Please describe any measures taken to address the 3 horizontal principles during this reporting period	
Contribution in this period	Select from: • As planned • Additional positive impacts • Less than planned
Please report on concrete steps and activities your project took during this reporting period to address the horizontal principle. Please also describe the impact of the measure(s) taken.	Please elaborate on your choice above, and provide concrete examples.

2.2 Tab: Work Packages

Select the relevant work package from the drop-down menu.

Question	Instructions
Work Package type M Management	
Work Package Status	Select from: • Not started • Completed • Proceeding according to work plan • Behind schedule • Ahead of schedule
Please describe the progress in this reporting period and explain how partners were involved and who did what	We are trying to get an insight into the partnership dynamics and the division of roles.
Please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found	We would like to get an insight into any problems and deviations affecting your work during this period, and how your partnership handled this. This gives us an idea how the project is faring, and if there is the programme bodies can do anything to help the situation.
Please describe progress achieved in this reporting period	
Activity Status	Select from: • Not started

	• Completed • Proceeding according to work plan • Behind schedule • Ahead of schedule
Work Package type Communication	
Work Package Status	Select from: • Not started • Completed • Proceeding according to work plan • Behind schedule • Ahead of schedule
Please describe the progress in this reporting period and explain how partners were involved and who did what	We are trying to get an insight into the partnership dynamics and the division of roles.
Please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found	We would like to get an insight into any problems and deviations affecting your work during this period, and how your partnership handled this. This gives us an idea how the project is faring, and if there is the programme bodies can do anything to help the situation.
Communication objectives: what is the progress toward the communication objectives as defined in the application form? The level of achievement should be cumulative. However, the explanation should describe achievements in this reporting period.	
Description (prefilled)	Pre-filled from application (If this is empty, contact your JS desk officer to update this)
Level Of Achievement	Select from: • Fully achieved • To a large degree • To a minor degree • Not achieved
Please explain the level of achievement of the communication objective	Please elaborate on your choice above, and give concrete examples.
Please describe progress achieved in this reporting period	
Activity Status	Select from: • Not started • Completed • Proceeding according to work plan • Behind schedule • Ahead of schedule
Deliverable Status	Select from: • Not started • Completed • Proceeding according to work plan • Behind schedule • Ahead of schedule
Please attach any evidence of the deliverable, e.g. Reports, pictures, articles, etc.	Please click on “upload” to attach the relevant file(s).
Work Package type Implementation (T1, T2,…)	
Work Package Status	Select from: • Not started

	• Completed • Proceeding according to work plan • Behind schedule • Ahead of schedule
Please describe the progress in this reporting period and explain how partners were involved and who did what	We are trying to get an insight into the partnership dynamics and the division of roles.
Please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found	We would like to get an insight into any problems and deviations affecting your work during this period, and how your partnership handled this. This gives us an idea how the project is faring, and if there is the programme bodies can do anything to help the situation.
Project Main Outputs	
Achievement in this report towards the output indicator	Please indicate the contribution to the output indicator for the selected output during this reporting period. Please only include completed/delivered outputs in your number.
Level of achievement (cumulative for the entire project including current period)	Select from: • Not started • Completed • Proceeding according to work plan • Behind schedule • Ahead of schedule
Please attach evidence of the achieved output indicator(s).	Please read the Closure chapter in the Programme Manual carefully for instructions how to provide evidence for the achieved output indicator(s). As a general principle, each unit achieved should be accounted for. It is expected that projects upload aggregated information in Word or Excel, but keep the underlying supporting evidence available upon request. Please click on “upload” to attach the relevant file. **Note:** only 1 file attachment can be uploaded with a maximum size of 2MB.
Please describe progress achieved in this reporting period	
Activity Status	Select from: • Not started • Completed • Proceeding according to work plan • Behind schedule • Ahead of schedule
Deliverable Status	Select from: • Not started • Completed • Proceeding according to work plan • Behind schedule • Ahead of schedule
Please attach any evidence of the deliverable, e.g. Reports, pictures, articles, etc.	Please click on “upload” to attach the relevant file(s).

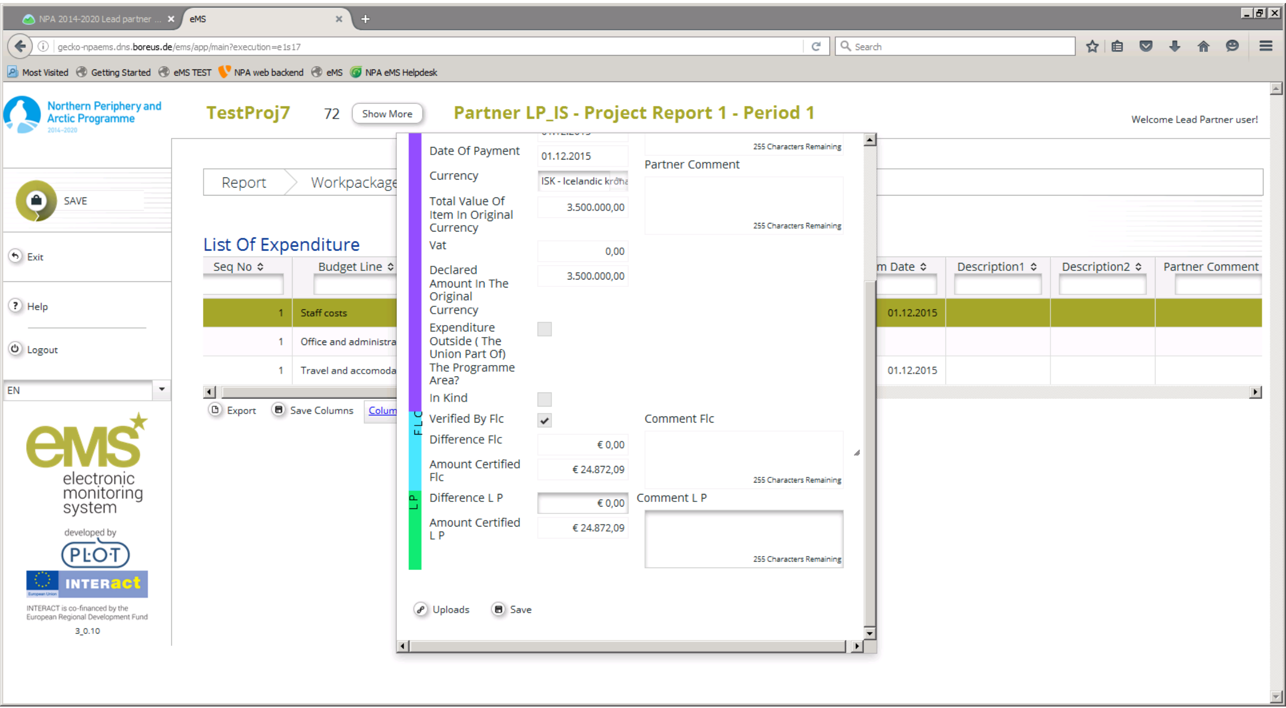
2.3 Tab: Certificates

In this section, you can enter the list of expenditure for each individual partner finance report as certified by the First Level Controller. Select the relevant certificate from the drop-down list.

Lead Partners are expected to be the “policemen” in the partnership, ensuring that all costs can be connected to eligible/approved project activities. The LP has the also right to make deductions, if a partner’s expense is not in line with agreed project activities. Such deductions can be made by going into an individual expense, and entering an amount in the field “Difference LP”. An explanation can be put in the comment box, which will be visible to the Joint Secretariat and Managing Authority. Then click Save.

In addition, the Lead Partner can decide not to include an entire FLC certificate (partner finance report) in the project claim. The inclusion of FLC certificates is handled on the first tab “Report”.

Figure 4 - Review expenditure - LP view

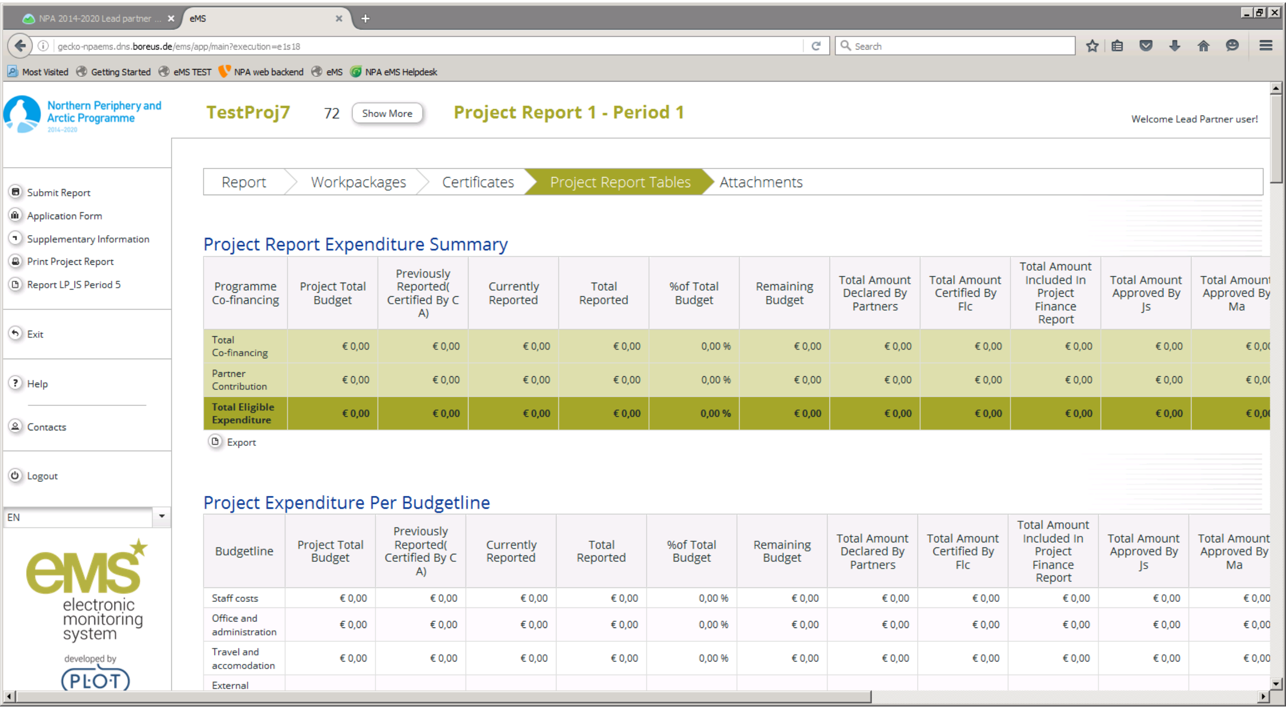


2.4 Tab: Project Report Tables

This tab provides an aggregated overview of the project claim per budget line, work package and funding source. In case of already submitted claims, this tab will also indicate previously reported costs. At the bottom of the page, you can see the Project Expenditure Spending Profile.

It is possible to export each table to Excel.

Figure 5 - Tab Project Report Tables



2.5 Tab: Attachments

The following supporting documentation is expected to be submitted together with the 6th Project Report:

- Typology of Project Impacts & Contribution to Strategies – a PDF template available in the Final Report package on the NPA website. This template aims to capture the impacts of your project outputs, and your project's contribution to macro-regional and sea basin strategies, specifically the Programme's Arctic dimension, the EU Strategy for the Baltic Sea Region, and the EU Action Plan for a Maritime Strategy in the Atlantic area.
- Testimonials – in addition to mandatory end user testimonial templates uploaded together with the individual outputs, it is optional for projects to capture lessons learnt and other stakeholder feedback in the testimonial template.
- Lead Partner Signature Template - signed by legal representative for the Lead Partner organisation and scanned

Click on the + Upload button to add new attachments.

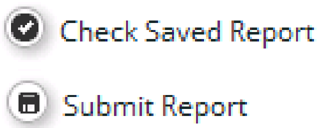
Note that evidence for outputs and deliverables should not be uploaded here, but in the relevant sections of the Project Report.

Please do not upload attachments bigger than 2 MB!

2.6 Submitting the Project Report

After finalising the Project Report, we recommend that you print it to PDF, under the menu item "Print Project Report".

Before you are able to submit your Project Report, you will need to click on "Check Report". Only after all checks are okay, you will be able to submit your application by pushing the "Submit Report" button. You will then be asked if you are sure.



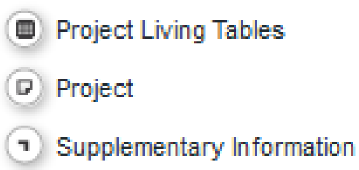
Once submitted you are not able to make further changes to your report.

After submission, the Project Report becomes visible to the Joint Secretariat and the Managing Authority. The report will then enter the assessment procedure.

3 Supplementary information for the 6th Project Report

The 6th Project Report is the last one to be submitted to the programme, it covers the activities and costs incurred in the 6th period. The instructions to complete this report are identical to all previous reports, with the addition of a dedicated section concerning the project outputs.

To fill in the Outputs' section, access the Project Report overview and select "Supplementary Information" from the menu on the left. Then choose the tab "Outputs".



The complete list of project outputs will be displayed in the same order as they were inserted in the Work Packages. Under each Output's name, a number of fields will show which are partly automatically filled in and partly to be completed at this stage.

Field	Instructions
Description of the project output	This field is automatically filled in from the data in the Work Packages and cannot be modified.
Quantification	This is the target value of each output, as inserted in the Work Packages. It cannot be modified.
Expected delivery	This field is automatically filled in from the data in the Work Packages and

Field	Instructions
date	cannot be modified.
Responsible Project Partner	Please select the relevant partner from the list.
Delivery Date (final Product)	Please insert the date from when your output is completed and ready for use. Tick to confirm that a final version is available.
Description	Please cover the following points in your brief description: • If applicable: in case your output has changed from the original description above, please briefly describe the main differences. • Briefly describe who the product/service is meant for. Who are the intended users/end beneficiaries? • Describe how will your output continue exist after the end of the project, be specific about the organisations involved and measures taken to ensure outputs' viability.
Address, Postal code, City, Nuts	Please fill in with the contact details of the responsible partner.
Language	Please list in which language(s) the output will be available.
Type of Output	Choose one option from the drop down menu. Not all options are applicable to NPA projects. • Measures, Support, Services (non financial) • Measures, Support, Services (indirect financial – leverage of funds) • Measures, Support, Services (direct financial support by the programme) • Cooperation (government) • Cooperation (Research institutions) • Cooperation (Enterprises) • Cooperation (Government – Research Institutions – Enterprises) • Training, individual advice • Jobs (Research Institutions) • Jobs (Enterprises) • Infrastructure (improved, maintained) NOT APPLICABLE • Infrastructure (newly built) NOT APPLICABLE • Concept, plan, strategy, study • Pilot • Others (specify)
Attributes	Please describe the product/service for the target group(s). Provide relevant details that your target group will need, to be able to form their opinion about whether or not they can use the product/service. Include information about: • Its delivery format or physical shape • Where it is available; its service provider if not the main partner responsible • Its functionality • Whether it is free to use or comes at a price • Other relevant attributes or metrics
Upload	Click + to upload a file. As a minimum, please upload: • A visualisation of the output, for example a photograph, a graph explaining the service delivery or model, a link to videos/animations, a brochure, etc.

Field	Instructions
	• An end user testimonial, using the template available in the final reporting pack. Optional uploads can include reports, articles, user manuals and other reference materials. **Note:** The maximum file size is 2MB. **Disclaimer**: By submitting audio-visual materials and testimonials to the Northern Periphery and Arctic Programme as part of the supporting documents for the Final Report, you give the NPA the right to use the materials and duplicate them in different publications, websites, etc. The NPA will treat personal contact details confidentially.

4 Final Report

The Final Report will show beneath the table of all Project Reports once the Desk Officer enables it. In case the report does not show, please contact your project's Desk Officer. This report will only be visible to Lead Partners.

To edit the report, click on the pencil icon.

Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission
Period 1 01.05.2015 - 31.10.2015				
Report 1.1	01.05.2015	31.10.2015	Report submitted to C A	04.10.2016
Period 2 01.11.2015 - 30.04.2016				
Report 2.1	01.11.2015	30.04.2016	Report submitted to C A	04.04.2017
Period 3 01.05.2016 - 31.10.2016				
Report 3.1	01.05.2016	31.10.2016	Report submitted to J S	29.01.2018
Period 4 01.11.2016 - 30.04.2017				
Report 4.1	01.11.2016	30.04.2017	Report submitted to J S	29.01.2018
Period 5 01.05.2017 - 31.10.2017				
Report 5.1	01.05.2017	31.10.2017	Report submitted to J S	29.01.2018
Period 6 01.11.2017 - 10.01.2018				
Report 6.1	01.11.2017	10.01.2018	Report In Progress	In Progress

Final Report

Final report	State	Date of submission	View report
Final report	Saved	Not submitted	Final Report

The report consists of four text questions and a checklist. You can type the text directly in the fields or use the shortcuts ctrl+c and ctrl+v to copy text from a different document. Explanation about the purpose of the Final Report can be found in the Programme Manual section 4.

Field	Instructions
Overview	Put aside the formalities and tell us about the human side of the project. Was this a beneficial experience, or not? Why? What did you get out of it? What did you see happening on the territory? Where do you feel your project made a difference?
Q1. Has the project achieved its main result(s)?	Please summarise the planned project result(s) and explain whether it was successfully reached. If yes, were there any positive circumstance that helped the achievement of the result(s)? If not, what were the reasons for any underachievement? Include examples and/or make direct reference to the relevant project outputs, key activities and testimonials.
Q2. In your opinion, has the project contributed to the changes sought by the programme?	In the Application Form each project has been asked to explain how their work contributes towards achieving the Programme results outlined for each priority, and the Programme result indicators. Looking back at the programme result relevant to your project, please explain how the project made a contribution. Also indicate in what way the project may have a positive or neutral effect on the programme result indicators.
Q3. To what extent has transnational cooperation been important for achieving the project results? What benefits did the partner organisations derive from transnational cooperation?	These questions are aimed at capturing the added value of cooperating at transnational level when implementing the project activities leading to the project results. The advantages of transnational cooperation may show both as a means to achieve the results, as well as effects on the organisations in the partnership. Please explain in what way transnational cooperation has been key to the achievement of the project results/why was a transnational approach needed. Furthermore, indicate if in your experience transnational cooperation led to one or more of the outcomes listed below, use examples whenever possible. • Development of transboundary results – as the result of working together to produce a new product or service that has transnational or transregional character. • Knowledge transfer – as a result of facilitating the transfer of economic development solutions, and their practical application, from one country/region to another. • Innovation – as a result of working together to develop new or innovative economic development solutions that can be applied in practice in more than one country/region. • Learning – as a result of exchange of ideas, experience and good practice that improve the stock of

Field	Instructions
	organisational knowledge (rather than having short-term practical application or concrete results). • Extended networks – long-term networks were created within or outside the partnership, which will be used in future cooperation. • Commitment to new/additional actions – The partnership agreed to work together on certain issues and it will take action beyond the approved funding period.
Checklist	
Select the relevant answer (Yes/No) to each question in the checklist. • The necessary measures have been taken by all partners to keep all supporting documents for a period of 7 years following the end of the calendar year when the project was formally closed, or longer if stipulated by national rules. • The signed External Contribution Report has been uploaded for each partner and for the lead partner. • The mandatory evidence supporting the achievement of project outputs' indicators has been uploaded for each output in the progress report Work Package tab. • The mandatory project mini-website is up-to-date. • If the project has an own website, the necessary measures have been taken to maintain it for 5 years after project closure. • The Typology of tangible and intangible impacts has been completed and uploaded in the Attachment tab of the progress report. • The Outputs' data in the Supplementary information section on eMS has been completed and documentation uploaded. • The end user mandatory testimonial form has been uploaded for each output in the Supplementary Information section on eMS. • Any additional testimonial has been uploaded in the project report Attachments tab. • The Final Report is complete.	

The report can be saved and edited at a later stage. In order to submit the report, click on the "Check" button and the bottom of the page. Then click on "Submit". Once the report is submitted it can no longer be edited. The Print function is not working at this stage due to a technical defect. We will notify users once it will be working correctly.

5 Help and Technical Support

For any technical problems you might experience with the eMS, please contact the Joint Secretariat at ems@interreg-npa.eu, or by telephone at +45 3283 3784 during office hours. Alternatively, you can make a support ticket on the eMS Helpdesk: https://npaems.freshdesk.com/support/home. This will be dealt with by a Joint Secretariat staff member.