###### **PART A – Activity report**

Point of attention: no attachments related to this section are expected to be uploaded.

## **A.1 Project report identification**

##### Project progress report identification

Purpose and logic:

* This section includes elements needed to identify the project and the report.
* Other information provided in the application form or at the contracting stage that might be needed when checking the report can be found in other sections of the monitoring system.

|  |  |  |
| --- | --- | --- |
| Project ID and acronym |  | *Pre-filled from AF* |
|  |  |  |
| AF Version linked |  | *Pre-filled from AF* |
|  |  |  |
| Related call |  | *Pre-filled from AF* |
|  |  |  |
| Project report ID and status |  | *Pre-filled from AF* |
|  |  |  |
| Name of the lead partner organisation (original language and English language) |  | *Pre-filled from AF* |
|  |  |  |
| Reporting period start date |  | *DD.MM.YYYY Date of start of the reporting period selected in the same section of the report* |
|  |  |  |
| Reporting period end date |  | *DD.MM.YYYY Date of the end of the reporting period selected in the same section of the report* |
|  |  |  |
| Final report |  | *Automatically generated* |
|  |  |  |
| Link to reporting schedule (contracting) |  | *Select from drop-down* |
|  |  |  |
| Type of project report |  | *Automatically generated* |
|  |  |  |
| Reporting period |  | *Select from drop-down* |
|  |  |  |
| Reporting date |  | *Automatically generated* |

##### Highlights of main achievements

|  |
| --- |
| Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.  Please provide a single cohesive general overview from a project point of view, based on the information provided by the partners. Do not copy and paste the summary provided by each partner. Please also mention any key meeting or event organised or attended by the partnership. |
| *Enter text here* |

##### Outputs and results overview

This is an overview table displaying information from the application form, project progress reports and values that are automatically calculated. In the framework of Euro-MED, **the reporting on outputs and results is only to be provided during the last reporting period** when the final report will be prepared.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Programme result indicators | | Programme result indicator number and name | *From AF* | | |
| Measurement unit | *From AF* | | |
| Target value | *From AF* | | |
| Previously reported | *Sum of previously reported values* | | |
| Current report | *From WP in this progress report* | | |
| Total reported so far *(sum of values from previous and from this reporting period)* | *Automatically calculated* | | |
| Programme output indicators | | Programme output indicator number and name | *From AF* | | |
| Measurement unit | *From AF* | | |
| Target value | *Automatically calculated from data in AF* | | |
| Previously reported | *Sum of previously reported values* | | |
| Current report | *Sum of values achieved in this reporting period from outputs contributing to this* *programme output indicator* | | |
| Total reported so far *(sum of values from previous and from this reporting period)* | *Automatically calculated* | | |
| Project outputs | Project output number and title | *From AF* | *From AF* | *From AF* |
| Measurement unit | *From AF* | *From AF* | *From AF* |
| Target value | *From AF* | *From AF* | *From AF* |
| Previously reported | *Sum of previously reported values* | *Sum of previously reported values* | *Sum of previously reported values* |
| Current report | *From WP in this progress report* | *From WP in this progress report* | *From WP in this progress report* |
| Total reported so far *(sum of values from previous and from this reporting period)* | *Automatically calculated, also displayed as %* | *Automatically calculated, also displayed as %* | *Automatically calculated, also displayed as %* |

##### Project performance monitoring

|  |
| --- |
| If applicable, please describe and justify any problems and deviations, including delays from the work plan presented in the application form, and the solutions found. Please also detail any deviations in the spending profile compared to the amounts indicated in the application form. In case of specific problem, mention the name of the PP concerned. |
| *Enter text here* |

|  |
| --- |
| Please provide the carbon footprint analysis required in the project manual (II.E.vii) (full reporting only) |
| *Enter text here* |

Partner spending profile (in Euro)

The calculated amounts in the overview table below are certified amounts, coming from the included partner certificates in this project report. The forecast amount is an input field coming from the partner report.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner number** | **Organisation abbreviation** | **Country** | **Total eligible budget** | **Previously Reported** | **Current report** | **Total reported so far** | **% of Total eligible budget** | **Remaining budget** | **Period target** | **Cumulative target** | **Cumulative target -**  **total report so far** | **Total report so far /**  **cumulative target** | **Next report forecast** |

##### Target groups

In the table below you will see a list of the target groups you indicated in the application form. Please explain for each target group in what way and to what extent they were involved in your project in this reporting period.

This section should be filled-in **only during the full reporting,** and the information must cover the target groups reached during the two last periods.

|  |  |
| --- | --- |
| Target group | Description of the target group involvement |
| Target group 1  *(Automatically inserted from AF)* | *Enter text* |
| Target group 2  *(Automatically inserted from AF)* | *Enter text* |
| Target group 3  *(Automatically inserted from AF)* | *Enter text* |

## **A.2 Work plan progress (full reporting only)**

##### Work plan progress

* Please note that information on problems and delays is asked for already in A.1.

Work package 1

This work package is completed.

What is the progress towards the objectives in this work package as defined in the application form? Status should be cumulative.

|  |  |  |
| --- | --- | --- |
| Objectives | Status | Explanations |
| Project specific objective 1  *(pre-filled from AF – WP1)* | *Drop-down list: Fully achieved, partly achieved, not achieved* | *Enter text here (in case of partially achieved or not achieved only)* |
| Communication objective 1.1  *(pre-filled from AF – WP1)* | *Drop-down list: Fully achieved, partly achieved, not achieved* | *Enter text here (in case of partially achieved or not achieved only)* |
| Communication objective 1.2  *(pre-filled from AF – WP1)* | *Drop-down list: Fully achieved, partly achieved, not achieved* | *Enter text here (in case of partially achieved or not achieved only)* |

Progress

|  |
| --- |
| Please describe the progress in this reporting period and explain how partners were involved (who did what). |
| *Enter text here* |
|  |
|  |

Investments

Focus on necessary aspects such as: title, status of an investment documentation, status of public procurement, works progress status, delivery period, putting into service, expected lifespan, change of location, change of ownership, delays and problems, budget, resilience to climate change and durability. Please avoid unnecessary duplications and repetitions of information presented in other parts of the report.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Investment number and title | *Pre-filled from AF, e.g. I 1.1* | | Delivery period | *Automatically generated from data in AF* | | Investment location (Nuts 3) | *Automatically generated from data in AF* | | Status | *Drop-down list: finalized, in progress, not started* |   Please describe the progress of investment in this reporting period |
| *Enter text here* |

Activities

Please indicate progress made in each activity and deliverable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ac Nr. | Activity title | Start period | End period | Status | Progress |
| A 1.1 | *Pre-filled from AF* | *Pre-filled from AF* | *Pre-filled from AF* | *Drop-down list: fully achieved, partly achieved, not achieved* | *Describe progress achieved in this reporting period* |
| A 1.2 | *Pre-filled from AF* | *Pre-filled from AF* | *Pre-filled from AF* | *Drop-down list: fully achieved, partly achieved, not achieved* | *Describe progress achieved in this reporting period* |

Explanation of key deliverable table: Key deliverables are linked to the activities – the link is established in the consolidated application form, and it doesn't change in the report. Some activities have key deliverables, and some don't.

|  |  |
| --- | --- |
| Deliverable number | *Pre-filled from AF, e.g. D 1.1* |
| Deliverable title | *Pre-filled from AF* |
| Delivery period | *Pre-filled from AF* |
| Achieved in this reporting period | *Enter the number* |
| Cumulative value *(values from previous and from this reporting period)* | *Automatically calculated, also displayed in %* |
| Progress in this period | *Describe progress achieved* |
| Attachment | *The system only allows for one file*  *For deliverables that consist of several elements provided during the project lifetime (for example, annual reports), please only attach the elements realised since the last full reporting.* |

Outputs

Please indicate the progress made in each objective.

|  |  |
| --- | --- |
| Output number | *Pre-filled from AF, e.g., OI 1.1* |
| Output title | *Pre-filled from AF* |
| Programme output indicator | *Pre-filled from AF* |
| Measurement unit | *Pre-filled from AF* |
| Delivery period | *Pre-filled from AF* |
| Output target value | *Pre-filled from AF* |
| Achieved in this reporting period | *Enter the number. Only to be provided during final reporting* |
| Cumulative value *(values from previous and from this reporting period)* | *Automatically calculated, also displayed in %* |
| Progress in this period | *Describe progress achieved* |
| Attachment | *The system only allows for one file.*  *For outputs that consist of several elements provided during the project lifetime (for example, annual reports), please only attach the elements realised since the last full reporting.* |

Open deliverable checklist / Open output checklist

Next to each key deliverable and output of the project, a button with a link to a checklist is displayed. This checklist only must be filled-in when the corresponding finalised production is attached. As an exception, it must not be filled-in for the output linked to the Programme indicator “organizations cooperating across borders”.

|  |  |
| --- | --- |
| Project identifier | *Pre-filled from AF* |
| Project acronym | *Pre-filled from AF* |
| Project mission | *Pre-filled from AF* |
| Project website | *Pre-filled from AF* |
| Output /deliverable reference | *Pre-filled from AF* |

In addition to data that are automatically retrieved from the AF, the PP shall provide different information through a drop-down menu (with multichoice possibility when relevant)

* Completeness – To be filled-in by the LP

|  |  |
| --- | --- |
| Title in English | *Pre-filled from AF, but it can be edited* |
| Description in English | *Pre-filled from AF, but it can be edited* |
| Realised value | *Enter the number.*  *For deliverables/outputs that consist of several elements provided during the project lifetime (for example, annual reports), please introduce the number of elements reached so far.* |
| Type of output/deliverable | *Drop-down list: solutions, ie, methodology, partnership/cooperation agreement, process, technology, tool, and/or strategy and action plan*  *The list is different depending on the production being a deliverable or an output* |
| Language | *EN or FR* |
| Keywords KEEP | *Multiple choice. Max. 5 in total, including Programme keywords.* |
| Keywords Programme | *Multiple choice. Max. 5 in total, including Programme keywords.* |
| Target audience / end user | *Drop-down list: same groups that in question C.2.4 AF* |
| Year of production | *Enter the year* |
| Geographical scale: Covered areas | *Multiple choice: Coastal area, island, marine area, mountain area, rural area, urban area.* |
| Partner(s) responsible for the deliverable or output | *Enter the entire name in English (no acronym)* |
| Is the deliverable or the output linked to the Euro MED Academy training platform? | *Yes, No, or N/A* |

* Compliance and Quality – To be filled-in by the JS.  **The LP must not intervene in this section**

## **A.3 Project results and Horizontal principles (full reporting only)**

##### Project results

Please indicate the progress made in achieving the project results.

|  |  |
| --- | --- |
| Result number | *Pre-filled from AF, e.g. RI 1.1* |
| Programme result indicator | *Pre-filled from AF* |
| Baseline | *Pre-filled from AF* |
| Measurement unit | *Pre-filled from AF* |
| Delivery period | *Pre-filled from AF* |
| Result indicator target value | *Pre-filled from AF* |
| Achieved in this reporting period | *Enter the number Only to be provided during final reporting* |
| Cumulative value *(values from previous and from this reporting period)* | *Automatically calculated, also displayed in %* |
| Describe progress achieved | *Describe progress achieved* |
| Attachment |  |

##### Horizontal principles

Please describe specific measures used to apply horizontal principles during the project implementation.

|  |  |  |
| --- | --- | --- |
| Horizontal principles | Type of contribution | Description of the contribution |
| Sustainable development | *Pre-filled from AF* | *Enter text* |
| Equal opportunities and non-discrimination | *Pre-filled from AF* | *Enter text* |
| Equality between men and women | *Pre-filled from AF* | *Enter text* |

###### **PART B – Financial report and annexes**

## **B.1 List of partner certificates**

In this section of Jems you can find all validated partner certificates of this project. Please exclude the partner certificates you would not want to include in this project report. A partner report can only be included once. Once ticked, the certificate is unavailable in other reports.

In the case of Spanish partners please make sure that the National validation is available before integrating a certificate in your Payment Claim.

Please note that this section includes only the certified amounts, not the certificates themselves. For the access to the certificates, please check the “partner reports” section.

|  |  |
| --- | --- |
| Certificate selection | *The system will only allow you to select the certificates that have not been included in previous project reports* |
| Partner code | *Pre-filled from AF* |
| Partner report | *Pre-filled from Partner reports section* |
| Date of certificate | *Pre-filled from Partner reports section* |
| Included in project report | *Pre-filled from Partner reports section* |
| Amount certificate (in Euro) | *Pre-filled from Partner reports section* |

## **B.2 Project report annexes**

|  |  |
| --- | --- |
| Work plan progress | Automatically filled from” Work plan progress” tab |
| Project results and horizontal principles | Automatically filled from” Project results and horizontal principles” tab |

## **B.3 Financial overview**

The values displayed below consist of certified amounts & preparation costs in Euro only.

Project expenditure – summary (in Euro)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total eligible budget | Previously reported | Current report | Total reported so far | % of total | Remaining budget | Previously paid |
| Interreg Funds |  |  |  |  |  |  |  |
| Partner contribution |  |  |  |  |  |  |  |
| Of which public contribution |  |  |  |  |  |  |  |
| Of which Automatic public contribution |  |  |  |  |  |  |  |
| Of which Private contribution |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

Project expenditure – breakdown per cost category (in Euro)

Project expenditure – breakdown per investment (in Euro)

Project expenditure – breakdown per lump sum (in Euro)

Project expenditure – overview per partner/per cost category - Current report

Project expenditure – Summary of deducted items by control - Current report

## **B.4 Report exports**

In this section you can export the pdf version of the project report, as well as the “payment claim” document, to be uploaded to the system.