PARTNER REPORT (Offline template)

A.1 Partner progress report identification

Project ID number	*Pre-filled from AF*
Project acronym	*Pre-filled from AF*
Name of the lead partner organisation (original language or English language)	*Pre-filled from AF*
Project partner – name of organisation	*Pre-filled from AF*
Partner report number	*Automatically generated*
Reporting period start date	*Copy the date from the Reporting schedule*
Reporting period end date	*Copy the date from the Reporting schedule*
Reporting period	*Select from the drop-down list*

A.2 Summary of partner's work in this reporting period

Please describe your progress in this reporting period and how this contributed to other partners' activities, outputs and deliverables in this reporting period.

The description should be coherent with the activities and expenses listed in other parts of this Partner Report.

Maximum 2.000 characters.

A.3 Partner problems and deviations

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.

We would like to get an insight into how you 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.

Maximum 2.000 characters.

A.4 Target groups

In the table below you will see a list of the target groups you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

We would like to capture how the target group was involved in the project activities during this period, and if underrepresented groups were reached. You may indicate the number reached by your organisation. Please give whole numbers only.

The Lead Partner will use this information to report on target groups reached by the project on an aggregated level.

Target group	Description of the target group involvement
Target group 1 *(automatically inserted from AF)*	500 characters
Target group 2 *(automatically inserted from AF)*	*Enter text*
Target group 3 *(automatically inserted from AF)*	*Enter text*

A.5 Work plan progress

A.5.1 Work package 1

A.5.1.1 Please describe your contribution to the activities carried out in this reporting period.

Give an insight into your work during this reporting period and how it contributed to the delivery of the activities, deliverables and outputs.

Insert here any relevant values that the Lead partner needs to report on at cumulated level in the project report.

Maximum 2.000 characters.

A.5.1.2 Please indicate how you contributed to project activities in this reporting period and choose deliverables and outputs you contributed to.

Ac Nr.	Activity title	Progress
A 1.1	*Pre-filled from AF*	Describe how you contributed to the progress made in each activity, including deliverables and outputs.
A 1.2	*Pre-filled from AF*	

Del Nr.	Deliverable title	Contribution — Tick if work in this period contributed towards the production of this deliverable.	Evidence attached to the report — Upload supporting documents as indicated in the Programme Manual
D 1.1	*Pre-filled from AF*	☐	☐
D 1.2	*Pre-filled from AF*	☐	☐

Output Nr.	Output title	Contribution — Tick if work in this period contributed towards the production of this	Evidence attached to the report — Upload supporting documents as indicated in the Programme Manual
OI 1.1	*Pre-filled from AF*	☐	☐
OI 1.2	*Pre-filled from AF*	☐	☐
OI 1.3	*Pre-filled from AF*	☐	☐

A.6 List of Expenditure

START UP COSTS

It is possible to include start-up costs (expenditure for start-up activities incurred after the MC decision before the official start date) only in the 1st Partner report.

Start up costs that are not included in the first partner report cannot be claimed in subsequent project reports.

EXPLANATORY NOTES

Conversion rate	For expenditure incurred in a currency other than Euro, the *Amount declared in the original currency* is automatically converted into Euro. There is an automatic connection to the exchange service of the European commission: https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en. Rates are updated monthly on the first day of the month.

Cost categories (dropdown)	Contract name	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Comment (PP)	Currency	Total value of the invoice in the original currency	VAT	Declared amount in the original currency	Conversion rate	Declared amount in EUR	Supporting documents
							PARTNER SECTION *(to be filled in by the partner)*							
Explanation	Applies only to external expertise	If applicable, e.g. from the ledger.	Invoice, pay slip or other financial documents given by the supplier.	Payslip date for staff costs.	As in the transaction list. The date of payment must fall within the reporting period start and end dates.	What the expense relates to.	Specification for the controller e.g. partial or full amount of the total invoice value.	Automatic defined by the partner country.	Optional	Can be left empty	This is the value claimed as basis for reimbursement.	Automatically filled in	Automatically filled in	Upload max 1 (zip) file

Staff costs						*Function, Name, Type of staff (full-time, part time) (if not a flat rate)*						*automatic*	*automatically converted*	
												automatic	*automatically converted*	
												automatic	*automatically converted*	
Total								*amount*		*amount*		*EUR*		

Office and administration - flat rate automatically filled in														
Total													*EUR*	

Travel and accommodation	✕					Supplier, Specification of the item (if not a flat rate)						automatic	automatically converted	
	✕											automatic	automatically converted	
	✕											automatic	automatically converted	
Total								amount	amount	amount	✕		EUR	✕

OPTIONAL Travel and accommodation - flat rate automatically filled in														
Total								✕	✕	✕	✕		EUR	✕

External expertise and services	Automatically filled in from tab Procurement					Supplier, Specification of the item						automatic	automatically converted	
												automatic	automatically converted	
												automatic	automatically converted	
Total								amount	amount	amount	✕		EUR	✕

Equipment	✕					Supplier, Specification of the item						automatic	automatically converted	
	✕											automatic	automatically converted	
	✕											automatic	automatically converted	
Total								amount	amount	amount	✕		EUR	

PARTNER TOTAL ELIGIBLE EXPENDITURE								amount	amount	amount	✕		EUR

A.7 Public procurements

The partner public procurements included in all previously created partner reports show up here. Be aware, when you delete a procurement in an old draft report, it also gets deleted in new reports and the link with cost items is removed.

National procurement rules have to be observed for all partners, regardless of the legal status, and all purchases.
Full documentation of the procurement is obligatory for expenditure to be regarded as eligible.

Contract name	Mandatory field The Contract Name will be used in the List of expenditure. It is therefore important to indicate a distinct name, so that the procurement can be easily identified in the future List of Expenditure.
Reference n.	If applicable, please enter an internal reference number used in your organisation
Contract date	Date of the contract.
Contract type	E.g. competitive procedure, framework agreement, etc.
Contract amount	Total value of the contract.
Currency	Select from dorp-down.
Supplier name	Name of the contracted legal entity, i.e. contractor.
VAT number	Mandatory field
Comment	Description of the work/service contracted and related project activity/ies.

Beneficial owner(s) of the contractor

First name	Optional
Last name	Optional
Date of birth	Optional
VAT	Mandatory field for procurements above the EU-thresholds.

Subcontract(s)

Contract name	Optional
Reference n.	Optional
Contract date	Optional
Contract amount	Optional
Currency	Optional
Supplier name	Optional
VAT	Mandatory field, if subcontractors exist.

A.8 Contributions

Follow-up of partner contribution received by partner
In this section, partners organisations are expected to list the partner contributions they receive from external organisations. This is a cumulative section, which records amounts received and indicated in each report and adds them up in following reports.

All partners who receive an external contribution need to report it in this section.

Name of organisation	Legal status	Amount in AF	Previously reported	Current report	Total reported so far	Attachments
Automatic from AF	Automatic from AF	Automatic from AF	Automatic from previous reports	Insert the amount received in the period	Automatically calculated	If relevant, Upload one (zipped) file

A.9 Report Annexes

Overview of the documents attached to the report in any of the sections.
Please insert a description of the attached files.

Report annexes

∨ Partner report R.2

    Work plan progress

    List of expenditures

    Public procurements

    Contributions

A.10 Financial Overview

The amounts included in tables below represent the aggregation of data from all partner reports submitted, by the date when the current partner report was created.
Beware that only the last partner report created has the most up-to-date aggregated data (in case partner reports were not submitted in the same order they were created)!

Partner Expenditure - summary (in Euro)

	PARTNER TOTAL ELIGIBLE BUDGET	Previously reported	Current report	Total reported so far	% of Total reported so far	Remaining budget
Programme co-financing *(ERDF)*	*pre-filled from AF*	*pre-filled from previous reporting periods*	*automatically calculated from list of expenditure*	*automatically calculated*	*automatically calculated*	*automatically calculated*
Programme co-financing *(ERDF equivalent)*	*pre-filled from AF*	*pre-filled from previous reporting periods*	*automatically calculated from list of expenditure*	*automatically calculated*	*automatically calculated*	*automatically calculated*
Partner contribution	*pre-filled from AF*	*pre-filled from previous reporting periods*	*automatically calculated from list of expenditure*	*automatically calculated*	*automatically calculated*	*automatically calculated*
of which public contribution	*pre-filled from AF*	*pre-filled from previous reporting periods*	*automatically calculated from list of expenditure*	*automatically calculated*	*automatically calculated*	*automatically calculated*
of which Automatic public contribution	pre-filled from AF	*pre-filled from previous reporting periods*	*automatically calculated from list of expenditure*	*automatically calculated*	*automatically calculated*	*automatically calculated*
of which private contribution	*pre-filled from AF*	*pre-filled from previous reporting periods*	*automatically calculated from list of expenditure*	*automatically calculated*	*automatically calculated*	*automatically calculated*
PARTNER TOTAL ELIGIBLE EXPENDITURE						

Explanatory notes:

Contribution types: the split per partner contribution is calculated using the figures from the table and from Application form, namely "AF amount of contribution" / "AF partner eligible budget" * "Total current report", rounded down to whole cents.

Previously reported column: Sums up amounts from partner reports previously submitted

Remaining budget: This column indicates the difference between Total reported so far and Partner total eligible from the application form. This value can become negative in case the reported expenditures exceed the budget in approved AF.

Previously paid column: When a payment is made, the amounts related to funds paid by the programme will be added to this column, in the next created report after payment is confirmed in the system.

Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	PARTNER TOTAL ELIGIBLE BUDGET	Previously reported	Current report	Total reported so far	% of Total reported so far	Remaining budget
Staff costs		*pre-filled from AF*	*pre-filled from previous reporting periods*	*automatically calculated from list of expenditure*	*automatically calculated*	*automatically calculated*	*automatically calculated*
Office and administration	*15%*	*pre-filled from AF*	*pre-filled from previous reporting periods*	*automatically calculated from list of expenditure*	*automatically calculated*	*automatically calculated*	*automatically calculated*
Travel and accommodation	*If applicable*	*pre-filled from AF*	*pre-filled from previous reporting periods*	*automatically calculated from list of expenditure*	*automatically calculated*	*automatically calculated*	*automatically calculated*
External expertise and services		*pre-filled from AF*	*pre-filled from previous reporting periods*	*automatically calculated from list of expenditure*	*automatically calculated*	*automatically calculated*	*automatically calculated*
Equipment		*pre-filled from AF*	*pre-filled from previous reporting periods*	*automatically calculated from list of expenditure*	*automatically calculated*	*automatically calculated*	*automatically calculated*
PARTNER TOTAL ELIGIBLE EXPENDITURE							

A.11 Submit

Confirmation upon submission

By submitting your partner report you certify that the information in this report is complete and correct, in accordance with national laws and EU regulations, and, if applicable, State aid regulations. You especially acknowledge the rules considering public tendering, competition policy and eligible costs.

You further confirm that no expenditure related to the project has been, is or will be funded, in part or in whole, by any other EU funded programme.

Once the report is submitted, it cannot be edited any longer.