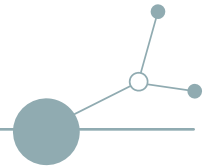




PARTNER REPORT

Offline template



Version 1
June 2023





PART A

A.1 Partner progress report identification

Project ID and acronym	<i>Automatically filled in</i>
Partner report ID	<i>Automatically generated</i>
Partner report status	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Draft → Submitted → Control ongoing → Certified </div> <i>Changes automatically</i>
Partner number	<i>Automatically filled in</i>
Name of the organisation in original language	<i>Automatically filled in</i>
Name of the organisation in English language	<i>Automatically filled in</i>
Legal status	<i>Automatically filled in</i>
Type of partner	<i>Automatically filled in</i>
Co-financing source and rate	<i>Automatically filled in</i>
Country	<i>Automatically filled in</i>
Local currency (according to InforEuro)	<i>Automatically filled in</i>
Reporting period start date (DD.MM.YYYY)	Reporting period end date (DD.MM.YYYY)
<i>Select from calendar</i>	<i>Select from calendar</i>
Reporting period	
<i>Select from drop-down</i>	

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

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

Enter text here [max 2000 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.



Enter text here [max 2000 characters]

Partner spending profile

Partner number	Period target	Current report	Cumulative target	Total reported so far	Cumulative target - total report so far	Total report so far / cumulative target	Next report forecast
<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Enter amount</i>

If applicable, please explain any deviations in the spending profile compared to the amounts indicated in the Application form

Enter text here [max 2000 characters]

A.4 Target groups

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

Target group	Description of the target group involvement
<i>Automatically filled in</i>	<i>Enter text [max 2000 characters]</i>
<i>Automatically filled in</i>	<i>Enter text [max 2000 characters]</i>
<i>Automatically filled in</i>	<i>Enter text [max 2000 characters]</i>

A.5 Work plan progress

Work package 1

Please describe your contribution to the activities carried out in this work package during this reporting period.

Enter text here [max 2000 characters]

Please use the “Progress” textbox per activity to describe how you contributed to project activities, related deliverables and outputs in this reporting period.

Please specifically highlight if deliverables/outputs were finalised. In case of investments, please report on your contribution in the textbox of the concerned project activity.

Please select in the list of deliverables and outputs those where you contributed to and provide, where applicable, the respective supporting document(s).



Activity Nr.	Activity title	Progress	Attachments
A 1.1	<i>Automatically filled in from AF</i>	<i>Enter text [max 2000 characters]</i>	<i>Upload document(s) here</i>

Deliverable Nr.	Deliverable title	Contribution	Attachments
D 1.1.1	<i>Automatically filled in from AF</i>	<input type="checkbox"/> <i>tick where relevant</i>	<i>Upload document(s) here</i>
D.1.1.2	<i>Automatically filled in from AF</i>	<input type="checkbox"/> <i>tick where relevant</i>	<i>Upload document(s) here</i>
...	<i>Automatically filled in from AF</i>	<input type="checkbox"/> <i>tick where relevant</i>	<i>Upload document(s) here</i>

The information above is to be provided for each activity

Output Nr.	Output title	Contribution	Attachments
O 1.1	<i>Automatically filled in from AF</i>	<input type="checkbox"/> <i>tick where relevant</i>	<i>Upload document(s) here</i>
O.1.2	<i>Automatically filled in from AF</i>	<input type="checkbox"/> <i>tick where relevant</i>	<i>Upload document(s) here</i>
...	<i>Automatically filled in from AF</i>	<input type="checkbox"/> <i>tick where relevant</i>	<i>Upload document(s) here</i>

Work package 2

Same as above

Work package 3

Same as above

PART B

B.1 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.

[+ Add Procurement](#)

Created in

Automatically filled in

The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

<i>* Contract name (Enter text)</i>
<i>Reference number (Enter text)</i>
<i>Contract date DD.MM.YYYY (select from the calendar)</i>
<i>Contract Type (Enter text)</i>



Contracted amount (excl. VAT)(Enter amounts)	Currency (automatically included but can be changed from drop-down menu)
Supplier name (Enter text)	
* VAT number (Enter number)	
Comment (Enter text)	

Beneficial owner(s) of the contractor

First name	Last name	Date of birth	VAT Number
Enter text	Enter text	Select from calendar	* Enter number

+ Add beneficial owner

Subcontractor(s)

Contract name	Reference number	Contract date	Contract amount	Currency	Supplier name	VAT Number
Enter text	Enter number	Select from calendar	Enter amount	Select from the drop down menu	Enter text	* Enter number

+ Add subcontractor

Attachment(s)

+ Upload file

GDPR Attachment(s)

+ Upload file

B.2 List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

+ Add expenditure

For each single expenditure item an attachment functionality is in place allowing to upload document(s)

ID	Cost Category	Investment nr.	Contract name	Internal ref. nr	Invoice nr	Invoice date	Date of payment	Description	Comment	Total invoice value (incl. VAT)	Out of which VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR
Automatically filled in	Select from the drop down menu	Select from the drop down menu	Select from the drop down menu	Enter number	Enter number	Select from calendar	Select from calendar	Enter text [max 255 characters]	Enter text [max 255 characters]	Enter amount	Enter amount	Enter amount	Automatically filled in	Automatically filled in	Automatically filled in



B.3 Contributions

Follow-up of partner contribution received by partner

In this section, partners organisations are expected to list the partner contributions as received in reality. Partner organisations are advised to navigate to the financial overview to see the breakdown of the total reported amount per contribution source.

Name of organisation/s ource of contribution	Legal Status	Amount in AF	Previously reported	Current Report	Total reported so far	Attachment
<i>Automatically filled in from AF</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Enter amount</i>	<i>Automatically filled in</i>	<i>Upload document(s)</i>

+

	Amount in AF	Previously reported	Current Report	Total reported so far
<i>Sub-total public contribution</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Sub-total automatic public contribution</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Sub-total private contribution</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Total</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>

B.4 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	Remaining budget	Previously paid
<i>ERDF</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Partner Contribution</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Of which public contribution</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>



Of which automatic public contribution	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
Of which private contribution	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
Total	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>

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	Remaining budget
<i>Staff Costs</i>	<i>Automatically indicated where applicable</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Office and administration</i>	<i>Automatically indicated where applicable</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Travel and accommodation</i>	<i>Automatically indicated where applicable</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>External expertise and services</i>	<i>N/A</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Equipment</i>	<i>N/A</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Infrastructure and works</i>	<i>N/A</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Other Costs</i>	<i>Automatically indicated where applicable</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Lump sum</i>	<i>N/A</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Total</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>

Partner Expenditure - breakdown per lump sum (in Euro)

Lump sum	Partner total eligible budget	Previously reported	Current Report	Total reported so far	% of total	Remaining budget	Previously paid



<i>Preparation and contracting costs</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Total</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>

Partner Expenditure - breakdown per investment (in Euro)

Investment Nr.	Partner total eligible budget	Previously reported	Current Report	Total reported so far	% of total	Remaining budget
<i>Automatically filled in from AF</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Total</i>	<i>Automatically filled in from AF</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>