

# PROGRESS REPORT

European Territorial Cooperation Objective  
CENTRAL EUROPE Programme

Don't remove the Excel protection. You risk that the form will  
be damaged and become NOT RECEIVABLE

Title of the project

Acronym

Index

Lead Partner (official name of the institution in English)

Number of Report

Reporting period

Start date			End date		

Form has to be filled-in and returned by post as printed version and by e-mail to:

CENTRAL EUROPE Programme

Joint Technical Secretariat

Museumstraße 3/A/III

A-1070 Vienna, Austria

Phone +43 (1) 4000 - 76 142

Fax +43 (1) 4000 - 99 76 141

[E-mail: reports@central2013.eu](mailto:reports@central2013.eu)

## Instructions for the submission of the Progress Report

The Progress Report must be used by the Lead Partner to provide the content related and financial information on the progress of the project's implementation during the particular single reporting period. The report must be submitted within two months from the last day of the reporting period (i.e. for the reporting period of January - June the report must be submitted by the first of September of the same year). The project reporting periods are laid down in the Subsidy Contract.

Detailed information on the implementation requirements for approved projects are provided in the Implementation Manual and Control & Audit Guidelines, available for download from the Programme web site ([www.central2013.eu](http://www.central2013.eu)).

The report must be submitted to the CENTRAL EUROPE Managing Authority (MA) via the Joint Technical Secretariat (JTS), both in electronic and hard copy version. The hard copy version of the Report shall bear the signature of the legal representative / duly authorized person of the Lead Partner institution.

Attached to the hard copy of the report, the following annexes must be provided:

a) "Confirmation of Control" documents covering 100% of the expenditure claimed in the present Progress Report. Each "Confirmation of Control" document must be delivered by the First Level Controllers of the Lead Partner and Project Partners and must be accompanied by the "Breakdown of Validated Expenditure", "Internal Control Report" and the "Control Checklist", unless differently agreed with the JTS.

b) Additional annexes obtained/elaborated or published during the reporting period under monitoring, in order to allow the verification of the existence of the project, e.g.:

- agendas, minutes and lists of participants of all meetings held during the period, especially as far as Steering Committee meetings are concerned;
- all promotional material produced during the period;
- all relevant deliverables of the project such as studies, SWOT analyses, etc;
- external independent appraisal occurred during the period, if foreseen;
- any other output that the Lead Partner may deem important.

c) The project Communication Plan, to be attached as obligatory document only to the first Progress Report.

In case the Lead Partner legal representative has changed, an official communication/document stating the change has also to be annexed.

All Annexes will be examined during the analysis of the Progress Report as stated in § 5.3 of the Subsidy Contract. Certifying Authority (CA) as well as MA and JTS are entitled to request other relevant information at any time, if considered necessary.

### Instructions for filling-in the Progress Report:

Please always activate MACROS when you are working in the reporting template!! In case of excel version 2003 you have to set the Security features to "medium" or "lower" in order to guarantee the proper functioning of the reporting tool.

Please fill in the white fields only. Grey fields are either pre-filled based on the initial information provided in the Application Form or in the previous Progress Report(s), or are interlinked and data will be calculated or transferred automatically. Please consult the JTS whenever having any queries or questions related to the Progress Report.

### Specific information for the filling-in of the Financial Report:

- Section 6 "Budget lines breakdown ": tables are to be filled-in only if applicable;
- Section 7 "Partners breakdown": table 7.2 is to be filled-in only if applicable;
- Section 8 "Budget overview": all the tables are filled-in automatically for ERDF-partners with exception of projects with Partners from Third Countries. In these cases, expenditure of Partners from Third Countries must be reported in Table 8.3;
- Section 9 "Financial Explanations": tables are to be filled-in only if applicable.

In order to allow the Progress Report being considered as acceptable, the Lead Partner has to ensure that all statements listed in the "Checklist for submission" can be answered with a clear "yes".

The Progress Report is an Excel document and has therefore been programmed for Microsoft Office Excel use in Windows Operating System; the proper functioning using other operating systems or office programmes (e.g. Apple, Open Office) is not guaranteed and might destroy the programming of the form. Please save the document always as 97-2003 Excel version in .xls (not .xlsx or .xlsm!). After having fully filled-in the Progress Report, for printing of the hardcopy please use the "Finalize and print" button on the Cover Sheet, then save the document and do not make any changes in the file afterwards in order to ensure the identical Check-sum on the hardcopy and electronic version of the Progress Report.

Whenever having any queries or questions related to the implementation of the project and reporting, please consult the JTS.

### Table of Content/ ERROR Messages

0. Cover Sheet	INCOMPLETE (line 103)
1. Management	INCOMPLETE (line 5)
2. Confirmation	
3. Progress	INCOMPLETE (line 7)
4. Indicators	INCOMPLETE (line 12)
5.1 Work plan 1 / 2	INCOMPLETE (line 22)
5.2 Work plan 3	INCOMPLETE (line 24)
5.3 Work plan 4	INCOMPLETE (line 24)
5.4 Work plan 5	INCOMPLETE (line 24)
5.6 Work plan 6	INCOMPLETE (line 24)
6. Budget lines breakdown	
7. Partners breakdown	
8. Budget Overview	
9. Financial Explanations	INCOMPLETE (line 7)
10. Annexes	

Version 2.00

## Checklist for submission

Please make sure that you have fulfilled the listed requirements before submitting the Progress Report:

Yes

- Is the Progress Report still protected and has the protection never been lifted?
- Is the hard copy version of the Progress Report complete? Are all relevant Excel worksheets included?
- Is the hard copy version signed, stamped and dated by the legal representative / duly authorized person of the Lead Partner institution?
- Is the Check-sum on the electronic and hard copy versions of the report identical?
- Is the Progress Report fully and properly filled-in in the English language?
- Are there no ERROR messages in the Progress Report indicating budget discrepancies in the totals, in the work packages, in the budget lines and in the partner budgets?
- Have the country specific control requirements been respected by all project partners (please see the "Country-specific information" section in [www.central2013.eu](http://www.central2013.eu))?
- Have the "Confirmations of control", and related annexes, covering the claimed expenditure been attached?
- Have all other relevant Annexes been attached (e.g., minutes, agendas of meetings, promotional material etc)?
- Have all checks to be performed at Lead Partner level (i.e. project relevance of partners' expenditure; expenditure outside the EU; respect of the flexibility limits) been properly carried out?

## Section 1: Management structure

### 1. Lead Partner information

Have the contact details of the Lead Partner institution changed?

If yes, please provide the updated information:

Address of the legal seat			
Postal code			
Town			
Country			
Contact person (First name, Surname)			
E-mail			
Phone (office)			
Phone (mobile)			
Fax			
Legal representative / LP signatory (First-, Surname)			
Function			

Note to the LP: In case the legal representative has changed, please provide an official communication/document stating this change, which is to be annexed to this Report.

### 2. Project Manager / Coordinator

Have the contact details of the Project Manager changed?

If yes, please provide the updated information:

First name, Surname			
Institution			
Address			
Postal code			
Town			
Country			
E-mail			
Phone (office)			
Phone (mobile)			
Fax			

### 3. Finance Manager of the project

Have the contact details of the Finance Manager changed?

If yes, please provide the updated information:

First name, Surname			
Institution			
Address			
Postal code			
Town			
Country			
E-mail			
Phone (office)			
Phone (mobile)			
Fax			

#### 4. Communication Manager of the project

Have the contact details of the Communication Manager changed?

If yes, please provide the updated information:

First name, Surname			
Institution			
Address			
Postal code			
Town			
Country			
E-mail			
Phone (office)			
Phone (mobile)			
Fax			

#### 5. LP bank account

Have the bank account details changed?

If yes, please provide the updated information:

Name of the bank			
Address			
Postal code			
Town			
Country			
Account no / IBAN			
BIC/SWIFT code			
National bank code			
Internal reference (if needed)			
Holder of the account			

## 6. Project Steering Committee

Please provide updates on the composition of the Project Steering Committee and the role of its members (e.g. chairman, member, observer, etc.)

In case a Project Partner is confirmed as not being involved or its representative has not been appointed yet, please write "not involved" or "not appointed yet" accordingly.

Representative of	Country	Name of the representative	Institution	e-mail	Function in the SC



Describe the main results and attach the evaluation report to the Progress Report.


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## 7. First Level Controllers of Lead Partner and Project Partners

Have the contact details of the First Level Controller (FLC) changed?

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## Section 2: Confirmation and Payment request

### CONFIRMATION BY LEAD PARTNER AND REQUEST FOR PAYMENT

For the current reporting period, I, the undersigned - , - representing the Lead Partner institution of the project hereby confirm that:

- w The information in this Progress Report gives a correct description of the implementation and present status of the project;
- w The Progress Report is based on reported activities and validated expenditure of each partner;
- w The activities implemented within the project correspond to those listed in the latest approved Application Form and, if existing, all deviations have been properly justified;
- w The activities are implemented in accordance with the stipulations of § 4.1 of the Subsidy Contract;
- w The expenditure declared can be objectively imputed to the project;
- w The expenditure declared has been controlled and validated by the responsible public authorities or private institutions as referred to in Article 16(1) of Regulation (EC) No 1080/2006, selected in accordance with the national control system set up by the Member States of the partners involved in the project;
- w The expenditure declared complies with Community rules and policies including publicity, information, equal opportunities, protection of environment, state aid, competition and public procurement;
- w All supporting documents required for an adequate audit trail regarding expenditure incurred and payments made are recorded and stored in accordance with the stipulations of §6.5 of the Subsidy Contract;
- w After addition of this payment request, the total approved ERDF-funding amount has not been exceeded.

#### REQUEST FOR PAYMENT:

Total validated expenditure in this Progress Report:

Unduly paid amount to be deducted:

Total eligible expenditure in this Progress Report:

ERDF requested in this Progress Report:

Unduly paid ERDF to be deducted:

Total ERDF payment request in this Progress Report:

Signature of the legal representative or  
duly authorized person

Signatory

Stamp

Date

## Section 3: Progress Report summary

This section of the Progress Report shall be used to give information about the implementation of the project (including publicity and knowledge management measures), its progress towards the set objectives as well as problems encountered and solutions adopted.

### 3.1 Summary of the project's activities carried out so far

Please provide a brief overall summary of the project's activities and achievements that have taken place since its start. Information is to be provided on the activities, produced outputs and Core outputs, as well as the related process assumptions.

Please note that this summary, or part of it, will be published on the Programme's website. Therefore it has to be easily readable, self explanatory and should highlight the most important achieved progresses without references to other parts of the reporting form.

It is advised that this field is filled in after the completion of the rest of the Progress Report.


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### 3.4 Problems encountered and solutions adopted

Please give a detailed account of any problem encountered during the current reporting period, the consequences on the project implementation and the solutions adopted. Please also indicate potential problems related to deficient involvement of partners and degree of transnational cooperation. Problems may be content-, partnership- or budget related or any other type.

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## Section 4: Indicators

This section of the Progress Report has to provide information about the outputs generated and the results achieved so far along the project implementation.

### 4.1 Output indicators

Output indicators provide information on the products and services delivered by the partners.

#### A) Types of Actions:

	Type of Action	Indicator	Planned in the approved AF	Accumulated so far	Reached in the curr. reporting period
A1	Joint transnational strategy and action plan	No. of strategies/policy documents developed/improved			
		No. of strategies/policy documents implemented/adopted			
A2	Transnational tool development	No. of new tools developed			
		No. of new tools implemented			
		No. of trainings for new tools prepared or implemented			
A3	Joint management establishment	No. of permanent co-operations established			
		No. of permanent management structures established			
A4	Investment preparation	Volume of investment prepared (in EURO)			
		No. of jobs to be created through these investments			
		Volume of private/public funds leveraged (in EURO)			
A5	Pilot Actions including investment	No. of Pilot Actions implemented (including number of investments realized)			
		Volume of investment realised through Pilot Actions (in EURO)			
		No. of jobs created through Pilot Actions			



**B) Outreach to selected target groups:**

With regard to outreach to target groups please ensure that the reported figures reflect only active involvement of target groups. Multiple counting of the same entity in different periods is to be avoided.

Indicator		Planned in the approved AF	Accumulated so far	Reached in the curr. reporting period
B1	No. of entities of the public sector/administration addressed			
B2	No. of entities of the private sector and related services addressed			
B3	No. of research/technology development entities addressed			
B4	No. of entities providing intermediary services and training addressed			
B5	No. of interest groups addressed			
B6	No. of infrastructure providers addressed			

**C) Media contacts:**

Indicator		Accumulated so far	Reached in the curr. reporting period
C1	No. of press releases in general		
C2	No. of press articles (incl. online media) in local/regional/national/EU press mentioning the project (count each language version)		
C3	No. of incidences of TV or radio coverage		

**D) Project Website:**

Indicator		Accumulated so far	Reached in the curr. reporting period
D1	No. of project website visits		
D4	Average time spent on the project's website (indicate as HHMMSS: e.g. 13 minutes and 30 seconds to be indicated as 001330)		

**E) Publications/PR materials:**

Indicator		Accumulated so far	Reached in the curr. reporting period
E1	No. of publications produced (folders, brochures, newsletters, etc.); please refer to the number of edition created and NOT to the copies printed or disseminated		
E2	No. of PR tools (other than publications) produced (e.g., multimedia tools); please refer to the number of tools created and NOT to the number of copies disseminated		

With regard to the Publications / PR materials produced within this reporting period, please provide detailed information about the reported figures.

E1	
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E2	
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**F) Events:**

Please ensure that the reported figures for events are in line with the activities reported under section 5 (work plan).

Indicator	Accumulated so far	Reached in the curr. reporting period
F1 No. of <u>internal transnational</u> events organized within the project partnership (SC meetings, working group meetings, etc.)		
F2 No. of <u>open transnational</u> events organised (conferences, trainings, etc.) with participation beyond the partnership		
F2.1 No. of <u>participants</u> at the open transnational events organised by the partnership		
F3 No. of <u>visible participation at transnational events</u> (presentation and/or stands) organised by institution/s outside the partnership		
F4 No. of <u>open national /regional</u> events organised with participation beyond the partnership		
F4.1 No. of <u>participants</u> at these open national / regional events organised by the partnership		
F5 No of <u>visible participation at national/regional</u> events (presentation and/or stands) organised by institution/s outside the partnership		

## 4.2 Result indicators

Result indicators of the CENTRAL EUROPE Operational Programme measure the immediate effects of the project, in compliance with its objectives. Based on the accomplished outputs please provide information on the results achieved during the reporting period. Ensure that no multiple counting occurs.

Indicator	Links to other Aol as indicated in the AF	Aol Specific indicator	Accumulated so far	Quantity
P1: Contributions to facilitated innovation across Central Europe				
1.1 Contribution to better innovation governance		1. No. of public authorities/private institutions implementing a transnational strategy/action plan for establishment and development of regional/transnational clusters and/or enhancing co-operation between public and private players in innovation.		
		2. No. of created and/or strengthened institutions for transnational technology/innovation transfer.		
		3. No. of public and/or private institutions benefiting of new financial and innovation tools related to commercialization of RTD results.		
		4. No. of end-users benefiting from improved framework conditions for innovation as a result of pilot actions/investments.		
		5. Induced investments (€) related to the improvement of framework conditions for innovation.		
		6. No. of trained persons.		
1.2 No. of contributions to even and broader access to R&TD results and innovation system		1. No. of public authorities/private institutions implementing a transnational strategy/action plan to diffuse and apply innovation.		
		2. No. of RTD and/or intellectual property right and/or scientific knowledge transfers between technology transfer/knowledge institutions and the business sector.		
		3. No. of institutions/companies with increased uptake of ICT solutions for improvement of products/processes/ services.		
		4. No. of institutions/companies introducing innovative products/processes/services through improved access to RTD results/knowledge transfer as a result of pilot actions/investments.		
		5. Induced investments (€) related to use of ICT/facilitating access to R&TD results/facilitating knowledge transfer.		
		6. No. of trained persons.		

1.3	No. of contributions to improved framework for knowledge development		1. No. of public authorities/private institutions implementing a transnational strategy/action plan for strengthening human resources and knowledge development as well as managing demographic change, migration and brain-drain.		
			2. No. of public authorities/private institutions involved in transnational educational and training networks in higher education (e.g.: university and business sector).		
			3. No. of institutions/companies benefitting from promoting actions aimed at strengthening the diffusion of technological and innovation results.		
			4. No. of training facilities/research institutions/business sector/labour market organisations introducing new human resources and knowledge development measures as a result of pilot actions/investments.		
			5. Induced investments (€) for knowledge development.		
			6. No. of trained persons.		
P2: Contributions to improved accessibility of and within Central Europe					
2.1	No. of contributions to improved and more sustainable inter-connectivity at urban, regional and transnational level		1. No of public authorities/ institutions implementing a transnational strategy/action plan also between and within transeuropean transport corridors to improve interconnectivity at urban, regional and transnational level.		
			2. No. of newly introduced solutions/services for intermodality and interoperability of transport systems (road, rail, waterways, air).		
			3. No. of inhabitants benefitting from improved and more sustainable interconnectivity at urban, regional and transnational level as a result of pilot actions/investments.		
			4. Induced investments (€) to improve transport solutions and to further develop transport networks in the direction of sustainable and energy efficient transport modes.		
			5. No. of trained persons.		
2.2	No. of contributions to better solutions for multimodal logistics		1. No. of public authorities/institutions implementing a transnational strategy/action plan for intermodal logistics.		
			2. No. of institutions involved in the establishment of cooperations in logistics and intermodality.		
			3. Increase in the use of intermodal terminals (in %).		
			4. No. of institutions benefitting from testing and/or application of more effective solutions/services in the field of multimodal transport, infrastructure and logistics as a result of pilot actions/investments.		
			5. Induced investments (€) for the implementation of multi-modal logistic solutions.		
			6. No. of trained persons.		

2.3	No. of contributions to the promotion of sustainable mobility		1. No. of public authorities/ institutions implementing a transnational strategy/action plan and/or solutions/applications for safer/more sustainable mobility.		
			2. No. of inhabitants benefiting from enhanced quality of (public) urban transport and testing of new applications/ technical solutions for safer/ more sustainable mobility as a result of pilot actions/investments.		
			3. Induced investments (€) for reducing environmental impacts arising from traffic/transport projects and promoting sustainable and safe mobility.		
			4. No. of trained persons.		
2.4	No. of contributions: to improved access to ICT information and services		1. No. of public authorities/institutions implementing a transnational strategy/action plan for ICT promotion of enhancing access to infrastructure and provision of (public) services.		
			2. No. of institutions using ICT solutions as an instrument to reduce traffic and substitute physical mobility (e.g.: video conferencing, websites, supply-chain management etc).		
			3. No. of inhabitants benefiting from new ICT applications/technical solutions for efficient traffic management systems and/or improving access to provision of public services as a result of pilot actions/investments.		
			4. Induced investments (€) for new ICT tools and services.		
			5. No. of trained persons.		
P3: Contributions to use Central Europe's Environment more responsibly					
3.1	No. of contributions to improved quality and better protection of the environment		1. No. of public authorities/institutions implementing a transnational strategy/action plan for environmental protection and strengthening of biodiversity.		
			2. No. of public authorities/institutions applying harmonized environmental monitoring/management systems as a basis for preventing negative impacts and for taking mitigation measures.		
			3. Sites (ha) with ecological rehabilitation and revitalization measures implemented as a result of pilot actions/investments.		
			4. Induced investments (€) for rehabilitation, mitigation and environmental protection.		
			5. No. of trained persons		
3.2	No. of contributions to more effective risk prevention and impact reduction		1. No. of public authorities/ institutions implementing a transnational strategy/action plan for integrated risk management between various fields and sectors.		
			2. No. of public authorities/institutions applying harmonized methods/tools/technologies to reduce and manage risks (including climate change) and prevent pollution.		
			3. No. of inhabitants affected by targeted communication campaigns to increase risk awareness		
			4. No. of inhabitants benefiting from flood risk protection and/or innovative risk prevention measures as a result of pilot actions/investments		
			5. Induced investments (€) for risk prevention and risk management.		
			6. No. of trained persons.		

3.3	No. of contributions to better utilisation of renewable energy and higher level of energy efficiency		1. No. of public authorities/ institutions implementing a transnational strategy/action plan for energy saving and energy efficiency.		
			2. No. of public authorities/private institutions implementing a transnational strategy/action plan for the use and exploitation of renewable energy resources.		
			3. No. of public authorities/institutions implementing joint innovative actions for the use of alternative energy sources in transport.		
			4. No. of inhabitants benefitting from new facilities for using renewable energy or improving energy efficiency as a result of pilot actions/investments.		
			5. Induced investments (€) for the use of renewable energy sources and increasing energy efficiency.		
			6. No. of trained persons		
3.4	No. of contributions to ensuring eco-efficient production processes		1. No. of public authorities/institutions implementing a transnational strategy/action plan for environmentally friendly technologies/ activities.		
			2. No. of institutions/companies addressed by promoting sustainable production and consumption practices as well as transnational incentives for eco-innovations		
			3. No. of institutions/companies which have tested/introduced environmentally friendly technologies/measures/tools as a result of pilot actions/investments.		
			4. Induced investments (€) for the use of environmentally friendly technologies.		
			5. No. of trained persons.		
P4: Contributions to enhanced competitiveness and attractiveness of cities and regions					
4.1	No. of contributions to more strategic and sustainable economic and social development of cities and regions		1. No. of public authorities/institutions implementing a transnational strategy/action plan aimed at improving integrated urban and regional development and better conditions for investments and/or mutual cooperation.		
			2. No. of increased/improved services aimed at improving the urban-rural relationship, urban sprawl and linking big, medium and small sized cities.		
			3. No. of inhabitants benefitting from enhancing the quality of the urban environment and improved public space in cities.		
			4. Rehabilitated and converted urban and peri-urban functional sites (expressed in ha) as a result of pilot actions/investments.		
			5. Induced investments (€) for rehabilitation of urban and peri-urban functional sites and urban improvements.		
			6. No. of trained persons		

4.2	No. of contributions to reduced negative effects of social and demographic change and improved social integration and quality of life		1. No. of public authorities/institutions implementing a transnational strategy/action plan to counterbalance demographic and social change.		
			2. No. of municipalities implementing innovative solutions for addressing bottlenecks in urban development (e.g. housing, mobility).		
			3. No. of inhabitants benefitting from implemented methods/tools/services raising quality of life and/or reducing negative impacts of demographic and social change as a result of pilot actions/investments.		
			4. Induced investments (€) for the implementation of new urban technologies/solutions for adapting services and infrastructure responding to demographic and social trends.		
			5. No. of trained persons		
4.3	No. of contributions to fostered sustainable use of cultural resources and heritage		1. No. of public authorities/institutions implementing a transnational strategy/action plan and/or new management schemes for the protection, preservation and sustainable exploitation of cultural resources.		
			2. No. of new activities/offers created in the framework of the cultural and tourism sector.		
			3. No. of inhabitants benefitting from integrated cultural and economic concepts as a result of pilot actions/Investments.		
			4. Induced investments (€) for capitalizing on cultural resources.		
			5. No. of trained persons		

With regard to the result indicators achieved within this reporting period, please provide detailed information about the reported figures. It should include a specification for each reported figure and give cross reference to the implemented output(s). If considered necessary, an annex on reported result indicators could be included.

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## Section 5: Work plan

### Work package 1

Work package name: Project management and coordination

#### Work package overview

Strategic focus/main objectives: Sound project management and coordination

Responsible partner: 0

Involved partners: all partners

For each action, please summarize the major management and coordination activities which have taken place during the current reporting period. Please indicate the meetings/events which have been organised and attended during the current reporting period (cross check with Section 4 Indicators F).

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Textbox 15 you have 0 characters (max. 2.000 characters)

In case activities of CENTRAL EUROPE partners (including LP) have been carried out outside the CENTRAL EUROPE Programme area, but within the EU territory, please describe the activities and comment on how CENTRAL EUROPE regions have benefited.

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Textbox 16 you have 0 characters (max. 500 characters)

In case activities have been carried out in Third Countries, please describe the activities, indicate the partners that have financially contributed to their implementation and comment on how CENTRAL EUROPE regions have benefited.

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## Outputs

Please include the required information in the white fields of the table. Deviations from the original work plan as in the final approved AF have to be described in the textbox below. Please select the "available" checkbox only if an output is fully finalized. The "deliverables attached" checkbox should be ticked only if attached to the current report.

Title of output	Month of av.	Qualitative description as in AF	Quantitative description as in AF	Available	Deliverables attached	Qualitative desc. (max. 250 characters)	Quantitative desc. (max. 250 characters)
Action 1.1		Fulfillment of start up requirements					
Action 1.2		Day to day project management, coordination and internal communication					
Action 1.3		Steering and monitoring of the project implementation					
Action 1.4		Financial management, certification of expenditure					

### Deviations in implementation

If applicable, please highlight the deviations from the originally planned outputs that have occurred in the reporting period. Please outline the possible consequences on the project's implementation and the solutions adopted.

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## Work package 2

Work package name: Communication, knowledge management and dissemination

### Work package overview

Strategic focus/main objectives: Ensure wide project promotion of output and results

Responsible partner																		
Involved partners	LP		PP2		PP3		PP4		PP5		PP6		PP7		PP8		PP9	
			PP10		PP11		PP12		PP13		PP14		PP15		PP16		PP17	
			PP18		PP19		PP20		PP21		PP22		PP23		PP24		PP25	

Address of the project's website.

Has the website been updated within the current reporting period?

Please summarize the major communication, knowledge management and dissemination activities which have taken place during the current reporting period highlighting topics like internal and external knowledge management. Please indicate the meetings/events which have been organised and attended during the current reporting period (cross check with Section 4 Indicators F)

Textbox 19

you have 0 characters

(max. 3.000 characters)

In case activities have been carried out outside the CENTRAL EUROPE Programme area, but within the EU territory, please describe the activities and comment on how CENTRAL EUROPE have regions benefited.

Textbox 20 you have 0 characters (max. 500 characters)

In case activities have been carried out in Third Countries, please describe the activities, indicate the partners that have financially contributed to their implementation and comment on how CENTRAL EUROPE regions have benefited.

Textbox 21 you have 0 characters (max. 500 characters)

## Outputs

Please include the required information in the white fields of the table. Deviations from the original work plan as in the final approved AF have to be described in the textbox below.

Title of output	is a Core Output?	Month of av.	Qualitative description as in AF	Quantitative description as in AF	Available	Deliverables attached	Qualitative desc. (max. 250 characters)	Quantitative desc. (max. 250 characters)
Action 2.1	Media communication/ dissemination							
Action 2.2	Non-media communication/ dissemination and website							
2.2.1								

Deviation in implementation

If applicable, please highlight the deviations from the originally planned outputs as in the final approved AF that have occurred in the reporting period. Please outline the possible consequences on the project 's implementation and the solutions adopted.

Textbox 22

you have 0 characters

(max. 2.000 characters)

## Section 5: Work plan

### Work package 3

Work package name:

#### Work package overview

Strategic focus/main objectives

Responsible partner	<input type="text"/>																	
Involved partners	LP		PP2		PP3		PP4		PP5		PP6		PP7		PP8		PP9	
			PP10		PP11		PP12		PP13		PP14		PP15		PP16		PP17	
			PP18		PP19		PP20		PP21		PP22		PP23		PP24		PP25	

For each action, please summarize the major activities which have taken place during the reporting period. Please indicate the meetings/events which have been organised and attended during the current reporting period (cross check with Section 4 Indicators F).

Textbox 23

you have 0 characters

(max. 3.000 characters)

In case activities of CENTRAL EUROPE partners (including LP) have been carried out outside the CENTRAL EUROPE Programme area, but within the EU territory, please describe the activities and comment on how CENTRAL EUROPE regions have benefited.

Textbox 24 you have 0 characters (max. 500 characters)

In case activities have been carried out in Third Countries, please describe the activities, indicate the partners that have financially contributed to their implementation and comment on how CENTRAL EUROPE regions have benefited.

Textbox 25 you have 0 characters (max. 500 characters)

### Investments within the WP

Please describe in detail the progress reached for the realization of the investment(s) during the reporting period. Please verify the coherence with the Financial Report (Section 6, Tab. 6.8). According to the description provided in the Application Form (Section 5, Table 10), please give also information on: the use of investment(s) and its/their contribution to the WP objectives, its/their impacts, transnationality, and sustainability.

Textbox 26 you have 0 characters (max. 2.000 characters)

### Outputs

Please include the required information in the white fields of the table. Deviations from the original work plan as in the final approved AF have to be described in the text box below. Please select the "available" checkbox only if an output is fully finalized. The "deliverables attached" checkbox should be ticked only if attached to the current report.

Title of output	is a Core Output?	Month of av.	Qualitative description as in AF	Quantitative description as in AF	Available	Deliverables attached	Qualitative desc. (max. 250 characters)	Quantitative desc. (max. 250 characters)

Deviation in implementation

If applicable, please highlight the deviations from the originally planned outputs as in the final approved AF that may have occurred in the current reporting period. The reasons for the deviations should outline the possible consequences on the project's implementation and the solution adopted.

Textbox 27

you have 0 characters

(max. 2.000 characters)

## Section 5: Work plan

### Work package 4

Work package name:

#### Work package overview

Strategic focus/main objectives

Responsible partner																		
Involved partners	LP		PP2		PP3		PP4		PP5		PP6		PP7		PP8		PP9	
			PP10		PP11		PP12		PP13		PP14		PP15		PP16		PP17	
			PP18		PP19		PP20		PP21		PP22		PP23		PP24		PP25	

For each action, please summarize the major activities which have taken place during the current reporting period. Please indicate the meetings/events which have been organised and attended during the current reporting period (cross check with Section 4 Indicators F).

Textbox 28

you have 0 characters

(max. 3.000 characters)

In case activities of CENTRAL EUROPE partners (including LP) have been carried out outside the CENTRAL EUROPE Programme area, but within the EU territory, please describe the activities and comment on how CENTRAL EUROPE regions have benefited.

Textbox 29

you have 0 characters

(max. 500 characters)

In case activities have been carried out in Third Countries, please describe the activities, indicate the partners that have financially contributed to their implementation and comment on how CENTRAL EUROPE regions have benefited.

Textbox 30

you have 0 characters

(max. 500 characters)

### Investments within the WP

Please describe in detail the progress reached for the realization of the investment(s) during the reporting period. Please verify the coherence with the Financial Report (Section 6, Tab. 6.8). According to the description provided in the Application Form (Section 5, Table 10), please give also information on: the use of investment(s) and its/their contribution to the WP objectives, its/their impacts, transnationality, and sustainability.

Textbox 31

you have 0 characters

(max. 2.000 characters)

## Outputs

Please include the required information in the white fields of the table. Deviations from the original work plan as in the final approved AF have to be described in the text box below. Please select the "available" checkbox only if an output is fully finalized. The "deliverables attached" checkbox should be ticked only if attached to the current report.

Title of output	is a Core Output?	Month of av.	Qualitative description as in AF	Quantitative description as in AF	Available	Deliverables attached	Qualitative desc. (max. 250 characters)	Quantitative desc. (max. 250 characters)
Action 4.1								

Deviation in implementation

If applicable, please highlight the deviations from the originally planned outputs as in the final approved AF that may have occurred in the current reporting period. The reasons for the deviations should outline the possible consequences on the project 's implementation and the solution adopted.

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Textbox 32

you have 0 characters

(max. 2.000 characters)

## Section 5: Work plan

### Work package 5

Work package name:

#### Work package overview

Strategic focus/main objectives

Responsible partner

Involved partners

LP

PP2

PP3

PP4

PP5

PP6

PP7

PP8

PP9

PP10

PP11

PP12

PP13

PP14

PP15

PP16

PP17

PP18

PP19

PP20

PP21

PP22

PP23

PP24

PP25

For each action, please summarize the major activities which have taken place during the current reporting period. Please indicate the meetings/events which have been organised and attended during the current reporting period (cross check with Section 4 Indicators F).


Textbox 33

you have 0 characters

(max. 3.000 characters)

In case activities of CENTRAL EUROPE partners (including LP) have been carried out outside the CENTRAL EUROPE Programme area, but within the EU territory, please describe the activities and comment on how CENTRAL EUROPE regions have benefited.

Textbox 34 you have 0 characters (max. 500 characters)

In case activities have been carried out in Third Countries, please describe the activities, indicate the partners that have financially contributed to their implementation and comment on how CENTRAL EUROPE regions have benefited.

Textbox 35 you have 0 characters (max. 500 characters)

### Investments within the WP

Please describe in detail the progress reached for the realization of the investment(s) during the reporting period. Please verify the coherence with the Financial Report (Section 6, Tab. 6.8). According to the description provided in the Application Form (Section 5, Table 10), please give also information on: the use of investment(s) and its/their contribution to the WP objectives, its/their impacts, transnationality, and sustainability.

Textbox 36 you have 0 characters (max. 2.000 characters)

### Outputs

Please include the required information in the white fields of the table. Deviations from the original work plan as in the final approved AF have to be described in the text box below. Please select the "available" checkbox only if an output is fully finalized. The "deliverables attached" checkbox should be ticked only if attached to the current report.

Title of output	is a Core Output?	Month of av.	Qualitative description as in AF	Quantitative description as in AF	Available	Deliverables attached	Qualitative desc. (max. 250 characters)	Quantitative desc. (max. 250 characters)
Action 5.1								

Deviation in implementation

If applicable, please highlight the deviations from the originally planned outputs as in the final approved AF that may have occurred in the current reporting period. The reasons for the deviations should outline the possible consequences on the project's implementation and the solution adopted.

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Textbox 37

you have 0 characters

(max. 2.000 characters)

## Section 5: Work plan

### Work package 6

Work package name:

#### Work package overview

Strategic focus/main objectives

Responsible partner

Involved partners

LP

PP2

PP3

PP4

PP5

PP6

PP7

PP8

PP9

PP10

PP11

PP12

PP13

PP14

PP15

PP16

PP17

PP18

PP19

PP20

PP21

PP22

PP23

PP24

PP25

For each action, please summarize the major activities which have taken place during the current reporting period. Please indicate the meetings/events which have been organised and attended during the current reporting period (cross check with Section 4 Indicators F).


Textbox 38

you have 0 characters

(max. 3.000 characters)

In case activities of CENTRAL EUROPE partners (including LP) have been carried out outside the CENTRAL EUROPE Programme area, but within the EU territory, please describe the activities and comment on how CENTRAL EUROPE regions have benefited.

Textbox 39 you have 0 characters (max. 500 characters)

In case activities have been carried out in Third Countries, please describe the activities, indicate the partners that have financially contributed to their implementation and comment on how CENTRAL EUROPE regions have benefited.

Textbox 40 you have 0 characters (max. 500 characters)

### Investments within the WP

Please describe in detail the progress reached for the realization of the investment(s) during the reporting period. Please verify the coherence with the Financial Report (Section 6, Tab. 6.8). According to the description provided in the Application Form (Section 5, Table 10), please give also information on: the use of investment(s) and its/their contribution to the WP objectives, its/their impacts, transnationality, and sustainability.

Textbox 41 you have 0 characters (max. 2.000 characters)

### Outputs

Please include the required information in the white fields of the table. Deviations from the original work plan as in the final approved AF have to be described in the text box below. Please select the "available" checkbox only if an output is fully finalized. The "deliverables attached" checkbox should be ticked only if attached to the current report.

Title of output	is a Core Output?	Month of av.	Qualitative description as in AF	Quantitative description as in AF	Available	Deliverables attached	Qualitative desc. (max. 250 characters)	Quantitative desc. (max. 250 characters)
Action 6.1								

If applicable, please highlight the deviations from the originally planned outputs as in the final approved AF that may have occurred in the current reporting period. The reasons for the deviations should outline the possible consequences on the project's implementation and the solution adopted.

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Textbox 42

you have 0 characters

(max. 2.000 characters)

## Section 6: Financial Report

### Breakdown by single budget lines

**IMPORTANT NOTICE:** the figures in the following tables must exclusively relate to expenditure of EU partners (located either inside or outside the CENTRAL EUROPE area). For further details please refer to the CENTRAL EUROPE "Implementation Manual" and "Control & Audit Guidelines".

**Table 6.1: Staff Costs**

This budget line refers to all personnel costs for staff directly employed by the partners. The staff can either be already existing or contracted ad hoc for project purposes. Where eligible, the budget line also includes the costs for internal independent controllers. Where not provided by national eligibility rules, the calculation of staff costs for people working part-time must be based on the following:

gross salary + social charges (including salary costs of sickness absence and holidays) divided by the total actual working days or hours (excluding sickness absence and holidays) multiplied by the project worked days or hours.

The table is to be filled-in by using one line per WP for each partner. The amount validated and reported has to include the total of the gross salary and the employers social charges. Staff costs of Associated Institutions should be reported under the "External expertise" budget line, provided that these costs are finally borne by projects partners. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled-in and calculated.

#### A) Cost claimed

Partner that incurred cost	WP		Amount validated & reported (Gross Salary + employers Social charges)
<b>Staff working part-time in the project</b>			
LP			
PP02			
PP03			
PP04			
PP05			
PP06			
PP07			
PP08			
PP09			
PP10			
PP11			
PP12			
PP13			
PP14			
PP15			
PP16			
PP17			
PP18			
PP19			
PP20			
PP21			
PP22			
PP23			
PP24			
PP25			

Staff working full-time in the project			
LP			
PP02			
PP03			
PP04			
PP05			
PP06			
PP07			
PP08			
PP09			
PP10			
PP11			
PP12			
PP13			
PP14			
PP15			
PP16			
PP17			
PP18			
PP19			
PP20			
PP21			
PP22			
PP23			
PP24			
PP25			
<b>TOTAL</b>			0,00 €

### B) Budget Consumption

WP	Budget as in AF	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WP0			0,00 €	0,00 €	0,00 €	0,00%
WP1			0,00 €	0,00 €	0,00 €	0,00%
WP2			0,00 €	0,00 €	0,00 €	0,00%
WP3			0,00 €	0,00 €	0,00 €	0,00%
WP4			0,00 €	0,00 €	0,00 €	0,00%
WP5			0,00 €	0,00 €	0,00 €	0,00%
WP6			0,00 €	0,00 €	0,00 €	0,00%
<b>TOTAL</b>	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00%

## Table 6.2: Administration Costs

This budget line includes all direct general costs (i.e. costs deriving exclusively from the project e.g. stationery, photocopying, mailing etc.) and indirect general costs (overheads related to the project's activities, based on real costs and calculated on a pro rata basis according to a duly justified, fair and equitable method e.g. heating and electricity, office rent, internet etc.). In the case of indirect costs, no lump sums/flat rates are allowed and an explanation of the method of calculation is required. If the method of calculation is not defined by national eligibility rules, partners must use the following:

pro rata ratio = project working hours (according to the staff costs reported) divided by total actual worked hours of the institution.

Tables (A.1 and A.2) are to be filled-in by using one line per partner. In both tables the columns headed "partner that incurred cost" and "WP" have to be filled-in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled-in and calculated.

### A) Cost claimed

#### A.1) Direct costs

Partner that incurred cost	WP	Summary of direct costs claimed	Total amount validated & reported
Subtotal			0,00 €





## B) Budget Consumption

WP	Budget as in AF	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WP0			0,00 €	0,00 €	0,00 €	0,00%
WP1			0,00 €	0,00 €	0,00 €	0,00%
WP2			0,00 €	0,00 €	0,00 €	0,00%
WP3			0,00 €	0,00 €	0,00 €	0,00%
WP4			0,00 €	0,00 €	0,00 €	0,00%
WP5			0,00 €	0,00 €	0,00 €	0,00%
WP6			0,00 €	0,00 €	0,00 €	0,00%
<b>TOTAL</b>	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00%



**Table 6.5: Meetings and Events**

This budget line refers to costs related to the organisation of meetings (renting of premises and equipment, catering, interpretation, printing etc.) paid on the basis of contracts with external providers. This might also include the cost of external speakers and external participants if the cost is borne by the partners. The table is to be filled-in by using one line per event. If applicable, please ensure consistency with the information given under "Travel and Accommodation". The columns headed "partner that incurred cost" and "WP" are to be filled-in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled-in and calculated.

**A) Cost claimed**

Partner that incurred cost	WP	Name of event/meeting	Date and place	Amount validated & reported
<b>TOTAL</b>				0,00 €

**B) Budget Consumption**

WP	Budget as in AF	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WP0			0,00 €	0,00 €	0,00 €	0,00%
WP1			0,00 €	0,00 €	0,00 €	0,00%
WP2			0,00 €	0,00 €	0,00 €	0,00%
WP3			0,00 €	0,00 €	0,00 €	0,00%
WP4			0,00 €	0,00 €	0,00 €	0,00%
WP5			0,00 €	0,00 €	0,00 €	0,00%
WP6			0,00 €	0,00 €	0,00 €	0,00%
<b>TOTAL</b>	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00%

**Table 6.6: Promotion Costs**

This budget line includes costs resulting from press releases, inserts in newspapers, leaflets, TV shows, brochures and other publication costs not linked to specific events and seminars. The column titled "Number of copies" is only to be filled-in where applicable. The columns headed "partner that incurred cost" and "WP" are to be filled-in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled-in and calculated.

**A) Cost claimed**

Partner that incurred cost	WP	Description	Number of copies	Amount validated & reported
<b>TOTAL</b>				0,00 €

**B) Budget Consumption**

WP	Budget as in AF	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WP0			0,00 €	0,00 €	0,00 €	0,00%
WP1			0,00 €	0,00 €	0,00 €	0,00%
WP2			0,00 €	0,00 €	0,00 €	0,00%
WP3			0,00 €	0,00 €	0,00 €	0,00%
WP4			0,00 €	0,00 €	0,00 €	0,00%
WP5			0,00 €	0,00 €	0,00 €	0,00%
WP6			0,00 €	0,00 €	0,00 €	0,00%
<b>TOTAL</b>	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00%









**Table 6.9: Other**

This budget line refers to any costs not falling within the scope of all the previous budget lines. The tables are to be filled-in by using one line per item, and the columns headed “partner that incurred cost” and “WP” have to be filled-in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled-in and calculated.

**A) Cost claimed**

Partner that incurred cost	WP	Brief description of single cost items	Quantity	Amount validated & reported
<b>TOTAL</b>				0,00 €

**B) Budget Consumption**

WP	Budget as in AF	Amount validated & reported in previous reports	Amount validated & reported in current report	Accumulated	Remaining budget	Consumption rate
WP0			0,00 €	0,00 €	0,00 €	0,00%
WP1			0,00 €	0,00 €	0,00 €	0,00%
WP2			0,00 €	0,00 €	0,00 €	0,00%
WP3			0,00 €	0,00 €	0,00 €	0,00%
WP4			0,00 €	0,00 €	0,00 €	0,00%
WP5			0,00 €	0,00 €	0,00 €	0,00%
WP6			0,00 €	0,00 €	0,00 €	0,00%
<b>TOTAL</b>	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00%

## Section 7: Financial Report

### Breakdown by partners

**IMPORTANT NOTICE:** the figures reported in the following tables must exclusively relate to validated expenditure of EU partners (located either inside or outside the CENTRAL EUROPE area), including assimilated partners. Please ensure consistency of the reported expenditure with the amounts validated and indicated on the Confirmations of control delivered by the First Level Controllers of the Lead Partner and Project Partners. For further details please refer to the CENTRAL EUROPE "Implementation Manual" and "Control & Audit Guidelines".

**Table 7.1: Breakdown by Partner and Work Package**

	WP0	WP1	WP2	WP3	WP4	WP5	WP6	Total validated expenditure	Thereof in kind contribution	Thereof shared cost contribution	Thereof activities in Third countries
Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Current	0,00							0,00			
Previous								0,00			



Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Current	0,00							0,00			
Previous								0,00			

Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Current	0,00							0,00			
Previous								0,00			
Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total Accumulated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Budget as in AF								0,00			
Consumption rate	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%

**Table 7.2: Funding for activities in Third countries (10% flexibility) (ERDF)**

	WP1	WP2	WP3	WP4	WP5	WP6	Total ERDF	Budget as in AF	Consumption rate
Current							0,00		0,00%
Previous							0,00		0,00%
Accumulated ERDF	0,00	0,00	0,00	0,00	0,00	0,00	0,00		0,00%

## Section 8: Budget overview

Table 8.1: Breakdown by Budget line and Work package

Report	WP0	WP1	WP2	WP3	WP4	WP5	WP6	Total Eligible	Budget as in AF	Consumption rate	Remaining budget
<b>Staff costs</b>											
Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €			
Previous								0,00 €			
Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		0,00%	0,00 €
<b>Administration costs</b>											
Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €			
Previous								0,00 €			
Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		0,00%	0,00 €
<b>External expertise</b>											
Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €			
Previous								0,00 €			
Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		0,00%	0,00 €
<b>Travel/accommodation</b>											
Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €			
Previous								0,00 €			
Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		0,00%	0,00 €
<b>Meetings and events</b>											
Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €			
Previous								0,00 €			
Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		0,00%	0,00 €
<b>Promotion costs</b>											
Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €			
Previous	0,00 €							0,00 €			
Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		0,00%	0,00 €

Equipment											
Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		
Previous	0,00 €								0,00 €		
Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		0,00%
Investments											
Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		
Previous	0,00 €								0,00 €		
Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		0,00%
Other											
Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		
Previous	0,00 €								0,00 €		
Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €		0,00%
Total eligible	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!
Budget as in AF									0,00 €		
Consumption rate	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%		

Period 1	Expenditure								0,00 €
	Budget as in AF								0,00 €
	Remaining budget	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	Consumption rate %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Period 2	Expenditure								0,00 €
	Budget as in AF								0,00 €
	Remaining budget	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	Consumption rate %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Period 3	Expenditure								0,00 €
	Budget as in AF								0,00 €
	Remaining budget	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	Consumption rate %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Period 4	Expenditure								0,00 €
	Budget as in AF								0,00 €
	Remaining budget	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	Consumption rate %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Period 5	Expenditure								0,00 €
	Budget as in AF								0,00 €
	Remaining budget	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	Consumption rate %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Period 6	Expenditure								0,00 €
	Budget as in AF								0,00 €
	Remaining budget	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	Consumption rate %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Period 7	Expenditure								0,00 €
	Budget as in AF								0,00 €
	Remaining budget	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

	Consumption rate %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Period 8	Expenditure							0,00 €
	Budget as in AF							0,00 €
	Remaining budget	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	Consumption rate %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%

PP02			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP03			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP04			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP05			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP06			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP07			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP08			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP09			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP10			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP11			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								

			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
PP12			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP13			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP14			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP15			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP16			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP17			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP18			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP19			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP20			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

PP21			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP22			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP23			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP24			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP25			Current	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
			Previous								
			Accumulated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

PP02	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP03	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP04	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP05	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP06	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP07	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP08	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP09	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP10	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP11	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP12	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP13	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP14	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP15	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP16	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP17	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP18	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP19	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP20	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP21	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP22	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP23	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP24	0,00 €	0,00 €			0,00%	0,00 €	0,00 €
PP25	0,00 €	0,00 €			0,00%	0,00 €	0,00 €

## Section 9: Financial Explanations and corrections

### 9.1 Other relevant explanations concerning the financial report

Please provide information on any finance-related problems / deviations / delays/ use of budget flexibility occurred in the current reporting period. Specifically focus on budget over- and underspending in single work packages.

Textbox 43

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(max. 1.000 characters)

### 9.2 Expenditure currently under validation

Please provide information on expenditure occurred in the current and/or previous Reporting Periods and submitted to the First level control bodies but not validated yet.

Please split information by partner and by reporting period.

Partner	Total amount of expenditure sent to FLC body, but not confirmed yet	Date when documents have been sent to FLC body	WP0	WP1	WP2	WP3	WP4	WP5	WP6	Reporting period in which the expenditure occurred
			o	o	o					
			o	o	o					
			o	o	o					
			o	o	o					
			o	o	o					
			o	o	o					
			o	o	o					
			o	o	o					
			o	o	o					

### 9.3.a Recovery of funds - Summary

In case of corrections applied to unduly paid ERDF referring to already reported costs, please specify the amounts and the reasons for correction also specifying the body who detected the irregularity (i.e. the PP, the LP, the First Level Controller, etc.)

No.	Partner	Progress Report in which expenditure has been wrongly reported	Wrongly reported total costs to be deducted	Wrongly paid out ERDF to be deducted	Reason for correction	Body which detected the irregularity
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>TOTAL</b>			0,00 €	0,00 €		

Partner	Country code	Co-financing rate	ERDF	Public Cofinancing	Private Cofinancing	Total Expenditure
---------	--------------	-------------------	------	--------------------	---------------------	-------------------

LP			0,00 €	0,00 €	0,00 €	0,00 €
PP02			0,00 €	0,00 €	0,00 €	0,00 €
TOTALS			0,00 €	0,00 €	0,00 €	0,00 €

### 9.3.b Recovery of funds - Breakdown

In case of corrections applied to unduly paid ERDF referring to already reported costs, please provide the breakdown of the wrongly reported total costs by filling-in one line per WP per each partner. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled-in and calculated.

9.3a No.	PP	Progress Report in which expenditure has been wrongly reported	Budget Line	WP0	WP1	WP2	WP3	WP4	WP5	WP6	Total per Budget Line
											0,00
											0,00
TOTALS				0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

## Section 10: Annexes

### 10.1. Confirmations of control

Please list in the table below the "Confirmation of Control" documents covering 100% of the expenditure claimed. Each "Confirmation of Control" document has to be delivered by the First Level Controllers of the Lead Partner and Project Partners and has to be accompanied by the "Internal Control Report" and the "Control Checklist". For further information please refer to the Control and Audit Guidelines.

No.	LP/PP	Description	Internal Control Report	Control Checklist
			o	o
			o	o
			o	o
			o	o
			o	o
			o	o
			o	o
			o	o
			o	o
			o	o
			o	o

