

PROJECT PROGRESS REPORT for project financed by the ESPON Programme 2013

FILLING IN INSTRUCTIONS

This is the progress report at the PROJECT level that the Lead Partner compiles on the basis of the partner progress reports provided by each single Project Partner.

Colour code

White cells	must be filled in.
Orange cells	will be calculated automatically.
Green cells	are pre-filled by the Project Management Database of the programme.
Blue cells	give instructions on how to fill in the forms. Please follow these instructions.

Comments When filling the financial report you will find help if you move the mouse over the cells containing comments.

- **Please do not remove the Excel protection. Please do not change or delete the structure and pre-filled text of the reporting form! You risk that the report becomes ineligible.**
- Please check sheets for any error messages and clear all error messages before you hand in the report.
- All parts of the report have to be filled in.
- Please read carefully the corresponding chapters of the Programme Manual and the relevant EU regulations (especially Regulations (EC) No. 1080/2006, 1083/2006 and 1828/2006).
- Please remember the information given at the Financial Manager Seminar (available also on www.espon.eu).
- The only currency to be used for sheet C and D is EURO.
- All figures should be rounded to 2 digits after the decimal point, with 0.005 being rounded up.

The Project Progress Report is composed of a financial report section (this Excel file) and an Activity Report (separate Word document). Both documents have to be filled in by the Lead Partner on the basis of the information provided by each single Project Partner in their own partner progress reports. The Project Progress Report (including financial report section and the Activity Report at project level) have to be certified by the First Level Controller of the Lead Partner. Once the first level control has been implemented, the Lead Partner has to submit the Project Progress Report together with the documents listed in sheet "Submission Checklist" to the ESPON CU.

FINANCIAL REPORT

- In order to fill in sheets C and D you need to take into account the expenditure reported by the Project Partners in their partner progress reports (sheets D1). The amounts reported there will have to be used to fill in sheets C and D of the present file. Please follow the instructions given in the blue cells and in the comments.
- Sheets B and A will be filled in automatically once you complete sheets C and D.
- In the Cover Page (A) the Lead Partner's representative has to sign and stamp in the relevant space. This page must also be signed and stamped by the First Level Controller of the Lead Partner.
- All documents listed in the Submission Checklist must be sent to the ESPON CU. Please do not send any additional document, unless requested to.

ACTIVITY REPORT

- Please use the Word Template provided by the ESPON CU. Please be concise.
- The Activity Report (at project level) is to be compiled by Lead Partner on the basis of the inputs given by the Project Partners in their activity reports. The Activity Report at the project level only will have to be sent to the ESPON CU.
Please do NOT send the activity reports of the Project Partners to the ESPON CU.

SUBMISSION

- Before submission, please fill in the Submission Checklist and have it signed by the representative of the Lead Partner.
- All documents listed in the Submission Checklist must be sent to the ESPON CU. Please do not send any additional document, unless requested.

Please send all documents listed in the Submission Checklist in ORIGINAL to the ESPON CU. We do not accept copies. In addition to the hard copy version the documents have to be sent in ELECTRONIC version as well.

Please return the documents to the following address (both ORIGINAL HARD COPY and DIGITAL VERSION):

ESPON Coordination Unit
Postal address:
CRP HT - P.O. Box 144
L-4221 Esch-sur-Alzette
Grand-Duchy of Luxembourg
E-mail: progressreport@espon.eu

CONTACT INFORMATION

In case of questions, please do not hesitate to contact the ESPON CU

FINANCIAL REPORT

Jozsef Szarka
Financial Expert
jozsef.szarka@espon.eu
Tel: +352 54 55 80 711
Fax: + 352 54 55 80 701

ACTIVITY REPORT

Michaela Gensheimer
Cluster Co-ordinator for project development
michaela.gensheimer@espon.eu
Tel: +352 54 55 80 712
Fax: + 352 54 55 80 701

TABLE OF CONTENT

Instruction

A - Cover Page

B - Financial Request

C-Total Project Summary of exp

D-Overview Partners

Submission checklist

Error Message

INCOMPLETE (line 51)

A. PROJECT FINANCIAL CLAIM

- Please fill in the white cells of the page.
- The representative of the Lead Partner needs to sign and stamp the form before sending it to the First Level Controller

ESPON 2013 Programme Project number : 082_PR2_08_0117
 Project Acronym: ESPON SKH
 Contract number: 025/2009
 Name of the Lead Partner:
 Progress Report number: 2
 Reporting Period covered: 08/12/2008 - 30/06/2009

Contact information Contact person: Institution: Address: ZIP code, city: Country: Telephone: Fax: E-mail:	Project co-ordinator	Project manager
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Contact information Contact person: Institution: Address: ZIP code, city: Country: Telephone: Fax: E-mail:	Financial manager	Communication manager
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Details of reimbursement:
 Name of Organisation:
 Name of Account holder:
 Address of the Account holder:
 ZIP code, city, country:
 Name of Bank:
 Address of bank:
 ZIP code, city, country:
 BIC /SWIFT:
 IBAN:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

The Lead Partner representative certifies that all the information provided in the activity and the financial report are true and correct and all the following documents are attached (Activity Report, Project Progress Report (excel sheets A, B, C, D), partner progress reports of the Project Partners accompanied by the national first level control documentation

Name of Lead Partner representative:
 Signature of Lead Partner:
 Date:
 Official Stamp of the Lead Partner:

As first level controller at the Lead Partner level, I certify and validate the Lead partner expenditure and the LP activities on the basis of the provisions set by the Member/Partner State where the Lead partner is located. In addition, as first level controller of the Lead partner I confirm, that the Lead partner has complied with its obligations as started an Art. (20) of Regulation (EC) 1080/2006:
 - that the expenditure presented by each of the beneficiaries participating in the operation has been incurred for the purpose of implementing the operation and corresponds to the activities agreed between those beneficiaries;
 - that the expenditure presented by each of the beneficiaries participating in the operation has been validated by the controllers.

Name of first level controller:
 Signature of first level controller:
 Date:
 Official Stamp of organisation:

Total amount of the reimbursement claim of the Project (in EUR): € 56 889,55

B. FINANCIAL EXECUTION

ESPON 2013 PROGRAMME

Project number: 082_PR2_08_0117
Project Acronym: ESPON SKH
Contract number: 025/2009
Lead Partner name: 0
Progress Report number: 2
Reporting Period covered: 08/12/2008 - 30/06/2009

Partners coming from	Total budget	Payment forecast for this period	Current payment claim	Execution rate of current period	Accumulated	Execution rate of project
EU Member States	174 800,00 €	61 500,00 €	0,00 €	0,00%	0,00 €	0,00%
Partner States	35 000,00 €	15 932,00 €	36 208,79 €	227,27%	60 762,79 €	173,61%
Total	209 800,00 €	77 432,00 €	36 208,79 €	46,76%	60 762,79 €	28,96%

C. TOTAL PROJECT SUMMARY OF EXPENDITURE

• In this table the Lead Partner should consolidate the expenditures of the project by summing up the amounts reported by the project partners in their respective D1 sheets. Only white cells to be filled in, the rest of the table is calculated automatically. All white cells have to be filled in.

ESPON 2013 PROGRAMME

Project number: 082_PR2_08_0117
 Project Acronym: ESPON SKH
 Contract number: 025/2009
 Lead Partner name: 0
 Progress Report number: 2
 Reporting Period covered: 08/12/2008 - 30/06/2009

SUMMARY BUDGET OF THE PROJECT

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Execution Rate (e/a*100)	Remaining (f=a-e)
1. Staff	€ 147 950,00			€ 49 135,47	€ 49 135,47	3321,09%	€ 98 814,53
2. Administration	€ 5 250,00			€ 1 415,88	€ 1 415,88	2696,91%	€ 3 834,12
3. Travel and accommodation	€ 23 200,00			€ 5 078,43	€ 5 078,43	2188,98%	€ 18 121,57
4. Equipment (depreciation)	€ 0,00			€ 0,00	€ 0,00	#DIV/0!	€ 0,00
5. External expertise and services	€ 33 400,00			€ 1 259,77	€ 1 259,77	377,18%	€ 32 140,23
Subtotal				€ 56 889,55	€ 56 889,55		
(-)Revenues				€ 0,00	€ 0,00		
TOTAL	€ 209 800,00			€ 56 889,55	€ 56 889,55	2711,61%	€ 152 910,45
of which preparation cost				€ 0,00			

WORKPACKAGE COORDINATION

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Execution Rate (e/a*100)	Remaining (f=a-e)
1. Staff	€ 28 720,00			€ 12 698,14	€ 12 698,14	44,21%	€ 16 021,86
2. Administration	€ 1 680,00			€ 467,94	€ 467,94	27,85%	€ 1 212,06
3. Travel and accommodation	€ 4 800,00			€ 2 814,95	€ 2 814,95	58,64%	€ 1 985,05
4. Equipment (depreciation)	€ 0,00			€ 0,00	€ 0,00	#DIV/0!	€ 0,00
5. External expertise and services	€ 2 800,00			€ 228,10	€ 228,10	8,15%	€ 2 571,90
Subtotal				€ 16 209,13	€ 16 209,13		
(-)Revenues				€ 0,00	€ 0,00		
TOTAL	€ 38 000,00			€ 16 209,13	€ 16 209,13	42,66%	€ 21 790,87
of which preparation cost				€ 0,00			

WORKPACKAGE ACTIVITIES

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Execution Rate (e/a*100)	Remaining (f=a-e)
1. Staff	€ 114 230,00			€ 34 102,05	€ 34 102,05	29,85%	€ 80 127,95
2. Administration	€ 3 570,00			€ 841,00	€ 841,00	23,56%	€ 2 729,00
3. Travel and accommodation	€ 13 600,00			€ 2 263,48	€ 2 263,48	16,64%	€ 11 336,52
4. Equipment (depreciation)	€ 0,00			€ 0,00	€ 0,00	#DIV/0!	€ 0,00
5. External expertise and services	€ 25 600,00			€ 931,51	€ 931,51	3,64%	€ 24 668,49
Subtotal				€ 38 138,04	€ 38 138,04		
(-)Revenues				€ 0,00	€ 0,00		
TOTAL	€ 157 000,00			€ 38 138,04	€ 38 138,04	24,29%	€ 118 861,96
of which preparation cost				€ 0,00			

WORKPACKAGE DISSEMINATION

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Execution Rate (e/a*100)	Remaining (f=a-e)
1. Staff	€ 5 000,00			€ 2 335,28	€ 2 335,28	46,71%	€ 2 664,72
2. Administration	€ 0,00			€ 106,94	€ 106,94	#DIV/0!	-€ 106,94
3. Travel and accommodation	€ 4 800,00			€ 0,00	€ 0,00	0,00%	€ 4 800,00
4. Equipment (depreciation)	€ 0,00			€ 0,00	€ 0,00	#DIV/0!	€ 0,00
5. External expertise and services	€ 5 000,00			€ 100,16	€ 100,16	2,00%	€ 4 899,84
Subtotal				€ 2 542,38	€ 2 542,38		
(-)Revenues				€ 0,00	€ 0,00		
TOTAL	€ 14 800,00			€ 2 542,38	€ 2 542,38	17,18%	€ 12 257,62

D. OVERVIEW OF PARTNERS EXPENDITURE

In this table the Lead Partner should consolidate the expenditures of the project by highlighting the division of the eligible expenditures by project partner and reporting period.

ESPON 2013 PROGRAMME

Project number: 082_PR2_08_0117
Project Acronym: ESPON SKH
Contract number: 025/2009
Lead Partner name: 0
Progress Report number: 2
Reporting Period covered: 08/12/2008 - 30/06/2009

No.	Lead/Project Partner	Country code	Total budget	Accumulated	Remaining	Reporting period							
						1	2	3	4	5	6	7	8
1	lhjl:i	Sweden	€ 124 200,00	€ 35 043,17	€ 89 156,83	€ 10 489,17							
2	lkjkl:j	Greece	€ 26 200,00	€ 9 915,09	€ 16 284,91	€ 9 915,09							
3	lkjkl:i	Romania	€ 24 400,00	€ 0,00	€ 24 400,00	€ 0,00							
4	kl:ikl	Switzerland	€ 35 000,00	€ 15 804,53	€ 19 195,47	€ 15 804,53							
Total			€ 209 800,00	€ 60 762,79	€ 149 037,21	€ 36 208,79							

CHECKLIST FOR SUBMISSION TO THE ESPON CU

- This sheet has to be filled in only after the First Level Control has been implemented and the signed Financial Report together with the control documentation have been received from the First Level Controller.
- Please fill in the checklist, sign and stamp it and send it to the ESPON CU together with the requested documentation.

ESPON 2013 PROGRAMME

Project number: 082_PR2_08_0117
Project Acronym: ESPON SKH
Contract number: 025/2009
Lead Partner name: 0
Progress Report number: 2
Reporting Period covered: 08/12/2008 - 30/06/2009

List of all attachments to this report to be submitted to the ESPON CU

Attached (Y/N)

Activity report at Project level (separate Word-file)	Yes
Sheet A - Cover Page (the Project Financial Claim sheet includes the signature of the LP and the LP's First Level Controller)	Yes
Sheet B - Financial execution	Yes
Sheet C - Total project summary of expenditure	Yes
Sheet D - Overview of partners expenditure	Yes
LP Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	Yes
First Level Control documents of the LP (Designation Checklist - if relevant, Control Certificate-LP, Control Checklist, Control Report)	Yes
PP2 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	Yes
PP3 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	Yes
PP4 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	Yes
First Level Control documents of all Project Partners (Designation Checklists - if relevant, Control Certificate-PP, Control Checklists, Control Reports)	Yes
Checklist for submission to the ESPON CU	Yes

The Lead Partner's representative certifies that all the information provided in the Activity Report (at project level) and in the Project Progress Report is true and correct and the above mentioned documentation is attached.

Name of Lead Partner representative:

Signature of the Lead Partner:

Date:

Official Stamp of the Lead Partner: