

**PARTNER PROGRESS REPORT** for project financed by the ESPON Programme 2013

**Filling in instructions**

**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 LP seminar (available also on [www.espon.eu](http://www.espon.eu)).
- The only currency to be used for sheet **D1** is EURO. In sheets **E** to **I** you will be asked to report your costs in the currency they incurred and then convert them into EURO.
- All figures should be rounded to 2 digits after the decimal point, with 0.005 being rounded up.
- The exchange rates must **NOT** be rounded.

**FINANCIAL REPORT**

- Please start filling in sheets from **E** to **I**. Follow the instructions given in the blue cells and in the comments.
- In sheet **D1** only the white cells related to the revenues have to be filled in. The rest of the sheet will be filled in automatically.
- In the Cover Page please fill in the white cells only. This is the only page that needs to be signed by the Project Partner representative and the first level controller.

**ACTIVITY REPORT**

- Please use the Word Template provided by the ESPON CU. Please be concise when you describe your activities

**SUBMISSION**

- Before submission, please fill in the **Submission Checklist**.
- All documents listed in the Submission Checklist **must be sent to the Lead Partner**. Please do not send any additional document, unless requested to.
- Please do not send these documents to the ESPON CU.
- Please send all documents in **ORIGINAL** to the Lead Partner.

**CONTACT INFORMATION**

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

**FINANCIAL REPORT**

*Financial Managers*  
e-mails  
phone numbers  
fax

**ACTIVITY REPORT**

*Project Managers*  
e-mails  
phone numbers  
fax

### CHECKLIST FOR SUBMISSION

**ESPON 2013 PROGRAMME**

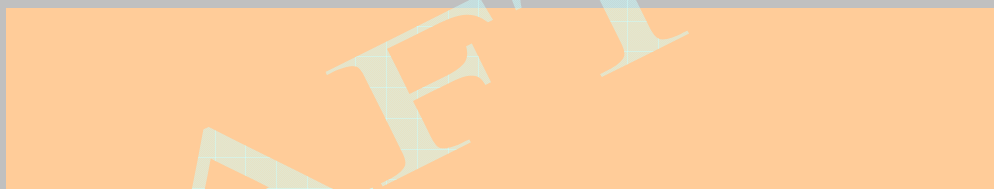
**Project number:**

**Contract number:**

**Progress Report number:**

**Period covered:**

**Project Partner number:**



**List of all attachments to this report to be sent to the Lead Partner**

**Attached (Y/N)**

Cover Page	
Activity report (separate Word-file)	
Control Report	
Control Checklist	
Control Certificate	
Sheet D1	
Sheet E	
Sheet F	
Sheet G	
Sheet H	
Sheet I	

**COVER PAGE - FINANCIAL PROGRESS REPORT**

**ESPON 2013 Programme Project number :** \_\_\_\_\_

**Contract number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Name of the Project Partner:** \_\_\_\_\_

**Project Partner number:** \_\_\_\_\_

**Progress Report number:** \_\_\_\_\_

**Period covered:** from dd/mm/yyyy to dd/mm/yyyy

Contact information	Project manager	Financial manager
Contact person:	_____	_____
Institution:	_____	_____
Address:	_____	_____
ZIP code, city:	_____	_____
Country:	_____	_____
Telephone:	_____	_____
Fax:	_____	_____
E-mail:	_____	_____
Web:	_____	_____

**The Project Partner representative certifies that all the information provided in the Activity Report and the Financial Report are true and correct and the necessary CONTROL CERTIFICATE is attached.**

Name of Project Partner representative: \_\_\_\_\_

Signature of the Project Partner: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp of the Project Partner: \_\_\_\_\_

**As the first level controller of the present project partner, I certify that I have been chosen according to the provision set by the Member/Partner State where the partner is located and I have performed my controls on the basis of the first level controlling system established in this State.**

**I validate:**

- that the expenditure was incurred by the controlled project partner;
- the contents of both the activity and financial component of the project partner report;

**I certify that I have drafted the Control Report and the Control Checklist on the control performed, and the Control Certificate is signed**

**I declare that the following documentation will be submitted to the Lead Partner: the Control Certificate, the Control Checklist, the Control Report, the Activity Report and sheets D1, E, F, G, H, I.**

Name of first level controller: \_\_\_\_\_

Signature of first level controller: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp of organisation: \_\_\_\_\_

**Total amount of the reimbursement claimed by the Project Partner and certified by the first level financial controller (in EURO):**

**#DIV/0!**

**D1. SUMMARY OF EXPENDITURE PER PROJECT PARTNER**

- Please fill in first the cell of the number of the project partner as indicated in the application form
- Please fill in the cells related to the revenues. The rest of the table will be filled in automatically

**ESPON 2013 PROGRAMME**

**Project number:**

**Contract number:**

**Progress Report number:**

**Period covered:**

**Project Partner number:**

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Remaining (f=a-e)
1. Staff				#DIV/0!	#DIV/0!	#DIV/0!
2. Administration				#DIV/0!	#DIV/0!	#DIV/0!
3. Travel and accommodation				#DIV/0!	#DIV/0!	#DIV/0!
4. Equipment (depreciation)				#DIV/0!	#DIV/0!	#DIV/0!
5. External expertise and services				#DIV/0!	#DIV/0!	#DIV/0!
<b>Subtotal</b>				<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
(-) Revenues				€ 0,00	€ 0,00	
<b>TOTAL</b>				<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

**WORKPACKAGE CO-ORDINATION**

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Remaining (f=a-e)
1. Staff				#DIV/0!	#DIV/0!	#DIV/0!
2. Administration				#DIV/0!	#DIV/0!	#DIV/0!
3. Travel and accommodation				#DIV/0!	#DIV/0!	#DIV/0!
4. Equipment (depreciation)				#DIV/0!	#DIV/0!	#DIV/0!
5. External expertise and services				#DIV/0!	#DIV/0!	#DIV/0!
<b>Subtotal</b>				<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
(-) Revenues					€ 0,00	
<b>TOTAL</b>				<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

**WORKPACKAGE ACTIVITIES**

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Remaining (f=a-e)
1. Staff				#DIV/0!	#DIV/0!	#DIV/0!
2. Administration				#DIV/0!	#DIV/0!	#DIV/0!
3. Travel and accommodation				#DIV/0!	#DIV/0!	#DIV/0!
4. Equipment (depreciation)				#DIV/0!	#DIV/0!	#DIV/0!
5. External expertise and services				#DIV/0!	#DIV/0!	#DIV/0!
<b>Subtotal</b>				<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
(-) Revenues					€ 0,00	
<b>TOTAL</b>				<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

**WORKPACKAGE DISSEMINATION**

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Remaining (f=a-e)
1. Staff				#DIV/0!	#DIV/0!	#DIV/0!
2. Administration				#DIV/0!	#DIV/0!	#DIV/0!
3. Travel and accommodation				#DIV/0!	#DIV/0!	#DIV/0!
4. Equipment (depreciation)				#DIV/0!	#DIV/0!	#DIV/0!
5. External expertise and services				#DIV/0!	#DIV/0!	#DIV/0!
<b>Subtotal</b>				<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
(-) Revenues					€ 0,00	
<b>TOTAL</b>				<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

**E. STAFF- budget line breakdown at project level**

- The personnel must be directly employed by the partner.
- If the partner uses an external project coordinator, financial manager or external first level controller, the cost has to be reported under the budget line "External expertise and services".
- For the calculation of staff costs, please follow the instruction of Chapter 8.4.2, page 11 and 12 of the Programme Manual.

**ESPON 2013 PROGRAMME**

Project number:

Contract number:

Progress Report number:

Period covered:

Project Partner number:



**WORKPACKAGE CO-ORDINATION**

staff name	role in the project	month (mm/yyyy)	total no. of worked hours	hourly rate in national currency	currency	exchange rate	hourly rate EURO	cost in EURO	reference number of the time sheet	comments
							#DIV/0!	#DIV/0!		
<b>Total eligible costs</b>								<b>#DIV/0!</b>		

**WORKPACKAGE ACTIVITIES**

staff name	role in the project	month (mm/yyyy)	total no. of worked hours	hourly rate in national currency	currency	exchange rate	hourly rate EURO	cost in EURO	reference number of the time sheet	comments
							#DIV/0!	#DIV/0!		
<b>Total eligible costs</b>								<b>#DIV/0!</b>		

**WORKPACKAGE DISSEMINATION**

staff name	role in the project	month (mm/yyyy)	total no. of worked hours	hourly rate in national currency	currency	exchange rate	hourly rate EURO	cost in EURO	reference number of the time sheet	comments
							#DIV/0!	#DIV/0!		
<b>Total eligible costs</b>								<b>#DIV/0!</b>		

### F. ADMINISTRATION- budget line breakdown at project level

- The administration costs may be:
  - Direct general costs: can be identified as belonging directly to the project;
  - Indirect general costs (also called "overheads"): are calculated on a pro-rata basis.
- Administration costs (the sum of direct general costs and indirect general costs) cannot exceed 25% of the total staff costs (BL 1).
- Administration cost must be calculated on the basis of actual costs and it must be possible to verify them. No lump sums, overall estimations or arbitrary keys are allowed! These costs must show a direct link to the operation's activities and must have been really borne by the partner.
- For the calculation of these costs, please follow carefully the instructions given in Chapter 8.4.2 (page 12-14 of Programme Manual).

**Project number:**  
**Contract number:**  
**Progress Report number:**  
**Period covered:**  
**Project Partner number:**

#### WORKPACKAGE CO-ORDINATION

receipt number	description of expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in euro	comments
								#DIV/0!	
<b>Total eligible costs</b>								<b>#DIV/0!</b>	

#### WORKPACKAGE ACTIVITIES

receipt number	description of expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in euro	comments
								#DIV/0!	
<b>Total eligible costs</b>								<b>#DIV/0!</b>	

#### WORKPACKAGE DISSEMINATION

receipt number	description of expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in euro	comments
								#DIV/0!	
<b>Total eligible costs</b>								<b>#DIV/0!</b>	

**G. TRAVEL AND ACCOMODATION- budget line breakdown -at project level**

- This cost category refers to travel, accommodation and daily allowance costs for employees of the partner. Travel and accommodation costs for non partner organizations travelling to the EU can also be co-financed in the context of the project if the costs are budgeted, paid and definitely borne by the partner. Travels from and outside the Member and Partner States are subject to prior approval of the CU.
- The travel costs of any external experts participating in project activities and to be financed by the project have to be reported under "External expertise and services".
- Proper documentation of travel expenditure has to be kept according to the requirements on page 15 (Chapter 8 of Programme Manual)
- Please use always one line for each single expenditure. All expenditure has to be reported in the currency it originally incurred. Expenditure incurred in EURO has to be reported as such.
- In case of reimbursements, as a "date of payments" you have to take the date when the reimbursement was transferred. The exchange rate has to be selected according to this date as well.

**ESPON 2013 PROGRAMME**

Project number:

Contract number:

Progress Report number:

Period covered:

Project Partner number:

**WORKPACKAGE CO-ORDINATION**

receipt number	name of the traveller	purpose of the travel	dates of travel (dd/mm/yy-dd/mm/yy)	country of destination	description of the expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
												#DIV/0!	
<b>Total eligible costs</b>												#DIV/0!	

**WORKPACKAGE ACTIVITIES**

receipt number	name of the traveller	purpose of the travel	dates of travel (dd/mm/yy-dd/mm/yy)	country of destination	description of the expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
												#DIV/0!	
<b>Total eligible costs</b>												#DIV/0!	

**WORKPACKAGE DISSEMINATION**

receipt number	name of the traveller	purpose of the travel	dates of travel (dd/mm/yy-dd/mm/yy)	country of destination	description of the expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
												#DIV/0!	
<b>Total eligible costs</b>												#DIV/0!	

## H. EQUIPMENT- budget line breakdown - at project level

- You can report here only the equipments which had been listed in the approved Application Form.
- The amount for equipment has to reflect the actual use of these items in the context of the project. If it is not exclusively used for project purposes, only a share of the depreciation quota can be allocated to the project. This share has to be calculated according to a fair, justified and equitable method.
- The purchasing of equipment must comply with the public procurement rules applicable to the project partner (see Chapter 8.8 of the Programme Manual).
- The documentation of the method for reporting them (depreciation method according to national legislation) has to be kept for accounting, control and audit purposes.

### ESPON 2013 PROGRAMME

Project number:

Contract number:

Progress Report number:

Period covered:

Project Partner number:

### WORKPACKAGE CO-ORDINATION

receipt number	description of the equipment	amount of purchase in national currency	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	depreciation share in national currency	VAT	currency	exchange rate	cost in EURO	comments
									#DIV/0!	
<b>Total eligible costs</b>									<b>#DIV/0!</b>	

### WORKPACKAGE ACTIVITIES

receipt number	description of the equipment	amount of purchase in national currency	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	depreciation share in national currency	VAT	currency	exchange rate	cost in EURO	comments
									#DIV/0!	
<b>Total eligible costs</b>									<b>#DIV/0!</b>	

### WORKPACKAGE DISSEMINATION

receipt number	description of the equipment	amount of purchase in national currency	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	depreciation share in national currency	VAT	currency	exchange rate	cost in EURO	comments
									#DIV/0!	
<b>Total eligible costs</b>									<b>#DIV/0!</b>	



## I. EXTERNAL EXPERTISE AND SERVICES - budget line breakdown at project level

- You can report here only the costs of the external expertise or services which had been budgeted in the approved Application Form.
- The contracting of experts and service suppliers must comply with the public procurement rules applicable to the project partner (see Chapter 8.8 of the Programme Manual).

### ESPON 2013 PROGRAMME

Project number:

Contract number:

Progress Report number:

Period covered:

Project Partner number:

### WORKPACKAGE CO-ORDINATION

receipt number	name of the external expert/supplier	description of tasks according to contract	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
									#DIV/0!	
<b>Total eligible costs</b>									<b>#DIV/0!</b>	

### WORKPACKAGE ACTIVITIES

receipt number	name of the external expert/supplier	description of tasks according to contract	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
									#DIV/0!	
<b>Total eligible costs</b>									<b>#DIV/0!</b>	

### WORKPACKAGE DISSEMINATION

receipt number	name of the external expert/supplier	description of tasks according to contract	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
									#DIV/0!	
<b>Total eligible costs</b>									<b>#DIV/0!</b>	