



# **Electronic Monitoring System (e-MS)**

## **Reporting manual**

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## ***LIST OF ABBREVIATIONS***

<b>AF</b>	Application form
<b>BL</b>	Budget line
<b>e-MS</b>	Electronic monitoring system
<b>IPA</b>	Instrument for Pre-Accession Assistance
<b>EU</b>	European Union
<b>FLC</b>	First Level Control
<b>JS</b>	Joint Secretariat
<b>LB</b>	Lead beneficiary
<b>LoE</b>	List of expenditure
<b>MA</b>	Managing Authority
<b>JMC</b>	Joint Monitoring Committee
<b>NA</b>	National Authority
<b>Partner report</b>	FLC request in the initial terminology of Interreg - IPA CBC Romania - Serbia Programme + technical progress report at partner level
<b>PP</b>	Project partner
<b>Project report</b>	Reimbursement claim/progress report in the initial terminology of Interreg - IPA CBC Romania - Serbia Programme
<b>VAT</b>	Value added tax
<b>WP/Activity</b>	WorkPackage  WorkPackage = group of activities contributing to achieving the same final goal (e.g. Study, Seminar) and contributing to a programme output (where possible)

According to the provisions of (art. 125(d) of the Regulation 1303/2013, a computerised monitoring system for the Interreg - IPA CBC Romania-Serbia Programme has been set up, in order to collect all information on project and programme progress.

Additionally, as outlined in the Article 122(3) of the Regulation 1303/2013, the e-MS provides the programme beneficiaries with a system to allow submission of information in electronic form. All exchanges of information between beneficiaries and the Managing Authority, Audit Authority and programme bodies should be carried out via an electronic data exchange system.

The e-MS is a monitoring system with communication portal to support submission, assessment, approval, contracting, implementation & monitoring and payment of projects in the context of Interreg - IPA CBC Romania-Serbia Programme. The system supports collection of all information on submitted projects, implementation of the approved projects, their achievements, modifications and closure. Additionally, aggregated data on the progress of projects and a programme are recorded in the system. All programme bodies are able to communicate with beneficiaries via the system and re-use the data already collected.

The data in e-MS is structured in several layers of information and follows a strict workflow. Some steps in the workflow are mandatory; others can be switched on and off via configuration. The access to the corresponding forms in the system can only be accessed with corresponding user rights and privileges.

## CHAPTER 1 - GENERAL PRINCIPLES OF REPORTING

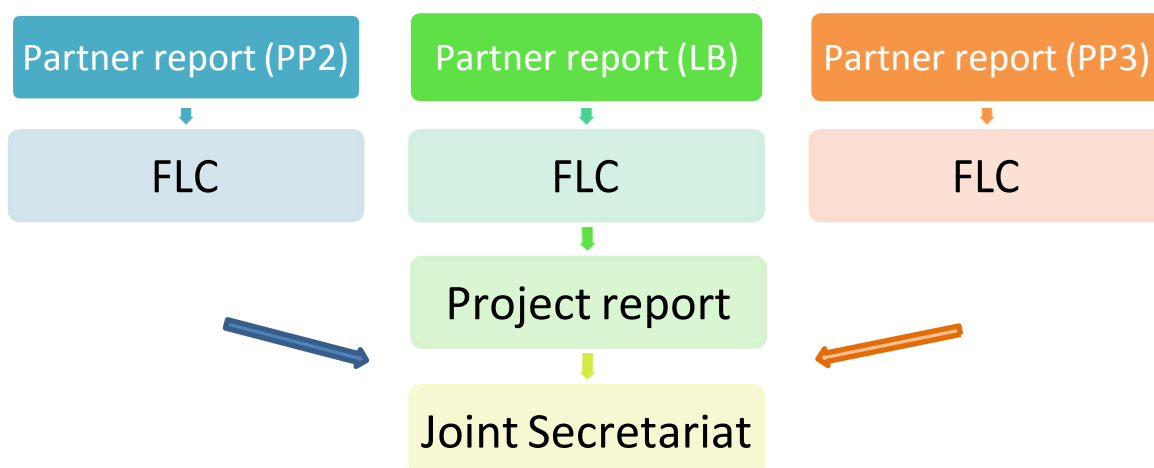
The present manual is addressed partners and lead partners/beneficiaries and is elaborated in order to detail the reporting process in the electronic system e-MS specific for Interreg - IPA CBC Romania - Serbia Programme.

The general reporting process in e-MS reporting is also presented in Session 11 on the INTERACT YouTube channel that can be accessed to the following link:

<https://www.youtube.com/playlist?list=PLvYGVfGv4leEn2QC4ztZAFawlCQztWGYy>

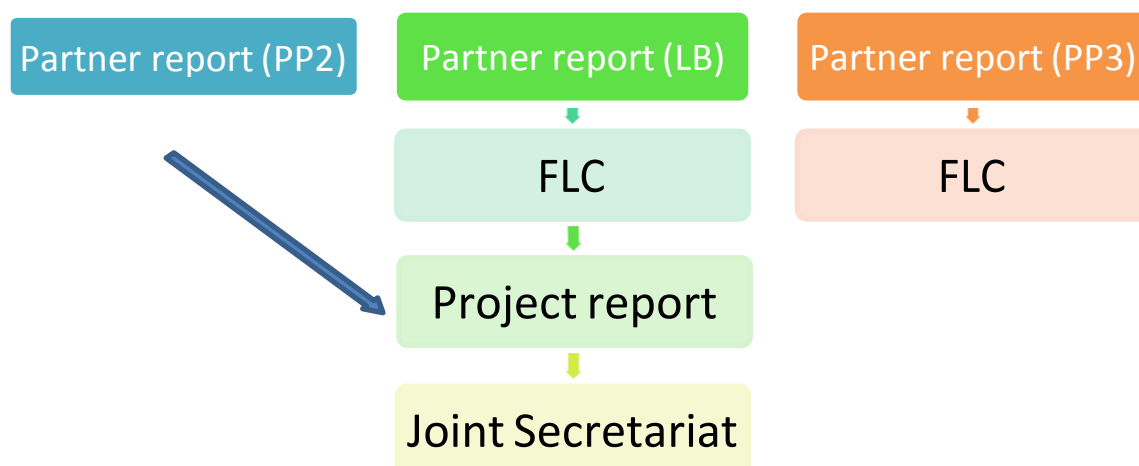
Regular reporting is a way for the partners to follow their implementation and to stay on track about the progress of the project. In a similar way it is the main tool for the JS/MA to get information on how the project is meeting its targets.

The reporting process consists in partners filling in partner reports, which are then verified by their First Level Controllers (FLC) and, when the costs are certified, the reports are automatically submitted to the LB, who then prepares one consolidated project report and submits it to the Joint Secretariat. **In case there is no expenditure included in the Partner report, this shall be sent directly to the Lead Beneficiary, without submitting it for FLC verification.** Please find below an example of how the procedure looks like for a project with 3 partners:



*Reporting process in the e-MS*

Please find below an example of how the procedure looks like for a project with 3 partners, in case PP2 has no expenditure included in the partner report:



### *Reporting process in the e-MS*

A significant part of reporting is the claiming of costs. All costs have to be covered first by the partners and can then be claimed for reimbursement via e-MS. Each partner fills in their partner progress report. All costs must be verified by each partner's FLC.

The report shall be submitted to the FLC at least 75 days before the scheduled submission of the Project report to the JS.

Some general advice applies for all reporting: Write the reports in a way that is understandable also for people outside your specific field of expertise; be truthful and honest in the explanations. The JS/MA does not expect to read only about the successful stories of the project but wants to get the full picture of how the partnership is doing. This helps the programme staff to target its support to projects better and to prevent any future problems;

Make references to the project plan and make sure that your activities are in line with the set objectives.

At least one report is done for each reporting period. In some cases the period may be shorter than the full 3 months. Even then, a report for this period is created and filled in for that period of time. Also, in case a partner created and submitted one or more reports before the end of the reporting period, it should create another partner report covering the remaining part of the reporting period for progress of activities.

### **Partner report**

- Partner reports serve for requesting FLC validation and for providing information by partners to the LB. The information provided by each partner in their reports is then integrated by the LB into project report.
- Each partner (including LB) creates their own individual partner report reflecting its share of activities and expenditure, according to the AF. In this respect, each partner (including LB) fills-in the individual partner report, using its own e-MS account.
- Each partner report is verified by the partner's FLC in e-MS, except the ones

with no expenditure included.

- All the partners (including LB) are required to submit (at least one) partner report(s) during a reporting period defined in the system”.
- The partner who does not want to claim any expenditure in a period is still obliged to fill-in a partner report (with 0 expenditure) and to submit it directly to the Lead Beneficiary via e-MS.
- Partner reports created by mistake should be deleted.

### **Project report**

- LB creates the project report, where partners’ progress of activities is described and available FLC certificates are integrated.
- LB prepares the aggregated activity report at project level, based on the progress of activities provided by the partners in the partner reports.
- LB includes in the project report all FLC certificates attached to partner reports available at the moment of the submission of the project report. Financial data is automatically integrated in the project report.
- The project report is submitted by LB to the JS.

### **Periods and reporting deadlines**

- The project periods reflect the duration of the project and are defined in the Application Form in the Work Plan section, subsection “Define Periods”.
- Periods are defined based on the logic workplan of each application. It is mandatory for projects to have at least one project report for every 3 months period of the project implementation. The final Project report have to be submitted to the JS via electronic system at the latest within five months after the end date of the implementation period of the project
- The reporting deadline represents the deadline by which the LP must aggregate the project report and submit it to the JS.

If there is the case to modify the deadlines registered in AF (Workplan - Define Periods), the Lead Beneficiary must request their modification.

## Define Periods

Schedule for First Level Control and Reimbursement Claims

- WorkPackage/Activities List
- Target Groups
- Define Periods

PERIOD 0 (2 MONTHS 0 DAYS)		
Start Date	End Date	Reporting Date
01.01.2016	06.10.2017	15.09.2018

PROJECTSTART (16.05.2018)

PERIOD 1 (3 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
16.05.2018	15.08.2018	15.09.2018

PERIOD 2 (3 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
16.08.2018	15.11.2018	15.12.2018

PERIOD 3 (3 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
16.11.2018	15.02.2019	15.03.2019

PERIOD 4 (3 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
16.02.2019	15.05.2019	15.06.2019

*Reporting dates - defined in Workpackage/Activities List, Define Periods section of the AF*



## CHAPTER 2 - Supplementary Information Section

Each project contracted in the system has a *Supplementary information* section, separate from the Application Form.

The supplementary information section represents a way of providing additional data by a Lead beneficiary and should be filled in as soon as a project is contracted in the system. The section is available in the left menu of the project:

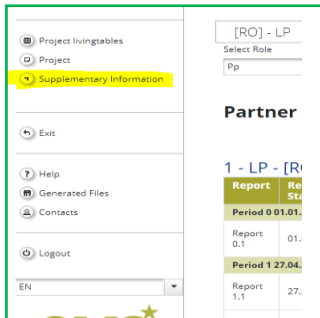


Figure ... - Accessing “Supplementary information” section via reporting view of a project

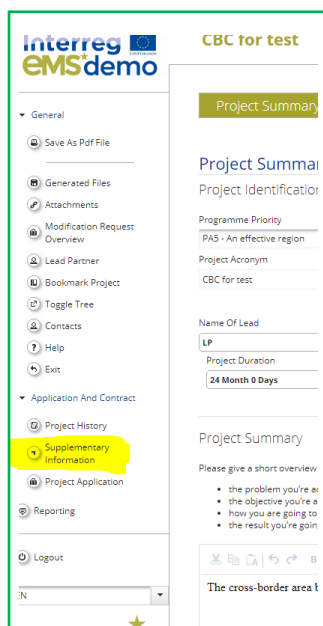


Figure ... - Accessing “Supplementary information” section via project view

Supplementary Information section is not locked in the system and can be modified by the Lead beneficiary at any time. E-MS allows JS to see the changes in a comparing view.

The Supplementary Information section consists in more sub-sections that have to be filled in by Lead beneficiaries and JS officers.

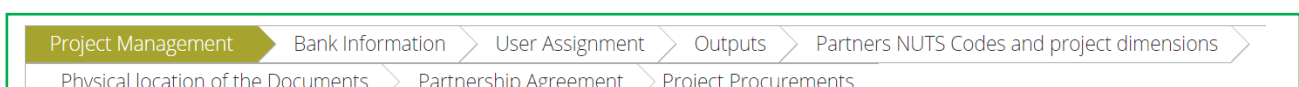


Figure ... - “Supplementary information” sub-sections

## Project Management

Project Management
Bank Information
User Assignment
Outputs
Partners' NUTS Codes and project dimensions
Physical location of the Documents
Partnership Agreement
Project Procurements

Project Management (Initial)

Project Manager

Partners
Title
Name
Last Name
Email Address
Telephone
Name Of The Institution
Nuts0
NUTS0499 (BULGARIA) (BG)
Name Of Other Region
From All Regions
Nuts2
Georgian region (Severozapaden) (BG21)
Nuts3
Burgas (Bldn) (BG311)

Financial Manager Of The Project

Partners
Title
Name
Last Name
Email Address
Telephone
Name Of The Institution
Nuts0
NUTS0499 (BULGARIA) (BG)
Name Of Other Region
From All Regions
Nuts2
Georgian region (Severozapaden) (BG21)
Nuts3
Burgas (Bldn) (BG311)

Communication Manager Of The Project

Partners
Title
Name
Last Name
Email Address
Telephone
Name Of The Institution
Nuts0
NUTS0499 (BULGARIA) (BG)
Name Of Other Region
From All Regions
Nuts2
Georgian region (Severozapaden) (BG21)
Nuts3
Burgas (Bldn) (BG311)

Done

Return To Reports

Figure ... - "Supplementary information" - Project management

The LB shall fill in here the requested information for the project manager, project financial manager and project communication manager (one type of manager per project), as requested by the fields displayed. Details on partner institution and accredited person responsible for the particular position are to be provided in these sections.

## Bank Information

Figure ... - “Supplementary information” - Bank Information

The LB shall fill in here details on the Bank of the Lead beneficiary such as name and full address. Further data involve specific bank connection data including Account Number, IBAN, SWIFT, Nat Bank Code, Internal Reference and Holder of the account.

The LB shall also upload here the Financial Identification Forms for:

- IPA Euro account for LB and Romanian partners national cofinancing RON accounts (where prefinancing is received)

**All advance payments and reimbursements shall be done into the accounts that are mentioned in this section, so make sure you upload all the required documents in time and keep the information updated in case changes occur!**

## User Assignment

The User Assignment section enables the LB to assign specific user(s) to all project partners.

In order to be assigned, you first need to be registered as an e-MS user. You will register yourself in the system at the following link:

<http://ems-rors.mdrap.ro> .

Figure ... - first page of e-MS

After clicking on the “Register” button, you have to fill in your information details:

Figure ... - User registration

- The username registered in the system should be like: **firstname.lastname**.
- The e-mail registered in the system should be your official address, which you use more frequently at work (e.g. [firstname.lastname@mdrap.ro](mailto:firstname.lastname@mdrap.ro)).
- You should define a password for your account. Please be informed that the password used should be formed of at least 8 characters, one capital letter and one digit! Also, please be very careful of what password you are using for login and **keep this password confidential** in order to protect unauthorized access of your account!
- You should fill in your name and position within the organization you represent.

After clicking on the “Register” button, the e-MS sends you to the provided e-mail address a validation e-mail, which contains an account validation link. Clicking on this link validates the e-mail address in the e-MS and activates your account.

Afterwards, you will be able to log into the system.

## Forgot password

In case you are already registered and you don’t remember your password, use the “Forgot password” option that is available via <http://ems-rors.mdrap.ro> login page.

**Login**

Username\*  
Password\*

✓ Login    + Register    ? **Forgot Password**

**Disclaimer:**  
Please note this instance of e-MS is a productive environment!

**Registration of the users:**

- The users have to register themselves in e-MS according with the Registration form (click on "+ Register" button).
- The username registered in the system should be: **firstname.lastname**
- The E-mail registered in the system should be the official address (e.g. **firstname.lastname@mdrap.ro**)
- To activate the account click on the link sent automatically by the system on e-mail.
- Activated user has a default role of "Applicant" in the e-MS system and this role can be changed only by the administrators of the system according with the job description of the user. **In case you are not an Applicant, please contact MA or JS administrators in order to get a proper role!**

Please be very careful of what password you are using for login, keep this password confidential in order to protect unauthorized access of your account taking into consideration this system is online!

TO SEE HOW TO USE THE SYSTEM PLEASE CONSULT THE "eMS screencast" PUBLISHED BY INTERACT ON YOUTUBE:  
[https://www.youtube.com/watch?v=E\\_C0zjuo9c4&list=PLvYGVGv4ieEn2QC4ztZAFawCQzt1WgyY&index=1](https://www.youtube.com/watch?v=E_C0zjuo9c4&list=PLvYGVGv4ieEn2QC4ztZAFawCQzt1WgyY&index=1)

**Figure- Forgot password**

After you press "Forgot password" you are requested to confirm the username for which you request to reset the password by inserting the username and pressing "Reset password button".

**Interreg**

Login  
Registration

N

**eMS**  
electronic

**Reset Password**

Username

**Reset Password**

**Figure: Resetting password**

You will see on the screen a message that an email has been sent for resetting your password and you will receive an email at the address you provided when you first registered in e-MS.

**Email Has Been Sent To Reset Password**

**Reset Password**

Username

**Figure- Resetting password, part 2**

Follow the link provided in the email and reset the password.

**Please note that inserting a wrong password for 5 consecutive times is banning your access in the system for the next 60 minutes!**

Each partner can have multiple users with read/write or read only privileges.

The screenshot shows the 'User Assignment' tab in a web application. The breadcrumb trail at the top includes: Project Management > Bank Information > User Assignment > Outputs > Partners NUTS Codes and project dimensions > Physical location of the Documents > Partnership Agreement > Project Procurements. The main heading is 'User management'. There are three distinct sections, each with a 'New User' input field and two buttons: 'Add read/write user' and 'Add readonly user'. To the right of each section are two lists: 'Assigned read/write users' and 'Assigned readonly users', each with a 'Remove selected' button. The first section, 'Leadpartner user', is highlighted with a yellow border. The second section, 'Project partners', and the third section, 'User For Partner PP2', are highlighted with red borders.

Figure ... - Supplementary information - User assignment

Only users assigned with read/write privilege to the LB role are allowed to create and submit project reports - yellow framed section of picture above.

Only users assigned with read/write privilege to Project Partners (including the Lead beneficiary) are allowed to create and submit partner reports - red framed section of picture above.

**In case you are not seeing your partner report section, please contact your Lead Beneficiary for assigning you as an e-MS user to the project partner!**

In case you as a LB want your project partner(s) to be able to view/read-only the project reports in e-MS, the Lead beneficiary should assign the project partner user(s) as a Lead beneficiary user (section in yellow from picture above) with read-only privileges. In this way the partner can see in the system all information that a Lead beneficiary has access to. Users assigned in this section with read-only privilege will have only read access without permissions of editing sections in the project reports or partner reports

## Outputs

Not to be filled in by LB as it is filled in by JS

## Partner NUTS codes and project dimensions

Not to be filled in by LB as it is filled in by JS

## Physical location of the documents

Figure ... - Supplementary information - Physical location of the documents

LB has to provide here the location of the official project documentation for each partner involved in the project.

## Partnership Agreement

Figure ... - Supplementary information - Partnership agreement

LB should fill in here the date of signature of the Partnership Agreement and upload a scanned copy of it.

## Procurements above the thresholds

**This is a section mandatory for all procurements above 2500 EUR of all partners, including LB!**

All partners (including LB) shall fill in here the details for their own procurement. In this section each partner will add and visualize only their own procurements with the exception of LB which can visualize all the procurements filled in the system by all partners.

Procurement 5  
1 - [PO] - LP - LP

**Remove**

Procurement Partner  
1 - [PO] - LP - LP

Contract Type (Supplies/Services/Works)

Contract Number/Contract date/Contract Name

Contract Amount

Eligible Expenditure Incurred And Paid Based On Contract € 0.00

Type of Procurement Procedure Used; Date of launching in National Electronic Procurement System € 0.00

Contractor Name; Unique Identifier Of The Contractor

Please provide short details about the progress of the procurement

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the Application Form and solution found

**Invoices**

0-0-0-0

Show more	Total declared in partner report	Date of declaration to f/c (first submission)	Total approved by f/c	Date of f/c certificate	Link to the f/c certificate	Total included in project report	Date of project report	Total paid so far	Date of payment (final payment if paid in instalments)	Total value of the procurement	Remaining amount
No records found	€ 0.00		€ 0.00			€ 0.00		€ 0.00		€ 0.00	€ 0.00

0-0-0-0

**Export**

**Upload**

Filename	Filetype	Date	User	Comment	Actions
No records found					

Download all (including list of Expenditure attachments)

**Add**

**Save**

Figure ... - Supplementary information - Procurements above the thresholds

The following information is mandatory to be fill in procurement section:

- Partner responsible for the procurement
- Contract type (services/supplies/works)
- Contract Number/Contract date; Contract Name
- Contract Amount (in Euro)
- Eligible expenditure incurred and paid based on contract - when the information is available at partner level
- Type of Procurement Procedure Used; Date of launching in National Electronic Procurement System
- Contractor Name; Unique Identifier of the Contractor
- Please provide short details about the progress of the procurement
- If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the Application Form and solution found (e.g. details on re-launching the procedure)



In case you get an error message in the top of the page, means all the procurement sections are not filled in or saved in the system!

Figure ... - Error message in filling in Project Procurements

The entire procurement documentation shall be uploaded in the Upload section of each procurement contract:

- procurement files (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, all relevant documents related to this procurement ...)
- services contract
- addenda to the contract
- in case of equipment and services procured under a works contract all the related documents will be attached.

Each procurement is available in the List of expenditure of relevant partner and can be linked to an invoice in a partner report. Once such a link is created, and you will request for FLC verification invoices related to a procurement, the list of invoices for each procurement shall be populated. This list can be exported to Excel (by pressing the “Export” button below the list).

Invoices											
0 - 0 Of 0											
Show more	Total declared in partnerreport	Date of declaration to flc (first submission)	Total approved by flc	Date of flc certificate	Link to the flc certificate	Total included in project report	Date of project report	Total paid so far	Date of payment (final payment if paid in instalments)	Total value of the procurement	Remaining amount
No records found.											
	€ 0.00		€ 0.00			€ 0.00		€ 0.00		€ 2 000.00	€ 2 000.00
0 - 0 Of 0											
Export											

Figure ... - List of invoices linked to a procurement

There is a possibility to download all attachments at once.

Upload					
Filename	Filetype	Date	User	Comment	Actions
No records found					
Download all (including List of Expenditure attachments)					

Figure ... - Download at once all attachments related to a procurement

This button will download (in a structured zip folder) all procurement attachments and all List of expenditure attachments of all invoices linked to the respective procurement.

The Project Procurements section can be filled in at any time during project implementation, so you can fill in procurement details just before you request in the system the first related expenditure.

**Recording all the procurements above 2500 EUR of the project is compulsory!**  
**In case you don't create procurements in this section, you won't be able to link the invoice to the procurement when you request it for FLC verification and your FLC request (partner report) may be reverted!**

The documents related to a procurement shall be uploaded only once in this section. The invoices and payment documents will be linked to the respective procurement (via list of expenditure of the partner report. The deliverables shall be uploaded separately in the partner report deliverable attachment section located in the reporting per work packages section and the accounting documents in the partner report attachment section.

### ***CHAPTER 3 - MODIFICATION REQUEST***

Lead Beneficiaries can request modifications after the project has been handed over to a lead partner and the LB user has been approved by the JS. Before that stage it is not possible for the LB to request modifications.

**Any modifications in the system should be operated after all reports in progress are submitted to the FLC or LB (in case of reports with no expenditure).**

Also, all addenda and notification allowed according to the contracts will be requested/ sent by the Lead Beneficiaries to the JS/ MA in hard copy (written form). The related modifications will be operated in the system by the Lead Beneficiaries only after their approval on paper (in maximum 3 working days) and all related documents will be uploaded by the LB in section "Attachment" of the Application Form and/or any other relevant sections ("Supplementary Information").

It is not possible to initiate a modification request if a previous modification is not finalized in the system (i.e. approved or rejected by JS).

It is always the last valid application form that is subject to modification request in the system (not the initial one)!

Modifications in the Application Form can be operated only by the LB user using the LB role), after accessing the project in the system.

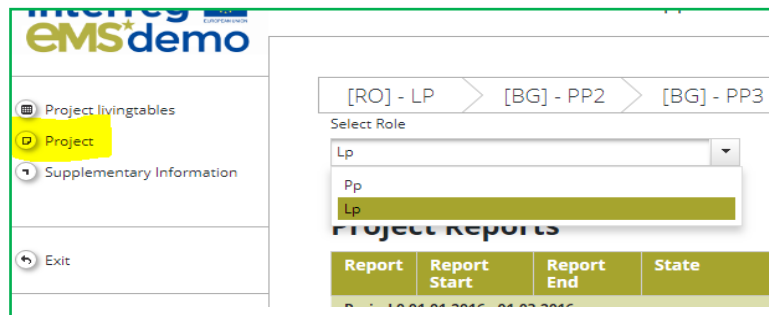


Figure - Selection of Lead Beneficiary role for a LB user

Each modification request initiated by the LB will pass through the following steps:

- I. The LB initiates modifications in the AF by accessing “Request Modification Overview” in the left side menu of the project and press the "Request Modification" button located within the page.

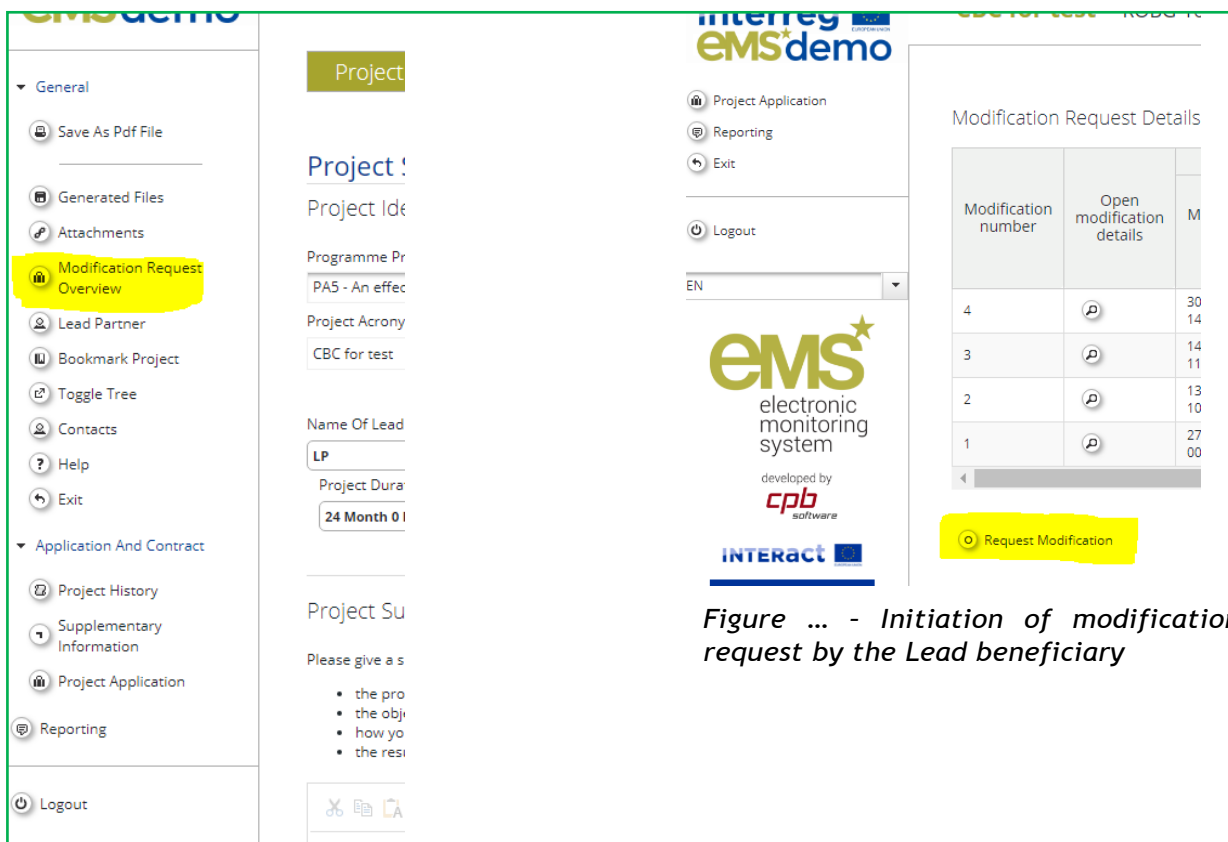


Figure ... - Initiation of modification request by the Lead beneficiary

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2. In the pop-up window that will be displayed on the screen the LB should select the category of modification depending on the subject of modification (reporting periods, activities, budget, etc.), state in brief in the Message box the subject of modification and the reasons for the requested modification, upload attachments if needed and press the “Send” button. The Modification Request is thus submitted to the JS and LB waits for JS approval to continue with the AF modification;

Figure ... - Requesting modification

3. The responsible JS officer will analyze your request and if justified will accept it and open the Application Form for editing by the LB. JS can open all sections of the application form for editing or only some. Only selected sections will be editable by the LB. In some cases, JS Officer will require clarifications before accepting the LB request.
4. Once the Application Form is opened by the JS for editing, the LB must access the version opened for modification in order to operate the relevant sections of the AF, exactly as indicated in the request. The new AF version that is under modification can be accessed by clicking on the magnifying glass located in the right side of the information message that there is an ongoing modification. By default the system is showing the last AF approved in the system when the user is accessing the project.

# Interreg - IPA CBC Romania - Serbia

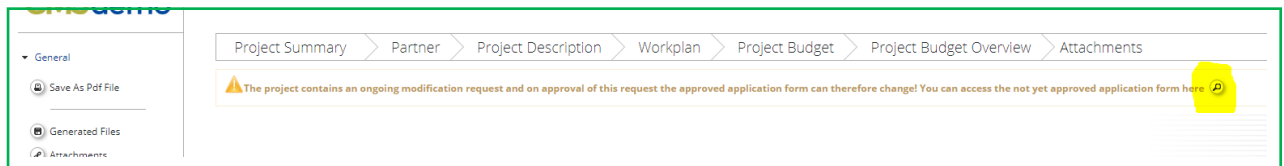


Figure ... - Operating AF changes during modification request

5. Having operated all the relevant modifications, the LB should press the button "Check Modification" under the left-side of the AF and then press the "Submit" button under the same menu item. It is recommended that the LB notifies the responsible JS expert that the revised AF was submitted;

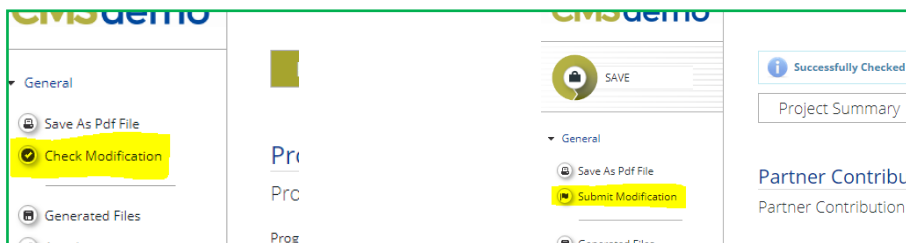


Figure ... - Submitting changed AF during modification request

6. JS checks if the modification is correct and in accordance with the modifications indicated by the LB in the message box and will either approve the modification thus generating a new version of the Application Form or hand it back to the LB if other/further modifications are needed. In the latter case, the LB should go back to step 4 and operate the modifications in accordance with the JS guidance;

User can overview project modifications in several ways, by accessing the Application Form left side menu 'Modification Request overview' or 'Project History'.

# Interreg - IPA CBC Romania - Serbia

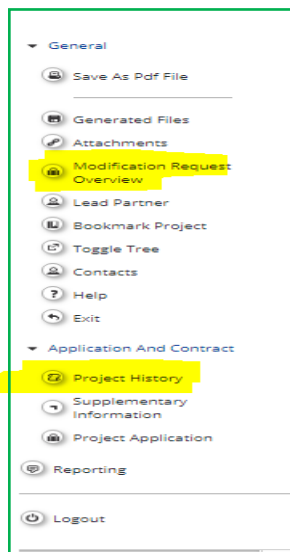


Figure ... - Accessing modification request overview

**Modification Request Overview:** All users having access to the project can also access the 'Modification Request Overview'. In this section all modification requests are listed, even those which were rejected by JS and no version was generated (such requests are not visible in Project history). Users can see old and new versions of the application form.

<div> <div>CBC for test</div> <div>ROBG-</div> <div>Application form version 5</div> <div>Show More</div> <div>Application Form Modification Request</div> <div>Welcome</div> </div>														
Modification Request Details- Project Coordination														
Modification number	Open modification details	Modification request						Modification				Application form		
		Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected	Modification request approved / rejected (date)	Modification request approved / rejected by	Submission of application form by lp (date)	Application form accepted / rejected / handed back	Application form accepted / rejected / handed back (date)	Application form accepted / rejected / handed back by	User	Open original application form	Open new application form
7		09.07.2018 15:38:17	LP	Change of Activities	Accepted	09.07.2018 15:43:15	JS Off1	09.07.2018 16:36:37	Accepted	09.07.2018 16:45:23	JS	JS Off1		
6		09.07.2018 10:53:41	JS Off1	Change of Budget	Accepted	09.07.2018 10:53:41	JS Off1	09.07.2018 12:52:57	Accepted	09.07.2018 15:01:44		JS Off1		
5		09.07.2018 09:45:19	LP	Change of Activities, Change of Periods, Change of Budget	Refuse	09.07.2018 10:23:15	JS Off1							
4		30.05.2018 14:57:48	LP	Change of Periods	Accepted	31.05.2018 11:33:06		31.05.2018 11:21:23	Accepted	31.05.2018 11:33:07				
3		14.12.2017 11:56:58	LP	Change of Periods	Accepted	19.12.2017 15:30:23		19.12.2017 10:56:10	Accepted	19.12.2017 15:30:23				
2		13.12.2017 10:56:41	LP	Change of Periods	Refuse	13.12.2017 16:34:25								
1		27.03.2017 00:00:00			Accepted	26.04.2017 10:13:08		26.04.2017 08:50:22	Accepted	26.04.2017 10:13:08				

Figure ... - Accessing modification request overview via Modification Request overview

Under 'modification details' a modification history table is accessible, which logs all the actions related to one modification.

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Modification request details

Information

Modification request (date):	09.07.2018 15:38:17
Modification requested by:	LP
Type of modification:	Change of Activities
Comment:	A new modification needed

Categories

- Change of Activities

Attachments

Filename	Filetype
No records found	

Modification request decision

State

Mr Accepted

Decision Message

ok

Unlocked application form sections

<input type="checkbox"/>	Unlocked application form sections
<input type="checkbox"/>	Project summary
<input type="checkbox"/>	Partner
<input type="checkbox"/>	Project description
<input checked="" type="checkbox"/>	Workplan
<input checked="" type="checkbox"/>	Project budget
<input type="checkbox"/>	Attachments

Application form decision

State

Mr Finally accepted

Approval Message

Application Form accepted!

Figure ... - Modification Request overview - Modification details

**Project History view:** The eMS stores all versions of the Application Form in consecutive order under the menu item 'Project History'. Whenever a version is generated (i.e. when a modification request is approved by JS or JS requests a modification or a project is approved under conditions), a new line is added to the project history. Authorities can insert additional information about the different versions of the AF, when and who decided etc. Different versions of application forms can always be compared via the comparison function.

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CBC for test

ROBG-

Application form version 5

Show More

Project History

Welcome:

Project Summary

Partner

Project Description

Workplan

Project Budget

Project Budget Overview

Attachments

Application form			Modification request							Modification				Contracting				Compare (can be used to compare any version with any version)		
Application form version	Status	Open application form	Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected / handed back	Modification request approved / rejected (date)	Modification request approved / rejected by	Details of the modification request	Submission of application form by IP (date)	Application form accepted / rejected	Application form accepted / rejected (date)	Application form accepted / rejected by	User	Date of signature of subsidy contract	Number of contract amendment	Comment	Attachment		
0	Archived												M C							
1	Archived		27.03.2017 00:00:00			Accepted	26.04.2017 10:13:08			26.04.2017 08:50:22	Accepted	26.04.2017 10:13:08								
2	Archived		14.12.2017 11:56:58	LP	Change of Periods	Accepted	19.12.2017 15:30:23			19.12.2017 10:56:10	Accepted	19.12.2017 15:30:23								
3	Archived		30.05.2018 14:57:48		Change of Periods	Accepted	31.05.2018 11:33:06			31.05.2018 11:21:23	Accepted	31.05.2018 11:33:07								
4	Archived		09.07.2018 10:59:41	JS OM	Change of Budget	Accepted	09.07.2018 10:59:41	JS OM		09.07.2018 12:52:57	Accepted	09.07.2018 15:01:44		JS OM						
5	Contracted		09.07.2018 15:38:17	LP	Change of Activities	Accepted	09.07.2018 15:43:15	JS OM		09.07.2018 16:36:37	Accepted	09.07.2018 16:45:23	JS	JS OM						

Figure ... - Accessing modification request overview via Project History

Partner and project reports always stay linked to the application form valid at the time of **report creation**! Changes of the application form only affect reports that were generated after the new AF was approved by the JS.

The procedure for initiating and processing a request for Addenda or Notification is detailed in the Project Implementation Manual Chapter 16



## *Chapter 4 - Partner Report*

### **Eligibility of costs and how to report them**

This chapter explains the basics of how to report different types of costs or in general what to take into account when reporting project costs.

Costs should be reported in the period when they have been paid, as a general rule. In some cases the period when a cost is paid doesn't coincide with when the activity has taken place (flight tickets or payments for seminars). Costs cannot be included before the activity has been taken place. If a cost remains for the next period, you may comment on this in the partner comment field for the cost and refer to the activity in the previous period.

### **Conversion to euro**

All costs that have incurred in another currency than the euro shall be converted to euro at the time of reporting.

All conversions to euro are made automatically by the e-MS. Costs are reported in the original currency and the currency is selected. The final conversion rate is calculated using inforeuro exchange rate for the month when the report is submitted to the FLC.

### **Staff costs**

Salaries are recommended to be reported by project partner by month (salary and associated costs). The project can only report the share of the holiday allowances/salaries that have been earned during the project implementation and that is related to the time person has been working for the project (please remember also to check the national eligibility rules).

A tip to keep in mind: The partners are strongly advised to fill in the report continuously during the reporting period. This will make the work considerably easier.

In certain cases, defined in the Applicant's Guide, employees may be required to fill in timesheets. The timesheet must contain information on the total working time (divided between the project and other activities, if needed) per day with brief information on the tasks done.

### **Office and administration costs**

The office and administration costs are covered as a flat rate from the direct costs included in the reimbursement request.

However, as the system does not calculate automatically the flat-rate amount, the Office and Administration costs should be reported as real-costs, **directly in Euro**.

### **Equipment**

Procurement of equipment should be reported in the period it has been paid.

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Reporting is opened by clicking on the project with View Reporting icon in the list from Dashboard or My Applications or other list. Ensure that all relevant partner (including the Lead beneficiary) users have been assigned under Supplementary information.

Partner reports which cover reporting of activities need to be submitted directly to the LB if they don't include expenditure or activities and expenditure of individual project partners which has to be verified by first level controllers (called FLC) in the system.

Partner reports with activities and expenditure validated by FLC or only providing progress of activities have to be consolidated in a project progress report by the LB. The information provided by each partner in their reports has to be structured and integrated into one project report by the LB.

If a user has multiple roles in the system (e.g. lead beneficiary and partner at the same time), it is necessary to select the role from the dropdown menu at the top of the interface called 'Select role'.

Please note that the lead beneficiaries must create their own partner reports as "PP", not as "LP". The LP role is exclusively for creating Project reports.

A new report can be started by clicking on Create New Report. This will create a partner report for the period selected by the partner. The previous report must be submitted to the FLC before a new one can be started.

The screenshot shows the 'Reports' section of the system. At the top, there's a 'Select Role' dropdown menu with 'PP' selected. Below it, a table lists reports with columns: Report, Report Start, Report End, State, Date Of Partner Report Submission, Date of FLC verification, Included in Project Report, Total Partner Expenditure Declared, and View Report. The table shows three reports for Period 0, 1, and 2. At the bottom left, a red circle highlights the 'Create New Report' button. Another red circle highlights the 'Select Role' dropdown menu.

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of FLC verification	Included in Project Report	Total Partner Expenditure Declared	View Report
Period 0 01.12.2016 - 31.01.2017								
Report 0.1	01.12.2016	31.01.2017	Report F Lc Certified	31.01.2017	01.02.2017	Period 0 Project Report 1	€ 661.14	
Period 1 31.01.2017 - 31.05.2017								
Report 1.1	31.01.2017	31.05.2017	Report F Lc Certified	01.02.2017	01.02.2017	Period 1 Project Report 1	€ 368 823.30	
Period 2 01.06.2017 - 30.09.2017								
Report 2.1 01.06.2017 - 30.09.2017								

Each new report contains the same basic data about the project. The reporting period is visible on the front page and in the header of the report. Each report should only contain information related to the activities and costs relevant for this period.

**Important notice:** In case a partner report generated for a reporting period includes expenditure paid after the end of the period (exceed the respective period), your partner report will be reverted by FLC and you will be asked to remove those expenditure item paid outside of the reporting period from the partner report and include it in a report created for the implementation period when the expenditure was paid!

Exceptions are the partner reports created for claiming the amounts won after an FLC appeal or created for validation of "sitting ducks" (i.e. amounts suspended by FLC until issues were

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solved) in case no other partner report under processing at FLC level by the time the suspension reason gets solved. The procedure for this is described in the FLC Guide.

By default, it is possible for each partner to create one partner report per period. The creation of other (second, third etc.) report for the same period is only possible if the LP asks for JS permission, by clearly mentioning the partner and reporting period for which such a permission is requested.

Currently, in e-MS, all reports that don't have the status "submitted" are deleted in case any Modification Requests is being processed and work on a new partner report is no longer possible until the Modification Request is being approved in the system!

**Any modifications in the system should be operated after all reports in progress are submitted to the FLC or LB (in case of reports with no expenditure).**

Also, all addenda and notification allowed according to the contracts will be requested/ sent by the Lead Beneficiaries to the JS/ MA in hard copy (written form). The related modifications will be operated in the system by the Lead Beneficiaries only after their approval on paper (in maximum 3 working days) and all related documents will be uploaded by the LB in section "Attachment" of the Application Form and/or any other relevant sections ("Supplementary Information").

The extension of this deadline until the end date of the reporting period/reporting date is possible at LP request to JS in case beneficiaries have a Partner/Project Report in progress in the system and the approved contract modifications have no impact on the reporting for the current reporting period. In this case, the LP shall still upload in the e-MS, "Attachment" section of the application Form, all the documentation related to the approved contract amendment within the 3 working days deadline after paper approval of contract modifications."

Should you have created a report by mistake, please delete it.

It is possible to delete a partner report as long as it is not submitted to the FLC. In order to delete the report, please click on 'Delete report' in the report menu to the left. All users assigned to the partner are able to create and to delete a partner report.

## Filling-in a partner report

Partner reports consist of several sections (i.e. 'Partner report', 'List of expenditure', 'Contribution and forecast' and 'Attachments'), each of which must be filled with information, except for the 'List of expenditure' that can be left unfilled in case of partner report only on progress of activities with no expenditure requested for FLC validation.

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Fields in the partner report depend on the application form of the project (e.g. number of activities, type of target groups, deliverables etc.).

**The partner should save any information recorded in the e-MS after each operation made by pressing the “SAVE” button located in the left menu or by pressing the save button located at the end of the tab.**

## Reporting preparation costs, Period 0

In case preparation costs/ activities have been provisioned in the Application form, all partners are asked to fill in this report, even if they do not report preparation costs.

The partner report for Period 0 consists first and foremost of a description of the activities undertaken in the Work Package Preparation. A brief summary may be added.

The preparation sum is reported as the only cost for those partners for whom the cost was budgeted.

The report with expenditure for Period 0 is filled in and submitted to the FLC.

The report for period 0 without expenditure is filled-in and submitted directly to the Lead Beneficiary via e-MS.

## 'Partner report' Tab

Each partner report refers to just one partner and one reference period.

The 'Partner report' section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting of progress for purchasing main equipment / services / works related to the respective activity.

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Partner Report > List Of Expenditures > Contribution And Forecast > Attachments

## Partner Report

**Period 3 - 01.01.2017 - 05.05.2017**

Start Date: 01.01.2017 End Date: 05.05.2017

Summary of partner's work in this reporting period

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

*[Rich text editor area]*

Characters (including HTML): 0 (Limit: 2000), Words: 0

Project main outputs delivered

Please select outputs delivered in this reporting period you contributed to and explain in what way.

Output		Attachments
Title	T1.1 My Output T1.1	+ Output Evidence
Explanation	<i>[Text area]</i>	
255 Characters Remaining		
<input type="radio"/> Remove		

Filename	Filetype	Date	Uploaded By	Options
No records found.				

## Reporting on activities - summary and description of outputs

### Summary of partners work

Fill in a summary of what has happened in the project during this reporting period: what have you done, who participated in what and in general what was the outcome.

### Project main outputs delivered

Click Add and then you will be able to choose the relevant outputs from a dropdown menu. Here you will report only on finally delivered outputs, not those still in progress. For each output, provide a short description of the progress. For completed outputs you can add a document as evidence of its delivery. It is possible to upload documents for each output under 'Output evidence'. We recommend to upload only the relevant/main proving documents and not to duplicate them in the Attachments section! In case the file of output evidence is bigger than 50 Mb and cannot be split in parts (e.g. a movie or a presentation), we highly recommend you to add only the reference to the link published on the website of the project outside the e-MS system.

### Target groups

Click Add and choose the relevant target group from a dropdown menu. This information is collected for each reporting period, so always explain how many you have reached from this particular target group during the reporting period. Also give a brief explanation of the activities and any lessons learned.

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Target groups reached

Target Group	Target Group Reached Description	Target Group Target Value
<input type="text" value="infrastructure and (public) service provider"/> Target Value Reached: 0.00 <input type="radio"/> Remove	<input type="text"/> 2000 Characters Remaining	0.0
<input type="text" value="higher education and research"/> Target Value Reached: 0.00 <input type="radio"/> Remove	<input type="text"/> 2000 Characters Remaining	0.0

☒ Add Targetgroup

*Reporting on target groups - Open fields by pressing 'Add Target group'*

## Reporting per work package

For each work package, give a description of the partner's progress of activities and your contribution to reaching the objectives of this work package during the reference period.

You are also asked to provide information on any problem-MS faced during implementation. This information should be used for the partnership and Joint Secretariat to foresee any issues before they develop further. If the problem-MS have been solved, also information on the solutions found should be explained.

Finally, you should describe the relevant deliverables by choosing 'Add deliverable' and selecting the relevant one from the dropdown menu. Describe the completed deliverable and its final use. When possible, add a copy of the deliverable (in case it is already uploaded in other e-MS section, just indicate where it can be found and **do not duplicate them in the system!**).



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Reporting Per Work Package

**P Project Preparation (03.2015 - 06.2015)**

Current Expenditure: € 1 439.82 | Expenditure So Far: € 0.00

Please describe your contribution to the activity carried out in this reporting period

LB signed a contract (No. 003/03.06.2015) through a direct award with a contractor (Tonus 21 Ltd.) to elaborate the project Application form. The contractor handed it over with an Acceptance protocol on 28.06.2015.

1976 Characters Remaining

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the Application Form and solution found.

N/A

1997 Characters Remaining

No Deliverables For This Work Package

---

**M NA FOR RO-BG (02.2016 - 02.2018)**

Current Expenditure: € 0.00 | Expenditure So Far: € 0.00

Please describe your contribution to the activity carried out in this reporting period

19900 Characters Remaining

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the Application Form and solution found.

2000 Characters Remaining

No Deliverables For This Work Package

---

**T1 A2- Project management (02.2016 - 02.2018)**

Current Expenditure: € 0.00 | Expenditure So Far: € 0.00

Please describe your contribution to the activity carried out in this reporting period

19900 Characters Remaining

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the Application Form and solution found.

N/A

1997 Characters Remaining

Please choose deliverables you have contributed to and describe your deliverables

D.T1.1.1 - Portable computer

Deliverable Description

2000 Characters Remaining

Remove

Attachments

+ Deliverable Evidence

Filename	Filetype	Date	Uploaded By	Options
No records found.				

**+ Add Deliverable**

*Reporting per Activity - add main equipment/services/works by pressing 'Add deliverable'*

## Financial reporting (List of expenditures)

Financial reporting is done through the List of Expenditure (LoE) section and only for partner reports with expenditure. Partner and period are determined by the partner report itself (each report refers to just one partner and one period of time), the activity and budget line must be selected for every item added in the LoE.

On the List of Expenditure (LoE) page the columns of the table can be changed to the user's liking to hide excess data from the screen by clicking 'Columns' in the bottom of the page.

Partner Report > **List Of Expenditure** > Contribution And Forecast > Attachments

### List Of Expenditure

Options	Report Number	Budget Line	Activity	Int Ref No	Inv No	Inv Date	Paym Date
No Match Found							

<

Export Save Columns **Columns**

**+ Add Real Cost**

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Edit Expenditure  
Partner Report 1 [RO] - MRDPA Period 10 List of Expenditures

<p><b>PP</b></p> <p>Budgetline</p> <p>Workpackage</p> <p>Procurement</p> <p>Internal Reference Number</p> <p>Invoice Number</p> <p>Invoice Date</p> <p>Date Of Payment</p> <p>Currency</p> <p>Conversion rate</p> <p>Total Value Of Item In Original Currency</p> <p>Vat</p> <p>Declared Amount In The Original Currency</p> <p>Declared amount in Eur</p> <p>Expenditure Outside ( The Union Part Of) The Programme Area?</p>	<p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>EUR - Euro</p> <p>(1)</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p>	<p>Description of Expenditure/Workpackage/Activity No from AF</p> <p>2000 Characters Remaining</p> <p>Contractor Name;Contract Number;Contract date;Contract name;Contract type (Supplies/Services/Works)</p> <p>2000 Characters Remaining</p> <p>Type of Procurement Procedure;Date of launching in National Electronic Procurement System</p> <p>2000 Characters Remaining</p>
	<p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p>	<p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p> <p>---</p>

Upload

It is mandatory to create the budgetary line “Office and administration” for each partner report and to claim the corresponding 5% (as set in the subsidy contract) from the direct costs included in the report!

The following points should be respected:

- As a general rule, each invoice represents one single item reported in the List of Expenditure. For example, for staff costs, a pay slip is considered as an invoice, each item in the List of Expenditure needs to be separated per person per month (as staff employed are usually paid on a monthly basis).
- For **Travel and accommodations** budget line, the reported expenditure related to one person should be recorded one after the other.
- The expenditure should be claimed/reported in the original currency of the invoice/bill

An expense is added to the report by clicking Add and filling the form with the following information:

- Budget line - The budget line that the expense belongs to
- Work package - The work package that the expense belongs to
- Procurement - select if the expenditure is related to a public procurement defined in the Supplementary information/ Procurements above thresholds section
- Internal reference number
- Transaction number in your accounting system
- Invoice date - Date given on the invoice if applicable
- Date of payment - Payment date in bookkeeping
- Currency - The expenditures should be claimed/reported in the original currency of the invoice/bill.



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- Total value of item in original currency - Total cost of invoice (incl. VAT) in original currency
- VAT - Amount of VAT in original currency
- Declared amount in the original currency - Amount of cost declared for the project excluding VAT if VAT can be recovered by any mean - as in most of the cases - or with VAT if that is definitely borne by the beneficiary.
- Expenditure outside the programme area - This box should be ticked if the expenditure relates to a travel or activity outside the programme area.

A very important section needed to be filled in is the right section of the expenditure declared, where each partner has to register the required relevant information in 3 sections:

- Description of Expenditure; Activity No; Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...); In this field the partner has to describe shortly the expenditure with the link to the activity and sub-activity number as is mentioned in AF. This field is mandatory for all the expenditures added, except those calculated by the flat rate.
- Contractor Name; Contract number; Contract date; Contract name; Contract type (Supplies/Services/Works); This field is dedicated to the expenditure incurred from the contracts signed by the partner with contractors and has to contain all data required in this order.
- Type of Procurement Procedure; Date of launching in National Electronic Procurement System;

From the procedural point of view the partner has to fill in the type of procedure and the launching date (on the Programme web-site or TED, as the case may be) in this field.

Not filling in all the required information may cause for rejection of the partner report. Also, please fill in the required information separated by “;”.

Supporting documents are added for the expense by clicking Upload. After choosing the documents from the local hard drive, click on Upload Supporting Documents.

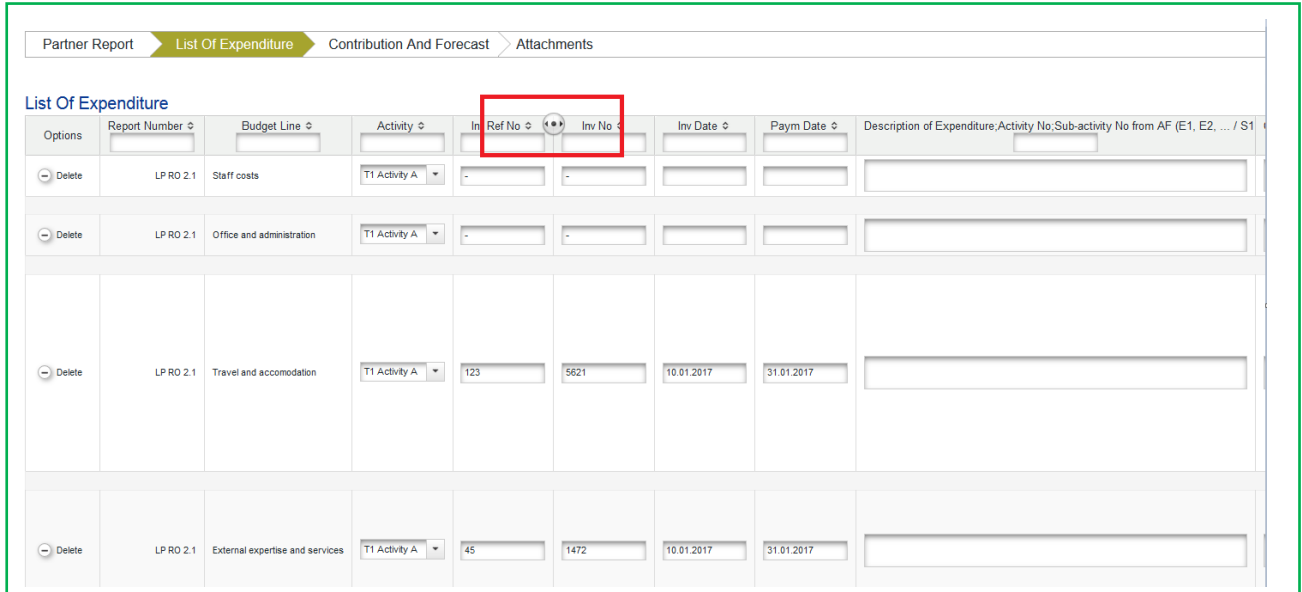
Edit Expenditure  
Partner Report 1 LP RO Period 2 List of Expenditures

<p><b>PP</b></p> <p>Budgetline</p> <p>Activity</p> <p>Internal Reference Number</p> <p>Invoice Number</p> <p>Invoice Date</p> <p>Date Of Payment</p> <p>Currency</p> <p>Conversion rate</p> <p>Total Value Of Item In Original Currency</p> <p>out of which VAT</p> <p>Declared Amount In The Original Currency</p> <p>Declared amount in Eur</p> <p>Expenditure Outside ( The Union Part Of) The Programme Area?</p>	<p>Travel and accomodation</p> <p>T1 implementation Activity A</p> <p>123</p> <p>5621</p> <p>10.01.2017</p> <p>31.01.2017</p> <p>BGN - Bulgarian lev</p> <p>(1.9558)</p> <p>5 000.00</p> <p>0.00</p> <p>5 000.00</p> <p>2 556.49</p> <p><input type="checkbox"/></p>	<p>Description of Expenditure;Activity No;Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ... ) *</p> <p>Contractor Name;Contract number;Contract date;Contract name;Contract type (Supplies/Services/Works)</p> <p>Type of Procurement Procedure;Date of launching in National Electronic Procurement System</p>
	<p>Upload</p>	
	<p>Test of invoice 123 (2017)</p>	
	<p>Download all attachments</p>	
	<p>Save</p>	

Documents can be also removed by clicking on the trashcan icon next to them. The expense is saved by clicking Add (for the first item created)/Save.

## Scrolling the LoE from left to right

The LoE can be scrolled by pressing the middle-mouse-button (press it and move around in the table).



Options	Report Number	Budget Line	Activity	Inv Ref No	Inv No	Inv Date	Paym Date	Description of Expenditure; Activity No; Sub-activity No from AF (E1, E2, ... / S1)
	LP RO 2.1	Staff costs	T1 Activity A	-	-			
	LP RO 2.1	Office and administration	T1 Activity A	-	-			
	LP RO 2.1	Travel and accommodation	T1 Activity A	123	5621	10.01.2017	31.01.2017	
	LP RO 2.1	External expertise and services	T1 Activity A	45	1472	10.01.2017	31.01.2017	

Figure 29 - Scrolling the LoE

## Attachments (expenditure level)

For each reported expenditure the following supporting documents should be attached:

### 1. Staff costs:

- ✓ upload section: payrolls and documents proving the payment (net salary, contributions, other taxes);

### 2. Travel and accommodations costs:

- ✓ upload section: travel order, transport invoice, fuel receipt, hotel bills, road/bridge/ferry tax and proof of payment (receipts, payment order, statement of account, cash register);

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Edit Expenditure  
Partner Report 1 LP RO Period 2 List of Expenditures

**Budgetline** Travel and accommodation Description of Expenditure/Activity No/Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...) \*

**Activity** T1 implementation Activity A

**Procurement**

Internal Reference number: 123

Invoice Number: 5621

Invoice Date: 10.01.2017

Date Of Payment: 31.01.2017

Currency: RON - Romanian Leu

Conversion rate: (4.5008)

Total Value Of Item In Original Currency: 5 000.00

out of which VAT: 0.00

Declared Amount In The Original Currency: 1 000.00

Declared amount in Eur: 222.18

Expenditure Outside (The Union Part Of) The Programme Area? ☐

**Upload**

Uploaded \*

receipts.pdf (userro\_03.02.2017)

statement\_of\_account.pdf (userro\_03.02.2017)

hotel\_bill.pdf (userro\_03.02.2017)

payment\_order.pdf (userro\_03.02.2017)

cash\_register.pdf (userro\_03.02.2017)

travel\_order.pdf (userro\_03.02.2017)

travel\_tickets.pdf (userro\_03.02.2017)

*Uploading/downloading attachments for Travel and accommodation*

### 3. External expertise and services:

- ✓ upload section: invoice, proof of payment (payment order, statement of account) documents related to reception and acceptance;

**Budgetline** External expertise and services Description of Expenditure/Activity No/Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...) \*

**Activity** T1 implementation Activity A

**Procurement**

Internal Reference Number: 45

Invoice Number: 1472

Invoice Date: 10.01.2017

Date Of Payment: 31.01.2017

Currency: RON - Romanian Leu

Conversion rate: (4.5008)

Total Value Of Item In Original Currency: 50 000.00

out of which VAT: 0.00

Declared Amount In The Original Currency: 50 000.00

Declared amount in Eur: 11 109.13

Expenditure Outside (The Union Part Of) The Programme Area? ☐

**Upload**

Uploaded \*

invoice.pdf (userro\_03.02.2017)

statement\_of\_account.pdf (userro\_03.02.2017)

document\_related\_to\_reception\_and\_acceptance.pdf (userro\_03.02.2017)

payment\_order.pdf (userro\_03.02.2017)

*Uploading/downloading attachments for External expertise and services*

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## 4. Equipment expenditure:

- ✓ upload section: invoice and proof of payment (payment order, statement of account) documents related to reception and acceptance;

Edit Expenditure  
Partner Report 1 LP RO Period 2 List of Expenditures

<b>Budgetline</b>	Equipment	Description of Expenditure, Activity No; Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...)
<b>Activity</b>	T1 implementation Activity A	
<b>Procurement</b>		
<b>Internal Reference Number</b>		
<b>Invoice Number</b>	3254	
<b>Invoice Date</b>	08.01.2017	
<b>Date Of Payment</b>	27.01.2017	
<b>Currency</b>	RON - Romanian Leu	
<b>Conversion rate</b>		(4.5008)
<b>Total Value Of Item In Original Currency</b>		100 000.00
<b>out of which VAT</b>		
<b>Declared Amount In The Original Currency</b>		100 000.00
<b>Declared amount in Eur</b>		22 218.27
<b>Expenditure Outside ( The Union Part Of) The Programme Area?</b>	<input type="checkbox"/>	

**Upload**

Uploaded *	
document_related_to_reception_and_acceptance.pdf	
payment_order.pdf	
statement_of_account.pdf	
invoice.pdf	

**Add**

*Uploading/downloading attachments for Equipment expenditure*

## 5. Infrastructure and works:

- ✓ upload section: invoice and proof of payment (payment order, statement of account), documents related to reception and acceptance;

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## *Uploading/downloading attachments for Infrastructure and works*

### Attachments (partner report level)

Any other attachments that you find relevant for the report, but aren't yet added as supporting documents for an invoice or proof of delivery of an output, can be added in the Attachment section.

Before uploading, make sure the upload is of relevance for the report and is not duplicating with other documents you already provided in this report or a previous one (in this case, just indicate where the document can be found in the system)!

Please keep in mind that the documents that have to upload here are different than the ones listed in the previous section above, as follows:

### 1. Staff costs (for projects reporting staff costs as real costs):

- ✓ attachment section: administrative order for nominating staff members (if the case), employment/work contract or an appointment decision/contract considered as an employment document (including information on the hourly

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rate), job description providing information on responsibilities related to the project (those documents should be attached only once and if modifications within the initial employment conditions occur, then documents supporting these modifications should be attached for the period during which they have occurred), data from the working time registration system (e.g. time sheets providing information on the number of hours spent per month on the project), other supporting documents.

Decision with the salary level for the project, based on List of Eligible expenditures of the Programme, Law for unitary salary levels for the personnel paid from public funds, other specific regulations (as the case may be).

Registered Individual Work Contracts in the appropriate employees' registry (and the REVISAL print-out, signed and stamped by the responsible person).

The partner will put to FLC RO's disposal the specific documentation regarding the employment of people like pensioners disabled people, etc

## **2. Travel and accommodations costs:**

- ✓ attachment section: letter of invitation and agenda of the meeting/seminar/conference, letter(s) of confirmation, attendance list, transport costs (calculated according to the national legislation), mission report.

Car registration; Road map (foi de parcurs) (vehicle of the institution),

NB Check of distances for both internal and external travel will be achieved using: [www.maps.google.ro](http://www.maps.google.ro), Daily allowance: for NGOs, Associations, etc., Decision regarding the level of the daily allowance permitted within the NGO.

## **3. External expertise and services:**

- ✓ attachment section relevant results (studies, training material, attendance in seminars, conferences and training courses, certificates, photographs, promotional brochures, print screens of web page delivered, films) etc.;

## **4. Equipment expenditure:**

- ✓ attachment section: inventory files, accounting note for the registration of the invoice and amortization in the case of fixed assets;

## **5. Infrastructure and works:**

- ✓ attachment section: all documents related to the works carried out.

## **6. General bookkeeping documents**

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Partner Report > List Of Expenditure > Contribution And Forecast > Attachments						
Upload						
<input type="button" value="Upload"/>						
Attachments						
<input type="checkbox"/>	Filename	Filetype	Date	User	Description	Actions
<input type="checkbox"/>	attendance list.pdf	pdf	03.02.2017 11:27:27	userro	Travel and accommodations	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	letter(s) of confirmation.pdf	pdf	03.02.2017 11:27:27	userro	Travel and accommodations	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	mission report.pdf	pdf	03.02.2017 11:27:27	userro	Travel and accommodations	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	agenda of the meeting, seminar, conference.pdf	pdf	03.02.2017 11:27:27	userro	Travel and accommodations	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	letter of invitation.pdf	pdf	03.02.2017 11:27:27	userro	Travel and accommodations	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	transport costs.pdf	pdf	03.02.2017 11:27:28	userro	Travel and accommodations	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	addenda to the contract.pdf	pdf	03.02.2017 11:31:38	userro	External expertise and services	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	announcement.pdf	pdf	03.02.2017 11:31:38	userro	External expertise and services	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	bids from tenderers.pdf	pdf	03.02.2017 11:31:38	userro	External expertise and services	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	award documents.pdf	pdf	03.02.2017 11:31:38	userro	External expertise and services	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	evaluation reports.pdf	pdf	03.02.2017 11:31:39	userro	External expertise and services	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	services contract.pdf	pdf	03.02.2017 11:31:40	userro	External expertise and services	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	tender dossier.pdf	pdf	03.02.2017 11:31:40	userro	External expertise and services	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	award documents.pdf	pdf	03.02.2017 11:36:56	userro	Equipment expenditure	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	announcement.pdf	pdf	03.02.2017 11:36:57	userro	Equipment expenditure	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	evaluation reports.pdf	pdf	03.02.2017 11:36:57	userro	Equipment expenditure	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	bids from tenderers.pdf	pdf	03.02.2017 11:36:57	userro	Equipment expenditure	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	tender dossier.pdf	pdf	03.02.2017 11:36:57	userro	Equipment expenditure	<a href="#">Comment</a> <a href="#">Delete</a>
<input type="checkbox"/>	bids from tenderers.pdf	pdf	03.02.2017 11:38:09	userro	Infrastructure and works	<a href="#">Comment</a> <a href="#">Delete</a>

Figure - Attachments section (partner report level)

Please note that in order to be identified and verified in the system, the beneficiaries must create separate archive (.zip, .rar) before uploading for each category of expenditures (e.g. one archive for Travel and accommodation, one for External expertise and services, one for Equipment expenditure and one for Infrastructure and works).

The files attached to these archives will be named in English in accordance with the relevant content of documents (e.g: agenda of the seminar/event/conference held at/on ...)

Also, in the comment section, the beneficiaries must specify the budget line to which the archive is linked to.

In case the supporting documents are not properly named and/or uploaded without being linked to the corresponding budget line, the FLC controller/ MA may return the whole report to the partner for revision.

## Fast download of attachments to the List of Expenditure

It is possible to download all attachments to the list of expenditure at once using the "Download all attachments" button that can be found under the list of expenditure.

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Partner Report > **List Of Expenditure** > Contribution And Forecast > Attachments > Personal data attachments

### List Of Expenditure

0 - 0 Of 0 | 1< << 25 >> >1

Options	Report Number	Budget Line	Wp	Int Ref No	Inv No	Inv Date	Paym Date	Public Procurement Contract r
No Match Found								

0 - 0 Of 0 | 1< << 25 >> >1

Export Save Columns Columns

+ Add Real Cost

**Download all attachments**

Figure ... - Downloading attachments for the entire List of expenditure at once

## Partner contribution and forecast

In the Report Forecast section you are asked to forecast spending for the following partner reports of all the periods defined in AF. The system also displays planned budget and actual spending per period.

In the Follow up section the Partner Contribution amount is split automatically by the system!



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**Road test** ROBG-408 Application form version 1 [Show More](#) **Partner Report 1 [RO] - LP3 Period 1 Contribution and Forecast**

Partner Report > List Of Expenditure > **Contribution And Forecast** > Attachments > Personal data attachments

This report is linked to an older version than the currently approved version of the application form [P](#)

### Report Forecasting Per Period

Period	Period start-end date	Reporting date	Total eligible budget	Actual spending	Forecast	Revised forecast
Period 0	25.06.2015 - 25.10.2017	24.08.2018	€ 0.00	€ 0.00		
Period 1	25.04.2018 - 24.07.2018	24.08.2018	€ 7 982.64	€ 0.00		
Period 2	25.07.2018 - 24.10.2018	24.11.2018	€ 460.40			
Period 3	25.10.2018 - 24.01.2019	24.02.2019	€ 346 281.22			
Period 4	25.01.2019 - 24.04.2019	24.05.2019	€ 263 010.77			
Period 5	25.04.2019 - 24.07.2019	24.08.2019	€ 263 010.77			
Period 6	25.07.2019 - 24.10.2019	24.11.2019	€ 1 071 768.94			
Period 7	25.10.2019 - 24.01.2020	24.02.2020	€ 1 380 930.23			
Period 8	25.01.2020 - 24.04.2020	24.05.2020	€ 263 010.77			
Period 9	25.04.2020 - 24.07.2020	24.08.2020	€ 400 868.54			
Period 10	25.07.2020 - 24.10.2020	24.11.2020	€ 42.65			
Period 11	25.10.2020 - 24.01.2021	24.02.2021	€ 123.61			
Period 12	25.01.2021 - 24.04.2021	24.05.2021	€ 1 163.00			
			€ 3 998 653.54	€ 0.00	€ 0.00	€ 0.00

Total Actual Spending Plus Forecast: € 0.00      Total Actual Spending Plus Revised Forecast: € 0.00      Potential Savings: € 3 998 653.54      Revised Potential Savings: € 3 998 653.54

Total Advances Paid To Partner: € 0.00      Total Advances Settled So Far: € 0.00

[Export](#)

Partner Comment

Figure ... - Navigation bar - Contribution and Forecast

## 'Partner Report' tables

For each partner report, it is at any time possible to access the partner report overview tables from the left side menu of the partner report.

Partner report overview

Print Report

Exit

Partner Report

This report is linked to ar

Figure ... - Accessing Partner report tables

You will find various financial tables summing up the declared expenditure. The tables are updated before the report is submitted. All tables can be exported to Excel by clicking the 'Export' button from under each table.

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## Partner Report Tables

### Partner report expenditure summary

Fund	Partner total budget	Previous reports (state of play at the date of first submission to ftc of the current report)			Total amount currently declared to ftc	Total amount certified by ftc	Ftc difference at the date of ftc certificate			Total amount included in project report - declared to js
		Declared to ftc	Reported to js	Confirmed by ca			Total amount verified by ftc and found ineligible	Total amount declared to ftc in current report but not processed with the current certificate (ftc sitting duck)	Total amount declared to ftc in different report(s) but processed with current certificate (ftc sitting duck)	
					20.06.2018					
ERDF	€ 128.860,12	€ 9.139,10	€ 0,00	€ 0,00	€ 4.640,09	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Partner contribution	€ 22.740,03	€ 1.612,81	€ 0,00	€ 0,00	€ 818,84	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total eligible expenditure</b>	<b>€ 151.600,15</b>	<b>€ 10.751,91</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 5.458,93</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>

Export

### Partner report expenditure per budgetline

Figure ... - View partner report tables

The most frequently used table from this section is 'Partner report expenditure summary', which consists in the following sections:

- **Section 'Previous reports':**
  - Column 'Declared to FLC' displays total amount declared by partners to FLC before the current report was submitted to FLC (state of play at the moment of first submission to FLC).
  - Column 'Reported to JS' displays total amount previously declared to JS from the partner at the date of submission of the current report to FLC (state of play at the moment of first submission to FLC).
  - Column 'Confirmed by CA' displays total amount confirmed by CA until the moment of first submission of project report to FLC.
- Column 'Total amount declared to FLC' displays total amount declared by partners to FLC in the current report. The total does not exclude amounts turned into sitting ducks/suspended by FLC!! Total updates only if reverted and total changes.
- Column 'Total amount certified by FLC' displays total amount certified by FLC for FLC for current partner report. Amount is shown only once FLC certificate is generated. Includes any sitting ducks taken into account for the certificate. Updates only if reverted and re-certified.
- **Section 'FLC difference':**
  - Column 'Total amount verified FLC in the current report but found ineligible' displays total amount cut by FLC from the items verified (does not include cuts on sitting ducks that are handled later). Shows after the FLC certificate is generated, updates only if FLC certificate is reverted. If FLC adds something to the report, the amount can be negative.
  - Column 'Total amount declared to FLC in current report but not processed with the current certificate (FLC sitting duck)' displays total amount that was declared to FLC in current report but not verified by FLC (sitting ducks that might be processed with a different FLC certificate). Shows after FLC certificate is generated, Updates only if FLC certificate is reopened. Does not update if the FLC processed the sitting duck with a different report.
  - Column 'Total amount declared to FLC in different report(s) but

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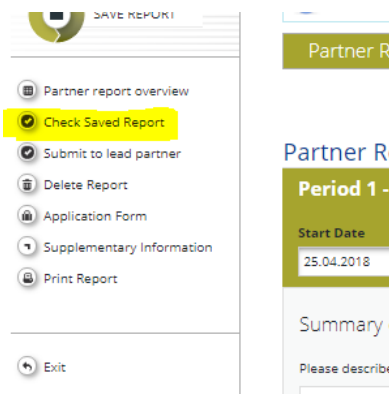


*processed with current certificate (FLC sitting duck)' displays total amount that was declared to FLC with a different partner report but was verified by FLC with current certificate (ducks included in certified but declared with different report). Shows after the FLC certificate is generated, updates only if flc certificate is reverted. Shows amount certified (so after potential FLC cuts).*

Column 'Total amount included in project report - declared to JS' displays total amount included in project report and declared to JS (includes LP cuts, if any). Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore and the date should be added.

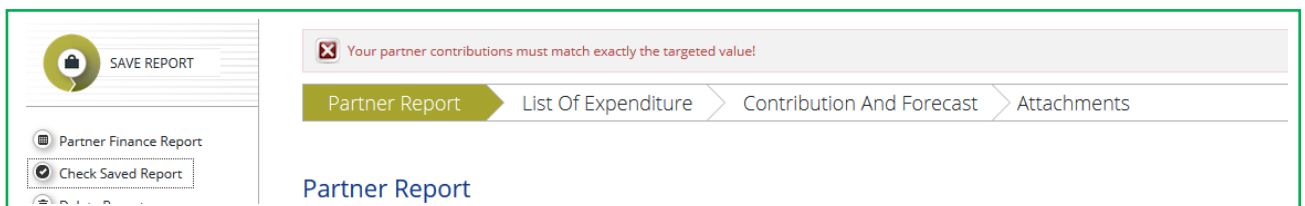
## Submitting the partner progress report

Before submitting a partner report, the saved report needs to be checked (analogically to checking the saved application form prior to submission) by clicking 'Check Saved Report' in the left-side menu.



## *Checking Saved Report*

When clicking on 'Check saved report', an automatic check will be made. Should there be some inaccuracies, the system will notify you about them



Error message when *Checking Saved Report*

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In case this message is appearing after pressing the check button, please click on the "Contribution and Forecast" tab and then press again check button in order to validate the report.

Please pay attention, the euro amounts calculated by the system are changing if the amounts are inserting in different months with the exchange rate from the moment of check and submission. The value is updated when clicking on 'check saved report' and frozen when the partner report is submitted to the FLC.

A submitted report is locked and the partner cannot modify it anymore. After submission, the partner report is forwarded to the FLC assigned to the partner in question if it includes expenditure or to the LP directly in case it does not include expenditure.

In case of clarifications requested by FLC/JS/MA, the partner can upload in the system the missing/relevant document or other documents only if the FLC/JS/MA opens one or both upload section of the partner report.

Please pay attention, currently, if the partners have a report in progress (not yet submitted), the LP should not ask for the modification request of the AF (do not press the button "Request Modification"). All the partners' reports have to be submitted in order to require for a modification request.

## Other points

The partner can see the status of the report on the reporting overview dashboard.

Please pay attention and never submit an empty report!

Empty reports, reports created by mistake or reports created for wrong periods need to be deleted by the user who created it!

## Partner Reports

2 - PP2 - PP2

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.09.2016 - 01.12.2016										
Report 0.1	01.09.2016	01.12.2016	Report F.LC Certified	19.06.2017	19.06.2017	22.05.2017	Period 0 Project Report 1	€ 0.00		
Period 1 30.12.2016 - 29.05.2017										
Report 1.1	30.12.2016	29.03.2017	Report F.LC Certified	31.07.2017	31.07.2017	01.08.2017	Period 1 Project Report 1	€ 0.00		
Period 2 30.05.2017 - 29.06.2017										
Report 2.1	30.05.2017	29.06.2017	Report F.LC Certified	22.08.2017	22.08.2017	24.08.2017	Not Included	€ 0.00		
Period 3 30.06.2017 - 29.01.2018										
Report 3.1	30.06.2017	29.01.2018	Report Submitted	15.12.2017	15.12.2017		Not Certified	€ 100.00		
Period 4 30.01.2018 - 29.04.2018										
Report 4.1	30.01.2018	29.04.2018	Report In Progress	In Progress			Not Certified	€ 0.00		
Period 5 30.04.2018 - 29.06.2018										

Partner Living Tables

Figure- Reporting overview - partner reports in various stages

If the partner report is submitted to FLC, the report state is changed from 'Report in progress' into 'Report Submitted' and first date of submission is displayed in the overview

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table. In case the Project report is reverted to the PP the date of last submission is displayed too.

A new partner report can be opened once the previous one has been submitted. It is currently not possible for the partner to open more than one report at the same time.

	View Report	Certificate
€ 3 150.00		
€ 0.00		
Report € 4 150.00		
€ 2 000.00		
€ 1 000.00		
€ 0.00		

Figure- Reporting overview - After certification of reports by FLC, a magnifying glass appears to the right of the reports to access the FLC certificate.

## 'Partner living tables' and 'Project living tables'

Under the 'Partner living tables' and Project living tables' menu items you will find various financial tables summing up the declared expenditure and validation process.

Partner living tables are financial tables at the partner level that summarise partner expenditure processed through all partner reports. Partner living tables grow over time as the expenditures are declared by the project partner and processed by the programme authorities.

You can use living tables to keep an overview on expenditure declared in partner reports.

To access partner living tables, press the button under the partner report overview table.

### Partner Reports

#### 2 - PP2 - PP2

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.09.2016 - 01.12.2016										
Report 0.1	01.09.2016	01.12.2016	Report F Lc Certified	19.06.2017	19.06.2017	22.06.2017	Period 0 Project Report 1	€ 0.00		
Period 1 30.12.2016 - 29.05.2017										
Report 1.1	30.12.2016	29.03.2017	Report F Lc Certified	31.07.2017	31.07.2017	01.08.2017	Period 1 Project Report 1	€ 0.00		
Period 2 30.05.2017 - 29.06.2017										
Report 2.1	30.05.2017	29.06.2017	Report F Lc Certified	22.08.2017	22.08.2017	24.08.2017	Not Included	€ 0.00		
Period 3 30.06.2017 - 29.01.2018										
Report 3.1	30.06.2017	29.01.2018	Report In Progress	In Progress			Not Certified	€ 0.00		
Period 4 30.01.2018 - 29.04.2018										
Period 5 30.04.2018 - 29.06.2018										

Partner Living Tables

Figure - Accessing partner living tables



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## Chapter 5 - Project Report

Project reports are created by the lead beneficiary, based on partner reports previously verified and certified by FLC (in case amounts are requested for reimbursement):

- The partners (including the lead beneficiary in its partner role) create, fill in their partner report for each project reporting period and submit it electronically as described in the 'Partner report' chapter.
- The lead beneficiary can access the partner reports and the FLC certificates of all partners in the e-MS to fill in the project report.
- The LB will have to include the FLC certificates of all the reporting partners (including the one issued for its own organization) available at the submission date of the project report.

The reporting on progress of activities builds on the partner reports but should provide an overview of the project as a whole. The content must be filled in by the Lead beneficiary, based on the information provided by the partners. The content is not automatically transferred from partner reports, but it is up to the Lead beneficiary to analyse the information of the whole project and provide a joint report for the reference period.

### Needed user rights / privileges

Project reports can only be created by the LP.

Only one user has the LP role. Even if more users are allocated to the LP organisation in the 'Supplementary information/User assignment', they do not have the right to create and/or submit the project reports. Such users can only work with partner reports of the LP. The only user having LP role is the one accepted by the JS in the Handover procedure. It is always possible to see which user is the LP for the project in the 'Show more' button at the top of the project/reporting view.



Programme Priority	PA2 - A green region
Programme Priority Specific Objective	SO 2.2: To enhance the sustainable management of the ecosystems from the cross-border area
Project Title	New version
Call Name	Call 1 - hard applications
Name Of The Lead Partner Organization	LP ROMANIA
Country Of The Lead Partner Organization	ROMANIA - [REDACTED]
Lead Applicant User Name	user
Lead Partner User Name	user
Project Duration	31.01.2017 - 30.01.2018
A F Date Of Submission	31.01.2017

Figure- Show more button

### Generating a project report

After the project has been contracted, the 'Reports overview' is the default view when accessing the project.

In order to generate a project report, the lead beneficiary needs to select the role 'LP' from the role dropdown box. Each lead beneficiary has two roles to select from, 'PP' for creating own partner reports and 'LP'. The LP role allows to view the available partner reports and FLC certificates that were already issued and to create and submit the project report.

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For creating a new project report, you need to select a project period (which have been set in the AF) for which you wish to create the report and to click “Create Report For...”.

Select Role

Lp

## Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 09.06.2016 - 09.06.2018						
Report 1.1	09.06.2016	09.06.2018	Report Submitted	09.06.2016	€ 2 150.00	
Period 2 09.06.2018 - 09.06.2018						
Period 3 09.06.2018 - 09.06.2018						
Period 4 09.06.2018 - 09.06.2018						
Period 5 09.06.2018 - 09.06.2018						

Create Report For  
09.06.2018 - 09.06.2018

Period 2

### *Reporting overview - Generating a project report*

It is currently not possible to have two open project reports at the same time. You can open another report only once the previous one has been submitted to the JS.

Each project report is given a number which consists of the Period number and the Report number (see example below)

Select Role

Lp

## Project Reports

Report	Report Start	Report End	State	Date Of Project Submission
Period 1 11.03.2016 - 31.12.2016				
Report 1.1	1.03.2016	31.12.2016	Report In Progress	In Progress
Period 2 01.07.2016 - 31.12.2016				

### *Project report showing reporting period and report number*

By default, it is possible to create one project report per period. In case it is needed to create and submit to JS another (second, third etc.) project report(s) during a reporting period, the LP has to contact the JS officer (via e-MS email for example) and to ask for permission to create a supplementary project report - clearly mentioning the reporting period for which such a permission is requested.

It is possible to delete a project report only as long as it has not been submitted to the JS. In order to do this, the lead beneficiary needs to click on the ‘Delete Report’ button in the left-side menu.

The lead beneficiary needs to delete any empty reports created by mistake. He/she also has to warn the partners to do so and not to submit any empty reports!

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- Check Saved Report
- Delete Report
- Application Form
- Supplementary Information
- Print Project Report

## *Project report: deleting a report*

The lead beneficiary can see reports of other partners but he/she cannot create, modify, delete or submit them, unless he/she has been assigned to other partners as a user in the supplementary information ('User assignment' tab).

All partner reports have statuses from which users can find out if the report was already certified by the FLC and if yes, whether it was included in the project report. The lead beneficiary can access the reports and the certificates of all partners via the partner reports overview.

## Partner Reports

### 1 - LP RO [En] - LP RO

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.12.2016 - 31.01.2017									
Report 0.1	01.12.2016	31.01.2017	Report F Lc Certified	31.01.2017	01.02.2017	Period 0 Project Report 1	€ 661.14		
Period 1 31.01.2017 - 31.05.2017									
Report 1.1	31.01.2017	31.05.2017	Report F Lc Certified	01.02.2017	01.02.2017	Period 1 Project Report 1	€ 368 823.30		
Period 2 01.06.2017 - 30.09.2017									
Report 2.1	01.06.2017	30.09.2017	Report In Progress	In Progress		Not Certified	€ 0.00		
Period 3 01.10.2017 - 30.01.2018									

Partner Living Tables

## *Partner reports overview*

## Filling-in a project report

Project reports consist of a financial part and a content part.

The financial part is compiled automatically by the system based on available FLC certificates included in the project report by the lead beneficiary.

The content part of the report needs to be filled out manually by the lead beneficiary.

It is also possible to upload attachments to a project report. The lead beneficiary needs to make sure all relevant evidence for main outputs and deliverables is well included in the project report, in the 'Activities' section. In case the evidence is already attached in a partner report, the LB will not attach the document again, but will only mention where it can be found in the partner report. Any other attachment upon request by the programme should be attached in the 'Attachments'. Intermediary versions of deliverables or outputs



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should be updated only if it has been asked specifically. The maximum size of an attachment is 50Mb per file.

In case the evidence exceeds the limit of 50Mb, the lead beneficiary should create .rar or .zip packages of no more than 50 Mb and upload them in the Attachments' section of the project report.

## 'Report' Tab

Report > Workpackages > Certificates > Project Report Tables > Attachments

### *Project report: Sections of the report*

The 'Report' section focuses on activities implemented throughout the reporting period.

This section first asks you to describe activities during the reporting period ('Highlights of main achievements') in this reporting period and to include FLC certificates of project partners.

An overview of project main indicators ('project main outputs achievement') is also provided (see framed in green below). This table is automatically generated from information provided in the 'Activities' section of the report.

### *Project report: Top part of the 'Report' Tab*

Report > Workpackages > Certificates > Project Report Tables > Attachments

**Project Progress Report**  
Period 2 - 09.06.2018 - 09.06.2018

Start Date: 09.06.18 End Date: 09.06.18

**Highlights Of Main Achievements**

Description

List Of Partner FLC Certificates

Partner Abbreviation	Number Of FLC Certificate	Date Of FLC Certificate	Total Expenditure Certified By FLC	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner ERDF Included	Total Partner IPA II Included	Total Partner
ATCoop	ATCoop 1.1	09.06.2018	€ 5 000.00	Yes	€ 5 000.00	ERDF	85.00 %	€ 4 250.00	€ 0.00	

**Overview of project main outputs achievement**

Project's contribution to programme output indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators reported So Far	Project Main Output Indicator Number	Project Main Output Title	Project Main Output Quantification Target	Planned Delivery	Achieved So Far	Level Of Achievement
Number of strategies and action plans developed and/or implemented for strengthening mobility	4.0	0.00	11.1.1	First Output	4.00	Jun 2018	0.00	not started

You are then asked to provide information on the target groups reached as well as problem-MS encountered and solutions found.

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**Target Groups Reached**

Target Groups	Target Value	Target groups reached in previous reporting periods	Target group reached in this reporting period	Source Of Verification	Description of the target group involvement	Target groups reached so far values (in %)
Infrastructure and (public) service provider	0.00	0.00	20.00			
Higher education and research	0.00	0.00	0.00			
Business support organisation	0.00	0.00	0.00			

**Problems And Solutions Found**

Please describe (if applicable) problems and solutions found during this reporting period as regards: objectives, outputs, results, partnership development and cooperation dynamics, investments, other

*[Rich text editor area]*

Characters (including HTML): 0 (Limit: 2000), Words: 0

## Project report: Middle part of the 'Report' Tab

At the bottom you will find an interface to provide information on horizontal principles, where the LB should describe the specific measures/efforts undertaken by the partners during the respective reporting period in relation to complying with and promoting the horizontal principles and a tick box which can be used, at the end of the project, to indicate that the project has been fully implemented. This interface appears only after inserting data in the workpackage/ reporting per activity section.

The section 'reporting per activities overview' can be used to access individual activities visible on the second tab

**Horizontal Principles**

Horizontal Principles Description

Horizontal Principles	Contribution In This Reporting Period	Description Of The Contribution
Sustainable development (environment)	as planned	
Equality between men and women	as planned	
Equal opportunity and non-discrimination	as planned	

**Fully Implemented**

Implemented ☐

Implemented On

**Reporting Per Activity Overview**

Id	Start	End	Type	Title
1736	Dec.2016	Ian. 2017	preparation	Project Preparation
1737	Ian.2017	Ian.2018	management	NA FOR RO-BG
1738	Ian. 2017	Iul.2017	implementation	Activity A
1739	Ian. 2017	Ian. 2018	investment	Activity B

## Project report: Bottom part of the 'Report' Tab

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## 'Activities' tab

Reporting per activity is the second part of the project report.

Report sections of individual activities can be accessed either from the navigation bar 'Activities' or from the table at the bottom of the page under the section 'Report'.

Report ▾ Activities Certificates Project Report Tables Attachments

**Reporting**

- Project Preparation
- NA FOR RO-BG
- A2 - Project management
- A3 - Elaboration of tender dossiers for public procurement procedures in Bulgaria and Romania
- A4 - Organization of 8 round tables
- A5 - Elaboration of a common preliminary study on intermodal nodes' current state and their capability to enhance the TEN-T network
- A6 - Elaboration of a common strategy on TEN-T network enhancement through improving intermodal nodes' capacity
- A7 - Implementation of information and publicity
- A8 - Implementation of translation and interpretation services

Please Describe Progress Achieved In This Reporting Period

2000 Characters Remaining

**A.M.1**

Activity Title	Start Month	End Month	Act Status
	02.2016	02.2018	not started

## Navigation bar - Activities

### Reporting Per Activity Overview

Id	Start	End	Type	Title
561	Feb.2016	Feb.2016	preparation	Project Preparation
562	Feb.2016	Feb.2018	management	NA FOR RO-BG
563	Feb.2016	Feb.2018	implementation	A2 - Project management
564	Feb.2016	Mai.2016	implementation	A3 - Elaboration of tender dossiers for public procurement procedures in Bulgaria and Romania
565	Sep.2016	Ian.2018	implementation	A4 - Organization of 8 round tables
566	Iun.2016	Feb.2017	implementation	A5 - Elaboration of a common preliminary study on intermodal nodes' current state and their capability to enhance the TEN-T network
567	Mar.2017	Ian.2018	implementation	A6 - Elaboration of a common strategy on TEN-T network enhancement through improving intermodal nodes' capacity

## Reporting per Activities Overview table

In this section, you can describe the implementation of each activity in detail, incl. information on activities carried out and contributions by the project partners as well as information on any problem-MS or deviations from the initial plan.

Here you also provide information on project output indicators and activities and deliveries. Reporting on deliverables, incl. upload of evidence of achievement (no more than 50 Mb per file) is also part of reporting on activities.

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Report > **Activities** > Certificates > Project Report Tables > Attachments

### Reporting Activity Implementation

Activity Nr	Activity Title	Activity Start Month	Activity End Month	Activity Status	Activity Expenditure Current Report	Percentage O
T1	Activity A	Jan.2017	Jul.2017	not started	€ 10 000.00	1.10 %

**Partners Involvement**

Abbreviation	Name	Responsible partner
LP RO	LP ROMANIA(lead Partner)	
PP BG	PP BULGARIA	
PP OUT	PP OUTSIDE	

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found

Project Main Outputs	Project Main Output Description	Programme Output Indicator	Planned Delivery Month	Main Output Quantification Target	Achieved So Far( Not Including This Reporting Period)	Achieved In This Report	Le
T1.1 Output 1		CO23 - Surface area of habitats supported to attain a better conservation status (ha)	Jan.2018	0.00			not start

Please Describe Progress Achieved In This Reporting Period

**A.T1.1**

Activity Title	Start Month	End Month	Act Status
S1- LP RO	01.2017	03.2017	not started

**O.T1.1.1**

Deliverable Title	Deliverable Description	Planned Delivery Month	Del Status
		03.2017	

Del Description

Deliverable Evidence

## Reporting on activities

### 'FLC Certificates' tab

Financial reporting is done based on FLC certificates. All FLC certificates of all project partners, which were not yet included in any project report, are available to be included in the project report.

The LB has the possibility to include FLC certificates in the project progress report at any given time for one or more beneficiaries, provided that the cumulated value is not lower than 6,000 euro E-MS.

You can decide which of the available FLC certificates to include in the project report under 'Include in project finance report' (see framed in green below). Only the selected FLC certificates will be taken into account for project report.

FLC certificates, which are not included in one project report, can be included in another future project report. The e-MS does not check whether all the FLC certificates included in a project report by the LB refer to the same reporting period. This means that FLC certificates could originate from different reporting periods. This option is useful in the case when the total value of the FLC certificates for a given period is below the 6,000 euro E-MS thresholds, allowing the LP to cumulate them with the FLC certificates from the previous reporting period and exceed the required threshold.

List Of Partner FLC Certificates

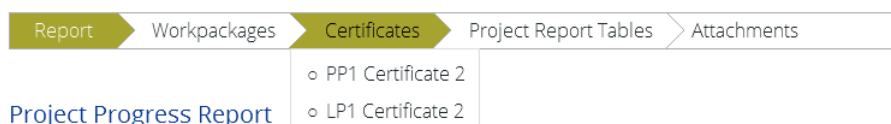
Partner Abbreviation	Number Of FLC Certificate	Date Of FLC Certificate	Total Expenditure Certified By FLC	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner E R D F Included
RLP	RLP 1.1	13.05.2016	€ 126 638.99	<input checked="" type="checkbox"/>	€ 126 637.78	ERDF	85.00 %	€ 107 642.11
	1.1	13.05.2016	€ 196.79	<input checked="" type="checkbox"/>	€ 185.73	ERDF	85.00 %	€ 157.87

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Once the FLC certificates are selected to be added to the project report, they can be accessed from two places in the project report: navigation toolbar tab 'Certificates' or table 'List of Partner FLC Certificates' under 'Reports' tab. Under 'Certificates' only those selected will be visible.

## Navigation bar - FLC Certificates



The lead beneficiary can also revert partner reports back to the FLC or to the partners. This might be necessary in case he/she notices a mistake, which is not in his/her authority to correct. The lead beneficiary does not have this privilege by default, he/she needs to ask this user right to JS, in order to view the revert section in the project report.

## Reverting Partner Reports from the lead beneficiary to FLC or project partners

List Of Partner Flc Certificates				
Total Partner E R D F Included	Total Partner I P A I I Included	Total Partner E N I Included	Flc Report	Revert
€ 212.00			Show Report	Revert From Lp To Flc   Revert From Lp To Pp
	€ 10 050.00		Show Report	Revert From Lp To Flc   Revert From Lp To Pp

Reverting the report to a project partner means that the project partner needs to correct and re-submit the report to the FLC and then the FLC needs to re-certify the report.

Reverting the report to FLC level means that the FLC needs to re-certify the report but no corrections from the partner are necessary.

If the lead beneficiary needs to revert his/her partner report, the JS needs to be contacted. The lead beneficiary cannot revert his own report neither to FLC nor to the PP. If he does, the e-MS displays error message at the top of the page and no action is performed by the system.

## 'Project Report Tables' tab



## Navigation bar - Project Report Tables

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Here you can find various summary tables of the expenditure included in the project report. Project report tables take into account all certificates included in the project report. Please note that the tables are updated before the report is submitted. All tables can be exported to Excel by clicking the 'Export' button from under each table.

Project Report Tables										
Project report expenditure summary										
Fund	Project total budget	Previous reports (state of play at the date of submission to js of the current report)			Total amount declared to flc	Total amount certified by flc	Flc difference			
		Declared to flc	Reported to js	Confirmed by ca			Total amount verified by flc and found ineligible	Total amount declared to flc in current report but not processed with the current certificate (flc sitting duck)	Total amount declared to flc in different report(s) but processed with current certificate (flc sitting duck)	Total amount included in project report - declared to js
Total co-financing	€ 845,662.12	€ 158,241.11	€ 26,218.40	€ 1,186.60	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Partner contribution	€ 149,234.52	€ 27,924.98	€ 4,626.80	€ 209.40	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
<b>Total eligible expenditure</b>	<b>€ 994,896.64</b>	<b>€ 186,166.09</b>	<b>€ 30,845.20</b>	<b>€ 1,396.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>
Export										

Figure ... - Project Report Tables - Project Report expenditure table

The most frequently used table from this section is 'Project report expenditure summary', which consists in the following sections:

- **Section 'Previous reports':**
  - Column 'Declared to FLC' displays total amount declared by partners to FLC before the current report was submitted to JS (state of play at the moment of first submission to JS).
  - Column 'Reported to JS' displays total amount previously declared to JS from the partner at the date of submission of the current report to JS (state of play at the moment of first submission to JS).
  - Column 'Confirmed by CA' displays total amount confirmed by CA until the moment of first submission of project report to JS.
- Column 'Total amount declared to FLC' displays total amount declared by partners to FLC from the certificates included in this project report. The total does not exclude amounts turned into sitting ducks/suspended by FLC!! Amount shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.
- Column 'Total amount certified by FLC' displays total amount certified by FLC for FLC certificates included in this project report. Amount shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.
- **Section 'FLC difference':**
  - Column 'Total amount verified by FLC but found ineligible' displays total



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amount cut by FLC from the items verified (does not include cuts on sitting ducks that are handled later). Applies only to FLC certificates included in project report. Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.

- Column 'Total amount declared to FLC in current report but not processed with the current certificate (FLC sitting duck)' displays total amount that was declared to FLC together with one of the LoEs included in the project report but not verified by FLC (sitting ducks that might be processed with a different FLC certificate). Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.
- Column 'Total amount declared to FLC in different report(s) but processed with current certificate (FLC sitting duck)' displays total amount that was declared to FLC with a different partner report (not with it's initial LoE) BUT was verified by FLC with one of the certificates included in project report (ducks included in certified but declared with different report). Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.

Column 'Total amount included in project report - declared to JS' displays total amount included in project report and declared to JS (includes LP cuts). Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore and the date should be added.

RT ITP609 [Show More](#) **Project Report 1 - Period 1** Welcome Bogusław Lukomski

Report > Workpackages > Certificates > **Project Report Tables** > Attachments

### Project Report Expenditure Summary

Programme Co-financing	Project Total Budget	Previously Reported (amount declared to the JS)	Currently Reported (amount declared to the JS)	Total Reported	% of Total Budget	Remaining Budget	Total Amount Declared By Partners	Total Amount Certified By FLC	Total Amount Included in Project Finance Report	Total Amount Approved By JS	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount in Pipeline
Total Co-financing	€ 39 433.94	€ 0.00	€ 107 799.98	€ 107 799.98	273.00 %	€ -68 366.04	€ 108 058.05	€ 107 810.41	€ 107 799.98	€ 107 677.26	€ 107 563.89	€ 107 563.89	€ 494.14	€ 107 563.91
Of which ERDF	€ 39 433.94	€ 0.00	€ 107 799.98	€ 107 799.98	273.00 %	€ -68 366.04	€ 108 058.05	€ 107 810.41	€ 107 799.98	€ 107 677.26	€ 107 563.89	€ 107 563.89	€ 494.14	€ 107 563.91
Partner Contribution	€ 6 958.94	€ 0.00	€ 19 023.53	€ 19 023.53	273.00 %	€ -12 064.59	€ 19 069.07	€ 19 025.37	€ 19 023.53	€ 19 001.88	€ 18 981.87	€ 18 981.87	€ 87.22	€ 18 981.85
<b>Total Eligible Expenditure</b>	<b>€ 46 392.88</b>	<b>€ 0.00</b>	<b>€ 126 823.51</b>	<b>€ 126 823.51</b>	<b>273.00 %</b>	<b>€ -80 430.63</b>	<b>€ 127 127.12</b>	<b>€ 126 835.78</b>	<b>€ 126 823.51</b>	<b>€ 126 679.14</b>	<b>€ 126 545.76</b>	<b>€ 126 545.76</b>	<b>€ 581.36</b>	<b>€ 126 545.76</b>

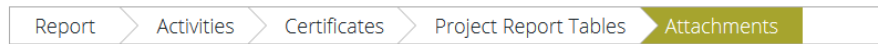
[Export](#)

### Project Expenditure Per Budgetline

Budgetline	Project Total Budget	Previously Reported (amount declared to the JS)	Currently Reported (amount declared to the JS)	Total Reported	% of Total Budget	Remaining Budget	Total Amount Declared By Partners	Total Amount Certified By FLC	Total Amount Included in Project Finance Report	Total Amount Approved By JS	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount in Pipeline
Staff costs	€ 6 089.56	€ 0.00	€ 20 447.21	€ 20 447.21	336.00 %	€ -14 357.65	€ 0.00	€ 20 448.26	€ 20 447.21	€ 20 425.75	€ 20 405.15	€ 20 405.15	€ 88.93	€ -88.93
Office and administration	€ 852.72	€ 0.00	€ 2 750.42	€ 2 750.42	323.00 %	€ -1 897.70	€ 0.00	€ 2 750.57	€ 2 750.42	€ 2 747.51	€ 2 744.73	€ 2 744.73	€ 12.01	€ -12.01

## Project Report Tables

## 'Attachments' tab



### *Navigation bar - Attachments*

All relevant evidence for main outputs and deliverables should be included in the project report, in the 'Activities' section.

Should any additional attachments be relevant for the entire project report, the lead beneficiary needs to upload them in this 'Attachment' section. Specimens of project outputs should be attached when possible. Otherwise they shall be sent to the Contact Person in the Joint Secretariat by regular post.

Also the minutes of the Steering Committee, where the project report is discussed and approved, should be uploaded in this section.

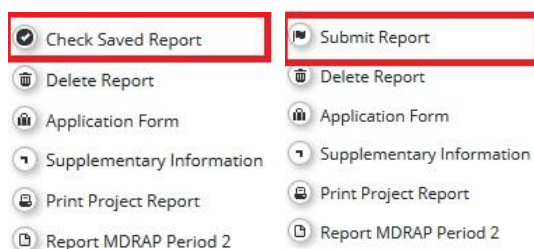
The programme authorities may also ask you to upload specific attachments. Please acknowledge the maximum size of an attachment is 50Mb per file. In case the files are bigger than 50 Mb, the lead beneficiary should create .rar or .zip packages of no more than 50 Mb and upload them in the Attachments' section of the project report. In order to do so, please use the 'Attachments' tab.

All attachments should be named clearly so that they are easily identifiable. For example: Output 1.1.\_final report\_YYMMDD

## Submitting a project report

Before submitting a project report, the saved report needs to be checked (analogically to checking saved projects when submitting the application form) by clicking "Check Saved Report" in the left-side menu.

Once the report is successfully checked, it can be submitted by clicking 'Submit Report', which will appear instead of 'Check Saved Report' button.



### *Checking and submitting project report*



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The project report is submitted to the JS. The report state is changed from 'In process' into 'Report Submitted' and a submission date is displayed in the overview table.

## Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 05.05.2015 - 05.05.2016						
Report 1.1	05.05.2015	05.05.2016	Report Submitted	25.02.2016	€ 10 261.85	
Period 2 06.05.2016 - 31.12.2016						
Period 3 01.01.2017 - 05.05.2017						

*Report submitted*

After submission, the lead beneficiary can see the report but cannot modify it anymore. A new project report can be opened once the previous one has been submitted to JS.

## Chapter 6 - Payments to projects

### Advance payments

Based on the subsidy contract concluded between the Lead Beneficiary and the MA, the Lead Beneficiary (Romanian or Serbian) may receive an advance payment in an amount of maximum 15% from the value of the subsidy contract.

The advance payment request should be submitted to MA outside the e-MS, as per the requirements of the subsidy contract.

After the project has been contracted, the Lead Beneficiary should register the advance payment also in the e-MS. The Advance Payment request is accessible by clicking the 'Advance payments' button in the left-side menu of the project reporting overview.

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ITP80 [Show More](#) **Reports**

MLP > MPP

**Project Reports**

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To Js	View Report
Period 0	29.12.2016	29.12.2016				
Period 1	29.12.2016	28.06.2017				
Period 2	29.06.2017	28.12.2017				
Period 3	29.12.2017	31.12.2017				

Period 1

29.12.2016 - 29.12.2016

☐ Claim preparation cost

**Partner Reports**

1 - - MLP

Project Living Tables

Project

Supplementary Information

Exit

Help

Generated Files

Enable Final Report

Contacts

Corrections And Audits

Advance payments

Logout

This button leads to advance payments overview table.

ITP80 [Show More](#) **Advance payments overview**

Exit

Help

Generated Files

Enable Final Report

Contacts

Corrections And Audits

Advance payments

Logout

Advance payment number	View	Submitted
No records found.		

After clicking on 'Add new advance payment' you are transferred to a form where you can add information about advance payments to the project. First you need to mark partners that should receive advance payment and click on 'Add entries for selected partners'. Introduce amounts of advance payments for each of the partners and click on 'Submit' button.

The advance payment is recorded in the e-MS.

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## Reimbursement requests

Once the project report has been submitted to the JS, the JS will first ensure that the report is complete. If needed, the Lead beneficiary may receive a request to complement the report.

The report will be handled by the project's contact person, but also other people working on communication and programme finances. The focus is on getting a good understanding of the progress of the project, ensuring that all costs and activities are relevant for the project and thus eligible, and that the outputs and results are being achieved according to plan.

After all checks have been completed by JS and authorised by MA, the eligible E-MS funds will be paid to the Lead beneficiary and state budget co-financing to the Romanian partners.

The Lead beneficiary must ensure that its bank account information is kept up-to-date at all times. The Lead beneficiary bears the responsibility if money is paid to the wrong account or if additional costs occur.

## *Chapter 7 - Project implementation - Other issues*

Frequent monitoring of the project is of vital importance especially for the Lead beneficiary. The project living tables provide valuable support in this, but it is likely that the partners also need their own tools and tables for internal monitoring.

If the partnership notices that the approved project application to some parts need to be updated in order for it to be able to reach the promised results and outputs, the project may apply for a modification. As the project modifications only become valid once they have been approved, it is strongly advisable to plan well ahead. The Lead beneficiary must ensure that the needs of all partners are gathered and included as relevant.

### **Following up the project**

The e-MS contains information, so-called living tables, where you have access to real-time data regarding your project. As the name indicates, these tables are “living” i.e. they are updated whenever relevant data is saved in the e-MS.

### **Messages and notifications**

You may receive through e-MS internal mail system messages from the JS/MA related to the implementation of the project. Therefore the messages should be checked regularly. These messages are sent to the person defined as lead applicant/beneficiary in the e-MS. The system also sends e-mails telling about messages received in e-MS. If you do not receive the messages, they might be blocked by security settings in your e-mail system. Please review the situation and be in touch with your e-mail administrator, if needed.

### **Changes in VAT status**

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Should the VAT status of the project change during implementation, the JS contact person and the FLC must be informed about the change. In both cases a budget modification may be requested by the JS.

## CHAPTER 8 - HELP AND TECHNICAL SUPPORT

For any problems you might experience with the eMS, please contact the Joint Secretariat at:

- Email addresses: [ipacbc@brct-timisoara.ro](mailto:ipacbc@brct-timisoara.ro)
- The email address of the JS officers assigned to your project or
- By phone at +40 356 426 360 (during office hours: 8:30 - 17:00)

In all communication related to e-MS, please don't forget to mention the following information:

1. E-MS code of the project you refer to (RORS-xx)
2. Partner and Number of the report or e-MS Section/Module/Function/Screen/Field - for which you ask the question
3. E-MS user that encountered the problem
4. Short description of the error/problem you encounter (including actions performed by the e-MS user that triggered the error/problem)
5. Print screen with the error/problem/message you get from the system.

Please note!

	The information above is vital for the celerity of solving the problem (as the accurate identification of the problem allows reproducing it in the e-MS testing environment in order to find a solution).
	The images published in this manual are used as a reference title and they are not reflecting the real images from the e-MS productive

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	environment.
	Your e-MS account is personal and non-transferable and you should not disclose your login Credentials, personal data or any related data to third party! Also, we recommend the users to change their password every 3 months to ensure an increased security and privacy of their account.
	As a user of this system you have to notify about any issue or incident that may affect the data or system security!
	Please be informed that your eMS account can be deactivated upon request!