

PROJECT PROGRESS REPORT
 for project financed by the ESPON Programme 2013

FILLING IN INSTRUCTIONS

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

Colour code

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

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

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

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

FINANCIAL REPORT

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

ACTIVITY REPORT

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

SUBMISSION

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

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

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

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

CONTACT INFORMATION

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

FINANCIAL REPORT

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 Financial Expert
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 Fax: + 352 54 55 80 701

ACTIVITY REPORT

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 Fax: + 352 54 55 80 701

TABLE OF CONTENT

Instruction
A - Cover Page
B - Financial Request
C-Total Project Summary of exp
D-Overview Partners
Submission checklist

Error Message

INCOMPLETE (line 51)
INCOMPLETE (line 28)
INCOMPLETE (line 15)
INCOMPLETE (line 13)

A. PROJECT FINANCIAL CLAIM

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

ESPO 2013 Programme Project number : # projectnumber#

Project Acronym : # acronym#

Contract number : # contractnumber#

Name of the Lead Partner : # partner1name#

Progress Report number : # reportnumber#

Reporting Period covered : # reportingperiodfromto#

Contact information	Project co-ordinator	Project manager
Contact person:	# pcontactperson#	# pmcontactperson#
Institution:	# pcintitution#	# pmintitution#
Address:	# pcaddress#	# pmaddress#
ZIP code, city:	# pcpostalcode#	# pmpostalcode#
Country:	# pccountry#	# pmcountry#
Telephone:	# pcphone#	# pmphone#
Fax:	# pcfax#	# pmfax#
E-mail:	# pemail#	# pmemail#

Contact information	Financial manager	Communication manager
Contact person:	# fmcontactperson#	# cmcontactperson#
Institution:	# fmintitution#	# cmintitution#
Address:	# fmaddress#	# cmaddress#
ZIP code, city:	# fmpostalcode#	# cmpostalcode#
Country:	# fmcountry#	# cmcountry#
Telephone:	# fmphone#	# cmphone#
Fax:	# fmfax#	# cmfax#
E-mail:	# fmemail#	# cmemail#

Details of reimbursement:

Name of Organisation: # partner1name#

Name of Account holder: # partner1bankholder#

Address of the Account holder: # partner1address#

ZIP code, city, country: # partner1postalcode# , # partner1town# , # partner1country#

Name of Bank: # partner1bankname#

Address of bank: # partner1bankaddress#

ZIP code, city, country: # partner1bankpostalcode# , # partner1banktown# , # partner1bankcountry#

BI C /SWIFT: # partner1bankswift#

IBAN: # partner1bankiban#

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

Name of Lead Partner representative: _____

Signature of Lead Partner: _____

Date: _____

Official Stamp of the Lead Partner: _____

As first level controller at the Lead Partner level, I certify and validate the Lead partner expenditure and the LP activities on the basis of the provisions set by the Member/ Partner State where the Lead partner is located. In addition, as first level controller of the Lead partner I confirm, that the Lead partner has complied with its obligations as started an Art. (20) of Regulation (EC) 1080/ 2006:

- that the expenditure presented by each of the beneficiaries participating in the operation has been incurred for the purpose of implementing the operation and corresponds to the activities agreed between those beneficiaries;
- that the expenditure presented by each of the beneficiaries participating in the operation has been validated by the controllers.

Name of first level controller: _____

Signature of first level controller: _____

Date: _____

Official Stamp of organisation: _____

Total amount of the reimbursement claim of the Project (in EUR) : € 0,00

B. FINANCIAL EXECUTION

ESPON 2013 PROGRAMME

Project number:	# projectnumber#
Project Acronym:	# acronym#
Contract number:	# contractnumber#
Lead Partner name:	# partner1name#
Progress Report number:	# reportnumber#
Reporting Period covered:	# reportingperiodfromto#

Partners coming from	Total budget	Payment forecast for this period	Current payment claim	Execution rate of current period	Accumulated	Execution rate of project
EU Member States	# totalbudgetEU#	# paymentforecastEU#	0,00 €		0,00 €	
Partner States	# totalbudgetNonEU#	# paymentforecastNonEU#	0,00 €		0,00 €	
Total	# VALUE!	# VALUE!	0,00 €	# VALUE!	0,00 €	# VALUE!

C. TOTAL PROJECT SUMMARY OF EXPENDITURE

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

ESPON 2013 PROGRAMME

Project number: # projectnumber#
Project Acronym: # acronym#
Contract number: # contractnumber#
Lead Partner name: # partner1name#
Progress Report number: # reportnumber#
Reporting Period covered: # reportingperiodfromto#

SUMMARY BUDGET OF THE PROJECT

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e = c + d)	Execution Rate (e / a * 100)	Remaining (f = a - e)
1. Staff	# totalbudgetline1#			€ 0,00	€ 0,00	# VALUE!	# VALUE!
2. Administration	# totalbudgetline2#			€ 0,00	€ 0,00	# VALUE!	# VALUE!
3. Travel and accommodation	# totalbudgetline3#			€ 0,00	€ 0,00	# VALUE!	# VALUE!
4. Equipment (depreciation)	# totalbudgetline4#			€ 0,00	€ 0,00	# VALUE!	# VALUE!
5. External expertise and services	# totalbudgetline5#			€ 0,00	€ 0,00	# VALUE!	# VALUE!
Subtotal				€ 0,00	€ 0,00		
(-) Revenues				€ 0,00	€ 0,00		
TOTAL	€ 0,00			€ 0,00	€ 0,00	# DIV/ 0!	€ 0,00
of which preparation cost				€ 0,00			

VALUE!

WORKPACKAGE COORDINATION

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e = c + d)	Execution Rate (e / a * 100)	Remaining (f = a - e)
1. Staff	workpackage1b1#				€ 0,00	# VALUE!	# VALUE!
2. Administration	workpackage1b2#				€ 0,00	# VALUE!	# VALUE!
3. Travel and accommodation	workpackage1b3#				€ 0,00	# VALUE!	# VALUE!
4. Equipment (depreciation)	workpackage1b4#				€ 0,00	# VALUE!	# VALUE!
5. External expertise and services	workpackage1b5#				€ 0,00	# VALUE!	# VALUE!
Subtotal				€ 0,00	€ 0,00		
(-) Revenues					€ 0,00		
TOTAL	€ 0,00			€ 0,00	€ 0,00	# DIV/ 0!	€ 0,00
of which preparation cost							

INCOMPLETE

WORKPACKAGE ACTIVITIES

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e = c + d)	Execution Rate (e / a * 100)	Remaining (f = a - e)
1. Staff	workpackage2b1#				€ 0,00	# VALUE!	# VALUE!
2. Administration	workpackage2b2#				€ 0,00	# VALUE!	# VALUE!
3. Travel and accommodation	workpackage2b3#				€ 0,00	# VALUE!	# VALUE!
4. Equipment (depreciation)	workpackage2b4#				€ 0,00	# VALUE!	# VALUE!
5. External expertise and services	workpackage2b5#				€ 0,00	# VALUE!	# VALUE!
Subtotal				€ 0,00	€ 0,00		
(-) Revenues					€ 0,00		
TOTAL	€ 0,00			€ 0,00	€ 0,00	# DIV/ 0!	€ 0,00
of which preparation cost							

INCOMPLETE

WORKPACKAGE DISSEMINATION

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e = c + d)	Execution Rate (e / a * 100)	Remaining (f = a - e)
1. Staff	workpackage3b1#				€ 0,00	# VALUE!	# VALUE!
2. Administration	workpackage3b2#				€ 0,00	# VALUE!	# VALUE!
3. Travel and accommodation	workpackage3b3#				€ 0,00	# VALUE!	# VALUE!
4. Equipment (depreciation)	workpackage3b4#				€ 0,00	# VALUE!	# VALUE!
5. External expertise and services	workpackage3b5#				€ 0,00	# VALUE!	# VALUE!
Subtotal				€ 0,00	€ 0,00		
(-) Revenues					€ 0,00		
TOTAL	€ 0,00			€ 0,00	€ 0,00	# DIV/ 0!	€ 0,00

INCOMPLETE

D. OVERVIEW OF PARTNERS EXPENDITURE

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

ESPON 2013 PROGRAMME

Project number: # projectnumber#
 Project Acronym: # acronym#
 Contract number: # contractnumber#
 Lead Partner name: # partner1name#
 Progress Report number: # reportnumber#
 Reporting Period covered: # reportingperiodfromto#

No.	Lead/ Project Partner	Country code	Total budget	Accumulated	Remaining	Reporting period							
						1	2	3	4	5	6	7	8
1	# partner1name#	# partner1country#	# partner1budget#		# VALUE!								
2	# partner2name#	# partner2country#	# partner2budget#		# VALUE!								
3	# partner3name#	# partner3country#	# partner3budget#		# VALUE!								
4	# partner4name#	# partner4country#	# partner4budget#		# VALUE!								
5	# partner5name#	# partner5country#	# partner5budget#		# VALUE!								
6	# partner6name#	# partner6country#	# partner6budget#		# VALUE!								
7	# partner7name#	# partner7country#	# partner7budget#		# VALUE!								
8	# partner8name#	# partner8country#	# partner8budget#		# VALUE!								
9	# partner9name#	# partner9country#	# partner9budget#		# VALUE!								
10	# partner10name#	# partner10country#	# partner10budget#		# VALUE!								
11	# partner11name#	# partner11country#	# partner11budget#		# VALUE!								
12	# partner12name#	# partner12country#	# partner12budget#		# VALUE!								
13	# partner13name#	# partner13country#	# partner13budget#		# VALUE!								
14	# partner14name#	# partner14country#	# partner14budget#		# VALUE!								
15	# partner15name#	# partner15country#	# partner15budget#		# VALUE!								
16	# partner16name#	# partner16country#	# partner16budget#		# VALUE!								
17	# partner17name#	# partner17country#	# partner17budget#		# VALUE!								
18	# partner18name#	# partner18country#	# partner18budget#		# VALUE!								
19	# partner19name#	# partner19country#	# partner19budget#		# VALUE!								
20	# partner20name#	# partner20country#	# partner20budget#		# VALUE!								
Total			€ 0,00	€ 0,00	# VALUE!	€ 0,00							

INCOMPLETE

CHECKLIST FOR SUBMISSION TO THE ESPON CU

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

ESPON 2013 PROGRAMME

Project number:

projectnumber#

Project Acronym:

acronym#

Contract number:

contractnumber#

Lead Partner name:

partner1name#

Progress Report number:

reportnumber#

Reporting Period covered:

reportingperiodfromto#

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

Attached (Y/ N)

Activity report at Project level (separate Word-file)	
Sheet A - Cover Page (the Project Financial Claim sheet includes the signature of the LP and the LP's First Level Controller)	
Sheet B - Financial execution	
Sheet C - Total project summary of expenditure	
Sheet D - Overview of partners expenditure	
LP Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
First Level Control documents of the LP (Designation Checklist - if relevant, Control Certificate-LP, Control Checklist, Control Report)	
PP2 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP3 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP4 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP5 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP6 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP7 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP8 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP9 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP10 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP11 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP12 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP13 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP14 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP15 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP16 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP17 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP18 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP19 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
PP20 Partner Progress Report: Cover Sheet, D1, E, F, G,H, I, Submission Checklist	
First Level Control documents of all Project Partners (Designation Checklists - if relevant, Control Certificate-PP, Control Checklists, Control Reports)	
Checklist for submission to the ESPON CU	

INCOMPLETE

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

Name of Lead Partner representative:

Signature of the Lead Partner:

Date:

Official Stamp of the Lead Partner: