

CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013


Reporting the project implementation

Three reporting periods (milestones)

- January – April
- May – August
- September – December

Two step process

- Partner Payment Claim
- Progress Report and Payment Claim (LP)



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Partner Payment Claim

Each partner fills in and submit to the respective First Level Controller

Content of the Partner Payment Claim

- Budget summary
- Activity report
- Specification of budget lines
- Attachments



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Progress Report and Payment Claim (LP)

Joint Technical Secretariat sends prefilled Progress Report and Payment Claim before the end of each milestone to the Lead Partner

The Lead Partner compiles and submits to the JTS



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Progress Report and Payment Claim

Content of the Progress Report and Payment Claim

- Progress report
- Activity report
- Indicators and policy objectives
- Payment claim
- Financial data compilation
- Additional information
- Attachments and checklist
- Interim report
- Final report



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Activity report

Reporting of the activities implemented during the milestone

- Activities and outputs of the milestone per each work package
- Possible reporting of deviations from the approved project application
- Contribution to general objectives and aims of the project
- Cross-border added value
- Communication and publicity



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Indicators and policy objectives

Reporting of the achievement of the indicator targets and policy objectives set for the project

- Project and programme level indicators
- Policy objectives (equality, environment, competitiveness and economic development, information society)



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Additional information, attachments and checklist

Additional information



- Any additional information related to the reporting
- Changes in contact details

Mandatory (signed) documents to be attached

- Confirmation letter
- Declaration of Validation of Eligible Expenditure (DVEEs)
- General ledger
- Report of cumulative spending for the whole project duration
- Certification that VAT is not recoverable
- Minutes of Steering Group meeting
- Booklets, brochures etc. material, lists of participants and programmes of seminars and other events




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Submission of the Progress Report and Payment Claim

- January – April → before 30 August
- May – August → before 30 December
- September – December → before 30 April



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Submission of the Progress Report and Payment Claim

Electronic PR/PC and annexes by email
report@centralbaltic.eu

Signed confirmation letter to the PR/PC
Central Baltic INTERREG IV A Programme 2007-2013
Joint Technical Secretariat
P.O. Box 273
20101 Turku
Finland

