





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)



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

Progress Report and Payment Claim

Content of the Progress Report and Payment Claim (PR/PC)

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013


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)



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE




CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013


Additional information, attachments and checklist

Additional information

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

Mandatory documents to be attached

- Confirmation letter (signed and mailed to the JTS)
- Declaration of Validation of Eligible Expenditure (DVEEs) (originals)
- Control Reports (originals)
- General ledger
- Report of cumulative costs 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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE




CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

Furthermore

Together with the first Progress Report and Payment Claim

- Partnership agreement
- Communication plan (electronically)
- Copy of the controller certifications of the Finnish partners
- List of bodies holding documentation related to project audit trail with contact information



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE





CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

Submission of the Progress Report and Payment Claim

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE




CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

Submission of the Progress Report and Payment Claim

Electronic PR/PC and possible (scanned) annexes by email
report@centralbaltic.eu

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE

