



# CENTRAL BALTIC INTERREG IV A PROGRAMME 2007-2013

Project progress reports

Economically competitive and innovative region

Attractive and dynamic societies

Safe and healthy environment



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# Content

Reporting process

Partner Payment Claim

Progress Report and Payment Claim

Submission of the Progress Report and Payment Claim



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# 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 (PR/PC)

- 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 documents to be attached

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



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## 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



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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 possible (scanned) annexes by email  
[report@centralbaltic.eu](mailto: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



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# From reporting to payment of the ERDF - funding

