

Guidelines for contracting and reporting in Est-Lat eMS¹

Managing Authority decision

MA positive decision can be either:

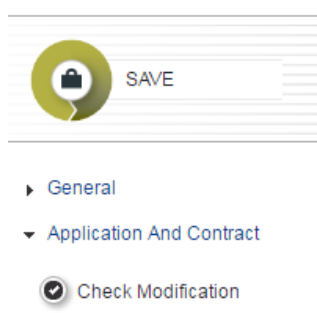
1. Your project is approved
2. Your project is approved with conditions

In the first case project is straight away moved to the Hand over phase. Project status turns to “MA decision: Approved”. In the second case, project needs to go through modification phase before reaching to Hand over phase.

If project is approved with conditions, regular modification procedure will follow: Project status is “Cr_in_process” and after opening it, modification request details screen is visible:

Request Date	17.02.2017 00:00:00
Message	
Decision Message	Please change 2 indicators!
Date Decision	17.02.2017 00:00:00
Approval Message	
Date Approval	
Decision State	Accepted (Modification request open for modifications)

By clicking on the magnifying glass, more details will be displayed. Change the application form as required, save and push Check Modification button under Application and Contract section in the left menu.



If successful, modification can be submitted. Project status turns to “Cr..done”. Now JS will check modification and if all requirements are met, project is approved and status turns into “MA decision: Approved”. Hand over to Lead partner follows.

Hand over to Lead partner

¹ All actions described below can only be done by Lead Applicant user.


If you open the project with status “MA decision: Approved”, pop-up appears with the notification: “Please hand over the project to the future lead partner”. From the left-side menu please click on Lead partner button:


Now you have to insert the eMS username of the future Lead partner. This means that the Lead partner user has to register him(her)self beforehand in eMS and notify the Lead applicant about his(her) username. If Lead applicant user is going to proceed also as Lead Partner user, he(she) should insert his(her) own username into the prospective lead partner field.










Hand Over Project

Prospective Lead Partner

Active Lead Partner

 Declare As Lead Partner

- ▼ General
-  Save As Pdf File

-  Generated Files
-  Project History
-  ATTACHMENTS
-  Lead Partner
-  Bookmark Project
-  Toggle Tree
-  Contacts
-  Help
-  Exit

Project is now in the status “Handover”. JS has now to confirm your selection.

If proposed Lead partner user is rejected, Lead applicant will receive a notification to the e-mail as well as inside eMS message about rejection. You have to start over with the process to appoint Lead partner.




If proposed Lead partner is approved, both Lead applicant and appointed Lead partner will receive e-mail message about the transfer of usage rights. From now on Lead partner user has all rights and responsibilities in regard to the project in eMS. Old Lead applicant user can see the project application as read-only. He(she) will not be able to see any further modifications to the application or reports.

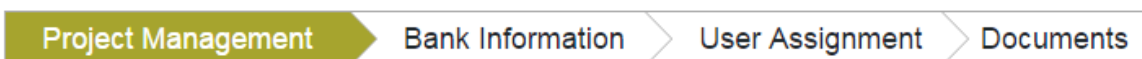
Project status is now “Startup”. Lead partner user can now access the section “Supplementary information” from “Application and contract” menu:

Supplementary information

In Supplementary information, following tabs are available:

- Project Management
- Bank information
- User assignment
- Documents

- ▶ General
- ▼ Application And Contract
-  Supplementary Information
-  Project Application
-  Request Modification



1. Project management

Please fill in information about Project manager, Financial manager and Communication manager of the Lead partner only.

2. Bank information

Please fill in Lead partner's bank information.

3. User assignment

This is the place where users for project partners can be assigned. Each project partner must have at least one user. Several users per partner is possible. Only users assigned to project partner can create and submit partner reports.

There can be also several users per Lead partner. Each of them can start and submit progress report, fill in supplementary information and request modification. The only thing the additional Lead partners are not able to do is to manage the additional Lead Partners assignment.

4. Documents

In the Documents section, provide details of the location of institution where project documentation of each partner is stored. Please provide details of partner contact person.

Supplementary information is available to edit at any time.

Reporting

After subsidy contract is signed and secretariat has taken needed steps in eMS, reporting is possible in eMS. Project status turns to "Contracted". Lead partner user gets inside eMS message about availability of reporting dashboard.

If project status is "Contracted", the default view for project is Report Dashboard:

- Project Living Tables
- Project
- Supplementary Information

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-
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Select Role

Lp

Progress Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To Js	View Report
Period 0	01.02.2016	- 31.12.2016				
Period 1	01.02.2017	- 31.05.2017				
Period 2	01.06.2017	- 30.09.2017				
Period 3	01.10.2017	- 31.01.2018				
Period 4	01.02.2018	- 31.05.2018				
Period 5	01.06.2018	- 30.09.2018				
Period 6	01.10.2018	- 31.01.2019				

01.02.2016 - 31.12.2016

Partner Reports

1 - Ltd Latvia - SIALAT

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of flic verification	Included In
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From the left-side menu lead partner can access:

- Project living tables – overview of the project current financial state from different dimensions.
- Project – latest version of application form.
- Supplementary information – lead partner can edit supplementary information at any time.
- Exit – exits to eMS front page or dashboard.
- Help – not populated right now
- Generated files – access generated files like application form pdf.
- Contacts – all project contacts are listed. Inside eMS messages can be sent from here.
- Logout – for secure exit you should always log out from the system.

-
-
-

-
-
-

Partner report

To start filling partner report please choose role as project partner or “Pp”

Select Role

Pp

From Partner Reports table choose Create New Report:

-
-

Partner report with the format 1.1 is created. First number refers to the period, second number after dot refers to the sequence. So Report 1.1 means it is report no 1 for period 1. Project partner can create only one report per period.

It is not possible to create new report until previous report is not submitted.

All users assigned to the partner are able to create and to delete a partner report. Lead partners can view reports of all project partners, once they have been created by the partner. In case the lead partner wants the right to also edit and submit partner reports, the lead partner user must be added to the partner as a user in the user assignment of the supplementary information.

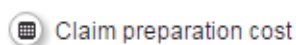
Partner report consists following sections:

- Partner report
- List of expenditures
- Contribution and forecast
- Attachments



Preparation costs

Preparation costs can be reported automatically. Lead partner user can access the button “Claim preparation cost” below Progress reports section, in Reporting dashboard.



By pressing this button, all costs under work package Preparation are automatically reported as lump sum and partner report for period 0 is generated, submitted and marked as certified by financial controllers. In addition to that, Progress report for period 0 is also generated automatically and costs from partner report 0 are included into this report. This progress report is also submitted automatically to JS. Lead partner do not need to do anything more with lump sum preparation costs.

NB! If project has some real costs to report in preparation period (has inserted in addition to 5000 € lump sum costs some real costs into application form budget), please do not push “Claim preparation cost” button. These projects have to report their preparation period costs as well as 5000 lump sum in their Period 1 report.

Partner report section

Period

Start date

Automatically filled based on the information in the project application form

End date

Automatically filled based on the information in the project application form


Summary of partner's work in this reporting period

Please describe your progress in this reporting period.

(max 4000 characters)

Programme output indicators delivered

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

To add/select outputs, please press  **Add Output** and new information boxes will appear:

Title


From a drop-down list please choose the relevant output



Explanation

Please provide an explanation in what way you contributed to the selected output

(max 255 characters)

Attachments

Please add  **Output Evidence**

Please add as many outputs as relevant by clicking , if something is added wrongly, then please press .


Output

Title


T1.1 Joint products and services developed in cooperation

Explanation

255 Characters Remaining

 Remove


Attachments

 **Output Evidence**

Filename	Filetype	Date	Uploaded By	Options
No records found				

Target groups reached

To add information on target groups reached within the current period, please press on

 **Add Targetgroup**

Target groups as they were specified in application form, will appear on-by-one, consisting:

Here will appear more detailed information on the chosen target group as described in the approved application form

Target group

Please choose from a drop-down list the relevant target group on which information regarding the current reporting period you want to provide

Target group target value

Automatically filled from the approved project application form

Description of the reached target groups

Please add here a description on how, by what means of communication and dissemination the target audience is reached

(max 2000 characters)

Target value reached

Please specify here the number/size of the target group reached within the current reporting period

<p>Target Group ?</p> <p>SMEs ▼</p> <p>Target Value Reached</p> <p>0.00</p> <p>⊖ Remove</p>	<p>Description of the reached target groups ?</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;">2000 Characters Remaining</p>
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Reporting per work package

Please provide the following information for every work package as defined in the project application form:

Current expenditure

NB! *Disregard, the figures are automatically calculated by the system and do not reflect correctly the current situation. The reported costs are always shown under WP Management.*

Expenditure so far

NB! *Disregard, the figures are automatically calculated by the system and do not reflect correctly the current situation. The reported costs are always shown under WP Management.*

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

Please describe your contribution to the activities carried out in this reporting period: their location, content, number and specification of participants, duration etc. Please specify and quantify events, products, deliverables etc. of this reporting period.

(max 2 000 characters)

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found

1000 characters

NB! Regarding WP Preparation, only partners who had real cost in preparation period (*as referred in programme manual chapter 5 point 4*) have to fill in the fields. Projects which only receive lump sum of 5000 EUR do not have to fill in WP Preparation.

Reporting per Work Package

P Preparation (02.2016 - 12.2016)

<p>Please describe your contribution to the activities carried out in this reporting period</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small;">2000 Characters Remaining</p>	<p style="text-align: right;">Current Expenditure € 0.00</p> <p style="text-align: right;">Expenditure So Far € 0.00</p> <p>If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small;">1000 Characters Remaining</p>
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M Management (02.2017 - 01.2019)

List of expenditures section

Options	Report Number ⇅	Item Id ⇅	Budget Line ⇅	Int Ref No ⇅	Inv No ⇅	Inv Date ⇅
⊖ Delete	EF 1.1	1.1	Staff costs			
⊖ Delete	EF 1.1	2.1	Office and administration		FR	N/A FR

⊞ Export ⊞ Save Columns Columns ▾

In this section, please insert all the costs related to the current reporting period. After all the costs are inserted, the summary table on the front page of this section will be automatically filled.

To insert reporting period costs please choose one:

+ Add Real Cost
 + Add Lump Sum

Add real cost means that you will add information on the costs, which were paid out and you have all the relevant payment confirmation documents.

Add lump sum shall be used only by lead partners of those projects which had real costs in preparation period (*as referred in programme manual chapter 5 point 4*) to claim 5000 EUR as a lump sum granted by the programme.



Every payment will be inserted as a separate row in the eMS, except for staff costs. The supporting documents will be uploaded as one zip-file and annexed to the first expenditure row. This zip-file includes all the supporting documents (invoices, payment orders, agendas, etc.) of the budget line, i.e. there is no need to upload files separately for each expenditure row.

For example, “business trip to Riga, 28.09.16” must be inserted on one row if it is connected to one single payment. The payment includes for example daily allowance, gasoline and parking. In case the daily allowance was made as an advance payment, two rows are needed (e.g. ‘business trip to Riga 28.09.16, daily allowance’ and ‘business trip to Riga 28.09.16, gasoline and parking’).

Staff costs will be inserted as a total sum (one row in the eMS). In addition, the excel file, drafted by the JS, will be used for reporting staff costs. The excel file is available at <https://estlat.eu/en/for-projects/guiding-documents>

Add real cost

After choosing Add real cost, pop-up window appears with following fields:

Budget line*	Please choose the relevant budget line for declaring the costs
Internal reference number	
Invoice number	
Invoice date	
Date of payment	
Currency	
Conversion rate	
Total value of item in original currency*	
VAT	
Declared amount in original currency*	
Expenditures outside the Programme area ²	Please make a tick if these costs are related to covering the activities outside the eligible Programme area
Payment recipient	(max 2000 characters)
Description	Please provide information about the costs. Please identify corresponding sub-budget line from the application form. (max 2000 characters)
Partner comment	Filling this field is optional (max 2000 characters)
Upload	Please press  Upload to add attachment(s)
Add	Please press  Add to add the costs to the report

Input fields with * marking are obligatory.

² Cases, which will be counted as activities outside the programme area:

- 1.1. Investments or infrastructure set up outside the programme area.
- 1.2. Staff, office and administration costs of project partners located outside the programme area.

Cases, which will not be counted as activities outside the programme area.

- 1.1. Travel and accommodation costs of all project partners, including travelling outside the programme area (according to Article 20(3) of Regulation (EU) No 1299/2013 and paragraphs 5 to 8 of Article 5 of Commission Delegated Regulation (EU) 481/2014).
- 1.2. Costs falling under budget line “External Expertise and services” related to events outside the programme area (according to Article 20(3) of Regulation (EU) No 1299/2013).
- 1.3. Expenditure of technical assistance (Article 20(3) of Regulation (EU) No 1299/2013).



PP	Budget Line*	<input type="text" value="---"/>	Payment recipient
	Internal reference number	<input type="text"/>	Description
	Invoice number	<input type="text"/>	Partner Comment
	Invoice date	<input type="text"/>	
	Date of payment	<input type="text"/>	
	Currency	EUR - EURO	
	Conversion rate	<input type="text" value="(1)"/>	
	Total value of item in original currency*	<input type="text"/>	
	VAT	<input type="text"/>	
	Declared amount in original currency*	<input type="text"/>	
	Declared amount in Eur	<input type="text"/>	
	Expenditures outside (the Union part of) the programme area?	<input type="checkbox"/>	

Add lump sum

Please press “Add lump sum” and pop-up window with following fields appears:

Budget line	Please choose the relevant budget line for adding the lump sum
Internal reference number	
Declared Lump sum in EUR	
Expenditures outside the Programme area	Please make a tick if these costs are related to covering the activities outside the eligible Programme area
Payment recipient	(max 2000 characters)
Description	(max 2000 characters)
Partner comment	(max 2000 characters)
Upload	Please press Upload to add attachment(s)
Add	Please press Add to add the costs to the report

PP	Budget Line*	<input type="text" value="---"/>	Payment recipient
	Internal reference number	<input type="text"/>	Description
	Declared Lump Sum In E U R	<input type="text"/>	Partner Comment
	Expenditures outside (the Union part of) the programme area?	<input type="checkbox"/>	

Contribution and forecast section

Report forecast

In report forecast partner can insert forecast spending for the next partner report and elaborate it.

Report Forecast

Estimated expenditure

Description

2000 Characters Remaining

Follow-up of partner contribution

All the relevant information in this section will be filled automatically, except the amount in

Current Report

column “Current report” . Please insert here the same amount, which is calculated based on the all inserted costs to be declared in a section “List of Expenditures” and the partner co-financing rate based on the information in the approved project application form. The amount calculated is visible under the title of this part of the report –

Target Partner Contribution Value

€ 0.00

Attachments section

Please upload in this section all the necessary attachments relevant to your partner report, which are not uploaded already together with the description of the costs in section “List of Expenditures”.

Upload

+ Upload


Attachments

<input type="checkbox"/>	Filename ⇅	Filetype ⇅	Date ⇅	User ⇅	Description	Actions
No records found						

Submission of the report

If all required and relevant information in the report is provided and all relevant attachments included, the partner report can be submitted.

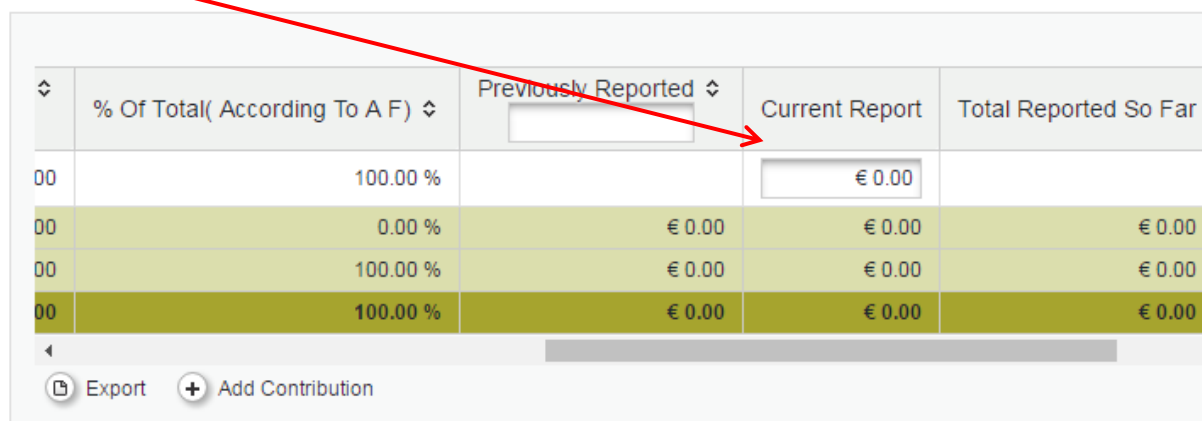
Before submitting a report, the report needs to be checked to make sure that it fulfils certain criteria.

This is done by pressing  **Check Saved Report** button. Then the eMS will automatically check whether Partner contribution matches the target value.

Follow-up Of Partner Contribution

Target Partner Contribution Value

€ 258.75



◇	% Of Total(According To A F) ◇	Previously Reported ◇	Current Report	Total Reported So Far
00	100.00 %		€ 0.00	
00	0.00 %	€ 0.00	€ 0.00	€ 0.00
00	100.00 %	€ 0.00	€ 0.00	€ 0.00
00	100.00 %	€ 0.00	€ 0.00	€ 0.00

Export + Add Contribution

Submission of partner report is possible only when report passes automatic check.

If check is successful, button  **Check Saved Report** will change to button  **Submit Report** .

Financial controller (FC) work

Each project partner gets separate financial controller (or first level controller) assigned to it. Financial control is done centrally, i.e. for Estonian partners by Estonian Ministry of Finance and for Latvian partners by Latvian Ministry of Environmental Protection and Regional Development.

Financial controller might have questions regarding expenditures. In eMS there is two options for clarifications to be done in partner report:

1. FC can open attachment sections in partner report in (1) the list of expenditure section:



Edit Expenditure
Partner Report 1 SIALAT Period 1 List of Expenditures

PP	Budget Line*	Staff costs
	Internal reference number	
	Invoice number	
	Invoice date	
	Date of payment	
	Currency	EUR - EURO
	Conversion rate	(1)
	Total value of item in original currency*	10 000.00
	VAT	0.00
	Declared amount in original currency*	10 000.00
	Declared amount in Eur	10 000.00
	Expenditures outside (the Union part of) the programme area?	<input type="checkbox"/>

[+ Upload](#)

and/or (2) whole report attachments:

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

Upload

[+ Upload](#)


- Secondly, FC can revert partner report to the partner. In this case all partner report fields are editable except those expenditure lines that are verified already by FC. Those expenditure lines are marked with different colour and partner cannot change them.

List Of Expenditures




Options	Budget Line ↕	Int Ref No ↕	Inv No ↕	Inv Date ↕
Delete	Staff costs			
Delete	Office and administration		FR	N/A/FR
Delete	External expertise and services		LS1	N/A/LS

If expenditure lines are to be changed, please do not forget to update partner contribution value accordingly, otherwise partner report check is not successful. After successful check, report can be submitted. Initial partner report submission date is kept, i.e. it does not matter how many times report is changed, always initial submission date is saved.


FC finalises its work by issuing a First level control (FLC) Certificate to the report. From the Report Dashboard the certificate is visible:

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 01.02.2016 - 01.12.2016									
Period 1 01.02.2017 - 31.05.2017									
Report 1.1	01.02.2017	31.05.2017	Report FLC Certified	27.02.2017	10.03.2017	Not Included	€ 11 500.00		
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		

By clicking on the magnifying glass the FLC certificate is visible and printable.

-  Exit To Reports Overview
-  Print Flc Certificate
-  Logout

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FLC Certificate

General information

ETC programme	Interreg V-A – Estonia-Latvia
Project Title	Reporting showcase
Project Acronym	REPSHOW
Project Number	Est-Lat46
Name of Lead Partner	SIA Latvia