



# FACT SHEET N° 21 – REPORTING

## → Background Information

According to art.3 of the Subsidy Contract (SC), LP may request the reimbursement of the ERDF amounts only by providing a payment claim and its supporting documents.

The PR and payment claim shall be submitted every 6 months, the timetable for the submission is also fixed in SC art 3 § 3.

Finally, as laid down in SC art.1 § 14, a start up report shall be submitted within 3 months from the notification of the SC.

## → Guidance

### I. START UP REPORT

The start up report is submitted to the JTS **within 3 months** from the notification of the signature of the Subsidy Contract and it indicates:

- the contact details of the LP's coordinator and financial manager;
- project partners' contact details;
- the LP's bank details;
- the setting up of the project Steering Group;
- the confirmation of the beginning of the activities;
- the template *in word format* of the start up report will be provided by the JTS and it has to be sent back, **duly filled in and signed** both:

☞ **by e-mail:** [stc-med@regionpaca.fr](mailto:stc-med@regionpaca.fr)

☞ **by ordinary mail:** STC MED / JTS MED  
Hotel de Region - 27, place Jules Guesde  
13481 Marseille cedex 20 (France)

Please note that the start up report does not concern any expenditure and thus is not subject to any reimbursement.



## II. PAYMENT CLAIMS

The payment claim consists of the document requesting the ERDF reimbursement of certified expenditures. It is submitted by the LP to the JTS **within 2 months** from the end of the relevant implementation period:

### 1<sup>st</sup> call:

<u>IMPLEMENTATION PERIOD</u>	<u>DEADLINE FOR THE SUBMISSION OF THE PAYMENT CLAIM</u>
1 <sup>st</sup> April – 30 <sup>th</sup> September	30 <sup>th</sup> November
1 <sup>st</sup> October – 30 <sup>th</sup> March	30 <sup>th</sup> May

### 2<sup>nd</sup> call:

<u>IMPLEMENTATION PERIOD</u>	<u>DEADLINE FOR THE SUBMISSION OF THE PAYMENT CLAIM</u>
1 <sup>st</sup> March – 30 <sup>th</sup> August	30 <sup>th</sup> October
1 <sup>st</sup> September – 28 <sup>th</sup> February	30 <sup>th</sup> April

Should the **1<sup>st</sup> implementation period** start **after 1<sup>st</sup> April or 1<sup>st</sup> October for the 1<sup>st</sup> call** or **after 1<sup>st</sup> March or 1<sup>st</sup> September for the 2<sup>nd</sup> call**, the reporting period to be considered shall end, in any case, on 30<sup>th</sup> September or 30<sup>th</sup> March for the 1<sup>st</sup> call and on 30<sup>th</sup> August or 28<sup>th</sup> February for the 2<sup>nd</sup> call, thus being shorter than six months.

Starting from the **2<sup>nd</sup> implementation period**, the six months intervals to be considered will be ones mentioned:

- ☞ **1<sup>st</sup> CALL:** 01<sup>st</sup> April – 30<sup>th</sup> September and 01<sup>st</sup> October – 31<sup>st</sup> March
- ☞ **2<sup>nd</sup> CALL:** 1<sup>st</sup> March – 30<sup>th</sup> August and 1<sup>st</sup> September – 28<sup>th</sup> February



**The payment claim, produced through PRESAGE –CTE system, includes:**

- **PAYMENT CLAIM** document *signed and stamped in original*;
- **Copy of the CERTIFICATIONS OF EXPENDITURES** and related **CHECK LIST** of validated expenditures provided by the first level controllers.  
When the national rules foresee so, the **copy of the VALIDATION OF THE MEMBER STATE** shall be submitted as well.
- **PROGRESS REPORT (PR)**, *signed and stamped in original*, with relevant information concerning the **activities** corresponding to the **amount of declared and validated expenditure** with reference to the relevant implementing period.  
The PR is composed of:
  - a. Technical part: related to activities implemented in the considered semester, involvement of the partners, problems encountered, solutions envisaged, results and delays. The technical part shall be **coherent** with the activities, objectives, results and the time schedule described in the application form. If not, related motivations for eventual deviation and envisaged activities to catch up with the delays shall be provided.
  - b. Financial part: related to the expenditure occurred during the concerned semester, per budget lines, components and project partner. The financial part also includes the accumulated amounts of the expenditure declared with previous PR and the remaining budget.
- **ANNEXES**: documents related to the activities described in the technical part of the PR as, for example, information and publicity material, agenda of meetings/conferences and related minutes, copy of *studies* or any other publication, etc...  
Lead partners are requested to send the annexes in electronic version whenever possible.



### III. MODALITIES OF SUBMISSION

The LP shall send the payment claim to the JTS **within 2 months** from the end of the relevant reporting period:

- **by e-mail:** to the project officer in charge of the project
- **by ordinary mail,** indicating on the envelop, the **acronym** of the project and the **name of the project officer** in charge of the project, to the following address:

STC MED / JTS MED  
 Hotel de Region - 27, place Jules Guesde  
 13481 Marseille cedex 20 (France)

### IV. FINAL REPORT

It shall be submitted together with the last payment claim. It will provide overall information on actual performance, results and impacts of the project as well as the overall financial information (specific factsheet soon available).

### + **TIPS**



Lead Partners are requested to submit the PR to the JTS in due time **even if** no expenditures has been certified for the concerned period.



LP shall fix and check with its partners a timetable for the certification of the expenditures in order to make the 2 months deadline for the submission of the payment claim fit to the 3 months period, stated by EU regulations, the first level control disposes to certify the expenditures



LP is responsible for the submission of a correct and complete payment claim: missing information/documents and incomplete payment claims **may postpone the recommendation for payment to the Certifying Authority and thus the consequent ERDF reimbursement.**

**For detailed information on the PR submission and check procedure and related timing, please see the “Guidance PR” soon available for download in the website**