



# **Seminar for First Level Controllers MED Programme**

## **Expenditure reporting procedure in PRESAGE-CTE**

**Thessaloniki, 24<sup>th</sup> September 2010**



# Table of contents

1. To login to PRESAGE CTE
2. To enter expenditure data
3. New expenditure
4. Expenditure in validation process by the Lead partner
5. Expenditures in certification process by the Controller
6. Expenditures certified but not included in a validated certificate
7. Certificate of expenditure
8. Validation by the responsible National Authority (if necessary)
9. To create a payment claim (Lead partner)
10. To create a progress report
11. Documents to be submitted to the JTS



# To login to PRESAGE CTE

Adresse  <https://med.presage-cte.org/>

Go to <https://med.presage-cte.org/>

**PresageCTE**  
Outil de Gestion de Programmes

Connexion Créer un compte

Nom d'utilisateur

Mot de passe

Continuer →

You can login here by entering your user name and password. Then click on « **Continuer** »

styleshout



FEDER dans le cadre du programme national informatique



**Each partner enters  
expenditures on PRESAGE  
CTE**







# To enter expenditure data [1]



## Access application form data

Show the PDF version of the application form 

Show HTML version in readonly mode 

When your project is placed under « approved » status, a new screen opens up in Presage

## Access expenditure data

[Show expenditures list](#)

[Show certificates list](#)

[Show payment claims list](#)

[Show progress reports list](#)

[Show certificats managing authority list](#)

[Show received payments](#)

[Show controls list](#)

All the information should be completed in this part

## Financial monitoring

[Expenditures breakdown per action of the working plan](#)

[Expenditures breakdown per budget lines](#)


This section contains financial tables which allow a global financial monitoring at project level




# To enter expenditure data [2]



## Access application form data

Show the PDF version of the application form 

Show HTML version in readonly mode 

## Access expenditure data

Show expenditures list

Show certificates list

Show payment claims list

Show progress reports list

Show certificats managing authority list

Show received payments

Show controls list

## Financial monitoring

Expenditures breakdown per action of the working plan

Expenditures breakdown per budget lines

To start entering the expenditure data, click on « **Show expenditure list** »




# To enter expenditure data [3]




 Add an expenditure

Click on « **Add an expenditure** » to start entering an expenditure. And repeat the same procedure for each expense


## New expenditures

	Partner ▾	Expenditure count ▾	Total
	Slovenia TROIS	1	
	Total	1	550.00 €

## Expenditures in validation process

	Partner ▾	Expenditure count ▾	Total amount ▾
	Slovenia TROIS	1	1,600.00 €
	Total	1	1,600.00 €

## Expenditures in certification process

	Partner ▾	Expenditure count ▾	Total amount ▾
	Slovenia TROIS	2	4,000.00 €
	Total	2	4,000.00 €

## Expenditures certified but not included in a validated certificate

No expenditure available



# To enter expenditure data [4]



## ☑ Add an expenditure for Slovenia TROIS

### Invoice document

#### Issued by

Who produced the invoice document

#### Invoice reference

invoice number, ...

#### Invoice date

Invoice date must be before current date, before expenditure eligibility end date, and before the

#### Invoice document type

Invoice or certificate

### Expenditure's data

#### Working plan action to which the expenditure is related

Choose the corresponding action in the list

#### Expenditure subcategory

Choose corresponding budget line

#### Payment mode

How the expenditure was paid

#### Payment date

Payment date must be before current date, between project start date and expenditure eligibility end date, and after the invoice date

#### Invoice original amount

The amount that can be found on the supporting invoice document (e.g. if the invoice is a salary sheet and the person is not working full time on the projet)

#### Expenditure amount

The amount to input to the project IN EURO. Beware that VAT should be included depending on the partner situation concerning its refund !

In the invoice reference, it is recommended to add a key word which may help us to quickly identify the nature of the expenditure

Each expense must be linked to a Working Plan action and to a budget line

Preparation component

Réunion

Bank transfert

€ [Official exchange rates for euro](#)



# To enter expenditure data [5]



## ☑ Add an expenditure for Slovenia TROIS

### Invoice document

**Issued by**

Who produced the invoice document

**Invoice reference**

invoice number, ...

**Invoice date**

Invoice date must be before current date, between project start date and expenditure eligibility end date, and before the payment date

**Invoice document type**

Invoice or certificate

### Expenditure's data

**Working plan action to which the expenditure is related**

Choose the corresponding action in the list

**Expenditure subcategory**

Choose corresponding budget line

**Payment mode**

How the expenditure was paid

**Payment date**

Payment date must be before current date, between project start date and expenditure eligibility end date, and after the invoice date

**Invoice original amount**

The amount that can be found on the supporting invoice document (e.g. if the invoice is a salary sheet and the person is not working full time on the projet)

**Expenditure amount**

The amount to input to the project IN EURO. Beware that VAT should be included depending on the partner situation concerning its refund !

Form fields for entering expenditure data:

- Issued by: [Yellow input field]
- Invoice reference: [Yellow input field]
- Invoice date: [Yellow input field]
- Invoice document type: Invoice (dropdown)
- Working plan action to which the expenditure is related: Preparation compo (dropdown)
- Expenditure subcategory: Réunion (dropdown)
- Payment mode: Bank transfert (dropdown)
- Payment date: [Yellow input field]
- Invoice original amount: [Yellow input field]
- Expenditure amount: [Yellow input field]

€ [Official exchange rates for euro](#)

About dates: Alert messages will appear for example if you declare a payment date before the invoice date. Correct your dates following the instructions given in the message



# To enter expenditure data [6]



## ☑ Add an expenditure for Slovenia TROIS

### Invoice document

**Issued by**

Who produced the invoice document

**Invoice reference**

invoice number, ...

**Invoice date**

Invoice date must be before current date, between project start date and expenditure eligibility end date, and before the payment date

**Invoice document type**

Invoice or certificate

### Expenditure's data

**Working plan action to which the expenditure is related**

Choose the corresponding action in the list

**Expenditure subcategory**

Choose corresponding budget line

**Payment mode**

How the expenditure was paid

**Payment date**

Payment date must be before current date, between project start date and expenditure eligibility end date, and after the invoice date

**Invoice original amount**

The amount that can be found on the supporting invoice document (e.g. if the invoice is a salary sheet and the person is not working full time on the projet)

**Expenditure amount**

The amount to input to the project IN EURO. Beware that VAT should be included depending on the partner situation concerning its refund !

€ [Official exchange rates for euro](#)

Total amount of the invoice

Amount of the invoice to be charged to project



# To enter expenditure data [7]



## ▢ Add an expenditure for Slovenia TROIS

### Invoice document

**Issued by**

Who produced the invoice document

**Invoice reference**

invoice number, ...

**Invoice date**

Invoice date must be before current date, between project start date and expenditure eligibility end date, and before the payment date

**Invoice document type**

Invoice or certificate

### Expenditure's data

**Working plan action to which the expenditure is related**

Choose the corresponding action in the list

**Expenditure subcategory**

Choose corresponding budget line

**Payment mode**

How the expenditure was paid

**Payment date**

Payment date must be before current date, between project start date and expenditure eligibility end date, and after the invoice date

**Invoice original amount**

The amount that can be found on the supporting invoice document (e.g. if the invoice is a salary sheet and the person is not working full time on the projet)

**Expenditure amount**

The amount to input to the project IN EURO. Beware that VAT should be included depending on the partner situation concerning its refund !

 € [Official exchange rates for euro](#)**Comment**

Any comment that would help understand the expenditure link to the project

Save

Click on  
"Save"



# New expenditures [8]



## New Expenditures

Click here to modify an expenditure

Here the magnifying glass allows you to see the elements related to the expense

	Invoice reference	Issued by	Invoice date		Invoice amount		
	80208	P.Tinto	2009-09-11		550.00 €		
	60575	Los Plómez	2009-09-17	2009-09-17	500.00 €		
<b>Total</b>					<b>1,050.00 €</b>		

Delete selected expenditures

Validate selected expenditures

Tick all the boxes on the right hand side of the screen and then click « **Validate selected expenditure** ».



**Lead Partner validates the other partners' entries**





# Expenditure in validation process by the Lead partner



## Expenditures in validation process

Invoice reference ▾	Issued by ▾	Invoice date ▾	Invoice amount ▾		
80208	P.Tinto	2009-09-11			
123456	la truffe noire	2008-05-01	1,600.00 €		
60575	Los Plómez	2009-09-17	200		
<b>Total</b>					

Here the magnifying glass allows you to see the elements related to the declared expense

The Lead partner verifies the expenses of its partners, then it validates them or refuse them

Validate selected expenditures

Refuse selected expenditures



# Expenditure in validation process by the Lead partner



## Expenditures in validation process

It is not an eligibility check, but a verification of the conformity of the expenditure against the activities foreseen in the application form

			Payment date ▾	Expenditure amount ▾		
			2009-09-11	550.00 €	🔍	📄
123456	la truffe noire				🔍	📄
60575	Los Plómez				🔍	📄
Total						

If the partner has allocated the expenditure to the wrong budget line, for example, the Lead partner should refuse it and make the partner correct it.

Validate selected expenditures

Refuse selected expenditures



**Each partner's First Level Controller validates the expenditure**







# Expenditures in certification process by the Controller [1]



## Access application form data

Show the PDF version of the application form 

Show HTML version in readonly mode 

## Access expenditure data

Show expenditures list

Show certificates list

Show progress reports list

Show st

When you log in as a First Level Controller, the following screen opens up

Click here to access to the Application Form as approved by the Selection Committee. You can also generate a pdf file and print it out

You can access here to consult the partner's progress report. It can help you to perform the checks

Click on « **Show expenditure list** » to start the checks on the declared expenditure



# Expenditures in certification process by the Controller [2]



## Expenditures in certification process

Invoice reference	Issued by	Invoice date	Payment date	Validation by partner	Validation by lead partner	Expenditure amount		Amount certified	Auditor's comment
Pepito	Pepito	2009-08-24	2009-08-31	2009-09-09	2009-09-11	2,000.00 €	<input checked="" type="checkbox"/>		
333	Los Plá					2,000.00 €	<input type="checkbox"/>		
						4,000.00 €			

Here the magnifying glass allows you to see the elements related to the declared expense

When you tick the box, the amount declared by the partner is automatically reported. You can correct the amount, only lowering it. If a partner made a mistake and declared an amount too small you can ask the Lead partner to cancel his validation and to send back the expense to the partner



# Expenditures in certification process by the Controller [3]



## Expenditures in certification process

Invoice reference	Issued by	Invoice date	Payment date	Validation by partner	Validation by lead partner	Expenditure amount			Amount certified	Auditor's comment
Pepito	Pepito	2009-08-24	2009-08-31	2009-09-09	2009-09-11	2,000.00 €		<input type="checkbox"/>		
333	Los Plómez	2009-08-28	2009-08-28	2009-09-11	2009-09-11	2,000.00 €				
<b>Total</b>						<b>4,000.00 €</b>				

Feel free to comment your decisions

Once you have finished checking the expenditure, click on « **Certify selected expenditure** »

Certify selected expenditures



# Expenditures certified but not included in a validated certificate



## Expenditures certified but not included in a validated certificate

Invoice reference ▾	Issued by ▾	Invoice date ▾	Payment date ▾	Validation by partner ▾	Validation by lead partner ▾	Expenditure amount ▾	Certification date ▾	Amount certified ▾		
Pepito	Pepito	2009-08-24	2009-08-31	2009-09-09	2009-09-11	2,000.00 €	2009-09-17	2,000.00 €		<input type="checkbox"/>
333	Los Plómez	2009-08-28	2009-08-28	2009-09-11	2009-09-11	2,000.00 €	2009-09-17	2,000.00 €		<input type="checkbox"/>
<b>Total</b>						<b>4,000.00 €</b>		<b>4,000.00 €</b>		

Cancel certification of selected expenditures

Produce a certificate of expenditures

Tick the boxes and then produce a certificate of expenditure



# Certificate of expenditure [1]

## Interim certificate of 0.00 € not validated

Switch certificate type to "final" (only 1 final certificate per partner)

**+** Add expenditure to this certificate

Click here to include the checked expenses into the certificate

You can view a PDF version of your document here :

- 1. Certificate synthesis
- 2. First level controller commitment
- 3. Annex 1 : control checklist
  - 3.1 Accounting system
  - 3.2 Double Funding
  - 3.3 Compliance with the project budget
  - 3.4 Eligibility of costs - staff costs
- 4. Annex 2 : List of expenditure included in the certificate
- 5. Annex 3 : expenditure breakdown per category

Enter each chapter to answer the compulsory checks

Validate document  
definitively



# Certificate of expenditure [2]

**Interim certificate of 0.00 €**

Switch certificate type to "final" (only 1 final cert)

 [Add expenditure to this certificate](#)

You can view a PDF version of your document here :



- 1. [Certificate synthesis](#)
- 2. [First level controller commitment](#)
- 3. [Annex 1 : control checklist](#)
  - 3.1 [Accounting system](#)
  - 3.2 [Double Funding](#)
  - 3.3 [Compliance with the p](#)
  - 3.4 [Eligibility of costs - sta](#)
- 4. [Annex 2 : List of expenditure](#)
- 5. [Annex 3 : expenditure by](#)

[Validate document definitively](#)

This icon will allow you to generate a pdf version of the certificate and to print it out once you have finished the checks

You needn't validate the definite document if you want to leave the website without having finished your checks. You can stop and get back to the document anytime, you only need to save the information completed in each chapter. Click here to validate once you have entirely completed the certificate



# Certificate of expenditure [3]

## Project certificates list

Period	Partner	Validation date	Amount	Final		
Period from 2009-05-04 to 2009-06-30 for expenditures paid until 2009-05-31	Slovenia TROIS		0.00 €			

As mentioned above, you can leave and get back to the website anytime. Here is the screen displayed while you are completing a certificate

Click here to enter an ongoing certificate

Click here to delete a certificate that has been created by mistake



# Certificate of expenditure [4]



## Accounting system

Question	YES	NO	N/A
Are specific accounts kept for the project or have other methods like specific cost centres in the allocated to the project?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Can a computerised list of project expenditure be obtained from the accounting system?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has each reported expenditure been supported by an invoice or an accounting document of equivalent probative value?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are the documents complete and accurate in content as well as in accounting terms?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has each reported expenditure been supported by a payment proof (usually bank statement/ba	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Can the amount of the reported expenditure be entirely reconciled with the supporting docume	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are payments made at the correct amount?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Control checklist containing all the checks that must be performed

Feel free to comment your choices. In the "double funding" section the comment is compulsory. Please explain your answers in case you tick "No" or "N/A" when the generally accepted answer should have been "Yes".

Results, comments and ineligible amount (if any)





# Certificate of expenditure [5]



## Accounting system

Question	YES	NO	N/A
Are specific accounts kept for the project that allow to identify the costs allocated to the project?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Can a computerised list of ...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has each reported expendi...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are the documents complet...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has each reported expendi...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Can the amount of the repo...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are payments made at the	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

It is very important to correctly fill in the checklist, for us to be able to proceed quickly with the payment claim. Pay special attention to your answers regarding the VAT (which has to be coherent with the application form) and with your answers concerning the respect of Community policies.

## Results, comments and ineligible amount (if any)





# Certificate of expenditure [6]



## First level controller commitment



Je, soussigné, Ms CHRISTINE CHASTANG représentant le contrôleur de premier niveau désigné par(\*) , basé sur la vérification stipulée dans l'Article

1. Pour l'attestation en annexe, formant une partie intégrante de ce certificat, le montant total de dépenses déclarées par le bénéficiaires s'élève à  €

2. Les règles listées dans le Contrat de subvention ont été respectées, y compris, sans caractère limitatif, les règles d'éligibilité des dépenses (Article 56 du Règlement (CE) I

3. Les dépenses incluses dans l'attestation ci-joint font référence aux frais payés pendant la période d'éligibilité du projet, telle que définie par le Contrat de subvention, et no

4. Les recettes et paiements sont correctement enregistrés dans le système de comptabilité de l'opération, un taux d'échange correcte pour les dépenses payées dans une a

5. Les services, les fournitures et les travaux ont été commandés sur la base de procédures transparentes de sélection et en respectant les exigences européennes, national

6. Le rapport reflète l'avancement du projet d'une façon complète et juste Il existe des preuves du fait que les activités indiquées dans le rapport ont eu lieu, et que la délivr

7. Le partenaire a respecté les dispositions et les politiques communautaires, les chances, de la protection de l'environnemen

8. Les contrôles effectués ont été documentés dans une et un niveau minimum d'exi

9. Après cette validation, le montant total cum

Je certifie que ma structure et moi-même

Date: 17-09-2009

Nom du contrôleur: Ms CHRISTINE

Signature du contrôleur:

Cachet officiel:

Here is the screen that corresponds to the First Level Controller certificate itself. Please make sure that you correctly fill in all the empty boxes. If your control is duly completed, get back to the homepage to validate, print out, sign and stamp the certificate.



# Certificate of expenditure [7]



Home Project Log out

■ Certificate has been validated

## Project certificates list

Period	Partner	Validation date	Amount	Final	
Period from 2009-05-04 to 2009-06-30 for expenditures paid until 2009-05-31	Slovenia TROIS	2009-09-17	0.00 €	<input checked="" type="checkbox"/>	



**In some Member States, the controller's certificate has to be validated by the responsible National Authority**






# Validation by the responsible National Authority (if necessary) [1]



Home **Project** Log out

## Access application form data

Show the PDF version of the application form 

Show HTML version in readonly mode 

## Access expenditure data

[Show expenditures list](#)

[Show certificates list](#)

[Show payment claims list](#)

[Show progress reports list](#)

[Show certificates managing authority list](#)

[Show received payments](#)

[Show controls list](#)

In some Member States, the National Authority responsible for First Level Control must validate the controller's certificate in order to finalise the procedure



# Validation by the responsible National Authority (if necessary) [2]



## Add a control

[Back to control lists](#)

**Date of control**

**Controller name**

**Types of control**

**Amount of defects detected**



**Comment**

Save







# To create a payment claim (Lead partner) [1]



## Access application form data

Show the PDF version of the application form 

Show HTML version in readonly mode 

## Access expenditure data

[Show expenditures list](#)

[Show certificates list](#)

[Show payment claims list](#)

[Show progress reports list](#)

[Show certificats managing authority list](#)

[Show received payments](#)

[Show controls list](#)

In the homepage, click on « **Show payment claims list** »



# To create a payment claim (Lead partner) [2]



## Interim payment claim of 0.00 € not validated

[Switch payment claim type to "final"](#)

[+ Add certificates to this payment claim](#)

You can view a PDF version of your document here :

- 1. [Lead partner payment claim](#)
- 2. [List of certificates included in the payment claim](#)
- 3. Expenditure breakdown per phase
  - 3.1 [Expenditure breakdown for current claim](#)
  - 3.2 [Expenditure breakdown including previous claims](#)
- 4. Expenditure breakdown per partner and year
  - 4.1 [Expenditure breakdown for current claim](#)
  - 4.2 [Expenditure breakdown including previous claim](#)
- 5. [Expenditure breakdown per budget lines](#)

Validate document definitively

Switch to final only if it is the project's last payment claim. For now, they should all be "interim" payment claims

Click here to include the certificates of your partners and also yours in the payment claim



# To create a payment claim (Lead partner) [3]



## Certificates ready to be included in this payment claim

Certificate partner ▾	Validation date ▾	Certificate user ▾	Certificate amount ▾	
Slovenia TROIS	2009-09-17	CHASTANG CHRISTINE	0.00 €	<input type="checkbox"/>

Add checked certificates

When you click "**Add certificates to this payment claim**", this screen appears. Tick all the boxes on the right hand side and then click « **Add checked certificates** » to include them in the payment claim



# To create a payment claim (Lead partner) [4]



## Interim payment claim of 0.00 € not validated

[Switch payment claim type to "final"](#)

 [Add certificates to this payment claim](#)

You can view a PDF version of your document here

- 1. [Lead partner payment claim](#)
- 2. [List of certificates included in the payment claim](#)
- 3. Expenditure breakdown per phase
  - 3.1 [Expenditure breakdown for current claim](#)
  - 3.2 [Expenditure breakdown including previous claims](#)
- 4. Expenditure breakdown per partner and year
  - 4.1 [Expenditure breakdown for current claim](#)
  - 4.2 [Expenditure breakdown including previous claims](#)
- 5. [Expenditure breakdown per budget lines](#)

Validate document  
definitively

You will enter this chapter to make you payment claim statement

You can check here that the payment claim is complete and that the project budget is respected



# To create a payment claim (Lead partner) [5]



## Lead partner payment claim



Au vu des dépenses présentées, je soussigné(e)  représentant légal du chef de file dans le cadre du projet DEMO\_LP\_2009  
1) atteste sur l'honneur que l'intégralité des pièces justificatives présentées en annexe dans le cadre de la demande de cette subvention FEDER co  
2) demande que le concours communautaire relatif à la mise en œuvre du projet soit versé par l'Autorité de Certification par rapport au montant c

Date : 17-09-2009

Signature :



Regarding the expenses submitted, I undersigned Legal Representative of  2009\_03  
1. Confirm that all the supporting proof documents submitted in the framework of  
2. Asks that the Certifying Authority shall pay the F  claim.

Date : 2009-09-17

Signature :

Save

Please make sure that you complete all the empty boxes. When you have finished, return to the Payment Claim home page in order to validate it, print it out and have it signed and stamped



# To create a payment claim (Lead partner) [6]



## Interim payment claim of 0.00 € not validated

[Switch payment claim type to "final"](#)

 [Add certificates to this payment claim](#)

You can view a PDF version of your document here :



- [1. Lead partner payment claim](#)
- [2. List of certificates included in the payment claim](#)
- [3. Expenditure breakdown per phase](#)
  - [3.1 Expenditure breakdown for current claim](#)
  - [3.2 Expenditure breakdown including previous claims](#)
- [4. Expenditure breakdown per partner and year](#)
  - [4.1 Expenditure breakdown for current claim](#)
  - [4.2 Expenditure breakdown including previous claims](#)
- [5. Expenditure breakdown per budget lines](#)

Click here to validate definitively the document and print it out

Validate document definitively




**Each partner enters activities  
on PRESAGE CTE and the  
Lead partner enters activities  
also at project level**




# Progress report



## Access application form data

Show the PDF version of the application form 

Show HTML version in readonly mode 

## Access expenditure data

[Show expenditures list](#)

[Show certificates list](#)

[Show progress reports list](#)

[Show received payments](#)

[Show controls list](#)

## Financial monitoring

[Expenditures breakdown per action of the working plan](#)

[Expenditures breakdown per budget lines](#)



# Progress report (partner)



Period from 2009-10-01 to 2010-03-31		Malaga City Council	Project progress report (LP only)
			Report for first level control
	+	Aix Urban Area (CPA)	
		FIVEC - Valence City Council's Foundation for Urban Knowledge Society	
		Mediterranean Institute	
		Marseille City Council	Report for first level control

Each partner must click here (+) to create the activity report for first level control. The project progress report must be only created by the Lead partner



# Progress report (partner)



Partner : Malaga City Council

[Back to progress reports list](#)

You can view a PDF version of your document here :



Each partner must describe the actions and achievements for every component

- 1. [Realisation per component](#)
- 2. Publishable information on project (for Programme Med website and general external communication activities)
  - 2.1 [Description of activities, outputs and results since the project start](#)
  - 2.2 [Description of activities, outputs and results during the reporting period](#)
  - 2.3 [Next steps to be taken](#)
  - 2.4 [Publishable material and eventual copyright](#)



# Progress report (Lead partner)



**Partner : Malaga City Council**

[Back to progress reports list](#)

You can view a PDF version of your document here :



This project progress report must be only generated and filled in by the Lead partner

- 1. [Project information](#)
- 2. [Reminder of project contents](#)
- 3. [General progress of the operation towards the set objectives](#)
- 4. Publishable information on project (for Programme Med website and general external communication activities)
  - 4.1 [Description of activities, outputs and results since the project start](#)
  - 4.2 [Description of activities, outputs and results during the reporting period](#)
  - 4.3 [Next steps to be taken](#)
  - 4.4 [Publishable material and eventual copyright](#)
- 5. [Status of project's activities financed by the Instrument for Pre-accession Assistance \(IPA\)](#)
- 6. [Involvement of partners in the implementation of the project during the period covered by the report](#)
- 7. [Problems encountered and solutions found/proposed](#)
- 8. Analysis of the project outcomes for the reporting period
  - 8.1 [Working Plan progress](#)
  - 8.2 [How results achieved contribute to the MED Programme objectives ?](#)
  - 8.3 [Which is the added value of the project's transnational approach ?](#)
  - 8.4 [Progress on program indicators](#)
- 9. [A description of the information, publicity and capitalisation activities that took place during the reporting period](#)

Validate document  
definitively



# Documents to be submitted to the JTS

- Payment claim
- Progress report (Lead partner)
- The FLC certificates delivered by the controllers to each partner
- Annexes: all material produced during the reporting period

