

# Offline template

Partner Report

**Please note that the Partner Report, which includes the Partner’s List of Expenditure must be completed and submitted via the Electronic Monitoring System (eMS) of the Programme. This offline template is for information and preparation purposes only.**

**We recommend that applicants use this template as a working document to familiarise themselves with the Partner Report, and transfer on to eMS after the contents have been reviewed.**

**Drafting and submitting your partner report through the monitoring system**

**Starting from the 4th call for projects (13 September 2016 – 13 October 2016) the Interreg VA France (Channel) England Programme has been using eMS for the submission and assessment of applications, and project monitoring.**

**The eMS system has been developed by INTERACT.**

**Helpdesk and technical support**

For more information or support please see the [France (Channel) England Programme website](https://interreg5a-fce.eu/). There you will find Guidance Notes and other relevant information to support the drafting of your partner report.

For more information on how to fill in the form please consult the document “[eMS Technical Guidance](https://interreg5a-fce.eu/assets/Uploads/eMS-Technical-guidance.pdf)” available on the Programme website.

For any IT related issues experienced with the online submission system, please contact the JS or send an email to: ems@norfolk.gov.uk

**Offline template Partner Report**

The template below serves as a working document during the drafting phase of your partner report. Please note that your partner report needs to be filled in and submitted using eMS.

|  |  |
| --- | --- |
|  | Grey fields will be filled in by eMS using other data. |
|  |  | White or green fields must be filled in by the partner. |
|  | Fields must be completed in the language of the partner only. |

A glossary of the terms used is available on the Programme website:
<https://interreg5a-fce.eu/en/programme/downloadable-documents/>

# Partner report

## Period

|  |  |
| --- | --- |
| Period number (automatically inserted)  | Period date (automatically inserted) |

## Summary of the partner work

Please provide a description of the progress made during the period

**Max 2000 characters**

|  |
| --- |
| **EN or FR** |

## Project main outputs delivered

**1. If you have delivered one of the outputs indicated in the Application Form, please click on the “add output” button.
2. Please then select the output on the dropdown list and provide a short description (2000 characters max) of what was achieved during the period.**

**3. Please upload any documents supporting the delivery of the output.**

**Please repeat step 1 to 3 as many times as necessary**

## Target groups reached

**1. If you have reached one of the target groups indicated in the Application Form, please click on the “add target group” button.
2. Please then select the target group on the dropdown list, and indicate the target value reached during the period.**

**3. Please provide a short description (2000 characters max) of what was achieved in this regard during the period.**

**Please repeat step 1 to 3 as many times as necessary**

##

## Reporting per Work Package

|  |
| --- |
| M Management (Date automatically inserted) |

Please provide a description of the work done in relation to this work package

**Max 2000 characters**

|  |
| --- |
| **EN or FR** |

If any, please provide a description of the problem(s) encountered and solution(s) found

**Max 2000 characters**

|  |
| --- |
| **EN or FR** |

**1. If you have delivered one of the deliverables indicated in the Application Form in relation to this work package, please click on the “add deliverable” button.
2. Please then select the deliverable on the dropdown list and provide a short description (2000 characters max) of what was achieved during the period.**

**3. Please upload any documents supporting the delivery of the deliverable.**

**Please repeat step 1 to 3 as many times as necessary for each deliverables delivered under this WP during the period.**

|  |
| --- |
| C Communication (Date automatically inserted) |

Please provide a description of the work done in relation to this work package

**Max 2000 characters**

|  |
| --- |
| **EN or FR** |

If any, please provide a description of the problem(s) encountered and solution(s) found

**Max 2000 characters**

|  |
| --- |
| **EN or FR** |

**1. If you have delivered one of the deliverables indicated in the Application Form in relation to this work package, please click on the “add deliverable” button.
2. Please then select the deliverable on the dropdown list and provide a short description (2000 characters max) of what was achieved during the period.**

**3. Please upload any documents supporting the delivery of the deliverable.**

**Please repeat step 1 to 3 as many times as necessary for each deliverables delivered under this WP during the period.**

**The above sections need to be completed only if you are involved in the communication WP**

|  |
| --- |
| T1 (WP title Date automatically inserted) |

Please provide a description of the work done in relation to this work package

**Max 2000 characters**

|  |
| --- |
| **EN or FR** |

If any, please provide a description of the problem(s) encountered and solution(s) found

**Max 2000 characters**

|  |
| --- |
| **EN or FR** |

**1. If you have delivered one of the deliverables indicated in the Application Form in relation to this work package, please click on the “add deliverable” button.
2. Please then select the deliverable on the dropdown list and provide a short description (2000 characters max) of what was achieved during the period.**

**3. Please upload any documents supporting the delivery of the deliverable.**

**Please repeat step 1 to 3 as many times as necessary for each deliverables delivered under this WP during the period.**

**The above sections need to be completed for each implementation Work Package you are involved in.
Please copy and paste the sections as many times as necessary (for example for WPs T2, T3, T4, etc.)**

Considering the amount of lines a list of expenditure could contain, this section can be directly completed on eMS.

In this tab the PPs should enter their expenditure line by line by clicking on button “Add real cost”.

For each expenditure, the following information should be provided :

* Budget Line the expenditure refers to (dropdown list)
* Work Package the expenditure refers to (dropdown list)
* Internal reference number (example BL1-001 for the first expenditure under the Budget Line number 1)
* Description of the expenditure
* Invoice number (if relevant)
* Invoice date (if relevant)
* Date of payment (if relevant)
* Currency (dropdown list)
* Total value of the item in original currency (i.e. total amount including VAT)
* VAT
* Declared amount in the original currency (if the PP does not recover VAT, the amount should include it)
* If the expenditure has been made outside the programme area, the relevant box should be ticked
* If it is an in-kind contribution, the relevant box should be ticked
* The relevant evidence (invoice, payroll/payslip, etc.) should be uploaded on eMS

**Please refer to the chapter 5 of the** [**eMS technical guidance**](https://interreg5a-fce.eu/assets/downloads/eMS-guidance/eMS-Technical-guidance1.pdf) **for more information.**

**Please note that only the following type of files can be upload on eMS: PDF, JPEG, JPG, ZIP, DOC, DOCX, XLS, and XLSX. Please also note that the maximum size per document uploaded is 8MB.**

# In kind contribution

|  |
| --- |
| **Total in kind contribution** |
| Amount automatically calculated from the expenditure total |
| Explanation (2000 characters max) |  |

# Follow-up of partner contribution

This section is automatically calculated on eMS.

|  |
| --- |
| **Target partner contribution value** |
| Amount automatically calculated from the expenditure total |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of contribution | Legal status | Total amount indicated in the AF2 | % of total amount  | Previously reported | Current report | Total amount reported so far | % of total reported amount |
| Automatically inserted from AF | Automatically inserted from AF | Automatically inserted from AF | Amount automatically calculated | Automatically inserted from previous report | Automatically calculated from % defined in AF | Automatically inserted from previous report | Amount automatically calculated |
| Automatically inserted from AF | Automatically inserted from AF | Automatically inserted from AF | Amount automatically calculated | Automatically inserted from previous report | Automatically calculated from % defined in AF  | Automatically inserted from previous report | Amount automatically calculated |
| Automatically inserted from AF | Automatically inserted from AF | Automatically inserted from AF | Amount automatically calculated | Automatically inserted from previous report | Automatically calculated from % defined in AF  | Automatically inserted from previous report | Amount automatically calculated |
| Total | Amount automatically calculated | Amount automatically calculated | Amount automatically calculated | Amount automatically calculated | Amount automatically calculated | Amount automatically calculated | Amount automatically calculated |

In this section PPs are allowed to upload any complementary document to their Partner Report (including procurement justification and project officers’ contracts).

**Please note that only the following type of files can be upload on eMS: PDF, JPEG, JPG, ZIP, DOC, DOCX, XLS, and XLSX. Please also note that the maximum size per document uploaded is 8MB.**