

# Offline template

Progress Report

**Please note that the Progress 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 Progress Report, and transfer in to eMS after the contents have been reviewed.**

**Drafting and submitting your Progress 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](mailto:ems@norfolk.gov.uk)

**Offline template Progress Report**

The template below serves as a working document during the drafting phase of your Progress Report.

**Please note that your Progress Report needs to be filled in and submitted using eMS.**

**Please also note that here may be a difference between the number of characters shown on a Word document and on eMS. For example, a line break counts as 2 characters on eMS.**

|  |  |  |
| --- | --- | --- |
|  | | Grey fields will be filled in by eMS using other data. |
|  |  | White or green fields must be filled in by the applicant. |
|  | | Fields are multilingual and must be filled in the two official FCE Programme languages. The maximum characters per field are per language. Please anticipate that the French translation usually requires more characters (so if it states 3000 characters, this corresponds to 3000 characters in English and 3000 characters in French). It is therefore advised not to reach the character limit for the English version (allow at least 10% margin) to fit within the allocated space in both languages. |

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

# Progress report

## Highlights of main achievements

Please provide a description of the progress made by the partnership during the period

**Max 2000 characters**

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

## List of partner FLC certificates

|  |
| --- |
| Recap table automatically generated from the information entered on the section “certificates” |

## Project main outputs achievement

|  |
| --- |
| Recap table automatically generated from the information entered on the section “Work Packages” |

## Target groups reached

|  |  |  |  |
| --- | --- | --- | --- |
| Target groups  (please provide description for the target groups selected on the Application Form) | Target groups reached in current report (quantity) | Please specify the source of verification  **Max 500 characters** | Please provide a description of the target group reached  **Max 1000 characters** |
| local public authority |  | **EN** | **EN** |
| **FR** | **FR** |
| regional public authority |  | **EN** | **EN** |
| **FR** | **FR** |
| national public authority |  | **EN** | **EN** |
| **FR** | **FR** |
| sectoral agency |  | **EN** | **EN** |
| **FR** | **FR** |
| infrastructure and (public) service provider |  | **EN** | **EN** |
| **FR** | **FR** |
| interest groups including NGOs |  | **EN** | **EN** |
| **FR** | **FR** |
| higher education and research |  | **EN** | **EN** |
| **FR** | **FR** |
| education/training centre and school |  | **EN** | **EN** |
| **FR** | **FR** |
| enterprise |  | **EN** | **EN** |
| **FR** | **FR** |
| SME |  | **EN** | **EN** |
| **FR** | **FR** |
| business support organisation |  | **EN** | **EN** |
| **FR** | **FR** |
| International organisation, EEIG |  | **EN** | **EN** |
| **FR** | **FR** |
| General public |  | **EN** | **EN** |
| **FR** | **FR** |
| Other |  | **EN** | **EN** |
| **FR** | **FR** |

Problems and solutions found

If any, please provide a description of the problem encountered and the solutions found

**Max 2000 characters**

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

Horizontal principles

Please provide a description of the contribution made during the period.

|  |  |  |
| --- | --- | --- |
|  | Contribution in this reporting period | Description of the contribution  **Max 1000 characters** |
| Sustainable development | Choose an item. | **EN** |
| **FR** |
| Equal opportunities and non-discrimination | Choose an item. | **EN** |
| **FR** |
| Equality between men and women | Choose an item. | **EN** |
| **FR** |

Reporting per work package overview

|  |
| --- |
| Recap table automatically generated from the information entered in the Application Form. |

WP M Management

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **WP title** | **WP start date** | **WP end date** | **WP status** | **WP expenditure current report** | **% of WP budget reported so far** |
| automatically inserted | automatically inserted | automatically inserted | automatically inserted | Choose an item. | automatically inserted | automatically inserted |
|  | |
| **Partners involvement** | |
| **Abbreviation** | **Name** |
| automatically inserted | automatically inserted |
| automatically inserted | automatically inserted |

Please describe the progress in this reporting period and explain how partners were involved and who did what

**Max 2000 characters**

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

Please describe and justify any problems and deviations (including delays) from the work plan presented in the application form; and the solutions found

**Max 2000 characters**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity title** | **Activity start date** | **Activity end date** | **Activity status** |
| automatically inserted | automatically inserted | automatically inserted | Choose an item. |

**The status of each activity needs to be provided, please copy and paste the table as many times as necessary**

WP C Communication

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **WP title** | **WP start date** | **WP end date** | **WP status** | **WP expenditure current report** | **% of WP reported so far** |
| automatically inserted | automatically inserted | automatically inserted | automatically inserted | Choose an item. | automatically inserted | automatically inserted |
|  | |
| **Partners involvement** | |
| **Abbreviation** | **Name** |
| automatically inserted | automatically inserted |
| automatically inserted | automatically inserted |

Please describe the progress in this reporting period and explain how partners were involved and who did what

**Max 2000 characters**

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

Please describe and justify any problems and deviations (including delays) from the work plan presented in the application form; and the solutions found

**Max 2000 characters**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity title** | **Activity start date** | **Activity end date** | **Activity status** |
| automatically inserted | automatically inserted | automatically inserted | Choose an item. |

**The status of each activity needs to be provided, please copy and paste the table as many times as necessary**

WP T Implementation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **WP title** | **WP start date** | **WP end date** | **WP status** | **WP expenditure current report** | **% of WP reported so far** |
| automatically inserted | automatically inserted | automatically inserted | automatically inserted | Choose an item. | automatically inserted | automatically inserted |
|  | |
| **Partners involvement** | |
| **Abbreviation** | **Name** |
| automatically inserted | automatically inserted |
| automatically inserted | automatically inserted |

Please describe the progress in this reporting period and explain how partners were involved and who did what

**Max 2000 characters**

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

Please describe and justify any problems and deviations (including delays) from the work plan presented in the application form; and the solutions found

**Max 2000 characters**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Main Outputs** | **Output Description** | **Programme Output Indicator** | **Planned Delivery Month** | **Output Quantification Target** | **Achieved So Far( Not Including This Reporting Period)** | **Achieved In This Report** | **Level of achievement** | **Attachments** |
| automatically inserted | automatically inserted | automatically inserted | automatically inserted | automatically inserted | automatically inserted |  | Choose an item. |  |
| automatically inserted | automatically inserted | automatically inserted | automatically inserted | automatically inserted | automatically inserted |  | Choose an item. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity title** | **Activity start date** | **Activity end date** | **Activity status** |
| automatically inserted | automatically inserted | automatically inserted | Choose an item. |

**The status of each activity needs to be provided, please copy and paste the table as many time as necessary**

**This entire section needs to be copy and pasted for each Implementation Work Package of the project.**

**This section will show the partner’s FLC certificates that have been added to the progress report by the LP.**

This section is automatically generated by eMS and is composed of the following tables:

* Project report expenditure summary
* Project expenditure per Budget Line
* Project expenditure per Work Package
* Project expenditure per Work Package and per Budget Line
* Project expenditure per partner

In this section LPs are allowed to upload any additional documents to their Progress Report (including any publication, press release communication material, or minutes of meetings).

**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 per document uploaded is 8MB.**