

Interreg



Co-funded by  
the European Union

IPA Hungary - Serbia

# LEAD PARTNERS SEMINARS

## PROJECT REPORTING

10 JUNE 2024 – SUBOTICA

11 JUNE 2024 – SZEGED



Good neighbours  
creating  
**common future**

- Type of reports
- Content of report
- BRs in PR
- Content of report (narrative, financial, achievements)
- Indicators, outcomes, activities
- Information and publicity activities
- Financial report (financial progress, sources of funding progress, payments, Transfer from LB)
- Supporting documents
- Tips for reporting
- Application for Reimbursement





# REPORTING

## Definition



# PROJECT PARTNER LEVEL REPORT – FIRST LEVEL CONTROL

- Reporting period: every 4 months from the start date
- Deadline for submitting the project partner level report: end of period + 15 days (Final project partner level report: + 30 days)
- Control of project partner level report: 45 days (including 7 + 8 days completion if needed)
- Reports to be submitted through INTERREG+
- Language of reporting: English
- Declaration on validation of expenditure (DoVE)
- Controllers: in Hungary in Serbia

Szegedi Területi Iroda

Békéscsabai Területi Iroda


Kontrolno telo (ex FLC – now in MEI)

## PROJECT REPORT – JOINT SECRETARIAT


- PR + AfR (Project Report + Application for Reimbursement)
- LP reports on the achievement of the partnership
- Pre-condition of PR: DoVE issued by the responsible FLC to each project partner
- Deadline for submitting the PR and AfR: end of the reporting period + 90 days
- Reports to be submitted through INTERREG+ (language of reporting: English)
- Check of Project Report: 30 days (+30 days, if completion needed, max. 2 rounds )
- Transfer of IPA fund is subject to the approval of the Project Report (MA, CA)

# PPRS IN THE PROJECT REPORT

## Summary of the project partner level reports


Project Report ?

I+ 2021-2027
 HUSRB



Filters  
 Only submitted

Found 4 records
 +
 Continue




Project ID ^	Reporting periods
HUSRB/23R/11/006	RP 1
HUSRB/23R/11/006	RP 1, RP 2, RP 3, RP 4
HUSRB/23R/11/006	RP 1
HUSRB/23R/22/065	RP 1

**Project Report - New**
✕

PR Number
 Project ID \*

1
 HUSRB/23R/22/065

Found 3 records
 

Project part ID ^	PPR Number ^	PPR start date ^	PPR end date ^	Status ^	PR's relevant
HUSRB/23R/22/065/LP	1	01/05/2024	31/08/2024	Approved	<input checked="" type="checkbox"/>
HUSRB/23R/22/065/P1	1	01/05/2024	31/08/2024	Approved	<input checked="" type="checkbox"/>
HUSRB/23R/22/065/P1	2	01/09/2024	31/12/2024	Approved	<input type="checkbox"/>

Validate
 Cancel

Continue



## CONTENT OF THE REPORTS

### Narrative and financial part

- **Narrative part:** achieved result, implemented activities, outcomes, indicators and information and publicity (Project Report)
- **Financial part:** financial tables and the Application for Reimbursement (AfR) generated by the monitoring system from the data available in the validated Project partner level reports (DOVEs).

### Tabs of the project report:

MAIN DATA – basic data

ACHIEVEMENTS

OUTCOMES

– under Outcome 0 – Managed project with completed communication activities – Information and publicity

INDICATORS

INFRASTRUCTURE

PPRs in PR

FINANCIAL PROGRESS

SOURCES OF FUNDING

PAYMENTS

TRANSFER FROM LP

MESSAGES

DOCUMENTS

HISTORY



The **ACHIEVEMENT** tab is descriptive:

LP summarize and explain on behalf of the whole partnership what was achieved during the dedicated 4-month period of reporting:

Answering the questions under the Achievements tab, and uploading supporting documents to prove success.

- **Achievements in the reporting period**
- **Progress towards Main Objective**
- **Description of partnership**
- **Infrastructure and works**

# ACHIEVEMENTS

Project Report / Achievement - Modify

Question type  
PPR, PR

Key aspect  
Question 1

Current description (from PPR)  
LP - BR1: aéol rolerofijro ijrfgkffsd;  
P1 - BR1: ztrzzjghj

Current description (by LP) \*  
LP summarize the activities successfully implemented by LP and P1, descriptive part of the achieved results of this reporting period and uploads supporting documents to prove it.

Documents History

> Filters

Found 3 records

File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
Supporting document 3.pdf		03/06/2024 09:31:09		furyka		<input type="checkbox"/>	<input type="checkbox"/>
Supporting document 2.docx		03/06/2024 09:31:06		furyka		<input type="checkbox"/>	<input type="checkbox"/>
Supporting document 1.docx		03/06/2024 09:31:03		furyka		<input type="checkbox"/>	<input type="checkbox"/>

Save Validate Cancel

## OUTCOMES

tab is predominantly descriptive:

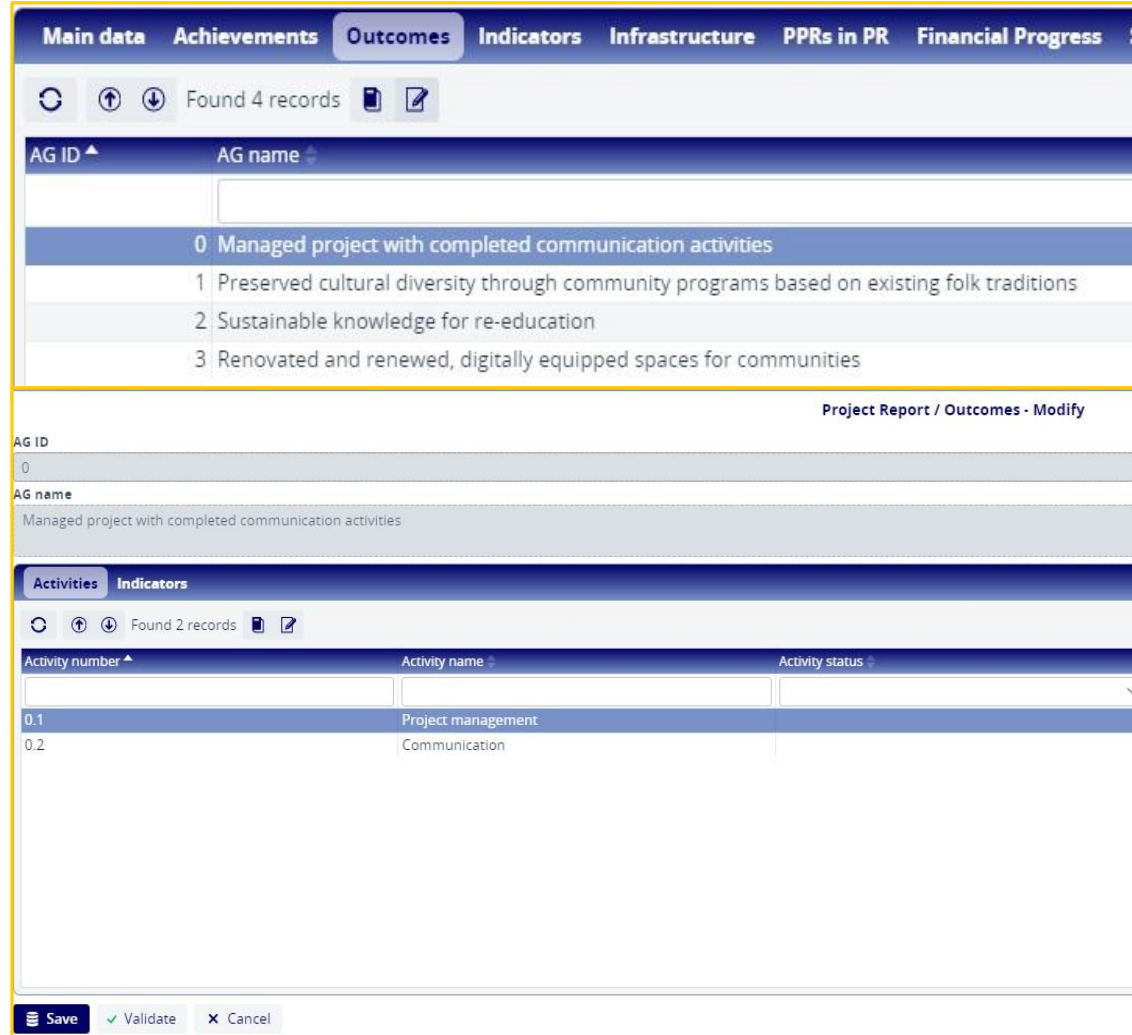
- List of Outcomes (max. 5)
- By opening the Outcome Datasheets where you report on:

### *Project-level progress on planned activities*

By clicking on the activity opens a new window, where LP:

- choose activity status (not started, in progress, completed)
- enter current description on progress
- upload supporting documents

## OUTCOMES



The screenshot displays the 'Outcomes' tab within a web application. At the top, a navigation bar includes tabs for 'Main data', 'Achievements', 'Outcomes' (selected), 'Indicators', 'Infrastructure', 'PPRs in PR', and 'Financial Progress'. Below the navigation bar, a toolbar shows icons for refresh, up/down arrows, and a text label 'Found 4 records'. The main content area features a table with columns 'AG ID' and 'AG name'. The table lists four records: '0 Managed project with completed communication activities', '1 Preserved cultural diversity through community programs based on existing folk traditions', '2 Sustainable knowledge for re-education', and '3 Renovated and renewed, digitally equipped spaces for communities'. Below the table, a section titled 'Project Report / Outcomes - Modify' contains input fields for 'AG ID' (value: 0) and 'AG name' (value: Managed project with completed communication activities). Below this, there are two sub-tabs: 'Activities' (selected) and 'Indicators'. The 'Activities' sub-tab has a toolbar with refresh, up/down arrows, and a text label 'Found 2 records'. It contains a table with columns 'Activity number', 'Activity name', and 'Activity status'. The table lists two records: '0.1 Project management' and '0.2 Communication'. At the bottom of the form, there are buttons for 'Save', 'Validate', and 'Cancel'.

AG ID	AG name
0	Managed project with completed communication activities
1	Preserved cultural diversity through community programs based on existing folk traditions
2	Sustainable knowledge for re-education
3	Renovated and renewed, digitally equipped spaces for communities

Project Report / Outcomes - Modify

AG ID: 0

AG name: Managed project with completed communication activities

Activity number	Activity name	Activity status
0.1	Project management	
0.2	Communication	

Save Validate Cancel

OUTCOMES

Activities datasheet

Project Report / Outcomes / Activity - Modify

Activity number

0.1

Activity name

Project management

Activity status \*

Activity originally planned

☒

Original description

The project management on project parts is the responsibility of each applicants and solved by their staff (internal/external) while on project level it is handled by Lead Applicant. Since, both of the applicants have successfully implemented projects of HUSRB, we are sure that can manage it on high level, with expertise and keeping our yes on related rules. Contracting with subcontractors, even with the authorities, reporting on two levels in each Reporting Period and amend them, assistance for procurement procedure, coordination of activities, full project administration are the tasks besides many others. Both partners have enough routine, experiments and expertise to overcome, as it was proven previously.

Current description (from PPR)

LP - BR1: description;

P1 - BR1: kkk

PPR status (set by P)

LP - BR1: IN\_PROGRESS;

P1 - BR1: NOT\_STARTED

Current description (by LP) \*

Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the common market in application of Articles 107 and 108 of the Treaty; Regulation (EU) 2016/679 of the European Parliament and of the Council on the Protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR); Financing Agreement signed between the European Commission and the Republic of Serbia; Memorandum of understanding between Hungary and the Republic of Serbia; Implementing acts and delegated acts adopted in accordance with the aforementioned legislation.

Documents

PPR documents

History

> Filters

Found 1 records

File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
Supporting document 3.pdf		03/06/2024 09:47:36		furyka			

Save

Validate

Cancel

OUTCOMES

Report about Information and publicity activities

Project Report / Outcomes / Activity - Modify

Activity number

0.2

Activity name

Communication

Activity status \*

In progress

Activity originally planned

☒

Original description

Both partners have chosen the proper Communication Package, Lead Applicant: Bánát Association, Deszk will follow the instructions by Advanced Package while the Applicant 1: Talentum Association, Subotica the Medium Package. We have the contacts for press, TV, radio and online press and have contact for communication experts, so we are sure to manage communication tasks in time and quality.

Current description (from PPR)

LP - BR1: xxx;  
  
P1 - BR1: III

PPR status (set by P)

LP - BR1: NOT\_STARTED;  
  
P1 - BR1: IN\_PROGRESS

Current description (by LP) \*

The approved amount of the EU contribution will be transferred in two forms: One form is advance payment which is 15% of the EU contribution. The other form is reimbursement based on the approved Project Report(s) and Applications for Reimbursement. Once the reimbursed amount reaches the 60% of the total EU contribution of the partner receiving financial support, the Programme starts to settle the advance payment. The amount of settlement will appear on the Application(s) for Reimbursement in which the reimbursement of 60% of the total EU contribution is exceeded. Therefore, when approving these Project Report(s) and Application(s) for Reimbursement the amount of transferable EU contribution will be calculated with the consideration of the settled amount of advance payment. The total amount of a partner's advance payment is fully settled if the EU contribution part of the eligible expenditure in the Application(s) for Reimbursement reaches the 75%.

Documents

PPR documents

History

> Filters

Found 1 records

File name

Title

Creation date

Subject

Created by

Version

Generated

Not relevant

Supporting document 1.docx

03/06/2024 09:49:15

furyka

Save

Validate

Cancel



### Project Report / Outcomes / Activity - Modify

Activity number: 1.1 Activity name: Group activities related to folk life / traditions presented in Activity status: Not started Activity originally planned: ☒

#### Original description

During the 18 months of the project, group sessions for children and adults will be organized continuously with min. 8 people (children and adults mixed) and instructors by programs that make the knowledge and values of folk life and culture accessible to a small or large number of participants.  
The "Playground" in the Country House and Garden is a series of complex thematic activities for kindergarten and school groups, which, in addition to handcrafts, teaches ethnographic knowledge and develop children's dexterity, movement skills and imagination with  
- folk dancing, folk games, listening to folk music;

#### Current description (from PPR)

LP - BR1: xxx

#### PPR status (set by P)

LP - BR1: IN\_PROGRESS

#### Current description (by LP) \*

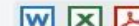
Explain, if it not started, but it was planned, why the activity is not started and when will be executed

105/5000

#### Documents PPR documents History

> Filters

No records found



File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant



The **INDICATORS** tab:

Report on the progress of

- **INTERREG PROGRAMME INDICATORS (OUTPUT - RCO, RESULT - RCR)**
- **PROJECT LEVEL INDICTORS – output indicator (for ex. I221)**
- **SELF-DEFINED OUTPUT INDICATORS**

Update value of indicator by changing “Actual value in PR”

Main data Achievements Outcomes Indicators Infrastructure PPRs in PR Financial Progress Sources of funding Progress Payments Transfer from LP Messages Documents History							
Found 8 records							
Indicator ID	Indicator Name	Indicator category	Indicator type	Base value	Target value	Indicative value (from PPR)	Actual value in this PR
RCO115	Public events across borders jointly...	Interreg-Programme	Output	0,000000	29,000000	0,000000	
RCO77	Number of cultural and tourism sit...	Interreg-Programme	Output	0,000000	2,000000	0,000000	
RCO87	Organisations cooperating across b...	Interreg-Programme Obligatory	Output	0,000000	2,000000	0,000000	
RCR77	Visitors of cultural and tourism site...	Paired Programme-level indicator	Result	0,000000	400,000000	0,000000	
Self-defined output	Number of participants (visitors, pe...	Self-defined project-level	Output	0,000000	5 000,000000	0,000000	
Self-defined output	Number of workshops organized b...	Self-defined project-level	Output	0,000000	6,000000	0,000000	
Self-defined output	Digital content developed for Serbi...	Self-defined project-level	Output	0,000000	1,000000	0,000000	
Self-defined output	Number of attendants at workshop...	Self-defined project-level	Output	0,000000	120,000000	0,000000	

Project Report / Indicator - Modify

Indicator Name

Public events across borders jointly organised

Indicator category

Interreg-Programme

Indicator type

Output

Indicator ID

RCO115

Outcome

1 - Preserved cultural diversity through community programs based on existing folk traditions

Unit

event

Actual value in PR \*

1,000000

Base value

0,000000

Target value

29,000000

Achieved value

1,000000

Remaining value

28,000000

Original description

The following public events are in count:  
Act 1.1 Group activities related to folk life / traditions presented in a living environment – retelling:  
12 events in Deszk (Easter in folk tradition; Pentecost in folk tradition; Summer solstice celebrations; Feast of bread - from harvest to baking; Autumn celebrations/Martins Day customs; All Saints' Day; Advent, Christmas and New Year; Stars Above Us- Stargazing Constellations - a celebration of winter; Carnival trick-or-treating; Waiting for springtime (Sándor, József, Benedek); Feast of the Assumption of Mary - harvest in folk tradition; Michaelmas fairs,

Current description (by LP) \*

The Parties to this Contract shall use their best efforts to amicably settle any dispute arising between them during the implementation of this Contract. To that end, they shall communicate their positions and any solution that they consider possible in writing, and meet each other at either's request. The lead partner and the managing authority shall reply to a request sent for an amicable settlement within 30 calendar days. Once this period has expired, or if the attempt to reach amicable settlement has not produced an agreement within 120 calendar days of the first request, the lead partner or the managing authority may notify the other Party that it considers the procedure to have failed.

Documents

PPR documents

History

> Filters

Found 1 records

File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
Supporting document 2.docx		03/06/2024 10:10:58		furyka			

# FINANCIAL PART 1

## Relevant sections of financial part

Several financial tabs that offer different breakdowns and summaries of the progress of Budget spending per budget lines.

**PPRs in PR** – info about DOVEs

**FINANCIAL PROGRESS** – possible to choose on project partner level - detailed breakdown of the budget lines, items on validated amount, current report spending, accumulated amount and remaining amounts

**SOURCES OF FUNDING** – possible to choose on project partner level - summary on spending: validated amount, current spending, accumulated amount, remaining amount

**PAYMENTS – financial data on project partner level, most important details of PR&AFR** – information about EU advance, limit of settlement, previously approved amounts, validated amount in this report, transferable amount and remaining amount.

**TRANSFER FROM LP** – report on the EU advance or the latest PR's Transferable EU amount to partner(s) – amount and date of transfer

Main data Achievements Outcomes Indicators Infrastructure PPRs in PR Financial Progress Sources of funding Progress Payments Transfer from LP Messages Documents History										
Found 2 records										
Partner <sup>1</sup>	PPR number <sup>2</sup>	Relevant DOVE(s)	Reporting periods	PPR start date	PPR end date	PPR approval date	Reported amount	Reported EU contributio...	Validated amount	Validated EU contributio...
LP - HU - BSZKE	1	DoVE_HUSRB_23R_22_06...	RP 1	01/05/2024	31/08/2024	11/04/2024	168 021,00	142 817,78	168 021,00	142 817,78
P1 - RS - Talentum	1	DoVE_HUSRB_23R_22_06...	RP 1	01/05/2024	31/08/2024	12/04/2024	0,00	0,00	0,00	0,00

## FINANCIAL PART 2

## Financial progress tab

Main data

Achievements

Outcomes

Indicators

Infrastructure

PPRs in PR

Financial Progress

Sources of funding Progress

Payments

Transfer from LP

Messages

Documents

History

Filters

Partner

No. ^	Budget Lines	Planned Amount	Previously Validated A...	Current Report Amount	Accumulated Amount	Accumulated Share	Irregular amount	Fin. error amount	Accumulated flat rate c...	Remaining Budget Amo...
> 1	Staff costs	104 243,88	0,00	26 670,00	26 670,00	25,58 %	0,00	0,00	0,00	77 573,88
2	Office and administrative expenditure	15 636,58	0,00	4 000,50	4 000,50	25,58 %	0,00	0,00	0,00	11 636,08
3	Travel and accommodation	15 636,58	0,00	4 000,50	4 000,50	25,58 %	0,00	0,00	0,00	11 636,08
> 4	External expertise and services costs	64 252,00	0,00	0,00	0,00	0,00 %	0,00	0,00	0,00	64 252,00
▼ 5	Equipment expenditure	74 557,08	0,00	6 350,00	6 350,00	8,52 %	0,00	0,00	0,00	68 207,08
> 5.1	Purchase of equipment	74 557,08	0,00	6 350,00	6 350,00	8,52 %	0,00	0,00	0,00	68 207,08
5.2	Rent of equipment	0,00	0,00	0,00	0,00	0,00 %	0,00	0,00	0,00	0,00
▼ 6	Infrastructure and works	382 410,35	0,00	127 000,00	127 000,00	33,21 %	0,00	0,00	0,00	255 410,35
6.1	Construction of buildings, works, infrastructure	0,00	0,00	0,00	0,00	0,00 %	0,00	0,00	0,00	0,00
> 6.2	Reconstruction, renovation of buildings, works, infrastr...	382 410,35	0,00	127 000,00	127 000,00	33,21 %	0,00	0,00	0,00	255 410,35
6.3	Purchase of land	0,00	0,00	0,00	0,00	0,00 %	0,00	0,00	0,00	0,00
7	Other costs (Budget type B - 40% flat rate)	0,00	0,00	0,00	0,00	0,00 %	0,00	0,00	0,00	0,00
Total		656 736,47	0,00	168 021,00	168 021,00	25,58 %	0,00	0,00	0,00	488 715,47



# FINANCIAL PART 3

## Payments tab

**EU CONTRIBUTION (IPA) ADVANCE:** information about settlement of the 15% IPA Advance

The advance begins to be settled from 60% of spending rate till 75%

**TRANSFERABLE EU CONTRIBUTION IN CURRENT REPORT:**

the amount to be transferred by the LP to a partner(s) after the reimbursement

Main data

Achievements

Outcomes

Indicators

Infrastructure

PPRs in PR

Financial Progress

Sources of funding Progress

Payments

Transfer from LP

Messages

Documents

History

Found 2 records

HUSRB/23R/22/065/LP	66 688,93	266 755,73	0,00	142 817,78	142 817,78	142 817,78	0,00	0,00	66 688,93
HUSRB/23R/22/065/P1	17 044,97	68 179,86	0,00	0,00	0,00	0,00	0,00	0,00	17 044,97
								</	



FINANCIAL PART 4

Transfer from LP

Main data Achievements Outcomes Indicators Infrastructure PPRs in PR Financial Progress Sources of funding Progress Payments Transfer from LP Messages Documents History										
> Filters (2 active)										
Found 1 records Transfers										
Project part ID	PR number	Installment <sup>▲2</sup>	Total contracted (base) EU amount (EU...	Installment (%)	Installment (EUR)	Transferred amount (EUR)	Transferable decision <sup>▲1</sup>	Date of transaction	Transferred amount by LP	Date of last transfer b...
HUSRB/23R/22/065/P1		IPA contribution advance	113 633,10	15,00	17 044,97	17 044,97			0,00	
			17 044,97		17 044,97				0,00	

Project Report / Transfer from LP / Transfer - New

Project part

HUSRB/23R/22/065/P1

Transfer amount \*

17 044,97

Transfer date \*

30/05/2024

Save

Validate

Cancel

# DOCUMENTS

## To upload

Obligatory to fill: **Transfer from LP folder**

Bank statement(s) on:

- LP receives IPA advance from Treasury → LP transfers IPA advance to project partner(s)
- LP receives reimbursement from Treasury → LP transfers the project partner's part according to AfR

Folders with grouped documents – uploaded under Achievements, Outcomes/Activities, Indicators, Infrastructure earlier

Main data

Achievements

Outcomes

Indicators

Infrastructure

PPRs in PR

Financial Progress

Sources of funding Progress

Payments

Transfer from LP

Messages

Documents

History

Filters

Path

Search by content

</

## Tips 1

### To avoid request for the completion of the PR:

- Review the content before submitting the report, **check** if the PR proves the progress of the Project
- Don't only copy-paste from the application form or project partner level reports – but summarize the progress, **describe** and **explain**
- If some activities were planned but not performed in the reporting period, explain **reasons for delays**
- Use the same wording like in the application form – easier to understand and compare the original idea with the progress

## Tips 2

- Indicator description – understandable, how it is progressed in details
- Explain how the reported value of indicators was calculated
- **Prove reported progress** and achievements, provide valid source of verification
- Give English titles to all documents, mark to which partner belongs
- Upload sources of verifications into corresponding folders
- Don't forget to upload the bank statement proving the transfer to partner(s)
- Coordinate with your partners
- Archive project documentation

### Application for Reimbursement

- Generated by the system as a pdf document after submission of the project report
- Summarizing the 'Payments' datasheet
- Contains important information for the partnership – transferrable amounts

### Application for Reimbursement

Settlement of the IPA Advance payment (EUR) by Beneficiaries

	Short name of the Beneficiary	IPA advance	Limit of settlement	Previously validated EU Contribution fund	EU contribution fund validated in current report	Total validated EU contribution fund	Transferable EU contribution in current report	Advance settlement in current period	Accumulated advance settlement	Remaining advance to be settled
LB	BSZKE	38 871,36	155 485,43	239 494,21	19 591,68	259 085,89	19 591,68	0,00	38 871,36	0,00
B1	UUT	14 070,08	56 280,34	73 173,87	19 272,21	92 446,08	19 272,21	0,00	14 070,08	0,00
<b>Total</b>		<b>52 941,44</b>	<b>211 765,77</b>	<b>312 668,08</b>	<b>38 863,89</b>	<b>351 531,97</b>	<b>38 863,89</b>	<b>0,00</b>	<b>52 941,44</b>	<b>0,00</b>



### Application for Reimbursement

### Annex "A" to the Application for Reimbursement

<b>Project ID:</b> HUSRB/1903/31/0089	<b>Project Acronym:</b> HandCraft	<b>Name of the Lead Beneficiary:</b> "Bánát" Szerb Kulturális Közhasznú Egyesület / "Banat" Serbian Cultural Association	
<b>Reporting period for which the AfR is submitted:</b> from 01/11/2022 to 31/12/2022		<b>No. of the period:</b> RP 5	<b>No. of the AfR:</b> 5

	Name of the Beneficiary	Member State in which the LB/B is located	Declaration on Validation of expenditure issued on	Total amount of eligible expenditure (EUR)	Revenue (EUR)	Amount of eligible public expenditure (EUR)	Amount of state contribution (EUR)	Amount of IPA requested (EUR)	Financial correction from IPA requested related to irregularities in previous periods (EUR)	Amount of IPA to be reimbursed (EUR)
LB	"Bánát" Szerb Kulturális Közhasznú Egyesület	Hungary	09/03/2023	23 049,04	0,00	21 896,58	2 304,90	19 591,68		19 591,68
B1	TALENTUM Umetnicko Udruzenje Talenata	Serbia	28/02/2023	22 673,19	0,00	22 673,19	0,00	19 272,21		19 272,21
<b>Total</b>				45 722,23	0,00	44 569,77	2 304,90	38 863,89		38 863,89

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Co-funded by  
the European Union

IPA Hungary - Serbia

**THANK YOU!**

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Good neighbours  
creating  
**common future**