



Baltic Sea Region

Programme 2007–2013

Guidance to the Progress Report

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0. Introduction to the guide

This document gives instructions and guidance on how to correctly fill in the Preparation cost report and the Progress Report, as well as the Annexes to the Progress Report and the Final Progress Report.

The information presented in this guidance document has been also included in the relevant templates (on the left hand side in the non-printable green section). It can be used for immediate reference when filling in the documents.

Any recommendations for improvement of the guidance document are most welcome.

1. PREPARATION COST REPORT

*** How to use the form? ***

Introduction

This form should be used by the project's Lead Partner (LP) to provide content-related and financial information on preparation phase of the project. In your Grant Contract the reporting period and deadline for the Preparation cost report is specified. The report must be submitted together with Progress Report 1 (for details please see the Programme Manual and the Grant Contract).

Legend and general remarks

White cells	should be filled in.
Sand cells	are pre-filled by the Programme Management Database (DEEP).
Orange cells	will be calculated automatically.
Green cells	are to the left of the table and give instructions on how to fill it in. Please follow these instructions.

Please note that this document **contains macros that have to be enabled**. Therefore, when opening the form you have to select the button 'enable macros' or 'yes'. If necessary, please change the settings of the Excel application to allow for macros (from the pull-down menu in Excel select tools/macro/security/security level => choose 'medium').

Please be aware that because the macros are activated, certain operations (e.g. saving the file, changing between the worksheets, selecting yes/no buttons, etc) might take more time than usually. Sometimes the calculations and transfer functions work only if you have saved the application after the new input.

Please **do not remove the Excel protection**. Please do not change or delete the structure and pre-filled text of the document! You risk that the report will not be accepted. Please use **MS Excel for filling in the form**. Other software like OpenOffice or Apple Excel can damage the file. If you use Excel 2007, please save the document as *.xls version (Excel 2003).

Please check sheet "Error messages and enclosures (E&E)" for any error messages. Please **clear all error messages before you hand in the report**.

Please check if you submitted all attachments as requested in the sheet "Error messages and enclosures (E&E)". Please list here also any other attachment to the report.

Please read carefully the corresponding chapters of the current version of the Programme Manual and the provisions of your Grant contract. These documents also refer to the relevant EU regulation. Finally, please take into account the information given at the LP seminar (available also on programme website eu.baltic.net).

Financial Report

1. The only currency to be used is EURO.
2. Total figures will be calculated automatically.
3. The costs for "External Services" have to be specified in sheet "FR_2".
4. All figures should be rounded to 2 digits after the decimal point, with 0.005 being rounded up. Only exchange rates should be rounded to 4 digits after the decimal point, with 0.00005 being rounded up.
5. Please do not use links to other files, e.g. your personal files summing up the partners' expenditure.

Activity Report

1. Please keep the description concise and short.
2. Please report on any deviations and how you were/are going to cope with them.
3. The report may be accompanied by the main project's outputs and the publicity materials issued during the reporting period. Please list such attachments in the sheet "Error messages and enclosures (E&E)".

Submission

Please return the Preparation cost report (comprising the Financial Report and the Activity Report) in digital and paper form together with Progress Report 1 until the reporting deadline (see the Grant Contract).

To make sure that the paper and electronic versions of your report that are submitted to the Joint Technical Secretariat (JTS) are identical, a special function called "**check sum**", has been introduced into the report. With the help of this function, a unique string of characters is generated in the footer of the document each time the Progress report is amended. To make the check sum visible, press the **button "Finalise and save and print"**, which is on the top of the "Cover Sheet". **If the code is not visible on each page of the paper version and if it is not identical with the code of the electronic version the report will not be accepted.**

The digital version shall be sent to report@eu.baltic.net.

The paper version shall be signed by the authorised representative of the Lead Partner institution ("Cover") and the independent first level controller selected by the Lead Partner ("FR_6").

Please send all paper documents to the address given below:

Baltic Sea Region Programme 2007-2013
Joint Technical Secretariat
Investitionsbank Schleswig-Holstein
Grubenstrasse 20
18055 Rostock
GERMANY

Contact information

In case of questions, please do not hesitate to contact your responsible Finance Officer or Project Officer at the Joint Technical Secretariat.

*** Cover Sheet ***

This sheet is used to provide details on the project contact and bank information. Moreover, it contains the official request by the Lead Partner, which must be signed and stamped by the authorized representative of the Lead Partner institution. PLEASE REMEMBER: You have to make the check sum visible! Therefore, when the report is finalised press the **button "Finalise and save and print"**, which is on the top of this sheet. **If the code is not visible on each page of the paper version and if it is not identical with the code of the electronic version the Preparation cost report will not be accepted.**

Contact information

Please note that the contacts have already been pre-filled by the JTS. But they could be changed if needed.

Please fill in white fields only.

Orange fields will be calculated automatically.

Sand fields are pre-filled by DEEP, the Programme Management Database.

Project website

Please fill in the official website of the project.

Bank information

If the bank information is missing or wrong, please choose "no" from the drop-down list. Then please fill in all white cells with the correct bank information.

In case of bank accounts in Germany: Please indicate the IBAN (International Bank Account Number) and SWIFT code instead of account number and BLZ.

Please contact your bank to obtain the correct account information.

Lead Partner (LP) confirmation and signature

Please check if the requested amounts correspond with the total amounts certified by the first level controller (See "First level control (FLC) confirmation" in FR_6).

Please stamp and sign the Preparation cost report and fill in the name and position of the authorized signatory.

*** FR_1 - Eligible expenditure to be co-financed ***

This sheet is used to provide details on eligible expenditure, which was paid and certified.

It consists of **one table with 4 sub-tables**: One sub-table for each budget line (i.e. BL1, BL2, BL3) and one summary sub-table.

Please fill in the cells for each fund granted to your project.

Please fill in white fields only.

Orange fields will be calculated automatically.

Sand fields are pre-filled by the Programme Management Database.

The summary sub-table will sum up your inputs automatically.

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

Please do not use links to other files, e.g. your personal files summing up the partners' expenditure

*** FR_2 - Specification of BL 2 'External services' ***

This sheet is used to provide details on external service items.

It consists of one cost itemisation list for all external service invoices.

The amounts provided in the itemisation list are automatically summed up per work package and transferred to FR_1.

Please note that the structure of this sheet is identical with the model cost itemisation list which is available on eu.baltic.net.

Please fill in each column.

➡ **NOTE!** The input table continues to the right.

Please fill in white fields only.

Orange fields will be calculated automatically.

If you click on a cell you will receive a guidance on how to fill it in.

The 'TOTAL amount paid' will be calculated automatically, but only after you have filled in the Eligible net amount, Eligible VAT, National currency, Exchange rate.

Please note that the figures are only transferred to the tables in FR_1, if the number of the work package is given (last column)!

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

Only the exchange rate shall be rounded on four digits after the decimal point.

External service items as laid down in the approved Project data form could be changed. The changes are monitored by the JTS. They have to be reasonable and in line with the project activities.

*** FR_3 - Partners' eligible expenditure to be co-financed ***

This sheet is used to provide details on each partner's expenditure and own contribution.

It consists of three tables for (1) the specification of the eligible expenditure of each partner, (2) the specification of each partner's own contribution and (3) the programme co-financing.

➔ **NOTE!** The input tables continue to the right.

Please fill in white fields only.

Orange fields will be calculated automatically.

Sand fields are pre-filled by the Programme Management Database.

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

Eligible expenditure to be co-financed

Please fill in each partner's expenditure for the current report. Please divide its expenditure into own costs and cost shares (if the partner participated in cost sharing).

For ERDF partners, please state the expenditure that was incurred by ERDF partners in implementing projects or parts of projects on the territory of countries outside the European Community, e.g. also in the eligible areas of Norway and Belarus. Such expenditure may be co-financed up to the limit of 10% of the approved ERDF co-financing.

Partners' contribution

If applicable, please fill in each partner's unpaid voluntary work. Please note that each partner's financial contribution is calculated automatically.

*** FR_4 - Revenues ***

This sheet is used to specify any revenues earned by the Project Partners.

Revenues are defined as cash in-flows directly paid by users for the goods and/or services provided by the project, such as charges borne directly by users for the use of infrastructure, sale or rent of land or buildings, or payments for services.

Revenues have to be deducted from the eligible expenditure. They shall not be included in the expenditure specified in the previous sheets FR_1 to FR_3.

For example, if you have a conference with total costs of 10 TEUR and you earn 8 TEUR through e.g. participation fees, then please only include $10 - 8 = 2$ TEUR as eligible expenditure in FR_1 to FR_3. In this sheet (FR_4) please include 8 TEUR as revenues.

Please shortly describe the activities, for which revenues were earned, indicate the amount of revenues earned and the source of the revenues.

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Please provide the link to the project by selecting the number of the partner, who earned the revenues. Please also select the number of the work package and the fund from which the revenues were deducted.

Please fill in white fields only.
Orange fields will be calculated automatically.

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

*** FR_5 - Complementary activities ***

This sheet is used to specify any activities that complement the project activities during the project lifetime. Such activities are financed from other sources than those of the programme.

Expenditure for complementary activities has to be deducted from the eligible expenditure. It shall not be included in the expenditure specified in the previous sheets FR_1 to FR_3.

For example, if you have a conference with total costs of 20 TEUR and you get 10TEUR as sponsoring, then please only include $20-10=10$ TEUR as eligible expenditure in FR_1 to FR_3. In this sheet (FR_5) please include 10 TEUR as complementary activities.

Please shortly describe the activities, which were not co-financed by the programme, but which complemented the project activities. Please indicate the external source of finance and the expenditure for the complementary activities.

Please provide the link to the project by selecting the number of the partner, who implemented the complementary activities. Please also select the number of the work package and the fund from which the costs of the complementary activities were deducted.

Please fill in white fields only.
Orange fields will be calculated automatically.

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

*** FR_6 - First level control confirmation ***

On this sheet the expenditure of the project is summarised. It results from your inputs in sheets FR_1 to FR_5.

The first level controller of the Lead Partner has to confirm the eligibility of the entire project's expenditure.

(1) Total eligible expenditure to be co-financed

(1) Total eligible expenditure to be co-financed							[FR_1 to FR_3]	
Source of finance		Budget	Previous reports	Current report	Accumulated		Remaining budget	
		[Euro]	[Euro]	[Euro]	[Euro]	[%]	[Euro]	
A	ERDF	0.00	0.00	0.00	0.00	-	0.00	
A1.1	BSR partners	0.00	0.00	0.00	0.00	-	0.00	
A1.2	Other partners	0.00	0.00	0.00	0.00	-	0.00	
A2.1	Expenditure inside EU			0.00	0.00			
A2.2	Expenditure outside EU			0.00	0.00			
B	Norway	0.00	0.00	0.00	0.00	-	0.00	
Total		0.00	0.00	0.00	0.00	-	0.00	

Table (1) summarizes the eligible expenditure that shall be co-financed from the programme. It results from sheets FR_1 to FR_3.

The figures in this table must not contain any expenditure for complementary activities, any revenues or any other cash-inflows (e.g. sponsoring).

The ERDF expenditure is separated into expenditure that is subject to the 20% rule (A1.2) and expenditure that is subject to the 10% rule (A2.2).

(1.1) Programme co-financing

(1.1) Programme co-financing							[FR_3]	
Source of finance		Maximum co-financing	Previous payments	Current payment request	Accumulated		Remaining co-financing	
		[Euro]	[Euro]	[Euro]	[Euro]	[%]	[Euro]	
A	ERDF	0.00	0.00	0.00	0.00	-	0.00	
A1.1	BSR partners	0.00	0.00	0.00	0.00	-	0.00	
A1.2	Other partners	0.00	0.00	0.00	0.00	-	0.00	
A2.1	Expenditure inside EU			0.00	0.00			
A2.2	Expenditure outside EU			0.00	0.00			
B	Norway	0.00	0.00	0.00	0.00	-	0.00	
Total		0.00	0.00	0.00	0.00	-	0.00	

Table (1.1) shows the programme co-financing of the eligible expenditure. It results from sheet FR_3.

Among others, the table observes that partners located outside the programme area are only co-financed by up to 20% of the approved ERDF co-financing (20% rule). It also warns if the co-financing of expenditure outside the European Community is more than 10 % of the approved ERDF co-financing (10% rule).

(1.2) Partners' contribution

(1.2) Partners' contribution							[FR_3]
Previous contributions	Unpaid voluntary work	Current contribution			Total	Accumulated	
		Financial contribution				[Euro]	[%]
[Euro]	[Euro]	[Euro]			[Euro]		
0.00	0.00	0.00			0.00	0.00	-
0.00	0.00	0.00			0.00	0.00	-
0.00	0.00	0.00			0.00	0.00	-
0.00	0.00	0.00			0.00	0.00	-
0.00	0.00	0.00			0.00	0.00	-

Table (1.2) sums up the partners' contribution that were put into FR_3.

(2) Total expenditure

(2) Total expenditure										[FR_1 to FR_5]
Source of finance	Total eligible expenditure to be co-financed	Expenditure financed from revenues (FR_4)			Expenditure for complementary activities (FR_5)			Total project expenditure		
		Previous reports	Current report	Accumulated	Previous reports	Current report	Accumulated			
	[Euro]	[Euro]	[Euro]	[Euro]	[Euro]	[Euro]	[Euro]	[Euro]	[Euro]	
A ERDF	0.00		0.00	0.00		0.00	0.00		0.00	
B Norway	0.00		0.00	0.00		0.00	0.00		0.00	
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Table (2) summarizes the total expenditure of the project. It includes expenditure financed from revenues and expenditure for complementary activities that were financed from other than the programme's financial resources.

First level control (FLC) confirmation of the project's preparation cost report

This part of sheet FR_6 has to be filled in by the first level controller of the project.

Only white fields shall be filled in.

Orange fields are calculated automatically.

Sand fields are pre-filled by the Programme Management Database.

The first level controller has to sign and stamp the confirmation, as well as to fill in the name and position of the authorized signatory.

On-the-spot controls

The table for on-the-spot controls shall be filled in by the first level controller based on the information provided by each partner's first level controller.

Please list all first level on-the-spot controls that were carried out during this reporting period. Please select the number of the Project Partner, indicate the date of the on-the-spot control and state the name and company of the first level controller. In case a partner was checked more than once during the reporting period, please use a new line for each on-the-spot control.

Ineligible expenditure

Please list all ineligible expenditure that was detected during the first level controls of the partner reports. Please select the number of the Project Partner, indicate the budget line, shortly describe the ineligible items, state the ineligible amount and refer to the breached EC regulation(s), Programme rule(s) or national legislation.

***** AR – Preparation phase activities *****

Please provide a short description of the activities during the preparation phase.

***** Error messages and enclosures *****

Please correct the error messages in

Please correct the error messages in the indicated sections of the Preparation cost report.

List of other documents enclosed to this report

Please list each document that you attach to the Preparation cost report. Please also indicate the number of pages for the respective attachment. You may attach main project outputs, information and publicity materials, CD, DVD, photos about investments carried out etc.

List of other documents available at the Lead/Project Partners premises

Please list all attachments that are available at the premises of the Lead Partner or the Project Partners for the JTS (e.g. cost itemisation list, reports, etc.)

Please list documents (as for example info materials, maps, cost itemisation list, reports etc) that you have not send to the secretariat because it is technically difficult to deliver or these documents should not necessarily be delivered to the secretariat. However they are available either at the Lead partner's or Project Partner's premises.

2. PROGRESS REPORT

*** How to use the form? ***

Introduction

This form should be used by the project's Lead Partner to provide content-related and financial information on the progress of the project's implementation. In your Grant Contract the reporting periods and deadlines for the reports are specified. The report must be submitted within three months after the last day of the reporting period (for details please see the Programme Manual and the Grant Contract).

Legend and general remarks

White cells	should be filled in.
Sand cells	are pre-filled by the Programme Management Database (DEEP).
Orange cells	will be calculated automatically.
Green cells	are to the left of the table and give instructions on how to fill it in. Please follow these instructions.

Please note that this document **contains macros that have to be enabled**. Therefore, when opening the form you have to select the button 'enable macros' or 'yes'. If necessary, please change the settings of the Excel application to allow for macros (from the pull-down menu in Excel select tools/macro/security/security level => choose 'medium').

Please be aware that because the macros are activated, certain operations (e.g. saving the file, changing between the worksheets, selecting yes/no buttons, etc) might take more time than usually. Sometimes the calculations and transfer functions work only if you have saved the application after the new input.

Please **do not remove the Excel protection**. Please do not change or delete the structure and pre-filled text of the document! You risk that the Progress Report will not be accepted. Please use **MS Excel for filling in the form**. Other software like OpenOffice or Apple Excel can damage the file. If you use Excel 2007, please save the document as *.xls version (Excel 2003).

Please check sheet "Error messages and enclosures (E&E)" for any error messages. Please **clear all error messages before you hand in the report**.

Please check if you submitted all attachments as requested in the sheet "Error messages and enclosures (E&E)". Please list here also any other attachment to the Progress Report.

Please read carefully the corresponding chapters of the current version of the Programme Manual and the provisions of your Grant contract. These documents also refer to the relevant EU regulation. Finally, please take into account the information given at the LP seminar (available also on programme website eu.baltic.net).

Financial Report

1. The only currency to be used is EURO.
2. Total figures will be calculated automatically.
3. The costs for "External Services" and "Equipment and Investment" have to be specified in separate sheets, namely "FR_2", "FR_3" and "FR_4".
4. All figures should be rounded to 2 digits after the decimal point, with 0.005 being rounded up. Only exchange rates should be rounded to 4 digits after the decimal point, with 0.00005 being rounded up.
5. Please do not use links to other files, e.g. your personal files summing up the partners' expenditure.

Activity Report

1. Please keep the description concise and short.
2. Please report on any deviations and how you were/are going to cope with them.
3. The Progress Report may be accompanied by the main project's outputs and the publicity materials issued during the reporting period. Please list such attachments in the sheet "Error messages and enclosures (E&E)".

Submission

Please return the Progress Report (comprising the Activity Report and the Financial Report as well as the Annexes) in digital and paper form until the reporting deadline (see the Grant Contract).

To make sure that the paper and electronic versions of your Progress Report that are submitted to the Joint Technical Secretariat (JTS) are identical, a special function called "**check sum**", has been introduced into the Progress Report. With the help of this function, a unique string of characters is generated in the footer of the document each time the Progress report is amended. To make the check sum visible, press the **button "Finalise and save and print"**, which is on the top of the "Cover Sheet". **If the code is not visible on each page of the paper version and if it is not identical with the code of the electronic version the Progress Report will not be accepted.**

The digital version shall be sent to report@eu.baltic.net.

The paper version shall be signed by the authorised representative of the Lead Partner institution ("Cover") and the independent first level controller selected by the Lead Partner ("FR_9").

Together with the first Progress Report the designation certificates for first level controllers of partners coming from a country where the first level control is decentralised, should be provided. In case of changes of the first level controller at a later stage, the paper version of the report must be accompanied by the designation certificates of the new first level controller.

Please send all paper documents to the address given below:

Baltic Sea Region Programme 2007-2013
Joint Technical Secretariat
Investitionsbank Schleswig-Holstein
Grubenstrasse 20
18055 Rostock
GERMANY

Contact information

In case of questions, please do not hesitate to contact your responsible Finance Officer or Project Officer at the Joint Technical Secretariat.

*** Cover Sheet ***

This sheet is used to provide details on the project contact and bank information. Moreover, it contains the official request by the Lead Partner, which must be signed and stamped by the authorized representative of the Lead Partner institution. PLEASE REMEMBER: You have to make the check sum visible! Therefore, when the report is finalised press the **button "Finalise and save and print"**, which is on the top of this sheet. **If the code is not visible on each page of the paper version and if it is not identical with the code of the electronic version the Progress Report will not be accepted.**

Contact information

Please note that the contacts have already been pre-filled by the JTS. But they could be changed if needed.

Please fill in white fields only.

Orange fields will be calculated automatically.

Sand fields are pre-filled by DEEP, the Programme Management Database.

Project website

Please fill in the official website of the project.

Bank information

If the bank information is missing or wrong, please choose "no" from the drop-down list. Then please fill in all white cells with the correct bank information.

In case of bank accounts in Germany: Please indicate the IBAN (International Bank Account Number) and SWIFT code instead of account number and BLZ.

Please contact your bank to obtain the correct account information.

Lead Partner (LP) confirmation and signature

Please check if the requested amounts correspond with the total amounts certified by the first level controller (See "First level control (FLC) confirmation" in FR_9).

Please stamp and sign the Progress report and fill in the name and position of the authorized signatory.

*** FR_1 - Eligible expenditure to be co-financed ***

This sheet is used to provide details on eligible expenditure, which was paid and certified.

It consists of **up to 4 tables**: One table for each fund (i.e. ERDF, NORWAY and ENPI) and one summary table.

➔ **NOTE!** The input tables can be found to the right of the summary table.

Please fill in the tables for each fund granted to your project.

Please fill in white fields only.

Orange fields will be calculated automatically.

Sand fields are pre-filled by the Programme Management Database.

The summary table will sum up your inputs automatically.

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

Please do not use links to other files, e.g. your personal files summing up the partners' expenditure

*** FR_2 - Specification of BL 2 'External services' ***

This sheet is used to provide details on external service items.

It consists of one cost itemisation list for all external service invoices.

The amounts provided in the itemisation list are automatically summed up per work package and transferred to FR_1.

Please note that the structure of this sheet is identical with the model cost itemisation list which is available on eu.baltic.net.

Please fill in each column.

➔ **NOTE!** The input table continues to the right ...

Please fill in white fields only.

Orange fields will be calculated automatically.

If you click on a cell you will receive a guidance on how to fill it in.

The 'TOTAL amount paid' will be calculated automatically, but only after you have filled in the Eligible net amount, Eligible VAT, National currency and exchange rate.

Please note that the figures are only transferred to the tables in FR_1, if the number of the work package is given (last column)!

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

Only the exchange rate shall be rounded on four digits after the decimal point.

Guidance to the Progress Report

External service items as laid down in the approved Project data form could be changed. The changes are monitored by the JTS. They have to be reasonable and in line with the project activities.

*** FR_3 - Specification of 'Equipment' (BL 4) ***

This sheet is used to provide details on equipment items used during the reporting period.
It consists of one cost itemisation list for all equipment items.
The amounts provided in the itemisation list are automatically summed up per work package and transferred to FR_1.
Please note that the structure of this sheet is identical with the model cost itemisation list which is available on eu.baltic.net.

Please fill in each column.

➡ **NOTE!** The input table continues to the right ...

Please fill in white fields only.

Orange fields will be calculated automatically.

If you click on a cell you will receive a guidance on how to fill it in.

The 'TOTAL amount paid' will be calculated automatically, but only after you have filled in the Eligible net amount, Eligible VAT, National currency, Exchange rate.

Please note that the figures are only transferred to the tables in FR_1, if the number of the work package is given (last column)!

Please remember that only the depreciation costs are eligible. The depreciation costs are determined by your national accounting legislation. The monthly share of these depreciation costs should be calculated and multiplied by the month(s) of the equipment's use for the project. For equipment which is not depreciable according to the national accounting regulations (i.e. for example below the national accounting threshold set for depreciation, low-value assets) the total cost of the equipment can be reported.

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

Only the exchange rate shall be rounded on four digits after the decimal point.

*** FR_4 - Specification of 'Investments' (BL 4) ***

This sheet is used to provide details on investment items bought during the reporting period.
It consists of one cost itemisation list for all investment items' invoices.
The amounts provided in the itemisation list are automatically summed up per work package and transferred to FR_1.
Please note that the structure of this sheet is identical with the model cost itemisation list which is available on eu.baltic.net.

Please fill in each column.

➔ **NOTE!** The input table continues to the right ...

Please fill in white fields only.

Orange fields will be calculated automatically.

If you click on a cell you will receive a guidance on how to fill it in.

The 'TOTAL amount paid' will be calculated automatically, but only after you have filled in the Eligible net amount, Eligible VAT, National currency, Exchange rate.

Please note that the figures are only transferred to the tables in FR_1, if the number of the work package is given (last column)!

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

Only the exchange rate shall be rounded on four digits after the decimal point.

Investment items as laid down in the approved Project data form cannot be changed. This is monitored by the JTS.

*** FR_5 - Partners' eligible expenditure to be co-financed ***

This sheet is used to provide details on each partner's expenditure and own contribution.
It consists of three tables for (1) the specification of the eligible expenditure of each partner, (2) the specification of each partner's own contribution and (3) the programme co-financing.

➔ **NOTE!** The input tables continue to the right ...

Please fill in white fields only.

Orange fields will be calculated automatically.

Sand fields are pre-filled by the Programme Management Database.

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

Eligible expenditure to be co-financed

Please fill in each partner's expenditure for the current report. Please divide its expenditure into own costs and cost shares (if the partner participated in cost sharing).

For ERDF partners, please state the expenditure that was incurred by ERDF partners in implementing projects or parts of projects on the territory of countries outside the European Community, e.g. also in the eligible areas of Norway and Belarus. Such expenditure may be co-financed up to the limit of 10% of the approved ERDF co-financing.

Partners' contribution

If applicable, please fill in each partner's unpaid voluntary work. Please note that each partner's financial contribution is calculated automatically.

*** FR_6 - Interest income ***

This sheet is used to specify any interest or equivalent benefits earned on the advance payment of ENPI co-financing to Project Partners.
In sheet FR_9 the interest income is deducted from the interim payment made to the ENPI partners for the current reporting period.

Please fill in white fields only.

Orange fields will be calculated automatically.

Sand fields are pre-filled by the Programme Management Database.

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

Please be aware that the JTS might request copies of statements from the ENPI partners' and Lead Partners' banks detailing the amount of interest accrued/not accrued.

*** FR_7 - Revenues ***

This sheet is used to specify any revenues earned by the Project Partners.

Revenues are defined as cash in-flows directly paid by users for the goods and/or services provided by the project, such as charges borne directly by users for the use of infrastructure, sale or rent of land or buildings, or payments for services.

Revenues have to be deducted from the eligible expenditure. They shall not be included in the expenditure specified in the previous sheets FR_1 to FR_5.

For example, if you have a conference with total costs of 10 TEUR and you earn 8 TEUR through e.g. participation fees, then please only include $10-8=2$ TEUR as eligible expenditure in FR_1 to FR_5. In this sheet (FR_7) please include 8 TEUR as revenues.

Please shortly describe the activities, for which revenues were earned, indicate the amount of revenues earned and the source of the revenues.

Please provide the link to the project by selecting the number of the partner, who earned the revenues. Please also select the number of the work package and the fund from which the revenues were deducted.

Please fill in white fields only.

Orange fields will be calculated automatically.

Sand fields are pre-filled by the Programme Management Database.

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

*** FR_8 - Complementary activities ***

This sheet is used to specify any activities that complement the project activities during the project lifetime. Such activities are financed from other sources than those of the programme.

Expenditure for complementary activities has to be deducted from the eligible expenditure. It shall not be included in the expenditure specified in the previous sheets FR_1 to FR_5.

For example, if you have a conference with total costs of 20 TEUR and you get 10TEUR as sponsoring, then please only include $20-10=10$ TEUR as eligible expenditure in FR_1 to FR_5. In this sheet (FR_8) please include 10 TEUR as complementary activities.

Please shortly describe the activities, which were not co-financed by the programme, but which complemented the project activities. Please indicate the external source of finance and the expenditure for the complementary activities.

Please provide the link to the project by selecting the number of the partner, who implemented the complementary activities. Please also select the number of the work package and the fund from which the costs of the complementary activities were deducted.

Please fill in white fields only.

Guidance to the Progress Report

Orange fields will be calculated automatically.
 Sand fields are pre-filled by the Programme Management Database.

Please round all figures on two digits after the decimal point with 0.005 being rounded up (e.g. WRONG: 12.45684527, CORRECT: 12.46).

*** FR_9 - First level control confirmation ***

On this sheet the expenditure of the project is summarised. It results from your inputs in sheets FR_1 to FR_8.

The first level controller of the Lead Partner has to confirm the eligibility of the entire project's expenditure.

(1) Total eligible expenditure to be co-financed

(1) Total eligible expenditure to be co-financed		[FR_1 to FR_5]					
Source of finance		Budget	Previous reports	Current report	Accumulated		Remaining budget
		[Euro]	[Euro]	[Euro]	[Euro]	[%]	[Euro]
A	ERDF	0.00	0.00	0.00	0.00	-	0.00
A1.1	BSR partners	0.00	0.00	0.00	0.00	-	0.00
A1.2	Other partners	0.00	0.00	0.00	0.00	-	0.00
A2.1	Expenditure inside EU		0.00	0.00	0.00		
A2.2	Expenditure outside EU		0.00	0.00	0.00		
B	Norway	0.00	0.00	0.00	0.00	-	0.00
C	ENPI	0.00	0.00	0.00	0.00	-	0.00
Total		0.00	0.00	0.00	0.00	-	0.00

Table (1) summarizes the eligible expenditure that shall be co-financed from the programme. It results from sheets FR_1 to FR_5.

The figures in this table must not contain any expenditure for complementary activities, any revenues or any other cash-inflows.

The ERDF expenditure is separated into expenditure that is subject to the 20% rule (A1.2) and expenditure that is subject to the 10% rule (A2.2).

(1.1) Programme co-financing

(1.1) Programme co-financing							[FR_5 & FR_6]
Source of finance	Maximum co-financing	Previous payments	Current payment request	Accumulated		Remaining co-financing	
	[Euro]	[Euro]	[Euro]	[Euro]	[%]	[Euro]	
A ERDF	0.00	0.00	0.00	0.00	-	0.00	
A1.1 BSR partners	0.00	0.00	0.00	0.00	-	0.00	
A1.2 Other partners	0.00	0.00	0.00	0.00	-	0.00	
A2.1 Expenditure inside EU		0.00	0.00	0.00			
A2.2 Expenditure outside EU		0.00	0.00	0.00			
B Norway	0.00	0.00	0.00	0.00	-	0.00	
C ENPI (real payments)	0.00	0.00	0.00	0.00	-	0.00	
C1 Advance payment		0.00		0.00			
C2 Interest income		0.00	0.00	0.00			
C3 Interim payment requests	0.00	0.00	0.00	0.00	-	0.00	
<i>Of it: Paid with final report</i>		0.00	0.00	0.00			
Total	0.00	0.00	0.00	0.00	-	0.00	

Table (1.1) shows the programme co-financing of the eligible expenditure. It results from sheets FR_5 and FR_6.

Among others, the table observes that partners located outside the programme area are only co-financed by up to 20% of the approved ERDF co-financing (20% rule). It also warns if the co-financing of expenditure outside the European Community is more than 10 % of the approved ERDF co-financing (10% rule).

The ENPI interim payment (C) is calculated based on the total expenditure of ENPI partners (C3) minus the interest income earned for the ENPI advance payment (C2). If the sum of ENPI advance and interim payments exceeds 80% of the total ENPI co-financing, the remaining amount will be paid with the final progress report (after deduction of the advance payment).

(1.2) Partners' contribution

(1.2) Partners' contribution							[FR_5]
Previous contributions	Unpaid voluntary work	Current contribution		Total	Accumulated		
		Financial contribution			[Euro]	[%]	
[Euro]	[Euro]	[Euro]		[Euro]	[Euro]	[%]	
0.00	0.00	0.00		0.00	0.00	-	
0.00	0.00	0.00		0.00	0.00	-	
0.00	0.00	0.00		0.00	0.00	-	
0.00	0.00	0.00		0.00	0.00	-	
0.00	0.00	0.00		0.00	0.00	-	
0.00	0.00	0.00		0.00	0.00	-	

Table (1.2) sums up the partners' contribution that were put into FR_5.

(2) Total expenditure

(2) Total expenditure											[FR 1 to FR 8]
Source of finance		Total eligible expenditure to be co-financed [Euro]	Expenditure financed from revenues (FR_7)			Expenditure for complementary activities (FR_8)			Total project expenditure Accumulated [Euro]		
			Previous reports [Euro]	Current report [Euro]	Accumulated [Euro]	Previous reports [Euro]	Current report [Euro]	Accumulated [Euro]			
A	ERDF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
B	Norway	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
C	ENPI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Table (2) summarizes the total expenditure of the project. It includes expenditure financed from revenues and expenditure for complementary activities that were financed from other than the programme's financial resources.

First level control (FLC) confirmation of the project's progress report

This part of sheet FR_9 has to be filled in by the first level controller of the project.

Only white fields shall be filled in.

Orange fields are calculated automatically.

Sand fields are pre-filled by the Programme Management Database.

The first level controller has to sign and stamp the confirmation, as well as to fill in the name and position of the authorized signatory.

On-the-spot controls

The table for on-the-spot controls shall be filled in by the first level controller based on the information provided by each partner's first level controller.

Please list all first level on-the-spot controls that were carried out during this reporting period. Please select the number of the Project Partner, indicate the date of the on-the-spot control and state the name and company of the first level controller. In case a partner was checked more than once during the reporting period, please use a new line for each on-the-spot control.

Ineligible expenditure

Please list all ineligible expenditure that was detected during the first level controls of the partner reports. Please select the number of the Project Partner, indicate the budget line, shortly describe the ineligible items, state the ineligible amount and refer to the breached EC regulation(s), Programme rule(s) or national legislation.

*** AR_1 – Information for publicity ***

This section will give you an opportunity to market your project and its results on the Programme's website. We will also use this material to prepare marketing and information materials about the projects financed by the Programme.

What information should be provided?

This section consists of two parts:

- a) Summary of the project, and
- b) Achievements of the project to date.

Please write the texts about your project and its achievements in a form of an interesting story.. Both sections form one story.

Summary of the project

Please give a short and comprehensive overview of your project. Clearly indicate the sector, theme and geographical area to which the planned activities apply.

The description shall answer the following questions:

- What is the background of the project and the problem that you address?
- Please explain why you need a transnational cooperation to solve the problem.
- What are the project's objective(s)?
- Who are the partners? What are the partners' specific contributions to solve the problem?

Please focus only on the most relevant aspects of your project.

Achievements of the project to date

Please give an overview on the main achievements from the project starting date until the end date of the reporting period.

Please answer the following questions:

- What are the most essential activities carried out and outputs produced?
- How and by whom the project outputs are applied in practice?
- What positive change did the project bring to its target groups?
- What are the project's results? Who benefits from the project results?
- What long term impacts will the project have?

NOTE: This section should include content related information. Please do not provide technical details, e.g. project administrative matters, information on how many meetings or seminars you have organised, which work packages you implemented etc. For this purpose please use the AR_2 Overview on the project's progress.

The following sections of the Activity Report will not be published on the Programme's website. However, certain parts of the information provided in the report will be used for marketing purposes. For example, information regarding the projects' main outputs and achievement of project indicators.

***** AR_2 - Progress of the project implementation *****

The purpose of this section is to follow-up the overall project's progress and the progress of each work package and its correlation to the expenditure during the respective reporting period. The basis for reporting on the work carried out by your project should be section 3.10 of the project data form.

What kind of information should be provided?

AR_2 consists of the following sections:

- a) overview of the project's progress,
- b) progress in each work package.

The text below provides the expectations for each of these sections.

a) Overview on the project's progress

- Implementation of the WP1

Please briefly describe the main activities carried out in the Work Package 1 "Project management and administration". For example, how many Steering Committee or other relevant project management meetings took place. If relevant, please provide a summary of the main results/decisions of the meeting(s) that are crucial for project implementation.

- Examples of achieved output indicators of the common results

In the AR_4 you are asked to report on how many output indicators you achieved during the given reporting period. In this section please provide a few examples on how your project contributed to the achievement of those output indicators. In case there are larger deviations from the planned targets, please give the reasons. For further information please see the guidance to the AR_4 including examples.

- Any other information

Please add any other information for which you did not find a suitable place in other parts of the Activity report.

b) Work packages

In the pre-filled progress report template you will see the milestones and outputs only for the given reporting period in each work package. Please provide comprehensive content information on achievements of the milestones and outputs carried out in the given reporting period. For example, regarding:

- 1) reports, analysis, strategies, action plans, surveys etc: please provide information on the state of affairs, main content, challenges, further steps to finalise, how it is linked or contributes to other project activities, which partners/organisations were involved.
- 2) Events (either organised by the project or where the project took part): provide a title, when and where events took place, who took part, how many participants attended the event, what was the main purpose and main outcomes. How did the project benefit from the event? What has been done as a result of the event?

Guidance to the Progress Report

When you report on main achievements per work package or at project level, whenever it is relevant please make a reference to output indicators of common results and indicators of priority specific results.

We are very interested in the content of your project therefore, please do not provide only technical information.

What to do in case of delays?

- please include information on delays, partial achievement of a milestone or an output. In particular, provide the following information:
 - which milestone, output is delayed
 - what is the reason for the delay
 - when will you complete the milestone, output.

In case you will not be able to fully or are only partly able to complete the milestone, please report on the anticipated effects. Please report on the effects of delays to the execution of other activities.

Please remember to report on the achievement of delayed outputs etc. from previous progress reports as well as report currently delayed outputs etc. in the next progress report(s).

NOTE: Please do not hide delays. It can prolong the clarification process of your report. We need to know how project is progressing in its implementation, including the challenges the project is facing.

*** AR_3 - Main outputs of the project ***

In this section please provide information on the immediate products delivered by the project, i.e., 'main outputs'.

The data collected in this section will be used for statistical and marketing purposes. In particular, it will be used to provide various audiences with practical examples on the main deliverables of the projects financed by the Programme. Therefore, it is important to describe the main outputs in a form that its content and main purpose can be easily understood by a person who has no knowledge about your project.

When should the section be completed?

This section should only be filled in when the main output has been delivered. Therefore, since the majority of main outputs are produced in the later stage of project implementation, this section might be empty during the first few progress reports.

Nevertheless, you need to report on the progress of producing the outputs under the respective work package in the section AR_2.

What information should be provided?

The main project's outputs of your project, described in the section 3.5 of the project data form, are automatically transferred to the section AR_3 of the progress report. However, you need to provide a description and amount of the main outputs produced only when the output is delivered (for specific details please see the table below).

Column: "Description of the output produced & exact link to its storage location"	Column: "Current report"
<ul style="list-style-type: none">• Describe each main output completed in the given reporting period:	<ul style="list-style-type: none">• Insert the total amount of main outputs produced in

<p>a) Content: the purpose of the output, what information it contains.</p> <p>b) Target group: how and by whom (which organisations, specialists etc.) this output is used.</p> <ul style="list-style-type: none"> Give an exact web link where the output could be found. NOTE: A general project web address is not sufficient. <p>There might be specific outputs which cannot be stored on the web. In such case please provide reasons under the respective WP of the section AR_2. Please also provide information as to where and how the output can be accessed.</p>	<p>the given reporting period.</p> <p>Note: Please do not count number of copies, but a number of issues.</p>
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NOTE: in cases where you change the information of previously reported outputs, only the latest information will be used by the Programme.

Remember: make sure that EU Publicity and Information requirements are applied to each project's output, i.e. the EU logo and Baltic Sea Region Programme 2007-2013 logo, a reference to the funding sources are added and well visible (see chapter 8.2. of the Programme Manual).

*** AR_4 – Indicators ***

In order to make the achievements of the projects visible and, consequently, the Programme's achievements, a system of indicators has been set up (for more details see the section 6.6 of the Operational Programme).

When should the section be completed?

You should report on the produced indicators in the given reporting period. In case no indicator(s) are produced, please report "0" in the respective row.

What information should be provided?

The AR_4 should contain information regarding the achievements of initially set targets for:

- output indicators for the common results,
- indicators for publicity and communication in the given reporting period.

These targets were set by the project in the Annex to progress report 1 – "Definition of indicators", and are automatically transferred to the column "Target" of this section starting from the Progress Report no 2 on. However, you may start to fill in this section already from the first progress report. The values provided in the preceding reports are summed up in the column "Value Previous reports".

Although this section requires reporting on achievements in numbers only, please provide description of a few output indicators in the given reporting period in the AR_2 under the 'overview of the project' or respective work package. The table below explains what is expected for each common result. It includes also examples.

Output indicators for common result(s)

Output indicators for common result(s)	What information shall be provided?	Example to be provided in the AR_2 section "Overview on the project's progress"
Number of politicians directly involved in project activities	Please report how many politicians/high level decision makers were actively involved in the project activities.	<p>Which organisations? How? Which intensity? <i>Politicians representing the regional councils and national transport ministries from SE, DK, FI, LV, EE (specify organisations) were members of the project Advisory Group. They met twice a year.</i></p> <p>What has happened/changed? <i>As a result of this work, these organisations signed the Action Plan for implementation of multimodal actions.</i></p> <p>Any financial commitments? 150 MEUR needed to implement the plan.</p> <p>What is the evidence of it? The countries committed to providing necessary resources in the Memorandum of Understanding, which was signed in September 2011.</p>
Number of open public events with politicians participation	Please report how many events were organised with participation of the politicians, where they took an active part. NOTE: Please do not include internal project events.	
Number of political statements to be endorsed, resulting from project activities and signed within the project lifetime.	Please report what specific political statements were endorsed and who has endorsed them.	
Number of established transnational structures based on official agreements (networks,	Please report number of transnational structures that either were established or strengthened as a result of the project.	<p>What structure? The project has established a network of Baltic Landscape sites based on the Model Forest Approach.</p> <p>What is the purpose? The purpose of the network is to promote good governance methods of the</p>

Output indicators for common result(s)	What information shall be provided?	Example to be provided in the AR_2 section "Overview on the project's progress"
platforms, for a, council, etc)	Please provide official agreement on what basis the structure was established.	<p>landscapes and support the development of the Baltic Landscape sites.</p> <p>Which organisations form a structure? How do they cooperate, e.g. how often do they meet? Organisations from SE, FI, BY, PL representing the Baltic Landscape site are members of the network..... Those are regional forestry councils.... The network meets 2 times a year.</p> <p>Which document lays down a framework for a structure? A written agreement lays down a framework for cooperation in the network.</p>
Amount (EUR) of investments realised with Programme's funding within the project lifetime	Please report on the investments carried out by the Programme's funds.	
Amount (EUR) of investments realised with other than the Programme's funding within the project lifetime	Please report on the investments carried out by other than Programme's funding within the project lifetime.	<p>How much? From which source? The project has attracted 100 MEUR for investments from ministries of environment of SE (20 MEUR), DK (20 MEUR), LV (30 MEUR), PL (30 MEUR)</p> <p>What is the purpose? Funds will be used to introduce measures that would reduce nutrient discharges from waste water treatment plants.</p> <p>When? The investment will be implemented by waste water treatment plants in those countries during 2012 - 2015.</p>

Publicity and communication indicators

Please insert the number of publicity and communication indicators reached during the given reporting period. Please remember to provide a number of relevant output indicators for the current reporting period only! Early reported numbers are already included in the progress report under the column "Value, Previous reports".

3. ANNEX TO PROGRESS REPORT 1 (PR1) – DEFINITION OF INDICATORS

The main purpose of this Annex is to define target values for the output indicators of the common results, the publicity and information indicators and to define indicators for the priority specific results.

This information will be used to monitor the achievements of the project's expected results (Activity Report 4 – Indicators). Thus the Annex needs to be filled in only once in the project lifetime. You will not be able to change this data in the following reporting periods. Therefore, please think carefully, together with all Project Partners, about what tangible results your project expects to achieve and be realistic! Think carefully about how you are going to measure this achievement and how you will collect the reliable data/information! Further guidance has also been given at the Lead Partner seminar (presentations are available on the programme website eu.baltic.net) Before completing the Annex please remember to view the specification of the selected common results described in the section 3.4.1.2. of the Project Data Form.

Output indicators for common results

There are pre-defined output indicators for each common result. Please provide the target value for each output indicator. Target value = the number of outputs as specified by the indicator you intend to achieve during the project lifetime.

For example, if you have selected the common result 'Increased political recognition', please state how many politicians you will involve directly in the project activities, how many political statements you plan to endorse during the project lifetime and how many open public events with politician participation will be organised.

The quantification of the output indicators should be done only for those common results which you have selected in the project data form (section 3.4.1.1.).

Under each output indicator, please further specify your indicator. Regarding 'politicians directly involved with the project activities' please describe which level of governance (municipal, regional or national level) and which countries or regions they represent. If you use the indicator 'number of open public events with politicians' participation', please describe what type of events you mean. For 'political statements to be endorsed', please specify what type of statement you mean giving information about the content of the statement (e. g. "transnational action plan for increased use of sustainable energy sources in public buildings"). If you aim at 'establishing transnational structures", please further describe what type of structures you plan to establish or strengthen and which organisations will be part of them. If relevant, similarly specify the investments that you plan to realise within the project lifetime.

Guidance to the Progress Report

Please find below a short explanation of the main terms used in common results:

Term	Description
Politicians	Politically elected members of local, regional, national governments and/or decision makers representing public authorities.
Politicians directly involved in the project activities	Involvement of politicians is ensured in the project's decision making bodies, for example project's Steering Committee, Management Board, Advisory Group, etc. <u>Proof:</u> List of participants, minutes of the meeting, broadcast of politician(s) participating in the project's press conference etc.
Open public events with politician participation	Events (conferences, press conferences, seminars etc) organised for wider public (not limited to the project partnership) where politician(s) take(s) an active role, for example give a speech, moderate an event, a session or panel discussion etc. This may include international, national and regional/level events. Please do not include the internal working meetings, workshops, and seminars etc that are organised only for the Project Partners. <u>Proof:</u> List of participants, press release, presentation, broadcast of the event, video of the event, photos.
Political statements to be endorsed, resulting from project activities and signed within the project lifetime	Statements signed/endorsed by the politicians either at local, regional, national or European level during the project lifetime. For example, Memorandum of Understanding, Agreement, Transnational Action Plan, Territorial Development Plan, regional plan/strategy, local land use plan etc. Please keep in mind that these documents should be signed/ endorsed by the respective politicians. One statement signed by several politicians is counted as one statement. <u>Proof:</u> signed agreement, memorandum of understanding, action plan or any other similar document by the politicians.
Established transnational structures based on official agreement (networks, platforms, fora, councils etc)	Signed agreement or similar document on the establishment of new transnational structures like, for example, the network, the new platform, the new council etc. Signed agreement, action plan, etc. aiming at strengthening or improving the performance of existing transnational structure network, platform, organisation etc.). <u>Proof:</u> signed agreement, Memorandum of understanding, action plan or any other similar document.
Investments realised with Programme's funding within the project lifetime	Investments that are described in section 6.4.2. of the Project Data Form.
Investments realised with other than the Programme's funding within the project	Investments planned to be realised during the project lifetime by funding other than the funds committed to the project by the Baltic Sea Region Programme 2007-2013. These investments should contribute to the achievement

Term	Description
lifetime	of the project's expected results and planned objectives. For example, implementation of certain activities agreed among the Project Partners in action plan designed during the project lifetime (building a road, installing equipment to prevent pollution of the Baltic Sea or reconstruction of the building by using the feasibility study developed by the project etc.) <u>Proof:</u> concrete investment object, photos.

Publicity and communication indicators

Communication indicators will help you to: (1) measure, if the aims of the Communication plan have been achieved; (2) identify what project communication aspects need to be improved.

The **target values should be provided for the following pre-defined publicity and communication indicators** (set in chapter 10.3.2. of the Communication plan):

Indicator	Description
Number of <valid> addresses e-mailed to	Number of email addresses in the project mailing lists. This number should ONLY include regularly used emails to inform about main project activities e.g. invitations to main project events; newsletters; press releases etc.
Number of participants at the events	Number of participants included according to the participant list. Only events organised or co-organised by the project, dedicated to project activities/results and addressing project target groups. Meetings of the project steering groups or working meetings are not counted here.
Number of newsletters downloaded online	Clicks downloading the newsletter file from the project website counted. <u>Proof:</u> website statistics report
Number of printed publications distributed	All printed project publications distributed to the relevant target groups. No. of printed copies. <u>Proof:</u> List of recipients (name/institution/address)
Number of articles in international press (newsletters, magazines etc.)	Articles covering project activities, partnership, results etc. Clear reference to the project, EU & Programme made. No. of paid advertisements. <u>Proof:</u> Article copy (paper or electronic version)
Number of articles in national newspapers	Articles covering project activities, partnership, results etc. Clear reference to the project, EU & Programme made. No. of paid advertisements. <u>Proof:</u> Article copy (paper or electronic version)
Number of articles in regional newspapers	Articles covering project activities, partnership, results etc. Clear reference to the project, EU & Programme made. No. of paid advertisements. <u>Proof:</u> Article copy (paper or electronic version)
Number of articles in local newspapers	Articles covering project activities, partnership, results etc. Clear reference to the project, EU & Programme made.

Guidance to the Progress Report

Indicator	Description
	Not paid advertisements. <u>Proof:</u> Article copy (paper or electronic version)
Number of brochures produced	Brochures about project activities, results. Please only count issues. <u>Proof:</u> Invoice for printing <i>Brochures contain more information than leaflets.</i>
Number of flyers produced	Flyers about project activities, results. Please only count issues. <u>Proof:</u> Invoice for printing <i>Flyers are simple info tools containing general project info.</i>
Number of public events advertising the projects organised by the project	Events organised by project to external target groups to promote the project activities/results. E.g. Stakeholder events; regional info days; press conferences etc. <u>Proof:</u> Agenda/minutes; participant list; press release etc.
Number of public events advertising the projects attended by project representatives (exclude the ones organised by project)	During the event project representative should have an active role in promoting the project e.g. presentation about project; run project exhibition stand etc. <u>Proof:</u> Agenda/minutes; participant list; press release etc.
Number of TV broadcasts	Appearances in the TV (national, regional, local, commercial or public) covering project activities, partnership, results etc. Clear reference to the project, EU & Programme made. <u>Proof:</u> Record of the TV broadcast
Number of radio broadcasts	Radio broadcast (national, regional, local, commercial or public) covering project activities, partnership, results etc. Clear reference to the project, EU & Programme made. <u>Proof:</u> Record of the radio broadcast
Number of project websites maintained by the project	Number of domains registered and websites maintained by the project during project lifetime. Clear reference to the project, EU & Programme. <u>Proof:</u> Links to the websites
Number of websites where the information about the project is available	Other than project websites, but can be Project Partner websites containing project info e.g. description; full title & website link; cooperation map; advertisements etc. <u>Proof:</u> Links to the websites/ screenshots
Number of newsletter issues	Only one original issue in original language counted (translations not counted) e.g. 4 issues per year etc. <i>Newsletter includes updated information about project activities, partnerships, new initiatives, events and highlights other project relevant news and is mainly published in electronic format and on a website.</i> <u>Proof:</u> Newsletter issues
Others (it is possible to specify up to 5 other indicators)	Examples: - Number of journalists invited/participating at project

Indicator	Description
	<p>events</p> <ul style="list-style-type: none"> - Number of organised press conferences - Number of press releases prepared about project activities, results, events etc. - Number of communication actions with potential media impact e.g. field trips; poster campaigns etc. - Number of promotion materials/give-aways produced. - Number of speakers invited to project events <p>Please briefly specify, what you mean by your chosen indicators.</p>

Indicators for priority specific result(s)

Please define one to three result indicators for each priority specific result. Please provide a baseline which quantifies the situation before the project's intervention. Then please insert the target value for each defined result indicator.

Under each indicator please describe the method of how you will measure the achievement of the respective indicator, i.e. what you count/measure and how you count/measure. The method should ensure reliability of the data to be collected and to be provided in the reports that follow..

Indicators for the additional result(s)

Where your project has defined additional results, please define at least one to three result indicators for them. Please provide a baseline, which quantifies the situation before the project's intervention. Then please insert the target value for each defined result indicator.

Under each indicator please describe the method of how you will measure the achievement of the respective indicator, i.e. what you count/measure and how you count/measure. The method should ensure reliability of the data to be collected and to be provided in the reports that follow.

4. ANNEX TO THE FINAL PROGRESS REPORT (PR) – RESULT INDICATORS

The purpose of the Annex is to provide information on the project results achieved. This Annex needs to be filled in and submitted together with the Final Progress Report.

Please briefly describe how you achieved each project priority specific result by reflecting on the indicators defined by you at the beginning of the project. Please provide concrete examples.

The description of the achievement of result should:

- demonstrate what has been changed due to the project
- be concise and clear
- be understandable to a person not familiar with the project
- not contain references to any parts of the progress report, annex to PR1 or project data form

When completing the description please ensure that the description provides the answer to the following questions:

- What has changed? Where is the change visible?
- Which project outcomes were needed to achieve the change?
- For whom is the change?
- What is the proof of the change?

Example

Data from the Annex to the 1st Progress Report	Description of the achievement of the priority specific result in the Annex to the Final Progress Report
<p>Indicator definition: Number of flood protection and risks management plans taking climate change into account</p> <p>Measurement method: Questionnaire answered by representatives of the case studies of the project. This questionnaire was sent out both at the beginning and at the end of the project.</p> <p>Baseline: 11</p> <p>Target: 22</p>	<p>11 flood protection and management plans were developed/updated for the following areas(please name them).</p> <p>The following outcomes of the case studies were included in the plans.....(please specify).</p> <p>The plans were approved by the following organisations(please name them).</p> <p>Proof: outcomes of questionnaire, plans, decisions</p>