

The Lead Partner Seminar of Core Projects Day 2



Berlin | 18 January 2023

Agenda - day 2

- 9:00 – 9:15** **Welcome back**
- 9:15 – 10:50** **Practical aspects of reporting - part I**
- 10:50 – 11:20** **Coffee break**
- 11:20 – 13:10** **Practical aspects of reporting - part II**
- 13:10 – 13:15** **Wrap-up and final conclusions**
- 13:30** **Lunch**



Where are we at?

BAMOS+

Technical aspects of reporting

Activity and communication reporting

Eligibility, documentation of costs, procurement

Activities outside the Programme area

Audit and control

Changes

Responsibilities after project closure



Interreg
Baltic Sea Region



Co-funded by
the European Union

BAMOS+

Introduction to the data exchange system

Lead Partner Seminar 2023

Berlin | 17-18 January 2023

Dana Hennings / Vaclav Kaplan



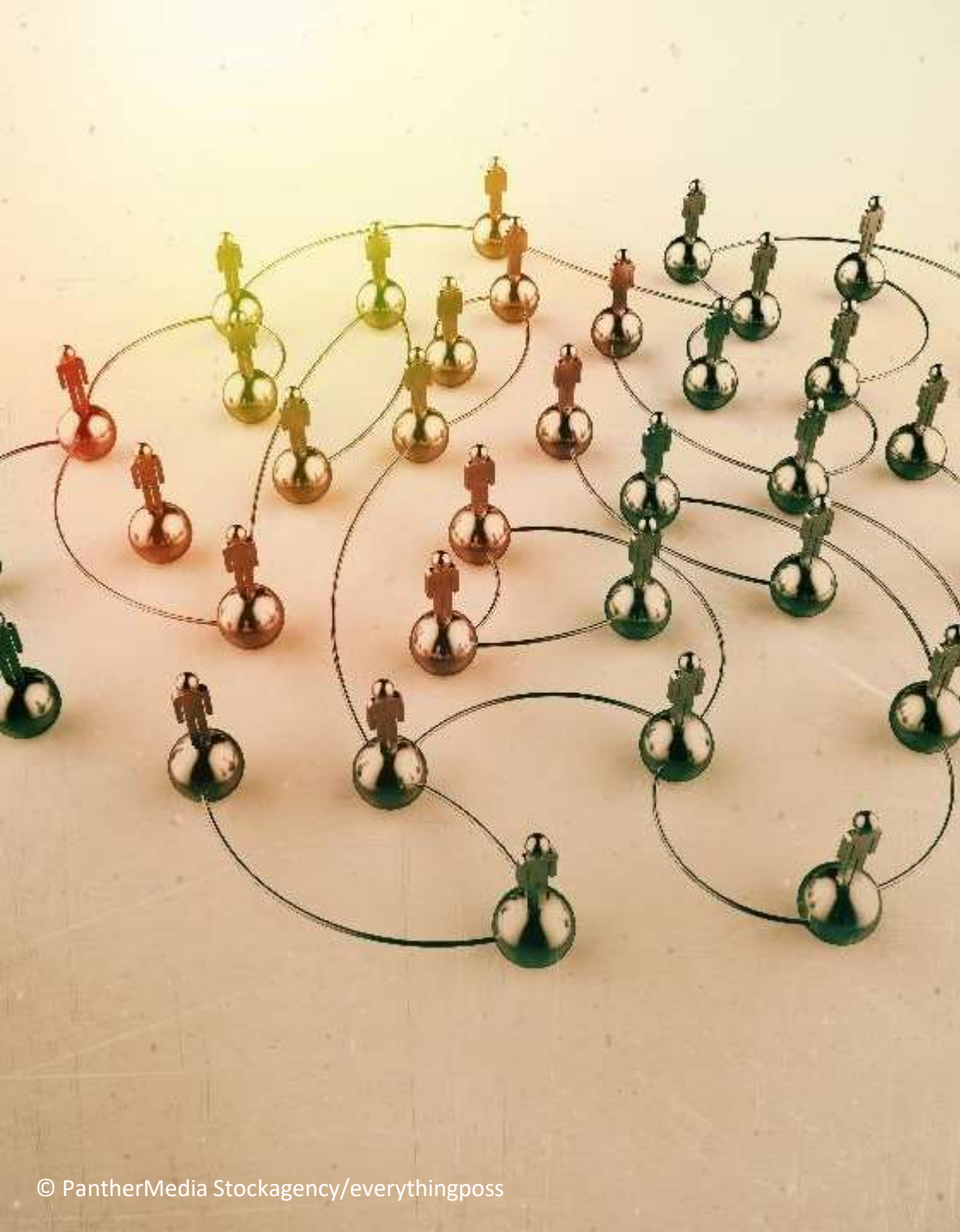


BAMOS+

Electronic data exchange system

Documents & administers project life cycle, e.g.

- ✓ Application
- ✓ Reporting
- ✓ Certification of costs
- ✓ Project changes
- ✓ Communication between lead partner (LP) & Managing Authority/Joint Secretariat (MA/JS)



BAMOS+

User roles

Project level

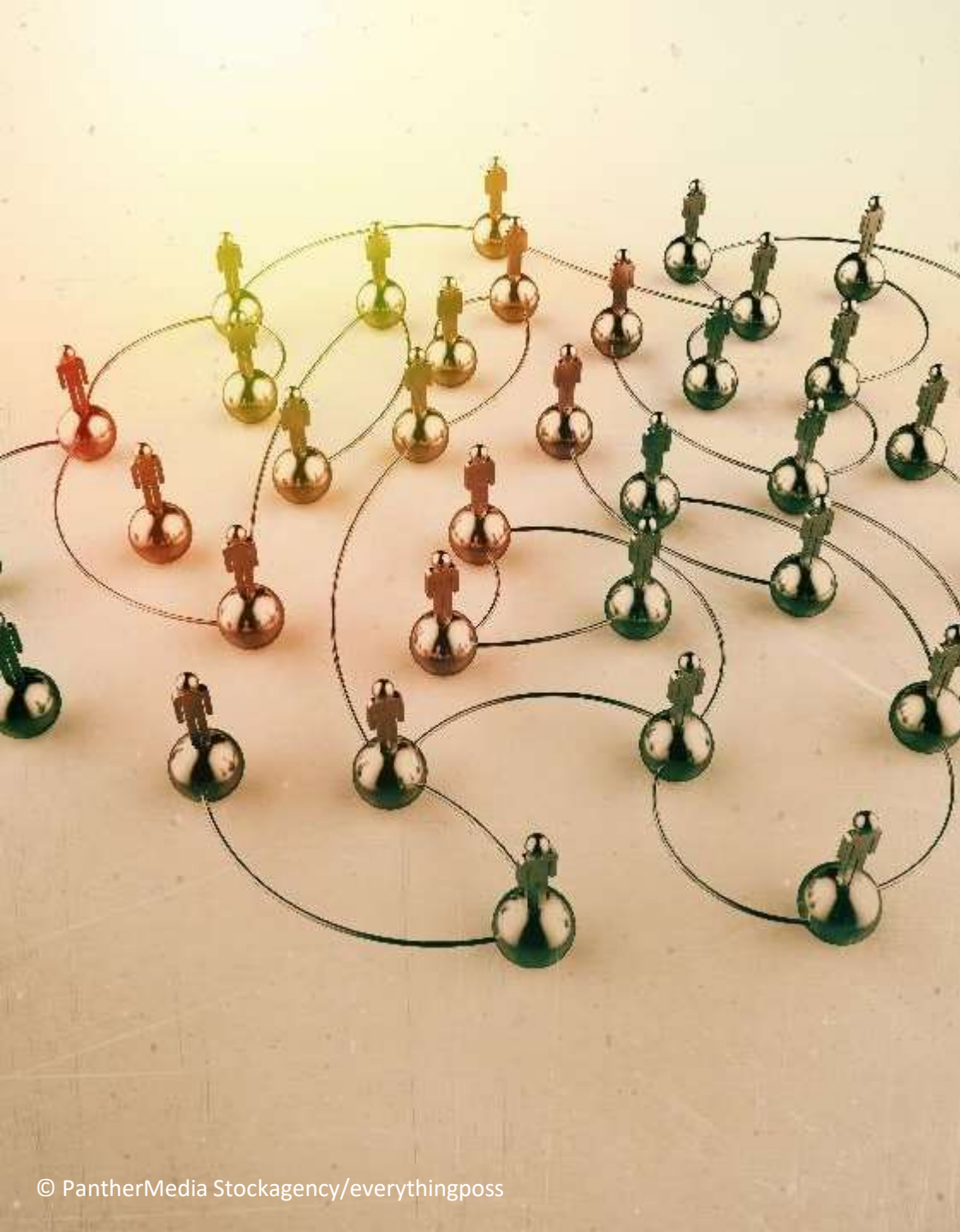
- ✓ Users access project data via the **Dashboard**

Partner level

- ✓ Users access partner report data via **'Partners'**

Special users

- ✓ National controllers
- ✓ Designation authorities



BAMOS+

User rights

For defined sections

- ✓ Read / Read+Write / Read+Write+Submit



Dashboard

Main access point to project data

- ✓ Application
- ✓ Documents (incl. subsidy contract)
- ✓ Contact & bank information
- ✓ State aid
- ✓ Progress report
- ✓ Clarifications (e.g. for project changes)



Dashboard

Only accessible for project users

Our recommendation

- ✓ Provide partners with read rights on project level so that they can access project data

Project: VaK_Core_PPR Index No.: R11.15.0-VaK-0114 Project No.:

It's done by **GECKO**

General Information Guide				
Title	Version	Last Update		
Application Form *	3	vaclav.kaplan@eu.baltic.net	19/12/2022 16:30	
Documents		vaclav.kaplan@eu.baltic.net	30/08/2022 08:48	1 document submitted
Contact & Bank information	2	vaclav.kaplan@eu.baltic.net	27/09/2022 16:53	Submitted
State Aid		JS	19/10/2022 11:58	

Project Messages (6 new messages)	
Message Details	Receive Date
System Automatic BAMOS message: New version of application	19/12/2022 16:27
System Application form submitted	22/09/2022 13:44
System Automatic BAMOS message: New clarification	07/09/2022 10:31
System Automatic BAMOS message: New version of progress report	25/08/2022 18:10

Project reporting i				
Title	Version	Last Update		
Reporting periods				
Partner report management				
Progress Report 1 *	1	JS	25/08/2022 18:10	Deadline 31/08/2022

Controller

No controllers found.

Other Clarifications i				
Title	Category	Version	Last Update	
Subsidy Contract	Subsidy contract	0	JS	07/09/2022 10:31
				Finalized (Approved)

Project Users Modify Users		
Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Read + Write + Submit	Active

Dashboard of BAMOS+

Project: VaK_Core_PPR Index No.: R11.15.0-VaK-0114 Project No.:

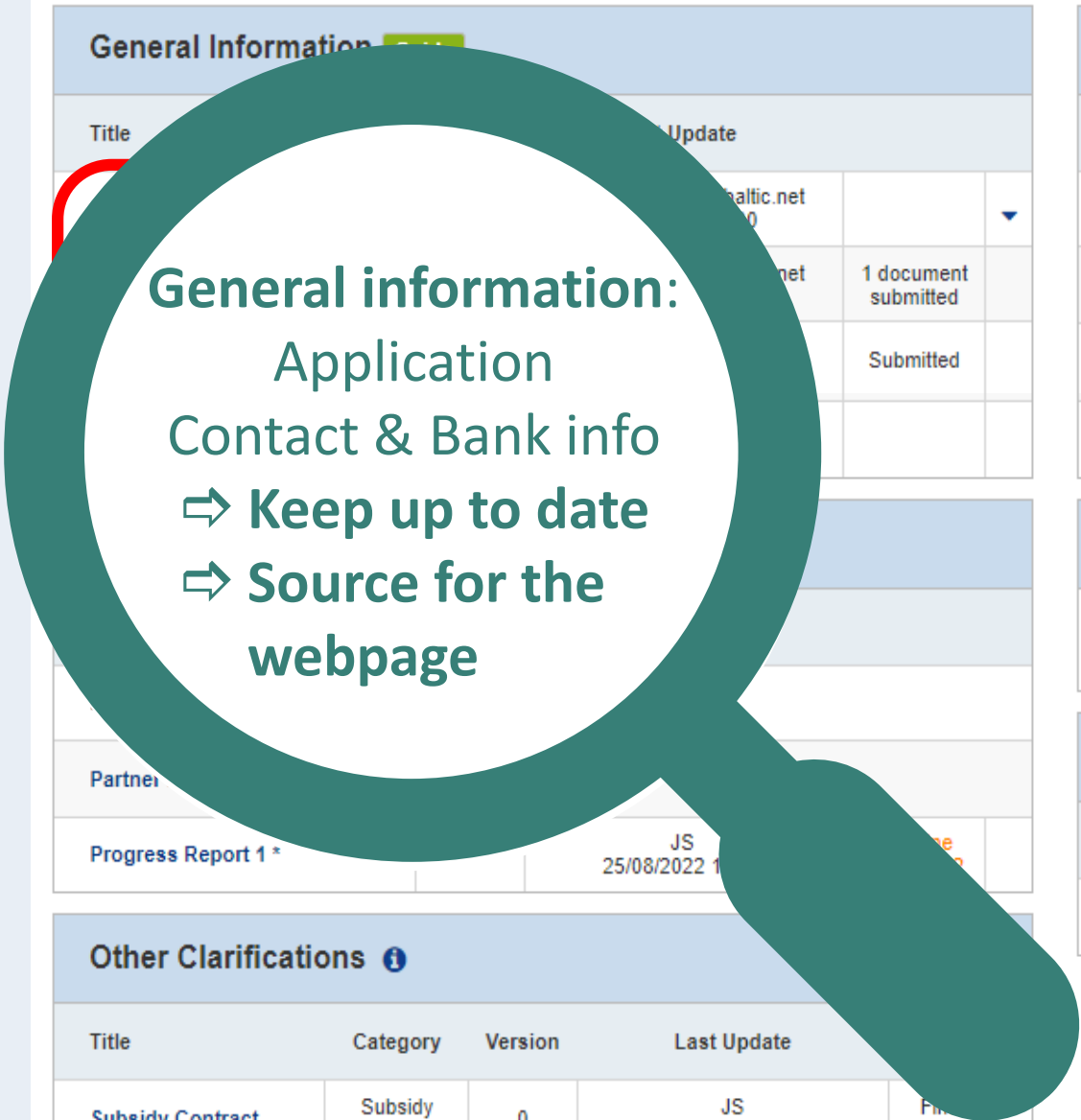
It's done by **GECKO**

General Information

Title	Update
Application	Submitted
Contact & Bank info	Submitted

Other Clarifications

Title	Category	Version	Last Update
Subsidy Contract	Subsidy contract	0	07/09/2022 10:31



Project Messages (6 new messages)

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Controller

No controllers found.

Project Users

[Modify Users](#)

Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Read + Write + Submit	Active

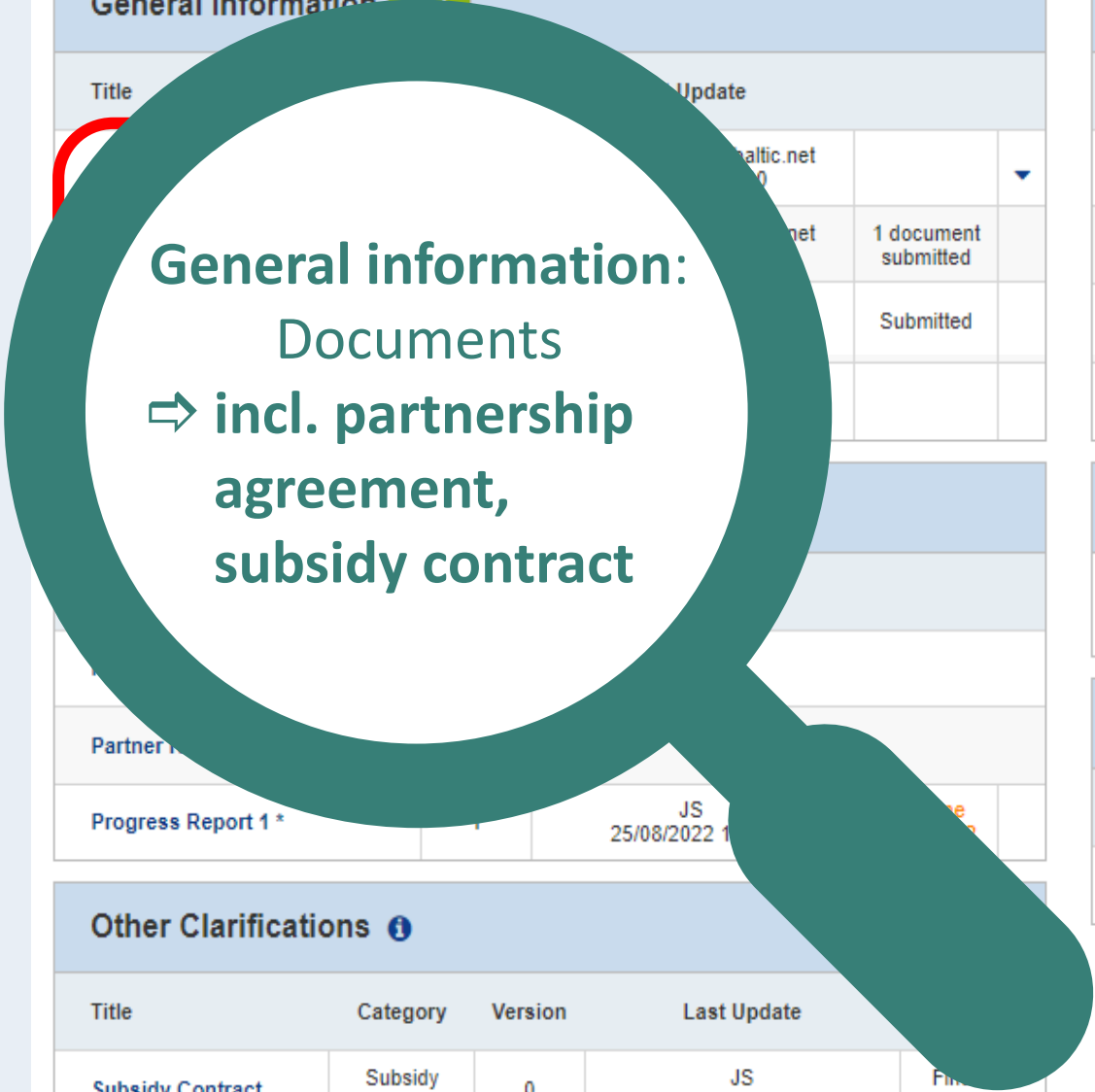
Dashboard of BAMOS+

Project: VaK_Core_PPR Index No.: R11.15.0-VaK-0114 Project No.:

It's done by **GECKO**

General Information

Title	Update
vaclav.kaplan@eu.baltic.net	
1 document submitted	
Submitted	
Partner	
Progress Report 1 *	JS 25/08/2022 1



Other Clarifications ⓘ

Title	Category	Version	Last Update
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Controller

No controllers found.

Project Users Modify Users

Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Read + Write + Submit	Active

Documents – upload by LP

Copies of partnership agreement, ...

Attachments to the application | **Other documents of the project** | Documents of the MA/JS

▼ Partnership Agreement **Guide**

Description 0 / 50 characters

File

Document Name	Description
---------------	-------------

▼ Additional Documents **Guide**



Documents – upload by MA/JS



Copies of subsidy contract/de-minimis award letters/...

Attachments to the application

Other documents of the project

Documents of the MA/JS

Contracts

Contract

Sent out on 05/10/2022

Received on 20/10/2022

Date of last signature 24/10/2022

Download



Communication with MA/JS via BAMOS+ Messaging Centre

Project: VaK_Core_PPR Index No.: R11.15.0-VaK-0114 Project No.:

It's done by **GECKO**

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Email Address	Role	Status
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Dashboard of BAMOS+

Project: VaK_Core_PPR Index No.: R11.15.0-VaK-0114 Project No.:

IT's done by **GECKO**

General Information [Guide](#)

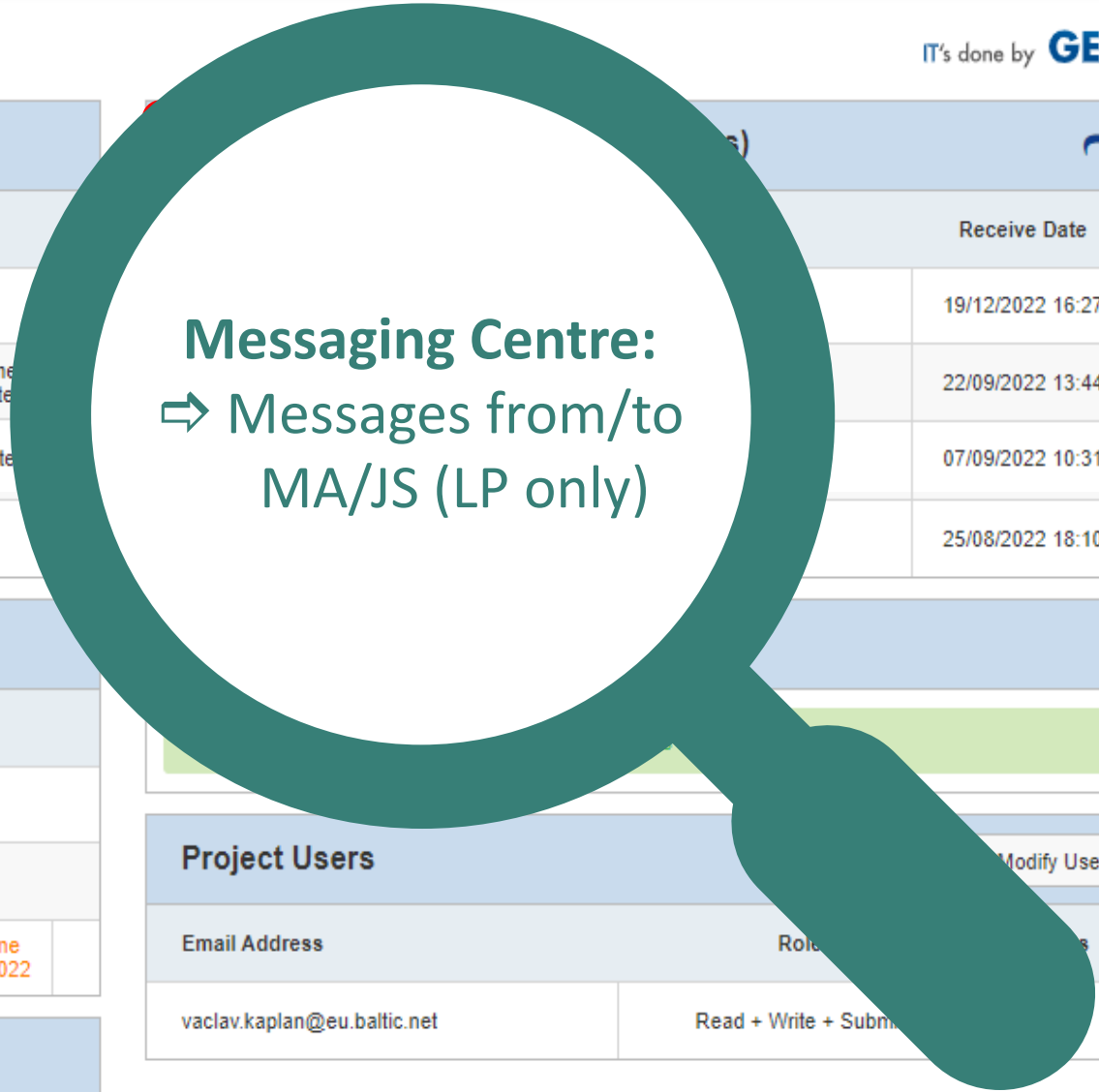
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Project reporting [i](#)

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Partner report management				
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Other Clarifications [i](#)

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Messaging Centre

- Messages between the **LP** and **MA/JS**
- **System** messages
- Accessible for LPs only (user rights: Read + Write + Submit)
- **Sorting:** Archive, favourite, tags...
- Attachments: **max. 10 MB** file size each, number of attachments not limited



Where are we at?

BAMOS+

Technical aspects of reporting

Activity and communication reporting

Eligibility, documentation of costs, procurement

Activities outside the Programme area

Audit and control

Changes

Responsibilities after project closure



Interreg
Baltic Sea Region



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Reporting in core projects – technical aspects



Lead Partner Seminar 2023

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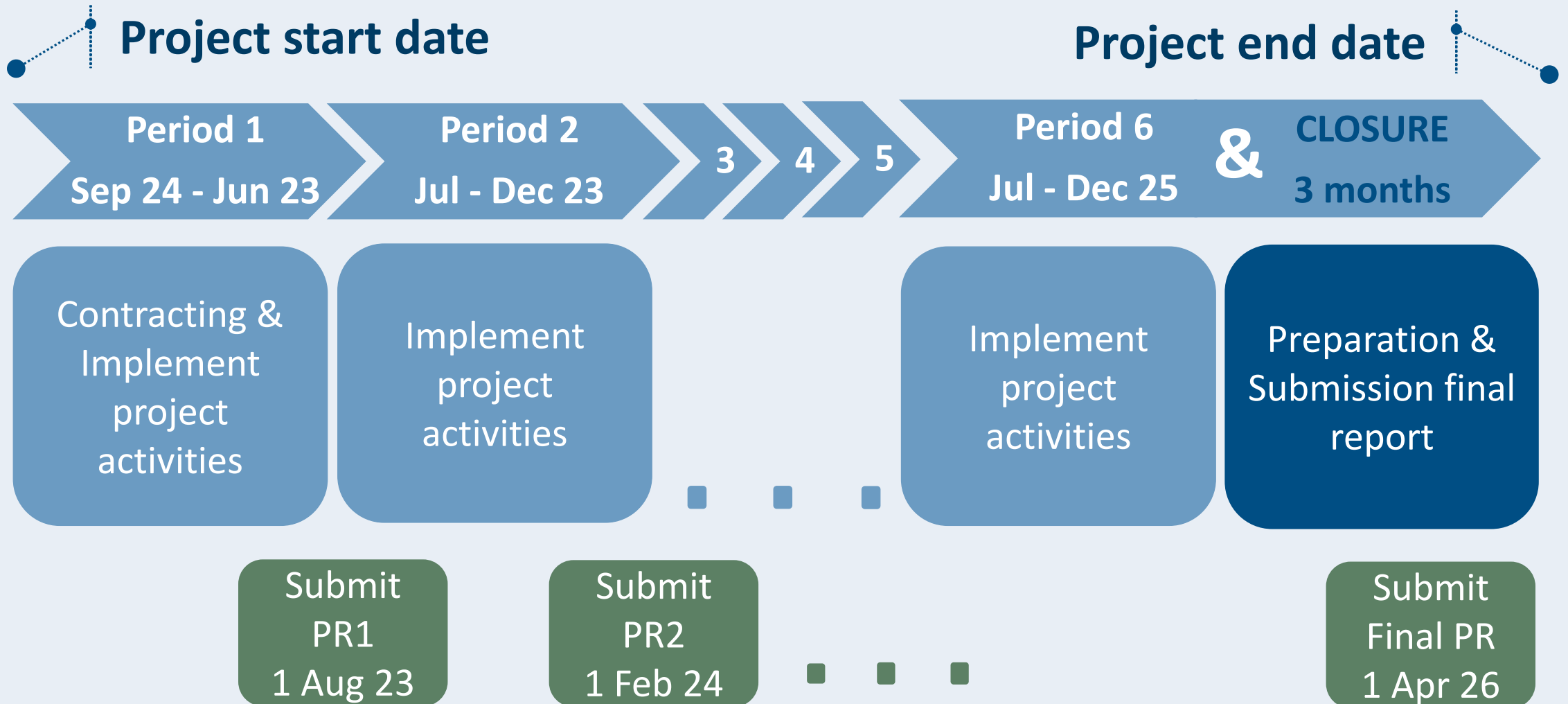
Reporting in core projects

- Reporting principles
- Reporting in BAMOS+
- Documentation:
Report of hours and employment confirmation
- Payment



Reporting principles

Reporting periods



Dashboard of BAMOS+

Project: VaK_Core_PPR Index No.: R11.15.0-VaK-0114 Project No.:

IT's done by **GECKO**

General Information [Guide](#)

Title	Version	Last Update
Application Form *		
Documents		1 document submitted
Contact		submitted
State		
Project reporting		
Reporting periods		
Partner report management		
Progress Report 1 *		
Deadline 31/08/20...		

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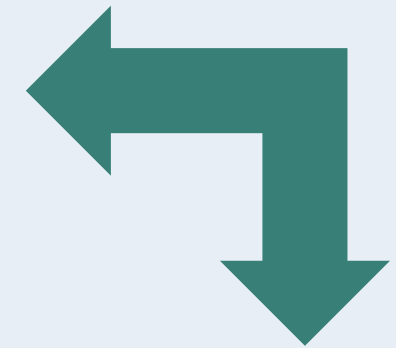
Project Users

[Modify Users](#)

	Role	Status
	Read + Write + Submit	Active

Contractual deadlines for progress reports

Reporting periods overview Guide			
Progress report	Period from	Period to	Contractual deadline
Period 1	24/09/2022	30/06/2023	01/08/2023
Period 2	01/07/2023	31/12/2023	01/02/2024
Period 3	01/01/2024	30/06/2024	01/08/2024
Period 4	01/07/2024	31/12/2024	01/02/2025
Period 5	01/01/2025	30/06/2025	01/08/2025
Period 6	01/07/2025	31/03/2026	01/04/2026



**Compare with
actual deadline
on Dashboard**



Dashboard of BAMOS+

Project: VaK_Core_PPR Index No.: R11.15.0-VaK-0114 Project No.:

IT's done by **GECKO**

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Project reporting [i](#)

Title	Version	
Reporting periods		
Partner report management		
Progress Report 1 *	1	

No controllers found.

JS 25/08/2022 18:10 **Deadline** 31/08/2022

[Modify Users](#)

Role	Status
Read + Write + Submit	Active

Other Clarifications [i](#)

Title	Category	Version	
Subsidy Contract	Subsidy contract	0	JS 07/09/2022 10:31

⇒ Actual deadline

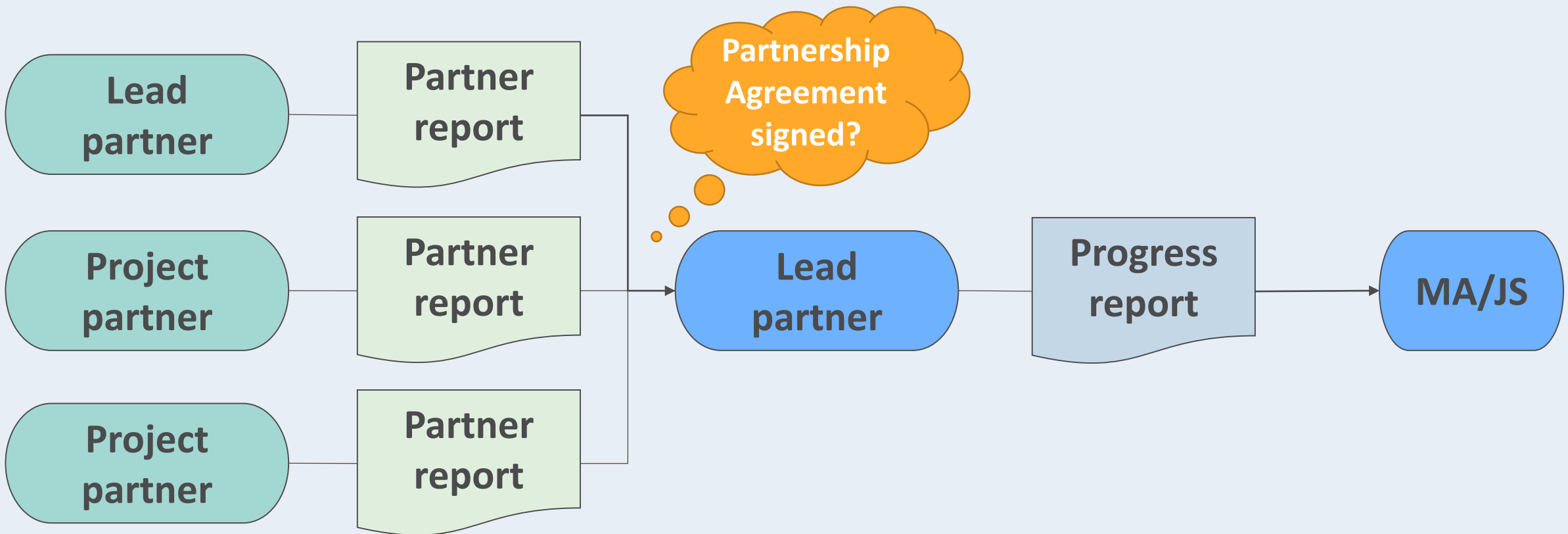


Reporting in BAMOS+

Reporting

Partner level

Project level



BAMOS+



Reporting

Entire process covered by BAMOS+

- ✓ Partner reports
- ✓ Certification of expenditure
- ✓ Progress reports

Available

- after concluding the subsidy contract, but
- at the earliest as of March 2023



Report management

To be done by the lead partner!

1. **Generate** partner report **templates**
2. **Create users** for each project partner
3. **Import/Remove partner reports** to/from the progress report
4. **Complete** and **submit** the **progress report** to the MA/JS



Report management

To be done by the lead partner!

1. **Generate** partner report (PPR) **templates**
2. Create users for each project partner
3. Import/Remove partner reports to/from the progress report
4. **Complete** and **submit** the **progress report** to the MA/JS

1. Generate PPR templates

(Project) Partner report (= PPR)

A. Activities

B. SCOs
CAT1-3

C. Real costs
CAT4-6

Submit A.+B.

Submit C.

BAMOS+





1. Generate PPR templates

Partner report management

- ✓ PPR can be generated **at any time**
- ✓ Only **one PPR** at the same time
- ✓ Part C can be created only after part A+B



1. Generate PPR templates

Recommendations

- ✓ Set **clear deadlines** for partners
- ✓ If possible, use **part C only once a year**
⇒ Accelerate payment!

Dashboard of BAMOS+

Project: VaK_Core_PPR Index No.: R11.15.0-VaK-0114 Project No.:

IT's done by **GECKO**

General Information [Guide](#)

Title	Version	Last Update
Application Form *		
Documents		1 document submitted
Contact		submitted
State		
Project reporting		
Reporting periods		
Partner report management		
Progress Report 1 *		
Progress Report		Deadline 31/08/20...

Other Clarifications

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Controller

No controllers found.

Project Users

[Modify Users](#)

	Role	Status
	Read + Write + Submit	Active

Partner report management

Generate PPR

Import PPR

Remove PPR

Generate partner reports

Generate part A. Activities and B. SCOs of the partner report

+ Generate Partner Reports

Generate part C. Real costs (RC) of the partner report

+ Generate Partner Reports

Partner no. and name

PP1 PP1 name English



PP2 PP2 name English



PP3 PP3 name English



Partner has already an open partner report

Either partner does not have any open report for Activities and SCOs or it has already an open partner report for real cost section



Report management

To be done by the lead partner!

1. Generate partner report templates
2. **Create users** for each project partner
3. Import/Remove partner reports to/from the progress report
4. **Complete** and **submit** the **progress report** to the MA/JS



2. Create partner users

Lead partner obligations

Users with read + write + submit rights on project level

- ✓ are automatically added as user to each PP
- ✓ create further partner users
 - ⇒ Read
 - ⇒ Read + write
 - ⇒ Read + write + submit



2. Create partner users

Partner obligations

Users with read + write + submit rights on partner level

- ✓ create further partner users
- ✓ observe the Terms & Conditions of BAMOS+
 - ⇒ employed by partner organisation, and
 - ⇒ duly authorised to represent partner organisation in relation to the project

Dashboard of BAMOS+

Interreg Baltic Sea Region | Dashboard | Projects | Messaging Centre | BAMOSwiki | Help desk

Project: VaK | **Partners** | My Proj

IT's done by **GECKO**

Project Messages (6 new messages)

Message Details	Receive Date
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No controllers found.

Project Users

[Modify Users](#)

Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Read + Write + Submit	Active

Project reports

Title	Version	Last Update
Reporting periods		
Partner report management		
Progress Report 1 *	1	JS 25/08/2022 18:10 Deadline 31/08/2022

Other Clarifications ⓘ

Title	Category	Version	Last Update
Subsidy Contract	Subsidy contract	0	JS 07/09/2022 10:31 Finalized (Approved)

Section Partners

Project Partner Reports for Partner PP1 name Eng

Report no.	Version	Last Update	Status
PPR 1 A+B	1	vaclav.kaplan@eu.baltic.net 25/08/2022 18:11	Open

Partner Users

 [Modify Partner Users](#)

Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Lead Partner*	Active

- List of existing users
- Press 'Modify Partner Users' for adding/editing of users





Report management

To be done by the lead partner!

1. Generate partner report templates
2. Create users for each project partner
3. **Import/Remove partner reports** to/from the progress report
4. Complete and submit the progress report to the MA/JS



3. Import/Remove PPR

Lead partner responsibilities

- ✓ **Import** partner reports
- ✓ **Check** the entries
- ✓ **Remove** partner reports, if needed
 - ⇒ Partner report must be imported before removal
 - ⇒ Partners can continue working on them and submit them again

Partner report management

Generate PPR

Import PPR

Remove PPR

Import partner reports (PPR) into the active progress report (PR) [Guide](#)

Active progress report: PR1 version 1

Partner no. and name	Report no. and type	Import the partner report and include its data into the active progress report
PP1 asdfasd	PPR1 A (Activities) + B (SCOs)	<input type="checkbox"/> + Import
		<input checked="" type="checkbox"/>



Partner report management

Generate PPR

Import PPR

Remove PPR

Remove partner report (PPR) from the active progress report (PR) [Guide](#)

Active progress report: PR1 version 1

Partner no. and name	Report no. and type	
PP1 LP eng name	PPR0 C (RC)	<input type="checkbox"/>
PP2 PP2 eng name	PPR0 A (Activities) + B (SCOs)	<input checked="" type="checkbox"/>

Remove PPRs data from the active PR and send the PPR back to the partner for further editing

X Remove





Report management

To be done by the lead partner!

1. Generate partner report templates
2. Create users for each project partner
3. Import/Remove partner reports to/from the progress report
4. **Complete** and **submit** the **progress report** to the MA/JS



4. Complete & submit the progress report

- ✓ Complete **activity part**
- ✓ Double-check **financial part**
 - ⇒ Amounts from PPR imported
- ✓ Submit the **progress report by the deadline**
 - ⇒ No national control (on project level)



How to complete the partner report

(Project) Partner report (= PPR)

A. Activities

B. SCOs
CAT1-3

C. Real costs
CAT4-6

Submit A.+B.

Submit C.

BAMOS+





Partner report A.+B.

- ✓ Complete activity part
- ✓ Copy staff data from the report of hours
- ✓ Complete bank information
- ✓ Submit

Auto-calculations


No national control of part A+B (SCOs)

Section Partners

Project Partner Reports for Partner PP1 name Eng

Report no.	Version	Last Update	Status
PPR 1 A+B	1	vaclav.kaplan@eu.baltic.net 25/08/2022 18:11	Open

Partner Users

 Modify Partner Users

Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Lead Partner*	Active

- Open partner reports
- Editing by project partners only



Partner report A.+B.

✓ 0. Intro

✓ A. Activities

✓ B. CAT1

✓ B. Corrections

✓ B. Submission A+B

Section 0. Intro

- Confirmation that contact and other partner data are up-to-date
- Confirmation that partnership agreement was signed
- Information about the auto-conversion from the national currency



✓ 0. Intro

✓ A. Activities

✓ B. CAT1

✓ B. Corrections

✓ B. Submission A+B

Section 0. Introduction

Exchange rate (indicative until the date of the first submission)

[Guide](#)

Currency

DKK

**auto conversion
from national currency**

Month of submission

09/2022

Exchange rate
(EUR/ national currency)

1 EUR = 7.43760 DKK (Danish krone)



Partner report A.+B.

✓ 0. Intro

✓ A. Activities

✓ B. CAT1

✓ B. Corrections

✓ B. Submission A+B

Section A. Activity report

- Progress in work packages and groups of activities
- On partner level
 - ⇒ Justification of reported costs
- Upon agreement with the lead partner
 - ⇒ Input to the activity part of the progress report



✓ 0. Intro

✓ A. Activities

✓ B. CAT1

✓ B. Corrections

✓ B. Submission A+B

Section B. CAT1 – Staff costs

- List of expenditure of CAT1 Staff costs
- **Copy data** from section 4 of the Report of hours
- Validation: Max. number of hours exceeded
- Upload **signed Report of hours & Employment confirmation**
⇒ External PDF document
- **Automatic calculation** of eligible expenditure in national currency and euro









Partner report

- Staff costs

Copy data from the
report of hours
([section 4](#))

Item no.	First name	Last name	Position	Unpaid voluntary work
PP01-CA	Anna 4 / 30 characters	Doe 3 / 30 characters	Project mana 15 / 50 characters	<input type="checkbox"/>
PP01-CA	John 4 / 30 characters	Doe 3 / 30 characters	Finance man: 15 / 50 characters	<input type="checkbox"/>
Total				
<input type="button" value="+ New"/>				



Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Max. no. of hours	No. of hours worked for the project acc. to report of hours	No. of hours worked in total (all contracts)	Declared amount		Report of hours		
Working time/week [hours]	Share of full-load [%] (full-time employee = 100%)					DKK	€			
40.00	100.00 %	12.00	1,720.00	1,720.00	700.00	643,2€	86,4			
40.00	50.00 %	12.00	860.00	700.00	215.00	261,8€	35,1			
		24.00		2,420.00	915.00	905,0€	121,			

Partner report A.+B.

✓ 0. Intro

✓ A. Activities

✓ B. CAT1

✓ B. Corrections

✓ B. Submission A+B

Section B. List of corrections

- Corrections concerning the previous version or previous partner report
⇒ Current version can be corrected directly in B. CAT1
- Only deductions
⇒ Amounts not reported yet shall be added in B. CAT1





0. Intro



A. Activities



B. CAT1



B. Corrections



B. Submission A+B

Section B. Submission of part A. Activities & part B. SCOs

- Automatic calculation of CAT2 and CAT3
- Automatic deduction of corrections
- Partner confirmation
- Bank information (for the lead partner)
- Submit
- In version 1: Deleting of PPR possible (all data lost)



Partner report

Submission of the part A. Activities and part B. SCOs of the Partner report

 Submit

 Delete

Summary reported SCOs amounts per cost category [all amounts in €]

Cost Category	CAT 1 - Staff	CAT 2 - Office & Administration	CAT 3 - Travel & Accomodation	Total
Amount reported [€]	1,002.10	150.31	150.31	1,302.72
Corrections [€]	0.00	0.00	0.00	0.00
Amount declared to lead partner [€]	1,002.10	150.31	150.31	1,302.72





Partner report C.

- ✓ Complete list of expenditure for CAT4-6
- ✓ Collect all supporting documents
- ✓ Add data about large contracts/investments
- ✓ Submit

**National control of part C (real costs)
in BAMOS+**

! C. CAT4-5

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

Section C. List of expenditure CAT4, CAT5, CAT6

- Central part of the partner report C.
 - ⇒ **C. Large contracts and C. Investments** depend on this section
- Eligibility rules incl. public procurement to be observed



Partner report C.

! C. CAT4-5

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

Section C. List of expenditure CAT4/CAT5 /CAT6

List of expenditure CAT 4 – External expertise & services / CAT 5 – Equipment / CAT6 – Infrastructure & works [Guide](#)

Cost category	Item no.	Investment no.	Contract value is above EU threshold	Notice publication no. (TED)	Lot no.	Internal reference no.	Invoice no. Guide	Invoice date	Date of payment	Group of expenditure
CAT6	PP2-CAT6-002	I2.1_1	<input type="checkbox"/>		Please Select	2333 4 / 100 characters	786378 6 / 100 characters	27/01/2023	31/01/2023	Building mater

Specification of the invoice	Official name of the contractor	GoA Guide	Total value of the invoice [EUR]	Declared amount [EUR]	of it VAT [EUR]	Declared amount [€]	Purchase of land
Building material for pilot 3 construction 41 / 100 characters	Bob the builder Ltd 19 / 100 characters	2.1 Select GoAs	7,586.00	7,896.00	786.00	7,896.00	<input type="checkbox"/>



Partner report C.

✓ C. CAT4-5

! C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

Section C. Large contracts

- Only for **contracts above EU thresholds**
- If used for such contracts: List of **sub-contractors above EUR 50,000**



✓ C. CAT4-5

✓ C. Large contracts

! C. Investments

✓ C. Corrections

C. Submission

C. Control

Section C. Investments overview

- Only if expenditure related to investments are reported
- **Description and location** of investments
- **Location ownership and investment ownership**



✓ C. CAT4-5

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

Section C. List of corrections

- Corrections amounts to be **deducted (-)** or **added (+)**
- **Current or previous report**
- Identified by partner, controller, MA/JS ...





C. CAT4-5



C. Large contracts



C. Investments



C. Corrections

C. Submission

C. Control

Section C. Submission

- **Summary** of expenditure per cost category
- Automatic deduction of corrections
- **Partner confirmation**
- **Submit**
 - ⇒ Partner report „locked“ and submitted to **national controller**



✓ C. CAT4-5

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

Section C. Control

- Section to be filled in by the **national controller**
- Controller can:
 - ⇒ **Certify** – PPR is sent to the lead partner (PPR management/Import)
 - ⇒ **Reject** – PPR is sent back to the project partner for adjustments





Documentation of staff costs:
Report of hours
Employment confirmation



Which documents are needed?

- ✓ **CAT1: Report of hours and employment confirmation**
(on request: Employment contract)
- ✓ **CAT4-6: Documents proving real expenditure**



REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

Version 1.1 of 28th June 2022

1. IDENTIFICATION

1.1	Partner report no:	1
1.2	Project no and short name:	S 005 #S005 Green Forest
1.3	Project partner no. and name:	1 Forest Agency
1.4	Address:	Pine Street 20
1.5	Postcode & Town:	01-100 Rovaniemi
1.6	Country:	Finland
1.7	Employee first name:	Jan
1.8	Employee last name:	Santa
1.9	Employee position/job title:	Project manager

2. REPORT OF HOURS

- 2.1 Staff reporting period: from October 2022 to March 2023
- 2.2 Description of project-related tasks carried out during the reporting period:

1. Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
2. Preparation of the kick off meeting (selection of the venue, content).
3. Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
5. Monitoring of the project implementation (contact with partners, providing guidance, spending analysis, planning the upcoming Seminar).

Report of hours & employment confirmation

Technical start

- Interactive form ⇒ Not in BAMOS+
- One report of hours and employment confirmation **per person + per reporting period**
- Do not open in browser/other PDF viewer ⇒ Adobe Reader 10 or higher





interreg-baltic.eu

[Back to the project to](#)

INTERREG BALTIC SEA REGION 2021-2027

Project toolkit Reporting

REPORTING

Reporting working hours / employment confirmation



» [Report of hours and employment confirmation \(Version 1.1 of 28 June 2022\)](#)

REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

Version 1.1 of 28th June 2022

1. IDENTIFICATION

- One document for one staff member
- Identify the project, project partner, and the staff member



REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

Version 1.1 of 28th June 2022

1. IDENTIFICATION

1.1	Partner report no:	1	<input type="text"/>		
1.2	Project no and short name:	C	<input type="text"/>	099	#C099 BlueForest
1.3	Project partner no. and name:	1	<input type="text"/>		Forest Agency
1.4	Address:	Pine Street 20			
1.5	Postcode & Town:	01-100 Rovaniemi			
1.6	Country:	Finland	<input type="text"/>		
1.7	Employee first name:	Jan			
1.8	Employee last name:	Santa			
1.9	Employee position/job title:	Project manager ¹			



Report of hours

2.1 Staff reporting period: from October 2022 to March 2023

- Automatically displayed
- Based on the actual registered time in section 2.3
- Might differ from the reporting period



Double reporting must be avoided!



2.2 Description of project-related tasks carried out during the reporting period:



1. Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
2. Preparation of the kick off meeting (selection of the venue, content).
3. Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
5. Monitoring of the project implementation (contact with partners, providing guidance, spending analysis, planning the upcoming Seminar).

- Describe project related task of the given staff member
- Current reporting period
- Justification of the reported hours



2. REPORT OF HOURS

2.1 Staff reporting period: from January 2022 to December 2022

2.2 Description of project-related tasks carried out during the reporting period:

1. Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
2. Preparation of the kick off meeting (selection of the venue, content).
3. Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
5. Monitoring of the project implementation (contact with partners, providing guidance, spending analysis, planning the upcoming Seminar).



Report of hours



2.3 Registration of the working time:

- Simplified timesheets
- Indicate actual working hours per day (productive working time)
- Differentiate between project-related and other working time
- **Report of hours to be signed by:**
employee + employee manager/supervisor

2.3 Registration of the working time:

2.3.1 Month: 2.3.2 Year:

Date	Worked on the project		Other activities		Total working time		
	hours	minutes	hours	minutes	hours	minutes	
1	October	00	00	00	00	00	
2	October	00	00	00	00	00	
3	October	00	00	00	00	00	
4	October	00	00	00	00	00	
5	October	00	00	00	00	00	
6	October	00	00	00	00	00	
7	October	00	00	00	00	00	
8	October	00	00	00	00	00	
9	October	00	00	00	00	00	
10	October	00	00	00	00	00	
11	October	00	00	00	00	00	
12	October	00	00	00	00	00	
13	October	00	00	00	00	00	
14	October	00	00	00	00	00	
15	October	00	00	00	00	00	
16	October	00	00	00	00	00	
17	October	00	00	00	00	00	
18	October	00	00	00	00	00	
19	October	00	00	00	00	00	
20	October	00	00	00	00	00	
21	October	00	00	00	00	00	
22	October	00	00	00	00	00	
23	October	00	00	00	00	00	
24	October	00	00	00	00	00	
25	October	00	00	00	00	00	
26	October	00	00	00	00	00	
27	October	00	00	00	00	00	
28	October	00	00	00	00	00	
29	October	00	00	00	00	00	
30	October	00	00	00	00	00	
31	October	00	00	00	00	00	
Total: (hours / minutes)		00	00	00	00	00	00
Total: (hours - decimal format)		0		0		0	



2.3 Registration of the working time:

2.3.1 Month:

October

2.3.2 Year:

2022

Date		Worked on the project		Other activities		Total working time	
		hours	minutes	hours	minutes	hours	minutes
1	October	04	00	00	00	04	00
2	October	02	00	02	00	04	00
3	October	00	00	04	00	04	00
4	October	02	30	01	30	04	00
5	October	03	30	00	30	04	00
29	October	00	00	00	00	00	00
30	October	00	00	00	00	00	00
31	October	00	00	00	00	00	00
Total: (hours / minutes)		32	00	48	00	80	00
Total: (hours - decimal format)		32,00		48,00		80,00	

Add month

Delete month



Employment confirmation

3.4 Number of working hours for full-time employees of the organisation

- Usual working time of any full-time employee (national/internal rules)

e.g. 40 hours per week

3.5 Contractual working hours

- The contractual working time of the given staff member

e.g. 20 hours per week

3.6 Workload

- Automatically calculated
- The workload share in %

e.g. 20 / 40 hours per week = 50%



Basis for calculation of the max. number of hours



3. EMPLOYMENT CONFIRMATION

3.1 Employee first name: Jan

3.2 Employee last name: Santa

3.3 Employee position/job title: Project manager

3.4 Number of working hours for full-time employees of the organisation: 40.00 hours per week

Guidance:

Please insert the maximum number of working hours per week for a full-time employee in your institution, according to the internal/country rules.

3.5 Contractual working hours: 20.00 hours per week

Guidance:

Please insert the weekly workload of the employee according to the employment contract, expressed in hours.

Please note, in this field, you should not consider the involvement of an employee for the project but the full-time/part-time employment working time according to the contract.



3.6 Workload:

50 %

3.7 The employment is concluded on the basis of:

an employment contract resulting from the relevant national labour law.

3.8 Tasks/roles of the employee related to the project implementation:

The main tasks/roles/responsibilities resulting from the job description:

1. Management of the project finances

a. preparation of the partner and progress reports,

b. contact with project partners, Managing Authority, and other Institutions,

c. creation, and maintenance of the budget tracking system (procedures)

d. monitoring of the spending plan,

e. participation in meetings,

f. division of tasks in the project and supervision over their implementation,

g. analyzing situations that may have a significant influence on the course of the project (e.g. changes, delays, etc)

2. Coordination of work related to tasks resulting from a Group of activities X.X

3. Input to the project communication strategy (social media)



Employment confirmation

3.8 Tasks/roles of the employee related to the project implementation:

- Employee's job description
- Whole project period
(Compare: field 2.2. = only the current period)
- **Employment confirmation to be signed by:**
employer representative



Report of hours and Employment confirmation

4. SUMMARY OF DATA FOR THE PARTNER REPORT IN BAMOS+:

- Data relevant for BAMOS+ summarised in section 4.



BAMOS+

Partner report (PPR), Section B. CAT1



4. SUMMARY OF DATA FOR THE PARTNER REPORT IN BAMOS+:

First name	Last name	Position		Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Max. no. of hours	No. of hours worked for the project acc. the report of hours	No. of hours worked in total (all contracts)
				Working time/ week (hours)	Share of full-load (%) (full-time employee = 100%)				
Jan	Santa	Project manager		20	50 %	6	430,00	135,00	445,00



BAMOS+
Partner report (PPR),
Section B. CAT1





Payment

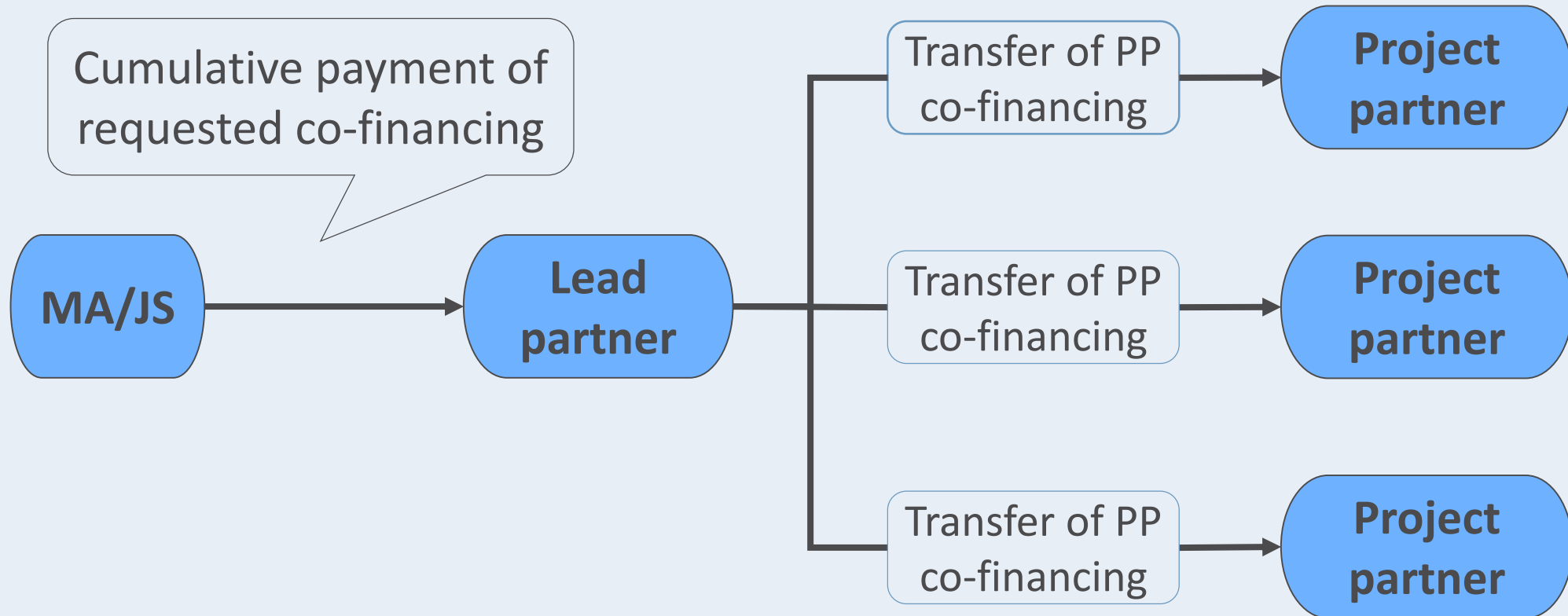


Payment

Reimbursement principle

- ⇒ **No advance payments**
- ⇒ **Preparation costs** paid after signature of the subsidy contract
- ⇒ **Progress reports** paid after report approval by MA/JS

Payment process



Where are we at?

BAMOS+

Technical aspects of reporting

Activity and communication reporting

Eligibility, documentation of costs, procurement

Activities outside the Programme area

Audit and control

Changes

Responsibilities after project closure



Interreg
Baltic Sea Region



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the European Union

Activity and communication reporting



Lead Partner Seminar 2023

Berlin | 17-18 January 2023

Mateusz Ropiak, Anna Gałyga

Partner Report

All partners
(including the lead partner)

Part A – “Activities”
Progress in implementation

The screenshot displays the Interreg Partner Report interface. At the top, there is a navigation bar with links for Dashboard, Partners, My Projects, User Management, Messaging Centre, BAMOSwiki, and Help desk. Below this, the project details are shown: "Project: WaterMan Partner: 1 LP Region WaterMan (SE) PPR: 1 (version 1) Partner Report A-B". The main content area is titled "Activity report" and shows "Progress in work packages and group of activities" with a "Go to" button. A dropdown menu for "Work Package" is set to "1 - WP1 Preparing solutions". Below this, there are three sections for "Progress in Group of activities", each with a dropdown menu and an "Implementation" status. The first section is "1 - Collecting inspirations for...", the second is "2 - Jointly developing a set of...", and the third is "3 - Preparatory surveys for...". Each section contains placeholder text and a "Delete GOA" button. A blue arrow points from the "Part A - Activities" text box to the "A Activities" tab in the interface.

Progress Report

Lead partner

1. Overview

2. Work Plan

3. Indicators

Interreg Baltic Sea Region

Dashboard Partners My Projects User Management Messaging Centre BAMOSwiki Help desk

Project: WaterPlan Index No.: R11-16-0-WaterPlan-0117 Project No.: PR: 1 (2009/2022-2005/2023) (Version: 1) Progress Report: 1. Overview progress It's done by: GECKO

7. Spending 8. Investments 9. Status 10. Contacts 11. Documents 12. Submission 13. Corrections and irregularities

1. Overview progress 2. Work plan 3. Indicators 4. Communication products 5. Overview of financial outputs and deliverables 6. Cost categories

save Check for errors

Project website [Guide](#)

Main achievements [Guide](#)

Challenges [Edit](#)

Implementing the action plan of the EU Strategy for the Baltic Sea Region [Guide](#)

Overview

Website

- Link to the webpage

Main achievements

- Highlights of your project so far

Challenges

- Difficulties, delays, deviations

EUSBSR contribution

- Implementing the action plan of the EUSBSR



Work Plan

Engaging target groups per Work Package

- Interaction and involvement

Groups of Activities

- Status, main achievements, key steps, transnational cooperation, target group involvement, challenges and delays (if any)

Deliverables/outputs

- Status, description of the outputs/deliverables content (additional information for outputs), reasons and consequences in case of failure



Status of groups of activities

Selected from the drop-down menu:

No activity planned

On-going

Delayed

Finalised



Status of deliverables/outputs

Selected from the drop-down menu:

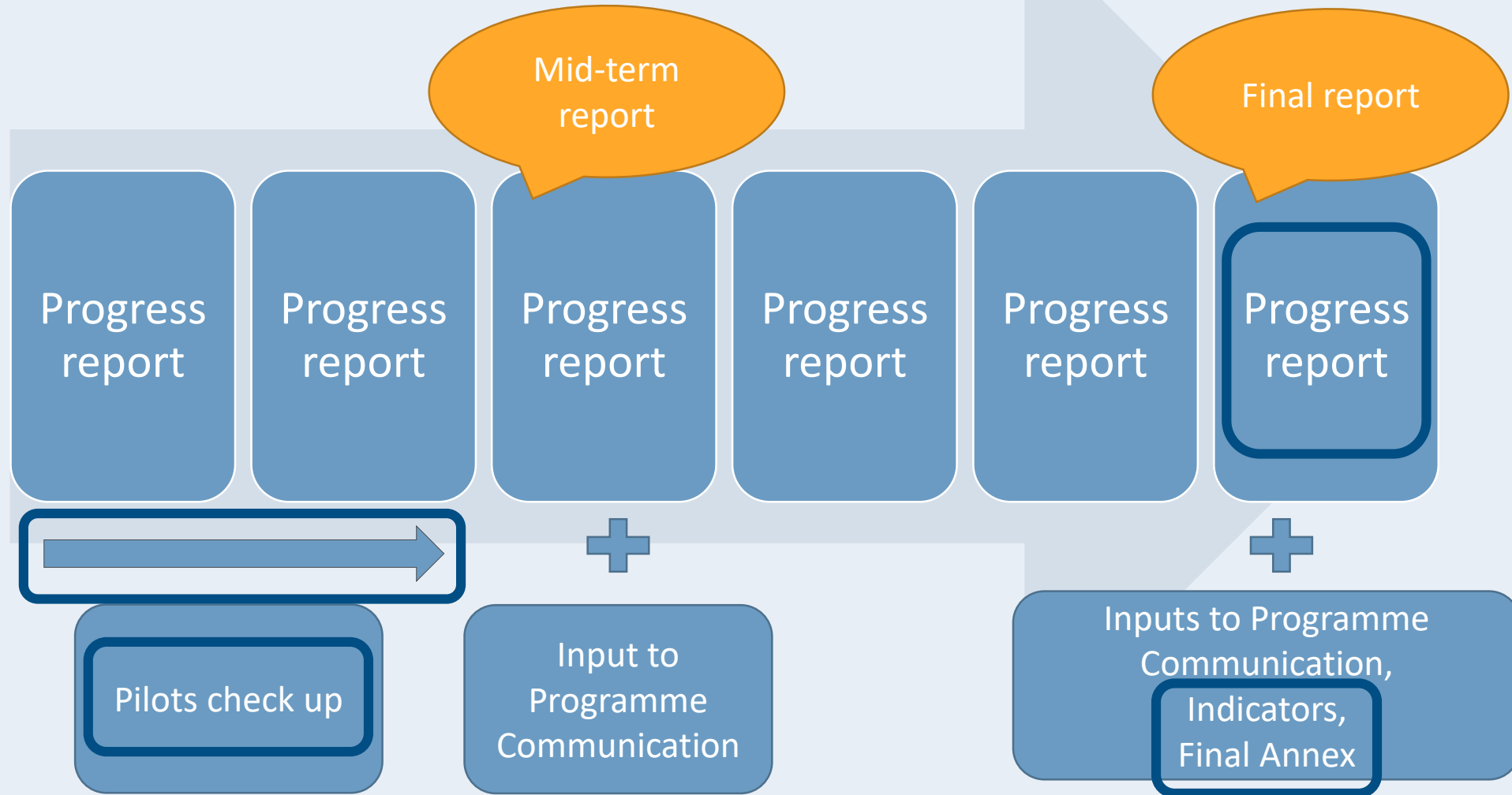
Output/deliverable
implementation on-going

Output/deliverable finalised

Output/deliverable delivery
failed



Mid-term and final progress reports



Indicators *

*** in FINAL report**

RCO 84 Pilot actions developed jointly and implemented in projects

- Number
- Description
- Deviations (if any)

RCO 116 Jointly developed solutions

RCO 87 Organisations cooperating

RCR 104 Solutions taken up or up-scaled by organisations

- Number
- Deviations (if any)

PSR 1 Organisations with increased institutional capacity due to their participation in cooperation activities across borders

- Number
- Summary of the survey on institutional capacity
- Deviations (if any)

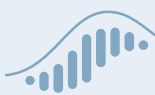
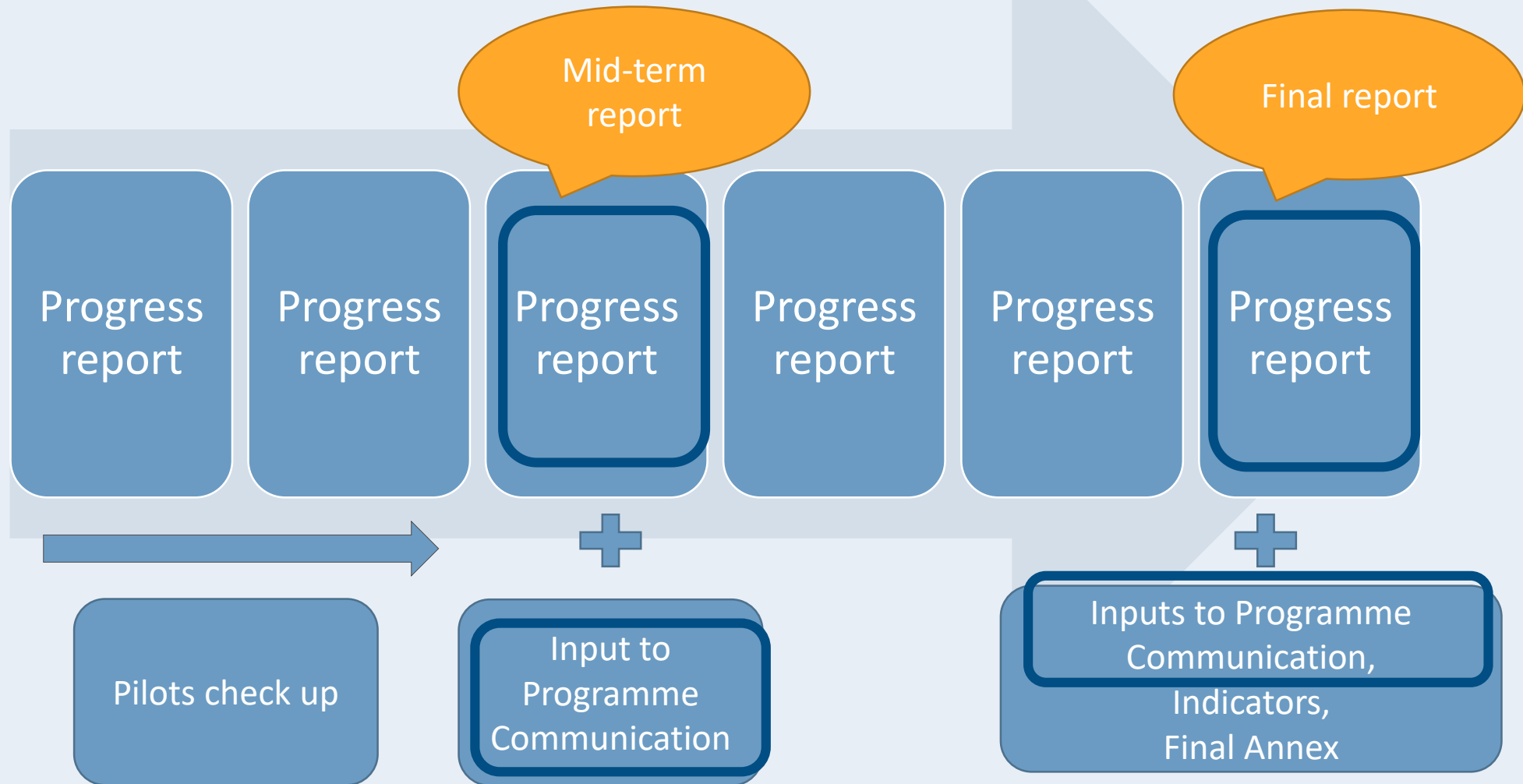




Every child asks questions. So do we.



Mid-term and final progress reports



Reporting communication activities

By the mid-term progress report

- Review your **project summary**
- Prepare a **project story (interview)**
- Collect **pictures/videos**
- Prepare **quotes**
- Make sure you're visible: attend **EU-wide or Commission event**

 **Include links & short explanations (if applicable) in the Annex to the report**



Reporting communication activities

By the final progress report

- Review your **project summary**
- Prepare a **project story**
- Collect **pictures/videos**
- Prepare **quotes**
- Make sure you're visible: attend **EU-wide or Commission event**

 **Include links & short explanations (if applicable) in the Annex to the report**



Let's have a break!



Where are we at?

BAMOS+

Technical aspects of reporting

Activity and communication reporting

Eligibility, documentation of costs, procurement

Activities outside the Programme area

Audit and control

Changes

Responsibilities after project closure



Interreg
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General principles of eligibility



Lead Partner Seminar 2023

Berlin | 17-18 January 2023

Kamila Zalesiak



General principles of eligibility

Kamila Zalesiak, Finance officer

- Principles of economy, efficiency and effectiveness
- General rules
- Cost sharing
- Ownership of project deliverables and outputs
- Hierarchy of rules

Sound financial management

● ● ● 3 x E

The expenditure must be essential for the project's implementation!

Principle of economy	Principle of efficiency	Principle of effectiveness
Price performance ratio	Used resources – achieved results	Reaching project objective – undertaken activities



General principles of eligibility

Project budget

- No specific size limits
- Seven cost categories (incl. preparation costs)

Project partner budget

- Each partner has its own budget
- Can be used only by given partner
- No combination with other EU funds
- Public procurement

No service/supply/work contract




- ... with own employees
- ... with partner itself (e.g. internal invoices)
- ... with other project partners

Further points for budget planning

- Varying VAT eligibility
- No gifts and awards
- No cost-sharing
- No double funding



Cost sharing – NO!

-  Pro rata allocation of an expenditure of one partner to other partner(s)
-  Each partner having own budget and own expenditure
-  Clear division of tasks among partners



Cost sharing – NO!



Project partner no. 2 with an invoice of EUR 30,000 for a conference (**NOT** possible)

Partner no. 1	→	EUR 5,000
Partner no. 2	→	EUR 5,000
Partner no. 3	→	EUR 5,000
Partner no. 4	→	EUR 5,000
Partner no. 5	→	EUR 5,000
Partner no. 6	→	EUR 5,000

Conference costs of EUR 30,000
(possible)



Partner no. 1	→	Venue with EUR 6,000 and own invoice
Partner no. 2	→	Catering with EUR 8,000 and own invoice
Partner no. 3	→	Moderation with EUR 4,000 and own invoice
Partner no. 4	→	Video with EUR 3,000 and own invoice
Partner no. 5	→	Workshops with EUR 9,000 and own invoice



Ownership of project deliverables and outputs

Project partners are owners (incl. IPR)

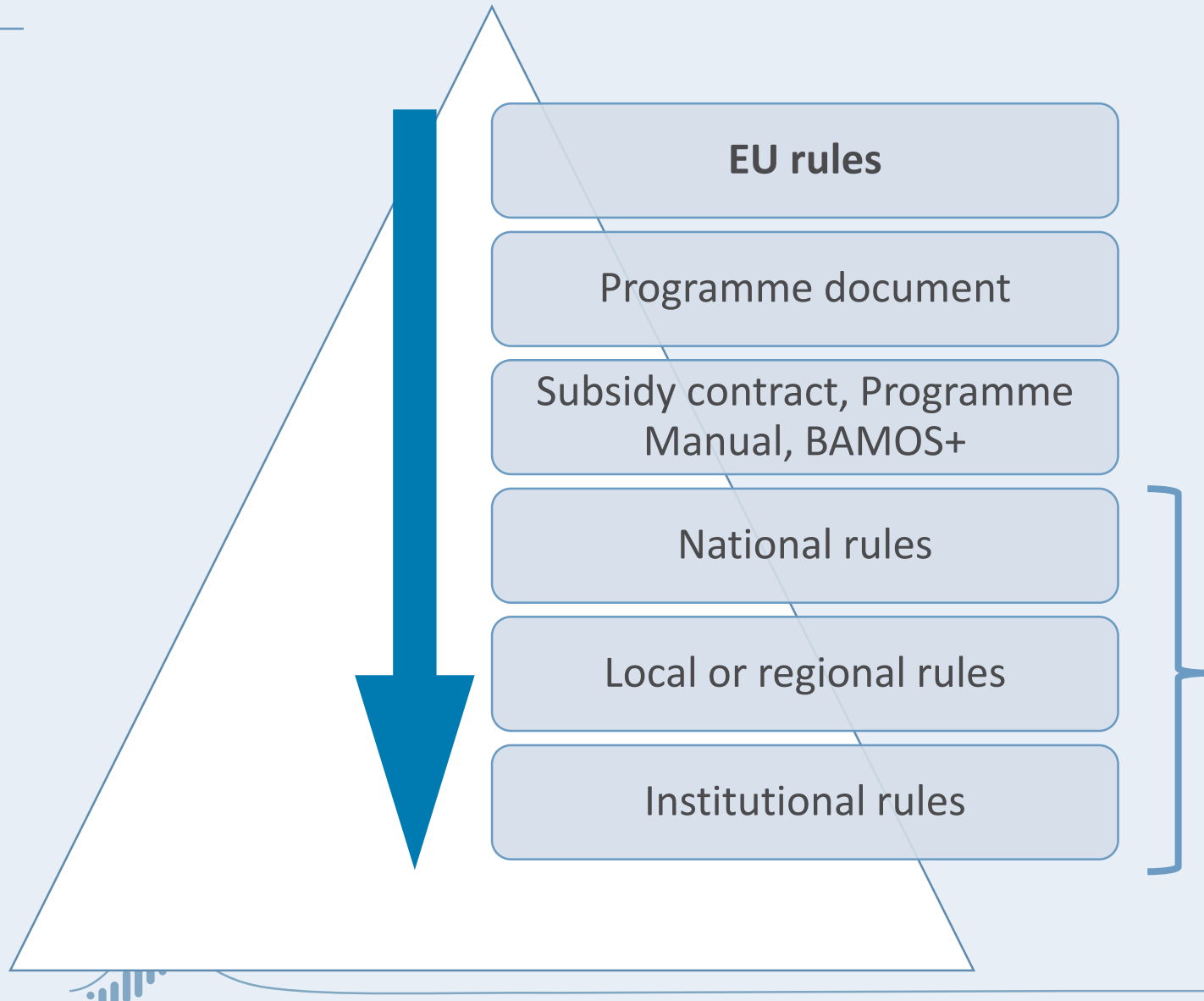
Publicly accessible in an usable format

If confidential information covered by IPR → seek advice of the MA/JS

Deliverables
& outputs



Hierarchy of rules



Apply only if a specific issue is not regulated by the rules above

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Eligibility and documentation of costs



Lead Partner Seminar 2023

Berlin | 17-18 January 2023

Marcin Kaczmarek



Eligibility and documentation of costs

- Staff costs
- Office and administration
- Travel and accommodation
- External expertise and services
- Equipment
- Infrastructure and works

Project budget



SCOs Manuscript



- **Over or under-compensation** of a project partner's expenditure is a **natural consequence** resulting from the application **of SCOs**.
- Project partner **does not** have to **return over-compensation** to the MA/JS.
- The MA/JS will **not balance** any **under-compensation**.
- Project partner does **not** have to **provide** any supporting **documents** to prove costs covered by **flat rate** or **lump sum**.
- The MA/JS shall **not request**, check or monitor any supporting **documents** for costs which were covered by **flat rate** or **lump sum**.



- Employee working under an **employment contract or equivalent**.
- Max **1,720 hours** per full time employee per calendar year.
- **Pro-rata of 1,720 hours** for employees working part-time and reporting periods shorter than 12 months.
- **Pre-defined hourly rate** per country regardless position.
- **Productive hours** – actually worked for the project.
(no holidays, sick leave, maternity leave, etc.)
- **SMEs** can declare the working hours of their **owners not receiving a salary** as staff costs.



Report of hours and employment confirmation

- MA/JS template only!
- www.interreg-baltic.eu/toolkit/reporting
- One per employee/reporting period
- Upload to partner report in BAMOS+

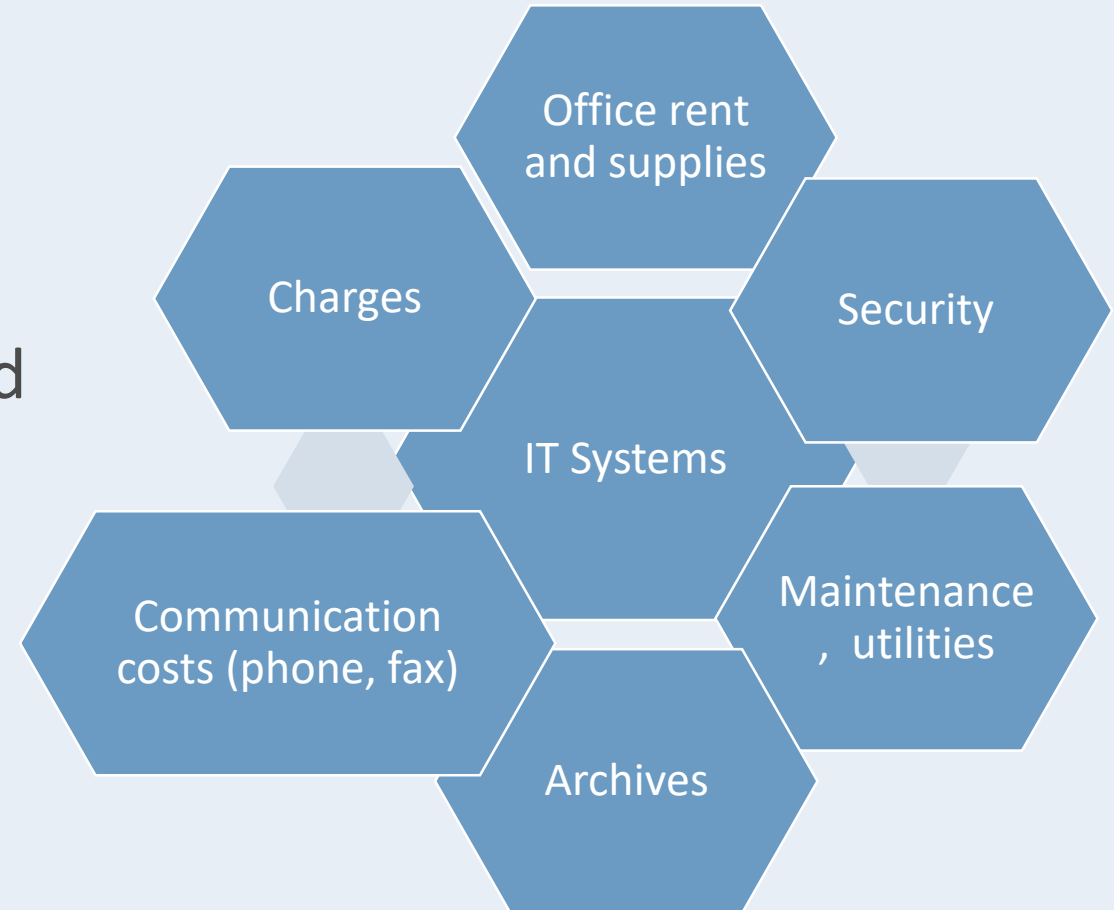
Employment contract (or equivalent)

- Kept in the PP premises
- To be delivered on request



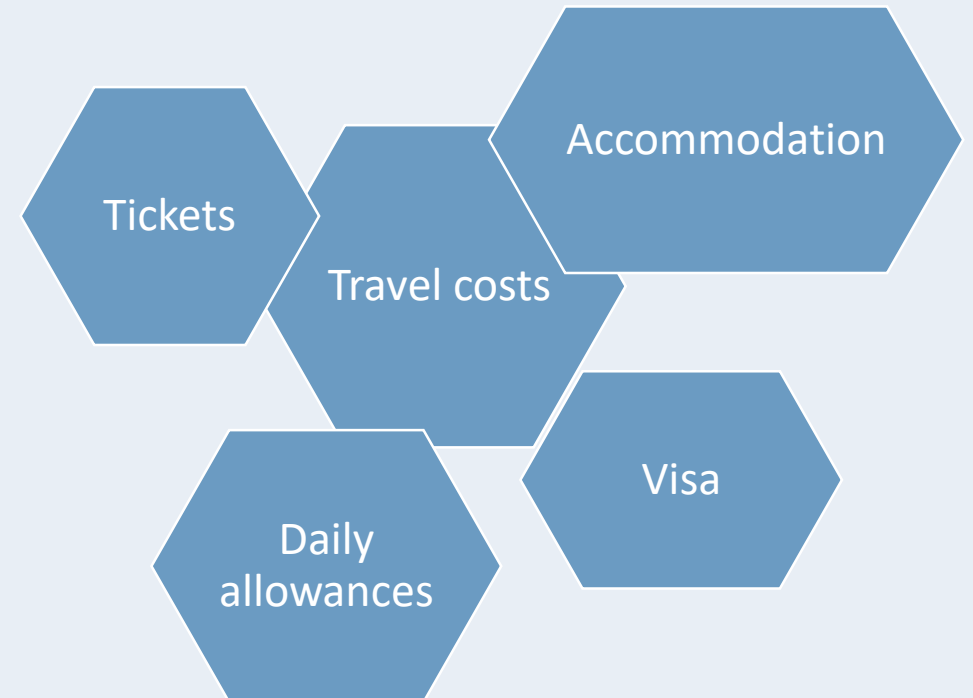
Flat rate – 15 % of eligible staff costs

- Automatic calculation based on certified staff costs.
- No supporting documents.
- No national control.



Flat rate – 15 % of eligible staff costs

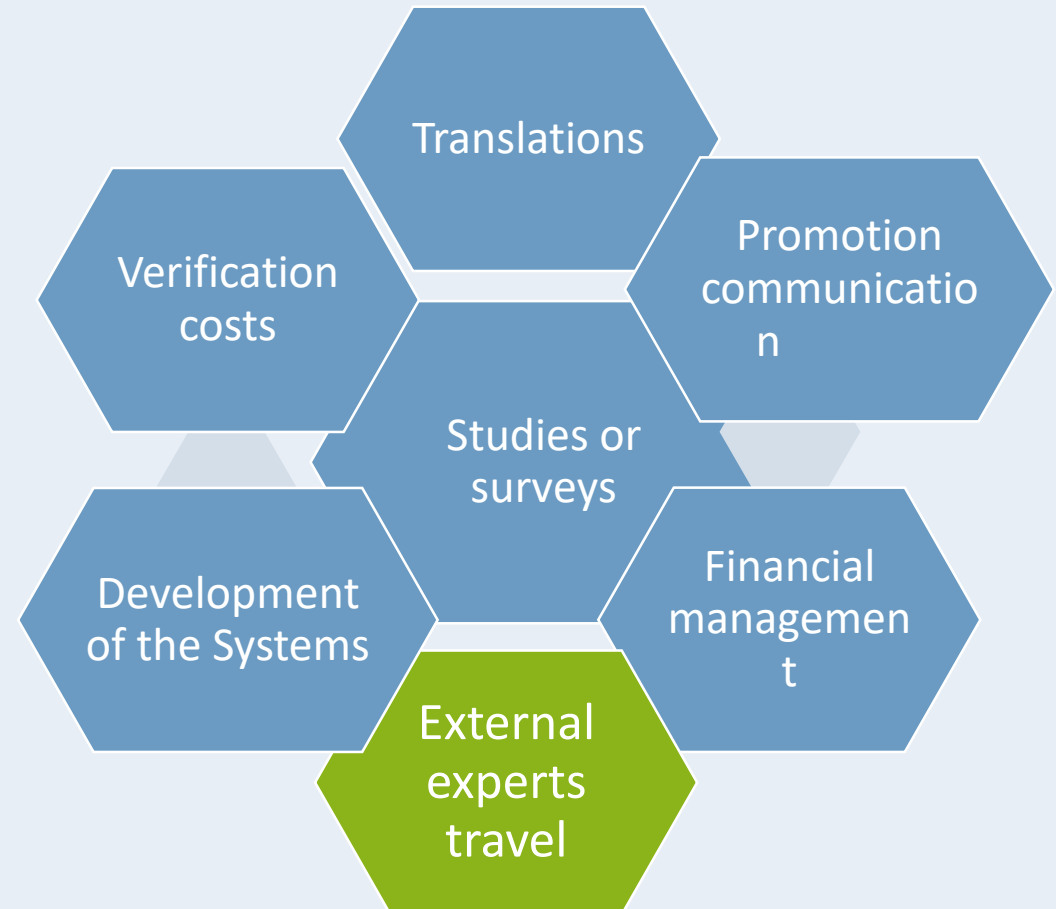
- Project partner's own employees only.
- Automatic calculation based on certified staff costs.
- No supporting documents.
- No national control.



Real costs – verification by a national controller

Documentation:

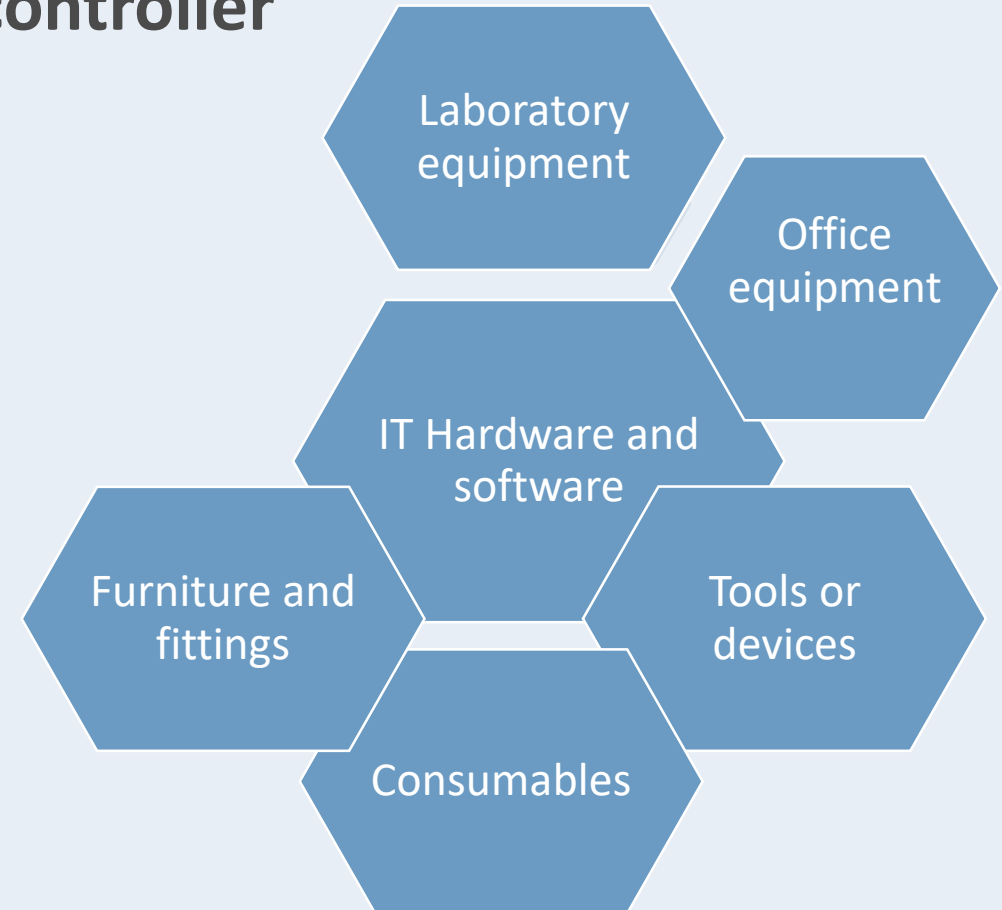
- ✓ procurement documentation,
- ✓ service contract,
- ✓ Invoices (or equivalent),
- ✓ proof of delivery of services,
- ✓ payment proof,
- ✓ separate accounting code.



Real costs – verification by a national controller

Documentation:

- ✓ procurement documentation,
- ✓ service contract,
- ✓ invoices (or equivalent),
- ✓ proof of delivery,
- ✓ payment proof,
- ✓ separate accounting code.



Full costs, depreciation, rental, lease

- Purchase of **high value items** with the intention of using it for a **short period of time** should be notified to the MA/JS in advance.
- The MA/JS together with the partner evaluates if the principles of **efficiency, economy and effectiveness** are being met.



Second-hand equipment

- **No assistance** has been received for the original purchase of that equipment **from the EU funds**.
- The **price does not exceed** the generally accepted **price on the market** in question.
- Has the **technical characteristics** necessary for the operation and complies with all applicable **norms and standards**.



Productive investment

- Investments in fixed capital or immaterial assets **for enterprises**, which are to be used for the **production of goods and services**. In this way, the investments contribute to gross capital formation and employment.
- Only eligible if it is **included** in the latest valid version of the **application form** as approved by the MA/JS.
- Subject of **durability requirements**.



Real costs – verification by national controller

Documentation:

- ✓ procurement documentation,
- ✓ service contract,
- ✓ invoices,
- ✓ proof of delivery,
- ✓ payment proof,
- ✓ separate accounting code.
- ✓ documents specifying the ownership of land or buildings.



- Subject of **durability requirements**.
- **Ownership** or a **long term** binding **agreement**.
- Only eligible if it is **included** in the latest valid version of the **application form** as approved by the MA/JS.
- The purchase of **land cannot exceed**:
 - **10%** of the total eligible expenditure of the **investment** in infrastructure and works concerned,
 - **15%** - for **derelict sites** and for those formerly in **industrial use** which comprise buildings.



RESPONSIBILITIES OF LP/PP

Compulsory requirements set by the EU and national legislation:

- environmental impact assessments,
- building permission,
- feasibility studies, etc.

Assessment of the climate adaptation (resilience).

- Expected lifespan of investment - at least 5 years.
- Commission Notice – Technical guidance on the climate proofing of infrastructure in the period 2021-2027



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Procurement rules



Lead Partner Seminar 2023

Berlin | 17-18 January 2023

Łukasz Korpala



Procurement rules

- General principles
- Decision-making scheme
- Special types of purchase
- Points of attention/good practices

Procurement rules

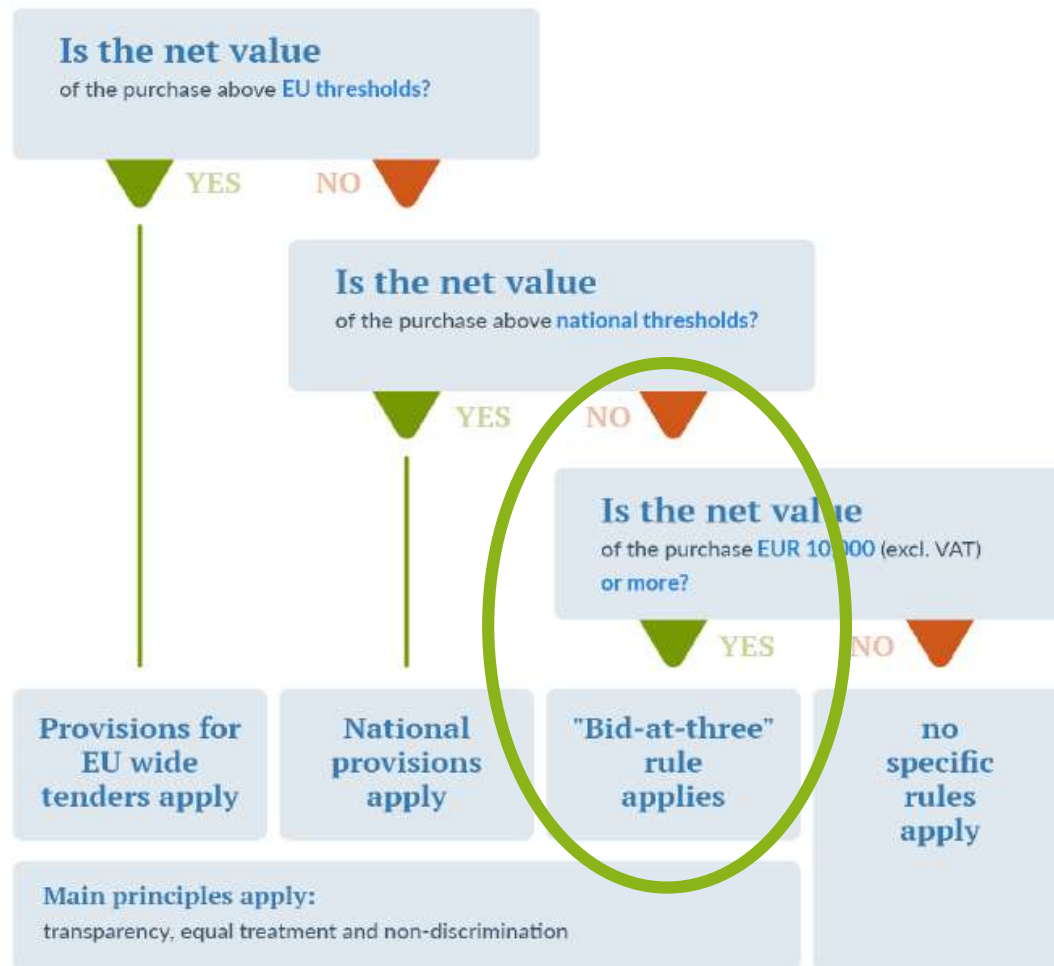


- Same principles for all:
 - ✓ Transparency
 - ✓ Non-discrimination
 - ✓ Equal treatment

 - ✓ **Thoroughly document the procedure and decision-making process**
- Relevant for:
 - ✓ All project partners
 - ✓ Real cost categories



Public procurement rules. Decision-making scheme.



- Special Attention to Private Partners
- Guide, recommendations for procurement (project toolkit on Programme website)



Special types of purchase



- **In-house' contracting** - public authority contracting another organisation which is fully owned and/or controlled by the awarding authority.
- **Framework contracts** - project partners can use services from existing framework contracts for the project's purposes, provided that these services comply with the relevant procurement rules.





When procuring avoid:

- Conflict of interest
- Contracting project partners
- Artificial splitting of contracts
- Cost sharing

Points of attention / good practices

- Examples



Where are we at?

BAMOS+

Technical aspects of reporting

Activity and communication reporting

Eligibility, documentation of costs, procurement

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Responsibilities after project closure



Interreg
Baltic Sea Region



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Activities outside the Programme area



Lead Partner Seminar 2023

Berlin | 17-18 January 2023

Łukasz Korpala



Activities outside the Programme Area

- General principles
- Activities requiring prior approval of MA/JS
- Activities not requiring prior approval of MA/JS

General principles

- The activity **contributes** to the objective of the Programme.
- The activity is **essential** for implementation of the project.
- The activity is **not** investment in infrastructure and works or productive investments.



Location

- For activities having **non-material** character (e.g. testing tools for SME) - the **location of the partner** that incurred the costs;
- For **event** related activities (organisation of events, accommodation, etc.) - the **location of the event**;
- For **travel** and accommodation - the travel **destination**.



Activities outside the Programme Area

Activities outside the Programme area and/or European Union:

- **Notification** of MA/JS via BAMOS+ **before** the activity takes place.
- MA/JS prior **approval/rejection**

Activities outside the Programme area but within the European Union and Norway:

- Prior approval of MA/JS is **not required**



Where are we at?

BAMOS+

Technical aspects of reporting

Activity and communication reporting

Eligibility, documentation of costs, procurement

Activities outside the Programme area

Audit and control

Changes

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Audit and control



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Rostislav Zatloukal



Audit and control

- What is audit and control
- How to get started
- How does the control work

What is audit and control

- The **control** refers to “**ex-ante checks**” of each project partner carried out by
 - MA/JS (on simplified cost options)
 - controllers (on real costs).
- The **audit** refers to “**ex-post checks**” of selected project partners carried out by
 - auditors (on all costs).
- What is **checked** – all project-related expenditure of the given project partner
 - documentation and accounting
 - delivery of equipment, investment, and deliverables & outputs
 - soundness of expenditure
 - compliance with Community, Programme and national regulations (e.g. public procurement)
 - Terms and conditions of SCOs



How to get started – control systems

MA/JS

- Verification of **SCOs**
- **All project partners**
- MA/JS officer allocated to each project

Centralised control system

- Verification of **real costs**
- Project partners from **EE, FI incl. AX, LV, PL and SE**
- Controllers allocated to each project partner by the country

Decentralised control system

- Verification of **real costs**
- Project partners from **DK, DE, LT and NO**
- PP selects its controller from the market according to national criteria

Website for information: www.interreg-baltic.eu/toolkit/control/

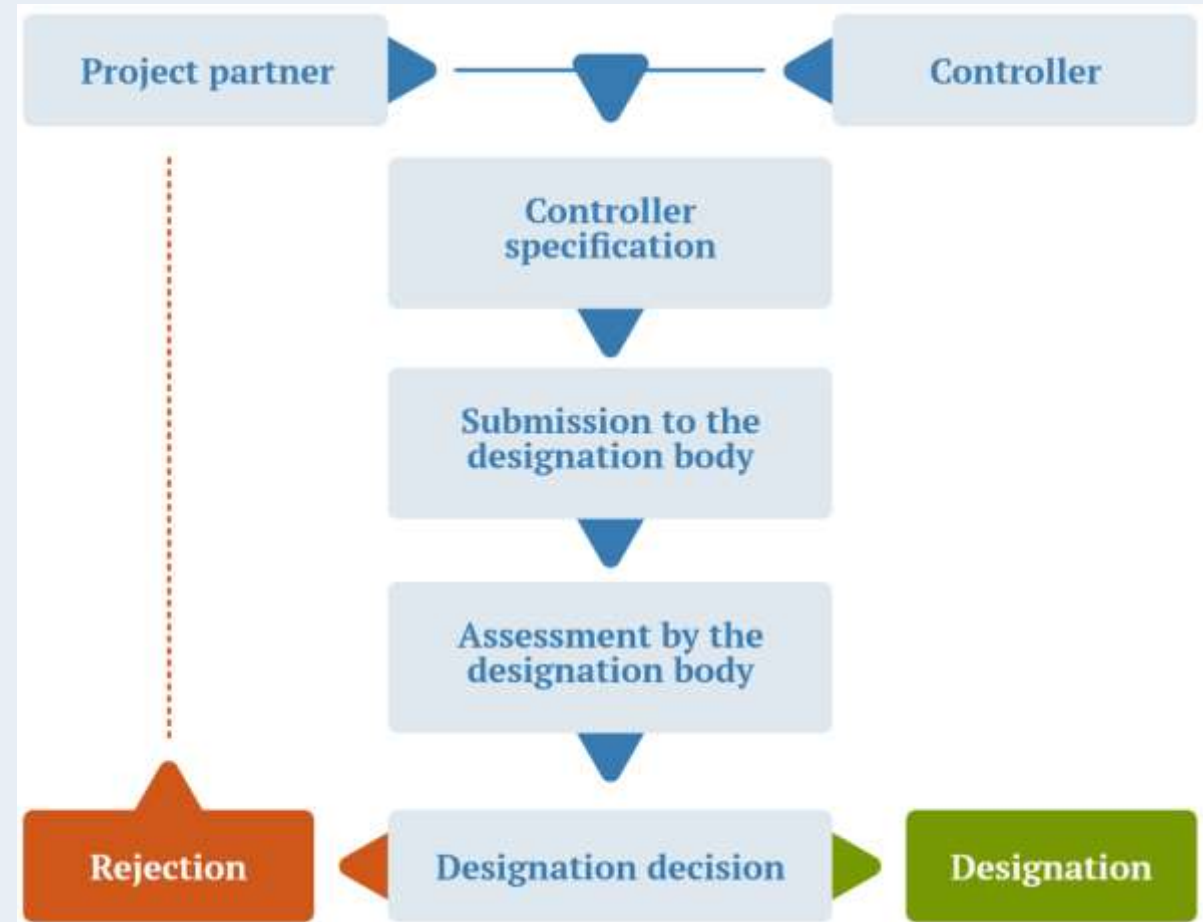


How to get started – designation of controller

Centralised control system

- **Contact details** on the website
- Each partner **informs the controller**
- Ask for additional **requirements**

Decentralised control system



Designated controllers in BAMOS+

Project: EMPEREST Index No.: R11.16.0-EMPEREST-0118 Project No. Partner dashboard

IT's done by **GECKO**

Report no.	Version	Last Update	Status
PPR 1 A+B	1	dana.hennings@eu.baltic.net 04/11/2022 11:52	Open

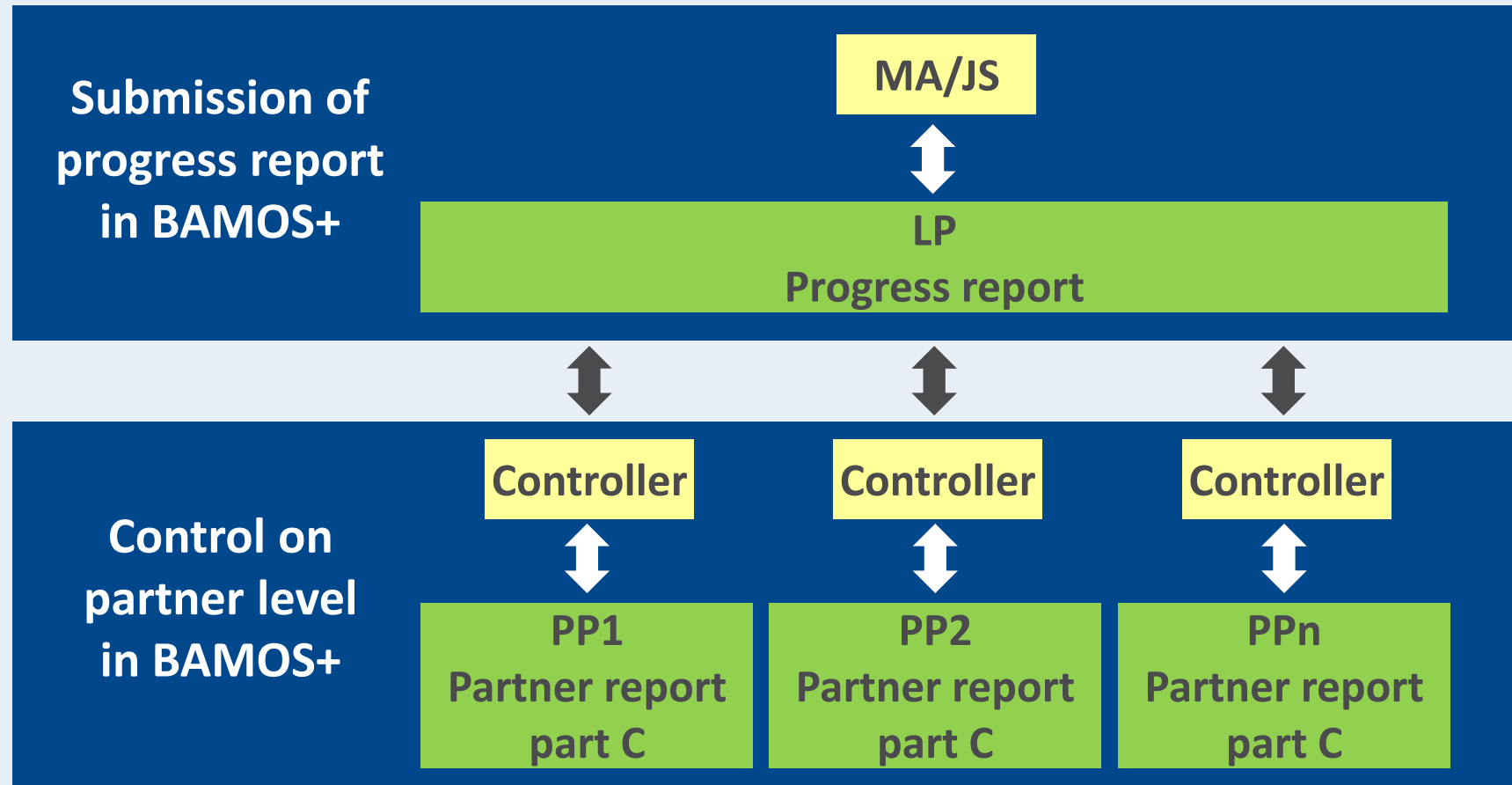
Partner Users

Modify Partner Users

Email Address	Role	Status
dana.hennings@eu.baltic.net	Lead Partner*	Active
vaclav.kaplan@eu.baltic.net	Lead Partner*	Active
mateusz.ropiak@interreg-baltic.eu	Lead Partner*	Active
Agnieszka.Lipinska@interreg-baltic.eu	Lead Partner*	Active
h@h.de	Controller	Active
dana.hennings@interreg-baltic.eu	Read + Write + Submit	Active



How does the control work – real costs



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Changes to the project set-up



Lead Partner Seminar 2023

Berlin | 17-18 January 2023

Orsolya Schulz, Katarzyna Drożdziel

Roads can be different...

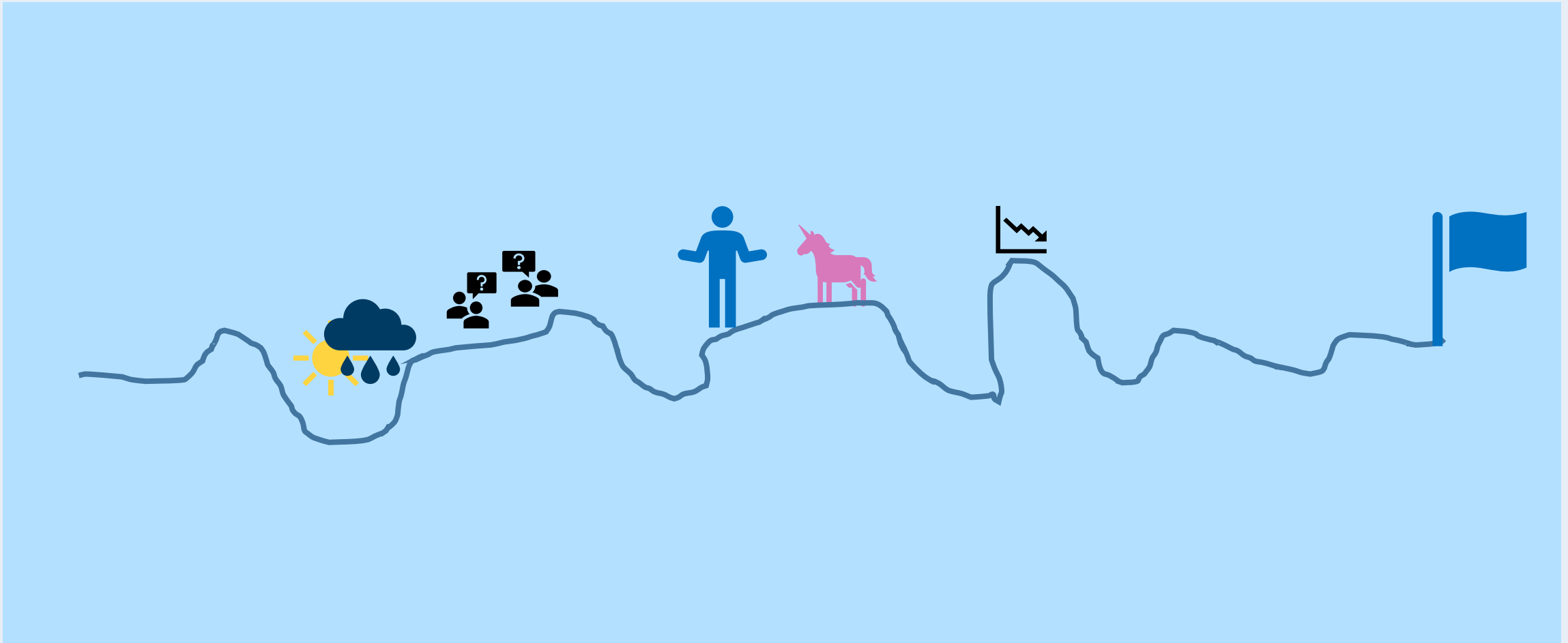
Planned:



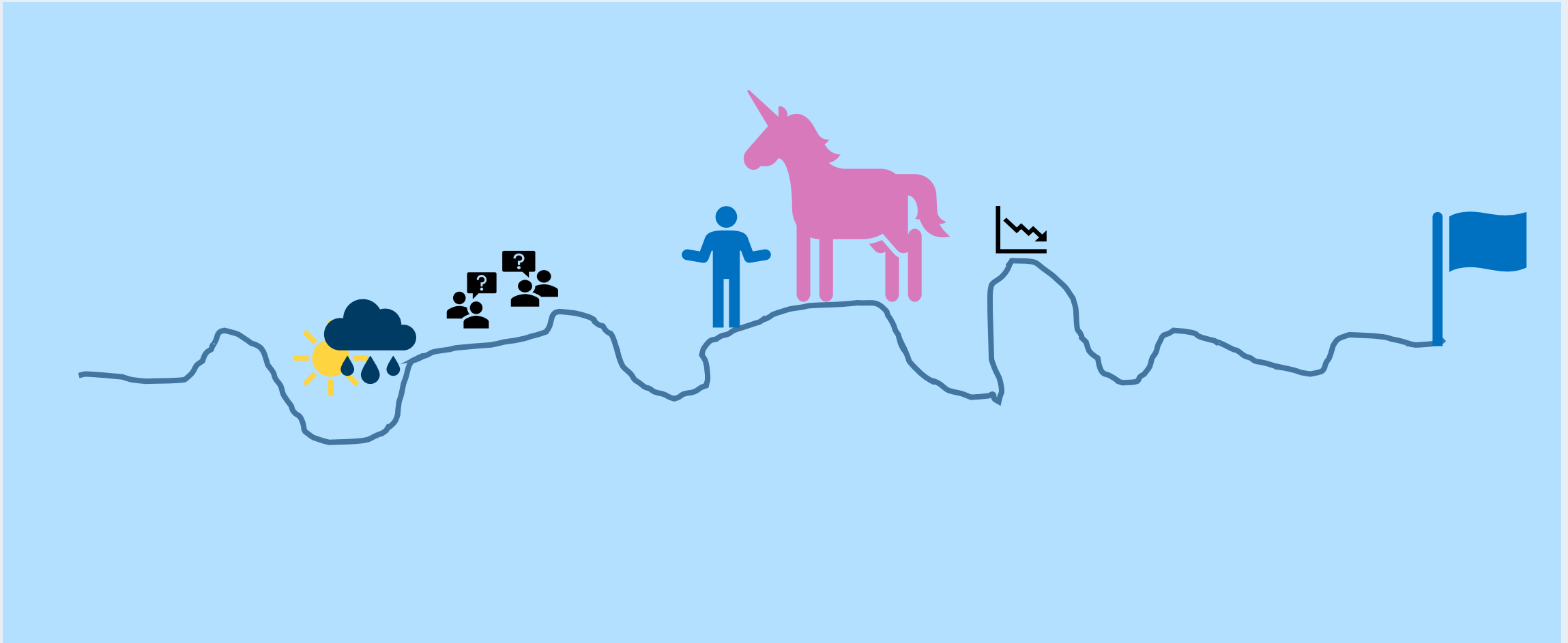
In reality:



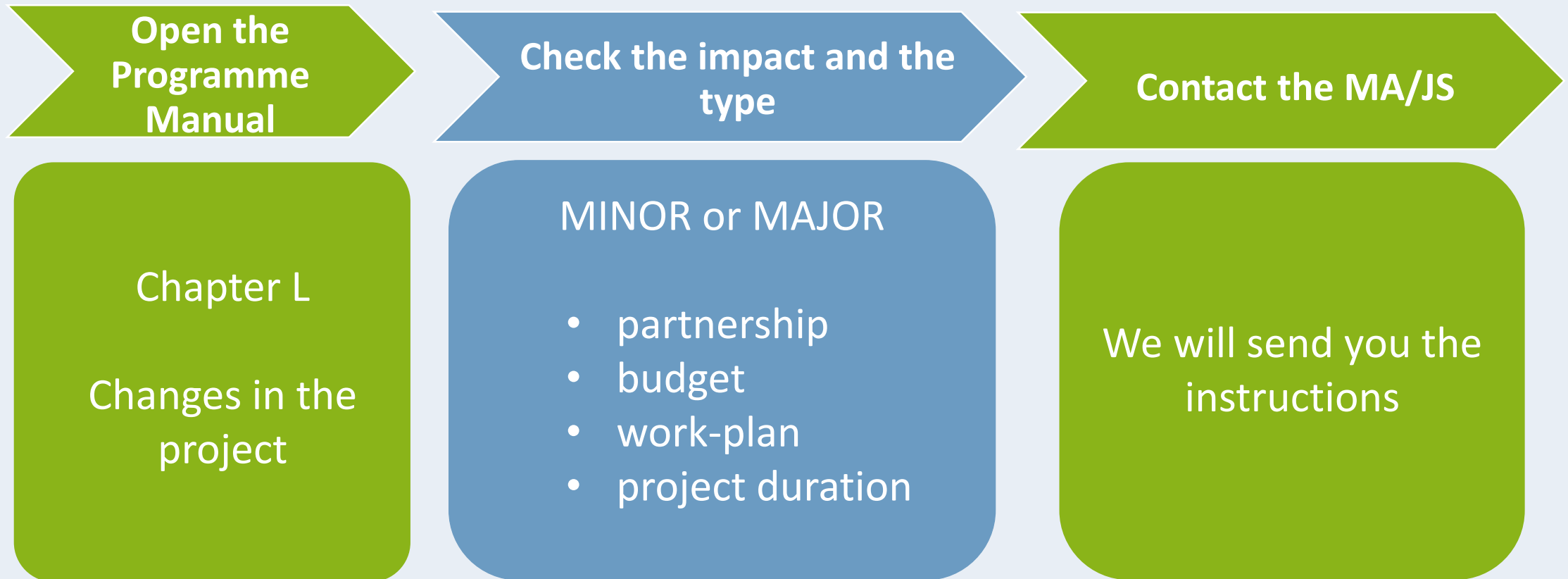
Roads can be different...



Roads can be different...



Changes in the project set-up



Minor changes

- Contact data change
- Name change
- Change of the VAT status
- Work plan adjustments
- Budget flexibility

To do

- Update the Contact and bank information
- Update the application form
- Submit a new partner declaration



Budget flexibility

NO prior approval of the MA/JS required

**20% of the cost category or
EUR 40,000
whichever is higher**



Minor changes

Budget flexibility



Total partner and project budgets cannot be exceeded

**No change in the nature and the use of the planned investment items
and outputs**



The spending plan cannot be changed



Example of minor change

Example of a project with total budget of EUR 1.08 million

Cost category (planned value)	Cost category (reported value)	Difference
CAT1 – EUR 600,000	EUR 580,000	EUR – 20,000
CAT 2 – EUR 90,000	EUR 87,000	EUR – 3,000
CAT 3 – EUR 90,000	EUR 87,000	EUR – 3,000
CAT 4 – EUR 300,000	EUR 326,000	EUR +26,000 (+8.66%)

Total project budget, difference planned vs. reported EUR 0



Major changes

- Partner drop out
- Structural or legal changes
- Change of the budget
- Work plan changes
- Change of the duration

To do

Inform the MA/JS as
early as possible



Major changes

Work plan changes

Restructuring the approach to delivering the outputs

Change of format/content/use of the outputs

Reallocation of tasks within the partnership

Prolongation of the project duration



Major changes

Work plan changes



No substantial decrease of the quality of the outputs

Submit a request 1 month prior to the change has to take place



If budget change is needed the limitations for budget reallocation apply



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Responsibilities after project closure

- Durability of investments/productive investments
- Availability of documents
- Retention period
- Continue your journey

Durability requirements

For each **investment in infrastructure** and/or **productive investments** the partner must not make:

- a **cessation or transfer** of a productive activity outside the NUTS level 2 region in which it received support;
- a **change in ownership** of an item of infrastructure which gives to a firm or a public body an undue advantage;
- a **substantial change** affecting the investment's nature, objectives or implementation conditions which would result in undermining its original objectives.

Within five years of the final payment to the project.



Availability of documents

Retention period:

All project partners have to keep **all supporting documents** relating to the project for a **five-year period** from 31 December of the year in which the MA/JS made the last payment to the lead partner.

Example:

The MA/JS made the last payment on **12 March 2026**.

The retention period starts on **31 December 2026** and ends on **31 December 2031**.

Closure letter from MA/JS



Availability of documents

Retention period for State Aid partners:

- **General Block Exemption Regulation (GBER) - 10 years** from the date on which the last aid was granted.
(date of signature of the subsidy contract or addendum)
- **De minimis - 10 fiscal years** from the date on which the aid was granted.
(date of the de-minimis award letter)



Availability of documents

Examples:

- The subsidy contract, partnership agreement, partner declarations.
- Invoices, payment proof, employment contracts, procurement documentation, etc.
- Report of hours and employment confirmation.
- Audit reports and audit checklist.
- Minutes of project partner meetings, important e-mail communication with project partners or the MA/JS, etc.



Availability of documents

How to store documents?

- In the form of **originals** or on commonly accepted **data carriers**.
- **Copies have to conform with the original**. The conformity has to be certified. It has to ensure that the versions held comply with the national legal requirements and can be relied on for audit and control purposes.
- If documents are retained **electronically**, internationally accepted **security standards** must be met.



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Continue your journey.

Make outputs publicly available

Keep connecting through your networks

Let others benefit from your solutions



Time for your questions!





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