

**Interreg**  
Baltic Sea Region



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# Welcome to the webinar

## Reporting Essentials for Project Platforms



12 June 2025 | 9:30

**Interreg**  
Baltic Sea Region



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# Reporting Essentials for Project Platforms

Moderator: Vaclav Kaplan/Senior Finance Officer



# Webex guidance

- Please stay muted
- Video not necessary

- Find your colleague
- Chat with us



Unmute



Start video



Participants





Chat





# Agenda.

- **How to report on activities & communication** 
- **Finances I:**  
BAMOS+, Reporting principles and forms
- **Finances II:**  
Reporting of staff, eligibility & further responsibilities; project changes 

**Interreg**  
Baltic Sea Region



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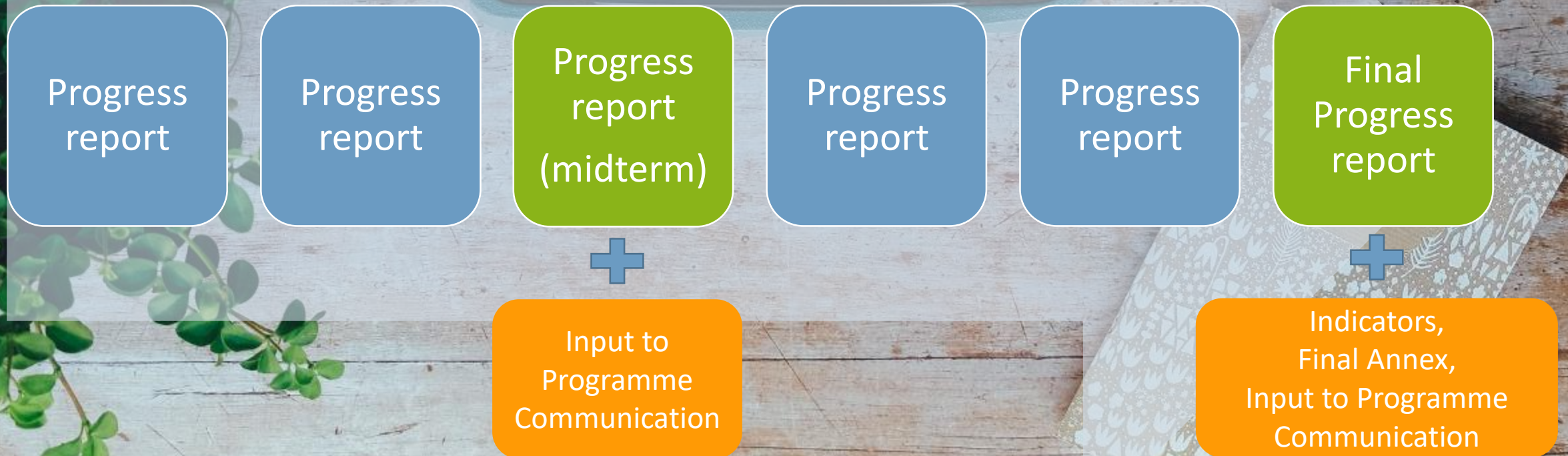
# Reporting essentials: activities and communication

Elena Kolosova, Senior Advisor for External Cooperation  
Anna Gałyga, Senior Communication Officer

Online | 12 June 2025



# Reporting process





# Reporting process

## Partner reports

Sections on  
activities

Sections on  
finances

Project  
partner

Lead  
partner

## Progress report

Sections on  
activities

Sections on  
finances

Progress  
report

MA/JS

**BAMOS+**

# Reporting on activities

- Focus on **key developments** in the reporting period
- Present the progress towards **consolidating results**
- Detail the **engagement of your target groups** and how you build **their capacity** to use the consolidated results
- Explain what you do in regards to **influencing a policy**: steps, organisations involved, their feedback and outcomes
- Inform on finalised **outputs and their durability**
- Share your **challenges** with us

Project platform





# Reporting on activities

|                 |                              |                |   |                                    |                   |                |             |
|-----------------|------------------------------|----------------|---|------------------------------------|-------------------|----------------|-------------|
| 10. Contracts   | 11. Imported partner reports | 12. Submission | 13. Management verification of the SCOs           | 14. Corrections and irregularities | 15. Clarification | 16. MA/JS      | 17. Compare |
| 0. Introduction | 1. Overview progress         | 2. Work plan   | 5. Overview of finalised outputs and deliverables | 6. Cost categories                 | 7. Spending       | 8. Investments | 9. Status   |

- **Main achievements:** clear and concise
- **Challenges:** inform
- **Contribution to the EUSBSR:** detail



# Reporting on activities

|                 |                              |                |   |                                    |                   |                |             |
|-----------------|------------------------------|----------------|---|------------------------------------|-------------------|----------------|-------------|
| 10. Contracts   | 11. Imported partner reports | 12. Submission | 13. Management verification of the SCOs           | 14. Corrections and irregularities | 15. Clarification | 16. MA/JS      | 17. Compare |
| 0. Introduction | 1. Overview progress         | 2. Work plan   | 5. Overview of finalised outputs and deliverables | 6. Cost categories                 | 7. Spending       | 8. Investments | 9. Status   |

- Engaging target groups per WP: **concrete details, not “stakeholders”**
- Achievements per group of activity: **descriptive, narrative, not your timesheet task list**





# Reporting on activities/Final report

|                 |                              |                |   |   |                   |                    |             |
|-----------------|------------------------------|----------------|---|---|-------------------|--------------------|-------------|
| 9. Status       | 11. Imported partner reports | 12. Submission | 13. Management verification of the SCOs | 14. Corrections and irregularities                | 15. Clarification | 16. MAJS           | 17. Compare |
| 0. Introduction | 1. Overview progress         | 2. Work plan   | 3. Indicators                           | 5. Overview of finalised outputs and deliverables | ANNEX Final PR    | 6. Cost categories | 7. Spending |

**Organisations cooperating across borders (RCO 87)**

**Number of organisations actively cooperating during the project:**  
Project partners and associated organisations



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

**Organisations (PP, AO, other – listed as target groups) with increased institutional capacity as a result of their participation in the project platform:**  
Summed up from the survey on institutional capacity

**Project toolkit:** <https://interreg-baltic.eu/toolkit/reporting/>



# Reporting on activities/Final report

|                 |                              |                |   |   |                       |                    |             |
|-----------------|------------------------------|----------------|---|---|-----------------------|--------------------|-------------|
| 9. Status       | 11. Imported partner reports | 12. Submission | 13. Management verification of the SCOs | 14. Corrections and irregularities                | 15. Clarification     | 16. MA/JS          | 17. Compare |
| 0. Introduction | 1. Overview progress         | 2. Work plan   | 3. Indicators                           | 5. Overview of finalised outputs and deliverables | <b>ANNEX Final PR</b> | 6. Cost categories | 7. Spending |

- **Lessons learned**
- **Horizontal principles**
- **Follow-up**
- **Positive change to the region**





# Report your comms successes!

## By the mid-term report deliver:

- A revised **project platform summary**
- A **project platform story**
- A **picture, video or audio** product
- Two **quotes**
- Contribution to **EU-wide or Commission's event**

## How to handle the process:

- Prepare any time
- Publish on your project page
- Include the link in the report

# Report your comms successes!

## By the final report deliver:

- A revised **project platform summary**
- A **project platform story**
- A **picture, video or audio** product
- Two **quotes**
- Contribution to **EU-wide or Commission's event**

## How to handle the process:

● Prepare any time ● Publish on your project page ● Include the link in the report





# What's more (on top)?

**For Operations of Strategic Importance!**

Plan & organise a **communication event or activity**, involving the Commission and the Managing Authority/Joint Secretariat





**Time for your  
questions!**



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Baltic Sea Region



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# Finances in focus I

## BAMOS+, Reporting principles and forms

Hanna Slukvina/Junior Finance Officer





# Finances I: BAMOS+





# BAMOS+

## Electronic data exchange system

Documents & administers project life cycle, e.g.

- ✓ Application
- ✓ Reporting
- ✓ 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’**



Copyright: John Schnobrich/Unsplash



# BAMOS+

## User rights

### For defined sections

- ✓ Read / Read+Write / Read+Write+Submit
- ✓ observe the Terms & Conditions of BAMOS+
  - ⇒ submit right only for employee duly authorised to represent the lead partner organisation in relation to the project



Copyright: John Schnobrich/Unsplash

# Dashboard of BAMOS+

Project: Test

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<br>19/12/2022 16:30 |                      | ▼ |
| Documents                  |         | vaclav.kaplan@eu.baltic.net<br>30/08/2022 08:48 | 1 document submitted |   |
| Contact & Bank information | 2       | vaclav.kaplan@eu.baltic.net<br>27/09/2022 16:53 | Submitted            |   |
| State Aid                  |         | JS<br>19/10/2022 11:58                          |                      |   |

## Project reporting



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

## Other Clarifications



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

## Project Messages

(6 new messages)



| Message Details   | Receive Date     |
|---|------------------|
| System<br>Automatic BAMOS message: New version of application     | 19/12/2022 16:27 |
| System<br>Application form submitted                              | 22/09/2022 13:44 |
| System<br>Automatic BAMOS message: New clarification              | 07/09/2022 10:31 |
| System<br>Automatic BAMOS message: New version of progress report | 25/08/2022 18:10 |

## 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: Test

Index No.: R11.15.0-VaK-0114

Project No.:

It's done by **GECKO**

## General Information

Title

Update

eu.baltic.net

1 document  
submitted

Submitted

General information:

Application

Contact & Bank info

⇒ Keep up to date

⇒ Source for the  
webpage

Partner

Progress Report 1 \*

JS

25/08/2022 1

## Other Clarifications

Title

Category

Version

Last Update

Subsidy Contract

Subsidy  
contract

0

JS  
07/09/2022 10:31

PA  
(Approved)

## 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

## Controller

No controllers found.

## Project Users

Modify Users

Email Address

Role

Status

vaclav.kaplan@eu.baltic.net

Read + Write + Submit

Active





# Finances I: Reporting principles

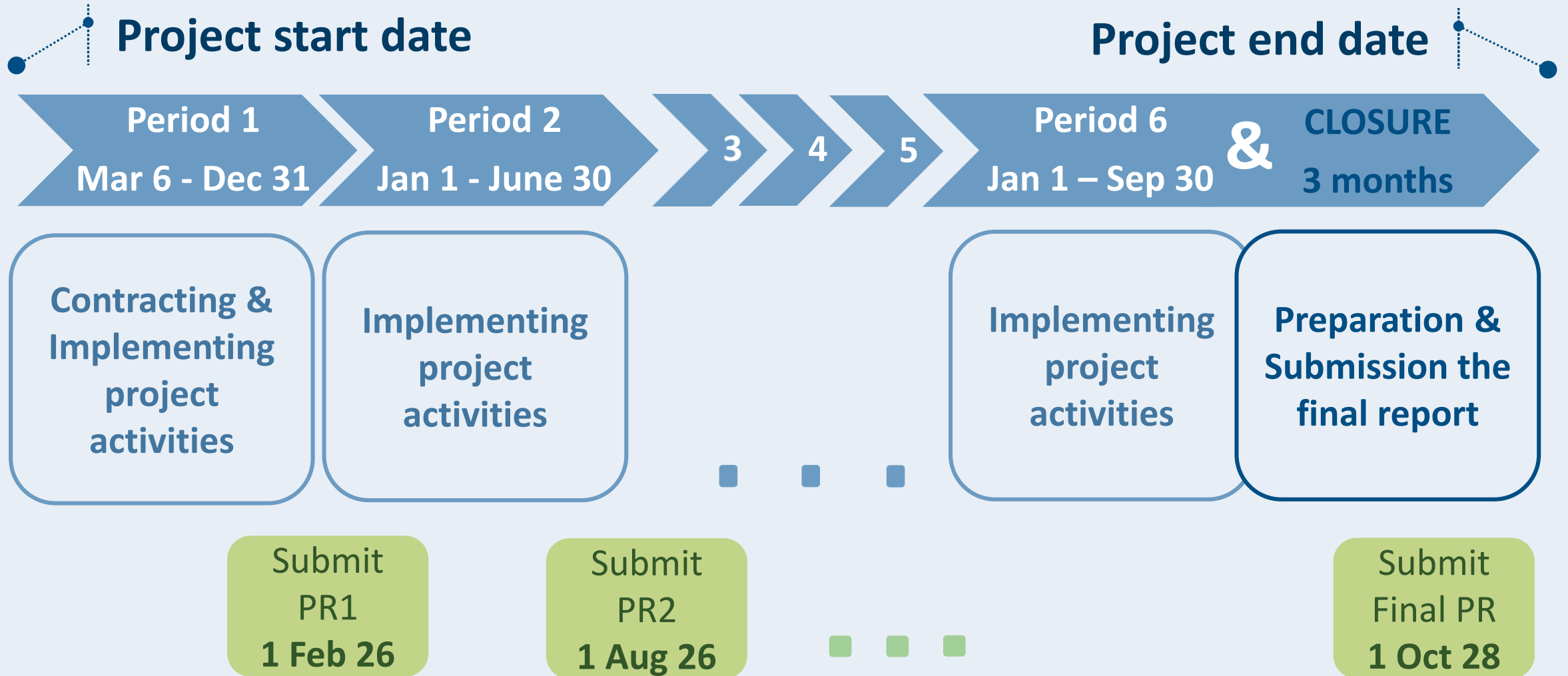


# Reporting periods

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# Dashboard of BAMOS+

Project: Test

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            |             |
| Status             |                      |             |

Project reporting

Title

Reporting periods

Partner report management

Progress Report 1 \*

Deadline  
31/08/2023

## Other Clarifications

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

## Project Messages (6 new messages)

| Message Details  | Receive Date     |
|--|------------------|
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| 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 |

## Controller

No controllers found.

## Project Users

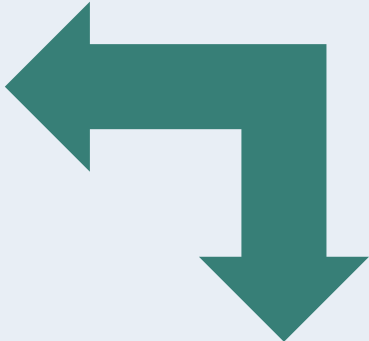
[Modify Users](#)

|  | Role                  | Status |
|--|-----------------------|--------|
|  | Read + Write + Submit | Active |



# Contractual deadlines for progress reports

| Reporting periods overview <a href="#">Guide</a> |             |            |                      |
|--|-------------|------------|----------------------|
| Progress report                                  | Period from | Period to  | Contractual deadline |
| Period 1   | 21/04/2023  | 31/01/2024 | 01/03/2024           |
| Period 2   | 01/02/2024  | 31/07/2024 | 01/09/2024           |
| Period 3   | 01/08/2024  | 31/01/2025 | 01/03/2025           |
| Period 4   | 01/02/2025  | 31/10/2025 | 01/11/2025           |



Compare with  
actual deadline  
on Dashboard



# Dashboard of BAMOS+

Project: Test

Index No.: R11.15.0-VaK-0114

Project No.:

IT's done by **GECKO**

| General Information <a href="#">Guide</a> |         |   |                      |  |
|---|---------|---|----------------------|--|
| Title                                     | Version | Last Update                                     |                      |  |
| Application Form *                        | 3       | vaclav.kaplan@eu.baltic.net<br>19/12/2022 16:30 |                      |  |
| Documents                                 |         | vaclav.kaplan@eu.baltic.net<br>30/08/2022 08:48 | 1 document submitted |  |
| Contact & Bank information                | 2       | vaclav.kaplan@eu.baltic.net<br>27/09/2022 16:53 |                      |  |
| State Aid                                 |         | JS<br>19/10/2022 16:53                          |                      |  |

| Project Messages (6 new messages)                              |                  |
|--|------------------|
| Message Details  | Receive Date     |
| System Automatic BAMOS message: New version of application     | 19/12/2022 16:27 |
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| 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 <a href="#">i</a> |         |
|-------------------------------------|---------|
| Title                               | Version |
| Reporting periods                   |         |
| Partner report management           |         |
| Progress Report 1 *                 | 1       |

JS  
25/08/2022 18:10

Deadline  
31/08/2022

No controllers found.

[Modify Users](#)

| Role                  | Status |
|-----------------------|--------|
| Read + Write + Submit | Active |

| Other Clarifications <a href="#">i</a> |                  |         |                        |
|--|------------------|---------|------------------------|
| Title                                  | Category         | Version |                        |
| Subsidy Contract                       | Subsidy contract | 0       | JS<br>07/09/2022 16:53 |

⇒ Actual  
deadline



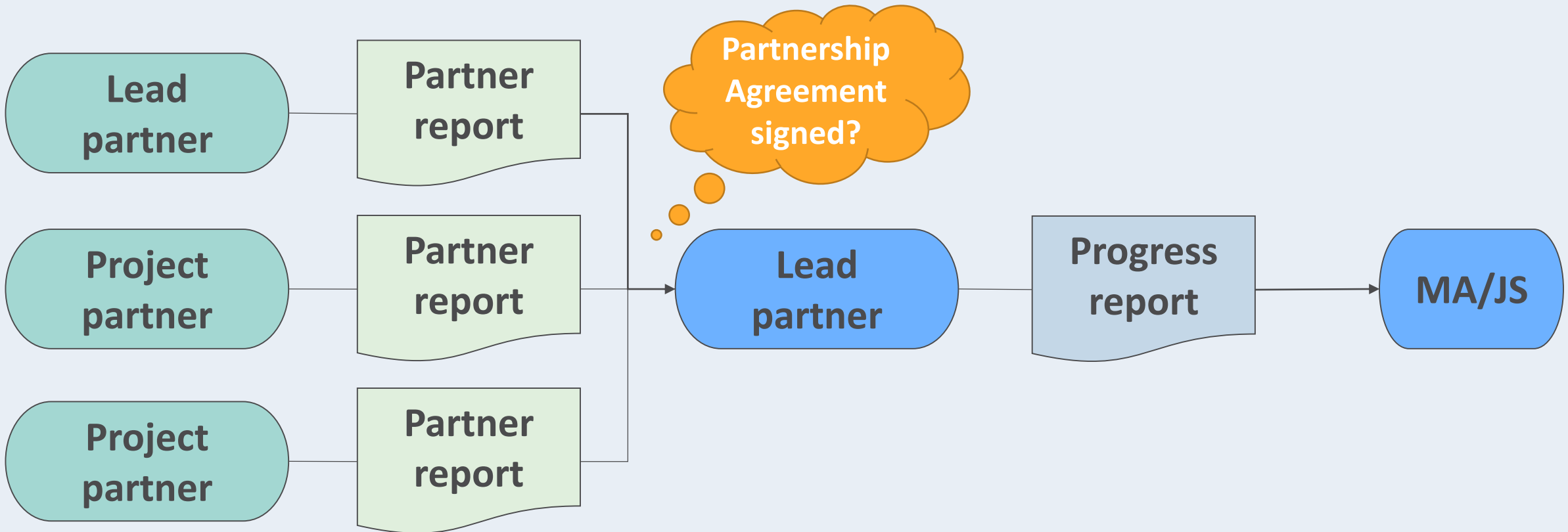
# Finances I: Reporting forms in BAMOS+



# Reporting forms

## Partner level

## Project level



**BAMOS+**





# Finances I: Partner report management





# Partner 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

# Dashboard of BAMOS+

Project: Test

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            |             |
| Status             |                      |             |

Project reporting

Title

Reporting periods

Partner report management

Progress Report 1 \*

|                 |                     |
|-----------------|---------------------|
| Progress Report | Deadline 31/08/2022 |
|-----------------|---------------------|

## Other Clarifications

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

## 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 |

## 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

| Partner no. and name | <div>Generate part A. Activities and B. SCOs of the partner report</div> <div>+ Generate Partner Reports</div> |                                   |
|----------------------|--|-----------------------------------|
| PP1 PP1 name English | <div><div></div><div></div></div>  | <div><div></div><div></div></div> |
| PP2 PP2 name English | <div><div></div><div></div></div>  | <div><div></div><div></div></div> |
| PP3 PP3 name English | <div><div></div><div></div></div>  | <div><div></div><div></div></div> |

Partner has already an open partner report





# 1. Generate PPR templates

## Partner report management

- ✓ PPR can be generated **at any time**
- ✓ Only **one PPR** at the same time

## Recommendation

- ✓ Set **clear deadlines** for partners




# Partner 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

# Dashboard of BAMOS+






Dashboard

Projects

Messaging Centre

BAMOSwiki

Help desk



Project: VaK

IT's done by **GECKO**

Dashboard

**Partners**

My Projects


General Information

Guide

|           | Version | Last Update                               |
|-----------|---------|---|
| State Aid | 3       | vaclav.kaplan@eu.baltic.net<br>19/12/2022 |

Project reports

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

Other Clarifications 

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

Project Messages (6 new messages)



| Message Details   | Receive Date     |
|---|------------------|
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| System<br>Automatic BAMOS message: New clarification              | 07/09/2022 10:31 |
| System<br>Automatic BAMOS message: New version of progress report | 25/08/2022 18:10 |

No controllers found.

Project Users

 Modify Users

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

# 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<br>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, incl. the lead partner users
- Press 'Modify Partner Users' for adding/editing users







## 2. Create partner users

### Lead partner obligations

Users with read + write + submit rights on project level

- ✓ are automatically added as Lead partner 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



# Partner 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

# 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) |  | <div><div><div>+</div> Import</div><div><input type="checkbox"/></div></div>   |  |
|                      |  |                                |  | <div><input checked="" type="checkbox"/></div>                                 |  |





# Partner report management

Generate PPR

Import PPR

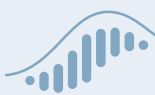
Remove PPR

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            |  | Remove PPRs data from the active PR and send the PPR back to the partner for further editing |                                     |
|----------------------|--|--------------------------------|--|--|-------------------------------------|
| PP2 PP2 eng name     |  | PPR0 A (Activities) + B (SCOs) |  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |

☒ Remove





## 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

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**
- ✓ Submit the progress report by the deadline





# Finances I: How to complete the partner report?





## Partner report A.+B.

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

**Auto-calculations**

**No national control (SCOs)**

# BAMOS+: Section Partners

| Partner Selection |                        |                         |
|-------------------|------------------------|-------------------------|
| Partner Number    | Partner Name (English) | Partner Name (Original) |
| 1                 | PP1 name English       | PP1 name original       |
| 2                 | PP2 name English       | PP2 name original       |
| 3                 | PP3 name English       | PP3 name original       |



# 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<br>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 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 with scanned or electronic signature
- **Automatic calculation** of eligible expenditure in national currency and EUR



# 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



# Partner report A.+B.



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 CAT7
- Automatic deduction of corrections (if applicable)
- Partner confirmation
- Project Partner Bank information
- Submit
- In version 1: Deleting of PPR possible (all data lost)



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## Finances in focus II

# Reporting of staff, eligibility and further responsibilities; project changes

Łukasz Korpala/Finance Officer







# Finances II:

## Documentation of staff costs:

## Report of Hours and

## Employment Confirmation





## Which documents are needed?

- ✓ **CAT1: Report of hours and employment confirmation**  
(on request: Employment contract)

# Report of hours and Employment confirmation

## Technical start

- Not in BAMOS+ but offline
  - **Adobe Reader 10 or higher**
  - Download the form (the newest version)
  - Save on your computer before opening
  - Do not open in browser or other PDF viewer
- 
- Interactive form
  - One report of hours and employment confirmation  
**per person + per reporting period**





Project toolkit  
for approved projects

INTERREG BALTIC SEA REGION 2021-2027

# Project toolkit

[www.interreg-baltic.eu](http://www.interreg-baltic.eu)



Programme  
Manual

[Access now](#)



Contracts

[Access now](#)

BAMOS+

BAMOS+

[Access now](#)



Reporting

[Access now](#)





# Report of hours and employment confirmation

Report of hours and employment confirmation (Jan Santa)  
#S005 Green Forest (PP1 Forest Agency)  
PPR1 (October 2022 to March 2023)



## 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:    | 5 005 #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).

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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                 | 00      |
| 2 October                      | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 3 October                      | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 4 October                      | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 5 October                      | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 6 October                      | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 7 October                      | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 8 October                      | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 9 October                      | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 10 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 11 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 12 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 13 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 14 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 15 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 16 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 17 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 18 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 19 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 20 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 21 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 22 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 23 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 24 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 25 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 26 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 27 October                     | 00                    | 00      | 00               | 00      | 00                 | 00      |
| 28 October                     | 00                    | 00      | 00               | 00      | 00                 | 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)        | 00                    | 00      | 00               | 00      | 00                 | 00      |
| Total (hours - decimal format) | 0                     |         | 0                |         | 0                  |         |

# 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!



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



# 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





# 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%*



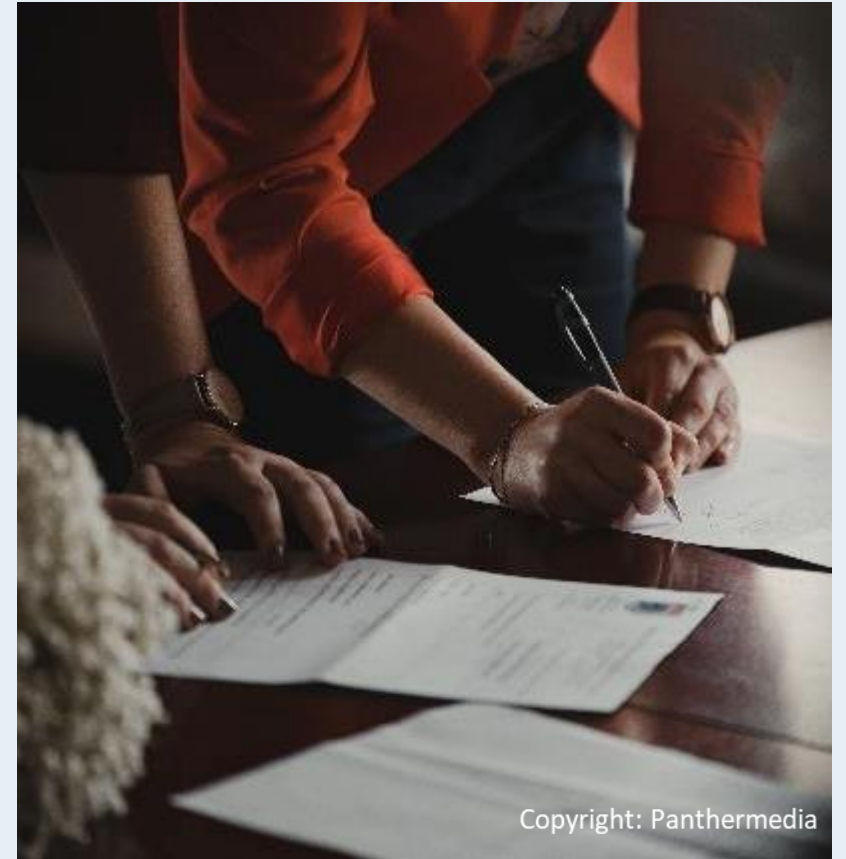
**Basis for calculation of the max. number of hours**



# 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



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# 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





# Finances II: Payment





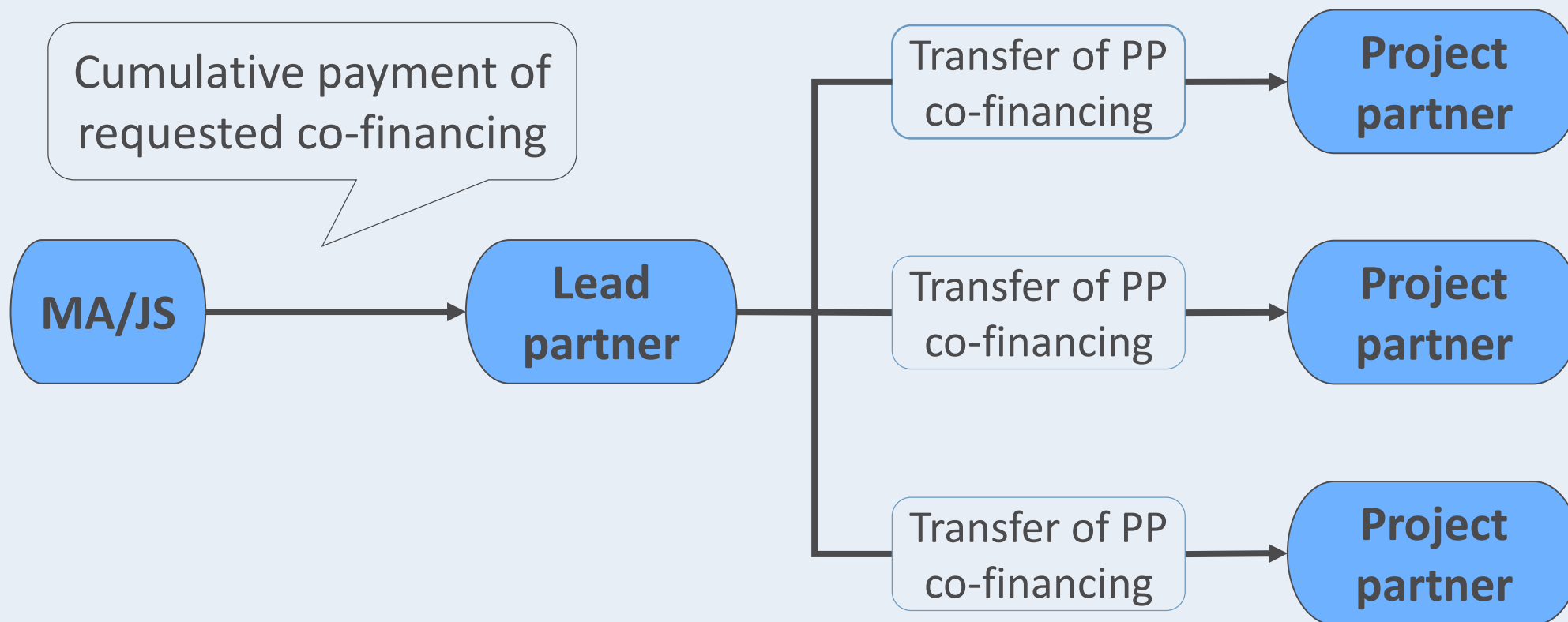


# Payment

## Reimbursement principle

- ⇒ No advance payments
- ⇒ Preparation costs: not allowed for platforms
- ⇒ Progress reports paid after report approval by MA/JS

# Payment process





# Finances II: Eligibility





# Eligibility

- Remember the general rules
- Eligibility per cost category
- Activities outside the Programme area

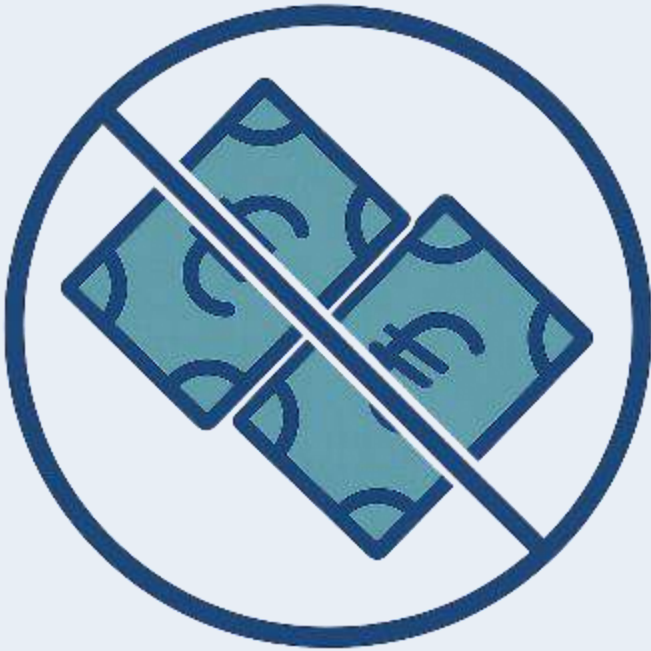


# Reporting on finances – general rules

- Expenditure is **essential** for the project's implementation
- **Sound financial management**
- **Each partner has its own budget** (no cost sharing)
- Public procurement



# Parallel implementation of different projects



- **Avoid double-funding** of the same activities
- Clear and transparent **separation of expenditure**
- **Separate recording of working time**



# Finances II: Eligibility per cost category

# 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.





## Staff costs documentation

Interreg  
Baltic Sea Region



Co-funded by  
the European Union

### Please pay attention to:

- Missing signatures.
- E-signed files without metadata.
- Inconsistent data (Partner Report / Report of Hours).
- One person signs it all.
- Workload.
- Manual corrections of eligible hours in Report of Hours.
- Insufficient tasks description.

1. Flat rate 40% of eligible staff costs
2. Automatic calculation
3. No supporting documents
4. Over or under compensating possible





# Finances II:

## Activities outside the Programe Area





# Activities outside the Programme Area

## 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.



# 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**





# Finances II: Further responsibilities

# What is audit and control

## MAJS verification of expenditures:

**Definition:** Verification of project partner expenditure before Programme's co-financing payment.

**Timing:** After progress report submission and before Programme co-financing payment.

**Purpose:** Ensures compliance with simplified cost options.

## Audit:

**Definition:** Check of project partner expenditure after Programme's co-financing payment

**Timing:** After the MA/JS sends the payment claim to the EU COM

**Purpose:** Validate expenses and verifies compliance retrospectively.



# 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 **24 December 2028**.

The retention period starts on **31 December 2028** and ends on **31 December 2033**.

## Finalization + Closure letters 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.
- Employment contracts, report of hours and employment confirmation, etc.
- Audit reports and audit checklist.
- Minutes of project partner meetings, important e-mail communication with project partners or the MA/JS, etc.



# Ownership of deliverables and outputs



## Deliverables & outputs

- Project partners are the owners (incl. intellectual property rights (IPR))
- Publicly accessible in a usable format
- In case of confidential information covered by IPR, please contact the MA/JS



# Finances II: Project changes



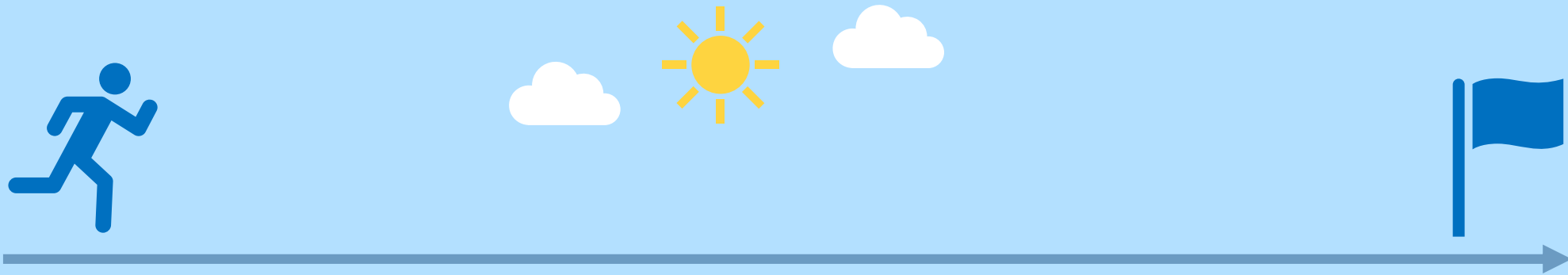
# Roads can be different...

Interreg  
Baltic Sea Region



Co-funded by  
the European Union

Planned:

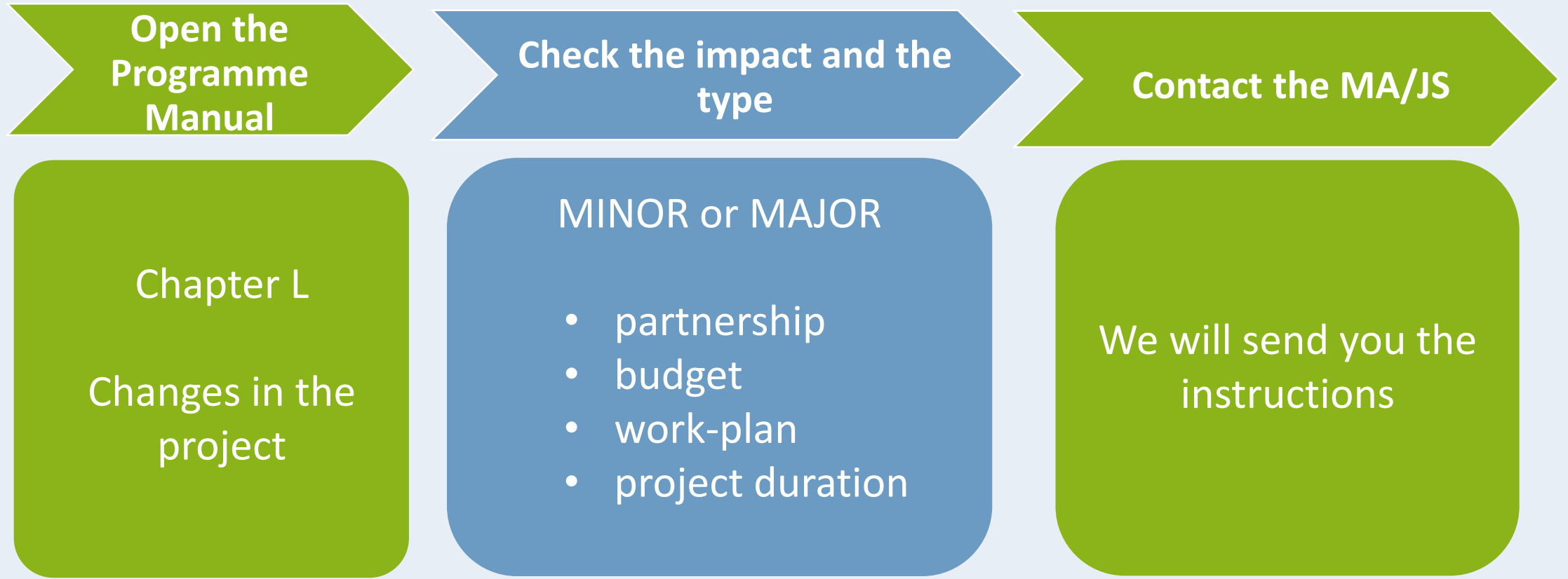


In reality:





# Changes in the project set-up





**Time for your  
questions!**



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The Programme is managed by **Investitionsbank Schleswig-Holstein (IB.SH)** in Kiel, Germany.

**Investitionsbank Schleswig-Holstein**  
**Interreg Baltic Sea Region**  
**Managing Authority/Joint Secretariat**

Grubenstraße 20, 18055 Rostock, Germany

Tel: +49 381 454 84 5281

E-mail: [info@interreg-baltic.eu](mailto:info@interreg-baltic.eu)



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