

Guidelines for contracting and reporting in Est-Lat eMS¹

Managing Authority decision

MA positive decision can be either:

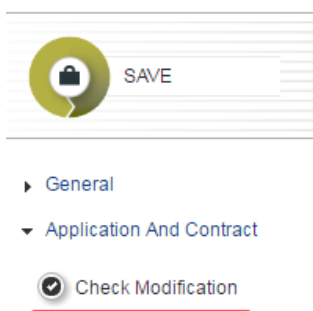
1. Your project is approved
2. Your project is approved with conditions

In the first case project is straight away moved to the Hand over phase. Project status turns to “MA decision: Approved”. In the second case, project needs to go through modification phase before reaching to Hand over phase.

If project is approved with conditions, regular modification procedure will follow: Project status is “Cr_in_process” and after opening it, modification request details screen is visible:

Request Date	17.02.2017 00:00:00
Message	
Decision Message	Please change 2 indicators!
Date Decision	17.02.2017 00:00:00
Approval Message	
Date Approval	
Decision State	Accepted (Modification request open for modifications)

By clicking on the magnifying glass, more details will be displayed. Change the application form as required, save and push “Check Modification” button under “Application and Contract” section in the left menu.



If successful, modification can be submitted. Project status turns to “Cr.done”. Now JS will check modification and if all requirements are met, project is approved and status turns into “MA decision: Approved”. Hand over to Lead partner follows.

¹ All actions described below can only be done by Lead Applicant user.

Hand over to Lead partner


If you open the project with status “MA decision: Approved”, pop-up appears with the notification: “Please hand over the project to the future lead partner”. From the left-side menu please click on Lead partner button:


Now you have to insert the eMS username of the future Lead partner. This means that the Lead partner user has to register him(her)self beforehand in eMS and notify the Lead applicant about his(her) username. If Lead applicant user is going to proceed also as Lead Partner user, he(he) should insert his(her) own username into the prospective lead partner field.










Hand Over Project

Prospective Lead Partner

Active Lead Partner

 Declare As Lead Partner

- ▼ General
-  Save As Pdf File

-  Generated Files
-  Project History
-  ATTACHMENTS
-  Lead Partner
-  Bookmark Project
-  Toggle Tree
-  Contacts
-  Help
-  Exit

Project is now in the status “Handover”. JS has now to confirm your selection.

If proposed Lead partner user is rejected, Lead applicant will receive a notification to the e-mail as well as inside eMS message about rejection. You have to start over with the process to appoint Lead partner.




If proposed Lead partner is approved, both Lead applicant and appointed Lead partner will receive e-mail message about the transfer of usage rights. From now on Lead partner user has all rights and responsibilities in regard to the project in eMS. Old Lead applicant user can see the project application as read-only. He(he) will not be able to see any further modifications to the application or reports.

Project status is now “Startup”. Lead partner user can now access the section “Supplementary information” from “Application and contract” menu:

Supplementary information

In Supplementary information, following tabs are available:

- Project Management
- Bank information
- User assignment
- Documents

- ▶ General
- ▼ Application And Contract
-  Supplementary Information
-  Project Application
-  Request Modification

- Public Procurements

Project Management

Bank Information

User Assignment

Documents

Public Procurements

Please fill in information about Project manager, Financial manager and Communication manager of the Lead partner only.

Please fill in Lead partner's bank information.

This is the place where users for project partners can be assigned. Each project partner must have at least one user. Several users per partner is possible. Only users assigned to project partner can create and submit partner reports.

There can be also several users per Lead partner. Each of them can start and submit progress report, fill in supplementary information and request modification. The only thing the additional Lead partners are not able to do is to manage the additional Lead Partners assignment.

NB! Please make sure that the assigned users are always up to date. Please remove users who are not relevant anymore and immediately add those who start working with the project. The programme authorities use your assigned contacts for communicating important messages and sending feedback to your reports.

In the Documents section, provide details of the location of institution where project documentation of each partner is stored. Please provide details of partner contact person.

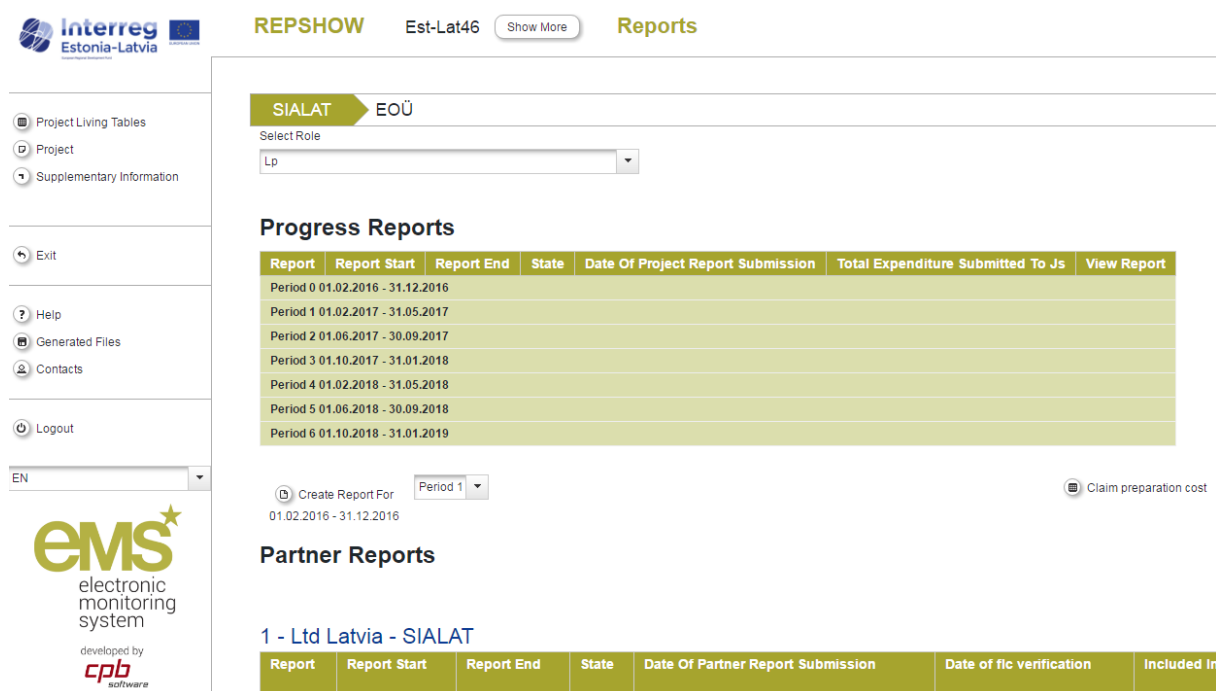
Lead partner can add procurements for each partner and later when partner inserts expenditures, link between expenditure and procurement can be created. Not obligatory section.

NB! Please make sure that the contact information about the persons working on the project is always up to date. You can edit the information under the Supplementary information at any time.

Reporting

After subsidy contract is signed and secretariat has taken needed steps in eMS, reporting is possible in eMS. Project status turns to “Contracted”. Lead partner user gets inside eMS message about availability of reporting dashboard.

If project status is “Contracted”, the default view for project is Report Dashboard:



Progress Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To Js	View Report
Period 0	01.02.2016	- 31.12.2016				
Period 1	01.02.2017	- 31.05.2017				
Period 2	01.06.2017	- 30.09.2017				
Period 3	01.10.2017	- 31.01.2018				
Period 4	01.02.2018	- 31.05.2018				
Period 5	01.06.2018	- 30.09.2018				
Period 6	01.10.2018	- 31.01.2019				

Partner Reports

1 - Ltd Latvia - SIALAT

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In

From the left-side menu lead partner can access:

- **Project living tables** – overview of the project current financial state from different dimensions.
- **Project** – latest version of application form.
- **Supplementary information** – lead partner can edit supplementary information at any time.
- **Exit** – exits to eMS front page or dashboard.
- **Help** – not populated right now
- **Generated files** – access generated files like application form pdf.
- **Contacts** – all project contacts are listed. Inside eMS messages can be sent from here.
- **Logout** – for secure exit you should always log out from the system.

- Project Living Tables
- Project
- Supplementary Information
- Exit
- Help
- Generated Files
- Contacts
- Logout

Partner report



To start filling partner report please choose role as project partner or “Pp”

Select Role

From Partner Reports table choose Create New Report:

-  [Create New Report](#)
-  [Partner Living Tables](#)

Partner report with the format 1.1 is created. First number refers to the period, second number after dot refers to the sequence. So Report 1.1 means it is report no 1 for period 1.

It is not possible to create new report until previous report is not submitted.

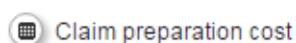
All users assigned to the partner are able to create and to delete a partner report. Lead partners can view reports of all project partners, once they have been created by the partner. In case the lead partner wants the right to also edit and submit partner reports, the lead partner user must be added to the partner as a user in the user assignment of the supplementary information.

Partner report consists following sections:

- Partner report
- List of expenditures
- Contribution and forecast
- Attachments
- Personal data attachments

Preparation costs

Preparation costs can be reported automatically. Lead partner user can access the button “Claim preparation cost” below Progress reports section, in Reporting dashboard.







By pressing this button, all costs under work package Preparation are automatically reported as lump sum and partner report for period 0 is generated, submitted and marked as certified. In addition to that, Progress report for period 0 is also generated automatically and costs from partner report 0 are included into this report. This progress report is also submitted automatically to JS. Lead partner do not need to do anything more with lump sum preparation costs.

NB! If project has some real costs to report in preparation period (has inserted in addition to 5 000 € lump sum costs some real costs into application form budget), please do not push “Claim preparation cost” button. These projects have to report their preparation period costs as well as 5 000 lump sum in their Period 1 report.

Zero-cost report

If project partner does not have any costs incurred during the reporting period, partner report for that period has to be submitted anyway. In descriptive section of partner report, activities / reasons for inactivities still have to be reported. As long as there is no expenditures added, partner should submit report directly to the lead partner:

-  Partner report overview
-  Check Saved Report
-  Submit to lead partner
-  Application Form

Partner report is then submitted directly to the lead partner, skipping financial control (FC) and this is shown differently in the reporting dashboard. The status of report is “Report submitted to lead

partner”: Report submitted to lead partner Such report can't be included to progress report, as there is no FC certificate available.

As is the case with partner reports with expenditures, zero-cost report can also reverted back by lead partner.

Partner report section



Period

Start date

Automatically filled based on the information in the project application form

End date

Automatically filled based on the information in the project application form

Summary of partner's work in this reporting period

Please describe your progress in this reporting period.

(max 4000 characters)

Programme output indicators delivered² (unique ones, counted only once in the whole project implementation time!)

Project Main Outputs Delivered - unique ones, counted only once in the whole project implementation time!
Please select unique outputs delivered in this reporting period you contributed to and explain in what way.

Output

Title


T1.1 Joint products and services developed in cooperation

Explanation

2000 Characters Remaining

Remove

Please select outputs delivered in this reporting period you contributed to, and explain in what way.

To add/select outputs, please press  **Add Output** and new information boxes will appear:


Title


From a drop-down list please choose the relevant output



Explanation


Please provide an explanation in what way you contributed to the selected output (max 2000 characters)

Attachments

Attachments 

 **Output Evidence**

Filename	Filetype	Date	Uploaded By	Comment	Options
Participants_in_projec	xlsx	Mon Feb 17 15:44:55 EET 2020	Bubu	 Comment	 Delete

Please add  **Output Evidence**

Required evidence for calculating the achievement of the output indicators³:

Output indicator:	Documents to be upload as evidence:
Participants at project events, except management meetings (unique)	Electronic record (preferably in MS Excel) which proves that all the participants of the project events (except management meetings) are counted only once in the whole project implementation time.
Jointly organised events, except management meetings	Agendas and pictures of all jointly organized events (except management meetings).
Number of enterprises receiving grants (unique)	No need for attachments. But please note that all the project partners who are SMEs have to be counted for this indicator once.

² Please note that the delivered output indicators are calculated on the project level, i.e. the lead partner includes the values in the progress reports. However, the data comes from the partner reports.

³ For more information on Output indicators please go to the Programme Manual chapter 3.

Number of enterprises receiving non-financial support (unique)	Electronic record (preferably in MS Excel) which proves that all the enterprises receiving non-financial support are counted only once in the whole project implementation time . In addition in the same file please provide short description of events and support (other than financial) received.
Joint products and services developed in cooperation	Photos (if possible) of the jointly developed product and/or service. Each product or service may only be counted and reported in the eMS after the development of it has been completely finalized . Only whole numbers may be reported (e.g. 1, not 0.5 or 0.75)
Improved natural or cultural heritage sites	Photos of the improved heritage site.
(Sets of) products or services that are created based on cultural or natural heritage	Photos (if possible) of the created product and/or service. Each product or service may only be counted and reported in the eMS after the development of it has been completely finalized . Only whole numbers may be reported (e.g. 1, not 0.5 or 0.75)
Small-scale investments	Photos (if possible) of small-scale investments.
Improved and revitalised cross-border joint urban area	Photos of improved and revitalised cross-border joint urban area.
Small harbours with improved services	Photos of each small harbour with improved services. Each harbour with improved services may only be counted and reported in the eMS after the development of it has been completely finalized . Only whole numbers may be reported (e.g. 1, not 0.5 or 0.75)
Participants in crossborder mobility initiatives (unique)	Electronic record (preferably in MS Excel) which proves that all the participants in crossborder mobility initiatives are counted only once in the whole project implementation time .

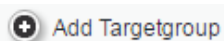
NB! Please see from the approved project application, which Output Indicators are chosen for your project and in case some of the indicators in the concrete reporting period have been reached, please add the relevant Output Evidence as described in the table above.

Please add as many outputs as relevant by clicking  , if something is added wrongly, then please press  .

NB! Please name the documents according to their content, for example: “unique participants”, “newly created workplaces in period 2” etc.).

Target groups reached

To add information on target groups reached within the current period, please press on



Target groups as they were specified in application form, will appear on-by-one, consisting:

Here will appear more detailed information on the chosen target group as described in the approved application form

Target group

Please choose from a drop-down list the relevant target group on which information regarding the current reporting period you want to provide

Target group target value

Automatically filled from the approved project application form


Description of the reached target groups

Please add here a description on how, by what means of communication and dissemination the target audience is reached

(max 2000 characters)

Target value reached

Please specify here the number/size of the target group reached within the current reporting period

<p>Target Group ?</p> <p>SMEs ▼</p> <p>Target Value Reached</p> <p>0.00</p> <p> Remove</p>	<p>Description of the reached target groups ?</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small;">2000 Characters Remaining</p>
---	---

Public procurements

Public procurements

These questions apply only to Estonian partners:

1. Please state whether the partner has carried out new public procurement and/or signed new contracts the costs of which are submitted in this report (Here „yes” or „no”)
2. If „YES” then also add the no of public procurement (if it was public procurement or carried out in the procurement register).

500 Characters Remaining

Partner has carried out new public procurement and/or signed new contracts the costs of which are submitted in this report (applies only for Estonian partners).

 No

1. Please state whether the partner has carried out new public procurement and/or signed new contracts the costs of which are submitted in this report (Here „yes“ or „no“)

NB! Only Estonian partners needs to fill this section

2. If „YES“ then also add the no of public procurement (if it was public procurement or carried out in the procurement register).

If partner has carried out new public procurement and/or signed new contracts the costs of which

are submitted in this report please click



and it will turn to



Reporting per work package

Please provide the following information for every work package as defined in the project application form:

Current expenditure

NB! Disregard, the figures are automatically calculated by the system and do not reflect correctly the current situation. The reported costs are always shown under WP Management.

Expenditure so far

NB! Disregard, the figures are automatically calculated by the system and do not reflect correctly the current situation. The reported costs are always shown under WP Management.

Please describe your contribution to the activities carried out in this reporting period

Please describe your contribution to the activities carried out in this reporting period: their location, content, number and specification of participants, duration etc. Please specify and quantify events, products, deliverables etc. of this reporting period.

(max 2 000 characters)

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found

(max 1000 characters)

NB! Regarding WP Preparation, only partners who had real cost in preparation period (*as referred in programme manual chapter 5 point 4*) have to fill in the fields. Projects which only receive lump sum of 5 000 EUR do not have to fill in WP Preparation.

Reporting per Work Package

P Preparation (02.2016 - 12.2016)

<p>Please describe your contribution to the activities carried out in this reporting period</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small;">2000 Characters Remaining</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; font-weight: bold;">Current Expenditure</td> <td style="text-align: right;">Expenditure So Far</td> </tr> <tr> <td style="text-align: right;">€ 0.00</td> <td style="text-align: right;">€ 0.00</td> </tr> </table> <p>If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small;">1000 Characters Remaining</p>	Current Expenditure	Expenditure So Far	€ 0.00	€ 0.00
Current Expenditure	Expenditure So Far				
€ 0.00	€ 0.00				

M Management (02.2017 - 01.2019)

List of expenditures section

Partner Report
List Of Expenditures
Contribution And Forecast
Attachments

Personal data attachments

List Of Expenditures

0 - 0 Of 0 << < 25 > >>

Options	Report Number <input type="text"/>	Item Id <input type="text"/>	Budget Line <input type="text"/>	Procurement	Int Ref No <input type="text"/>	Inv No <input type="text"/>	Inv Date <input type="text"/>	Paym Date <input type="text"/>
---------	------------------------------------	------------------------------	----------------------------------	-------------	---------------------------------	-----------------------------	-------------------------------	--------------------------------

No Match Found

0 - 0 Of 0 << < 25 > >>

Export Save Columns Columns

+ Add Real Cost

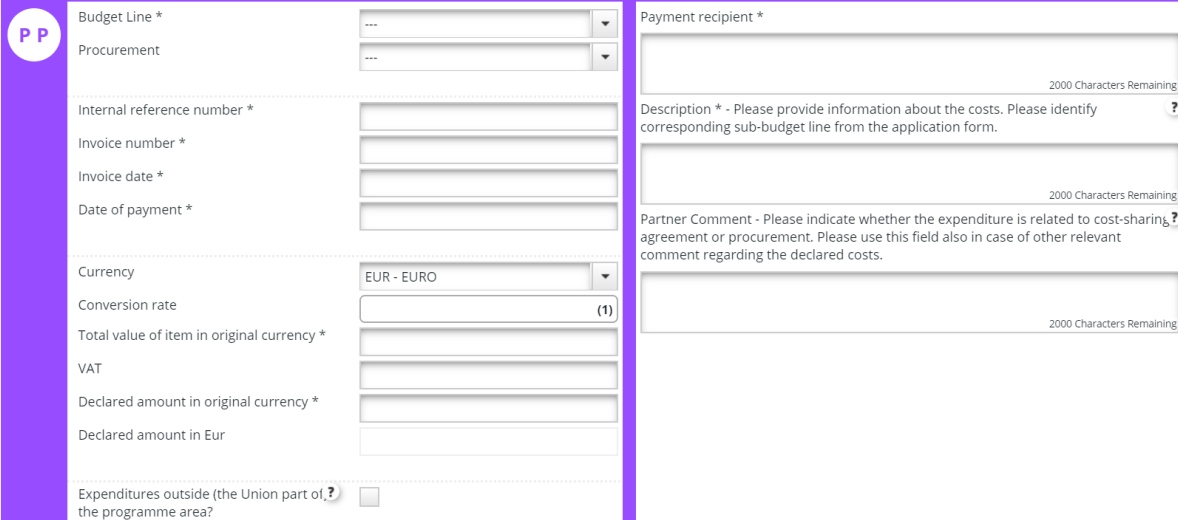
In this section, please insert all the costs related to the current reporting period. After all the costs are inserted, the summary table on the front page of this section will be automatically filled.

To insert reporting period costs please choose:

 Add Real Cost

Add real cost means that you will add information on the costs, which were paid out and you have all the relevant payment confirmation documents.

After choosing Add real cost, the following pop-up window appears:



Every cost item will be inserted as a separate row in the eMS.

Please follow the guidelines below on the required information:

Budget Line *

Please choose the relevant budget line for declaring the costs

Procurement

Procurement drop-down is visible only if this partner has entry in the supplementary info – procurements section. If no procurement is inserted, no button is visible.

Internal reference number *

Please insert internal reference number, if relevant.

Invoice number *

Please insert number of the invoice

Date of payment *

If payments are inserted on one line but paid separately then the latest payment date should be inserted.

Currency

 ▼

Please choose the currency from drop-down list in case the payment was not made in euros.

Conversion rate

Conversion rate will be calculated automatically.

Total value of item in original currency *

VAT

Declared amount in original currency *

Declared amount in Eur

The declared amount is calculated automatically.

Expenditures outside (the Union part of)
the programme area?

Please make a tick if these costs are related to covering the activities outside the eligible Programme area⁴.

Payment recipient *

2000 Characters Remaining

Description * - Please provide information about the costs. Please identify corresponding sub-budget line from the application form. ?

2000 Characters Remaining

Please provide information about the costs and please identify corresponding sub-budget line from the approved project application.

Examples: „Type of cost, name of person, event purpose/location, period“. If possible, add examples in the guidelines „e.g. salary, Mari Maasikas, July 2019“; „Daily allowance, accommodation Seminar, Helsinki 3.-4. August 2019“; „Travel, Cooperation meeting, Austria, 14.-15. august 2019“; sub-budget line „Laboratory equipment“: Microscope; sub-budget line Reconstruction of the museum“: replacing the windows on the 1st floor, repainting the walls on the 2nd floor“. sub-budget line „Accountancy“: august 2019“; sub-budget line „IT services“: „user interface development for the new product, expert, Mart Kask, august 2019“.

When reporting staff costs, please insert all the costs of project personnel **directly in the *List of expenditure***. Costs must be reported by inserting **total costs (salary + all taxes) as one sum of each employee per each month**.

For example:

Date of payment	Payment Recipient	Description	Declared amount in EUR
-----------------	-------------------	-------------	------------------------

⁴ **Cases, which will be counted as activities outside the programme area:**

- 1.1. Investments or infrastructure set up outside the programme area.
- 1.2. Staff, office and administration costs of project partners located outside the programme area.

Cases, which will not be counted as activities outside the programme area.

- 1.1. Travel and accommodation costs of all project partners, including travelling outside the programme area (*according to Article 20(3) of Regulation (EU) No 1299/2013 and paragraphs 5 to 8 of Article 5 of Commission Delegated Regulation (EU) 481/2014*).
- 1.2. Costs falling under budget line “External Expertise and services” related to events outside the programme area (*according to Article 20(3) of Regulation (EU) No 1299/2013*).
- 1.3. Expenditure of technical assistance (*Article 20(3) of Regulation (EU) No 1299/2013*).

30.08.2019	A. Berzina	Project coordinator, salary + taxes, August 2019	580,38
30.09.2019	A. Berzina	Project coordinator, salary + taxes, September 2019	580,38
30.08.2019	J. Kalnins	Project financial manager, salary + taxes, August 2019	240,00
30.09.2019	J. Kalnins	Project financial manager, salary + taxes, September 2019	240,00

Partner Comment - Please indicate whether the expenditure is related to cost-sharing agreement or procurement. Please use this field also in case of other relevant comment regarding the declared costs.

2000 Characters Remaining

 Upload

Please upload here invoices, payments, evidences of delivered services or products, agendas of seminars, lists of participants, signed cost-sharing agreements etc. to justify each amount of reported costs.

Please add the documents separately for every expenditure line. It means that, for example, if there are two cost items reported within the budget line, documents should be added for each of them separately and only the documents that correspond to the specific cost item should be attached. (e.g. traveling expenses: if the accommodation and plain tickets are on the same invoice, then it is one cost item. if there is daily allowance related to the same event, these costs are reported as different cost item).

NB! Please name the documents according to their content, for example: work_contract_Berzina, Invoice_OU_Estlat etc.) so that they are quicker to find and easily related to expenditures.

Contribution and forecast section

Partner Report

List Of Expenditures

Contribution And Forecast

Attachments

Personal data attachments

Report forecast

In report forecast partner can insert forecast spending for the next partner report and elaborate it.

Report Forecast

Estimated expenditure

Description

2000 Characters Remaining

Follow-up of partner contribution

All the relevant information in this section will be filled automatically, except the amount in

Current Report

column “Current report”. Please insert here the same amount, which is calculated based on the all inserted costs to be declared in a section “List of Expenditures” and the partner co-financing rate based on the information in the approved project application form. The amount calculated is visible under the title of this part of the report –

Target Partner Contribution Value

€ 0.00

ERDF previous payment/advance payment

ERDF previous payment / advance payment

Please insert the date, amount and indicate the type of the last received payment from the lead partner.

1000 Characters Remaining

Please insert the date, amount and indicate the type of the last received payment from the lead partner.

Attachments section

Partner Report > List Of Expenditures > Contribution And Forecast > **Attachments**

Personal data attachments

Please upload in this section documents relevant to your partner report, which are not uploaded already together with the description of the costs in section “List of Expenditures”, or “Partner report”, field “Output evidence”. It means only those documents must be attached that cannot be uploaded in other sections of the report and might be related to multiple cost lines, e.g. book-keeping policy of institution, print-outs from project’s book-keeping, bank statement for the reporting period, any other general organisations documents etc.

NB! Documents related to procurement (procurement documents, agreements (and amendments to the agreements) and other related documentation) must be added in this section.

NB! Please name the documents according to their content, for example: Museum reconstruction procurement agreement No.15/2/1.2.-6 etc.)

Upload

+ Upload

Attachments

	Filename ↕	Filetype ↕	Date ↕	User ↕	Description	Actions
No records found						

Section Personal data attachments

Partner Report >

List Of Expenditures >

Contribution And Forecast >

Attachments >

Personal data attachments

Upload

+ Upload

Please upload in this section documents that contain information and data protected by GDPR, e.g. employee related documents: employment contracts, amendments and annexes to contracts etc.

NB! Please name the documents according to their content, for example: employment contract of J.Ozols etc.)

Submission of the report

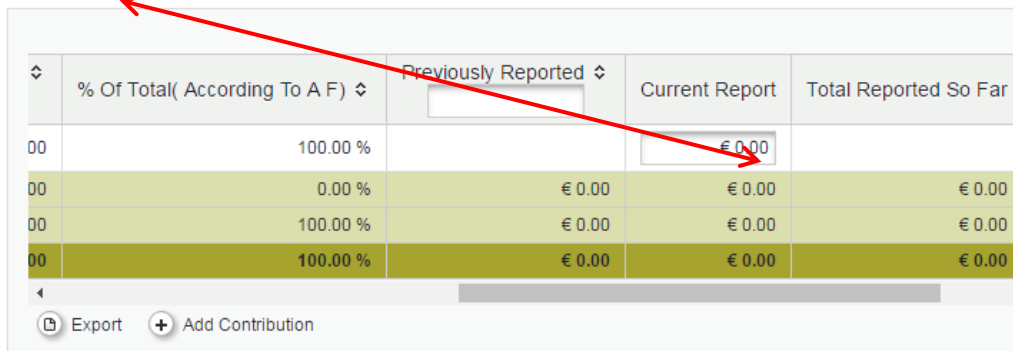
If all required and relevant information in the report is provided and all relevant attachments included, the partner report can be submitted.

Before submitting a report, the report needs to be checked to make sure that it fulfils certain criteria.

This is done by pressing  **Check Saved Report** button. Then the eMS will automatically check whether Partner contribution matches the target value.

Follow-up Of Partner Contribution

Target Partner Contribution Value
€ 258.75



◇	% Of Total(According To A F) ◇	Previously Reported ◇	Current Report	Total Reported So Far
00	100.00 %		€ 0.00	
00	0.00 %	€ 0.00	€ 0.00	€ 0.00
00	100.00 %	€ 0.00	€ 0.00	€ 0.00
00	100.00 %	€ 0.00	€ 0.00	€ 0.00

Export + Add Contribution

Submission of partner report is possible only when report passes automatic check.

If check is successful, button  **Check Saved Report** will change to button  **Submit Report** .

Financial controller (FC) work

Each project partner gets separate financial controller (or first level controller) assigned to it. Financial control is done centrally, i.e. for Estonian partners by State Shared Service Centre and for Latvian partners by Latvian Ministry of Environmental Protection and Regional Development.

Financial controller might have questions regarding expenditures. In eMS there is two options for clarifications to be done in partner report:

1. FC can open attachment sections in partner report in (1) the list of expenditure section:

Edit Expenditure
Partner Report 1 SIALAT Period 1 List of Expenditures

P P	Budget Line*	Staff costs
	Internal reference number	
	Invoice number	
	Invoice date	
	Date of payment	
	Currency	EUR - EURO
	Conversion rate	(1)
	Total value of item in original currency*	10 000.00
	VAT	0.00
	Declared amount in original currency*	10 000.00
	Declared amount in Eur	10 000.00
	Expenditures outside (the Union part of) the programme area?	<input type="checkbox"/>

[+ Upload](#)

and/or (2) whole report attachments:








Partner Report > List Of Expenditures > Contribution And Forecast > **Attachments**

Upload

[+ Upload](#)




- Secondly, FC can revert partner report to the partner. In this case all partner report fields are editable except those expenditure lines that are verified already by FC. Those expenditure lines are marked with different colour and partner cannot change them.

List Of Expenditures


Options	Budget Line 	Int Ref No 	Inv No 	Inv Date 
 Delete	Staff costs			
 Delete	Office and administration		FR	N/A FR
 Delete	External expertise and services		LS1	N/A LS


If expenditure lines are to be changed, please do not forget to update partner contribution value accordingly, otherwise partner report check is not successful. After successful check, report can be submitted. Initial partner report submission date is kept, i.e. it does not matter how many times report is changed, always initial submission date is saved.


FC finalises its work by issuing a First level control (FLC) Certificate to the report. From the Report Dashboard the certificate is visible:

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.02.2016 - 01.12.2016									
Period 1 01.02.2017 - 31.05.2017									
Report 1.1	01.02.2017	31.05.2017	Report FLC Certified	27.02.2017	10.03.2017	Not Included	€ 11 500.00		
Period 2 01.06.2017 - 30.09.2017									
Report 2.1	01.06.2017	30.09.2017	Report In Progress	In Progress		Not Certified	€ 0.00		

By clicking on the magnifying glass the FLC certificate is visible and printable.

 Exit To Reports Overview

 Print Flc Certificate

 Logout

EN ▼



FLC Certificate

General information

ETC programme	Interreg V-A – Estonia-Latvia
Project Title	Reporting showcase
Project Acronym	REPSHOW
Project Number	Est-Lat46
Name of Lead Partner	SIA Latvia