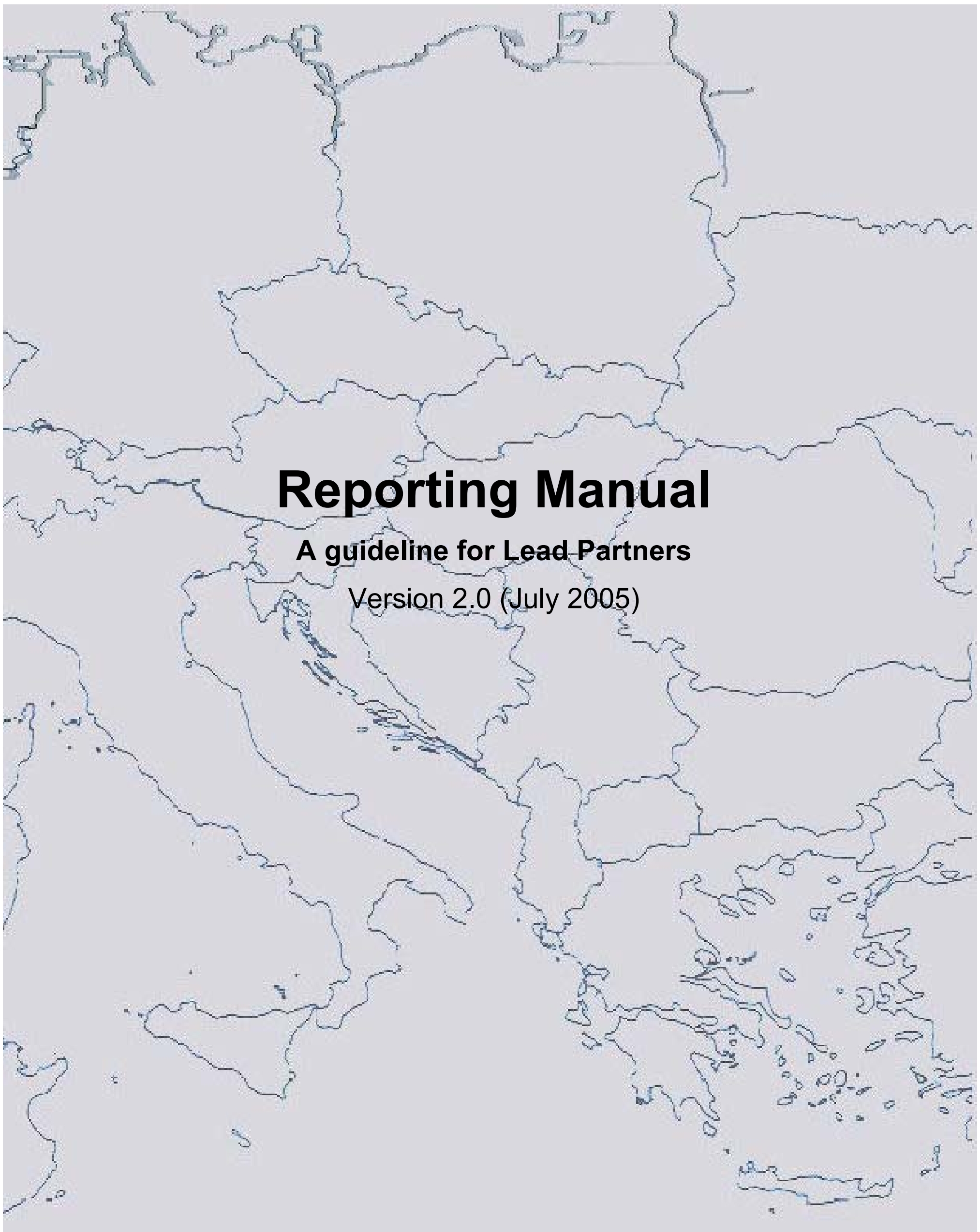
INTERREG III B CADSES



Reporting Manual

A guideline for Lead Partners

Version 2.0 (July 2005)

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EUROPEAN COMMUNITY
European Regional
Development Fund

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A.1) INTRODUCTION

Legal basis

According to EC Regulation No 1260/1999 of 21 June 1999, the Managing Authority (MA) of the CADSES program is responsible for the efficiency and correctness of management. The MA is responsible in particular for collecting data on outcomes, ensuring sound financial implementation and to report to the European Commission.

Progress Report – basic mean of data collection

Information about achievements of running projects constitutes the basis for (i) checking the correctness of the ERDF funds spending and (ii) monitoring of physical progress on the programme level. Therefore it is one of the primary obligations of each project to submit regular reports (further referred to as Progress Reports) about the undertaken activities and incurred expenditures. This obligation remains in place throughout the project's lifetime.

Additionally, the CADSES programme reserves itself also the right of further control activities, like on-site inspections etc.

Processing of the Progress Report

The Progress Reports are collected and assessed by the Joint Technical Secretariat (JTS). The scope of the assessment is to check the coherence between the planned activities (i.e. Application Form) and the actual physical implementation. This check should detect any distortions in the project implementation, like different activities than planned, inactive partners, exceeding/scarce spending, problems in the project management or partnership, low activity of non-EU partners etc.

Reporting obligations of a project

Each project has to report about the project development in regular intervals, in separate Progress Reports, covering the whole duration of the project. In this sense, in order to meet the reporting obligation the project has to:

a) Submit a Progress Report at the latest three months after the end of each relevant Reporting Period
b) Use the official CADSES forms for the Progress Report (Reporting Tool)
c) Fill in all relevant parts of the Progress Report related to the period concerned.
d) Submit one hard copy version and one identical electronic version of the Progress Report;
e) The submitted Progress Report must be correct and complete, stamped, dated and signed

Consequences of not fulfilling the Reporting obligations

If the project does not fulfil its reporting obligations following sanctions may be applied:

- Requests for explanations and additional proofs / a thorough inspection of the project
- Partly or fully suspension of ERDF subsidy payments (until all problems are rectified and correct Progress Reports are submitted)
- Request for repayment of already paid ERDF subsidy in full or in part
- Withdrawal from the Subsidy Contract from the side of the Managing Authority

This list is not exhaustive and the final decision lies with the CADSES Steering Committee.

Similar sanctions can be applied when major disparities and delays are detected in the project implementation.

A.2) CHARACTERISTICS OF PROGRESS REPORT

Main parts

The Progress Report consists of:

- ***Activity Report***, which is the descriptive part of the Progress Report, depicting in words the development of the project implementation within the given Reporting Period and
- ***Financial Report***, which is the financial part of the Progress Report, consisting of tables reflecting the costs of the activities listed in the descriptive part within the given Reporting Period.

Standard form for Progress Report

The standard form for the creation of Progress Report is the Reporting Tool. The Reporting Tool is a MS-Access based file (.mdb), which allows to combine effectively the Activity part and the Financial part. Data can be entered in the inserting mask, from where also the printout can be activated. All inserted information is stored in a database format and is suitable for a quick and secure adoption into the programme's databases.

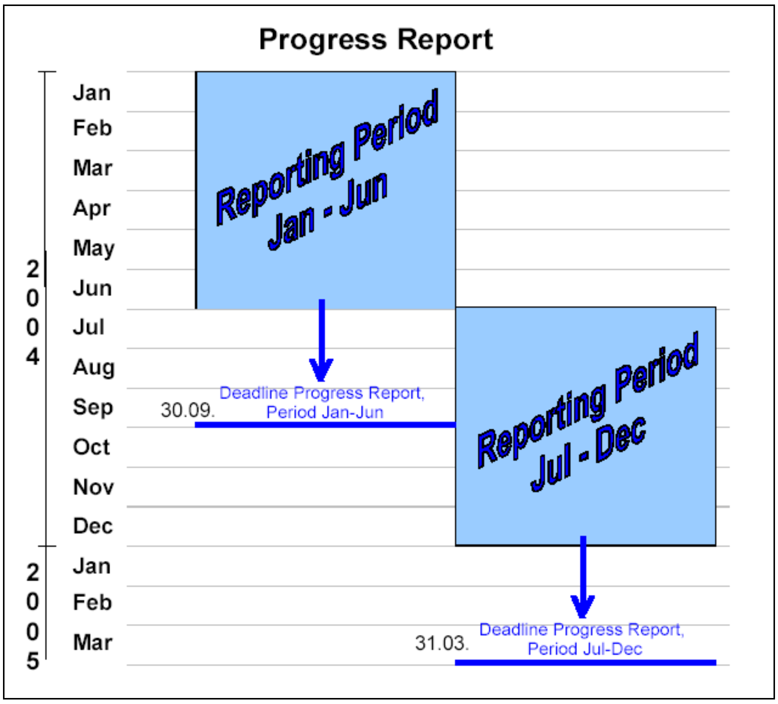
Time-frame of Progress Report

Each Progress Report includes information MAINLY[1] about given Reporting Period. Reporting Period covers a period of 6 months of a calendar year (1st January – 30th June and 1st July – 31st December). The reporting periods are defined as follows:

1:	12.03.2001[2] - 30.06.2001	**9:**	01.01.2005 - 30.06.2005
2:	01.07.2001 - 31.12.2001	**10:**	01.07.2005 - 31.12.2005
3:	01.01.2002 - 30.06.2002	**11:**	01.01.2006 - 30.06.2006
4:	01.07.2002 - 31.12.2002	**12:**	01.07.2006 - 31.12.2006
5:	01.01.2003 - 30.06.2003	**13:**	01.01.2007 - 30.06.2007
6:	01.07.2003 - 31.12.2003	**14:**	01.07.2007 - 31.12.2007
7:	01.01.2004 - 30.06.2004	**15:**	01.01.2008 - 30.06.2008
8:	01.07.2004 - 31.12.2004	**16:**	01.07.2008 - 31.12.2008

Any merging of Reporting Periods is not possible. That means that for each Reporting Period a separate Progress Report must be submitted, even if it covers only one month.

[1] In some cases also cumulative descriptions or cumulative financial data may be requested.
[2] Starting date of the eligibility of costs; the period is shorter accordingly



Picture 1: Reporting Periods and Progress Reports submission deadlines within one year

Deadlines for submission

All Progress Reports must arrive at the JTS in Dresden at the latest three months after the end of the respective Reporting Period, i.e. 31st of March and 30th of September respectively. The last Progress Report must be handed in not later than 3 months after the end of the project together with the Final Project Report[3].

Example 1: First and last Progress Report
Project X
Project start: 01.01.2005
End of first reporting period: 30.06.2005
Deadline for submission of Progress Report: 30.09.2005 (Progress Report covers 6 months)
Project Y
Project start: 01.12.2003
End of first reporting period: 31.12.2003
Deadline for submission of Progress Report: 31.03.2004 (Progress Report covers 1 month)

Project Z – last Progress Report
Project **end**: 30.08.2006
End of last reporting period: 31.12.2006

Deadline for submission of Progress Report: **30.11.2006** (Progress Report covers 2 months)

Project Partners contributing to Progress Report

The Progress Report covers the whole project with **all activities** of **each Project Partner**. Even if a Project Partner did not carry out any activities within the reported period, this must be clearly described and justified in the Progress Report.

In general, every single Project Partner must contribute to the compilation of each Progress Report. This is valid also for Project Partners without financial contribution and Project Partners

[3] **Final Project Report** is not identical to the last Progress Report! A final report covers the total project duration and all activities while progress reports do only cover on defined period. The Final Project Report should be submitted not later than three months after the end of the project, stated in the Subsidy Contract.

from non-EU member states. Progress Reports not covering activities of each Project Partner will be considered incomplete.

Level of details

Activity part: Apart from the general description of project's development and achievements, the Progress Report consists of detailed information about relevant Milestones and Actions[4].

Financial part: The financial part consists of tables reflecting costs incurred per each Action/Work Package, to be filled in for each single Project Partner and attributed to the Budget Lines. Division per partner moreover gives very important information on the level of active involvement of each Project Partner. The detailed tables per Action/Work package constitute the basis for the summarizing tables of the whole project. These are generated automatically.

Language of Progress Report

The only language to be used in the Progress Report as well as in the official communication with the JTS and the CADSES program is **English**.

B) Preparation of the Progress Report

B.1) TECHNICAL HANDLING

Distribution of the Reporting Tool

Each Lead Partner receives per e-mail a customized Reporting Tool[5], pre-filled in with the data from their approved Application Form. The data in the Reporting Tool is different for each project. The Reporting Tool therefore cannot be downloaded from the website.

One copy of the Reporting Tool can contain only one Progress Report and is used also as the electronic version of the Progress Report. For this reason, the Lead Partner has to create as many copies of the received file as many Progress Reports are to be submitted. The copies of the file should be created before the insertion of data[6].

Tasks of the Lead Partner

The Subsidy Contract appoints the Lead Partner to be the responsible for the reporting on the project. It is the Lead Partner, who collects the necessary information from the Project Partners and fills in the Progress Report.

It is the Lead Partner's responsibility to compile the information provided by the project partners into a single Progress Report and to submit it in due time to the JTS. The Lead Partner should also organise the collection of the data for the Progress Report[7].

Submission

To fulfil the reporting obligation, both the hard copy version and the electronic version of the Progress Report have to be submitted within the corresponding deadline to the Joint Technical Secretariat (JTS). The deadlines for submission are 31 March and 30 September respectively.

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[4] The exceptions are the projects of the 1st Call, where only level of Work Packages is required instead of Actions (correspond to groups of Actions).
[5] The programme reserves itself the right to change the technical or contextual features if necessary. In such case the Lead Partner will be provided in time with a new form – new Reporting Tool.
[6] Refer also to the User's Guide of the Progress Report, which can be downloaded at www.cadses.net.
[7] The Lead Partners are advised to foresee a clause in the Joint Convention, which oblige the Project Partners to transmit in time all documents necessary of the compilation of the Progress Report.

HARD COPY VERSION

As the hard copy version is considered only a proper printout of the Progress Report from the Reporting Tool (use the appropriate button in the Reporting Tool, Page 12). Both part A and part B must be included. Moreover, the Progress Report must be **dated, signed and stamped** (Part IX).

One original Progress Report[8] has to be sent to the JTS at the following address:

Joint Technical Secretariat CADSES, An der Kreuzkirche 6, 01067 Dresden, Germany.

ELECTRONIC VERSION

Only the filled-in MS Access file (.mdb) is considered the electronic version of the Progress Report. The electronic version must be identical with the hard copy version.

The file should be named preferably as shown in the following example:

1X003_EXAMPLEIII_ProgRep_09

1X003	EXAMPLEIII	ProgRep	09
Project Code	Project Acronym	Abbreviation of “Progress Report”	CADSES Rep. Period No

The electronic version of the Progress Report has to be sent to the following email address: cadses@jts.dresden.de

Annexes

The ONLY annexes of the Progress Report are:

- Annex 1 and Annex 2 comprised in the printout part B and containing the statistics about printed Actions and Milestones.
- Certification of expenditures of all Project Partners from non-EU Member States (see below)

Do not attach any other annexes.

Certification of expenditures of Project Partners from non-EU states

The Declarations of Expenditures[9] of the Project Partners from non-EU Member States should be annexed to each Progress Report. Such declaration should be issued by an independent certifier or, if not possible, by the legal responsible of the Project Partner. The Declaration of Expenditures must be based on invoices or documents of similar probative value and should contain at least:

- Identification of the Project Partner, the Acronym and Project Code
- The name of the certifier (if applicable)
- The period covered by the declaration
- The amount of partner’s eligible expenditures for the project within the mentioned period,
- The declaration of conformity with the Application Form
- Be dated, signed and stamped

This Declaration of Expenditures is requested also in case of PHARE, TACIS, CARDS and other financing instruments.

[8] Please perforate the Progress Report as marked on the first pages of part A and B. Do not use any binding techniques, just simple paper clip.

[9] A recommended text of such a Declaration can be found on www.cadses.net in the section Payment Claims/Statutory Declaration of Project Partner.

Additional documents

Unless explicitly requested by the JTS, the Lead Partner should not send any further documents with the regular Progress Reports.

This does not suspend the obligation of the LP to keep such documents (minutes, flyers, brochures etc.) available at his facility for the purpose of an audit trial conducted e.g. by the JTS, the MA, the national representatives or the EU-COM.

B.2) QUESTIONS TO BE ANSWERED IN THE PROGRESS REPORT

The Progress Report is divided into five chapters and two annexes. Chapters I and III are already filled in completely and are used as identification of the project. Chapters VI and VII contain already information about Actions/Work Packages and Milestones available in the Application Form (grey fields). This information identifies the Action/Work Package or Milestone and constitutes the basis for confrontation of planned / real. Chapter VIII is generated automatically once the Chapter VI has been completed. All other relevant fields are to be filled in by the Lead Partner.

1. GENERAL PROJECT DATA

This part is filled in already by the JTS. This comprises the fields ***Project Code***, ***Project Acronym***, ***Lead Partner Address***, ***Start of Project*** and ***End of Project***.

2. REPORTING PERIOD

Progress Report Number

Insert here your internal number of the report, according to your preferences. Usually it is the incremental number of the Progress Report, e.g. 3 for project's third Progress Report.

Reporting Period

Select here the Reporting Period you report about. Even if you report only about a part of the period, select the whole semester.

CADSES Reporting Period Number

The Reporting Period number will be assigned automatically as soon as you select the Reporting Period.

3. LIST OF PARTNERS

This section is filled in already by the JTS according to the approved Application Form[10].

4. EXECUTIVE SUMMARY

4.1 Summary of the project achievements so far

A brief overall summary of the project's main achievements should be presented here, related to work packages, **from the start of the project till now**. Summarise the main project activities and the links between them, as well as the main results and findings from the start of the project till now. Describe to which level the objectives of the operation have been achieved so far. Use the output and result indicators defined in the Application Form to illustrate these achievements.

Besides summarizing the achievements from the start of the project till now, this section should be used to comment on the experience of co-operating in a trans-national environment, particularly the added value and common benefits derived from the working within the partnership, the lessons learned at this stage of the project and any innovative processes or

[10] Technical note for the 1st Call projects: Please refer to the new numbering of Project Partners as shown in the Project Report!

outputs. Difficulties experienced in the management, co-ordination and implementation of the project should also be described.

Please explain also any possible steps to be taken to redirect the project or refine its content and implications for the subsequent periods.

It is advised to fill in this field only after the rest of the Progress Report has been completed. Given the differences in focus between this part and the following parts, simple copying of text from the rest of the report cannot be accepted.

Please do not exceed 4000 characters, otherwise it cannot be accepted.

5. SUMMARIZED DESCRIPTION OF THE PERFORMANCE OF THE PROJECT IN THE REPORTING PERIOD

5.1 Please describe the accumulated outputs and deliverables produced during the reporting period.

Outputs should be understood as the immediate products of a project's activities. They are tangible goods and services that the activities produce e.g. reports, written concepts, policy tools, strategies, new products, websites, databases, seminars or training sessions. Output indicators defined in the Application Form should be also considered when reporting the outputs and deliverables produced.

Please do not exceed 2000 characters, otherwise it cannot be accepted.

5.2 Co-ordination and management activities that have taken place during the reporting period

Please describe here which main co-ordination and management activities have been carried out during the reporting period. Co-ordination and management activities could be activities like conferences, seminars, meetings of the project steering group, special co-ordination activities of the LP or other project partners, preparing, negotiating or signing important documents like the partnership agreement, the subsidy contract etc.

Please do not exceed 2000 characters, otherwise it cannot be accepted.

5.3 Information and publicity activities that have been carried out during the reporting period

Please describe here the information and publicity activities that have been carried out during the respective reporting period for the project. Please consider all activities that have been carried out in the framework of the project by each involved partners (EU and Non-EU-partners)[11]. Report also in relation to the information and publicity activities, which have been explained and described in the Application Form.

Please do not exceed 2000 characters, otherwise it cannot be accepted.

5.4 Please explain how the partnership has developed during the respective reporting period

Please report here shortly about the state of the art of the partnership and the developed partnership structure. Report both about positive developments as well as about negative and state shortly the reasons. Possible topics to be reported about are e.g. a significantly high level of co-operation between the partners with an excellent trans-national performance as well as problems with non-active partners or partners that do not contribute to the project as described in the Application Form be it with activities or finances etc.

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[11] Possible information and publicity activities could be among others conferences, brochures, leaflets, CD-ROMS, websites, press information, newspaper and magazine articles, interviews, movies, slide shows, participation on fairs and international conferences, presentations, speeches etc.

List also the main difficulties encountered in managing the partnership and changes affecting decision-making structures within the project.

Please do not exceed 2000 characters, otherwise it cannot be accepted.

5.5 Activities carried out by partners in the Non-EU member states (by the date of the closure of the respective call)

In this chapter you should highlight the general activities of Project Partners from the non-EU member states in the current Reporting Period. For the project of the 1st and 2nd call, please highlight also the activities of partners from the New-EU-member states, since they were non-EU partners in time of project's approval. Generally, this chapter consider Project Partners, which are not co-financed by the ERDF.

Please do not exceed 2000 characters, otherwise it cannot be accepted.

5.6 Is there anything else you would like to report (problems, highlights etc.)?

Please report here about all other matters that are not addressed in the above-mentioned subchapters, especially any problems encountered during the current reporting period and the solutions found or proposed.

Please do not exceed 2000 characters, otherwise it cannot be accepted.

6. IMPLEMENTATION OF THE ACTION PLAN

Please, describe the activities, outputs and possible deviations for each relevant Action[12] in the boxes 6.2, 6.3 and 6.4. For each Action fill in also the table 6.5 with corresponding incurred expenses.

Actions, which MUST be included in the Report:

- (i) Actions, where some activities have been carried out in this Reporting Period (independently from the planned Start and End dates)
- (ii) Actions, with planned duration covering fully or partly the Reporting Period (according the Start and End date as in the Application Form)
- (iii) Actions, which should have been started but which have not started yet, are in delay or have been postponed. – In this case a justification for the deviation must be provided

Actions, which should NOT be included in the Report:

- (iv) Actions already fully accomplished in the past and included in the Progress Reports already submitted
- (v) Actions starting in the future without any relation to this Reporting Period

For Actions listed under (iv) and (v) leave the descriptions EMPTY and they will be excluded from the printout.

Actions, which are carried out over more than one Reporting Period have to be split accordingly and repeated in all concerned Progress Reports, both with descriptions and related costs.

The description of the activities should be comprehensive, self-explanatory and provide clear evidence that the planned activities were carried out in accordance with the Action Plan defined in the approved Application Form or, in case of deviations, provide duly justifications. Otherwise it cannot be accepted.

[12] For the 1st Call projects the word Action correspond with the term Work Packages – they report on the level of Work Packages.

6.1 Action no., Start, End, Description, Involved partners, Location, Output/Deliverables, Planned costs

These boxes are pre-filled already on the basis of the approved Application Form cannot be changed by the Lead Partner. They should help to identify the correct Action and to make the confrontation between planned and real activities more tangible.

6.2 Description of how the action was implemented

Please describe how the relevant action, defined in the Application Form was carried out during the current Reporting Period. State briefly the involved partners, the location of the activity, what steps were taken, etc.

Please do not exceed 2000 characters, otherwise it cannot be accepted.

6.3 Description of the concrete output / deliverables achieved

Describe here the main outcomes and deliverables achieved by the respective action. Please state here also which kind of background documents (e.g. minutes, flyers etc.) have been produced. The description should provide clear evidence that the planned outputs / deliverables stated in the Application Form were delivered.

Please do not exceed 1000 characters, otherwise it cannot be accepted.

6.4 Justification of any deviation and envisaged solutions

Please provide explanation and justification in case the project implementation had to deviate from the approved Action Plan or did not attain the foreseen outputs and deliverables. Please describe here also the solutions found to overcome the identified problem(s), e.g. when should the delayed activity be carried out etc.[13] Please do not exceed 1000 characters, otherwise it cannot be accepted.

6.5 Table of expenditures incurred within this action

Please insert here the costs that have been incurred during the reporting period concerning the respective action by partner and budget line. The total amounts as well as all summarizing tables will be calculated automatically.

7. MILESTONES COMPLETION CONFIRMATION

A milestone is a significant scheduled event that acts as a progress marker in the life of a project. Milestones are a way of identifying or labelling significant events, which can then be used to check the progress. A milestone is often used to identify the completion of a series of tasks, or readiness to begin a new stage (i.e. when all the dependencies or prerequisites have been satisfied). It is an important project event that often marks the end of a major project phase. It is an important step reached in the project by the completion of several activities with achieved deliverables, outputs and results. You must report about the completed or certain not completed milestones in your Progress Reports.

Milestones, which MUST be included in the Report:

(i) Milestones, which have been achieved during the Reporting Period (independently from the planned date of completion)

(ii) Milestones, whose date of completion lays in the Reporting Period

(iii) Milestones postponed or delayed, originally planned for previous Reporting Periods (even still not achieved – in this case a justification of the delay must be included

[13] Please note that in case of delay or postponement of certain activities from one Reporting Period to another, a reasonable justification must be added to the Progress Report. Subsequently, the delayed Action/Milestone must be duly described in the next Progress Report.

Milestones, which should NOT be included in the Report:

(iv) Milestones already achieved in the past and included in the Progress Reports already submitted

(v) Milestones with completion date in the future without any relation to this Reporting Period

For Milestones listed under (iv) and (v) leave the descriptions EMPTY and they will be excluded from the printout.

The description of the Milestones should be comprehensive, self-explanatory and provide clear evidence that the planned Milestones were achieved in accordance with the Application Form. In case of delays or deviations provide duly justifications.

7.1 Milestone no., Completion, Description, Deliverables

These boxes will be filled out automatically by the JTS on the basis of the approved Application Form, §6 resp. §4.2 and cannot be changed by the Lead Partner.

7.2 Description of how the milestone was achieved

Please describe briefly how the milestone was achieved, e.g. what kind of activities has been carried out to achieve the milestone, in which period and who participated in achieving the stated milestone.

Please do not exceed 1000 characters, otherwise it cannot be accepted.

7.3 Description of the concrete deliverables, outputs and results produced

Please describe here which concrete deliverables, outputs and results have been produced from the start of the project until the achievement of the milestone. If necessary, please refer also to deliverables, outputs and results described in the current document or within previous Progress Reports. The description should provide clear evidence that the planned outputs and deliverables stated in the Application Form were delivered.

Please do not exceed 1000 characters, otherwise it cannot be accepted.

7.4 Justification for any deviation and envisaged solutions

If your project had to deviate from the approved Milestones as of the Application Form or did not attain the announced outputs and deliverables, please use this box to provide explanation and justification. In case that these deviations have negative effect on the achievement of the project's objectives, please explain what will be done to eliminate these negative effects.

If this includes significant changes, please contact the JTS, since the projects have only limited possibilities for a project adjustment and in some cases the approval of changes by the MA or the SC might be required.

Please do not exceed 1000 characters, otherwise it cannot be accepted.

8. SUMMARIZING TABLES

The summarizing tables are based on the detailed financial information inserted in the Chapter VI and are generated automatically. Changes in these tables can be therefore achieved only by changing figures in the tables 6.5 for respective Action/Work Package.

9. DECLARATION OF THE LEAD PARTNER

Name of the representative of the Lead partner and his position

State the first name and the surname of the person responsible for this Progress Report and state his position within the Lead Partner's institution

Name and address of the Lead Partner's institution

State the Lead Partner's institution and its address (if identical with page 1, select it from the menu, which you can activate with the arrow).

Date

State the date, on which the Lead partner's responsible signs the Progress Report in format dd.mm.yyyy.

Signature of the Lead Partner's legal responsible

Only in hard copy version. The person stated above signs the Progress Report.

Official stamp of the Lead Partner

Only in hard copy version. Stamp the Progress Report. Without the signature and stamp the Progress Report cannot be accepted as an official document and the reporting obligations cannot be considered fulfilled.

B.3) FINANCIAL INFORMATION TO BE REPORTED IN THE PROGRESS REPORT

All activities described in the Progress Report must be accompanied by detailed information about related costs. Each Action/Work Package has a financial table, which must contain the **costs (value) of delivered goods and services exclusively within the Reporting Period**. The value corresponds to eligible incurred expenses (**independently from the moment of payment and independently from certification**) within the Action/Work Package in the Reporting Period. The costs are reported for each single Project Partner and then split along the Budget Lines.

As the source of the value of delivered goods/services, the following documents should be preferred in this order.

Decreasing reliability

- Certification of Expenditure
- Paid out invoice/salaries (payrolls)/time sheets …
- Received invoices, bills or similar documents
- Contracts, confirmed orders …
- Received delivery notes, costs estimations …
- Reports from subcontractors, consultants, suppliers …
- Informal information of subcontractors, consultants, suppliers
- Personal estimations of the Project Partner/Lead Partner

Please use always the highest source in the list available at the time of filling in of the Progress Report[14]. The value (costs) of the progress must be reported. Leaving the tables empty is incorrect and could lead to consideration of the project progress as insufficient. The estimation should be however as precise as possible, because significant inconsistences detected between

[14] Use the certified costs, if available. If there are no certified expenditures available, then use the amount of paid invoices. If not all invoices have been paid out yet for this activity, use not paid (received) invoices etc. As the less reliable source of information a personal estimation can be used. When there are no invoices, delivery notes, time sheets, payrolls or other documents at your disposal, which would reveal the costs of an activity carried out, then you have to estimate the costs of the activity for the Progress Report. A personal estimation of the proportional division to Progress Reports is needed also when the Activity covers more Reporting Periods and you have to divide the costs between more Progress Reports.

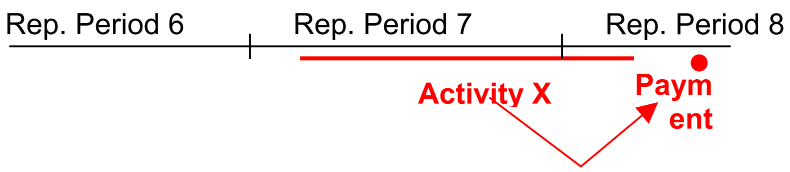
the Progress Reports and the Certifications of Expenditures, Final Project Report or during on-spot control could be a reason for sanctions from the side of the programme.

The moment of payment itself is of no relevance for the Reporting. It means that all Project Partners report in one Reporting Period about the physical implementation of the Action carried out so far and about all connected costs.

In the end, the submitted Progress Report contains the description of activities really carried out during the Reporting Period, and ALL directly related costs, giving in evidence the value of the described delivered goods or services.

Actions/Work Packages started in one and finished in the next Reporting Period will be reported in the first Progress Report with the corresponding part of costs corresponding description and, will be repeatedly mentioned again in the next Progress Report, with the remaining part of costs and the corresponding description. The dividing line is the 31 December or 30 June – end of the Reporting Period.

Example 2: Activity is carried out in more reporting periods, but paid in a single payment. The payment covers all costs of the activity (the moment of payment is of no relevance)



Progress Report 6 contains neither the costs nor the description of the Activity X
Progress Report 7 **contains description of the already delivered part of Activity X and the proportional part of total costs, according to the work carried out by the end of the Rep. Period 7.**
Progress Report 8 **contains description of the remaining part of Activity X and the remaining part of total costs, not inserted in the Progress Report 7.**