

## SEE PARTNER REPORT

PROJECT CODE

PROJECT ACRONYM

PROJECT TITLE

ERDF LEAD/ PROJECT PARTNER

Starting date of the

End date of the project

Reporting Period

from

to

Contact person of the ERDF Lead/project partner

First Name

Family Name

Position

Telephone

Fax

E-mail

Legal representative of the ERDF Lead/project partner

First Name

Family Name

Position

Telephone

Fax

E-mail

**Statement of the ERDF Lead/project partner**

By submitting the present Partner Report, I, the undersigned, representing the Lead Partner/ Project partner hereby declare that:

The expenditure presented by this Partner Report has been incurred only for the purpose of implementing the Project and the activities presented correspond to the activities of the approved Application;

The expenditure declared in the present Partner Report has not been included in any other previous Partner Report;

The information and documentation in this progress report and its attachments give a correct description of the implementation and the present status of the project part.

\_\_\_\_\_  
*Place and Date*

\_\_\_\_\_  
*Signature of the legal representative of the project partner*

## 2. PARTNER REPORT - ACTIVITY REPORT

### 2.1. Summary of the project activities

(from the start of the project till the end of the current reporting period)

### 2.2. Project Implementation timeframe

Is the project part implementation in line with the timeframe planned in the AF? If not, explain, and estimate the delay.

### 2.3. Spending targets

Is the project part financial progress in line with the spending forecasts in the approved AF? If not, explain and estimate the deviation.

### 2.4. Project changes

Please describe the changes in the reporting period which do not require subsidy contract modification.

No.	Description of the project change

### 2.5. Other issues (problems during the project implementation, solutions, etc)

### 3. Project activities fulfilled in the reporting period by Work packages

#### WP0 PREPARATION COSTS

Total Budget of the ERDF partner in the WP	
Reported amount in the current period	

	Description of activity fulfilled	geographical location
act. 01		
act. 02		

#### Qualitative and quantitative description of outputs within the WP

	description	Base value	Actual value	Target value
1				

#### Public procurements within the WP

Please list the public procurements carried out in the current period.

no	description	contracting date	amount	sub-contractor

#### WP1 TRANSNATIONAL PROJECT MANAGEMENT AND COORDINATION

Total Budget of the ERDF partner in the WP	
Reported amount in the current period	

	Description of activity fulfilled	geographical location
act. 1.1		
act. 1.2		

#### Qualitative and quantitative description of outputs within the WP

	description	Base value	Actual value	Target value
1				
2				

#### Qualitative and quantitative description of results within the WP

	description	Base value	Actual value	Target value
1				
2				

#### Public procurements within the WP

Please list the public procurements carried out in the current period.

no	description	contracting date	amount	sub-contractor
1				

**WP2 COMMUNICATION AND DISSIMINATION**

<b>Total Budget of the ERDF partner in the WP</b>	
<b>Reported amount in the current period</b>	

	Description of activity fulfilled	geographical location
act.2.1		
act. 2.2		

<b>Qualitative and quantitative description of outputs within the WP</b>				
	description	Base value	Actual value	Target value
1				
2				

<b>Qualitative and quantitative description of results within the WP</b>				
	description	Base value	Actual value	Target value
1				
2				

**Public procurements within the WP**

Please list the public procurements carried out in the current period.

no	description	contracting date	amount	sub-contractor
1				

**WP3 "CONTENT"**

<b>Total Budget of the ERDF partner in the WP</b>	
<b>Reported amount in the current period</b>	

	Description of activity fulfilled	geographical location
act. 3.1		
act. 3.2		

<b>Qualitative and quantitative description of outputs within the WP</b>				
	description	Base value	Actual value	Target value
1				
2				

<b>Qualitative and quantitative description of results within the WP</b>				
	description	Base value	Actual value	Target value
1				
2				

**Public procurements within the WP**

Please list the public procurements carried out in the current period.

no	description	contracting date	amount	sub-contractor
1				

#### 4. Indicators

##### 4.1. Outputs

Indicators		Base value	Actual value	Target value
1	No of articles/appearances published in the press and in other media (including online media, TV, radio)			
2	No of press conferences			
3	Average of hits per month on the operation's website			
4	No of publications produced (editions, specify: e.g. folder, newsletter, brochure, report, guideline, handbook). No of copies disseminated			
5	No of transnational events implemented, no of participants involved			
6	No of national events implemented, no of participants involved			
7	No of regional events implemented, no of participants involved			
8	No of study visits organised, no of participants involved			
9	No of studies realised			
10	No of guidelines produced			
11	No of management plans developed			
12	No of joint action plans produced			
13	No of databases created or improved			
14	No of training events, seminars organised			
15	No of participants involved in training events and seminars			
16	No of individuals that participated in exchange schemes			
17	No of promotion concepts			
18	No of promotion actions			
19	No of services developed			
20	No of small scale infrastructure projects			
21	No of person in charge for administration of projects			
22	No of project meetings held			
<b>Priority specif output indicators</b>		<b>Base value</b>	<b>Actual value</b>	<b>Target value</b>
1	fix			
2	fix			
<b>Project specif output indicators</b>		<b>Base value</b>	<b>Actual value</b>	<b>Target value</b>
1	3db maximum a project mondja meg			
2				
3				

4.2 Results

Indicators		Base value	Actual value	Target value
1	No of permanent information sources / channels in operation (e.g. websites, regular publications)			
2	No of individuals reached directly through dissemination outputs in the co-operation area			
3	No of administrative actors reached directly through dissemination outputs in the co-operation area			
4	No of private sector actors reached directly through dissemination outputs in the co-operation area			
5	No of SME reached directly through dissemination outputs in the co-operation area			
6	No of advanced tools and methodologies adopted to increase the projects visibility among experts and wider communities, the public (additionally description necessary)			
7	No of common positions / agreements formulated			
8	No of common methodologies adopted			
9	No of strategies adopted at governmental level			
10	No of innovative products developed			
11	No of regional/local policies and instruments improved or developed			
12	No of common standards established (e.g. through new guidelines)			
13	No of new tools / instruments developed			
14	No of impact studies on environmental issues carried out (e.g. in pre-investment projects)			
15	No of pilot actions prepared (first application)			
16	No of pilot actions implemented (first application)			
17	No permanent exchange programmes established			
18	No of staff members with increased capacity (awareness / knowledge / skills)			
19	No of advanced tools and methodologies adopted to improve knowledge management within the partnership (additionally description necessary)			
20	No of regions proactively promoted			
21	No of common management structures / systems established			
22	No of individuals benefiting directly from new / improved services			
23	No of investment proposals developed (if possible specify volume of investment)			
24	No of private market reactions achieved (e.g. private activities mobilized)			
25	No of investment projects implemented (specify volume of investment)			
26	No of infrastructures of common interest improved			
<b>Priority specif result indicators</b>		<b>Base value</b>	<b>Actual value</b>	<b>Target value</b>
1				
2				
<b>Project specif result indicators</b>		<b>Base value</b>	<b>Actual value</b>	<b>Target value</b>
1				
2				
3				

## 5. PROJECT PARTNER REPORT - FINANCIAL PART

### 5.1. Total budget of the ERDF Project Partner

	WP0	WP1	WP2	WP3	WP4	Total
Staff costs						
Overheads						
Travel and accommodation						
External expertise and services						
Equipment						
Small scale investment						
Financial charges and guarantee costs						
<b>TOTAL</b>						

### 5.2. Financial progress - Total budget of the ERDF Project Partner

	Total Budget	Previously validated	Current report	Accumulated	%	Remaining budget
WP0			10,00			
WP1			10,00			
WP2			10,00			
WP3			10,00			
<b>Total</b>			<b>40,00</b>			

### 5.3. Financial progress by Work packages

WP0	Total Budget	Previously validated	Current report	Accumulated	%	Remaining budget
Staff costs						
Overheads						
Travel and accommodation						
External expertise and services						
Equipment						
Small scale investment						
Financial charges and guarantee costs						
<b>TOTAL</b>			<b>10</b>			



WP1	Total Budget	Previously validated	Current report	Accumulated	%	Remaining budget
Staff costs						
Overheads						
Travel and accommodation						
External expertise and services						
Equipment						
Small scale investment						
Financial charges and guarantee costs						
<b>TOTAL</b>			10			

WP2	Total Budget	Previously validated	Current report	Accumulated	%	Remaining budget
Staff costs						
Overheads						
Travel and accommodation						
External expertise and services						
Equipment						
Small scale investment						
Financial charges and guarantee costs						
<b>TOTAL</b>			10			

WP3	Total Budget	Previously validated	Current report	Accumulated	%	Remaining budget
Staff costs						
Overheads						
Travel and accommodation						
External expertise and services						
Equipment						
Small scale investment						
Financial charges and guarantee costs						
<b>TOTAL</b>			10			

**5.4. Information on ERDF transfers from the LP to the PP**

Reporting period covered by the declaration	Declaration on validation of expenditure issued on	Total amount of eligible expenditure EUR	ERDF co-financing rate %	Amount of ERDF validated and covered by the declaration	Date of transfer (receipt) of ERDF on the PP bank account	Amount of ERDF credited on the PP bank account
1						
2						
3						
4						
5						
6						
		0		0,00		0,00

**5.5. Information on state contribution (only state contribution through co-financing contract)**

	State contribution rate %	Total amount of state contribution allocated	Previously validated	Current report	Accumulated	%	Remaining allocation
ERDF PP1				0,00			

**6. Special types of expenditure****6.1. 10% flexibility rule in the Project Partner's budget**

	Total amount allocated	Previously validated	Current report	Accumulated	%	Remaining allocation
WP1			0,00			
WP2			0,00			
WP3			0,00			
WP4			0,00			
Total			0,00			

**6.2. 20% flexibility rule in the Project Partner's budget**

	Total amount allocated	Previously validated	Current report	Accumulated	%	Remaining allocation
WP1			0,00			
WP2			0,00			
WP3			0,00			
WP4			0,00			
Total			0,00			

**6.3. Common costs in the Project Partner's budget**

	Total financial contribution of the PP in the common costs	Previously validated	Current report	Accumulated	%	Remaining share of PP contribution in the common costs
WP1			0,00			
WP2			0,00			
WP3			0,00			
WP4			0,00			
Total			0,00			

**6.4. In kind contribution in the Project Partner's budget**

	Total amount allocated	Previously validated	Current report	Accumulated	%	Remaining allocation
WP1			0,00			
WP2			0,00			
WP3			0,00			
WP4			0,00			
Total			0,00			



## Annex "B" to the Declaration on validation of expenditure

<b>Project Identification Number:</b>			
<b>Acronym:</b>	<b>Name of the Lead Partner / Project Partner:</b>		
<b>Reporting period for which the declaration is issued: from dd/mm/yyyy to dd/mm/yyyy</b>	<b>Type of the declaration issued:</b>	<b>Regular No.:</b>	<b>Corrective No.:</b>

I. Total amount of eligible expenditure validated and covered by the present declaration belong to the following Work Packages (WP) and Budget Lines as follows:

ERDF PP	WP0	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	Total
Staff costs												0,00
Overheads												0,00
Travel and accommodation												0,00
External expertise and												0,00
Equipment												0,00
Small scale investment												0,00
Financial charges and guarantee costs												0,00
<b>TOTAL</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

II. Total amount of eligible expenditure validated and covered by the present declaration covers the following special types of expenditure:

	Common Costs EUR	In kind contribution EUR	10 % rule EUR	20 % rule EUR
WP 1	0	0	0	0
WP 2	0	0	0	0
WP 3	0	0	0	0
WP 4	0	0	0	0
WP 5	0	0	0	0
WP 6	0	0	0	0
WP 7	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

III. Revenues to be deducted from the total amount of eligible expenditure of the current period:

	Revenues foreseen in the AF (Yes/No)	Amount of revenues generated EUR	Amount of net revenues to be deducted from the eligible expenditure (EUR)
<b>Total</b>		<b>0</b>	<b>0</b>

Place and Date

Official stamp of the Controller

Name and position of the representative of the Controller

Signature

### Annex "C" to the Declaration on validation of expenditure

<b>Project Identification Number:</b>			
<b>Acronym:</b>	<b>Name of the Lead Partner / Project Partner:</b>		
<b>Reporting period for which the declaration is issued: from dd/mm/yyyy to dd/mm/yyyy</b>	<b>Type of the declaration issued:</b>	<b>Regular No.:</b>	<b>Corrective No.:</b>

- I. The total amount of eligible expenditure validated on the basis of the following invoices/documents of equivalent probative value:

**7.0. Work Package 0 - List of all invoices incurred and paid in the preparation period**

**BL 4 EXTERNAL EXPERTISE AND SERVICES**

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1							300000	300000	HUF	250	1200	200	1000	
2							11000	10000	EUR	1	10000	0	10000	
3														
4														
5														
<b>Total</b>											<b>11200</b>		<b>11000</b>	



**7.1. Work Package 1 - TRANSNATIONAL PROJECT MANAGEMENT AND COORDINATION**

**List of all invoices incurred and paid in the current period**

<b>BL 1 STAFF COSTS</b>														
No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														X
2														
3														
4														
5														
<b>Total</b>											0	0	0	

<b>BL 2 OVERHEADS</b>														
No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
<b>Total</b>											0	0	0	

BL 3 TRAVEL AND ACCOMMODATION COSTS														
No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
<b>Total</b>											0	0	0	

BL 4 EXTERNAL EXPERTISE AND SERVICES														
No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1							300000	300000	HUF	250	1200	200	1000	
2							22000	22000	EUR	1	22000	0	22000	
3											1000	0	1000	
4														
5														
<b>Total</b>											24200	200	24000	

BL 5 EQUIPMENT														
No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
<b>Total</b>											0	0	0	

BL 6 SMALL SCALE INVESTMENTS														
No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
<b>Total</b>											0	0	0	

**BL 7 FINANCIAL CHARGES AND GUARANTEE COSTS**

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
<b>Total</b>											<b>0</b>	<b>0</b>	<b>0</b>	

**7.2. Work Package 2 - COMMUNICATION AND DISSIMINATION**

**List of all invoices incurred and paid in the current period**

**BL 1 STAFF COSTS**

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
<b>Total</b>													<b>0</b>	

**BL 2 OVERHEADS**

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
<b>Total</b>													<b>0</b>	

**BL 3 TRAVEL AND ACCOMMODATION COSTS**

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
<b>Total</b>													<b>0</b>	



Total				0
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5														
<b>Total</b>											1200		1000	

**BL 5 EQUIPMENT**

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
<b>Total</b>													0	

**BL 6 SMALL SCALE INVESTMENTS**

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
<b>Total</b>													0	

**BL 7 FINANCIAL CHARGES AND GUARANTEE COSTS**

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
<b>Total</b>													0	



