

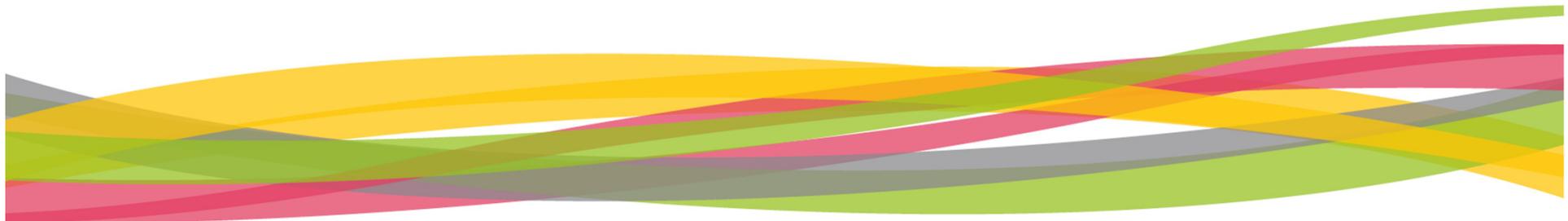


Reporting and First Level Control

How to use the Online Monitoring System

Version November 2016

VB/NSRP Online Monitoring System





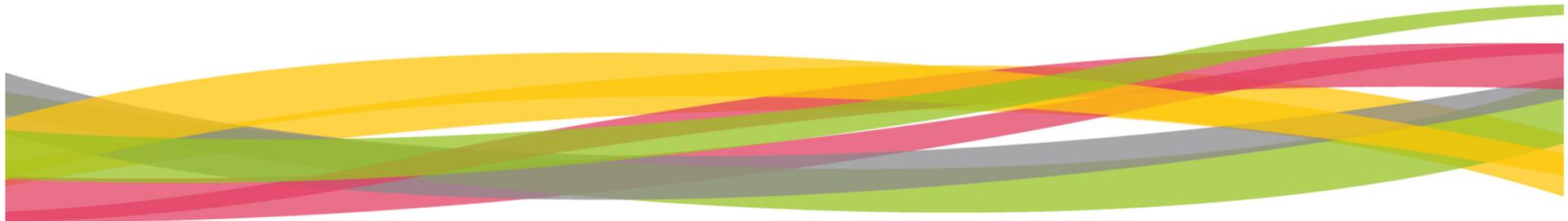
Agenda

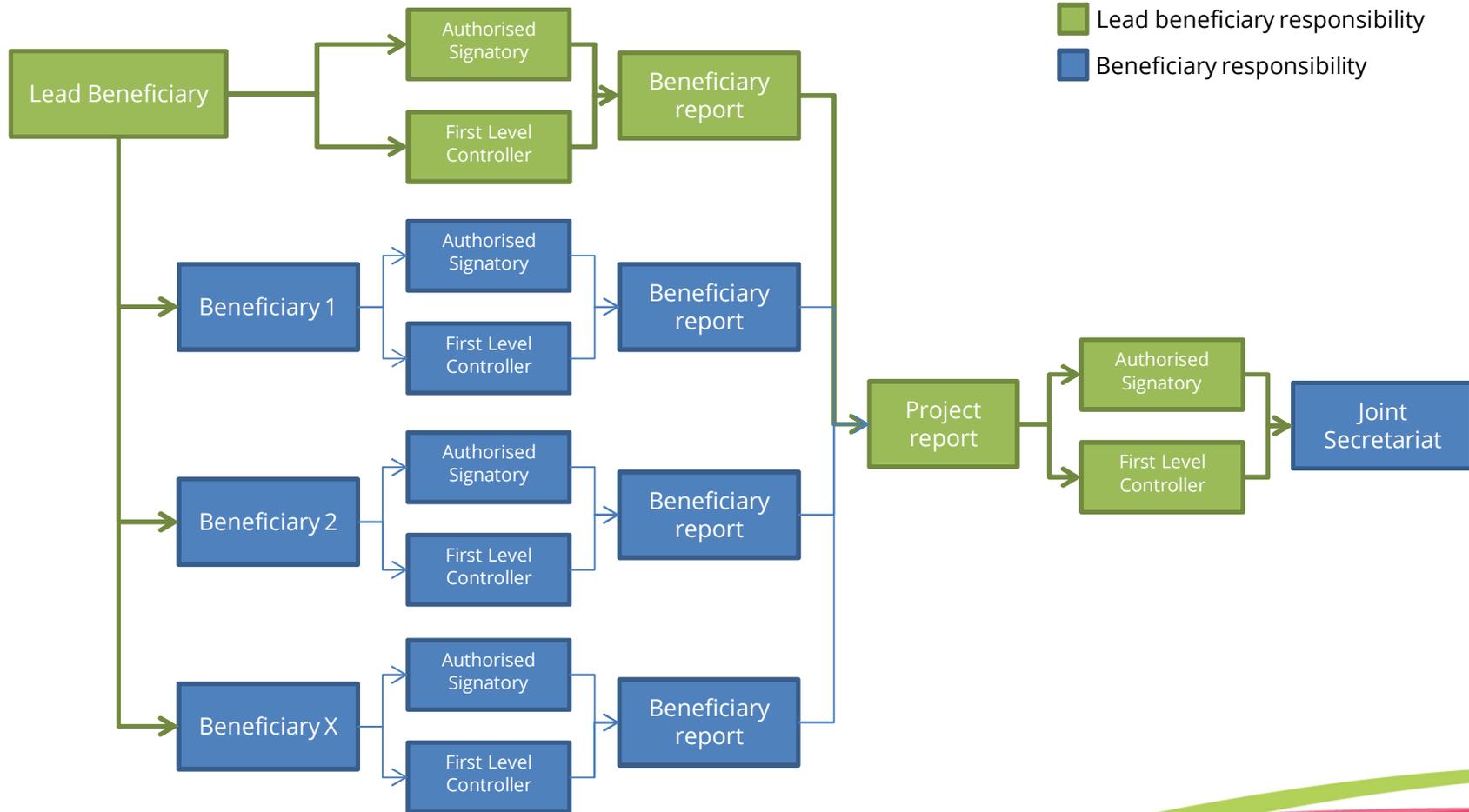
+ Beneficiary

- + [Beneficiaries access](#)
- + [FLC designation](#)
- + [Beneficiary Authorised Signatory](#)
- + [Reporting](#)

+ First Level Control

- + [Verification of expenditures](#)







Logon



Thinking Growth

Eco-innovation

Sustainable NSR

Green transport and mobility

Welcome to the North Sea Region Programme 2014 - 2020

The North Sea Region Programme 2014 - 2020 builds on extensive experience of cooperation. With a programme of action to embed greater cooperation across the North Sea Region, our vision is to join efforts to lead the way to stronger, more sustainable economies and societies. [Read more.](#)

LATEST PROGRAMME NEWS



Video: Connecting people and ideas

Thursday, July 14, 2016



Project login

Thinking Growth

Eco-innovation

Sustainable NSR

Green transport and mobility

Project login

[Login to online monitoring system](#)

Develop a new project, report on your approved project or communicate with the Joint Secretariat.

[Login to project webspace](#)

Update your project webspace with news, events and other content relevant for your target groups.



Updates to fact sheets

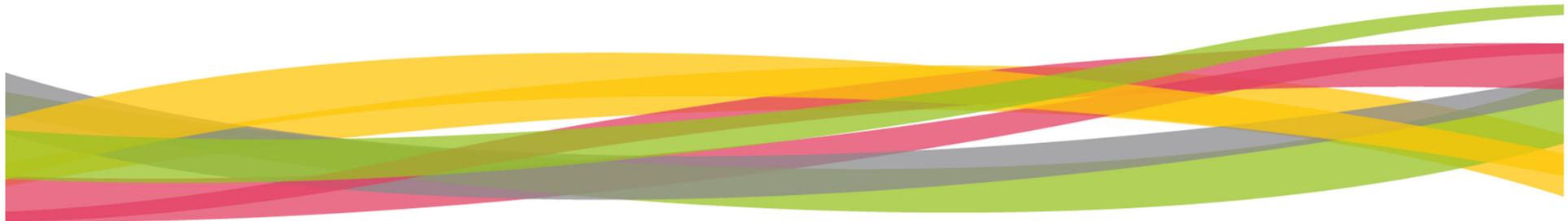


If you are developing or implementing a project with the North Sea Region Programme, make sure you stay informed about our rules and procedures. Updates are now available



Beneficiary

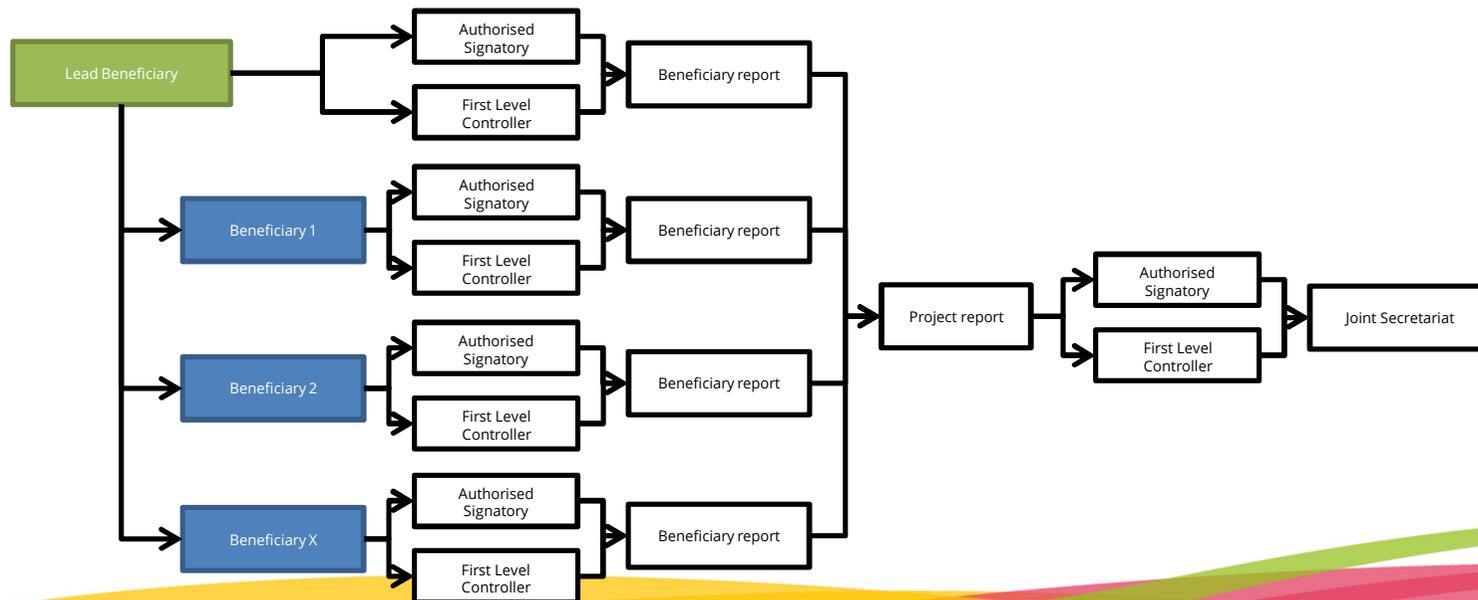
- + Beneficiaries access
- + FLC designation
- + Reporting





Beneficiaries access

How the lead beneficiary invites beneficiaries to the Online Monitoring System





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Partners access / Project Beneficiaries

🏠 Home > Partners access > Project Beneficiaries

📘 In this overview you can see the beneficiaries of your approved projects and invite them to join the OMS with control over beneficiary-specific data and reports. Please note that each Beneficiary is responsible for assigning their own LEAR/Authorised Signatory. Project Managing Users can not assign LEAR/AS to a specific Beneficiary.

AA11 FULL DEMO APPLICATION1

50 records

Search:

| Action | Beneficiary | User account | Invitation date | Status |
|----------------|-----------------------------------|-------------------------------|-----------------|----------|
| ✉ Message user | FDA Lead Ben DK (DENMARK) | Demo Leadben @ Apogee | 28/08/2016 | Accepted |
| ✉ Message user | FDA Stockholm (SWEDEN) | FDA Stockholm @ FDA Stockholm | 05/07/2016 | Accepted |
| ✉ Message user | FDA Nord (NORWAY) | Demo Leadben @ Apogee | 25/07/2016 | Accepted |
| ✉ Message user | FDA London (UNITED KINGDOM) | Nick Brit @ FDA London | 08/07/2016 | Accepted |
| 👤 Invite | FDA German Coordinating (GERMANY) | | | |
| 👤 Invite | FDA Brussels (BELGIUM) | | | |
| 👤 Invite | FDA Amsterdam (THE NETHERLANDS) | | | |

Showing 1 to 7 of 7 entries

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Partners access: Invite user

 Home > Partners access

 **First name ***

 **Last Name ***

Organisation * FDA German Coordinating

 **E-mail address ***

Access to Project Full Demo Application 1

Access to Beneficiary FDA German Coordinating (GERMANY)

Beneficiary Rights Beneficiary Managing User

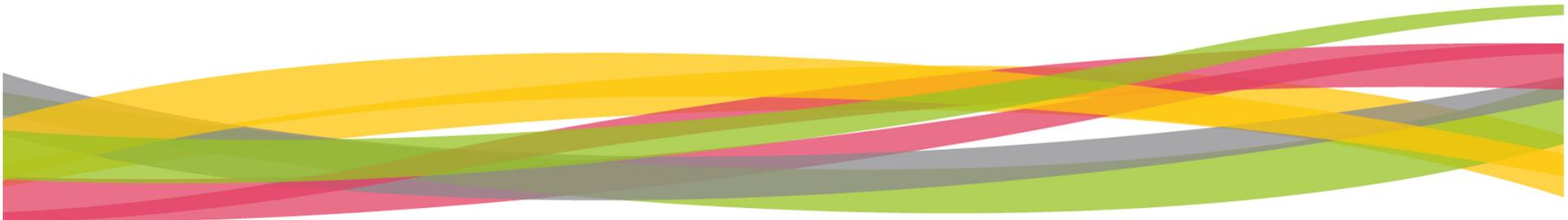
 **Save**



Inviting beneficiaries

Inviting the beneficiaries to be a formalised part of the Online Monitoring System allows to the beneficiaries to:

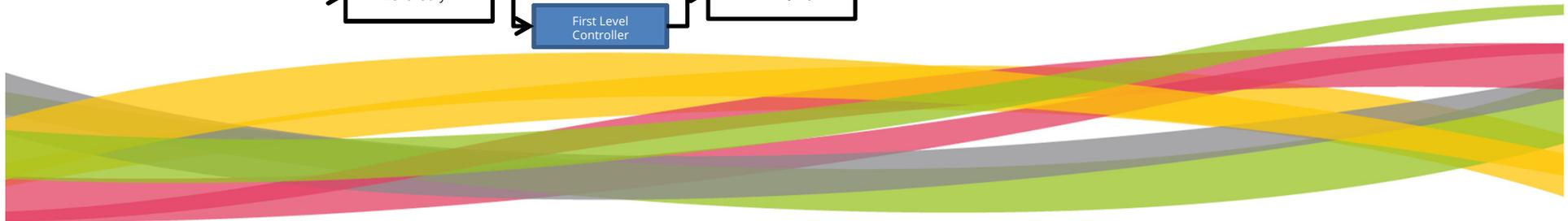
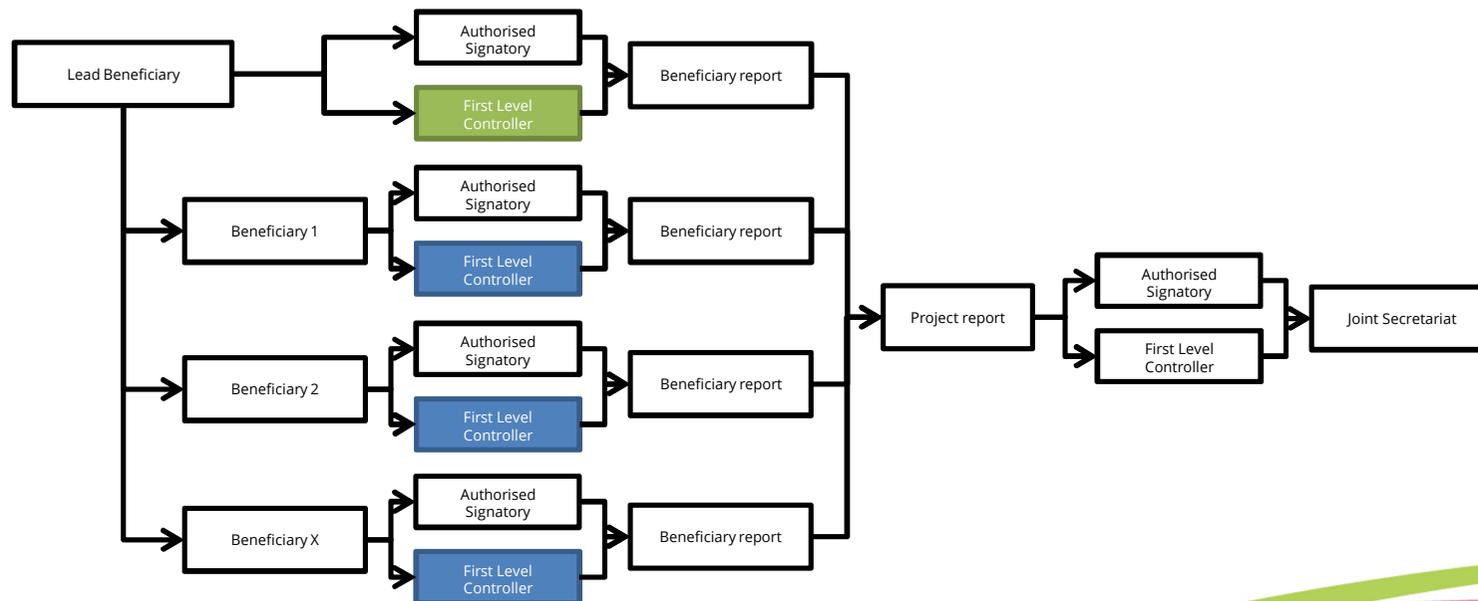
- + Designate their Authorised Signatory (on beneficiary level)
- + Designate their First Level Controller
- + Prepare and submit progress reports.





First Level Control Designations

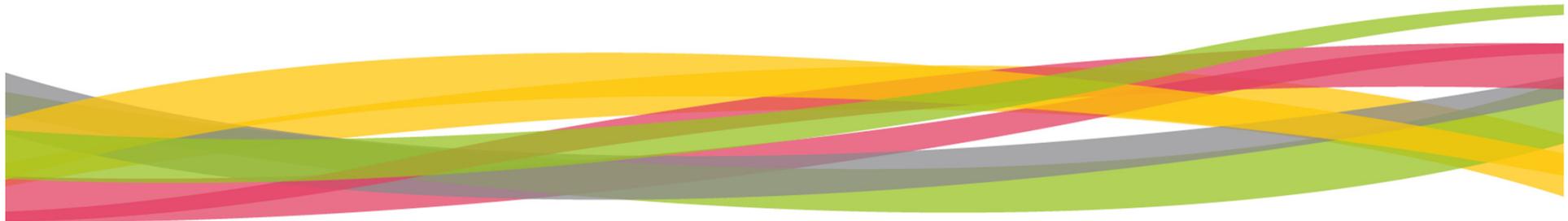
How the beneficiary invites their First Level Controller to the Online Monitoring System





This is important

No designation – No verification





VB/NSRP Online Monitoring System

FLC Designations

Home > FLC Designations



| Project | Beneficiary | Controller | Ben. | FLC | DB | Status | Actions |
|------------------------|-----------------------------|-----------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|-------------------------------------------------------------------------------------|
| Full Demo Application1 | FDA London (UNITED KINGDOM) | John Smit (London Control) flcuk@apogee.gr | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 👍 Designation Body approved |  |
| Full Demo Application1 | FDA London (UNITED KINGDOM) | test test (de) devdev@apogee.gr | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Being edited |  |

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Designations Full Demo Application1 / FDA London

Home > FLC Designations > Full Demo Application1 / FDA London

Project Full Demo Application1

Beneficiary to be controlled

Organisation FDA London

First Level Controller details

First name * test

Last name * test

Job title * test

Organization * test

Telephone * 000000

Address * test

Postal code * 00000

City * test

Complete all contact details



VB/NSRP Online Monitoring System

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First name *

Last name *

Job title *

Organization *

Telephone *

Address *

Postal code *

City *

Country *

Email *

Created by Nick Brit @ FDA London

Status Being edited

When all details are complete

Save





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Designations
 Full Demo Application1 / FDA London

Home > FLC Designations > Full Demo Application1 / FDA London

[Edit Controller](#)
[Edit Checklist](#)
[Actions](#)

Some questions are not filled: All questions. The designation can not be signed.

Section A - Background

| | |
|-------------------------------------|--------------------------------|
| Programme | |
| Name of the Programme | North Sea Region Programme |
| Operation | |
| Project | Full Demo Application1 |
| Acronym | AA11 |
| Index (JTS Ref.No.) | 13331 |
| Project End Date | 29/04/2018 |
| Project Start Date | 04/03/2015 |
| Beneficiary to be controlled | |
| Organisation | FDA London |
| Contact Person | tes tt |
| Address | test, 555 test, UNITED KINGDOM |



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Designations
 Full Demo Application1 / FDA London / Checklist

Home > FLC Designations > Full Demo Application1 / FDA London / Checklist

| Section | Question | |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section C - Partner's own budget only (as in the grant offer) | C.1 Is there in-kind contribution included in the budget? | Not defined |
| | C.2 If yes describe the nature of in-kind contribution (ie. voluntary labour, material,land, or building) | <div data-bbox="1288 746 2004 922"> <p>Rich text editor toolbar: Bold, Italic, Bulleted list, Numbered list, Link, Table, Insert image, Undo, Redo, Source code, Edit.</p> <p>Type something</p> </div> |
| | C.3 How are staff working on the project paid? | <div data-bbox="1288 970 2004 1145"> <p>Rich text editor toolbar: Bold, Italic, Bulleted list, Numbered list, Link, Table, Insert image, Undo, Redo, Source code, Edit.</p> <p>Type something</p> </div> |
| | C.4 Does the project partner has a procurement policy? | Not defined |
| | C.5 Is the project partner involved in commercial activities where state aid rules might apply? | Not defined |



VB/NSRP Online Monitoring System

G.4 If there are any reservations/qualifications please state.

B I [bullets] [list] [link] [table] [file] [undo] [redo] [code] [edit]

Type something 0

NB: Checklist is different for UK beneficiaries

... shall ensure that the work will be carried out within 1 month after receipt of ... bearing in mind that the progress report has to be submitted by the Lead ... further within 2 months after the end of each reporting period?

Not defined ▾

(This is required by the EU Regulation)

G.6 If there are any reservations please state.

B I [bullets] [list] [link] [table] [file] [undo] [redo] [code] [edit]

Type something 0

Form (UK) FLC Designation

FLC Designation form Full Demo Application1 FDA London

Created by Nick Brit @ FDA London

When all questions answered Save





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Full Demo Application1 / FDA London

Home > FLC Designations > Full Demo Application1 / FDA London

Sign Actions

All questions are filled in. The designation can be signed. Once you do so, the Controller will be informed to confirm the contents and sign the form.

Section A - Background

| | |
|-------------------------------------|----------------------------|
| Programme | |
| Name of the Programme | North Sea Region Programme |
| Operation | |
| Project | Full Demo Application1 |
| Acronym | AA11 |
| Index (JTS Ref.No.) | 13331 |
| Project Start Date | 04/03/2015 |
| Project End Date | 29/04/2018 |
| Beneficiary to be controlled | |
| Organisation | FDA London |
| Contact Person | tes tt |



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 Home > FLC Designations

 Add

| Project | Beneficiary | Controller | Ben. | FLC | DB | Status | Actions |
|-------------------------|-----------------------------|-----------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Full Demo Application 1 | FDA London (UNITED KINGDOM) | John Smit (London Control) flcuk@apogee.gr | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  Designation Body approved |  Manage |
| Full Demo Application 1 | FDA London (UNITED KINGDOM) | test test (de) devdev@apogee.gr | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Being edited |  Manage |
| Full Demo Application 1 | FDA London (UNITED KINGDOM) | test test (test) dd@dd.uk | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Being edited |  Manage |
| Full Demo Application 1 | FDA London (UNITED KINGDOM) | test test (test) tt@tt.nl | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Beneficiary signed |  Manage |



After nomination by beneficiary

The nominated FLC:

- + Receives an invitation to the system.
- + Is asked to create an account in the system following guidance sent by e-mail.
- + Can hereafter see and either approve or reject the designation checklist prepared by the beneficiary.

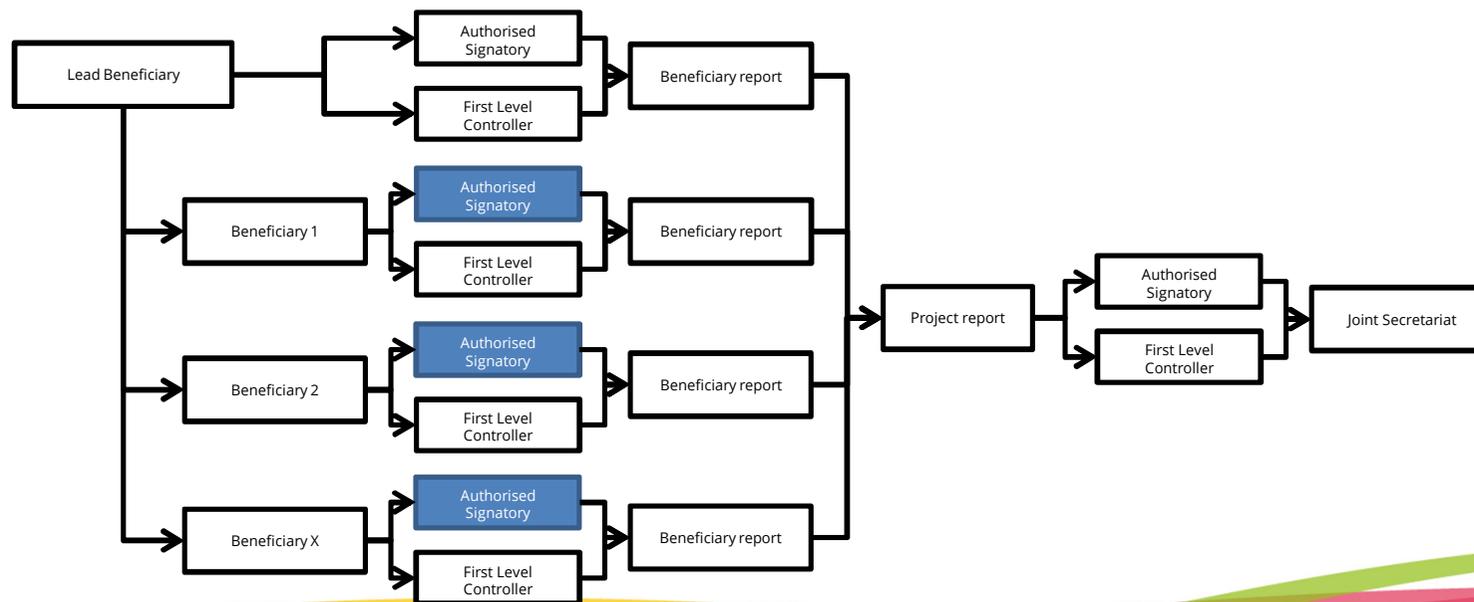
When approved by nominated FLC – notification is sent to the national designation body.





Beneficiary Authorised Signatory

How the beneficiary invites their Authorised Signatory to the Online Monitoring System





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Partners access

🏠 Home > Partners access

📘 You can use this section to do the following actions:

- a) Invite a user to view your project idea or project
- b) Give access to a user as the Authorised Signatory (Legal Representative) of your project, allowing him/her to digitally sign the project application and the project periodic reports.
- c) (If you manage a Project) invite users to become the Managing User of a specific Beneficiary of your approved Project.
- d) (If you manage a Beneficiary) invite users to become the Authorised Signatory (Legal Representative) of your beneficiary.

📁 BENEFICIARY AUTHORISED SIGNATORY

📘 You are the managing partner FDA London of project Full Demo Application1
 You have an assigned LEAR/Authorised Signatory, George Britas @ FDA London.

✉️ PENDING INVITATIONS

You have not created any invitations or no invitations you sent are currently pending.

New invitation: [📘 View access to Ideas/Projects](#) [📘 Beneficiary-managing access](#) [➕ Beneficiary LEAR/AS access](#)

🔑 PERMISSIONS / ACCEPTED INVITATIONS

| Manage | User Account | Access to Project Ideas | Access to Project | Access to Beneficiary |
|--------|--------------|-------------------------|-------------------|-----------------------|
| | | | | |

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Partners access: Invite user

 Home > Partners access

 First name *

 Last Name *

Organisation * FDA London

 E-mail address *

Access to Project Full Demo Application 1

Access to Beneficiary FDA London (UNITED KINGDOM)

Beneficiary Rights LEAR/AS of Beneficiary





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Partners access

Home > Partners access

[Re-send invite](#) [Cancel](#)

Your invitation has been sent and is pending acceptance

Information

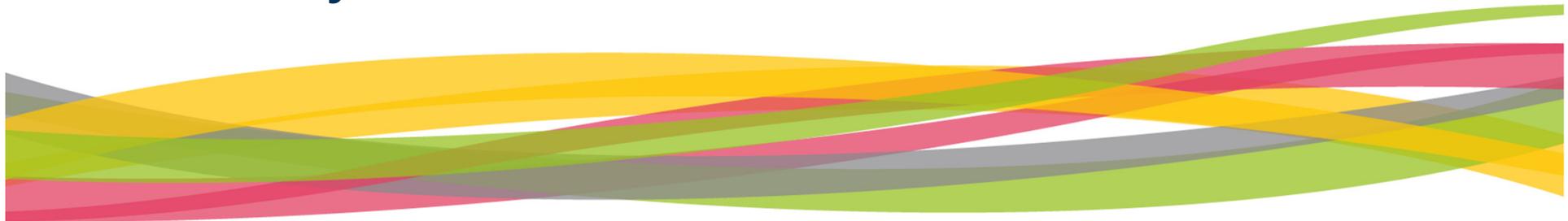
| | |
|-------------------------|------------------------|
| Parent user | Nick Brit @ FDA London |
| First name | TEST-Christoffer |
| Last Name | TEST-VILLENSEN |
| Organisation | FDA London |
| E-mail address | test@test.xx |
| Access to Project Ideas | |
| Access to Project | Full Demo Application1 |
| Project Rights | View |
| Access to Beneficiary | FDA London |
| Beneficiary Rights | LEAR/AS of Beneficiary |
| User Account | |
| Date of invitation | 31/08/2016 09:45:05 |
| Date of modification | 31/08/2016 09:39:00 |
| Status of invitation | Pending |



After designation by beneficiary

The Authorised Signatory

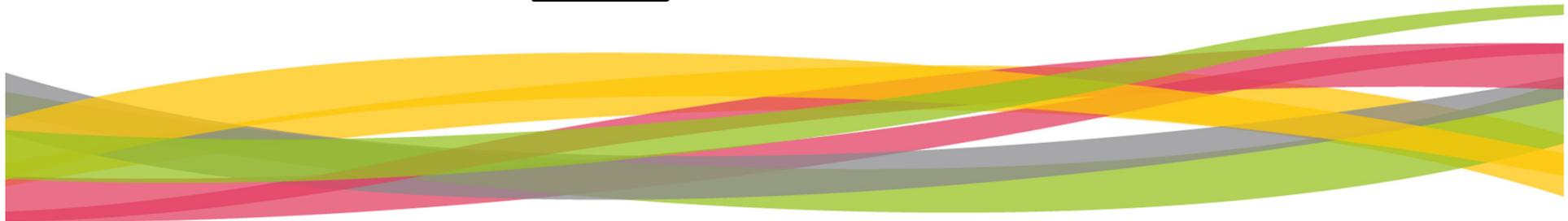
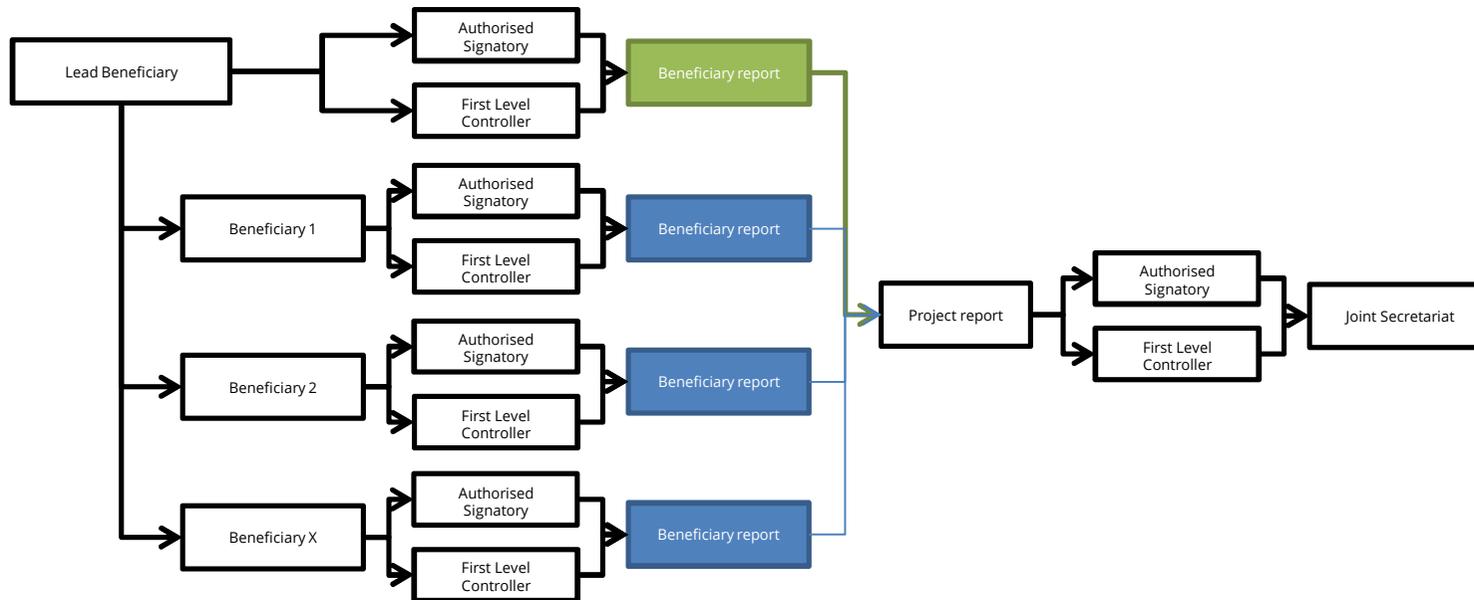
- + Receives an invitation to the system.
- + Is asked to create an account in the system following guidance sent by e-mail.
- + Export and fill-in two templates – signs, uploads and sends by regular post to the JS.
- + Account is validated with a PIN code issued by the JS





Reporting

Walk-through of the templates





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Periodic Reporting: Finances

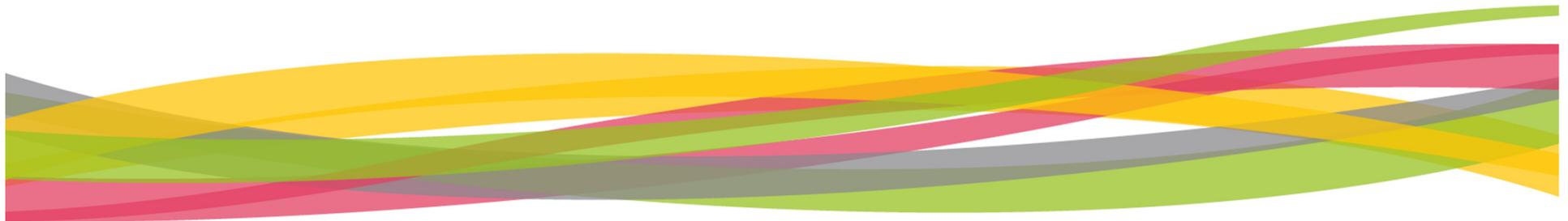
Home > Periodic Reporting > Finances Reports

My reports

| | Project | Round | Number / Level / Beneficiary | Progress report | Locked | FLC Approved | AS Signed | Submitted |
|--|------------------------|-----------------|------------------------------|-----------------|--------|--------------|-----------|-----------|
| | Full Demo Application1 | AA1, March 2016 | #1 Beneficiary: FDA London | | No | No | No | No |



FINANCE REPORTING





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Periodic Reporting: Finances Reports

Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

 Edit  Complete  Actions

 Workflow: Report completed and locked:  No FLC approval:  No Submitted to LB:  No

Main details Investments Equipment Expenditures Outside prog. area Funding Annexes Submission

| | |
|--------------------|------------------------|
| Project | Full Demo Application1 |
| Reporting Round | AA1, March 2016 |
| Reporting level | Beneficiary |
| Beneficiary | FDA London |
| Report Number | 1 |
| Project start date | 04/03/2015 |
| Project end date | 29/04/2018 |

 Report contact persons
 Beneficiary Managing User: Nick Brit @ FDA London
 Beneficiary First Level Controller: John Smith @ London Control
 Beneficiary Authorised Signatory: George Britas @ FDA London
 Lead Beneficiary/Managing User: Demo Leadben @ Apogee



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Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

[Edit](#) [Complete](#) [Actions](#)

Workflow: Report completed and locked: [No](#) FLC approval: [No](#) Submitted to LB: [No](#)

Main details **Investments** Equipment Expenditures Outside prog. area Funding Annexes Submission

| | | |
|--------------------|------------------------|-----------------------------------------------------------------------|
| Project | Full Demo Application1 | Edit Complete Actions |
| Reporting Round | AA1, March 2016 | |
| Reporting level | Beneficiary | |
| Beneficiary | FDA London | |
| Report Number | 1 | |
| Project start date | 04/03/2015 | |
| Project end date | 29/04/2018 | |

[Export PDF](#)
[View Progress report](#)
[Message JS](#)

Report contact persons

-  Beneficiary Managing User: [Nick Brit @ FDA London](#)
-  Beneficiary First Level Controller: [John Smith @ London Control](#)
-  Beneficiary Authorised Signatory: [George Britas @ FDA London](#)
-  Lead Beneficiary/Managing User: [Demo Leadben @ Apogee](#)



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🏠 Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Main details | Investments | Equipment | Expenditures | Outside prog. area | Funding | Annexes

Reporting Round AA1, March 2016

Reporting level Beneficiary

Beneficiary FDA London

Report Number 1

Save and return

Save and proceed to next step

Navigate by using the two options

Save and return

Save and proceed to next step



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Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Main details **Investments** Equipment Expenditures Outside prog. area Funding Annexes

Investment expenditure *

Related to section C.8 Investments in the application form

| | Investment | Total Eligible Budget | Previously Reported | Current Report | Total reported so far | % of Total reported so far | Remaining budget |
|------------------------------------------------------------------------------------|--------------|-----------------------|---------------------|----------------|-----------------------|----------------------------|------------------|
|  | Test 1 | 10.000 € | 2.000 € | 1.500 € | 3.500 € | 35% | 6.500 € |
|  | Test 2 | 11.000 € | 1.100 € | 750 € | 1.850 € | 17% | 9.150 € |
|  | Test 3 | 12.000 € | 600 € | 0 € | 600 € | 5% | 11.400 € |
| | Total | 33.000 € | 3.700 € | 2.250 € | 5.950 € | 18% | 27.050 € |

Explanations on Investments deviations

B **I**         

test 4

Please explain deviations (if any) as regards spending on investments compared to the amounts indicated in the Application Form.

Save and return

Save and proceed to next step



VB/NSRP Online Monitoring System

Finances Reporting

Report Table 4. Investment expenditure

Investment Test 1

Total Eligible Budget 10000

Previously Reported 2000

Current Report € (Only integers numbers accepted, no commas or dots.)

Total reported so far 3500

% of Total reported so far 35%

Remaining budget 6500

1

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remaining budget

6.500 €

9.150 €

11.400 €

27.050 €

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Main details Investments **Equipment** Expenditures Outside prog. area Funding Annexes

Equipment expenditure *

Related to section C.10 Equipment in the application form

| | Equipment | Total Eligible Budget | Previously Reported | Current Report | Total reported so far | % of Total reported so far | Remaining budget |
|-------------------------------------------------------------------------------------|--------------|-----------------------|---------------------|----------------|-----------------------|----------------------------|------------------|
|  | Test 1 | 20.000 € | 10.000 € | 750 € | 10.750 € | 54% | 9.250 € |
|  | Test 2 | 14.000 € | 1.000 € | 200 € | 1.200 € | 9% | 12.800 € |
|  | Test 3 | 12.000 € | 2.000 € | 900 € | 2.900 € | 24% | 9.100 € |
|  | Test 4 | 10.000 € | 1.000 € | 1.150 € | 2.150 € | 22% | 7.850 € |
| | Total | 56.000 € | 14.000 € | 3.000 € | 17.000 € | 30% | 39.000 € |

Explanations on Equipment expenditure deviations

B *I*           

test

4

Please explain deviations (if any) as regards spending on equipment compared to the amounts indicated in the Application Form.



VB/NSRP Online Monitoring System

Finances Reporting

Report Table 5. Equipment expenditure

Equipment Test 1

Total Eligible Budget 20000

Previously Reported 10000

Current Report € (Only integers numbers accepted, no commas or dots.)

Total reported so far 10750

% of Total reported so far 54%

Remaining budget 9250

1

2

Save

javascript:editreport_finances_lines('134');



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Main details Investments Equipment Expenditures Outside prog. area Funding Annexes

Expenditures - breakdown per budget line *

Please note that the lines for Equipment and Investments are automatically updated from the corresponding tables in the previous steps. Staff costs are calculated as 15% of office and administration costs.

| | Budget | Total Eligible Budget | Previously Reported | Current Report | Total reported so far | % of Total reported so far | Remaining budget |
|-------------------------------------------------------------------------------------|---------------------------------|-----------------------|---------------------|----------------|-----------------------|----------------------------|------------------|
|  | Staff costs | 50.000 € | 3.000 € | 1.650 € | 4.650 € | 9% | 45.350 € |
| | Office and administration | 50.000 € | 3.000 € | 11.001 € | 14.001 € | 28% | 35.999 € |
|  | Travel and accommodation | 50.000 € | 3.000 € | 51.100 € | 54.100 € | 108% | -4.100 € |
|  | External expertise and services | 50.000 € | 3.000 € | 182.200 € | 185.200 € | 370% | -135.200 € |
| | Equipment | 56.000 € | 3.000 € | 3.000 € | 17.000 € | 30% | 39.000 € |
| | Investments | 50.000 € | 3.000 € | 2.250 € | 5.950 € | 18% | 27.050 € |
| | Total Expenditure | 50.000 € | 3.000 € | 251.201 € | 254.201 € | 508% | -204.201 € |
|  | (Net revenue) | 50.000 € | 3.000 € | 400 € | 3.400 € | 7% | 46.600 € |
| | Total Eligible Expenditure | 400.000 € | 24.000 € | 250.801 € | 274.801 € | 69% | 125.199 € |



VB/NSRP Online Monitoring System

Finances Reporting

Report Table 3. Expenditure per budget line

Budget Travel and accommodation

Total Eligible Budget 50000

Previously Reported 3000

Current Report € (Only integers numbers accepted, no commas or dots.)

Total reported so far 54100

% of Total reported so far 108%

Remaining budget -4100



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or FDA

FDA London

eps. Staff costs

remaining budget

45.350 €

35.999 €

-4.100 €

-135.200 €

39.000 €

27.050 €

-204.201 €

46.600 €

125.199 €



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Main details Investments Equipment Expenditures **Outside prog. area** Funding Annexes

| ERDF outside the programme area * | Category | Current Report | ERDF |
|-------------------------------------------------------------------------------------|---------------------------------|----------------|----------------|
|  | Staff costs | 500 € | 250 € |
| | Office and administration | 2.300 € | 1.150 € |
|  | Travel and accommodation | 0 € | 0 € |
|  | External expertise and services | 100 € | 50 € |
|  | Equipment | 0 € | 0 € |
|  | Investments | 0 € | 0 € |
| | Total | 2.900 € | 1.450 € |

Save and return

Save and proceed to next step



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Main details Investments Equipment Expenditures Outside prog. area **Funding** Annexes

Breakdown of funding sources

Total reported Expenditure (249.801 €) is not equal to the total reported Funding (248.301 €). The difference is 1.500 €. You can not submit this report before correcting this error.

| | Total Eligible Budget | Previously Reported | Current Report | Total reported so far | % of Total reported so far | Remaining budget |
|-----------------------------------|-----------------------|---------------------|------------------|-----------------------|----------------------------|------------------|
| Programme Co-funding ERDF | 300.000 € | 0 € | 127.101 € | 127.101 € | 42% | 172.899 € |
| ERDF outside the programme area | 167.000 € | 0 € | 2.748 € | 2.748 € | 0% | -2.748 € |
| Beneficiary match-funding | 220.000 € | 0 € | 121.200 € | 121.200 € | 55% | 98.800 € |
| ✎ of which public contribution | 120.000 € | 0 € | 46.200 € | 46.200 € | 39% | 73.800 € |
| ✎ of which private contribution | 100.000 € | 0 € | 75.000 € | 75.000 € | 75% | 25.000 € |
| Total Eligible Expenditure | 520.000 € | 0 € | 248.301 € | 248.301 € | 48% | 271.699 € |

Save and return

Save and proceed to next step



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- Main details
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- Expenditures
- Outside prog. area
- Annexes**

Annexes *

| | Budget category | Title | File |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------|
|   | Staff costs | List of expenditure | |
|   | Travel and accommodation | List of expenditure | |
|   | External expertise and services | List of expenditure | |
|   | Equipment | test |  20160823115...DA-Nord.doc |
|   | Investments | List of expenditure | |



Please upload a list of expenditure per budgetline as an extract from your accounting system. The list of expenditure and related amounts should match the totals which you have provided in this report. Any inconsistency between the two will result in a delayed reimbursement.

Save



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Annexes

Information

Budget category * Not defined

Title * Not defined

File * Office and administration

Travel and accommodation

External expertise and services

Equipment

Investments

Save

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VB/NSRP Online Monitoring System

Annexes

Information

Budget category * Travel and accommodation

Title * List of expenditure

File * 20160824125612_test.docx - Delete file?
upload a file
Vælg fil | Der er ikke valgt nogen fil

Save

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The following parts are missing some information. You need to fill them before being able to submit the form.

- Annexes: Annexes
- Annexes: Annexes
- Annexes: Annexes
- Annexes: Annexes

Workflow: Report completed and locked: No FLC approval: No Submitted to LB: No

| | Main details |
|-----------------|------------------------|
| Project | Full Demo Application1 |
| Reporting Round | AA1, March 2016 |
| Reporting level | Beneficiary |
| Beneficiary | FDA Lead Ben DK |
| Report Number | 1 |



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Workflow: Report completed and locked: No FLC approval: No Submitted to LB: No

Main details [Investments](#) [Equipment](#) [Expenditures](#) [Outside prog. area](#) [Funding](#) [Annexes](#) [Submission](#)

| | |
|--------------------|------------------------|
| Project | Full Demo Application1 |
| Reporting Round | AA1, March 2016 |
| Reporting level | Beneficiary |
| Beneficiary | FDA London |
| Report Number | 1 |
| Project start date | 04/03/2015 |
| Project end date | 29/04/2018 |

Report contact persons
 Beneficiary Managing User: [Nick Brit @ FDA London](#)
 Beneficiary First Level Controller: [John Smith @ London Control](#)
 Beneficiary Authorised Signatory: [George Britas @ FDA London](#)
 Lead Beneficiary/Managing User: [Demo Leadben @ Apogee](#)

- User Log of actions**
- 30/08/2016 11:49:07  Nick Brit ▷ Report set as completed
 - 30/08/2016 23:49:42  Nick Brit ▷ Report set as completed
 - 30/08/2016 23:59:28  John Smith ▷ Report approved by FLC
 - 31/08/2016 00:21:29  John Smith ▷ Report approved by FLC
 - 31/08/2016 10:08:25  Nick Brit ▷ Report set as completed
 - 31/08/2016 10:16:59  John Smith ▷ Report approved by FLC
 - 31/08/2016 10:17:53  John Smith ▷ Report approved by FLC
 - 31/08/2016 14:53:11  Nick Brit ▷ Report set as completed
 - 01/09/2016 13:32:30  Nick Brit ▷ Report set as completed



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CONFIRMATION

Complete form

You are completing this report and submitting it to the FLC for approval.

The following users will be notified:

Beneficiary First Level Controller: John Smith @ London Control

Lead Beneficiary/Managing User: Demo Leadben @ Apogee

Proceed

Cancel



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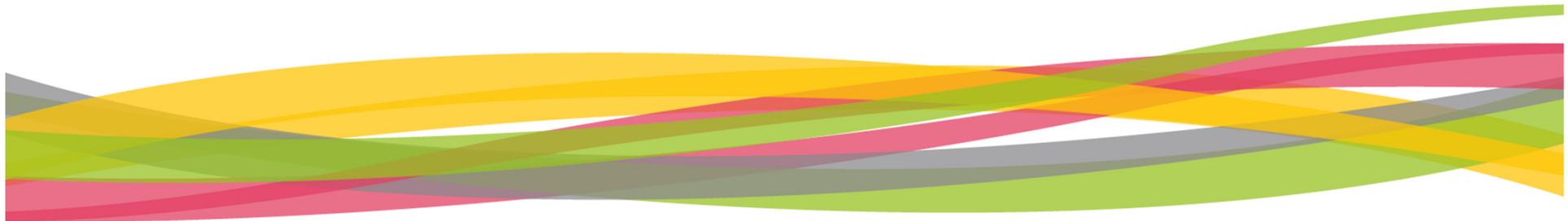
Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

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The form is now set as completed. The FLC has been notified to approve it.



ACTIVITY REPORTING





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Information in this tab is pre-determined/automated and can not be edited.

| | |
|-----------------|-------------------------------------------|
| Project | FDA! |
| Reporting Round | AA1, March 2016 |
| Reporting level | Beneficiary |
| Beneficiary | FDA1 Denmark LB |
| Report Type * | Basic Progress report with Finance report |
| Report Number | 1 |

Save and return

Save and proceed to next step



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Main details **Objectives** Outputs Results Deliverables Annexes

Progress towards Project detailed objectives *

What is the progress towards the project detailed objectives as defined in the application form? The information provided should be cumulative (i.e. covering total progress since the start of the project).

| Objective | Description of progress |
|--------------------------------------------------------------------------------------------------|-------------------------|
|  Test Objective | This is the progress |

Save and return

Save and proceed to next step



VB/NSRP Online Monitoring System

Progress towards Project detailed objectives

Project **Full Demo Application1**

Project specific detailed objective **Test Objective**

Description of progress *

B I [bulleted list icon] [numbered list icon] [link icon] [calendar icon] [eraser icon] [undo icon]

This is the progress 21

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javascripteditreport_activity_objectives('57');



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Main details Objectives **Outputs** Results Deliverables Annexes

Progress to date on outputs *

| | Output Indicator | Output target | Achieved Previously | Total achievement to date | Achieved in this period | Description of progress | Attachment |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------|---------------------|---------------------------|-------------------------|-------------------------|------------|
|  | Number of green products, services and processes piloted and/ or adopted by the project | 100 | 0 | 10 | 10 | test | |
|  | Number of enterprises participating in cross-border, transnational or interregional research projects | 5500 | 0 | 400 | 400 | test | |
|  | Number of research institutions participating in cross-border, transnational or interregional research projects | 200 | 0 | 3 | 3 | test | |
|  | Number of organizations/ enterprises adopting new solutions by project end | 1000 | 0 | 800 | 800 | test | |
|  | Number of organizations/ enterprises informed about new solutions by project end | 350 | 0 | 56 | 56 | test | |



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Main details Objectives Outputs **Results** Deliverables Annexes

Progress to date on results *

| | Project Result | Description of progress | Attachment |
|-----------------------------------------------------------------------------------|-----------------------|-------------------------|------------|
|  | Test Result Indicator | test | |

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Reporting per Work Package *

| | Work Package | Status | Deliverables used by | Involvement in the delivery | Progress in this period | Problems and solutions found |
|-----------------------------------------------------------------------------------|----------------------|-----------------------------------|----------------------|-----------------------------|-------------------------|------------------------------|
|  | 1 Project management | Proceeding according to work plan | - | N/A | test | test |

Progress on Activities and Deliverables *

Please describe progress achieved in this reporting period.

There are missing fields in your entries.

- Main details: Status
- Main details: Deliverable, Current Value
- Main details: Description of progress

| | Work Package / Activity | (Target Value) Deliverable | Current Value | Status | Description of progress / Attachment |
|-------------------------------------------------------------------------------------|-----------------------------------------|----------------------------|---------------|--------|--------------------------------------|
|  | 1 Project management 1 Test Activity | (1100) Customers | | | |



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| | Title | File |
|-----------------------------------------------------------------------------------|-------|------|
|  | test | |

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 Edit  Complete  Actions

Workflow: Report completed and locked:  No Finance report completed and signed:  No Progress report signed by Authorised Signatory:  No FLC approval of Finances:  Yes Submitted to LB:  No

Main details **Objectives** Outputs Results Deliverables Annexes Submission

| | |
|------------------------|-------------------------------------------|
| Project | FDA! |
| Reporting Round | AA1, March 2016 |
| Reporting level | Beneficiary |
| Beneficiary | FDA1 Denmark LB |
| Report Type | Basic Progress report with Finance report |
| Project start date | 04/03/2015 |
| Project end date | 29/04/2018 |
| Report Number | 1 |
| Reporting period start | 01/11/2016 |
| Reporting period start | 05/11/2016 |



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CONFIRMATION

Complete form

You are completing this report and submitting it to the AS for submission.

The following users will be notified:

Beneficiary Authorised Signatory: Gianis LeadBen @ AS-LB



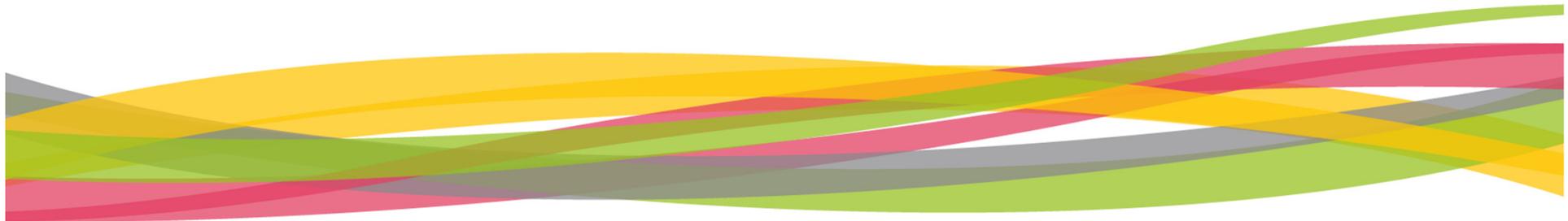
Proceed

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First Level Control

How the First Level Control operate the
Online Monitoring System





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Message: Request to approve Periodic Finance Report

Home > Messages > Inbox > Request to approve Periodic Finance Report

Request to approve Periodic Finance Report

Reply

Reply to all

Forward



Recipients

From Nick Brit @ FDA London

Sent to User(s) John Smith @ London Control

Sent on 31/08/2016 14:53:11

Message

Subject Request to approve Periodic Finance Report

Message Dear sir/madam,

user Nick Brit has requested you to approve a Periodic Finance Report of project Full Demo Application1, in regards to beneficiary FDA London.

Please access <https://vb.northsearegion.eu/app/report-finances/> to check the contents of the report.

Thank you

//

Automated message by NSRP/VB OMS

Attachment

Message ID



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| | Project | Round | Number / Level / Beneficiary | Locked | FLC Approved | AS Signed | Submitted |
|-----------------------------------------------------------------------------------|---------|-----------------|------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
|  | FDA! | AA1, March 2016 | #1 Project |  No |  No |  No |  No |
|  | FDA! | AA1, March 2016 | #1 Beneficiary: FDA1 Denmark LB |  Yes |  No |  No |  No |
|  | FDA! | AA1, March 2016 | #1 Beneficiary: FDA5 Germany Berlin |  Yes |  Yes |  No |  No |
|  | FDA! | AA1, March 2016 | #1 Beneficiary: FDA7-10 Germany Munich |  Yes |  Yes |  No |  No |
|  | FDA! | AA1, March 2016 | #1 Beneficiary: FDA4 German Coordinating |  Yes |  Yes |  No |  No |
|  | FDA! | AA1, March 2016 | #1 Beneficiary: FDA6 Norway |  Yes |  Yes |  Yes |  Yes |



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FLC
Actions

⚠ Taking into account this report, total expenditure is 440.000 €, which means that the Beneficiary has exceeded the maximum amount of 400.000 €.

- Edit FLC Report
- View FLC Report
- Preview FLC Certificate
- Approve Finances Report

ⓘ Workflow: Report completed and locked: Yes
 FLC approval: No
 Submitted to LB: No

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Submission

| | |
|------------------------|-----------------|
| Project | FDA! |
| Reporting Round | AA1, March 2016 |
| Reporting level | Beneficiary |
| Beneficiary | FDA1 Denmark LB |
| Report Number | 1 |
| Project start date | 04/03/2015 |
| Project end date | 29/04/2018 |
| Reporting period start | -- |
| Reporting period end | -- |



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For rules on eligibility of costs please see Fact Sheet 1

| | | |
|--|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Project | FDA! |
| | Finance Report Number | 1 |
| | Name of controlled project beneficiary | FDA1 Denmark LB |
| | General methodology * | <input checked="" type="checkbox"/> Desk-based <input checked="" type="checkbox"/> On-the-spot <input type="checkbox"/> Other 2 are checked, select up to 2 |
| | (If 'other') Please describe | <input type="text"/> |
| | | Method used for the verification |
| | (if on-the-spot) Start date of on-the-spot verification | 2016-11-06 |
| | (if on-the-spot) End date of on- | 2016-11-10 |



Expenditure declared and certified by budget line

Certified expenditure should equal Declared expenditure unless ineligible expenditure was found during verification which has been deducted. These deductions should be described below in the section entitled Findings, Conclusions and Follow up Measures per budget category.

| | | |
|-----------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------|
| Staff costs * | <input type="text" value="150000"/> | € (Only integers numbers accepted, no commas or dots.) |
| | Declared: 200000 € Difference: -1300000 € Certified in % to declared: 750 % | |
| Office and administration * | <input type="text" value="250000"/> | € (Only integers numbers accepted, no commas or dots.) |
| | Declared: 30000 € Difference: -220000 € Certified in % to declared: 833 % | |
| Travel and accommodation * | <input type="text" value="50000"/> | € (Only integers numbers accepted, no commas or dots.) |
| | Declared: 50000 € Difference: 0 € Certified in % to declared: 100 % | |
| External expertise and services * | <input type="text" value="100000"/> | € (Only integers numbers accepted, no commas or dots.) |
| | Declared: 100000 € Difference: 0 € Certified in % to declared: 100 % | |
| Equipment * | <input type="text" value="55000"/> | € (Only integers numbers accepted, no commas or dots.) |
| | Declared: 60000 € Difference: 5000 € Certified in % to declared: 92 % | |
| Investments * | <input type="text" value="0"/> | € (Only integers numbers accepted, no commas or dots.) |
| | Declared: 0 € Difference: 0 € Certified in % to declared: - % | |
| Total Expenditure * | <input type="text" value="1955000"/> | € (Only integers numbers accepted, no commas or dots.) |

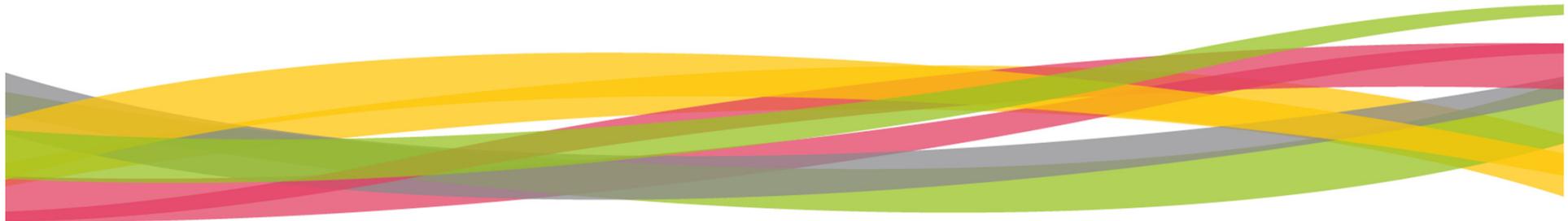




FLC Report

Follows the templates provided in the programme manual

<http://www.northsearegion.eu/project-information/programme-manual/first-level-control/>





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FDA! / AA1, March 2016, Beneficiary Finances Report for FDA1 Denmark LB

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FLC
Actions

⚠ Taking into account this report, total expenditure is 440.000 €, which means that the Beneficiary has exceeded the maximum amount (€).

Workflow: Report completed and locked: Yes
 FLC approval: No
 Submitted to LB: No

- Edit FLC Report
- View FLC Report
- Preview FLC Certificate
- Approve Finances Report**

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Submission

| | |
|------------------------|-----------------|
| Project | FDA! |
| Reporting Round | AA1, March 2016 |
| Reporting level | Beneficiary |
| Beneficiary | FDA1 Denmark LB |
| Report Number | 1 |
| Project start date | 04/03/2015 |
| Project end date | 29/04/2018 |
| Reporting period start | -- |
| Reporting period end | -- |



VB/NSRP Online Monitoring System

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CONFIRMATION

Approve Finances Report

You are signing and approving this report and its contents. Please review the FLC Certificate before proceeding



FDA! / AA1, March 2016, FLC Certificate for FDA1 Denmark LB

Project and progress report

| | |
|--------------------------------|-------------------------|
| Project | FDA! |
| Project Acronym | FDA! |
| Project Number | 13331 |
| Approved implementation period | 04/03/2015 - 29/04/2018 |
| Finance Report Number | 1 |
| Name of Lead Beneficiary | FDA1 Denmark LB |
| Reporting period start | -- |

The following users will be notified:

-  Beneficiary Managing User: Demo LeadBen @ OMS-LB
-  Beneficiary Authorised Signatory: Gianis LeadBen @ AS-LB
-  Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB

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Partners

Beneficiaries Access

Message: A Periodic Finance Report has been approved

Home > Messages > Inbox > A Periodic Finance Report has been approved

NB: Beneficiary receives notification of the verified report

| | | |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | |  Reply  Reply to all  Forward |
| From | John Smith @ London Control | |
| Sent to User(s) | Nick Brit @ FDA London | |
| Sent on | 31/08/2016 10:16:59 | |
| <i>Message</i> | | |
| Subject | A Periodic Finance Report has been approved | |
| Message | Dear sir/madam, user John Smith has approved the Periodic Finance Report of project Full Demo Application1, in regards to beneficiary FDA London. Please access https://vb.northsearegion.eu/ to check the contents of the report. Thank you // Automated message by NSRP/VB OMS | |
| Attachment | | |
| Message ID | | |