



**ENI
CBCMED**
Cooperating across borders
in the Mediterranean



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**REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA**

MIS

How to fill in the Interim Report

-

LBs and Partners

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Goal of the presentation

Ensuring that LBs and partners know-how to proceed in filling in the Interim Report from its opening until the submission in the MIS.



WARNING

Make sure that you have filled in all the needed info and expenditures, and uploaded all the supporting documents and deliverables, BEFORE sending the report to your auditor.

The reporting procedure in the MIS is linear, meaning that once you reach a stage you CAN'T go back to the previous step.

Report selection

COMMON

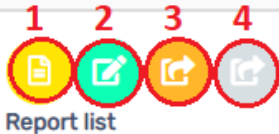
CRE CMU CMV CMR PYU PYV OPR PYR PSJ MTB

Project data Communication Documents Lifecards Reporting

Report List

Report list

Name	Start date	End date	Status
0 - 3 months	03/09/2019	02/12/2019	
1st - Six month report	03/09/2019	02/03/2020	✓
1st - Interim report	03/09/2019	02/09/2020	🔒 6
2nd - Six month report	03/09/2020	02/03/2021	



- View Report** (no editing is possible)
- Edit Report** (not possible if report sent to auditor nor during adjustment)
- Send Report to auditor** (ATTENTION: no more possibility of editing any of the contents!!)
- Send Report to JTS** (For LBs only. Only possible after being audited)
- Locked/unlocked indication**
- Status of Report** (in this image, it is still editable)

Report editing / Info and summary

COMMON 1ST

CRE CMU CMV CMR PYU PYV OPR PYR PSJ MTB IRS IRV CRU

Project data Communication Documents Lifecards Reporting

Info and summary
Main findings
Logical framework
Potential risks
WP implementation
Expenses

Report: 1st - Interim report (03/09/2019 - 02/09/2020)

Info e summary **State of play and events** Partnership Reported expenditure

Project state of play

The project KOM was held in Rome at month2, with a launching PC. Between month4 and 11, the project was launched at local level in all the pilot areas. The 1st SC met in Sousse at month6. The W&M plan, the Communication plan have been developed to ensure an harmonised project implementation. Project PPs participated in international events on ML and coastal management where COMMON was publicly presented. The project implementation in the 2nd semester was affected by the lockdown and the postponement of some activities. Although, LB and PPs were strongly committed to carry out activities both online and in presence. Periodical partnership web meetings have been ensured. The 2nd SC has been held online at month11. The main dissemination tools of Communication kit were produced. A video

Edit State of play and events – text function only

Report editing / Main findings

Project data Communication Documents Lifecards Reporting

Info and summary
Main findings
Logical framework
Potential risks
WP implementation
Expenses
Deliverables
Export
Checklist

Report: 1st - Interim report (03/09/2019 - 02/09/2020)

Main findings Synergies

Cross-border cooperation

Any adjustment is needed concerning the project stated objectives. The delivery of the expected outputs by the 1st year was correctly met: 0.2.2 Communication kit, 0.3.1 Studies on literature review and pilot areas description, 0.3.2 ICT platform, 0.4.1 Training Plan, 0.5.1 Stakeholder map. However, the covid-19 emergency and its consequences have medium impact on the project implementation since some activities have been delayed and shifted. Taking it into account, a minor amendment has been submitted at month 11. Many activities such as the 2nd SC, periodical project meetings have been adapted to the new context and arranged online. The development of ICT Platform, the production of communication kit, implementation of BEach CLEAN campaign, organisation of the Clean Up The Med campaign have been ensured. In every project country, since June 2020 the restrictions to limit contagion of covid-19 are gradually milder: in Lebanon the project launch and the press conference has been organized in presence as well as the preliminary meeting and the LWG establishment (A.4.1.2). In Tunisia 2 events of beach litter monitoring were done: 1 in

1990 / 2000

Edit Main findings and Synergies – text function only

Report editing / Logical framework

The screenshot shows a web application interface with a top navigation bar containing 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Reporting'. The left sidebar has a menu with 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', and 'Expenses'. The main content area is titled 'Report: 2nd - Six month report (01/09/2020 - 28/02/2021)'. Below this, there are tabs for 'Staff assigned to the project', 'Participation and visibility' (selected), 'Priority, expected result', and 'Project result and outputs'. A text block states: 'The 'Participation and visibility' subsection consists of three macro areas:'. Below this text are three icons: a green plus sign, a yellow edit icon, and a red delete icon. The first macro area is 'Participation of project staff or representatives in project related events (internal and public) ('New Event' button)'. It contains a table with the following data:

Event title	Date and place (country;town)	Number of participants
Kick-off meeting + first Steering Committee	22/10/2019 - Rome, Italy	25

The second macro area is 'Project related link on the partnership organizations websites, in which to insert ('New Link' button) the links related to the project'. It contains a table with the following data:

Link	Number of visits	Number of unique visits	Comments

The third macro area is 'Social Network, here insert ('New Social' button) the indication of the posts related to the project inserted in the Social Networks'. It contains a table with the following data:

Social	Link	Followers	Engagements- Views	Comments

In Participation and visibility, you have **add \edit \delete** functions, in the three subsections of “Participation and visibility”, “Project related links” and “Social Network”

Report editing / Logical framework

Project data

Communication

Documents

Lifecards

Reporting

Info and summary

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WP implementation

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Report: 1st - Interim report (03/09/2019 - 02/09/2020)

Staff assigned to the project

Participation and visibility

Priority, expected result

Project result and outputs

Project output	WP	Output Indicator(s)	Programme target	Project Target	Achivied values since the beginning of project implementation (output indicators)
3.1 - Studies on interlinkages between marine litter issue and human activities land-based and its impact	WP3	4.4.1.5.h	36.0	10.0	<input type="text" value="3"/>
3.2 - ICT platform for sharing methodologies and data on marine litter	WP3	4.4.1.2.e	6.0	1.0	<input type="text" value="0"/>
4.1 - Training activities for local stakeholders to introduce marine litter management in ICZM plans	WP4	4.4.1.1.c	900.0	50.0	<input type="text" value="0"/>

... in other sections, you have text and values selection functions

Report editing / Potential risks

CRECMUCMVCMRPYU P

Project dataCommunicationDocumentsLifecardsReporting

Info and summary

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Checklist

Report: 1st - Interim report (03/09/2019 - 02/09/2020)

Potential Risks:

1) Deterioration of the political and security situation in Lebanon - Low probability in concerned pilot area - partner and revise action plans; 2) Insufficient incentive (financial or political) for local institutions to engage in management - Medium probability -enhance the civil society organisation to put political pressures and influence on policy makers.

External conditions:

The external condition are represented for the most by the political internal stability of Lebanon and Tunisia. The project activities involved should not be strongly affected from a change of internal political condition for their nature and role.

Potential risks, external conditions and corrective measures

The pandemic COVID-19 emergency and its consequences in project countries (lockdown, layoff, movement restrictions) may cause delays of future activities with a medium impact on the project. Field, sampling, labs activities risk to be suspended/postponed. Participatory and public events risk to be replaced online or changed to reduce the impact.

Edit Potential risks – text function only

Report editing / Workplan Implementation


The screenshot shows a web application interface with a top navigation bar and a left sidebar. The top navigation bar includes tabs for 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Reporting'. The left sidebar contains a menu with items: 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', 'Expenses', 'Deliverables', 'Export', and 'Checklist'. The main content area is titled 'Report: 1st - Interim report (03/09/2019 - 02/09/2020)' and displays details for 'WP1'. A 'View output and activities' button is visible. The details include: Title: Management; Coordinator: BEN; Involved partners: BEN, PP1, PP2, PP3, PP4, PP5; Wp budget / Reported expenditures; and State of play. A text box at the bottom shows a snippet of text: 'The KOM was held in Rome at month2 when the PP's established the Steering Committee comp... appointed, the mailing list created. The 1stSC was held in Tunisia at month6, hosted by PP4. The...'

Project data Communication Documents Lifecards Reporting

Info and summary
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Report: 1st - Interim report (03/09/2019 - 02/09/2020)

WP1

 View output and activities

Title:
Management

Coordinator:
BEN

Involved partners:
BEN, PP1, PP2, PP3, PP4, PP5

Wp budget / Reported expenditures:

State of play

The KOM was held in Rome at month2 when the PP's established the Steering Committee comp... appointed, the mailing list created. The 1stSC was held in Tunisia at month6, hosted by PP4. The...

Edit WP Implementation – text function and access to the sections of Outputs and activities related to the WP

Report edit / Workplan Implementation/Outputs

Info and summary

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WP implementation

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Outputs Activities

1.1 - Working and monitoring Plan

Description:
Within M6, a detailed working plan (WP) will be prepared by PM and approved results and deliverables, in order to monitor operation's progress and check objectives achieved. The WP will be the practical guide for implementation. Partners' roles and responsibilities also will be defined in Working plan. A

Target value:
1

Budget:
303.8

	I sem.	II sem.	III sem.
Expected	<input type="checkbox"/> 1	2	
Deferred to	1	2	
Done	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deliverables / supporting documents

Edit WP Implementation\Outputs: You may change the semester of output delivery by:

1. Unticking the “Expected” tick box
2. Clicking on the clock and....

Report editing/Workplan Implementation/Outputs

ENI CBCMED

Test

Deferred to

Expected: I semester

Deferred to:

- I semester
- II semester**
- III semester
- IV semester
- V semester
- VI semester

Deliverables

Export

Checklist

	I sem.	II sem.	III sem.	IV sem.	V sem.	VI sem.
Expected	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Deferred to						
Done	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

3. Select the new semester and ... don't forget to "Confirm" afterwards to apply the changes!

Report editing / Expenses

Project data Communication Documents Lifecards Reporting

Info and summary

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Checklist

Report: 1st - Interim report (03/09/2019 - 02/09/2020)

Supporting documents Sub-grants WP0 WP1 WP2 WP3 WP4 WP5 ALL WP

1 2

3

WP1.HR.BEN.44359

WP1.HR.BEN.44359 (Budget Line co...

Code	Cost category	Partner	Description	Unit	Reported / Number	Reported / Rate	Reported / Total
WP1.HR.BEN.44359	HR	BEN	Project manager	DAY			
WP1.HR.BEN.122343	HR	BEN	financial manager	DAY			

1. Edit/View budget line
2. Export budget (Excel format table)
3. Search budget lines (hint: useful when reviewing all WPs' budget lines)

Report editing/Expenses/Budget Line expenses

The screenshot shows the 'Reporting' tab in a software interface. The sidebar on the left contains the following menu items: 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', 'Expenses' (highlighted), 'Deliverables', 'Export', and 'Checklist'. The main content area displays a table of budget line expenses. Above the table, there is a header row with the following columns: 'Code', 'Partner', 'Cost category', and 'Budgetline total'. The data row shows: 'WP1.HR.BEN.44359', 'BEN', 'HR', and '43.500,00 €'. Below this, there is a row of six icons with numbers 1 through 6, representing actions: 1. Add expense, 2. View expense, 3. Edit selected expense, 4. Duplicate expense, 5. Delete expense, 6. Move expenses to next report. The table below has the following columns: 'Date', 'Description', 'Type of document', 'Date of payment', 'Total without VAT(in currency)', 'Total(in currency)', and 'Total without VAT(Euro)'. The data row shows: '07/08/2020', 'Project manager', 'PAY', '10/08/2020', '15.526,98 €', '15.526,98 €', and '15.526,98 €'.

Code	Partner	Cost category	Budgetline total
WP1.HR.BEN.44359	BEN	HR	43.500,00 €

1	2	3	4	5	6	
Date	Description	Type of document	Date of payment	Total without VAT(in currency)	Total(in currency)	Total without VAT(Euro)
07/08/2020	Project manager	PAY	10/08/2020	15.526,98 €	15.526,98 €	15.526,98 €

1. Add expense
2. View expense
3. Edit selected expense
4. Duplicate expense (hint: useful with recurrent costs, like salaries)
5. Delete expense
6. Move expenses to next report

Adding expenses

Add Expense

Code	Partner	Cost category	Budgetline total
WP1.HR.BEN.44359			43.500,00 €

Identification of expenditure (reference to project accounting)

Document description

Salary

Date

28/02/2020

Number

02-2020

Type of document

Payslip

Document's holder

LB

Currency

EUR

Document's amount(in currency)

1000

Number(A)

1

Rate(B)

1000

VAT

No

Total(C=AxB)

1000

Total(Euro)

1000

Respect of 50%rule ⓘ

Amount spent by EU PP for activities in MPC

Identification of payment (reference to project accounting and reconciliation with bank sheets)

Date of payment

02/03/2020

Number of payment

1

Way of payment

Transfer

Amount of payment

1000

Notes

Cancel

Confirm

To add an expense, all fields must be filled in, except the 50% rule and the notes (see *confirm* button)

Adding expenses - error

Add Expense

Code	Partner	Cost category	Budgetline total
WP1.HR.BEN.44359			43.500,00 €

Identification of expenditure (reference to project accounting)

Document description

Salary

Date

28/02/2020

Number

02-2020

Type of document

Payslip

Document's holder

LB

Currency

EUR

Document's amount(in currency)

1000

Number(A)

1

Rate(B)

1000

VAT

No

Total(C=AxB)

1000

Total(Euro)

1000

Respect of 50%rule

Amount spent by EU PP for activities in MPC

Identification of payment (reference to project accounting and reconciliation with bank sheets)

Date of payment

02/03/2020

Number of payment

1

Way of payment

Transfer

Amount of payment

900

Notes

The amount must be greater than or equal to the total of the expenditure


Cancel



Confirm

Example of error in the amount transferred, due to the difference between the total salary and the related charges.

15

Adding expenses – error workaround

 Add Expense

Code	Partner	Cost category	Budgetline total
WP1.HR.BEN.44359			43.500,00 €

Identification of expenditure (reference to project accounting)

Document description: Salary
Date: 28/02/2020
Number: 02-2020
Type of document: Payslip

Document's holder: LB
Currency: EUR
Document's amount(in currency): 1000

Number(A): 1
Rate(B): 1000

VAT: No

Total(C=AxB): 1000
Total(Euro): 1000


Respect of 50%rule ⓘ

Amount spent by EU PP for activities in MPC

Identification of payment (reference to project accounting and reconciliation with bank sheets)

Date of payment: 02/03/2020
Number of payment: 1
Way of payment: Transfer
Amount of payment: 1000

Notes
The amount of transfer is 900 but total cost with social security is 1000



... use the notes field to provide justification, but match the amount you're reporting

Adding expenses – Currency other than Euro

Add Expense

Code	Partner	Cost category	Budgetline total
WP1.HR.BEN.44359	BEN	HR	43.500,00 €

Identification of expenditure (reference to project accounting)

Document description: Salary
Date: 28/02/2020
Number: 02-2020
Type of document: Payslip

Document's holder: PP01
Currency: JOD
Document's amount(in currency): 1000

Number(A): 1
Rate(B): 1000

VAT: No

Total(C=AxB): 1000
Total(Euro): 1190.48

Respect of 50% rule

Amount spent by EU PP for activities in MPC

Identification of payment (reference to project accounting and reconciliation with bank sheets)

Date of payment: 02/03/2020
Number of payment: 1
Way of payment: Transfer
Amount of payment: 1000



Notes

Cancel Confirm

The amount to be inserted is the amount mentioned on the document (2) with the same currency (1).

The conversion to Euro is calculated automatically (3) according to InforEuro, and locked only when submitted to the auditor.

Adding expenses... with VAT

Code	Partner	Cost category	Budgetline total
WP2.TR.BEN.828301			1.200,00 €

Identification of expenditure (reference to project accounting)

Document description 2 nights Hotel invoice	Date 02/03/2020	Number 02032020	Type of document Invoice
Document's holder BEN	Currency EUR	Document's amount(in currency) 220	
Number(A) 2	Rate(B) 100		
VAT Yes	VAT(%) 10	Amount VAT 20	
Total without VAT(in currency) 200	Total without VAT(Euro) 200	Total with VAT(in currency) 220	Total with VAT(Euro) 220
Date of travel 03/03/2020	N. of nights 2	Country Spain	

Respect of 50%rule ⓘ

Amount spent by EU PP for activities in MPC

Identification of payment (reference to project accounting and reconciliation with bank sheets)

Date of payment 02/03/2020	Number of payment 1	Way of payment credit card	Amount of payment 220
-------------------------------	------------------------	-------------------------------	--------------------------

Notes

Cancel Confirm

If you have expenditures with VAT, select “Yes” in the VAT field and the other fields will appear to allow introducing the percentage.

The amount will be calculated automatically.

Resubmit previous cuts (eligible for resubmission)

Project data

Documents

Reporting

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Checklist

Code

WP1.SS.PP2.91594

Partner

PP2

Cost category

SS

Budgetline total

10.500,00 €

The Lead Beneficiary / partner will see a red arrow under the locked expenses whenever the cut applied in the previous report is allowed to be resubmitted.







To reintroduce the expense, the Lead Beneficiary / partner needs to “**Clone**” the it (the **violet** icon).

Only expenses with red arrow are possible to reintroduce/clone

Resubmit previous cuts (eligible for resubmission)

Project data		Documents	Reporting
Info and summary			
Main findings			
Logical framework			
Potential risks			
WP implementation			
Expenses			
Deliverables			
Export			
Checklist			

Code	Partner	Cost category	Budgetline total
WP1.SS.PP2.91594	PP2	SS	10,500,00 €



Date	Description	Type of document	Date of payment	Total without VAT(in currency)	Total(in currency)	Total without VAT(Euro)	Total(Euro)
27/09/2021	Panagiotis Lypereas...	INV	27/09/2021	2,500,00 €	600,00 €	2,500,00 €	600,00 €
02/04/2021	Lypereas Panagiotis...	INV	29/04/2021	2,000,00 €	2,000,00 €	2,000,00 €	2,000,00 €
04/12/2020	Lypereas Panagiotis...	INV	22/12/2020	900,00 €	900,00 €	900,00 €	900,00 €
26/03/2020	Panagiotis Lypereas...	INV	27/03/2020	2,500,00 €	3,100,00 €	2,500,00 €	3,100,00 €

In drafting the 2nd IR and the following ones, the Lead Beneficiary / partner will get a new cost with the amount of the cut that was previously enabled by the MA Officer.

A red arrow is shown, in front of the concerned expense, to indicate the resubmitted expenditure.

Resubmit previous cuts (eligible for resubmission)

Edit Expense

Code	Partner	Cost category	Budgetline total
WP1.SS.PP2.91594	PP2	SS	10.500,00 €

Expense considered ineligible reported in the previous financial report

Resubmittable amount
600 EUR

Comment
The expense can be resubmitted provided that the partner cannot recover VAT

Identification of expenditure (reference to project accounting)

Document description Panagiotis Lymperas 20% prefinanc	Date 27/09/2021	Number 37	Type of document Invoice
Document's holder Panagiotis Lymperas	Currency EUR	Document's amount(in currency) 2500	
Number(A) 1	Rate(B) 600		
VAT Yes	VAT(%) (D) 24	Amount VAT 144	
Total without VAT(in currency) 600	Total without VAT(Euro) 600	Total with VAT(in currency) 744	Total with VAT(Euro) 744

Respect of 50%rule

Amount spent by EU FP for activities in MPC

Annotations:

- A red arrow points to the VAT dropdown menu.
- A red box highlights the 'Total without VAT(Euro)' field with the value 600.
- A red box highlights the 'Total with VAT(in currency)' field with the value 744, with a note: "The amount must be lower than or equal to the resubmittable amount".

When editing the expense, a clear indication of the re-submittable amount is shown, with the comments of the MA Officer that authorized the resubmission.

If the Lead Beneficiary / partner tries to increase the expense, an error message will be shown indicating that the amount shouldn't be more than what was allowed.

Moving expenses to next report

Project data | Documents | Reporting

Info and summary

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Export

Code	Partner	Cost category	Budgetline total
WP1.TR.PP2.101397	PP2	TR	700,00 €

+ - [Icons] Move expense to next report

Date	Description	Type of document	Date of payment	Total without VAT(in currency)	Total(in currency)	Total without VAT(Euro)	Total(Euro)
02/08/2021	Myself	INV	02/08/2021	700,00 €	700,00 €	700,00 €	700,00 €

The new function allows the Lead Beneficiary / partner to record expense and move it to the next report.

Adding the expense is the same...

Add Expense

Code	Partner	Cost category	Budgetline total
WP1.TR.PP2.101397	PP2	TR	700,00 €

Identification of expenditure (reference to project accounting)

Document description: Myself | Date: 02/08/2021 | Number: 123 | Type of document: Invoice

Document's holder: Myself | Currency: EUR | Document's amount(in currency): 700

Number(A): 1 | Rate(B): 700

VAT: No

Total(C=A*B): 700 | Total(Euro): 700

Date of travel: 02/08/2021 | N. of nights: 7 | Country: France

Respect of 50%rule

Amount spent by EU PP for activities in MPC


Identification of payment (reference to project accounting and reconciliation with bank sheets)

Date of payment: 02/08/2021 | Number of payment: 1 | Way of payment: credit card | Amount of payment: 700


Notes: The amount has not been yet transferred to the person

Cancel Confirm

Moving expenses to next report

 The expense will be reported in next financial report ×

The expense will be reported in next financial report

Document description	Date	Type of document	Date of payment
<input type="text" value="Myself"/>	<input type="text" value="02/08/2021"/>		<input type="text" value="02/08/2021"/>
Total without VAT(in currency)	Total(in currency)	Total with VAT(Euro)	Total(Euro)
<input type="text" value="700,00"/>	<input type="text" value="700,00"/>	<input type="text" value="700,00"/>	<input type="text" value="700,00"/>

Comment

Moving the expense needs just adding comment to indicate the reason

Project data

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Export

Code

WP1.TR.PP2.101397

Partner

PP2

Cost category

TR

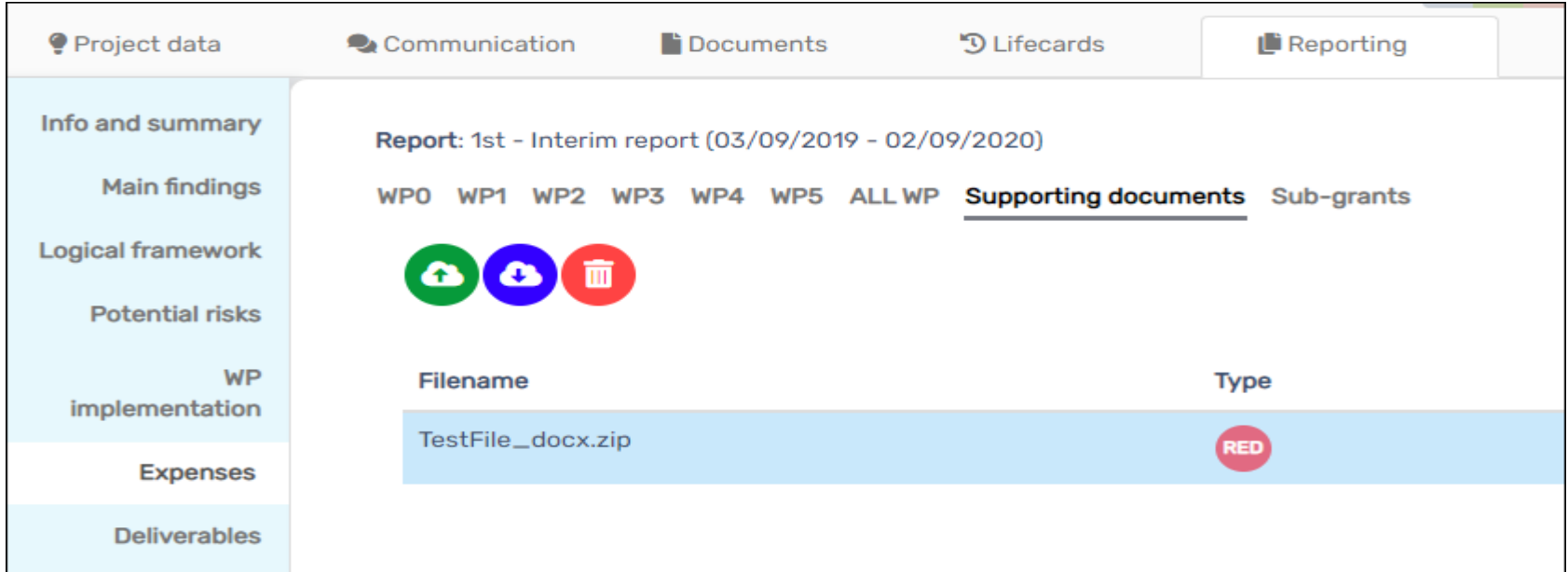
Budgetline total

700,00 €

Date	Description	Type of document	Date of payment	Total without VAT(in currency)	Total(in currency)	Total without VAT(Euro)	Total(Euro)
<div><div></div><div>02/08/2021</div></div>	Myself	INV	02/08/2021	700,00 €	700,00 €	700,00 €	700,00 €

The expense would be shown with a cart icon which indicates that the expense is for the next reporting period

Report editing/Expenses/Supporting documents



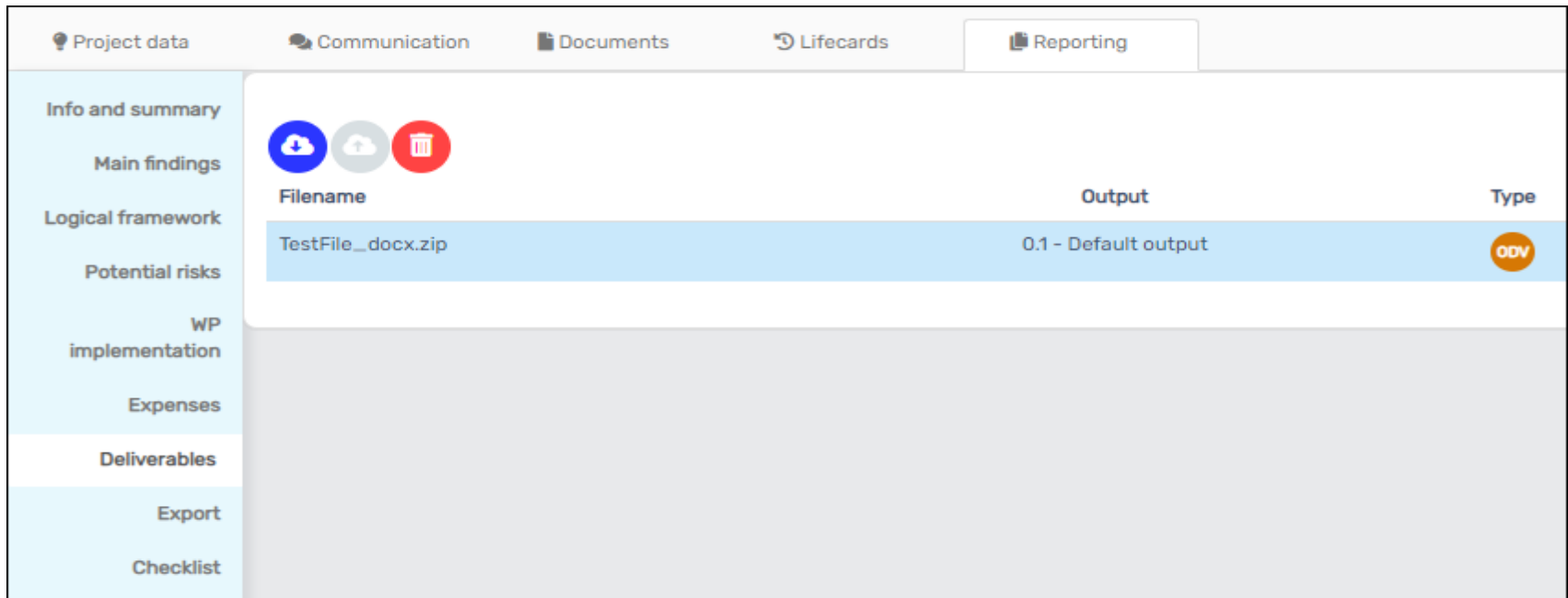
The screenshot shows a web interface for report editing. The top navigation bar includes 'Project data', 'Communication', 'Documents', 'Lifecards', and 'Reporting'. The left sidebar lists sections: 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', 'Expenses', and 'Deliverables'. The main content area is titled 'Report: 1st - Interim report (03/09/2019 - 02/09/2020)'. Below this, there are tabs for 'WP0', 'WP1', 'WP2', 'WP3', 'WP4', 'WP5', 'ALL WP', 'Supporting documents' (which is selected), and 'Sub-grants'. Under the 'Supporting documents' tab, there are three circular icons: a green one with an upload arrow, a blue one with a download arrow, and a red one with a delete trash icon. Below these icons is a table with two columns: 'Filename' and 'Type'. The table contains one entry: 'TestFile_.docx.zip' in the 'Filename' column and a red circle with the word 'RED' in the 'Type' column.

Filename	Type
TestFile_.docx.zip	RED

You can upload supporting documents in this section, then download or delete uploaded files. Hints and reminders:

1. Upload and delete buttons are active only before submitting the report to auditor
2. Maximum size per upload is 30 Mega byte
3. You may compress several files or a folder as one file to upload
4. Upload only required files detailed in Chapter 4, p.9 of PIM (available on <http://www.enicbcmmed.eu/projects/support-to-implementation>)

Report editing\Deliverables



You can upload your deliverables in this section, with same functions of other similar upload sections. Hints and reminders:

1. Upload limit is 30 Mega byte
2. Upload and delete functions are locked after submission to auditor
3. Your Communication Manager/Designer should provide you with light versions of the files for website publishing, it is what the JTS need, don't upload the heavy version designed for printing

Report editing /Deliverables/Upload

The screenshot shows a web interface titled "Upload Document" with a close button (X) in the top right corner. The main area is labeled "Select the output for document" and is divided into two sections: "Output selected" and "Output available".

Output selected: A dashed box containing a single green button labeled "3.1 - Thanks to literature...".

Output available: A dashed box containing a grid of blue buttons. The buttons are arranged in two columns and five rows:

Column 1	Column 2
0.1 - Default output	1.1 - Within M6, a detaile...
1.2 - A two-days kick-off ...	1.3 - The advisory board a...
2.1 - LP and partner will ...	2.2 - Using the Programme ...
2.3 - A press kit will inc...	2.4 - In order to wide spr...
2.5 - The citizens engagem...	2.6 - COMMON project will ...
3.2 - The citizens scienc...	4.1 - Legislative framewor...
4.2 - Developed during tra...	4.3 - Thanks to the involv...
5.1 - In each pilot area, ...	5.2 - COMMON project will ...
5.3 - In order to promote ...	

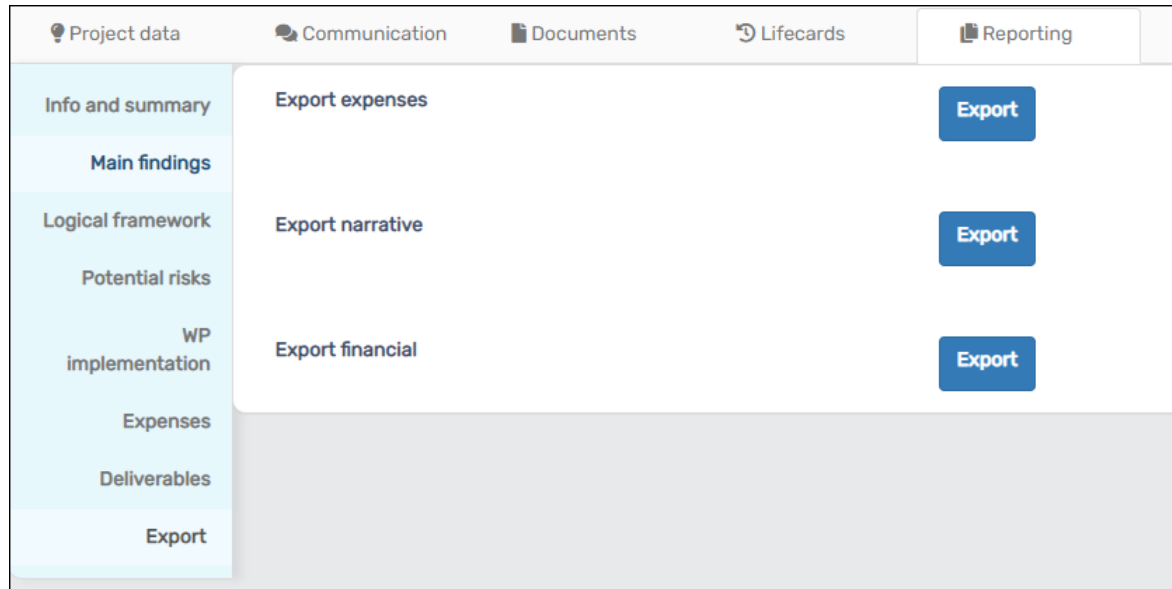
Below the "Output selected" section is a dashed box with the text "Choose a file or drag it here".

At the bottom, there is a file name "TestFile_.docx.zip" next to a "Cancella" button. Below this are two buttons: "Cancel" and "Confirm".

To upload deliverables, you need to select one of the available deliverables first (blue ones) then drag & drop it in the designated selection area (shown green).

Hint: the expected format is *.pdf. If you would like to upload another format or several compressed files, click on the rectangle "Choose file or drag it here" to select it.

And ... last but not least.. export your report!



You can export the narrative report in *.doc version anytime, the list of expenditures and the financial table in *.xls format

The **financial table** includes budget per WP, cost category, PP.. Etc. while the **expenditures table** includes all expenses in each budget line

Hint: you can use this document during adjustments, when the project is locked from editing, so that you work offline then just copy/paste in the MIS, or anytime you need to do so, but remember that **the version of the MIS is the official one and needs to be up to date.**

THANK YOU

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