

CBC 2014-2020
SOUTH-EAST FINLAND - RUSSIA

PROMAS

Programme Management System

Technical user manual for project management

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1. Introduction

PROMAS (Programme Management System), is a tailored web based application software published at <https://www.promascbc.fi>. It is developed for planning and submitting applications, payment requests, change requests and project reports. The majority of requests for additional information are also processed by using the system. The Managing Authority and its Branch Office use the system to perform checks and evaluation on applications and to monitor funded projects. Other stakeholders, like the members of the committees, experts and auditors use the system for quality assessments, as a source of information for selecting funded projects and for the verifications of the programme and project implementation.

Key principles for using the PROMAS

- Registration to the system as a user for the South-East Finland – Russia CBC Programme is possible from 30 January 2017 onwards until the MA announces the closure of the Programme’s application period.
- Registration is done by providing an email address that is used for submitting automatically generated username (KS + four digits) and initial password.
- Username is application-specific and, in case the proposal is awarded a grant, the username shall apply as the project’s PROMAS id.
- The lead partner is responsible for the content of the information presented in the application and reports.
- The lead partner can create and manage partner rights by maintaining read or read/write rights.
- All the forms in the system may be filled in during several sessions.
- All information must be filled in in English (the name of the lead partner is also required in the original language of the organization).
- Pay attention to the Annexes section, where all mandatory annexes must be downloaded before the submission of any report or payment request.

1.1 Privacy Policy

The purpose of the GDPR is **to protect the privacy and personal information.**

Data security and confidential processing of any personal data has already been a built-in feature in all of our data systems, registers, archives and the ways of working. The published Privacy Policy is to clarify how, where, by whom and according to which agreements and regulations the registers, which are composed during the programme period, are gathered, processed and archived.

Privacy Policy complying with the General Data Protection Regulation (GDPR 2016/679) is published and available

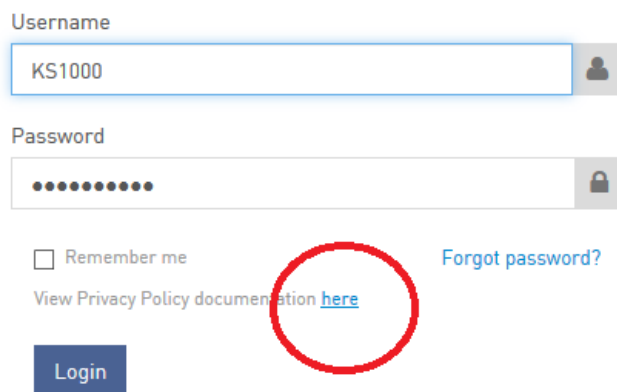
on the programme website:

<https://www.sefrcbc.fi/wp-content/uploads/sites/6/2017/02/PROMAS-Privacy-Policy.pdf>

in the PROMAS system:

<https://www.promascbc.fi/ProgrammeList/PrivacyPolicy/0>

Login



Username

KS1000

Password

••••••••

☐ Remember me

[View Privacy Policy documentation here](#)

[Forgot password?](#)

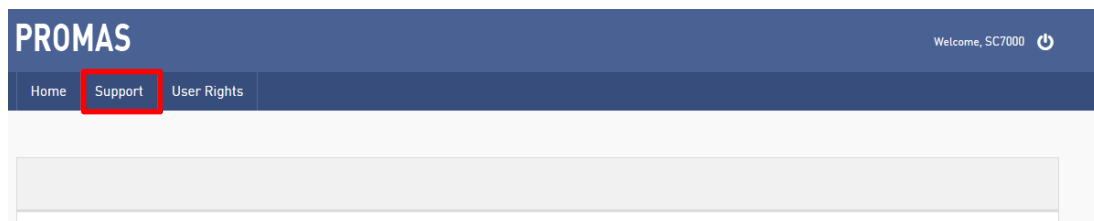
Login

First level user support

First level user-support for all target groups is Managing Authority according to contacts via official@sefrcbc.fi or by telephone **+358 40 667 3958** / IT & Project Analyst during the office hours. MA's administrator user shall analyse all contacts and solve the problems as first level solutions, or forward issues for more technical troubleshooting to the system provider.

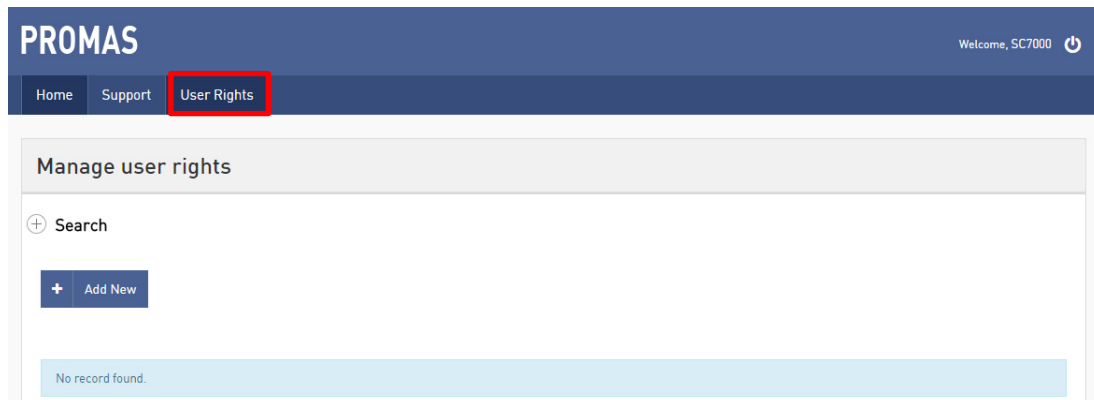
2. Support

When entering to the Project Home-page, main navigation bar is visible. By selecting **Support**, following information will be available with the direct links to Programmes' websites: *Programme-specific instructions for using PROMAS as well as guidelines for Calls for Proposals and Programme Manuals are available at the Programmes' websites.*



3. User rights

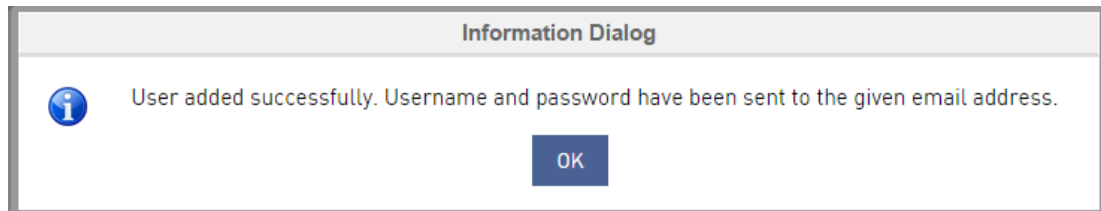
To create and manage user rights select **User rights** in the main navigation bar.



The lead partner can create and manage other partner rights by giving following information:

- Name of the partner
 - Email of the partner
- Access rights:
- Read: partner has only reading rights
 - Write and read: partner has the same access rights as the lead partner

After successful creation following information is shown:

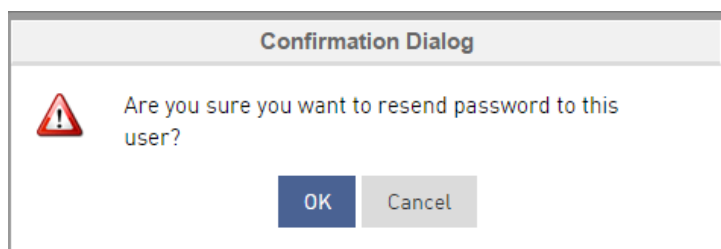


Following information and functionalities are available in the manage user rights page:

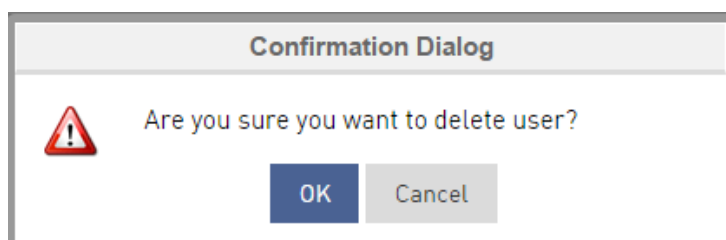
- Add New partner
- Delete selected users
- Name of the partner
- Username
- Email

Forgotten password?

In case partner forgets the password, the lead partner can resend the password via this functionality. System will ask to confirm the resending. New password must be given when resent has been done.



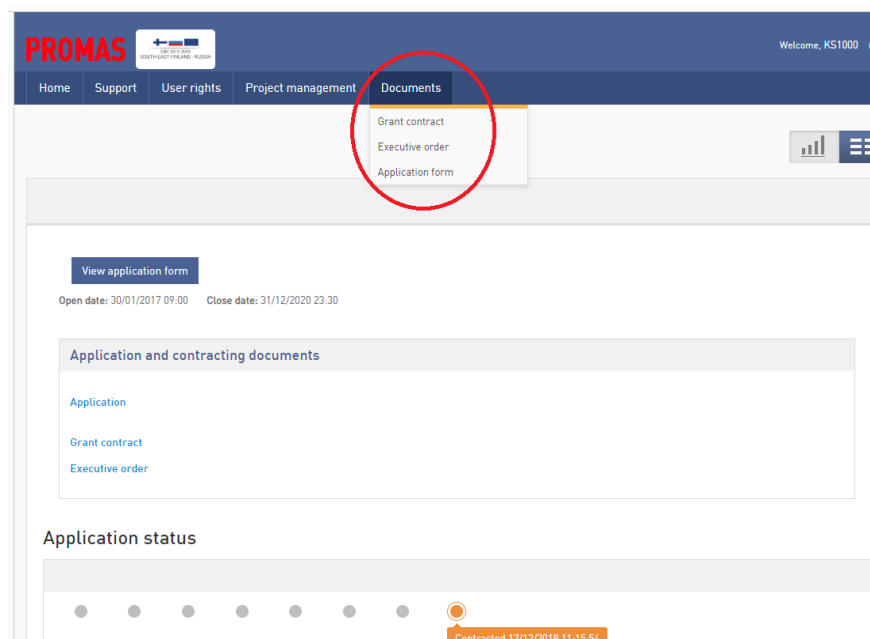
- Edit partner name or access rights (write & read or read)
- Delete partner. System will ask to confirm user deletion.



4. Project Home-page

In the Project Home-page following functions are available:

- Direct link to application
- Links to project documents
- On the right, a switch button to change the homepage view to see direct links to the current actions of the project



5. Grant Contract

Different statuses related to the Grant Contract negotiation process are:

Reopened (negotiation)	• The project is approved for funding and MA has re-opened the application form for further clarification.
Negotiation concluded	• All conditions for the grant are met and the project is forwarded to the contracting.
Cancelled	• Conditions for the grant has not been met and the grant is cancelled.
Contracted	• The application is contracted and the features for the project implementation are available at the PROMAS.

An e-mail notification is sent to lead partner, when the further clarifications are requested to proceed with the Grant Contract negotiations:

Your application has been reopened for clarifications. Provide the requested information and submit the application again within the given deadline.

Description

Request for clarification

Date : 02/01/2017

Basic Information

Name of the project : Name of the project * KO06-01

Project ID : KO6001

Name of the lead partner : Full legal name of the Lead Partner in English *

[Click here to Login](#)

[Promas homepage](#)

The application status is reopened for the requested modifications.

Fill application form

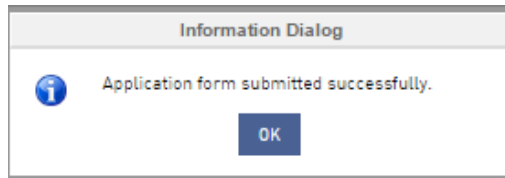
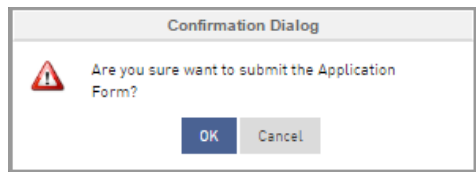
Open date: 30/01/2017 09:00 Close date: 31/12/2020 23:30

Application status

Progress bar showing three steps. The third step is active and highlighted with an orange circle and a tooltip: Reopened 29/03/2018 08:28:25

Modify your application and annexes as instructed in **Promas manual for applicants** available on the programme web-site <https://www.sefrcbc.fi/projects/>

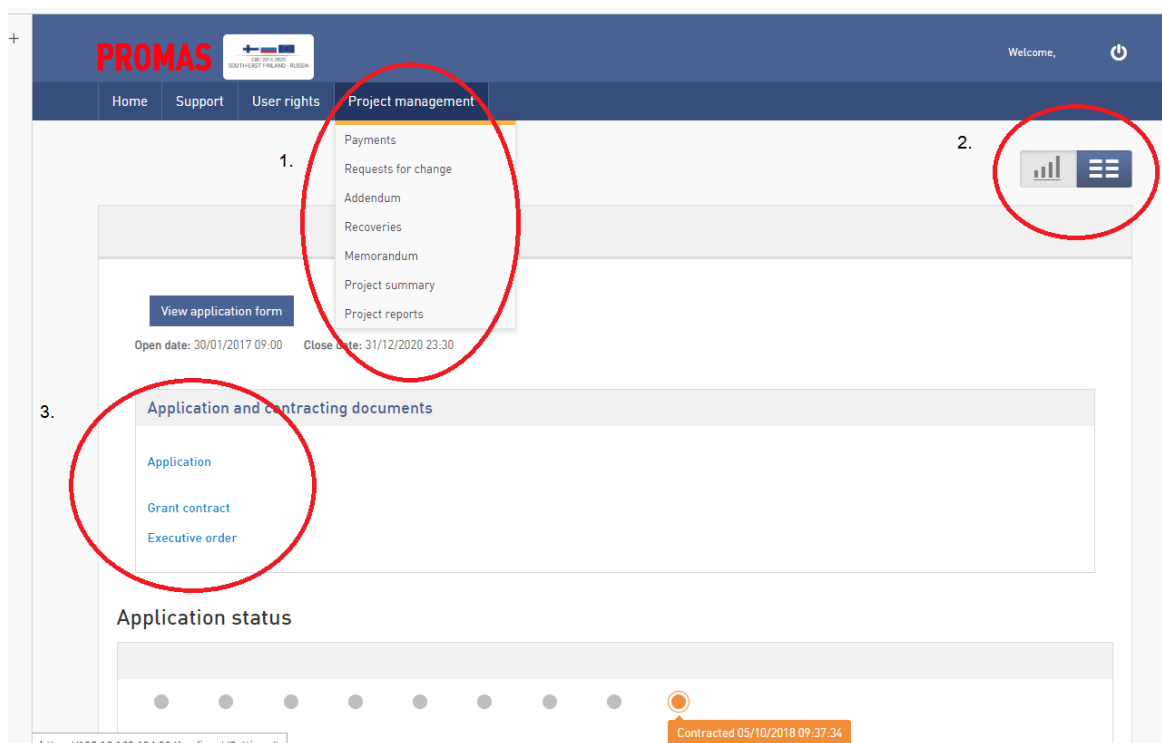
Re-Submit the application and the status changes back to Submitted.



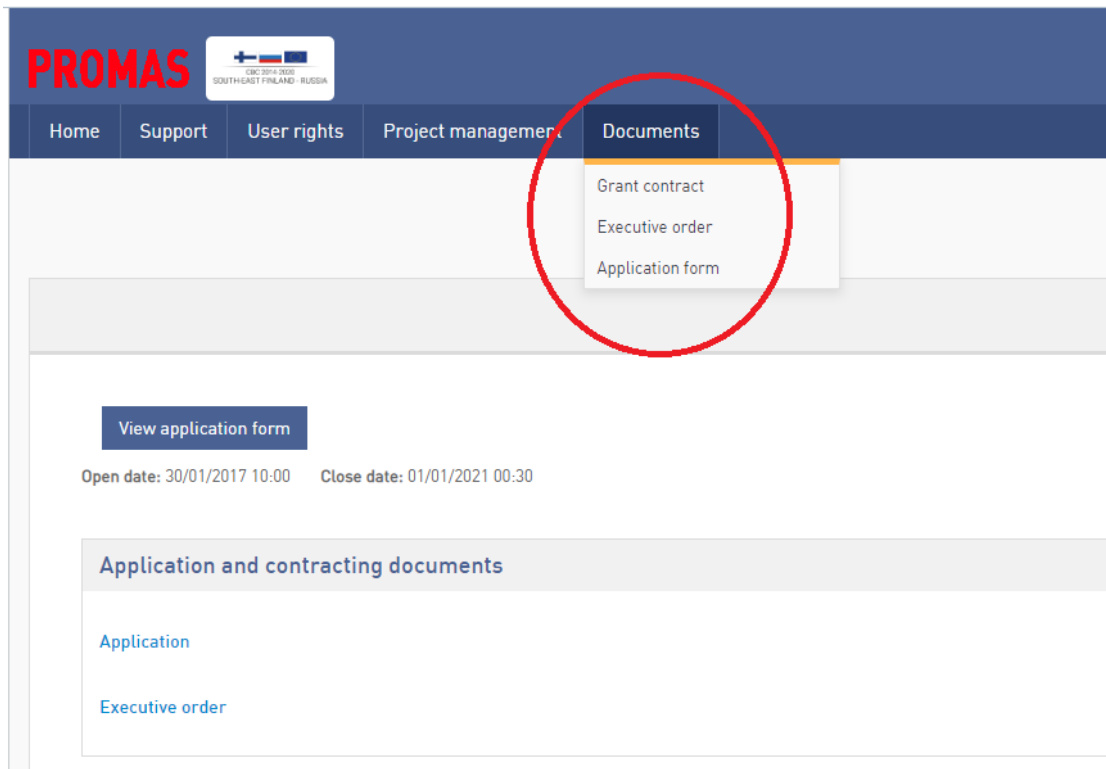
Grant Contract negotiation process ends when the Managing Authority receive the signed copies of the contract, and record it in the system. The application status change to Contracted and contract becomes visible also for the lead partner in the PROMAS Project Home-page.

6. Document library

The lead partner may view and download central documents in connection to applying for funding and implementing a project, after they have been recorded in the system.



1. Project Management contains links to the further project management functionalities:
 - *Payments, Requests for change, Addendum, Recoveries, Memorandum, Project summary and Project reports. These functionalities are described in this manual in their own chapters.*
2. Selection to change home page view from Application details view to Project Management Dashboard.
3. Link to documents. This section contains following links:
 - Grant Contract
 - Application
 - Executive Order



7. Payments

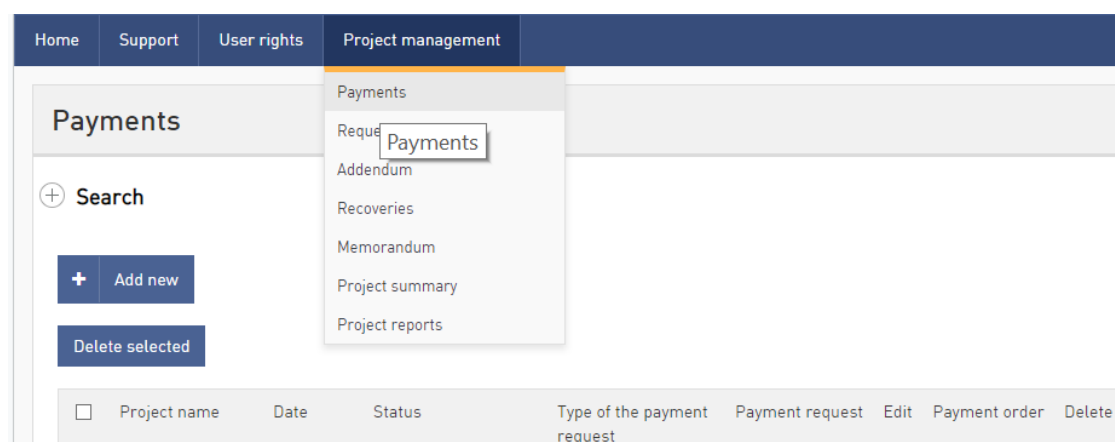
7.1 Payment request

During the project life cycle, the lead partner may request following payments in PROMAS:

- First pre-financing payment
- Interim payment
- Final payment

Lead Partner must supplement the payment request with corresponding reports that are specified in the Programme Manual.

Choose Project management > Payments. Choose Add new on the left.



Add payment request page contains following information and input fields for the lead partner to be filled for the payment request.

Fill in the requested information and select the type of the payment

- Type of the payment request {First pre- financing payment, Interim payment, Final payment} Mandatory
- Start date of the reporting period. Calendar selection. Mandatory Not available with First pre-financing payment
- End date of the reporting period. Calendar selection. Mandatory Not available with First pre-financing payment
- Requested amount.
- Verified expenditure. The amount of project expenditure verified by auditor(s) Not available with First pre-financing payment

Provide and fill in all the details requested in the payment request form:

Payment request

- Contact persons and their contact info for the account and action
- IBAN number
- Account number (non IBAN)
- BIC/SWIFT code
- Additional information input field

Fill in the signature information and Upload required annexes.

Attachments

Attachment file

Browse

Upload

Cancel

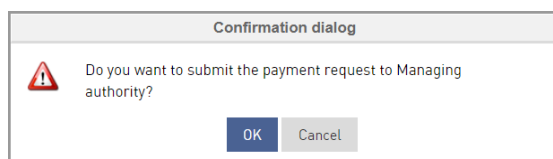
File Name

OK.docx

To upload annexes, save first the payment request with “Save & Stay”.

System confirms successful save of information > press OK

Proceed by selecting **Submit** to send the payment request to the Managing Authority.



System confirms successful save of information > press OK

To review the payment requests, select Project management > Payments and select View icon.

HomeSupportUser rightsProject management

Payments

Search

Date

Type of the payment request

Payment request status

+

 Add new

Delete selected

Project name

Date

Status

Type of the payment request

Payment request

Edit

Payment order

Delete

Date	Status	Type of the payment request	Payment request	Edit	Payment order
10/10/2018	Approved	First pre-financing payment			
19/10/2018	Submitted	First pre-financing payment			

7.2 Payment order

Payment orders are available in the same menu, after being processed by the Managing Authority. The Payment orders are also delivered to the lead partner in paper copies.

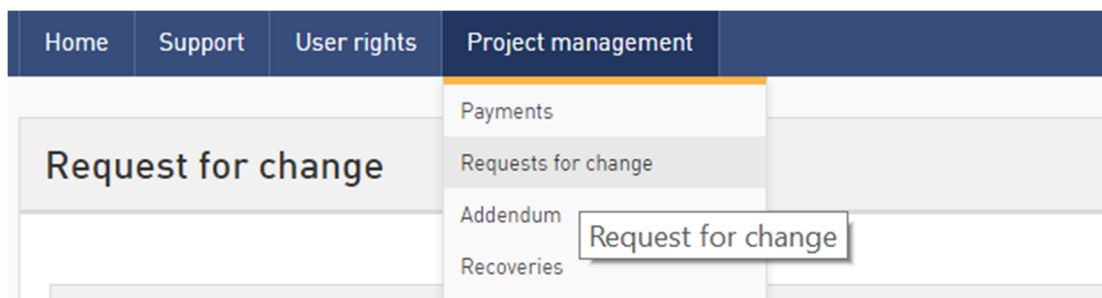
Funded by the European Union, the Russian Federation and the Republic of Finland.

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8. Request for change

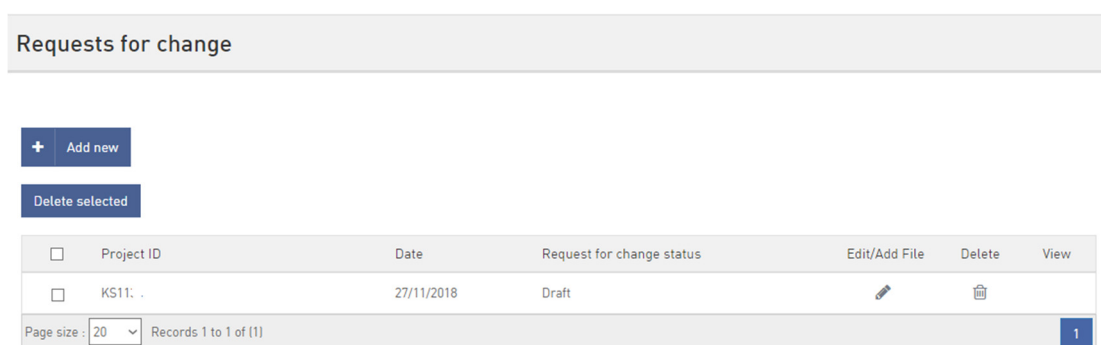
8.1 Change requests

From the menu bar select Project Management > Requests for change.
(In case there is no previous requests for change done, result view is empty.)



In the Requests for change result view, the details are displayed as follows:

- Project ID
- Submission date
- Change request status (Draft, Submitted, Rejected, Approved)
- Edit with status Draft
- Delete with status Draft
- View (with status: Draft, Submitted, Approved, Rejected)
-



Click Add new button to create a new Request for change with following view

Basic information

- Name of the lead partner
- Name of the project
- Project ID
- Priority
- Implementation period of the project

Following information to specify the change(s) in question

- Date
- Change; Activities, Budget, Implementation Period, Others, Partners
- Proposed change
- Grounds for the change
- Budget impacts
- Organization
- Name
- Position

NOTE: The text input fields have a limit of 4000 characters; description field has a limit of 12000 characters

Upload relevant attachments to the request for change and Submit by pressing OK.

After the Managing Authority has recorded the decision for the Request for change, it is also visible for the lead partner with the following information:


- Decision made by
- Decision: Approved or Rejected
- Grounds
- Contract addendum to be made: Yes or No (*)
- Date

Attach attachments to the request for change.

Submit the change request for Managing Authority to review and approve.

Decision of the authority for the request for change can be seen from the change request status.

Click View icon for the request that you want to view.

Requests for change						
<div><div><div></div><div>Add new</div></div><div>Delete selected</div></div>						
<input type="checkbox"/>	Project ID	Date	Request for change status	Edit/Add File	Delete	View
<input type="checkbox"/>	KS1006	11/06/2019	Approved			

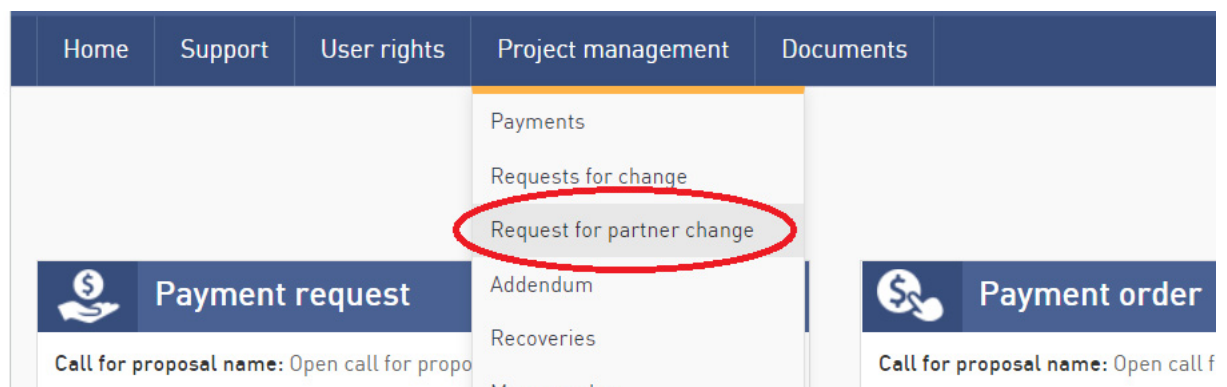
Decision of the authority is visible from the Decision section:

- Decision made by
- Decision: Approved or Rejected
- Grounds
- Contract addendum to be made: Yes or No
- Date

8.2 Partner change requests

In Partner management functionality you can make requests for adding new partner or inactivating existing partner. Before using this transaction, always consult your project coordinator beforehand.

Choose Project management – Request for partner change



A request for partner change page is opened. In case there are no previous requests for change, the result view is empty

To Add a new partner select + Add new and fill in the required information and upload the necessary annexes

Request for partner change

+

Add new

To add a new partner, click Add new.

-

Remove

To remove an existing partner, click remove button.

To save or submit the change request, navigate to the bottom of the page. Pressing save, saves the form, but you can still come back to edit the form. Pressing submit, the change request is sent to Managing Authority for approval.

Requested by

Organization

Lead Partner LTD

Name

Ivan Ivanov

Position

Project manager

Annexes

Attachment file

C:\fakepath\Vahvistus_ia_kuitti.jpg

Browse

Upload

Reset

File name

Download

Delete

No files uploaded.

✓

Save

📎

Submit

Cancel

To Remove an existing partner, select - Remove and fill in the required details and upload the necessary annexes.

Request for partner change

+

Add new



To add a new partner, click Add new.

-


Remove

To remove an existing partner, click remove button.


When a change request is saved, it remains editable in Request for partner change list. Request status “draft” and partner status “inactive”

Testing Partner management LTD	Finland	Draft	Partner	Inactive		
--------------------------------	---------	-------	---------	----------	---	---

After submitting the change request for approval, the status changes from “draft” to “submitted”. Partner status stays “inactive” while waiting for MA to approve the change.

Testing Partner management LTD	Finland	Submitted	Partner	Inactive	
--------------------------------	---------	-----------	---------	----------	---

After the change request is processed by the MA the status of the Partner change request changes either approved or rejected, and partner status changes active when the change is approved.

Testing Partner management LTD	Finland	Approved	Partner	Active	
--------------------------------	---------	----------	---------	--------	---

When approved the status of the new partner changes to “active” and you are able to maintain partner info in project summary, and add activities and roles to the partner in the workplan of the project reports.

When a request to remove an existing partner is approved, partner info is not deleted, all the inactive partners data stays in the system. The partner status changes to inactive and no any new activities to the inactive partner can be added.

In the project summary inactive, removed partners are shown grey, and the new and active partners normally, with editable contact details.

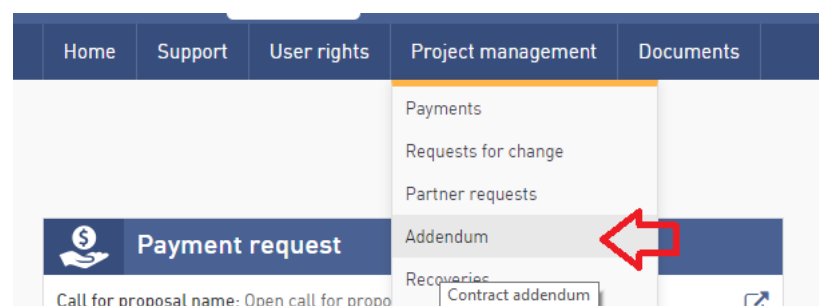
National institute of Climate research	Partner	Matti Meikäläinen	Executive director	pormastesti@sefrcbc.fi
National Meteorological Institute	Partner	Ivan Ivanov	Project manager	pormastesti@sefrcbc.fi
Testing Partner management LTD	Partner	Ivan Ivanov	Executive director	ivan.ivanov@domain.ru

8.3 Contract Addendum




(*) According to handling of Request for change, the Managing Authority will evaluate the need for Addendum for the Grant Contract. In cases where required,

the lead partner is informed accordingly, and the procedure following the principles of signing the Grant Contract is instructed.

Go to Project management -> Addendums



Select the addendum to view by clicking the view functionality icon.

Addendums	
Date	View
19/06/2019	
19/06/2019	
19/06/2019	
Page size : 20 Records 1 to 3 of (3)	
1	

View opens the grant contract view, navigate to the addendum page on the right and click addendum tab to view the contents of the addendum.

Grant contract basics	Article 1	Article 2	Article 3	Article 4	Article 5	Article 6	Article 7	Article 8	Signature	Addendum
-----------------------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	----------

Upload Document

Change request number

CR000110

Change

Activities

Proposed change

Work package no: 1, activity raising awareness event has to be transferred later and included to work package no: 3 and to be held also in Finland, instead of original plan to have the event only in Russia

Grounds for the change

Changed requirements, see annex 1

Budget impacts

Minor impacts no more than 1500€ on travel

Requested by

Organization

Lead Partner LTD

Name

Matti Meikäläinen

Position

Project Manager

Addendum

8.4 Recovery (to be available later)

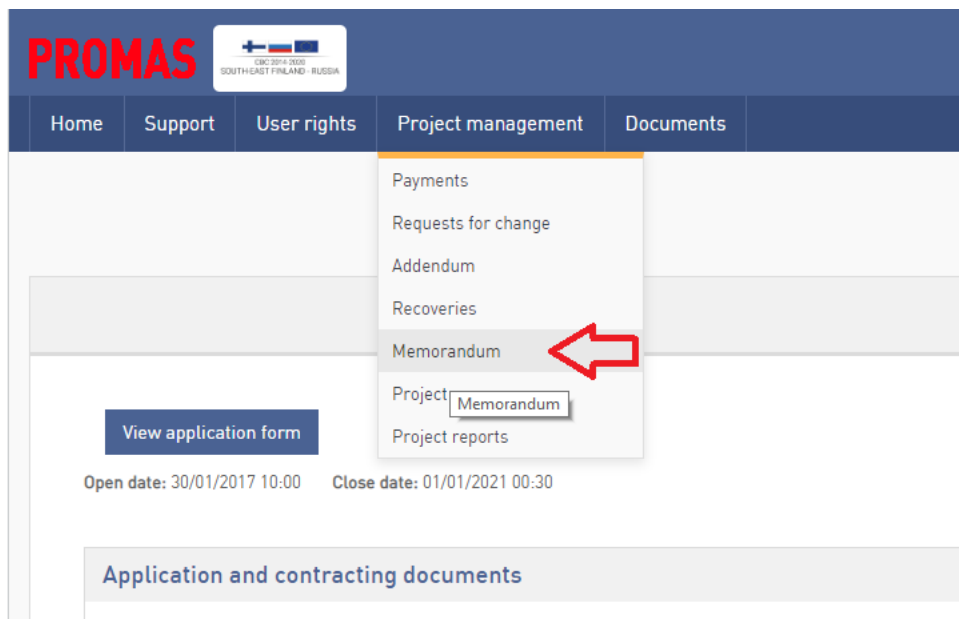
According to handling of Final report, the Managing Authority will evaluate the need for Recoveries of the payments. When apply, the lead partner is informed accordingly, and the procedure is instructed.

Further details available in May 2020.


8.5 Memorandum

Memorandum function is available for recording any relevant information relating to the project implementation and agreed between the lead partner and the Managing Authority. Documents uploaded by the Managing Authority are also visible for the lead partner.

Go to Project management -> Memorandum



Select the memorandum to view by clicking the icon

Memorandums		
Name of the memorandum ▾	Date	View
Topi's change	01/04/2019	
Page size: 20 ▾ Records 1 to 1 of (1)		1

Following information is displayed.

Project Basic Information:

- Name of the lead partner
- Name of the project
- Project ID and Priority
- Implementation period of the project

Memorandum details:

- Issue
- Description
- Name of the authority
- Date

Press Close pushbutton to get back to Memorandum main page.

9. Project summary

In the Manage project summary, the project information may be viewed:

- Project ID
- Start and end dates of the project
- Extended end date (in case the project duration is prolonged)
- Grant amount and the total costs of the project

Manage project summary

Project information Managing authority Partners Personnel list Purchases

Project information

Project ID	KS1000
Start date of the project	02/12/2019
End date of the project	30/11/2022
Extended end date	
Grant	1 000 000 €
Total costs of the project	1 300 000 €

» Next

Application status details

Status ☒ Ongoing ☐ Terminated ☐ Finalised

and may be maintained:

- Contact info for the project partners and their auditors
- Project personnel list
- Purchases information

9.1 Partner and auditor information

In Partners view, the lead partner maintain partners contact and auditor information.


Click Edit sign in the view. Contact information view is opened in partners tab.

Manage project summary

Project information Managing authority **Partners** Personnelist Purchases



Partners

Provide contact and auditor information for each partner.

Name	Type	Contact person	Position	Email	Auditor	Edit
Puolangan sienestäjät ry	Lead Partner	Sieni Jaakko	Sohvaperuna	email@email.com	Pottumaa	

Page size: 20 Records 1 to 1 of (1)

Previous Next

National institute of Climate research	Partner	Matti Meikalainen	Executive director	pormastesti@sefrcbc.fi	
National Meteorological Institute	Partner	Ivan Ivanov	Project manager	pormastesti@sefrcbc.fi	
Testing Partner management LTD	Partner	Ivan Ivanov	Executive director	ivan.ivanov@domain.ru	

Page size: 20 Records 1 to 4 of (4)

Contact information

Name University of Attractive and Clean Environment

Type Lead Partner

Contact person Maija Meikalainen

Position Project manager

Telephone number +35812345678

Email pormastesti@sefrcbc.fi

Address Kauppakatu 40
FIN-53100 LAPPEENRANTA

Auditing company Auditors International LTD

Contact information of the auditor audit.authority@pormastesti.fi
+35812345678
Kauppakatu 40

Save Cancel

Press Save button to save the done changes and updates. System informs that information has been updated successfully. Press OK.

9.2 Personnel list

Employees working for the project must be listed in the Personnel list.

Press Add new and provide required information.

Project information Managing authority Partners **Personnel list** Purchases

Personnel list

+ Add new

List all the employees of the project

Provide the following information:

- Name
- Organization
- Position
- Tasks in the project
- Start date in the project
- End date in the project
- Allocation: select Full-time or Part –time

Press Add pushbutton.

9.3 Purchases list

Purchases of the project must be listed in the Purchases.

Press Add new purchase and provide required information.

Provide the following details:

- Item
- Purchaser
- Supplier
- Value in original currency
- Date
- Method of tender

Press Add pushbutton.

System confirms successful save of information > press OK

Item ▲	Value in original currency	Date	View	Edit
HP GX360 Laptop	1500	28/06/2019		

Page size : Records 1 to 1 of (1)

Purchases

Item

Purchaser

Supplier

Value in original currency

Date

Method of tender

Upload necessary attachments in Annexes functionality.

Annexes

Attachment file * Recommended maximum size is 15 Mb per file.

Annexes:

File name	Download	Delete
order_301117.pdf		

Added purchase item is visible in the purchase list:

Manage project summary

Project information

Managing authority

Partners

Personnel list

Purchases

Add new purchase

Item ▲	Value in original currency	Date	View	Edit	Delete
HP X360 GII laptop	1246,00 €	13/12/2018			

Page size : Records 1 to 1 of (1)

Previous

10. Project reports

During the project life cycle, lead partner is required to provide following reports via PROMAS to the Managing Authority:

- Project update
- Interim report
- Final report

Choose Project management - Project reports. Manage project reports page is opened and it contains following information

- Report type (Project update, Interim report, Final report)
- Start date of the reporting period
- End date of the reporting period
- Status (Draft, Submitted, Reopened, Approved)
- Submitted date
- Support function buttons (View with statuses, Submitted & Approved, Edit with statuses Draft & Reopened, Delete with statuses Draft & Reopened)

Home Support User rights Project management

Manage project reports

☐ Project update ☐ Final report ☐ Interim report

[+ Add new](#)

[Delete selected](#)

<input type="checkbox"/>	Report type	Start date of the reporting period	End date of the reporting period	Status	Submitted date	View	Edit	Delete
<input type="checkbox"/>	Project update	21/09/2017	21/09/2017	Pending				

Page size: 20 Records 1 to 1 of (1)

10.1 Project update report

Select Project update from the manage project reports view and press Add new.

Project update

Print PDF

Back

Basic information

Project progress

Annexes

Basic information

Name of the lead partner

University of Attractive and Clean Environme

Name of the project

Project for Attractive and Clean Environmen

Project ID

KS1000

Partners

National institute of Climate research

National Meteorological Institute

Testing Partner management LTD

Start date of the project

10/09/2019

End date of the project

12/01/2022

Start date of the reporting period

10/09/2019

End date of the reporting period

01/02/2020

»

Save & Next

Project update is divided into three tabs:

- Basic Information
- Project progress
- Annexes

In the Basic information view, partner and project details are reviewed as the default from the Grant Contract. Check the correctness of the information and provide the following information:

- Start date of the project
- End date of the project
- Start and end dates of the reporting period

Save the updates and move to the next tab by pressing Save & Next pushbutton.

In Project progress view, provide the following information:

- Progress of the implemented activities in relation to all project activities (%):
- Level of incurred expenditure in relation to the total budget (%):
- Has the project been able to follow the indicative work plan? If no, explain why?
- Is there need to change the work plan? If yes, describe the needed changes.
- Description of the progress of the project

NOTE: The text input fields have a limit of 4000 characters; description field has a limit of 12000 characters

Save the updates and move to the next tab by pressing Save & Next pushbutton.

Upload the needed annexes and Save as a draft to continue editing later or submit when completed.

System confirms successful save of information > press OK


Project update
Comments
Print PDF
Back

Basic information
Project progress
Annexes

Annexes

Upload and name the annexes

Annexes

Annexes:	File name	Description	Download
	Beslut 2836-rastojahre-4.pdf	Map of the project construction sites	

Contact information

Filled in by	Pelle Peleoton
Date	10/02/2020
Name of the contact person	Ivan Ivanov
Email	ivan.ivanov@promastest.ru
Telephone	12345678

The Managing Authority may require further clarification and/or additional information to the Project update report by re-opening the report and informing the lead partner of the required modifications. The system sends an e-mail notification of the change of status.

Basic Information

Name of the project	: Project for Attractive and Clean Environment
Project ID	: KS1000
Name of the lead partner	: University of Attractive and Clean Environment

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[Promas homepage](#)

This is an automatically generated email, please do not reply.

In the Manage project reports, status of the Project update has changed to re-opened and it is editable for the lead partner.

Manage project reports

☐ Project update
 ☐ Final report
 ☐ Interim report

+ Add new

Delete selected

<input type="checkbox"/>	Report type	Start date of the reporting period	End date of the reporting period	Status ▾	Submitted date	View	Edit	Delete
<input type="checkbox"/>	Interim report	22/09/2017	28/09/2017	Submitted	22/09/2017	Q		
<input type="checkbox"/>	Project update	23/11/2017	27/11/2017	Re Opened	22/11/2017			

After providing the requested information and clarifications re-submit the Project update report.

System ask confirmation of successful save of information > press OK

When Project update report is approved by the Managing Authority the report is shown in status Approved in the project reports list.

Project update	11/09/2018	31/10/2018	Approved	16/11/2018	Q
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10.2 Interim report

Select Interim report from the Project management reports view and press the Add New pushbutton

Home Support User rights Project management Documents

Manage project reports

☐ Project update
 ☐ Final report
 ☒ Interim report

+ Add new

Delete selected

Fill the dates in the bottom of the basic information page

- The text input fields have a limit of 4000 characters
- Click an activity in work plan section to open and edit the activity info

10.2.3 Indicators

- Provide cumulative information of realized indicators.

10.2.4 Communication and visibility

- Describe implementation of the communication and visibility activities, reached target groups and completed outputs and results, if any. List published material and links to project related sources.
- The text input field has a limit of 12000 characters

10.2.5 Upload necessary annexes

10.2.6 Signature

- Fill in the Signature info, Submit the Interim report, Print the report and send a signed paper copy to Managing authority

In case the Managing Authority require further clarifications or more information to the report, an e-mail notification is sent from the system:

From: Noreply [mailto:noreply@navidium.com]
Sent: Tuesday, 5 November 2019 9.03
To: Promastesting <promastesti@sefrcbc.fi>
Cc:
Subject: Interim report reopened

The Managing Authority has reopened your interim report for corrections.

|

Basic Information

Name of the project	: Test project for green technology
Project ID	: KS1000
Name of the lead partner	: Lead Partner LTD

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[Promas homepage](#)

This is an automatically generated email, please do not reply.

In Project management – Project reports view the status of the report has changed from submitted to reopened and the report is editable again.

Report type	Start date of the reporting period	End date of the reporting period	Status	Submitted date	View	Edit	Delete
Interim report	03/12/2017	19/08/2020	Reopened	05/11/2019	🔍	✎	
Project update	01/11/2018	31/03/2019	Approved	28/03/2019	🔍		

After providing the requested clarifications and additional information, submit the report and if required, print out and send the signed paper copy to Managing authority.

When Managing authority has processed the report and approved, the status of the project in Project management – Project report view changes to approved.

10.3 Final report

Select Final report from the Project management reports view and press the Add New pushbutton.

Report type	Start date of the reporting period	End date of the reporting period	Status	Submitted date	View	Edit	Delete
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Fill the dates in the bottom of the basic information page

Start date of the project	20/01/2019
End date of the project	19/01/2022

Navigate through all the pages with Save & Next pushbutton and report the following:

10.3.1 Activities

- Describe the status of the activities at the end of project.
- Describe the changes made to the work plan, and reasons to the changes, during the implementation of the project.
- Assess the functionality of the original work plan (activities, schedule and responsibilities) in reaching the objectives of the project

10.3.2 Indicators

- Report the realized Thematic and project specific indicators at the end of the project

10.3.3 Results

- Describe the results of the project
- Were the objectives described in the logical framework met? If not, why?
- Were the objectives relevant? If not, why?
- How did the project contribute to the cross-cutting issues of the programme?

10.3.4 Impact

- How and by whom will the project's main outputs be further utilized once the project has been finalized?
- How will the sustainability of the expected results be maintained financially and operationally?
- Describe the expected impact of the project within next five years.

10.3.5 Monitoring and evaluation

- Describe the monitoring and evaluation arrangements; how the project implementation and achieving of the results were monitored and evaluated?

10.3.6 Environmental impact

- Does the project have any negative or positive environmental impact? Analyze the environmental impact, if any.

10.3.7 Communication and visibility

- Describe the communication and visibility channels, tactics and tools that were used in the project.
- Describe the impact of the communication and visibility activities.
- Summary of the project including objectives, main activities and achievements of the project. The summary will be published by the Managing Authority.

10.3.8 Assessment of project administration

- Assess the project management (reporting, internal communication, division of the tasks).
- Assess the financial management of the project.
- Assess the cooperation between the partners.
- Lessons learnt

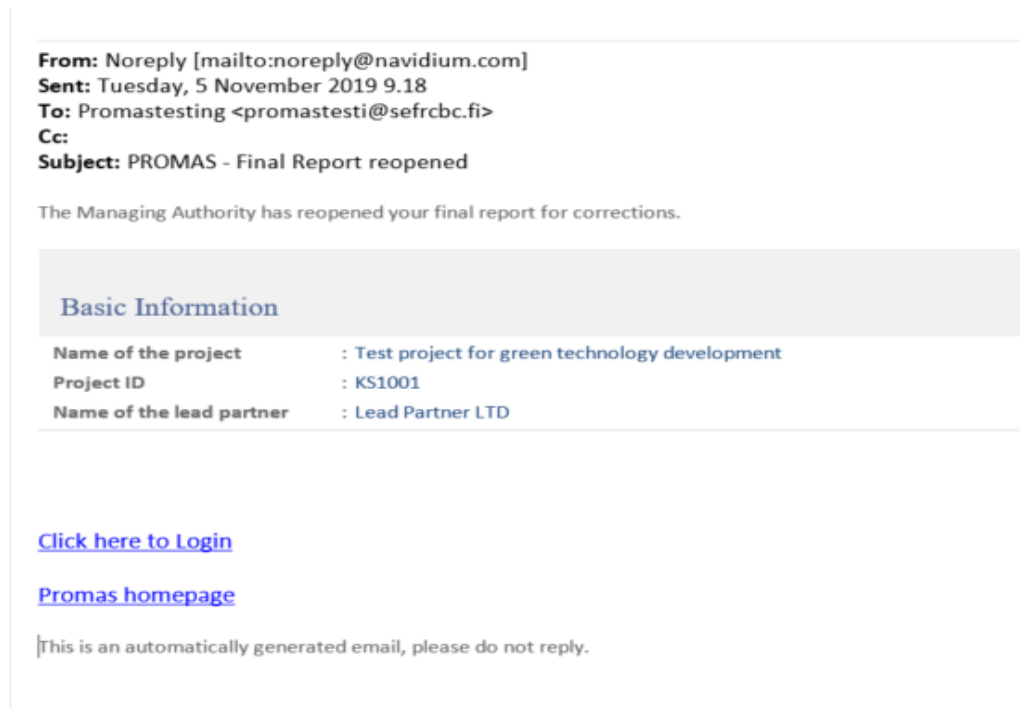
10.3.9 Assessment of the programme

- Assess the CBC programme as a financing instrument
- Assess the cooperation with the Managing Authority and Branch Office
- Suggestions for improvements

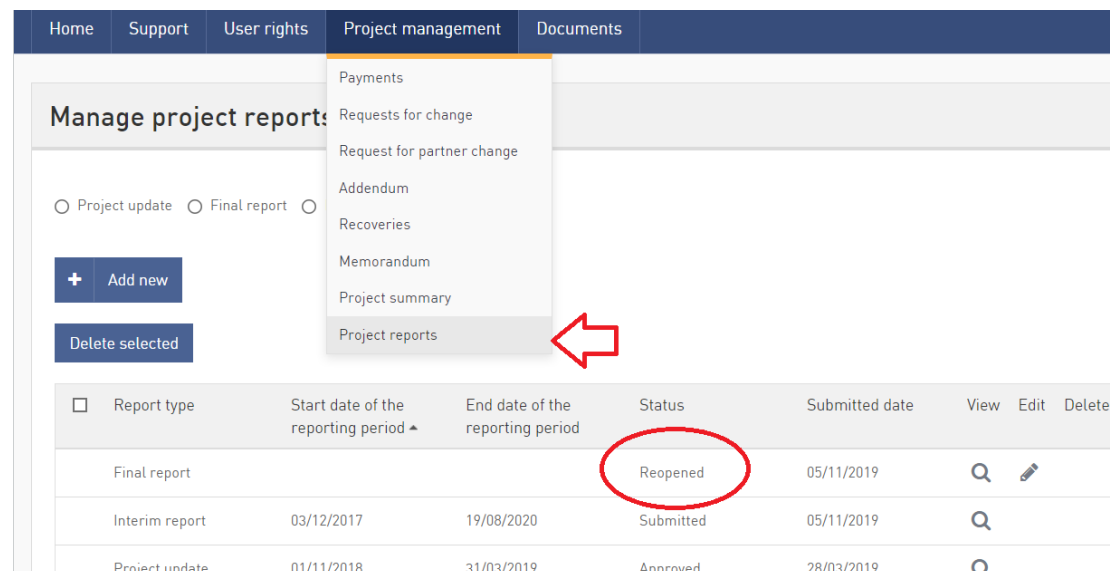
10.3.10 Annexes

- Upload any necessary annexes
- Fill in the contact and signature information
- Save as draft for further editing or
- When ready submit the report for approval to Managing Authority
- Print out the final report, sign and send it to Managing Authority

In case of Managing Authority requiring further clarifications or more information in the report, an e-mail notification is sent from the system:



In Project management – Project reports view the status of the report has changed from submitted to reopened and the report is editable again.



After providing the requested clarifications and additional information, submit the report and if required, print out and send the signed paper copy to Managing Authority.

When Managing Authority has processed the report and approved, the status of the project in Project management – Project report view changes to approved.