Estonian EU external border programme 2014-2020

Individual and Consolidated reports

Joint Technical Secretariat

10 January 2024

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Timeline

The Lead Beneficiary and beneficiaries must draw up only one report – **Individual Final report**

Each beneficiary fills in their individual Final report in eMS **within 30 calendar days** after reporting period end

Individual report shall consist of narrative and financial report

Beneficiary(ies) submit them to the public officer for verification

The public officers conduct expenditure verification **within 60 calendar**

After public officer verification the Lead beneficiary prepares **the consolidated Final report**

Within 30 calendar dates

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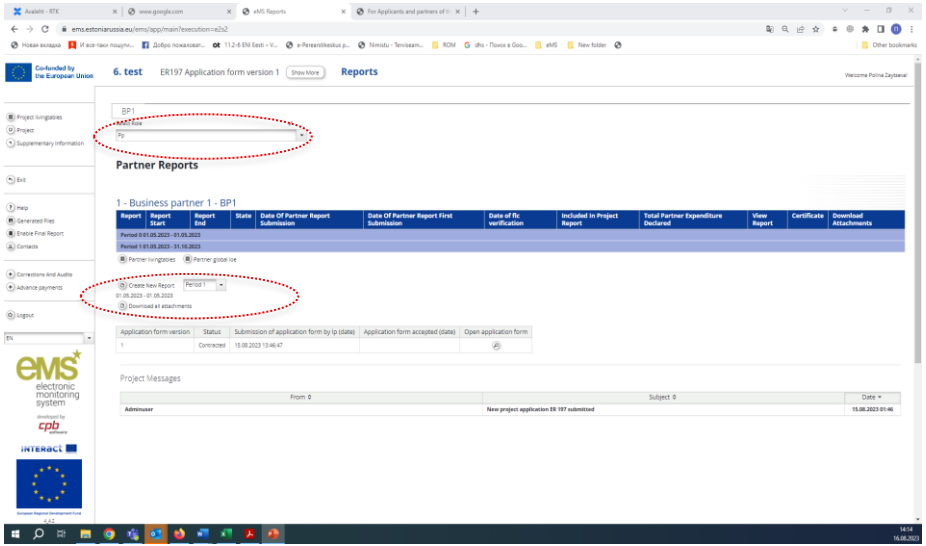
Individual report – narrative part



Create a New report

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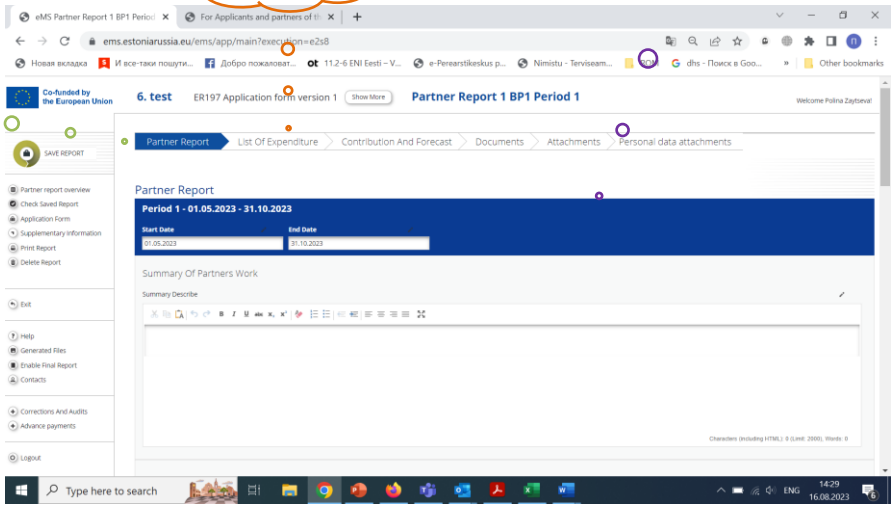
Individual report – narrative part

Narrative part

Financial part

Both: financial and narrative parts



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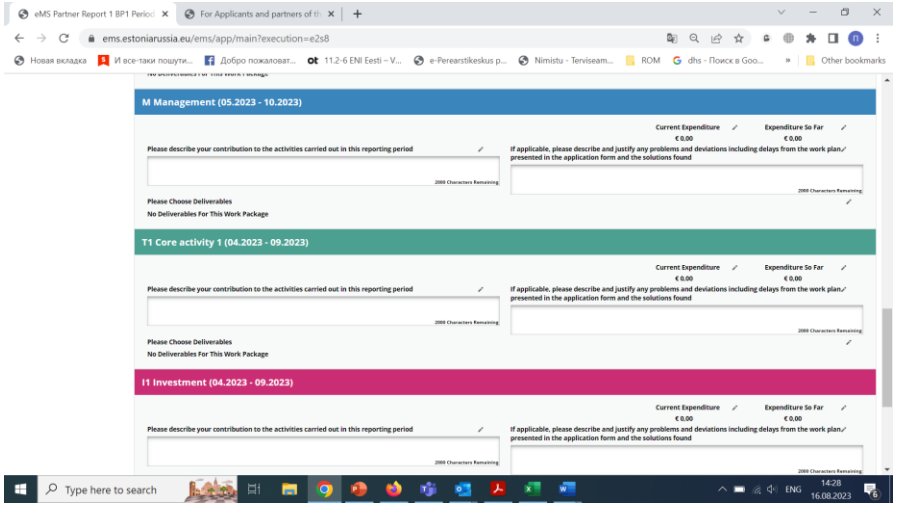
Individual report – narrative part



- Reporting is based on application form and connected with each Work package:
  - WP Management;
  - WP Core activity;
  - WP Investment (if exists);
  - WP Communication and visibility

The main question – *„Describe your contribution to the activities carried out in the reporting period"*

- Summary of partners work;
- Reflection on outputs and their evidences (attach documents);
- Correlation between financial and narratiive parts

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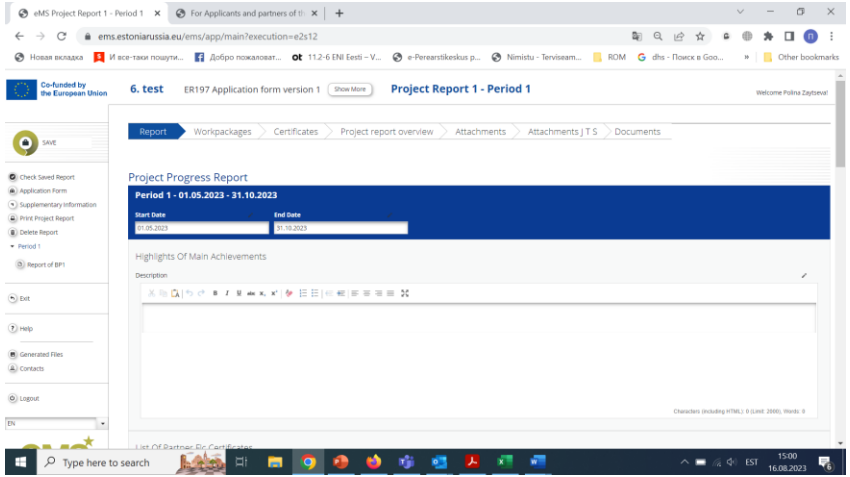
Consolidated report

- Covers progress of the whole project summarising accomplishments of all partners;

- Focus is made on:
  - Main achievements and results on project level;
  - Quantification of Programme output indicators and indicators on project level;
  - Target group involvement;
  - Description of Horizontal principles;

- Certificates are issued by public officers – LB chooses them



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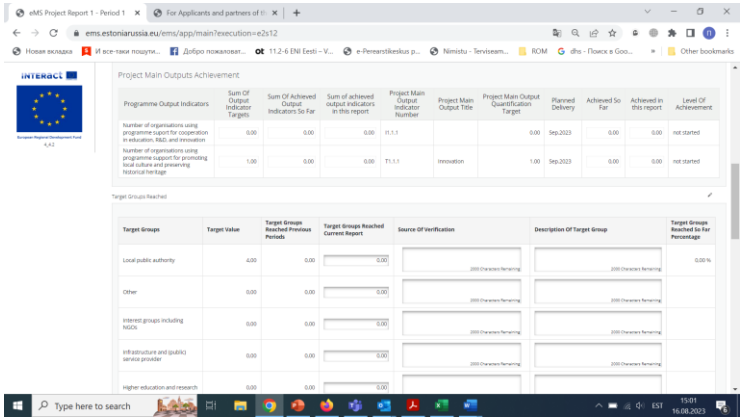
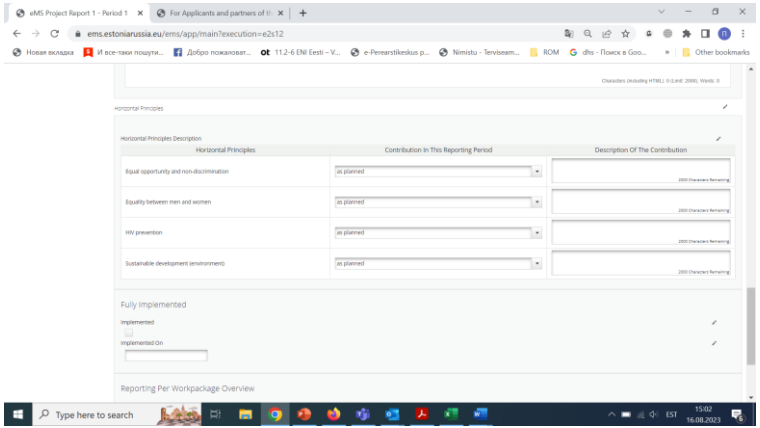
Consolidated report





- ✓ Programme Output indicators, target groups as well as their target value and horizontal principles were pre-defined in the application form

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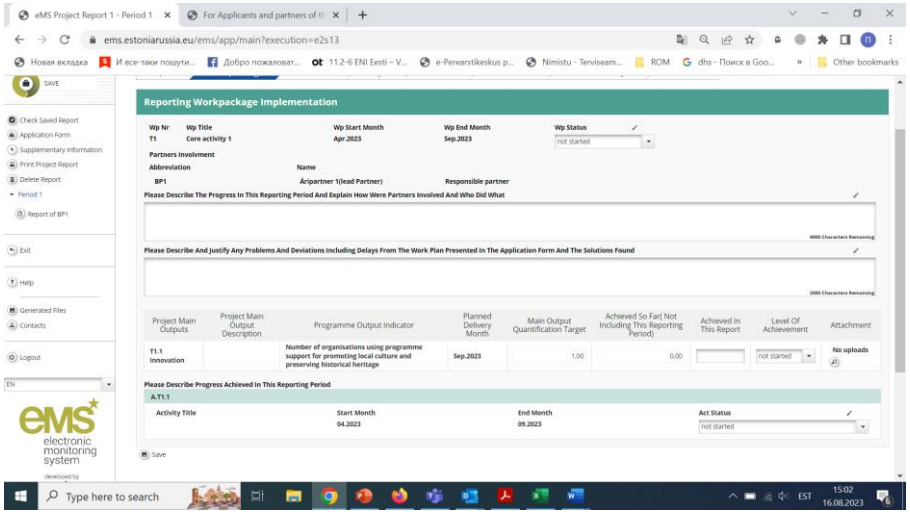
Consolidated report



- Under each WP the progress should be described as involvement of partners – who did what;
- Level and quantification of Programme indicators achievement;
- Problems and deviations in comparison with application form and solutions found

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Let´s do it!

Do you have any questions?

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