

# Interreg - IPA CBC



Croatia - Bosnia and Herzegovina - Montenegro

## Izvještavanje o projektnom napretku putem eMS-a



INTERact is co-financed by the  
European Regional Development Fund

Zoran Kalinić, IT Manager @ MA  
Interreg IPA CBC HR-BA-ME 2014-2020

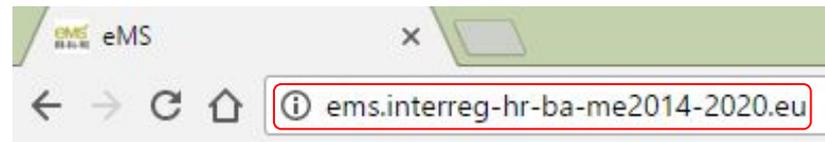
6. studenog 2017 @ Zagreb (HR)

# Elektronički sustav za praćenje (eMS)

- eMS = elektronički sustav za praćenje provedbe CBC programa i projekata
- eMS u HR → praćenje provedbe HR-BA-ME 2014-2020 i HR-RS 2014-2020
- Sve faze provedbe programa putem eMS-a → do sada u HR-BA-ME:
  - Zaprimanje projektnih prijedloga, Ocjena prihvatljivosti i kvalitete, Ugovaranje
- Internet adresa eMS-a za Interreg IPA CBC HR-BA-ME 2014-2020 je:

**[ems.interreg-hr-ba-me2014-2020.eu](https://ems.interreg-hr-ba-me2014-2020.eu)**

- Za pokretanje eMS-a u Internet pretraživaču potrebno je utipkati:



# Pristupna stranica eMS sustava

**Programski logo**

**Izbornik**

**eMS logo**

**Glavno područje**

Interreg - IPA CBC  
Croatia - Bosnia and Herzegovina - Montenegro

Login  
Registration

EN

**eMS**  
electronic  
monitoring  
system  
developed by  
**PL·O·T**  
**INTERact**  
INTERACT is co-financed by the  
European Regional Development Fund  
3\_0.10

**Login**

Username\*  
Password\*

Login

Disclaimer

# Registracija

## Login

Username\*  
 Password\*  
 Login    1.    

2.

## Registration

Description

Username  
 Email **JEDINSTVENI!**  
 Password \*  
 Password Again \*  
 Firstname \*  
 Lastname \*  
 Title  
 Language EN ▾  
 Solve: 10 + 17 =  0

3.

## 4. e-mail od eMS-a

Confirmation of the Registration into the Interreg IPA CBC HR-BA-ME 2014-2020 eMS

eMS  
 to zoran.kalinic ▾  
 Dear user,  
 welcome to the electronic monitoring system (eMS) of the Interreg IPA cross-border cooperation programme Croatia - Bosnia & Herzegovina - Montenegro 2014-2020.  
 5. For the activation of your user account click [Activation Link](#)  
 For the access to the eMS follow this link: <http://ems.interreg-hr-ba-me2014-2020.eu/>  
 If you need any kind of support please contact us at [ma\\_ems@interreg-hr-ba-me2014-2020.eu](mailto:ma_ems@interreg-hr-ba-me2014-2020.eu)  
 Have a nice time with the eMS!  
 The eMS team

5.

Korisničko ime (Username) i Email su **jedinstveni** u eMS-u (1 e-mail adesa = 1 korisnik)

**Automatske eMS obavijesti** će biti poslane na ovu e-mail adresu!

**Korisničko ime & lozinka** su korisnički podaci koji su potrebni za pristup na eMS

6. Korisnik je registriran i korisnički račun je aktiviran!

# Prijava u eMS

Interreg - IPA CBC  
Croatia - Bosnia and Herzegovina - Montenegro

1.

EN



electronic monitoring system

developed by




INTERACT is co-financed by the European Regional Development Fund

3\_1.0h

## Login

2.

3.

ili tipka Enter

4. **eMS provjerava da li postoji korisnik s navedenim korisničkim imenom i da li je lozinka ispravna**

5. **Ako je provjera uspješna → u pretraživaču se otvara početna stranica eMS-a**

# Početna stranica eMS-a

Glavni izbornik

The screenshot shows the eMS dashboard interface. A red arrow points from the text 'Glavni izbornik' to a sidebar menu on the left. The sidebar menu includes: Personal, Dashboard, Mailbox, Generated Files, User Account, Applications, C.A. Certification, Programme Tables, EMS Management, and Logout. The main content area is titled 'Dashboard' and contains three sections: 'My Projects' (with a table of project details), 'My Mailbox' (with a table of emails), and 'Kalendar' (a calendar for March 2016 showing various project-related events like 'SACP for Testing' and 'Open Call for Project Proposals').

Dashboard

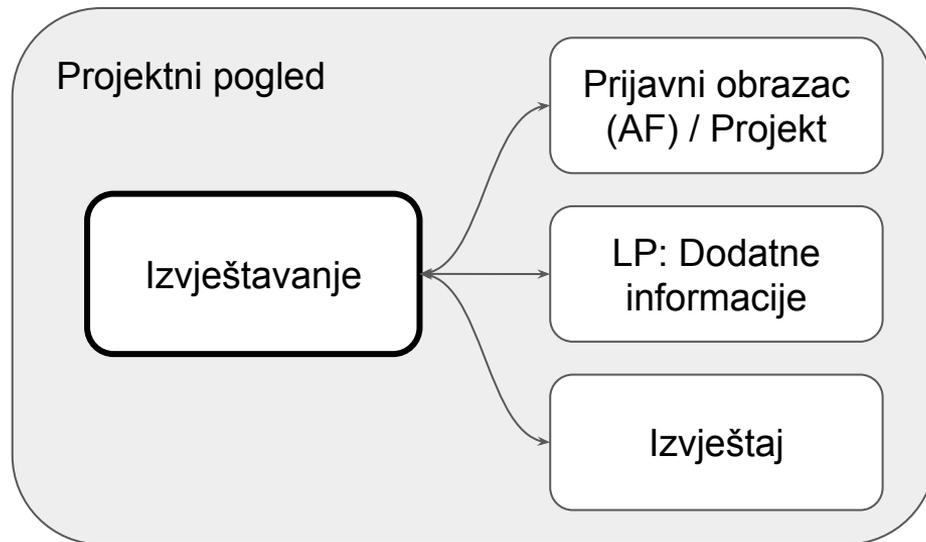
Welcome Zoran Kalinić!

Moji projekti

Moji sandučić e-pošte

Kalendar

# Projektni pogled u eMS-u nakon ugovaranja



## Projektni pogled

Nakon ugovaranja se “otvaranjem”, “ulazom” ili “pristupom” projektu iz liste vlastitih projekata prikazuje projektni pogled odabranog projekta kao početna stranica.

# Početna stranica izvještavanja

Prijavni obrazac (AF)

Dodatne informacije (vidljivo samo vodećem partneru)

The screenshot shows the reporting interface for PT #1 HR-BA-ME31. The left sidebar contains navigation options: Project, Supplementary Information, Exit, Help, Generated Files, Contacts, Logout, and a language dropdown set to EN. The main content area is titled 'Reports' and includes a 'Select Role' dropdown menu with options Pp, Pp, and Lp. Below this is a 'Partner Reports' table with columns for Report, Report Start, Report End, State, Date Of Partner Report Submission, Date of fic verification, Included In Project Report, Total Partner Expenditure Declared, and View Report. The table lists six reporting periods from 01.03.2017 to 30.11.2019. At the bottom of the table are buttons for 'Create New Report' and 'Partner Living Tables'. Below the table is a 'Project Messages' section showing a message from 'admin' with a subject 'Title 31 M'.

Izbor uloge (vidljivo samo korisniku vodećeg partnera koji je istovremeno dodijeljen nekom od partnera)

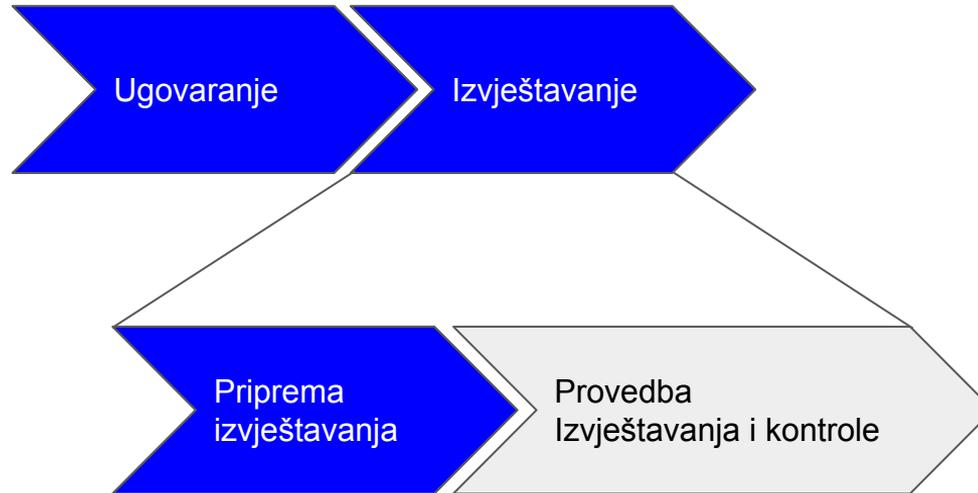
Partnerski izvještaji

**Novo izvještaje** moguće je stvoriti tek kad su poslani svi započeti izvještaji!

Stvaranje novog partnerskog izvještaja (vidljivo samo ako su poslani svi započeti izvještaji partnera)

# Izvještavanje, korak po korak

Osnovni koraci u procesu izvještavanja:



# Dodjela korisnika

PT #1 HR-BA-ME31 Show More **Supplementary Information** Welcome Testing Applicant 1 (kuzmic)

Project Management > Bank Information > **User Assignment** > Documents

## User management

Lead partner users for project reporting

Main lead partner user: tap1

New User  + Add Assigned User  - Remove

Project partners users for partner reporting

User For Partner Partner #1 En  
New User  + Add Assigned User  - Remove

User For Partner Partner #2 En  
New User  + Add Assigned User  - Remove

User For Partner Partner #3 En  
New User  + Add Assigned User  - Remove

User For Partner Partner #4 En  
New User  + Add Assigned User  - Remove

User For Partner Partner #5 En  
New User  + Add Assigned User  - Remove

Return To Reporting

**Dodjela korisnika projektnim partnerima**  
Dodjelu radi samo glavni korisnik vodećeg projektnog partnera, a partnerima (uključujući i vodećem) može biti dodijeljeno više korisnika.

**Samo jedan glavni korisnik vodećeg partnera**  
Vodećem partneru može biti dodijeljen samo jedan glavni korisnik.

## Dodavanje i brisanje dodijeljenih korisnika

### Dodavanje:

1. Upis korisničkog imena korisnika u *New User*
2. Klik na *Add*

### Brisanje:

1. Odabir korisničkog imena korisnika kojeg se briše
2. Klik na *Remove*

# Korisnici i izvještavanje

User management

↪ Korisnici vodećeg partnera za projektno izvještavanje

Lead partner users for project reporting

Main lead partner user:  
tap1

New User	<input type="text"/>	<input type="button" value="+ Add"/>	Assigned User	<input type="text" value="tap3"/>	<input type="button" value="- Remove"/>
----------	----------------------	--------------------------------------	---------------	-----------------------------------	---

Project partners users for partner reporting

<b>User For Partner Partner #1 En</b>	New User	<input type="text"/>	<input type="button" value="+ Add"/>	Assigned User	<input type="text" value="zkalnic"/>	<input type="button" value="- Remove"/>
<b>User For Partner Partner #2 En</b>	New User	<input type="text"/>	<input type="button" value="+ Add"/>	Assigned User	<input type="text" value="tap2"/>	<input type="button" value="- Remove"/>
<b>User For Partner Partner #3 En</b>	New User	<input type="text"/>	<input type="button" value="+ Add"/>	Assigned User	<input type="text" value="tap3"/>	<input type="button" value="- Remove"/>
<b>User For Partner Partner #4 En</b>	New User	<input type="text"/>	<input type="button" value="+ Add"/>	Assigned User	<input type="text" value="Damir K tap2"/>	<input type="button" value="- Remove"/>
<b>User For Partner Partner #5 En</b>	New User	<input type="text"/>	<input type="button" value="+ Add"/>	Assigned User	<input type="text" value="zkalnic"/>	<input type="button" value="- Remove"/>

↪ Korisnici svih partnera (i PP i LP) za partnersko izvještavanje

## Projektno izvještavanje

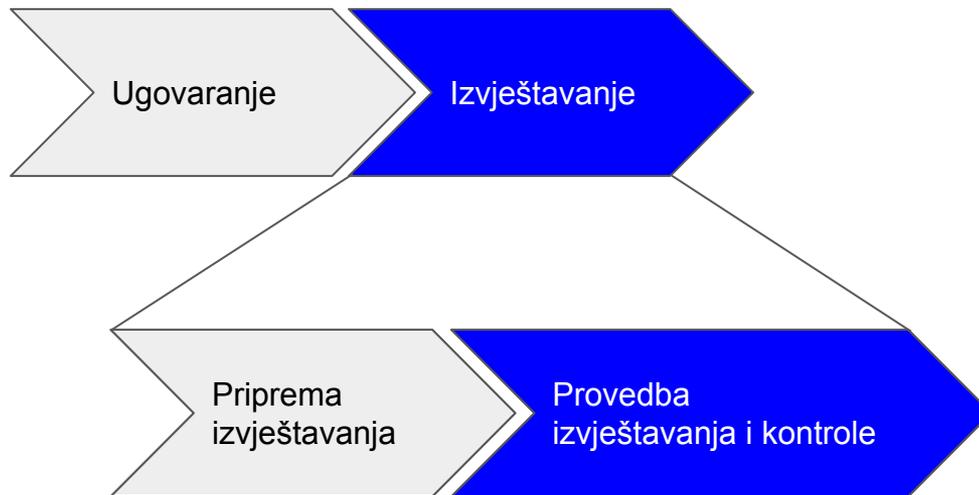
Jedino korisnici dodijeljeni vodećem partneru mogu vidjeti projektni izvještaj i raditi na njemu.

## Partnersko izvještavanje

Jedino korisnici dodijeljeni partneru za partnersko izvještavanje mogu **stvoriti**, **mijenjati** i **poslati** partnerski izvještaj. Jedino korisnici dodijeljeni vodećem partneru za projektno izvještavanje mogu **vidjeti** partnerske izvještaje svih partnera bez obzira da li su im i dodijeljeni.

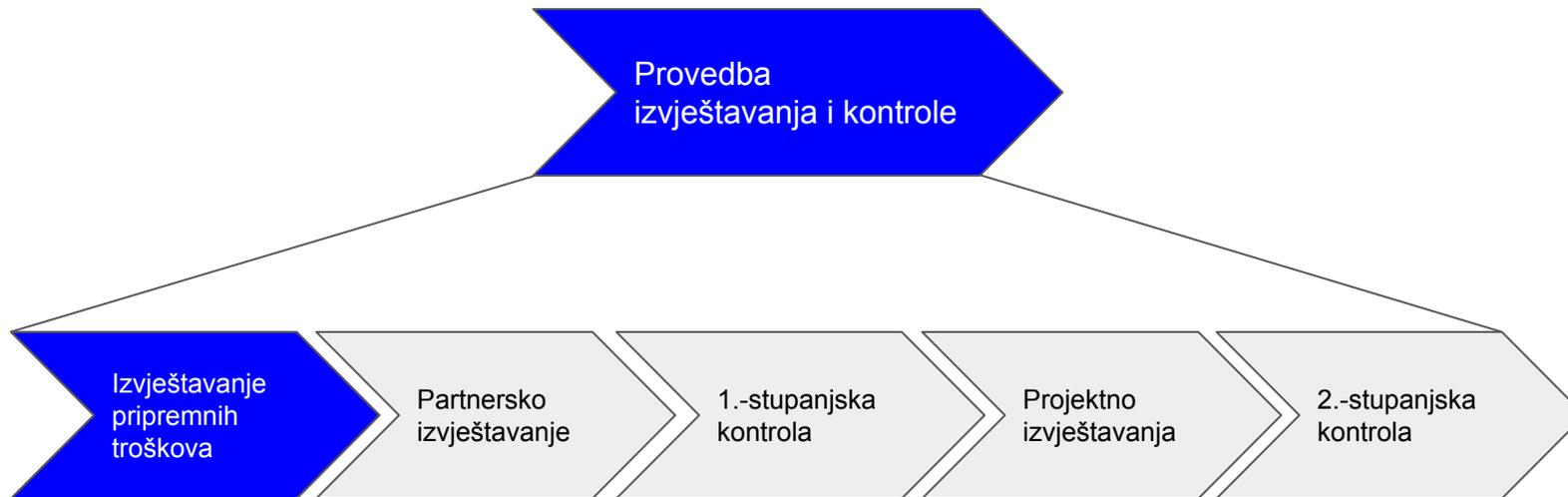
# Izvještavanje, korak po korak

Osnovni koraci u procesu izvještavanja:



# Provedba izvještavanja i kontrole, korak po korak

Osnovni koraci u procesu provedbe izvještavanja i kontrole:



# Izveštavanje pripremnih troškova

Select Role  
Lp

Vodeći partner izvještava o pripremnim troškovima

## Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To Js	View Report
Period 0	01.04.2016	04.07.2016				
Period 1	01.06.2017	31.08.2017				
Period 2	01.09.2017	28.02.2018				
Period 3	01.03.2018	31.08.2018				
Period 4	01.09.2018	28.02.2019				
Period 5	01.03.2019	31.05.2019				

Create Report For  
01.04.2016 - 04.07.2016

Period 1

Prijava pripremnih troškova

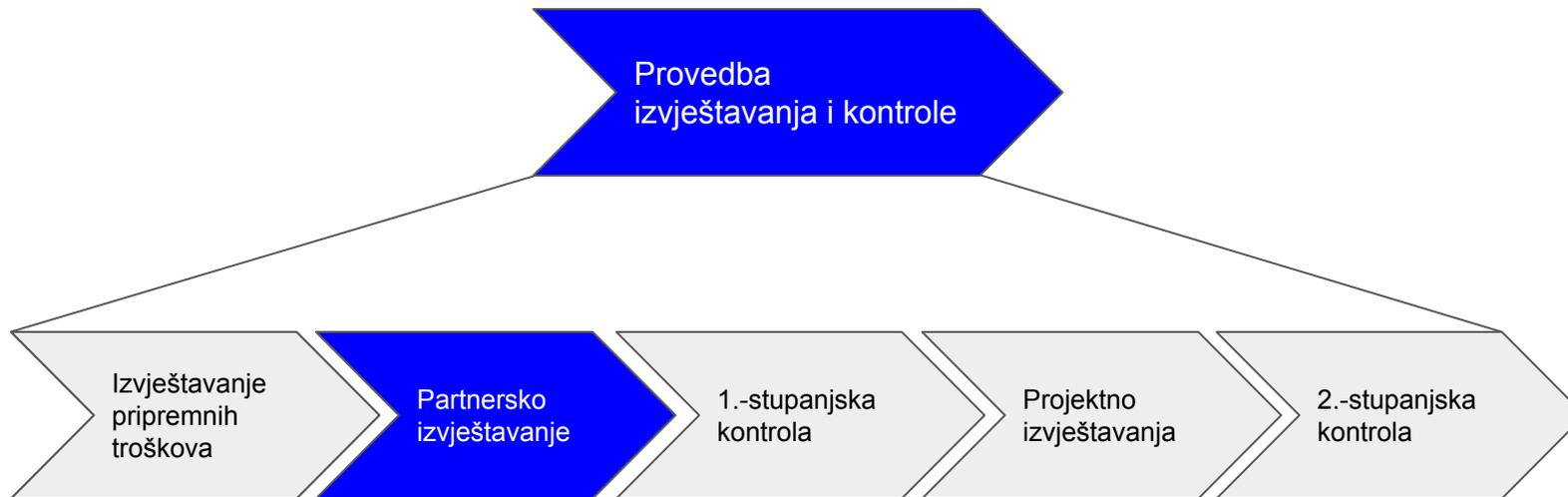
Claim preparation cost

## Dodjela korisnika projektnim partnerima

Dodjelu radi samo glavni korisnik vodećeg projektnog partnera, a partnerima (uključujući i vodećem) može biti dodijeljeno više korisnika.

# Provedba izvještavanja i kontrole, korak po korak

Osnovni koraci u procesu provedbe izvještavanja i kontrole:



# Partnerski izvještaji

Partnerski izvještaji za koje korisnik može raditi partnerske izvještaje

Stvaranje i automatsko spremanje novog partnerskog izvještaja za prvi slijedeći period.

**Automatsko spremanje prilikom stvaranja izvještaja**  
Prilikom stvaranja partnerskog izvještaja eMS automatski izvrši spremanje u bazu podataka.

Partner #2 Abb > Partner #4 Abb

## Partner Reports

### 2 - Partner #2 En - Partner #2 Abb

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared	View Report
Period 0	01.03.2017	01.05.2017						
Period 1	01.06.2017	31.08.2017						
Period 2	01.09.2017	28.02.2018						
Period 3	01.03.2018	31.08.2018						
Period 4	01.09.2018	28.02.2019						
Period 5	01.03.2019	31.08.2019						
Period 6	01.09.2019	30.11.2019						

Create New Report  Partner Living Tables

### 4 - Partner #4 En - Partner #4 Abb

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared	View Report
Period 0	01.03.2017	01.05.2017						
Period 1	01.06.2017	31.08.2017						
Period 2	01.09.2017	28.02.2018						
Period 3	01.03.2018	31.08.2018						
Period 4	01.09.2018	28.02.2019						
Period 5	01.03.2019	31.08.2019						
Period 6	01.09.2019	30.11.2019						

Create New Report  Partner Living Tables

# Partnerski izvještaj o napretku

Naziv izvještaja



PT #1 HR-BA-ME31 [Show More](#) **Partner Report 1 Partner #2 Abb Period 0** Welcome Testing Applicant 2 (zoran)!

1 2 3 4

Partner Report List Of Expenditure Contribution And Forecast Attachments

Partner Report

Period 0 - 01.03.2017 - 01.05.2017

Start Date	End Date
01.03.2017	01.05.2017

Summary Of Partners Work

Summary Describe

## Partnerski izvještaj o napretku sastoji se od:

1. Opisnog dijela
2. Popisa troškova
3. Partnerskog doprinosa i predviđanja
4. Privitaka

# Izbornik partnerskog izvještaja

Spremanje izvještaja

Financijski izvještaj

Provjera spremljenog izvještaja

Brisanje izvještaja

Prijavni obrazac

Ispis izvještaja

Izlaz iz izvještaja

interreg-IPA CBC Croatia - Bosnia and Herzegovina - Montenegro

PT #1 HR-BA-ME31 Show More

Partner Report 1 Partner #1 Abb Period 0 Welcome Zoran Kalinić

Partner Report List Of Expenditure Contribution And Forecast Attachments

Partner Report

Period 0 - 01.03.2017 - 01.05.2017

Start Date End Date

31.05.2017 31.05.2017

Summary Of Partners Work

Summary Describe

Help Generated Files Contacts Logout

SAVE REPORT

Partner Finance Report

Check Saved Report

Delete Report

Application Form

Print Report

Exit

**Brisanje izvještaja**  
Omogućeno je brisanje samo onih izvještaja koji još nisu poslani.

# Opisni dio partnerskog izvještaja o napretku - 1. dio

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments

Partner Report

Period 0 - 01.03.2017 - 01.05.2017

Start Date: 01.03.2017 End Date: 01.05.2017

Summary Of Partners Work

Summary Describe

Characters (including HTML): 0 (Limit: 2000), Words: 0

Project Main Outputs Delivered

Please Select Outputs

Add Output

Target Groups Reached

Add Targetgroup

Opisni dio partnerskog izvještaja o napretku sastoji se iz:

- Sažetka o radu partnera
- Opisa isporučenih glavnih projektnih proizvoda
- Opisa dosegnutih ciljanih skupina
- Opisnog izvještaja po radnim paketima

## Proizvodi, ciljane skupine i isporuke

U izvještaju je omogućen opis isporuka onih proizvoda, onih dosegnutih ciljanih skupina i onih isporuka koje su definirane u prijavnom obrascu.

# Opisni dio partnerskog izvještaja o napretku - 2. dio

Reporting Per Work Package

**P Preparation (03.2017 - 05.2017)**

	Current Expenditure € 0.00	Expenditure So Far € 0.00	
Description Activities Contribution	Problems Description Justification		
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>		
2000 Characters Remaining	2000 Characters Remaining		
No Deliverables For This Work Package			

**M Management (06.2017 - 11.2019)**

	Current Expenditure € 0.00	Expenditure So Far € 0.00	
Description Activities Contribution	Problems Description Justification		
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>		
2000 Characters Remaining	2000 Characters Remaining		
Please Choose Deliverables			
No records found			
<input checked="" type="radio"/> Add Deliverable			

**T1 Medical Imaging and Visualization (05.2017 - 10.2019)**

	Current Expenditure € 0.00	Expenditure So Far € 0.00	
Description Activities Contribution	Problems Description Justification		
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>		
2000 Characters Remaining	2000 Characters Remaining		
Please Choose Deliverables			
No records found			
<input checked="" type="radio"/> Add Deliverable			

**C Communication (05.2017 - 10.2019)**

	Current Expenditure € 0.00	Expenditure So Far € 0.00	
Description Activities Contribution	Problems Description Justification		
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>		
2000 Characters Remaining	2000 Characters Remaining		
Please Choose Deliverables			
No records found			
<input checked="" type="radio"/> Add Deliverable			

Opisni izvještaj po radnim paketima za svaki radni paket sadrži:

- Opis aktivnosti
- Pojašnjenje problema
- Iznos troškova do sada
- Iznos troškova u izvještajnom periodu
- Opis ostvarenih isporuka

# Opisni dio partnerskog izvještaja o napretku - 3. dio

Project Main Outputs Delivered

Please Select Outputs

**Output**

Title: T1.7 3D medical animations for education purposes

Description:

2000 Characters Remaining

Remove

**Attachments**

Output Evidence

Filename	Filetype	Date	Uploaded By	Options
No records found				

**Dodavanje isporučenog glavnog projektnog proizvoda**

Target Groups Reached

Hospitals and medical stuff (medical doctors) will be influenced by project activities by improving their expertise and skills in cardiovascular domain.

Target Group Reached Description:

Target Group: infrastructure and (public) service provider

Target Value Reached: 0.00

Remove

Target Group Target Value: 3.0

Through evaluation of existing technologies for medical imaging and recognition SMEs in the region that could innovate but have no research capacities of their own will be positively affected. It will bring together SMEs from different countries.

Target Group Reached Description:

Target Group: SME

Target Value Reached: 2.00

Remove

Target Group Target Value: 4.0

**Dodavanje dosegnute ciljane skupine**

Opis isporučenih glavnih projektnih proizvoda za svaki proizvod uključuje:

- Naziv - Izbor od proizvoda definiranih u prijavnom obrascu
- Opis
- Dokaz - dodaje se kao privitak

Opis dosegnutih ciljanih skupina za svaku skupinu uključuje:

- Ciljanu skupinu
- Ciljanu vrijednost ciljane skupine - Izbor od skupina definiranih u prijavnom obrascu
- Dosegnutu vrijednost
- Opis dosegnute ciljane skupine

# Opisni dio partnerskog izvještaja o napretku - 4. dio

**T1 Medical Imaging and Visualization (05.2017 - 10.2019)**

Description Activities Contribution

2000 Characters Remaining

Problems Description Justification

2000 Characters Remaining

Please Choose Deliverables

D.T1.1.1 - Survey of cardiovascular illnesses in the region

Deliverable Description

2000 Characters Remaining

Remove

Attachments

+ Deliverable Evidence

Filename	Filetype	Date	Uploaded By	Options
No records found.				

Add Deliverable

Dodavanje ostvarene isporuke

U izvještaju se mogu opisati i isporuke koje su ostvarene, a bile su definirane u prijavnom obrascu

Opis ostvarenih isporuka u izvještaju po radnim paketima za svaku isporuku sadrži:

- Opis isporuke
- Dokaz - dodaje se kao privitak

# Popis troškova

Partner Report **List Of Expenditure** Contribution And Forecast Attachments

## List Of Expenditure

Options	Report Number	Budget Line	Wp	Int Ref No	Inv No	Inv Date
Delete	Partner #5 Abb 1.1	Staff costs	M Management	P01.45		01.08.2017
Delete	Partner #5 Abb 1.1	Office and administration	M Management		F R	M
Delete	Partner #5 Abb 1.1	Equipment	T1 Medical Imaging and Visualiza	T1.02	213-44	20.07.2017

**Brisanje troška**  
(Moguće samo ako trošak nije potvrđen od strane FLC kontrolora!)



**Izvoz popisa**



**Dodavanje stvarnog troška**



**Podešavanje vidljivih stupaca**



[Download all attachments](#)

# Stvarni trošak

Edit Expenditure  
Partner Report 1 Partner #5 Abb Period 1 List of Expenditures

PP	Budgetline	Equipment	Description1
	Workpackage	T1 implementation Medical Imaging	RF Scanner
	Internal Reference Number	T1.02	Description2
	Invoice Number	213-44	Partner Comment
	Invoice Date	20.07.2017	
	Date Of Payment	20.07.2017	
	Currency	HRK - HRK	
	Conversion rate	(7.4725000000)	
	Total Value Of Item In Original Currency	100 000.00	
	Vat	20 000.00	
	Declared Amount In The Original Currency	100 000.00	
	Declared amount in Eur	13 382.40	
	Expenditure Outside ( The Union Part Of) The Programme Area?	<input type="checkbox"/>	
	Purchase Of Land	<input type="checkbox"/>	

← Dodavanje privitaka  
 (Onemogućeno samo ako je trošak potvrđen od strane FLC kontrolora!)

Invoice\_RF\_Scanner.JPG

← Spremanje troška

← Brisanje privitka  
 (Moguće samo prije prvog slanja izvještaja!)

## Opis stvarnog troška sadrži:

- Proračunsku stavku
- Radni paket
- Datum i broj fakture
- Datum plaćanja
- Valuta plaćanja
- Tečaj EUR-a - ako valuta plaćanja nije EUR!
- PDV
- Iznos u valuti plaćanja koji se prijavljuje - ako valuta nije EUR!
- Iznos u EUR koji se prijavljuje
- Opis troška
- Privitci - npr. sken fakture, ugovora, potvrde o plaćanju

# Partnerski doprinos i predviđanja

Partner Report > List Of Expenditure > **Contribution And Forecast** > Attachments

## Report Forecast

Ukupni iznos i opis troškova koji se očekuju u slijedećem izvještaju

Estimated expenditure

€ 0.00

Description

2000 Characters Remaining

## Follow-up Of Partner Contribution

Doprinosi prema ovom izvještaju:  
Ciljani ; Ostvareni

Partnerski doprinos

Target Partner Contribution Value  
€ 450.00

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total( According To A F)	Previously Reported	Current Report	Total Reported So Far	Percentage Of Total Reported
Partner #1	public	€ 37 489.95	100.00 %	€ 0.00	€ 450.00	€ 450.00	100.00 %
Sub Total Public Contribution		€ 37 489.95	100.00 %	€ 0.00	€ 0.00	€ 0.00	
Sub Total Private Contribution		€ 0.00	0.00 %	€ 0.00	€ 0.00	€ 0.00	
<b>Total Contribution</b>		€ 37 489.95	100.00 %	€ 0.00	€ 0.00	€ 0.00	

Export Add Contribution

Save Report

Ukupni ostvareni doprinosi moraju odgovarati ciljanom da bi se mogao poslati izvještaj!

# Privitci

## Privitci na razini izvještaja...

Partner Report > List Of Expenditure > Contribution And Forecast > **Attachments**

Upload

**+ Upload** ← Dodavanje jednog ili više privitaka!

Dodavanje komentara uz poslani privitak!

Attachments

<input type="checkbox"/>	Filename ↕	Filetype ↕	Date ↕	User ↕	Description	Actions
<input type="checkbox"/>	<a href="#">Document_1.pdf</a>	pdf	03.11.2017 16:32:12	tap1	Comment about Document 1	<input type="button" value="Comment"/> <input type="button" value="Delete"/>

**Download Selected Files**

Preuzimanje  
privitaka!

Brisanje  
privitka!

Primjer: dokumentacija o javnim nabavkama, ugovori o zapošljavanju, ...

# Spremanje, provjera i slanje partnerskog izvještaja

1. **Save Report**

iii

2. **Check Saved Report**

Partner Finance Report

Delete Report

Application Form

Print Report

Exit

Report Saved

Partner Report > List Of Expenditure > Contribution And F

Your partner contributions must match exactly the targeted value

Check successful!

Partner Report > List Of Expenditure > Contribution And F

Check Saved Report → Submit Report

3. **Submit Report**

Confirmation

Are You Sure

Yes No

Report Submitted

# Statusi partnerskih izvještaja

## 1 - Partner #1 En - Partner #1 Abb

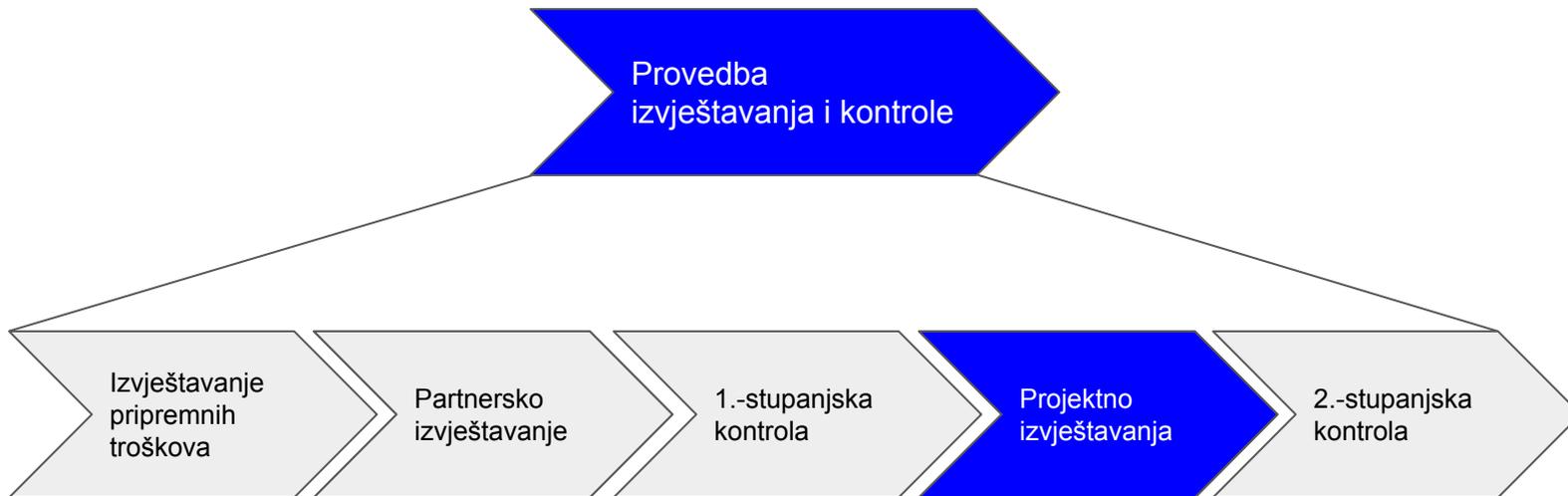
Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of f/c verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.03.2017 - 01.05.2017									
Report 0.1	31.05.2017	31.05.2017	Report Submitted	26.05.2017		Not Certified	€ 3 000.00		
Report 0.1	01.03.2017	01.05.2017	Report F Lc Certified	01.06.2017	01.06.2017	Period 0 Project Report 1	€ 5 000.00		
Period 1 01.06.2017 - 31.08.2017									
Report 1.1	01.06.2017	31.08.2017	Report F Lc Certified	29.05.2017	29.05.2017	Not Included	€ 4 215.45		
Period 2 01.09.2017 - 28.02.2018									
Report 2.1	01.09.2017	28.02.2018	Report In Progress	In Progress		Not Certified	€ 0.00		
Period 3 01.03.2018 - 31.08.2018									
Period 4 01.09.2018 - 28.02.2019									
Period 5 01.03.2019 - 31.08.2019									
Period 6 01.09.2019 - 30.11.2019									

Partner Living Tables

**Gumba Create New Report** nema jer postoji započeti izvještaj koji još nije poslan!

# Provedba izvještavanja i kontrole, korak po korak

Osnovni koraci u procesu provedbe izvještavanja i kontrole:



# Projektni izvještaji

## Uloga vodećeg partnera

Promjena uloge omogućena je samo korisnicima koji su dodijeljeni vodećem partneru

## Rad na projektnim izvještajima

Na projektnim izvještajima mogu raditi samo korisnici dodijeljeni vodećem partneru (Lp), i to:

- Stvaranje → glavni korisnik vodećeg partnera
- Uvid i promjene → svi korisnici dodijeljeni vodećem partneru

Partner #1 Abb > Partner #2 Abb > Partner #3 Abb > Partner #4 Abb > Partner #5 Abb

Select Role  
Lp

← Izbor uloge: projektni ili vodeći partner

### Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To Js	View Report
Period 0	01.03.2017	01.05.2017				
Period 1	01.06.2017	31.08.2017				
Period 2	01.09.2017	28.02.2018				
Period 3	01.03.2018	31.08.2018				
Period 4	01.09.2018	28.02.2019				
Period 5	01.03.2019	31.08.2019				
Period 6	01.09.2019	30.11.2019				

Create Report For Period 1  
01.06.2017 - 31.08.2017

← Stvaranje projektnog izvještaja za odabrani period

### Partner Reports

1 - Partner #1 En - Partner #1 Abb

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of f/c verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0	01.03.2017	01.05.2017							
Report 0.1	31.05.2017	31.05.2017	Report Submitted	26.05.2017		Not Certified	€ 3 000.00		
Period 1	01.06.2017	31.08.2017							
Report 1.1	01.06.2017	31.08.2017	Report F Lc Certified	29.05.2017	29.05.2017	Not Included	€ 4 215.45		
Period 2	01.09.2017	28.02.2018							
Period 3	01.03.2018	31.08.2018							

# Projektni izvještaj o napretku

Naziv izvještaja



PT #1 HR-BA-ME31 [Show More](#) **Project Report 1 - Period 2** Welcome Testing Applicant (jplaveti)

1 2 3 4 5

Report Workpackages Certificates Project Report Tables Attachments

## Project Progress Report

**Period 2 - 01.09.2017 - 28.02.2018**

Start Date: 01.09.2017 End Date: 28.02.2018

### Highlights Of Main Achievements

Description

[Rich text editor toolbar]

## Projektni izvještaj o napretku sastoji se od:

1. Opisnog dijela
2. Radnih paketa
3. Potvrda
4. Tablica projektnog izvještaja
5. Privitaka

# Izbornik projektnog izvještaja

Spremanje izvještaja

Provjera spremljenog izvještaja

Brisanje izvještaja

Prijavni obrazac

Dodatne informacije

Ispis izvještaja

Izlaz iz izvještaja

interreg - IPA CBC  
Croatia - Bosnia and Herzegovina - Montenegro

PT #1 HR-BA-ME31 [Show More](#) **Project Report 1 - Period 1**

Report Workpackages Certificates Project Report Tables Attachments

**Project Progress Report**

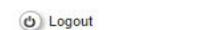
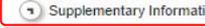
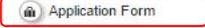
**Period 1 - 01.06.2017 - 31.08.2017**

Start Date	End Date
01.06.2017	31.08.2017

Highlights Of Main Achievements

Description

EN



# Opisni dio projektnog izvještaja o napretku - 1/7 dio

## Project Progress Report

**Period 1 - 01.06.2017 - 31.08.2017**

Start Date: 01.06.2017 End Date: 31.08.2017

Highlights Of Main Achievements

Description

List Of Partner Flc Certificates

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Expenditure Certified By F L C	Include In Project Finance Report
1 Partner #1 Abb	Partner #1 Abb 1.1	29.05.2017	€ 0.00	<input checked="" type="checkbox"/>
2 Partner #2 Abb	Partner #2 Abb 0.1	29.05.2017	€ 0.00	<input type="checkbox"/>
2 Partner #2 Abb	Partner #2 Abb 1.1	29.05.2017	€ 5 995.30	<input checked="" type="checkbox"/>
3 Partner #3 Abb	Partner #3 Abb 0.1	29.05.2017	€ 0.00	<input type="checkbox"/>
3 Partner #3 Abb	Partner #3 Abb 1.1	29.05.2017	€ 0.00	<input checked="" type="checkbox"/>
4 Partner #4 Abb	Partner #4 Abb 1.1	29.05.2017	€ 0.00	<input checked="" type="checkbox"/>
5 Partner #5 Abb	Partner #5 Abb 0.1	29.05.2017	€ 0.00	<input type="checkbox"/>
5 Partner #5 Abb	Partner #5 Abb 1.1	29.05.2017	€ 0.00	<input checked="" type="checkbox"/>

Opisni dio projektnog izvještaja o napretku sastoji se iz:

- Naglasaka o glavnim postignućima
- Popisa partnerskih FLC potvrda
- Opisa statusa ostvarenja specifičnih projektnih ciljeva
- Opisa ostvarenja glavnih projektnih proizvoda
- Opisa dosegnutih ciljanih skupina
- Opisa problema i pronađenih rješenja
- Pregleda izvještaja po radnim paketima

# Opisni dio projektnog izvještaja o napretku - 2/7 dio

Popis FLC potvrda...

Uključivanje FLC potvrde u projektni izvještaj

List Of Partner Flc Certificates

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Expenditure Certified By F L C	Include In Project Finance Report
1 Partner #1 Abb	Partner #1 Abb 1.1	29.05.2017	€ 0.00	<input checked="" type="checkbox"/>
2 Partner #2 Abb	Partner #2 Abb 0.1	29.05.2017	€ 0.00	<input type="checkbox"/>
2 Partner #2 Abb	Partner #2 Abb 1.1	29.05.2017	€ 5 995.30	<input checked="" type="checkbox"/>
3 Partner #3 Abb	Partner #3 Abb 0.1	29.05.2017	€ 0.00	<input type="checkbox"/>
3 Partner #3 Abb	Partner #3 Abb 1.1	29.05.2017	€ 0.00	<input checked="" type="checkbox"/>
4 Partner #4 Abb	Partner #4 Abb 1.1	29.05.2017	€ 0.00	<input checked="" type="checkbox"/>
5 Partner #5 Abb	Partner #5 Abb 0.1	29.05.2017	€ 0.00	<input type="checkbox"/>
5 Partner #5 Abb	Partner #5 Abb 1.1	29.05.2017	€ 0.00	<input checked="" type="checkbox"/>

# Opisni dio projektnog izvještaja o napretku - 3/7 dio

Popis FLC potvrda...

Uvid u FLC potvrdu

Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner I P A I I Included	Total partner contribution	Private partner contribution	Public partner contribution	F L C certificate
€ 0.00	IPAI	85.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	<input type="button" value="Show F L C certificate"/>
	IPAI	85.00 %		€ 0.00	€ 0.00	€ 0.00	<input type="button" value="Show F L C certificate"/>
€ 5 995.30	IPAI	85.00 %	€ 5 096.00	€ 899.30	€ 0.00	€ 899.30	<input type="button" value="Show F L C certificate"/>
	IPAI	85.00 %		€ 0.00	€ 0.00	€ 0.00	<input type="button" value="Show F L C certificate"/>
€ 0.00	IPAI	85.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	<input type="button" value="Show F L C certificate"/>
€ 0.00	IPAI	85.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	<input type="button" value="Show F L C certificate"/>
	IPAI	85.00 %		€ 0.00	€ 0.00	€ 0.00	<input type="button" value="Show F L C certificate"/>
€ 0.00	IPAI	85.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	<input type="button" value="Show F L C certificate"/>

# Opisni dio projektnog izvještaja o napretku - 4/7 dio

Project Specific Objectives

Objective number	Level Of Achievement	Explanations
1 - Establishing multi-national cooperation R&D network	<input type="text" value="-"/>	<input type="text" value="2000 Characters Remaining"/>
2 - Establishing Medico-Tech Laboratories for Cardiovascular Medicine Technologies	<ul style="list-style-type: none"> <li>Fully achieved</li> <li>to a large degree</li> <li>to a minor degree</li> <li>not achieved</li> </ul>	<input type="text" value="2000 Characters Remaining"/>
3 - Research and Development of Technical Methodologies and Solutions	<input type="text" value="-"/>	<input type="text" value="2000 Characters Remaining"/>
4 - Analyze and define most important cardiovascular problems in the region	<input type="text" value="-"/>	<input type="text" value="2000 Characters Remaining"/>
5 - Explanit		

## Specifični projektni ciljevi

Opis razine ostvarenja:

- Potpuno ostvareno
- Visoki stupanj ostvarenja
- Niski stupanj ostvarenja
- Nije ostvareno

# Opisni dio projektnog izvještaja o napretku - 5/7 dio

## Ostvarenja glavnih projektnih proizvoda...

Project Main Outputs Achievement								
Programme Output Indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators So Far	Project Main Output Indicator Number	Project Main Output Title	Project Main Output Quantification Target	Planned Delivery	Achieved So Far	Level Of Achievement
Number of persons related to improving health care services and/or social care services trained	202.0	0.00	T1.7.2	3D medical animations for education purposes	60.00	Aug.2019	0.00	not started
			T1.8.1	Survey and analysis of the most common cardiovascular diseases in the region	40.00	May.2018	0.00	not started
			T1.9.1	Selected list of diseases to be tackled	40.00	Mar.2018	0.00	not started
			T1.10.1	Medical students trained in manual segmentation, labeling and visualization of medical images	40.00	Jul.2018	0.00	not started
			T1.12.2	Increased diagnostic capabilities of medical institutions	2.00	Jul.2018	0.00	not started
			T1.13.2	Software for interactive visualization and analysis of cardiovascular data	20.00	Oct.2019	0.00	not started
Number of jointly developed tools			T1.7.1	3D medical animations for education purposes	1.00	Aug.2019	0.00	not started
				Established Medico-Tech				

# Opisni dio projektnog izvještaja o napretku - 6/7 dio

## Target Groups Reached

Target Groups	Target Value	Target Groups Reached Previous Periods	Target Groups Reached Current Report	Source Of Verification	Description Of Target Group	Target Groups Reached So Far Percentage
infrastructure and (public) service provider	3.00	0.00	<input type="text" value="0.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	0.00 %
higher education and research	3.00	0.00	<input type="text" value="0.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	0.00 %
education/training centre and school	3.00	0.00	<input type="text" value="0.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	0.00 %
SME	4.00	0.00	<input type="text" value="0.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	0.00 %

## Problems And Solutions Found

### Problems And Solutions Found Description



Characters (including HTML): 0 (Limit: 2000), Words: 0

# Opisni dio projektnog izvještaja o napretku - 7/7 dio

Fully Implemented

Implemented

Implemented On

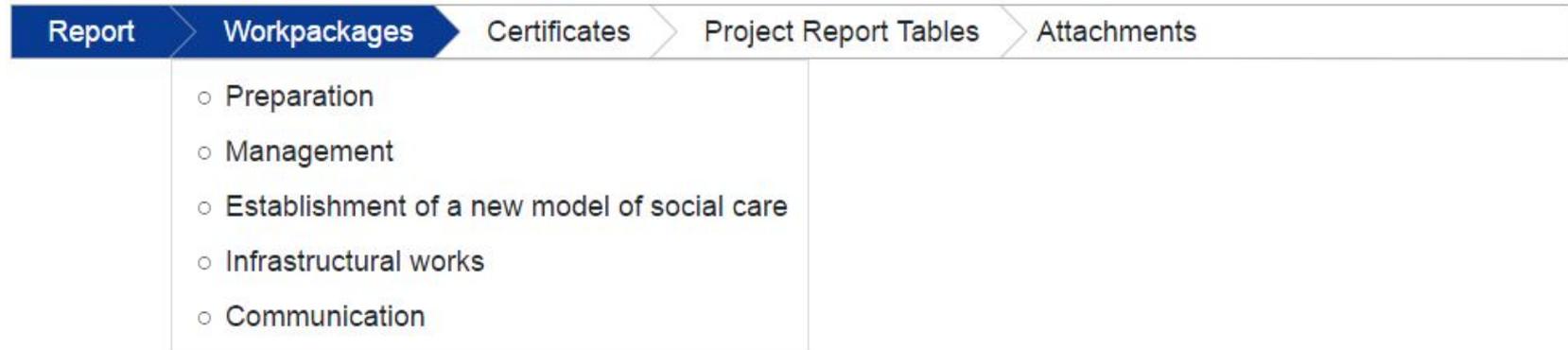
---

Reporting Per Workpackage Overview

Id	Start	End	Type	Title
95	Mar.2017	May.2017	preparation	Preparation
82	Jun.2017	Nov.2019	management	Management
113	May.2017	Oct.2019	implementation	Medical Imaging and Visualization
88	May.2017	Oct.2019	communication	Communication

 Save

# Projektni izvještaj po radnim paketima - 1/2 dio



Izvještavanje je predviđeno za one radne pakete koji su predviđeni u okviru Prijavnog obrasca.

# Projektni izvještaj po radnim paketima - 2/2 dio

**Reporting Workpackage Implementation**

Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status	Wp Expenditure Current Report	Percentage Of Wp Reported So Far
T1	Medical Imaging and Visualization	May.2017	Oct.2019	not started	€ 0.00	0.92 %

**Partners Involvement**

Abbreviation	Name	
Partner #1 Abb	Partner #1 (lead Partner)	Responsible partner
Partner #2 Abb	Partner #2	
Partner #3 Abb	Partner #3	
Partner #4 Abb	Partner #4	
Partner #5 Abb	Partner #5	

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What

2000 Characters Remaining

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found

2000 Characters Remaining

not started

Current Report

€ 0.00

- not started
- completed
- proceeding according to work plan
- behind schedule
- ahead of schedule

## Izvještaji po radnim paketima sadrže:

- Osnovne informacije o paketu
- Status izvršenja
- Opis napretka i izvršenja aktivnosti po partnerima
- Opis problema u napretku i rješenja
- Opis ostvarenja glavnim projektnih proizvoda sa statusom izvršenja
- Status izvršenja aktivnosti i odgovarajućih isporuka

# Potvrde

FLC potvrde partnerskih izvještaja koje se uključuju u projektni izvještaj...

Report Workpackages **Certificates** Project Report Tables Attachments

○ Partner #2 Abb Certificate 1.1

List Of Expenditure

Report Number	Budget Line	Wp	Int Ref No	Inv No	Inv Date
Partner #2 Abb 1.1	Staff costs	M Management	T_02	02	14.06.2017
Partner #2 Abb 1.1	Office and administration	M Management		FR	N/A FR
Partner #2 Abb 1.1	Travel and accomodation	M Management	T-01	01	30.06.2017
Partner #2 Abb 1.1	External expertise and services	T1 Medical Imaging and Visualization	T03	03	13.07.2017

Export Save Columns Columns

# Tablice projektnog izvještaja

Report > Workpackages > Certificates > **Project Report Tables** > Attachments

## Project Report Expenditure Summary

Programme Co-financing	Project Total Budget	Previously Reported (Certified By C A)	Currently Reported (amount declared to the JS)	Total Reported	% of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Cer
Total Co-financing	€ 691 043.04	€ 0.00	€ 5 096.00	€ 5 096.00	0.74 %	€ 685 947.04	€ 5 096.00	
Of Which IPAll	€ 691 043.04	€ 0.00	€ 5 096.00	€ 5 096.00	0.74 %	€ 685 947.04	€ 5 096.00	
Partner Contribution	€ 121 948.78	€ 0.00	€ 899.30	€ 899.30	0.74 %	€ 121 049.48	€ 899.30	
<b>Total Eligible Expenditure</b>	<b>€ 812 991.82</b>	<b>€ 0.00</b>	<b>€ 5 995.30</b>	<b>€ 5 995.30</b>	<b>0.74 %</b>	<b>€ 806 996.52</b>	<b>€ 5 995.30</b>	

Export

## Project Expenditure Per Budgetline

Financijske i druge tablice koje prikazuju podatke relevantne za trenutni projektni izvještaj, trenutni napredak i status u okviru cjelokupne provedbe projekta.

Napredak projekta, odnosno izvršenje proračuna, s obzirom na planirani i odobreni proračun, proračunske stavke, radne pakete i partnere.

# Privitci

Privitci na razini izvještaja...

Report > Workpackages > Certificates > Project Report Tables > **Attachments**

Upload

Attachments

<input type="checkbox"/>	Filename ⇅	Filetype ⇅	Date ⇅	User ⇅	Description	Actions
No records found						

# Spremanje, provjera i slanje projektnog izvještaja



Hvala na pažnji! Da li ima pitanja?



**eMS @ Upravljačko tijelo  
Programa prekogranične suradnje  
Hrvatska-Bosna i Hercegovina-Crna Gora 2014-2020**

**[ma.ems@interreg-hr-ba-me2014-2020.eu](mailto:ma.ems@interreg-hr-ba-me2014-2020.eu)**