

URBACT IV - Synergie Guidance Note No. 5

PROGRESS REPORT

This Guidance Note provides useful information about how to complete and submit an URBACT IV Progress Report. It is both a technical guide to SYNERGIE CTE and a practical guide on the content of the Progress Report.

Date JANUARY 2024



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1. INTRODUCTION

1.1. What is a progress report?

A Progress Report is one of the **mandatory documents** that must be submitted for each reporting period. According to the Subsidy Contract and the Programme Manual, the **Lead Partner is responsible** for completing and submitting the Progress Report on behalf of the project.

Information should be **gathered from all partners** and the document should be signed by the Lead Partner and the Lead Partner First Level Controller.

The information contained in the report should cover both an update on network activities as well as a budget review.

The overall structure of a Progress Report is as follows:

- > Section 1 - General Introduction. Main highlights of the reporting period.
- > Section 2 - Progress by work package. A focus on activities in each work package, a table to list the key milestones and an update on progress towards achieving programmed outputs should be provided.
- > Section 3 - Report on expertise. An update on the work of the Lead Expert and details of other experts used at project level should be provided.
- > Section 4 - Update on general project information. The section allows for changes in contact details or bank details to be reported as well as providing information on any issues which have been encountered during the reporting period.
- > Section 5 - Financial update. A detailed review of financial progress is presented here in the summary table automatically generated. The report should highlight any potential changes in budget categories or partner budget which are more than the 20% flexibility allowed by the Programme.
- > Section 6 – Signatures. The Progress Report shall be signed by the representative of the Lead Partner and by the First Level Controller of the Lead Partner.

1.2. Preparation of the Progress Report

The Progress Report is a compulsory document for project reporting, but it is also a useful monitoring tool for the Lead Partner to review partner involvement and local activity.

In order to facilitate the completion of the Progress Report, it is a good idea to establish a project level procedure. A short questionnaire at the end of each reporting period which is circulated to each partner with a very short list of questions like those in the Progress Report would help the Lead Partner to gather the useful information required. An earlier internal deadline should be fixed.

2. COMPLETING THE PROGRESS REPORT IN SYNERGIE-CTE

IMPORTANT

The Progress Report **MUST** be submitted using SYNERGIE-CTE – no other format is acceptable.

After logging in on <https://cte-2127.synergie-europe.fr>, you should see the following screen, where you can visualise three different chapters “Access application form data”, “Access expenditure data” and “Financial monitoring”.

2.1. Creating a Progress Report

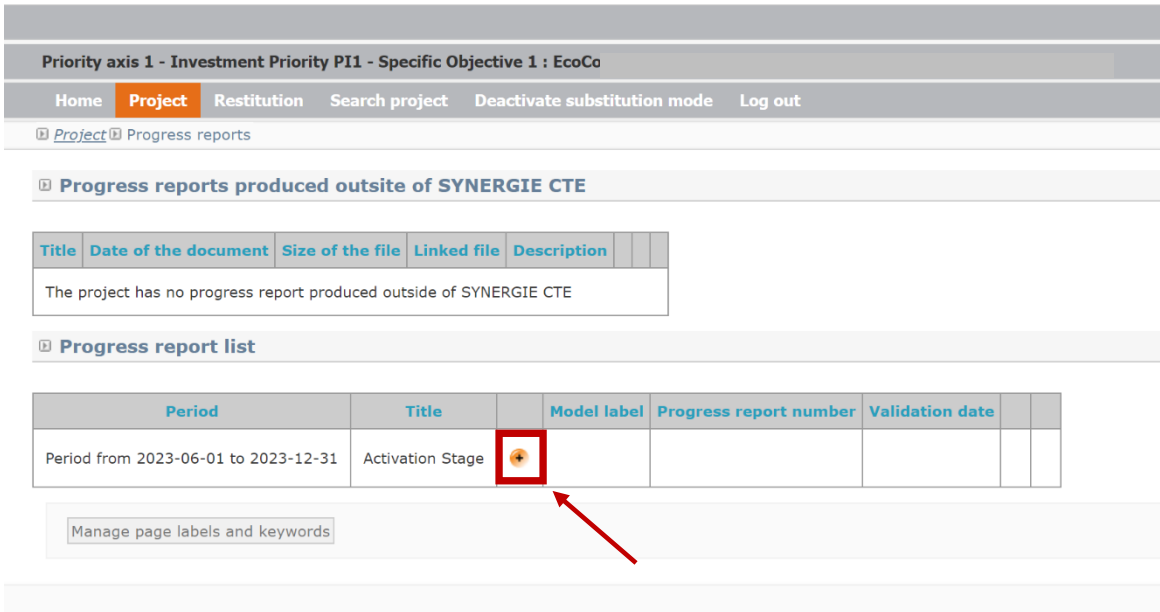
> Select [Progress Report](#) from the menu list.

The screenshot displays the SYNERGIE-CTE web application interface. At the top, there is a navigation bar with the following items: Home, Project (highlighted in orange), Restitution, Programme, Parameters, Export, ETC Stats, Activate substitution mode, and Log out. Below the navigation bar, the main content area is divided into three sections:

- Access application form data**: This section includes a search icon and several menu items: Instruction history, Project's administrative information & contractual documents, Add / Edit a First Level Controller profile, and See contractual documents.
- Access expenditure data**: This section includes a list of menu items: Expenditure, Revenues/Income, Certificates, Payment claim, Progress Reports (highlighted with a red box and a red arrow), Managing Authority certificates, Payments received, Undertaken controls in Synergie CTE (before MA certificate validated), SIFA carried out controls, and Closure report.
- Financial monitoring**: This section includes a list of menu items: ERDF monitoring, Expenditure breakdown per activity of the work plan, Expenditure breakdown per budget lines, Expenditure breakdown per partner, and Expenditure breakdown per objective of the work plan and budget line.

Producing a Progress Report

> Add a [Progress Report](#) using the  button



Priority axis 1 - Investment Priority PI1 - Specific Objective 1 : EcoCo


Home **Project** Restitution Search project Deactivate substitution mode Log out

[Project](#) Progress reports

Progress reports produced outside of SYNERGIE CTE

Title	Date of the document	Size of the file	Linked file	Description
The project has no progress report produced outside of SYNERGIE CTE				

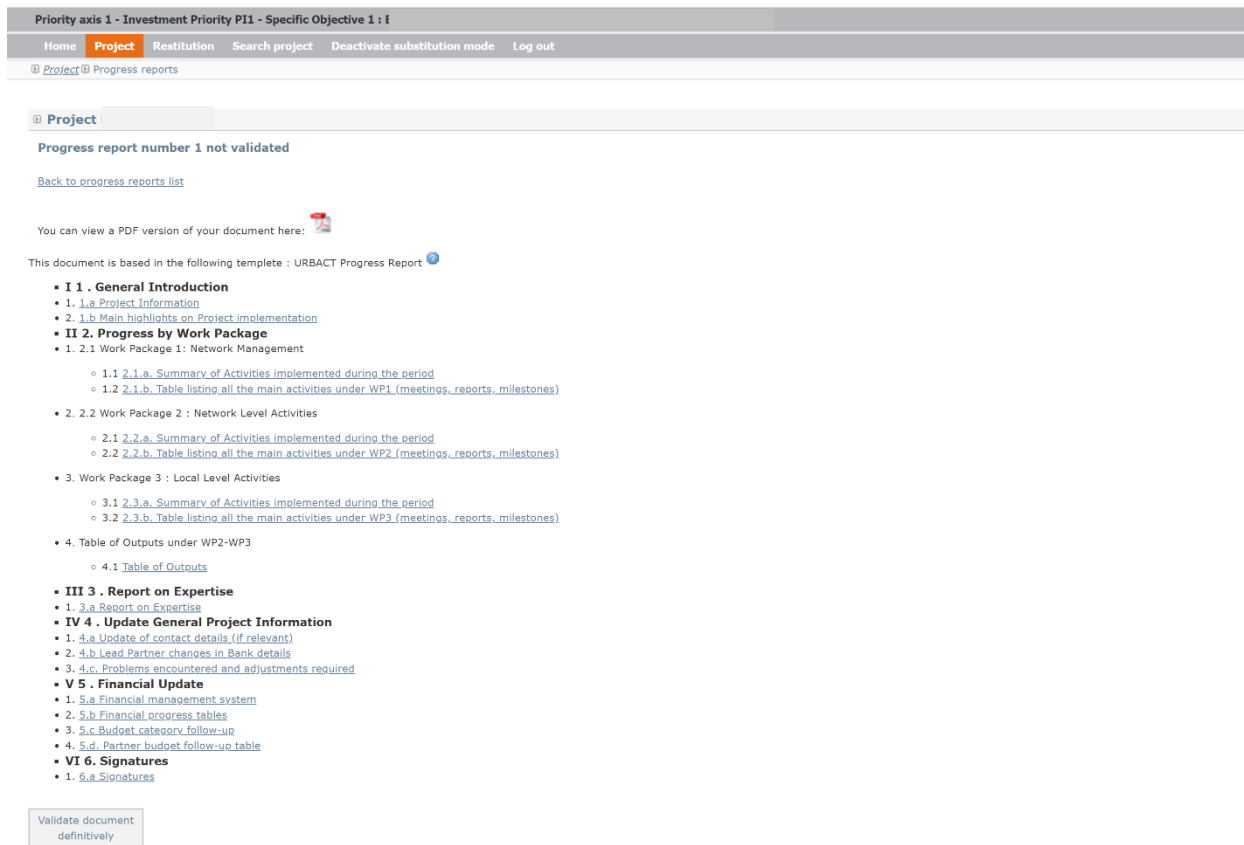
Progress report list

Period	Title	Model label	Progress report number	Validation date
Period from 2023-06-01 to 2023-12-31	Activation Stage			

Manage page labels and keywords

2.2. Filling in a Progress Report

Start entering the data into the report using the main menu.



Priority axis 1 - Investment Priority PI1 - Specific Objective 1 : EcoCo


Home **Project** Restitution Search project Deactivate substitution mode Log out

[Project](#) Progress reports

Project

Progress report number 1 not validated

[Back to progress reports list](#)

You can view a PDF version of your document here: 

This document is based in the following template : [URBACT Progress Report](#)

- I 1 . General Introduction**
 - 1. 1.a [Project Information](#)
 - 2. 1.b [Main highlights on Project implementation](#)
- II 2. Progress by Work Package**
 - 1. 2.1 Work Package 1 : Network Management
 - 1.1 2.1.a. [Summary of Activities implemented during the period](#)
 - 1.2 2.1.b. [Table listing all the main activities under WP1 \(meetings, reports, milestones\)](#)
 - 2. 2.2 Work Package 2 : Network Level Activities
 - 2.1 2.2.a. [Summary of Activities implemented during the period](#)
 - 2.2 2.2.b. [Table listing all the main activities under WP2 \(meetings, reports, milestones\)](#)
 - 3. Work Package 3 : Local Level Activities
 - 3.1 2.3.a. [Summary of Activities implemented during the period](#)
 - 3.2 2.3.b. [Table listing all the main activities under WP3 \(meetings, reports, milestones\)](#)
 - 4. Table of Outputs under WP2-WP3
 - 4.1 [Table of Outputs](#)
- III 3 . Report on Expertise**
 - 1. 3.a [Report on Expertise](#)
- IV 4 . Update General Project Information**
 - 1. 4.a [Update of contact details \(if relevant\)](#)
 - 2. 4.b [Lead Partner changes in Bank details](#)
 - 3. 4.c. [Problems encountered and adjustments required](#)
- V 5 . Financial Update**
 - 1. 5.a [Financial management system](#)
 - 2. 5.b [Financial progress tables](#)
 - 3. 5.c [Budget category follow-up](#)
 - 4. 5.d. [Partner budget follow-up table](#)
- VI 6. Signatures**
 - 1. 6.a [Signatures](#)

Validate document definitively

Producing a Progress Report

> I 1. General Introduction

- Section 1.a is prefilled.
- Section 1.b is free text to be completed reporting on the overall state of play of the network activities. In a few short paragraphs, you should outline briefly in some bullet points key activities implemented, evolution in project theme, interesting methods and/or animation techniques used, partnerships developed at project level, focus on interesting outputs or results.

Priority axis 1 - Investment Priority PI1 - Specific Objective 1 : EcoCore (Ref : 20252 | 1678891833 | Version : 1 | Approved)

Home Project Restitution Search project Deactivate substitution mode Log out

Project > Progress reports

outline briefly in some bullet points key activities implemented, evolution in project theme, interesting methods and/or animation techniques used, partnerships developed at project level, focus on interesting outputs or results.

Previous chapter | Index | Next chapter

1.b Main highlights on Project implementation

Plain text

Save

Manage page labels and keywords

REMEMBER TO SAVE

After each section, if you do not click on the **Save** button, the data not saved will be lost and you will have to redo it.

> II 2. Progress by Work Package

1. Work Packages 1,2,3

There are three sub sections per work package. You should complete each work package one after the other:

- [a. Summary of Activities implemented during the period](#)

This free text section should refer to the activities planned in the work package and report on their progress during the reference period.

Producing a Progress Report

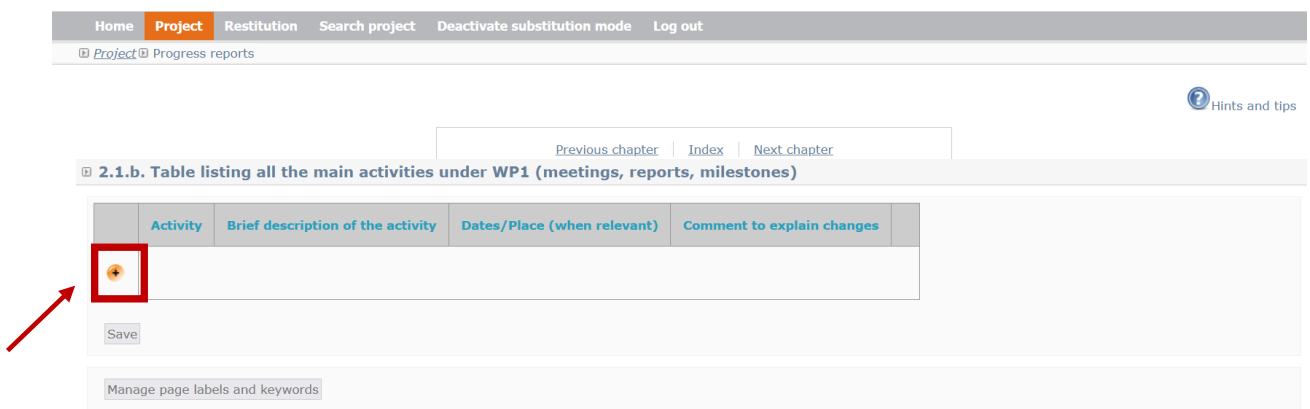
You are invited to underline the positive progress but also to mention the problems specifically related to the development and the performance of activities and outputs of the work package (mentioning, for example, if new needs or ideas came up or if contents/form of some outputs and activities must be reviewed).

■ [b. Table listing all the main activities for each work package](#)

This table should be completed to inform the Programme secretariat of the key milestones of activity during the reference period. These activities can cover a wide range of things depending on the work package.

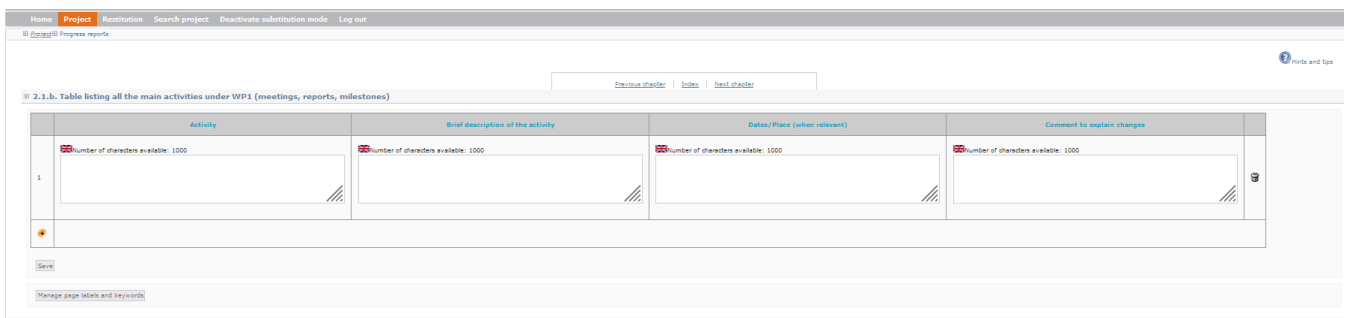
Examples of activities can be found in the Programme Manual; in addition, indications on completing this section can be found in Annex 1 of this guide.

You should click on the  button to add activities.



The screenshot shows the top navigation bar with 'Home', 'Project', 'Restitution', 'Search project', 'Deactivate substitution mode', and 'Log out'. Below it is a breadcrumb trail: 'Project > Progress reports'. On the right, there is a 'Hints and tips' icon. The main content area has links for 'Previous chapter', 'Index', and 'Next chapter'. The title is '2.1.b. Table listing all the main activities under WP1 (meetings, reports, milestones)'. Below the title is a table with four columns: 'Activity', 'Brief description of the activity', 'Dates/Place (when relevant)', and 'Comment to explain changes'. A red box highlights a plus icon in the first row, with a red arrow pointing to it. Below the table is a 'Save' button and a 'Manage page labels and keywords' link.

Complete the table of free text which appears:



The screenshot shows the same web interface as above, but the table now contains one row of text input fields. Each cell in the table has a 'Number of characters available: 1000' indicator. The plus icon is still visible in the first row. The 'Save' button and 'Manage page labels and keywords' link are also present.

2. Table of Outputs under WP2-WP3

In the section 4, a table should be completed to report on the official project outputs according to the approved application form. It should show the quantity achieved and should list all the evidence that should be submitted with the reporting documents.

We remind you that no outputs were planned for WP1.

Producing a Progress Report

You will first see a general table with 3 pages: activities implemented, deliverables achieved and financial progress.

We ask you to go straight to page 2: “deliverables achieved”. The other pages can be skipped as the information is provided in other parts of the template already.

Go to action: **2.1 Work Package 2 - Network Level activities** VALIDATE

Activities implemented **Deliverables achieved** Financial progress

Objective	Work Package 2 - Network Level activities
Activity	Work Package 2 - Network Level activities
Starting date	2023-06-01
Closing date	2025-12-31
Description of activities, work package, means	Work Package 2 - Network Level activities The WP aims to set up network level activities that will be undertaken. It is likely that our general framework will evolve as the Baseline Study is developed and partners and the Lead Expert start to develop a coherent methodology.
Responsible/contributing partners	<ul style="list-style-type: none"> • Vila Nova de Famalicão • City of Zagreb • Alci • Kozalin • Satu Mare County Intercommunity Development Association • Municipality of Messina • Department for Development and International Projects of Zenica-Doboj Canton (DDIP ZDC) • Uměš
Location (when relevant)	In partner cities.
Expected outputs/deliverables	<ul style="list-style-type: none"> • 2.1.1 Baseline Study (Network Roadmap) Number 1 • 2.1.2 Core Network Meetings Number 6 • 2.1.3 Network Event Number 1 • 2.1.4 Transnational meetings Number 8 • 2.1.5 Network kick-off meeting Number 1 • 2.1.6 Quarterly Reporting Review Number 10 • 2.1.7 Communication Plan Number 1 • 2.1.8 Thematic articles Number 3 • 2.1.9 Final Network Results Product Number 1

Progress of activities

Activities implemented during reporting period

Description of activities (activities implemented during the period, mention any change in dates, partners, ...)

Once in the “deliverables achieved” section, you will see this table:

Go to action: **2.1 Work Package 2 - Network Level activities** VALIDATE

Activities implemented Deliverables achieved **Financial progress**

Outputs/deliverables produced during reporting period and related indicators

Output/Deliverable	Output progress	Show/Edit	Add	Type of deliverable	Brief description	Unit Type	Target 2023	Target 2024	Target 2025	Total target value	Quantity realised in the reporting period	Cumulative quantity since the beginning of the project
2.1.1 Baseline Study (Network Roadmap)	<input checked="" type="checkbox"/>	🔍	+	WP2 - Network Roadmap (Baseline study)	This is one of the main products at Activation Stage, being the result of the cooperation between the LE and LP in each PP city. To generate the Baseline Study, the LE will include in all visits meetings in each city.	Number	1			1	0	0
2.1.2 Core Network Meetings	<input checked="" type="checkbox"/>	🔍	+	WP2 - Transnational meeting	6 Core Network Meetings, with in-person participation of all PPs, Thematic Experts and additional participants according to location and topic, will be organized across the 4 stages of the project and hosted by distinct City Partners	Number	1	3	2	6	0	0
2.1.3 Network Event	<input checked="" type="checkbox"/>	🔍	+	WP2 - Transnational meeting	An accompanying Network Event and focused upon sharing the Network findings and outputs with broader EU and National level stakeholders	Number	0	0	1	1	0	0
2.1.4 Transnational meetings	<input checked="" type="checkbox"/>	🔍	+	WP2 - Network Roadmap (Baseline study)	Transnational meetings can be online or in-person and aims to engage partners and discuss details of the Urbact journey in between Core Network meetings.	Number	0	7	1	8	0	0
2.1.5 Network kick-off meeting	<input checked="" type="checkbox"/>	🔍	+	WP2 - Network Roadmap (Baseline study)	Network kick-off meeting (held online in late June/early July 2023) and focused upon introducing the Lead Partner, Lead Experts and each of the Project Partner; introducing the URBACT Method and the activities of Action Planning Networks.	Number	1	0	0	1	0	0
2.1.6 Quarterly Reporting Review	<input checked="" type="checkbox"/>	🔍	+	WP2 - Quarterly Network Reports	Standardised process of interim updates on network progress – transnational and local activities. These reports, produced by the Lead Expert, will aim to capture learning for the network as well as to have an adequate format for network communication activities	Number	2	4	4	10	0	0
2.1.7 Communication Plan	<input checked="" type="checkbox"/>	🔍	+	WP2 - Communication Plan	The project's communication strategy will be defined during the Activation Stage of the network following co-creation methodologies with partners. It will include the target groups, actions to be implemented, main responsibilities and tasks, etc.	Number	1	0	0	1	0	0
2.1.8 Thematic articles	<input checked="" type="checkbox"/>	🔍	+	WP2 - Network Articles	The LE, together with the LP, will publish 3 thematic articles.	Number	1	1	1	3	0	0
2.1.9 Final Network Results Product	<input checked="" type="checkbox"/>	🔍	+	WP2 - Network Results Product	The Final Network Results Product to be delivered at end of the Journey and it will be feeded by the Quarterly network reports (six altogether).	Number	0	0	1	1	0	0

Deliverables not foreseen but achieved

Output/Deliverable	Output progress	Type of deliverable	Brief description	Unit Type	Quantity realised in the reporting period	Cumulative quantity since the beginning of the project
<p>add a new deliverable not foreseen</p> <p>Evidence provided</p> <p>Evidence provided (agendas, minutes, photos, etc.)</p>						


Producing a Progress Report

To enter details, click on the  button.


Add a quantity realised for the output/deliverable 2.1.1 Baseline Study (Network Roadmap)

Number achieved

Realisation date

2023-12-20 

Comment









The baseline study was realised by the Lead Expert and sent to the Secretariat on 20th of December.

Quantity realised

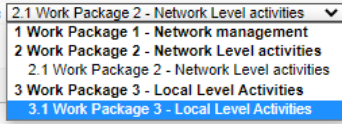
1 Number

Fill all cases, putting the date of the last activity achieved in cases of several of them. You can also list here the evidences provided for each output (instead of the table at the top of the general table). Then, save the information.

Output/Deliverable	Output progress	Show/Edit	Add	Type of deliverable	Brief description	Unit Type	Target 2023	Target 2024	Target 2025	Total target value	Quantity realised in the reporting period	Cumulative quantity since the beginning of the project
2.1.1 Baseline Study (Network Roadmap)	 <input type="button" value="Modify"/>			WP2 - Network Roadmap (Baseline study)	This is one of the main products at Activation Stage, being the result of the cooperation between the LE and LP in each PP city. To generate the Baseline Study, the LE will include in all visits meetings in each city.	Number	1			1	1	1
2.1.2 Core Network Meetings	 <input type="button" value="Modify"/>			WP2 - Transnational meeting	6Core Network Meetings, with in-person participation of all PPs. Thematic Experts and additional participants according to location and topic, will be organized across the 4 stages of the project and hosted by distinct City Partners	Number	1	3	2	6	0	0

Going back to the table, you can see the quantity realised has been actualised. Proceed the same way with all achieved outputs of the table.







Go to action: 2.1 Work Package 2 - Network Level activities



Activities implemented | Deliverables achieved | Financial progress

Outputs/deliverables produced during reporting period and related indicators

action_id

Output/Deliverable	Output progress	Show/Edit	Add	Type of deliverable	Brief description	Unit Type
2.1.1 Baseline Study (Network Roadmap)	 <input type="button" value="Modify"/>			WP2 - Network Roadmap (Baseline study)	This is one of the main products at Activation Stage, being the result of the cooperation between the LE and LP in each PP city. To generate the Baseline Study, the LE will include in all visits meetings in each city.	Number
2.1.2 Core Network Meetings	 <input type="button" value="Modify"/>			WP2 - Transnational meeting	6Core Network Meetings, with in-person participation of all PPs, Thematic Experts and additional participants according to location and topic, will be organized across the 4 stages of the project and hosted by distinct City Partners	Number

Producing a Progress Report

Then, select the WP3 in the drop-down menu at the top of the table and do the same steps for WP3.

REMEMBER TO SAVE

After each section, if you do not click on the **Save** button, the data not saved will be lost and you will have to redo it.

> III 3. Report on Expertise

The free text box in this section should provide information about the use of experts during the reference period.

- It should state the number of days reported and used by the project Lead Expert as well as the number of days remaining for the Lead Expert.
- It should also outline other experts which may have been contracted and used by the project.
- For each expert used you should state the partner concerned, the name of the expert and the tasks the expert has completed.

> IV 4. Update General Project Information

- [4.a Update of contact details \(if relevant\)](#)

The table shows all the project partners and a free text box to update information on contact details.

	New contact if relevant
Naples	<input type="text"/>
Preston	<input type="text"/>
Ghent	<input type="text"/>
Poznan	<input type="text"/>

Save

Manage page labels and keywords

Producing a Progress Report

- [4.b Lead Partner changes in Bank details](#)

This free text box is for the Lead Partner ONLY and should provide updated bank account details if relevant.

- [4.c Problems encountered and adjustments required](#)

This free text box should be completed to highlight any problems the project has encountered during the reference period. It can also report on solutions found to the issues raised. Lead Partners are asked to consider all aspects of the project and should refer to Annex 3 of this guide for more information.

> V 5 - Financial Update

- [5.a Financial management system](#)


The Lead Partner should select the management system approved for the project. All projects have normally a decentralised management system, check your Joint Convention if you're not sure. The free text box should be used to report any changes which may be required explaining why they are needed.

[Previous chapter](#) | [Index](#) | [Ne](#)

5.a Financial management system

-	YES	NO
Centralised	<input type="radio"/>	<input checked="" type="radio"/>
Decentralised	<input checked="" type="radio"/>	<input type="radio"/>
Mixed	<input type="radio"/>	<input checked="" type="radio"/>

General comment



- [5.b. Financial Progress per year and budget category \(including administrative closure period\)](#)

The table is automatically filled in using information from the validated payment claim document. It is important to validate the payment claim BEFORE the Progress Report or the figures will not be updated.

Producing a Progress Report

■ 5.c Budget category follow-up

This table should be completed to highlight POTENTIAL problems with overspending by budget category. If your project foresees an issue in any particular category, it should be explained clearly. With this information the Secretariat will be able to help your project to find a solution to this matter.

[Previous chapter](#) | [Index](#) | [Next chapter](#)

Information for the budget category deviation (overspend or underspend) per budget category within 20% allowed

Hints and tips

5.c Budget category follow-up

	BUDGET CATEGORY DEVIATIONS (within 20% allowed)	Reasons of the modification (e.g. unforeseen expenditures, real costs different than programmed costs, etc.)	Estimated amount of the modification
Staff Costs	▼	🇬🇧	🇬🇧
Travel and accommodation	▼	🇬🇧	🇬🇧
External expertise and Services	▼	🇬🇧	🇬🇧
Equipment	▼	🇬🇧	🇬🇧

■ 5.d Partner budget follow-up

This table should be completed to highlight POTENTIAL problems with overspending at partner level. If your project foresees an issue in any particular partner, it should be explained clearly. With this information the Secretariat will be able to help your project find a solution to this matter. It is also in this table that significant under spending at partner level should be explained clearly.

[Previous chapter](#) | [Index](#) | [Next chapter](#)

5.d Partners budget follow-up

	PARTNERS BUDGET DEVIATIONS (within 20% allowed)	Reasons of the modification (e.g. unforeseen expenditures, real costs different than programmed costs, etc.)	Estimated amount of the modification
[en]BREST METROPOLE OCEANE	▼	🇬🇧	🇬🇧
Communaute d'agglomeration d'Amiens Metropole	▼	🇬🇧	🇬🇧

> VI 6. Signatures

The hard copy version of your Progress Report should be signed by the Lead Partner and the First Level Controller of the Lead Partner.


2.3. Validating a Progress Report


Once the Progress Report is complete and all the other reporting documents are validated (**it is IMPORTANT to validate the payment claim BEFORE the Progress Report to ensure all the figures are correctly reported**) then the Progress Report should be validated in SYNERGIE by clicking on the **Validate document definitively** button at the bottom of the content page.

Project DEMO

Progress report number 1 not validated

[Back to progress reports list](#)

You can view a PDF version of your document here: 

This document is based in the following templete : URBACT PR template FINAL (PHASE 1) 

- **I 1- General Introduction**
 - 1. [1.a Project Information](#)
 - 2. [1.b Main Highlights for the Reporting Period](#)
- **II 2. Progress by Work Package**
 - 1. 2.1 Work Package 1: Project Management (phase 1)
 - 1.1 [2.1.a WP1: Summary of Activities implemented under WP1 during the period](#)
 - 1.2 [2.1.b WP1: Table listing all the main activities regarding project management](#)
 - 2. 2.2 Work Package 2: Project Development (phase 1)
 - 2.1 [2.2.a WP2: Summary of Activities implemented under WP2 during the period](#)
 - 2.2 [2.2.b WP2: Table listing all the main activities under WP2 \(meetings, reports, milestones\)](#)
 - 2.3 [2.2.c Table of Outputs under WP2 -- according to the approved AF](#)
- **III 3. Report on Expertise**
 - 1. [3.a Report on Expertise](#)
- **IV 4. Update General Project Information**
 - 1. [4.a Update of contact details \(if relevant\)](#)
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 - 3. [4.c Problems encountered and adjustments required](#)
- **V 5 – Financial Update**
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 - 2. 5.b Financial progress tables
 - 2.1 [5.b.1 Financial progress per year and budget category \(including administrative closure period\)](#)
 - 3. [5.c Budget category follow-up](#)
 - 4. [5.d Partners budget follow-up](#)
- **VI 6. Signatures**
 - 1. [6.a Signatures](#)

Validate document definitively

3. REVIEW, SIGNATURE AND SUBMISSION OF THE PROGRESS REPORT

3.1. Review and Signature

Once the Progress Report is complete and all the other reporting documents are validated (**it is IMPORTANT to validate the payment claim BEFORE the Progress Report to ensure all the figures are correctly reported**) then the Progress Report should be validated in SYNERGIE by clicking on the button at the bottom of the content page.

A PDF version of the report should be generated by clicking on the PDF icon. This version will be available in the restitution menu once it starts to flash:

Priority axis 1 - Investment Priority PI1 - Specific Objective 1 : | Version : 1 | Approved)



Home **Project** Restitution Search project Deactivate substitution mode Log out

[Project](#) Progress reports

Project

Progress report number 1 not validated

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You can view a PDF version of your document here  

This document is based in the following templete : [URBACT Progress Report](#)

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 - 1.2 [2.1.b. Table listing all the main activities under WP1 \(meetings, reports, milestones\)](#)
 - 2. 2.2 Work Package 2 : Network Level Activities
 - 2.1 [2.2.a. Summary of Activities implemented during the period](#)
 - 2.2 [2.2.b. Table listing all the main activities under WP2 \(meetings, reports, milestones\)](#)
 - 3. Work Package 3 : Local Level Activities
 - 3.1 [2.3.a. Summary of Activities implemented during the period](#)
 - 3.2 [2.3.b. Table listing all the main activities under WP3 \(meetings, reports, milestones\)](#)
 - 4. Table of Outputs under WP2-WP3
 - 4.1 [Table of Outputs](#)
- **III 3 . Report on Expertise**
 - 1. [3.a Report on Expertise](#)
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 - 4. [5.d. Partner budget follow-up table](#)
- **VI 6 . Signatures**
 - 1. [6.a Signatures](#)

Producing a Progress Report

The Lead Partner should download the PDF version of the certificate and print and sign the last page. The FLC should review the contents of the report to ensure that it is coherent with the financial reporting and countersign the Progress Report.

3.2. Submission of the Progress Report

The electronic version of this signature page shall form part of the submission required for each reporting period along with all the other compulsory documents (partners FLC certificates, payment claim, project outputs) within the Programme deadline.

These documents can be sent using online data transfer tools such as Dropbox or WeTransfer.

3.3. URBACT Secretariat Review

The Lead Partner should submit a full package of reporting documents together by e-mail to their dedicated Project Officers (and apn@urbact.eu in copy) at the URBACT Secretariat respecting the deadline.

The Secretariat team will review the package and inform the lead partner of any questions within maximum 80 days. The completeness and quality of the submissions has a direct impact on the speediness of payments.

ANNEX 1. Reporting on Main Activities in the Progress Report – Examples

Within the update on each work package, the Lead Partner is asked to report on key milestones and activities. The first element is the brief description of the activity including the type of the activities, the partners involved, what is the specific purpose in the network activities, the relation between the activity and the outputs produced in the reference period.

The column “**Comment to explain changes compared to the Application Form**”, must be used to underline if there were some minor variations or small adjustments to the activities foreseen in the last application form. It should also be used to refer to the major changes validated with a reprogramming procedure.

NB: The following table collects some reporting examples about different activities.

Activity	Brief description of the activity	Dates/Place (when relevant)	Comment to explain changes compared to the AF
Organising and holding coordination meetings	<p>The coordination group is composed by the representatives of each project partner and is the decision-making organ of the network. It meets at least once every six months. The contents of the meetings and the moderation are performed by the LP. If possible, the coordination meetings are organised back-to-back with the transnational meetings. In the application form for the Activation Phase, we foresaw 2 coordination meetings (one virtual and one in person). After each coordination meetings, the LP will write and circulate to project partners the report of the meeting, including agenda, participants list, summary of the decisions made.</p> <p>The first coordination meeting took place during the online kick off and was dedicated to the set up of internal project management procedures. All the partners were present and agreed on the procedures proposed by the LP. The partners also agreed on inviting the LE to join the following coordination meetings. The meeting was also used to draft the Joint Convention.</p> <p>The second and third meetings were dedicated to the re-definition of the partnership following the drop off of one of the partners. The LP, the 7 PP and also the LE took part to these meetings.</p> <p>The fourth meeting took place during the in person transnational meeting and was dedicated to the preparation of the baseline study and planning of the work for the second phase. The LP, the 7 initial PP and also the new PP and LE took part to the meeting. The meeting was also used to review the Joint Convention</p>	<ul style="list-style-type: none"> ■ Coordination meeting 1 29-30.06.2023, (session during the online kick-off of the network) ■ Coordination meeting 2 17.07.2023 (virtual meeting) ■ Coordination meeting 3 25.09.2023 (virtual meeting) ■ Coordination meeting 4 29-30.11.2023, Riga (session during the first in person transnational network meeting) 	<p>Due to the difficulties encountered in finalising the partnership, following the drop-off of one partner, two additional meetings were needed. Therefore, we organised 2 skype conferences.</p>

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	with the new partner. The LP also took the chance to collect the Letter of Commitment.		
Organising and holding transnational exchange and learning meetings	<p>The transnational meetings planned in the Activation phase were the online Kick off meeting and the first in person transnational project meeting. In general, the transnational meetings are organised as 2-days meetings, and they include a thematic input by the LE, a thematic workshop session as exchange between partners, a study visit, and a coordination meeting. After each meeting, the LE produces a report to summarize the activities of the 2 days. After each transnational meeting, the partners are invited to share the report with the ULG members of their city and to translate it for local dissemination purposes.</p> <p>The kick off meeting was organised by the LP and moderated by the newly appointed LE. All the partners could participate despite the short notice and the changes of date and time slots. The first day of the meeting was meant mainly to be a chance for the Partners and the expert to get to know each other in person, to define better the problematic issues and challenges of the network and to have the first coordination session. During the second day, the hosting Partner invited the director of the urban planning department to give an overview on the local policies and showed a movie on a start-up incubator managed by the technical university and the city of Ljubljana.</p> <p>Like the kick off, the first in person transnational meeting of the network was organised and moderated by the LE and the LP. Beside LP, PP, LE, also the representatives of all the 7 project partner cities were invited and managed to join. This meeting was dedicated to the preparation of the baseline study and roadmap for the following 2 years. The members of the ULG core group of the host partner were involved in the meeting and organised a walkshop to co-working spaces in the city centre. During the visit, it was possible to interview some users and this was very helpful to better understand their needs and to guide the partner in the elaboration of actions to improve the service.</p>	<ul style="list-style-type: none"> ■ online kick off meeting Phase 1 on 29 - 30.06.2023, ■ first in person transnational network meeting on 29 - 30.11.2023, Riga 	In the application form, we foresaw the online kick off meeting at the end of July. However, due to urgent issues to be discussed following the drop-off of a partner (and the need to replace it), we managed to anticipate it. For the in-person meeting, we also agreed to have it in Riga rather than in Paris as initially planned to combine it with one of the LE and LP visits to Project Partners.
Organising and holding ULG meetings	<p>Each partner had to establish an URBACT Local Group (ULG) to discuss about the selected issue at local level. Each ULG should meet regularly, at least once every six months period. The role of the group is to elaborate the contents of the IAP.</p> <p>All the partner cities managed to establish their ULG, to appoint a ULG coordinator and to organise the first meeting. Even if not all the stakeholders identified in the application form accepted or managed to participate, the ones who attended the first meeting committed to be members of the core group.</p> <p>The topics of the first meeting were the same for all the groups and were: report on network kick-off and final meetings of the Activation phase by PP, preparation of</p>	<ul style="list-style-type: none"> ■ Paris 20.07.2023 ■ Brussels 28.07.2023 ■ Riga 07.09.2023 ■ Ljubljana 21.09.2023 ■ Gdansk 25.07.2023 and 19.09.2023 	No variation compared to the application form: each Partner planned and held successfully the first local meeting. The partner Gdansk had even a second meeting during the reporting period.

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	<p>/ feedback on the LE/LP visit, better definition of the problem at local level as input for the local and transnational activities, mapping of other potential stakeholders, planning of next ULG meeting(s), first brainstorming for future local dissemination events. The partners Gdansk, Rome and Vilnius managed to organise and perform two meetings: the first was more focused on the thematic aspects and the second one on the organisation of the next activities.</p> <p>For the moment, none of the group discussed about the contents of the IAP.</p>	<ul style="list-style-type: none"> ■ Rome 27.07.2023 and 29.09.2023 ■ Vilnius 27.07.2023 and 18.09.2023 	
<p>Setting up online communication and dissemination activities on social media</p>	<p>In the application form we foresaw the creation and the animation of project pages on social media, in particular on Facebook and Twitter. The social media network pages on Facebook and Twitter were created as planned already during the Activation phase. Lasting the transnational meeting in Riga, the Project Partners suggested the creation of pages in LinkedIn and Instagram as well, to increase visibility and potential connections.</p>	<p>Date and place not relevant</p>	<p>The additional activities suggested during the transnational meeting will be probably included in the application form updating in the description of the output with the next reprogramming.</p>
<p>Organising and holding local dissemination events</p>	<p>Each partner should organise at least one local dissemination event during the project life to enlarge the participation to a broader local community and to increase the visibility of the network and programme activities at the local level.</p> <p>During the reporting period, there were two local dissemination events organised by the PP Riga and Ljubljana.</p> <p>The event in Riga was part of a bigger event “The week of entrepreneurship” organised in the congress center. During a workshop session run by the ULG coordinator and speed-dating session with the members of the ULG core group and the participants of the event, it was possible to collect new information and ideas about needs, wishes and expectations about employment and entrepreneurship services that the city could develop, provide or fund. This event was used also to identify some interested employers and employees and to invite them to the ULG meetings.</p> <p>The dissemination event in Ljubljana was organised directly by the city representative involved in the network, Ms Novak. She made a presentation on the URBACT programme and the activities of the network to the members of the different departments of the local administration. Some project and URBACT publications were distributed during the event.</p>	<ul style="list-style-type: none"> ■ Riga 17-18.10.2023 ■ Ljubljana 23.11.2023 	<p>No modification compared to the application form is required. However, the two partners will probably organise at least another meeting during the project life.</p>
<p>Participating to external events</p>	<p>LE, TE, LP might take part or be invited to attend international and national conferences to promote the activities and the findings of the network.</p> <p>During the reporting period the LP coordinator and the LE were asked by the Secretariat to present their networks during a workshop of the OpenDays 2023 in</p>	<ul style="list-style-type: none"> ■ LE Mr Rossi and LP coordinator Ms Moulin: Workshop URBACT, Opendays 	<p>In the application form, it was foreseen that just the LP and the experts could participate to external events.</p>

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	<p>Brussels. The LE gave an overview on the topic of the network and the first contents of the IAP with a presentation during the first session. Afterwards both the LE and LP took part to two parallel round tables to share their personal experience. The LP was also available for questions after the workshops and distributed some network brochures with the URBACT team at the stand. The LE and the LP agreed that the participation to this event was a great chance to significantly increase the visibility of the network at the European level.</p> <p>3 network representatives took part to a thematic conference about SMEs experiences in Europe in November. Two months before the conference, LE and LP received an invitation from the organiser of the event and forwarded it to the project partners, but due to previous scheduled meetings, the LE couldn't participate and other PPs representatives managed to attend together with the LP. The LP made a presentation about the network IAPs during the morning plenary session of the first day and all 3 network representatives attended the thematic workshop sessions in the afternoon of day 1 and in the morning of day 2. The participation to the conference was useful to get to know better some of the best practices and potentially implement the actions of the IAPs. It allowed to personally meet representatives of cities and international organisation that are dealing with the same issue and to set the basis for a future cooperation.</p>	<p>2023 16.10.2023, Brussels</p> <ul style="list-style-type: none"> ■ LP Coordinator Ms Moulin, ULG coordinator of PP Gdansk Mrs Kowalski and communication officer of PP Brussels Mr Peeters, Conference "Supporting SMEs , an international perspective with EU best practices and flagship initiatives", 28.11.2023, Prague 	<p>However, because of the importance of the disseminating at transnational level, during the last coordination meeting it was agreed that even the PP could attend.</p>
<p>Press activities (press conferences and press releases)</p>	<p>In the application, we foresaw a press conference during each transnational meeting in the city and the language of the hosting partner. We also planned the publication of at least one article in a national or local press during the project life by each partner. Hopefully, the partners will be able to involve the press more often than foreseen. The goal is to promote the transnational and local activities at national and local level in local language. These press activities are complementary to the publication of news on URBACT website and blog, and on social media.</p> <p>During the reporting period, two press conferences were held, respectively during the Kick off meeting in Ljubljana and the Final Meeting in Riga. The press conference in Ljubljana was filmed and published on the website of the city. Unfortunately, none of the journalists published an article about the meeting. For the press conference in Riga, just one journalist was present, although all the main local newspapers were invited to join. A short article on the conference was published on Leta.lv on 12.02.2016. In addition, the communication officer PP Brussels was interviewed about network first 6 months of activities and participation to conference in Prague; the article was published on 01.03.2016 on Brussels Times.</p>	<ul style="list-style-type: none"> ■ Press conference PP Ljubljana on 30.06.2023, (during Kick off), video published on 17.07.2023 ■ Press conference PP Riga on 29.11.2023, (during first in person meeting) ■ Press release PP Riga, published on 30.11.2023 ■ Press release PP Brussels, published on 01.11.2023 	<p>No change compared to the application form. The workplan of the activities is respected.</p>

ANNEX 2. MANDATORY EVIDENCE TO BE SUBMITTED FOR EACH OUTPUT DECLARED AS PRODUCED

This annex contains the list of the mandatory evidence for the main network outputs declared as produced. It should be used to help you to ensure that you gather the necessary documents according to each of your outputs.

It is important to ensure evidence is provided as proof of activities and justification of eligible costs are linked to each other – in some cases, without the evidence the costs cannot be considered eligible for ERDF refund.

Work Package 2

Network Level Activities

- Kick off, transnational, final meetings and study visits, workshops, dissemination events...: agenda with place, date, participants list, indication about contribution of the meeting to the draft of IAP and/or other thematic outputs + thematic outputs (such as thematic reports or minutes or case studies) + communication pieces if delivered (flyers, videos, brochures...);
- Thematic Reports (Quarterly Network Reports, Communication Plan...): an electronic copy of the reports.
- Articles, press releases and conferences: a link to the page where the article is or copy of the piece (digital file or screenshot of articles, minutes, videos, etc.)
NB: evidence can be provided even not in English, but it must be clear that the information refers to an URBACT activity;

Work Package 3

Local Level Activities

- ULG contact list: list of the participants (name, surname, institution/group of interest, email address, core group or not, role);
- Integrated Action Plans and IPA roadmap: copy of the document

Other outputs

- External events: agenda with place and date of the meeting;
- Website updates and social media: file containing screenshot of online page + http address;
- Digital (newsletters, videos, etc.) and physical dissemination tools (brochures, flyers, reports, etc.): digital version of the files (in all languages they are produced);
- Promotional materials (posters, banners, pens, bags, usb-keys, etc.): photos of them showing the required logos or one example.

PLEASE MAKE SURE YOU PUT THE APPROPRIATE LOGOS ON ALL PROJECT DOCUMENTS

ANNEX 3. POTENTIAL PROBLEMS AND IDEAS FOR SOLUTIONS

	Examples of potential problems	Example of possible solutions
Transnational exchange activities	Difficulties or delays in organising meeting, in respecting the work plan for the meetings, difficulties of partners in participating to the project activities, etc.	Change of the work plan or reduction of number of meetings through reprogramming procedure, reading the guide provided by the Secretariat about exchange and learning and animation techniques, etc.
Outputs	Difficulties or delays in the elaboration of one or more outputs, one output is not considered useful anymore, high costs for translation/dissemination of the project outputs, etc.	More days of expertise than foreseen for LE/ad hoc expert to support the partners in the elaboration of the output, reduction of the number of foreseen outputs or replacement of output type with reprogramming procedure, etc.
Communication activities	Difficulties or delays in updating the website, in using social media, in involving national and local media, in disseminating the project outputs at local or transnational level, in disseminating information about URBACT, in the organisation of local dissemination events, etc.	Participation to the training sessions in communication organised by the Secretariat, using external expertise budget to hire consultants for communication and organisation/moderation of the events, etc.
Project management	Delays in approval of FLC, complexity in claiming costs (difficult procedures, complicated calculation or planning of costs, mistakes on eligible costs) delays in receiving information or evidences or contractual or reporting documents from PP, difficulties in using SYNERGIE-CTE, strict internal budgetary and administrative rules, internal management problems (changes in partner personnel, lack of financial and administrative skills in human resources), lengths of refunding procedures and delays in reimbursement, misunderstandings in the communication between LP and PP, etc.	Reading guides provided by the Secretariat, participating to the training sessions in finance organised by the Secretariat, using external expertise budget to hire consultants for administrative and financial support, organising trainings and trouble-shooting sessions for the project partners, ask the Secretariat for ad hoc assistance and help etc.
ULG	Difficulties with the organisation of the meetings, the involvement of important stakeholders, lack of commitment of the stakeholders involved, etc.	Designation of an “external” impartial ULG coordinator, support of LE/ad hoc expert, use of URBACT Guidance - Setting up and running a multi-stakeholder group, etc.
Expertise	(temporary) inability of the Lead Expert or as hoc experts to take part to the project activities, not enough expertise days allowed to support properly the network activities, LE lacks certain skills, lack of coordination between LP and LE, etc.	Replacement of the LE, use of different ad hoc experts in different activities, etc.
Partnership	Inactive partner, eligibility issues due to change of statute or name of one partner, lack of commitment, difficult interaction among partners, lack of language skills in personnel, cultural misunderstandings, and bad working atmosphere.	Uni or bilateral partner drop out, revision of internal communication procedure, higher budget for translations, more informal interactions, and better meetings moderation, etc.