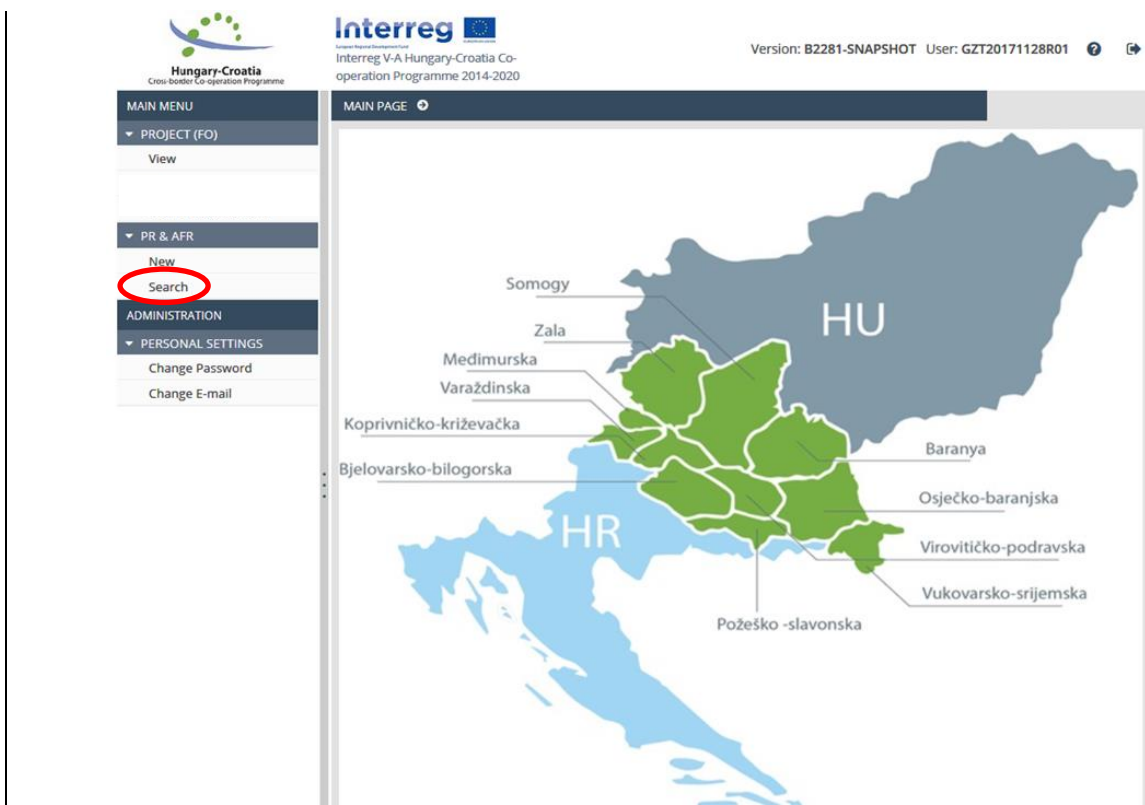


## Lead Beneficiary workshop

(Steps of filling in and submitting the Project Report and Application for Reimbursement PR&AfR through the IMIS Front Office)

PR&AfR Front Office screen:




Before starting to work always check first the PR&AfR Search menu point if there are already started reports to continue or for the actual Status of the prepared/submitted reports.


Start New PR & AfR by selecting the available DOVEs of the given reporting period:



After ticking the relevant DOVEs and clicking on the Start button the Main data screen appears:



**Hungary-Croatia**  
Cross-border Co-operation Programme



Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

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MAIN MENU

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PR & AFR DATASHEET

Save

INFORMATION REMINDER

MAIN DATA ACHIEVEMENTS ACTIVITIES INDICATORS INFORMATION AND PUBLICITY WORKS AND PERM

PROJECT ID: GZT\_2017\_11\_28 PROJECT ACRONYM: TESZT\_PRJ\_BEMUTATO PROJECT TITLE: Teszt projekt bemutatóhoz

PROJECT START DATE: 28/11/2017 PROJECT END DATE: 06/06/2019 PROJECT DURATION: 19

PR & AFR ID: PR & AFR NUMBER:

RELEVANT DOVE(S): LB\_DOVE\_01\_1711-1803\_0

PR & AFR SETTLEMENT PERIOD START DATE: 28/11/2017 PR & AFR SETTLEMENT PERIOD END DATE: 27/03/2018

FINAL REPORT: ☐


REPORTING PERIOD ID	DOVE	START DATE	END DATE
Reporting period 01	LB_DOVE_01_1711-1803_0	28/11/2017	27/03/2018

LB CONTACT PERSON


NAME: Teszt Elek POSITION: Teszt E-MAIL ADDRESS: Teszt@teszt.hu

OFFICE PHONE: +36 34424 MOBILE PHONE:

## Achievements



**Hungary-Croatia**  
Cross-border Co-operation Programme



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INFORMATION REMINDER

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View Modify

KEY ASPECT	DESCRIPTION
Is the project implementation on time according to the time plan defin...	
What is the estimated delay of the overall implementation in months?...	
Are there any differences/deviations in terms of activities/outputs? (...)	
Justification for the above mentioned delay/differences /deviations.	
Summary of achievements of the project implementation in the present R...	
Summary of achievements on EU horizontal policies (equal opportunities...	
Other comments in the present Reporting Period.	

## Activities



**Hungary-Croatia**  
Cross-border Co-operation Programme



**Interreg**  
Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

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**MAIN MENU**

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  - Change E-mail

**PR & AFR DATASHEET** Save

INFORMATION REMINDER ↓

MAIN DATA   ACHIEVEMENTS   **ACTIVITIES**   INDICATORS   INFORMATION AND PUBLICITY   WORKS AND PERM < >

View Modify

NO	ACTIVITY NAME	APPROVED STATUS
5	Teszt activity 3	
4	Teszt activity 2	
3	Teszt activity 1	
2	Information and publicity	
1	Project administration and management	

< < Page: 1 / 1 > > Refresh Print Total: 5

Hit on page: 10 Dropdown Help

**ACTIVITY DATASHEET** Save Cancel

MAIN DATA   DOCUMENTS   HISTORY

ACTIVITY NAME  
Teszt activity 3

ACTIVITY STATUS   ACTIVITY ORIGINALLY PLANNED

Not started


ORIGINAL DESCRIPTION  
Teszt

CURRENT DESCRIPTION (BY BENEFICIARY REPORTS)

CURRENT DESCRIPTION

BENEFICIARY	DESCRIPTION	ACTIVITY STATUS
LB - ALMA	Teszt	Not started

## Indicators



**Interreg**  
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**PR & AFR DATASHEET**

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View   **Modify**

INDICATOR NAME  
Teszt indikátor

Size of refurbished cultural / natural heritage site(s)  
Length of bicycle path paved (and designated) newly  
Number of locations where renewable energy resources are introduced by the project  
Number of people directly benefiting from the project (e.g. participants of events, trainings, workshops, etc.)  
Number of settlements influenced by the project  
Number of visitors attracted to the cultural or natural heritage sites developed by the project  
Number of guest nights generated by the project in Zone B (defined by the Handbook to Tourism Projects in the Hungary-Croatia IPA Cross-border Co-operation Programme 2007-2013)

**INDICATORS DATASHEET**

Save   Cancel

MAIN DATA   DOCUMENTS   HISTORY

INDICATOR NAME  
Teszt indikátor

INDICATOR CATEGORY  
Project specific

INDICATOR TYPE  
Output

UNIT  
Teszt

BENEFICIARY REPORT NUMBER	RELEVANT BENEFICIARY	BASE VALUE	TARGET VALUE	ACTUAL VALUE	ACHIEVED VALUE	REMAINING VALUE
1	LB - ALMA	0	10	0	0	10
TOTAL		0	10	0	0	10


CORR. OF ACTUAL VALUE BY LB  
0

INDICATOR ORIGINAL DESCRIPTION  
Teszt


INDICATOR CURRENT DESCRIPTION  
ALMA: Teszt

**INDICATOR CURRENT DESCRIPTION (BY LB)**  
Teszt

## Works and permits



**Hungary-Croatia**  
Cross-border Co-operation Programme

**Interreg** 

Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

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INFORMATION REMINDER

ACHIEVEMENTS ACTIVITIES INDICATORS INFORMATION AND PUBLICITY **WORKS AND PERMITS** FINANCE

Modify

RELEVANT BENEFICIARY	ORIGINAL DESCRIPTION

Page: 1 / 1 Total: 0 Hit on page: 10

WORKS & PERMITS DATASHEET

Save Cancel

MAIN DATA DOCUMENTS HISTORY

BENEFICIARY	ORIGINAL RELATED TOPOGRAPHICAL LOT NUMBERS	ORIGINAL DESCRIPTION
B1 - BMRFK	Buildings/areas and doesn't have cadastral lot category. It considers land natural boundaries, technical features of mine contamination and not cadastre. Maps of the designated target territory in accordance with afore mentioned Law are Basic Croatian Map (HOK) and digital orto-photo scale 1:2000. No specific licences or permits are needed for the demining activities. BMRFK: Map of the designated target territory and list of land belongs to settlements by land registry codes and type and known owner of land. According to preliminary data size of the target area will be approx. 3.3981 km2. This will be confirmed during Non-technical survey.	Designated territory of the Danube-Drava National Park and other land - belongs to Kölked, Udvar, Sátorhely. Old settlements - will be scanned by special detectors in 1,5 meters in depth as a technical survey. In case of UXO detection, exact location will be explored and all the UXO's found will be handed over to the HU Army for destroy. Entry and UXO search needs permit to the territory of the DDNP.

W&P CURRENT DESCRIPTION (BY LB)

## Information and publicity



**Hungary-Croatia**  
Cross-border Co-operation Programme



**Interreg**  
European Regional Development Fund  
Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

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INFORMATION REMINDER

MAIN DATA ACHIEVEMENTS ACTIVITIES INDICATORS INFORMATION AND PUBLICITY WORKS AND PERM

View Modify

NO	INFORMATION & PUBLICITY TYPE	COMMUNICATION TOOL	LANGUAGE USED
1	WEB	Honlap	Eng

INFORMATION & PUBLICITY DATASHEET

Save Cancel

MAIN DATA DOCUMENTS HISTORY

INFORMATION AND PUBLICITY TYPE

WEB

COMMUNICATION TOOL

Honlap

USED LANGUAGE

Eng

TARGET GROUP

Teszt

STATUS IN THIS REPORT

ORIGINALLY PLANNED

☒

ORIGINAL DESCRIPTION

Teszt

CURRENT DESCRIPTION (FROM BENEFICIARY REPORT)

LB - ALMA: Teszt

DESCRIPTION (IN THIS REPORT)

## Financial data (of the selected DOVEs including info about the invoices)

MAIN MENU

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PR & AFR SEARCH

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INFORMATION REMINDER

INFORMATION AND PUBLICITY

WORKS AND PERMITS

FINANCIAL DATA

FINANCIAL DATA / BENEFICIARY


FIN


View



BENEFICIARY	DOVE NO	DOVE ID	BR SETTLEMENT PERIOD START DATE	BR SETTLEMENT PERIOD END DATE
B1-BMRFK	1	B1_DOVE_01_1606-1609_01_0	01/06/2016	30/09/2016
B2-DDNPI	1	B2_DOVE_01_1606-1609_02_0	01/06/2016	30/09/2016
LB - HCR	1	LB_DOVE_01_1606-1609_03_0	01/06/2016	30/09/2016

BUDGET LINE	B1_DOVE_01_1606-1609_01_0	LB_DOVE_01_1606-1609_03_0	B2_DOVE_01_1606-1609_02_0	TOTAL
Total requested	10 028,86	88 082,21	18 516,21	116 627,28
Net revenues	0,00	0,00	0,00	0,00
Total eligible cost	10 028,86	88 082,21	18 516,21	116 627,28

## Financial data/ Beneficiary (summary of financial progress of the selected Bs)





**Interreg**   
Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020



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**MAIN MENU**



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**PR & AFR DATASHEET** 



**INFORMATION REMINDER** 

INFORMATION AND PUBLICITY   WORKS AND PERMITS   FINANCIAL DATA   **FINANCIAL DATA / BENEFICIARY**   FI  

**BENEFICIARY**


LB - ALMA  


BUDGET LINE NAME	PLANNED AMOUNT	PREVIOUSLY VERIFIED	CURRENT REPORTED AMOUNT	ACCUM A
1. Preparation costs	2 000,00	0,00	2 000,00	2
2. Staff costs	66 500,00	-5 500,00	11 000,00	5
2.1 Salary of staff (project management and team members) - Calculation on Flat rate basis (HR)	0,00	0,00	0,00	
2.2 Salary of staff (project management and team members) (HR)	66 500,00	1 000,00	4 500,00	5
2.2 Salary of staff (project management and team members) (HR)	66 500,00	1 000,00	4 500,00	5
2.2 Salary of staff (project management and team members) (HR)	66 500,00	1 000,00	4 500,00	5
2.2.01 Ember1	28 500,00	0,00	1 000,00	1
2.2.02 Ember2	38 000,00	0,00	4 500,00	4
3. Office and administrative expenditure	9 975,00	0,00	825,00	
4. Travel and accommodation costs	49 000,00	0,00	4 000,00	4
4.1 Travel cost of project staff	48 000,00	0,00	4 000,00	4
4.1 Travel cost of project staff	48 000,00	0,00	4 000,00	4
4.1.01 Vonat	10 000,00	0,00	4 000,00	4
4.1.02 Autó	38 000,00	0,00	0,00	
4.2 Accommodation costs of project staff	1 000,00	0,00	0,00	
4.2.01 Kutyá	1 000,00	0,00	0,00	
4.3 Per diems of the project staff	0,00	0,00	0,00	
5. External expertise and services costs	17 000,00	0,00	5 000,00	5
5.1 Technical plans	17 000,00	5 000,00	0,00	5
5.1 Technical plans	17 000,00	5 000,00	0,00	5
5.1.01 Alma	9 000,00	0,00	5 000,00	5
5.1.02 Szilva	8 000,00	0,00	0,00	
5.2 Studies, statistics, databases and researches	0,00	0,00	0,00	
5.3 Events, conferences, seminars, project meetings	0,00	0,00	0,00	
5.4 Services related to project management, procurement procedures	0,00	0,00	0,00	
5.5 Costs of supervisor of engineering, architect's site supervision	0,00	0,00	0,00	
5.6 Costs related to publicity, promotion and communication	0,00	0,00	0,00	
5.7 Other services	0,00	0,00	0,00	
6. Equipment expenditure	1 000,00	0,00	1 000,00	1
6.1 Content-related / thematic equipment	0,00	0,00	0,00	
6.2 Equipment for general (office) use	1 000,00	0,00	1 000,00	1
7. Infrastructure and works	0,00	0,00	0,00	
7.1 Construction, reconstruction and renovation of buildings, works, infrastructure	0,00	0,00	0,00	
7.2 Purchase of land	0,00	0,00	0,00	
<b>Total requested</b>	<b>145 475,00</b>	<b>0,00</b>	<b>18 325,00</b>	<b>18</b>
<b>Net revenues</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	




## Financial data/ PR&AFR (overall financial progress of the project)



**Interreg**   
 Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

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**PR & AFR DATASHEET**  Save

INFORMATION REMINDER

FINANCIAL DATA    FINANCIAL DATA / BENEFICIARY    FINANCIAL DATA / PR&AFR    SOURCES OF FUNDING    TRAN

	PLANNED AMOUNT	PREVIOUSLY VERIFIED	CURRENTLY REPORTED	ACCUMULATED	ACCUMULATED %	REMAINING
LB - ALMA	145 475,00	0,00	18 325,00	18 325,00	12,60	127 150,00
Total requested	145 475,00	0,00	19 475,00	19 475,00	13,39	126 000,00


## Sources of funding (division by financial resources on project level and on LB/B level)



**Interreg**   
 Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

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**PR & AFR DATASHEET**  Save

INFORMATION REMINDER

FINANCIAL DATA    FINANCIAL DATA / BENEFICIARY    FINANCIAL DATA / PR&AFR    SOURCES OF FUNDING    TRAN

PROJECT SUMMARY

	CONTRIBUTION RATE %	PLANNED AMOUNT	PREVIOUSLY APPROVED	CURRENTLY REPORTED	ACCUMULATED
EU CONTRIBUTION	85,0000000000	319 663,75	0,00	15 576,25	15 576,25
NATIONAL CONTRIBUTION	6,1317556340	23 060,00	0,00	0,00	0,00
OWN CONTRIBUTION	8,8682443660	33 351,25	0,00	2 748,75	2 748,75
TOTAL CONTRIBUTION		376 075,00	0,00	18 325,00	18 325,00

LB - ALMA

	CONTRIBUTION RATE %	PLANNED AMOUNT	PREVIOUSLY APPROVED	CURRENTLY REPORTED	ACCUMULATED
EU CONTRIBUTION	85,0000000000	123 653,75	15 576,25	15 576,25	31 152,50
NATIONAL CONTRIBUTION	0,0000000000	0,00	0,00	0,00	0,00
OWN CONTRIBUTION	15,0000000000	21 821,25	2 748,75	2 748,75	5 497,50
TOTAL CONTRIBUTION		145 475,00	18 325,00	18 325,00	36 650,00

## Transfer from LB

Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

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PR & AFR DATASHEET

INFORMATION REMINDER

FINANCIAL DATA / BENEFICIARY FINANCIAL DATA / PR&AFR SOURCES OF FUNDING TRANSFER FROM LB

View New Modify Delete

PR&AFR	BENEFICIARY	DATE OF TRANSFER	TRANSFERRED AMOUNT
--------	-------------	------------------	--------------------

Page: 1 / 1 Total: 0 Hit on page: 10

TRANSFERS FROM THE LB DATASHEET

Save Cancel

MAIN DATA

PR&AFR ! BENEFICIARY ! DATE OF TRANSFER ! TRANSFERRED AMOUNT !

## Documents

Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

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PR & AFR DATASHEET

INFORMATION REMINDER

FINANCIAL DATA / PR&AFR SOURCES OF FUNDING TRANSFER FROM LB DOCUMENTS

DOCUMENT ID TYPE SUBJECT PREPARED BY (USER NAME)

SENT BY (PARTNER ID) SENT BY (PARTNER NAME) DATE OF PREPARATION FROM DATE OF PREPARATION TO

METHOD OF SUBMISSION

Search Clear search terms

RESULTS FOR:

View

ORDER	DOCUMENT ID	TYPE	SUBJECT	PREPARED BY (USER NAME)	SENT BY (PARTNER ID)	SENT
1	2017/000-008-5510	Attachment	Revenues	GZT20171128R01		
1	2017/000-008-5508	Attachment	Invoices	GZT20171128R01		
1	2017/000-008-5506	Attachment	Dove Reports	GZT20171128R01		
1	2017/000-008-5504	Attachment	Other	GZT20171128R01		

## Recording user checking the filled in PR&Afr

PR & AFR SEARCH

PROJECT ID DOVE ID BENEFICIARY PR & AFR ID

ACRONYM

Search Clear search terms

RESULTS FOR:

View Modify Delete **Check** Send for signing Submit BR selections

Generate Afr Generate PR

PROJECT ID	PR & AFR NUMBER	DOVE	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPORTED AMOUNT (EUR)
Teszt UV_HU_	B1_DOVE_01_1711-1803_0; LB_DOVE_01_1711-1803_0		Reporting period 01	Under preparation			324,96	276,00

## Check results: Check failed + list of errors

CHECK FAILED

CHECKING RESULT

Validation error! Achievements: All achievements description must be filled!

Cancel Download the error list

## Successful check

View Modify Delete Check Send for signing Submit BR selections

Generate Afr Generate PR

Operation completed! Operation: Check Pr & Afr. Pr & Afr Identifier: B1\_DOVE\_01\_1711-

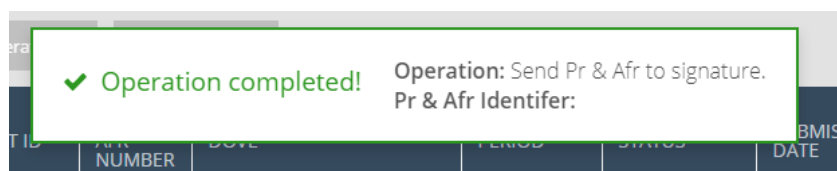
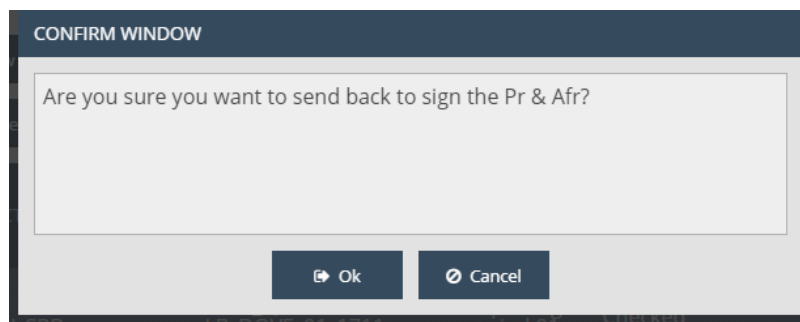
PROJECT ID	PR & AFR NUMBER	DOVE	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPORTED AMOUNT (EUR)
Teszt UV_HU_	B1_DOVE_01_1711-1803_0; LB_DOVE_01_1711-1803_0		Reporting period 01	Checked			324,96	276,00

## After successful check, the Recording user is sending the PR&Afr to the Signatory user

View Modify Delete Check **Send for signing** Submit BR selections

Generate Afr Generate PR

PROJECT ID	PR & AFR NUMBER	DOVE	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPORTED AMOUNT (EUR)
Teszt UV_HU_	B1_DOVE_01_1711-1803_0; LB_DOVE_01_1711-1803_0		Reporting period 01	Checked			324,96	276,00



### Digital Signing and Submission of PR&Afr - by the Signatory user

PR & AFR SEARCH

PROJECT ID DOVE ID BENEFICIARY PR & AFR ID

ACRONYM

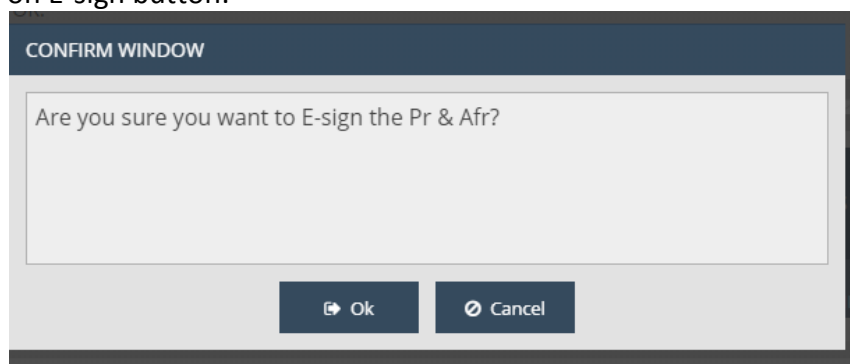
Search Clear search terms

RESULTS FOR:

View Generate Afr Generate PR Back to modification **E-sign** Submit

PROJECT ID	PR & AFR NUMBER	DOVE	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPORTED AMOUNT (EUR)
Teszt UV_HU_		B1_DOVE_01_1711-1803_0; LB_DOVE_01_1711-1803_0	Reporting period 01	Under signature			324,96	276,00

After clicking on E-sign button:



View Generate AFR Generate PR Back to modification E-sign Submit

Operation completed!
 Operation: E-sign Pr & Afr.  
 Pr & Afr Identifier:

PROJECT ID	STATUS	SUBMISSION DATE	APPROVAL DATE	RE AM
ÚV_Project_11_29	Under signature			

Signatory user should not forget to click on the Submit button too:

PR & AFR SEARCH

PROJECT ID DOVE ID BENEFICIARY PR & AFR ID

ACRONYM

Search Clear search terms

RESULTS FOR:

View Generate AFR Generate PR Back to modification E-sign **Submit**

PROJECT ID	PR & AFR NUMBER	DOVE	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPORT AMOL (E
Teszt UV_HU_	B1 DOVE_01_1711-1803_0; LB DOVE_01_1711-1803_0		Reporting period 01	Under signature			324,96	276,

CONFIRM WINDOW

Are you sure you want to submit the Pr & Afr?

Ok Cancel

Recording users should always check the status of the given PR&Afr under the PR&Afr Search menupoint.