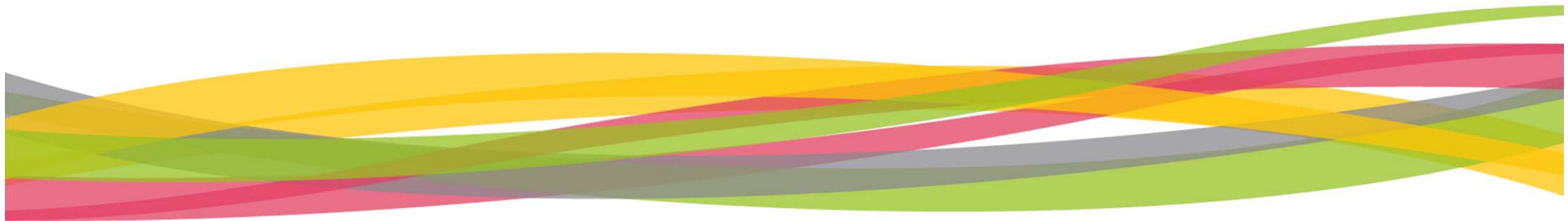




Agenda

- + 5 basic key principles
- + Guide you through the activity report form
- + Tricks and tips!

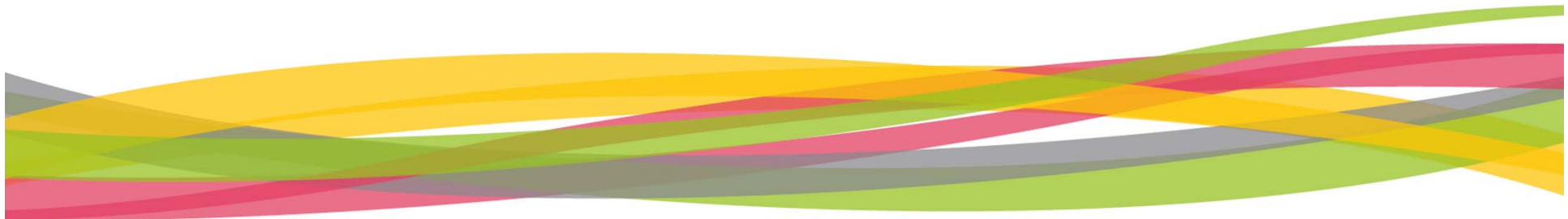




Activity Reports

Key message: 5 basic principles

- + Beneficiary reports
- + Lead Beneficiary project level activity report
- + Lead Beneficiary principle rules
- + Mandatory fields are highlighted and must be completed
- + Submission stage: First Finance then Activity!

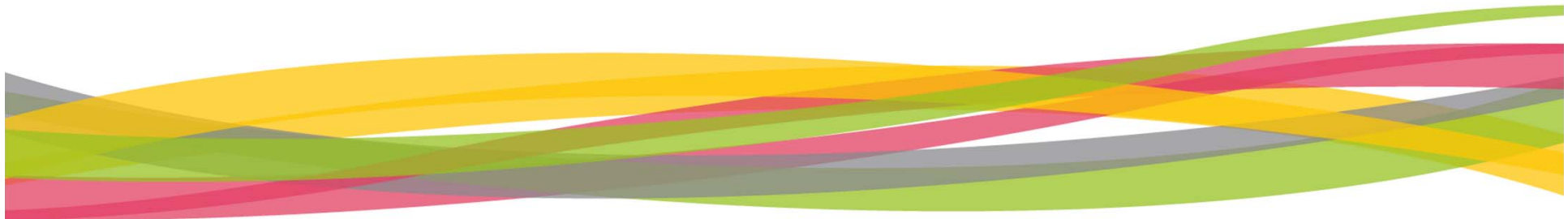




Activity Reports

Basic Progress Report

- + Main details
- + Objectives
- + Output indicators
- + Work Packages
- + Annexes
- + Submission





Activity Reports

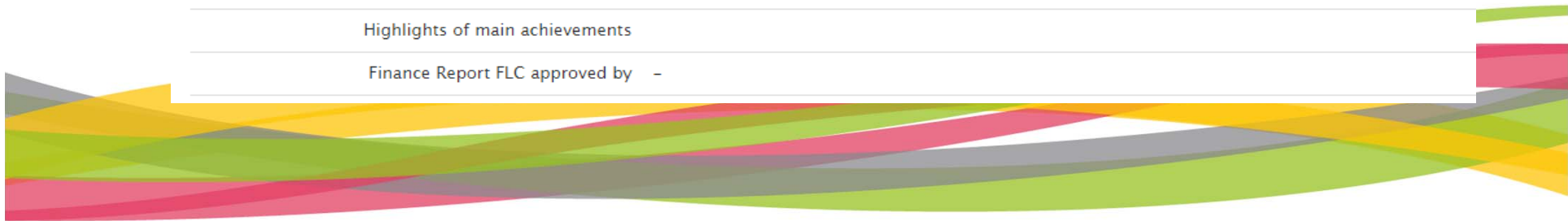
Full Progress Report

- + Main details
- + Objectives
- + Output indicators
- + Result indicators
- + Work packages
- + Publicity and communication
- + Transnational issues (partnership)
- + Knowledge transfer
- + Innovation
- + State aid
- + Changes
- + Annexes
- + Submission



Workflow: Report completed and locked: FLC approval of Finances: Finance report signed by AS: Progress report signed by JS:

Main details	Objectives	Outputs	Deliverables	Annexes	Submission
Project	DUAL Ports				
Reporting Round	#1				
Reporting level	Project				
Beneficiary					
Report Type	Basic Progress report with Finance report				
Form Version	Basic Progress report v2				
Project end date	30/06/2019				
Project start date	01/12/2015				
Report Number	1				
Reporting period start					
Reporting period end					
Previous Report					
Highlights of main achievements					
Finance Report FLC approved by	-				

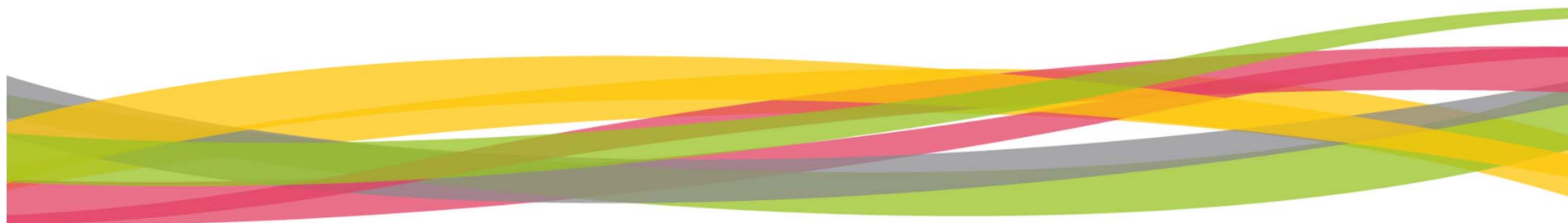




Highlight of main achievements

Focus on

- + Key outputs, results and deliverables
- + Aligned with the objectives of the project
- + Investments
- + Any publicity awards or any other
- + Impact or influence on policy





① **Workflow:** Report completed and locked: No FLC approval of Finances: No Finance report signed by AS: No Progress report signed by Authorised Signatory: No Submitted to JS: No

Main details **Objectives** Outputs Deliverables Annexes Submission

Progress towards Project detailed objectives

Objective / Description of objective	Level of achievement	Explanations
DEVELOP LOW CARBON PORT POTENTIAL <i>The third project objective is to develop the eco-innovation potential of ports by capitalizing on the DUAL Ports research, concrete experience and economic/environmental findings. The "Action Plan - Low Carbon Regional Ports" will translate the results into coordinated policy recommendations.</i>		
DEVELOP LOW CARBON PORT ABILITIES <i>The second project objective is to develop the ability of ports' human capital to stimulate, introduce and manage eco-innovative processes/technologies and promote greener port services in REPs.</i>		
DEVELOP LOW CARBON PORT UTILITIES <i>The first project objective is to plan, test and manage existing and eco-innovative technologies on ports' facilities, equipment and environment. This is expected to increase their operational efficiency, minimise their carbon footprint and promote greener port activities in REPs.</i>		

① **Report contact persons**
 Project Authorised Signatory: Paul Gerard @ AG Port of Oostende
 Project First Level Controller: Danielle Vermaelen @ Ernst & Young Bedrijfsrevisoren bcvba
 Lead Beneficiary/Managing User: Wim Stubbe @ AG Port of Oostende

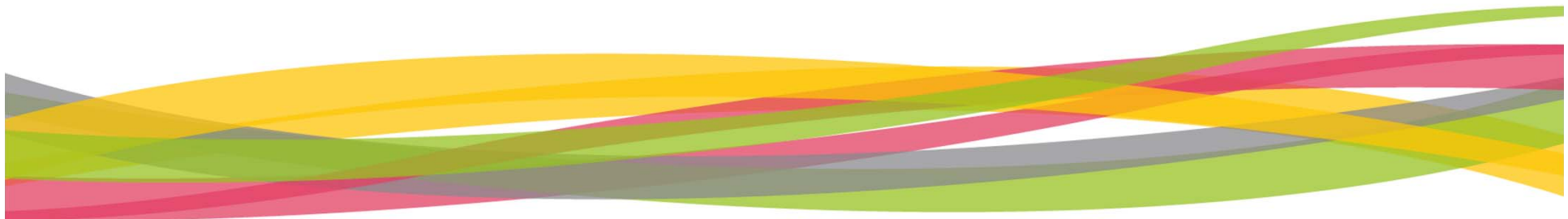




Objectives

Focus on

- + Level of achievement
- + Key outputs, results and deliverables
- + Explanations: What? How? When? Why? Next steps
- + Aligned with the objectives of the project
- + Investments / Pilots
- + Impact?





① Workflow: Report completed and locked: No FLC approval of Finances: No Finance report signed by AS: No Progress report signed by Authorised Signatory: No Submitted to JS: No

Main details Objectives **Outputs** Deliverables Annexes Submission

Progress to date on outputs

Output Indicator	Output target	Achieved Previously	Achieved in this period	Total achievement to date	Explanations	Level of achievement	Attachment
Number of green products, services and processes piloted and/ or adopted by the project	8	0				Not entered	
Number of enterprises participating in cross-border, transnational or interregional research projects	100	0				Not entered	
Number of research institutions participating in cross-border, transnational or interregional research projects	5	0				Not entered	
Number of organizations/ enterprises adopting new solutions by project end	8	0				Not entered	
Number of organizations/ enterprises informed about new solutions by project end	1000	0				Not entered	

① Report contact persons

- Project Authorised Signatory: Paul Gerard @ AG Port of Oostende
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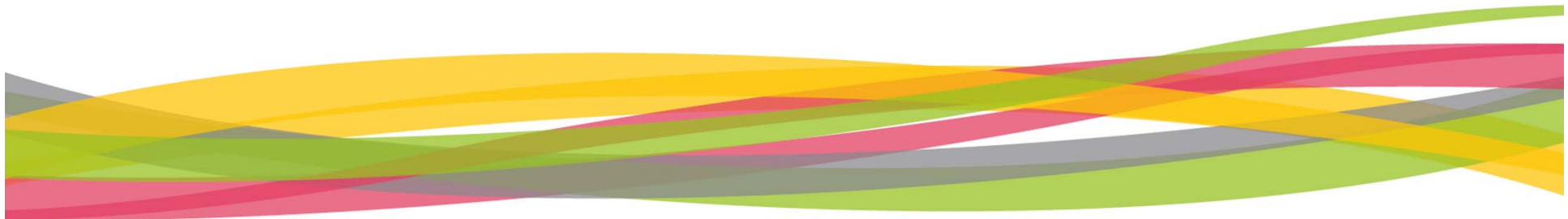




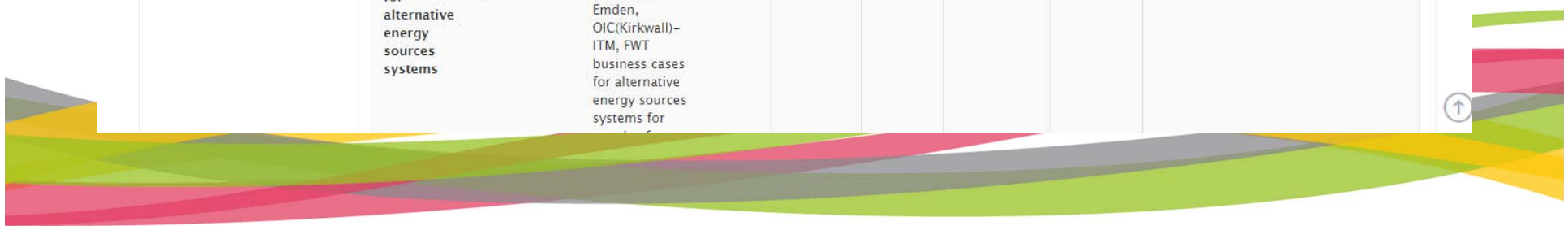
Output indicators

Focus on

- + Achieved in this period
- + Explanations
- + Level of achievement
- + Explanations: What? How? Next steps
- + Evidence
- + Impact on result indicators?



Work Package Number/Title		Work Package Period		Work Package status																									
3 DEVELOP LOW CARBON PORT UTILITIES		Jan/2016 - Sep/2018																											
WP Responsible Beneficiary	Autonom Gemeentebedrijf Haven Oostende	WP Involved Beneficiaries	<ul style="list-style-type: none"> - Autonom Gemeentebedrijf Haven Oostende - Fair Winds Trust - Gemeente Meppel - Guldborgsund Kommune - Hamburgisches WeltWirtschaftsinstitut gemeinnuetzige GmbH (HWWI) - ITM Power (Trading) - Niedersachsen Ports GmbH & Co. KG Niederlassung Emden - Orkney Islands Council Marine Services - Vordingborg Erhverv A/S - Vordingborg Havn 																										
Who has used the main deliverables from this Work Package?																													
How have you involved target groups (and other stakeholders) in the delivery of the Work Package?																													
Progress in this period																													
Problems and solutions found																													
Progress on Activities and Deliverables	<table border="1"> <thead> <tr> <th>Activity</th> <th>Indicator</th> <th>Deliverable</th> <th>Target</th> <th>Achieved Previously</th> <th>Achieved in this period</th> <th>Total achievement to date</th> <th>Remaining</th> <th>Status</th> <th>Description of progress / Attachment</th> </tr> </thead> <tbody> <tr> <td>1 Business case pilots for alternative energy sources systems</td> <td>Pilots/ demonstrations</td> <td>Building joint Guldborgsund-Oostende-Emden, OIC(Kirkwall)-ITM, FWT business cases for alternative energy sources systems for</td> <td>3</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									Activity	Indicator	Deliverable	Target	Achieved Previously	Achieved in this period	Total achievement to date	Remaining	Status	Description of progress / Attachment	1 Business case pilots for alternative energy sources systems	Pilots/ demonstrations	Building joint Guldborgsund-Oostende-Emden, OIC(Kirkwall)-ITM, FWT business cases for alternative energy sources systems for	3	0					
Activity	Indicator	Deliverable	Target	Achieved Previously	Achieved in this period	Total achievement to date	Remaining	Status	Description of progress / Attachment																				
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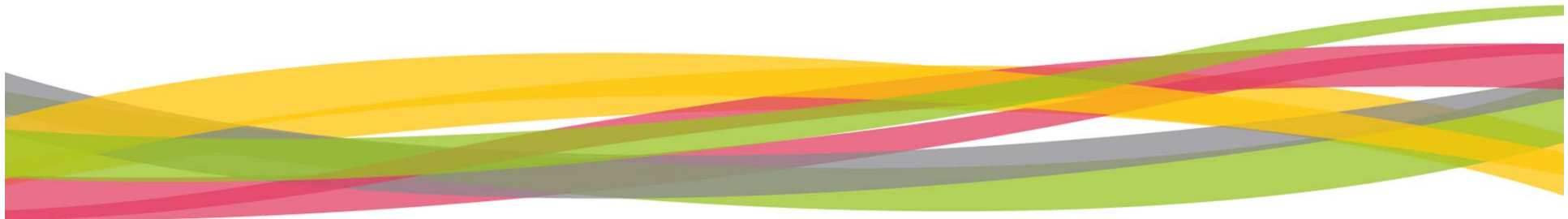




Work Packages

Focus on

- + Lead Beneficiary principle
- + Description of progress
- + What? How? When? Why? Next steps
- + Transnational
- + Aligned with the objectives
- + Attachments
- + Impact

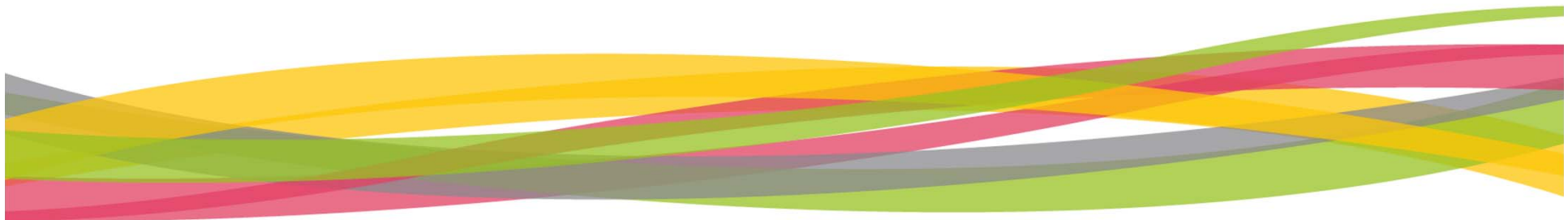




Main details Objectives Outputs Deliverables **Annexes** Submission

Annexes

No contents

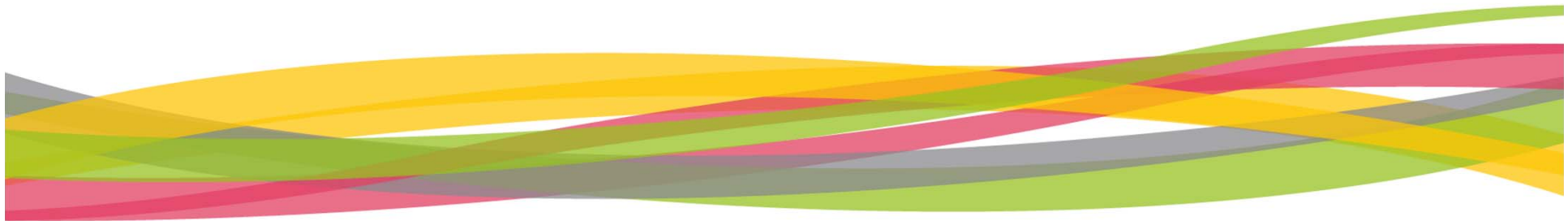




Annexes

Focus on

- + Evidence of content level achievements
- + Deliverables
- + Investments
- + Publicity
- + Other achievements





[Main details](#) [Objectives](#) [Outputs](#) [Deliverables](#) [Annexes](#) **Submission**

Created by / Contact person Wim Stubbe @ AG Port of Oostende

Date of creation 25/04/2017 16:41:01

Modified by

Date of modification

Completed, Locked No

Completed on

Signed by Authorised Signatory

Authorised Signatory, signed on

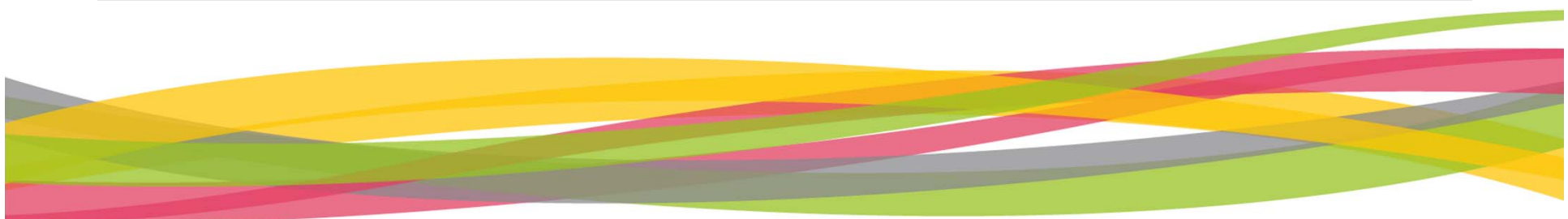
Approved by FLC

Approved by FLC on

Signed file

Sent to JS No

Sent to JS on

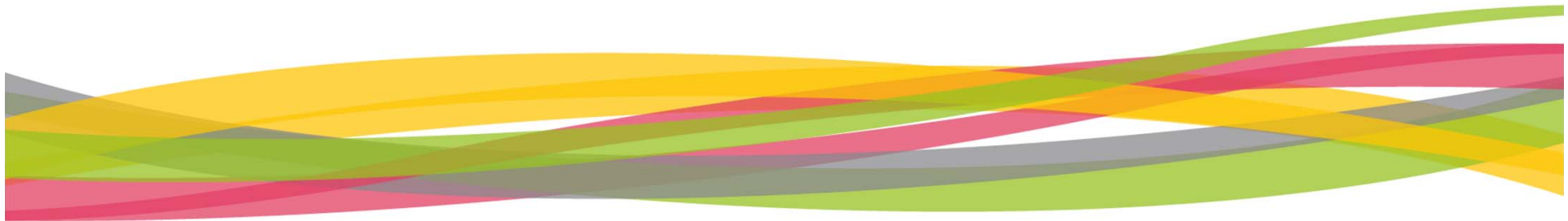




Submission

Focus on

- + Complete the activity report
- + Finance report = FLC plus AS
- + After the AS approval, beneficiary send it to the LB

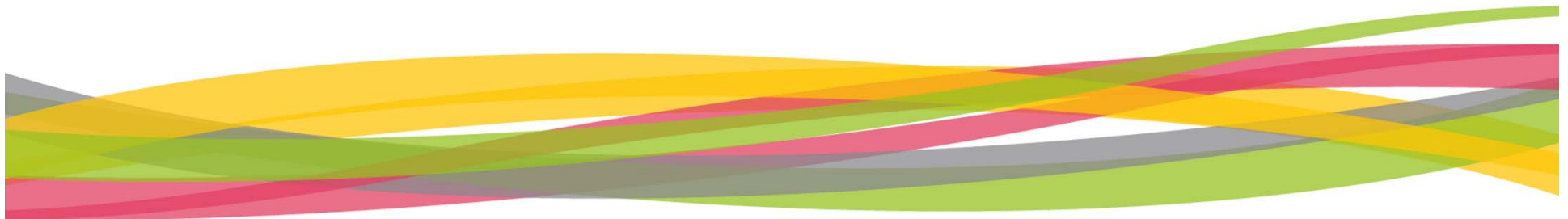




Changes

Focus on

- + Address any approved changes
- + Make them visible in the description

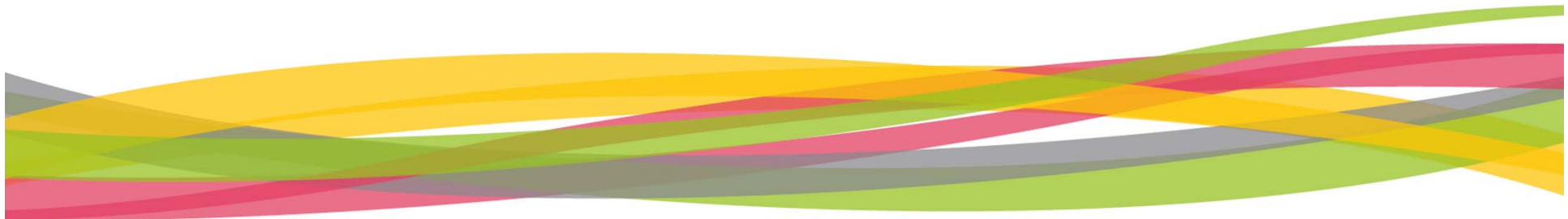




Special requirements from the SC

Focus on

- + The issue / topic / conditions
- + Upload as an attachment





Summary

Key message: Basic principles

- + Beneficiary reports
- + Lead Beneficiary project level activity report
- + Lead Beneficiary principle rules
- + Mandatory fields are highlighted and must be completed
- + First Finance then Activity!

