



## Annex 16 - Project Progress Report (PPR) – ISF/AMIF<sup>1</sup>

Report Number – **PPR/MT/XXXX/XX/XXX**

**Project Reference:**

**Project Title:**

**Beneficiary name:**

**Fund:**

**Specific Objective:**

**National Objective:**

**Specific Action (if applicable):**

**Date of Approval Letter:**

**Date of Grant Agreement:**

**Reporting Period (financial year N – financial year N):**

**Total Project Cost (incl. VAT):**

**Total Eligible Amount:**

**Start Date:**

**End date:**

**Name of Project Partners (if applicable):<sup>2</sup>**

### **A. Project Summary:** *(max. 140 words)*

*Please insert summary of the project as included in the Project Description.*

<sup>1</sup> To be submitted by 31<sup>st</sup> December of year N

<sup>2</sup> Add extra rows as required.

<b>B. Addenda to the Grant Agreement</b>		
<b>Number of Addenda</b>	<b>Date of Signature (dd/mm/yyyy)</b>	<b>Reason</b>
1		
2		

Add rows as required.

<b>C. Financial Section</b>			
	<b>Project Cost as declared in the Grant Agreement (to include only eligible VAT)</b>	<b>Actual Expenditure (the actual costs paid by the Treasury during reporting period)</b>	<b>Final Project Costs sustained to date<sup>3</sup></b>
100%			
75% EU funds			
25% Beneficiary/ National funds			

	<b>Budget Components</b> <i>Insert the budget components as per Grant Agreement</i>	<b>Costs budgeted in the Grant Agreement or last addendum</b>	<b>Actual Expenditure (the actual costs paid by the Treasury)</b>
A	Staff Costs		
B	Service Costs		
C	Travel & Subsistence		
D	Equipment		
E	Real Estate		
F	Consumables, Supplies & General Services		
G	Subcontracting		
H	Costs deriving directly from requirements linked to EU co-financing		
I	Expert Fees		
J	Specific Expenses in relation to target group		
K	Indirect Eligible Costs		
	<b>Total</b>		

<sup>3</sup> To include any payments processed through previous financial years (in addition to the current financial year).

<b>D. List of Activities<sup>4</sup></b>			
<b>No.</b>	<b>Activity</b>	<b>Implementation Status<sup>5</sup> (NS/OG/C/IR/D/X)</b>	<b>Comments</b> <i>Applicant is requested to insert a qualitative description on activities being indicated here as delayed.</i> <i>(List down any reasons why these activities have been delayed and the actions being taken to counteract these delays)</i>
1			
2			
3			
4			
5			

*Add rows as applicable.*

<p><b>E. Involvement of partners</b> (if applicable) <i>provide a description of the contribution of each partner on the activities carried out in the relevant year.</i></p> <ul style="list-style-type: none"> <li>• Partner 1</li> <li>• Activities carried out in the current year –</li> <li>• Any changes in its role and/or contacts –</li> </ul>
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*Add rows as applicable.*

<sup>4</sup> As per Grant Agreement / Addendum.

<sup>5</sup> Insert one of the following codes: - NS – Not Started; OG – Ongoing; C – Completed; IR – Interrupted; D – Delayed and X – Cancelled.

<b>F. Inclusion of vulnerable Target Groups<sup>6</sup></b>		<b>N/A</b> <input type="checkbox"/>
Does the project involve the inclusion of vulnerable target groups?		
Number of vulnerable persons, at time of reporting, directly involved in the project (out of the total number of TCNs or other participants as indicated in the Grant Agreement)		

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<sup>6</sup> This is only applicable to AMIF projects

<b>G. Special cases projects<sup>7</sup></b>	<b>N/A</b> <input type="checkbox"/>
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<b>1. Pledging (Resettlement union priorities)</b>							
<i>Union Priority number</i>	<i>Country of Asylum</i>	<i>Country of Origin</i>	<i>Number of Adults</i>	<i>Number of Adult Females</i>	<i>Number of unaccompanied minors</i>	<i>Total Number</i>	<i>Total Number x Lump Sum</i>

<b>2. Other pledges (Transfers and Relocations)</b>						
<i>From</i>	<i>Country of Origin</i>	<i>Number of Adults</i>	<i>Number of Adult Females</i>	<i>Number of unaccompanied minors</i>	<i>Total Number</i>	<i>Total Number x Lump Sum</i>

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<sup>7</sup> This is only applicable for the resettlement and relocation project.

<b>H. Operating Support Projects<sup>8</sup></b>				
Type	Unit of Measure	Number	Annual Union Contribution	Description
Staff Costs, including for training	<i>e.g. 1 FTE</i>			<i>(max. 135 words)</i>
Service Costs (subcontracts) such as maintenance and repair	<i>e.g. number of contracts</i>			<i>(max. 240 words)</i>
Upgrading/replacement of equipment	<i>e.g. number of items</i>			<i>(max.70 words)</i>
Real Estate (depreciation or refurbishment)	<i>e.g. number of buildings concerned</i>			<i>(max.70 words)</i>
IT systems (operational management of VIS, SIS and new IT systems)				<i>(max.135 words)</i>
Operations (costs not covered by the previous categories)				<i>(max. 240 words)</i>

<b>I. Inventory of purchased equipment with a total value of &gt; € 10,000 and infrastructure of &gt; € 100,000<sup>9</sup></b>				
Total value of individual item	Serial No.(for equipment)	Location/Address where the equipment/infrastructure can be found <i>(max. 35 words)</i>	Date of purchase/completion	Description of equipment/infrastructure costs <i>(max. 60 words)</i>

Add rows as required.

<sup>8</sup> This is only applicable for projects receiving operating costs under ISF (Borders and Visa).

<sup>9</sup> If inventory report has been compiled, please attach it to this report. No need to fill in section I in such cases.

**J. Implementation**

Quarterly		2016				2017				2018				2019			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Total amount committed - excl. VAT (as per Project Description)</b>																	
<b>Budget component</b>	Amount Committed																
	Amount Contracted																
	Amount Disbursed																
<b>Budget component</b>	Amount Committed																
	Amount Contracted																
	Amount Disbursed																

<b>K. Pending Invoices (Eligible Costs Only)</b> Applicant is requested to highlight any invoices that are in the pipeline of being processed in the coming 6 months. Applicant should also list (if any) the risks associated with these invoices not being processed and/or forthcoming.			
Relevant Budget Component	Contract Number/ Description	Eligible Amount	Comments/Risks

*Add further rows as required.*



L. Performance Indicators <sup>10</sup>																														
Indicator <sup>11</sup> ex: number & type of equipment procured, no. of visas issued etc.	Target <sup>12</sup>	Please specify the N Year	2014				2015				2016				2017				2018				2019							
			1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>				

Add further rows if require

<sup>10</sup> Reporting period covers from 16<sup>th</sup> October year 'N-1' to 15<sup>th</sup> October of following year.

<sup>11</sup> With regard to result and impact indicators, please insert those indicators towards which the project contributes as per section 'Indicators' in Annex I of the GA.

<sup>12</sup> With regard to the target information, details included should be as provided in the Grant Agreement. Targets provided are for the whole implementation period.

M. Information and Publicity measures								
1. Information and Publicity measures carried out during this reporting period <sup>13</sup>								
Type of Media	Description		Budget <sup>14</sup>		Fund logo used (Y / N)	Quantity (designed)	Frequency of appearance / distribution <sup>15</sup> <i>(use whole numbers only, e.g. 5)</i>	Date of appearance
			EU	MT				
Print Media	advert	newspaper						
		magazine						
	article	newspaper						
		magazine						
	Press release							
International Publications								

<sup>13</sup> Adverts for tenders or recruitment of project personnel are not considered as relevant publicity measure for the purposes of this table. Publicity measures are those actions that have been carried out to specifically promote the project.

In the first section of the table please indicate which type of media has been used so far to promote the project and provide brief details in the relevant boxes.

Events can include those organised by third parties at which the Project is promoted or publicised.

Problems/Issues encountered refer to a publicity action that may have not had the result intended or external factors inhibited the action from being carried out.

If no publicity actions have been carried out as yet because the project is still in the initial phases of implementation, please specify accordingly.

<sup>14</sup> If paid from project funds.

<sup>15</sup> The number of times the publicity measure appeared on the chosen medium.

	Booklet / brochure							
	Flyer / Leaflet							
	Frequent distribution of publicity materials to households on either national or regional basis							
	Description		Budget		Fund logo used (Y / N)	Quantity (produced )	Frequency of airing (use whole numbers only, e.g. 5)	Date of appearance
			EU	MT				
Audio-Visual Mass Media	spot	TV						
		Radio						
	programme	TV						
		Radio						
	interview	TV						
		Radio						
	Description		Budget		Fund logo used (Y / N)	Quantity (set up)	Total hits / likes (use whole numbers only, e.g. 5)	Date of appearance
			EU	MT				
Online Presence	Dedicated Website							
	Webpage on Beneficiary's website							
	Page / Group on Social Network							
	International website							

	Mail shot						
	Description	Budget		Fund logo used (Y / N)	Quantity (produced )	Total distributed (use whole numbers only, e.g. 5)	Date of appearance
		EU	MT				
Promotional Material (e.g. CDs, DVDs, bags, pencils, mugs, etc)							
	Description	Budget		Fund logo used (Y / N)	Quantity (designed)	Total number of locations (use whole numbers only, e.g. 5)	Date of appearance
		EU	MT				
Signage	Billboard						
	Plaque <i>(compulsory no later than 3 months after completion of a project with a total Union contribution exceeding 100,000 Eur and the project consists of purchasing a physical object or of financing infrastructure or construction projects)</i>						
	Stickers <i>(recommended for projects involving purchase of physical items of any value under any sub-category)</i>						

	Poster <i>(suggested for events/conferences/training)</i>						
	Name of Event	Budget		Fund logo used (Y / N))	Number of attendees	Brief description of event <i>(to include list of EU funded items)</i>	Date of event
		EU	MT				
Information Events	Launch Event						
	Seminars						
	Conferences						
	Workshops						
	Closure event						

	<b>If no publicity measures have been implemented as yet, please indicate measures being considered:</b>

<b>O. Irregularities</b>	
Have there been any irregularity/irregularities detected (identified by all parties involved, including the Project Leader) according to Community and/or National rules and regulations during the reporting period?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is a Union contribution recovery planned?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If Yes, indicate the amount of Union contribution to be recovered.</i>	

If yes, kindly fill in the following table; if no, please proceed to Section P.

Brief Description of Irregularity	Report Number	Date of Report	Irregularity Detected

*Add further rows as required.*

<b>P. Problems Encountered &amp; Perceived Risks</b>							
<i>Please specify any problems encountered and how these were tackled/are being tackled.</i>			<i>Issue</i>	<i>Reason/s</i>	<i>Actions to be taken</i>	<i>Responsibility for follow up</i>	<i>Deadline</i>
<b>Technical problems/Risks</b>	Yes						
	No						
<b>Financial Problems/Risks</b>	Yes						
	No						
<b>Legal Problems/Risks</b>	Yes						
	No						
<b>Capacity Problems/Risks</b>	Yes						
	No						
<b>Problems/Risks with Public Procurement</b>	Yes						
	No						
<b>Problems/Risks with Planning Authority Permits</b>	Yes						
	No						
	No						

Add further rows as required.

<b>Q. Final Remarks</b>

<b>I confirm that I am adhering to the Charter of Fundamental Rights of the European Union<sup>16</sup></b>	YES <input type="checkbox"/>
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**M. Endorsement<sup>17</sup>**

**Project Leader**

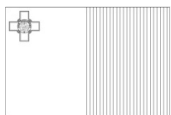
**Line Ministry**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Surname

\_\_\_\_\_  
Name and Surname



**Asylum, Migration and Integration Fund (AMIF)  
Internal Security Fund (ISF)**

Programmes financed by the European Union

Co-financing rate: 75% EU Funds & 25% Beneficiary Funds

**Sustainable Management of Internal Security and Migration Flows**



RA Doc. Reference No. 25

<sup>16</sup> As per Article 3 of Regulation (EU) No 516/2014, Regulation (EU) No 515/2014, Regulation (EU) No 513/2014

<sup>17</sup> In case of Local Councils: the Project Leader, the Mayor and the Executive Secretary shall endorse the report  
In case of Government Entities: the Project Leader, the Legal Representative and the Line Ministry  
In case of NGOs/VOs and Private Organisations: The Project Leader, the Legal Representative and the Head of Accounts