



European Climate, Infrastructure and Environment Executive Agency

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TENtec Action Status Report (ASR) module (release 6.0.4)

User Manual

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Authors:	Martin Valovic
Revised by:	Anduela Gjergji, Martin Bouska, Jan De Belder
Approved by:	Martin Bouska
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European Climate, Infrastructure and Environment Executive Agency (CINEA)

W910

Chaussée de Wavre 910 B-1049 Brussels, Belgium

Tel: +32 (0)2 29 95252 — Fax: +32 (0)2 29 73727

cinea@ec.europa.eu — https://cinea.ec.europa.eu/index_en — Twitter: @cinea_eu

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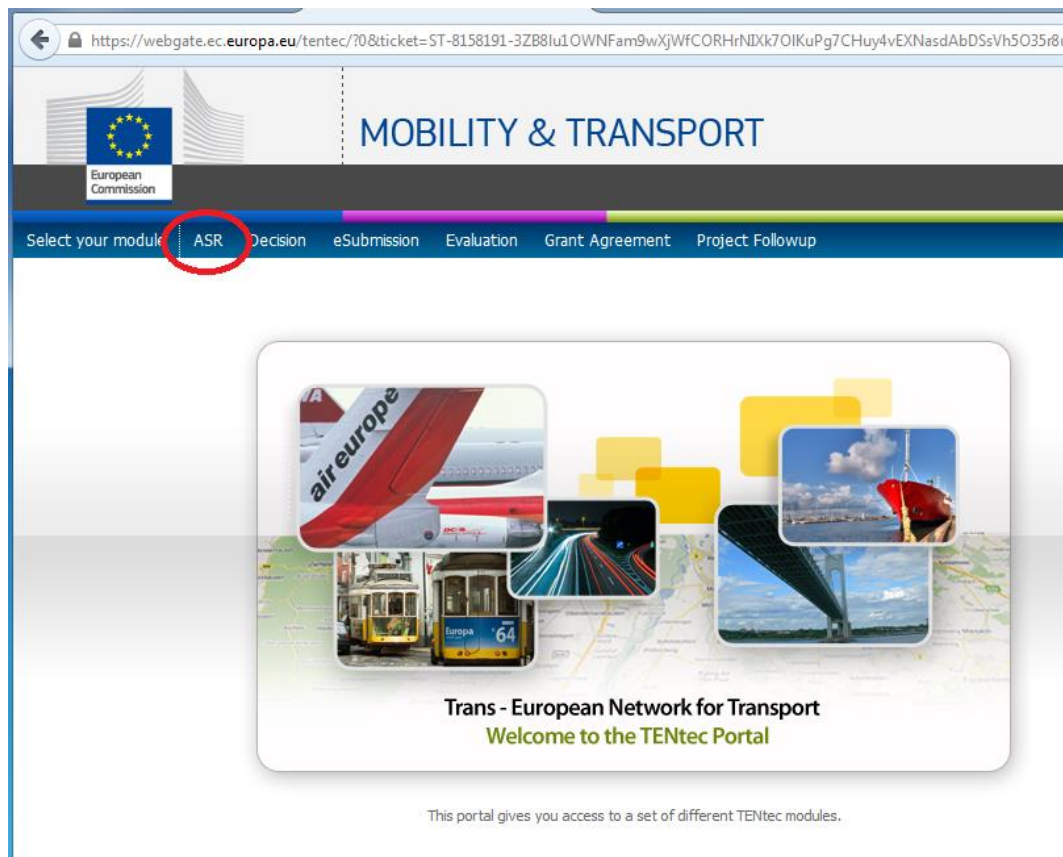
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Document History

Version	Date	Comment	Modified Pages
0.1	29/01/2016	Document created by VALOVIC Martin	all
0.2	02/03/2016	Further pre-financing added	all (applicable)
0.3	05/01/2017	Updates of existing sections and new sections	all
0.4	13/12/2017	Updates of existing sections and new sections	all
0.5	19/12/2018	Updates of existing sections and new sections	all
0.6	11/12/2019	Updates of existing sections and new sections	all
0.7	30/11/2020	Updates of existing sections	Section 12 (30-34)
0.8	25/11/2021	Minor updates to links and Agency name	all

1. INTRODUCTION

TENtec Action Status Report (ASR) module is accessible through the link: <https://webgate.ec.europa.eu/tentec/grant/asreport/>



1.1. Login and Contact

Any user needs an EU Login account to access the TENtec portal¹. Depending on the access rights you have been given, you have the access to certain ASRs and certain functionalities.

The author of the report usually is the person indicated in the GA Article 6.3 as a contact person, unless the beneficiary informs the CINEA's responsible project manager about a different person. The author of the report is in charge of encoding, finalising and submitting the ASR. The author may nominate other users as described in section "15. Access for other users".

For ASR related questions, you can contact CINEA at CINEA-ASR@ec.europa.eu or the project manager assigned to your Action.

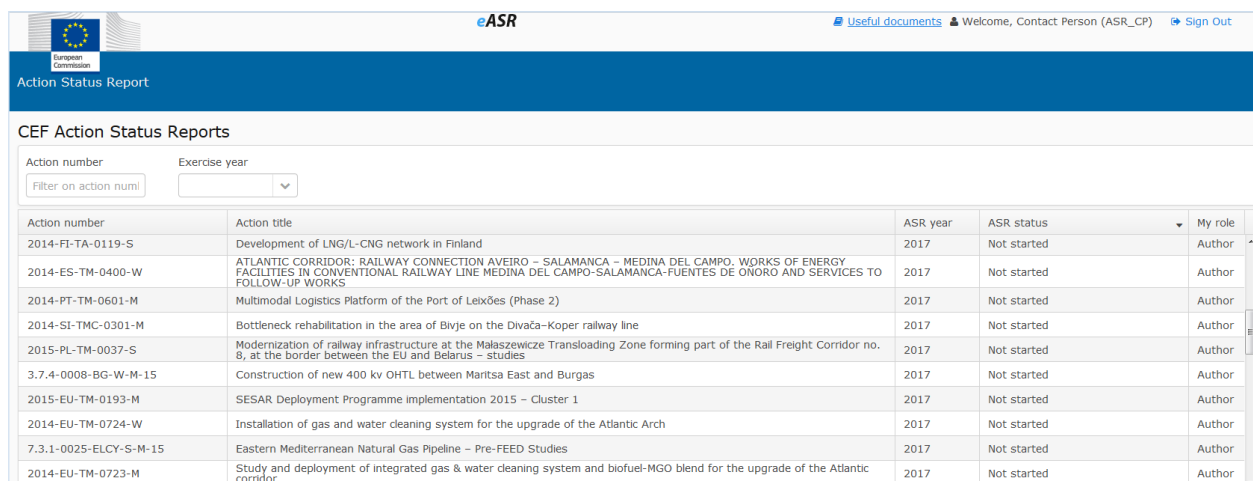
¹ If you don't have an EU Login account please refer to annex 1

1.2. CEF Action Status Reports Screen and general information

After login, the first screen shows the list of all the Action Status Reports (ASRs) where you are assigned a role, as author², contributor (for CEF-transport only), and Member state (MS) certification. **Your role for a given Action is linked to the email address used as EU Login.**

Authors and contributors have editing rights, Member State have always read-only and may have in addition certification rights. Please refer to sections "13. MS Certification and Submission" and "15. Access for other users" of this Manual for more details.

There is an entry for each ASR for which you have a role (in case of several Actions). At first, the ASR status is "NOT_STARTED" and will change to "DRAFT" once the author starts editing the ASR.



Action number	Action title	ASR year	ASR status	My role
2014-FI-TA-0119-S	Development of LNG/L-CNG network in Finland	2017	Not started	Author
2014-ES-TM-0400-W	ATLANTIC CORRIDOR: RAILWAY CONNECTION AVEIRO – SALAMANCA – MEDINA DEL CAMPO. WORKS OF ENERGY FACILITIES IN CONVENTIONAL RAILWAY LINE MEDINA DEL CAMPO-SALAMANCA-FUENTES DE ONORO AND SERVICES TO FOLLOW-UP WORKS	2017	Not started	Author
2014-PT-TM-0601-M	Multimodal Logistics Platform of the Port of Leixões (Phase 2)	2017	Not started	Author
2014-SI-TMC-0301-M	Bottleneck rehabilitation in the area of Bivje on the Divača-Koper railway line	2017	Not started	Author
2015-PL-TM-0037-S	Modernization of railway infrastructure at the Malaszewicze Transloading Zone forming part of the Rail Freight Corridor no. 8, at the border between the EU and Belarus – studies	2017	Not started	Author
3.7.4-0008-BG-W-M-15	Construction of new 400 kv OHTL between Maritsa East and Burgas	2017	Not started	Author
2015-EU-TM-0193-M	SESAR Deployment Programme implementation 2015 – Cluster 1	2017	Not started	Author
2014-EU-TM-0724-W	Installation of gas and water cleaning system for the upgrade of the Atlantic Arch	2017	Not started	Author
7.3.1-0025-ELCY-S-M-15	Eastern Mediterranean Natural Gas Pipeline – Pre-FEED Studies	2017	Not started	Author
2014-EU-TM-0723-M	Study and deployment of integrated gas & water cleaning system and biofuel-MGO blend for the upgrade of the Atlantic corridor	2017	Not started	Author

The table shows Action number, Action title, ASR exercise year and the status for each report, as well as your role.

Click anywhere in the table row to select an ASR for access and if applicable encoding.

Sections 2 to 12 of this manual are primarily for ASR authors, if you are an MS user, you may go directly to section 13.

Please note that reference will be made to the previous and ongoing reporting periods. The identification of a reporting period as **previous** or **ongoing** is done with respect to the year when the ASR is to be submitted. Therefore, if we are talking of the ASR to be submitted in the year **N**:

- The **previous** reporting period is the one ending on 31 December of the year **N-1**;
- The **ongoing** reporting period is the one from the 1st January to the 31st December of the year **N**.

In some part of the interface, these periods will be automatically indicated to guide you.

² As Author of the report for a given action you will also see all previous ASRs if applicable

1.3. Filters

ASRs can be filtered by action code, year or sector:

Action Status Report

CEF Action Status Reports

Action number Exercise year Sector

Filter on action num 2019 Clear filter

2. ACTION INFORMATION SCREEN

This screen shows information on the Action, reporting period (previous one), exercise year and author(s). The data in this screen is not editable:

Action Status Report

Action: 2016-HR-TMC-0067-W
Author of the report

Back to my list of ASRs

Action Status Report

Action information

Step 1: Action progress (past)
Step 2: Activities progress
Step 3: Action progress (expected)
Step 4: Visibility and other EU funding
Step 5: Compliance with EU law
Step 6: Implementation
Attach supporting documents
Further Pre-financing
Payment overview
Check and Finalise
MS Certification and submission
Download
Access for other users

1. INFORMATION ON THE ACTION

Grant agreement no.	INEA/CEF/TRAN/M2016/1366810
Action title	Upgrade of the Rijeka Port infrastructure - Rijeka Basin (POR2CORE-Rijeka Basin)
Action number	2016-HR-TMC-0067-W

Reporting Period	Exercise year
02/10/2017 - 31/12/2018	ASR Exercise Year 2019

Author(s) of the report

Name	John Doe
Position	Project Manager
Entity	Beneficiary
Telephone no.	+123456789
Email	inea-tentec@ec.europa.eu

3. STEP 1: "ACTION PROGRESS (PAST)" SCREEN

This section addresses the Action's actual technical progress (from both qualitative and quantitative point of views) until the end of the previous reporting period, in comparison to the original planning as stated in the latest Grant Agreement (GA) in force.

It is divided into four parts:

3.1. Planned/actual dates

Planned dates (GA): These are the start and end dates of the Action, as set out in the latest Grant Agreement in force. This field is not editable.

Previous ASR dates: If applicable, these are the start and end dates of the Action reported in last year's ASR. This field is not editable.

Actual dates: These are the actual updated start and end dates of the Action. The actual end date is a very important element, as it indicates the date by which the Action will be implemented. Two cases should be considered:

- Case 1: the Action will be fully completed: all what is described in the latest GA in force is expected to be implemented, even with delays. **The date of full completion should be indicated as actual end date** (i.e. the date when the Action will be fully completed).
- Case 2: the Action will not be fully completed as described in the latest GA in force. For example, some Activities or part of Activities will not be done anymore, are not anymore necessary or are postponed to an unknown date, beyond the actual end date of the GA. Then the actual end date **should be the date by which the Action will be completed in a reduced scope** (taking out these Activities or tasks within Activities).

Please do start by encoding the actual start & end dates of the Action in the first part of this step. This is a **pre-requisite to proceed to the next parts of this screen, as well as to Step 2**. The foreseen duration of the Action determines the costs structure (years for which there are costs reported in Step 2).

The actual start and end dates mark the total duration of the Action. All other dates reported must fall within those dates. All milestones, activities and costs can take place only within the period specified here.

2. INFORMATION ON THE PROGRESS OF THE ACTION (GA II.23.1.1.c or SESAR FPA II.23.1b.c)

2.1. Overall progress of the Action until the end of the previous reporting period

Planned start date (GA):	16/02/2016
Planned end date (GA):	31/12/2020
Start date previous ASR:	16/02/2016
End date previous ASR:	31/12/2022

Actual start date: (?)

Actual end date: (?)

To enter the actual start and end date press the corresponding 'Edit' button, fill in the pop-up window and save your changes.

Edit actual Action dates

Actual start date: (?) *

Actual end date: (?) *

3.2. Cumulated technical progress in %

The technical progress is a **quantitative indicator (%)** of the level of the technical completion. It has to be estimated and encoded, per year, at **both activity and Action level**.

Full completion of the objectives of an Action **means a final technical progress of 100%**.

In case of **partial completion** (for instance if some activities (or part of) will not be done or are not necessary anymore): the **final technical progress shall be lower than 100%**. This should be appropriately described and explained, in the dedicated field. In case of partial completion, CINEA will use the method described in the [Information note for Actions with poor, partial or late implementation](#), in order to estimate the final technical completion rate.

Before encoding the technical progress at Action level, to the beneficiary should encode it for each activity under the "Step 2: Activities progress", please refer to section 4.2 of the present manual, see below the relevant capture screen:

Cumulated Action technical progress

Cumulated technical progress of the Action in % (?)

Please first encode technical progress at activity level in 'Step 2: Activities progress'

Once **the technical progress for all activities and all years has been encoded** please navigate back to the screen "Step 1: Action progress (past)" and **use the edit button** to encode the missing technical progress as shown below:

Cumulated Action technical progress

Cumulated technical progress of the Action in % [\(?\)](#)

Year	2016	2017	2018	2019	2020
Previous ASR	3 %	19 %	47 %	65 %	100 %
Current ASR	3 %	19 %	47 %	N/D	N/D

Technical progress of the Action should be 100% by its actual end date. If not, please explain why the Action will not be 100% implemented by its reported actual end date.

Calculation methodology of the Action progress

Please explain how the percentage has been estimated/calculated:

[Edit](#)

NB: to be noted that by default the technical progress is populated with the previous ASR data up until year N-2 and displayed as N/D (not defined) for the year N-1 until the end of the Action.

Clicking on the edit button will lead you to a window where you can **choose between two methods** to estimate the technical progress at Action level:

Cumulated Action technical progress

Cumulated technical progress of the Action in %

[\(?\)](#) Use computed method 2016 2017 2018 2019 2020

Use beneficiary's own method * * * * *

Technical progress of the Action should be 100% by its actual end date. If not, please explain why the Action will not be 100% implemented by its reported actual end date.

Calculation methodology of the Action technical progress

Please explain how the percentage has been estimated/calculated

[Save](#)

[Cancel](#)

- Case 1 : Use "computed method"

By clicking on "Use computed method", the technical progress at Action level of each year will be automatically populated by a weighted average of the technical progress. This method is described in section 3.2 and Annex III of the [Information note for Actions with poor, partial or late implementation](#) (same method that will be used by CINEA in case of partial completion).

Weighting is done using the EU contribution of each activity as indicated in the Grant Agreement.

The methodology explanation box will also be automatically filled in with a standard text:

Cumulated technical progress of the Action in %					
	2016	2017	2018	2019	2020
(?) <input checked="" type="radio"/> Use computed method	4 *	22 *	47 *	66 *	100 *
<input type="radio"/> Use beneficiary's own method					

Technical progress of the Action should be 100% by its actual end date. If not, please explain why the Action will not be 100% implemented by its reported actual end date.

Calculation methodology of the Action technical progress

Please explain how the percentage has been estimated/calculated

Calculated according to Annex III of the "Guidance for poor or partial completion": $SUM(\text{Technical Progress Per Activity Per Year} * (\text{GA EU Contribution Per Activity} / \text{Total GA EU Contribution}))$.

Save

Cancel

- Case 2 : Use "beneficiary's own method"

By clicking on "Use beneficiary's own method", it is possible to encode freely the values and the explanation of the methodology (mandatory).

Cumulated Action technical progress

Cumulated technical progress of the Action in %

(?) Use computed method Use beneficiary's own method

2016	2017	2018	2019	2020
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Technical progress of the Action should be 100% by its actual end date. If not, please explain why the Action will not be 100% implemented by its reported actual end date.

Calculation methodology of the Action technical progress
Please explain how the percentage has been estimated/calculated

The progress is cumulative, e.g. if for the first year you mark a progress of 10%, for the second year the progress must be of at least 10%. Decimals are not allowed.

If you use "beneficiary's own method", please ensure consistency between technical progress at Action versus activity level, to avoid unnecessary iterations and requests for clarifications.

The most common inconsistencies that have been observed are the following:

- Technical progress is encoded annually (incrementally) and not cumulatively.
- Action's final technical progress (at the actual end date) of 100 % while at least one activity has a final technical progress lower than 100%.
- Action's final technical progress lower than 100 % while all activities have a final technical progress of 100 %.

For both methods, an explanation is needed should the final technical progress (by the actual end date) does not reach a 100 % completion rate.

NB. You can encode up to 4,000 bytes in the text box related to this section. A byte counter is activated when editing the field.

3.3. Overview of progress since the start of the Action

This is a box for **a narrative and qualitative description** of the actual progress of the Action and per activity at the end of the previous reporting period, referring to the main issues, milestones and events that affected progress and in particular:

- What activities/milestones were ongoing and what has been finalised until the end of the previous reporting period? Were there any delays and if so, why and how they affected other activities/Action? Description of any interdependencies between activities. Mitigating measures put in place to ensure further delays/changes do not occur?
- Which activity was planned, but not implemented and why?
- Is there any task not foreseen initially but that was needed and implemented to achieve the Action's objectives/scope? Identification of these new tasks and description of how they have been considered necessary for the successful implementation of the Action.
- Deviations to the Action's objectives since the start of the action? If so, what and why? For example, for works, have technical difficulties meant that scope has increased/decreased/changed? What measures have been put in place to mitigate this?

Overview of progress since the start of the Action

The overview should include a description of the actual progress of the Action and per activity since the [\(?\)](#) start of the Action until the end of the previous reporting period, 31/12/2017, referring to the main issues, milestones and events that affected the progress.

0 out of 50000 bytes used

NB. You can encode up to 50,000 bytes in the text box related to this section. A byte counter is activated when editing the field.

4. STEP 2 "ACTIVITIES PROGRESS" SCREEN

Before you start filling-in the forms in Step 2 please make sure you entered the actual start & end dates in Step 1 (the start & end dates of the Action). **Only if those dates are provided, you will be able to proceed in this screen.**

Action: [redacted]				
Back to my list of ASRs Action Status Report Action information Step 1: Action progress (past) Step 2: Activities progress Step 3: Action progress (expected) Step 4: Visibility and other EU funding Step 5: Compliance with EU law Step 6: Implementation Attach supporting documents Payment overview Check and Finalise MS Certification and submission Download Access for other users For PMs: ASR follow-up ASR assessment workflow	2. INFORMATION ON THE PROGRESS OF THE ACTION (GA II.23.1.1.c or SESAR FPA II.23.1b.c)			
	2.2. Progress per activity			
	Numbe	Activity title	Actual start date	Actual end date
	1	ICT Applications: Information Sharing, Communication and Positioning Technologies	01/03/2017	31/03/2019
	2	Port Accessibility		
	3	Port Infrastructures		
	4	Human Element and Safety in the Estuary		
	5	Management, communication and dissemination		

This screen contains a list of all activities ordered in a table showing activity number, title and, once encoded, the actual start and end dates.

You will have to encode all the progress activity per activity. To do so **click anywhere in an activity row to open the first pop-up window to edit the data of this activity.**

For each activity **there are two pop-up pages to work with.** The 1st one is dedicated to activity duration and milestones. In the 2nd you will encode the **technical progress per activity** and **the incurred costs/units (for unit contribution actions)**. The 2nd page is accessible only once the 1st page is properly filled in (see below).

4.1. Activity details (Page 1 of 2 under step 2)

The page is divided in two parts: Activity details and Milestone progress.

If applicable, the activities and milestone dates from previous ASR are prefilled (dates are not editable).

1. Actual start/end dates of the activity

The **actual start/end date** at activity level follow the same principle as at Action level:

- Case 1: the activity will be fully completed as described in the latest GA in force, even with delays. In this case the date of full completion should be indicated and will be the **actual end date of the activity** (i.e. the date when the activity will be fully completed).
- Case 2: the activity will not be fully completed as described in the latest GA in force. For example, some tasks can't be done anymore, are not anymore necessary or are postponed to an unknown date, far away in the future. Then the actual end date should be the date by which the activity will be completed in a reduced scope (taking out these tasks).

!!Actual start/end dates of any activity shall be within actual start/end dates of the Action!!

Activity details			
Activity 1 : Preparation and submission of the initial application for the Federal Sectoral Planning			Action start date: 01/01/2018 end date: 30/11/2018
	Planned (GA)	Previous ASR	Actual
Start date (?)	08/11/2016	08/11/2016	<input type="text" value=""/>
End date (?)	17/03/2017	17/03/2017	<input type="text" value=""/>

(*) If the actual dates are different from the planned ones, please provide the appropriate explanation under point 2.1 and if applicable under points 2.3/2.4.

Both under the 1st and the 2nd page if a field is not properly filled in, then the box gets a red border and you can have the explanation of the error by putting your mouse on the tool tip. As show on the capture screen below, when the user encode an actual end date for an activity beyond the action's actual end date:

2. Milestone progress

The numbering of milestones corresponds to their number in the latest GA in force.

For each milestone enter the actual completion date.

!!Completion date of a milestone shall be within actual start/end dates of the activity!!

Answer whether the milestone was completed (Yes or No) on the date you are encoding the information. If the actual completion date differs from the planned one, you have to provide an explanation for this deviation. Only milestones with completion date in the past can be labeled as reached. If the actual date is in the future, the milestone must be labeled as not reached.

In case there was a previous ASR, the dates and status of the milestones that were already achieved, at the time of its submission, will be automatically pre-filled with data from the previous ASR. This date will remain editable.

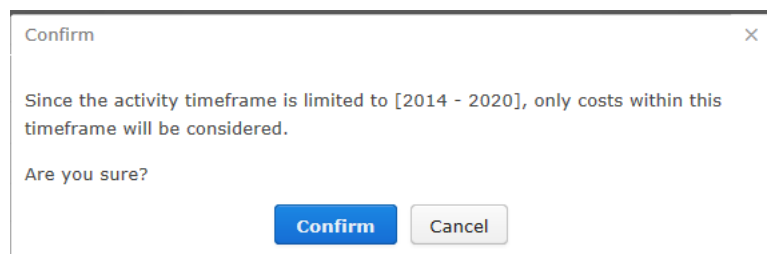
To save entered data and to proceed to page 2 of step 2 click the button 'Save and proceed'.

Milestone progress					
Number	Title	Planned completion date (GA)	Previous ASR date	Actual completion date (*)	Reached (Y/N)
1	Start of tendering procedure for the extension works of the 330kV substation RigaCHP2 in Latvia	<input type="text" value="02/01/2017"/>	02/01/2017	<input type="text" value="02/01/2017"/>	Yes <input type="button" value="v"/>
Explanation for deviation:					
<input type="text"/>					

0 out of 4000 bytes used

NB. You can encode up to 4,000 bytes in the text box related to this section. A byte counter is activated when editing the field.

After pressing the 'Save and proceed' button on pages 1 you may be asked to confirm the Action duration. By doing so, a confirmation message appears to indicate in which time frame you will be able to encode costs/units in the next page according to the actual start/end dates you encoded:



4.2. Technical progress and units/costs per activity (Page 2 of 2 under step 2)

Under this screen, you will have to encode the cumulative **technical progress and the actual costs or units (in case of actions with unit contributions) at activity level.**

1. Cumulative technical progress in %

Similarly, as for the Action, the technical progress is a **quantitative indicator (%)** of activity's technical completion level.

It is up to the beneficiary to choose the most appropriate methodology to report on the technical progress of the activity, this has to be described in the third box of this page. It may be:

- Proportion of physical implementation achieved (e.g. proportion of the length of the infrastructure or proportion of charging points built),
- Use of actual financial progress (incurred costs / actual costs needed to fully complete the activity)
- Proportion of milestones achieved and/or their weight, or any other sound, robust and justifiable methodology that reflect the overall achievement of the activity in a proper and consistent way.

The progress is cumulative, e.g. **if for the first year you mark a progress of 10%, for the second year the progress must be of at least 10%.** If applicable, the cumulative progress of the activity from previous ASR is prefilled. The data is editable, but since the progress is cumulative, you will not be able to encode a lower technical progress in a given year than in the previous one. **Decimals are not allowed.**

The technical progress at activity level follows the same rule as the one at Action level namely:

- Full completion of the objectives of an Action **means a final technical progress of 100%.**
- In case of **partial completion** (for instance if some tasks of this activity will not be done or are not necessary anymore): the **final technical progress shall be lower than 100%.** In that case you have to provide an explanation for this scope reduction

2.2. Progress per activity (page 2 of 2)

Technical progress				
Activity 2 : Supervision				
	2017	2018	2019	2020
Cumulative progress % previous ASR	N/D	N/D	N/D	N/D
Cumulative progress % updated (2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Progress of the activity should be 100% by its actual end date. If not, please explain why the activity will not be 100% implemented by its reported actual end date

Please explain below how the percentage has been estimated/calculated

NB. You can encode up to 4,000 bytes in the text box related to this section. A byte counter is activated when editing the field.

'Cumulative progress % previous ASR' shows breakdown of the progress as reported in previous ASR and is not editable. If this is the Action's first ASR, this field will be empty.

Important reminder:

Please ensure **consistency between technical progress at Action, versus activity level, if you use "Beneficiary's own method" at Action level**, in order to avoid unnecessary iterations and requests for clarifications.

The most common inconsistencies that have been observed are the following:

- Technical progress is encoded annually (incrementally) and not cumulatively.
- Action's final technical progress (at the actual end date) of 100 % while at least one activity has a final technical progress lower than 100%.
- Action's final technical progress is lower than 100 % while all activities have a final technical progress of 100 %.
- When the technical progress is calculated, according to the financial progress, expected final cost savings are translated into reduced final technical progress.

2. Costs/units (for unit contribution actions)

Under this page, you have to encode the **breakdown of costs/unit per year and per beneficiary** (costs/units incurred/deployed in the past and foreseen to be incurred/deployed until the actual end date) for a given activity.

The costs/units for the previous reporting period(s) must be actual and incurred/deployed during that period.

The costs/units encoded for the future reporting periods are indicative but:

- consistency between costs/units encoded in the ASR and interim (if applicable) and/or final payment will be checked by CINEA;

- costs-related data will be used to calculate further pre-financing payments (if applicable) in accordance with section 10 of this manual; in case of high deviation with the data in the latest GA in force, explanations and justifications will be sought. (further pre-financing is not applicable for unit contributions actions).

This page displays a grid with columns for each year of the actual activity's duration and a row for each beneficiary linked to this activity (if applicable). Two decimals only are allowed when entering costs. No decimals are allowed in case of units. For CEF-Energy Actions without a coordinator the authors of the ASR should closely coordinate the encoding.

For the first ASR: costs are not prefilled. For subsequent ASR, costs/units are partially prefilled with the information from the previous ASRs. This data is editable and can be updated to reflect the outcomes of any submitted interim payment requests (for instance costs found not eligible) or any other needed readjustment. The overarching principle is that **costs/units have to be encoded in the year they have been incurred/deployed.**

Example with standard action (actual costs):

Actual costs (2)

No. Beneficiaries / Years	2017	2018	2019	2020	Totals	Total per activity in GA	Computed cost deviation
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Totals	0.00	0.00	0.00	0.00	0.00	1,551,340.00	-100.00%

Cost deviation

Description of the cost deviations (>5%) identified between the total actual costs per activity and the latest Grant Agreement in force (if applicable)

Example with unit contribution actions:

Actual number of units (2)

No. Beneficiaries / Years	2019	2020	Totals	Total per activity in GA	Computed Unit deviation
1	<input type="text" value="685"/>	<input type="text" value="1365"/>	2,050		
Totals	685	1,365	2,050	2,050	0.00%

Unit deviation

If total actual number of units deviates > 5 % compared to latest GA in force please explain why

For standard actions (actual costs) only:

It is important to note that the total costs calculated according to the sum of your data should be consistent with the final technical progress you encoded for this activity in the previous section, therefore the following combinations are possible:

- **Actual cost < initial cost**, final technical completion rate = 100 %, the activity will be fully completed by its actual end date with **cost savings**.
- **Actual cost > initial cost**, final technical completion rate = 100 %, the activity will be fully completed by its actual end date with **cost overruns**.
- **Actual cost > initial cost**, technical completion rate <100 % = the activity will never be completed and **the partially implemented tasks will cost more**.
- **Actual cost < initial cost**, technical completion rate <100 % = the activity will never be completed and **the partially implemented tasks will cost less**.

The eASR module will identify cost/unit deviations higher than 5 % **per activity** (actual costs/units vs initial costs/units for the activity) and you will have to encode an explanation.

Example with standard action (actual costs):

Actual costs (?)

No. Beneficiaries / Years	2016	2017	2018
1 [REDACTED]	29598 -	40222 -	
Totals	29,598.00	40,222.00	8,000.00

Cost deviation

If total actual costs deviates > 5 % compared to latest GA in force please explain why

Overruns

Example with unit contribution actions:

Actual number of units (?)

No. Beneficiaries / Years	2019	2020	Totals	Total per activity in GA	Computed Unit deviation
1 [REDACTED]	700 -	1453 -	2,153		
Totals	700	1,453	2,153	2,050	5.02%

Unit deviation

If total actual number of units deviates > 5 % compared to latest GA in force please explain why

[Empty text box]

Some of your input is invalid No data was saved. Please correct your input in the incorrect fields marked in red.

NB. You can encode up to 4,000 bytes in the text box related to this section. A byte counter is activated when editing the field.

'Cancel and back' button will cancel your edits and take you back to page 1.

'Finish' will save the page 2 (costs), close the popup and show the list of all activities.

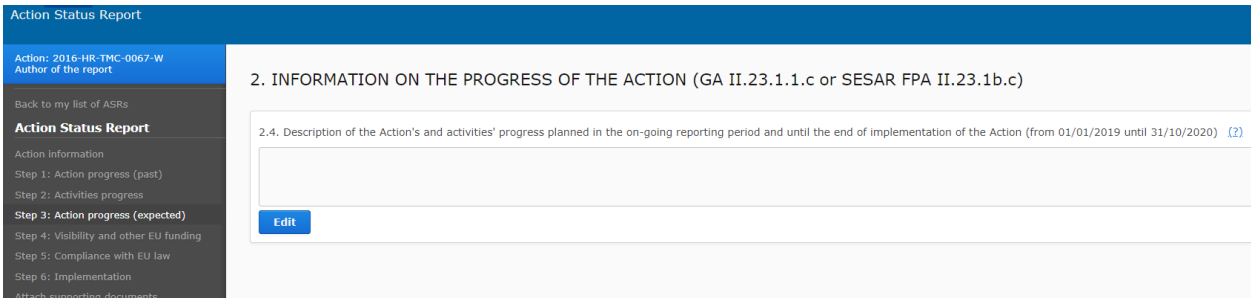
'Cancel' will discard the changes you made to page 2, close it and show the list of all activities.

5. STEP 3: "ACTION PROGRESS (EXPECTED)" SCREEN

This section addresses the Action's actual qualitative technical progress from the beginning of the on-going reporting period **until the end of its actual end date** specified in section 3.1 (ongoing and future implementation plans where applicable).

This is a box for **a narrative and qualitative description** until the end of its implementation, which should be provided per activity, referring to the milestones as identified in the latest GA in force. The following minimal elements should be mentioned along with the full description of the expected progress:

- which activities will start, continue, be completed;
- which activity/milestone/task will never be completed and the reasons why (= reduction of scope);
- which any expected/foreseen risk(s) that may challenge the actual end date of the Action and the associated mitigation plan(s)



2.4. Description of the Action's and activities' progress planned in the on-going reporting period and until the end of implementation of the Action (from 01/01/2019 until : end date)

To save your answer and close the pop-up press the 'Save' button.

NB. You can encode up to 50,000 bytes in the text box related to this section. A byte counter is activated when editing the field.

6. STEP 4: VISIBILITY AND OTHER SOURCES OF EU FUNDS SCREEN

This screen may be composed of two sections:

- Visibility of Union funding (for all actions): describe the measures, which have been taken to publicise the Action and the EU funding during the previous reporting period. Examples include: information on your website, billboards visible to the public during construction (for works only), permanent commemorative plaque after completion (for

works only), CEF logo on covers of study reports, press releases, articles, presentations, events such as inauguration, press conferences, etc.

- Other source of EU funding (**visible only for CEF Energy actions**): comprehensive information about other sources of EU funds used for the PCI implementation needs to be provided; it included past, current and future status, if applicable.

To complete both sections click on the 'Edit' button and enter your answer in the pop-up window

The screenshot shows a web interface for an 'Action Status Report'. On the left is a dark sidebar with a menu: 'Author of the report', 'Back to my list of ASRs', 'Action Status Report', 'Action information', 'Step 1: Action progress (past)', 'Step 2: Activities progress', 'Step 3: Action progress (expected)', 'Step 4: Visibility and other EU funding', 'Step 5: Compliance with EU law', 'Step 6: Implementation', 'Attach supporting documents', 'Further Pre-financing', 'Payment overview', 'Check and Finalise', 'MS Certification and submission', 'Download', and 'Access for other users'. The main content area has two sections. The first is titled '3. VISIBILITY OF UNION FUNDING (GA II.23.1.1.i or SESAR FPA II.23.1b.i)' and contains the question 'What measures have been taken within the previous reporting period to publicise the Action, including EU funding (GA II.7.1)?' followed by a large text input box and an 'Edit' button. The second section is titled '4. OTHER SOURCES OF EUROPEAN UNION FUNDS (CEF-E and Synergy only, GA II.23.1.1.m)' and contains the question 'If applicable, provide information about other sources of EU funds (CEF, ERDF, Cohesion Fund, H2020, TEN, EEPR, EIPA, etc.) used for the project of common interest (e.g. previous or subsequent phases not covered by the Grant Agreement).' followed by another large text input box and an 'Edit' button.

NB. You can encode up to 4,000 bytes in the text boxes related to this section. A byte counter is activated when editing the field.

7. STEP 5: COMPLIANCE WITH EU LAW SCREEN

There are two sections to fill in on screen 'Step 5: Compliance with EU law'. To answer a question click on the 'Edit' button and enter your answer in the pop-up window.

Regarding the environment (5.1), identify any relevant environmental aspects of the Action within the previous reporting period and until the end of implementation of the Action.

For example, what are the key environmental issues expected to affect the Action (if any)? (ex: river diversion, finalisation of EIA documentation, etc.). How have they been addressed? In some specific cases it is worthwhile to check the text of the Grant Agreement (Annex I) should there be any specific environmentally related clauses linked to the disbursement of EU financial aid. If there are, these should be addressed in this section.

As regards the compliance with EU and national legislation (5.2) identify, concisely, the contracts awarded for the implementation of the Action. Ensure that the relationship between the contract title and the Action's scope is clear. Please provide the contractor's name, value of the contract, type of tendering procedure used and the (planned) date the awarded. Please note that Article II.9 refers to the "Award of contracts necessary for the implementation of the Action" and Article II.10 refers to "Subcontracting of the tasks forming part of the Action". In case subcontracting covers the implementation of part of the Action by a third party, please identify and describe any of these cases. If applicable, also please report on any relevant issues relating to competition (e.g. any state aid cases?), regulatory matters, etc.

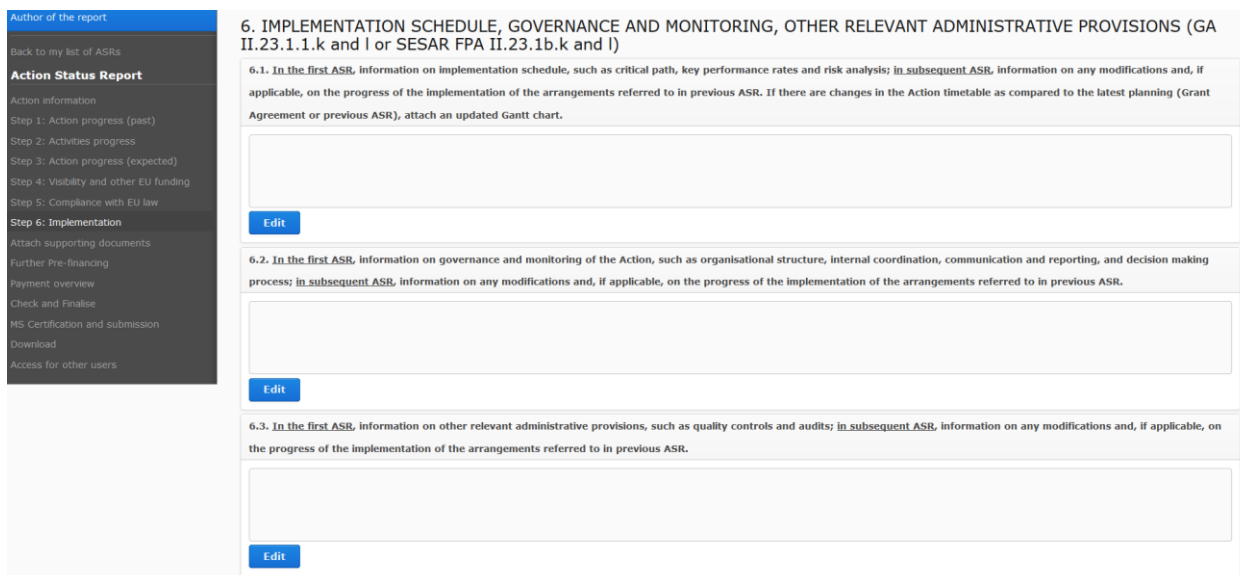


NB. You can encode up to 4,000 bytes in the text boxes related to this section. A byte counter is activated when editing the field.

8. STEP 6: IMPLEMENTATION SCREEN

This page is composed of three sections about the implementation schedule, governance and monitoring and other relevant administrative provisions. When pressing the 'Edit' button a pop-up window will appear where you can type the answer.

If applicable, these boxes are prefilled with information from the previous ASR. The boxes are editable, so that you can update the text as/if required.



1. Implementation schedule (section 6.1)

If this is the first ASR you submit for this Action: it is expected that you provide information on the Action's implementation schedule by identifying its critical path (attaching a Gantt chart or alike for this purpose is sufficient). If relevant, identify any key performance rate (ex: Contractor Performance, Assessment and Monitoring) to monitor the Action's progress. Also, provide a concise update to the Action's risk analysis. You may use the risk analysis submitted in the proposal and update it in light of any new information. Identify the risks and concisely explain the mitigating measures in place to address them.

If this is NOT the first ASR you submit for this Action, the previously encoded information is available. However, changes and updates should be made if the Grant Agreement has undergone any amendments (which have been **formally** approved by the Agency, ex. extension of the Action's end date). Please provide information on the Action's progress and the implementation arrangements, which were referred to in the previous year's ASR. For instance, are there any more changes to the Action's planning foreseen? If so, what are they and what implications does this have for other activities, if any? If there are changes in the Action's timetable, you may attach an updated Gantt chart.

2. Governance and monitoring (section 6.2)

If this is the first ASR you submit for this Action: please provide information on **WHO** does what and **HOW**. Provide a list of who is directly involved in the implementation of the Action. For example, which department is responsible for carrying out the works/studies? Briefly describe how the actors interact. Do weekly/monthly meetings take place for communications between departments or with contractors? What are the internal and external reporting requirements? Who makes the decisions?

If this is NOT the first ASR you submit for this Action: the previously encoded information is available, however, please update the information provided in the previous ASR if applicable.

6.3 Quality controls and audit (section 6.3)

If this is the first ASR you submit for this Action: please provide information on what quality controls measures are used internally (at the company/organisation level) and externally (at the national Member State level). For example, are there any departmental or national guidelines, which are followed for quality control? Are ISO management standards in place? Have any audits of this Action taken place? If so, by whom and how are they followed up on?

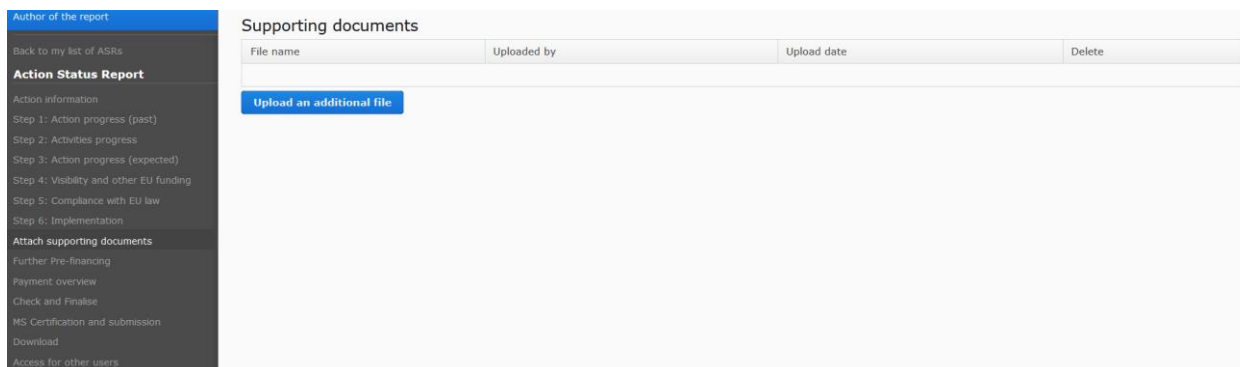
If this is NOT the first ASR you submit for this Action: the previously encoded information is available, however, please update the information provided in the previous ASR if applicable.

NB. You can encode up to 4,000 bytes in the text boxes related to this section. A byte counter is activated when editing the field.

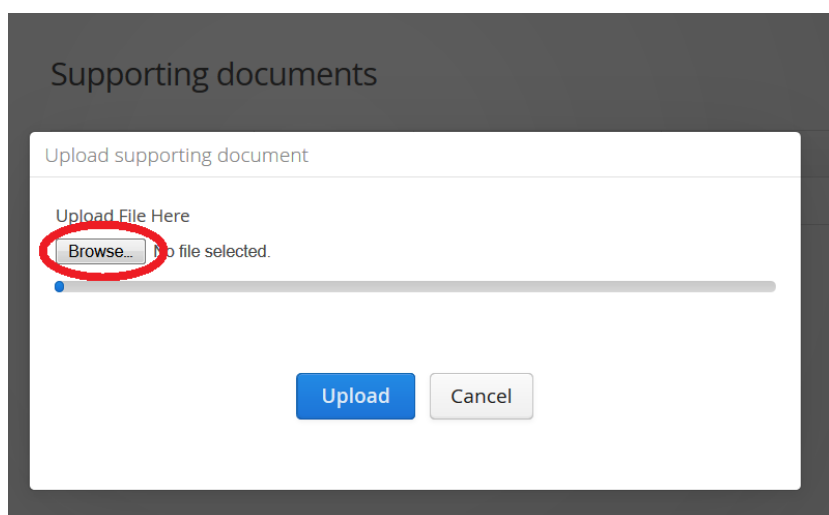
9. ATTACH SUPPORTING DOCUMENTS SCREEN

The purpose of this screen is to allow the authors to upload any relevant documents containing information that they were not able to report under any other section of the ASR module (for instance : drawings, maps, charts, picture, etc.). Please upload only documents that are considered necessary for the assessment of the progress of the Action.

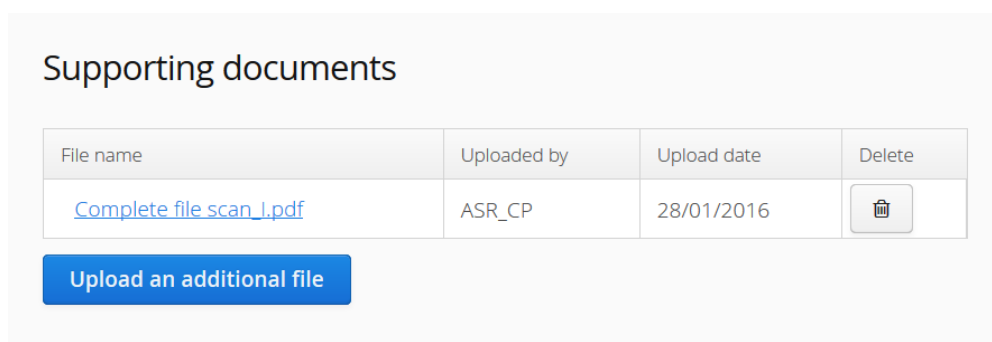
To upload a document (**other than the MS certification**) press the 'Upload an additional file' button. The maximum file size of uploaded file is 30 MB.



Navigate to the file you wish to upload and press the 'Upload' button.



The added file appears in the 'Supporting documents' table together with author identification, upload date and a file delete button. The file name is an active link to the uploaded file.



10. FURTHER PRE-FINANCING SCREEN (NOT APPLICABLE FOR UNIT CONTRIBUTION ACTIONS)

This screen will be displayed only for the Actions entitled to receive a further pre-financing payment. Please, refer to article 4 of the latest GA in force in order to know if the Action is eligible or not to receive further pre-financing payments. Please also consult the GA articles II.23.1.1 & II.24.1.3 where all the conditions are described.

For such Actions, you will find the legal name of the coordinator (or Beneficiary) in the table in the Further Pre-financing screen. The status is set by default to 'Requested':

The screenshot shows the 'Further Pre-financing' section of the 'Action Status Report' for Action 4.2.1-0027-LVLV-P-M-14. The table below is a representation of the data shown in the screenshot:

Number	Legal name	Further pre-financing status	Further pre-financing request (Yes/No)	Download
1	E	Requested		

For Actions without a coordinator, a line per beneficiary will be displayed and each author of each beneficiary will be able to request or not the further pre-financing, as shown below:

The screenshot shows the 'Further Pre-financing' section with two entries:

Number	Legal name	Further pre-financing status	Download
1	[Redacted] a.s.	Requested	
2	Operator Gar [Redacted] [Redacted] S.P.A.	Requested	

The author and the contributor (where assigned for CEF-transport only) can change the status to 'Not requested'. Clicking on the button indicated in red 'Further pre-financing request (Yes/No)' the window below opens and allows changing the status:

The dialog box titled 'Further pre-financing request' contains the following options:

- a. Yes, I submit a request for a further pre-financing payment
- b. No, I don't submit a request for a further pre-financing payment

Buttons: **Save** (blue), **Cancel** (grey)

To do so, the author or the contributor (where assigned for CEF-transport only) should click on the 'b. No, I don't submit a request for a further pre-financing payment' and click 'Save'.

After clicking 'Save' the screen will show 'Not requested', in that case and if they are entitled to a pre-financing above 200 € the beneficiary(-ies) will be asked to reconfirm that they do not request it (now and at the time when they "Finalise" the ASR).

On the other hand if:

- the further pre-financing is equal to 0 €, the beneficiary-(ies) will not be able to request it and the status will be automatically set to "Not requested"
- the further pre-financing is below 200 €, the beneficiary-(ies) will be asked to confirm whether they still want to receive it, given the administrative burden it will represent for a low amount. This confirmation will be asked at this screen and under the "Check and finalise" screen when the author(s) click(s) on "Finalise"

The status of the 'Request for further pre-financing' can be changed by following the procedure described until the ASR is finalised by clicking the icon in red in the above screen.

To access the details of the further pre-financing request, the user can click on any part of a row of the further pre-financing screen at any time.

Further Pre-financing				
Number	Legal name	Further pre-financing status	Further pre-financing request (Yes/No)	Download
1		Requested		

The opened window contains several sections which are described below:

Block I - Financial information for the Action

Request for further prefinancing

Financial information for the Action	
A. Maximum EU contribution (Art. 3)	€5,230,280.00
B. Pre-financing rate (Art. 4.1.2)	40%
C. Maximum pre-financing payment (Art. 4.1.2) (=B*A)	€2,092,112.00
D. Maximum ceiling for the sum of pre-financing and interim payments (Art 4.1.3) (=80%*A)	€4,184,224.00
E. Sum of previous pre-financing payments	€1,383,432.00
F. Sum of interim payments	€0.00

This information gives the main elements that will have an impact on the calculation of the further pre-financing payment. It reflects the latest GA in force, as well as the sums of the pre-financing and interim payments until the date when the ASR is finalised by the author of the report. This implies that the financial information may change during the ASR process in case an interim or a pre-financing has been paid after the launch of the ASR exercise.

Block II – Amount of the previous pre-financing used to cover costs of the Action

Amount of the previous pre-financing used to cover costs of the Action	
G. Total estimated direct eligible costs incurred until the end of the previous reporting period	€12,400,000.00
H. 70% of previous pre-financing payments (=70%*E) Condition of 70% fulfilled (G>=H)	€968,402.40
I. Reduction of further pre-financing, if G<H (= H-G) Condition of 70% fulfilled (G>=H)	€0.00 <input checked="" type="checkbox"/>

As foreseen in GA article II.23.1.2, the request for further pre-financing payment shall be accompanied by a statement on the amount of the previous pre-financing payments used to cover costs of the Action. This statement must certify that 70% of the previous pre-financing(s) received has been already used, in order to be eligible for a full further pre-financing. The verification of the condition is made automatically by comparing the reported total eligible costs incurred until the end of the previous reporting period and the sum of previous pre-financing payment(s) already made.

In case, the Action does not comply with this rule, a reduction will be automatically calculated which corresponds to the difference between the 70% threshold and the amount used (see article II.24.1.3.c of the grant Agreement)

Block III - Amount of the requested further pre-financing

Amount of the requested further pre-financing	
J. Total estimated direct costs eligible declared until the end of the on-going report period	€32,000,000.00
K. Total cumulated financing needs until the end of the on-going report period	€11,808,000.00
L. Maximum further pre-financing payment ((B*K)-E)	€3,339,768.00
L1. Revised further pre-financing payment if the condition of the 70% is not fulfilled – article II.24.1.2 (L-I)	€3,339,768.00
L2. Revised further pre-financing if the total pre-financing exceeds the maximum pre-financing payment (E+L1<=C)	€708,680.00
L3. Revised further pre-financing if the sum of the pre-financings and interim payments exceeds the ceiling (E+F+L2<=D)	€708,680.00
M. Final further pre-financing to be paid (=L3)	€708,680.00

The amount of the further pre-financing payment is calculated automatically taking into account:

1. the total estimated eligible costs encoded until the end of the ongoing report period at activity level (see section 4.2 progress per activity page 2 out of 2);

2. the total financing needs (EU contribution) calculated according to the costs encoded in 1.;
3. the further pre-financing rate as specified in the latest grant agreement in force;
4. the possible reduction of the pre-financing in case the 70% rule is not fulfilled (see block I).

Furthermore, the system will further implement two additional checks to verify that the following conditions set out in the grant agreement are respected,

- a) the sum of the pre-financing payments (previous + the requested one) until the date when the ASR is finalised by the author of the report does not exceed the maximum pre-financing the action is entitled to receive (article 4.1.2)

Maximum Pre-financing = Pre-financing rate * total EU contribution for the Action (or for the beneficiary in case there is no coordinator)

- b) the ceiling applicable for the total pre-financing and interim payments made before the payment of the balance and until the date when the ASR is finalised by the author of the report is not exceeded (article 4.1.3)

Max payment for pre-financing(s) and interim payments set at 80% = Total payments made is limited to 80% * total EU contribution for the Action (or for the beneficiary in case there is no coordinator)

Please note that the ceiling may change in case an amendment reducing the maximum EU contribution has been signed after the launch of the ASR exercise.

The rules will apply to the full action (with a coordinator) or to the individual beneficiaries (without a coordinator).

Block IV - Allocation of the pre-financing amount to the beneficiaries (if applicable)

In case the latest GA in force foresees that the coordinator is not the sole recipient of the payments, the coordinator notifies CINEA of the amounts that should be paid to each beneficiary.

Under this block, the coordinator shall include the amounts to be paid and *the method for allocating the amounts to be paid to each beneficiary* (s/he will be requested to include a free text to briefly state the method). At this stage, the coordinator should not provide long and detailed analysis but rather the general principle, which is applied.

Please note that the sum of the amounts allocated to each beneficiary cannot be greater than the further pre-financing amount calculated under Block III (amount indicated under M).

Block V – The financial guarantee(s) (if applicable)

The financial guarantees (if applicable)

The following Beneficiarie(s) are subject to the obligation to submit a financial guarantee to receive the payment of their share of the requested further pre-financing:

Name	Estimated further pre-financing payment for the Beneficiary
1.	<input type="text"/>
Total	0

As stipulated in GA article 4.1.2, the payment of the further pre-financing may be subject to the receipt of a financial guarantee.

a. Actions where the coordinator is requested to submit a guarantee

The coordinator will be asked to submit a guarantee for the full amount of the further pre-financing. The guarantee can be reduced at a later stage after the receipt of the proof that the amounts have been distributed to the beneficiaries.

b. Actions where both the coordinator and at least one of the co-beneficiary(-ies) are requested to submit a guarantee

The coordinator will be asked to submit a guarantee for the full amount of the further pre-financing. The guarantee covering the full amount can be reduced at a later stage after the receipt of the proof that the amounts have been distributed to the co-beneficiaries and the individual guarantees have been provided for the co-beneficiaries for their share of the further pre-financing. Please take note that the further pre-financing will only be paid upon receipt of the original financial guarantees.

c. Actions where only the co-beneficiary(-ies), not being the co-ordinator, is subject to submit a guarantee

The coordinator will be responsible to include the amounts, which will be distributed to the beneficiaries listed. The coordinator should indicate the amount to be transferred to the beneficiary in question, i.e. the share of the total further pre-financing this co-beneficiary would be entitled to receive. If several co-beneficiaries are requested to submit a guarantee, it is recommended that the guarantees are channelled to CINEA through the coordinator, who can submit the original of guarantees on behalf of the co-beneficiaries.

The payment will be made upon receipt of a guarantee provided that this last is considered valid.

d. Actions without a coordinator

The amount reported in the block should be equal to the amount of the further pre-financing the beneficiary is entitled to. The payment will be made upon receipt of a guarantee provided that the guarantee is considered valid.

The data registered in the further pre-financing screen will be used to establish the further pre-financing request and therefore the ASR author should carefully verify all the information included in the tab and in particular the amounts included in Block IV and V.

Once the ASR is finalised, if the status is 'Requested', a button is visible in the Download column of the table which allows a Word document to be downloaded containing details of the information relating to further pre-financing:

European Commission
Action Status Report

Useful documents Welcome, Contact Person (ASR_CP) Sign Out

Author: 2015-EU-TM-0250-M
Author of the report

Back to my list of ASRs

Action Status Report

Main information

- Step 1: Action progress
- Step 2: Activities overview
- Step 3: Activity progress
- Step 4: Visibility and other EU funding
- Step 5: Compliance with EU law
- Step 6: Implementation
- Attach supporting documents

Further Pre-financing

- Check ASR workflows status
- MS Certification and submission
- Download
- Access for other users

Number	Legal name	Further pre-financing status	Further pre-financing request (Yes/No)	Download
1	L	Requested		Download

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11. PAYMENT OVERVIEW SCREEN

This screen is presented for information only. It shows payment-related information as per Articles 3 and 4 of the latest GA in force, as well as the sum of the previous pre-financing payments made by CINEA until the ASR is finalised by the author of the report. The data is synchronised with the latest information available on payments.

Author of the report

Back to my list of ASRs

Action Status Report

Action information

- Step 1: Action progress (past)
- Step 2: Activities progress
- Step 3: Action progress (expected)
- Step 4: Visibility and other EU funding
- Step 5: Compliance with EU law
- Step 6: Implementation
- Attach supporting documents
- Further Pre-financing

Payment overview

- Check and Finalise
- MS Certification and submission
- Download
- Access for other users

Payment overview

This data is presented for information purposes only. It shows some relevant information on payments as per Articles 3 and 4 of the Grant Agreement, as well as the sum of the previous pre-financing payments and interim payments made by the Agency until the ASR is finalised by the Author of the report.

A. Maximum EU contribution (Art. 3)	€40,250,000.00
B. Pre-financing rate (Art. 4.1.2)	40%
C. Maximum pre-financing payment (Art. 4.1.2) (=B*A)	€16,100,000.00
D. Maximum ceiling for the sum of pre-financing and interim payments (Art 4.1.3) (=80%*A)	€32,200,000.00
E. Sum of previous pre-financing payments	€16,100,000.00
F. Sum of interim payments	€0.00
G. Sum of pre-financing and interim payments (E+F)	€16,100,000.00

This information is also available in the financial annex (see 'Download' section).

CEF	Transport
Action Code	
Exercise Year	2018
Version	2
Actual Action Start Date	30/05/2014
Actual Action End Date	31/12/2022
A. Maximum EU contribution (Art. 3)	€7,783,767.00
B. Pre-financing rate (Art. 4.1.2)	40%
C. Maximum pre-financing payment (Art. 4.1.2) (=B*A)	€3,113,506.80
D. Maximum ceiling for the sum of pre-financing and interim payments (Art 4.1.3) (=80%*A)	€6,227,013.60
E. Sum of Previous Pre-financing Payments	€797,600.00
F. Sum of Interim Payments	€4,585,718.66
G. Sum of pre-financing and interim payments (E+F)	€5,383,318.66

12. CHECK AND FINALISE SCREEN

Before the finalisation of the ASR (i.e when the status is DRAFT) the **page lists all validation errors (missing mandatory data)** that prevent the report from being finalised, as shown below:

Check and Finalise

Current ASR status is : NOT STARTED since 04/12/2018 16:27
~~XXXXXXXXXX~~ has not started
~~XXXXXXXXXX~~ has not started

Please address the following issue(s) before you can Finalise for MS certification

- ⊗ Step 1: Action progress percentage explanation cannot be empty
- ⊗ Step 1: Actual end date cannot be empty
- ⊗ Step 1: Actual start date cannot be empty
- ⊗ Step 1: Overview of progress cannot be empty

You can check this screen at any time while you are encoding information.

Furthermore, this screen shows the ASR status and additional information depending on the ASR status:

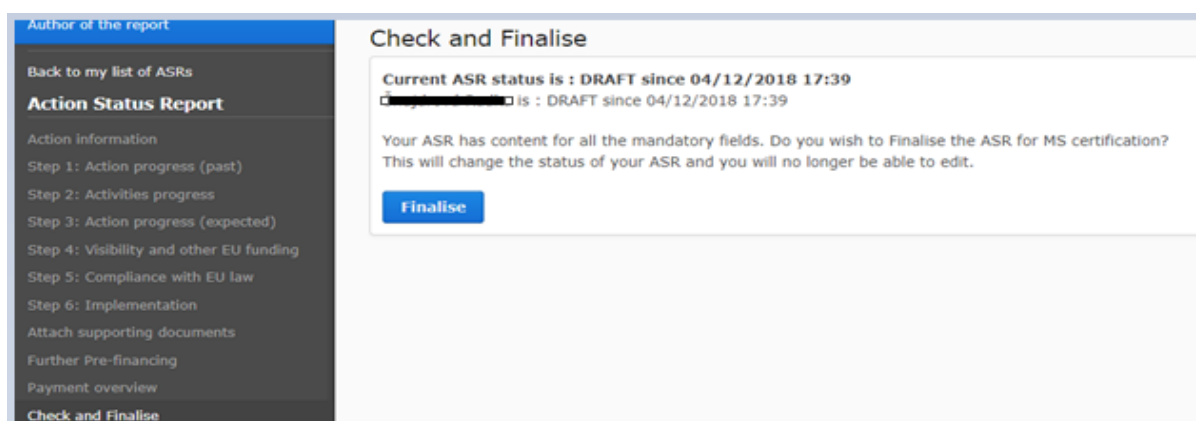
- NOT STARTED

The ASR's initial status, until the author makes any changes, is NOT_STARTED. It is shown in the list of your ASRs and in the tab "Check ASR workflow status".

- DRAFT

ASR status DRAFT applies from author's first edit to the ASR until the ASR is finalised by the author.

Once all mandatory data is filled in, the 'Finalise' button will appear, as shown below:

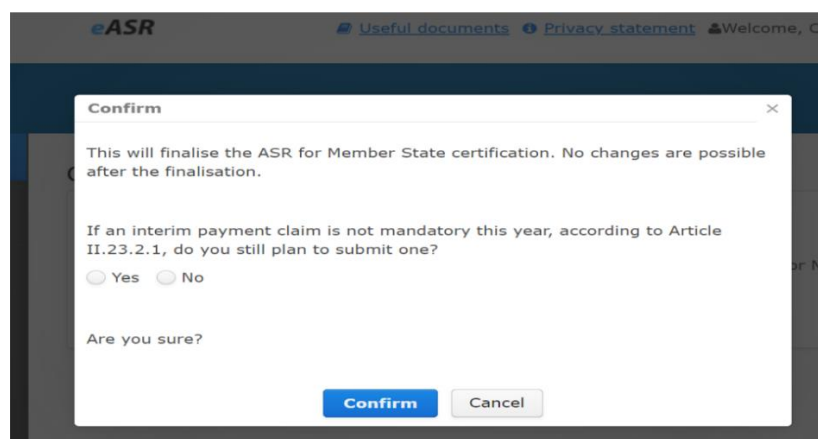


ASR finalisation is necessary to proceed to Member State certification.

Only the author(s) assigned to a report can finalise the ASR.

Clicking 'Finalise' will prompt the author to the 'Confirm' tab, where s/he will need to confirm the finalisation of the report.

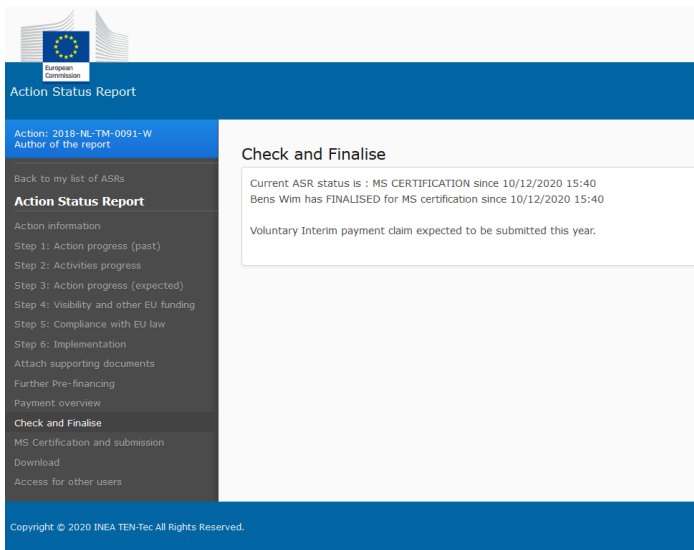
In case the Article II.23.2.1 of the GA (interim payments) is applicable, but an interim payment claim is not mandatory this year, the author will be requested to indicate, via the 'Confirm' tab, whether s/he intends to submit a voluntary interim payment claim:



NB: When an interim payment request is mandatory this year, instead, the author does not need to reply to this question, but just click on 'Confirm' to be prompted to the following tab.

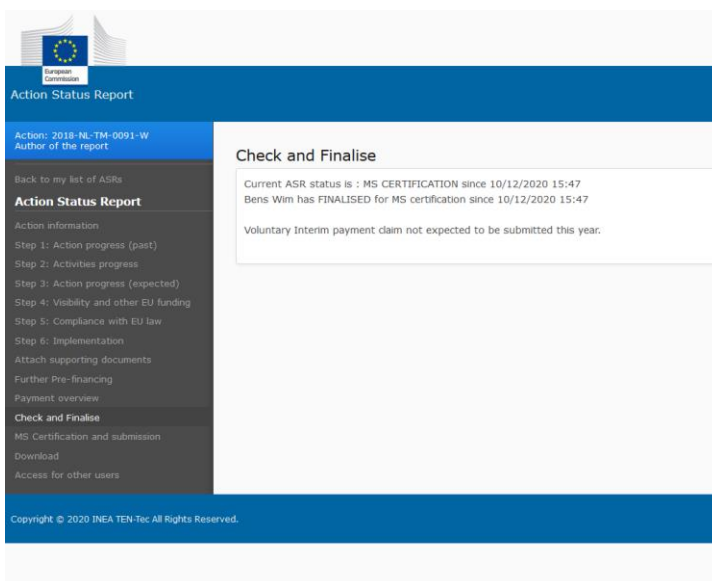
The author can click on 'Yes' or 'No'. In all situations the author can then either click on 'Confirm' to finalise or 'Cancel' to cancel the finalise step.

If the author clicks 'Yes', the 'Check and Finalise' tab will indicate that a voluntary Interim payment claim is expected to be submitted this year, as indicated below:



The screenshot shows the 'Action Status Report' interface for action 2018-NL-TM-0091-W. The left sidebar contains a navigation menu with the following items: 'Back to my list of ASRs', 'Action Status Report', 'Action information', 'Step 1: Action progress (past)', 'Step 2: Activities progress', 'Step 3: Action progress (expected)', 'Step 4: Visibility and other EU funding', 'Step 5: Compliance with EU law', 'Step 6: Implementation', 'Attach supporting documents', 'Further Pre-financing', 'Payment overview', 'Check and Finalise', 'MS Certification and submission', 'Download', and 'Access for other users'. The 'Check and Finalise' tab is active, displaying the following text: 'Current ASR status is : MS CERTIFICATION since 10/12/2020 15:40', 'Bens Wim has FINALISED for MS certification since 10/12/2020 15:40', and 'Voluntary Interim payment claim expected to be submitted this year.' The footer of the interface reads 'Copyright © 2020 INEA TEN-Tec All Rights Reserved.'

If the author clicks 'No', the 'Check and Finalise' tab will indicate that a voluntary Interim payment claim is not expected to be submitted this year, as indicated below:



The screenshot shows the 'Action Status Report' interface for action 2018-NL-TM-0091-W. The left sidebar contains the same navigation menu as in the previous screenshot. The 'Check and Finalise' tab is active, displaying the following text: 'Current ASR status is : MS CERTIFICATION since 10/12/2020 15:47', 'Bens Wim has FINALISED for MS certification since 10/12/2020 15:47', and 'Voluntary Interim payment claim not expected to be submitted this year.' The footer of the interface reads 'Copyright © 2020 INEA TEN-Tec All Rights Reserved.'

When the author confirms the step, the status will change to MS_CERTIFICATION.

The message displayed in the pop-up confirmation window varies.

The following screens show three situations depending on the status of the further pre-financing payment request (see point 10 of this manual).

In all these cases the message informs the user about the status of further pre-financing and asks to confirm the intention to submit or not a voluntary interim payment request, as detailed above.

- The first situation is when the beneficiary(-ies) is/are **not entitled** to receive any further pre-financing due to the calculations **but has/have requested it**. In this case the message informs the author that the **status of the request for further pre-financing will be automatically reset to 'not requested'**. By clicking 'Confirm' the author agrees to this.

Confirm

This will finalise the ASR for Member State certification. No changes are possible after the finalisation. Along with the ASR:

- [redacted] as coordinator foresees to submit a request for further pre-financing. However, the actual financing needs show that you are not entitled to. By finalising the ASR, you agree that the eASR tool will automatically set the status of the request for a further pre-financing to 'not requested'.

If an interim payment claim is not mandatory this year, according to Article II.23.2.1, do you still plan to submit one?

Yes No

Are you sure?

Confirm Cancel

- The second situation is when the beneficiary(-ies) **is/are entitled** to receive a further pre-financing **but has/have not requested it**.

Confirm

This will finalise the ASR for Member State certification. No changes are possible after the finalisation. Along with the ASR:

- [redacted] as coordinator will not submit a request for further pre-financing, although based on the actual financing needs you would be entitled to.

If an interim payment claim is not mandatory this year, according to Article II.23.2.1, do you still plan to submit one?

Yes No

Are you sure?

Confirm Cancel

- The third situation is when the beneficiary(-ies) **is/are entitled** to receive a further pre-financing **and has/have requested it**.

Also in this case, if the user clicks on "Confirm" the ASR status is "Finalised" and moved to "MS certification status".

If the user clicks on "Cancel", the previous screen is displayed and the status of the further pre-financing can be changed.

When the further pre-financing is below 200 €, given the administrative burden it represents, the author will be asked to reconfirm this request. If s/he declines the confirmation, the status of further pre-financing will be set back to "not requested".

Once the author has confirmed, the status of the ASR will change to MS_CERTIFICATION and will be ready for the next step.

- MS_CERTIFICATION

Status MS_CERTIFICATION means that ASR was finalised by the author(s) and Member State (MS) certification is pending.

Check ASR workflows status

Current ASR status is : MS_CERTIFICATION since 27/01/2016 16:08

R has FINALIZED for Member State Certification since 27/01/2016 16:08

Once the signed Member State certification is uploaded, the author(s) can submit the ASR (see next section).

- SUBMITTED

Once the author clicked on the button "Submit" under the screen, "MS Certification and Submission the status will be set to "Submitted" and the ASR is officially submitted to CINEA.

Check ASR workflows status

Current ASR status is : SUBMITTED since 03/02/2016 14:22
Contact Person has SUBMITTED the ASR

13. MEMBER STATE (MS) CERTIFICATION AND SUBMISSION SCREEN

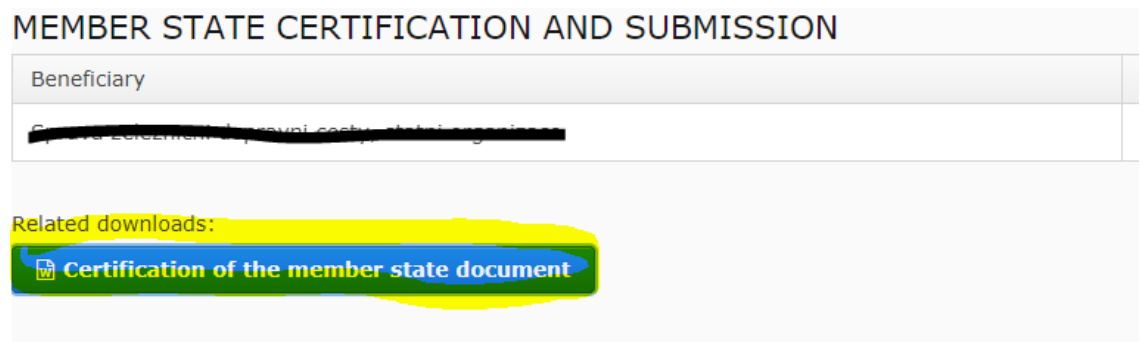
The author(s) will be able to **submit** the ASR under this screen but only when all necessary MS certification(s) has been uploaded for all relevant beneficiary(-ies).

On its upper part, this screen shows a list of all beneficiaries that should provide a signed MS Certification form. For beneficiaries established outside the European Union, the MS Certification is not required. In such case, it is requested that a self-declaration is uploaded indicating that for such beneficiary the ASR is not subject to a MS Certification, as the beneficiary is established outside the European Union.

When a signed MS Certification is needed, two options are possible:

1. **Upload of a handwritten signed certification:** the template can be generated either by clicking on the button "Certification of the member state document", as shown below, or by downloading the Word version of the ASR under the "Download" screen (see section 14).

See below a capture screen of the generation of the template through the MS Certification and Submission screen:



The generated template will be pre-filled with relevant Action-related information and listing all beneficiaries needing a certification. The user will then be able to type the details of the MS representative who will certify/sign the ASR for one (or more) beneficiaries.

The signed MS certification can be uploaded by **authors and** designated **MS users**, please refer to section 15. "Access for other users".

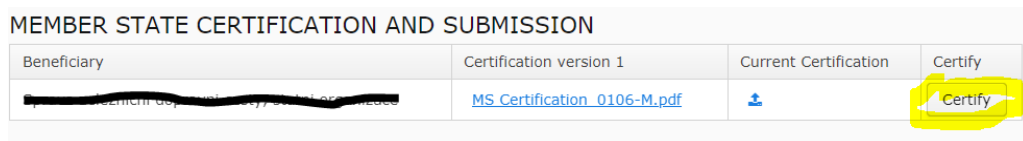
To upload the MS certification, the relevant user has to click on the upload sign as shown below:



To be noted that until the "Current certification" is populated with a MS certification, the button "Submit ASR" will **not** be available.

2. **Certification on-line by a relevant MS user:** the author(s) can designate a MS user who is able to certify for each given beneficiary under the "Access for other users" screen.

In that case, the MS user need to login and will have access to the ASRs for which s/he has a role. Then s/he will be able to certify by clicking on the button "Certify" available at the right side of the "MS Certification and submission" screen, as shown below:



It is important to note that irrespective of the way the MS certification is generated (downloaded and uploaded or generated by clicking on certify), it includes in the footer a time stamp indicating for which action it belongs and for which version of the ASR (number of version and date/time of finalisation). Since the ASR can be reopened and modified the footer is meant to ensure traceability that the MS certification is given for the proper version of the ASR. **Therefore, it is mandatory to generate the MS Certification after the ASR is "Finalised" by the author.**

After the MS certification for each beneficiary has been uploaded, the 'Submit ASR' button is activated and **the author of the report (not the contributor) can submit the ASR.** The maximum file size of uploaded file is 30 MB.

Check ASR workflows status

Current ASR status is : SUBMITTED since 03/02/2016 13:54
 Other Author has SUBMITTED the ASR
 One Author has SUBMITTED the ASR

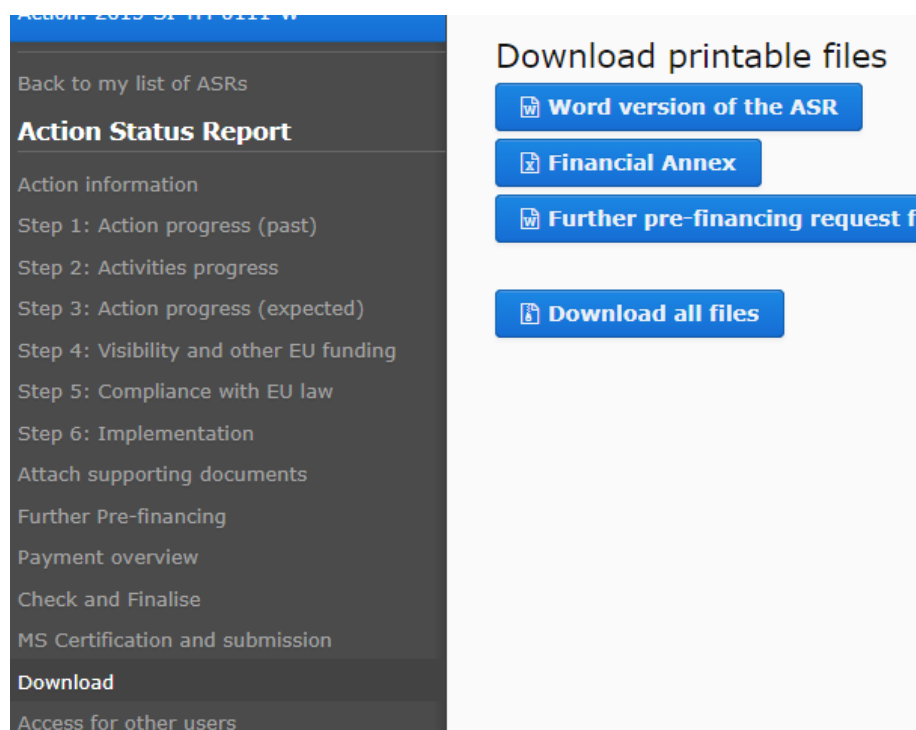
If your ASR has multiple authors (only for CEF-Energy), each of them needs to press the 'Submit ASR' button after MS certification forms were uploaded.

14. DOWNLOAD SCREEN

At any time, users having access to an ASR can download the following documents:

- MS Word version of the Annual Status Report;
- Financial annex (containing the cost data encoded under Step 2 : Activities progress";
- If applicable the further pre-financing request;

Furthermore, there is also the possibility to download simultaneously all the files in .zip format, the three above plus the MS certifications and any attached supporting document.



15. ACCESS FOR OTHER USERS SCREEN

Please note that to be able to access the TENtec Action Status Report (ASR) module, any **user needs to have an EU Login account**. The link between users, their access rights and a given ASR will be done through the e-mail address encoded in the screens above. It has to be **identical to the one used for EU Login account**.

The module allows **the author(s) of the report to give access to other users** if certain conditions are met. There are two additional roles:

1. Contributor (for CEF-transport only). The **contributors have all editing rights**, but **cannot** give access to other users, upload MS certification, finalise or submit the ASR.

2. Member State (MS) user: only Member states representative, e.g. Ministry, department, etc., and assigned with ASR certification can have this role.

The MS **users have no editing rights**, but can:

- Download all the documents,
- Upload the MS certification (see section 13. MS Certification and submission),
- Certify online (see section 13. MS Certification and submission).

Only the author of the report can grant the access to other users under the 'Access for other users' screen:

The screenshot displays a web interface for managing user access. On the left is a dark sidebar menu titled 'Action Status Report' with various navigation options. The 'Access for other users' option is highlighted. The main content area is titled 'Manage access for other users' and contains two sections. The first section, 'Contributors', features a text input field and a blue 'Add contributor' button. The second section, 'Member State (MS) user', also features a text input field and a blue 'Add Member state user' button.

To add a Contributor or Member State click on the appropriate button. In both cases, a window is displayed with different text fields. The following screen shows the window for adding a Member State user:

Add Member state user

First name	<input type="text" value="John"/>
Last name	<input type="text" value="Doe"/>
Email	<input type="text" value="john.doe@ms.com"/>
Position	<input type="text" value="Policy officer"/>
Entity	<input type="text" value="Ministry"/>
Telephone	<input type="text" value="+123456789"/>

Beneficiaries for which this user will certify the report:

available beneficiaries

[Redacted beneficiary list]

selected to certify for

[Empty selected beneficiaries list]



In case the author wants to designate a MS user that will be able to certify online under "MS certification and submission", **s/he needs to designate for which beneficiary(-ies)**.

Clicking 'Save' closes the window and returns to the previous screen showing the new user:

Member State (MS) user

First name	Family name	Email address	Position	Entity	Telephone	Certifies for	Delete
John	Doe	john.doe@ms.com	Policy officer	Ministry	+123456789	[Redacted]	

[Add Member state user](#)

At any time the author(s) can either edit the information by clicking anywhere on the row of a given MS/contributor user, delete it or add a new one.

Annex I: EU login account

To access the ASR portal please use the following link:

<https://webgate.ec.europa.eu/tentec/grant/asreport/>

If you have an EU Login account you will be asked to enter your credentials, **otherwise** you will be required to create one by clicking on "Create an account" as shown below:

This website uses cookies. Learn more about the [European Commission's cookie policy](#) Close this message X

EU Login
One account, many EU services

Where is ECAS? English (en)


tentec requires you to authenticate
Sign in to continue

Use your e-mail address




Next

Create an account

Or use the eID of your country


 [Select your country](#)

Easy, fast and secure: download the **EU Login app**

About EU Login [Cookies](#) [Privacy Statement](#) [Contact](#) [Help](#)

European Union [EU institutions](#) 6.1.5-gjisa | 7 ms

Powered by
 **European Commission**

You will then access the following screen, in which you have to encode your personal data:

[Help for external users](#)

First name

John

Last name

Doe

E-mail

john.doe@mailinator.com

Confirm e-mail

john.doe@mailinator.com

E-mail language

English (en)



Enter the code

QN3Vc



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

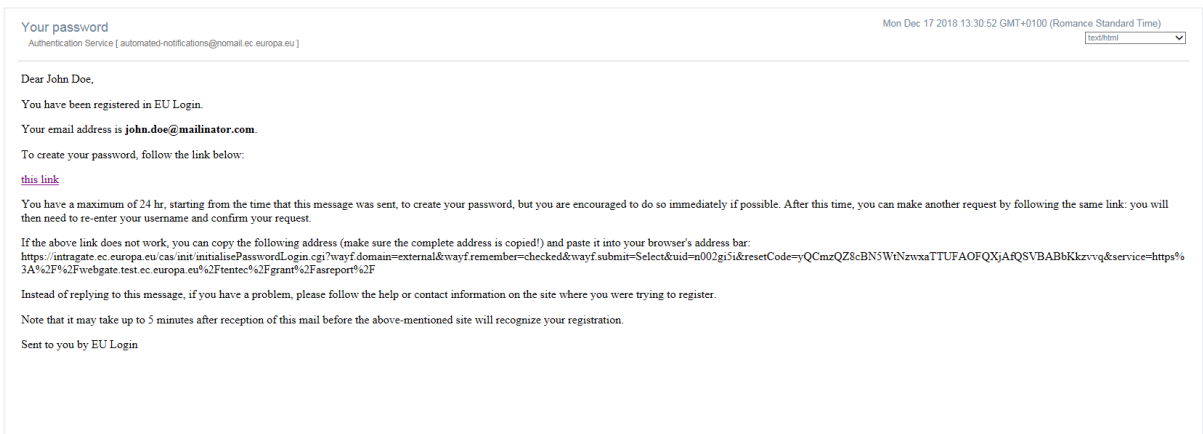
Create an account

After, you will be requested to validate your account by clicking on a link received in your email inbox used to create the account:

Create an account

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

Here is a capture screen of the email received:



Once you click on the link you will be asked to choose a password, this will complete the procedure to create an account.

