

Interreg
Baltic Sea Region



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1. Raportowanie wydatków w BAMOS+
2. Uprozczone metody rozliczania wydatków

Szkolenie dla polskich partnerów Interreg BSR

Online | 25 czerwca 2025

Marcin Kaczmarecki / Łukasz Korpala MA/JS Rostock



Raportowanie wydatków

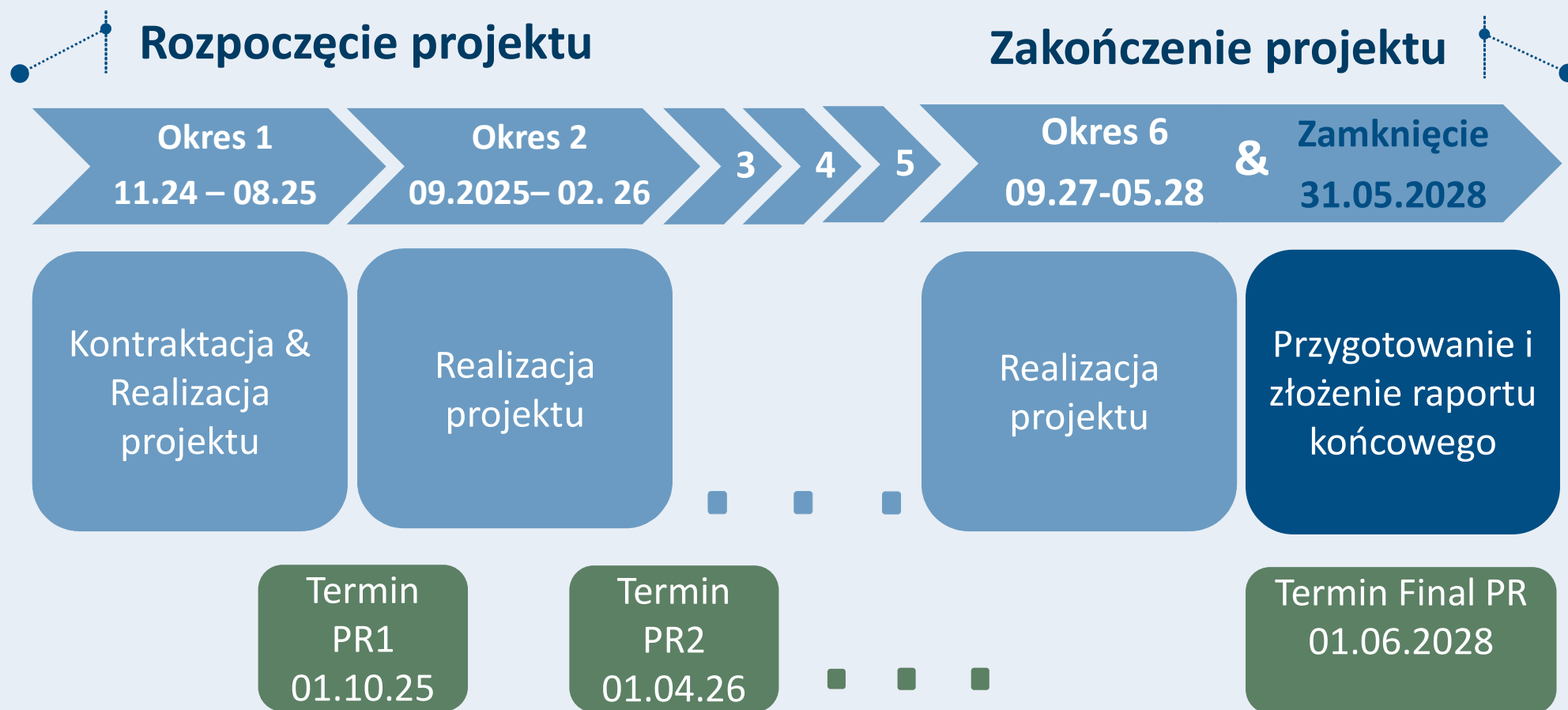
- **Ogólne zasady**
- **Raportowanie w BAMOS+**
- **Raportowanie kosztów personelu**
- **Płatność**

Okresy sprawozdawcze – core projects

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Raportowanie

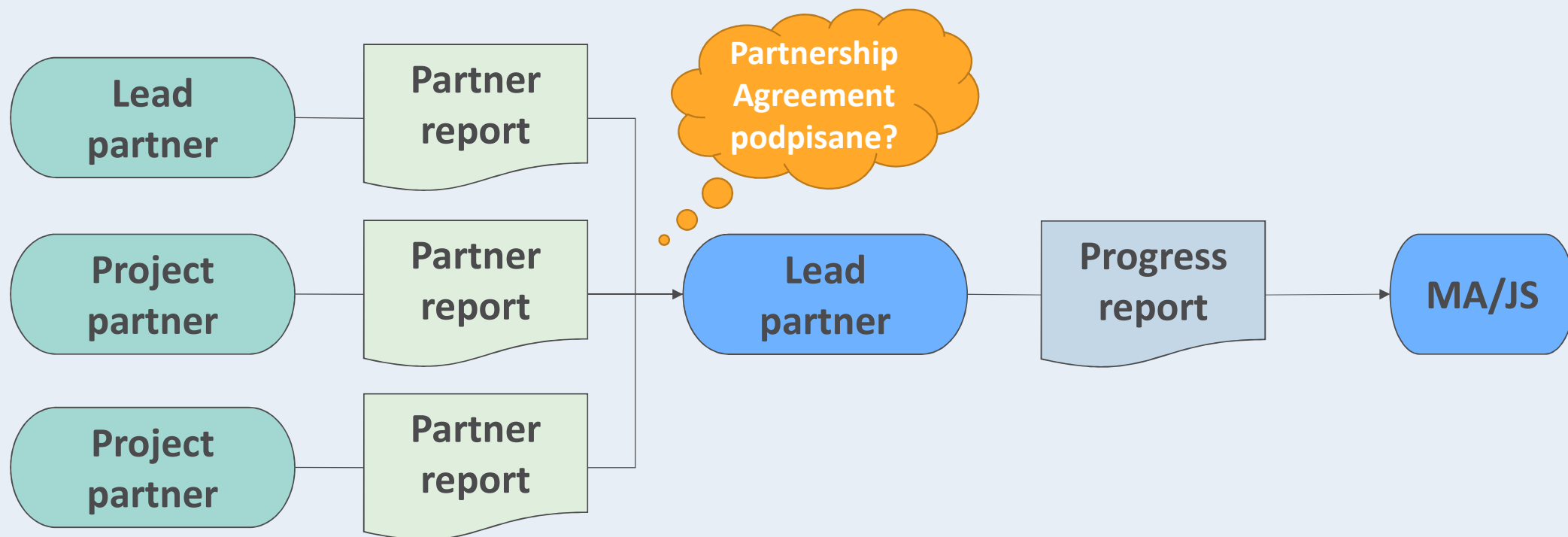
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Poziom partnera

Poziom projektu



BAMOS+



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Raportowanie

Cały proces przebiega w BAMOS+

- ✓ Raport partnera
- ✓ Certifikacja wydatków
- ✓ Progress report

Dostępne:

- Po podpisaniu Subsidy Contract



Zarządzanie raportowaniem

Odpowiedzialność partnera wiodącego!

1. **Generowanie** raportów partnera,
2. **Tworzenie kont dla użytkowników** dla partnerów projektu
3. **Importowanie/usuwanie raportów partnera** do/z Progress Report
4. **Wypełnienie i złożenie Progress Report** do MA/JS



1. Generowanie raportów partnera

- ✓ PPR może być wygenerowany **kiedyskolwiek**
- ✓ Tylko **jeden PPR** na raz
- ✓ **Część C** może być wygenerowana dopiero po wygenerowaniu **części A+B**



Jak wypełnić raport partnera

Raport partnera = PPR

A. Activities

B. SCOs
CAT1-3

C. Real costs
CAT4-6

Submit A.+B.

Submit C.

BAMOS+




Section Partners

Project Partner Reports for Partner PP1 name Eng

Report no.	Version	Last Update	Status
PPR 1 A+B	1	vaclav.kaplan@eu.baltic.net 25/08/2022 18:11	Open

Partner Users

 Modify Partner Users

Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Lead Partner*	Active



- Przypisany do konkretnego partnera

Użytkownik z rolą:
Read+Write+Submit





Raport partnera A+B

- ✓ Wypełnić część **activity**
- ✓ Skopiować dane dotyczące kosztów **personelu z „report of hours and employment confirmation”**
- ✓ Wypełnić dane dotyczące konta bankowego
- ✓ Wcisnąć **„Submit”**

Auto-kalkulacja

Brak kontroli krajowej części A+B (SCOs)

Raport partnera A+B

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✓ 0. Intro

✓ A. Activities

✓ B. CAT1

✓ B. Corrections

✓ B. Submission A+B

0. Intro

Check of project data [Guide](#)

Please confirm:

- ☒ Data about our organisation in the application form is up-to-date.
- ☒ Data about our organisation in the section "Contact & Bank information" is complete and correct
- ☒ Partnership agreement signed

Exchange rate (indicative until the date of the first submission) [Guide](#)

Currency	PLN
Month of submission	04/2023
Exchange rate (EUR/ national currency)	1 EUR = 4.68130 PLN (zloty)



Raport partnera A+B

✓ 0. Intro

✓ A. Activities

✓ B. CAT1

✓ B. Corrections

✓ B. Submission A+B

Activity report

Progress in work packages and group of activities [Guide](#)

Work Package 1 - Transnational cooperation of local authorities and science

Deviation in implementation (WP)

Not applicable.

Progress in Group of activities 1 - Creating a model of transnational co

The progress in activity „Creating a model of transnational cooperation between local authorities to improve lakes protection” was realized mainly by r

- Postęp realizacji projektu w podziale na WP i GoA
- Na poziomie partnera
⇒ Uzasadnienie poniesionych kosztów
- W uzgodnieniu z partnerem wiodącym
⇒ wkład partnera do Progress Report



Raport partnera A+B

✓ 0. Intro

✓ A. Activities

✓ B. CAT1

✓ B. Corrections

✓ B. Submission A+B

Sekcja B. CAT1 – Staff costs

- Zestawienie wydatków CAT1 – koszty personelu
- Skopiować dane dotyczące kosztów personelu z *report of hours and employment confirmation* – **sekcja 4**
- Validacja: czy nie przekroczono maksymalnej liczby godzin
- Załączyć - **podpisany *Report of hours & Employment confirmation***
⇒ PDF dokument
- **Automatyczne przeliczenie kwalifikowalnych wydatków PLN na EUR**



Raport partnera A+B

Koszty personelu

dane z *report of hours*
and *employment*
confirmation
– sekcja 4

Item no.	First name	Last name	Position	Unpaid voluntary work
PP01-CA	Anna 4 / 30 characters	Doe 3 / 30 characters	Project mana 15 / 50 characters	<input type="checkbox"/>
PP01-CA	John 4 / 30 characters	Doe 3 / 30 characters	Finance man 15 / 50 characters	<input type="checkbox"/>
Total				
<input type="button" value="+ New"/>				



Może się różnić od okresu
sprawozdawczego!

Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported				Declared amount		Report of hours		
Working time/week [hours]	Share of full-load [%] (full-time employee = 100%)		Max. no. of hours	No. of hours worked for the project acc. to report of hours	No. of hours worked in total (all contracts)	DKK	€			
40.00	100.00 %	12.00	1,720.00	1,720.00	700.00	643,2€	86,4			
40.00	50.00 %	12.00	860.00	700.00	215.00	261,8€	35,1			
		24.00		2,420.00	915.00	905,0€	121,			

Raport partnera A+B



0. Intro



A. Activities



B. CAT1



B. Corrections



B. Submission A+B

List of corrections [Guide](#)

PPR no.	Partner no.	Cost Category	Unpaid voluntary work	Amount affected by the correction [€]	Correction of units/lump sums (-) to be deducted	Correction amount [€] (-) to be deducted	Comments Description & reference to the breached rule(s)	Identified by
---------	-------------	---------------	-----------------------	---------------------------------------	--	--	---	---------------

+ New

- Korekty dotyczą tylko wcześniejszej wersji lub poprzedniego raportu
- Korekty tylko na minus
- Korekty na plus należy wpisać bezpośrednio w zestawieniu wydatków



Raport partnera A+B

✓ 0. Intro

✓ A. Activities

✓ B. CAT1

✓ B. Corrections

✓ B. Submission A+B


Sekcja B. Złożenie części A+B (SCOs)

- Automatyczna kalkulacja CAT2 i CAT3 – ryczałt 15%
- Automatyczna dedukcja korekt
- Oświadczenie partnera
- Dane dot. konta bankowego (dla partnera wiodącego)
- **Submit**
- Wersja 1: Możliwość skasowania raportu (**utrata danych!**)



Raport partnera A+B

Submission of the part A. Activities and part B. SCO's of the Partner report

 Submit

 Delete

Summary reported SCO's amounts per cost category [all amounts in €]

Cost Category	CAT 1 - Staff	CAT 2 - Office & Administration	CAT 3 - Travel & Accomodation	Total
Amount reported [€]	1,002.10	150.31	150.31	1,302.72
Corrections [€]	0.00	0.00	0.00	0.00
Amount declared to lead partner [€]	1,002.10	150.31	150.31	1,302.72





Raport partnera część C

- ✓ Wypełnić zestawienie wydatków **CAT4-6**
- ✓ Skompletować dokumenty potwierdzające wydatki
- ✓ Wypełnić dane dotyczące inwestycji oraz umów powyżej progów unijnych
- ✓ **Submit**
- ✓ **Kontrola krajowa części C (koszty rzeczywiste) w BAMOS**

Raport partnera C.

! C. CAT4-5

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

Sekcja C. zestawienie wydatków CAT4-6

- Główna część raportu partnera - C.
 - ⇒ **C. Large contracts and C. Investments** zależne od poprawnego wypełnienia zestawienia wydatków



Raport partnera C. - zestawienie wydatków CAT4-6

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! C. CAT4-5



C. Large contracts



C. Investments



C. Corrections

C. Submission

C. Control

List of expenditure CAT 4 – External expertise & services / CAT 5 – Equipment / CAT6 – Infrastructure & works [Guide](#)

Cost category	Item no.	Investment no.	Contract value is above EU threshold	Notice publication no. (TED)	Lot no.	Internal reference no.	Invoice no. Guide	Invoice date	Date of payment	Group of expenditure
CAT4	PP1-CAT6-001	None	<input checked="" type="checkbox"/>	111111-1111	5	1234 4 / 100 characters	1234/2023 9 / 100 characters	02/01/2023	10/01/2023	Please select

+ New

Specification of the invoice	Official name of the contractor	GoA Guide	Total value of the invoice [EUR]	Declared amount [EUR]	of it VAT [EUR]	Declared amount [€]	Purchase of land
Specification of invoice 24 / 100 characters	Contractor 10 / 100 characters	1.1 Select GoAs	60,000.00	50,000.00	0.00	50,000.00	<input type="checkbox"/>

Partner report C. – duże zamówienia

✓ C. CAT4-5

! C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

Information about contracts above EU thresholds [Guide](#)

Tylko dla zamówień powyżej progów UE

Notice publication no. (TED)	Lot no.	Contracting partner	Contract name	Official name of the contractor	VAT registration no. of the contractor Guide	Sub-contractors above 50,000 € used?	Procurement procedure	Contract amount in [EUR]	Contract date	Reported value in €	Contract type
111111-1111	5	PP 1	Contract Name 13 / 100 characters	Contractor 10 / 500 characters	11111111 8 / 50 characters	<input checked="" type="checkbox"/>	Competitive procedure with negotiation	300,000.00	02/01/2023	50,000.00	Supplies

List of sub-contractors above 50.000€ [Guide](#)

Jeżeli dotyczy: Zestawienie podwykonawców powyżej EUR 50,000

Notice publication no. (TED)	Lot no.	Contract name	Official name of the sub-contractor	VAT registration no. of the contractor Guide	Contract amount in [EUR]	Contract date	Contract type
111111-1111	2	Contract name 13 / 100 characters	Sub-contractor 14 / 500 characters	2222222222 14 / 50 characters	60,000.00	11/01/2023	Supplies

+ New

Raport partnera C. - zestawienie wydatków CAT4-6

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! C. CAT4-5



C. Large contracts



C. Investments



C. Corrections

C. Submission

C. Control

List of expenditure CAT 4 – External expertise & services / CAT 5 – Equipment / CAT6 – Infrastructure & works [Guide](#)

Cost category	Item no.	Investment no.	Contract value is above EU threshold	Notice publication no. (TED)	Lot no.	Internal reference no.	Invoice no. Guide	Invoice date	Date of payment	Group of expenditure
CAT4	PP1-CAT4-001	I2.3_1	<input type="checkbox"/>		Please Select	1234 4 / 100 characters	1234/2023 9 / 100 characters	02/01/2023	10/01/2023	Purchase of land

+ New

Specification of the invoice	Official name of the contractor	GoA Guide	Total value of the invoice [EUR]	Declared amount [EUR]	of it VAT [EUR]	Declared amount [€]	Purchase of land
Specification of invoice 24 / 100 characters	Contractor 10 / 100 characters	1.1 Select GoAs	60,000.00	50,000.00	0.00	50,000.00	<input type="checkbox"/>

Partner report C. - inwestycje

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✓ C. CAT4-5

✓ C. Large contracts

! C. Investments

✓ C. Corrections

C. Submission

C. Control

Investments overview [Guide](#)

Investment no	Title of the investment	Location Guide		Location ownership Guide		Investment ownership Guide	CAT4	CAT5	CAT6	Total
I2.3_1	Mobile pilot plant for organic micropollutant removal from effluent with industrial influences	ul. Grudządzka 3 16 / 200 characters	Poland	Grudziądzki Select locations	PP1 3 / 100 characters	PP1 3 / 100 characters	50,000.00	0.00	0.00	50,000.00
Total							50,000.00	0.00	0.00	50,000.00

- Tylko jeżeli raportowane są wydatki związane z inwestycjami
- Opis i lokalizacja inwestycji
- Lokalizacja oraz dane właściciela inwestycji

Raport partnera C.

✓ C. CAT4-5 ✓ C. Large contracts ✓ C. Investments **✓ C. Corrections** C. Submission C. Control

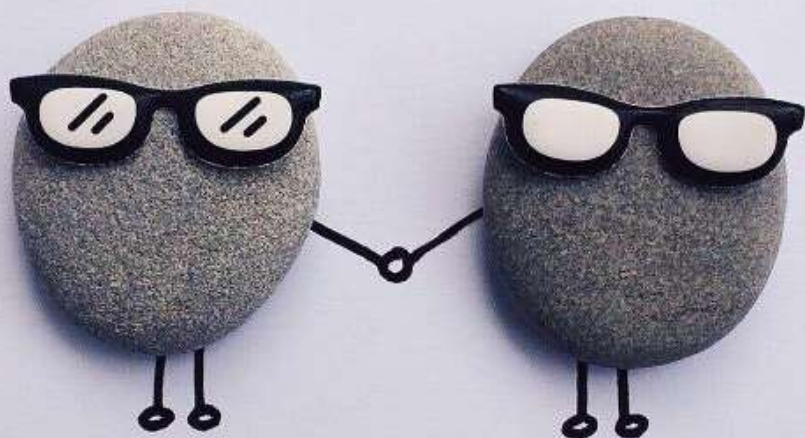
List of corrections [Guide](#)

PPR no.	Partner no.	Cost Category	Amount affected by the correction [€]	Correction amount [€] (-) to be deducted/ (+) to be added	Comments Description & reference to the breached rule(s)	Identified by
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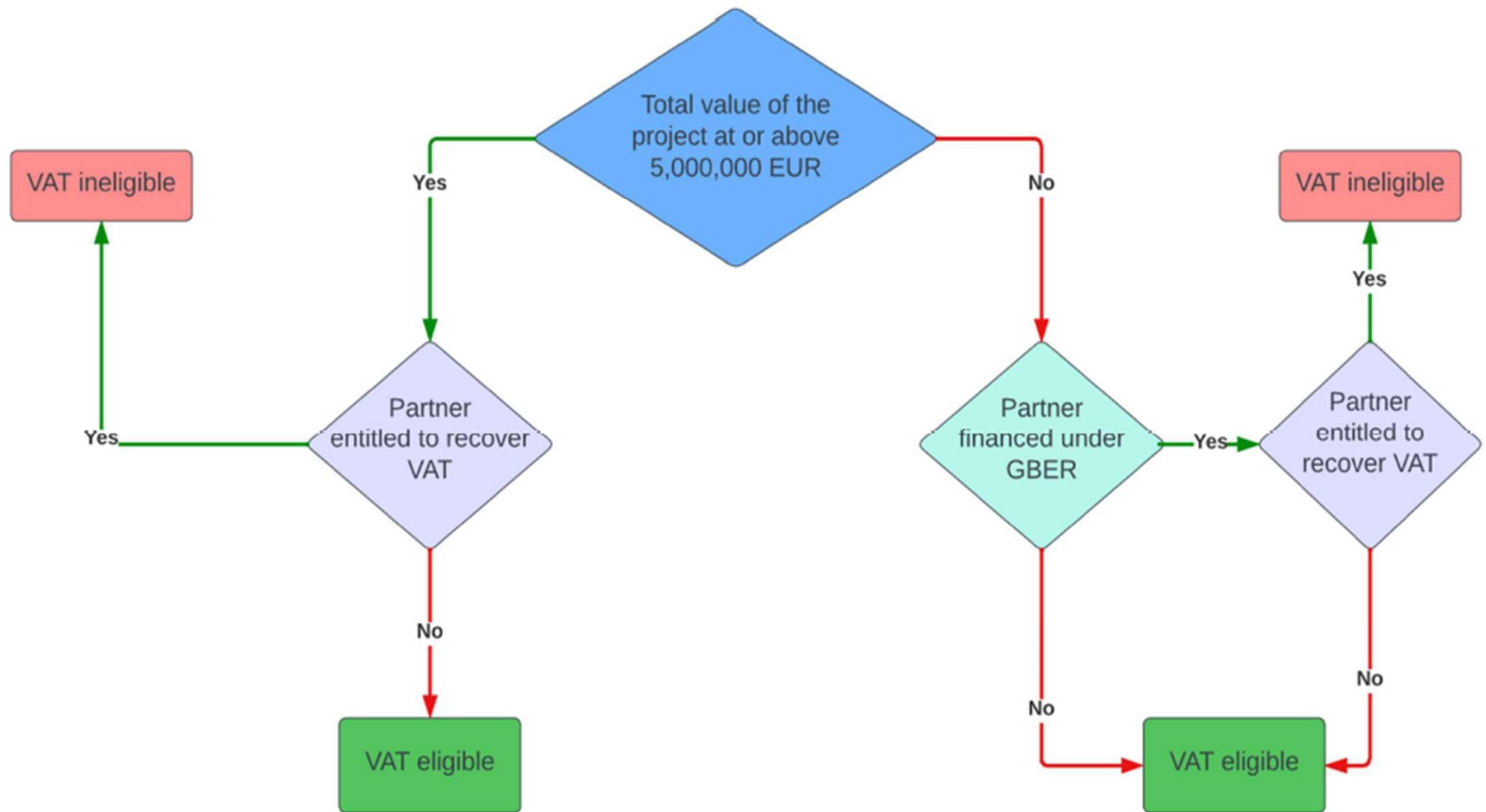
+ New

- **Korekty dotyczą tylko wcześniejszej wersji lub poprzedniego raportu**
- **Korekty tylko na minus lub na plus**





Jak prawidłowo wykazać VAT w raporcie?



Przykład 1 – VAT jest kwalifikowalny dla partnera

✓ C. CAT4-6

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

✓ C. Control

C. Certification

Save

Check for errors

Export to XLS

CAT4 - External expertise & services / CAT5 - Equipment / CAT6 – Infrastructure & works

Guide

VAT IS ELIGIBLE for this project partner (if VAT status was provided correctly in the application version 6).



Przykład 1 – VAT jest kwalifikowalny dla partnera

☒ C. CAT4-6
 ☒ C. Large contracts
 ☒ C. Investments
 ☒ C. Corrections
 ☐ C. Submission
 ☒ C. Control
 ☐ C. Certification

Save
 Check for errors
 Export to XLS

CAT4 - External expertise & services / CAT5 - Equipment / CAT6 – Infrastructure works [Guide](#)

Cost category	Item no.	Official name of the contractor	GoA Guide	Total value of the invoice [PLN]	Declared amount [PLN] Guide	of it VAT [PLN]	Declared amount [EUR]
Please Select ▼		Contractor name 15 / 100 characters	1.1 Select GoAs	1,500.00	1,500.00	280.49	345.98

Deklarowana kwota brutto (points to 1,500.00 PLN)
 W tym VAT (points to 280.49 PLN)

Przykład 2 – VAT nie jest kwalifikowalny dla partnera

✓ C. CAT4-6

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

✓ C. Control

C. Certification

Save

Check for errors

Export to XLS

CAT4 - External expertise & services / CAT5 - Equipment / CAT6 – Infrastructure & works [Guide](#)

VAT Status: VAT IS NOT ELIGIBLE for this project partner (according to version 6 of the application, the partner can recover VAT)!



Przykład 2 – VAT nie jest kwalifikowalny dla partnera

☒ C. CAT4-6
 ☒ C. Large contracts
 ☒ C. Investments
 ☒ C. Corrections
 ☐ C. Submission
 ☒ C. Control
 ☐ C. Certification

CAT4 - External expertise & services / CAT5 - Equipment / CAT6 – Infrastructure works [Guide](#)

Cost category	Item no.	Official name of the contractor	GoA Guide	Total value of the invoice [PLN]	Declared amount [PLN] Guide	of it VAT [PLN]	Declared amount [EUR]
CAT4		Contractor name 15 / 100 characters	1.1 Select GoAs	1,500.00	1,219.51	0.00	281.28

Deklarowana kwota netto

VAT zawsze 0,00

32

Raport partnera C.

✓ C. CAT4-5

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

Summary

Cost Category	CAT 4 External expertise & services	CAT 5 Equipment	CAT 6 Infrastructure & works	Of it: CAT6 - Land purchase	Total
Amount reported [€]	50,000.00	0.00	0.00	0.00	50,000.00
Corrections [€]	0.00	0.00	0.00		0.00
Amount declared to lead partner	50,000.00	0.00	0.00		50,000.00

Submission of part C. Real costs

With the submission of part C. of the Partner report

- Podsumowanie zestawienia wydatków wg. CAT
 - Automatyczna dedukcja korekt
 - Oświadczenie partnera
 - Submit
- ⇒ Raport partnera „zablokowany” i złożony do krajowego kontrolera

Raport partnera C.

✓ C. CAT4-5

✓ C. Large contracts

✓ C. Investments

✓ C. Corrections

C. Submission

C. Control

Sekcja C. Kontrola krajowa

- Sekcja wypełniana przez **kontrolera krajowego**
- **Lista sprawdzająca**
- Kontroler może:
 - ⇒ **Certify** – PPR jest zatwierdzony i wysłany do partnera wiodącego
 - ⇒ **Reject** – PPR jest odesłany do partnera w celu dokonania poprawek





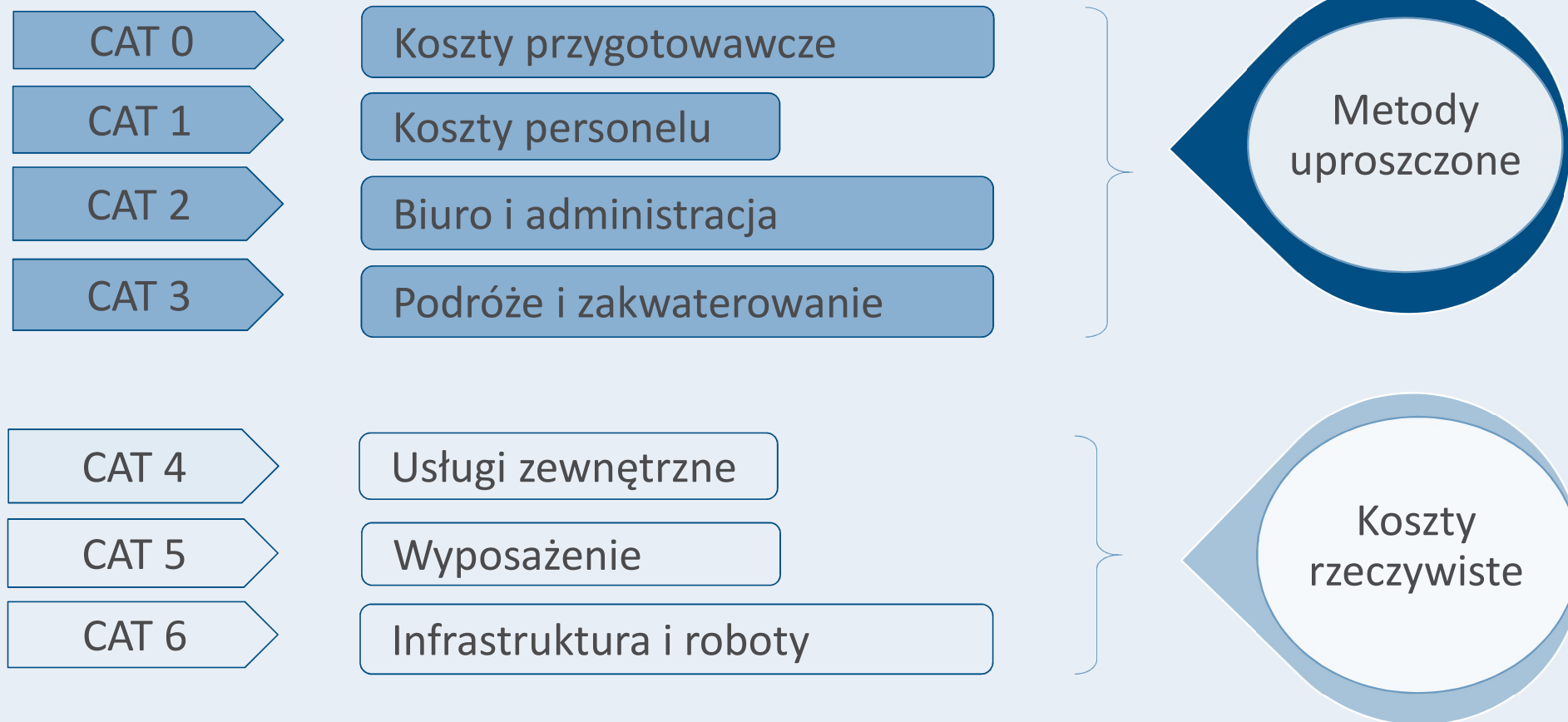
Dokumentacja kosztów zatrudnienia

Warunki kwalifikowalności

+

„Report of hours and Employment confirmation“

Kategorie kosztów (CAT):



Warunki zwrotu kosztów przygotowawczych:

- Możliwość uwzględniona w ogłoszeniu o konkursie (announcement note)
- Projekt “aplikuje” o zwrot we wniosku aplikacyjnym
- Projekt nie otrzymał żadnych innych funduszy UE na przygotowanie danego wniosku



Kwota ryczałtowa: EUR 24 000 = **EUR 19 200** dofinansowania z Programu



- Pracownik zatrudniony na podstawie **umowy o pracę** bądź równoważnej
- **Max 1,720 godzin** dla pracownika zatrudnionego na **pełny etat w roku kalendarzowym**
- **Pomniejszenia pro-rata** 1,720 godzin dla pracowników pracujących w niepełnym wymiarze czasu pracy lub okresie krótszym niż 12 m-cy.
- Zdefiniowana **stawka godzinowa** niezależna od zajmowanego stanowiska.
- **Raportowanie jedynie godzin produktywnych** -> faktycznie przepracowanych na rzecz projektu (niekwalifikowane wakacje, zwolnienia, etc.)
- **MSP** mogą raportować koszty pracy właścicieli nieotrzymujących wynagrodzenia jako koszty personelu.



Możliwa nadmierna lub niedostateczna rekompensata wydatków.

- Partner nie zwraca do MA/JS nadmiernej rekompensaty.
- MA/JS nie będzie równoważyć niedostatecznej rekompensaty.



Jakich dokumentów potrzebuje aby raportować koszty personelu?



1. “Report of hours and employment confirmation”
2. Umowa z pracodawcą



Report of hours and employment confirmation.

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Zwróć uwagę !

Raportowanie CAT 1 jedynie na podstawie szablonu MAJS

- Interaktywny formularz w PDF do pobrania
- Min. Adobe 10 – nie działa w przeglądarce!
- Wypełniony i podpisany dokument załączony w BAMOS+



Dokumentacja kosztów zatrudnienia

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Report of hours and employment confirmation





Project toolkit
for approved projects

INTERREG BALTIC SEA REGION 2021-2027

Project toolkit

[www. interreg-baltic.eu](http://www.interreg-baltic.eu)



**Programme
Manual**

☐ [Access now](#)



Contracts

☐ [Access now](#)

BAMOS+

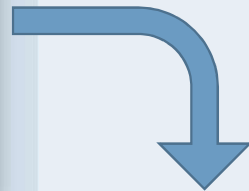
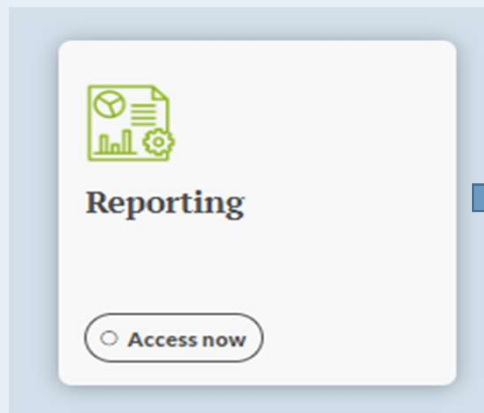
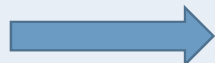
BAMOS+

☐ [Access now](#)



Reporting

☐ [Access now](#)



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REPORTING

Reporting working hours / employment confirmation



**(UPDATE) Report of hours and employment confirmation
(Version 3.0 of 8 May 2024)***

This is the obligatory document for registering and reporting the working time of persons whose working hours spent for project implementation are subject to reimbursement from the Programme, under the cost category 1 (staff costs). **This template is relevant for the core projects, small projects, platforms, PAC support, and Assistance to a Strategy point.**

Project partners have to complete and sign one document per reported employee per reporting period. The signed version must be uploaded to the partner report in BAMOS+. The MA/JS will only reimburse the working hours documented through this template.

In addition, project partners have to keep, on their premises, **original employment contracts or equivalent employment documents** of the persons whose working hours are the subject of the Programme co-financing. Project partners do not have to attach those documents to the partner report but they have to keep them available and deliver them upon request of the MA/JS or any other authorised body (Audit Authority, European Commission, etc.).





REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

Version 3.0 of 8th May 2024

1. IDENTIFICATION

1.1	Partner report no:	1
1.2	Project no and short name:	S 005 #S005 Green Forest
1.3	Project partner no. and name:	1 Forest Agency
1.4	Address:	Pine Street 20
1.5	Postcode & Town:	01-100 Rovaniemi
1.6	Country:	Finland
1.7	Employee first name:	Jan
1.8	Employee last name:	Santa
1.9	Employee position/job title:	Project manager

2. REPORT OF HOURS

2.1 Staff reporting period: from October 2022 to March 2023

2.2 Description of project-related tasks carried out during the reporting period:

1. Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
2. Preparation of the kick off meeting (selection of the venue, content).
3. Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
5. Monitoring of the project implementation (contact with partners, providing guidance, spending analysis, planning the upcoming Seminar).



2.3 Registration of the working time:

2.3.1 Month: October 2.3.2 Year: 2022

Date	Worked on the project		Other activities		Total working time	
	hours	minutes	hours	minutes	hours	minutes
1 October	00	00	00	00	00	00
2 October	00	00	00	00	00	00
3 October	00	00	00	00	00	00
4 October	00	00	00	00	00	00
5 October	00	00	00	00	00	00
6 October	00	00	00	00	00	00
7 October	00	00	00	00	00	00
8 October	00	00	00	00	00	00
9 October	00	00	00	00	00	00
10 October	00	00	00	00	00	00
11 October	00	00	00	00	00	00
12 October	00	00	00	00	00	00
13 October	00	00	00	00	00	00
14 October	00	00	00	00	00	00
15 October	00	00	00	00	00	00
16 October	00	00	00	00	00	00
17 October	00	00	00	00	00	00
18 October	00	00	00	00	00	00
19 October	00	00	00	00	00	00
20 October	00	00	00	00	00	00
21 October	00	00	00	00	00	00
22 October	00	00	00	00	00	00
23 October	00	00	00	00	00	00
24 October	00	00	00	00	00	00
25 October	00	00	00	00	00	00
26 October	00	00	00	00	00	00
27 October	00	00	00	00	00	00
28 October	00	00	00	00	00	00
29 October	00	00	00	00	00	00
30 October	00	00	00	00	00	00
31 October	00	00	00	00	00	00
Total (hours / minutes)	00	00	00	00	00	00
Total (hours - decimal format)	0		0		0	



REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

Version 3.0 of 8th May 2024

1. IDENTIFICATION

1.1	Partner report no:	1		
1.2	Project no and short name:	C	005	#C005 GreenForest
1.3	Project partner no. and name:	1		Forest Agency
1.4	Address:	Pine Street 20		
1.5	Postcode & Town:	01-100 Rovaniemi		
1.6	Country:	Finland		
1.7	Employee first name:	Jan		
1.8	Employee last name:	Santa		
1.9	Employee position/job title:	Project manager		



2. REPORT OF HOURS

2.1 Staff reporting period: from May 2024 to October 2024

2.2 Description of project-related tasks carried out during the reporting period:



1. Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
2. Preparation of the kick off meeting (selection of the venue, content).
3. Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
5. Monitoring of the project implementation (contact with partners, providing guidance, spending analysis, planning the upcoming Seminar).

- Zadania związane z projektem danego pracownika
- Bieżący okres sprawozdawczy
- Uzasadnienie zgłoszonych godzin



2.3 Registration of the working time:

2.3.1 Month: 2.3.2 Year:

Date	Worked on the project		Other activities		Total working time	
	hours	minutes	hours	minutes	hours	minutes
1 October	00	00	00	00	00	00
2 October	00	00	00	00	00	00
3 October	00	00	00	00	00	00
4 October	00	00	00	00	00	00
5 October	00	00	00	00	00	00
6 October	00	00	00	00	00	00
7 October	00	00	00	00	00	00
8 October	00	00	00	00	00	00
9 October	00	00	00	00	00	00
10 October	00	00	00	00	00	00
11 October	00	00	00	00	00	00
12 October	00	00	00	00	00	00
13 October	00	00	00	00	00	00
14 October	00	00	00	00	00	00
15 October	00	00	00	00	00	00
16 October	00	00	00	00	00	00
17 October	00	00	00	00	00	00
18 October	00	00	00	00	00	00
19 October	00	00	00	00	00	00
20 October	00	00	00	00	00	00
21 October	00	00	00	00	00	00
22 October	00	00	00	00	00	00
23 October	00	00	00	00	00	00
24 October	00	00	00	00	00	00
25 October	00	00	00	00	00	00
26 October	00	00	00	00	00	00
27 October	00	00	00	00	00	00
28 October	00	00	00	00	00	00
29 October	00	00	00	00	00	00
30 October	00	00	00	00	00	00
31 October	00	00	00	00	00	00
Total: (hours / minutes)	00	00	00	00	00	00
Total: (hours - decimal format)	0		0		0	

2.3 Registration of the working time:

- Uproszczone karta czasu pracy
- Rzeczywisty czas pracy w ciągu dnia (produktywny)
- Rozróżnij czas pracy związany z projektem i inny czas pracy
- **Raport godzinowy do podpisania przez:
pracownika + przełożonego**



2.3 Registration of the working time:

2.3.1 Month:

October

2.3.2 Year:

2024

Date		Worked on the project		Other activities		Total working time	
		hours	minutes	hours	minutes	hours	minutes
1	October	04	00	00	00	04	00
2	October	02	00	02	00	04	00
3	October	00	00	04	00	04	00
4	October	02	30	01	30	04	00
5	October	03	30	00	30	04	00
29	October	00	00	00	00	00	00
30	October	00	00	00	00	00	00
31	October	00	00	00	00	00	00
Total: (hours / minutes)		32	00	48	00	80	00
Total: (hours - decimal format)		32,00		48,00		80,00	

Add month

Delete month



“Employment confirmation”



3. EMPLOYMENT CONFIRMATION

3.1 Employee first name: Jan

3.2 Employee last name: Santa

3.3 Employee position/job title: Project manager

3.4 Number of working hours for full-time employees of the organisation: 40.00 hours per week

Guidance:

Please insert the maximum number of working hours per week for a full-time employee in your institution, according to the internal/country rules.

3.5 Contractual working hours: 20.00 hours per week

Guidance:

Please insert the weekly workload of the employee according to the employment contract, expressed in hours.


Please note, in this field, you should not consider the involvement of an employee for the project but the full-time/part-time employment working time according to the contract.



3.6 Workload:

50 %

3.7 The employment is concluded on the basis of:



an employment contract resulting from the relevant national labour law.

3.8 Tasks/roles of the employee related to the project implementation:

The main tasks/roles/responsibilities resulting from the job description:

1. Management of the project finances

a. preparation of the partner and progress reports,

b. contact with project partners, Managing Authority, and other Institutions,

c. creation, and maintenance of the budget tracking system (procedures)

d. monitoring of the spending plan,

e. participation in meetings,

f. division of tasks in the project and supervision over their implementation,

g. analyzing situations that may have a significant influence on the course of the project (e.g. changes, delays, etc)

2. Coordination of work related to tasks resulting from a Group of activities X.X

3. Input to the project communication strategy (social media)



Employment confirmation

3.8 Tasks/roles of the employee related to the project implementation:



- **Opis stanowiska pracy/pracownika**
- **Cały okres projektu**
(Porównaj: pole 2.2. = tylko bieżący okres)
- **Potwierdzenie zatrudnienia do podpisania przez: przedstawiciela pracodawcy**








4. SUMMARY OF DATA FOR THE PARTNER REPORT IN BAMOS+:

First name	Last name	Position		Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Max. no. of hours	No. of hours worked for the project acc. the report of hours	No. of hours worked in total (all contracts)
				Working time/ week (hours)	Share of full-load (%) (full-time employee = 100%)				
Jan	Santa	Project manager		20	50 %	6	430,00	135,00	445,00



BAMOS+
Partner report (PPR),
Section B. CAT1



Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Max. no. of hours	No. of hours worked for the project acc. to report of hours	No. of hours worked in total (all contracts)	Declared amount		Report of hours
Working time/week [hours]	Share of full-load [%] (full-time employee = 100%)					DKK	€	
40.00	100.00 %	12.00	1,720.00	1,720.00	700.00	643,28	86,4	  
40.00	50.00 %	12.00	860.00	700.00	215.00	261,80	35,1	 
		24.00		2,420.00	915.00	905,08	121,	

S I M P L E



Uprozczone formy raportowania

Interreg
Baltic Sea Region



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the European Union

CAT 2

Koszty biurowe i administracyjne

CAT 3

Podróże i zakwaterowanie



Stawka ryczałtowa

15 % kwalifikowalnych **kosztów personelu**



- Automatyczna kalkulacja w Systemie BAMOS+
- Bez dokumentacji potwierdzającej
- Kompensata +/-
- Brak kontrolera krajowego



Stawka ryczałtowa

15 % Kwalifikowalnych **kosztów personelu**

- Pracownicy Partnera Projektu
- Automatyczna kalkulacja w Systemie BAMOS+
- Bez dokumentacji potwierdzającej w Systemie
- Kompensata +/-
- Brak kontrolera krajowego





Płatności

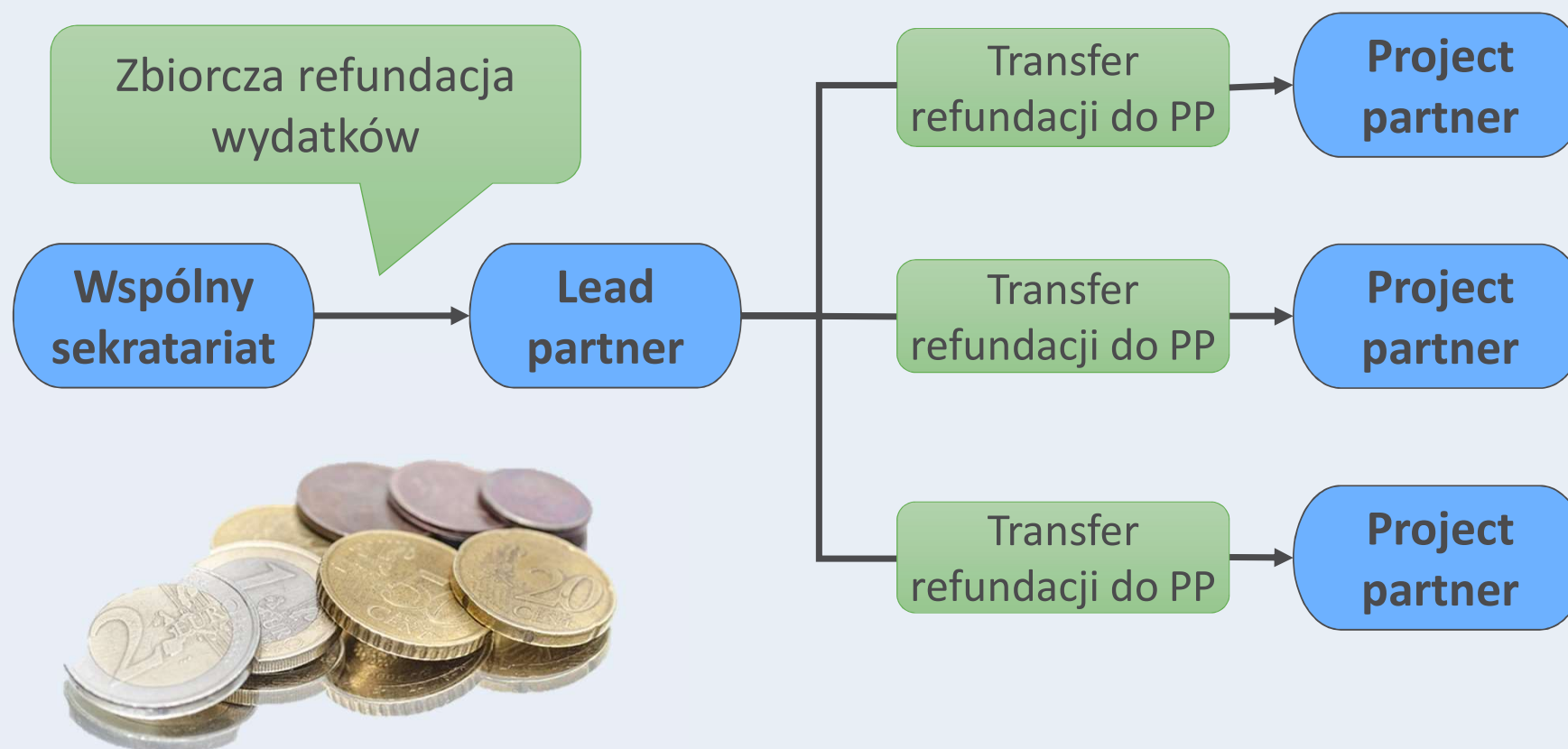


Płatności

Zasada refundacji

- ⇒ Brak zaliczek
- ⇒ **Koszty przygotowawcze** – wypłacone po podpisaniu Subsidy Contract
- ⇒ **Koszty kwalifikowalne** – wypłacane po zatwierdzeniu raportu przez MA/JS

Przebieg płatności





**Czas na
Państwa
pytania 😊**





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