

Reporting or how can I get my money back?

Joint Secretariat 11.09.2019



QUIZ



What/How should you upload to your (partner) report?

- A. As many pictures as I can, let the Programme bodies see, that we have been hard-working
- B. Collect all relevant documentation(LoP, some pictures, agenda, invitation,) only once, I should keep referring to them
- C. I should upload every document to every possible place within the report to make sure, the FLC and JS will see them



When should I start working on my project report? When should I submit it?

- A. I should wait until all my partners are ready with their reports. Patience is a virtue.
- B. I need to submit it to the JS not later than 5 months after the end of the reporting period.
- C. I can start to work on it as soon as possible and I can contact my JS member anytime.



How frequently should I submit a report?

- A. If my project already has large expenditures, I will definitely report in order to get reimbursed.
- B. The project has defined reporting periods (e.g. 6 months) and I have to stick to it.
- C. If there was no activity in the respective period I skip that report. I report in the next.



Once the ERDF contract is signed, the followings are needed by the first ERDF payment:

- A. Up-to-date staff costs data sheets
- B. Contracts of national contributions
- C. My colleagues should gather on the day of the payment, so we can celebrate.



As a Lead Partner, what should I do if a partner of mine is always late with the reports?

- A. As Lead Partner I am responsible for the whole partnership and for the smooth implementation, I should raise their attention to the importance of reporting on time.
- B. I should not bother them, they will report when they are ready.
- C. I threaten them to be kicked off from the partnership.





R

Show More

Supplementary Information

W

SAVE	Bank I	nformation Viser Assig	nment	
General	User management			
Show Eligibility Check Show Application Assessment Generated Files	Leadpartner user Main leadpartner: : a@n ::.hu New User		Assigned read/write users	
 Revert To STARTUP Attachments Modification Request Overview 	New User		Assigned readowite users bt @n; ; Assigned readonly users szt r@n; i	
Bookmark Project Toggle Tree Contacts	Project partners			
? Help • Exit	User For Partner West-Transdanubla [.] New User		Assigned read/write users	
Application And Contract Management	New User	 Add read/write user Add readonly user 	L cz.: ta@nj 'g	 Remove selected read/write us
Reporting			Assigned readonly users sz y.e @ij . i	 Remove selected readonly use
Dogout	User For Partner Province			
	New User	 Add read/write user Add readonly user 	Assigned read/write users	Remove selected read/write us

Content:

- Language (German or Hungarian)
- Reflect the content as laid down in the AF
- Input for the project report (to your LP) about your contribution to
 - Main outputs
 - Reaching target groups
 - Work package activities / deliverables
 - incl. Project specific objectives!
- List activities + describe achievements
 - Meaningful for any 3rd party



Add reports in eMS

- only 1 report at once;
- start from the beginning, don't skip periods
- if no expenditure: use zero reports (content without financial part)



Report	Period Start	Period End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Repo
Period 0 0	1.01.2016 - 31.	12.2016							
Report 0.1	01.01.2016	31.12.2016	Report F Lc Certified	07.09.2017 10:38:18	07.09.2017 10:38:18	03.04.2018	Period 0 Project Report 1	€ 5 000,00	P
Period 10	1.01.2017 - 30.	06.2017							
Report 1.1	01.01.2017	30.06.2017	Report F Lc Certified	04.10.2017 16:39:26	04.10.2017 16:39:26	03.04.2018	Period 1 Project Report 1	€ 0,00	ø
Period 20	1.07.2017 - 31.	12.2017							
Report 2.1	01.07.2017	31.12.2017	Report F Lc Certified	15.02.2018 09:10:56	15.02.2018 09:10:56	23.04.2018	Period 2 Project Report 1	€ 199 443,41	P
Period 30	1.01.2018 - 30.	06.2018							
Report 3.1	01.01.2018	30.06.2018	Report F Lc Certified	20.08.2018 17:47:30	20.08.2018 17:47:30	05.09.2018	Period 3 Project Report 1	€ 145 280,21	P
Period 40	1.07.2018 - 31.	12.2018							
Report 4.1	01.07.2018	31.12.2018	Report F Lc Certified	29.01.2019 09:04:18	29.01.2019 09:04:18	29.05.2019	Period 4 Project Report 1	€ 347 160,75	ø
Period 50	1.01.2019 - 30.	06.2019							
Report 5.1	01.01.2019	30.06.2019	Report Submitted	10.09.2019 10:45:31	17.07.2019 12:34:04		Not Certified	€ 204 436,46	P
Period 60	1.07.2019 - 31.	12.2019							
Period 70	1.01.2020 - 30.	06.2020							
Period 80	1.07.2020 - 31.	Period 6							
Partner	rlivingtables	Period 7							
		Period 8							
Create	New Report	Period 6	•						
01.01.2016 -	31.12.2016								





Timing

- Refer to deadlines in AF
- Preparation cost: at the same time when report about period 1

PERIOD 0 (12 MONTHS 0 DAYS)	
Start Date	End Date	Reporting Date
01.01.2016	31,12,2016	31.07.2017
PROJECTSTART (01.01.2017)		
		· · ·
PERIOD 1 (6 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.01.2017	30.06.2017	31.07.2017
PERIOD 2 (6 MONTHS 0 DAYS)		•
(automatic) Start Date	End Date	Reporting Date
01.07.2017	31.12.2017	31.01.2018
PERIOD 3 (6 MONTHS 0 DAYS)		
(automatic) Start Date		
01.01.2018	30.06.2018	31.07.2018
01.01.2010	30.00.2010	51.07.2018
PERIOD 4 (6 MONTHS 0 DAYS)		
(automatic) Start Date		
01.07.2018	31.12.2018	31.01.2019
		•
PERIOD 5 (6 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.01.2019	30.06.2019	31.07.2019
		12

Attachments

Project Budget Overview

Workplan

Project Budget

ect Description



Sections of the partner report (content part)

- Summary of partners work
- Project main outputs delivered
- Target groups reached
- Reporting per work package
 - preparation, management, communication, thematic and investment WPs
 - Your contribution to activities
 - Deliverables
 - Proofs of deliverables



To be uploaded into eMS

Evidence of **finalised** output / deliverable of the projects, like:

studies, research results, brochures,

In case of main project events:

Photos (selected!), agenda, invitation, LoP,

If relevant updates of AF annexes, e.g.

- staff cost data sheet
- list of parallel projects
- de minimis declaration
- for staff flat rate: in 1st report repeated proof of at least one employee



Expenditures

- Don't link to work packages
- Don't have to report flat rates
- Don't forget to report revenues
- Mind GDPR
 - Sensitive staff expenditure related data are visible only to your FLC
 - upload other files including sensitive data (if any) into the section "Personal data attachment"



Supporting documents of expenditures (at section LoE)

Upload into eMS

- invoice
- or other primary accounting documents of equivalent probative value
- For staff costs: "Berechnungsblätter" or "bérsegédtábla"
 Do NOT upload (send to FLC on other data carriers):
 supporting documents of expenditures, like
- delivery notes,
- bank statements,
- timesheets,
- procurement documentation,



Scope of project reports:

- Sums up implementation on project level
- Monitoring tool for LP and for the programme bodies
- Forwards the partners' certified expenditure to the prg. level

Timing:

- START to prepare project reports as soon as information from project reports are visible in eMS,
- DON'T wait until all FLC certificates are available
- submit a.s.a.p., not later than 5 months after the period's end

Language and style

- German-Hungarian or English
- Evidence of deliverables or outputs should be uploaded in the original language they were produced
- Understandable for non-expert



Main structure:

- "Report" tab with overview and partner certificates
- Work packages
- Financial overview
- Attachments
 - upload new attachments
 - and/or link attachments in partner reports



Reporting in different periods:

- Preparation period (lump sum):
 - content part not compulsory,
 - FLC certifies without control
 - submit before report 1
- Preparation period (real costs):
 - report about content work
 - mind timing rules for expenditure (legal basis, payment)
- Period 1:
 - Don't submit before report 0 if you have a share of the lump sum, or report real cost preparation
 - Don't forget to attach national financing documents
- Period 2. on:
 - report about activities, achievements build on previous reports



The Report tab

- main achievements
- certificates (include available partner certificates)
- project specific objectives
- main output achievements (takes values from WPs)
- target groups reached
- problems and solutions
- horizontal principles



Cost certificates

- Include all AVAILABLE FLC certificates of partners
- But do not wait
 - If there is substantial delays on PP/FLC level
 - especially in case of insignificant values
- Certificates that were not included in a project report
 - can be added when they become available, in case report is reverted by the JS
 - can be added to a report of a later period



Mind these aspects at the "Report" tab

- Highlights of achievements:
 - sum up the results of the main activities and achievements in the recent period,
 - avoid to write the same with other words as the text in the summary part on the WP level
- Target groups: beware of inconsistencies, such as high number of participants reported in the Comm WP and low number entered at achievement of target groups
- Sum up main problems described on the WP level in the problems and solutions section



Reflect MC conditions (acc. ERDF contract): if they are relevant for the implementation,

- describe actions taken
- upload evidence

example:

"The responsible departments for tourism and technology must be (verifiably) invited to the workshop for the technical programme (framework system) and to regular work meetings ...")



What can I write about the achievement of project specific objectives?

Project Specific Objectives (AT)

Objective number (AT)	Communication objective 1 (AT)	Communication objective 2 (AT)	Level Of Achievement (AT)	Explanations (AT)
1 - Entwicklung eines Umfelds für die Förderung von Innovationen durch Schaffung eines Netzwerks von Holz- und Möbelindustrie Unternehmen in der Grenzregion	Einstelungsänderung Vor der Produktenowicklung starten wir eine online Marketing- kampagne für unternehmerische und universitäre Zielgruppen um gemeinsame Innovationen zu fördern.	Verhaltensänderung Kooperstion zwischen KV/Us in der Holt- und Möbel-industrie im Produktanswiddung ist keineswegs charaktenstisch im Grenzgebiet. Vernetzung und F&E Kenntritise und -Erfahrungsaustausch werden durch 5 biel-gruppenspezifische Studienreisen innerhalb des Prog	to a large degree	To build up an environment stimulating the joint innovation willingness, in the related work package, WPI, project partners developed the necessary found for networking in previous project periods, generally based on the two duster management organizations network. PP's revealed the industry related international trends and as a result prepared trend cards that were used during innovative idea generation. All 3 outputs of the WPI were finished by the end of Period 3, including the Smar: Mapping. These trends were then used also in Period 4 during the workshops. All these activities contributed to reach this project specific objective. As an additional activity, P24 is preparing a potential study at the Austrian side to deepen even more the knowledge on industrial trends.
2 - Entwicklung innovativer Möbel- und Holz Archibekturpläne auf Basis neuer Verbraucheransprüche und Trands durch gemeinsame Produktentwicklung	Einstellungsänderung Katalogen und PR-Filmen, die die Entwicklungsergebnisse präsentieren. 3 Kurzfilme (max 2 Min/Film) zeigen den Prozess der Produktentwicklung in der Holz Architektur und Möbeindustrie von der Idee zum Produkt, baw, bis zum kompletten Kooperationsprojekt.	Wessenszuwachs Ziel der Teilnahma an chematischen Messen ist es, die Ergeb-nisse der Froduktanswiddung vorzustellen und die Ergebnisse des Projekts zu verbreiten.	Fully achieved *	Trend cards elaborated in Period 2, continucusly supported the innovative furniture and wood architecture product development. The second innovationCamp in wood architecture was held in Sopron (HJ), organized by LP. All pertners actively participated during the implementation. A total of 40 Hungarian and 12 Austrain students, 12 Hungarian and 9 Austrian SME's participated in the 10 workhops during the 5 day, elaborating innovative ideas with the coordination of external experts and university teachers based on the trends and cuscomer demands revealed in the frame of WP T1. Finally 3 ideas were selected by the jury, then their detailed ternical documentation was prepared. Thus, 0.72.4.1 and 0.12.4.2 within T2 were successfully delivered. Related activities ill the end of Period 4 contributed to fully achieve project specific objective. ISS02ethem.co.



FAQ

How should we handle the horizontal principles?

C.4 Horizontale Prinzipien

C.4 Horizontale Prinzipien

Bitte beschreiben Sie, inw beiträgt	vieweit Ihr Projekt zu den l	horizontalen Prinzipien	Kérjük, mutassa be, hogyan járul hozzá a projekt a horizontális elvek teljesítéséhez.			
Horizontales Prinzip	Beitrag	Beschreibung	Horizontális elv	Hozzájárulás	Leírás	
Nachhaltige Entwicklung	positiv	Die thematischen Veranstaltungen des Projektes fokussieren auch auf die Fragen der nachhaltigen Entwicklung.	Fenntartható fejlődés	pozitív	A projekt tematikus rendezvényei a fenntartható fejlődés kérdésével is foglalkoznak.	
Chancengleichheit und Nichtdiskriminierung	neutral	Die Akteure nehmen an den Projektaktivitäten unabhängig von geschlechtlichen, kulturellen, religiösen und ethnischen Hintergründen teil.	Esélyegyenlőség és diszkriminációmentesség	semleges	A projektben résztvevők nemi, kulturális, vallási és etnikai hovatartozásuktól függetlenül vehetnek részt a projekttevékenységekben.	
Gleichstellung von Frauen und Männern	neutral	In den Projektaktivitäten/dem Projektmanagement nehmen Frauen und Männer gleichermaßen Teil. Beim Management Personal ist die überwiegende Anzahl von Frauen typisch.	Férfiak és nők esélyegyenlősége	semleges	A projekttevékenységekben/pr ojektmenedzsmentben részt vesznek egyaránt nők és férfiak is. A menedzsment szervezetben a nők részvétele a magasabb.	



FAQ

- How to reflect the target groups reached?
- What happens, if we the estimation in AF is wrong?

Target Groups Reached

Target Groups	Target Value	Target Groups Reached Previous Periods	Target Groups Reached Current Report	Source Of Verification	Description Of Target Group	Target Groups Reached So Fai Percentage
SME	80,00	145,00	21,00	 2000 Characters Remaining List of Participants of the wood architecture workshops (30.08.2018 Klagenfurt, 06.09.2018 Mödling, 11.09.2018 Weiz) and that of the InnovationCamp on 17.09.2018 - 21.09.2018 in Sopron (HU). 1810 Characters Remaining 	 2000 Characters Remaining Participants of 3 workshops and one InnovationCamp: 12 HU and 9 AT SME's. 1927 Characters Remaining 	207,50 %
higher education and research	31,00	71,00	52,00	 2000 Characters Remaining List of Participants of the innovation workshops (30.08.2018 Klagenfurt, 06.09.2018 Mödling, 11.09.2018 Weiz) and that of the InnovationCamp on 17.09.2018 - 21.09.2018 in Sopron (HU). 	 2000 Characters Remaining Participants of 3 workshops and one InnovationCamp: 40 HU and 12 AT students. 1923 Characters Remaining 	396,77 '



Attachments:

- Upload attachments
- and/or link attachments from partner reports:

Report Vorkpackages Certificates Project report overview

🦺 This report is linked to and older version than the currently approved version of the application form 🧔

Attachments

Select	Filename	Linked from	Filetype	Uploac
	MC feltetel teljesitese Kiegeszites		pdf	27.03.2019 21:15:
	MC Auflage Erfüllung Ergänzung N		pdf	27.03.2019 21:15:
	IMG 3308.jpg	Partner Report NYUPAN NKft. 4.1 / Deliverable D.T1.2.1 -	jpg	13.09.2018 15:24:
	09042018 TN Liste Rollende BA.pc	Partner Report NYUPAN NKft. 4.1 / Deliverable D.T1.2.1 -	pdf	13.09.2018 15:24:
	09042018 Gordulo Kepzesi Akader	Partner Report NYUPAN NKft. 4.1 / Deliverable D.T1.2.1 -	pdf	13.09.2018 15:24:
	09042018 Rollende BA Einladung.	Partner Report NYUPAN NKft. 4.1 / Deliverable D.T1.2.1 -	pdf	13.09.2018 15:24:
	04-06Juni 2018 Exkursion TN Liste	Partner Report NYUPAN NKft. 4.1 / Deliverable D.T2.4.1 -	pdf	14.09.2018 10:31:
	04-06Juni 2018 Exkursion TN Liste	Partner Report NYUPAN NKft. 4.1 / Deliverable D.T2.4.1 -	pdf	14.09.2018 10:31:
	Detailprogramm Studienreise 2018	Partner Report NYUPAN NKft. 4.1 / Deliverable D.T2.4.1 -	pdf	14.09.2018 10:32:



27

Attachments

List of work packages

Austria-Hungary 2014-2020 European Union - European Depisival Development Fund	REBEN	ATHU5	3 Application f	orm vers	ion 4 Show More		Project Repo	ort 1 - Pei	riod 4 Welcome REBEN Lead Partne
rint Project Report	Report	> Work	packages	Certificat	es 🔰 Project r	eport	t overview Atta	chments	
eriod 5		• Work	package P						
Report of Land Bgld	A This report	o Worki	package M tha	n the curre	ntly approved version	of the	application form 🔎		
hepore or cand ogid			package T1						
t			package T2						
	Project Pr		package C						
_	Period 4 -		18	;					
lp	Start Date								
nerated Files	01.07.2018		31.12.2018						
ntacts									
	Highlights C	of Main A	chievements						
gout	Description								
	= ни								+
-	TA T								+
electronic	List Of Partr	ner Flc Ce	ertificates						
system	Partner Abbr	reviation	Number Of F L C	Certificate	Date of FLC certifi	cate	Total Expenditure Cer	tified By F L C	Include In Project Finance Re
developed by	1 Land Bgld		La	nd Bgld 4.1	29.05.	2019		€ 323 515,42	
CPD	2 ÉDUVIZIG		ÉC	UVIZIG 4.1	29.04.	2019		€ 8 880,54	
iteract 🛄	<								>
*** * * * *	Export As X Project Spec		octives						
***	i i ojeci sper	enic obje							
pean Regional Development Fund 4_2.1b	Objective number	Commu	nication objective 1	Commu	nication objective 2	Leve	l Of Achievement	Explanations	
	1-								



WP status

Report 🔰 Workp	oackages Certificates	Project report overv	iew Attachments
This report is linked to a	nd older version than the currently	approved version of the applicati	on form 🔎
Reporting Workpa	ckage Management		
Wp Wp Title Nr M Partners Involvment	Wp Start Month Jan.2017	Wp End Month Dec.2020 proc	eeding accor
Abbreviation	Name		
Land Bgld	Land Burgenland(lead Partner)	Responsible partner	
ÉDUVIZIG	Észak-dunántúli Vízügyi Igazgatóság		
Please Describe The Progres	ss In This Reporting Period And Expl	in How Were Partners Involved A	and Who Did What
not startcomplete		behind scheduleahead of schedule	

• proceeding according to work plan



Progress description

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What

Die Projektpartner haben sich in der vierten Periode regelmäßig ausgetauscht. Zur Koordination und Abstimmung der Projektumsetzung haben sie mehrere Treffen (Partnertreffen und fachliche Abstimmungstreffen) organisiert und abgewickelt. Weiters haben sie ihre Berichte für die dritte Periode erstellt und den zuständigen FLC-Stellen zur Prüfung eingereicht.

1644 Characters Remaining

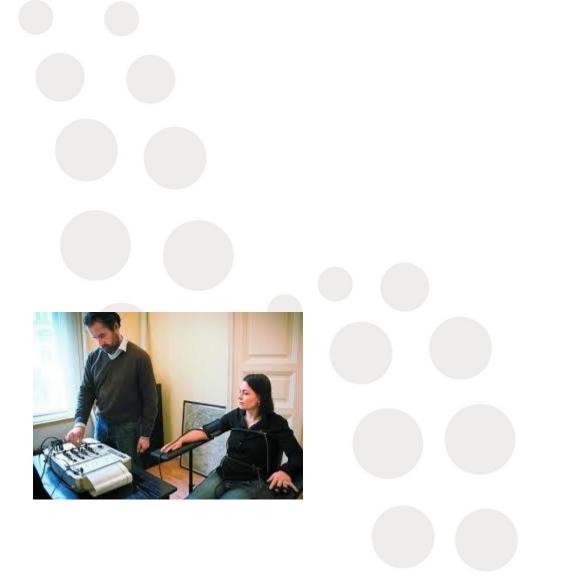
A partnerek a negyedik beszámolási időszak során rendszeres kapcsolatban voltak egymással. A projektmegvalósítás koordinálása és egyeztetése céljából több találkozót (partnertalálkozó és szakmai egyeztetéseket) is tartottak, továbbá elkészítették a harmadik időszakra vonatkozó jelentéseiket és benyújtották az illetékes hatósághoz első szintű ellenőrzésre.

1643 Characters Remaining

Focus on:

- achievements on project level,
- reflecting the partner contributions,
- how partners were involved, who did what.







Problems and deviations

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found

Keine Schwierigkeiten oder Abweichungen vom Arbeitsplan.

1944 Characters Remaining

Nem voltak nehézségek vagy eltérések a munkatervtől.

1948 Characters Remaining

- Be honest about challenges specific for the WP
- Basis for the section "Problems and solutions found" in the "Report" tab



Activity and deliverable I.

Please Describe Progress Achieve	ed In This Reporting Period		
A.T2.1			
Activity Title	Start Month 01.2017	End Month 12.2020	Act Status proceeding according to work pla
D.T2.1.1			
Deliverable Title Del Description	Deliverable Description	Planned Delivery Month 12.2020	Del Status not started Deliverable Evidence No uploads
=			2000 Characters Remaining



Activity and deliverable II.

- Deliverables status:
 - not started
 - proceeding according to work plan
 - behind schedule
 - ahead schedule
 - completed and achieved as planned
 - completed and achieved more planned
 - completed and achieved less than planned



Attachments I.

- Upload evidence related to deliverables and outputs:
 - finalised studies
 - final research results
 - finalised curricula
 - brochures
 - photos of main project events and of infrastructural investments
 - agenda and/or invitation of main project events
 - and any other finalised written products of the project.



Attachments II.

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А.М.2			
Activity Title	Start Month 02.2017	End Month 07.2019	Act Status proceeding according t
D.M.2.1			
Deliverable Title	Deliverable Description	Planned Delivery Month 07.2019	Del Status proceeding according Deliverable Evidence 4 Uploads



Project main outputs I.

- recorded in WP implementation and investment
- crucial for the project's effective contribution to the programme targets

examples:

- Roads (re)constructed / improved
- SMEs involvement can be counted based on continuous involvement or when it is finally documented.



Project main outputs II.

Project Main Outputs (HU)	Project Main Output Description (HU)	Programme Output Indicator (HU)	Planned Delivery Month (HU)	Main Output Quantification Target (HU)	So Far(Not Including This Reporting Period) (HU)	Achieved In This Report (HU)	Level Of Achievement (HU)	Attachm (HU)
l1.1 Várbalog- Albertkázmérpuszta közötti út fejlesztése	Várbalog- Albertkázmérpuszta közötti földút fejlesztése 4,40 km hosszúságban.	CO13 Gesamtlänge der neuen Straßenverbindungen / Új építésű utak teljes hossza	jan2021	4,40	0,00		not started 🔻	No upload (HU)

Achieved



Project main outputs III.

T3.1 30 AT-HU vállalkozói együttműködés (kooperációnként minimum 1 HU és 1 AT KKV bevonásával) négy osztrák- magyar stratégiai ágazatban	A 30 AT-HU vállalkozói együttműködés összesen 30-30 különböző magyar és osztrák KKV bevonásával jön létre.	OI11 KMUs beteiligt an Kooperationsprojekten / Együttműködési projektekben résztvevő KKVk	júl2019	60,00	0,00	0,00	proceeding according to work pl
Project Main Outputs (HU)	Project Main Output Description (HU)	Programme Output Indicator (HU)	Planned Delivery Month (HU)	Main Output Quantification Target (HU)	Achieved So Far(Not Including This Reporting Period) (HU)	Achieved In This Report (HU)	Level Of Achievement (H



Communication WP I.

- progress towards the communication objectives as defined in the AF
- explain achievements in the respective period
- Level of achievement:
 - fully achieved,
 - (achieved) in a large degree,
 - (achieved) in a small degree,
 - not achieved.



Communication WP II.

Célcsoportspecifikus tevékenységeken keresztül a védett területek hozzájárulásának érzékelhető terjesztése a térség életminőségének vonatkozásában

Tudatosságformálás

Description (HU)

- Durch geeignete, zielgruppengerechte Werbematerialien und Veranstaltungen soll der Bevölkerung der Wert ihrer jeweiligen Schutzgebiete für Lebensqualität und Wirtschaft bewusst bemacht werden.
- Megfelelő célcsoportokhoz igazított reklámanyagokon és rendezvényeken keresztül a lakosságban az adott védett területek életminőségi és gazdasági értékét tudatosítani szükséges.

Level Of Achievment (HU)

to a large degree

Explanations (HU)

Besonders durch die PaNaNet Zeitungen, gebietsübergreifende Schülertage und gemeinsame, profilgebende Veranstaltungen ist ein weiterer großer Schritt in Richtung Bewusstseinsbildung in der Bevölkerung gelungen.

1790 karakter maradt

Különösen a PaNaNet újságokkal, térségeken átívelő diáknapokkal és közös, profilerősítő rendezvényekkel egy újabb nagy lépést tett a lakosság tudatosságra való nevelésében.



Thank you for your attention!

