

HİZMETE ÖZEL



T.C.
SANAYİ VE TEKNOLOJİ BAKANLIĞI
Avrupa Birliği Dış İlişkiler Genel Müdürlüğü

ACELE**Sayı** : E-78856802-746.01.02-6489006

10/01/2025

Konu : Rekabetçi Sektörler Programı IPA II Projeleri
Kapsamında Yapılan Sabit Sermaye
Yatırımlarının Kullanımına İlişkin Hükümler**DAĞITIM YERLERİNE**

Bilindiği üzere, Avrupa Birliği ve ülkemiz eş finansmanıyla Bakanlığımız tarafından Rekabetçi Sektörler Programı (RSP) yürütülmektedir. RSP'nin ana hedefi sanayide ve üretimde verimliliğinin artırılması ve cari açığın azaltılmasına katkı sağlanmasıdır. Bu kapsamda, imalat sanayiinin dönüşümüne katkı sağlayan, KOBİ'leri yeni teknolojilerle buluşturan, Ar-Ge faaliyetleri gerçekleştiren, üniversite-kamu-özel sektör iş birliğini teşvik eden, yenilikçi üretim yöntemleri kullanmayı ve yeni ürünler geliştirmeyi hedefleyen projelere destek sağlanmaktadır.

Programın 2014-2020 dönemini kapsayan ve 2025 yılı sonuna kadar uygulaması devam edecek olan IPA II döneminde yaklaşık 260 milyon Avro ile 43 proje desteklenmekte olup Kurumunuz/Kuruluşunuz bu projelerin yararlanıcıları/ortakları arasında bulunmaktadır. Program kapsamında yürütülen 30 proje gelir getirici proje olarak tanımlanmış ve bu projelerle KOBİ'lere Ar-Ge, tasarım, prototipleme, ürün işleme, depolama, paketleme, ticarileştirme gibi alanlarda hizmet sağlayan ve yine bu alanlarla ilgili eğitim ve danışmanlık hizmetleri veren yapılar kurulmuştur. Gelir getirici projeler kapsamında tesis edilen merkezlerin proje sonrası dönemlerde de proje hedeflerine uygun şekilde faaliyetlerini devam ettirebilmeleri için uygun kurumsal, mali ve insan kaynağı sürdürülebilirliklerini temin etmek amacıyla projeler kapsamında iş planları hazırlanmış ve yürütücü yapılar oluşturulmuştur. Avrupa Birliği ve ülkemiz arasında imzalanan anlaşmalarda bu yapıların işletilmesine yönelik kurallar ortaya konmuş olup bu süreçte Bakanlığımız kurulan yapıları izlemeye devam edecektir.

IPA II projelerinin bir kısmının uygulama süreci tamamlanmıştır, bir kısmında da proje uygulama sürecinin sonuna yaklaşılmıştır. Projeler kapsamında kurulan yapıları işletmek üzere yürütücü yapılar oluşturularak gerçekleştirilen sabit sermaye yatırımları bu işletici yapılara protokoller vasıtası ile Bakanlığımızca devredilmektedir. Bu protokollerde devredilen

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Bu belge güvenli elektronik imza ile imzalanmıştır.

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altyapının işletilmesinde uyulacak kurallar belirtilmiş olup özet olarak bu hususlar aşağıda yer almaktadır.

Devir protokolü ile yürütücü yapıya devredilen bina, makine ve teçhizat üçüncü kişilere **satılamayacak, ipotek altına alınamayacak, rehnedilemeyecek, devredilemeyecek, kiralanamayacak, transfer edilemeyecek ve bunlar üzerinde üçüncü kişilere başkaca herhangi bir hak tesis edilemeyecektir.**

Yürütücü yapı, kendisine devredilen bina, makine ve teçhizatı Proje Tanımlama Dokümanı (OIS)'te **belirtilen amaçlar dışında kullanamayacak ve kullandırtamayacaktır.**

Yürütücü yapı, kendisine devredilen binalara ve yapılara ve bunların bulunduğu arsalarla ilişkin her türlü vergi, resim, harç, aidat, abonelik ücretleri (elektrik, su, doğalgaz, internet vb.), güvenlik ve benzeri harcamaların tamamının, gecikme faizi dahil, ödenmesinden sorumludur.

Yürütücü yapı, kendisine devredilen bina, makine ve teçhizatın devamlı işler halde tutulmasından sorumlu olacaktır ve bu nedenle altyapıyı tamamlayacak; her türlü izin, ruhsat, yetki ve onayları alacak; kendisine devredilen öğelerle ilgili doküman ve standartlara uygun şekilde (doküman veya standartlarda hüküm yoksa, ticari teamüle uygun şekilde) işletecek ve bakım ve tamiratını yapacaktır.

Yürütücü yapı, kendisine devredilen öğelere ilişkin olarak, yangın, hırsızlık, sel, su baskını, deprem ve benzeri riskler dahil muhtemel risklere karşı mal sigortası ve üçüncü kişilerce verilecek zararlara karşı sorumluluk sigortası yaptırmakla yükümlüdür.

Devir Protokolünde belirtilen hükümlerden herhangi birine aykırılık halinde Sözleşme Makamı olarak Bakanlığımız, proje ile sağlanan finansmanın tamamını veya bir kısmını geri alma ve/veya ilgili durumdan kaynaklı tüm doğrudan ve dolaylı zararların tazminini isteme ve/veya gerekli diğer idari ve yasal tedbirleri alma haklarına sahip bulunmaktadır.

Devir Protokolü ve uygulanacak mevzuat kapsamında Sözleşme Makamı olarak Bakanlığımıza ödenecek tazminat ve diğer ödemelerin ifası ve diğer her türlü yükümlülüğün yerine getirilmesinden projenin nihai yararlanıcısı sorumlu bulunmaktadır. Yürütücü yapının devralan olduğu hallerde, yükümlülüklerin yerine getirilmesinden yardımın nihai yararlanıcısı ve yürütücü yapı müştereken ve müteselsilen sorumludurlar.

AB eş finansmanı ile yürüttüğümüz söz konusu projelerin herhangi bir aksaklığa ve mali

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yükümlülüğe maruz kalınmadan nihayetlendirilmesi ve kurulan yapıların işletilmesi için zikredilen hususlara dikkat edilmesi büyük önemi haizdir.

Bilgilerini ve gereğini rica ederim.

Hasan Hilmi AKIN
Bakan a.
Genel Müdür Yardımcısı V.

Dağıtım:

Malatya Büyükşehir Belediye Başkanlığına
Uşak Deri (Karma) Osb
İzmir Kalkınma Ajansı Genel Sekreterliğine
Kahramanmaraş Kuyumcular Esnaf ve Sanatkarlar Odası Başkanlığı'na
S.S. Erciyes Küçük Sanayi Sitesi Yapı Kooperatifine
Denizli Ticaret Odası Başkanlığına
Beyaz Eşya Yan Sanayiciler Derneği (Beysad)
İstanbul Hazır Giyim ve Konfeksiyon İhracatçıları Birliği (İHKİB)
Sayın Bursa Ticaret ve Sanayi Odası'na
Kuzey Anadolu Kalkınma Ajansı Genel Sekreterliğine
Doğu Anadolu Kalkınma Ajansı Genel Sekreterliğine
Adıyaman Valiliğine
İstanbul Sanayi Odası Başkanlığına
İzmir Ekonomi Üniversitesi Rektörlüğüne
Kadir Has Üniversitesi Rektörlüğüne
Orta Doğu Teknik Üniversitesi Rektörlüğüne
Kütahya Belediye Başkanlığına
Türkiye Bilimsel ve Teknolojik Araştırma Kurumu Başkanlığına
Tübitak Marmara Araştırma Merkezi'ne
İstanbul Okan Üniversitesi Rektörlüğüne
Boğaziçi Üniversitesi Rektörlüğüne
Boğaziçi Üniversitesi Teknoloji Geliştirme Bölgesine
Karatay Üniversitesi Rektörlüğüne

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Ankara Üniversitesi Rektörlüğüne
Ankara Üniversitesi Teknoloji Geliştirme Bölgesi Yönetici Anonim Şirketine
Eskişehir Teknoloji Geliştirme Bölgesi Yönetici Şirketi Atap Anadolu Teknojileri Araştırma Parkına
Ege Teknopark Teknoloji Geliştirme Bölgesi Anonim Şirketine
Fatih Sultan Mehmet Vakıf Üniversitesi Rektörlüğüne
Sabancı Üniversitesi Rektörlüğüne
İzmir Teknoloji Geliştirme Bölgesi Anonim Şirketine
Eskişehir Teknik Üniversitesi Rektörlüğüne
Ostim Teknopark Teknoloji Geliştirme Bölgesi Yönetici Anonim Şirketine
Yıldız Teknik Üniversitesi Rektörlüğüne
Malatya Ticaret Borsası Başkanlığına
Kahramanmaraş Sütçü İmam Üniversitesi Rektörlüğüne
Kahramanmaraş Ticaret ve Sanayi Odası Başkanlığına
İstanbul Teknik Üniversitesi Rektörlüğüne
Eskişehir Sanayi Odası Başkanlığına
Eskişehir Sanayi Odası Organize Sanayi Bölgesi'ne
Anadolu Üniversitesi Rektörlüğüne
ODTÜ Teknokent Yönetim Anonim Şirketi'ne
Konya Ticaret Odası Başkanlığına
Taysad Taşıt Araçları Yan Yan San. Derneği'ne
Yasad Yazılım Sanayicileri Derneği İktisadi İşletmesine
Gaziantep Ticaret Borsası Başkanlığına
Giresun Ticaret Borsası Başkanlığına
Şanlıurfa Ticaret ve Sanayi Odası Başkanlığına
Eskişehir Ticaret Odası Başkanlığına
Uludağ Üniversitesi'ne
Sinop Ticaret ve Sanayi Odası Başkanlığına
Sinop İl Özel İdaresine
Sinop Belediye Başkanlığına
Sinop Üniversitesi Rektörlüğüne
S. S. Sinop Su Ürünleri Kooperatifleri Bölge Birliğine
Maden Tetkik ve Arama Genel Müdürlüğüne
Munzur Üniversitesi Rektörlüğüne
Özyeğin Üniversitesi Rektörlüğüne

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Türk Sanayici ve İş Adamları Derneği (TÜSİAD)
Makfed Makina İmalat Sanayii Dernekleri Federasyonuna
Bitlis Ticaret ve Sanayi Odası Başkanlığına
Bitlis Organize Sanayi Bölgesi Yönetim Kurulu Başkanlığına
Erciş Küçük Sanayi Sitesine
Erciş Esnaf ve Sanatkarlar Odaları Birliğine
Erciş Ticaret ve Sanayi Odasına
Muş Organize Sanayi Bölgesi Yönetim Kurulu Başkanlığına
Muş Esnaf ve Sanatkarlar Odaları Birliği Başkanlığına
Kütahya Ticaret ve Sanayi Odası Başkanlığına
Kayseri Marangozlar Mobilyacılar ve Döşemeciler Odasına

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GUIDE NOTE FOR PROJECT MONITORING REPORT

Guide Note for the Project Monitoring Report has been developed in order to support End Recipient of Assistance (ERA) in filling the Monitoring Report within the implementation period of the project.

The guide not has an instructive information and related examples identified in each section of the monitoring report. On the other side, it is not binding for ERA.

- For each operation, the following information should be provided in this Monitoring Report.
- The information provided for each operation must respect brief explanation for every section.
- The information should be provided in the order given here without omission of any title even if there is nothing to be declared.
- “Calibri” font “10/11” punto shall be used while filling the report.

The Ministry of Industry and Technology is responsible for preparation, implementation and monitoring of the Competitiveness and Innovation Sector Operational Programme (CISOP) as Operating Structure. One of our main missions is to provide efficient monitoring of the projects supported under the CISOP and to submit monitoring reports of the projects notably to the European Commission and other related parts. Within this scope, Project Monitoring Report Template has been developed by the Ministry.

The End Recipient of Assistance carries the responsibility to submit this report on the project’s progress and implementation regularly. Monitoring of the project is legally based on the Operational Agreement, which has already been signed between the End Recipient of Assistancess (ERA) and the Operating Structure.¹

The Monitoring Report consists of:

- General overview **at the project level**, including the current state-of-play information related to realised activities per project components, achievements of projects results and indicators which are assessed against the OIS, significant implementation and administration issues, technical-legal-financial problems or changes in the project lifespan.
- Monitoring report includes eight main sections:
 1. Descriptive Information
 2. Project Contribution to CISOP Activities
 3. Project Activities in This Reporting Period
 4. Project Outputs and Results
 5. Financial Information
 6. Sustainability of Project
 7. Implementation Issues
 8. Technical, Financial, Legal or Administrative Problems

¹ Operational Agreement-Article 2: Rights and Obligations of the ERA-2.6 Monitoring and Reporting: “Development of monitoring reports upon OS’s request and in accordance with template to be communicated by the OS in due course, including Operation Monitoring Report, Physical Progress Monitoring Report and Operation Final Report etc”

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The monitoring report is to be prepared **every 6 months:** for the first 6 months of the year (January to June) to be sent to the Operating Structure no later than by the end of July, for the last 6 months of the year (July to December) to be sent to the Operating Structure no later than by the end of January.

Reporting period of the first monitoring report will start with the commencement date of the first contract in the operation.

**COMPETITIVE SECTORS PROGRAMME
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1. DESCRIPTIVE INFORMATION

In the first section, descriptive information including project name, an activity which comprises this project in CISOP, name of the End Recipient and also reporting period should be given by the ERA.

Name: Name of the project takes place in the Operation Identification Sheet (OIS).

Number of the Project is identified number in OIS.

Activity: Activity includes the CISOP action under which your operation is co-financed. See section 4.2 of the OIS.

End Recipient of the Project: Institution which is the owner body of the operation. See section 4.3 of the OIS.

Reporting Period:

Monitoring Report should be submitted on a six monthly basis as below:

1. 31 January
2. 31 July

For the report to be submitted by 31 January of the relevant year, reporting period will be July-December of the previous year.

For the report to be submitted by 31 July of the relevant year, reporting period will be January-June of the relevant year.

Example 1:

In the first report to be submitted by 31 July 2019, reporting period will cover the period from the commencement date of the first contract signed under the operation to the end of June 2019. For instance, if the first contract of the operation is signed and commenced in March 2019, reporting period will be written as “from 03/2019 to 06/2019”.

In the second report to be submitted by 31 January 2020, reporting period will be written as “from 07/2019 to 12/2019”.

Project is On going: Tick this box for every reporting period.
Finished: Tick this box when preparing the final report.

Start date: Commencement date of the first contract under the project.

Example 2:

Name of the Project	Sustainable Tourism Project
Number of the Project	CISOP/TURKEY 2014 / 031 - 879.1.2.01
Activity of Competitive and Innovation Sector Operational Program (CISOP)	1.2: Services&Creative Industries
End Recipient of the Project	

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Reporting Period	from 15.09.2018 to 31.12.2018
Project is	Ongoing × Finished ☐ date:
Start Date	15.9. 2018 (Commencement date of the First contract -TA contract)

2. PROJECT CONTRIBUTION TO CISOP ACTIVITIES

This section shows the project contribution to the CISOP targets through output and result indicators. First, quantifiable output and result indicators of the project identified in the OIS “5.1.2 Solution Proposal Section”, should be listed and then physical execution since last reporting period with percentage rate of execution should be written in the table below.

Example 1:

Indicators (Please copy from the OIS 5.1.2 Section)	CISOP targets	Operation's Indicators	Pyhsical Progress in the Indicators		
	2026 (Please copy from the OIS 5.1.2 Section)	Operation's Expected Contribution (1) (Please copy from the OIS 5.1.2 Section)	Progress in the Reporting Period (2)	Cumulative Progress up to date (3)	Rate of physical execution % $4 = [(3)/(1)] * 100$
Output Indicators					
Number of touristic sites with improved infrastructure	2	1	0	0	0%
Result Indicators					
Number of tourist arrivals to the touristic destinations to be supported	1.250.000	100.000	5000	5000	$5000/100.000 * 100 = 5\%$

Example 2:

Output Indicators (Please copy from the OIS 5.1.2 Section)	CISOP targets	Operation's Indicators	Pyhsical Progress in the Indicators		
Number of technology transfer offices and other structures (technology development zones, accelerators, incubators, R&D centres etc.) established/supported	2026	Operation's Expected Contribution	Progress in the Reporting Period (2)	Cumulative Progress up to date (3)	Rate of physical execution % $4 = [(3)/(1)] * 100$

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Number of SMEs and start-ups benefited from technology transfer offices and other structures (technology development zones, accelerators, incubators, R&D centres etc.) established/supported	600	150	30	30	%20 (30/150)*100
Result Indicators					
Number of national patents obtained	30	4	0	0	0%

3. PROJECT ACTIVITIES IN THIS REPORTING PERIOD

Project activities include main components of the project, which are defined in the OIS, “5.8 Indicative Activities” Section. A precise and concise description of the activities that have been carried out during the monitoring period should be given. Indicative Activities should be written to the first column and realised activities should be filled in the next column under the per component in the operation. Start date and end date of each activities should also be added. If any modification occurs in the project plan/budget/timetable in any component please report this to the related column.

Information should also be provided on the stage of implementation reached.

Example table for this section are shown below:

Example 1:

Project Components (Please copy the Components listed in the OIS 5.8 Indicative Activities Section)	Realised activities in Per Component (in the reporting period)	Modification and Justification related to project plan, budget or timetable (if any)	Start Date	End Date
Component 1 Works: Renovation and Rehabilitation of the Museum Building and environmental design work	The works commenced. Preparation of necessary documents such as inception report, monthly progress reports, minutes of weekly and monthly meetings, contractual documents. Facade elements of the building were cleaned; undesirable materials such as shedding elements were removed.		10.4.2019	10.4.2020
Component 2 Supervision: Supervision services related to the works contract	Supervision of the works started. 3 monthly meetings were held, 3 monthly reports have been prepared.		25.12.2018	25.6.2020

**COMPETITIVE SECTORS PROGRAMME
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Example 2:

Project Components (Please copy the Components listed in the OIS 5.8 Indicative Activities Section)	Realised activities in Per Component (in the reporting period)	Modification and Justification related to project plan, budget or timetable (if any)	Start Date	End Date
Component 1 Supply: Supply for Digitallization of the Museum	Contract for Supply Component has been signed. 3D Printer, 3D Scanner and VR Simulation System will be delivered and fully installed in the next period.		20.6.2019	20.10.2019
Component 2 Technical Assistance:	Technical assistance contract started. Mobilization of team completed.		15.9.2018	31.9.2020
	Preparation of necessary documents such as inception report, monthly progress reports, minutes of weekly and monthly meetings, contractual documents were made.		1.10.2018	15.12.2018
Sub- Component 2.1: Development of the Sustainable Strategy	Regional Value Chain Analysis has been made in order to understand the position of the region in tourism sector in Turkey. National and international demand to the region has been made.		15.1.2019	15.2.2019
Sub- Component 2.2: Capacity Building Activities	Not yet started.			
Sub Component 2.3 Promotion and Visibility Activities	Not yet started.			

**COMPETITIVE SECTORS PROGRAMME
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4. PROJECT OUTPUTS AND RESULTS

Please state achievements in the Result Indicators and Output Indicators within the project as a whole until Today. For this, please use “5.7 Results with Measurable Indicators Section” in the OIS.

If any additional output indicators take place in Terms of Reference of the project, these additional indicators should be added to the table with their achievements. In that case, please use “8.1.2 Project Specific Result and Output Indicators” Section in the Terms of Reference of the project.

Example 1:

ACHIEVEMENTS-PROJECT OUTPUTS AND RESULTS				
Result Indicators (Please copy the result indicators listed in the OIS 5.7 Section)	Output Indicators (Please copy the output indicators listed in the OIS 5.7 Section.) (For any additional output indicators, please use TOR 8.1.2 Section)	Targets (Please copy the targets listed in OIS 5.7 Section)	Achievements	
			Progress in the Reporting Period	Cumulative progress up to date
Result Indicator 1: Tourism infrastructure of the region is improved.	Regional value chain analysis made.	1	1	1
	Demand Analysis for the region made.	1	1	1
	Capacity building activities carried out.	3	1	1
	Sustainable Tourism Strategy Document prepared.	1	0	0
Result Indicator 2: Competitiveness of the region is increased.	Promotion and visibility materials produced.	10	0	0
	Awareness raising events organised.	6	0	0

Example 2:

ACHIEVEMENTS- PROJECT OUTPUTS AND RESULTS				
Result Indicators (Please copy the result indicators listed in the OIS 5.7 Section)	Output Indicators (Please copy the output indicators listed in the OIS 5.7 Section. For any additional output indicators, please state them in this column, by using TOR 8.1.2 Section)	Targets (Please copy the targets listed in OIS 5.7 Section)	Achievements	
			Progress in the Reporting Period	Cumulative progress up to date
Result Indicator 1: Capacity of target group is increased.	Output Indicator 1.1: Need assessment report prepared.	1	1	1
	Output Indicator 1.2: Special training program for ERA and project partners organised.	2	2	2
Result Indicator 2: Technology transfer and commercialization level is increased.	Output Indicator 2.2: Accelerator program for SMEs and start-ups organised.	1	0	0
	Output Indicator 3.3: International study visits organised.	2	0	0

**COMPETITIVE SECTORS PROGRAMME
MINISTRY OF INDUSTRY AND TECHNOLOGY**

5. FINANCIAL INFORMATION (to be filled in by the Operating Structure)

“Section 4. Financial Information” is to be filled in by the Operating Structure. On the other hand, ERA could see how much financial payments made in per component of the project within the reporting periods.

This section is supposed to be filled by the Project Manager in the Operating Structure. The financial information about the payments as of periods shall be early warning tool in the verification process of the project. The project manager shall be able to compare physical progress and financial progress and also check if there are any big discrepancies that can be critical to take a measure within the implementation period.

Please write the executed payments from the beginning of the project implementation, with their amounts and periods for each contract.

Example:

FOLLOW-UP TABLE FOR FINANCIAL PAYMENTS (€)						
Components-Contracts	OIS Budget	Contracted Amount	Payment Period/Number	Amount	Total Amount (EU + national)	Rate of financial execution % [Total paid /Contracted] *100
Works	8.000.000	7.500.000	30.05.2019 / 1.	750.000	750.000	10%
Supervision	1.700.000	1.500.000	7.02.2019 / 1.	150.000	150.000	10%
Supply	2.000.000	1.500.000	-	-	-	
Technical Assistance	1.500.000	1.300.000	20.10.2018 / 1. 28.04.2019 / 2.	125.000 108.000	233.000	18%
Total OIS Budget: 13.200.000 €						
Total Payment:		1.133.000 €			1.133.000 €	

**COMPETITIVE SECTORS PROGRAMME
MINISTRY OF INDUSTRY AND TECHNOLOGY**

6. SUSTAINABILITY OF PROJECT

Sustainability of the project is vital to continue activities of the centers/infrastructures/services that shall be established/supported within the project, after the implementation period.

In this section, please describe how the institutional and financial sustainability of the operation will be provided? How the outcomes of the project will be managed after the end of the project? What are the instruments being laid out by the operation to sustain the new infrastructures, services or products coming out of the operation? Who will be responsible for the continuity of the project? How is the timeline?

Example 1:

The institutional sustainability of the project will be provided by the Governorship (ERA) with involvement of all stakeholders including Municipality, Development Agency and Chamber of Trade and Industry.

Example 2:

For revenue generating project, institutional and financial sustainability shall be provided with company establishment. Joint stock company will be established and General assembly board of the company will be responsible for management of the project after the implementation period. ERA and project partners will be represented in this board. Revenue items and financial accounts which shall occur within the project will be kept in the company accounting system.

7. IMPLEMENTATION ISSUES

Implementation arrangements in the project are defined in the Operation Identification Sheet (OIS) of the project. Operation Coordination Unit, Steering Committee, Advisory Committee, any other entities, which are created for the implementation of the operation, are the implementation arrangements. These mechanisms are supposed to be held regularly in the implementation period.

In the reporting period, at the regular meetings of these mechanisms, important decisions, recommendations and any actions shall be identified. If any, this Decisions/Recommendations/Actions including responsibilities and related dates should be added to the table below.

There could be any changes in the Operation Coordination Unit members or changes in the title and/or in the name of the Senior Representative of the End Recipient in the monitoring period. If any, please express this kind of changes in the table.

**COMPETITIVE SECTORS PROGRAMME
MINISTRY OF INDUSTRY AND TECHNOLOGY**

Example:

<i>If any, please describe</i> <i>Important Decisions, Recommendations or Actions taken in the Implementation Mechanisms (Steering Committee, Advisory Committee, Operation Coordination Unit or any other related mechanisms)</i> <i>Changes in Operation Coordination Unit members or Changes in the title and/or name of the Senior Representative of End Recipient in the project implementation period.</i>			
Decisions/Recommendations/Actions	Responsibility	Deadline	Status
Close cooperation between ERA and project partners was advised in the Steering Committee held on 20/4/2019.	ERA and Project Partner	1.12.2019	Following the recommendation, Project partner established close contacts with ERA and assigned 2 coordinators to facilitate cooperation within the Project.
Changes/Current State Change in OCUD.	Operation Coordination Unit (OCU)	Senior Representative of End Recipient (SRER)	
	Director of Operation Coordination Unit has been changed on 30 May 2019. New OCUD information has been sent to the Operating Structure with an official letter.	There is no change.	

8. TECHNICAL, FINANCIAL, LEGAL OR ADMINISTRATIVE PROBLEMS

Please describe the problems and challenges encountered during implementation and the measures used to overcome them. Is there any problem that may hinder project progress? Do you have any proposals to remedy them? Is there any remedial action taken? Any kind of bottleneck or obstacle (technical, financial, administrative, legal, practical and any other problems) preventing the activities to be realized and progress towards achieving the project goal should be explained.

In parallel, the measures taken to overcome these difficulties or to be taken should be listed. These measures are likely to be involving alterations or actions to be taken by any part. The parties responsible for the actions should also be identified including the date for the completion of these actions.

**COMPETITIVE SECTORS PROGRAMME
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Examples for different possible cases that may occur in the implementation period are stated below:

Technical Problems	Example 1: Due to delays in the selection and mobilisation of the Non-Key Expert, project activities that have been planned to be carried out during this reporting period could not be launched. Example 2: Delivery period of Supply items in Lot 1 under the Supply Component of the project, has been delayed due to bureaucratic issues during the custom control. The Contractor has to take a Vat exemption certificate for custom permission of related supply items. Therefore, ERA has sent an official letter to the Contractor in order to start the process.
Financial Problems	Example: Due to delay in delivery of the supply items in the project, change in man-day allocation is required. For this reason, budget of TA component could be increased.
Legal Problems	Example: Legal statue of ERA has been changed with the new law. Accordingly, ERA has to take new Environmental Impact Assessment Report from the Ministry of Environment and Urbanization.
Administrative Problems (if any, please define human resources problems)	Example 1: OCU will have to substitute the administrative assistant since the current assistant announced leaving its position. Appointment of new administrative assistant is in preparation. Example 2: There are some disagreements between ERA and project partner about work sharing of project activities. In order to settle these disputes, ERA has requested a senior level meeting from the Operatig Structure.
Other Problems	Example: Due to Covid 19 Epidemic, Contractor has faced delivery problems for supply lot 1 and the Contractor has requested time extension from the Contracting Authority.

Below section should be filled and signed by the ERA-Senior Representative of the End Recipient (SRER).

Example:

Signature:

Authorized Signature and stamp of the SRER:

Institution :

Date:



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Competitive Sectors Programme Ministry of Industry and Technology



PROJECT MONITORING REPORT

for Project (Project name and number)



This project is co-financed by
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CONTENT OF THE PROJECT MONITORING REPORT

The Ministry of Industry and Technology is responsible for preparation, implementation and monitoring of the Competitiveness and Innovation Sector Operational Programme (CISOP) as an Operating Structure. One of our main missions is to provide efficient monitoring of the projects supported under the CISOP and to submit monitoring reports for following progress of the projects notably to the European Commission and other related parts. Within this scope, Project Monitoring Report Templates have been developed by the Ministry. There are two types of reports:

- *the Project Monitoring Report* is to be submitted regularly during the implementation of the operation/project.
- *the Final Report* is to be submitted when the project is finished, i.e. the project activities are completed.

The End Recipient of Assistance carries the responsibility to submit these reports on the project's progress and implementation regularly.

The Monitoring Report consists of:

- General overview **at the project level**, including the current state-of-play information related to realised activities per project components, achievements of projects results and indicators which are assessed against the OIS, significant implementation and administration issues, technical-legal-financial problems or changes in the project lifespan.

The monitoring report is to be prepared **every 6 months**: for the first 6 months of the year (January to June) to be sent to the Operating Structure no later than by the end of July, for the last 6 months of the year (July to December) to be sent to the Operating Structure no later than by the end of January.

Reporting period of the first monitoring report will start **with the commencement date of the first contract** in the operation.

All documents must be written in English and be submitted both in original hard copy and electronically.

The original Monitoring Report is to be sent in one hard copy to the:

**Ministry of Industry and Technology
Directorate of EU Financial Programmes
Mustafa Kemal Mah. Dumlupınar Bulvarı (Eskişehir Yolu 7. Km) 2151. Cad. No: 154/A 06530
Çankaya/ANKARA**

Electronic versions of the report are to be e-mailed to the project managers in the Operating Structure/Contracting Authority.



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1. DESCRIPTIVE INFORMATION

Please state project name, an activity comprises this project in CISOP, End Recipient of the Project and reporting period. Choose whether the project is ongoing or finished.

Name of the Project	
Number of the Project Identified in OIS	
Activity of Competitive and Innovation Sector Operational Program (CISOP)	
End Recipient of the Project	
Reporting Period	from/..... to/.....
Project is	Ongoing ☐ Finished ☐ date:
Start date of the project: (The commencement date of the first contract in the operation)	

2. PROJECT CONTRIBUTION TO CISOP OBJECTIVES

Please write the contribution of the Operation to the achievement of the CISOP, in terms of the monitoring indicators of CISOP. List quantifiable output and result indicators of the project identified in the OIS "5.1.2 Solution Proposal Section", including information for physical execution obtained during the reporting period.

Indicators (Please copy from the OIS 5.1.2 Section)	CISOP Targets	Operation's Indicators	Pyhsical Progress		
	2026 (Please copy from the OIS 5.1.2 Section)	Operation's Expected Contribution (1) (Please copy from the OIS 5.1.2 Section)	Progress in the Reporting Period (2)	Cumulative Progress up to date (3)	Rate of physical execution % $4 = [(3)/(1)] * 100$
Output Indicators					
Result Indicators					



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3. PROJECT ACTIVITIES IN THIS REPORTING PERIOD

Please write Project Activities, which are defined in the OIS “5.8 Indicative Activities Section”, and realised activities in per component (activity) in the reporting period. While filling this section, please use main activities and sub activities of the operation. It is not required to write sub activities in detail.

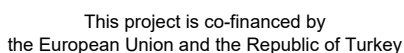
Project Components (Please copy the Components listed in the OIS 5.8 Indicative Activities Section)	Realised Activities in Per Component (in the reporting period)	Modification and Justification related to project plan, budget or timetable (if any)	Start Date	End Date
Component 1 Supply:				
Sub-Component 1.1: (Lot 1)	a)			
	b)			
Component 2 Technical Assistance:				
Main Activity 1:	Main Activity 1.1:			
	Main Activity 1.2:			

4. PROJECT OUTPUTS AND RESULTS

Please state achievements in the Result Indicators and Output Indicators within the project as a whole until Today. For this, please use “5.7 Results with Measurable Indicators Section” in the OIS.

If any additional output indicators take place in Terms of Reference Preparation Process of the project, these additional indicators should be added to the table with their achievements. In that case, please use “8.1.2 Project Specific Result and Output Indicators” Section in the Terms of Reference of the project.

ACHIEVEMENTS-PROJECT OUTPUTS AND RESULTS				
Result Indicators (Please copy the result indicators listed in the OIS 5.7 Section)	Output Indicators (Please copy the output indicators listed in the OIS 5.7 Section. For any additional output indicators, please use TOR 8.1.2 Section)	Targets (Please copy the targets listed in OIS 5.7 Section)	Achievements	
			Progress in the Reporting Period	Cumulative progress up to date
Result Indicator 1:	Output Indicator 1.1:.....			
	Output Indicator 1.2:			
	Output Indicator 1.3:			





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Sustainability Chart Milestones Follow-Up table

Sustainability Chart Milestones Follow-Up Table has been prepared in order to take detailed information from ERAs about sustainability of the project. Within this scope, please fill each milestone and write your comments on each line in the table.

Milestones	YES (if yes date)	NO (if these milestones are planned to be made in future, please state expected date of the actions; if no please say No)	Comment
1. Business plan of the operation prepared/revised by TAT/ERA			
2. The legal structure of the operation has been decided			
3. Recruitment plan has been prepared by TAT/ERA			
4. Recruitment team established by OCUD			
5. Recruitment started			
6. Equipment tested installed and made ready for operational use			
7. Minimum Operational Recruitment completed			
8.1.If relevant Company Association of Articles approved			
8.2.If relevant YÖK center bylaw approved and published			
8.3.If relevant Public Research Center bylaw approved and published			
9. Minimum capital transferred to company/center accounts			
10. Operation Started			
11. First Customer contracted			
12. First quarterly monthly activity and financial report prepared			
13. First business activity yearly report prepared			
14. Paid capital transferred to company/center accounts within 24 months			



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7. IMPLEMENTATION ISSUES

<i>If any, please describe</i> <i>Important Decisions, Recommendations or Actions taken in the Implementation Mechanisms (Steering Committee, Advisory Committee, Operation Coordination Unit or any other related mechanisms)</i> <i>Changes in Operation Coordination Unit members or Changes in the title and/or name of the Senior Representative of End Recipient in the project implementation period.</i>			
Decisions/Recommendations/Actions	Responsibility	Deadline	Status
Changes/Current State	Operation Coordination Unit (OCU)	Senior Representative of End Recipient (SRER)	

8. TECHNICAL, FINANCIAL, LEGAL OR ADMINISTRATIVE PROBLEMS

In this section, please describe the problems and challenges encountered during implementation and the measures used to overcome them.

Technical Problems	
Financial Problems	
Legal Problems	
Administrative Problems (if any, please define human resources problems)	
Other Problems	

Signature:

Authorized Signature and stamp of the SRER:

Institution :

Date:

Period:[4.Quarter (1 October-31 December)]/ [2024]

PHYSICAL PROGRESS AND MONITORING REPORT

PART I - END RECIPIENT OF ASSISTANCE

1- Information on Action & Activity

Action Programme Name	:	IPA Operational Programmes - IPA for Turkey – Competitiveness and Innovation Sector OP
Activity Name	:	
End Recipient of Assistance	:	

Contracts under Activity:

No	Contract Type	Contract Title	Date of Signature
(1)	Choose an item.		Choose an item.
(2)	Choose an item.	=	Choose an item.
(3)	Choose an item.	=	Choose an item.
(4)	Choose an item.	=	Choose an item.
(5)	Choose an item.	=	Choose an item.

2-Physical Progress

(This part shall be filled only for the signed contracts)

a) Is there any physical progress in the reporting period?

	Contract (1)	Contract (2)	Contract (3)	Contract (4)	Contract (5)
Yes	☐	☐	☐	☐	☐
No	☐	☐	☐	☐	☐

If the answer is “Yes”, please fill b and c for the relevant contract(s).

If the answer is “No”, please fill no.3 for the relevant contract(s).

b) Please write the details of physical progress in the reported quarter (*simply describe the activities carried out for the contracts in the reported quarter in two or three paragraphs*)

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c) Please specify the rate of physical progress for each contract.

Contract (1)	Contract (2)	Contract (3)	Contract (4)	Contract (5)
	Choose a rate.	Choose a rate.	Choose a rate.	Choose a rate.

d) The information provided in a, b and c is based on

Information given by Contractors	☐
On-the-spot controls performed by the End Recipient of Assistance	☐

3- The reason(s) of lack of Physical Progress is (are)

Due to the Contractor(s)	☐
Due to the End Recipient of Assistance	☐
Other	☐

If the answer is the “other”, please write details below.

4- Is there any Irregularity Case detected/reported in the reporting period?

	Contract (1)	Contract (2)	Contract (3)	Contract (4)	Contract (5)
Yes	☐	☐	☐	☐	☐
No	☐	☐	☐	☐	☐

If the answer is “Yes” for a contract, please write details below.

Contract (...):

5- Is there any change of technical specifications in the reporting period?

	Contract (1)	Contract (2)	Contract (3)	Contract (4)	Contract (5)
Yes	☐	☐	☐	☐	☐
No	☐	☐	☐	☐	☐

If the answer is “Yes”, please write details below.

•

6-Please assess the progress achieved versus targeted for each contract.

Contract (1)	
Contract (2)	Choose an item.
Contract (3)	Choose an item.
Contract (4)	Choose an item.
Contract (5)	Choose an item.

	Name - Surname	Title - Department	Date	Signature
Prepared By				
Reviewed By				
Approved By				

(This part shall be filled by the Operating Structure after receiving filled Part I from End recipient of Assistance for the relevant activity.)

in line with the relevant information in the Operating Structure	☐
in line with On-the-spot control results of the Operating Structure	☐
not consistent with the relevant information in the Operating Structure	☐

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