

Status report – Guidance

Version 1.0

11-03-2026



Status report – Guidance

Quick steps

The report form opens.....	3
1. Basic information	5
How to fill in the report	7
2. Progress.....	7
2.1 Achieved Results	8
2.2 Activities	14
2.3 Risks.....	17
2.4 Incurred Expenditure.....	19
How to submit the report	23
3. Summary	23
Report is submitted	24
View the report after submission	25
Re-submission is requested from the Nordic Council of Ministers	26



This guide provides an overview on how to fill in and submit the Status report using the dedicated functionality in the RBM-portal, including the mandatory fields to be fulfilled, to submit the report. The Project manager and Project participants associated to the project can edit the report, but only the Project manager can submit the report.

The report form opens

When the reporting period begins, the project manager at the **administrative body** will receive an **automated email notification** requesting a status report.

The email contains important information about the reporting request, including:

- **Project ID**
- **Report type**
- **Report number**
- **Submission deadline**

It also includes contact details for the **Project Advisor** and **Project Coordinator** in case assistance is needed.

To access the report, click the **“Submit Report”** button in the email. This link will take you directly to the **RBM portal**, where you can complete and submit the status report. Make sure to submit the report **before the indicated submission deadline**.




Request for Status Report: Testtittel



DoNotReply <DoNotReply@tst.norden.org>

Til

 Hvis der er problemer med visningen af meddelelsen, kan du klikke her for at få vist den i en webbrowser.
Klik her for at downloade billeder. For at beskytte dine personlige oplysninger har Outlook forhindret automatisk download af nogle billeder i denne meddelelse.

Request for Status Report

Dear Project Manager,

This is an automated message from the Nordic Council of Ministers regarding the project: Testtittel (ID:11011)

- Project ID: 11011
- Report type: status report
- Report number: 3
- Submission deadline: 10.05.2026

Please log in to the portal to complete and submit the Report by the submission deadline.

If you have any questions, please contact:
Project Advisor: Hanna Tveten (hantve@norden.org)
Project Coordinator: Maria Dyrstad Moesgaard (marmoe@norden.org)

Thank you for your cooperation.

Kind regards,
Nordic Council of Ministers

Please follow the link to submit the Status Report.

[Submit Report](#)



If you experience any issues accessing the portal or completing the report, you can contact the responsible advisor listed in the email.



1. Basic information		
Field	Field title	Guidance to completing the fields
1	Basic Information	<p>The report form opens with the navigation menu (1) to easily access the various report parts to complete.</p> <p>The Basic information section (2) provides a brief overview of the key information from the approved project description.</p> <p>It summarises the main project details, including project identification numbers (RBM ID, project name, and P360 number), information about the administrating organisation (name, country, and registration number), the overall project timeline (decision date, contract signature date, start date, and end date), and the current report number.</p>

My Projects & Programs > Project 11011 > Reports > Status Report 3 > Submission

1. Basic Information

- 2. Progress
 - 2.1 Achieved Results
 - 2.1.1 MR-SAM 1.1
 - 2.1.2 Overall Progress
 - 2.2 Activities
 - 2.3 Risks
 - 2.4 Incurred Expenditure
- 3 Summary

Basic information

Project

Project ID 11011

Project Title Testtittel

Case Number 26-00016

Administrative body

Name Administrative Body

Country Danmark

Reg. No. 12345678

Project dates

NCM Approval Date 02.03.2026

Contract Signature Date 02.03.2026

Project Start Date 02.03.2026

Project Expected End Date 26.06.2026

Finance

Total Budget (DKK) 710

NCM Financing (DKK) 710

Report

Report Number 3

Reporting Period 02.03.2026 - 11.03.2026

Previous Next



		The purpose of this section is to present the essential project information in one place for reference.	
--	--	---	--



How to fill in the report

2. Progress		
Field	Field title	Guidance to completing the fields
2	Overall Assessment of Project Progress	<p>Details to include:</p> <ul style="list-style-type: none">• Provide a summary of the current status of the project / program implementation. <p>Tips:</p> <ul style="list-style-type: none">• How the project/program is progressing towards its objectives and expected results - if relevant, information on achieved results.• Delays or deviations in relation to plan or budget <p>Note</p> <ul style="list-style-type: none">• This field is required• Must contain a minimum of 200- and a maximum of 1500 characters

My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission

- 1. Basic Information
- 2. Progress**
- 2.1 Achieved Results
 - 2.1.1 MR-SAM 1.1
 - 2.1.2 Overall Progress
- 2.2 Activities
- 2.3 Risks
- 2.4 Incurred Expenditure
- 3. Summary

Overall Assessment of Project Progress

Provide a summary of the current status of the project / programme implementation.

The summary should contain information on:

- How the project/programme is progressing towards its objectives and expected results - if relevant, information on achieved results.
- Delays or deviations in relation to plan or budget

Note: It is helpful to complete this section after filling out the rest of the Status Report.


Summary of the current status of the project implementation
Required*
Minimum characters: 200
Maximum characters: 1500

The project is progressing great towards its objectives and expected results. The planned timeline is mostly maintained other than a slight delay of one status meeting resulting in the incurred expenses for meeting being slightly lower at this point in time than expected.

274/1500

[Previous](#) [Next](#)



2.1 Achieved Results			
2.1	Achieved Results	Click "Next" to begin reporting on the progress of each outcome and output its indicator.	<p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>1. Basic Information 2. Progress 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Progress 2.2 Activities 2.3 Risks 2.4 Incurred Expenditure 3 Summary</p> <p>Project Progress Achieved Results</p> <p>Previous Next </p>



2.1.1.1	Progress Towards Expected Results	<p>In this section, you are asked to report on the progress of each outcome and output indicator.</p> <p>You must:</p> <ul style="list-style-type: none">• Select a progress status (1) <p>You may:</p> <ul style="list-style-type: none">• Enter the current indicator status (if available) (2)• Add a comment (3) if further explanation is needed	<p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>1. Basic Information 2. Progress 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Progress 2.2 Activities 2.3 Risks 2.4 Incurred Expenditure 3 Summary</p> <h3>Project Progress</h3> <h4>Progress Towards Expected Results</h4> <p>Where possible, provide information on the progress in the indicator values for the project's expected Outcome(s)- and Output(s).</p> <p>Any progress in indicator values must be reported as numeric values or percentages corresponding to the units of measurement used for the Baseline and Target for each indicator, in the table(s) below.</p> <ul style="list-style-type: none">• Report only progress that is observable and clearly linked to completed activities. Avoid speculation about expected or future indicator values that are not yet achieved.• Results, especially Outcomes, may only be measurable near the project's completion. <p>MR-SAM 1.1 The Vision is a driving force for the Council's work</p> <p>Outcome 1 Outcome Increased knowledge of how the reporting module in the RBM-portal works. Indicator Successfully created reports. Unit of measurement Quantity</p> <table border="1"><thead><tr><th>Baseline</th><th>Progress status 1</th><th>Indicator status 2</th><th>Target</th></tr></thead><tbody><tr><td>0</td><td>Progress on track</td><td>40</td><td>80</td></tr></tbody></table> <p>Comment Maximum characters: 200 Half of all reports created. 3 28/200</p>	Baseline	Progress status 1	Indicator status 2	Target	0	Progress on track	40	80
Baseline	Progress status 1	Indicator status 2	Target								
0	Progress on track	40	80								
	Progress status	<p>Select the option that best reflects the current situation of the outcome or output</p> <p>Options and definitions:</p> <ol style="list-style-type: none">1. No progress:<ul style="list-style-type: none">○ No activities related to this outcome have started, or no									



		<p>measurable progress has been made.</p> <ul style="list-style-type: none">2. Far below expected progress:<ul style="list-style-type: none">○ Progress is significantly behind schedule. Major delays or challenges are affecting delivery.3. Below expected progress:<ul style="list-style-type: none">○ Some progress has been made, but it is slower than planned. Minor or moderate delays may be present.4. Progress on track:<ul style="list-style-type: none">○ Activities are progressing as planned and are expected to meet the target within the agreed timeframe.5. Ahead of expected progress:<ul style="list-style-type: none">○ Progress is faster than planned. Results may be achieved earlier than expected.	<p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>1. Basic Information 2. Progress 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Progress 2.2 Activities 2.3 Risks 2.4 Incurred Expenditure 3 Summary</p> <p>Project Progress Progress Towards Expected Results</p> <p>Where possible, provide information on the progress in the indicator values for the project's expected Outcome(s)- and Output(s). Any progress in indicator values must be reported as numeric values or percentages corresponding to the units of measurement used for the Baseline and Target for each indicator, in the table(s) below.</p> <ul style="list-style-type: none">Report only progress that is observable and clearly linked to completed activities. Avoid speculation about expected or future indicator values that are not yet achieved.Results, especially Outcomes, may only be measurable near the project's completion. <p>MR-SAM 1.1 The Vision is a driving force for the Council's work</p> <p>Outcome 1 Outcome Increased knowledge of how the reporting module in the RBM-portal works. Indicator Successfully created reports. Unit of measurement Quantity</p> <table border="1"><thead><tr><th>Baseline</th><th>Progress status</th><th>Indicator status</th><th>Target</th></tr></thead><tbody><tr><td>0</td><td>Progress on track</td><td>40</td><td>80</td></tr></tbody></table> <p>Comment Maximum characters Half of all reports</p> <p>28/200</p>	Baseline	Progress status	Indicator status	Target	0	Progress on track	40	80
Baseline	Progress status	Indicator status	Target								
0	Progress on track	40	80								

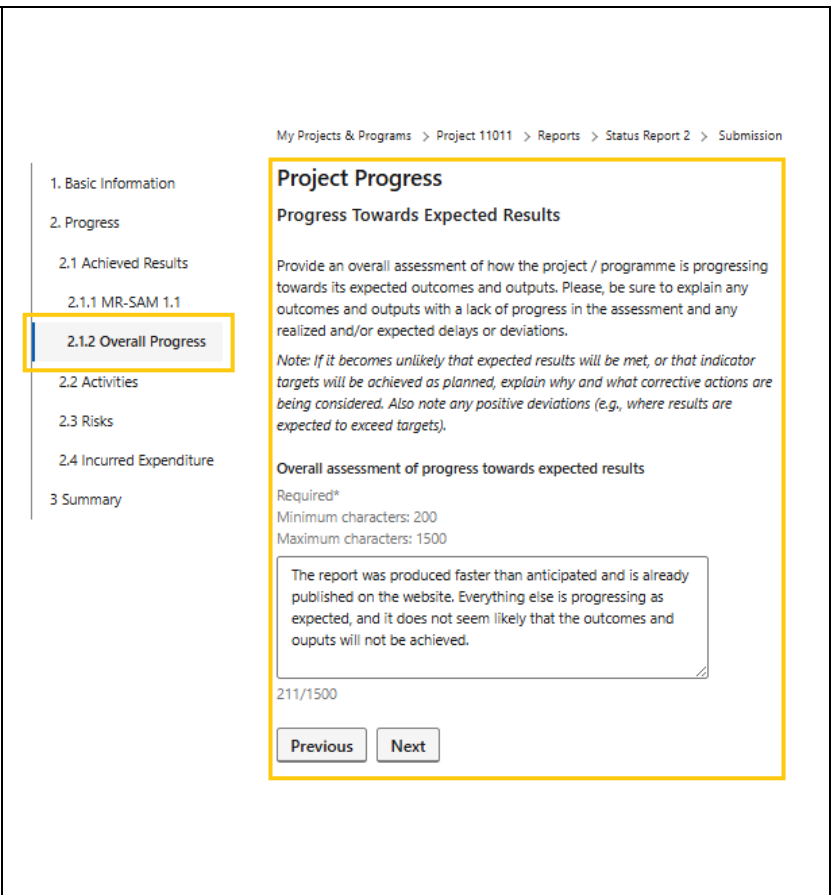


		<p>6. Outcome/ Output achieved:</p> <ul style="list-style-type: none">○ The outcome/ output has been fully achieved and the target has been met. <p>Note</p> <ul style="list-style-type: none">● Selecting a progress status is required									
Indicator status		<p>What is the current measured value?</p> <p>If available, enter the current status towards target.</p> <p>This should show actual progress towards the target at the time of reporting.</p> <p>Example: Baseline: 0 Target: 10 Current status: 6 workshops completed</p> <p>Note</p> <ul style="list-style-type: none">● This field is not required	<p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>1. Basic Information 2. Progress 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Progress 2.2 Activities 2.3 Risks 2.4 Incurred Expenditure 3 Summary</p> <p>Project Progress Progress Towards Expected Results</p> <p>Where possible, provide information on the progress in the indicator values for the project's expected Outcome(s)- and Output(s). Any progress in indicator values must be reported as numeric values or percentages corresponding to the units of measurement used for the Baseline and Target for each indicator, in the table(s) below.</p> <ul style="list-style-type: none">• Report only progress that is observable and clearly linked to completed activities. Avoid speculation about expected or future indicator values that are not yet achieved.• Results, especially Outcomes, may only be measurable near the project's completion. <p>MR-SAM 1.1 The Vision is a driving force for the Council's work</p> <p>Outcome 1 Outcome Increased knowledge of how the reporting module in the RBM-portal works. Indicator Successfully created reports. Unit of measurement Quantity</p> <table border="1"><thead><tr><th>Baseline</th><th>Progress status</th><th>Indicator status</th><th>Target</th></tr></thead><tbody><tr><td>0</td><td>Progress on track</td><td>40</td><td>80</td></tr></tbody></table> <p>Comment Maximum characters: 200 Half of all reports created. 28/200</p>	Baseline	Progress status	Indicator status	Target	0	Progress on track	40	80
Baseline	Progress status	Indicator status	Target								
0	Progress on track	40	80								



	Comment	<p>Keep the explanation short and factual and use it to explain:</p> <ul style="list-style-type: none">○ Delays or deviations○ Risks or challenges○ Why progress differs from plan <p>Note</p> <ul style="list-style-type: none">● This field is not required● Maximum 200 characters	<p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>1. Basic Information 2. Progress 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Progress 2.2 Activities 2.3 Risks 2.4 Incurred Expenditure 3 Summary</p> <h3>Project Progress</h3> <h4>Progress Towards Expected Results</h4> <p>Where possible, provide information on the progress in the indicator values for the project's expected Outcome(s)- and Output(s).</p> <p>Any progress in indicator values must be reported as numeric values or percentages corresponding to the units of measurement used for the Baseline and Target for each indicator, in the table(s) below.</p> <ul style="list-style-type: none">• Report only progress that is observable and clearly linked to completed activities. Avoid speculation about expected or future indicator values that are not yet achieved.• Results, especially Outcomes, may only be measurable near the project's completion. <p>MR-SAM 1.1 The Vision is a driving force for the Council's work</p> <p>Outcome 1 Outcome Increased knowledge of how the reporting module in the RBM-portal works. Indicator Successfully created reports. Unit of measurement Quantity</p> <table border="1"><thead><tr><th>Baseline</th><th>Progress status</th><th>Indicator status</th><th>Target</th></tr></thead><tbody><tr><td>0</td><td>Progress on track</td><td>40</td><td>80</td></tr></tbody></table> <p>Comment Maximum characters: 200 Half of all reports created. 28/200</p>	Baseline	Progress status	Indicator status	Target	0	Progress on track	40	80
Baseline	Progress status	Indicator status	Target								
0	Progress on track	40	80								



	Overall comment	<p>Provide an overall assessment of how the project / program is progressing towards its expected outcomes and outputs. Please, be sure to explain any outcomes and outputs with a lack of progress in the assessment and any realized and/or expected delays or deviations.</p> <p>Note: If it becomes unlikely that expected results will be met, or that indicator targets will be achieved as planned, explain why and what corrective actions are being considered. Also note any positive deviations (e.g., where results are expected to exceed targets).</p> <p>Note</p> <ul style="list-style-type: none">• This field is required• Minimum 200 characters• Maximum 1500 characters	 <p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>1. Basic Information</p> <p>2. Progress</p> <p>2.1 Achieved Results</p> <p>2.1.1 MR-SAM 1.1</p> <p>2.1.2 Overall Progress</p> <p>2.2 Activities</p> <p>2.3 Risks</p> <p>2.4 Incurred Expenditure</p> <p>3 Summary</p> <h3>Project Progress</h3> <h4>Progress Towards Expected Results</h4> <p>Provide an overall assessment of how the project / programme is progressing towards its expected outcomes and outputs. Please, be sure to explain any outcomes and outputs with a lack of progress in the assessment and any realized and/or expected delays or deviations.</p> <p><i>Note: If it becomes unlikely that expected results will be met, or that indicator targets will be achieved as planned, explain why and what corrective actions are being considered. Also note any positive deviations (e.g., where results are expected to exceed targets).</i></p> <p>Overall assessment of progress towards expected results</p> <p>Required*</p> <p>Minimum characters: 200 Maximum characters: 1500</p> <p>The report was produced faster than anticipated and is already published on the website. Everything else is progressing as expected, and it does not seem likely that the outcomes and outputs will not be achieved.</p> <p>211/1500</p> <p>Previous Next</p>
--	-----------------	--	--



2.2 Activities		
Field	Field title	Guidance to completing the fields
2.2	Activities	<p>Status – What is the current situation? Select the option that best describes the current implementation status of the activity</p> <p>Options and definitions:</p> <ol style="list-style-type: none">Not started<ul style="list-style-type: none">The activity has not yet begunDelayed<ul style="list-style-type: none">The activity has started or was planned to start, but implementation is behind schedule.In progress<ul style="list-style-type: none">The activity is ongoing and progressing according to plan.Completed<ul style="list-style-type: none">The activity has been finalized as planned.Cancelled

My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission

Project Progress

Status of Project Planned Activities
This section provides an overview of the implementation status of project / program planned activities as listed in the last approved description.

Status of Planned Activities
Provide the status of implementation for each activity established in the last approved project / program description.

Description	Expected start date	Expected end date
Creation of the project in the RBIM-portal	02.03.2026	02.03.2026

Activity 1

Status
Required*

Completed

Not started

Delayed

In progress

Completed

Cancelled

30/500



		<ul style="list-style-type: none">○ The activity will not be carried out.							
	Comment	<p>If applicable, provide a comment where there are deviations to plan. Keep the explanation short and factual and use it to explain:</p> <ul style="list-style-type: none">○ Delays or deviations○ Risks or challenges○ Why progress differs from plan <p>Note</p> <ul style="list-style-type: none">● This field is not required● Maximum 500 characters	<p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>1. Basic Information 2. Progress 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Progress 2.2 Activities 2.3 Risks 2.4 Incurred Expenditure 3 Summary</p> <p>Project Progress Status of Project Planned Activities This section provides an overview of the implementation status of project / program planned activities as listed in the last approved description.</p> <p>Status of Planned Activities Provide the status of implementation for each activity established in the last approved project / program description.</p> <table border="1"><thead><tr><th>Description</th><th>Expected start date</th><th>Expected end date</th></tr></thead><tbody><tr><td>Creation of the project in the RBM-portal</td><td>02.03.2026</td><td>02.03.2026</td></tr></tbody></table> <p>Status Required*</p> <p>Completed</p> <p>Comment Maximum characters: 500 If applicable, provide a comment where there are significant deviations to plan. Test project has been created. 30/500</p>	Description	Expected start date	Expected end date	Creation of the project in the RBM-portal	02.03.2026	02.03.2026
Description	Expected start date	Expected end date							
Creation of the project in the RBM-portal	02.03.2026	02.03.2026							



	<p>Overall assessment</p>	<p>If applicable, provide an overall summary of progress and note any changes to the activity plan.</p> <p>Keep the explanation short and factual and use it to explain:</p> <ul style="list-style-type: none">○ Delays or deviations○ New activities○ Scope adjustments○ Why progress differs from plan <p>Note</p> <ul style="list-style-type: none">• This field is not required• Maximum 1500 characters	<p>1. Basic Information 2. Progress 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Progress 2.2 Activities 2.3 Risks 2.4 Incurred Expenditure 3 Summary</p> <p>Activity 5</p> <table border="1"><thead><tr><th>Description</th><th>Expected start date</th><th>Expected end date</th></tr></thead><tbody><tr><td>Finalization of project including filled out report</td><td>02.03.2026</td><td>26.06.2026</td></tr></tbody></table> <p>Status Required* Not started</p> <p>Comment Maximum characters: 500 If applicable, provide a comment where there are significant deviations to plan.</p> <p>Overall assessment regarding the progress of the planned activities Maximum characters: 1500 If applicable, provide an overall summary of progress and note any changes to the activity plan (e.g. new activities or scope adjustments).</p> <p>The project is progressing as expected and no activities are delayed.</p> <p>70/1500</p> <p>Previous Next Save draft</p>	Description	Expected start date	Expected end date	Finalization of project including filled out report	02.03.2026	26.06.2026
Description	Expected start date	Expected end date							
Finalization of project including filled out report	02.03.2026	26.06.2026							



2.3 Risks											
2.3	Risks	This section follows up on risks identified in the last approved project/program description.									
	Status update	<p>Provide a brief update on the previously identified risk.</p> <p>For each listed risk, describe whether it has materialised or changed in likelihood or impact. Indicate any mitigation actions taken or adjusted, and explain any resulting effect on the project (e.g. timeline, budget, scope, or quality). Keep the update concise and factual.</p> <p>Note</p> <ul style="list-style-type: none">• This field is required• Minimum 5 characters• Maximum 200 characters	<p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>1. Basic Information 2. Progress 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Progress 2.2 Activities 2.3 Risks 2.4 Incurred Expenditure 3 Summary</p> <p>Project Progress Risk Management This section follows up on risks identified in the last approved project/program description.</p> <p>Status on previously identified risks Please provide a status update in relation to the previously identified risks in the table below.</p> <p>As part of the risk update, you should address:</p> <ul style="list-style-type: none">• Whether the risk has materialised or changed in likelihood or expected consequence.• Whether mitigation actions have been implemented or adjusted.• Any observed impact on the project/program that has occurred due to previously identified risk. <table border="1"><thead><tr><th>Risk Description</th><th>Possible consequence</th><th>Mitigating action</th><th>Related output</th></tr></thead><tbody><tr><td>Website is down when guidance material is scheduled to be published</td><td>Will have to postpone publication</td><td>Inform the correct department of when the material is set to be published</td><td>Output 1</td></tr></tbody></table> <p>Status update Required* Minimum characters: 5 Maximum characters: 200</p> <p>The risk did not materialize.</p> <p>30/200</p>	Risk Description	Possible consequence	Mitigating action	Related output	Website is down when guidance material is scheduled to be published	Will have to postpone publication	Inform the correct department of when the material is set to be published	Output 1
Risk Description	Possible consequence	Mitigating action	Related output								
Website is down when guidance material is scheduled to be published	Will have to postpone publication	Inform the correct department of when the material is set to be published	Output 1								



		<p>Describe any new or emerging risks identified since the last report. For each risk, include:</p> <ul style="list-style-type: none">• A short description of the risk• The probability (Low/Medium/High)• The potential impact on the project• Any planned or implemented mitigation actions <p>If no new risks have been identified, please state "No new risks identified."</p> <p>Note</p> <ul style="list-style-type: none">• This field is not required• Maximum 1500 characters	<div data-bbox="1332 327 1444 542"><p>1. Basic Information 2. Progress 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Progress 2.2 Activities 2.3 Risks 2.4 Incurred Expenditure 3 Summary</p></div> <table border="1" data-bbox="1478 311 2094 367"><thead><tr><th>RISK DESCRIPTION</th><th>POSSIBLE CONSEQUENCE</th><th>MITIGATING ACTIONS</th><th>RELEVANT OUTPUT</th></tr></thead><tbody><tr><td>Internet connection is down when the webinar is to be held</td><td>Webinar will have to be postponed</td><td></td><td>Output 2</td></tr></tbody></table> <div data-bbox="1478 375 2094 550"><p>Status update Required* Minimum characters: 5 Maximum characters: 200</p><p>The webinar has not yet been held so this is not relevant as of now.</p><p>69/200</p></div> <div data-bbox="1467 558 1803 965"><p>New or emerging risks If relevant, indicate if there are any new or emerging risks that have been identified since the start of implementation (or since the last report). Include a short description of the risk, the probability of its occurrence (Low/Medium/High), its potential impact on the project, and any planned or implemented mitigation actions. For each identified risk include:</p><ul style="list-style-type: none">• A short description.• The probability of its occurrence on the scale: low, medium, or high.• The potential impact on the project.• Any planned or implemented mitigating actions.<p>Comment Maximum characters: 1500 Note: Only list new or emerging risks that are significant enough to influence project/programme results, timeline or budget.</p><p>0/1500</p><p>Previous Next</p></div> <p data-bbox="2038 925 2105 949">Save draft</p>	RISK DESCRIPTION	POSSIBLE CONSEQUENCE	MITIGATING ACTIONS	RELEVANT OUTPUT	Internet connection is down when the webinar is to be held	Webinar will have to be postponed		Output 2
RISK DESCRIPTION	POSSIBLE CONSEQUENCE	MITIGATING ACTIONS	RELEVANT OUTPUT								
Internet connection is down when the webinar is to be held	Webinar will have to be postponed		Output 2								



2.4 Incurred Expenditure

2.4	Incurred Expenditure	<p>Introduction</p> <p>In the Incurred expenditure section you can view the Project budget (1), the columns where you must report the expenditure incurred (2), and a comment filed (3).</p> <p>Only expenditure incurred since the project start date should be included. The figures should be based on the best available information at the time of reporting (e.g. actual costs paid, signed contracts, or reliable estimates based on project progress).</p> <p>As a general rule, incurred expenditure must be reported proportionally under the columns NCM and Other, in accordance with the financing structure approved in the project budget.</p>	<p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>1. Basic Information 2. Progress 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Progress 2.2 Activities 2.3 Risks 2.4 Incurred Expenditure 3 Summary</p> <p>Project Progress Incurred Expenditure</p> <p>Estimated Incurred Expenditure Please provide an estimate of incurred expenditure to date for each budget category listed in the project's budget.</p> <p>As a general rule, estimated incurred expenditure shall be reported in the columns "NCM" and "Other" according to the proportionality applied for each category in the project's budget.</p> <ul style="list-style-type: none"> • Only include estimates of expenditure incurred since the project's start date. • To estimate incurred expenditure, use the best available data and information (e.g. actual costs, signed contracts, or estimates based on progress). <table border="1"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="3">Project Budget (1)</th> <th colspan="3">Estimated Incurred (2)</th> <th rowspan="2">Comment (3)</th> </tr> <tr> <th>NCM</th> <th>Other</th> <th>Total</th> <th>NCM</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 Direct Project Costs</td> <td>350</td> <td>0</td> <td>350</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>1.1 Salaries</td> <td>100</td> <td>0</td> <td>100</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td>0</td> <td><input type="text"/></td> </tr> <tr> <td>1.1.1 Project manager</td> <td>100</td> <td>0</td> <td>100</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.2 Travel Expenses</td> <td>0</td> <td>0</td> <td>0</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td>0</td> <td><input type="text"/></td> </tr> <tr> <td>1.3 Living Expenses</td> <td>0</td> <td>0</td> <td>0</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td>0</td> <td><input type="text"/></td> </tr> <tr> <td>1.4 Meeting Expenses</td> <td>50</td> <td>0</td> <td>50</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td>0</td> <td><input type="text"/></td> </tr> </tbody> </table>	Category	Project Budget (1)			Estimated Incurred (2)			Comment (3)	NCM	Other	Total	NCM	Other	Total	1 Direct Project Costs	350	0	350	0	0	0		1.1 Salaries	100	0	100	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>	1.1.1 Project manager	100	0	100					1.2 Travel Expenses	0	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>	1.3 Living Expenses	0	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>	1.4 Meeting Expenses	50	0	50	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
Category	Project Budget (1)				Estimated Incurred (2)			Comment (3)																																																									
	NCM	Other	Total	NCM	Other	Total																																																											
1 Direct Project Costs	350	0	350	0	0	0																																																											
1.1 Salaries	100	0	100	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>																																																										
1.1.1 Project manager	100	0	100																																																														
1.2 Travel Expenses	0	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>																																																										
1.3 Living Expenses	0	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>																																																										
1.4 Meeting Expenses	50	0	50	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>																																																										
	Estimated Incurred – NMR	Enter the portion of the incurred expenditure that has been financed by the Nordic Council of Ministers (NCM).																																																															



		<p>This amount must reflect the share of costs covered by NCM funding in line with the approved budget distribution.</p>	<p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>Project Progress Incurred Expenditure</p> <p>Estimated Incurred Expenditure Please provide an estimate of incurred expenditure to date for each budget category listed in the project's budget.</p> <p>As a general rule, estimated incurred expenditure shall be reported in the columns "NCM" and "Other" according to the proportionality applied for each category in the project's budget.</p> <ul style="list-style-type: none"> Only include estimates of expenditure incurred since the project's start date. To estimate incurred expenditure, use the best available data and information (e.g., actual costs, signed contracts, or estimates based on progress). <table border="1"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="3">Project Budget</th> <th colspan="3">Estimated Incurred</th> <th rowspan="2">Comment</th> </tr> <tr> <th>NCM</th> <th>Other</th> <th>Total</th> <th>NCM</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 Direct Project Costs</td> <td>350</td> <td>0</td> <td>350</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>1.1 Salaries</td> <td>100</td> <td>0</td> <td>100</td> <td>50</td> <td>0</td> <td>50</td> <td></td> </tr> <tr> <td>1.1.1 Project manager</td> <td>100</td> <td>0</td> <td>100</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Category	Project Budget			Estimated Incurred			Comment	NCM	Other	Total	NCM	Other	Total	1 Direct Project Costs	350	0	350	0	0	0		1.1 Salaries	100	0	100	50	0	50		1.1.1 Project manager	100	0	100				
Category	Project Budget				Estimated Incurred			Comment																																	
	NCM	Other	Total	NCM	Other	Total																																			
1 Direct Project Costs	350	0	350	0	0	0																																			
1.1 Salaries	100	0	100	50	0	50																																			
1.1.1 Project manager	100	0	100																																						
<p>Estimated Incurred – Other</p>		<p>Enter the portion of the incurred expenditure that has been financed by other sources (e.g. own contribution, co-financing, external funding).</p> <p>The distribution between NCM and Other should follow the proportional financing structure defined in the approved project budget.</p>	<p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>Project Progress Incurred Expenditure</p> <p>Estimated Incurred Expenditure Please provide an estimate of incurred expenditure to date for each budget category listed in the project's budget.</p> <p>As a general rule, estimated incurred expenditure shall be reported in the columns "NCM" and "Other" according to the proportionality applied for each category in the project's budget.</p> <ul style="list-style-type: none"> Only include estimates of expenditure incurred since the project's start date. To estimate incurred expenditure, use the best available data and information (e.g., actual costs, signed contracts, or estimates based on progress). <table border="1"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="3">Project Budget</th> <th colspan="3">Estimated Incurred</th> <th rowspan="2">Comment</th> </tr> <tr> <th>NCM</th> <th>Other</th> <th>Total</th> <th>NCM</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 Direct Project Costs</td> <td>350</td> <td>0</td> <td>350</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>1.1 Salaries</td> <td>100</td> <td>0</td> <td>100</td> <td>50</td> <td>0</td> <td>50</td> <td></td> </tr> <tr> <td>1.1.1 Project manager</td> <td>100</td> <td>0</td> <td>100</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Category	Project Budget			Estimated Incurred			Comment	NCM	Other	Total	NCM	Other	Total	1 Direct Project Costs	350	0	350	0	0	0		1.1 Salaries	100	0	100	50	0	50		1.1.1 Project manager	100	0	100				
Category	Project Budget				Estimated Incurred			Comment																																	
	NCM	Other	Total	NCM	Other	Total																																			
1 Direct Project Costs	350	0	350	0	0	0																																			
1.1 Salaries	100	0	100	50	0	50																																			
1.1.1 Project manager	100	0	100																																						



	<p>Comment</p>	<p>Use the comment field to provide clarifications where relevant. This may include:</p> <ul style="list-style-type: none"> • Explanation of significant deviations from the approved budget • Justification for unusually high or low expenditure • Clarification of estimation methods used e.g. exchange rate used for the currency conversion. • Information about expected adjustments in future reporting periods <p>Comments should be concise and only included where additional explanation is necessary.</p>	<p>My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission</p> <p>1. Basic Information 2. Progress 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Progress 2.2 Activities 2.3 Risks 2.4 Incurred Expenditure 3 Summary</p> <p>Project Progress Incurred Expenditure</p> <p>Estimated Incurred Expenditure Please provide an estimate of incurred expenditure to date for each budget category listed in the project's budget.</p> <p>As a general rule, estimated incurred expenditure shall be reported in the columns "NCM" and "Other" according to the proportionality applied for each category in the project's budget.</p> <ul style="list-style-type: none"> • Only include estimates of expenditure incurred since the project's start date. • To estimate incurred expenditure, use the best available data and information (e.g., actual costs, signed contracts, or estimates based on progress). <table border="1"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="3">Project Budget</th> <th colspan="3">Estimated Incurred</th> <th rowspan="2">Comment</th> </tr> <tr> <th>NCM</th> <th>Other</th> <th>Total</th> <th>NCM</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 Direct Project Costs</td> <td>350</td> <td>0</td> <td>350</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>1.1 Salaries</td> <td>100</td> <td>0</td> <td>100</td> <td>50</td> <td>0</td> <td>50</td> <td></td> </tr> <tr> <td>1.1.1 Project manager</td> <td>100</td> <td>0</td> <td>100</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.2 Travel Expenses</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>1.3 Living Expenses</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>1.4 Meeting Expenses</td> <td>50</td> <td>0</td> <td>50</td> <td>10</td> <td>0</td> <td>10</td> <td>Only one meeting has been held</td> </tr> </tbody> </table>	Category	Project Budget			Estimated Incurred			Comment	NCM	Other	Total	NCM	Other	Total	1 Direct Project Costs	350	0	350	0	0	0		1.1 Salaries	100	0	100	50	0	50		1.1.1 Project manager	100	0	100					1.2 Travel Expenses	0	0	0	0	0	0		1.3 Living Expenses	0	0	0	0	0	0		1.4 Meeting Expenses	50	0	50	10	0	10	Only one meeting has been held
Category	Project Budget				Estimated Incurred			Comment																																																									
	NCM	Other	Total	NCM	Other	Total																																																											
1 Direct Project Costs	350	0	350	0	0	0																																																											
1.1 Salaries	100	0	100	50	0	50																																																											
1.1.1 Project manager	100	0	100																																																														
1.2 Travel Expenses	0	0	0	0	0	0																																																											
1.3 Living Expenses	0	0	0	0	0	0																																																											
1.4 Meeting Expenses	50	0	50	10	0	10	Only one meeting has been held																																																										



	<p>Budget Deviations - Comment</p>	<p>Use this field to explain any significant deviations between the approved project budget and the incurred expenditure.</p> <p>If expenditure is expected to deviate by more than $\pm 10\%$ per budget category or overall, please describe:</p> <ul style="list-style-type: none">• The reason for the deviation• The expected impact on project activities and results• Whether an update or revision of the project budget will be requested from the Nordic Council of Ministers (NCM) <p>Provide a clear and concise explanation. If there are no significant deviations, please state: “No significant budget deviations to report.”</p> <p>Note</p> <ul style="list-style-type: none">• This field is not required• Maximum 1500 characters	<p>The screenshot shows a budget management interface. On the left is a navigation menu with items: 1. Basic Information, 2. Progress, 2.1 Achieved Results, 2.1.1 MR-SAM 1.1, 2.1.2 Overall Progress, 2.2 Activities, 2.3 Risks, 2.4 Incurred Expenditure (highlighted), and 3 Summary. The main area displays a table with columns for budget categories and values. The table data is as follows:</p> <table border="1"><thead><tr><th>Category</th><th>Value 1</th><th>Value 2</th><th>Value 3</th><th>Value 4</th><th>Value 5</th><th>Value 6</th><th>Value 7</th></tr></thead><tbody><tr><td>1.5.1 Creation of guidance material</td><td>200</td><td>0</td><td>200</td><td></td><td></td><td></td><td></td></tr><tr><td>2 Communication</td><td>300</td><td>0</td><td>300</td><td>0</td><td>0</td><td>0</td><td></td></tr><tr><td>2.1 Webinar</td><td>300</td><td>0</td><td>300</td><td></td><td></td><td></td><td></td></tr><tr><td>3 Extern Evaluation</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr><tr><td>4 Unforeseen Expenses</td><td>60</td><td>0</td><td>60</td><td>0</td><td>0</td><td>0</td><td></td></tr><tr><td>4.1 Unforeseen expenses</td><td>60</td><td>0</td><td>60</td><td></td><td></td><td></td><td></td></tr><tr><td>5 Total Project Costs</td><td>710</td><td>0</td><td>710</td><td>0</td><td>0</td><td>0</td><td>-</td></tr><tr><td>6 Audit</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr><tr><td>7 Overhead</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr><tr><td>8 Funds for re-granting and project activities</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr><tr><td>9 Total</td><td>710</td><td>0</td><td>710</td><td>0</td><td>0</td><td>0</td><td>-</td></tr></tbody></table> <p>Below the table is a 'Budget Deviations' section with a text area for comments. The text area contains the following text:</p> <p>Budget Deviations If estimates of the project's incurred expenditure are expected to deviate significantly from the project budget (more than $\pm 10\%$ per budget category or overall), please describe:</p> <ul style="list-style-type: none">• The reason for the deviation.• The expected impact on activities and results.• Whether an update to the project budget will be requested from the NCM. <p>Comment Maximum characters: 1500</p> <p>0/1500</p> <p>Previous Next Save draft</p>	Category	Value 1	Value 2	Value 3	Value 4	Value 5	Value 6	Value 7	1.5.1 Creation of guidance material	200	0	200					2 Communication	300	0	300	0	0	0		2.1 Webinar	300	0	300					3 Extern Evaluation	0	0	0	0	0	0		4 Unforeseen Expenses	60	0	60	0	0	0		4.1 Unforeseen expenses	60	0	60					5 Total Project Costs	710	0	710	0	0	0	-	6 Audit	0	0	0	0	0	0		7 Overhead	0	0	0	0	0	0		8 Funds for re-granting and project activities	0	0	0	0	0	0		9 Total	710	0	710	0	0	0	-
Category	Value 1	Value 2	Value 3	Value 4	Value 5	Value 6	Value 7																																																																																												
1.5.1 Creation of guidance material	200	0	200																																																																																																
2 Communication	300	0	300	0	0	0																																																																																													
2.1 Webinar	300	0	300																																																																																																
3 Extern Evaluation	0	0	0	0	0	0																																																																																													
4 Unforeseen Expenses	60	0	60	0	0	0																																																																																													
4.1 Unforeseen expenses	60	0	60																																																																																																
5 Total Project Costs	710	0	710	0	0	0	-																																																																																												
6 Audit	0	0	0	0	0	0																																																																																													
7 Overhead	0	0	0	0	0	0																																																																																													
8 Funds for re-granting and project activities	0	0	0	0	0	0																																																																																													
9 Total	710	0	710	0	0	0	-																																																																																												



How to submit the report

3. Summary		
Field	Field title	Guidance to completing the fields
3	Summary	<p>The summary filed provides an automatic summary of all sections included in the status report. It consolidates the key details and information from each section into a comprehensive overview for quick reference. All new content added during the status reporting period is highlighted with a blue line. Use the Expand all button (1) to see all sections at once.</p> <p>In addition, you will receive an overview of the fields that must be completed before you can submit the status report.</p> <p>When all the required fields have been completed, the Project Manager may press the Submit button (2)</p>

My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission

1. Basic Information
2. Progress
2.1 Achieved Results
2.1.1 MR-SAM 1.1
2.1.2 Overall Progress
2.2 Activities
2.3 Risks
2.4 Incurred Expenditure
3 Summary

Summary

Project progress

Overall assessment of project progress
The project is progressing great towards its objectives and expected results. The planned timeline is mostly maintained other than a slight delay of one status meeting resulting in the incurred expenses for meeting being slightly lower at this point in time than expected.

+ Expand all (1)

Achieved results

Progress towards expected results

MR-SAM 1.1								
	Description	Indicator	Baseline	Progress	Status	Target	Unit	Comment
Outcome 1	Increased knowledge of how the reporting module in the RBM-portal works.	Successfully created reports.	0	Progress on track	40	60	Quantity	Half of all reports created.
Output 1.1	Guidance material for the reporting module in the RBM-portal published	One PDF published	0	Output achieved	1	1	Quantity	The report has already been produced and published.
Output 1.2	Webinar with walkthrough on how to use the reporting module in the RBM-portal	Number of participants in webinar	0	Progress on track	n/a	50	Quantity	

Overall assessment of progress towards expected results
The report was produced faster than anticipated and is already published on the website. Everything else is progressing as expected, and it does not seem likely that the outcomes and outputs will not be achieved.

+ Activities
+ Risk Management
+ Status of Incurred Expenditure

(2) **Submit**
Previous Next Save draft



Report is submitted

Once the report is submitted:

- a success message is displayed
- the report status changes from Submission to Submitted (review). You may need to refresh the page to view the latest status.

Here is an example of the Report screen after successful submission of the report.

My Projects & Programs > Project 11011 > Reports > Status Report 2 > Submission

- 1. Basic Information
- 2. Progress
 - 2.1 Achieved Results
 - 2.1.1 MR-SAM 1.1
 - 2.1.2 Overall Progress
 - 2.2 Activities
 - 2.3 Risks
 - 2.4 Incurred Expenditure
- 3 Summary**

Summary

Project progress

Overall assessment of project progress

The project is progressing great towards its objectives and expected results. The planned timeline is mostly maintained other than a slight delay of one status meeting resulting in the incurred expenses for meeting being slightly lower at this point in time than expected.

+ [Expand all](#)

- + Achieved results
- + Activities
- + Risk Management
- + Status of Incurred Expenditure

✔ **Report submitted**

The report has been successfully submitted for review.

[Back to the Report overview](#)

[Previous](#) [Next](#)



View the report after submission

You can still access the report after submission, but you cannot make any further changes.

Click on the **See summary (1)** or **Report details (2)** to view the report on the screen. Unfortunately, it is not possible to print the report.

Overview Report Details (2)

My Projects & Programs > Project 11011 > Reports > Status Report 2

Overview

Project Report Overview

Project Metadata

Project ID	11011
Project Title	Testtittel
NCM Approval Date	02.03.2026
Contract Signature Date	02.03.2026
Project Start Date	02.03.2026
Project Expected End Date	26.06.2026

Report Metadata

Report Id	99
Report Number	2
Reporting Period	02.03.2026 - 10.03.2026

Submission deadline: 11.03.2026

Submission Submitted

The report has been submitted for review.

[See summary](#) (1)



Re-submission is requested from the Nordic Council of Ministers

NCM reviews the report and checks if all necessary information submitted in the report is available and/or satisfactory. If not, an update for the report will be requested. Reasons for requesting an updated report may be that the administrative body has provided insufficient information. In such a case, a notification email is sent to the Project manager, informing them of the request to revise the report.

You can access the report direct via the link provided in the email by clicking the **Submit Report** button. The email also has an attached PDF that includes the reason for requesting a re-submission

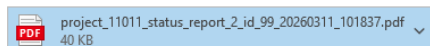
Request for Resubmission of status report: Testtittel



DoNotReply <DoNotReply@tst.norden.org>
Til



Hvis der er problemer med visningen af meddelelsen, kan du klikke her for at få vist den i en webbrowser.
Klik her for at downloade billeder. For at beskytte dine personlige oplysninger har Outlook forhindret automatisk download af nogle billeder i denne meddelelse.



Request for Resubmission of status report

Dear Project Manager,

This is an automated message from the Nordic Council of Ministers regarding the project: Testtittel (ID:11011)

An initial review of the status report you submitted on 11.03.2026 for your project, has determined that a resubmission of the report is required.

- Project ID: 11011
- Report type: status report
- Report number: 2

Please see the attached document to review the reasons provided by NCM. Log in to the portal in order to review and resubmit the revised report as soon as possible within 11.03.2026.

If you have any questions, please contact:
Project Advisor: Hanna Tveten (hantve@norden.org)
Project Coordinator: Maria Dyrstad Moesgaard (marmoe@norden.org)

Thank you for your cooperation.

Kind regards,
Nordic Council of Ministers

Please follow the link to submit the status report.

[Submit Report](#)





The report is also available via the RBM-portal and can be accessed through the **Reporting tab**. Press **Status** to access the page where you can edit the report.

Project Reports

Overview **Reporting**

My Projects & Programs > Project 11011 > Reports

Project Report Administration

Project Metadata

Project ID	11011
Project Title	Testtittel
NCM Approval Date	02.03.2026
Contract Signature Date	02.03.2026
Project Start Date	02.03.2026
Project Expected End Date	26.06.2026

Project Reporting Schedule

Report Type	#	Reporting Period Start	Reporting Period End	Submission Deadline	State	Status
Status	1	02.03.2026	03.03.2026	01.04.2026	Closed	Canceled
Status	2	02.03.2026	10.03.2026	11.03.2026	Submission	Request for resubmission

Press **Edit submission** to edit the report.

Overview Report Details

My Projects & Programs > Project 11011 > Reports > Status Report 2

Overview

Project Report Overview

Project Metadata

Project ID	11011
Project Title	Testtittel
NCM Approval Date	02.03.2026
Contract Signature Date	02.03.2026
Project Start Date	02.03.2026
Project Expected End Date	26.06.2026

Report Metadata

Report Id	99
Report Number	2
Reporting Period	02.03.2026 - 10.03.2026

Resubmission requested

The advisor has requested a resubmission of the report. Please see the comment on instructions on how to improve the report before resubmitting it.

Plia Hamre (pliaham@norden.org) commented:

The submission requires revision, as the reporting on activities and budget details is not sufficiently. Please provide additional information and clarification and resubmit the report for further review.

Submission deadline: 11.03.2026

Submission Resubmission requested

The advisor has requested a resubmission of the report. Adjust the report with the advisor's feedback, and resubmit the report for review.

[See summary](#) [Edit submission](#)