Agenda

- Reporting overview

- Partner report – key issues

- Control package - key issues

- Project report - key issues

- Additional points of attention on Reporting

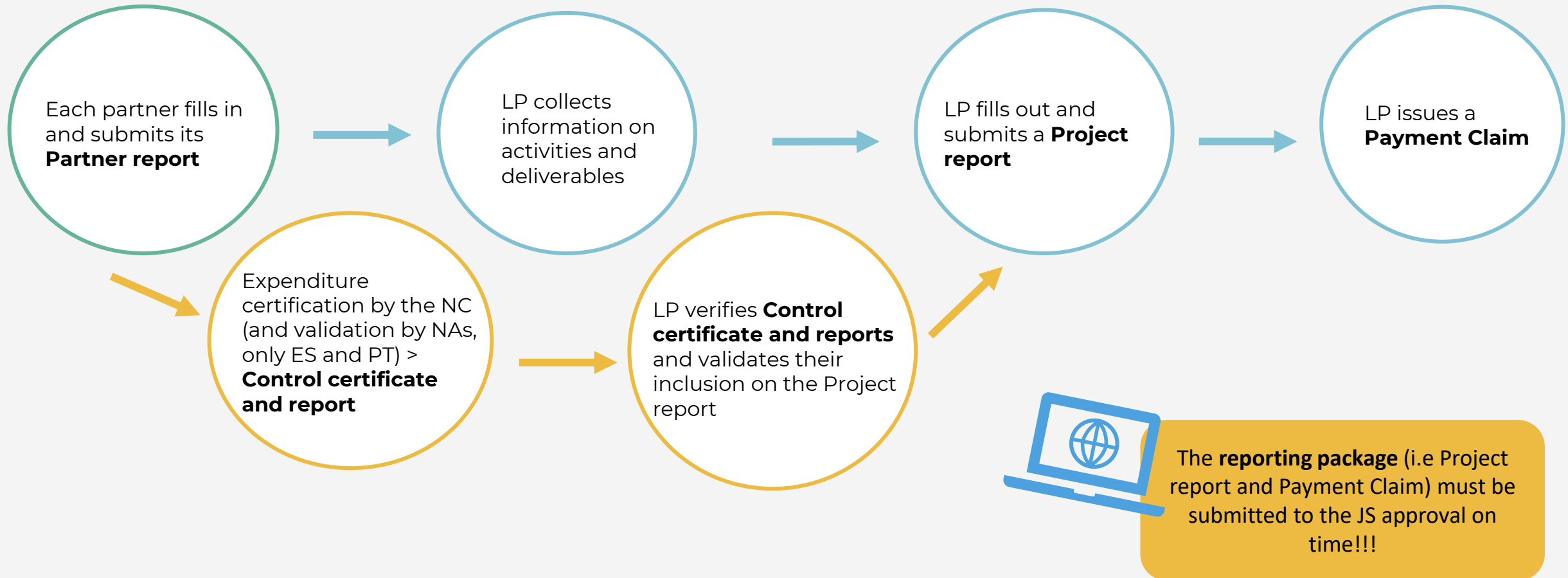- JS verification

- Key information on payments

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Please visit slido.com (participant code #09924) or scan the QR code here below and let us know who you are.

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Reporting overview
Creation of the Reporting package

Each partner fills in and submits its **Partner report**

LP collects information on activities and deliverables

LP fills out and submits a **Project report**

LP issues a **Payment Claim**

Expenditure certification by the NC (and validation by NAs, only ES and PT) > **Control certificate and report**

LP verifies **Control certificate and reports** and validates their inclusion on the Project report

The **reporting package** (i.e Project report and Payment Claim) must be submitted to the JS approval on time!!!

Reporting overview
Life cycle of a Reporting Package

The Reporting package includes:
- **Project report**
- **Control package**
- **Payment claim**
- **Report on ineligible expenditure (if needed)**

Good quality information allows a smoother assessment by the JS

⬇

The **Reporting Package** is sent to the **JS**

The **JS** performs the <u>completeness</u>, <u>activities</u>, and <u>financial check</u> based on a risk analysis, and prepares the payment orders

⬇

The **MA** validates the payment orders to be addressed to the Accounting Authority

⬇

The **Accounting Authority** carries out the payments directly in favour of each partner

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Reporting overview
Role and responsibility of the Lead Partner in the Reporting process

Payment Claim statement from the LP

Before submitting the Project Report **LP MUST ensure that**:

- the expenditure reported by all partners **results from implementing the project** **(> list of expenditures).**

- the **signed** version of the **Control Report and Certificate** is available for each PP **(> controller work/ Overview and finalise).**

- **Member State Control Report from Spain and Portugal** is available **(> controller work/ Overview and finalise).**

- **a tangible system to prevent double-funding and to identify project expenditures exists** for each Project Partner and is described in the control checklist(s) **(> Control checklists).**

- the **cumulated certified amount** for each Project Partner is less or equal to the available budget **(> Project Report / financial overview).**

- **no anomalies have been detected** among expenditure and activities > otherwise, the report on ineligible costs must be filled and attached to the Project report **(project report annexes).**

Partner Report – key issues

Partner Report – key issues
Financial reporting: where to add the attachments

Please consult your NCP for any doubts concerning the audit trail

You can add **ONE** attachment to each expenditure **(ZIP file or merged PDF)**

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

EN

ID	i	Comment 🛡	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR ⓘ	Attachments ⓘ
R2.1	☐		0,00	0,00	0,00	EUR ▾	1	0,00	⬆
R2.2	☐		0.00	0.00	0.00	* Pl ▾	0	0.00	

ATTENTION: You must firstly SAVE the expenditure, and you shall **upload** the attachment **ONLY AFTER SAVING**

❌ Discard changes   💾 Save changes

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Partner Report - key issues
Financial reporting: expenditures related to investments

ATTENTION: You must select the investment number for any expenditure related to a budgeted investment

	Report identification	Work plan progress	Contracts	List of expenditures	Contributions	Report annexes	Report export

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

EN FR

ID	🛡	Previously parked by	Cost category	Investment no.	Contract ID	Internal reference no.	Invoice no.	Invoice date	
R1.?	☐		External expertise ... ▼	N/A ▼	N/A ▼			📅	🗑
				I2.1					
				I2.2					

+ add expenditure

⚠️ **You must attach all investment documentation on Jems (Application Form/Application annexes/Investment documentation)**

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Partner Report – key issues
Reporting staff costs

Jems

Staff cost declaration expectations :

- 1 line per staff member (SM) per period
- Description : include SM name, the months covered, and percentage
- Total invoice value : report total wage (=100%)
- Declared amount : report the claimed wage

The **task assignment document (TAD)** corresponding to each staff member must be attached to the **"partner details"** section of each partner

Staff costs – Points of attention

- The **percentage** allocated to the Project by each staff member **cannot be changed during the period**.

  If the dedication of a staff member to the project changes from one month to the other, the percentage should reflect the average work time of the employee along the period.

- Always indicate in the "description" field the **months covered** by the reported staff cost, especially if it covers more months.

- Do not use the "internal reference number" field for describing the expenditure (it is not readable for the JS). Use the "description" one.

- Only 1 method exists to calculate eligible staff costs; there is no need to add it to the description.

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Partner Report – key issues
External contracts

First step before declaring externalised expenditures: provide the **external contracts** !

Report identification	Work plan progress	Contracts	List of expenditures	Contributions	Report annexes	Report export	Financial overview	Submit

Contracts

The partner contracts included in all previously created partner reports show up here. Be aware, when you delete a procurement in an old draft report, it also gets deleted in new reports and the link with cost items is removed.

+ Add Contract

The expenditures must be linked to the corresponding "external contract"

Before reporting any externalised cost supported by a signed contract, each PP must have created the corresponding external contract in a dedicated tab in JEMS

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

EN FR

ID	Unit costs and Lump sums	Cost category	Contract ID	Internal reference…	Invoice no.	Invoice date	Date of payment	Description	Co…
R6.1	N/A	External expertise a…	N/A						

+ add expenditure

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Partner Report – key issues
External contracts – Points of attention

- Contracts must be reported only once; they will be included automatically in the following Partner reports.

- It is mandatory to provide the beneficial owner data of each contractor (First name, Last name, Date of birth, VAT number)

- It is mandatory to report subcontracts, if existing, (Contract name, reference number, amount, supplier name, VAT number)

- Recommendation: if no contract has been signed for an externalised expenditure, you can indicate it in the description field. Otherwise, the information might be requested during JS verification.

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Control package – key issues

Control package – key issues
Composition of a receivable "control package"
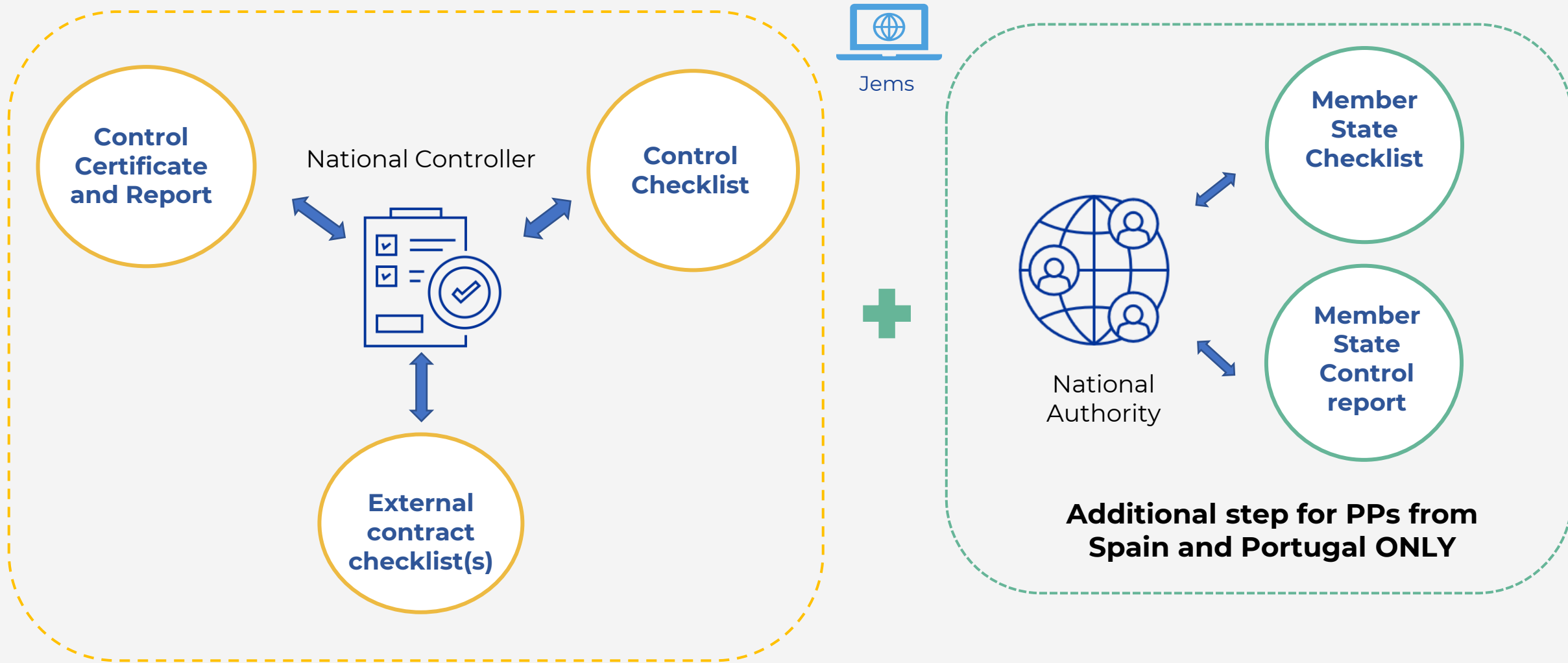
Jems

National Controller

Control Certificate and Report

Control Checklist

External contract checklist(s)

+

National Authority

Member State Checklist

Member State Control report

Additional step for PPs from Spain and Portugal ONLY

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Control package – key issues
Control checklists

Control Report for: Partner report R.1
LP1 DIBA, Community4Tourism

Status 🏅 Certified | Switch to partner report | ↩ Reopen control report

ⓘ

Report Identification | Expenditure verification | Control documents | Control checklists | Overview and Finalize

Control checklists

Controllers can start checklists in this section during ongoing control. Starting checklists after certification requires an additional privilege. All checklists will be visible read-only also to partners once control is Finalised.

+ instantiate new checklist

Member State checklist

External contract Checklist

Control checklist

User

Finished date

Member State Checklist SP and PT (only for Spanish and Portuguese PPs): After the end of the control work and before the submission of the payment claim.

External contract Checklist: One for every new external contract linked to the expenditures (NC must add the contract id in the "comment" field).

Control checklist: Redline for the control task! It contains questions on:
- **Accounting system**
- **Bank account**
- **Audit trail**

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Control package – key issues

Control checklists

⚠️ **Control checklist:** for the 2 first questions, if answer is YES, a justification MUST be provided.

MAKE SURE IT IS THERE

❌ (incorrect example)

1.1. Accounting System

1.1.1 Project partner maintains separate accounting records/system, or accounting code, for all transactions related to the project. Ensuring separation of project expenditure for all transactions relating to the project.

[according to Article 74 1a(i) CPR]

In case of YES, please describe the tangible mechanism putted in place by the PP to ensure the respect of this principle and related documents (internal procedure, etc.).
In case of No, 0,00 euro should be certified and please detail here the follow up actions foreseen.

Please select Yes or No for the question 1.1.1

| Yes | No |

1.1.2 Double-financing is excluded.

e.g., The accounting system avoids the allocation of the same invoice to different projects, the invoices are stamped with the project identification.
In case of YES, please describe how it was ensured.
In case of No, 0,00 euro should be certified, and please provide further explanation and detail the follow up actions foreseen.

Please select Yes or No for the question 1.1.2

| Yes | No |

✅ (correct example)

1.1. Accounting System

1.1.1 Project partner maintains separate accounting records/system, or accounting code, for all transactions related to the project. Ensuring separation of project expenditure for all transactions relating to the project.

[according to Article 74 1a(i) CPR]

In case of YES, please describe the tangible mechanism putted in place by the PP to ensure the respect of this principle and related documents (internal procedure, etc.).
In case of No, 0,00 euro should be certified and please detail here the follow up actions foreseen.

Please select Yes or No for the question 1.1.1

| Yes | No |

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed non risus. Suspendisse lectus tortor, dignissim sit amet, adipiscing nec, ultricies sed, dolor.

1.1.2 Double-financing is excluded.

e.g., The accounting system avoids the allocation of the same invoice to different projects, the invoices are stamped with the project identification.
In case of YES, please describe how it was ensured.
In case of No, 0,00 euro should be certified, and please provide further explanation and detail the follow up actions foreseen.

Please select Yes or No for the question 1.1.2

| Yes | No |

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed non risus. Suspendisse lectus tortor, dignissim sit amet, adipiscing nec, ultricies sed, dolor.

Control package – key issues
Control report and certificate

| Report Identification | Expenditure verification | Control documents | Control checklists | Overview and Finalize |

Generate Control certificate & Report

Control certificate and Control report can be generated by controller both before and/or after control work is finalized.
Generated certificate/report are listed in table below, can be downloaded, signed and uploaded.

| Control report and certificate - 1.0.2 | | | Generate document | | |
| Member state control report - 1.0.0 | | | | | |

File name	Location	Creation date ↓	User	File size	Description	Actions	Attachments
Control Report 5 And Certifi...	Control report	11/12/2023 08:40	jm.vaquero@ne...dia.eu	60.9 kB		⬇ ⬆ 🗎	

Control report and certificate:

Generated, downloaded and signed by the NC or reviewer

Member State control report (only for Spanish and Portuguese PPs): generated, downloaded, **signed** and uploaded by the National Authority.

National Control Certificate and Report must be generated AFTER finalising the control work

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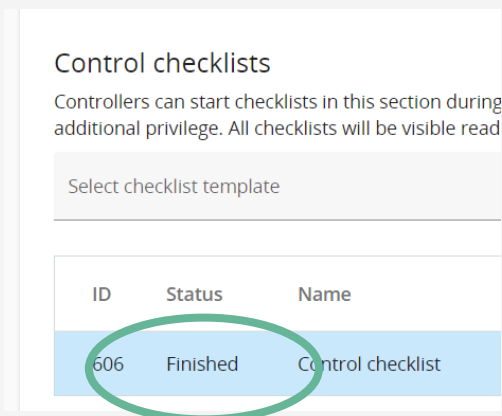
Control Report and certificate
Control Finalised

1. Partner report

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Control package – key issues
Control work – points of attention

Control checklists

Controllers can start checklists in this section during
additional privilege. All checklists will be visible read

Select checklist template

ID	Status	Name
606	Finished	Control checklist

- **NC must finalise 'finished status' the checklist** before finalising the control work and generating the control report and certificate (re-opening the control work doesn't allow to re-open the control checklist!)

Same procedure for MS checklist

- **If RBSM was NOT used all expenditure checked must be selected as part of the sample! Otherwise, the control report may contain some discrepancies.**

- re-opening finalised control work – JS, for justified reasons only

(attention: it is only possible to re-open if the certificate has not been included in a Project report)

Project Report – key issues

Project Report – key issues
Activity reporting

Full and partial reporting !!

Project report PR.1

Status ✓≡ Verification ongoing | Open verification work

Project report identification | List of partner certificates | Project report annexes | Financial overview

The "**Project report identification**" tab : basic information to evaluate the progress of the project during the period.

It MUST BE FILLED IN and includes:

- Highlights of main achievements

- Outputs and results overview (automatically filled)

- Project problems and deviations (**includes carbon footprint, only for full reporting**)

- Target groups: **only for full reporting**

Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs highlighting also the added-value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.

EN FR

Outputs and results overview

Programme Result Indicator 31PSI: Organisations with increased institutional capacity due to their participation in cooperation activities across borders

Programme Result Indicator 31104: Solutions taken up or up-scaled by organisations

Project performance monitoring

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found. Please also detail any deviations in the spending profile compared to the amounts indicated in the application form. In case of specific problem, mention the name of the PP concerned.

EN FR

Please provide the carbon footprint analysis required in the project manual (II.E.vii) (full reporting only)

EN FR

Target groups

In the table below, you will see a list of the target groups you indicated in the application form. Please explain for each target group in what way and to what extent they were involved in your project in this reporting period.

Project Report – key issues
Reporting on outputs, results and indicators

⚠ Full reporting only!!

- The LP collects information from the PPs and includes it on the Project Report in a synthetize way

- **Quantitative information on indicators performance is provided during final reporting ONLY**

- The LP must follow all reporting requirements and criteria set by the programme.

- **Key deliverables and outputs** (a.k.a. key productions) must be **uploaded on Jems.**

O 1.2   Organisations cooperating formally for the enhancement of sustainable tourism   ⌃

Output title
Organisations cooperating formally for the enhancement of sustainable tourism

Programme output indicator   Measurement Unit
31087: Organisations cooperating across borders   organisations

Delivery Period   Target Value   Achiev... ...ng period   Cumulative value
Period 14, month 79 - 81   38,00   0,00   0,00

                                                                         EN   FR

Progress in this period

⬆

Please check that productions respect the Programme manual requirements before uploading!!!

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Project Report – key issues
Financial reporting

In the "**list of partner certificates"** section, the LP, after verification of the expenditures, selects the certificates whose reimbursement will be requested through the Payment Claim.

Only complete certificates, with all corresponding documentation duly filled and attached must be included in the project report.

The "**financial overview**" section presents summary of all the expenditure included in the report, and any eventual amount deducted by the NCs.

Project report PR.2

Status ◯ Draft

| Project report identification | Work plan progress | Project results & Horizontal prin... | List of partner certificates |

List of partner certificates

In this section you can find all partner certificates of this project. Please exclude the partner certificates you would not want to include in this project report. A partner report can only be included once. Once ticked, the certificate is unavailable in other reports.

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)
☑	LP1	R.1	31/10/2023 10:20	PR.1	54.378,32
☑	PP2	R.1	30/10/2023 13:39	PR.1	9.307,97
☑	PP6	R.1	27/10/2023 14:29	PR.1	39.850,35

Items per page: 25 ▾   1 - 3 of 3   ‹ ›

⚠️ **By default, all** available **certificates are selected** by the system**.** The **LP must de-select** any certificates not to be included in the report

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Project Report – key issues

Project Report submission and Payment Claim

Before the submission of the Project Report, the LP must generate and attach the "**PAYMENT CLAIM**", a document which represents the official reimbursement request for the Interreg Funds corresponding to the certificates included in the Partner Report.

The document can be generated in the "**report exports**" section, and it must be uploaded in the "**Project report annexes**" section.

If there are **anomalies** in the expenditures to be reported to the JS, the LP must fill in an **Ineligible Expenditure Report** , which can be generated and uploaded in a similar way **(note: report still not available on Jems, work on progress; please ask your PO if you need it).**

No signature needed

Project report PR.1

Status 🏅 Verified | Open verification work

Project report identification | List of partner certificates | Project report annexes | Financial overview | Report exports

Report exports

* Export Plugin
Project Report (Example) export

Export language
English

Input language
English

Export

Project report identification | Work plan progress | Project results & Horizontal prin...

Project report annexes

∨ Project report PR.2

Work plan progress

Project results & horizontal principles

ⓘ There are no files uploaded.

⬆ Upload file

Additional points of attention on Reporting !

Additional points of attention on Reporting !

YES

- Should a PP not be able to produce a **National Control Certificate and Report** in time, expenditures can be submitted in the following **Reporting Period !**

- **Parked expenditures can be** re-submitted by PP in the following reporting period

- If the **Control work** is submitted and **needs to be re-opened**, an express request must be sent by the NC to LP and JS.

- The use of the official languages of the programme in Jems is mandatory!

NO

- A submitted Partner report can be re-opened, but this doesn't allow the partner to add or remove any expenditure. Only some data of already included expenditures, such as category, amount or description, can be modified (and only for the most recently created report!).

- It is not possible to include costs that have been paid out after the end of the reporting period of a progress report. They can be included in future reports.

- Once the JS verification has started, it is not possible to re-open the Project report.

JS verification

JS verification
Clarification Rounds

The JS executes a risk-based verification

MA/JS Reporting Package check Vérification du Reporting Package par l'AG/SC Project Acronym – Reporting Package N° XX				
N°	Partenaire concerné – Partner concerned	Questions à clarifier – Questions to be clarified	Réponse Chef de File – Lead partner's answer	Clarifié (Oui/Non) Clarified (Yes/Not) Follow-up
Completeness Check				
1.				
2.				
Coherence check				
Risky area(s) identified				
3.				
4.				
Coherence Activity check				
5.				
6.				
7.				
Financial check				
8.				
9.				

JS verification
Clarification Rounds

During verification, exchanges JS - LP are 100% carried out through JEMS

There are notifications for every upload

Verification work for: Project report PR.1

Status ✓≡ Verification ongoing | Switch to project report

Verification communication

Verification communication

In this section both JS/MA and project user(s) can upload and download documents.
This can be used for clarification rounds during verification, if programme rules allow.
Attention: Once verification work is finished deletion or editing won't be possible anymore!

⌄ Project report PR.1

Verification communication

ⓘ There are no files uploaded.   ✕

⬆ Upload file

- Project Officer Q&A : **ACRONYM_Q&A_RP0X_V1JS**, afterwards V2, V3... until FINAL.
- LP Reply : **ACRONYM_Q&A_RP0X_V1LP**, afterwards V2, V3... until FINAL.
- Attachments sent by the LP: **ACRONYME_Q&A_RP0X_VX_N° question**.

⚠ **Once the final Q&A is uploaded all the intermediary ones can be deleted**

JS verification

Post-verification final overview

The JS can deduct ineligible amounts, as a results of its own verification, or under request from the LP and/or the NA (for Spanish and Portuguese PPs only).

Verification work for: Project report PR.1

Status 🎖 Verified   [Switch to project report]

Verification communication   Overview

Overview of verification work for current project report (Euro)

This is the summary of the verification work only for current Project report.
The amounts displayed in this table include flat rates calculated on top for each partner, apart from the column included in verification sample.
Total deducted amounts are calculated as: Total eligible after control - Total eligible after verification - Parked in current report, thus every potential rounding differences will always go to Total deducted in current report column. In some cases, Total deducted may differ from Deducted JS + Deducted NA, due to rounding.

Partner report ID	Partner	Total eligible after control (in Euro)	Included in verification	% sampled of total without	Parked in current report ⓘ	Deducted JS	Deducted NA (ES/PT)	Deducted amount in EUR	Total eligible after verification	% after verification /
Total		0,00 without flat rates 0,00	0,00	%	0,00	0,00	0,00	0,00	0,00	%

Total eligible after verification of current report, broken down per financing sources (Euro)

This is the breakdown of amounts eligible after verification of current report, broken down per financing sources and per partner report included in this project report.
Totals are used as calculation basis. They are the amounts after verification of the project report, including all deductions made in Project expenditure verification tab & flat rates, if any.

Partner Report	Partner	Partner contribution ⓘ	Public contribution ⓘ	Automatic public contribution ⓘ	Private contribution ⓘ	Total ⓘ
Total		0,00	0,00	0,00	0,00	0,00

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Key information on payments

Key information on payments

- New obligation*: **beneficial owner(s) data (name, date of birth, VAT number) of the partner** should be provided <u>in case of private partners</u> (Jems: Contracting /Partner details /Ultimate Beneficial Owner(s))

- **Single bank account principle**: all Interreg Fund reimbursements **must** be made to a single bank account, even if a partner is involved in several Interreg Euro-MED projects (Jems: Contracting/Partner details/Bank details)

- New code for each partner: **Partner code for payment** is distributed with the cooperation of the AcA, and it cannot be changed! (Jems: Application Form/B Project partners/B.1.1 Partner identity/Legal and financial information

*Article 72(1)(e) and Annex XVII CPR