Interreg Euro-MED

Co-funded by the European Union

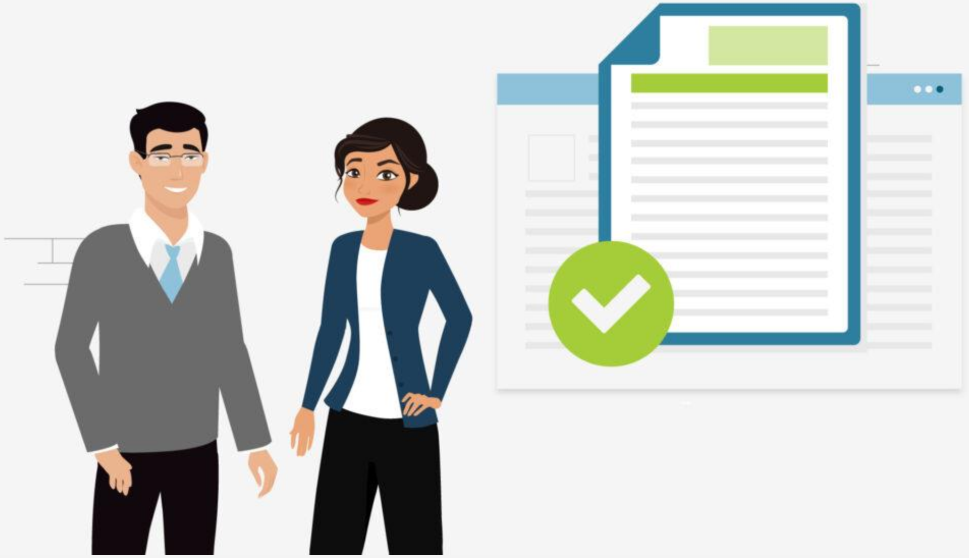
Seminar on full reporting process

26 February 2025

Agenda

Full reporting procedure with a focus on:

- ✓ Deliverables and outputs
- ✓ Target groups
- ✓ Indicators
- ✓ Investments
- ✓ Tips for a successful reporting
- ✓ Tools and information



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Reporting on key deliverables and outputs

Reporting on deliverables and outputs

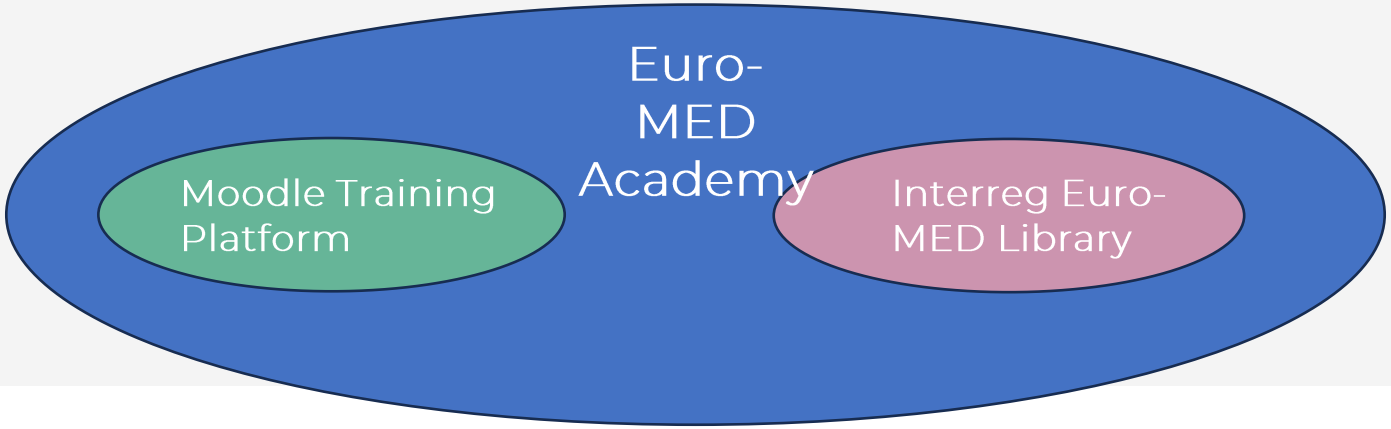
From Jems to the Library

Objective

Increase the visibility of the projects and facilitate the access, exploitation, sharing and reuse of their results.

By

- Ensuring the EC and Programme rules compliance on **Jems**
- Letting the freedom to partners to promote their results on their **website** at their own pace
- Publishing the project outputs (and some deliverables of special interest) in one single location: The Euro-MED Programme Library that will be integrated in the **Euro-MED Academy** platform



Reporting on deliverables and outputs

From Jems to the Library

Main principles

- Key deliverables and outputs (solutions and/or strategy/action plan) are **reported annually,** during the full reporting period, starting in 2025

→ Publication on BaseCamp beforehand is not mandatory anymore but it is a good practice!

- Outputs are meant to have an added value regarding the state of the art and a transfer potential. Some key deliverables can have the same characteristics

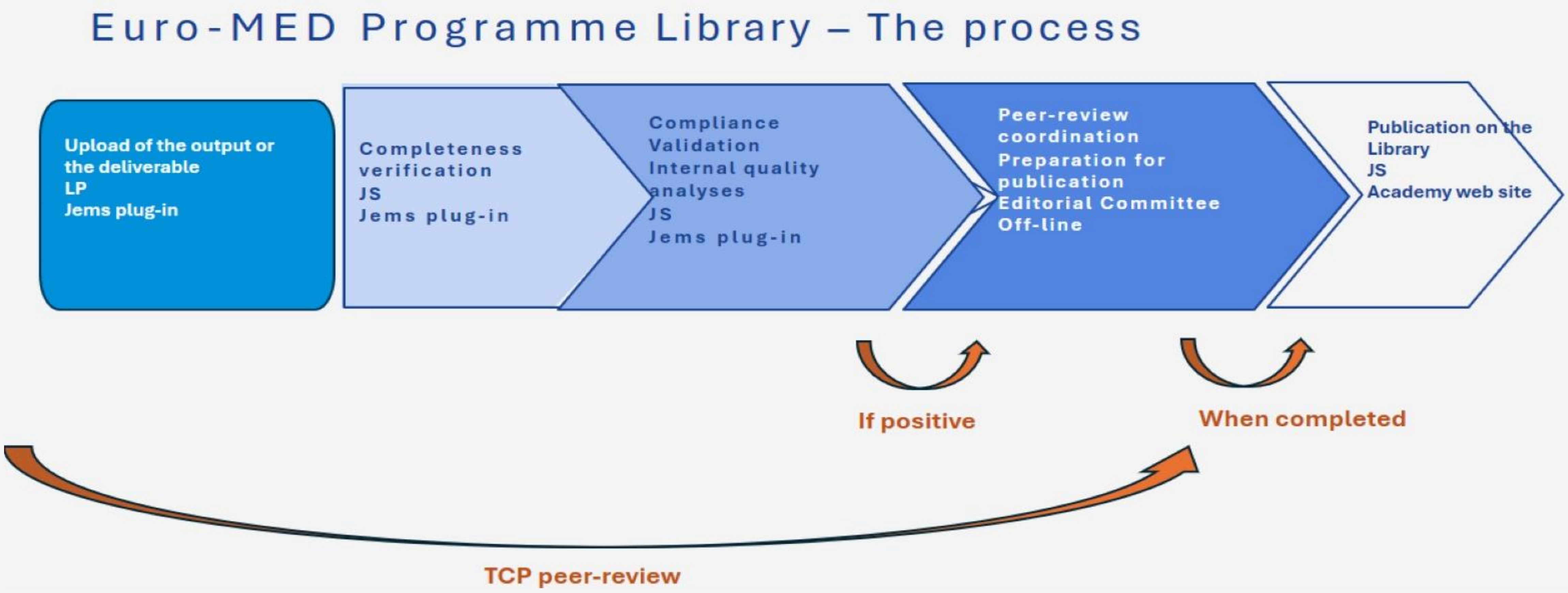
- Their quality is ensured by a **peer-review process** lead by the Governance projects of each Mission for their community of projects.

→ As part of their duties and to prepare the transfer of the thematic projects results, each TCP has foreseen a peer-review of at least the ouputs. Peer-review are carried out independently from the reporting process and in principle before the full reporting in Jems

- The outcomes of those peer-reviews are **embedded in the JS process**

Reporting on deliverables and outputs

From Jems to the Library



Reporting on deliverables and outputs

From Jems....

Step 1/ Ensuring the deliverable or output Completeness.

When is uploaded in Jems, the partner shall ensure that the following meta-data are provided:

- Type of deliverable / output
- Language
- Key words (max. 5)
- Target audience
- Year of production
- Geographical scale
- Name of the responsible PP
- If it is linked to the Euro-MED Academy training platform

➢ This section in Jems is common to LP and JS and always displayed.

Jems Screenshot - Deliverable

Dashboard / Applications / Euro-MED0200514 - [redacted] / Project reports / Project report PR.2

D 1.2.1 [redacted]

Deliverable title

[redacted]

Delivery period	Achieved in this reporting period	Cumulative value
Period 2, month 7 - 12	1,00	1,00

EN FR

Progress in this report

Report is finished and uploaded to Basecamp and JEMs

Attachment [redacted]

Jems Screenshot - Ouput

Dashboard / Applications / Euro-MED0200514 – [redacted] / Project reports / Project report PR.2

O 1.1 [redacted]

Output title

[redacted]

Programme output indicator
11116: Jointly developed solutions

Measurement Unit
Solution

Delivery Period
Period 2, month 7 - 12

Target Value	Achieved in this reporting period	Cumulative value
1,00	1,00	1,00

EN FR

Progress in this period

The main objectives and deliverables of WP1 have been successfully achieved, contributing to the fulfilment of Output 1.1.
In particular, deliverable D 1.3.2 Co-design and fine tune solutions to accelerate the transfer of blue

Jems Plug-in

Deliverable checklist

Deliverables and outputs library

Project identifier	Euro-MED0300730
Project acronym	[redacted]
Project mission	[redacted]
Project website	
Deliverable reference	D 1.5.1

Completeness - To be filled-in by PP

Title in English
Peer-review methodology

Description in English
Document that will detail the methodology used for the peer-review process. Reviewed and updated every 2 years based on the feedback about the methodology's performance.

Realised value
0,00

Type of deliverable

Type of deliverable

Language

EN FR

Keywords KEEP

Keywords Programme

Target audience / end user

Year of realisation

Geographical scale: Covered areas

Partner(s) Responsible for the deliverable or output (entire name in english)

Is the deliverable or the output linked to the Euro MED Academy training platform?

Yes No N/A

Reporting on deliverables and outputs

From Jems....

Step 2/ Verifying the deliverable or output Compliance

- Compliance with the EC communication rules and minimum content requirements stated in the Programme Manual
- Compliance with the Programme Manual criteria and its annex if it is an output
- Quality content based on the Programme Manual criteria

If an adjustment is needed, the JS sends its comments through the Q&A. Once the compliance is checked the report can be approved.

However, outputs or deliverables of special interest have vocation to be published in the Programme Library based on the outcome of a peer-review led by the Governance projects.

➢ The JS fills-in the plug-in in Jems and this section is only displayed for the JS.

Compliance and Quality – To be filled-in by the JS

Compliance with the Programme rules

Compliance of logo with EC rules

Yes | No | N/A

Minimum content required (see Annexe G of the Programme Manuel)

Yes | No | N/A

Validated

Yes | No

Quality analysis

The deliverable/output present a common methodology or is based on a common methodology

Yes | No | N/A

The data source is available

Yes | No | N/A

The comparison of data is possible and relevant

Yes | No | N/A

Potential for publication on the Library

Yes | No

Reporting on deliverables and outputs

…To the Library

Step 3/ Peer-reviewing and preparing the publication in the Library of output or deliverable of special interest

On the basis of step 1 and 2 analysis:

- The plug-in is sent, within 2 months together with the supporting deliverable or output, by the JS to the Academy Editorial Committee ("The EC") that is in charge of the Library content.
- The EC will ensure that a peer-review was carried-out, verify its consistency on the basis of a common template document that is transferred by the Mission peer-review contact person. If the peer-review was not carried-out, the EC forwards the material sent by the JS to the related Mission peer-reviewer.
- Once done and no later than 2 months after receival, the template document is sent back by the EC to the JS.

➢ This step is done off-line

Peer review – To be filled-in by the JS after peer-review consolidation by the Euro MED Academy

What is the problem adressed by the output or deliverable?

What is the output or deliverable added value regarding the state of the art?

What is the output or deliverable transferability potential?

Direct contribution to the SDGs?

Contribution to main policies/strategies targeted by the Programme/European Union?

The criteria for validation by the Peer-Review are fulfilled

Yes No

Peer-review template document

PEER-REVIEW Template Document

Project Acronym: ________

Project Mission: ________

Project S.O: ________

Output or Deliverable Title (in English): ________

Output or Deliverable Reference (eg: O. 1.2, D. 2.3): ________

Date of production: _____

Short description:

____

____

Criteria / Assessment	Score *(from 1 to 5 max)*
Relevance of the output or the deliverable to address the issue tackled *the output or the deliverable efficiently addresses the issue tackled*	
Added value to the state of the art *the output or the deliverable adds value to already existing solutions*	
Transferability of the output or the deliverable *the output or the deliverable is transferable within the Programme cooperation area and meet the criteria presented in the manual p.43 (Comparability of data, reliability and traceability, sound methodology, replicable format, clear definition of target)*	
Overall formal quality *the formal quality of the output or the deliverable (layout, language...) is satisfactory*	
Total score /20	*Automatic calculation*

If the score is egal or less than 2/5 in the overall formal quality criteria, the publication on the Library is on hold.
If scores are egal or less than 2/5 in all the first 3 criteria (relevance, added value, transferability), the publication on the library is not recommended.

1

General assessment:

____

____

____

Following the assessment :

Recommended for publication	
Publication on hold *(overall formal quality modification)*	
Not recommended for publication	

Content of the publication in the Programme Library

What is the problem addressed by the output or the deliverable? (max 700 characters incl. space):

____

____

____

What is the added value regarding the state of the art/existing solutions (max 700 characters incl. space):

____

____

____

What is the transfer and adaptability potential and what is needed for its implementation? (max 700 characters incl. space):

____

____

____

2

Reporting on deliverables and outputs

…To the Library

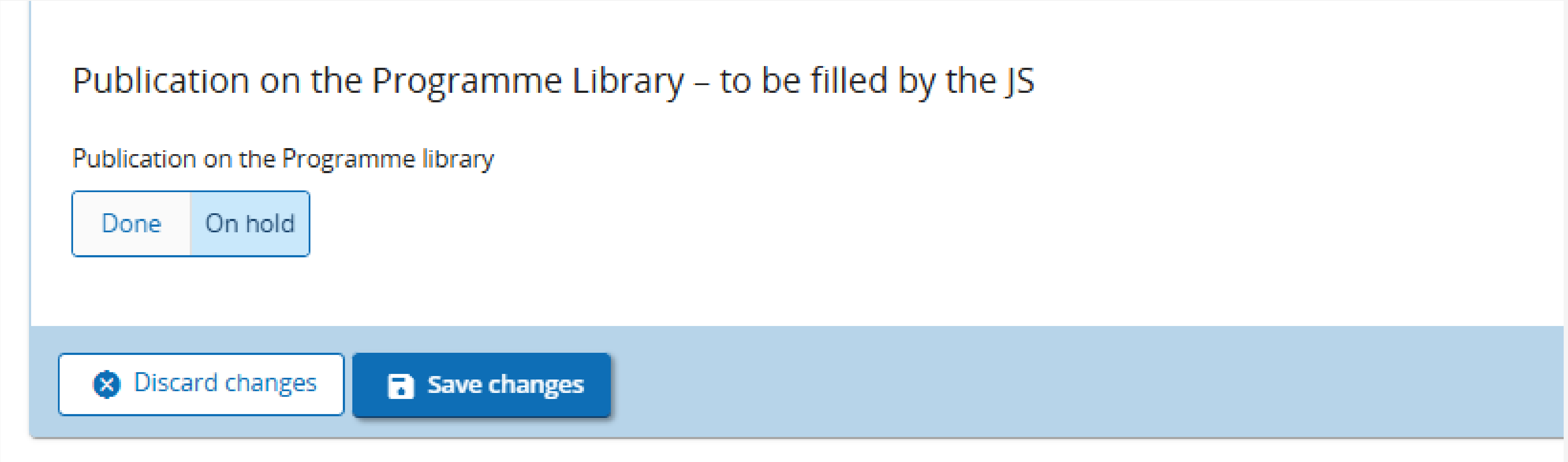
4/ Publishing the output or deliverable in the Programme library

- The JS enters the data received in the plug-in in Jems and gives the greenlight to publish in the Library.
- If the peer-review conclusion is:

- Recommended for publication: the JS proceeds to the upload of the output or deliverable and informs the LP
- On hold: the output or deliverable needs minor adjustment. The JS consults the EC and the TCP before asking for adjustment to the partner concerned. The adjusted output or deliverable can be uploaded when the JS re-opens the project report. Once checked, the JS informs the LP of the publication
- Not recommended for publication: the output or deliverable needs major change. The JS informs the LP that it will not be published.

➢ This section is only displayed for the JS if the peer-review is successfully concluded, and the publication greenlighted.

Jems Plug-in


Publication on the Programme Library – to be filled by the JS
Publication on the Programme library
Done
On hold
Discard changes
Save changes

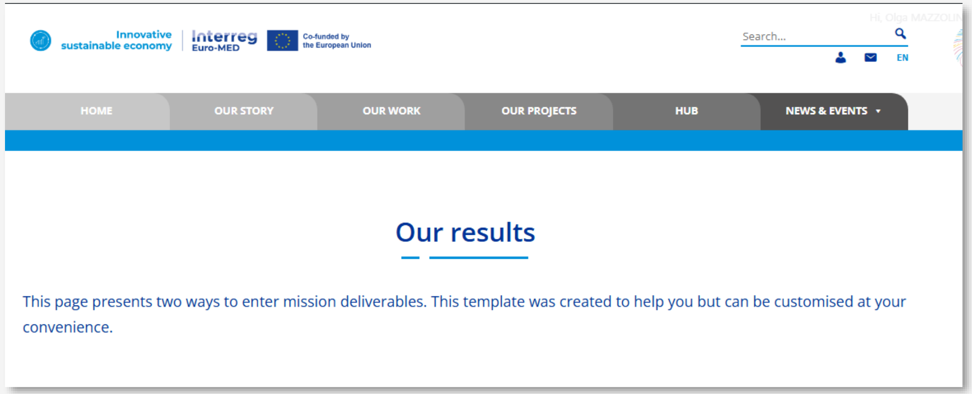
Deliverables and Outputs on your website – Communication

What to publish?

The deliverables you want to give visibility to and highlight on your site, no obligation on the part of the Programme.

Where to publish?

On each site there is a page designed for the publication of deliverables. This page is in the backend, unpublished called **'What we achieve'** in thematic project sites, in mission sites, this page is called **'Our results'.**



Deliverables and Outputs on your website – Communication

How to publish?

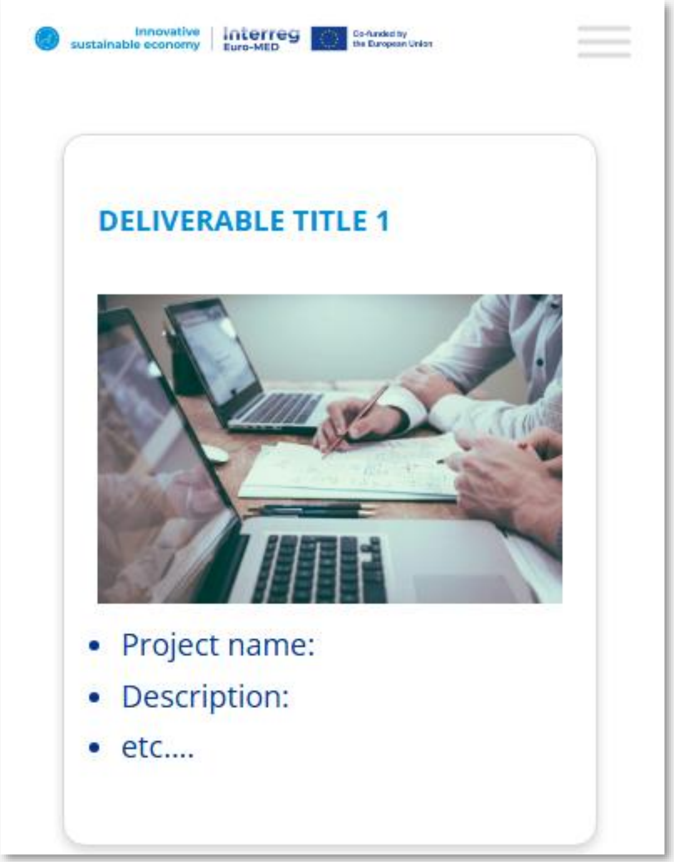
The page can be constructed as you wish using **the Divi template** and its modules.
If the deliverables are mostly pdf files, you can insert a title, a short descriptive text, the deliverable as a link. You can insert images if you wish.

Some example pages:

https://innovative-sustainable-economy.interreg-euro-med.eu/our-results/
https://wegocoop.interreg-euro-med.eu/what-we-achieve/
https://blueecosystem.interreg-euro-med.eu/what-we-achieve/

For technical support:

o.mazzolini@maregionsud.fr
clievre@maregionsud.fr
f.jacquet@maregionsud.fr



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Target groups

Project report – Section Report identification

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.

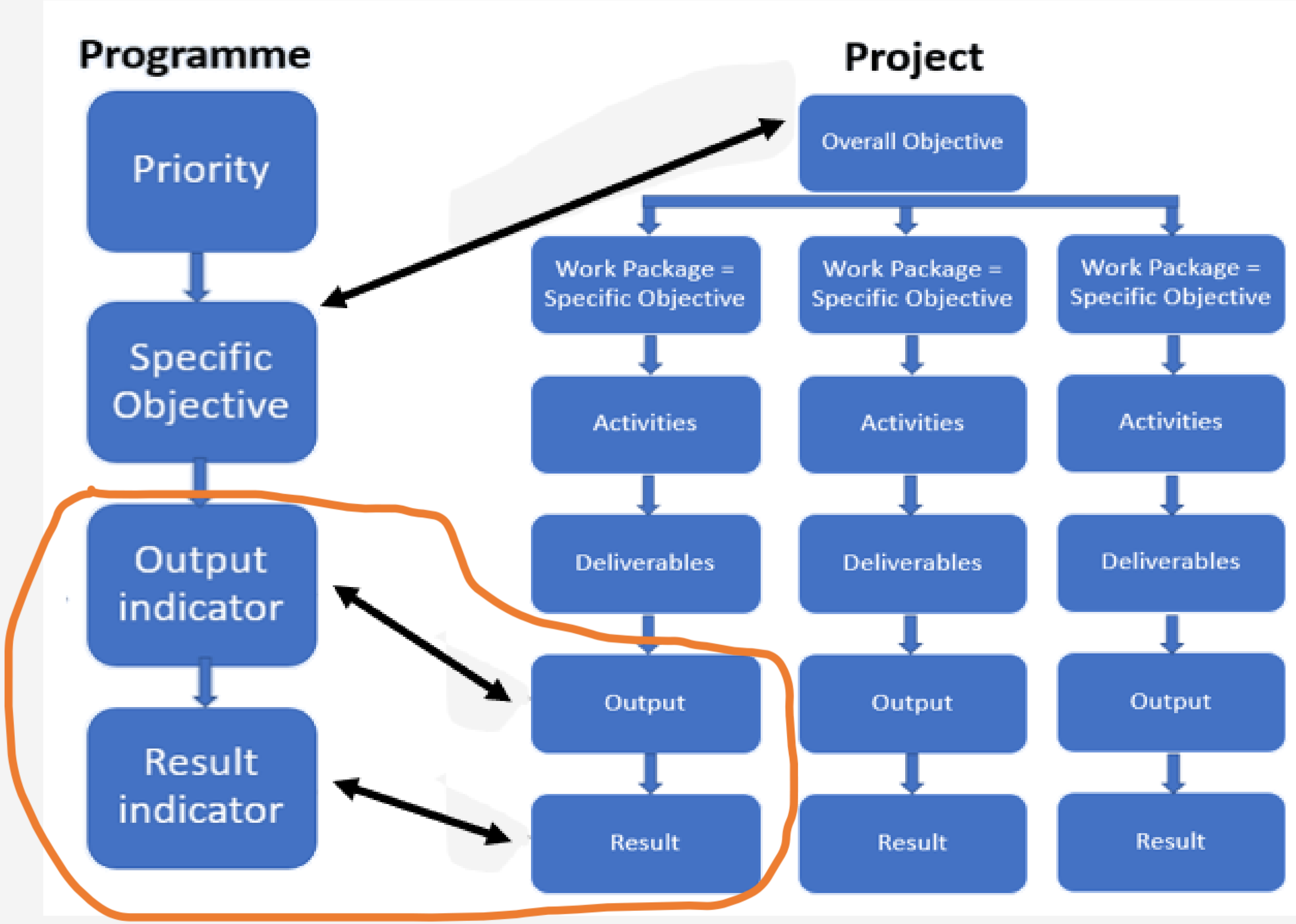
EN FR

Target Group	Description of the target group involvement
Regional public authority	Enter text here
National public authority	Enter text here
Sectoral agency	Enter text here
Local public authority	Enter text here
Interest groups including NGOs	Enter text here
Higher education and research organisations	Enter text here
Education/training center and school	Enter text here
SME	Enter text here
International organisation, EEIG	Enter text here
General public	Enter text here
Other	Enter text here

- To be filled-in **only during the full reporting**
- Information must cover the target groups **reached during the two last periods** :
  - Only qualitative description (the way they are engaged, and the intended purpose of their inclusion).
  - No figures to provide

Indicators

Intervention logic



Programme indicators

	Indicators	When to report	How
Outputs	(RCO83) **Strategies and action plans** jointly developed	**1/ Once a year in full report** 2/ At project closure	**1/ Full report : summary of progress – no figures** 2/ Closure : Proof of realisation template (provided by JS) + Supporting documents uploaded
	(RCO116) Jointly developed **solutions**		
	(RCO87) **Organisations** cooperating across borders		2/ Closure : Declaration of Partners and Associated partners
Results	(RCR79) Joint **strategies and action plans taken up** by organisations		**1/ Full report : summary of progress – no figures** 2/ Closure : Proof of realisation template (provided by JS) + Supporting documents uploaded
	(RCR104) **Solutions taken up or upscaled** by organisations		
	(PSI1) **Organisations with increased institutional capacity** due to their participation in cooperation activities across borders		2/ Closure : Common survey to fill in

Partner report – Section Work plan progress

Outputs

Please indicate progress made in each objective.

O 1.1 Tool to support the integration of results, transferring, mainstreaming processes

Output title
Tool to support the integration of results, transferring, mainstreaming processes

Programme output indicator
31116: Jointly developed solutions

Measurement Unit
solutions

Delivery Period
Period 14, month 79 - 81

Target Value	Achieved in this period	Cumulative value
1,00	0,00	0,00

EN FR

Progress in this period

Attachment

Figure only to be provided during FINAL reporting

Describe progress achieved

Output to attach, if applicable

Partner report – Section Project results & Horizontal principles

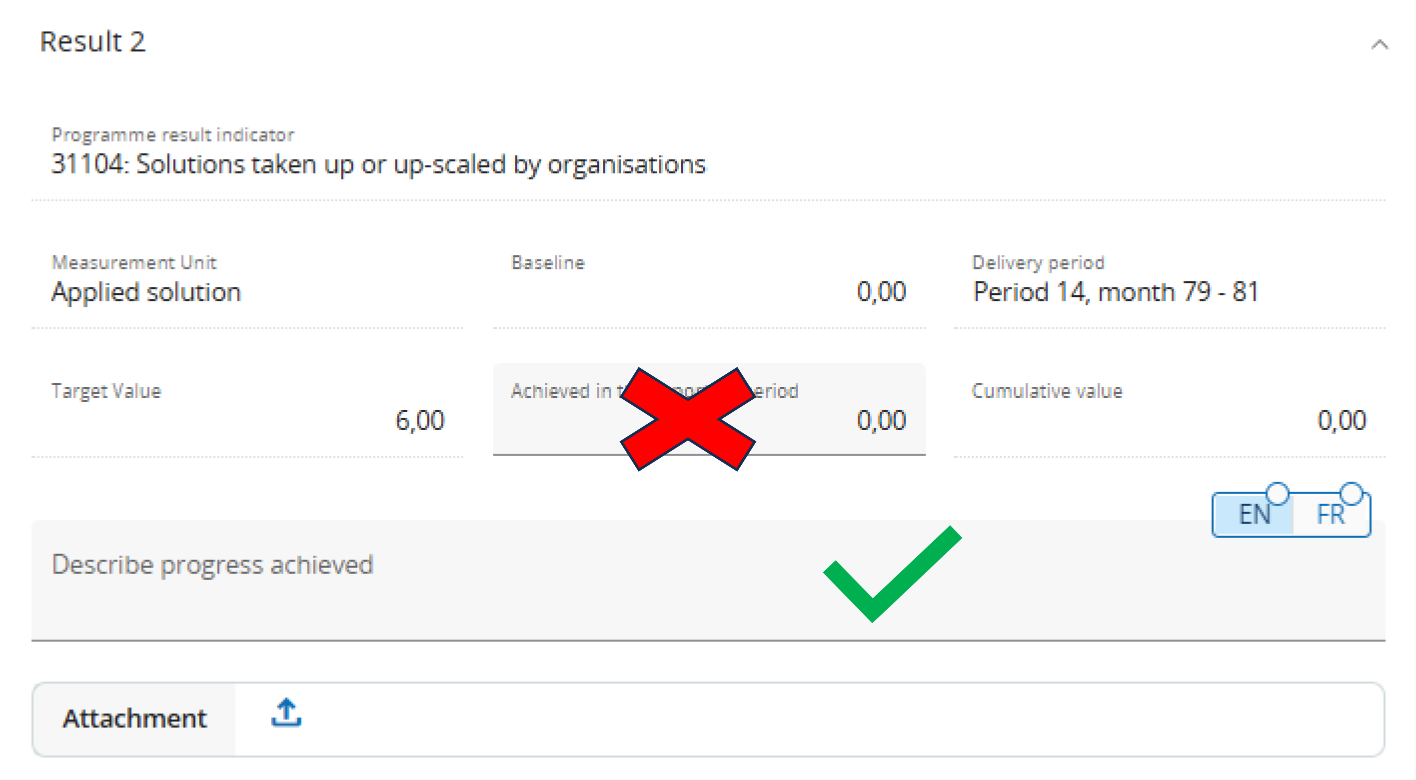


Figure only to be provided during FINAL reporting

Describe progress achieved

Output to attach, if applicable

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Reporting on Investments

Investment

Investments can be eligible in the frame of **test projects ONLY** (not study, not transfer).

Investments are part of **pilot activities** (limited budget and scale)

Investments **can be related to different cost categories** :

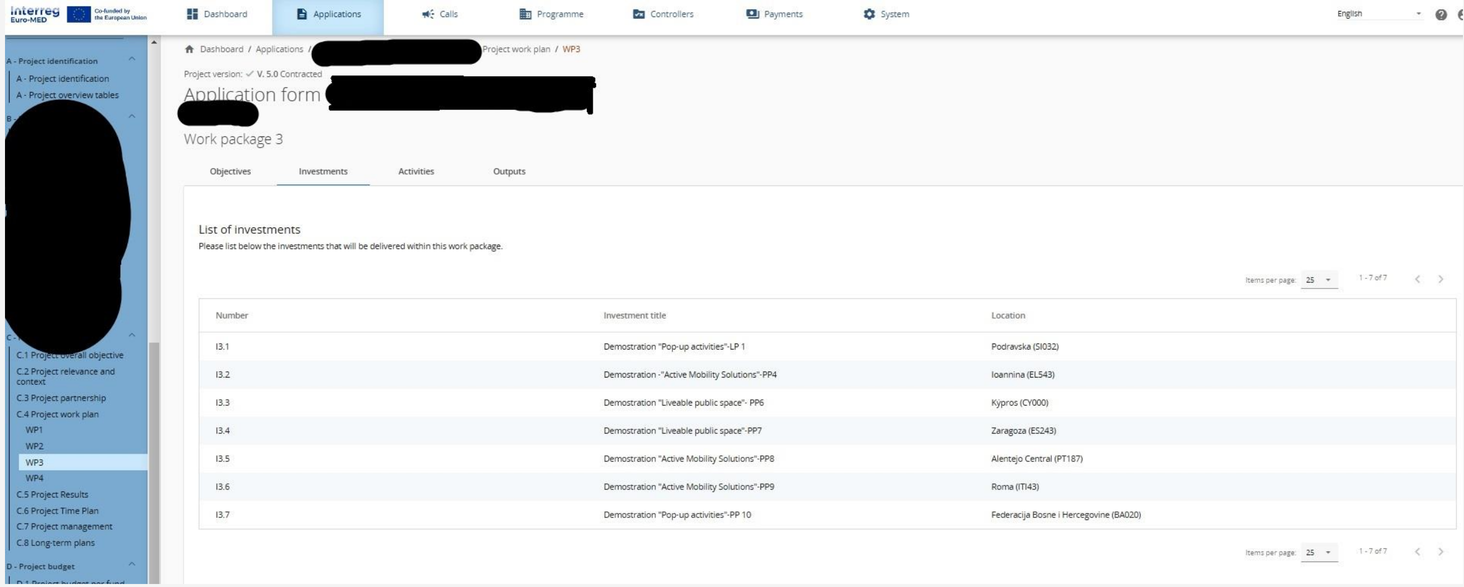
- External expertise and services
- Equipment
- Infrastructure and works

The Programme established some **requirements partners must comply with** for the expenditures to be eligible.

Investment - Eligibility criteria : consolidated AF

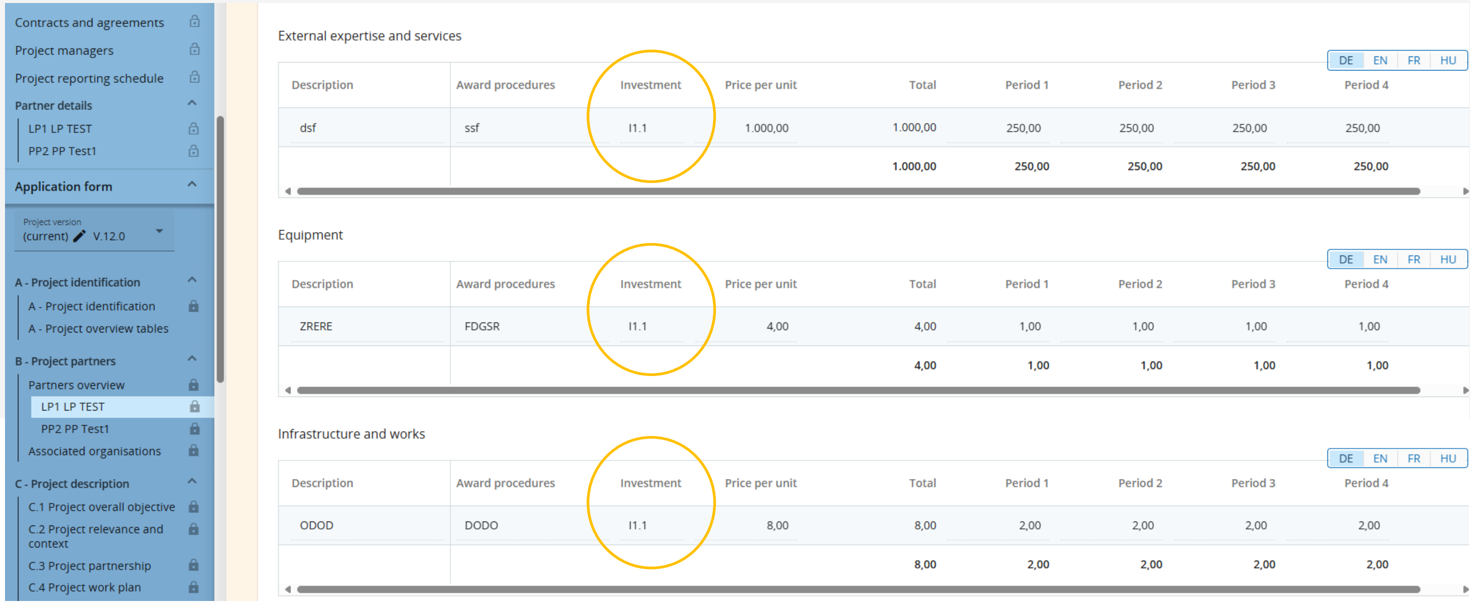
An investment is eligible only if it **appears in the consolidated version of the AF**.

⇒ In section C.4 Workplan/WPx



In the budget of the partner, the forecasted **expenditures are attached to the investment**.

⇒ In section B, individual partner budget



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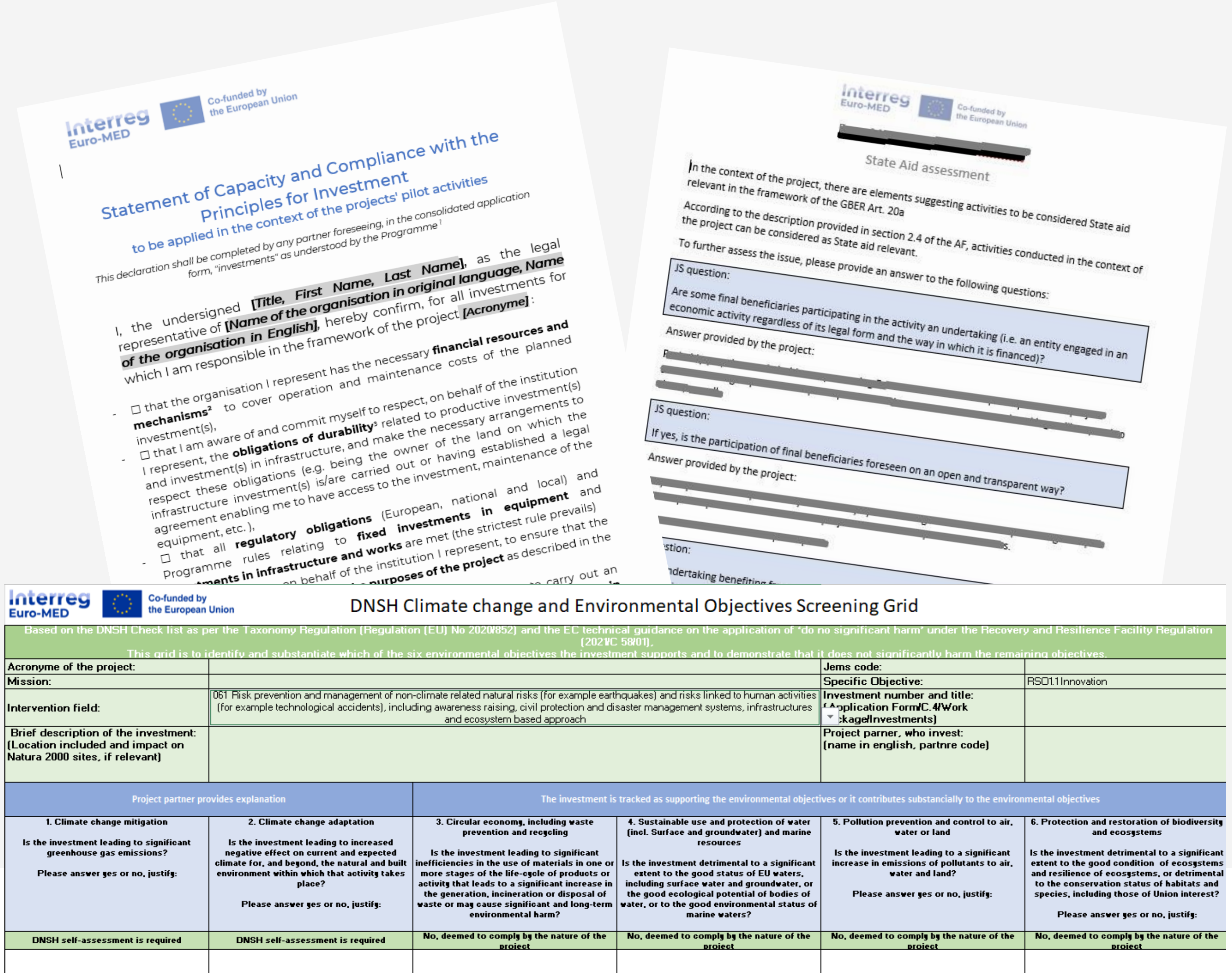
Investment - Eligibility criteria : EU requirements

All Partners with investments have already signed their **statement of capacity and compliance with the principles of investment.**
The document is available on Jems in the annexes of the AF/Investment documentation.

When required by the JS (based on the intervention field and the S.O), concerned partners have produced a **DNSH self-check**.
The DNSH Screening Grid must be uploaded in Jems (Application Form/Application annexes/Investment documentation). It is integrated in the Precontracting grid and is in possession of the LP.

When required by the JS, an assessment on **state aid relevancy** has been produced.
It must be uploaded in Jems (Application Form/Application annexes/Investment documentation). It is integrated in the Precontracting grid and is in possession of the LP.
The conclusion is in possession of the LP.

Already done during pre-contracting phase



Reporting on investments

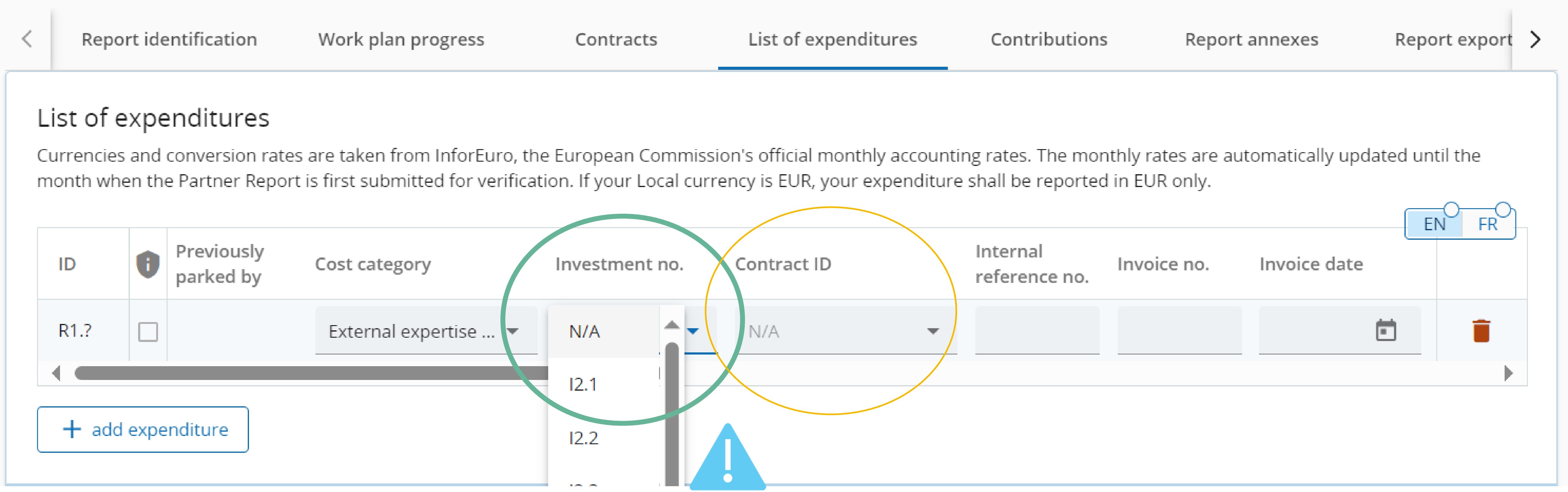
1. How to report expenditures related to investments in Jems

2. The audit trail and required documentation : which documentation is required for NC and where should it be stored

3. Reminder: obligations after the end of the project

Reporting in Jems - link the expenditure to the investment

ATTENTION: You must select the investment number for any expenditure related to a budgeted investment, and the dedicated contract ID if applicable



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Reporting on investment - required documentation – Infrastructure (1/3)

Additional documentation required for investment in infrastructure with a lifespan over 5 years, an assessment of expected impact of climate change is required. This should be ideally made during the feasibility study.

⇒ It should be available at the latest when submitting the first expenditure(s) related to equipment and/or infrastructure category of the investment.

NB : This is different from the DNSH analysis you may have provided during the precontracting phase.

> providing this documents is mandatory and a condition of eligibility to be checked by NC (Interreg Reg Article 22 4.j) and stored **on Jems (Application Form/Application annexes/Investment documentation)**

The guidelines have been sent to LP by the project officer

Reporting - required documentation – all investments (2/3)

Ownership: To guarantee the feasibility and durability of the project, partner shall provide the **agreement between the partner in charge of the investment and the owner of the land/zone** where the investment is located (if different from the partner).

The document must be stored on Jems in the annexes of the Application Form/Application annexes/Investment documentation.

Any **other document that justifies the compliance with EU, national and local legislation** in terms of environmental impacts, required permits, public hearing etc.

> providing these documents to the NC is mandatory for the eligibility of the expenditure

Reporting on investment - required documentation – recap 3/3

Additionally, to the documentation linked to expenditures, PP must provide to their NC all compulsory investment documentation:

1. Documents to be uploaded in Jems (Application Form/Application annexes/Investment documentation)

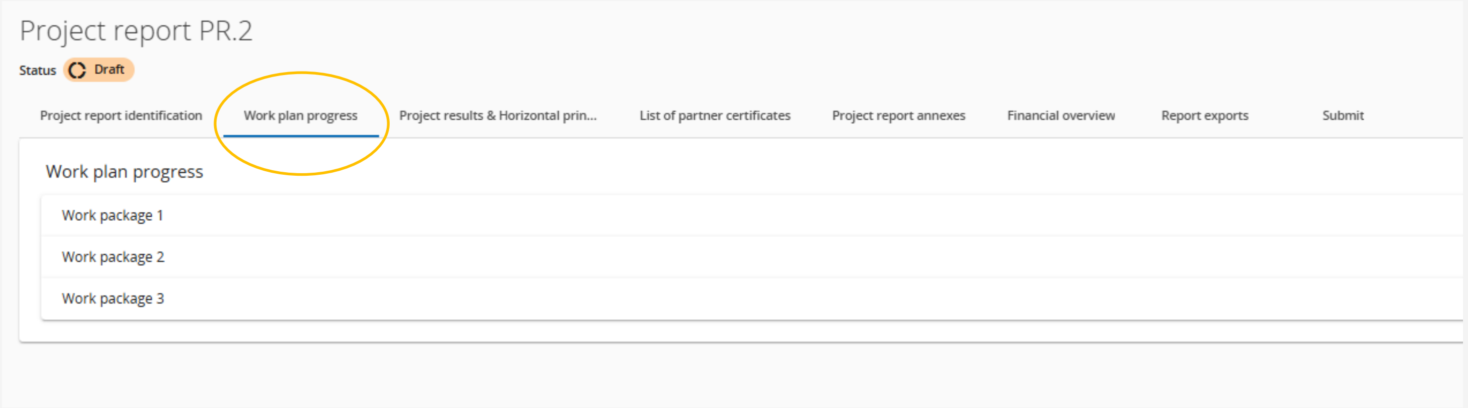
- statement of capacity and compliance with the principles of investment. Already there.
- assessment of expected impact of climate change for investment in infrastructure with a lifespan over 5 years.
- the agreement between the partner in charge of the investment and the owner of the land/zone where the investment is located (if different from the partner).
- DNSH check from precontracting grid if relevant (i.e done during the precontracting phase)
- State aid assessment conclusion if relevant (i.e done during the precontracting phase)

2. Documents to store and make available to the NC – location to be agreed with the NC

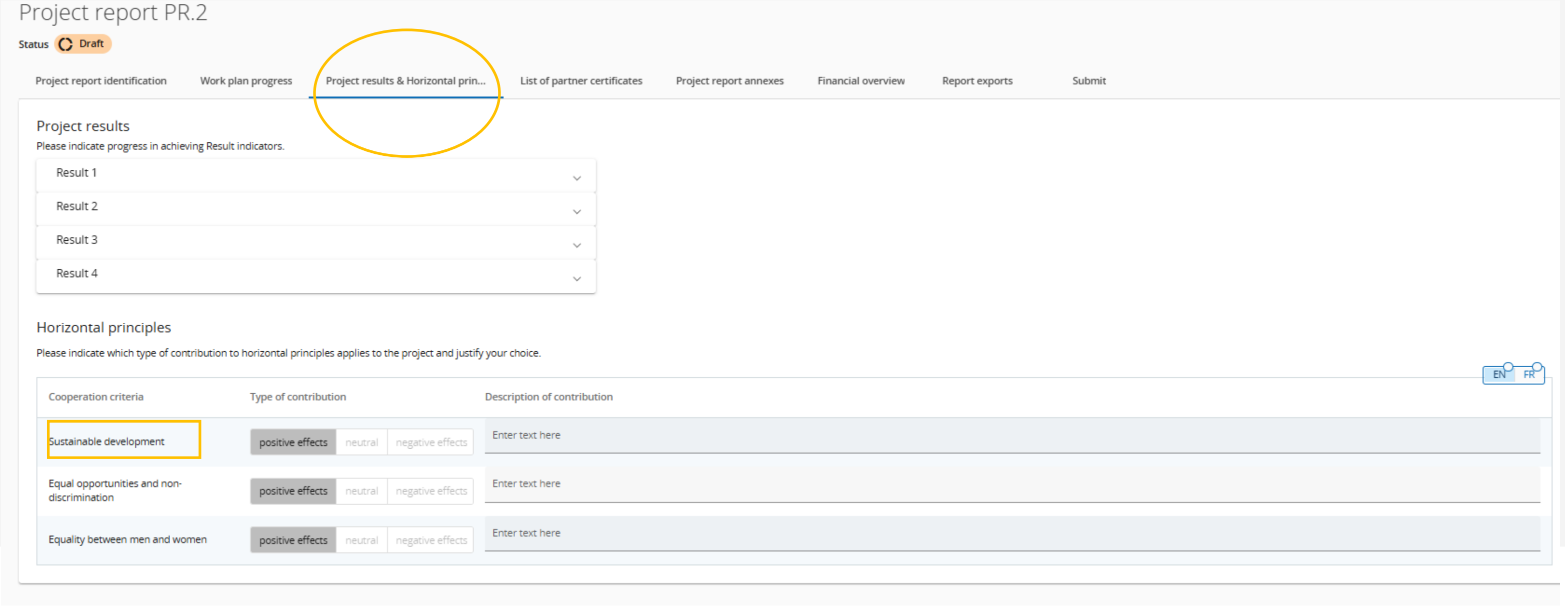
- compliance with EU, national and local legislation in terms of environmental impacts, required permits, permits, building permissions, public hearing etc.

Reporting on investment - project report content

Report on progress, problems and deviations encountered, comment on potential delays and present the solutions found.
⇒ **Workplan progress**



compliance with the DNSH principle during the implementation should be confirmed.
⇒ **Project results & horizontal principles/sustainable development**



Reporting on investment : communication rules

For **infrastructures** (e.g. on a building where solar panels are installed)

> Compulsory display of durable plaques or billboards clearly visible to the public.

For **equipment** (e.g. a vehicle, laboratory equipment)

> a sticker with the project logo.

The design is for illustrative purposes only, the important thing is that the Project logo is present.
For any doubts please contact JS communication unit

Requirements on investments : Let's think about the future

Programme rules reminder on durability (1/2)

All investments financed as part of the project are considered “key productions” and **must be operational and maintained for 5 years** from 31 December of the year of the last Programme payment to the PP concerned or at least until the end of the investment lifespan.

Please refer to the Programme Manuel H. Closing my project/iii final reporting/iv Partners' obligations after project closure point c

Requirements on investments : Let's think about the future

Programme rules reminder on property (2/2)

In case of **“productive investments”** and **“investments in infrastructure”** within five years of the final payment to the project partner; it must not make:

- (a) cessation or transfer of a productive activity outside the NUTS level 2 region in which it received support;
- (b) a change in ownership of an item of infrastructure which gives to a firm or a public body an undue advantage;
- (c) a substantial change affecting the investment’s nature, objectives or implementation conditions which would result in undermining its original objectives.

In case of **“fixed investment in equipment”** any change of property by the partner (transfer or sale) or change affecting the nature, or the objective of the equipment is prohibited within 5 years of the final payment to the beneficiary.

Rule for equipment property under modification

Tips for a successfull reporting

State of the art of the common errors on Reporting

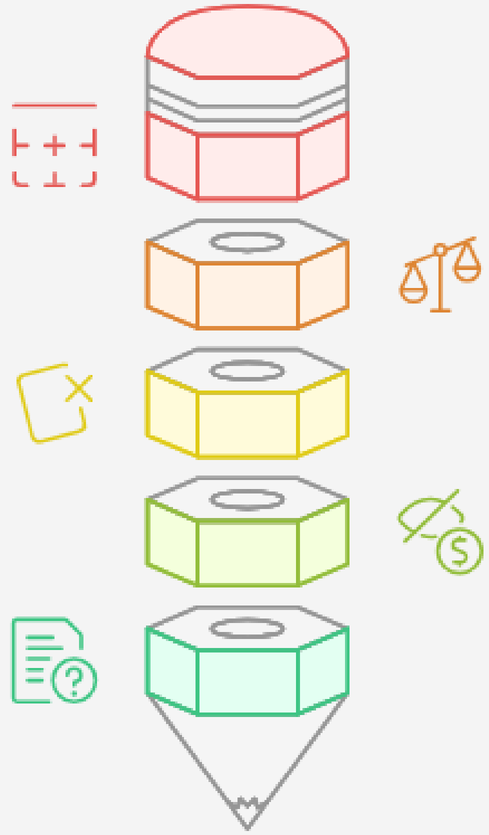
Calculation Error

Conflict of Interest

Lack of supporting document

Non-Eligible Expenditure according to the Programme rules

Other (e.g. Expenditures paid out of the reporting period/Double financing)



General reminder on the technical process of Reporting

To DO and DO NOT – General information

YES

- **Languages** - The use of one of the Programme **official languages (EN/FR)** in Jems is mandatory!
- **Delay** - 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

NO

- **Delay** - 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.

NEW! **No more National Validation** is required **from Portugal** (for partner reports **certified** after 02/01/2025)

To DO and DO NOT – General information

YES

- **Guidelines from previous Q.A**: **refer to the Q.A from previous report** to consider any corrections/guidelines indicated by the JS. Also please **send it to your NC** before the submission of your report.

- **Contributions** : ensure that the **legal status** of the contributions is **the same as that stated in the AF**. For partners with **own contributions**, you should report 20% of the certified amount on the current period. For partners with external contribution, you should report the amounts received to date.

- **Activities with indirect state aid** – Partners must **update the lists of participants** to their events **or undertakings** and address it to their **NC.**

NO

- **Modifications** – Partners must not declare in the **project report** any modifications to the AF that should have been **formally requested to the JS for approval**.

Breaking News for Italian Partners

A new version of the « Manuale per la rendicontazione ed i controlli» is now available !
Check **HERE** !

To DO and DO NOT– Report’s re-opening

YES

- **Re-open Partner Report** feature is now granted to the NC

NO

- Once the **most recent Partner** report is re-opened : **No addition or removal** of expenditures - **only edits** to category, amount, or description

- Once the **JS verification started**, re-opening the **Project report is not possible**

TIPS per
Costs Category
with issues raised on previous Reporting

To DO and DO NOT- Staff Costs !

YES

- **STAT** must be upload in partner details (‘contracting’ section)
- The description of each staff costs expenditure must include the **name** of each staff involved in the project, the **months** covered, and the **percentage** allocated
- The applied percentage should AT LEAST **cover ONE full implementation period**

NO

- Modify the **STAT document** (e.g., changing "dedicate [%] of working time per month" to "dedicate about (...) on an annual basis")
- **Change the percentage** of dedication of a staff member mid-period
- Include **multiple staff members** in a single staff cost expenditure line
- Declare staff costs **before the official start date** mentioned in the Task Assignment
- Include **social security taxes** paid outside the eligible period—these are considered ineligible instead of being parked. They should be reported in the reporting period they are paid

To DO and DO NOT- Travel and accommodation

YES

- The partners must keep, for each member of staff, proof of **at least one** travel made as part of the project
- **Ask express JS approvals** in case of travel out of the Programme cooperation area **AND** out of UE partners via the form 'Request for an express approval of the JS'

NO

- Partners using flat rate for the travel and accommodations costs must not declare any travel costs in the reporting !

To DO and DO NOT- External Expertise and Service

YES

- Partners must ensure that the costs they report under this category are not already covered by flat rate costs (office and administration / travel and accommodation)
- **Contract must** be linked to the external **contract expenditure !**.

NO

- Purchase of office supplies (*eg: stickers, toner for the printer, paper, clippers and pvc folders*) must not be reported in external expertise and service – to be considered as office and administration costs!
- Avoid potential conflicts of interests! the **Beneficial Owner (BO)** of the contract should not be the same as the UBO of the **Project Partner (PP).**
- Fill-in **contract information** in a language other than the official Programme languages (EN/FR).
- Do not miss to include the **National Controller Contract**!

SPOTLIGHT on CONTRACTS

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The specific case of contracts

Contract or not contract : that is the question

There is a contract when a contracting document is signed by both parties.

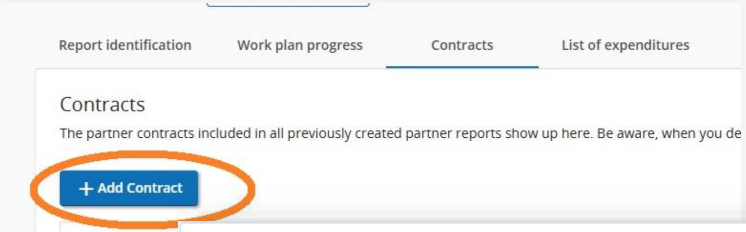
It often implies several payments depending on the completion of the work.

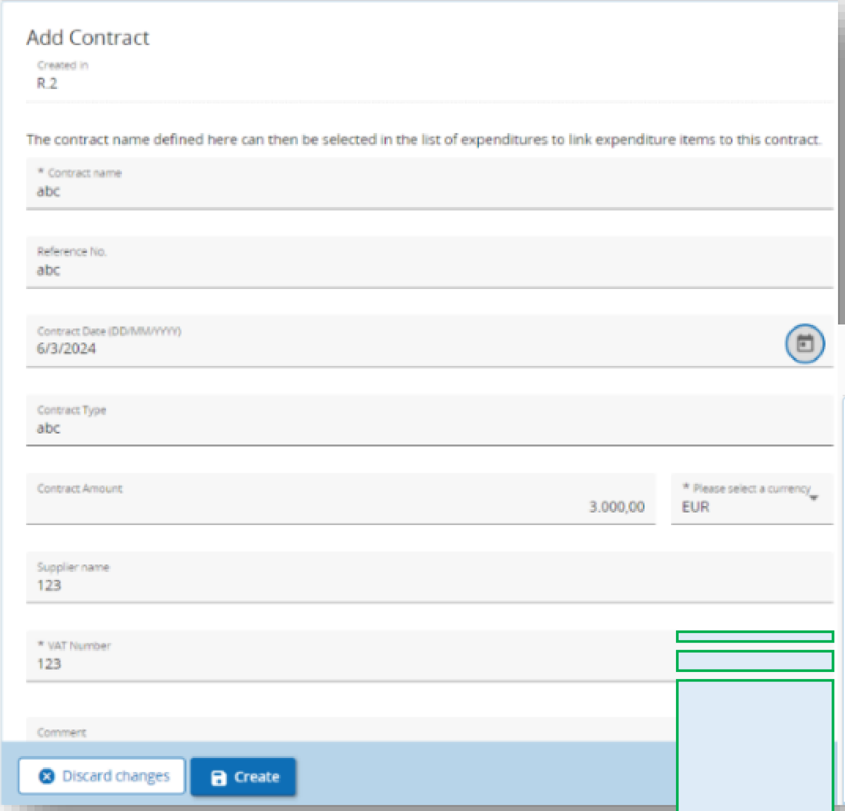
This often relates to the amount of the service or good and also national regulation.

👉 In case of doubt, contact your national controller (NC) and/or National Authority (NA)

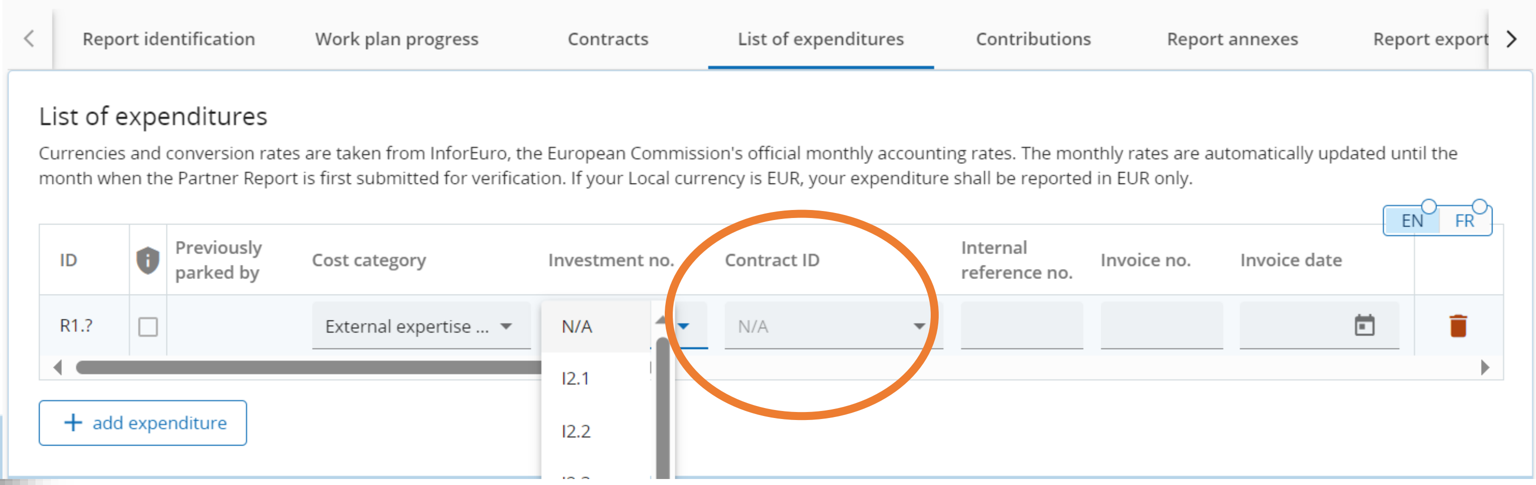
Creating a contract in JEMS

ATTENTION : The contract must be created **BEFORE** reporting the expenditure, so you can link the expenditure to the contract





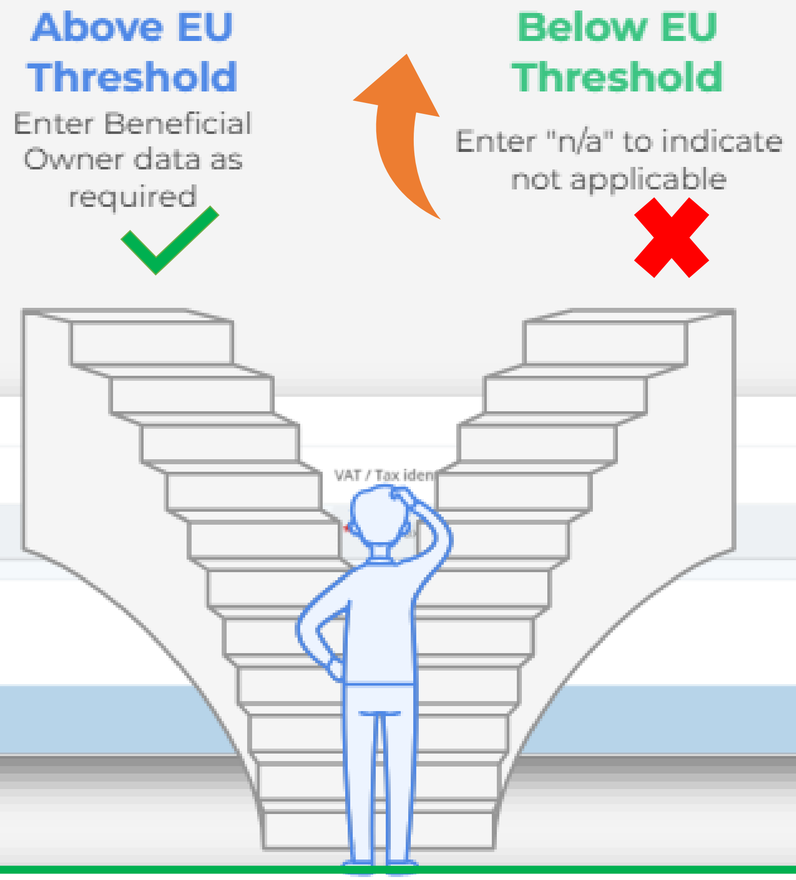
- ✓ when entering the expenditure, you must select the dedicated **contract ID**
- ✓ Make sure to include the **total contract amount, including taxes**, not just the portion you are reporting!



How to handle with Beneficial Owner ?

CHECK HERE !

Section related to B.O. must **not be left empty** – missing Information may block the submission of the PR on **Pre-Submission Check** !



Beneficial owner(s) of the contractor

First name	Last name	Date of birth	VAT / Tax iden	Delete
First name	Last name	Date of birth (DD/MM/YYYY)		

+ Add beneficial owner

Discard changes | Save changes

It is mandatory to report subcontracts, if existing !

Subcontract(s)

Contract name	Reference number	Contract date	Contract Amount	Currency	Supplier Name	VAT / Tax identification number	Delete
Contract name	Reference number	Contract date (DD/MM/YYYY)	0,00	EUR	Supplier Name	* VAT / Tax identification number	

+ Add subcontractor

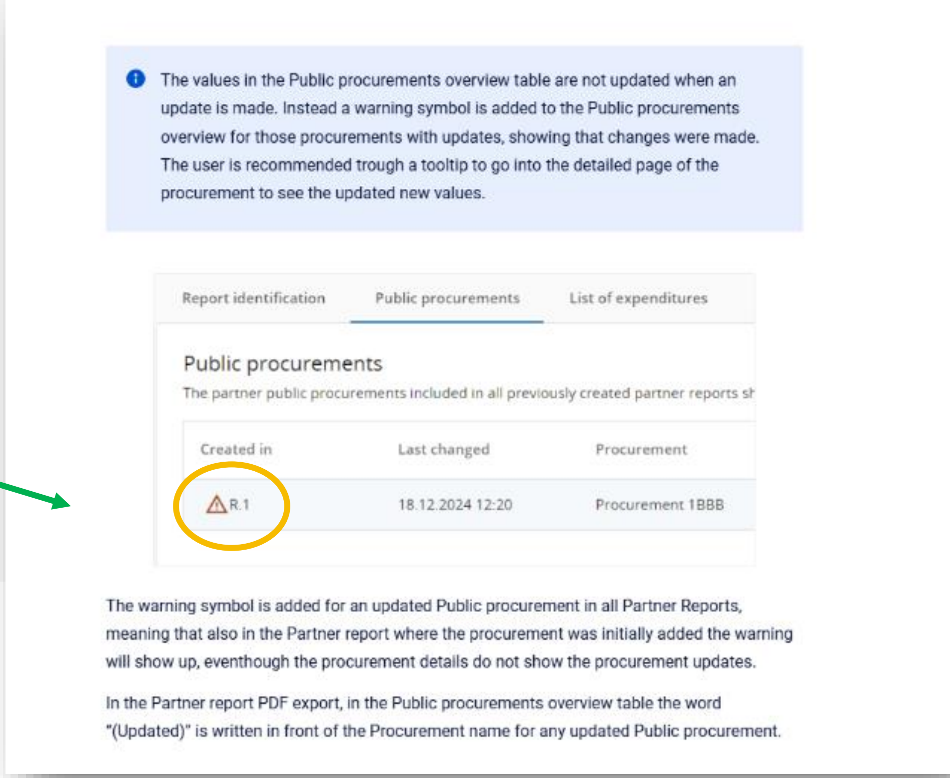
How to EDIT a CONTRACT previously created

New Feature!

For a contract that was declared in a previous report and need to be modified, this can be done in the current report and the PPs can add :

- An update of the procurement (amount, supplier name, VAT, contract update date)
- Beneficial Owner of the Contractor
- Subcontract
- Upload new documents

When modifying an existing contract, an alert symbol will be displayed next to the contract in the current report .



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To DO and DO NOT- Equipment!

YES

- Purchased equipment must include **the logo of the project** attached to it (eg: sticker)
- All equipment must be included in the consolidated application form. Thus, in case of **an addition of equipment** not initially foreseen**, a request for modification of the AF** must be made by the Lead Partner and approved by the **JS prior to the reporting of expenditure** relating to this equipment.
- Agreement with the owner of the land in which the equipment will be implemented – if different from the partner - must be signed **before** the purchase of the equipment

NO

- Buy investment-related equipment before obtaining approval from the **owner of the area** where it will be installed. If the owner rejects the investment, the expenditure may become ineligible

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Information & Tools

Programme website – Documents & tools

PROJECT IMPLEMENTATION

COSTS REPORTING

The **task assignment template** is a compulsory document which must be completed, signed and kept up to date for each employee declaring staff costs in the framework of an Interreg Euro-MED project. More information can be found in the Programme Manuel at Chapter III-A-vii.

Task assignment template

To help you in filling in your project report, please read carefully these documents:

Guidance for costs reporting in Jems

Courtesy project report

Control checklist

External Contracts checklist

AMENDING MY PROJECT

Request for modification of an approved project

- Partnership composition
- Budget (applicable at partner and/or project level)
- Modification or addition of project activities, with an impact on investments, key productions, or equipment
- Extension of project duration
- Administrative information

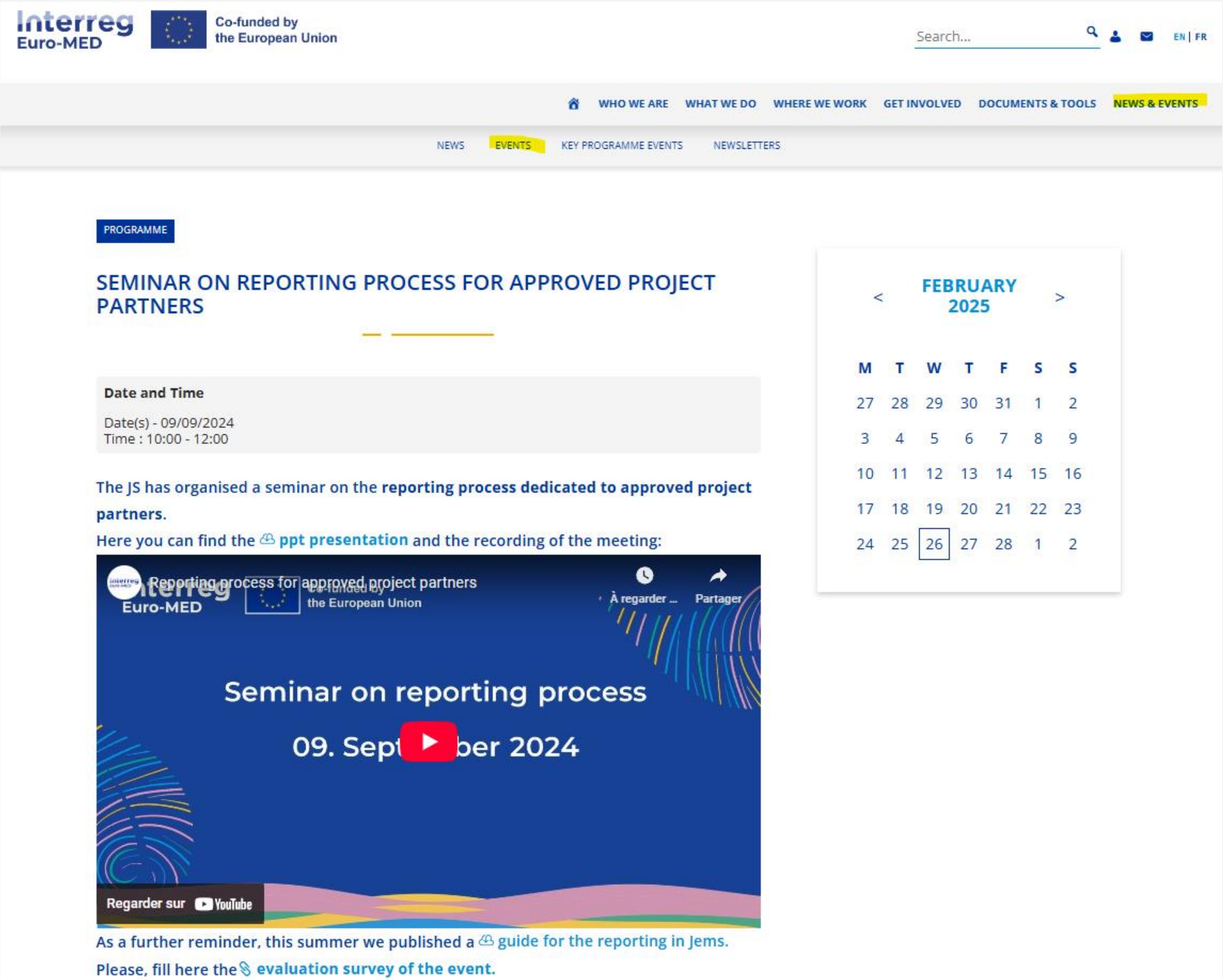
Request for an express approval of the JS

- Travel outside of the Programme area and outside of the EU
- Activities outside the Programme cooperation area and outside the EU
- New activity (not impacting key productions, equipment or investments)
- Non – monetary awards for competition winners
- Promotional items (goodies)
- Logos aiming to become a label or brand

Documents & tools - Project implementation - Programme Interreg Euro-MED

Programme website – News & Events

[Seminar on Reporting process for approved project partners - Programme Interreg Euro-MED](#)



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Thank you!
Merci!

And now...other QUESTIONS