



**Interreg**  
Euro-MED



Co-funded by  
the European Union

**PRACTICAL GUIDANCE on  
Reporting**

# **How to report activities and expenditures in JEMS**

**Updated version (25/09/2025)**



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# GENERAL INFORMATION

## PRE-CONDITIONS

In the framework of the Interreg Euro-MED Programme, the reporting process is deemed essential in monitoring project implementation and evaluating achievements against the approved application form. Throughout the project implementation phase, all partners, including the Lead Partner, are required to input their expenditures into Jems.

The present document is a technical guide aiming to assist Partners in entering their expenditures within the online monitoring tool of the Programme, Jems. It aims to detail, on a step-by-step approach, the actions to be implemented on the system by project partners and Lead Partner, and indicates, when necessary, where further information must be uploaded.

This Jems Reporting Guide can be read in complementarity with the Practical Guidance to the attention of National Controllers, in charge of expenditure verification and jointly to the Interreg [Euro-MED Programme Manual](#) available on the Programme website.

It is strongly advised to add expenditure on Jems in a regular basis to provide the Lead Partner and the Joint Secretariat with a comprehensive overview of activity and expenditure progress and to ensure an effective coordination at the end of each reporting period<sup>1</sup>. Timely reporting is crucial for the partnership to facilitate the reimbursement of project expenses in accordance with the approved Application Form and Subsidy Contract and once this is respected, to enable further validation by the Controller (NC), the Lead Partner (LP), and the Joint Secretariat.

For further assistance, do not hesitate to contact your National Authority or the Interreg Euro-MED Secretariat at [programme@interreg-euro-med.eu](mailto:programme@interreg-euro-med.eu).

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<sup>1</sup> The reporting schedule is set out in the "Contracting" section of each project (see Project reporting schedule section in Jems)".

## I. The Reporting Procedure at the project level

Project partners, including the Lead Partner (LP), are required to submit online reports detailing the progress achieved during the applicable reporting period, in conformity with the objectives presented in the project's consolidated application form. To this regard and during the life of a project, two different levels of reporting are expected to be submitted: a Partner Report completed by each PP and a Project Report completed by the Lead Partner of the project.

The **Partner Report** is mandatory for any partner reporting costs during the corresponding reporting period. Project implementation is based on 6-months reporting periods established by the Programme and set up on Jems. The reporting process is formalised through Jems and partners access the system to enter expenditure and activities as well as to monitor their assessment by the National Controller (NC), and the Managing Authority/Joint Secretariat.

For each reporting period, Project Partners are responsible for contributing to the **Project Report** (PR) completion by informing the Lead Partner on their achievements and providing related material.

To this regard, Project Partners must:

- Submit on-time activities and costs (partner report) to the NC + supporting documentation via JEMS (planning to be agreed with the LP and respective NC)
- Ensure that the complete documentation is made available on time to the LP (signed version of the certificate + Control checklist duly completed, including external contracts checklists and MS checklist<sup>2</sup> from Spain, if relevant)

The Lead partner is responsible of the correct and complete submission of the Reporting Package to the JS within 3-months, following the end of the 6-months implementation period.

To this regard, on Jems, the LP will:

- have access to all PPs information regarding activities implemented and get a complete overview of the deliverables produced at partner and project level
- Verify that partners are certifying their expenditures on time (incl. their own expenditures)
- Collect any National Control's report and certificate (including Spain National validation, if relevant)
- Review PPs expenditure in the system to ensure the link with the project
- Fill in the Project report and validate the Payment claim through JEMS
- Submit the complete Reporting Package to the Joint Secretariat

**/!\ Point of Attention:** Project's key productions (key deliverables and outputs) will be uploaded on Jems by the LP during Full reporting, for further inclusion on the Programme library after JS assessment and a peer-review process realized by Governance projects.

A timely and complete reporting is mandatory for the partnership and the first step in order to get the project's expenditure reimbursed in time. This guide aims to detail the different steps to be followed by PPs and LPs in the system to report on the implemented activities and the expenditures incurred.

## A. Before creating a Partner Report

Reporting at the partner level is facilitated through a partner report tool within Jems, enabling the *documentation of activities, deliverables, and costs incurred* by each partner over a specified project implementation period.

Before starting to enter expenditure in Jems, we strongly recommend gathering all the relevant documents needed to fill-in the section, including payment details. If this is not the first **"Partner Report"**, it is good practice to review the **Final Q&A** of the previous report to ensure that any outstanding tasks for the new one are completed.

Bear in mind that, to have access to the partner report section, the project must be "contracted" in Jems.

As mentioned previously, each Partner is granted access to the reporting section on Jems following the approval of the project by the Monitoring Committee and upon the signature of the Subsidy Contract between the Lead Partner (LP) and the Managing Authority (MA).

**⚠ Point of Attention:** Before starting the reporting process on Jems, PPs must ensure that the designation of their National Controller (hereafter NC)<sup>3</sup> has already taken place (or ongoing) with the concerned NA. Further information related to the National Controller's designation procedure is provided in the Programme official website as well as in the *Guidance Note*<sup>4</sup> addressed to National Controllers and National Authorities.

Before starting their reporting, PPs must have a comprehensive understanding of the project timeline. To this aim, the project reporting schedule is displayed in Jems under the section **"Project Reporting Schedule"**. This section is visible to all Partners involved in the project as well as appointed National Controllers and Programme National Authorities.

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<sup>4</sup> The NC's Guidance can be downloaded via the website of the Programme, [document & tools section](#)

ID	Type of report	Period	Date
1	<input checked="" type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period Period 1, month 1 - 6, 01/01/2024 - 30/06/2024	* Date 30/9/2024
2	<input checked="" type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period Period 2, month 7 - 12, 01/07/2024 - 31/12/2024	* Date 31/3/2025
3	<input checked="" type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period Period 3, month 13 - 18, 01/01/2025 - 30/06/2025	* Date 30/9/2025
4	<input checked="" type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period Period 4, month 19 - 24, 01/07/2025 - 31/12/2025	* Date 31/3/2026
5	<input checked="" type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period Period 6, month 31 - 33, 01/07/2026 - 30/09/2026	* Date 30/9/2026

[+ Add Reporting deadline](#)

To facilitate the preparation of the Project Reporting Package, an internal calendar must be agreed within the partnership and in coordination with the LP and concerned NC to ensure a timely delivery of Partner material.

Please be aware that if no expenses have been incurred during a current period, there is no need to submit a Partner Report, and the system doesn't allow it. However, if the Lead Partner (LP) requests it (e.g. he might need it to write the Project Report), the partner can create a report in "draft" status with no expenditures in it.

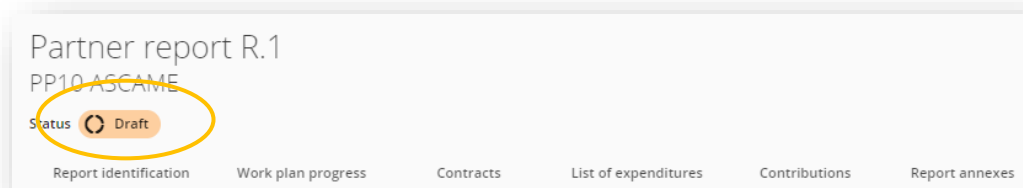
## B. Create a Partner Report

The "partner report", as foreseen in Jems, is a mandatory requirement step for any Project Partner (PP) intending to submit expenditure to the National Controller – as a prerequisite for subsequent integration of expenditures into a Payment Claim by the Lead Partner (LP). It's composed of a descriptive part and the list of expenditure incurred by the partner. To access the partner reports, go to the left menu of the project home page., From the partner reporting section, you can generate a Partner Report by clicking on **"+ add Partner Report"** or access to a report already created, through the Partners reports list.

Only members of the partner organization with **"edit"** privilege can create a partner report (see "Project privileges" section).

The screenshot shows the 'Reporting' section of the Jems interface. On the left, a sidebar menu lists 'Reporting', 'Project reports', 'Partner reports', 'Contracting', 'Contract monitoring', 'Contracts and agreements', and 'Project managers'. Under 'Partner reports', 'LP1 LP TEST' is selected. The main content area, titled 'Reporting Partner reports', shows 'LP1 LP TEST' with a '+ Add Partner Report' button circled in yellow. Below this, a table lists reports with columns for ID, Status, Included in project report, AF version linked, and Reporting period. The first row shows ID 'R.14', Status 'Draft' (indicated by a circular arrow icon), and AF version '5.0'.

**⚠ Point of Attention:** (R14) is the automatic ID assigned by the System to the PR and it does not reflect the reporting period ! Once created, the Partner Report appears in **“draft” status**, which remains unchanged until Partner Report is officially submitted -in the “Submit a Partner Report” section.



A Partner Report can be deleted only if it appears in **draft status**, and by selecting the **“delete icon”** on the right side of the corresponding report, see below:

[+ Add Partner Report](#)

ID	Status	Included in project report	AF version linked	Reporting period	Date of report creation	Date of first submission	Last submission	Amount submitted	Control end date	Total eligible after control for current report	Control	Delete
R.2	<b>Draft</b>		4.0		01/12/2023 11:16							
R.1	<b>Certi...</b>	<a href="#">PR.1</a>	3.0	Period 1, month 1 - 6	18/07/2023 11:48	08/09/2023 12:12		58.270,00	26/10/2023 14:53	57.227,65	<a href="#">Open controller work</a>	

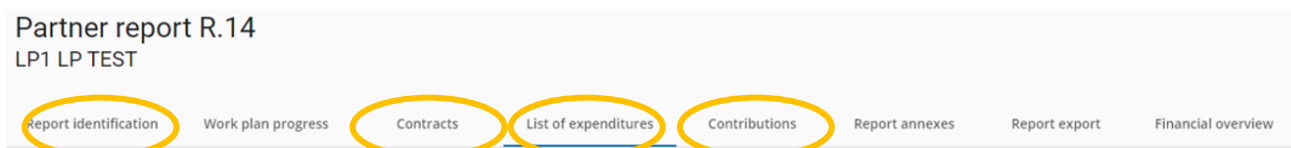
**⚠ Point of Attention:** Previously **“parked”** expenditures can only be reincluded in a report once, and the process cannot be reverted. If you remove a parked expenditure, it won't be possible to reinclude it again

## i. Partner Report Content

The Partner Report is divided in 8 different sections, and it's possible to scroll through a tab to another from the top navigation bar. The sections are:

- i. Report Identification
- ii. Work plan progress
- iii. Contracts
- iv. List of expenditures
- v. Contributions
- vi. Report Annexes
- vii. Report Export
- viii. Financial overview
- ix. Submit

The 4 following sections must be compulsorily filled-in: **report identification**, **contracts**, **list of expenditures** and **contributions** while the work plan and report annexes should be completed only upon request of the NC (and/or LP).



## ii. The Report identification

Partner report R.14  
LP1 LP TEST

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

The “**Report identification**” tab includes 5 different parts of which only 3 (here below in **bold**) must be compulsory filled-in by project partners.

- A.1 Partner Progress report Identification (automatically taken from the AF)
- **A.2 Summary of partner's work in reporting period**
- **A.3 Partner's problems and deviations**
- A.4 Partner spending profile (automatically filled)
- A.5 Target groups (not mandatory, but recommended)

→ A.1 Partner Progress report Identification (automatically taken from the AF)

The information framed in yellow below is automatically taken from the last consolidated Application Form. You must pay attention to the AF version number if the project is undergoing a modification process:

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

A.1 Partner progress report identification

Project ID and acronym	Euro-MED
AF Version linked	7.0
Related call	<a href="#">2 - Thematic call for proposals - Appel à projets Thématique</a>
Partner report ID	R.2
Partner report status	Draft →  Submitted →  Control ongoing →  Certified
Partner number	PP8
Name of the Organisation in original language	
Name of the Organisation in english	
Legal status	Public
Type of partner	Higher education and research organisations
State aid scheme	
Co-financing source and rate	Interreg Funds 80,00%
Country	Italy (IT)
Local currency (according to InforEuro)	EUR
AF Version linked	7.0

Reporting period start date (DD/MM/YYYY) 1/7/2024	Reporting period end date (DD/MM/YYYY) 31/12/2024
--	--

Reporting period  
Period 2, month 7 - 12, 01/07/2024 - 31/12/2024

**/!\ Point of Attention:** Please make sure that the AF version linked to the report is the correct one, which allows the eligibility of all declared expenditure. If the AF has changed after the report, JEMS will display a warning symbol next to the report. In this case, Partner must assess whether the modification impacts the declared expenditures.

The reporting period number including the starting and ending dates must be filled-in by the Partner manually, based on the data available on the D.3 section of the consolidated AF.

It is worth to mention that a Partner Report (PR) can cover more than one period. There is no need to create a separate PR for each period if the partner wishes to declare expenditures from two different periods in the same Report.

**A.2 Summary of partner's work in reporting period**  
Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables delivered in this reporting period.

Enter text here

**A.3 Partner problems and deviations**  
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.

Enter text here

**A.4 Partner spending profile**

Partner number	Period target	Current report	Cumulative target
PP10		0,00	

In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

Enter text here

**Target groups**  
In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

→ A.2 Summary of partner's work in reporting period

A short description of the activity implemented by the PP must be provided in this section. Please draft the information avoiding acronyms and technical aspects and to ease the understanding of the National Controller and LP.

→ A.3 Partner's problems and deviations

In case there is any problem or deviation faced by the PP during the reporting period (or already expected for the future) it shall be highlighted in this section.

→ A.4 Partner spending profile (automatically filled)

This section is automatically filled by the system. It gives an overview of the partner spending profile respect to the targets defined in the application form. The column **"reported expenditure"** is filled in the Partner report, so this section will be updated once the expenditures are completed.

Let's start opening forms

Partner number	Period target	Current report	Cumulative target	Total reported so far	Cumulative target - total report so far	Total report so far / cumulative target	Next report forecast
LP1		0,00		66.770,00	0,00	0,00%	0,00

In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

Enter text here

EN FR

## → A.5 Target groups

If existing, specific information regarding target groups can be provided in this section. This is not a mandatory action but recommended. For any types of target group included in the AF and engaged during the reporting period, it is necessary to provide an explication on the text box below (i.e: target group involved, the way they are engaged, and the intended purpose of their inclusion). This section is not mandatory given that, the information about the target groups is required by the Programme exclusively to the LP only once a year (in the Project report, during full reporting), but it can be completed to provide updated information to the LP, if requested.

### Target groups

In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

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

## ii. Work plan progress

Completing this section is not a programme requirement but information can be needed from the PP upon request of the NC and/or LP.

Partner report R.14  
LP1 LP TEST

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

## iii. Contracts

The financial reporting starts by completing the “contracts” tab.

Partner report R.14  
LP1 LP TEST

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

Any (and only) outsourcing contract signed by the PP with an external provider for the implementation of the project activities, shall be compiled in this tab, independently from its amount<sup>5</sup> and attached to all related expenditures (see point iv “list of expenditures”).

**/! Point of Attention:** External Expertise and Services not covered by a signed contract but only by a simple quote, are not included in this section!

The contract must be introduced only once, and always before starting the reporting of the first expenditure related to it. It will then remain registered in the system and available to be further attached to the PP expenditures for the current and upcoming periods.

→ To create the contract, click on “+ add contracts”

The contract item opens, and **all the required information must be completed.**

**Contracts**  
The partner contracts included in all pre

**+ Add Contract**

**Add Contract**  
Created in R.2

The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

\* Contract name  
abc

Reference No.  
abc

Contract Date (DD/MM/YYYY)  
6/9/2024

Contract Type  
abc

Contract Amount  
3,000.00

\* Please select a currency  
EUR

Supplier name  
123

\* VAT Number  
123

Comment

**Discard changes** **Create**

<sup>5</sup> For more information, refers to the Programme Manual, III Financial Issue, A Eligibility of expenditure, d. external expertise and service costs (CC4)

Once the information has been filled in, click on **“create”** on the bottom of the page to save the information. The contract item appears in **“edit mode”** and any other details can be filled in or updated until submission of the partner report to the controller.

**/! Point of Attention:** The "editing" function is no longer available after the submission of the Partner Report unless it is reopened by the National Controller.

Please note that, the section related to Beneficial Owner must **not be left empty** : missing Information may block the submission of the PR on **Pre-Submission Check!**

In case of the contracted amount is above the **EU procurement threshold<sup>6</sup>**, it is mandatory to provide additional information linked to the beneficial owner(s) of the contractor by filling the tabs showed below. This Concerns:

- First name
- Last name,
- Date of birth
- VAT/Tax identification number

In the other hand, if the contracted amount **is below** the EU procurement threshold, **simply enter “n/a”** to ensure a successfully submission of report and void being blocked during the pre-submission check.

Beneficial owner(s) of the contractor

First name	Last name	Date of birth	VAT / Tax identification number	Delete
First name	Last name	Date of birth (DD/MM/YYYY)	* VAT / Tax identification number	

[+ Add beneficial owner](#)

[Discard changes](#) [Save changes](#)

It is mandatory to report subcontracts, if existing, as reported in the screenshot below, with the following information data:

- Contract name
- Reference number
- Contract date
- Amount/Currency
- Supplier name
- VAT/Tax identification number.

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)	Contract Amount	0,00	* Currency EUR	Supplier Name	* VAT / Tax identification number

[+ Add subcontractor](#)

[Discard changes](#) [Save changes](#)

Now the contract has been created, you can link the expenditure to its corresponding contract.

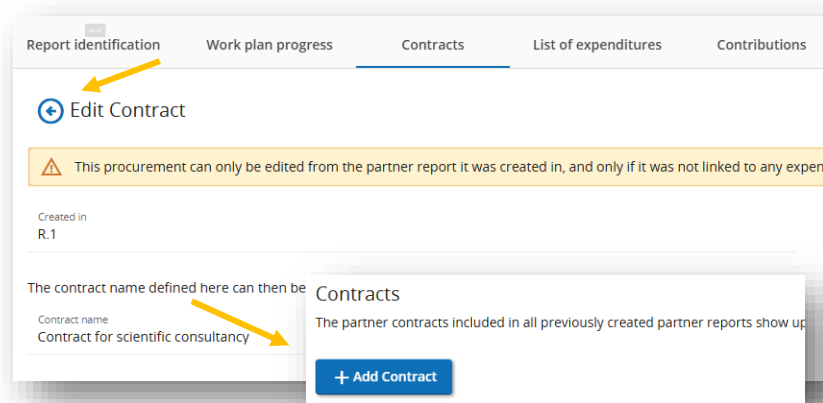
<sup>6</sup> More information on EU procurement rules can be found here: [https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation\\_en](https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation_en).

ID	Previously parked by	Cost category	Investment n°	Contract ID	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Comment
R2.1	<input type="checkbox"/>	External expertise ...	N/A	N/A		TYPE	28/6/2024	28/6/2024	Scientific consultancy contract	
R2.2	<input type="checkbox"/>	Staff costs	N/A	Contract for scientific consultancy						11% of Working time dedi

Please make sure that the contract name is clear enough so that the contract item can be easily identified in the list of expenditure. Should the contract item be wrongly filled, it can be deleted or edited as long the report is in draft status.

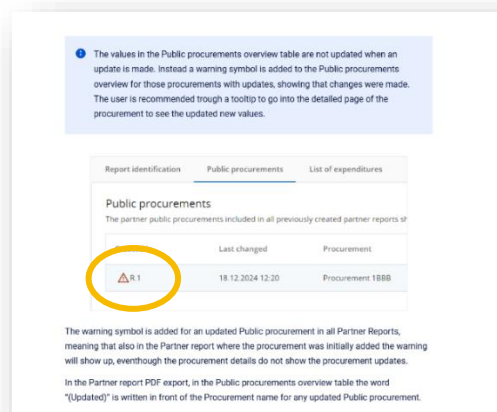
### Modifying a Contract Declared in a Previous Partner Report

If a contract declared in a **previous Partner Report** needs to be modified in the **current report**, the **Project Partner (PP)** can make it by clicking to EDIT and proceed with the following updates:



- An update of the contract (amount, supplier name, VAT, contract update date)
- Beneficial Owner of the Contractor (*you cannot delete the previous B.O. but you can only add a new one, if needed*)
- Subcontract
- Upload new documents

When an existing contract is modified, an **alert symbol** will be displayed next to the contract in the **current report**, indicating the change. This alert will also be visible to the **National Controller (NC)** during the verification process.

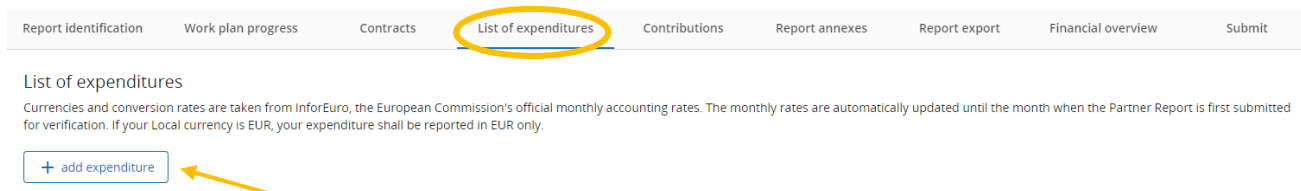


#### iv. List of expenditures

The **list of expenditures (LoE)** section is the place where each single partner must fill-in the incurred and paid costs.

Each item must correspond to a single cost, must be filled-in in original currency and must be coherent with the activities achieved during the period and reported by the PP.

→ by clicking on “**add expenditure**”, partners can start to add expenditure item in the system

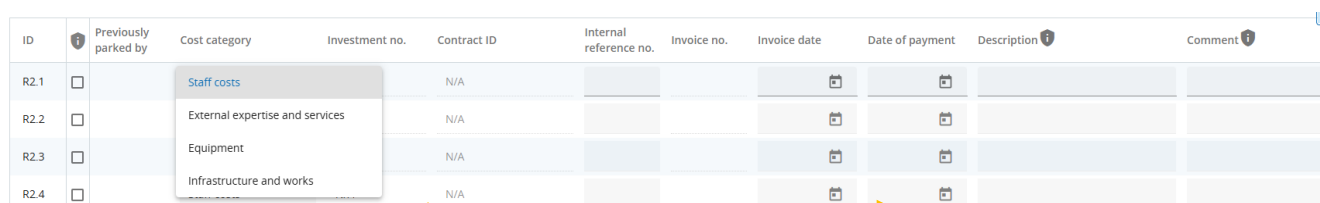


Report identification   Work plan progress   Contracts   **List of expenditures**   Contributions   Report annexes   Report export   Financial overview   Submit

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.

[+ add expenditure](#)

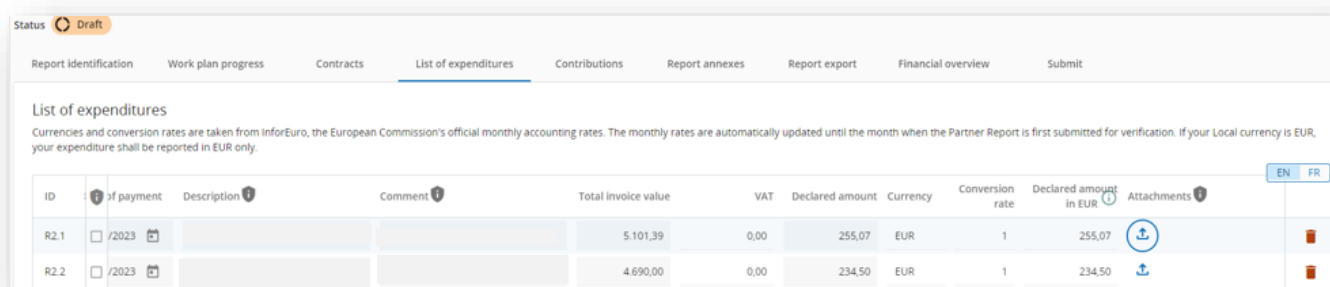
The information related to an expenditure item is divided in several fields. Be sure to fill-in all needed information by scrolling from left to right on your screen.



ID	Previously parked by	Cost category	Investment no.	Contract ID	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Comment
R2.1	<input type="checkbox"/>	Staff costs		N/A						
R2.2	<input type="checkbox"/>	External expertise and services		N/A						
R2.3	<input type="checkbox"/>	Equipment		N/A						
R2.4	<input type="checkbox"/>	Infrastructure and works		N/A						

To delete an expenditure item just click on the “**delete icon**” on the far right of your screen.

For each expenditure item, an attachment must be provided and uploaded in the relevant cost category line<sup>7</sup>.



ID	Date of payment	Description	Comment	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments
R2.1	<input type="checkbox"/> /2023			5.101,39	0,00	255,07	EUR	1	255,07	
R2.2	<input type="checkbox"/> /2023			4.690,00	0,00	234,50	EUR	1	234,50	

**ID**: it is linked to the current report and the expenditure running number. It is automatically generated by the system and remains dynamic as long as the report is still in draft status; in case of **parked expenditure**, the **ID number remains unchanged** from the partner report's first submission.

<sup>7</sup> Please refers to the Programme Manual, III. Financial Issues, A. Eligibility of expenditures, vii. Category of costs

#### 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.

ID	Previously parked by	Cost category	Investment no.	Contract ID	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Comment	Total invoice value
R1.2		External expertise ...	N/A	N/A							0.00

[+ add expenditure](#)

**Cost category:** this section is linked to the partner budget as defined in the consolidated AF. The field is mandatory, and the cost category must be selected on the drop-down menu:

- **Staff cost**

When declaring **staff costs**, **Project Partners (PPs)** are invited<sup>8</sup> to enter each **internal staff member** involved in the project by adding **one entry per person per period** in the **description tab**, including the following details:

- Name and Surname (or initials)
- Months covered
- Dedicated percentage per month

ID	Db ID	Description	Comment	Total invoice value	VAT	Declared amount	Currency
R5.1	28017	CG/RP 1/50%/July-Dec	Invoice date is orientative and the val	11.700	0,00	5.850	EUR

NB. Unless an explanation is provided, the share of the eligible amount of staff for the project is expected to correspond to the **"total invoice value"** multiplied per the percentage that appears in the STAT.

*Task Assignment Document (TAD)* must be complete and uploaded in Contracting> Partner details section of each Partner, in Jems:

Partner reports
Contracting
Contracts and key dates
Project managers
Project reporting schedule
Partner details
PP3
Application form
Shared folder
Export

Attachments
PPB CGIAM

File name	Location	Upload date	User	File size	Description	Actions
FIF PPB.pdf	Partner Details - Contract	21/11/2024 13:25		181.4 kB		<a href="#">edit</a> <a href="#">download</a> <a href="#">delete</a>
Task Assignment	Partner Details - Contract	19/11/2024 09:59		565.8 kB		<a href="#">edit</a> <a href="#">download</a> <a href="#">delete</a>
Task Assignment	Partner Details - Contract	19/11/2024 09:59		885.1 kB		<a href="#">edit</a> <a href="#">download</a> <a href="#">delete</a>
Task Assignment	Partner Details - Contract	19/11/2024 09:58		1 MB		<a href="#">edit</a> <a href="#">download</a> <a href="#">delete</a>
Task Assignment	Partner Details - Contract	19/11/2024 09:58		1.1 MB		<a href="#">edit</a> <a href="#">download</a> <a href="#">delete</a>
Task Assignment	Partner Details - Contract	19/11/2024 09:57		781.7 kB		<a href="#">edit</a> <a href="#">download</a> <a href="#">delete</a>

[Upload file](#)

- The applied % should cover at least one full implementation period
- The **starting date of declared staff costs** must align with the **effective date of the task assignment**
- **Staff costs must be paid before the end of the reporting period** to be eligible (e.g. if **social security taxes** are paid outside the eligible period, they should be reported in the reporting period they are paid)

- Travel and accommodation
- External expertise and service
- Equipment
- Infrastructure and works

<sup>8</sup> Unless the National Controller requires another method of entry

**/! Point of Attention:** depending on the partner's choice concerning flat rates, the drop-down menu will show you a complete (real cost) or limited (flat rate) overview of the list of selectable cost categories.

For each cost category selected, such as, *External expertise and service, Equipment, Infrastructure and works* including an investment, the following information must be provided:

→ Investment number

For all expenditure related to investments, you must select the corresponding investment number for any expenditure linked to a budgeted investment and upload all relevant investment documentation<sup>9</sup> in Jems (Application Form >Application Annexes>Investment Documentation). These documents must be complete for the expenditure to be considered eligible.

ID	Previously parked by	Cost category	Investment no.	Contract ID	Internal reference no.	Invoice no.	Invoice date
R1.?	<input type="checkbox"/>	External expertise ...	N/A	N/A			

Additional documentation is 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 and must be available at the latest when submitting the first expenditure(s) related to equipment and/or infrastructure category of the investment.

**/! Point of Attention:** The assessment of expected impact of climate is distinct from the Do No Significant Harm (DNSH) analysis, that may have been provided during the pre-contracting phase.

The following documents are mandatory<sup>10</sup> and must be uploaded in JEMS under Application Form → Application Annexes → Investment Documentation.

- Statement of capacity and compliance with the principles of investment.
- Assessment of expected impact of climate change for investment in infrastructure with a lifespan over 5 years.

<sup>9</sup> The mandatory documentation that must be provided by the Partner is listed in chapter "I.C.iii.e" of the Interreg Euro MED Programme Manual

<sup>10</sup> Providing these documents is mandatory and a condition of eligibility to be verified by the National Controller (NC) in accordance with Article 22(4)(j) of the Interreg Regulation

- 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 pre-contracting grid, if relevant (i.e done during the precontracting phase)
- State aid assessment conclusion, if relevant (i.e done during the precontracting phase in compliance with EU, national and local legislation in terms of environmental impacts, required permits, permits, building permissions, public hearing etc.)

As for any other activity, partners should report on their Progress Report, problems and deviations encountered, comment on potential delays and present the solutions found.

→ Workplan progress

The screenshot shows the 'Project report PR.2' interface. At the top, there is a status bar with 'Draft' and a circular arrow icon. Below this is a navigation menu with several tabs: 'Project report identification', 'Work plan progress', 'Project results & Horizontal prin...', 'List of partner certificates', 'Project report annexes', 'Financial overview', 'Report exports', and 'Submit'. The 'Work plan progress' tab is highlighted with a yellow circle. Below the navigation menu, the 'Work plan progress' section is visible, containing three sub-sections: 'Work package 1', 'Work package 2', and 'Work package 3'.

The compliance with the DNSH principle during the implementation should be confirmed.

→ Project results & horizontal principles/sustainable development

The screenshot shows the 'Project report PR.2' interface. At the top, there is a status bar with 'Draft' and a circular arrow icon. Below this is a navigation menu with several tabs: 'Project report identification', 'Work plan progress', 'Project results & Horizontal prin...', 'List of partner certificates', 'Project report annexes', 'Financial overview', 'Report exports', and 'Submit'. The 'Project results & Horizontal principles' tab is highlighted with a yellow circle. Below the navigation menu, the 'Project results' section is visible, containing a list of results (Result 1, Result 2, Result 3, Result 4) and a 'Horizontal principles' section. The 'Horizontal principles' section contains a table with columns for 'Cooperation criteria', 'Type of contribution', and 'Description of contribution'. The table has three rows: 'Sustainable development', 'Equal opportunities and non-discrimination', and 'Equality between men and women'. Each row has a 'positive effects' button, a 'neutral' button, and a 'negative effects' button. The 'Sustainable development' row has a 'positive effects' button selected. The 'Description of contribution' column has a text input field for each row.

→ Contract ID (if existing)

In case of “External expertise and service”, “equipment” or “Infrastructure and or Investment”, the contract ID which has been created earlier must be linked here to the corresponding expenditure incurred by the Partner.

→ Internal reference number

This field can be used to identify the expenditure.

→ Invoice number

The invoice number should be used to identify expenditure.

→ **Invoice and date of payment**

The invoice date must be selected. Please remember that invoice date must be comprised within the eligibility period of the project report

→ **Description**

Particular attention must be paid to this section. Some cost categories require a clear information's description. Please look to the table above to know how to report a correct description for each cost categories.

→ **Comments**

This is an optional comment section where can be included any specific contract information that may be relevant for the National Controller, if applicable

→ **Total invoice value**

Total invoice value should be filled in **including VAT** regardless of the declared amount.

→ **VAT**

VAT Should be filled here, if the declared invoice indicates it.

→ **Declared Amount**

This field corresponds to the full amount (VAT included) that the Partner claims for reimbursement to the programme, and that will be checked by the controller. Input of negative amount is not allowed.

→ **Currency**

Depending on the Partner's country, euro or a different currency will be showed up by default by the system. This currency's value is the base for the automatic calculation of the declared amount in Euro. More specifically, the system provides:

- ▶ Eurozone partners: local currency is automatically re-filled by the system
- ▶ Non eurozone partners: the respective currency of the country is pre-filled and the exchange rates are applied when expenditure items in other currencies then Euro are declared
- ▶ When Country information in AF is not given: the PP can indicate any currency in the list of expenditure.

Independently from the Partner's country, the chosen currency should be in accordance with the one on the original invoice.

NB. Bear in mind that if a report is in draft, exchange rates are updated constantly. Once the report is submitted, the exchange rates shall be taken from the month of submission and frozen.

→ **Conversion rate**


The conversion rate is automatically provided and displayed by the system; the conversion is given on the exchange rate applicable at the month of the submission of the Partner report, so as long as the report is on draft the conversion rate is indicative.

→ Declared amount in EURO

Indicates the amount in euro of each expenditure declared for the project.

→ Bulk upload

In this section, partners are invited to upload any useful document expressly required by the competent National Authority, you can attach files directly to each expenditure as showed below. As the system only allows for one file per expenditure, it is recommended to upload a zip file containing all the documentation of the expenditure.

Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments
0,00	0,00	0,00	EUR	1	0,00	

**/! Point of Attention:** you can add attachments only after having clicked “save changes” in order to do not lose the expenditure information filled in.

Be aware that an exception is given for the Staff task assignment template (STAT) and the investment documentation.


Each partner must upload the updated Task Assignment<sup>11</sup> referring to any person employed for the project to their corresponding partner details section, as showed in the screenshot below:

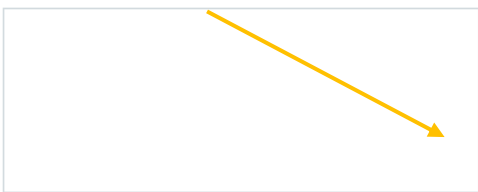
Contracting


- Contract monitoring
- Contracts and key dates
- Project managers
- Project reporting schedule
- Partner details

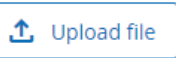
Application form

- Shared folder
- Export
- Project privileges

Attachments 

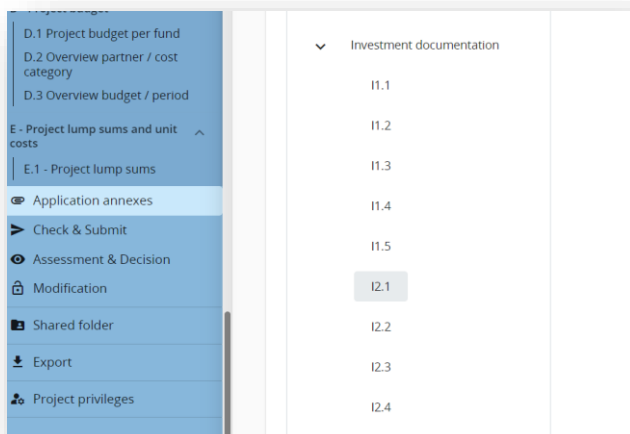


 There are no files uploaded.



In addition, the mandatory documents related to the investments, listed on chapter I.C.2.e of the Programme manual, must be uploaded in the section “Application Form/ Application annexes/ Investment documentation”. This section includes a folder for each investment that has been created in the Application Form.

<sup>11</sup>The Task assignment Template is available in the Interreg Euro-MED Programme website and can be downloaded [here](#)

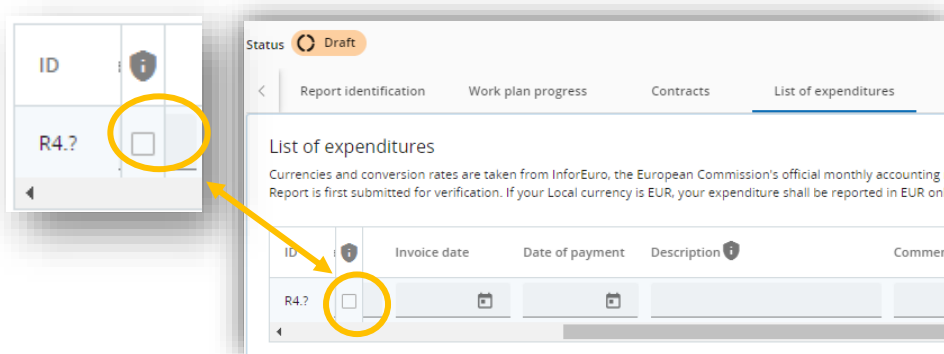


Please note that, apart from the inclusion of the STAT and the investment documentation in the sections indicated above, you might have to attach the documentation ALSO to the expenditure in the Partner report, if requested by your National Controller or the National Authority of your country.

**/! Point of Attention:** you have the possibility to modify an expenditure in the system as far as you don't submit the Partner Report (PR), by sending it to the validation of your Lead Partner/National Controller.

### Sensitive data on expenditures<sup>12</sup>

Following the General Data Protection Regulation (GDPR), some expenditure items could contain data that is considered confidential by the PP organization. In this case, the PP can qualify the expenditure as sensitive data-relevant, by clicking on the “little square” at the beginning of the expenditure line:



Once the sensitive data option is set, the “**description**”, “**comment**” and “**attachment**” fields are hidden for all Jems users of the PP organization without access rights to GDPR-relevant information. Only partner's Jems users who are filling the report or whose access to sensitive

<sup>12</sup> For more information, please refers to Chapter IV. “Legal Mechanisms, A. General Data Protection Regulation of the Interreg Euro-MED Programme Manual

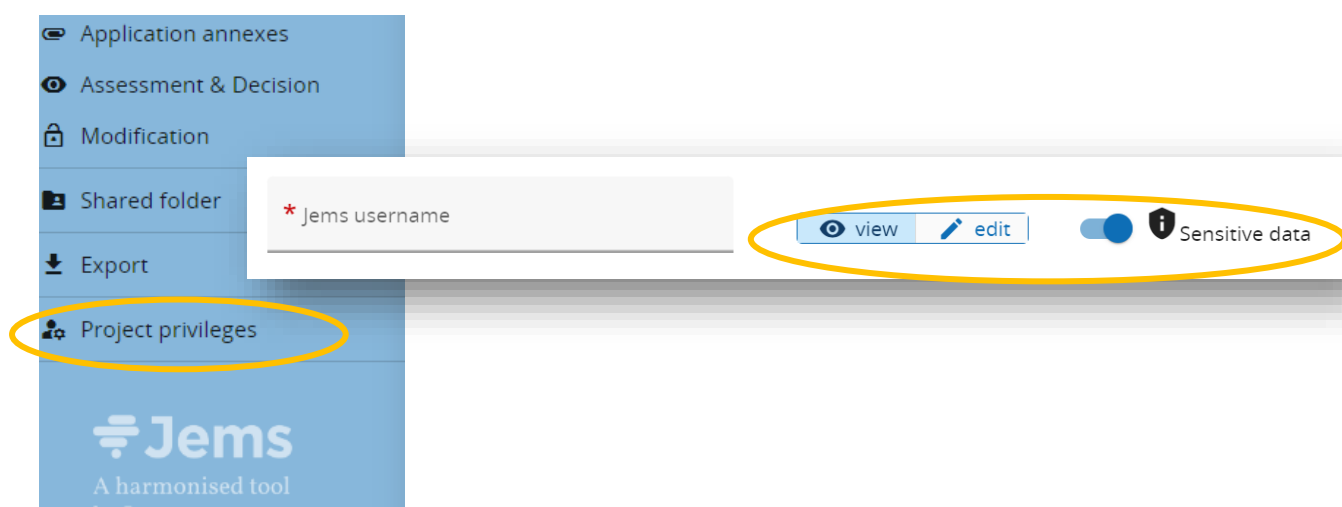
data has been granted: the Lead Partner, the assigned National Controller and the Programme users who need to check this information are able to see those hidden sections.

#### 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 EUR, your expenditure shall be reported in EUR only.

ID	of payment	Description	Comment	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments
R2.1	<input type="checkbox"/>			0,00	0,00	0,00	EUR	1	0,00	

Always concerning sensitive data, is the LP that can choose the Jems users of each Project Partner organization that can have access to the sensitive data in the “**project privileges**” section, by activating the sensitive data option for each relevant user. Keep in mind that this option must always be active for the LP user that has been attached to each PP in the section.



## v. Contributions

This is the section where partner should report on any contribution received for the period. The legal status of the contribution received must be coherent with the information provided in the application form.

In the first line only Interreg fund can be selected.

It is important to mention that any Project Partner which received Interreg Fund and state aids on the General Block Exemption contribution cannot receive any additional contribution for their budget.

Each reporting the partner should declare any external contribution received in the period for financing the project. If the partner uses its own source for cover the 20% cofinancing, the amount shall represent the 20% of the total declared expenditure.

The source of contribution is filled in based on the information provided in the AF, the amount of the current report should be filled in by the partners.

If necessary, a partner can also add “**Sources of contributions**” by clicking the “+” which will add a row, allowing them to indicate any additional contributions they may be received.

**Follow-up of partner contribution**

In this section, partners organisations are expected to list the partner contributions as they incur in reality (amounts received by partner). Partner organisations are advised to navigate to the financial overview to see the breakdown of the total reported amount per contribution source.

Name of organisation / Source of contribution	Legal status	Amount in AF	Previously reported	Current report	Total reported so far	Attachments
ONE	Public	113.735,16	0,00	145,8	145,87	<a href="#">📎</a>
Source of contribution	Public	0,00	0,00	0,00	0,00	<a href="#">🗑️</a>
Cannot be blank	Private					
+	Automatic Public					

If the Sources of contribution are changed in the Application form via a project modification, the changes shall apply to newly created reports after the approval of the modification. Previously reported amounts in deleted Sources of contribution will of course still show up in the list, however, it is not possible to add additional amounts for deleted Sources of contributions in the field “Current report”.

Attachments can be uploaded. Only one file can be uploaded per row and report. Additional contribution added by mistake can be removed at any moment by clicking on the trash bin icon.

## vi. Report annexes

This section of the partner report compiles all the documents uploaded in the report so far. As showed by the screenshot below, by clicking on the report number in the left side, you can see all the attachments previously uploaded in each sub section of the partner report.

Report identification

Work plan progress

Contracts

List of expenditures

Contributions

Report annexes

Report export

Financial overview

Report annexes

ⓘ Sensitive data is hidden to non-privileged users

▼ Partner report R.2

Work plan progress

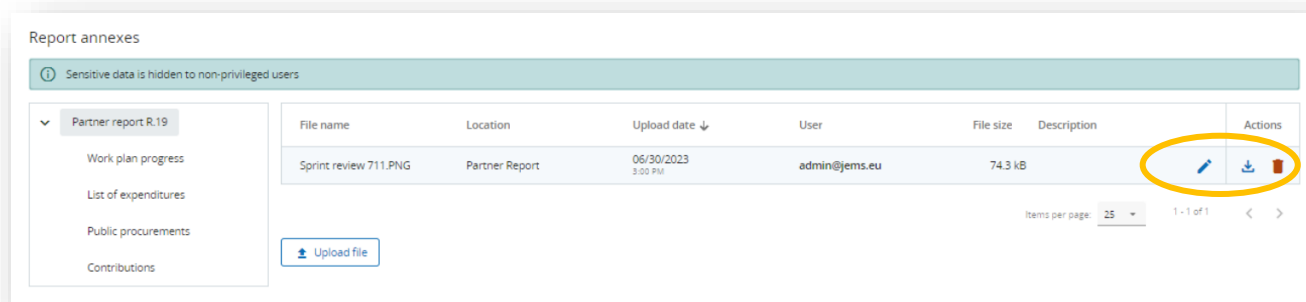
List of expenditures

Contracts

Contributions

File name	Location	Upload date ↓	User	File size	Description	Actions
FT T-481.pdf	Expenditure	15/03/2024 17:42		442.1 kB		<a href="#">📎</a> <a href="#">🗑️</a>
DL-12-2023.pdf	Expenditure	15/03/2024 17:41		41.3 kB		<a href="#">📎</a> <a href="#">🗑️</a>
DL-11-2023.pdf	Expenditure	15/03/2024 17:41		260.6 kB		<a href="#">📎</a> <a href="#">🗑️</a>
DL-10-2023.pdf	Expenditure	15/03/2024 17:41		156.2 kB		<a href="#">📎</a> <a href="#">🗑️</a>
DL-09-2023.pdf	Expenditure	15/03/2024 17:40		117.9 kB		<a href="#">📎</a> <a href="#">🗑️</a>

In this section PPs can also upload additional files linked to the Partner report, by clicking the “Upload file” button. The button only appears if they click on “Project report R.XX”, not if they click in the other titles below.



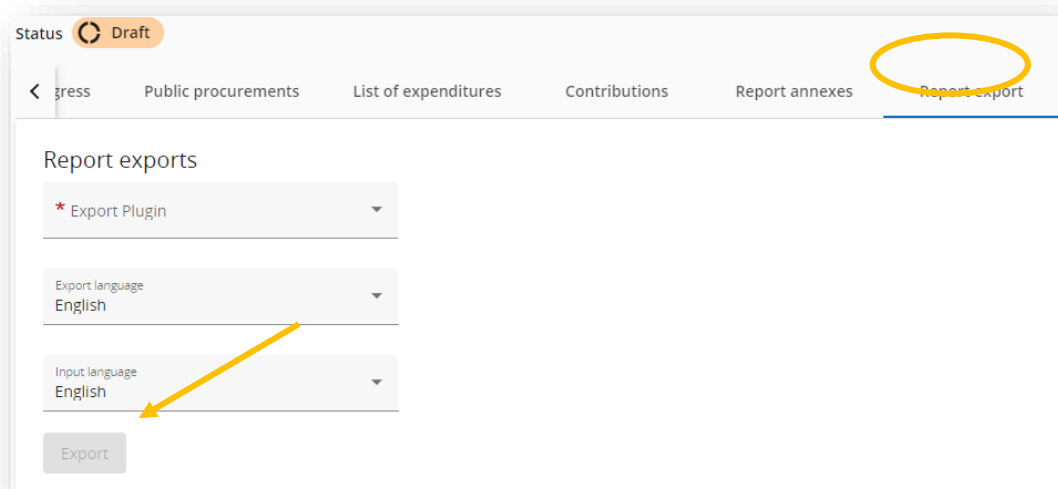
PPs can add descriptions to all the files in this section, even if they were originally uploaded through other sections of the report.

Files uploaded in this section can be deleted here, other files can only be deleted in the section where they were uploaded.

## vii. Report export

Once the Partner Report is completed, partners can download a PDF (EN or FR) version of the Partner Report, as well as an Excel file with the expenditures included on it.

Please note that, for the moment, only the Excel export of expenditures is available.



## viii. Financial overview table

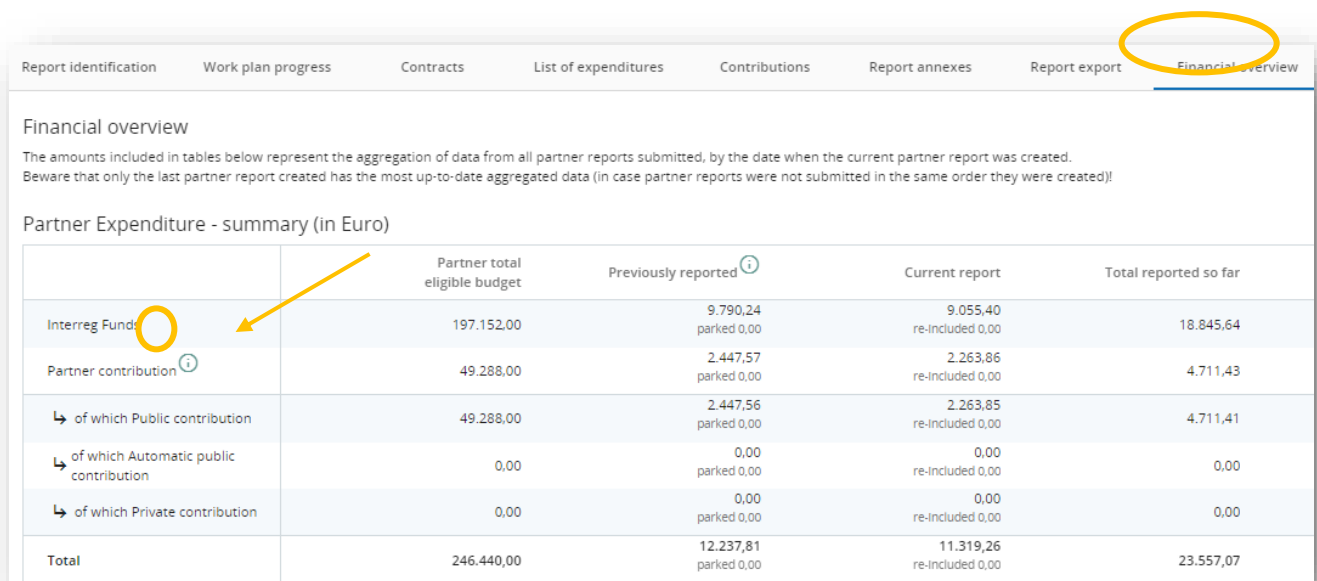
This section shows how the partner is proceeding in terms of spending. The amounts included on this table represents aggregated data from the partner reports submitted, by the date when the current partner report was created.

All amounts are showed in euros and there is an automatic conversion<sup>13</sup> into euros.

<sup>13</sup> A partner with expenditures in other currency than euro should be aware that exchange rates are updated monthly as long as the partner report is in draft status. The conversion rate is fixed upon the submission of the partner report and even if it were re-opened, the system would keep the exchange rate applicable at the moment of the first submission of the partner report.

Through the screen shot below, you can see the different tables composing the financial overview section:

- **Partner expenditure summary (in Euro)**: it shows the Interreg funds co-financing and the partner contribution split in public, automatic/private and any partner own contributions. These figures are based on the information provided in the application form, with information on the calculation process available in the information bubble shown below. The second column presents the total budget derived from the application form, followed by the partner expenditure previously reported, including preparation costs and simplified costs. The "Current report" column showcases amounts declared in the current report, while the "Total reported so far" column sums up both previous and current reports. This value can become negative in case of the report expenditure exceeds the budget indicated in the application form. "Previously paid column" sums up payments done up by the programme until the date when the partner report was created, including preparation costs.



	Partner total eligible budget	Previously reported	Current report	Total reported so far
Interreg Funds	197.152,00	9.790,24 parked 0,00	9.055,40 re-included 0,00	18.845,64
Partner contribution	49.288,00	2.447,57 parked 0,00	2.263,86 re-included 0,00	4.711,43
↳ of which Public contribution	49.288,00	2.447,56 parked 0,00	2.263,85 re-included 0,00	4.711,41
↳ of which Automatic public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00
↳ of which Private contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00
<b>Total</b>	<b>246.440,00</b>	<b>12.237,81</b> parked 0,00	<b>11.319,26</b> re-included 0,00	<b>23.557,07</b>

- **Partner expenditure breakdown per category (in Euro)**

This is a summary table summing up the expenditure declared per cost category.

Cost category	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified
Staff costs	2.723.888,00	26.570,38	0,00	26.570,38	0,98 %	2.697.317,62	0,00
Office and administrative costs	408.583,20	3.985,55	0,00	3.985,55	0,98 %	404.597,65	0,00
Travel and accommodation	420.805,20	3.985,55	0,00	3.985,55	0,95 %	416.819,65	0,00
External expertise and services	409.090,00	0,00	0,00	0,00	0,00 %	409.090,00	0,00
Equipment	0,00	0,00	0,00	0,00		0,00	0,00
Lump sum	37.000,00	37.000,00	0,00	37.000,00	100,00 %	0,00	37.000,00
<b>Total</b>	<b>3.999.366,40</b>	<b>71.541,48</b>	<b>0,00</b>	<b>71.541,48</b>	<b>1,79 %</b>	<b>3.927.824,92</b>	<b>37.000,00</b>

- **Partner expenditure – breakdown per Lump sum (in Euro)**

This table shows the breakdown of preparation costs by partner.

Lump sum	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified <sup>i</sup>	Previously paid <sup>i</sup>
Preparation costs - Preparation	37.000,00	37.000,00	0,00	37.000,00	100,00 %	0,00	37.000,00	0,00
<b>Total</b>	<b>37.000,00</b>	<b>37.000,00</b>	<b>0,00</b>	<b>37.000,00</b>	<b>100,00 %</b>	<b>0,00</b>	<b>37.000,00</b>	<b>0,00</b>

- *Partner expenditure – breakdown per investment (in Euro)*

In this overview table all cost items linked to an investment are summed up. However this table is hidden when no investment are used in the project.

Partner Expenditure - breakdown per investment (in Euro)

Investment Nr.	Partner total eligible budget <sup>i</sup>	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated <sup>i</sup>	Total eligible after control for current
I1.1 Investment 1	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00	0,00	0,00	0,00
I1.2 Investment Two	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00	0,00	0,00	0,00
<b>Total</b>	<b>0,00</b>	<b>0,00</b> parked 0,00	<b>0,00</b> re-included 0,00	<b>0,00</b>	<b>0,00 %</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

## ix. Submit the Partner Report

The “submit” section allows partners to submit their reports through the “submit partner report” button, which becomes active only after passing the “pre-submission check”.

To do that, you must click on the “run pre-submission check” button.

If the pre-submission check does not report any warnings, you can click on “submit partner report” and “confirm”.

Partner report R.2  
PP8

Status Draft

Public procurements List of expenditures Contributions Report annexes Report export Financial overview **Submit**

**Submit**

You are about to officially submit your Partner report : PP8 RWG - Partner report R.2

Make sure to submit your partner report in time as agreed with the Lead Partner. Please be aware that after submission, your report will be available for the controller and changes to the partner report are no longer possible.

<sup>i</sup> Also make sure that the contracting section is up-to-date before you submit.

Run pre-submission check → Submit partner report

After this step, the partner report passes to “**submitted**” status, in the report identification tab and the National controller can start the control work.

LP1  
Partner report R.1

Report identification | Work plan progress | List of expenditures | Public procurements | Contributions | Report annexes | Financial overview | Submit

**Partner progress report identification**

Project ID and acronym	IA-00001 - Sun is fun
Partner report ID	R.1
Partner report status	<span>🔄 Draft</span> → <span>➡ Submitted</span> → <span>🔄 Control ongoing</span> → <span>🏆 Certified</span>
Partner number	LP1
Name of the organisation in original language	
Name of the organisation in english	
Legal status	Public
Type of partner	
Partner organisation can recover VAT for project activities	
Co-financing source and rate	ERDF 80,00%
Country	
Local currency (according to InforEuro)	Not found

## C. The control work

When the Partner report is submitted, the controller can start the **control work** by clicking on “start control”.

interres Euro-MED | Co-funded by the European Union | Dashboard | Controllers | English

Dashboard / Applications / Euro-MED0400656 - MED / PP1 tzz

Reporting  
Partner reports

PP1 tzz

ID	Status	Included in project...	AF version linked	Reporting period	Date of report...	Date of first submission	Last submission	Amount submitted	Control end date	Total eligible after control for current...	Control
R.8	➡ Submitted		3.0	Pe	18/10/2023	14.04		1.791,72			Start control

Partner Report's status moves to “**control ongoing**”, and the National Controller can start the verifications.

🔄 Control ongoing	2.0	17/02/2023 11:19	17/02/2023 11:19	0,00	Open controller ...
-------------------	-----	------------------	------------------	------	---------------------

Please note that, while the Partner Report is in the status “**Control ongoing**”, all the tabs are visible only to the controllers belonging to the control institution assigned to the Partner. During this process, the Partner is allowed to see only the “**control document tab**” where is invited to upload any further document the NC may requests (see the next section “control documents”).

Control Report for: Partner report R.2  
Community4Nature

Status **Control ongoing** [Switch to partner report](#)

Control documents

## D. The National Controller's tasks

Here below you have a sum-up of the main actions led by the NC and that may impact the Partner Report during the control work as well as the expected documents he must generate to confirm the verification process<sup>14</sup>

### i. Control Report - identification

In this tab, controllers can see pre-filled partner progress report information and can fill in basic identification about the ongoing control, such as the general methodology use for the control, including dates and basic information on the on-spot-verification.

General methodology (multiple selection possible):

☐ Administrative verification  
☒ On-the-spot verification

List of on-the-spot verifications:

Date	Location (multiple selection possible)	Focus	Delete
From: <input type="text"/> To: <input type="text"/>	<input type="checkbox"/> Premises of project partner <input type="checkbox"/> Project event/meeting <input type="checkbox"/> Place of physical project output <input type="checkbox"/> Virtual	Enter text here	

+ Add on-the-spot verification

### ii. Control report - Expenditure verification

For each expenditure item, the controller can:

- Deduct an amount and select a typology of error for the deduction
- Park item:

The controller can park expenditure by switching on the toggle button in the park item column. When NC parks, the expenditure item is locked, and the certified amount are both automatically set to 0. After the control work is finalize, the parked item will show up in next partner report, in the list of expenditure – Parked items waiting list, where the partner can

<sup>14</sup> For any additional details on the control work process, please refers to the ["Practical Guidance for National Controller"](#), published on the Interreg EURO-Med website.

decide what happens to the respective expenditure (either delate it or reinclude it in a new partner report with or without modification<sup>15</sup>.

**Expenditure verification**

Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID		Unit costs and Lump sums	Cost category	Deducted amount	Certified amount in EUR	Typology of error	Park item	Comment
R3.1	<input type="checkbox"/>	N/A	Equipment	-87,00	10.087,00	01 - Ineligibl...	<input type="checkbox"/>	
R3.2	<input type="checkbox"/>	N/A	External expertise a...	0,00	0,00	N/A	<input checked="" type="checkbox"/>	
R3.3	<input type="checkbox"/>	N/A	Infrastructure and w...	0,00	10.000,00	N/A	<input type="checkbox"/>	

- add comment

Here NC can add comment in the text field under the comment column, either to justify a deduction or to provide other explanations.

**Expenditure verification**

Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID		Unit costs and Lump sums	Cost category	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
R3.1	<input type="checkbox"/>	N/A	Equipment	-87,00	10.087,00	01 - Ineligibl...	<input type="checkbox"/>	
R3.2	<input type="checkbox"/>	N/A	External expertise a...	0,00	0,00	N/A	<input checked="" type="checkbox"/>	Justification for parking
R3.3	<input type="checkbox"/>	N/A	Infrastructure and w...	0,00	10.000,00	N/A	<input type="checkbox"/>	Justification for parking (25/1000)

### iii. Control documents

In this section the NC has the possibility to ask to the partner for missing or additional supporting documents to clarify expenditure items; both **controller and partner can**:

- Upload any additional documents.
- Download any document

<sup>15</sup> For more information, see Partner Report Content – List of expenditure's section

**Control documents**

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

✓ Partner report R.2

Control documents

File name	Location	Upload date ↓	File size	Description	Actions
Attachment (22).jpeg	Control document	04/24/2023 11:00 AM	29.7 kB	upload when control is ongoing	
Attachment (17).jpeg	Control document	04/24/2023 10:58 AM	43.2 kB	Uploaded when control ongoing	

Upload file

#### iv. The control checklist

The LP must check and ensure that all checklists are complete and finalized by each PP's National Controller before including a certificate in a Project report.

Three different checklists are provided by the system:

- Member State Checklist (only for Spanish Partners):** this has to be generated by the National Authority of Spain only after the end of the control work and before the submission of the payment claim. Through the MS checklist the concerned National Authority can include any expenditure they deem ineligible.
- External contract Checklist:** The NC must create and fill in a new one for every new external contract linked to the expenditures. The NC must add the contract id in the "comment" field. If a contract has not been signed with the supplier, the NC is encouraged to specify it, in the Control report and certificate on in the section 5. a.
- Control checklist:** It contains the detail of the control work executed by the NC.

Control Report for: Partner report R.1

LP1 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.

Member State checklist

External contract Checklist

Control checklist

+ instantiate new checklist

User

Finished date

- Control checklists:** for the 2 first questions, if the answer is YES, the National Controller is required to include a justification.

**⚠ Point of Attention:** Before including any certificate in the Reporting Package, the Lead Partner must ensure that the below mentioned questions are selected “Yes”, a justification must be duly provided.

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

Justification

**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

Justification

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

Justification

**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

Justification

## v. Control Report and Certificate's submission

This is the section where each controller is responsible of generating the **National Control Report and Certificate**. It is an essential document for the audit trail to claim costs incurred by each Project Partner.

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

- The control certificate and report must be generated only after the submission of the control report, signed by the NC or reviewer (wet ink or electronic), and uploaded again to the same section on Jems.

**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 and can be downloaded, signed and uploaded.

Control report and certificate - 1.0.2

Member state control report - 1.0.0

Generate document

File name	Location	Creation date ↓	User	File size	Description	Actions	Attachments
Control Report 5 And Certifi...	Control report	11/12/2023 08:40		60.9 kB		<a href="#">Download</a> <a href="#">Upload</a> <a href="#">Delete</a>	

- The Member State control report (only for Spanish PPs) is generated, downloaded, signed and uploaded by the National Authority after submission of the finalised control report.

**/!\ Point of Attention :** Should a NC not be able to produce a **National Control Certificate and Report** in time, expenditures can be included in future Partner reports

In case of an expenditure is parked by the National Controller, the concerned partner can put the parked expenditure in a future partner Project report. This is to enable the Partner to provide any additional information requested by the controller.

- ▶ If the **National Control Certificate and/or Report** is submitted and **needs to be re-opened**, an express request must be sent by the NC to LP and JS
- ⊖ It is not possible to modify and or/enter new expenditures in a re-opened **Partner Report**.

It is not possible to include on the partner report costs that have been paid out after the end of its corresponding reporting period.

## II. The Project Reporting Package

### The Lead Partner' duties

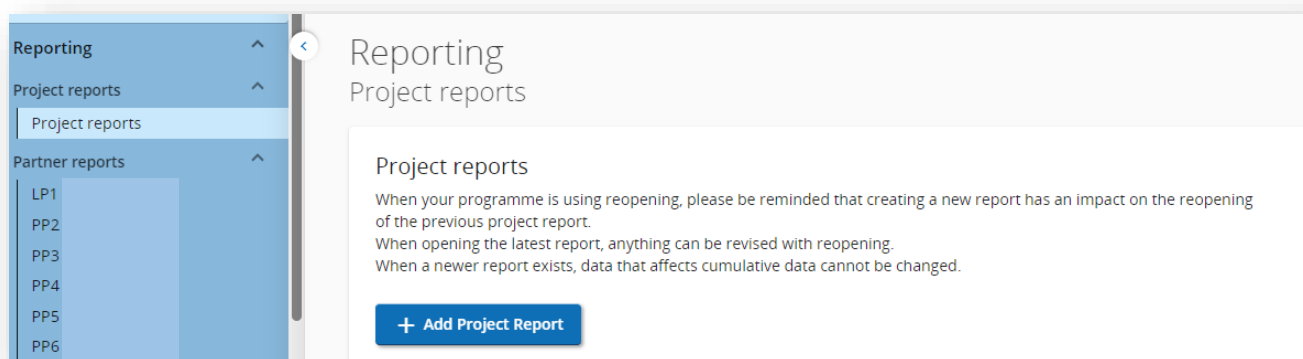
The reporting package is filled and submitted by the **Lead Partner only**. It is made up by gathering each single partner report submitted and validated in Jems by each Project Partner's assigned controller.

Before submitting the Reporting Package, the Lead Partner must ensure that:

- Expenditure reported by all partners results from implementing the project
- National validation from Spain is available before accepting a certificate from Partners based in this country
- A tangible system to prevent double financing and to identify project expenditures exists for each PR and is described in the control checklist(s)
- The cumulated certified amount for each Project Partner is less or equal to the available budget

- No anomalies have been detected among expenditure and activities ( the report on inelegible costs must be attached to the payment claim).
- The signed version of the control report and certificate is available for each Partner

After having checked the above-mentioned document and information and following each reporting period, the Lead Partner can submit a Project Report.



For creating a Project report, the Lead Partner must click on “+ Add Project Report”.

Once the “+Add Project Report” button is clicked, you land on the “Create project report” form. When creating a project report and if there are any reporting schedule deadlines created in the contracting section, as showed in the screenshot below, you shall choose one of the reporting period from the drop-down menu and this will automatically complete:

- the type of report
- the full or partial Partner Reporting
- The reporting period
- The deadline for the selected reporting period

In the “**Project reporting schedule**” section, you can check the type of reporting<sup>16</sup> that corresponds to each period, being “only finance” equivalent to the partial reporting, and “both”, equivalent to the full reporting.

<sup>16</sup> Please noted that, regardless of the type of reporting, the sections to be completed by the Partner in their PR are always the same.

**Contracting**  
Project reporting schedule

**Project reporting deadlines**  
In this section, the reporting schedule is defined. For the period, in case the report covers more than one period, please indicate the period in which the report shall be delivered.

Project start date (DD/MM/YYYY): 01/01/2024  
Project end date, calculated automatically (DD/MM/YYYY): 30/09/2026  
Project duration in months: 33

ID	Type of report	Period	Date	Comment
1	Only Content	Period 1, month 1 - 6, 01/01/2024 - 30/06/2024	30/9/2024	Partial reporting
2	Only Content	Period 2, month 7 - 12, 01/07/2024 - 31/12/2024	31/3/2025	Full reporting
3	Only Content	Period 3, month 13 - 18, 01/01/2025 - 30/06/2025	30/9/2025	Partial reporting
4	Only Content	Period 4, month 19 - 24, 01/07/2025 - 31/12/2025	31/3/2026	Full reporting
5	Only Content	Period 5, month 31 - 33, 01/07/2026 - 30/09/2026	30/9/2026	Full/Final reporting

If there is no reporting schedule defined in the contracting section, the report identification fields have to be completed during report creation.

## A. Types of Project Reports: Partial and Full Reporting

Two types of project reports can be submitted to the JS, depending on the period of reference "Partial Report" and "Full Report". Each Type of project report has a different number of tabs as shown in the table below:

Partial Reporting (request after period 1, 2, 5)	Full Reporting
Project Report Identification	Project Report Identification
	Work plan progress
	Project results and horizontal principles
List of partners certificates	List of partners certificates
Project report annexes	Project report annexes
Financial Overview	Financial Overview
	Report exports <sup>17</sup>
Submission	Submission

Once again, it is important to remind that, the reporting periods are established on Jems in the "contracting> project reporting schedule" section.

The project report relating to the **final reporting package**<sup>18</sup> must therefore be submitted by the Lead Partner via Jems no later than the date mentioned in the "reporting schedule" corresponding to the end date of the project.

For the final report, note the following specifics:

- The national controller must complete and document all required checks and on the spot visits before the project's end. If not, the final certificate may be suspended.

<sup>17</sup> This section allows you to download the project payment claim. However, PDF export of the report is not yet available.

<sup>18</sup> Kindly note that, in the case of final reporting, the final period of the project is a 9-months one, but every period on Jems is maximum 6 months. For example, if the final period of a project is the number 13 (9 months), on Jems it would be split between a period 13 of 6 months and a period 14 of 3 months.

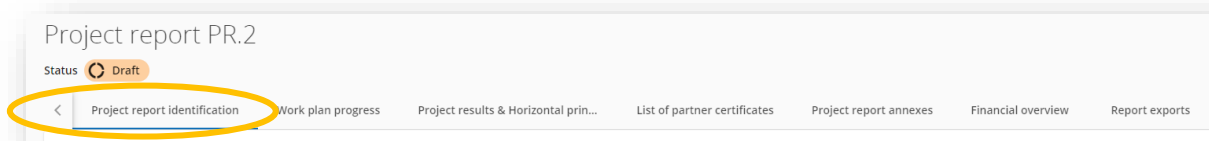
- Controllers' certificates must be marked as “final”
- The last project report is automatically marked as “final report” by Jems. It includes all the full reporting section plus an additional 'final report' one. All of them must be fully filled-in and validated by the Lead Partner.
- All documents (partner reports, NC's certificates, any national validations, the final project report, and annexes) must be submitted and validated in Jems by the project's end date.

## i. The Project report content

It is imperative that all sections are completed to ensure a thorough and accurate Project Report submission.

Taking as an example a full reporting's Project report, the following sections will appear :

- Project report identification
- Work plan progress
- Project results and horizontal principles
- List of partner certificates
- Project report annexes
- Financial overview
- Report exports



The “**Project report identification**” tab is dynamic, it responds to the project report type and to what is in the last approved application form and it must contain the basic information in order to evaluate the progress of the project during the period.

The tab includes textboxes to describe the Highlights of main achievements and Partner problems and deviations. In addition, the tab includes the following overview tables as described below:

The tab contains the following sections:

- Highlights of main achievements
- Outputs and results overview (automatically filled by the system)
- Project problems and deviations (*includes carbon footprint, only for full reporting*)
- Target groups (to be filled only for full reporting)

**Highlights of main achievements**

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

EN FR

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**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

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

EN FR

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**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.

In the “**Work plan progress**”, and the “**Project results and Horizontal principles**” tabs (NOT DISPLAYED during partial reporting), the Lead Partner must report in detail the progress in the development of the work plan and objectives of the project.

Work package 1

☐ This work package is completed.

What is the progress towards the objectives in this work package as defined in the application form? Status should be cumulative.

**Project specific objective**

Project specific objective  
Facilitate the exploitation, sharing and reuse of knowledge, experiences and project results by other Euro-MED projects or other programmes to foster the production of relevant work, and establish conditions to develop synergies between projects.

Status

EN FR

**Explanations**

---

**Communication objective**

Communication objective  
Raise awareness of the past and new Sustainable Tourism thematic communities activities, concrete outputs and results in partner states and regions through the design of communication and campaigns aiming at encouraging the reuse of existing knowledge and practices inside and outside the community.

Status

EN FR

**Explanations**

---

**Progress**

Please describe the progress in this reporting period and explain how the partners were involved (who did what).

Enter text here

EN FR

As the screenshot reported above, the LP is requested to report the status and the progress for every:

- Work package: project specific objective and communication objective
- Activity, deliverable and investment
- Output
- Result

- Horizontal principle

**/! Point of Attention:** Quantification of outputs and results and progress in horizontal principles is only requested in the final report.

## ii. Reporting on outputs, results, and indicators

The LP must collect information from each partner and includes it on the Project Report in a synthetize way. Bear in mind that quantitative information on indicators performance is expected to be provided only during final reporting. The LP must follow all reporting requirements and criteria set by the Programme.

Outputs are uploaded in Jems during the nearest full reporting after their completion and validated by the JS during the PR assessment.

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

---

Output title  
Organisations cooperating formally for the enhancement of sustainable tourism

---

<small>Programme output indicator</small> 31087: Organisations cooperating across borders	<small>Measurement Unit</small> organisations	
--	--	--

---

<small>Delivery Period</small> Period 14, month 79 - 81	<small>Target Value</small> 38,00	<small>Achievement</small> <div style="text-align: center; font-size: 2em; color: red;">X</div>	<small>Reporting period</small> 0,00	<small>Cumulative value</small> 0,00
--	--------------------------------------	--	---	---

---

Progress in this period

EN FR

✓

↑

↘

## iii. The financial sections of the Project report

In the “list of partner certificates” section, the LP, after verification of the expenditures, selects the certificates that will be included in the finalized Project report and whose reimbursement will be requested through the Payment Claim.

## 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)
<input checked="" type="checkbox"/>	LP1	R.1	31/10/2023 10:20	PR.1	54.378,32
<input checked="" type="checkbox"/>	PP2	R.1	30/10/2023 13:39	PR.1	9.307,97
<input checked="" type="checkbox"/>	PP6	R.1	27/10/2023 14:29	PR.1	39.850,35

Items per page: 25

1 - 3 of 3


As the screenshot reported above, all available certificates are automatically selected by the system. The LP must de-select all certificates not to be included in the report.

**Point of Attention:** Only complete certificates, with all checklists and certificates, including the Member State Control report for PPs from Spain, duly filled and attached must be included in the project report.

The “**financial overview**” tables show the summary of all the expenditure included in the current and previous reports.

The previously verified amount shows the accepted amount by the MA after the verification. The MA can also deduct and park expenditures after the NC’s certification.

## Project report PR.2

Status  Submitted [Start verification](#)

Project report identification

Work plan progress

Project results & Horizontal prin...

List of partner certificates

Project report annexes

Financial overview

Report exports

### Financial overview

These values displayed below consist of certified amounts & preparation costs in Euro only.

#### Project expenditure - summary (in Euro)

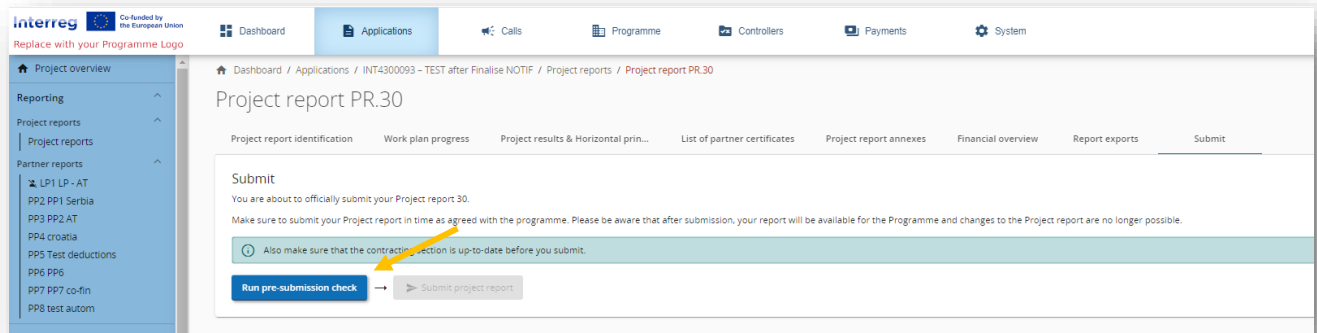
	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified	Previously paid
Interreg Funds	3.999.860,96	46.908,25	0,00	46.908,25	1,17 %	3.952.952,71	46.908,25	0,00
Partner contribution	999.965,24	11.727,07	0,00	11.727,07	1,17 %	988.238,17	11.727,07	N/A
↳ of which Public contribution	314.648,74	5.400,00	0,00	5.400,00	1,72 %	309.248,74	5.400,00	N/A
↳ of which Automatic public contribution	253.635,16	4.727,06	0,00	4.727,06	1,86 %	248.908,10	4.727,06	N/A
↳ of which Private contribution	431.681,34	1.600,00	0,00	1.600,00	0,37 %	430.081,34	1.600,00	N/A
<b>Total</b>	<b>4.999.826,20</b>	<b>58.635,32</b>	<b>0,00</b>	<b>58.635,32</b>	<b>1,17 %</b>	<b>4.941.190,88</b>	<b>58.635,32</b>	<b>0,00</b>

#### Project expenditure - breakdown per cost category (in Euro)

Cost category	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified
Staff costs	3.102.339,88	16.642,56	0,00	16.642,56	0,54 %	3.085.697,32	16.642,56

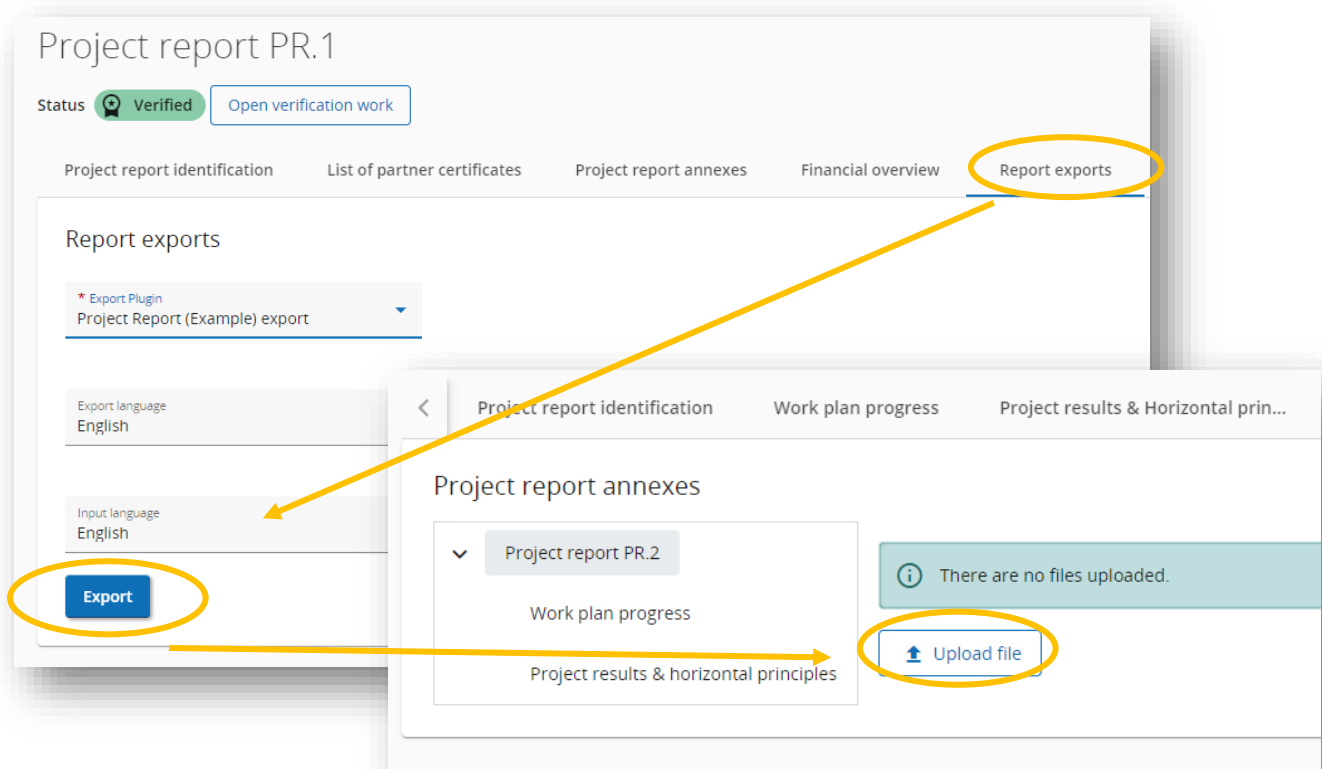
#### iv. Project Report submission and Payment Claim

In this section the Project Report can be submitted by clicking on run-pre-submission check. After submission, the project report is frozen and the MA/JS verification can be started.



Before the submission, 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 Project Report.

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



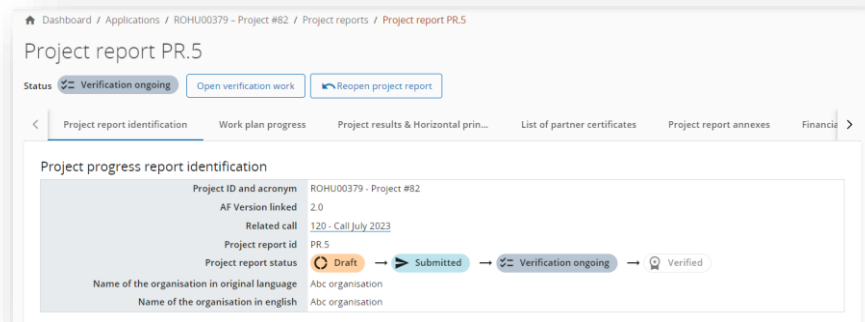
**NO signature is required!**

The reporting Package is now submitted by the LP and it is sent to the Joint Secretariat.

Please noted that once the Reporting package is submitted, it is not possible anymore to modify the document, and to add expenditure anymore .

## B. Re-opening of a Project Report

Once the Project Report has been submitted and the JS Project Officer has started the JS verification, no further re-opening will be authorised any more by the JS.



A reopened project report allows for certain modifications and corrections, but the period that the report covers, and therefore the type of report (partial or full), cannot be changed.

When the last submitted partner report is reopened, editing is unlimited (except for the report type), so the list of certificates can be changed. The creation of a new report is blocked until the last reopened report is submitted.

When there are one or more project reports that have been submitted more recently than the one that needs to be reopened, the editing is more limited:

- ▶ Dates and entries are editable.
- ▶ Figures fields are locked.
- ▶ The list of partner certificates cannot be modified.
- ▶ Attachments can be uploaded.
- ▶ Checkboxes related to the status and completeness of the work plan activities cannot be modified.

Project report Identification   **Work plan progress**   Project results & Horizontal prin...   List of partner certificates   Project report annexes   Financial overview   Report exports

Work plan progress

✓ Work package 1 Completed in this report.

☒ This work package is completed.

What is the progress towards the objectives in this work package as defined in the application form? Status should be cumulative.

Project specific objective

Project specific objective  
To create the framework of collaboration with the Sustainable Tourism Community & the Programme's Missions 1,2,3 Community4Tourism & Dialogue4Tourism so as to share & reuse knowledge produced having identified the policy making institutions that will receive that knowledge.

Status  
Partly achieved

## C. Re-open a Partner Report and/or a Control Work

### i. Reopening of the latest partner report

A partner report with the status "submitted" or "control ongoing" can be reopened.

This is an exceptional procedure which can be done by asking your National Controller, who, if necessary, can reopen the partner report for adjustments. Bear in mind that any correction of expenses and the sending of additional document are done during the control work process.

A full re-opening allows all data to be edited without exception. However, certain limitations apply.

PP3

Status **Submitted** Start control Reopen partner report

Report Identification   Work plan progress   Public procurements   List of expenditures   Contributions

Partner progress report identification

Project ID and acronym  
AF Version linked  
Related call  
Partner report ID  
Partner report status

2.0  
3 - Governance call for proposals-Appel à projets Gouvernance  
R.1  
Draft → Submitted → Control ongoing

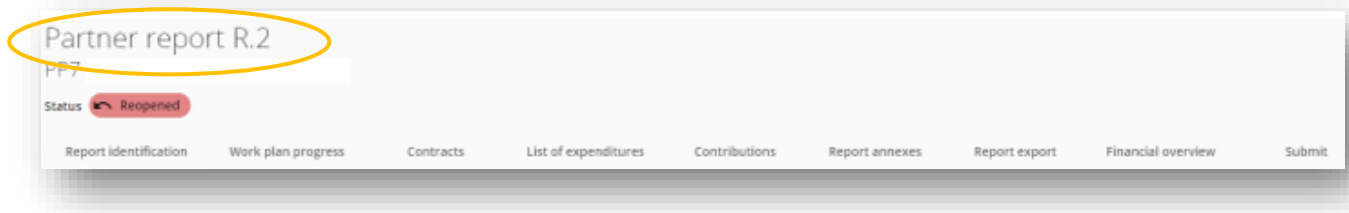
Reopen partner report

Reopening means:

- for the last partner report created for this partner: full reopening
- report tabs are open for editing by partner, however no expenditure item can be added/deleted and exchange rates/currencies are frozen
- for all other partner reports: partial reopening - some report tabs are fully open for editing by partner (report identification, work plan progress) and others are only partially opened for editing.

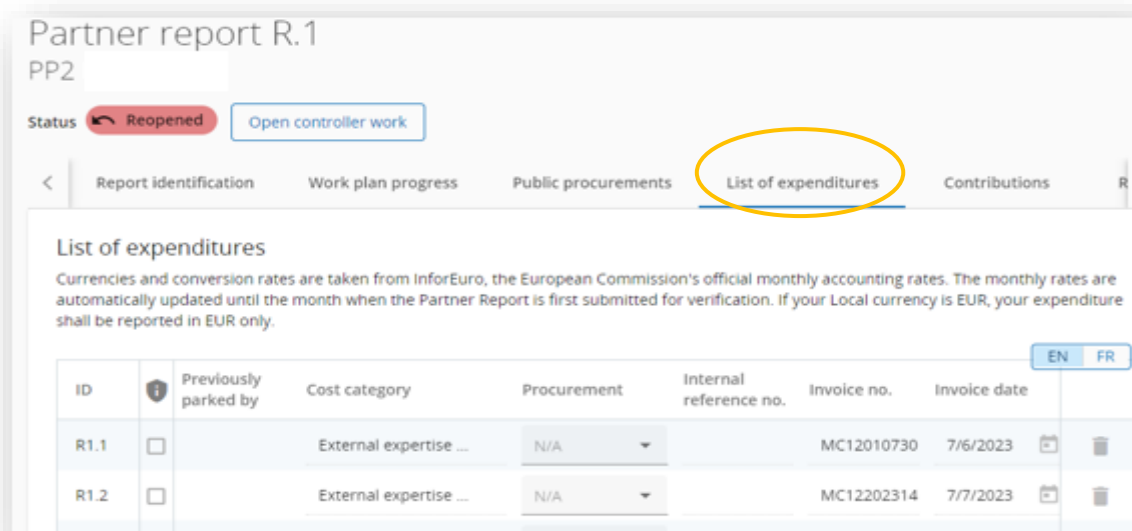
Are you sure you want to reopen the partner report?

Cancel **Confirm**



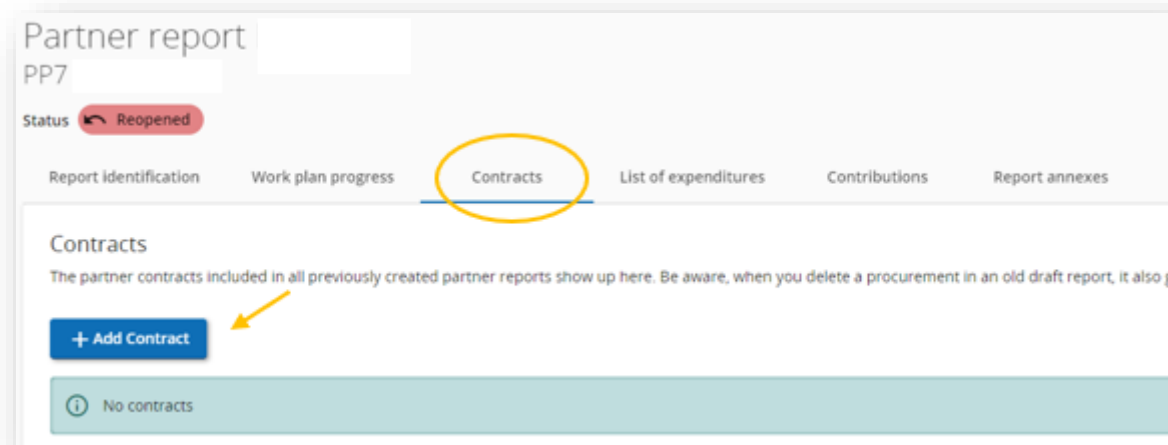
Once your report is re-opened, no data is erased from it and everything is editable, except for the following items in the "List of Expenditure" tab:

- ▶ The **expenditure ID, currency and conversion rate** are frozen
- ▶ **The list of expenditure items:** no expenditure items can be added or deleted, but the data of each expenditure item, such as category, amount or description, can be modified
- ▶ **The list of parked expenditure,** is visible, and any item from this list can be deleted or added. In order to do that, you have to scroll on the right side of the parked expenditure item and click on the checkbox to include or to remove the item. You can also re-include a parked items in the list of the expenditure.



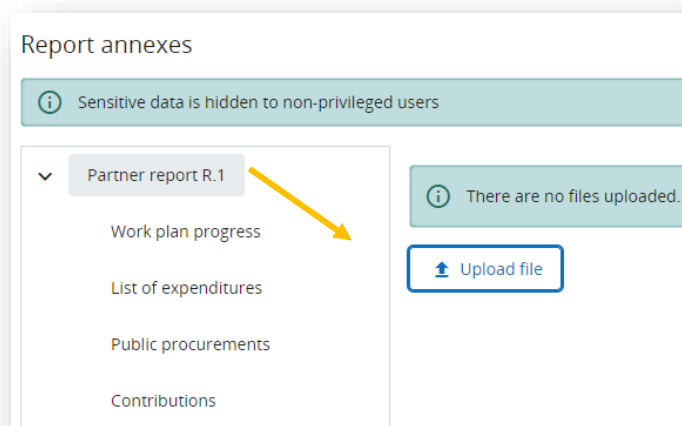
Among these actions, you can edit the description's item or add a comment where you consider necessary.

The **"contract"** section can be modified as well. A new contract can be added by clicking to the tick box **"add a new contract"**.



A certain amount of information relating to contracts included in a previous report can no longer be modified. However, you can still add a contract update, information on the beneficiary owner, sub-contractor or upload any attachment.

**Annexes** uploaded in a previous partner report cannot be changed or removed. However, you can still upload any new additional annexes.



## ii. Reopening of any partner report that is not the latest one

In the case a partner wishes to reopen a Partner Report with the status “Submitted” that is **it not the latest one**, this can be reopened under express request by the Partner to its National Controller.

Dashboard / Applications / IA-0400009 - Project 1 - test 1 / LP1 Name 1 / Partner report R.7

## Partner report R.7

LP1 Name 1

Status **Submitted** [Reopen partner report](#)

< Report identification Work plan progress Public procurements List of expenditures Contributions Report annexes >

### Partner progress report identification

Project ID and acronym	IA-0400009 - Project 1 - test 1
Partner report ID	R.7
Partner report status	<span>Draft</span> → <span>Submitted</span> → <span>Control ongoing</span> → <span>Certified</span>
Partner number	LP1
Name of the organisation in original language	LP Project 1 - original language

Once the Report is reopened, only the following elements are editable:

- ▶ **List of expenditures :**
  - No expenditure item can be deleted/added
  - Only the fields "sensitive data", "contract ID", "description", and "comment" are editable
  - The list of "parked" expenditure is not visible
  - The expense attachment can be modified/uploaded
- ▶ **Contracts** created in the current partner report cannot be deleted but can be modified, except for the contract name, which is locked
- ▶ **Contributions:** Only modification of attachments is allowed
- ▶ **Report Annexes:** The user can add new annexes

*Impacts on control work during the re-opening of a Partner Report which is not the last:*

- The Control work cannot be started/completed when the partner report is in the "Reopened" status;
- Control work started before the reopening of a partner report is not lost and can be continued by the controller even if the partner report is reopened, except for the "Expense Verification" tab and the "Finalize Control" button, which are locked until the reopened partner report is (re)submitted.
- Expenditure Verification tab: all data, except for the "park item" and "comment" columns, are reset upon resubmission of a reopened partner report.

### iii. Re-opening the control work

The control work can be reopened by the JS Project Officer only when the status is "Certified".

Control Report for: Partner report R.23  
LP1 LP - AT, TEST after Finalise thing

Status Certified Reopen control report

Control Identification   Expenditure verification   Control communication   Control checklists   Overview and Finalize

1. Partner progress report info

Interreg programme	BIGMK2021-2027
Project title	TEST after Finalise thing
Project acronym	TEST after Finalise thing
Project ID	INT4300093
Application Form version linked to partner report	24.0
Project implementation period	12/11/2022 - 01/10/2024
Reporting period	
Partner Report Number	R.23
Partner Report first submission date	05/30/2023 3:47 PM
Partner Report last re-submission date	

1.2 Format of supporting documents

When reopening a certified report, the report transitions to **"Re-opened Control Report"** status, and the controller is once again allowed to edit the control work.

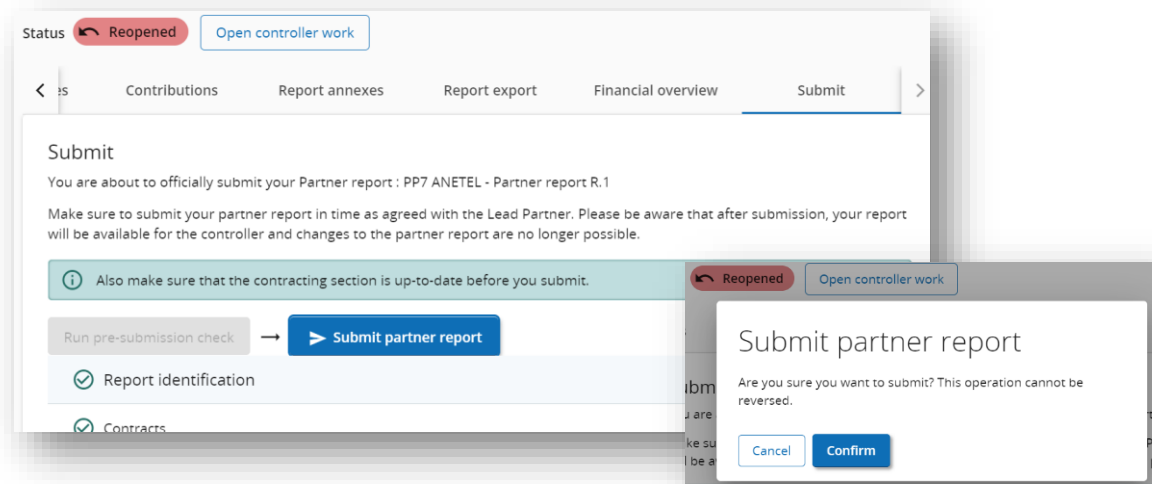
As long as the control work is in status **"Reopened"**, it is also possible to reopen the Partner Report. At this stage, compared to the status "ongoing control", the following elements behave differently:

- ▶ **"Checklists"**: old checklists cannot be modified, but new ones can be added. It is also possible to modify the description and "clone" a finalized checklist.
- ▶ **"Expenditure Verification"**: the user cannot unlock "parked" items
- ▶ **"Control Documents"** : the user cannot delete old uploads; they can only add new ones and can modify the description of all their own uploads.
- ▶ **"Overview and Finalization"**: the user cannot delete or replace existing files.

Please note that, reopening a control work is only possible when the control report and certificate has not been included in a submitted Project Report yet. If you wish to reopen an control work that is already included in a project report, you must first send a request to the Lead Partner to exclude the certificate from the project report and the **"Reopen Control Report"** will then be editable.

#### iv. **Re-submit a re-opened Partner Report, Project Report and or Control Work**

Upon resubmission of a re-opened partner report, the report status returns to its previous state (e.g., "Submitted" or "Control Ongoing").



When a reopened partner report is re-submitted, the following information is impacted:

- **Financial overviews** are refreshed/updated to reflect any changes made.
- **Exchange rates** remain unchanged; the rate applied is the same as at the initial submission of the partner report

The **partner report overview** is updated with the latest information in the "Amount submitted" and "Date of last submission" columns.