



# Reporting TOOLKIT

November 2025

# Introduction to the Toolkit

## Welcome & Purpose

### Get familiar with Interreg Euro-MED Reporting Toolkit !

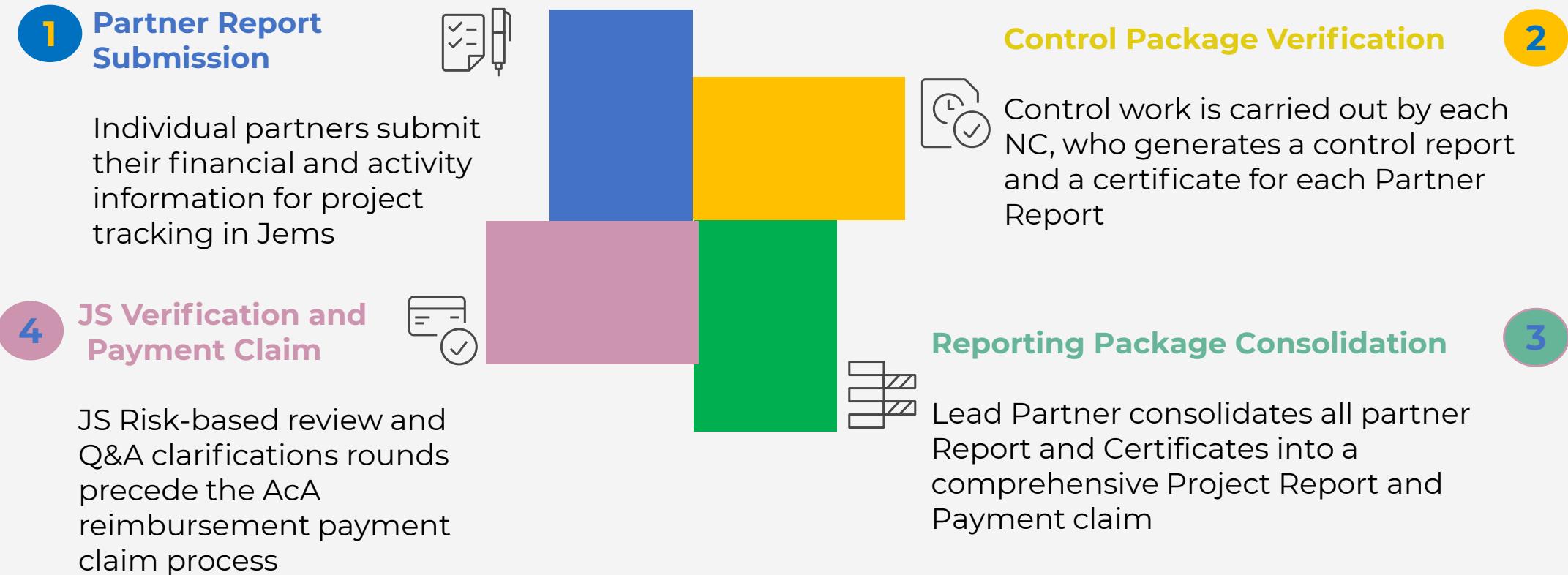
The **Reporting Toolkit** gathers all the key resources you need to prepare and submit your reports within the **Interreg Euro-MED Programme**.

It provides **guidance, PPT, Seminar Video, practical tips** to help beneficiaries ensuring accuracy, consistency, and compliance throughout the reporting process and avoiding errors which can delay payments.

The Toolkit is structured around the **main stages of the reporting cycle**, with dedicated sections for **partner coordination, financial activity reporting, control work package, project report submission, JS verification and communication with the Programme bodies**.

Built on the Programme's reporting methodology and the experience gained from previous periods, the Toolkit aims to support beneficiaries at each step of the reporting workflow.

# MAP of the Reporting Process



# Welcome to Your Reporting Toolkit

## What's Inside?

### Links to official guidances

#### Programme Manual

### Reporting Package useful resources

#### Task assignment template

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

#### Courtesy project report

#### Control checklist

#### External Contracts checklist

#### Report on ineligible costs (upon request)

### Cost Reporting Supporting Materials

#### Guidance for costs reporting in Jems (updated version – 25/09/2025)

#### Partial Reporting Process PPT

#### Full Reporting Process PPT

#### Watch the Seminar on Reporting for approved projects

#### Watch the Seminar on Full Reporting process

### **Jems** – Login

### **Interreg**



Co-funded by  
the European Union

### **Euro-MED**

Joint Electronic Monitoring system

#### Access to the JEMS

#### JEMS Platform General documentation

From Interreg Euro MED

#### Practical Guidance for National Controllers

From Interact

#### JEMS Training Courses for Controllers

- What is Jems
- Control in Jems
- Tips for Controller



Watch the Seminar on Partial Reporting for approved projects





Watch the Seminar on Full Reporting process

Interreg  
Euro-MED



Co-funded by  
the European Union

## Seminar on full reporting process

26 February 2025



# Learning from Experience Tips, Roles & Responsibilities

**Zero Error, Zero Delay**



**Each partner is responsible for submitting accurate and timely financial and activity data.**

**LEAD Partner gathers all Partners materials, creates the Reporting Package and submits the Payment claim**

**Before submitting any Partner report and Reporting Package, it is essential to double-check all included documents to avoid any errors that could delay the payment process.**

# Partner Report

Each Project Partner is responsible for preparing and submitting their own Partner Report. Before submission, double-check the following:

- Ensure that a **National Controller (NC) is designated** as soon as possible after the project approval!

## ● **Staff Costs: points of attention**

- ✓ Each staff member must be reported separately in JEMS, with **at least one entry per person and per reporting period and the applied % should cover at least ONE full implementation period**. The description (*in English or French only*) of the expenditure (including the STAT) must contain: “Name and surname of the staff member / Role in the project / Month(s) covered / Dedicated percentage per month”
- ✓ Declaring staff costs referring to **a period before the official start date mentioned in the STAT** is not allowed
- ✓ **STATs** must be uploaded in the **Contracting > Partner Details Section in JEMS**
- ✓ **Ensure that social security contributions are paid within the reporting period you are declaring.**  
costs paid after the end of the reporting period will be rejected ! Ensure that they are included in the correct reporting period !
- ✓ The **total invoice value** shall be different than the declared amount (unless in case of STAT at 100%)



## Contracts: points of attention

### ✓ **A Contract to be declared in JEMS ?**

Make sure to create and link external contracts within the related expenditure in JEMS to ensure completeness. In the absence of this linkage, the expenditure cannot be certified, and such costs are subject to be parked during control

- ✓ Contracts must be reported only once ; they will be included automatically in the following Partner reports.
- ✓ Enter the full amount of the contract not only the one related to the project (e.g : travel agencies)
- ✓ If the amount is above EU threshold, It is mandatory to provide the beneficial owner data of each contractor (First name, Last name, Date of birth, VAT number)
  - The beneficial owner is the one of the company, not the UBO of the partner
  - If it is below EU threshold : just fill "n.a" in the dedicated section
- ✓ It is mandatory to report subcontracts, if existing (Contract name, reference number, amount, supplier name, VAT number)



# Equipment and Investments: points of attention

## **Equipments in the Application Form**

All equipments shall be listed in the AF before asking for the certification of their costs. If not already in the AF, a [request for modification](#) shall be made by the LP to the JS.

## **Missing investment reference in the list of expenditure**

If the investment reference number is not selected in the list of expenditures, the related cost must be parked, and redeclared with the reference number. Without this linkage, the expenditure may be parked by the JS.

## **Early certification of equipment linked to investments:**

Equipment related to investments certified even though it has not yet been installed, or there is insufficient clarity about if, when, and where it will be definitively installed. Only operating equipment is eligible.

## **Incorrect Certification of Equipment Costs Not Linked to an Investment**

Equipment costs not linked to an investment are subject to **depreciation** and must be declared **pro-rata** according to Programme rules. Only depreciation recorded as an **actual expense in the accounts** is eligible. The supporting document is therefore **accounting evidence**, not the invoice. The eligible amount corresponds to the **depreciation incurred for the project in each reporting period**.

## **Early Certification of Equipment Linked to Investments**

Equipment related to investments must **not to be declared** before it is **fully installed**. If there is insufficient clarity about *if, when, or where* it will be installed, the cost is **not eligible**. Only **operational equipment** can be certified.



## Other points of attention

### **● Contract Award Between Project Partners (PPs) and/or Associate Partners (APs):**

Contracts between project partners or associate partners are **not eligible** and will be **systematically rejected** during control and certification process or JS verification.

### **● Travel and accommodation of stakeholders and target groups**

To be eligible, their participation to project events shall be foreseen in the Application Form. If not already in the AF, a [request for modification](#) shall be made by the LP to the JS.

### **● Gifts or promotional items**

Elements declared without priors [JS approval](#) are subject to be rejected by the JS

# Control Package

Each Project Partner, together with its National Controller, is responsible for ensuring that the control package is complete and correct. Double-check that all mandatory documents are included:



- National Control Report + Certificate
- Control Checklist
- External contract checklist(s)
- Member State Checklist + Member State Control report (Spanish Partners only)

Important:

- ✓ External Contract Checklists and Member State Checklists must be filled in **English** or **French** only
- ✓ NC must finalise '**finished status**' (no drafts) the checklist before finalising the control work and generating the control report and certificate (re-opening the control work doesn't allow to re-open the control checklist!)
- ✓ **One External Contract Checklist per contract!**



## ⚠ Follow-up recommendations from previous reports

Ensure that National Controllers always review and follow up on any feedback or recommendations provided in previous controls, especially those noted in the "Follow-up measures for next partner report" section and explicitly confirm in the subsequent report that these points have been checked and properly addressed

# Reporting Package and Payment Claim

**Each Lead Partner is fully responsible for the submission of the Reporting Package. Before submission, ensure that you have thoroughly double-checked the following:**

- Ensure that a **signed** version of the **Control Report and Certificate** is available for each Partner
- Ensure that all Partners checklists are complete and in “**control finished**” status before including a certificate in a Project report
- **Member State Control Report from Spain:** ensure it is available (> control work/ Overview and finalise)



**Only complete certificates, including checklists, certificates as well as the duly filled-in and attached Member State Control Report for PPs from Spain, must be included in the project report.**

# JS Verification

**The JS executes a Risk-Based verification** ensuring compliance with programme requirements !

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

## ● Clarification Rounds

- > Exchanges JS - LP are 100% carried out through JEMS
- > For every Q&A exchange upload LP and JS are notified

**The JS can deduct ineligible amounts, as a results of its own verification, or under request from LP and NA.**

# ⚠ Payment Information

In order not to delay the payment, ALL PARTNERS should ensure the following:

## ● **Ultimate Beneficial Owner Data**

Beneficial owner(s) data (name, date of birth, VAT number) of the partner must be provided in case of private partners legal status (Jems: Contracting>Partner details >Ultimate Beneficial Owner(s)

## ● **Single Bank Account Principle**

Following the EC recommendations on transparency, combating fraud and money laundering, all Interreg Fund reimbursements to a partner must be made to a **single bank account**, even if the partner is involved in several Interreg Euro-MED projects (Jems: Contracting>Partner details>Bank details)

## ● **Bank details information**

The bank details must be completed in JEMS > *Contracting>Partner details>Bank details*.

The information to be entered in JEMS must include:

- The fields **“Account name”** and the **“Account holder”** must always match and correspond to the name of the partner, as shown in part B.1.1 Partner identity of the Application Form
- Uploading the **Financial Identification Form (FIF)** or **(BAF)**, correctly stamped and signed ([download the form](#))
- If the bank signature can't be obtained, a recent bank statement must be attached



# SUPPORT and CONTACTS

# Need Help



## You are encouraged to contact

- **Your JS Project Officer** for any programme issues related to your project
- **National Contact Points** for National matters, including National Control System
- **Quick FAQ on Reporting Issues** is **NOW** available in the Interreg Euro-MED website !



# Making the Mediterranean Green Transition happen