



INTERREG NEXT BSB PROGRAMME FICHE

REPORTING

- version March 2025 -

CONTENTS

1. INTERIM AND FINAL REPORTS	2
2. WHERE TO UPLOAD SUPPORTING DOCUMENTS	9
3. SUSTAINABILITY REPORT	17

1. INTERIM AND FINAL REPORTS

Reporting shall be made in line with Article 5 - *Obligation to provide information and reports* of the grant contract.

WHEN?

- **Interim reports:** Every 4 months of the project implementation period, in maximum 60 calendar days after the respective 4 months have elapsed;

Remember! The maximum deadline for submitting in JeMS the consolidated interim project report by the Lead partner is of 60 calendar days;

- The reporting period is of 4 months and **the number of reporting periods are automatically calculated by JeMS** considering the total project duration and shown in the “Reporting schedule” section in JeMS;
- **Final report:** no later than 60 calendar days after the end of the implementation period;

HOW?

1. **Each partner** prepares and submits a Partner Report to a national controller¹ for verification of expenditure included in the report; it is recommended to elaborate and submit the report within 15 calendar days after the 4 months reporting period ended. The Partner is responsible to ensure that the Controller is notified on the day of report submission that the partner report is available in JeMS for verification.
2. As soon as the controller finalises the verification², the Partner Report becomes available in JeMS. The controllers are recommended to perform the verifications and issues the certificate within 30 calendar days.
A message regarding the finalisation of control will automatically show up in Notification section of the partner user and the system allows partners to choose the option to be automatically notified (by email) as soon as the controller finalises the verification;
3. **Lead Partner** consolidates the information, elaborates Project Report and submits via JeMS the 4 months project report to the JS; In order for a partner report to be visible by the Lead Partner (LP), the LP Project Manager (the user with “Manage” privilege in section “Project privileges”) should add the LP users in the Partner section - Project privileges. Sensitive data may be made invisible to LP users by the LP Project Manager.

¹ Controller shall be responsible for verifying the legality and regularity of the expenditure declared by each project partner participating in the project.
Information about the National controllers for each participating country are available on the [programme website](#).

² Verification of expenditure shall be performed by the controllers in line with the Programme *Methodology for risk-based Management Verifications*

For more information on how to report in JeMS, we recommend you access the links below:

<https://jems.scrollhelp.site/manual/v11/partner-reports>

TAKE NOTE!

Considering the importance of duly respecting the reporting deadlines, it is recommended that the Lead Partner submits the Project report to JS, even only part of the project partners submitted their partner reports. Any control report and control certificate not received in time by the Lead Partner may be included in the next Project report.

Also, in order to reduce the risk of losses due to the exchange rate fluctuations, the beneficiaries may consider submitting within a reporting period more than one financial report to the controllers. However, the control reports and control certificates issued for these additional financial reports shall be included by the Lead Partner in the Project report **only** when the Project report is due.

WHAT?

1. **Narrative part** shall describe the implementation of the project according to the activities envisaged, difficulties encountered and measures taken to overcome problems, any changes introduced, as well as the level of achievement of its outputs (including the specification of the results that the outputs are related to) as measured by corresponding indicators (Article 5.2 of the grant contract);
2. **Indicator achieved values** are automatically aggregated in Jems based on the progress reported on each project report.

Note! Details about the minimum information that have to be provided in relation to outputs' reporting are provided in the Fiche on Indicators - part B - How to report the indicators.

3. **Financial part** - includes related partner certificate(s).

Very important:

- Each PP, including the LP is responsible separately for having its expenditure verified by the responsible controller in its partner country;
- **Do not fill in any information or data in the partner report, in "Contributions" tab;**
- Remember that even if no expenditure has been made at project level during the reporting period, the report still has to be submitted;
- Make sure the expenditure included in a report are the ones actually incurred in the reporting period and paid, the latest, before the submission of an interim report or of the

final report; For example, the staff costs incurred in the last month of a reporting period are usually paid in the following month;

- **Make sure that the reported costs (in EURO) do not exceed the total amount of the sub-budget line and that the number of units of the sub-budget line are respected;**

In order to facilitate the monitoring of budget execution, it is very important to make a clear correspondence between the declared costs of the report and the sub-budget lines in the application in force.

Therefore, make sure that, for each declared cost, fields “Comment” from section “List of expenditures” in Jems are filled in with the name of the corresponding sub-budget line of the application in force.

Field “Comment” from section “List of expenditures” - example:

Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Comment
Travel and accom...	N/A	Geo_Fly_EK_1	62424354005	8/13/2024	8/13/2024		Kick-off meeting

Name of the sub-budget lines of the application - example:

Travel and accommodation		
Description	Price per unit	Total
Kick-Off Meeting	3.000,00	3.000,00

Also, make sure to check that the costs (in EURO) declared/certified in all the reports (previous and current) prepared / submitted to date do not exceed the total amount of the sub-budget line in the approved application. This can be facilitated by exporting the global list of expenditure from Jems section “Report export”, filtering the costs by column “Comment”, summing up all the costs related to the respective sub-budget line and then comparing with the total amount of the respective sub-budget line;

- **In case of Staff costs category, where calculated as flat rate (for regular projects) - make sure that the human resources related documents proving the existence of the staff cost category (such as the employment contract for an employee, appointment decision, etc.), which shall be verified once during the project implementation, shall be uploaded in Jems in the first Report when real costs are reported, as *Report Annexes*;**
- **In case of Staff costs category, where reported as real costs (for small scale projects) - the costs should be reported per person, per month;**
- Clear reference to the project (e.g project ID in Jems) has to be seen in relevant documents (e.g invoices, contract, reports, agendas, lists of participants, materials published, documents elaborated for events, etc);
- Regarding procurement documents and information to be uploaded in Jems, please check the Procurement Fiche, section 2.4. *Jems*;

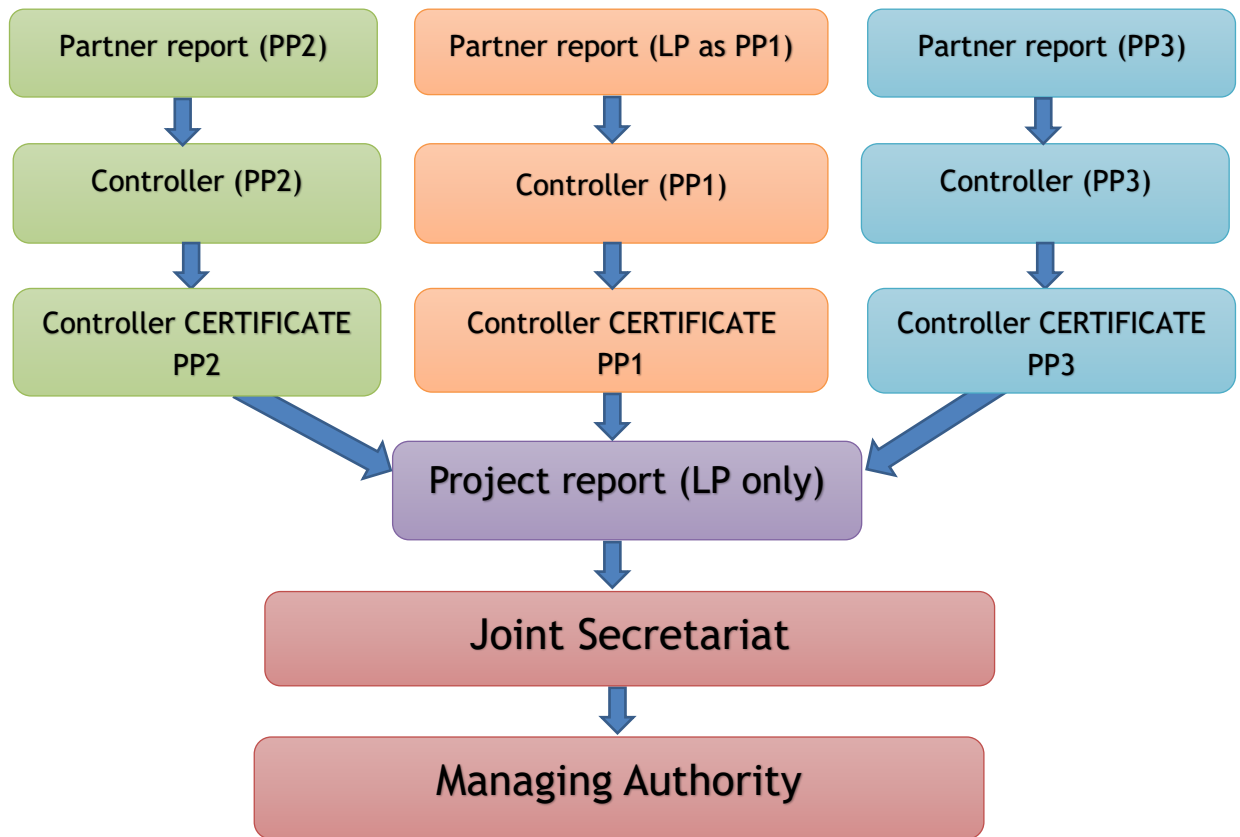
- Should a partner Certificate not be available at the time of submitting a project report, it can always be included in the following project report;
 - Where the system allows for only one upload, make sure that you include all relevant documents in **one ZIP/RAR/7z file** of less than 50 MB;
 - In the final report, the control report covers all expenditures not already reported or expenditure reported but not yet certified (so called “parked” expenditure - e.g cost items returned to partner for various reasons by either National controller or JS/MA verification).
4. **Each project report submitted to JS shall be accompanied by a payment request** (according to article 5.3 of the grant contract) conforming to the model in Annex IV of the grant contract. No deductions for co-financing or recovery of advance payments shall be applied by the Beneficiaries. The payment request shall indicate only the total amounts certified by the Controllers, as the Managing Authority will implement any necessary deductions and recoveries. The payment request will be uploaded in Project report - Report annexes.

In addition to the periodical focus of the project report, the **final report** shall provide a comprehensive overview of the project final achievements, the overall challenges, how the change brought by the programme affect the relevant target groups, the measures ensuring durability of the results, etc. The final report should be focusing mainly on the qualitative aspects of the implemented project.

Following the analysis of the project report, the MA/JS may request the LP to provide clarifications and to amend the report within a given deadline.

Reporting according to Programme rules and deadlines as well as compliance with expenditure commitment are contractual obligations that concern all project partners. Partners lagging behind their expenditure commitment risk of losing funds (see Article 5.9 of the grant contract).

The figure below illustrates how reporting at partner and project level is organized.



TAKE NOTE!

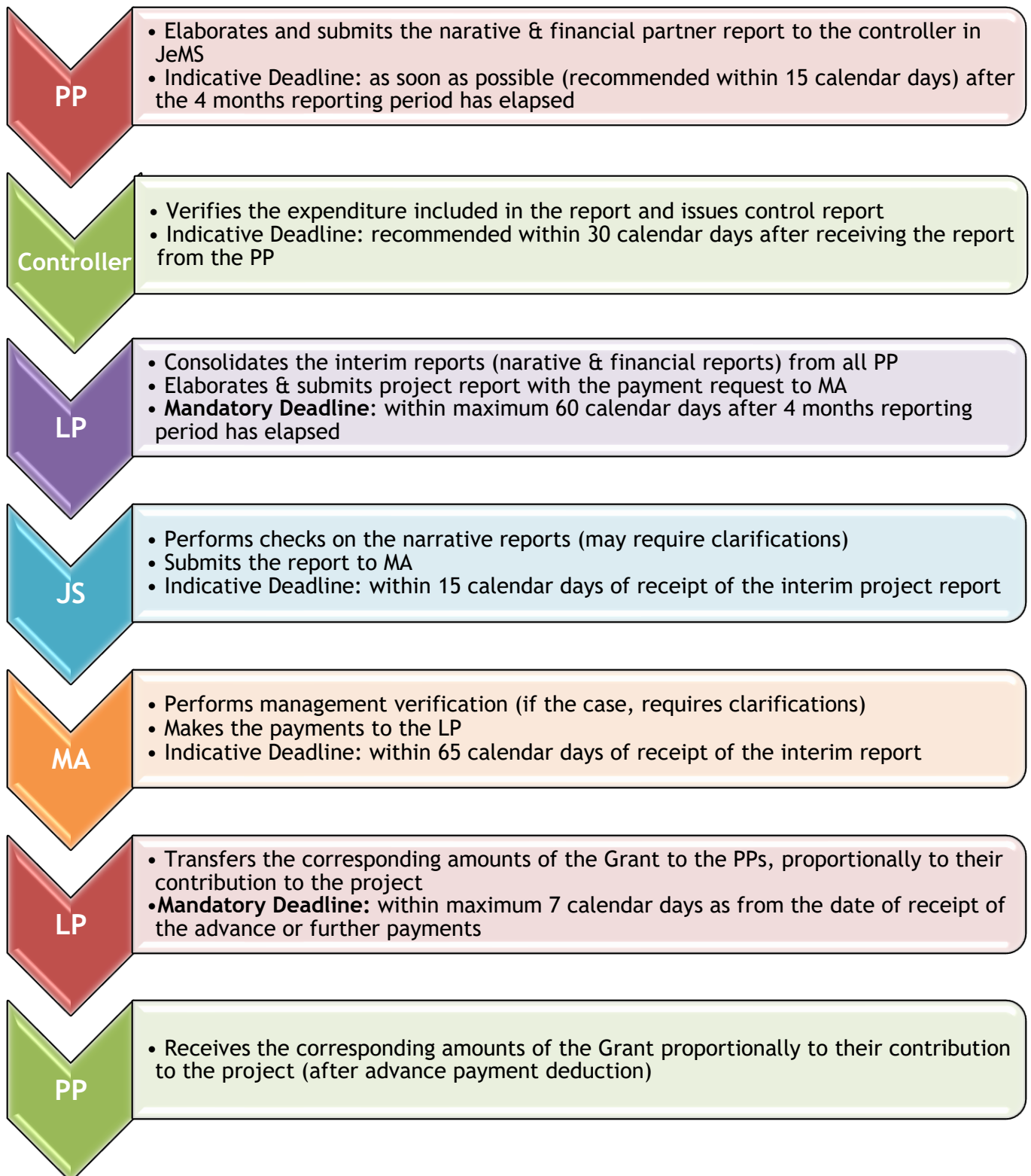
The **expenditures declared** in a financial report **must be correlated with the last approved budget in the application form** (in force at the moment of the submission of the report to the controllers). Please see the recommendations above regarding budget execution!

While a verification of a report is ongoing, **Partners may request budgetary modifications** to the sub-budget lines where expenditure have been declared only if the modifications do not have an impact on the expenditure declared (e.g. a request to supplement an amount of a sub-budget line, with the purpose of ensuring funds for an expenditure that exceeded the funds included in the respective sub budget line is not acceptable). In any case, please note that the MA approval of the report takes into account the expenditure certified by the Controllers.

For a good budget performance, a proper reporting and to limit the risk of facing a budget reduction during project lifetime, the following aspects are to be kept in mind by each project partner:

- **Start drafting the partner report as soon as the reporting period has elapsed** taking due consideration of the period needed for the Lead Partner to consolidate and submit the report within the maximum deadline, as previously indicated;
- Submit the report in JeMS, as soon as possible;
- **Financial documents** in support of the expenditure requested shall be uploaded in JEMS in **the original language**;
- Ensure that the **maximum size of the documents** and the archive file does not exceed **50 MB** for upload in JeMS;
- When organizing the files for uploading as evidences (Attachments), make sure that:
 - **The files are named in English** in accordance with the relevant content of documents (e.g: agenda of the seminar/event/conference held at/on ...);
 - An **OPIS** indicating the name of each file included in the ZIP file (50 MB) and the number of pages of the respective document is included in the ZIP file.
- **The expenditure is reported in the original currency of the invoice/bill. Conversion into euro is done automatically by Jems using the monthly accounting exchange rate of the European Commission of the month during which the expenditure was submitted for control (Article 4.10).**
- **Costs included in the reports ARE REPORTED AS TOTAL COSTS (both Interreg funds + Co-financing). Do not make your own deductions, and do not report only the Interreg funds or the own contribution!**

The figure below summarizes the main steps, timing and deadlines to be followed by all stakeholders involved in the project reporting process.



2. WHERE TO UPLOAD SUPPORTING DOCUMENTS

Please follow the colour codes below when uploading supporting documents justifying the declared cost and/or implemented activities:

Supporting documents should be uploaded in section List of expenditure.

Supporting documents should be uploaded in section Public procurements.

<p>Supporting documents should be uploaded in section Work plan progress</p> <p>Activities</p>	
<p>Work plan progress</p> <p>Outputs</p>	

Supporting documents should be uploaded in section (Partner) Report annexes.

Progress Public procurements List of expenditures Contributions **Report annexes** Report export

Report annexes

Sensitive data is hidden to non-privileged users

- Partner report R.2
 - Work plan progress
 - List of expenditures
 - Public procurements ⓘ
 - Contributions

File name	Location	Upload date	User	File size	Actions
Untitled.png	Partner Rep...	02/10/2025 11:34 AM	[Redacted]	124.7 kB	Download Delete
Outp.png	Partner Rep...	02/10/2025 11:34 AM	[Redacted]	63.9 kB	Download Delete
activ.png	Partner Rep...	02/10/2025 11:34 AM	[Redacted]	79.5 kB	Download Delete

Items per page: 25 1 - 3 of 3

Upload file

Supporting documents justifying the declared cost and/or implemented activities:

- Request for payment for Grant Contract (by the Lead Partner)
- Annex 7 to the Guide for control: GENERAL DECLARATION BY THE LEAD PARTNER / PARTNER

BUDGET LINE 1 - STAFF COSTS

FLAT RATE COSTS - REGULAR PROJECTS

- No justifying/supporting documents proving the expenditures incurred under budget line *Staff costs* have to be provided.
Nevertheless, some documents should be verified to certify the existence of the Staff costs category, where calculated as flat rate (such as the employment contract for an employee, etc.)

REAL COSTS - SMALL SCALE PROJECTS

- Declaration of number of hours worked by each staff member (management and implementation) according to Annex 8 to the Guide for control;
- Employment document, addenda to employment documents, signed by the legal representative of the Lead Partner/Partner (as the case), is available, either in the form of an employment or work contract or an appointment decision or any other contract which may be assimilated to an employment document, that permits the identification of the employment relationship between the staff and the organization.
- In case of already full or part time employed staff - a clear assignment including information on the extent of involvement in the project stating the type of involvement in the project - full or part time.
- Job description with the specification of the time spent for project activities, if applicable;
- Payroll - signed by the project manager - and/or the Partner's accountant and endorsed by the responsible official bodies (where the case);
- Monthly salary/pay slips, proofs of payment (e.g., bank statements, cash book, payment orders, statements of account, list with identification of card accounts, - where the salaries are transferred on cards);
- Documents related to any other costs directly linked to salary payments, such as employment taxes and social security including pensions;
- Calculation evidence for the determination of the hourly rates of the staff involved in the project (only for staff partially working for the project);



- Timesheets only for staff partially working for the project, specifying the effective remunerated time worked for the project, a short description of the activities implemented in the reference period, signed by the project's assigned employee and the employer representative / project manager / coordinator person;
- Relevant human resources provisions applicable at organisational level;
- etc.

BUDGET LINE 2 - OFFICE AND ADMINISTRATION

FLAT RATE COSTS - REGULAR PROJECTS AND SMALL SCALE PROJECTS OPTION 2

- No justifying/supporting documents proving the expenditures incurred under budget line *Office and administration* have to be provided.

BUDGET LINE 2 - OTHER COSTS

FLAT RATE COSTS - SMALL SCALE PROJECTS OPTION 1

- No justifying/supporting documents proving the expenditures incurred under budget line *Other costs* have to be provided. Supporting documents related to any deliverable resulted from the implementation of activities shall be uploaded in section Work plan progress - Activities / Outputs.

BUDGET LINE 3 - TRAVEL AND ACCOMMODATION

REAL COSTS - REGULAR PROJECTS AND SMALL SCALE PROJECTS OPTION 2

- Invitation to participation to an event, if the case;
- Mission approval;

- Invoices from hotel, etc.³ - with name of the person, for which the invoice was issued;
- Proof of payment - any kind of official document (invoices, receipts, etc.);
- In case national legislation allows for this type of costs to be paid entirely or as an advance by the organisation to the person going on mission - proof of payment;
- Transportation tickets (plane, train, boat);
- Boarding passes;
- Road time sheets in case of use of a vehicle owned by the organisation or for the project implementation (including for management activities), prepared according to national/ institutional rules (the latter shall be applied only in case national rules are not available), including a summary list of the distance covered, the average consumption of the vehicles used, fuel costs and maintenance costs;
- Meeting or event related documents such as activity reports, agendas, lists of participants, materials, photographs, etc.;
- etc.

BUDGET LINE 4 - EXTERNAL EXPERTISE AND SERVICES

REAL COSTS - REGULAR PROJECTS AND SMALL SCALE PROJECTS OPTION 2

- Documents related to the procurement procedures, including the technical specifications, proof of publication, all the tenders, evaluation documents, notifications sent to tenderers, service contract, etc.;
- Proof of delivery of the services, accepted/ approved by the partner;
- Invoice from the service provider - with clear reference to the project (e.g., project ID in Jems, project acronym);
- Proof of payment - any kind of official document issued by bank or the accounting department of the organisation, proving that the bank of the organisation has settled the payment of the relevant bill, indicating amount, reason and date;
- Any material published (on paper or by electronic means);

³ If so required by the national legislation.



- Proof that the EU visibility rules have been respected (photos);
- In case of events, meetings, all related documents and pictures;
- etc.

BUDGET LINE 5 - EQUIPMENT

REAL COSTS - REGULAR PROJECTS AND SMALL SCALE PROJECTS OPTION 2

- Documents related to the procurement procedures, including the technical specifications, proof of publication, all the tenders, evaluation documents, notifications sent to tenderers, supply contract, etc.
- Proof of delivery and, if applicable, putting into operation;
- Invoice from the supplier - with clear reference to the project (e.g., project ID in Jems, project acronym);
- Proof of payment - any kind of official document issued by bank or the accounting department of the organisation, proving that the bank of the organisation has settled the payment of the relevant bill, indicating amount, reason and date;
- Photos of the equipment purchased;
- Proof that the EU visibility rules have been respected (photos);
- etc.

BUDGET LINE 6 - INFRASTRUCTURE AND WORKS

REAL COSTS - REGULAR PROJECTS

- Documents related to the procurement procedures, including the technical specifications, proof of publication, all the tenders, evaluation documents, notifications sent to tenderers, works contract, etc.;

- Feasibility study (for projects under the second calls for proposals⁴), building permit and any other execution details, technical documentation, approved architectural and engineering drawings, consents, approvals, authorizations and agreements, following the issue of the building permit, etc. as requested by the national laws of the respective country;
- Order for commencement of works;
- Document on intermediate/final reception of the works;
- Works Report / Situation - Official document issued by the works contractor, specifying the actual works carried out and the related costs, and containing a clear reference to the project (e.g., project ID in Jems, project acronym);
- Proof of completion of works, such as acceptance certificates, protocols confirming that the works have been done properly (e.g., according to the contract);
- Proof of delivery (in case of a purchased equipment linked to the works) and putting into operation;
- Invoice(s) - with clear reference to the project (e.g., project ID in Jems, project acronym);
- Proof of payment - any kind of official document issued by bank or the accounting department of the organisation, proving that the bank of the organisation has settled the payment of the relevant bill, indicating amount, reason and date;
- Proof that the EU visibility rules have been respected (e.g., photos of the works in different stages, photos of the panels);
- etc.

⁴ Under the first calls for proposals, the feasibility study was requested at the application stage.



3. SUSTAINABILITY REPORT

A sustainability report will be provided by project partners in accordance with articles 5.13 - 5.15 of the grant contract. *Further information to be added in the next versions.*