

Webinar for Beneficiaries of the 2nd calls for proposals
Reporting in JEMS - 9 March 2026
Interreg NEXT Black Sea Basin Programme

Questions	Answer
How should we proceed if a partner’s own contribution was not reported during a given reporting period, and in the following project period the euro exchange rate has changed?	There is no separate reporting of the own contribution by partners. The expenditures reported cover both partners’ contribution and Interreg funds. The partners will report the expenditures as a whole, and the division is made at the MA level by the authorizing unit.
How to submit a report if no expenditure is declared, particularly in relation to supporting documentation requirements and FLC verification?	Even if a partner has 0 expenditure to be declared for a period, the partner still needs to report on the narrative part of the report, and on time. Even if it is a 0-expenditure report, the report should still be certified as “0” and included in the Project Report.
If procurement procedures are initiated during a reporting period but not yet invoiced or paid, should they be reflected in Jems (especially in the narrative and procurement sections)?	Each launched procurement procedure is expected to be related to a project activity. Thus, the partner is expected to briefly report on procurement progress under the subject activity, and to provide an estimated completion date, delivery date etc. Once the payments for the subject procurement start to take place, then the partner is expected to enter the procurement details under the procurements section in Jems, and claim the expenditures under the list of expenditures section in Jems. Under the list of expenditures section: the costs related to procurements must be linked to Public Procurements section. However, the costs related to direct procurements shall NOT be linked to Public Procurements section! Direct procurement means:

Questions	Answer
	<p>-any procurement up to the threshold of 2 500 EUR - for Partners from Armenia, Georgia, the Republic of Moldova, Türkiye, Ukraine and from Romania (in case of Romanian Partners which are not contracting authorities / entities according to EU law);</p> <p>-direct procurement as defined in the national law - for Partners in Bulgaria, Greece and Romania, which are contracting authorities / entities according to EU law</p>
<p>What categories of university personnel may be included as project staff, and how should the remuneration rates be determined in line with programme rules?</p>	<p>The partner can employ anyone (except for the staff of another project partner), provided that the position was approved within the application form. The rules are that the partner should respect the value defined within the last approved budget.</p> <p>Partners are also expected to respect the contractual provisions and national rules that regulate the employment conditions.</p>
<p>Is it acceptable to contract a university employee as an external expert for specialized services that are not included in their standard job description, provided that the expert activity is clearly separated from their regular institutional duties?</p>	<p>For contracting services, the partners have to follow a procurement procedure. Signing a service contract with a university employee is considered a conflict of interest (suspicion of fraud), and appropriate measures must be taken to prevent irregularities or fraud.</p>
<p>Can the external experts be selected through a direct service contract (without a formal tender procedure) if the total remuneration does not exceed EUR 5,000 over the entire project duration? What procurement thresholds should be applied in such case?</p>	<p>It depends on the which kind of beneficiary the partner is.</p> <p>Programme procurement related documents can be accessed at the link: https://blacksea-cbc.net/media/attachments/2026/04/03/interreg-next-bsb_procurement-april-2026.zip.</p> <p>Partners are advised to carefully review this procurement documentation.</p> <p>The threshold for direct procurement is:</p> <ul style="list-style-type: none"> - 2 500 EUR, in case of Partners who must apply the Financial Regulation; - according to the national law, in case of Partners who must apply the national

Questions	Answer
	law.
How will the Lead partner consolidate the partners' reports?	Lead partner is expected to read the partners reports, and properly summarize the information in the Project Report. For narrative part of the Project Report, a well-organized summary is expected for a seamless project monitoring and evaluation.
What documents do we need to attach in JEMS for procurements and expenses?	Within the Reporting fiche and in Annex 3 Indicative list of supporting documents required for management verifications to the Guide for Control (update April 2025) , partners can find very detailed information regarding the type of supporting documents they are expected to prepare for each type of costs and indication on where and what documents to upload in Jems.
Are there any documents we need to translate into English, regarding procurements and expenses?	No, they don't need to be translated, as they are verified by the national controllers. On the other hand, the documents' names should be in English to ease the verification process at JS/MA level. A brief summary of the procurement in English (under procurements section in Jems) is also very useful to accelerate the verification process.
What about countries who have not state controllers, how do they add the auditor to the project?	The process for the countries with decentralized control system is explained in the Fiche on Jems access, available HERE . As a first step, partners should contact the National Controller to get a controller account for their controller. Contact details of National Controller for each participating country, can be found HERE .
Frequent reporting is recommended in order to avoid exchange rate losses. In this case, all partners upload their reports to the system and the exchange rate of that specific date is applied. However, should the auditor still verify the report	The possibility to create and submit several partner reports within one reporting period is a tool that MA identified to overcome the problems caused by the exchange rate fluctuations. On the other hand, when the controller will conduct the verifications and certify the reports, depends on the workload of the auditor. According to the Guide for

Questions	Answer
<p>every four months, or should the verification take place each time a report is uploaded? In such a case, would this lead to additional audit costs?</p>	<p>Control, the controllers are not obliged to verify the reports each time a report is submitted. They are expected to do it 4-monthly.</p> <p>As the verifications are free of charge for countries with centralized control system, this situation is not an issue.</p> <p>However, in case of private auditors (like in Armenia, Georgia, Republic of Moldova and Turkiye), whether the control budget should be increased or not depends on the contract between the partner and auditor.</p> <p>It should also be noted that each country's case is different thus any expected deviations from the approved budget should be communicated to JS officer before proceeding with any actions.</p>
<p>What documents should be uploaded for small scale flat rate budget?</p>	<p>Small Scale Projects - Option 1: They should report only staff costs.</p> <p>As regards other costs, although they shall be reimbursed as flat rate, partners have to upload the supporting docs that demonstrate the accomplishment of the activities.</p>
<p>Should small scale projects for which the actual costs are staff costs and the rest expenses are flat rate also fill in the procurement section?</p>	<p>For small scale projects using option 1 for budget, reporting on procurement is not required.</p> <p>Small scale projects (using option 1) are expected to report on staff costs.</p>
<p>The Lead partner have 2 options in Jems for reporting: Partner report and Project report. Should the Lead partner fill both?</p>	<p>The Project Report is the consolidation of partner reports with control certificates.</p> <p>The Lead partner has the responsibility to prepare both the Partner Report and Project Report, while partners are expected to prepare their partner reports.</p> <p>Please see the Reporting Fiche for more information on reporting.</p>
<p>For the consolidated report, do we repetitively upload documents already uploaded by the partners to their reports?</p>	<p>Supporting documents should be uploaded by all the partners depending on their contribution/who was responsible to develop them.</p> <p>In case of jointly developed deliverables or outputs, then the main responsible</p>

Questions	Answer
	<p>partner (Lead partner or project partner) should upload it.</p> <p>It is important not to duplicate by attaching the same document(s) by each partner. The references can be made like “the deliverable has been attached to Partner Report X” etc.</p>
<p>Is it permissible to add the funds that were not spent during the first reporting period to the second period or should they be distributed evenly among all the other periods?</p>	<p>Unspent funds can be redistributed from one period to another.</p> <p>However, this modification should not impact the amount committed within the Article 5.9 of the Grant Contract. Decommitment amount should be carefully followed.</p>
<p>What happens if the Lead partner needs to generate the consolidated report, but the Lead partner misses the certificate?</p>	<p>Only the Lead partner can submit the Project Report.</p> <p>In case of missing certificates by the time of the deadline to submit the Project Report, partners should consult within the partnership and with the JS officer.</p>