

INTERREG NEXT BSB PROGRAMME FICHE

REPORTING

-version October 2024 -

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.
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.

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*

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 sent to the Lead Partner **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 of 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 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 paid in the reporting period and not the costs incurred (but not paid) for an activity implemented in the reporting period; The only exception shall be made in case of staff costs which usually are paid in the following months;
- **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 Progress Report where these costs are reported, as *Report Annexes*;
- Should a partner Certificate not be available at the time of closing a project report, it can always be included in the following project report;

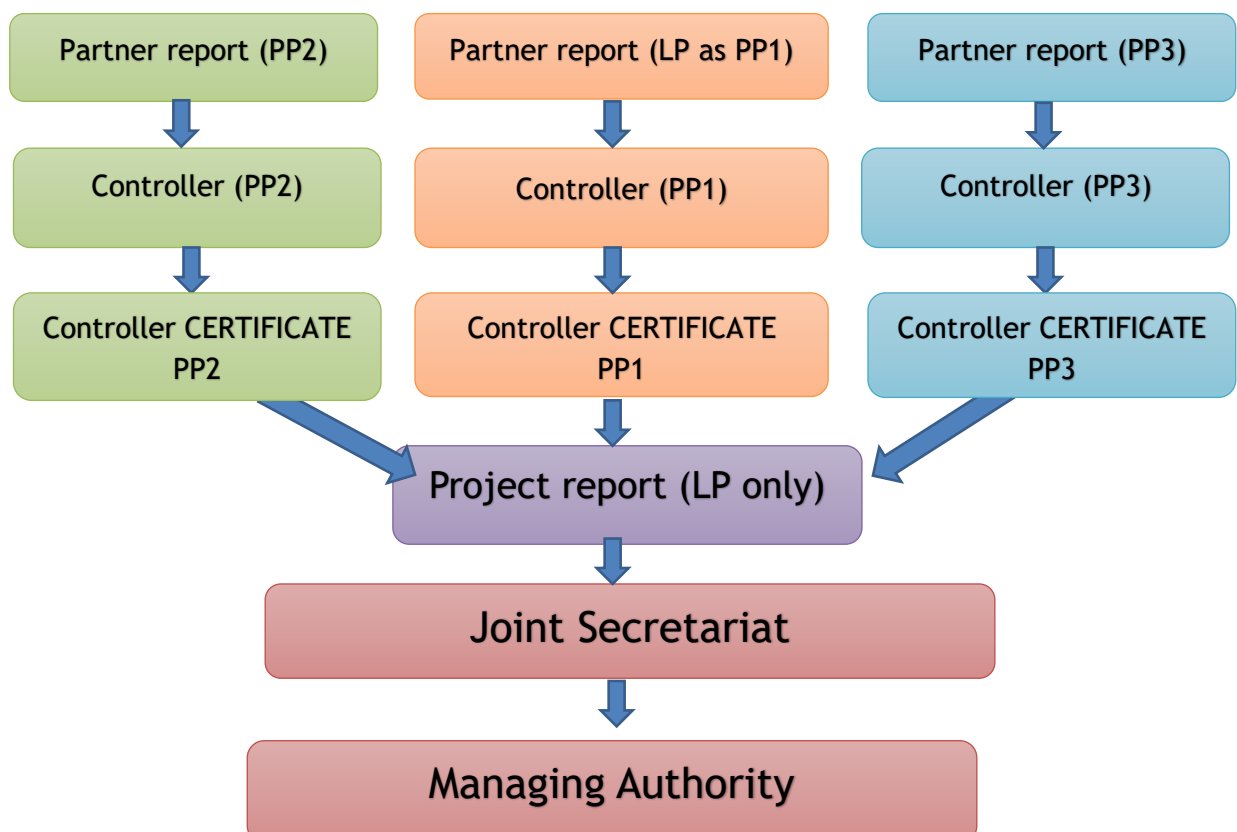
- Where the system allows for only one upload, make sure that you include all relevant documents in **one ZIP/RAR/7z file** of less than 50 MB;
 - In the final report, the control report covers all expenditures not already reported or expenditure reported but not yet certified (so called “parked” expenditure - 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. The payment request may 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. Projects and 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 force at the moment of the submission of the report to the controllers).

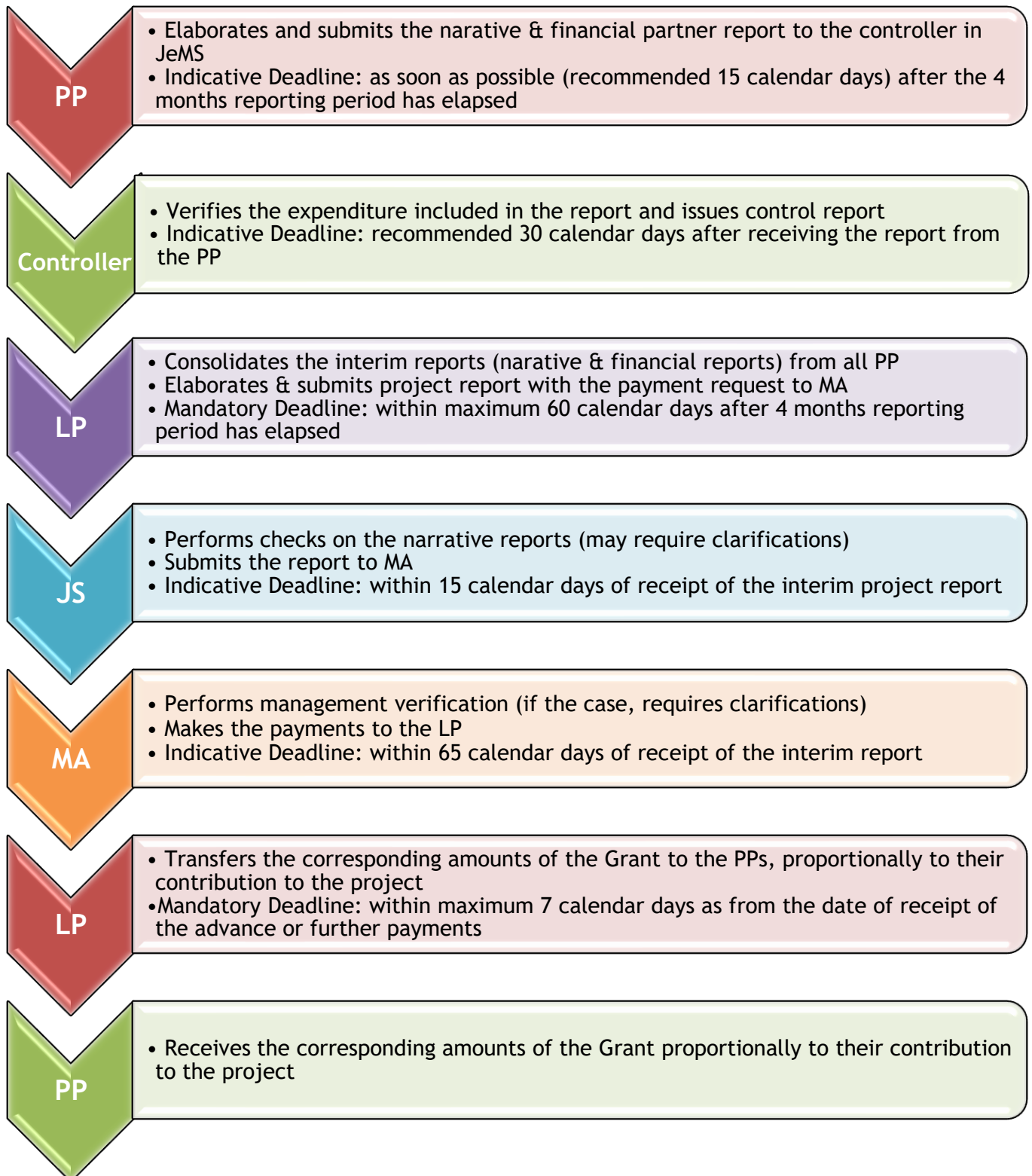
Therefore, throughout the process of expenditure verification of the Interim Reports until the issue of the control certificate and/or approval by the MA of the report, Partners shall not make or request budgetary modifications to the sub-budget lines included in the report for which verification is on-going.

In order for a partner report to be visible by the Lead Partner (LP), the respective partner should add the user of the LP in the Partner section - Project privileges.

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 submitted 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.
- 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).

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



For more information on how to report in JeMS, we recommend you access the links below:
<https://jems.scrollhelp.site/manual/v11/partner-reports>



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*