

# INTERREG NEXT VI-A ROMANIA – REPUBLIC OF MOLDOVA REPORTING TO THE PROGRAMME

## TABLE OF CONTENTS

|   |    |
|---|----|
| Table of Contents.....                                | 1  |
| 1 Purpose of the document.....                        | 2  |
| 2 Type of reports .....                               | 2  |
| 3 Reporting arrangements at project level .....       | 3  |
| 4 Project reports - Workflow and deadlines .....      | 4  |
| Interim Project report .....                          | 4  |
| Final Project report.....                             | 5  |
| 5 Main content of project reports .....               | 5  |
| ? Partner Report .....                                | 6  |
| ? Project Report.....                                 | 7  |
| 6 Data registration in JeMS .....                     | 7  |
| 7 Attachments in JeMS .....                           | 8  |
| 8 Naming of documents – examples .....                | 8  |
| 9 Setting JeMS privileges .....                       | 8  |
| 10 Partner Report – points of attention .....         | 9  |
| 11 Project Report – points of attention .....         | 16 |
| 12 Reimbursement of costs – calculation example ..... | 19 |

# 1 PURPOSE OF THE DOCUMENT

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Reporting periodically to the programme is one major responsibility of the project Partners which is regulated by the Grant Contract and the Partnership Agreement.

These legal documents detail on the type of reports requested by the programme and their content, the timeline, as well as on the responsibilities of the Partners.

The material aims to support the project Partners have a better understanding of the programme requirements, guide them on how to properly respond to the reporting tasks, and also make the necessary arrangements at project level in this respect.

# 2 TYPE OF REPORTS

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## (INTERIM) PROJECT REPORTS

- **Period covered by reports** – max. each 4 months-period of implementation
- **Submission to JS** – max. 45 calendar days after each 4 months reporting period
- **Main content** – narrative and financial information for the period covered; related evidence
- **All type of projects**
- **Contract Reference** – art. 5.5

## FINAL PROJECT REPORT

- **Period covered by reports** – technical, for the entire implementation period; financial, for all the expenditure not included in previous Project Reports
- **Submission** – max. 4 months after the end-date of implementation. If needed, this period may be reduced through the MA's instruction as provided for in Article 1.11 of the GC.
- **Main content** – narrative and financial information; related evidence
- **All type of projects**
- **Contract Reference** – art. 5.5

## DURABILITY REPORTS

- **Period covered by reports** – one year after closure/recovery request
- **Submission** – max. 30 days after the 12 months period following the date of the final payment/recovery request, whichever is later (exceptions as per Art.5.20), for 5 years as per Art. 5.17
- **Main content** – durability aspects of the project, or project contributions to programme result indicators
- **Type of projects** – with infrastructure component (as per Art. 5,17), or equipment<sup>1</sup> included in the investment component (as per Art.5.18), or projects<sup>2</sup> contributing to programme result indicators to be completed within 12 months after the end of implementation (as per Art.5.20-5.21).
- **Contract References** – art. 5.16 –5.21

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<sup>1</sup> As per MA request

<sup>2</sup> Only one Durability Report will be requested by the programme.

### 3 REPORTING ARRANGEMENTS AT PROJECT LEVEL

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Clear management arrangements should be put in place at project and partners' level so as reporting runs smoothly, with no delays.

- The project staff must be assigned with clear tasks on reporting. Coordinating the staff in this respect is one major task of each project manager.
- Project Manager, the financial responsible, the communication responsible and the procurement responsible have to be involved in reporting, whether they are paid or not by the project.
- Project Managers can decide that different persons are responsible with different sections of the report. To this purpose, he/she shall ensure they have JeMS accounts.
- Partners must establish beforehand clear timelines for each reporting stage – preparation and submission of Partners' reports to the Controllers, preparation and submission of Project Report to the JS.
- The Lead Partner monitors the reporting process and provides JS/MA with any information requested in this respect.
- In case a Control Certificate is not available in due time for submitting the Project Report, it can be attached to the next Project Report. Expenditures not covered by a Control Certificate cannot be reimbursed.
- Technical and financial evidence on implementation must be kept and constantly organized by each Partner as the project is progressing. Each Partner will file, name, store and organize his own evidence, as recommended by the programme.
- Even if no expenditure has been made by the project during a reporting period, the Project Report still must be submitted to JS/MA.

## 4 PROJECT REPORTS - WORKFLOW AND DEADLINES

### INTERIM PROJECT REPORT

#### Actions and deadlines

|            |                    |   |  |   |
|------------|--------------------|---|--|---|
| <b>10</b>  | Partner            | <b>max. 10 calendar days</b> after each 4 months period                 | Uploads Partner Report and evidence in JeMS, notifies the controller | Requests verification of expenditure by the Controller          |
| <b>30</b>  | Controller         | <b>max. 30 calendar days</b> after the request for control              | Verifies the expenditure reported                                    | Issues the Control Report and Certificate (in JeMS)             |
| <b>5</b>   | Lead Partner       | <b>max. 5 calendar days</b> after Partner Reports are available in JeMS | Consolidates technical and financial information from Partners       | Uploads Project Report in JeMS, notifies JS                     |
| <b>10*</b> | Joint Secretariat  | <b>max. 10 working days</b> after receiving Project Report              | Verifies Project Report, requests clarifications (if the case)       | Informs MA, gives feedback, updates risk analysis & action plan |
| <b>80*</b> | Managing Authority | <b>max. 80 calendar days</b> after Project Report is received by JS     | Verifies Project Report, requests clarifications (if the case)       | Approves the Report, authorizes payment to Lead Partner         |
| <b>7</b>   | Lead Partner       | <b>max. 7 calendar days</b> after MA's payment                          | Receives payment from the MA   | Transfers funds to the Partners, informs the MA                 |
|            | Partner            |   | Receives funds from the Lead Partner                                 |   |

\* In case no clarifications are requested

After submission, the Partner Report will be verified by the controller assigned at national level, according to programme rules. Once verified by the Controller, the report becomes visible in JeMS.

## FINAL PROJECT REPORT

### Actions and deadlines

|             |                    |  |  |   |
|-------------|--------------------|--|--|---|
| <b>2.5M</b> | Partner            | approx. 2 ½ months after end of implementation                     | Uploads Final Partner Report and evidence in JeMS, notifies the controller | Requests verification of expenditure by the Controller          |
| <b>30</b>   | Controller         | max. 30 calendar days after the request for control                | Verifies the expenditure reported  | Issues the Control Report and Certificate (in JeMS)             |
| <b>0.5M</b> | Lead Partner       | approx. ½ month after Partner Reports are available in JeMS        | Consolidates technical and financial information from Partners             | Uploads Final Project Report in JeMS, notifies JS               |
| <b>15*</b>  | Joint Secretariat  | max. 15 working days after receiving Project Report                | Verifies Final Project Report, requests clarifications (if the case)       | Informs MA, gives feedback, makes recommendations               |
| <b>80*</b>  | Managing Authority | max. 80 calendar days after Final Project Report is received by JS | Verifies Final Project Report, requests clarifications (if the case)       | Approves Final Report, authorizes final payment to Lead Partner |
| <b>7</b>    | Lead Partner       | max. 7 calendar days after MA's payment                            | Receives final payment from the MA   | Transfers funds to the Partners, informs the MA                 |
|             | Partner            |  | Receives funds from the Lead Partner                                       |   |

*\* In case no clarifications are requested*

**Do note that periods above are maximal.**

## 5 MAIN CONTENT OF PROJECT REPORTS

Partners' and Project Reports include narrative and financial information for the reporting period covered, together with evidence supporting the information reported.

The narrative (technical) part includes (as per art.5.4 of the grant contract):

- full account of all aspects of implementation, including status of the procurement procedures, and achievement of project outputs and results as measured by the corresponding indicators, and supported by relevant sources of verification;
- description of the difficulties encountered and measures taken to overcome them;
- any changes intended to be made to the project;
- necessary updates on project management arrangements and risks management, schedule of activities, the information and communication plan, etc.;
- status of implementing the measures recommended following the monitoring or verification missions undertaken

The Final Report shall detail the project achievements, in particular project contributions to Programme result and output indicators, benefits brought for the target groups, measures to project durability etc.

The financial part details the actual costs incurred and paid before the submission of the report to the Controller for verification.

Both technical and financial information will be supported by relevant and sufficient evidence as per art.5.8 of the grant contract, and the *Guide for Control* (available on the programme website), or as instructed by the programme.

**The reporting templates are pre-set by JeMS and follow the Grant Contract provisions.**

## - PARTNER REPORT IN JEMS**

| NO | SECTIONS                     | CONTENT   |
|----|------------------------------|---|
| 1  | <b>Report Identification</b> | <ul style="list-style-type: none"> <li>Indicates the last approved Application Form at the date of opening the report in JeMS against which the progress shall be reported.</li> <li>Summary of the work done during the reporting period, main achievements to date, as well as any problems or deviations, if the case, is required.</li> </ul> |
| 2  | <b>Work-Plan Progress</b>    | <ul style="list-style-type: none"> <li>Progress of activities, deliverables and outputs is requested, together with evidence supporting the data reported.</li> </ul>   |
| 3  | <b>Public Procurements</b>   | <ul style="list-style-type: none"> <li>Displays relevant details on the procurements concluded by the Partner for the purpose of the project, together with the supporting evidence.</li> <li>Updates of previous procurements are also possible, as necessary.</li> </ul>  |
| 4  | <b>List of Expenditures</b>  | <ul style="list-style-type: none"> <li>Details the costs incurred and paid by the Partner during the reporting period together with the relevant documentary evidence.</li> </ul>   |
| 5  | <b>Contributions</b>         | <ul style="list-style-type: none"> <li>No information is required in this section</li> </ul>  |
| 6  | <b>Report Annexes</b>        | <ul style="list-style-type: none"> <li>Lists all the attachments to the report and allows additional uploads in case the 50 MB limit per item is not sufficient.</li> </ul>   |
| 7  | <b>Financial Overview</b>    | <ul style="list-style-type: none"> <li>A useful monitoring tool at Partner level that can be used to visualize financial data extracted from all the Partner's reports.</li> </ul>  |

## - PROJECT REPORT IN JEMS

| NO | SECTIONS   | CONTENT  |
|----|--|--|
| 1  | <b>Report Identification</b>                       | <ul style="list-style-type: none"> <li>Indicates the last approved Application Form against which the progress shall be reported.</li> <li>Summary of the work done during the reporting period, main achievements, problems and deviations, if the case, is requested.</li> </ul>   |
| 2  | <b>Work plan Progress</b>                          | <ul style="list-style-type: none"> <li>Progress of objectives, investments, activities, deliverables and project outputs shall be described, based on the Partner Reports and the evidence provided.</li> </ul>  |
| 3  | <b>Project Results &amp; Horizontal Principles</b> | <ul style="list-style-type: none"> <li>Progress made towards the planned project results following the information provided by Partners has to be explained. Results are cumulatively reported, meaning that if a Project Report is submitted and another one created, the values are aggregated accordingly.</li> <li>Contribution to horizontal principles is requested, as the project is progressing.</li> </ul> |
| 4  | <b>List of Partners Certificates</b>               | <ul style="list-style-type: none"> <li>Upon creation of the Project Report, all Partner certificates are displayed, whether they were included or not in previous Project Reports.</li> </ul>  |
| 5  | <b>Report Annexes</b>                              | <ul style="list-style-type: none"> <li>Lists all the attachments to the report and allows additional uploads in case the 50 MB limit per item is not sufficient.</li> </ul>  |
| 6  | <b>Financial Overview</b>                          | <ul style="list-style-type: none"> <li>A useful monitoring tool at project level that can be used to visualize the financial data extracted from all the project reports.</li> </ul>   |

## 6 DATA REGISTRATION IN JEMS

- All information will be completed in English.
- Fields with an asterisk (\*) are mandatory. JeMS will not save your information if these fields are left blank.
- Descriptive information fields have a fixed number of characters, displayed by the system.
- Instructions provided by JeMS and the programme structures must be strictly followed.
- Information will be concise and relevant to the topic, and in full compliance with the content of the Application Form. In case of inconsistencies, clarifications or revision of the report may be requested.

## 7 ATTACHMENTS IN JEMS

- Attachments must be relevant and sufficient to support the information reported.
- Extra-large documents should be avoided; one attachment cannot exceed 50 MB.
- To bring together multiple documents, it is recommended to use .ZIP, .7z or .RAR electronic archives (max. 50 MB), with a content list enclosed.
- Attachments can be deleted or modified only in the section where they were uploaded, and only if the report was not yet submitted to the Controller / JS.
- Documents uploaded into JeMS shall be scanned in one direction. Partners shall ensure they are legible and show the necessary signatures and stamps.

**Important – Documents will mandatorily bear the project identification number in JeMS.**

## 8 NAMING OF DOCUMENTS – EXAMPLES

- All documents must be named in English, even if their content is actually in the national language.
- The name of the document will show the report number, Partner ID in JeMS, and make reference to the codes given by the system in the last approved Application Form to activities, deliverables, etc..

*Examples:*

*Activity PR1\_LP1\_A1.5\_evidence*

*Deliverable PR1\_LP1\_D1.5.1\_evidence*

*Procurement PR1\_LP1\_translation services*

*Expenditure PR1\_LP1\_Andreealonescu\_salary costs\_sept2025*

*Project Output PR1\_LP1\_O1\_evidence*

*Project Result PR1\_R1\_evidence*

## 9 SETTING JEMS PRIVILEGES

- Staff assigned with reporting tasks by the Lead Partner or Partners must have user accounts in JeMS e.g. the project manager, financial responsible, procurement responsible, etc.
- The user with “Manage” privilege in JeMS shall ensure that the reporting staff has “Edit” permission.
- Partners must add to their JeMS users the person appointed by the Lead Partner to draft the Project Report and give him/her “View” permission.
- Access to sensitive data requires a specific privilege in JeMS and will be decided by each Partner, individually.

**Partners must add to their JeMS users’ the person assigned by the Lead Partner to draft the Project Report and provide them with a “View” privilege.**



## 10 PARTNER REPORT – POINTS OF ATTENTION

Aspects listed below are connected to sections or sub-sections of the Partner Report. It is strongly recommended to follow them closely in order to ensure accurate reporting to the programme and avoid requests for clarifications or revisions which might delay the reimbursement of funds.

| NO | SECTION / SUB-SECTION        | HIGHLIGHTS   |
|----|------------------------------|--|
| 1  | <b>REPORT IDENTIFICATION</b> | <ul style="list-style-type: none"> <li>Basic data comes from the <b>last approved version of the Application Form</b>, in force at the date when the report was opened in JeMS.</li> </ul>   |
|    | <b>_AF Version Linked</b>    | <ul style="list-style-type: none"> <li>The system does not update the information if the Application Form is modified by notification or addendum signed by the Managing Authority after opening the Partner Report in JeMS.</li> <li>To this purpose, the report opened should be deleted, and a new one opened in JeMS.</li> </ul> |

- Please make sure to use only the **Application Form version shown in JeMS**; do not use any different version.
- Avoid launching modifications of the grant contract while a report is under preparation, as this might affect the work of other Partners. Such modifications may be initiated after the Project Report will be submitted to the JS.
- 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).

|  |   |   |
|--|---|---|
|  | <b>_Summary of partner's work in reporting period</b> | <ul style="list-style-type: none"> <li>Information on the activities, deliverables and results to which the Partner contributed during the reporting period is requested.</li> <li>The summary will reflect the content reported in the activity fields at section <b>Work Plan Progress</b>.</li> </ul>                |
|  | <b>_Partner problems and deviations</b>               | <ul style="list-style-type: none"> <li>Problems, deviations or delays with implementation must be explained, together with reasons and the corrective measures taken by the Partner.</li> <li>Description will be based on the content reported in the activity fields at section <b>Work Plan Progress</b>.</li> </ul> |

| NO | SECTION / SUB-SECTION     | HIGHLIGHTS   |
|----|---------------------------|--|
| 2  | <b>WORK PLAN PROGRESS</b> | <ul style="list-style-type: none"> <li>For accurate reporting, check section C.4 of the last approved Application Form – “<i>End Period</i>” of activities,” <i>Delivery Period</i>” of deliverables in order to have clear understanding of the activities/ deliverables planned for the reporting period.</li> <li>The Partner has to explain its contribution to the activities and deliverables according to the approved Application Form.</li> </ul> |

- There are activities for which a Partner is the sole responsible e.g. an investment, or activities in which Partners hold shared responsibilities e.g. joint actions, or activities in which a Partner is not involved e.g. the investment of another Partner.
- Data should not be inserted into the system in case that, according to the Application Form, the Partner has no responsibilities as regards certain activities or deliverables.

|  |   |   |
|--|---|---|
|  | <b>_Summary of contribution to planned activities</b> | <ul style="list-style-type: none"> <li>With reference to the contract provisions, the Partner has to explain its contributions to project activities, and the progress made during the reporting period.</li> <li>It is recommended to draft this content after filling in the activity-related information fields.</li> </ul>  |
|  | <b>_Activities</b>                                    | <ul style="list-style-type: none"> <li>The Partner must explain per activity:               <ol style="list-style-type: none"> <li>its role and contribution during the reporting period;</li> <li>its input to the related deliverables, as the case may be;</li> <li>problems, deviations or difficulties, if the case, with reasons and the corrective measures already taken or planned</li> </ol> </li> <li>If the Partner has any responsibilities regarding a project activity, the information provided in this field shall follow points (a) to (c) above, starting with a brief mention on their current status.</li> </ul> |

- Status of the activity will always reflect the project Work Plan (section C.4 in the Application Form).
- Activity status can be “*Not started, on plan*”, or “*Not started, delayed*”, or “*In progress, on plan*”, or “*In progress, delayed*”, or “*Completed*”.
- In case of “*delayed*” activities, justification is required, together with measures taken to redress implementation.

| NO       | SECTION / SUB-SECTION  | HIGHLIGHTS  |
|----------|--|---|
|          | <b>_Deliverables &amp; Outputs</b>                               | <ul style="list-style-type: none"> <li>Provide a clear description of Partner's contributions during the reporting period, including a description of the achieved value of the deliverables, no numerical values are required.</li> <li>The Lead Partner will quantify the data in the Project Report based on the Partners' reports and the supporting evidence provided.</li> </ul>  |
|          | <b>_Attachments to the activities, deliverables, and outputs</b> | <ul style="list-style-type: none"> <li>Partner's contributions to activities, deliverables and project outputs shall be evidence-based. If evidence is missing, the information reported may not be taken into consideration.</li> <li>JeMS allows only one attachment per activity/ deliverable/ output of max.50 MB.</li> <li>Evidence must be carefully selected, in compliance with the approved Application Form. Uploading multiple times the same evidence should be avoided.</li> </ul>   |
| <b>3</b> | <b>PUBLIC PROCUREMENTS</b>                                       | <ul style="list-style-type: none"> <li>The list returned by JeMS cumulatively displays all the procurement contracts concluded by the Partner in the current, or previous reporting periods.</li> <li>Procurements must be registered before adding the related expenditures. If missing in this section, procurements will not be retrieved in the list displayed by JeMS at section <b>List of Expenditures</b>.</li> <li>Procurement-related information and attachments cannot be deleted or changed if the Partner Report was submitted to the Controller for verification.</li> </ul> |
|          | <b>Particular requirements – Procurements</b>                    | <ul style="list-style-type: none"> <li>All procurements have to be uploaded within JeMS.</li> <li>Partners who apply the Financial Regulation (Annex P<sup>3</sup>), will link an expenditure item with a procurement only for procurements equal or over 10.000 euro (without VAT).</li> <li>Romanian partners who are Contracting Authorities and must apply the national law, will link only procurements that impose a procurement procedure according to national legislation.</li> </ul>  |

<sup>3</sup> \* Annex O – for projects under the 2<sup>nd</sup> Call Small Scale Projects

| NO       | SECTION / SUB-SECTION                   | HIGHLIGHTS  |
|----------|---|---|
|          |   | <ul style="list-style-type: none"> <li>For cost items related to a procurement below 10.000 euro (without VAT), the Partners will add a procurement in Partner Report – <i>Public procurements</i> section and not link the expenditure item from the List of Expenditures to the added procurement.</li> </ul>   |
|          |   | <ul style="list-style-type: none"> <li>For more information on project procurements, do check the <b>Procurement Fiche</b> posted on the programme website:<br/> <a href="https://ro-md.net/ro/proiecte/utile-in-implementare">https://ro-md.net/ro/proiecte/utile-in-implementare</a><br/> <a href="https://ro-md.net/en/projects/useful-in-implementation">https://ro-md.net/en/projects/useful-in-implementation</a> </li> </ul>   |
|          | <b>_Beneficial Owners</b>               | <ul style="list-style-type: none"> <li>EU Regulation no. 1060/2024 requires information on the beneficial owners of the contractors.</li> <li>The Partner must fill in the required information in the corresponding JeMS fields.</li> </ul>  |
|          |   | <ul style="list-style-type: none"> <li>For more information and details, do check Interact <b>Beneficial Owners Factsheet</b><br/> <a href="https://www.interact.eu/library/353">https://www.interact.eu/library/353</a> </li> </ul>  |
|          | <b>_Attachments to the procurements</b> | <ul style="list-style-type: none"> <li>Partner's procurements must be evidence-based. If evidence is missing, the information reported will not be taken into consideration.</li> <li>Procurement evidence will be in national language, according to art.5.8 of the grant contract and the <i>Guide for Control</i> (<a href="https://ro-md.net/ro/proiecte/utile-in-implementare">https://ro-md.net/ro/proiecte/utile-in-implementare</a>).</li> <li>JeMS allows multiple attachments of max.50 MB each.</li> </ul> |
|          | <b>_Procurement Updates</b>             | <ul style="list-style-type: none"> <li>Changes cannot be made in the report in which the procurements were firstly inserted, but only in subsequent Partner Reports.</li> <li>JeMS does not allow deletion of attachments previously uploaded, but addition of new attachments is possible.</li> </ul>  |
| <b>4</b> | <b>LIST OF EXPENDITURES</b>             | <ul style="list-style-type: none"> <li>The list includes only real direct costs, incurred by the Partner during the reporting period and paid until the report was submitted to the controller for verification.</li> <li><b>Any expenditure reported by the Partner includes both Interreg funds (grant) and own contribution. No</b></li> </ul>   |

| NO | SECTION / SUB-SECTION | HIGHLIGHTS   |
|----|-----------------------|--|
|    |                       | <p>calculations or deductions shall be made by the Partner in this respect.</p> <ul style="list-style-type: none"> <li>Each item of expenditure must be inserted on separate, individual lines, in the original currency of the invoice.</li> <li>JeMS automatically converts the amounts in national currency into EUR, by applying the InforEuro exchange rate of the European Commission for the month when the report is submitted for verification.</li> <li>JeMS has no information field for the flat-rates, as it automatically calculates the respective flat-rate amounts on the basis of the direct costs reported by the Partner.</li> </ul> |

- Any expenditure reported by the Partner includes both Interreg funds (grant), and own co-financing. No calculations or deductions shall be made by the Partner in this respect.
- Flat-rate amounts do not have to be inserted by the Partner into the list of Expenditures.

|  |                      |  |
|--|----------------------|--|
|  | <b>_Expenditures</b> | <ul style="list-style-type: none"> <li>After adding a new expenditure line, the corresponding <b>Cost Category</b> must be selected and data <b>Saved</b>. Afterwards, other expenditure-related information can be introduced into the system.</li> <li>If the Partner makes more than one payment during the reporting period for the same <b>Invoice</b>, each payment will be declared on separate lines of expenditure.</li> <li>The <b>Description</b> field must provide relevant information on the item of expenditure, e.g. the related activity, number of units paid etc. The descriptive elements of the cost as shown in the Partner's budget in the grant contract can be used.</li> <li>The <b>Comments</b> field shall mandatorily indicate the related budget sub-line, as per the Partner's budget (written identically as in the budget).</li> <li><b>Declared Amount</b> (in national currency) is requested by the Partner for reimbursement and checked by the Controller.</li> </ul> |
|--|----------------------|--|

- When reporting an expenditure, the Partner shall ensure that the measurement unit and the number of units mentioned in his individual budget are not modified.

| NO | SECTION / SUB-SECTION                             | HIGHLIGHTS   |
|----|---|--|
|    |   | <ul style="list-style-type: none"> <li>Partner is advised to double check that the maximum amount foreseen per budget sub-line is not exceeded. “<i>Global List of Partner Expenditure</i>” is useful in this respect.</li> </ul>  |
|    | <b>_Attachments to the expenditures</b>           | <ul style="list-style-type: none"> <li>Partner’s expenditures are evidence-based. If evidence is missing, the information reported will not be taken into consideration.</li> <li>Supporting evidence will be in national language, according to art.5.8 of the grant contract and the <i>Guide for Control</i> (<a href="https://ro-md.net/ro/proiecte/utile-in-implementare">https://ro-md.net/ro/proiecte/utile-in-implementare</a>).</li> <li>JeMS allows one single attachment per expenditure of max.50 MB.</li> </ul>   |
|    | <b>_Particular requirements – Flat Rate Costs</b> | <b>Staff</b> <ul style="list-style-type: none"> <li>The employment / assignment document for one person in the project team shall be provided by the Partner with the first Partner Report to prove the existence of these costs.</li> <li>Evidence will be attached at section <b>Report Annexes</b>.</li> </ul>  |
|    | <b>_Particular requirements – Real Costs</b>      | <b>Staff Costs</b> <ul style="list-style-type: none"> <li>Costs are reported per month and per person.</li> <li>Net salary, and contributions to the state budget paid according to the legal provisions in force have to be evidenced on separate lines.</li> <li>Declaration on hours worked (Annex 7 to the Guide for Control) must be provided only once for each person paid from the project budget.</li> </ul> <b>Travel Costs</b> <ul style="list-style-type: none"> <li>Expenditure shall be reported in compliance with cost description given in the approved budget i.e. one line of expenditure if the “unit” is “per travel”, or multiple lines of expenditure if different budget sub-lines were foreseen for “travel”, “accommodation” and “daily allowance”.</li> </ul> |
|    | <b>_Sensitive Data</b>                            | <ul style="list-style-type: none"> <li>If an item of expenditure does include sensitive personal data, the specific box will be tick-marked by the Partner.</li> </ul>   |

| NO  | SECTION / SUB-SECTION                    | HIGHLIGHTS   |
|---|--|--|
|   | <b>_Parked Expenditure</b>               | <ul style="list-style-type: none"> <li>• An expenditure may be parked by the Controller or the Managing Authority when no sufficient evidence is available to conclude on its eligibility, or if an irregularity / fraud alert was submitted.</li> <li>• In case it is “parked”, JeMS “freezes” the identifier and the exchange rate of the respective expenditure.</li> <li>• The Partner can decide either to re-include the respective expenditure in a subsequent report, amend the information and supporting evidence, or delete it.</li> <li>• When re-included in another Partner Report, the respective expenditure will be re-checked by the Controller or the Managing Authority who may declare it as eligible, or park it again.</li> </ul> |
| <b>5</b>  | <b>CONTRIBUTIONS</b>                     | <ul style="list-style-type: none"> <li>• No information is required at this section.</li> </ul>  |
| <b>6</b>  | <b>REPORT ANNEXES</b>                    | <ul style="list-style-type: none"> <li>• Additional details on the content of documents attached to the report can be added.</li> <li>• General Declaration signed by each Partner (<i>Annex 6 to the Guide for Control</i>) shall be attached to the respective Partner Report at this section.</li> <li>• According to the <i>Guide for Control</i>, in case of flat-rate costs for staff costs, proofs of the existence of category of costs will be uploaded – e.g. one employment/ appointment documents.</li> </ul>  |
| <b>7-8</b>  | <b>REPORT EXPORT. FINANCIAL OVERVIEW</b> | <ul style="list-style-type: none"> <li>• <b>” Global List of Expenditures”</b> rendered by JeMS from this section may be used to double-check that the budget sub-line was not exceeded, by summing up currently reported expenditure and the amounts certified by the Managing Authority in previous reports.</li> <li>• Various hands-on tools are available for the Partner to constantly monitor the financial performance.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <b>For detailed information on these JeMS functionalities, it is recommended to consult Interact JeMS User Manual <a href="https://jems.interact.eu/manual/">https://jems.interact.eu/manual/</a></b></li> </ul> |  |  |
| <b>9</b>  | <b>SUBMIT</b>                            | <ul style="list-style-type: none"> <li>• The Partner must also notify the Controller and the Lead Partner by e-mail when the report is submitted.</li> </ul>   |

| NO | SECTION / SUB-SECTION | HIGHLIGHTS   |
|----|-----------------------|--|
|    |                       | <ul style="list-style-type: none"> <li>The <b>Control Communication</b> tab is available to communicate with the Controller, after the report submission.</li> <li>Requests for clarification or additional information from the Controller must be answered in full and in due time.</li> </ul> |

## 11 PROJECT REPORT – POINTS OF ATTENTION

Aspects listed below are connected to sections or sub-sections of the Project Report. It is strongly recommended to follow them closely in order to ensure accurate reporting to the programme and avoid requests for clarifications or revisions which might delay the reimbursement of funds.

| NO | SECTION / SUB-SECTION                   | HIGHLIGHTS  |
|----|---|---|
| 1  | <b>REPORT IDENTIFICATION</b>            | <ul style="list-style-type: none"> <li>Basic data in this field come from the <b>last approved version of the Application Form</b>.</li> <li>A Project Report is always of type “<b>Both</b>”, namely technical and financial.</li> <li>The maximum reporting period is of 4 months, but in some cases it could be shorter.</li> </ul>                      |
|    |   | <ul style="list-style-type: none"> <li><b>Please make sure to use only the Application Form version shown in JeMS; do not use any different version.</b></li> </ul>   |
|    | <b>_Highlights of Main Achievements</b> | <ul style="list-style-type: none"> <li>Information on the status of project objectives, results, and the added-value of cooperation is required.</li> <li>The summary must be consistent with the data shown by the system in <b>Overview of Project Outputs and Result Overview</b> (after the corresponding information fields are filled in).</li> </ul> |
|    | <b>_Partner Problems and deviations</b> | <ul style="list-style-type: none"> <li>Problems, deviations or delays against the project Work Plan identified by the Partners in their reports, together with reasons and measures taken to tackle them are explained in this section.</li> </ul>  |
| 2  | <b>WORK PLAN PROGRESS</b>               | <ul style="list-style-type: none"> <li>The <b>Work Package</b> will be “<i>Completed</i>” only when all the project activities are finalized, according to the contract.</li> </ul>   |



| NO | SECTION / SUB-SECTION  | HIGHLIGHTS   |
|----|--|--|
|    | <b>_Specific Objective</b><br><b>_Communication Objectives</b> | <ul style="list-style-type: none"> <li>The status of the project Specific Objective is requested, along with information on the progress made during the reporting period.</li> <li>Description shall consider the progress of planned activities, deliverables, outputs and results.</li> </ul>   |
|    |  | <ul style="list-style-type: none"> <li><b>Status of the Specific Objective will be “<i>partially achieved</i>” during implementation.</b></li> <li><b>After the end of implementation, the status could be “<i>fully achieved</i>” if all the activities, deliverables and outputs are delivered by the project, <u>or</u> “<i>not achieved</i>” if some activities or outputs have not been delivered by the project.</b></li> </ul>  |
|    | <b>_Activities</b>   | <ul style="list-style-type: none"> <li>The status of each activity is required, along with relevant information on the progress made in the reporting period.</li> <li>If an activity was <u>not planned</u> for the current reporting period, according to the project Work Plan, the Lead Partner will indicate “<i>No contribution planned for the reporting period</i>”.</li> <li>If an activity was <u>planned</u> for the current reporting period, according to the project Work Plan, but Partners made <u>no contributions</u> to the respective activity during the reporting period, the Lead Partner will indicate “<i>Planned, no contributions during the reporting period</i>”.</li> <li>In such case, the Lead Partner must explain the underlying reasons, and measures taken or planned to remedy the project implementation. Inconsistencies or missing information could lead to requests for clarification or report revision.</li> </ul> |
|    |  | <ul style="list-style-type: none"> <li><b>Status of a project activity is “<i>achieved</i>” when all the related deliverables were completed and there is sufficient evidence in this respect, <u>or</u> “<i>partially achieved</i>” if at least one deliverable was completed and the necessary evidence was provided, <u>or</u> “<i>not achieved</i>” if no evidence is available for the deliverables of the respective activity.</b></li> </ul>  |
|    | <b>_Outputs</b>  | <ul style="list-style-type: none"> <li>The Lead Partner quantifies the progress of project outputs during the reporting period by using Partners’ reports.</li> <li>JeMS renders aggregated data on the outputs achieved to date. Attention must be paid to the description of the project indicators so as to avoid multiple counting.</li> </ul>   |

| NO  | SECTION / SUB-SECTION                         | HIGHLIGHTS  |
|---|---|---|
|   |   | <ul style="list-style-type: none"> <li>The Lead Partner explains the progress made through the activities carried out during the reporting period in the corresponding field.</li> </ul> <p><i>Example:</i></p> <p><i>Project contributes to RCO87 Organisations cooperating across borders and has a target value of “3”.</i></p> <p><i>The Lead Partner can insert value “3” <u>only once</u> as progress achieved during the reporting period.</i></p> <p><i>If inserted repeatedly, the reported values will be aggregated by JeMS which will render cumulatively “3+3+3+...” which, according to the approved Application Form, would not be true.</i></p> |
|   | <b>_Attachments to activities and outputs</b> | <ul style="list-style-type: none"> <li>Progress of activities and project outputs is evidence-based. If evidence is missing, the information reported may not be taken into consideration.</li> <li>Evidence must be relevant and sufficient. Uploading repeatedly the same evidence has to be avoided.</li> <li>JeMS allows only one attachment of max.50 MB per activity/ output.</li> </ul>  |
| <ul style="list-style-type: none"> <li><b>In case of doubts, it is advisable to consult the JS expert.</b></li> </ul> |   |   |
| <b>3</b>  | <b>RESULTS &amp; HORIZONTAL PRINCIPLES</b>    | <ul style="list-style-type: none"> <li>JeMS renders aggregated data on the results achieved to date. Attention must be paid to the description of the project indicators so as to avoid multiple counting.</li> <li>The Lead Partner explains the progress made through the activities carried out during the reporting period in the corresponding field.</li> </ul>   |
|   | <b>_Attachments to results</b>                | <ul style="list-style-type: none"> <li>Progress of project results is evidence-based. If evidence is missing, the information reported may not be taken into consideration.</li> <li>Evidence must be relevant and sufficient. Uploading repeatedly the same evidence has to be avoided.</li> <li>JeMS allows only one attachment of max.50 MB per result.</li> </ul>   |
| <b>4</b>  | <b>LIST OF PARTNER CERTIFICATES</b>           | <ul style="list-style-type: none"> <li>Only one Control Certificate can be issued for one Partner Report.</li> <li>A Control Certificate can be selected and attached only once to a Project Report.</li> </ul>   |
| <b>5</b>  | <b>REPORT ANNEXES</b>                         | <ul style="list-style-type: none"> <li>the Lead Partner and each Partner shall fill in, sign and attach in this section the General Declarations (<i>Annex</i></li> </ul>   |

| NO | SECTION / SUB-SECTION      | HIGHLIGHTS  |
|----|----------------------------|---|
|    |                            | 6 to the Guide for Control) to each Project Report submitted to the programme.  |
| 6  | <b>FINANCIAL OVERVIEW.</b> | <ul style="list-style-type: none"> <li>The system provides Partners with hands-on tools to constantly monitor the financial performance of the project.</li> </ul>  |
| 8  | <b>SUBMIT</b>              | <ul style="list-style-type: none"> <li>The Lead Partner must notify the JS by e-mail when the Project Report is submitted.</li> <li>The <b>Verification Communication</b> tab is available to communicate with the JS/MA, after the report submission.</li> <li>Requests for clarification or additional information from the JS/MA must be answered in full and in due time.</li> <li>After the approval of the Project Report, the JS provides an action plan with measures and deadlines to improve implementation. JS/MA will follow-up the recommendations.</li> </ul> |

## 12 REIMBURSEMENT OF COSTS – CALCULATION EXAMPLE

Example considered a Partner in a small-scale project, to whom 30% of the grant was paid by the programme as an advance payment. In the Partner's budget, the grant represents 90%, and co-financing represents 10%.

|   | EXPLANATIONS   | CALCULATION   |
|---|--|---|
| <b>Real (direct) costs</b>                    | <i>Reported by the Partner and validated by the Controller</i> | <b>70,000 EUR</b>   |
| <b>Flat rates</b>                             | <i>Automatically calculated by JeMS</i>                        | <b>9,039.80 EUR</b>   |
| <b>Total reported and considered eligible</b> | <i>Grant (90%) + Co-financing (10%)</i>                        | <b>79,039.80 EUR</b><br>= 71,135.82 EUR (grant) + 7,903.98 EUR (co-financing) |
| <b>Advance deducted</b>                       | <i>Art. 4.5 of the grant contract</i>                          | <b>23,711.94 EUR</b><br>= 79,039.80 EUR (eligible value) * 30%                |
| <b>Payment to Partner</b>                     | <i>Grant reported – Advance deducted</i>                       | <b>47,423.88 EUR</b>  |

|  |  |  |
|--|--|--|
|  |  | = 71,135.82 (eligible value) - 23,711.94 EUR<br>(advance deducted) |
|--|--|--|