Interreg IPA ADRION

Co-funded by the European Union

Jems
Joint electronic monitoring system

# INTERREG VI-B IPA ADRIATIC IONIAN
# IPA ADRION

## GUIDELINES FOR THE SUBMISSION OF THE PARTNER REPORT VIA JEMS

**Version 1.0 – February 2025**

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# 1. INTRODUCTION

This guidance contains key technical information on the content, preparation and submission of the **partner report** through the **Joint Electronic Monitoring System (JEMS)** of the INTERREG VI-B IPA Adriatic – Ionian (IPA ADRION) Programme.

Reporting is one of the key tools of the programme to monitor the project implementation from the financial and content point of view. It is also the basis for the reimbursement of the EU contribution to the project beneficiaries, based on the incurred and validated expenditures.

**Partner Report indicates the activities and expenditures implemented at partner level within a specific reporting period indicated in AF and subsidy contract.**

**Project Partners** are requested to follow the instructions provided in the present Guideline, complete and submit the Partner Report – **PaR** – via JEMS.

In order to work in JEMS, **each user must first register autonomously in the system.** Information about the registration have been provided in previous guidelines and available on IPA ADRION website

IPA ADRION JEMS can be reached directly through the following link: https://jems.regione.emilia-romagna.it or via the Programme website: https://www.interreg-ipa-adrion.eu

Do not get confused: be sure to register in **IPA ADRION JEMS**, and not in the JEMS system of other Interreg Programmes!

**The Lead Partner is requested to share instructions on registration and login with its Project and Associated Partners.**

**BE AWARE of the RISK OF LOOSING INFORMATION** in case several users of the same organization work in parallel on the same Report.

It is warmly suggested to be very careful when granting access rights to other users and to **coordinate** who is working in the system. Parallel working within the same institution should be avoided, since there is high risk to overwrite information of another user or not to save the inserted information.

## 2. TECHNICAL INFORMATION AND SYSTEM REQUIREMENTS

JEMS is a web application which can be accessed with the **latest versions** of the most common browsers (Firefox, Chrome, Microsoft Edge, Safari).

**Firefox/Chrome** are strongly recommended.

The functionality of the system follows the common standards of web applications for entering and submitting data.

## 3. PREREQUISITES & ACCESS TO THE REPORTING SECTION

Please note that the following abbreviations are used in the guidelines:

**PaR(s):** Partner Report(s)
**PR(s):** Project Report(s)
**LP:** Lead Partner
**PP:** Project Partner
**AF:** Application Form

**Lead Partners** are requested to assign **Project Privileges** to each user who works on the project, according to their role (Lead Partner, Project Partner) and give the proper access rights (view, edit, manage); this assignment will allow users to see and/or manage different sections of JEMS (as **Contracting section**).

GDPR toggle should also be activated in order to allow users to upload/view sensitive data.

It is therefore **highly recommended** to the **LPs** to carefully read the specific document ***"Guidelines for the assignment of project privileges and visualization of contracting section in JEMS"*** before starting to use the system.

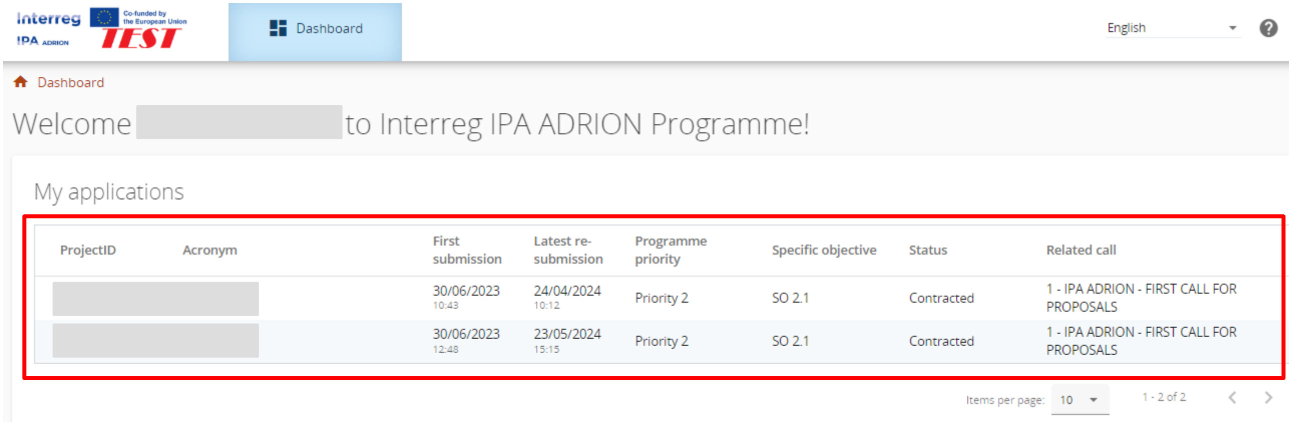
Users with the project privilege **edit** for a dedicated partner organisation (LP user for a Lead Partner organisation, or PP user for a Project Partner organisation) will thus be able to create, edit and submit PaRs.

**PP users will only see the PaRs of the partner organisation they are assigned to**.

**PaRs** can be **created** only by those users who have **edit rights** in the **Project privileges** section.
On the other hand, PaRs can be **accessed** by users with **view** or **edit rights.**
**Such rights must have previously been granted by the LP.**

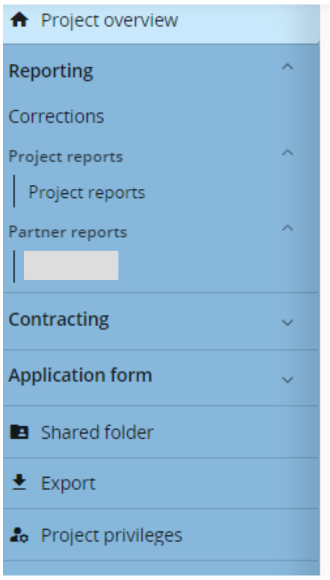

In order to fulfil the LP tasks and to prepare the report at project level, <u>the LP should have granted to itself the **view** privileges to the PaRs of all PPs.</u>

After the login, from the **Dashboard** select the project for which you would like to fill in the partner report and click to open it..



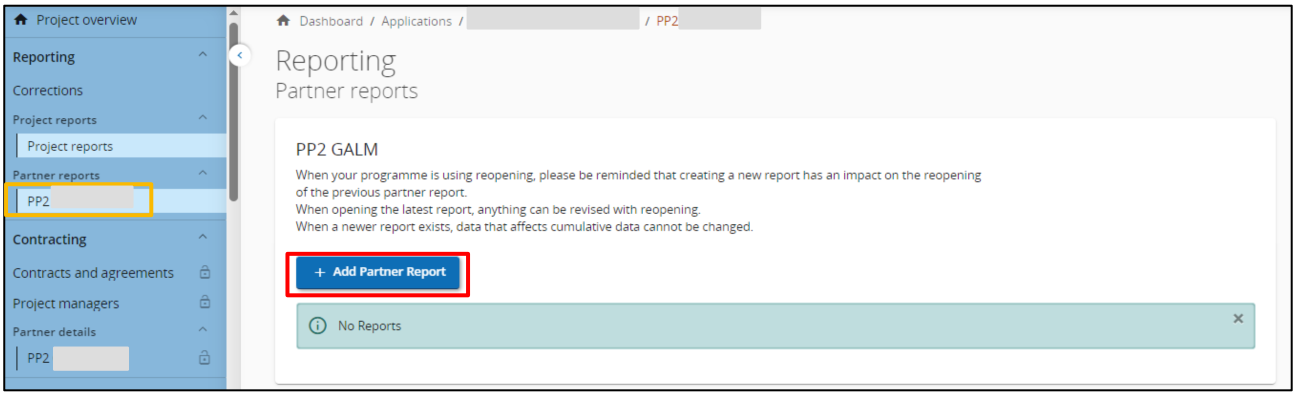

## 4. HOW TO CREATE AND FILL IN A PARTNER REPORT

Once the project is set to status *"Contracted"* the **Partner reports** section appears under **Project overview** (left-side menu) → **Reporting**.



Select the PP from the left-side menu and click to open its specific reporting section.

To create a partner report, click on **"+ Add Partner Report"**



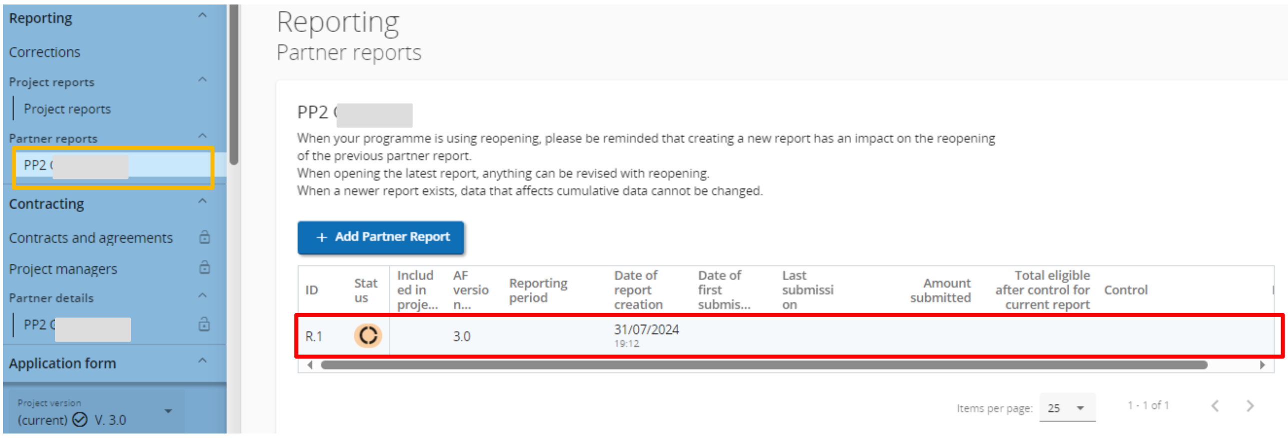

The PaR is created and automatically numbered R.1 (ID in ascending order R.1, R.2, R.3, etc).

**The partner report ID does not reflect the reporting period.**

The partner report is linked to the **last** approved application form version at the moment of its creation.

**Ongoing modifications of the AF, such as budget change, will have no impact on the data of already created reports.**

When a project is undergoing a modification, the PaR will be based on the data of the application form version **prior to the modification.**



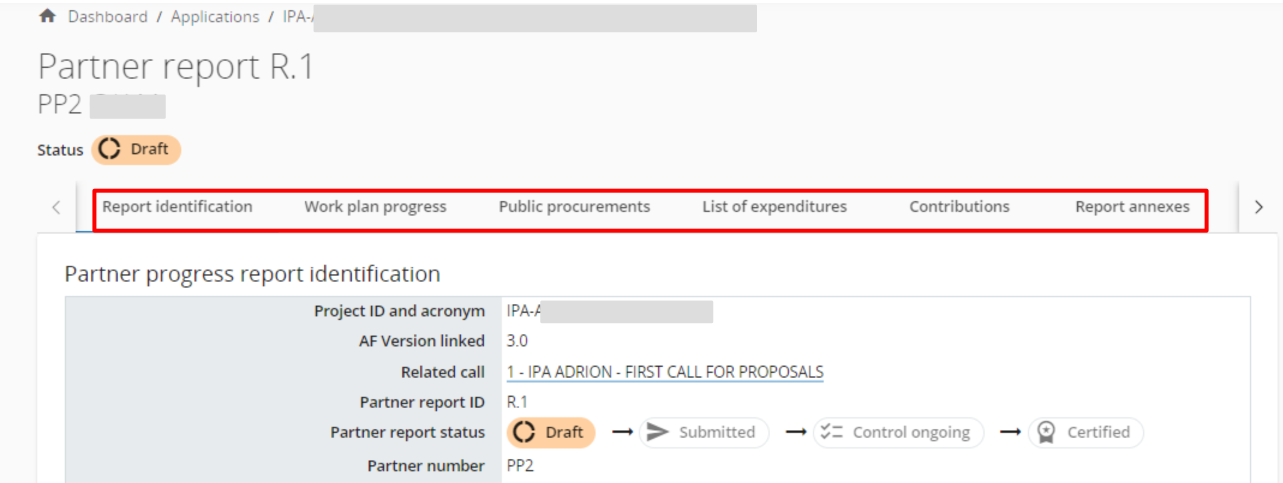

The partner report overview table provides information on:

- the **partner report ID (R.1, R.2...R.X)**
- its **current status** (*Draft – Submitted/Reopened – Control ongoing – Certified*)
- the **reporting period** (once selected in the **Report identification** section)
- the **date of report creation** and the date when the report was **submitted for the first time**.

The PaR is composed by different sections, accessible through tabs at the top:

- **Report identification**
- **Work plan progress**

- **Public procurements**
- **List of expenditures**
- **Contributions**
- **Report annexes**
- **Report export**
- **Financial overview**
- **Submit**



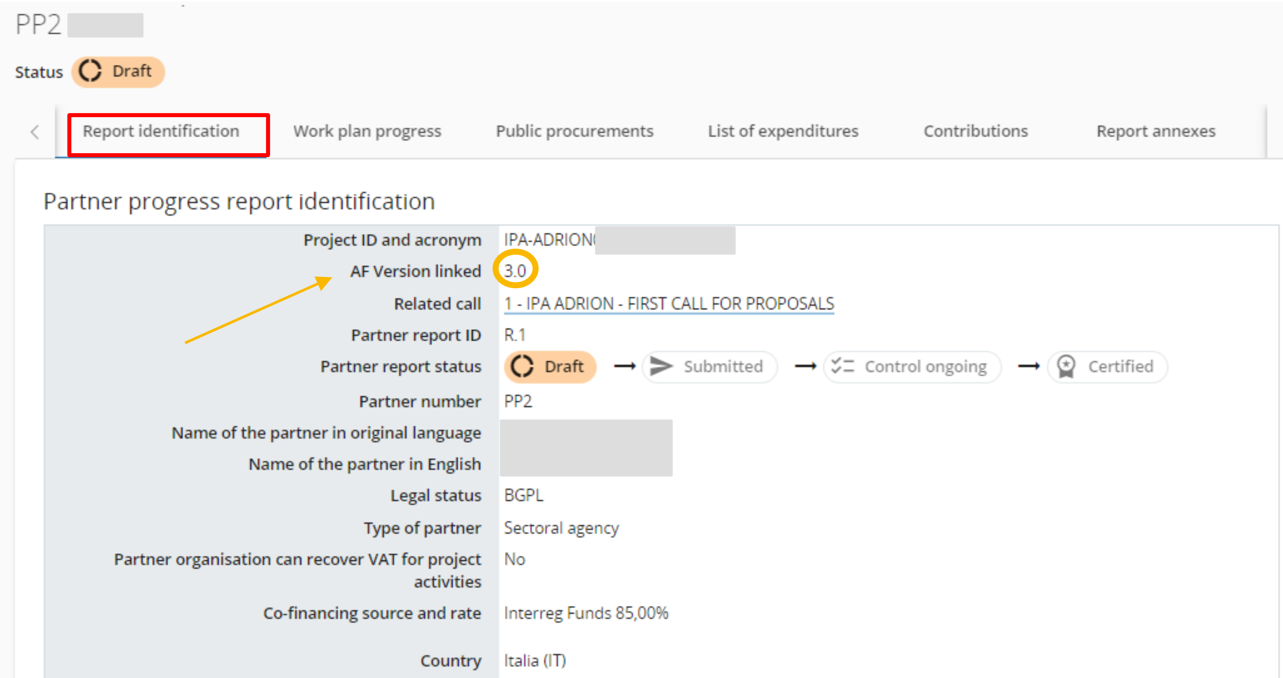

A new partner report cannot be created while the last partner report is in status *"Reopened"*.

All the fields indicated with a red asterisk (*) are mandatory, therefore need to be filled-in before leaving the page.

## 4.1 PARTNER REPORT IDENTIFICATION

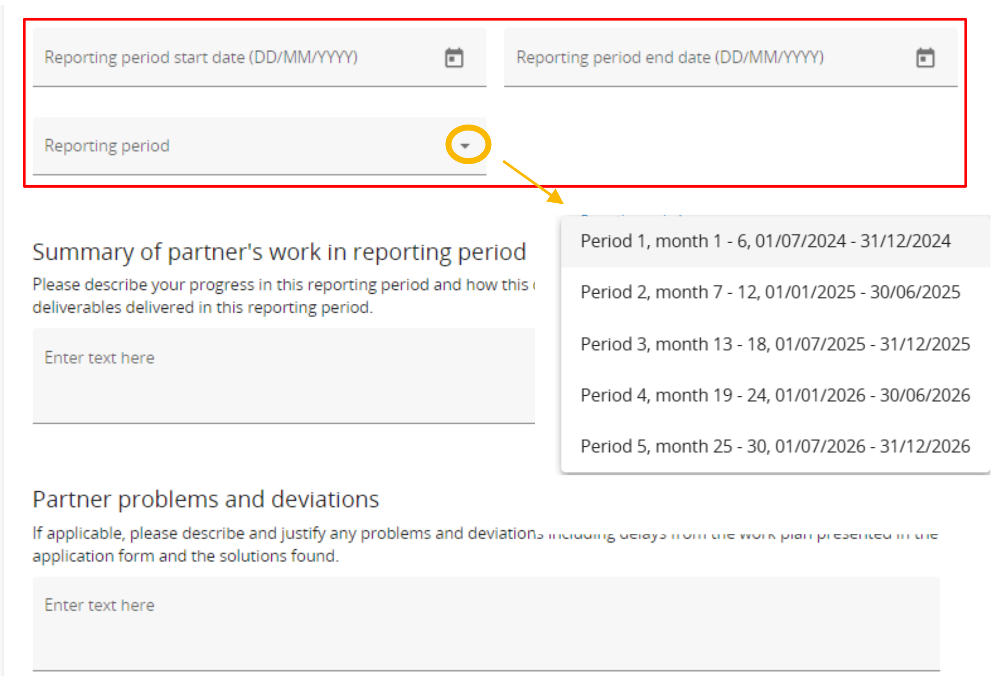
Following the creation of a report, the PP is directly addressed to the first section of report denominated **Report identification**, that includes key information taken from the last approved application form. The AF version to which the PaR is linked is displayed in the partner reports overview section.

To go back to the partner report overview, it is necessary to click on the PP under **Partner reports** in the left-side menu.




First of all, the PaR must be linked to a **Reporting Period** chosen among the options appearing in the drop-down menu. Then, the **reporting period start,** and **end dates** must be defined, **matching with those defined in the Subsidy Contract**

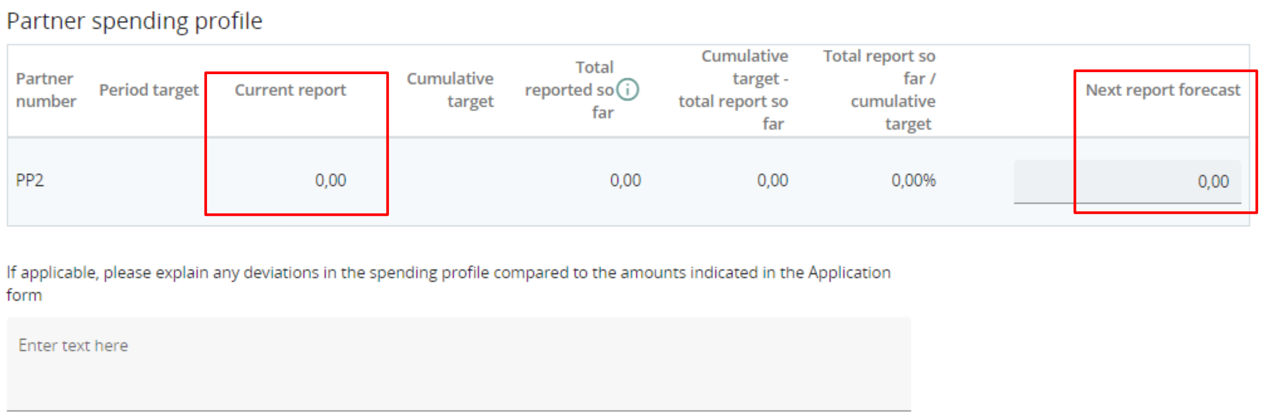
Based on the country of the partner, the **local currency** is also automatically added to the overview table, and it will be used in the partner report **List of expenditures**.




In the section dedicated to **"Summary of the partner's work"**, a summary of Partner's progress in the reporting period should be provided.

If applicable, problems and deviations from the work plan in the current reporting period should be highlighted under **"Partner problems and deviations"** section.

In the **"Partner spending profile"** section, PPs are required to provide in ***"Next report forecast"*** *section* an accurate estimation of the expenditures foreseen to be reported in the next reporting period, explaining also, if the case, any eventual deviation in respect of the foreseen one in the AF.



Partner spending profile

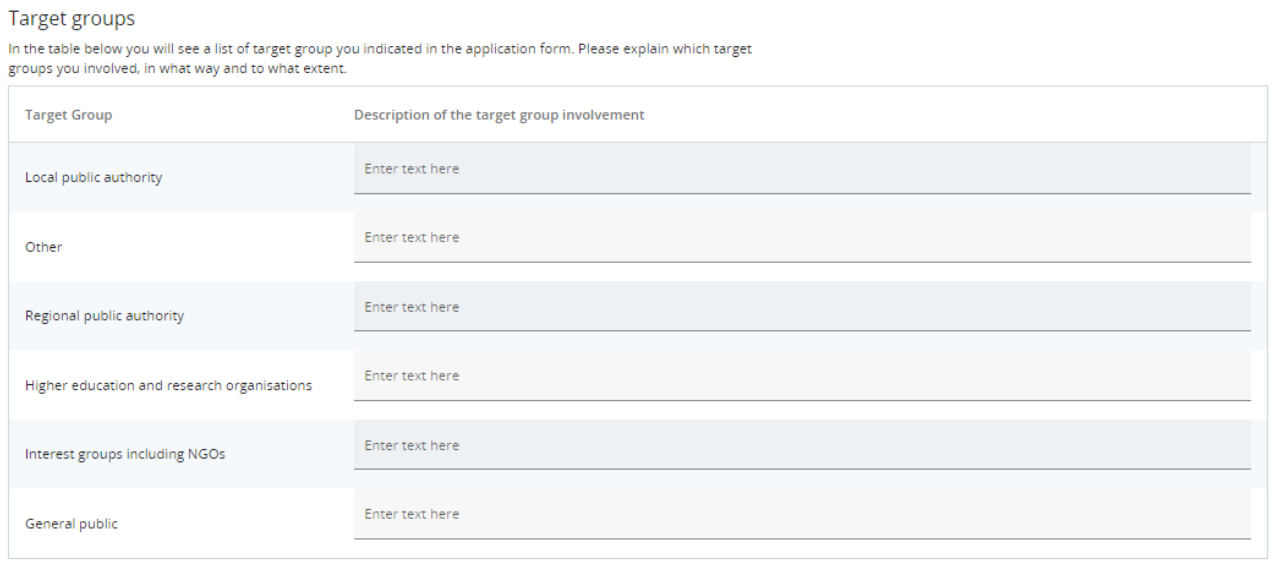
| Partner number | Period target | Current report | Cumulative target | Total reported so far | Cumulative target - total report so far | Total report so far / cumulative target | Next report forecast |
|---|---|---|---|---|---|---|---|
| PP2 | | 0,00 | | 0,00 | 0,00 | 0,00% | 0,00 |

If applicable, please explain any deviations in the spending profile compared to the amounts indicated in the Application form

Enter text here

The information in the column ***"Current report"*** is automatically updated upon submission of the PaR.

Information on the involvement of **Target Groups** should be provided. The listed target groups are displayed as indicated in the last approved AF.

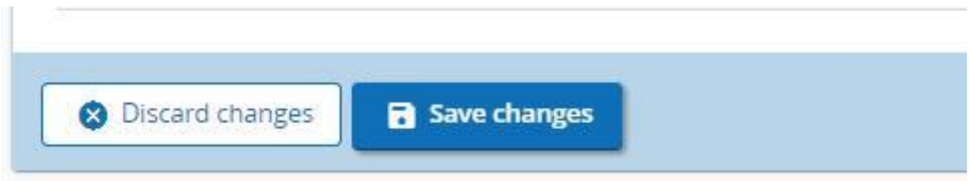


Target groups

In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

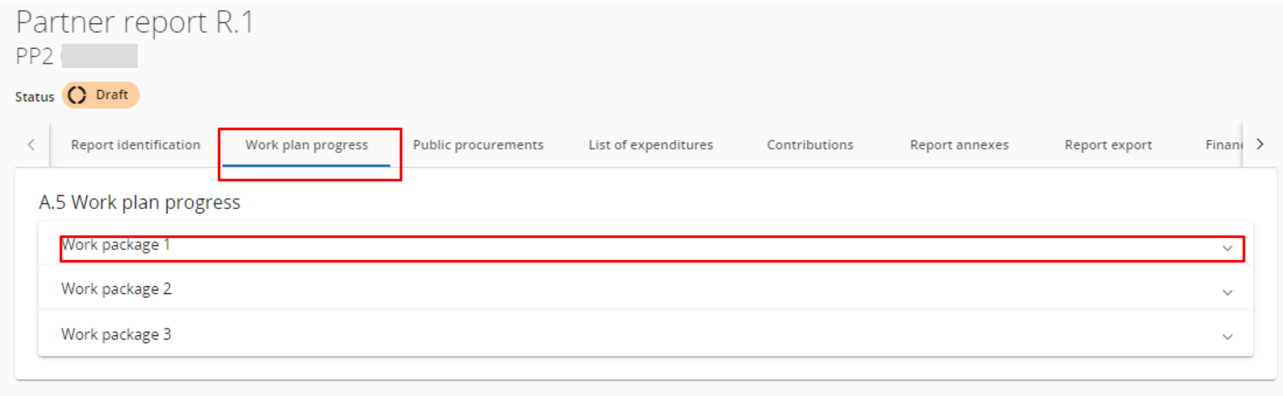
| Target Group | Description of the target group involvement |
|---|---|
| Local public authority | Enter text here |
| Other | Enter text here |
| Regional public authority | Enter text here |
| Higher education and research organisations | Enter text here |
| Interest groups including NGOs | Enter text here |
| General public | Enter text here |

Once editing, the 'Discard Changes' and 'Save Changes' buttons appear at the bottom of the page. The Partner can choose at any time to either keep or discard the changes. It is recommended to save each completed step in the Partner Report.

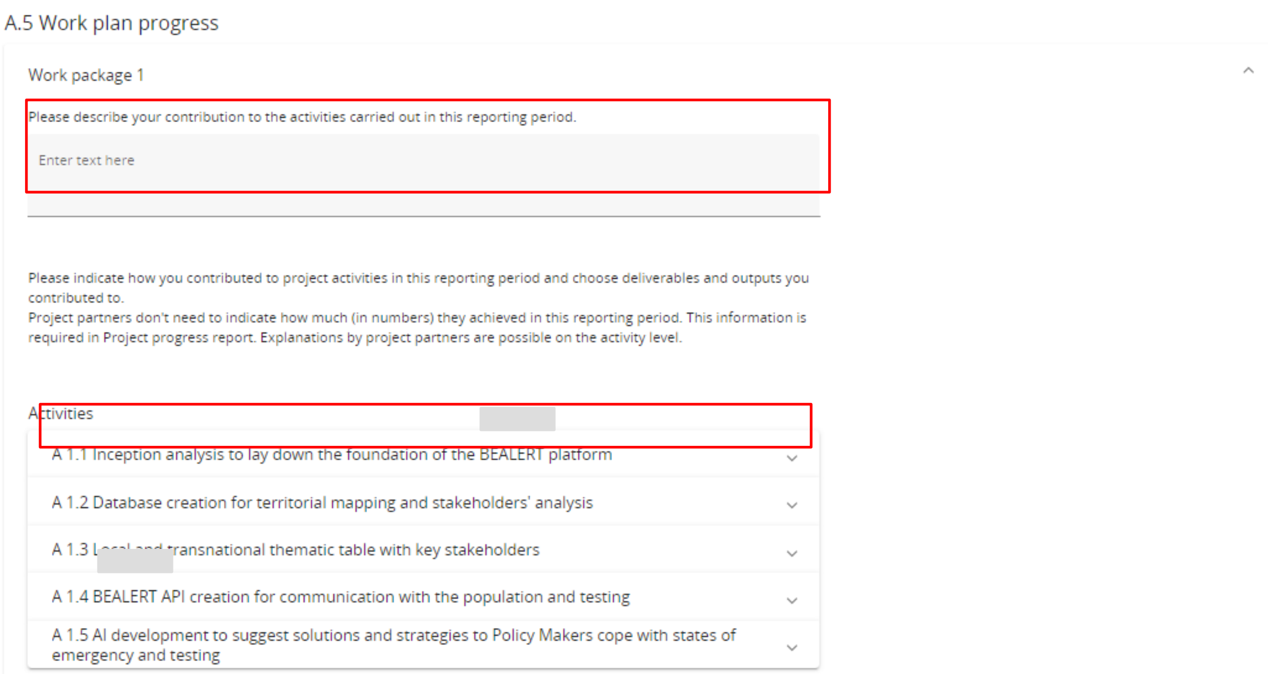


## 4.2 WORK PLAN PROGRESS

The second section, **Work plan progress**, takes key information on the project work plan from the last approved AF. In this section the PP must describe the progress on **work packages, objectives, activities, deliverables, and outputs** and indicate its contribution. PPs can also upload an attachment per item which will be then displayed automatically in **Report annexes** section.




In order to add information on activities, deliverable and outputs of a specific Work Package /WP), it is necessary to click on it. Clicking on **"^"** icon in the top right corner will fold the details.




Here, the partner's contribution to the WP should be described and information on the progress of an activity should be provided.

The relevant textbox per activity must be used to describe how the PP contributed to project activities, related deliverables and outputs in the considered reporting period.

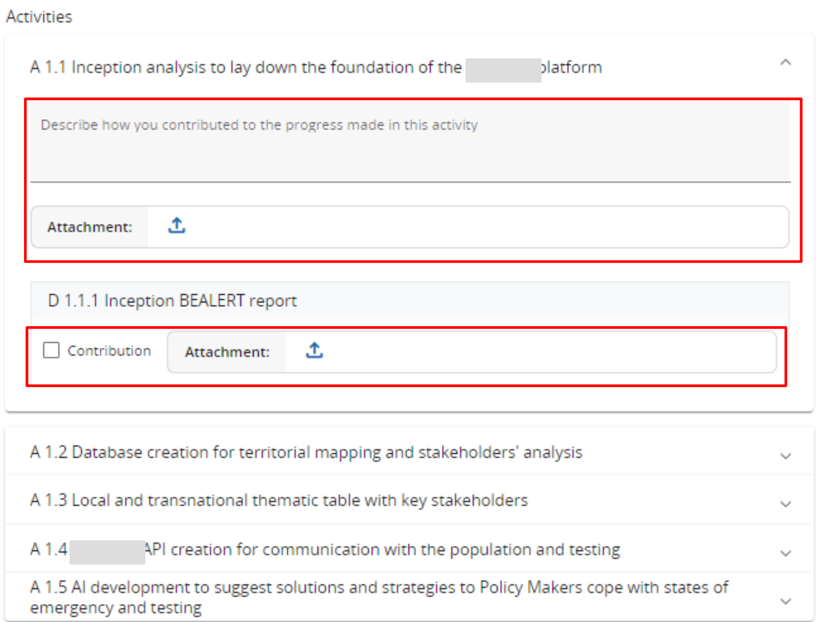
Please specifically highlight if deliverables/outputs were finalised.

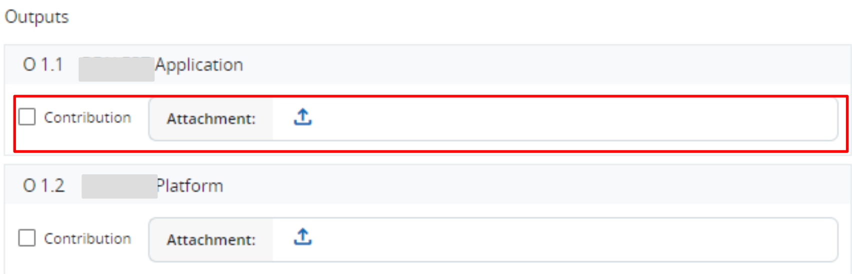
Supporting documents can be uploaded both for outputs and for deliverables.

Only one upload is possible – in case of several documents, please upload as a .zip or .rar file; the maximum file size per upload is 20 MB.

File names should be self-explanatory.

Outputs and deliverables to which the partner contributed to in the reporting period can be selected (tick **“Contribution”**).

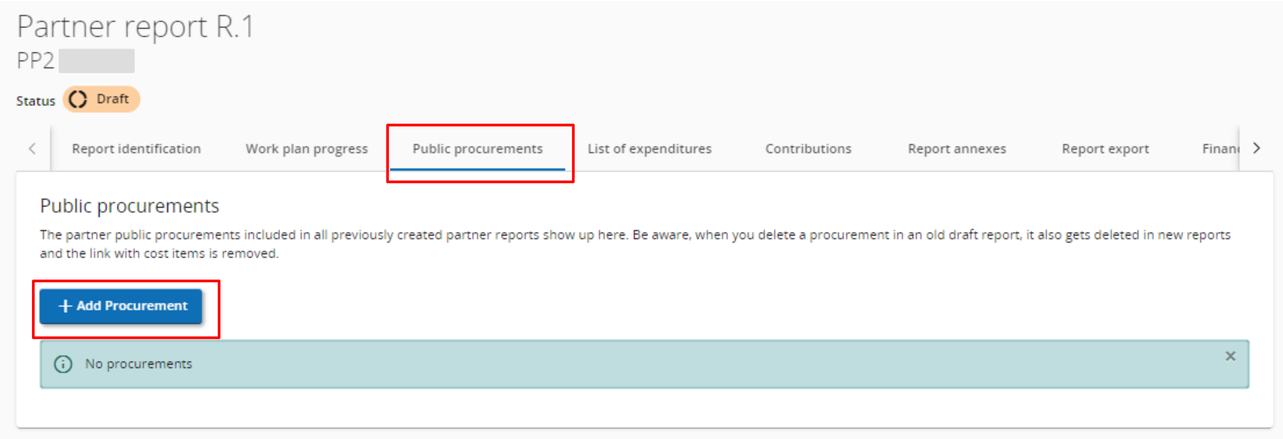


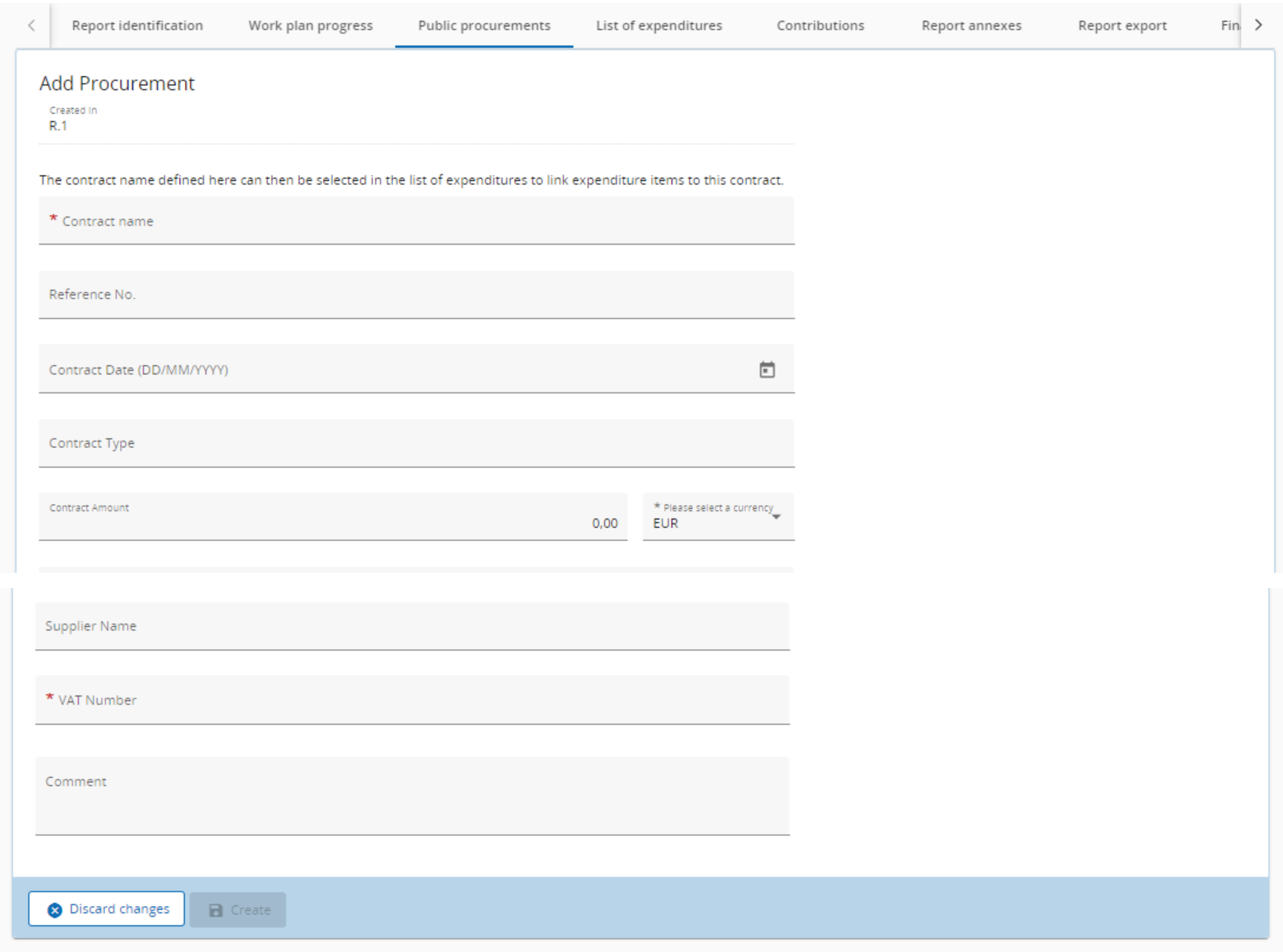
## 4.3 PUBLIC PROCUREMENT

In the **Public procurements** section, the partner should provide information on contracts stipulated following procurement procedures, according to the thresholds indicated in the implementation manual.

To create a new item, it is necessary to click on **"+ Add procurement"**.




Fields marked with an **"*"** are mandatory. **A procurement item can only be saved once all mandatory fields are filled in.**

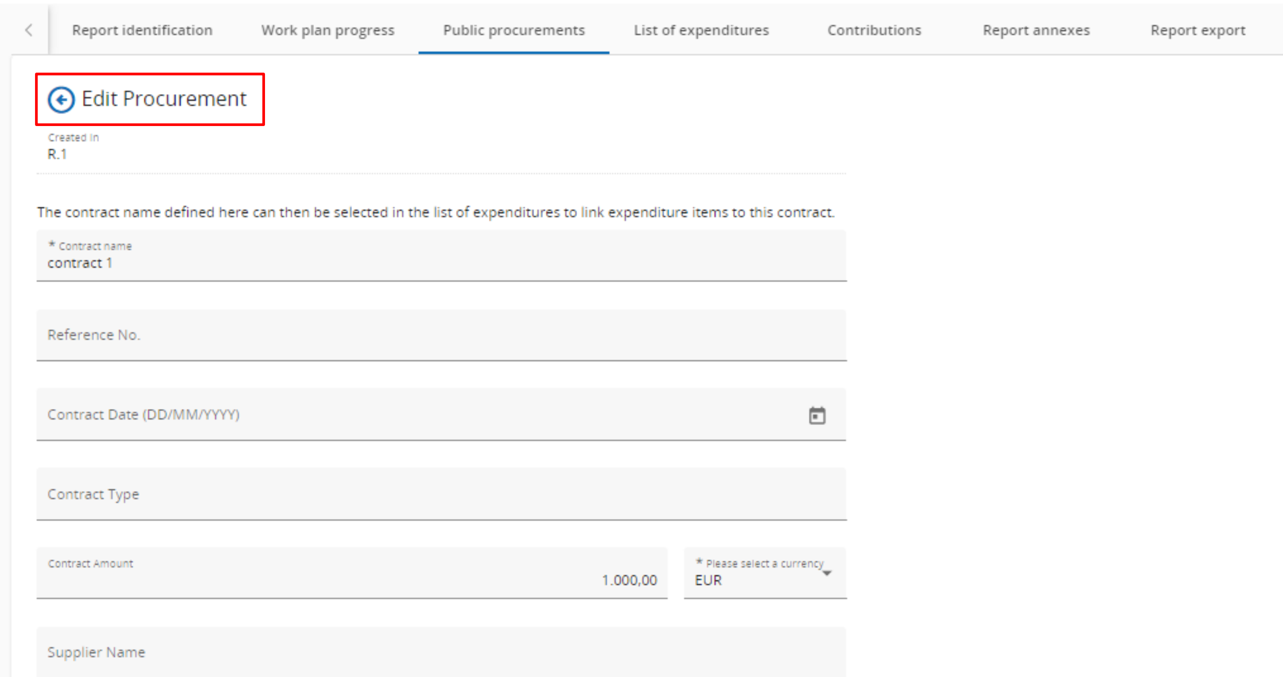


Since the ***Contract name*** will appear in the **List of Expenditures**, it is of utmost importance that every contract is distinguished through a distinct name, so the procurement can be easily identified.

For each contract, the following information should be provided:

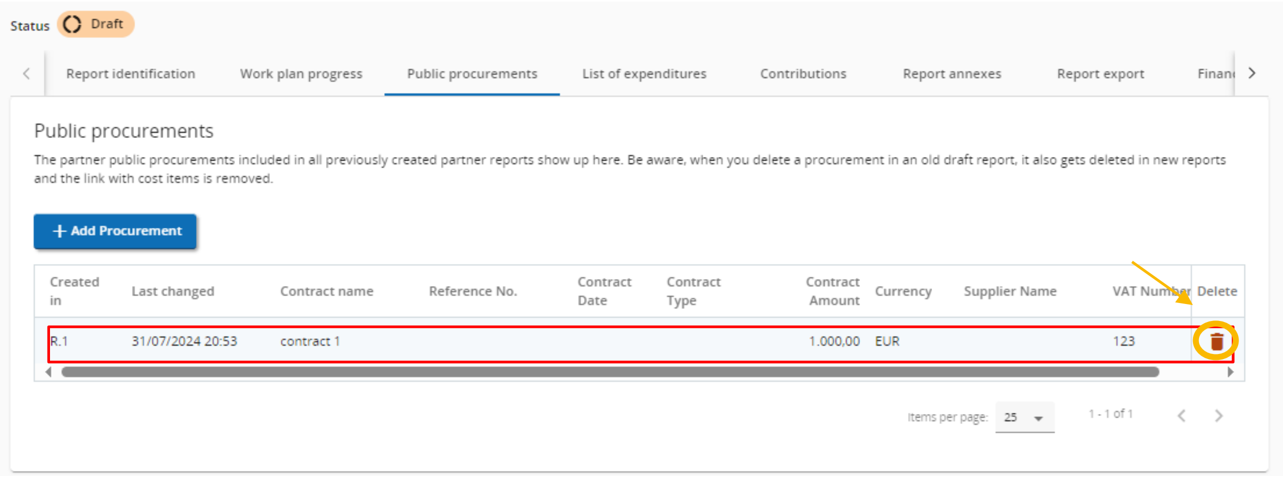
- **Contract name**
- **Reference number**
- **Contract date**
- **Contract type**
- **Contract amount & currency**
- **Supplier name**
- **VAT number**
- **Comment**

To go back to the procurement overview, simply click on the arrow.




Following the creation/saving of a procurement item, an overview list will be displayed on the general page of the **Public procurements** section; by clicking on an item, it will be possible to see the details of the procurements.

To delete a procurement item, it is necessary to click on the **"trash bin"** icon in the overview table.




Once the procurement is created, other sub-sections will appear.

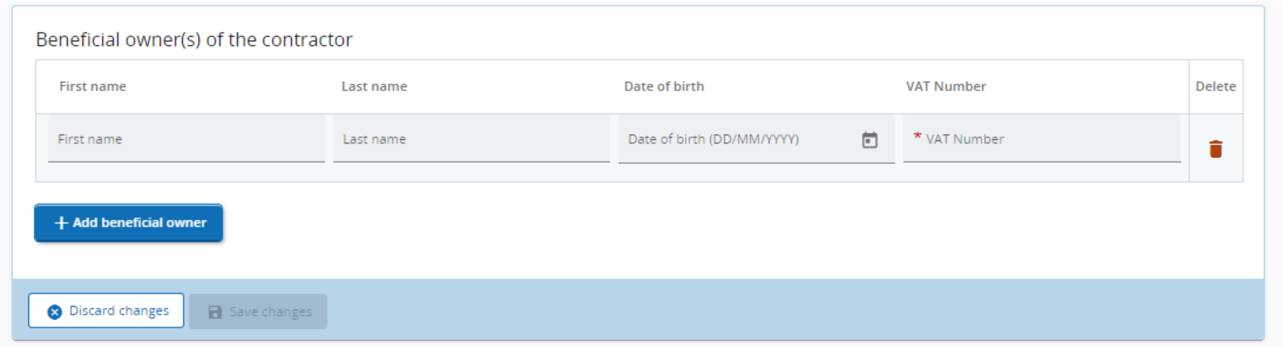
For procurements above the EU threshold, it is mandatory to provide information on the beneficial owner(s). Such information is not required for procurement below the EU thresholds.

When selecting a procurement, click on **"+ Add beneficial owner"** to get to the detailed view and to insert the relevant information.

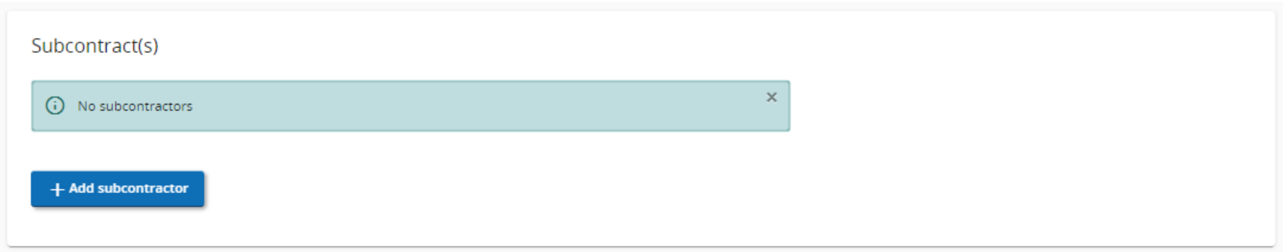

Fields marked with an **"*"** are mandatory. **A beneficial owner item can only be saved once the obligatory field (VAT number) is filled in.**

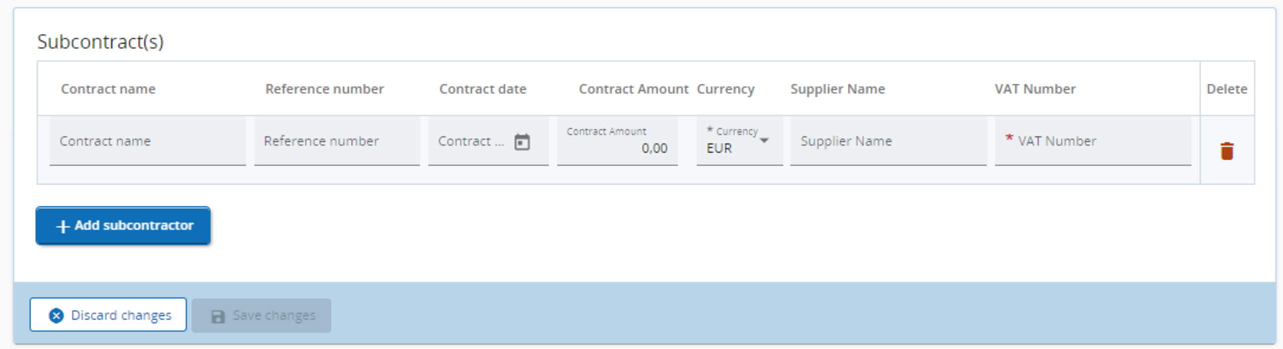
If an item is added, ***VAT number/Tax identification number*** is a mandatory field before saving.

The procurement item can be deleted and edited only in the report where it was created as long as the report is in *"Draft"* status. If the report is reopened, the procurement can only be modified (except for the Contract name), but it cannot be deleted. **After submission, fields are locked for editing.**



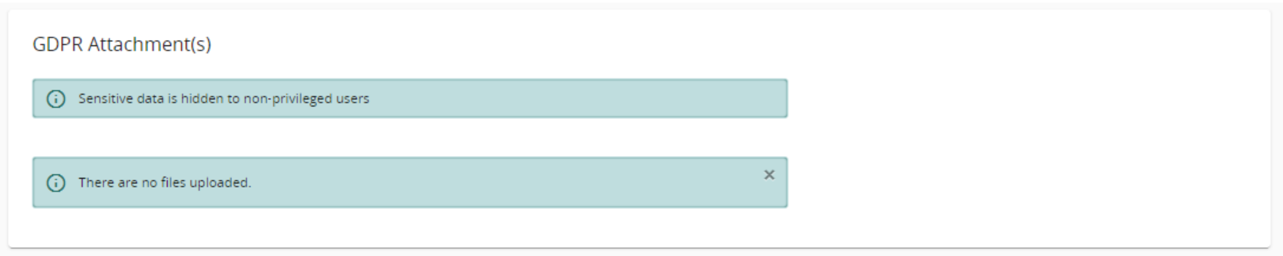

In case of subcontracting, it is possible to click on **"+ Add subcontractor"** to get to the detailed view and to complete the relevant information.



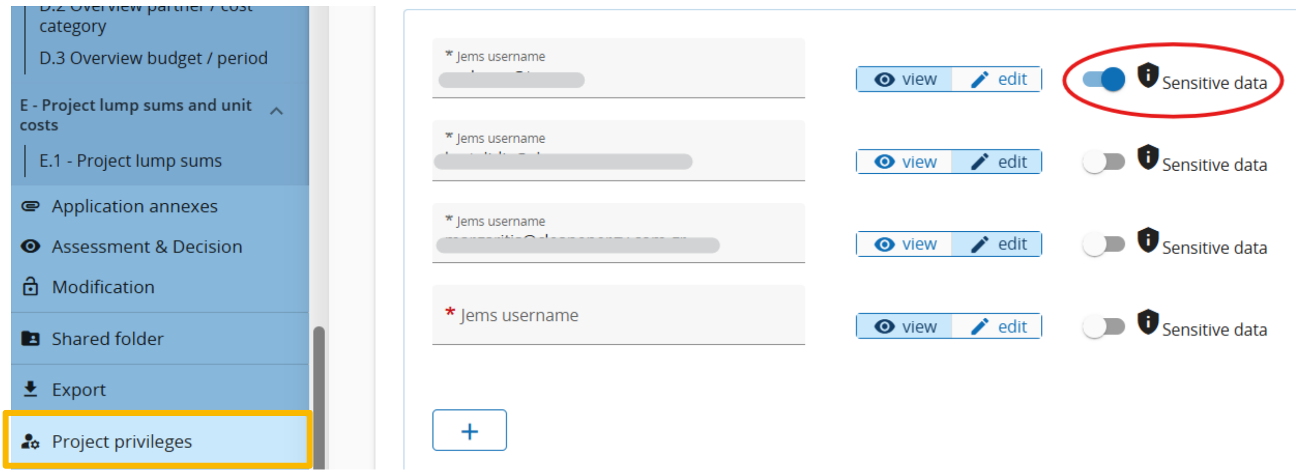




Under the ***Attachments*** section, files can be uploaded, described (use the **"pencil"** icon to add a description), downloaded or removed.


Section ***GDPR Attachments*** is dedicated to the uploading of documents falling under the **General Data Protection Regulation**; its access should be restricted.




Only users with **edit rights** and activated **privilege GDPR sensitive data** can upload documents. Users without privileges will not see the uploaded files. Controllers and MA/JS have these privileges.

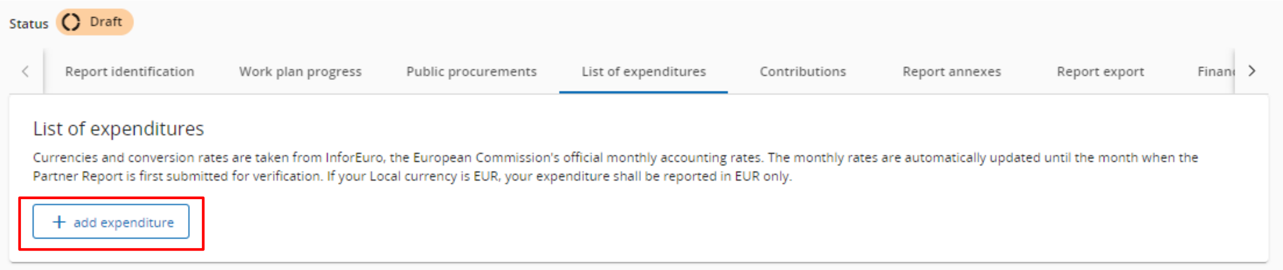



In case of amendment(s) to the public procurement contract, the amended contract(s) must be uploaded in the attachment section of the procurement concerned in a subsequent partner report. If needed, the information on the ultimate beneficial owner(s) of the contractor and information on subcontract(s) can be edited.

## 4.4 LIST OF EXPENDITURES

The **List of expenditures** (**LoE**) section is the place where PPs report their incurred costs in their original currency.

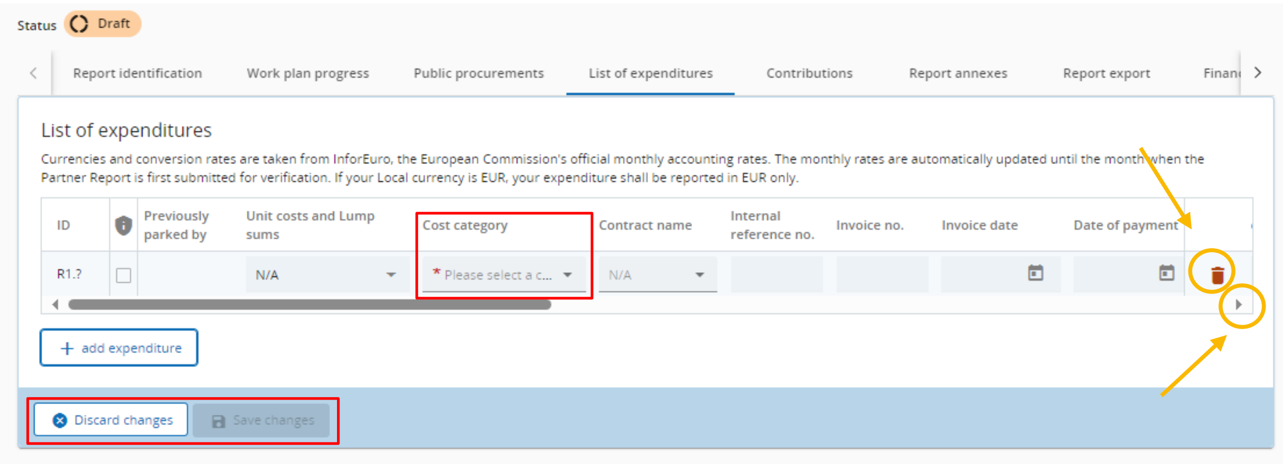
To add an expenditure, it is necessary to click on **"+ add expenditure"** button; each item must be inserted one by one. It is important that all the fields providing the requested details are filled in.




To delete an expenditure item, it is necessary to click on the **"trash bin"** icon.

**<u>Scroll to the right to see all input fields!</u>**

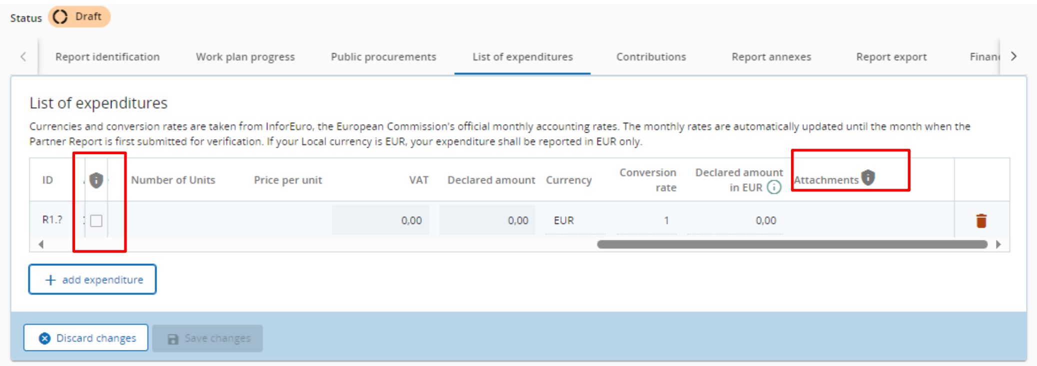
**An expenditure item can only be saved once all obligatory fields are filled in.**




For each expenditure, the following information is required to be filled in:

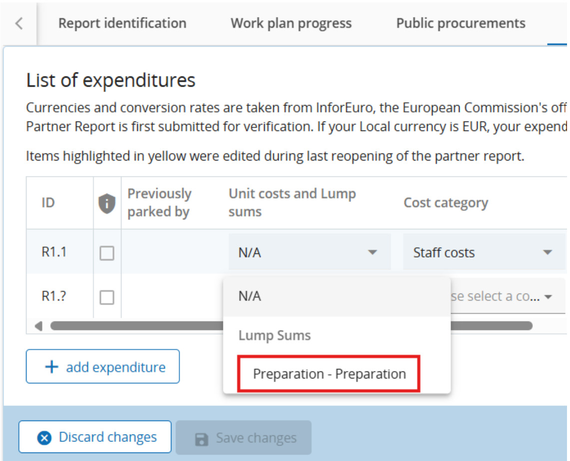
**ID –** The expenditure item identification number is a running number reflecting the partner report number (i.e. R1 refers to PaR 1; R1.2 indicates the second expenditure declared in PaR 1). The ID is dynamic while the report is in draft status (reports created have seamless consecutive numbering, even if a report is deleted), however it will be frozen after its submission. The ID will be useful to identify cost items inserted in a previous PaR.

**GDPR flag –** Access to expenditure items and related descriptions, as well as attachments that fall under the General Data Protection Regulation (GDPR), should be restricted. Only a user with **edit rights** and the **privilege GDPR sensitive data** set to **active** in the **"Project privileges"** section can flag expenditure items as GDPR sensitive. Project users without privileges will not be able to see the fields marked with the GDPR icon **"!"** (i.e.*"Description", "Comment"* and *"Attachment"*).



**Unit costs and lump sum –** In this column it is possible to select a lump sum as defined by the programme for the specific call.

**Partners with preparation costs foreseen in the AF should include them in the first PaR, selecting them from the drop-down menu.**




**Cost category** – This field links the cost item to a cost category. Cost categories as defined in the AF can be selected here. If a lump sum is selected, this field is pre-filled with the respective cost category.

**Contract name –** This field (drop-down menu) allows to link an expenditure item to public procurements (previously created by the partner in public procurements section see **paragraph 7 – Public procurements**). The field is **not applicable** for cost category ***"Staff costs".***

**Internal reference no. –** This field is used to identify the expenditure. It is locked if a lump sum is chosen.

**Invoice no. –** This field is used to identify the expenditure. It is locked if a lump sum is chosen.

**Invoice date –** This field is used to insert the invoice date (where applicable). This field is locked when a lump sum is chosen.

**Date of payment –** This field is used to insert the payment date. This field is locked when a lump sum is chosen.

Pay attention that the payment date does not exceed the end date of the reporting period (except for the last reporting period where the expenditures can be paid out at the latest sixty days following the project end date).

**Description –** Detailed description of the expenditure item should be provided (max. 255 characters).

**Comment –** A comment on the expenditure item can be added (max. 255 characters).

**Total invoice value –** The total invoice value (including VAT) should be filled in.

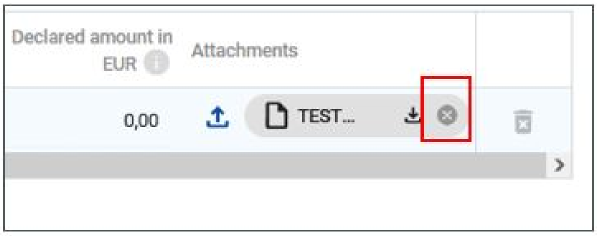
**Out of which VAT –** If applicable, the VAT value should be filled in.

**Declared amount –** It is the value the partner claims as basis for reimbursement, i.e. this amount will be checked by the controller for eligibility. If in foreign currency, this value is the basis for the automatic calculation of the declared amount in EUR. If needed, a **negative amount** can be entered as Declared amount by typing a **"-"** after the number has been entered.

**Currency –** The partner has to select the currency of the declared amount. In case of non-Euro currencies, the system automatically calculates the conversion to Euro, according to the exchange rate set by InfoEur. **The conversion is based on the exchange rate applicable at the moment of first submission of the partner report**.

- **EU countries:** partner can only declare costs in Euro
- **Non-EU countries:** the respective currency of the country is pre-filled. If needed, the currency can be changed.

**Attachments –** At the moment of creation of an expenditure item, it is not yet possible to add attachments. Once the expenditure item has been saved for the first time, one file per item can be uploaded.


In case multiple files need to be uploaded to one cost item, it is recommended to upload a .zip or .rar file; the maximum file size per upload is 20 MB.

File names should be self-explanatory.

Once a file is uploaded, the related expenditure item **can't be deleted anymore**.

Following the removal of the attachment, **the expenditure can be deleted**.

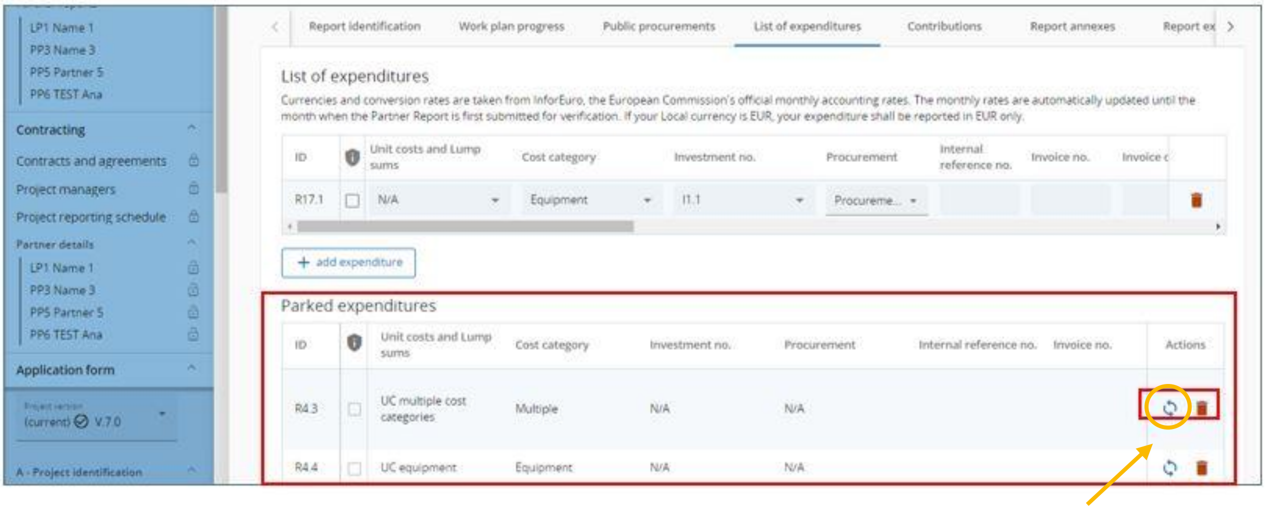
In case of parked items by the controller, these will be displayed in the ***Parked expenditure*** section, as described in the following paragraph.

### 4.4.1 PARKED ITEMS (FORMER 'SITTING DUCKS')

In case further clarification is needed, a controller or the JS/MA can "**park**" (put on hold) an expenditure item. This allows to finalize the control work and to issue the control certificate without considering that item. **'Parking' means that the expenditure item is reverted to the PP.**

In case a controller parked some expenditure items, in the next PaR they will be displayed in the Parked expenditure section of the LoE.

The table ***"Parked expenditures"***, visible below the LoE, shows expenditure items either parked by the controller or by the JS/MA.




The PP can decide to:

- Re-include the item in the current PaR by clicking the re-inclusion icon
- Keep the item for a later PaR;
- Delete the item from the list.

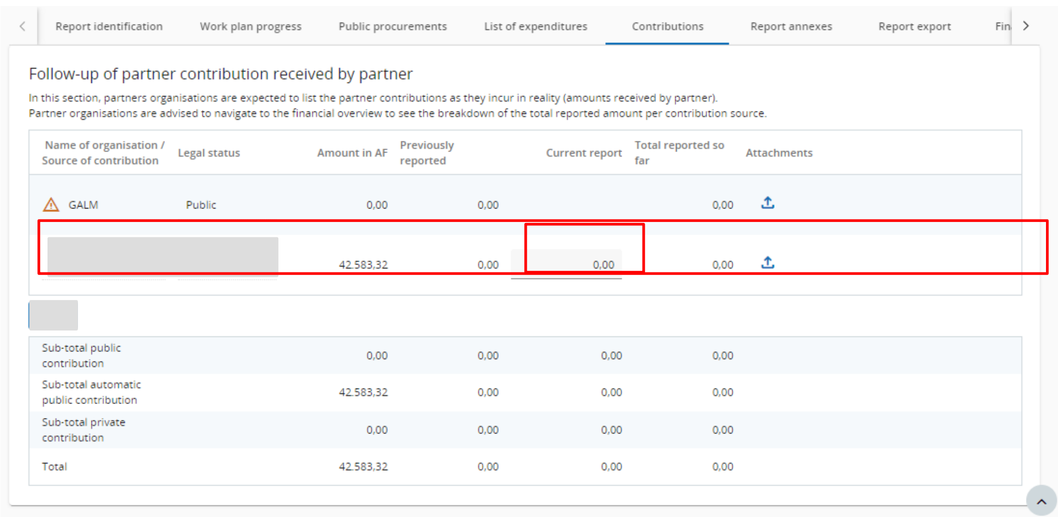
**If the item is re-included,** it will be displayed in the LoE. **The entire item is editable for changes by the partner <u>except for:</u>**

- **the cost item ID:** it is “frozen” and is therefore recognizable.
- **the exchange rate and currency:** these are “frozen” at the time of original submission.

## 4.5 PARTNER CONTRIBUTIONS

Partner contributions are monitored in each report and should reflect the source of contribution as indicated in the AF.

Project partners should always fill in such section ensuring correspondence with the values indicated in “Financial overview” section.



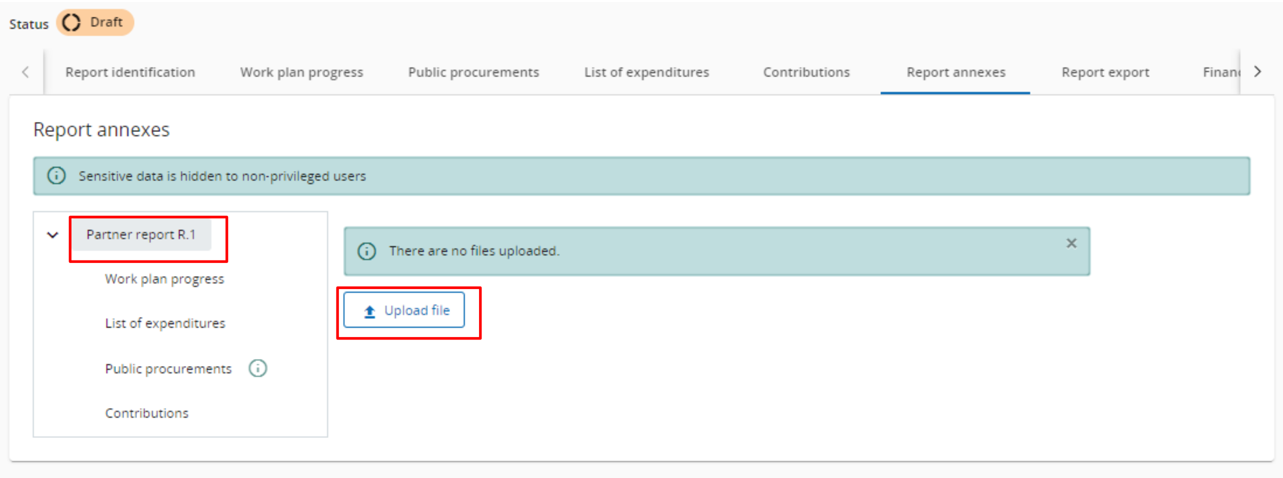
## 4.6 REPORT ANNEXES

**"Partner report R.X"** shows all files uploaded in the different sub-sections of the partner report. Additional files can also be uploaded here.

**PPs are required to upload in this section, the signed partner declaration.**

**In case of minor changes, PPs are required to upload in this section also supporting documents and/or JS approval/acceptance concerning these changes.**

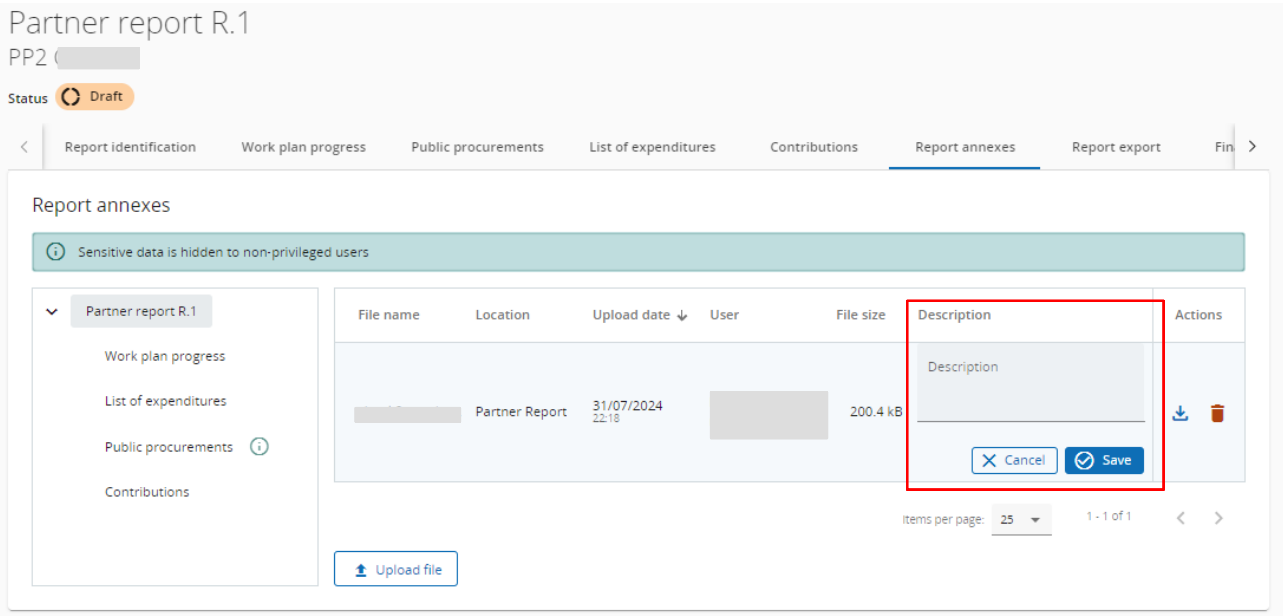
Files uploaded in this section can be deleted here, while other files can only be deleted in the section where they were uploaded.




It is recommended to add a short description of the uploaded file, by clicking on the **"pencil"** icon.

The tree structure represents the different sections having an upload function. Select a sub section (e.g. "Work plan progress") to see files uploaded under this sub section.

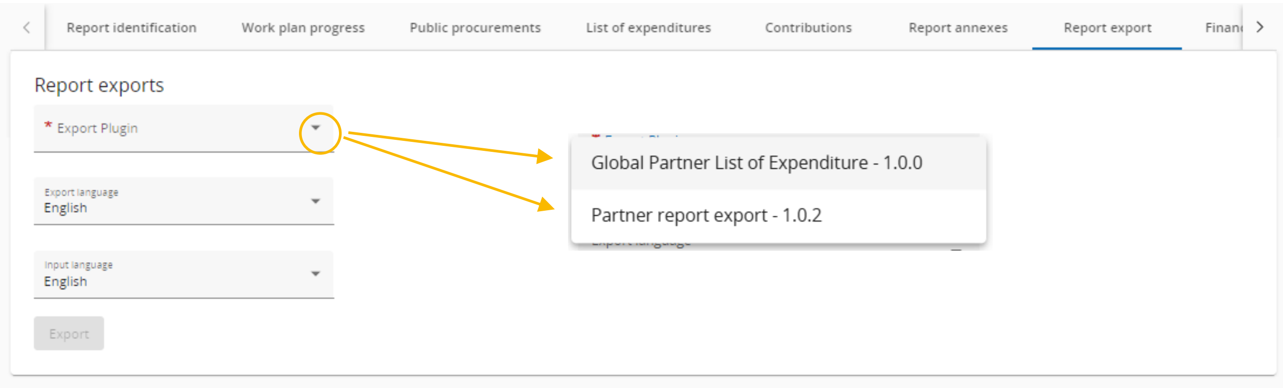
The upper level ("Partner Report R.X") shows all the annexes of all sections.



## 4.7 REPORT EXPORT

If needed, it is possible to **export** the PaR, by selecting the export plugin:

- **Partner report export** - PDF or
- **Global Partner List of Expenditures** - Excel (for the budget overview tables)




## 4.8 FINANCIAL OVERVIEW

This section provides three different financial overview tables that show the spending progress of the PP. The amounts included in the tables are cumulative, as from the first submitted partner report up to the time of partner report creation.

Only the last created PaR has the most recent aggregated data (only data of reports submitted at the moment of creating a new report are included)!
**A report for a new reporting period should be created only once previous reports are no longer in "draft" status.**

All amounts shown in the overview tables are automatically converted into Euro. A PP with expenditures in other currencies has to be aware that exchange rates are updated monthly and fixed upon first submission of the PaR. Therefore, the values indicated in draft reports might slightly change once they are submitted.

### 4.8.1 FINANCIAL OVERVIEW TABLES

All tables can be downloaded as .XLS files by clicking on the **"download"** icon at the right bottom of the table.

#### PARTNER EXPENDITURE – SUMMARY (IN EURO)

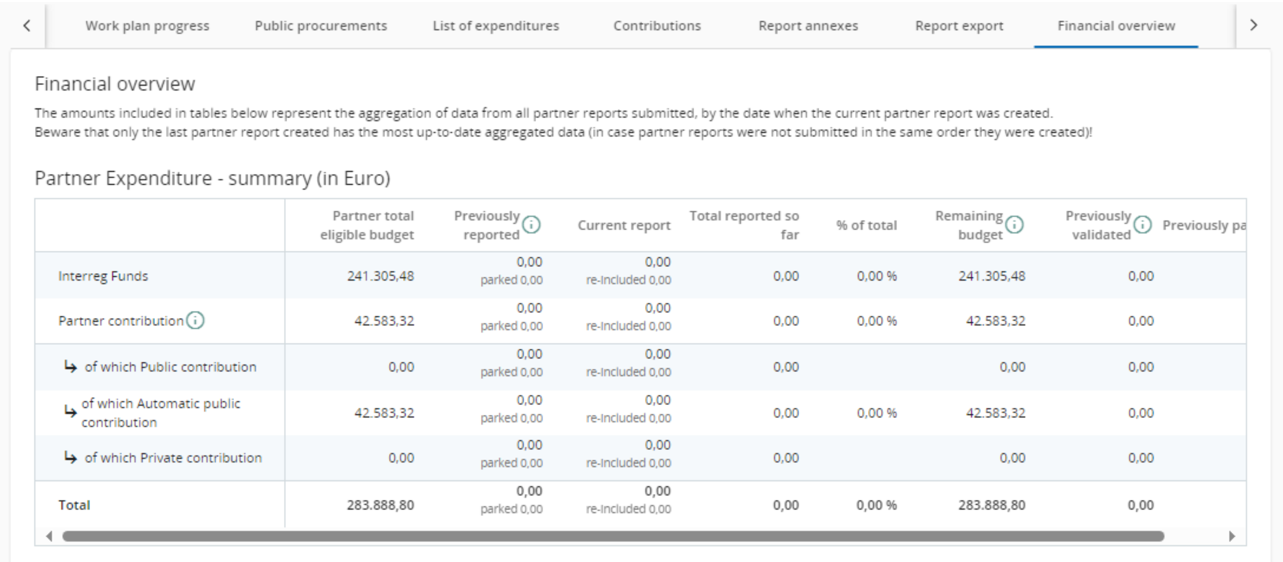
The table below shows the partner budget (approved in the AF, previously reported, current report, previously paid) divided per fund and contribution type (public/private/automatic public). It also shows some calculations using figures from the table.

As hinted by the information bubble, the split per partner contribution is calculated horizontally, using the figures from the table and from the AF, namely “AF share of contribution” / “AF partner eligible budget “ * “ Total current report“, rounded down to whole cents.

**Previously reported column:** sums up amounts from partner reports previously submitted, but also partner’s share in the preparation and contracting lump sum.

**Remaining budget column:** indicates the difference between *Total reported so far* and *Partner total eligible* from the AF. This value can become negative in case the reported expenditure exceed the budget in the approved AF.

**Previously paid column:** When a payment is made, the amounts paid by the programme will be added to this column. Amounts are added up in the PaR created after the payment is confirmed in the system.




| | Partner total eligible budget | Previously reported | Current report | Total reported so far | % of total | Remaining budget | Previously validated | Previously pa |
|---|---|---|---|---|---|---|---|---|
| Interreg Funds | 241.305,48 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | 0,00 % | 241.305,48 | 0,00 | |
| Partner contribution | 42.583,32 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | 0,00 % | 42.583,32 | 0,00 | |
| ↳ of which Public contribution | 0,00 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | | 0,00 | 0,00 | |
| ↳ of which Automatic public contribution | 42.583,32 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | 0,00 % | 42.583,32 | 0,00 | |
| ↳ of which Private contribution | 0,00 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | | 0,00 | 0,00 | |
| **Total** | 283.888,80 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | 0,00 % | 283.888,80 | 0,00 | |

## PARTNER EXPENDITURE – BREAKDOWN PER COST CATEGORY (IN EURO)

The next table shows the partner budget (last approved in the AF, previously reported and current report) split per cost category. There are a few unique elements that are important to note regarding the **Simplified Cost Options**:

**Flat rates:** the flat rate is only calculated in the overview table **on the totals declared in the current report**.

**Lump sums:** always appear in their own separate row and are never added up in specific cost categories. **Flat rates are not calculated on top of the Lump sums**.

Partner Expenditure - breakdown per cost category (in Euro)

| Cost category | Flat rate | Partner total eligible budget | Previously reported | Current report | Total reported so far | % of total | Remaining budget | Previously validated |
|---|---|---|---|---|---|---|---|---|
| Staff costs | | 200.992,00 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | 0,00 % | 200.992,00 | 0,00 |
| Office and administrative costs | | 0,00 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | | 0,00 | 0,00 |
| Travel and accommodation | | 0,00 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | | 0,00 | 0,00 |
| External expertise and services | | 0,00 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | | 0,00 | 0,00 |
| Equipment | | 0,00 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | | 0,00 | 0,00 |
| Other costs | 40 % | 80.396,80 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | 0,00 % | 80.396,80 | 0,00 |
| Lump sum | | 2.500,00 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | 0,00 % | 2.500,00 | 0,00 |
| **Total** | | **283.888,80** | **0,00** parked 0,00 | **0,00** re-Included 0,00 | **0,00** | **0,00 %** | **283.888,80** | **0,00** |

## PARTNER EXPENDITURE – BREAKDOWN PER LUMP SUM (IN EURO)

Lump sums, if used in the project, are displayed in Previously reported column. Therefore, at the end, this table shows which lump sums are approved in the AF and which are already reported.
**This table is hidden when no lump sums are used in the project.**

Partner Expenditure - breakdown per Lump sum (in Euro)

| Lump sum | Partner total eligible budget | Previously reported | Current report | Total reported so far | % of total | Remaining budget | Previously validated | Previously paid FTLS |
|---|---|---|---|---|---|---|---|---|
| Preparation - Preparation | 2.500,00 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | 0,00 % | 2.500,00 | 0,00 | N/A |
| Total | 2.500,00 | 0,00 parked 0,00 | 0,00 re-Included 0,00 | 0,00 | 0,00 % | 2.500,00 | 0,00 | 0,00 |

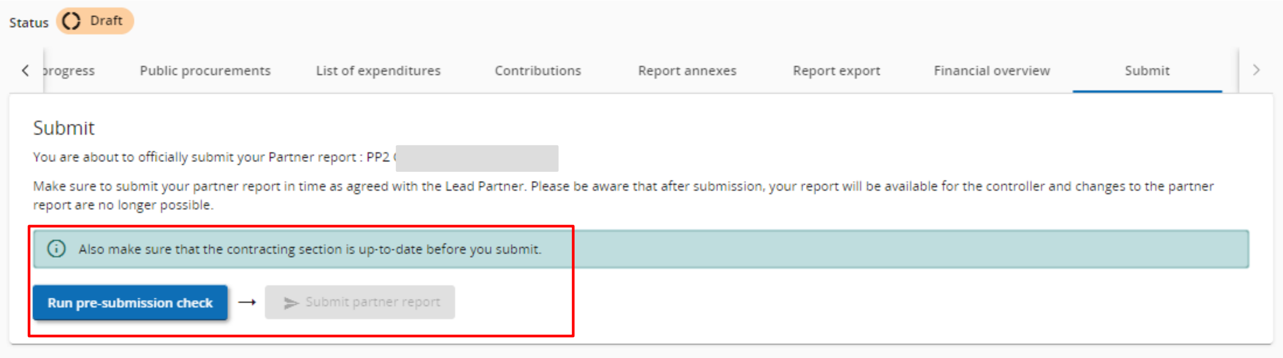
# 4.9 SUBMIT

By clicking on this tab, the PP is able to submit its Partner Report.

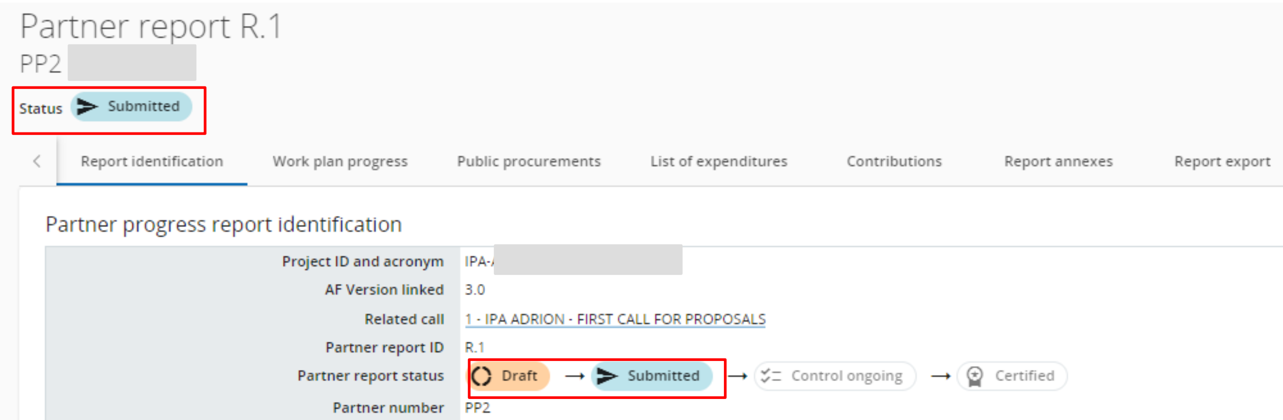
Before submission, the report must be checked for possible errors, by clicking on the **"Run pre-submission check"** button that is mandatory. In case no error is found, the **"Submit partner report"** button is enabled.

**After submission, the partner report is frozen.**

Besides the submission of the report, a general warning is given to partners about the contracting section. This is to make sure that the bank details and other information in the contracting section and the dedicated partner pages are correctly filled in and updated.




Once submitted, the PaR switches to *"Submitted"* status, which is shown in the report identification tab.



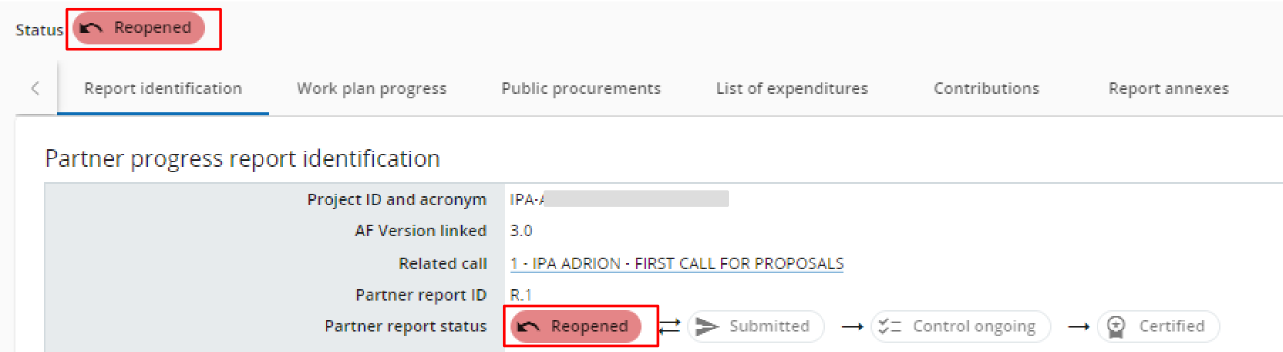

In the partner report overview, the report status and the date of first submission are displayed.

**The PaR is now available for the controller's check.**

# 5. REOPENING OF THE REPORT

## 5.1 REOPENING OF THE LAST – CREATED – PARTNER REPORT

If needed, the controller or the JS can re-open the PaR for adjustments; the report switches to status *"Reopened"*.




No data is cleared from the report and **all is editable, with the following exceptions** in the LoE:

- Expenditure item ID, currency and exchange rates are frozen from the initial report;
- No expenditure item can be deleted (but can be edited);
- No new expenditure item can be added (except parked ones).

Parked expenditure list is visible, and any parked item can be deleted or added to the reopened partner report.

Procurements created in the **current** PaR can be further edited; for procurements created in **earlier** partner reports only new additions of beneficial owners/subcontractors/attachments are allowed.

Previous uploads are displayed and can be modified, except in the partner report **Annexes section**, where user can only add new ones.

**Creation of a new draft PaR is locked while previous partner report is Reopened.**

## 5.2 REOPENING OF ANY PARTNER REPORT THAT IS NOT THE LAST REPORT

Reopening a report that is **NOT the last one** means a **partial reopening of PaR**.

No data is cleared from the report and the following rules apply:

### List of expenditure tab:

- The following fields are **editable**: GDPR flag, Link to procurement, Description and Comment;
- No expenditure item can be deleted / no new expenditure item can be added (in order to avoid exchange rate issues);
- parked expenditure list is not visible.
- Expenditure item attachment can be changed/uploaded.

### Public procurements tab:

- Procurement items created in current PaR cannot be deleted, but can be further edited, except procurement name, which is locked.

### Contributions tab:

- only changing attachment is allowed.

**Report annexes tab:**

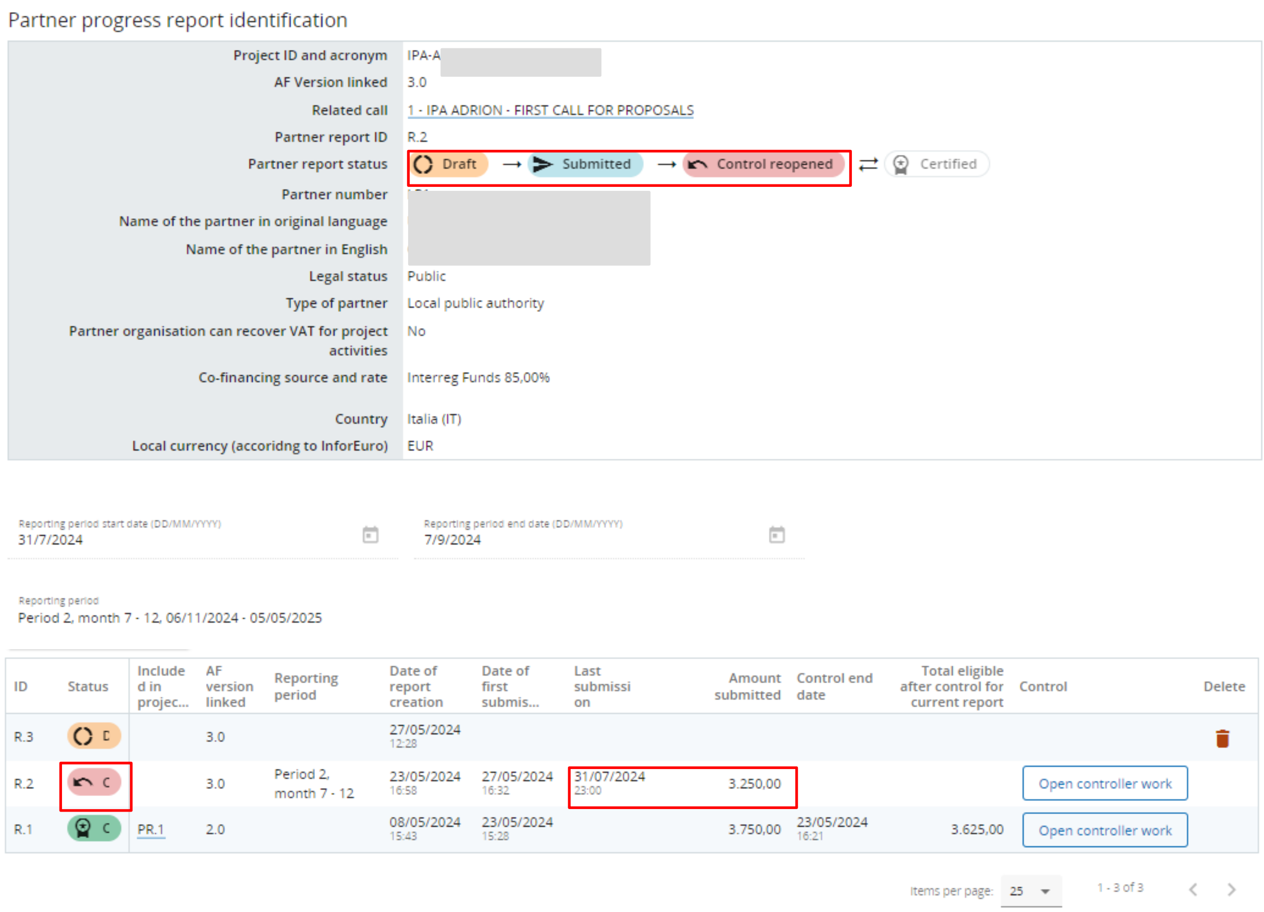
- user can add new uploads.

## 5.3 RESUBMISSION OF REOPENED PARTNER REPORT

In order to resubmit a PaR, pre-submission checks need to be fulfilled.

Upon **submission of a reopened partner report:**

- PaR comes back to the status it had before reopening, namely *"Submitted"* or *"Control ongoing"*;
- No recalculation of exchange rates happens; the exchange rate is the one applicable at the moment of PaR first submission;
- Financial overviews are refreshed, reflecting changes done;
- PaR overview is filled with updated information in columns ***"Amount submitted"*** and ***"Date of last submission"***.


Partner progress report identification

| | |
|---|---|
| Project ID and acronym | IPA-A |
| AF Version linked | 3.0 |
| Related call | 1 - IPA ADRION - FIRST CALL FOR PROPOSALS |
| Partner report ID | R.2 |
| Partner report status | Draft → Submitted → Control reopened ⇄ Certified |
| Partner number | |
| Name of the partner in original language | |
| Name of the partner in English | |
| Legal status | Public |
| Type of partner | Local public authority |
| Partner organisation can recover VAT for project activities | No |
| Co-financing source and rate | Interreg Funds 85,00% |
| Country | Italia (IT) |
| Local currency (accoridng to InforEuro) | EUR |

Reporting period start date (DD/MM/YYYY) 31/7/2024
Reporting period end date (DD/MM/YYYY) 7/9/2024

Reporting period
Period 2, month 7 - 12, 06/11/2024 - 05/05/2025

| ID | Status | Included in projec... | AF version linked | Reporting period | Date of report creation | Date of first submis... | Last submission | Amount submitted | Control end date | Total eligible after control for current report | Control | Delete |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| R.3 | D | | 3.0 | | 27/05/2024 12:28 | | | | | | | |
| R.2 | C | | 3.0 | Period 2, month 7 - 12 | 23/05/2024 16:58 | 27/05/2024 16:32 | 31/07/2024 23:00 | 3.250,00 | | | Open controller work | |
| R.1 | C | PR.1 | 2.0 | | 08/05/2024 15:43 | 23/05/2024 15:28 | | 3.750,00 | 23/05/2024 16:21 | 3.625,00 | Open controller work | |

Items per page: 25 1 - 3 of 3

# 6. HELPDESK

For any question, please refer to the IPA ADRION Programme helpdesk at the following email address: IPA-ADRION@regione.emilia-romagna.it (please quote **"JEMS – and indicate *Your call name and project ID and ACRONYM)"*** in the subject of the e-mail).