

Interreg



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IPA ADRION

IPA ADRION 2021-2027 Programme

Webinar on “Reporting”
devoted to all the beneficiaries of the
1st call for proposals

21/03/2025



Reporting periods

Example!



Periods <i>6 months base</i>	Reporting periods	PROJECTreport Submission deadlines <i>3 months after period end date</i>	Project report type
Period 1	1 September 2024 – 28 February 2025	31 May 2025	Only financial
Period 2	1 March 2025 – 31 August 2025	30 November 2025	Financial and content report
Period 3	1 September 2025 – 28 February 2026	31 May 2026	Only financial
Period 4	1 March 2026 – 31 August 2026	30 November 2026	Financial and content report
Period 5	1 September 2026 – 28 February 2027	31 May 2027	Only financial
Period 6	1 March 2027 – 31 August 2027	30 November 2027	Financial and content report



Reporting rules!

1. Reporting periods are detailed in the Subsidy Contract – article 5 and included JEMS – Project reporting schedule section;
2. Reporting activity is paperless and to be managed via JEMS;
3. Same reporting periods apply to both PARTNER and PROJECT reports;
4. Type of Project report per each period is automatically given in JEMS;
5. Preparation costs are to be included in reporting period 1;
6. Additional reporting deadlines can be added in case of Programme de-commitment risk

The partner report



Open and prepare one partner report per each reporting periods in **JEMS**, providing information **BOTH on the content and financial** side of project implementation.

Provide a declaration attesting to the absence of conditions reported in the paragraph “Judicial and other proceedings” of the Implementation Manual using the template which has been shared by the Programme

Submits partner report to national controller via JEMS

The National Controller checks the report and issues the certificate of the claimed expenditure via JEMS

START ASAP!

Partner report rules!

1. Partner report must be submitted also in case of no activities / zero expenditure (certificate **ZERO** expenditure);
2. **Partner report is ALWAYS content and financial report;**
3. Partner report language is **ENGLISH;**
4. All rules are included in chapter 6 of the 1^o call Implementation Manual.



Dashboard / Applications / IPA-ADRION00298 – WATERBRIDGING / PP4 KIP / Partner report R.1

Report identification | Work plan progress | Public procurements | List of expenditures | Contributions | Report annexes | Report export | Financial overview | Submit

Project overview

Reporting

Project reports

Partner reports

PP2 IPA S.A

When your programme is using reopening, please be reminded t of the previous partner report. When opening the latest report, anything can be revised with reo When a newer report exists, data that affects cumulative data car

+ Add Partner Report

2

Dashboard / Applications / IPA-ADRION00298 – WATERBRIDGING / PP2 IPA S.A / Partner report R.3

Reporting period start date (DD/MM/YYYY) Reporting period end date (DD/MM/YYYY)

Reporting period: Period 3, month 13 - 18, 01/09/2025 - 28/02/2026

Summary of partner's work in reporting period

Partner problems and deviations

Partner spending profile

Partner number	Period target	Current report	Cumulative target
PP2	35.475,00	0,00	44.440,00

Target Group involvement table:

Target Group	Description of the target group involvement
Local public authority	Enter text here
Regional public authority	Enter text here
National public authority	Enter text here
Infrastructure and (public) service provider	Enter text here
Interest groups including NGOs	Enter text here
Higher education and research organisations	Enter text here

TARGET GROUPS

- Once PP is assigned with partner role by the LP, the PP can add a Partner report in JEMS Reporting section
- Select reporting period and include **start and end date**
- Fill in **report identification** section, including:
 - Summary of partner work in the reporting period
 - Partner problems and deviations
 - Details on eventual deviations as agreed with JS!
 - Description of **target groups** involvement.

- Documents attesting the effective involvement of the declared target groups (e.g. agenda, minutes, signature list of a meetings /events etc.) to be provided at deliverable level;
- NO visits to project website or distributed promotional material (leaflet etc.) are considered **VALID!**



Information must be **ACCURATE, RELIABLE** and **DULY SUPPORTED!**

Info will be counterchecked by controllers for validating the declared expenditures!

A.5 Work plan progress

Work package 1

Please describe your contribution to the activities carried out in this reporting period.

Enter text here


Please indicate how you contributed to project activities in this reporting period and choose deliverables and outputs you contributed to.

Project partners don't need to indicate how much (in numbers) they achieved in this reporting period. This information is required in Project progress report. Explanations by project partners are possible on the activity level.

Activities

Outputs

O 1.1 Adriatic-Ionian SMART MOS and IWW transnational strategy

Contribution Attachment: 

Work package 2

Work package 3

Activities

A 1.1 Guidelines for the studies on Adriatic-Ionian

Describe how you contributed to the progress made

Attachment: 

D 1.1.1 Joint methodological framework

Contribution Attachment: 

1. WPs, outputs, activities and related deliverables are automatically shown by JEMS on the basis of approved AF;
2. Description of the contribution provided by the partner in that reporting period at the WP, activities, deliverables and outputs level is to be provided;
3. Attesting documents must be uploaded to testify what declared (also in draft version).
4. Information and documentation must be in line with what planned within the approved AF.



Report identification

Work plan progress

Public procurements

List of expenditures

Contributions

Report annexes

Report export

Financial overview

Submit

Add Procurement

Created in
R.3

The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

* Contract name

Reference No.

Contract Date (DD/MM/YYYY)



Contract Type

Contract Amount

0,00

* Please select a currency
EUR

Supplier Name

* VAT Number

Comment

1. Provide details for each contract for the purchase of goods or services you sign for project implementation purposes;
2. Contract name and VAT number are minimum compulsory information;
3. Select the currency from the drop-down menu;
4. Documentation on the incurred tender and procurement procedures must be uploaded in the Report annexes section;
5. Respect of procurement rules set by the programme (ref. to chapter 16 of 1st call Implementation Manual).

The partner report: financial part

The BETTER - the SOONER principle!

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

1

Previously parked by	Unit costs and Lump sums	Cost category	Contract name	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description
	N/A	Staff costs						
		Travel and accommodation						
		External expertise and services						
		Equipment						

2

Report identification Work plan progress Public procurements **List of expenditures** Contributions Report annexes Report export Financial overview

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	Total invoice value	Number of Units	Price per unit	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments
R3.7	0,00			0,00	0,00	* PL...	0	0,00	

Report identification Work plan progress Public procurements List of expenditures Contributions **Report annexes**

Report annexes

Sensitive data is hidden to non-privileged users

- Partner report R.1
 - Work plan progress
 - List of expenditures
 - Public procurements**
 - Contributions

There are no files uploaded.

Main RULES!

1. Add every expenditure incurred and paid for the scope of project implementation and aligned to approved AF activities and budget;
2. For each expenditure item: select cost category, provide reference to contract, invoice, payment date, amount, description, currency;
3. The final exchange rate of the expenditure incurred in a currency other than the euro is automatically converted by JEMS using the monthly accounting exchange rate of the European Commission for the month during which the expenditure was submitted to the controller;
4. For real cost-based expenditure, upload the necessary audit trail documents in the Attachments section. For details refer to chapter 13 *Project cost categories* of the 1st call Implementation manual;
5. Properly organize and name the uploaded documents!
6. The inserted expenditure items automatically feed the Financial Overview section.




Partner report can include expenditures related to **ACTIVITIES** implemented in the **previous reporting periods** only in the following exceptional cases:

- The expenditure item was paid after the end of the reporting period and **therefore not processed by the controller**;
- **The verification was pending** in relation to the contradictory process **between the beneficiary and its controller**;
- Verifications by the controller and/or the MA/JS were **pending** following the outcomes of controls and **audits** carried out at programme level;
- The amount to be verified was **below the threshold** set by controllers for issuing certification (for this please check for the presence of any specific national rules);
- The **certificate of expenditures** was **late**, i.e. issued by the controller after the time limit set by the programme for including it in the concerned project report.

All the pending expenditures are ticked as «Previously parked by» the controller

List of expenditures

Currencies and conversion rates a verification. If your Local currency

ID		Previously parked by
R1.1	<input type="checkbox"/>	

The partner report: contribution



Follow-up of partner contribution received by partner

In this section, partners organisations are expected to list the partner contributions as they incur in reality (amounts received by partner). Partner organisations are advised to navigate to the financial overview to see the breakdown of the total reported amount per contribution source.

Name of organisation / Source of contribution	Legal status	Amount in AF	Previously reported	Current report	Total reported so far	Attachments
ADSPMAC	Public	0,00	0,00	0,00	0,00	
Fondo di Rotazione	Automatic Public	44.433,75	0,00	0,00	0,00	
+						
Sub-total public contribution		0,00	0,00	0,00	0,00	
Sub-total automatic public contribution		44.433,75	0,00	0,00	0,00	
Sub-total private contribution		0,00	0,00	0,00	0,00	
Total		44.433,75	0,00	0,00	0,00	

Financial overview

The amounts included in tables below represent the aggregation of data from all partner reports submitted, by the date when the current partner report is created. Beware that only the last partner report created has the most up-to-date aggregated data (in case partner reports were not submitted in the same order).

Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of budget
Interreg Funds	251.791,25	0,00 parked 0,00	30.555,51 re-included 0,00	30.555,51	12,13
Partner contribution	44.433,75	0,00 parked 0,00	5.392,16 re-included 0,00	5.392,16	12,13
↳ of which Public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00
↳ of which Automatic public contribution	44.433,75	0,00 parked 0,00	5.392,15 re-included 0,00	5.392,15	12,13
↳ of which Private contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00
Total	296.225,00	0,00 parked 0,00	35.947,67 re-included 0,00	35.947,67	12,13

Project Partner is requested to:

- confirm the amount of financial partner contribution (15% of reported expenditures) due for the current report by manually inserting it in the red circle. The amount is shown by JEMS in Financial overview section- Current report – Partner contribution;
- confirm /modify source (automatic public, public, private) of partner contribution included in the approved budget D.1 Project budget per fund section.



LAST BUT NOT LEAST !

1. Do not forget to **save** it;
2. **Download** the report and check it;
- 3.
4. **Pre-submission check** functionality is offered in JEMS;
5. Once submitted you **NO modification** can be applied!

1

Report identification Work plan progress Public procurements List of expenditures Contributions Report annexes **Report export** F

Report exports

* Export Plugin ▾

Export language
English ▾

Input language
English ▾

Export

2

Report identification Work plan progress Public procurements List of expenditures Contributions Report annexes Report export Financial overview **Submit**

Submit

You are about to officially submit your Partner report : LP1 ADSPMAC - Partner report R.1

Make sure to submit your partner report in time as agreed with the Lead Partner. Please be aware that after submission, your report will be available for the controller and changes to the partner report are no longer possible.

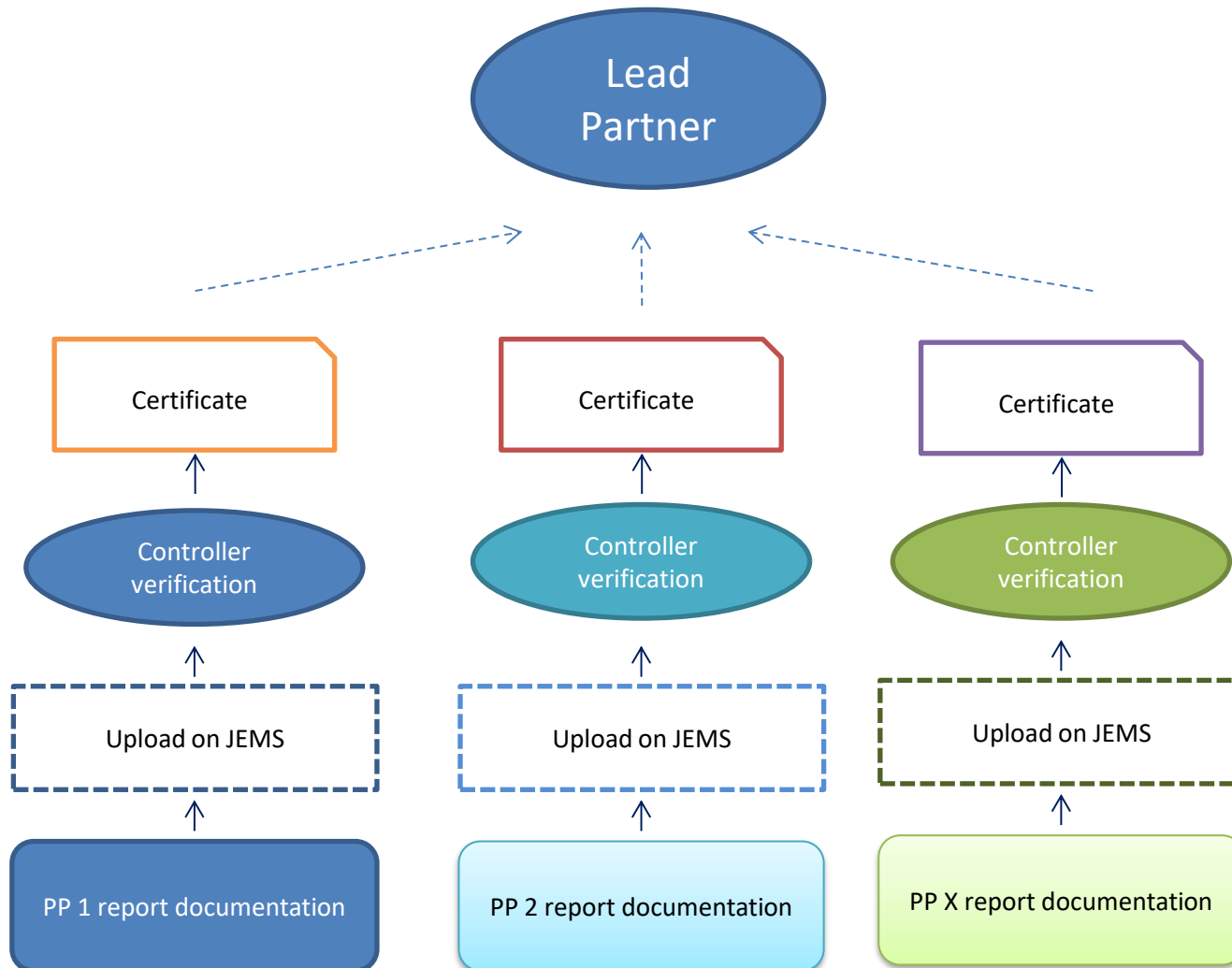
i Also make sure that the contracting section is up-to-date before you submit.

Run pre-submission check → **Submit partner report**

Project reporting flow: partner report



MIND THE DEADLINES!



- Certificates** must be available within project report submission deadline (i.e. 3 months after the end date of reporting period – e.g. 1^o r.p. - 31 May 2025) in order to be paid;
- Controllers need almost 3 months to complete validation of expenditure;
- Partner report** must be submitted **within 10 days from the end date of each reporting period** (e.g. 1st r.p. ending 28/02/2025 – partner report to be submitted within 10 March 2025)! If the deadline is not respected, the controller might postpone the certification of part of the expenditures to the next reporting period!
- Controller may require clarifications and integrations, if the case;
- Controller can revise, reduce or reject the requested amount, if expenditure is considered not eligible.**

Control systems in the IPA AI area



Designated body or persons in charge of carrying out the verification of expenditures in relation to beneficiaries on its territory.

The control systems in the IPA ADRION area are organized as follows:

Type of system	Country	Free of charge
CENTRALIZED	CROATIA / GREECE /SLOVENIA / ALBANIA / BOSNIA AND HERZEGOVINA / MONTENEGRO / SERBIA/ NORTH MACEDONIA	
DE-CENTRALIZED	ITALY	

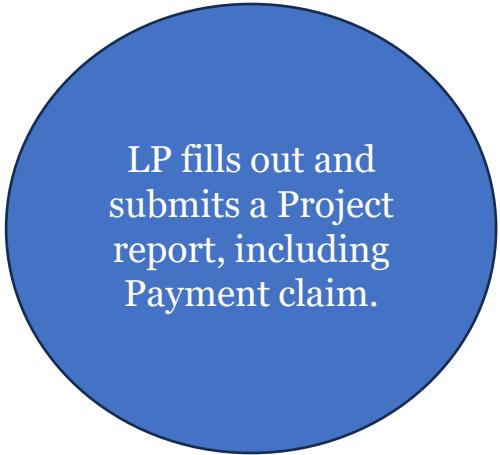
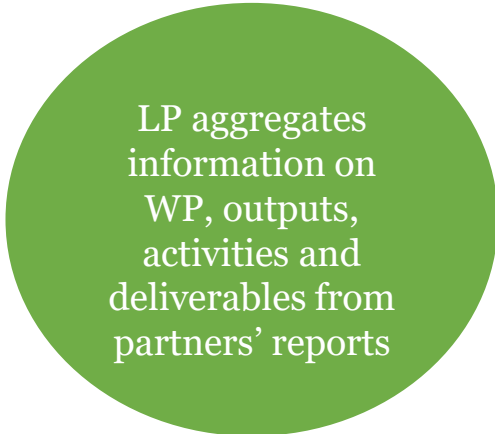
The project report



Only financial project report: 1+3



Financial and content project report: 1 +2 +3





Create project report

Project progress report identification

Reporting period start date (DD/MM/Y...

Reporting period end date (DD/MM/YY...

Final report

 Yes No

* Link to reporting schedule (contracting)

Type of project report

 Content Finance Both

Reporting period

Reporting date (DD/MM/YYYY)

Project report PR.1

Status Draft

Project report identification

List of partner certificates

Project report annexes

Financial overview

Report exports

List of partner certificates

In this section you can find all partner certificates of this project. Please exclude the partner certificates you would not want to include in this project report. A partner report can only be included once. Once ticked, the certificate is unavailable in other reports.

WHAT TO DO!

1. Create new project report in line with approved project reporting periods;
2. Fill in Project report *Identification* section, including **highlights on main achievements, Partner problems and deviations**;
3. **Target groups** section is editable but must be left empty;
4. Include partners' certificates available in List of partner certificates section;
5. Upload Payment claim in the Project report annexes;
6. Submit the project report.



Status 🔄 Draft

[Project report identification](#) |
 [Work plan progress](#) |
 [Project results & Horizontal prin...](#) |
 [List of partner certificates](#) |
 [Project report annexes](#) |
 [Financial overview](#) |
 [Report exports](#)

Work plan progress

Work package 1

This work package is completed.

What is the progress towards the objectives in this work package as defined in the application cumulative.

Project specific objective

Project specific objective
Enhancing knowledge on the dimension of maritime and inland waterways traffic flows on the Adriatic-Ionian region and on the potential for upgrading the sustainability and the seamless integration of the Motorways of the sea services connecting the EUSAIR regions

Fully achieved
Partly achieved
 Not achieved

Explanations

Communication objective

Communication objective
Raising awareness of public and private stakeholders in the field of transport and logistics on the role of Adriatic Ionian waterways traffic for the connection of EUSAIR region, and on the potential for upgrading the sustainability and seamless integration of the involved nodes

Status
Partly achieved

Explanations

Progress

Please describe the progress in this reporting period and explain how the partners were involved (who did what).

Enter text here

Activities

Please indicate progress made in each activity and deliverable.

Guidelines for the studies on Adriatic-Ionian Smart Mos potentials

A 1.1

Activity title

Guidelines for the studies on Adriatic-Ionian Smart Mos potentials

Start period

Period 1, month 1 - 6

End period

Period 1, month 1 - 6

Finalized

In progress

Not started

Describe how you contributed to the progress made in this activity

Attachment:

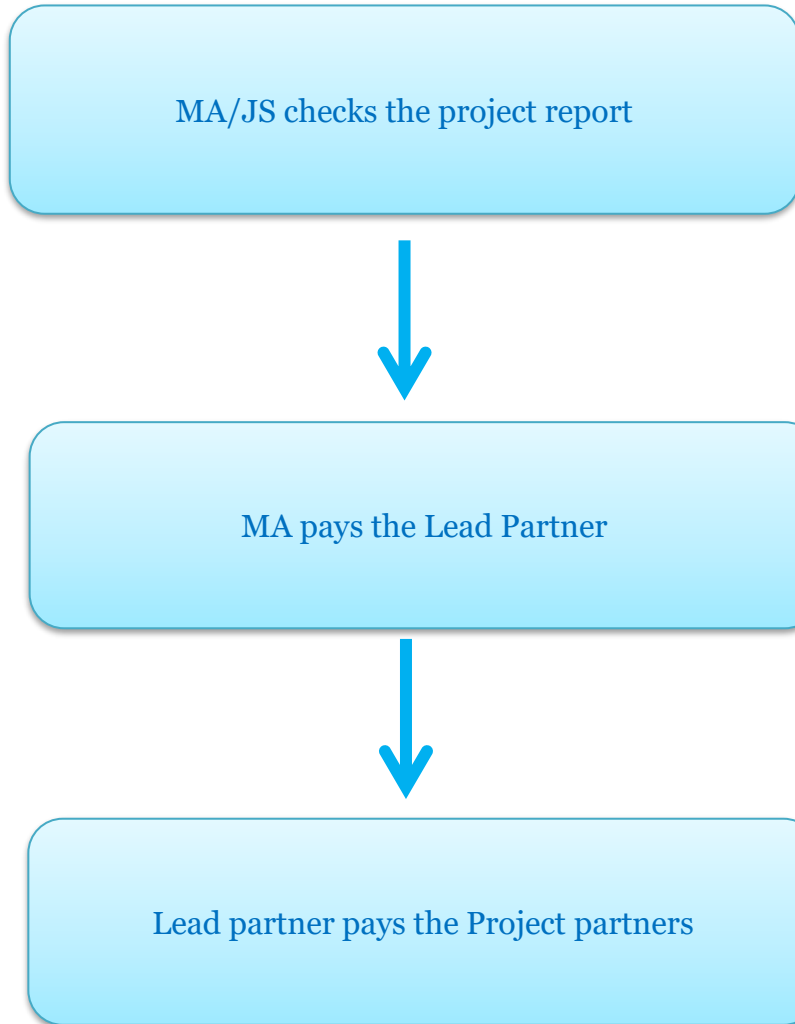
D 1.1.1 Joint methodological framework

Deliverable title

Joint methodological framework

1. Project report updates the JS and MA on the state of project implementation for the whole year. Information must be provided for the previous Only Financial reporting period as well!
2. Information and supporting documentation at single WP, specific objectives, communication objectives, activity deliverables, outputs&results, horizontal principles level is to be provided covering past 12 months of project implementation;
3. Check carefully the minimum requirements for output and result indicators in the Annex 1 of the 1^o call Implementation manual;
4. Project report must be approved by JS and MA;
5. JS and MA can require integration and clarification in case information is not adequate;
6. Financial part – list of partners’ certificates

Project report: checks and payment flow



MA/JS checks the project report from the point of view of **completeness, correctness** and respect of the APPROVED AF and Budget. Request for integration and revision can be forwarded to LP.

Once the project report is approved by JS and MA, the MA pays the Lead Partner the INTERREG requested amount, no later than **80 days from the submission of the project report (time spent for integrations not included)**.

LP after having received the payment, proceeds to the payment of the project partners ASAP. **Partnership Agreement could foresee precise deadlines)**

Good quality information allows a smoother and faster approval by the JS and payment