

Interreg



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IPA ADRION

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JEMS: privilege assignment and reporting

Valentina Di Vincenzo





Never forget



In order to work in JEMS, all the users must first be registered in the system!

The LPs must provide their usernames to the JS via e-mail



Users working at the same time in the same page may lead to unexpected loss of data (users overwrite other users content)

Project privileges



Project overview

Reporting

Corrections

Project reports

Project reports

Partner reports

LP1 Leader

Contracting

Contracts and agreements

Project managers

Project reporting schedule

Partner details

LP1 Leader

Application form

Export

Project privileges

Jems

Dashboard / Applications / IPA-ADRION00540 - Test / Project privileges

Lead Partner

* Jems username
valentina.divincenzo@regione.emilia-romagna

view edit manage

* Jems username
lucia.calliari@regione.emilia-romagna.it

view edit manage

+

Discard changes Save changes

LP1 Leader

Albania National Control Institution

* Jems username
valentina.divincenzo@regione.emilia-romagna

view edit Sensitive data

+

Project privileges



IPA ADRION

Reporting

Overview

- Indicator Living Table
- Financial Living Tables
- Advance payments

Corrections

Project reports

- Project reports

Partner reports

- LP1 Leader

Contracting

- Contracts and agreements
- Project managers
- Project reporting schedule
- Partner details
- LP1 Leader

Application form

Export

Project privileges

Lead Partner ⓘ

- * Jems username [redacted] view edit manage
- * Jems username [redacted] view edit manage
- * Jems username valentina.divincenzo@regione.emilia-romagna view edit manage

+

LP1 Leader ? No control institution assigned

PP2 FOLLOWER ? No control institution assigned

- * Jems username [redacted] view edit Sensitive data
- * Jems username valentina.divincenzo@regione.emilia-romagna view edit Sensitive data

In order to fulfil the LP tasks and do the reporting on project level, the LP should have view access to the partner reports of all project partners!

Therefore, together with the Project partner users, the LP user must be assigned to each PP only with view rights.

The LP must set the access to sensitive data.

Project privileges



PP2 FOLLOWER

Italia National Control Institution

Control institution already assigned by the National Control Institution

* jems username

agnese.tassinari@regione.emilia-romagna.it

view

edit



Sensitive data



Discard changes

Save changes

PP3 GIVER

No control institution assigned

Control institution not assigned yet

* jems username

marco.zecchinato@regione.emilia-romagna.it

view

edit



Sensitive data



Project reporting schedule



Only VIEW mode (NOT editable)

- Reporting ^
 - Corrections
 - Project reports v
 - Partner reports v
 - Contracting ^
 - Contracts and agreements
 - Project managers
 - Project reporting schedule**
 - Partner details v
 - Application form v
 - Export
 - Project privileges
- Jems
A harmonised tool by Interact

Contracting Project reporting schedule

Project reporting deadlines

In this section, the reporting schedule is defined. For the period, in case the report covers more than one period, please indicate the period in which the report shall be delivered.

Project start date (DD/MM/YYYY) 01/09/2024 Project end date, calculated automatically (DD/MM/YYYY) 31/08/2027 Project duration in months 36

ID	Type of report	Period	Date	Final report	Comment	Linked reports
1	<input type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input type="checkbox"/> Both	Period 1, month 1 - 6, 01/09/2024 - 2	Date 31/5/2025	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		PR.1
2	<input type="checkbox"/> Only Content <input type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	Period 2, month 7 - 12, 01/03/2025 -	Date 30/11/2025	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		PR.2
3	<input checked="" type="checkbox"/> Only Content <input type="checkbox"/> Only Finance <input type="checkbox"/> Both	Period 3, month 13 - 18, 01/09/2025	Date 31/5/2026	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		



- Project overview
- Reporting**
- Corrections
- Project reports
 - Project reports
- Partner reports**
 - LP1 TESTING**
- Contracting
- Application form
- Shared folder

Dashboard / Applications / IPA-ADRION00485 - LP Seminar / LP1 TESTING

Reporting Partner reports

LP1 TESTING

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous partner report.

When opening the latest report, anything can be revised with reopening.

When a newer report exists, data that affects cumulative data cannot be changed.

+ Add Partner Report

(i) No Reports

Reporting Partner reports

LP1 TESTING

When your programme is using reopening of the previous partner report. When opening the latest report, anything can be revised with reopening. When a newer report exists, data that affects cumulative data cannot be changed.

+ Add Partner Report

ID	Status	Included in project report
R.1	<i>(Dr...)</i>	

Confirm deletion

Are you sure you want to delete the partner report: R.1?

(Warning icon) If parked items were reincluded in this partner report, they will be deleted and won't show up in next partner report in parked items waiting list!

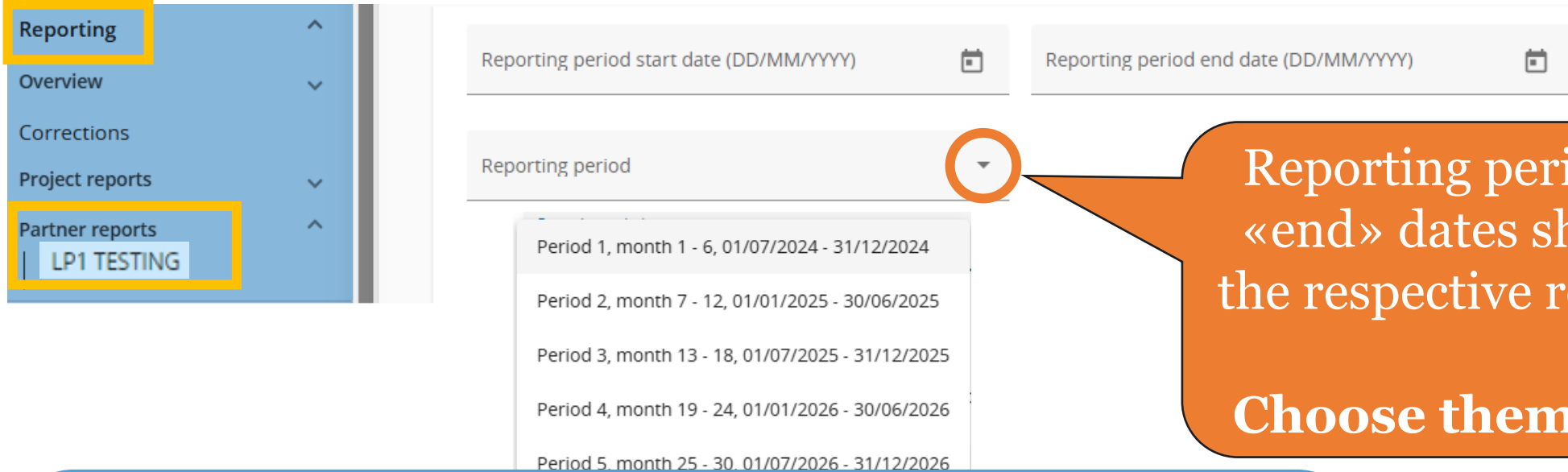
Cancel **Confirm**


Amount submitted Total eligible after control for current report Control


Items per page: 25


1 - 1 of 1





Reporting period start date (DD/MM/YYYY) 

Reporting period end date (DD/MM/YYYY) 

Reporting period 

- Period 1, month 1 - 6, 01/07/2024 - 31/12/2024
- Period 2, month 7 - 12, 01/01/2025 - 30/06/2025
- Period 3, month 13 - 18, 01/07/2025 - 31/12/2025
- Period 4, month 19 - 24, 01/01/2026 - 30/06/2026
- Period 5, month 25 - 30, 01/07/2026 - 31/12/2026

Reporting period «start» and «end» dates should be within the respective reporting period.

Choose them accordingly!

Requested information:

- Summary of partner's work in reporting period
- Problems and deviations
- Spending profile (especially «Next report forecast»)
- Target groups



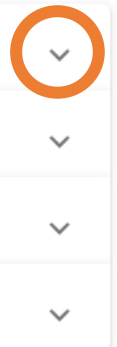
A.5 Work plan progress

- Work package 1
- Work package 2
- Work package 3
- Work package 4

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

A 1.1 Transnational and local seminars to understand the interactions between climate and cities

Describe how you contributed to the progress made in this activity

Attachment:

D 1.1.1 Program of transnational/ local training seminars to understand interactions climate/c...
c. 99

Contribution Attachment:

Requested information:

- Content of the WP
- Activities
- Deliverables
- Contribution (eventual)
- Attachments (eventual)

Partner report – Public procurements



+ Add Procurement



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

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)

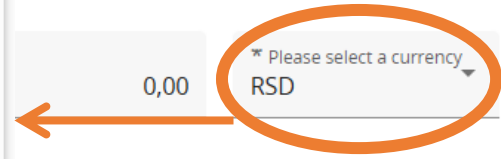
Contract Type

Contract Amount

0,00

* Please select a currency
RSD

- PYG
- QAR
- RON
- RSD**
- RUB
- RWF
- SAR



Pay attention
to select from the drop-down menu your own national currency, when not Euro

Partner report – List of Expenditures



Report identification

Work plan progress

Public procurements

List of expenditures

Contributions

Report annexes

Report export

Finance >

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.

Items highlighted in yellow were edited during last reopening of the partner report.

[+ add expenditure](#)Unit costs and Lump
sums

N/A

Lump Sums

Preparation - Preparation

Contract name

N/A

Laptops

Eksterna ekspertiza u monitoringu kv

Eksterna ekspertiza za rešenja zasnov

Dizajn, štampa, publikacije i kampanje

Select
«Preparation –
Preparation»
under «Unit
costs and Lump
sums» if you are
using
preparation costs

If necessary, select a
contract (previously
created in «Public
Procurements») from
the drop-down menu
under «Contract
name»

Partner report – List of Expenditures



Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR ⓘ
100.000,00	0,00	100.000,00	ALL ▼	98.845	1.011,68

Expenditures in currencies different from Euro are automatically converted according to the conversation rate provided by InforEuro

(https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en)

Parked items



The controllers (or the JS) during their work can recognize some expenditures as «Parked items», that is to say expenditures temporary not recognized.

They are neither cut nor certified, they are simply frozen and made available to the PP **for its following report.**

These items will show up in next partner report, in the «List of expenditures – Parked items» waiting list, where the partner can decide either to delete or reinclude the item with or without modifications.

The entire item is editable for changes by the partner **except for:**

- **Cost item ID** shall be frozen and is therefore recognizable (the first number indicates from which report the item came initially and the second the item number)
- **Previously parked by** - is automatically displaying level of verification that (last) parked the item
- **Real cost items reincluded** can't be changed to a Unit cost/Lump sum
- **Exchange rate** and **currency** are frozen as this item has already been submitted for control

Parked expenditure items are not deducted amounts!

Parked items





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.

Items highlighted in yellow were edited during last reopening of the partner report.

+ add expenditure

Parked expenditures

ID	Previously parked by	Cost category	Contract name	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Actions
R1.1	Control	Staff costs	N/A	09/2024TJ		03/10/2024	03/10/2024	Staff costs for T coordinator, 35 09/2024	 

Re-Include

You are about to re-include expenditure, which was parked in report R.1. This action cannot be undone. Are you sure you want to proceed?

Cancel



Confirm

In case an item is parked, it shows up in the «Parked expenditure» table in LoE section in the new report. PP can decide to either re-include the item by clicking the re-inclusion button (double circled arrow) or delete it (bin button). When the item gets re-included, it will get included in the LoE.

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.

Items highlighted in yellow were edited during last reopening of the partner report.

ID	Previously parked by	Cost category	Contract name	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Actions
R1.1	Control	Staff costs	N/A	09/2024TJ		3/10/2024	3/10/2024	Staff costs for Tomislav	 

+ add expenditure

Parked expenditures

ID	Previously parked by	Cost category	Contract name	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Actions
R1.2	Control	Staff costs	N/A	10/2024TJ		06/11/2024	06/11/2024	Staff costs for T coordinator, 35 10/2024	 



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 organisations). Partner organisations are advised to navigate to the financial overview to see the breakdown of the total reported amount per contribution.

Name of organisation / Source of contribution	Legal status	Amount in AF	Previously reported	Current report
IT_test_1	Public	0,00	0,00	
FdR Cipess resolution	Automatic Public	39.048,00	0,00	42.450,00

[Contributions](#)
[Report annexes](#)
[Report export](#)
[Financial overview](#)

Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Previously paid
Interreg Funds	221.272,00	0,00 parked 0,00	240.550,00 re-included 0,00	240.550,00	108,71 %	-19.278,00	0,00	
Partner contribution	39.048,00	0,00 parked 0,00	42.450,00 re-included 0,00	42.450,00	108,71 %	-3.402,00	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	39.048,00	0,00 parked 0,00	42.450,00 re-included 0,00	42.450,00	108,71 %	-3.402,00	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	

Partner report – Annexes



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

Report annexes

Sensitive data is hidden to non-privileged users

- Partner report R.3
- Work plan progress
- List of expenditures
- Public procurements
- Contributions

File name	Location	Upload date ↓	User	File size	Description	Actions
IPA ADRION 1st...	Partner Report	27/03/2025 16:16		102.6 kB		
Index statuses.xl...	Partner Report	27/03/2025 16:15		9.6 kB		
Interact Data Exc...	WorkPlan/Activity	27/03/2025 16:15				

Current section (Project Report) > file can be deleted here

Different section (Work Plan) > file must be deleted there

The files uploaded all along the Partner Report are visible in this section all at once; the relevant section is highlighted in «Location» column

Partner report – Exports



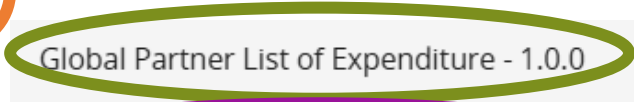
Report identification Work plan progress Public procurements List of expenditures Contributions Report annexes **Report export** Finance

Report exports

* Export Plugin



Global Partner List of Expenditure - 1.0.0

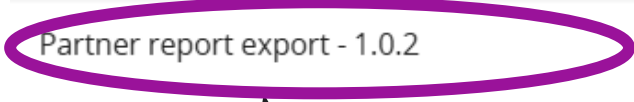


Financial part – List of Expenditures (.xls)

Export language
English



Partner report export - 1.0.2



Content part – Partner report (.pdf)

Input language
English



Report exports

* Export Plugin
Partner report export - 1.0.2

Export language
English

Input language
English

Export



Partner report – Submit



Submit

You are about to officially submit your Partner report : PP7 RDA BANAT - Partner report R.3

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.

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

Run pre-submission check

➤ Submit partner report

➤ **Submit partner report**

➤ Submitted



Partner report – watch out!



1. Reopening of the last Partner Report

No data is cleared from the report and all is editable, with the following exceptions in the list of expenditure:

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 (*in order to avoid exchange rate issues*)

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

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

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

Creation of a new draft partner report is locked while last partner report is in status “**Reopened**”.

Partner report – watch out!



2. Reopening of any Partner Report that is not the last report

Partial reopening of partner report.

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

List of expenditure tab:

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

Partner report – watch out!



2. Reopening of any Partner Report that is not the last report

Public procurement tab:

procurement items created in current partner report **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

Partner report – watch out!



3. Resubmission of a reopened Partner Report

Upon submission of a reopened partner report:

- **Partner Report** goes back to the status from before reopening, namely “Submitted” or “Control ongoing”
- **No recalculation of exchange rates** happens; the exchange rate is the one applicable at the moment of partner report first submission
- **Financial Overviews** are refreshed, reflecting changes done
- **Partner Report Overview** is populated with updated information in columns “Amount submitted” and “Date of last submission”



The screenshot displays a web application interface for project reporting. On the left, a navigation menu is visible with categories: Project overview, Reporting, Corrections, Project reports, Partner reports, Contracting, Contract monitoring, Contracts and agreements, Project managers, and Project reporting schedule. The 'Reporting' and 'Project reports' sections are highlighted with yellow boxes. The main content area shows a breadcrumb trail: Dashboard / Applications / IPA-ADRION0 / Project reports. Below this, the 'Reporting' section is active, showing 'Project reports' and a sub-menu with 'Project reports' selected. The main content area displays a form for 'Project report PR.1' with the following fields:

- Reporting period start date (DD/MM/YYYY): 4/9/2023
- Reporting period end date (DD/MM/YYYY): 29/2/2024
- Final report: Yes/No
- Type of project report: Content, Financial, Both (selected)
- * Link to reporting schedule (contracting): 1, Period 1 month 1-6
- Reporting period: Period 1, month 1 - 6, 01/09/2023 - 29/02/2024
- Reporting date (DD/MM/YYYY): 30/11/2024

Orange circles highlight the start and end date fields. A green box highlights the 'Link to reporting schedule' dropdown, with a green arrow pointing to the 'Both' option in the 'Type of project report' section, which is also circled in green.

Plus:

- various overview tables (indicators, spending profile) and
- definition of target groups

Automatically provided by JEMS (Reporting schedule)



Work plan progress

A gray border along the left edge marks items that are identical to last report.

Work package 1 **New changes since prior report.**

Work package 2 No changes since prior report.

Work package 3 No changes since prior report.

Outputs

Please indicate progress made in each objective.

O 1.1 Participations in joint actions for the development of strategic implementation formats

O 1.2 Communication event jointly organized

Requested information:

- Project specific objective
- Communication objective
- Project progress
- Activities
- Outputs

Work package 1

New changes since prior report.

This work package is completed.



Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Project report identification Work plan progress **Project results & Horizontal prin...**

Project results

Please indicate progress in achieving Result indicators.

Result 1

Programme result indicator

RCR84_ISO1: Organisations cooperating across borders after project completion

Measurement Unit
organisations

Baseline

0,00

Delivery period
Within 3 months for

Target Value

2,00

Achieved in this reporting period

0,00

Cumulative value

Describe progress achieved

Attachment



Result 2

Cooperation criteria	Type of contribution	Description of contribution
Sustainable development as set out in Article 11 TFEU, taking into account the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle	<input checked="" type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equal opportunities and non-discrimination	<input checked="" type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equality between men and women	<input checked="" type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here

Project report – List of partner certificates



Project report identification Work plan progress Project results & Horizontal prin... **List of partner certificates**

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.

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)
<input type="checkbox"/>	LP1	R.1	18/10/2024 22:08		305.000,00
<input checked="" type="checkbox"/>	PP7	R.1	02/10/2024 15:48	PR.1	158.152,36

Certificates included in other project reports

In this section you can find all partner certificates already included in other reports.

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)
<input checked="" type="checkbox"/>	PP2	R.1	08/11/2024 13:26	PR.1	22.252,77
<input checked="" type="checkbox"/>	LP1	R.1	24/09/2024 11:37	PR.1	1.336,00

Previous reports already included appear but cannot be chosen



Project report annexes

File name	Location	Upload date ↓	User	Size	Actions
PR2.pdf	Project Report	27/11/2024 14:21		48.3 kB	
PR2.pdf	Project Report	27/11/2024 14:21		66.8 kB	
LPD and Request for Pa...	Project Report	27/11/2024 14:20		115.5 kB	
Attendace list_worksho...	WorkPlan/Output	25/11/2024 11:07		1.5 MB	
Attendace list_LP meeti...	WorkPlan/Activity/Deliv...	25/11/2024 10:59			

Project report PR.2 (highlighted in sidebar)

Work plan progress (highlighted in sidebar)

Project results & horizontal principles (highlighted in sidebar)

Upload file button

Current section (Project Report) > file can be deleted here

Different section (WorkPlan) > file must be deleted there

The files uploaded all along the Project Report are visible in this section all at once; the relevant section is highlighted in «Location» column



Project report – Exports



Report exports

* Export Plugin



Project report export - 1.0.2

Export language
English



Input language
English



Export

Report exports

* Export Plugin

Project report export - 1.0.2



Export language
English



Input language
English



Export


Project report – Submit



Submit

You are about to officially submit your Project report 2.

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

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

Run pre-submission check

➤ Submit project report

➤ **Submit project report**

➤ **Submitted**

Interreg



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Thank You

IPA ADRION

TOGETHER FOR A COHESIVE, SMART AND SUSTAINABLE ADRIATIC-IONIAN REGION