



## IPA ADRION 2021 – 2027 Programme

### Reporting Webinar

21 March 2025

#### FAQ

- 1. Where JS presentations delivered within the webinars will be published? In addition to the presentations, where can be found the recordings of the webinars?**

JS presentations delivered within Reporting, Finance and Communication webinars together with those of the Implementation seminar are available on our IPA ADRION programme website within *Presentations delivered at Implementation Seminar & ONLINE TRAININGS* section at the following link: <https://www.interreg-ipa-adrion.eu/support-for-applicants/how-to-implement/>.

Recordings of the Reporting Webinar have been forwarded to the registered participants via email, due to privacy reasons. In case you have not received it, please send a request to [IPA-ADRION@regione.emilia-romagna.it](mailto:IPA-ADRION@regione.emilia-romagna.it).

- 2. Will it be possible to receive a certificate of participation to the Programme webinars?**

Yes. JS is available to prepare your certificate of participation. Please send a request to [IPA-ADRION@regione.emilia-romagna.it](mailto:IPA-ADRION@regione.emilia-romagna.it).

- 3. Is it obligatory to provide partner contribution in each reporting period or is it possible to provide the due total amount at the end of the project? The partner contribution to be reported as co-financing amount should refer to the single reporting period or the entire project?**

Partner contribution, whose amount is calculated as 15% of the expenditures reported (not forecasted) within each partner report, must be provided for each reporting period. As a consequence of that, project partner is requested to fill in *Contributions* section of each partner report by digitizing under the *Current report* column the amount of due partner contribution for the concerned reporting period. Such amount is automatically shown by partner report *Financial Overview* section under the *Current report* column.



## The partner report: contribution



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

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	

  

Report identification	Work plan progress	Public procurements	List of expenditures	Contributions	Report annexes
<b>Financial overview</b>					
The amounts included in tables below represent the aggregation of data from all partner reports submitted, by the date when the current partner report was 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).					
<b>Partner Expenditure - summary (in Euro)</b>					
	Partner total eligible budget	Previously reported	Current report	Total reported so far	%
Interreg Funds	251.791,25	0,00	30.555,51	30.555,51	1
Partner contribution	44.433,75	0,00	5.392,16	5.392,16	1
↳ of which Public contribution	0,00	0,00	0,00	0,00	
↳ of which Automatic public contribution	44.433,75	0,00	5.392,15	5.392,15	1
↳ of which Private contribution	0,00	0,00	0,00	0,00	
Total	296.225,00	0,00	35.947,67	35.947,67	1

Project Partner is requested to:

- confirm the amount of financial partner contribution (15% of reported expenditures) due for the current reporting period 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. Project budget per fund section.

#### 4. Who can reopen the partner report to be edited?

The Lead Partner or the national controller can decide to reopen the partner report in case of request for integrations at the description or documentation level. At that point, project partner is allowed to revise the partner report limited to the specific requests received by the Lead Partner or the national controller. No additional expenditures can be added in the list of expenditure section of the partner report in any case after first submission.

#### 5. What is the deadline for the Italian controller to certify the expenses of PR1?

As a general rule, controllers may require almost 3 months to complete validation of expenditure. As a consequence of that, partner reports must be submitted within 10 calendar days from the end date of each reporting period (e.g.: in case the 1st reporting period ends on 28/02/2025, partner report must be submitted within 10 March 2025) or the certificate of expenditures could face the risk of being issued in part or in delay, thus postponing the reimbursement of the due Interreg Funds. Respect of such deadline is of utmost importance in particular for the centralized controller systems, in force in all IPA ADRION participating countries except Italy. In case of decentralized Italian system, eventual postponement of the deadline for the partner report submission must be always agreed in advance with the appointed controller.

#### 6. Should a partner upload deliverables on which it has not worked/contributed?

No. Each partner is requested to upload, within the Work Plan progress section of its partner report, the required supporting documents attesting the completion of planned project activities, deliverables and the achievement of project outputs and results, for which its contribution was expected on the basis of the approved AF.



**7. *Since the 1<sup>st</sup> project report is only a financial one, in the 2<sup>nd</sup> project report, which is both content and financial, projects are required to report activities, deliverables and outputs also related to the 1<sup>st</sup> reporting period?***

Financial and content project report updates JS and MA on the state of art of project implementation for the two reporting periods comprised in each year of project implementation. As a consequence of that, the Lead Partner is requested to provide, within the dedicated Work plan progress section of the Finance and Content project report, information and supporting documents for the activities implemented also within the reporting period for which the Only financial project report was submitted.

**8. *Is it possible for a project partner not to submit the partner report in case it has not performed any activity or expenditure in the period of reference? What happens if one of the partners does not submit a partner report?***

Project partner is requested to prepare and submit partner report for each reporting period, also in case no activities have been implemented, or no expenditures have been incurred. In this case, proper justifications on the reason for such delay must be clearly provided in the *Partner problems and deviations* section of the partner report. Reporting obligation is included in the article 11 *Reporting obligations of the Project Partners* of the Partnership Agreement, as countersigned by each project partner. In case such obligation will not be respected by the project partner, the Lead partner is requested to inform the JS in order to take adequate countermeasures.

**9. *In case a partner doesn't report any expenditure, in addition to the partner report with zero costs and the FLC certification, should it also include the partner declaration?***

Yes. Partner declaration must be provided also in case of zero expenditure partner report.

Please refer to the Partner declaration template named as IPA ADRION-Project-Partner-Declaration\_2024\_10\_28\_final, which has been provided by the JS to the Lead Partner.

**10. *In case one document attesting the contribution to one deliverable has not been annexed to the report, is it possible to add it at the reopening of the report?***

In case of partner report reopening, additional supporting documents can be added upon specific request of the Lead Partner or national controllers, which decided to reopen it.

In case of project report, additional supporting documents can be added upon specific requests of the JS or MA, which decided to reopen it.

**11. *Is it required to upload the deliverables in the partner report or in the project report? Or in both? If in both, it may lead to a duplication of documents.***

Project partners are requested to upload in the partner report all the documents attesting the implementation of the activities, deliverables, outputs and results realized in the reporting period. Such documentation is necessary for the national controllers to certify the reported expenditures on the basis of the value for money principle and for the Lead Partner to verify the consistency of the partner report to the approved Application Form.



In case, by mistake, one partner uploaded supporting documents for all project deliverables – even for those for which it has not contributed to – it is required to inform the controller and the Lead Partner accordingly.

Lead Partner is requested to upload in the Financial and Content project report all the attesting documents for the activities, deliverables, outputs and results which have been implemented and prepared within the current and previous (only financial) reporting periods. Lead Partner is responsible to provide the most complete and updated version of the attesting documents to properly inform JS and MA on the state of art of project implementation, to confirm the consistency of the implemented activities with the approved Application Form and to prove the value for money for the requested financial amount.

No risk of duplication is detected since partner and project reports are counterchecked at the content level by different bodies: the partner report is verified by the Lead Partner and by the national controller whereas the project report is verified by the JS and MA.

We strongly recommend providing accurate and quality documentation in order to avoid time-consuming request for integrations and revisions.

***12. In case of Italian partners, does the partner receives Interreg funds 85% and 15% national contribution (Fondo di Rotazione) together from the lead partner after each reporting period? Is there any particular request to be done?***

The automatic public contribution – Fondo di Rotazione – exclusively devoted to Italian partners is disbursed by the Managing Authority as follows:

- In case the Lead Partner is Italian, to the Lead Partner together with the Interreg Funds (85%) including the shares due to eventual Italian project partners. The Italian Lead Partner will then transfer the due share to each Italian project partner;
- Directly to the single Italian project partner, in case the Lead Partner is not Italian.

The national contribution is disbursed as 15% of the expenditures certified by the controller for each specific reporting period.

***13. Which part of Project Report identification section can be skipped in the 1<sup>st</sup> Project Report (Only financial one)?***

In case the project report is Only financial, a limited number of sections are to be filled in: *Project progress report identification; Highlights of main achievements; Project problems and deviations*. Also *Target groups* section will be shown as editable, but the Lead Partner is not requested to fill it in. Information on the involvement of target groups occurred within the 1st reporting period must be provided within the 2nd financial and content project report.

***14. If we have zero expenditures, do we need to choose the type of project report in JEMS?***

Partner report is always content and financial. Project partner is required to fill in all section of the partner report. In case no activities have been implemented and / or no expenditures have been incurred within a reporting period, the project partner is requested to provide justifications for such delay within the Partner problems and deviations section.

Project report can be either Only Financial or Financial and Content; type of project report per each reporting period, as included in the article 5 of the Subsidy Contract and in JEMS *Project reporting schedule* section, is predefined by the Programme and it is automatically shown by JEMS when the reporting period is selected in the *Project progress report identification* section.



**15. Where is it appropriate to upload documents pertaining to events or activities that do not relate to a specific WP (e.g. KOM, posters and publicity related issues) in the report?**

Attesting documents pertaining to management activities or to general communication activities, which are not comprised in any specific Work Package, can be uploaded within the *Report Annexes section* of the partner report.

**16. Should FiF form be filled in and uploaded in the JEMS Partner details section or not?**

Grant form, which includes the Lead Partner bank account identification data, has already been received by the Certifying Authority along with the signed Subsidy Contract. In case LP bank account changes during project implementation, the Lead Partner is requested to inform the JS accordingly. In case the Lead Partner has uploaded the Grant form in *JEMS Contract and Agreements* section, please carefully countercheck consistency with data provided to the Certifying Authority.

Project partners can upload Financial Information Form, including their bank account identification data, in *JEMS Contracting > Partner details > Attachments* section. This is particularly suggested to Italian Partners, which must be directly reimbursed by the Managing Authority for what pertains the national contribution share (Fondo di Rotazione).

**17. In which section can I find the "Reopen button"?**

Please bear in mind that, to enable the "Reopen partner report" function, 2 prerequisites must be satisfied contemporaneously:

- **being a user with "Lead Partner" role:** it is assigned by the Programme only to the Lead Partner contact person as defined in section B.1.5 of the Application Form
- **assignment of the user both to "Lead Partner" and to other partners:** it is assigned by the Lead Partner in 'Project Privileges' section (for further information please refer to the specific "Jems guidelines for the assignment of privileges" present on our website)

In order to reopen a partner report, the Lead Partner must enter *JEMS Reporting > Partner reports* section and select the partner report whose certificate must be reopened.

Please note that it is possible to reopen a partner report only when the certificate has been issued, and the report is in "Certified" status.

Please proceed as follows:

- 1) Click on "Open controller work" button:



Reporting Partner reports

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.

ID	Status	Included in project report	AF version linked	Reporting period	Date of report creation	Date of first submission	Last submission	Amount submitted	Control end date	Total eligible after control for current report	Control
R.2	Certified		4.0	Period 2, month 7 - 12	05/09/2024 13:28	10/09/2024 16:40	01/11/2024 11:28	20.607,28	14/01/2025 13:42	20.607,28	Open controller work

Alternatively, enter the partner report clicking on the report row and click “Open controller work” button:

Partner report R.2  
PP2

Status Certified [Open controller work](#)

- You will be directed to the certificate, where the “Reopen control report” button is accessible.

Control Report for: Partner report R.2  
PP2

Status Certified [Switch to partner report](#) [Reopen control report](#)

**18. For the calculation of hourly staff costs, does the INTERREG-IPA Programme consider IRAP tax an eligible cost?**

For details pertaining to the IRAP tax please refer to the Italian National Contact Point, whose contacts are available on our Programme website - <https://www.interreg-ipa-adrion.eu/about-us/who-manages-the-programme/>.

**19. In case of Italian Partners, it is required to indicate in JEMS the normal bank account or the Banca d'Italia account?**

Please refer to the Italian National Contact Point.