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REPORTING

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REPORTING: INTERIM AND FINAL REPORTS

Reporting shall be made in line with **Article 6 of the G.C.**

WHEN?

Interim reports: *Every 6 months* during the project implementation, *within 2 months* after the end of each reporting period.

Remember! The maximum deadline for submitting in Jems the consolidated interim project report by the LP is 2 months. Excellent coordination among partners is needed!

Final report: no later than 3 months after the end of the implementation period;

Remember! The maximum deadline for submitting in Jems the consolidated final project report by the LP is 3 months.



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REPORTING: INTERIM AND FINAL REPORTS (2)

The reporting period is of **6 months** and the **number of reporting periods** is automatically calculated by Jems considering the total project duration and shown in the “Reporting schedule” section in Jems.

Attention 1! If the LP fails to provide any report or fails to provide any additional information requested by the MA within the set deadlines without an acceptable and written explanation of the reasons, the MA **may apply penalties or may terminate the Contract** (see G.C. for further details)

Attention 2! If any PP fails to provide any report, the further pre-financing will be calculated on a **reduced basis!** It might imply risks in cash flow for the subsequent implementation.



REPORTING: INTERIM AND FINAL REPORTS (3)

HOW?

- 1. Every Partner prepares and submits the Partner Report** to the controller/auditor for verification. It is recommended to elaborate and submit the report **within 15/20 calendar days** after the 6 months reporting period ended;
- 2. Controllers/Auditors** are recommended to perform the verifications and issues the certificate **within 20/30 calendar days**;
3. The **LP** consolidates the information, elaborates the Project Report and **submits via Jems** the 6 months project report to the JS.



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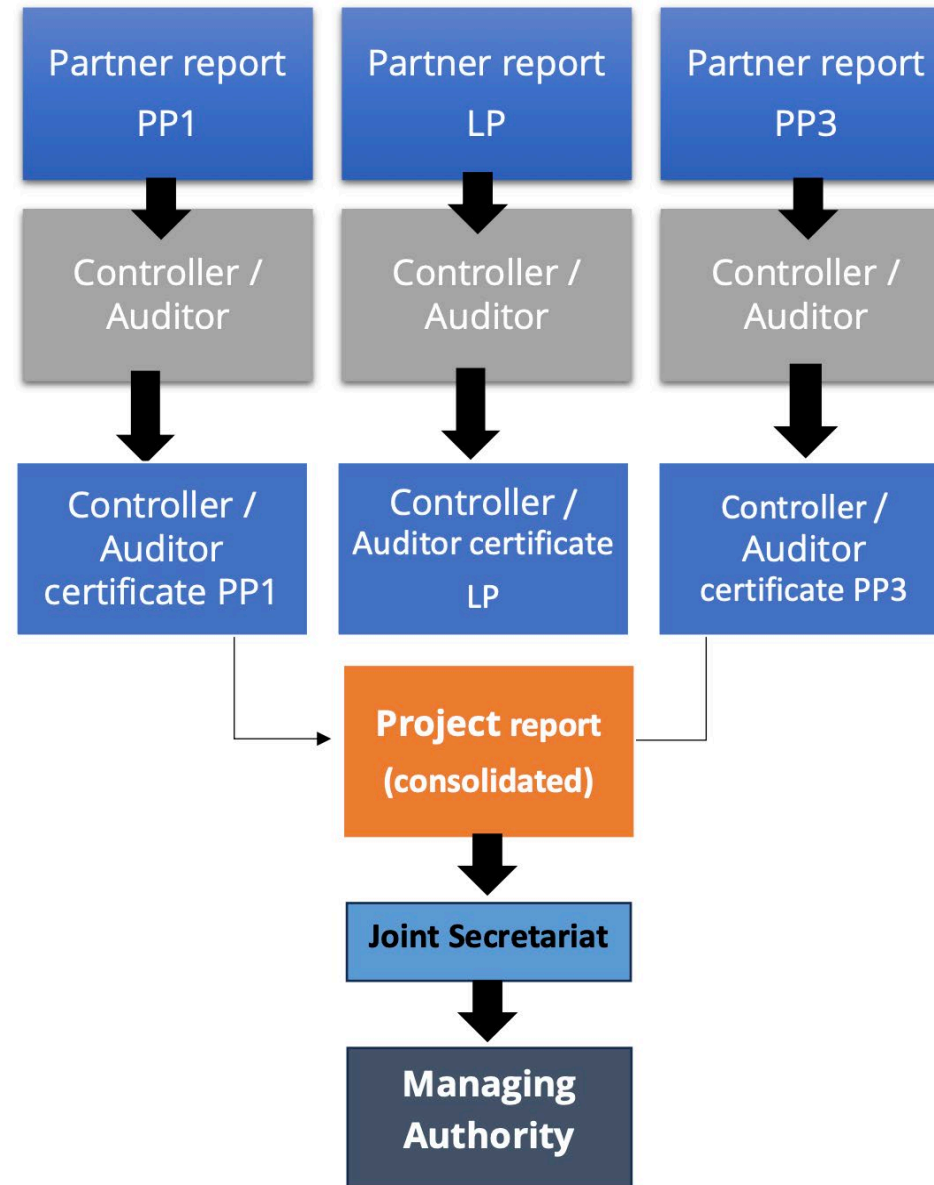
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REPORTING: INTERIM AND FINAL REPORTS (4)



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REPORTING: INTERIM AND FINAL REPORTS (5)

TAKE NOTE!

Considering the importance of duly respecting the reporting deadlines, it is recommended that the **LP submits the Project report** to the JS, **even when only a part of the PPs have submitted their reports**. Any control report and control certificate not received in time by the LP may be included in the next Project report.

It is very important for **all partners to not miss any report**, in order to avoid deduction from the MA payments.

The LP should verify and support the partners in reporting avoiding to miss the deadlines set by the Programme. **Plan and track the report preparation!**



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REPORTING: INTERIM AND FINAL REPORTS (6)

WHAT?

- 1. The Narrative** part shall describe the implementation of the project according to the activities envisaged, difficulties encountered and measures taken to overcome problems, any change introduced, as well as the level of achievement of its outputs as measured by corresponding indicators. The structure will strictly follow the reporting template provided by the Programme on Jems.
- 2. Indicator achieved values are automatically aggregated in Jems, based** on the progress reported in each project report.
Note! Details about the minimum information in relation to outputs' reporting are provided in the Fiche on Indicators – part B – How to report the indicators.
- 3. The Financial part** – includes supporting documents and related PPs' certificate(s)



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REPORTING: INTERIM AND FINAL REPORTS (7)

Very important!

- Each PP, including the LP, is separately responsible for having its expenditure verified by the responsible Controller/Auditor in its partner Country;
- Remember that, even if no expenditure has been made at project level during the reporting period, the report still must be submitted anyway;
- Make sure the expenditure included in the report are the ones actually incurred in the reporting period and paid, the latest, before the submission of an interim report or of the final report; for example, the staff costs incurred in the last month of a reporting period are usually paid in the following month.



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REPORTING: INTERIM AND FINAL REPORTS (8)

Very important!

- Check that the costs (in EURO) declared / certified in all reports (previous and current) prepared / submitted to date **do not exceed the total amount of the budget line** in the contracted budget. In order to facilitate the monitoring of budget execution, it is very important to make a clear correspondence between the costs declared in the report and the budget lines in the application in force.
- In case of Staff cost category, such costs should be reported per person, per month;
- Clear reference to the project (e.g.: project ID in Jems) must be shown in relevant documents (e.g.: invoices, contract, reports, agendas, lists of participants, materials published, documents elaborated for events, etc.).



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REPORTING: INTERIM AND FINAL REPORTS (9)

Very important!

- Regarding **procurement** documents and information to be uploaded in Jems, please check **Chapter 7 of the PIM**;
- Should a PP's **Certificate not be available** at the time of submitting a project report, it can always be included **in the following project report**;
- In the **final report**, the control report covers all expenditures not already Reported or expenditure reported but not yet certified (e.g.: cost items previously reported and returned to partner for various reasons, by either controllers or JS/MA verification).



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REPORTING: INTERIM AND FINAL REPORTS (10)

Very important!

- Each project report submitted to the JS shall be accompanied by a **payment request** (art. 7 G.C.). **No deductions for co-financing or recovery of advance payments shall be applied by Beneficiaries.** Payment request shall indicate only the total amounts certified by Controllers, as MA will Implement any necessary deductions and recoveries.
- In addition to the periodical focus of the project report, the **final report** shall provide a **comprehensive overview of the project final achievements**, the overall challenges, how the change brought by the program affect the relevant target groups, the measures ensuring durability of the results, etc.

The final report should be focusing mainly on the qualitative aspects of the implemented project.



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REPORTING: INTERIM AND FINAL REPORTS (11)

Very important!

- Following the analysis of the project report, the MA/JS may request the LP to provide **clarifications** and to amend the report within a given deadline.
- **Reporting**, according to Programme rules and deadlines, as well as **compliance with expenditure commitment**, are **contractual obligations** that concern **all partners**.

Partners lagging their expenditure commitment risk losing funds.

The **expenditures declared** in a financial report must be **correlated** with the **last contracted budget** in the description of the project (in force at the moment of the submission of the report to the controllers).



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REPORTING: INTERIM AND FINAL REPORTS (12)

TAKE NOTE!

For a good reporting and to limit the risk of facing budget reduction during project lifetime, the following aspects are to be kept in mind by each project partner:

- **Start** drafting the report as soon as the reporting period has elapsed taking due consideration of the period needed for the LP to consolidate and submit the report within the maximum deadline, as previously indicated;
- **Submit** the report **in Jems**, as soon as possible;
- Financial **supporting documents** related to the expenditures declared shall be **uploaded in Jems in the original language**.



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REPORTING: INTERIM AND FINAL REPORTS (13)

TAKE NOTE!

- The **expenditure is reported in the original currency of the invoice/bill**. Conversion into Euro is done **automatically by Jems** using the monthly accounting exchange rate of the European Commission for the month during which the expenditure was submitted for control.
- Costs included in the reports ARE REPORTED AS TOTAL COSTS (both Interreg funds + Co-financing).
Do not make your own deductions, and do not report only the Interreg funds or the own contribution!



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Thank you

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