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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.

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)

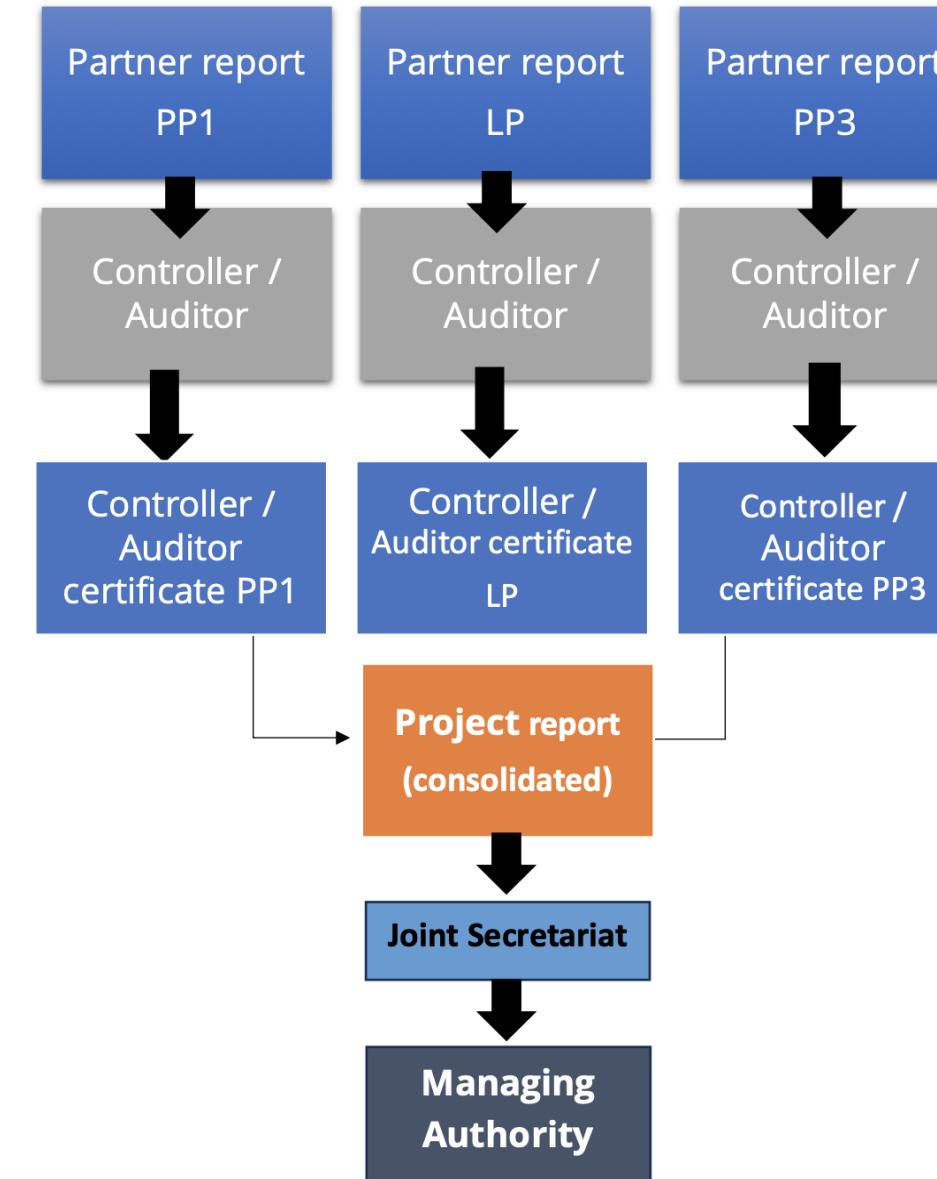
Attention 2! If any PP fails to provide any report, the further pre-financing will be calculated on a **red**

REPORTING: INTERIM AND FINAL REPORTS (3)

HOW?

1. **Every Partner prepares and submits the Partner Report** to the controller/auditor for verification
2. **Controllers/Auditors** are recommended to perform the verifications and issues the certificate via Jems
3. The **LP** consolidates the information, elaborates the Project Report and **submits via Jems** the 6 reports

REPORTING: INTERIM AND FINAL REPORTS (4)



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**.

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 entered in the project plan.
2. **Indicator achieved values are automatically aggregated in Jems**, based on the progress reports.
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)

REPORTING: INTERIM AND FINAL REPORTS (7)

Very important!

- Each PP, including the LP, is separately responsible for having its expenditure verified.
- Remember that, even if no expenditure has been made at project level during the reporting period, the report must be submitted.
- Make sure the expenditure included in the report are the ones actually incurred in the reporting period.

REPORTING: INTERIM AND FINAL REPORTS (8)

Very important!

- Check that the costs (in EURO) declared / certified in all reports (previous and current) prepared
- 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.

REPORTING: INTERIM AND FINAL REPORTS (9)

Very important!

- Regarding **procurement** documents and information to be uploaded in Jems, please
- Should a PP's **Certificate not be available** at the time of submitting a project report
- In the **final report**, the control report covers all expenditures not already reported

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.)
- In addition to the periodical focus of the project report, the **final report** shall provide a **comprehensive**...

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

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** on specific aspects of the report.
- **Reporting**, according to Programme rules and deadlines, as well as **compliance with expenditure commitment**.

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).

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 steps are recommended:

- **Start** drafting the report as soon as the reporting period has elapsed taking due consideration of the reporting period.
- **Submit** the report **in Jems**, as soon as possible;
- Financial **supporting documents** related to the expenditures declared shall be **uploaded in Jems** as soon as possible.

REPORTING: INTERIM AND FINAL REPORTS (13)

TAKE NOTE!

- The **expenditure is reported in the original currency of the invoice/bill**. Conversion into Euro is not allowed.
- Costs included in the reports ARE REPORTED AS TOTAL COSTS (both Interreg funds + Co-financing).



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Thank you

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