

Interreg
Euro-MED



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Procedures, finances and reporting

Interreg Euro-MED Programme

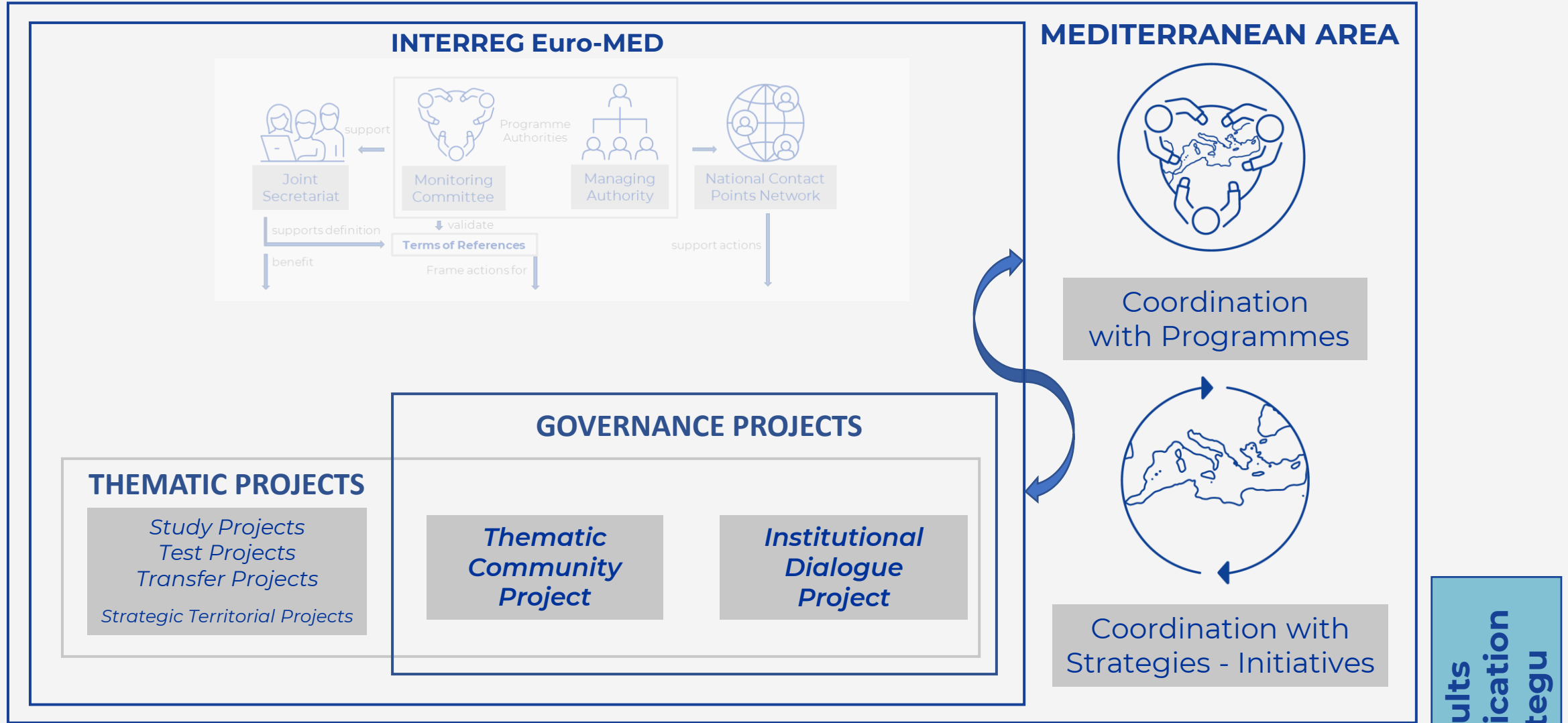
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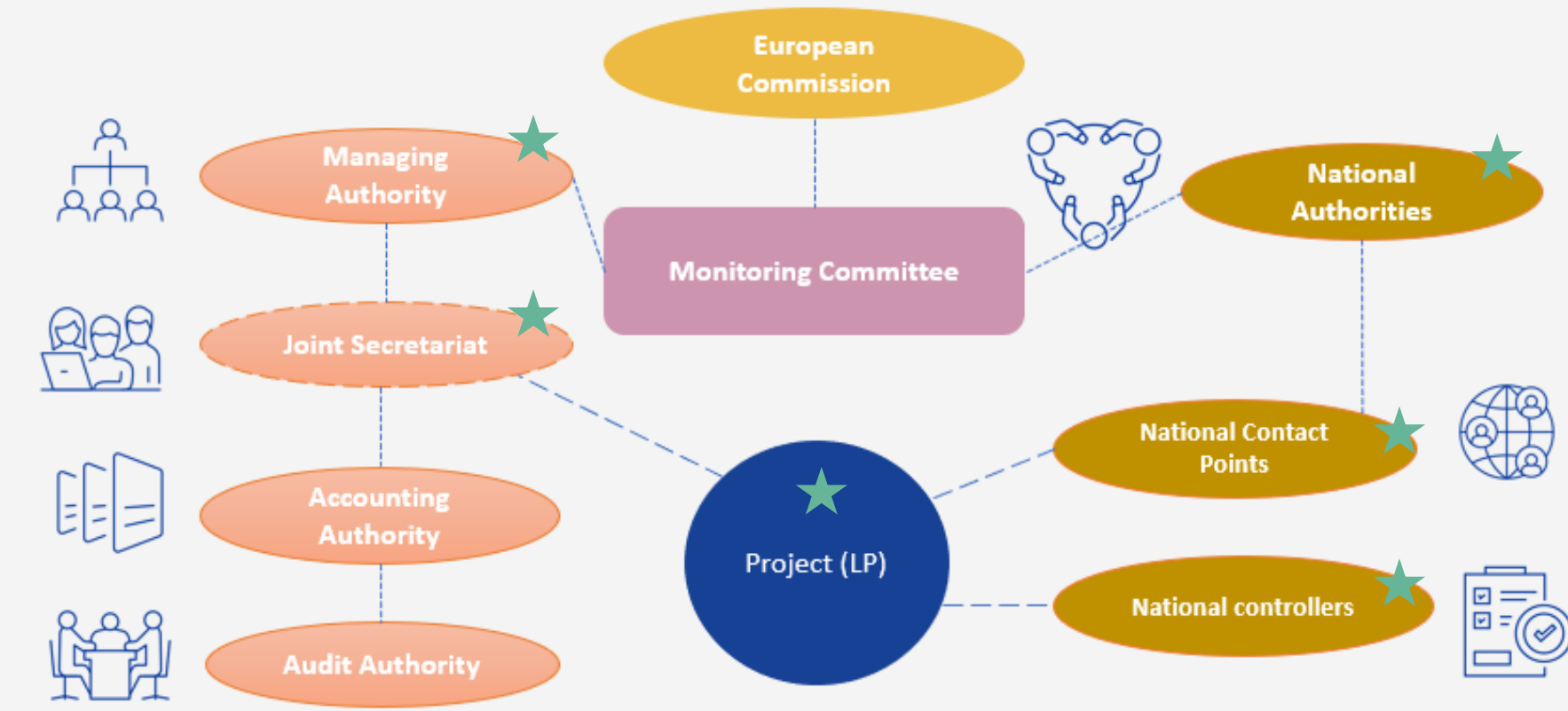
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Project management

Programme Architecture



Interreg Euro-Med Programme Bodies



Project management team

Who are they?

Lead Partner (LP)

- **Project coordinator** - thematic coordination and mobilising the partnership
- **Financial manager** - financial monitoring and management of the project budget

Subsidy
Contract

Project partner (PP)

- **Project coordinator** - contribution to project activities and reports toward the LP
- Declaration of costs to the NC online with Programme rules and procedures

Partnership
Agreement

NCP

National
Controller

NA

Associated partners (AP)

AP
declaration

MA

- **Do not receive any Interreg funding**
- **Participation** to project activities and events
- Must appear in the approved Application Form and costs for participation to events can be born by the PP iagreed in advance

JS

Key profiles among PPs

- **Communication officer** – project communication activities, collaboration with the thematic community
- **Coordinator for result amplification** - actively participate in the activities of the thematic community, ensure transferability of project productions, RAS within the PPs
- **Coordinator for carbon footprint** - strategy for the reduction of the project's carbon footprint, ensures that project activities are designed to minimize emissions,, use of the calculation tool,
- **Data Controller and Data Protection Officer** – legal obligation

Project Key documents

- Consolidated **Application Form** + annexes for each PP
- **Subsidy Contract** signed by the LP and the MA + addendum
- **Partnership Agreement** signed by the LP and each PP + updated versions
- **Payment claims** validated by the LP on Jems + Control report and certificates
- **Project reports**
- Steering Committee **Rules of procedures** and Minutes/decisions
- Project **material** and **key productions**
- **Audit trail** related to costs + Task assignment templates

Still have some doubts?

- Programme Manual (updated version)
- Terms of References of the call
- Guidelines for controller designation and control work
- Tutorials
- Guidance on costs reporting (under production)
- Basecamp User Manual
- WordPress User Manual and checklist
- Brandbook

Monitoring tool - Jems

- Under development (developing by Interact)
- All support request should send to support@interreg-euro-med.eu
- Workflows supported by Jems: application, contracting, reporting, modification of the project
- Guidelines under production (NC, PPs, NAs etc)



All tools are
provided by
the
Programme

Cooperative work tool - Basecamp

- Support the daily work of the partnership and the JS
Not accessible to NCs

Webpage of the Programme - interreg-euro-med.eu

- Updated List of contacts, Programme Manual, Guidelines, Templates, FAQ

Euro-MED carbon footprint calculator – carbonfootprint.interreg-euro-med.eu

- Support the monitoring of the carbon footprint of the projects

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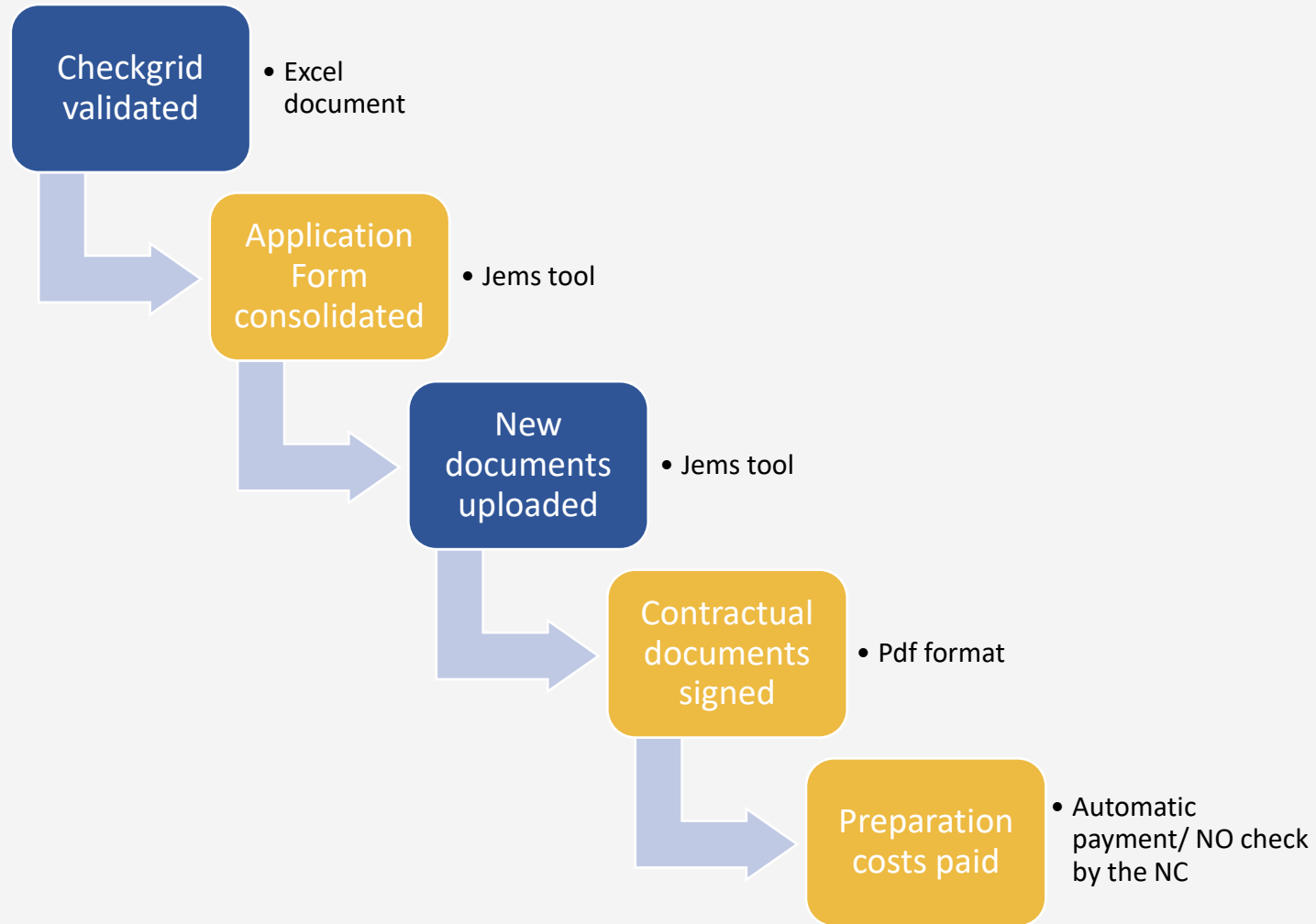


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Project implementation

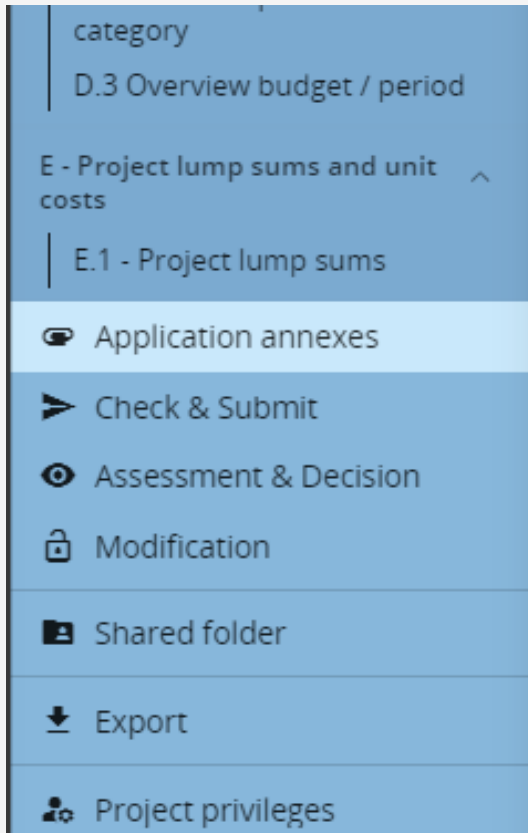
Initial steps

In a nutshell



Precontracting phase

LP must upload Key documents



Updated PPs declarations
Additional APs declarations

Updated de minimis declarations

Investment documentation (1 folder / investment)



Contracting phase

Signature of contractual documents

1. Partnership Agreement : between LP and project partners

- one page per partner
- signed either by hand (wet ink) or electronically
- must be uploaded by the LP on Jems (“contracts and key dates” section)

2. Subsidy Contract : between the LP and the Programme

- in case of Electronic signature (with Adobe sign only): the JS sends it to the LP (no obligation for the LP to have a digital signature)
- in case of wet ink signature : must be sent signed (in duplicate) to the JS by regular post
- will be uploaded by the JS on Jems (“contracts and key dates” section)

SAME FORMAT for all signatories !!!

Project start up

Preparation costs payment

- No payment request needed. Automatically paid upon signature of the subsidy contract by both parties
- Total of 37.000 € project (29.600€ of *Interreg Funds*)

Selection of Controller Art. 74(1a) Reg (EU) 1060/2021 and 45(3) Reg (EU) 1059/2021

- **Centralised system** : Designated by National Authority. Partners must contact their NA to know their Controllers.
- **Decentralised system** : Partners must contact their National Authority **as soon as possible** to know how to designate and approve their Controllers.

Project Steering Committee

- 1st SC within 3 months after project start
- Send the minutes to the JS

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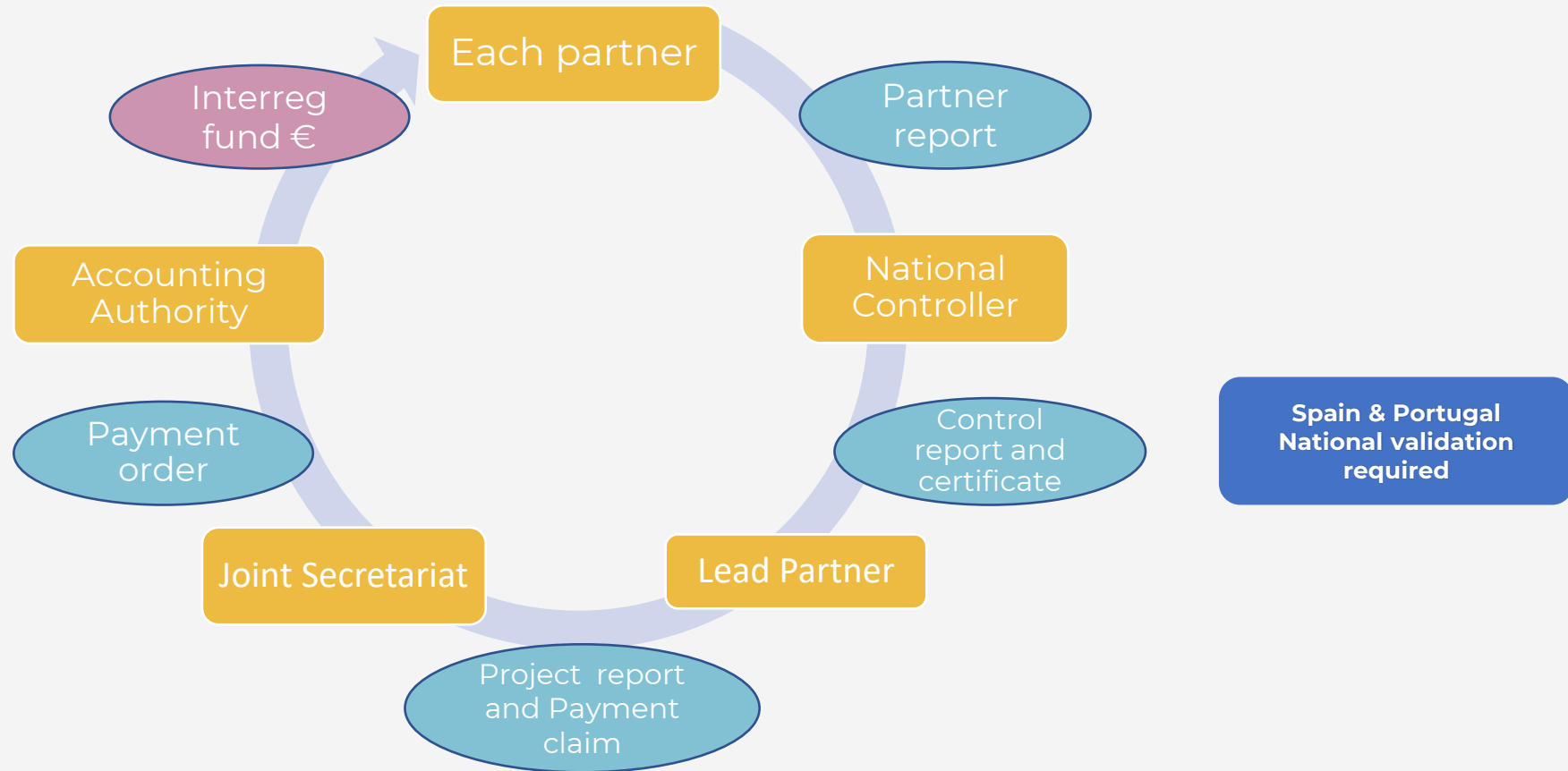


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National Controller's systems

Project lifetime

Financial flow overview



NATIONAL CONTROL SYSTEMS

CENTRALISED SYSTEM	DECENTRALISED SYSTEM
Albania	Cyprus
Bosnia and Herzegovina	France
Brussels-Capital Region*	Italy
Bulgaria	Malta
Croatia	Portugal**
Greece	Spain**
Montenegro	Flandres*
North Macedonia	
Slovenia	

* Region located outside the Interreg Euro Med Programme Cooperation Area

** In Spain and Portugal (decentralised national system) expenditure certified by controllers must also be validated at national level in order to be included in a project Payment Claim

National controller

Types of control

The verification of expenditure carried out by the NC can be done through two different types of controls:

- **Administrative verifications (i.e. desk-based verifications)**

most frequent method of implementing controls, the desk-based control or "administrative verification" is implemented by the NC from its headquarters and is based on documents and material provided by the project partners whose expenditure is being controlled

- **On-the-spot verifications (OTS)**

It allows to check the existence and delivery of goods and services as well as the accuracy of the management system put in place in each partner structure and the existence of accounting documents forming the audit trail. It is **mandatory in case of projects involving investments** !



Strongly recommended
at least once during the
project lifetime!

A specific section of the
checklist dedicated to
OTS visits

National controller

Role and duties

NC must:

- check the compliance with the **Programme's and national eligibility rules**
 - verify and **validate** partner's expenditures included in a partner report
 - Detect and report fraud and irregularity
 - complete the checklist(s) and generate the **Control Report and certificate**
-
- Control Work must be tracked in **Jems**
 - Good knowledge of controlling project expenditure under the **Structural Funds**

Regulations

> Timeline (including validation from Spain/Portugal for concerned PPs) : LP must submit

the RP **3 months after the end of the reporting period**

[Joint Electronic Monitoring system](#)

 **Jems** – Login

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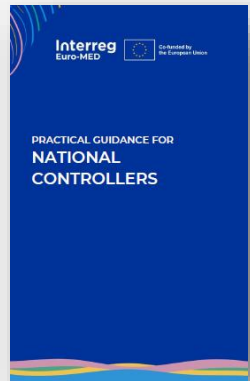
Euro-MED

Welcome to the monitoring system of Interreg Euro-MED Programme !

Access granted by the NA/NCAA/JS



Practical Guidances



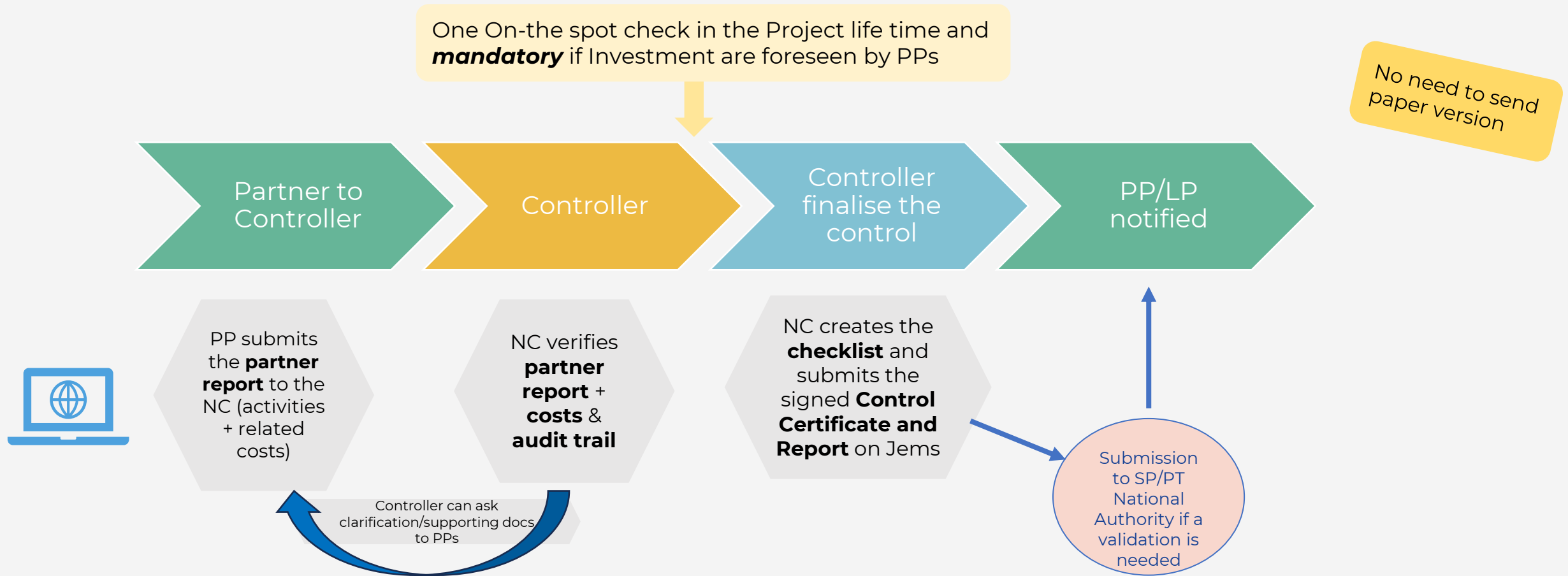
Information on each National Control System is available in the Programme's website

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The control process



Deadlines for project reporting set up in **JEMS > Project Reporting Schedule's section**

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Reporting process

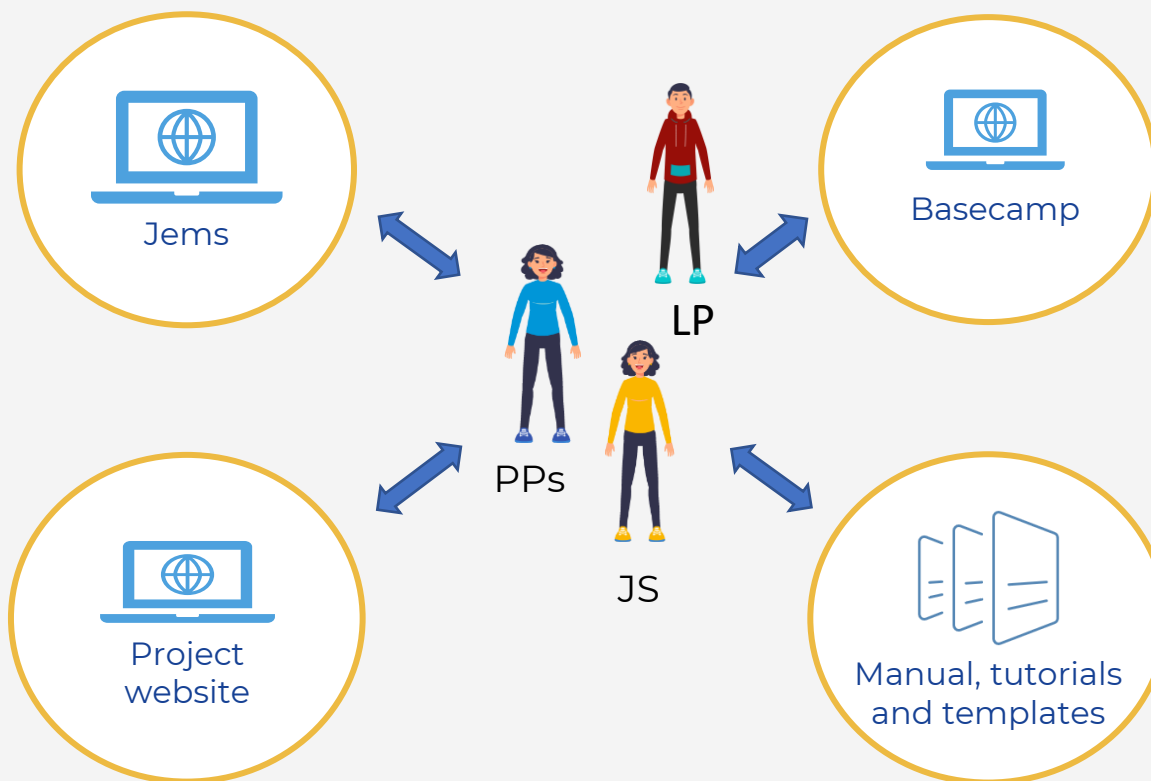
Reporting procedure

Tools and key's documents overview

Manual:
Section II. E Project
reporting and Joint
Secretariat monitoring

Activity and financial reporting

- Partner Report
- Activity and Financial Reporting
- National Control Report and Certificate
- Submission of the Reporting Package
- JS Monitoring Coherence Check



Communication

- Validated key deliverables
- News, events, forms...
- Online questionnaire

Daily monitoring

- Project exchanges
- Reporting on key deliverables
- Main project management documents
- Carbon footprint reports
- Working documents
- Project interactions

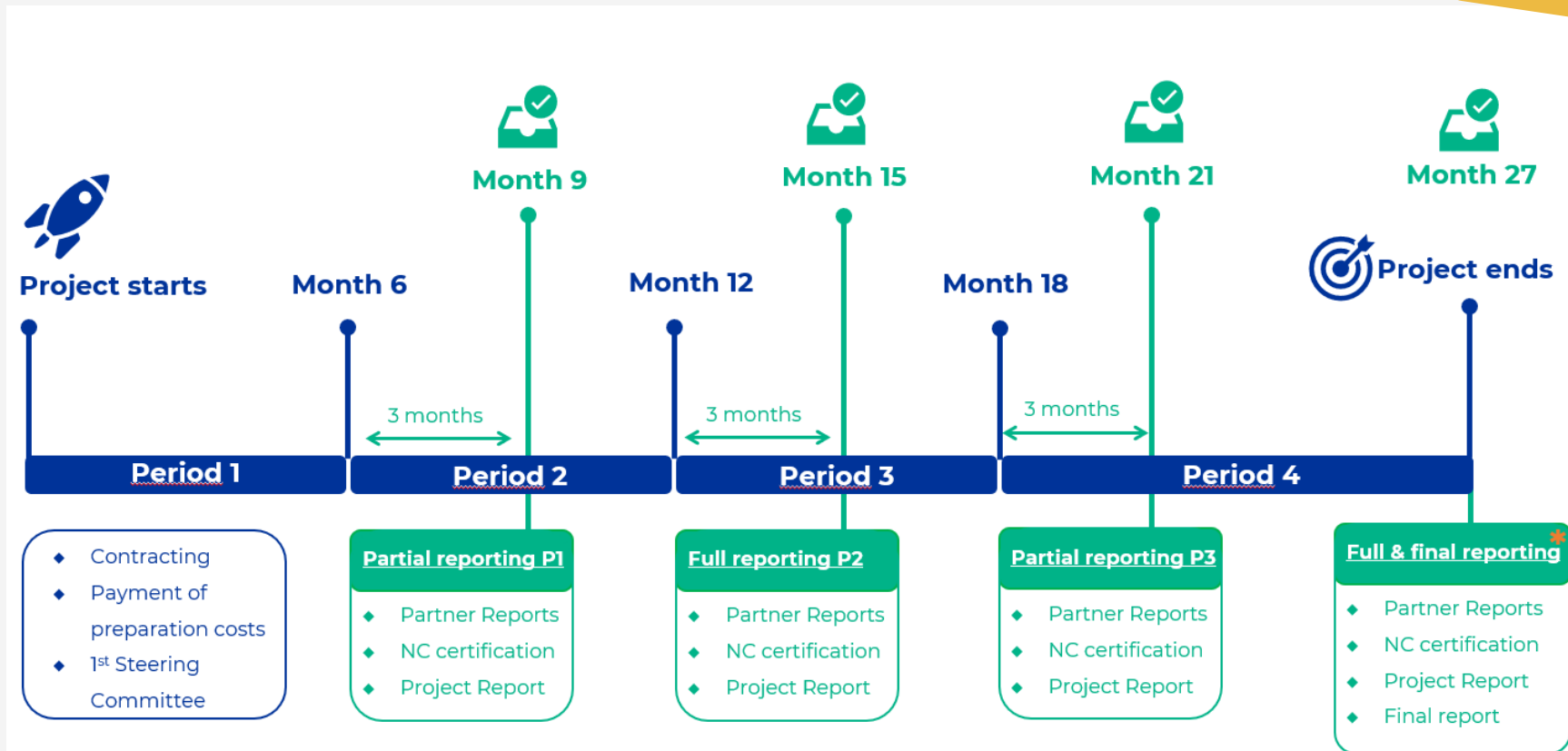
Guidance and standards

- Reporting procedures
- Ad-hoc tutorials
- Reporting on communication data
- Other specific JS requests

Project Reporting timeline

Project implementation (example: 27 months project)

Monitoring meetings:
to be defined depending on
level of risk



* No additional delay will be allowed

Project Reporting Schedule

Jems



Example: 33-months project

- Project overview
- Contracting
 - Contracts and key dates
 - Project managers
 - Project reporting schedule**
 - Partner details
 - LP1 UMalta
- Application form
- Shared folder
- Export
- Project privileges

Jems
A harmonised tool
by Interact

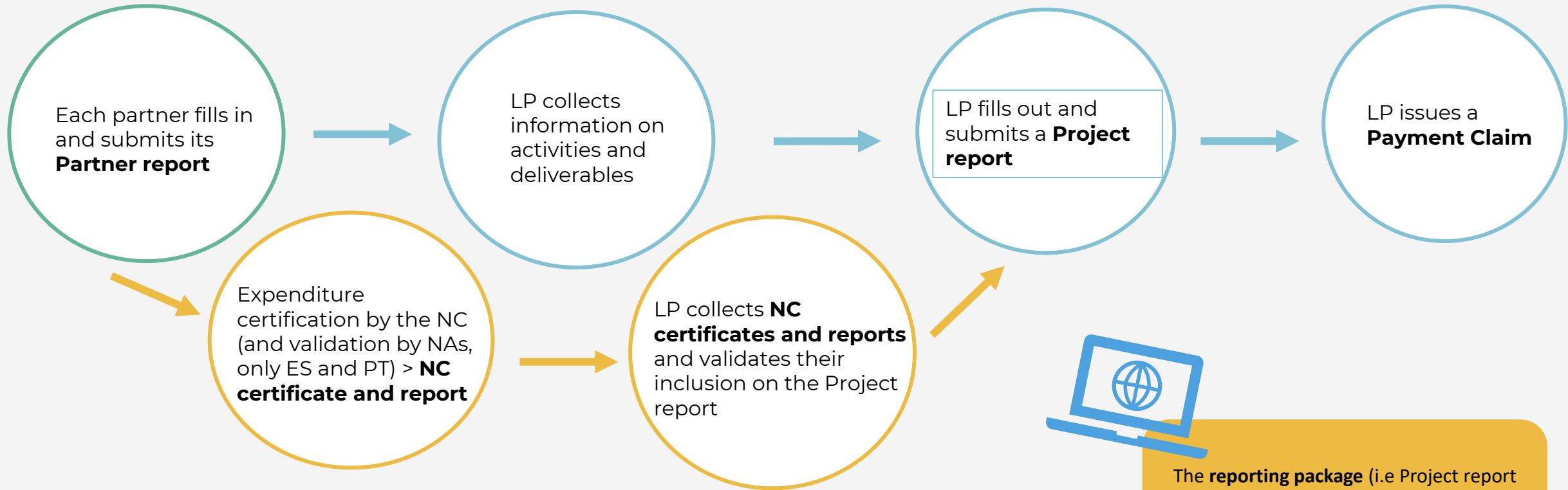
ID	Type of report	Period	Date
1	Only Content Only Finance Both	* Period Period 1, month 1 - 6	* Date 30/9/2024
2	Only Content Only Finance Both	* Period Period 2, month 7 - 12	* Date 31/3/2025
3	Only Content Only Finance Both	* Period Period 3, month 13 - 18	* Date 30/9/2025
4	Only Content Only Finance Both	* Period Period 4, month 19 - 24	* Date 31/3/2026
5	Only Content Only Finance Both	* Period Period 6, month 31 - 33	* Date 30/9/2026



Reporting procedure: general overview

When ready, **finalised versions of the key deliverables** are uploaded on **Basecamp** by the LP

The JS validates the Key deliverables, and they are **published on Jems** for subsequent publication



The **reporting package** (i.e Project report and Payment Claim) must be submitted to the JS approval on time!!!

Reporting Procedure

Partial and full Reporting

After each reporting period:

- **Each partner** claiming costs (including the LP) must submit in **Jems**:
 - **At least 1 partner report**
 - **1 National Control Certificate(s) and report** (+ National Validation where needed)

The **Lead Partner** must submit in Jems a **REPORTING PACKAGE** composed of

- 1 **project report** :
 - **Partial reporting** (after periods **1, 3, 5...**) > **partial version** of the project report
 - **Full reporting** > **full version** of the project report
- 1 **payment claim**
- A **report on ineligible expenditures**, if relevant
- **The PPs “control package”, (all documents related to the National certification of PPs expenditures).**

Life cycle of a Reporting Package

Partner report + Control Package: National Control Certificate and Report is signed and submitted in Jems



LP gathers all PPs materials, creates the Project Report and submits the Payment claim



The **Reporting Package** is sent to the **JS**

The **JS** starts the **administrative** and **control check**

The **MA** validates the JS verifications, and prepares the payment order to be addressed to the Accounting Authority

The **Accounting Authority** carries out the payments, in favour directly of each partner

Good quality information
allows a **smoother**
assessment by the JS

Project partner

Role and responsibility in the Reporting process

Project partners must:

- ✓ Comply with the terms of the subsidy contract and partnership agreement
- ✓ Ensure that a **National Controller (NC) is designated** as soon as possible after project approval
- ✓ **Implement activities** according to the consolidated AF
- ✓ **Submit on-time activities and costs** (partner report) **to the NC** + supporting documentation via JEMS (planning to be agreed with the LP and respective NC)
- ✓ Ensure that the **complete documentation** is made available on time to the LP (signed version of the certificate + checklist duly completed)

Partner Report and Control package

- Includes both **activity and financial reporting**
- Compulsory for all the partners (including LP) reporting costs
- The PP lists all the expenses incurred in a specific reporting period
- For the activity reporting, the project must fill in **at least the “Report identification”** section



The screenshot shows the "Reporting Partner reports" interface. On the left is a navigation menu with categories: Reporting, Project reports, Partner reports, Contracting, Contract monitoring, Contracts and agreements, and Project managers. Under "Partner reports", "LP1 LP TEST" is selected. The main content area shows a header "LP1 LP TEST" with a blue button "+ Add Partner Report" circled in green. Below is a table with columns: ID, Status, Included in project report, AF version linked, and Reporting period. A row with ID "R.14" is shown, with a "Draft" status button circled in green.

ID	Status	Included in project report	AF version linked	Reporting period
R.14	🔄 Draft		5.0	

The screenshot shows the "Partner report R.1" form. At the top, the status is "Draft" with a refresh icon, circled in green. Below is a horizontal navigation bar with tabs: "Report identification" (circled in green), "Work plan progress", "Contracts", "List of expenditures", "Contributions", and "Report annexes". The main content area shows the heading "A.1 Partner progress report identification".

Partner Report and Control package

Activity reporting

The “**Report identification**” section includes:

- Summary of partner’s work in reporting period
- Partner’s problems and deviations
- Partner spending profile (automatically filled)
- Target groups

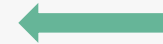
Reporting on the work plan progress can be required by the Lead Partner or the NC

A.2 Summary of partner's work in reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables delivered in this reporting period.

EN FR

Enter text here

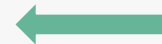


A.3 Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.

EN FR

Enter text here



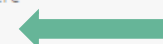
A.4 Partner spending profile

Partner number	Period target	Current report	Cumulative target
PP10		0,00	

In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

EN FR

Enter text here



Target groups

In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

Partner Report and Control package

Financial reporting

First step before checking expenditures, have a look at **external contracts** !

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

Contracts

The partner contracts included in all previously created partner reports show up here. Be aware, when you delete a procurement in an old draft report, it also gets deleted in new reports and

+ Add Contract

The expenditures must be linked to the corresponding "external contract"

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	Unit costs and Lump sums	Cost category	Contract ID	Internal reference...	Invoice no.	Invoice date	Date of payment	Description	Coi
R6.1	N/A	External expertise a...	N/A						

+ add expenditure

Before reporting any cost related to an external contract, each PP must have created the corresponding external contract in a dedicated tab in JEMS



Financial reporting

Partner report R.14

LP1 LP TEST

Report identification

Work plan progress

Contracts

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 verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

All **financial sections** of the Partner report are compulsory:

- Contracts
- List of expenditures
- Contributions
- Financial overview (automatically filled)



Partner Report and Control package

Financial reporting: where to add the attachments

Please consult your NCP for any doubts concerning the audit trail

You can add **ONE** attachment to each expenditure (**ZIP file or merged PDF**)

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		Comment	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments
R2.1	<input type="checkbox"/>		0,00	0,00	0,00	EUR	1	0,00	
R2.2	<input type="checkbox"/>		0,00	0,00	0,00	* PI	0	0,00	

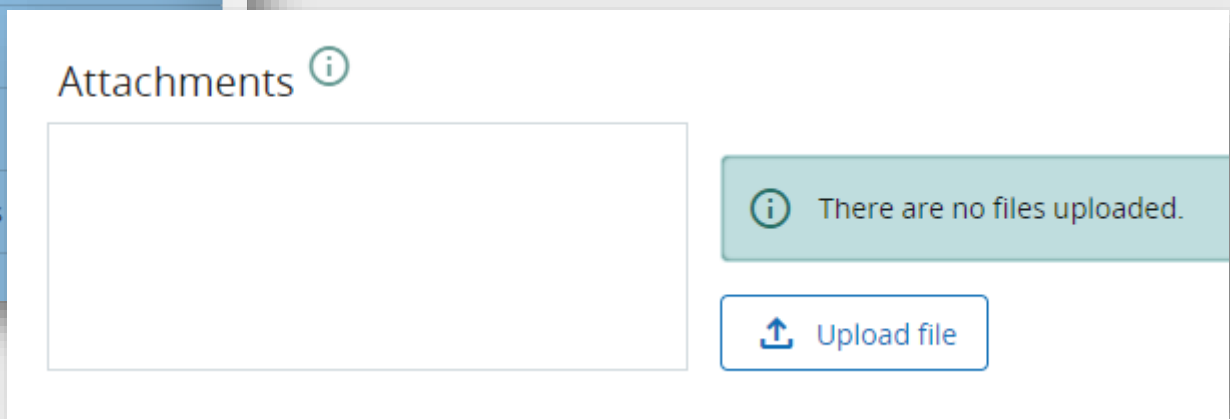
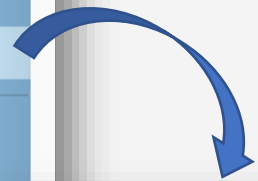
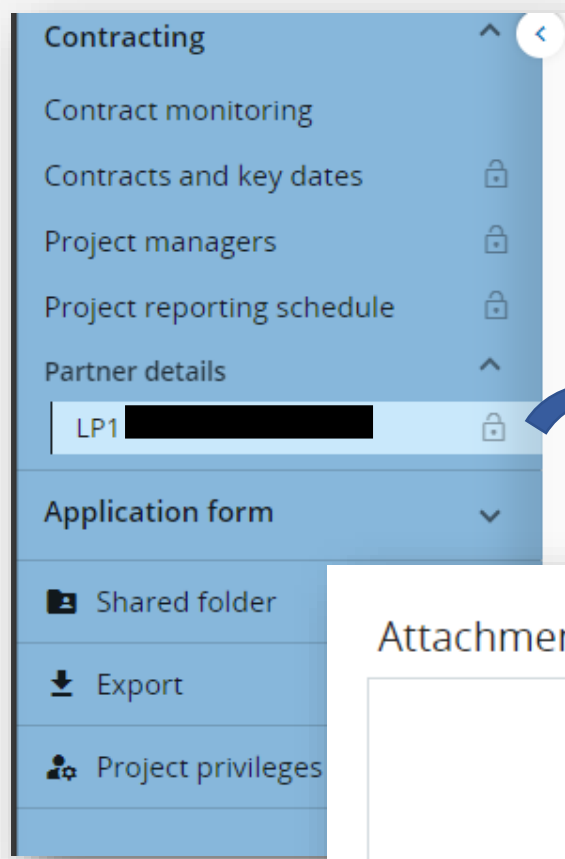
ATTENTION: You must **SAVE** the expenditure and you shall **attach** document
ONLY AFTER SAVING

Partner Report and Control package

Financial reporting: where to add the attachments

Exception: the **staff tasks assignment templates (STAT)**

Each partner must attach the updated tasks assignment to their corresponding **partner details** section



Partner Report and Control package

Financial reporting: sensitive data on expenditures




Some of the fields of the staff costs expenditures can be declared as sensitive data:

Expenditures' description, comment and attachments.

Partners can hide the sensitive data by clicking on the **little square at the beginning of the expenditure item:**



ID		Previous parke
R2.1	<input checked="" type="checkbox"/>	
R2.?	<input type="checkbox"/>	

The LP can choose the Jems users of each PP that can have access to the sensitive data in the **project privileges** section, by activating the **sensitive data option**

*This option **must** always be active for the LP user*

* Jems username view edit Sensitive data

Partner Report and Control package

Starting the control work

Partner Report is submitted ✓



ID	Status	Included in project...	AF version linked	Reporting period	Date of report...	Date of first submission	Last submission	Amount submitted	Control end date	Total eligible after control for current...	Control
R.8	Submitted		3.0	Period 1, month 1 - 1	17/10/2023 16:23	18/10/2023 14:44		1.791,72			Start control

The controller can start the **control work**, by clicking on “**start control**” .

Partner Report’s status moves to “**control ongoing**”.

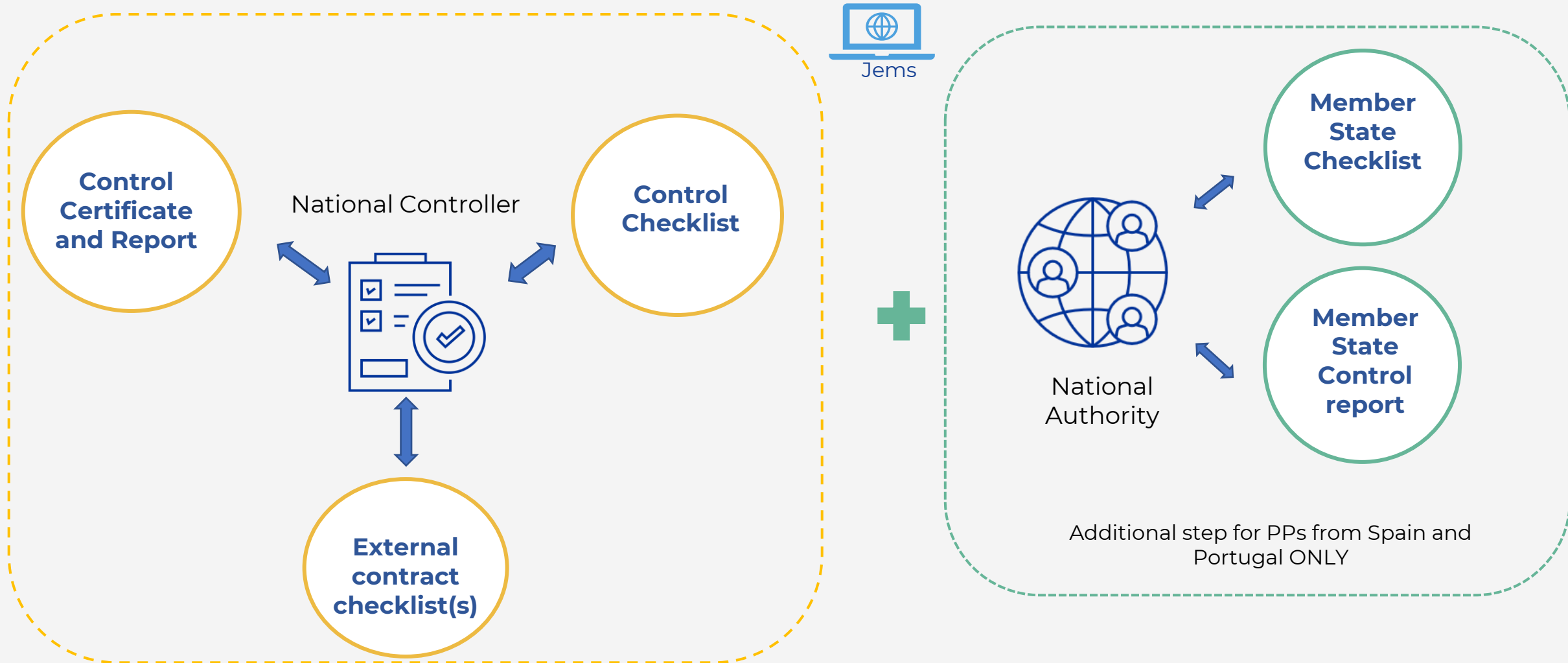
Control ongoing	2.0	17/02/2023 11:19	17/02/2023 11:19	0,00	Open controller ...
-----------------	-----	------------------	------------------	------	---------------------

The controller can open the control report and start the verifications:

1. Control identification
2. Control checklist: the NC **must** generate and upload a checklist with questions regarding the control of expenditures and eventual checklists on external contracts
3. Expenditure verification: **corrections** and **possibility to park expenditures**
4. Control documents: the NC has the possibility to ask for supporting documents to clarify expenditures items
5. Overview and finalize: the **NC generates** and uploads the **Control Certificate and Report**

Partner Report and Control package in a nutshell

Composition of a receivable “control package”



Partner Report and Control package

Control checklists

The LP **must** check and ensure that all checklists are complete and finalized before including a certificate in a Project report

Control Report for: Partner report R.1
LP1 DIBA, Community4Tourism

Status Certified Switch to partner report Reopen control report

Report Identification Expenditure verification Control documents **Control checklists** Overview and Finalize

Control checklists

Controllers can start checklists in this section during ongoing control. Starting checklists after certification requires an additional privilege. All checklists will be visible read-only also to partners once control is Finalised.

+ instantiate new checklist

Member State checklist		
External contract Checklist		
Control checklist	User	Finished date

Member State Checklist (only for Spanish and Portuguese PPs): After the end of the control work and before the submission of the payment claim.

External contract Checklist: One for every new external contract linked to the expenditures (NC must add the contract id in the "comment" field).

Control checklist: Redline for the control task! It contains questions on:

- Accounting system
- Bank account
- Audit trail

Partner Report and Control package

Control checklists



Control checklist: for the 2 first questions, if answer is YES, a justification MUST be provided.



1.1. Accounting System

1.1.1 Project partner maintains separate accounting records/system, or accounting code, for all transactions related to the project. Ensuring separation of project expenditure for all transactions relating to the project.

[according to Article 74 1a(i) CPR]

In case of YES, please describe the tangible mechanism putted in place by the PP to ensure the respect of this principle and related documents (internal procedure, etc.).

In case of No, 0,00 euro should be certified and please detail here the follow up actions foreseen.

Please select Yes or No for the question 1.1.1

Yes No



1.1.2 Double-financing is excluded.

e.g., The accounting system avoids the allocation of the same invoice to different projects, the invoices are stamped with the project identification.

In case of YES, please describe how it was ensured.

In case of No, 0,00 euro should be certified, and please provide further explanation and detail the follow up actions foreseen.

Please select Yes or No for the question 1.1.2

Yes No



1.1. Accounting System

1.1.1 Project partner maintains separate accounting records/system, or accounting code, for all transactions related to the project. Ensuring separation of project expenditure for all transactions relating to the project.

[according to Article 74 1a(i) CPR]

In case of YES, please describe the tangible mechanism putted in place by the PP to ensure the respect of this principle and related documents (internal procedure, etc.).

In case of No, 0,00 euro should be certified and please detail here the follow up actions foreseen.

Please select Yes or No for the question 1.1.1

Yes No

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed non risus. Suspendisse lectus tortor, dignissim sit amet, adipiscing nec, ultricies sed, dolor.

1.1.2 Double-financing is excluded.

e.g., The accounting system avoids the allocation of the same invoice to different projects, the invoices are stamped with the project identification.

In case of YES, please describe how it was ensured.

In case of No, 0,00 euro should be certified, and please provide further explanation and detail the follow up actions foreseen.

Please select Yes or No for the question 1.1.2

Yes No

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed non risus. Suspendisse lectus tortor, dignissim sit amet, adipiscing nec, ultricies sed, dolor.

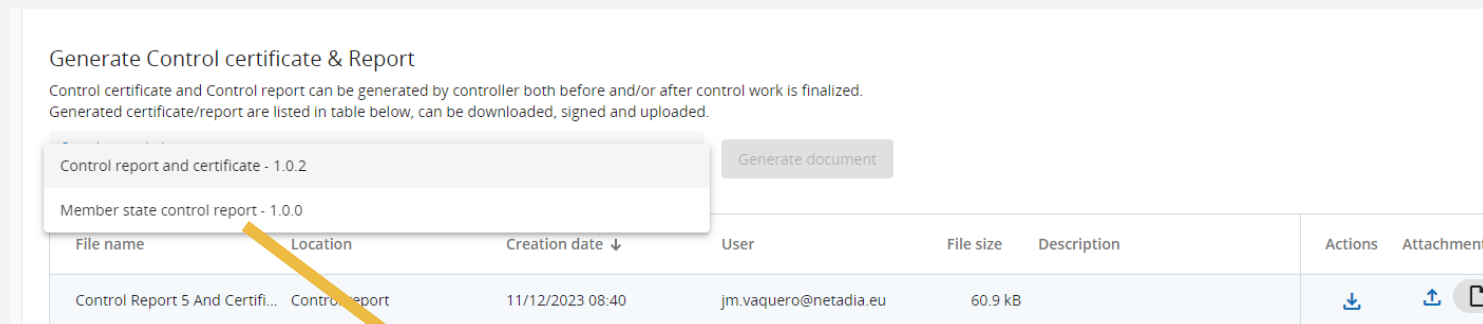
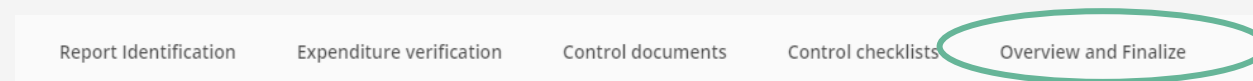
Partner Report and Control package

Control Work

EACH Controller is responsible of generating the **NATIONAL CONTROL CERTIFICATE AND REPORT**

It is an essential document for the audit trail to claim costs incurred by each PP

Generated, downloaded and signed by the NC or reviewer, after submission of the control report
Signed version (wet ink or electronic) is uploaded on JEMS



Member State control report (only for Spanish and Portuguese PPs): generated, downloaded, signed and uploaded by the National Authority after submission of the finalized control report.



National Control Certificate and Report must be generated AFTER finalizing the control report

Point of Attention on Reporting !

YES

- Should a PP not be able to produce a **National Control Certificate and Report** in time, expenditures can be submitted in the following **Reporting Period !**
- **Parked expenditures can be** re-submitted by PP in the following reporting period
- If the **National Control Certificate and/or Report** is submitted and **needs to be re-opened**, an express request must be sent by the NC to LP and JS

NO

- Not possible to modify and or/entry new expenditures in a **Partner Report already**
- It is not possible to include costs that have been paid out after the end of the reporting period of a progress report



Cf: National Control guidelines

Life cycle of a Reporting Package

Partner report – Control Package: National Control Certificate and Report is signed and submitted in Jems



LP gathers all PPs materials, creates the **Project Report** and submits the Payment claim



The **Reporting Package** is sent to the **JS**

The **JS** starts the **administrative** and **control check**

The **MA** validates the JS verifications, and prepares the payment order to be addressed to the Accounting Authority

The **Accounting Authority** carries out the payments, in favour directly of each partner

Good quality information
allows a **smoother**
assessment by the JS

Lead partner

Role and responsibility in the Reporting process

Payment Claim
statement from
the LP

Before submitting the Project Report LP MUST ensure that:

- the expenditure reported by all partners **result from implementing the project** (> **list of expenditure**)
- **National Validation from Spain and Portugal** is available (> **national validation**)
- **a tangible system to prevent double-funding and to identify project expenditures exists** for each Project Partner and is described in the control checklist(s) (> **NC checklists**)
- the **cumulated certified amount** for each Project Partner is less or equal to the available budget
- **no anomalies have been detected** among expenditure and activities > the report on ineligible costs must be attached to the payment claim
- the signed version of the Control Report and Certificate is available for each PP

Project Reporting Schedule

Example: 33-months project

After every reporting period, the Lead Partner must submit a Project Report

Jems



- Project overview
- Contracting
- Contracts and key dates
- Project managers
- Project reporting schedule**
- Partner details
- LP1 UMalta
- Application form
- Shared folder
- Export
- Project privileges

Jems
A harmonised tool
by Interact

ID	Type of report	Period	Date
1	<input type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input type="checkbox"/> Both	* Period Period 1, month 1 - 6	* Date 30/9/2024
2	<input type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input type="checkbox"/> Both	* Period Period 2, month 7 - 12	* Date 31/3/2025
3	<input type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input type="checkbox"/> Both	* Period Period 3, month 13 - 18	* Date 30/9/2025
4	<input type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input type="checkbox"/> Both	* Period Period 4, month 19 - 24	* Date 31/3/2026
5	<input type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input type="checkbox"/> Both	* Period Period 6, month 31 - 33	* Date 30/9/2026

Partial reporting

Full reporting

Partial reporting

Full reporting

Full/Final reporting

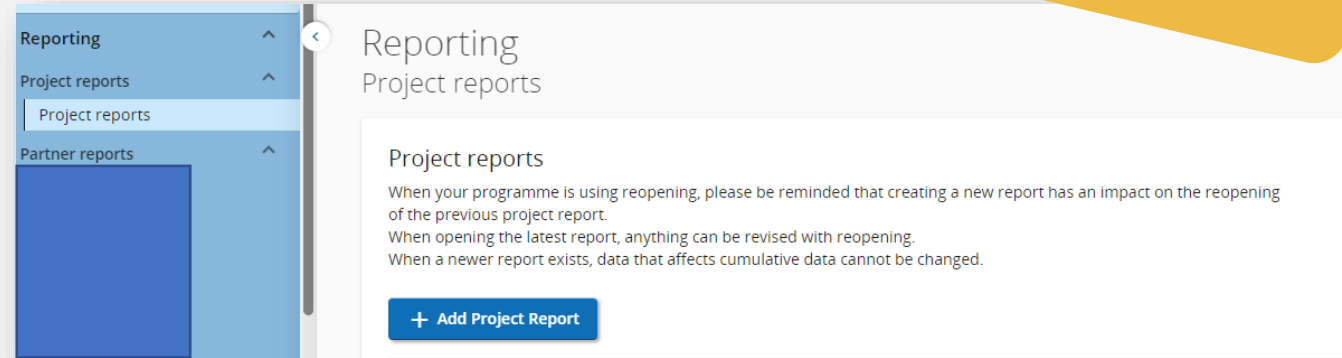
Reporting Package

Project report: Partial and Full reporting

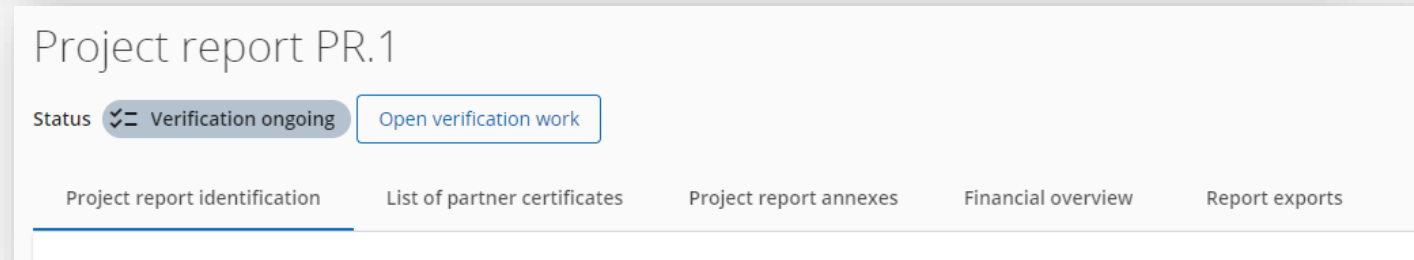
Courtesy version available on the website

1 report, **2 different types of reporting**: **Partial reporting** (after periods **1, 3, 5...**) and **Full reporting**.

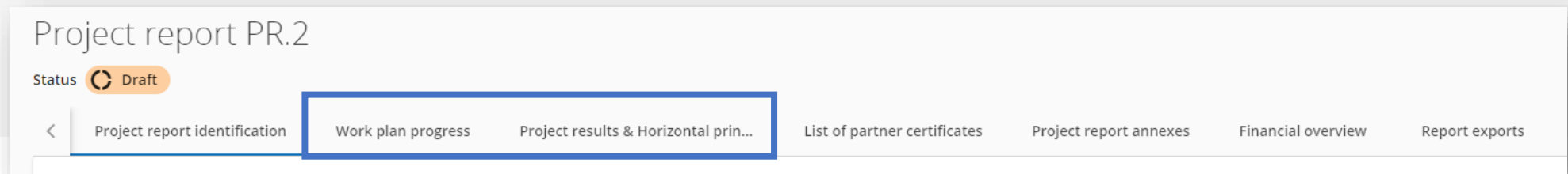
During partial reporting, the sections “**work plan progress**” and “**project results and horizontal principles**” of the Project report are **not required**.



The screenshot shows a web interface for 'Reporting Project reports'. On the left is a navigation menu with 'Reporting' (expanded), 'Project reports', and 'Partner reports'. The main content area is titled 'Reporting Project reports' and contains a sub-section 'Project reports' with explanatory text and a '+ Add Project Report' button.



The screenshot shows 'Project report PR.1' with a status of 'Verification ongoing' and an 'Open verification work' button. Below the title is a horizontal menu with tabs: 'Project report identification' (selected), 'List of partner certificates', 'Project report annexes', 'Financial overview', and 'Report exports'.



The screenshot shows 'Project report PR.2' with a status of 'Draft'. Below the title is a horizontal menu with tabs: 'Project report identification', 'Work plan progress' (highlighted with a blue box), 'Project results & Horizontal prin...', 'List of partner certificates', 'Project report annexes', 'Financial overview', and 'Report exports'.

Reporting Package

Project Report: Activity reporting

Project report PR.1

Status Verification ongoing

[Open verification work](#)

Project report identification

List of partner certificates

Project report annexes

Financial overview

Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.

EN FR

Outputs and results overview

Programme Result Indicator 31PSI: Organisations with increased institutional capacity due to their participation in cooperation activities across borders

Programme Result Indicator 31104: Solutions taken up or up-scaled by organisations

Project performance monitoring

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found. Please also detail any deviations in the spending profile compared to the amounts indicated in the application form. In case of specific problem, mention the name of the PP concerned.

EN FR

Please provide the carbon footprint analysis required in the project manual (II.E.vii) (full reporting only)

EN FR

Target groups

In the table below, you will see a list of the target groups you indicated in the application form. Please explain for each target group in what way and to what extent they were involved in your project in this reporting period.

The “**Project report identification**” tab : basic information to evaluate the progress of the project during the period.

It MUST BE FILLED IN and includes:

- Highlights of main achievements
- Outputs and results overview (automatically filled)
- Project problems and deviations (**includes carbon footprint, only for full reporting**)
- Target groups: **only for full reporting**

Reporting Package

Project Report: Activity reporting

Project report PR.2

Status 🔄 Draft

< Project report identification **Work plan progress** Project results & Horizontal prin... Lis of partner ce

Hidden by the system during Partial Reporting

In the “**Work plan progress**”, and the “**Project results and Horizontal principles**” sections, the LP must report in detail the progress in the development of the work plan and objectives of the project. The LP must indicate the status and the progress for every:

- **Work package: project specific objective and communication objective**
- **Activity, deliverable and investment**
- **Output**
- **Result**
- **Horizontal principle**

Work package 1

This work package is completed.

What is the progress towards the objectives in this work package as defined in the application form? Status should be cumulative.

Project specific objective

Project specific objective: Facilitate the exploitation, sharing and reuse of knowledge, experiences and project results by other Euro-MED projects or other programmes to foster the production of relevant work, and establish conditions to develop synergies between projects. Status: [Dropdown]

Explanations: [Text area] [EN FR]

Communication objective

Communication objective: Raise awareness of the past and new Sustainable Tourism thematic communities activities, concrete outputs and results in partner states and regions through the design of communication and campaigns aiming at encouraging the reuse of existing knowledge and practices inside and outside the community. Status: [Dropdown]

Explanations: [Text area] [EN FR]

Progress

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

Enter text here: [Text area] [EN FR]



Quantification of outputs and results is only requested in the final report

Progress in Horizontal principles is only requested in the final report

Reporting Package

Project Report: Reporting on outputs, results and indicators

- The LP collects information from the PPs and includes it on the Project Report in a synthetize way
- Quantitative information on indicators performance is provided during **final reporting**
- The LP must follow all reporting requirements and criteria set by the programme.
- **Key deliverables and outputs** (a.k.a. key productions) must be uploaded **on Basecamp as soon as they are ready, and on Jems after their validation by the JS.**

O 1.2 Organisations cooperating formally for the enhancement of sustainable tourism				
Output title Organisations cooperating formally for the enhancement of sustainable tourism				
Programme output indicator 31087: Organisations cooperating across borders			Measurement Unit organisations	
Delivery Period Period 14, month 79 - 81	Target Value 38,00	Achieved value 0,00	Reporting period	Cumulative value 0,00
Progress in this period				

EN FR

Reporting Package

Project report: Partial and Full reporting

PARTIAL REPORTING	FULL REPORTING
Project report Identification	Project report Identification
	Work plan progress
	Project results and horizontal principles
List of partner certificates	List of partner certificates
Project report annexes	Project report annexes
Financial Overview	Financial Overview
> Submit	> Submit

Reporting Package


Project Report: Financial reporting

In the “**list of partner certificates**” section, the LP, after verification of the expenditures, selects the certificates that will be included in the finalized Project report and whose reimbursement will be requested through the Payment Claim.

Only complete certificates, with all checklists and certificates, including the Member State Control report for PPs from Spain and Portugal, duly filled and attached must be included in the project report.

The “**financial overview**” section presents summary of all the expenditure included in the report.

Project report PR.2

Status  Draft

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 checked="" type="checkbox"/>	LP1	R.1	31/10/2023 10:20	PR.1	54.378,32
<input checked="" type="checkbox"/>	PP2	R.1	30/10/2023 13:39	PR.1	9.307,97
<input checked="" type="checkbox"/>	PP6	R.1	27/10/2023 14:29	PR.1	39.850,35

Items per page: 25 1 - 3 of 3 < >

All available certificates are automatically selected by the system. The LP must de-select all certificates not to be included in the report

Reporting Package

Project Report submission and Payment Claim

Once completed, the LP submits the Project report.

After the submission, the LP must generate and attach the **"PAYMENT CLAIM"**, a document which represents the official reimbursement request for the Interreg Funds corresponding to the certificates included in the Partner Report.

The document can be generated in the **"report exports"** section, and it must be uploaded in the **"Project report annexes"** section.

If there are **anomalies** in the expenditures to be reported to the JS, the LP must fill in a **report on ineligible costs**, which can be generated and uploaded in a similar way

The image shows two overlapping screenshots of a web application interface. The top screenshot is titled 'Project report PR.1' and shows a 'Status' of 'Verified' with an 'Open verification work' button. It has a navigation bar with 'Project report identification', 'List of partner certificates', 'Project report annexes', 'Financial overview', and 'Report exports'. The 'Report exports' section is active, showing an 'Export Plugin' dropdown set to 'Project Report (Example) export' and an 'Export language' dropdown set to 'English'. Below this is an 'Input language' dropdown set to 'English' and a blue 'Export' button circled in green. A blue curved arrow points from this 'Export' button to the bottom screenshot. The bottom screenshot is titled 'Project report annexes' and shows a navigation bar with 'Project report identification', 'Work plan progress', and 'Project results & Horizontal prin...'. It displays a list with a dropdown arrow next to 'Project report PR.2' and sub-items 'Work plan progress' and 'Project results & horizontal principles'. A message box says 'There are no files uploaded.' and a blue 'Upload file' button is circled in green. A yellow banner in the top right corner of the interface says 'No signature needed'.

2. Lead Partner declaration

I, Managing Director [REDACTED] as the legal representative of [REDACTED], acting as a project lead partner in the project [REDACTED] request the payment of the Interreg funds relating to the implementation of the abovementioned project for the amount of the current claim which is: [REDACTED] €

In the role of Lead partner of the project, I confirm, for the purposes of reimbursement of expenditure by the Programme, that:

- all documents presented in the present reporting package correspond to expenditure incurred as part of the project as described in the consolidated application form;
- for each certificate included in the payment claim, a checklist has been completed by the National Controller and where applicable, the Portuguese and Spanish national validations have been signed and are available on Jems;
- a tangible system to prevent double-funding and to identify project expenditures exists for each Project Partner and is correctly described in the control checklist(s) attached to the control report (e.g. separate accounts, electronic identification code attached to the operation, stamp cancelling invoices, etc);
- the cumulated certified amount for each Project Partner is less or equal to the amount available in the Partner budget;
- no anomalies have been detected among the certified expenditure and the activities included in this reporting package, otherwise the report on ineligible costs is attached to this claim;
- the above-mentioned amount will be paid directly to each partner in accordance with the breakdown presented in point 3 and after deduction of any ineligible amount reported by me or by the competent National Authorities¹ or detected by the MA.

Life cycle of a Reporting Package

Partner report – Control Package: National Control Certificate and Report is signed and submitted in Jems



LP gathers all PPs materials, creates the **Project Report** and submits the Payment claim



The **Reporting Package** is sent to the **JS**

The **JS** starts the **administrative** and **control check**

The **MA** validates the JS verifications, and prepares the payment order to be addressed to the Accounting Authority

The **Accounting Authority** carries out the payments, in favour directly of each partner

*Good quality information
allows a smoother
assessment by the JS*

Reporting Package submitted by the LP



The JS starts the verification

**Manual :
Section II. E Project
reporting and Joint
Secretariat monitoring viii.
Joint Secretariat
monitoring**

Reporting
Project reports

Project reports

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous project 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 Project Report](#)

ID	Status	AF Version linked	Reporting Period	Report Type	Date of report creation	Date of first submission	Amount requested	Date of verification end	Total eligible after verification	Verification	Delete
PR.2	Verificati...	3.0	Period 1, month 1 - 6	Finance	01/12/2023 10:14	04/12/2023 10:35	49.535,46			Open verification work	

JS verification

Clarification Rounds

During verification, exchanges JS - LP are 100% carried out through JEMS

There are notifications for every upload

Verification work for: Project report PR.1

Status Verification ongoing Switch to project report

Verification communication

Verification communication

In this section both JS/MA and project user(s) can upload and download documents. This can be used for clarification rounds during verification, if programme rules allow. Attention: Once verification work is finished deletion or editing won't be possible anymore!

Project report PR.1

Verification communication

There are no files uploaded.

Upload file

- Project Officer Q&A : **ACRONYM_Q&A_RPOX_VIJS**, afterwards V2, V3... until FINAL.
- LP Reply : **ACRONYM_Q&A_RPOX_VILP**, afterwards V2, V3... until FINAL.
- Attachments sent by the LP: **ACRONYME_Q&A_RPOX_VX_N° question.**



Once the final Q&A is uploaded all the intermediary ones can be deleted

Verification work for: Project report PR.1

Status Verified [Switch to project report](#)

Verification communication [Overview](#)

Overview of verification work for current project report (Euro)

This is the summary of the verification work only for current Project report.

The amounts displayed in this table include flat rates calculated on top for each partner, apart from the column included in verification sample.

Total deducted amounts are calculated as: Total eligible after control - Total eligible after verification - Parked in current report, thus every potential rounding differences will always go to Total deducted in current report column. In some cases, Total deducted may differ from Deducted JS + Deducted NA, due to rounding.

Partner report ID	Partner	Total eligible after control (in Euro)	Included in verification	% sampled of total without	Parked in current report ⁱ	Deducted JS	Deducted NA (ES/PT)	Deducted amount in EUR	Total eligible after verification	% after verification /
Total		0,00 without flat rates 0,00	0,00	%	0,00	0,00	0,00	0,00	0,00	%

Total eligible after verification of current report, broken down per financing sources (Euro)

This is the breakdown of amounts eligible after verification of current report, broken down per financing sources and per partner report included in this project report.

Totals are used as calculation basis. They are the amounts after verification of the project report, including all deductions made in Project expenditure verification tab & flat rates, if any.

Partner Report	Partner	Partner contribution ⁱ	Public contribution ⁱ	Automatic public contribution ⁱ	Private contribution ⁱ	Total ⁱ
Total		0,00	0,00	0,00	0,00	0,00

Jems dashboard and notifications

Interreg Euro-MED Co-funded by the European Union Staging Dashboard

Dashboard

Welcome Axel Rodriguez Garrote to Interreg Euro-MED Programme!

Notifications

Time	Related call	Project	Acronym	Partner	
My partner reports This section lists all partner reports of partner/projects you are assigned to.					
Project ID	Partner role	Partner name	Partner report ID	Status	AF version linked

My applications

ProjectID	Acronym	First submission	Latest re submission
-----------	---------	------------------	----------------------

- Pre-contracting and contracting
- Project modifications
- Project reporting
- Clarification rounds with the JS

You can get notifications on your email

English

User

arodriguezgarrote@maregionsud.fr ...

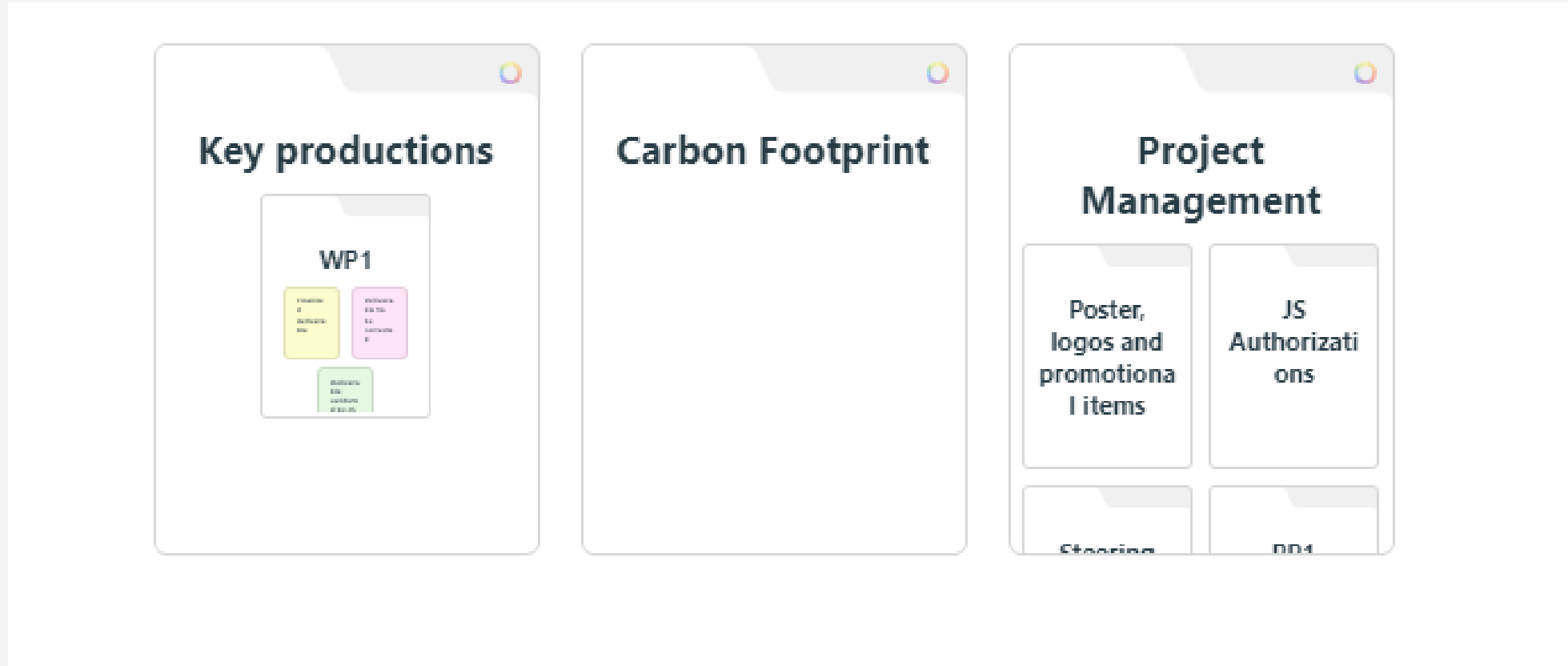
Logout

Notifications

Send notifications automatically to my email

Project daily monitoring

Standard folders on Basecamp



Interreg
Euro-MED



Co-funded by
the European Union

Project budget

Global framework - financial rules

Guiding principles

- Sound financial management: Economy, Efficiency, Effectiveness (Financial Reg 2018/1046)
- Budgeting in Euros and activities to be implemented mainly in the Interreg Euro-MED cooperation area
- Project budget developed in close cooperation with partners
- Project to be developed per budget categories (6) and periods (6 months reporting periods)
- Total project budget must be in line with the work plan

Co-financing of operations

ETC projects are co-financed by the **Interreg Fund** (ERDF + IPA)

- Interreg fund : **80% of the total eligible budget** of the project for **all** partners
- Remaining **20% of the budget** provided by the partners who must ensure the co-financing of their activities by the following sources of funding:
 - Public own contribution
 - Automatic public contribution (i.e. Bulgaria, Italy and Greece)
 - Other public contribution
 - Private own contribution
 - Other private contribution

Reminder:
Total Budget
Max 600 000€ (Study)
Max 3 M€ (Test)
Max 1 M€ (Transfer)

Value Added Tax (VAT) Eligibility

According to [Article 64 of Regulation \(EU\) No 2021/1060 \(CPR\)](#) Value Added Tax (VAT) is non eligible, except:

- for operations the total cost of which is below **EUR 5 000 000** (including VAT)
- for operations the total cost of which is at least **EUR 5 000 000** (including VAT) where it is non-recoverable under national VAT legislation

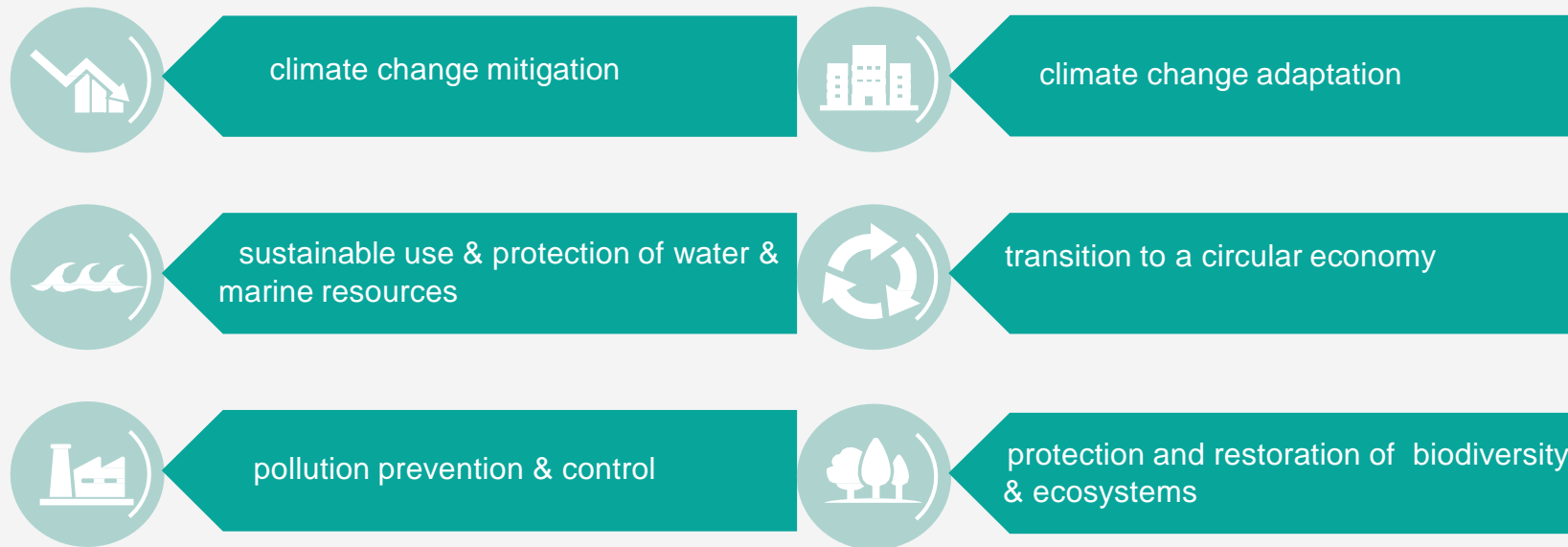
In the framework of Interreg Euro-MED, VAT is **always eligible** as part of project expenditure for all projects with a total cost of less than EUR 5 000 000 (VAT included), **except for:**



Project Partner with an aid granted under **GBER Art 20** cannot, **under any circumstances**, report value added tax (VAT) if it is refundable under their applicable national tax law

DNSH "Do not significant harm principle"

Investment activities on infrastructure **must** comply with the 'do no significant harm' (DNSH) principle according to which, the above-mentioned activities should not be supporting or carrying out any actions that make a significant harm to any of the **six environmental objectives listed below**:



DNSH "Do not significant harm principle"

Investments in infrastructure must comply with the **DNSH principle**, in practice with the 6 climate and environmental objectives listed in Article 17 of Regulation 2020/852.

To this aim a DNHS **Climate change and Environmental Objectives Screening Grid** is provided by the Joint Secretariat (JS) and has to be completed during the pre contracting phase:

- 1. **no significant harm** is deemed by the JS based on the nature of the project, the grid is filled and stored by the JS in JEMS
- 2. **a potential harm** is not excluded by the JS based on the nature of the project; a self-analysis must be conducted by the PP carrying out the investment
If potential significant harm is identified and the investment may have an impact on one or more DNSH objectives, **the partner provide an in-depth complementary analysis and an action plan to mitigate the risk.**

Partners must keep the documents related to the **DNSH assessment** of their project and make it available for any audit propose:

- the statements of the **DNHS assessment grid**
- supporting documents (e.g., **environmental certifications / labels, official forms etc.**)

State Aid

Legal basis



Article 107(1) Treaty on the Functioning of the European Union

[...] any aid granted by a **Member State** or through **State resources** [...] which distorts or threatens to distort competition by **favouring** certain **undertakings** or the production of certain goods shall [...] be incompatible with the internal market

The State aid relevance

ART 20 GBER and De Minimis (direct State Aid)

	Strengths	Weaknesses
GBER Art 20	<ul style="list-style-type: none">• Simplification scheme for ETC• 2,2 M€ ceiling per partner and per project• Ensuring participation of large audience to ETC	<ul style="list-style-type: none">• No external public co-financing admitted• Refundable VAT cannot be reported• Administrative burdens (aid to be declared by Programme)
De Minimis	<ul style="list-style-type: none">• No need of declaration to the EC• Good scheme for small partners not often in ETC projects• External public co-financing admitted• Refundable VAT could be reported	<ul style="list-style-type: none">• Low participation of the partners to Programmes with MA located in France• Financial constraints for partners• Administrative burdens: last 3 years aid to be declared by partners (self-declaration))• Limiting the possibility of future collaborations (300 K€ in three years)

State aid relevance : the implementation of the activity in the framework of the project gives an economic advantage (a benefit) which a **partner** would not have obtained under normal market conditions.

> **NC must check that the state aid was declared in the AF and the thresholds are respected on the contrary the LP/JS must be informed**

Indirect Aid granted under GBER

Art 20a of the GBER (Indirect State Aid)

- State aid relevance : *the implementation of the activity in the framework of the project gives an economic advantage (a benefit) **to third parties acting as undertaking** (end users/operators) receiving benefits from the project (such as trainings) it would not have obtained under normal market conditions.*
- > **NC must check that the state aid was declared in the AF and the regulatory thresholds are respected**
 - e.g : free of charge services, training, or consultancy to companies > the aid is granted to third parties who are the end users of project activities
- indirect State aid granted under GBER Article 20a to an **undertaking** that is the final beneficiary of project activities cannot exceed 22 000 EUR per project
- The amount of aid granted to each end user is determined by the concerned partner(s) prior to the implementation of project activities that are affected by indirect aid and it shall be approved by the Managing Authority prior to the Subsidy Contract signature
- **The application shall be monitored by the partner and verified by the national controller during implementation**

Within the framework of the Programme all infrastructure, technical and IT equipment development, materials and related services for the deployment of the **pilot action**, which are necessary for the delivery of project objective, **are considered as investment**

- Investment dedicated section in the AF under the WPs
- Investment is eligible **only if it appears in the consolidated version of the AF**
- **Eligible costs categories** related to investments: **CC4 , CC5, CC6**
- Cost of fixed investment in equipment and investment in infrastructure are considered as Investment, they refer to the **output of the project which remain in use after the completion of the project**
- **Durability and ownership** requirements (Manual. chapter II.H Closing my project)

**On the spot
verification by the
NC is mandatory !**

FOCUS on external contracts

Outsourcing contracts

must be in compliance with National public procurement rules or as a minimum, the Programme principles to guarantee the eligibility of the expenses incurred.

No threshold in 2021-2027 Programming Period

For each external contract, a corresponding external contract must be created by PP in Jems



For each new contract, an **External contract checklist** must be completed by the NC

Contractor data

linked to the expenditure item

External expertise and services costs should not exceed 50% of the partner total eligible budget



Project modifications

100% flexibility on budget implementation: no need to modify the AF

Flexibility applies within the limit of the total budget awarded to each PP and considering the available budget (i.e. budget not yet declared at the MA)

Budget flexibility - warning points:

- Consider the amounts automatically generated by the **CC2 and CC3 flat rates** in your deviations.
- Keep an eye on **budget distribution per period** : information needed for the financial monitoring of the project and in case of decommitment section D.3 of the AF will be considered.

On line form for modification request

Any **other modification MUST be approved** by the Programme and SHALL **result on an amended versions of the AF** + contractual documents if applicable

3 types of modification :

- ✓ **Complex modification:** > Formal approval by the Monitoring Committee of the programme
- ✓ **Formal modification:** > Approval by the JS and the concerned NA ,if applicable
- ✓ **Administrative modification:** > information to the JS

Previous versions of the AF remain available on Jems

Irregularities

An “irregularity” is an ineligible amount (certified by the controller, verified by the MA and) **detected after having been declared to the EC by the Accounting Authority**



As a result of any *level of controls*
Cases stated in art 12.1 of the *Subsidy Contract*



ONLY THE JS CAN ACT ON AN EXPENDITURE ALREADY DECLARED TO THE EC

Unduly paid amount > notified to the Programme by email via a dedicated template and is corrected in Jems by the JS through a specific workflow

- In case of ongoing project, withdraw of the irregular amount from a pending payment (**compensation**)
- in case of closed projects, via a formal **Recovery procedure**

As far as an irregularity is related to **staff cost category**, the corresponding **flat rate(s) (CC2 and CC3) is/are automatically corrected** by the system

Programme Manual
Art. 8 Subsidy Contract
Art. 7 Partnership Agreement

Programme level (Article 105 of Regulation (EU) No 1060/2021):

- *The Commission shall **decommit any amount** which has **not been used** for pre-financing [...] or for which a payment application has not been submitted [...] by 31 December of the third calendar year following the year of the budget commitments*

Project level (Article 2.9 of the Subsidy Contract):

- If the project **financial absorption is not on track** with the defined schedule or a partner **fails to respect the contractual arrangements** corrective measures may be put in place.

JS may propose to the Monitoring Committee to reduce the amount granted!

Based on table D.3 section in the AF



Eligibility of expenditures

- CC1 - Staff costs
- CC2 - Office and administrative costs
- CC3 - Travel and accommodation costs
- CC4 - External expertise and services costs
- CC5 - Equipment costs
- CC6 - Infrastructure and works
- CC7 - information and PUblicty rules

Eligibility of Expenditures

Hierarchy of Rules

National Controllers refer to the task of verifying and certifying that all project expenditure is eligible according to:

EU rules

- Regulation (EU) n° 2021/1060 (Common Provisions Regulation - CPR)
- Regulation (EU) n° 2021/1058 (ERDF Regulation)
- Regulation (EU) n° 2021/1059 (Interreg Regulation)*
- Regulation (EU) n° 2021/1529 (regulation IPA III)

Interreg Euro-MED Programme's eligibility rules

- The Programme rules constitute additional rules on the eligibility of expenditure for the Programme as a whole and are set out in the **Programme Manual**.
- **Practical Guidance for National Controllers** to carry out the **control work** on Jems

National eligibility Rules

National eligibility rules apply to issues that would not be covered by the above-mentioned EU or Programme eligibility rules and must be checked, prior to the execution of the expenditure, with the relevant National Authority.

Eligibility of Expenditures

Forms of reimbursement

No advance
payment !!!

➤ **Real Costs:** Reimbursement based on paid expenditures, confirmed as eligible by the NC

➤ Simplified Cost Options

- **Lump sum for preparation costs** Total amount **37.000 €**

This lump sum is fixed and compulsory for all projects and is paid once the Subsidy Contract will be signed

- **Flat rate for office and administration**

15% of eligible staff costs, mandatory for all partners

- **Flat rate for travel and accommodation**

The flat rate for the calculation of travel expenditure varies according to the country in which the project partner is based

- 15% Partner from EU Member State
- 22% Partner from IPA State

Payment of the Interreg part from the Accounting Authority

- made directly to each PP bank account (one bank account per partner!)
- **80 days** after submission of the **complete Reporting Package and Payment claim** to the JS.

Eligibility of expenditures

Eligibility period

Jems Contracting section:

- project starting date
- eligibility of expenditures starting date

- **Preparation costs:** **Lump sum** – no real costs
- **Implementation costs:** starts from the date of the **approval of the project** by the Programme
- All project expenditure, whether related to the implementation of the project **or to closure activities**, must be **incurred and paid** by the **end date** of the project

Any expenditure paid after project end date is ineligible!

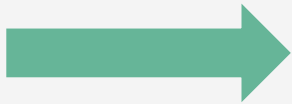
Eligibility of expenditures

(CCI) STAFF COSTS

Eligible costs : limited to **the payment of gross salaries** fixed in an employment document and **other costs directly linked to salary payments** of the staff employed by the beneficiary for implementing the project

Reference:
Art. 39 Reg 1059/2021
Art. 55 (2) Reg 1060/2021
Programme Manual

REAL COST



No **separate working time registration system** (e.g. timesheets).

ONE METHOD: fixed monthly percentage

for each staff member = *monthly working time spent on the project expressed in percentage*

- Fixed percentage to be determined in advance
- **'Staff Task Assignment Template'** (STAT) : MANDATORY template, to be completed and **uploaded in Jems**
- New STATs **only necessary in case of change** of the %
- The applied percentage should AT LEAST cover ONE full reporting period

Eligibility of expenditures

(CC2) OFFICE AND ADMINISTRATION

Eligible cost : operating and administrative indirect expenses of the project partner that are necessary for the implementation of the project (Adobe licence ex)

- Mandatory for all project partners and fixed at 15% of staff cost
- **Simplified Cost Option** foreseen by Art. 54 b) CPR (EU) 1060/2021
- Costs are **automatically calculated by Jems** on the basis of eligible staff costs
- **The controller does not need to check if expenditures are incurred and paid**

Reference:
Art. 40 Reg. 1059/2021
Art. 54 (b) Reg 1060/2021
Programme Manual

The controller verifies that **no expenditure covered by this category is declared as REAL COST!**

If among the direct staff costs all or part is deemed ineligible, the determined amount of administrative and office costs will automatically be recalculated and reduced accordingly!

Eligibility of expenditures

(CC3) TRAVEL AND ACCOMODATION

Eligible costs Expenses of the project partner institution staff for missions essential to the project implementation

The eligible expenditure under this cost category are (exhaustive list):

- Travel costs (e.g. tickets, travel and car insurance, car mileage, toll and parking fees)
- Costs of meals
- Accommodation costs
- Visa costs
- Per diem (daily allowances)
- Travel and accommodation costs for **external experts** must be claimed under the cc external expertise and services !

Point of attention

- ✓ Outside of the Programme cooperation area but in an EU State, JS must be informed
- ✓ Outside of the Programme cooperation area AND EU, must be indicated in the approved Application Form and expressly accepted by the JS

Any item of expenditure above listed already covered by a daily allowance should not be claimed or reimbursed in addition to the daily allowance

Eligibility of expenditures

(CC3) TRAVEL AND ACCOMODATION

Flat rate

sco

- No audit trail needed!
- Automatically calculated and reimbursed
- Huge reduction of the control effort and speed up of verifications at all levels
- Time better used by PPs and LP to focus on the project activities, and an accurate reporting
- **If among the direct staff costs all or part is deemed ineligible, the determined amount of administrative and office costs will automatically be recalculated and reduced accordingly!**

EC requirement: Each PP must document that at least 1 trip per Project has been held

Travel outside the cooperation area and EU, express approval of the JS is needed!

Real costs

- **Complete audit trail** needed, as for 2014-2020 period !
- National threshold to be respected
- Cost-effectiveness + link to the project
- Jems entering: **1 expenditure item: 1 person's expenditures/1 mission**
- **Travel outside the cooperation area and EU, express approval of the JS is needed and documented!**

**Simplified Cost
Option Interreg
Regulation art. 41
(5)**

Eligibility of expenditure

(CC4) EXTERNAL EXPERTISE AND SERVICE COSTS

Reference :
Art 42 Reg 1059/2021
Programme Manual

Eligible costs: Expertise and Services provided by a public or private entity, or by a natural person not declared as staff of the partner organization

- Cost related to the **National Control**
- Travel and accommodation (*costs for external experts, speakers, chairpersons of meetings and service providers*)
- The costs of external expertise and services shall be paid on the basis of contracts or written agreements of equivalent value and must be uploaded in Jems > external contract
- Costs related to installation, maintenance of your pilot should be linked to the investment and the statement of capacity template must be signed by partners

Full compliance with:

- EU, Programme and national procurement rules
- The principles of transparency, non-discrimination and equal treatment

Point of attention!

for expertise and external services of activities **outside the cooperation area** and **outside EU**

> the express approval from JS is needed !

Eligibility of expenditure

(CC5) EQUIPMENT

Eligible costs: Equipment **purchased, rented or leased** by the beneficiary that is not already covered by the cost category "office and administrative costs" and **necessary for the delivery of project activities**.

- PPs should foresee the costs on a **pro-rata basis** or according to a **depreciation plan**
 - Any equipment to be used for project management must be reasonably **purchased at the beginning of the project**
 - **Costs should be in line with the staff effort** planned and project activities
- > Include **fixed investment in equipment or equipment as part of an infrastructure investment**, in this case:
- **exclusively used for the project**,
 - eligible **up to the 100%** of the acquisition price
 - **indicated in the AF section Investment and budget**

Reference :
Art 43 Reg 1059/2021
Programme Manual

Point of attention!

Equipment located and operated outside the Programme Cooperation Area and the EU

> **the express approval of the JS is needed**

Eligibility of expenditure

(CC6) INFRASTRUCTURE AND WORK

Eligible costs in this category are the costs of infrastructure and work necessary for the delivery of project objective in the framework of a pilot activity.

- **Cost of infrastructure and work only eligible as a part of an investment and approved in the latest version of the AF**
- Costs of equipment as part of an infrastructure investment are eligible under CC5
- Costs of services and external experts are eligible under CC4 if it is not part of the construction contract
- **The cost can be 100 % eligible if the exclusive use for the project is proven**

Reference :
Art 44 Reg 1059/2021
Programme Manual

Point of attention !
Infrastructure located and operated outside the cooperation area are **NOT ELEGIBLE !**

Project branding and information and publicity rules

Fundamental principle: inform the public & all those involved in the operation about the support from the EU

CPR Regulation
2021/1060, article 47 ad
50
Interreg Regulation
2021/1059, article 36

Materials

The Programme provides for each project:

- 1 logo
- 1 poster template

Each project can develop its own [visual identity](#) complying with the Programme brand book (e.g. word and ppt template, event agenda, social media post...).

- No PPT or letterhead template
- No Newsletter tool

Project branding and information and publicity rules

Promotional items (goodies)

- **MUST** be expressly **accepted by the JS** and branded with the **project logo**.
- **Necessary** to reach one of the defined target groups and objectives.
- **Eco-friendly**



- Please **read** very carefully the **brand book** explaining how partners should use the project logo.
- For any doubts, **ask the JS**

Project branding and information and publicity rules

Where to use the project logo?

On all communication materials!

- printed publications: reports, brochures, newsletters, studies, articles, etc.;
- audio-visual: videos, audio podcasts;
- digital or electronic materials (websites, videos, podcast, etc.);
- events (e.g. PPT presentations, agenda, conference material);
- stationary and office materials;
- promotional goodies.

When not possible (e.g.: scientific & press articles) explicitly mention the contribution from the Programme & the EU co-financing.

Project branding and information and publicity rules

How to use the project logo?

The logo must be **clearly visible**
(*must stand out well on the background*).

No distortion or modification of the logo provided by the Programme is allowed.



Project branding and information and publicity rules

What to be checked by NC ?

- Mandatory use of the project logo provided by the programme

> **Sanction up to 2% for non-compliance with obligations**

- Poster for all co-financed project partners
- No cost claimed for website or logo production
- No promotional item not expressly validated by the JS
- On the beneficiary's official website :
 - A short description of the project including its aims and results
 - Project budget
 - Project logo
 - Link to project website

Sum-up !

Express Approval from the JS

Concerned categories/ activities	Express approval needed for :
Travel and accommodation (CC3)	Any activity taking place outside the Programme cooperation area <u>and</u> outside the EU
External expertise and service (CC4)	Any non-monetary awards for competition winners Any expertise and service concerning activities located outside the Programme cooperation area and outside the EU
Equipment (CC5)	Any equipment located and operating outside the Programme cooperation area
Investment	Any investment [...] <u>must be</u> included in the consolidated application form
Specific logos/Goodies /promotional items	Goodies and Promotional items or specific logos aiming to become a label or brand can be developed in very specific and exceptional cases

The **proof of JS express approval** MUST be kept by the LP and PPs as part of the project audit trail (BASECAMP)

(Template under development)

Interreg
Euro-MED



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Thank you !