Partner report guidelines

DRP Calls for Proposals

February 2024, v1

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List of abbreviations

DRP   Danube Region Programme

Jems   Joint electronic monitoring system

LP   Lead partner

MA/JS   Managing authority and Joint secretariat

PP   Project partner

PR   Partner report

PPR   Project Progress Report

Introduction

This document provides an overview on the content of the partner report (PR) to be provided by project partners.

Reporting is one of the tools used by the Programme to regularly monitor the progress of the projects implementation both financially (spending, budget reallocations), content-wise (progress of activities, delivery of outputs and deliverables, subsequent contribution to the achievement of Programme output indicators and objectives).

Reporting also represents the basis for the reimbursement of the EU contribution (INTERREG funds) associated with incurred project expenditures. Reporting periods are regulated in the Subsidy Contract (SC) concluded by MA/JS with the lead partner (LP).

PRs are comprehensive accounts of project activities performed, deliverables and outputs to which the project partner contributed to as it is concluded in the Application Form. PRs do also reflect expenditures incurred and paid during the respective reporting period by PPs in their efforts to succeed with project objectives.

The financial part of the PRs is reviewed by controllers, verifying expenditures reported by PPs.

Verified expenditures (and activities) are consolidated by LP in Project Progress Reports (PPRs) that is subject to MA/JS review and approval. Applications for reimbursements (AfRs) are integral part of the PPRs reflecting EU funds to be reimbursed to the project and to each project partner.

1.PART 1 TECHNICAL GUIDELINES
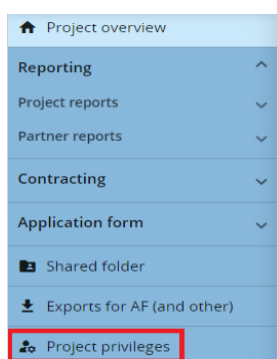
1.1. General Information

The Joint Electronic Monitoring System (**JEMS – jems.allamkincstar.gov.hu**) is the platform to record, reflect and archive details on the Programme and on the calls for proposals together with details on projects and on project partners.

Once a project proposal is selected for funding and after contracting documents are submitted and accepted, the project status in JEMS will be changed to "Contracted". The LP assigns project partner users in the "Project privileges" section, and partner reporting becomes available for PPs.

PRs cover activities and expenditures on partner level in the respective reporting period. All PRs need to be created for reporting periods as defined in the Subsidy Contract and in the application form. **The deadline for the preparation and submission of the partner report for verification by the controller is 15 days from the end date of the respective reporting period,.** The PP is expected to brief the LP on project activities even in case no expenditures are reported in a reporting period.

1.2. Assigning users to a Partner Report

It is the task of the LP to assign users to PPs. To become a JEMS user, one needs to create an account with JEMS. PPs can have one or more users assigned. User(s) have access rights to the PR of the PP they are assigned for.

PP3 PP3   Slovenia FLC

* Jems username
demo@demo.com   👁 view ✏ edit   ⊙ 🛡 Sensitive data   🗑

+

❌ Discard changes   💾 Save changes

Credentials for users might be to view partner reports and to edit partner reports. For the creation of a PR the user needs "edit"-rights. The switch "Sensitive data" gives access to data marked as sensitive. Sensitive data will be displayed only to users with the Sensitive data control switched on.

If an LP wants to see the partner reports of the PPs in a project than it needs to be added as user to the respective PPs (with view credentials).
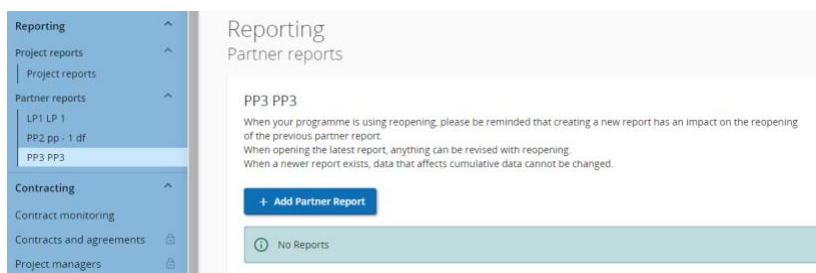
1.3. Accessing the Partner Report

To access the PR, the partner has to log in with his/her username and password and then select the project from the Dashboard.

If a user has multiple roles in the project (e.g. LP and PP), it is necessary to select the role from the navigation panel.
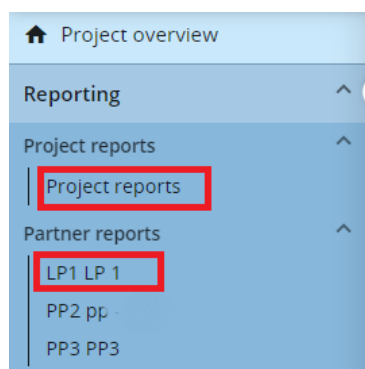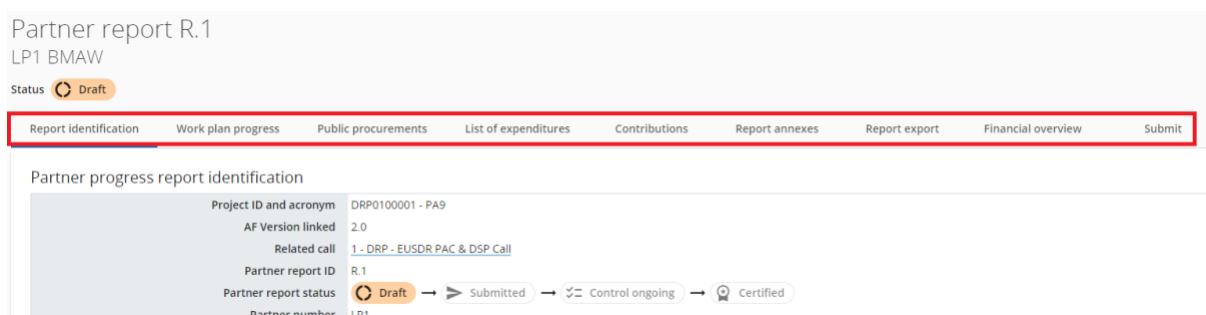

PPs will prepare PRs clicking on the +Add Partner Report button.

1.4. Editing the Partner Report

Partner reports have following sections: Report identification, Work plan progress, Public procurements, List of Expenditures, Contributions, Report annexes, Report export, Financial overview, Submit.

Within each section, fields to edit have labels with a short description of the expected information.

Once started editing, *Discard changes* and *Save changes* buttons at the bottom of the page will appear. The partner can stop editing anytime and can decide to keep or to discard the changes.

It is recommended to Save each completed step in the Partner Report.

Editing can be resumed anytime upon convenience.

If partner report editing has been stopped its status will be "Draft". Editing can be resumed by clicking on the relevant partner report.

Please note: Partner reports needs to be submitted even in case no expenditures are to be reported – in this case sections concerning on activities performed are to be edited.

Part 2 "Content of the Partner Report" describes all sections of the PR.

1.5. Automatic notifications to PPs

JEMS generates automatic notification to PPs in case:

- PR is re-opened by controller and needs further completions

- controller finalise the verification of PR and issue the control certificate

- control certificate is re-open by MA/JS for correction

All notifications are displayed in the Dashboard/Notifications overview table in chronological order and the reports can also be directly opened from the notification message.

There is possibility to receive notifications by email as well. To activate this option click on the user icon in the upper right corner of the screen. In the drop-down menu click on the user name then tick the check-box regarding on Notifications.

2. PART 2 CONTENT OF THE PARTNER REPORT

2.1. Report Identification

It collects the following information about the Reporting Period:

- Summary of partner's work in the reporting period

- PP problems and deviations

- Partner spending profile including explanation for deviations from the spending target

- Target groups and their involvement in the project implementation during the reporting period

The start date and the end date of the reporting period needs to be inserted manually and normally it needs to be in line with the start date and end date of the respective reporting period from the Subsidy Contract. In duly justified cases, based on MA/JS confirmation, shorter reporting periods (interim reports) are possible. The reporting period can be selected from a drop-down menu.

2.1.1. Summary of partner's work in reporting period

The description should focus on the content related achievements and should not tackle project management and administration issues. The qualitative aspect of the outputs and results should be highlighted, rather than the quantitative one.

The summary should be coherent, easy-to-read, self-explaining, and it should not refer to other parts of the report. The PP shall pay attention to the quality of the text (which should be neither too technical/ scientific, nor too specialised so that it is easily understood by any non-expert).

2.1.2. Partner problems and deviations

Problems and deviations to work plan should be presented, and the solutions proposed to overcome them.

2.1.3. Partner spending profile

Partner spending profile mirrors the financial progress of the partner towards its budgeted objectives.

Partner spending profile

Partner number	Period target	Current report	Cumulative target	Total reported so far (i)	Cumulative target - total report so far	Total report so far / cumulative target	Next report forecast
PP2	4.300,00	18,53	10.750,00	2.103,50	8.646,50	19,57%	0,00

It provides information on the current reporting period in terms of expenditures planned and expenditures reported, and it also mirrors the sum of expenditures reported in all past reporting periods vs plans.

Field to edit is in the last column "Next report forecast" where project partners need to inform about foreseeable expenditures for the next reporting period.

Any deviation in the spending profile compared to the amounts in the AF can be explained in the dedicated text field.

2.1.4. Target groups

The involvement of all target Groups identified within the AF has to be described in respective text fields. Explain which target groups have been involved, in what way and to what extent.

2.2. Work Plan Progress

The work plan progress tab reflects specific objectives defined in the application form.

Click on the specific objective to start editing.

The PP shall describe the progress of its activities in the concerned reporting period. For each deliverable and output the PP can mark its contribution by ticking the box and upload proofs and attachments to deliverables and outputs, if relevant.

It has to be noted, that just 1 file can be uploaded here. If an upload consists of more than 1 file, a "zipped" file-format has to be used.

2.3. Public Procurements

In the "Public procurements" section project partners should fill in information on project related procurements. This applies for contracts above €10.000 (excl. VAT) – unless stricter national rules apply. Regardless in which report a procurement is added, it will show up in all following partner reports. A procurement can only be deleted and edited in the report where it was created. Beneficial owners, Sub-contractors and attachments can still be added in future reports.
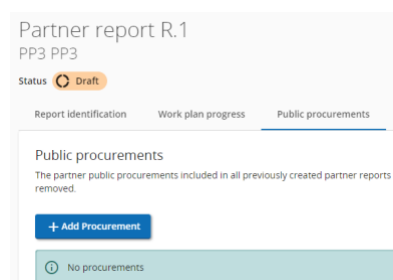
Adding a Public procurement will bring up multiple fields to edit. For procurement above the EU threshold, it is obligatory to provide information on the beneficial owner(s) and subcontractor(s). In case of amendment(s) to the procurement, the amended contract(s) should be uploaded in the attachment section of the procurement concerned.

GDPR sensitive data can be uploaded in section GDPR Attachment(s). Visibility of this section can be configured in Project privileges. A user without privilege to view sensitive data cannot download a file in this section and can also not see File name and Description.
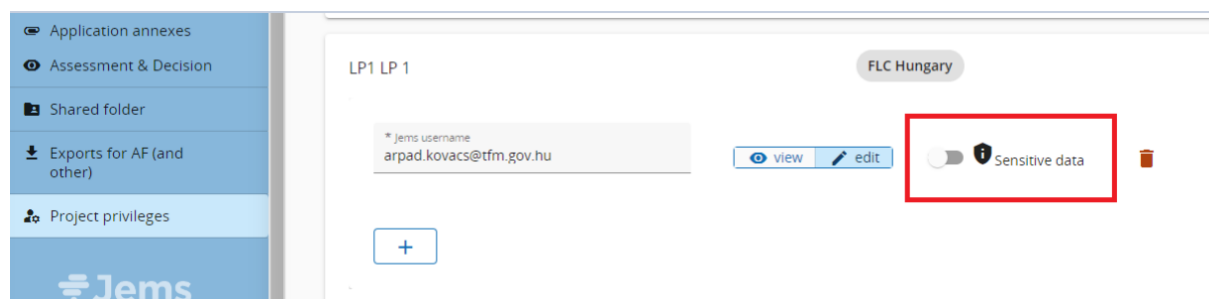
It is possible to add one or more Public procurements.

Public procurements

The partner public procurements 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 the link with cost items is removed.

+ Add Procurement

Items per page: 25 ▾   1 - 2 of 2   < >

Created in	Last changed	Procurement	Reference No.	Contract Date	Contract Type	Contract Amount	Currency	Supplier Name	VAT / Tax identification...	Delete
R.1	11/10/2023 10:47 AM	demo 2	demo 2	11/10/2023	demo 2	2.000,00	HUF	demo 2	1234	🗑
R.1	11/10/2023 10:45 AM	demo	demo	11/01/2023	demo	1.000,00	HUF	demo	1234	🗑

2.4. List of Expenditures

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accountin verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

+ add expenditure

Click on "+ add expenditure" to create a new line for the expenditure.

Use the linear scrollbar to display all fields to edit.

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	ⓘ	Previously parked by	Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description ⓘ	Comment ⓘ	
R1.?	☐		* Please select a c... ▾	N/A ▾			📅	📅			🗑

+ add expenditure

⊗ Discard changes   **🖫 Save changes**

Project partners with EUR as official currency can only declare costs in Euro. In case of partners from non-Euro countries the respective currency of the country is pre-filled but can be changed to any other currency. After currency is set he conversion rate is automatically selected.

Upload proofs on expenditures to Attachments at the end of the records. The Upload will be active after the record is previously being Saved.

It has to be noted, that just 1 file can be uploaded here. If an upload consists of more than 1 file, a "zipped" file-format has to be used.

Expenditures parked by Controllers in previous reports will be displayed in the Parked Expenditures sub-section. Actions on parked expenditures might be to Re-Include or to Delete. If no action performed, parked expenditures will be carried forward to subsequent reporting periods.

Please report expenditures that are in line with provisions of DRP Manual on eligibility of expenditure, EC and national regulations. Pay attention the payment date does not exceed the end date of the reporting period (except the last reporting period where payment date can exceed the end date of the project with max 60 days).

2.4.1. Reporting of the preparation costs by LP

If the LP has approved preparation costs in his budget (also indicated under E.1 Project lump sums section) she/he will have possibility to report it in the list of expenditure section.

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	ⓘ	Previously parked by	Unit costs and Lump sums	Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of paym	
R2.?	☐		N/A	Please select a c... ▼	N/A ▼			🗓		🗑
			Lump Sums							
			Preparation cost - Period 1							

+ add expenditure

By selecting "Preparation cost-Period 1" in the column "Unit costs and Lump sums" Jems will automatically fill-in the cost category, currency and declared amount.

2.5. Contributions

Partner Contributions are followed-up and are monitored with each report and should reflect the Application Form in each reporting period. Project partners should always fill in this section as per the values reflected in the "**Financial overview**" section.

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

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	Type of contribution	Amount in AF	Previously reported	Current report	Total reported so far	Attachments
PP3	Private	4.680,00	0,00	0,00	0,00	⬆
Sub-total public contribution		0,00	0,00	0,00	0,00	
Sub-total state contribution		0,00	0,00	0,00	0,00	
Sub-total private contribution		4.680,00	0,00	0,00	0,00	
Total		4.680,00	0,00	0,00	0,00	

2.6. Report Annexes
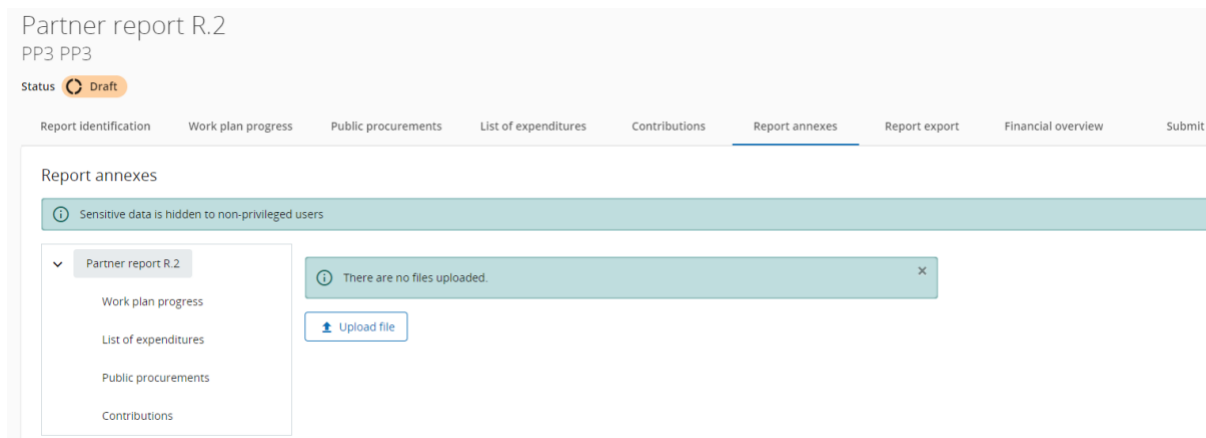
Report Annexes lists attachments uploaded in throughout all sections of the current partner report. It also offers the possibility to upload additional attachments, like approvals and supporting documents regarding on **minor changes to the project.** There is no restriction in number of uploaded files and documents.

Project changes (major changes and minor changes) to projects are regulated by the Implementation Manual, however in case of minor changes to the partner budget, supporting documents and/or MA/JS approvals concerning those changes are to be uploaded within the Report annexes section (this section) of the partner report: B1_Change Log File providing justification for the reallocations and Annex B2 Minor reallocation tool.

2.7. Report Export

Report Export is optional. It offers the possibility to export details of the partner report into an excel or PDF file. Selecting one of the Export plugins activates the Export button. Currently the implementation of this feature is in progress, and only the plugin for Partner report budget is implemented.

2.8. Financial Overview

This section of the partner report summarizes expenditures included in the partner report. It also reflects the partner budget, amounts previously reported, expenditures previously parked by the controllers and parked expenditures re-included in the current report. The financial overview tables show how the project partner is proceeding in terms of spending.

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

Financial overview

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 they were created)!

Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously ⓘ reported	Current report	Total reported so far	% of total	Remaining ⓘ budget	Previously ⓘ validated	Previously paid ⓘ
Interreg Funds	18.720,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	18.720,00	0,00	0,00
Partner contribution ⓘ	4.680,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	4.680,00	0,00	N/A
↳ of which Public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which State contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	4.680,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	4.680,00	0,00	N/A
Total	**23.400,00**	**0,00** parked 0,00	**0,00** re-included 0,00	**0,00**	**0,00 %**	**23.400,00**	**0,00**	**0,00**

There is a sub-section reflecting Partner expenditure breakdown per cost category.

Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	Partner total eligible budget	Previously ⓘ reported	Current report	Total reported so far	% of total	Remaining budget	Previously ⓘ validated
Staff costs		18.000,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	18.000,00	0,00
Office and administrative costs	15 %	2.700,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	2.700,00	0,00
Travel and accommodation	15 %	2.700,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	2.700,00	0,00
External expertise and services		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Equipment		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Infrastructure and works		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Lump sum		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Total		**23.400,00**	**0,00** parked 0,00	**0,00** re-included 0,00	**0,00**	**0,00 %**	**23.400,00**	**0,00**

If the partner has preparation costs or investment costs there will be 2 separate tables with the relevant data.

2.9. Submit

Before submitting the partner report a **Pre-submission** check is mandatory. Currently the Pre-submission check is a formal action and the system do not carries out any real checks on the content of the PR. PPs are advised to go through all sections of the PR and to double check if all sections of the PR are correctly completed. "**Submit** partner report"-button shall be clicked to finalise the reporting procedure.

After submitting the PR is frozen and the control work can start.

3. PART 3 Reopening partner reports/ Completions to partner report

During the control work, Controllers have the possibility to reopen partner's reports to allow PPs to apply Completions to the partner report.

ID	Status	Included in project report	AF version linked	Reporting period	Report creation	First submission	Last submission	Amount submitted	Control end date	Total eligible after control for current report	Control
R.2	Reopen...		4.0		11/14/2023 8:49 AM	11/14/2023 9:44 AM		1.011.868,55			Open controller work
R.1	Certified	PR.1	2.0	Period 1, month 1 - 6	12/15/2022 12:02 PM	07/18/2023 1:56 PM		87,89	07/27/2023 2:01 PM	87,89	Open controller work

Last created partner report if reopened will have most fields editable, with the following exceptions:

- expenditure item ID, currency and exchange rates are frozen from initial report

- no new expenditure item can be deleted (but can be edited)

- no new expenditure item can be added (in order to avoid exchange rate issues)

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

Procurements created in current partner report can be further edited, for older ones only new additions of beneficial owners/subcontractors/attachments is allowed.

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

Please note, creation of a new draft partner report is locked while last partner report is Reopened.

Not only the last created partner report can be reopened, but also previous reports. In that case only the following data will be editable:

List of expenditure tab:

- following fields are editable: GDPR flag, Link to procurement, Description and Comment

- no expenditure item can be deleted / no new expenditure item can be added (in order to avoid exchange rate issues)

- Parked expenditure list is not visible

- Expenditure item attachment can be changed/uploaded

Public Procurements created in current partner report cannot be deleted, but can be further edited, except procurement name, which is locked.

Contributions tab:

- only changing attachment is allowed

Report Annexes tab:

- user can add new uploads

Upon (re)submission of a Re-opened partner report the partner report goes back to the status from before reopening, namely Submitted or Control ongoing. No recalculation of exchange rates happens but financial overviews are refreshed, reflecting changes done. The partner report overview is populated with updated Amount submitted and Date of last submission.