



Interreg



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North-West Europe

Control Seminar

Lille 7 February 2024

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Reporting for PPs in Jems

Sensitive data

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		Description 	Comment 	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR 	Attachments 
R1.1	<input checked="" type="checkbox"/>	Smith Sep23	100% on project	2.007,69	0,00	2.007,69	EUR	1	2.007,69	 HR Smith.pdf Upload date: 12/21/2023
R1.2	<input checked="" type="checkbox"/>	Pieter Sep23	75% on project	5.000,00	0,00	3.750,00	EUR	1	3.750,00	 HR...
R1.3	<input checked="" type="checkbox"/>	JohnSep23	50% on project	7.000,00	0,00	3.500,00	EUR	1	3.500,00	 HR...
R1.4	<input checked="" type="checkbox"/>	Lee Sep23	100%	4.700,00	0,00	4.700,00	EUR	1	4.700,00	
R1.5	<input checked="" type="checkbox"/>	Sean Sep23	50%	3.400,00	0,00	1.700,00	EUR	1	1.700,00	
R1.6	<input type="checkbox"/>	Patrick Invoice	Invoice total	3.217,50	0,00	3.217,50	EUR	1	3.217,50	 P...

What is the difference?

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.

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R1.1	<input checked="" type="checkbox"/>	*****	*****	2.007,69	0,00	2.007,69	EUR	1	2.007,69	 ***** Upload date: 12/21/2023
R1.2	<input checked="" type="checkbox"/>	*****	*****	5.000,00	0,00	3.750,00	EUR	1	3.750,00	 *****
R1.3	<input checked="" type="checkbox"/>	*****	*****	7.000,00	0,00	3.500,00	EUR	1	3.500,00	 *****
R1.4	<input checked="" type="checkbox"/>	*****	*****	4.700,00	0,00	4.700,00	EUR	1	4.700,00	
R1.5	<input checked="" type="checkbox"/>	*****	*****	3.400,00	0,00	1.700,00	EUR	1	1.700,00	
R1.6	<input type="checkbox"/>	Patrick Invoice	Invoice total	3.217,50	0,00	3.217,50	EUR	1	3.217,50	 P Daly_Period...

Supporting documents

- According to the e-cohesion requirements from the Commission, everything needs to be stored in Jems
 - Invoices, proof of payments are available in each individual report list of expenditure
 - Procurement documentation is available under the specific tab
 - Partners have been informed how important it is to correctly list items in the LoE and to not separate or group
-



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Control process in Jems

Control process in Jems

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- Talk to your project partners what you need and how to present things! The Programme Manual only gives suggestions
 - Make sure you know what kind of partner you are checking (40% flat rate or real cost)
 - In case documents are missing, please add this under follow up measures for the next report and have partners add them in the control documentation
 - Reopening partner reports should be avoided
-

Control process in Jems

Partner report R.2
PP2 [REDACTED]

Status Submitted **Start control** Reopen partner report

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

Partner progress report identification

Project ID and acronym	NWE01 [REDACTED]
AF Version linked	3.0

Control Report for: Partner report R.2
PP2 [REDACTED]

Status Control ongoing Switch to partner report

Control Identification Expenditure verification Control communication Control checklists Overview and Finalize

1. Partner progress report info

Interreg programme	North-West Europe 2021-2027
--------------------	-----------------------------

Control process in Jems

Status Control ongoing Switch to partner report

Control Identification Expenditure verification Control communication Control checklists Over

1. Partner progress report info

Interreg programme	North-West Europe 2021-2027
Project title	[REDACTED]
Project acronym	[REDACTED]
Project ID	NWEG [REDACTED]
Application Form version linked to partner report	3.0
Project implementation period	01/07/2023 - 30/06/2028
Reporting period	
Partner Report Number	R.2
Partner Report first submission date	24/01/2024 10:47
Partner Report last re-submission date	24/01/2024 11:09

1.2 Format of supporting documents

Documents were made available to controller in the following formats (tick all that apply)

- Originals
- Copy
- Electronic

- Format of supporting documents
- Controller identification

Control process in Jems

4. Verification

General methodology (multiple selection possible):

- Administrative verification
- On-the-spot verification

Did the controller choose to check additional cost items (i.e., beyond the sample drawn by the system), based on their professional conscience?

Yes No

If yes, please explain, for each extra cost item (referenced through its ID in the list of expenditures - ex. R1.4), the reasons for adding it to the control.

Enter text here

- On the spot or administrative check?
 - Further items added to the sample due to professional conscience?
-

Risk based sample methodology

Risk based sample methodology NWE

- **Real cost project**
 - Single expenditure items with value of more than 10% of cost category
 - Random verification of 10 further items (of cost category)
- **40% project**
 - 50% of the amount claimed under the cost category

Previously parked items will also always be checked again. If controller parks, items will be returned to PP with the finalization of the control

Control process in Jems

Expenditure verification

Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

Expenditure data										
ID		Cost category	ent	Description	Comment	Total invoice value	VAT	Declared amount	Currency	Conversion rate
R2.1	<input type="checkbox"/>	Equipment		blablablup 1		1.000,00	0,00	1.000,00	EUR	1
R2.2	<input type="checkbox"/>	Equipment		blablablup 2		2.000,00	0,00	2.000,00	EUR	1
R2.3	<input type="checkbox"/>	Equipment		blablablup 3		3.000,00	0,00	3.000,00	EUR	1
R2.4	<input type="checkbox"/>	Equipment		blablablup 4		4.000,00	0,00	4.000,00	EUR	1
R2.5	<input type="checkbox"/>	Equipment		blablablup 5		5.000,00	0,00	5.000,00	EUR	1
R2.6	<input type="checkbox"/>	Equipment		blablablup 6		6.000,00	0,00	6.000,00	EUR	1

- All items to be checked in the sample have been highlighted
- Additional items can be added manually but need to be explained

							Control work			
ncy	Conversion rate	Declared amount in EUR	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typolog			
	1	1.000,00		<input checked="" type="checkbox"/>	0,00	1.000,00	N/A			
	1	2.000,00		<input checked="" type="checkbox"/>	0,00	2.000,00	N/A			
	1	3.000,00		<input checked="" type="checkbox"/>	0,00	3.000,00	N/A			
	1	4.000,00		<input type="checkbox"/>	0,00	4.000,00	N/A			
	1	5.000,00		<input type="checkbox"/>	0,00	5.000,00	N/A			
	1	6.000,00		<input checked="" type="checkbox"/>	0,00	6.000,00	N/A			

Sample extension no 1

Control Report for: Partner report R.5
[REDACTED]

Status  Control ongoing [Switch to partner report](#) [Extend sample](#)

< Control Identification Expenditure verification Control communication

Expenditure verification



- **Real cost project and 40% projects**

- 15 additional items covering 70% of expenditure claimed per cost category
-

Extension no 2 (100%)

- Done manually by the controller for the cost category that was impacted and documented under control verification in section 4

4. Verification

General methodology (multiple selection possible):

- Administrative verification
- On-the-spot verification

Did the controller choose to check additional cost items (i.e., beyond the sample drawn by the system), based on their professional conscience?

Yes No

If yes, please explain, for each extra cost item (referenced through its ID in the list of expenditures - ex. R1.4), the reasons for adding it to the control.

Enter text here

100% extension of cost category staff due to further identified ineligible expenditure

Control process in Jems

Control work

Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
<input checked="" type="checkbox"/>	0,00	1.000,00	N/A		
<input checked="" type="checkbox"/>	0,00	2.000,00	Calculation error		
<input checked="" type="checkbox"/>	0,00	3.000,00	Procurement rules breached		
<input checked="" type="checkbox"/>	0,00	0,00	Publicity rules breached		

- Typology of errors

Calculation error

Procurement rules breached

Publicity rules breached

Cost declared twice

Incomplete audit trail

Item not related to project

Unpaid item

Undelivered item

Non-compliance with sound financial management principle

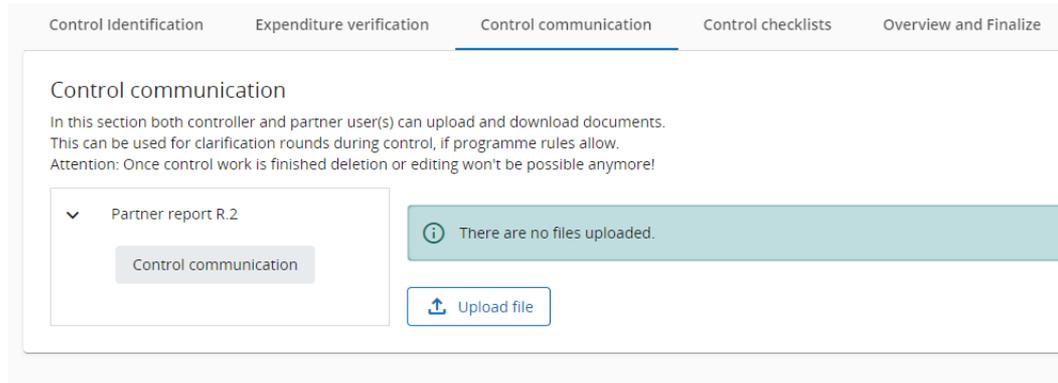
Double financing

State aid rules breached

Item outside eligibility period

Item ineligible for other reasons

Control process in Jems



Control Identification Expenditure verification **Control communication** Control checklists Overview and Finalize

Control communication

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

▼ Partner report R.2

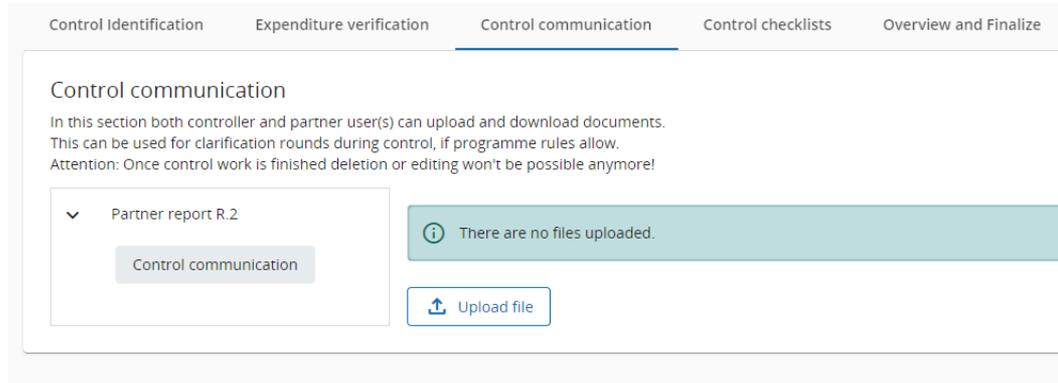
Control communication

There are no files uploaded.

Upload file

- All communication, missing documents for LoE, etc should be added in this section
 - Missing documents in the procurement tab should be added by the controller, as this is a recurring section
 - If the partner grouped items → controller will check more than necessary
 - If the partner separated expenditure items, they will have to be parked and re-checked
-

Control process in Jems



Control Identification Expenditure verification **Control communication** Control checklists Overview and Finalize

Control communication

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

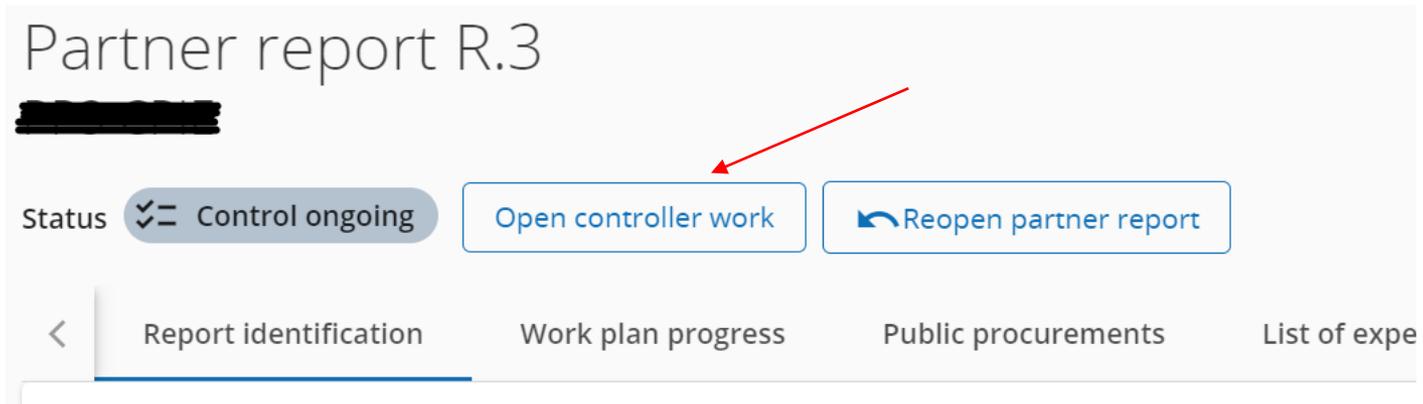
▼ Partner report R.2

Control communication

There are no files uploaded.

Upload file

- How do partners get access to the control communication?



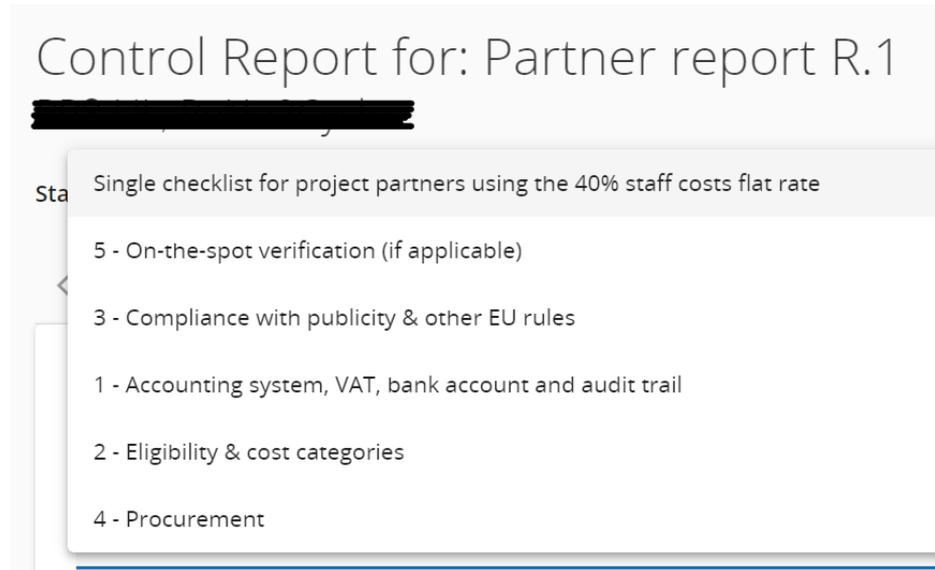
Partner report R.3

Status  Control ongoing

Open controller work Reopen partner report

< Report identification Work plan progress Public procurements List of expe

Control process in Jems

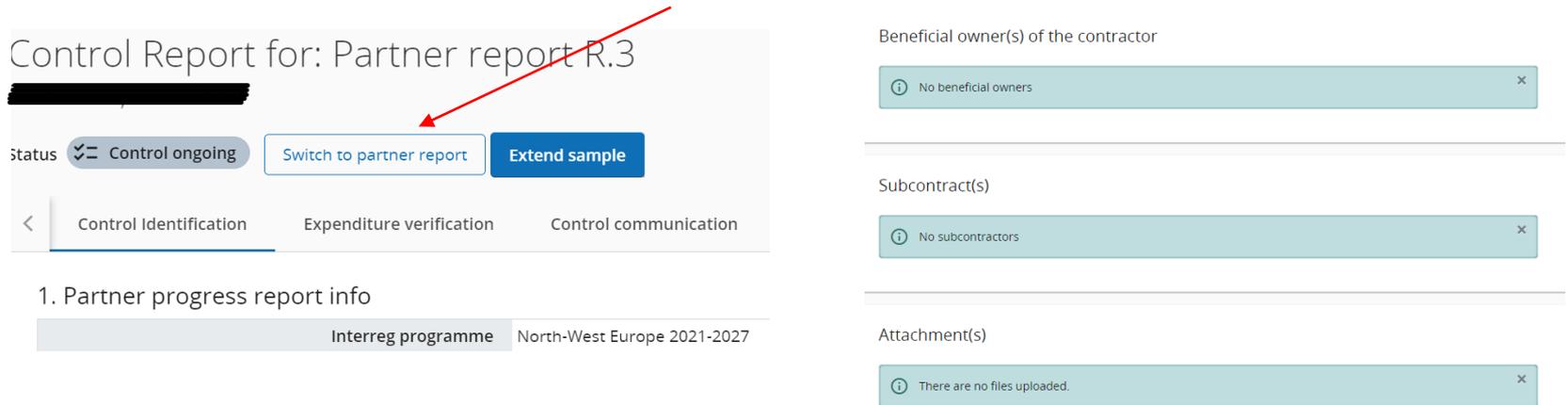


- Control checklists will have to be created by the controller
 - Checklist for on the spot only when you have ticked in the first tab that you have been on the spot
 - On the spot checks only for investments
-

Control process in Jems

Public procurement checks are very essential work of the controller

- Procurement checklists will have to be created multiple times taking into account any new procurements
- Checklist will have to be downloaded and added by the controller in the procurement tab of the partner report



The screenshot displays the 'Control Report for: Partner report R.3' interface. At the top, the title is followed by a redacted area. Below this, the status is 'Control ongoing' with a dropdown arrow. Two buttons are visible: 'Switch to partner report' (highlighted with a red arrow) and 'Extend sample'. A navigation bar shows three tabs: 'Control Identification' (selected), 'Expenditure verification', and 'Control communication'. Below the navigation bar, the section '1. Partner progress report info' is shown, with a sub-section 'Interreg programme' containing the text 'North-West Europe 2021-2027'. On the right side, there are three input fields: 'Beneficial owner(s) of the contractor' (containing 'No beneficial owners'), 'Subcontract(s)' (containing 'No subcontractors'), and 'Attachment(s)' (containing 'There are no files uploaded.'). Each field has an information icon on the left and a close icon on the right.

Control process in Jems

Generate Control certificate & Report

Control certificate and Control report can be generated by controller both before and/or after control work is finalized. Generated certificate/report are listed in table below, can be downloaded, signed and uploaded.

Control certificate - 1.0.1	Generate document
Control report - 1.0.2	

 There are no documents generated. 

Finalize control

Run pre-submission check



 Finalize control

- Tab overview and finalize
 - Description of findings, conclusions, recommendations, follow up measures (last and future reports)
 - Control report and certificate will be issued
 - Pre-submission checks and finalization of control

Where to find help?

- Programme Website

<https://www.nweurope.eu/controllers>

- Programme Manual and other documents

<https://www.nweurope.eu/support-to-projects>

Questions?

johanna@nweurope.eu for technical support put jems@nweurope.eu in copy of your message.

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Thank you
