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Euro-MED



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Project monitoring and reporting in the context of the Interreg Euro-MED Programme

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JS Interreg Euro-MED Programme

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The Interreg Euro-MED Programme

Interreg Euro-MED is a **Transnational Programme** that aims to make the Mediterranean region smarter and greener, and to improve the governance between its stakeholders.



OUR MISSIONS



Innovative Sustainable Economy



Green Living Areas

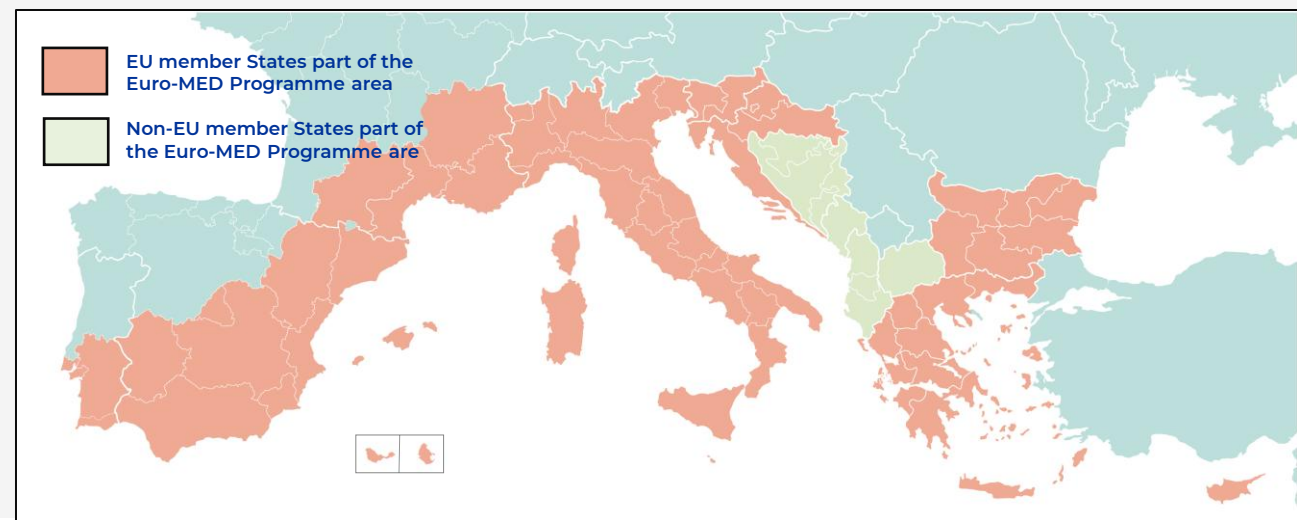


Natural Heritage



Sustainable Tourism

OUR COOPERATION AREA



Transnationality and transferability of results are fundamental for the Programme

We need quality projects with transferrable results that fit in our **Results Amplification Strategy**

A COLLECTIVE STATE OF MIND



This is embedded in:

- JS reporting verification
- Validation of deliverables and outputs
- JS daily project monitoring

We must:

- Reduce the administrative burden
- Put the accent on the quality of results
- Detect and manage risks efficiently

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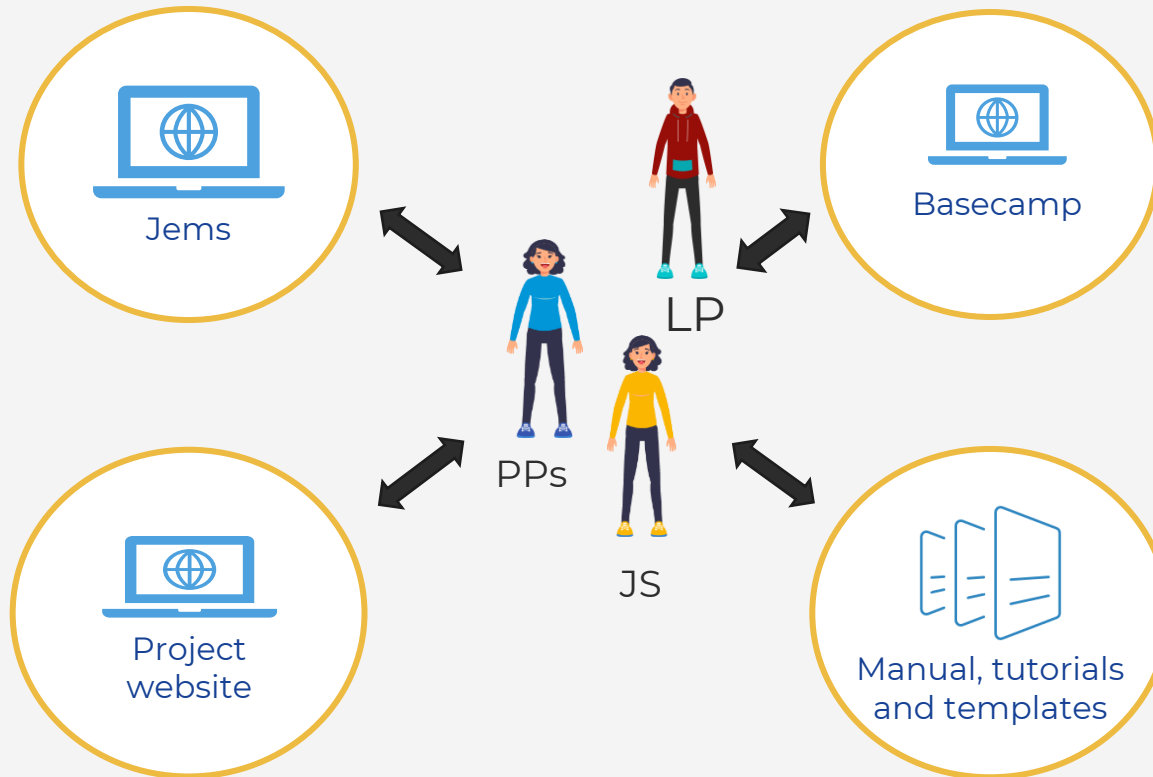
1. Reporting process

Reporting process

Tools and key's documents overview

Activity and financial reporting

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



Daily monitoring

- Project exchanges
- Monitoring deliverables
- Main project management documents
- Carbon footprint reports
- Working documents
- Project interactions

Communication

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

Guidance and standards

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

Reporting Process

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).

Therefore, we only receive the finalized outputs and deliverables once per year

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, including **finalised outputs and deliverables.**
- 1 **payment claim**
- A **report on ineligible expenditures**, to be done by the Lead Partner, if relevant.
- **The PPs “control package” (all documents related to the National certification of PPs expenditures).**

Life cycle of a Reporting Package

The Reporting package includes:

- Project report
- Control package
- Payment claim
- Report on ineligible expenditure (if needed)



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

The **JS** performs the completeness, activities, and financial check based on a risk analysis, and prepares the payment orders



The **MA** validates the payment orders to be addressed to the Accounting Authority



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

We keep a constant contact with the LP during the whole process, together with periodic reminders and the organization of reporting seminars.

Reporting Process

Stages of the JS verification

NEW: establishing a **sampling system** for the expenditure verification

1. Administrative verification :

- Verification of the completeness of the mandatory sections of the Project and Partner reports
- Verification of the presence of all the requested documents: payment claim, signed control certificates
- Verification of the presence of partner's external contracts and NC's mandatory control checklists

2. Coherence check (risk-based) - Verification of the respect of the eligibility of expenditures with respect to the Programme rules:

- **Staff costs:** coherence between the description of the expenditure and the Task Assignment Document
- **External expertise:** coherence of the expenditure with contracts, Application Form, State Aid analysis, and respect of branding and communication rules
- **Equipment and Infrastructure:** coherence with Application Form and respect of branding and communication rules
- In addition, **in case of investment:** presence of all the mandatory documents, respect of ad-hoc rules.
- **If a risk is identified -> analysis of the control checklists and (maybe) expenditure documentation**

Reporting Process

Stages of the JS verification

3. Clarification rounds:

- Q&A document sent to the LP through Jems (“verification communication”).
- The 80-days period for the reimbursement of the expenses is interrupted until the reception of the final answers from the LP.

4. Finalization of the verification:

- The PO completes the verification checklist.
- The Financial Officer does a final check before closing the verification.
- In case of **ineligibility** -> we **correct** the expenditure
- In case of **missing elements** for the verification (missing contract, missing external contract checklist, missing investment documentation...) -> we **park** the expenditure

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2. Reporting on deliverables and outputs

Reporting on deliverables and outputs

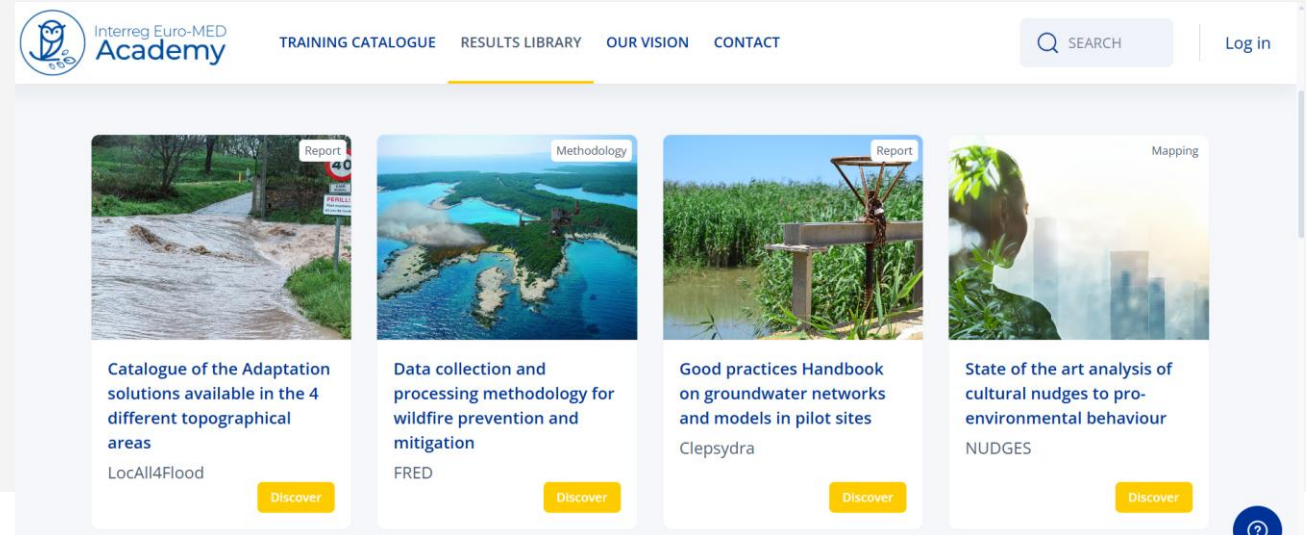
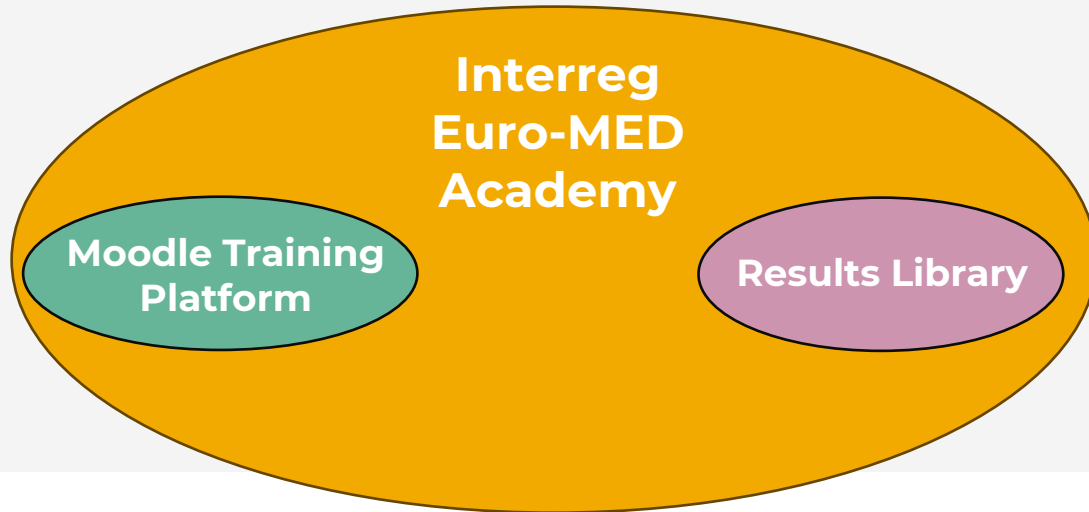
From Jems to the Library

Objective

Increase the visibility of the projects and facilitate the access, exploitation, sharing and reuse of their results.

By

- Ensuring the EC and Programme rules compliance on **Jems (full reporting JS verification)**
- Letting the freedom to partners to promote their results on their **website** at their own pace
- Publishing the project outputs (and some deliverables of special interest) in one single location: The Euro-MED Programme Library that will be integrated in the **Interreg Euro-MED Academy** platform <https://academy.interreg-euro-med.eu/>



Reporting on deliverables and outputs

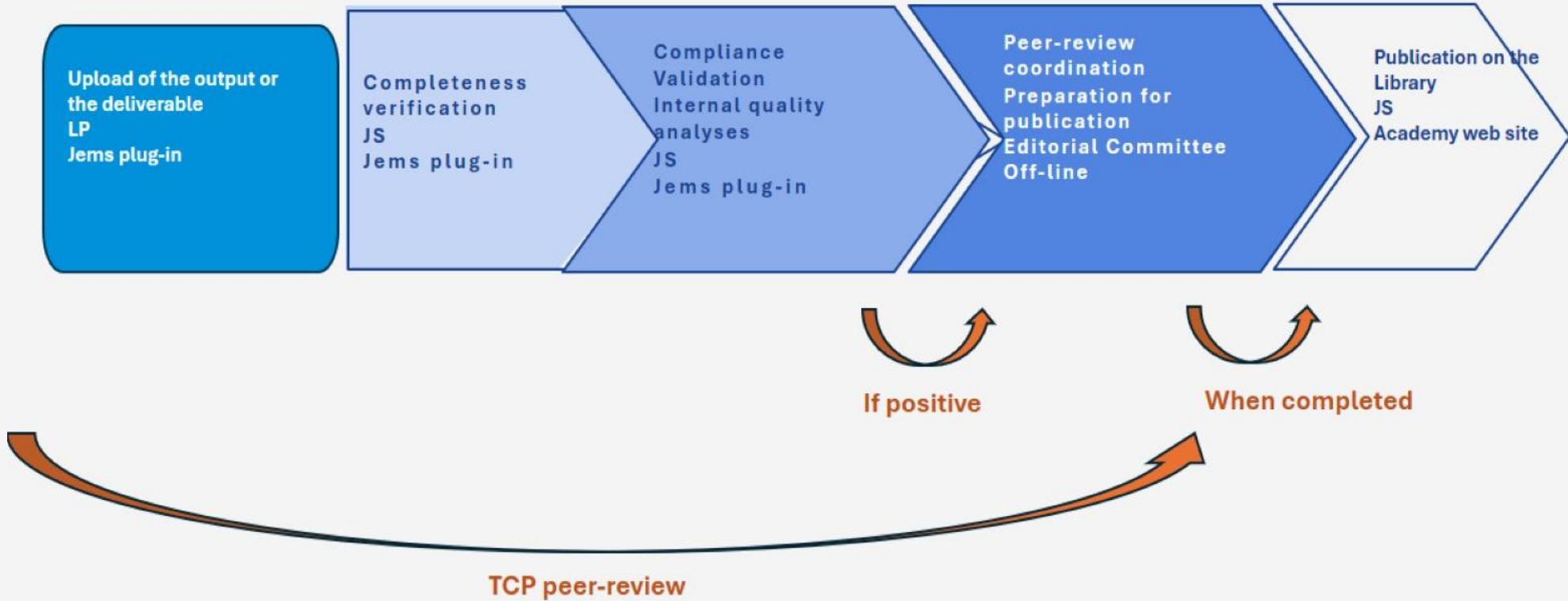
From Jems to the Library

Main principles

1. Key deliverables and outputs are **reported annually**, during the full reporting period. The JS verifies their compliance with EC and Programme rules.
 - Among them, the JS pre-selects those with an added value regarding the state of the art and a transfer potential.
2. Their quality is ensured by a peer-review process lead by the Governance projects of each Mission for their community of projects. This process is **independent from the JS reporting verification**.
3. The outcomes of those peer-reviews are **embedded in the JS monitoring, influencing the selection of the elements to include in the library**.

Reporting on deliverables and outputs

From Jems to the Library



Jems Plug-in: deliverable/output checklist

Peer review – To be filled-in by the JS after peer-review consolidation by the Euro MED Academy

What is the problem addressed by the output or deliverable?

What is the output or deliverable added value regarding the state of the art?

What is the output or deliverable transferability potential?

Direct contribution to the SDGs? ▼

Contribution to main policies/strategies targeted by the Programme/European Union? ▼

The criteria for validation by the Peer-Review are fulfilled

Yes No

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1. JS daily monitoring of projects

JS daily monitoring of projects

Pilot risk monitoring tool

Specific project dashboard with risk indicators:

- Some of them **automatic** (sources: Jems, project website, Basecamp)
- Some of them **manually** activated by the PO, based on **daily project monitoring outcomes** and contact with Communication and Financial Officers

The screenshot shows the Interreg Euro-MED website interface. At the top, there are logos for Interreg Euro-MED and the European Union, along with a search bar and navigation links. The main content area is titled 'Call 2 - Enhancing sustainable tourism' and features a 'Project details +' section with a 'Risk Management' table.

Risk (source: program's manual)	Source of risk for the project? Yes/No	Source of information
Project composition (partnership dimension and total awarded budget)	No <input type="checkbox"/> Yes <input type="checkbox"/>	Automatic - Application Form
Difficulties on the project during day to day management or in partnership functioning	No <input type="checkbox"/> Yes <input type="checkbox"/>	Input PO, based on the daily monitoring of the project and the implementation of its activities.
Absence of Project Report, (if expenses were foreseen in the AF)	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	Automatic - Project Reporting Schedule + Project Reports
Persistent under-consumption with respect to the financial plan of the Application form	No <input type="checkbox"/> Yes <input type="checkbox"/>	Automatic - Project Report and budget per period
Lack of expenses from a partner in a recurrent way	No <input type="checkbox"/> Yes <input type="checkbox"/>	Automatic - Partner Report + Budget per period
Lack of participation or contribution to the activities of the Governance projects when such participation or contribution has been required	No <input type="checkbox"/> Yes <input type="checkbox"/>	Input PO, based on the daily monitoring of the project, its activities implementation, and direct feedback from Governance projects
Absence of key productions on Jems while foreseen in the AF	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	Automatic - Project Report + Application Form
Lack of activity on Basecamp (lack of presence of mandatory documents, internal deliverables and contribution to the mission Basecamp)	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	Input PO, based on the daily monitoring of the project, the time planning of its internal deliverables (as defined during precontracting), and direct feedback from Governance projects
Website not regularly updated	No <input type="checkbox"/> Yes <input type="checkbox"/>	Automatic - Project website
Underperformance in the implementation of the communication activities	No <input type="checkbox"/> Yes <input type="checkbox"/>	Input PO, based on the assessment of the Communication Officer.
Existence of investment in the consolidated Application form	No <input type="checkbox"/> Yes <input type="checkbox"/>	Automatic - Application Form

JS daily monitoring of projects

Pilot risk monitoring tool

The level of risk depends on the number of activated indicator:

- High risk may result on formal meetings with the project.
- In case of very high risk, the PO must elaborate a risk management report.

Legend

Calculation: 1 factor from the table above = 1 indicator



From 0 to 1 indicators



From 2 to 3 indicators

(ad hoc interview possible upon Project Officer decision)



From 4 to 6 indicators

(ad hoc interview recommended)



From 7 indicators and above

(ad hoc interview compulsory)



Compulsory ad hoc interview pending from more than 2 weeks

Human component:

The procedure can be adapted depending on the type of risk indicators activated and the interpretation of the situation by the JS

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