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Partner report

 **Jems**

Project privileges

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Application Form users / Project managers ⓘ

* Jems username
nikolaj.fadejev@vilniusjts.eu

view edit manage



* Jems username
vytenis.laukys@vilniusjts.eu

view edit manage



+

LP1 Test A

* Jems username
nikolaj.fadejev@vilniusjts.eu

view edit



Sensitive data



+



Creating Partner Report

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Reporting Partner reports

PP2 Test B

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous partner 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 Partner Report

No Reports

+ Add Partner Report

Status	Included in project...	AF version linked	Reporting period	Report creation	First submission	Last submission	Amount submitted	Total eligible after control for current report	Control	Delete
R.1	D.	10.0		07/16/2024 1:28 PM						

Partner report

Sections of the report

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Partner report R.1

PP2 Test B

Status  Draft

Report identification

Work plan progress

Public procurements

List of expenditures

Contributions

Report annexes

Report export

Financial overview

Submit

- Project identification
- Work Plan progress
- Public procurement
- List of expenditures
- Contributions
- Report annexes
- Report export
- Financial overview
- Submit

To avoid losing your progress, remember to always save your application before leaving a section! The save button is at

the bottom of the page and becomes active as soon as new data is entered. Certain fields are mandatory, and in these cases, the page cannot be saved unless they are filled in. JEMS will highlight the missing fields.

 Discard changes

 Save changes

Report identification

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Partner progress report identification

Project ID and acronym	LTPL00050 - Test project acronymfff
AF Version linked	12.0
Related call	14 - 2nd Call for Proposals for Small Projects
Partner report ID	R.1
Partner report status	Draft → Submitted → Control ongoing → Certified
Partner number	PP2
Name of the organisation in original language	Test partneris B
Name of the organisation in english	Test patner B
Legal status	Public
Type of partner	Local public authority
Co-financing source and rate	ERDF 80,00%
Country	Lietuva (LT)
Local currency (according to InforEuro)	EUR





Report identification

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Reporting period start date (MM/DD/YYYY) 	Reporting period end date (MM/DD/YYYY) 
Reporting period Period 1, month 1 - 6	
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.	
Enter text here	
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.	
Enter text here	

- Select from the drop-down menu the relevant **reporting period**. Then enter the reporting period start and end date.
- In the field “**Summary of partner’s work**” provide description of your organisation’s contribution to the activities, outputs and deliverables delivered in this reporting period. The description should be coherent with the activities and expenses listed in other parts of this Partner Report.
- In the field “**Partner problems and deviations**” specify any problems and deviations.



Report identification

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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.

Target Group	Description of the target group involvement
Regional public authority	Enter text here
General public	Enter text here

In section “Target group” explain how the target group which was described in the Application form was involved in the project activities during this period.

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	24.600,00	0,00	24.600,00	0,00	24.600,00	0,00%	0,00

If applicable, please explain any deviations in the spending profile compared to the amounts indicated in the Application form

Enter text here



Work Plan progress

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A.5 Work plan progress

Work package 1

Please describe your contribution to the activities carried out in this reporting period.

Enter text here

Please indicate how you contributed to project activities in this reporting period and choose deliverables and outputs you contributed to. Project partners don't need to indicate how much (in numbers) they achieved in this reporting period. This information is required in Project progress report. Explanations by project partners are possible on the activity level.

Activity Nr.	Activity title	Progress	Attachments
A 1.1	Creation of travel route	Enter text here	

Deliverable nr.	Deliverable title	Contribution	Attachments
D 1.1.1	Booklet	<input type="checkbox"/>	



Work Plan progress

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Outputs

O 1.1 Organisations cooperating across border for more attractive LTPL region

Contribution

Attachment:



Main rules:

- Use the text field description **“Please describe your contribution to the activities carried out in this reporting period”** and description of progress for each particular activity.
- Be **precise and detailed** when describing implemented activities and achieved deliverables.
- Insert here **any relevant information and figures** that the LP needs to report in the Project report.
- It is possible to add only **one** attachment per deliverable which will also appear in the tab partner report **Annexes**. The Annex name shall be in English, clear and reflecting the content, e.g. *D.1.1.Training for guides in Lithuania, D.5.2.Final project conference, O.1.1.Tourism potential study for Suwalki-Druskininkai area*

Public procurement

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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

Add Procurement

Created in
R.3

The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

* Procurement

Reference No.

Contract Date (MM/DD/YYYY)



Contract Type

Contract Amount

0,00

* Please select a currency
EUR

All procurements 10.000 EUR (including VAT) or above must be added in this section.



Public procurement

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For procurement above the EU threshold, it is obligatory to provide information on the beneficial owner(s). Such information is not required for procurement below the [EU thresholds](#).

Beneficial owner(s) of the contractor

First name	Last name	Date of birth	VAT / Tax identification number	Delete
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="Date of birth (MM/DD/YYYY)"/>	<input type="text" value="* VAT / Tax identification number"/>	

[+ Add beneficial owner](#)

Attachment(s)

There are no files uploaded. ×

[Upload file](#)

GDPR Attachment(s)

Sensitive data is hidden to non-privileged users

There are no files uploaded. ×

[Upload file](#)

Procurement documentation and GDPR related attachments can be uploaded in the Attachment area.



Public procurement

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Classical Directive 2014/24/EU

[Directive 2014/24/EU](#) on public procurement:

Central Government authorities	Works contracts, subsidised works contracts		€5,538,000
	All services concerning social and other specific services listed in Annex XIV		€750 000
	All subsidised services		€221 000
	All other service contracts and all design contests		€143 000
	All supplies contracts awarded by contracting authorities not operating in the field of defence		€143 000
	Supplies contracts awarded by contracting authorities operating in the field of defence	Concerning products listed in Annex III	€143 000
		Concerning other products	€221 000
Sub-central contracting authorities	Works contracts, subsidised works contracts		€5,538,000
	All services concerning social and other specific services listed in Annex XIV		€750 000
	All other service contracts, all design contests, subsidised service contracts, all supplies contracts		€221 000



List of expenditures

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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.

+ add expenditure

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

Previously parked by	Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	
<input type="checkbox"/>	* Please select a co...	N/A						

Note! Remember to scroll each expenditure to see all fields that shall be filled in.

Note! It is possible to delete an expenditure item as long as there are no attachments added. When a file is uploaded, the related expenditure item cannot be deleted. After the attachment has been deleted, the expenditure can be deleted.




List of expenditures

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Input field	Instructions
GDPR data  sensitive	Tick the box if the corresponding row contains sensitive data e.g. employment contracts and payslips. The Project Manager defines in the project privileges who can view sensitive data.
Cost category	Select the relevant cost CC. Note! Reporting of flat rates under CC1, CC2 and CC3 as well as other costs flat rate is ensured automatically by the system.
Contract name	This field is used to link expenditure to public procurements. This value is filled in from the procurement tab. All contract names added by the PP in the public procurement tab will appear here regardless the reporting period.
Internal reference	If applicable, please enter an internal reference number used in your organisation (e.g. accounting code)
Invoice number	Enter the invoice number.
Invoice date	Enter the invoice date.
Date of payment	Enter the date of payment, corresponding to the list of made payments.



List of expenditures

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Input field	Instructions
Description	Provide short description of reported costs to explain how they are linked to implementation of project deliverables. Please also specify number of deliverables for implementation of which costs were spent, e.g. “costs for catering during seminar, D.T1.2.1”.
Comment	Any comments for the Controller can be entered here e.g. in case only partial amounts of the total invoice are project related.
Total invoice value	Enter the total value of the item in EUR. Any expenditure paid in another currency must be converted into EUR using the monthly accounting exchange rate of the Commission in the month in which that expenditure was submitted for verification to Controller.
VAT	Enter VAT amount of the invoice in EUR
Declared amount	Enter declared amount in EUR. This is the value claimed as basis for reimbursement by the Programme.
Attachments	Upload one attachment (or a compressed zip/rar file with several files inside). Note! In extraordinary cases or on Controller / JS request, it is possible to attach the files in section “Report annexes”. In this case, please provide clear file name with reference to costs, deliverable number and name, e.g. D.1.1.1.Webinar-for-potential-applicants, R1.1.Functionality-of-tourism-app



Contributions

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Follow-up of partner contribution received by partner (in Euro)

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	Legal status	Amount in AF	Previously reported	Current report (Euro)	Total reported so far	Attachments
Test B	Private	19.680,00	0,00	0,00	0,00	
<input data-bbox="48 625 131 672" type="button" value="+"/>						
Sub-total public contribution		0,00	0,00	0,00	0,00	
Sub-total automatic public contribution		0,00	0,00	0,00	0,00	
Sub-total private contribution		19.680,00	0,00	0,00	0,00	
Total		19.680,00	0,00	0,00	0,00	

Partner shall specify the amount of contribution (20% co-financing from the partner), and JS might request PPs to follow-up on the contributions they receive from external organisations, if relevant.



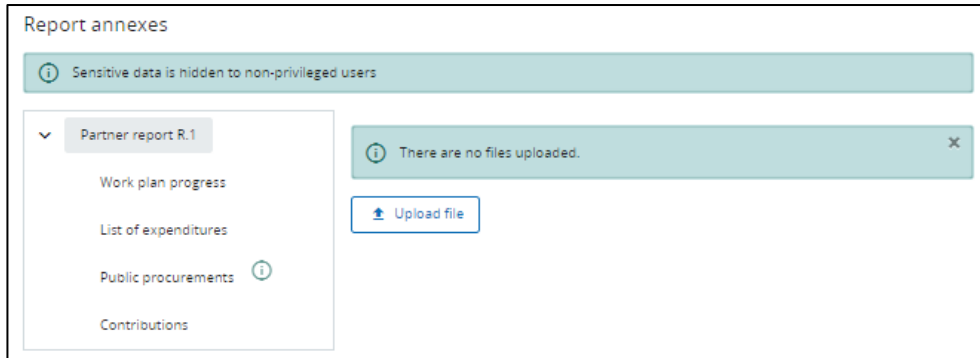
Report annexes

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Note! Economic classification table shall be attached in this section for each Lithuanian PP.

With the **first** (or following, if relevant) report:

- ✓ Documents proving the Preparation costs (e.g. meeting agenda, participant list, etc.)
- ✓ Documents proving the incurred costs where the flat rate was applied (e.g. at least one employment contract / equivalent document related to the project, Documentation of at least 1 trip per Project Partner is required (e.g., mission report, meeting recording, or other similar evidence))

With the **final** report:

- ✓ List of the fixed assets purchased during the project implementation, according to the standard form,
- ✓ Copies of the checks-on-spot (performed by the Controllers or Programme bodies) reports in case they were not submitted with previous Project Reports;
- ✓ Documents proving achievement of the Project Results (e.g. cooperation agreement, proof of number of people served by modernized healthcare facilities, proof of taking up joint solutions, etc.).



Report export

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Report exports

Partner Report budget (Example) export

Partner Report (Example) export

English

Input language

English

Export

**UNDER
DEVELOPMENT**



Financial overview

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Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported ⁱ	Current report	Total reported so far	% of total	Remaining budget ⁱ	Previously validated ⁱ	Previously paid ⁱ
ERDF	78.720,00	0,00 parked 0,00	0,00 re-Included 0,00	0,00	0,00 %	78.720,00	0,00	0,00
Partner contribution ⁱ	19.680,00	0,00 parked 0,00	0,00 re-Included 0,00	0,00	0,00 %	19.680,00	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 Automatic 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 Private contribution	19.680,00	0,00 parked 0,00	0,00 re-Included 0,00	0,00	0,00 %	19.680,00	0,00	N/A
Total	98.400,00	0,00 parked 0,00	0,00 re-Included 0,00	0,00	0,00 %	98.400,00	0,00	0,00

Partner Expenditure summary (in Euro) presents an overview of the amounts as included in the AF, against the amounts presented in previous Partner Reports and included in the current report.

Partner Expenditure – breakdown per cost category (in Euro) presents the PP's budget - approved in the AF, previously reported and current report – split per CC.

Partner Expenditure – breakdown per Lump sum (in Euro) presents the breakdown per Lump sum, if applicable.

Partner Expenditure – breakdown per investment (in Euro) presents the breakdown per investment, if applicable.

Submit

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Submit

You are about to officially submit your Partner report : PP2 Test B - Partner report R.1

Make sure to submit your partner report in time as agreed with the Lead Partner. Please be aware that after submission, your report will be available for the controller and changes to the partner report are no longer possible.

 Also make sure that the contracting section is up-to-date before you submit.

Run pre-submission check



 Submit partner report

The submission button will only become active once the pre-submission checks return all **valid**. Once submitted, the status of the report changes to **“Submitted”**. After submission, the Partner Report **is locked**, and the Controller’s work can be started.

Once submitted, the Partner Report cannot be modified by PPs.



Communication with controllers

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Note! The section becomes available only after controller starts “Controller work” and the status of report is “**Control ongoing**”.

Partner report R.1
PP2 Test B

Status Control ongoing [Open controller work](#)

Control ongoing | Report identification | Work plan progress | Public procurements

Control Report for: Partner report R.1 PP2 Test B, Test project acronymfff

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

Control communication

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.1

Control communication

There are no files uploaded.

[Upload file](#)

Project ID and acronym	LTPL00050 - Test project acronymfff
AF Version linked	13.0
Related call	14 - 2nd Call for Proposals for Small Projects
Partner report ID	R.1
Partner report status	Draft → Submitted → Control ongoing → Certified

Controller's work

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[+ Add 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.1	Certified		13.0	Period 1, month 1 - 6	07/17/2024 9:28 AM	07/17/2024 9:28 AM		68.332,65	07/18/2024 1:26 PM	68.086,65	Open controller work

Status Certified [Switch to partner report](#)

[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.1

[Control communication](#)

There are no files uploaded.

[Upload file](#)

PPS can see controller's work sections, it is for information only