

# MISTAKES IN REPORTING

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Nikolaj Fadejev

**Interreg**



Co-funded by  
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**Latvia – Lithuania**



Reporting deadlines

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Partner Report

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Project Report

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Supporting documents

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Procurement

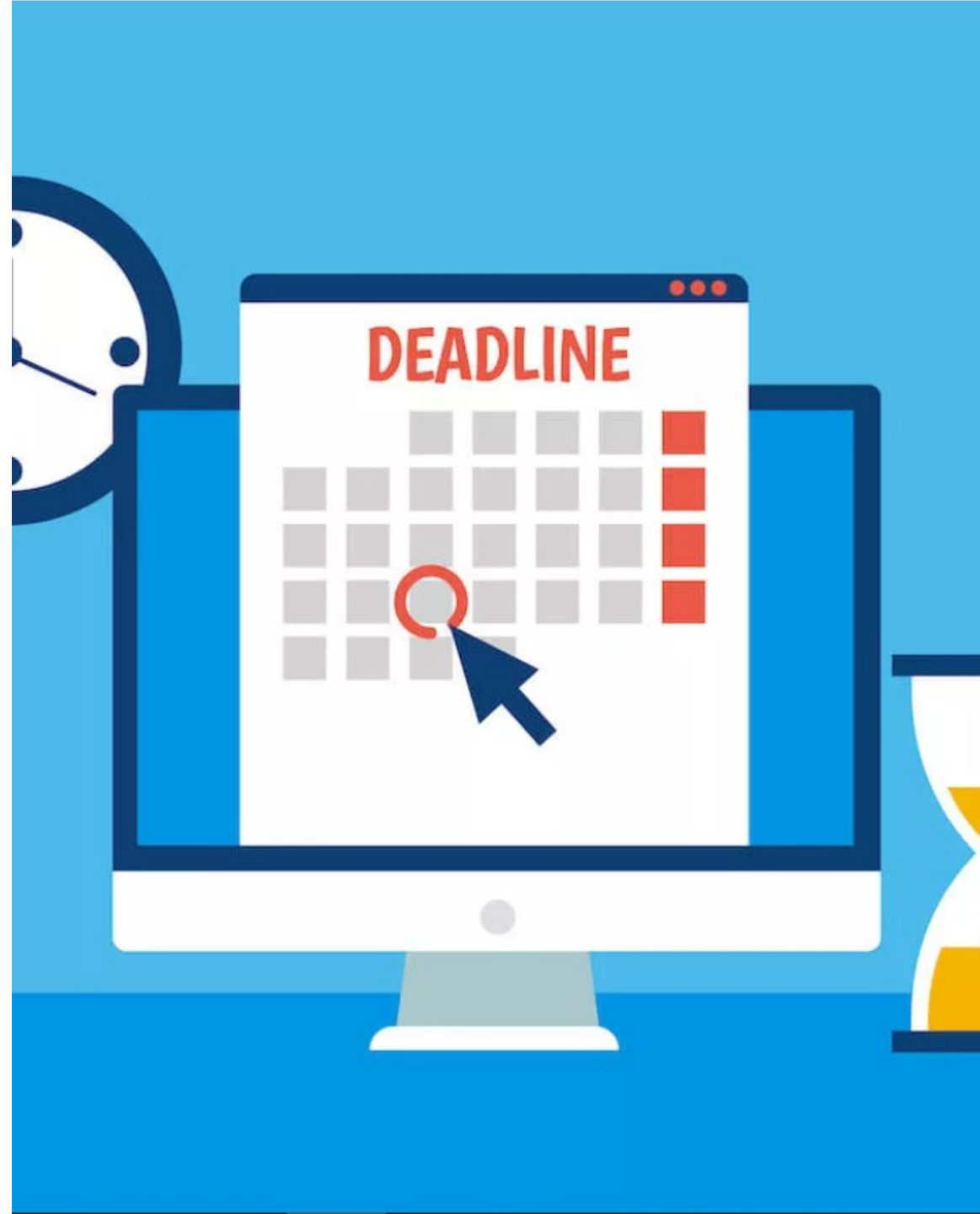
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Useful tips

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# Reporting deadlines



# Deadlines

- The deadline to submit Partner Report: 2 weeks after period end date
- The deadline to submit Project Report: 3 months after period end date (specified in JEMS)

Project start date (DD/MM/YYYY)

01/03/2025

Project end date, calculated automatically (DD/MM/YYYY)

28/02/2027

Project duration in months

24

Project overview

Reporting

Overview

Corrections

Project reports

Partner reports

Contracting

Contract monitoring

Contracts and agreements

Project managers

Project reporting schedule

Partner details

Application form

Shared folder

Export

Project privileges

ID	Type of report	Period	Date	Final report
1	<div><div>Only Content</div><div>Only Finance</div><div>Both</div></div>	<div>* Period</div> <div>Period 1, month 1 - 6, 01/03/2025 - 31/08/2025</div>	<div>* Date</div> <div>30/11/2025</div>	<div>Yes</div> <div>No</div>
2	<div><div>Only Content</div><div>Only Finance</div><div>Both</div></div>	<div>* Period</div> <div>Period 2, month 7 - 12, 01/09/2025 - 31/08/2026</div>	<div>* Date</div> <div>31/5/2026</div>	<div>Yes</div> <div>No</div>
3	<div><div>Only Content</div><div>Only Finance</div><div>Both</div></div>	<div>* Period</div> <div>Period 3, month 13 - 18, 01/03/2026 - 31/08/2026</div>	<div>* Date</div> <div>30/11/2026</div>	<div>Yes</div> <div>No</div>
4	<div><div>Only Content</div><div>Only Finance</div><div>Both</div></div>	<div>* Period</div> <div>Period 4, month 19 - 24, 01/09/2026 - 31/08/2027</div>	<div>* Date</div> <div>31/5/2027</div>	<div>Yes</div> <div>No</div>

# Deadlines

## How to act ?

- Partner feels that it will delay to submit Partner Report due to some reasons (e.g. vacation time, staff overloaded with other tasks, etc.) → **start to prepare report it advance. It is possible to create a report at any time after project is in status “Contracted” in JEMS. (Same for LP to submit Project Report)**
- Partner delays to submit Partner Report due to unforeseen circumstances → **Inform Controller, agree on new deadline.**
- Lead Partner delays to submit Project Report due to unforeseen circumstances → **Inform JS, agree on new deadline.**

# Partner Report



# Partner Report

- Partner Report is empty → **all relevant fields in the report must be filled in** (even if partners didn't achieve deliverables, the progress must be described, explanation of delays, etc.)
- **Report deviations**, if any occurred during the reporting period.
- Not all spent expenses are declared → **once the report is submitted to Controller, it is not possible to include new expenditures** → include forgotten expenses in the next report
- Mistakes in staff costs (unit rates) → **in advance calculate maximum possible hours to declare and monitor their spending (p.93-94 of the Programme Manual). Contact your Controller or JS manager, if needed**

# Partner Report

- Attach the relevant supporting documents to **each row in the JEMS List of Expenditures** - each expense must have corresponding supporting documents
- **Attach** the relevant and complete **procurement documentation** in “Public procurements” (including market research) and link procurement with reported costs
- Not all supporting documents are attached → **don’t forget to attach e.g., draft versions of documents under preparation, photos of equipment, supporting documents of project events, evidence of compliance with publicity requirements**

# Mistakes in staff costs (unit rates)

- The **employment contract** must be signed with the **project partner** - direct recipient of the funding
- Project **timesheet working hours** must match the institution's actual working records or the hours indicated in the institution's timesheets
- Working on weekends, during vacation, outside regular working hours, or while on a business trip for another project – is **not eligible** for the project
- Each employee's **all** staff costs for the reporting period must be entered **in a one separate row**  
*Do not combine 2 or even 5 employees' expenses into one row.*
- In the **timesheets** LP/PP shall report **detailed information about duties and tasks** implemented by each staff position during all reported working hours.

*Exception, if for any of the management staff positions the LP/PP reports working hours that are within or equal to the limits (Programme Manual p.97) – then no need to report detailed information in the timesheet but must provide a concise summary in the "Summary of Partner's Works in Reporting Period" section of the report.*

# Project Report



# Project Report

- Remember to attach **Confirmation for Project Report**
- **Information** in Project Report must be **coherent** with information in Partners' Reports
- **No empty fields:** if some activity/deliverable/output is not started, please specify so
- In each field provide **summarised information on achievements on project level** - summary of deviations, achievements of activities and deliverables, including quantifiable values (not just linking to information in Partners' Reports)
- Check carefully **spending by Cost Category** (Financial Living Tables) – if CC is overachieved, apply for changes or costs will be ineligible (except the report for final period)

# Project Report

- In Project Report the **location of supporting documents** (which are in Partners' Reports) must be clearly specified, e.g.: "Draft methodology is attached in PP2 report, under deliverable D.1.1.1)"
- Evidence of **communication measures** and compliance to **visibility requirements** must be presented (posters, billboards, articles in press/social media, marking of equipment, etc.)
- For Final period: double-check that all is implemented according to the Application Form, as after the end of the project no possibility to make changes

Reminder on **flexibility rule**: it may be applied for the **final reporting period** allowing **overspending in CCs up to 5%** from the total eligible project budget.

This is allowed only if the overspending is justified and the total eligible project budget, as well as the LP/PPs' budgets remain within their approved limits. If the overspending exceeds 5%, JS/MA will deduct excess amount from the final Project Report.

# Supporting documents



# Supporting documents

- Attach **Confirmation for Project Report** (correctly filled in and signed by legal representative indicated in JEMS)
- All required supporting documents must be **with clear and relevant titles (not long!), in English**
- Upload the files in **relevant location** (deliverable/activity/expenditure)
- **Use zip/rar format** to group the files

# Supporting documents

- Upload confirmation emails on **harmonization of deviations with JS/upload emails to “Shared folder”**
- In case if a **document is signed electronically** (e.g. Contract, etc.), the e-signed version must be attached, not a MS Word version
- Attach **clear, sharp images** (not blurry or low-quality pictures) for events and purchased equipment/works
- Ensure **all documents**, including timesheets, are **accurate and correct** before submitting the report, as controllers may not accept corrections afterward

# Procurement



# Mistakes in procurement

- The **evaluation criteria** for proposals were not followed / have been altered
- **Technical specifications** have been changed or incorrectly applied
- The **decision** made is not traceable / lacks justification
- The **subject** of the contract is insufficiently or inaccurately defined
- The wrong **type** of contract has been selected



## Contract amendments:

1. Changes in the list of suppliers or in the general nature of the contract
2. Extension of the contract term
3. Unjustified changes in scope of work or pricing

# Useful tips



# Useful tips

- **Start early** – think about reporting already during the implementation of activities
- Read carefully **description** of activities/deliverables/outputs/results **in Application form**, when reporting use the **same terminology**
- In Project reports in the description of activities and deliverables, **describe the progress** achieved **during the reporting period**
- **Consult with Controller and JS manager** on any arising issue or unclear case
- **Help your partners.** Some partners and project managers are less experienced than others
- Double-check if you **included all expenditures**



# THANK YOU FOR YOUR ATTENTION

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