Change Maker Projects

PEACEPLUS Programme 2021 – 2027

Submission of <u>Partner Reports</u> on Jems *(Lead Partners Only)*

The Joint Electronic Monitoring System (Jems) is developed by Interact and is available for all Interreg programmes to use on a free-license basis. It uses Harmonized Implementation Tools (HIT) and agreed best practice.

This guidance contains information originally produced by the Interact Programme. However, as Jems is locally hosted and customisable, questions on the operation of an individual Jems instance should be directed to SEUPB.

If this guidance does not answer your question(s), please contact the Support Partners appointed by SEUPB to support project applicants on **changemakers@cooperationireland.org.**

Version History

Version and date	New in this version
Version 2 – February 2026	Original

Contents

1. PREREQUISITES

Lead Partners are responsible for the submission of Partner and Project Reports for the Project.

Please Note: JEMS will show Partner Reports for all Partners. However, only the Lead Partner should submit a Partner Report for Change Maker Projects.

Lead Partners should liaise with all Project Partners to gather the required information for the submission of all reports for the project.

Lead Partners are responsible for ensuring that all project partners have the correct access on Jems, i.e. view/edit/manage access as required. At least one representative from every project partner organisation should be registered on Jems. Partners should be assigned to their project by the Lead Partner (see 'User Management' section below for more information on this).

To submit a report, Lead Partners will need to log in to the application on Jems. Please ensure that you keep login details secure and do not share them with other users.

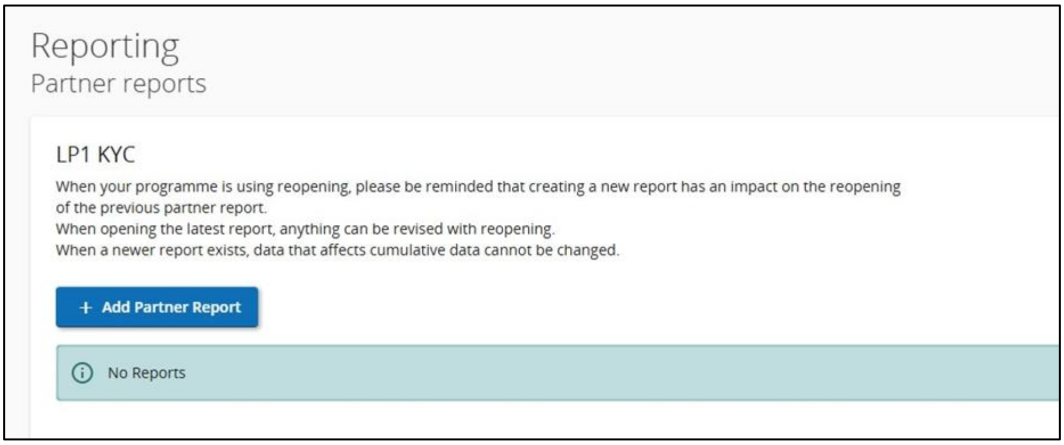
Before you start:

- Confirm that you are reporting for the correct contracted reporting period/milestone.
- Gather your evidence of milestone achievement (see Letter of Offer).
- Ensure no personal data will be uploaded to Jems (ZIP files where needed). Ensure the Lead Partner user submitting the Report has the correct project privileges**.**

Jems login page

1.1 Project Status

To access the reporting section, the status of your application must be at least 'Contracted'. Applications with status 'Draft', Submitted', Admissible' or 'Approved' will not be able to see the reporting section.



Project Status

2. USER MANAGEMENT

To submit the Partner Report, the Lead Partner should go to the Partner Report section on the left-hand side of the screen and select LP1 Report.

To access the partner report, the project user must be assigned to the Lead Partner in the 'Project Privileges section.

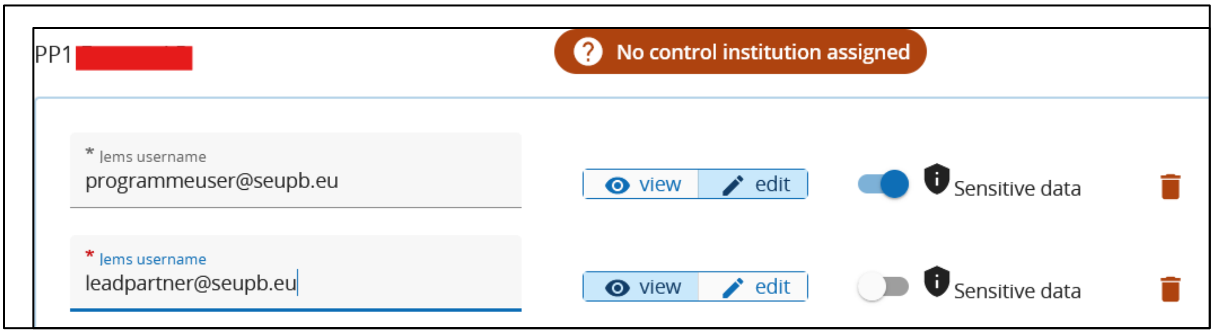
This section can be found at the bottom left of the Jems sidebar, below the application form. **To assign other users, you must have 'manage' privileges under the Lead Applicant heading**.

Note that, by default, the Lead Applicant on Jems is the person who created the application form. If necessary, this can be changed within the project privileges section by adding a new Lead Applicant user.

There are two levels of partner report access:

i. To **view** partner reports, project users should be assigned to the relevant partner with 'view' privileges.
ii. To **create or edit** partner reports, the project user should be assigned with 'edit' privileges.

Before creating a partner report, please carefully check the settings for access to GDPR-sensitive data[1] in the 'Project Privileges section. The 'sensitive data' flag enables visibility of person-related data according to GDPR. Users with an active flag can mark (and view) sensitive data in the List of expenditures and Procurement section in Partner reports.



Project Privileges

It is the responsibility of the Lead Partner to redact personal data when entering data/information on Jems and when uploading supporting documentation.

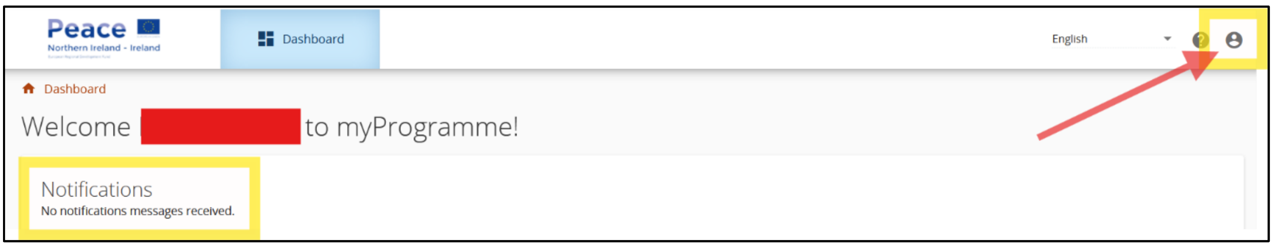
Supporting documentation must not be submitted to the Controller or SEUPB by email. Jems is the only acceptable facility to share information/documentation.

[1] Please refer to section 2.1 of the SEUPB Programme Manual – Data processing and protection.

2.1 Notifications

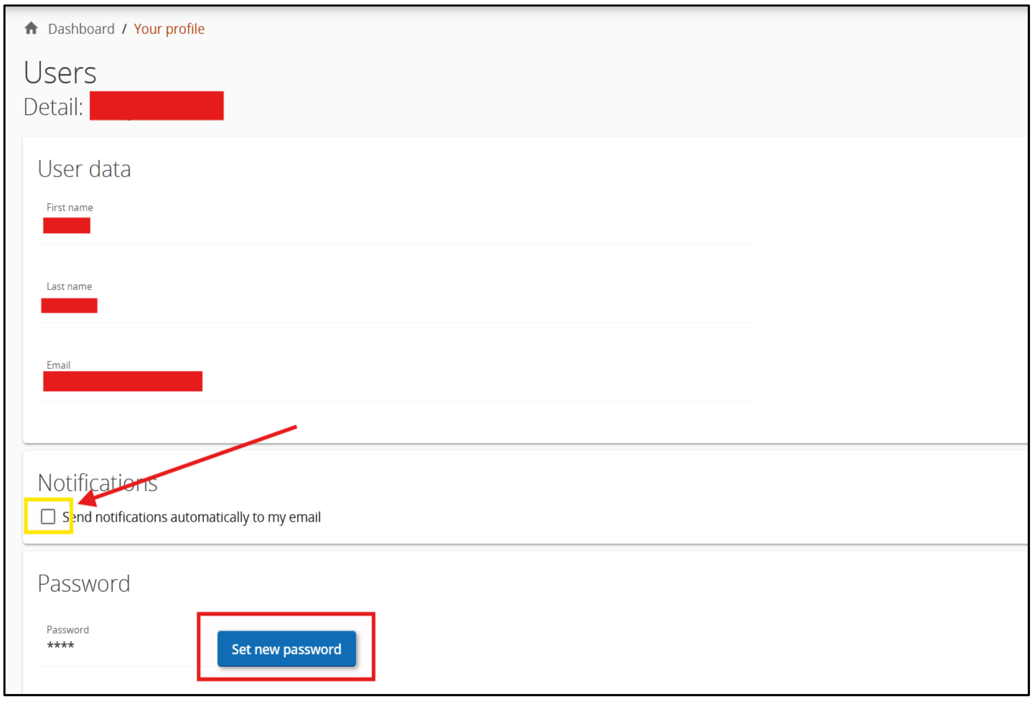
Notification settings are configured by SEUPB. All project partners will receive relevant notifications to their Dashboard. **It is the responsibility of the Project Manager(s) to check these notifications regularly**.

If you wish to receive email notifications, you must select this functionality by clicking on the ‘person’ icon in the top right-hand corner and then clicking on your email address. This will bring up your user profile.



Access profile

To receive email notifications, you must tick the box **'Send notifications automatically to my email.** *Note that you can also change your password on this page, by clicking 'Set new password'.*



Select to receive email notifications

3. ACCESS TO PARTNER REPORTS

To find the Reporting section, select the relevant application under 'My Applications' on the Dashboard. Your application will open, and the Reporting section will be visible at the top left of the Jems side bar, above the Contracting section.

Click on *'Reporting'* to expand the menu. This will display the reporting sections for the project.

Partner reports: This is the section where project lead partner reporting is completed, this is where evidence of achievement of Milestones is provided

PLEASE NOTE: For Change Maker Projects only Lead Partners are required to submit Partner and Project Reports on JEMS.

Project reports: These are the activity reports which are also completed by the Lead Partner.

When project privileges have been assigned (*see 'User Management' section above for more detail*), project partners will see themselves under the 'Partner reports' heading on the left-hand menu. Lead Partners will see the full list of project partners when they are assigned 'view' privileges to all partners.

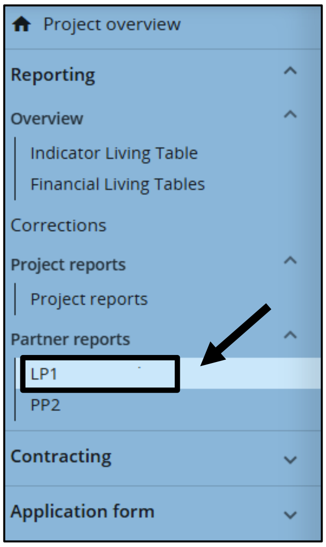
Project Modifications – It is expected that project modifications will only be required for Changemakers in exceptional circumstances given the nature of the Simplified Cost Option.

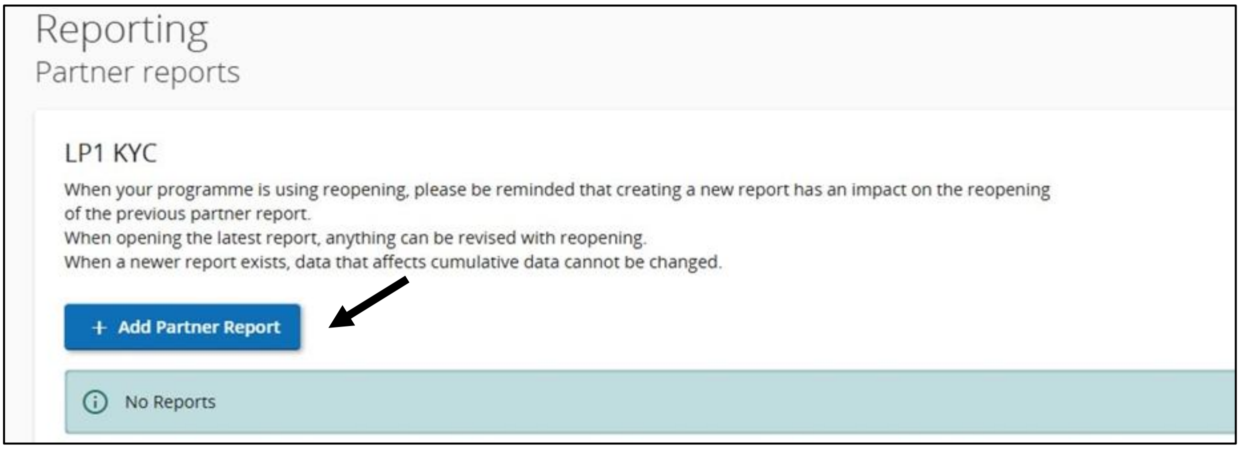
If a project modification is required and is approved, the modification(s) will only be visible in the partner report(s) created after approval of the modification. Reports (either in draft or submitted status) created before the approval of the modification will not show the modification.

4. CREATING A PARTNER REPORT

Select the project partner (LP1) to create a report. This will open the partner-specific reporting section. For Change Maker Projects, this will always be the Lead Partner.

To create a **Partner Report**, click on the **Lead Partner Report (LP1)** and **+ Add Partner Report**. (Note that only users assigned to the relevant project partner with 'edit' privileges can create a report. The partner report will open automatically. Any time thereafter, the report can be accessed via the overview table.





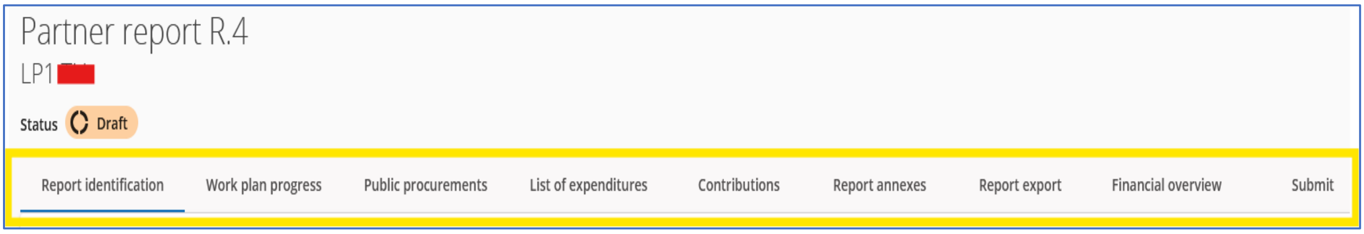
*All previous reports should be submitted and certified **before** a new draft report is created*

KEY POINTS FOR PARTNERS TO NOTE:

- ❖ Several fields within the partner report are based upon cumulative data. Therefore, please ensure that **all reports from previous periods have been submitted** before a new report is created.
- ❖ A partner report can only be deleted if it is the **most recent report** created and is in **draft form.**
- ❖ Once created, the first partner report is automatically labelled R.1 (each report thereafter will be labelled in ascending order, i.e., R.2, R.3 etc.). The partner report ID does not reflect the reporting period.
- ❖ Each new partner report is linked to the most recently approved version of the application form.
- ❖ The application form version to which the partner report is linked is displayed in the overview table, under the heading 'AF version linked'.

To start completing the report, click anywhere on the report line within the overview table. The report is divided across nine tabs, which are accessible at the top of the page:

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



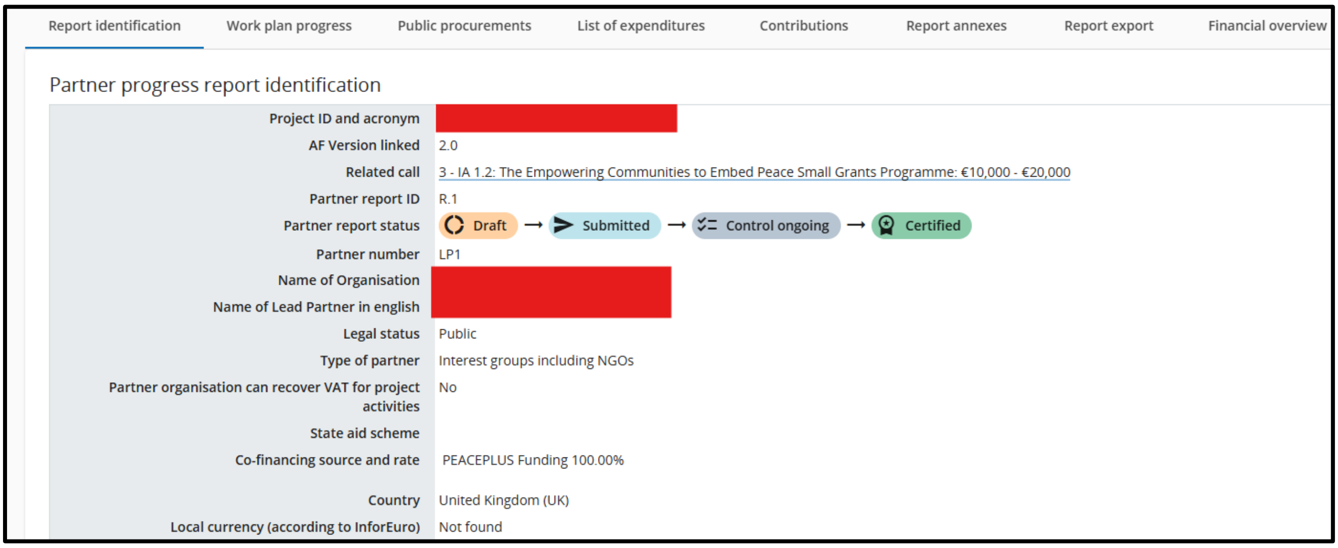
Partner report tabs

4.1 Report identification

When creating a partner report, the first tab *'Report identification'* will open automatically.

The overview table at the top of this tab provides key information about the project and relevant partner, which is taken from the application form.

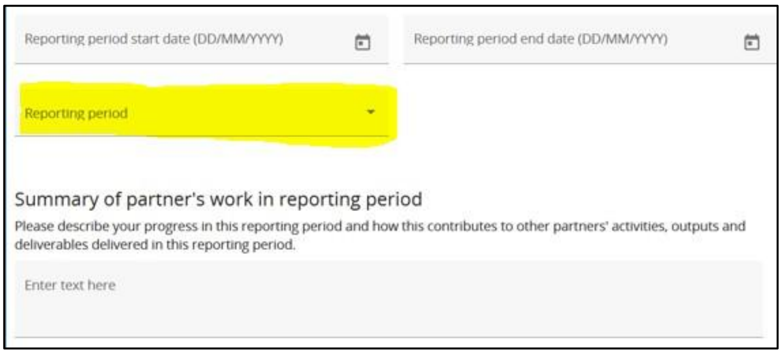
NOTE: For Changemaker Projects the Currency will always be set to Euro



The reporting period should be defined using the drop-down list. Select the reporting period in line with the <u>Milestone dates</u> in your Letter of Offer**.**

Please note: Ensure you select the correct Milestone which may not be in consecutive order of JEMS – the end date of the reporting period you select should match the end date of the Milestone period you are reporting on from your Letter of Offer.

Unless otherwise advised by SEUPB, the *'Reporting period start date'* and '*Reporting period end date'* field can be left blank.



In the summary section, the partner should describe the project progress in this reporting period. Lead Partners should ensure they liaise with all Project Partners to gather all relevant information for completion of this section.

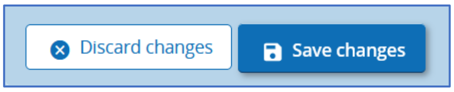
Please note this should provide brief details of how Milestone has been achieved.

If applicable, problems and deviations from the work plan experienced by the partner during the reporting period should be entered.

The 'Target groups' section shows a list of target groups that were specified by the project in the most recently approved version of the application form. The partner should describe which target groups were involved during this reporting period, how they were involved, and to what extent.

Please Note: For (Partner Report 1) Milestone 1 (submission of Letter of Offer and Partnership Agreement/engagement agreement) the target group section does not need to be completed.

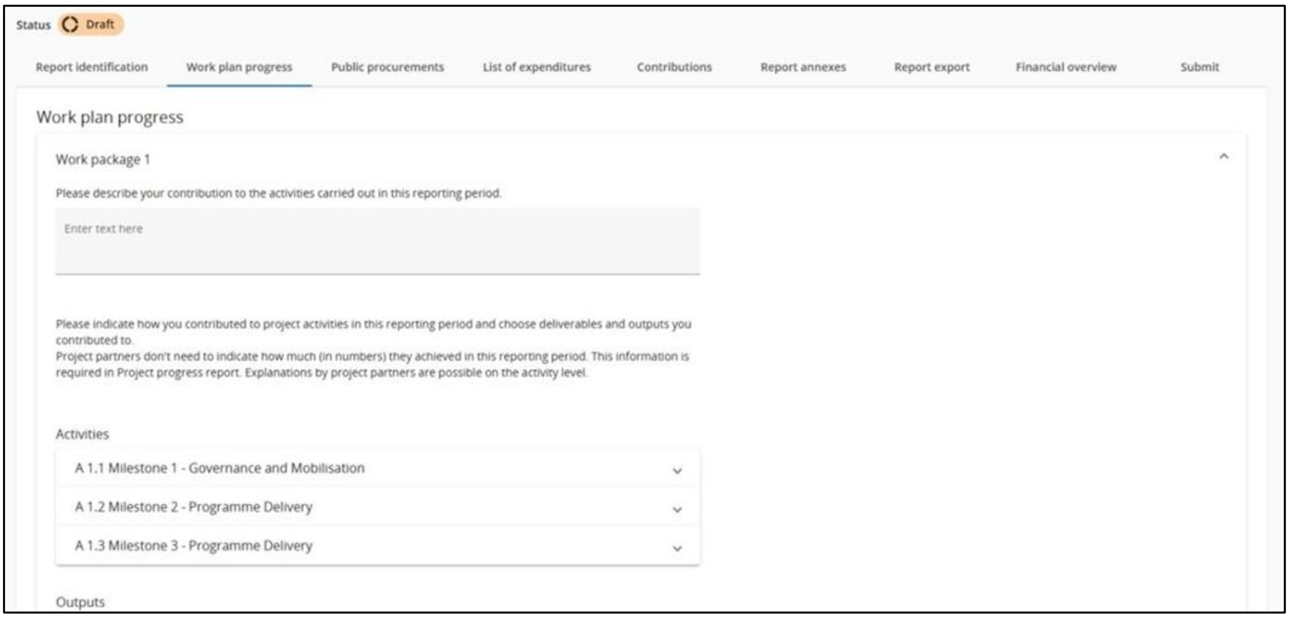
Ensure that you save your work using the 'Save changes' button at the bottom of the screen as you progress through the report.



4.2 Work plan progress

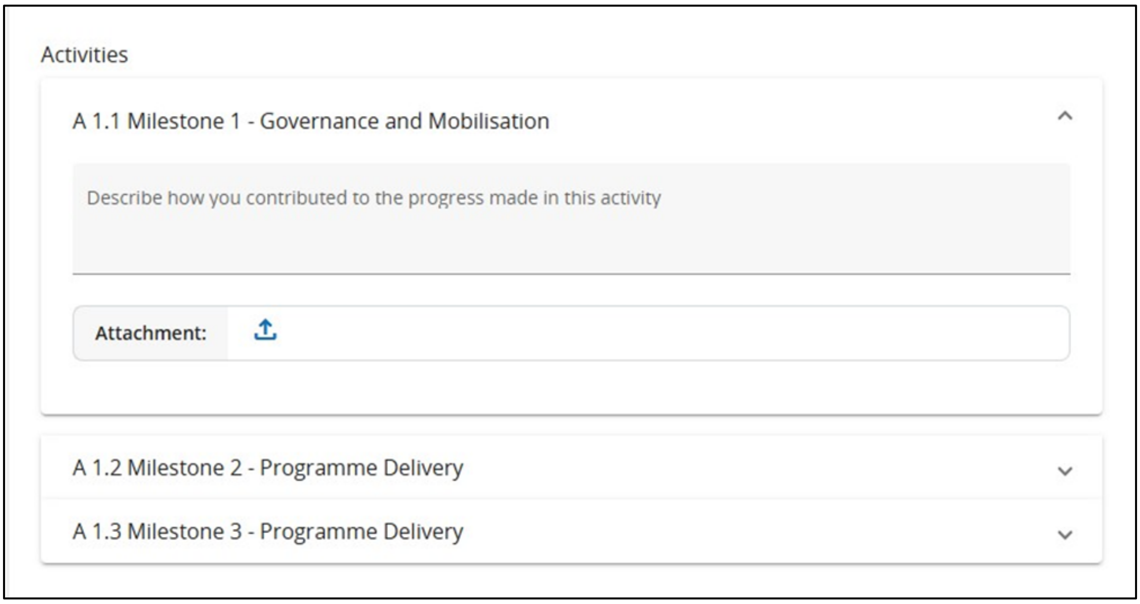
The second tab 'Work plan progress' takes the work plan-related data from the most recently approved version of the application form.

Click on the *Work package* to expand it:



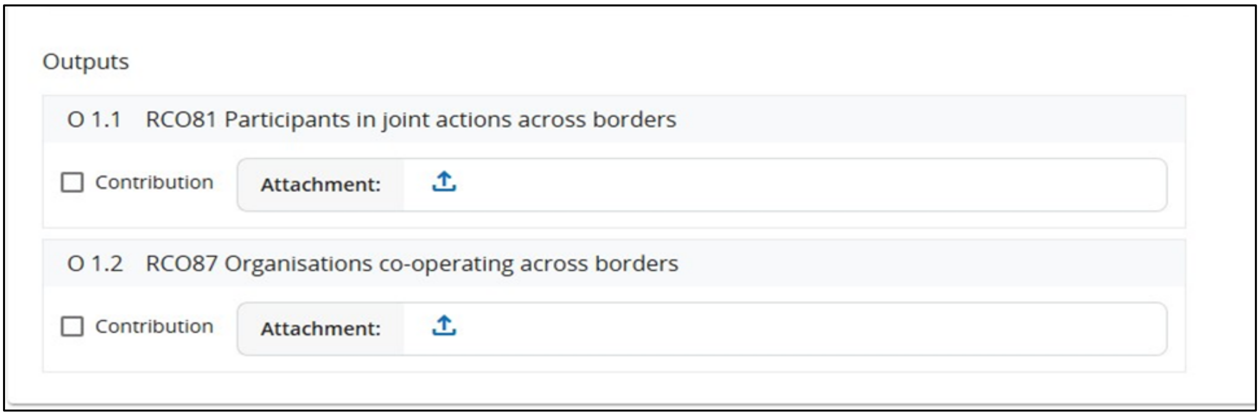
Completing work plan progress

- **Work Plan Progress:** The partner should describe how they have met the Milestone they are reporting on within the textbox.
- **Activities:** Select the Milestone you are reporting on and enter brief details on how Milestone has been met.



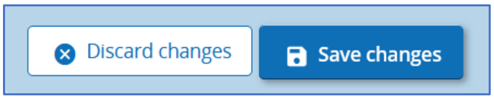
Outputs:
You are only required to report on Outputs in the final **<u>Partner Report.</u>** For all other Reports nothing is required here.

Final Partner Report: enter the project level outp-ut values (sum of verified partner contributions) and ensure no double counting.



Further information on Monitoring to be provided and is currently under development.

Ensure that you save your work using the 'Save changes' button at the bottom of the screen as you progress through the report.



4.3 Public procurements

<u>This section is not required for Change Maker Projects</u>

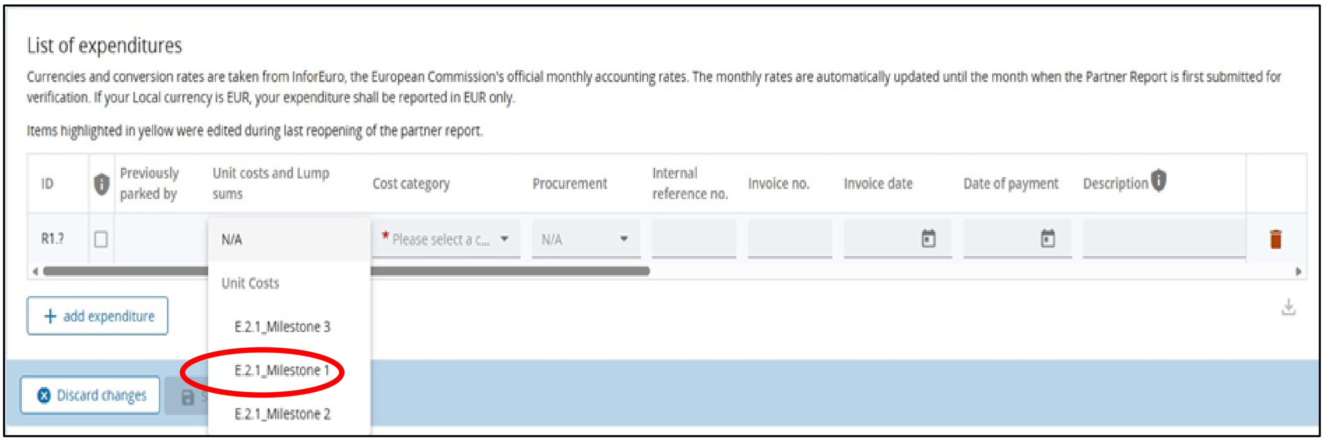
4.4 List of expenditures

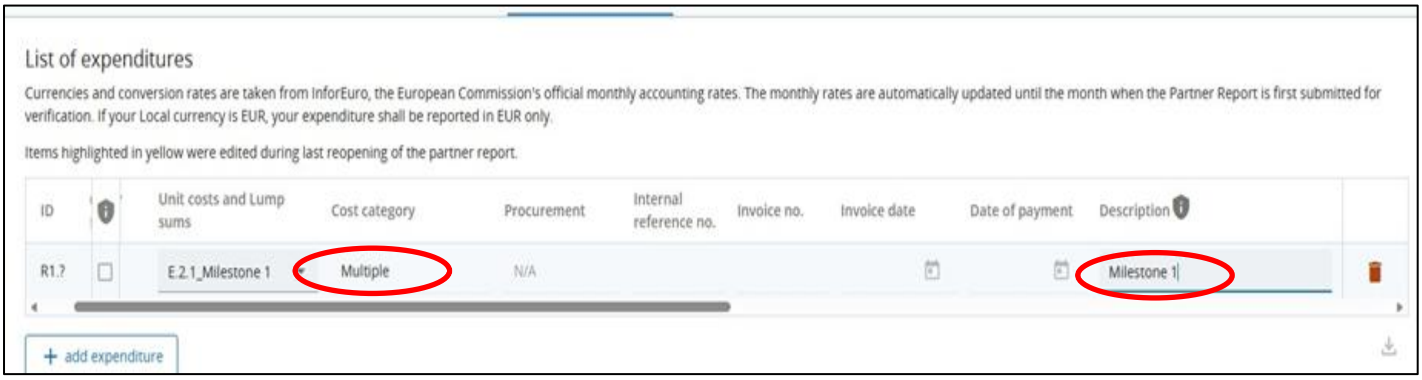
This is the section where Milestones should be added.

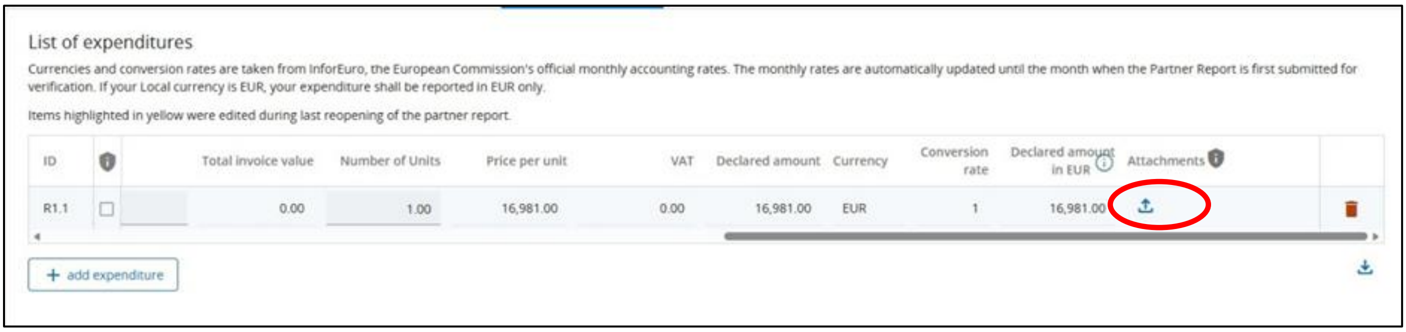
Click on **+ Add expenditure** to add a Milestone. Click on Unit Costs and Lump Sums to select the relevant Milestone. The Cost Category tab will fill automatically showing Multiple categories. These are the only mandatory fields you need to complete in this section. You may include the Milestone number in the Description box if you wish for your own records. Save this section and the attachment icon will appear when you scroll to the right and go to the end.

You can then upload your evidence for the achievement of this Milestone. For example, for Milestone 1 this will include your signed Letter of Offer and signed Partnership Agreement.

Please note that only one document can be uploaded. You will therefore need to upload **a zip file** or a scanned PDF with all information (the preferred method is a ZIP File).







The List of Expenditure item can be deleted by clicking on the bin icon.
GDPR flag: Users with an activated ‘sensitive data’ flag in the ‘project privileges’ section (see ‘User management’ section above for more information on this) can tick expenditure items that are GDPR sensitive.

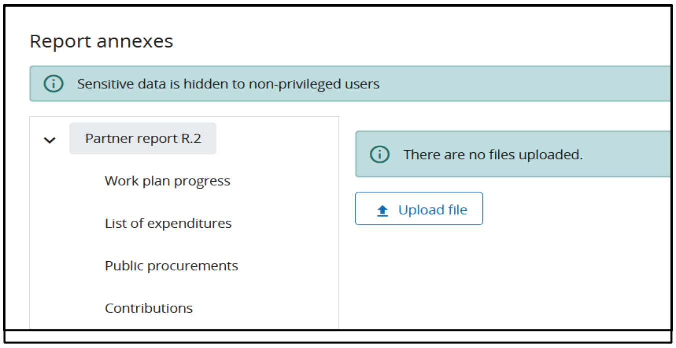
When ticked, users who don’t have an active ‘sensitive data’ privilege will not be able to see the Description, Comment and Attachment fields. (Note that the JS / MA and the controller for the partner will have view access based on their role.

4.5 Contributions

Nothing is required in this tab for Change Makers

4.6 Report annexes

In this tab, partners can see all the files that they have uploaded within the different sections of the partner report. No further annex documentation is required here for the Change Maker Fund.



4.7 Report export

You may wish to export a report here for your own records.

4.8 Financial Overview

The financial overview tab (within the partner report) will show Milestones claimed to date and an up-to-date financial overview to date for information – no action is required here.

This section allows you to confirm that the Current Report equals the expected sum of partner Milestone amounts to date.

4.9 Submit

In this tab, the partner report can be submitted. After submission, the partner report is frozen, and control work can begin.

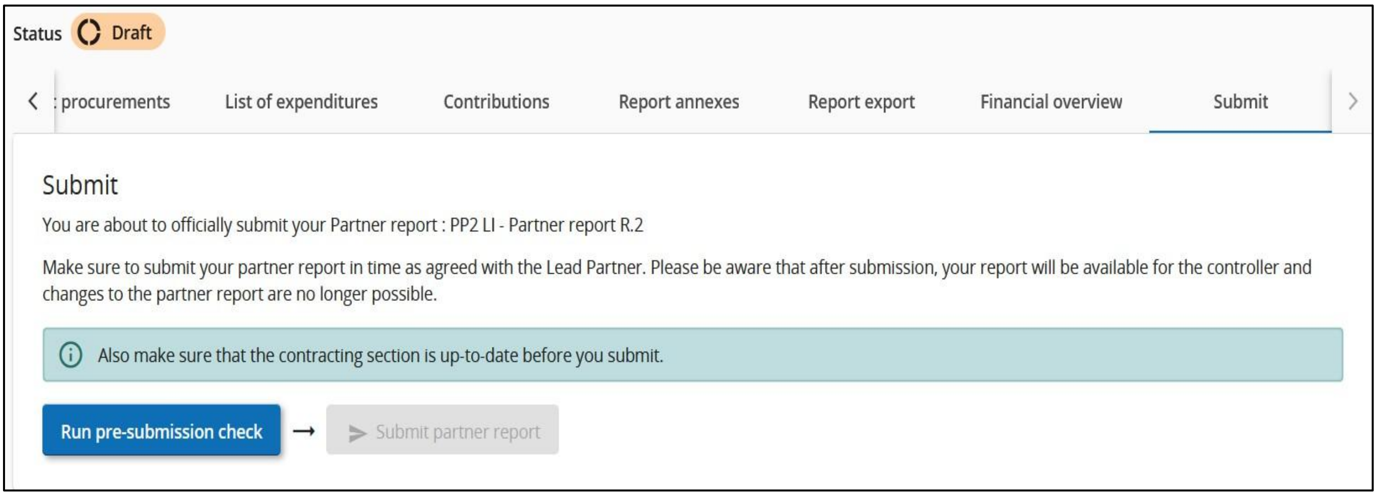
Once the partner report is submitted, it cannot be edited.

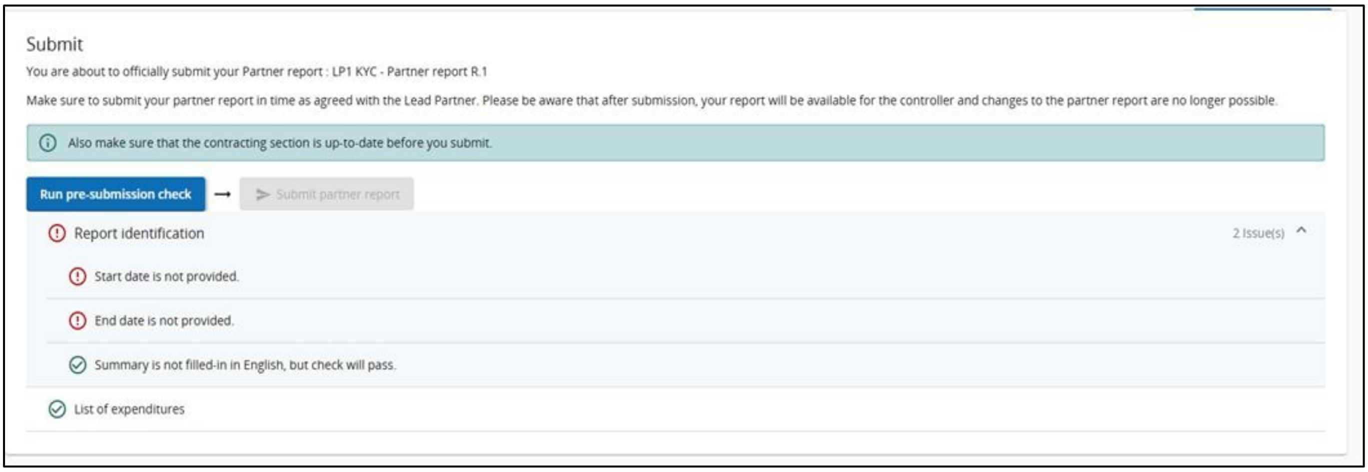
Project partners must complete their own quality control check before submission. It is recommended that an officer other than the person who entered the data carries out this check.

Partners must ensure accuracy and quality of information when entering data, as this informs the basis of project and Programme reporting.

The report must pass the pre-submission check before it can be submitted.

Once submitted, the status of the report changes from ‘Draft’ to ‘Submitted’. The partner report overview will show the report status, as well as the date of first submission.





Common errors and fixes

- Start/end date not provided → Select reporting period in Report identification.
- List of Expenditure/Milestone not selected→ ensure list of expenditure tab is correctly completed and all attachments have been provided.

5. CONTROLLER CERTIFICATION COMMUNICATION

When the controller has begun their work, the partner report will have the status ‘Control ongoing’ and will move to ‘certified’ when control work is completed.

If you have any technical issues with completing partner reports on Jems, please log a support ticket on the PEACEPLUS Support Portal: https://peaceplussupport.seupb.eu/

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