PEACEPLUS
Northern Ireland - Ireland

Co-funded by the
European Union | UK Government

Jems
Joint electronic monitoring system

Change Maker Projects

PEACEPLUS Programme 2021 – 2027

Submission of Project Reports on Jems *(Lead Partners Only)*

pobal
government supporting communities

The Joint Electronic Monitoring System (Jems) is developed by Interact and is available for all Interreg programmes to use on a free-licence basis. It uses Harmonised 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. GENERAL INFORMATION ... 4
2. TYPES OF REPORTS ... 4
2.1 Project Reports vs Partner Reports ... 4
3. USER MANAGEMENT ... 5
3.1 The Lead Applicant User ... 5
3.3 Lead Partner user management ... 6
4. PRE-REQUISITES ... 7
4.1 Project Status ... 7
4.2 Notifications ... 7
5. AGGREGATION OF REPORT DATA ... 8
6. PROJECT REPORTING ... 8
6.1 Overview Tables ... 9
6.2 Practical issues for LP reporting ... 10
6.3 Creating a Project Report ... 11
6.4 Completing the Project Report ... 12
7. Pobal Verification ... 22
7.1 Report reopening ... 22

1. GENERAL INFORMATION

This manual provides Lead Partners of projects approved under the **PEACEPLUS Change Maker** programme with a practical walkthrough of completing Project reporting on Jems.

This guidance covers **Lead Partner** Reporting for **Project Reports**.

Project Reports are to be submitted following Certification by the Controller on the Partner Report. For Changemaker funding both reports are submitted by the Lead Partner.

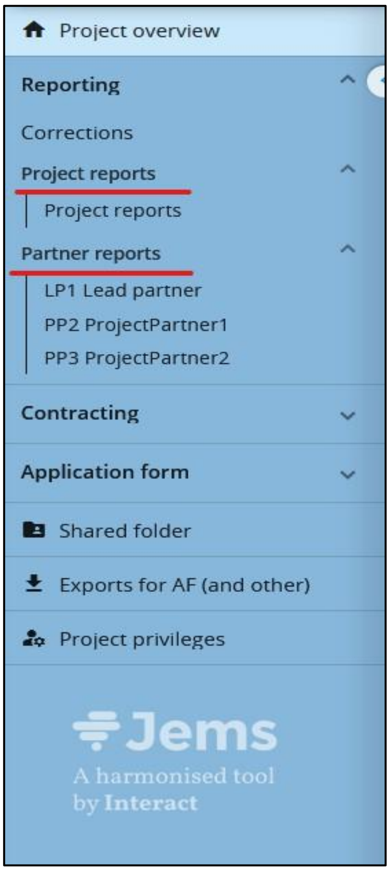
2. TYPES OF REPORTS

2.1 Project Reports vs Partner Reports

For a Lead partner, there are two levels of reporting within Jems:

- **Partner reports (separate guidance is provided for Partner Reports)** – The Partner Report is submitted by the Lead Partner. This report includes reporting on and providing evidence of completion of Milestones

- **Project Reports – This guidance is provided to support Lead Partners to submit the Joint Activity Report when the Partner Report has been certified by the Controller.**



Lead Applicant user(s) with ***Manage*** or ***Edit*** rights will have the ability to open and submit Project Reports.

The list of Lead Partner reports and reporting deadlines will be preset by Pobal within JEMS.

3. USER MANAGEMENT

Lead Partners are responsible for the management of users for their project. Jems allow multiple users to collaborate together on the project. This can be managed through the Project Privileges section in Jems.

3.1 The Lead Applicant User

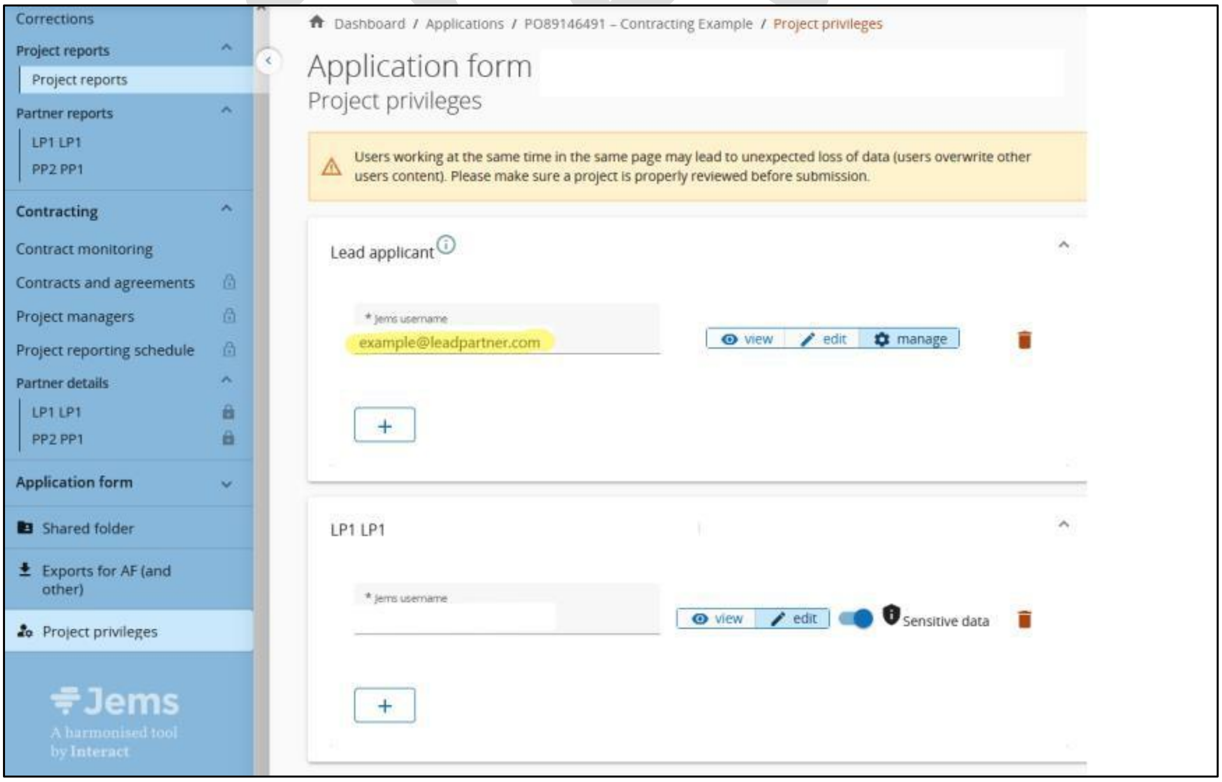
This user has PROJECT level access and can view/edit the Application Form (AF) and draft and submit Partner and Project Reports. Users with **Manage** rights can edit the user privileges of all the project partners. It is possible to assign more than one Lead Applicant user to the project with various levels of access (view/edit/manage).

By default, the user account who created the application form automatically becomes the Lead Applicant when the project status is changed to *Approved*.

To add a new Lead Applicant user, go to Project Privileges at the bottom of the sidebar menu. Under Lead applicant, click the **+** sign and enter the username of the account to be added. <u>Please note: the user must have already completed the registration process on Jems.</u>

Select the appropriate privilege level for the user: View/Edit/Manage.

To delete a user, select the icon.



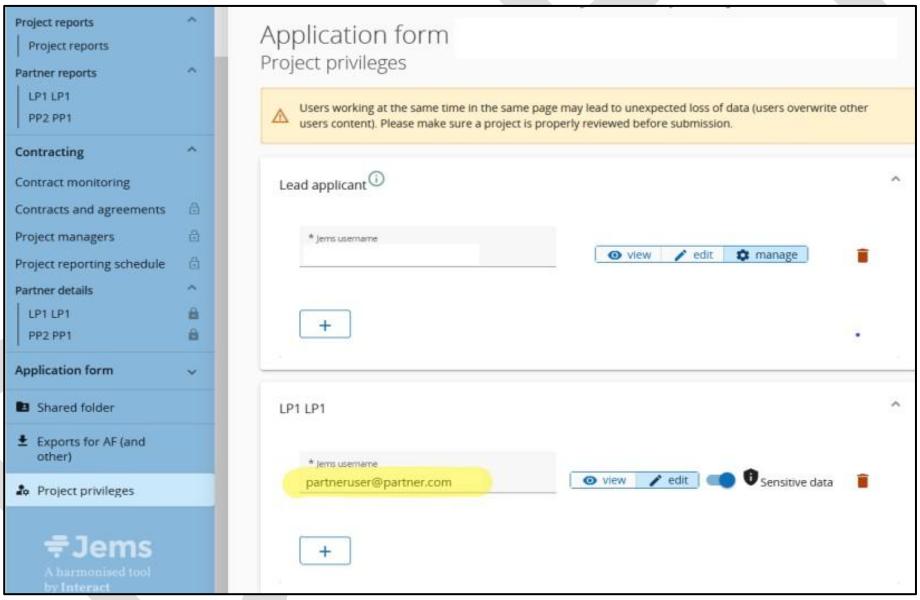
Sensitive data enables protection of person related data according to GDPR. Users with active flag are able to mark (and view) sensitive data in List of expenditures and Procurement tabs in Partner reports.

To add a Partner user, go to Project Privileges at the bottom of the sidebar menu. Under the relevant Partner section, click the + sign and enter the username of the account to be added. <u>Please note</u>: the user must have already completed the registration process on Jems.

Select the appropriate privilege level for the user: View/Edit. If the user should have access to flag or view sensitive data, ensure the button is selected.

To delete a user, select the icon.

NOTE: The relevant LP users should be added to each partner organisation under Project Privileges.



3.3 Lead Partner user management

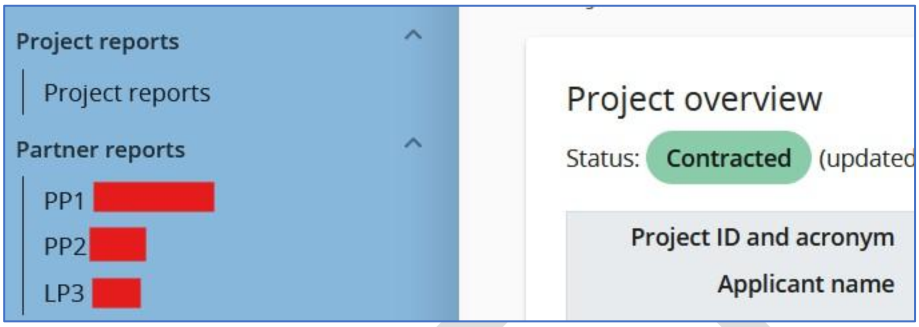
The LP is responsible for the management of project privileges for the partnership. This includes:

- Ensuring the LP is assigned to each project partner within the Project Privileges section with ‘View’ privileges.
- Ensuring the appropriate access for their project partnership users on the project i.e. view/edit and sensitive data access.
- Ensuring that the project privileges section is always kept up to date e.g. where a project staff member has left a partner organisation, the LP is responsible for ensuring their access is removed in a timely manner.

4. PRE-REQUISITES

4.1 Project Status

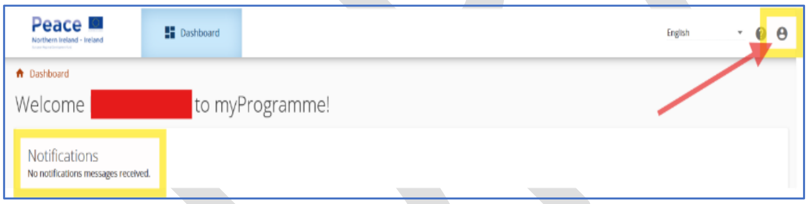
To access the reporting section, the status of your application must be at least 'Contracted'. Applications with status '<u>Draft</u>', '<u>Submitted</u>', '<u>Admissible</u>' or '<u>Approved</u>' will not be able to see the reporting section.



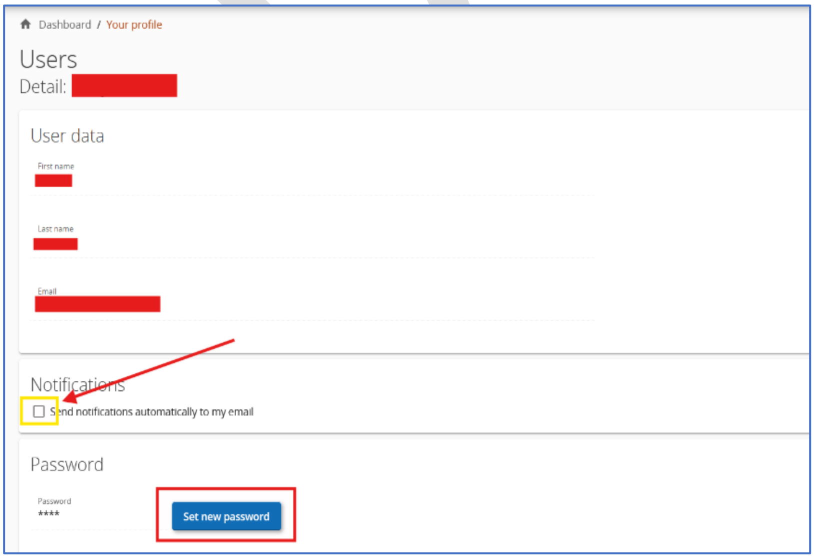
4.2 Notifications

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

If you wish to receive email notifications, you must select this option by clicking on the 'person' icon in the top right-hand corner and then clicking on your email address. This will show your user 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'.

5. AGGREGATION OF REPORT DATA

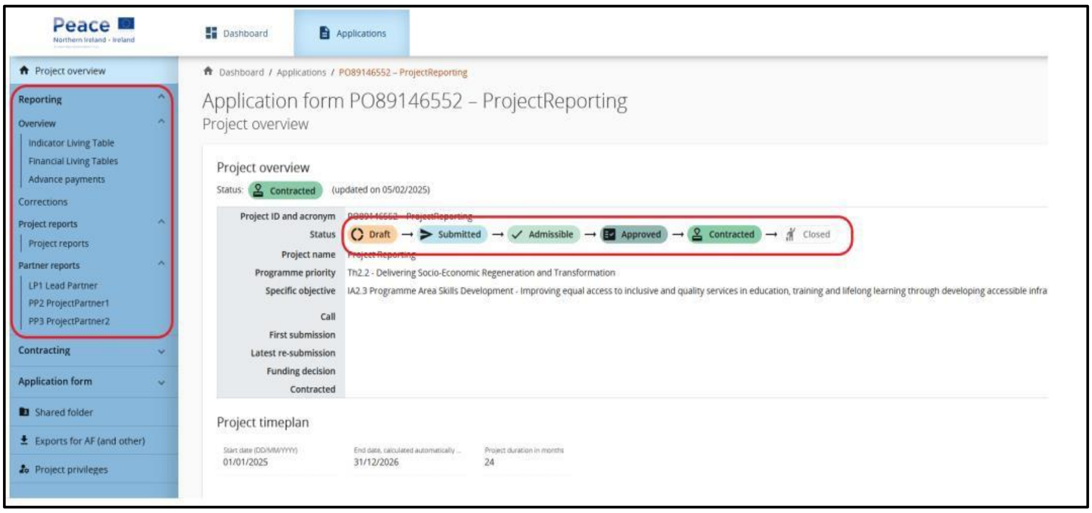
Each report that is **submitted** will aggregate/sum up the achievement of information recorded (Expenditure, output results, status of activities and objectives reported as achieved).

For example, if a submitted Period 1 report states that Activity 1.1 is partly achieved, these values will carry through into the Period 2 report (provided that the Period 1 report has been submitted).

Beware the most up to date aggregated data will only appear in the final project report created after all earlier reports have been submitted. Therefore, reports must <u>be submitted in chronological order</u>, and each period's report should be submitted before a draft for the next period is created.

6. PROJECT REPORTING

When a project has been moved to 'Contracted' by Pobal, the new status will be displayed in the Project Overview, and the reporting menu appears in the sidebar menu.



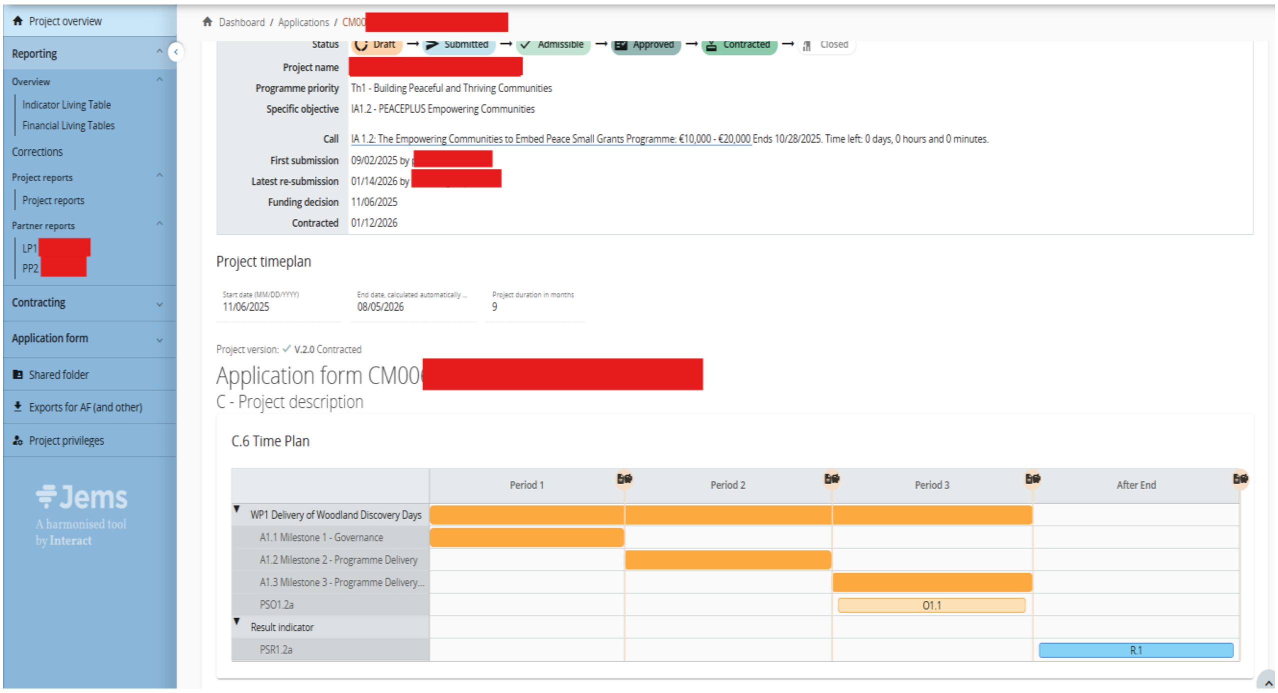
Within this section, project users can access:

- Overview Tables
- Corrections
- **Project Reports**
- Partner reports*

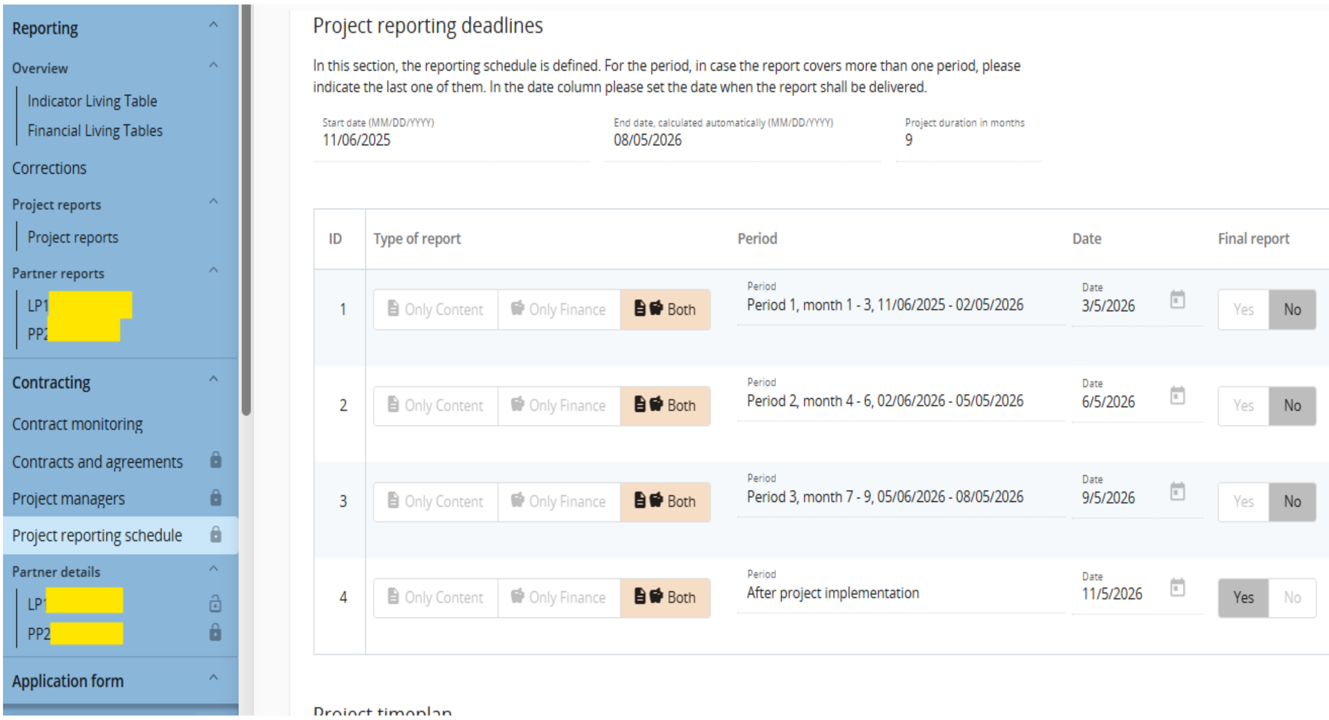
For further information on the **Partner Report please see the separate Jems Guide on Submitting partner reports.*

6.1 Overview Tables

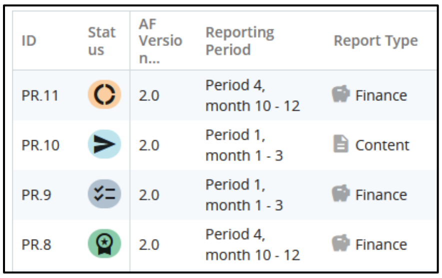
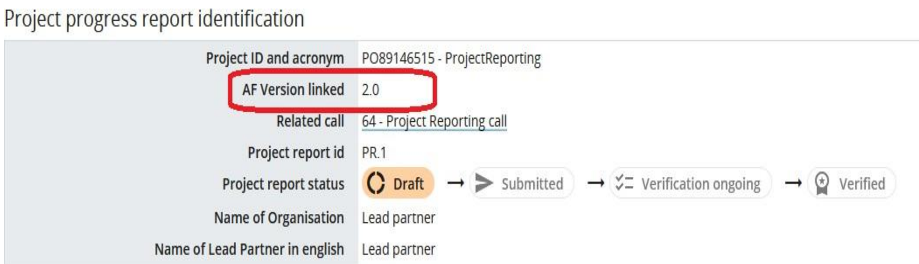
The Project Overview section includes a summary of reporting for the project to date.



A more in-depth reporting schedule is also available under the Contracting section labelled **Project Reporting Schedule**.



6.2 Practical issues for LP reporting

<table>
<tr><td>Report creation</td><td>Only Lead Applicant users with edit or manage privileges will be able to create and complete Project Reports.</td></tr>
<tr><td>Report ID</td><td>Project Reports are automatically numbered PR.X. The ID is automatically assigned in ascending order of creation, so the project report ID <u>does not reflect the reporting period</u>. (PR.1, PR.2, PR.3, etc)
If a project in draft is deleted, that report ID will be assigned to the next report created.

<table>
<tr><th>ID</th><th>Status</th><th>AF Versio n...</th><th>Reporting Period</th><th>Report Type</th></tr>
<tr><td>PR.11</td><td></td><td>2.0</td><td>Period 4, month 10 - 12</td><td>Finance</td></tr>
<tr><td>PR.10</td><td></td><td>2.0</td><td>Period 1, month 1 - 3</td><td>Content</td></tr>
<tr><td>PR.9</td><td></td><td>2.0</td><td>Period 1, month 1 - 3</td><td>Finance</td></tr>
<tr><td>PR.8</td><td></td><td>2.0</td><td>Period 4, month 10 - 12</td><td>Finance</td></tr>
</table>
</td></tr>
<tr><td>Report Status</td><td>
</td></tr>
<tr><td>Application form data in the Project report</td><td>When a project report is created, it is linked to the latest approved version of the application form. The Application Form version which the report is linked to is displayed in the Project progress report identification tab.


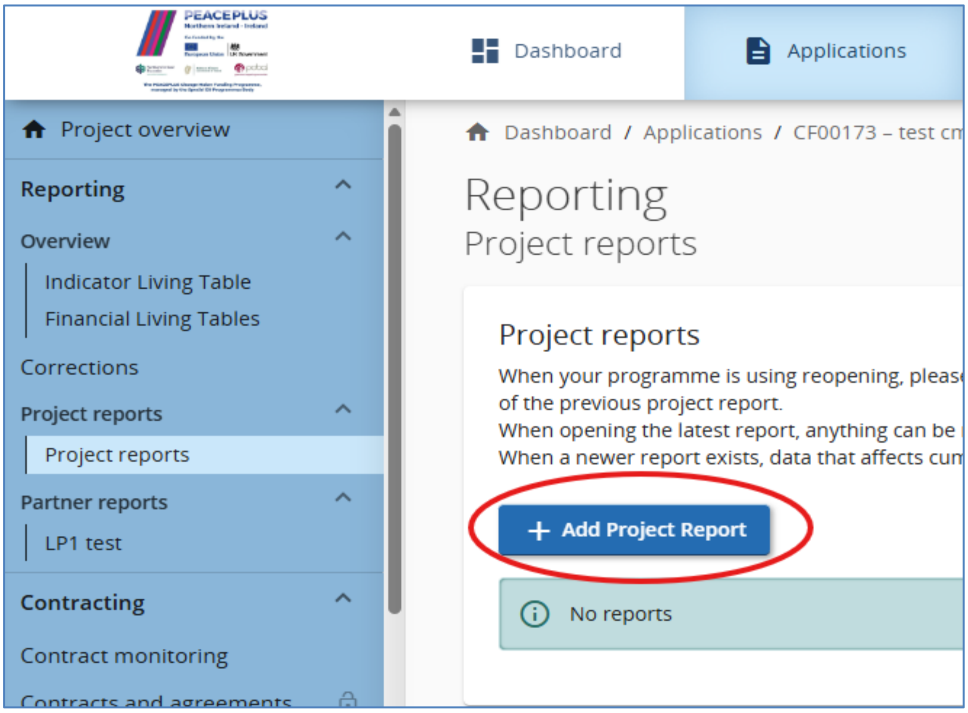
If a project modification is approved, the modification will only be visible in a project report created after approval of the modification. Reports (either in draft or submitted status) created before the approval of the modification will not show the modified data.

To note: if a significant modification is approved, there is still the possibility to report on the previous version of the project. It is important in this case to create a draft project report before the modification is approved.

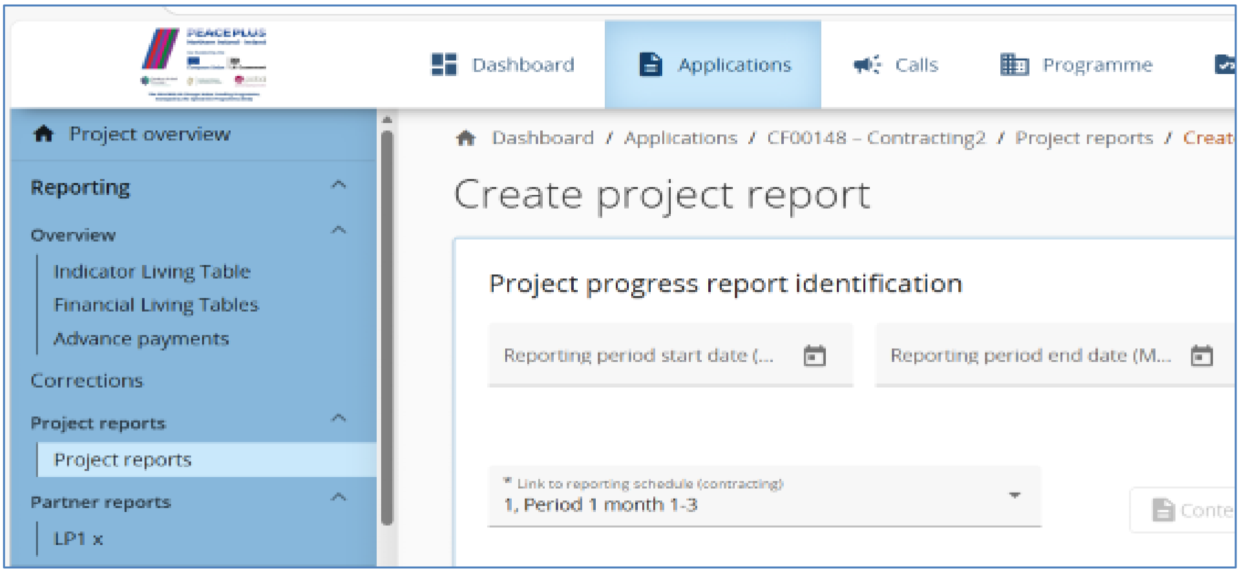
Ongoing modifications will have no impact on the data in previously submitted reports.</td></tr>
</table>

6.3 Creating a Project Report

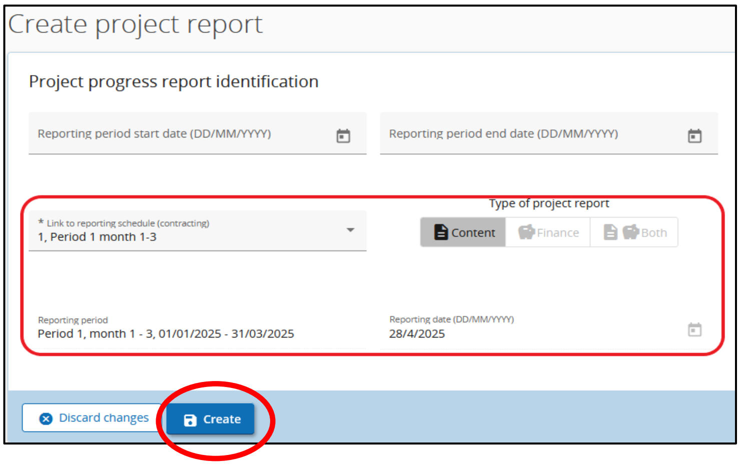
To Create a Project Report, navigate to the Project Reports section on the left-hand side of the screen. Select **Add Project Report** and the *Create Project Report* tab will open.



The Type of report, reporting period and reporting date fields will automatically populate.

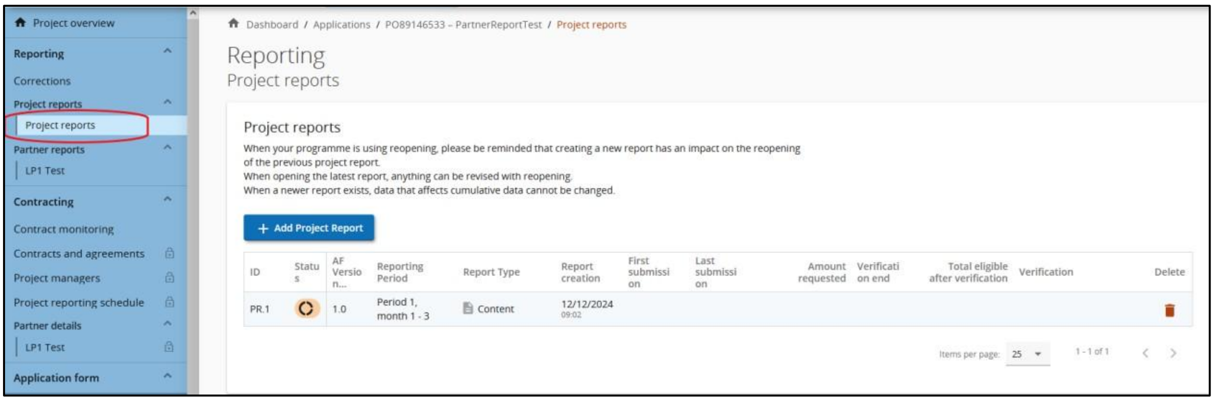


Click the **'Create'** button to initiate the report. The newly created report will be open. Click 'Project Reports' in the sidebar menu; the list of reports created appears in the Project report overview. This list shows the Report ID, report status, the Application Form version the report is linked to, the reporting period and the report type.



It is possible to create a Report and have it in draft status at the same time; however, this may have an impact on data aggregation.

In case of a report being created in error, reports in draft can be deleted using the bin icon.



6.4 Completing the Project Report

The Project Report is the key tool for reporting and monitoring activities for the project. It contains information on the overall project progress at work package and activity level, including information on achievements, indicator progress, communication, involvement of target groups, project management, as well as problems and deviations.

Key information to be included in the Project Report:

- Progress descriptions against the work package, objectives and activities and progress towards achievement of the Outputs and Results as set out in the application. (Please Note: details of Outputs and Results should be outlined in the narrative of the report except for the final closure report where final Outputs and Results should also be provided in the Outputs and Results dropdown box within the Project Report)

- Evidence of progress information/achievement through the uploading of documentation.

- Information on partnership and collaborative delivery.

- Information on communications and promotional activities and dissemination of project results.

- Compliance with Sustainable Development principles.

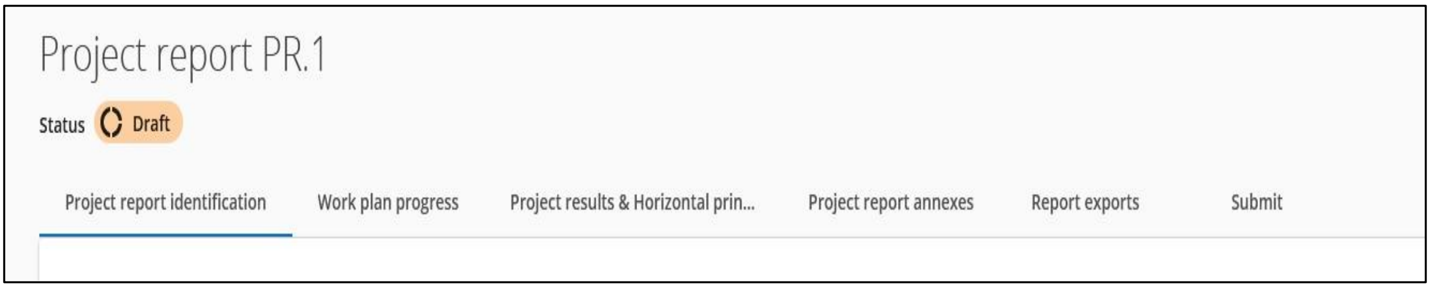
- Engagement with key target groups and stakeholders.

- Project successes, research, case studies, policy papers, publications, etc.
- Where relevant on the contact hours for participants as outlined in the application form and how engagement on the project is worthwhile and has a function, how it results in the participation of shared activities, and is of sufficient intensity and duration to ensure a transformative experience.

The Lead Partner is responsible for gathering sufficient information from the Project Partners and consolidating the Project report for the relevant reporting period.

When the Project report is created, the first tab called Project report identification automatically opens. There are six tabs within the Project report:

a. Report identification
b. Work plan progress
c. Project results & Horizontal principles
d. Project report annexes
e. Report exports
f. Submit
g.



Tab A - Report Identification

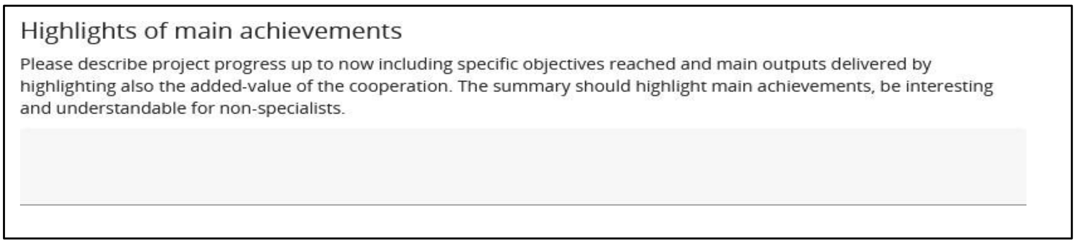
Project progress report identification
This section is automatically completed by Jems, taking information from the application form and the reporting period selected when creating the report. No user input is required.

Highlights of main achievements
In this section the LP must summarise project progress up to the current reporting period

to include:

- Main achievements/events in that period
- Key communications events
- Specific objectives progress/achievement
- Outputs/results progress/achievement (outlined in the narrative)
- Added value of the cooperation within the project
- Success stories

The summary should highlight main achievements, be interesting and understandable for non-specialists. The highlights must represent all project partner achievements in that period and should be a concise summary of progress. Please note that the highlights summary may be used by the Pobal to report to stakeholders.



Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.

Overview of project outputs and results

This is a summary table which populates automatically - No user input is required here.

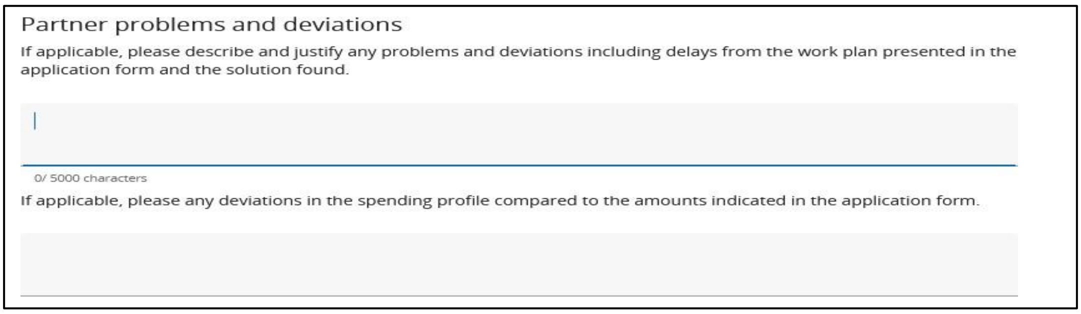
Partner problems and deviations

The LP should describe and justify any problems and deviations including (but not limited to):

- delays from the workplan presented in the application form, and the solution found.
- Risks realised from the project risk register and the mitigating actions put in place
- Risks or delays to the project spending plan

Please Note:

- ❖ For significant problems to project delivery please do not wait to report it in the Project Report. Your Case officer should be notified as soon as possible.



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 solution found.

0/ 5000 characters

If applicable, please any deviations in the spending profile compared to the amounts indicated in the application form.

Target groups

The list of target groups indicated in the application form will be listed here. Lead Partners must explain for each target group in what, and to what extent they were involved in the project and how they are benefiting from the outputs and results.

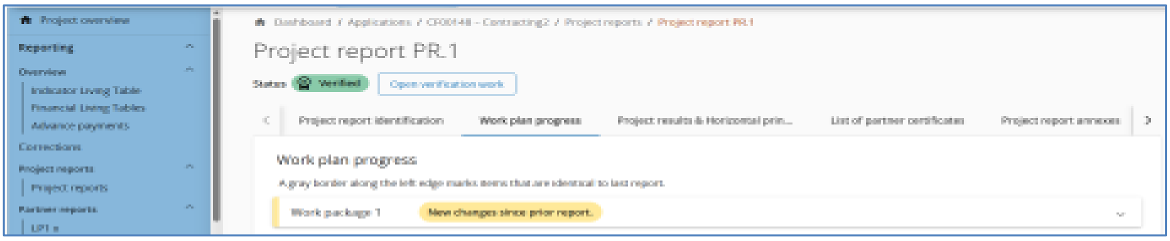
Please quantify the value of target groups reached within the progress description field.

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

Tab B – Workplan Progress

Lead Partners must provide progress towards the objectives in the work package (WP) as defined in the application form. They will also need to include progress against the Communications objective and describe the overall progress of the work package in that reporting period along with an explanation of how the partners were involved.

The Work package will be displayed in this section.



Click on a work package line to unfold the WP information in the report. Status and progress should be cumulative.

When the first Project report is created, the status fields of the project specific objective, the communication objective, or the activities are empty. If a prior submitted project report exists, the status fields and related text fields of the subsequent report are pre-filled with the status selected in the most recently submitted report.

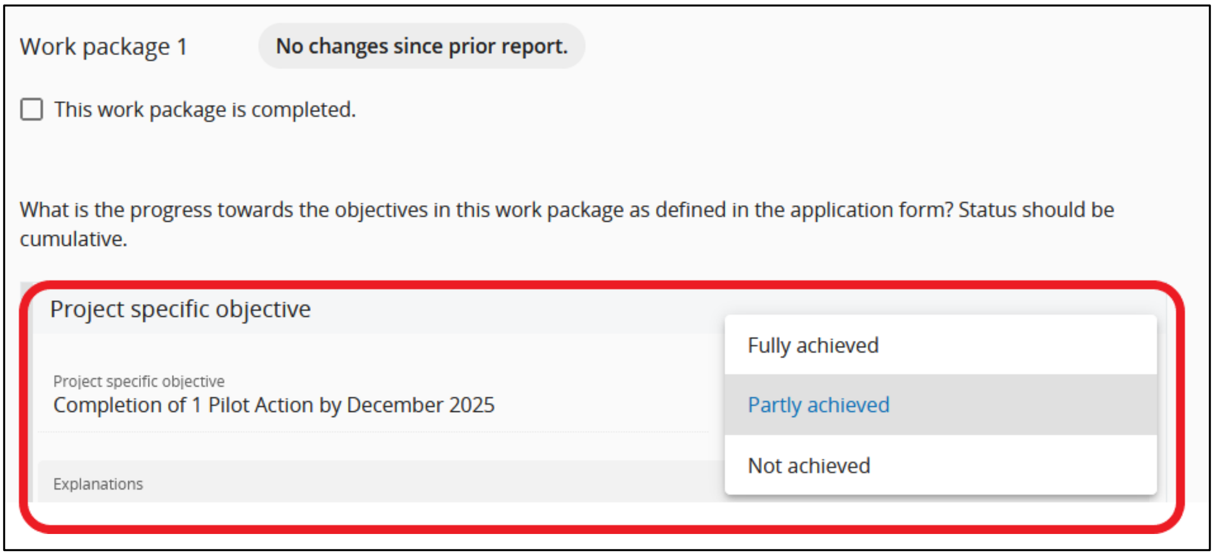
Only progress information in the Workplan progress tab that was provided in the prior submitted report is carried over to the newly created report.

Project specific objective

Describe the overall progress towards the objective of this work package, how it contributes to the selected programme specific objective, the challenge you are tackling, and the expected change your project will make.

Describe the main activities that were undertaken in this reporting period and who was responsible for each activity, where did the activities take place, and how these activities work towards achievement of your identified SMART targets?

Select the status of the objective from the dropdown menu for the relevant reporting period. Enter an explanation of the progress towards this objective.



Communication objective

Describe progress towards the work package communications objective, as outlined in the application form. Which communication tactics/activities, channels and tools have helped the partnership to reach out to and influence its target audiences? How has the project's Communications Lead ensured that all project partners are involved in and contribute towards communication?

Select the status of the objective from the dropdown menu for the relevant reporting period. Enter an explanation of the progress towards this objective.

Progress

Describe the progress in this reporting period against this WP and explain how the partners were involved (who did what).

Investments (where applicable)

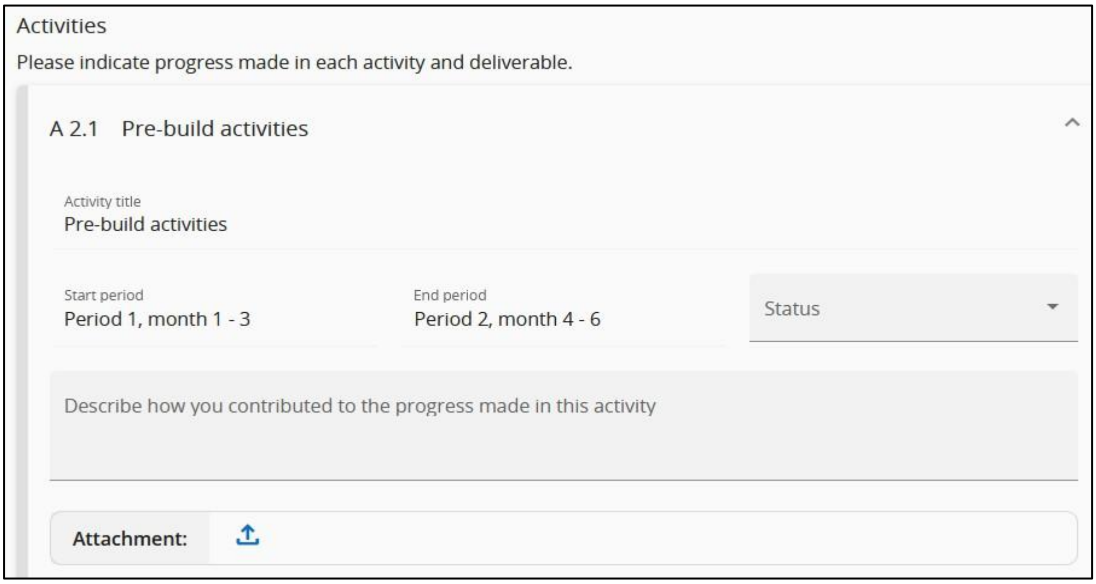
This section is not required for Change Maker Funding.

Activities

An activity is a specific task performed to achieve the outputs of the project and are key components of a work package. For reporting, progress recorded against activities provides your Case Officer with key information to monitor the project.

Select the status of the activity from the dropdown menu. If the activity has not yet started, select 'not achieved'.

Enter an explanation of the progress towards this activity.

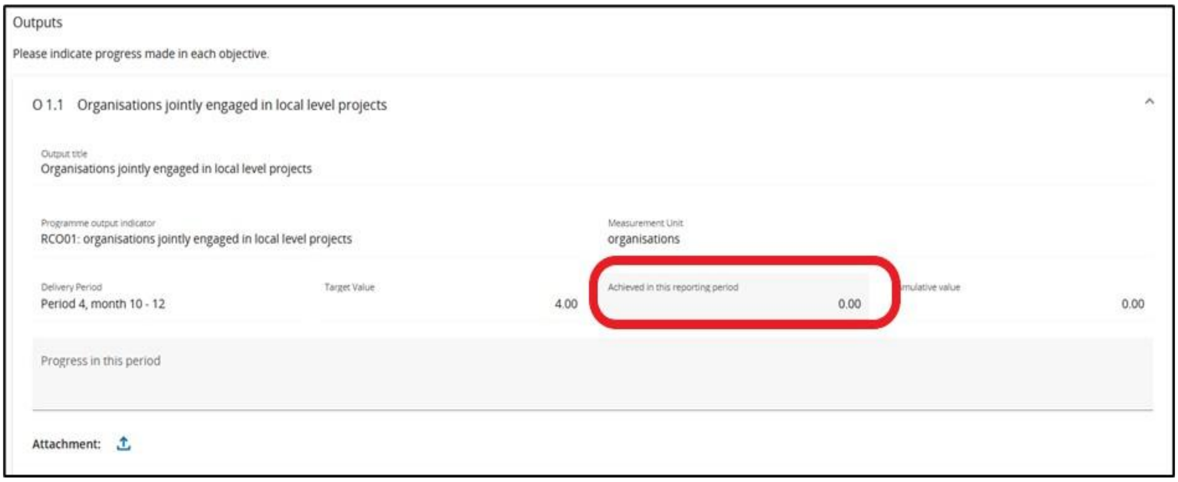


Outputs

The outputs which were included in the application form will appear at the end of the work package tab. In every reporting period, Lead Partners must provide progress made towards their output indicator(s) **in the narrative fields,** i.e. under progress in this period.

The output 'achieved in this period' field is a cumulative value field. If a Project Reports outputs achieved in one period and then again in the next period, the output achievement will be duplicated.

Therefore, output achievement values should only be reported in the ‘achieved in this period’s field in the **Final Partner Report Only.** This approach prevents double counting of output and results and ensures that only those that are completed and verified are recorded. Your Case Officer will advise you when to include the output achievement value in this field.



Supporting evidence for workplan progress:

Lead Partners must ensure that **participants’ personal information is not included** in the report, or any attachments uploaded.

Within progress descriptions, or in the supporting documents, LPs should also provide the **locations where project services were delivered**, including postcodes/Eircodes. For example, where workshops, events, training sessions, site visits, or research activities took place. This information will support the Programme in mapping out the areas of intervention.

Tab C – Project Results & Horizontal Principles

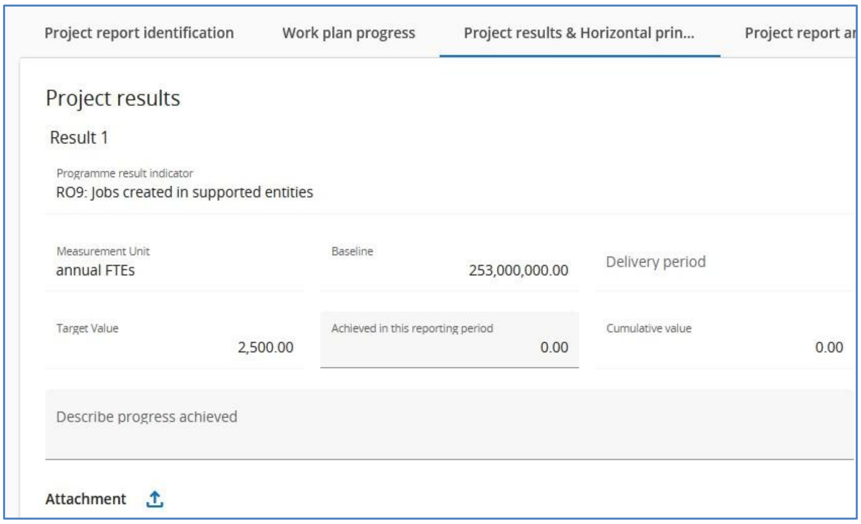
Project Results

The result indicators which were included in the application for funding will appear in this tab. In every reporting period, Lead Partners must provide progress made towards their result indicator(s) in the **narrative fields, i.e. describe progress achieved.** This must include an unverified achievement figure included within the progress description.

The results achieved in this period’ are cumulative value fields. If a project report results as achieved in one period and then again in the next period, the results will be duplicated.

Therefore, result achievement values should only be reported when they are fully achieved, and verified by Pobal, i.e. in the **Final Partner Report Only.**

This approach prevents double counting of output and results and ensures that only those that are completed and verified are recorded. These figures should only be reported in the final closure report.



Horizontal Principles

All funded projects are required to report on their contribution to Sustainable Development, Equal opportunities and Equality. LPs must report on the activities/actions that are included in the application form.

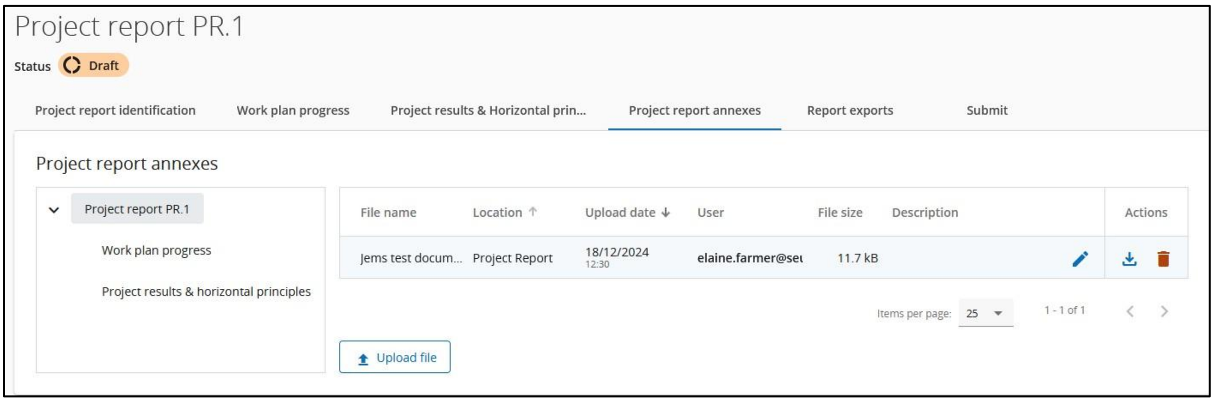
Applicants should provide a short description of how the project is contributing to the Horizontal Principals in Description of contribution tab.

Tab D – List of Partner Certificates

Nothing is required to be input in this tab – this will show the list of Partner Certificates already included in other reports.

Tab E – Project Report Annexes

This tab shows all documents that have been uploaded within other tabs in the report.

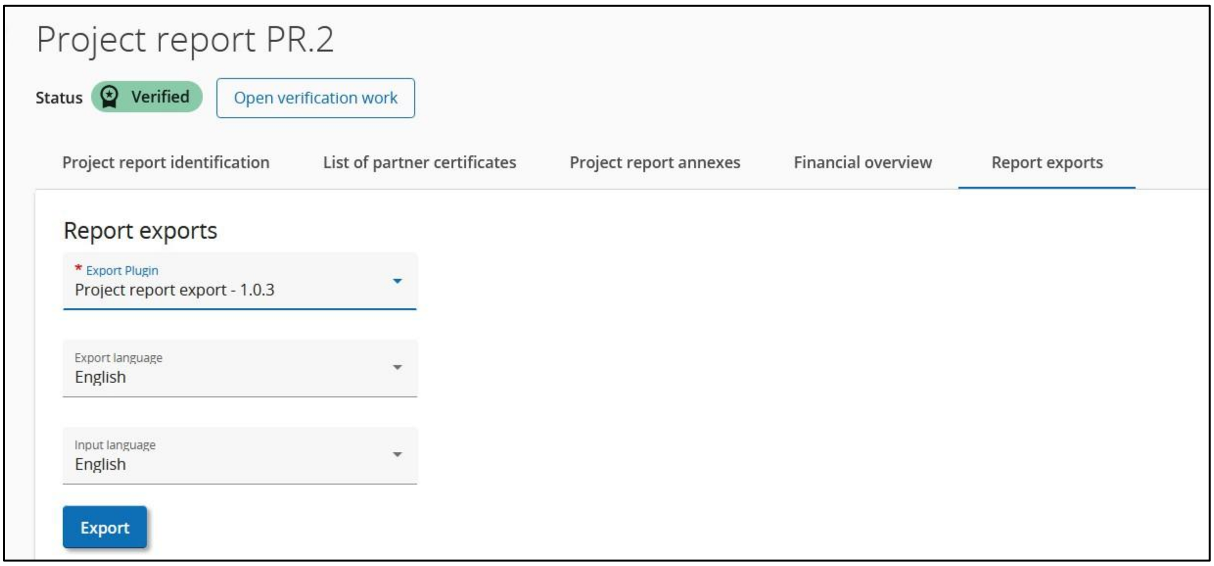


Tab F – Financial Overview

Nothing is required to be input here. This section will provide you with an overview of the overall budget, previously reported amounts and the current report amount.

Tab G – Report Exports

The Project Report can be exported in PDF version by selecting 'Project Report export' under the export plugin dropdown menu. As the PEACEPLUS programme language is English, only a file export in English is possible.

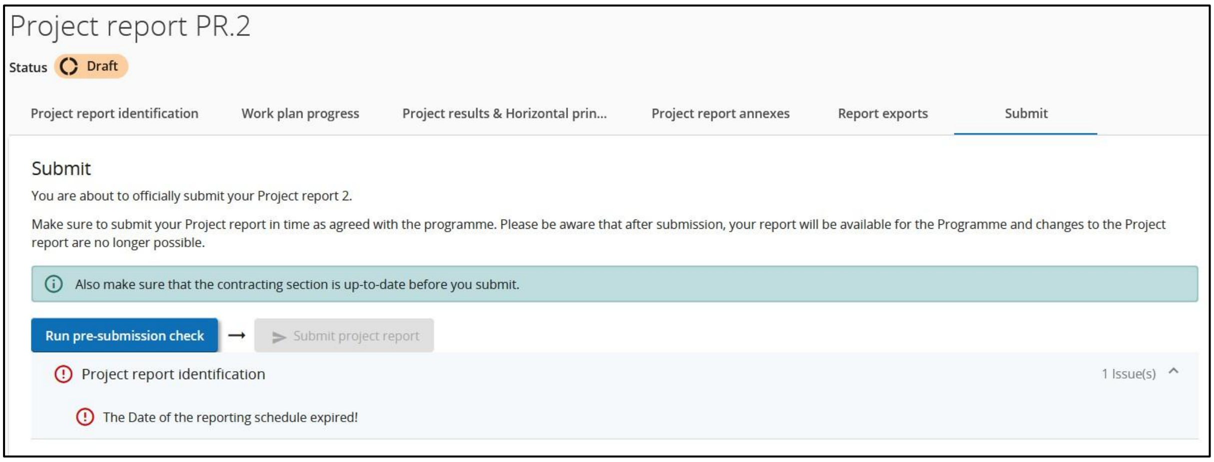


Tab H – Submit

In this tab, the project report can be submitted. The submit button only turns active once the report has successfully passed the pre-submission check.

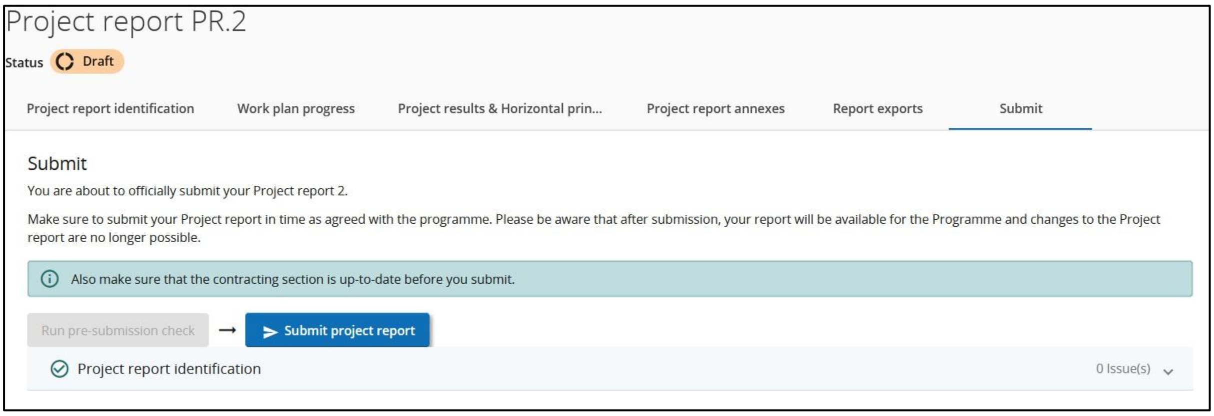
The pre-submission check ensures that the report is submitted within the set deadline. If the deadline has passed, you will not be able to submit the report unless agreement is reached with your case officer so that the deadline can be changed.

Click on 'Run pre-submission check'. Jems will show if the report has passed or failed the check. If you have missed your reporting deadline, a red exclamation point will appear to show that the report has failed the check. You will need to contact your case officer for the deadline to be extended.



If the report passes the pre-submission check, the 'Submit project report' button will turn active. Select this button to submit the report.

Before submitting the report, please ensure you have selected the correct [reporting schedule] under the Project report identification tab.



Once submitted, the status of the report changes, which can be seen in the Project Reports overview. After submission, the information in the report is frozen and the verification of the report will begin.

7. Pobal Verification

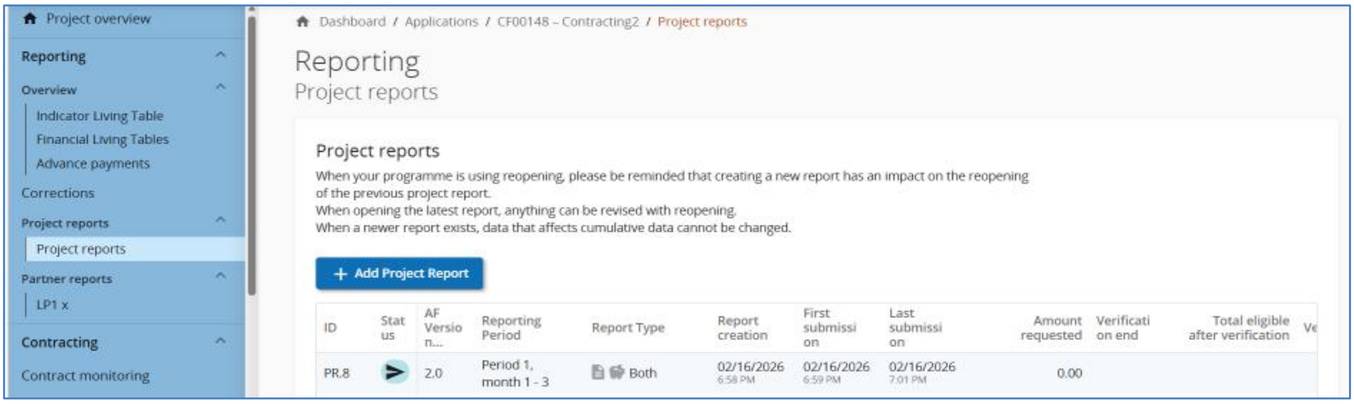
When the Case officer begins verification of the report, the status of the report will change to 'verification ongoing'. LP users will be able to see this status change in the Project Reports overview.

7.1 Report reopening

During verification of the Project report, there may be some clarifications required from the LP. Where additional information is required in the report, the Case Officer can reopen the report for amendments.

The report status will show 'Reopened'. The LP will be required to make these amendments and re-submit the report. A report can be re-opened and re-submitted several times until Pobal is satisfied with the information contained.

The project report overview table will show the date of report first submission and the date of last submission (re-submission).



Please Note: New Project Reports should not be opened/created until the previous report has been verified.

ONLY ONE PROJECT REPORT SHOULD BE OPEN AT ANY ONE TIME

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

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government supporting communities