

Welcome

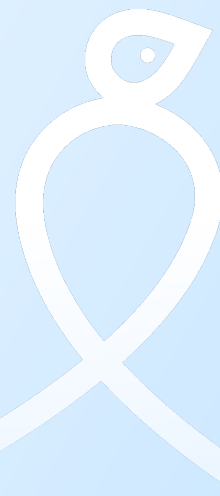
Interreg NPA Lead Partner seminar – 6th call Induction
16th September 2026, Klaksvík, Faroe Islands

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Sixth Call Induction – Part 1

Lead Partner seminar

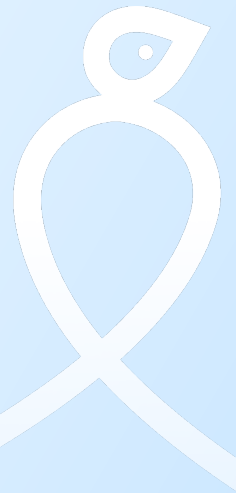
16th September 2026, Klaksvík, Faroe Islands

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6th call Lead Partner Induction – What to expect

- Project startup, Lead Partners role
- Getting started in JEMS
- Understanding state aid
- Horizontal principles
- Eligibility rules and audit trail
- Controller assignment
- Reporting
- Information and publicity requirements

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Project start-up, Lead Partners role

Lead Partner seminar
Klaksvík, Faroe Islands, 16th September 2026

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Programme bodies

Joint Secretariat

- Desk Officer – main contact to programme
- Pre-contracting phase
- Project management advice and feedback
- Assessing progress reports
- Contacts to other projects/ bodies/ programmes
- Promoting your success stories in wider EU/Arctic context

Managing Authority

- Legally responsible for programme
- Issuing Grant Letters
- Processing claims and payments

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Programme bodies

Regional Contact Points

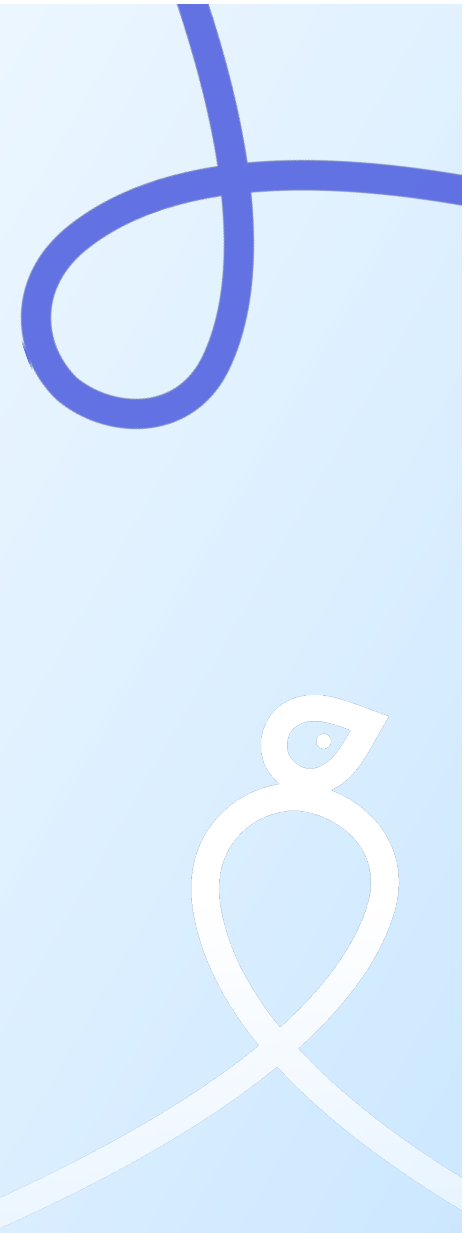
- Advice in your own language
- Familiar with country specific rules
- In contact with project partners in their country
- Promoting your success stories in national or wider Interreg context

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Lead Partner role and responsibilities

- Being a link between the project partners and the programme
- Setting up a partnership agreement
- Responsibility for implementation of the project
- Coordinating reporting
- Receiving the grant and distributing to partners
- Repaying to the MA any amounts unduly paid

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Expectations

for the relationship with the programme

Do



- Contact JS if you are unsure about procedures / Jems
- Get in touch if have a project/partnership issue you cannot solve alone
- Share success stories with JS and RCPs

Don't



- Let the entire partnership contact the JS/ MA
- Change the project without notifying the JS
- Wait too long to let a situation get out of hand

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Pre-contracting phase

Actions and costs allowed

1. Setting up administrative requirements for managing project costs at the partner organisation;
2. Setting up your partnership Steering Committee and rules of procedure;
3. Drafting a Partnership agreement;
4. Assigning roles in the partnership;
5. Initiating recruitment procedures for project staff;
6. Contacting controllers;
7. Travel costs to attend programme events.

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Grant Letter

Regulates the relation between the MA and the project

- The formal decision, issued by the Managing Authority
- Contains the rights and responsibilities of all parties
- Signed by the programme
- To be shared with all partners

Project
description

Budget

Specific
conditions

Reporting
obligations

Legal
conditions

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Partnership agreement

Regulates the relations between the LP and all PPs

- Roles and duties in the partnership
- Financial management of the project
- Rules on recoveries
- Modifications, withdrawal from obligations
- Information and communication requirements, publicity and branding
- Intellectual property rights, confidentiality and conflict of interest
- Dispute settlement
- Third party contracts, liability and outsourcing
- Legal succession

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Getting started in Jems

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Contracts and agreements

- **Website:**
please insert link once available
- **Partnership Agreement:**
Please list entry into force date
- **Attachments Contracts:**
Grant Letter uploaded by MA
- **Attachments Projects:**
Please upload Partnership Agreement

Dashboard / Applications / NPA0300100 – Test project 16th Nov / **Contracts and agreements**

Contracting

Contracts and agreements

Contracts and agreements

This section is dedicated to the formal uploading of signed contracts and partnership agreements.

Project start date (DD/MM/YYYY) Not defined yet	Project end date, calculated automatically (DD/MM/YYYY) Not defined yet
--	--

Website

Subsidy Contract	Partnership Agreement
Date entry in force (DD/MM/YYYY) Not defined yet	Date entry in force (DD/MM/YYYY) 

Attachments

Contract & supporting documents

Contracts

Project

There are no files uploaded.

 Upload file

Project Managers

- Complete contact information for:
 - **Project manager**
 - **Financial manager**
 - **Communication manager**

Project managers	
Please add contact information for the people who manage the project.	
Project manager	
He/She/They	
First name	
Last name	
E-mail address	
Telephone no.	
Finance manager	
He/She/They	
First name	
Last name	

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Partner details

- **Ultimate Beneficial Owner:**
Add if requested by programme
- **Bank details of Lead Partner:**
Please insert details. JS locks.
- **Location of documents:**
Please list where they are kept.
- Repeat for **all** partners.

Bank details of lead partner
Account details
Holder of the account
Account number
IBAN
Swift/BIC code
Internal reference nr.
Bank details
Name of the bank
Street

Project Privileges

- **Application form users/ Project Managers:**
Users can create/edit project reports, see contracting, and optionally manage privileges for all other project users.

Please add on a **need-to-know basis**!
We recommend at least 2 users.

- **Project partner teams:**
Users can create/edit partner reports.

Please decide who can view **GDPR sensitive information**!

Lead Partner should add themselves to each partner organisation to see partner reports.

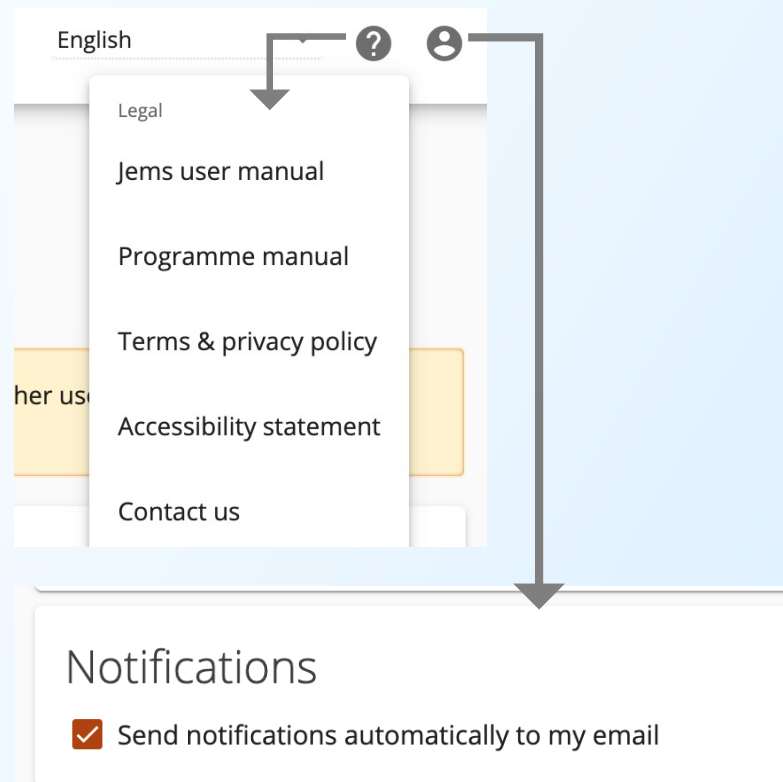
The screenshot displays two panels from the JEMS user management interface. The top panel, titled 'Application Form users / Project managers', lists two users: 'admin@jems.eu' and 'KM_Admin@jems.eu'. Each user has 'view', 'edit', and 'manage' action buttons. A '+' button is at the bottom. The bottom panel, titled 'LP1 LP1', has a red warning banner 'No control institution assigned'. It lists three users: 'project@jems.eu', 'jems@interreg-npa.eu', and 'KM_Admin@jems.eu'. Each user has 'view' and 'edit' buttons, followed by a 'Sensitive data' toggle switch. The 'Sensitive data' toggle is turned on for 'project@jems.eu' and 'KM_Admin@jems.eu', and turned off for 'jems@interreg-npa.eu'. A '+' button is at the bottom.

Application Form users / Project managers	
* jems username admin@jems.eu	view edit manage
* jems username KM_Admin@jems.eu	view edit manage
+	

LP1 LP1	
No control institution assigned	
* jems username project@jems.eu	view edit ☒ Sensitive data
* jems username jems@interreg-npa.eu	view edit ☐ Sensitive data
* jems username KM_Admin@jems.eu	view edit ☒ Sensitive data
+	

When a partner registers

- Turn on notifications
- Use the Interreg NPA Jems webpage
jems.interreg-npa.eu
- Dedicated web page -
<https://www.interreg-npa.eu/for-project-managers/project-start-up/>
- Manuals and Helpdesk at a fingertip



Understanding state aid

Lead Partner seminar
Klaksvík, Faroe Islands, 16th September 2026

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What is state aid?

“any aid granted by a Member State or through State resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods”

EU Treaty, Article 107

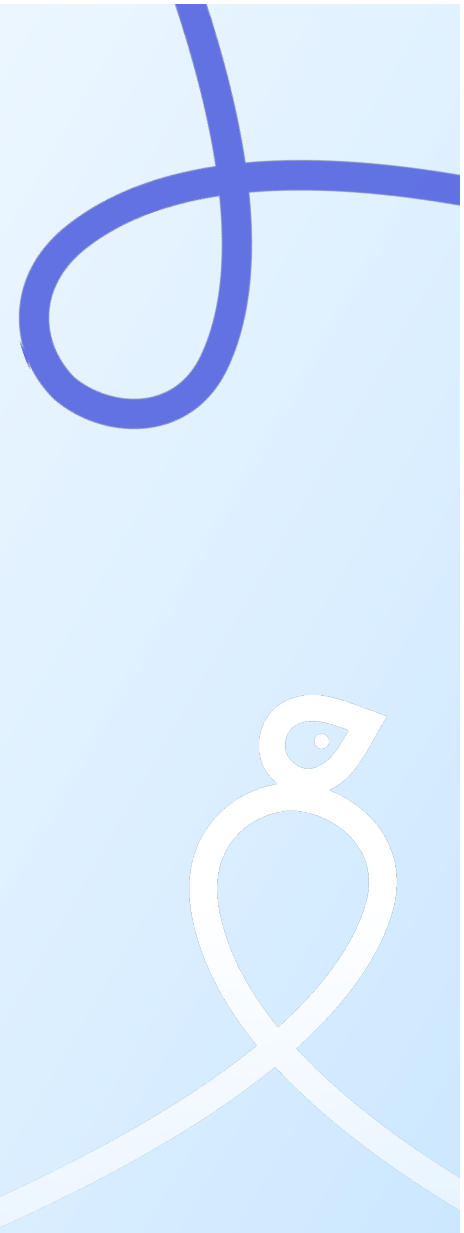
In the European Union, State aid is generally prohibited. Under certain circumstances certain categories of aid can be granted under specific EU measures (exemption regulations).

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How to conclude if state aid exists?

- 1) Is the project partner an **undertaking**?
(i.e. an entity engaged in economic activity, offering goods or services on a given market)
- 2) Are the project activities identified as being **economic**?
- 3) Is there a **selective advantage** involved in supporting the project activities identified as being economic?

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State Aid can occur at 2 levels

- In relation to project partners: one or more partners might be an undertaking
= Direct State Aid
- In relation to end users: support is provided by the project to end beneficiaries, such as training, business support, etc.
= Indirect State Aid

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DISCUSSION AROUND THE TABLE

CASE 1

A project develops a commercial service which will be adopted by one of the partners and commercialized after the project has ended.

Is THIS state aid?

CASE 2

A project arranges workshops to present results from the project open to all relevant organisations in the region.

Is THIS state aid?

CASE 3

A project provides free-of-charge training to SMEs to enhance innovation in the SMEs.

Is THIS state aid?

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GBER Regulation

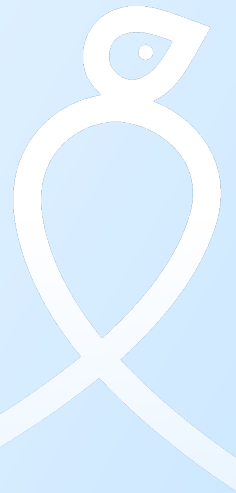
- The regulation applies to aid for European Territorial Cooperation projects
(Article 1(1)(o) of Regulation (EU) 2021/1237)
- The regulation does NOT apply to:
 - aid to export-related activities
 - aid contingent upon the use of domestic over imported goods.
 - aid to undertakings in difficulty, with certain exceptions.

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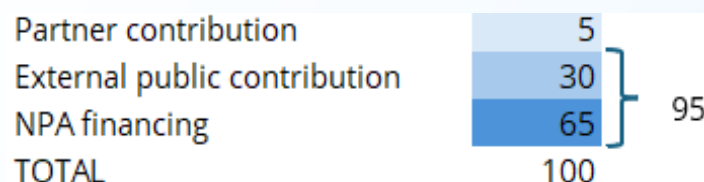
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DIRECT State Aid

Partner level - GBER Article 20

- The aid intensity shall not exceed 80%



- Documentation obligations

NPA PROGRAMME: maximum aid granted listed in Grant Letter, transparency reporting

PROJECT PARTNERS: maintain records with information and supporting documentation in regard to state aid for 10 years from the date on which the aid was granted.

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INDIRECT State Aid

End user level - GBER Article 20a

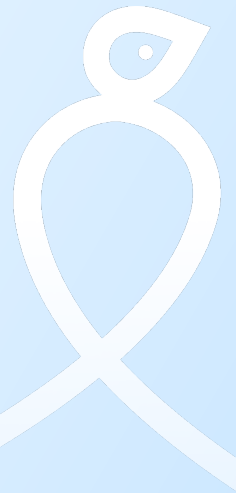
- In cases where a partner provides State Aid to end users
- Limitation of 22 000 EUR per undertaking, per project
- The partner is responsible for ensuring that the terms of the GBER regulation are met
- Documentation obligations
 - Project partner providing the aid shall calculate and document the value of the supportive activities
 - NPA document retention period applies (see Grant Letter)

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Documentation of indirect state aid

Any indirect state aid granted by project partners in the Northern Periphery and Arctic programme to end beneficiaries is to be framed within the General Block Exemption Regulation (EU) 2021/1237, Article 20a. The project partner providing the advantage is obliged to calculate and document the value of the supportive activities and to ensure that the terms of the GBER Regulation are met.

Project Number (see Jems)	
Project Acronym	
Project Name	
Project partner providing indirect state aid	

Recipient(s) of state aid

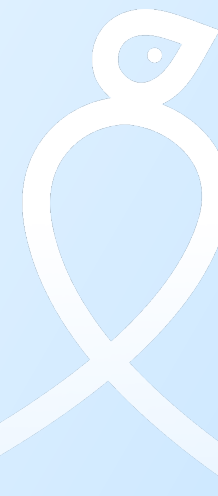
Enterprise name	Unique identifier (e.g. VAT number)	Size of the enterprise supported (micro, small, medium, large) ¹	Amount of support received

Description of support provided

<Description of structured support provided (for example advisory services, consulting assistance, training, support services such as provision of office space, websites, data banks, libraries, market research, handbooks, working and model documents etc). One-off interactions are not to be included.>

Monetary value of the support

<Calculation and documentation of the value of the supportive activities. The amount of support provided is to be based on a precise calculation using a convincing methodology.



Thank You!



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Sixth Call Induction – Part 2

Lead Partner seminar

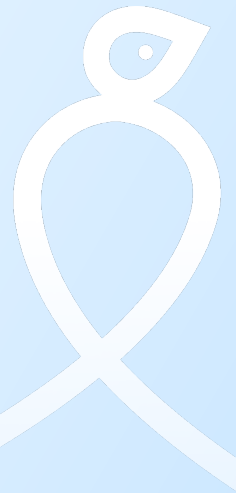
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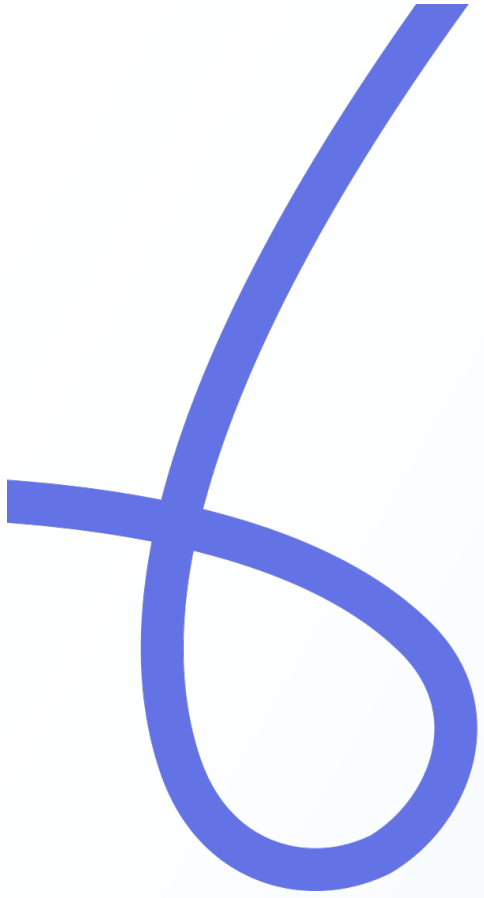
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What to expect from this session

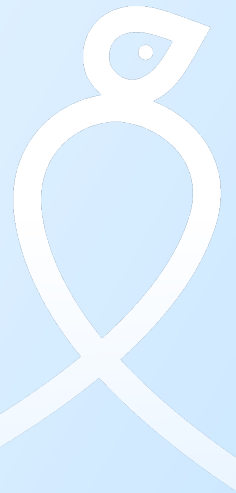
Reporting on Horizontal principles

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Horizontal Principles

- Horizontal Principles (HPs) are fundamental EU values.
- They are not a separate work package.
- They must be considered throughout the entire project lifecycle.
- In the NPA, particular attention is given to:
 - **Sustainability**
 - **Inclusiveness**
 - **Gender equality**

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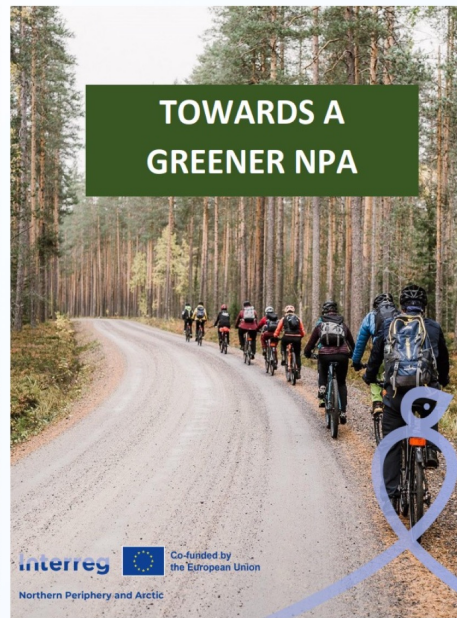


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Resources & Guidance



Gender Equality in project implementation

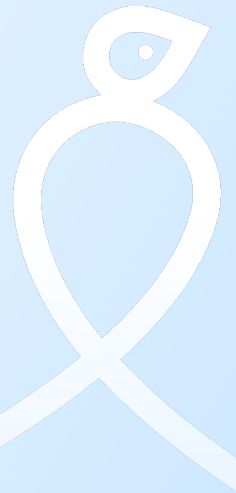
Who gets what, and on what terms?

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Gender steps

Stereotypical actor

(Strengthen stereotypical assumptions on gender)

Gender blindness

(Lack of social perspectives on gender)

Gender awareness

(Aware of the gendered differences)

Gender actor

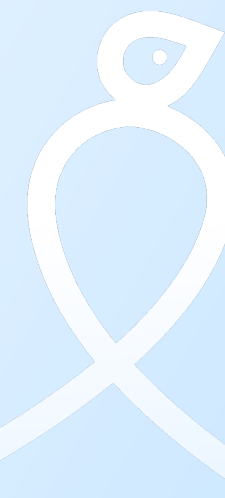
(Aware of the gendered differences and actively participate in creating equal opportunities)

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Good example from an Interreg project

Checklist for activities/products:

Do we address both women and men?

Do we show pictures of both women and men?

Who are active and who are passive in the pictures?

What is the ratio between women and men among the project partner participants?

Do we tell the history of both women and men?

After the activity/product:

How many women and men participated in the activity?

How did we live up to our gender equality goals?

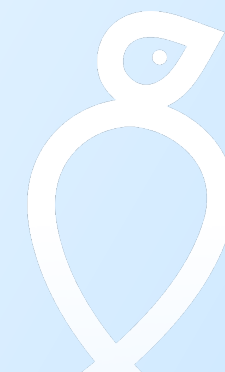
What can we do better?

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What can we immediately start to do within our project organisation?

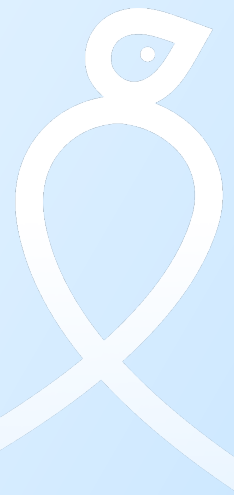
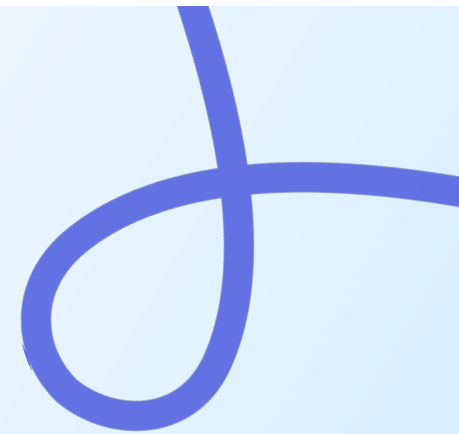
Something that you have heard today?

Good examples from your Interreg peers?

Something from your own organisation that you would like to try out with the project team?

Task – 5 mins

Find a buddy in the room. Tell each other what you have decided to try with the project team. Agree on a date when this should have been done and decide on how you should follow up on each other on that date (e-mail, call etc). In this follow-up, exchange experiences and reflect on how it went.



2 levels of HP reporting

1. Project reports (every 6 months)
2. Partnership specific action plan and monitoring (step1 and step2 documents reporting)

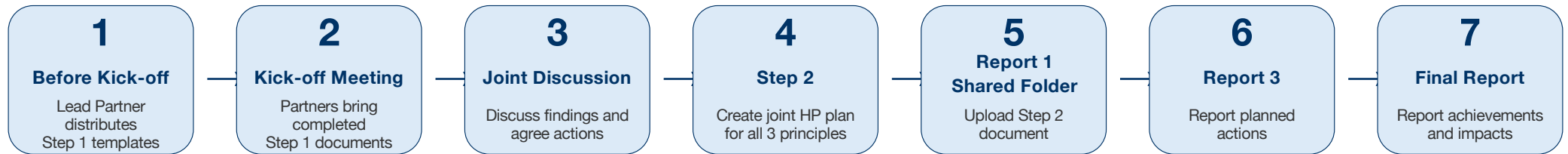
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Horizontal Principles Process (Step 1 → Step 2 → Reporting)



 **Sustainability**

 **Inclusiveness**

 **Gender Equality**

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Step 1

Name your organization's best HP
practices!

In this form, the partners describe their organization's best practices towards sustainability, inclusion, and gender balance. The form is shared with the LP ahead of the kick-off meeting. At the meeting, the partners are asked to further describe their practices to the rest of the partnership. The LP uploads the forms in JEMS as part of the project's 1st period report.

For your inspiration, the JS team prepared [a set of guidelines and a checklist](#) to share with the projects what steps they can take on their way towards greener, more inclusive and gender balanced NPA.

Project name:

Partner organization:

Can you think of any actions, guidelines, or good practices that your organisation has implemented to make its events, activities, and performance more sustainable?

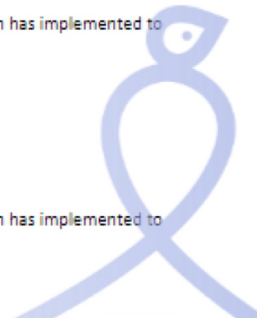
- 1.
- 2.
- 3.

Can you think of any actions, guidelines, or good practices that your organisation has implemented to have a higher and more inclusive reach of its events and activities?

- 1.
- 2.
- 3.

Can you think of any actions, guidelines, or good practices that your organisation has implemented to strive for gender balance in its leadership, activities, and events?

- 1.



STEP 1 – Examples from partners

Proactively engaging with youth, indigenous people, and other underrepresented groups

Equal gender-representation
among conference speakers
or presenters

Less (or
reusable)
promotional
materials

Offer local
food at event
catering

Energy-efficient systems in
buildings to reduce carbon
footprint

Using simple
language

Encouraging the use of
regional trains instead of
connecting flights

Videos with subtitles

Calculate the
carbon footprint
of your events!

Explore your organisation's
sustainability policy/guidance



Towards a greener NPA!

Which 3 practices have you decided to implement into your project and/or partnership?	1.
	2.
	3.
Who should hear about your success?	
How are you going to tell them?	
How would you summarize your project's progress towards these 3 (or other) practices after the 1st period?	
How would you summarize your project's progress towards these 3 (or other) practices after the 3rd period?	
How would you summarize your project's overall contribution towards a greener NPA?	

STEP 2

Follow your best practices



- C.6 Project Time Plan
- C.7 Project management
- C.8 Long-term plans
- D - Project budget
 - D.1 Project budget per fund
 - D.2 Overview partner / cost category
- E - Project lump sums and unit costs
 - E.1 - Project lump sums
- Application annexes
- Assessment & Decision
- Modification
- Shared folder**
- Export
- Project privileges

 **Jems**
A harmonised tool
by Interact

[Dashboard](#) / [Applications](#) / [NPA0100011 – RoboDemo](#) / [Shared folder](#)

Application form NPA0100011 – RoboDemo

Shared folder

Shared folder

In this section programme and applicants can request or clarify anything related to the project by sharing documents with descriptions. Only programme users can delete files from this section.

Attachments

File name	Location	Upload date ↓	User	File size	Description	Actions
Payment order, Ro...	Shared folder	07.03.2024 14.58	marie.gruffman@lan:	843,7 kB		 

Items per page: 25 1 - 1 of 1 < >

 Upload file

Be as concrete as possible!

Remember: The development and activities related to Horizontal Principles must also be included in the standard project report in JEMS for all reporting periods.

Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Cooperation criteria	Type of contribution	Description of contribution
Sustainable development	positive effects neutral negative effects	Enter text here
Equal opportunities and non-discrimination	positive effects neutral negative effects	Enter text here
Equality between men and women	positive effects neutral negative effects	Enter text here

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Horizontal Principles

What to keep in mind:

- Be as concrete as possible
- Check the guidelines and checklist (link [here](#))
- Stay in touch with your desk officer and share with us your achievements on the road towards sustainable, inclusive, and gender balanced NPA

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THANK YOU!

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6th Call Induction – Part 3

Lead Partner seminar

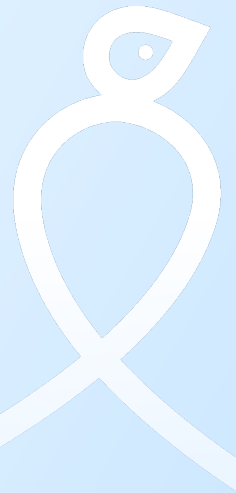
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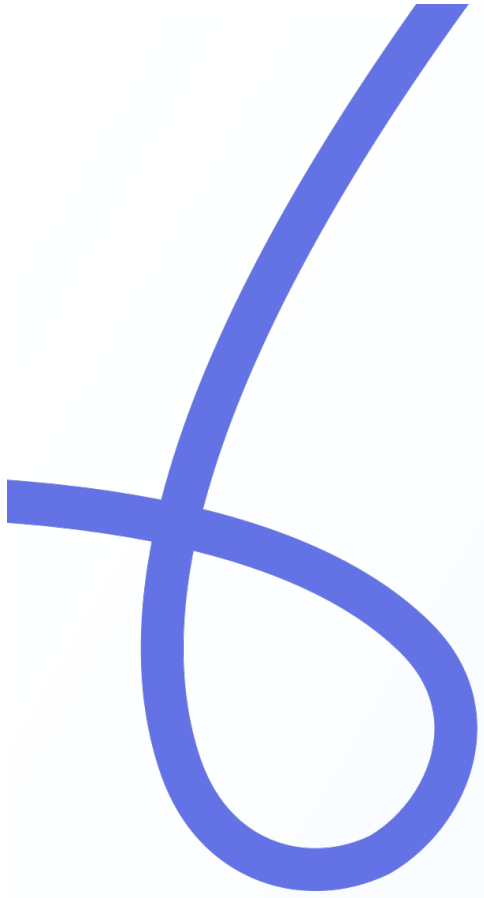
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What to expect from this session

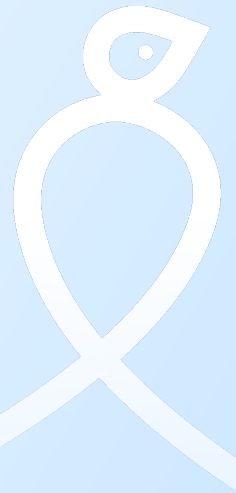
- Eligibility rules of expenditures and audit trail
- Project implementation and reporting
- Controller assignment

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Eligibility of Expenditure and Audit Trail



Hierarchy of rules on eligibility of expenditure

1. Rules defined in EU legal framework

2. Programme rules

- ✓ Established jointly by the Programme partner countries in the programme monitoring committee
- ✓ Apply to the programme as a whole
- ✓ Without prejudice to the rules on EU level

3. National rules

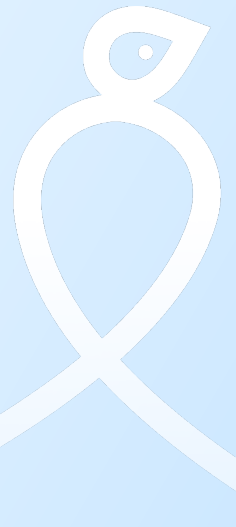
- ✓ For any other matters not covered by EU rules and programme rules
- ✓ Stricter rules in areas prescribed by EU rules

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General principles of eligibility (1)

All expenditure in the allowed cost categories has to be:

- Project-related.
- Clearly connected to project activities traceable in the approved application form.
- incurred, entered in the project accounts and paid by, or on behalf of, the project partner during the project period.

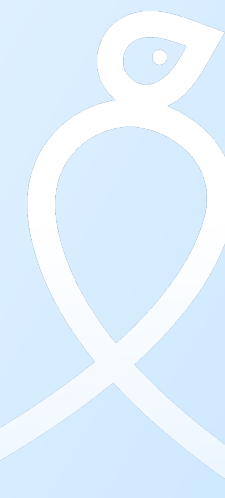


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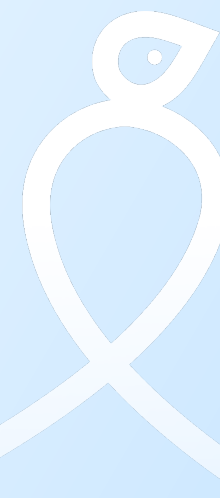
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General principles of eligibility (2)

- National public procurement rules have to be observed for all purchases and full documentation is needed. Even below national and EU thresholds, contracts with external providers, shall comply with the principles of transparency, non-discrimination, equal treatment and effective competition



General principles of eligibility (3)

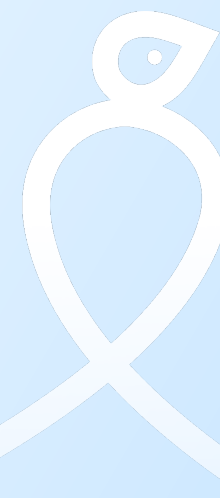
- All or part of an operation may be implemented outside of the programme area, provided that the Interreg operation contributes to the objectives of the Programme.
- The project should have made a written request to the JS if not already in the approved application.

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Cost Categories

1. Staff costs
2. Office and Administrative costs
3. Travel and accommodation costs
4. External expertise and services costs
5. Equipment costs

(Infrastructure and works not allowed in NPA)

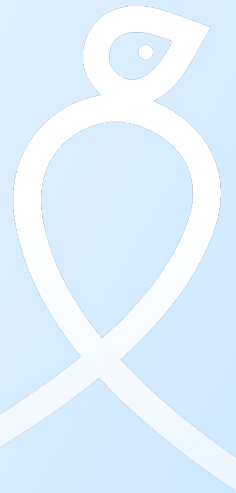


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Audit trail for Staff Cost

Required documents depending on the reimbursement option	Real costs	
	Full- time	Part time (Fixed percentage)
Employment/work contract/ <u>other</u> document	✓	✓
Job description	✓	✓
Payslips	✓	✓
Data from time registration system	✗	✗
Proof of payment	✓	✓

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Audit trail for Travel and Accommodation costs

If the real costs reimbursement option is used then the following documents must be available:

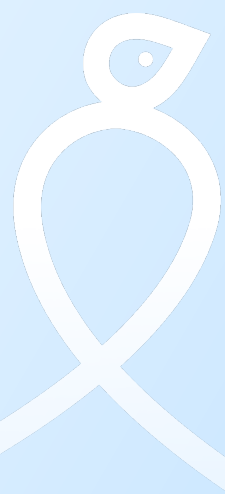
- Agenda or similar of the event.
- Paid invoices (e.g. hotel invoice, travel tickets).
- Daily allowance claim (costs cannot be claimed in addition to daily allowances).
- Proof of payment.

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Audit trail for External expertise and services costs

The following main documents must be available for control purposes:

Evidence of the procurement process in line with the legal status/organisational/regional/national procurement rules or the EU procurement rules.

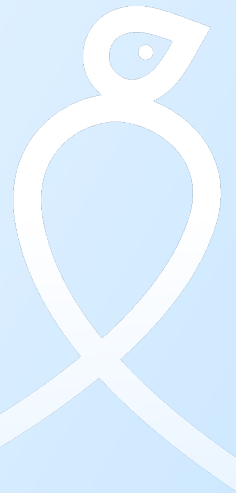
A document (contract) laying down the services to be provided with a clear reference to the project and the programme. Any changes must comply with public procurement rules and must be documented.

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2

Audit trail for External expertise and services costs

The following main documents must also be available for control purposes:

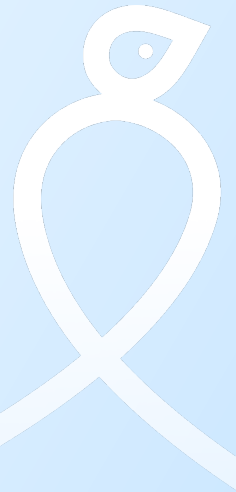
- An invoice or request for reimbursement.
- Outputs of the work of external experts or service deliverables.
- Proof of payment

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Audit trail for Equipment costs

The following main documents must be available for control purposes:

Evidence of the procurement process in line with the legal status/organisational/regional/national procurement rules or the EU procurement rules depending on the amount on the contract.

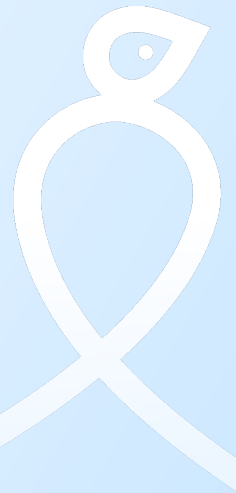
Any changes must comply with public procurement rules and must be documented.

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2

Audit trail for Equipment costs

The following main documents must also be available for control purposes:

An invoice or a request for reimbursement.

Actual equipment purchased and evidence of equipment purchased, rented or leased.

Calculation scheme of depreciation, if applicable.

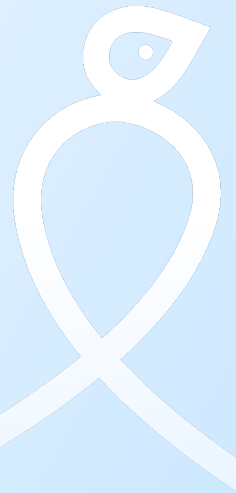
Proof of payment.

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Ineligible expenditure



There are a few cost items that will not be eligible in NPA 2021-2027:

(a) fines, financial penalties and expenditure on legal disputes and litigation.

(b) costs of gifts.

(c) costs related to fluctuation of foreign exchange rate.

(d) Recoverable VAT for partners funded under GBER Article 20 and 20a.

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SCO – Simplified Cost Options

In order to minimize the administrative burden on the beneficiaries the below Simplified Cost Options (SCO's) provided in the EU regulations are made available:

- It is mandatory to use a 15 % flat rate for office and administration on staff costs.
- It is optional to use a 15 % flat rate for travel on staff costs.

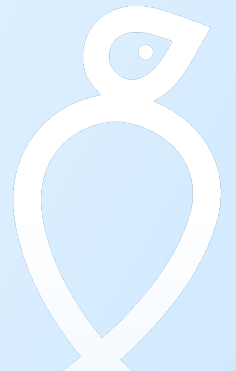
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1





Audit trail for SCO's

For flat rates: programme rules to verify that the flat rate takes into account: correct cost categories, correct percentage used, correct calculations and correct basis cost (not including cost items covered by flat rates). For travel cost meeting minutes will be requested by the JS.

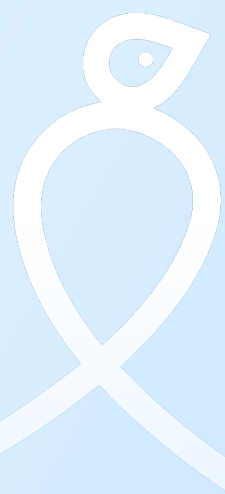
Underlying financial and procurement documents shall not be requested with a view to check the amounts incurred and paid.

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Controller Assignment



Controller assignment

- Approved projects need to have a controller assigned to verify the expenditure.
- Management verifications in the NPA programme will be carried out by identified controller(s) in each programme partner country.
- Different procedures depending on the partner country.
- Centralized control systems in Sweden, Finland, Ireland and Iceland.
- De-centralized control systems in Norway, Greenland and Faroe Islands.

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Controller assignment in decentralized countries

- Different controllers working at audit firms.
- Approval by the National Controller of that country. In some of the countries approbation templates are needed.
- The National controller informs the Managing Authority about the designated (approved) Controllers and make sure that these Controllers register in Jems.
- The Managing Authority will give the chosen Controller the Controller role in Jems.
- The National Controller will connect the chosen Controller to a Control Institution in Jems, give edit rights, and connect the Institution to the partner in question) unless other arrangements have been agreed with the Managing Authority.

De-centralized National Controllers



Faroe Islands



Ms Gunnleyg Árnafjall

Ministry of Foreign Affairs and Trade, E-mail: gunnleyga@vmr.fo



Greenland



Ms Dorthe Paaske Rasmussen

Government of Greenland, Ministry of Business and Trade, E-mail: dopa@nanoq.gl



Norway



Mr. Knut-Ove Nordås

Ministry of Local Government and Modernisation, Email: Knut-ove.nordas@kdd.dep.no

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Controller assignment in centralized countries

- Normally just a few Controllers and looking at all partners costs in that country.
- Controllers will be able to assign themselves to approved project partners in their country.
- Partners in centralized countries does not need to have an active role in the assignment process.

Centralized National Controllers



Ms Malin Gavelin

County Administrative Board of Västerbotten E-mail: malin.gavelin@lansstyrelsen.se



Mr Michael Buckley

Southern Regional Assembly, E-mail: flc@southernassembly.ie

Ms Carmel Carrick

Northern and Western Regional Assembly, E-mail: flc@nwra.ie

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1

Centralized National controllers

2



Iceland



Ms Guðbjörg Óskarsdóttir

Icelandic Regional Development Institute (Bygðastofnun), E-mail: gudbjorg@byggdastofnun.is

Mr Magnús Helgason

Icelandic Regional Development Institute (Bygðastofnun), E-mail: magnus@byggdastofnun.is



Finland



Ms Marika Kipinoinen

Regional Council of Lapland, E-mail: marika.kipinoinen@lapinliitto.fi

Ms Kirsi Pulkamo

Regional Council of Lapland, Email: kirsi.pulkamo@lapinliitto.fi

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Sixth Call Induction – Part 4

Lead Partner seminar

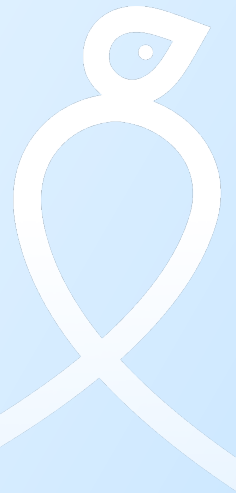
16th September 2026, Klaksvík, Faroe Islands

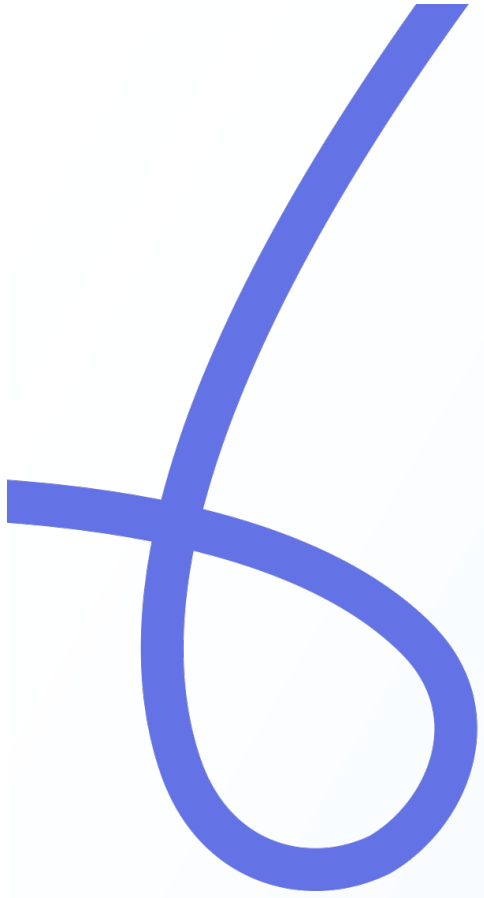
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What to expect from this session

Partner reporting

Project reporting

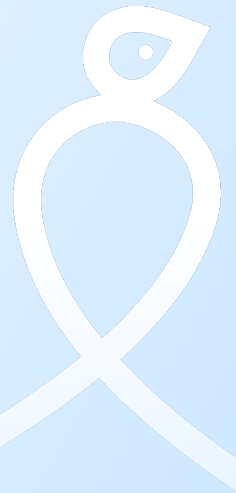
Verification process

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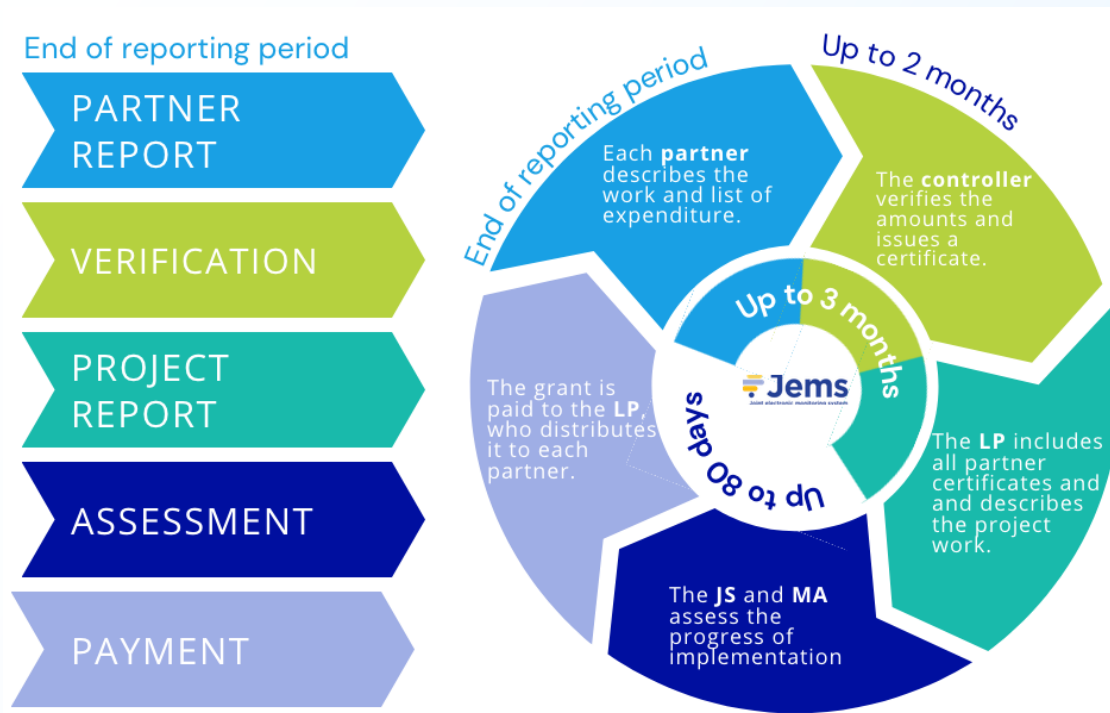


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Reporting Cycle



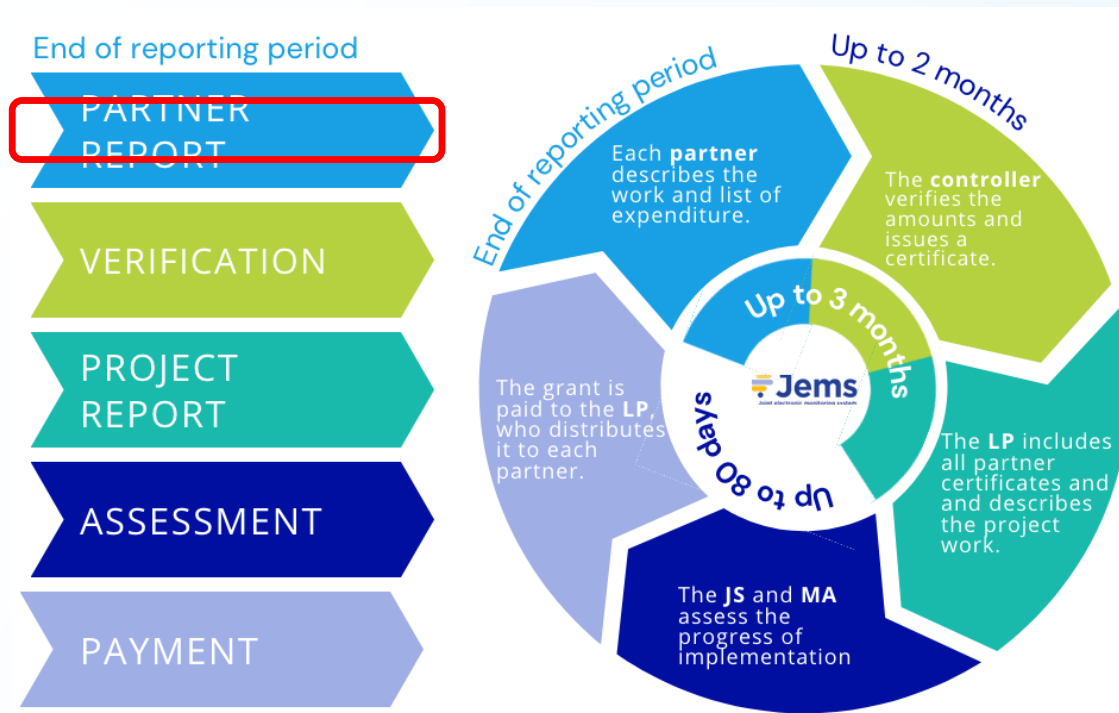
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Partner reporting



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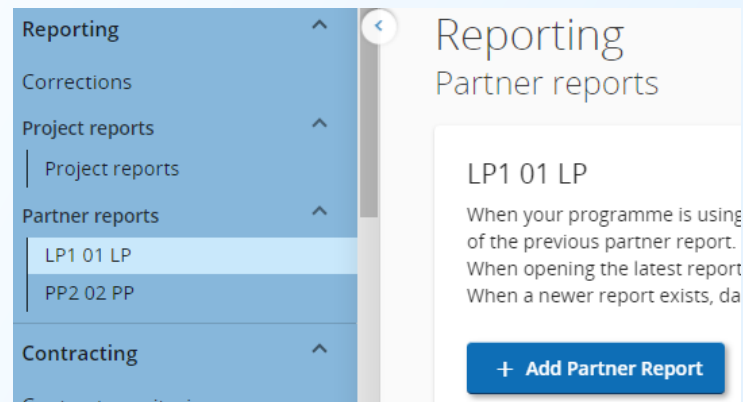


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Partner reporting

- The Partner reporting section appears when the project is set to the status **Contracted**.
- Each partner report is based on the **currently valid version** of the application form. Modifications do not affect existing reports.
- It is possible to follow the report **status** (Draft, Submitted, Control ongoing, Certified).



Creating the partner report

- Summarize the partner's work and describe deviations from plan.
- Explain which target groups that have been involved, in what way and to what extent.
- Describe the partner's contribution to activities carried out.
- List the cost items in the List of expenditure section. Mark GDPR sensitive information, e.g. staff costs.
- List any procurements.
- Indicate any amounts received from external contributors.
- Upload supporting documents.
- Check the financial overview.
- Submit (after pre-submission check).

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To have in mind!

Try to report to your controller as soon as your **financial data** for the reporting period is **confirmed**.

Make sure to follow the NPA **eligibility rules** in our Programme Manual and **national rules** in your country to make the certification process as quick as possible.

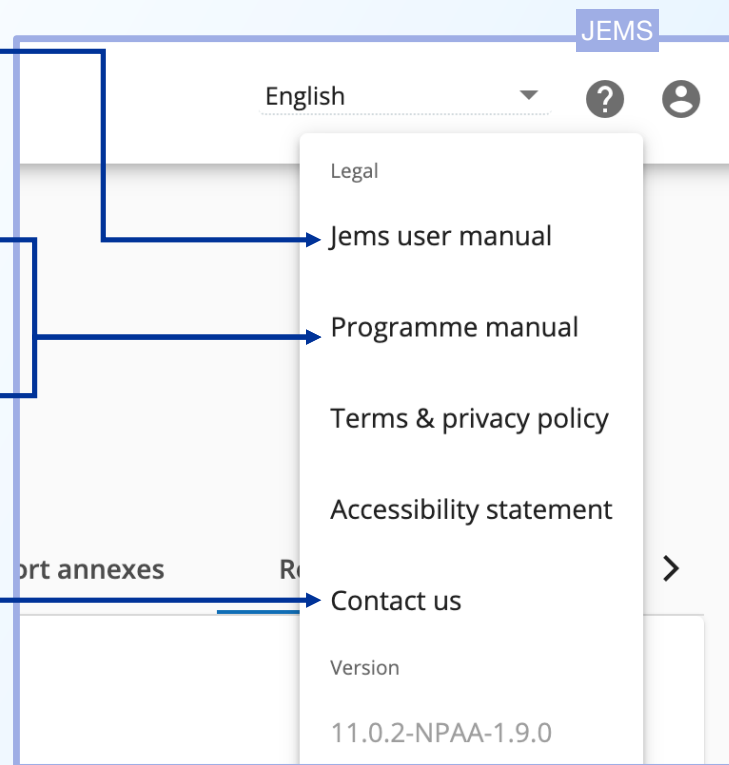
The controllers check that:

- The incurred and paid expenditure items are connected to activities described in the application form. It is important to set up a unique project account to avoid double financing.
- National public procurement rules have been respected. Contracts with external providers shall always comply with the principles of transparency, non discrimination, equal treatment and effective competition.
- There are audit trails for the reported cost items.
Our Programme manual describes what is needed.

Where to find guidance

- **Jems User Manual:**
Step-by-step guidance for completing partner information and reports
- **Programme Manual:**
All the need-to-know information for each phase of your project
- **Download Centre:**
Offline report templates with guidance, logo files, etc.
Frequently Asked Questions
Recordings and Tutorials

Jems Helpdesk



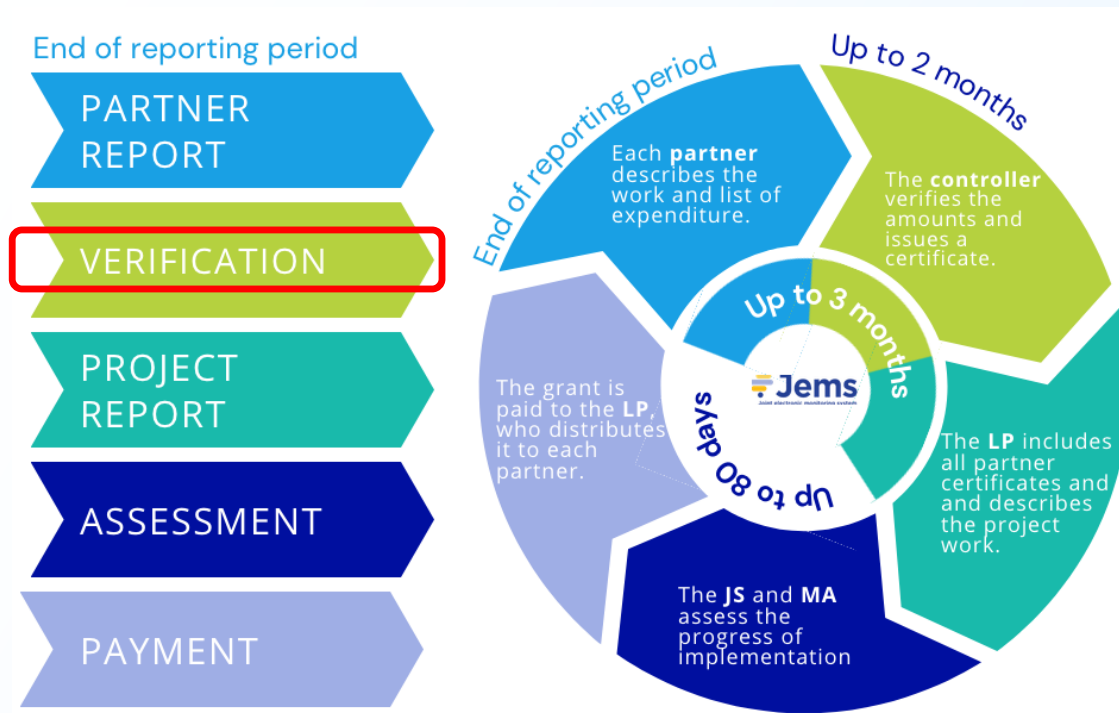
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Controller verification



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NPA methodology for management verifications

GENERAL PRINCIPLES:

Same verification process in ALL countries

Verifications include both administrative and on-the-spot verification

Verifications shall be based on risk assessments and be proportionate to risks identified

All documentation shall be in Jems.

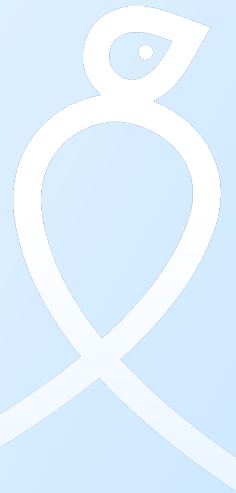
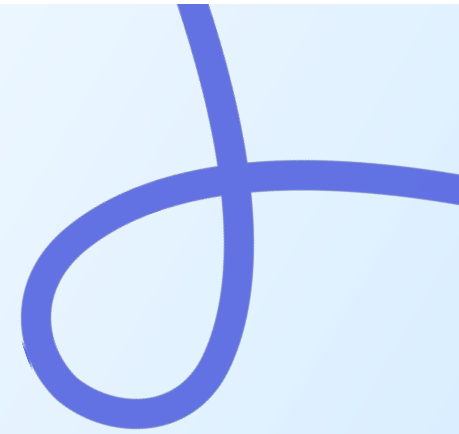
The formal role of the MA is to satisfy itself that the expenditure of each beneficiary, participating in a project, has been validated by the identified controller.

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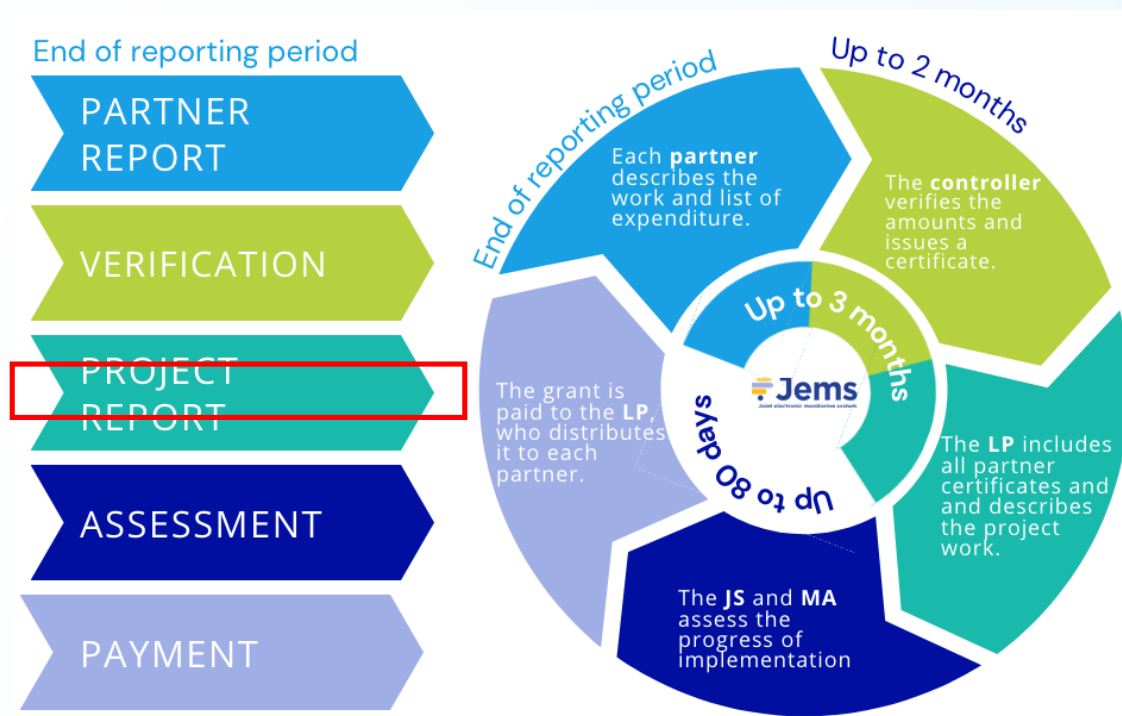
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Controller verification

- When the partner report is being verified the status changes to **Control ongoing**.
- During control the partner cannot view the work performed by controllers but can access the control communication section in order to **exchange**.
- Controllers can deduct or park cost items if needed.
- It is possible to return a partner report to the partner. In that case the status changes to **reopened**.
- When the controller finalizes the control then the status changes to **Certified** and a finalized **Control certificate and Control report** is created.
- The controllers have **two months** for the verification process.

Project reporting



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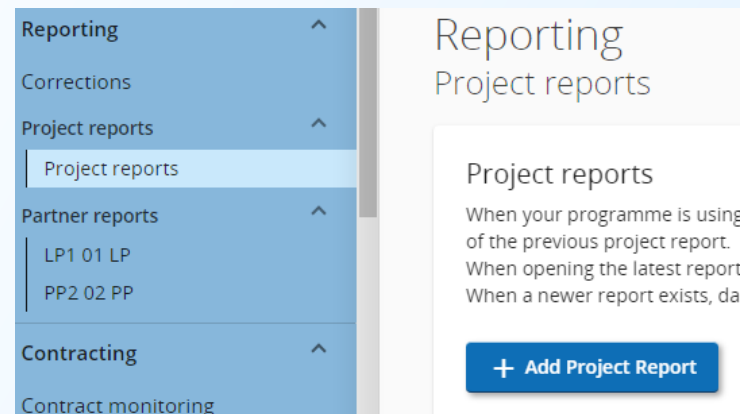


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Project reporting

- Each project report is based on the **currently valid version** of the application form. Modifications do not affect existing reports.
- It is possible to follow the report **status** (Draft, Submitted, Verification ongoing, Verified).
- **Detailed guidance** for reporting on communication, horizontal principles, and outputs & results



Project report sections

Project report section	What to fill in
Report identification	Reporting dates, highlights and main achievements, partner problems and deviations target groups.
Work plan progress	Progress achieved on objectives, activities, deliverables, and outputs in this reporting period.
Project results & Horizontal principles	Progress achieved on project results, and horizontal principles.
List of partner certificates	Partner certificates included in the project report. Available certificates are automatically added. Please only include certificates from the current period!
Report annexes	Upload area to attach supporting documents other than the evidence uploaded in the Work Plan or Project results & Horizontal principles sections.
Financial overview	Aggregated overview of the project's financial data, including information submitted in previous reports.
Report export	Optional feature to export the project report budget (Excel) or the full project report (PDF)
Submit	Pre-submission checks and submission function.

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Highlights & main achievements

Reporting Key Achievements:

- Describe progress toward specific objectives including target groups and outline main outputs delivered.
- Highlight any **notable achievements** that demonstrate **added-value** from the project cooperation.
- Use non-technical language to make the **report engaging and accessible** for non-specialists.

Instructions for Reporting:

- Keep summaries clear and concise; avoid jargon.
- Focus on outcomes that illustrate the project's value and impact.

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Problems & Deviations from Project Plan

Addressing Partner Problems & Deviations:

- Describe any issues encountered and how they were managed or resolved.
- List any delays and outline mitigation strategies implemented.

Assessing Risks and Mitigations

- Objectives, Outputs, Results: Potential impact on project success and mitigation strategies.

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Problems & Deviations from Project Plan

Partnership

Issues in cooperation and partner dynamics, along with solutions.

Budget

Highlight deviations from planned spending, risk level (low/medium/high), and corrective actions.

Any additional concerns that could affect the project's success.

Guidance for Reporting

Include only relevant details to avoid overwhelming readers.

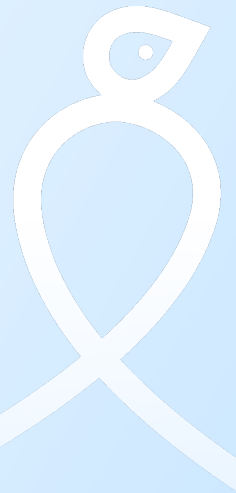
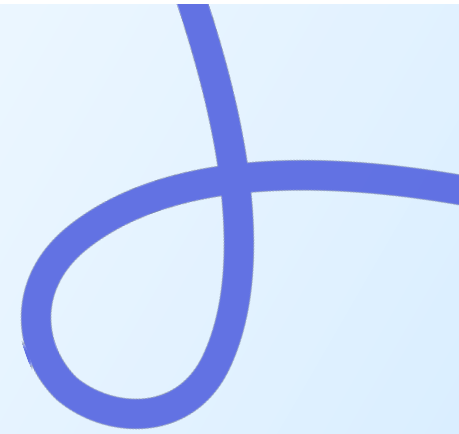
Provide honest assessments of risk levels and articulate clear mitigation strategies.

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Financial Reporting and Deviations

Reporting Financial Deviations

- Outline any spending profile changes and justify deviations from the original budget.
- Ensure all budget changes are documented as in the Programme Manual guidelines.
- Be precise and use figures to clarify financial deviations.

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Tips for Effective Reporting

- Keep it Structured: Use clear headings and bullet points to make sections easy to follow.
- Focus on Key Insights: Highlight significant achievements, obstacles, and changes.
- Be Transparent: Acknowledge all challenges and explain solutions to maintain credibility.
- Avoid overloading details; keep the report to the essentials.
- Remember the report is not only for specialists; make it understandable for all.
- Review and Proofread, Ensure readability before submission.

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Workplan

- The work plan is pre-filled with information from the project application.

Inside each work package, indicate the status of:

- Work package
- Project specific objective: Provide a short justification.
- Communication objective: Provide a short justification.

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Workplan – Activities & Deliverables

For each activity:

- Provide a short update of progress made during the reporting period.
- Select the relevant status from the drop-down menu, e.g. partly achieved.
- It is optional to upload a file.

For each deliverable:

- Provide a short update of progress made during the reporting period.
- Indicate the value of what was achieved during the reporting period. Jems calculates the cumulative value. Please do not report the same deliverable more than once during the project lifetime.
- For any achieved deliverable, please upload supporting documentation.

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Workplan – Activities & Deliverables

Good practice:

- Make it easy for the assessor to follow your progress, and highlight achievements.
- Do not upload the same document more than once in the same report.
- Please remember the publicity requirements and GDPR for all your uploads!

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Expectations for Outputs & Results

- In your application, each output and result has an indicator, a target value, and a delivery period.
- Outputs are generally expected in the second half of the project. Results by the end of the project.
- The Programme Manual (Chapters 6.1 & 6.2) describes how the indicators are counted, and how achievements are expected to be documented.
- Please only report outputs and results when you have met the indicator description fully.

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Workplan – Outputs (1)

In the project report (Work Plan):

- Indicate the indicator value achieved during the reporting period. Please avoid counting the same output more than once during the project lifetime.
- Upload supporting documentation for each achieved output, in line with the documentation requirements.
- Ideally, all documentation is gathered in one document, or in a clearly named and numbered set of documents, in a zip-folder.
- You are welcome to enrich the documentation with visuals, e.g. photographs, screenshots, etc.
- Please remember that the documentation should follow the publicity requirements!

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Workplan – Outputs (2)

Indicator: RCO 116 - Jointly developed solutions	Minimum documentation requirements
The indicator counts the <u>number of jointly developed solutions from joint pilot actions implemented by supported projects</u>. In order to be counted in the indicator, an identified solution should include <u>indications of the actions needed for it to be taken up or to be upscaled</u>. A jointly developed solution implies the involvement of organizations from at least two participating countries (for programmes falling under strands A, B, C as defined in the Interreg Regulation) in the drafting and design process of the solution or is developed in the scope of programmes within strands D or E as defined in the Interreg Regulation.	• Documentation should clearly address the underlined elements in the indicator definition • Adaptation or new solution • Purpose • Target groups • Stakeholder needs incorporated • Functionality and delivery format

Project Results (1)

- Each result has an indicator, a target value, and a delivery period.
- Programme Manual (Chapter 6.2) describes: how the indicators are counted, and how achievements are expected to be documented.
- Results are normally expected by the end of the project. More guidance on final reporting will follow.
- Already now, you can start collecting information, e.g. listing the organisations/enterprises taking up your solutions, and testimonials/stories about impacts.

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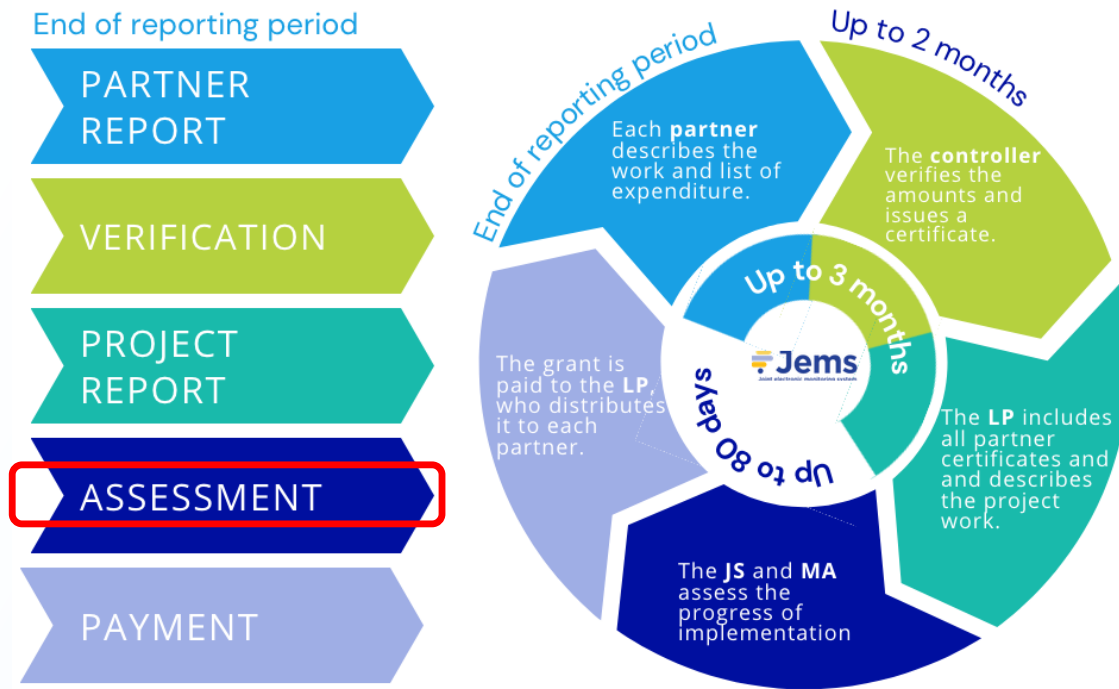
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Project Results (2)

Indicator: RCR 104 - Solutions taken up or up-scaled by organisations	Minimum documentation requirements
The indicator counts the <u>number of solutions</u>, other than legal or administrative solutions, <u>that are developed by supported projects and are taken up or upscaled during the implementation of the project or within one year after project completion</u>. The organisation adopting the solutions developed by the project may or may not be a participant in the project. The <u>uptake / up-scaling should be documented by the adopting organisations</u> in, for instance, strategies, action plans etc.	• Documentation should clearly address the underlined elements in the indicator definition • Name and unique identifier (e.g. VAT number) of the adopting organisation • End user testimonial and/ or story demonstrating project impact

JS and MA verification



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JS and MA verification

JS assessment

- Completeness (clarifications)
- Coherence with application
- Quantity and quality of outputs and results
- Spending, value-for-money
- Partnership dynamics
- Synergies with other strategies
- Horizontal principles actions
- Changes to the risk level

MA assessment

- Completeness, incl bank details.
- Analysis of certified amounts and controller comments.
- Comparison to partner budget and Grant Letter.
- Check that partners receive the NPA grant from the correct funding source and according to the latest version of the Grant Letter.

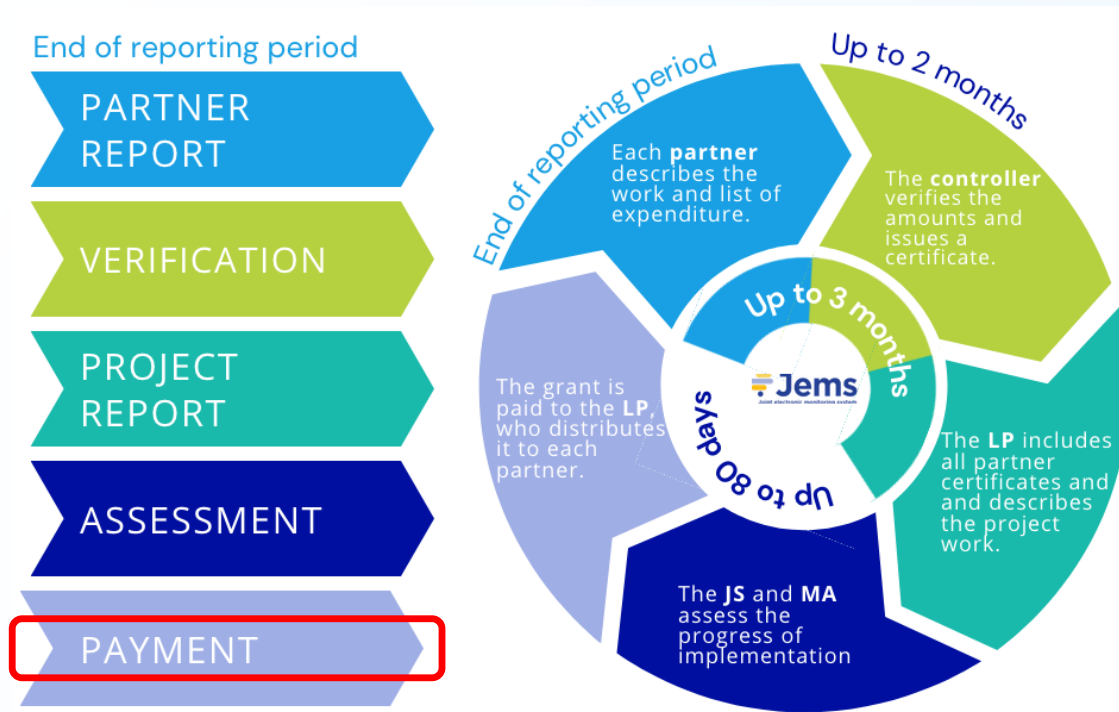
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Payment



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Payment

- **The Managing Authority issues a Payment order**

This is the formal decision from the Managing Authority that a payment can be made in accordance with the Grant Letter.

- **The Accounting function transfers the payment to the Lead Partner**

The amounts stated in the Payment order are transferred to the Lead Partner's bank account, one transaction for each fund. A notification will be sent to the Lead Partner.

- **The Lead Partner distributes the co-financing to the project partners**

The Lead Partner is then responsible for distributing the received grant to the individual project partners in accordance with the partner budget and partnership agreement.

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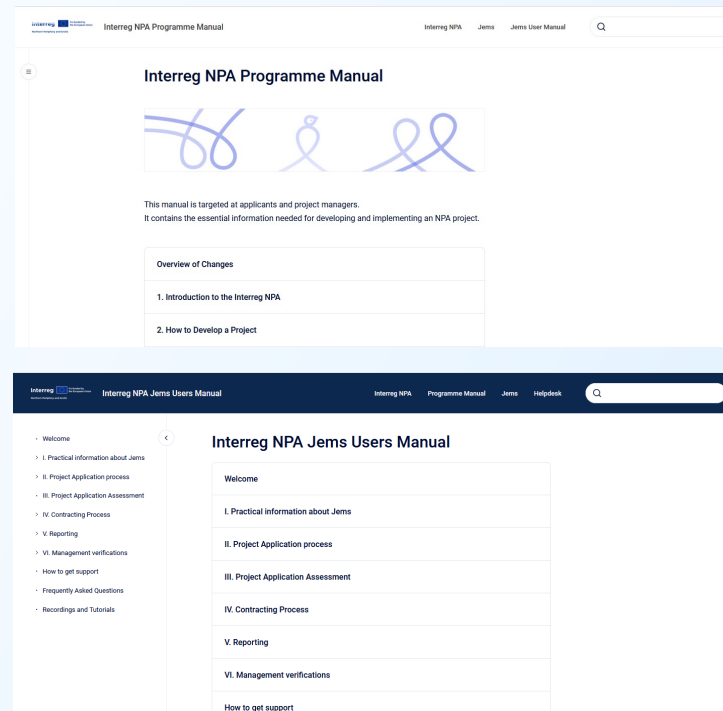
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Where to find guidance

- **Programme Manual:**
All the need-to-know information for each phase of your project
- **Jems User Manual:**
Step-by-step guidance for completing partner information and reports
- **Download Centre:**
Offline report templates with guidance, logo files, etc.
Frequently Asked Questions
Recordings and Tutorials

Jems Helpdesk



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Sixth Call Induction – Part 5

Lead Partner seminar

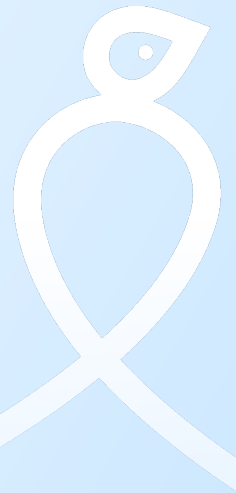
16th September 2026, Klaksvík, Faroe Islands

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INFORMATION and PUBLICITY REQUIREMENTS

stipulated in the European regulations

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EU requirements

Apply to ALL PARTNERS

PROJECTS

Main, Preparatory, Priority 3, Clustering

Lead partners, Partners

MATERIALS

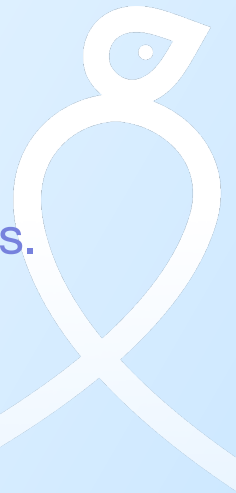
Printed and digital, websites, social media, promotional activities, campaigns and events.

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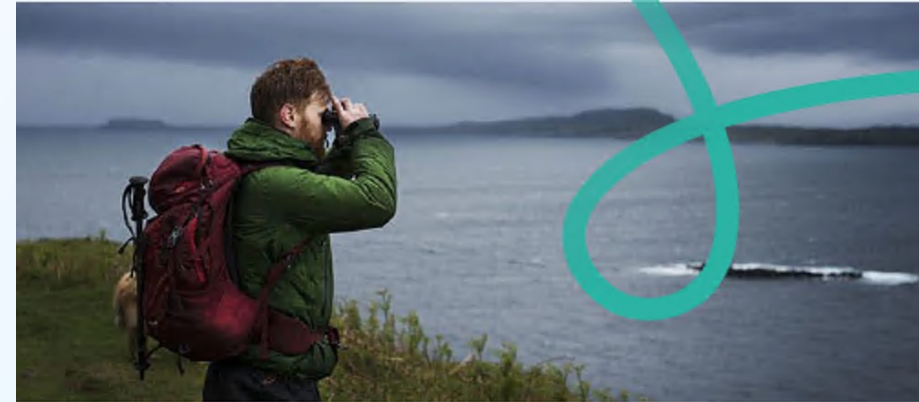
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EU publicity requirements

1. Use the programme-project logo
2. Publish information about the project
3. Display a poster size A3



APP4SEA

Arctic Preparedness Platform for oil Spill and other Environmental Accidents

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedit distinctio.

Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat.



Partnership

Necessitatibus saepe eveniet Excepturi sint occaecati cupiditate saepe Necessitatibus saepe eveniet Excepturi sint occaecati cupiditate

Budget

Total budget received from Nordic Periphery and Arctic programme € XXX of ERDF



www.interreg-npa.eu



Open access products

Outputs and results of all Interreg NPA funded projects must be openly accessible, the results must be free of charge and available to anyone.

- Publicly available outputs and results
- All materials should be: **royalty-free, non-exclusive and with irrevocable license to use**
- Read about open access [here](#)

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Information and publicity requirements

1. Project information online - **project mini-website**
2. Produce at least **2 media products** at the beginning and at the end
3. Engage stakeholders with **activities, events and any other relevant initiatives** across all participating countries and partners
4. Attending **NPA events**

**Dedicated
webinar
15th October
13.00 CET!**

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SPOT THE MISTAKE

This is the rear cover of an Interreg NPA project event brochure.

Find what is **not** in line with the EU Requirements.

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Programme Manual

How to implement

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4.6 Communication

This chapter explains the EU and programme publicity requirements, as well as reporting on communication.

General approach to communication

The programme aims to create an interactive exchange that will make the communication more relevant, and that increases the ownership of the programme and its results, optimising the use of limited resources. For this reason, it will support projects with templates, guidance and a community space for exchange, as well as facilitating synergies and networking.

The programme promotes sustainable communication e.g. limit printed materials and use of give-aways.

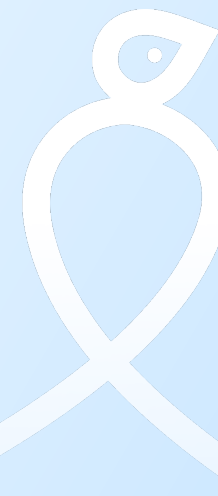
The programme promotes accessibility, meaning easy to understand communication, made available in multiple formats so that all users have equal access.

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THANK YOU!

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