



GUIDANCE ON THE JOINT ACTIVITY REPORT (JAR) IN JEMS

For Lead Partners; Jems version 13

Version 1

05 2026

A. Background and general guidance on the JAR for periodic and continuous reporting

In the following guidance the technical features of the joint activity report (JAR) in Jems and its practical use are presented. This is complemented by a walk-through of the JAR template as available in Jems with detailed explanations of the different functionalities.

The JAR is the key tool for reporting and monitoring of activities in the frame of the periodic joint progress reporting. It contains among others information on the overall project progresses at work package and activity level, as well as information on outputs and deliverables completed, indicator progress, communication, involvement of target groups, project management, possible problems and deviations.

The general offline template of the JAR is available in the implementation documents section at the Interreg CE [programme website](#). The project specific JAR templates in Jems are created by the MA/JS. The JAR shall be drafted by the LP on the basis of information included in partner reports for the concerned period. The overview of the JAR reporting periods and submission deadlines are specified in the subsidy contract.

Next to the periodic joint progress reporting, the JAR in Jems also is also a tool for supporting the ongoing information flow on the project progress towards the MA/JS in the frame of the continuous reporting and monitoring:

- Deliverables and outputs should be continuously reported to the MA/JS as soon as they are finalised. They should be uploaded in the draft JAR in Jems for the corresponding reporting period (e.g. deliverables and outputs from periods 1 and 2 should be included in JAR 1). Please note that deliverables and outputs from future periods can only be uploaded in the respective upcoming JAR after it has been created in Jems by the MA/JS. This occurs only after the MA/JS has approved the previous JAR (e.g. JAR 2 can only be created after JAR 1 is approved).
- For outputs and deliverables selected in the monitoring plan, LPs should notify the MA/JS by email upon their finalisation and upload them in Jems. If the draft JAR available in Jems does not yet cover the corresponding reporting period for these outputs/deliverables, the respective files may instead be provided by email to the MA/JS for feedback. Once accepted, the final approved version should be uploaded in the draft JAR in Jems.
- For reporting on milestones as defined in the monitoring plan, the relevant documentation should be uploaded in the draft JAR in Jems - provided that the milestone relates to deliverables or outputs and the draft JAR available in Jems covers the corresponding reporting period. If this is not the



case, the documentation should instead be submitted by email to the MA/JS. In all cases, the LP should notify the MA/JS by email on the availability of the milestone documentation and, if applicable, its upload in Jems.

For the above-described continuous reporting activities the JAR **must not be submitted** in Jems to the MA/JS and has to remain in the draft status. The formal submission of the JAR to the MA/JS and the provision of the full information required in the JAR should be done according to the periodic joint progress reporting schedule as defined in the subsidy contract.

For further details on the reporting requirements and different reporting obligations please see also the programme manual, chapter III.2 Project Reporting, Monitoring and Financial Flows.

B. Access to reporting in Jems

This guidance is based on the Interact Jems User Manual.

1. Access to the Reporting Section

- From the “Dashboard” select the project for which you would like to fill in the JAR and click to open.

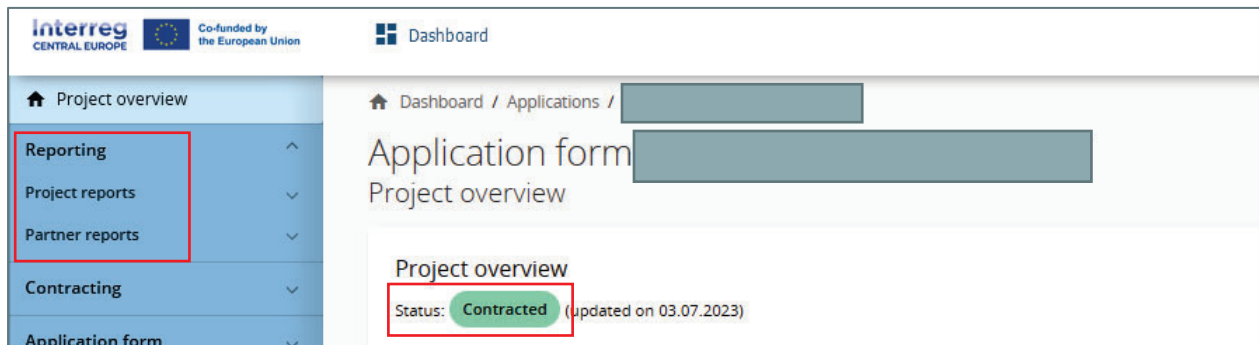
ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
[Redacted]	[Redacted]	22.02.2022 18:15	27.01.2023 09:21	P2	SO2.5	Contracted	1 - CE Call 1

- Select “Reporting/Project reports” in the left menu to access the reports on project level.

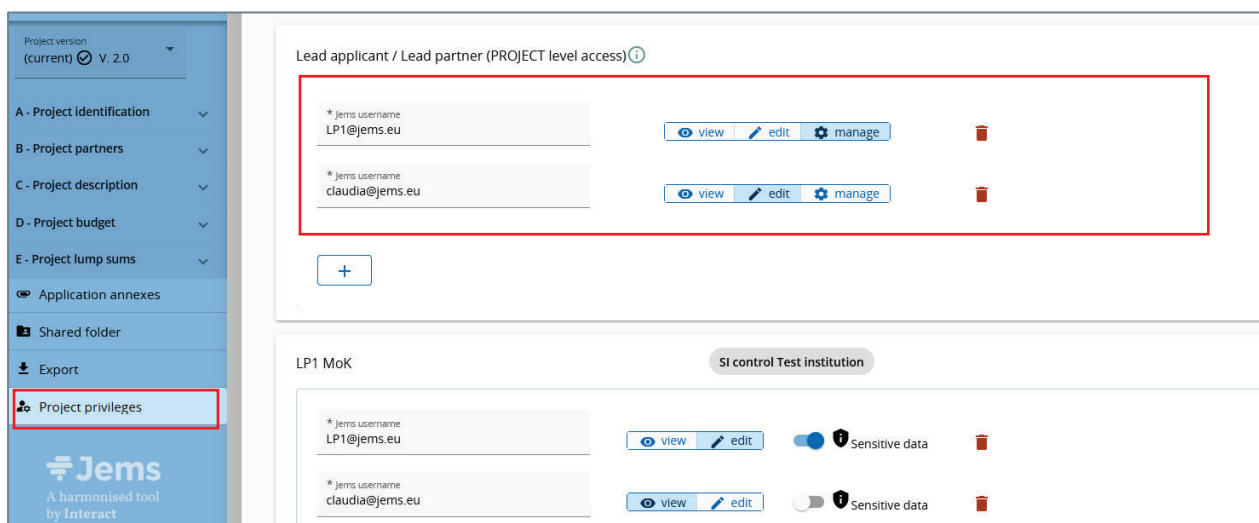


2. Prerequisites

- In order to have access to the reporting section, the project needs to be at least set to the status *Contracted*.



- In order to fill in and submit a report on project level, the user needs to be assigned under “Lead applicant/ Lead partner (PROJECT level access)” with “manage” or “edit” rights in the Project privileges section.
- Users assigned to a project partner have automatically “view” access to the reports on project level (for details see Jems Guidance on Project Privileges).



C. Creation and completing of a JAR

- Reports on project level (JFR, JAR) are created by the MA/JS and linked to the “Project reporting schedule” of the “Contracting” section. This is to ensure a correct aggregation of data from previous reports into a new report and that, in case of major project modification, the report is linked to the correct version of the application form (AF).
- Reports on project level are automatically numbered PR.1 (ID in ascending order PR.1, PR.2, PR.3, etc.). The project report ID does not reflect the reporting period.



- Data from the last approved application form version is taken into the report in the moment of its creation. Ongoing modifications will have no impact on the data in existing reports.
- Any data that are aggregated over several project reports (e.g. aggregated output and results achievement) are summed-up from all project reports submitted by the date when the current project report was created. When a new report is created, reopened reports are taken into account for aggregations in overview tables (like submitted ones).
- Beware that only the last project report, created after all other project reports were submitted, has the most recent aggregated data (in case project reports were not submitted in the same order they were created)!
- The project report overview table lists all available reports and indicates the type of report (Finance = JFR, Content = JAR). It provides information on the project report ID, the current status (*Draft - Submitted/Reopened - Verification ongoing - Verified*), the report type, the date of report creation and the date when the report was submitted for the first time, the date when the report was submitted for the last time (re-submission), the amount requested, the end date of JS/MA verification and the total eligible amount after JS/MA verification. Since no expenditure is reported in a JAR, the finance related columns remain empty.
- Select the JAR in the overview table and click to open.

ID	Status	AF Version linked	Reporting Period	Report Type	Date of report creation	Date of first submission	Date of last submission	Amount requested	Date of JS/MA verification	Total eligible after JS/MA verification	JS/MA Verification	Delete
PR.4	Draft	2.0	Period 2, month 7 - 12	Content	27.02.2024 14:33							
PR.3	Draft	2.0	Period 2, month 7 - 12	Finance	27.02.2024 14:31			0,00				
PR.2	Reop...	2.0	Period 2, month 7 - 12	Content	13.02.2024 11:35	27.02.2024 10:34	27.02.2024 14:28				Go to JS/MA verification v	
PR.1	Verifi...	2.0	Period 1, month 1 - 6	Finance	20.10.2023 11:47	13.12.2023 14:43		219.620,49	09.01.2024 12:46	219.620,49	Go to JS/MA verification v	

- The JAR is divided in different sections accessible through tabs at the top:
 - Project Report identification
 - Work plan progress
 - Project results & Horizontal principles
 - Project closure (only applicable for the last JAR)
 - Project report annexes
 - Report export
 - Submit

Project report PR.2

Status Draft

Project report identification
Work plan progress
Project results & Horizontal prin...
Project report annexes
Report exports
Submit

Project report identification



- In case of the last JAR the additional tab “Project closure” appears.

Project report PR.7

Status Draft

Project report identification	Work plan progress	Project results & Horizontal prin...	Project closure (only applicable ...)	Project report annexes	Report exports	Submit
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- To go back to the project report overview, click on “Project reports” in the left menu.

- Do NOT delete a JAR without prior agreeing with the JS.
- Only the most recent JAR (if in *DRAFT*) can be deleted from the overview.

1. JAR - Project report identification

- The project report identification section gives an overview on the:
 - Information on the project and LP organisation (automatically)
 - AF version the report is linked to (automatically)
 - The project report status (updates automatically)
- The reporting period start and end dates have to be filled in by the LP. The dates have to **match with those defined in the subsidy contract** (in general covering 2 project periods).

- **Link to reporting period:** Upon the creation of the report by the JS, the JAR is linked to the reporting schedule in the contracting section. This link **must NOT be changed**, since it defines the type of report, the reporting period and the reporting deadline (according to the monitoring plan).
- The **reporting period** is automatically generated by Jems. It indicates only the second of the two periods covered by the JAR (if applicable).
- The **reporting date** indicates the reporting deadline as defined in the project subsidy contract and inserted in the Project reporting schedule of the Jems contracting section.



Project report PR.2

Status Draft

Project report identification

Work plan progress

Project results & Horizontal prin...

Project report annexes

Report exports

Submit

Project report identification

Project ID and acronym	
AF Version linked	2.0
Related call	1 - CE Call 1
Project report ID	PR.2
Project report status	Draft → Submitted → JS/MA Verification ongoing → Verified
Name of the organisation in original language	
Name of the organisation in English	

Reporting period start date (DD.MM.YYYY)



Reporting period end date (DD.MM.YYYY)



Defined by JS

Type of project report

* Link to reporting schedule (contracting) - Do NOT change; it is set by JS
5, Period 2 month 7-12

Content

Finance

Both

Automatically generated by Jems, indicating only the second of the two periods covered by the JAR

Period 2, month 7 - 12: 01.09.2023 - 29.02.2024

30.4.2024

- Highlights of main achievements - to be filled in for the JAR.
- Overview of the outputs and results achievement (cumulative) - automatically filled based on the information provided in the JAR Work plan progress section.

Overview of the outputs and results achievement (cumulative) - Only relevant for the Joint Activity Report

Programme result indicator RCR79_2.5: Joint strategies and action plans taken up by organisations

Programme result indicator	Measurement unit	Baseline	Target value	Previously reported	Current report	Total reported so far
RCR79_2.5: Joint strategies and action plans taken up by organisations	joint strategy/action plan	0.00	8.00	0.00	0.00	0.00
Programme output indicator						
Output RCO83_2.5: Strategies and action plans jointly developed	strategy/action plan		8.00	0.00	0.00	0.00
Output 1.2:	strategy/action plan		1.00	0.00	0.00	0.00
Output 3.2:	strategy/action plan		7.00	0.00	0.00	0.00

- Project management including potential problems and deviations: For JAR use the first textbox.



Project management including potential problems and deviations

ONLY APPLICABLE FOR THE JOINT ACTIVITY REPORT. Please describe the management and coordination activities in the periods covered by this JAR (e.g. steering committee meetings). Also describe the cooperation within the partnership including the active involvement of partners. If applicable, please describe and justify any problems and activity deviations including delays from the work plan presented in the application form and the solutions found. (recommended max 2000 characters)

ONLY APPLICABLE FOR THE JOINT FINANCE REPORT. If applicable, please describe any deviations in the spending profile compared to the amounts indicated in the application form.

- Target groups - to be filled in for the JAR.

Target groups

ONLY APPLICABLE FOR THE JOINT ACTIVITY REPORT. The table below shows the list of target group which were indicated in the application form. Please explain for each target group in what way and to what extent stakeholders were involved in the implementation of project activities in this reporting period and how they are benefiting from the outputs and results.

Target group	Description of the target group involvement and benefits (recommended max 500 characters)
Local public authority	<input type="text"/>
Regional public authority	<input type="text"/>
National public authority	<input type="text"/>

2. Work plan progress

- In this tab, work package (WP) related information as defined in the AF version on which the JAR is based are listed.
- To unfold a WP click on the arrow.



Project report PR.2

Status Draft

Project report identification **Work plan progress** Project results & Horizontal prin... Project report annexes Report exports Submit

Work plan progress

Work package 1	▼
Work package 2	▼
Work package 3	▼

■ Status and related data taken over from prior reports

When the first JAR 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 for the respective objective or activity in the **latest submitted JAR** (namely the submitted report with the highest report number, not latest by date of submission).

■ Information in “Work plan progress” taken over from prior reports

Only in the “Work plan progress” section information (text) provided in the prior submitted JAR is taken over to the newly created JAR. For WPs, objectives or activities marked as completed the taken over information is “frozen” and marked as updated upon changes (see below).

- A WP can be marked as completed once implementation of activities is finalized. Marking the work package as “completed” means that information is fully taken over into subsequent JARs and “frozen”.

Work package 1

☐ This work package is completed.

What is the progress towards the objectives in this work package as defined in the application form? The indicated status should be cumulative.

Work plan progress

<div> ✔ Work package 1 </div> <div> ✔ This work package is completed. </div>	Completed in this report. ^
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- In the next JAR, the information on WP completion is indicated.

Project report identification **Work plan progress** Project results & Horizontal prin... Project report annexes Report exports Submit

Work plan progress

<div> ✔ Work package 1 </div> <div> Work package 2 </div> <div> Work package 3 </div>	Completed in prior report. No changes. ▼
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- In case a WP that was marked as “completed” in an earlier report but information is updated in the current JAR, the update will be highlighted.



Project report identification	Work plan progress	Project results & Horizontal prin...	Project report annexes	Report exports	Submit
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Work plan progress

Work package 1

New changes after completion.

Work package 2

Work package 3

- The progress made on the **Project specific objective** and the **Communication objective** is to be described and there is a field to select the status of the objectives (“Fully achieved”, “Partly achieved” or “Not achieved”)
- Marking a project specific as “fully achieved” means that it is labelled as “Completed in this report” information is fully taken over into subsequent JARs and “frozen”.

Project specific objective

Completed in this report.

Project specific objective

Status

Fully achieved

Explanations

Text Explanations Text Explanations Text ExplanationsText Explanations

- In the next JAR, the information on completion will show up.

Project specific objective

Completed in prior report. No changes.

- In case an objective that was marked as “completed” in an earlier report but information is updated in the current JAR, the update will be highlighted.

Project specific objective

New changes after completion.

- The same behaviour applies for the communication objective

REPORTING ON WORKPACKAGE

- The progress and partner involvement should not be provided on WP level, but is to be described under activities. Therefore, no information needs to be included in this progress textbox.

Progress

N/A (Progress and partner involvement is to be described under activities.)

Enter text here

0 / 2000 characters

REPORTING ON INVESTMENTS

- In case of investment(s) under the WP, there is a separate section with a text field to describe the progress in the reporting period.



- Information is partly pre-filled from the AF.
- For finalised investments upload the investment factsheet together with the output factsheet of the related pilot action in the output section (zip or rar file). The investment factsheet template to be used is available on the Interreg CE [programme website](#) under “Implementation documents”.

Investments

I 2.1 Transnational demonstration actions -LP1

Delivery period: Period 5, month 25 - 30 Investment Location (Nuts 3): Osrednjeslovenska (SI041)

Please describe the progress of the investment in this reporting period and indicate its status (not started, in progress, finalized). For finalised investments upload the investment factsheet together with the output factsheet of the related pilot action in the output section (zip fil... Investment progress description text Investment progress description text Investment progress description text Investment progress description text

148/ 2000 characters

REPORTING ON ACTIVITIES

- For each activity, there is a separate section with a text field to describe the progress in the reporting period.
- Similar as for objectives, for each activity there is a field to define the Status (“Not started”, “In progress”, “Not started”).
- No files need to be uploaded for activities. Supporting documents should be uploaded next to the deliverables, outputs and results.

Activities

Please indicate the progress made for each activity and deliverable. Attachments are only required for deliverables (not for activities).

A 1.1 Establishing State-of-the art

Activity title: Establishing State-of-the art

Start period: Period 1, month 1 - 6 End period: Period 1, month 1 - 6

Please describe the progress and explain how partners were involved (who did what). Activity progress description text Activity progress description text Activity progress description text Activity progress description text

Attachment: N/A (no files to be uploaded for activities)

Finalised
In progress
Not started

- Marking an activity as “finalized” means that the activity is fully completed and all related deliverables are finalized and provided. The related information will be taken over into subsequent JARs.

Activities

Please indicate the progress made for each activity and deliverable. Attachments are only required for deliverables (not for activities).

☒ A 1.1 Establishing State-of-the art

Activity title: Establishing State-of-the art

Start period: Period 1, month 1 - 6 End period: Period 1, month 1 - 6

Status: Finalised

Completed in this report.

- In the next JAR, the information on completion will show up.



Activities

Please indicate the progress made for each activity and deliverable. Attachments are only required for deliverables (not for activities).

✓ A 1.1 Establishing State-of-the art

Completed in prior report. No changes. ^

Activity title
Establishing State-of-the art

- In case an activity was marked as “finalised” in an earlier report but information is updated in the current JAR, the update will be highlighted.

Activities

Please indicate the progress made for each activity and deliverable. Attachments are only required for deliverables (not for activities).

✓ A 1.1 Establishing State-of-the art

New changes after completion. ^

REPORTING ON DELIVERABLES

- For each deliverable, there is a separate section with a text field to describe the progress in the reporting period and an input field to quantify the number of deliverables finalised in this JAR. The cumulative value is automatically calculated; the delivery period is pre-filled from the AF.
- A supporting document for the finalized deliverable must be uploaded. In case of multiple files, it is recommended to upload a zip or rar file.

D 1.1.1 Baseline Study

Deliverable title
Baseline Study

Delivery period
Period 1, month 1 - 6

Nr. of deliverables finalised in this JAR 0,00

Cumulative value 0,00

Please describe the progress (recommended max 500 characters)
Descripton Deliverable text text

Attachment (In case of multiple files per deliverable please upload them as one zip file.) testfile1.docx

REPORTING ON OUTPUTS

- For each output, there is a separate section with a text field to describe the progress in the reporting period and to describe its status (not started, in progress, finalised). In addition, there is an input field to quantify the number of outputs finalised in this JAR. The cumulative value is automatically calculated and double-counting of the same output within different JARs has to be avoided. The delivery period and target value are pre-filled from the AF.
- For finalized outputs (strategy/action plan, pilot actions, solutions) output factsheet(s) have to be uploaded. The output factsheet template to be used is available on the Interreg CE [programme website](#) under “Implementation documents”. In case of multiple files, it is recommended to upload a zip or rar file.



Outputs

Please indicate the progress made for each output and indicate its status (not started, in progress, finalised). For finalised outputs upload the output factsheet.

O 1.1 Urban-rural cooperation network

Output title

Urban-rural cooperation network

Programme output indicator

RCO120_2.5: Projects supporting cooperation across borders to develop urban-rural linkages

Measurement unit

projects

Delivery Period

Period 1, month 1 - 6

Target Value

1,00

Nr. of outputs finalised in this JAR

1,00

Cumulative value

1,00

Please describe the progress (recommended max 500 characters)

Output description text Output description text Output description text Output description text Output description text

Attachment (In case of multiple files per output please upload them as one zip file.)



testfile2.docx



3. Project results & Horizontal principles

PROJECT RESULTS

- In this section the LP should report on progress made in achieving the expected project results considering the chosen result indicators.
- Results are **cumulative**, meaning that when a new JAR is created the values from the prior submitted JAR are added to the cumulative values. The cumulative value achieved is calculated as the sum of all the figures reported in all JARs with the status submitted. Double-counting of the same result within different JARs has to be avoided.
- Related supporting documents should be uploaded as attachment next to the result. In case of multiple files, it is recommended to upload a zip or rar file.

Result 1

Programme result indicator

RCR79_2.5: Joint strategies and action plans taken up by organisations

Measurement unit

joint strategy/action plan

Baseline

0,00

Target value

8,00

Achieved in this JAR

0,00

Cumulative value

8,00

Please describe the progress

Attachment (In case of multiple files per result please upload them as one zip file.)



testfile1.docx





HORIZONTAL PRINCIPLES

- For horizontal principles there is a table to report on the contribution for each of the three cooperation criteria. The “Type of contribution” is pre-filled based on the latest approved AF and cannot be changed. There is a text field to describe the contribution made in the respective reporting period.

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

4. Project closure

- The project closure tab is only available in the last JAR.
- Information on the project closure needs to be filled in. Please structure the text following the guiding questions.

Project report PR.7

Status Draft

Project report identification Work plan progress Project results & Horizontal prin... **Project closure (only applicable ...)** Project report annexes Report exports Submit

Project closure (only applicable for last JAR)

Project story

Please describe the project's final achievements in a project story format. The project story should be interesting and understandable for non-specialists as it might be used for publications. Please address the following guiding questions in your project story (recommended max 3000 characters):

- What are the overall territorial and/or sectoral challenges which were tackled by the project?
- What was the specific problem addressed and how did the project contribute to solve it?
- What are the key outputs developed by the project and why was transnational cooperation important in that process?
- What benefits did the partner organisations derive from the transnational cooperation?
- Which results were achieved and what did change in the targeted regions and/or sectors?
- Which target groups are concretely benefiting from the project results and how?
- How will the durability of the outputs and results be ensured?

Enter text here

- In case of mentions or prizes, click the add button to insert respective information.

Mentions and prizes

Please list any relevant mentions and prizes that were granted to your project, if any. Please include the name of the granting institution and briefly specify the reason for the recognition. If the project did not receive mentions or prizes, this section can be left empty.

[+ Add mentions & prizes](#)



Mentions & prizes (recommended max 200 characters per textbox)

+ Add mentions & prizes

- Additional questions need to be answered via checklist.
- Select the checklist “JAR - Project closure questions” from the drop-down menu and click the button “create new checklist”.

Additional questions to be answered (via checklist)

Select checklist template

+ create new checklist

Additional questions to be answered (via checklist)

Select checklist template
JAR - Project closure questions

+ create new checklist

- The checklist is listed in the checklist overview table and can be opened by selecting and clicking it.
- To add a description, click on the pencil icon.
- To export the checklist to a pdf file, click the download icon.
- A checklist can only be edited and finalized by the user who created it. In case a different user wants to update or finalise the checklists created by a different user the copy/clone function should be used. Click on the clone icon to create an editable copy.
- Only checklists in status DRAFT can be deleted by clicking on the trash bin icon.

Mentions and prizes

Please list any relevant mentions and prizes that were granted to your project, if any. Please include the name of the granting institution and briefly specify the reason for the recognition. If the project did not receive mentions or prizes, this section can be left empty.

+ Add mentions & prizes

Additional questions to be answered (via checklist)

Select checklist template

+ create new checklist

ID	Status	Name	User	Finished date	Description	Actions
13290	Draft	JAR - Project closure questions	lp@jems.eu			

- Fill in the questions in the checklist and SAVE the information.



Project report identification
Work plan progress
Project results & Horizontal prin...
Project closure (only applicable ...)

Status: **Draft**

JAR - Project closure questions

Finish checklist

Contribution to wider policies and strategies

Please highlight actual contributions to wider strategies and policies (in relation to the planned contributions as specified in the application form). Please include concrete examples and references to the concerned strategies. (recommended max 2000 characters)

Contribution to wider strategies & policies
Text text text

Synergies

How did the project make use of synergies and coordinate with other relevant European, national or regional initiatives or projects? What was the added value gained? Please specify the related initiatives/projects and, if applicable, related funding instruments. Please consider also the planned synergies as specified in the application form. (recommended max 2000 characters)

Synergies

Useful, upscaling and transfer of results

Discard changes
Save changes

- Once all information is filled, click the button “Finish checklist”.

Status: **Draft**

JAR - Project closure questions

Finish checklist

- To re-open a finished checklist, click the button “Return back to checklist owner”. A checklist can only be reopened by the user who created it.

Status: **Finished** (since 30.06.2025)

JAR - Project closure questions

Return back to checklist owner lp@jems.eu



5. Project report annexes

- The overview table “Project report PR.x” shows all files uploaded.
- Files uploaded in other sections of the report will also show up here and organised according to the upload structure tree.
- Files can be up/downloaded here. However, as a general rule, please upload files next to the respective deliverable, output or result.
- If needed, a description can be added to files uploaded in this section by clicking on the pencil.
- Files uploaded in this section can be deleted here as long as the delete icon is active.
- Files uploaded in other sections can be deleted in the section where the file was uploaded.
- A description to the uploaded files can be added here.

File name	Location	Upload date	User	File size	Description	Actions
Annex Testfile.docx	Project Report	12.03.2024 11:31	jems@interreg-central.eu	11.7 kB		
Result Testfile.docx	Project Result	12.03.2024 11:30	jems@interreg-central.eu	11.7 kB		
Output Testfile.docx	WorkPlan/Output	12.03.2024 11:29	jems@interreg-central.eu	11.7 kB		
DeliverableTestfile.docx	WorkPlan/Activity/Deliv...	12.03.2024 11:29	jems@interreg-central.eu	11.7 kB		

Items per page: 25 1 - 4 of 4

Upload file

6. Project report Export

Export to pdf file

- The JAR can be exported to pdf based on the selected export plugin “Project report export”
- Since the Interreg CENTRAL EUROPE programme language is English, only file export in English is possible.

RCR84 - List of organisations

- In the last JAR, for the result indicator RCR84 “Organisations cooperating across borders after project completion” the list of organisations continuing the cooperation needs to be provided. Please use the project specific template by downloading the Excel file “RCR84 - List of organisations” from the Project report Export section. For the partners that will continue the cooperation after project end please indicate “1” in the foreseen fields. The completed list of organisations that agreed to continue the cooperation needs to be uploaded together with the additional supporting documents (as specified in the annex 2 of the Interreg CE Programme Manual) to the attachments for the result indicator RCR84 “Organisations cooperating across borders after project completion”.



JAR Completeness Tool

- The JAR Completeness Tool is a support tool designed to assist in the preparation of the last JAR of your project. Its primary purpose is to help you verify whether the JAR contains all required information, including the achievement of project objectives, the achievement of indicator targets, and availability of uploads for output and result indicators. Please note that the tool does not assess the plausibility or correctness of the information provided, nor the content or quality of the supporting documents uploaded.
- The use of the tool is recommended for the last JAR, although it is technically available for other JARs as well.
- Please check any items highlighted in YELLOW, and pay particular attention to any items highlighted in RED.

JFR related templates

- Note that the export templates “Lead Partner LP Verifications Checklist”, “Payment request Default” and “Project LoEs export plugin” are only needed for the joint finance report (JFR).

7. Project report Submit

- In this section the JAR can be submitted.
- The submission button turns active only once the JAR has successfully passed all pre-submission checks.
- After submission, the information in the JAR is “frozen” and the MA/JS verification starts.



- Besides the submission of the report, a general warning is given to the users reminding them to make sure that the contracting section is up to date. This is to make sure that information in the contracting section and the dedicated partner pages stay up to date. In case changes or updates need to be made, the MA/JS should be contacted.
- Once submitted, the status of the report changes, which is shown in the report identification tab and in the report overview, where also the submission date is logged.

Project report PR.3

Status Draft

Project report identification List of partner certificates Project report annexes Financial overview Report exports **Submit**

Submit

You are about to officially submit your Project report 3.

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

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

Run pre-submission check → [Submit project report](#)

Reporting
Project reports

Project reports

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous project report.
When opening the latest report, anything can be revised with reopening.
When a newer report exists, data that affects cumulative data cannot be changed.

ID	Status	AF Version linked	Reporting Period	Report Type	Date of report creation	Date of first submission	Amount requested	Date of JS/MA verification end	Total eligible after JS/MA verification	JA/MA Verification	Delete
PR.3	Submitted	2.0	Period 2, month 7 - 12	Finance	17.11.2023 11:50	22.11.2023 07:59	0,00				
PR.2	Draft	2.0	Period 2, month 7 - 12	Content	17.11.2023 11:35						
PR.1	Verified	2.0	Period 1, month 1 - 6	Finance	24.10.2023 14:50	24.10.2023 15:16	50.000,00	17.11.2023 11:50	49.900,00	Open JS/MA verification v	

8. JS/MA verification

- During JS/MA verification the LP might be asked for some clarifications and the upload of documents. For this purpose, the JS/MA verification section allows to up/download files.
- Once the JS/MA verification starts, the JAR moves to status “Verification ongoing”.
- Click “Open JS/MA verification work” to get to the “JS/MA communication” section for exchanging clarification related files.



Reporting Project reports

Project reports

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

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ID	Status	AF Version linked	Reporting Period	Report Type	Date of report creation	Date of first submission	Amount requested	Date of JS/MA verification end	Total eligible after JS/MA verification	JS/MA Verification	Delete
PR.3	Verification o...	2.0	Period 2, month 7 - 12	Finance	17.11.2023 11:50	22.11.2023 07:59	0,00			Open JS/MA verification v	
PR.2	Draft	2.0	Period 2, month 7 - 12	Content	17.11.2023 11:50						
PR.1	Verified	2.0	Period 1, month 1 - 6	Finance	24.10.2023 14:59	24.10.2023 15:16	50.000,00	17.11.2023 11:50	49.900,00	Open JS/MA verification v	

Items per page: 25 1 - 3 of 3 < >

JS/MA verification work for: Project report PR.3

Status **Verification ongoing**

[Switch to project report](#)

JS/MA verification communication

JS/MA verification communication

In this section both JS/MA and project user(s) can upload and download documents.

This can be used for clarification rounds during JS/MA verification, if programme rules allow.

Attention: Once verification work is finished deletion or editing won't be possible anymore!

Project report PR.3

JS/MA verification communication

There are no files uploaded.

[Upload file](#)

9. Reopening of JAR

- A JAR in status “Submitted” or “JS/MA Verification ongoing” can be reopened for amendments by MA/JS only.
- The JAR will appear in status “REOPENED”
- The project report overview table indicates the date of report first submission and the date of last submission (re-submission date).
- A report can be re-opened and re-submitted several times until all issues are clarified.



Project reports

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

When opening the latest report, anything can be revised with reopening.

When a newer report exists, data that affects cumulative data cannot be changed.

[+ Add Project Report](#)

ID	Status	AF Version linked	Reporting Period	Report Type	Date of report creation	Date of first submission	Date of last submission
PR.4	Draft	2.0	Period 1, month 1 - 6	Finance	27.02.2024 10:57		
PR.3	Draft	2.0	Period 2, month 7 - 12	Content	27.02.2024 10:52		
PR.2	Reopened	2.0	Period 2, month 7 - 12	Content	13.02.2024 11:35	27.02.2024 10:34	27.02.2024 12:03
PR.1	Verified	2.0	Period 1, month 1 - 6	Finance	20.10.2023 11:47	13.12.2023 14:43	

Project report PR.2

Status Reopened [Go to JS/MA verification work](#)

[Project report identification](#)

[Work plan progress](#)

[Project results & Horizontal prin...](#)

[Project report annexes](#)

[Report exports](#)

[Submit](#)

Project report identification

Project ID and acronym	<input type="text"/>
AF Version linked	2.0
Related call	1 - CE Call 1
Project report ID	PR.2
Project report status	Draft → Reopened ↔ <input checked="" type="checkbox"/> JS/MA Verification ongoing → Verified
Name of the organisation in original language	<input type="text"/>
Name of the organisation in English	<input type="text"/>

- Reopening of a JAR allows for changes and updates which do not impact consistency of aggregated data, thus the following restrictions apply:

- The **type** (Finance, Content, Other) of a reopened report cannot be changed.
- When the last submitted JAR is reopened, editing is unlimited (except for the report type), the creation of a new JAR is blocked until the last reopened one is submitted.

In case the reopened JAR is not the latest JAR, editing of the reopened JAR is limited.

Limited editing means:

- Number fields are locked
- Status and completeness checkbox cannot be changed

- When a new report is created, reopened reports are taken into account for aggregations in overview tables (like submitted ones).