Interreg NEXT MED

Co-funded by the European Union

REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

INTERREG NEXT MED PROGRAMME 2021/2027
DESCRIPTION OF MANAGEMENT AND CONTROL SYSTEMS (DMCS)

ANNEX IX

JOINT SECRETARIAT (JS) CHECK LISTS

Negotiation Check grid - JS

Acronym and Reference number:					
First check					
Project Management and Monitoring Expert: **Date:** **Signature:**			**Financial Expert:** **Date:**		
Second check					
Project Management and Monitoring Expert: **Date:** **Signature:**			**Financial Expert:** **Date:**		
OUTCOMES: recommendations are fulfilled – acceptable					
A	**Check on EU Commission comments**	**YES/NO/NA**	**Comments/recommendations**	**YES/NO/NA**	**Check on the fulfillment / Comments/recommendations**
A.1	Are there any **EC minor corrections / clarification / recommendations** addressed to the Applicant?				
B	**Check on the MC/Assessment Board evaluation grids**	**YES/NO/NA**	**Comments/recommendations**	**YES/NO/NA**	**Check on the fulfillment / Comments/recommendations**
B.1	Are there any recommendations by the **MC/Assessment Board** addressed to the Applicant?				
C	**Specific checks (Step 2 of the Evaluation Procedure)**	**YES/NO/NA**	**Comments/recommendations**	**YES/NO/NA**	**Check on the fulfillment / Comments/recommendations**
C.1	Are there any recommendations by the **State Aid** assessors addressed to the Applicant?				
C.2	Are there any recommendations by the **Environmental** assessors addressed to the Applicant?				
D	**Eligibility (Step 2 of the Evaluation Procedure)**	**YES/NO/NA**	**Comments/recommendations**	**YES/NO/NA**	**Check on the fulfillment / Comments/recommendations**
D.1	Are there any **eligibility** conditions to be still accomplished?				
E	**Other**	**YES/NO/NA**	**Comments/recommendations**	**YES/NO/NA**	**Check on the fulfillment / Comments/recommendations**
E.1	Is there any other relevant issue?				

Interreg NEXT MED

Co-funded by the European Union

Interreg NEXT MED Programme

JS Checklist

Interim/Final Project Report

Mediterranean Partner Countries

(to be provided for each partner)

Project reference number	
Project title & acronym	
Project ID in Jems	
Lead Applicant	
No. of report	
LP or PP	*Please insert number and name of the LP/PP subject of this CL*

1. Administrative check			
No.	**Document**	**Check**	**Comments**
1.1	**General Declaration** (Annex 3 Guide for Control)	☐ Signed version uploaded onto Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available	*If "Not available" or "Partially filled in/missing signature", report to the MA*
1.2	**Control report** (Annex 5 Guide for Control)	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Has the "Finalized" status in Jems	*If "Not available", or the signed version is missing, or "Partially filled in" or has not the "finalized" status in Jems, clarifications are required*
1.3	**Certificate report** *(Annex 6 Guide for Control)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Has the "Finalized" status in Jems	*If "Not available", or the signed version is missing or has not the "finalized" status in Jems, clarifications are required*
1.4	**Control checklist** *(Annex 4 Guide for Control)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*

		☐ Duly filled in ☐ Partially filled in ☐ Not available	
1.5	**Control checklist for estimated value procurement over 20 000 euro** *(Annex 4.1 Guide for Control) Q.1.5 refers to all sampled procurements. Please provide a clear answer in the "Comments" section*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*
1.6	**Control checklist for estimated value procurement up to 20 000 euro** *(Annex 4.2 Guide for Control)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*
1.7	**On-the-spot-verification checklist** *(Annex 4.3 Guide for Control) if any during the reporting period*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*
1.8	**Declaration of independence and confidentiality (by the LP's/PPs controller)** *(only for the 1st interim report and in case of change of the Controller)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*

2. Financial monitoring			
No.	**Question**	**Answer**	**Comments[1]**

[1] Please refer if it was necessary to request additional clarifications/supporting documents. In case the answer is NO, indicate if the remark led to financial findings or parking of the expenditures.

2.1	Are there significant differences in reported amounts compared to the budget in force?	☐ Yes ☐ No ☐ Not applicable	*If no explanation can be drawn from the report, clarifications should be requested*
2.2	Is the level of expenditure in line with the forecasts for the period?	☐ Yes ☐ No ☐ Partially	*If the answer is "no" or "Partially", please provide an explanation*
2.3	Has the Controller asked for clarifications? If yes, has the LP/PP provided the required clarifications?	☐ Yes ☐ No ☐ Partially	*If the answer is "no" or "Partially", please provide an explanation*

3. Financial Check			
3.1 Staff cost			
No.	**Question**	**Answer**	**Comments**[2]
3.1.1	Was the Controller's sample extended by JS due to an error above 2%?	☐ Yes ☐ No	
3.1.2	Are there transparent recruitment procedures for new staff?	☐ Yes ☐ No ☐ Partially ☐ Not applicable	
3.1.3	Are job contracts / any similar type of contract according to Programme's rules for all project staff available?	☐ Yes ☐ No ☐ Partially ☐ Not applicable	
3.1.4	Are Monthly timesheets for staff partially devoted to the project available?	☐ Yes ☐ No ☐ Partially ☐ Not applicable	
3.1.5	Are timesheets sufficiently detailed (name of the employee, date, n. of hours, and description of the activities, signatures)?	☐ Yes ☐ No ☐ Partially * ☐ Not applicable	**in case of not all TS provided are sufficiently detailed*

[2] Please refer if it was necessary to request additional clarifications/supporting documents. In case the answer is NO, indicate if the remark led to financial findings or parking of the expenditures.

3.1.6	Are Gross salary sheets available for each HR and duly filled in?	☐ Yes ☐ No ☐ Partially ☐ Not applicable	
3.1.7	On the basis of the timesheets check, is double funding excluded?	☐ Yes ☐ No	
3.1.8	Are all the supporting documents properly uploaded onto Jems?	☐ Yes ☐ No ☐ Partially	

3.2 Flat rate cost			
No.	**Document**	**Check**	**Comments**
3.2.1	Has the Controller verified that the LP/PP has an office/headquarter?	☐ Yes ☐ No	
3.2.2	Has the Controller verified that office and administration costs are declared under any other cost category with real costs?	☐ Yes ☐ No	
3.2.3	Has the Controller verified that the LP / PP has participated in at least one project mission?	☐ Yes ☐ No	
3.2.4	Has the Controller verified that no Travel and accommodation costs for the partner's staff, associates' staff are declared under any other cost category with real costs	☐ Yes ☐ No	

3.3 Infrastructure and Works			
No.	**Question**	**Answer**	**Comments**
3.3.1	Was the Infrastructures CC extracted in the sampling procedure?	☐ Yes ☐ No ☐ Not applicable	

3.3.2	Are the Controller's check-lists properly filled in?	☐ Yes ☐ No ☐ Not applicable	*Insert detailed comments on the performance of controller*
3.3.3	Was the Controller's sample extended by JS due to an error above 2%?	☐ Yes ☐ No ☐ Not applicable	
3.3.4	Is any proof of physical existence of the infrastructures available?	☐ Yes ☐ No ☐ Not applicable	*Pictures, videos, recent digital maps, other*
3.3.5	Has the Controller verified that the organisation indicated in the "*Public procurements*" tab the Final Beneficial owner(s) of the contractor?	☐ Yes ☐ No ☐ Not applicable	

3.4 Equipment Costs			
No.	**Question**	**Answer**	**Comments**
3.4.1	Was the Equipment and Supplies CC extracted in the sampling procedure?	☐ Yes ☐ No ☐ Not applicable	
3.4.2	Are the Controller's check-lists properly filled in?	☐ Yes ☐ No ☐ Not applicable	*Insert detailed comments on the performance of controller*
3.4.3	Was the original sample extended by JS due to an error above 2%?	☐ Yes ☐ No ☐ Not applicable	
3.4.4	Is any proof of physical existence of the equipment or supplies available?	☐ Yes ☐ No ☐ Not applicable	*Pictures, videos, recent digital maps, other*
3.4.5	Has the Controller verified that the organisation indicated in the "*Public procurements*" tab the	☐ Yes ☐ No ☐ Not applicable	

	Final Beneficial owner(s) of the contractor?		

4. Checks on Controller Check List			
No.	**Question**	**Answer**	**Comments[3]**
4.1	Has the Control CL been fully and properly filled in?	☐ Yes ☐ No	
4.2	Have formal checks been properly managed?	☐ Yes ☐ No ☐ Partially	
4.3	Was the original sample extended by the controller due to professional judgement?	☐ Yes ☐ No	
4.4	Has the Controller verified the general eligibility criteria?	☐ Yes ☐ No ☐ Partially	
4.5	Has the Controller verified the allocation to cost categories and link with activities?	☐ Yes ☐ No	
4.6	Has the Controller verified the respect of the GBER regulation?	☐ Yes ☐ No ☐ Not applicable	
4.7	Has the Controller verified that the expenses are identifiable and verifiable and accounted in accordance with accounting standards?	☐ Yes ☐ No	
4.8	Has the Controller verified that the expenditures declared correspond to the accounting records, reconciliation schemes and supporting documents held by the LP/PP?	☐ Yes ☐ No	

[3] Please refer if it was necessary to request additional clarifications/supporting documents

4.9	Has the Controller verified that the reported amount has been indicated in Jems in the original currency as for the expenditure document (i.e. invoice)?	☐ Yes ☐ No ☐ Not applicable*	**if the expenditure document is in EUR*
4.10	Is there any relevant comment or remark of the Controller to be further investigated?	☐ Yes ☐ No	

5. List of finding			
No.	**Question**	**Answer**	**Comments[4]**
5.1	Are the findings indicated by the Controller properly justified?	☐ Yes ☐ No	
5.2	Are the findings indicated by the Controller confirmed?	☐ Yes ☐ No ☐ Partially	
5.3	Are there additional findings of the JS?	☐ Yes ☐ No	

[4] Please refer if it was necessary to request additional clarifications/supporting documents

Interreg NEXT MED

Co-funded by the European Union

Interreg NEXT MED Programme

JS Checklist

Interim/Final Project Report

Version 10.04.2026

1. Administrative check

1	Request for payment				
No	**Administrative checks**	**Yes**	**No**	**NA**	**Comments**
1.1	The payment request is uploaded in Jems, duly filled in according to the template and in line with the latest available information in Jems, signed by the legal representative of the LP and stamped (if required by the national legislation)				
2	**Completeness of the report**				
No	**Administrative checks**	**Yes**	**No**	**NA**	**Comments**
2.1	The report is submitted by the set deadline.				
2.2	All relevant sections of the report are filled in and written in the language of the GC (art.6.1 GC) (English or French)				*If there are sections of the project report not filled-in, clarifications will be requested and the report will be reopened.*
2.3	The described activities are within the reporting period				*If there are delays, clarifications will be requested.*
2.4	The progress registered by each partner in the reporting period is reported and consolidated at project level.				
2.5	Scanned documents related to addenda/notifications/ MA's decisions approved up to the present report are uploaded in the relevant sections of Jems.				
3	**Content supporting documents (deliverables)**				
No	**Administrative checks**	**Yes**	**No**	**NA**	**Comments**
3.1	The relevant deliverable documents have been submitted				

2. Technical monitoring

1	Technical monitoring				
No	**Administrative checks**	**Yes**	**No**	**NA**	**Comments**
1.1	The LP has identified problems in the project implementation and reported them in the dedicated section of the report together with the found solution(s)				
1.2	The progress in outputs and activities is clearly described and understandable.				
1.3	The activities are realized in accordance with the schedule and description of activities of the Work Plan in the last approved version of the application form in Jems; in case of deviations, those are detailed and explained in the dedicated sections.				
1.4	Reported output indicator/s' values are in line with the reported project progress and supported by justification documents				
1.5	Reported outputs comply with the requirements described in the Performance Framework Methodology				
1.6	Target groups reached in the implementation of the activities during the reporting period are in line with those defined within the approved application form in Jems				
1.7	Activities were carried out in the locations specified in the approved application form, in Jems				

2	Programme Result/Output indicators				
No	**Administrative checks**	**Yes**	**No**	**NA**	**Comments**
2.1	Are the Programme's Result Indicators achieved in line with the project proposal?				
2.2	Was any adjustment needed concerning project results?				
2.3	Are the Programme's Output indicators achieved in line with the project proposal?				
2.4	Was any adjustment needed concerning outputs delivery?				
3	**Horizontal Principles**				
No	**Administrative checks**	**Yes**	**No**	**NA**	**Comments**
3.1	The project's contribution to the horizontal principles during the reporting period is detailed in the project report (positive/neutral/negative effects, if the case, are mentioned and well-described)				
3.2	Does the project contribute to the promotion of fundamental rights?				
3.3	Does the project contribute to achieving gender equality (with evidence) and human rights outcomes?				
3.4	Does the project contribute to the Prevention of discrimination including accessibility for people with disabilities?				
3.5	Does the project contribute to the Promotion of sustainable development?				

3.6	Does the project contribute to the "do no significant harm" principle (where applicable)?				
3.7	Does the project contribute to the New European Bauhaus key principles, meaning support to projects that are sustainable, aesthetic and inclusive (where applicable)?				
4	**Visibility checks**				
No	**Administrative checks**	**Yes**	**No**	**NA**	**Comments**
4.1	The Programme's communication experts provided the assessment of communication and visibility requirements on time				*Instructions: by default, the answer is YES*
4.2	The LP has assigned a Project's Communication Manager				
4.3	Communication and visibility requirements outlined in Article 36.4 (a) of Regulation (No 2021/1059) are fulfilled.[1]				
4.4	Communication and visibility requirements outlined in Article 36.4 (b) of Regulation (No 2021/1059) are fulfilled [2]				
4.5	Communication and visibility requirements outlined in Article 36.4 (c) of Regulation (No 2021/1059) are fulfilled[3]				
4.6	Communication and visibility requirements outlined in Article 36.4 (d) of Regulation (No 2021/1059) are fulfilled[4]				

[1] *Instructions: providing on the partner's official websites and social media accounts (when available), a short description of the project, including its aims and results, and highlighting the financial support from the EU/Programm*
[2] *Instructions: including statement highlighting the support from the EU/Programme in a visible manner on documents and communication material*
[3] *Instructions: displaying durable plaques or billboards clearly visible to the public, in according with visibility requirements for equipment and infrastructures. Mark N/A if not relevant*
[4] *Instructions: branding of partners organisations premises by displaying a A3 poster or equivalent electronic display at the premises of each partner organisation in a location visible to the public*

4.7	Mandatory dissemination of a press release at the beginning of the project				
4.8	Communication Plan drafted (in case foreseen by the project)				
4.9	The project website is up to date[5]				
4.10	During the reporting period, rules provided by the Visual Identity Manual were followed[6]				
4.11	The project has produced the mandatory inception video				
4.12	Are there any recommendations on communication and visibility to be provided by the Programme communication officer?				

3. Workplan progress

WP1					
No	**Workplan progress**	**Yes**	**No**	**NA**	**Comments**
1.1	Have outputs been fully delivered according to the project timeline?				
1.2	Have activities been fully implemented according to the project timeline?				
1.3	Did PPs duly complete their task in activities' implementation according to the project timeline?				

[5] *Instructions: at least 3 items per month for the date credentials to access the website were provided, including news, events, media, etc.) Highlight if project is proactive in publishing opportunities (vacancies, tenders, etc..) as recommended in the guidelines for communication.*

[6] *Instructions: indicate any misuse of project logo, correct display of branding elements during events, on digital platforms, etc.*

1.4	Was there any specific problem concerning the overall management? (e.g.: staff, recruitment procedures, turnover etc. which might have delayed the implementation)				
1.5	Was there any relevant solution implemented?				
1.6	Were Kick-off / Steering Committee meetings held according to time schedule? Is the provided information on these meetings accurate? (date, place, number and type of participants, main achieved results)				
1.7	Have deliverables been reported and attached?				
1.8	Quality assessment of deliverables *(please justify in detail your assessment note)*				
WP2					
No	**Workplan progress**	**Yes**	**No**	**NA**	**Comments**
1.1	Have all communication outputs been fully delivered according to the project timeline?				
1.2	Have communication activities been fully implemented according to the project timeline?				
1.3	Did PPs duly complete their task in activities' implementation according to the project timeline?				
1.4	Any relevant problem encountered in project implementation?				
1.5	Any relevant solution to problems implemented?				

1.6	Have communication deliverables been reported and attached?				
1.7	Quality assessment of deliverables *(please justify in detail your assessment note)*				
1.8	Involvement of target groups				
1.9	Involvement of final beneficiaries				
WP3					
No	**Workplan progress**	**Yes**	**No**	**NA**	**Comments**
1.1	Have outputs been fully delivered according to the project timeline?				
1.2	Have activities been fully implemented according to the project timeline?				
1.3	Did PPs duly complete their task in activities' implementation according to the project timeline?				
1.4	Any relevant problem encountered in project implementation?				
1.5	Any relevant solution to problems implemented?				
1.6	Have deliverables been reported and attached?				
1.7	Quality assessment of deliverables *(please justify in detail your assessment note)*				
1.8	Involvement of target groups				
1.9	Involvement of final beneficiaries				
WP4					
No	**Workplan progress**	**Yes**	**No**	**NA**	**Comments**
1.1	Have outputs been fully delivered according to the project timeline?				

1.2	Have activities been fully implemented according to the project timeline?				
1.3	Did PPs duly complete their task in activities' implementation according to the project timeline?				
1.4	Any relevant problem encountered in project implementation?				
1.5	Any relevant solution to problems implemented?				
1.6	Have deliverables been reported and attached?				
1.7	Quality assessment of deliverables (*please justify in detail your assessment note)*				
1.8	Involvement of target groups				
1.9	Involvement of final beneficiaries				
WP5					
No	**Workplan progress**	**Yes**	**No**	**NA**	**Comments**
1.1	Have outputs been fully delivered according to the project timeline?				
1.2	Have activities been fully implemented according to the project timeline?				
1.3	Did PPs duly complete their task in activities' implementation according to the project timeline?				
1.4	Any relevant problem encountered in project implementation?				
1.5	Any relevant solution to problems implemented?				
1.6	Have deliverables been reported and attached?				
1.7	Quality assessment of deliverables (*please justify in detail your assessment note)*				

1.8	Involvement of target groups				
1.9	Involvement of final beneficiaries				
WP6					
No	**Workplan progress**	**Yes**	**No**	**NA**	**Comments**
1.1	Have outputs been fully delivered according to the project timeline?				
1.2	Have activities been fully implemented according to the project timeline?				
1.3	Did PPs duly complete their task in activities' implementation according to the project timeline?				
1.4	Any relevant problem encountered in project implementation?				
1.5	Any relevant solution to problems implemented?				
1.6	Have deliverables been reported and attached?				
1.7	Quality assessment of deliverables (*please justify in detail your assessment note)*				
1.8	Involvement of target groups				
1.9	Involvement of final beneficiaries				

Interreg NEXT MED

Co-funded by the European Union

Interreg NEXT MED Programme

JS Checklist

Interim/Final Project Report

EU Member states partners

(to be provided for each partner)

Project reference number	
Project title & acronym	
Project ID in Jems	
Lead Applicant	
No. of report	
LP or PP	*Please insert number and name of the LP/PP subject of this CL*

1. Administrative check			
No.	**Document**	**Check**	**Comments**
1.1	**General Declaration** (Annex 3 Guide for Control)	☐ Signed version uploaded onto Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available	*If "Not available" or "Partially filled in/missing signature", report to the MA*
1.2	**Control report** (Annex 5 Guide for Control)	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Has the "Finalized" status in Jems	*If "Not available", or the signed version is missing, or "Partially filled in" or has not the "finalized" status in Jems, clarifications are required*
1.3	**Certificate report** *(Annex 6 Guide for Control)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Has the "Finalized" status in Jems	*If "Not available", or the signed version is missing or has not the "finalized" status in Jems, clarifications are required*
1.4	**Control checklist** *(Annex 4 Guide for Control)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*

		☐ Duly filled in ☐ Partially filled in ☐ Not available	
1.5	**Control checklist for estimated value procurement over 20 000 euro** *(Annex 4.1 Guide for Control)* *Q.1.5 refers to all sampled procurements. Please provide a clear answer in the "Comments" section*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*
1.6	**Control checklist for estimated value procurement up to 20 000 euro** *(Annex 4.2 Guide for Control)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or Ppartially filled in" or the signed version is missing, clarifications are required*
1.7	**On-the-spot-verification checklist** *(Annex 4.3 Guide for Control) if any during the reporting period*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*
1.8	**Declaration of independence and confidentiality (by the LP's/PPs controller)** *(only for the 1st interim report and in case of change of the Controller)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*

2. Financial monitoring			
No.	**Document**	**Check**	**Comments**
2.1	Are there significant differences in reported amounts compared to	☐ Yes ☐ No ☐ Not applicable	

	the budget in force? If no explanation can be drawn from the report, clarifications should be requested		
2.2	Is the level of expenditure in line with the forecasts for the period?	☐ Yes ☐ No ☐ Partially	

Interreg NEXT MED

Co-funded by the European Union

Interreg NEXT MED Programme

JS Checklist

Interim/Final Project Report

Mediterranean Partner Countries

(to be provided for each partner)

Project reference number	
Project title & acronym	
Project ID in Jems	
Lead Applicant	
No. of report	
LP or PP	*Please insert number and name of the LP/PP subject of this CL*

1. Administrative check			
No.	**Document**	**Check**	**Comments**
1.1	**General Declaration** (Annex 3 Guide for Control)	☐ Signed version uploaded onto Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available	*If "Not available" or "Partially filled in/missing signature", report to the MA*
1.2	**Control report** (Annex 5 Guide for Control)	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Has the "Finalized" status in Jems	*If "Not available", or the signed version is missing, or "Partially filled in" or has not the "finalized" status in Jems, clarifications are required*
1.3	**Certificate report** *(Annex 6 Guide for Control)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Has the "Finalized" status in Jems	*If "Not available", or the signed version is missing or has not the "finalized" status in Jems, clarifications are required*
1.4	**Control checklist** *(Annex 4 Guide for Control)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*

		☐ Duly filled in ☐ Partially filled in ☐ Not available	
1.5	**Control checklist for estimated value procurement over 20 000 euro** *(Annex 4.1 Guide for Control) Q.1.5 refers to all sampled procurements. Please provide a clear answer in the "Comments" section*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*
1.6	**Control checklist for estimated value procurement up to 20 000 euro** *(Annex 4.2 Guide for Control)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*
1.7	**On-the-spot-verification checklist** *(Annex 4.3 Guide for Control) if any during the reporting period*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*
1.8	**Declaration of independence and confidentiality (by the LP's/PPs controller)** *(only for the 1st interim report and in case of change of the Controller)*	☐ Only the digital version is available (on Jems) ☐ Signed version uploaded to Jems ☐ Duly filled in ☐ Partially filled in ☐ Not available ☐ Not Applicable	*If "Not available" or "Partially filled in" or the signed version is missing, clarifications are required*

2. Financial monitoring			
No.	**Question**	**Answer**	**Comments[1]**

[1] Please refer if it was necessary to request additional clarifications/supporting documents. In case the answer is NO, indicate if the remark led to financial findings or parking of the expenditures.

2.1	Are there significant differences in reported amounts compared to the budget in force?	☐ Yes ☐ No ☐ Not applicable	*If no explanation can be drawn from the report, clarifications should be requested*
2.2	Is the level of expenditure in line with the forecasts for the period?	☐ Yes ☐ No ☐ Partially	*If the answer is "no" or "Partially", please provide an explanation*
2.3	Has the Controller asked for clarifications? If yes, has the LP/PP provided the required clarifications?	☐ Yes ☐ No ☐ Partially	*If the answer is "no" or "Partially", please provide an explanation*

3. Financial Check			
3.1 Staff cost			
No.	**Question**	**Answer**	**Comments**[2]
3.1.1	Was the Controller's sample extended by JS due to an error above 2%?	☐ Yes ☐ No	
3.1.2	Are there transparent recruitment procedures for new staff?	☐ Yes ☐ No ☐ Partially ☐ Not applicable	
3.1.3	Are job contracts / any similar type of contract according to Programme's rules for all project staff available?	☐ Yes ☐ No ☐ Partially ☐ Not applicable	
3.1.4	Are Monthly timesheets for staff partially devoted to the project available?	☐ Yes ☐ No ☐ Partially ☐ Not applicable	
3.1.5	Are timesheets sufficiently detailed (name of the employee, date, n. of hours, and description of the activities, signatures)?	☐ Yes ☐ No ☐ Partially * ☐ Not applicable	**in case of not all TS provided are sufficiently detailed*

[2] Please refer if it was necessary to request additional clarifications/supporting documents. In case the answer is NO, indicate if the remark led to financial findings or parking of the expenditures.

3.1.6	Are Gross salary sheets available for each HR and duly filled in?	☐ Yes ☐ No ☐ Partially ☐ Not applicable	
3.1.7	On the basis of the timesheets check, is double funding excluded?	☐ Yes ☐ No	
3.1.8	Are all the supporting documents properly uploaded onto Jems?	☐ Yes ☐ No ☐ Partially	

3.2 Flat rate cost			
No.	**Document**	**Check**	**Comments**
3.2.1	Has the Controller verified that the LP/PP has an office/headquarter?	☐ Yes ☐ No	
3.2.2	Has the Controller verified that office and administration costs are declared under any other cost category with real costs?	☐ Yes ☐ No	
3.2.3	Has the Controller verified that the LP / PP has participated in at least one project mission?	☐ Yes ☐ No	
3.2.4	Has the Controller verified that no Travel and accommodation costs for the partner's staff, associates' staff are declared under any other cost category with real costs	☐ Yes ☐ No	

3.3 Infrastructure and Works			
No.	**Question**	**Answer**	**Comments**
3.3.1	Was the Infrastructures CC extracted in the sampling procedure?	☐ Yes ☐ No ☐ Not applicable	

3.3.2	Are the Controller's check-lists properly filled in?	☐ Yes ☐ No ☐ Not applicable	*Insert detailed comments on the performance of controller*
3.3.3	Was the Controller's sample extended by JS due to an error above 2%?	☐ Yes ☐ No ☐ Not applicable	
3.3.4	Is any proof of physical existence of the infrastructures available?	☐ Yes ☐ No ☐ Not applicable	*Pictures, videos, recent digital maps, other*
3.3.5	Has the Controller verified that the organisation indicated in the "*Public procurements*" tab the Final Beneficial owner(s) of the contractor?	☐ Yes ☐ No ☐ Not applicable	

3.4 Equipment Costs			
No.	**Question**	**Answer**	**Comments**
3.4.1	Was the Equipment and Supplies CC extracted in the sampling procedure?	☐ Yes ☐ No ☐ Not applicable	
3.4.2	Are the Controller's check-lists properly filled in?	☐ Yes ☐ No ☐ Not applicable	*Insert detailed comments on the performance of controller*
3.4.3	Was the original sample extended by JS due to an error above 2%?	☐ Yes ☐ No ☐ Not applicable	
3.4.4	Is any proof of physical existence of the equipment or supplies available?	☐ Yes ☐ No ☐ Not applicable	*Pictures, videos, recent digital maps, other*
3.4.5	Has the Controller verified that the organisation indicated in the "*Public procurements*" tab the	☐ Yes ☐ No ☐ Not applicable	

	Final Beneficial owner(s) of the contractor?		

4. Checks on Controller Check List			
No.	**Question**	**Answer**	**Comments[3]**
4.1	Has the Control CL been fully and properly filled in?	☐ Yes ☐ No	
4.2	Have formal checks been properly managed?	☐ Yes ☐ No ☐ Partially	
4.3	Was the original sample extended by the controller due to professional judgement?	☐ Yes ☐ No	
4.4	Has the Controller verified the general eligibility criteria?	☐ Yes ☐ No ☐ Partially	
4.5	Has the Controller verified the allocation to cost categories and link with activities?	☐ Yes ☐ No	
4.6	Has the Controller verified the respect of the GBER regulation?	☐ Yes ☐ No ☐ Not applicable	
4.7	Has the Controller verified that the expenses are identifiable and verifiable and accounted in accordance with accounting standards?	☐ Yes ☐ No	
4.8	Has the Controller verified that the expenditures declared correspond to the accounting records, reconciliation schemes and supporting documents held by the LP/PP?	☐ Yes ☐ No	

[3] Please refer if it was necessary to request additional clarifications/supporting documents

4.9	Has the Controller verified that the reported amount has been indicated in Jems in the original currency as for the expenditure document (i.e. invoice)?	☐ Yes ☐ No ☐ Not applicable*	**if the expenditure document is in EUR*
4.10	Is there any relevant comment or remark of the Controller to be further investigated?	☐ Yes ☐ No	

5. List of finding			
No.	**Question**	**Answer**	**Comments[4]**
5.1	Are the findings indicated by the Controller properly justified?	☐ Yes ☐ No	
5.2	Are the findings indicated by the Controller confirmed?	☐ Yes ☐ No ☐ Partially	
5.3	Are there additional findings of the JS?	☐ Yes ☐ No	

[4] Please refer if it was necessary to request additional clarifications/supporting documents

Interreg NEXT MED

Co-funded by the European Union

Interreg NEXT MED Programme

JS Checklist

Interim/Final Project Report

Procurement CL - over € 20.000

To be repeated for each procurement procedure (over € 20.000)

Name and number of procurement: _____ (as reported in Jems)

Please, select the Type of Cost Category

Infrastructure and Works	Equipment	External Expertise and Services

1	**General information** "*Public procurements*" tab in Jems			
1.1	Has the organisation filled in the "*Public procurements*" tab?	Yes	No	*If no, please explain*
1.2	Has the organisation indicated in the "*Public procurements*" tab the contract type?	Yes	No	*If no, explain*
1.3	Has the organisation indicated in the "*Public procurements*" tab the Ultimate Beneficial owner(s) of the contractor?	Yes	No	*If no, please explain*
1.4	Has the organisation uploaded the documents related to the procurement reported?	Yes	No	*If no, please explain*
2	**Planning of the procedure**			
2.1	Has the Controller verified if the object of the acquisition corresponds to the activities provided in the grant contract?	Yes	No	*If no, please explain*
2.2	Has the Controller verified if the type of procedure was chosen correctly, depending on the estimated value and the nature of the contract (services, supplies, works)?	Yes	No	*If no, please explain*
2.3	Has the Controller verified if the contracting authority has not artificially split the contract into several lots in order to avoid the application of a higher procedure?	Yes	No	*If no, please explain*
3	**Implementation of the procedure**			
3.1	***Procurement documents***			
3.1.1	Has the Controller verified if the procedures of procurement, regardless of the threshold, was transparent and received appropriate publicity?	Yes	No	*If no, please explain*

3.1.2	Has the Controller verified if the procurement documents were published / communicated to the economic operators?	Yes	No	*If no, please explain*
3.1.3	Has the Controller verified if the supporting documents for the selection criteria were requested?	Yes	No	*If no, please explain*
3.1.4	Has the Controller verified if the selection criteria were clear, related and proportionate to the subject matter of the contract, not restrictive and not discriminatory?	Yes	No	*If no, please explain*
3.1.5	Has the Controller verified if the selection criteria were different from the award criteria?	Yes	No	*If no, please explain*
3.1.6	Has the Controller put in evidence some issue during the verification procedure not included in the previous questions?	Yes	No	*If no, please explain*
3.2	***Evaluation committee and avoidance of conflict of interest***			
3.2.1	Has the Controller verified if the contracting authority has appointed an evaluation committee and if the number of members was in line with the requirements set out in the Annex II to the Financing Agreement (at least 3 persons)?	Yes	No	*If no, please explain*

3.2.2	Has the Controller verified if the members of the evaluation committee have signed declarations of impartiality and confidentiality prior to carrying out any task related to the evaluation?	Yes	No	*If no, please explain*
3.2.3	Has the Controller verified if all the persons involved in the tender launching, processing and evaluation have signed declarations on absence of conflict of interest?	Yes	No	*If no, please explain*
3.2.4	Has the Controller verified if the separation of functions of the staff involved in the preparation of the tenders (technical specifications) and the staff involved in the evaluation of the received bids is ensured?	Yes	No	*If no, please explain*
3.2.5	Has the Controller verified if the companies that participated in a tender subsequently do not become contractors or subcontractors of the winning tenderer?	Yes	No	*If no, please explain*
3.2.6	Has the controller verified the absence of conflict of interest against the National Register of Enterprises and/or other official registers?	Yes	No	*If no, please explain*
3.3	***Selection and evaluation process***			
3.3.1	Has the Controller verified if the contracting authority has respected the evaluation criteria (time limit for the submission of the tenders, selection criteria, award criteria, etc.)?	Yes	No	*If no, please explain*

3.3.2	Has the Controller verified if there are clear justifications explaining the reasons which led to the rejection of tenders?	Yes	No	*If no, please explain*
3.3.3	Has the Controller verified if, in case of changes made to the successful tender, they relate only to the correction of any formal defects / minor technical deviations / arithmetic errors?	Yes	No	*If no, please explain*
3.3.4	Has the Controller verified if all the members of the evaluation committee signed the evaluation report?	Yes	No	*If no, please explain*
3.3.5	Has the Controller verified if the evaluation report was approved by the contracting authority?	Yes	No	*If no, please explain*
4	**Award of the contract**			
4.1	***Notifying the outcome of the procedure***			
4.1.1	Has the Controller verified if the economic operators involved in the procedure were informed about: - the result of the selection, - the result of the award of the procurement contract or - as the case may be, the cancellation of the award of the procedure?	Yes	No	*If no, please explain*
4.1.2	Has the Controller verified if the standstill period was respected?	Yes	No	*If no, please explain*
4.2	***Finalisation of the contract and award notice***			

4.2.1	Has the Controller verified if, in case of procedures above the thresholds for publication in the Official Journal of the EU, the successful tenderer submitted the supporting documents to prove that it fulfils the selection criteria?	Yes	No	*If no, please explain*
4.2.2	Has the Controller verified if the award notice has been published with the correct data?	Yes	No	*If no, please explain*
4.2.3	Has the Controller verified if the contract was signed and dated with the successful tenderer, and the successful tender is found unchanged in the content of the concluded contract?	Yes	No	*If no, please explain*
5	**Performance of the contract**			
5.1	Has the Controller verified if the reporting / reception documents of the contracted supplies / services / works were approved by the contracting authority?	Yes	No	*If no, please explain*
5.2	Has the Controller verified, in case addenda to the initial contract were signed, if they do not alter the essential elements of the contract?	Yes	No	*If no, please explain*
5.3	Has the Controller verified, in case of need for additional/ complementary works / supplies / services to the concluded contract, if a new procurement procedure was organized? If not, did the contracting authority give sufficient and reasonable reasons?	Yes	No	*If no, please explain*
6	**Conclusions of the verification of the Controllers**			
6.1	Has the Controller closed the certification without problems?	Yes	No	*If no, please explain*
6.2	Has the Controller highlighted findings and in particular: - violated provisions of the regulations on procurement; - the method of violation of the mentioned provisions (detailed	Yes	No	*Please, explain*

	description, indicating the document/documents involved, such as number, date)			
7	**Remedial / Corrective Measures Applied**			
7.1	Has the controller indicated the measures and financial reductions that apply?	Yes	No	*Please, explain*
7.2	Has the Controller highlighted remedial / corrective measures and in particular: - reference to the provisions of Commission Decision no. C(2019) 3452 of 14.05.2019 or to the national legislation transposing the Commission Decision no. C(2019) 3452 of 14.05.2019 - level of corresponding percentage reduction.	Yes	No	*Please, explain*
7.3	Has the Controller indicated follow up measures?	Yes	No	*Please, explain*

Interreg NEXT MED

Co-funded by the European Union

Interreg NEXT MED Programme

JS Checklist

Interim/Final Project Report

Procurement CL – up to € 20.000

Version 21.04.2026

To be repeated for each procurement procedure up to € 20.000

Name and number of procurement: _____ (as reported in Jems)

Please, select the Type of Cost Category

Infrastructure and Works	Equipment	External Expertise and Services

1	**General information** "*Public procurements*" tab in Jems			
1.1	Has the organisation filled in the "*Public procurements*" tab?	Yes	No	*If no, please explain*
1.2	Has the organisation indicated in the "*Public procurements*" tab the contract type?	Yes	No	*If no, please explain*
1.3	Has the organisation indicated in the "*Public procurements*" tab the Ultimate Beneficial owner(s) of the contractor?	Yes	No	*If no, please explain*
1.4	Has the organisation uploaded the documents related to the procurement reported?	Yes	No	*If no, please explain*
2	**Checks**			
2.1	Has the Controller verified if the type of procedure was chosen correctly, depending on the estimated value and the nature of the contract (services, supplies, works)?	Yes	No	*If no, please explain*
2.2	Has the Controller verified if the contracting authority has not artificially split the contract into several lots in order to avoid the application of a higher procedure?	Yes	No	*If no, please explain*
2.3	Has the Controller verified if the procurement documents were published / communicated to the economic operators?	Yes	No	*If no, please explain*

2.4	Has the Controller verified if the Exclusion and selection criteria – declaration on honour and declaration of professional conflicting interests signed by the tenderer are requested?	Yes	No	*If no, please explain*
2.5	Has the Controller verified if the supporting documents for the selection criteria were requested?	Yes	No	*If no, please explain*
2.6	Has the Controller verified if the selection criteria were clear, related and proportionate to the subject matter of the contract, not restrictive and not discriminatory?	Yes	No	*If no, please explain*
2.7	Has the Controller verified if the evaluation report was approved by the contracting authority?	Yes	No	*If no, please explain*
2.8	Has the Controller verified if the separation of functions of the staff involved in the preparation of the tenders (technical specifications) and the staff involved in the evaluation of the received bids is ensured?	Yes	No	*If no, please explain*
2.9	Has the Controller verified if the companies that participated in a tender subsequently do not become contractors or subcontractors of the winning tenderer?	Yes	No	*If no, please explain*
2.10	Has the controller verified the declarations on conflicts of interest of the staff involved in the evaluation			
2.11	Has the Controller verified if the Was the contract signed and dated with the successful tenderer, and the successful tender is found unchanged in the	Yes	No	*If no, please explain*

	content of the concluded contract?			
2.12	Has the Controller verified if the reporting / reception documents of the contracted supplies / services / works were approved by the contracting authority?	Yes	No	*If no, please explain*
2.13	Has the Controller verified, in case addenda to the initial contract were signed, if they do not alter the essential elements of the contract?	Yes	No	*If no, please explain*
3	**Conclusions of the verification of the Controllers**			
3.1	Has the Controller closed the certification without problems?	Yes	No	*If no, please explain*
3.2	Has the Controller highlighted findings and in particular: - violated provisions of the regulations on procurement; - the method of violation of the mentioned provisions (detailed description, indicating the document/documents involved, such as number, date)	Yes	No	*If no, please explain*
4	**Remedial / Corrective Measures Applied**			
4.1	Has the Controller indicated the measures and financial reductions that apply?	Yes	No	*Please, explain*
4.2	Has the Controller highlighted remedial / corrective measures and in particular: - reference to the provisions of Commission Decision no. C(2019) 3452 of 14.05.2019 or to the national legislation transposing the Commission Decision no. C(2019) 3452 of 14.05.2019 - level of corresponding percentage reduction.	Yes	No	*Please, explain*
4.3	Has the Controller indicated follow up measures?	Yes	No	*Please, explain*

Interreg NEXT MED

Co-funded by the European Union

Interreg NEXT MED Programme

JS Checklist

Interim/Final Project Report

ASSESSMENT REPORT

Project reference number	
Project title & acronym	
Project ID in Jems	
Lead Applicant	
No. of report	

1	**JS check flow**
Submitted Report Check – Start date	
Admissibility check passed (the content report is filled)	
Submitted Report Check – End date	
Request for clarification – date of request	
Request for clarification – date of receipt	
Clarification Check - Start date	
Clarification Check - End date	
Reported expenditures sampled	
MS reporting partners (EU + TR)	*Please list partners that submitted the financial report* *(PP2 Spain, PP4 Greece, etc.)*
MPC reporting partners	*Please list partners that submitted the financial report* *(PP3 Lebanon, PP5 Tunisia, etc.)*
Report status	☐ Approved ☐ Rejected

2	Conclusions of the JS analysis of the report[1]
2.1	What is your conclusion about the project progressing with regards to outputs, programme output indicators and programme result indicators?
2.2	How has the project involved the partners in the delivery of its planned activities? Is the added value of cooperation clear/ present?
2.3	Has the project indicated experiencing problems, issues, delays or deviations in the project progress report?
2.4	Is the project respecting the horizontal principles of the Programme?
2.5	Is the project involving the target groups as indicated in the approved application form?
2.6	Are there significant differences in reported amounts compared to the budget in force? *(if yes, please explain why)*
2.7	Is the level of expenditure in line with the forecasts for the period? *(If not, please explain why and for which partner)*
2.8	Has the LP distributed the previous payment to partners (*if not specify*)
2.9	**Have any financial and technical critical issues been identified that could interfere with the correct implementation of the project? *(in case of partner not having reported, please provide the relevant explanations)***
2.9.1	*Technical:*
2.9.2	*Financial:*

[1] Please provide more incisive comments that immediately highlight any critical issues. Specifically, any shortcomings in relation to the achievement of indicators, deviations from the financial plan and the implementation schedule, as well as critical issues relating to partnership management and overall management, should be mentioned

2.10	Was it necessary to reopen the project report?
2.11	Following clarifications/ reopening, the LP provided the requested information accordingly and within the set deadline? *Indicate the date of the clarification request/ reopening was performed, as well as the date of the response.*
2.12	If applicable and based on monitoring of project's reporting, are there any actions (such as monitoring visits, programme intervention, etc.) to be taken?
2.13	For the final report only: Are there proposed financial deductions for non-achievement of outputs/indicators, as per art. 12 of the Grant Contract?
3	**Recommendations**
3.1	If applicable, what are the JS's recommendations/measures for the next project report?
4	**Score**
4.1	☐ 4 - Very Good ☐ 2 - Problems ☐ 3 – Good ☐ 1 - Serious deficiencies

JS Experts	Name/Surname
Project Management and Monitoring Expert	
Financial Expert	