CA/BAF Network

The AA network
Jems, training

Pieter Louwers, Alexandra Kulmer| Interact |12.06.2024

Interact

Co-funded by
the European Union
Interreg

Agenda

01	02	03	04
General introduction	Jems system features	Training From Project to Programme modules	Feedback round

Before we start

You can take a few notes but

- Presentations will be sent to you
- Jems & supporting information is always accessible for you via https://jems.interact.eu//
  - here you can find the following:
    - Jems user manual
    - Video tutorials
    - Access to public test environments where you can try out Jems at any time

What is Jems

Jems
Joint electronic monitoring system

- **Harmonised tool based on HIT and Interreg collective knowledge**
- **Developed by Interact with the help of a Core Group** (7 programmes). **Takes into consideration feedback and input of a larger User group** (the 52 programmes that signed Jems licence agreement to test/use Jems)
- **Taking into consideration results of User tests, feedback and proposals** (if relevant for Jems users community)

How is Jems being developed

Jems
Joint electronic monitoring system

Software development started in May 2020

and is still ongoing

Development in 2 weeks sprints/cycles

Every 2 weeks functional pieces of software are presented to public in online Sprint Review meetings. Feedback is provided on the spot or on Helpdesk and is integrated in future developments

Jems releases: 10

Core development ended, currently in additional development phase

By Date

4 years of development

Expressed interest to use/test Jems

55

Signed License agreements

52

Releases

10 (last, 05.04.2023)

Sprint Reviews

100

Jems roadmap

Summer 2023

MA/JS verification and Payments

- Management verification on project level (finances and content)
- Regular payments to projects

Autumn 2023

Programme Monitoring

- Payment claims to EC
- Audit and corrections (start)
- SFC transmission of data*
- eID

Winter 2023/24

Closure

- Audit and corrections
- Programme and project closure
- SFC annual accounts*
- data exports*

Spring till end 2024

"Nice to have" phase

- Extension of features adding value to the system (according to prioritisation)

* plugins: contributions by programmes possible and welcome

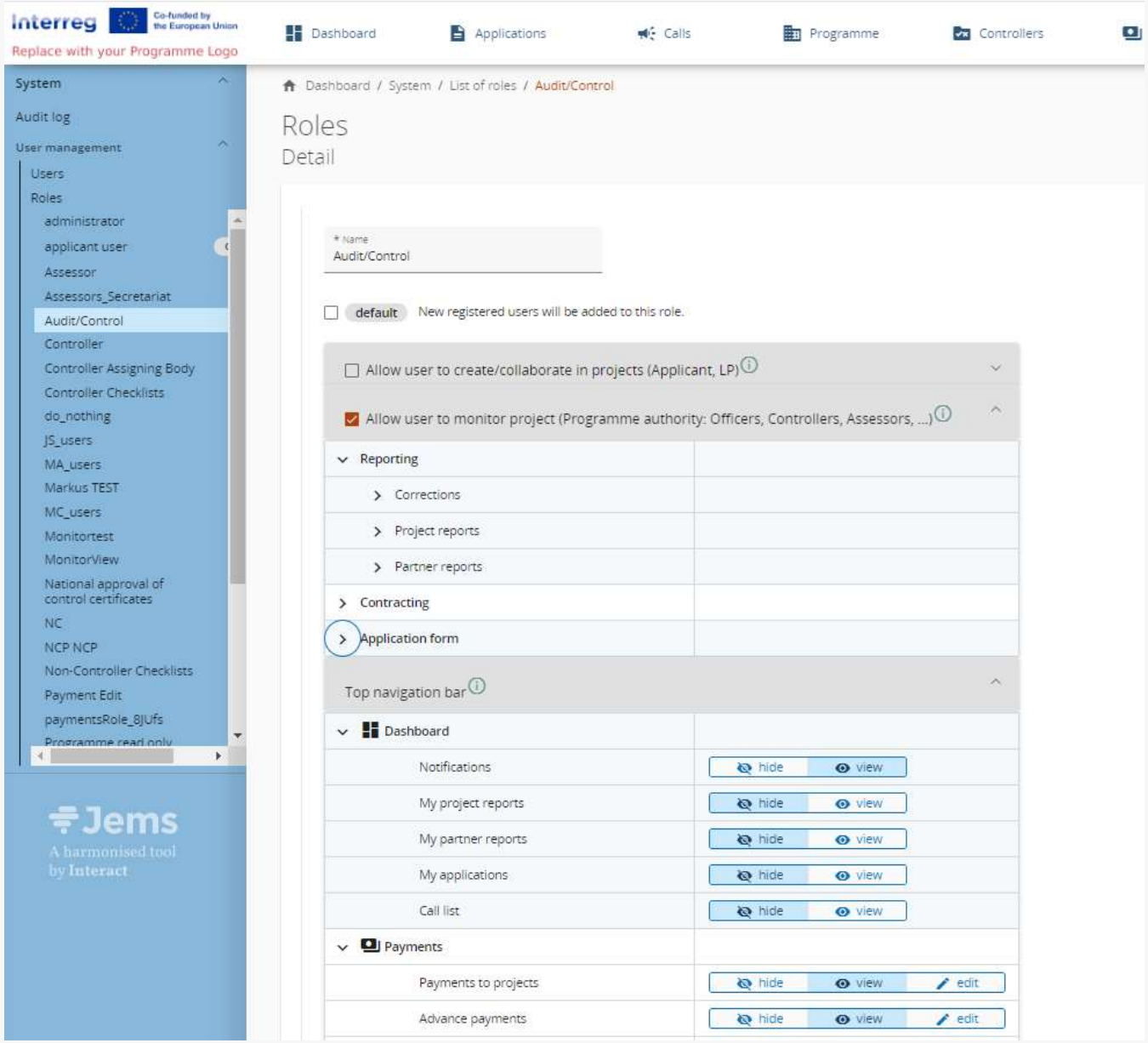
Status: 5.9.2023

Disclaimers

- This is a training session to learn how Jems works.
- Jems is very customizable, you might see more than what you see in programme installations.
- The Auditors role is setup by programmes. We setup a role for you in Jems in which we think programmes could give you access. This role can be configured programme by programme.
- Notifications are not sent to e-mails (we are not using your e-mail address 😉)
- All data in the test environment is fake and made by us.
- A majority of our checklists are the HIT templates & pre-submission checks are basic, they will be further configured by programmes.

Jems privileges

- How to setup a role (system privileges)?
- How to have different access for different projects (project privileges)?



Conversion & rounding in Jems

Conversion:

- The application form is always in Euro
- From reporting onwards different currencies can be used.
- Conversion rates in Jems are automatically taken from the EC service provider, they get automatically updated at the month change. Only once a partner report is submitted the exchange rates are stored and applied for that partner report (according to regulation).

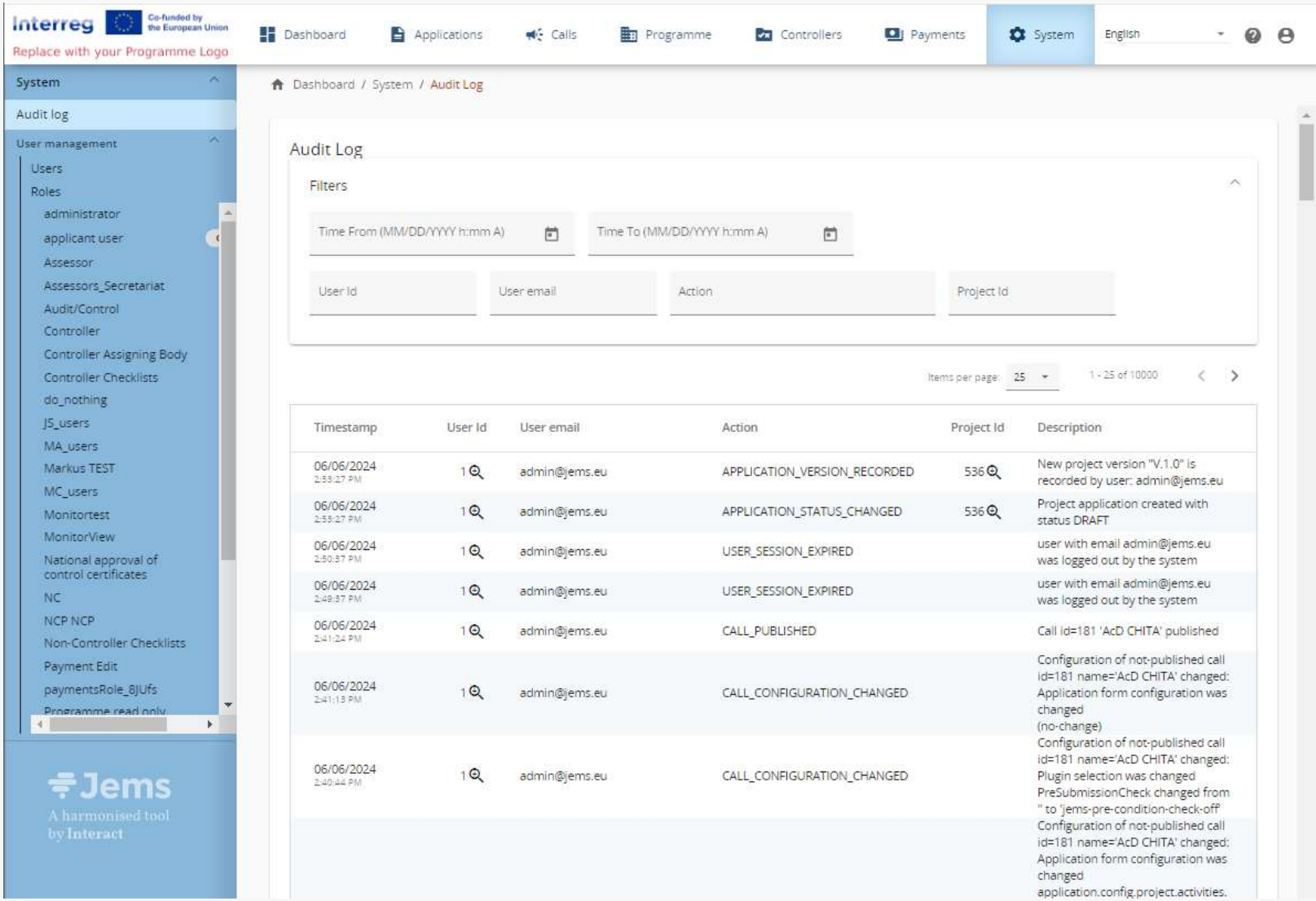
Co-financing:

- Fund is always rounded down to 2 decimals, Contribution is always calculated as the difference between fund amounts and the total.
- The following are always rounded down to 2 decimals:
  - Public/private/auto public contributions
  - Flat rates

User manual link:
https://jems.scrollhelp.site/manual/v10/number-format-and-rounding-in-jems

PRESENTATION

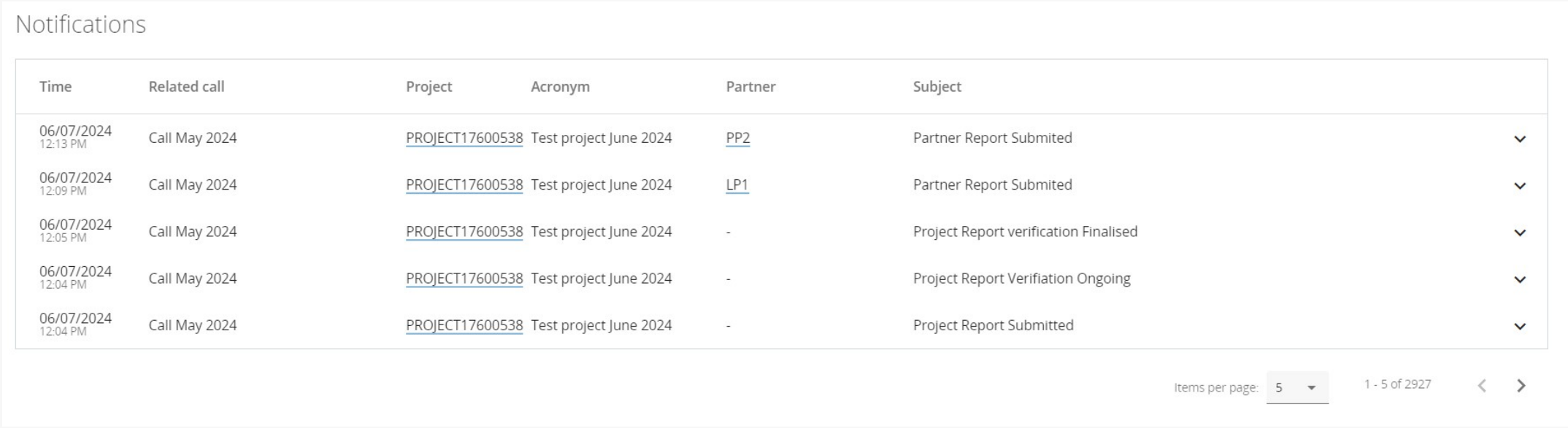
Audit log



PRESENTATION

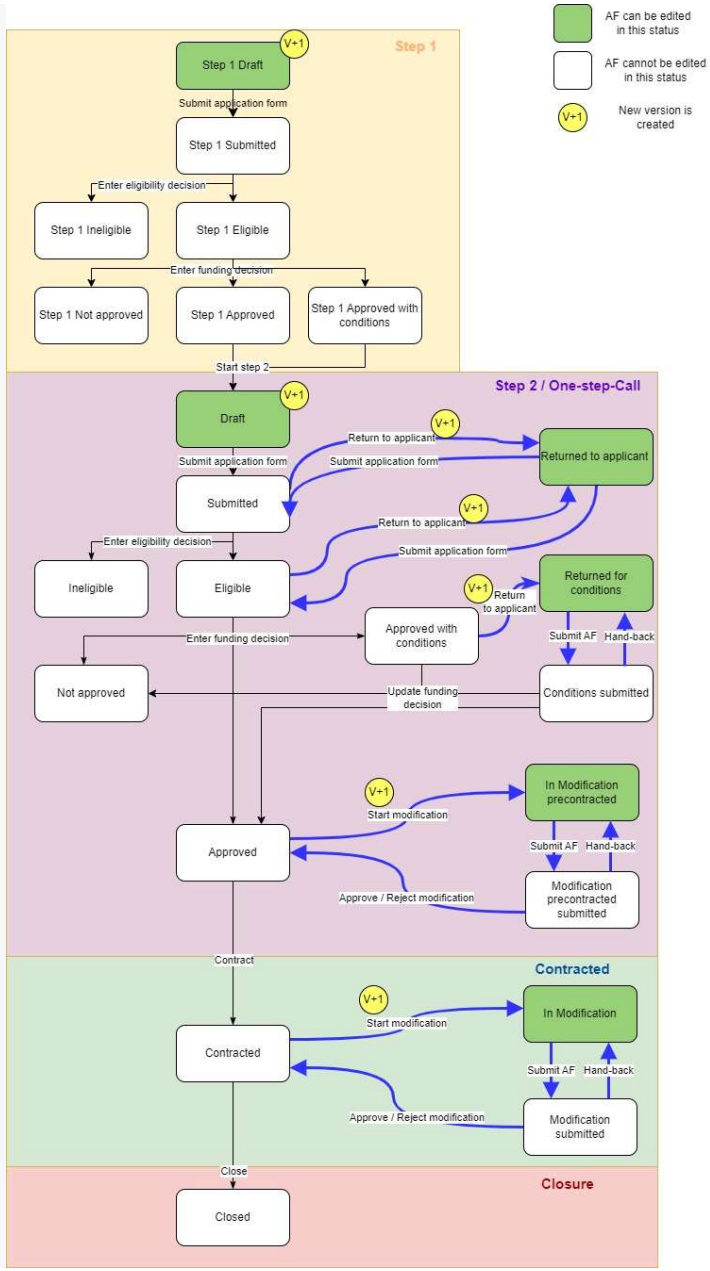
Notifications

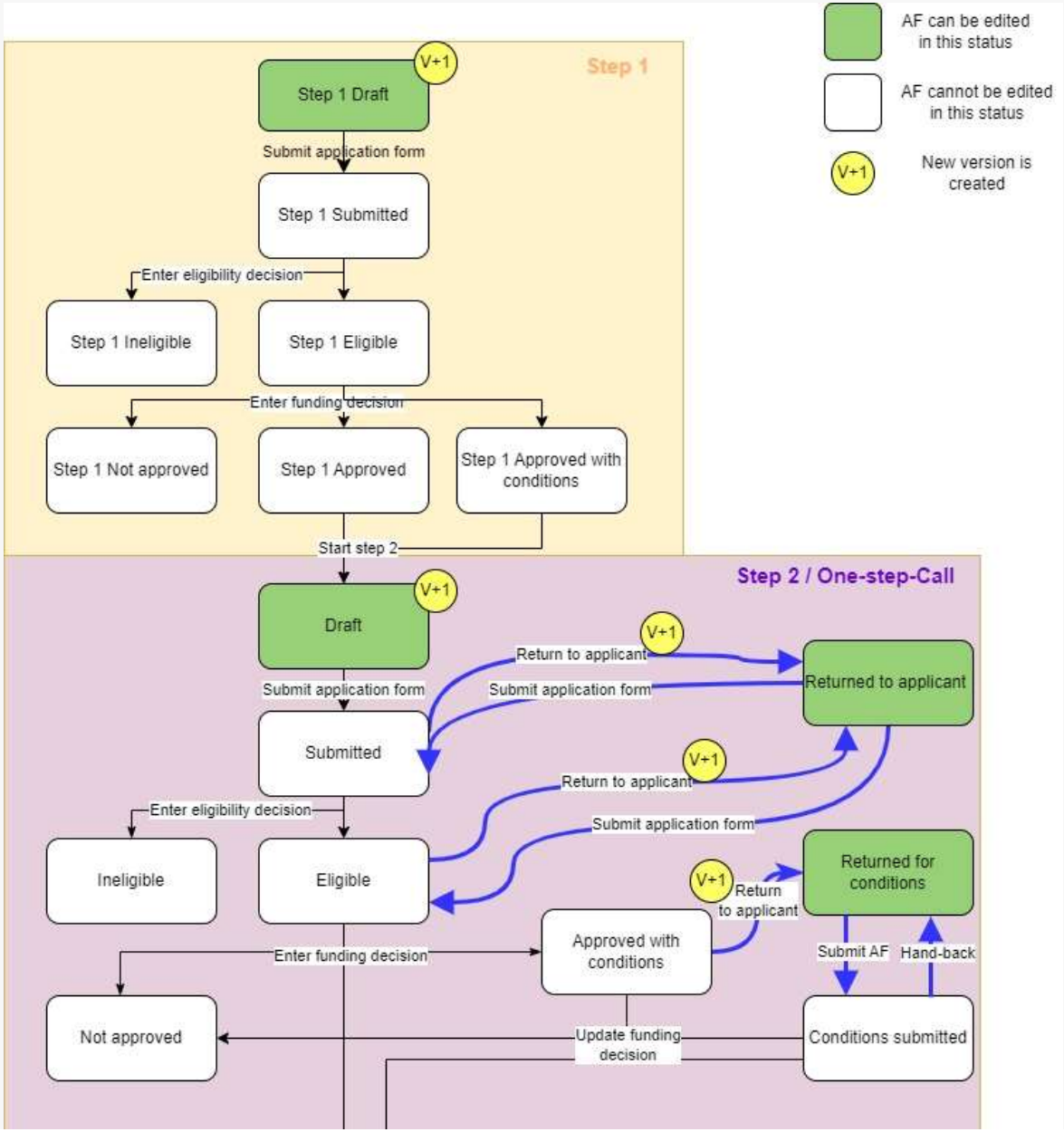
Programmes can setup per call notifications for almost any action.
This means that users can be notified of a majority of the actions done in the system with tailored messages. These messages arrive on their personal user dashboard or in their mailbox if the forwarding is activated by the user.

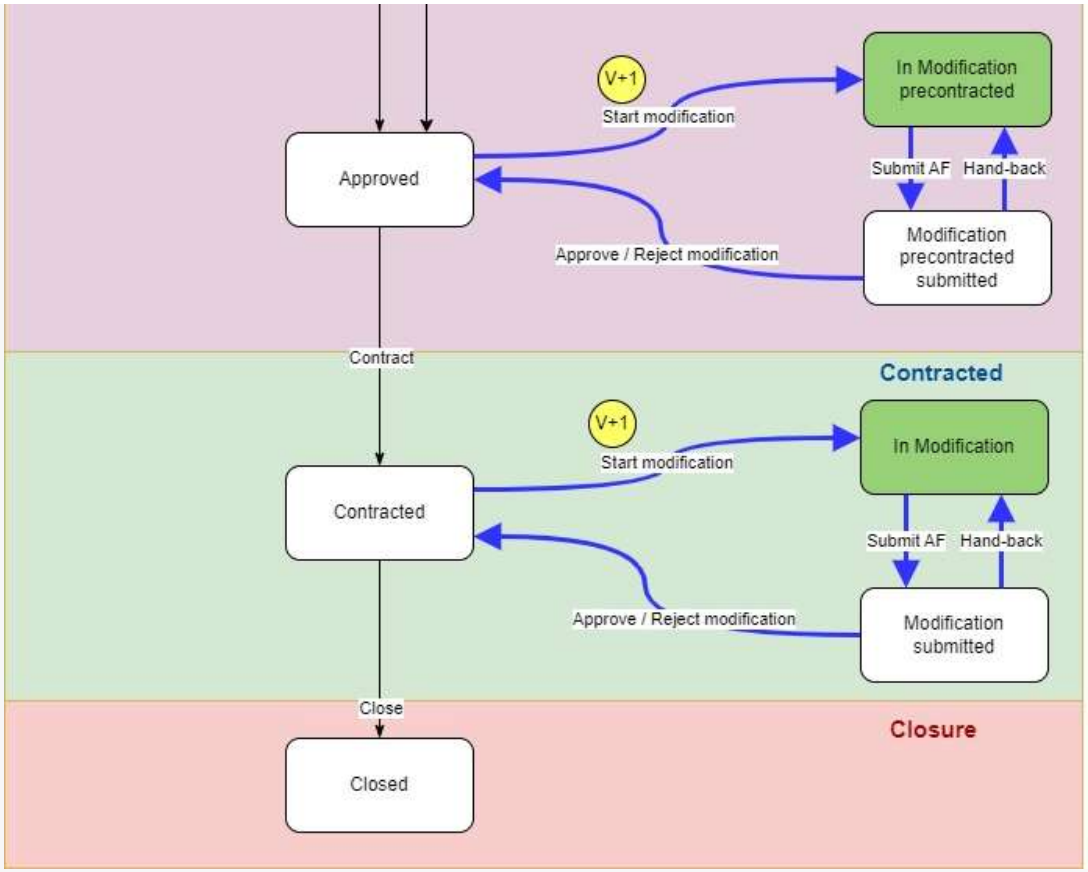


Project status-flow in Jems

User manual link:
https://jems.scrollhelp.site/manual/v10/project-overview




AF can be edited in this status
AF cannot be edited in this status
V+1
New version is created
Step 1
Step 1 Draft
Submit application form
Step 1 Submitted
Enter eligibility decision
Step 1 Ineligible
Step 1 Eligible
Enter funding decision
Step 1 Not approved
Step 1 Approved
Step 1 Approved with conditions
Start step 2
Step 2 / One-step-Call
Draft
Return to applicant
Submit application form
Returned to applicant
Submitted
Return to applicant
Enter eligibility decision
Submit application form
Ineligible
Eligible
Returned for conditions
Return to applicant
Approved with conditions
Submit AF
Hand-back
Enter funding decision
Not approved
Update funding decision
Conditions submitted


V+1
Start modification
In Modification precontracted
Approved
Submit AF
Hand-back
Approve / Reject modification
Modification precontracted submitted
Contract
Contracted
V+1
Start modification
In Modification
Contracted
Submit AF
Hand-back
Approve / Reject modification
Modification submitted
Close
Closure
Closed

1. Application form

What is important to know about the Application Form (AF):

- After signing the subsidy contract, the legal basis for the project implementation and reimbursement based on project claims is the Application form.
- The AF in Jems is based on HIT that has optional elements that are customized via call settings (every call has 1 specific template). Fields and options can be switched of and on in the call by the programme.
- Project changes lead to AF versions. It is important to know which report is linked to which AF version to define what is eligible and ineligible.
- Important documents are uploaded in the Application annexes

Let’s look in Jems at the call settings and the Application Form

1. Assessment of the Application Form

What is important to know about the Application Form (AF):

- The AF in Jems has pre-submission checks defined by the programme. Restrictions and rules can be set in the pre-submission check preventing submission until rules are met. Usually admissibility criteria of a programme are met via these automatic checks and do therefore not need to be assessed again in the assessment of the project.
- It is up to the programme to make these rules as strict as they want.
- Furthermore the eligibility and quality is checked during the assessment phase through checklists setup by the programme.
- Programmes can have a 4 eyed principle and programmes can also have external assessors to do the project assessment.

Let's look in Jems at the assessment module.

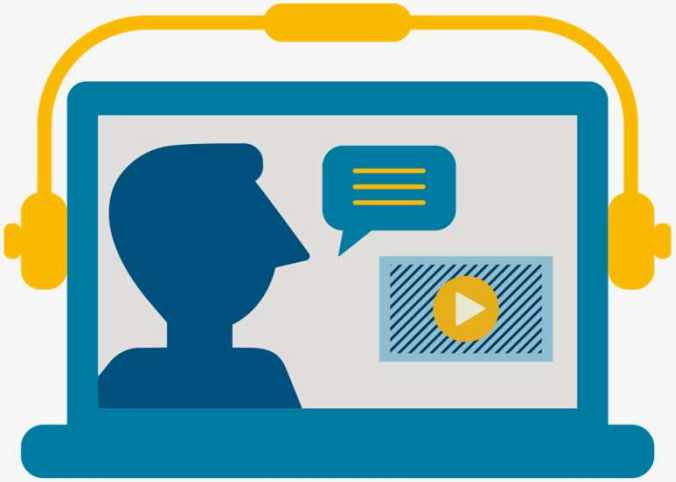
Let's start
Working group per table

What did we prepare for you:

- Test instance: https://lisbon.interact-eu.net/
- A contracted project (Acronym: Internature) with a fund with partners, partner reports and verified project reports.
- For a Auditor user please login with:
  - auditor@jems.eu
  - Jemsjems123

Task 1

1. Find AF, 3 versions and annexes
2. Find the info on the beneficial owner of Lead partner
3. Find the budget of partner 2
4. Find the assessment checklists



2. Contracting & State aid

As shown in the statusflow of a project. A project goes through a contracting phase. This is the stage where:

- The partners are established
- Controllers are designated per partner
- Legally partners promise to deliver the project by signing:
  - Partnership agreement
  - Subsidy Contract

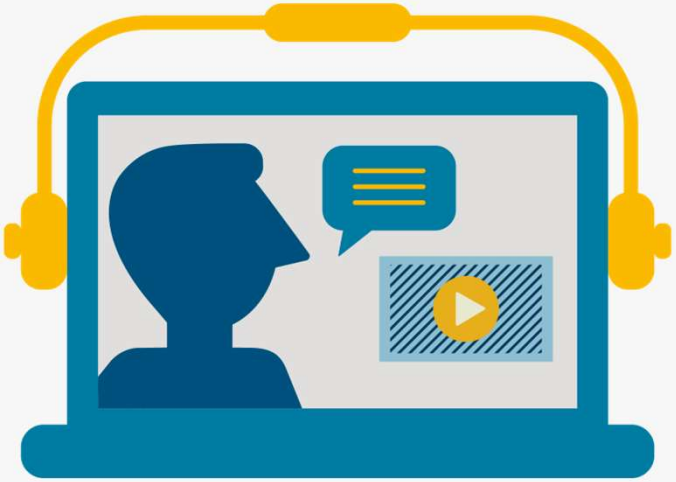
The single source of truth for State aid is the self declaration of the partner. Additional information can be found in the contracting section.

Fast track lump sums are lump sums that go directly to payments without going through the reporting workflow. Programme users can set them ready for payment in the contracting module.

Let’s look in Jems at the contracting module.

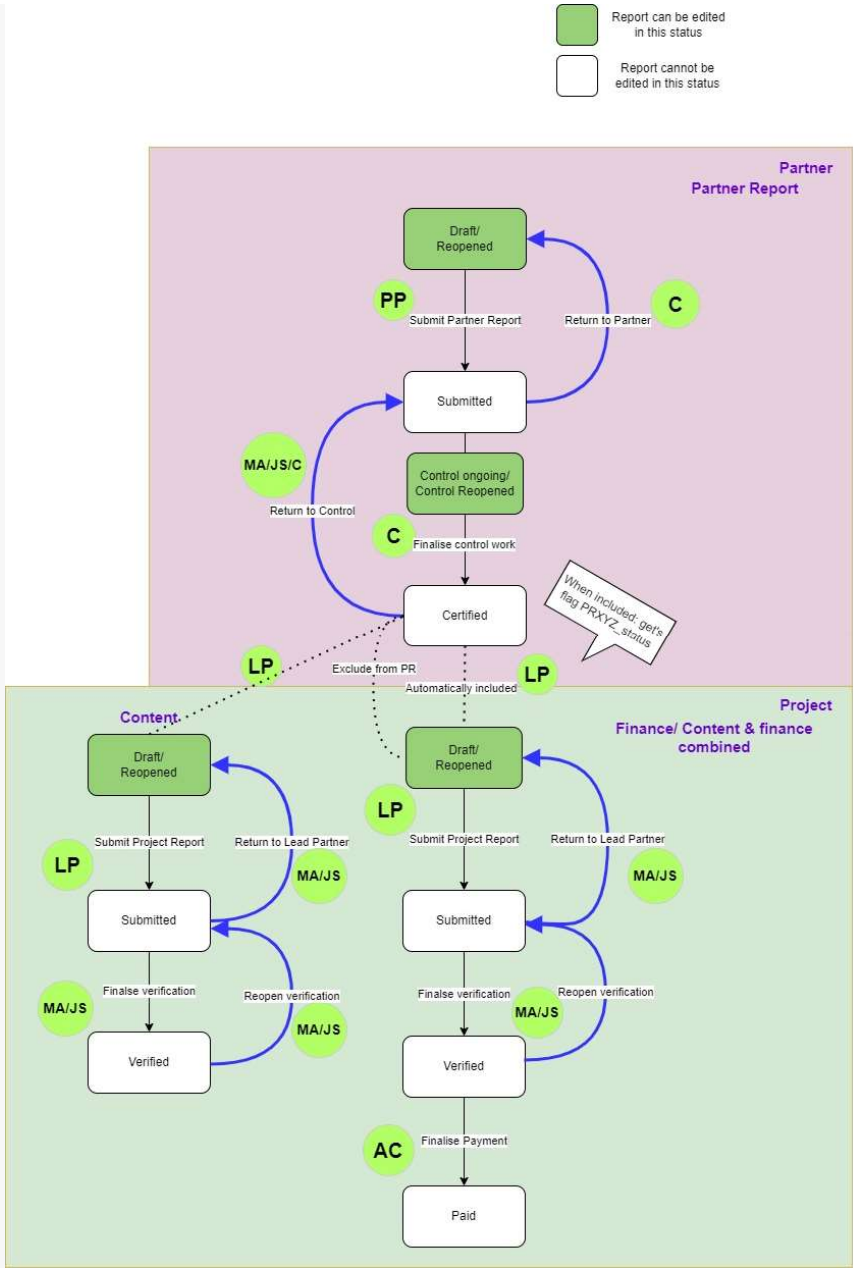
Task 2

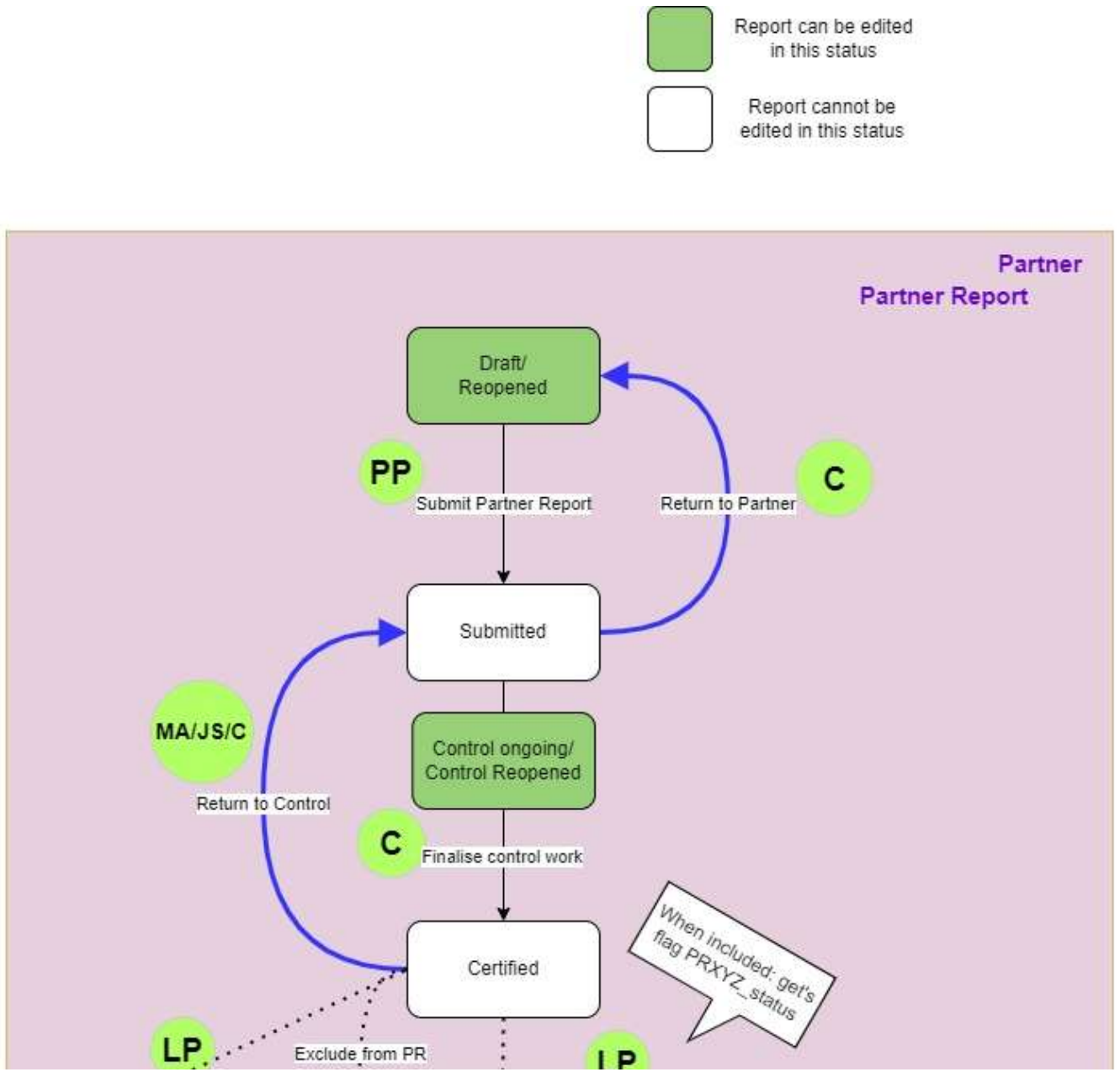
1. Find the subsidy contract
2. Find the partnership agreement

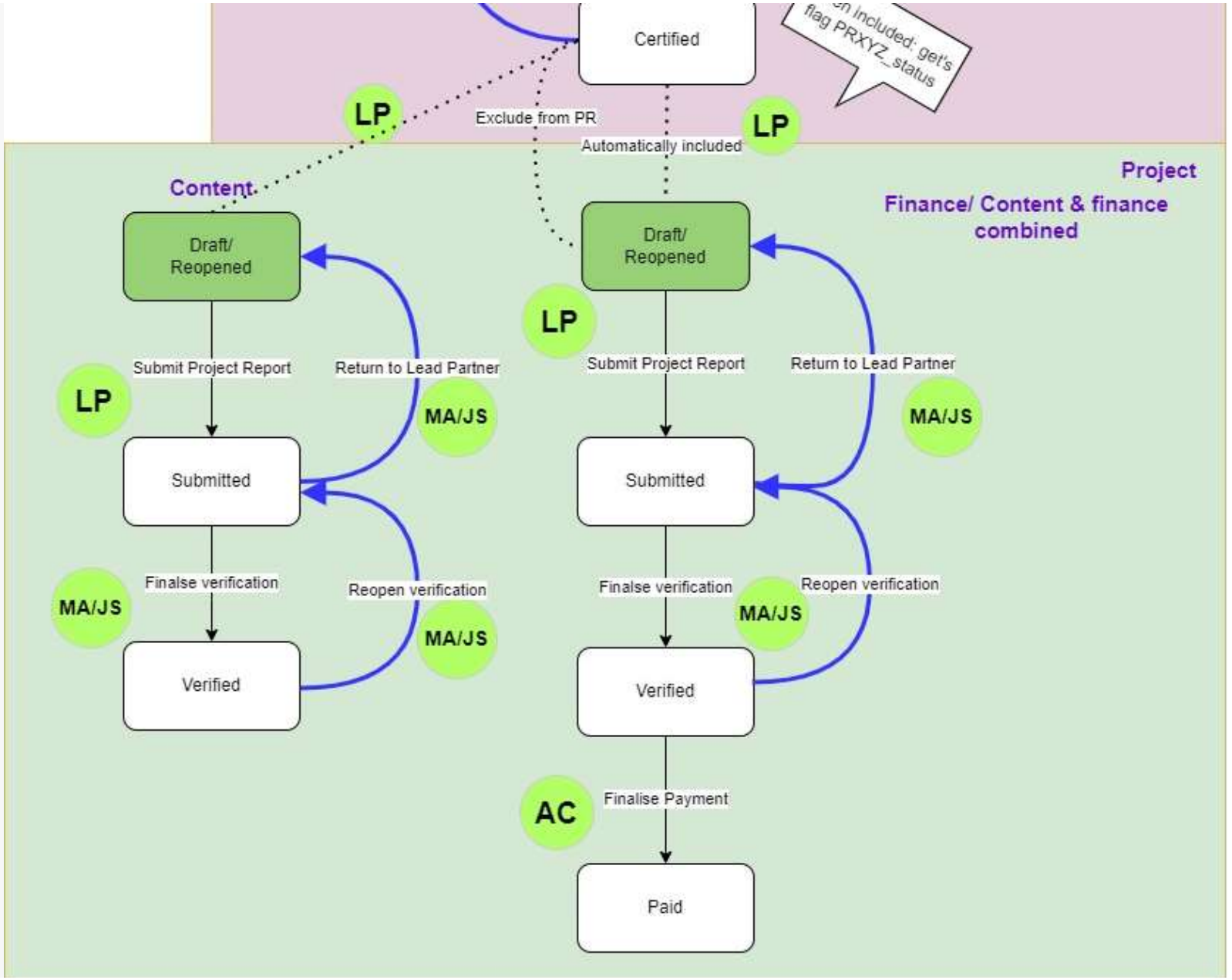


Reporting status flowin Jems

User manual link:
https://jems.scrollhelp.site/manual/v10/partner-reports




Report can be edited in this status
Report cannot be edited in this status
Partner
Partner Report
Draft/ Reopened
PP
Submit Partner Report
Return to Partner
C
Submitted
MA/JS/C
Return to Control
Control ongoing/ Control Reopened
C
Finalise control work
Certified
When included: get's flag PRXYZ_status
LP
Exclude from PR
LP


Certified
LP
Exclude from PR
Automatically included
LP
Project
Finance/ Content & finance combined
Content
Draft/ Reopened
Draft/ Reopened
LP
Submit Project Report
Return to Lead Partner
Submit Project Report
Return to Lead Partner
LP
MA/JS
MA/JS
Submitted
Submitted
Finalse verification
Reopen verification
Finalse verification
Reopen verification
MA/JS
MA/JS
MA/JS
Verified
Verified
AC
Finalise Payment
Paid

3. Partner reports, procurements and control work

- We previously explained the status flow of reports.
- Each partner can create reports for their own partner organization if they have the rights. There is no restriction how many partner reports can be created.
    - Partner reports have also automatic pre-submission checks like the Application Form customizable by the programme.
- Procurements are created within a partner report and are cumulative in a way that partners can add costs linked to procurements in any of the following reports.
    - Sub contractors can be added
    - Beneficial owners can be added

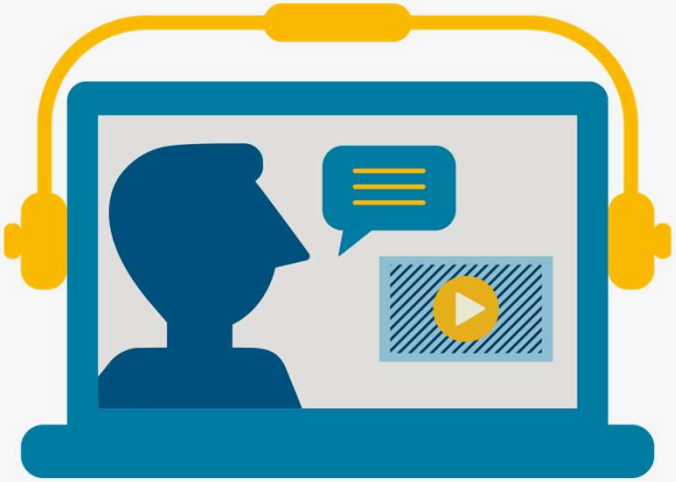
4. control work

- Each partner report must be controlled by a controller.
- During the contracting phase controllers must be designated and assigned to the partner through a special assignment in the system.
- Controllers verify if the costs reported by the partner are eligible and also complete a control checklist.
- While control work is ongoing the controller can communicate via file upload with the concerned partner in a dedicated section.
- Controllers are required to sample and not verify 100%. Sampling can be done both automatically and manually in Jems.
- Once the work is finalized, the control work becomes visible to the partner.

Let’s look in Jems at Partner report and control work.

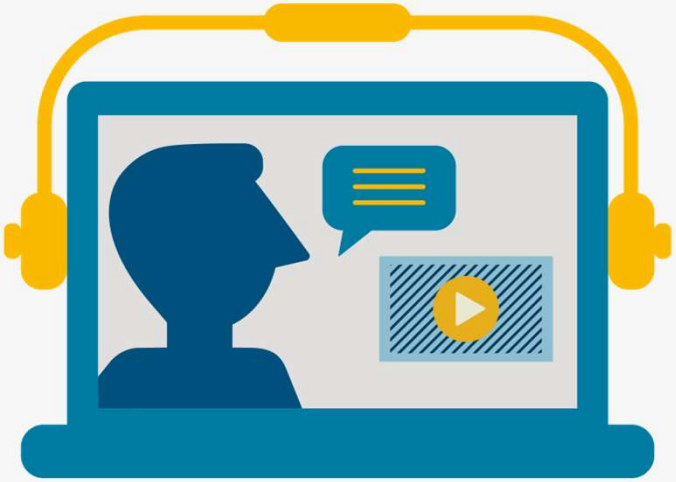
Task 3.1 partner report

1. Find the report with deductions
2. See if there are any attachments to the partner report
3. See which costs were controlled,
4. Find controller checklist,
5. Find controller's deductions,



Task 3.2 procurements

1. Find the info on PP and subcontractors
2. Find the info on beneficial owner of the public procurement contract



5. Project reports

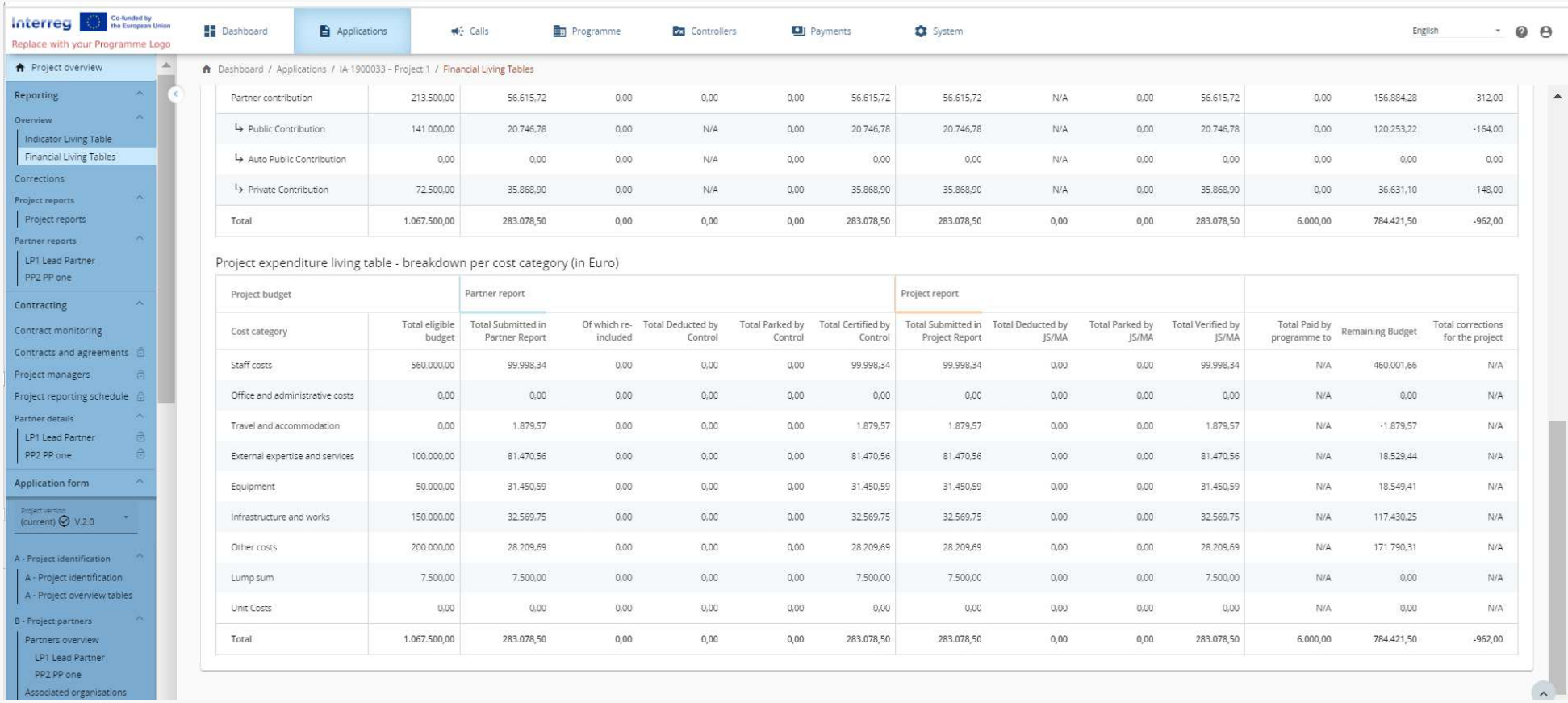
- We previously explained the status flow of reports.
- Project reports can either be created similar as partner reports or can be created linked to the reporting schedule in the contracting module. The reporting pace is usually agreed between project and programme.
- Project reports can have the type Both/content/finance/final
  - A Both type report is a full project report with both content and financial related questions
  - A content report has no finance but only content related questions.
  - A finance report has only financial information.
  - A final report has an additional tab available where the legacy of the project can be further justified.
- A majority of programmes is now leaning towards disentangling content and finance so that they can get financial reporting done at a faster pace then content reporting.
- Project reports also have a pre-submission check.

6. MA/JS verification

- Similar as to control work also the project report has to be verified.
- Jems has the possibility for both the JS and the MA to do a verification of the project report.
    - Checklists can be completed by both institutions
- While verification is ongoing the programme can communicate via file upload with the project in a dedicated section.
- Once the report is verified the project payment is created and the payment claim can also be included in the Payment application to EC (more about that in the programme module section).

7. Living tables

Jems at this date has only project living tables. These tables within the project provide an up to date view of where the project is at in terms of spending or in terms of indicator performance.



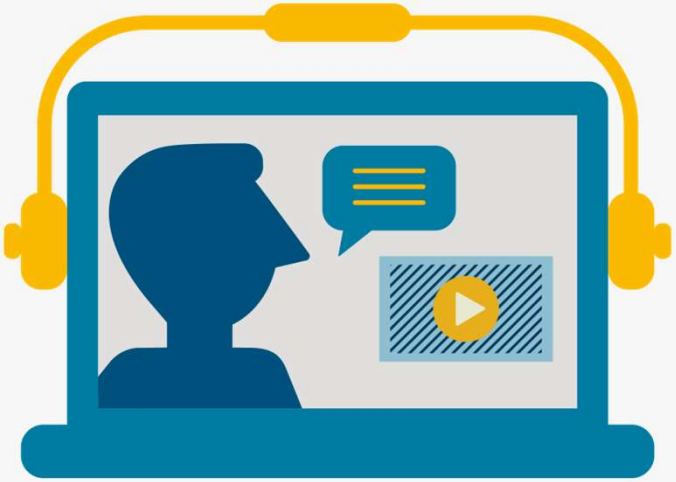
Partner contribution	213.500,00	56.615,72	0,00	0,00	0,00	56.615,72	56.615,72	N/A	0,00	56.615,72	0,00	156.884,28	-312,00
↳ Public Contribution	141.000,00	20.746,78	0,00	N/A	0,00	20.746,78	20.746,78	N/A	0,00	20.746,78	0,00	120.253,22	-164,00
↳ Auto Public Contribution	0,00	0,00	0,00	N/A	0,00	0,00	0,00	N/A	0,00	0,00	0,00	0,00	0,00
↳ Private Contribution	72.500,00	35.868,90	0,00	N/A	0,00	35.868,90	35.868,90	N/A	0,00	35.868,90	0,00	36.631,10	-148,00
Total	**1.067.500,00**	**283.078,50**	**0,00**	**0,00**	**0,00**	**283.078,50**	**283.078,50**	**0,00**	**0,00**	**283.078,50**	**6.000,00**	**784.421,50**	**-962,00**

Project expenditure living table - breakdown per cost category (in Euro)

Project budget		Partner report					Project report						
Cost category	Total eligible budget	Total Submitted in Partner Report	Of which re-included	Total Deducted by Control	Total Parked by Control	Total Certified by Control	Total Submitted in Project Report	Total Deducted by JS/MA	Total Parked by JS/MA	Total Verified by JS/MA	Total Paid by programme to	Remaining Budget	Total corrections for the project
Staff costs	560.000,00	99.998,34	0,00	0,00	0,00	99.998,34	99.998,34	0,00	0,00	99.998,34	N/A	460.001,66	N/A
Office and administrative costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	N/A	0,00	N/A
Travel and accommodation	0,00	1.879,57	0,00	0,00	0,00	1.879,57	1.879,57	0,00	0,00	1.879,57	N/A	-1.879,57	N/A
External expertise and services	100.000,00	81.470,56	0,00	0,00	0,00	81.470,56	81.470,56	0,00	0,00	81.470,56	N/A	18.529,44	N/A
Equipment	50.000,00	31.450,59	0,00	0,00	0,00	31.450,59	31.450,59	0,00	0,00	31.450,59	N/A	18.549,41	N/A
Infrastructure and works	150.000,00	32.569,75	0,00	0,00	0,00	32.569,75	32.569,75	0,00	0,00	32.569,75	N/A	117.430,25	N/A
Other costs	200.000,00	28.209,69	0,00	0,00	0,00	28.209,69	28.209,69	0,00	0,00	28.209,69	N/A	171.790,31	N/A
Lump sum	7.500,00	7.500,00	0,00	0,00	0,00	7.500,00	7.500,00	0,00	0,00	7.500,00	N/A	0,00	N/A
Unit Costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	N/A	0,00	N/A
Total	**1.067.500,00**	**283.078,50**	**0,00**	**0,00**	**0,00**	**283.078,50**	**283.078,50**	**0,00**	**0,00**	**283.078,50**	**6.000,00**	**784.421,50**	**-962,00**

Task 4 project report

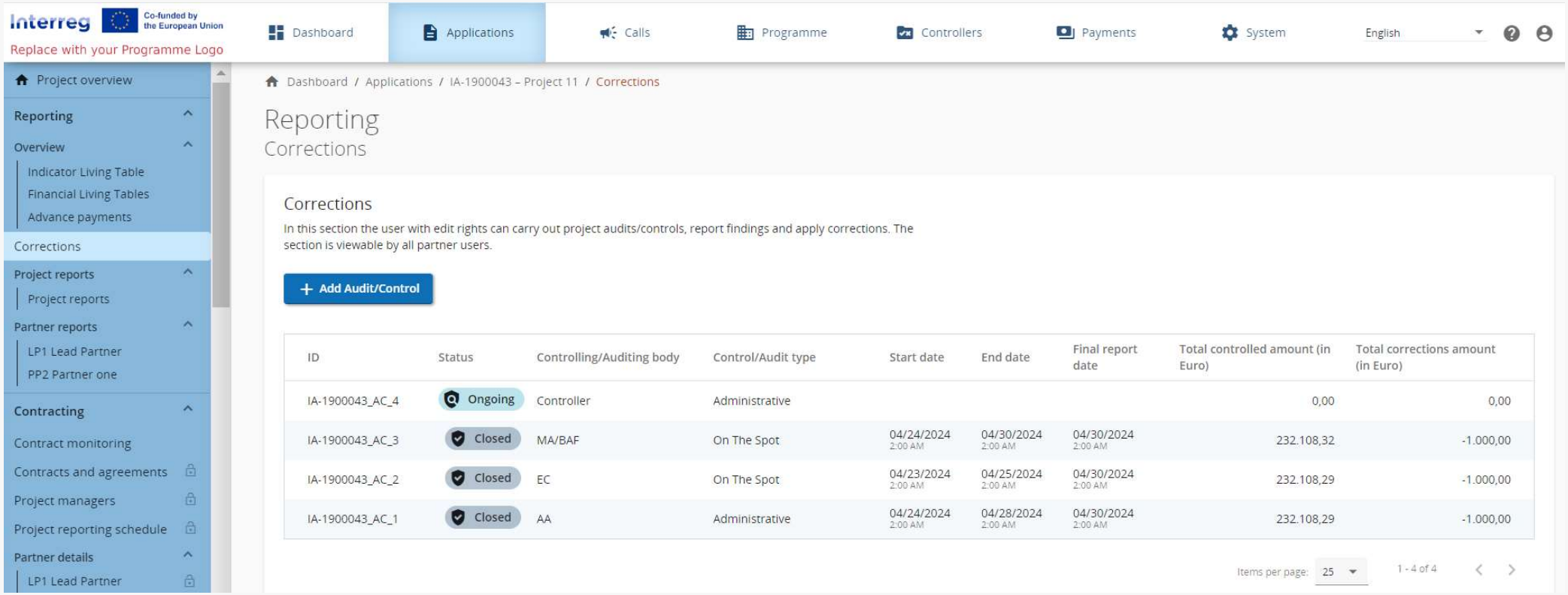
1. Find the report with deductions what type of report is this?
2. See which costs were deducted by MA/JS,



8. Programme modules

- Corrections and their follow up
- Payment applications to EC
- Annual accounts
- Project payments
- Advance payments
- Exports

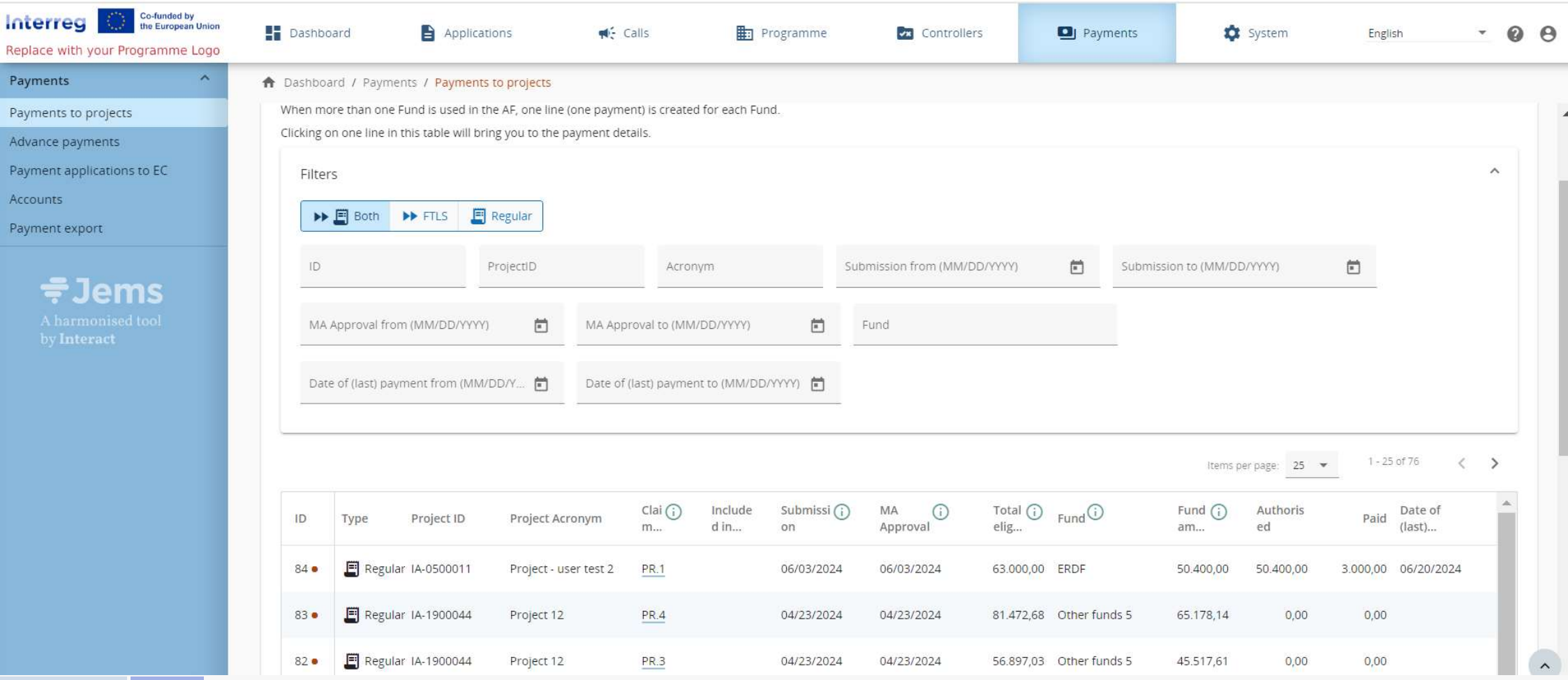
8.1 Corrections



8.1 Corrections

- Corrections are created by a privileged user within a single project.
- 2 types of corrections
  - Linked to a single cost item
  - Not linked to a single cost item (e.g. a lump sum/ a procurement)
- Corrections consist of 4 parts.
  - Identify a correction (find the irregular cost item and link it to the correction)
  - Describe the correction (describe the issue)
  - Describe impact at project level (repayment/flat correction/National repayment)
  - Describe impact at programme level (use the scenario's to correctly report the irregularity to the EC through PAP or Accounts)

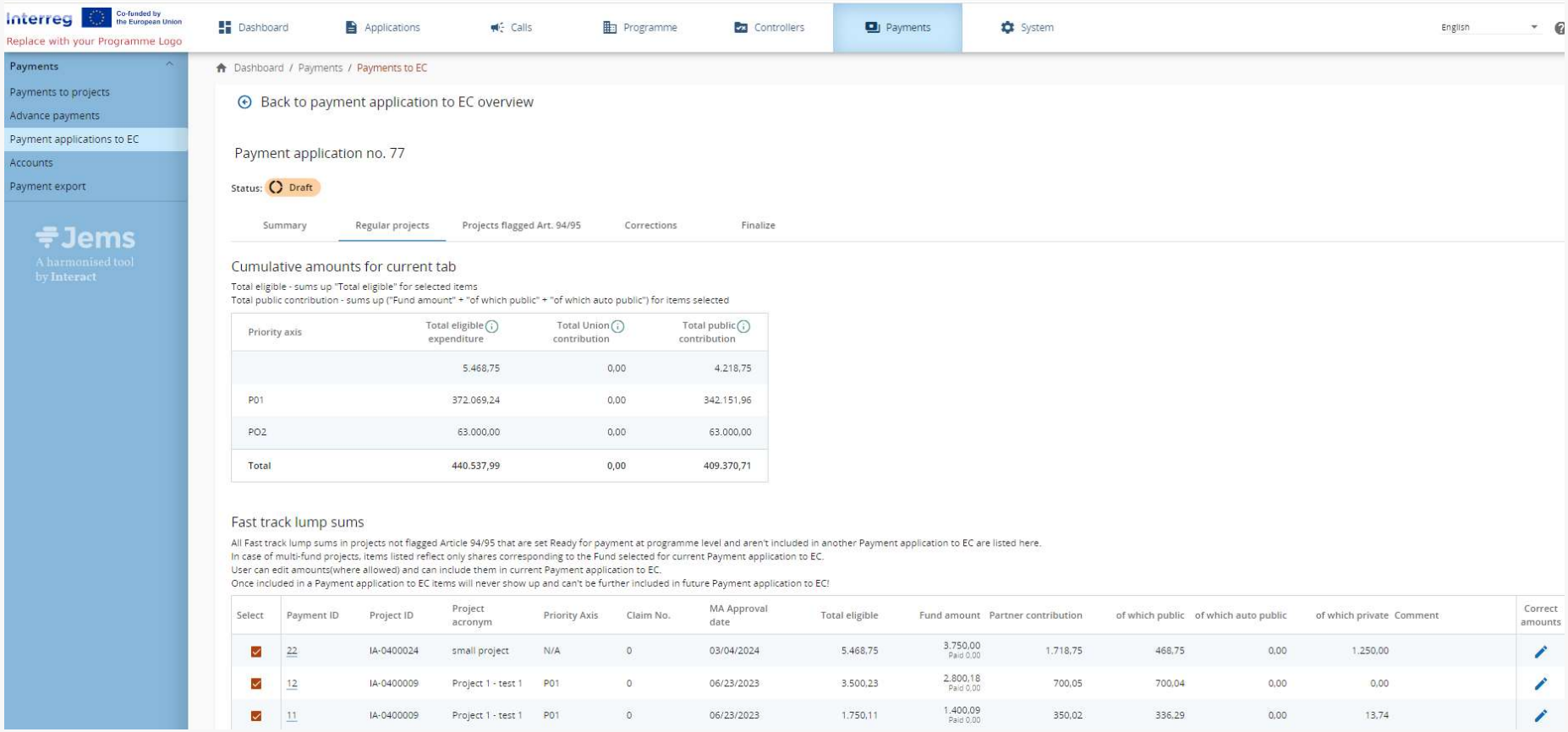
8.2 Project Payments & Advance payments



8.2 Project Payments & Advance payments

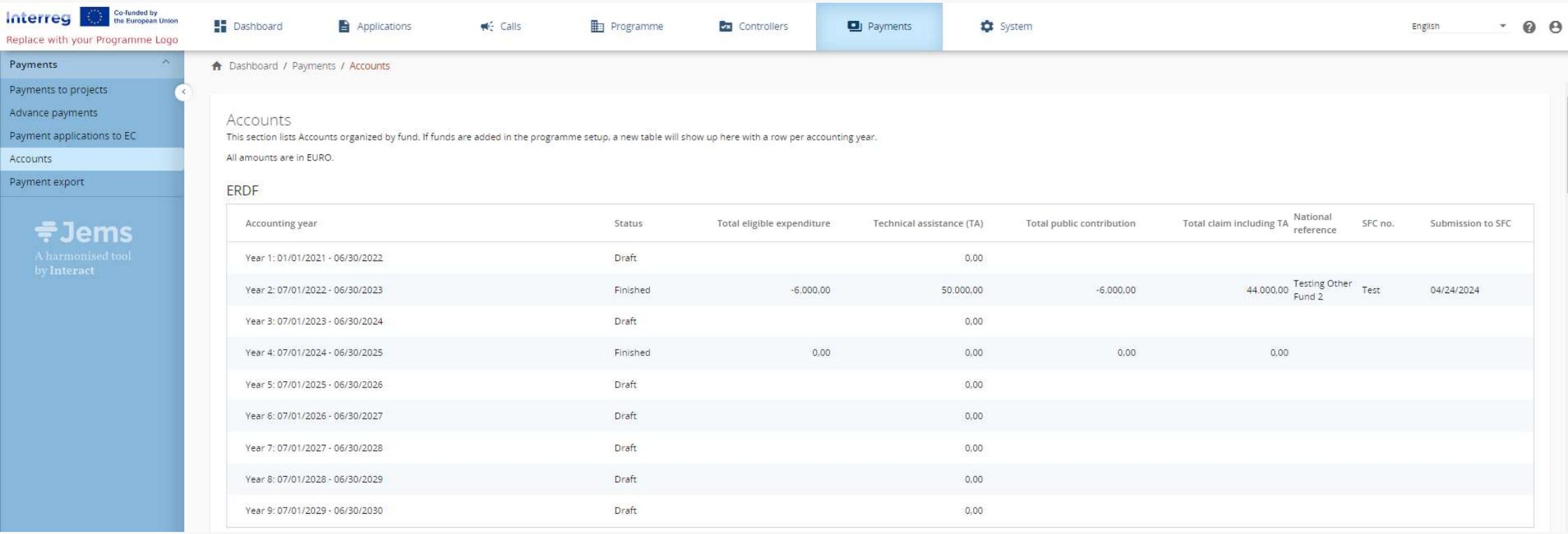
- Top navigation Payments is an important section for you. You can find here all payments to projects and payment requests to the commission as well as exports such as the common sample.
- Project payments can only be made for funds per project report. In case a project has multiple funds, multiple rows will show up in payments.
    - Payments can be done in one go for the project or they can be done per partner.
    - Corrections can be linked to an installment of a partner
- Advance payments are separate. Advances can be made to funds and contributions. There is an overview table in the project to show advance payments in case a programme uses them.

8.3 Payment to EC & Annual accounts



PRESENTATION

8.3 Payment to EC & Annual accounts



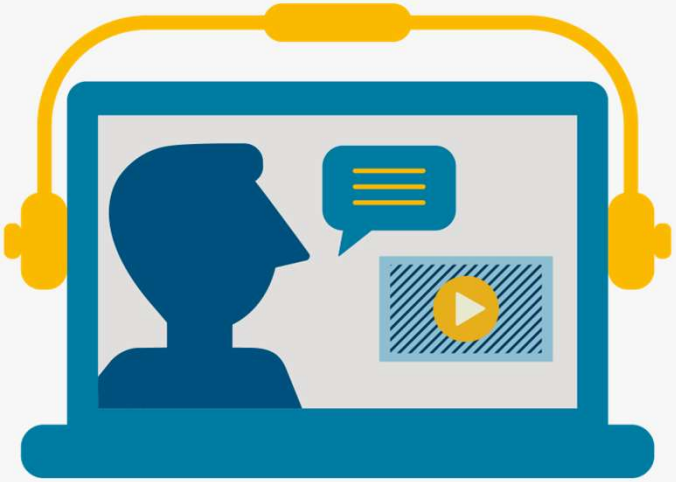
Accounting year	Status	Total eligible expenditure	Technical assistance (TA)	Total public contribution	Total claim including TA	National reference	SFC no.	Submission to SFC
Year 1: 01/01/2021 - 06/30/2022	Draft		0,00					
Year 2: 07/01/2022 - 06/30/2023	Finished	-6.000,00	50.000,00	-6.000,00	44.000,00	Testing Other Fund 2	Test	04/24/2024
Year 3: 07/01/2023 - 06/30/2024	Draft		0,00					
Year 4: 07/01/2024 - 06/30/2025	Finished	0,00	0,00	0,00	0,00			
Year 5: 07/01/2025 - 06/30/2026	Draft		0,00					
Year 6: 07/01/2026 - 06/30/2027	Draft		0,00					
Year 7: 07/01/2027 - 06/30/2028	Draft		0,00					
Year 8: 07/01/2028 - 06/30/2029	Draft		0,00					
Year 9: 07/01/2029 - 06/30/2030	Draft		0,00					

8.3 Payment to EC & Annual accounts

- Payment to EC are created per fund.
  - Automatically everything that is ready to be included get's included and users have to actively correct and exclude
  - Closed corrections falling under scenario N/A, 2 and 5 are shown and can be included
- Accounts
  - Are created by the system from the start of the programme
  - Whenever payment to EC of the same accounting year are created the accounts are automatically updated.
  - Closed corrections falling under scenario 3 and 4 can be included in accounts
  - Appendix 1,2,4 are automatically populated by the system.

Task 5

1. Find 2 corrections
2. Find 2 payment applications to EC
3. Check amounts in the annual accounts
4. Export common sample



8.4 Exports

Jems has recently developed numerous exports of data in .xls and programmes can also build own customised exports.

Some exports that could be of interest to you, if programmes give you access:

- The common sample export
- The export of all list of expenditure items of the programme
- The export of all corrections that happened in the programme
- The export of all project payments.
- The export of all projects in the programme
- The export of all partners in the programme
- The export of all project reports in the programme
- The export of all partner reports in the programme (under construction)

Cooperation works

All materials will be available on:

Interact connections / MC community