



Interreg

North-West Europe

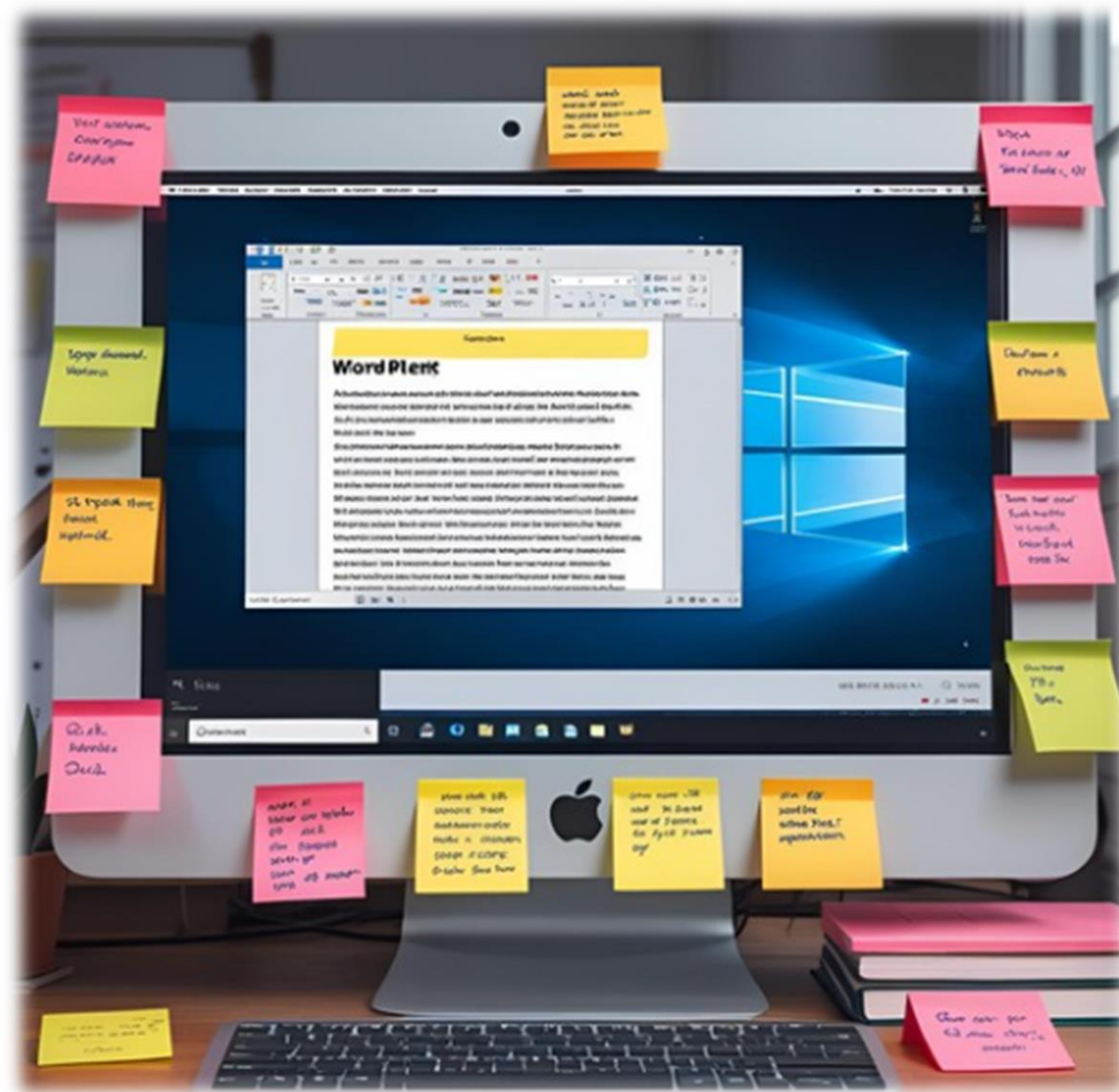


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On top of Jems: memo & upcoming developments

Lisbon, 17 June 2023

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We need:

- To fill the information gap between project reports
- To note quiet warnings, weak signals & unformalised data
- To register internal discussions, ongoing matters
- To gather it all in one place, for easier follow-up and smoother onboarding in case the officer is replaced

We want:

- Easy recording and access to the latest info at any time

Of course:

- Cheap and quick!
-



Memo

A notebook:

- 7 thematic sections
 - Based on “card” templates and linked to the application form
 - Edit mode for JS, read-only for MS, MA. Invisible to applicants.
 - Accessible from the time the project is approved
 - Logbook style, with newest record on top
 - Nothing is compulsory (from IT or management perspective)
-

🏠 Project overview

Reporting ^

Project Memo

Overview v

Corrections

Project reports v

Partner reports v

Contracting v


Application form v

📄 Project Memo

📁 Shared folder

⬇ Exports for AF (and other)

👤 Project privileges

 **Jems**
A harmonised tool
by Interact

- Can be used as soon as the application is approved
- Double entry for easy access (only bottom one before contracting)

Reporting Project Memo

[Relevant Webpages](#)[Events](#)[Project achievements and results](#)[Project problems and deviations](#)[Expenditures](#)[Horizontal principles](#)[External factors](#)

This section highlights key events related to the project, providing essential details such as dates, locations, objectives, and target audiences. It ensures visibility of important milestones and engagements, including contributions from key stakeholders.

[+ New entry](#)

7 thematic sections:

- ❖ Relevant webpages
 - ❖ Events
 - ❖ Project achievements & results
 - ❖ Project problems & deviations
 - ❖ Expenditures
 - ❖ Horizontal principles
 - ❖ External factors
- Sections have different text fields relevant for the theme
 - Records remain editable
-



Reporting

Project Memo

- Relevant Webpages
- Events
- Project achievements and results
- Project problems and deviations
- Expenditures
- Horizontal principles
- External factors

This section provides access to key online resources where information about the project is shared. It includes official websites, dedicated pages, and relevant digital platforms to ensure visibility and engagement. These sources offer valuable insights, updates, and opportunities to connect with the project’s community.

+ New entry

Timestamp	User	Type	Partner	Title	Note	Link	Actions
11/06/2025 11:02:33	Isabelle Lecroart	Other interesting link	(PP2) blinc - Deutschland (DE)	Site about biomass	vjdshmjvM	https://www.bbc.co.uk/bitesize/articles/z2362v4#znjvydm	 

Memo

Next steps:

- See how project officers use it (UX, more cards, layout...)
 - Assess the privileges given to each role (read/write)
 - Evaluate need for export
-

Other ongoing devs:
Aiming for transparency!

Current devs

Aiming for transparency:

- Notification when advance is settled
 - Notification when a correction is entered in the system
 - Notification when user privileges in project are modified
 - Excel / PDF tables listing each item of expenditure that has been parked or cut + explanation + impact on flat rate
 - Project report assessment checklist: questions for risk assessment
-



Q&A

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Thank you
