

**Interreg**



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**Italy – Croatia**

# **INTERREG ITALY-CROATIA PROGRAMME 2021-2027**

## **Manual for starting the project implementation in Jems**

### **1<sup>st</sup> Call for Proposals**

(Version 2.0 – January 2024)



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### 1. Introduction

This manual is intended to provide beneficiaries of projects approved under the 1<sup>st</sup> Call for Proposals of the Interreg VI A Italy-Croatia CBC Programme 2021-2027 with a practical overview of the first activities to be performed in Jems in the implementation phase: Access rights assignment, contracting and defining partner details.

#### 1.1. Access to the “Project privileges” and “Contracting” sections in Jems

After having selected the concerned project (ProjectID/Acronym) from the “My applications” part of the “Dashboard” section of Jems, select the section of interest (“Project privileges” or “Contracting”) in the menu on the left-hand side of the screen, as seen in the following image.

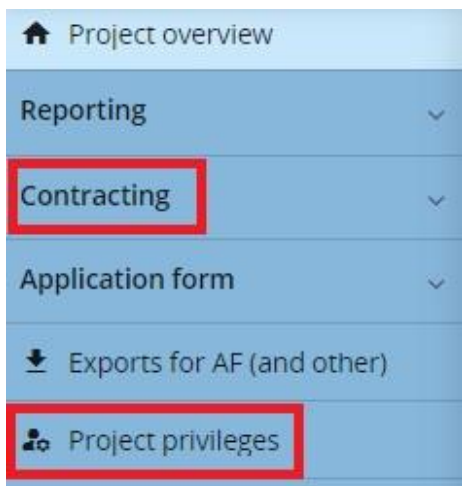


Image 1. The project’s menu in Jems

To see the subsection “Partner details”, the section “Contracting” must be expanded, as seen in the following image.

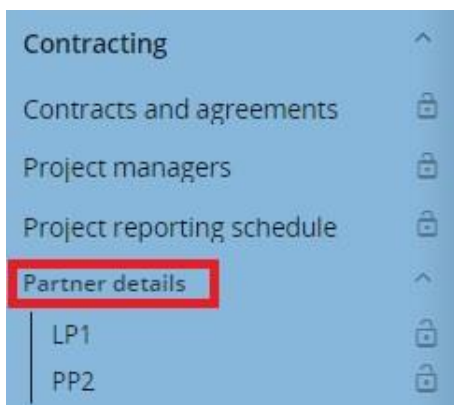


Image 2. “Partner details” subsection within the “Contracting” section in the project’s menu



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The user who compiled the Application Form (**AF user with privilege manage**) has access to the entire “Project privileges” and “Contracting” sections, while the Lead Partner user (**LP user**) and the Project Partner users (**PP users**) have access **only to the “Partner details” subsection**.

In order to have access to the “Partner details” subsection, both the LP user and the PP users need to be assigned to the corresponding partner (LP or PP) in the “Project Privileges” section (for further details see chapter 2. Project privileges). **It is therefore recommended to start your work in Jems by filling-in the “Project privileges” section.**

## 2. Project privileges and Notifications

The “Project privileges” section allows multiple users to work together in a project. In this section the AF user can manage the access rights of all other users in a project, **starting with the LP user**.

### 2.1. Access rights on project level

The **LP user**, who will manage the project in Jems during the implementation phase, must be consistent with the **LP contact person** specified in the Application Form’s section B.1.5. In case that the **AF user is the same** as this intended LP user, the AF user must indicate his/her email address also in the **LP1 section**, with **privilege edit**, as presented in the following image.

The image shows two sections of the Jems interface. The top section is titled "Application Form users / Project managers" and contains a table with one user entry: "test@test.it". This entry has three action buttons: "view", "edit", and "manage". Below the table is a "+" button and a bar with "Discard changes" and "Save changes" buttons. The bottom section is titled "LP1" and features a warning banner: "No control institution assigned". It contains a table with one user entry: "test@test.it". This entry has two action buttons: "view" and "edit", and a "Sensitive data" toggle switch. Below the table is a "+" button and a bar with "Discard changes" and "Save changes" buttons.

Image 3. “Application Form users / Project managers” and “LP1” sections



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The AF user must also indicate if the **LP user** is entitled to view the so-called "**sensitive data**" (e.g., data contained in and referring to a payroll), as presented in the previous image.

In case that the AF user **differs** from the intended LP user, the AF user must first grant the appropriate access rights to this LP user, i.e. the intended **LP user must first also become the AF user with privilege manage**.

If the intended **LP user is not registered** in Jems yet, he/she needs to perform the following steps first:  
1) Request credentials to the Jems platform from the Jems login page (<https://jems.italy-croatia.eu/>). Upon this request, the intended LP user will receive an automatic email with a link to activate the account.  
2) Once the account has been activated, the intended LP user must communicate his/her registered e-mail address to the AF user.

**/!\ POINT OF ATTENTION:**

- **The email used** to access Jems must include the **institutional domain after the @ sign**, while it is strongly recommended to have the name and last name of the person in the first part of the email, e.g., name.lastname@regione.veneto.it.

The **AF user** will then go to the "Project privileges" section and **indicate the previously communicated intended LP user's email address, with privilege manage, in the field "Application Form users"** by clicking on the "+" button in the following image.

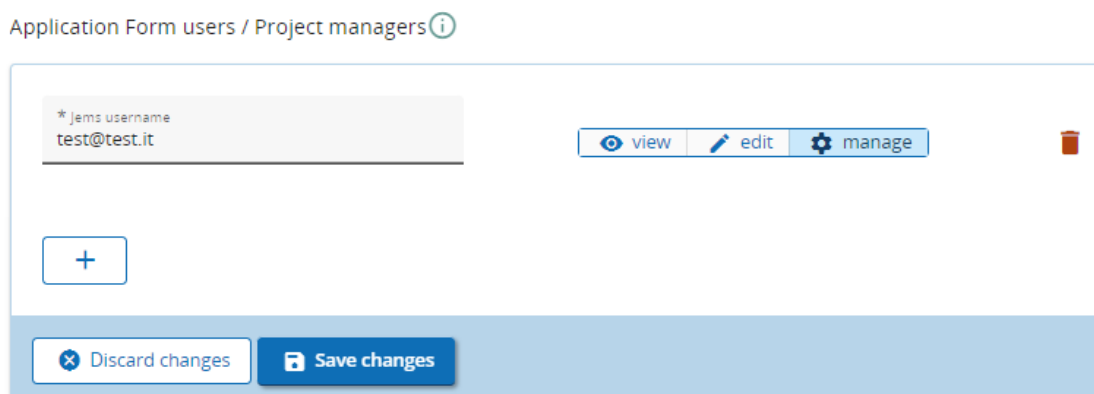


Image 4. "Application Form users / Project managers" section

**The AF user must also fill in the LP user's email address in the LP1 section, with privilege edit, as well as indicate if the LP user is entitled to view the so-called "sensitive data", as presented in Image 3.**

At this point, and according to such a decision by the Lead Partner, it is possible for the "original" AF user to remove his/her email address from the "Application Form users" section by clicking on the trash bin



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icon next to his/her email address, as presented in Image 4. In this case, **be aware** that the “original” AF user **will not have access to the project anymore** and that this can be done only if another AF user with privilege manage was previously added.

**/! POINT OF ATTENTION:**

- At the end of this part of your work in Jems, **the LP user with privilege edit**, who is the LP contact person already specified in the Application Form’s section B.1.5, **must be the same person as** (one of) **the AF user(s) with privilege manage**.
- **From now on, this manual will only refer to this person as the LP user.**

## 2.2. Access rights on partner level

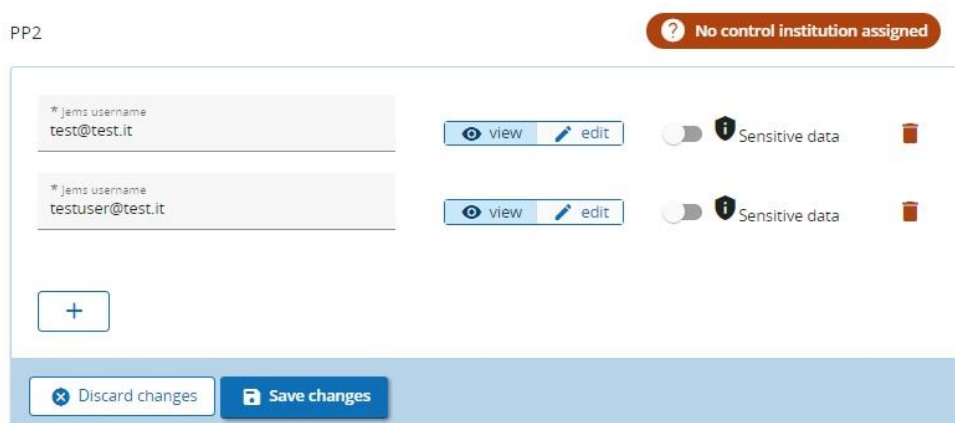
The LP user must now proceed with **granting access rights to all the PP users**.

**Project partners** are required to provide the LP user with their **email addresses registered in Jems**. Only when this process is completed, the LP user will be able to grant the appropriate access rights to all the PP users by entering their full valid email addresses in the “Project privileges” subsection.

If any of the intended **PP users are not yet registered in Jems**, they need to perform the following steps first:



- 1) Request credentials to the Jems platform from the Jems login page (<https://jems.italy-croatia.eu/>). Upon this request, the intended PP user will receive an automatic email with a link to activate the account.
- 2) Once the account has been activated, the intended PP user must communicate his/her registered e-mail address to the main user managing the project (LP user).

The **LP user** will then go to the “Project privileges” subsection and associate each intended PP user with the appropriate Project Partner, using their email addresses registered in Jems and communicated to them in the previous step.



PP2

No control institution assigned

* Jems username test@test.it	view edit	<input type="checkbox"/> Sensitive data	
* Jems username testuser@test.it	view edit	<input type="checkbox"/> Sensitive data	

+

Discard changes Save changes

Image 5. “PP” section



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Access rights that can be defined are presented in the previous image and can be set to either:

- Edit → allowing writing access at partner level;  
OR
- View → allowing reading access at partner level.

The LP user must also indicate if any PP user is entitled to view the so-called "sensitive data" (e.g., data contained in and referring to a payroll), as presented in the previous image.

**For each PP, the main PP user (the one who will create and submit Partner Report) must have privilege edit. In order for the LP user to see PP's Partner Reports, his email address, with privilege view, must be indicated under each specific PP field in addition to the PP user's email address.**

It is possible to add or remove users by clicking on "+" button or trash bin icon, respectively.

### 2.3. Notifications

When logging in, every user lands on the Dashboard as a start page, with the "Notification" section situated on its top. In this section, and according to their access rights, all users see notifications for their projects sent by the System.

ProjectID	Acronym	First submission	Latest re-submission	Programme priority
ITHR		03/22/2023 11:26 AM	10/11/2023 12:39 PM	4

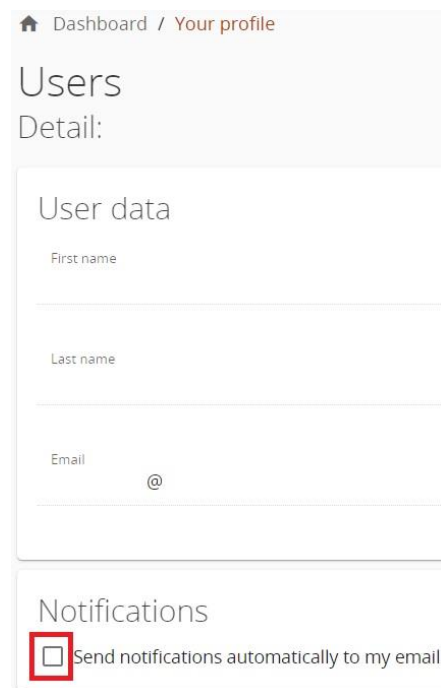
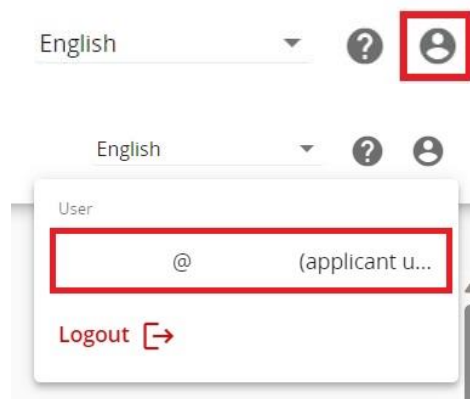
Image 6. "Notification" section in the Dashboard

All notifications belong to one of the following three categories: notifications regarding project status changes, notifications regarding partner reports status changes, and notifications regarding project report status changes. The Notifications table shows the Time of the notification event, the Related call, the Project ID, the Acronym, the Partner and the Subject of the notification. With the little arrow in the right column the message text of the notification can be unfolded.



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All users have the option to receive these notifications also automatically via e-mail. This option can be set in the user profile, which is easily accessible in the upper right-hand corner of the screen, as shown below.



## Notifications

Send notifications automatically to my email

Discard changes

Save changes

Images 7., 8., 9. and 10. Enabling (and disabling) option to receive notifications also automatically via e-mail





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### 3. Contracting

The **LP user**<sup>1</sup> has access to all the subsections under the “Contracting” section (“Contracts and agreements”, “Project managers”, “Project reporting schedule” and “Partner details”). He/she can also upload documents under the “Attachments” parts of “Contracts and agreements” and “Partner details” subsections.

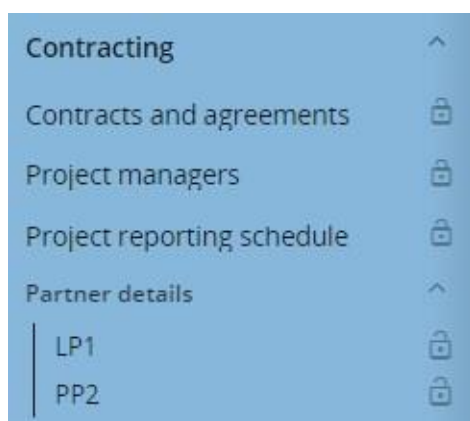


Image 11. “Contracting” submenu within the project’s menu section

Once completed, these subsections will be locked and in order to proceed with any further modifications, the LP user must send an appropriate request to the JS via the following email address: [jems.italy-croatia@regione.veneto.it](mailto:jems.italy-croatia@regione.veneto.it).

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<sup>1</sup> Actually, the AF user with privilege manage has this kind of access. However, at the end of section 2.1 of this Manual, it was already established that **the LP user with privilege edit**, who is the LP contact person specified in the Application Form’s section B.1.5, **must be the same person as the AF user with privilege manage**.



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## 3.1. Contracts and agreements

As shown in the following image, the project's **start date and end date are automatically visible**.

The screenshot shows a web interface for 'Contracting' with the following elements:

- Contracts and agreements** section:
  - Project start date (DD/MM/YYYY): 1/8/2023
  - Project end date, calculated automatically (DD/MM/YYYY): 31/12/2024
  - Website: (empty text field)
  - Subsidy Contract: Date entry in force (DD/MM/YYYY) is 'Not defined yet'.
  - Partnership Agreement: Date entry in force (DD/MM/YYYY) is (empty text field).
- Attachments** section:
  - Contract & supporting documents: A dropdown menu with options 'Contracts' and 'Project'.
  - Message: 'There are no files uploaded.'

Image 12. "Contracts and agreements" subsection

The date of entry into force of the Subsidy contract will also be automatically visible and it is **filled in by the Programme**.

In this subsection, the **LP user** must enter:

- the project's website address (URL);
- the date of entry into force of the Partnership agreement (the date of the last signature).

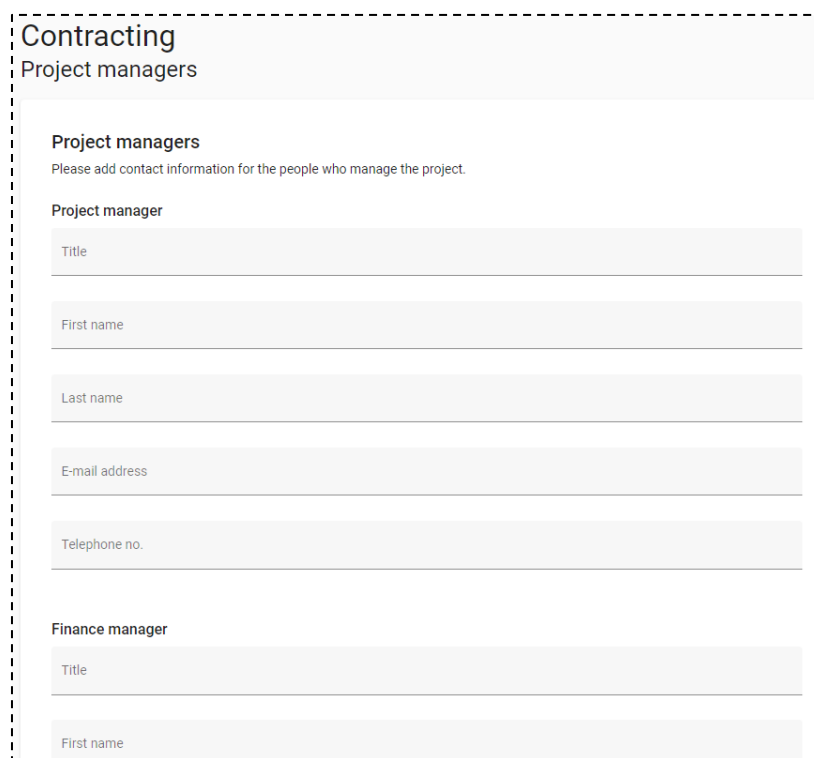
The **LP must also upload the Partnership agreement** under "Attachments" – "Contract & supporting documents" – "Contracts", while the Subsidy contract (once signed by both parties) will be uploaded by the Programme.



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## 3.2. Project managers

In this subsection, the **LP user** must identify the **Project Management Unit (PMU)** and indicate the names and contact details of the persons undertaking the roles of Project Manager, Finance Manager and Communication Manager.



Contracting  
Project managers

**Project managers**  
Please add contact information for the people who manage the project.

**Project manager**

Title

First name

Last name

E-mail address

Telephone no.

**Finance manager**

Title

First name

Image 13. “Project managers” subsection

## 3.3. Project reporting schedule

In this subsection, the **LP user and all the PP users (in further text: LP/PP users)** have view access to the Project reporting deadlines and the Project Time Plan overviews. The Project reporting deadlines overview displays the project’s start date, end date and duration, as well as all the content related part and financial part reporting deadlines. Reporting option “Other” indicates other reporting deadlines like milestones or project reviews as agreed in the monitoring plan (upon JS approval).

The pre-defined reporting periods are displayed in the Project timeplan overview, as well as all the delivery deadlines for Deliverables, Outputs and Results, across all WPs.



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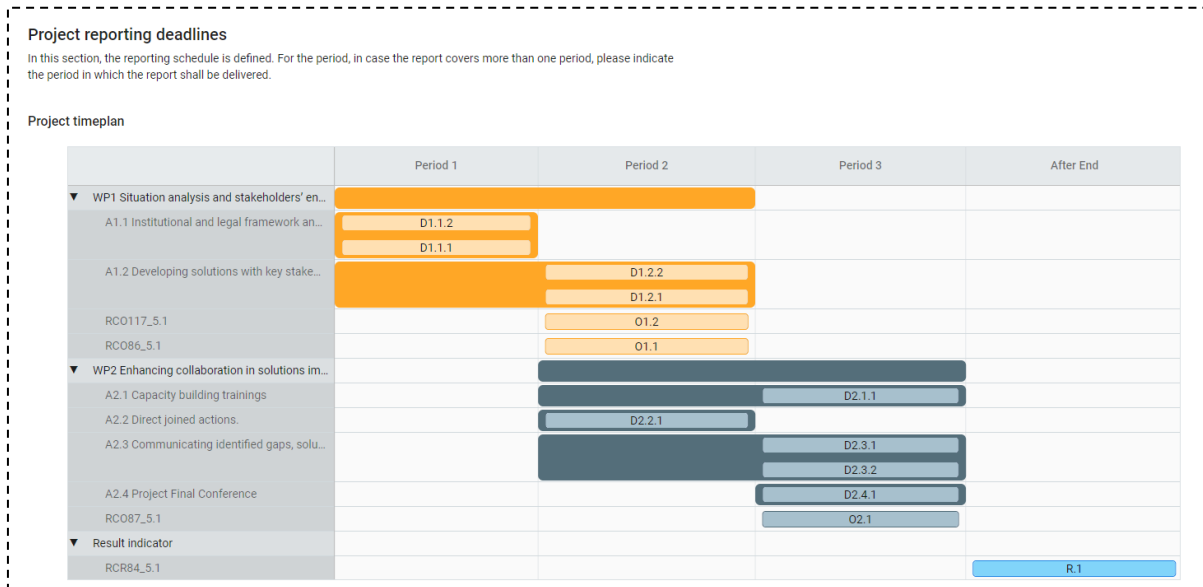


Image 14. "Project reporting schedule" subsection

### 3.4. Partner details

The LP/PP users must provide the following information pertaining to their respective organisations:

- Ultimate Beneficial Owner(s)
- Bank details
- Location of documents

#### 3.4.1. Ultimate Beneficial Owner(s)

The LP/PP users must provide information on the **Ultimate Beneficial Owner(s)** of their respective organisations in the subsection presented in the following image.

**Ultimate Beneficial Owner(s)**

First name	Last name	Date of birth	VAT / Tax identification number	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Image 15. "Ultimate Beneficial Owner(s)" subsection



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Ultimate Beneficial Owner (in further text: **UBO**) is any natural person(s) who ultimately owns or controls the beneficiary in line with the definition of art.3(6) of Directive (EU) 2015/849. LP/PP users are requested to indicate UBO by using the data stored in the National registers as referred to in art.30 of Directive (EU) 2015/849. Otherwise, LP/PP users must indicate UBO in line with the following guidelines:

### **Enterprise:**

It is the natural person (or natural persons) who holds at least one of the following conditions:

- direct ownership, with shareholding more than 25% of the capital;
- indirect ownership, if the same ownership is held through controlled companies, trust companies or third parties.

In the absence of these conditions, the UBO is identified by considering these requirements:

- the control of a majority or dominant number of votes in the ordinary shareholders' meeting;
- the existence of particular contractual constraints that allow the exercise of a dominant influence.

If attribution is not possible even with these criteria, the UBO is the natural person (or natural persons) with administrative or management powers.

### **Private Legal Entity (e.g. Foundations, Associations, NGOs):**

It is the natural person (or natural persons) who holds at least one of the following roles:

- founder, if alive;
- beneficiary;
- holder of legal representation, management and administration functions.

### **Public Entity:**

National, Regional and Local Authorities and their associations:

- LP/PP Legal representative.

Bodies governed by public law, as defined in point (4) of article 2(1) of Directive 2014/24/EU on public procurement, and their associations:

- LP/PP Legal representative or Legal representative of the public entity with shareholding more than 25% of the LP/PP or control the majority of votes of the LP/PP.



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## 3.4.2 Bank details of partner

The LP/PP users must provide information on the bank details of their respective organisations. In case of any changes of the bank account details, a request must be sent to the JS via the following email address: [jems.italy-croatia@regione.veneto.it](mailto:jems.italy-croatia@regione.veneto.it).

**/!\ POINT OF ATTENTION:**

- **For the Italian public administrations**, the Single treasury payments account number at the Bank of Italy (“**Conto di tesoreria unica**”) must be indicated under IBAN field.

**Bank details of partner**

**Account details**

Holder of the account  
\_\_\_\_\_

Account number  
\_\_\_\_\_

IBAN  
\_\_\_\_\_

Swift/BIC code  
\_\_\_\_\_

**Bank details**

Name of the bank  
\_\_\_\_\_

Street  
\_\_\_\_\_

House number  
\_\_\_\_\_

Postal code  
\_\_\_\_\_

Country  
\_\_\_\_\_

Image 16. “Bank details of partner” subsection



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### 3.4.3 Location of documents

The LP/PP users must provide information on the location of documents by indicating where the original documents are stored.

**Location of documents**

Title  
.....

First name  
.....

Last name  
.....

Email address  
.....

Telephone no  
.....

Institution name  
.....

Street  
.....

House number  
.....

Postal code  
.....

City  
.....

Homepage  
.....

Country  
.....

Image 17. "Location of documents" subsection

