Interreg Co-funded by the European Union

Latvia – Lithuania

GUIDANCE

FOR JOINT ELECTRONIC MONITORING SYSTEM

4th Call For Proposals

Jems

Joint electronic monitoring system

INTERREG VI–A LATVIA–LITHUANIA PROGRAMME

2021–2027

Version 1.1

Contents

Abbreviations 5
About JEMS 6
Registration in JEMS 6
Work with application 9
General rules and tips for work in JEMS 9
PROJECT APPLICATION 13
A - Project identification 13
Project identification 13
Project overview tables 15
B - Project partners 16
Partners overview 16
Identity 17
Address 18
Contact 18
Motivation 19
Budget 20
Co-financing 24
State Aid 26
C- Project description 27
C.1 Project overall objective 28
C.2 Project relevance and context 28
C.3 Outcome owners or users 30
C.4 Project work plan 30
Objectives 31
Activities 32
Outputs 33
C.5 Project Results 34
C.6 Project Time Plan 35
C.7 Project management 35
C.8 Long-term plans 36
D - Project budget 37
D.1 Project budget per fund 37
D.2 Overview partner / cost category 38
D.3 Overview budget /period 38
E- Project lump sums 38
Application annexes 39
Check & Submit 40

Export 42
PROJECT PRIVILEGES 43
At application phase 43
At contracting and reporting phase 44
IMPLEMENTATION OF CONDITIONS 46
CONTRACTING 46
Contracts and agreements 46
Project managers 47
Reporting schedule 47
Partner details 48
PROJECT CHANGES 50
REPORTING 51
Partner report 52
Report identification 53
Work plan progress 54
Public procurements 55
List of expenditure 57
Parked expenditure items 58
Contributions 60
Report annexes 60
Export 61
Financial overview 61
Submit 61
Check of the Partner Report by National Control 62
Project Report 62
Project report identification 63
Work plan progress 65
List of partner certificates 68
Project closure (ONLY FOR FINAL REPORT) 68
Project Report annexes 71
Financial overview 71
Export 72
Submit 72
Report on achieved project results 74
Project report identification 74
Results & Horizontal Principles 75
Project Report annexes 76

Export 76
Submit 76
Annex 1: Terms of service, privacy policy and cookies usage policy for Jems 77
Annex 2: Confirmation of bank details 83
Annex 3: Confirmation for Project Report 84

Abbreviations

Application Form	AF
Cost Category	CC
European Regional Development Fund	ERDF
European Union Strategy for the Baltic Sea Region	EUSBSR
Joint Electronic Monitoring System	JEMS
Interreg VI-A Latvia–Lithuania Programme 2021–2027	Programme
Joint Secretariat	JS
Lead Partner	LP
Project Partner	PP
Work Package	WP

About JEMS

In accordance with Article 69 Paragraph 8 of Common Provisions Regulation[1], all exchanges of information between the LP and the Programme bodies shall be carried out by means of electronic data exchange systems. Therefore, submission of applications, reporting, submission of requests for project changes, as well as any other communication regarding project and Programme implementation shall be done via JEMS.

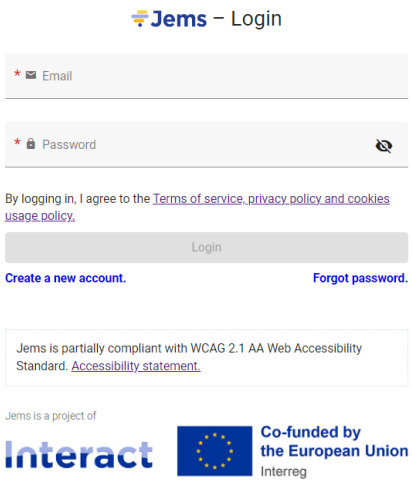
JEMS is a monitoring system developed by INTERACT with communication portal to support submission, approval, management and administration of projects in the context of Interreg programmes. The system supports collection of all information on submitted and approved projects, their implementation and achievements, changes and closure. Additionally aggregated data on the progress of projects and the Programme level are recorded in the system. JEMS is built to support Programme bodies in day-to-day Programme management and should fulfil all legal requirements.

In case of any questions about JEMS, please contact us at latlit@varam.gov.lv.

Registration in JEMS

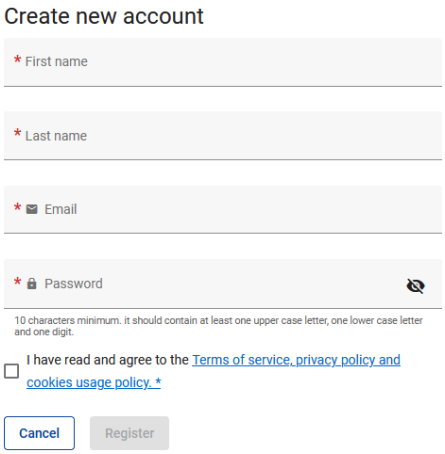
Login

JEMS can be accessed at the following link https://jems.latlit.eu/ or on Programme webpage www.latlit.eu.



To get an access to JEMS, applicants must click “Create new account” button and fill in the registration form. All fields are mandatory.

[1] Regulation (EU) No 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy (https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32021R1060&qi100d=1654086756583).



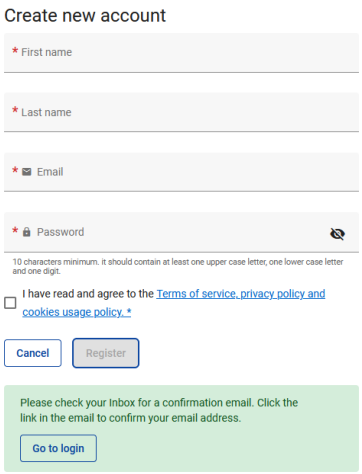
Please fill in the required information on:

- Fist name
- Last name
- Email address
- Password (Password requirements: 10 characters minimum. It should contain at least one upper case letter, one lower case letter and one digit.)

Please click the tick box to accept the “Terms of service and privacy policy” (*mandatory field). Click “Terms of service and privacy policy” to activate the hyperlink to the legal document.

The “Register” button turns active only once all mandatory information is filled in.

Upon creation of a new account a message to check your Inbox for a confirmation email appears in green. After confirming your email, please click on button “Go to login” to go to the JEMS login page.



You can click on the “?” icon to get information on:

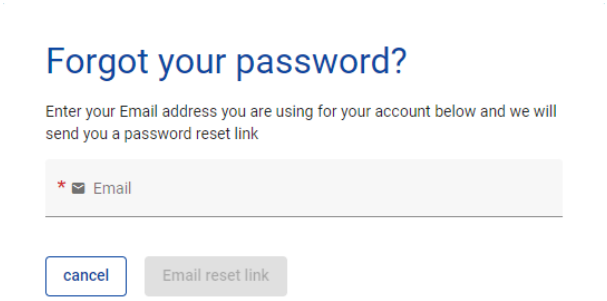
- Applicable legal documents (terms of service, privacy policy, accessibility statement)

- Current JEMS version

Programme uses JEMS only in English language.

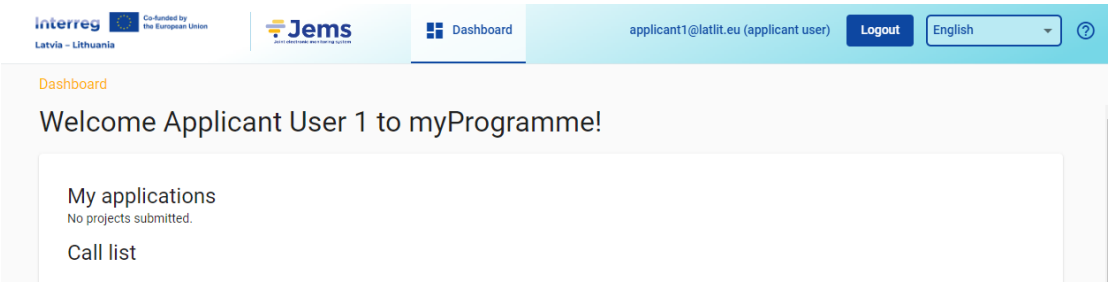
Forgot password

In case you forgot your password, please click on “Forgot password” button, enter your email and click “Email reset link”. Then follow the instructions provided in the email to create new password.



Dashboard and project view menu

When logged in JEMS, you will see the main page (**Dashboard**).

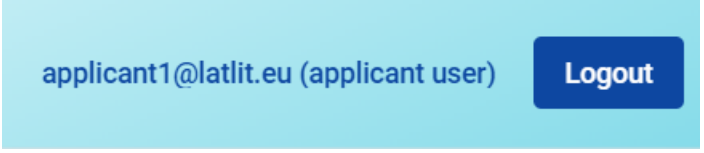


You can click “Dashboard” in the top menu bar to go to the Dashboard.

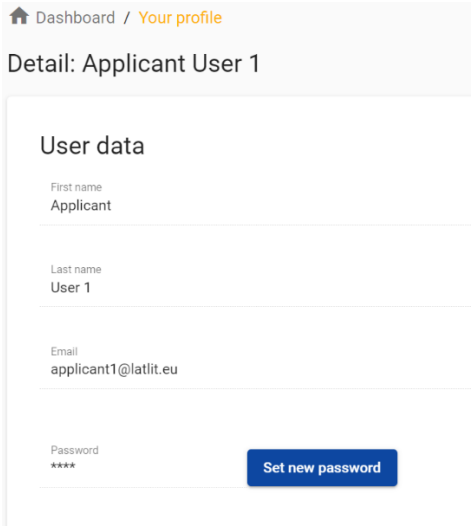
The Dashboard contains the following sections:

- **My applications**. In this section, all applications created by the user are listed.
- **Call list**. In this section, all published calls are listed. Open calls have a button “Apply”, for calls which have ended, this button is inactive.

You can click on your username to access the user profile. The role assigned to a user is shown in “()” next to the username.



The default user role upon login is “applicant user”. Under user profile you can change your password, please click “Set new password” to reset your password.

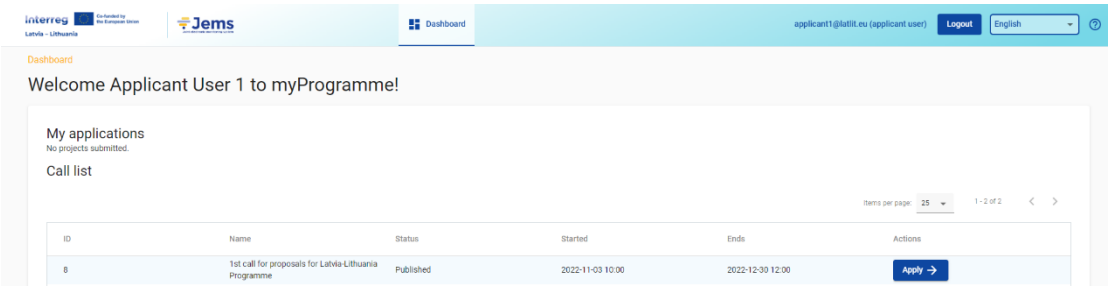


You can click on the “?” icon to get support information.

You can click the “Logout” button in the top menu bar to leave JEMS.

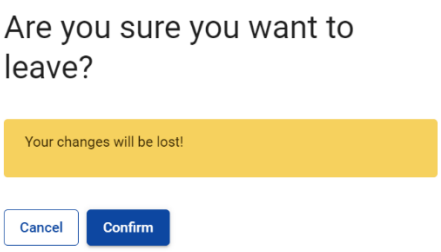
Work with application

In the “Call list” section in Dashboard the user can apply for a call by clicking the “Apply” button in the list of open calls. User can click on the call row itself and see the general call information through a read-only window. An user can create a project application under the call in this section via the “Apply” button.

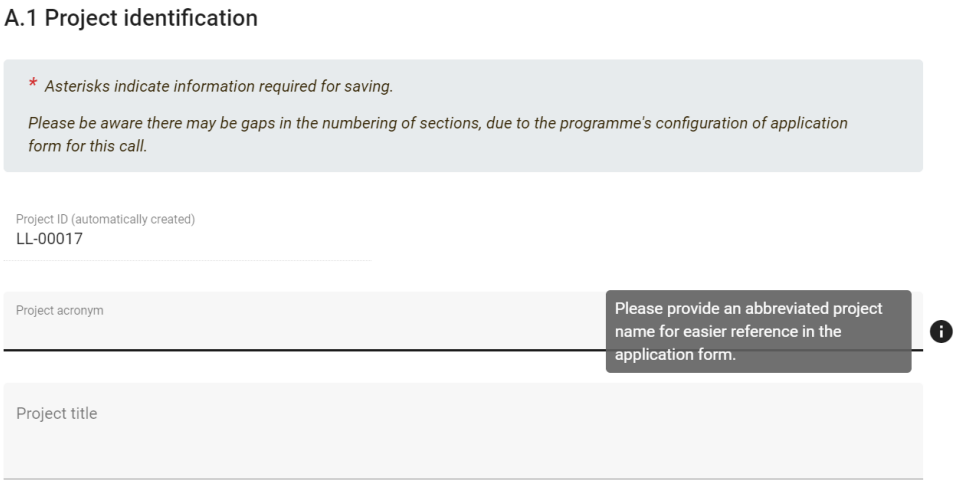


General rules and tips for work in JEMS

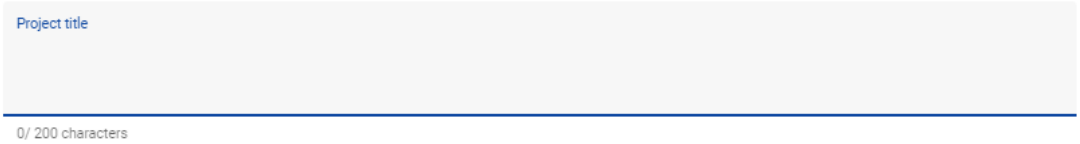
- Mandatory fields to save a page are indicated by an asterix (*) in the system. A page cannot be saved unless all mandatory fields are filled in.
- Changes made can be saved or discarded. If the user leaves the page without saving, a warning message is displayed.



- Once the application is submitted editing of input fields is not possible any longer.
- There are “i” icons for some fields of the AF, which give broader explanation about the required information for the particular field.



- Each input field has limited number of characters that is showed by the system and cannot be overreached.



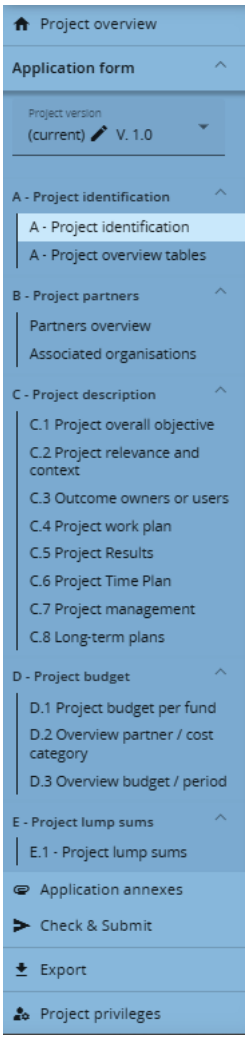
- User is logged of the system automatically without any warning after 60 minutes if no any actions are performed.
- Click the “trash” icon to remove an item.
- Write in a clear and easy to understand language.
- Do not leave preparation and submission of the application for the last day.
- Read carefully the Programme Manual for the respective Call for Proposals to know all requirements. The Programme Manual is available on the webpage www.latlit.eu
- Do not keep the pre-submission checks until the very last moment, since you might run into time issues for keeping the deadline for project application submission.

Navigation in the application

Top menu bar

- Please click “Dashboard” to go to the Dashboard section
- Please click on username to get to the user profile section
- Please click “?” to access support information
- Please click “Logout” to leave JEMS

Left menu bar



- To hide/unhide the left menu please click the “>”/”<” symbols.
- Please click on the chapters to navigate through the application.
- Please click “Application annexes” to access to the file upload section.
- Please click “Check & Submit” to run pre-submission checks and to submit a project application.
- Please click “Export” to export the AF as .pdf file and the PPs’ budgets as .xlsx file.
- Please click “Project privileges” to give other users access rights (view/edit/manage) to your project application. For details see chapter “Project Privileges”.

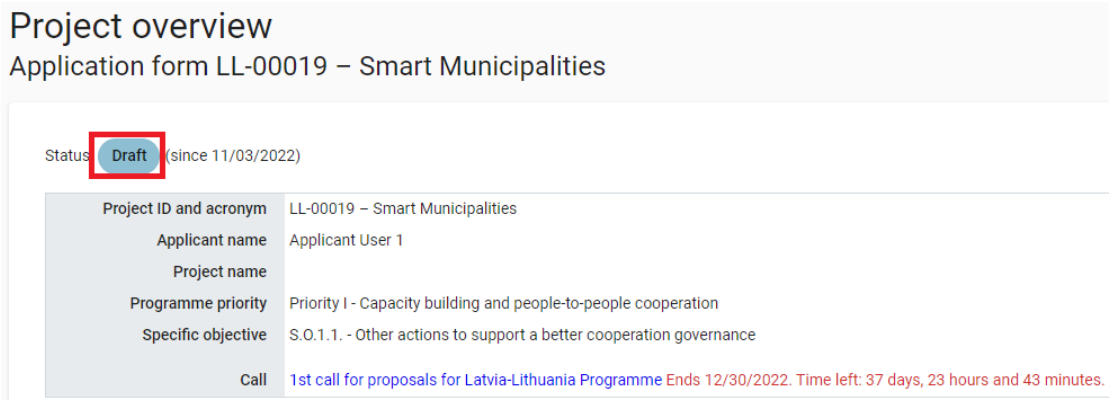
Format for numbers and rounding mode

In the AF all numbers and percentages are with two decimals, and comma is used as a decimal separator.

The Programme uses rounding down to 2 decimals (cut off) and further calculations are done with rounded amounts (e.g., flat rates on flat rates).

Application status

The status of the Application can be found under section “Project overview”. The initial status is “Draft” and it will change to “Submitted” after the application is submitted. In case the application is reverted by the Programme, the status will change to “Returned to applicant”.



Version of an application

Application versioning is located in the left side menu of AF section. It is represented by a drop-down with version indication.

Upon creation the version number is “V. 1.0” (status Draft). The version number remains unchanged after the first submission. The version counts up every time an application is returned to the applicant.

The active version of an application in drop-down is indicated by the prefix “(current)”. When opening the AF the “current” version is shown by default. Applicant can view previous versions by clicking on them from the drop-down list.

Application composition

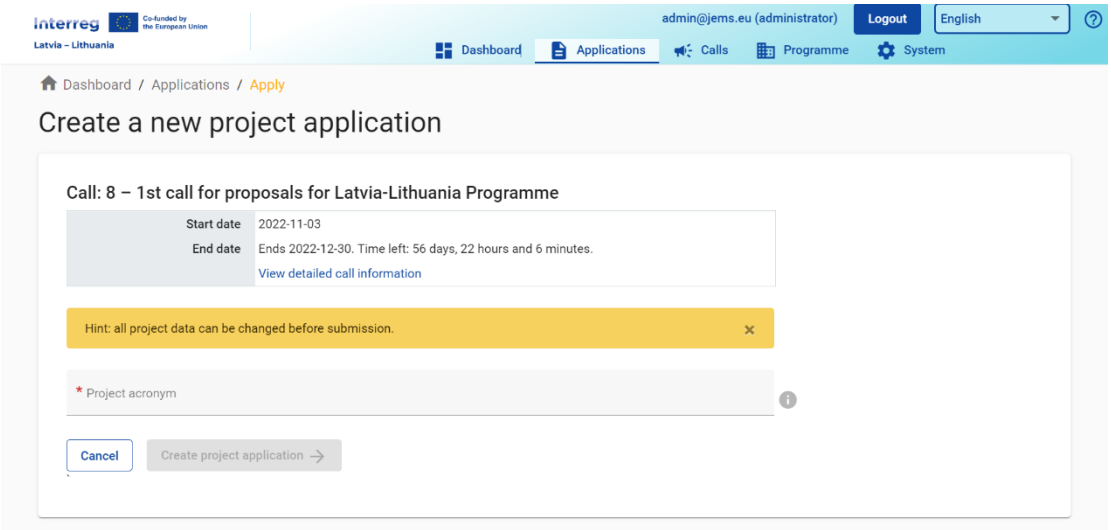
Detailed information on the application requirements is in subsection 5.1 “Application requirements” of the Programme Manual (www.latlit.eu)

The application consists of the AF and its annexes. The AF consists of the following sections:

- Project overview
- AF versioning
- Project identification
- Project partners
- Project description
- Project budget
- Project lump sums
- Application annexes
- Check & Submit

PROJECT APPLICATION

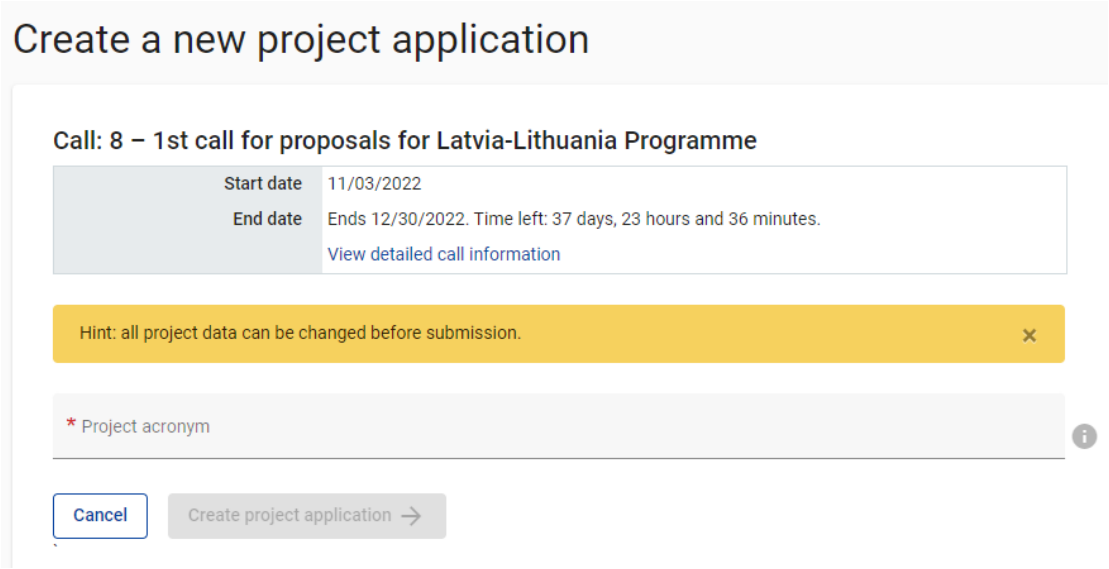
In order to create a new AF, the applicant has to click “Apply” for the call and enter Project acronym. If needed, it can be later amended under subsection A.1 Project identification.



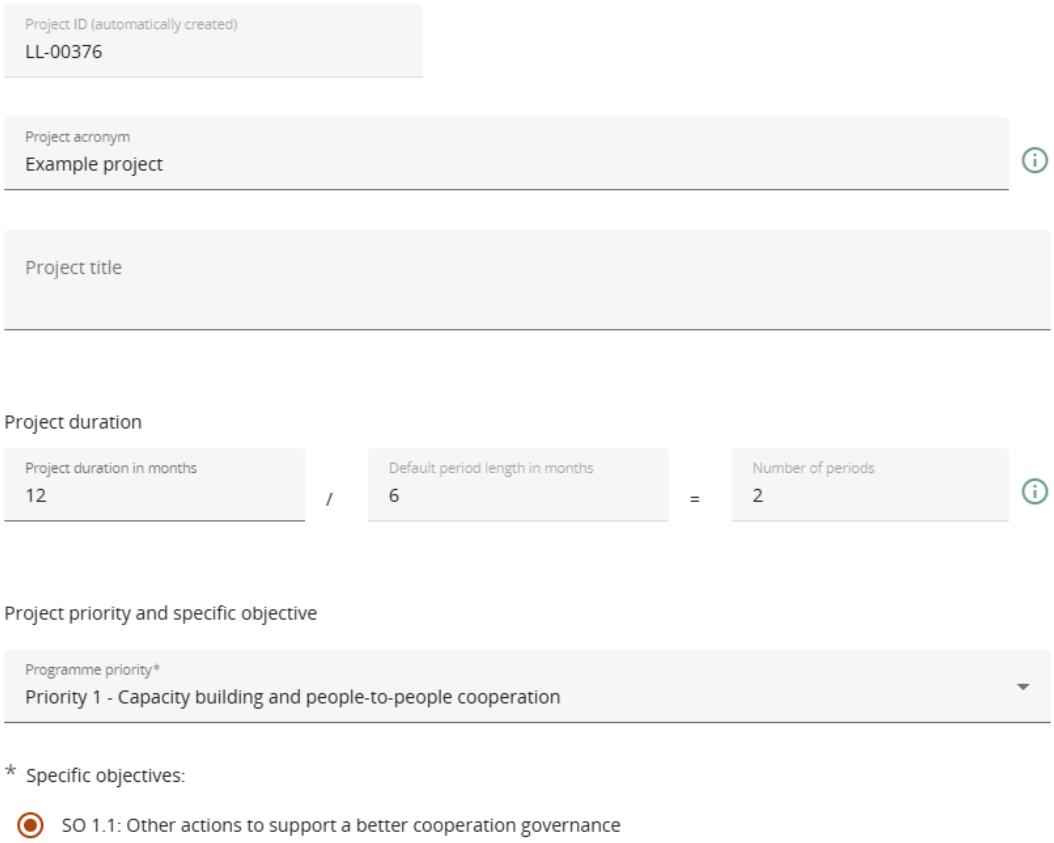
A - Project identification

Project identification

After entering project acronym, button “Create project application” will be activated.



After that, please provide all required basic information related to the project.



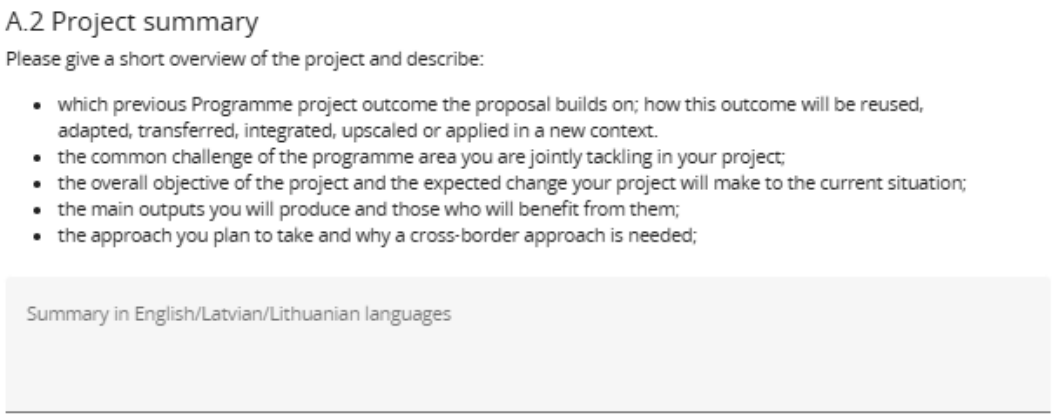
A.1 Project identification

Detailed information on the Programme requirements is in the Programme Manual (www.latlit.eu)

- **Project ID** - is an automatically generated number given by the system. This number is unique per installation and helps the Programme to recognise a project. The number is a running number unique per project.
- **Project acronym*** - is an abbreviation or short name for the project that helps identify the project together with the project ID (*mandatory field).
- **Project title** - text input field for a more explanatory project title.
- **Project duration** - The project duration shall be entered in months and shall indicate the length of the project. The project duration is also the basis for the calculation of periods in the project and the rest project planning. A number of periods is calculated as follows: project duration in months divided by the default period length defined by the Programme in the call setup. **The maximum project duration is 12 months!**
- **Project priority*** - an applicant needs to select the Programme priority the project contributes to. **Only Priority 1 is available.**
- **Programme priority and specific objective*** - once the Programme priority is selected, the Programme priority specific objectives appear. The applicant needs to further specify to which specific objective the project contributes. **Only Specific Objective 1.1 is available.**

Please fill in all mandatory fields marked with asterix (*) to be able to save the page!

A.2 Project summary



Project summary - text input field for providing an overview on the project application by answering the questions in the guidance text. Please provide summary in three languages – in English, Latvian and Lithuanian.

Project overview tables

A.3 Project budget overview

The table displays the project budget per fund including the contribution. Its purpose is to provide a clear budget overview in section A Project identification. Applicant does not need to enter any information/data in this section. This table appears when budgets for all PPs are prepared.

A.3 Project budget overview

Programme funding			Contribution				Total
Funding source	Funding amount	Co-financing rate (%)	Other public contribution	Total public contribution	Private contribution	Total contribution	
ERDF	174.164,00	79,63 %	20.791,00	20.791,00	23.750,00	44.541,00	218.705,00
Total EU funds	174.164,00	79,63 %	20.791,00	20.791,00	23.750,00	44.541,00	218.705,00
Total project budget	174.164,00	80,00 %	20.791,00	20.791,00	23.750,00	44.541,00	217.705,00

A.4 Project outputs and result overview

This overview table shows the link between output and results in the AF. Applicant does not need to enter any information/data in this subsection. This table appears when information on project outputs and results is filled in in relevant subsections of the AF.

A.4 Project outputs and result overview

Programme Output Indicator	Aggregated value per Programme output	Measurement Unit	Output	Output Title	Output target	Programme result indicator	Baseline	Result indicator target value	Measurement unit
Organisations cooperating across borders...	2,00	organisations	Output 1.1	Two organisations cooperating across borders	2,00	Organisations cooperating across borders after project completion (MANDATORY)	0,00	2,00	organisations

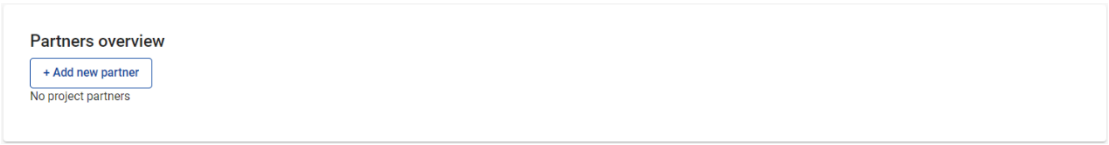
B - Project partners

Detailed information on the partnership requirements is in the chapter 4 “Project requirements” of the Programme Manual (www.latlit.eu)

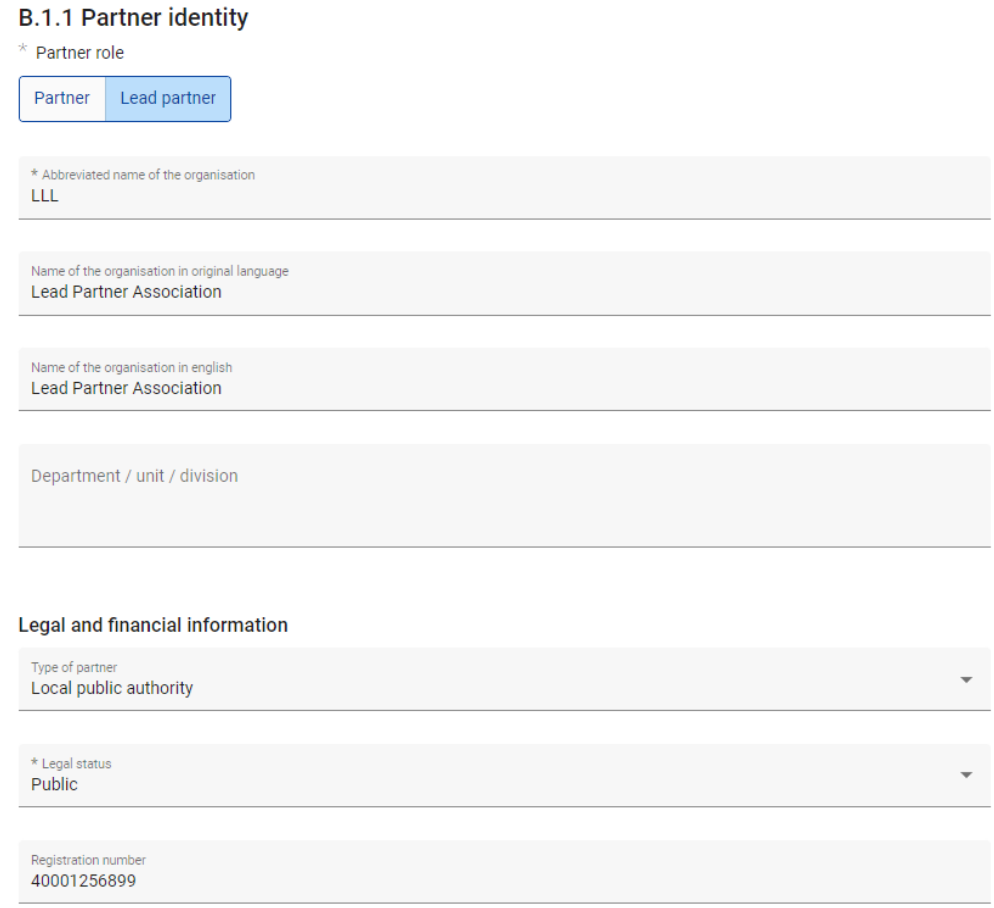
Partners overview

This subsection contains basic information about the project partnership. According to the Programme requirements project has to involve **at least one Lithuanian and one Latvian partner**, which is registered or permanently located and actively operating in the Programme area. Detailed information about requirements for the project partnership is in section 4.2 “Partnership” of the Programme Manual.

Please click on the “+ Add new partner” to create a new PP. Further, when details about all PPs are ready, clicking on a specific PP in the lists gives applicant access to the particular partner’s section.



Identity



The Partner identity section is used to identify the PP organisation with basic details.

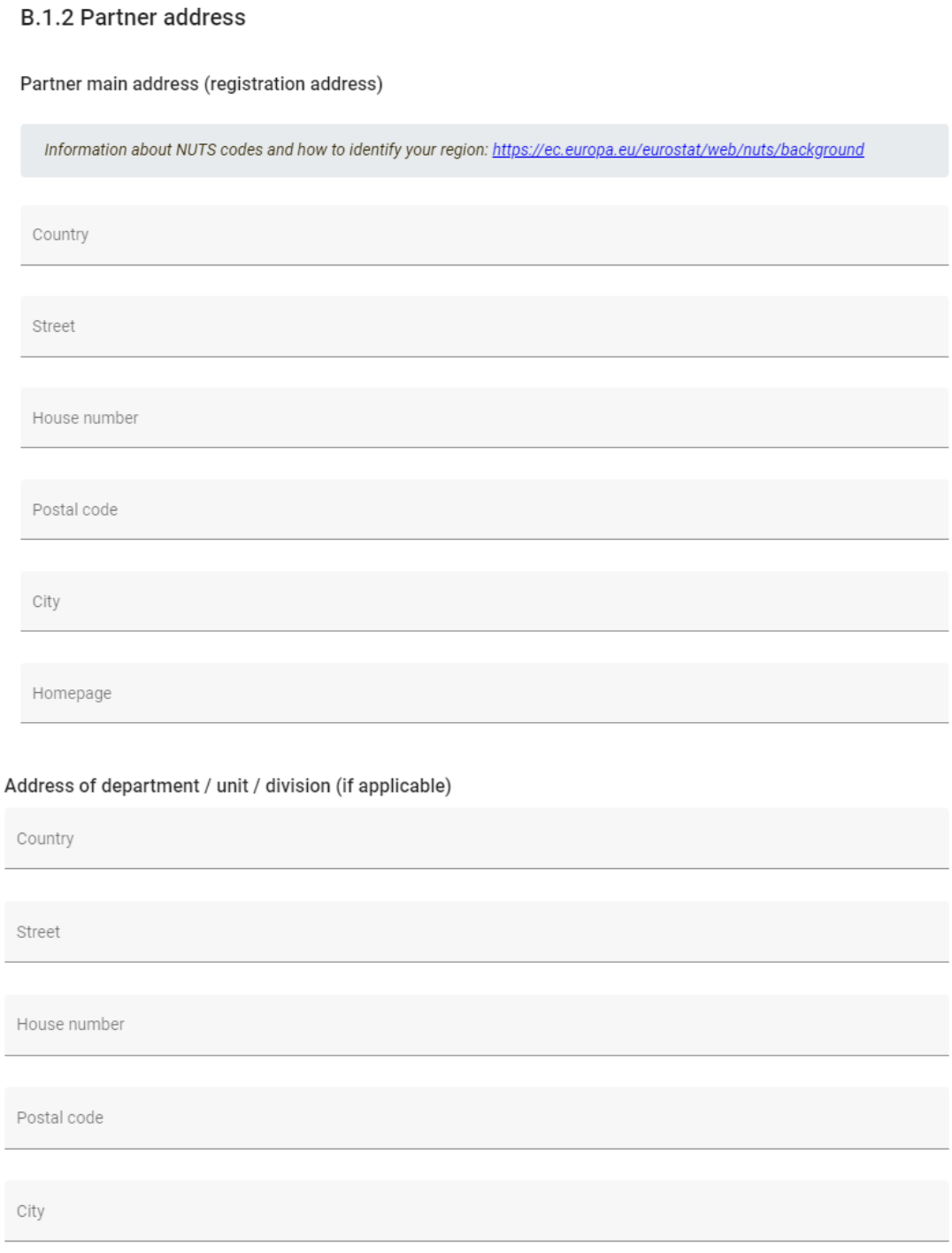
- **Partner role*** - The partner role is either LP or PP

In case a LP already exists and for a new PP the LP role is selected, the system will ask the user if the existing LP role shall be replaced. If yes, the new PP will become the LP and renumbering of the PPs will apply. The LP will always be partner number 1 as long as the application is in status "Draft".

- **Abbreviated name of the organisation*** - the abbreviated name is displayed in the partner overview section. This name is used as a reference to the PP.
- **Name of the organisation in the original language** - the full name of the organisation in original language needs to be filled in.
- **Name of the organisation in English** - the English name of the PP organisations is used for databases such as KEEP.
- **Department/unit/division** - if applicable, the department/unit/division concerned can be indicated here.
- **Type of partner** - the type of PP is a pre-defined drop-down list of typologies used to categorize the type of PP.
- **Legal status*** - a legal status has to be selected – public or private.
- **Registration number** – the organisation's registration number from national registries.

Address

In the Partner address section, the applicant has to fill in the PP's registration address and, if applicable, the address of the department/ unit/division.



Contact

In this section the information on the legal representative has to be entered.

B.1.4 Legal representative

Title

First name

Last name

In this section the information on the contact person has to be entered.

B.1.5 Contact person

Title

First name

Last name

E-mail address

Telephone no.

Motivation

In the Partner motivation section information on motivation for participating in the project and the PP's role in the project is required.

If PP is located outside the Programme territory, the justification for the participation of such PP in the project has to be described in this section.

For partners identified as an outcome owner or outcome user in section C.3, describe the organisation's EXPERIENCE AND ROLE IN THE SOURCE PROJECT(S) indicated in section C.2.6 and explain its contribution to the outcome(s) on which the proposed project is based.

B.1.6 Partner role and competences

What is the ROLE (tasks and responsibilities) of your organisation in the project, including its contribution and main activities, and why is your organisation needed to implement the project and achieve its objectives?

Enter text here

Which of the organisation's COMPETENCE in the thematic field concerned and experiences are relevant for the project? In case Lead partner/Project partner is registered OUTSIDE ELIGIBLE Programme area, please describe its specific competencies/knowledge that is not available in the Programme area and indicate how its participation will benefit the Programme area.
If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or OTHER INTERNATIONAL PROJECTS.

Enter text here

If applicable (mandatory for partners identified as an outcome owner or outcome user in section C.3), describe the organisation's EXPERIENCE AND ROLE IN THE SOURCE PROJECT(S) indicated in section C.2.6 and explain its contribution to the outcome(s) on which the proposed project is based.

Enter text here

Budget

Detailed information on the budget preparation requirements is in the chapter 7 "Project budget" of the Programme Manual (www.latlit.eu)

Please fill in section Budget only after the project work plan in section C.4 is ready!

Partner budget overview

Partner budget overview

Partner	Organisation abbreviation	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and services	Equipment	Other costs	Lump sum	Total
LP1	qaz	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

This section presents cumulative PP's budget information for all CCs. PP does not need to enter any information/data in this section.

Partner Budget Options

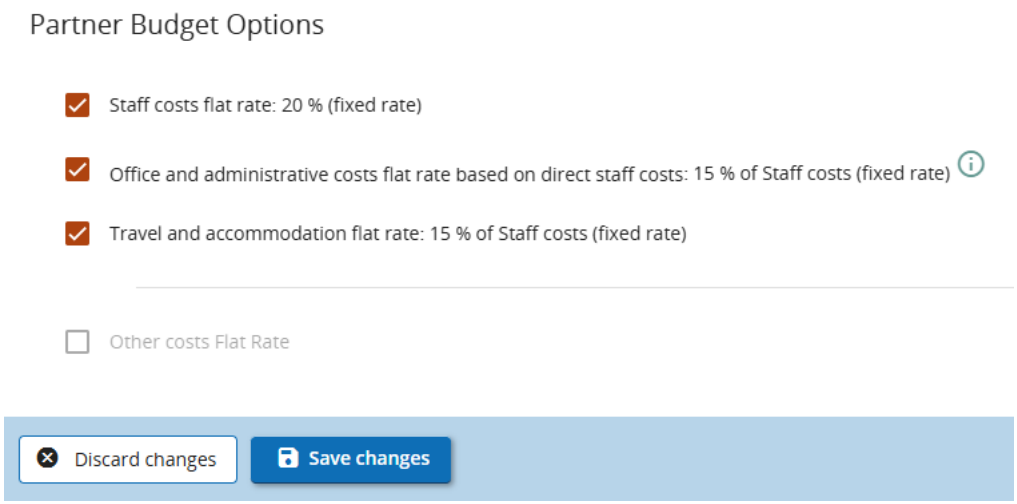
PP has to choose budget options applicable to its budget. The following budget options are available:

- CC1 Staff costs flat rate
- CC2 Office and administration costs flat rate based on direct staff costs
- CC3 Travel and accommodation flat rate

- Other costs flat rate

PP can choose to plan:

1) CC1 Staff costs flat rate which is 20% of real costs (CC4 and CC5) or to plan unit rate with number of working hours. **It is not possible to plan real costs under this category.**
2) CC2 Office and administration costs flat rate which is 15% of CC1 Staff costs or not to plan any costs planned under CC2 Office and administration costs. **It is not possible to plan real costs under this category.**
3) CC3 Travel and accommodation flat rate which is 15% of CC1 Staff costs or not to plan any costs planned under CC3 Travel and accommodation. **It is not possible to plan real costs under this category.**
4) In combination with **unit rate for CC1** project partner must use **Other costs flat rate**.



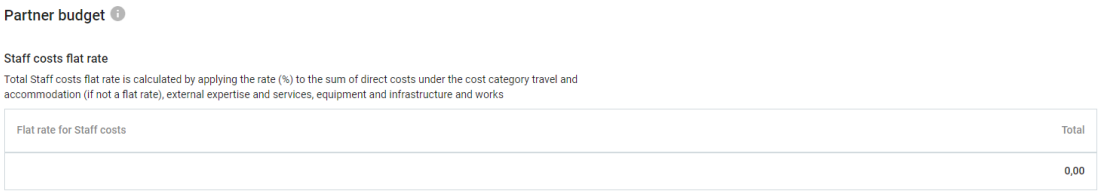
When options for CC1 Staff costs, CC2 Office and administration costs and CC3 Travel and accommodation costs, or Other costs flat rate are chosen, please click “Save changes”. After that, you will be able to start planning costs under other CCs.

If you change Partner Budget Options during budget preparation, previously entered data will be automatically changed (e.g., staff costs unit rate option is changed to flat rate.
After the approval of the project, it is not possible to change the Budget Option.

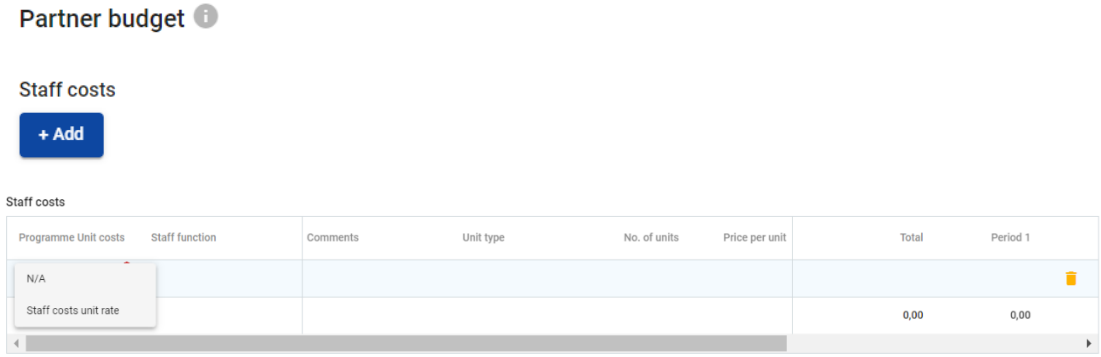
CC1 Staff costs

Detailed information on staff costs is in the subsection 7.5.1 of the Programme Manual.

If PP chooses to plan for CC1 Staff costs flat rate, the section will be locked and amounts for this category will be calculated automatically by JEMS.

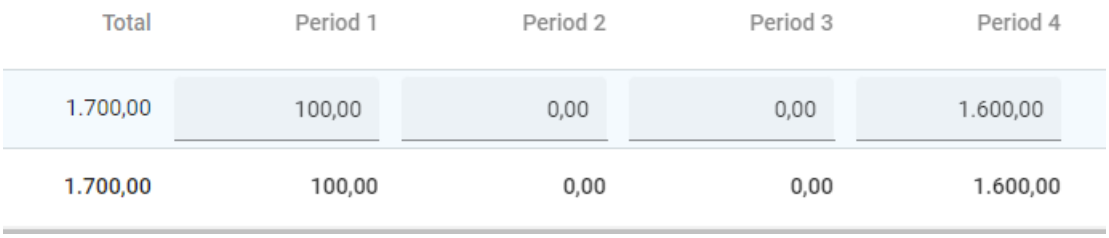


If PP chooses to plan for CC1 Staff costs unit rate, PP has to choose click “+Add” to choose Staff costs unit rate option from the drop-down list.

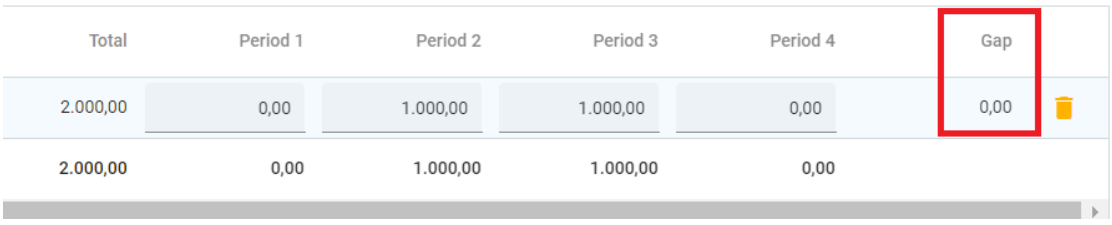


Please fill in the following fields:

- **Comments** – specify the staff position. For each different staff position there has to be a separate item of costs.
- **No. of units** – specify the number of planned hours for the specified staff position.
- **Period 1 and etc.** – PP has manually to distribute the planned staff costs between the periods. The sum of the amounts per period must match the total budget of item of costs.

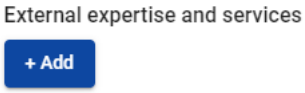


- The “Gap” shows the difference between the sum of amounts per periods and the Total amount. To see all periods or the Gap calculator you might need to scroll the table.



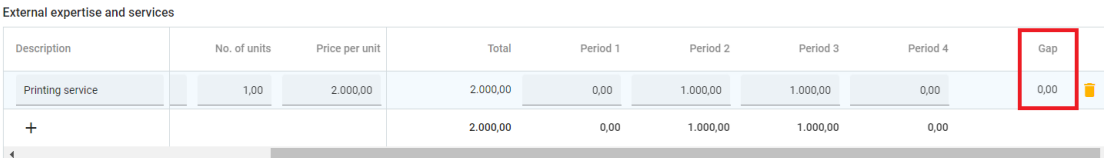
CC4 External expertise and services

If PP chooses to plan external expertise and services costs, it has to click “+Add”.



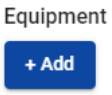
Please insert the following:

- **Description** - specify the name of the expertise/service (e.g., organization of seminar, development of guidance, etc.).
- **Comments** - specify any additional information relevant to the item of costs.
- **Unit type** – specify the unit type (e.g., service), if relevant.
- **No. of units** – specify the number of planned units for the specified expertise/service.
- **Price per unit –** specify price per unit.
- **Period 1 and etc**. – PP has manually to distribute the planned costs between the periods. The sum of the amounts per period must match the total budget of the item of costs.
- The "Gap" shows the difference between the sum of amounts per periods and the Total amount. To see all periods or the Gap calculator you might need to scroll the table.



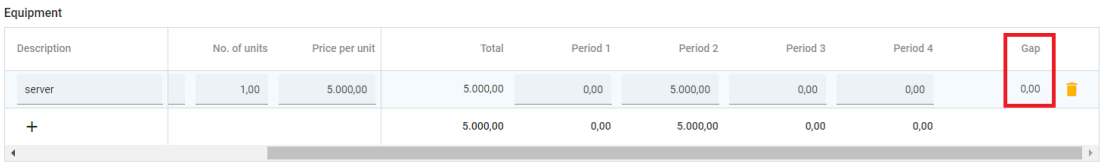
CC5 Equipment

If PP chooses to plan equipment costs, PP has to click "+Add".



and to insert the following:

- **Description** – specify the name of the equipment.
- **Comments** – specify any additional information relevant to the item of costs.
- **Unit type** - specify the unit type (e.g., service), if relevant.
- **No. of units** - specify the number of planned units for the planned equipment or plan set of equipment specifying its items in section "Comments".
- **Price per unit –** specify price per unit.
- **Period 1 and etc.** – PP has manually to distribute the planned costs between the periods. The sum of the amounts per period must match the total budget of the item of costs.
- The "Gap" shows the difference between the sum of amounts per periods and the Total amount. To see all periods or the Gap calculator you might need to scroll the table.



Partner lump sums

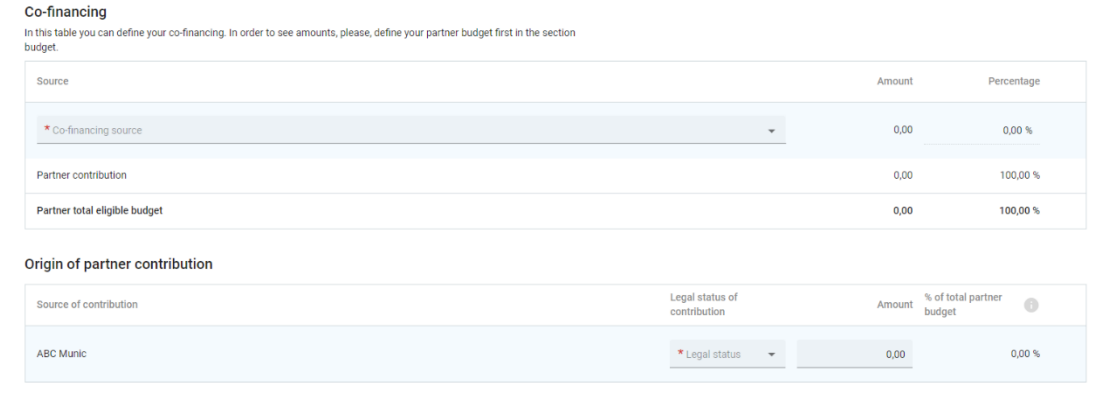
This subsection is filled in automatically by JEMS once section E.1 is filled in and saved.

Lump sum for preparation costs shall be added in section E.1 - Project lump sums.

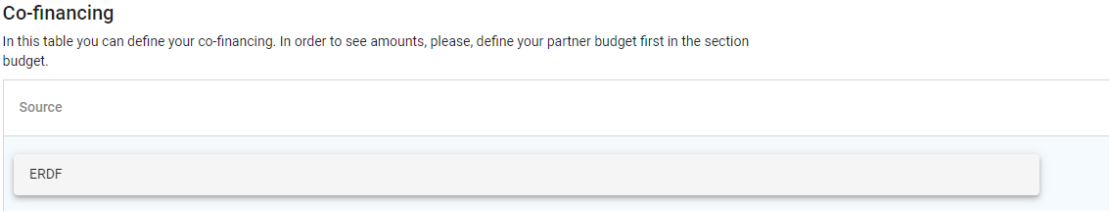
Co-financing

Please fill in this section when budgets for all PPs are ready and section E.1 Project lump sums is filled in.

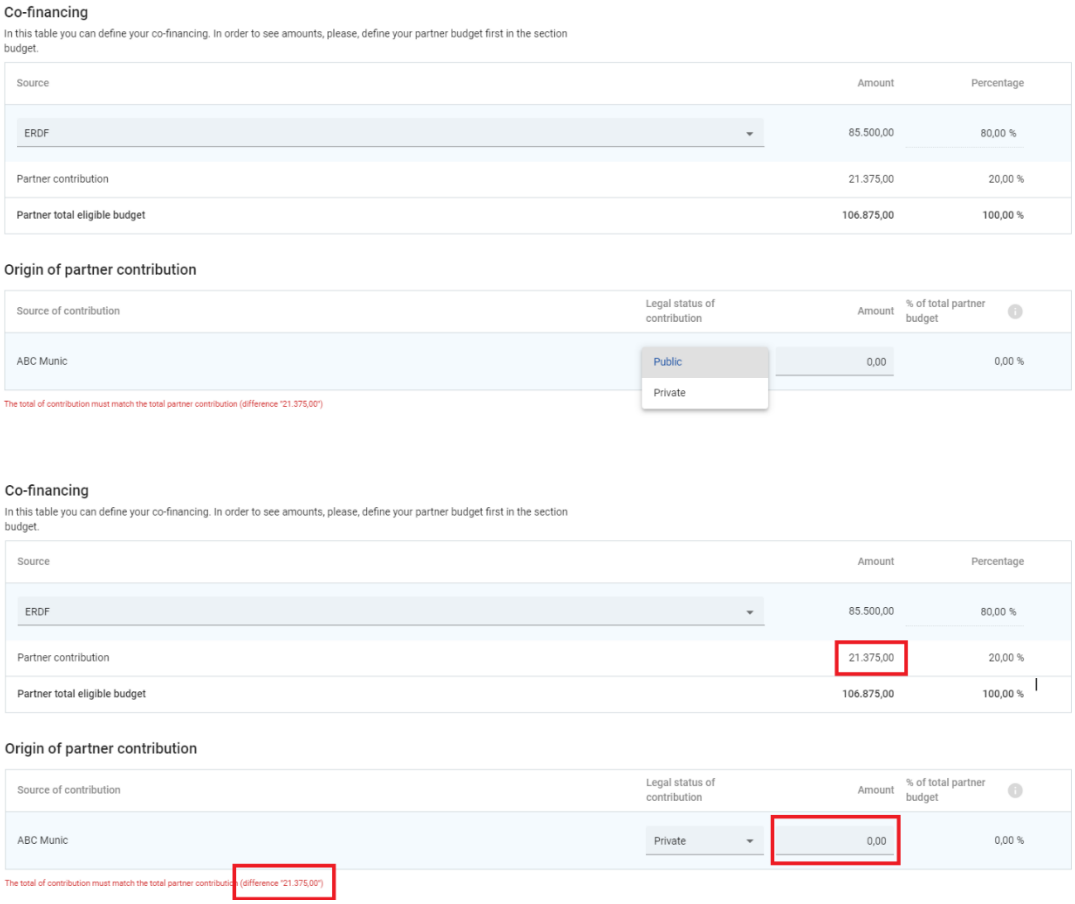
The basis for the co-financing is the PP total eligible budget. It also includes lump sums.



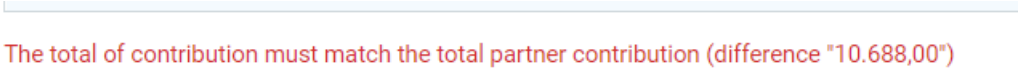
The “Source” needs to be selected through a drop-down list. Programme’s applicable funding source is ERDF.



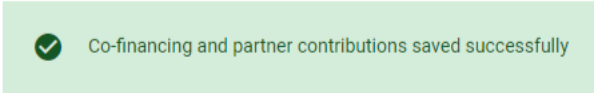
Then PP has to choose origin of PP contribution from drop-down list (Public/Private) and to insert the amount of PP contribution. It is indicated in the co-financing table and in the bottom of the page in red colour.



In case of a mismatch of the “Origin of partner contribution” with the PP contribution in “Co-financing” an Error message in red appears on the bottom of the page, indicating the difference. Information cannot be saved as long as there is a mismatch.



Once the amounts match, PP will be allowed to save changes, and the message in green colour will appear, indicating that co-financing and PP contributions are saved successfully.



If you make any changes in project budget after section “Co-financing” was filled in, please be aware that the system will notify that section “Co-financing” needs to be updated.

ERDF	77.613,60	80,00 %
Partner contribution	19.403,40	20,00 %
Partner total eligible budget	**97.017,00**	**100,00 %**

Origin of partner contribution

Please update the partner contribution, the total origin of contribution must match the total partner contribution.

Source of contribution	Legal status of contribution	Amount	% of total partner budget
LLL	Public	22.746,50	23,44 %

State Aid

Detailed information on the State aid requirements is in the subsection 4.7.4 "State Aid" of the Programme Manual (www.latlit.eu)

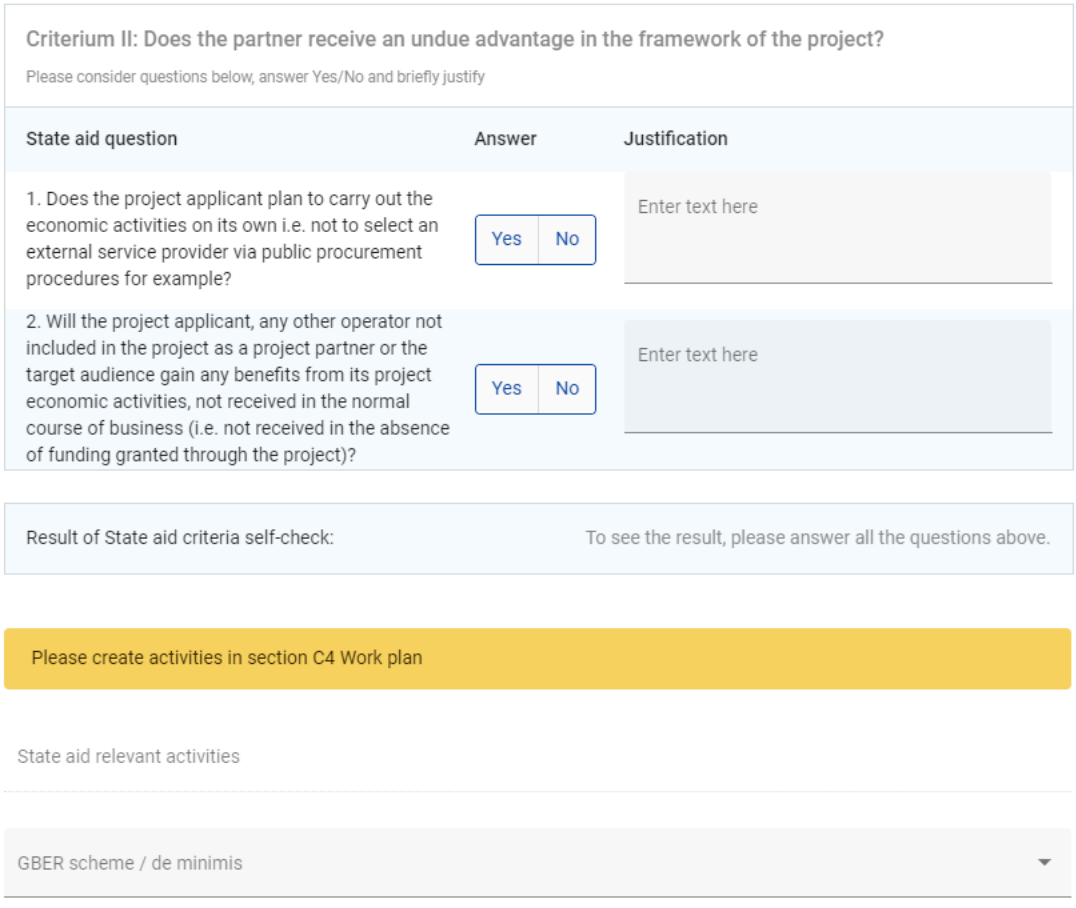
For self-check an applicant can use State aid self-check module. However, it is optional because State aid assessment will be done by the JS during quality assessment of applications.

State aid criteria self-check

Criterium I: Is the partner involved in economic activities through the project?

Please consider questions below, answer Yes/No and briefly justify

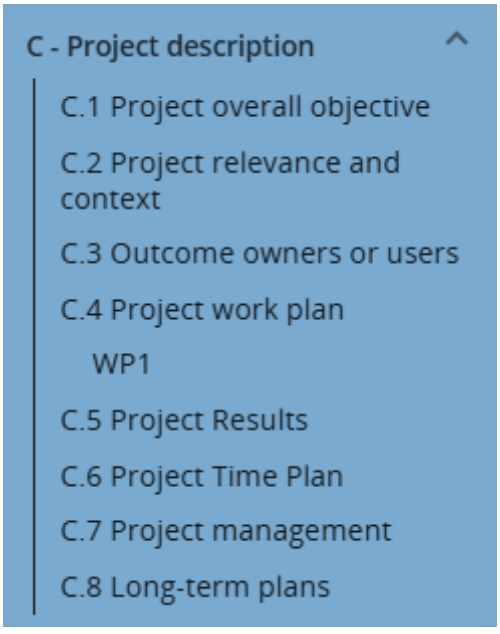
State aid question	Answer	Justification
1. Will the project applicant implement activities and/or offer goods/services for which a market exists?	Yes / No	Enter text here
2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant's intention)?	Yes / No	Enter text here



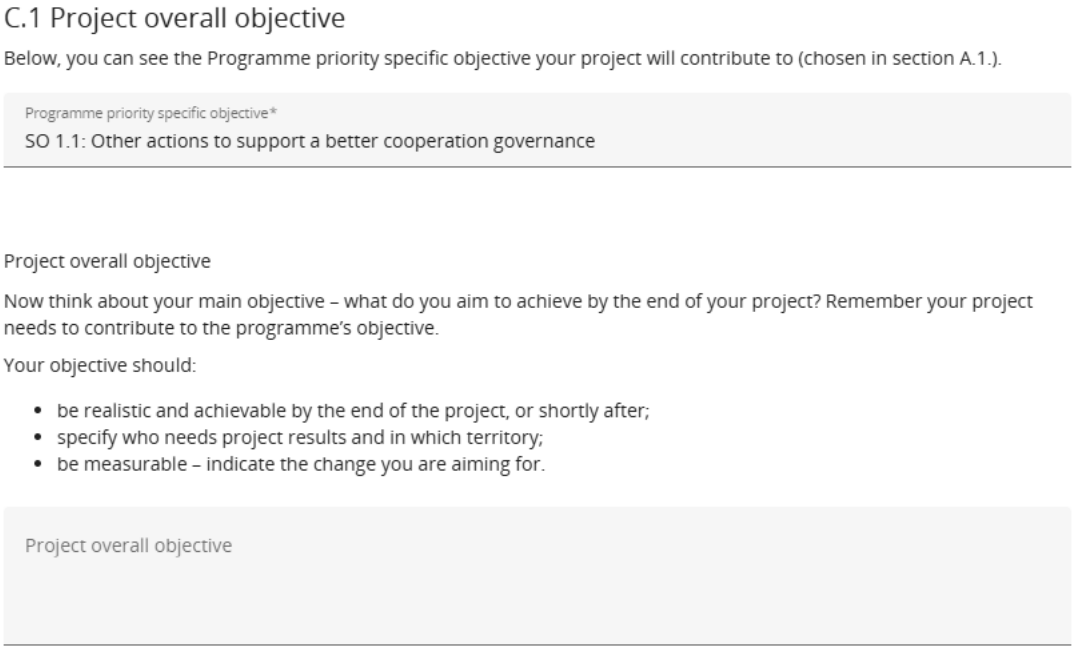
C- Project description

Detailed information on the project requirements is in the chapter 4 "Project requirements" of the Programme Manual (www.latlit.eu)

Section C is structured in eight subsections C1.-C8.



C.1 Project overall objective


C.1 Project overall objective

Below, you can see the Programme priority specific objective your project will contribute to (chosen in section A.1.).

Programme priority specific objective*

SO 1.1: Other actions to support a better cooperation governance

Project overall objective

Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to the programme's objective.

Your objective should:

- be realistic and achievable by the end of the project, or shortly after;
- specify who needs project results and in which territory;
- be measurable – indicate the change you are aiming for.

Project overall objective

The Programme priority specific objective as chosen in Section A1 Project identification is shown. Please specify the project overall objective.

C.2 Project relevance and context

In this section an applicant has to answer questions about project context and contribution to the Programme as well as to provide other information.

C.2 Project relevance and context

C.2.1 What are the COMMON TERRITORIAL CHALLENGE(S) or JOINT POTENTIAL of the Programme area that will be tackled by the project?

Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed.
Please support the description with concrete evidence, facts, statistics, needs identified during the implementation of the source project(s), feedback from target groups, or other relevant information proving that the challenge or opportunity exists in the Programme area.

Enter text here

C.2.2 What is the ADDED VALUE of the proposed project compared to the source project(s) (indicated in C.2.6.)?

Explain what will be new, improved, transferred, adapted, integrated, upscaled or applied in a new context compared to source outcome project. Describe why the proposal is not a simple duplication or communication-only activity. If synergies with other past or current EU or other projects will be created, please explain them.

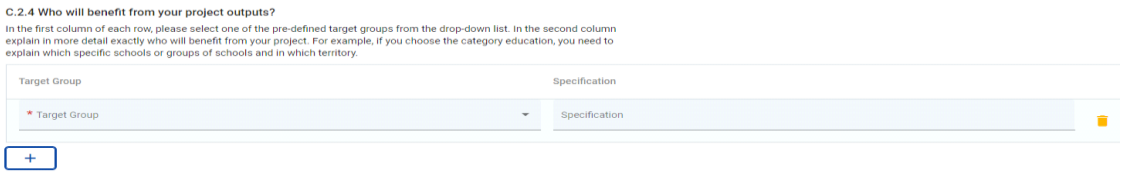
Enter text here

C.2.3 Why is cross-border cooperation needed to achieve the project's objectives and result?

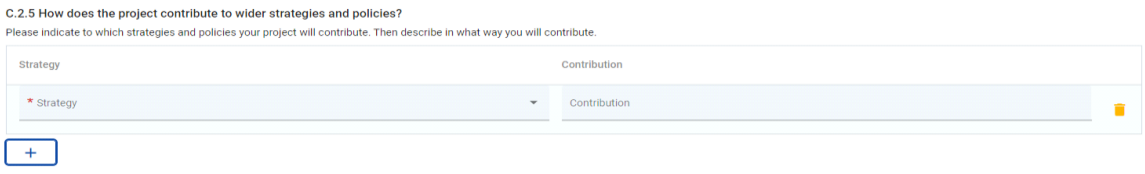
Explain why the transfer, reuse, adaptation, integration or upscaling of the source outcome(s) requires cooperation between Latvian and Lithuanian partners and what added value is created by applying the outcome across the border?

Enter text here

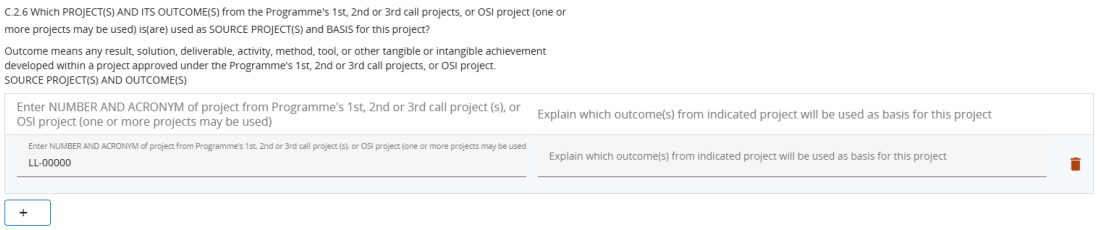
In section C2.4 please choose from the drop-down list the target group who will benefit from your project results and describe the target group.



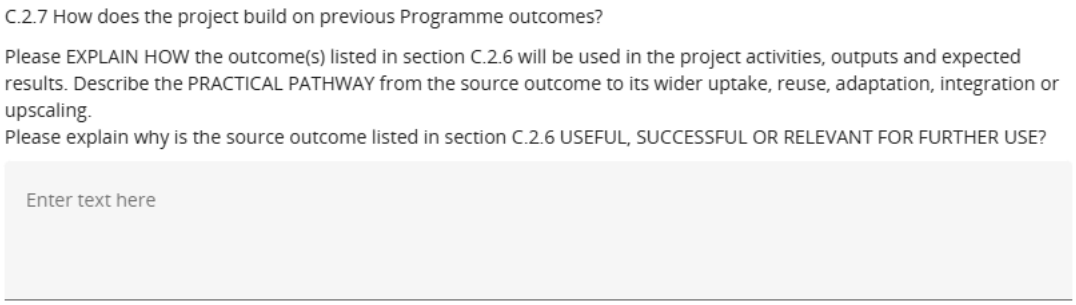
In section C2.5 please choose from the drop-down list the wider strategies and policies your project will contribute and describe contribution.



In section C2.6 please specify project or initiative that your project will make use of - PROJECT(S) AND ITS OUTCOME(S) from the Programme's 1st, 2nd or 3rd call projects, or OSI project (one or more projects may be used) is(are) used as SOURCE PROJECT(S) and BASIS for this project.



The last section requires description on How does the project build on previous Programme outcomes.



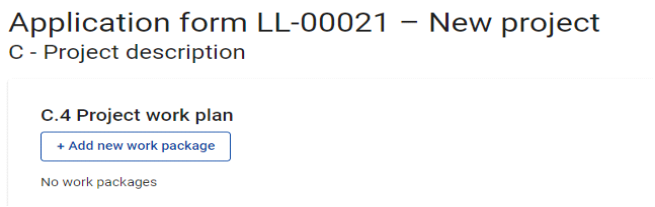
C.3 Outcome owners or users

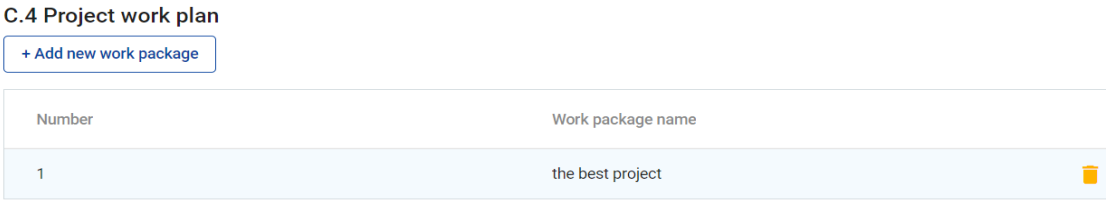
In this section an applicant answers the question about project partnership and contribution of each PP to the project.

C.4 Project work plan

The Project work plan overview lists the WPs in the project.

Click “Add new work package” to create a new WP. WPs are numbered automatically.

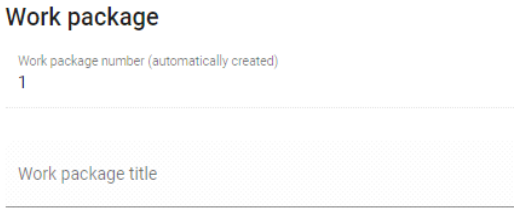




Click the “trash” icon to delete a WP. By clicking on a WP in the list, the details page of the selected WP opens.

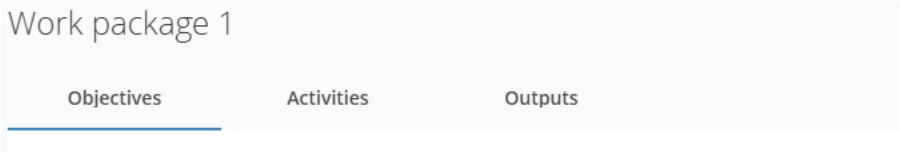
We recommend not to have more than 1-2 WPs in the project.

At first, please specify the title of the WP. It has to reflect thematic content of the WP.



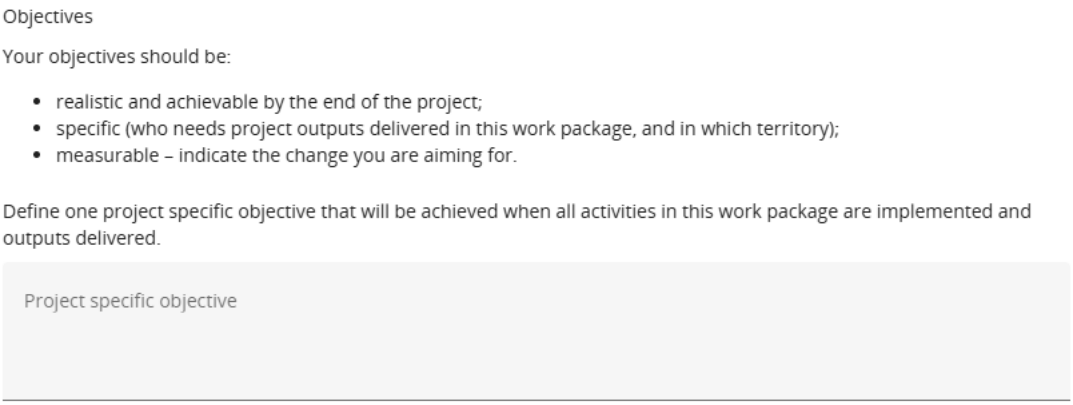
Each WP is structured in the following sections accessible via tabs:

- Objectives
- Activities
- Outputs



Objectives

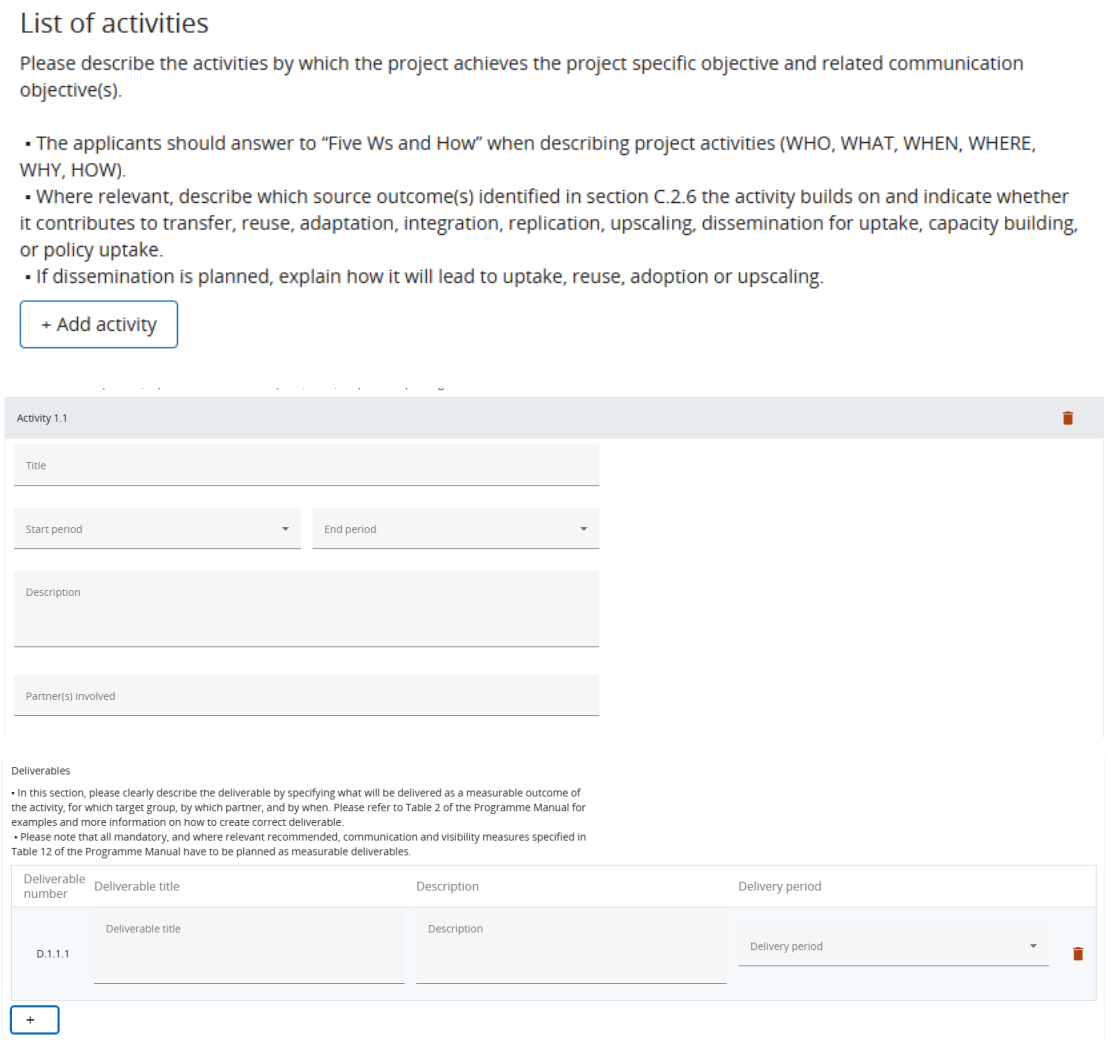
In this section please specify project specific objective.



Activities

In this part, activities have to be created within a specific WP. Activities are automatically numbered.

- Click “Add activity” to create a new activity
- Click the “trash” icon to delete an activity



For each activity please indicate:

- title of activity
- start/end period
- description
- PP(s) involved

Activities are linked to the project PP State Aid section. If an activity is deleted from the work plan, the activity is automatically deleted from the State aid relevant activities in the State aid PP page.

For each activity one or more deliverables have to be created.

Each activity must have at least one deliverable.

- Click “+” to create a new deliverable
- Click the “trash” icon to delete a deliverable
- Deliverables are automatically numbered

For each deliverable please indicate:

- deliverable title
- deliverable description. When describing deliverable please provide explicit information (e.g., number of events organized, number of participants, location, duration, equipment purchased, content of document developed, etc.)
- delivery period

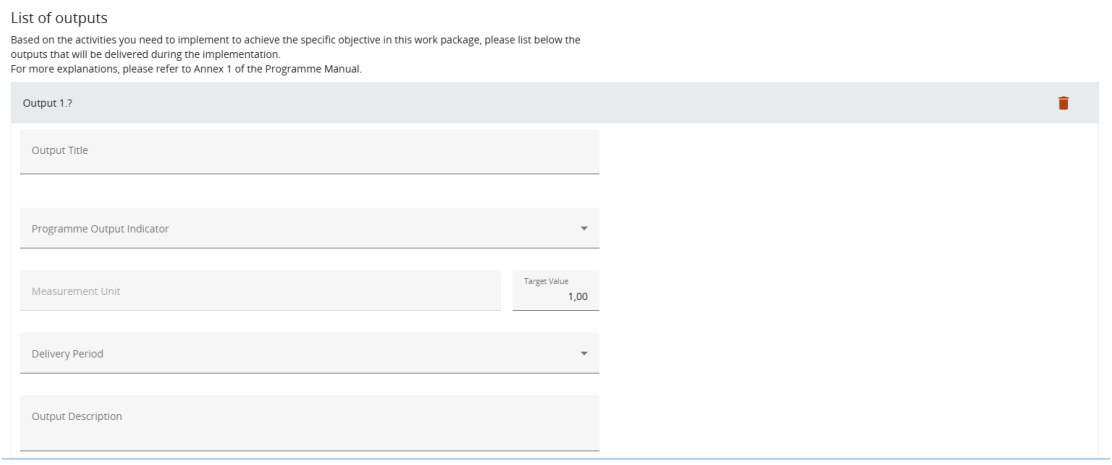
Example of deliverables can be found on page 25 of Programme Manual.

Outputs

In this part, project outputs have to be created within a specific WP.

- Click “Add output” to create a new output
- Click the “trash” icon to delete an output

Outputs are automatically numbered.



Besides input fields, a Programme Output Indicator has to be selected for each output.

Once the Programme Output Indicator is chosen by the user, the measurement unit is automatically filled in. The target value is by default 1 and can be increased by the user. The user can only choose Programme Output Indicators linked to the Programme Specific Objective selected in section A Project Identification.

This section can only be completed, if in section A Project identification the following fields are filled in:

- Project duration (to be able to select the delivery period),

- The Programme Priority Specific objective (to be able to select indicators).

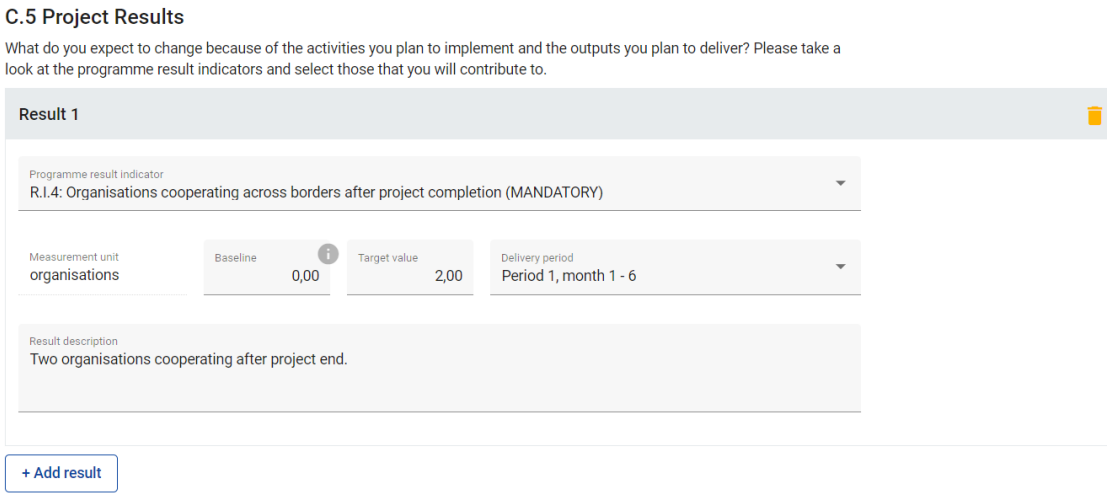
Please provide output title and description of output, as well as specify delivery period.

Each project must contribute to achievement of output indicators as specified on page 11 of Programme Manual.

C.5 Project Results

The applicant has to add Project Results to a list in this section.

- Click “Add result” to create a new result
- Click the “trash” icon to delete a result.



Results are automatically numbered. A Programme Result Indicator has to be selected for each Result. Once the Programme Result Indicator is chosen by the user, the measurement unit and baseline are automatically filled in. The target value is by default 1,00 and can be increased by the user. The user can only choose Programme Result Indicators linked to the Programme Specific Objective selected in section A Project Identification.

This section can only be completed, if in section A Project Identification the following fields are filled:

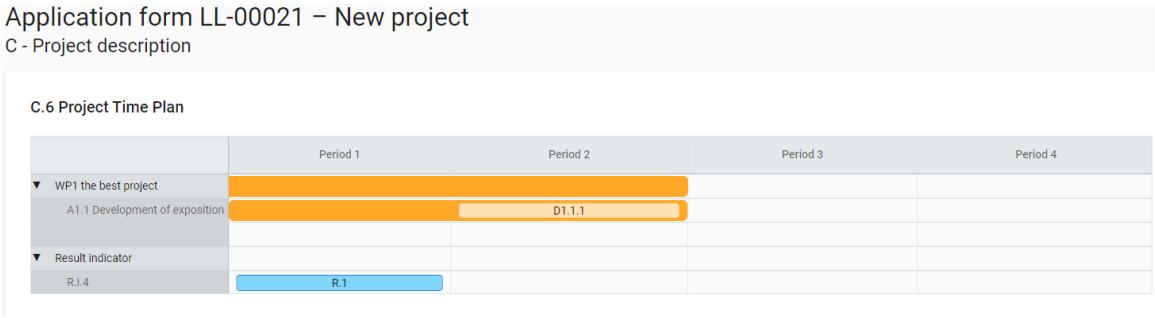
- Project duration (to be able to select the delivery period),
- The Programme Priority Specific objective (to be able to select indicators).

Please provide description of the result and delivery period.

Each project must contribute to achievement of result indicators as specified on page 11 of Programme Manual.

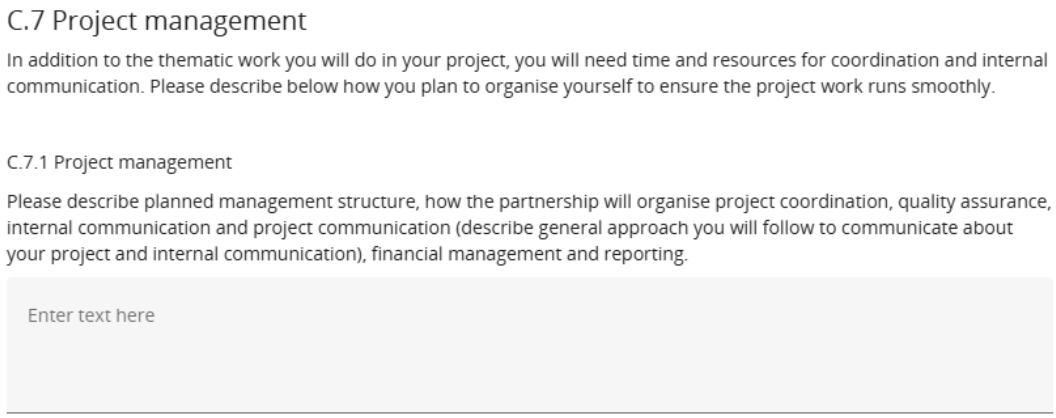
C.6 Project Time Plan

The project time plan is automatically generated using data from the AF. Hovering over activities/deliverables, outputs and results display the target values. Project duration (Section A1) has to be filled in and periods have to be defined for each item in order to be displayed on the time line accordingly.



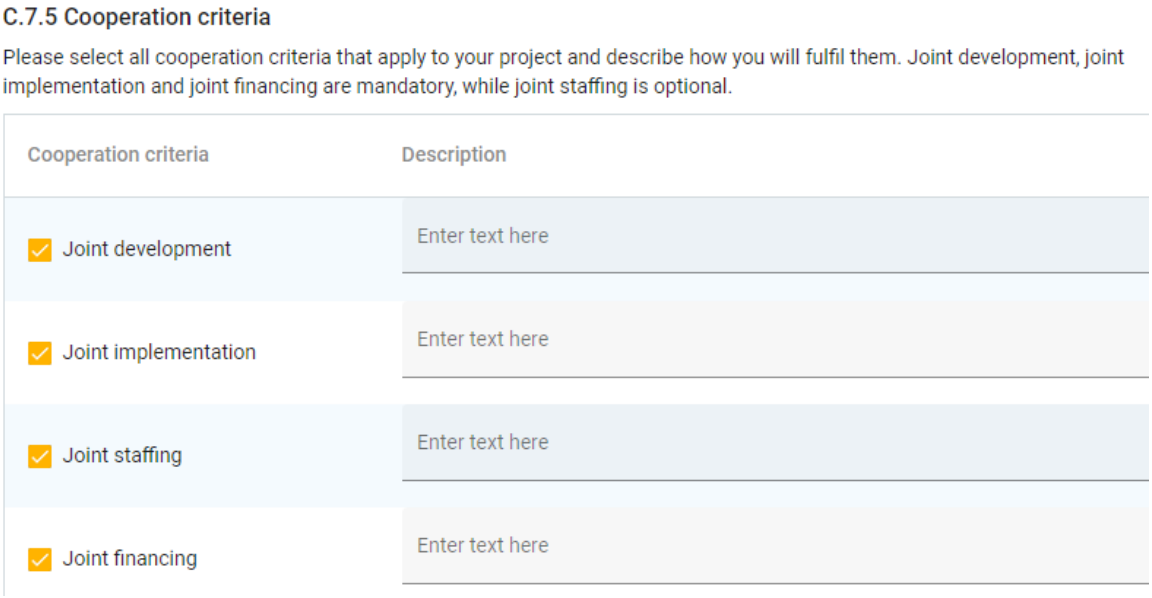
C.7 Project management

In this subsection applicant has to provide information on project management, contribution to horizontal principles and following cooperation criteria.



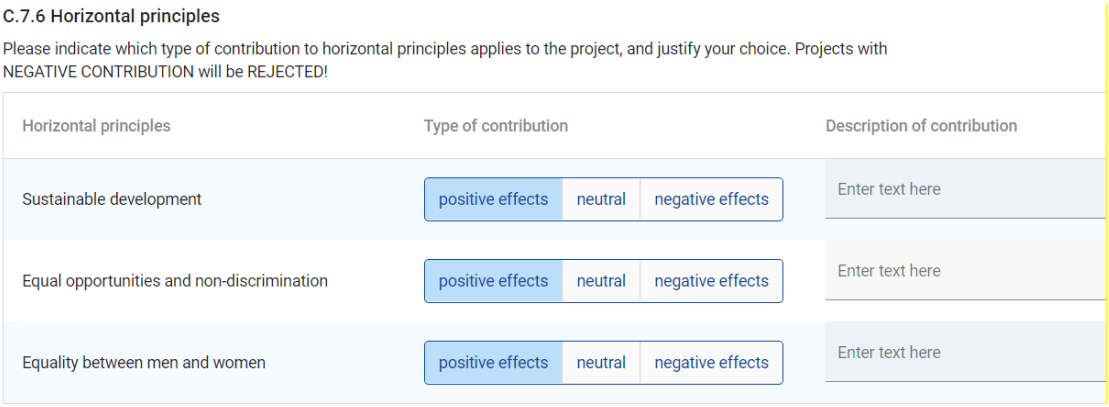
Sections C.7.2-C.7.4 are not relevant for projects in 4th call for proposals.

In C.7.5 Cooperation criteria the user needs to tick boxes with selected cooperation criteria and provide description. Joint development, joint implementation and joint financing are mandatory, while joint staffing is optional.



In C.7.6 Horizontal principles the user needs to select the type of contribution by clicking the toggle button with the applicable option and to provide description of contribution.

The Programme will not select projects for the funding with a negative impact on its horizontal principles.



C.8 Long-term plans

In section Long-term plans please provide information on ownership, durability and transferability of project outputs/activities/deliverables.

C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

C.8.1 Ownership and maintenance

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the institutions.
Where equipment is planned, identify the responsible partner and explain how ownership, use and maintenance will be ensured for at least five years after the final payment to the project.

Enter text here

C.8.2 Durability

Please describe how the project outputs will provide a lasting contribution to addressing the identified challenges or identified joint potential for the Programme area.
Please describe how your outputs/deliverables will be used after the project ends and by whom.

Enter text here

C.8.3 Transferability

Where relevant explain how and which project outputs can be applied, reused, adapted or replicated by other organisations, regions or countries beyond the project partnership after project completion.
What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

Enter text here

D - Project budget

In section D the following project budget overview tables are available:

- D.1 Project budget per fund
- D.2 Overview partner / cost category
- D.3 Overview budget / period

D.1 Project budget per fund

Table D1 is automatically calculated overview of total partner budget divided per PPs and funding sources. The percentage of ERDF per PP is indicated below the ERDF amount per PP.

D.1 Project budget per co-financing source (fund) - breakdown per partner

Partner	Organisation abbreviation	Country	ERDF	ERDF % Rate	Public Contribution	Private Contribution	Total partner contribution	Total eligible budget	% of Total eligible budget
LP1	qaz	Latvija (LV)	57.840,00 42,65 % of total	80,00 %	13.860,00	0,00	13.860,00	72.300,00	42,65 %
PP2	ABC	Lietuva (LT)	77.760,00 57,35 % of total	80,00 %	19.040,00	0,00	19.040,00	97.200,00	57,35 %
	Total		135.600,00	80,00 %	32.900,00	0,00	32.900,00	169.500,00	100,00 %

D.2 Overview partner / cost category

Table D2 provides an automatically calculated overview of total PP budget divided per CC. This table shows six CCs: Staff cost, Office and Administration, Travel and accommodation, External expertise and services, Equipment, Other costs as well as lump sums.

D.2 Project budget - overview per partner / per cost category

Partner	Organisation abbreviation	Country	Staff costs	Office and administrative..	Travel and accommodation	External expertise and..	Equipment	Infrastructure and works	Other costs	Lump sum	Total
LP1	qaz	Latvija (LV)	11.000,00	1.650,00	1.650,00	55.000,00	0,00	0,00	0,00	3.000,00	72.300,00
PP2	ABC	Lietuva (LT)	68.000,00	0,00	0,00	0,00	0,00	0,00	27.200,00	2.000,00	97.200,00
Total			79.000,00	1.650,00	1.650,00	55.000,00	0,00	0,00	27.200,00	5.000,00	169.500,00

D.3 Overview budget /period

Table D.3 provides an automatically calculated overview of total PP budget divided per period.

D.3.1 Project budget - overview per partner / per period

If the partner budget is not completely assigned to the periods per cost category, the non-assigned budget is automatically added to the last period. Rounding differences are added to the last reporting period.

Partner	Organisation abbreviation	Country	Preparation	Period 1	Period 2	Closure	Total eligible budget
LP1	qaz	Latvija (LV)	0,00	6.300,00	66.000,00	0,00	72.300,00
PP2	ABC	Lietuva (LT)	0,00	57.400,00	39.800,00	0,00	97.200,00
Total			0,00	63.700,00	105.800,00	0,00	169.500,00
% of Total budget			0,00 %	37,58 %	62,42 %	0,00 %	100,00 %

D.3.2 Project budget - overview per fund / period

Fund	Preparation	Period 1	Period 2	Closure	Total
ERDF	0,00	50.960,00	84.640,00	0,00	135.600,00
Total EU Funds	**0,00**	**50.960,00**	**84.640,00**	**0,00**	**135.600,00**

E- Project lump sums

The Project lump sum section is the place where the user can select project lump for preparation costs.

Project lump sums table

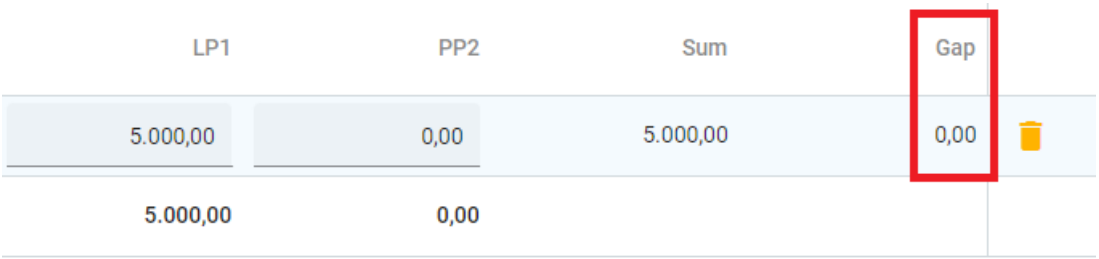
In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Lump Sum ID	Programme lump sum	Period	Split up	Costs	LP1 qaz	PP2 ABC	Sum	Gap
LS.1	Preparation c...	Preparation	Yes	5.000,00	3.000,00	2.000,00	5.000,00	0,00
					3.000,00	**2.000,00**	**5.000,00**	

The lump sum for preparation costs needs to be chosen from the drop-down list and settings predefined by the Programme are automatically prefilled. The user needs to

allocate the preparation costs lump sum to period “Preparation”. The lump sum can be allocated to one PP or split between several PPs.

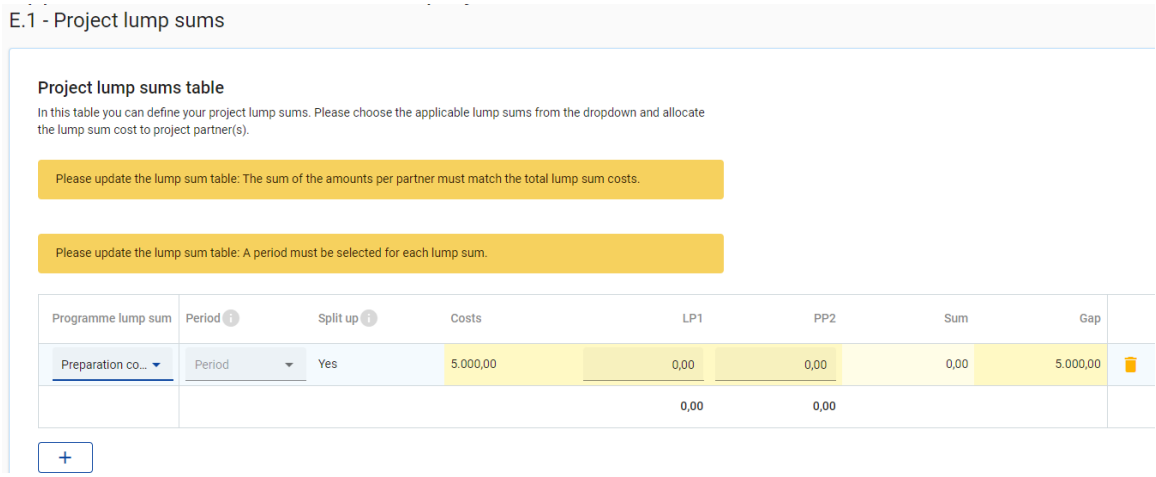
If preparation costs are planned only by LP or other PP, please specify the whole amount for the respective PP. Otherwise, divide amount by PPs and check the last column "Gap" to divide amount correctly.



Preparation costs are added on top of the project budget. They will not decrease the maximum ERDF co-financing per project set according to the Programme specific objectives as specified in chapter 3 “Programme priorities and supported activities” of the Programme Manual.

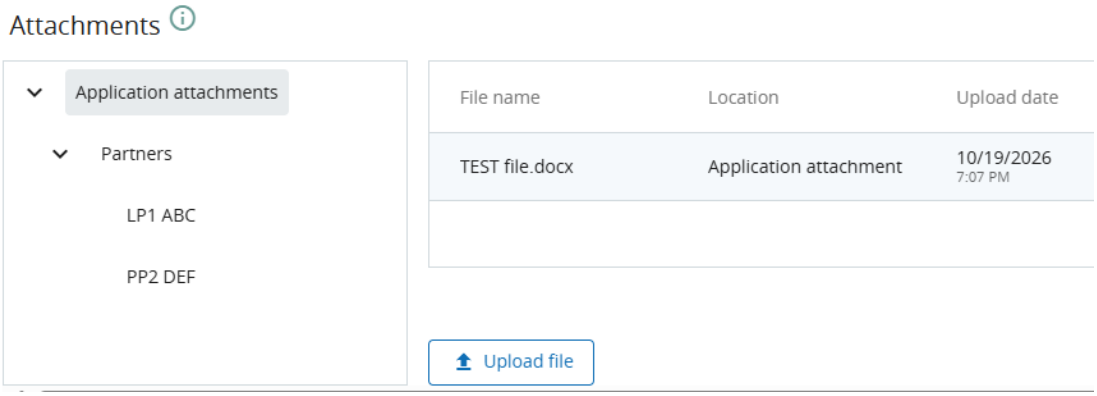
The lump sum for preparation costs can be selected only once per project. This is checked by a pre-submission check.

- An Error message appears in case no period is selected.
- An Error message appears in case the lump sum amount is not correctly allocated to the PP(s).



Application annexes

To upload a file to a relevant section/subsection, click “+add new file”. In case no files are uploaded a notification message in yellow is shown. To upload a file related to a specific PP, first select the PP and then click “Upload file”.



Click the pencil icon to add a description to the uploaded file. It is recommended to enter a description to uploaded files. This allows you to distinguish files within and in between sections/subsections.

- Click the arrow icon to download an uploaded file.
- Click the trash icon to delete an uploaded file.

JEMS allows to upload the most popular file types relevant for the Programmes' usage.

Please ensure your file does not exceed the size limit of 50 MB!

Check & Submit

Pre-submission checks

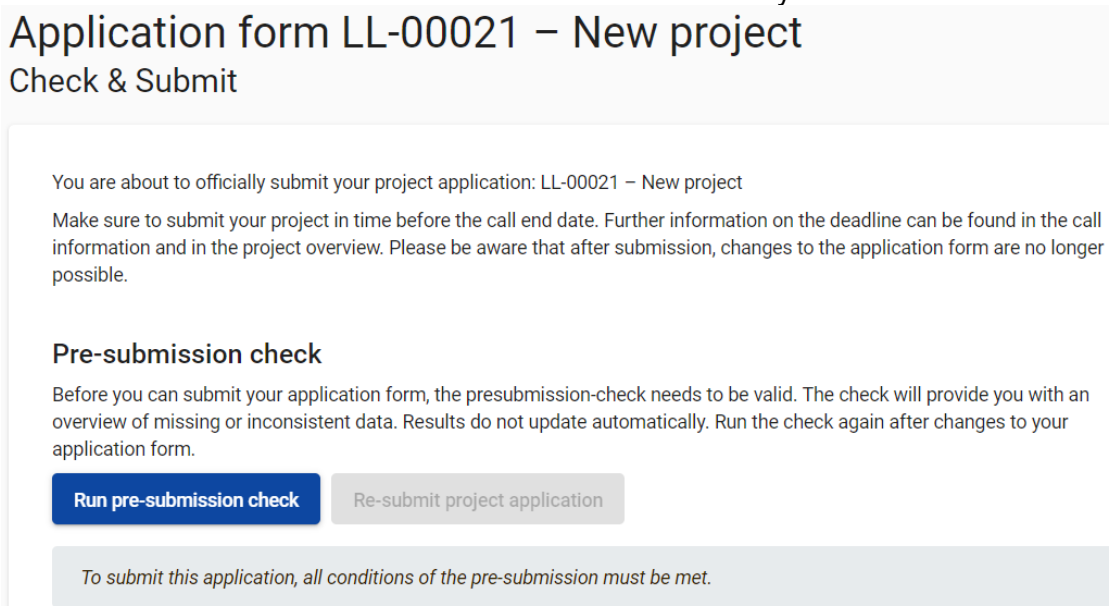
Pre-submission checks shall safeguard a basic level of completeness and consistency of a submitted AF.

Each AF requires a successful pre-submission check of content before it can be submitted.

It is highly recommended to run the pre-submission checks in due time and already during filling the different section of the AF. Do not keep the pre-submission checks until the very last moment, since you might run into time issues for keeping the deadline for project application submission.

Note that, automatic checks do not replace human control of application contents.
A successful pre-submission check is no guarantee that an application is fully complete and formally compliant!

Pre-submission checks include verification of mandatory fields and conditions.



Execution of pre-submission checks

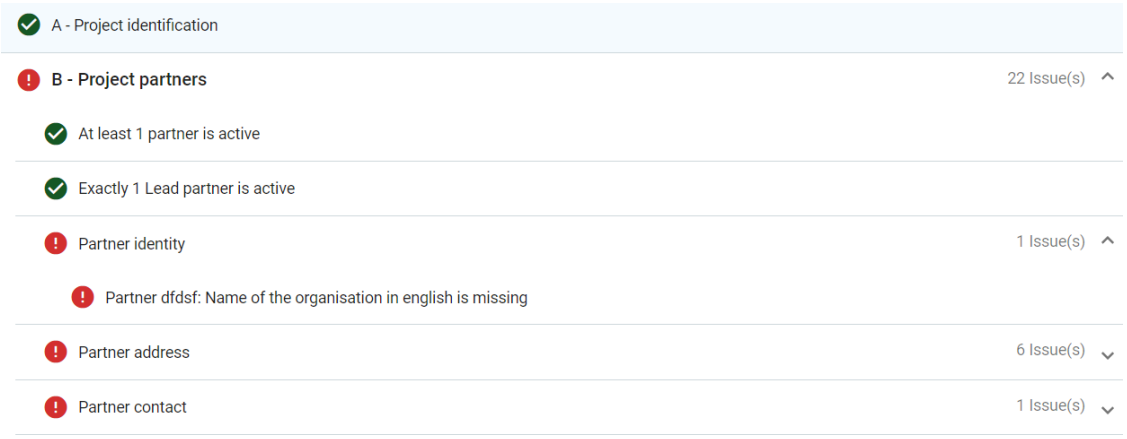
The pre-submission checks need to be executed every time the user wants to submit an AF.

The results of the check are shown in an expandable tree: for each section of the AF a verification result can be displayed.

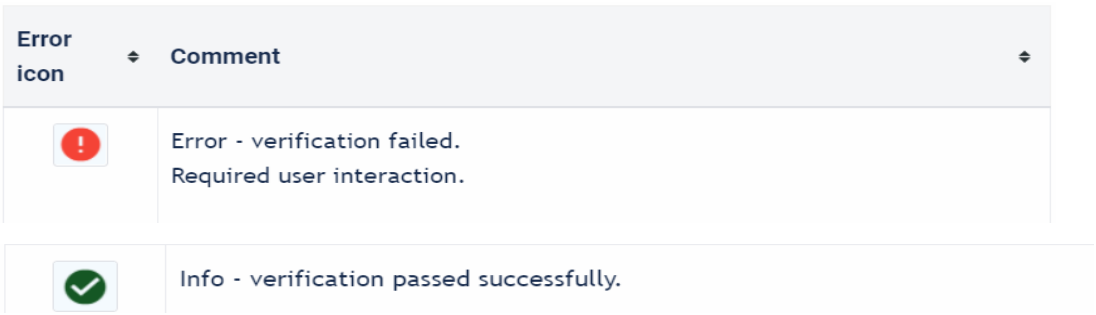
- Click “>” symbol to unfold the list and see the single issues.
- Click “<” symbol to collapse the list.

If the pre-submission check passed successfully, the submit button will be activated.

In case of changes in the AF after a successful check or the user left a section, the user needs to run the pre-submission check again.



There are two types of checks:

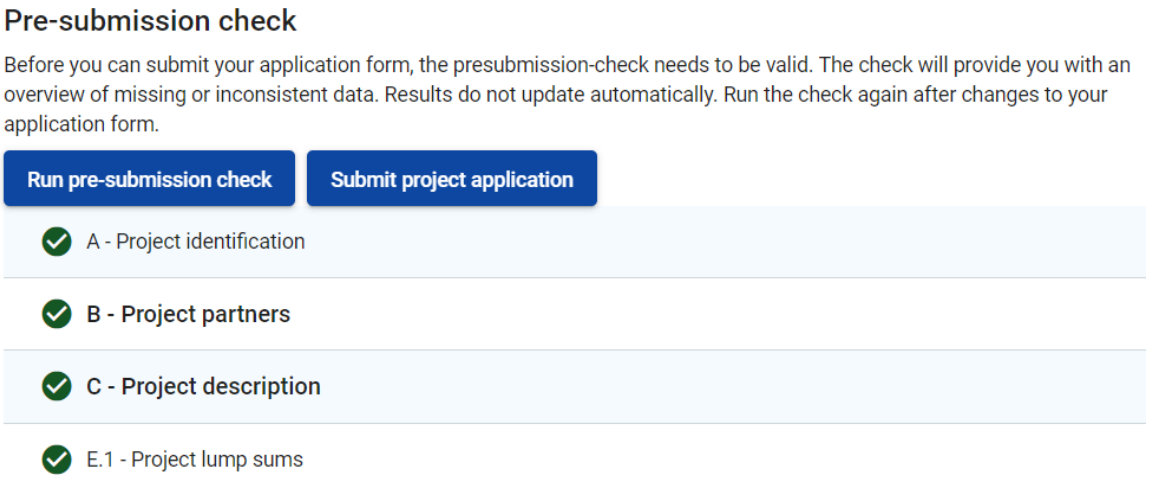


Submission of an application

Once all pre-submission checks are successfully passed the user can submit the application.

Project can only be checked or submitted when:

- The project is in draft,
- When the call deadline has not passed.



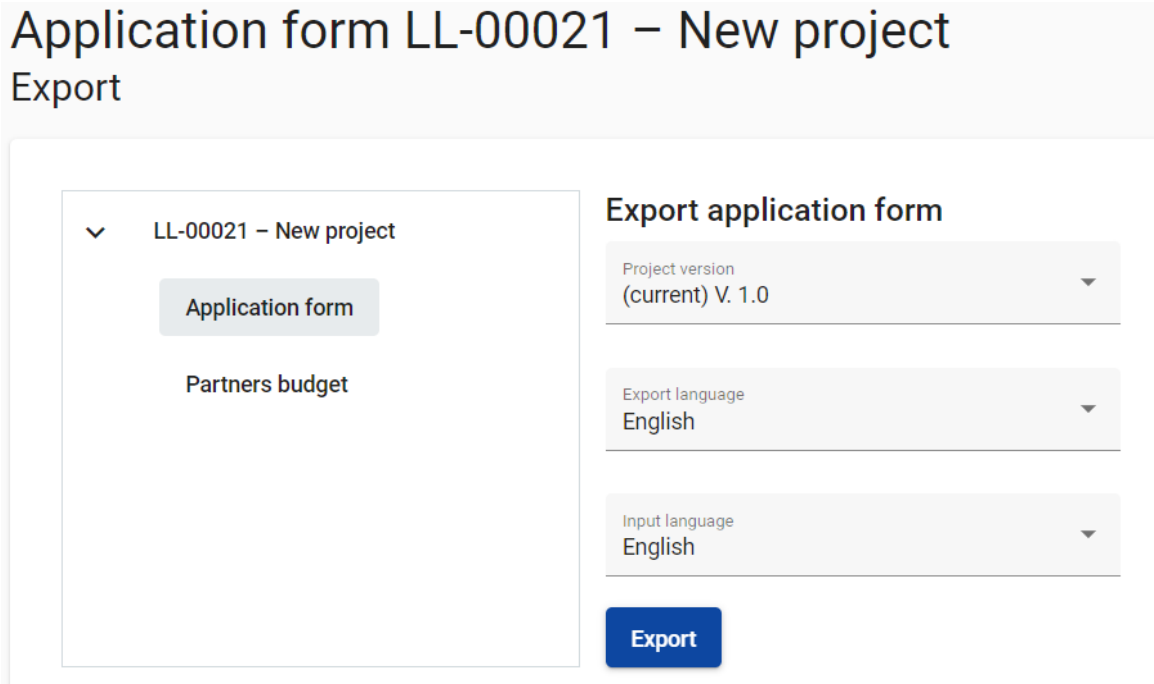
When the application is submitted an applicant will see status "Submitted" and the date when the application was submitted to the Programme.

Export

Click “Application form” to export the AF sections A, B and C as a PDF file (not including detailed Partner budget tables).
Project version: At first submission of the AF only V.1.0 can be selected.

Export and input languages: Only English is available.

Click “Partners budget” to export the project budget tables from section D and the Partner Budget tables from section B.



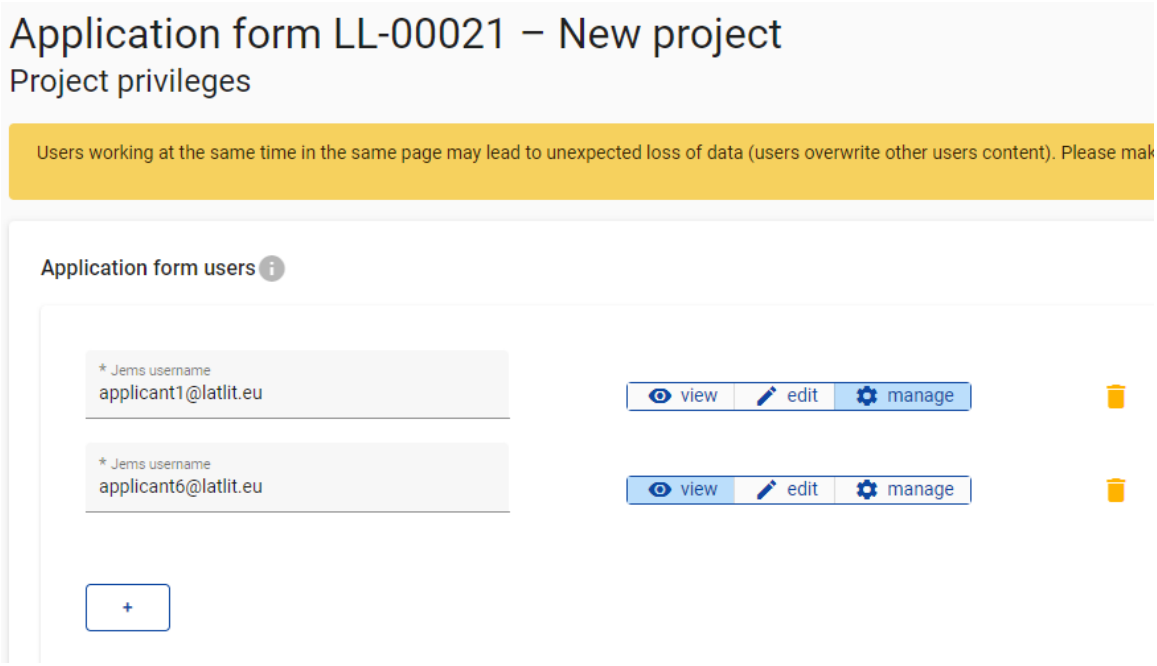
PROJECT PRIVILEGES

At application phase

Granting Project Privileges feature allows multiple users to collaborate together in the same AF.

It is only possible to invite users who are already registered in the system. The only required parameter to identify the user is the respective JEMS username (e-mail used to register in JEMS). Upon successful invitation, the invited user will see the respective project in his Dashboard.

Please make sure you enter the full valid email address of collaborators and they have been registered in JEMS in advance.



Collaborators might have different responsibilities in the project, therefore different levels of privileges are available:

- VIEW - User can see all AF sections but cannot make any change.
- EDIT - User cannot only see, but also modify/fill in the AF.
- MANAGE - Same as EDIT, plus the option to invite users to the project and set respective privileges.

RISK of OVERWRITING INFORMATION
In case several users with edit or manage access rights work in parallel in the same project application there is the risk to overwrite information!
Please be careful when granting access rights to other users and coordinate who is working when in the AF. Parallel working, in particular in the same AF section should be avoided, since there is high risk to overwrite information of another user or having inserted information not saved.

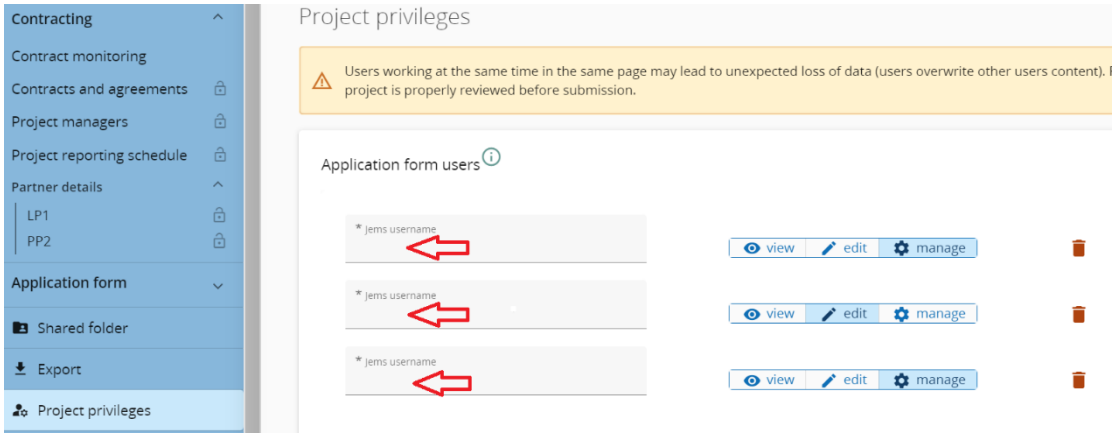
APPLICATION MUST BE SUBMITTED BY THE LP

When assigning collaborators to the application, please remember that the application has to be submitted by the LP of the project.

Warning! Please be aware that users with assigned privileges EDIT un MANAGE technically also are able to submit the application to the Programme.

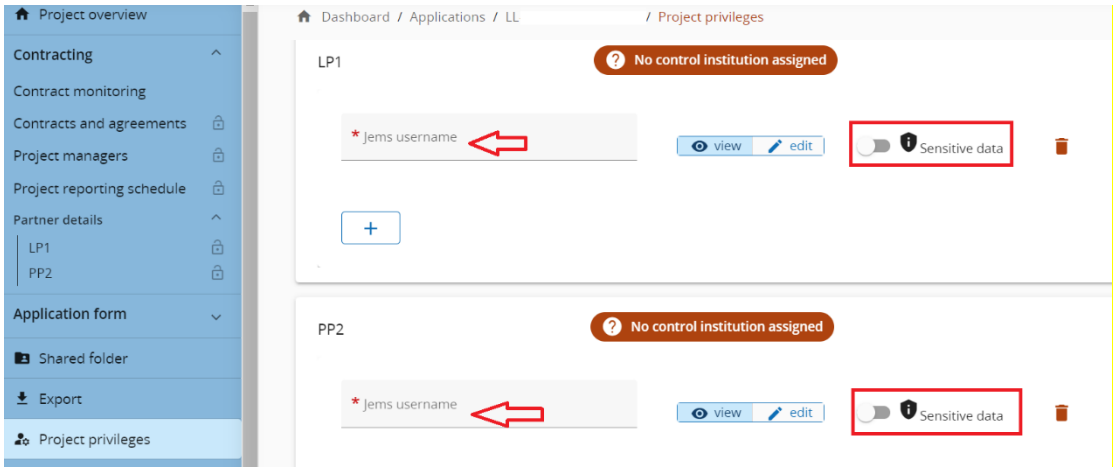
At contracting and reporting phase

Once the project has been approved by JS following the fulfilment of conditions, LP and PPs are required to review whether adjustments to access rights for the project are necessary. This may involve change of access from the person who prepared and submitted the application to the person responsible for project implementation.



Note! At least one user must have MANAGE rights.

To facilitate access to the preparation and submission of Partner Reports, users need to be assigned to each PP. This assignment grants them access not only to Partner Reports but also to the corresponding section of "Partner details" in the Contracting section.



Note!

- **PP's users automatically have "view" access to Project Reports.**
- **Only the user who has been added to the AF users / Project managers team in the section "Project privileges" and have EDIT or MANAGE right can create, edit and submit Project Reports.**
- **For LP to access Partner Reports, its user must be assigned to the respective PP(s).**
- **National Control institution users are assigned by the JS/MA.**

In addition to the view and edit right settings, the LP user with manage rights has to do the settings for sensitive data. "Sensitive data" enables the protection of person related data according to General Data Protection Regulation (GDPR)[2].

The GDPR flag needs be configured for PP's users. Controllers, who are assigned to PP and Programme users with monitoring tasks (JS, MA) can always see content marked as sensitive in the related Partner Report sections.

[2] Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.

Move the button to the right to set the flag active and to allow access to sensitive data. Users with active flag can mark (and view) sensitive data in list of expenditure and procurement section in Partner Reports.

IMPLEMENTATION OF CONDITIONS

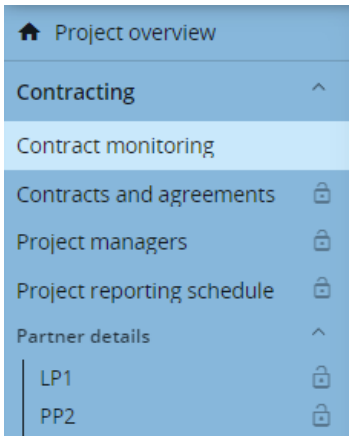
During the pre-contracting the conditions shall be introduced to the project AF in JEMS. When the JS reverts the AF to the Applicant, the status changes from "**Submitted**" to "**Returned for conditions**". Upon submission of the updated AF, the status will change to "**Conditions submitted**" and when the JS has approved the updated AF, the status will change to "**Approved**".

Then, the contracting stage begins, and Contracting section is visible.

CONTRACTING

From the "Dashboard" select the project for which you would like to fill in the additional required information and click to open. Select "Contracting" in the left menu. The LP and PP can have access to the following sections:

- Contracts and agreements
- Project managers
- Project reporting schedule
- Partner details



To have access to the contracting section, the project needs to be set to the status "Approved" (the AF must be approved by the JS) and the LP's and PP's user needs to be assigned to a PP in the project privileges (see detailed information about Project Privileges in section "Project Privileges" of this Guidance).

Contracts and agreements

This section can be edited by the JS and LP. PPs have view access.

The project start date information is automatically transferred from the section Contract monitoring.

Information on the project website should be left empty.

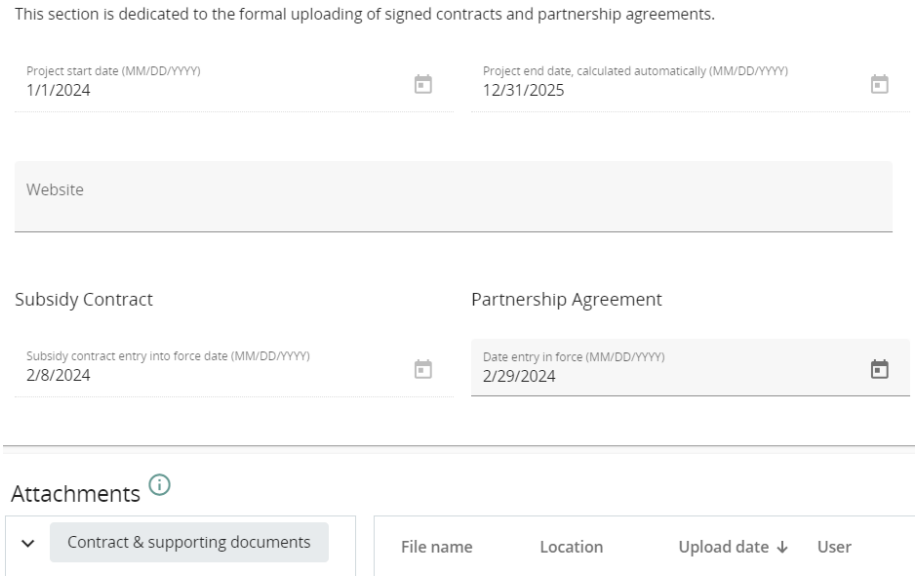
Date of Subsidy contract is automatically transferred from section Contract monitoring.

The signed Subsidy contract is uploaded by the JS.

Date of the Partnership agreement signature should be entered here by the LP. Partnership agreement should be uploaded by the LP.

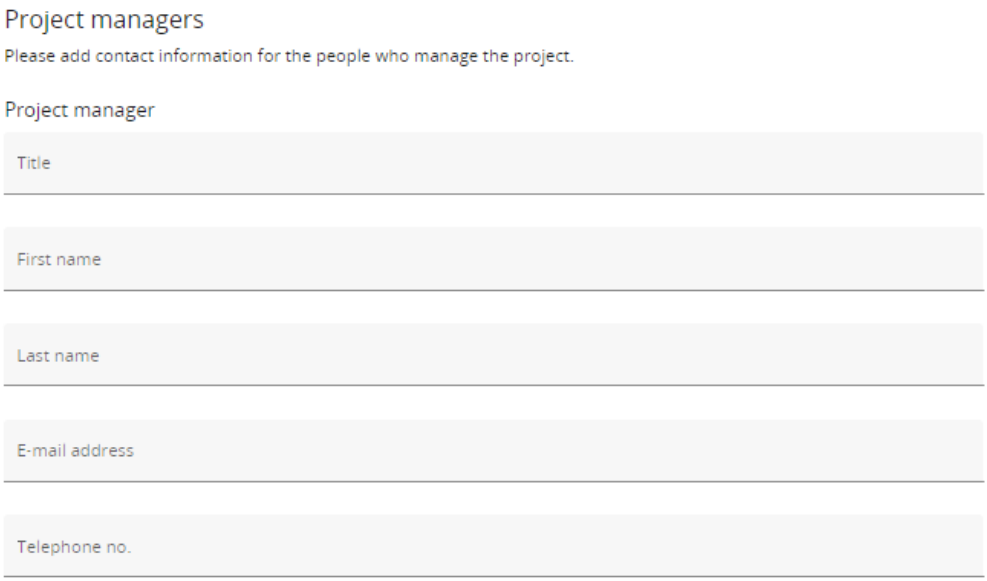
In the same section during project implementation LP shall upload a document confirming that the LP has transferred shares of ERDF co-financing to PPs.

All uploaded documents will appear in the Attachment section “Contracts and agreements” and will be available for download.



Project managers

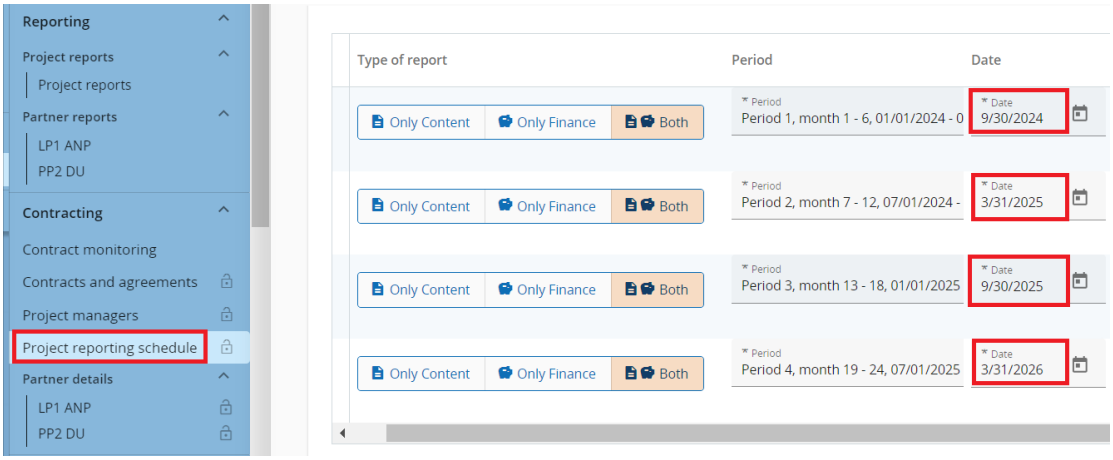
This section provides information on project, finance and communication managers of the project. Information should be filled in by the LP.



Reporting schedule

An overview with project finance and content report deadlines is available here. The JS will fill in this section, LP/PPs have a view access to the reporting deadlines and project timeline.

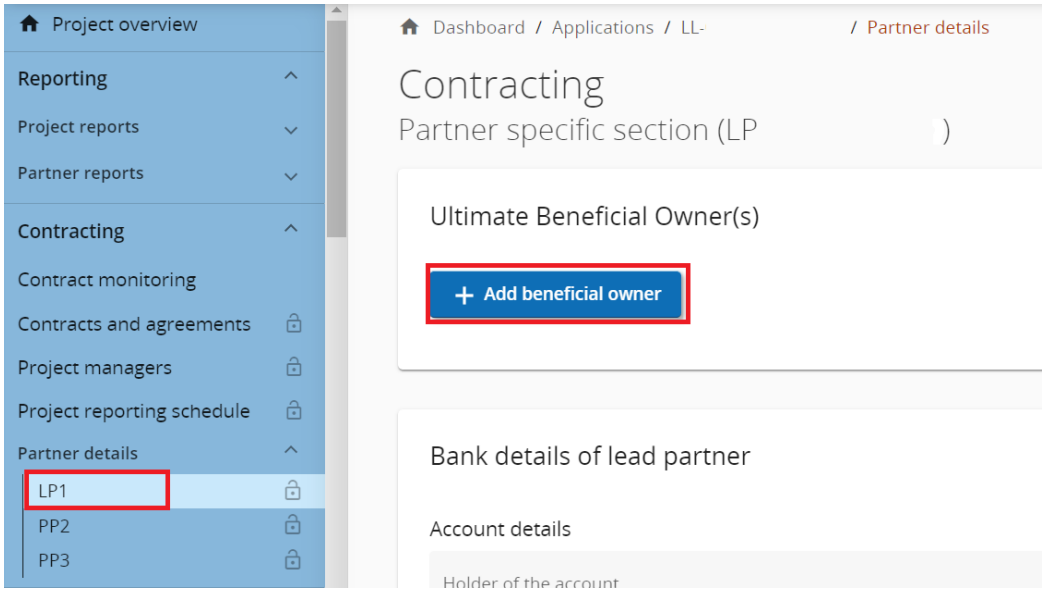
Defined reporting deadlines are displayed in the project time plan. The “Date” column of the Reporting schedule displays the deadline by which a Project Report must be submitted to the Programme. The report submission deadline is always 3 months from the end of the period.

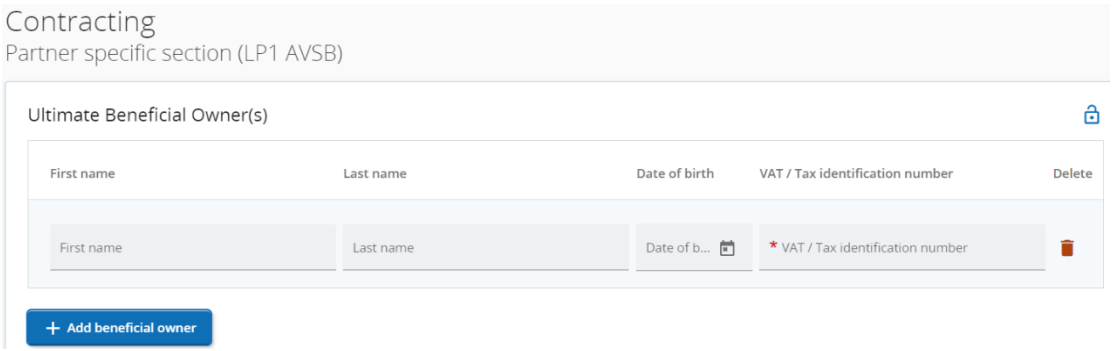


Partner details

In this section the project LP/PP should provide the following information per PP:

- **Ultimate Beneficial Owner(s)** – only for LP/PPs with legal status Non-governmental organisation (NGO) or Public equivalent body. The information on the individual(s) or entity(ies) that ultimately own or control an LP/PP organisation should be provided by the LP/PP.
- **Bank details** – must be specified only for the **LP** (not required for PPs).
- **Location of documents –** specify physical location and person responsible for storing project documentation.
- **Attachments –** please upload electronically signed by the LP Confirmation of bank details (Annex 2) and supporting documents on ultimate beneficial owner(s) attached (documents confirming the list of ultimate beneficial owner(s)), if relevant.





Bank details of lead partner

Account details

Holder of the account

Account number

IBAN

Swift/BIC code

Internal reference nr.

Location of documents

Title

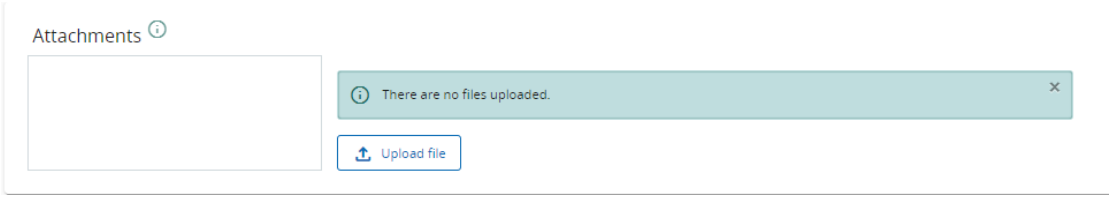
First name

Last name

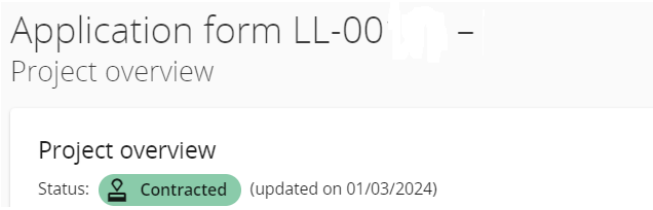
Email address

Telephone no

Institution name



When the Subsidy Contract is signed and uploaded, reporting periods are set, information on Project Managers of LP is filled in, the JS makes the project "**Contracted**".



Section "Contracting" can be updated/modified any time during project implementation, except section Bank details. If updates to bank details are required, the LP should reach out to the JS Project Manager to request the unlocking of the corresponding section.

PROJECT CHANGES

Detailed information on project changes procedure is in the section 6.2 "Project changes" of the Programme Manual (www.latlit.eu).

To request changes in the project please do the following:

1) Follow the procedure described in paragraph "Request for changes procedure" of the section 6.2 "Project changes" of the Programme Manual.

   Note! Harmonization of the Request for Changes with responsible Project manager at JS is only a preliminary assessment. Until an electronically signed Request for Changes has been submitted to the email pasts@varam.gov.lv, a formal review of the Request for Changes and decision process is not initiated.

2) When the decision on changes is taken, the JS attaches LP's electronically signed the Request for Changes with supporting documents, if relevant, and decision on changes to section "Modification"/ "Attachments".
3) If changes are approved, the JS opens the AF for modification according to approved changes.
   At this stage the status of the AF will be "**In modification**". When the AF is updated, the LP submits it for verification and acceptance to JS.
4) After LP submitted the updated AF, the JS will assess it. If needed, it can be reverted ("Hand back to applicant") for correction.
5) After the JS specifies the information, the status of the AF is changed to "**Contracted**". For each modification respective version of the AF is available.

REPORTING

This section outlines the steps to complete and submit reports.

The aim of the reporting process is to establish whether project objectives have been achieved, what resources have been spent, what problems have been encountered, and whether the project is expected to be completed on time and within budget. If performance is sufficient, the project will receive payment from the Programme for costs incurred, paid and reported.

To ensure a good monitoring of the project implementation, projects are expected to submit a Partner Report and a Project Report on a 6-monthly basis. Reporting periods are individual per project and depend on the project's start date.

A **Partner Report** contains both activity and financial information that is necessary to verify individual PP's expenditure. PPs are responsible to complete and submit their Partner Reports to the National Controller in JEMS.

A **Project Report** contains both activity and financial information at project level and is necessary to claim funds from the Programme. LP is responsible to compile all necessary information from the PPs to complete and submit the Project Report in JEMS according to schedule specified in section "Contracting"/"Project reporting schedule".

A **Final report** is integrated in the Project Report for the last reporting period and includes questions on the achievement of the project objective, main output(s) and results.

A **Report on achieved project results** includes general information on the durability of outputs and results as well as follow-up activities after the project ended.

Reporting rules:

- Before submission of Partner Report for 1st period, LP checks if Partnership agreement and Confirmation of bank details are uploaded in JEMS (see section "Contracting" of this Guidance).
- Do not delay submission of reports; start preparation of reports on time.
- Create and submit the reports in consecutive order (1st period, 2nd period,etc.).
- Report preparation costs in Partner Report for 1st reporting period.
- Report costs and activities according to planned in the AF: specify costs under relevant CC; use the same titles for outputs, activities, and deliverables, if applicable, to link planned vs reported.
- Upload supporting documents to prove reported costs, deliverables, if applicable, and outputs. Upload documents in accurate manner: filename with reference to the content of the document and in comments section short description of the content of the file.
- Prepare reports in a good quality to spend less time for clarifications and get faster money from the Programme.
- Get approval on project changes till the end of reporting period in which they happened. Changes initiated during checking of reports delay approval of reports.
- Submit Confirmation of Project Report (Annex 3) together with Project Report in JEMS.

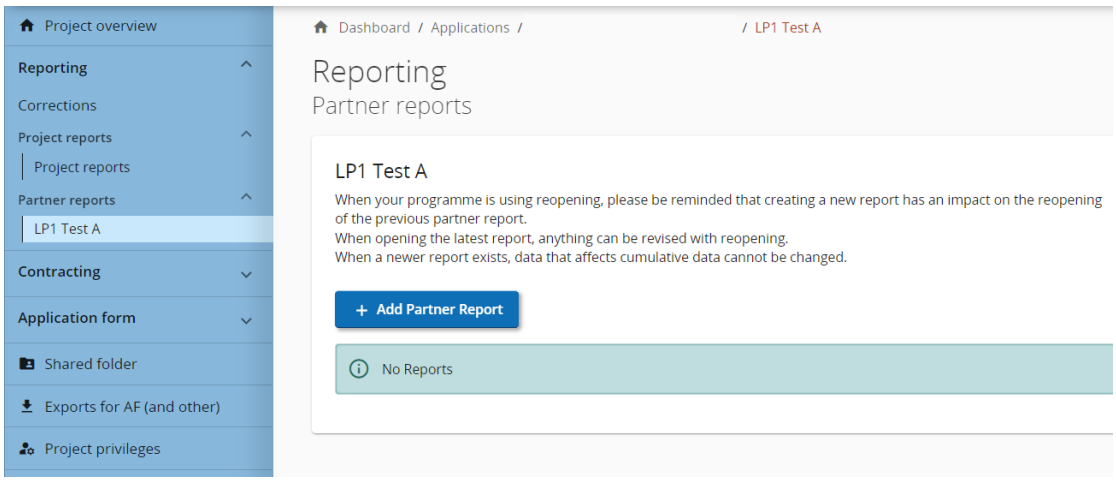
- It is possible to delete the report only as long as it has not been submitted to the National Control (for Partner Report) and to the JS for (Project Report).

Partner report

Section “Partner reports” appears when the project is set to the status Contracted.

Users with the project privilege edit for a dedicated PP organisation shall be able to create/edit and submit Partner Reports.

From the Reporting menu on the left, select your PP’s acronym and click on “+Add Partner Report” to generate an empty Partner Report template.



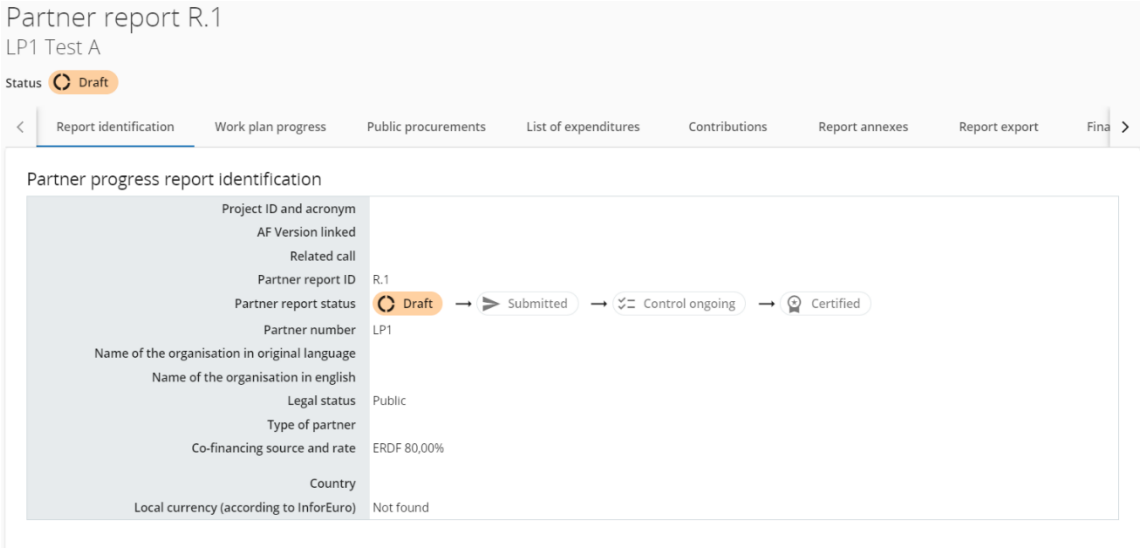
Note! The data from the last approved AF version is taken into the Partner Report in the moment of its creation. Ongoing modifications will have no impact on the data in existing reports.

Partner Report contains information about the work performed and about the PP’s costs incurred in a period. It contains the following sub-sections:

1. **Report identification**: information about the reporting dates, activities and deviations from plan.
2. **Work plan progress**: a description of your contribution to the activities carried out in this reporting period.
3. **Public procurements**: this section contains information about procurements throughout the project lifetime. The PP public procurements included in all previously created Partner Reports show up here.

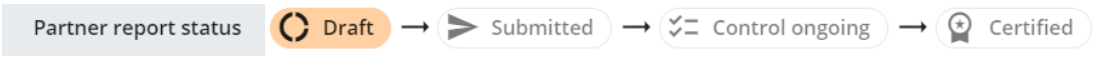
   Note! when you delete a procurement in an old draft report, it also gets deleted in new reports and the link with cost items is removed.
4. **List of expenditures**: in this section please add the costs incurred by the PP and to be verified by National controller.
5. **Contributions**: in this section, PP is expected to list its contributions as they incur in reality (amounts received by PP).
6. **Report annexes**: upload area to attach supporting documents other than the evidence required in the List of expenditure.
7. **Report export**: download data that are part of the Partner Report.
8. **Financial overview**: aggregated overview of the PP’s financial data, including information submitted in previous reports.

9. **Submit**: pre-checks and submission function.



Report identification

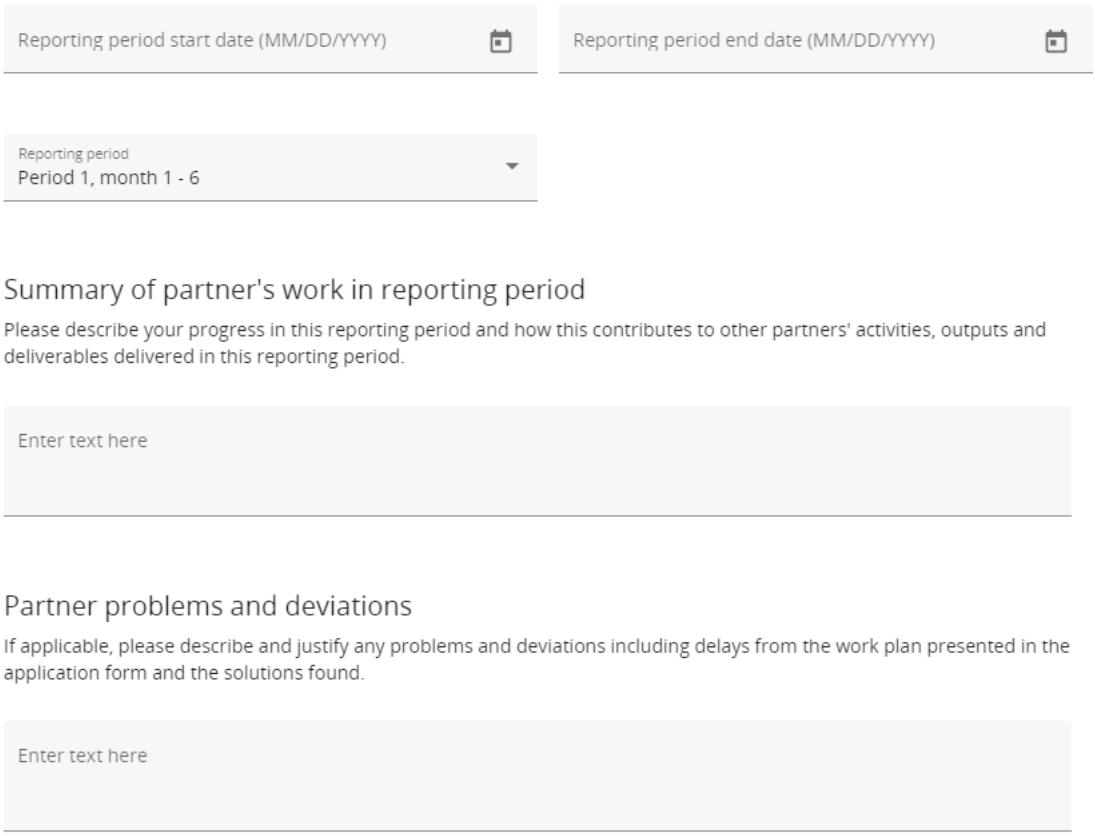
When creating a Partner Report user will go automatically on the first tab called Partner report identification. In this section user can follow the progress of the report status through the verification process.



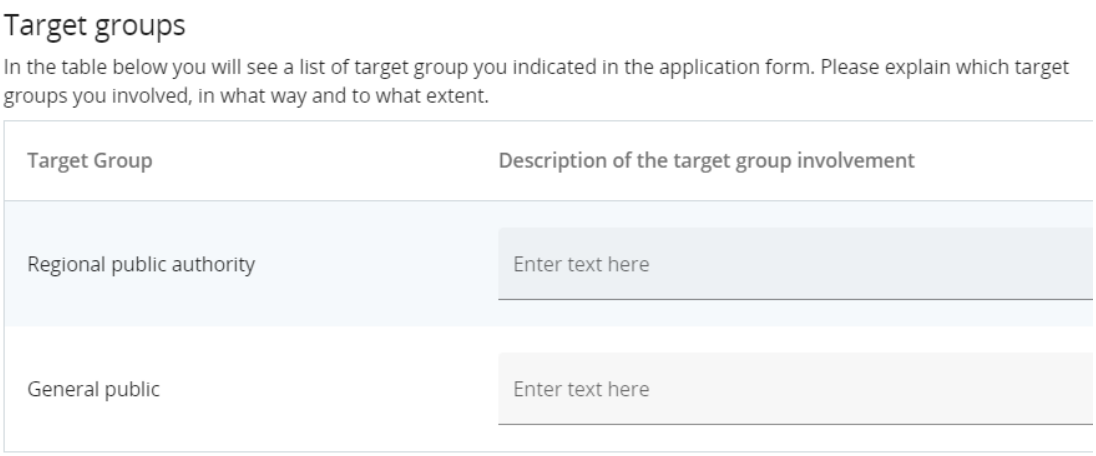
Select from the drop-down menu the relevant **reporting period**. Then enter the reporting period start and end date.

In the field "**Summary of partner's work**" provide description of your organisation's contribution to the activities, outputs and deliverables, if applicable delivered in this reporting period. The description should be coherent with the activities and expenses listed in other parts of this Partner Report.

In the field "**Partner problems and deviations**" specify any problems and deviations including those mentioned in sub-section 6.2.1 "Deviations" of the Programme Manual.



In section “Target group” explain how the target group was involved in the project activities during this period.



Work plan progress

In this section, PPs describe the progress on activities, deliverables, if applicable and outputs. The descriptions will be used to support the eligibility of the expenditure declared in this report, and as a basis for the Project Report.

Click on a **Work package** to expand the information. Use the **tick boxes** to indicate if your organisation contributed to a certain deliverable and/or output.

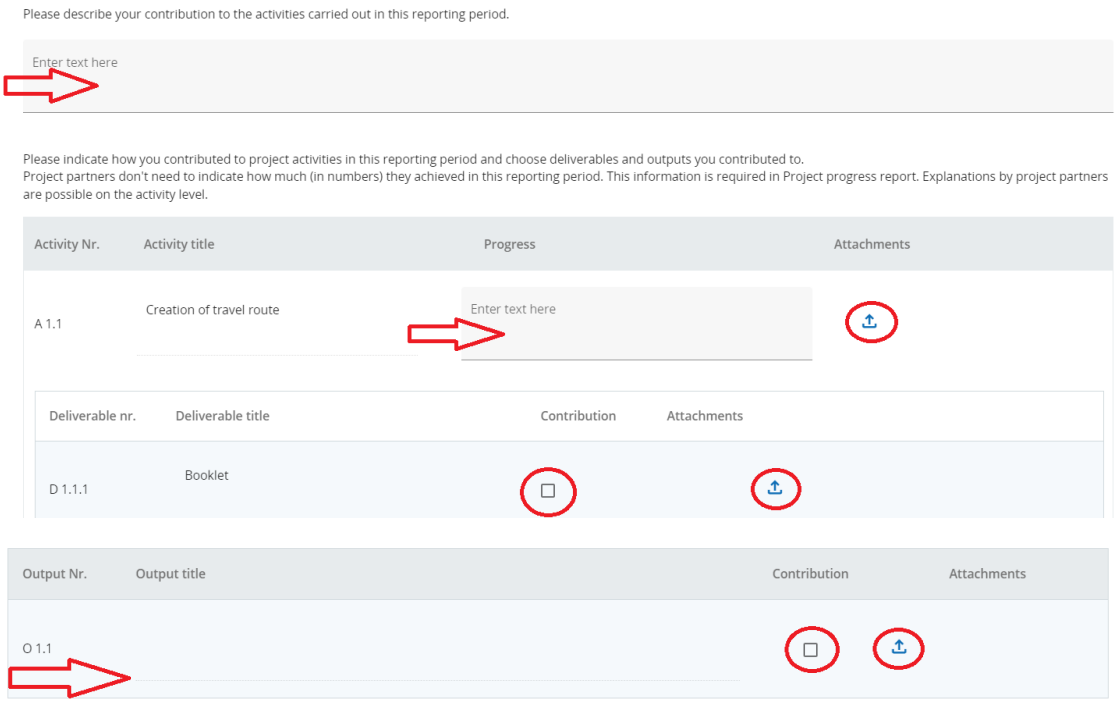
Use the text field description “**Please describe your contribution to the activities carried out in this reporting period**” and description of **progress for each particular activity** to give an insight into your work during this reporting period and how it

contributed to the delivery of the activities, deliverables, if applicable and outputs. Insert here any relevant values that the LP needs to report in the Project report.

Upload attachments to confirm the progress of the work. It is possible to add **one** attachment per deliverable/activity which will also appear in the tab partner report **Annexes**.

In case multiple files should be uploaded per deliverable/activity, it is recommended to upload a compressed file (zip or rar).

Note! In case more files are needed for upload, please use section "Report annexes". In this case, please provide clear filename with reference to deliverable number and name.

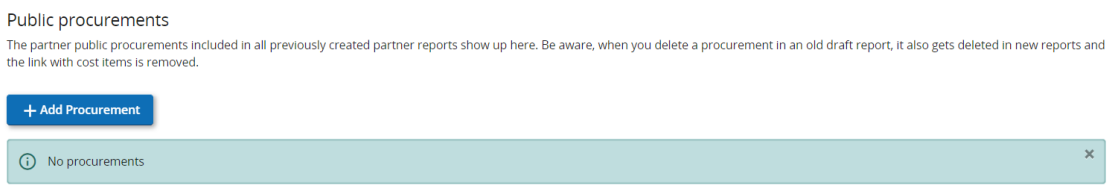


Public procurements

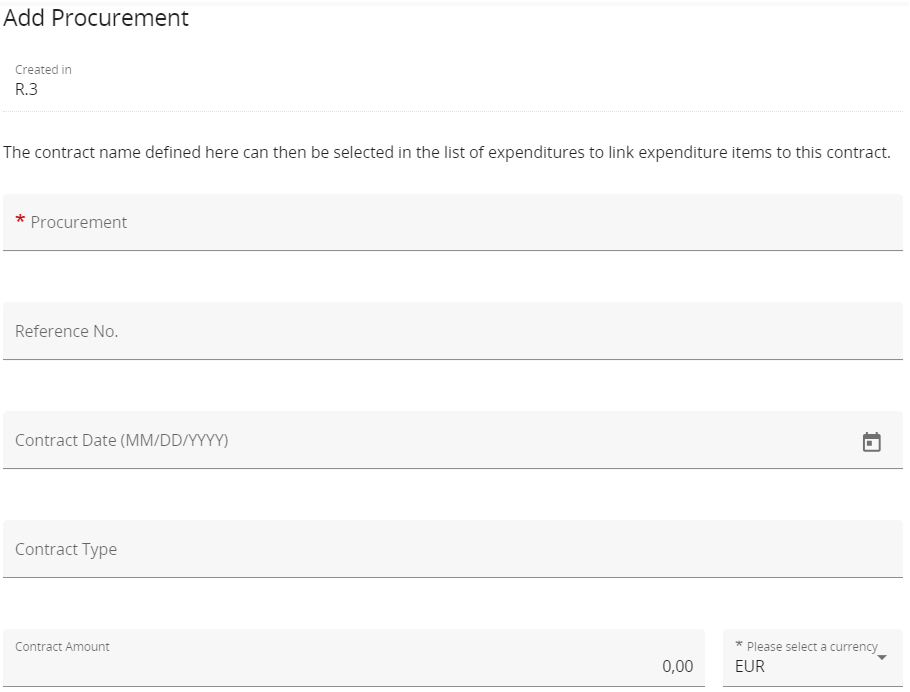
National procurement rules have to be observed for all PPs (regardless of legal status) and all purchases. Full documentation of the procurement is obligatory for expenditure to be regarded as eligible.

Even below national and EU thresholds, contracts with external providers shall comply with the principles of transparency, non-discrimination, equal treatment, and effective competition.

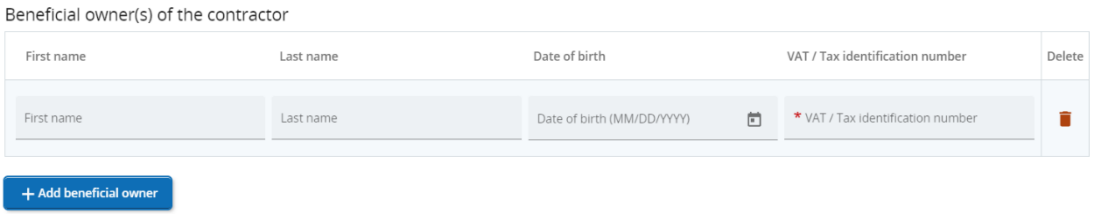
All procurements to which the national and EU level thresholds apply must be added in this section.



Click on "**+Add procurement**" to complete the information about a procurement contract. The Contract Name will be used in the List of expenditure. It is therefore important to indicate a distinct name, so that the procurement can be easily identified in the future List of Expenditure.

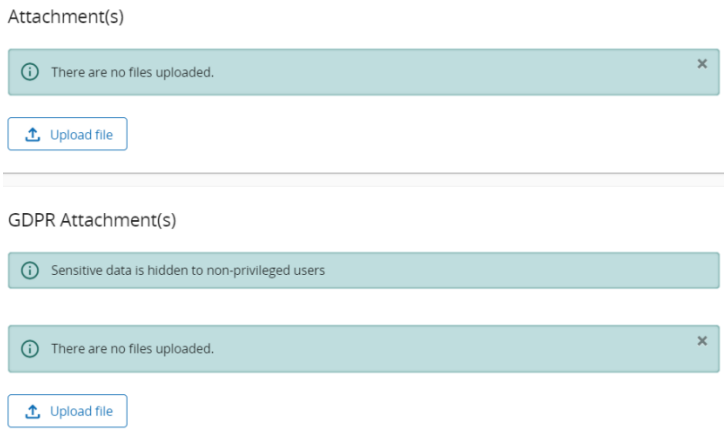


Information on beneficial owners behind the contractors contracted by the PP organisation needs to be available upon request for procurements above the EU-thresholds (Thresholds europa.eu). As a minimum requirement, the VAT number of the contractor should be registered in the procurement section.



If applicable, complete the subcontractor details.

Procurement documentation and GDPR related attachments can be uploaded in the Attachment area.



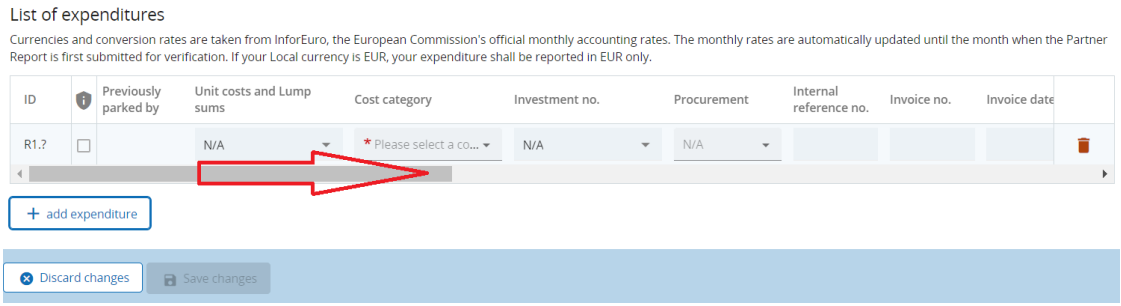
List of expenditure

On the tab List of Expenditure, each PP enters their expenditure for the reporting period.

By clicking the "**+Add expenditure**" button, the PP can add expenditure items, one by one. When adding an expenditure item, the cost categories that are available in the AF appear.

Select the CC of your expenditure item from the drop-down menu. Certain fields will be deactivated if not relevant for the selected CC. The information inserted in the List of Expenditure will be used to verify the eligibility of the expenditure declared in this report.

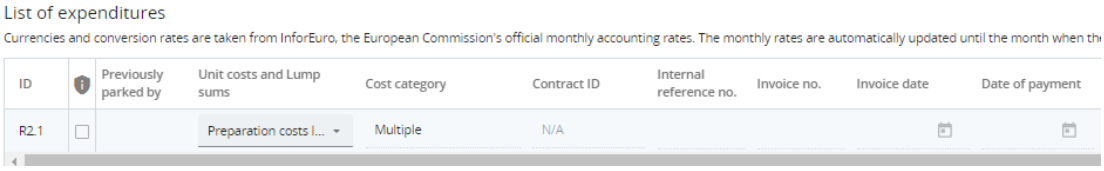
Input field	**Instructions**
GDPR sensitive data	Tick the box if the corresponding row contains sensitive data e.g. employment contracts and payslips. The Project Manager defines in the project **privileges** who can view sensitive data.
Cost category	Select the relevant cost CC. **Note! Reporting of flat rates under CC1, CC2 and CC3 is ensured automatically by the system.**
Contract name	This field is used to link expenditure to public procurements. This value is filled in from the procurement tab. All contract names added by the PP in the public procurement tab will appear here regardless the reporting period.
Internal reference	If applicable, please enter an internal reference number used in your organisation
Invoice number	Enter the invoice number.
Invoice date	Enter the invoice date.
Date of payment	Enter the date of payment, corresponding to the transaction list. The date of payment must fall within the reporting period start and end dates with exceptions specified in section 6.3 "Project reporting and payments" of the Programme Manual.
Description	Provide short description of reported costs to explain how they are linked to implementation of project deliverables/activities. Please also specify number of deliverable for implementation of which costs were spent, e.g. "costs for catering during seminar, D.T1.2.1".
Comment	Any comments for the National Controller can be entered here e.g. in case only partial amounts of the total invoice are project related.
Total invoice value	Enter the total value of the item in the original currency as per supporting documentation.
VAT	Enter VAT amount
Declared amount	Enter declared amount. This is the value claimed as basis for reimbursement by the Programme.
Attachments	Upload **one** attachment (or a compressed zip/rar file with several files inside). **Note! In case more files are needed for upload, please use section "Report annexes". In this case, please provide clear file name with reference to costs, deliverable number and name.**



Note! Remember to scroll each expenditure to see all fields that shall be filled in.

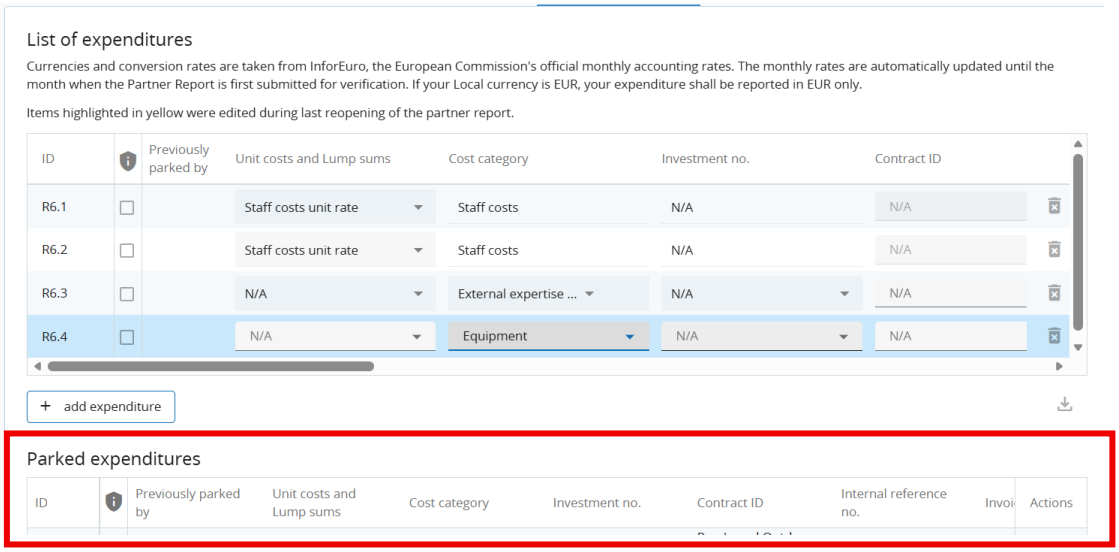
Note! It is possible to delete an expenditure item as long as there are no attachments added. When a file is uploaded, the related expenditure item <u>cannot be deleted</u>. <u>After the attachment has been deleted, the expenditure can be deleted again</u>.

LP or PP with preparation costs planned in its budget shall report them in the List of Expenditure of the Partner Report for 1st reporting period.



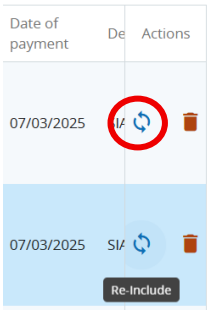
Parked expenditure items

Costs can be withdrawn and/or postponed by the National Control/JS/MA from the respective Partner Report for additional clarification. Costs which are withdrawn/under clarification, appear in the next created partner report under a separate table “Parked expenditures”.

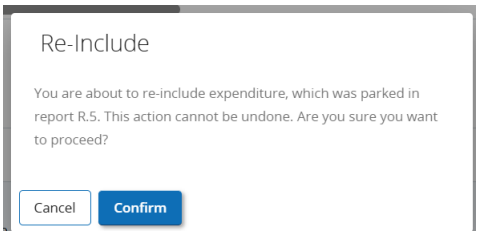


Such costs can be reinstated in any of the next partner report. If partner doesn't reinstate these costs, they are not being included in any of the partner report and therefore are not certified and included as eligible costs. Project partner is responsible for settling reasons which caused parking of the costs and for reinstating costs in any of the next partner report so that these costs can be verified by the National Control.

To re-instate withdrawn and/or postponed costs, click on the re-inclusion icon -

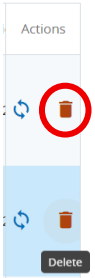


Window will appear to confirm re-incusion of respective expenditure item in the next partner report.

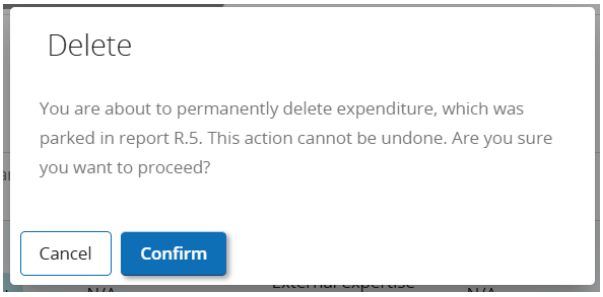


After re-inclusion of the respective expenditure item, the item will re-appear in the table "List of expenditures". Information in the expenditure item can be edited, except for the cost ID.

To delete withdrawn and/or postponed costs, press the delete icon -

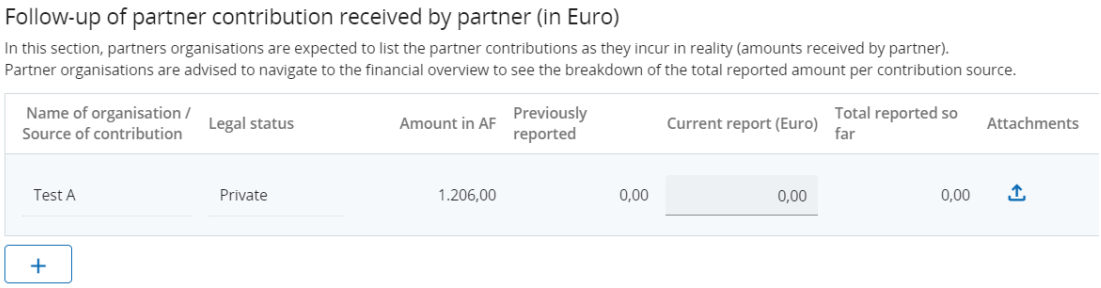


A window will appear to confirm permanent deletion of respective expenditure. Once deleted, the parked item will no longer appear in the List of expenditures.



Contributions

Section “Contributions” is where PPS follow-up on the contributions they receive from external organisations, if relevant.



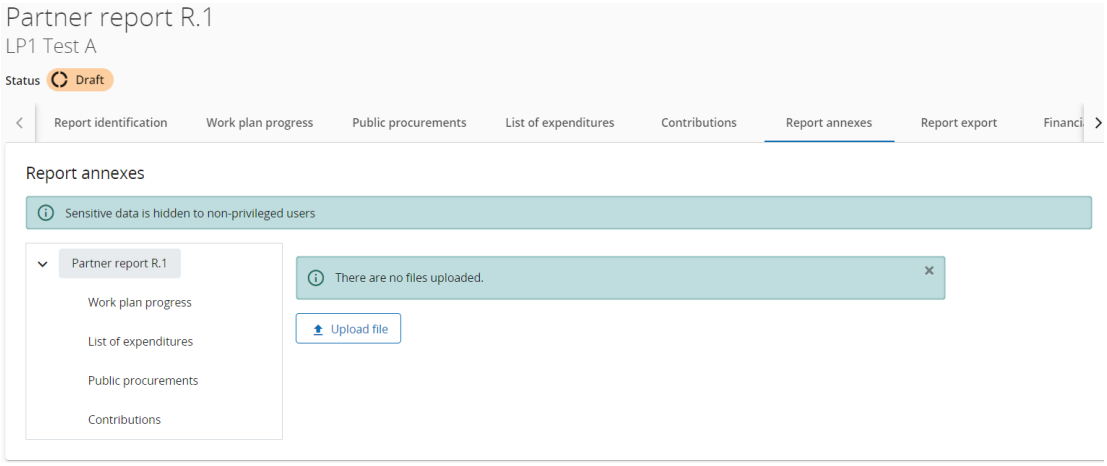
Report annexes

This section shows all files uploaded in any tab of the Partner Report. The tree structure shows the tab under which a file has been uploaded.

PPs have the possibility to upload additional files linked to the overall Partner Report here by clicking the **“Upload file”** button.

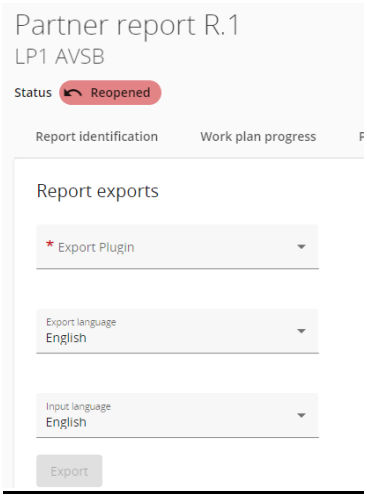
!! Please always specify in comments to uploaded file content of the document, so that Controllers or JS would easily navigate in attachments.

Note! Files uploaded in this section can be deleted here, other files can only be deleted in the tabs where they were uploaded.



Export

In this section it is possible to download data that are part of the Partner Report. To export data, click on the arrow to view the list of available plug-ins. Select one plug-in from the drop-down menu. Click on Export to generate the file. The file will be accessible as a download from the browser.



Financial overview

The tab “Financial overview” tab includes several financial overview tables. The financial overview tables show how the PP is progressing in terms of spending. The amounts included in the tables and the data from the Partner Reports submitted, by the date when the current Partner Report was created.

Partner Expenditure summary (in Euro) presents an overview of the amounts as included in the AF, against the amounts presented in previous Partner Reports and included in the current report.

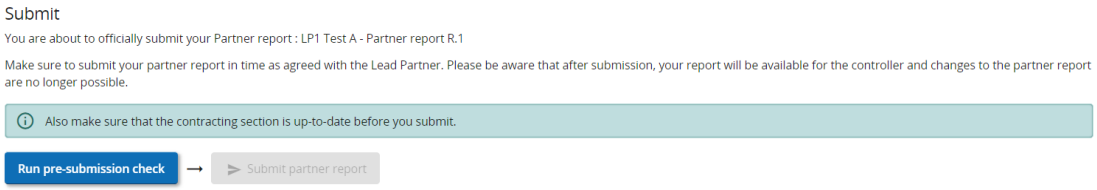
Partner Expenditure - breakdown per cost category (in Euro) presents the PP’s budget - approved in the AF, previously reported and current report - split per CC.

Partner Expenditure - breakdown per Lump sum (in Euro) presents the breakdown per Lump sum, if applicable.

Partner Expenditure - breakdown per investment (in Euro) presents the breakdown per investment, if applicable.

Submit

In this section the Partner Report can be submitted. Automated checks are performed on the content of the Partner Report.



The submission button will only become active once the pre-submission checks return all valid. Once submitted, the status of the report changes to “**Submitted**”. After

submission, the Partner Report is locked, and the National Controller's work can be started.

Check of the Partner Report by National Control

During the check of the Partner report, FC can revert it back for clarifications or corrections.

When the National Controller's work is finalised, the Partner Report status changes to "**Certified**" and in section "Overview and Finalize" you will see generated Control Certificate and Control Report with detailed information what has been checked and certified by the Controller.

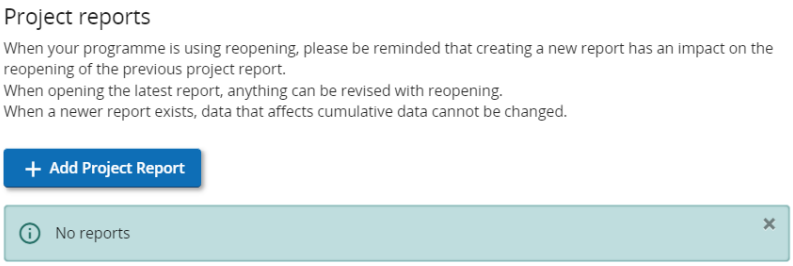
As a result of Controller's check, reported costs can be eligible, ineligible and deducted from Partner Report or postponed for later check ("parked expenditure").

Once National Control is finalised, all tabs of the Control Report become visible (read-only) to all users who have access to the Partner Report.

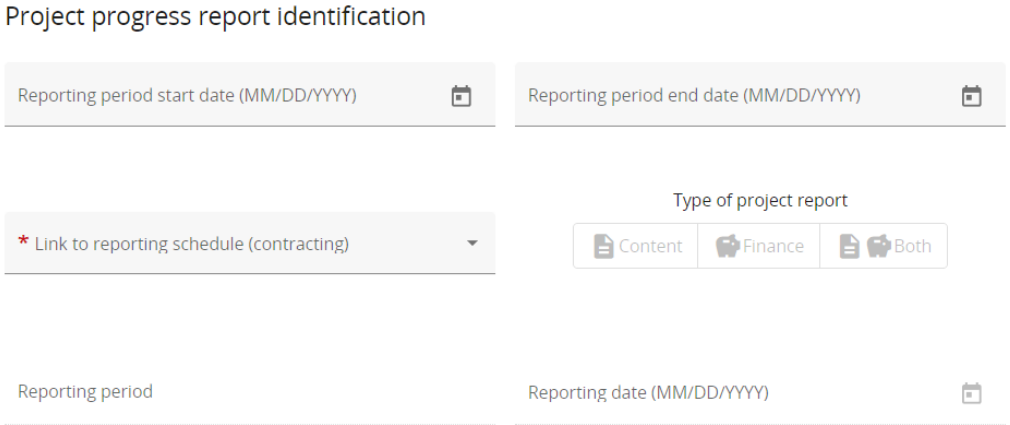
All Partner Reports in status "**Certified**" are automatically included in the Project Reports in draft status.

Project Report

When creating a Project Report, user shall go to the left-side bar and select Partner Report, then press "+Add Project Report".



Then, please fill in basic information for the report: "**Reporting period start date**" and "**Reporting period end date**" from the **Project reporting schedule**. Select from the drop-down menu the corresponding reporting period and click on "**Create**" to generate the report template.



A Project Report contains information about the work performed in a 6-month reporting period. It contains the following sub-sections:

1. **Report identification**: summary information about the report, project highlights and outputs overview, problems encountered and target groups.
2. **Work plan progress**: information on progress of the WP objectives, individual activities carried out in reporting period, activities, deliverables (if applicable) and outputs.
3. **Results & Horizontal principles**: in this section it is possible to add the information on achievement of results and contribution to horizontal principles.
4. **List of partner certificates**: this section contains list of all PP's certificates that could be added to the report.
5. **Project report annexes**: upload area to view the files added in the WP section and attach additional supporting documents.
6. **Financial overview**: financial overview tables show how the project is proceeding in terms of spending.
7. **Report exports**: download data that are part of the Project Report.
8. **Submit**: pre-checks and submission function.

Note! The Project Report uses the data from the approved AF version at the moment the report is created. Ongoing modifications will have no impact on the data in existing reports.

Project report identification

Describe the main achievements implemented by all PPs within reporting period, including project objectives reached and main outputs delivered, highlighting the added value of the cooperation. The description should be coherent with the activities and expenses listed in other parts of the Project Report. The summary should highlight main achievements, positive impacts, interesting and understandable for non-specialists.

There is an Overview of output and result indicators. Values are cumulative. Whenever a report is submitted, and a new report is created the values from the previously submitted report are added to the previously reported column.

Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.

Overview of Project outputs and result overview

Programme Result Indicator 1.1:RCR104: Solutions taken up or up-scaled by organisations

Programme Result Indicator: 1.1:RCR104: Solutions taken up or up-scaled by organisations	Measurement Unit: solutions	Baseline: 0,00	Target Value: 1,00	Previously Reported: 0,00	Current Report: 0,00	Total Reported So Far: 0,00
Programme Outpu... Output 1.1:RCO116...	solutions		1,00	0,00	0,00	0,00
Output 1.1:	solutions		1,00	0,00	0,00	0,00

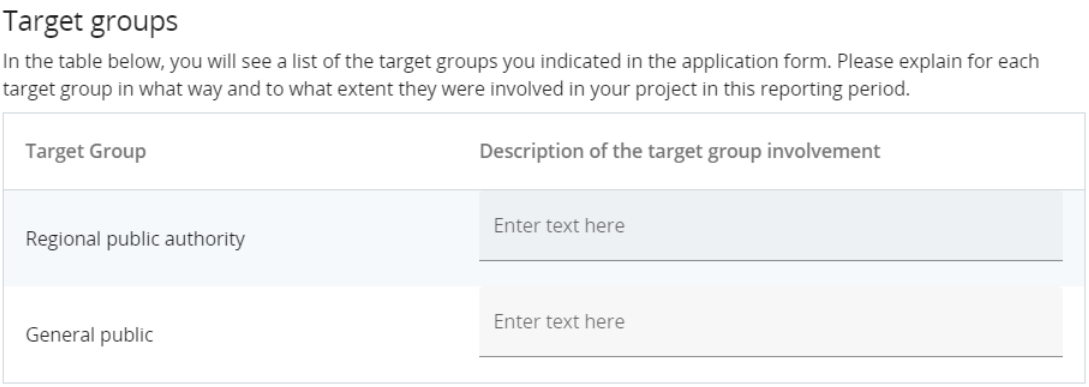
Next, under section "**Partner problems and deviations**" provide description and justification of any problems and deviations including those mentioned in sub-section 6.2.1 "Deviations" of the Programme Manual.

Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solution found.

If applicable, please any deviations in the spending profile compared to the amounts indicated in the application form.

Under "**Target groups**" section describe how the target groups were involved in the project activities during this period, and if underrepresented groups were reached.

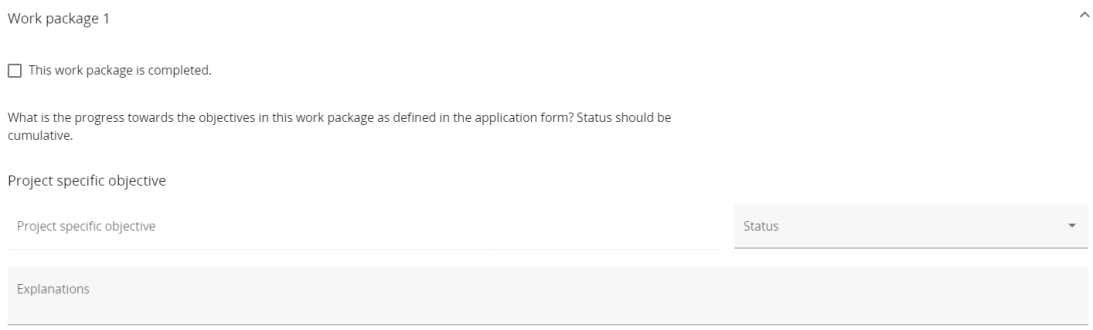


Work plan progress

Provide description how the work progressed, and explain how the PPs were involved and who did what. Please give a status on each of the objectives, activities, deliverables and outputs outlined in the AF. Click on the **Work package** area to expand it and add the relevant information.

Select the specific objective status from the drop-down menu: Fully achieved, Partly achieved, Not achieved.

In the explanations field describe the progress towards the achievement of the project specific objective.

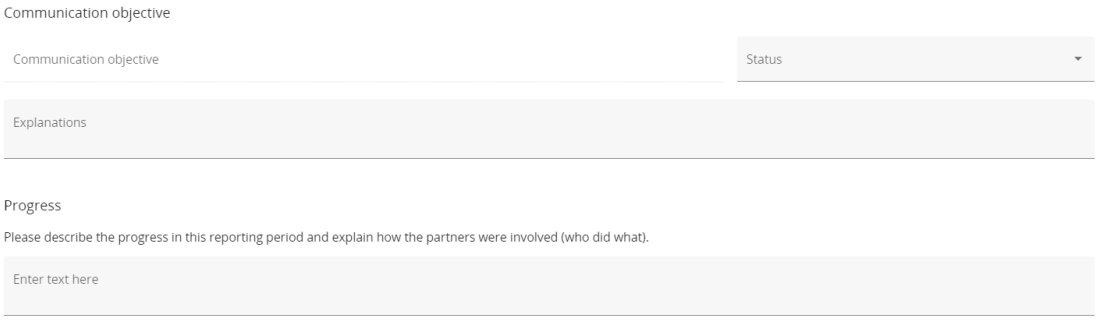


Note: **Select the tick box "This work package is completed" only when all the work (all activities and deliverables,** if applicable**) in this WP have been completed.**

Next, fill in information on **communication objective**. Select the communication objective status from the drop-down menu: Fully achieved, Partly achieved, Not achieved.

In the explanations field describe the progress towards the achievement of the project communication objective.

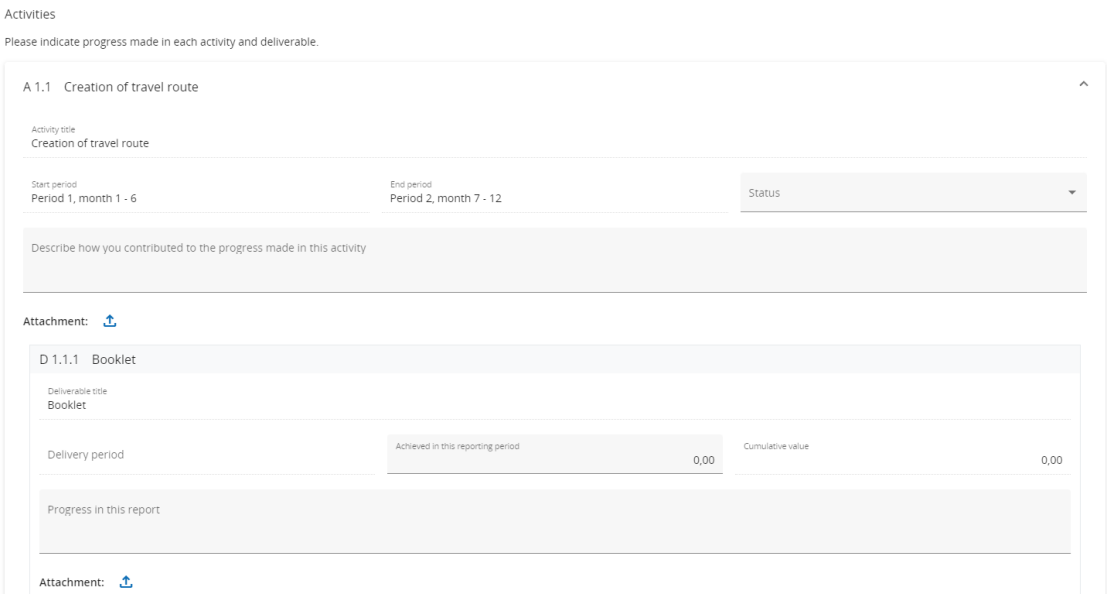
To describe **progress** in a WP, click in the text filed and insert the relevant information at project level.



Click on each “Activity” to expand the field and select an achievement status from the drop-down menu, complete the description and upload all relevant files as one attachment (zip/rar format).

For each deliverable (except in projects from the 3rd Call for Proposals, where deliverables were removed from the AF), please indicate the number of finalised items (full numbers only, no decimals or percentage values), add a description and upload all relevant files as one attachment (zip/rar format).

Deliverables are cumulative, meaning that if a report is submitted and another report created the values from the previous report are added to the cumulative values. The cumulative value achieved is calculated as the sum of all previous Project Reports with the status “Submitted”.



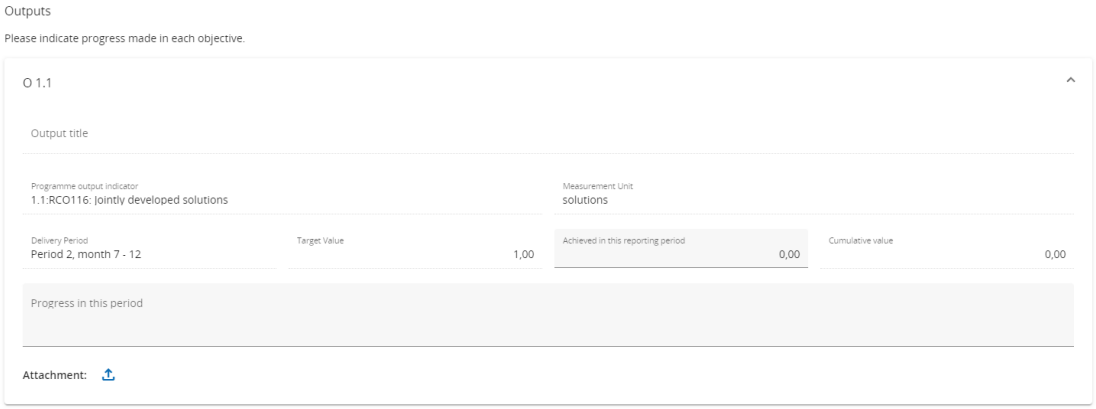
Outputs will be displayed only in the respective WP where they were planned. Click on each output to insert information on progress.

For each output, please indicate the number of finalised items (full numbers only, no decimals or percentage values), add a description and upload all relevant files as one attachment (zip/rar format).

A detailed explanation of the achieved project outputs must be provided in a separate document, justifying the achievement of the planned results as specified in Annex I ‘Programme Output and Result Indicators’ of the Programme Manual.

Outputs are cumulative, meaning that if a report is submitted and another report created the values from the previous report are added to the cumulative values. The

cumulative value achieved is calculated as the sum of all previous Project Reports with the status “Submitted”.

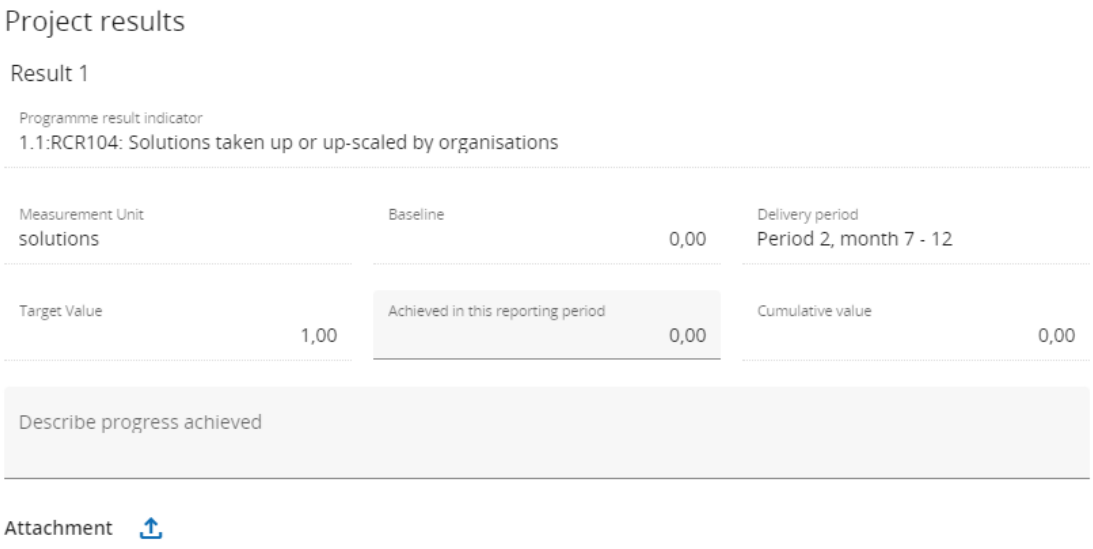


Results & Horizontal Principles

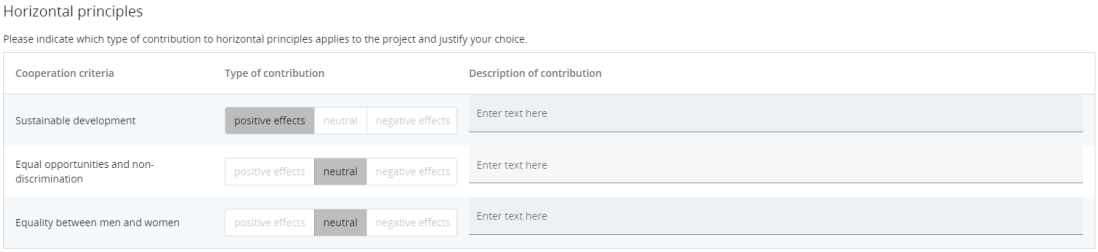
Describe the progress on planned results by inserting how much was achieved in the reporting period and providing explanation on the progress achieved. Also upload all relevant files as one attachment (zip/rar format).

A detailed explanation of the achieved project results must be provided in a separate document, justifying the achievement of the planned results as specified in Annex I ‘Programme Output and Result Indicators’ of the Programme Manual.

Results are cumulative, meaning that if a report is submitted and another report created the values from the previous report are added to the cumulative values. The cumulative value achieved is calculated as the sum of all the figures reported in all Project Reports with the status “Submitted”.



For **Horizontal principles** there is a table to report on the contribution for each of the three principles. The type of contribution is pre-defined from the latest approved AF and cannot be changed. There is a text field to describe the contribution made in the project.



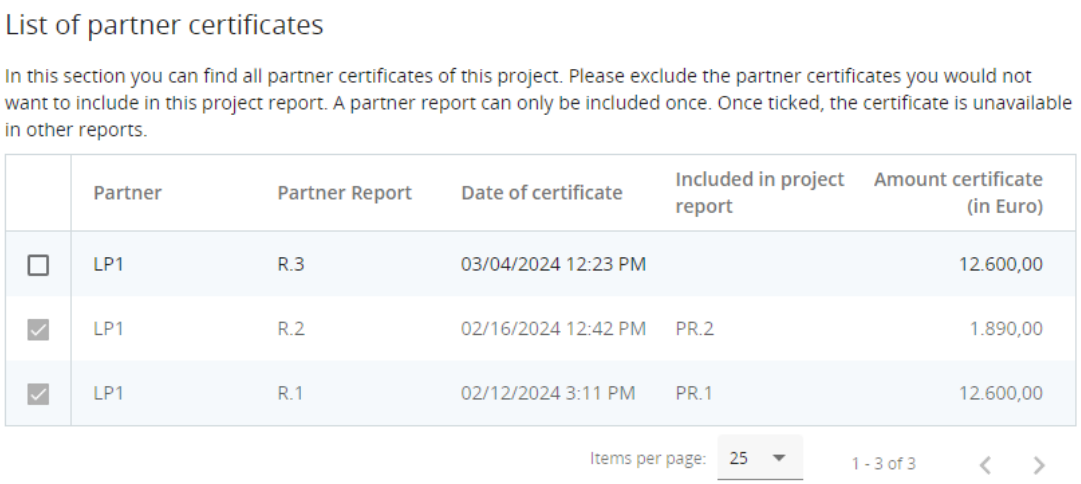
List of partner certificates

In this section, **all PP's certificates** of the project are listed regardless the reporting period or Project Report they are connected to.

Upon creation of new Project Report, **all available PP's certificates are by default included in the newly created Project Report**, if they were not yet included in any other Project Report. Untick a certificate to exclude it from a Project Report.

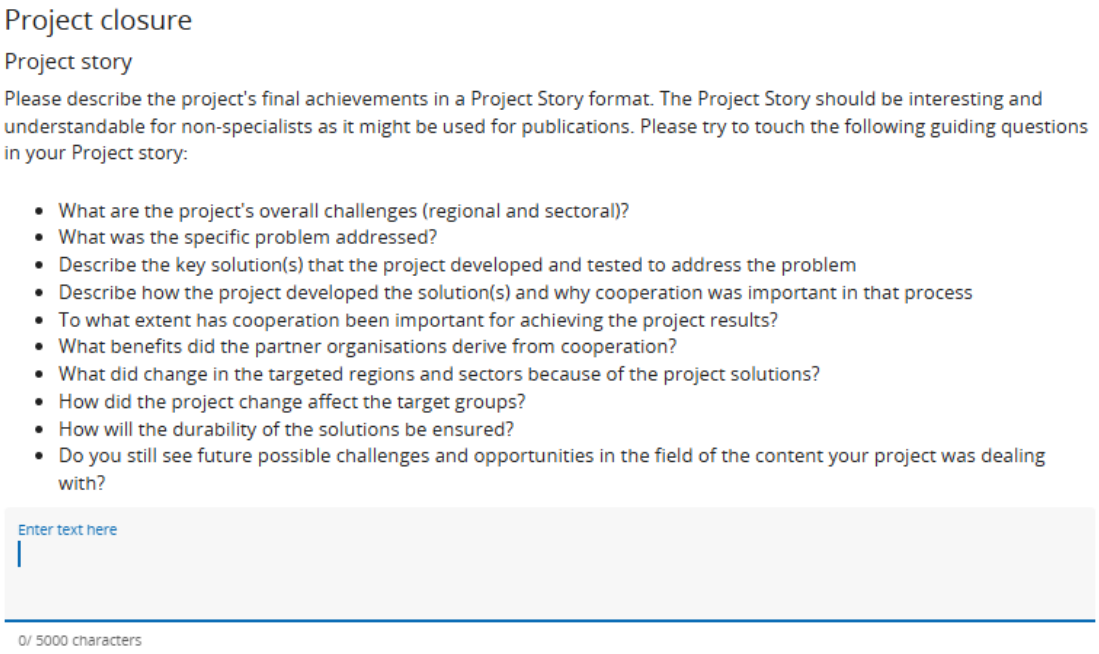
Note! PP's certificate can only be included in one Project Report of the reporting period when costs were made (e.g., PP's certificate for 1st reporting period can be included in the Project Report for 1st reporting period).

Once ticked, the certificate is visible, but unavailable in other Project Reports. PPs' certificates that have already been included in another Project Report are shown in the List of partner certificates of all reports, but the tick box is inactive (grey).

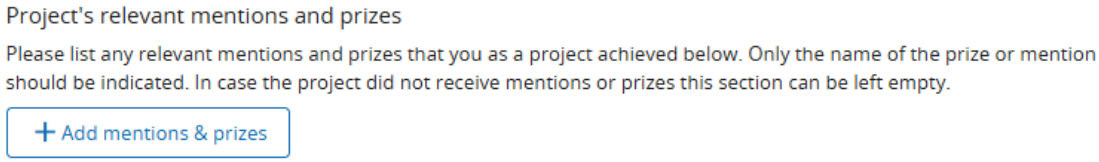


Project closure (ONLY FOR FINAL REPORT)

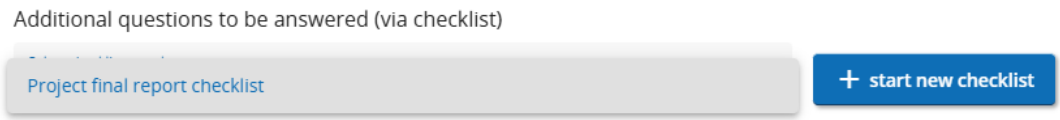
This section contains questions about the project's final achievements. To begin, please describe the final achievements in a 'Project Story' format by answering the guiding questions provided. You have a limit of 5 000 characters (including spaces) for the entire story.



Please also include any mentions or prizes the project has received, listing only the name of each. If the project did not receive any mentions or prizes, you may leave this section empty.



Then, please select “Project final report checklist” and press “+start new checklist” to provide answers to every question in the checklist.



Part A - Project objectives, outputs and results

1. To what extent has your project met its original objectives? If the objectives were only partially met, exceeded, or not achieved at all, please provide details and explain the contributing factors.

2. Has your project delivered all the intended outputs? If the outputs were only partially achieved, exceeded, or not achieved at all, please provide details and explain the reasons.

3. Has your project delivered the intended results? If the results were only partially achieved, exceeded, or not achieved at all, please provide details and explain the reasons.

4. Explain the advantages and benefits of cross-border cooperation for the project.

5. Please describe the achieved wider impact of your project. If possible, please illustrate with some evidence, data or examples.

6. Please specify how the project has contributed to the wider policies and strategies outlined in the Application Form.

Part B – Cooperation and outputs after project end

1. If you plan to continue cooperation beyond this project, please describe how you will ensure the durability of project outputs. Cooperation should involve not only project partners but also relevant stakeholders. When answering, consider the following aspects:
   - Will any structures be created to maintain project results? If yes, please describe them (responsible partners, financial support, and tasks).
   - Will regional or national strategic documents and/or planning procedures be adjusted to sustain project results? If yes, please specify the type of adjustments and name the documents/procedures affected.
   - Do you plan follow-up projects? If yes, please describe them briefly, indicate the number of projects, and possible funding sources (e.g. European Territorial Cooperation, national public funds, national private funds, other EU funds).
   - Please specify any additional actions to ensure continuation.
2. If you do not plan to continue cooperation, please indicate the main reasons, for example:
   - The targeted problems have already been solved within the project timeframe;
   - The partnership has not proven very successful;
   - Partners have no interest in continuing;
   - Other reasons (please specify).

3. What will happen with the project outputs after the project end? Please describe how they will be maintained, further developed, and made available to the general public (specify where and how they can be accessed).

Part C – Feedback on the Programme

1. Please give feedback on your experience with cooperating with the Programme bodies (Managing Authority, Joint Secretariat, Controllers, etc.)
2. Please provide feedback on your experience with the legislative framework, programme rules, and guidance. If you encountered any obstacles that hindered project implementation, please indicate them here. What are your recommendations for the future?

Part D – Final Acknowledgements

Please confirm on behalf of the whole partnership the following:

1. The conditions of the Subsidy Contract have been complied with and that the information regarding the location of project documents after the project end has been updated for each project partner (as required in the 'Supplementary Information' template – Contracting section in Jems) (I acknowledge/ I do not acknowledge)
2. Project outputs and results produced within the Project are in the public interest and publicly available. (I acknowledge/ I do not acknowledge)
3. The Programme rules on information and publicity will be respected after the Project end for all outputs and results produced within the Programme according to

requirements stated in section 6.4 ”Publicity requirements” of the Programme Manual. (I acknowledge/ I do not acknowledge)

4. Without prior consent of the MA, neither the LP nor PP(s) will transfer ownership, titles, industrial and intellectual property rights for outputs of the project related to investment in infrastructure, durable equipment items and/or productive investment during the project duration and at least five years after the final payment to the project has been made. (I acknowledge/ I do not acknowledge)
5. The Report on achieved project results will be submitted by the LP one year after the project has ended. (I acknowledge/ I do not acknowledge)

Project Report annexes

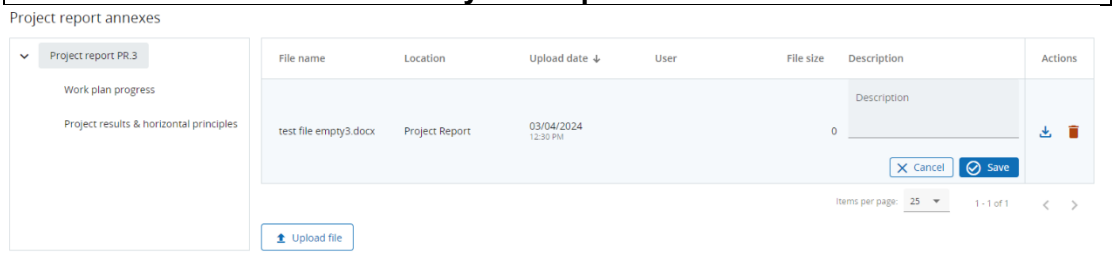
This section shows all files uploaded in any tab of the Project Report. The tree structure shows the tab under which a file has been uploaded.

It is possible to upload additional files linked to the Project Report here by clicking the **“Upload file”** button.

!! Please always specify in comments to uploaded file content of the document, so that JS/MA would easily navigate in attachments.

Please upload electronically signed by the LP Confirmation for Project Report (Annex 3) to “Project Report Annexes”.

Note! Files uploaded in this section can be deleted here, other files can only be deleted in the tabs where they were uploaded.



Financial overview

The financial overview tables show how the project is proceeding in terms of spending. The amounts included in the tables represent the aggregation of data from all Project Reports submitted by the date when the current Project Report was created.

Project expenditure - summary (in Euro)

	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified	Previously paid
ERDF	325.680,00	11.592,00	0,00	11.592,00	3,56 %	314.088,00	11.592,00	0,00
Partner contribution	81.420,00	2.898,00	0,00	2.898,00	3,56 %	78.522,00	2.898,00	N/A
↳ of which Public contribution	61.740,00	2.898,00	0,00	2.898,00	4,69 %	58.842,00	2.898,00	N/A
↳ of which Automatic public contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	19.680,00	0,00	0,00	0,00	0,00 %	19.680,00	0,00	N/A
Total	**407.100,00**	**14.490,00**	**0,00**	**14.490,00**	**3,56 %**	**392.610,00**	**14.490,00**	**0,00**

Project expenditure - breakdown per cost category (in Euro)

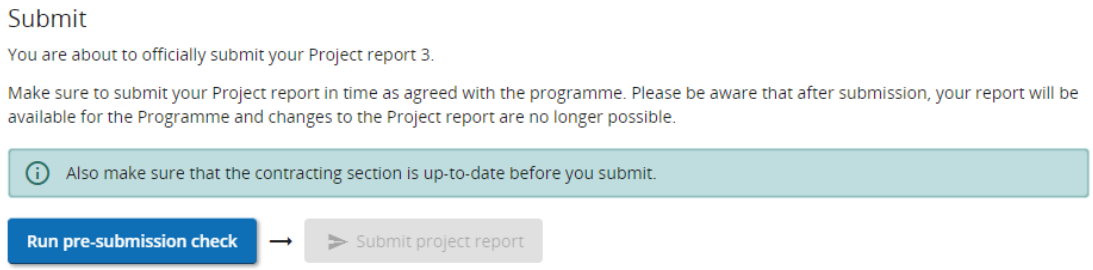
Cost category	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified
Staff costs	65.000,00	2.300,00	0,00	2.300,00	3,54 %	62.700,00	2.300,00
Office and administrative costs	9.750,00	345,00	0,00	345,00	3,54 %	9.405,00	345,00
Travel and accommodation	7.350,00	345,00	0,00	345,00	4,69 %	7.005,00	345,00
External expertise and services	180.000,00	11.000,00	0,00	11.000,00	6,11 %	169.000,00	11.000,00
Equipment	145.000,00	500,00	0,00	500,00	0,34 %	144.500,00	500,00
Other costs	0,00	0,00	0,00	0,00		0,00	0,00
Lump sum	0,00	0,00	0,00	0,00		0,00	0,00
Total	**407.100,00**	**14.490,00**	**0,00**	**14.490,00**	**3,56 %**	**392.610,00**	**14.490,00**

Export

In this section it will be possible to download data that are part of the Project Report.

Submit

In this section the Project Report can be submitted. After submission, the Project Report cannot be modified, and the JS/MA verification can be started.



Automated checks are performed on the content of the Project Report.

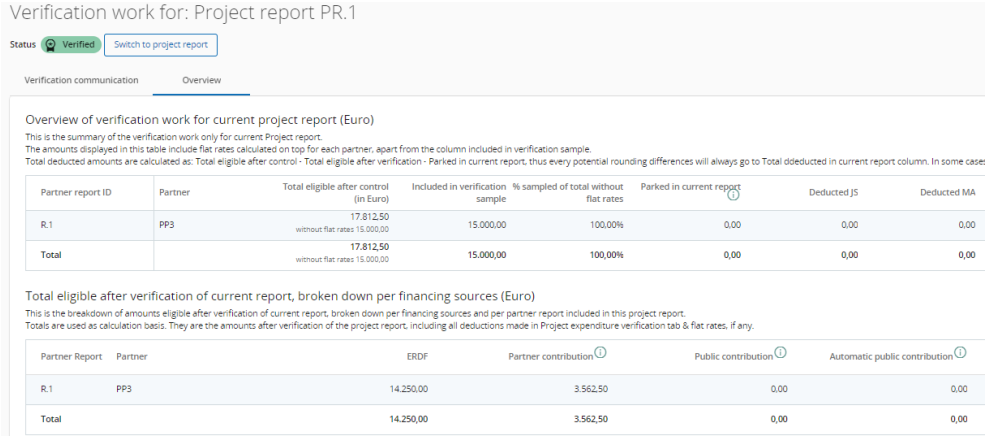
The submission button will only become active once the pre-submission check does not identify any issues. Once submitted, the status of the report changes to "**Submitted**".

Note! Project Report is officially submitted to JS/MA when electronically signed by the LP Confirmation for Project Report (Annex 3) is submitted to the JS/MA as well. If LP forgot to upload it to section "Project Report Annnexes", it shall be sent to the respective JS Project Manager.

After submission, the Project Report is locked and the verification work by the Programme can be started. During check of the Project Report clarifications might be needed and the report can be reverted to LP for updates.

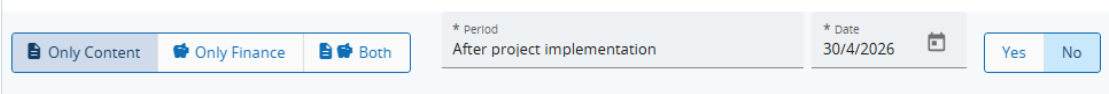
As a result of JS/MA check, reported costs can be eligible, ineligible and deducted from Project Report or postponed for later check ("parked expenditure").

Once check by JS/MA is finalised, a user will see result of check in section "Overview" of Project Report.

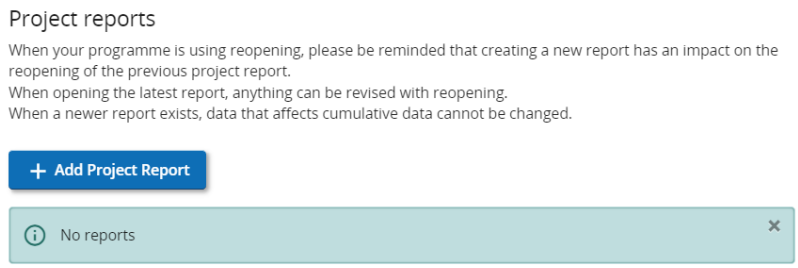

Verification work for: Project report PR.1
Status
Verified
Switch to project report
Verification communication
Overview
Overview of verification work for current project report (Euro)
This is the summary of the verification work only for current Project report.
The amounts displayed in this table include flat rates calculated on top for each partner, apart from the column included in verification sample.
Total deducted amounts are calculated as: Total eligible after control - Total eligible after verification - Parked in current report, thus every potential rounding differences will always go to Total ddeducted in current report column. In some case
Partner report ID
Partner
Total eligible after control (in Euro)
Included in verification sample
% sampled of total without flat rates
Parked in current report
Deducted JS
Deducted MA
R.1
PP3
17.812,50
without flat rates 15.000,00
15.000,00
100,00%
0,00
0,00
0,00
Total
17.812,50
without flat rates 15.000,00
15.000,00
100,00%
0,00
0,00
0,00
Total eligible after verification of current report, broken down per financing sources (Euro)
This is the breakdown of amounts eligible after verification of current report, broken down per financing sources and per partner report included in this project report.
Totals are used as calculation basis. They are the amounts after verification of the project report, including all deductions made in Project expenditure verification tab & flat rates, if any.
Partner Report
Partner
ERDF
Partner contribution
Public contribution
Automatic public contribution
R.1
PP3
14.250,00
3.562,50
0,00
0,00
Total
14.250,00
3.562,50
0,00
0,00

Report on achieved project results

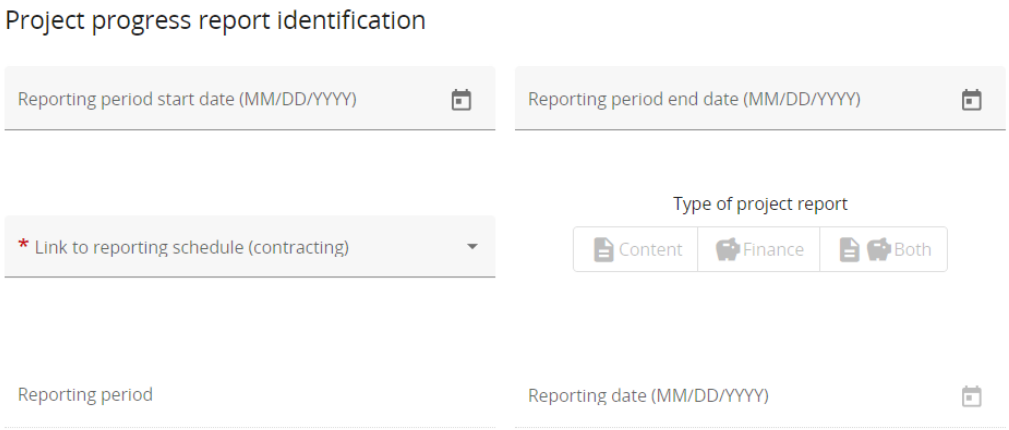
One year after the project ends, the LP shall submit a Project Report on the achieved project results according to deadline specified in JEMS. This report includes only the content section but generally follows the same structure as a regular Project Report.



When creating a Project Report, please go to the left-side bar and select Project Report, then press "+Add Project Report.



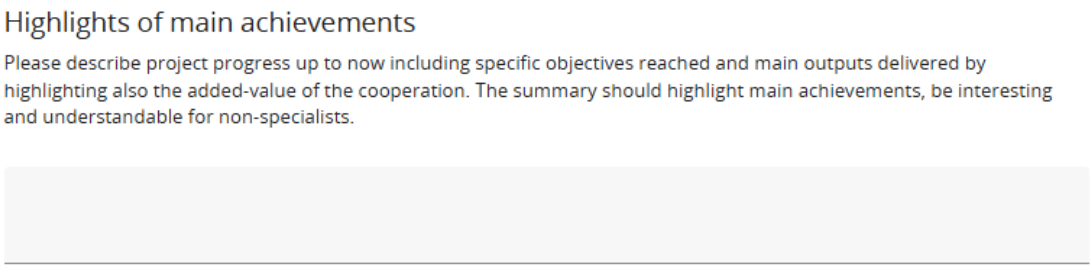
Then, please fill in basic information for the report: "**Reporting period start date**" and "**Reporting period end date**". Select from the drop-down menu in the field "Link to reporting schedule (contracting)" the period "After project implementation" and click on "**Create**" to generate the report template.



A Project Report on achieved project results contains information about the achieved results within one year after project completion. It contains the same sub-sections as standard Project Report, but LP is required to fill in only some of the sections.

Project report identification

Describe how the project results were achieved during one year after project implementation. The summary should highlight main achievements, positive impacts, interesting and understandable for non-specialists.

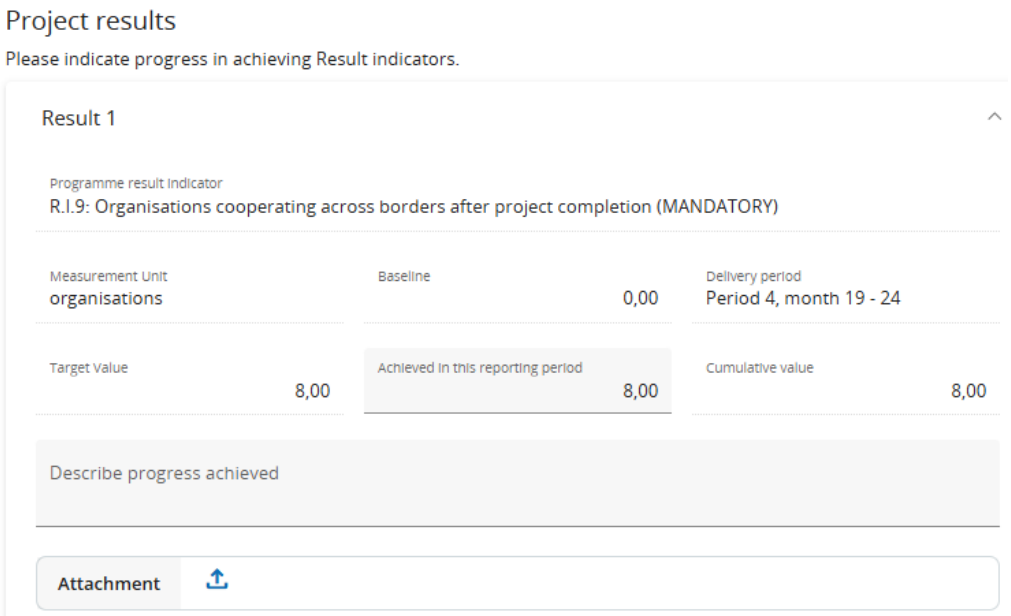


Results & Horizontal Principles

Describe the progress made toward the planned results by indicating how much was achieved in the period after project completion. Please provide a brief explanation of the progress achieved for each project result.

A detailed explanation of the achieved project results must be provided in a separate document, justifying the achievement of the planned results as specified in Annex I 'Programme Output and Result Indicators' of the Programme Manual.

If there are multiple documents, please upload all relevant files as a single attachment (ZIP or RAR format).



Results are cumulative, meaning that if a report is submitted and another report created the values from the previous report are added to the cumulative values. The cumulative value achieved is calculated as the sum of all the figures reported in all Project Reports with the status "Submitted".

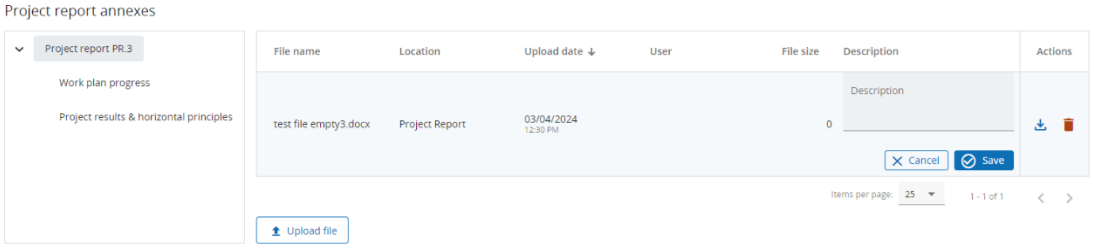
Project Report annexes

This section shows all files uploaded in any tab of the Project Report. The tree structure shows the tab under which a file has been uploaded.

It is possible to upload additional files linked to the Project Report here by clicking the **“Upload file”** button.

!! Please always specify in comments to uploaded file content of the document, so that JS/MA would easily navigate in attachments.

Note! Files uploaded in this section can be deleted here, other files can only be deleted in the tabs where they were uploaded.



Export

In this section it will be possible to download data that are part of the Project Report.

Submit

In this section the Project Report can be submitted. After submission, the Project Report cannot be modified, and the JS/MA verification can be started.

Annex 1: Terms of service, privacy policy and cookies usage policy for Jems

Terms of service, privacy policy and cookies usage policy for Jems

1. Subject matter and scope

1.1 The Interreg VI-A Latvia–Lithuania Programme 2021–2027 (hereinafter - Programme) Joint electronic monitoring system (hereinafter - Jems) is provided for applicants and project beneficiaries to allow them to create, prepare, revise and submit online forms (application and request for changes form, reports and payment claims and final reports). Furthermore, it is provided for the Programme bodies to do the project and Programme monitoring.

1.2 These Terms of Service govern the relation between:

Ministry of Smart Administration and Regional Development of Latvia, ensuring functions of the Managing Authority (hereinafter – MA) and Joint Secretariat (hereinafter - JS) of the Programme; and

Institutions/bodies acting as applicants in project proposals and beneficiaries in approved projects;

Other bodies and actors involved in the Programme implementation such as members of the Monitoring Committee, National Authorities, National Control bodies, Audit Authority, Members of the Group of Auditors in relation to their access to and use of the Jems.

1.3 Requesting access to the Jems, accessing the Jems or using the Jems signifies unconditional acceptance of these Terms of Service.

2. Jems users and organisations

2.1 Access to the Jems is open to natural persons with a valid email address. Access rights to certain information and functions in the Jems are restricted to users with specific roles in relation to particular proposals or projects. Project applicants and PPs' organisations shall access the Jems only via users employed by or representing them. If a user leaves the organisation or is no longer representing the organisation, the account of this person shall be closed and a new one shall be created if needed. It is the responsibility of the organisation to timely inform the Programme's MA/JS of such change or any substantial change and request in writing that the account is closed.

2.2 Users register in Jems with their email address and personal password that encrypted into the system. Users guarantee that the information provided for registration of their account is accurate, updated and that the email address provided is a valid email address. It is also the responsibility of users to make sure that they receive the emails automatically sent by the Jems system. The MA/JS has - at any time - the right to verify the validity of the information. If this reveals any inaccuracy or invalidity, the Jems administrator has the right to close the account or suspend, refuse or reset access.

2.3 The means of access (i.e. the user name and password) are strictly personal and users are responsible for safeguarding their confidentiality and security, and ensuring their appropriate use. Users are responsible to take all steps to prevent any unauthorized third party from gaining knowledge and making use of their means of access. They may not transfer or sell their means of access to any third party. Users must notify the MA/JS immediately of the loss, theft, breach of confidentiality or any risk of misuse of the means of access. If the MA/JS has any reason to suspect that the confidentiality or security of the means of access has been breached or that the Jems is being misused, it may - without prior notice - suspend or refuse access.

2.4 The Lead partners shall only grant access rights ('view, 'edit and/or 'manage') to natural persons which are employed or represent project applicants or project partners in relation to the project(s) for which they are granted access rights.

2.5 The JS personnel (except the administrators) have 'read only' access to the data submitted in the Jems by the project partners. The administrators and the JEMS maintenance company have read and write access but shall not write, modify or submit data on behalf of the project partners unless it is requested by the Lead partner in exceptional cases to modify data on their behalf.

3. Using Jems

3.1 Users shall use Jems in accordance with these Terms of Service, in a responsible manner, and exclusively for their professional purposes and without breach of the rights of third parties.

3.2 Users are fully and unconditionally responsible for any use of Jems (including misuse of their means of access), and for any detrimental consequences that may arise directly or indirectly therefrom.

3.3 Organisations acknowledge and accept that they are responsible for the actions and omissions of users employed by or representing them.

3.4 The system keeps track of access to and use of Jems.

3.5 When full write and/or manage access are given to project partners by the Lead partner, project application, request for project modification and project progress report must however be submitted by a user employed by or representing the Lead partner's organisation.

3.6 Users acknowledge and agree that they are responsible for the choice, purchase and operation of any hardware, software or telecommunication services required to connect with and to use Jems. The MA/JS is not liable for hardware, software, products and services of third parties, such as telecommunication equipment, internet connections, operating systems and internet browsers.

3.7 The MA/JS does not guarantee that Jems will be available without interruption or degradation of service at all times. However, the MA/JS will, to the best of its abilities, take reasonable care to ensure the availability of Jems. In case of planned interruptions for maintenance purpose, the users will be notified in a due time.

3.8 The MA/JS is not liable for any damage suffered in connection with the suspension or refusal of access.

3.9 It is the responsibility of the Lead partner to submit their application by the deadline indicated in the call. The MA/JS cannot accept applications which fail to meet the deadline. It is advisable not to wait until the last minute before submitting the application form in Jems, in case of exceptional web traffic or technical failure.

4. Liability of the MA/JS

4.1 The MA/JS shall not be liable for any direct or indirect damage of any kind except in the event of wilful misconduct.

4.2 The MA/JS are not liable for any damage in case of force majeure, external cause or any other events which are not under the reasonable control of the MA/JS.

5. Changes to the Terms of Service

5.1 The MA/JS may update Terms of service, privacy policy and cookies usage policy from time to time.

5.2 Users are advised to review this Terms of service, privacy policy and cookies usage policy periodically for any changes. Changes to this Terms of service, privacy policy and cookies usage policy are effective when they are posted on Jems page.

6. Data protection

6.1 By using Jems, users agree to the collection and use of information in accordance with this policy. The Programme is committed to the protection of personal data, in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
The Jems controller is the Ministry of Smart Administration and Regional Development of the Republic of Latvia having its registered address at Peldu street 25, Riga, LV-1494, Latvia.
Contact email on data protection issues: das@varam.gov.lv
The Jems maintainer/processor is ALT RD Ltd.

6.2 When registering in Jems and using Jems, the user must provide certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information includes, but is not limited to:

- First and last name;
- Email address;
- password.

When reporting on project implementation, user may upload pictures from project events, documents on renumeration in projects, name, surname, email address of project partner's contact persons, name, surname of project partner's authorized representative.

6.3 Please note, that the personal data you have provided to us is processed for the following purpose: providing access to the Jems, assessing project application forms, awarding funds to selected projects, as well as implementing, managing, monitoring and evaluating the projects, for project verifications and audits and for communicating

on the Programme and its actions and in general for the implementation, documentation and provision of information of the Programme. The basis and the need for processing personal data is Article 4 “Processing and protection of personal data” of Regulation (EU) 2021/1060[3] and implementation of approved by the European Commission Interreg VI-A Latvia-Lithuania Programme 2021-2027 (decision No. C(2022)7183 date 04.10.2022). All data is encrypted and securely transmitted through SSL. Jems also includes automatic data processing, however no automatic decision taking or profiling is foreseen. Data is stored in Jems till 31.12.2032.

6.4 The security of your data is important to the Programme, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

6.5 Jems users have the right to make claims and objections in accordance with the provisions of applicable law. Jems user may file a complaint with the Latvian Data State Inspectorate (Elijas iela 17, Riga, LV-1050, info@dvi.gov.lv).

6.6 To exercise your rights, please contact us using the contact details below. Information may be required to be erased (by sending an email to latlit@varam.gov.lv and requesting deletion of information by specifying certain data to be deleted).

6.7 The Programme’s MA is entitled to process personal data, which are contained in the project application form and which are acquired by the organs and authorised representatives of the following bodies and authorities: JS/MA, national control bodies and bodies and authorities involved in audits carried out for the Programme, European Commission, the European Anti-Fraud Office (OLAF), the European Court of Auditors (ECA) or any other institution responsible for conducting audits or controls according to European Union´s or national laws. In addition, the MA is entitled to process such data and to share them with other programmes in order to implement their tasks linked to European anti-corruption policy and to make such data available to bodies and authorities for evaluation and monitoring purposes.

6.8 Legal basis:

- Article 4 of Regulation (EU) 2021/1060
- Article 49 of Regulation (EU) No. 2021/1060
- Article 69 (8) of Regulation (EU) No. 2021/1060
- Article 74 (1) of Regulation (EU) No. 2021/1060 in conjunction with Article 46 (3) of Regulation (EU) No. 2021/1059[4]
- Article 44 and 45 of Regulation (EU) No. 2021/1060
- Interreg VI-A Latvia-Lithuania Programme 2021-2027 No. 2021TC16RFCB026 (approved by the decision of European Commission No. C(2022)7183 on 04.10.2022)

[3] Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy

[4] Regulation (EU) 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments

- Subsidy Contracts with the Lead partners
- Article 6 (1) letter c, e and f of the General Data Protection Regulation

6.9 Applicants and project implementers shall collect and process personal data required in the online forms, provided that they have informed the personnel whose personal data are collected and processed about the conditions of collection and process of those data according to the Jems Terms of Service (by providing them with a copy of this Data Protection Information) before transmitting those data to the MA/JS through the Jems.

6.10 The provision of personal data is a legal requirement, if you are thereby concluding a Subsidy Contract between the Managing Authority and Lead partner and are claiming the disbursement of project funds.

6.11 Failure to provide the data would have the following consequences for you: A refusal to grant contractual consent to the processing of personal data and to obtaining such consent from all persons involved in the granted project for the purpose of verifying eligibility for funding would at any rate lead to the funding of personnel costs being denied. Dependent on the project structure, this may even include a revocation (cancellation) of the funding commitment.

6.12 The MA/JS may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation;
- To protect and defend the rights or property of Jems;
- To prevent or investigate possible wrongdoing in connection with the Jems;
- To protect the personal safety of users of the Jems or the public;
- To protect against legal liability.

6.13 In line with Article 49 (3) of the Regulation (EU) 2021/1060, the MA is authorised to publish the following information:

- name of the LP and its PPs;
- name of the project;
- the project summary including project purposes and its expected achievements;
- abstract of progress reports with the project actual achievements;
- start date of the project;
- expected or actual date of completion of the project;
- the ERDF funding and the total cost of the project;
- the programme specific objective concerned;
- the location indicator or geolocation for the project and the countries concerned;
- the location of the LP and its PPs;
- the type of intervention for the project in accordance with point (g) of Article 73 (2) of the Regulation (EU) 2021/1060.

The MA/JS is entitled to furthermore use these data for information and communication purposes as listed in Annex IX of the Regulation (EU) No 2021/1060.

7. Cookie policy

7.1 A cookie is a small text file that a website stores on your computer or mobile device when you visit the site. Only that website can read them.

7.2 Jems uses only own cookie and it is not stored by third party providers.

7.3 Jems uses only necessary and functional cookie. You cannot refuse to use this cookie since it is not possible to ensure the functioning of the website in its absence.

Cookie	Group	Description	Expiration
JSESSIONID	Necessary	This cookie ensures that JEMS recognizes which user has logged in the system and which data has to be shown to this user.	Session

7.4 JSESSIONID cookie in Jems is session cookie, which is deleted when you quit your browser, i.e. cookie is not stored persistently on your computer.

7.5 If you have any questions about this Terms of service, privacy policy and cookies usage policy, please contact us by email: latlit@varam.gov.lv.

Annex 2: Confirmation of bank details

Project ID	
Project title	
Project acronym	

Confirmation of bank details

On behalf of the Lead partner's institution <Title of the organisation in English> (hereinafter - LP) hereby I certify that the LP's bank account details are as follows:

Bank account No	
Bank	
Bank code	

I acknowledge that the information presented in this document is correct and I am aware that any risks or costs related to payments going to the wrong accounts due to incorrect information provided are borne solely by the LP.

The official title of the LP organisation in English	
Position of the authorised representative	
Name and surname of the authorised representative	

DOCUMENT IS SIGNED WITH SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP

Annex 3: Confirmation for Project Report

Project ID	
Project title	
Project acronym	
Reporting period number	
Reporting period start/end dates[5]	
ERDF co-financing requested[6]	

Confirmation for Project Report

By signing this Confirmation for Project Report the Lead Partner (hereinafter - LP) confirms that:

- the project neither in whole nor in part has or will receive any other additional European Union (hereinafter - EU) funding (except for the funding indicated in this Project Report) during the whole duration of the project;
- the project is in line with the relevant EU and national/regional legislation and policies of the regions and countries involved;
- the LP and the project partners have acted according to the provisions of the relevant national and EU regulations, especially regarding structural funds, public procurement, state aid, environment and equal opportunities, as well as the specific provisions of the Interreg VI-A Latvia–Lithuania Programme 2021–2027;
- the project respects equal opportunities and non-discrimination and has no harmful impact on the environment;
- information and documentation in this Project Report and its attachments give the correct description of the implementation and the current status of the project.

The official title of the LP organisation in English	
Name and surname of the authorised representative	
Position of the authorised representative	

DOCUMENT IS SIGNED WITH SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP

[5] Reporting period start and end dates are specified in the Contracting/Project Reporting Schedule.
[6] Amount of requested European Regional Development Fund (hereinafter - ERDF) co-financing must match with amount indicated in the JEMS: Project Report/ Financial overview/table “Project expenditure - summary (in Euro)”/column “Current report (ERDF)”