Interreg
Latvia – Lithuania

Co-funded by
the European Union

GUIDANCE

FOR JOINT ELECTRONIC MONITORING

SYSTEM

Jems
Joint electronic monitoring system

INTERREG VI–A LATVIA–LITHUANIA PROGRAMME

2021–2027

Version 2

Contents

Abbreviations

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
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.

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[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).

Create new account

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**).
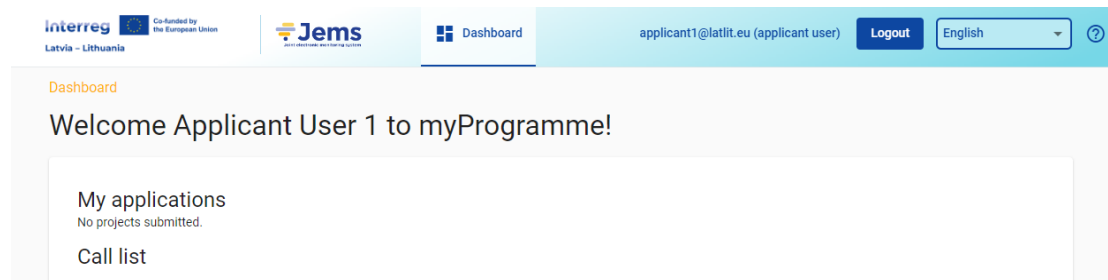
You can click "Dashboard" in the top menu bar to go to the Dashboard.

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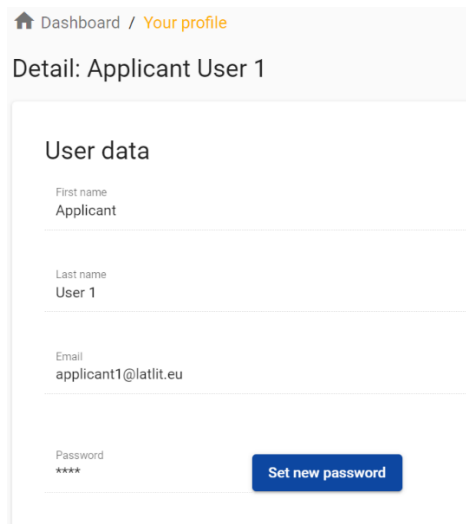
You can click on the "?" icon to get support information.

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.
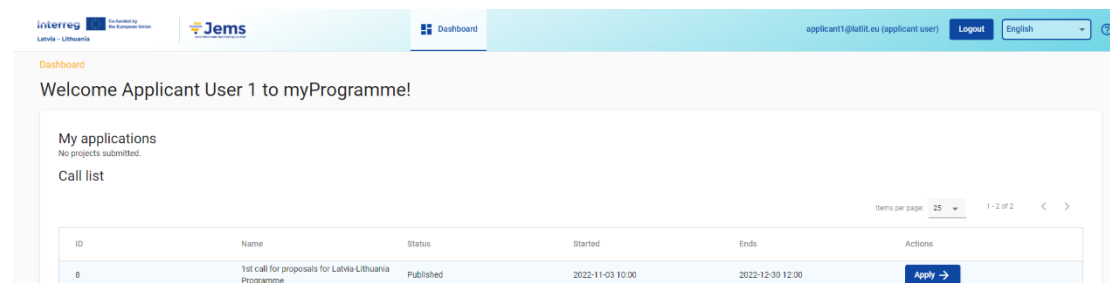
General rules and tips for work in JEMS

- 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 Application Form, which give broader explanation about the required information for the particular field.

A.1 Project identification

> * *Asterisks indicate information required for saving.*
>
> *Please be aware there may be gaps in the numbering of sections, due to the programme's configuration of application form for this call.*

Project ID (automatically created)
LL-00017

Project acronym

Please provide an abbreviated project name for easier reference in the application form. ⓘ

Project title

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

Project title

0/ 200 characters

- 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 1st 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

Dashboard   applicant1@latlit.eu (applicant user)   Logout   English   ▾   ⑦

- 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
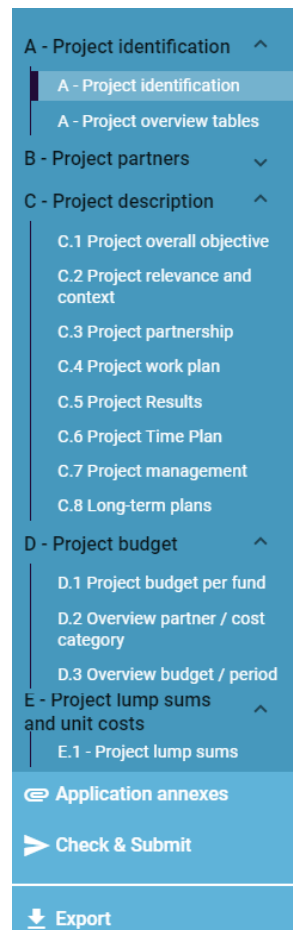
- To hide/unhide the left menu please click the ">"/"<" symbols.
- Please click on the chapters to navigate through the application.
- Please click "Application annexes" to access to the file upload section.
- Please click "Check & Submit" to run pre-submission checks and to submit a project application.
- Please click "Export" to export the Application Form as .pdf file and the partners 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 Granting Project Privileges.

Format for numbers and rounding mode

In the Application Form 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 Application Form 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 Application Form the "current" version is shown by default. Applicant can view previous versions by clicking on them from the drop-down list.

Application composition
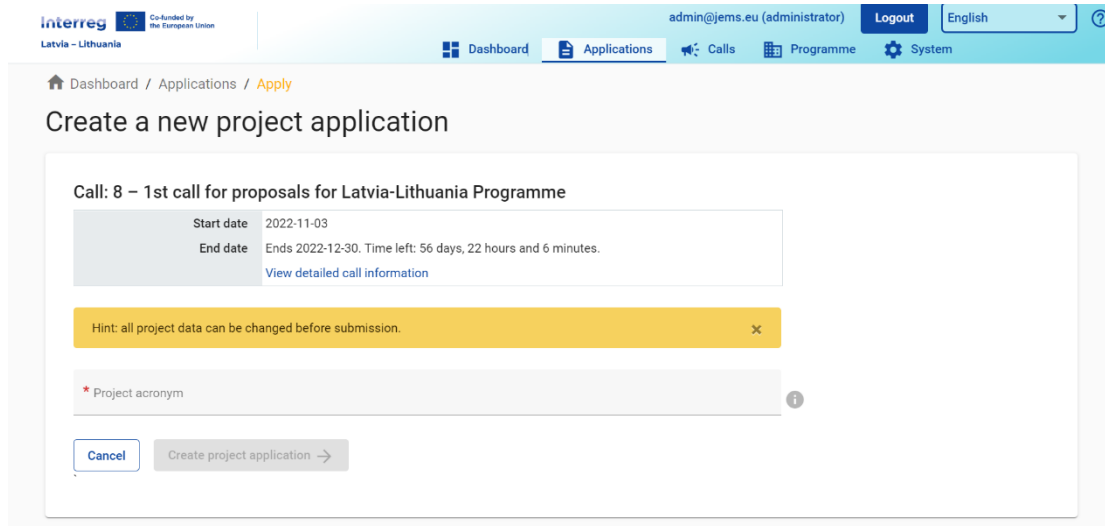
> **Detailed information on the application requirements is in subsection 5.1 "Application requirements" of the Programme Manual (www.latlit.eu)**

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

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

Application Form

In order to create a new Application Form, 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.

Project ID (automatically created)
LL-00021

Project acronym
New project

Project title

Project duration

Project duration in months / Default period length in months
6 = Number of periods
0

Project priority and specific objective

* Programme priority
Priority II - Green, resilient and sustainable development ▾

* Specific objectives:

◉ S.O.2.1.: Promoting climate change adaptation and disaster risk prevention, resilience, taking into account eco-system based approaches

○ S.O.2.2.: Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution

A.1 Project identification

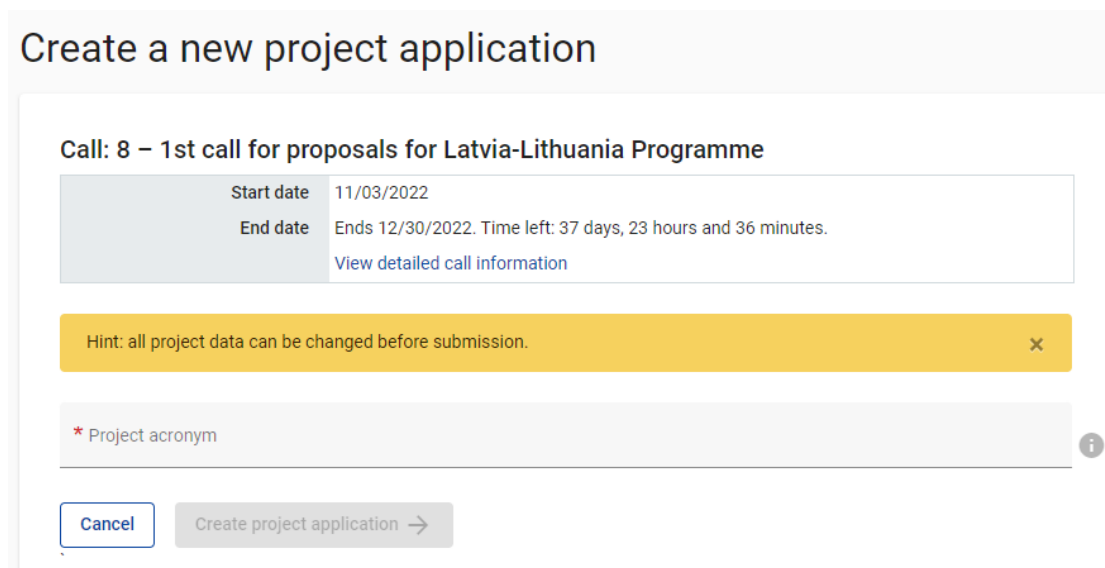**Detailed information on the Programme requirements is in the Programme Manual (www.latlit.eu)**

- **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 24 months!**
- **Project priority*** - an applicant needs to select the Programme priority the project contributes to.
- **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.

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

A.2 Project summary

A.2 Project summary

Please give a short overview of the project and describe:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and those who will benefit from them;
- the approach you plan to take and why a cross-border approach is needed;
- what is new/original about the project.

Summary in English/Latvian/Lithuanian languages

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 project partners are prepared.

A.3 Project budget overview

| Funding source | Programme funding | | Contribution | | | | Total |
	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 Application Form. 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 Application Form.

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

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 partner. Further, when details about all partners are ready, clicking on a specific partner in the lists gives applicant access to the particular partner's section.

Partners overview

+ Add new partner

No project partners

Identity

B.1.1 Partner identity

* Partner role

Partner | Lead partner

* Abbreviated name of the organisation
LLL

Name of the organisation in original language
Lead Partner Association

Name of the organisation in english
Lead Partner Association

Department / unit / division

Legal and financial information

Type of partner
Local public authority

* Legal status
Public

Registration number
40001256899

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

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

In case a LP already exists and for a new partner the LP role is selected, the system will ask the user if the existing LP role shall be replaced. If yes, the new partner will become the LP and renumbering of the partners 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 partner.
- **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 partner 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 partner is a pre-defined drop-down list of typologies used to categorize the type of partner.
- **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 partner registration address and, if applicable, the address of the department/ unit/division.

B.1.2 Partner address

Partner main address (registration address)

> Information about NUTS codes and how to identify your region: https://ec.europa.eu/eurostat/web/nuts/background

Country

Street

House number

Postal code

City

Homepage

Address of department / unit / division (if applicable)

Country

Street

House number

Postal code

City

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 partner's role in the project is required.

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

B.1.6 Partner motivation and contribution

Which of the organisation's competences in the thematic field concerned and experiences are relevant for the project?

> Enter text here

What is the role (contribution and main activities) of your organisation in the project?

> Enter text here

If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

> 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	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Lump sum	Total
LP1	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 project partner's budget information for all CCs. Partner does not need to enter any information/data in this section.

Partner Budget Options

Partner 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

Partner can choose to plan:

1) CC1 Staff costs flat rate which is 15% of real costs (CC4, CC5 and CC6) 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 10% 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.**

Partner Budget Options

☑ Staff costs flat rate: 15 % (fixed rate)

☑ Office and administrative costs flat rate based on direct staff costs: 15 % of Staff costs (fixed rate) ⓘ

☑ Travel and accommodation flat rate: 10 % of Staff costs (fixed rate)

⊗ Discard changes   🖫 Save changes

When options for CC1 Staff costs, CC2 Office and administration costs and CC3 Travel and accommodation costs 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.**

CC1 Staff costs

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

If partner 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.

Partner budget ⓘ

Staff costs flat rate
Total Staff costs flat rate is calculated by applying the rate (%) to the sum of direct costs under the cost category travel and accommodation (if not a flat rate), external expertise and services, equipment and infrastructure and works

Flat rate for Staff costs	Total
	0,00

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

Partner budget ⓘ

Staff costs

+ Add

Staff costs

Programme Unit costs	Staff function	Comments	Unit type	No. of units	Price per unit	Total	Period 1
N/A							🗑
Staff costs unit rate						0,00	0,00

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.** – partner 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.

Total	Period 1	Period 2	Period 3	Period 4
1.700,00	100,00	0,00	0,00	1.600,00
1.700,00	100,00	0,00	0,00	1.600,00

- 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.

Total	Period 1	Period 2	Period 3	Period 4	Gap	
2.000,00	0,00	1.000,00	1.000,00	0,00	0,00	🗑
2.000,00	0,00	1.000,00	1.000,00	0,00		

CC4 External expertise and services

If partner chooses to plan external expertise and services costs, it has to click "+Add".

External expertise and services

+ 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.
- **Investment** - choose investment's number from the drop-down list of investments, created under section C.4 Project Work plan, if relevant.
- **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**. – partner 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.

External expertise and services

Description	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Gap
Printing service	1,00	2.000,00	2.000,00	0,00	1.000,00	1.000,00	0,00	0,00
+			2.000,00	0,00	1.000,00	1.000,00	0,00	

CC5 Equipment

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

Equipment

+ 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.** – partner 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.

Equipment

Description	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Gap
server	1,00	5.000,00	5.000,00	0,00	5.000,00	0,00	0,00	0,00
+			5.000,00	0,00	5.000,00	0,00	0,00	

CC6 Infrastructure and works

If partner chooses to plan CC6 Infrastructure and works costs, partner has to click "+Add"

Infrastructure and works

+ Add

Please insert the following:

- **Description** - specify the name of the infrastructure works (e.g., renovation of museum).

- **Comments** - specify any additional information relevant to the item of costs.
- **Investment** - choose investment's number from the drop-down list of investments, created under section C.4 Project Work plan, if relevant.
- **Unit type** - specify the unit type (e.g., works), if relevant.
- **No. of units** - specify the number of planned units for the specified infrastructure works. For infrastructure works one unit usually will be specified as complex of works. However, please indicate number of units for your particular case.
- **Price per unit –** specify price per unit.
- **Period 1 and etc**. – partner has manually to distribute the planned 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.

Infrastructure and works

Description	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Gap	
Renovation of museum	1,00	20.000,00	20.000,00	0,00	5.000,00	10.000,00	5.000,00	0,00	
+			20.000,00	0,00	5.000,00	10.000,00	5.000,00		

Partner lump sums

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

Partner lump sums (assigned in section E.1 - Project lump sums)

Programme lump sum	Period	Lump sum cost	Partner share of lump sum cost
Total partner lump sums			0,00

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 partners are ready and section E.1 Project lump sums is filled in.

The basis for the co-financing is the partner 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 partner has to choose origin of partner contribution from drop-down list (Public/Private) and to insert the amount of partner 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 partner 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.

The total of contribution must match the total partner contribution (difference "10.688,00")

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

✓ Co-financing and partner contributions saved successfully
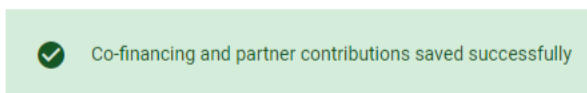
If you make any changes in project budget after section "Co-financing" was filled in, please be aware that the system will notify that section "Co-financing" needs to be updated.

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

Criterium II: Does the partner receive an undue advantage in the framework of the project?

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

State aid question	Answer	Justification
1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?	Yes No	Enter text here
2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?	Yes No	Enter text here

Result of State aid criteria self-check: To see the result, please answer all the questions above.

Please create activities in section C4 Work plan

State aid relevant activities

GBER scheme / de minimis

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
S.O.2.1.: Promoting climate change adaptation and disaster risk prevention, resilience, taking into account eco-system based a

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) 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.

Enter text here

C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

Enter text here

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

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a cross-border approach.

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.

C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project. For example, if you choose the category education, you need to explain which specific schools or groups of schools and in which territory.

Target Group	Specification	
* Target Group ▾	Specification	🗑

[+]

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

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

Strategy	Contribution	
* Strategy ▾	Contribution	🗑

[+]

In section C2.6 please specify project or initiative that your project will make use of and describe how synergy will be ensured in the project.

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

Project or Initiative	Synergy	
Project or Initiative	Synergy	🗑

[+]

The last section requires description on how the project is built on available knowledge.

C.2.7 How does the project build on available knowledge?

Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on.

Enter text here

C.3 Project partnership

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

C - Project description

C.3 Project partnership

Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project?

Enter text here

C.4 Project work plan

The Project work plan overview lists the work packages (WPs) in the project.

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

Application form LL-00021 – New project
C - Project description

C.4 Project work plan

[+ Add new work package]

No work packages

C.4 Project work plan

[+ Add new work package]

Number	Work package name	
1	the best project	🗑

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

We recommend not to have more than 2-3 work packages in the project.

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

Work package

Work package number (automatically created)
1

Work package title

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

- Objectives
- Investments
- Activities
- Outputs

Work package1

Objectives	Investments	Activities	Outputs

Objectives
In this section please specify project specific objectives and communication objectives.

Objectives

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

Project specific objective

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Communication objective and target audience

Investments

In this part, investments can be created within a specific work package.

List of investments

Please list below the investments that will be delivered within this work package.

+ Add investment

Items per page: 25 ▼   1 - 2 of 2

Number	Investment title	Location
I1.1	Reconstruction of museum	Latgale (LV005)
I1.2	Cleaning of territory	Panevėžio apskritis (LT025)

The list of investments provides an overview of all investments created under a work package. Click "Add investment" to create a new investment.

By clicking on an investment in the list, the details page for the selected investment opens.

Investments are automatically numbered. There are text input fields to describe the investments.

In section "Investments" please specify investments that intend (re)construction works or other that have corresponding costs under CC6 "Infrastructure and works". Purchase of equipment shall be planned under CC5.

Investments are linked to the partner budget: for CC6 "Infrastructure and works" there is a drop-down list of all investments created under each work package in section C.

In section "Investments" an applicant has to provide detailed information on investments:

- Justification

- Location of the investment

- Risks associated with the investments, if any

- Investment documentation

- Ownership of investments

Activities

In this part, activities have to be created within a specific work package. 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
- partner(s) involved

Activities are linked to the project partner 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 partner 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:

Activity number	1.1
Title	Exchanging good practice visits
Start period	Period 1
End period	Period 2

Description	Exchanging good practice visits between project partners and abroad.
Partner(s) involved	LP Municipality X, PP2 Municipality Y, PP3 Municipality Z

Deliverable number	D.1.1.1
Deliverable title	Good practice exchange visits
Description	Two good practice exchange visits will be organized: one by PP2 in Lithuania (Siauliai; 2 days) and one by PP3 (Jelgava; 2 days) in Latvia. In each visit about 10 people will participate.
Delivery period	Period 2

Deliverable number	D.1.1.2
Deliverable title	Good practice exchange visit to Poland
Description	Good practice exchange visit to Poland (2-3 days) will be organized. About 15 people will participate from LP, PP2 and PP3.
Delivery period	Period 2

Outputs

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

- Click "Add output" to create a new output

- Click the "trash" icon to delete an output

Outputs are automatically numbered.

C - Project description
Work package1

| Objectives | Investments | Activities | **Outputs** |

List of outputs

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

[+ Add Output]

C - Project description
Work package1

| Objectives | Investments | Activities | **Outputs** |

List of outputs

Please define the outputs which will be realised through the activities foreseen in this work package and link them to the related programme output indicators.

Output number 1.1

Output title

Programme output indicator ▾

Measurement unit   Target value
                                     1,00

Delivery period ▾

Output description

[+ Add Output]

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 indicator "Organisations cooperating across borders (MANDATORY)" with corresponding result indicator "Organisations cooperating across borders after project completion (MANDATORY)". Other output indicators with corresponding result indicators can be chosen for contribution if relevant activities are planned in the project.**

Example:

Output Number	1.1
Output Title	Municipalities cooperating across borders
Programme Output Indicator	Organisations cooperating across borders (MANDATORY)
Measurement Unit	organisations
Target Value	3
Delivery Period	Period 4
Output Description	LP Municipality X, PP2 Municipality Y and PP3 Municipality Z will cooperate during project implementation.

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 output indicator "Organisations cooperating across borders (MANDATORY)" with corresponding result indicator "Organisations cooperating across borders after project completion (MANDATORY)". Other output indicators**

with corresponding result indicators can be chosen for contribution if relevant activities are planned in the project.

Example

Result number	1
Programme result indicator	Organisations cooperating across borders after project completion (MANDATORY)
Measurement unit	organisations
Baseline	0,00
Target value	3
Delivery period	Period 4
Result description	LP Municipality X, PP2 Municipality Y and PP3 Municipality Z will cooperate during project implementation and also as minimum a year after the project end.

C.6 Project Time Plan

The project time plan is automatically generated using data from the Application Form. Hovering over 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.
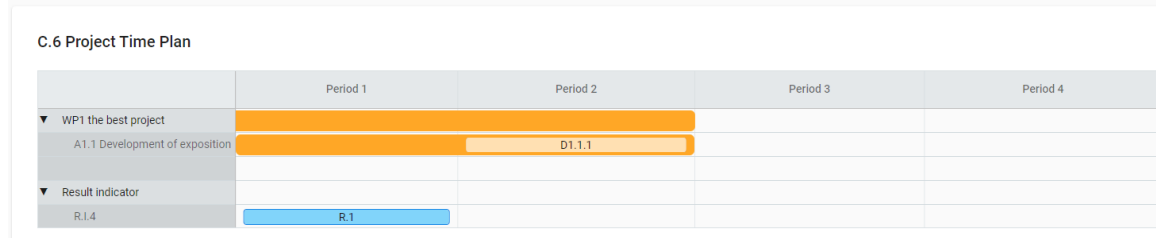
C.7 Project management

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

Application form LL-00021 – New project
C - Project description

C.7 Project management
In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

C.7.1 How will you coordinate your project?
Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work?

Enter text here

C.7.2 Which measures will you take to ensure quality in your project?
Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

Enter text here

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.

C.7.5 Cooperation criteria
Please select all cooperation criteria that apply to your project and describe how you will fulfil them. Joint development, joint implementation and joint financing are mandatory, while joint staffing is optional.

Cooperation criteria	Description
☑ Joint development	Enter text here
☑ Joint implementation	Enter text here
☑ Joint staffing	Enter text here
☑ Joint financing	Enter text here

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/deliverables.

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 partners and funding sources. The percentage of ERDF per partner is indicated below the ERDF amount per partner.

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

Partner	Country	ERDF	ERDF % Rate	Public Contribution	Private Contribution	Total partner contribution	Total eligible budget	% of Total eligible budget
LP1	Latvija (LV)	83.164,00 46.68 % of total	80,00 %	20.791,00	0,00	20.791,00	103.955,00	46,68 %
PP2	Lietuva (LT)	95.000,00 53.32 % of total	80,00 %	0,00	23.750,00	23.750,00	118.750,00	53,32 %
Total		178.164,00	80,00 %	20.791,00	23.750,00	44.541,00	222.705,00	100,00 %

D.2 Overview partner / cost category

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

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

Partner	Country	Staff costs	Office and administrative...	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Lump sum	Total
LP1	Latvija (LV)	1.700,00	255,00	0,00	2.000,00	75.000,00	20.000,00	5.000,00	103.955,00
PP2	Lietuva (LT)	15.000,00	2.250,00	1.500,00	100.000,00	0,00	0,00	0,00	118.750,00
Total		16.700,00	2.505,00	1.500,00	102.000,00	75.000,00	20.000,00	5.000,00	222.705,00

D.3 Overview budget /period

Table D.3 provides an automatically calculated overview of total partner 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	Country	Preparation	Period 1	Period 2	Period 3	Period 4	Closure	Total eligible budget
LP1	Latvija (LV)	0,00	5.000,00	82.955,00	11.000,00	5.000,00	0,00	103.955,00
PP2	Lietuva (LT)	0,00	0,00	59.375,00	59.375,00	0,00	0,00	118.750,00
Total		0,00	5.000,00	142.330,00	70.375,00	5.000,00	0,00	222.705,00
% of Total budget		0,00 %	2,25 %	63,91 %	31,60 %	2,24 %	0,00 %	100,00 %

D.3.2 Project budget - overview per fund / period

Fund	Preparation	Period 1	Period 2	Period 3	Period 4	Closure	Total
ERDF	0,00	4.000,00	113.864,00	56.300,00	4.000,00	0,00	178.164,00
Total EU Funds	0,00	4.000,00	113.864,00	56.300,00	4.000,00	0,00	178.164,00

E- Project lump sums

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

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 partner or split between several partners.

If preparation costs are planned only by LP or other partner, please specify the whole amount for the respective partner. Otherwise, divide amount by partners 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 partner(s).

E.1 - Project lump sums

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).

> Please update the lump sum table: The sum of the amounts per partner must match the total lump sum costs.

> Please update the lump sum table: A period must be selected for each lump sum.

Programme lump sum	Period	Split up	Costs	LP1	PP2	Sum	Gap	
Preparation co... ▾	Period ▾	Yes	5.000,00	0,00	0,00	0,00	5.000,00	🗑
				0,00	0,00			

\+

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 project partner, first select the partner and then click "Upload file".

Application form LL-00021 – New project
Application annexes

Attachments ⓘ

- ∨ Application attachments
  - ∨ Partners
    - LP1 LLL
    - PP2 dfdsf
  - ∨ Investment documentation

> There are no files uploaded.

+ Upload file

Attachments ⓘ

- ∨ Application attachments
  - ∨ Partners
    - LP1 LLL
    - PP2 dfdsf

File name	Upload date	User	Description	Actions
JEMS guidanc...	21.11.2022 12:25	applicant1@latlit.eu		✏ ⬇ 🗑

Items per page: 25 ▾   1 - 1 of 1   ‹ ›

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 Application Form.

Each Application Form 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 Application Form. 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 Application Form.

The results of the check are shown in an expandable tree: for each section of the application form 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 Application Form 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 Application Form sections A, B and C as a PDF file (not including detailed Partner budget tables).
Project version: At first submission of the application form 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

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

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.

Application form LL-00021 – New project
Project privileges

Users working at the same time in the same page may lead to unexpected loss of data (users overwrite other users content). Please mak

Application form users ⓘ

* Jems username				
applicant1@latlit.eu	👁 view	✏ edit	⚙ manage	🗑

* Jems username				
applicant6@latlit.eu	👁 view	✏ edit	⚙ manage	🗑

+

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

- VIEW - User can see all Application Form sections but cannot make any change.

- EDIT - User cannot only see, but also modify/fill in the Application Form.

- 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 Application Form. 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.

Annex 1 Terms of service, privacy policy and cookies usage policy for Joint Electronic Monitoring System (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 Environmental Protection 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 project partners' 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 Environmental Protection 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[2] 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[3]
- 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)
- Subsidy Contracts with the Lead partners
- Article 6 (1) letter c, e and f of the General Data Protection Regulation

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[2] 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

[3] 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

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.