

Interreg North-West Europe

Lille, France





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North-West Europe

Jems plugin developments – NWE



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Examples of development

- **Word exports:** template for requesting a modification of the application, template for clarification round during verification work
 - **80-day payment follow up** (time counter at project report level, Excel overview table of all project reports for management, adaptation of Jems button for clean workflow) as per Regulation (EU) 2021/1060 art. 74 (1b)
 - **Electronic signature** : integration of DocuSign **IN PROGRESS**
 - **Changed behaviour** for delete button Partner Report (to prevent parked items from disappearing)
 - **Access to control work section for admin user** anytime, inc. when control is ongoing
 - **Notifications for project report payments** authorisation & confirmation
 - **New GDPR attachment area** (control + verification communication sections)
-

 Payment installment authorized 

Project: Manager LP PPs

Subject

Interreg North-West Europe [projectIdentifier] [projectAcronym] [projectReportNumber]: payment is authorised.

Message

Dear all,




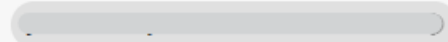
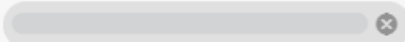

The payment for PP[partnerNumber] [partnerName] report [partnerReportNumber] in project report [projectReportNumber] for [projectIdentifier] [projectAcronym] has been authorised. You may now confirm it and go ahead with the corresponding ERDF transfer. Thank you!



Kind regards,

The NWE Joint Secretariat

PS If you do not wish to receive our notifications via email, please untick the box "send notifications automatically to my email" in your user account.

List of email addresses to send

josee.de @ . be  jol @ . be  julie @ . be 
   call.detail.notifications.config.email.to.send.subject.placeholder

 Payment installment confirmed 

Project: Manager LP PPs

Subject

Interreg North-West Europe [projectIdentifier] [projectAcronym] [projectReportNumber]: payment is confirmed.

Message

Dear all,


Payment for PP[partnerNumber] [partnerName] report [partnerReportNumber] in project report [projectReportNumber] for [projectIdentifier] [projectAcronym] has now been authorised and confirmed. The funds should reach the Lead Partner's bank account in the coming days and the Lead Partner should transfer this amount to the partner at its earliest convenience.

Kind regards,

The NWE Joint Secretariat

PS If you do not wish to receive our notifications via email, please untick the box "send notifications automatically to my email" in your user account.

List of email addresses to send

christophe@nweurope.eu  call.detail.notifications.config.email.to.send.subject.placeholder

Sensitive data attachment area

- Need: a “safe space” in Jems under control communication and verification communication
- Solution: separate section, same as under public procurement

Control Identification Expenditure verification **Control communication** Control checklists Overview


Control communication

Here both controller and partner user(s) can upload and download documents. This section can be used for clarification round requested files.


Attention: for sensitive data, please use the dedicated section below, so that the documents are protected!
Note that once the control work is finished, deleting or editing won't be possible anymore.

▼ Partner report R.2

Control communication

 There are no files uploaded.

Sensitive data control communication

 This section is intended for the upload of sensitive documents (work contracts, payslips, etc.). Only controllers and partner users with sensitive data privilege can download those documents. Documents in this section are protected!

Sensitive data attachment area

- Sensitive data privilege could be used for the control communication
- Different approach for project report -> only JS/MA can see files

Expenditure verification **Verification communication** Verification checklists Overview

Verification communication


In this section both JS/MA and project user(s) can upload and download documents. This can be used for clarification rounds during verification, if programme rules allow. Attention: Once verification work is finished deletion or editing won't be possible anymore!

▼ Project report PR.1

Verification communication

File name	Location	Upload date
MONA PR1 Q1 JS-LP - 27...	Verification Document	27/05/2024 17:54
MONA PR1 Communica...	Verification Document	17/05/2024 18:26

Sensitive data verification communication

 This section is specifically dedicated to files containing sensitive data. Both JS/MA and project user(s) can upload documents with sensitive data. Only the JS/MA will be able to see the file details and download the files.



Plugins: easy install

- Exports using Word
 - Template for requesting a modification of the application
 - Template for the clarification round during the report verification
 - 80-day follow up
 - Timer at project report level (a PDF report)
 - Excel overview table to see all reports at one glance
 - Adaption of the behaviour of one Jems button, to enhance reliability
-

Exports in Word

Word



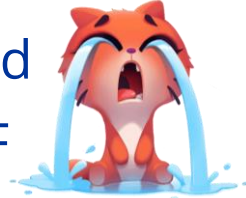
Easy formatting

Free text can be added

The whole doc can be modified



not a partially editable PDF



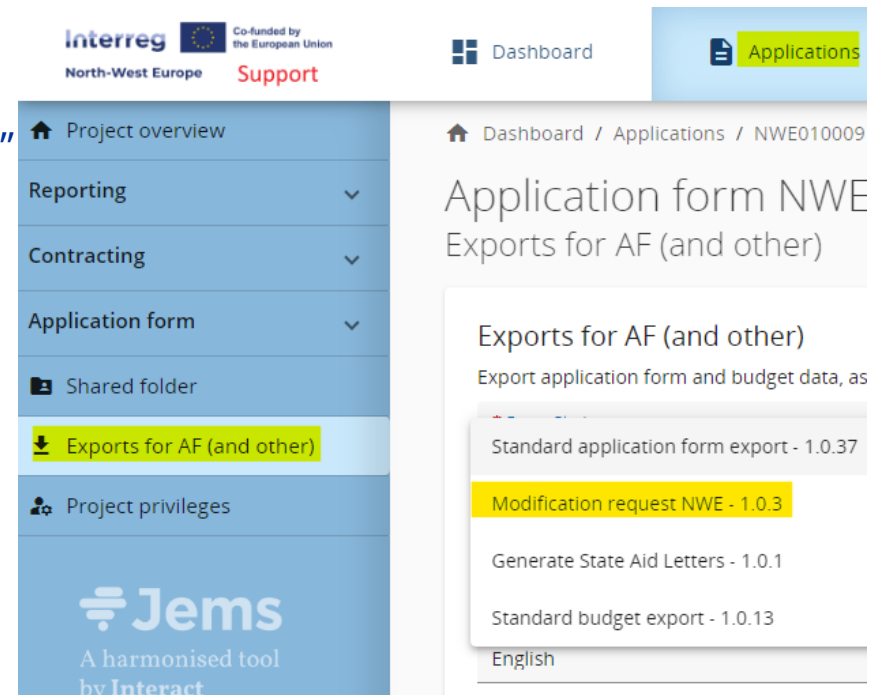
- Jems handles Excel and PDF but not Word => a new export type must be created. Possible with the libraries installed in Jems (Apache POI)
 - NWE offers the IT code for the exports. It can be used as such, no customisation needed.
 - Works with templates, easy to implement and amend if need be (done by JS officer). Sub-templates can be used too for iteration within the template (see example).
-

NWE modification request



Modification request

- Jems standard process: modification initiated **outside** the system
- NWE process: started **in** the system, **by** project
 1. The partnership generates a modification request template under the section “Exports for AF”
 2. Fills in the relevant sections
 - I. Subject of modification
 - II. Explanation & justification
 - III. Impact on cost categories
 - IV. Confirmations
 3. Uploads under the shared folder => notification triggered to the JS project officer and the whole partnership
 4. JS officer starts evaluating the request. If successful, then a modification is opened in Jems.



The screenshot displays the Jems application interface. The top navigation bar includes the Interreg North-West Europe logo, the European Union flag, and the text 'Co-funded by the European Union'. A 'Support' button is also visible. The main navigation menu on the left lists several options: 'Project overview', 'Reporting', 'Contracting', 'Application form', 'Shared folder', 'Exports for AF (and other)' (highlighted in yellow), and 'Project privileges'. The 'Jems' logo is prominently displayed at the bottom of the sidebar, with the tagline 'A harmonised tool by Interact'. The main content area shows the breadcrumb 'Dashboard / Applications / NWE010009' and the title 'Application form NWE Exports for AF (and other)'. Below this, there is a section titled 'Exports for AF (and other)' with a description: 'Export application form and budget data, as'. A dropdown menu is open, listing several export options: 'Standard application form export - 1.0.37', 'Modification request NWE - 1.0.3' (highlighted in yellow), 'Generate State Aid Letters - 1.0.1', 'Standard budget export - 1.0.13', and 'English'.

NWE modification request

Project modification request template

Project-ID: NWE0100XXX-ACRONYM	AF-version: 4.0	<input type="checkbox"/>
Priority: 3	Specific-Objective: 2.6	<input type="checkbox"/>
Start-date: 01.07.2023	End-date: 30.06.2026	<input type="checkbox"/>
LP: LP-Name	LP-country: Nederland (NL)	<input type="checkbox"/>
Number-of-active-partners: 18	Number-of-investments: 3	<input type="checkbox"/>
TEC-budget: XXX000,00-€	ERDF-budget: XXX000,00-€	<input type="checkbox"/>



I. → Subject of modification

(please tick all areas of modification that apply and provide explanations in the corresponding boxes)



→ → Administrative

Project modification request template

The modification request must be emailed to project officer with all supporting documents no later than 6 months before the project end date (see Programme Manual, section 5.13)

Project ID: NWE0200311 - GreenDense	AF version: 3.0
Priority: 1	Specific Objective: 2.7
Start date: 01.01.2024	End date: 31.08.2027
LP: Municipality of Dordrecht	LP country: Nederland (NL)
Number of active partners: 9	Number of investments: 3
TEC budget: 4 300 000,00 €	ERDF budget: 258 000,00 €

I. Subject of modification

(please tick all areas of modification that apply and provide explanations in the corresponding boxes)

Administrative

This may concern change of address, change of bank account details, changes in project management team, etc.

Explanations - Maximum 200 words

Partnership

This may concern a partner dropout, issues with project partners leading to underperformance or financial difficulties of partners leading to partnership changes, partner replacement, etc.

Explanations - Maximum 200 words

Investments

This may concern investments that are not feasible or viable, investment changes (geographic relocation, change of scope, change of delivery method/technologies applied, etc.), unrealistic delivery schedule and the need to extend the time needed for implementation, missed phases of investment preparation or implementation that need to be integrated in the application form, implementation delays, etc. In case the investment implementation requires additional time, please check if the time extension of the project as an entity is not needed. Usually, investment delays have a significant impact on the overall project.

Explanations - Maximum 200 words

Action plan/deliverables

This relates to the individual project activities and deliverables envisaged in the project work packages and any changes to these, their character, scope, technologies/techniques/methods applied, delivery periods of individual activities or deliverables, etc. In case the modification relates to investment change, the follow-up changes to project activities and deliverables should also be included in the modification.

Explanations - Maximum 200 words

Outputs and results

This relates to the project outputs and results that quantify the project contribution to the output and result indicators of the Programme. The modification may relate to one or several output indicators and consequently one or several result indicators of the project (as outputs and results are connected). The modification may be due to the change in nature of the project outputs and results, their scope or quantity (project target). In other words, it can be qualitative or quantitative.

Explanations - Maximum 200 words

Budget/finances

This relates to the modifications of the project cost categories (at the overall project, not partner level). Please fill in the cost categories modification table below with details of the proposed budget breakdown, remembering that the ERDF budget allocation cannot be increased. The amounts under each cost categories can be adjusted.

Explanations - Maximum 200 words

Territorial relevance or the territorial need for the project

This relates to the justification of the approach taken by the partnership to tackle the territorial challenge/opportunity or the territorial need for the project as such. The effect of modification of this project element on the project as a whole is significant and the entire workplan may need to be rethought/project thoroughly considered.

Explanations - Maximum 200 words

End date extension

This relates to the overall project duration that may need to be adjusted to ensure that the whole project workplan is implemented in line with the application form. Please secure enough time for the official project closure as well (max. 3 months recommended by the Programme).

Explanations - Maximum 200 words

II. Summary: explanation and justification of the request

Please provide further explanations for the project elements that require a modification and the reasons why the modification should be implemented.

Please consider the project modification in detail:

- In case of partner dropout or replacement, are the activities of the replaced partner delivered by a new partner or are they redistributed between the remaining partners of the project?
 - In case of a partner drop out and their activities not being attributed to new or existing partners, what is the corresponding budget reduction proposed by the partnership?
 - What is the impact of the modification on the entire project workplan?
- In case of an investment cancellation and a proposal of a replacement/new investment to be implemented by the project:
 - Does the new investment contribute to the project activities as planned in the project application form or
 - Does a part of the project workplan need to be adjusted or dropped (together with a corresponding budget)?
- Are the project outputs and results affected (and consequently the values of project contributions to the output and result indicators)? If so, to what extent and/or value? In case of a change to the character, nature or quality of the outputs and results, please explain those in more detail.
 - Does the proposed modification lead to a time extension of the project? If so, how much additional time is required and why?

Explanations - Maximum 500 words

III. Cost categories affected by the modification (if applicable)

Cost category	Current approved budget, at project level (A)	Proposed budget, at project level (B)	Budget modification rate (C)= (B-A)/A in %
Staff costs	1 845 455,70 €		
External expertise & services	1 125 927,00 €		
Equipment	70 000,05 €		
Infrastructure & works	405 000,00 €		

In case of budget modifications affecting several partners, please provide a detailed Excel sheet showing budget changes at partner level.

IV. Confirmations

(Please tick both boxes or the modification will not be processed)

The Lead Partner hereby declares that this modification represents an internal agreement of the entire partnership.

The Lead Partner, on behalf of the project partnership, hereby confirms that, with the proposed modification, the partnership will deliver the project:

- In full (including all the investments if applicable, activities and deliverables as well as outputs and results) and
- By the end-date stipulated in the application form or the new end-date stipulated in the modification hereby submitted, and
- On budget, adjusted in this modification request or included in the project application form.

Date:

This template should be filled out carefully and emailed to the project officer in charge of the project. After a thorough assessment, the project officer will decide if the project application form in Jems can be open so that the partnership can introduce the requested modifications.

The revised application will then need to be submitted in Jems for review by the Programme. It must be officially validated before it can enter into force. Until then, none of the requested changes are applicable. If the project modification request is denied, or if the submitted revised application is rejected, then the currently approved application remains the basis for the project implementation.

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NWE clarification round template



Clarification round template

Need: a harmonised way to ask questions and receive answers when verifying reports.

Solution: a Word document with pre-filled sections, easy to read, fill in, and return. Available with other exports under verification work / finalise.

Exports for verification work

Generated exports are listed in the table below, these can be downloaded and uploaded.

	Upload date ↓
NWE Clarification rounds export - 1.0.0	
Project report monitoring analysis - NWE - 1.0.2	
Project report monitoring - NWE - 1.0.3	
Project report timeline - NWE - 1.0.0	
Verification certificate - 1.0.0	26/06/2024 17:18
Verification Certificate	18/06/2024 12:54

3 sections in document:

- Identification & user guidelines
- Questions linked to content verification
- Questions linked to finances and controller verification

The whole partnership is listed. Tick boxes are available for standardisation, plus space for replies & further questions, and conclusion for each question.

Content verification

Item n° 1 Asked to Lead Partner other:

Initial question
.....
.....

Correction should be made in the report. Location:

Requested documents should be
 uploaded in verification communication section in Jems regular data sensitive
 uploaded in public procurement section in Jems
 added to the project report in Jems
 other:

Reply to initial question
.....
.....

Corresponding document filenames (see naming convention):
.....

JS review Closed Inconclusive
JS comments (optional)
.....

Follow-up question
.....

Reply to follow-up question
.....

Corresponding document filenames (see naming convention):
.....

JS review Closed Inconclusive (cost item to be parked)
JS comments (optional)
.....

Finances and controller verification

LP1 VB - Nederland

Partner did not claim No clarification needed for this partner

Item n° X Asked to Partner Controller

Initial question
.....
.....

Correction should be made in the report. Location:

Requested documents should be
 uploaded in verification communication section in Jems regular data sensitive
 uploaded in public procurement section in Jems
 added to the project report in Jems
 other:

Reply to initial question
.....
.....

Corresponding document filenames (see naming convention):
.....

JS review Closed Inconclusive
JS comments (optional)
.....

Follow-up question
.....

Reply to follow-up question
.....

Corresponding document filenames (see naming convention):
.....

JS review Closed Inconclusive (cost item to be parked)
JS comments (optional)
.....

PP2 POLIS - Belgique/België

Partner did not claim No clarification needed for this partner

Item n° X	Asked to <input type="checkbox"/> Partner <input type="checkbox"/> Controller
-----------	---

Initial question

.....
.....

Correction should be made in the report. Location:

Requested documents should be

- uploaded in verification communication section in Jems regular data sensitive
- uploaded in public procurement section in Jems
- added to the project report in Jems
- other:

Reply to initial question

.....
.....

Corresponding document filenames (see naming convention):

.....

JS review Closed Inconclusive

JS comments (optional)

.....

Follow-up question

.....

Reply to follow-up question

.....

Corresponding document filenames (see naming convention):

.....

JS review Closed Inconclusive (cost item to be parked)

JS comments (optional)

.....

PP3 BUAS - Nederland

Partner did not claim No clarification needed for this partner

Item n° X	Asked to <input type="checkbox"/> Partner <input type="checkbox"/> Controller
-----------	---

Initial question

.....
.....

Correction should be made in the report. Location:

Requested documents should be

- uploaded in verification communication section in Jems regular data sensitive
- uploaded in public procurement section in Jems
- added to the project report in Jems
- other:

Reply to initial question

.....
.....

Corresponding document filenames (see naming convention):

.....

JS review Closed Inconclusive

JS comments (optional)

.....

Follow-up question

.....

Reply to follow-up question

.....

Corresponding document filenames (see naming convention):

.....

JS review Closed Inconclusive (cost item to be parked)

JS comments (optional)

.....

80-day follow up: report clock, Excel overview, button change



80-day follow-up

- Jems: nothing in the system, but easy to amend
- NWE: use of the Request for clarification (verification work / finalise) to stop the clock

Request date	Answer received on:	Comment
Request date 17/5/2024	Answer received on: 27/5/2024	Comment Please find a request for clarification under the tab "verification communication". Answers are expected by 31 May 2024.

- NWE: use of the exports (verification work / finalise) with a timeline PDF

Exports for verification work

Generated exports are listed in the table below, these can be downloaded and uploaded.

NWE Clarification rounds export - 1.0.0

Project report monitoring analysis - NWE - 1.0.2

Project report monitoring - NWE - 1.0.3

Project report timeline - NWE - 1.0.0

Verification certificate - 1.0.0

▼

Generate document

	Upload date ↓
ion Certificate	26/06/2024 17:18
ion Certificate	18/06/2024 12:54

I. Main dates

First submission on	28.03.2024
Verification started on	29.04.2024
Payment authorised on	26.06.2024
Payment date <i>First instalment if several</i>	27.06.2024
Number of working days between first submission and payment date or report generation date (if payment has not yet been made)	63

1. Calculate the number of working days between first submission and payment date

II. Clarification rounds

Round	Request date	Answer date	Comment	Paused days
1	06.06.2024	17.06.2024	RESIRIVER_PR.1_Q1_JS	7

Number of workdays withheld for clarification rounds: 7

2. Calculate the number of working days paused for clarification rounds

III. Conclusion

Number of days eligible for the time counter: 56

3 = 2 - 1

The timer can handle various situations:

- Several clarification rounds
- Clarification rounds open or closed
- Payment still pending
- National bank holidays / working days

Limitations:

- Clarification rounds need to be properly filled in for the clock to start and stop adequately
 - The payment date to be considered is the first one, in case of instalments
 - If a round is not properly filled in and the verification is closed, the only possible update is directly into the database.
-

Questions we received:

How can management prioritise a project report verification over another when we're short-staffed, or cashflow is low, or N+3 is looming?

Can we identify projects that are slow to answer our clarification requests?

Who needs several clarification rounds before getting it right?

How can management follow the 80-day rule?



One overview file listing all project reports, under programme / exports

- Project reports from status draft to finalised
- With all necessary data (ID, acronym, project dates, LP, LP country, reporting period, submission dates, amount requested, start of verification work date, dates for clarification round 1, round 2, ..., payment date)
- Displays number of days since submission, days paused for clarification and days "eligible" for the 80-day counter
- Colour-code as time progresses (green, yellow, red)

⇒ See which project has submitted, which verification has started, which one is stalling, where efforts need to be put for N+3, which project repeatedly needs clarification rounds, if anyone is approaching 80 days, etc.

What the file doesn't have: the officer assigned to the project

Reports overview

Project Id	Project Acronym	Project start date	Project end date	Lead partner Name in English	Lead partner NUTS1	Project report Number	Project report status	AF version linked	Reporting period	Project Report First Submission	Start of verification work	Amount requested
NWE0100014	BUFFER+	01/07/2023	30/09/2027	Province of Groningen	Nederland (NL)	1	Finalized	4.0	Period 1, 1 - 6	08/04/2024	26/04/2024	884,564.22
NWE0100014	BUFFER+	01/07/2023	30/09/2027	Province of Groningen	Nederland (NL)	2	Draft	4.0	Period 2, 7 - 12			1,260,230.59
NWE0100037	IB-Green	01/07/2023	28/02/2027	Climate Alliance	Deutschland (DE)	1	Finalized	4.0	Period 1, 1 - 6	27/03/2024	06/05/2024	601,483.09
NWE0100037	IB-Green	01/07/2023	28/02/2027	Climate Alliance	Deutschland (DE)	2	Draft	4.0	Period 2, 7 - 12			574,838.43
NWE0100038	SCEPA	01/07/2023	30/06/2027	Municipality of Groningen	Nederland (NL)	1	Finalized	3.0	Period 1, 1 - 6	28/03/2024	27/05/2024	455,892.20
NWE0100038	SCEPA	01/07/2023	30/06/2027	Municipality of Groningen	Nederland (NL)	2	Submitted	3.0	Period 2, 7 - 12	18/09/2024		682,863.82
NWE0100054	Hemp4Circularity	01/07/2023	30/06/2026	ValBiom	Belgique/België (BE)	1	Finalized	3.0	Period 1, 1 - 6	29/03/2024	23/05/2024	499,829.71
NWE0100057	BEPROACT	01/07/2023	30/06/2027	Ministry of Infrastructure and Water Management	Nederland (NL)	1	Finalized	3.0	Period 1, 1 - 6	28/03/2024	29/05/2024	835,770.79
NWE0100057	BEPROACT	01/07/2023	30/06/2027	Ministry of Infrastructure and Water Management	Nederland (NL)	2	Draft	3.0	Period 2, 7 - 12			1,109,552.71
NWE0100073	ReNu2Cycle	01/07/2023	30/06/2027	IZES gGmbH	Deutschland (DE)	1	Finalized	3.0	Period 1, 1 - 6	28/03/2024	24/04/2024	500,679.22
NWE0100073	ReNu2Cycle	01/07/2023	30/06/2027	IZES gGmbH	Deutschland (DE)	2	Draft	3.0	Period 2, 7 - 12			781,067.82
NWE0100082	SCALE-UP4REHAB	01/07/2023	30/06/2028	Saint Martins Development	Nederland (NL)	1	Finalized	3.0	Period 1, 1 - 6	20/03/2024	07/05/2024	586,634.87
NWE0100082	SCALE-UP4REHAB	01/07/2023	30/06/2028	Saint Martins Development	Nederland (NL)	2	Draft	3.0	Period 2, 7 - 12			594,880.78
NWE0100089	AquaCOM	01/07/2023	30/06/2027	Ballyhoura Development	Éire/Ireland (IE)	1	Finalized	4.0	Period 1, 1 - 6	30/03/2024	21/05/2024	479,483.60

Amount requested	Clarification round 1 request date	Clarification round 1 answer date	Clarification round 2 request date	Clarification round 2 answer date	Payment authorised on	Number of paused days for clarification	Number of days between PR first submission and Payment date	Total counter
884,564.22	17/05/2024	13/06/2024	N/A	N/A	26/06/2024	19	56	37
1,260,230.59	N/A	N/A	N/A	N/A		0	0	0
601,483.09	21/05/2024	05/06/2024	N/A	N/A	26/06/2024	11	64	53
574,838.43	N/A	N/A	N/A	N/A		0	0	0
455,892.20	28/05/2024	03/07/2024	N/A	N/A	15/07/2024	26	77	51
682,863.82	N/A	N/A	N/A	N/A		0	3	3
499,829.71	23/05/2024	20/06/2024	N/A	N/A	01/07/2024	20	65	45
835,770.79	05/06/2024	14/06/2024	05/06/2024	28/06/2024	01/07/2024	17	66	49
1,109,552.71	N/A	N/A	N/A	N/A		0	0	0
500,679.22	21/05/2024	28/05/2024	28/05/2024	03/06/2024	26/06/2024	9	63	54
781,067.82	N/A	N/A	N/A	N/A		0	0	0
586,634.87	28/05/2024	09/07/2024	N/A	N/A	11/07/2024	30	83	53
594,880.78	N/A	N/A	N/A	N/A		0	0	0
479,483.60	23/05/2024	02/07/2024	N/A	N/A	02/07/2024	28	65	37

Button: behaviour improvement

- A proper use of the system is key for reliable data
- Clarification rounds stop the clock => need to be accurate

Request date	Answer received on:	Comment
Request date 17/5/2024	Answer received on: 27/5/2024	Comment Please find a request for clarification under the tab "verification communication". Answers are expected by 31 May 2024.

- Button change: if a clarification round is not closed, the verification work cannot be finished

Verification timing

This is where you can select the start date of verification work

Start of verification work
3/10/2024

JS verification

Describe findings, measurements taken, argumentation, conclusions and recommendations. After verification is done, please notify the programme.

[▶ Notify programme that JS verification is done](#) ⓘ

=> Button “notify programme that verification is done” is unactive until all clarification rounds are closed.



Q&A

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Thank you
