Interreg VI-A Lithuania – Poland cooperation programme

JEMS Manual for Controllers

Version 1

This guidance contains key technical information on the use of JEMS for control bodies responsible for management verifications of the Interreg VI-A Lithuania-Poland Programme.

Disclaimer: JEMS is still in development and there might be differences between the Manual and system itself. In case of changes, this Manual will be updated but please be patient and let us know if you have any issues with accessing or using the system.

1. Practical information

JEMS is a monitoring system developed by Interact for Interreg programmes. It is a web-based application to be accessed through a web browser. The following web browsers are supported and recommended:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge

Users will be automatically logged out after 60 minutes of inactivity without warning.

Listed below are the most common issues with JEMS, which can be easily solved. If you cannot find an answer here, please contact our JEMS Helpdesk: jems@lietuva-polska.eu. When describing the issue, be as precise as possible. You should include project number and the e-mail address which you used to register your account, as well as a screenshot, JEMS message or a description of the problem you ran into.

<u>Technical issues</u>

- Check if your browser is up to date.
- Google Chrome is the browser recommended by the developers.
- Scroll in a table or a text field to read the full inserted text.

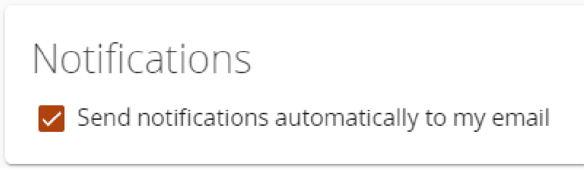
2. Accessing JEMS

JEMS can be accessed at https://jems.lietuva-polska.eu/. To use JEMS, click "**Create new account**" on the main screen.

After you fill in your details and click "register", you will receive a confirmation e-mail. Once you click the confirmation link, log into JEMS. After you are logged in, you will be able to edit your profile details and change your password.

If you do not receive a confirmation e-mail after a few minutes, first, check your spam folder and then contact the JS at jems@lietuva-polska.eu to manually activate your account.

Please access the user profile and tick the box if you wish to receive JEMS notifications in your email inbox. Please note some spam filters may be more selective and block such notifications.



Upon registration in JEMS, a user has only basic access rights. To be able to perform the controller work in JEMS the respective access rights must be assigned.

NOTE: The approved controllers should provide information about controller's users (institution name, email address of all registered users in JEMS) in e-mail to jems@lietuva-polska.eu in order to grant these users the controller access rights.

For **Lithuanian controllers** the assignment will be done only after approval of Ministry of Interior.

3. Management verification

3.1. Dashboard

At login, the controller will land on the Dashboard, where three sections are available:

- **Notifications**

A list of all relevant notifications sent to the Controller will be listed here. Each notification can be clicked to expand and read the message in full. Each notification contains hyperlinks and links that can be copied to directly access relevant information e.g. partner reports ready for control.

- **My partner reports**

A list of all partner reports of partner/projects assigned to the controller user will appear here. Clicking on a project row will navigate directly to the selected partner report.

- **My Applications**

A list of all projects assigned to the controller user will appear here. Clicking on a project row will give access to all project information: Reporting, Contracting and Application.

Also, **Controllers** page is available for viewing, which contains two sections: 1) Institutions - it contains information on the Controller institution and assigned users; 2) Assignment – a list of partners in projects for which the controller institution is assigned.

3.2. Partner report

When Project Partner prepares and submits the report for verification it appears in "My partner report" section with the status "Submitted".

Notifications
No notifications messages received.

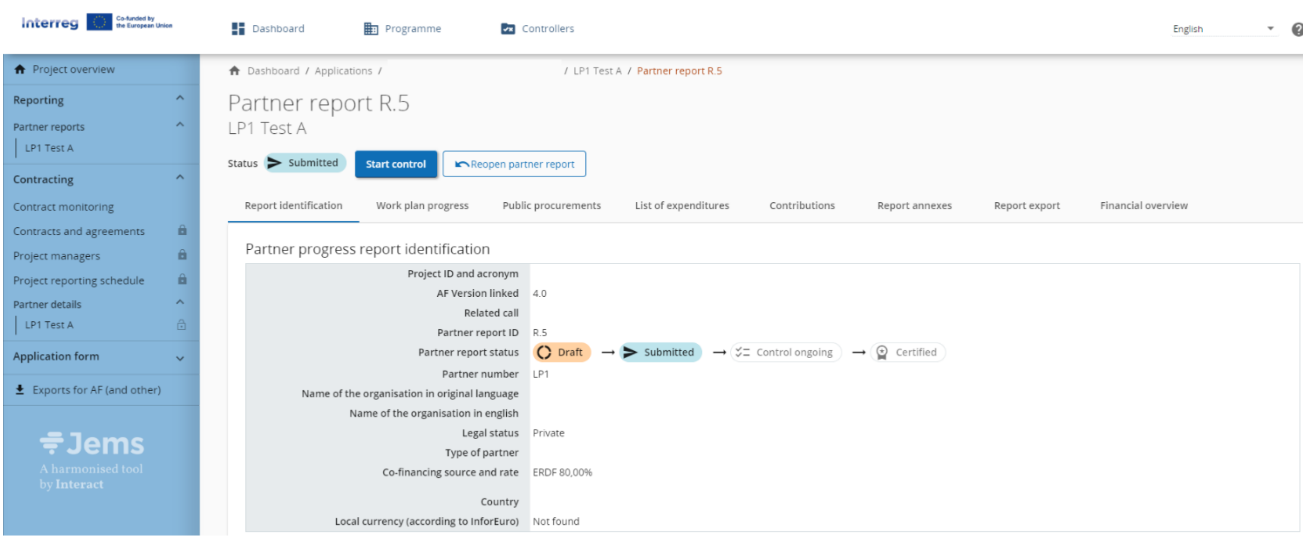
My partner reports
This section lists all partner reports of partner/projects you are assigned to.

Project ID	Partner role	Partner name	Partner report ID	Status	AF version linked	Reporting period	Report creation	First submission	Last submission	Amount submitted	Control end date	Total eligible after control
LTPL00050	LP	Test A	R.5	Submitted	4.0	Period 3, month 13 - 18	03/14/2024 9:04 AM	03/25/2024 3:14 PM		25.200,00		

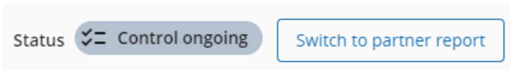
By clicking on the row, the controller enters partner report. There controller shall click the "Start control" button to start verification process.

If a partner report needs to be amended by the project partner after the control has been started, a controller has the possibility to revert the partner report to the project partner, there is button “Reopen partner report” which allows controller to revert the report to the partner for corrections.

NOTE: The control work is frozen as soon as the partner report is re-opened. When the partner report is re-submitted, all data previously filled in by the controllers will be available again.



Once in the controller work, users can switch view from control report to partner report by clicking on “Switch to partner report” in the header.



3.2.1. Control report – Control identification

In the tab “control identification”, pre-filled information on the partner progress report and the project partner is visible. In addition, the controllers shall provide the following basic information about the control work:

- **Format of supporting documents**

Select all appropriate: Originals, Copy, Electronic.

- **Type of partner report**

Select appropriate: Partner report, Final report.

- **Designated Project partner controller**

Please select the controller who is performing the work from the list of controllers assigned to the same institution. The controller user logged in JEMS must be the same who is performing the control work and therefore selected in this list.

Complete with the relevant contact details.

If applicable, select a controller reviewer from the drop-down list.

- **Verification**

Select type of verification: Administrative verification, On-the-spot verification (multiple selection possible).

Specify risk-based verification applied: Yes/No. The Interreg Lithuania-Poland risk-based methodology states that verifications should always be risk-based. Therefore, always select **YES**. Then, briefly describe sampling methodology and indicate where a detailed description can be found. For example, include additional information on the work done, professional judgement, the scope of check.

3.2.2. Control report – Expenditure verification

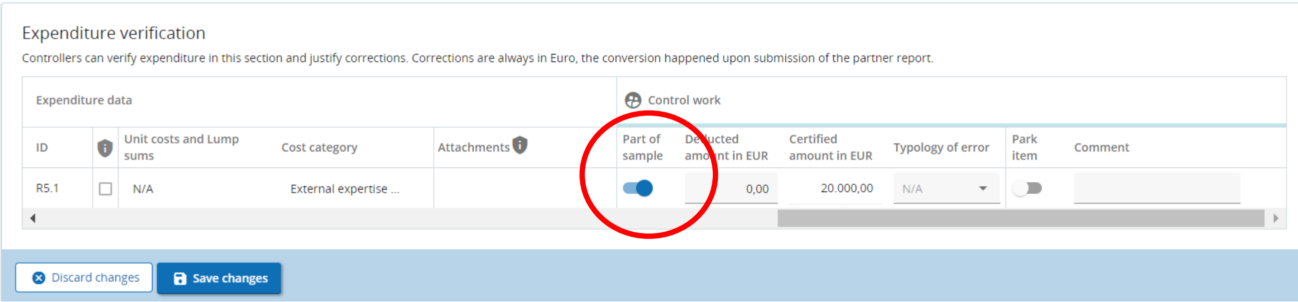
In the tab “Expenditure verification”, all expenditure items from the section “Partner report - list of expenditure” are listed (including attachment) and controllers can fill in the results of the control work per expenditure.

Use the scroll bar to view all columns in the List of expenditure.

NOTE: Flat rates (if any used by the partner) are neither calculated, nor displayed in this tab, but they are calculated automatically and included in the financial overview tables in the “control report - Overview and Finalize” tab.

It is the controller’s responsibility to evaluate reported expenditures and follow the Guidance on risk-based management verifications to include the appropriate expenditures to the sample.

Expenditure items should be added to the sample by clicking the corresponding toggle button (Part of sample).

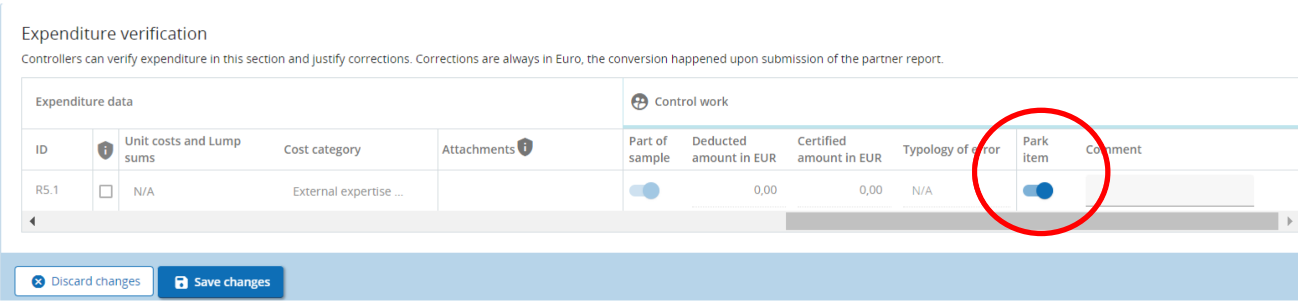


For each expenditure, the deducted amount is pre-filled with 0. The controller shall inform about any ineligible amount by filling in the corresponding amount as deduction in the column “Deducted amount in EUR”.

Once a deduction is filled in, it is mandatory to select a typology of error for the respective deduction from the pre-defined list.

The certified amount is automatically calculated from the difference between declared amount in Euro and deducted amount in Euro. If no deduction is inserted, the declared amount is therefore automatically certified and considered eligible.

The controller can park expenditure by switching on the toggle button in the “**Park item**” column – freezing (postponing) expenditure for further clarification. An explanation for parking the item should be added in the comment box. When parked, the expenditure item is locked, and the deducted amount and certified amount are both automatically set to 0.

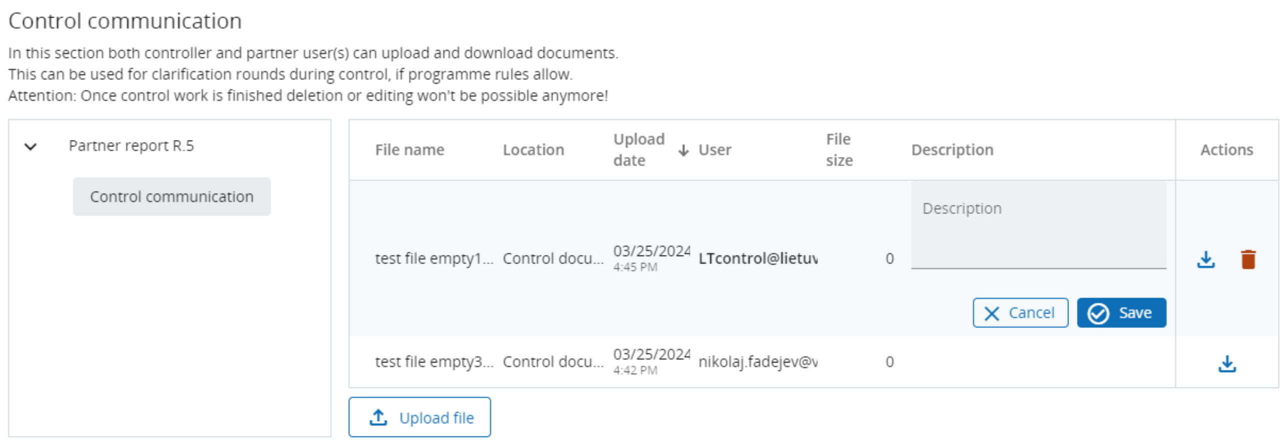


The controller can add a comment in the text field of the comment column, either to explain the reasons for confirming the eligibility, implementing a deduction or parking expenditure.

After the control work is finalized, the parked item will appear in the next partner report, in the “List of expenditure - parked items waiting list”, where the partner can decide to delete it, modify it and reinclude it in a new report tab List of Expenditure.

3.2.3. Control report – Control communication

This tab is a shared file section, accessible to both: controllers belonging to the control institutions assigned to a project partner, and project partner users. This section can be used to upload and download documents related to the control report.



When controller uploads the file, description and be added, it is possible to download and delete the file. Controller also can download files that were uploaded by other users.

3.2.4. Control report – Control checklist

This tab is not used by the Programme. Controllers do not need to do anything there.

3.2.5. Control report – Overview and Finalize

In the tab “Overview and finalize”, an overview of the control work done for the current report is available. The following information is provided:

Overview of control work for the current report - this table consists of amounts related to the current report (there is no cumulative data in this table).

Overview of control work for current report (in Euro)

This is the summary of the control work only for current report. Flat rates are calculated on top of total eligible after control (with 2 decimals, rounded down) and Deducted amounts are calculated as difference of Total declared, Total eligible after control and Parked - thus any potential rounding differences will always go to Total deducted by control.

Total declared by partner	Total included in control sample without flat rates added	% sampled from Total declared without flat rates	Total parked in current report	Total deducted by control	Total eligible after control for current report	% Total eligible after control / Total declared by partner
25.200,00	0,00	0,00%	0,00	0,00	25.200,00	100,00%
↳ of which, flat rate: 5.200,00						

- Total declared by partner: data imported from the partner report. It includes the related flat rates.
- Total included in control sample: sums up the declared amount in EUR of the expenditure items marked as part of sample in the “Expenditure verification” tab. No flat rate is added on top.
- % sampled from “Total declared without flat rates”.

- Total parked in current report: sums up the declared amount in EUR of the expenditure items parked in the “Expenditure verification” tab. Flat rates are added on top and calculated according to the partner budget rounding settings (2 decimals, rounded down).
- Total deducted by control: calculated as result of “Total declared by partner” minus “Total eligible after control” minus “Total parked in current report”.
- Total eligible after control: sums up the certified amount in Euro of the expenditure items from the “Expenditure verification” tab. Flat rates are added on top and calculated according to the partner budget rounding settings (2 decimals, rounded down).

Further details on control work:

- **Control timing**

Start of control work is filled in automatically.

Date of clarifications/received clarifications: insert relevant information if applicable.

End of control work is filled in automatically.

- **Description of findings, observations and limitations**

A description of the types of errors found and a reasoning on why it is an error. Also add: a clear specification of additional observations and limitations (if any) expressed about the eligibility of any expenditure.

- **Follow-up measures from last certified report**

Information from the previous reports is copied in this section. Follow-up measure in response to the point above should be described here.

- **Conclusions and recommendations**

Controller presents the conclusion to take into consideration based on the above-mentioned observations, describes measures implemented to solve the errors detected, and provides recommendations, where possible, to avoid repetition of the same types of errors in the future.

- **Follow-up measures for next partner report**

Controller enters here the information that should be available in the next control report in section “Follow-up measures from last certified report”.

- **Generate Control certificate & Report**

It allows to generate the PDF of the control certificate and control report. The PDF shows the status of control work at the moment the document was generated (draft or finalized) automatically.

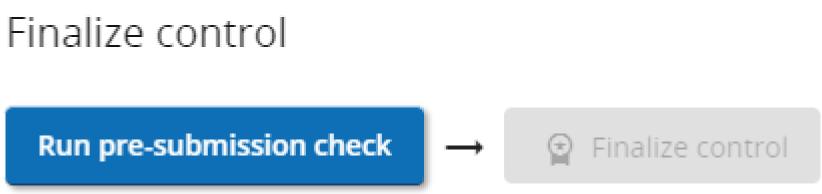
The generated files are displayed in a list and can be downloaded anytime by any user with access to this tab.

File name	Location	Creation date ↓	User	File size	Description	Actions	Attachments
Control Report 1 - ...	Control report	03/25/2024 5:34 PM	LTcontrol@lietuvap	49 kB			
Control Certificate...	Control certificate	03/25/2024 5:34 PM	LTcontrol@lietuvap	39.6 kB			

In this list, controllers can also upload an attachment (e.g. on-the-spot check checklist), one attachment per generated file. The deletion of the uploaded attachments is blocked once the control is finalised.

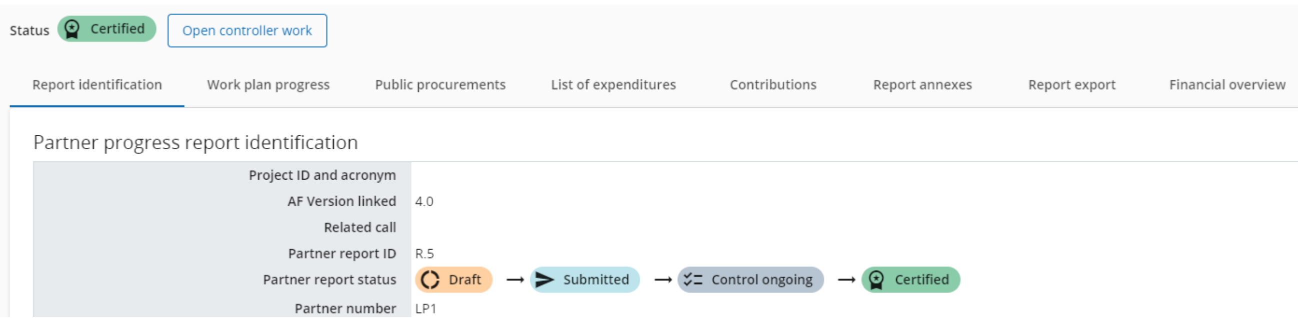
- **Finalize control**

Finally, the controller can run the pre-submission check and finalize its control work.



Once the control is finalized, all tabs of the control report become visible (read-only) to all users who have access to the partner report.

The work done during control is locked, but users can still upload documents in the “Control communication” tab, controllers can still upload attachments in the generated PDFs table in the “Control report - overview and finalize” tab (if nothing was uploaded during control as ongoing).



The report status changes to **Certified**.

4. Reopening a finalised control

In exceptional cases and upon the request of controller itself or JS/MA, the control work in status certified can be reopened.

NOTE: Reopening control work is only possible, when the certificate is not yet included in a project report. If you would like to reopen control work that is included in a project report, first the certificate needs to be excluded from that project report.

If a control is reopened, the following elements behave different compared to the normal editing of a control work ongoing:

- In the tab “Expenditure verification”, parked items cannot be unparked.
- Only new documents can be added, old ones cannot be deleted. Consequently, already existing files in the tab “Overview & Finalize” cannot be deleted and replaced.

Once the control work is finished, it is possible to finalize the control work by clicking on the “Run pre-submission checks” and “Finalize control”. A new combined Certificate and Report will be generated and appear in the list of documents.

The report status changes to **Certified**.