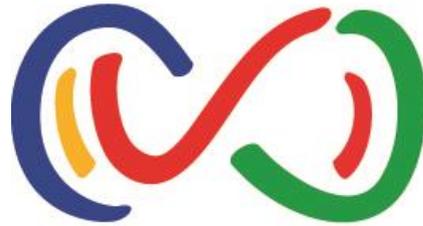


INTERREG V-A ROMANIA-HUNGARY PROGRAMME



eMS Manual for Assessors

“Partnership for a better future”

www.interreg-rohu.eu

Version 1

April 2017

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Abbreviations

AF	Application form
BL	Budget line
eMS	Electronic monitoring system
ERDF	European Regional Development Fund
LA	Lead applicant
LP	Lead partner
MA	Managing authority
MC	Monitoring committee
JS	Joint secretariat
NA	National authority
PP	Project partner

Technical information and system requirements

The eMS is a web application which can be accessed with recent versions of most common browsers (e.g. at least Internet Explorer 11, Firefox 35, Chrome 39) at the following URL:

<http://ems-rohu.mdrap.ro/app/main?execution=e1s1>

The functionality of the system follows the common standards of web applications for entering and submitting form data.



Please pay attention to the following important aspects that have to be remembered when working in eMS:

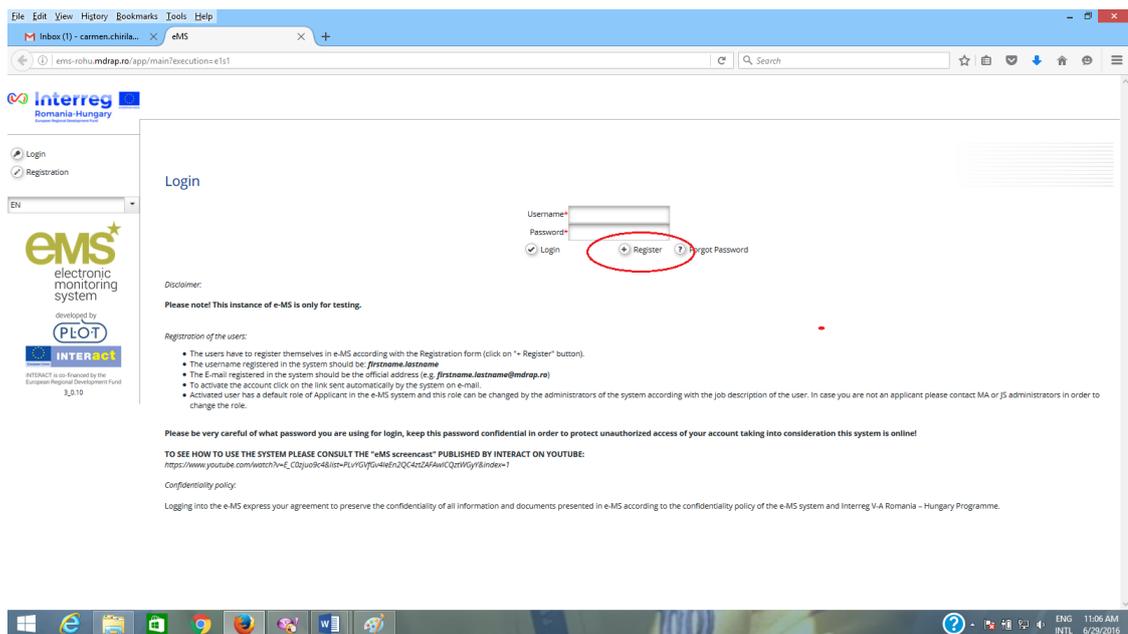
- ✓ Always remember to save the data before leaving any section (Save button on upper left corner  or at the end of the page  , otherwise data will be lost!;
- ✓ When filling in longer sections, please remember to regularly save data, in order to avoid losing data in case of interruptions of the internet connection or other technical issues;
- ✓ **Do not use the "Enter" key** in the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface;

PART A – Registration

To use the eMS, **the assessors** must register and activate a user account as follows:

1. To register, go to <http://ems-rohu.mdrap.ro/app/main?execution=e1s1>

and click on the button  Register



1. In the registration form, fill in the following information:

Registration	
Description	
Username	firstname.lastname
Email *	firstname.lastname@mail.
Password *	*****
Password Again *	*****
Firstname *	Firstname
Lastname *	Lastname
Title	assessor
Language	EN

 Register

- *Username:* will be used to log in the eMS. It can be freely chosen by the lead applicant or applicant, but we strongly recommend to have this format ***firstname.lastname*** in order to be easily to remember.
- *E-mail:* the email address of the assessor.
- *Password:* the password used to access the system should be a strong and complex one (a combination of alphanumerical characters and symbols).
- *First name/Last name/Position:* Personal information of the assessor;
- *Language:* English is the pre-defined programme's official language. It cannot be changed.

Upon registering and accessing the system, the user agrees to the terms of service for using the eMS.

2. After clicking the Register button, the system automatically generates an e-mail (on successful submission) with the necessary instructions that will be sent to the e-mail address provided during the registration process. To activate the account follow the instructions in the message to confirm the registration.

Hello,

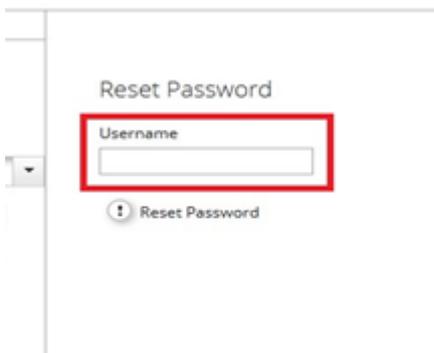
In order to activate your account please click the following link:

<http://ems-...?uid=2&hash=2c206bbbed9934476e931b7beff17c7c>

Best regards,
e-MS Team

Only after the confirmation, the assessor will be able to log in to the eMS (as an applicant at first). In order to receive the "evaluator" role please send an email to joint.secretariat@breacoradea.ro with your name, eMS user, email and phone number. Each actor has to commit not to disclose any information to any third party. Forwarding documents will not be permitted.

3. In case the password is forgotten, it can be reset using the button  **Forgot Password** n the username and clicking the button  **Reset Password**



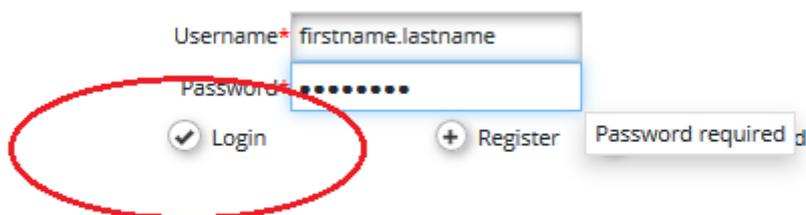
Reset Password

Username

Reset Password

PART B – Login

1. After fill in the *Username* and *Password*, the user has to click on the  Login button to enter in the Dashboard;



Username* firstname.lastname

Password*

 Login  Register Password required

2. The first page accessed by the assessor is the dashboard, where the user can find the following sections:

- ▼ Personal
 - Dashboard
 - Mailbox
 - Generated Files
 - User Account
- Applications
- ▼ Assessment
 - Quality Assessment
- EMS Management

- Logout

➤ *Menu:* placed in the left side of the screen, it has at least 3 items visible: *Personal, Applications and EMS Management:*

i. **Personal** menu has 4 functions available:

- *Dashboard* – by clicking on the  **Dashboard** button it shows dashboard;
- *Mailbox* – by clicking on the  **Mailbox** button it goes to the Mailbox window, from where the lead applicant or applicant can use the internal

▼ Personal

- Dashboard
- Mailbox
- Generated Files
- User Account

Mailbox

New Folder

New Message

Delete

Answer

Answer All

Forward

Move

Message Groups

Inbox

Trash

Sent

Draft

Show Mails Related To Project

Show Mails Related To Phase

Inbox

FROM

No Folder Selected

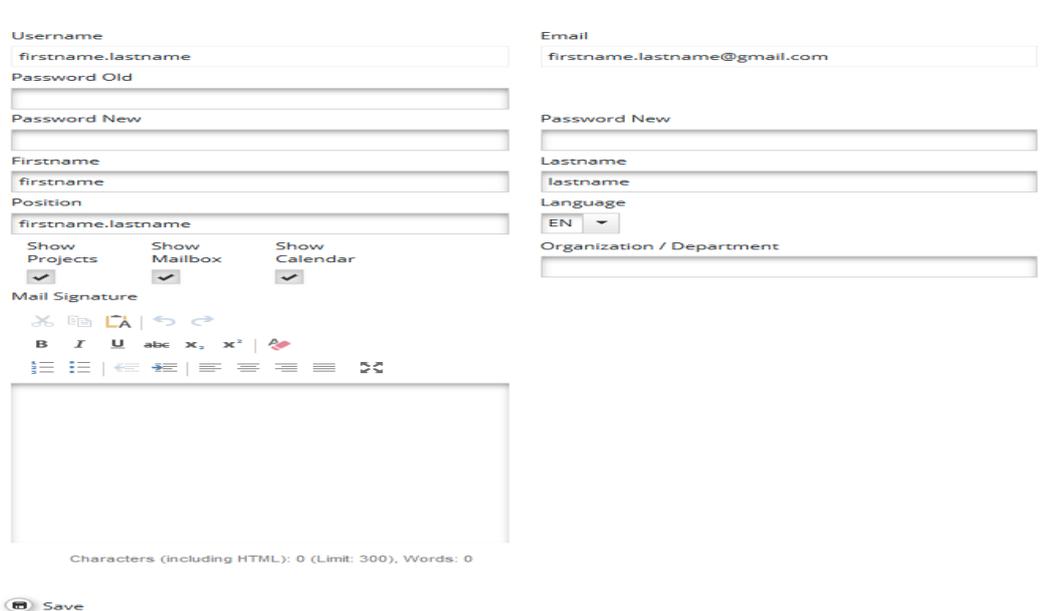
Filebrowser

Filename

No Data Found

mail function of the eMS as a normal e-mail, with the remark that the senders and receivers must be internal users of the system;

- *Generated files* – accessed by clicking on the button  **Generated Files**
This section shows in pdf format a report generated by the system based on a template that presents all the AF data recorded in the eMS;
- *User account* – can be accessed by clicking on the button  **User Account**
In this section the user can update his information (except the Username and email which cannot be changed by the user), change password, configure mail signature and dashboard.



The screenshot shows a user profile update form. It includes fields for Username (firstname.lastname), Password Old, Password New, Email (firstname.lastname@gmail.com), Firstname (firstname), Lastname (lastname), Position (firstname.lastname), Language (EN), and Organization / Department. There are also checkboxes for 'Show Projects', 'Show Mailbox', and 'Show Calendar'. A rich text editor for 'Mail Signature' is present, with a character and word count at the bottom. A 'Save' button is at the bottom left.

ii. **Applications** menu has 2 functions available:

- *My applications* – by clicking on the button  **My Applications**
the system goes to the projects list added by the user in the eMS;
- *Bookmarked applications* - by clicking on the button  **Bookmarked Applications**
the system shows only the projects already bookmarked using the button  **Bookmark** from the last column of the projects list.



- iii. Assessment menu contain the function Quality Assessment. Clicking on the  **Quality Assessment** button it shows the the projects who are in the quality assessment phase.

Quality Assessment

Project_id ↕	Subprogramme ↕	Name ↕	Acronym ↕	Start ↕	End ↕	Lead Partner ↕	L P Nationality ↕	Call ↕
ROHU54		ABC	ABC	01.09.2017	31.08.2018	RO	ROMÂNIA	Open Call - 09.12.2016

 Export As Xls

- iv. **EMS Management** menu contains the function Calls. Clicking on the button  **Calls** it shows both the open and closed calls.

Calls

Name ↕	Start ↕	End ↕	Description ↕	Attachments	
Call test 1	09.03.2016	30.03.2016	Call test		 Apply
Call test 2	01.03.2016	31.03.2017	call test 2		 Apply

- *My projects*: a section where the user is able to see the projects from eMS assigned to him, in order to be evaluated.

My Projects

Project_id ↕	Name ↕	Acronym ↕	Start ↕	End ↕	Lead Partner ↕	L P Nationality ↕	Call ↕	Timeslot ↕	Specific Objective ↕
ROHU54	ABC	ABC	01.09.2017	31.08.2018	RO	ROMÂNIA	Open Call - 09.12.2016		SO6/c Sustainable use of natural, historic, and cultural heritage within the eligible area

- *My Mailbox*: a section where the lead applicant can see all the messages received and from where can go to the Mailbox window by clicking on the button  **Go To Mailbox**

My Mailbox

 Go To Mailbox

Inbox ↕	Subject ↕	Date ▼
Select A Mailbox Folder		

- *Calendar*: this section shows the current date and the open calls marked with the yellow line and name.

PART C – Assessment of the application

The assessor will see in the *My project* section of the screen the applications assigned to him by the Assessment Working Group (AWG).

My Projects

Project_id ↕	Name ↕	Acronym ↕	Start ↕	End ↕	Lead Partner ↕	L P Nationality ↕	Call ↕	Timeslot ↕	Specific Objective ↕
ROHU54	ABC	ABC	01.09.2017	31.08.2018	RO	ROMÂNIA	Open Call - 09.12.2016		SO6/c Sustainable use of natural, historic, and cultural heritage within the eligible area

Clicking the  **View** button, the selected AF is open for reading. The AF is filled in English as this is the working language of the programme.

The structure (and content) of the AF is as follows:

1. *Project Summary*
2. *Partner*
3. *Project Description*
4. *Workplan*
5. *Project Budget*
6. *Project Budget Overview*
7. *Attachments*



Here the assessor can see all the information related to the assigned project.

On the left side of the screen there is a menu:

▼ General

 Save As Pdf File

 Assess Application

 Generated Files

 Attachments

 Bookmark Project

 Toggle Tree

 Contacts

 Help

 Exit

 Logout

Clicking the  **Assess Application** button, the checklist for the quality assessment phase is open for inserting data.

Project Summary > Partner > Project Description > Workplan > Project Budget > Project Budget Overview > Attachments

Assess Project

Weight	Question	Value	Weighted Value	Comment	Confirmed <input type="checkbox"/>
Quality assessment (open call)			0.00		
5	<p>A.1.The project is relevant to the objectives and priorities of the Call for Proposals (5 points). Do the challenges addressed in the project match the thematic focus of the selected specific objective as set out in the CP? Maximum score will be given to project ideas directly contributing to the programme's objectives, having a significant contribution to achieving the output/results indicators, especially those listed in the Performance Framework of the CP. The project's results and main outputs clearly link to programme priority and its indicators: The project main overall objective clearly links to an Investment priority (Ip) of the Programme = 1 p. The project main results clearly link to a programme result indicator = 1 p. The project main outputs clearly link to the project specific objectives = 1 p. The project main outputs clearly link to programme output indicators = 1 p. The project tackles the output indicators stated in the Performance Framework of the Programme, including the key implementation steps defined by the targets set for the 2018 milestone (for Ips 5/b, 6/b and 11/b) = 1 p.</p> 	<input type="text" value="0.0"/>		<input type="text" value=""/> <p>4000 Characters Remaining</p>	<input type="checkbox"/>
	<p>A.2.The project addresses common territorial challenges and opportunities in the programme area - there is a real demand for the project; the project is of cross border value (5 points). What are the common territorial challenges that will be tackled by the project? What is the projects' approach in addressing these common challenges and / or joint assets? Does the project justify the need for cross border cooperation (does the proposed approach - activities, outputs and their use - and the partnership demonstrate the need for cross border cooperation)? The project demonstrates new solutions that go beyond the existing practice in the sector /</p>				

...

20	<p>B.5.Budget (20 points)</p> <p>The budget is clear and realistic; the project budget only contains eligible costs = 5 p. Sufficient and reasonable resources are planned to ensure project implementation; the project will be implemented in line with the principle of cost-effectiveness = 5 p. Total partner budgets reflect real partners' involvement (are balanced and realistic) = 5 p. Project budget appears proportionate to the proposed work plan and the main outputs and results aimed for = 5 p. Project budget appears to be proportionate to the proposed work plan^[1] and the main outputs and results aimed for = 5 p.</p> <p>[1] Financial allocation per budget line is in line with the work plan; distribution of the budget per period is in line with the work plan.</p>	0.0	4000 Characters Remaining
Total Assessment Value Max 100.00		0.00	

 Save  Back To Project

After filling in all the information required in the checklist (Value, Comment, Confirmed fields) the assessor will click the  **Exit** button in order to leave the application.



The checklist cannot be printed from eMS.

After filling in the checklist for all the assigned applications, click  **Logout** button in order to leave eMS system.

Part D - Help and Technical Support

For any problems you might experience with the eMS, please contact the Joint Secretariat at joint.secretariat@brecoadea.co or by telephone at +40 259 473 174 or +40 359 436 529 during office hours¹.

¹ Office hours means between 9.00 – 17.00 (EET)