

ANNEX 6 - JEMS

JOINT ELECTRONIC MONITORING SYSTEM

<https://jems-rohu.mdlpa.ro/>

WHAT IS JEMS?

It is a programme electronic monitoring system and a communication portal designed to enhance programme management and interactions with beneficiaries. It streamlines program management by providing real-time monitoring, efficient communication tools, and actionable insights to optimize users' tasks and outcomes. Its user-friendly interface and robust functionalities facilitate transparency, accountability, and seamless stakeholder collaboration.

Main document: JEMS MANUAL

Guidance is available at: <https://jems.interact.eu/manual/>

For more information: <https://jems.scrollhelp.site/manual/v11.0.4/partner-reports>

JEMS helpdesk function can be contacted at jems.admin@mdlpa.gov.ro



- ➔ The entire communication between the Programme structure, lead partner and partners shall be carried out via electronic tool - Jems.



Please note that the Application Form generated by the system in PDF format is a general template and its content may be slightly reduced automatically by the system compared to what you see on the screen (Jems' interface).

Therefore, the electronic version of the Application Form from the Jems interface prevails over the pdf version of the Application Form.

HOW TO USE JEMS !

To access JEMS, please follow these steps:

1. Create an account:

- Visit the JEMS ROHU platform: <https://jems-rohu.mdlpa.ro/>
- Fill in the form [Create a new account](#)

2. Activate your account:

- Go to the email used for account creation and click on the Activate button or activation link

3. Forgot password option:

- In case you forgot the password go to the [Forgot Password](#) button and fill in the email used for account creation
- Access the email for password update

4. User assignment in Project Privileges

- Get in touch with the Lead Applicant of the Application Form or Project manager users to assign your user to the Partner users in the Project Privileges section of the application form

5. Access Partner or Project Report

- Users with edit rights in the Project Privileges can add Partner or Project Reports data according to the fields required by the templates.
- See Jems manual for more information.

BEFORE THE CONTRACT SIGNATURE

Before the contract signature, the **project partners** shall upload the following documents in the Joint electronic monitoring system (Jems) of the Interreg VI-A Romania-Hungary Programme, in [Section Partner details](#):

- Financial Identification Form for each partner;
- annexes to each Financial Identification Form for each partner, if the case.

AFTER THE CONTRACT SIGNATURE

After the contract signature, the project documents shall be uploaded in Jems as follows:

- In Section *Contract & agreements, sub-section Contracts* - the **Lead Partner** shall upload the following documents:
 - Partnership Agreement
 - contract (original signed);
 - co-financing contracts;
 - annexes requested - *if any*
 - request for advance payment;
 - subsequent approved addenda and notifications to the contract, *when applicable*.
- In Section *Contract & agreements, sub-section Project* - the **Joint Secretariat** shall upload the following documents:
 - supporting documents for contract:
 - Contracting letter & clarifications;
 - Debts certificates;
 - Legal representatives - if the case;
 - Investment documents - if the case;
 - MC decision including the list of approved projects for the respective call;
 - Proof of no debts to MA;
 - supporting documents for addenda and notifications to the contract, if applicable;
 - other documents related to the contract implementation (e.g., decommitment, suspensions, termination of the grant contract, etc.).
- In Section *Contract monitoring, sub-section Internal* - the **Joint Secretariat** shall upload the following documents:
 - JS documents:
 - Contracting report;
 - JS checklist for contract dossier;
 - JS checklists for addenda and notifications to the grant contract, as applicable;
 - Other documents related to the JS internal procedures, as applicable.
- In Section *Contract monitoring, sub-section Internal* - the **Managing Authority** shall upload the following documents:
 - MA documents:
 - MA checklist for contract dossier;

- Financial commitment
 - Other documents related to the MA internal procedures, as applicable.
- Section *Shared folder* in JEMS is designed to facilitate communication/exchange of documents between the beneficiaries and Joint Secretariat during the project life cycle. It is dedicated to requesting AF modifications and providing clarifications for AF approvals. These documents may be draft or final versions.

In any case, the signed addenda to contracts/ approved versions have to be uploaded in the corresponding sections.

DETAILED INFORMATION AND JEMS PROCEDURES

1. Submission of Additional Information

- Within **5 working days** of receiving the subsidy contract for signing, the Lead Partner (LP) must provide the following additional information to be inserted into relevant sections in Jems:
 - **Signed subsidy contract** - uploaded in Jems *Contracting - Contracts and agreements - Contracts*¹. After uploading the contracts the dedicated sections may be locked. If further editing is needed, the programme user can unlock the dedicated section by clicking the unlock icon on the top-right corner of the page
 - **Project Management Team** - filled in Jems *Contracting - Project managers* - include data about Name and contact details of Project Manager, Finance Manager and Communication officer
 - **Ultimate beneficial Owners, Bank details information and Location of documents** - filled in *Contracting - Partner details* - include information about the ultimate beneficial owners, bank details and the location where original documents are kept for both the LP and each Project Partners²

2. Uploading Co-Financing Contracts

- **The Co-financing contracts** must be uploaded by the Lead partner within **2 working days** of receiving the co-financing contract for signing. These should be uploaded in *JEMS Contracting - Contracts and Agreements - Contracts*.

3. Project Reporting Schedule:

- **The Project reporting schedule** section will be completed by Joint Secretariat (JS)

¹ For more information: <https://jems.scrollhelp.site/manual/v10v12.0.1/contracts-and-agreements>

² For more information: <https://jems.scrollhelp.site/manual/v12.0.1/partner-section>

after the subsidy contract is signed and based on the project reporting deadlines provided according to the respective subsidy contract.

4. Disbursement of ERDF Funds:

- The Managing Authority (MA) will disburse the ERDF funds only if the LP and PP provide information referring to the above points in JEMS.

5. Changes During Project Implementation:

- If changes occur during project implementation, the LP and PPs must:
 - Request the Joint Secretariat (JS) to unlock the necessary sections in JEMS to allow for updates and new document uploads.
 - Update the relevant information in JEMS.
 - Upload any applicable supporting documents.

6. User Management and Access Rights:

- The LP must assign users to PPs and grant access rights (view or edit data with GDPR access) in JEMS section to at least one user (i.e. persons at project partner institutions dealing with the project) in the Project privileges section of JEMS.

7. Financial Identification Forms:

- Financial identification forms, including bank details, must be uploaded in JEMS under the *Contracting Section - Partners Details*.

8. Document Uploading by Lead Partner (LP):

- The LP must upload in the Jems all documents requested by the JS during the pre-contracting and contracting phases for all project partners.
- The LP must complete the upload within **5 working days**.
- In duly justified cases, the LP may request an additional extension of up to **5 working days**.

9. Pre-Contracting Documents:

- All pre-contracting documents and correspondence between the LP, JS, and MA must be uploaded in the Shared Folder.
- Uploaded files must be named according to their content to ensure proper identification and verification.

10. *Electronic Contract Signing:*

- All contracts must be electronically signed and uploaded in JEMS under *Contracts & Agreements - Contracts*. within maximum **5 working days** of receiving the JS notification regarding the signing of the subsidy contract by the Managing Authority.