Interreg IPA South Adriatic
(Italy–Albania–Montenegro 2021-2027)

JEMS MANUAL

PROJECT PRIVILEGES SECTION
CONTRACTING SECTION

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REGIONE PUGLIA

Managing Authority

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General Information

This manual provides beneficiaries of projects approved under the **1°Call for project proposals - Capitalisation Small-Scale Projects** of the Interreg IPA South Adriatic 2021-2027, with practical procedures to be performed in Jems during the implementation phase:

- **Privileges Assignment**
- **Contracting**

- URL of Interreg IPA South Adriatic Jems: **https://jems.southadriatic.eu/**

- The usage of up-to-date web browsers (Google Chrome, Microsoft Edge, Mozilla Firefox) is recommended;

- Use your email and password to Log-in;

- In case you forgot your password click on "Forgot password" button or contact: jems@southadriatic.eu

- Jems Interreg IPA South Adriatic runs in English language only;

1. Access to the "Project privileges" and "Contracting" sections in Jems

- From the "Dashboard" select the project for which you would like to fill in the additional required information and click to open.

- Select "Contracting" in the left menu. The Lead Partner (LP) and Project Partner (PP) have access to the following sections:

  - Contracts and agreements;

  - Project managers

 - Project reporting schedule;

  - Partner details
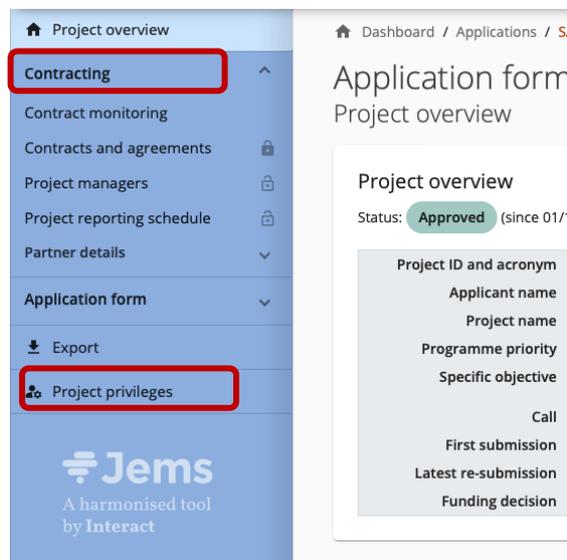
The user who compiled the Application Form (AF user) and the Lead Partner user (LP user) have access to the entire "Project privileges" and "Contracting" sections, while the Project Partner users (PP users) have access only to the "Partner details" subsection.

2. Project privileges

The "Project privileges" section allows multiple users to work together in a project. In this section the AF user can manage the access rights of all other users in a project, starting with the LP user. After the AF user assigns the LP user to the Lead Partner, as described in the following section, the LP user will also be able to manage the access rights of all other users in a project.

2.1 Access rights on project level

In case that the AF user is the same as this intended LP user, the AF user must indicate his/her email address also in the LP1 section, as presented in the following image.
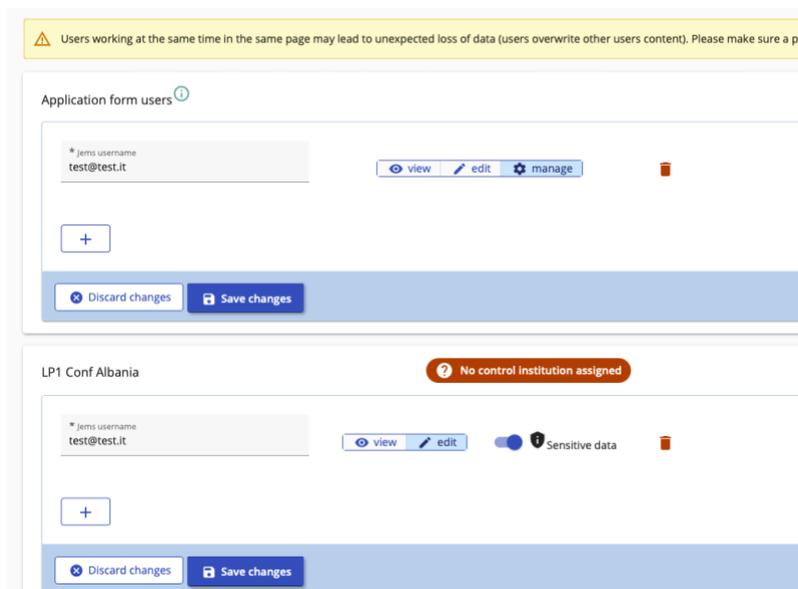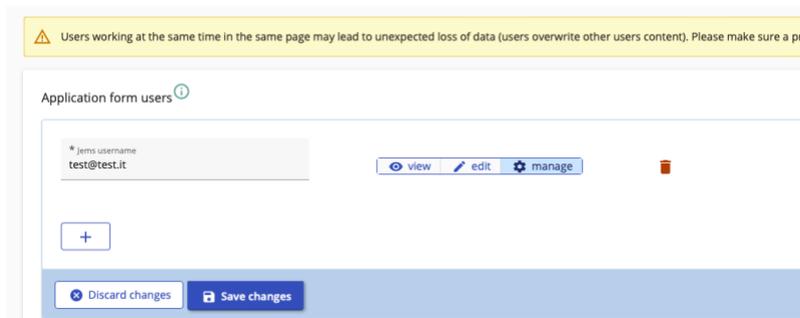

The AF user must also indicate if the LP user is entitled to view the so-called "sensitive data" (e.g., data contained in and referring to a payroll), as presented in the previous image.

In case that the AF user differs from the intended LP user, the AF user must first grant the appropriate access rights to this LP user, i.e. the intended LP user must first also become the AF user.

If the intended LP user is not registered in Jems yet, he/she needs to perform the following steps first:

1. Request credentials to the Jems platform from the Jems login page (**https://jems.southadriatic.eu/**). Upon this request, the intended LP user will receive an automatic email with a link to activate the account.
2. Once the account has been activated, the intended LP user must communicate his/her registered e- mail address to the AF user.

The AF user will then go to the "**Project privileges**" section and indicate the previously communicated intended LP user's email address in the field "Application Form users" by clicking on the "+" button in the following image.

The AF user must also fill in the LP user's email address in the LP1 section, as well as indicate if the LP user is entitled to view the so-called "sensitive data", as previously presented.

At this point, and according to such a decision by the Lead Partner, it is possible for the "original" AF user to remove his/her email address from the "Application Form users" section by clicking on the trash bin icon next to his/her email address. In this case, be aware that the "original" AF user will not have access to the project anymore and that this can be done only if another AF user was previously added.

At the end of this part of your work in Jems, the LP user, who is the LP contact person already specified in the Application Form's section B.1.5, must be the same person as (one of) the AF user(s). From now on, this manual will only refer to this person as the LP user.

2.2 Access rights on partner level

The LP user must now proceed with granting access rights to all the PP users.

Project partners are required to provide the LP user with their email addresses registered in Jems. Only when this process is completed, the LP user will be able to grant the appropriate access rights to all the PP users by entering their full valid email addresses in the "Project privileges" subsection.

If any of the intended PP users are not yet registered in Jems, they need to perform the following steps first

1)Request credentials to the Jems platform from the Jems login page (**https://jems.southadriatic.eu/**). Upon this request, the intended PP user will receive an automatic email with a link to activate the account.

2) Once the account has been activated, the intended PP user must communicate his/her registered e- mail address to the main user managing the project (LP user).

The LP user will then go to the "Project privileges" subsection and associate each intended PP user with the appropriate Project Partner, using their email addresses registered in Jems and communicated to them in the previous step.

Access rights that can be defined are presented in the following image and can be set to either:

- Edit = allowing writing access at partner level;
- View = allowing reading access at partner level.
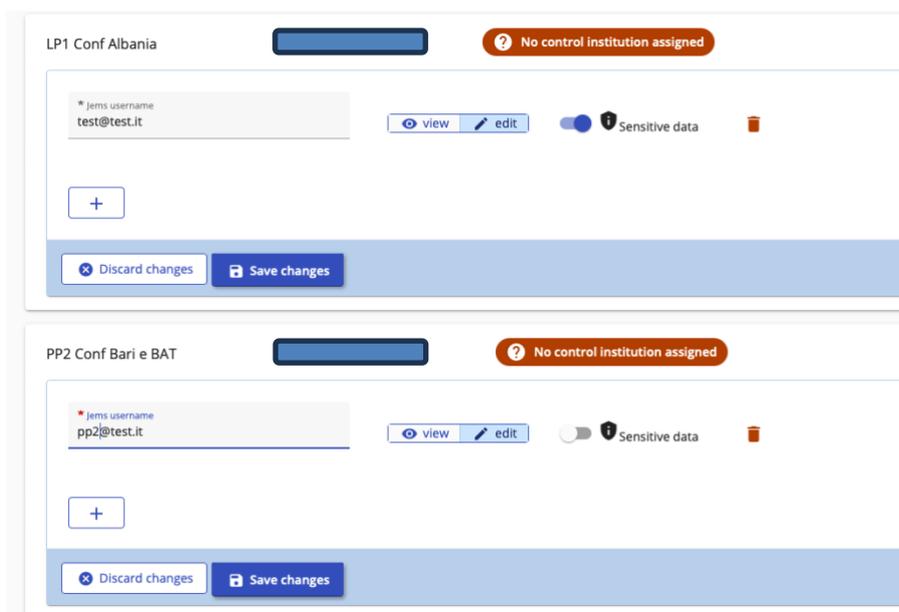
The LP user must also indicate if any PP user is entitled to view the so-called "sensitive data" (e.g., data contained in and referring to a payroll), as presented in the previous image.

The LP user must also be associated with each partner in order to view the work of other partners. Therefore, the LP user's email address must be indicated under each specific PP field in addition to the PP user's email address.

It is possible to add or remove users by clicking on "+" button or trash bin icon, respectively.

3. Contracting

3.1 Contracts and agreements

The LP user has access to all the subsections under the "Contracting" section ("Contracts and agreements", "Project managers", "Project reporting schedule" and "Partner details"). He/she can also upload documents under the "Attachments" parts of "Contracts and agreements" and "Partner details" subsections.

Once completed, these subsections will be locked by JS and in order to proceed with any further modifications, the LP user must send an appropriate request to the Project Officer in charge or to JS via the following email address: js@southadriatic.eu.

The date of entry into force of the Subsidy contract will also be automatically visible and it is filled in by the Programme.

In this subsection, the LP user must enter:

- the project's website address (URL);
- the date of entry into force of the Partnership agreement (the date of the last signature).

The LP must also upload the Partnership agreement under "Attachments" – "Contract & supporting documents" – "Contracts", while the Subsidy contract (once signed by both parties) will be uploaded by the Programme.

3.2 Project managers

In this subsection, the LP user must identify the Project Management Unit (PMU) and indicate the names and contact details of the persons undertaking the roles of Project Manager, Finance Manager and Communication Manager.

3.3 Project reporting schedule

In this subsection, the LP user and all the PP users have view access to the Project reporting deadlines and the Project timeplan overviews. The Project reporting deadlines overview displays the project's start date, end date and duration, as well as all the content related part and financial part reporting deadlines.

The pre-defined reporting periods are displayed in the Project timeplan overview, as well as all the delivery deadlines for Deliverables, Outputs and Results, across all WPs.

3.4 Partner details

The LP user and all the PP users must provide the following information pertaining to their respective organisations:

- **Ultimate Beneficial Owner(s)**

The LP user and all the PP users must provide information on the Ultimate Beneficial Owner(s) by indicating the Legal representative, as presented in the following image.
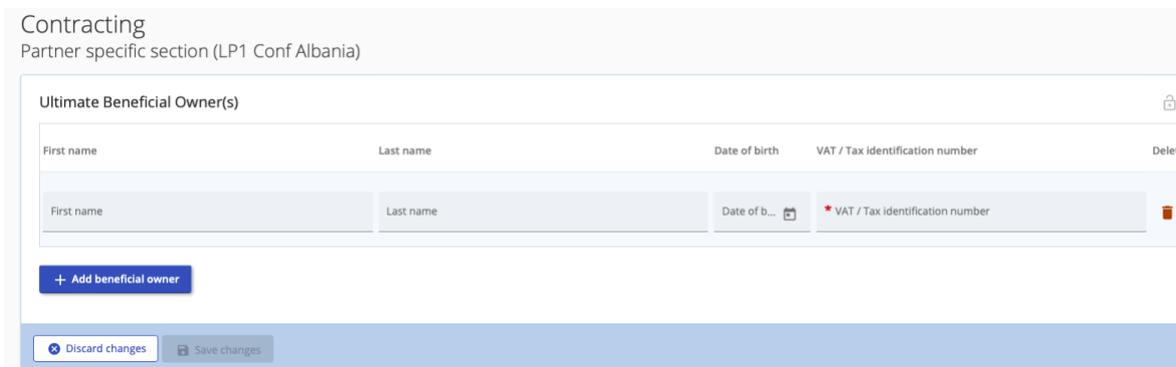
- **Bank details**

The LP user and all the PP users must provide information on the bank details of their respective organisations. In case of any changes of the bank account details, a request must be sent to the JS via the following email address: js@southadriatic.eu.
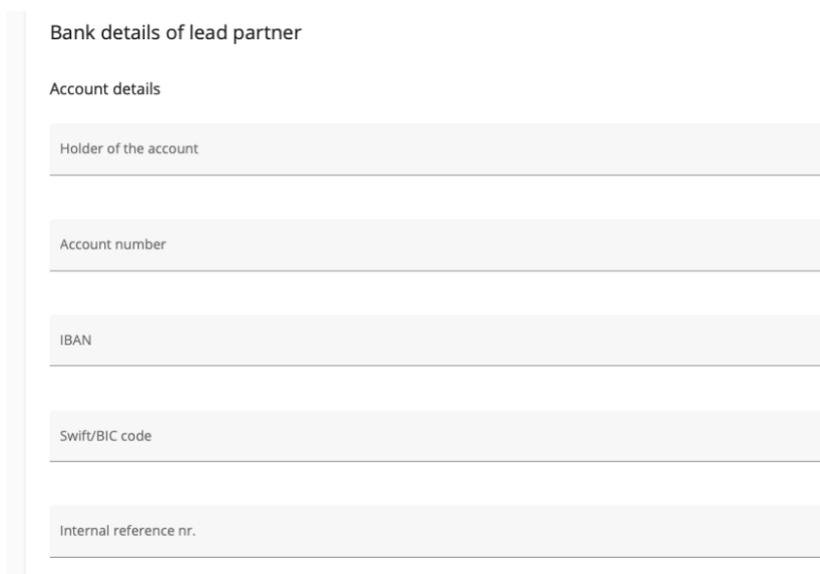
- **Location of documents**

The LP user and all the PP users must provide information on the location of documents by indicating where the original documents are stored.

Location of documents

Title

First name

Last name

Email address

Telephone no