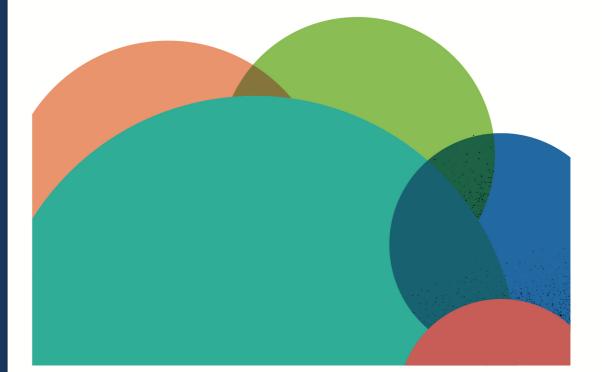


IPA South Adriatic



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



# **JEMS MANUAL**

# **PROJECT MODIFICATION**

 Current version
 02

 Updated
 27.02.2024

 Contacts
 jems@southadriatic.eu



Managing Authority Joint Secretariat Interreg IPA South Adriatic Puglia Region Corso Sonnino, 177 70121 Bari (IT) | +39 080 5406545

js@southadriatic.eu www.southadriatic.eu (f) (iii) (iii)



## **General Information**

This manual provides beneficiaries of projects, approved under Interreg IPA South Adriatic 2021-2027, with practical procedures to be performed in Jems during the implementation phase:

#### > PROJECT MODIFICATION

- URL of Interreg IPA South Adriatic Jems: https://jems.southadriatic.eu/
- Use your email and password to Log-in;
- In case you forgot your password click on "Forgot password" button or contact: jems@southadriatic.eu

			English 🔹 🧭
	Interreg Co-funded by the European Union	<b>≑ Jems</b> – Login * ■ Emai	
*	Welcome to the monitoring system of my programme name! Here you can find our latest calls and manage your applications. Just login or create a new account and get started!		
	* * *	Jense is partially compliant with WCA0.2.1 AA Web Accessibility.         Standard. Please follow this link for our full accessibility statement.         Jense is a project of         Interreact         Co-funded by the European Union Interreg	

- The usage of up-to-date web browsers (Google Chrome, Microsoft Edge, Mozilla Firefox) is recommended;
- Jems Interreg IPA South Adriatic runs in English language only;



# **Project modification**

#### Start modification procedure in Jems

- As a first step, the LP should send an e-mail to inform the assigned Joint Secretariat (JS) that the project needs to request a project modification (email: js@southadriatic.eu).
- The JS Project Officer will provide the Lead Partner (LP) with the modification requirements and will guide the LP through the modification process. Once the modification request was accepted by the JS, the project modification in Jems will be launched by the assigned JS Officer and a new editable version of the AF will be available for the LP to revise information.
- The different versions of the AF can be accessed from the left menu. The editable version is marked with a pencil icon.



- Once the JS has accepted the request for project modification and started the process in Jems, the project will appear with status "In modification".
- A new, editable version of the project AF will be available for the LP in order to update information (all LP users with "edit" rights can modify the AF and submit it).



H Project overview		Dashboard / Applications / SA-01002
Contracting	^	Application form SA-0100
Contract monitoring		Project overview
Contracts and agreements	ô	
Project managers	ð	Project overview
Project reporting schedule	ð	Status: In modification precontracted (since 19/02/2024)
Partner details	^	Project ID and acronym SA-0100
	ê ê	Applicant name
	ð	Project name Programme priority PA 2 - PA 2 - A greener South Adriatic programme area, by promoting clean and fa the circular economy, climate adaptation and risk management
Application form	~	Specific objective S.O.2.3 - Promoting energy efficiency and reducing greenhouse gas emissions
Shared folder		Call Capitalisation Small-Scale Projects Ends 07/04/2023. Time left: 0 days, 0 hours and First submission 07/04/2023 I

To switch to the current valid AF or earlier versions, unfold the project versions in the left menu and select the AF version of your interest.

#### **Deactivation of partners**

- As soon as approved, partners or associated partners can no longer be removed from a project application. If a partner exits from the partnership, it shall be deactivated. New partners can still be added to the project.
- When the project is in modification status, the LP can go to the partner or associated partners overview page and click on "Deactivate partner".

plication form	Partners overview					
current) V.S.D	+ Add new partner					
Project Identification					Berni pel page - 25 - w	1+20 <sup>4</sup> 2 ¢ 3
A - Project identification A - Project identification A - Project overview tables	P Status	Organisation abbreviation	Partner role	NUTS	Partner total eligible budget	
Project partners	1 Active	ААА	Lead pertner		60.225,00 € 🔀	2 Deactivate partner
Partners overview	2 X Inactive	asdasd	Partner		0,00 f 🔀	🕱 Deactivate partner

#### Attention:

In case a partner is deactivated, a warning message pops up informing that this action cannot be reverted. LP therefore should deactivate PP carefully and only after consultation of the assigned JS Project Officer. A deactivated partner cannot be re-activated! Therefore, deactivation should be done only after consultation with the assigned JS Project Officer.



- The partner section of a deactivated partner can still be edited by LPs while the project is in modification status. This allows e.g. to change the description or budget of a deactivated partner.
- If the LP wants to disable all user access rights of a withdrawing partner, this needs to be done in the "Project privileges" section.
- New partners can still be added to the project.

#### Priority and programme specific objective

• The priority and programme specific objective of a contracted project cannot be changed.

c objective ecific objectiv	ve cannot be changed during mo	dification c	of a contracted project.	
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ecific objectiv	ve cannot be changed during mo	dification o	of a contracted project.	
			nergy transition, green and blue	
iciency and r	educing greenhouse gas emissio	ons		
n	ny, climate	ny, climate adaptation and risk managemen	driatic programme area, by promoting clean and fair er ny, climate adaptation and risk management ciency and reducing greenhouse gas emissions	

Please give a short overview of the project and describe

#### Attention:

*Existing activities, deliverables, investments, outputs or results cannot be removed, but can be deactivated.* 

Once an activity, deliverable, output or investment was set inactive, it cannot be re-activated any longer! Therefore, this should be done only after consultation with the assigned JS Project Officer.

To deactivate, click on the red icon on the right and save the changes. NOTE: when de-activate an activity, all deliverables under the activity are also deactivated. New activities or new deliverables can still be added. The same applies to outputs and results.

Number	Deliverable title		Deliverable description	Defining period	_
Q 0.1.5.1	Deconductor Needs Anelysis		orverse and the Ngpodbe plan option	January partice Periled 1, month 1 - 6	
D132	set up Capacity Building Strategy		penesia e delotama pankytika kakakakat ka	Server ( press Period 2, mansh 7 - 13	
+					
Activity 1.4	CB trainings				1
the CB trainings					
		Period 2, month 7 - 12			

Deliverable Number	Ovisionable Ucte	Deliverable description	Deforry period	
©0.13.1	Needs Analysis	taggeeba puos ocupa	Denied ented Period 1. month 1 - 6	.*
0.1.3.2	Increases the set up Cepacity Building Strategy	Demense insurgene jensyrfikalizationiali ob	Detrocramité Period 2, month 7 - 12	

### **Budget section modification**

Please consider:

Lump Sums and Unit Cost can be edited and modified in the related sections. (<u>Please</u> remember to update the lump sum table: The sum of the amounts per partner must match the total lump sum costs.)

Also, in case of Flat rate:

- flat rate options for existing partners cannot be changed;
- flat rate options can only be selected for newly added partners. The budget of deactivated partners can be still edited.

### Submission of the revised AF

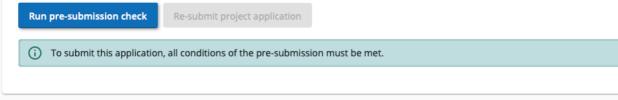
Go to "Check & Submit" in the left menu.



Make sure to submit your project in time before the call end date. Further information on the deadline can be found in the call information and in the project overview. Please be aware that after submission, changes to the application form are no longer possible.

#### Pre-submission check

Before you can submit your application form, the presubmission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.



- In order to be able to submit the revised AF, you need to run the pre- submission checks first.
- Issues found will be listed and need to be solved. Only once the pre-submission check was passed, the submission button will turn active.
- Upon re-submission the project moves to status "Modification submitted".