

Use of eMS guidance

ADRION - Seminar on projects implementation

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Online meeting - 24 September 2020

Overview What is eMS

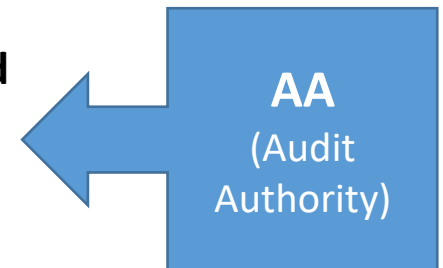
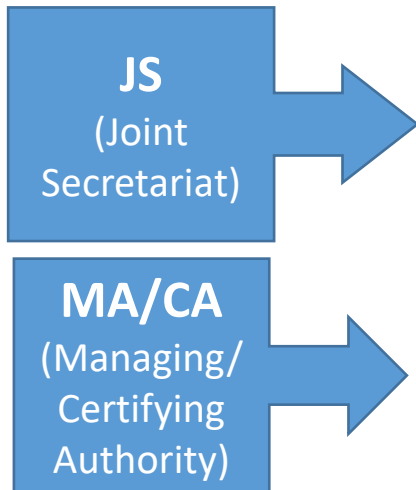
Two options to
ACCESS eMS:

1. ADRION website
click on «ADRION eMS»

2. Use the url
ems.regione.emilia-romagna.it/



Platform where **ALL** the bodies involved in the implementation and control of the project can work together and share information, according to their roles



FLC (First Level Controllers)

A blue rectangular box containing the text 'FLC (First Level Controllers)'. It is positioned above four smaller boxes and has a blue arrow pointing up to it from the box below it.

LP
(Lead Partner)

A blue rectangular box containing the text 'LP (Lead Partner)'. It has a blue arrow pointing up to the FLC box above it.

PP1
(Project Partner)

A blue rectangular box containing the text 'PP1 (Project Partner)'. It has a blue arrow pointing up to the FLC box above it.

PP2
(Project Partner)

A blue rectangular box containing the text 'PP2 (Project Partner)'. It has a blue arrow pointing up to the FLC box above it.

PPX
(Project Partner)

A blue rectangular box containing the text 'PPX (Project Partner)'. It has a blue arrow pointing up to the FLC box above it.

The more **accurate** and **precise** are the
information you provide

A green arrow pointing to the right, containing the text 'The more accurate and precise are the information you provide'.

The better everybody
can work!

A green arrow pointing to the right, containing the text 'The better everybody can work!'.

Overview

Different roles, different views

ATTENTION:

LP has a **double role** of LP and PP; it must select the role it wants to use from the dedicated drop-down menu in reporting section

Interreg
EMS*demo

Testv13_1 The Jungle Book

ITP353

Show More

Reports

Project

Supplementary Information

Select Role

Pp

Pp

Lp

Partner Reports

Lead
Partner

- Checks Partner Reports (read only) and, eventually, cuts verified expenses (in Partner Report List of Expenditure)
- Views PPs sensitive data
- Views PPs FLC certificates
- Manages and submits Project Reports
- Views Project and Partner Livingtables of all the PPs
- Proceeds with modification of Application Form
- Fills-in the Supplementary Information section

Project
Partner

- Fills-in and submits its Partner Reports
- Uploads Personal Data attachments
- Views its FLC certificates
- Views Project Livingtables and its own Partner Livingtables
- Views only some tabs in Supplementary Information

First eMS feeding – Supplementary information

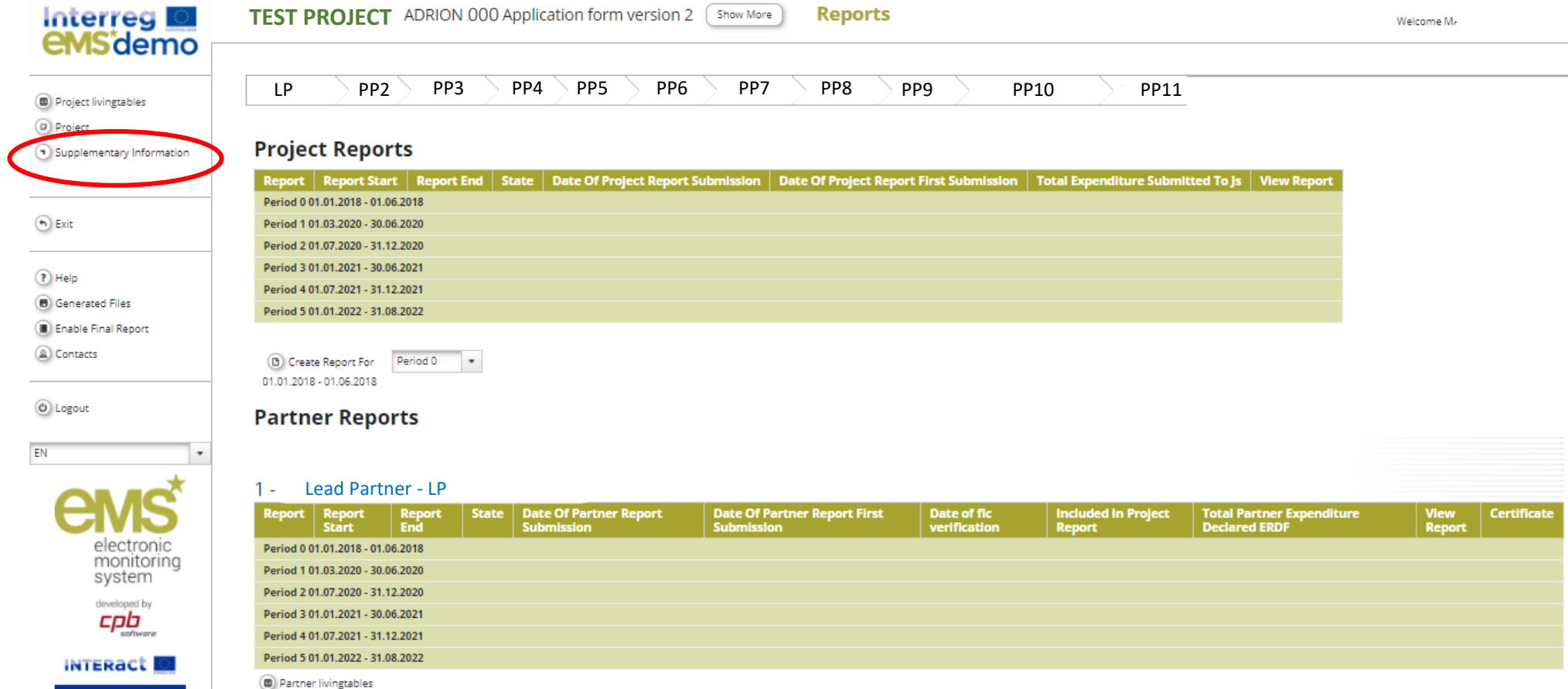
- In accordance with the Programme Implementation Manual, the LP has to complete the section *“Supplementary information”* in the eMS following this guidance.
- To access the supplementary information section, open your project under *“My Projects”* list on the dashboard.

Dashboard

My Projects											
Project_id	Name	Acronym	Start	End	Lead Partner	L P Nationality	Call	Timeslot	Specific Objective	Submission Date	Projectstate
						Select L P Nationality	Select calls		Select specific objective		Select project state
ADRION			01.01.2018	30.06.2020		ITALIA	ADRION - FIRST CALL FOR PROPOSALS		Enhance capacity for integrated transport and mobility services and multimodality in the Adriatic-Ionian area	24.03.2016	Contracted
									Support the development of		

You can access this section only if your project has signed the subsidy contract and therefore is under the state *“Contracted”*

First eMS feeding – Supplementary information



The screenshot displays the Interreg eMS demo application interface. The sidebar on the left contains a menu with the following items: Project livingtables, Project, **Supplementary Information** (highlighted with a red circle), Exit, Help, Generated Files, Enable Final Report, Contacts, and Logout. Below the menu is a language dropdown set to 'EN' and the eMS logo with the text 'electronic monitoring system developed by cpb software' and the Interact logo.

The main content area is titled 'TEST PROJECT ADRION 000 Application form version 2' and includes a 'Show More' button and a 'Reports' tab. A breadcrumb trail at the top shows a sequence of steps from LP to PP11, with PP11 being the current step.

Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Date Of Project Report First Submission	Total Expenditure Submitted To Js	View Report
Period 0	01.01.2018	- 01.06.2018					
Period 1	01.03.2020	- 30.06.2020					
Period 2	01.07.2020	- 31.12.2020					
Period 3	01.01.2021	- 30.06.2021					
Period 4	01.07.2021	- 31.12.2021					
Period 5	01.01.2022	- 31.08.2022					

Below the table, there is a 'Create Report For' button and a dropdown menu currently set to 'Period 0', with the date range '01.01.2018 - 01.06.2018' displayed.

Partner Reports

1 - Lead Partner - LP

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 0	01.01.2018	- 01.06.2018								
Period 1	01.03.2020	- 30.06.2020								
Period 2	01.07.2020	- 31.12.2020								
Period 3	01.01.2021	- 30.06.2021								
Period 4	01.07.2021	- 31.12.2021								
Period 5	01.01.2022	- 31.08.2022								

At the bottom of the main content area, there is a 'Partner livingtables' button.

Before starting to create a project/partner report, you must fill in the following information into
“Supplementary Information” section

First eMS feeding - Supplementary information

TEST PROJECT ADRION 0 Application form version 1

Show More

Supplementary Information

Project Management

Bank Information

F L C

User Assignment

Documents

Partnership Agreement

Additional Information

1. Project Management

2. Bank Information

3. FLC

4. User Assignment (fill-in first)



5. Documents

6. Partnership Agreement

7. Additional Information

Supplementary information

1. Project Management

Project Management

Project Manager

Partners <input type="text"/>	
Title Mr <input type="text"/>	
Name ccc <input type="text"/>	Last Name ccc <input type="text"/>
E-mail Address <input type="text"/>	Telephone <input type="text"/>
Name Of The Institution <input type="text"/>	
Nuts0 ITALIA (IT) <input type="text"/>	Street <input type="text"/>
Name Of Other Region From All Regions <input type="checkbox"/>	Housenumber <input type="text"/>
Nuts2 Umbria (IT12) <input type="text"/>	Postal Code <input type="text"/>
Nuts3 Terni (IT122) <input type="text"/>	City <input type="text"/>

In this section, information on the **project management team** is required. Please provide names and contact data of the project manager, finance manager and communication manager.

Financial Manager Of The Project

Partners <input type="text"/>	
Title Mr <input type="text"/>	
Name ddd <input type="text"/>	Last Name ddd <input type="text"/>
E-mail Address <input type="text"/>	Telephone <input type="text"/>
Name Of The Institution <input type="text"/>	
Nuts0 Ε/ΜΑΔΑ (ELLADA) (EL) <input type="text"/>	Street <input type="text"/>
Name Of Other Region From All Regions <input type="checkbox"/>	Housenumber <input type="text"/>
Nuts2 Ανατολική Μακεδονία, Θράκη (EL51) <input type="text"/>	Postal Code <input type="text"/>
Nuts3 Έβρος (EL511) <input type="text"/>	City <input type="text"/>

Communication Manager Of The Project

Partners <input type="text"/>	
Title Mr <input type="text"/>	
Name eee <input type="text"/>	Last Name eee <input type="text"/>
E-mail Address <input type="text"/>	Telephone <input type="text"/>
Name Of The Institution <input type="text"/>	
Nuts0 SLOVENIJA (SI) <input type="text"/>	Street <input type="text"/>
Name Of Other Region From All Regions <input type="checkbox"/>	Housenumber <input type="text"/>
Nuts2 Vzhodna Slovenija (SI03) <input type="text"/>	Postal Code <input type="text"/>
Nuts3 Posavska (SI036) <input type="text"/>	City <input type="text"/>

Supplementary information

2. Bank Information

In this section, details on the bank account of the **Lead Partner** are required for the reimbursement of the ERDF and IPA amounts.

In case of changes of bank data during project implementation, please inform immediately the JS.

Bank Information

Bank Information Of The Lead Partner

Name Of The Bank	
<input type="text" value="ewrger"/>	
E-mail Address	Telephone
<input type="text"/>	<input type="text"/>
Nuts0	Street
<input type="text" value="ΕΛΛΑΔΑ (ELLADA) (EL)"/>	<input type="text"/>
Name Of Other Region	Housenumber
<input type="text"/>	<input type="text"/>
From All Regions <input type="checkbox"/>	Postal Code
	<input type="text"/>
Nuts2	City
<input type="text" value="Ανατολική Μακεδονία, Θράκη (EL51)"/>	<input type="text"/>
Nuts3	
<input type="text" value="Έβρος (EL511)"/>	

Bank Data

Account Number	Iban
<input type="text"/>	<input type="text"/>
Swift	Nat Bank Code
<input type="text"/>	<input type="text"/>
Internal Reference	Holder Of The Account
<input type="text"/>	<input type="text"/>

☒ Check Iban And Swift

Uploads

<input type="button" value="Upload"/>				
Filename ↕	Filetype ↕	Date ↕	User ↕	Options
No records found.				

[Return To Reporting](#)

Supplementary information

3. FLC - *First Level Control*

For each project partner, the name and contact data of the national controller have to be included.

Decentralized control system (Italy)

It is finally up to the **national control assigning body** to **decide** who will be the authorized controller.

Fic Of NATIONAL RESEARCH COUNCIL CONSTRUCTION TECHNOLOGIES INSTITUTE

Contact

Title			
<input type="text" value="Mr"/>			
Name	Lastname	E-mail Address	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Institution

Name
<input type="text" value="robby"/>

Address

Nuts0	Street	Housenumber
<input type="text" value="ΕΛΛΑΔΑ (ELLADA) (EL)"/>	<input type="text"/>	<input type="text"/>
Name Of Other Region	Postal Code	City
<input type="text" value="From All Regions"/>	<input type="text"/>	<input type="text"/>
Nuts2		
<input type="text" value="Ανατολική Μακεδονία, Θράκη (EL51)"/>		
Nuts3		
<input type="text" value="Έβρος (EL511)"/>		

Fic Of C.N.A. NATIONAL CONFEDERATION OF HANDCRAFTS AND OF SMEs – ASSOCIATION OF PROVINCE OF RAVENNA

Contact

Title			
<input type="text" value="Mr"/>			
Name	Lastname	E-mail Address	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Institution

Name
<input type="text"/>

Address

Nuts0	Street	Housenumber
<input type="text" value="ΕΛΛΑΔΑ (ELLADA) (EL)"/>	<input type="text"/>	<input type="text"/>
Name Of Other Region	Postal Code	City
<input type="text"/>	<input type="text"/>	<input type="text"/>

Supplementary information

4. User Assignment

In this section, the **Lead Partner** has to assign eMS users to Project Partners.

LP account is automatically set by the system; however it is advisable to re-assign it in this section.

- **STEP 1** – LP must digit its own username in “New User” field
- **STEP 2** – Click on “Add read/write user” button
- **STEP 3** – LP username will now appear under “Assigned read/write users”

Project Partners section

Users for each Partner (PP2, PP3, etc...), including the LP, will appear automatically; steps described above must be followed.

1 user per PP is recommended.

ATTENTION: each PP has to **first register into ADRION eMS**, and then provide the information to the Lead Partner, in order to be assigned.



User management

Leadpartner user

Main leadpartner: area

STEP 1 → New User

STEP 2 →

STEP 3 → Assigned read/write users
Assigned readonly users

Project partners

New User Assigned read/write users
Assigned readonly users

New User Assigned read/write users
Assigned readonly users

After being assigned, Partners will have **read access** to the application form and **write access** to their partner reports. If necessary, users can be removed/changed by the Lead Partner

Supplementary information

5. Documents

In this section, information on the location of documents has to be provided by all Project Partners.

Documents For 1 Lead Partner

Title	
<input type="text" value="Mr"/>	
Name	Last Name
<input type="text"/>	<input type="text"/>
E-mail Address	Telephone
<input type="text"/>	<input type="text"/>
Name Of The Institution Where Documents Are Stored	
<input type="text"/>	
Nuts0	Street
<input type="text" value="ΕΛΛΑΔΑ (ELLADA) (EL)"/>	<input type="text"/>
Name Of Other Region	Housenumber
<input type="text"/>	<input type="text"/>
From All Regions	Postal Code
<input type="checkbox"/>	<input type="text"/>
Nuts2	City
<input type="text" value="Κρήτη (Kriti) (EL43)"/>	<input type="text"/>
Nuts3	Url
<input type="text" value="Ηράκλειο (Irakleio) (EL431)"/>	<input type="text"/>
Comment	
<input type="text"/>	
2000 Characters Remaining	

Documents For 2 Partner 2


Title	
<input type="text" value="Mr"/>	
Name	Last Name
<input type="text"/>	<input type="text"/>
E-mail Address	Telephone
<input type="text"/>	<input type="text"/>
Name Of The Institution Where Documents Are Stored	
<input type="text"/>	
Nuts0	Street
<input type="text" value="ΕΛΛΑΔΑ (ELLADA) (EL)"/>	<input type="text"/>
Name Of Other Region	Housenumber
<input type="text"/>	<input type="text"/>
From All Regions	Postal Code
<input type="checkbox"/>	<input type="text"/>
Nuts2	City
<input type="text" value="Κρήτη (Kriti) (EL43)"/>	<input type="text"/>
Nuts3	Url
<input type="text" value="Ηράκλειο (Irakleio) (EL431)"/>	<input type="text"/>
Comment	
<input type="text"/>	
2000 Characters Remaining	

Supplementary information

6. Partnership Agreement

In this section, information on signature of the partnership agreement by all Project Partners has to be provided.

Uploads


 Upload

Here you can upload the pdf of your **Partnership Agreement**

Filename	Filetype	Date	User	Options
No records found				

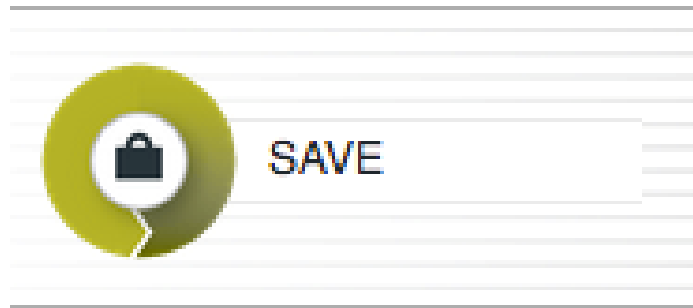
Partnership Agreement

Partnership Agreement Signed	<input checked="" type="checkbox"/>
Partnership Agreement Signature Date	<input type="text" value="13.12.2017"/>
Partnership Agreement Comment	<div>comment</div> <div>1993 Characters Remaining</div>

 Save

REMEMBER!

SAVE ALL DATA
before leaving a section!



Supplementary information – Partner menu

Each Project Partner can see only 4 sections of Supplementary information menu, and each section in the supplementary information has ‘read’ privileges only.

TEST PROJECT

ADRION

Application form version 2

Show More

Supplementary Information

Welcome Roberta Pierantoni!

Project Management

FLC

Documents

Partnership Agreement

Protecting your privacy Personal data

Regulation No 679/2016 (General
Data Protection Regulation – GDPR)

introduces strict
rules on data
protection

**eMS: Personal
Data Attachments
section**

**Who can see
sensitive data
related to PPs
salaries and
employees?**



- **LP:** it must ensure that expenditure presented by all its PPs has been verified by their appointed controller and that it corresponds to the agreed activities reported in the approved AF
- **FLC:** accesses personal data of the institution whose expenditure he/she is in charge of verifying

- **JS**
- **MA**
- **CA**
- **AA**

} Finance control purposes

**PPs CANNOT see other PPs' sensitive
data**

Protecting your privacy

Personal data

Partner Report

List Of Expenditure

Contribution And Forecast

Attachments

Personal data attachments

Uploads can be switched from «Attachments» to «Personal data attachments» and backwards

Tab on «**Partner Report**» section: all files uploaded in this tab are **hidden by default** and **only visible to privileged users**. The files are hidden in the same way as in the staff cost items upload, i.e. file title and description is replaced by ***'Hidden due to GDPR'*** text.

Edit Expenditure
Partner Report 1 My project partner 2 Period 3 List of Expenditures

PP	Budget Line	Staff costs	Description1
	Work Package	M Management	Hidden due to G D P R
	Internal Reference Number		Description2
	Invoice Number		Hidden due to G D P R
	Invoice Date		Partner Comment
			Hidden due to G D P R
	Date Of Payment		
	Currency	EUR - EURO	
	Conversion rate		(1)
	Total Value Of Item In Original Currency		432.00
	VAT		0.00
	Declared Amount In Original Currency		432.00
	Declared amount in Eur		432.00
	Expenditures Outside (The Union Part Of) The Programme Area?		
	In Kind		
	Purchase Of Land		
FLC	Verified By FLC		Comment Flc (pp.flc.js.ma.ca.aa)
	Difference FLC	€ 0.00	Hidden due to G D P R
	Amount Certified FLC	€ 0.00	
	Flc Correction Type		
LP	Difference LP	€ 0.00	Comment LP
	Amount Certified LP	€ 0.00	

Staff costs items uploaded in «**Partner Report**»: the ***'Hidden due to GDPR'*** text appears to any not authorized user

Hidden due to G D P R
Hidden due to G D P R

eMS as a monitoring tool Monitor Partner Report Expense

Project
Partner

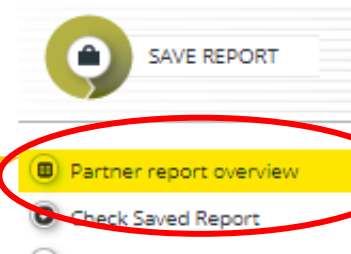
&

Lead
Partner

Can supervise Partner since the beginning of the Project

Partner Report
Expenses Overview

Enter the Partner
Report and click
«**Partner Report
Overview**» on the
left-side menu



The table reports all the **expenses declared** by the PP, **verified** by the FLC, amounts considered **ineligible or temporarily not verified expenditure** (sitting duck). It also informs on the amount **included in the Project Report** by the LP and **eventual revision** performed by the JS and MA.

Partner report expenditure summary

Fund	Partner total budget	Previous reports (state of play at the date of first submission to fic of the current report)			Total amount currently declared to fic	Total amount certified by fic	Fic difference at the date of fic certificate						Total amount confirmed by JS (included in ca confirmation)
		Declared to fic	Reported to js	Confirmed by ca			Total amount verified by fic and found ineligible	Total amount declared to fic in current report but not processed with the current certificate (fic sitting duck)	Total amount declared to fic in different report(s) but processed with current certificate (fic sitting duck)	Total amount included in project report - declared to js	Total amount approved by js	Total amount approved by ma	
ERDF	€ 174 238.10	€ 156 442.86	€ 156 427.98	€ 94 883.88	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Partner contribution	€ 30 747.90	€ 27 607.58	€ 27 604.96	€ 16 744.23	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total eligible expenditure	€ 204 986.00	€ 184 050.44	€ 184 032.94	€ 111 628.11	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

It can be downloaded
as excel file

eMS as a monitoring tool

Partner Living Tables

Partner Expense
since the beginning
of the Project

Click on «**Partner Livingtables**» at the bottom of your reporting table

Report	Report Start	Report End
Period 0 14.11.2015 - 14.03.2016		
Period 1 01.12.2017 - 30.04.2018		
Report 1.1	01.12.2017	30.04.2018
Period 2 01.05.2018 - 31.10.2018		
Report 2.1	01.05.2018	31.10.2018
Period 3 01.11.2018 - 30.04.2019		
Report 3.1	01.11.2018	30.04.2019
Period 4 01.05.2019 - 30.11.2020		
Report 4.1	01.05.2019	31.12.2019
Report 4.2	01.01.2020	31.05.2020
Partner livingtables		

Another table appears, **similar to the Partner Report overview**, **BUT** including expense since the beginning of the Project.

Amounts reported shall increase along the project implementation.

ATTENTION:

Both «Partner Report Overview» and «Partner Living Tables» sections provide several tables to monitor the expenses according to different focuses:

- Per **BUDGETLINE**
- Per **WORKPACKAGE**
- Per **WORKPACKAGE PER BUDGETLINE (DECLARED TO FLC)**
- **INVOICES OUTSIDE THE PROGRAMME AREA**
- **EXPENDITURE SPENDING PROFILE**

Partner Living Tables

Partner expenditure summary

Fund	Partner total budget B	Flc			
		Total declared to flc C	Total flc certified D	Total amount declared to flc but found ineligible E	Pending flc level (incl sitting ducks) F= C- D- E
ERDF	€ 141 525.00	€ 82 629.40	€ 82 629.41	€ 0.00	€ 0.00
Partner contribution	€ 24 975.00	€ 14 581.68	€ 14 581.68	€ -0.01	€ 0.00
Total eligible expenditure	€ 166 500.00	€ 97 211.08	€ 97 211.09	€ -0.01	€ 0.00

It can be downloaded as excel file

eMS as a monitoring tool Project Living Tables

Project
Partner

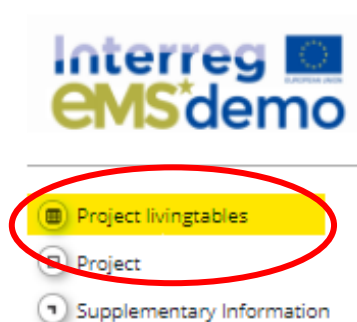
&

Lead
Partner

Can supervise the Project expenditure process **since its beginning**

Project Expense
since its beginning

Click on «**Project
Livingtables**» on the
left-side menu of
the reporting
section



Another section of tables
appear, with the same
characteristics of **the Partner
Livingtables, BUT** at Project
level.

Project Living Tables

**It can be downloaded
as excel file**

ATTENTION:

Also «Project Living Tables» sections
provide **several tables to monitor the
expenses according to different
focuses**, as stated for «Partner Living
Tables»

Amounts reported
shall increase along
the project
implementation.

Project expenditure summary

Fund	Project total budget B	Fic		
		Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E
Total co-financing	€ 1 132 200.00	€ 770 715.93	€ 753 927.31	€ 3 095.36
Of which E R D F	€ 920 550.00	€ 602 760.56	€ 593 688.04	€ 736.12
Of which I P A I I	€ 211 650.00	€ 167 955.37	€ 160 239.27	€ 2 359.24
Partner contribution	€ 199 800.00	€ 136 008.92	€ 133 046.21	€ 546.27
Total eligible expenditure	€ 1 332 000.00	€ 906 724.85	€ 886 973.52	€ 3 641.63

eMS as a monitoring tool

View certified expenses (FLC certificates)

PPs and LPs can see eventual corrections done by the controller entering the ***“List of Expenditures”*** section of the certified Partner Report

PP

Budgetline * Travel and accomodation

Workpackage * M Management

Internal Reference Number 1672/2019

Invoice Number N/A - reimbursement of travel expenses incurred by emp

Invoice Date

Date Of Payment 20.06.2019

Currency * EUR - Euro

Conversion rate (1)

Total Value Of Item In Original Currency * 188.18

Vat 0.00

Declared Amount In The Original Currency * 188.18

Declared amount in Eur 188.18

Expenditure Outside (The Union Part Of) The Programme ☐

FLC

Difference Flc € 0.00

Amount Certified Flc € 188.18

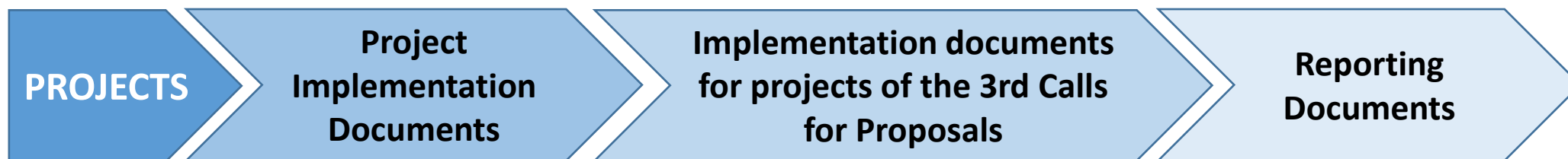
3 Project Partner 3 – PP3

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 0 14.11.2015 - 14.03.2016										
Period 1 01.12.2017 - 30.04.2018										
Report 1.1	01.12.2017	30.04.2018	Report Flc Certified	18.07.2018	18.07.2018	09.10.2018	Period 1 Project Report 1	€ 19 270.36		
Period 2 01.05.2018 - 31.10.2018										
Report 2.1	01.05.2018	31.10.2018	Report Flc Certified	12.11.2018	12.11.2018	17.12.2018	Period 2 Project Report 1	€ 24 958.83		

As soon the FLC has issued the FLC certificate, its electronic version is accessible from the reporting overview table (click the magnifying glass on column ***“Certificate”***).

GUIDELINES and CONTACTS

Guidelines for the submission of Partner and Project Report available on ADRION website at this page
<https://www.adrioninterreg.eu/index.php/projects/implementation-2/#tab-id-10>
or following this workflow:



eMS help desk e-mail
info@interregadrion.eu

Thank you!

