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/

ems electronic monitoring system

JS (Joint Secretariat)

MA/CA (Managing/ Certifying Authority)

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

AA (Audit Authority)

FLC (First Level Controllers)

LP (Lead Partner)

PP1 (Project Partner)

PP2 (Project Partner)

PPX (Project Partner)

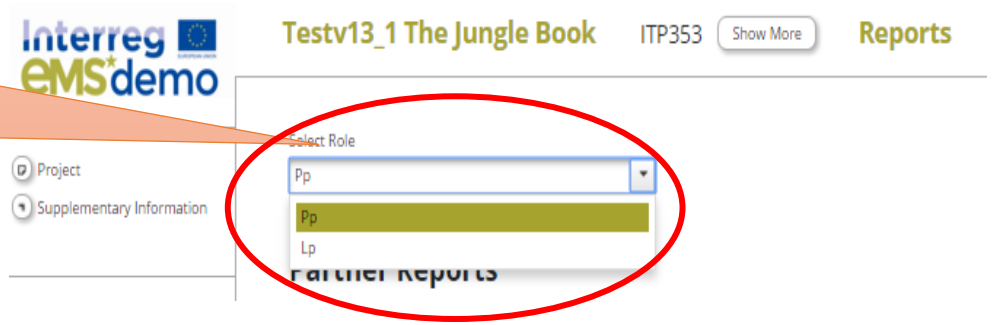
The more accurate and precise are the information you provide

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



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

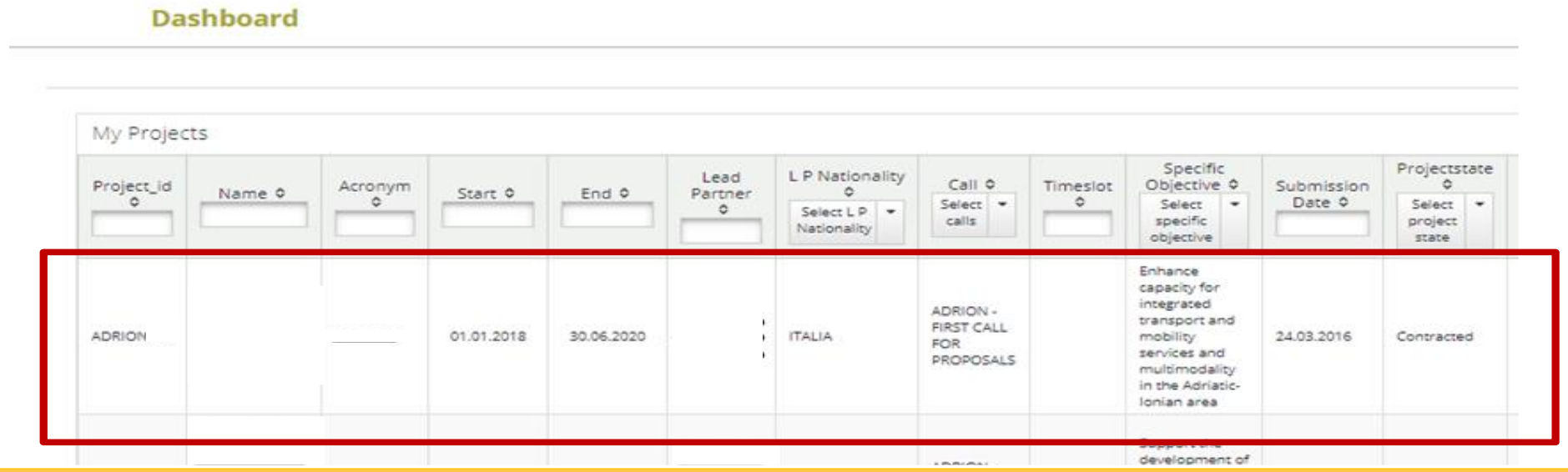
Project Partner

- 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

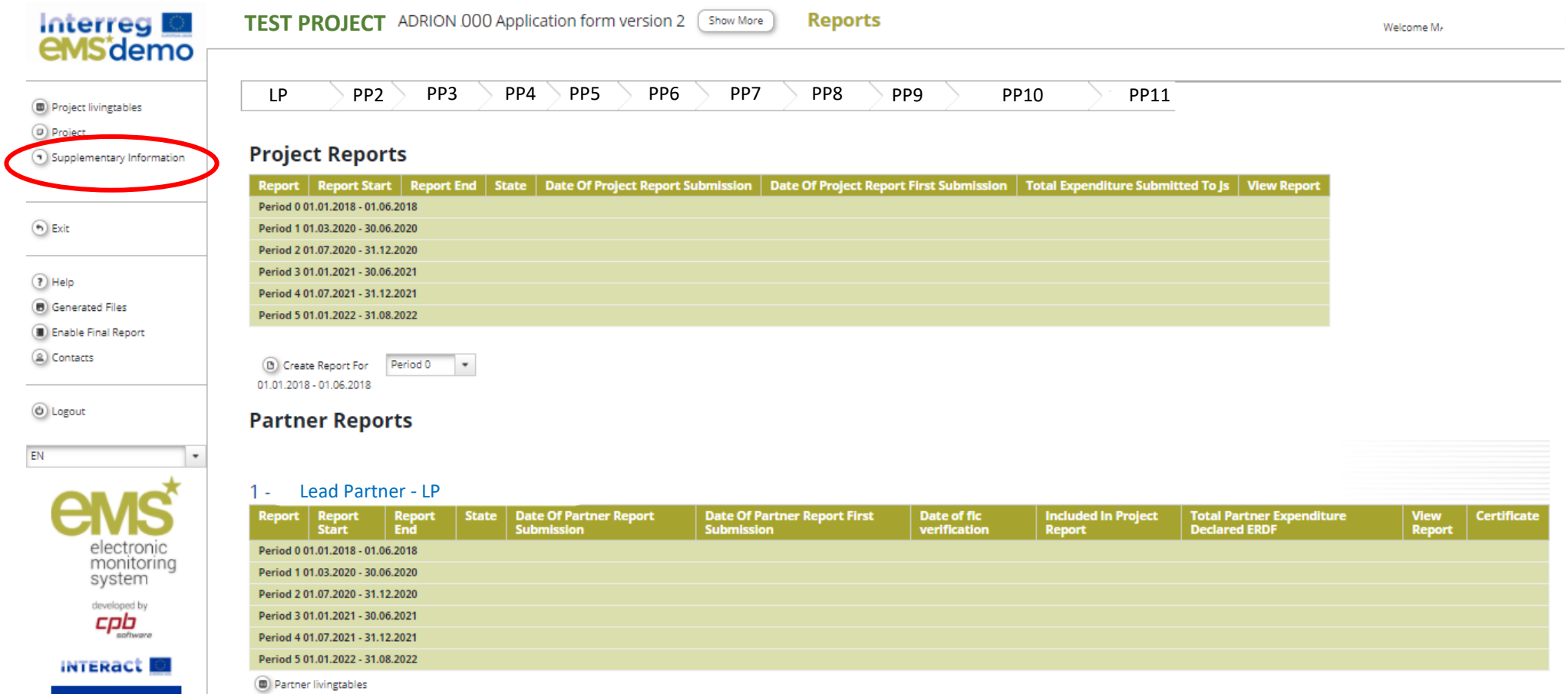
- **In accordance with the Programme Implementation Manual, the LP has to complete the section *"Supplementary information"* in the eMS following this guidance.**

- **To access the supplementary information section, open your project under *"My Projects"* list on the dashboard.**



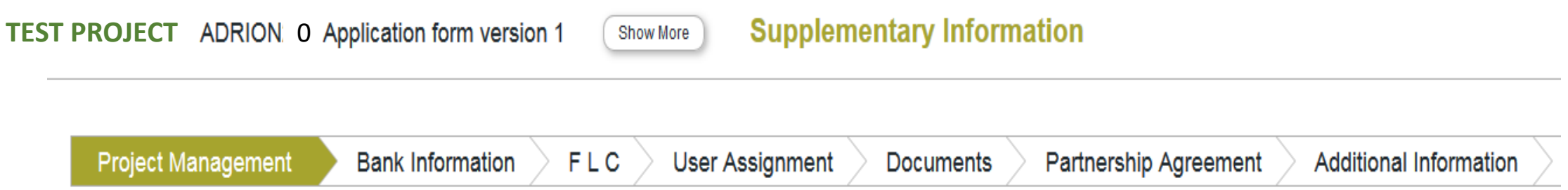
You can access this section only if your project has signed the subsidy contract and therefore is under the state *"Contracted"*

First eMS feeding – Supplementary information



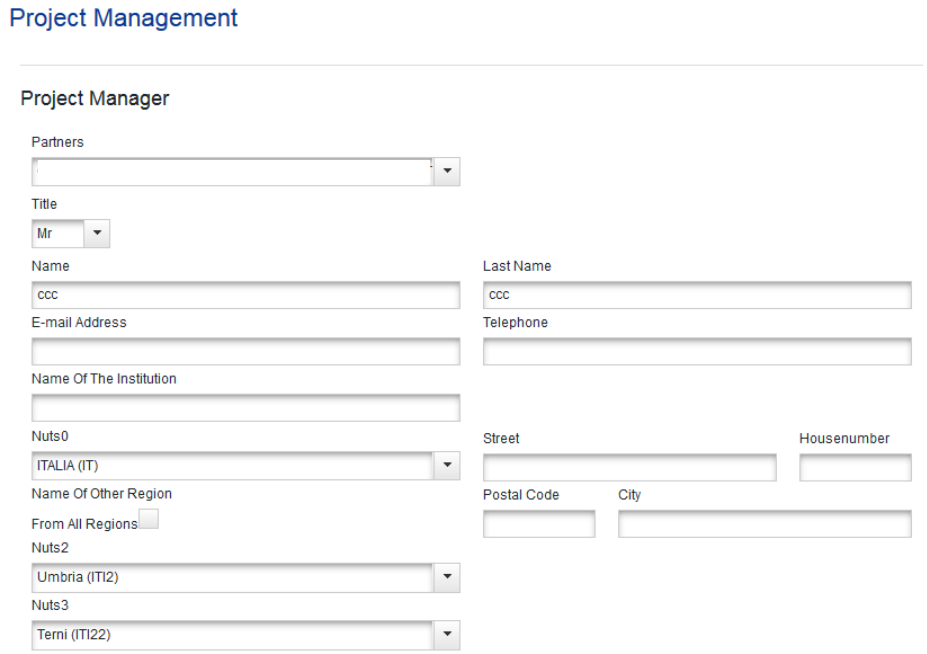
Before starting to create a project/partner report, you must fill in the following information into *"Supplementary Information"* section

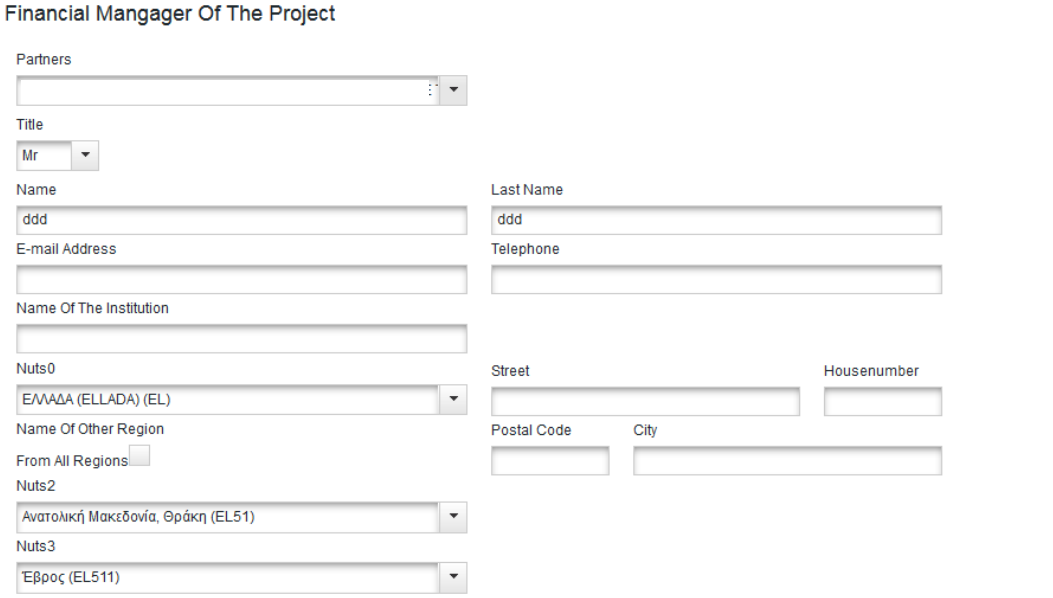
First eMS feeding - Supplementary information

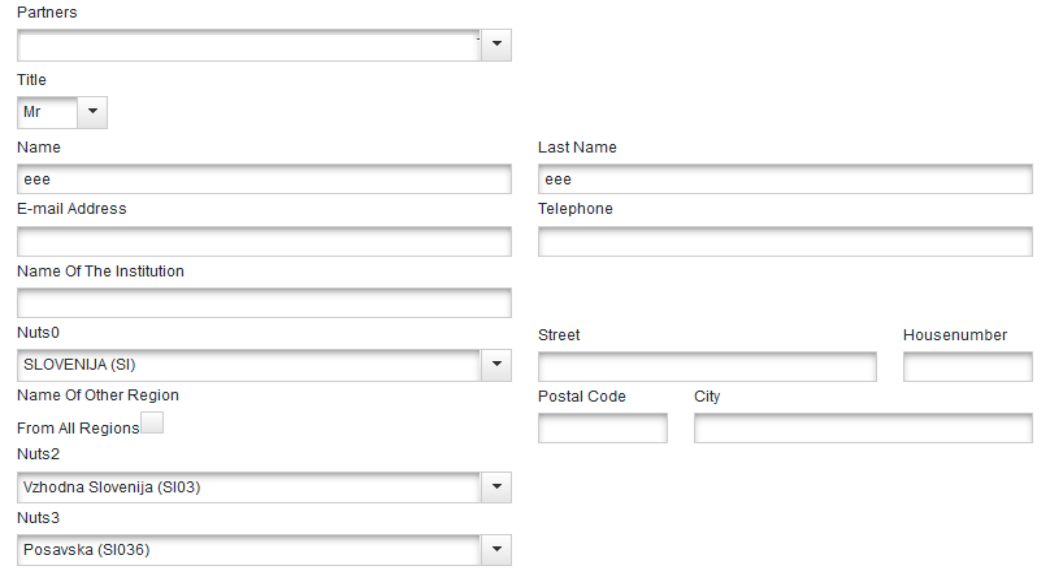


1. **Project Management**
2. **Bank Information**
3. **FLC**
4. **<u>User Assignment</u> (fill-in first)**
5. **Documents**
6. **Partnership Agreement**
7. **Additional Information**

Supplementary information
1. Project Management



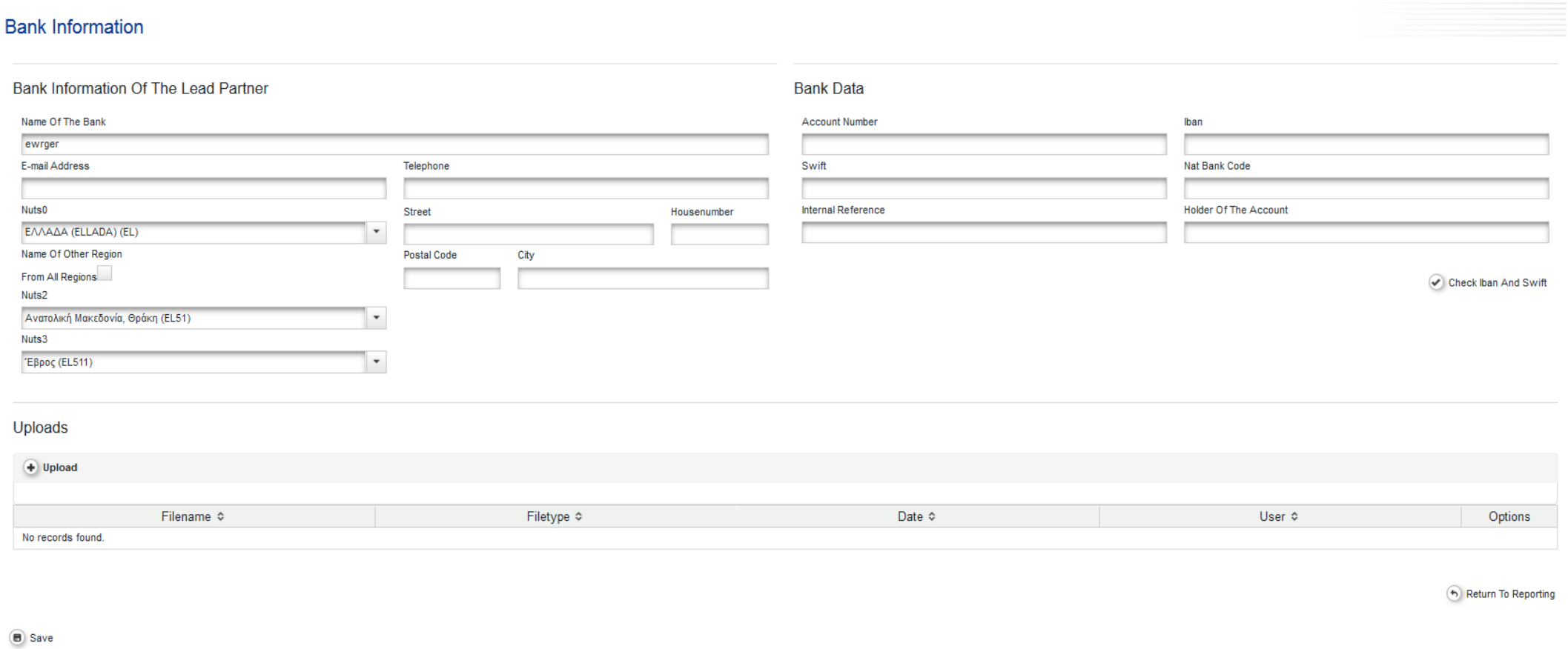




In this section, information on the **project management team** is required. Please provide names and contact data of the project manager, finance manager and communication manager.

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.

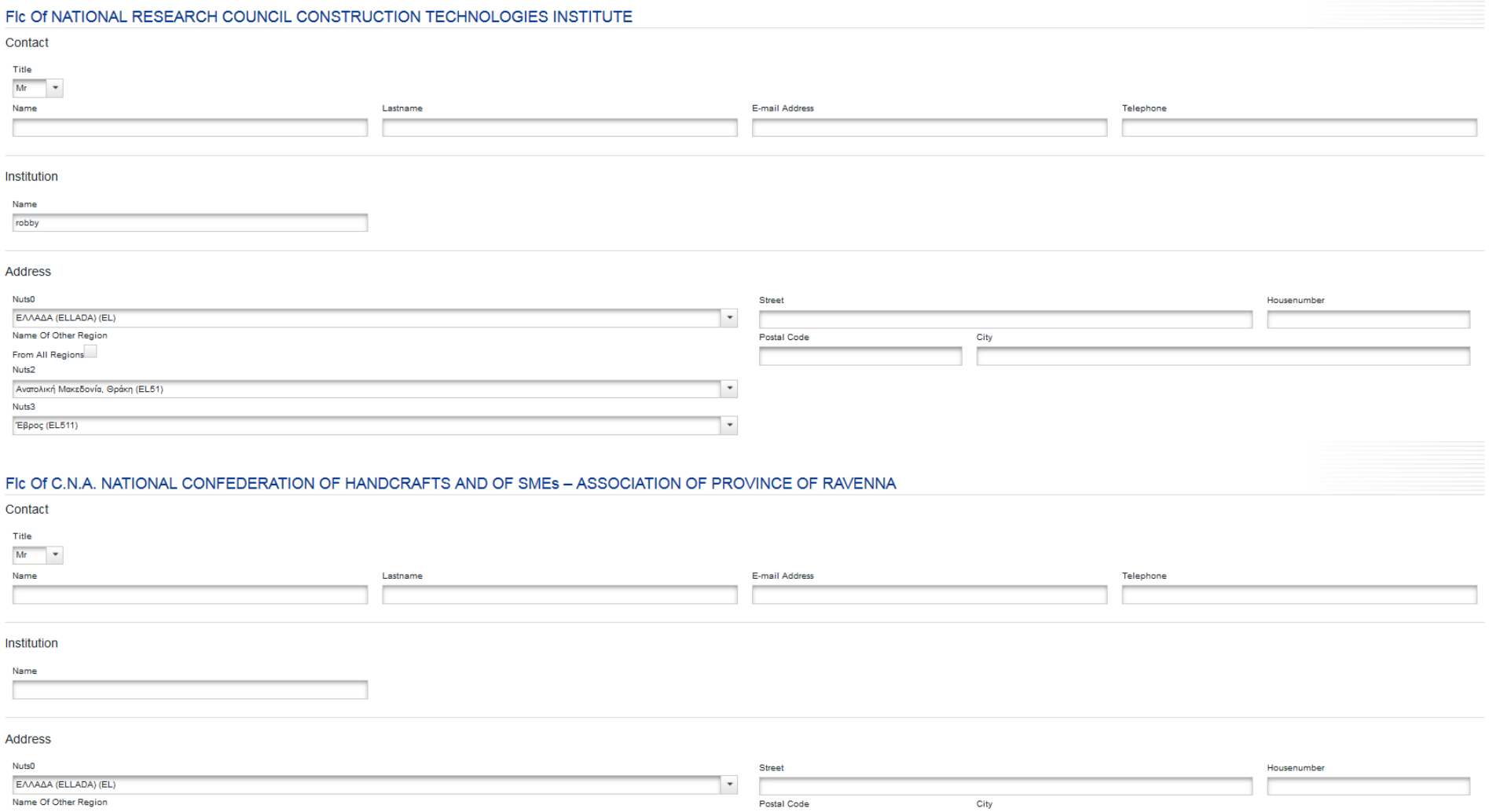


Supplementary information
3. FLC - *First Level Control*

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.



Supplementary information
4. User Assignment

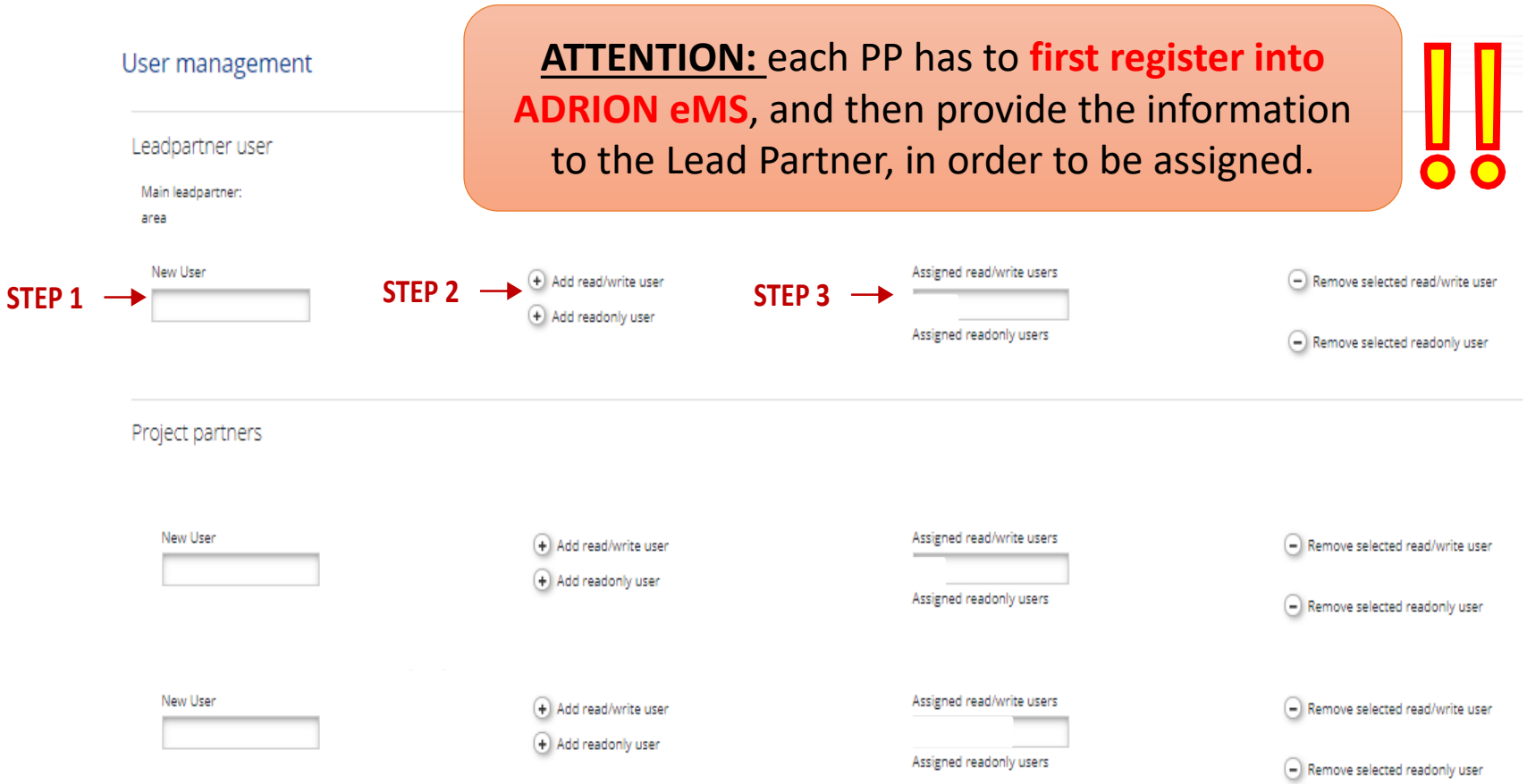
In this section, the **Lead Partner** has to assign eMS users to Project Partners.

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 reccomended.



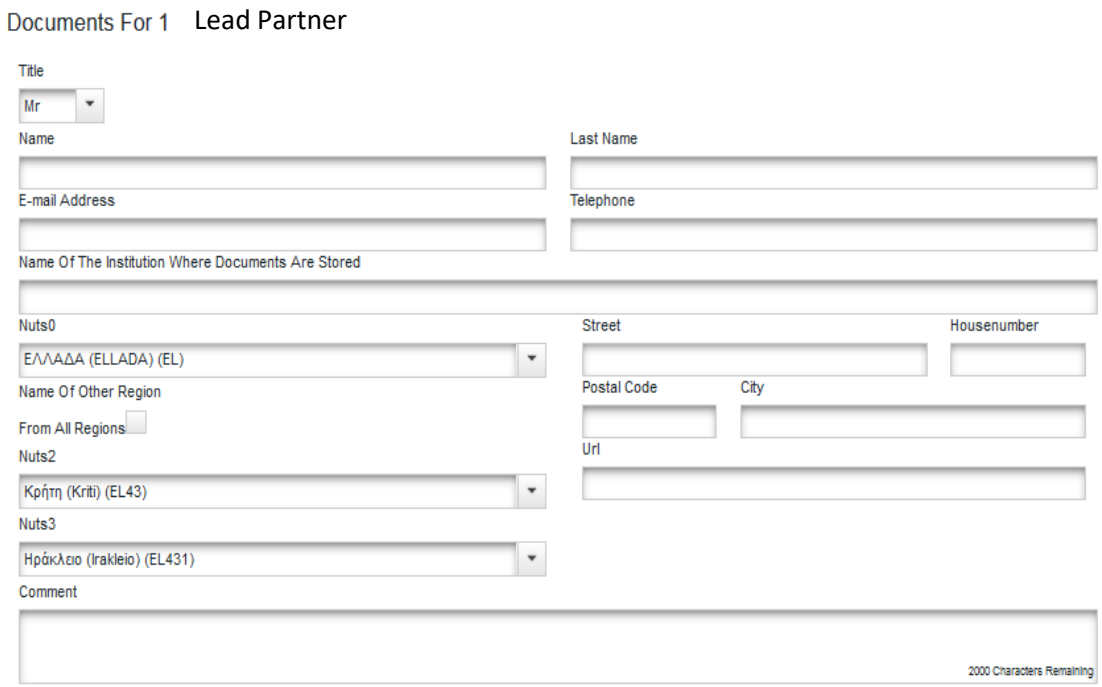
ATTENTION: each PP has to **first register into ADRION eMS**, and then provide the information to the Lead Partner, in order to be assigned.

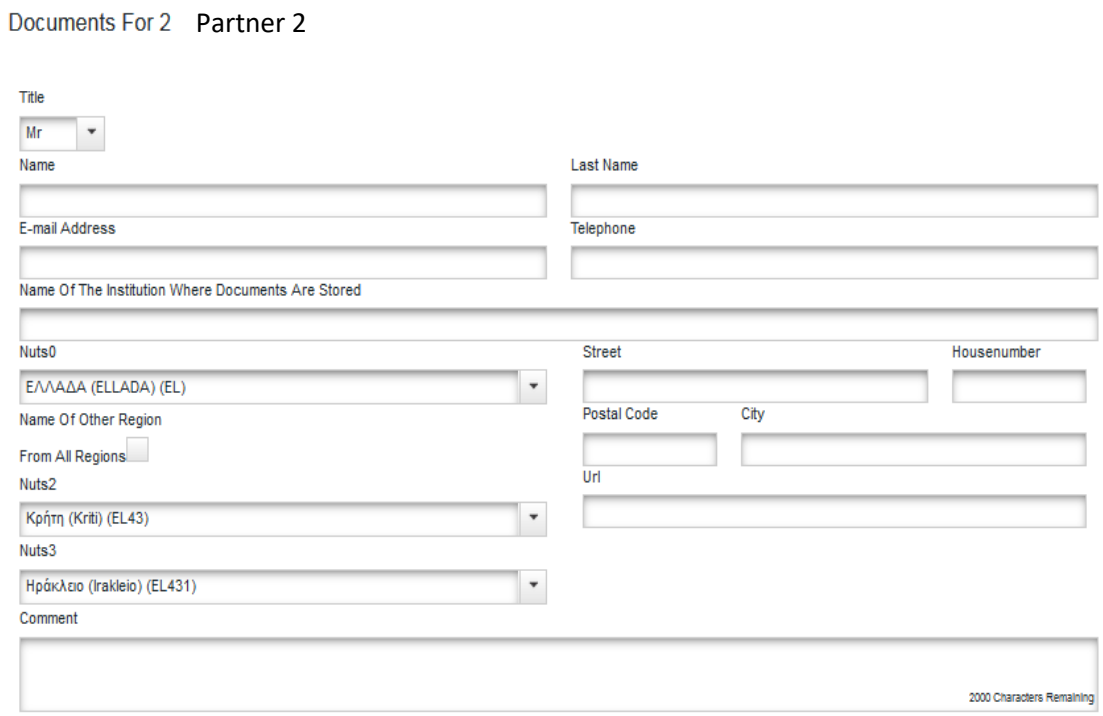
!!

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

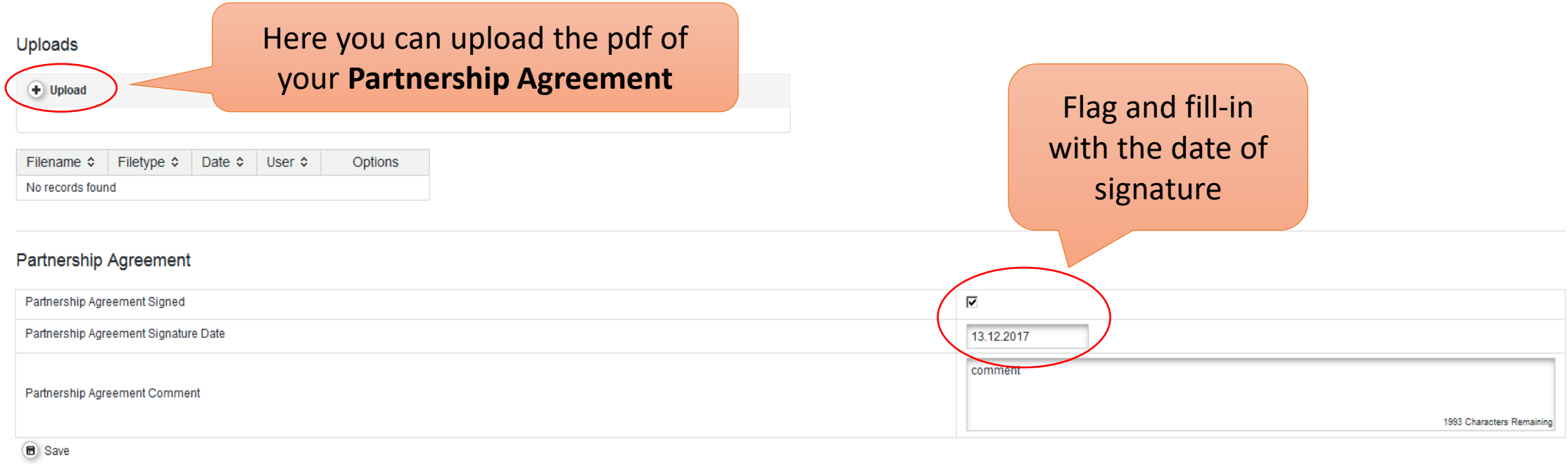
In this section, information on the location of documents has to be provided by all Project Partners.





Supplementary information
6. Partnership Agreement

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



Supplementary information

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.

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 <u>all</u> 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

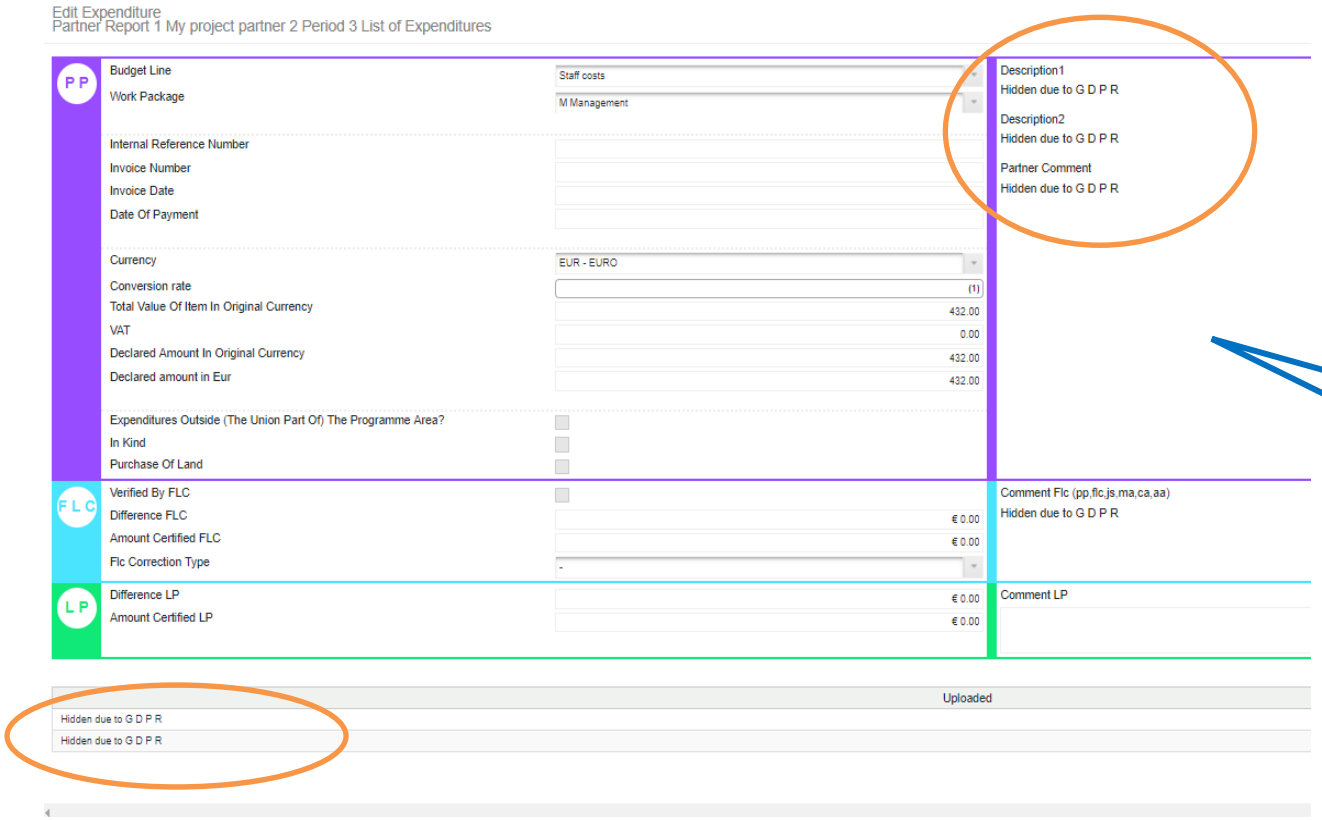
PPs CANNOT see other PPs' sensitive data

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.



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

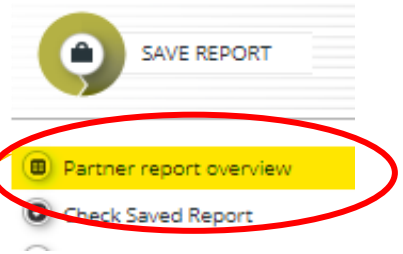
eMS as a monitoring tool
Monitor Partner Report Expense

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 flc of the current report)			Total amount currently declared to flc	Total amount certified by flc	Flc difference at the date of flc certificate			Total amount included in project report - declared to js	Total amount approved by js	Total amount approved by ma	Total amount confirmed by ma (included in ca confirmation)
		Declared to flc	Reported to js	Confirmed by ca			Total amount verified by flc and found ineligible	Total amount declared to flc in current report but not processed with the current certificate (flc sitting duck)	Total amount declared to flc in different report(s) but processed with current certificate (flc sitting duck)				
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.

It can be downloaded as excel file

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
E R D F	€ 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**

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**

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.

It can be downloaded as excel file

Project Living Tables

Project expenditure summary

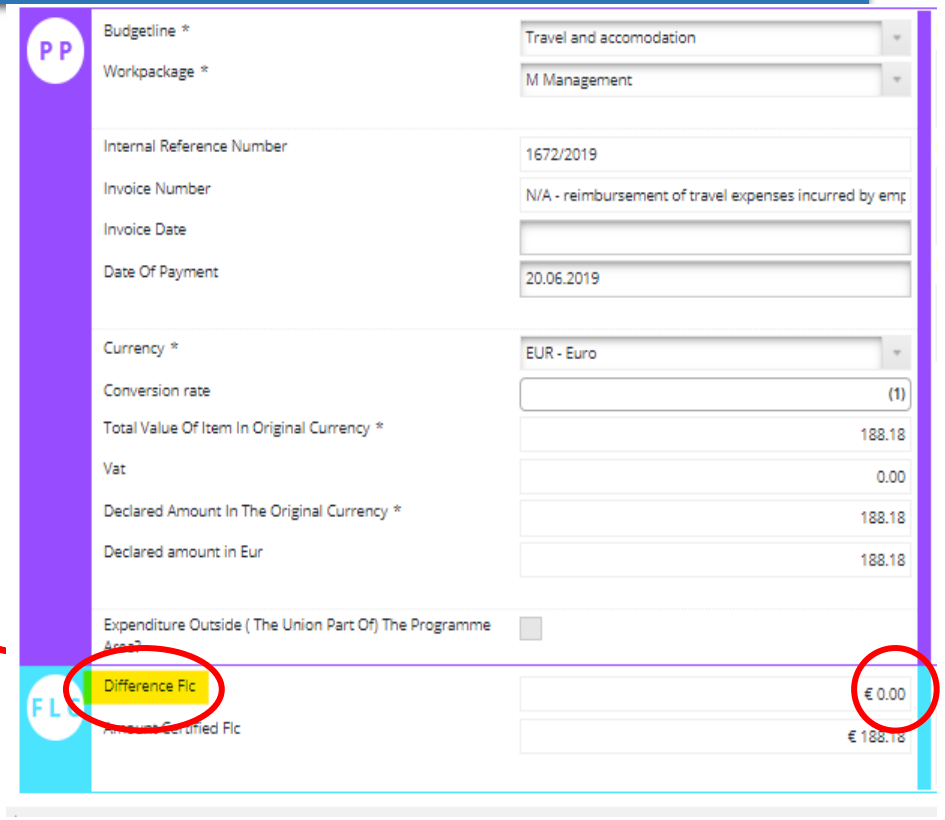
Fund	Project total budget B	Flc		
		Total declared to flc C	Total flc certified D	Total amount declared to flc but found ineligible E
Total co-financing	€ 1 132 200.00	€ 770 715.93	€ 753 927.31	€ 3 095.36
Of which E R D F	€ 920 550.00	€ 602 760.56	€ 593 688.04	€ 736.12
Of which I P A I I	€ 211 650.00	€ 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**

<u>ATTENTION:</u>
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.

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



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 F Lc 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 F Lc 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:

PROJECTS → **Project Implementation Documents** → **Implementation documents for projects of the 3rd Calls for Proposals** → **Reporting Documents**

eMS help desk e-mail
info@interregadrion.eu

Thank you!