



European Regional Development Fund

eMS

Technical Guidance

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This guidance contains key technical information on the operation and use of the electronic Monitoring System (eMS) – the current system used for submitting applications to the France (Channel) England Programme. In order to apply for a regular project or a micro-project, you will be required to complete and submit an Application Form (AF) via eMS. We highly recommend you read this document carefully before starting to use eMS. This technical guidance on eMS complements the [Programme Manual](#).

1. Introduction

1.1 Regular and Micro-Projects

The Programme has two types of projects: Regular and Micro Projects. The characteristics of the two types of projects are set out in the Guidance Note 1 of the [Programme Manual](#). Based on the characteristics of your project, you will apply either as a:

Regular project or **Micro-project** – for which there is a single-phase application procedure.

1.2 About eMS

eMS is a web application, which can be accessed with recent versions of the most common browsers (e.g. Internet Explorer, Mozilla Firefox, and Google Chrome)¹. However we advise that you use Google Chrome as certain functionalities do not work properly on the other web browsers.

1.3 Support when filling in the application

All questions related to the content of the application should be directed to our [Programme Facilitators](#).

Questions related to the technical functioning of eMS should be directed to eMS@norfolk.gov.uk

Please note that the availability of the team to answer questions or to solve technical issues may be limited at certain times, especially towards the final deadline of a call. Therefore you should attempt to fill in and submit your application in due time, in order to avoid any problems.

Please note that the Programme developed a [glossary of terms](#).

1.4 Submitting the application

eMS will be open for project applications during specifically designated calls for applications. The opening and closing dates are available on the [Programme website](#). eMS will be opened at 12pm English time (1pm French time) on the start date specified, and closed at 12pm English time (1pm French time) on the end date of the call. The system will only be able to receive an application until 12pm (1pm French time) on the end date of the call.

All project applications must be filled in completely and submitted during the period of time defined for the call. An Application Form that is filled in but not submitted will be considered as a draft only and not as a received application. Therefore it would not be assessed.

¹ When working with Internet explorer, the option “display intranet sites in compatibility view” should be deselected in the compatibility view of the browser (to access Internet Explorer preferences for compatibility view you can press Alt + T + B)

2. eMS management

2.1 Registration

eMS can be accessed through the following link <https://emschannelmanche.norfolk.gov.uk/ems/>
Or on [Programme webpage](#) (by clicking the banner on the main page).

To get an access to eMS, you must register by clicking on “Register” on the homepage, which will take them to the registration page where they need to provide their credentials in the [registration form](#) (Fig.1).

Fig.1 eMS registration form



Registration

Username *

Email *

Password *

Password Again *

Firstname *

Lastname *

Title

Language EN

Register

Username: This is the username you will use to log into the system.

Email: the email address of the applicant, from which the application will be submitted.

Password: password used to access eMS. Please use a combination of upper and lower case letters, digits and special characters (\$, @, # etc.).

First name / Last name / Title: Contact details; personal information of the appropriate person to contact.

Language: Upon entering eMS English is the default language. This can be changed to French using the dropdown menu that appears at the bottom of the left hand menu.

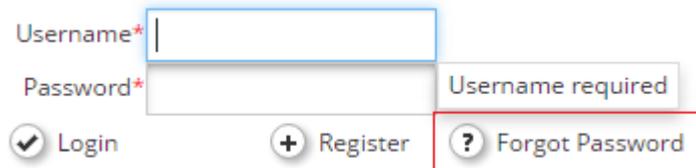
Following the registration, a confirmation email will be automatically sent to the email address provided in the registration form (please check your junk folder if the confirmation email does not appear in your inbox). Only after confirmation, will you be able to log in to eMS and create an Application Form (AF). In section “User Account” you can change your password and amend your personal data at any time.

Important notice: Each eMS user is responsible for all actions done with their username and must keep their username and password safe.

If there is a change of project coordinator in the LP organisation, the new project coordinator should register and contact the team via the mailbox eMS@norfolk.gov.uk providing the username. Following this step, we will grant the LP access to the new project coordinator.

In case the password is forgotten, it can be restored by clicking “Forgot Password” (Fig.2).

Fig.2 Restoring password



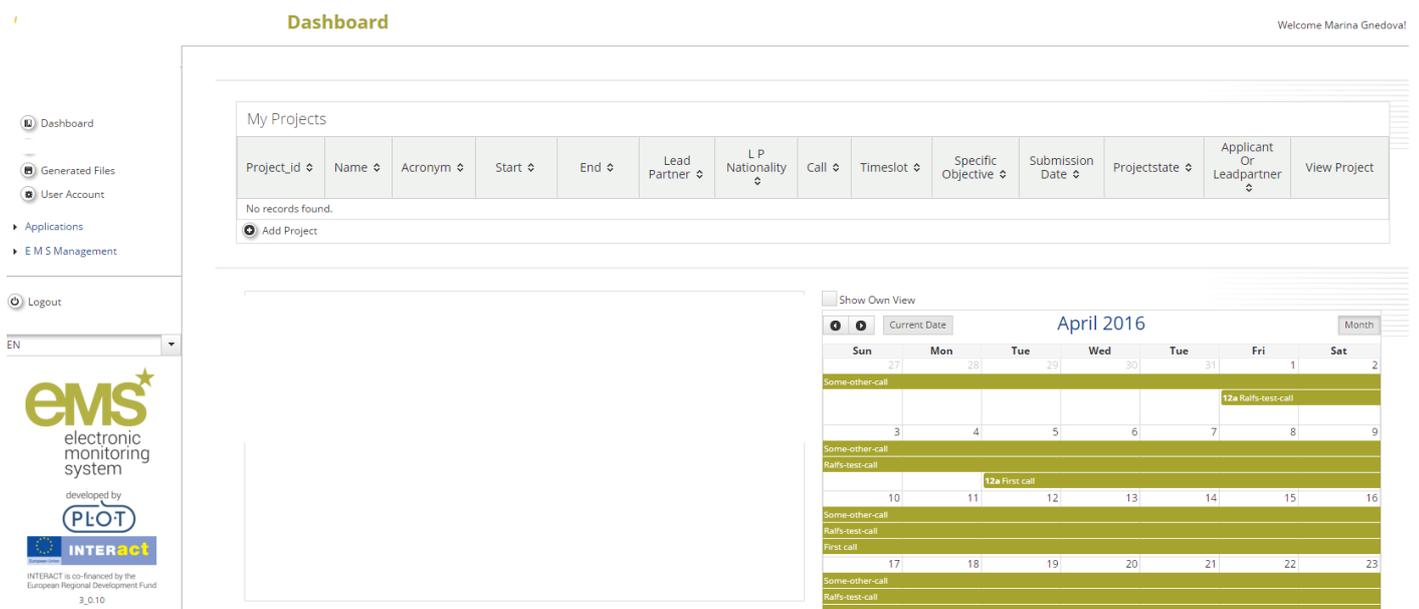
The screenshot shows a web form with two input fields: 'Username*' and 'Password*'. Below the fields are three buttons: 'Login' (with a checkmark icon), 'Register' (with a plus icon), and 'Forgot Password' (with a question mark icon). The 'Forgot Password' button is highlighted with a red rectangular box. A tooltip 'Username required' is visible above the password field.

You will then receive an e-mail with instructions on how to proceed further for resetting the password. If you have forgotten your username, please send an email to the eMS mailbox: eMS@norfolk.gov.uk

2.2 Dashboard and project view menu

When logged into eMS, you will see the main page (Dashboard) with on the left side menu, the sections “My projects”, and “Calendar” (Fig.3). On the “Calendar” you will see the opening and closing times of the call for proposals.

Fig.3 Dashboard



The screenshot displays the eMS Dashboard. On the left is a sidebar menu with options: Dashboard, Generated Files, User Account, Applications, EMS Management, and Logout. The main content area is titled 'Dashboard' and includes a 'Welcome Marina Gnedova!' message. Below this is a 'My Projects' table with columns: Project_id, Name, Acronym, Start, End, Lead Partner, LP Nationality, Call, Timeslot, Specific Objective, Submission Date, Projectstate, Applicant Or Leadpartner, and View Project. A message 'No records found.' and an 'Add Project' button are shown below the table. To the right is a 'Calendar' view for April 2016, showing call dates and types such as 'Some-other-call', 'Ralls-test-call', and '12a First call'.

The left side menu of the Dashboard contains the following buttons (Fig.4):

1) Personal:

- Dashboard – enter to the Dashboard.
- Generated Files – opens a pop-up window that displays all generated Pdf files.
- User Account – details about user; the option to change your password, personal data, personalise the Dashboard.

2) Applications:

- My Applications – your list of prepared and submitted applications².
- Bookmarked Applications – your selected applications for quick access.

3) eMS Management:

- Calls – calls for proposals published by the Programme. This area contains the option to create applications for open calls, by creating and submitting an Application Form.

4) Logout – logout of eMS.

² Please note that due to a technical modification on the eMS interface, the Phase 1 applications submitted at Calls 4 and/or 5 are no longer directly visible in the application interface. The whole content of the Phase 1 application can however be accessed in the “attachments” tab in PDF format.

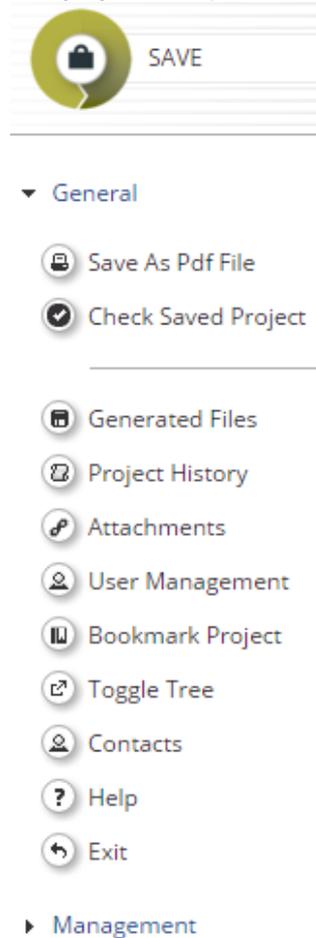
Fig.4 Left side menu of Dashboard



Please note that when in the project view (when the Application Form is open and the first information is saved) you will see the left side menu with the following sections (Fig.5):

- Save – saves data entered in the Application Form. Automatic saving is not a feature of eMS.
- Save as Pdf File – saves a copy of the Application Form as a Pdf file. In 3-4 minutes after clicking, “Save as Pdf File,” a PDF version of the Application Form will appear in section, “Generated files.”
- Generated Files – displays all generated Pdf files.
- Project History – overview of actions performed with the Application Form.
- Attachments – section where applicants can upload documents.
- User Management – it is possible to add/remove user’s access to an Application Form.
- Bookmark Project – it is possible to mark the application for easier and quicker access. Once an application is bookmarked, it will appear in section “Bookmarked Applications” on the left side menu of the Dashboard.
- Toggle Tree – this open/closes a navigation pane for easier access to the sections of the Application Form, which appears on the right side of the Application Form.
- Exit – exit from the application to the Dashboard.

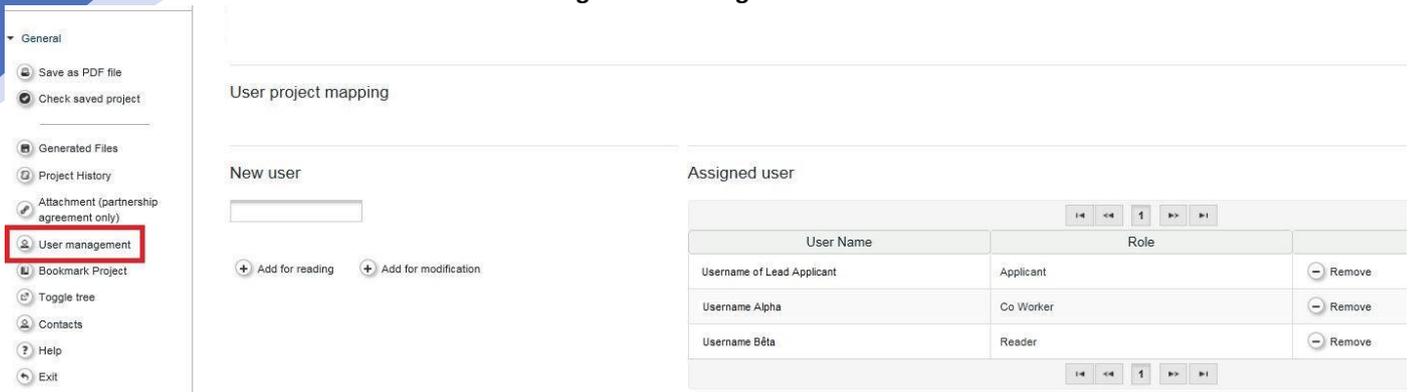
Fig.5 Left side menu in the project view (when the Application Form is open)



2.3 User management

The LP profile can only be allocated to one person from the LP organisation. The LP profile can grant access rights to others users, namely the Project Partners (PPs), to the Application Form (AF) or Micro Project Application Form (MAF). As a result, other applicants have to first register on eMS as users and then provide the LP with their username. The LP can then enable new users in the “User Management” section (Fig.6). Users can be granted either read-only rights (“add for reading”), or edit and add data rights (“add for modification”). Please note that the LP is responsible for the submission of the AF/MAF and certain automatically generated emails (e.g. confirmation of AF/MAF submission) will be sent only to the email address of the LP. Therefore, the holder of the LP profile should be the contact person of the LP organisation (project coordinator).

Fig.6 User management



User project mapping

New user

Assigned user

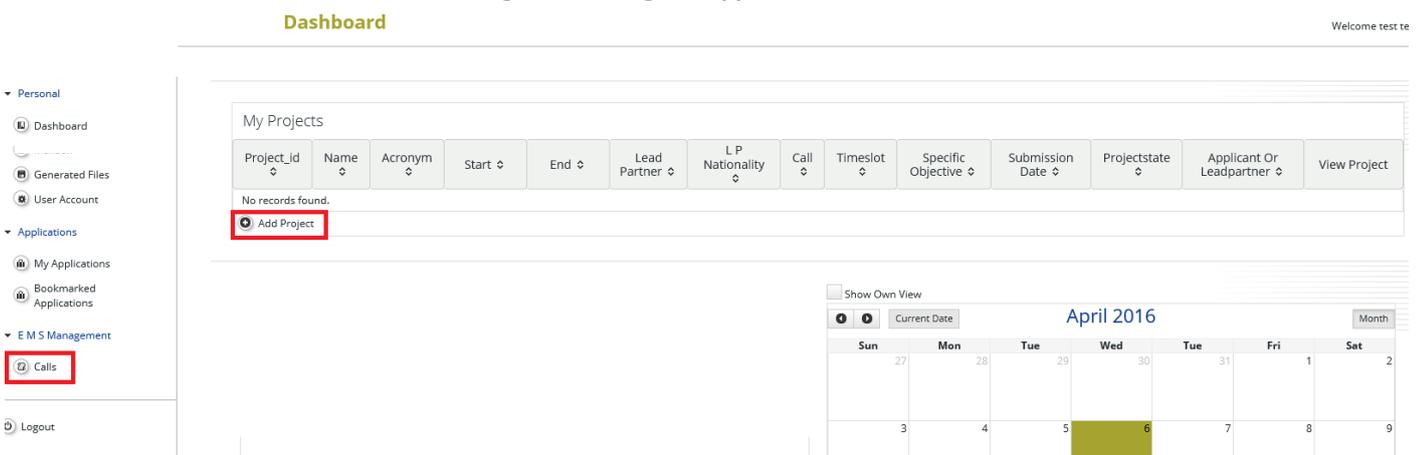
User Name	Role	
Username of Lead Applicant	Applicant	- Remove
Username Alpha	Co Worker	- Remove
Username Bêta	Reader	- Remove

Important notice: It is possible for different users to work on an application in parallel (at the same time). When working in parallel, users have to make sure though that they are not working simultaneously in the same section or sub-section as this might create potential loss of data. **The JS strongly advises partnerships to work together on the eMS application offline template. Once finalised and after reviewed by a Programme Facilitator, it is advised that only the LP enters the project data onto eMS, including information on each PP.**

2.4 Filling an application

After signing in to eMS, to create your application click on “add project” (Fig.7) in the section “My Applications”. From this page you can select whether you are applying for a regular or a micro-project.

Fig. 7 Accessing the Application Form



Dashboard Welcome test te

My Projects

Project_id	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Timeslot	Specific Objective	Submission Date	Projectstate	Applicant Or Leadpartner	View Project
No records found.													
+ Add Project													

Applications

- My Applications
- Bookmarked Applications

E M S Management

- [Calls](#)

Logout

April 2016

Sun	Mon	Tue	Wed	Tue	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Fig. 8 Applying for the call for proposals

Name ↕	Start ↕	End ↕	Description ↕	Attachments	
Call 1	01.10.2015	30.11.2015	First Call	CB_Guide for filling in the Application Form 2.0.pdf	
First call for proposals	03.02.2016	02.05.2016	The first call for proposals of the Interreg V-A Latvia-Lithuania Cross Border Cooperation Programme 2014-2020 is opened in order to achieve programme result and output indicators under four priorities of support.		

Important notice: A good way to prepare an application is to prepare a word file that can be easily exchanged and discussed with your partners. **Content can then easily be copy-pasted into the Application Form in eMS.** Working documents, including a word version of the application form are available on the [Programme website](#):

The following important aspects have to be remembered when filling in the AF:

- eMS does not provide any warning or request of confirmation before leaving a section of the AF or before logging out. Always remember to save the data before leaving a section in the AF (Save button (Fig.9) on upper left corner); **otherwise data will be lost!**
- Certain fields are mandatory and need to be filled in in order to be able to save. **After pushing the save button, the list of fields not filled in is shown on top of the page. If this message appears, then the information has not been saved.**
- Please note that you will be automatically logged out from eMS if it stays open for more than 30min without any activity.
- Do not use the “Enter” key of your keyboard to save data while filling the forms as it may lead to unexpected results. Always use the commands provided by eMS interface.
- Fields in eMS have character limits. The correct maximum number of maximum characters allowed is indicated in at the bottom-right corner of the box. Be aware that characters in excess of this limit could prevent you from copy pasting text into the eMS box.
There may be a difference between the number of characters shown on a Word document and on eMS. For example, a line break counts as 2 characters on eMS.
- Please note that you can create a Pdf file of the AF at any time of its development by pressing the “Save As Pdf File” button. You will find the created Pdf file(s) in the general menu in the section “Generated Files”. Be aware that the saving of the Pdf document in the file browser might take several minutes.
- Once the AF is at an advanced stage, we recommend you perform the automatic checks on the correctness of data entered into the AF. This check is done by pressing the “Check Application” button on the left side menu (Fig.9)

Fig.9 Save button



The system then performs several automatic checks on a number of formal requirements. If all automatic checks are successfully passed, the message “Success” will be displayed on the top-right corner of the screen. If one of the automatic checks finds an issue, an error message appears on top of the page and the AF will have to be amended accordingly.

- We advise that you do not submit your AF at the very last minute before the closure of the Call. **Submission will no longer be technically possible after the announced deadlines of the Call.** As submission is possible from any internet connection, **no exception to this rule will be granted.**

- We advise that you carefully read the [Programme Manual](#).

The Application Form can be saved as a .Pdf file by clicking ‘Save as Pdf file’ on the left hand side menu (Fig.9). By clicking on this button, the Pdf creation is put into a work queue and will be processed in the background. After a few minutes the Pdf can be found in ‘Generated files’ on the left hand side menu (you have to exit the project to see the full menu) where it can be downloaded or deleted.

3. Regular Project

3.1 Application Form

An offline (in word format) template of the Application Form is available on the [Programme website](#):

The Application Form consists of the following sections and subsections which have to be filled in:

The sections appear on the top on the interface. The subsection appear when clicking on the sections.

When clicking on a subsection, the questions related to this subsection appear on the screen.

The tree below is structured using the following rationale:

- Section
 - Subsection
 - Question

The Application Form consists of the following sections which have to be filled in:

- Project Overview
 - Project Identification
 - Project Summary
- Partner
- Project Description
 - Project Relevance
 - Common Territorial Challenges
 - Project Challenges and Approach
 - Cross-Border Added-Value
 - Value For Money
 - Project Focus
 - Programme Priority Specific Objective
 - Overall project specific objective
 - Programme Result Indicator
 - Project Main Result
 - Durability / sustainability of project outputs and results
 - Transferability of project outputs and results
 - Project Context
 - Wider strategies and policies
 - Synergies
 - Location of project activities
 - Horizontal Principles
 - Sustainable development
 - Equal opportunities and non-discrimination
 - Equality between men and women
- Work Plan
 - Work Package List
 - WP P Preparation
 - WP M Management
 - WP T Implementation
 - WP C Communication
 - Target Groups
 - Define Periods
- Project Budget
 - Partner Budget per period
 - Project Breakdown Budget
- Project Budget Overview
- Attachments
 - Annex 1: De Minimis Form (for each PP)
 - Annex 2: Description of project Investment (if any)
 - Draft Partnership Agreement
 - Letters of Engagement (In case of external match-funding or shared costs)
 - Letters of Intent and organisation charts (for each)
 - A copy of the last three years of accounts must be provided (for private partners)
 - Covering Letter

In order to fill in the Application Form, please select “Add Project” in section “My projects” or enter section “EMS Management” “Calls” from the Dashboard (Fig.8). After that you will be forwarded to section “Calls” where you should choose (by clicking button “Apply”) the call for proposals for which you would like to apply (Fig.8). If button “Apply” is not active, it means that the respective call for proposals is closed.

Important notice: Please note that you can only complete the Application Form if the call for proposals is open.

3.1.1 Project Overview

In this section, you should provide the basic information about the project. Afterwards it will be used by the Programme on the website, as well as in publications about approved projects in the Programme. Please do the following:

- a) Select from a drop-down list the **Programme Priority** and the **Programme Priority Specific Objective** your project contributes to;
- b) Insert your **project acronym**. It should be up to 20 characters long, pronounceable and should allow an easy identification of the project. The use of the acronym is necessary for efficient communication and administration, especially when presenting statistics;
- c) Insert your **project title**. The title should contain words describing the project’s content. We recommend that the title does not exceed 60 characters including spaces – **Please note that the project title can be the same as the project acronym**;
- d) Insert your project duration during which the project activities will be implemented. The duration in months is calculated automatically. The earliest date when the project activities can start and the expenditure can incur is the following day after the project is approved by the Selection Sub Committee (SSC). However, all project activities that are implemented before the Grant Offer is signed are done so at the project’s own risk. Please be realistic when estimating the time that is needed for the implementation of all project activities.

The SSC dates are available on the [Programme website](#). You should consult with your [Programme Facilitator](#) to determine a likely date for approval. It will be possible to amend this date after final approval so this date is not binding on the project.

- e) Insert your Project Summary. You need to write a short overview of the project in English and French.

Fig.10 Application Form – Project Summary

A.1.2 Project Summary (P)
 Please give a short overview of the project (in the style of a press release) and describe:

- the common challenge(s) of the Programme Area you are tackling in your project;
- the project specific objectives and the expected long-term effect your project will deliver;
- the main outputs you will produce and who will benefit from them;
- the approach you plan to take and why a cross-border approach is needed;
- the added value of the partnership;
- what is novel/original about it?









3.1.2 Partner

Once the section “Project Overview” have been completed, the next step is to enter data in section “Partner” about the LP and PPs participating in the project. This section contains basic information about the project partnership. According to Programme requirements, a project has to involve at least one English and one French partner, which is registered or permanently located and actively operating in the Programme Area. The full requirements for a partnership are set out in Guidance Note 3 of the [Programme Manual](#).

To add information about LP or PP please enter section “Partner” and choose “New partner” (Fig.11).

Fig.11 Entering data about Project Partners

dddd LLI-17 Show More **Application Form** Welcome test test!

Project Summary > **Partner** > Project Description > Workplan > Project Budget > Project Budget Overview > Attachments

Partner List

Number	Title of Project Partner	Country	Abbreviation	Role	View Partner
No Data Found					

New Partner

Information about each PP should be filled in. The LP is automatically defined as “PP1”.

To enter information about the LP and PPs please do the following:

1) In input section “LP / PP” (Fig.12)

- select role of the PP in the project (LP or PP) from a drop-down list;
- insert name of the organisation in its national language;
- insert name of the department within the organisation (if relevant).

Fig.12 Section “Project Partner”

Lead Partner 1

Project partner role in the project <input type="text" value="Lead Partner"/>	Title of the organisation in national language <input type="text" value="test partner"/> <div style="text-align: right; font-size: small;">243 Characters Remaining</div>
	Title of the organisation in English <input type="text" value="test partner"/> <div style="text-align: right; font-size: small;">9988 Characters Remaining</div>
	Department of organisation <input type="text"/> <div style="text-align: right; font-size: small;">255 Characters Remaining</div>

2) In input section “Address” provide the PP address. Country and regions should be chosen from drop-down lists using NUTS classification system³. Please provide also webpage address (if applicable).

3) In input section “Legal and Financial Information”:

- select legal status of the PP from a drop-down list:

- If LP/PP’s institution is public authority, please select from a drop-down list – regional public authority, national public authority or local public authority;

- Specify whether your organisation is entitled to recover VAT based on national legislation for the activities implemented in the project (choose one option - “no/yes/partly”). If option “partly” is selected, please specify how VAT is going to be recovered. Please specify the VAT number of the organisation.
- if the organisation does not have VAT number, please untick the box, and specify another national identifying number as well as the type of identifying number in the next input field (ex: SIRET/SIREN company registration, charity registration).

4) In input section “Legal Representative” specify the contact details of the organisation authorised representative, i.e. the person authorised to commit organisation’s resources (name, last name, e-mail address, telephone) and in input section “Project Coordinator” provide contact details of the project coordinator, i.e. the officer implementing the project (name, last name, e-mail address, telephone).

5) In input section “Experiences of Partner” please enter information about the organisation’s thematic competences and experiences relevant for the project.

6) In input section “Benefit” please describe the benefit that the organisation gets from participating in the project.

7) In input section “Other International Projects” specify information about the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.

Important notice: Please remember to click “Save” button to save the data entered, otherwise data will be lost!

³ NUTS stands for *Nomenclature of Territorial Units for Statistics*, and refers to geographical areas used for gathering statistics by the European Union. The full list of NUTS3 areas in the programme can be found in Guidance Note 3 of the [Programme Manual](#).
 The Interreg VA France (Channel) England Programme is co-financed by European Regional Development Funds.

3.1.3 Project Description

This section provides information on project context (relevance and strategy) and cooperation character which will be assessed during the quality assessment according to the strategic criteria. Detailed information about the quality assessment criteria can be found in Guidance Note 5 of the [Programme Manual](#).

3.1.3.1 Project Relevance

- **Common Territorial Challenge**
- **Project Challenges and Approach**
- **Cross Border added value**
- **Value for money**

Important notice: Please remember to click “Save” button to save the data entered, otherwise data will be lost!

3.1.3.2 Project Focus

The sub-section “Project Focus” presents the intervention logic of the project which is composed of the following elements.

- **Project Specific Objective**
- **Programme Specific Objective**
- **Project main results**
- **Programme result indicator**

Please also provide information about the long-term strategy of the project:

- **Durability of project main outputs**
- **Transferability of project main outputs**

For more information on the programme intervention logic, please consult Guidance Note 2 of the [Programme Manual](#).

3.1.3.3 Project Context

Information provided in sub-section “Project Context” will be used for project’s strategic assessment according to criteria “Project’s context (relevance and strategy), and cooperation character”. For more detail on these criteria, please consult Guidance Note 5 of the [Programme Manual](#).

To fill in the sub-section “**Project Context**” please do the following:

- 1) Specify information in the input field “**Wider strategies and policies**” by describing project’s contribution to European/national/regional/local strategies and policies, in particular, those concerning the project or Programme Area.
- 2) Specify information in the input field “**Synergies**” by describing the synergies with past or current EU and other projects or initiatives the project makes use of. Please describe what added value the current project would bring to any previously funded projects.

3) Specify information about the “**Location of project activities**” by listing the NUTS codes for the relevant areas of the Programme Area. Please also indicate if any of the activities will be implemented outside of the Programme Area? If yes please explain why it would not be possible to do it within the FCE area

3.1.3.4 Horizontal Principles

Please enter the sub-section “Horizontal Principles” and indicate whether the project will have positive, neutral or negative impact on each horizontal principle and justify the choice in the description area.

All projects supported by the Programme have to be in line with horizontal principles:

- 1) Sustainable development;
- 2) Equal opportunities and non-discrimination;
- 3) Equality between men and women.

3.1.4 Work Plan

The section “Work Plan” sets out the timeline of the project activity, broken down by Work Packages. Information presented in this section will be assessed according to strategic criteria “Project’s contribution to Programme’s objectives, results and project main outputs,” and also as a part of the operational criteria for “Management,” “Communication,” and “Workplan” sections. For more information on these criteria please consult Guidance Note 5 of the [Programme Manual](#).

Please consider some useful tips for the preparation of the work plan:

- Plan the activities in a logical way and in chronological order.
- Evaluate the time needed to carry out all the activities.
- Plan time generously in the case of data comparison or harmonisation processes; partnerships require a lot of time to agree on the details.
- Be aware that reporting and communication take time.
- Include activities that foster further use of the project main outputs or continuation of the project work.

Before preparing the work plan please be familiar with the following definitions:

Work Package (WP) – a group of activities defined in the work plan. The programme requires 2 mandatory Work Packages (Management (WP M) and Communication (WP C)), and then partners define the substantive activities of their project. In addition, there is a WP P, which should contain details of the Project Preparation. For more details on Work Packages, please consult Guidance Note 3 of the [Programme Manual](#).

Project activities – specific tasks planned by the LP/PPs in order to reach the deliverables. Each WP (except WP “Preparation”) is divided into activities. Activities have to lead to the development of one or more project main outputs.

Project deliverables – the physical evidence of what has been produced through an activity or as the physical evidence/support of the project main output that was produced through an activity. Project deliverables are not requested to be specified for WP “Preparation”.

Project main outputs – the outcomes obtained following the implementation of project activities. Each project main output should be captured by a **Programme Output Indicator** and should directly contribute to the achievement of the project result.

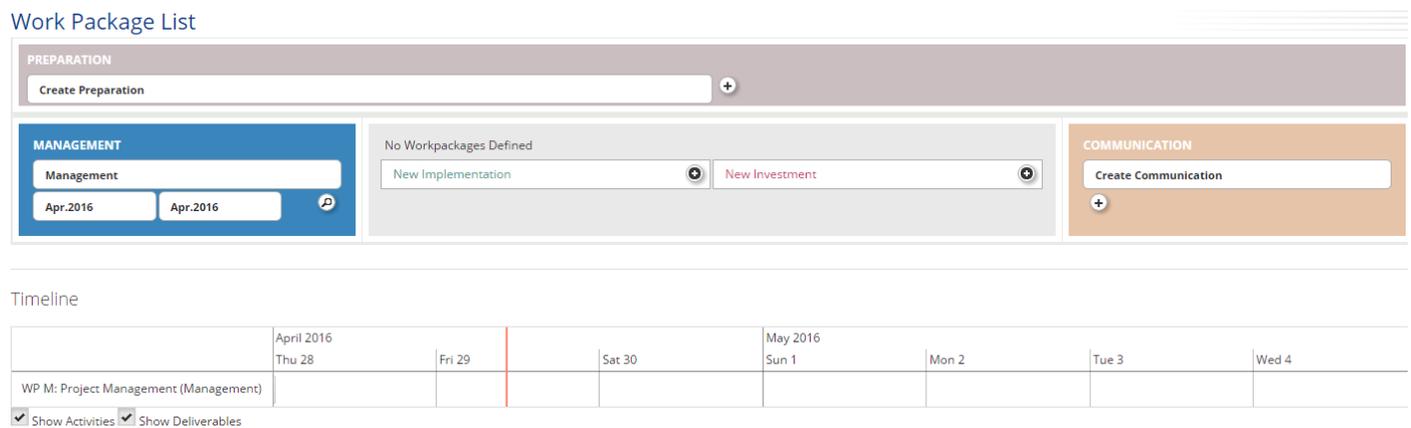
Target group – individuals and/or organisations directly positively affected by the project main outputs. They do not necessarily receive Programme funding or even be directly involved in the project. The target groups may exploit project main outputs for their own benefit.

Please note that the Programme developed a [glossary of terms](#).

3.1.4.1 Work Package List

The first sub-section “Work Package List” presents an overview of all defined WPs and timeline for the project implementation (as a Gantt chart⁴) with displayed project main outputs, activities and deliverables (Fig.13).

Fig.13 Work Package List



There are five different types of WPs to be used by the project for activities planning:

- 0) **WP P Preparation** – **mandatory** for all projects. 1 per project
- 1) **WP M Management** – **mandatory** for all projects. 1 per project
- 2) **WP T Implementation** – **mandatory** for all projects. A maximum of 5 per project is allowed by the Programme.
- 3) **WP C Communication** – **mandatory** for all projects. 1 per project
 - WP P Preparation

The WP “Preparation” is mandatory for projects, which will request preparation costs to be paid by the Programme i.e. a lump sum of EUR 30,000 (ERDF co-financing) for preparation of the application.

The preparation cost lump sum will be paid to the approved projects that have signed Grant Offer Letter with the MA.

⁴ Gantt chart illustrates the start and finish dates of the terminal elements and summary elements of a project. Terminal elements and summary elements comprise the work breakdown structure of the project.

The Interreg VA France (Channel) England Programme is co-financed by European Regional Development Funds.

To create the WP “Preparation” please enter section “Work Package List”, click on icon  next to the “Create Preparation” box. **Please note that there could be only one WP “Preparation” per project.**

Please provide a summary description of activities carried out and contribution of each Partner.

Please note that there are specific rules on planning of the preparation costs in the project budget therefore follow instructions provided in sub-section “Partner Budget” of this guidance.

Important notice: Please remember to click “Save” button to save the data entered, otherwise data will be lost!

- WP M Management

WP “Management” is mandatory for all projects and **should contain the description of all activities related to the management of the project. Please note that there can be only one WP M “Management” per project.**

To enter the WP M “Management” please enter section “Work Package List” and click on “magnifying glass” icon  in section “Management.”.

Project management is a mandatory Work Package for all projects and is automatically set as WP1. Click on the Work Package to insert its contents. Define the responsible partner for this Work Package and indicate other partner’s involvement in it.

Give a summary description of the activities and partner contributions related to the Work Package. Describe how the management on the strategic and operational level will be carried out in the project, specifically:

- Structure, responsibilities and procedures for the day-to-day management and co-ordination;
- Name and background of the management team (project, finance & communication officer)
- Communication within the partnership;
- Reporting and evaluation procedures;
- Risk and quality management;
- Procedure and planning for the selection of the FLC;
- Arrangements planned for all Partners to attend training.

Describe activities, their start and end dates in this WP, as well as the deliverables and their target values (i.e. quantification). Please note that each activity must have a deliverable. We recommend you do not have a large number of deliverables under one activity. We instead advise that you split the activity into separate activities with a smaller number of deliverables. Describe how PPs are going to meet organisational, national and EU procurement requirements (if applicable).

Important notice: Please note that there are no automatic checks on the dates entered, therefore we advise you to check that they are correct before submission.

Important notice: Please remember to click “Save” button to save the data entered, otherwise data will be lost!

- WPs T Implementation

These Work packages set out the substantive work of the project. It is possible to have up to 5 implementation Work Packages depending on how many elements make up your project (WP T1 to T5).

The first step is to input the title of the WP and to select the responsible partner from the dropdown list. In the WP summary box, **provide an explanation on the partners' involvement in it. Give a summary on the WP and its objectives.**

All Output Indicators are linked to the Programme's Specific Objectives and their Output Indicators (see below). Describe what the main outputs of the Work Package are, and select the indicator(s) that you will use to follow how the output is being achieved. **Remember that you should only select the Output Indicator(s) of your chosen Specific Objectives, and not the indicators from other Programme Specific Objectives. Select the relevant Output Indicator(s) in the same way depending on which Programme Specific Objective your project contributes to.**

WP Implementation T1

If your Work Package has more than one output, the other outputs can be added by clicking “add output” at the bottom of the main outputs section.

The fields for relating to the Output (Title, Description, and Output Indicator of Chosen Specific Objective) are automatically created for every Work Package. Fill these sections in for each Work Package that contributes to the Programme Output Indicators. If a Work Package does not directly contribute to one of the Output Indicator, the fields should be used using the button ‘Remove Output.’

If two Work Packages are contributing to the same specific Output Indicator, indicate it only in one of the Work Packages as this indicator will be calculated automatically adding up all Output Indicators from all Work Packages. So for example, if each WP is a component part of a product that counts for 1 Output, then only enter it in one WP. However, if each WP is independently contributing to the outputs, then the relevant contribution should be indicated in each WP.

Next define the target groups that will use the main outputs either by choosing the relevant one(s) from the dropdown menu or manually writing the name(s) of your target group(s). In the Target Groups section. This is done only once per Work Package.

The final step is to fill out the activities and deliverables and describe them. **An Implementation WP can have a maximum of 5 activities.** Give also their start and end dates as well as target values. You can add activities and deliverables if relevant to the implementation activity. Please note that each activity must have at least 1 deliverable. It is possible to have multiple deliverables, however we would recommend that you don't not to have a large amount of deliverables under one activity, but rather to split the activity into separate activities with a smaller number of deliverables.

Remember to use the relevant boxes to describe how PPs are going to meet organisational, national and EU procurement requirements (if applicable).

Important notice: Please note that there are no automatic checks on the dates entered, therefore we advise you to check that they are correct before submission.

Important notice: Please remember to click “Save” button to save the data entered, otherwise data will be lost!

- WP C Communication

First define the responsible partner(s) for the Work Package. **Provide an explanation on the partners' involvement in it. Give a summary of the WP and its objectives.**

In this section describe how the communication will be carried out in the project, i.e. what the communication strategy is.

Ensure that you describe activities, their start and end dates in this WP, as well as the deliverables and their target values (i.e. quantification). Please note that each activity must have a deliverable. We recommend that you do not have a large number of deliverables under one activity. We advise instead to split the activity into separate activities with a smaller number of deliverables. Describe how PPs are going to meet organisational, national and EU procurement requirements (if applicable).

3.1.4.2 Target groups

This section provides overview of the target groups selected within WPs “Implementation”. Please provide description of each target group and quantify it. The target value should reflect individuals and/or organisations directly positively affected by the project main outputs. They do not necessarily receiving Programme funding and even be directly involved in the project, the target groups may exploit project main outputs for their own benefit. The targets groups relevant for the Programme are the following:

Nr	Main category	Examples	Sub category	Measurement unit
1	local public authority	municipality, etc.		[number of organisations]
2	regional public authority	regional council, etc.		[number of organisations]
3	national public authority	ministry, etc.		[number of organisations]
4	sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.		[number of organisations]
5	infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.		[number of organisations]
6	interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.		[number of organisations]
7	higher education and research	university faculty, college, research institution, RTD facility, research cluster, etc.		[number of organisations]
8	education/training centre and school	primary, secondary, pre-school, vocational training, etc.		[number of organisations]
9	enterprise			[number of enterprises]
10	SME	micro, small, medium		[number of SME]
11	business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.		[number of organisations]
12	International organisation, EEIG	under national law, under international law	1) International organisation under national law 2) International organisation under international law	[number of organisations]
13	General public			[number of people]
14	Other			

3.1.4.3 Reporting Periods

Before filling in the budget, please enter the section, “Define Periods,” to set reporting periods for the project (Fig.14). As a Programme rule, 6 months reporting periods should be indicated. Please note that reporting periods have to be specified manually by choosing dates on the calendar. To add or remove reporting periods, please click buttons “Remove” or “Add”. **The reporting date must be also entered manually by adding up to four months to the end of respective reporting period. Please note that those dates can be amended after project approval, before the signature of the Grant Offer Letter. The JS may request that they be amended to ensure that it has the capacity to process claims in a timely manner.**

Fig.14 Define Periods

PERIOD 0 (0 MONTHS 1 DAY)			
Start Date	End Date	Reporting Date	
10.01.2017	10.01.2017	09.01.2019	
PROJECTSTART (01.01.2017)			
PERIOD 1 (6 MONTHS 0 DAYS)			
(automatic) Start Date	End Date	Reporting Date	
01.01.2017	30.06.2017	01.10.2017	
PERIOD 2 (6 MONTHS 0 DAYS)			
(automatic) Start Date	End Date	Reporting Date	
01.07.2017	31.12.2017	01.04.2018	
PERIOD 3 (6 MONTHS 0 DAYS)			
(automatic) Start Date	End Date	Reporting Date	
01.01.2018	30.06.2018	01.10.2018	
PERIOD 4 (6 MONTHS 0 DAYS)			
(automatic) Start Date	End Date	Reporting Date	<input type="button" value="Remove"/>
01.07.2018	31.12.2018	01.04.2019	
PROJECT END (31.12.2018)			<input type="button" value="Add"/>

Please note that all periods should cover 6 months, with the exception of Period 0 which covers the preparation phase and Period x which covers the project end date. Period x is the last period of the project, start at the end of project implementation phase and last 3 months maximum (as indicated in the Grant Offer Letter).

3.1.5 Project Budget

Important notice: Prior to filling in the project budget on eMS, you must fill in the section “Partner” (minimum PP organisation data should be entered) and the section “Define Periods” of the Application Form. Otherwise you will not be able to access the budget.

In this section you must plan the budget for implementation of project activities. Information presented in this section of the AF will be assessed during quality assessment according to operational assessment criteria “Budget”. Before preparing the project budget, we strongly advise that you read the Guidance Note 8 of the [Programme Manual](#).

Please consider some useful tips for the preparation of the project budget:

- Be realistic; check real costs.
- Project budget should reflect PPs’ involvement in the activities planned.
- Be aware that budgeting takes time therefore start early enough.
- Realistic approach to the inevitable delays at project start.

A working document (in excel format) has been published by the Programme in order to help you to draft your budget, and is available from the downloadable documents tab of our [Programme website](#):

The document “eMS_Project Budget” is composed of several tabs where the following project information is requested:

- the name of each Partner, starting with the Lead Partner
- the total planned budget for each Partner per WP and per BL
- the co-financing rate for that Partner (each cell is limited to a maximum of 69%).
- the amount of contributions that will be private/public

-the details on external match-funding and project revenue it is possible for each PP to fill in its personal budget in eMS by its own. In order to do this, the LP needs to assign modification rights for each PP (see instructions in section 2.3 “User Management”). It is up to the project partnership to decide whether each PP fills in its personal budget or the LP will fill in budgets for each PP on behalf of all partnership. Please bear in mind that granting modification access allows PPs to amend any part of the application.

You can get access to PP’s budget form in two ways (Fig.15):

- 1) Enter section “Partner Budget” and click on the title of LP/PP in the list of PPs;
- 2) Enter section “Partner Budget” and click on “Define Budget” for the relevant PP in the list of PPs.

Fig.15 Access to Project Partner’s budget

Number ↕	Title of Project Partner ↕	Country ↕	Abbreviation ↕	Role ↕	Budget
1	test partner	LIETUVA	LP_1	Lead Partner	<input checked="" type="checkbox"/> Define Budget <input type="checkbox"/> Define Contribution
2	project partner 2	LIETUVA	PP_2	Project Partner	<input type="checkbox"/> Define Budget <input type="checkbox"/> Define Contribution

Important notice: On the top of section with LP/PP’s budget you must select the use of flat rates – tick the box “Budget flat rates” (Fig.16). If this is not selected it will lead to errors within the budget.

Fig.16 Budget flat rates

Budget For Project Partner 1 - test partner (LP)

Budget flat rates

Budget flat rate



Recalculate budget

After that, eMS will inform you that sub-budget lines for which the flat rates are applied will be hidden (Fig.17).

Fig.17 Message about flat rates



Then, the flat rate for BL “Office and Administration” costs is automatically selected with a rate of 15% (Fig.18). **Please do not change the rate because it is defined for all projects.** More information in the Guidance Note 8 of the [Programme Manual](#).

Fig.18 Setting flat rates

Budget flatrates

Budget Flat rate

Flatrate Staff

Flatrate BL2 * 15.00%

 Recalculate Budget

If you would like to choose flat rate for staff costs, please tick box “Flat rate staff” and enter rate 20%, which is set for all projects and cannot be changed.

Important notice: The box “Flatrate BL2” has to be ticked before inputting any data in the budget.

Important notice: The rate of “Flatrate BL2” has to be 15% ! (fig.18)

Detailed information about planning staff are presented below:

Fig.19 Expenditure categories per WPs

Budget Line	WP P - WPO Preparation	WP M - WP1 Management	WP T1 - [redacted]	WP T2 - [redacted]	WP T3 - [redacted]	WP T4 - [redacted]	WP T5 - [redacted]	WP C - WP2 Communication	Sum
BL1 Staff costs	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 219.000,00
	€ 0,00	€ 60.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 219.000,00
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 24.000,00	€ 0,00	€ 0,00	€ 135.000,00	€ 219.000,00
BL2 Office and administration	€ 0,00	€ 9.000,00	€ 0,00	€ 0,00	€ 3.600,00	€ 0,00	€ 0,00	€ 20.250,00	€ 32.850,00
BL3 Travel and accommodation	€ 0,00	€ 32.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 52.000,00
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 20.000,00	€ 52.000,00
BL4 External expertise and services	€ 0,00	€ 102.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 2.577.000,00
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 75.000,00	€ 2.577.000,00
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 2.400.000,00	€ 0,00	€ 0,00	€ 0,00	€ 2.577.000,00
BL5 Equipment									€ 0,00
BL6 Investment									€ 0,00
Net Revenue									€ 0,00
Sum	€ 0,00	€ 203.000,00	€ 0,00	€ 0,00	€ 2.427.600,00	€ 0,00	€ 0,00	€ 250.250,00	€ 2.880.850,00

Entering costs

Click on icon  for the WP and BL under which costs shall be planned. You will see another pop-up window in which you should enter detailed information about the costs (Fig.20). Please be aware that there is a slightly different interface for BL1, staff costs, which is further explained in the relevant section of this manual.

Important notice: Please do not enter any budget in the first column “WP Preparation”, these costs are covered by the preparation cost lump sum.

Fig.20 Entering costs

Update Work Package Budget For 'WP M - WP1 Management' - 'BL4 External expertise and services'

Save Exit

N/A please do not fill in the below box	Total	Description
<input type="text"/>	€ 0,00	<input type="text"/>

Save Exit

Important notice: Due to technical reasons, the boxes under the column “N/A” (first column on the left – fig.20) must remain empty. It is however compulsory to enter a description of the budget line in the “description” boxes (last column on the right).

Important notice: Due to technical reasons, the description of costs needs to appear in both language on the eMS comment box. Please specify the following data:

- 1) In input field “total” please indicate the total budget for the budget line under the Work Package.
- 2) In input field “description” please provide a description of the costs.

- **BL “Staff costs”**

Staff costs can be planned and reported either by:

- 1) Real costs method, when real expenditure is reported and justified with the supporting documents; or
- 2) Flat rate method (20% of total eligible direct costs of PP), when PP does not need to document that expenditure has been incurred and paid.

It is possible to choose different staff costs reporting method for each PP. A project partnership can also choose to have one method for the project.

Important notice: Staff costs reporting method cannot be changed during project implementation.

- **Flat rate**

If you choose to apply the flat rate method, please tick the box “Flat rate staff” and enter a rate of 20%, which is set for all projects and cannot be changed (Please see the Guidance Note 8 of the [Programme Manual](#)). If flat rate method is applied, expenditures lines cannot be created under BL “Staff costs”, since staff costs are automatically calculated.

Important notice: If during the budget preparation phase you change method for planning and reporting staff costs, please press button “Recalculate Budget” (Fig.21).

Fig.21 Recalculate budget

Budget flat rates

Budget flat rate



Flat rate staff



Flat rate office



15,00%

 Recalculate budget

○ **Real costs**

To enter the costs for each project staff member, please click on icon and a pop-up window will appear (Fig.24).

Fig.22 Costs under BL “Staff costs”

N/A please do not fill in the below box		Total	Description
Select One Staff Type		€ 0,00	
Select One Unit Type			

Save Exit

Please enter the following data:

- 1) In input field “**total**” please indicate the total budget for the budget line under the Work Package.
- 2) In input field “**description**” please provide a description of the costs. It corresponds to the description box of the Budget Excel working document.

Important notice: You do not need to select any value in the first column dropdown list

- **BL “Office and Administration”**

It is not possible to enter costs under BL “Office and Administration” because a 15% flat rate of BL “Staff costs” is **automatically applied**. Please refer to Guidance Note 8 of the [Programme Manual](#) for further detail.

- **BL “Travel and Accommodation”**

Press icon  to enter detailed information on costs in a pop-up window: enter **description** and **total costs**.

Please do not forget to plan travel and accommodation costs for participation in the Programme trainings or events under the WP “Management”.

Please be aware that project preparation costs shall not be included in BL3 as they are covered by the preparation cost lump sum. The preparation costs are attributed to the LP budget.

- **BL “External Expertise and Services”**

Press icon  to enter detailed information on costs in a pop-up window: enter **description** and **total costs**.

Important notice: Please note that FLC costs for PPs shall be planned under BL “External expertise and services”, with the exception of the FLC checks being carried out by internal audit services for British universities or British local authorities. In this case, FLC internal costs should be planned under BL “Staff costs”.

- **BL “Equipment”**

Press icon  to enter detailed information on costs in a pop-up window: enter **description** and **total costs**.

A description of equipment items and specifications must be provided within the WPs as description of deliverable.

- **BL “Infrastructure and Works”**

Press icon  to enter detailed information on costs in a pop-up window: enter **description** and **total costs**.

- **“Net Revenue”**

In case the project is expected to generate revenue, the expected net revenues must be included in the BL “Net Revenue”. Single aggregated amount is to be included for the entire WP and period.

Please carefully read information about revenue generation in Guidance Note 10 of the [Programme Manual](#).

Defining partner’s contribution

Please enter section “Partner Budget” and click on button “Define Budget” for the relevant PP in the list of PPs.

Fig.23 Defining partner’s contribution in Partner List

Partner List

Number ↕	Name ↕	Nationality ↕	Abbreviation ↕	Role ↕	Budget
1	test partner	ČESKÁ REPUBLIKA	LP_1	LP	 Define Budget  Define Contribution
2	test partner 2	LIETUVA	PP_2	PP	 Define Budget  Define Contribution

In section “Define Contribution” based on entered budget in section “Project Budget” you will see a breakdown of the project budget by ERDF co-financing (maximum 69%), co-financing (31%) and total eligible budget.

Important notice: Please ensure you enter the amount of contribution calculated by EMS (fig.24).

Fig.24 Partner contribution

Partner Contribution

Partner Contribution Rate

	Amount	Cofinancing rate
Program Cofinancing	€ 0,00	69,00 %
Partner Contribution	€ 0,00	
Partner Total Eligible Budget	€ 0,00	

Source of Contribution

Contribution Source	Legal Status*	% of Total Partner Contribution	Amount	Options
Conseil départemental du	public	0,00 %	€ 0,00	+ Create Partner Contribution
Sub Total Public Contribution		0,00 %	€ 0,00	
Sub Total Private Contribution		0,00 %	€ 0,00	
Total			€ 0,00	
Total Target Value			€ 0,00	
Total Public Expenditure			€ 0,00	

In Kind Contribution

In Kind Contribution Included

No

Total Amount

Save

3.1.6 Project Budget Overview

The overall project budget entered at partner level can be seen in section “Project Budget Overview”.

There are different tables generated automatically to show the project budget from different perspective:

- Project budget summary
- Project budget overview per PPs/per budget lines
- Project budget overview per budget lines
- Project budget overview per PPs in WPs
- Project budget overview in WPs
- Project budget overview in WPs and budget lines
- Project budget overview per budget lines.

3.1.7 Attachments

In this section you must upload annexes according to Guidance Note 4 of the [Programme Manual](#).

The Mandatory attachments are:

- Annex 1: De Minimis Form (for each PP)
- Annex 2: Description of project Investment (if any)
- Draft Partnership Agreement
- Letters of Engagement (In case of external match-funding or shared costs)
- Letters of Intent and organisation charts (for each PP)
- For organisations which are private sector (including charities), a copy of the last three years of accounts must be provided

Important notice: Please be aware that if any of the above mandatory attachments is missing when submitting, the project will be declared ineligible.

Important notice: Please note that only the following type of files can be upload on eMS: PDF, JPEG, JPG, ZIP, DOC, DOCX, XLS, and XLSX. Please also note that the maximum size per document per document uploaded is 8MB.

Please do not use special characters for naming files that are uploaded on eMS. Be aware that accents are considered as special characters by eMS. Special characters may prevent downloading files.

Additional attachments:

- Covering Letter

To upload annexes, under the “attachments” tab, please click “Upload” and select the relevant documents. Once the documents are uploaded, you will see them in section “Uploaded File List”.

3.1.7.1 Annex 1: De Minimis Form (for each PP)

You are asked to complete this declaration of previous State aid received under the De Minimis rule

The Annex 1: De Minimis Form is available on the [Programme website](#):

The declaration must be signed by a legal representative of the partner. A legal representative must be a person who has the authority to commit their organisation to take part in the project.

3.1.7.2 Annex 2: Description of project Investment (if any)

If you foresee investment for the project, you will be asked the following questions:

- Description
- Justification
- Location
- Risk associated with the investment
- Investment documentation
- Ownership

Further instruction are given directly on the annex.

The Annex 2: Description of project Investment is available on the [Programme website](#).

Please fill this annex as many time as needed. All the section needs to be filled in for each investment.

Once completed, please convert the document into PDF (menu file – « export »), and upload it on eMS under the tab “attachments”.

3.1.7.3 Draft Partnership Agreement

The Draft Partnership Agreement should include provision on shared cost calculation methodology (if applicable), Intellectual property rights (if applicable) and preparation cost lump sum partner allocation.

The final signed Partnership Agreement should be presented to the Managing Authority after the project approval and before the Grant Offer Letter can be signed.

The Partnership Agreement template on the [Programme website](#).

Once completed, please convert the document into PDF (menu file – « export ») and upload it on eMS under the tab “attachments”.

3.1.7.4 Letter of Engagement

If there is external match-funding in the project budget, signed Letters of Engagement for each organisation contributing to the project.

This also applies to Project Partners in case of shared costs. The Letter of Engagement is a commitment to support the Programme activities and verifies that the organisation is willing to commit financially to the project.

The amounts reported in the letter must correspond exactly to the amounts stated in the AF, and must be indicated in Euro.

The Letter of Engagement template is available on the [Programme website](#).

The Letters of Engagement must be signed by a legal representative of the organisation providing funding to the project.

3.1.7.5 Letter of intent (for each PP)

The Letter of Intent template is available on the [Programme website](#).

3.1.7.6 Accounts

For organisations which are private sector (including charities), a copy of the last three years of accounts must be provided. If the organisation in question is less than three years old, all available accounts should be provided, including draft accounts if a full years set of accounts is not available.

3.1.7.7 Covering Letter

The recommendations made by the Selection Sub Committee in relation to the Intervention Logic Outline should be addressed throughout the Application Form. However, in some cases, it may be difficult to address some of them in the AF, specifically when responding to the recommendations which require the partners to give details on:

- Something which does not directly relate to the future implementation of the project, such as difficulties met during the preparation phase ;
- Misunderstandings of the meaning of an element of the Intervention Logic Outline ;
- Issues related to State Aid or Revenue.
- How private sector partners will fund their participation in the project, taking into account both the match funding and the need to cover the project cash flow. If the source of funds is external then a corresponding letter of engagement indicating this amount must be included. If use of overdraft or similar facilities are planned which are not the companies own funds, evidence of these facilities should be provided.

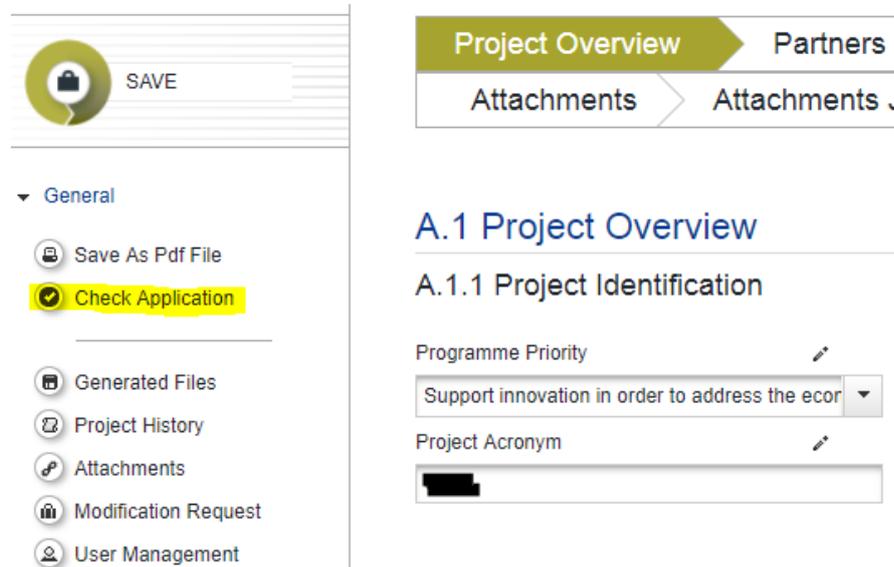
In these cases, the applicants may write a covering letter to address the issues mentioned above. The covering letter is not a compulsory annexe of the AF, with the exception of a statement on how private sector partners will fund their participation (if applicable). It may not be longer than 2 pages, apart from sections which deal with the issues on State Aid or Revenue. For these sections partners may use as many pages as necessary to fully explain the issues. The covering letter must be submitted in both English and French.

Submitting the Application Form

When the Application Form is completed, please generate it as Pdf file (click on left side menu “Save as Pdf File”, then open “Generated files”), print out the Application Form and carefully check whether all mandatory fields are filled, correct information is presented and required annexes are uploaded. **Please remember that eMS does not check correctness of entered information as well as whether all fields are filled in.**

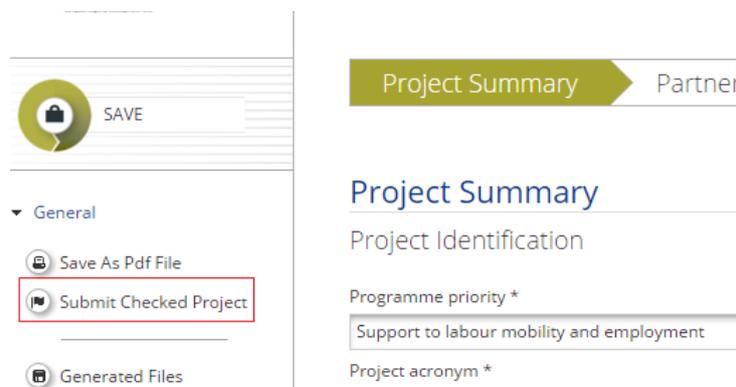
After having checked the application, it has to be submitted to the JS. To submit the Application Form firstly click on the button **“Check application”** (fig.25)

Fig.25 Check application



After that, on the left side menu click button “Submit Checked Project”.

Fig.26 Submit Checked Project



After submission of the application, you will receive an email with confirmation that the application has been submitted. **A signed electronic version of the Application Form then needs to be sent to JS within 5 working days after date of submission on eMS.** To produce this version, you should go back into the project after submission, and select, “Save as PDF file.” This will produce a PDF of the application form with the words “Submitted Version” on the front page.

Important notice: Signed electronic versions of a Draft Application Form will not be accepted! The PDF of the application should be printed after project submission on eMS. The statement “submitted project” should appear on the PDF extraction.

4. Micro-Project

In order to apply for a Micro-Project, you need to register to eMS. Please do so by following the guidance provided in section [2.1](#).

You are also invited to read carefully the Guidance Note 14, which provides details on the Micro-Project scheme. The document is available on the [Programme website](#):

Please ensure your organisation is eligible under the Micro-Project scheme.

4.1 Micro-Project Call

Once connected to eMS, in order to create your Application Form, please click on “Add a project” (fig.7) in the menu “My Projects”. From this page you can decide whether you would like to apply for a Regular or Micro-Project.

Fig.27 Applying for the Micro-Project call for proposals

Calls

Name ↕	Start date ↕	First Phase Deadline ↕	End date ↕	Description ↕	Attachments	
Call 4	03.07.2016	06.10.2018	26.09.2018			 Apply
Call for Micro Projects	06.01.2017		04.05.2017			 Apply

Important notice: Please note that you can only complete the Application Form if the call for proposals is open.

4.2 Micro-Project Application Form

An offline template (in word format) of the Micro-Project Application Form (MAF) is available on the [Programme website](#):

The MAF consists of the following sections and subsections which have to be filled in:

The sections appear on the top of the interface.

When clicking on a subsection, the questions related to this subsection appear on the screen.

The below tree is structured using the following rationale:

- Section
 - o Subsection
 - Question

- Micro-Project Overview
 - Micro-Project Identification
 - Micro-Project Summary
- Partner
- Micro-Project Description
 - Micro-Project Relevance
 - Contribution to the Programme Specific Objectives
 - Need and Demand
 - Cross-Border Added-Value
 - Micro-Project Focus
 - Programme Priority Specific Objective
 - Micro-Project Specific Objective
 - Programme Result Indicator
 - Micro-Project Main Results
 - Micro-Project Context
 - Synergies
 - Sustainability / Durability
 - Location of project activities
 - Horizontal Principles
 - Sustainable development
 - Equal opportunities and non-discrimination
 - Equality between men and women
- Work Plan
 - Work Package List
 - WP P Preparation
 - WP M Management
 - WP T Implementation
 - Target Groups
 - Reporting Periods
- Micro-Project Budget
 - Micro-Project budget per period
 - Partner Budget
- Micro-Project Budget Overview
- Attachments
 - De Minimis Form (for each PP)
 - Draft Partnership Agreement
 - Letters of Engagement (In case of external match-funding or shared costs)
 - Letters of Intent and organisation charts (for each PP)
 - A copy of the last three years of accounts must be provided (for private partners)
 - Covering Letter

4.2.1 Micro-Project Overview

Please refer to section [3.1.1](#)

Please note that the project duration cannot exceed 27 months (24 + 3 for closure).

Important notice: Please remember to click “Save” button to save the data entered, otherwise data will be lost!

4.2.2 Micro-Project Partner

Please refer to section [3.1.2](#). Please note that the question related to “Benefit” is not applicable for Micro-Project.

4.2.3 Micro-Project Description

4.2.3.1 Micro-Project Relevance

- 1) **Contribution to the Programme Specific Objectives**
- 2) **Need and Demand**
- 3) **Cross Border added value**

Fig.28 Please do not fill in this boxes

NOT APPLICABLE TO MICRO PROJECTS

 EN	3000 Characters Remaining
	3000 Characters Remaining

Important notice: On the interface, please do not complete boxes when it is indicated “NOT APPLICABLE TO MICRO PROJECTS” on the top of the box (fig.28).

4.2.3.2 Micro-Project Focus

The sub-section “Project Focus” presents the intervention logic of the project which is composed of the following elements.

- **Programme Specific Objective**
- **Micro-Project Specific Objective**
- **Programme result indicator**
- **Micro-Project main results**

Important notice: Please remember to click “Save” button to save the data entered, otherwise data will be lost!

4.2.3.3 Micro-Project Context

Information provided in sub-section “Micro-Project Context” will be used for project’s strategic assessment according to criteria “Project’s context (relevance and strategy), and cooperation character”. For more detail on these criteria, please consult Guidance Note 5 of the [Programme Manual](#).

To fill in the sub-section “**Micro-Project Context**” please do the following:

- 1) Specify information in the input field “**Synergies**” by describing the synergies with past or current EU and other projects or initiatives the project makes use of. Please also explain the experience gained/lessons learned from other projects, and how the micro-project will complement these approaches.
- 2) Specify information in the input field “**Sustainability / Durability**” by describing how will the micro-project ensure that the outputs and results will have a lasting effect beyond the micro-project duration.
- 3) Specify information about the “**Location of project activities**” by listing the NUTS codes for the relevant areas of the Programme Area. Please also indicate if any of the activities will be implemented outside of the Programme Area and if yes please explain why it would not be possible to do it within the FCE area.

4.2.3.4 Horizontal Principles

Please refer to the 3 points describe in section [3.1.3.4](#).

4.2.4 Work Plan (Micro-Project)

4.2.4.1 Work Package list

Please refer to section [3.1.4.1](#)

Please note that the **number of implementation Work Packages is limited to 3**.

Please also note that there is **no communication Work Package** under the Micro-Project scheme. The communication activities need to be included in the Work Package they relate to.

Important notice: Please note that there are no automatic checks on the dates entered, therefore we advise you to check that they are correct before submission.

Important notice: Please remember to click “Save” button to save the data entered, otherwise data will be lost!

4.2.4.2 Target groups

Please refer to section [3.1.4.2](#), including the table of target groups relevant for the Programme.

4.2.4.3 Reporting periods

Please refer to section [3.1.4.3](#).

However, the following differ from the regular project scheme:

Considering the maximum micro-project duration (27 months), the number of reporting periods is limited to 6, including Periods 0 and 5.

4.2.5 Micro-Project Budget

Please refer to section [3.1.5](#).

A working document (in excel format) has been published by the Programme in order to help you to draft your budget, and is available from the downloadable documents tab of our [Programme website](#).

Important notice: Please ensure you download the preparation document tailored to Micro-Projects.

4.2.6 Micro-Project Budget Overview

Please refer to section [3.1.6](#).

4.2.7 Attachments

In this section you must upload annexes according to Guidance Note 4 of the [Programme Manual](#).

The Mandatory attachments are:

- De Minimis Form (for each PP)
- Draft Partnership Agreement
- Letters of Engagement (In case of external match-funding or shared costs)
- Letters of Intent and organisation charts (for each PP)
- For organisations which are private sector (including charities), a copy of the last three years of accounts must be provided

Important notice: Please be aware that if any of the above mandatory attachments is missing when submitting, the project will be declared ineligible.

Additional attachments:

- Covering Letter

To upload annexes, under the “attachments” tab, please click “Upload” and select the relevant documents. Once the documents are uploaded, you will see them in section “Uploaded File List”.

A description of all annexes is provided in the offline template of the MAF and in section [3.1.7](#).

Submitting the MAF

When the MAF is completed, please generate it as Pdf file (click on left side menu “Save as Pdf File”, then open “Generated files”), print out the Application Form and carefully check whether all mandatory fields are filled, correct information is presented and required annexes are uploaded. **Please remember that eMS does not check correctness of entered information as well as whether all fields are filled in.**

After having checked the application, it has to be submitted to the JS. To submit the Application Form firstly click on the button “**Prepare to Submit**” (fig.25).

After submission of the application (fig.26), you will receive an email with confirmation that the application has been submitted. **A signed electronic version of the Application Form then needs to be sent to JS within 5 working days after date of submission on eMS.** To produce this version, you should go back into the project after submission, and select, “Save as PDF file.” This will produce a PDF of the application form with the words “Submitted Version” on the front page.

Important notice: Signed electronic versions of a Draft Application Form will not be accepted! The PDF of the application should be printed after project submission on eMS. The mention “submitted project” should appear on the PDF extraction.

5. Reporting

The section applies to both Regular and Micro-Projects.

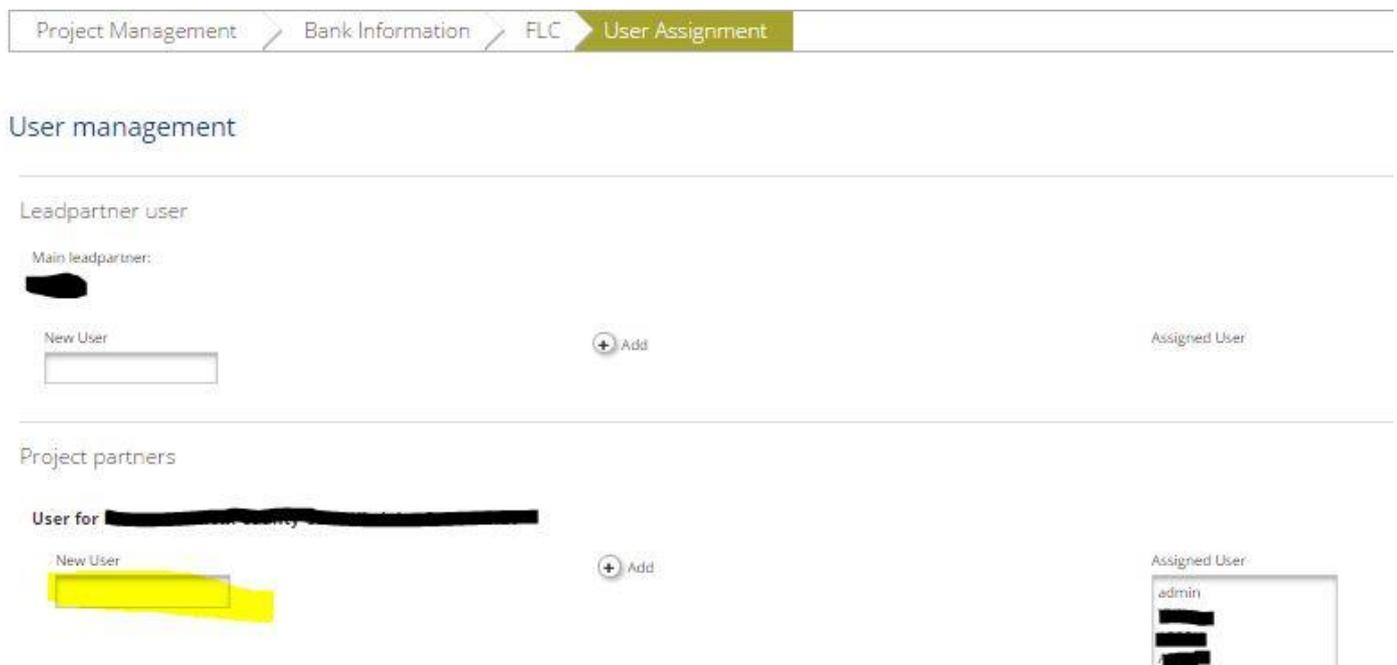
In order to prepare their Partner report, each PP would need to register into eMS. To do so, please follow the procedure as described in section [2.1](#).

5.1 Supplementary information

5.1.1 User assignment

The LP would then need to assign each Project Partner to their organisation. The LP is able to do so by clicking on the left menu “supplementary information” and then on the tab “user assignment”

Fig.29 User assignment



Important notice: Please note that the LP would need to indicate the exact username.

Important notice: Please note that the LP is also responsible to remove users where relevant.

5.1.2 FLC assignment

Before a project submits a Payment Claim, it is required that the expenditure is checked to ensure that it is correct and meets the Programme eligibility rules.

This process is known as “First Level Control,” as it is the first check carried out on Project expenditure.

Each project partner should have a FLC assigned to in eMS before the first partner report can be submitted for FLC certification.

To do so, the procedure is as follow:

- Once a partner has selected its FLC institution (following national rules), the national authority must be informed of the recruitment in order to validate the FLC appointment.
A notification email should then be sent to the JS through the eMS mailbox (ems@norfolk.gov.uk).
The email subject should contain the project and partner name.
You are invited to read carefully the Guidance Note 6 of the Programme Manual, which provide details on the FLC recruitment.

The following information should be provided for each FLC institution

- Name / surname / email address / phone number of the main contact
 - Name / surname of person responsible for the verification
 - Address of the institution including nuts code, street, post code, city.
- Upon reception of the aforementioned information and confirmation of the FLC appointment by the relevant national authority, we will then create the FLC institution on eMS. The FLC would then be invited to attend a compulsory FLC half-day training.
 - The last step would be for the FLC to register on eMS, and notify the JS about their registration.
We will then be in a position to:
 - Grant the correct access to the FLC main contact
 - Link the FLC main contact to its institution
 - Assign the FLC main contact to a project partner.

5.1.3 LP Bank details

Once a claim would have been certified by the CA, the CA will proceed the reimbursement to the LP.

LPs are asked to provide their organisation bank details. The LP is able to do so by clicking on the left menu “supplementary information” and then on the tab “bank information”

The following information should be provided:

- Name and address of the bank
- Account number / IBAN / Swift
- National bank code
- Holder of the account

5.1.4 Project Management team

LPs are also requested to provide the contact details of the project management team, which includes the:

- Project manager (i.e. the Lead Partner)
- Finance manager (officer employed by the LP organisation who will complete the Project Report and LP checklist –can be project manager as well)
- Communication manager (officer working for the partner organisation leading the communication WP)

5.2 Reporting – Partner report

To create a report, please select first your role in the project, i.e. either LP or PP.

Important notice: The LP organisation should select the role “PP” in order to create its partner report

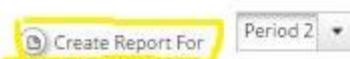
Fig.30 Select role



Once done, each PP (included LP) can create a report for a period (as defined in the Application Form and validated by the signature of the GOL). The period must be chosen on the dropdown list.

Fig.31 Create Report

Report	Report Start	Report End	State	Date of project submission	Total Expenditures	View Report
Period 1 01.07.2015 - 31.03.2016						
Report 1.1	01.07.2015	31.03.2016	Report Submitted	09.08.2016	€ 20.865,00	
Period 2 01.04.2016 - 31.12.2017						
Period 3 01.01.2018 - 31.12.2019						



All the PPs (including the LP) have to generate their own Partner Report and get their expenditures certified by their FLCs. To create a report, PPs need to click on “create report for” and select the relevant period of reporting (See fig.31).

Once this is done for all partners, the LP can generate a Project Progress Report for the relevant period. The LP must attach all the PPs’ FLCs’ certificates to the Project Progress Report.

The following sections provide more details on each steps.

5.2.1 Partner Report

The Partner Report is composed of 4 tabs:

- **Partner Reports** – in this section a summary of the partner work should be provided as well as an update on the outputs delivered, the targets groups reached and a description of the contribution in the activities the partner is involved (fig.32).
- **List of Expenditure**
- **Contribution**
- **Attachments**

Fig.32 Partner Report

Partner Report | List Of Expenditure | Contribution | Attachments

Partner Report

Period 2 - 01.04.2016 - 31.12.2017

Start Date: 01.04.2016 | End Date: 31.12.2017

Summary Of Partners Work

Summary Describe

Project Main Outputs Delivered

No Outputs For This Partner

Target Groups Reached

No Targetgroups For This Project

Reporting Per Work Package

Description Activities Contribution	Problems Description Justification	Current Expenditure	Expenditure So Far
		€ 0,00	€ 0,00

No Deliverables For This Work Package

Save Report

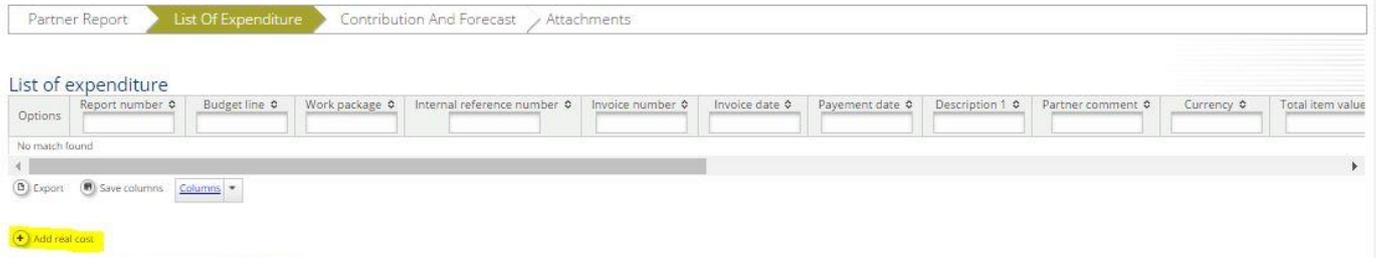
Important notice: The list of WPs depends on the WPs included in the approved AF. The above example report shown the management WP only. You will see all WPs, even if you have not been assigned to a WP in the AF. **However, please note that the summary of the work done description boxes for the reporting on WPs are compulsory to fill in. Therefore even if you are not involved in a WP, please indicate “N/A” in the corresponding description box.**

Important notice: Please note that if some information is missing, an error message will appear at the top of the page and you will not be able to save the page until the problem is solved.

5.2.2 List of Expenditure

In this tab the PPs should enter their expenditure by clicking on the button “Add real cost” (fig.33)

Fig.33 List of expenditure



When clicking on one of the “add” buttons, a pop-up window appears on the screen.

For each expenditure, the following information should be provided (fig.34 and fig.35):

- Budget Line the expenditure refers to (dropdown list)
- Work Package the expenditure refers to (dropdown list)
- Internal reference number (example BL1-001 for the first expenditure under the Budget Line number 1)
- Description of the expenditure
- Invoice number (if relevant)
- Invoice date (if relevant)
- Date of payment (if relevant)
- Currency (dropdown list)
- Total value of the item in original currency (i.e. total amount including VAT)
- VAT
- Declared amount in the original currency (if the PP does not recover VAT, the amount should include it)
- If the expenditure has been made outside the programme area, the relevant box should be ticked
- If it is an in-kind contribution, the relevant box should be ticked
- The relevant evidence (invoice, payroll/payslip, etc.) should be uploaded on eMS (fig.35)

Fig.34 Edit expenditure (1)

PP	Budget line	---	Description 1
	Work package	---	<input type="text"/>
	Internal reference number	<input type="text"/>	2000 Characters Remaining
	Invoice number	<input type="text"/>	Description 2
	Invoice date	<input type="text"/>	<input type="text"/>
	Date of payment	<input type="text"/>	2000 Characters Remaining
	Currency	EUR - EURO	Partner comment
	Conversion rate	<input type="text"/> (1)	<input type="text"/>
	Total value of item in original currency	<input type="text"/>	2000 Characters Remaining
	VAT	<input type="text"/>	
	Declared amount in the original currency	<input type="text"/>	
	Declared amount in Euro	<input type="text"/>	

Fig.35 Edit expenditure (2)

Expenditure outside the programme area	<input type="checkbox"/>
In kind	<input type="checkbox"/>

+ Upload
<input type="text"/>
Uploaded
No records found

+ Add

When completed, the partner should press the button “add” in order to save the entry. Please repeat the operation as many times as needed.

Please see below two examples of how to complete the expenditure section:

BL	BL1 Staff cost
WP	WP3
Internal reference number	BL1-001
Invoice number	n/a
Invoice date	n/a
Date of payment	05.01.2017
Currency	Euro
Total value of the item in original currency	1600.00
VAT	n/a
Declared amount in the original currency	1600.00
Description	Salary for Jean XXXX for December 2016. Project Manager, FTE on the project.
Uploads ⁵	Contract + Payslip + payroll + proof of payment

BL	BL3 Travel and accommodation
WP	WP5
Internal reference number	BL3-001
Invoice number	X2345F
Invoice date	30.01.2017
Date of payment	05.02.2017
Currency	GBP
Total value of the item in original currency	200.00
VAT	20.00
Declared amount in the original currency	180.00
Description	Train return tickets for Jean XXXX. Brest-Caen. Project Committee meeting in Caen March 2017.
Uploads	Train tickets + agenda/minutes of the meeting + proof of defrayal

Important notice: Please note that if some information is missing, an error message will appear at the top of the page and the expenditure and you will not be able to save the page until the problem is solved.

Important notice: Please note that only the following type of files can be upload on eMS: PDF, JPEG, JPG, ZIP, DOC, DOCX, XLS, and XLSX. Please also note that the maximum size per document per document uploaded is 8MB.

Please do not use special characters for naming files that are uploaded on eMS. Be aware that accents are considered as special characters by eMS. Special characters may prevent downloading files.

⁵ Please refer to Guidance Note 8 of the [Programme Manual](#) for more information with regards to the supporting documents needed
The Interreg VA France (Channel) England Programme is co-financed by European Regional Development Funds.

Important notice: Please note that you should report any revenue generated by the project in the List of Expenditure. To do so, the option “revenue” should be selected in the budget line dropdown list and all the boxes of the pop-up window should be completed as per the expenditure.

5.2.3 Contribution

In this tab, 1 section need to be completed (if applicable):

- In Kind Contribution – the total amount of the item indicated as in-kind in the List of Expenditure will appear and PP have the opportunity to justify the amount here (if applicable)

eMS will calculate automatically the amount of the partner contribution for the period.

Important notice: Please note that the 1st section of the contribution tab is not to be filled in. The section “estimated expenditure” is not used by the Programme.

5.2.4 Attachments

In this section PPs are allowed to upload any complementary document to their Partner Report (including procurement justification and project officers’ contracts).

Fig.36 Attachments



Important notice: Please note that only the following type of files can be upload on eMS: PDF, JPEG, JPG, ZIP, DOC, DOCX, XLS, and XLSX. Please also note that the maximum size per document per document uploaded is 8MB.

Please do not use special characters for naming files that are uploaded on eMS. Be aware that accents are considered as special characters by eMS. Special characters may prevent downloading files.

Submitting a partner report to the FLC

Once the report is completed, each partner should click on “check saved report” in order to enable the software to perform the automatic checking. (fig.37)

Fig.37 Check saved partner report



If no error message appears, then the “check saved report” button will now read as “submit report”. When clicking on the “submit report” button, the partner report will be sent to its FLC for certification.

Fig.38 Submit partner report



Important notice: Please note that FLCs have got the possibility to revert the report to the partner if some information is missing.

5.3 Reporting – Project Progress report

This report needs to be filled by the LP, and submitted once all the certificates have been completed by the PP's FLCs.

In this tab, 5 sections need to be completed (fig.39):

- Report
- Work Packages
- Certificates
- Project Report Tables
- Attachments

Fig.39 Project Progress Report

Report > Workpackages > Certificates > Project Report Tables > Attachments

Project Progress Report

Period 1 - 01.07.2015 - 31.03.2016

Start Date: 7/1/15 End Date: 3/31/16

Highlights Of Main Achievements:

Description:

EN

fdfsd

Characters (including HTML): 6 (Limit: 2000), Words: 1

FR

List Of Partner Flc Certificates

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Expenditure Certified By F L C	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financ
	1	09.08.2016	€ 20.865,00	<input checked="" type="checkbox"/>	€ 20.865,00	ERDF	

Target Groups Reached

Target Groups	Target Value	Target Groups Reached Previous Periods	Target Groups Reached Current Report	Source Of Verification	Description Of Target Group	Target Groups Reached So Far Percentage
---------------	--------------	--	--------------------------------------	------------------------	-----------------------------	---

Problems And Solutions Found

Problems And Solutions Found Description:

EN

5.3.1 Report

In this section the following information should be provided (fig.40):

- Highlights of main achievements
- List of Partner – FLC certificates (automatically generated from partner reports)
- Target Groups reached (automatically generated from partner reports)
- Problems and Solutions Found
- Contribution to Horizontal Principles (dropdown list)(fig.40)

Fig.40 Contribution to Horizontal Principles

Horizontal Principles	Contribution In This Reporting Period	Description Of The Contribution
Sustainable development	as planned as planned additional positive effects less then planned	-- 255 Characters Remaining -- 255 Characters Remaining
Equal opportunity and non-discrimination	as planned	-- 255 Characters Remaining -- 255 Characters Remaining

5.3.2 Work Packages

For each WP, the following information should be provided:

- The status of the WP (dropdown list – fig.41)
- A description of the progress made in this WP during the reporting period and by who
- A description and a justification of the problems / deviations encountered and the solutions found
- The status of each activities (dropdown list – fig.41)
- A description of the progress achieved in the reporting period for each activity

Fig.41 Work Packages – example of WP1

Report **Workpackages** Certificates Project Report Tables Attachments

Reporting WP1 Management

Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status
M	WP1 Management	Jul.2015	Dec.2019	not started

Partners Involvement
No Partner Selected

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What

--
 --
 --
 --

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found

--
 --
 --

Please Describe Progress Achieved In This Reporting Period

Activity Title	Start Month	End Month
.M.1	07.2015	12.2019

Save

5.3.3 Certificates

All the PPs certified expenditure will appear on this section (fig.42)

Fig.42 Certificates

Report / Workpackages / **Certificates** / Project Report Tables / Attachments

List of expenditure

Report number	Budget line	Work package	Internal reference number	Invoice number	Invoice date	Payment date	Description 1	Partner comment	Currency
	BL1 Staff costs	M WP1 Management	BL1-001	X2233	29.07.2016	18.08.2016			EUR - EURO
	BL3 Travel and accomodation	M WP1 Management	BL3-001	X2210u	05.07.2016	23.07.2016			EUR - EURO
	BL5 Equipment	M WP1 Management	BL5-001	fad					EUR - EURO

Export Save columns Columns

5.3.4 Project Report Tables

The following tables are automatically generated by eMS:

- Project report expenditure summary
- Project expenditure per BL
- Project expenditure per WP
- Project expenditure per WP per BL
- Project expenditure per Partner
- Project expenditure spending profile

5.3.5 Attachments

The Lead Partner is allowed to upload additional attachments to the whole report (press article(s), minutes of meetings, etc.)

Important notice: Please note that only the following type of files can be upload on eMS: PDF, JPEG, JPG, ZIP, DOC, DOCX, XLS, and XLSX. Please also note that the maximum size per document per document uploaded is 8MB.

Please do not use special characters for naming files that are uploaded on eMS. Be aware that accents are considered as special characters by eMS. Special characters may prevent downloading files.

Submitting a project progress report to JS

Once the report is completed, following the same process as per submitting a partner report (see fig.38 and 39), the LP should click on “check saved report” in order to enable the software to perform the automatic checking.

If no error message appears, then the “check saved report” button will now read as “submit report”. When clicking on the “submit report” button, the Project Progress Report will be sent to JS.

After the completion of the assessment of the Project Progress Report by the JS, and if these documents are deemed satisfactory, the Certifying Authority will make a final check before making the payment. All payments will be made in Euro and deposited into the bank account of the LP as indicated in the supplementary information.

Important notice: Please note that the JS have got the possibility to revert the report to the LP if some information is missing.