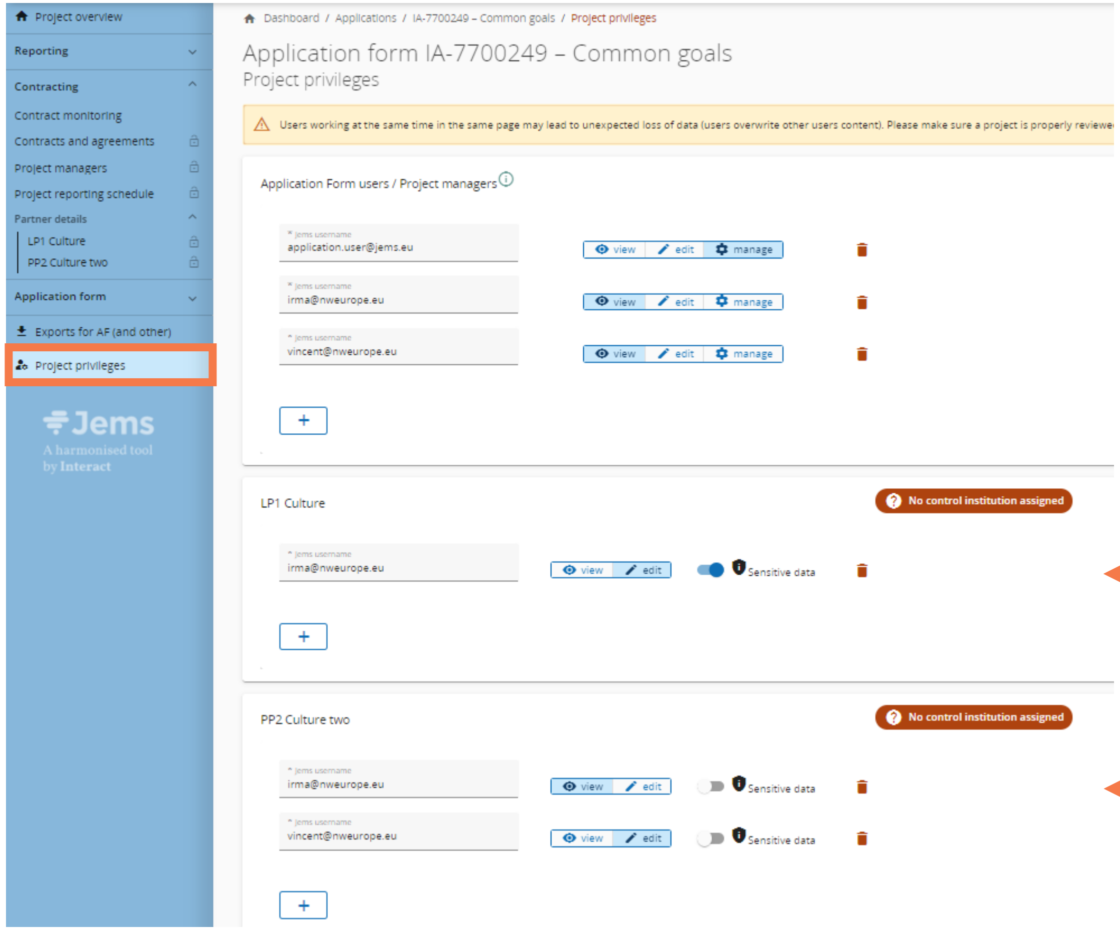
Interreg
Co-funded by the European Union
North-West Europe

Your project has met the NWE Monitoring committee's technical requirements. Lead and project partners can now begin essential tasks to provide necessary information for payment of preparation costs and submission of initial partner reports.

This guidance applies to <u>lead partners</u> only. Project partners should refer to the dedicated guidance available on the website.

Assigning project users on the NWE Joint Electronic Monitoring System (Jems)

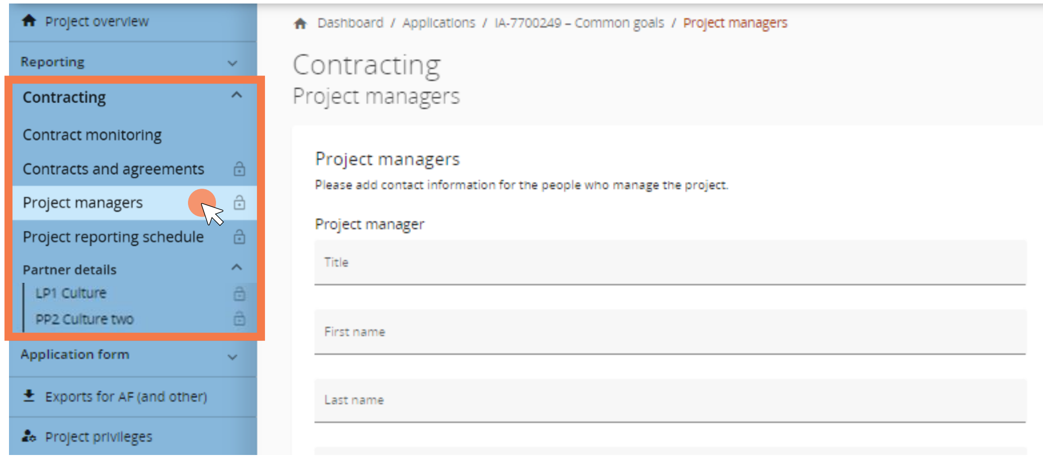


Each user at partner level should create an account in Jems and be assigned to the project by the lead partner/Project manager via the "Project privileges" section.

Each user can be given different rights: View/Edit, with or without access to sensitive data.

Assign users and privileges for each project partner

Filling in the contracting section

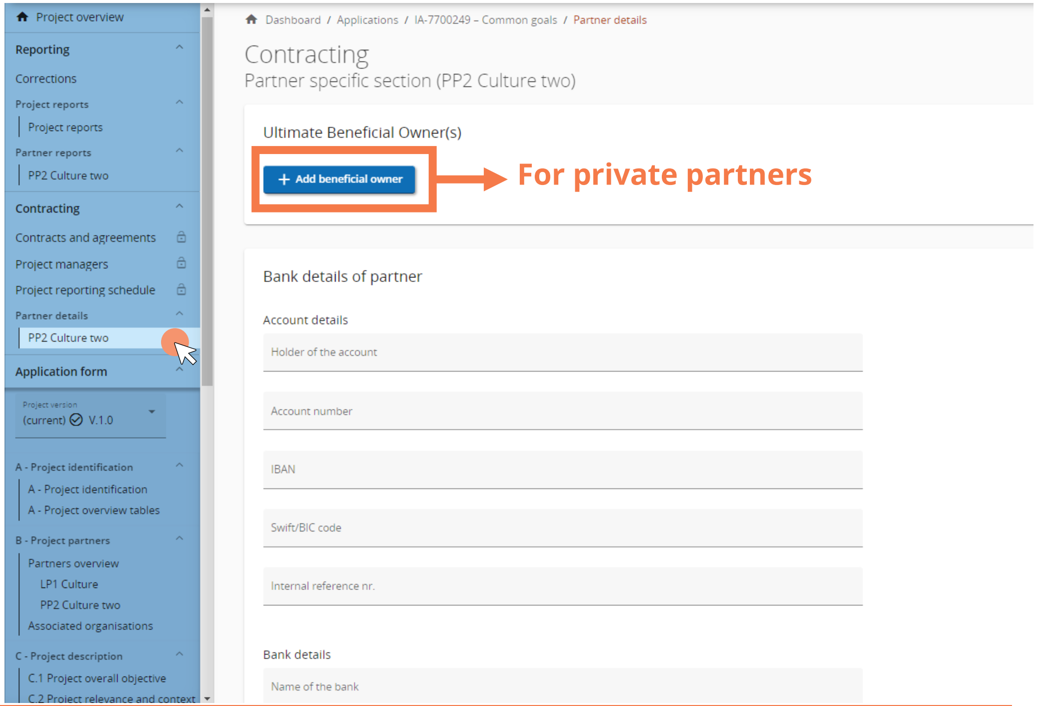


1. Access the “Contracting” section in the left-side menu.

2. Under “Project managers”, please fill in the requested information about the project management team: Project manager, Finance manager and Communication manager.

3. Expand the “Partner details” menu and click on your partner number / organisation. There are 3 paragraphs on this page:
   - Ultimate Beneficial Owner
   - Bank details
   - Location of documents

These sections must be filled in before the first partner report is submitted.



Ultimate Beneficial Owner

Ultimate Beneficial Owner(s) should be filled in if the partner's legal status is private. The owners of the association, foundation or company should be listed there, with their tax identifier number.

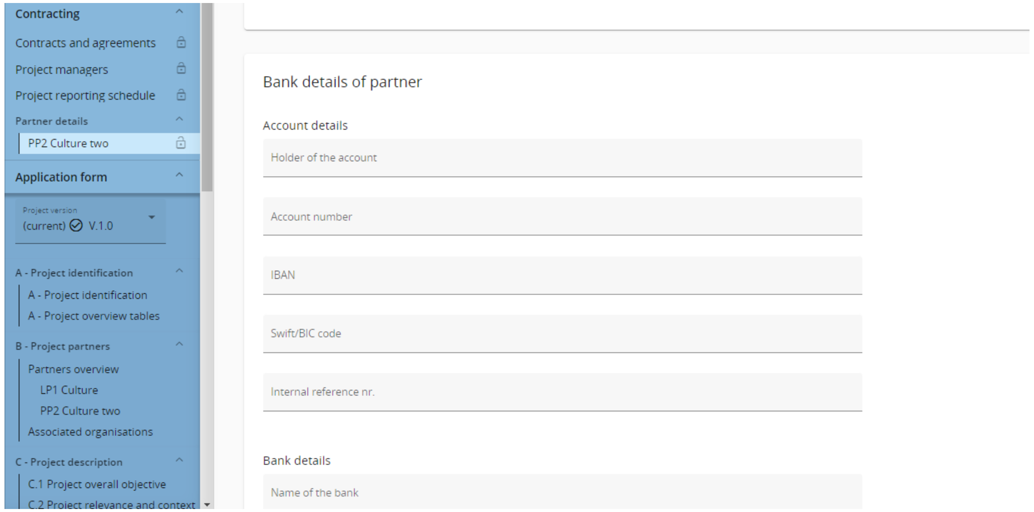
Bank details

This is where the ERDF funds will be transferred to.

Filling in bank details for the lead partner is a must, but there is no obligation for the rest of the partnership.

If bank details are entered, it is necessary to upload in the attachments area (down the page), a valid document from the bank, or a signed letter-headed paper, with the following elements:

- Account holder
- Account number
- IBAN
- BIC/ Swift code
- Internal reference number
- Name of the bank
- Bank address

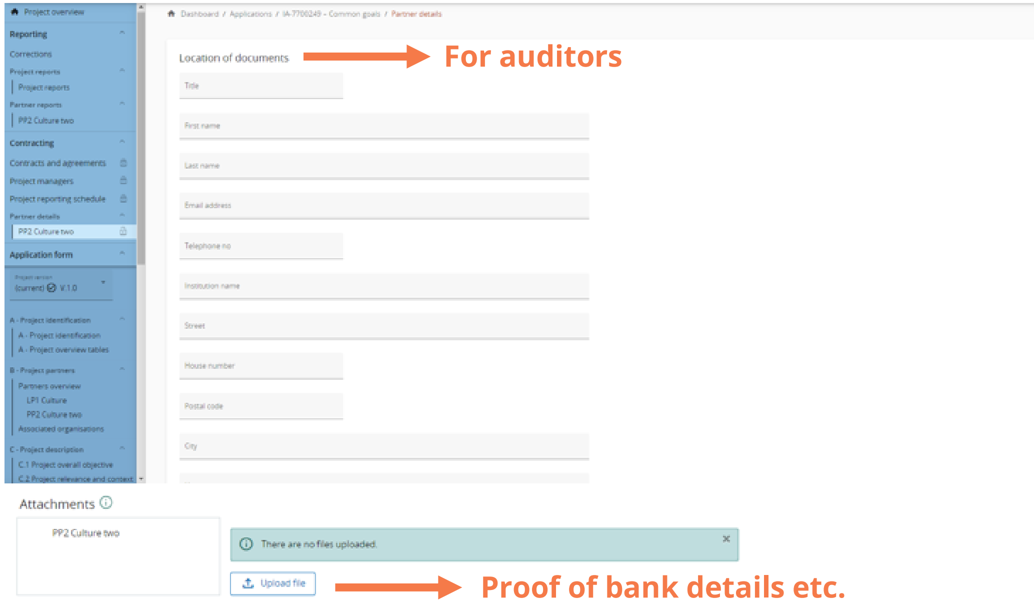


Location of documents

The Programme needs to know who to contact and where to go for accessing project documents (e.g., in case of an audit). Please fill in this section for your organisation

This section must be filled in by the lead partner before the end of the contracting procedure. This section will then be locked by the Joint Secretariat and will be modifiable via a Modification Request.

A GBER section will also appear further down the page for the partners under a State Aid scheme, but no action needs to be taken there.



Task Assignment Document

Lead partners and project partners are strongly encouraged to use the NWE Programme template (available here).

The task assignment document should be established for each employee. It should be dated and signed by both the employer and the employee. It must indicate the date from which it is applicable.

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Task assignment document

General information

Project title	
Project ID and acronym	
Name of project partner organisation	
Name of employee	
Task assignment applicable from (date)	
Task assignment version (number)	

With this task assignment, it is confirmed that [name employee] works on the above-mentioned project.

In case the employee is involved in other EU/publicly funded projects, it is ensured that there is no double financing, as not more than 100% of [name employee] working time will be reported.

[Name employee] carries out the following tasks in the frame of the implementation of the project:

- [specify task]
- [specify task]
- [...]

[Name employee] will dedicate [%] of his/her working time per month to carry out the tasks as described above.

___________________	___________________
Employer's signature	Employee's signature
Date:	Date:
[name of employer]	[name of employee]