# WORKFLOW IN EMS

Description of eMS modules

The procedure for collecting data, and thus the eMS structure, follows the project work flow. The workflow in eMS covers pre-contractual (applications for project financing) and post-contractual relationships (after project approval and signature of the subsidy contract). All steps are undertaken and documented in eMS and any related data is collected, recorded and stored in eMS.

The following elements are part of the standard workflow:

1. Programme data (information from CP)

This section contains the basic information of the programme based on the CP adopted by the EC. This section is filled in when launching the eMS for the programme and contains the most basic layer of information in the eMS application. Basic information on programme area (eligible NUTS regions), priority axis, co-financing rates, programme financial allocations, indicators etc. are stored here. This data is a basis for future steps in the workflow.

2. Management of calls

Project applications have to be submitted in the frame of defined calls. Settings for the management of calls for proposals include the setting of start and end dates as well as the detailed definition of the projects expected (e.g. which of the programme priorities are open, who can submit a project proposal (application form), which information is necessary to be provided in the application form, whether the application procedure should be done in one or two steps). In eMS each call can contain different configurations, which affect the application forms visible to the applicant.

The programme Interreg AT-HU uses one step procedure for applications and a continuous call system, which is why timeslots are defined for submitting applications.

3. Application Form

Any institution intending to submit an application within an open call for proposals can register as user and fill in the application form directly in eMS. It is possible to submit applications only within the timeslot and conditions defined in the call. The user who creates an application form is treated by the system as a lead applicant user and can allow other users (i.e. the project partners) read or read/write access to the application form. The lead applicant is the only user who can submit the application.

4. Assessment

All submitted project proposals need to go through a two-step assessment. The eMS contains a sequence of two checklists: "Admin-& Eligibility check" and "Quality Assessment". The eMS supports four-eyes principle for the assessment and allows assigning specific questions to specific users such as external experts.

5. Recommendation to MC

The outcome of the assessment is a recommendation to the MC. An application can be recommended for funding, not recommended or recommended under conditions. Recommendation is managed by the JS.

6. Funding decision of the MC

The MC, in line with its rules of procedure, takes the funding decision on the project applications. The decision of the MC and its date are inserted into the eMS system by the JS. All projects that are approved under conditions need to go through a condition fulfilment procedure, which is in practise a modification of the application form based on conditions set by the MC. Modifications are verified by the JS, which subsequently changes the project status in eMS into approved or not approved. All applications not approved are archived in the system.

7. Supplementary information

After the project is approved and before it can be contracted, some important information concerning the project (e.g. management structure, evidence of signature of the partnership agreement, bank account for ERDF transfer) need to be inserted in eMS at this stage.

8. Subsidy contract

eMS supports the generation of a subsidy contract. It is template based and uses data from the application form and the supplementary information. Basic data on the subsidy contract and its amendments as well as the scanned documents themselves are stored in the section 'project history'. Once the subsidy contract is signed, the status of the project is changed into contracted in the system, opening the eMS partner and project reporting sections.

9. Partner reporting

Once the project is contracted it enters the reporting phase, which will last until the project is finalised. Each project partner needs to report its activities and expenditure in a partner report. In order to do so, the lead partner needs to allocate at least one user per project partner. Afterwards partners can fill in their partner reports in eMS with information on physical and financial progress of the project in the concerned period and submit them in eMS to their responsible control body.

10. FLC

The control bodies have access to the respective partner reports in eMS and see the relevant information and documents. Controllers document the control work directly in eMS which integrates the programme templates of FLC certificate and control report and FLC checklist. As a result of the control work, the FLC generates the FLC certificate through the system. After verification, the partner report including the FLC certificate is provided to the controlled beneficiary, who forwards it to the LP.

11. Project reporting

The LP, through eMS, collects all partner reports (including its own) and completes a project progress report. When a project report is ready, the LP submits it to the JS via eMS.

12. JS verification

The JS receives the project report and verifies it accordingly. Once accepted, the project report is forwarded to the MA via eMS.

13. MA verification

The MA receives the project report and verifies it accordingly. The MA approves the project report, which is then available for the CA in eMS.

14. CA verification and confirmation

The CA verifies the project report and issues the CA confirmation. Once the report is included in a CA confirmation, ERDF contribution can be paid.

The CA confirmation in eMS is meant as CA approval of a bundle of project progress reports and financial corrections.

15. Payment

The CA performs the payment to the lead partner using its own system. The date and amount paid is automatically recorded in eMS. It is possible to either pay in full or to pay in instalments.

16. CA reporting

CA is responsible for several reports to the European Commission. The eMS enables inclusion of the CA Confirmations into the Payment Application as well as annual accounts. eMS also enables generation of the accounts for the accounting periods. It is also possible to generate programme annual reports and financial statistics, which are required by the regulatory framework.

In addition to the above, eMS manages other functions linked to the project implementation workflow.

- Modifications: It is possible to manage project modifications throughout the project lifecycle. The system allows the MA/JS and the LP to initiate the modifications. Once the modification is initiated (and authorised by the MA/JS in case of modifications initiated by the LP) the LP can change the application form. All modifications are verified and, if compliant with programme requirement, marked as approved in the system. After the modification is approved by the relevant programme body, the new version of the application form is generated and taken as the new valid application form. All previous versions are stored and are accessible at all times in the project history.
- Financial corrections: Authorised authorities may verify the project in eMS at any time of the project lifecycle and even after project closure. Unduly paid out funds detected are included in the system as financial corrections and are taken into account for the CA work.
- Messaging portal: eMS supports the exchange of information between registered users (in-application email system). It is possible to contact single users as well as send bulk messages to groups of users. It is possible to sort messages and assign them to projects or phases. The eMS gives also a possibility to send automatic messages triggered by events (e.g. the submission of an application form or a report).
- Reporting and statistics (Cube): The cube is a general purpose tool, which can be used to aggregate data in eMS and to do further statistics, which are not implemented in the core system of eMS. The cube can be used by any eMS user with the respective user right.