



Ministry of Development, Public Works and Administration

INSTRUCTION No.1 11th of July 2024

of the Interreg NEXT Black Sea Basin Programme regarding the upload of project documents in Jems

Having regard to the provisions of art. 1.9 of the grant contract, related to the right of the Managing Authority to issue mandatory instructions,

Considering the need to timely carry out the uploading of contracting documents in Jems for projects financed under the Interreg NEXT Black Sea Basin Programme, and to ensure an adequate trail of documents related to the project life cycle and grant contract implementation,
the Managing Authority issues the following:

INSTRUCTION

Article 1

Before the grant contract signature, the **project partners** shall upload the following documents in the Joint electronic monitoring system (Jems) of the Interreg NEXT Black Sea Basin Programme, in Section *Partner details*:

- Financial Identification Form for each partner;
- annexes to each Financial Identification Form for each partner, if the case.

Article 2

After the grant contract signature, the project documents shall be uploaded in Jems as follows:

- In Section *Contract & agreements*, sub-section *Contracts* - the **Lead Partner** shall upload the following documents:
 - grant contract (both signed originals);
 - annexes of the grant contract:
 - Annex I Application Form¹ - pdf format;
 - Annex II Budget² - xls format;
 - Annex III Partnership Agreement(s) - pdf format;

¹ Annex I Application Form includes the Application submitted or revised in the contracting stage, by case.

² Annex II Budget includes the Budget submitted or revised in the contracting stage, by case.



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- Annex IV Standard request for payment & Financial Identification Forms - pdf format;
 - Annex V Declaration by the LP - pdf format;
 - request for advance payment;
 - subsequent approved addenda and notifications to the grant contract, when applicable.
- In Section *Contract & agreements*, sub-section *Project* - the **Joint Secretariat** shall upload the following documents:
 - supporting documents for grant contract:
 - Contracting letter & clarifications;
 - Debts certificates;
 - Decisions for co-financing;
 - Cooperation agreements - if the case;
 - Legal representatives - if the case;
 - Investment documents - if the case;
 - MC decision including the list of approved projects for the respective call;
 - Proof of no debts to MA;
 - supporting documents for addenda and notifications to the grant contract, as applicable;
 - other documents related to the grant contract implementation (e.g., decommitment, suspensions, termination of the grant contract, etc.).
- In Section *Contract monitoring*, sub-section *Internal* - the **Joint Secretariat** shall upload the following documents:
 - JS documents:
 - Contracting report;
 - JS checklist for grant contract dossier;
 - JS checklists for addenda and notifications to the grant contract, as applicable;
 - Other documents related to the JS internal procedures, as applicable.
- In Section *Contract monitoring*, sub-section *Internal* - the **Managing Authority** shall upload the following documents:
 - MA documents:
 - MA checklist for grant contract dossier;
 - Financial commitment.

Article 3

Section *Shared folder* in JEMS is designed to be used for communication/exchange of documents between the beneficiaries and Joint Secretariat during the project life cycle.

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These documents may be draft or final versions. In any case, the signed / approved versions have to be uploaded in the corresponding section as mentioned in articles 1 and 2.

Article 4

This instruction will be communicated by the Joint Secretariat to the beneficiaries via electronic email and publication on the Programme's website.

Article 5

This instruction enters into force at the date of its signature.

Iulia HERTZOG

**Head of the Managing Authority for
Interreg NEXT Black Sea Basin Programme**

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