

## INTERREG NEXT BSB PROGRAMME FICHE

### JEMS ACCESS FOR DECENTRALISED CONTROL SYSTEM

- version November 2024 -

#### A. LONG LIST OF CONTROLLERS (Armenia, Georgia, Republic of Moldova)

1. Taking into account the provisions of the Guide for control, section 3.6, the Partner will inform the Controller about the latter's obligation to create a Jems account, after signing the service contract.
2. Once the account is created, the Controller will inform the Partner and the Partner will contact the National Controller (NC) from its country, requesting the role of Controller for that Jems account.
3. NC requests the Managing Authority (MA) - Jems administrator ([jems.admin@mdlpa.gov.ro](mailto:jems.admin@mdlpa.gov.ro); [blacksea-cbc@mdlpa.gov.ro](mailto:blacksea-cbc@mdlpa.gov.ro)) to create the institution profile in Jems, NC Institution, add the Controllers to the Institution and assign them the appropriate role.
4. NC and Controllers submit to Jems administrator the *Declaration regarding confidentiality and non-disclosure agreement in Jems*, according with the template provided by Jems administrator to the link: <https://bems.mdlpa.ro/info.php?op=BSB&nda>
5. MA - Jems administrator creates the institution in Jems, adds the controllers to the Institution and assigns them the controller's role.
6. NC assigns the institution to the Partner.

#### B. SHORT LIST OF CONTROLLERS (Türkiye)

1. NC will inform the Partner about the appointed Controller.
2. The Partner signs the service contract with the appointed Controller and inform about the latter's obligation to create a Jems account.
3. Once the account is created, the Controller informs the NC, and the NC requests the MA - Jems administrator ([jems.admin@mdlpa.gov.ro](mailto:jems.admin@mdlpa.gov.ro); [blacksea-cbc@mdlpa.gov.ro](mailto:blacksea-cbc@mdlpa.gov.ro)) to create the institution profile in Jems, NC Institution adds the Controllers to the Institution and assign them the appropriate role.
4. NC and Controller submit to Jems administrator the *Declaration regarding confidentiality and non-disclosure agreement in Jems*, according with the template provided by Jems administrator to the link: <https://bems.mdlpa.ro/info.php?op=BSB&nda>.

**NEXT** Black Sea Basin

5. MA - Jems administrator creates the institution in Jems and adds the controllers to the Institution and assigns them the controller's role.
6. NC assigns the institution to the Partner.

**Take note:**

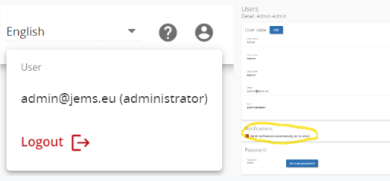
**Notifications related to the Partner reports are provided in Jems. In order for the Controller to receive notifications also by e-mail, the Controller needs to manually check the dedicated box in Jems. To forward notifications to email, please visit the helpdesk section <https://bems.mdlpa.ro/info.php?op=bsb>, subsection FAQ + Forward notifications to email.**

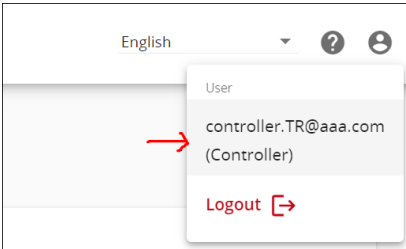
**+ Forward notifications to email**

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**Q:** Can I receive system notifications in my email?

**A:** Yes. There is the option to receive notifications automatically in e-mail. This option can be set in the user profile.





Dashboard / Your profile

### Users

Detail: Controller TR

**User data**

First name  
Controller

Last name  
TR

Email  
controller.TR@aaa.com

**Notifications**

Send notifications automatically to my email