



Ministry of Development, Public Works and Administration

INSTRUCTION No.1

05th of February 2025

**of the Head of Managing Authority of the Interreg NEXT Romania-Ukraine Programme
regarding the upload of project documents in Jems**

TO: Project lead partners and partners, Joint Secretariat and Managing Authority

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 Romania- Ukraine Programme, and to ensure an adequate trail of documents related to the project life cycle and grant contract implementation,
the Head of 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 Romania-Ukraine 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:

- The **Lead Partner** shall upload in Section *Contract & agreements*, sub-section *Contracts* -the following documents:
 - grant contract (both signed originals);
 - annexes of the grant contract:

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- Annex I Description of the project (including the Application Form¹ - pdf format, Budget² - xls format;
 - Annex II Partnership Agreement(s) - pdf format;
 - Annex III Standard request for payment - pdf format;
 - request for advance payment;
 - subsequent approved addenda and notifications to the grant contract, when applicable.
- The **Joint Secretariat** shall upload in Section *Contract & agreements*, sub-section *Project* -the following documents:
 - supporting documents for grant contract (Annex V to the grant contract: Documents provided/produced during the contracting stage):
 - Notification letter & clarifications;
 - Debts certificates for each partner;
 - Decisions for co-financing ensured by each partner;
 - Cooperation agreements - if the case;
 - Legal entity sheets for each partner;
 - Beneficiary Statement;
 - Declarations regarding the absence of double funding for each partner
 - MC decision including the list of approved projects for the respective call;
 - Proofs of payment of debts of the partners to MA, if the case;
 - 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.).
- The **Joint Secretariat** shall upload in Section *Contract monitoring*, sub-section *Internal*, - the following documents:
 - JS Visit report
 - Explanatory Note
 - 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.
- The **Managing Authority** shall upload in Section *Contract monitoring*, sub-section *Internal* - the following documents:
 - MA checklist for grant contract dossier;

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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- Financial commitment.

Article 3

Section *Shared folder* in JEMS is designed to be used for communication/exchange of documents (draft or final version) between the beneficiaries/partners and Joint Secretariat/Managing Authority during the project life cycle. The uploading of documents in this section by various JEMS users does not exempt the obligation to upload the documents (signed/approved) in the sections mentioned in Articles 1 and 2 above

Article 4

This instruction will be published by MA on the Programme website www.ro-ua.net and will be communicated by the Joint Secretariat to the lead partners by email. The lead partners will communicate this instruction to the project partners, in accordance with the provisions of the grant contract.

Article 5

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

Iulia HERTZOG

**Head of the Managing Authority for
Interreg NEXT Romania- Ukraine Programme**

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