User Manual for the JEMS System

Controller User

INTERREG “VI-A ITALIA-MALTA”

ver. 1.0 - Novembre 2025

TABLE OF CONTENTS

Introduction 3
1 Authentication 4
2 Access to the Reporting Section 5
3 Contracting 6
4 Project Data Sheet 7
5 Partner Report 8
6 Control Section 9
7 Control Identification 13
8 Expenditure Verification 17
9 Control Documents 20
10 Summary and Finalisation 21
10.1 Overview of the control work for the current report 21
10.2 Summary of non-eligible amounts for the current report, by type of error 22
10.3 Timing 22
10.4 Results, follow-up measures and conclusions 23
10.5 Generate control certificate and control report 23
10.6 Finalisation of the control work 24
10.7 Reopening the control work 25

Introduction

This manual contains technical information on the functioning and use of the Joint Electronic Monitoring System (JEMS) of the Interreg VI-A Italy–Malta Programme. It refers to version 12 of the JEMS system and may therefore be updated following the release of the next system version.

For further information, please consult the dedicated section on the Programme's official website: https://www.italia-malta.eu

1. Authentication

URL for the Interreg VI-A Italy–Malta 2021–2027 Programme is: https://jems.italiamalta.eu/

It is recommended to use updated web browsers (Google Chrome, Microsoft Edge, Mozilla Firefox). The system's functionality follows common web application standards for data entry and submission.

JEMS Interreg Italy–Malta is available in the Programme's two official languages: Italian and English.

Figure 1 – Access to JEMS



To log in, click on "**Login**" after entering your username and password. Both fields, marked with "*", are mandatory. At the first access, the system will require you to change your password.

If you forget your password, select "**Forgot password**" to create a new one.

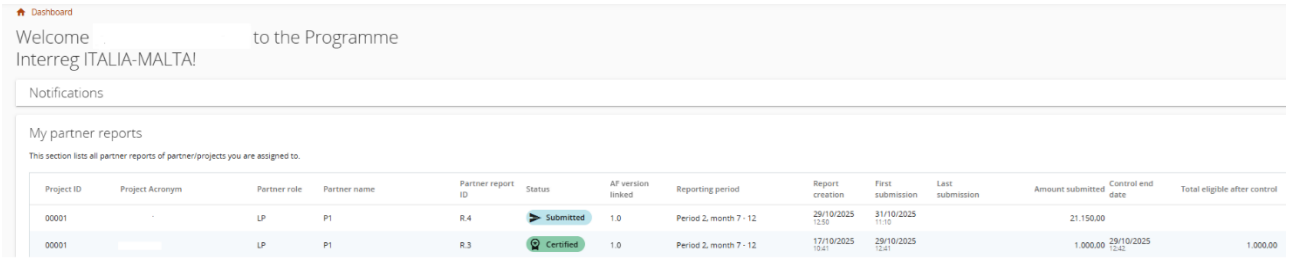
Figure 2 – Forgot Password



2 Access to the Reporting Section

From the "Dashboard/My partner report" section, select the project for which you want to carry out the verification.

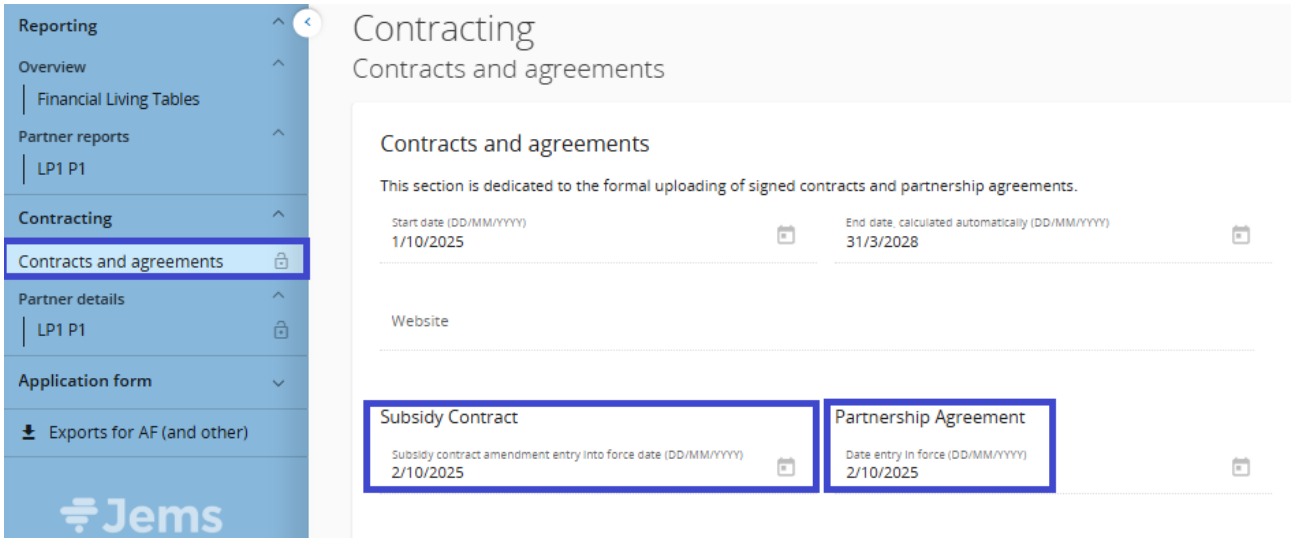
Figure 3 – Project selection for verification



3 Contracting

In the Contracting section, the Grant Contract and its amendments are available.

Figure 4 – Contracting



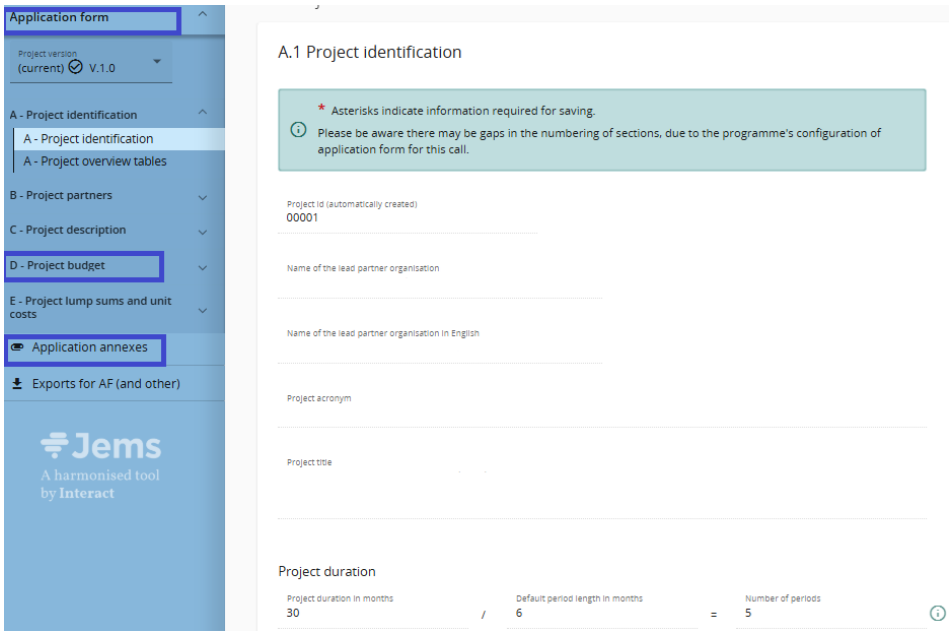
4 Project Data Sheet

In the left-hand menu, click on **"Project Data Sheet"** to access the various sections. The versions of the data sheet are always available from the left-hand menu under **"Project version"**.

In addition to the descriptive parts of the project, the following sections are of particular interest for controllers and can be accessed from the left-hand menu:

- **D – Project budget**
- **Project attachments** (containing the documents submitted at proposal stage)
- **Shared folder** (containing, where necessary, communications and attachments relevant to the overall management of the project)

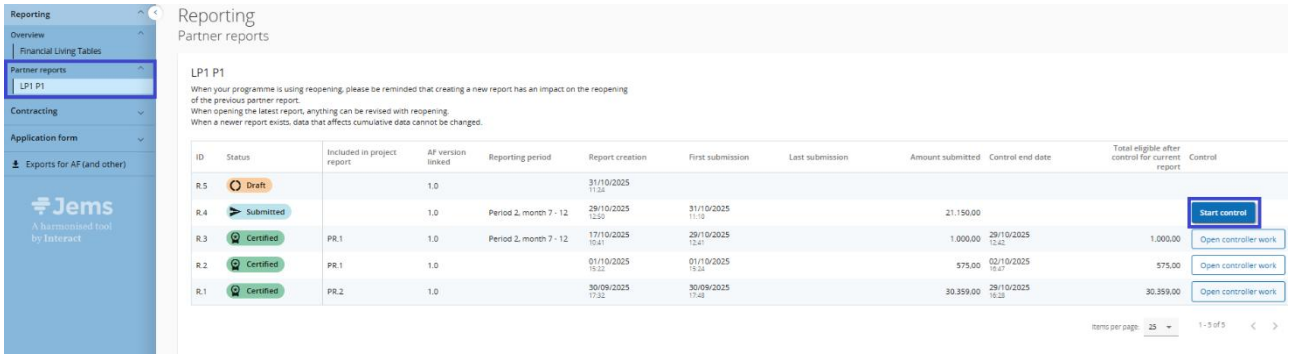
Figure 5 – Project Data Sheet



5 Partner Report

Through the **“Reporting”** section in the left-hand menu, you can access the report to be verified by clicking on the assigned partner listed under **“Partner reports”**.

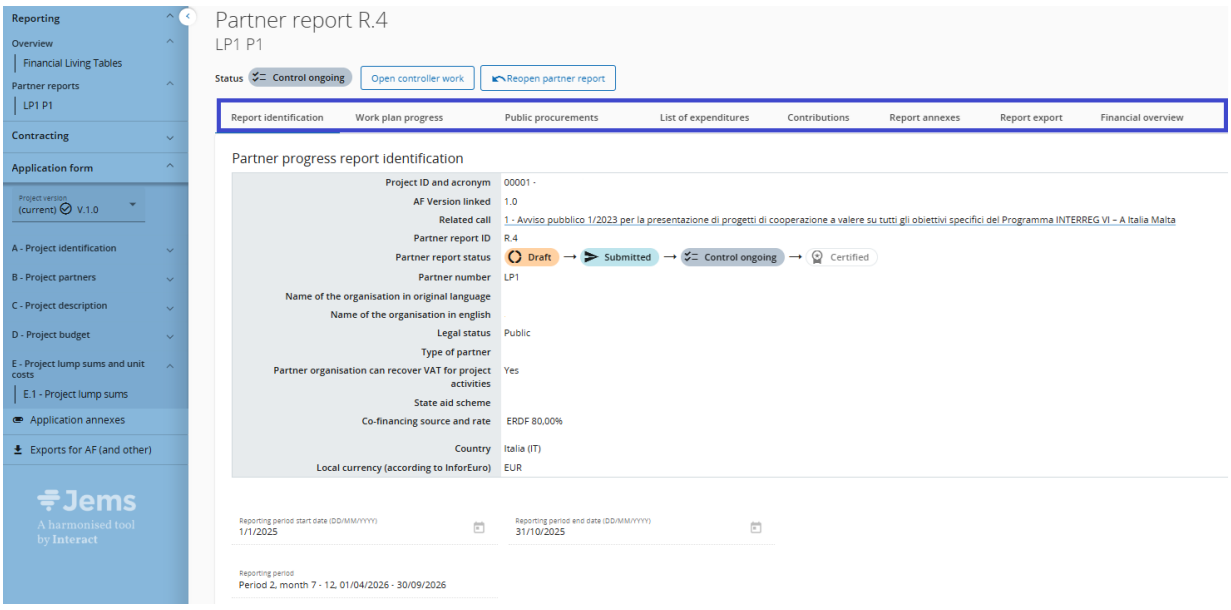
Figure 6 – Partner report section



The partner report is organised into several sections, each of which can be accessed through the following tabs:

- ✓ Report identification
- ✓ Work plan progress (not required to be completed by beneficiaries for the 2025 reports)
- ✓ Public procurement/award procedures
- ✓ List of expenditures
- ✓ Contributions
- ✓ Report attachments
- ✓ Report export
- ✓ Financial dashboard

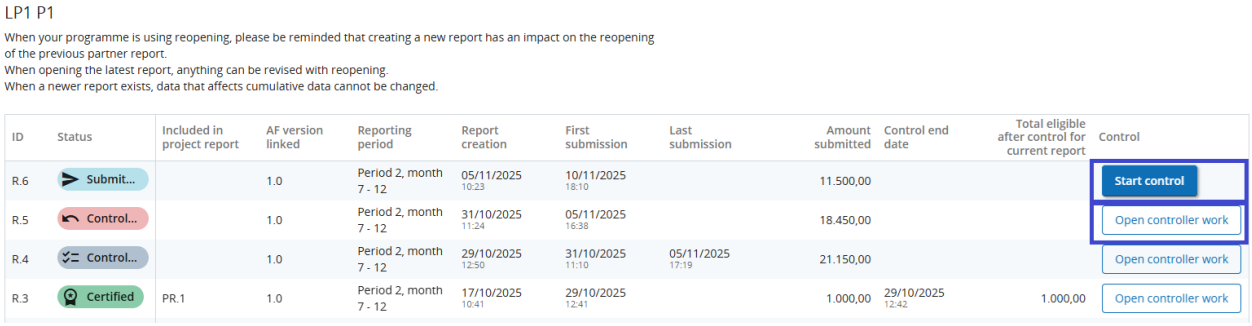
Figure 7 – Submitted report



6 Control Section

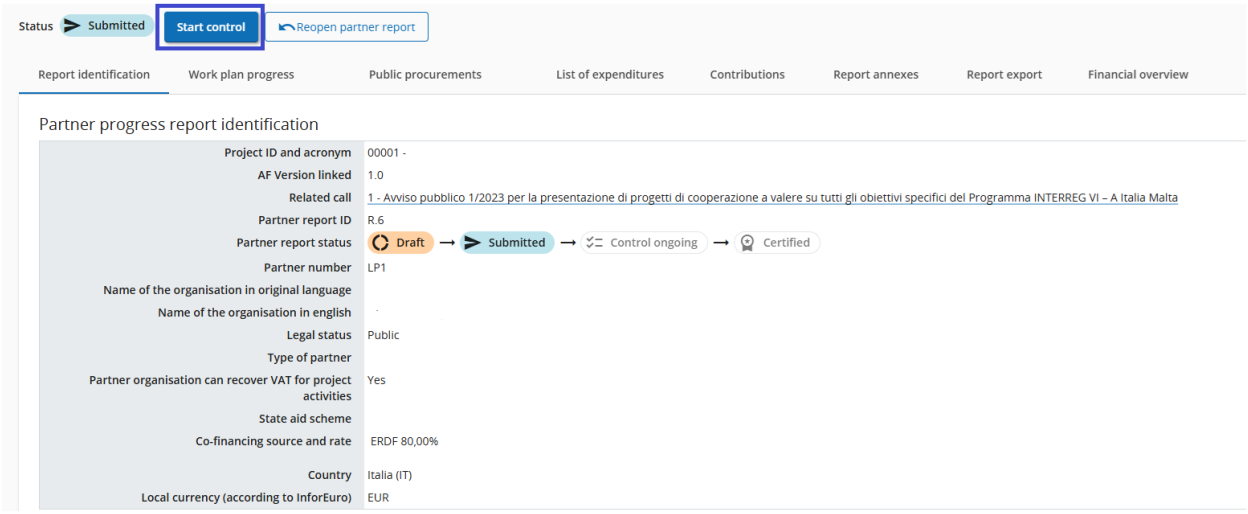
To access the section dedicated to First Level Control activities, click on the **"Start control"** button located on the right side of the row of the report to be checked. Once the control has been started, the button label will change to **"Go to control"**.

Figure 8 – Start control (option 1)



Alternatively, open the report to be checked and click on the **"Start control"** button. Once the control has been started, the button label will change to **"Go to control"**.

Figure 9 – Start control (option 2)



Once the control has been started, the report will display the status **"Control in progress"**.

Figure 10 – Control in progress (view 1)

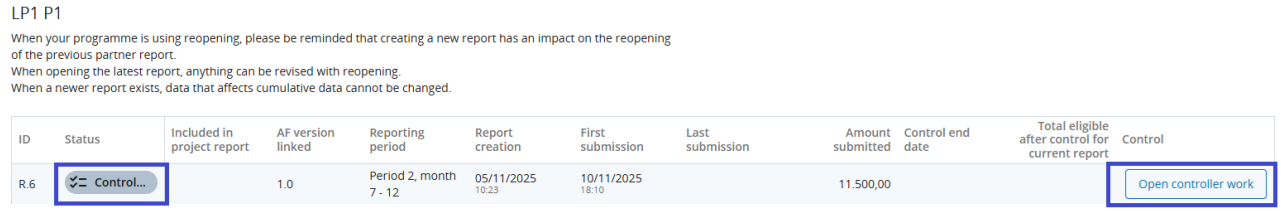
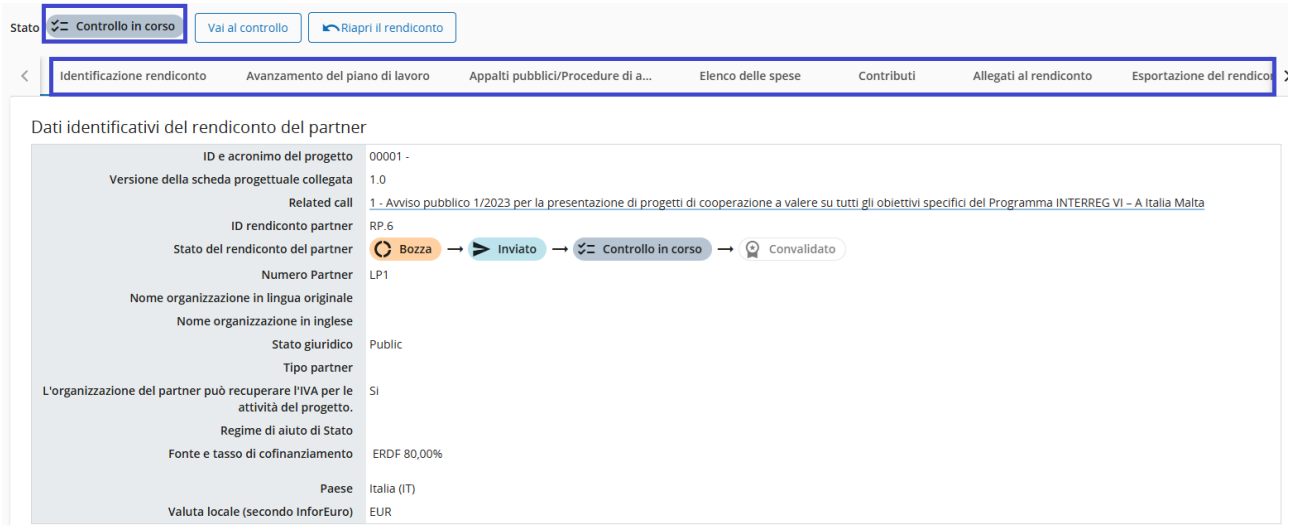


Figure 11 – Control in progress and beneficiary report view

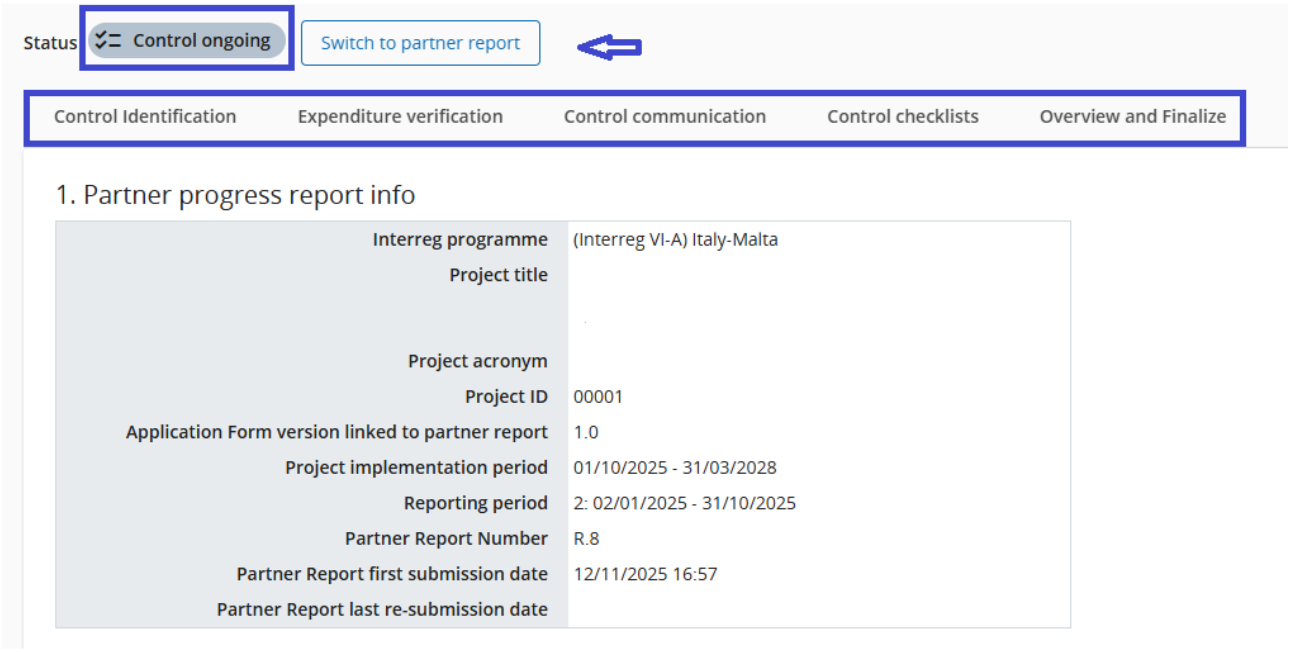


The controller user will have access to the following sections of the control workflow:

- ✓ Control identification
- ✓ Expenditure verification
- ✓ Control documents
- ✓ Control checklist
- ✓ Summary and finalisation

To consult the partner report, click on **"Go to partner report"**.

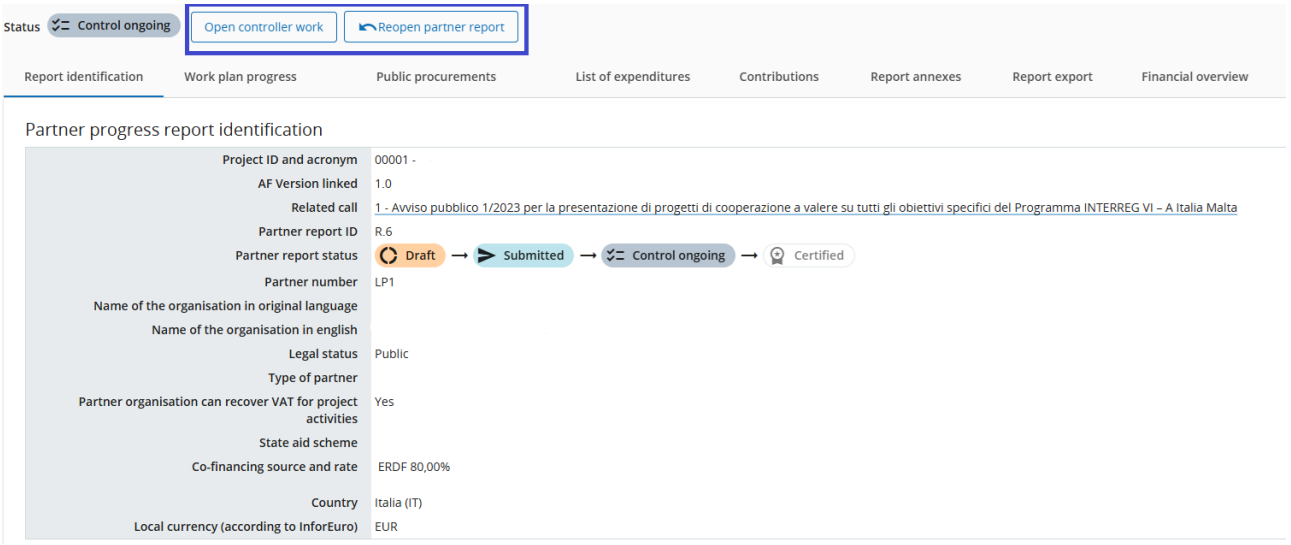
Figure 12 – Control in progress – view of the "control workflow" screen



To return to the control section, click the **"Go to control"** button.

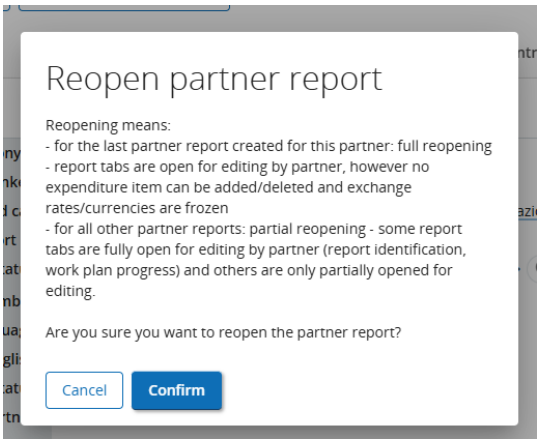
To reopen the report in case modifications are required, click the **"Reopen report"** button.

Figure 13 – Go to control / Reopen report



Click **"Confirm"** to reopen the partner report, allowing the partner to make changes to the expenditures, for example by adding documentation based on the controller's requests.

Figure 14 – Confirmation message for report reopening

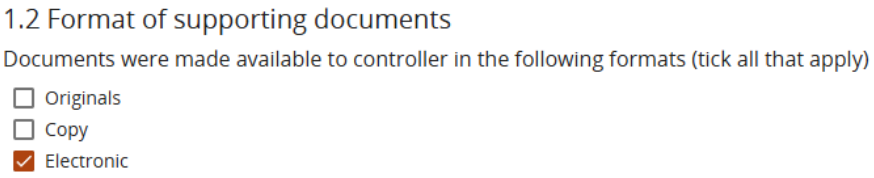


7. Control Identification

In the "Control Identification" section, it is possible to enter the basic information related to the control activity of the partner's report within the following subsections:

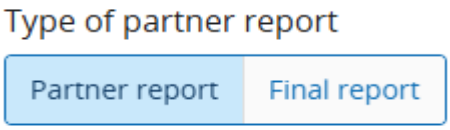
- **Format of supporting documents** – select the format of the documents subject to verification from the three available options (originals, copies, electronic format)

Figure 15 – Document format selection



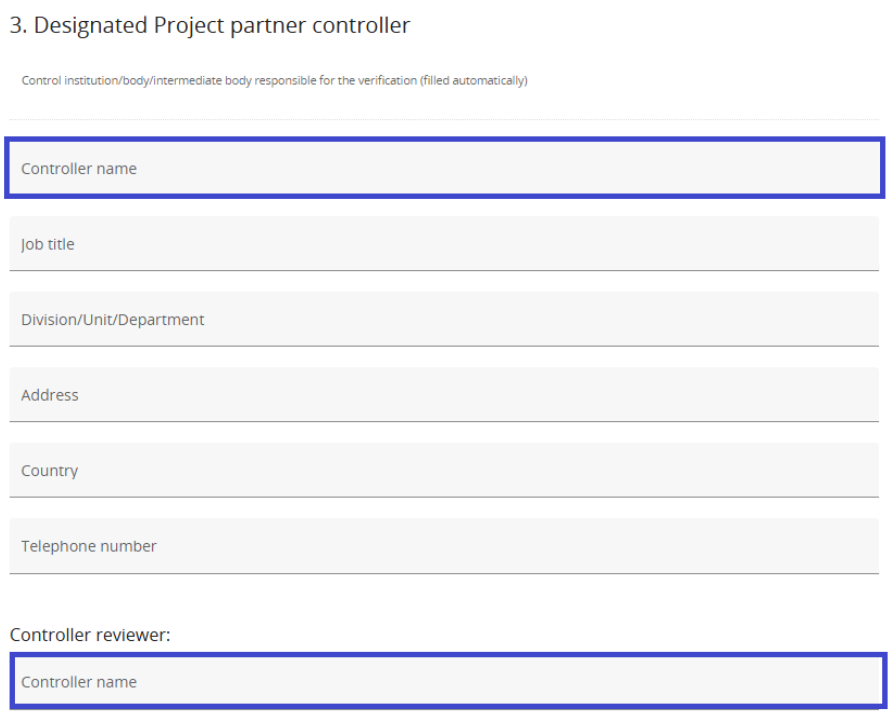
- **Type of partner report** – select the type of report, indicating whether it is an interim or a final report.

Figure 16 – Report type selection



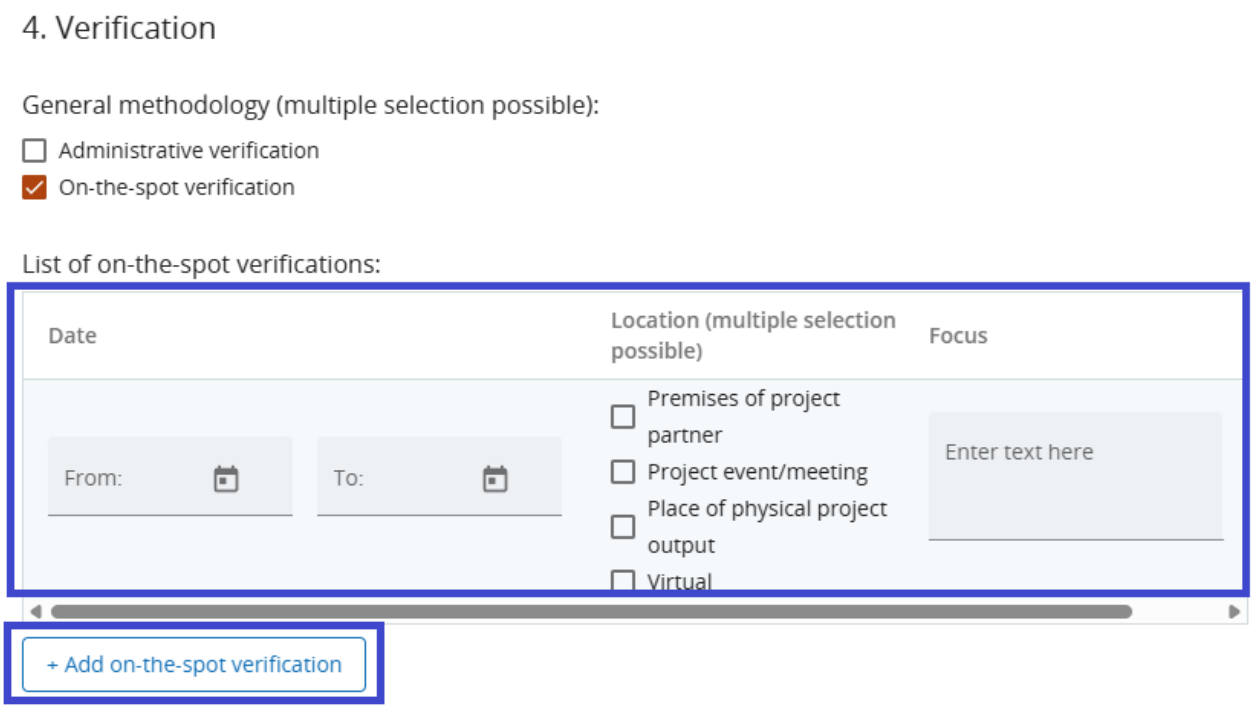
- **Designated project partner controller** – Enter the required data. Select the controller's name from the drop-down menu. The information on the control body is filled in automatically.

Figure 17 – Entering First Level Controller data



- **<u>Verification</u>** – Enter the required data. In the case of an **on-the-spot check**, click the **"+ Add on-the-spot check"** button to enter the information requested by the system.

Figure 18 – Entering on-the-spot check data



Select “Yes” for the item “Application of risk-based verification”.

In addition, in the field dedicated to the description of the methodology, enter:

- **<u>for sampled claims,</u>** the sentence: (IT) *Si procede alla validazione del rendiconto, considerato che, ai sensi del verbale del _____, esso rientra nel campione delle rendicontazioni presentate con scadenza ____ da sottoporre a controllo.*

  (EN) The validation of the financial report is being carried out, considering that, pursuant to the minutes of _____, it falls within the sample of reports submitted by the ____ deadline that are subject to verification.

- **<u>for claims NOT sampled,</u>** the following sentence for the claims of Italian and Maltese beneficiaries, respectively:

  <u>For checks on Italian beneficiaries</u>

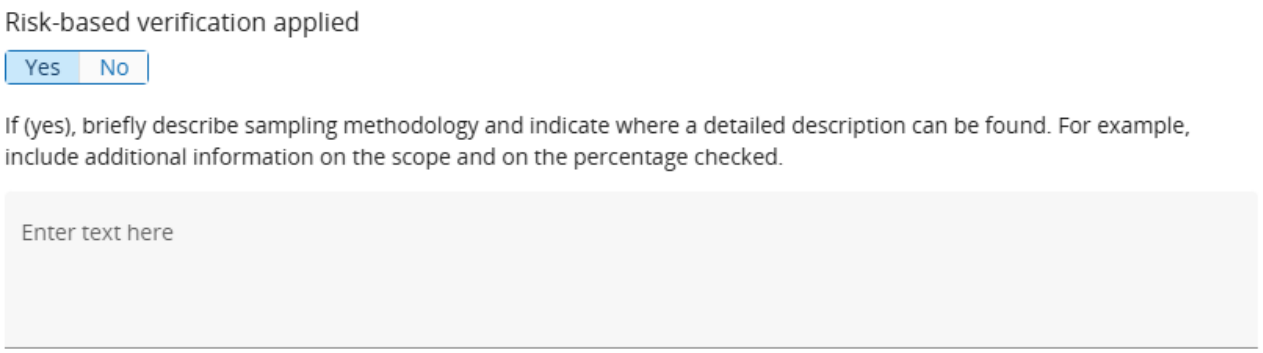
  Si procede alla validazione del rendiconto, considerato che, ai sensi del verbale del _____, esso non rientra nel campione delle rendicontazioni presentate con scadenza ____ da sottoporre a controllo.

  Resta inteso che l’AdG, in esito alle verifiche eseguite sul campione, potrà confermare che l’intera spesa dell’universo di riferimento risulta legittima e regolare, atteso che la valutazione basata sul rischio ha avuto esito positivo.

  <u>For checks on Maltese beneficiaries</u>

  The financial report is currently being validated, considering that, as indicated in the minutes of _____, this report was not included in the risk-based sample of reports submitted by the _____ deadline that are subject to verification. The Maltese National Coordination Authority, in collaboration with the Managing Authority, will complete the verification of the checks carried out by Controllers in relation to the selected risk-based sample. Only once these verification checks are complete may the said Authorities confirm whether all expenditure within the population from which the sample was drawn is legitimate and compliant, provided that the checks do not reveal any systemic or residual risks.”

Figure 19 – Risk-based verification



Note: Click **"Save changes"** before leaving the page, or select **"Discard changes"** if you do not intend to save the information/changes entered.

Figure 20 – Discard/Save changes



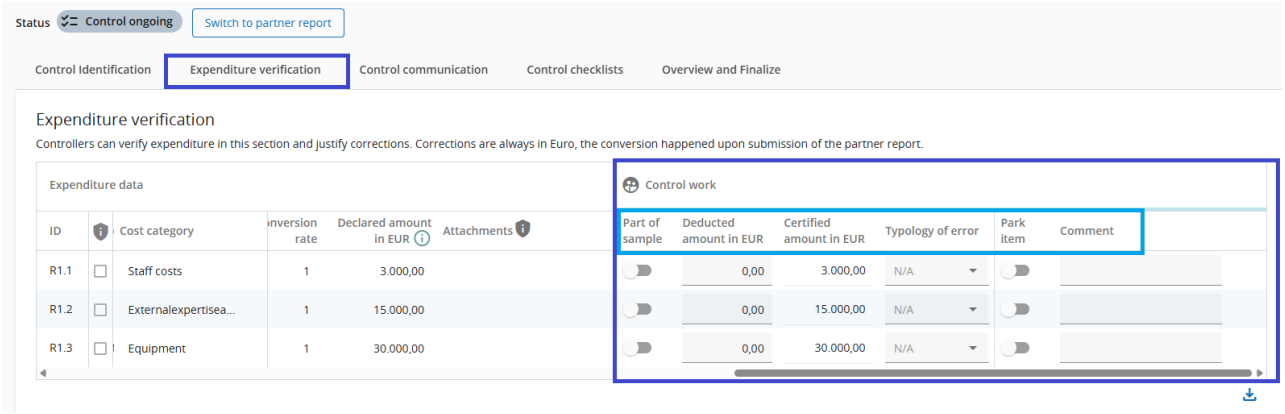
8 Expenditure Verification

To allow for a systematic analysis and verification by the controller, this section displays the list of expenditures entered by the partner in the report (**"List of expenditures"**). During the **"Control in progress"** phase, the section is accessible exclusively to the controllers assigned to the partner. Once the report is finalised (status **"Validated"**), the section becomes available in read-only mode to all users authorised to access the partner's report, including the partner's own users.

For verification purposes, for each expenditure item under review, the controller must record the control results using the appropriate input fields, which can be accessed by scrolling horizontally to the right.

Note: Expenditures reported as flat rates are not displayed in this section, but are calculated and included in the financial summary tables in the **"Summary and Finalisation"** section.

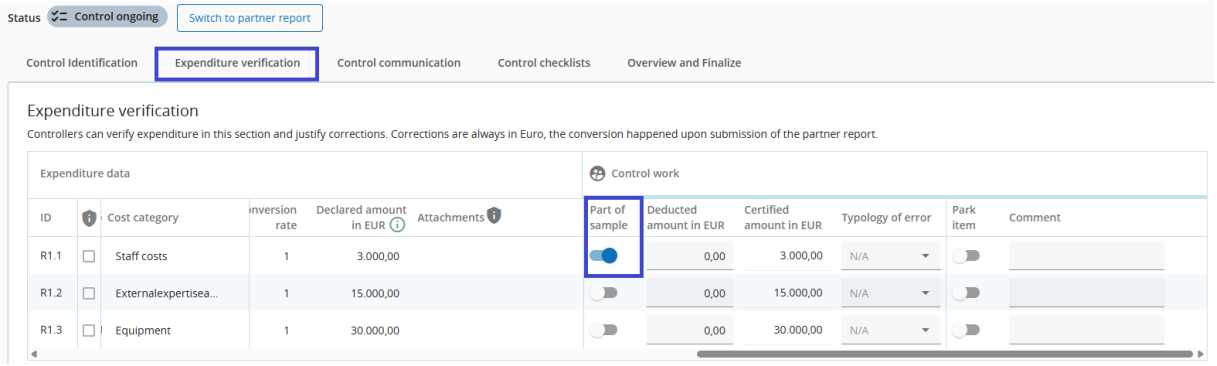
Figure 21 – Expenditure verification



For each expenditure item in the list, the controller may perform the following actions:

- **Include the expenditure in the sample:** activate the **"Part of the sample"** option if the expenditure has been selected for First Level Control following the sampling activity based on the risk analysis applied to the reported expenditures.

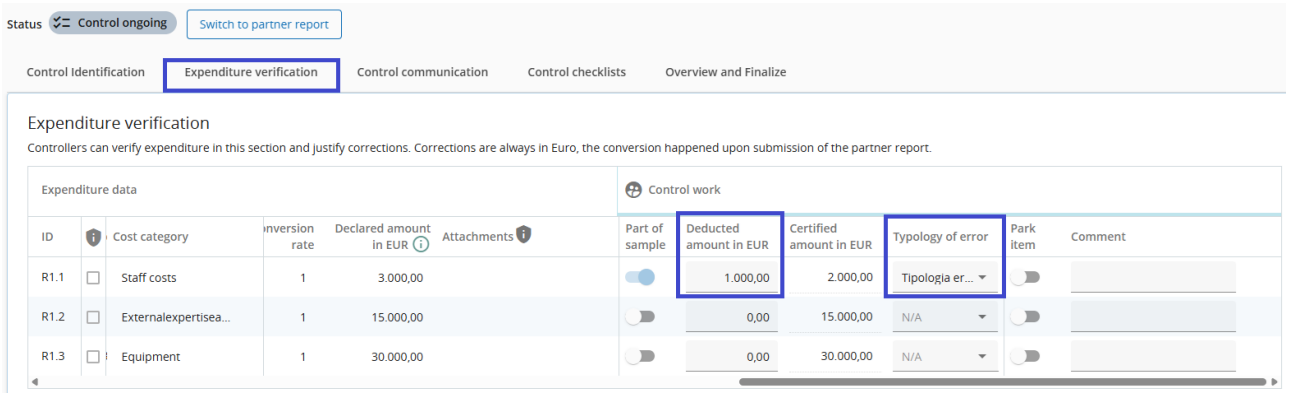
Figure 22 – Including the expenditure in the sample



- **<u>Deduct an amount</u>:** if the controller identifies irregularities, part or all of the declared amount may be deducted. During this operation, the controller must:

  - indicate the amount to be deducted;
  - select, from a drop-down menu, the error type justifying the deduction, in line with Annex 2 – *Types of errors resulting from management verifications* of EGESIF_15-0008-05 of 03/12/2018.

Figure 23 – Deducting an amount

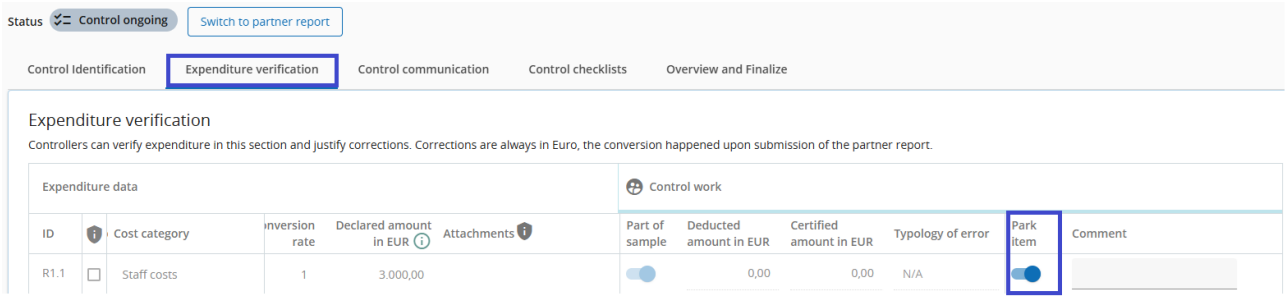


- **<u>Suspend the expenditure</u>:** if the beneficiary cannot provide the required additions within the timeframe set for closing the control, the controller may suspend the affected expenditures for verification in a subsequent report. To do so, they must select the **"Suspended expenditure"** checkbox. Expenditures marked as "suspended":

  - are not subject to deductions: the deducted amount and the certified amount are automatically reset to zero;
  - remain "locked" until the next report;
  - once the control work is completed, will appear in the partner's subsequent report under "List of pending expenditures" in the "List of expenditures" section. The partner can then decide, for each

pending item, whether to delete it or re-enter it in a new report, possibly addressing the issues identified during First Level Control.

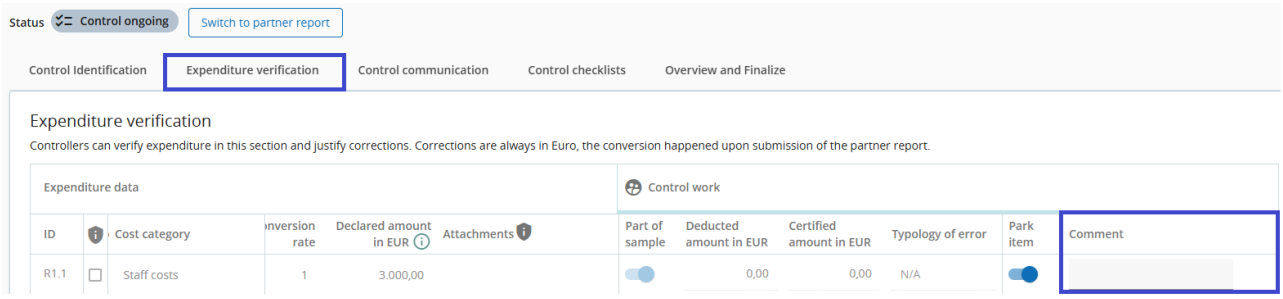
Figure 24 – Suspending the expenditure



➢ **<u>Add a comment</u>:** for each expenditure, the controller may insert a comment to:

- explain the reasons for a deduction;
- provide clarifications on the checks carried out;
- highlight critical aspects or propose recommendations to the partner;
- record notes useful for future controls or official documentation.

Figure 25 – Comment



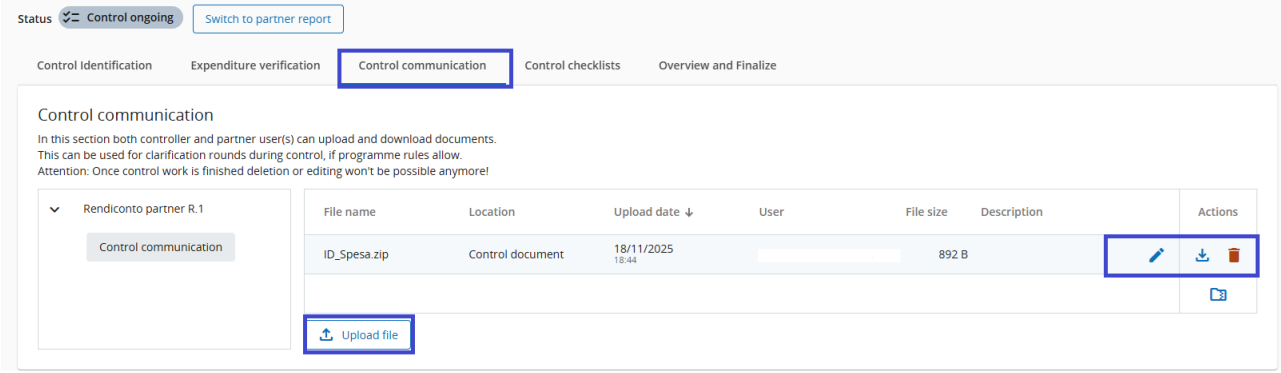
9 Control Documents

This section is available to controllers and partner users to manage requests for clarification and/or additional documentation, allowing the upload and download of documents related to the control work.

When a report is in the **"Control in progress"** status, both controllers and partner users can:

- upload and download documents;
- edit the description of uploaded documents;
- delete previously uploaded documents.

Figure 26 – Control documents



Note: Once the report is in **"Validated"** status, it is no longer possible to delete uploaded documents.

10. Summary and Finalisation

This section concerns the control work related to the partner's report and provides, in tabular form, a summary of the First Level Control activities carried out.

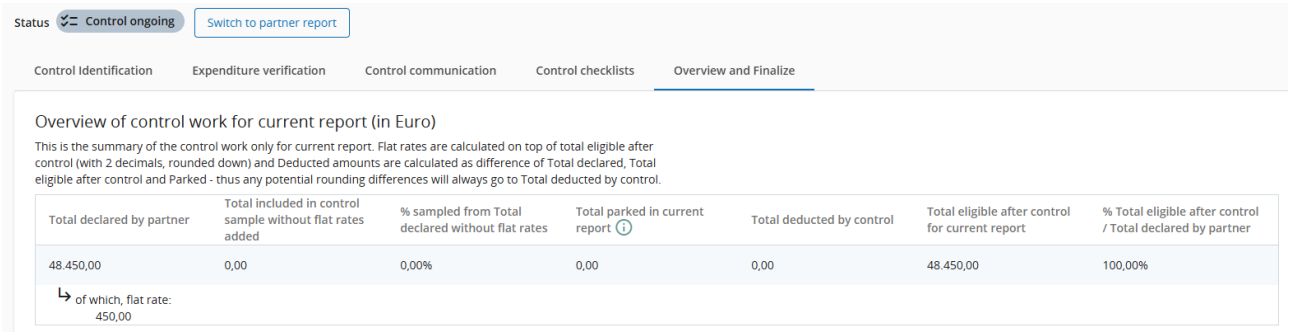
The controller can:

- enter additional details on the control work;
- generate the control report in PDF (not applicable for the 2025 reports);
- generate the control certificate in PDF (not applicable for the 2025 reports);
- finalise the control activity.

10.1 Overview of the control work for the current report

The table shows the amounts related exclusively to the current report. Cumulative amounts are not displayed.

Figure 27 – Control overview



The table includes the following items:

- **Total declared by the partner** – total of the expenditures included in the report and submitted by the partner. Expenditures reported as flat rates are shown under *"of which flat rate"*.
- **Total included in the control sample excluding flat rates** – sum of expenditures marked as part of the sample in the *Expenditure Verification* section.
- **% sampled from total declared excluding flat rates** – percentage of the amounts marked as sampled expenditures compared to the total declared. Expenditures reported as flat rates are not included.
- **Total pending in the current report** – sum of expenditures marked as "pending" in the *Expenditure Verification* section. Corresponding flat-rate expenditures are included.
- **Total not eligible after control** – the amount corresponds to the difference between: *Total declared by the partner – Total eligible after control for the current report – Total pending in the current report*.

- **Total eligible after control for the current report** – sum of the certified expenditures in the *Expenditure Verification* section.
- **% total eligible after control / Total declared by the partner** – percentage of the total eligible amount after control compared to the total declared. The percentage includes expenditures reported as flat rates.

10.2 Summary of non-eligible amounts for the current report, by type of error

This table is displayed only if the controller has applied deductions to one or more expenditures included in the report. It summarises the deductions applied during the expenditure verification, broken down by error type and relevant cost item, also taking into account flat-rate costs.

Figure 28 – Summary of non-eligible amounts

Overview of control deduction for current report, by type of errors (in Euro)

This is the summary of control deductions only for current report, broken down by type of errors. Flat rates are calculated only once on top of totals, as follows: Total declared - Total eligible after control - Parked.

Type of errors	Office and administrative 15%	Travelandaccommodation	Externalexpertiseandservices	Equipment	Infrastructureandworks	Lump sums	Unit costs	Other costs	Total
Tipologia errore 1	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	1.000,00
Flat rates (if applicable)	150,00								150,00
Total	**150,00**	**0,00**	**0,00**	**0,00**	**0,00**	**0,00**	**0,00**	**0,00**	**1.150,00**

10.3 Timing

In the **"Control timing"** section, the controller may enter information regarding the date of any request for clarification and the corresponding responses provided by the beneficiary. The end date of the control work is entered automatically when the control activity is finalised.

Figure 29 – Control timing

Control timing

This is where you can insert clarifications which were sent during the control process

* Start of control work
17/11/2025

Date(s) of request(s) for clarifications, if applicable

Date(s) of receipt of satisfactory answers, if applicable

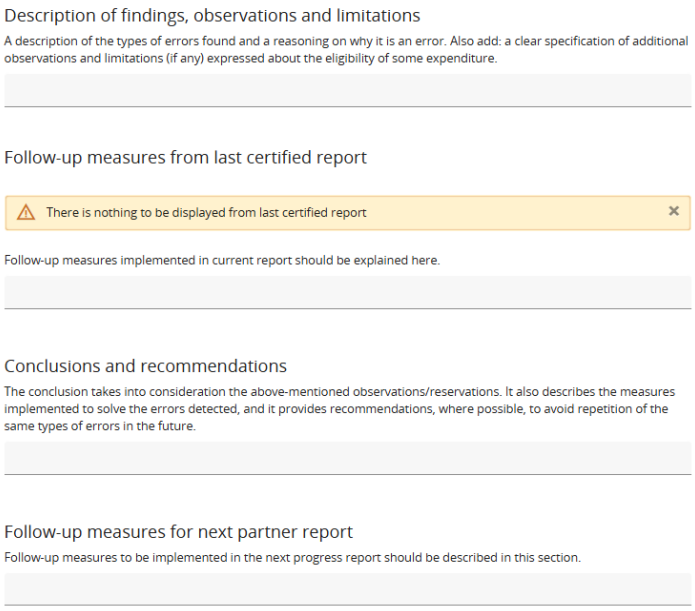
End of control work

10.4 Results, follow-up measures and conclusions

In this section, the controller may enter the conclusions of the activities carried out and any recommendations.

The section also displays the follow-up measures foreseen in the previous validated report and allows the controller to define the follow-up measures for the partner report currently under control.

Figure 30 – Summary of results



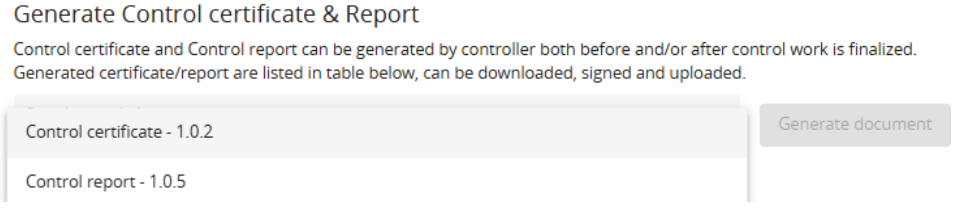
10.5 Generate control certificate and control report

Before completing the control, the controller can generate the control report and the control certificate in PDF format by selecting the desired export template (not applicable for the 2025 reports).

Please note:

- Once the control has been finalised, the system automatically generates the control **report in PDF**, which can be downloaded.
- The control certificate, however, **must be generated manually**.

Figure 31 – Generating certificate and report

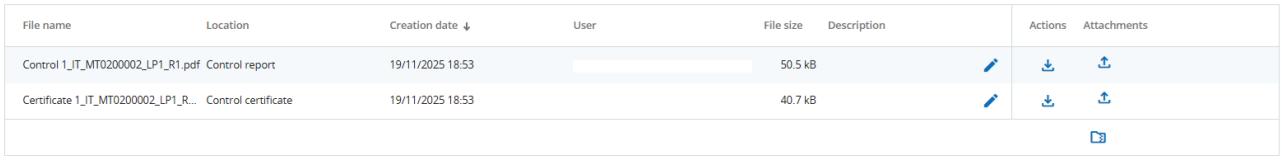


The generated files are displayed in a summary table and can be downloaded at any time. It is possible to add a description next to each downloaded document. The table also shows the **date** and the **user** who created the document.

In the generated PDFs, the status of the control work ("draft" or "finalised") is displayed automatically at the time of generation.

Please note: generated PDF files cannot be deleted.

Figure 32 – Downloaded control documents



10.6 Finalisation of the control work

To finalise the control work, click the **"Run preliminary check"** button. Once the preliminary checks are successfully completed, finalise the control by clicking the **"Finalise control"** button.

Figure 33 – Preliminary check / Control finalisation



When the control is finalised:

- All sections of the control work become available in **read-only mode** for all users who have access to the partner's report.
- The control work is **locked**.
- The control end date is **filled in automatically**.
- The **final control report** is generated automatically.
- To access the report, use the **"Go to control"** button.
- The **final control certificate** must be generated manually.
- The certificate and the final report must be **digitally signed** (PAdES signature) or **signed manually** and uploaded as attachments (not applicable for the 2025 reports).
- In the project report summary table, the status is updated to **"validated"** and the control **finalisation date** is displayed.

Figure 34 – Work status (validated)



10.7 Reopening the control work

When the control work is in **"Validated"** status, it can be reopened before the controlled report is included in the reimbursement claim:

- ✓ The report enters **"Control reopened"** status, allowing the controller to modify it and reissue the documents.
- ✓ To make changes, click **"Go to control"** and follow the instructions described in the previous sections.

Figure 35 – Reopened control status

