Technical Guidance to BAMOS

An introduction to the
beneficiary and applicants interface (BA)
of the monitoring system of
Interreg Baltic Sea Region

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Introduction

Less copy & paste, smaller paper piles, no more inconsistent file versions of the project application or report – this is what the new electronic monitoring system BAMOS of Interreg Baltic Sea Region is about.

With BAMOS, all forms related to project applications and reporting will be filled in and processed online – both on the project and on the Programme side. This means that we are moving from extensive Excel sheets and hard-to-handle Word documents to a web solution.

All applicants who have successfully passed the first application step will get access to the system. This guidance will give you an overview of all functions and features. Additional information can be provided during our workshops and the help desk (*see I*).

Please always carefully read the welcome screen for the latest information about BAMOS:

Welcome	✕
Dear User,	

Welcome to BAMOS. This welcome screen will provide you with current, important information.

The guidance can be found under www.bamos.eu

--------- 07 MAR 2019 13:00 (UTC+1:00) ---------

On Wednesday (13 MAR 2019) BAMOS will not be available between 17:00 and 18:00 (UTC+1:00) due to maintenance.

--------- 15 Feb 2019 14:00 (UTC+1:00) ---------

Please note that a new version of BAMOS was deployed. It should fix some problems concerning the access to clarification forms and the submission of Progress Reports.

Thank you for your patience.

--------- 12 Feb 2019 14:30 (UTC+1:00) ---------

A new version of BAMOS with the number 6.4.0 was released today.

Besides some minor changes it includes a privacy statement. We kindly ask you to read this document carefully.

In case of technical problems, please turn to helpdesk@bamos.eu.

For all other questions please turn to our Project and Finance officers.

Thank you!

✔ OK

Table of content

A Access and user accounts

A.1   How do I get access to BAMOS?

After your concept note was approved by the Monitoring Committee, you will receive an automatically generated email at the contact address you indicated in your concept note. This is the initial user of a project. Please follow the instructions indicated in that email.

A.2   What should I do if I forgot my password?

Please go to the login page, click "Forgot Password?", and follow the instructions.
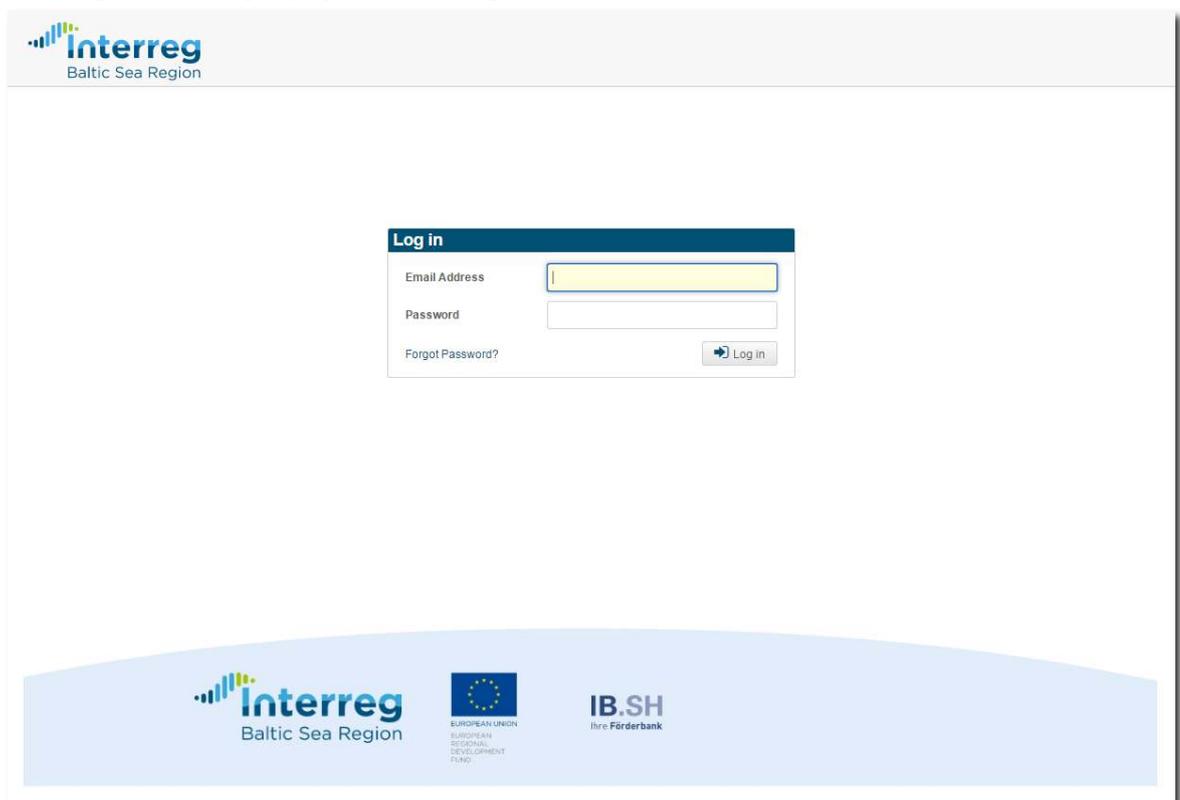
A.3   How do I create accounts for additional users?

Each individual must have its own personalised account for BAMOS. It is forbidden to pass on login data from one person to another (see subsidy contract).

As an initial user of a project you will be able to create additional user accounts:
   (1) Select a project
   (2) Go to the dashboard

(3) Select "Modify user"
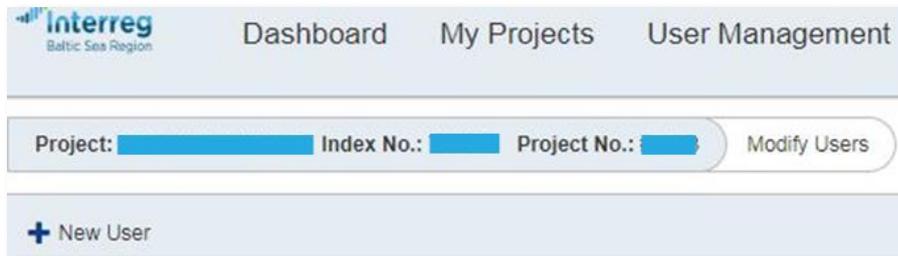
(4) Click "New User"

(5) Select one of the following roles (**see A.4**) for the user:
"**lead applicant/partner**",
"**applicant/partner**",
"**other partner**".
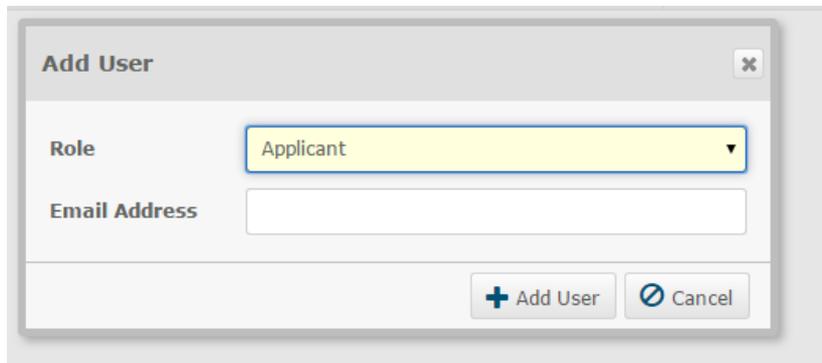
(6) Add the email address and confirm by clicking on "+ Add User". The new user will receive an automatically generated email with the login information now.

Please note that only users with the role "Lead applicant/partner" can create, edit or delete users.

A.4   What are the differences between the user roles?

There are four roles for users of BAMOS:

- "*lead applicant/partner*": These users have read & write rights in all sections plus the possibility to submit applications/reports/forms and to create new users. The access to the FLC certification is restricted.
- "*applicant/partner*": These users have read & write rights in all sections except the section *12. Documents* of the Progress Report. Access to the FLC certification is restricted.
- "*other partner*" (read rights): These users have read rights in all sections, except the section *12. Documents* of the Progress Report. Access to the FLC certification is restricted.
- "*FLC*": These users have read rights in all sections and write rights for the FLC certification.

Please note that users involved in more than one project will have rights specific to each project.

A.5   How do I change the role of a user?

To change a user's role you have to
(1) Delete the user account (*see A.7*)
(2) Create a new user account (*see A.3*)

The login data of the user stays the same if you indicate the same email address as in the original account.

A.6   How can I create an account for the First Level Controller (FLC) of the lead partner?

Accounts for the FLCs of lead partners can only be created by the MA/JS. For this, please turn to rostislav.zatloukal@interreg-baltic.eu.

A.7   How do I delete an user account?

As an initial user of a project you will be able to delete user accounts:
(3) Select a project
(4) Go to the dashboard
(5) Select "Modify user"

Project Users			👥 Modify Users
Email Address		**Role**	**Status**
▬▬▬▬▬▬▬		Lead Applicant/Partner	Active

(6) Click the "X" in the line of the account you want to delete

(7) Confirm by clicking "delete"

A.8   How can I change my password?

(1) Click on the rack-wheel icon in the upper right corner of the screen

(2) Click "change password", follow the instructions and click "ok"
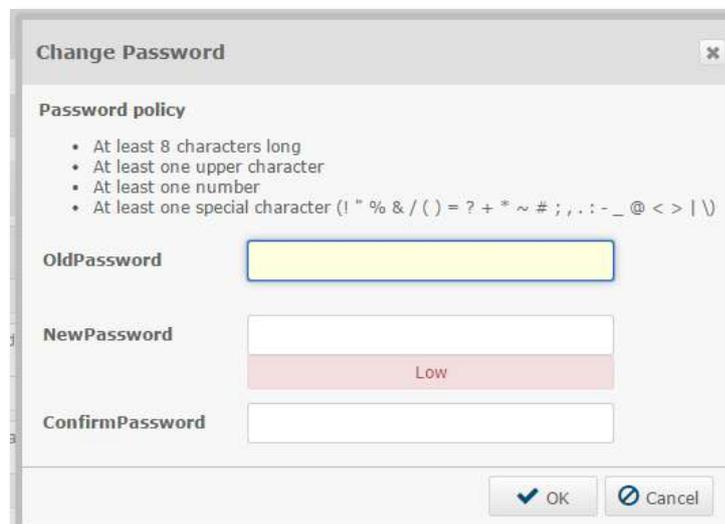
A.9 How can I change my profile information?

(1) Click on the rack-wheel icon in the upper right corner of the screen
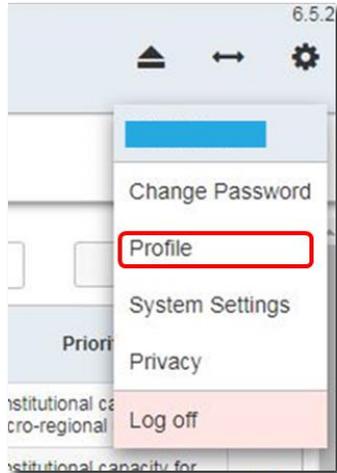
(2) Click "profile", make your changes and click "Ok"

A.10 Why do I see my profile information after each login?

If your profile information is not complete you will see this subsection after each login.
If you only have one phone or fax number, just repeat the information in all fields.

A.11 What kind of hard- and software should I use?

BAMOS is optimised for use by standalone PCs and notebooks. <u>The usage of mobile devices like smartphones and tablets is not recommended.</u> The application can be used on all common operating systems and all modern browsers. If you are using an outdated browser you will receive a warning message:
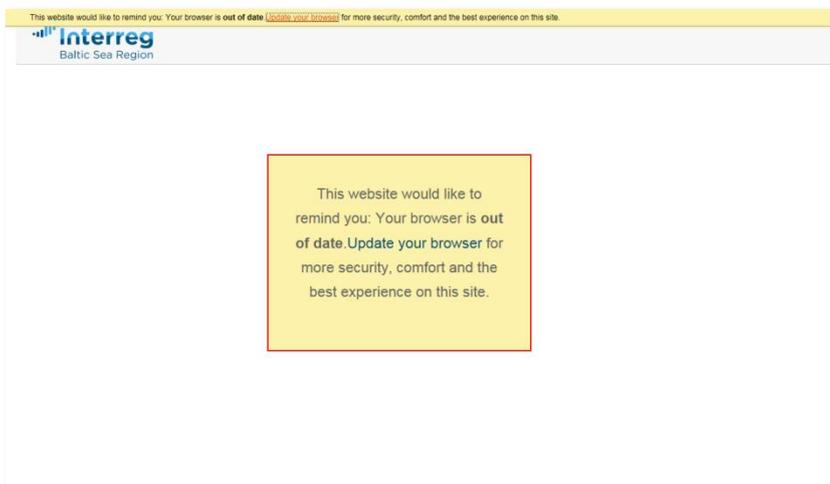
B Adding, editing, and saving data in forms

Please note that you should fill in all cells and sections in the proposed sequence to avoid problems.

B.1   How can I add data?

(1) Click on "My projects" and select the project you want to work on by clicking on the list

(2) Select the form you want to edit from the dashboard:

 Please note that all editable forms are marked with an " * ". Progress Reports which do not require another FLC statement are marked with an " ° ".

(3) Select the cell you want to edit

(4) Click the "Save" button in the upper left corner.
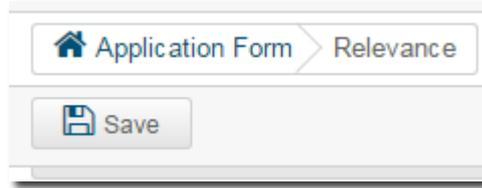
Please be aware that all text fields have character limits. This limit is indicated in the bottom right corner under the field. For your convenience you will be able to save the content even oif you exceed this limit. Only when you validate (see *C Validation and submission*) **your application an error message will appear.**
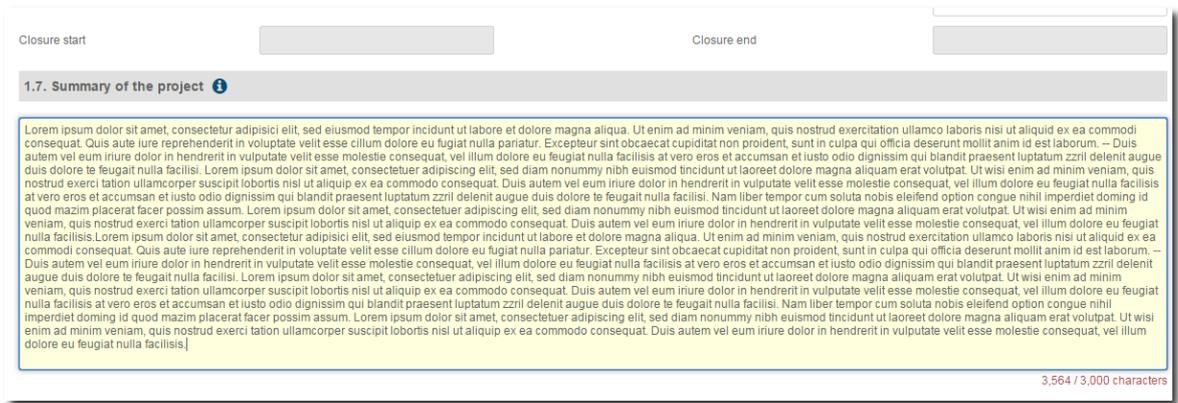
C Application form

C.1 Where do I find an overview of my application form data?

Click on "Overview and submit" to see all your inputs on one page.

C.2 How can I print my draft application?

Click on "Overview and submit" and "create pdf" to generate a file which includes all inputs of your draft application.

Please note that the MA/JS will not accept this file as a hard copy in the application process because it is marked as a draft.

C.3 How can I validate my application form data?

The validation function checks the completeness ("Are all necessary inputs there?") and the coherence (e.g. "Are all calculations correct?") of your application.

Green ticks (=ready) and red exclamation marks (=not ready) at the top of your page indicate if a section of the application form is ready for submission.
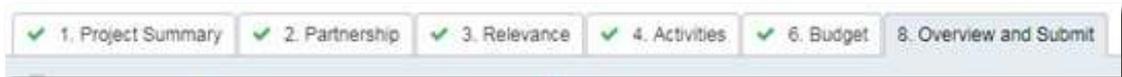
If your input is not complete/coherent and a red exclamation mark is displayed, you can click on the "Check for errors" button (2) and an error message will guide you to the field which contains no or wrong data (3). Those input fields will be marked with a red frame (1).

Please make sure that you always press "Save" before pressing the "Check for errors" button.
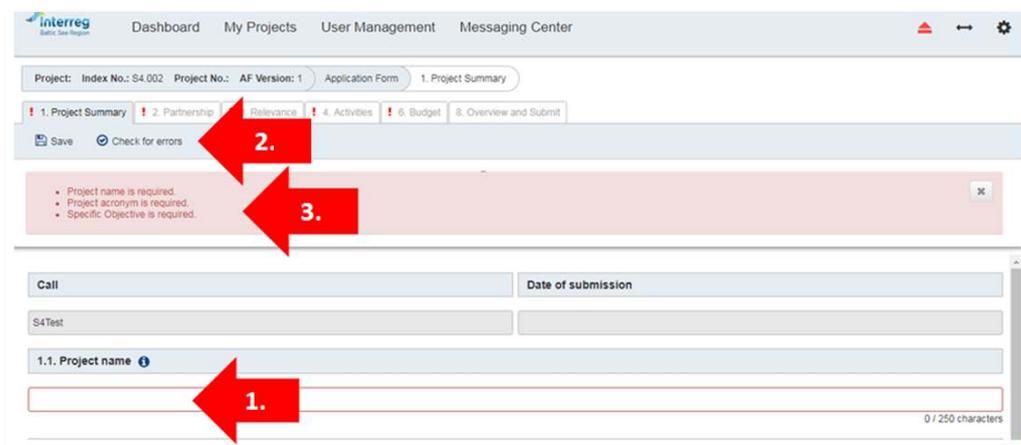
C.4   How can I submit my application?

After you have validated all your data and only green ticks are shown in the menu, you will be able to submit your application. For this you have to go to the "Overview and submit" section, where you should cross-check your data once more. Finally, you can press the "Submit" button which transmits your application and enables the print function.

| ✔ Project Summary | ✔ Partners | ✔ Relevance | ✔ Activities | ✔ Output Indicators | ✔ Budget | ✔ Preparation Costs | Overview and Submit |

Create PDF   Submit

Be aware that you can submit your application only once! You will not be able to edit it any more after submission.

D Clarification Forms

To clarify different topics, e.g. during the contracting phase of your project, the MA/JS will provide you with a separate "clarification form".

D.1   How can I edit the clarification form?

See *Chapter B - Adding, editing, and saving data in forms*

D.2   How do I print the clarification form?

As BAMOS is an online system fulfilling the request by the European Commission to reduce the amount of paper used in administrative processes, BAMOS does not have a printing function.
However, you have the opportunity to give access to as many users in your organisation as needed to your project data and/or to copy and paste text from the form to another electronic document.

D.3   How can I submit my clarification form?

After you have successfully validated all your data you are able to submit your clarification form. For this you have to press the "Submit" button at the top of the page.
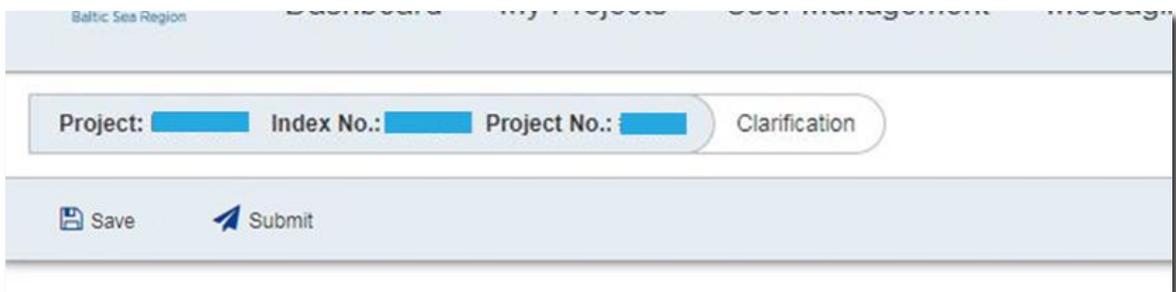
Be aware that you can submit a version of a clarification form only once! You will not be able to edit it any more after submission until it is sent back to you by the MA/JS.

D.4   How does an answer from the MA/JS look?

If an answer that you sent is not considered sufficient, a follow-up question may be found under your original statement.
If a question is considered resolved by the MA/JS, a date is indicated in the "solved" cell:

D.5   How do I know if a clarification is closed?

When a clarification is closed, the "Finalized" button is ticked and (if applicable) a closure message by the MA/JS is shown.

E FLC Designations, partnership agreements, subsidy contract

E.1   How do I enter the section for information on first level controllers, the partnership agreements, and the subsidy contract?

Please click on "FLC data & contracts" on the dashboard:

FLC data & contracts*	1	interreg@gecko.de – 14/09/2016 10:27	

E.2   How do I enter information on the first level controllers?

(1) Click on "Add FLC"
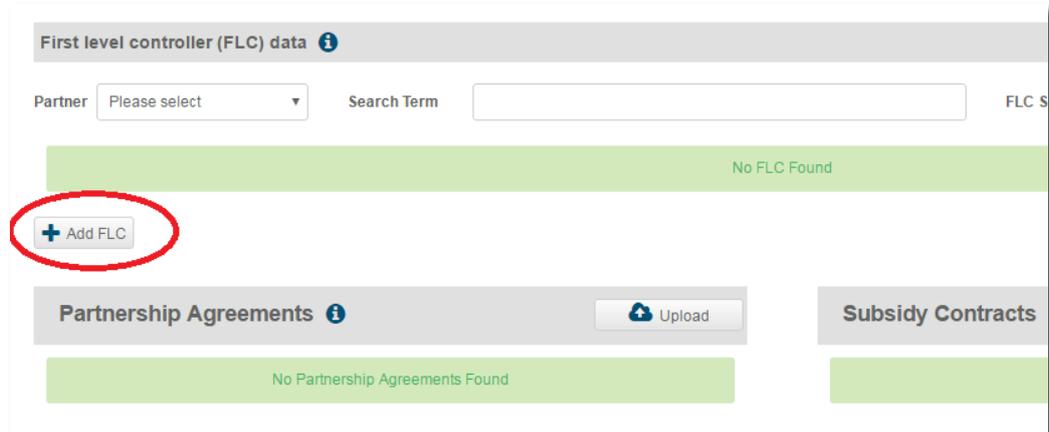
(2) Enter the data of your first level controller
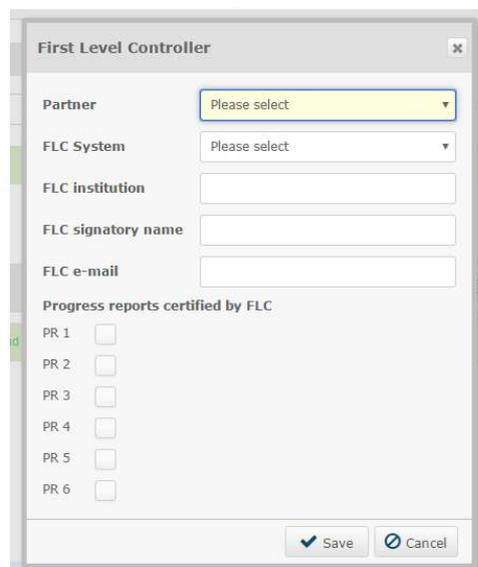
(3) Click "Save"

(4) Click on the upload button

PR1	PR2	PR3	PR4	PR5	PR6	Last Update	Approbation Document	Upload Date		
✔	✔	—	—	—	—	04/11/2016			☁	✖

(5) Select a file

(6) Click on "open/okay"

Please repeat the exercise for each partner.

Please note that the file size for all uploads is limited to 8 MB. If your pdf document is bigger, please compress the file.

E.3 How do I upload a contract and/or a partnership agreement?

(1) Click on the upload button

Partnership Agreements ℹ	☁ Upload	Subsidy Contracts ℹ	☁ Upload
Document Name	Upload Date	No Subsidy Documents Found	
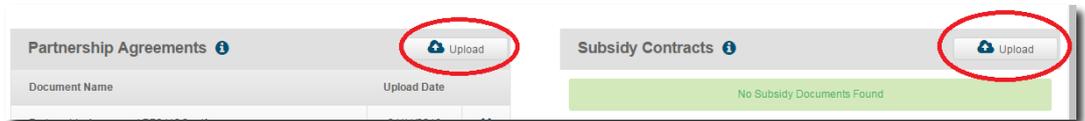
(2) Select a file

(3) Click on "open/okay"

Please note that the file size for all uploads is limited to 8 MB. If your pdf document is bigger, please compress the file.

E.4 How do I submit the form for information on first level controllers, the partnership agreements, and the subsidy contract?

Click on submit:

Project: DAIMON 2   Index No.: X1.002   Project No.: #X003   FLC Designations

◀ Submit

Please note that unlike other forms, the data from the "FLC data & contracts" section can be sent to the MA/JS at any time. Only the latest version of the section will be visible to projects and the MA/JS.

F Contact and bank information

F.1 How do I enter the section for contact and bank information?

Please click on "Contact & Bank information" on the dashboard:

F.2 How do I enter the contact information?

(1) Click on the tab "Contact information" (*if applicable*)
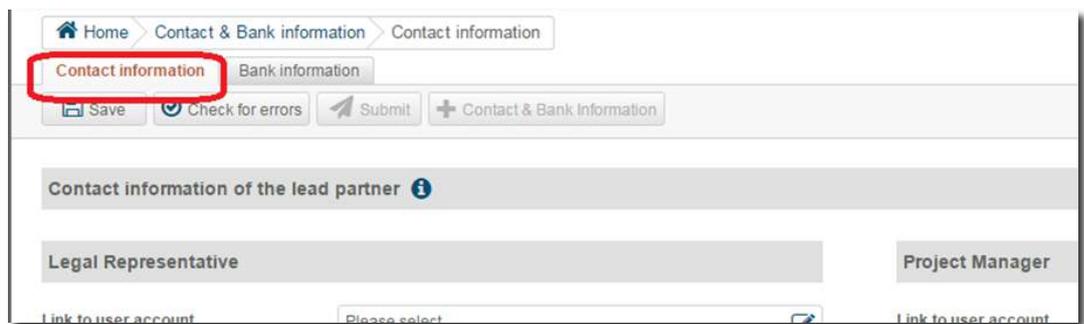
(2) If a contact person already has a user account, you can input all contact data by choosing the person from the contact list:
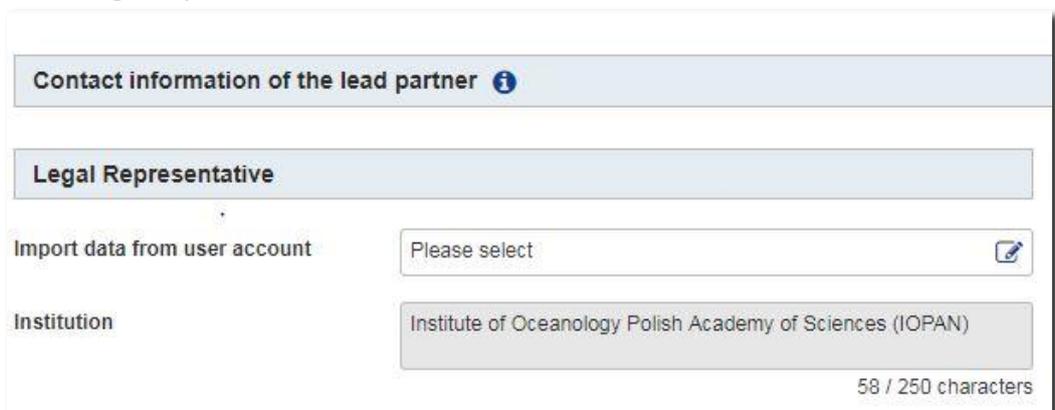
Please fill all (other) cells with the data for the Legal Representative, Project Manager, Financial Manager, First Level Controller and Communication Manager.

All information is obligatory here except for the item "other". In case one person has several functions in the project, please copy the data.

(5) Click the "Save" button in the upper left corner.
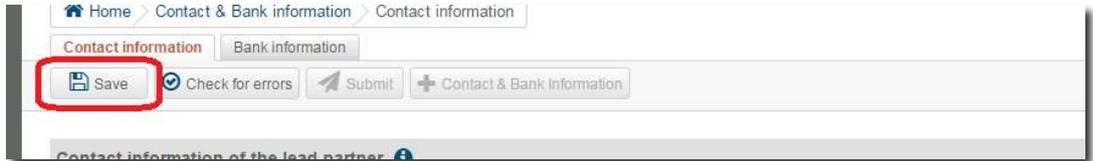
F.3   How do I enter the bank information?

(1) Click on the tab "bank information" (*if applicable*)
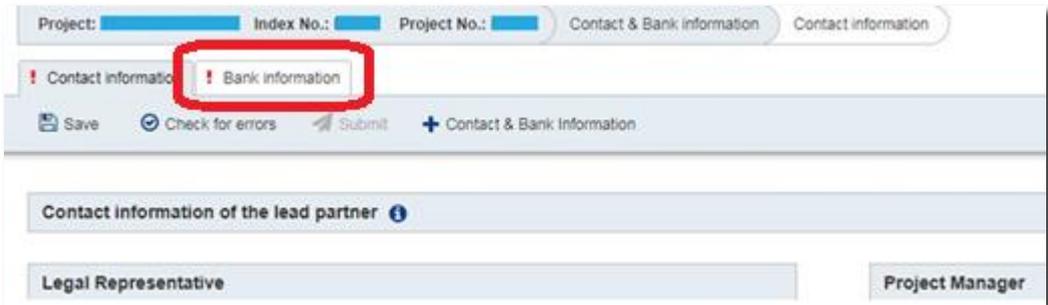
(2) Enter all necessary data

(3) Click the "Save" button in the upper left corner.

F.4 How do I add bank information for an additional bank account?

To create an additional account, e.g. for the administration of Russian and/or ENI funding, please click "+ Bank account" on the subpage "bank information" (*see F.3*):
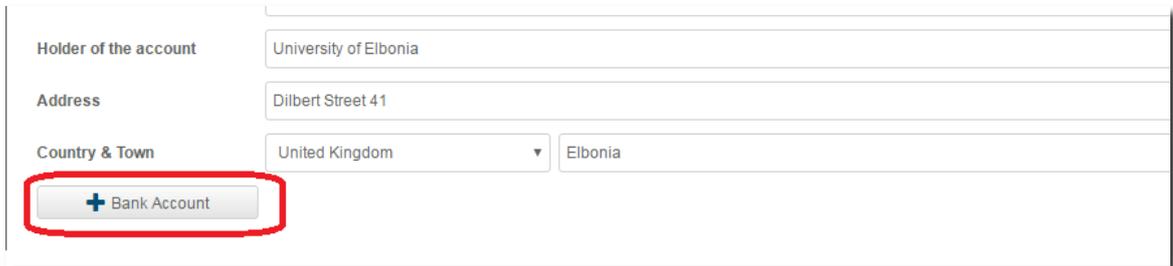
F.5 How do I submit the contact and bank information?

(1) Enter and save the contact information (*see F.2*) and the bank information (*see F.3*)

(2) Click on "Submit"
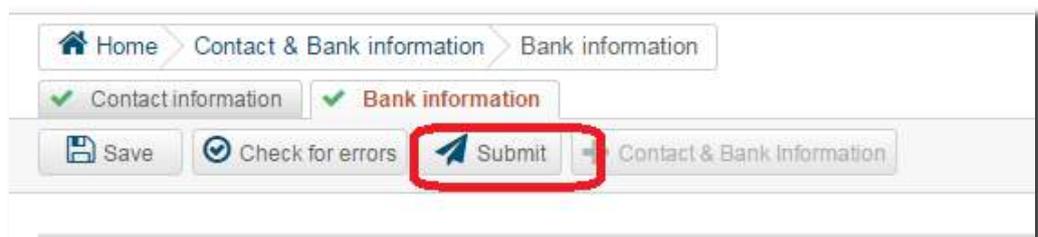
Please note that unlike other forms, the data from the "FLC data & contracts" section can be send to the MA/JS at any time. Only the latest version of the section will be visible to projects and the MA/JS.

G   Reporting form (for lead partner/partner)

G.1   How can I edit the reporting form?

See *Chapter B - Adding, editing, and saving data in forms*

G.2   How do I add, download and delete documents under "12. Documents"?

Please note that only users with the role "lead applicant/partner" and "FLC" can see this section. Only users with the role "lead applicant/partner" are able to edit here.

To upload a document, please click on ☁, select a file and click on "OK":

Please note that the file size for all uploads is limited to 8 MB. If your pdf document is bigger, please compress the file.

To download a document, please click on ☁ :

To delete a document, please click on „X".

G.3   How do I print the reporting form?

As BAMOS is an online system fulfilling the request by the European Commission to reduce the amount of paper used in administrative processes, BAMOS does not have a printing function.

However, you have the opportunity to give access to as many users in your organisation as needed to your project data and/or to copy and paste text from the form to another electronic document.

G.4   How can I submit my reporting form?

After you have successfully validated all your data[1] you are able to submit your reporting form. For this you have press the "Submit" button at the top of the page.
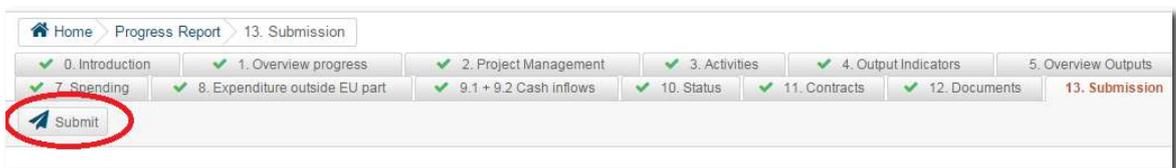
Afterwards you have to answer the security question with "okay".
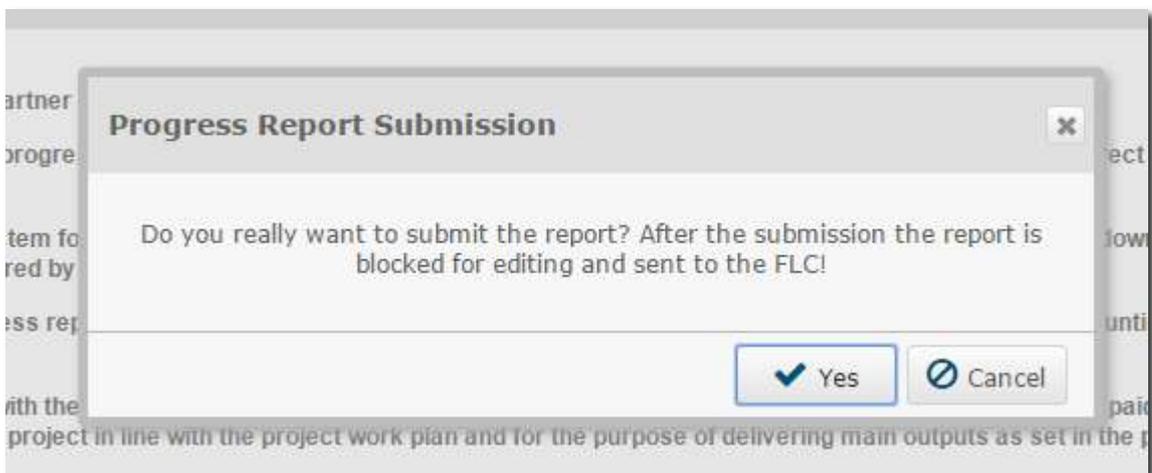
Depending of the status of your progress report (e.g. first submission or clarification) the report will be forwarded to the lead partner's FLC or the MA/JS.

Be aware that you can submit a version of a reporting form only once! You will not be able to edit it any more after submission until it is sent back to you by the MA/JS or the FLC.

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[1] If you are undergoing a budget reallocation it is possible to submit section 10 even though it might give you an error message saying that you exceeded the budget flexibility.

G.5 Where do I find the submission and the certification date?

As soon as a report is submitted, the submission date can be found in the subsection "13. Submission":

as well as on the dashboard:

If the progress report was certified, the information is also visible on the dashboard:

H   Certification of the Reporting Form (First Level Controller)

H.1   How can I certify a Reporting form?

(1) Click on a Progress Report which is marked as "submitted" on the dashboard:

In case a Progress report was not submitted yet, the FLC will not be able to start with the certification.

(2) Check the content of the Progress Report

(3) Fill in the section "14. FLC certification"

(4) Enter the section "14.3. FLC report and checklist (progress report)" and click on "certify":
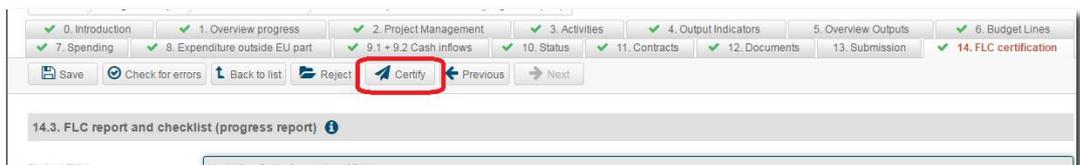
The Progress Report will be automatically submitted to the MA/JS now.

H.2   How can I reject a Progress report?

Enter the section "14.3. FLC report and checklist (progress report)" and click on "reject":
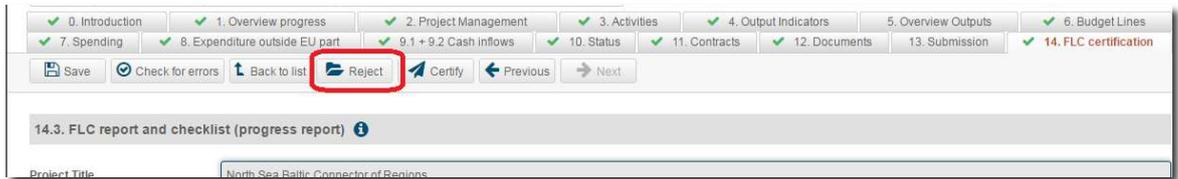
The Progress report will be open for adjustments and corrections by the Lead partner now.

I   Correction report

I.1   Where do I get a correction report?

The correction report is provided by the MA/JS in order to correct expenditure included in a progress report which was approved and paid.

Thus, it is only available in your dashboard if such correction was necessary:

I.2   Which information is available in the correction report?

Section "6. Budget lines" includes the ineligible expenditure per partner and budget line.

It is entered as negative amount in opposite to the expenditure reported in the progress report.

If applicable, the ineligible expenditure is also presented in specific sections similar to the sections of the progress report, such as "8. Expenditure outside the EU part", "9.1 Cash inflows", "9.3 Invest", "9.4 State Aid Expenditure" and "11. Contracts".

Section "10. Status" of the correction report presents the total ineligible amounts, as well as the co-financing repayable and own contribution.

The co-financing repayable is included in the next payment to be made.

Section "14.2 Ineligible expenditure" links the ineligible expenditure to the breached rules and regulations.

Section "15. Types of finding" provides overviews about the types of findings. In order to see more details, click on the relevant partner.

You will then see the classification of findings in accordance with the typology of errors reported to the European Commission.

Ref.	Category	Ref.	Sub-Category	Cases of Suspicious of fraud	Cases of Gold-plating	Frequency (number of cases)	Amount of the irregularities (in total costs and €)
		1.1	Lack of publication of contract notice.	0	0	0	0.00
		1.2	Artificial splitting of works/services/supplies contracts.	0	0	0	0.00
		1.3	Non-compliance with - time limits for receipt of tenders; or - time limits for receipt of requests to participate	0	0	0	0.00
		1.4	Insufficient time for potential tenderers/candidates to obtain tender documentation	0	0	0	0.00
		1.5	Lack of publication of -extended time limits for receipt of tenders; or - extended time limits for receipt of requests to participate	0	0	0	0.00
		1.6	Cases not justifying the use of the negotiated procedure with prior publication of a contract notice.	0	0	0	0.00
	Public Procurement - Contract notice and tender specifications	1.7	For the award of contracts in the field of defence and security falling under directive 2009/81/EC specifically, inadequate justification for the lack of publication of a contract notice	0	0	0	0.00
		1.8	Failure to state: - the selection criteria in the contract notice; and/or - the award criteria (and their weighting) in the contract notice or in the tender specifications.	0	0	0	0.00
		1.9	Unlawful and/or discriminatory selection and/or award criteria laid down in the contract notice or tender documents	0	0	0	0.00
			Selection criteria not related and proportionate to				

I.3   How can I edit the correction report?

The correction report can only be edited by the MA/JS.

J   Payment overview

J.1   Where do I get an overview about payments?

You can find an overview about all payments made by the Programme to the lead partner in the section "Payments", which is available in the dashboard:

Project History			
Title	**Version**	**Last Update**	
Contact & Bank information	2	08/01/2019 12:01	Submitted
FLC data & contracts *	12	29/01/2019 10:19	Submitted
Progress Report 3 *	1	10/04/2019 13:29	Deadline 01/07/2019
Progress Report 2	3	07/02/2019 12:23	Submitted 07/02/2019
Progress Report 1	3	30/07/2018 12:36	Submitted 30/07/2018
Clarification (PR 2)	2	JS 07/02/2019 12:34	Finalized
Clarification (PR 1)	4	JS 22/08/2018 09:11	Finalized
Payments	1	JS 15/02/2019 09:08	
Application Form	8	28/01/2019 11:35	Submitted

The Certifying Authority of the Programme submits the latest version of that overview to you after transfer of the co-financing from the trust account.

J.2   How to understand the overview about payments?

The payment overview consists of two tables:

1. Overview about the payments made in total to the project

Payment	Value date	Fund	Requested	Corrections/other payments	Paid
Payment 1	12/09/2017	ERDF	0.00	(c) 15,000.00	15,000.00
	12/09/2017	Norway	0.00	0.00	0.00
	12/09/2017	ENI	0.00	0.00	0.00
	12/09/2017	Russia	0.00	0.00	0.00
Payment 2	12/09/2018	(a) ERDF	200,844.80	0.00	200,844.80
	12/09/2018	Norway	0.00	0.00	0.00
	12/09/2018	ENI	0.00	0.00	0.00
	12/09/2018	Russia	0.00	0.00	0.00
Payment 3	16/01/2019	ERDF	0.00	0.00	0.00
	16/01/2019	Norway	0.00	0.00	0.00
	16/01/2019	ENI	0.00	0.00	0.00
	16/01/2019	Russia	0.00	(d) 63,783.15	63,783.15
Payment 4	25/02/2019	ERDF	0.00	0.00	0.00
	25/02/2019	Norway	0.00	0.00	0.00
	25/02/2019	ENI	0.00	0.00	0.00
	25/02/2019	Russia	0.00	39,455.39	39,455.39
Payment 5	08/03/2019	ERDF	404,066.75	0.00	404,066.75
	08/03/2019	Norway	0.00	0.00	0.00
	08/03/2019	(b) ENI	10,208.81	0.00	10,208.81
	08/03/2019	Russia	10,208.81	0.00	10,208.81
Total		ERDF	604,911.55	15,000.00	619,911.55
		Norway	0.00	0.00	0.00
		ENI	10,208.81	0.00	10,208.81
		Russia	10,208.81	103,238.54	113,447.35

The column "requested" informs about regular payments of ERDF, ENI, Norwegian national and Russian national co-financing
- requested in progress reports, and/or
- deducted through correction reports.
For example, the column includes
(a) regular payments of ERDF
(b) regular payments of ENI and Russian national co-financing.

The column "Corrections/other payments" informs about
(c) preparation cost payments
(d) advance payments made to Russian partners
and amounts that were deducted or withheld by the MA/JS.

2. Overview on the payments made to each partner

Partner	Country	Fund	Programme co-financing budget	Accumulated requested Programme co-financing	Accumulated corrections/other payments	Accumulated all payments	Remaining budget
PP 1	FI	ERDF	322,795.73	93,532.05	15,000.00	108,532.05	214,263.68
PP 2	PL	ERDF	64,685.00	20,069.02	0.00	20,069.02	44,615.98
...							
PP 17 -	RU	Russia	20,417.62	20,417.62	0.00	20,417.62	0.00
PP 18	RU	Russia	69,550.40	0.00	20,865.12	20,865.12	48,685.28
PP 19 -	RU	Russia	143,060.10	0.00	42,918.03	42,918.03	100,142.07
PP 20	RU	Russia	131,517.95	0.00	39,455.39	39,455.39	92,062.56
Total			2,308,534.44	625,329.17	118,238.54	743,567.71	1,564,966.73

K Messaging Center

K.1   What is the messaging center?

The messaging center is <u>the exclusive</u> communication tool for all issues concerning contracting, reporting and payment. It <u>replaces</u> the email communication between the Lead partner and the MA/JS.

K.2   What is the main different between the messaging center and email?

While email is communication between individuals, the messaging center is for the direct exchange between the MA/JS and the Lead partner, i.e. all users with Lead partner rights in BAMOS. All users with the corresponding rights will have full access to the complete communication (sent and received messages) at any time.

K.3   Does the messaging center support attachments?

The messaging center supports attachments with a file size of 10MB each. The number of attachments per message is not limited.

K.4   How do I check my messages?

New messages are shown at your dashboard

You will also receive an email notification to your registered email box in case a new message arrives via the Messaging Center. (***see I.6***)

Alternatively you can access the Messaging Center via the menu on the top of the page:

K.5 How do I sort my messages?

You can sort messages by clicking on the header. Messages will be sorted by title, receive date or favourite/no favourite.
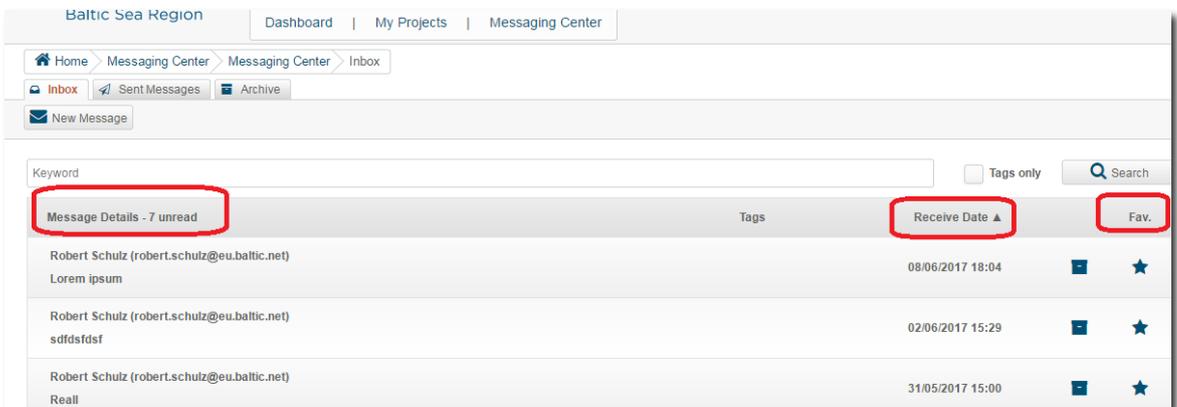
K.6 How do I change the interval of the email notifications?

If you enter your profile setting by clicking on the rack-wheel-icon in the upper right corner and select "profile":
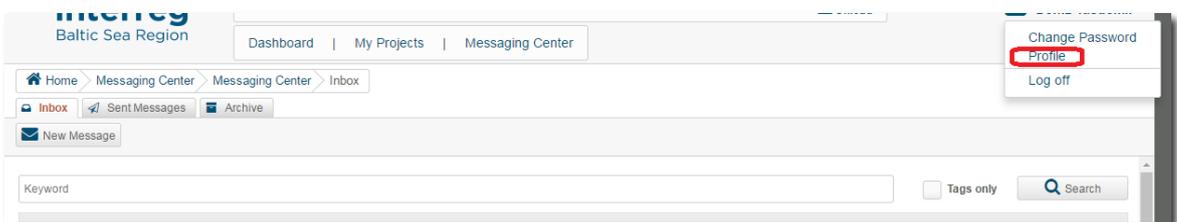
You will access a screen where you are able to change the interval for the email notifications:
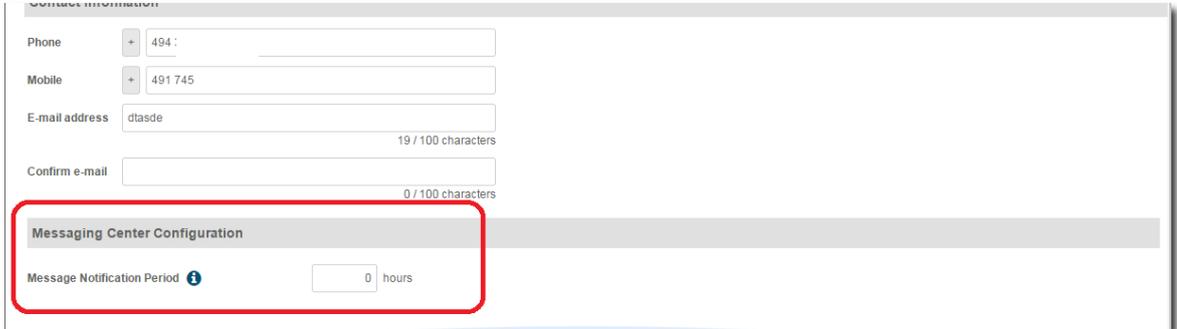
Please note that if you would like to receive notifications, you have to add a notification period of greater than 0 hours. A notification period of 0 hours means that you will not receive any notifications.

K.7 How do I send a message?

(1) Go to the message center (*see I.4*)

(2) Click "New Message"

(3) Enter subject and text.

(4) If applicable: add attachment (*see I.3*) by clicking here
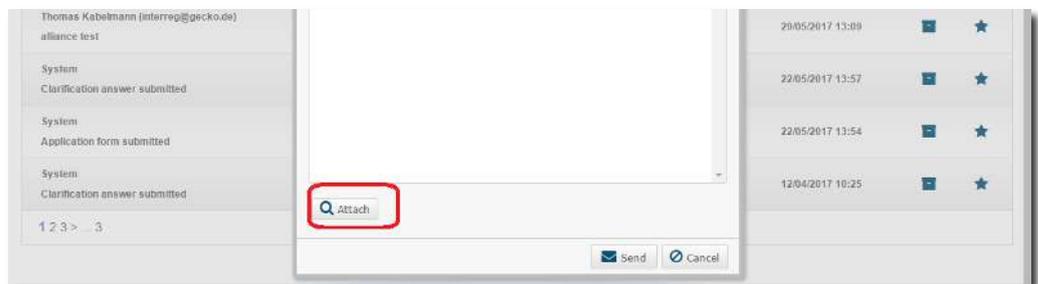
(5) Click "Send"
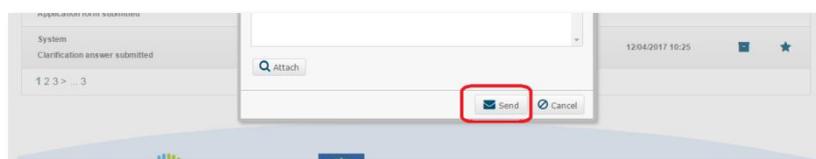
Alternatively you can click on respond under a received message:
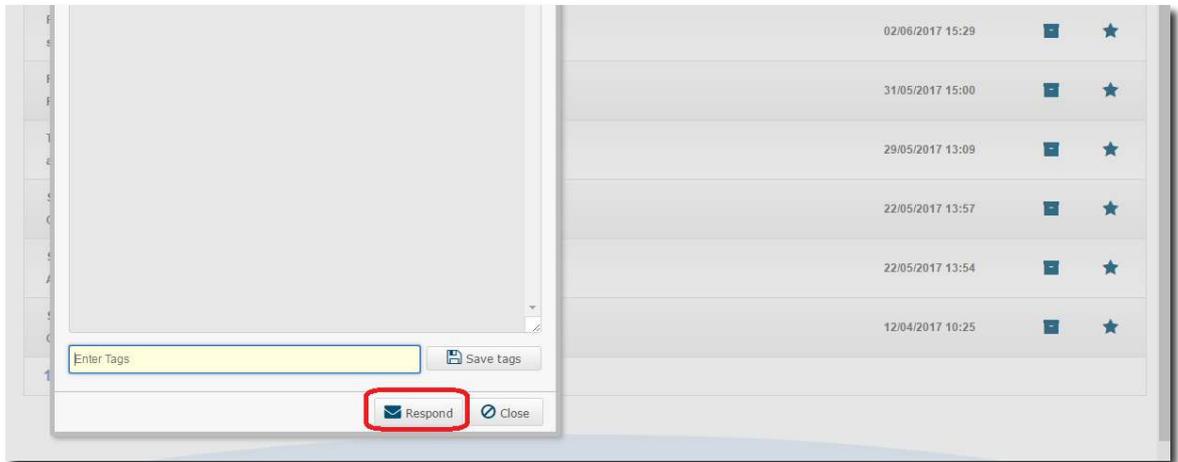
K.8 How do I delete a message?

Messages cannot be deleted, but they can be moved from the inbox to the archive, by clicking ▣ . To remove messages back from the archive you have to go to the 📦 Archive and click on once more on ▣ :

K.9 How do I keep track of my messages?

To keep track of all of your messages you can add tags (keywords) for each email. For this, just open the incoming message, enter tags and click on "save tags". Please use NO seperators like "," or ";" between keywords.
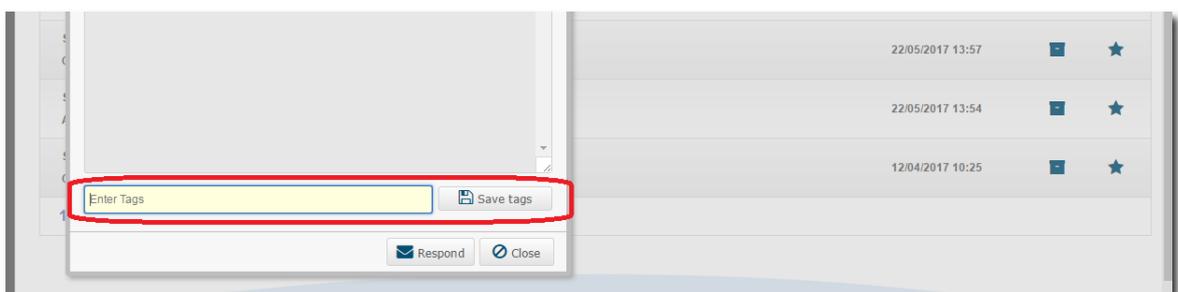
K.10   How do I mark a message as "favourite"?

To highlight an important message it can be marked as "favourite" by clicking on ⭐ .

To remove the highlight you have to click on ⭐ again.

L Additional help

L.1 Who can help me in case of questions?

In case of technical questions please turn to helpdesk@bamos.eu. For all content related questions please turn to our Finance and Project officers. You find their contact details under: http://www.interreg-baltic.eu/contacts.html