



Manual

=== Version 1.3 (August 2013) ===

Written by Robert Schulz
Baltic Sea Region Programme 2007-2013 JTS

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List of abbreviations

AF	-	Application Form
AF/PF	-	Application Form/Project Data Form
CDF	-	Contact Data Form
CO	-	Communication Officer
CR	-	Correction Report
DEEP	-	'Database for Efficient European Programmes'
FO	-	Finance Officer
JTS	-	Joint Technical Secretariat
LP	-	Lead Partner
MC	-	Monitoring Committee
PCR	-	Preparation Cost Report
PF	-	Project Data Form
PO	-	Project Officer

Preface

DEEP Background

Between 2002 and 2008 the Joint Secretariat of the Baltic Sea Region INTERREG III B Programme administered 129 transnational projects with more than 3200 partners. Efficient handling of the approved projects and administering additional 220 rejected project applications was only possible with the help of the *Programme Management Database*. This software application was developed by the Baltic Sea Region Joint Secretariat in cooperation with a software company.

From 2008 on, the Joint Technical Secretariat developed the next generation of the database to support the management of the Baltic Sea Region Programme 2007-2013 and called it **DEEP**, which stands for *Database for Efficient European Programmes*. It is able to process a wide range of data and to exactly document workflow throughout the programme life cycle.

For further information on DEEP please visit:

<http://eu.baltic.net/DEEP.6652.html?>

The Manual

This manual shall support experienced and new users of the database to get an overview of the functions provided by the system and to understand how to use them. The detailed description of all available functions is supported by a number of screenshots.



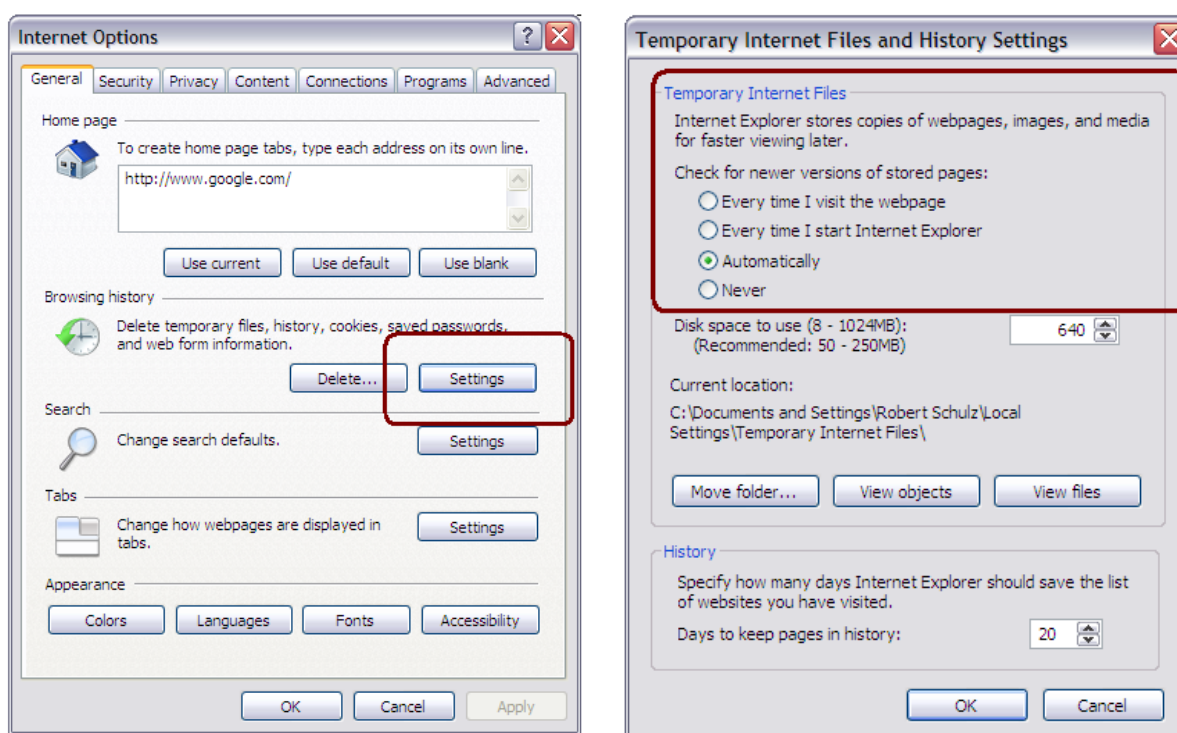
Robert Schulz, February 2012
Information Coordinator

1 General

1.1 Browser & Browser settings

Please note, that the database was optimized for *Microsoft Internet Explorer* for the version 7, 8, and 9. To avoid data inconsistencies other users like Google Chrome, Mozilla Firefox, or the Internet Explorer 10 should not be used.

To guarantee a proper performance of the application please check if the Internet Explorer is NOT working with stored copies of web pages. To archive this please check that under *Tools>Internet options>Browsing history>Settings>Check for newer versions of stored pages* 'Automatically' is selected.



1.2 Logging in

Users from the BSR Programme bodies should use while working from within the JTS Network (or while being connected via VPN) following link:

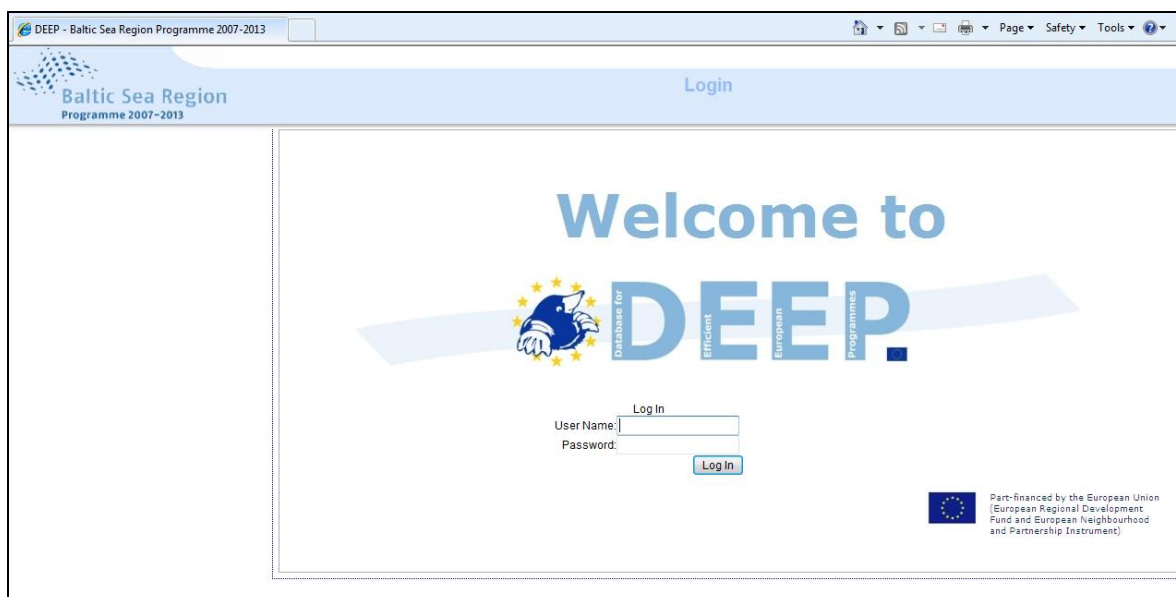
<https://192.168.70.33/BSR4B/Login.aspx>

The link for external database access is:

<https://mail.spatial.baltic.net/BSR4B/Login.aspx>

External users are kindly asked to login to the test database:

<http://bsr.interreg.gecko.de/>



Attention: Please note that the database is ending sessions after one hour of inactivity. Due to this users are kindly asked to push the save button from time to time. Please note that entering text WITHOUT saving is not considered as an activity by the database.

Due to the ongoing adjustments and bug fixing and implementation of new features it can also happen, that users are kicked off by the system from time to time automatically.

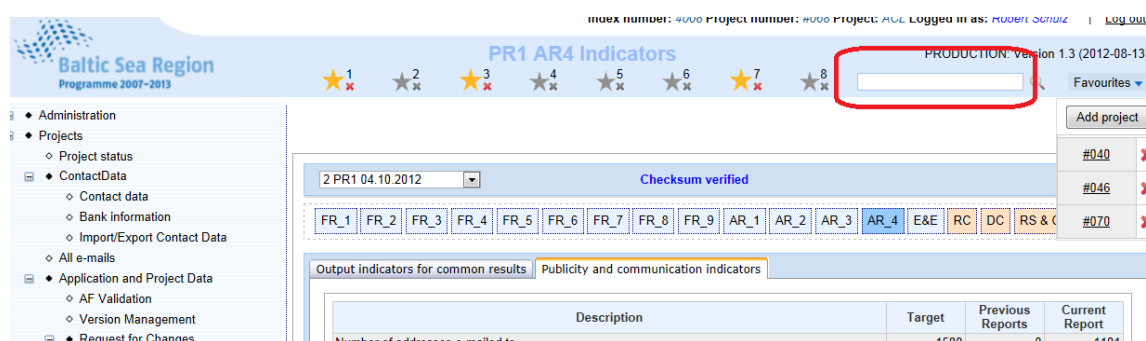


1.3 Favourite projects and sections (Fast & easy Navigation)

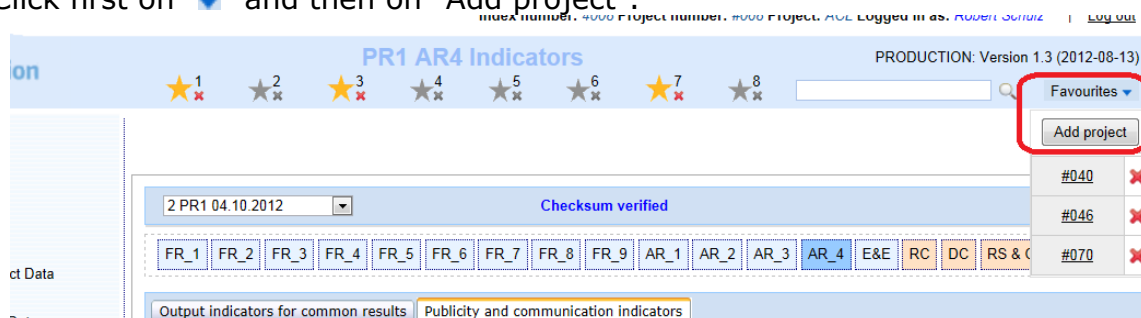
To raise the usability of DEEP a tool for faster and easy navigation was implemented. Each user has the possibility to define favourite projects and favourite sections.

To add a project to the "Favourites" list:

(1) Open a project by using the search field, you can use the index number, the project number or it's acronym:

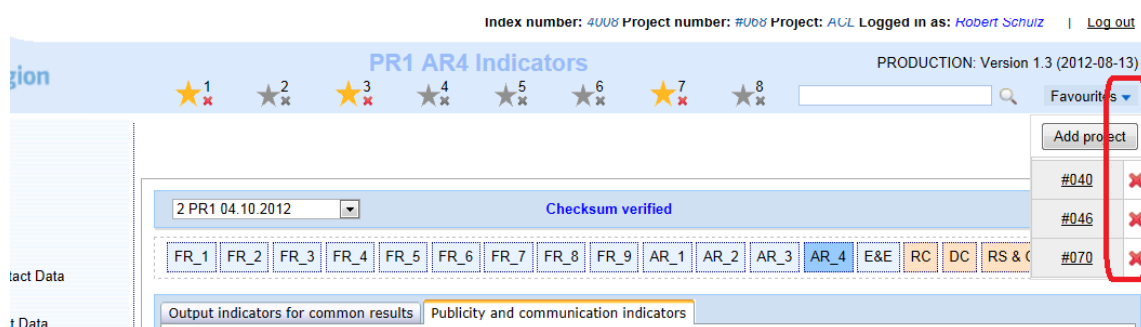


(2) Click first on "▼" and then on "Add project".



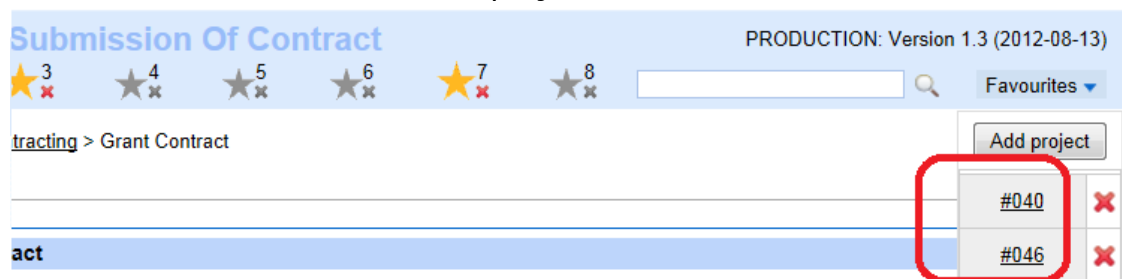
To delete a project from the "Favourites" list:

(1) Click first on "▼" and then on the "✗" close to the project number.



To open a project from the "Favourites" list:

(1) Click first on "▼" and then on the project number.



Attention: Please note that when holding the mouse over the project number the acronym will be indicated to ease the selection.

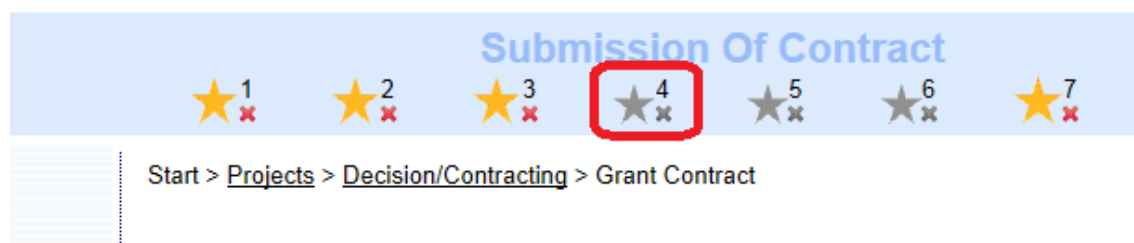


To add a specific section to the "Favourites" list:

(1) Open the specific section in DEEP.

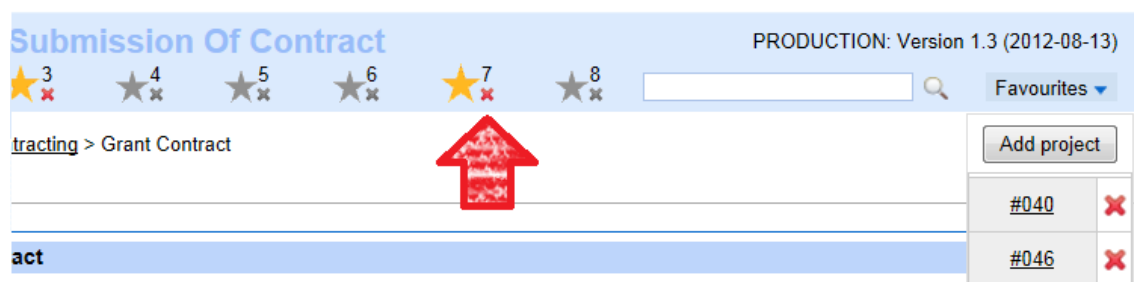
(2) Click on "★"

Index number: 4008 Project number:



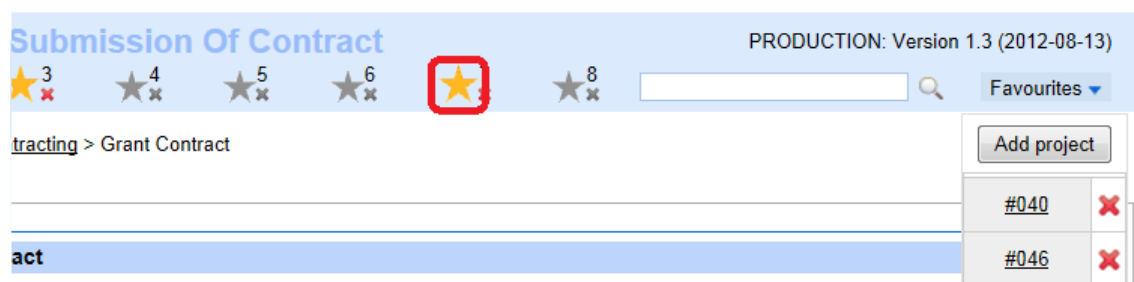
To delete a specific section from the "Favourites" list:

(1) Click on "✖" close to the "★"



To open a specific section from the "Favourites" list:

(1) Click on the "★" you have added earlier

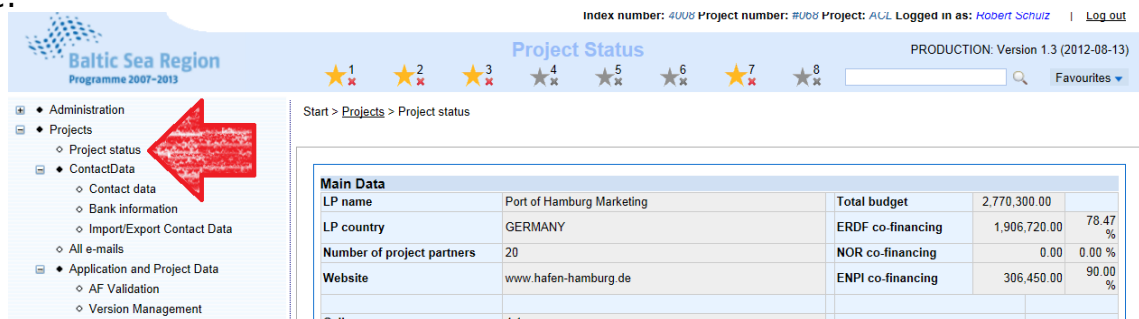


Attention: Please note that when holding the mouse over the star the name of the specific section will be indicated to ease the selection.



1.4 Project Status & Responsible Officers

To inform yourself about the current status of a project, open the 'project status' page:



Index number: 4008 Project number: #008 Project: AGL Logged in as: Robert Schulz | Log out

Baltic Sea Region Programme 2007-2013

Project Status

PRODUCTION: Version 1.3 (2012-08-13)

Start > Projects > Project status

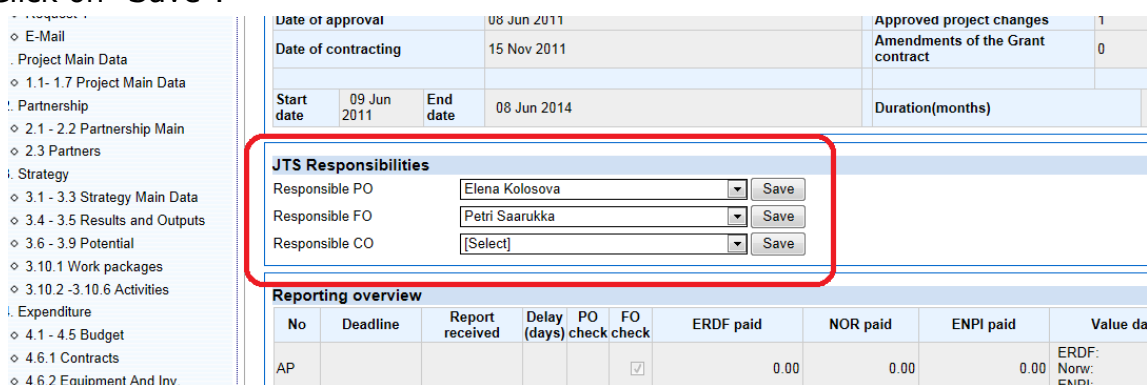
Main Data

LP name	Port of Hamburg Marketing	Total budget	2,770,300.00	
LP country	GERMANY	ERDF co-financing	1,906,720.00	78.47 %
Number of project partners	20	NOR co-financing	0.00	0.00 %
Website	www.hafen-hamburg.de	ENPI co-financing	306,450.00	90.00 %
Call no	4.1			

Also the responsible officers can be defined here.

(1) Select a person from the list.

(2) Click on "Save".



JTS Responsibilities

Responsible PO: Elena Kolosova [Save]

Responsible FO: Petri Saarukka [Save]

Responsible CO: [Select] [Save]

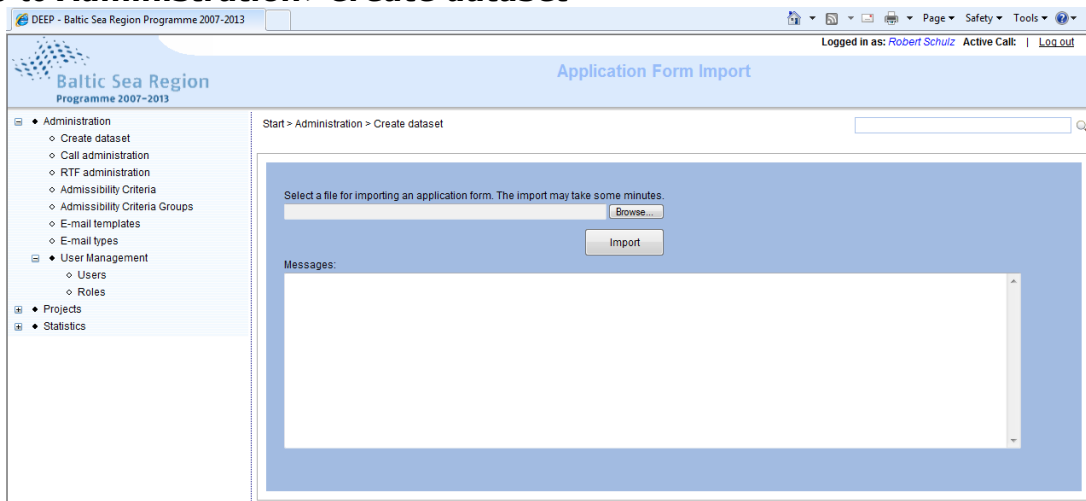
Reporting overview

No	Deadline	Report received	Delay (days)	PO check	FO check	ERDF paid	NOR paid	ENPI paid	Value da
AP					<input checked="" type="checkbox"/>	0.00	0.00	0.00	ERDF: Norw: FNPI:

2 Application Stage

2.1 Importing an Application Form (AF)

(1) Go to **Administration > Create dataset**



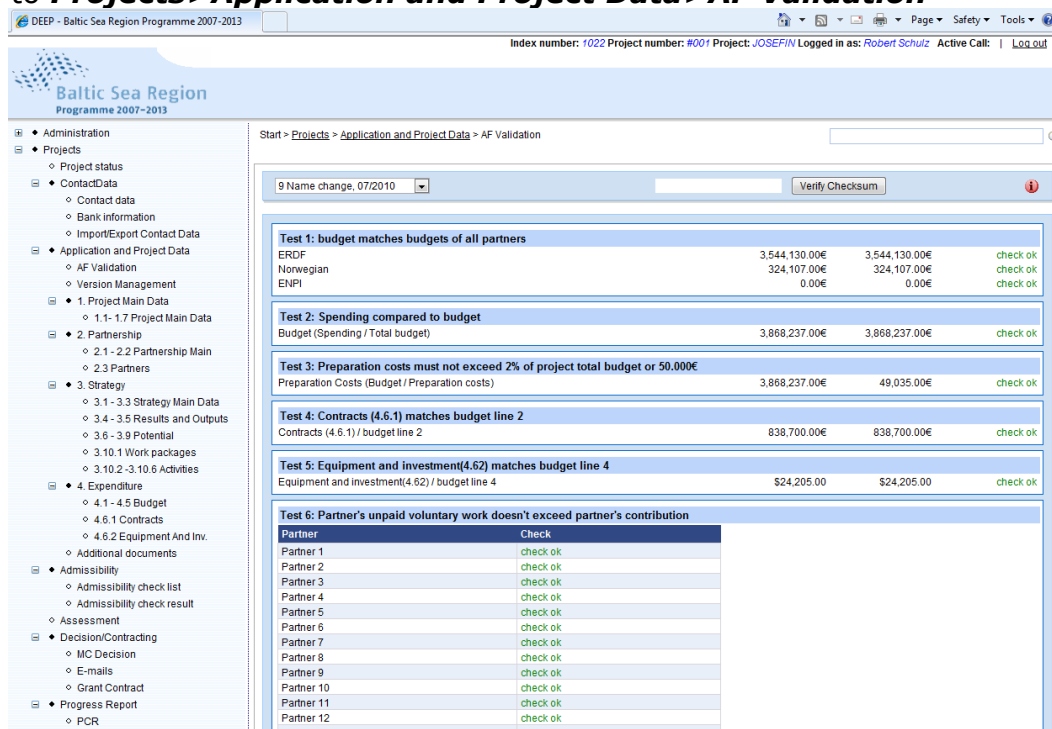
(2) Select a file with 'Browse'.

(3) Click 'Import'.

2.2 Validating an AF/PF

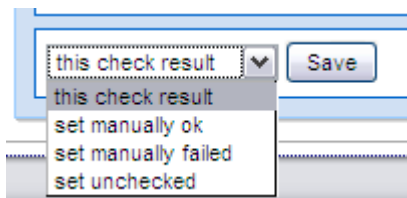
The database is able to perform the same coherence checks (validation) as the excel sheets of the Application form.

(1) Go to **Projects > Application and Project Data > AF Validation**

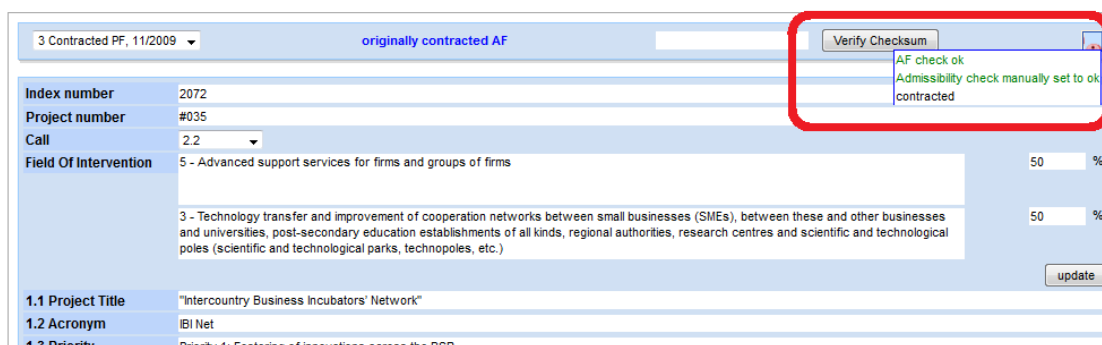


Test	Budget	Check
Test 1: budget matches budgets of all partners		
ERDF	3,544,130.00€	3,544,130.00€ check ok
Norwegian	324,107.00€	324,107.00€ check ok
ENPI	0.00€	0.00€ check ok
Test 2: Spending compared to budget		
Budget (Spending / Total budget)	3,868,237.00€	3,868,237.00€ check ok
Test 3: Preparation costs must not exceed 2% of project total budget or 50,000€		
Preparation Costs (Budget / Preparation costs)	3,868,237.00€	49,035.00€ check ok
Test 4: Contracts (4.6.1) matches budget line 2		
Contracts (4.6.1) / budget line 2	838,700.00€	838,700.00€ check ok
Test 5: Equipment and investment(4.6.2) matches budget line 4		
Equipment and investment(4.6.2) / budget line 4	\$24,205.00	\$24,205.00 check ok
Test 6: Partner's unpaid voluntary work doesn't exceed partner's contribution		
Partner	Check	
Partner 1	check ok	
Partner 2	check ok	
Partner 3	check ok	
Partner 4	check ok	
Partner 5	check ok	
Partner 6	check ok	
Partner 7	check ok	
Partner 8	check ok	
Partner 9	check ok	
Partner 10	check ok	
Partner 11	check ok	
Partner 12	check ok	
Partner 13	check ok	

(2) If there are no error messages, please choose 'manually ok' from the drop down menu and click 'save'. In case there are major problems please choose 'manually failed' and click 'save'.



The result of the check can be seen on every page by clicking 'i'.



3 Contracted PF, 11/2009 originally contracted AF

Verify Checksum

AF check ok
Admissibility check manually set to ok
contracted

Index number 2072
Project number #035
Call 2.2
Field Of Intervention 5 - Advanced support services for firms and groups of firms 50 %
3 - Technology transfer and improvement of cooperation networks between small businesses (SMEs), between these and other businesses and universities, post-secondary education establishments of all kinds, regional authorities, research centres and scientific and technological poles (scientific and technological parks, technopoles, etc.) 50 %
1.1 Project Title "Intercountry Business Incubators' Network"
1.2 Acronym IBI Net
1.3 Priority Priority 1 - Fostering of innovations across the RSR

update

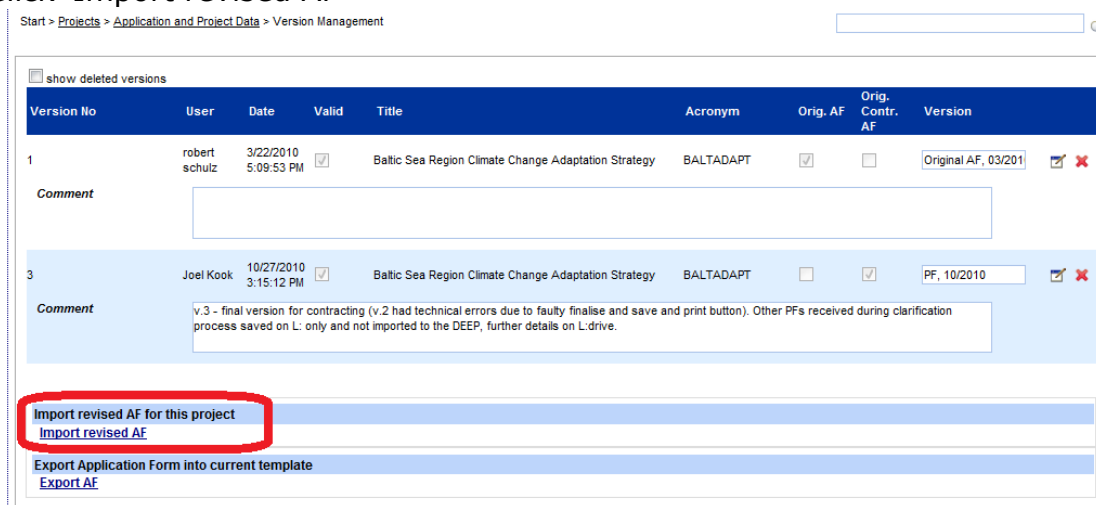
2.3 Importing a new version of an AF/PF

Attention: Please note that the Application Form (AF) of a project is renamed in 'Project Data Form' (PF) after contracting. So both forms are technically identical.



(1) Go to **Projects > Application and Project Data > Version Management**

(2) Click 'Import revised AF'



Start > Projects > Application and Project Data > Version Management

☐ show deleted versions

Version No	User	Date	Valid	Title	Acronym	Orig. AF	Orig. Contr. AF	Version	
1	robert schulz	3/22/2010 5:09:53 PM	<input checked="" type="checkbox"/>	Baltic Sea Region Climate Change Adaptation Strategy	BALTADAPT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Original AF, 03/2010	
<p>Comment</p>									
3	Joel Kook	10/27/2010 3:15:12 PM	<input checked="" type="checkbox"/>	Baltic Sea Region Climate Change Adaptation Strategy	BALTADAPT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PF, 10/2010	
<p>Comment</p> <p>v.3 - final version for contracting (v.2 had technical errors due to faulty finalise and save and print button). Other PFs received during clarification process saved on L: only and not imported to the DEEP, further details on L: drive.</p>									

Import revised AF for this project
Import revised AF

Export Application Form into current template
Export AF

(3) Select a file with 'Browse'.

(4) Click 'Import'



Attention: Please note that in rare cases in which the project acronym has changed the item 'no acronym check' should be selected from the drop down list.



(5) Click '✎' to edit information on a version of an AF/PF as 'Version name' and 'Comment'. You also have the possibility to mark a version as 'Original AF' and/or 'Original Contracted AF' by ticking the corresponding boxes.

Attention: Please note that the 'version name' should consist of a short title followed by the month and year of the change, e.g. 'Revised PF, 01/2009'.

It is recommended to use following labels

- Original AF
- After AC [in case there are changes after the AC already]
- PF
- New Contact [in case of changes in contact data]
- New PP data [in case of pp data changes as legal status and/or VAT status]
- PP drop out [in case of pp drop out, e.g. exclusion of RU ENPI partner]
- Revised WP2 etc.



(4) Click '💾' to save the changes.

2.4 Deleting an invalid version of an AF/PF

Attention: Please note that only a limited number of users is able to delete an invalid version of the AF/PF. Please contact the Information Coordinator if you do not have the necessary rights.



(1) Go to **Projects > Application and Project Data > Version Management**

Start > [Projects](#) > [Application and Project Data](#) > Version Management

☐ show deleted versions

Version No	User	Date	Valid	Title	Acronym	Orig. AF	Orig. Contr. AF	Version	
1	robert schulz	3/22/2010 5:09:53 PM	<input checked="" type="checkbox"/>	Baltic Sea Region Climate Change Adaptation Strategy	BALTADAPT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Original AF, 03/201	
<p>Comment</p> <p></p>									
3	Joel Kook	10/27/2010 3:15:12 PM	<input checked="" type="checkbox"/>	Baltic Sea Region Climate Change Adaptation Strategy	BALTADAPT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PF, 10/2010	
<p>Comment</p> <p>v.3 - final version for contracting (v.2 had technical errors due to faulty finalise and save and print button). Other PFs received during clarification process saved on L: only and not imported to the DEEP, further details on L:drive.</p>									

[Import revised AF for this project](#)
[Import revised AF](#)

[Export Application Form into current template](#)
[Export AF](#)

(2) Click to delete an invalid version

2.5 Displaying a deleted version of an AF/PF

(1) Go to **Projects > Application and Project Data > Version Management**

Start > [Projects](#) > [Application and Project Data](#) > Version Management

☐ show deleted versions

Version No	User	Date	Valid	Title	Acronym	Orig. AF	Orig. Contr. AF	Version	
1	robert schulz	3/22/2010 5:09:53 PM	<input checked="" type="checkbox"/>	Baltic Sea Region Climate Change Adaptation Strategy	BALTADAPT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Original AF, 03/201	
<p>Comment</p> <p></p>									
3	Joel Kook	10/27/2010 3:15:12 PM	<input checked="" type="checkbox"/>	Baltic Sea Region Climate Change Adaptation Strategy	BALTADAPT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PF, 10/2010	
<p>Comment</p> <p>v.3 - final version for contracting (v.2 had technical errors due to faulty finalise and save and print button). Other PFs received during clarification process saved on L: only and not imported to the DEEP, further details on L:drive.</p>									

[Import revised AF for this project](#)
[Import revised AF](#)

[Export Application Form into current template](#)
[Export AF](#)

(2) Click ☐ show deleted versions

2.6 Undeleting a version of an AF/PF

Attention: Please note that only a limited number of users is able to undelete an invalid version of the AF/PF. Please contact the Information Coordinator if you do not have the necessary rights.



(1) Go to **Projects > Application and Project Data > Version Management**

Start > [Projects](#) > [Application and Project Data](#) > Version Management

☐ show deleted versions

Version No	User	Date	Valid	Title	Acronym	Orig. AF	Orig. Contr. AF	Version
1	robert schulz	3/22/2010 5:09:53 PM	<input checked="" type="checkbox"/>	Baltic Sea Region Climate Change Adaptation Strategy	BALTADAPT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Original AF, 03/201
<p>Comment</p> <p></p>								
3	Joel Kook	10/27/2010 3:15:12 PM	<input checked="" type="checkbox"/>	Baltic Sea Region Climate Change Adaptation Strategy	BALTADAPT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PF, 10/2010
<p>Comment</p> <p>v.3 - final version for contracting (v.2 had technical errors due to faulty finalise and save and print button). Other PFs received during clarification process saved on L: only and not imported to the DEEP, further details on L:drive.</p>								


Import revised AF for this project
[Import revised AF](#)

Export Application Form into current template
[Export AF](#)

(2) Tick '☐ show deleted versions'.

(3) Click ''

(4) Tick '☐' in the column 'Valid'

(5) Click '' to save the changes.

2.7 Documenting an Admissibility Check

(1) Go to **Projects > Admissibility > Admissibility check list**

Attention: Please note, that the Admissibility checklist can be easily edited by the Administrator for every call (see chapter AS 7).



(2) Answer all points of the checklist via clicking 'Yes', 'No' or 'Follow up' and add comments to the comment box, if needed.

Admissibility Check

1) Digital AF sent before the deadline

☒ Yes ☐ No ☐ Follow Up

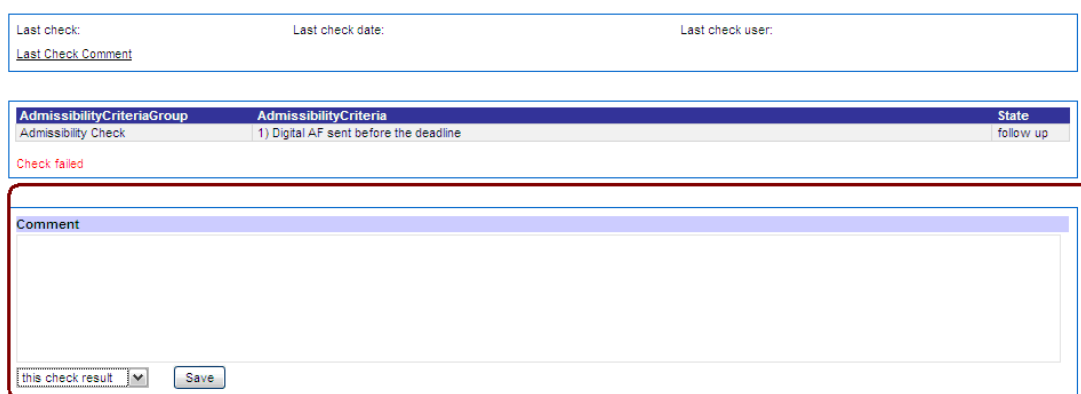
last change: dah on 11.06.2008 11:31:51

(3) Click 'Save' at the bottom of the page.

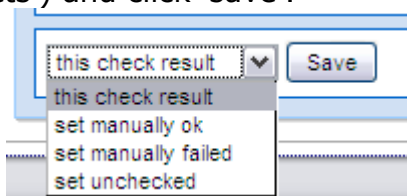
In case a project has finally passed or finally failed the Admissibility Check:

(4) Go to **Projects>Admissibility>Admissibility check result**

(5) Add a comment if needed:



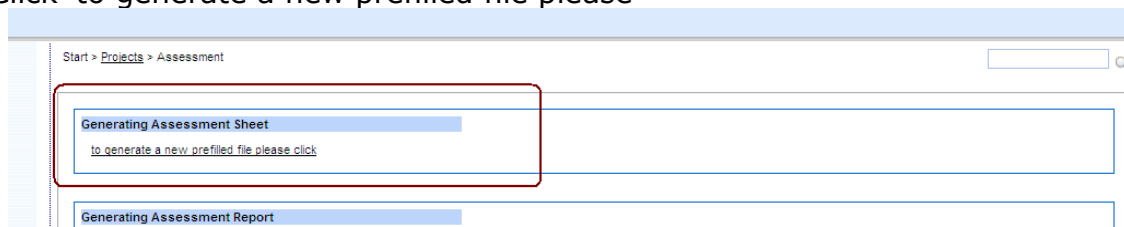
(6) Choose an option ('ok' for admissible projects; 'failed' for inadmissible projects') and click 'save'.



2.8 Generating an Assessment Sheet

(1) Go to **Projects>Assessment**

(2) Click 'to generate a new prefilled file please'



2.9 Uploading an Assessment Sheet

(1) Go to **Projects>Assessment**

Start > [Projects](#) > Assessment [Search]

Generating Assessment Sheet
[to generate a new pre-filled file please click](#)

Generating Assessment Report
[to generate a new pre-filled file please click](#)

Uploading/Downloading Assessment Sheet

User	Date	File	Comment
joanna przedzymirsk	10/27/2008 3:19:14 PM	1022_JOSEFIN_Assessment.doc	↩ ✕

(2) Click 'Browse'

(3) Select a file

(4) Enter a comment, if needed

(5) Click 'Upload'

2.10 Downloading an Assessment Sheet

(1) Go to **Projects>Assessment**

(2) Select a file by clicking '↩'

Start > [Projects](#) > Assessment [Search]

Generating Assessment Sheet
[to generate a new pre-filled file please click](#)

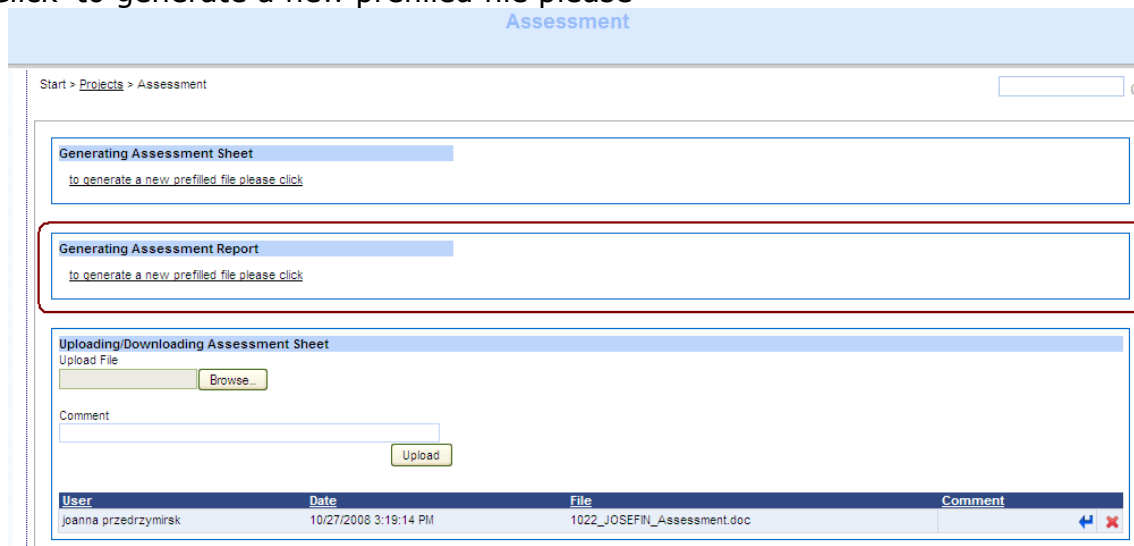
Generating Assessment Report
[to generate a new pre-filled file please click](#)

Uploading/Downloading Assessment Sheet

User	Date	File	Comment
joanna przedzymirsk	10/27/2008 3:19:14 PM	1022_JOSEFIN_Assessment.doc	↩ ✕

2.11 Generating an Assessment Report

- (1) Go to **Projects>Assessment**
- (2) Click 'to generate a new prefilled file please'



2.12 Documenting approvals/rejections

- (1) Go to **Project>Decision/Contracting>MC Decision**.
- (2) Select a decision from the drop down menu.

Attention: Please note, that the decision can NOT be changed after entered once.



- (3) Enter the date of approval.
- (4) Enter the place of approval (City, Country e.g. Rostock, Germany).
- (5) Enter reason for approval/reason for rejection.

Attention: Please don't mix up the field for further comments ('Additional Comments') with the one for the reasons of approval/rejection, which will only appear after a decision was selected from the drop down menu (see above).



- (6) Click the save button.

In case of approval

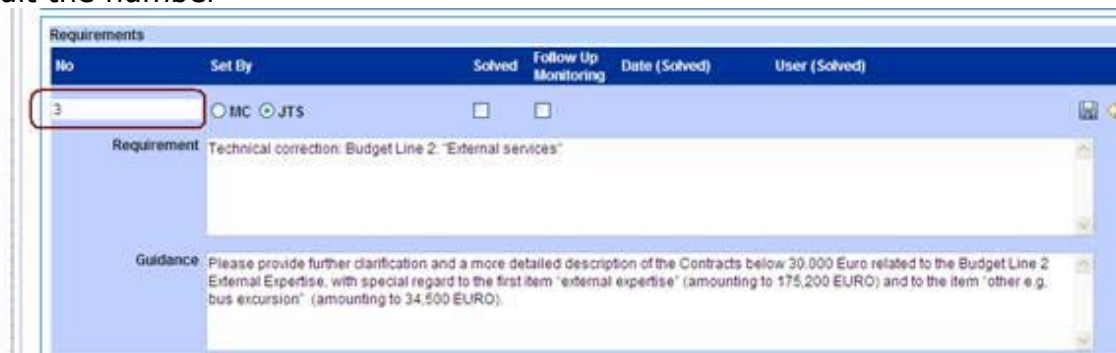
- (7) Add as many requirements as needed.
- (8) Set the initiator of the requirement (JTS/MC).
- (9) Enter the description of the requirement starting with the kind of requirement (Condition/Technical correction/Recommendation).

If the sequence or the numbering of the requirements have to be changed

(10) Open a requirement for editing



(11) Edit the number

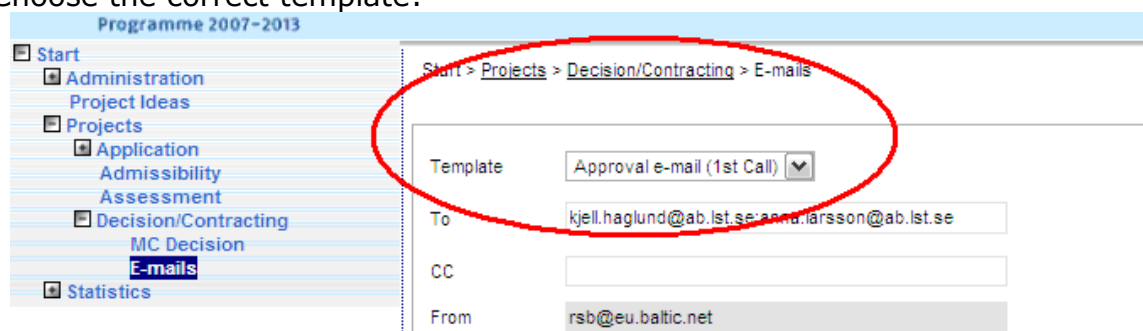


(12) Click 'Save' for saving.

2.13 Sending approval/rejection e-mails

(1) Go to **Project > Decision/Contracting > E-Mails**.

(2) Choose the correct template:



(3) Crosscheck the e-mail text.

(4) Click send.

Attention: E-mails should be generated by the user whose contact data should be indicated in the document.



2.14 Generating approval/rejection letters

(1) Go to **Project>Decision/Contracting>MC Decision**.

(2) Click 'Generate approval/rejection letter'.

Approval Letter

Date of Approval letter sent

Generate approval letter

Requirements

No	Set By	Solved	Follow Up Monitoring	Date (Solved)	User (Solved)
1	<input checked="" type="radio"/> MC <input type="radio"/> JTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17 Dec 2008	Dana Hennings
<p>Requirement Technical correction: BL2: The item "External expertise & translation services" amounting to 404 300 EUR, which is the sum of contracts below 30 000 EUR, should be further specified.</p> <p>Guidance Please provide us with more details about the cost items and costs involved.</p>					
2	<input checked="" type="radio"/> MC <input type="radio"/> JTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03 Dec 2008	Dana Hennings
<p>Requirement Technical correction: It has to be clear that the project does not make BSR programme funds available to SMEs through direct financial means, but only supports SMEs through advisory and training services. For this purpose in the application form following sentence should be included in WP3 and WP4 ('Aim' dialogue field): 'In the project no BSR programme funds are made available to</p>					

Attention: Approval letters should be generated by the user whose contact data should be indicated in the document.

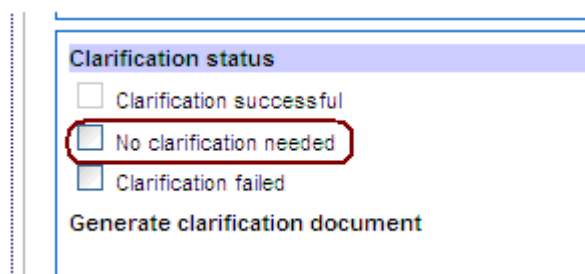


3 Contracting Stage

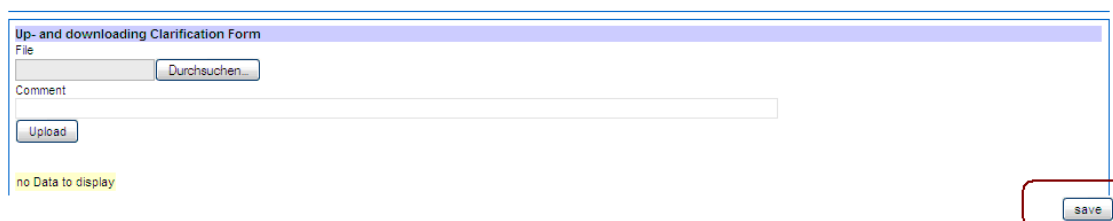
3.1 Documenting that no clarification is needed

(1) Go to **Project>Decision/Contracting>MC Decision**.

(2) Tick 'No clarification needed'



(3) Click 'Save'



3.2 Generating a request for clarification form

(1) Go to **Project>Decision/Contracting>MC Decision**.

(2) Click 'Generate clarification form'.

(3) Save the file as *.doc (Choose 'word document (*.doc)' under 'Save as type:')

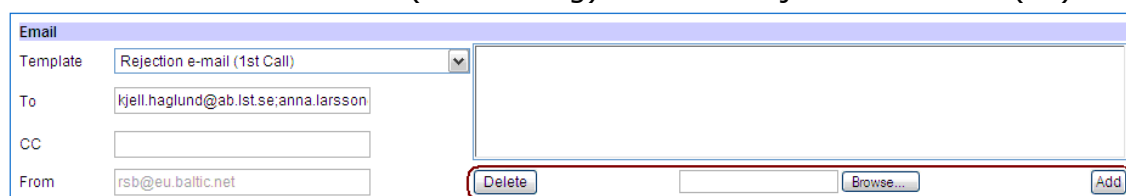
3.3 Sending a request for clarification e-mail

Attention: E-mails should be generated by the user whose contact data should be indicated in the document.



(1) Go to **Project>Decision/Contracting>E-Mails**

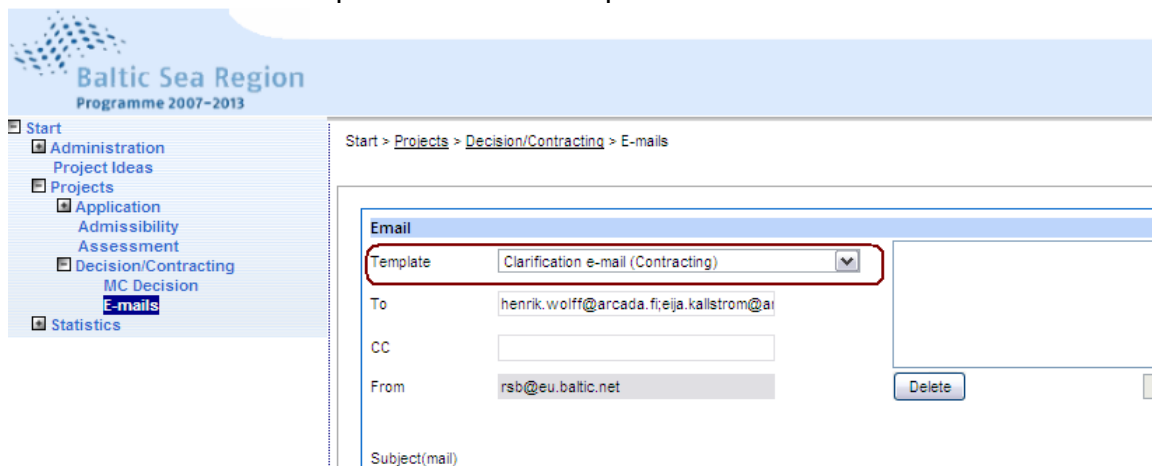
(2) Attach the clarification form (contracting) and the Project Data Form (PF).



Attention: Please note that due to technical reasons, we can only accept PFs, which are saved as *.xls version. Lead partners which deliver the PF in the new MS Excel format *.xlsm should be informed, that we can not accept the file, because it causes ERROR messages. In addition those files will not work with our 'compare workbook' or 'Checksum' tools.



(3) Choose the correct template from the drop down list:

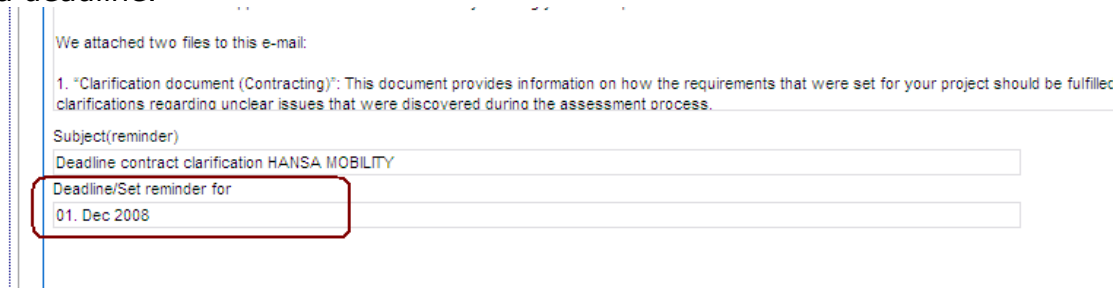


(4) Crosscheck the e-mail text.

Attention: Please note that the placeholder for the deadline (#DeadlineReminder#) will be only entered automatically by the database at the moment the 'send mail' button is clicked.



(5) Set a deadline.



Attention: The deadline will be documented in the database and as a task in the user's outlook in parallel.



(6) Set the '1st Clarification' flag.



(7) Rename the subject of the reminder, if necessary.

[Enter your text here.]

Please include your answers in the clarification document (contracting) and send it by e-mail as soon as possible, but by #DeadlineRe

Kind regards,
Robert Schulz-Brückner

Subject(reminder)
Deadline contract clarification BaltFood
Deadline/Set reminder for
16. Dec 2008

(8) Click 'Send mail'.

3.4 Prolonging a deadline

Attention: E-mails should be generated by the user whose contact data should be indicated in the document.



The easiest way to prolong the deadline for a clarification is to send an confirmation to the Lead Partner.

(1) Go to **Project>Decision/Contracting>E-Mails**

(2) Choose the correct template:

Start > Projects > Decision/Contracting > E-mails

Email

Template: Prolongation of Deadline

To: aila.riihentausta@ymparisto.fi; seppo.hellste

CC:

From: rsb@eu.baltic.net

Delete

Durchsuchen...

Subject(mail)
From theory and plans to eco-efficient and sustainable practices to improve the status of the Baltic Sea/WATERPRAXIS - Request for clarifi

Text(mail)
Dear Aila Riihentausta,

This is to confirm your deadline for submitting [PLEASE ENTER TEXT HERE] til #DeadlineReminder#.

Please feel free to contact us if you are in need of more information.

Kind regards,
Robert Schulz-Brückner

Subject(reminder)
Deadline contract clarification WATERPRAXIS

(5) Crosscheck the e-mail text.

Attention: Please note that the placeholder for the deadline (#DeadlineReminder#) will be only entered automatically by the database at the moment the 'send mail' button is clicked.



(6) Set a deadline.

We attached two files to this e-mail:

1. "Clarification document (Contracting)": This document provides information on how the requirements that were set for your project should be fulfilled: clarifications regarding unclear issues that were discovered during the assessment process.

Subject(reminder)
Deadline contract clarification HANSA MOBILITY

Deadline/Set reminder for
01. Dec 2008

Attention: The deadline will be documented in the database and as a task in the user's outlook in parallel.



(7) Set the 'Current Clarification (Contracting)' flag.

BaltFood

Current Clarification (Contracting)

(8) Rename the subject of the reminder, if necessary.

Kind regards,
Robert Schulz.

Subject(reminder)
Deadline contract clarification BaltFood

Deadline/Set reminder for
16. Dec 2008

(9) Click Send mail.

3.5 Sending a reminder

Attention: E-mails should be generated by the user whose contact data should be indicated in the document.



(1) Go to **Project>Decision/Contracting>E-Mails**

(2) Choose the correct template:

Email

Template: Reminder Clarification e-mail (Contracting)

To: aila.riihentaus@ymparisto.fi;seppo.hellste

CC:

(3) Crosscheck the e-mail text.

Attention: Please note that the placeholder for the deadline (#DeadlineReminder#) will be only entered automatically by the database at the moment the 'send mail' button is clicked.



(4) Set a deadline.

We attached two files to this e-mail:

1. "Clarification document (Contracting)": This document provides information on how the requirements that were set for your project should be fulfilled clarifications regarding unclear issues that were discovered during the assessment process.

Subject(reminder)
Deadline contract clarification HANSA MOBILITY

Deadline/Set reminder for
01. Dec 2008

Attention: The deadline will be documented in the database and as a task in the user's outlook in parallel.



(5) Set the 'Current Clarification (Contracting)' flag.

Current Clarification (Contracting) ▼

(6) Rename the subject of the reminder, if necessary.

[Enter your text here.]

Please include your answers in the clarification document (contracting) and send it by e-mail as soon as possible, but by #DeadlineRe

Kind regards,
Robert Schulz-Brückner

Subject(reminder)
Deadline contract clarification BaltFood

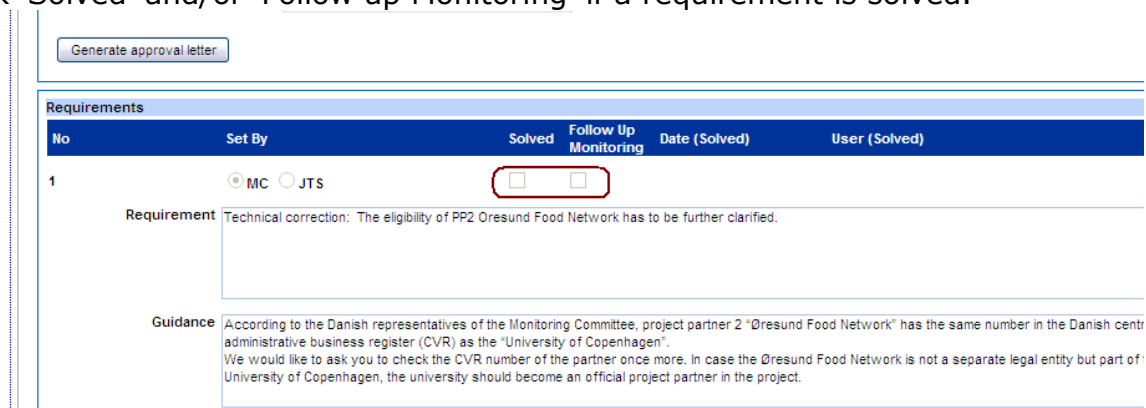
Deadline/Set reminder for
16. Dec 2008

(7) Click Send mail.

3.6 Doing a follow-up of the request for clarification

(1) Go to **Project>Decision/Contracting>MC Decision**.

(2) Tick 'Solved' and/or 'Follow up Monitoring' if a requirement is solved.



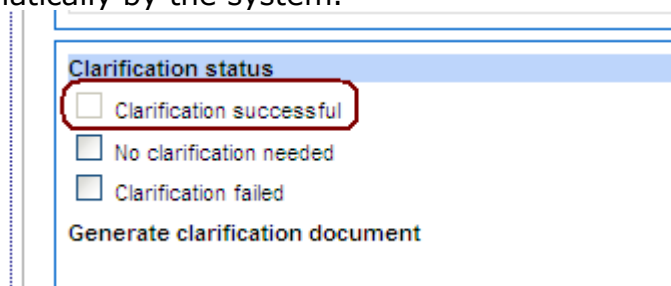
Generate approval letter

No	Set By	Solved	Follow Up Monitoring	Date (Solved)	User (Solved)
1	<input checked="" type="radio"/> MC <input type="radio"/> JTS	<input type="checkbox"/>	<input type="checkbox"/>		

Requirement
Technical correction: The eligibility of PP2 Oresund Food Network has to be further clarified.

Guidance
According to the Danish representatives of the Monitoring Committee, project partner 2 "Oresund Food Network" has the same number in the Danish central administrative business register (CVR) as the "University of Copenhagen". We would like to ask you to check the CVR number of the partner once more. In case the Oresund Food Network is not a separate legal entity but part of University of Copenhagen, the university should become an official project partner in the project.

If all requirements are solved, the 'clarification' successful' tick box will be set automatically by the system.



Clarification status

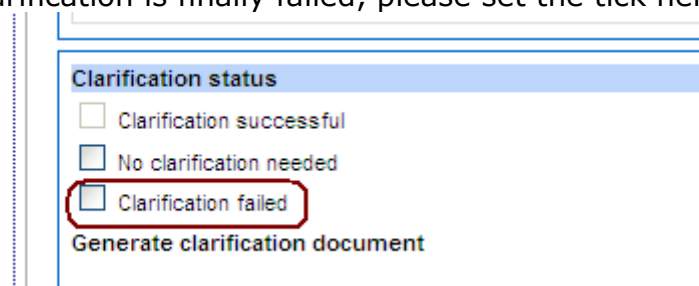
☒ Clarification successful

☐ No clarification needed

☐ Clarification failed

Generate clarification document

If the clarification is finally failed, please set the tick here:



Clarification status

☐ Clarification successful

☐ No clarification needed

☒ Clarification failed

Generate clarification document

And add a comment above:

Start > [Projects](#) > [Decision/Contracting](#) > MC Decision

MC decision	approved
Changed by user	Wierzbicki
Date of last change	30 Oct 2008
Date of Decision	24. Oct 2008
Place of Decision	Copenhagen, Denmark

AdditionalComments

Reasons for approval
The project proposal is of relevance for the programme and it demonstrates coherent and clear approach.

(3) Click 'Save'

Up- and downloading Clarification Form

File

Comment

no Data to display

If an additional round of clarification is needed, please go on with the following point.


(4) Save a copy of the latest version of the clarification form (contracting) on L:.

(5) Open the file in MS Word.

(6) Unprotect the file using our general password 'rosJTStock'.

(7) Change the date in the header manually.

Contracting
Project acronym: BaltFood
Index Number: 1016
Date: 18 Nov 2008
Responsible officer: Bartłomiej Wierzbicki

 **Requirement1:** Technical correction: The eligibility of PP2 Oresund has to be further clarified.
Guidance: According to the Danish representatives of the Monitoring project partner 2 "Øresund Food Network" has the same number in t

(8) If a question is solved, mark the answer in green.

Requirement12: Technical correction: In your work plan (WP3) you mention activities in the Ukraine. These activities should be mentioned in section 3.10.2 of the Application form as well.
Guidance: Please update section 3.10.2 of the Project data form with these activities and correct the number of work package (you relate incorrectly to WP1 instead of WP3).
The changes have been included in the project data form as required.
JTS, 02 Dec 2008: Ok

If a question is not solved, add a new JTS comment or question and highlight it in red.

Requirement12: Technical correction: In your work plan (WP3) you mention activities in the Ukraine. These activities should be mentioned in section 3.10.2 of the Application form as well.
Guidance: Please update section 3.10.2 of the Project data form with these activities and correct the number of work package (you relate incorrectly to WP1 instead of WP3).
The changes have been included in the project data form as required.
Please specify in more detail!

Add a new 'Text form field'.

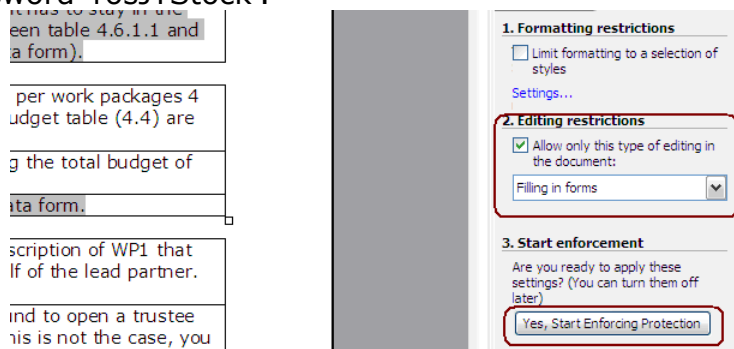


Attention: If this toolbar is not available in your MS Word, activate it via View>Toolbars>Forms.



Requirement12: Technical correction: In your work plan (WP3) you mention activities in the Ukraine. These activities should be mentioned in section 3.10.2 of the Application form as well.
Guidance: Please update section 3.10.2 of the Project data form with these activities and correct the number of work package (you relate incorrectly to WP1 instead of WP3).
The changes have been included in the project data form as required.
Please specify in more detail!

(8) After updating please protect the clarification form (contracting) with the password 'rosJTStock'.



1. Formatting restrictions
☐ Limit formatting to a selection of styles
Settings...

2. Editing restrictions
☒ Allow only this type of editing in the document:
Filling in forms

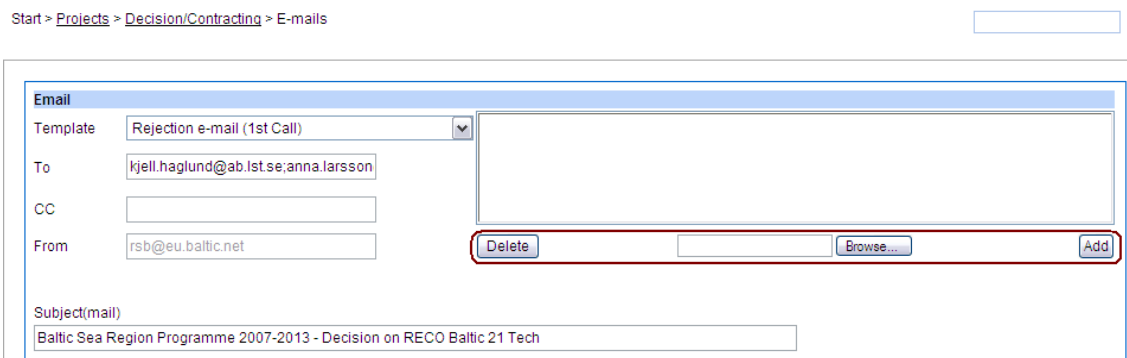
3. Start enforcement
Are you ready to apply these settings? (You can turn them off later)
Yes, Start Enforcing Protection

(9) Save the file.

(10) Go to **Project>Decision/Contracting>E-Mails**

(11) Attach the updated clarification form (contracting).

Start > Projects > Decision/Contracting > E-mails



Email

Template: Rejection e-mail (1st Call)

To: kjell.haglund@ab.lst.se;anna.larsson

CC:

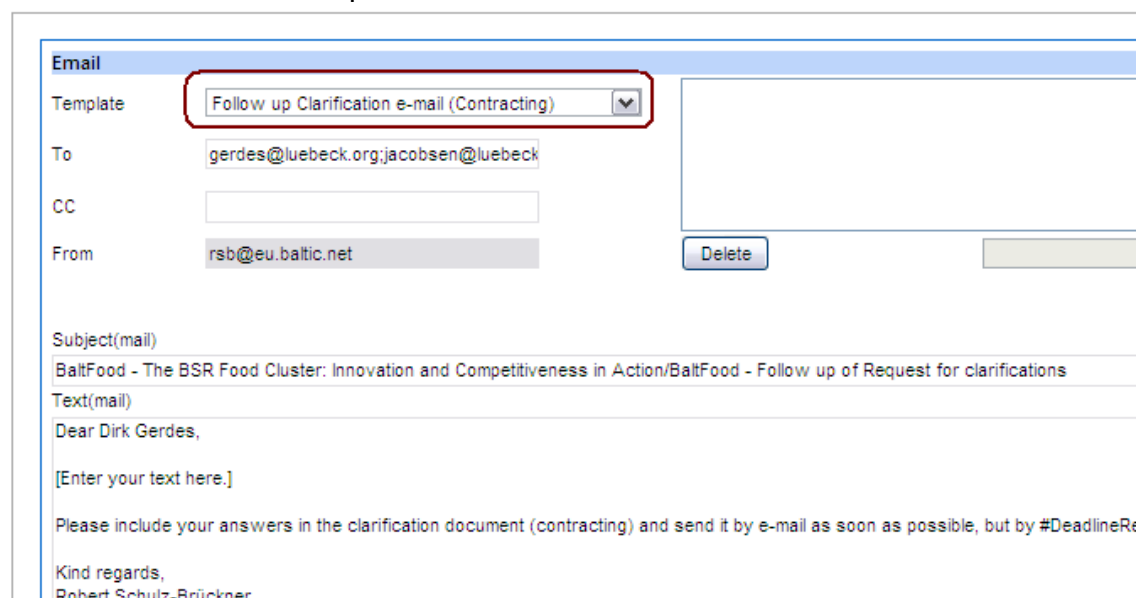
From: rsb@eu.baltic.net

Subject(mail): Baltic Sea Region Programme 2007-2013 - Decision on RECO Baltic 21 Tech

Text(mail):

Delete Browse... Add

(12) Choose the correct template:



Email

Template: Follow up Clarification e-mail (Contracting)

To: gerdes@luebeck.org;jacobsen@luebeck

CC:

From: rsb@eu.baltic.net

Subject(mail): BaltFood - The BSR Food Cluster: Innovation and Competitiveness in Action/BaltFood - Follow up of Request for clarifications

Text(mail): Dear Dirk Gerdes,
[Enter your text here.]
Please include your answers in the clarification document (contracting) and send it by e-mail as soon as possible, but by #DeadlineRe
Kind regards,
Robert Schulz-Brückner

Delete

(13) Crosscheck the e-mail text.

Attention: Please note that the placeholder for the deadline (#DeadlineReminder#) will be only entered automatically by the database at the moment the 'send mail' button is clicked.



(14) Set a deadline.

We attached two files to this e-mail:

1. "Clarification document (Contracting)": This document provides information on how the requirements that were set for your project should be fulfilled clarifications regarding unclear issues that were discovered during the assessment process.

Subject(reminder)
Deadline contract clarification HANSA MOBILITY

Deadline/Set reminder for
01. Dec 2008

Attention: The deadline will be documented in the database and as a task in the user's outlook in parallel.



(15) Rename the subject of the reminder, if necessary.

[Enter your text here.]

Please include your answers in the clarification document (contracting) and send it by e-mail as soon as possible, but by #DeadlineRe

Kind regards,
Robert Schulz-Brückner

Subject(reminder)
Deadline contract clarification BaltFood

Deadline/Set reminder for
16. Dec 2008

(16) Set the 'Current Clarification (Contracting)' **flag**.

in the clarification document (contracting) and send it by e-mail as soon as possible, but by #DeadlineReminder# at the latest.

BaltFood

Current Clarification (Contracting) ▼

(17) Click **Send mail**.

3.7 Generating the Grant contract

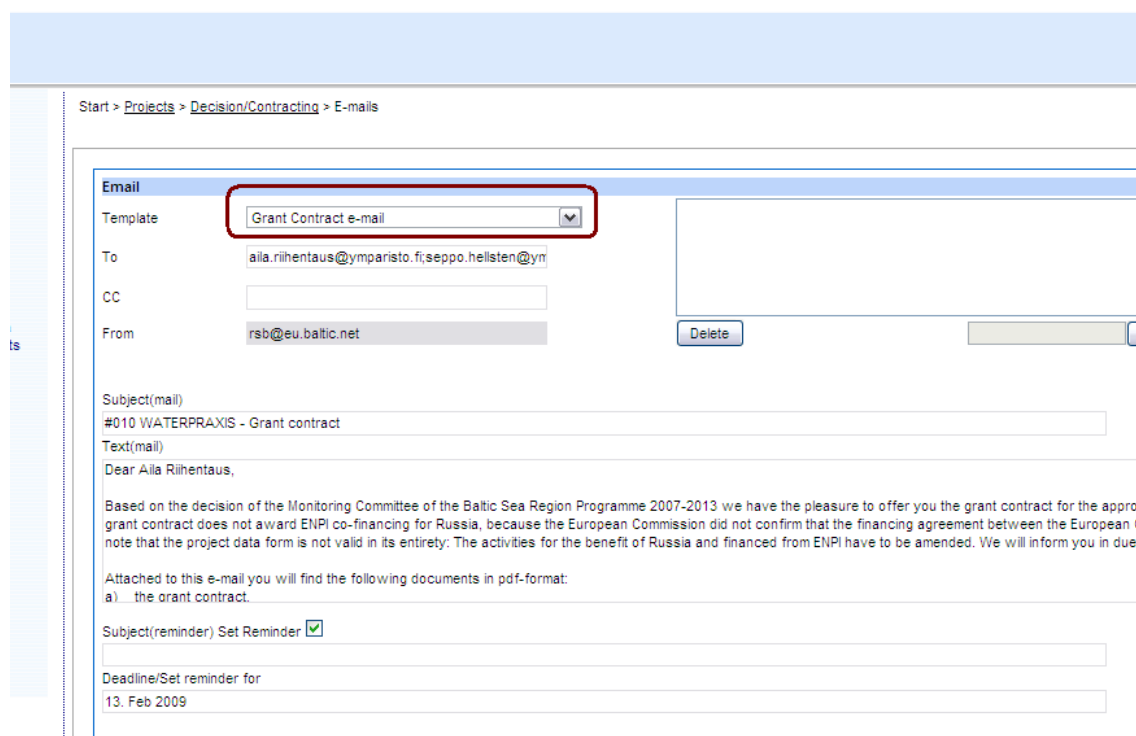
- (1) Go to **Project>Decision/Contracting>Grant Contract**
- (2) Click 'to generate a new prefilled file please click'

3.8 Sending the contracting e-mail

Attention: E-mails should be generated by the user whose contact data should be indicated in the document.



- (1) Go to **Project>Decision/Contracting>E-Mails**
- (2) Choose the correct template:



Start > Projects > Decision/Contracting > E-mails

Email

Template: Grant Contract e-mail

To: aila.riihentaus@ymparisto.fi;seppo.hellsten@ym

CC:

From: rsb@eu.baltic.net

Subject(mail): #010 WATERPRAXIS - Grant contract

Text(mail):

Dear Aila Riihentaus,

Based on the decision of the Monitoring Committee of the Baltic Sea Region Programme 2007-2013 we have the pleasure to offer you the grant contract for the approval. The grant contract does not award ENPI co-financing for Russia, because the European Commission did not confirm that the financing agreement between the European Commission and the Russian Federation is valid in its entirety. The activities for the benefit of Russia and financed from ENPI have to be amended. We will inform you in due time.

Attached to this e-mail you will find the following documents in pdf-format:

a) the grant contract.

Subject(reminder) Set Reminder ☒

Deadline/Set reminder for: 13. Feb 2009

- (3) Crosscheck the e-mail text.

Attention: Please note that the placeholder for the deadline (#DeadlineReminder#) will be only entered automatically by the database at the moment the 'send mail' button is clicked.



(4) Set a deadline.

We attached two files to this e-mail:

1. "Clarification document (Contracting)": This document provides information on how the requirements that were set for your project should be fulfilled clarifications regarding unclear issues that were discovered during the assessment process.

Subject(reminder)
Deadline contract clarification HANSA MOBILITY

Deadline/Set reminder for
01. Dec 2008

Attention: The deadline will be documented in the database and as a task in the user's outlook in parallel.



(5) Set the 'Current Clarification (Contracting)' flag.

(6) Rename the subject of the reminder, if necessary.

[Enter your text here.]

Please include your answers in the clarification document (contracting) and send it by e-mail as soon as possible, but by #DeadlineRe

Kind regards,
Robert Schulz-Brückner

Subject(reminder)
Deadline contract clarification BaltFood

Deadline/Set reminder for
16. Dec 2008

(7) Click 'Send mail'.

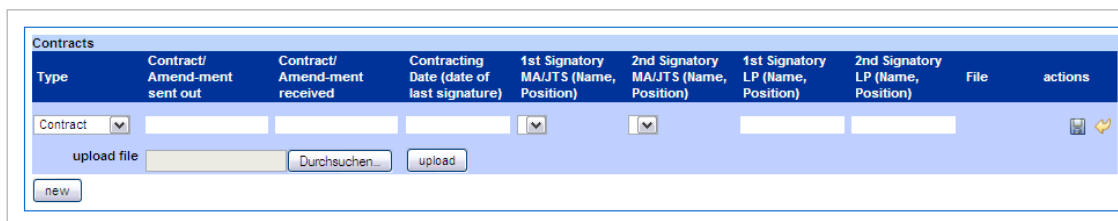
3.9 Generating the cover letter for the Grant Contract

- (1) Go to **Project>Decision/Contracting>Grant Contract**.
- (2) Click 'to generate a new prefilled file please click'

3.10 Documenting the submission of the Grant Contract or an amendment

- (1) Go to **Project>Decision/Contracting>Grant Contract**.
- (2) Click 'new'.

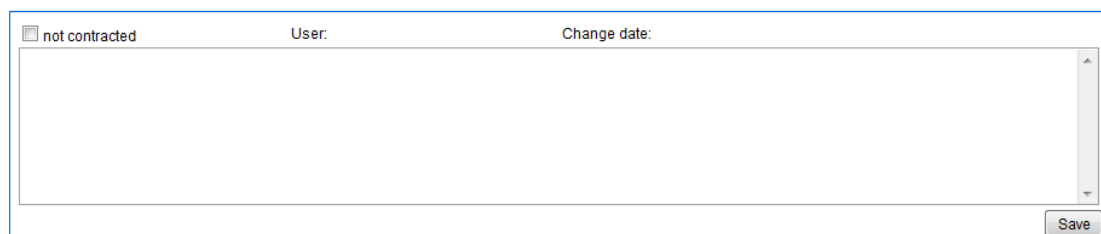
(3) Fill in all necessary data and upload the scanned Grant Contract.



3.11 Documenting the case of a non-contracted project

(1) Go to **Project>Decision/Contracting>Grant Contract**.

(2) Tick 'not contracted'.



(3) Enter a comment and click 'save'.

(4) Upload additional documents, if needed.



4 Monitoring Stage

There are three types of reporting forms which follow the same logic:



































































- Preparation cost report,
- Progress Report, and
- Correction Report.

Attention: Please note, that this chapter only describes the technical steps of the monitoring in DEEP. For further information please check additional guidance and checklists on the JTS fileserver L:\.



4.1 Generating a prefilled Progress Report/Preparation Cost Report



































































(1) Go to **Projects > Progress Report**

Progress Reports					
Period Name	Start date	End date	Reporting deadline	Import date	
Preparation Costs	31 May 2007	24 Oct 2008	01 Nov 2009	08 Jan 2010 09:51:18	     
Period 1	25 Oct 2008	31 Jul 2009	01 Nov 2009	15 Jan 2010 16:33:18	     
Annex PR1	25 Oct 2008	31 Jul 2009	01 Nov 2009	17 Mar 2010 15:19:34	     
Period 2	01 Aug 2009	31 Jan 2010	01 May 2010	04 Feb 2010 09:04:58	     
Period 3	01 Feb 2010	31 Jul 2010	01 Nov 2010	15 Apr 2010 11:54:03	     
Period 4	01 Aug 2010	31 Jan 2011	01 May 2011		     
Period 5	01 Feb 2011	31 Jul 2011	01 Nov 2011		     
Period 6 (and Closure Costs)	01 Aug 2011	24 Apr 2012	01 May 2012	30 Nov 2009 12:58:41	     
Annex final PR			01 Nov 2009		     
CR1					     
CR2					     
























































(2) Click on .

4.2 Generating a prefilled Correction Report

(1) Go to **Projects > Progress Report**

Progress Reports					
Period Name	Start date	End date	Reporting deadline	Import date	
Preparation Costs	31 May 2007	24 Oct 2008	01 Nov 2009	08 Jan 2010 09:51:18	     
Period 1	25 Oct 2008	31 Jul 2009	01 Nov 2009	15 Jan 2010 16:33:18	     
Annex PR1	25 Oct 2008	31 Jul 2009	01 Nov 2009	17 Mar 2010 15:19:34	     
Period 2	01 Aug 2009	31 Jan 2010	01 May 2010	04 Feb 2010 09:04:58	     
Period 3	01 Feb 2010	31 Jul 2010	01 Nov 2010	15 Apr 2010 11:54:03	     
Period 4	01 Aug 2010	31 Jan 2011	01 May 2011		     
Period 5	01 Feb 2011	31 Jul 2011	01 Nov 2011		     
Period 6 (and Closure Costs)	01 Aug 2011	24 Apr 2012	01 May 2012	30 Nov 2009 12:58:41	     
Annex final PR			01 Nov 2009		     
CR1					     
CR2					     

(2) Click 'add Correction Report'.

Progress Reports					
Period Name	Start date	End date	Reporting deadline	Import date	
Preparation Costs	31 May 2007	24 Oct 2008	01 Nov 2009	08 Jan 2010 09:51:18	    
Period 1	25 Oct 2008	31 Jul 2009	01 Nov 2009	15 Jan 2010 16:33:18	    
Annex PR1	25 Oct 2008	31 Jul 2009	01 Nov 2009	17 Mar 2010 15:19:34	    
Period 2	01 Aug 2009	31 Jan 2010	01 May 2010	04 Feb 2010 09:04:58	    
Period 3	01 Feb 2010	31 Jul 2010	01 Nov 2010	15 Apr 2010 11:54:03	    
Period 4	01 Aug 2010	31 Jan 2011	01 May 2011		    
Period 5	01 Feb 2011	31 Jul 2011	01 Nov 2011		    
Period 6 (and Closure Costs)	01 Aug 2011	24 Apr 2012	01 May 2012	30 Nov 2009 12:58:41	    
Annex final PR			01 Nov 2009		    
CR1					    
CR2					    

add Correction Report

(3) Click on .

4.3 Sending a prefilled reporting form

(1) Go to **Projects > Progress Report**

(2) Click on .

(3) Attach the prefilled Reporting Form.

Email

Template: Rejection e-mail (1st Call)

To: kjell.haglund@ab.lst.se;anna.larsson

CC:

From: rsb@eu.baltic.net

Delete Browse... Add

Attention: Please note that due to technical reasons, we can only accept reporting forms, which are saved as *.xls version. Lead partners which deliver the files in the new MS Excel format *.xlsm should be informed, that we can not accept the file, because it causes ERROR messages. In addition those files will not work with our 'compare workbook' or 'Checksum' tools.



(4) Choose the correct template from the drop down list:

Email

Template: Pre-filled forms for Progress Report

To: thomas.ndeich@iub.de;
irene.schucht@ibb.de; zeiser_h.zeiser@t-online.de; christoph.pilarek@ibb.de;
michal.galkiewicz@berlinmagazyn.pl;

CC:

From: rs@eu.baltic.net

Delete Browse... Add

(5) Crosscheck the e-mail text.

Attention: Please note that the placeholder for the deadline (#DeadlineReminder#) will be only entered automatically by the database at the moment the 'send mail' button is clicked.



(6) Set a deadline.

We attached two files to this e-mail:

1. "Clarification document (Contracting)": This document provides information on how the requirements that were set for your project should be fulfilled clarifications regarding unclear issues that were discovered during the assessment process.

Subject(reminder)
Deadline contract clarification HANSA MOBILITY

Deadline/Set reminder for
01. Dec 2008

Attention: The deadline will be documented in the database and as a task in the user's outlook in parallel.



(7) Set the 'Reporting forms sent' or 'Revised forms sent' flag.

#002, BSR_CBP: Progress Report - Clarifications

Text(mail)
Dear Susanne Krawack - Director,

Thank you for submitting your preparation cost and progress report no. 1. After carefully reviewing it, we would like to as and/or documents.

Please find the "clarification form (PCR)" and "clarification form (PR1)" attached to this e-mail. This/These documents li preparation cost report and progress report.

not specified
---- AF/Contracting ----
Technical clarification
Technical check passed
Approval/Rejection e-mail
1st Clarification
Clarification request sent
Grant contract sent
---- PR/PCR Monitoring ----
Reporting forms sent
Revised forms sent
Missing report (Reminder)

(8) Rename the subject of the reminder, if necessary.

[enter your text here.]

Please include your answers in the clarification document (contracting) and send it by e-mail as soon as possible, but by #DeadlineRe

Kind regards,
Robert Schulz-Brückner



































































Subject(reminder)
Deadline contract clarification BaltFood

Deadline/Set reminder for
16. Dec 2008

(9) Click 'Send mail'.

4.4 Importing a reporting form

(1) Go to **Projects > Progress Report**

Progress Reports					
Period Name	Start date	End date	Reporting deadline	Import date	
Preparation Costs	31 May 2007	24 Oct 2008	01 Nov 2009	08 Jan 2010 09:51:18	     
Period 1	25 Oct 2008	31 Jul 2009	01 Nov 2009	15 Jan 2010 16:33:18	     
Annex PR1	25 Oct 2008	31 Jul 2009	01 Nov 2009	17 Mar 2010 15:19:34	     
Period 2	01 Aug 2009	31 Jan 2010	01 May 2010	04 Feb 2010 09:04:58	     
Period 3	01 Feb 2010	31 Jul 2010	01 Nov 2010	15 Apr 2010 11:54:03	     
Period 4	01 Aug 2010	31 Jan 2011	01 May 2011		     
Period 5	01 Feb 2011	31 Jul 2011	01 Nov 2011		     
Period 6 (and Closure Costs)	01 Aug 2011	24 Apr 2012	01 May 2012	30 Nov 2009 12:58:41	     
Annex final PR			01 Nov 2009		     
CR1					     
CR2					     

(2) Click .

(3) Click 'Browse' to select a file.

Select file for import Annex PR1 (version: 4)

File



































































(4) Click 'upload'.

Attention: It is not possible to upload a new version of a Progress Report in case at least one 'Ready for Payment' boxes is ticked and/or the Report was marked as paid.




4.5 Deleting a reporting form

(1) Go to **Projects > Progress Report**

Progress Reports					
Period Name	Start date	End date	Reporting deadline	Import date	
Preparation Costs	31 May 2007	24 Oct 2008	01 Nov 2009	08 Jan 2010 09:51:18	     
Period 1	25 Oct 2008	31 Jul 2009	01 Nov 2009	15 Jan 2010 16:33:18	     
Annex PR1	25 Oct 2008	31 Jul 2009	01 Nov 2009	17 Mar 2010 15:19:34	     
Period 2	01 Aug 2009	31 Jan 2010	01 May 2010	04 Feb 2010 09:04:58	     
Period 3	01 Feb 2010	31 Jul 2010	01 Nov 2010	15 Apr 2010 11:54:03	     
Period 4	01 Aug 2010	31 Jan 2011	01 May 2011		     
Period 5	01 Feb 2011	31 Jul 2011	01 Nov 2011		     
Period 6 (and Closure Costs)	01 Aug 2011	24 Apr 2012	01 May 2012	30 Nov 2009 12:58:41	     
Annex final PR			01 Nov 2009		     
CR1					     
CR2					     

(2) Click .

(3) Click .

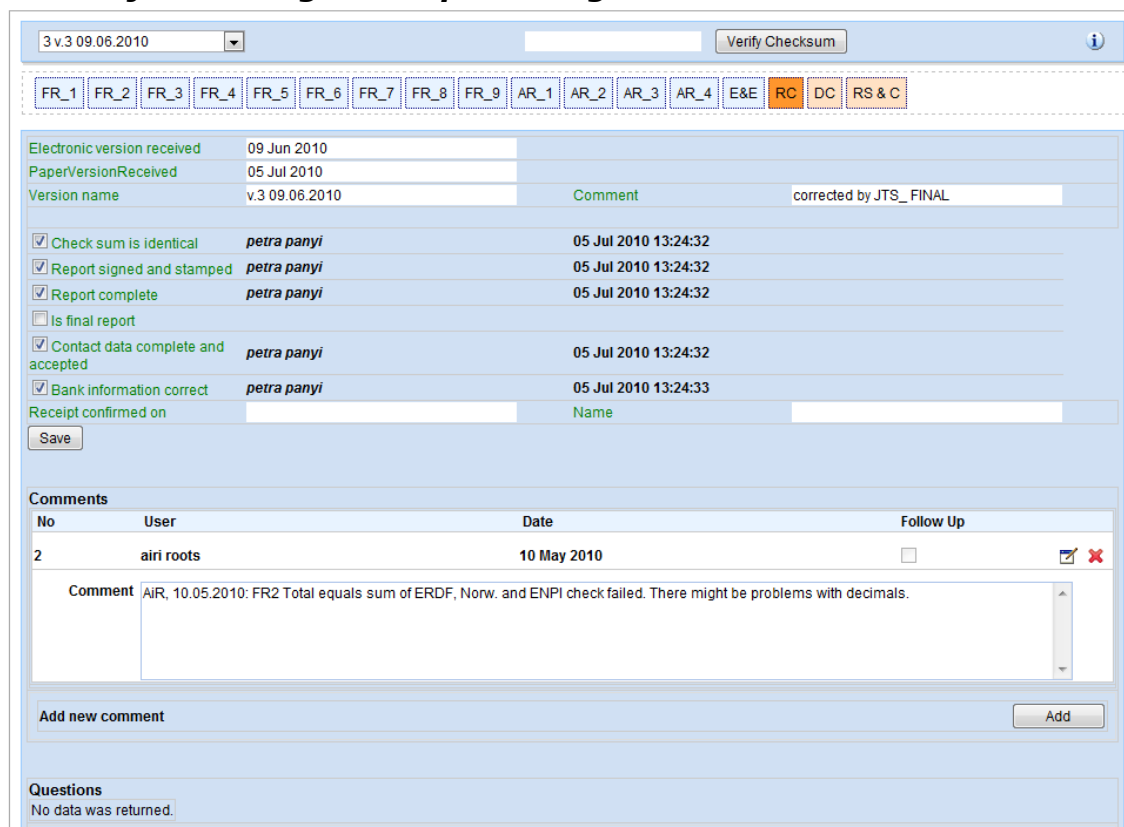
No.	User	Valid	Import	Date Electronic Version	Date Paper Version	Version	Comment
1	robert schulz	<input checked="" type="checkbox"/>	12 Jan 2011	01 Jan 2011	01 Jan 2011	Version 1	

(4) Untick the 'Valid' box and add a comment.

(5) Click .

4.6 Registering a reporting form

(1) Go to **Projects > Progress Report > Registration Check**



3 v.3 09.06.2010

FR_1 FR_2 FR_3 FR_4 FR_5 FR_6 FR_7 FR_8 FR_9 AR_1 AR_2 AR_3 AR_4 E&E RC DC RS & C

Electronic version received	09 Jun 2010
Paper/Version Received	05 Jul 2010
Version name	v.3 09.06.2010
Comment	corrected by JTS_FINAL

<input checked="" type="checkbox"/>	Check sum is identical	petra panyi	05 Jul 2010 13:24:32
<input checked="" type="checkbox"/>	Report signed and stamped	petra panyi	05 Jul 2010 13:24:32
<input checked="" type="checkbox"/>	Report complete	petra panyi	05 Jul 2010 13:24:32
<input type="checkbox"/>	Is final report		
<input checked="" type="checkbox"/>	Contact data complete and accepted	petra panyi	05 Jul 2010 13:24:32
<input checked="" type="checkbox"/>	Bank information correct	petra panyi	05 Jul 2010 13:24:33
Receipt confirmed on		Name	

Comments

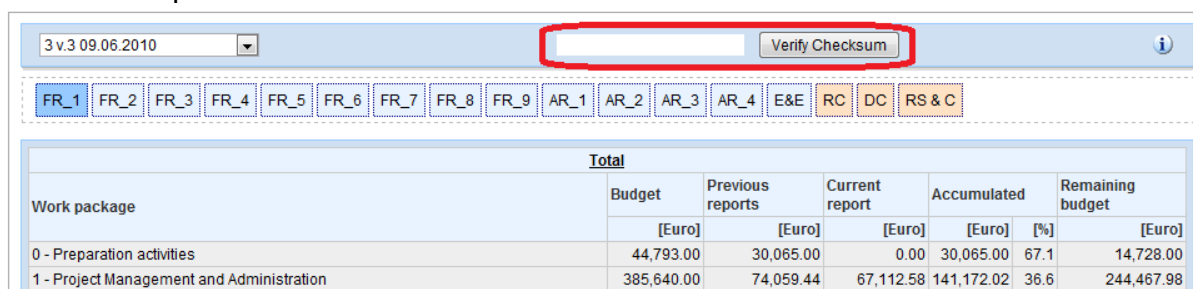
No	User	Date	Follow Up
2	airi roots	10 May 2010	<input type="checkbox"/>

Comment: AIR, 10.05.2010: FR2 Total equals sum of ERDF, Norw. and ENPI check failed. There might be problems with decimals.

Add new comment

Questions
No data was returned.

(2) Enter the checksum and click 'verify checksum' to verify the electronic version of the report.

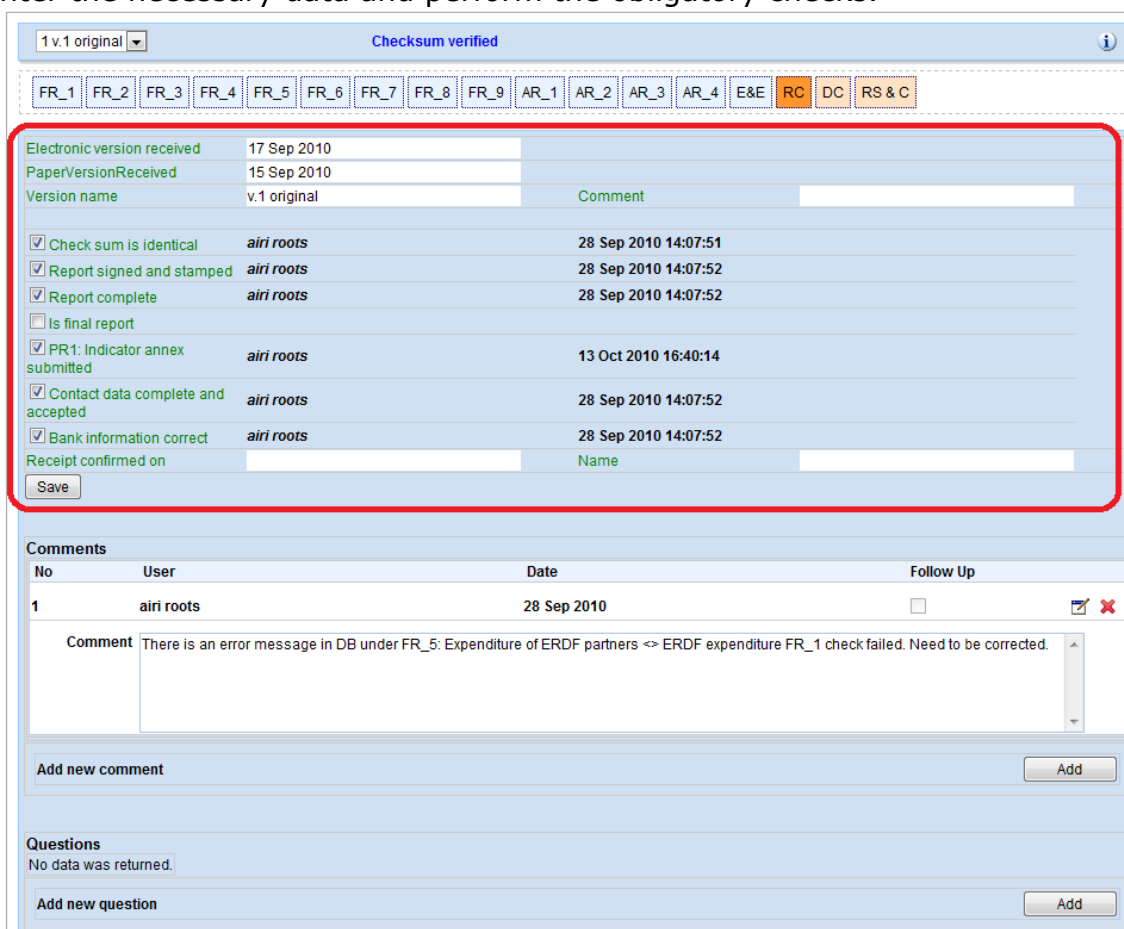


3 v.3 09.06.2010

FR_1 FR_2 FR_3 FR_4 FR_5 FR_6 FR_7 FR_8 FR_9 AR_1 AR_2 AR_3 AR_4 E&E RC DC RS & C

Work package	Total					Remaining budget
	Budget	Previous reports	Current report	Accumulated		
	[Euro]	[Euro]	[Euro]	[Euro]	[%]	[Euro]
0 - Preparation activities	44,793.00	30,065.00	0.00	30,065.00	67.1	14,728.00
1 - Project Management and Administration	385,640.00	74,059.44	67,112.58	141,172.02	36.6	244,467.98

(3) Enter the necessary data and perform the obligatory checks.



1 v.1 original Checksum verified

FR_1 FR_2 FR_3 FR_4 FR_5 FR_6 FR_7 FR_8 FR_9 AR_1 AR_2 AR_3 AR_4 E&E RC DC RS & C

Electronic version received 17 Sep 2010
PaperVersionReceived 15 Sep 2010
Version name v.1 original
Comment

☒ Check sum is identical *airi roots* 28 Sep 2010 14:07:51
☒ Report signed and stamped *airi roots* 28 Sep 2010 14:07:52
☒ Report complete *airi roots* 28 Sep 2010 14:07:52
☐ Is final report
☒ PR1: Indicator annex submitted *airi roots* 13 Oct 2010 16:40:14
☒ Contact data complete and accepted *airi roots* 28 Sep 2010 14:07:52
☒ Bank information correct *airi roots* 28 Sep 2010 14:07:52
Receipt confirmed on Name

Save

Comments

No	User	Date	Follow Up
1	airi roots	28 Sep 2010	<input type="checkbox"/>

Comment: There is an error message in DB under FR_5: Expenditure of ERDF partners <=> ERDF expenditure FR_1 check failed. Need to be corrected.

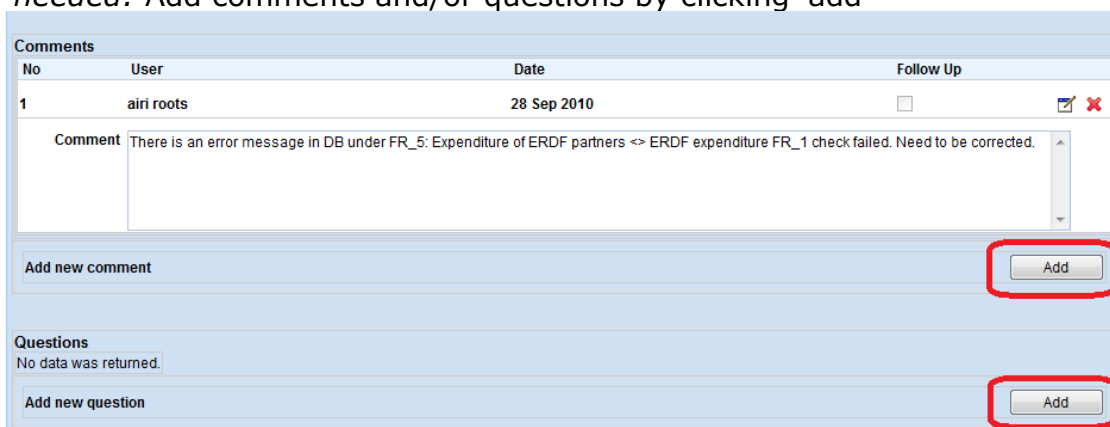
Add new comment Add

Questions
No data was returned.

Add new question Add

(4) Click 'save'.

(5) *If needed*: Add comments and/or questions by clicking 'add'



Comments

No	User	Date	Follow Up
1	airi roots	28 Sep 2010	<input type="checkbox"/>

Comment: There is an error message in DB under FR_5: Expenditure of ERDF partners <=> ERDF expenditure FR_1 check failed. Need to be corrected.

Add new comment Add

Questions
No data was returned.

Add new question Add

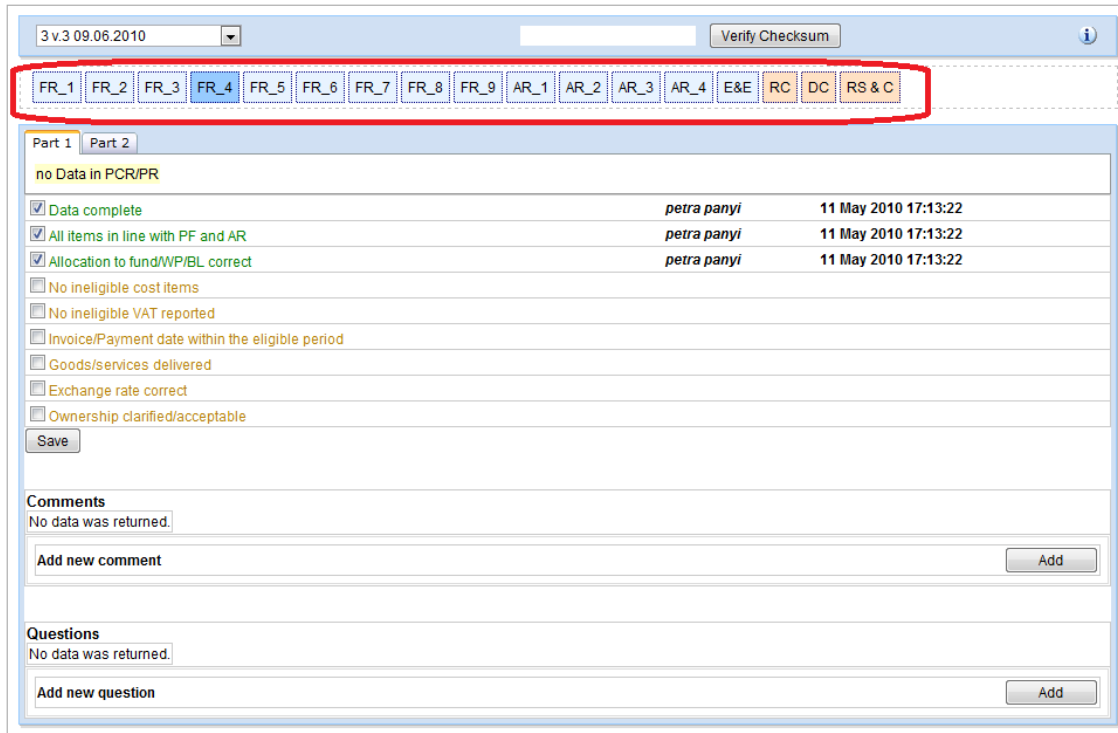
(6) Click '✎' to enter or edit your question/comment.

(7) Click '💾' to save.

4.7 Monitoring a specific part of a reporting form

(1) Go to **Projects > Progress Report**

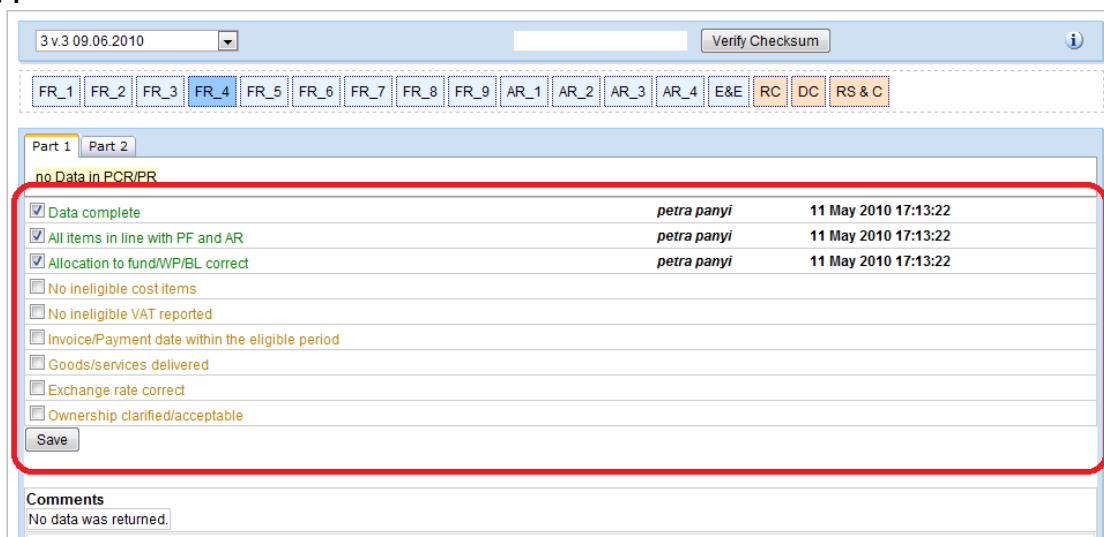
(2) Select a section of the reporting form by clicking the respective tab.



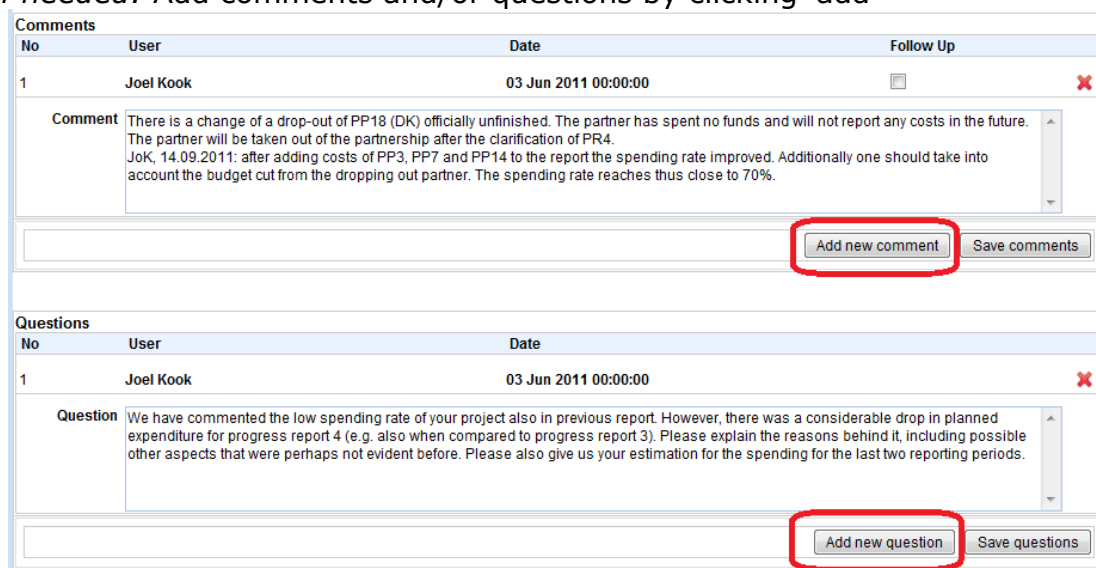
Attention: Please note that there are two types of tick boxes: obligatory ones (in green colour) as well as facultative ones (in orange colour). An overview on all unsolved obligatory checks can be found under 'Reporting Status & Clarification' (RS&C) > 'Open obligatory checks'.



(3) Perform the monitoring checks by ticking the respective boxes and clicking 'save'.



(5) If needed: Add comments and/or questions by clicking 'add'



Comments

No	User	Date	Follow Up
1	Joel Kook	03 Jun 2011 00:00:00	<input type="checkbox"/>

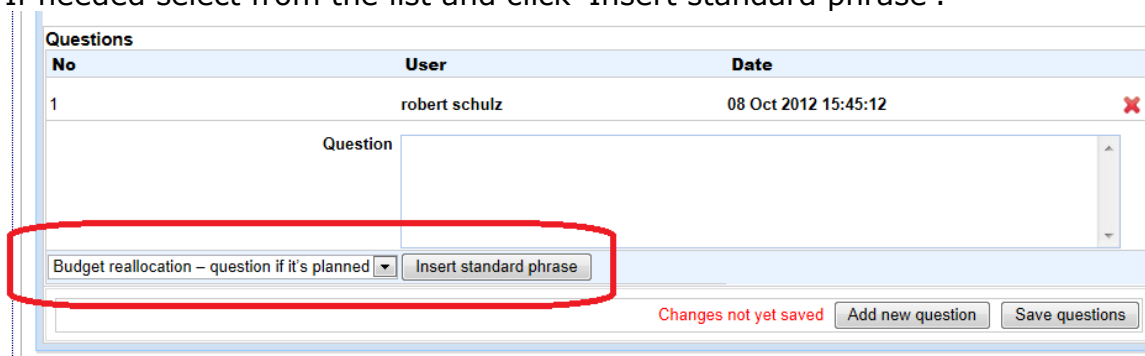
Comment There is a change of a drop-out of PP18 (DK) officially unfinished. The partner has spent no funds and will not report any costs in the future. The partner will be taken out of the partnership after the clarification of PR4. JoK, 14.09.2011: after adding costs of PP3, PP7 and PP14 to the report the spending rate improved. Additionally one should take into account the budget cut from the dropping out partner. The spending rate reaches thus close to 70%.

Questions

No	User	Date
1	Joel Kook	03 Jun 2011 00:00:00

Question We have commented the low spending rate of your project also in previous report. However, there was a considerable drop in planned expenditure for progress report 4 (e.g. also when compared to progress report 3). Please explain the reasons behind it, including possible other aspects that were perhaps not evident before. Please also give us your estimation for the spending for the last two reporting periods.

(6) If needed select from the list and click 'Insert standard phrase'.



Questions

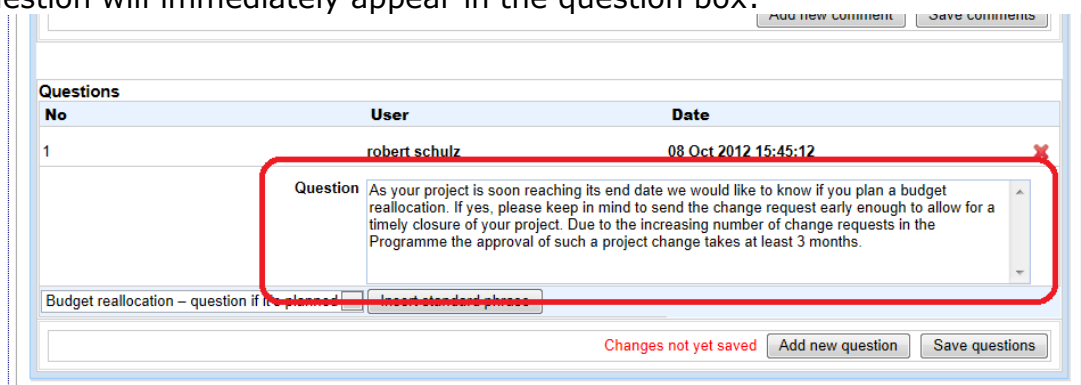
No	User	Date
1	robert schulz	08 Oct 2012 15:45:12

Question

Budget reallocation – question if it's planned

Changes not yet saved

The question will immediately appear in the question box:



Questions

No	User	Date
1	robert schulz	08 Oct 2012 15:45:12

Question As your project is soon reaching its end date we would like to know if you plan a budget reallocation. If yes, please keep in mind to send the change request early enough to allow for a timely closure of your project. Due to the increasing number of change requests in the Programme the approval of such a project change takes at least 3 months.

Budget reallocation – question if it's planned

Changes not yet saved

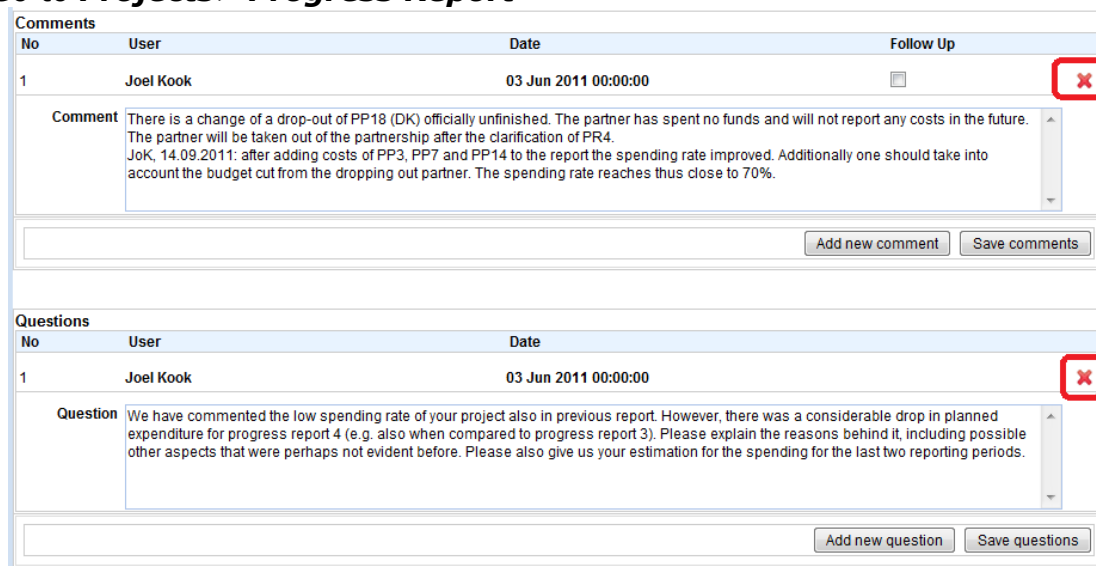
(7) Click 'Save questions'/'Save comments'.


Attention: Please note that separators should not be used when entering values in DEEP, especially in the Desk Check section (correct: "1300.00" instead of "1,300.00"). Otherwise the values will most likely not saved (properly).



4.8 Deleting a monitoring question/comment


(1) Go to **Projects> Progress Report**



Comments			
No	User	Date	Follow Up
1	Joel Kook	03 Jun 2011 00:00:00	

Comment There is a change of a drop-out of PP18 (DK) officially unfinished. The partner has spent no funds and will not report any costs in the future. The partner will be taken out of the partnership after the clarification of PR4. JoK, 14.09.2011: after adding costs of PP3, PP7 and PP14 to the report the spending rate improved. Additionally one should take into account the budget cut from the dropping out partner. The spending rate reaches thus close to 70%.

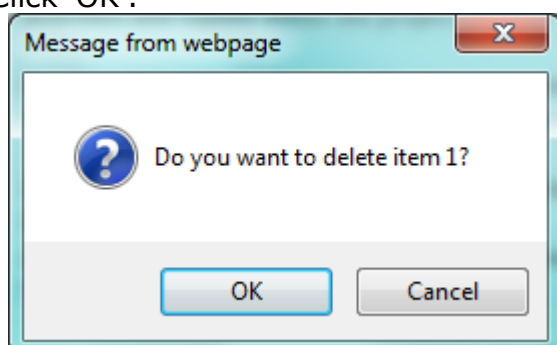
Questions

No	User	Date	Follow Up
1	Joel Kook	03 Jun 2011 00:00:00	

Question We have commented the low spending rate of your project also in previous report. However, there was a considerable drop in planned expenditure for progress report 4 (e.g. also when compared to progress report 3). Please explain the reasons behind it, including possible other aspects that were perhaps not evident before. Please also give us your estimation for the spending for the last two reporting periods.

(2) Click ''.

(3) Click 'OK'.



Message from webpage

Do you want to delete item 1?

OK Cancel

4.9 Generating an overview on all monitoring comments

(1) Go to **Projects> Progress Report> Reporting Status & Clarification**



3 v.3 09.06.2010 Verify Checksum 

FR_1 FR_2 FR_3 FR_4 FR_5 FR_6 FR_7 FR_8 FR_9 AR_1 AR_2 AR_3 AR_4 E&E RC **RS & C**

Report sent out

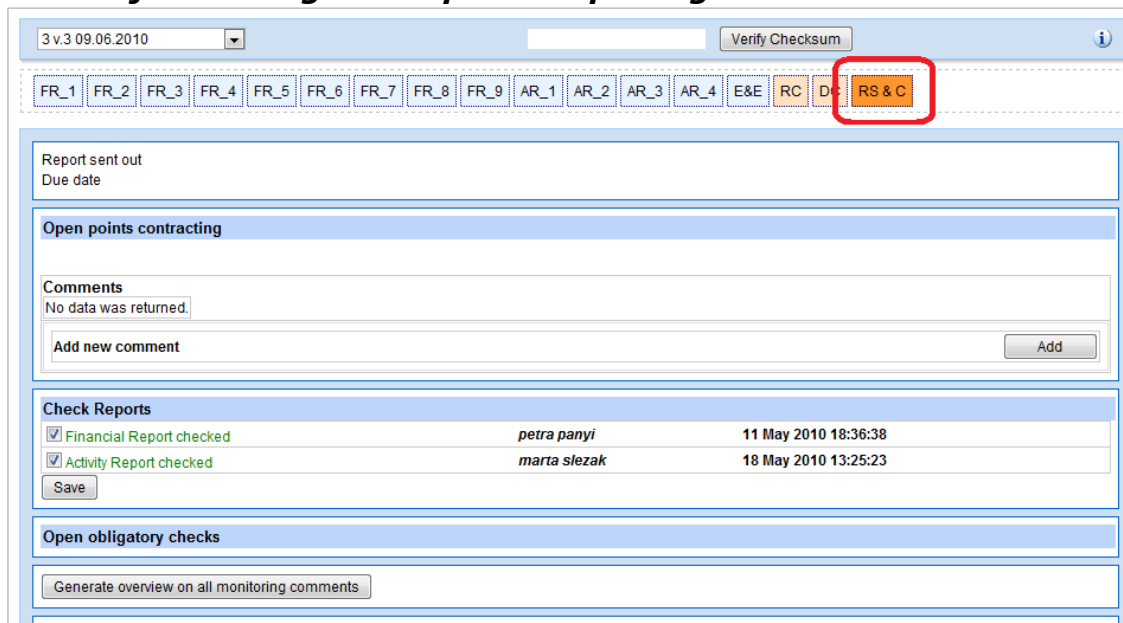
Due date

Open points contracting

(2) Click 'Generate an overview on all monitoring comment'.

4.10 Generating and sending a clarification document

(1) Go to **Projects > Progress Report > Reporting Status & Clarification**



3 v.3 09.06.2010

Verify Checksum

FR_1 FR_2 FR_3 FR_4 FR_5 FR_6 FR_7 FR_8 FR_9 AR_1 AR_2 AR_3 AR_4 E&E RC D RS & C

Report sent out
Due date

Open points contracting

Comments
No data was returned.

Add new comment

Add

Check Reports

<input checked="" type="checkbox"/> Financial Report checked	petra panyi	11 May 2010 18:36:38
<input checked="" type="checkbox"/> Activity Report checked	marta slezak	18 May 2010 13:25:23

Save

Open obligatory checks

Generate overview on all monitoring comments

(2) Crosscheck all questions listed in the table.

Questions			
No	Solved	Date (Solved)	User (Solved)
FR_1: Question 1	<input checked="" type="checkbox"/>	23 Jun 2010	petra panyi
Question	Please note that the overall spending rate of the project up to now is 14.5% of the planned schedule in the Project data form. As we already mentioned in the Programme Manual, projects are requested to keep up with the schedule stated in the Project data form and the Grant contract. Otherwise, in case the European Commission forces the Managing Authority to reduce the Programme request for funds, we will have to cut the budget of the under spending projects. Your project might thus be directly at risk in case of de-commitment of funds at Programme level. We have noticed that the following PPs have very low spending: PP8, PP10, PP11, PP12 and PP13. Please shortly describe the reasons for that.		
FR_2: Question 1	<input checked="" type="checkbox"/>	23 Jun 2010	petra panyi
Question	Please describe the items: expert's support, external expertise, seminar. We kindly ask you for the future to avoid using general formulations and to specify the items of external services in a more identifiable way.		
FR_3: Question 1	<input checked="" type="checkbox"/>	29 Jun 2010	petra panyi
Question	NEW QUESTION: The Estonian FLC has informed us that they have found some ineligible expenditure in case of one Estonian partner. We have included you in the correspondence, but still please see it below. We kindly ask you to check the situation and exclude the ineligible costs from the report and send us a new digital version.		
FR_9 FLC confirmation: Question 1	<input checked="" type="checkbox"/>	23 Jun 2010	petra panyi
Question	Please send us the scanned version of the signed Partnership Agreement.		
FR_9 Ineligible expenditure: Question 1	<input checked="" type="checkbox"/>	23 Jun 2010	petra panyi
Question	The ineligible expenditure was not summed up by the First level controller and not confirmed. Please include also the ineligible expenditure in the table summing up all costs.		

(3) Click 'Generating Clarification Form (Monitoring)'.

Question You have used figures with more than two digits after the decimal point or formulas instead of figures, please make sure that except for the exchange rate where you have to work with figures with 4 digits after the decimal points you only use figures (no formulas) with two digits after the decimal point. Please correct these mistakes in FR_2 and FR_3.

Desk Check AR: Question 1 ☒ **29 Jun 2010** **marta slezak**

Question Please make sure that the proper reference to the EU and the Programme is placed on all published documents. In case of some outputs like e.g. "The Concept of Integrated Urban Development of the area A1MWU limited by streets Kusocińskiego, Wojska Polskiego, Fabryczna i Puławska in Piaseczno" (http://www.urbenergy.eu/fileadmin/urb.energy/medias/partners_section/Partner_Outputs/PO-WP3/Piaseczno-wp3-SWOT.pdf) and Evaluation and Reflection of the SWOT-Method Some Crucial Topics of Experiences in Berlin

Generating Clarification Form (Monitoring)

Request sent out
Deadline
Received
Save Request Data

(4) Document the date of the request and click 'save request data'.

Generating Clarification Form (Monitoring)

Request sent out
Deadline
Received
Save Request Data

(5) Go to **Projects > Progress Report**

(6) Click on '✉'.

(7) Attach the generated 'Clarification Form (Monitoring)'.

Email

Template: Rejection e-mail (1st Call)

To: kjell.haglund@ab.lst.se;anna.larsson

CC:

From: rsb@eu.baltic.net

Delete **Browse...** **Add**

(8) Choose the correct template from the drop down list:

Email

Template: **Clarification request (Progress Report 1)**

To:

CC: Initial technical checks failed
Initial technical checks passed
Missed Reporting Deadline
Approval of Progress Report
Pre-filled forms for Progress Report
Postponement of submission deadline for Progress Report
Clarification request (Progress Report 2-6)

From: rsb@eu.baltic.net

Delete **Browse...** **Add**

(9) Crosscheck the e-mail text.

Attention: Please note that the placeholder for the deadline (#DeadlineReminder#) will be only entered automatically by the database at the moment the 'send mail' button is clicked.



(10) Set a deadline.

We attached two files to this e-mail:

1. "Clarification document (Contracting)": This document provides information on how the requirements that were set for your project should be fulfilled: clarifications regarding unclear issues that were discovered during the assessment process.

Subject(reminder)
Deadline contract clarification HANSA MOBILITY

Deadline/Set reminder for
01. Dec 2008

Attention: The deadline will be documented in the database and as a task in the user's outlook in parallel.



(11) Set the '1st Clarification' or 'Clarification request sent' flag.

26. Jan 2011

not specified
not specified
---- AF/Contracting ----
Technical clarification
Technical check passed
Approval/Rejection e-mail
1st Clarification
Clarification request sent
Grant contract sent
PR/PCR Monitoring
Reporting forms sent

Send mail

SentDate	Deadline	SentFrom	SentTo	MailSubject	SentText	Attachment	Type
7/7/2010 2:54:12 PM	11/1/2010 12:00:00 AM	petra.panyi@eu.baltic.net	a.lindner@deutscher-verband.org; schmidtzki@iwneev.org	#020, Urb.Energy : Pre-filled ...	show mail	20 P	Clarification request sent

(12) Rename the subject of the reminder, if necessary.

[Enter your text here.]

Please include your answers in the clarification document (contracting) and send it by e-mail as soon as possible, but by #DeadlineRe

Kind regards,
Robert Schulz-Brückner

Subject(reminder)
Deadline contract clarification BaltFood



Deadline/Set reminder for
16. Dec 2008

(13) Click 'Send mail'.

4.11 Marking a clarification question as solved

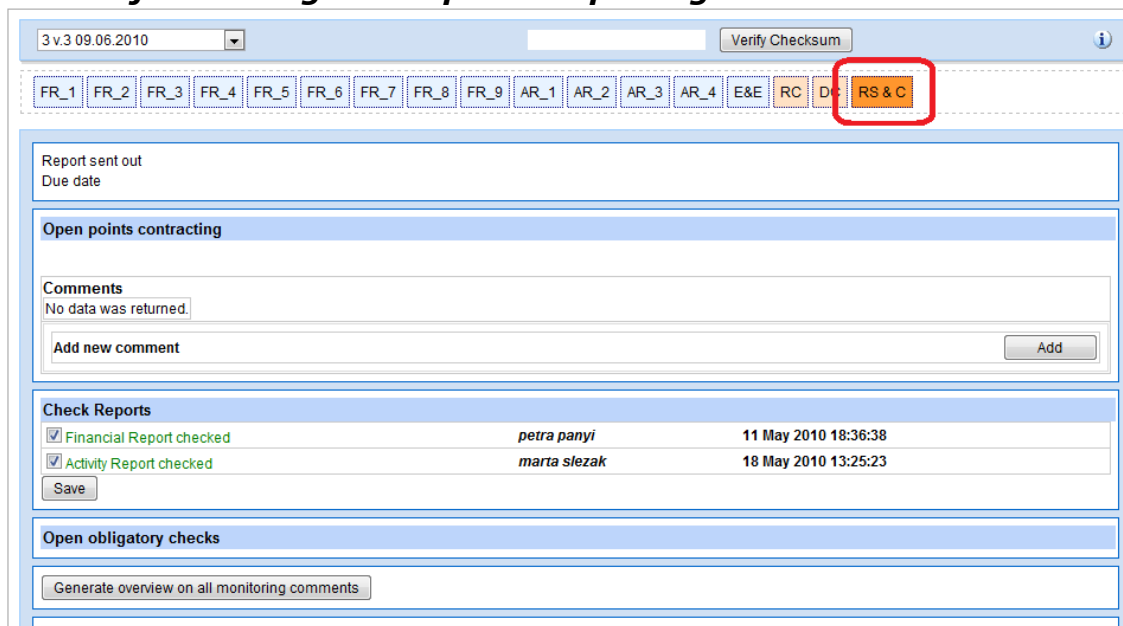
(1) Go to **Projects > Progress Report > Reporting Status & Clarification**

Questions			
No	Solved	Date (Solved)	User (Solved)
FR_1: Question 1	<input checked="" type="checkbox"/>	23 Jun 2010	petra panyi
Question	Please note that the overall spending rate of the project up to now is 14.5% of the planned schedule in the Project data form. As we already mentioned in the Programme Manual, projects are requested to keep up with the schedule stated in the Project data form and the Grant contract. Otherwise, in case the European Commission forces the Managing Authority to reduce the Programme request for funds, we will have to cut the budget of the under spending projects. Your project might thus be directly at risk in case of de-commitment of funds at Programme level. We have noticed that the following PPs have very low spending: PP8, PP10, PP11, PP12 and PP13. Please shortly describe the reasons for that.		
FR_2: Question 1	<input checked="" type="checkbox"/>	23 Jun 2010	petra panyi
Question	Please describe the items: expert's support, external expertise, seminar. We kindly ask you for the future to avoid using general formulations and to specify the items of external services in a more identifiable way.		
FR_3: Question 1	<input checked="" type="checkbox"/>	29 Jun 2010	petra panyi
Question	NEW QUESTION: The Estonian FLC has informed us that they have found some ineligible expenditure in case of one Estonian partner. We have included you in the correspondence, but still please see it below. We kindly ask you to check the situation and exclude the ineligible costs from the report and send us a new digital version.		
FR_9 FLC confirmation: Question 1	<input checked="" type="checkbox"/>	23 Jun 2010	petra panyi
Question	Please send us the scanned version of the signed Partnership Agreement.		
FR_9 Ineligible expenditure: Question 1	<input checked="" type="checkbox"/>	23 Jun 2010	petra panyi
Question	The ineligible expenditure was not summed up by the First level controller and not confirmed. Please include also the ineligible expenditure in the table summing up all costs.		

(2) Click , the tick box, and  to mark a monitoring question as solved.

4.12 Uploading the final version of the Clarification Form

(1) Go to **Projects > Progress Report > Reporting Status & Clarification**



3 v.3 09.06.2010 Verify Checksum

FR_1 FR_2 FR_3 FR_4 FR_5 FR_6 FR_7 FR_8 FR_9 AR_1 AR_2 AR_3 AR_4 E&E RC **RS & C**

Report sent out
Due date

Open points contracting

Comments
No data was returned.

Add new comment Add

Check Reports

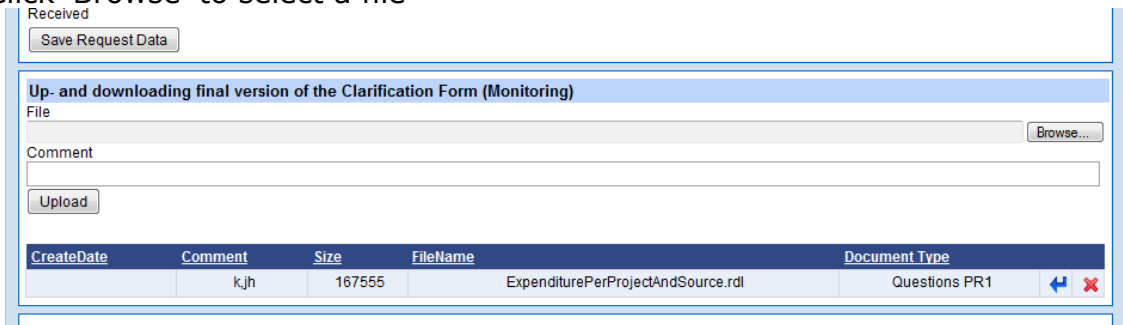
<input checked="" type="checkbox"/> Financial Report checked	petra panyi	11 May 2010 18:36:38
<input checked="" type="checkbox"/> Activity Report checked	marta slezak	18 May 2010 13:25:23

Save

Open obligatory checks

Generate overview on all monitoring comments

(2) Click 'Browse' to select a file



Received
Save Request Data

Up- and downloading final version of the Clarification Form (Monitoring)

File Browse...

Comment

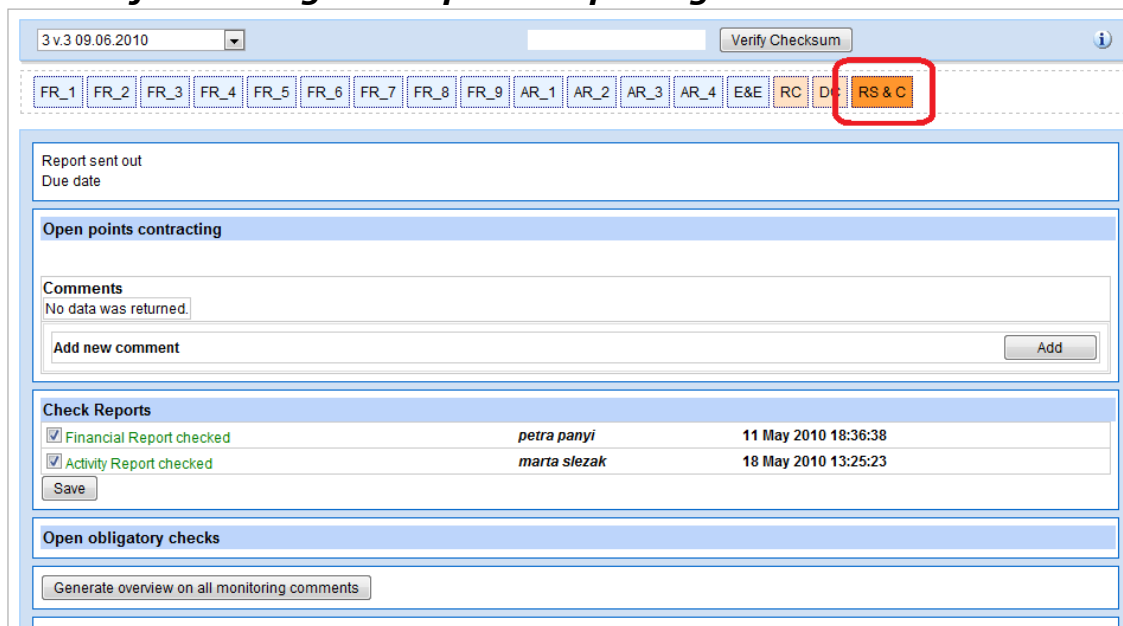
Upload

CreateDate	Comment	Size	FileName	Document Type
	k,jh	167555	ExpenditurePerProjectAndSource.rdl	Questions PR1

(3) Click 'Upload'.

4.13 Deleting the final version of the Clarification Form

(1) Go to **Projects > Progress Report > Reporting Status & Clarification**



3 v.3 09.06.2010

Verify Checksum

FR_1 FR_2 FR_3 FR_4 FR_5 FR_6 FR_7 FR_8 FR_9 AR_1 AR_2 AR_3 AR_4 E&E RC **RS & C**

Report sent out
Due date

Open points contracting

Comments
No data was returned.

Add new comment Add

Check Reports

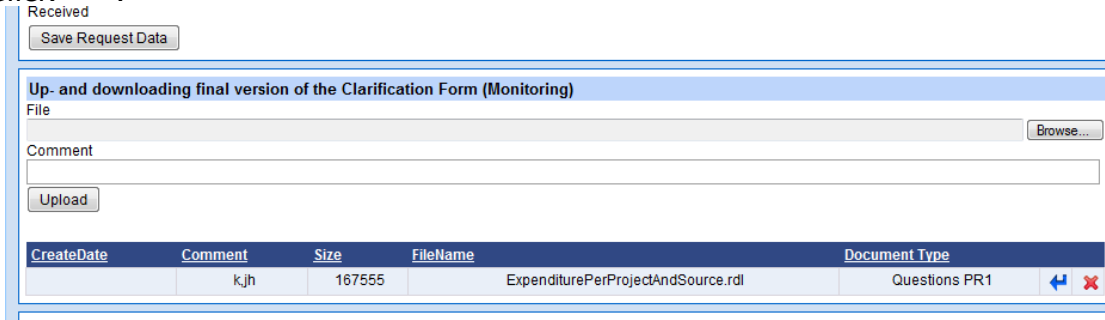
<input checked="" type="checkbox"/> Financial Report checked	petra panyi	11 May 2010 18:36:38
<input checked="" type="checkbox"/> Activity Report checked	marta slezak	18 May 2010 13:25:23

Save

Open obligatory checks

Generate overview on all monitoring comments

(2) Click 'X'.



Received
Save Request Data

Up- and downloading final version of the Clarification Form (Monitoring)

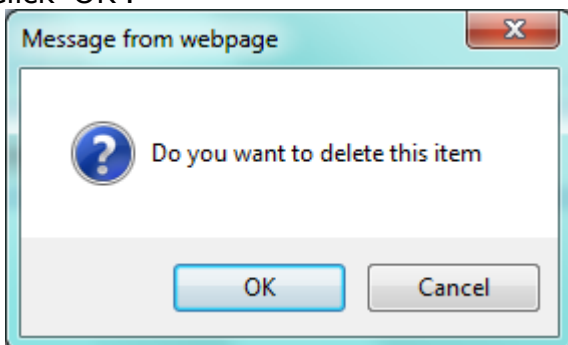
File Browse...

Comment

Upload

CreateDate	Comment	Size	FileName	Document Type
	kjh	167555	ExpenditurePerProjectAndSource.rdl	Questions PR1

(3) Click 'OK'.



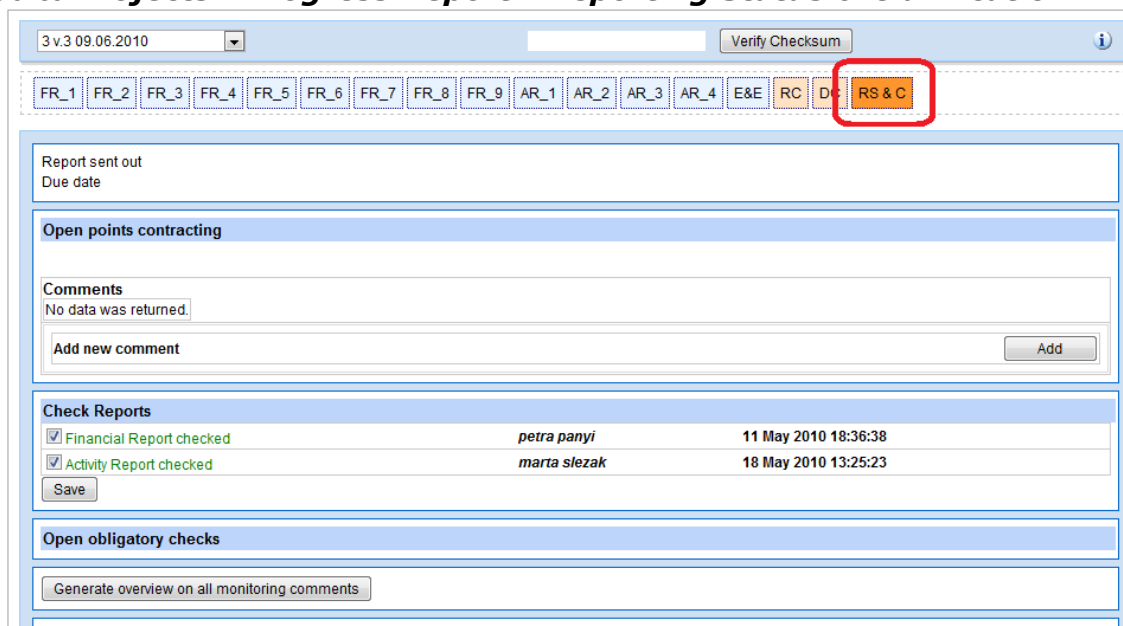
Message from webpage

Do you want to delete this item

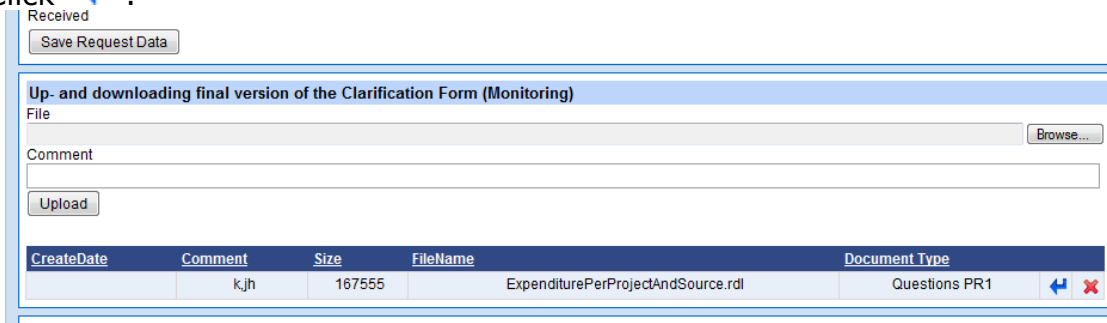
OK Cancel

4.14 Downloading the final version of the Clarification Form

(1) Go to **Projects > Progress Report > Reporting Status & Clarification**



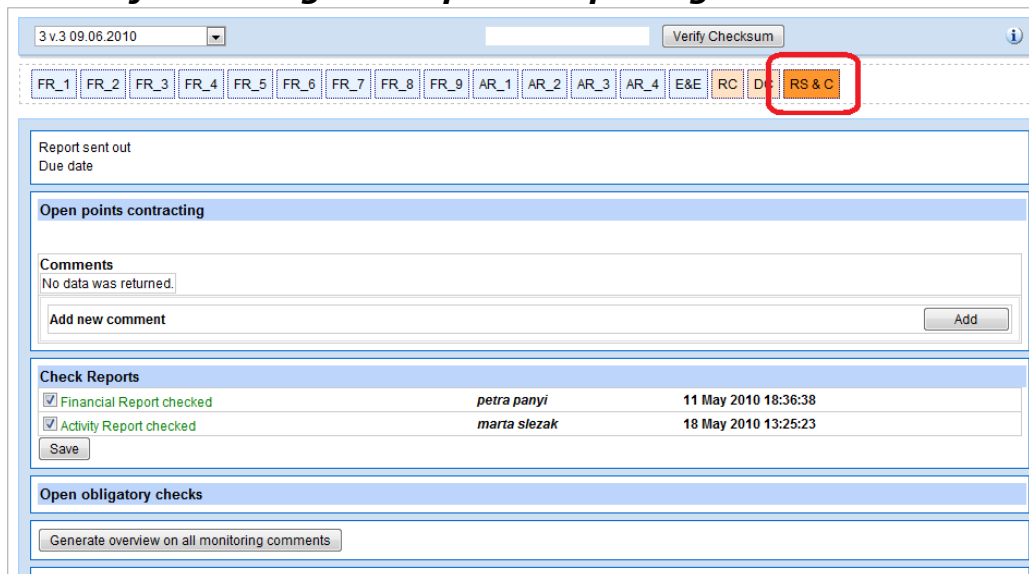
(2) Click .



CreateDate	Comment	Size	FileName	Document Type
	kjh	167555	ExpenditurePerProjectAndSource.rdl	Questions PR1

4.15 Marking a report as 'ready for payment'

(1) Go to **Projects > Progress Report > Reporting Status & Clarification**



3 v.3 09.06.2010 Verify Checksum i

FR_1 FR_2 FR_3 FR_4 FR_5 FR_6 FR_7 FR_8 FR_9 AR_1 AR_2 AR_3 AR_4 E&E RC DC **RS & C**

Report sent out
Due date

Open points contracting

Comments
No data was returned.
Add new comment Add

Check Reports

<input checked="" type="checkbox"/> Financial Report checked	petra panyi	11 May 2010 18:36:38
<input checked="" type="checkbox"/> Activity Report checked	marta slezak	18 May 2010 13:25:23

Save

Open obligatory checks

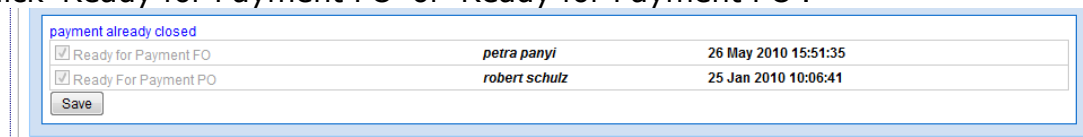
Generate overview on all monitoring comments

Attention: Please note, that you need the user function 'JTS / Financial Unit' to be allowed to tick 'Ready for Payment FO' and the user function 'JTS / Project Unit' to be allowed to tick 'Ready for Payment PO'.

Please also note, that is not possible to tick these two boxes unless all obligatory checks are done (for further information see chapter '4.7 Monitoring a specific part of a reporting form' of this manual) and/or all monitoring question are solved.



(2) Click 'Ready for Payment FO' or 'Ready for Payment PO'.



payment already closed

<input checked="" type="checkbox"/> Ready for Payment FO	petra panyi	26 May 2010 15:51:35
<input checked="" type="checkbox"/> Ready For Payment PO	robert schulz	25 Jan 2010 10:06:41

Save

(3) Click 'save'.

5 Payment

5.1 Launch an Advance payment (Finance Officer's part)

(1) Go to **Projects>Payments**

Overview
Communication
Advance payment
Payment 1

Payment table

No	Value date	Requested	Withheld	Total
AP		Subtotal	0.00	0.00
P1		ERDF	5,282.31	0.00
		Subtotal	5,282.31	0.00
				5,282.31

Financial flow table

	Sum of all payments so far	Sum of open payments	Total
ERDF	0.00	5,282.31	5,282.31
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	0.00	5,282.31	5,282.31

(2) Click 'Advanced payment'.

Overview
Communication
Advance payment
Payment 1

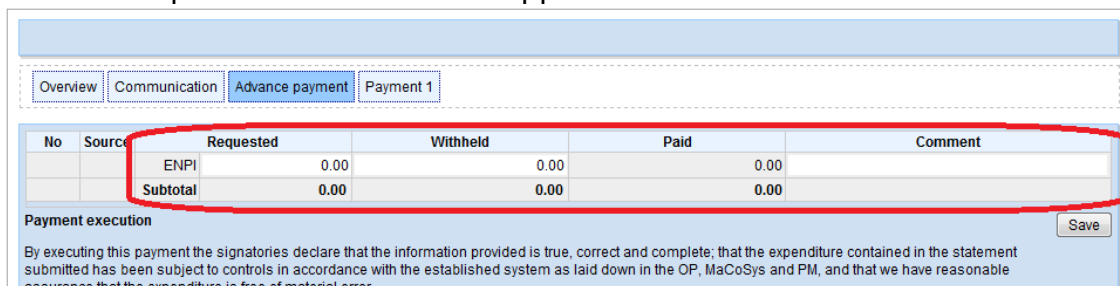
Payment table

No	Value date	Requested	Withheld	Total
AP		Subtotal	0.00	0.00
P1		ERDF	5,282.31	0.00
		Subtotal	5,282.31	0.00
				5,282.31

Financial flow table

	Sum of all payments so far	Sum of open payments	Total
ERDF	0.00	5,282.31	5,282.31
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	0.00	5,282.31	5,282.31

(3) Enter the requested amount and if applicable the withhold and a comment.



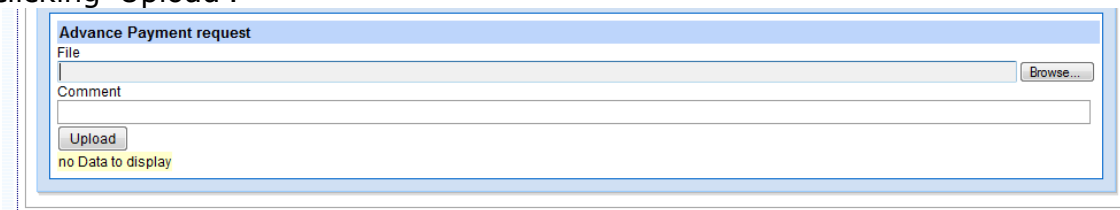
No	Source	Requested	Withheld	Paid	Comment
	ENPI	0.00	0.00	0.00	
	Subtotal	0.00	0.00	0.00	

Payment execution Save

By executing this payment the signatories declare that the information provided is true, correct and complete; that the expenditure contained in the statement submitted has been subject to controls in accordance with the established system as laid down in the OP, MaCoSys and PM, and that we have reasonable assurance that the expenditure is free of material error.

(4) Click 'Save'.

(5) Upload the 'Advance Payment request' by clicking 'Browse', selecting a file, and clicking 'Upload'.



Advance Payment request

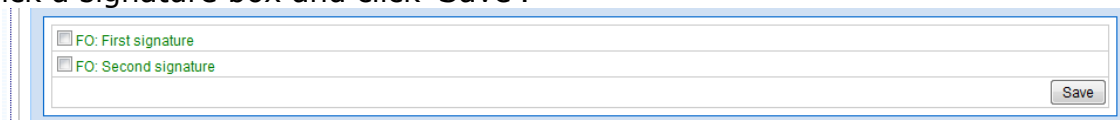
File Browse...

Comment

Upload

no Data to display

(6) Tick a signature box and click 'Save'.



☐ FO: First signature

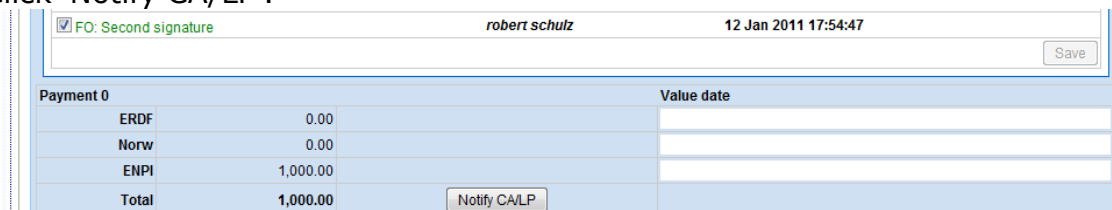
☐ FO: Second signature

Save

Attention: Please note, that it takes to different users with the function 'JTS / Financial Unit' to launch a payment.



(7) Click 'Notify CA/LP'.

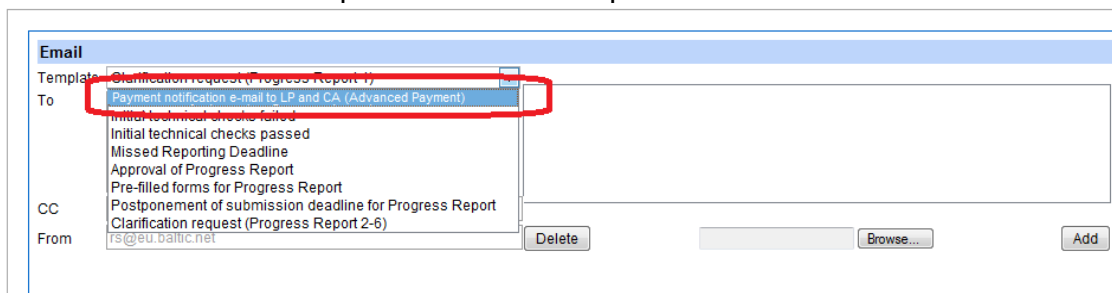


☒ FO: Second signature robert schulz 12 Jan 2011 17:54:47 Save

Payment 0	Value date
ERDF 0.00	
Norw 0.00	
ENPI 1,000.00	
Total 1,000.00	

Notify CA/LP

(8) Choose the correct template from the drop down list:



Email

Template Clarification request (Progress Report 1)

To Payment notification e-mail to LP and CA (Advanced Payment)

CC Initial technical checks failed

From Initial technical checks passed

Delete Browse... Add

(9) Crosscheck the e-mail text.

Attention: The deadline will be documented in the database and as a task in the user's outlook in parallel.



(10) Set the 'Advanced payment' flag.

Deadline/Set reminder for	Advanced Payment	
26. Jan 2011	Payment notification	
	Payment failure	
	not specified	Send

(11) Click 'Send mail'.

5.2 Launch an Advance payment (Certifying Authority's part)

(1) Go to **Projects>Payments**

Overview				
Communication				
Advance payment				
Payment 1				

Generate new payment

No	Value date	Requested	Withheld	Total
AP		Subtotal	0.00	0.00
P1		ERDF	5,282.31	5,282.31
		Subtotal	5,282.31	5,282.31

	Sum of all payments so far	Sum of open payments	Total
ERDF	0.00	5,282.31	5,282.31
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	0.00	5,282.31	5,282.31

(2) Click 'Advanced payment'.

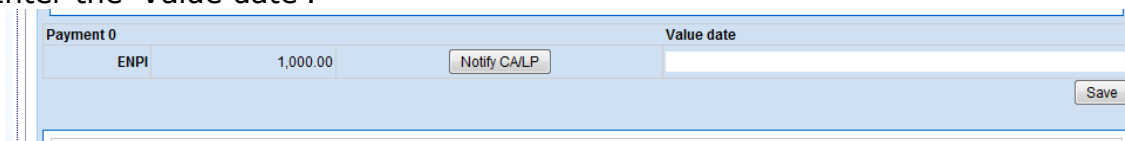
Overview				
Communication				
Advance payment				
Payment 1				

Generate new payment

No	Value date	Requested	Withheld	Total
AP		Subtotal	0.00	0.00
P1		ERDF	5,282.31	5,282.31
		Subtotal	5,282.31	5,282.31

	Sum of all payments so far	Sum of open payments	Total
ERDF	0.00	5,282.31	5,282.31
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	0.00	5,282.31	5,282.31

(3) Enter the 'Value date'.



(4) Click 'Save'.

5.3 Launch a (regular) payment (Finance Officer's part)

Attention: Please note, that payments are not possible unless the 'Ready for Payment FO' and 'Ready for Payment PO' boxes are ticked (for further information see '4.15 Marking a report as 'ready for payment'' of this manual) for at least one report. All reports which are marked as 'ready for payment' will be merged to one payment.



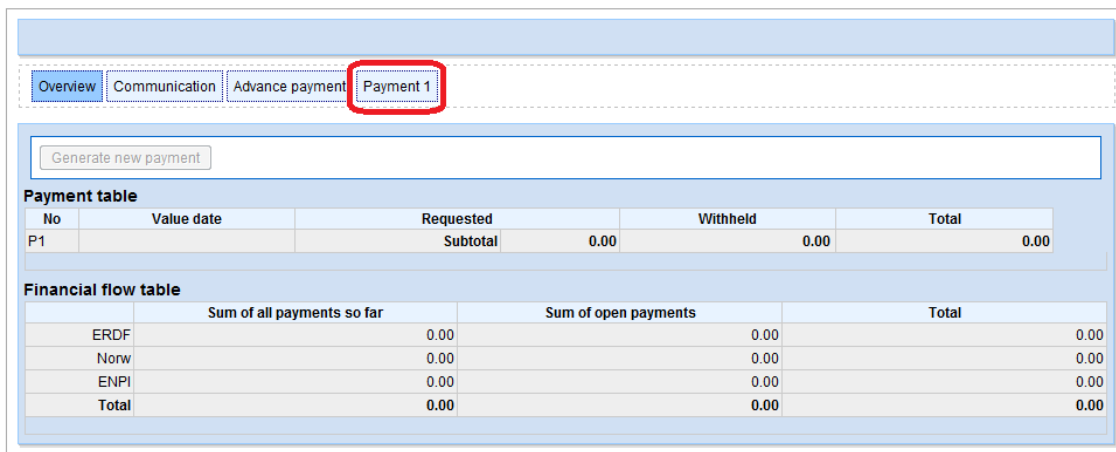
(1) Go to **Projects>Payments**

<input type="button" value="Generate new payment"/> <input type="button" value="Generate new payment of the withheld funds (only)"/>					
Payment table					
No	Value date	Requested	Withheld	Paid	
AP		Subtotal	0.00	0.00	0.00
P1	22 Feb 2011	ERDF	154,741.22	0.00	154,741.22
		Subtotal	154,741.22	0.00	154,741.22
P2	07 Jun 2011	ERDF	389,783.15	100,000.00	289,783.15
		Subtotal	389,783.15	100,000.00	289,783.15
Financial flow table					
	Sum of all payments so far	Sum of open payments	Total		
ERDF	444,524.37	100,000.00	544,524.37		
Norw	0.00	0.00	0.00		
ENPI	0.00	0.00	0.00		
Total	444,524.37	100,000.00	544,524.37		

(2) Click 'Generate new payment'.

<input type="button" value="Generate new payment"/> <input type="button" value="Generate new payment of the withheld funds (only)"/>					
Payment table					
No	Value date	Requested	Withheld	Paid	
AP		Subtotal	0.00	0.00	0.00
P1	22 Feb 2011	ERDF	154,741.22	0.00	154,741.22
		Subtotal	154,741.22	0.00	154,741.22
P2	07 Jun 2011	ERDF	389,783.15	100,000.00	289,783.15
		Subtotal	389,783.15	100,000.00	289,783.15
Financial flow table					
	Sum of all payments so far	Sum of open payments	Total		
ERDF	444,524.37	100,000.00	544,524.37		
Norw	0.00	0.00	0.00		
ENPI	0.00	0.00	0.00		
Total	444,524.37	100,000.00	544,524.37		

(3) Click on the new payment, i.e. the last tab.



Overview Communication Advance payment **Payment 1**

Generate new payment

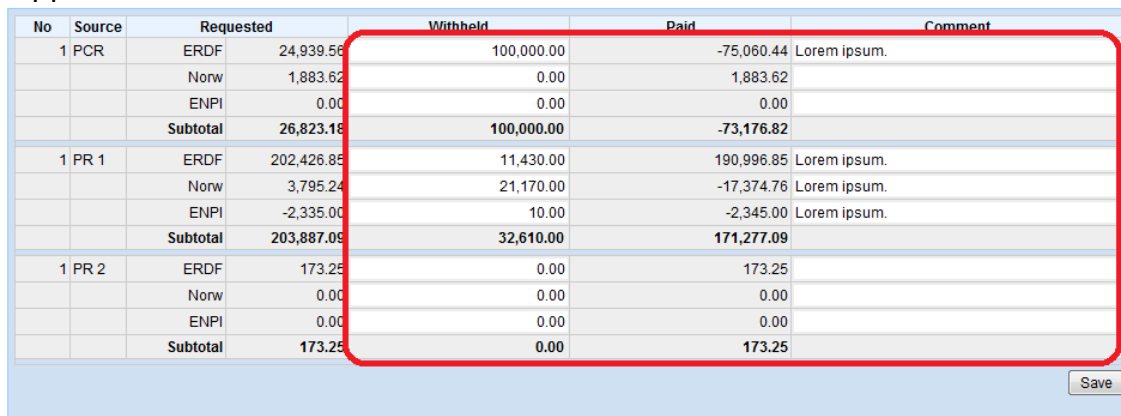
Payment table

No	Value date	Requested	Withheld	Total
P1		Subtotal	0.00	0.00

Financial flow table

	Sum of all payments so far	Sum of open payments	Total
ERDF	0.00	0.00	0.00
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	0.00	0.00	0.00

(4) If applicable: Enter withholds and comments.

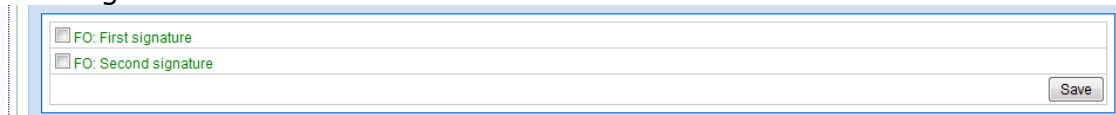


No	Source	Requested	Withheld	Paid	Comment
1 PCR	ERDF	24,939.56	100,000.00	-75,060.44	Lorem ipsum.
	Norw	1,883.62	0.00	1,883.62	
	ENPI	0.00	0.00	0.00	
	Subtotal	26,823.18	100,000.00	-73,176.82	
1 PR 1	ERDF	202,426.85	11,430.00	190,996.85	Lorem ipsum.
	Norw	3,795.24	21,170.00	-17,374.76	Lorem ipsum.
	ENPI	-2,335.00	10.00	-2,345.00	Lorem ipsum.
	Subtotal	203,887.09	32,610.00	171,277.09	
1 PR 2	ERDF	173.25	0.00	173.25	
	Norw	0.00	0.00	0.00	
	ENPI	0.00	0.00	0.00	
	Subtotal	173.25	0.00	173.25	

Save

(5) Click 'Save'.

(6) Tick a signature box and click 'Save'.



☐ FO: First signature

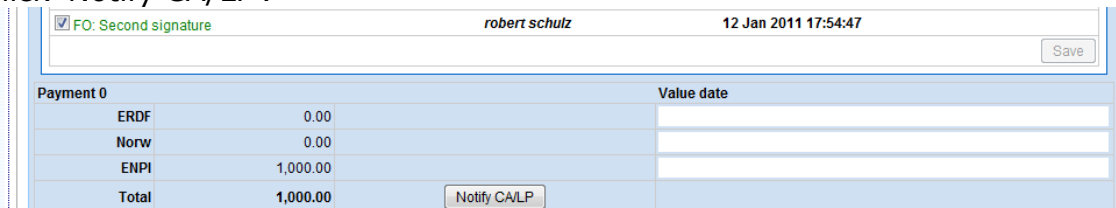
☒ FO: Second signature

Save

Attention: Please note, that it takes to different users with the function 'JTS / Financial Unit' to launch a payment.



(7) Click 'Notify CA/LP'.



☒ FO: Second signature robert schulz 12 Jan 2011 17:54:47

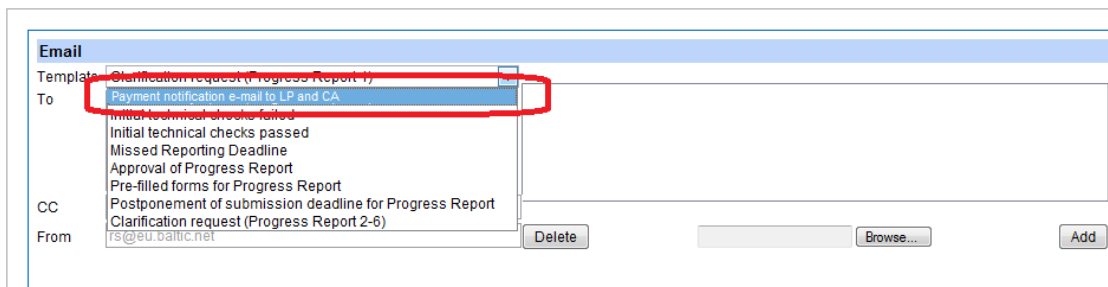
Save

Payment 0

	Value date
ERDF	0.00
Norw	0.00
ENPI	1,000.00
Total	1,000.00

Notify CA/LP

(8) Choose the correct template from the drop down list.



Email

Template: **Payment notification e-mail to LP and CA**

To: [Empty field]

CC: [Empty field]

From: ts@eu.baltic.net

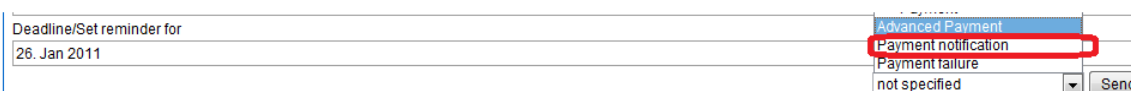
Buttons: Delete, Browse..., Add

(9) Crosscheck the e-mail text.

Attention: The deadline will be documented in the database and as a task in the user's outlook in parallel.



(10) Set the 'Payment notification' flag.



Deadline/Set reminder for: 26. Jan 2011

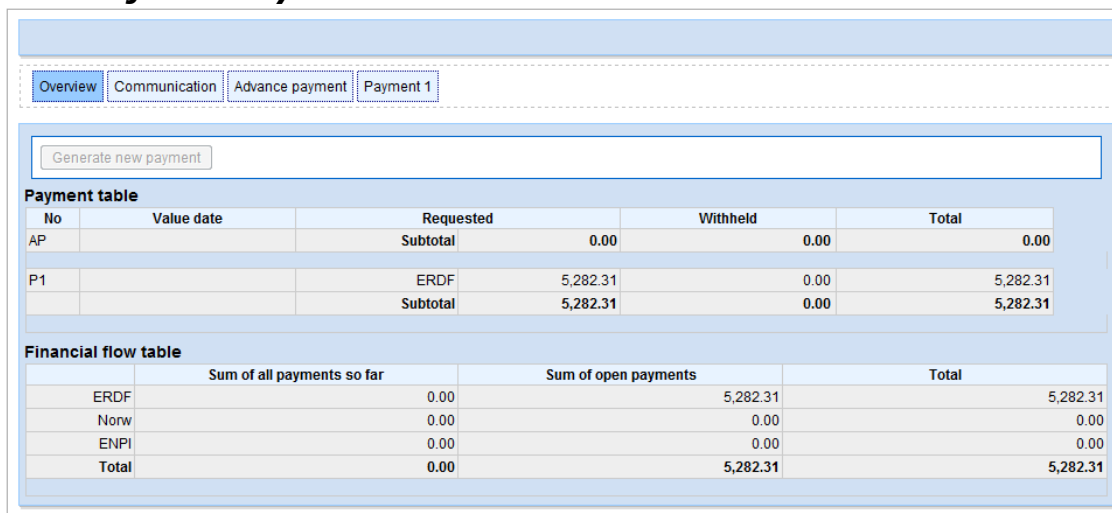
Payment notification flag: **Payment notification**

Buttons: Send

(11) Click 'Send mail'.

5.4 Launch a (regular) payment (Certifying Authority's part)

(1) Go to **Projects>Payments**



Overview | Communication | Advance payment | **Payment 1**

Generate new payment

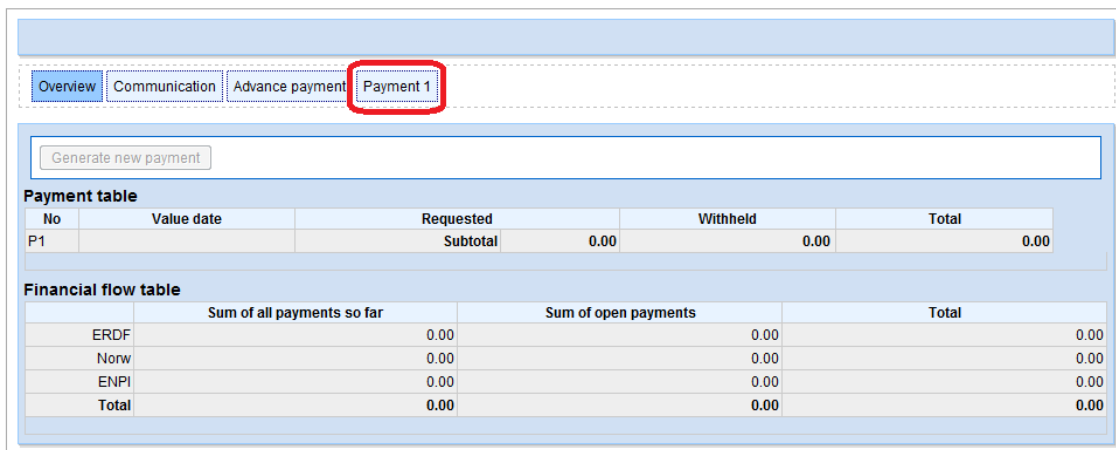
Payment table

No	Value date	Requested	Withheld	Total
AP		Subtotal	0.00	0.00
P1		ERDF	5,282.31	5,282.31
		Subtotal	5,282.31	5,282.31

Financial flow table

	Sum of all payments so far	Sum of open payments	Total
ERDF	0.00	5,282.31	5,282.31
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	0.00	5,282.31	5,282.31

(2) Click the last tab with the new payment.



Overview Communication Advance payment **Payment 1**

Generate new payment

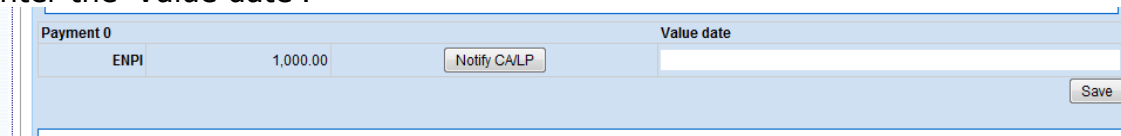
Payment table

No	Value date	Requested	Withheld	Total
P1		Subtotal	0.00	0.00

Financial flow table

	Sum of all payments so far	Sum of open payments	Total
ERDF	0.00	0.00	0.00
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	0.00	0.00	0.00

(3) Enter the 'Value date'.



Payment 0

ENPI 1,000.00 Notify CA/LP Value date

Save

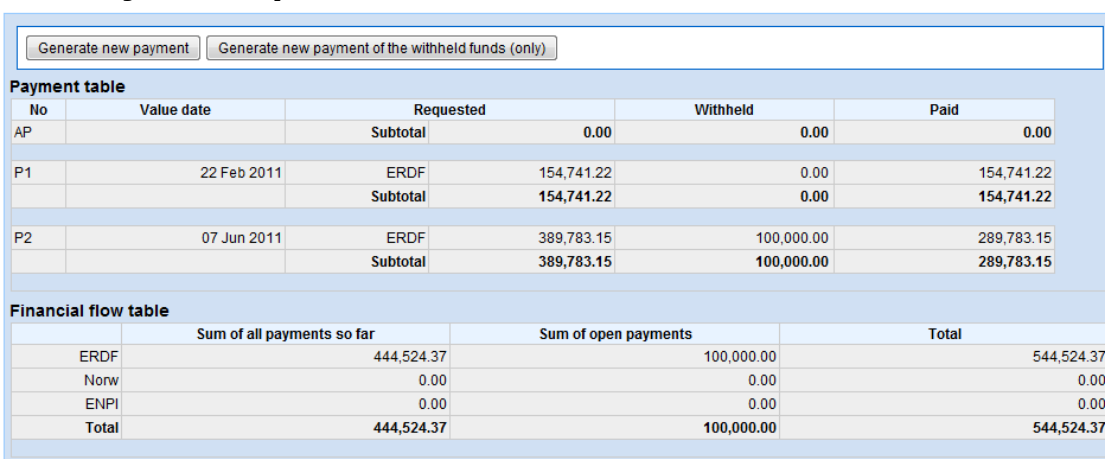
(4) Click 'Save'.

5.5 Launch a payment of withheld funds (Finance Officer's part)

Attention: Please note, that the payment of withheld funds is only possible in case the amount of withheld funds is larger than 0€.



(1) Go to **Projects>Payments**



Generate new payment Generate new payment of the withheld funds (only)

Payment table

No	Value date	Requested	Withheld	Paid
AP		Subtotal	0.00	0.00
P1	22 Feb 2011	ERDF 154,741.22	0.00	154,741.22
		Subtotal	0.00	154,741.22
P2	07 Jun 2011	ERDF 389,783.15	100,000.00	289,783.15
		Subtotal	100,000.00	289,783.15

Financial flow table

	Sum of all payments so far	Sum of open payments	Total
ERDF	444,524.37	100,000.00	544,524.37
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	444,524.37	100,000.00	544,524.37

(2) Click 'Generate new payment of withheld funds (only)'.

Generate new payment **Generate new payment of the withheld funds (only)**

Payment table

No	Value date	Requested	Withheld	Paid
AP		Subtotal	0.00	0.00
P1	22 Feb 2011	ERDF	154,741.22	154,741.22
		Subtotal	154,741.22	154,741.22
P2	07 Jun 2011	ERDF	389,783.15	289,783.15
		Subtotal	389,783.15	289,783.15

Financial flow table

	Sum of all payments so far	Sum of open payments	Total
ERDF	444,524.37	100,000.00	544,524.37
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	444,524.37	100,000.00	544,524.37

(3) Click on the new payment, i.e. the last tab.

Overview Communication Advance payment Payment 1 Payment 2 **Payment 3**

Generate new payment **Generate new payment of the withheld funds (only)**

Payment table

No	Value date	Requested	Withheld	Paid
AP		Subtotal	0.00	0.00
P1	22 Feb 2011	ERDF	154,741.22	154,741.22
		Subtotal	154,741.22	154,741.22
P2	07 Jun 2011	ERDF	389,783.15	289,783.15
		Subtotal	389,783.15	289,783.15
P3		Subtotal	0.00	0.00

Financial flow table

	Sum of all payments so far	Sum of open payments	Total
ERDF	444,524.37	100,000.00	544,524.37
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	444,524.37	100,000.00	544,524.37

(4) Enter the amount to be paid in negative numbers and comments.

No	Source	Withheld	Paid	Comment
3	WP	ERDF	-100,000.00	0.00 Lorem ipsum.
		Norw	0.00	0.00
		ENPI	0.00	0.00
		Subtotal	0.00	0.00

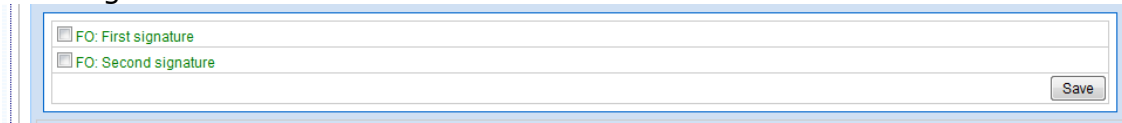
Save

Payment execution

By executing this payment the signatories declare that the information provided is true, correct and complete; that the expenditure contained in the statement submitted has been subject to controls in accordance with the established system as laid down in the OP, MaCoSys and PM, and that we have reasonable assurance that the expenditure is free of material error.

(5) Click 'Save'.

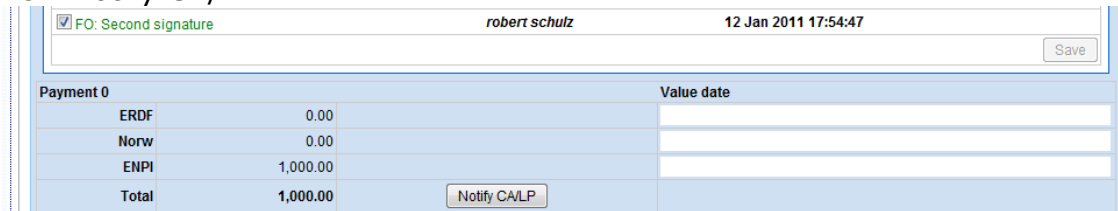
(6) Tick a signature box and click 'Save'.



Attention: Please note, that it takes to different users with the function 'JTS / Financial Unit' to launch a payment.

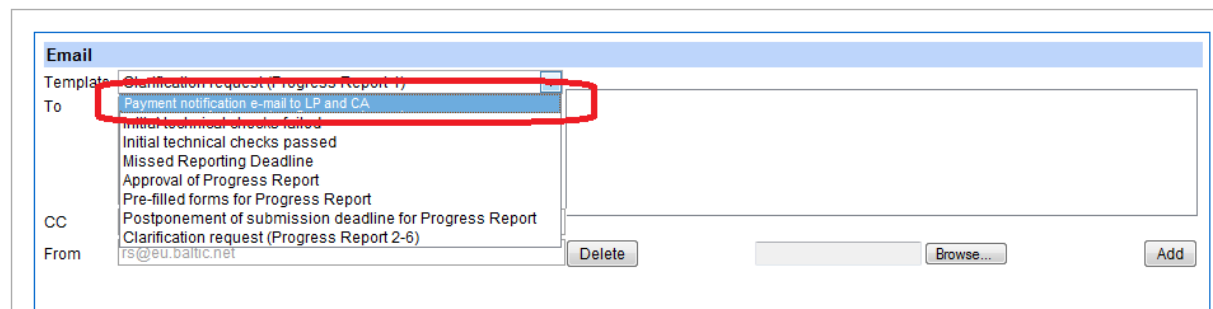


(7) Click 'Notify CA/LP'.



Payment 0	Value date
ERDF 0.00	
Norw 0.00	
ENPI 1,000.00	
Total 1,000.00	

(8) Choose the correct template from the drop down list.



Email

Template: Clarification request (Progress Report 1)

To: **Payment notification e-mail to LP and CA**

CC: Initial technical checks failed, Initial technical checks passed, Missed Reporting Deadline, Approval of Progress Report, Pre-filled forms for Progress Report, Postponement of submission deadline for Progress Report, Clarification request (Progress Report 2-6)

From: lrs@eu.baltic.net

Buttons: Delete, Browse..., Add

(9) Crosscheck the e-mail text.

Attention: The deadline will be documented in the database and as a task in the user's outlook in parallel.



(10) Set the 'Payment notification' flag.



Deadline/Set reminder for

26. Jan 2011

Dropdown menu options: Advanced Payment, **Payment notification**, Payment failure, not specified

Buttons: Send

(11) Click 'Send mail'.

5.6 Launch a payment of withheld funds (Certifying Authority's part)

(1) Go to **Projects>Payments**

Generate new payment Generate new payment of the withheld funds (only)

Payment table

No	Value date	Requested	Withheld	Paid
AP		Subtotal	0.00	0.00
P1	22 Feb 2011	ERDF	154,741.22	154,741.22
		Subtotal	154,741.22	154,741.22
P2	07 Jun 2011	ERDF	389,783.15	289,783.15
		Subtotal	389,783.15	289,783.15

Financial flow table

	Sum of all payments so far	Sum of open payments	Total
ERDF	444,524.37	100,000.00	544,524.37
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	444,524.37	100,000.00	544,524.37

(2) Click the last tab with the new payment.

Overview Communication Advance payment Payment 1 Payment 2 **Payment 3**

Generate new payment Generate new payment of the withheld funds (only)

Payment table

No	Value date	Requested	Withheld	Paid
AP		Subtotal	0.00	0.00
P1	22 Feb 2011	ERDF	154,741.22	154,741.22
		Subtotal	154,741.22	154,741.22
P2	07 Jun 2011	ERDF	389,783.15	289,783.15
		Subtotal	389,783.15	289,783.15
P3		Subtotal	0.00	0.00

Financial flow table

	Sum of all payments so far	Sum of open payments	Total
ERDF	444,524.37	100,000.00	544,524.37
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	444,524.37	100,000.00	544,524.37

(3) Enter the 'Value date'.

Payment 0 Value date

ENPI 1,000.00 Notify CALP

Save

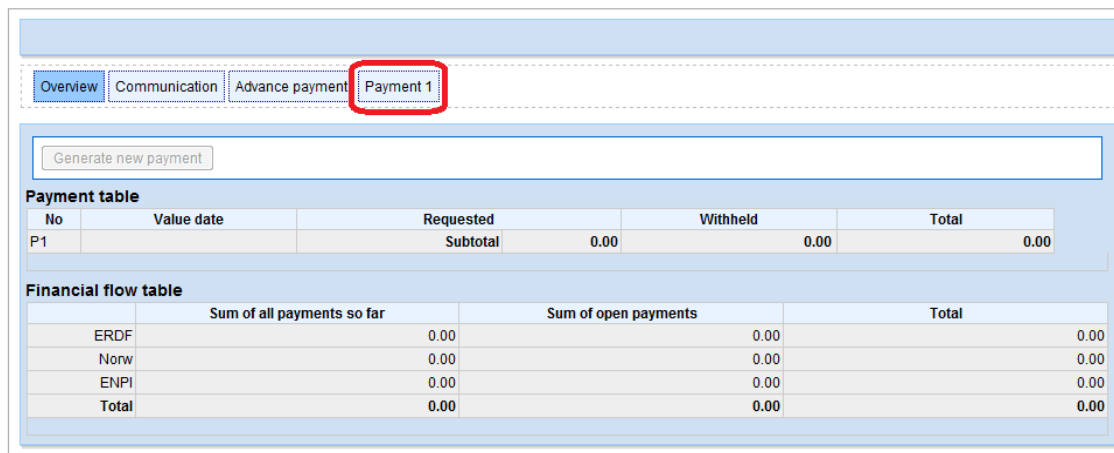
(4) Click 'Save'.

5.7 Unlock signature and value date

Attention: In case a payment was not successfully made, i.e. in case of wrong bank information or other problems, there is possibility to launch a payment a second time.



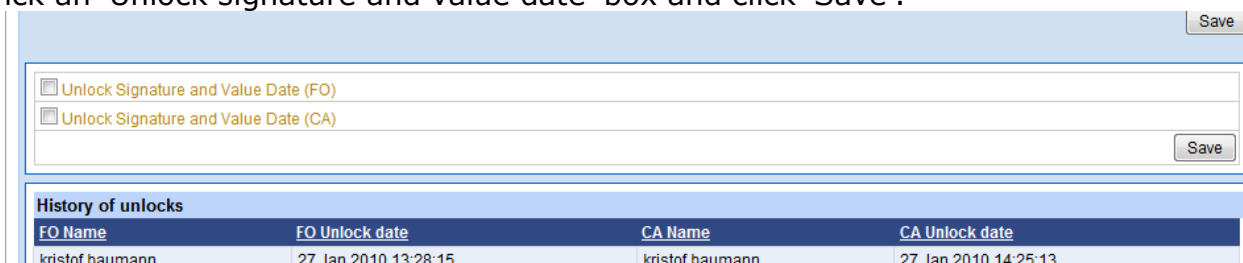
(1) Go to **Administration > Create dataset** and click on the tab with the respective payment.



No	Value date	Requested	Withheld	Total
P1		Subtotal	0.00	0.00

	Sum of all payments so far	Sum of open payments	Total
ERDF	0.00	0.00	0.00
Norw	0.00	0.00	0.00
ENPI	0.00	0.00	0.00
Total	0.00	0.00	0.00

(2) Tick an 'Unlock signature and value date' box and click 'Save'.



FO Name	FO Unlock date	CA Name	CA Unlock date
kristof baumann	27 Jan 2010 13:28:15	kristof baumann	27 Jan 2010 14:25:13

Attention: Please note, that it takes to one user with the function 'JTS / Financial Unit' and one user with the function 'CA' to unlock signatures and value dates.



The history of unlocks are documented on the bottom of this page.

6 Contact and Bank Information Management

Project contacts stored in DEEP are used for:

- e-mail templates,
- prefilled reporting forms, and
- for the project database on <http://eu.baltic.net>.

Attention: There are three sources for contact and bank information data: Application Form/Project Data Form, reporting forms, and the Contact Data Form.



In case only contact and/or bank information data has been changed in a project the Contact Data Form should be used.

Attention: All other contact data than 'Lead Partner (LP) - Contact 1' and 'LP - Contact 2' are only available after a Contact Data Form or a Progress Report was imported.



6.1 Checking current contact and bank information

(1) Go to **Contact data > Contact data**

Start > [Projects](#) > [ContactData](#) > [Contact data](#)

Version		030 PR3 15 Apr 2010		Set Default	
Lead Partner (LP) - Contact 1					
InstitutionTitle	Investitionsbank Berlin (IBB)	First level controller (FLC)			
ContactPerson	Irene Schucht	RöverBroenner KG			
Address	Bundesallee 210	Ute Lerchenmüller			
Town	Berlin	Hohenzollendamm 123			
Country	DE	Berlin			
PostalCode	10179	DE			
Telephone	+49 30 21 25 47 30	14199			
Fax	+49 30 21 25 47 31	+49 30 82 50 21 529			
EMail	irene.schucht@ibb.de	+49 30 82 50 21 91			
Position		u.lerchenmueller@roeverbroenner.de			
Project Manager / LP - Contact 2					
InstitutionTitle	Investitionsbank Berlin (IBB)	Financial Manager			
ContactPerson	Thomas Hüttich	H.Zeiser - Beratender Ingenieur			
Address	Bundesallee 210	Holger Zeiser			
Town	Berlin	Müggelseedamm 281			
Country	DE	Berlin			
PostalCode	10179	DE			
Telephone	+49 30 21 25 45 15	12587			
Fax	+49 30 21 25 47 31	+49 30 65 06 77 10			
EMail	thomas.huettich@ibb.de	+49 30 64 09 55 71			
Position		zeiser_h.zeiser@t-online.de			
Information Manager / Other					
InstitutionTitle	Investitionsbank Berlin (IBB)	Other			
ContactPerson	Thomas Hüttich	Bermag sp.j.			
Address	Bundesallee 210	Michal Galkiewicz			
		ul. Cukrowa 45/5			

Or **Contact data > Bank information**

Version	030 PR 15 Apr 2010	<input type="button" value="Set Default"/>
BankName	Deutsche Bundesbank	
Address	Wilhelm-Epstein-Str. 14	
Country	DE	
Town	Frankfurt am Main	
IBAN		
BIC		
InternalReference		
HolderOfAccount	Investitionsbank Berlin	
HolderAddress	Bundesallee 210	
HolderCountry	DE	
HolderTown	Berlin	

6.2 Generating a Contact Data Form

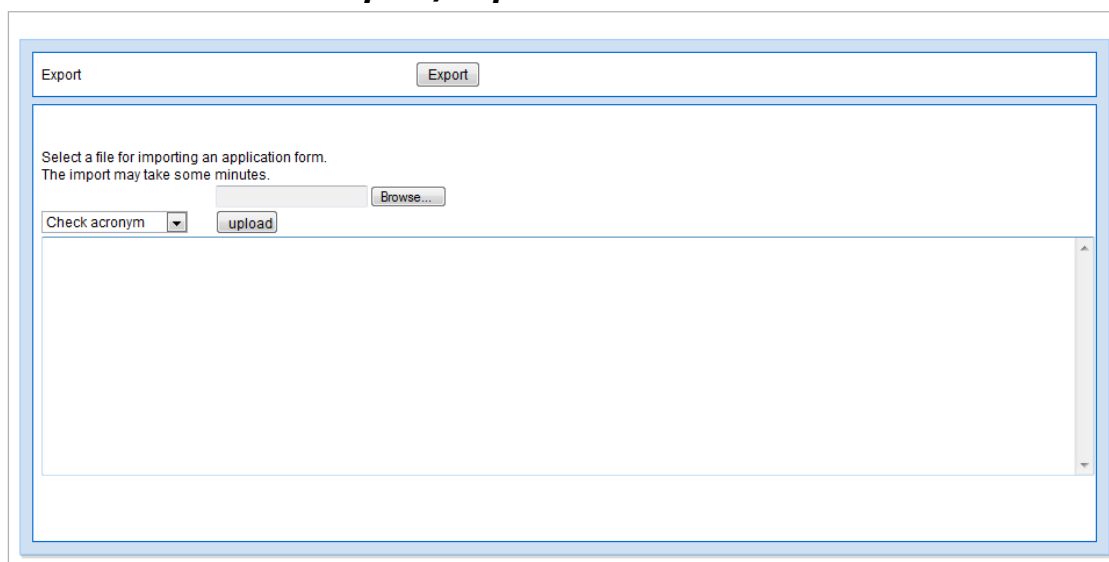
(1) Go to **Contact data > Import/Export Contact Data**

Export	<input type="button" value="Export"/>
<p>Select a file for importing an application form. The import may take some minutes.</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p>Check acronym <input type="button" value="upload"/></p>	

(2) Click 'Export'.

6.3 Uploading a Contact Data Form

(1) Go to **Contact data > Import/Export Contact Data**



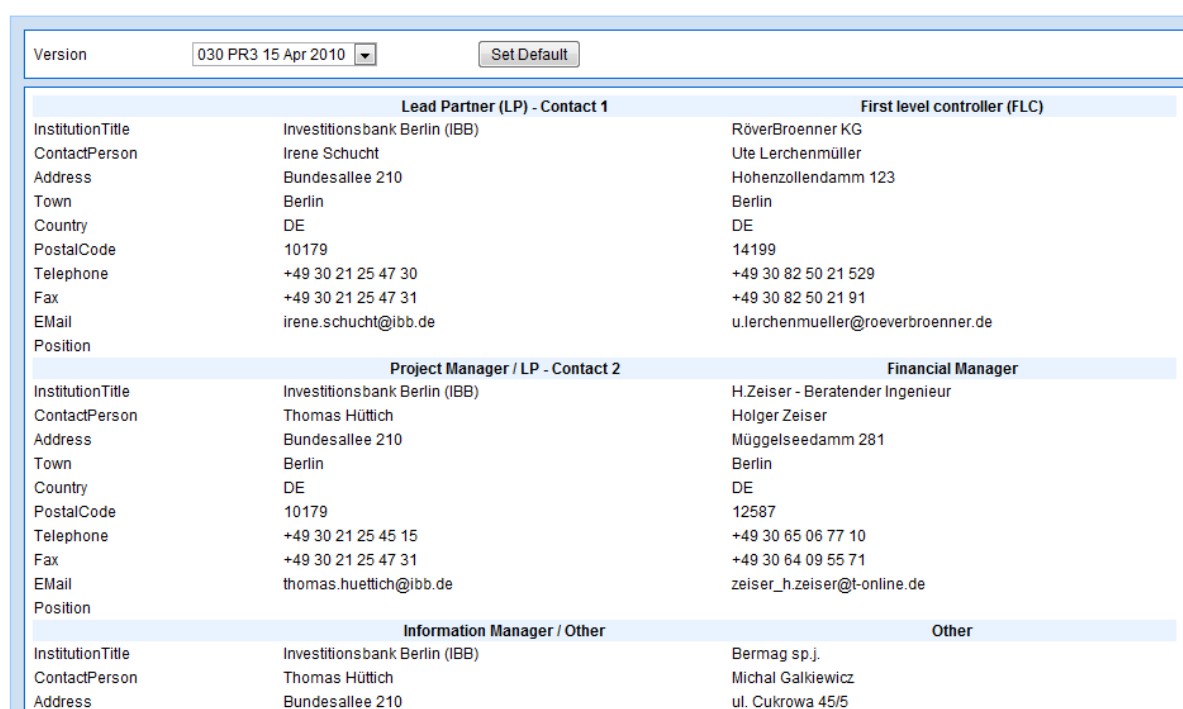
(2) Click 'Browse' to select a file.

(3) Click 'upload'.

6.4 Setting a new default contact and bank information

(1) Go to **Contact data > Contact data**

Start > Projects > ContactData > Contact data



Lead Partner (LP) - Contact 1		First level controller (FLC)	
InstitutionTitle	Investitionsbank Berlin (IBB)	RöverBroenner KG	
ContactPerson	Irene Schucht	Ute Lerchenmüller	
Address	Bundesallee 210	Hohenzollendamm 123	
Town	Berlin	Berlin	
Country	DE	DE	
PostalCode	10179	14199	
Telephone	+49 30 21 25 47 30	+49 30 82 50 21 529	
Fax	+49 30 21 25 47 31	+49 30 82 50 21 91	
EMail	irene.schucht@ibb.de	u.lerchenmueller@roeverbroenner.de	
Position			
Project Manager / LP - Contact 2		Financial Manager	
InstitutionTitle	Investitionsbank Berlin (IBB)	H.Zeiser - Beratender Ingenieur	
ContactPerson	Thomas Hüttich	Holger Zeiser	
Address	Bundesallee 210	Müggelseedamm 281	
Town	Berlin	Berlin	
Country	DE	DE	
PostalCode	10179	12587	
Telephone	+49 30 21 25 45 15	+49 30 65 06 77 10	
Fax	+49 30 21 25 47 31	+49 30 64 09 55 71	
EMail	thomas.huettich@ibb.de	zeiser_h.zeiser@t-online.de	
Position			
Information Manager / Other		Other	
InstitutionTitle	Investitionsbank Berlin (IBB)	Bermag sp.j.	
ContactPerson	Thomas Hüttich	Michał Galkiewicz	
Address	Bundesallee 210	ul. Cukrowa 45/5	

Or **Contact data > Bank information**

Version	030 PR 15 Apr 2010	<input type="button" value="Set Default"/>
BankName	Deutsche Bundesbank	
Address	Wilhelm-Epstein-Str. 14	
Country	DE	
Town	Frankfurt am Main	
IBAN		
BIC		
InternalReference		
HolderOfAccount	Investitionsbank Berlin	
HolderAddress	Bundesallee 210	
HolderCountry	DE	
HolderTown	Berlin	

(2) Select a version of the contact data from the drop down list.

Version	030 PR3 15 Apr 2010	<input type="button" value="Set Default"/>
Lead Partner (LP) - Contact 1		
InstitutionTitle	Investitionsbank Berlin (IBB)	First level controller (FLC)
ContactPerson	Irene Schucht	RöerBroenner KG
Address	Bundesallee 210	Ute Lerchenmüller
		Hohenzollendamm 123

(3) Click 'Set default'.

7 Request for Changes

7.1 Getting an overview on existing Request for Changes

(1) Go to **Request for changes**

Start > Projects > Application and Project Data > Request for Changes > Overview

No.	Type of Change	Subtype	Submission date	Approved	Decision date	
1	Dropout	of the lead partner	22/09/2011 00:00:00	Yes	20/09/2011 00:00:00	↩

Create a new request

7.2 Administering a new Request for Changes

(1) Go to **Request for changes**

(2) Click "Create a new request"

No.	Type of Change	Subtype	Submission date	Approved	Decision date	
1	Dropout	of the lead partner	22/09/2011 00:00:00	Yes	20/09/2011 00:00:00	↩

Create a new request

7.3 Generate a Request for Changes Form

(1) Go to **Request for changes > Request**

(2) Click "Generate RfC form"

Request Clarification

Generate and import forms

Generate RfC form Generate PF Go to e-mail section

Registration

Electronic version received/Submission day: 22/09/2011 Robert Schulz Import RfC form imported:08/09/2011 10:14 Robert Schulz

Save

7.4 Generate a Project Data Form

(1) Go to **Request for changes > Request**

(2) Click "Generate PF"

Request Clarification

Generate and import forms

Generate RfC form **Generate PF** Go to e-mail section

Registration

Electronic version received/Submission day: not set Import RfC form imported: not set not set

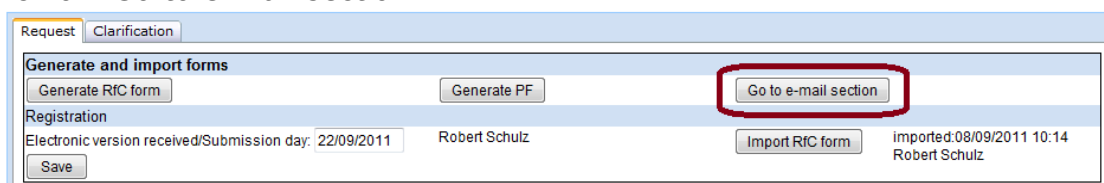
Save

Request for Change Form

7.5 Sending an e-mail from the Request for Changes section

(1) Go to **Request for changes**

(2) Click on 'Go to e-mail section'.



Request Clarification

Generate and import forms

Generate RFC form Generate PF **Go to e-mail section**

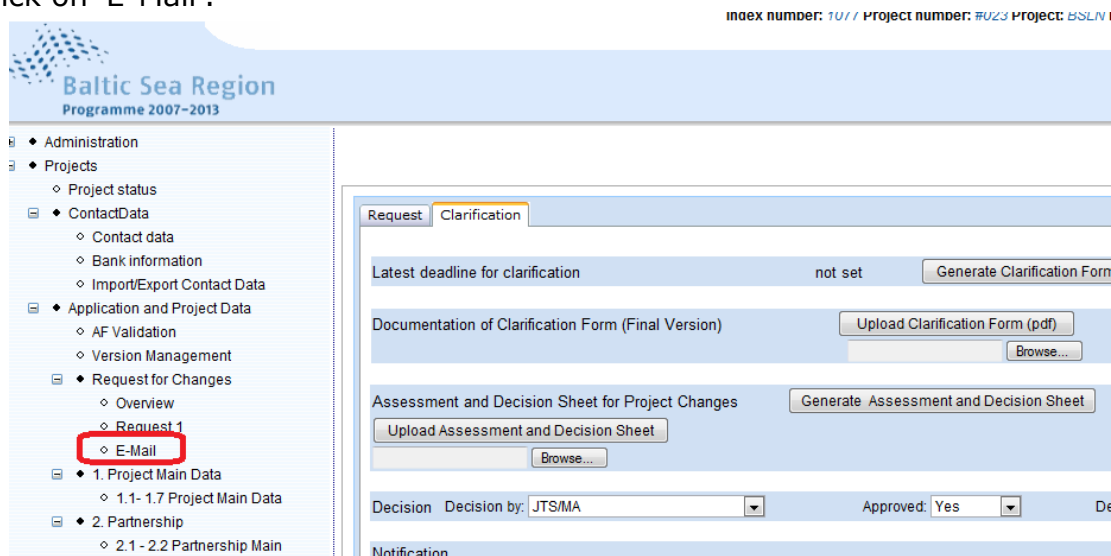
Registration

Electronic version received/Submission day: 22/09/2011 Robert Schulz Import RFC form imported: 08/09/2011 10:14 Robert Schulz

Save

OR

Click on 'E-Mail'.



index number: 1077 Project number: #023 Project: BSLN I

Baltic Sea Region
Programme 2007-2013

- Administration
- Projects
 - Project status
 - ContactData
 - Contact data
 - Bank information
 - Import/Export Contact Data
 - Application and Project Data
 - AF Validation
 - Version Management
 - Request for Changes
 - Overview
 - Request 1**
 - E-Mail**
 - 1. Project Main Data
 - 1.1- 1.7 Project Main Data
 - 2. Partnership
 - 2.1 - 2.2 Partnership Main

Request Clarification

Latest deadline for clarification not set Generate Clarification Form

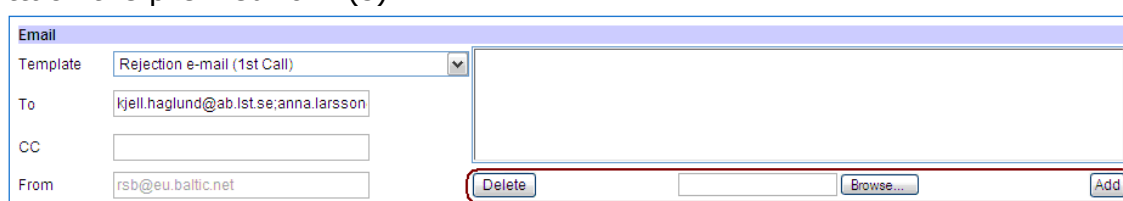
Documentation of Clarification Form (Final Version) Upload Clarification Form (pdf) Browse...

Assessment and Decision Sheet for Project Changes Generate Assessment and Decision Sheet Upload Assessment and Decision Sheet Browse...

Decision Decision by: JTS/MA Approved: Yes

Notification

(3) Attach the prefilled form(s).



Email

Template Rejection e-mail (1st Call)

To kjell.haglund@ab.lst.se;anna.larsson

CC

From rsb@eu.baltic.net

Delete Browse... Add

Attention: Please note that due to technical reasons, we can only accept forms, which are saved as *.xls version. Lead partners which deliver the files in the new MS Excel format *.xlsm should be informed, that we can not accept the file, because it causes ERROR messages. In addition those files will not work with our 'compare workbook' or 'Checksum' tools.



(4) Choose the correct template from the drop down list:

Email

Template: **Clarification (Request for changes)**

To: thomas.noetlich@ibb.de;
irene.schucht@ibb.de; zeiser_h.zeiser@t-online.de; christoph.pilarek@ibb.de;
michal.galkiewicz@berlinmagazin.pl;

CC:

From: rs@eu.baltic.net

Delete Browse... Add

(5) Crosscheck the e-mail text.

(6) Set a deadline.

We attached two files to this e-mail:

1. "Clarification document (Contracting)": This document provides information on how the requirements that were set for your project should be fulfilled clarifications regarding unclear issues that were discovered during the assessment process.

Subject(reminder)
Deadline contract clarification HANSA MOBILITY

Deadline/Set reminder for
01. Dec 2008

Attention: The deadline will be documented in the database and as a task in the user's outlook in parallel.



(7) Set the 'Clarification (Request for changes)' flag.

#002, BSR_CBP: Progress Report - Clarifications

Text(mail)

Dear Susanne Krawack - Director,

Thank you for submitting your preparation cost and progress report no. 1. After carefully reviewing it, we would like to ask you to provide clarification and/or documents.

Please find the "clarification form (PCR)" and "clarification form (PR1)" attached to this e-mail. This/These documents will be used for the preparation cost report and progress report.

not specified
---- AF/Contracting ----
Technical clarification
Technical check passed
Approval/Rejection e-mail
1st Clarification
Clarification request sent
Grant contract sent
Clarification (Request for changes)
Revised forms sent
Missing report (Reminder)

(8) Rename the subject of the reminder, if necessary.

[Enter your text here.]

Please include your answers in the clarification document (contracting) and send it by e-mail as soon as possible, but by #DeadlineRe

Kind regards,
Robert Schulz-Brückner

Subject(reminder)
Deadline contract clarification BaltFood

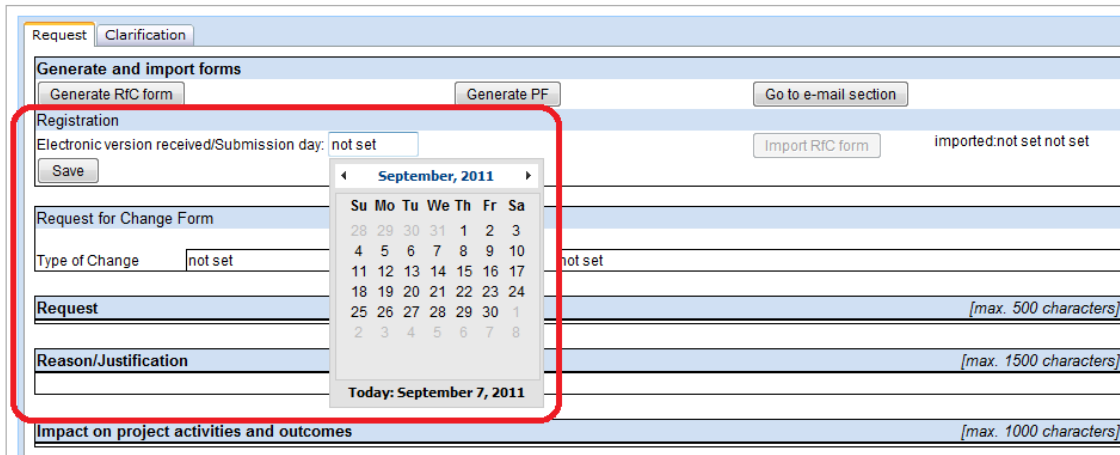
Deadline/Set reminder for
16. Dec 2008

(9) Click 'Send mail'.

7.6 Register a Request for Changes

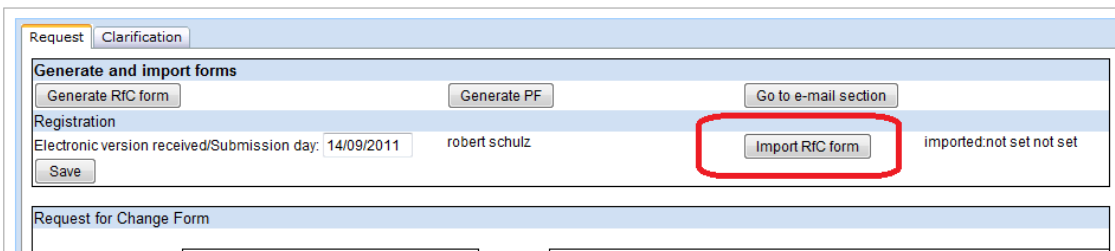
(1) Go to **Request for changes > Request**

(2) Enter the submission day

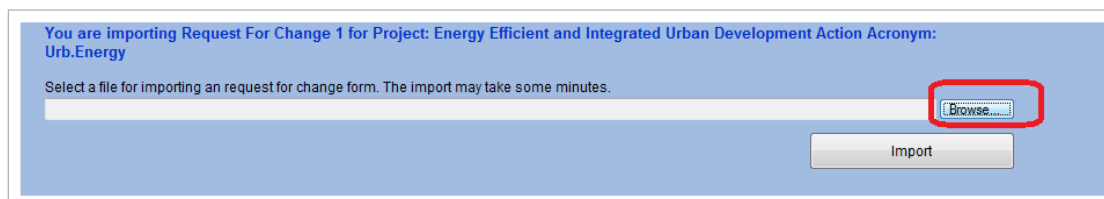


(3) Click 'Save'

(4) Click 'Import RfC form'



(5) Click 'Browse' to select a file



(6) Click 'Import'

7.7 Entering a comment or a question

(1) Go to **Request for changes > Request**

(2) Click 'Add'



No	User	Date
1	robert schulz	07 Sep 2011

Comment

Add new comment

Questions

No data was returned.

Add new question

(3) Enter a question or comment.

(4) Click 

7.8 Editing a comment or a question

(1) Go to **Request for changes > Request**

(2) Click 



No	User	Date
1	robert schulz	07 Sep 2011

Comment

Add new comment

Questions

No data was returned.

Add new question

(3) Edit a question or comment.

(4) Click 

7.9 Deleting a comment or a question

(1) Go to ***Request for changes***

(2) Click '✕'



No	User	Date
1	robert schulz	07 Sep 2011

Comment

Add new comment Add

Questions
No data was returned.

Add new question Add

7.10 Generating a Clarification Form (Request for changes)

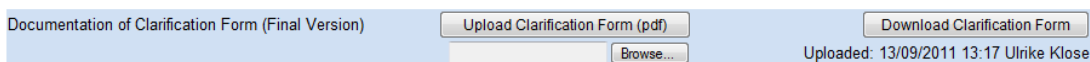
(1) Go to ***Request for changes > Clarification***

(2) Click 'Generate Clarification Form (RfC)'

7.11 Uploading a Clarification Form (Request for changes)

(1) Go to ***Request for changes > Clarification***

(2) Click 'Browse' to select a project.



Documentation of Clarification Form (Final Version) Upload Clarification Form (pdf) Download Clarification Form

Browse... Uploaded: 13/09/2011 13:17 Ulrike Klose

(3) Click 'Upload Clarification Form (pdf)'

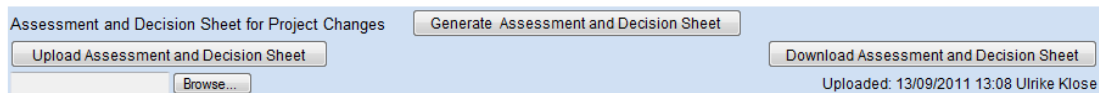
7.12 Downloading a Clarification Form (Request for changes)

(1) Go to ***Request for changes > Clarification***

(2) Click 'Download Clarification Form'

7.13 Generating an Assessment and Decision Sheet

- (1) Go to ***Request for changes > Clarification***
- (2) Click 'Generate Assessment and Decision Sheet'



7.14 Upload an Assessment and Decision Sheet

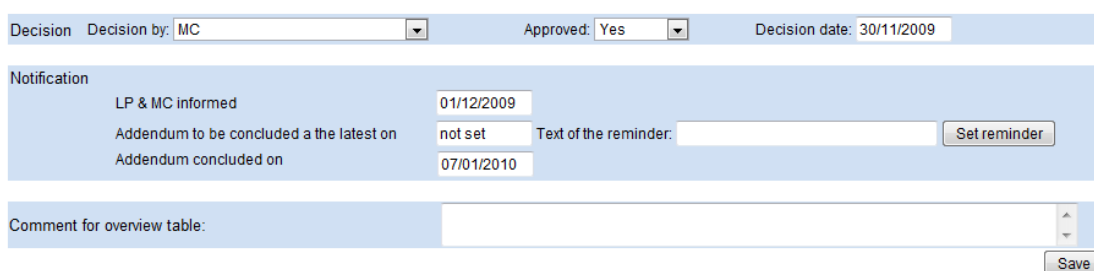
- (1) Go to ***Request for changes > Clarification***
- (2) Click 'Browse' to select a project.
- (3) Click 'Upload Assessment and Decision Sheet'

7.15 Download an Assessment and Decision Sheet

- (1) Go to ***Request for changes > Clarification***
- (2) Click 'Download Assessment and Decision Sheet'

7.16 Document the decision on a Request for change

- (1) Go to ***Request for changes > Clarification***
- (2) Enter 'Decision by', 'Approved', 'Decision date' and the information on the notification of the LP and the MC.



- (3) Enter a comment for the overview table.
- (4) Click 'Save'.

8 Statistics

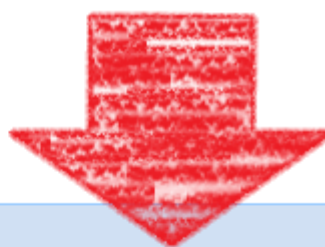
Attention: To avoid longer waiting times all statistics are generated once a day (for the precise time see the column "Download version of") and saved as *.xls-file on the server.



8.1 Download a statistic

(1) Go to **Statistics**

(2) Select one of the predefined statistics by clicking in the column "Download version of":



Most recently used	
Generate new version of	Download version of
Monitoring overview	19/08/2013 21:19:24
Desk checks	19/08/2013 21:20:16
Admissibility Checks	19/08/2013 21:20:33
List Of Partners	19/08/2013 21:21:13
Project Contacts	19/08/2013 21:21:19
Project Data	
Generate new version of	Download version of
Project Titles	19/08/2013 21:21:30
Project Budget Per Country	19/08/2013 21:21:49
Project Partners Per Country	19/08/2013 21:22:09
Project Spending Plans	19/08/2013 21:22:33
Project Budget Lines	19/08/2013 21:22:42
Legal Status Of PP	19/08/2013 21:22:58
Change Overview	19/08/2013 21:23:13
Financial Data	
Generate new version of	Download version of

(3) Save your *.xls-file.

8.2 Update a statistic

(1) Go to **Statistics**

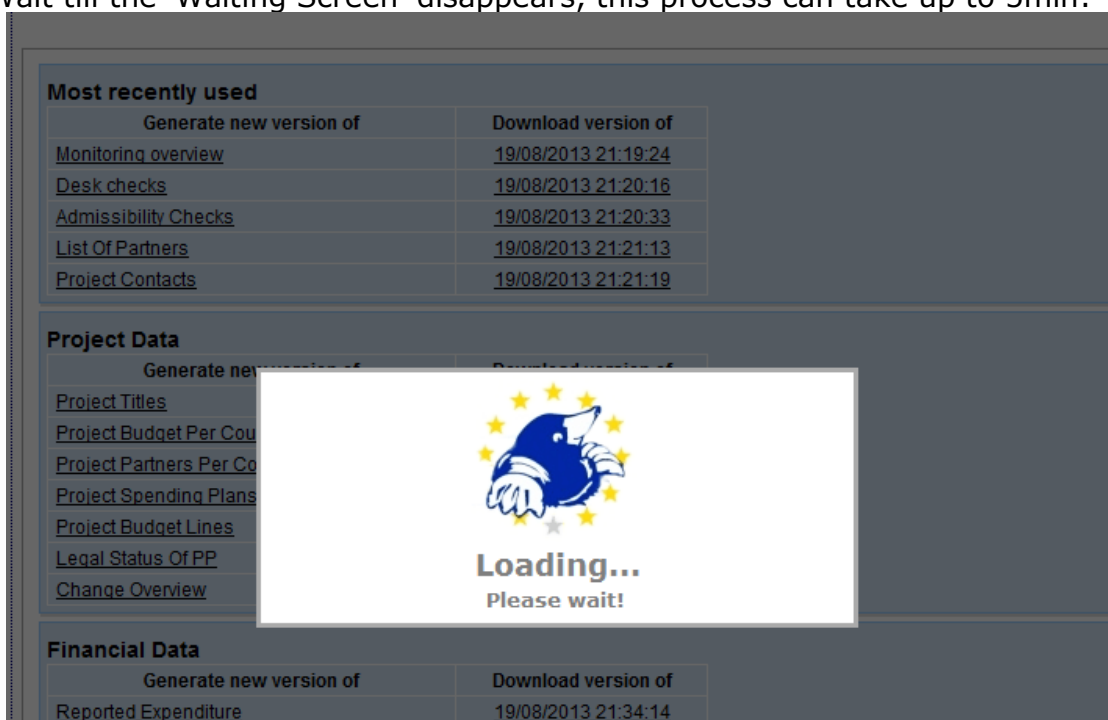
(2) Select one of the predefined statistics by clicking on its name:



Most recently used	
Generate new version of	Download version of
Monitoring overview	19/08/2013 21:19:24
Desk checks	19/08/2013 21:20:16
Admissibility Checks	19/08/2013 21:20:33
List Of Partners	19/08/2013 21:21:13
Project Contacts	19/08/2013 21:21:19

Project Data	
Generate new version of	Download version of

(3) Wait till the 'Waiting Screen' disappears, this process can take up to 5min:



Most recently used

Generate new version of	Download version of
Monitoring overview	19/08/2013 21:19:24
Desk checks	19/08/2013 21:20:16
Admissibility Checks	19/08/2013 21:20:33
List Of Partners	19/08/2013 21:21:13
Project Contacts	19/08/2013 21:21:19

Project Data

Generate new version of	Download version of
Project Titles	
Project Budget Per Country	
Project Partners Per Country	
Project Spending Plans	
Project Budget Lines	
Legal Status Of PP	
Change Overview	

Financial Data

Generate new version of	Download version of
Reported Expenditure	19/08/2013 21:34:14

(4) Save your *.xls-file.

Administration Section











AS1: View all e-mails of a project

- (1) Select a project
- (2) Click **All e-mails** in the menu

AS2: Shift an e-mails between different sections

- (1) Select a project
- (2) Click **All e-mails** in the menu

History of mails

SentDate	SentTo	MailSubject	SentText	Attachments	Email Group	Email Type	Email Category
30/10/2008 17:34:14	mikael.hilden@ymparisto.fi;seppo.hellsten@ymparisto.fi	Baltic Sea Region Programme 2007-2013 - Decision on WATERPRAXIS	show mail	no Data to display	Decision/Contracting	Approval/Rejection e-mail	 
18/11/2008 15:56:13	seppo.hellsten@ymparisto.fi; aila.riihentaus@ymparisto.fi	From theory and plans to eco-efficient and sustainable practices to improve the status of the Baltic Sea/WATERPRAXIS - Request for clarifications	show mail	1007 ContractingRequirements.doc 1007 WATERPRAXIS PF P3.xls	Decision/Contracting	1st Clarification	 
03/12/2008 11:37:45	bw@eu.baltic.net	re: extension of deadline	show mail	no Data to display	Decision/Contracting	Clarification request sent	 
08/12/2008 15:05:25	aila.riihentaus@ymparisto.fi;seppo.hellsten@ymparisto.fi	From theory and plans to eco-efficient and sustainable practices to improve the status of the Baltic Sea/WATERPRAXIS - Follow up of Request for clarifications	show mail	2008.12.05 Waterpraxis Clarification doc (3) JTS answers.doc	Decision/Contracting	Clarification request sent	 
08/01/2009 14:28:40	aila.riihentaus@ymparisto.fi;seppo.hellsten@ymparisto.fi	From theory and plans to eco-efficient and sustainable practices to improve the status	show mail	2009.01.05 Waterpraxis Clarification doc (4) JTS answers.doc	Decision/Contracting	Clarification request sent	 

- (3) Click 

- (4) Edit "e-mail group", "e-mail type", and/or "e-mail category" if needed:

re: extension of deadline	show mail	no Data to display	Decision/Contracting	Clarification request sent	Select	
---------------------------	---------------------------	--------------------	----------------------	----------------------------	--------	---

- (5) Click 

AS3: Import an e-mail from your MS Outlook mailbox

- (1) Select a project
- (2) Click **All e-mails** in the menu
- (3) Click the tab **e-mail import**
- (4) Select one of your e-mail folders folder

Start > [Projects](#) > All e-mails

e-mail overview

e-mail import

Folder: Posteingang

- Posteingang
- 00 Office - internal affairs
- 00 Private
- 01 IIIC
- 02 Database
- 02 IT & Telephones
- 03 IVC

	Type	Group	Category	import
Schulz, Robert	Select	Select	Select	<input type="checkbox"/>

- (5) Select at least one e-mail for the import

e-mail overview

e-mail import

Folder: Posteingang

To	Subject	Type	Group	Category	import
Schulz, Robert	Strategic Infrastructure Projects of the Year/Latin America Nominees to be Announced • Early Bird Deadline in 10 Days!	Select	Select	Select	<input checked="" type="checkbox"/>
Schulz, Robert		Select	Select	Select	<input type="checkbox"/>
Office Calendar	Declined: Voluntary IT-Briefing: Introduction to Prezi	Select	Select	Select	<input type="checkbox"/>
Schulz, Robert	WB-Compare aus CR30	Select	Select	Select	<input checked="" type="checkbox"/>

- (6) Choose a type, a group, and a category from the drop down list

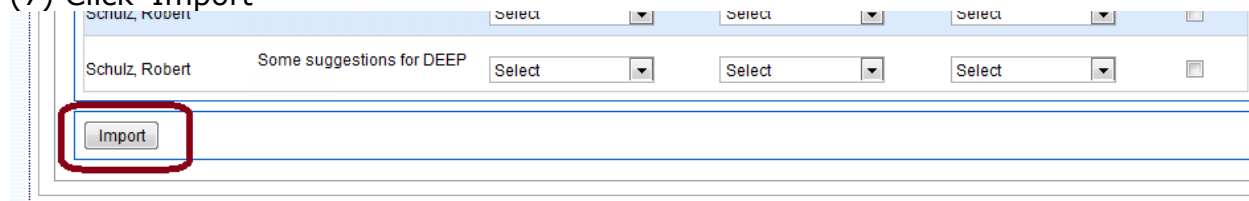
e-mail overview

e-mail import

Folder: Posteingang

To	Subject	Type	Group	Category	import
Schulz, Robert	Strategic Infrastructure Projects of the Year/Latin America Nominees to be Announced • Early Bird Deadline in 10 Days!	Select	Select	Select	<input checked="" type="checkbox"/>
Schulz, Robert		Select	Select	Select	<input type="checkbox"/>
Office Calendar	Declined: Voluntary IT-Briefing: Introduction to Prezi	Select	Select	Select	<input type="checkbox"/>
Schulz, Robert	WB-Compare aus CR30	Select	Select	Select	<input checked="" type="checkbox"/>

(7) Click 'Import'

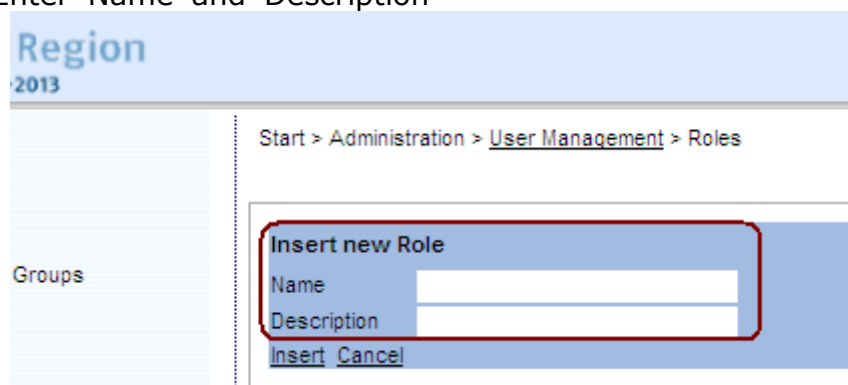


The screenshot shows a table with user data. The first row contains 'Schulz, Robert' and several 'Select' dropdown menus. Below the table, there is a red-bordered box containing the 'Import' button.

AS4: Creating a user role

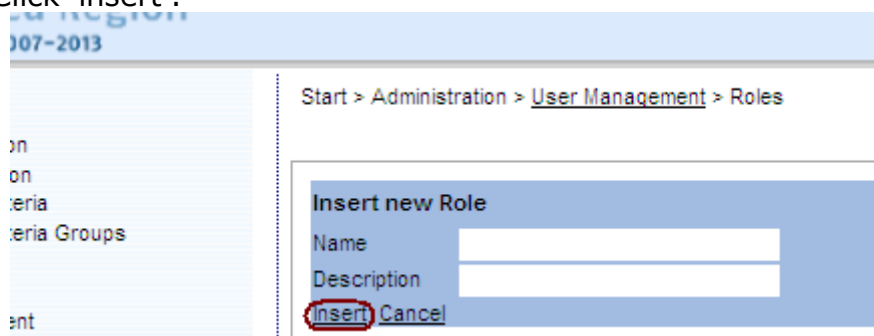
(1) Go to **Administration>User Management>Roles.**

(2) Enter 'Name' and 'Description'



The screenshot shows the 'Insert new Role' form. The 'Name' and 'Description' fields are highlighted with a red border. The 'Insert' and 'Cancel' buttons are visible at the bottom of the form.

(3) Click 'insert':



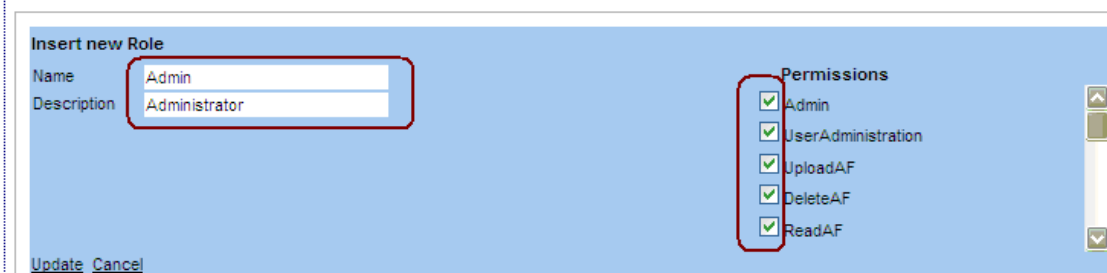
The screenshot shows the 'Insert new Role' form. The 'insert' button is highlighted with a red border. The 'Name' and 'Description' fields are also visible.

AS5: Editing a user role

(1) Go to **Administration>User Management>Roles.**

(2) Select a role by clicking '↩'.

(3) Change 'Name', 'Description', and/or un-/select 'Permissions' by ticking the corresponding boxes.



The screenshot shows the 'Insert new Role' form. The 'Name' field is 'Admin' and the 'Description' field is 'Administrator'. The 'Permissions' section on the right has a list of permissions: 'Admin', 'UserAdministration', 'UploadAF', 'DeleteAF', and 'ReadAF', all of which are checked. The 'Update' and 'Cancel' buttons are at the bottom.

(4) Click 'Update'.

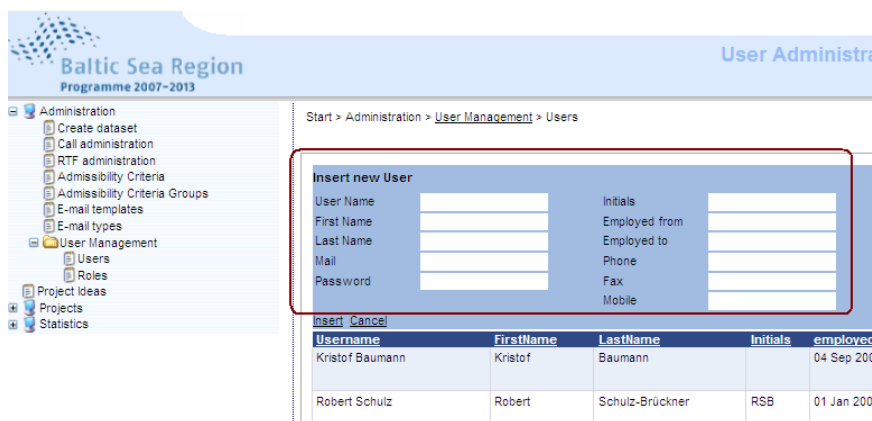
AS6: Creating a new user

Attention: The access rights for all users are not only documented in DEEP but also as signed paper versions (see 'Application form for setting-up user' and 'Documentation on setting-up users').



(1) Go to **Administration>User Management>Users**.

(2) Enter all relevant data



Username	FirstName	LastName	Initials	employed
Kristof Baumann	Kristof	Baumann		04 Sep 200
Robert Schulz	Robert	Schulz-Brückner	RSB	01 Jan 200

Attention: Please note that the user will get only access to DEEP in the time period indicated under 'employed from' and 'employed to'.



(3) Click 'insert'.

(4) For defining roles and functions go on with 'AS4: Editing information on a specific user' (see below)

Attention: As the 'role' defines the read and/or write access to the sections of the database (see 'Documentation on setting-up users'); the 'function' mainly document the organisation/programme body of the user. But it is also used to give different writing rights to a very small number of special tick boxes for 'JTS / Financial Unit', 'JTS / Project Unit', and 'CA'. Following tick boxes are affected: 'Ready for Payment FO', 'Ready For Payment PO' (both 'Progress Reports - Reporting Status & Clarification'), 'FO: First signature', 'FO: Second signature', 'Value date', 'Unlock Signature and Value Date (FO)', and 'Unlock Signature and Value Date (CA)' (all 'Payment').



AS7: Editing information on a specific user

(1) Go to **Administration>User Management>Users**.

(2) Select a user by clicking '↩'.

(3) Define 'Roles' and 'Functions' by un-/ticking the corresponding boxes. Change 'Name' and/or 'Description' if needed.

User Administration

Start > Administration > [User Management](#) > Users

Insert new User
 User Name: Kristof Baumann
 First Name: Kristof
 Last Name: Baumann
 Mail: kristof.baumann@eu.be
 Password:
 Initials:
 Employed from: 04 Sep 2008
 Employed to:
 Phone: 123444
 Fax: 456444
 Mobile: n/a

Roles
☒ Admin
☐ JTS
☐ Guest
☐ JTS advanced

Functions
☐ JTS / Financial Unit
☐ JTS / Project Unit
☐ JTS / Other
☐ Owner of signature rights
☐ CA

[Update](#) [Cancel](#)

Username	FirstName	LastName	Initials	employed from	employed to	Roles	Functions	
Kristof Baumann	Kristof	Baumann		04 Sep 2008		• Admin	• GECKO	

(4) Click 'Update'.

AS8: Blocking the access for a specific user

(1) Go to **Administration > User Management > Users**.

(2) Select a user by clicking ''.

(3) Enter the current date under 'Employed Define 'Roles' and 'Functions' by un-/ticking the corresponding boxes. Change 'Name' and/or 'Description' if needed.

AS9: Replacing an RTF template

Attention: Please note that not all RTF templates can be edited by the admin. If the file which has to be updated is NOT listed in 'Annex 1: Available RTFs' please contact GECKO.




Please check 'Annex 2: Placeholders' for all available placeholders.

(1) Go to **Administration > rtf administration**.

Start > Administration > [RTF administration](#)

FileName	Valid	SortID	Template Type	
GrantContract.rtf	<input type="checkbox"/>		GrantContract	
RejectionLetterTemplate1st call.rtf	<input type="checkbox"/>		not yet specified	
ApprovalLetterTemplate1st call.rtf	<input type="checkbox"/>		not yet specified	
AssessmentSheet.rtf	<input type="checkbox"/>	1	AssessmentSheet	
CoverLetter.rtf	<input checked="" type="checkbox"/>	2	CoverLetter_GC	
2009.03.18 Assessment Sheet - Template for database.rtf	<input checked="" type="checkbox"/>		AssessmentSheet	
2009.04.14 Assessment Report - Template for database.rtf	<input checked="" type="checkbox"/>		AssessmentReport	
ApprovalLetterTemplate2nd call.rtf	<input checked="" type="checkbox"/>		ApprovalLetter	
RejectionLetterTemplate2nd call.rtf	<input checked="" type="checkbox"/>		RejectionLetter	
GrantContract2.rtf	<input type="checkbox"/>		GrantContract	
GrantContract3.rtf	<input checked="" type="checkbox"/>		GrantContract	


- (2) Click on the file name to download the template.
- (3) Change the template in MS Word and save it as a rtf file again.
- (4) Select the template which should be replaced by clicking '.
- (5) Untick the 'valid' box

FileName	Valid	SortID
GrantContract.rtf	<input type="checkbox"/>	
RejectionLetterTemplate1st call.rtf	<input checked="" type="checkbox"/>	













- (6) Click '.

- (7) Upload the new of the file

[2009.03.18 Assessment Sheet - Template for database.rtf](#)
[2009.04.14 Assessment Report - Template for database.rtf](#)
[ApprovalLetterTemplate.2ndcall.rtf](#)
[RejectionLetterTemplate.2ndcall.rtf](#)
[GrantContract2.rtf](#)
[GrantContract3.rtf](#)

- (8) Select the new version of the template by clicking '.

- (9) Tick the 'valid' box and specify the template type by using the drop down list

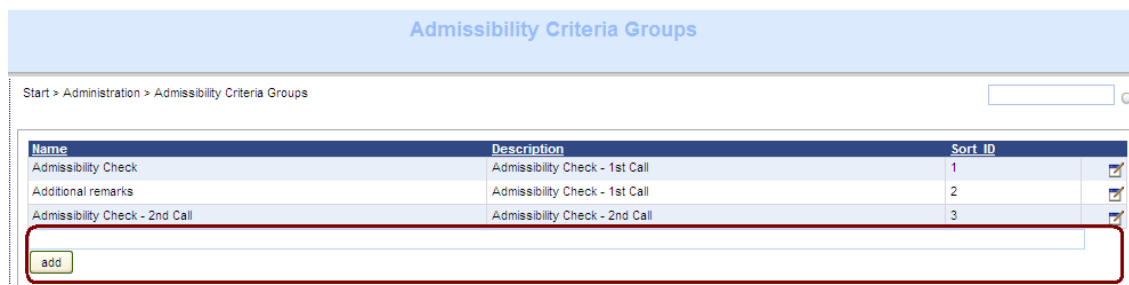
FileName	Valid	SortID	Template Type	
GrantContract.rtf	<input type="checkbox"/>		GrantContract	
RejectionLetterTemplate1st call.rtf	<input type="checkbox"/>		not yet specified	
ApprovalLetterTemplate1st call.rtf	<input type="checkbox"/>		not yet specified	
AssessmentSheet.rtf	<input type="checkbox"/>	1	AssessmentSheet	
CoverLetter.rtf	<input checked="" type="checkbox"/>	2	CoverLetter_GC	
2009.03.18 Assessment Sheet - Template for database.rtf	<input checked="" type="checkbox"/>		AssessmentSheet	
2009.04.14 Assessment Report - Template for database.rtf	<input checked="" type="checkbox"/>		AssessmentReport	
ApprovalLetterTemplate.2ndcall.rtf	<input checked="" type="checkbox"/>		ApprovalLetter	
RejectionLetterTemplate.2ndcall.rtf	<input checked="" type="checkbox"/>		RejectionLetter	
GrantContract2.rtf	<input type="checkbox"/>		GrantContract	
GrantContract3.rtf	<input checked="" type="checkbox"/>		GrantContract 	

- (10) Click '' for saving.

AS10: Adding a new list of Admissibility criteria for a call

(1) Go to **Administration > Admissibility Criteria Groups**.

(2) Enter a name for the Admissibility criteria



Admissibility Criteria Groups

Start > Administration > Admissibility Criteria Groups

Name	Description	Sort ID	
Admissibility Check	Admissibility Check - 1st Call	1	
Additional remarks	Admissibility Check - 1st Call	2	
Admissibility Check - 2nd Call	Admissibility Check - 2nd Call	3	

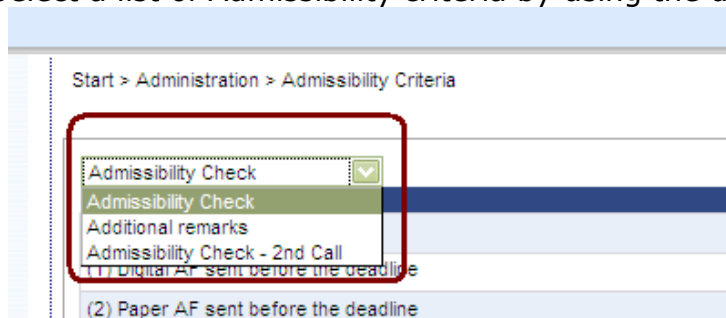
add

(3) Click 'add'.

AS11: Editing/Deleting Admissibility criteria for a call

(1) Go to **Administration > Admissibility Criteria**.

(2) Select a list of Admissibility criteria by using the drop down list



Start > Administration > Admissibility Criteria

Admissibility Check

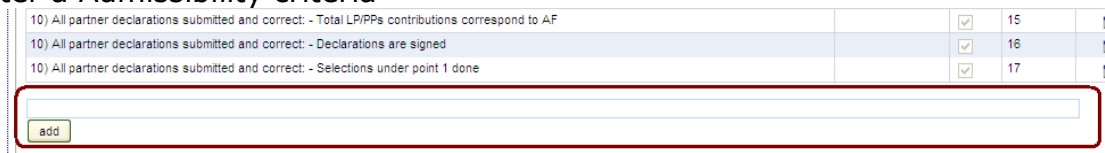
Additional remarks

Admissibility Check - 2nd Call

(1) Digital AF sent before the deadline

(2) Paper AF sent before the deadline

(3) Enter a Admissibility criteria



10) All partner declarations submitted and correct: - Total LP/RPs contributions correspond to AF	<input checked="" type="checkbox"/>	15	
10) All partner declarations submitted and correct: - Declarations are signed	<input checked="" type="checkbox"/>	16	
10) All partner declarations submitted and correct: - Selections under point 1 done	<input checked="" type="checkbox"/>	17	


add

(4) Click 'add'.

AS12: Editing/Deleting Admissibility criteria for a call

- (1) Go to **Administration > Admissibility Criteria**.
- (2) Select a list of Admissibility criteria by using the drop down list

Start > Administration > Admissibility Criteria


Admissibility Check 

Admissibility Check

Additional remarks

Admissibility Check - 2nd Call

17 Digital AF sent before the deadline

- (3) Click  to select an Admissibility criteria
- (4) Edit 'Name', 'Description', and/or 'sort ID'. **To delete an Admissibility criteria untick the Valid box.**

Start > Administration > Admissibility Criteria

Name	Description	Valid	Sort ID
(1) Digital AF sent before the deadline		<input checked="" type="checkbox"/>	1
(2) Paper AF sent before the deadline		<input checked="" type="checkbox"/>	2

- (5) Click  for saving.

AS13: Adding information on a call

- (1) Go to **Administration > Call administration**.

Start > Administration > Call administration

Insert new call

Name Description

Call number	Description	Active	SortID	Opening date	Closure date	Decision date	Decision place	End date 1st reporting period	Admissibility criteria groups	Valid
1	1st Call	<input type="checkbox"/>	1	25 Feb 2008	30 May 2008	24 Oct 2008	Copenhagen, Denmark	31 Jul 2009	<ul style="list-style-type: none"> Admissibility Check Additional remarks 	<input checked="" type="checkbox"/>
2.2	2nd Call, 2nd Half	<input checked="" type="checkbox"/>	3	19 Jan 2009	31 Mar 2009				<ul style="list-style-type: none"> Admissibility Check - 2nd Call 	<input checked="" type="checkbox"/>
2.1	2nd Call, 1st Half	<input type="checkbox"/>	2	19 Jan 2009	31 Mar 2009	09 Jun 2009	Vilnius, Lithuania	31 Mar 2010	<ul style="list-style-type: none"> Admissibility Check - 2nd Call 	<input checked="" type="checkbox"/>
4	CallNr	<input type="checkbox"/>								<input checked="" type="checkbox"/>

- (2) Enter the number of the call under 'Name' as well as a 'Description'.
- (3) Click 'Insert'.
- (4) Go on with 'AS10: Editing the information on a call'.

AS14: Editing the information on a call

- (1) Go to **Administration > Call administration**.
- (2) Select a call by clicking '↩'.
- (3) Enter all relevant information and click 'Update'.

Call Administration

Start > Administration > Call administration

Update call

Name: 1 Description: 1st Call

Active: ☐ Valid: ☒

OpeningDate: 25 Feb 2008 ClosureDate: 30 May 2008

DecisionDate: 24 Oct 2008 EndDateFirstReportingPeriod: 31 Jul 2009

DecisionPlace: Copenhagen, Denmark SortID: 1

Admissibility check

☒ Admissibility Check

☒ Additional remarks

☐ Admissibility Check - 2nd Call

update all projects of this call where MC Decision date or MC Decision Place is:
(if you leave the boxes empty all projects of this call will be updated)

Date:

Place:

Call number	Description	Active	SortID	Opening date	Closure date	Decision date	Decision place	End date 1st reporting period	Admissibility criteria groups	Valid
1	1st Call	<input type="checkbox"/>	1	25 Feb 2008	30 May 2008	24 Oct 2008	Copenhagen, Denmark	31 Jul 2009	<ul style="list-style-type: none"> Admissibility Check Additional remarks 	<input checked="" type="checkbox"/> ↩ ✖

AS15: Adding/editing e-mail templates

- (1) Go to **Administration > E-mail template**

Create new Mail Template

Start > Administration > E-mail templates

Create new mail template

Template:

Subject:

Reminder subject:

Placeholder: ActualDate insert placeholder into: Template

Template group: General

Template name:

Template description:

Name	Description	Group Name	
Clarification e-mail (Contracting)		Decision/Contracting	↩ ✖
Free text mail		Decision/Contracting	↩ ✖
Follow up Clarification e-mail (Contracting)		Decision/Contracting	↩ ✖
Reminder Clarification e-mail (Contracting)		Decision/Contracting	↩ ✖
Prolongation of Deadline		Decision/Contracting	↩ ✖
Grant Contract e-mail		Decision/Contracting	↩ ✖
Request for advance payment of ENPI co-financing		Decision/Contracting	↩ ✖

- (2) Select a template by clicking '↩'.

(3) Edit 'Template text', 'Subject', 'Reminder subject', 'Template Group', 'Template name', and/or 'Template description'.

Create new Mail Template

Start > Administration > E-mail templates

Create new mail template
 Template
 Subject
 Reminder subject
 Placeholder
 Template group
 Template name
 Template description

Dear #LPContact1Name#

 As communicated in the approval e-mail sent on #ApprovRejectMailSentDate# we are hereby sending you our request for clarifications.

 We attached two files to this e-mail:

 1. "Clarification document (Contracting)": This document provides information on how the requirements that were set for your project should be fulfilled. We are also requesting additional clarifications regarding unclear issues that were discovered during the assessment process.
 #ProjectNumber# #ProjectAcronym# - Request for clarifications
 #ProjectNumber# #ProjectAcronym# - Deadline: Request for clarifications
 ActualDate
 Decision/Contracting
 Clarification e-mail (Contracting)

insert placeholder into: Template
 Insert placeholder
 create new template
 Save

Name	Description	Group Name
Clarification e-mail (Contracting)		Decision/Contracting
Free text mail		Decision/Contracting

Attention: Please check 'Annex 2: Placeholders' for all available placeholders.



(4) Choose either 'create a new template' or 'update selected template' from the drop down list

create new template
create new template
update selected template

Save

Group Name
Decision/Contracting

(5) Click 'Save'.

AS16: Adding/editing standard phrases

(1) Go to **Administration > Standard phrases administration**

Index number: 4008 Project number: #008 Project: AUL Logged in as: Robert Schulz | Log out

PRODUCTION: Version 1.3 (2012-08-13)

Create new Mail Template

Start > Administration > Standard phrases administration

Administration
 Create project
 Call administration
 RTF administration
 Standard phrases administration
 Admissibility Criteria
 Admissibility Criteria Groups
 E-mail templates
 E-mail types
 User Management
 Users
 Roles
 Projects
 Statistics

Create new standard phrase
 Phrase title
 Template
 Location: FR_1
 create new template
 Save Template

Location	Name
FR_1	Post information phrase

(2) Select a template by clicking '↩'.

(3) Edit 'Phrase title', 'Template', and 'Location'.

Index number: 4000 Project number: #008 Project: AGL Logged in as: [Robert Schulz](#) | [Log out](#)

Baltic Sea Region Programme 2007-2013

PRODUCTION: Version 1.3 (2012-08-13)

Start > Administration > Standard phrases administration

Create new standard phrase

Phrase title:

Template:

Location:

Location	Name		
RC	Bank information missing	↩	✖
RC	Checksum wrong/missing	↩	✖
FR_1	Budget reallocation – question if it's planned	↩	✖
FR_1	Low spending in WP and/or BL	↩	✖
FR_1	High spending in WP and/or BL	↩	✖
FR_1	High amount in BL5	↩	✖

(4) Choose either 'create a new template' or 'update selected template' from the drop down list

Group Name:

(5) Click 'Save'.

Annexes

Annex 1: Available RTFs

- Approval Letter
- Rejection Letter

- Assessment Sheet
- Assessment Report

- Grant Contract
- Cover letter (Grant Contract)
- Addendum (long)
- Addendum (short)
- Cover letter (Addendum)

- Request for Changes Decision
- Request for Changes Clarification

Annex 2: Placeholders

User Data (data of the user who is currently locked in)

UserFirstName
UserName
UserEmail
UserPhone
UserFax
UserMobile

Contact data (JTS)

ResponsibleFO
ResponsiblePO
ResponsibleFOFirstName
ResponsibleFOLastName
ResponsiblePOFirstName
ResponsiblePOLastName

CA

CAEmail

Communication (JTS)

ApprovRejectMailSentDate
ActualDate
ListOfRequirementsForRTF
ListOfRequirements

Project Data

ProjectIndexNumber
ProjectNumber
IndexNumber
ProjectTitle
ProjectAcronym
Priority
AreaOfSupport
SummarisedDescription
ProjectDuration

ContactData (Projects)

LPContact1Name
LPContact1Email
LPContact2Name
LPContact2Email
LPContact1Address
LPContact1ZIP
LPContact1City
LPContact1Country
LPContact1TitleOriginal

LPContact1TitleEnglish
MailAddressesOfProject

MC Decision (Project)

DateOfMCDecision
DateOfMCDecision2
DateAfterMCDecision
DateAfterMCDecision2
PlaceOfMCDecision
ReasonsForRejection
ReasonsForApproval
ReasonsForWithdrawal

Contracting (Project)

ContractingDate
day30GrandContConclusion

Project Budget (Project)

ERDFCoFinancing
ERDFPartnersContribution
ERDFBudget
NorwegianCoFinancing
NorwegianPartnersContribution
NorwegianBudget
ENPICOFinancing
ENPIPartnersContribution
ENPIBudget
TotalProjectBudget
ERDFCoFinancingRate
ENPICOFinancingAdvanced
PreparationCosts
PreparationExpectedERDF
Period1Costs
Period1ExpectedERDF
Period2Costs
Period2ExpectedERDF
Period3Costs
Period3ExpectedERDF
Period4Costs
Period4ExpectedERDF
Period5Costs
Period5ExpectedERDF
Period6Costs
Period6ExpectedERDF
TotalCosts
TotalExpectedERDF

Partner (Project)

"P" + pNumber + "TitleOriginal"
 "P" + pNumber + "TitleEnglish"
 "P" + pNumber + "CoFinancing"
 "P" + pNumber + "PartnerBudget"
 "P" + pNumber +
 "PartnersContribution"
 "P" + pNumber + "ENPICoFinancing"
 "P" + pNumber +
 "ENPIPartnerBudget"
 "P" + pNumber +
 "ENPIPartnersContribution"
 "P" + pNumber +
 "ERDFCoFinancingHeader"
 "P" + pNumber + "Country"

Dates (Project)

ProjectPreparationCostsStart
 ProjectPreparationCostsEnd
 ImplementationOfProjectERDFStart
 ImplementationOfProjectERDFEnd
 ImplementationOfProjectENPIEnd
 ERDFNowegianStart
 ExpenditurePaidDate
 PRPreparationCostsStart
 PRPreparationCostsEnd
 Period1Start
 Period1End
 Period1Deadline
 PRPreparationCostsDeadline
 Period2Start
 Period2End
 Period2Deadline
 Period3Start
 Period3End
 Period3Deadline
 Period4Start
 Period4End
 Period4Deadline
 Period5Start
 Period5End
 Period5Deadline
 Period6Start
 Period6End
 Period6Deadline
 PRClosureCostsStart
 PRClosureCostsEnd
 PRClosureCostsDeadline

Spending plan

PreparationCosts
 PreparationExpectedERDF

Period1Costs
 Period1ExpectedERDF
 Period2Costs
 Period2ExpectedERDF
 Period3Costs
 Period3ExpectedERDF
 Period4Costs
 Period4ExpectedERDF
 Period5Costs
 Period5ExpectedERDF
 Period6Costs
 Period6ExpectedERDF
 TotalCosts
 TotalExpectedERDF

Reporting (Amounts)

ERDFPaid
 NorwPaid
 ENPIPaid
 TotalPaid
 ERDFRequested
 NorwRequested
 ENPIRequested
 TotalRequested

Clarification

DeadlineReminder

RfC

prefix + "TypeOfChange"
 prefix + "TypeOfChange"
 prefix + "Request"
 prefix + "ReasonAndJustification"
 prefix + "Impact"
 prefix + "TypeOfChange"
 prefix + "Request"
 prefix + "ReasonAndJustification"
 prefix + "Impact"
 prefix + "CommentForOverview"
 prefix + "SubmissionDate"
 prefix + "CommentForOverview"