



**ENI
CBCMED**
Cooperating across borders
in the Mediterranean



Programme funded by the
EUROPEAN UNION

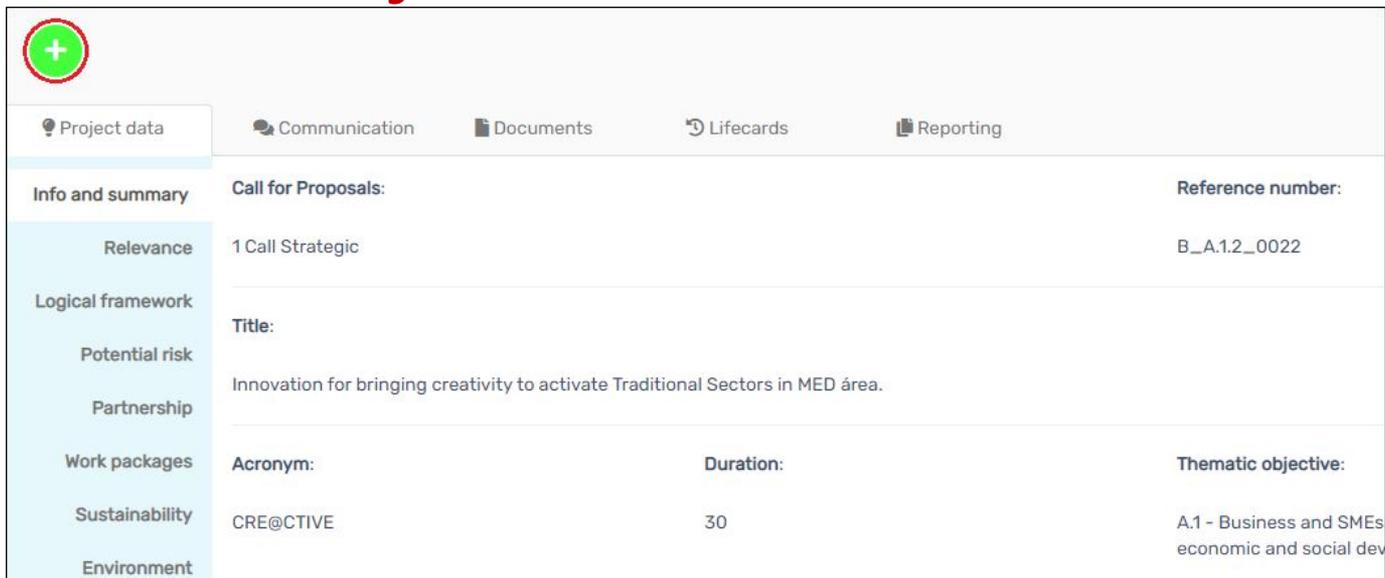


**REGIONE AUTÒNOMA
DE SARDIGNA
REGIONE AUTONOMA
DELLA SARDEGNA**

Adjustments in the MIS



Adjustment - creation



The screenshot shows a web interface for creating adjustments. On the left is a sidebar with a green plus icon at the top and several menu items: Project data, Info and summary, Relevance, Logical framework, Potential risk, Partnership, Work packages, Sustainability, and Environment. The main area contains a form with the following fields:

Field	Value
Call for Proposals:	1 Call Strategic
Reference number:	B_A.1.2_0022
Title:	Innovation for bringing creativity to activate Traditional Sectors in MED área.
Acronym:	CRE@CTIVE
Duration:	30
Thematic objective:	A.1 - Business and SMEs economic and social dev

Whenever needed, LBs may ask the JTS to enable the adjustment function to create:

1. **Simple adjustments**, such as adding a new contact person
2. **Minor adjustments**, such as budget shifts within the 20% flexibility
3. **Major adjustments**, such as partner changes

IMPORTANT: The adjustment procedure **blocks the reporting** until it's finalized and validated by JTS/MA

Adjustment – it's like 1,2,3!

Project data	Communication	Documents	Lifecards	Reporting	Project adjustment
Info and summary	Call for Proposals:				Reference number:
Relevance	1 Call Strategic				B_A.1.2_0022
Logical framework	Title:				
Potential risk	Innovation for bringing creativity to activate Traditional Sectors in MED area.				
Partnership					
Work packages	Acronym:	Duration:			Thematic objective:
Sustainability	CRE@CTIVE	30			A.1 - Business and SMEs de economic and social devel
Environment					
Budget	Start date:	End date:			
Financial Plan	05/11/2020	04/05/2023			

Once created (after clicking the green + button), 3 buttons will appear:

1. **Delete** the adjustment
2. **Validate**/Check the adjustment: to see the modification (useful when several persons are collaborating with the modifications)
3. **Send** the adjustment to JTS (*only for minor and major, the simple adjustment will be applied immediately, no need for JTS validation*)

Adjustment – What can you modify in Info and Summary

The screenshot shows the 'Info and Summary' page in the CRE@CTIVE system. The page is divided into several sections: 'Project data', 'Communication', 'Documents', 'Lifecards', 'Project adjustment', and 'Reporting'. The 'Project adjustment' section is active, showing a search bar with the text 'Innova' and an 'ADD' button. Below the search bar, there is a list of keywords. The first keyword, 'Innovation capacity and awareness-raising', is highlighted with a red circle and labeled '2'. A red 'X' icon next to it is labeled '3'. A 'Save' button is labeled '4'. The search bar is labeled '1'.

KEEP Keywords only (EU Database of projects).

1. You can **search** for keywords
2. **Add** them to the list
3. **Delete** (*hint : if you delete by error, just don't save!*)
4. **Save**

Adjustment – What can you modify in Relevance

Project / Programme / date	Project budget (if available)	Involved countries	List of outputs to be exploited	Expected synergies to be implemented	Comment
CreativeWear - INTERREG MED/2016-2019	2.200.000,00 €	Greece, Italy, Spain	Nr. 4 Creative HUBS connected to Mediter...	The project will give access to Creative...	
INNOVA-FI/INTERREG EUROPE/2018-2023	1.620.025,00 €	Greece, Italy, Portugal, Spain	Joint Peer Learning 3 policy booklets f...	Tool for the diagnosis of the on-going f...	
Textile&Clothing Business Labs /H2020/20...	8.100.000,00 €	France, Greece, Italy, Portugal, Spain	Nr. 22 Business Labs implemented Nr. 14...	Business Labs network will support Cross...	
SUSTEXNET - ENPI CBC MED/2015-2016	1.488.229,16 €	Egypt, Italy, Spain, Tunisia	1 cross-border network 4 General descrip...	The study of the current situation and t...	
RE-FREAM/H2020-ICT/2018-2020	3.964.726,83 €	Italy, Spain	Network between talented fashion designe...	Subgrant process know-how and scheme fol...	
AquaMedInnov - INTERREG - 2016-2019	2.999.999,00 €	France, Italy, Jordan	2.2 Cross border network	The network created for...	

In this section, you may:

1. **Add** new synergy
2. **Edit** the newly added synergy
3. **Delete** the newly added synergy

Note that Edit and delete functions are available only for the newly created synergy

Adjustment – What can you modify in Relevance – adding synergy

+ Create synergy ×

Project / Programme / date
AquaMedInnov - INTERREG - 2016-2019

Project budget (if available)
2999999

Involved countries

Selected	Available
France Italy Jordan	Cyprus Egypt Greece Israel Lebanon Malta Palestine Portugal Spain Tunisia Algeria

List of outputs to be exploited
2.2 Cross border network

Expected synergies to be implemented
The network created for...

Comment
The project was a success story

Cancel Confirm

For newly added synergy, all fields, including the Comment, need to be filled

Adjustment – What can you modify in Logical framework

The screenshot displays a web application interface for project management. At the top, there are tabs for 'Project data', 'Communication', 'Documents', 'Lifecards', 'Project adjustment', and 'Reporting'. The 'Project adjustment' tab is active. On the left, a sidebar menu includes 'Info and summary', 'Relevance', 'Logical framework', 'Partnership', 'Work packages', 'Budget', 'Documents', and 'Export'. The 'Logical framework' section is expanded, showing 'Programme Expected results'. A dialog box titled 'Edit expected results' is overlaid on the screen. It contains a 'Project target' input field with the value '19', a 'Comment' field with the text 'You must enter a comment explaining the reason of modification!', and 'Cancel' and 'Confirm' buttons.

In logical framework section, you can edit the project target only.

Comment field need to be filled when you modify the target prior to confirming.

Adjustment – What can you modify in Partnership

Name	Country	Region	Official name of the organization in the original language	Legal Status	Active	Still in Budget	Comment
BEN	Spain	Comunidad Valenciana	Research Textile Institute	No profit organization (Association, Foundation)	✓		
PP01	Italy	Sicilia	ARCA Consortium	No profit organization (Association, Foundation)	✓		
PP02	Italy	Toscana	Municipality of Prato	Regional or local public administration	✓		
PP03	Tunisia	Monastir	MONASTIR EL FEJJA COMPETITIVNESS POLE "MFCPOLE"	Company or other private economic operator	✗	✓	

... almost everything! You can:

1. **Add** new partners
2. **Edit** existing partners (to add contact, auditors... etc)
3. **Deactivate** existing partner (in case of withdrawal for example)
4. **Enable** a deactivated partner
5. **Disable** the budget from the partner

Adjustment – What can you modify in Partnership – edit partner

Project data Communication Documents Lifecards Project adjustment Reporting

Info and summary
Relevance
Logical framework
Partnership
Work packages
Budget
Documents
Export

General info Experience and expertise Contacts

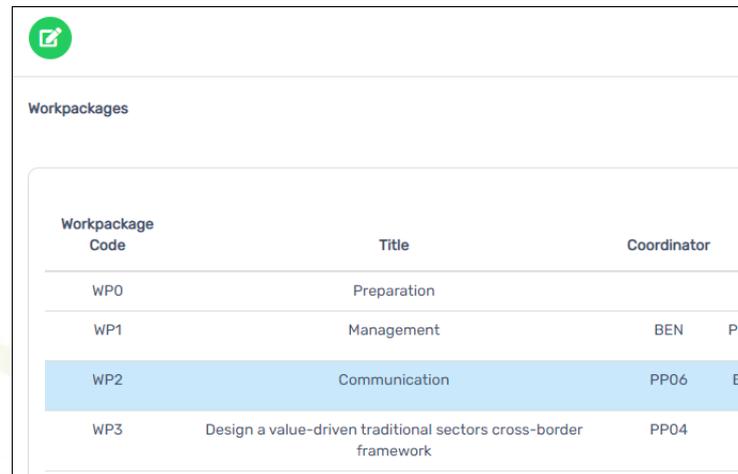
1 2 3 4 5 6 7

Name	Surname	Telephone	Email	Job title	Role	MIS Account
Umberto	La Commare	+390916615611	info@consorzioarca.it	President	Legal representative	
Luca Francesco	Leonardi	+390916615630	lleonardi@consorzioarca.it	EU Project Manager	Contact person	
Aous	TAMIMI	+32476710291	aous_tamimi@hotmail.com	Partner Auditor	Auditor	

In edit partner, you have the following functions:

1. Create MIS account for the selected contact
2. Edit MIS account for the selected contact
3. Disable MIS account
4. Enable MIS account
5. Add new contact person
6. Edit the info of the selected person
7. Delete the contact

Adjustment – What can you modify in Work Packages



Workpackage Code	Title	Coordinator
WP0	Preparation	
WP1	Management	BEN PP0
WP2	Communication	PP06 BE
WP3	Design a value-driven traditional sectors cross-border framework	PP04

Main Page: **Edit** (to enter the selected WP)

- Outputs: You may **add/edit/delete** new outputs only, existing Outputs can't be edited!!
- Activities: **Add/edit/delete** activities, and **undelete**
- Indicators (*from WP3 onward*): **Add/edit/delete**
- Target (*from WP2 onward*): **Add/edit**

Adjustment – What can you modify in Budget

Name	Creation date	In force	Contracted	Author	Type	Status
BudgetShift_15_02_2021	an hour ago			Miriam Martínez Carbonell	BSS	
Budget contracted					SB	

To introduce a budget shift , you have the following functions:

1. **Add** budget shift
2. **View** budget shift (available when original budget is selected)
3. **Edit** budget shift
4. **Delete** budget shift
5. **Export** the selected budget
6. **Edit** Total budget per **sub-grants** (text only)

Adjustment – What can you modify in Budget Lines

The screenshot displays a software interface for project adjustment. At the top, there are tabs for 'Project data', 'Communication', 'Documents', 'Lifecards', 'Project adjustment', and 'Reporting'. The 'Project adjustment' tab is active. On the left, a sidebar shows 'Info and summary', 'Relevance', 'Logical framework', 'Partnership', and 'Work packages'. The main area shows a table of budget lines with columns for 'Budget line', 'Cost category', 'WP', 'Output', 'Source of funding', and '50% rule'. Below the table, there are six numbered icons (1-6) representing different actions: 1. Add (green plus), 2. Edit (yellow pencil), 3. Clone (yellow document), 4. Delete (red trash), 5. Export (green document), 6. Unselect (red document). A search bar is present with the text 'Search for: Budget Line code, Cost category, Partner, Unit'. A red warning message states: 'Total direct eligible cost is different from value contracted + 2.755,25 €'. Below this, a table lists budget lines with columns: Code, Cost category, Partner, Description, Justification, Unit, Number, Rate, Total, Semester incurred, and Comment.

Code	Cost category	Partner	Description	Justification	Unit	Number	Rate	Total	Semester incurred	Comment
WP1.SS.BEN.13765	SS	BEN	Expenditure verifica...			3,00	4.700,00	14.100,00	III-V	
WP1.SS.BEN.7226	SS	BEN	Expenditure verifica...			3,00	4.700,00	14.100,00	III-V	
WP4.HR.BEN.7225	HR	BEN	Senior Technician		DAY	300,00	184,00 €	55.200,00 €	I-II-III-IV-V	

Budget lines modifications have similar functions as reporting:

1. **Add** budget line
2. **Edit** budget line
3. **Clone** Budget line
4. **Delete** budget shift
5. **Export** the selected budget
6. **Unselect** lines

Adjustment – What can you modify in Budget lines - functions

The screenshot displays a budget management interface with a sidebar on the left and a main content area. The sidebar includes sections for 'Info and summary', 'Relevance', 'Logical framework', 'Partnership', and 'Work packages'. The main content area features a search bar for budget lines, a table of budget lines, and a summary row. Numbered callouts (1-6) highlight specific features: 1. Edit icon for a budget line. 2. Delete icon for a budget line. 3. Add icon for a budget line. 4. Search input field. 5. Back arrow icon. 6. Summary row indicating a cost difference.

	Code	Cost category	Partner	Description	Justification	Unit	Number	Rate	Total	Semester incurred	Comment
Budget	WP4.HR.PP8.723C	HR	PPB	Senior Technician		DAY	20,00	320,00 €	€6.400,00	I-II-III-IV-V	
Documents	WP1.SS.PP8.7227	SS	PPB	Expenditure verifica...			0,00	0,00 €	0,00 €	III-V	
Export	WP1.SS.BEN.13765	SS	BEN	Expenditure verifica...			3,00	4.700,00	14.100,00	III-V	
	WP4.HR.PP4.7225	HR	PP4	Senior		DAY	100,00	163,64 €	€16.364,00	I-II-III-IV-V	

Other helpful functions:

1. Indication that the BL was **edited**
2. Indication that the BL was **deleted**
3. Indication that the BL was **added**
4. BL Code **search**
5. **Back** to previous page
6. **Difference** between contracted amount and the current amount

Adjustment – What can you modify in Documents

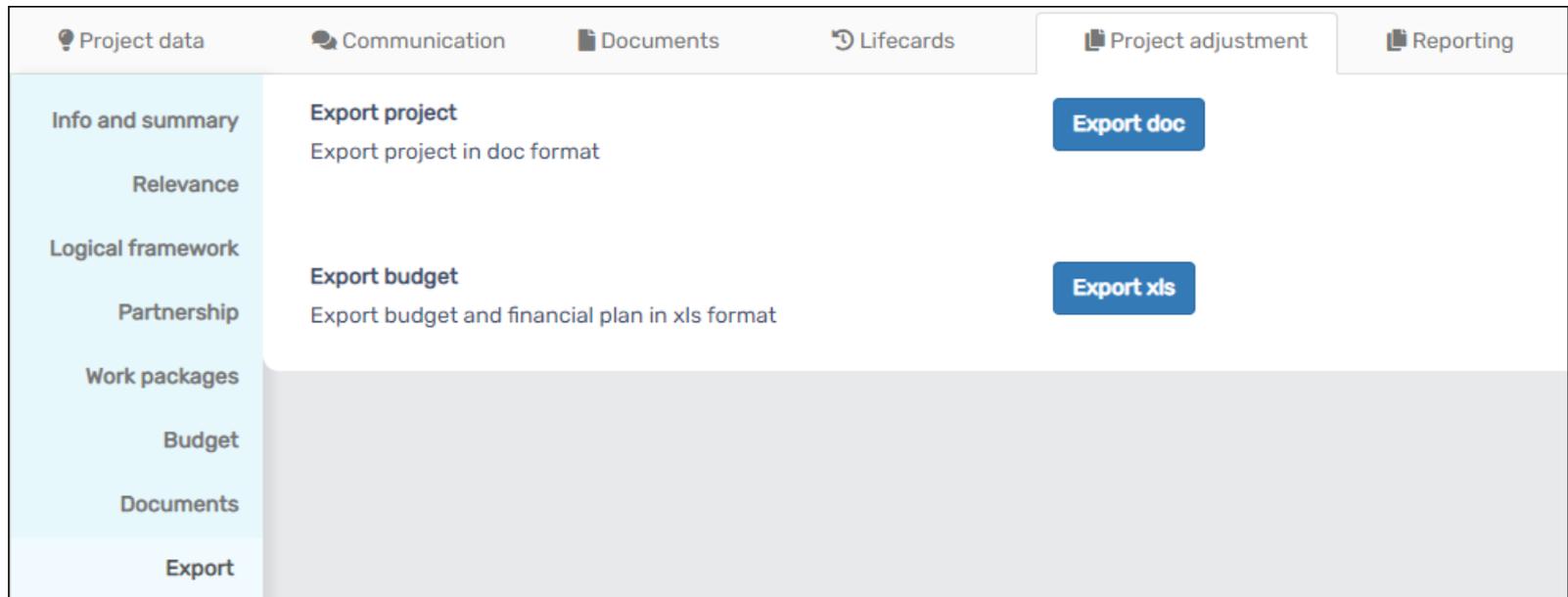
The screenshot displays a software interface with a top navigation bar containing 'Project data', 'Communication', 'Documents', 'Lifecards', 'Project adjustment', and 'Reporting'. A left sidebar lists menu items: 'Info and summary', 'Relevance', 'Logical framework', 'Partnership', 'Work packages', 'Budget', 'Documents', and 'Export'. The main content area is titled 'Documents' and features four icons: a blue download icon (1), a red delete icon (2), a cyan upload icon (3), and a brown upload icon (4). Below these icons is a table titled 'Amendment Supporting Documents' with columns for 'Filename', 'Payment flow', 'Type', 'Date upload', 'Protocol', and 'Sta'. The table contains two rows of data.

Filename	Payment flow	Type	Date upload	Protocol	Sta
TestFile_.docx.pdf	2ND	MJR	an hour ago		
TestFile_.docx.zip	2ND	ANS	an hour ago		

Adjustment related documents upload are with the usual functions/limits:

1. Download the selected document
2. Delete selected file
3. Upload adjustment document(s) – limited to 30M
4. Upload Major adjustment required document(s) – 30M

Adjustment – What can you modify in Export



The screenshot displays a software interface with a top navigation bar and a main content area. The navigation bar includes tabs for 'Project data', 'Communication', 'Documents', 'Lifecards', 'Project adjustment', and 'Reporting'. The 'Project adjustment' tab is active. On the left, a sidebar menu lists 'Info and summary', 'Relevance', 'Logical framework', 'Partnership', 'Work packages', 'Budget', 'Documents', and 'Export'. The main content area shows two export options: 'Export project' (with a sub-description 'Export project in doc format') and 'Export budget' (with a sub-description 'Export budget and financial plan in xls format'). Each option has a corresponding blue button labeled 'Export doc' and 'Export xls' respectively.

Export Option	Description	Action Button
Export project	Export project in doc format	Export doc
Export budget	Export budget and financial plan in xls format	Export xls

You may export the project narrative in *.doc format and the project budget in xls format

Adjustment – Final step

The screenshot shows a web interface for project adjustment. At the top, there are three numbered buttons: 1 (trash), 2 (checkmark), and 3 (refresh). Below these are navigation tabs: Project data, Communication, Documents, Lifecards, Project adjustment (selected), and Reporting. On the left, a sidebar menu includes: Info and summary, Relevance, Logical framework (with 'KEEP keywords' next to it), and Partnership. A search field is visible on the right side of the sidebar.

Project adjustment validation

Adjustment level type: Major

Error Major Minor **Adjustments**

Description		Expected	Found	Difference
Page	Section	Action	Description	Field
Relevance	Synergies	Added	AquaMedInnov - INTERREG - 2016-2019	
Partnership	Contacts	Added	PP1	
Documents	Amendment Supporting Documents	Added	TestFile_.docx.pdf	

Prior to sending to JTS (button 3 in the image), it's always useful to click on "validate" (button 2) to check what modifications were done & if no errors are present...

Adjustment – Final step

Project adjustment validation

Adjustment level type: Major

Error Major **Minor** Adjustments

Description	Expected	Found	Difference	Percentage	Comments
Added Budget Shift					
Modified Cost Category HR (%) decreased	1.927.029,6 €	1.918.069,6 €	-8.960 €	0,46 %	
Modified Cost Category SS (%) increased	478.501 €	485.261 €	6.760 €	1,41 %	
BEN Modified Total Eligible Costs Amount	537.426,12 €	547.484,12 €	10.058 €	1,87 %	
PP8 Modified Total Eligible Costs Amount	117.558,97 €	105.146,97 €	-12.412 €	10,56 %	
WP1.SS.PP8.722711 Deleted Budgetline	WP1.SS.PP8.722711				not n
WP1.SS.BEN.1376998 Added Budgetline		WP1.SS.BEN.1376998			will b
WP1.SS.BEN.722637 Modified Budgetline Number	3	2	-1		Audit
WP1.SS.BEN.722637 Modified Budgetline Total	14.100 €	9.400 €	-4.700 €		Audit
WP4.HR.PP8.723023 Modified Budgetline Number	48				
WP4.HR.PP8.723023 Modified Budgetline Total	15.360 €				

Page	Section	Action
Work packages	Workpackage Outputs	Added

Project adjustment validation

Adjustment level type: Major

Error **Major** Minor Adjustments

Description	Expected	Found	Difference	Percentage

Page	Section	Action	Description	Field	Expected	Found
Partnership	Partners	Modified	PP3		ENABLED	DISABLED
Documents		Added	TestFile_.docx.zip			TestFile_.docx

... and you can see if it's a minor or major adjustment.