



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



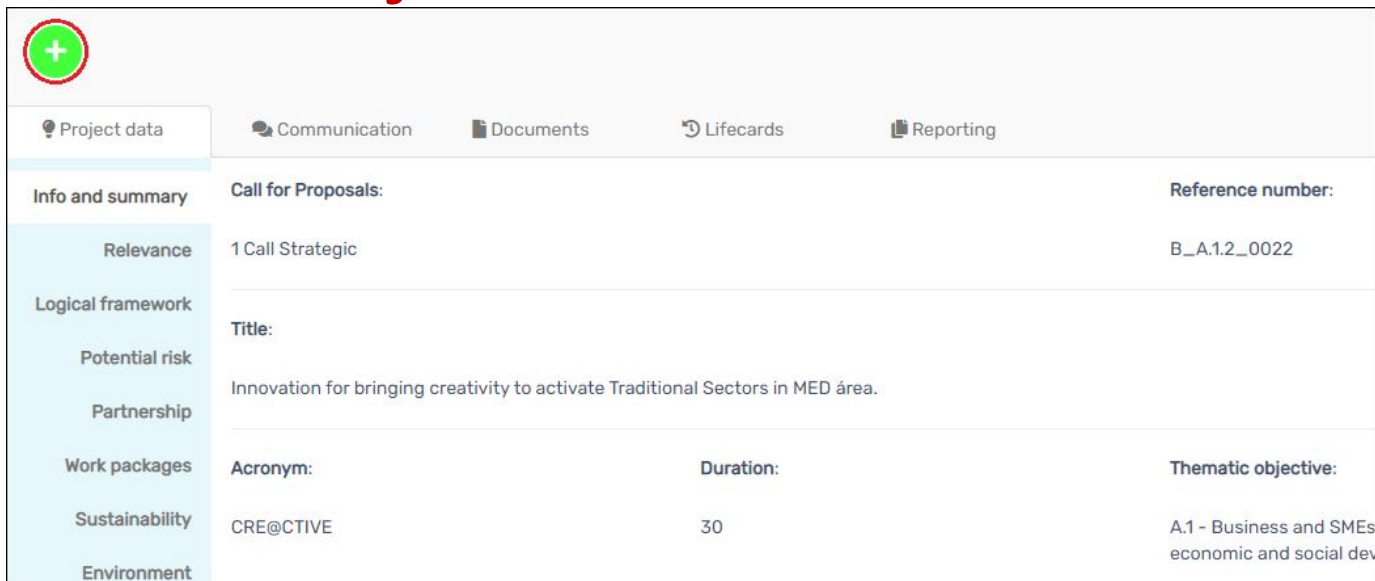
Programme funded by the
EUROPEAN UNION



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

Adjustments in the MIS

Adjustment - creation



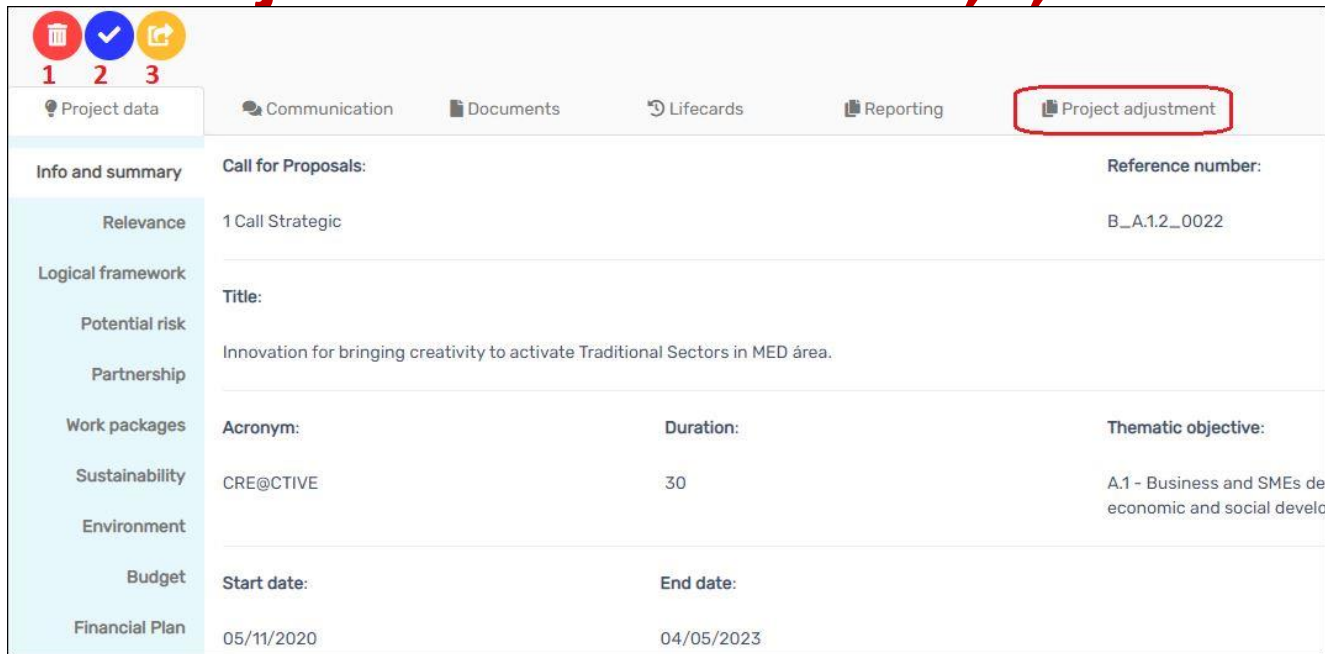
Project data	Communication	Documents	Lifecards	Reporting
Info and summary	Call for Proposals:	Reference number:		
Relevance	1 Call Strategic	B_A.1.2_0022		
Logical framework	Title:			
Potential risk	Innovation for bringing creativity to activate Traditional Sectors in MED área.			
Partnership	Acronym:	Duration:	Thematic objective:	
Work packages	CRE@CTIVE	30	A.1 - Business and SMEs economic and social dev	
Sustainability				
Environment				

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!



The screenshot shows a web interface for project management. At the top, there are three circular buttons labeled 1, 2, and 3, corresponding to the steps in the text below. The main navigation bar includes 'Project data', 'Communication', 'Documents', 'Lifecards', 'Reporting', and 'Project adjustment' (which is highlighted with a red box). The 'Project adjustment' section is active, displaying a form with the following fields:

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

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

CRE@CTIVE 1ST

CRE CMU CMV CMR PYU PYV QPR PYR PSQ MTE IRS IRV CRU

Project data Communication Documents Lifecards Project adjustment Reporting

Info and summary

Relevance

Logical framework

Partnership

Work packages

Budget

Documents

Export

KEEP keywords

Description

Innovation capacity and awareness-raising

Institutional cooperation and cooperation networks

SME and entrepreneurship

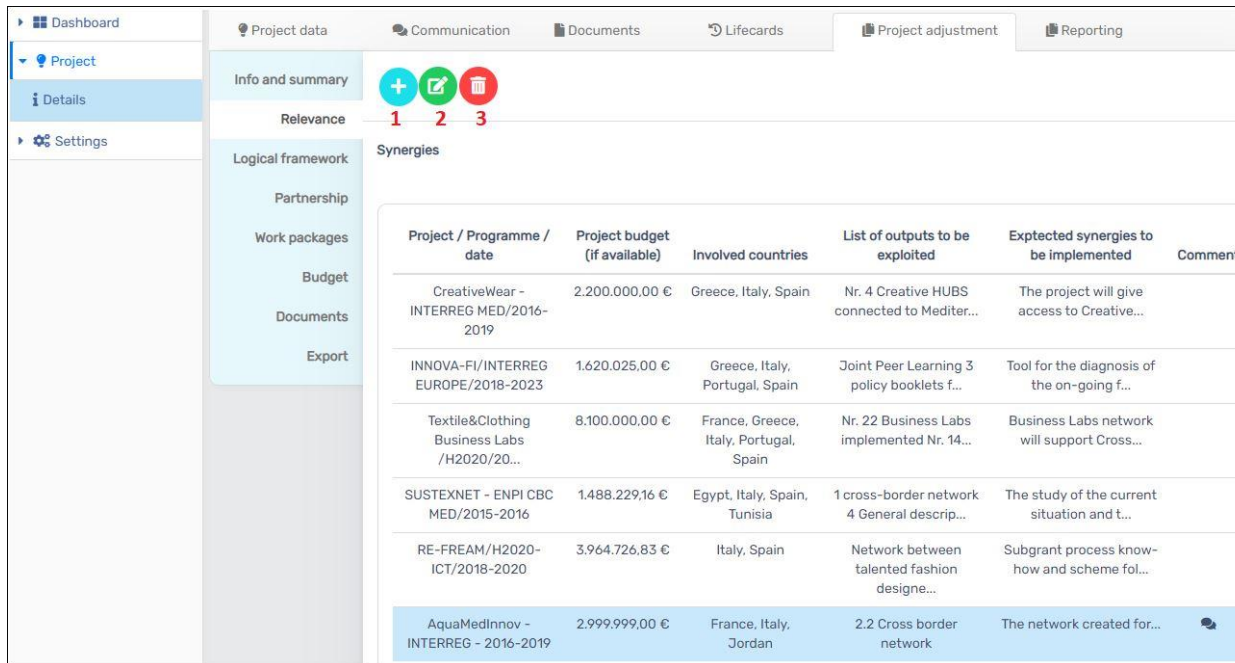
ADD

Save

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



The screenshot shows a web application interface for project management. The top navigation bar includes 'Dashboard', 'Project data', 'Communication', 'Documents', 'Lifecards', 'Project adjustment', and 'Reporting'. The left sidebar has 'Project', 'Details', and 'Settings'. The main content area is titled 'Project adjustment' and shows the 'Relevance' section. It includes a table of synergies with columns for Project / Programme / date, Project budget (if available), Involved countries, List of outputs to be exploited, Expected synergies to be implemented, and Comment. The table lists six projects, with the last one, 'AquaMedInnov - INTERREG - 2016-2019', highlighted in blue. Above the table, there are three icons: a plus sign (Add), a pencil (Edit), and a trash can (Delete), each with a number below it (1, 2, and 3 respectively).

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

France Italy Jordan

Available

Cyprus Egypt Greece Israel Lebanon Malta Palestine Portugal Spain
Tunisia Algeria

List of outputs to be exploited

2.2 Cross border network

Exptected 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. The top navigation bar includes tabs for 'Project data', 'Communication', 'Documents', 'Lifecards', 'Project adjustment' (active), and 'Reporting'. The left sidebar lists menu items: 'Info and summary', 'Relevance', 'Logical framework' (selected), 'Partnership', 'Work packages', 'Budget', 'Documents', and 'Export'. The main content area shows the 'Logical framework' section with a sub-section 'Programme Expected results'. A modal window titled 'Edit expected results' is open, showing a 'Project target' field with the value '19' and a 'Comment' field with the placeholder text 'You must enter a comment explaining the reason of modification!'. The modal also includes '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

Project data

Communication

Documents

Lifecards

Project adjustment

Reporting

Info and summary

Relevance

Logical framework

Partnership

Work packages

Budget

Documents

Export

1

2

3

4

5

+

✓

€

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)	<div>✓</div>		
PP01	Italy	Sicilia	ARCA Consortium	No profit organization (Association, Foundation)	<div>✓</div>		
PP02	Italy	Toscana	Municipality of Prato	Regional or local public administration	<div>✓</div>		
PP03	Tunisia	Monastir	MONASTIR EL FEJJA COMPETITIVNESS POLE "MFCPOLE"	Company or other private economic operator	<div>✗</div>	<div>✓</div>	<div></div>

... 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

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



Workpackages

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

The screenshot displays the 'Project adjustment' tab in a software interface. On the left, a sidebar lists navigation options: 'Info and summary', 'Relevance', 'Logical framework', 'Partnership', 'Work packages', 'Budget' (selected), and 'Documents'. The main area features a toolbar with six numbered icons: 1 (Add, green plus), 2 (View, yellow document), 3 (Edit, orange pencil), 4 (Delete, red trash), 5 (Export, green document), and 6 (Edit total, orange pencil). Below the toolbar is a table with columns: Name, Creation date, In force, Contracted, Author, Type, and Status.

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 the 'Project adjustment' tab in a software interface. On the left, a sidebar lists navigation options: 'Info and summary', 'Relevance', 'Logical framework', 'Partnership', 'Work packages', 'Budget', 'Documents', and 'Export'. The main area features a toolbar with six numbered icons: 1 (Add), 2 (Edit), 3 (Clone), 4 (Delete), 5 (Export), and 6 (Unselect). Below the toolbar, a search bar is present. A red warning message states: 'Total direct eligible cost is different from value contracted + 2.755,25 €'. A table lists budget lines with columns for 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
Budget	WP1.SS.BEN.1376	SS	BEN	Expenditure verifica...			3,00	4.700,00	14.100,00	III-V	
Documents	WP1.SS.BEN.7226	SS	BEN	Expenditure verifica...			3,00	4.700,00	14.100,00	III-V	
Export	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 shows a budget management interface with a sidebar on the left and a main table area. The sidebar has tabs: 'Info and summary', 'Relevance', 'Logical framework', 'Partnership', 'Work packages', 'Budget', 'Documents', and 'Export'. The main area displays a table of budget lines with columns: Code, Cost category, Partner, Description, Justification, Unit, Number, Rate, Total, Semester incurred, and Comment. A search bar at the top right contains 'WP1.SS.BEN.1376998 (Budget Line ...)' and 'WP1.SS.BEN.1376998'. A red box highlights a message: 'Total direct eligible cost is different from value contracted + 2.755,25 €'. Numbered callouts point to specific features: 1. Edit icon (pencil) next to a budget line. 2. Delete icon (trash) next to a budget line. 3. Add icon (+) next to a budget line. 4. Search bar. 5. Back arrow icon. 6. Cost difference message.

Code	Cost category	Partner	Description	Justification	Unit	Number	Rate	Total	Semester incurred	Comment
WP4.HR.PP8.723C	HR	PP8	Senior Technician		DAY	20,00	320,00 €	6.400,00	I-II-III-IV-V	
WP1.SS.PP8.7227	SS	PP8	Expenditure verifica...			0,00	0,00 €	0,00 €	III-V	
WP1.SS.BEN.1376	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

Project data Communication Documents Lifecards Project adjustment Reporting

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

Documents

1 2 3 4

Amendment Supporting Documents

Filename	Payment flow	Type	Date upload	Protocol	Status
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 web application interface with a top navigation bar and a left sidebar. The top bar includes tabs for 'Project data', 'Communication', 'Documents', 'Lifecards', 'Project adjustment' (which is active), and 'Reporting'. The left sidebar lists menu items: 'Info and summary', 'Relevance', 'Logical framework', 'Partnership', 'Work packages', 'Budget', 'Documents', and 'Export'. The main content area is divided into two sections. The first section, 'Export project', describes 'Export project in doc format' and features a blue 'Export doc' button. The second section, 'Export budget', describes 'Export budget and financial plan in xls format' and features a blue 'Export xls' button. The bottom portion of the main content area is obscured by a grey rectangular block.

Menu Item	Action	Format	Button
Export project	Export project in doc format	doc	Export doc
Export budget	Export budget and financial plan in xls format	xls	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 icon), 2 (checkmark icon), and 3 (share icon). Below these are five tabs: Project data, Communication, Documents, Lifecards, Project adjustment (selected), and Reporting. On the left, a sidebar menu lists: Info and summary, Relevance, Logical framework, and Partnership. The main content area shows 'KEEP keywords' and a 'Description' field.

Project adjustment validation

Adjustment level type: Major

ErrorMajorMinorAdjustments

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.