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# BAMOS – Digitalizing work flows

INTERACT Monitoring Systems Network meeting

Bratislava | 5-6 December 2018

Robert Schulz, Dana Hennings, Managing Authority/Joint Secretariat

# Interreg Baltic Sea Region

**282.4 Mio. EUR**

- 263.8 Mio. EUR ERDF
- 8.8 Mio. EUR ENI
- 5.3 Mio. EUR NOR
- 4.4 Mio. EUR RUS



# Our expertise

## **INTERREG II C for Baltic Sea Region**

access database

## **Baltic Sea Region INTERREG III B NP + IIIA + IIIC North**

three SQL databases

## **Baltic Sea Region Programme 2007-2013**

DEEP

## **Interreg Baltic Sea Region**

BAMOS

A target with concentric yellow and grey rings. A small Union Jack flag is positioned in the center of the target. The text is overlaid on the target.

**Our aim is  
not only the digitalization of data  
but also of work flows.**

# Biggest challenges

- Digitalization of all forms
- Integration of State Aid documents
- Large variety of funding sources
- Integration of projects for the support of the macroregional strategy

# Useful tools for MA/JS staff

## Tools supporting monitoring & payment

- Compilation of data from several sources
- Integrated checklists
- Clarification forms  
incl. comment and follow-up functions
- Compare functions
- Task Manager



Example:  
**Progress  
report**

# Progress report

9.3 Invest	9.4 State Aid Expenditure	10. Status	11. Contracts	12. Documents	13. Submission	14. FLC certification	15. Clarification	16. Status	17. Compare
<b>0. Introduction</b>	1. Overview progress	2. Project Management	3. Activities	4. Output Indicators	5. Overview Outputs	6. Budget Lines	7. Spending	8. Expenditure outside EU part	9.1 Cash inflows

- Activity report (0-5) & Financial report (6-14)
  - ✓ Compilation of data
  - ✓ Checklists
- Monitoring support (15-17)
  - ✓ Clarification
  - ✓ Status
  - ✓ Compare function




# Progress report – Compilation of data



- Sources:
  - Application
  - Earlier progress reports
- Data used to
  - Pre-fill the report (e.g. planned activities)
  - Hide or unhide report sections (e.g. investment section)

# Progress report – Compilation of data

0. Introduction	1. Overview progress	2. Project Management	3. <b>Activities</b>	4. Output Indicators	5. Overview Outputs	6. Budget Lines	7. Spending	8. Expenditure outside EU part	9.1 Cash inflows
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**A2.1 : Evaluation of Existing Fracture Registry Approaches** 

**3.2 Progress of implementation of the group of activities and outputs according to the timeline**

3.2.1 Number	3.2.2 Title of group of activities and outputs	3.2.3 Time planned for implementation	3.2.4 Status 
A2.1	Evaluation of Existing Fracture Registry Approaches	period 1	delayed 

▶ 3.3 Information on group of activities provided in application


▼ 3.4 Information provided in earlier progress reports

▶ 3.4.1 Progress of group of activities

▶ 3.4.2 Progress of State aid relevant group of activities description

▶ 3.4.3 Deviations to the group of activities

▶ 3.5 Implemented group of activities in current reporting period



- Data pre-filled from application and earlier reports
- Sections can be hidden and unhidden

# Progress report - Integrated checklists

PR 1 Version 5  Version 1

9.3 Invest   9.4 State Aid Expenditure   10. Status   11. Contracts   12. Documents


**0. Introduction**   1. Overview progress   2. Project Management   3. Activities   4. Output Indicators

**Status**

☐ Contact and bank information complete

☐ FLC data complete and accurate

☐ Partnership agreement available and signed by all PP's


 Save status check

- 
- On top of each activity and financial report section
  - Report approval only after all checks were made

# Progress report – Clarification sections

0. Introduction	1. Overview progress	2. Project Management	3. Activities	4. Output Indicators	5. Overview Outputs	6. Budget Lines	7. Spending	8. Expenditure outside EU part	9.1 Cash inflows
-----------------	----------------------	-----------------------	---------------	----------------------	---------------------	-----------------	-------------	--------------------------------	------------------

**Status**  
☐ No relevant change procedures open  
☐ Expenditure in line with AR

6.2 Current expenditure by project partner and budget line [amounts in €] 

Partner	BL1 - Staff costs	out of BL1: unpaid voluntary work	BL2 - Office & administration	BL3 - Travel & accommodation	BL4 - External expertise & services	BL5 - Equipment	Total eligible expenditure
---------	-------------------	-----------------------------------	-------------------------------	------------------------------	-------------------------------------	-----------------	----------------------------

- 
- On top of each activity and financial report section
  - Comment and clarification function

# Progress report – Clarification sections

**6.2 Current expenditure by project partner and budget line** ✕

**Comments**  

+ Comment

**Questions**  

+ Question

Save

Close

# Progress report – Clarification sections

6.2 Current expenditure by project partner and budget line ✕

**Comments**

Comment 1 ✕

0 / 10,000 characters

☐ Follow up   ☐ Solved   ☐ Do not show in future reports

+ Comment

➡ Follow-up comments are copied to future reports

# Progress report – Clarification sections

**Questions**

Question 1 ✕

0 / 10,000 characters

**Desk check** ☒ **Suspected fraud** ☐

**Checked PPs**

0 / 50 characters

**Amount checked**  **Amount corrected**  **Category**  ▼

**Specification of desk check**

0 / 250 characters

+ Question



- Specification of desk checks (MA/JS sample checks)
- Questions are compiled into a clarification form

# Progress report – Clarification form

9.3 Invest	9.4 State Aid Expenditure	10. Status	11. Contracts	12. Documents	13. Submission	14. FLC certification	15. Clarification	16. Status	17. Compare
---------------	------------------------------	---------------	------------------	------------------	-------------------	--------------------------	----------------------	---------------	----------------

**Clarification (In progress)**

Deadline

Finalized

☐

Closure message to project

0 / 7,500 characters

6.2 Current expenditure by project partner and budget line: Question 1

Dana Hennings 19/11/2018 13:18 [↗](#)

Test question

13 / 10,000 characters

Desk check

☒ Suspected fraud ☐ **Solved** ☐

Checked PPs

PP1

3 / 50 characters

Amount checked

1,000.00

Amount corrected

0.00

Category

BL1 Staff costs ☐


Specification of desk check

Test specification of desk check 6.2

36 / 250 characters



# Progress report – Clarification form

6.2 Current expenditure by project partner and budget line: Question 1 Dana Hennings 19/11/2018 13:18 


Test question 13 / 10,000 characters

Desk check ☒ Suspected fraud ☐ **Solved** ☐

Checked PPs PP1 3 / 50 characters

Amount checked 1,000.00 Amount corrected 0.00 Category BL1 Staff costs ☒

Specification of desk check Test specification of desk check 6.2 36 / 250 characters

- 
- Clarification form and clarification sections are interlinked:
    - ✓ Questions can be edited in both places
    - ✓ Integrated forward function to relevant clarification
  - Solved questions: No answer possible for LP

# Progress report – Clarification form

9.3 Invest	9.4 State Aid Expenditure	10. Status	11. Contracts	12. Documents	13. Submission	14. FLC certification	15. <b>Clarification</b>	16. Status	17. Compare
---------------	------------------------------	---------------	------------------	------------------	-------------------	--------------------------	-----------------------------	---------------	----------------

**Clarification (In progress)**

Deadline

Finalized ☐

Closure message to project

0 / 7,500 characters



- Clarification form can be finalised if all questions are solved
- Report approval only after clarification form is finalised

# Progress report - Status

9.3 Invest	9.4 State Aid Expenditure	10. Status	11. Contracts	12. Documents	13. Submission	14. FLC certification	15. Clarification	16. <b>Status</b>
---------------	------------------------------	---------------	------------------	------------------	-------------------	--------------------------	----------------------	----------------------

**Check Reports**

Financial report checked	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Register me	<input type="button" value="↶ Revert signature"/>
Activity report checked	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Register me	<input type="button" value="↶ Revert signature"/>

➡ Registration of the Project Officer and Finance Officer who performed the initial check of the report

# Progress report - Status

9.3 Invest	9.4 State Aid Expenditure	10. Status	11. Contracts	12. Documents	13. Submission	14. FLC certification	15. Clarification	16. Status	17. Compare
Open obligatory checks									
Tab		Check							
0. Introduction		Contact and bank information complete							
0. Introduction		FLC data complete and accurate							
0. Introduction		Partnership agreement available and signed by all PP's							



Status of all checklists in the report

# Progress report - Status

## Report approval


- Clarification must be finalized before the report can be approved.

Ready for payment FO

 Register me

 Revert approval

Ready for payment PO

 Register me

 Revert approval



- Validation: Report approval only possible if
  - ✓ Clarification form finalised and submitted
  - ✓ Obligatory checks done

# Progress report – Compare function








The screenshot displays the 'Progress report' interface. At the top, a navigation bar includes a dropdown menu for 'PR 1 Version 5', a 'Compare with' button, and another dropdown for 'Version 1'. These elements are highlighted with a red rectangle. To the right of these are buttons for 'Back to list', 'Previous', and 'Next'. Below the navigation bar is a grid of report sections. The '6. Budget Lines' section is highlighted in red. Below the grid, a section titled '6.2 Current expenditure by project partner and budget line [amounts in €]' is shown. This section contains a table with columns for 'Partner', 'BL1 - Staff costs', 'out of BL1: unpaid voluntary work', 'BL2 - Office & administration', 'BL3 - Travel & accommodation', 'BL4 - External expertise & services', 'BL5 - Equipment', and 'Total eligible expenditure'.

Partner	BL1 - Staff costs	out of BL1: unpaid voluntary work	BL2 - Office & administration	BL3 - Travel & accommodation	BL4 - External expertise & services	BL5 - Equipment	Total eligible expenditure
---------	-------------------	-----------------------------------	-------------------------------	------------------------------	-------------------------------------	-----------------	----------------------------



- Different versions of the report can be compared section by section
- Differences are marked

# Progress report – Compare function

Partner	BL1 - Staff costs	out of BL1: unpaid voluntary work	BL2 - Office & administration	BL3 - Travel & accommodation	BL4 - External expertise & services	BL5 - Equipment	Total eligible expenditure
PP 1 - Life Science Nord Management GmbH	30,846.04	0.00	4,626.91	1,410.49	16,514.24	146.55	53,544.23
PP 2 - Stryker Trauma GmbH	3,325.24 	0.00	498.79 	414.29	326.30	0.00	4,564.62 
PP 3 - University Medical Center Schleswig-Holstein	30,649.00	History 		0.00	1,207.86	0.00	36,454.21
PP 4 - University Medicine Greifswald	20,579.71	Field BL1 - Staff Costs		1,179.77	0.00	0.00	24,846.44
PP 5 - Sahlgrenska University Hospital	0.00	Original Value 10,016.53		0.00	0.00	0.00	0.00
PP 6 - Copenhagen University Hospital Hvidovre	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PP 7 - ScanBalt fmha	21,954.70 	0.00	3,293.21 	925.51	0.00	0.00	26,173.42 

# Progress report – Compare function

PR 1 Version 5 ☐ Compare with Version 1 ☐

0. Introduction	1. Overview progress	2. Project Management	3. Activities	4. Output Indicators	5. Overview Outputs	6. Budget Lines	7. Spending	8. Expenditure outside EU part	9.1 Cash inflows
9.3 Invest	9.4 State Aid Expenditure	10. Status	11. Contracts	12. Documents	13. Submission	14. FLC certification	15. Clarification	16. Status	17. Compare

**4. Activities / Group of Activity 5.1 - 3.5.1 Progress of group of activities**

The quality criteria for the main output and corresponding conceptual planning to prepare the main output are currently defined by PP03. The conceptual planning included the creation of a structured document to define relevant topics such as main questions and assumptions, main contents, methods to be applied, target group, usage and impact on target group, format, ownership and durability and partner roles and contribution. This concept document has been sent to the involved partners (PP01, PP02, PP05, PP07, PP08, PP09, PP10, PP11, PP13, PP13, and PP14) have that had the opportunity to provide provided their input and feedback to this document.

**4. Activities / Group of Activity 5.2 - 3.5.1 Progress of group of activities**


The quality criteria for the main output and corresponding conceptual planning to prepare the main output are currently defined by PP03. The conceptual planning included the creation of a structured document to define relevant topics such as main questions and assumptions, main contents, methods to be applied, target group, usage and impact on target group, format, ownership and durability and partner roles and contribution. This concept document has been sent to the involved partners (PP01, PP02, PP05, PP07, PP08, PP09, PP09, PP10, PP11, PP13, PP13, and and PP14) have that had the opportunity to provide provided their input and feedback to this document.



- Section 17 shows all changes made by the LP
- Compare function is also available for the application



# Task Manager



no active project

+ New Task

Select project

Testsystem V 6.1.0

Dana Hennings

↔

Administration

Tools

Task Manager

Project Data

Application Form

Version Management

Project Settings

Admis. & Assess.

Decision & Contracting

Clarifications

Clarification

Follow up Clarification

Reporting

Contact & Bank Information

FLC Designations

Reports

Definition of Quality Criteria

Payments

Synchronisation Center

Export

Import

Search

Search

Task Archive

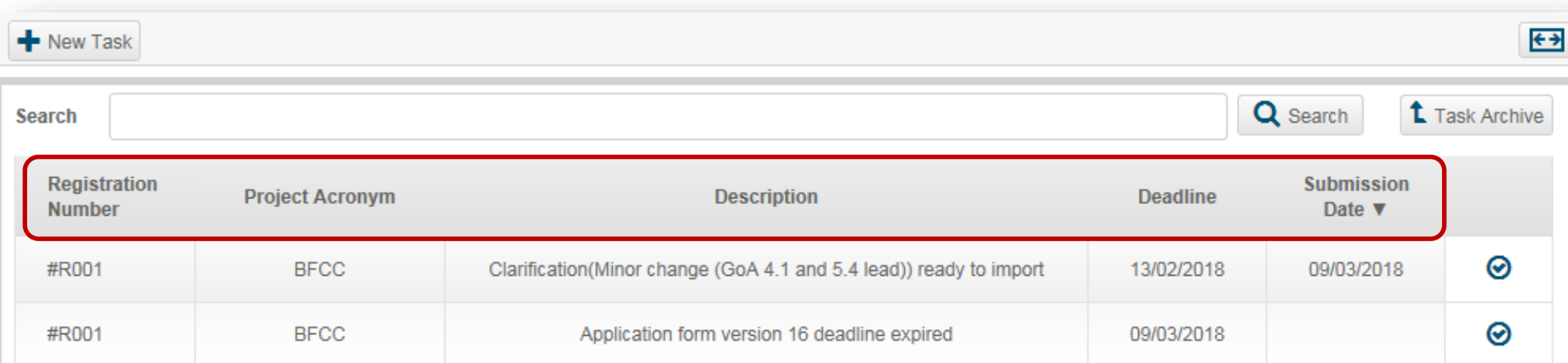
Registration Number	Project Acronym	Description	Deadline	Submission Date	
#R001	BFCC	Clarification(Minor change (GoA 4.1 and 5.4 lead)) ready to import	13/02/2018	09/03/2018	✓
#R001	BFCC	Application form version 16 deadline expired	09/03/2018		✓
#R065	RETROUT	Clarification(Major change 2 (Drop-out PP2)) deadline expired	14/03/2018		✓
#R065	RETROUT	Application form version 6 deadline expired	14/03/2018		✓
#R031	Baltic Blue Growth	Deadline for Progress Report 3, version 2 expired	16/03/2018		✓
#R057	MANURE STANDARDS	Application form version 5 deadline expired	28/03/2018		✓
#R019	Green PE	Deadline for Progress Report 4, version 1 expired	01/06/2018		✓
#R001	BFCC	Deadline for Progress Report 4, version 1 expired	01/06/2018		✓
#R016	Baltic Slurry Acidi.	Deadline for Progress Report 4, version 1 expired	01/06/2018		✓
#R057	MANURE STANDARDS	Deadline for Progress Report 1, version 5 expired	24/07/2018		✓

1 2 >

# Task Manager – Support functions

- Reminder
  - ✓ Expired deadlines
  - ✓ Importable project data
- Workflow support
  - ✓ Forwarding function
  - ✓ Possibility to assign tasks to other users
  - ✓ Automatic task for the payment unit after report and payment approval by the monitoring unit

# Task Manager – Sorting tasks



The screenshot shows a web interface for a Task Manager. At the top left is a '+ New Task' button. Below it is a search bar with a 'Search' button and a 'Task Archive' button. The main part of the interface is a table with the following columns: Registration Number, Project Acronym, Description, Deadline, Submission Date, and a status icon. The first two rows of the table are highlighted with a red border.

Registration Number	Project Acronym	Description	Deadline	Submission Date ▼	
#R001	BFCC	Clarification(Minor change (GoA 4.1 and 5.4 lead)) ready to import	13/02/2018	09/03/2018	✓
#R001	BFCC	Application form version 16 deadline expired	09/03/2018		✓



Tasks can be sorted by

- Project (number or acronym)
- Description
- Dates (deadlines or submission dates)

# Task Manager – Forwarding function

[+ New Task](#)

Search  [Search](#) [Task Archive](#)

Registration Number	Project Acronym	Description	Deadline	Submission Date ▼	
#R001	BFCC	Clarification(Minor change (GoA 4.1 and 5.4 lead)) ready to import	13/02/2018	09/03/2018	✓
#R001	BFCC	Application form version 16 deadline expired	09/03/2018		✓



Klick and you are forwarded to the synchronisation center

[Import](#)

[Projects](#) [Clarifications](#) [FLC Designation](#) [Progress Reports](#) [Contact & Bank](#) [Quality Criteria](#)

**Clarifications**

<input type="checkbox"/>	Index Number	Project Number	Acronym	Submission Date	Label
<input type="checkbox"/>	R1.139	#R001	BFCC	09/03/2018 09:34	Minor change (GoA 4.1 and 5.4 lead)

# Task Manager – Task assignment

New Task

Search

Search

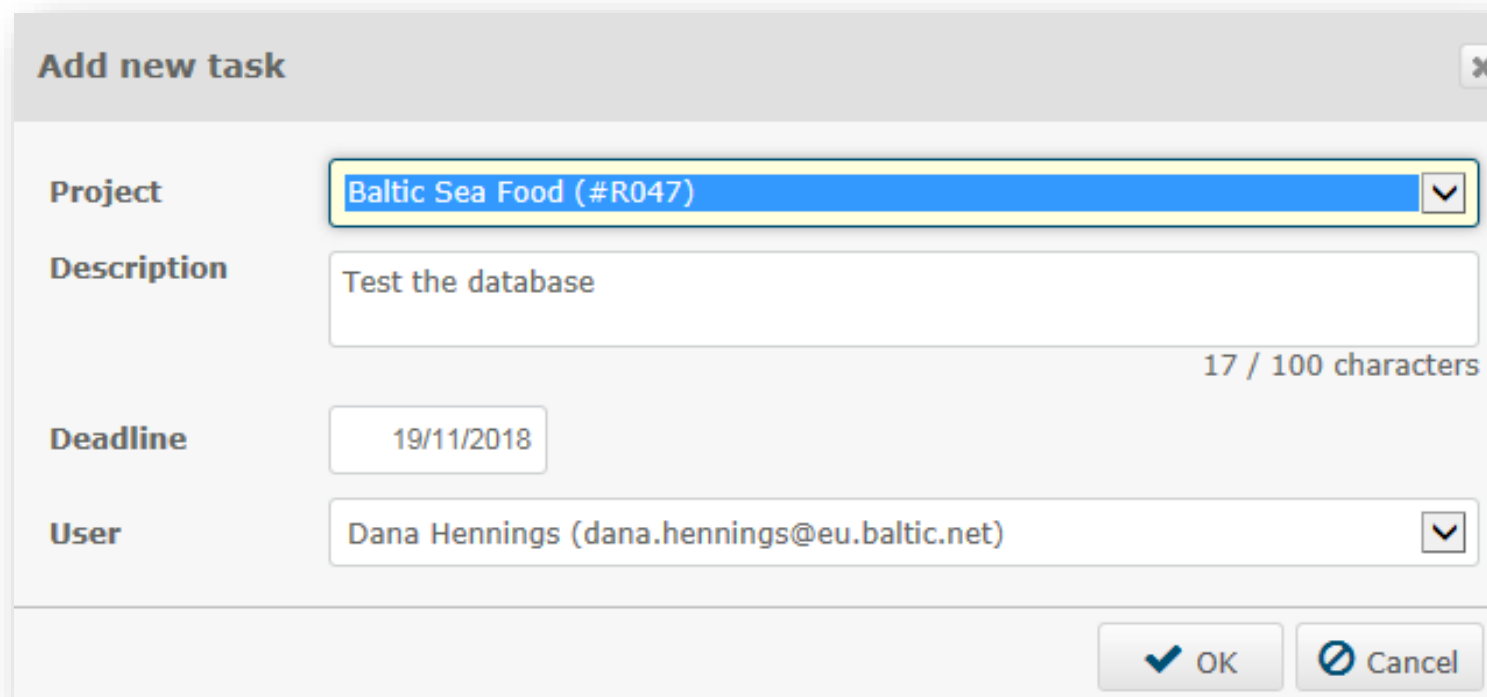
Task Archive

Registration Number	Project Acronym	Description	Deadline	Submission Date ▼	
#R001	BFCC	Clarification(Minor change (GoA 4.1 and 5.4 lead)) ready to import	13/02/2018	09/03/2018	✓
#R001	BFCC	Application form version 16 deadline expired	09/03/2018		✓



Add a new task for you or other MOS users

# Task Manager – Task assignment

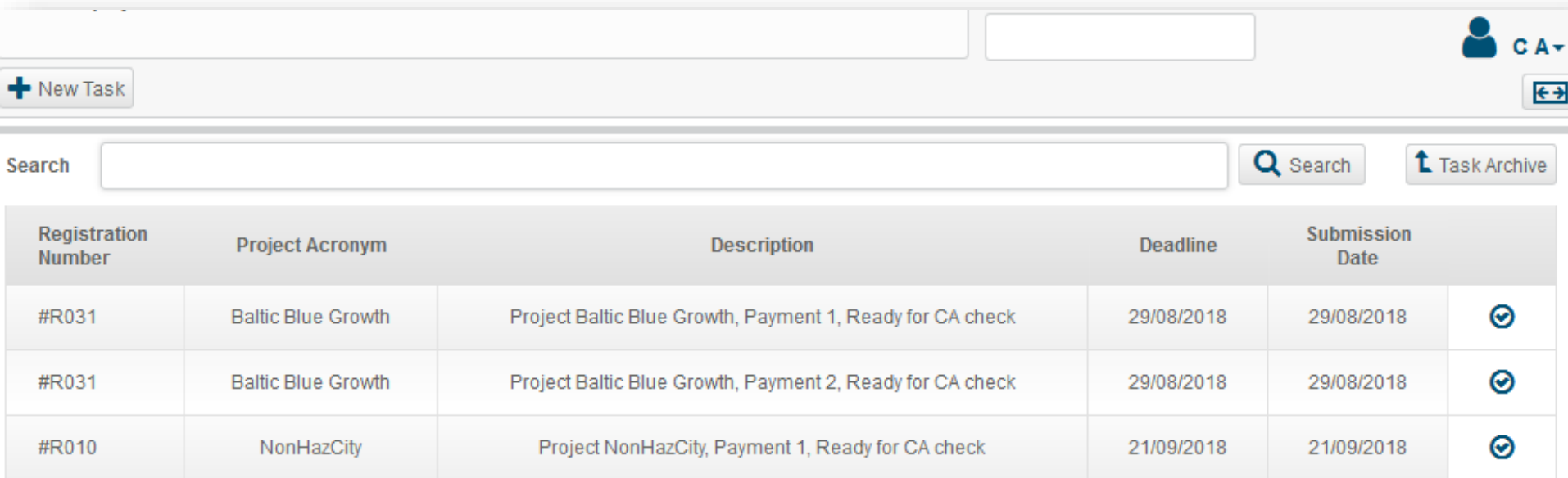


The screenshot shows a 'Task Manager' window with a title bar 'Add new task' and a close button. The form contains the following fields:

- Project:** A dropdown menu with 'Baltic Sea Food (#R047)' selected.
- Description:** A text input field containing 'Test the database'. A character count '17 / 100 characters' is displayed at the bottom right of the field.
- Deadline:** A date input field containing '19/11/2018'.
- User:** A dropdown menu with 'Dana Hennings (dana.hennings@eu.baltic.net)' selected.

At the bottom right, there are two buttons: 'OK' (with a checkmark icon) and 'Cancel' (with a circle and slash icon).

# Task Manager – Automatic task for CA



The screenshot shows a web interface for a Task Manager. At the top, there are two empty input fields and a user profile icon labeled 'C A'. Below these is a '+ New Task' button. A search bar with a magnifying glass icon and a 'Task Archive' button are also present. The main part of the interface is a table with the following columns: Registration Number, Project Acronym, Description, Deadline, Submission Date, and a status icon (a circle with a checkmark). The table contains three rows of data.

Registration Number	Project Acronym	Description	Deadline	Submission Date	
#R031	Baltic Blue Growth	Project Baltic Blue Growth, Payment 1, Ready for CA check	29/08/2018	29/08/2018	✓
#R031	Baltic Blue Growth	Project Baltic Blue Growth, Payment 2, Ready for CA check	29/08/2018	29/08/2018	✓
#R010	NonHazCity	Project NonHazCity, Payment 1, Ready for CA check	21/09/2018	21/09/2018	✓



Connected to payment section:

Button „Submit to CA“

submits payment to CA & sets task in CA task manager

# Task Manager – Finishing tasks

+ New Task

Search

Search

Task Archive

Registration Number	Project Acronym	Description	Deadline	Submission Date ▼	
#R001	BFCC	Clarification(Minor change (GoA 4.1 and 5.4 lead)) ready to import	13/02/2018	09/03/2018	<input checked="" type="checkbox"/>
#R001	BFCC	Application form version 16 deadline expired	09/03/2018		<input checked="" type="checkbox"/>



Remove tasks from the list by marking them as finalised

Finish Task

Are you sure you want to mark this task as finished?

Yes

Cancel



# Task Manager – Task archive

<a href="#">+ New Task</a>					
<div>Search <input type="text"/></div> <div><a href="#">Search</a> <a href="#">Task Archive</a></div>					
Registration Number	Project Acronym	Description	Deadline	Submission Date ▼	
#R001	BFCC	Clarification(Minor change (GoA 4.1 and 5.4 lead)) ready to import	13/02/2018	09/03/2018	✓
#R001	BFCC	Application form version 16 deadline expired	09/03/2018		✓



Find all finalised tasks

# Task Manager – Task archive

Search

 Search

Registration Number	Project Acronym	Description	Deadline	Finish User	Finish Date ▲
T002	EUSBSR SUPPORT	Application form ready to import		orsolya.schulz@eu.baltic.net	13/02/2017
T002	EUSBSR SUPPORT	Clarification(Clarifications (Contracting)) ready to import	06/02/2017	orsolya.schulz@eu.baltic.net	13/02/2017
T002	EUSBSR SUPPORT	Application form version 1 deadline expired	06/02/2017	orsolya.schulz@eu.baltic.net	13/02/2017
T002	EUSBSR SUPPORT	Clarification(Clarifications (Contracting)) deadline expired	06/02/2017	orsolya.schulz@eu.baltic.net	13/02/2017
T002	EUSBSR SUPPORT	Application form version 2 deadline expired	03/03/2017	orsolya.schulz@eu.baltic.net	08/03/2017
T002	EUSBSR SUPPORT	Application form version 4 deadline expired	27/03/2017	ilze.ciganska@eu.baltic.net	28/03/2017
T002	EUSBSR SUPPORT	Application form version 3 deadline expired	20/03/2017	orsolya.schulz@eu.baltic.net	23/03/2017
#T002	EUSBSR SUPPORT	Contract for EUSBSR SUPPORT deadline is expired	27/04/2017	orsolya.schulz@eu.baltic.net	26/06/2017
#T001	Let's communicate!	Progress Report 1 Version 2 is ready for import		orsolya.schulz@eu.baltic.net	26/06/2017
#T001	Let's communicate!	Deadline for Progress Report 1, version 2 expired	13/06/2017	orsolya.schulz@eu.baltic.net	26/06/2017

1 2 3 4 5 > ... 200

# Other useful tools for MA/JS staff

## Tools supporting assessment and contracting of projects

- Admissibility checklist:
  - ✓ Individual questions
  - ✓ Follow-up function
- Pre-filled documents:
  - ✓ Assessment sheets
  - ✓ Approval and rejection letters
  - ✓ Subsidy contract
- Clarification form independent from progress report

# BAMOS

*Interreg Baltic Sea Region believes  
in an integrated and prosperous Europe for all*

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