

Interreg - IPA CBC
Croatia - Bosnia and Herzegovina - Montenegro



Prijava projektnih prijedloga
putem eMS-a

eMS
electronic
monitoring
system



INTERACT is co-financed by the
European Regional Development Fund

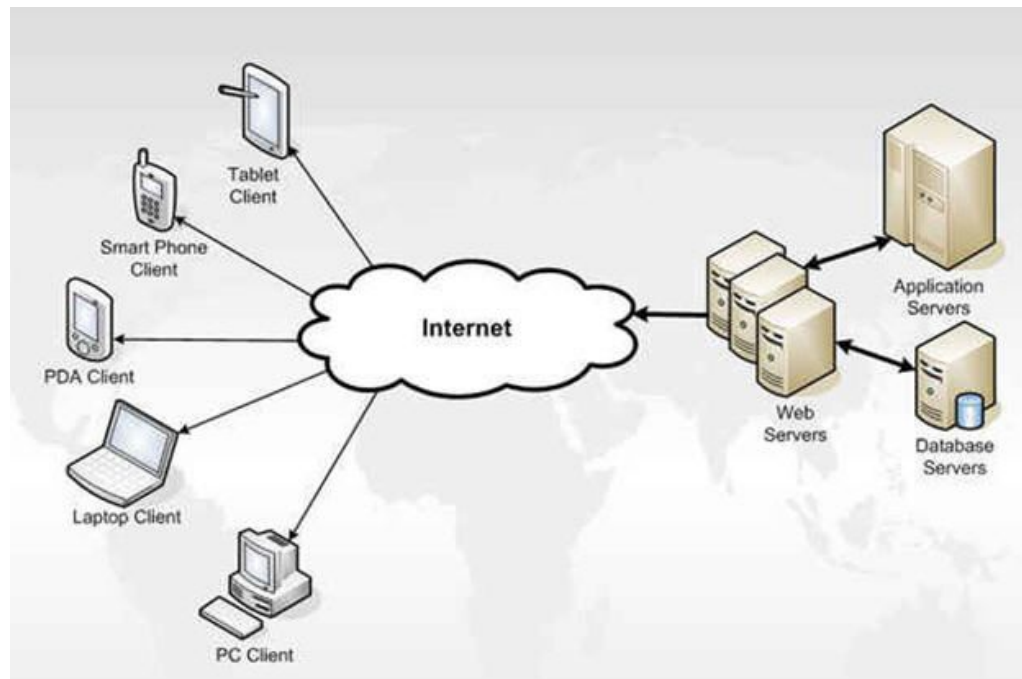
Što je eMS?

Elektronički sustav za praćenje (electronic Monitoring System, eMS) je računalni informacijski sustav koji:

- omogućuje **popunjavanje i dostavu prijava projektnih prijedloga**, odobrenje, ugovaranje, upravljanje i administraciju projekata u kontekstu Interreg programa,
- omogućuje **prikupljanje** svih potrebnih informacija o dostavljenim i odobrenim projektima, njihovu provedbu i postignuća, promjene i zatvaranje,
- bilježi ukupne podatke o **napredovanju** na projektnoj i programskoj razini
- omogućuje **komunikaciju** programskih tijela i korisnika programa
- zahtjeva unos pojedinog podatka samo **jednom** i dalje koristi već unesene podatke

Zahtjevi sustava - što je potrebno za pokretanje eMS-a?

eMS je **web aplikacija** →
pristup moguć **s bilo kojeg uređaja** na kojem se može pokrenuti neki od osnovnih **Internet pretraživača**, a zahtijeva i **Internet pristup!**

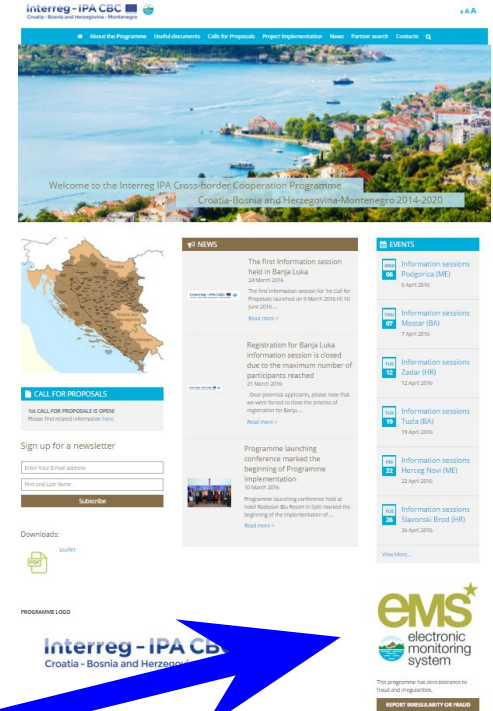
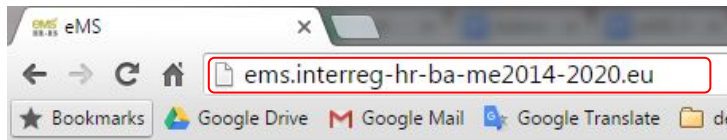


Internet adresa eMS-a - gdje se nalazi eMS?

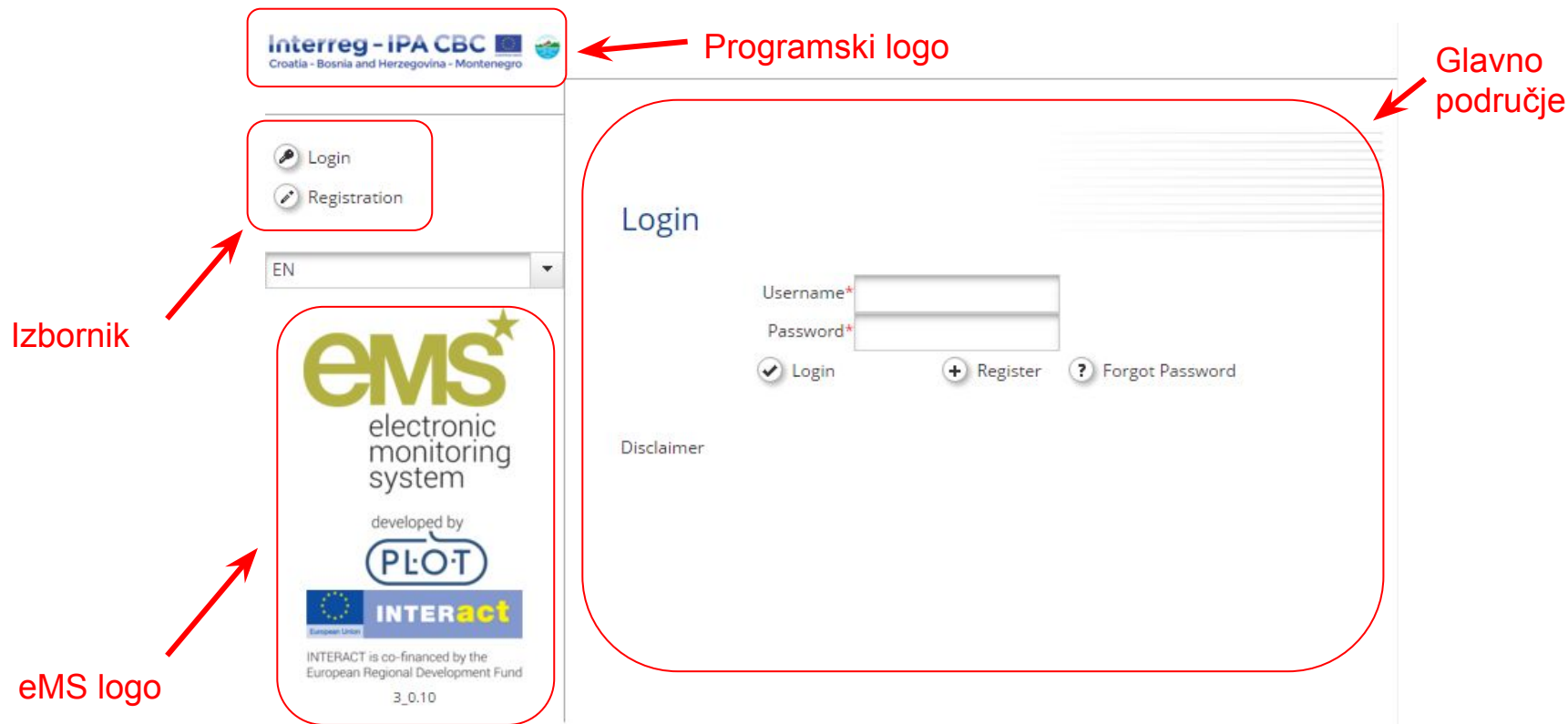
Internet adresa eMS-a za Interreg IPA CBC Croatia-Bosna i Hercegovina-Montenegro 2014-2020 je:

ems.interreg-hr-ba-me2014-2020.eu

Za pokretanje eMS-a u Internet pretraživaču potrebno je utipkati gornju adresu i kliknuti gumb **Go** ili tipku **Enter**...



eMS stranica za prijavu/pristup na sustav (Login)



Programski logo

Glavno područje

Izbornik

eMS logo

Interreg - IPA CBC
Croatia - Bosnia and Herzegovina - Montenegro

Login
Registration

EN

eMS
electronic
monitoring
system
developed by
PLOT
INTERACT
INTERACT is co-financed by the
European Regional Development Fund
3_0.10

Login

Username*

Password*

Login

Disclaimer

Registracija

Login

Username*

Password*

Login **1.**

2.

Registration

Description

Username

Email

Password *

Password Again *

Firstname *

Lastname *

Title

Language

Solve: 10 + 17 =

3.

4. e-mail od eMS-a

Confirmation of the Registration into the Interreg IPA CBC HR-BA-ME 2014-2020 eMS

eMS
to zoran.kalinic

Dear user,

welcome to the electronic monitoring system (eMS) of the Interreg IPA cross-border cooperation programme Croatia - Bosnia & Herzegovina - Montenegro 2014-2020.

For the activation of your user account click [Activation Link](#)

For the access to the eMS follow this link: <http://ems.interreg-hr-ba-me2014-2020.eu/>

If you need any kind of support please contact us at ma.ems@interreg-hr-ba-me2014-2020.eu

Have a nice time with the eMS!
The eMS team

5.

Korisničko ime (Username) i Email su **jedinstveni** u eMS-u (1 e-mail adesa = 1 korisnik)

Automatske eMS obavijesti će biti poslane na ovu e-mail adresu!

Korisničko ime & lozinka su korisnički podaci koji su potrebni za pristup na eMS

6. Korisnik je registriran i korisnički račun je aktiviran!

Prijava za pristup na eMS

Interreg - IPA CBC
Croatia - Bosnia and Herzegovina - Montenegro

1.

EN

eMS
electronic
monitoring
system

developed by
PLO·T

 **INTERACT**
European Union

INTERACT is co-financed by the
European Regional Development Fund

3_0.10

Login

2.
3. Login

ili tipka Enter

Disclaimer

4. **eMS provjerava** da li **postoji** korisnik s navedenim korisničkim imenom i da li je lozinka **ispravna**
5. Ako je provjera uspješna → u pretraživaču se **otvara početna stranica eMS-a**

Zaboravljanje lozinke

U slučaju da je korisnik zaboravio lozinku, eMS omogućuje stvaranje nove, kako bi korisnik mogao i dalje koristiti eMS-a sa svojim početnim korisničkim imenom.

Login

Username*

Password*

Login

1.

Reset Password

2. Username

3.

4. e-mail od eMS-a

Request for Reset Password received in the eMS

eMS
to zoran.kalinic

Dear user,

request for reset of the password for your user account has been received in the eMS as a part of the forgot password procedure.

If you haven't initiated forgot password procedure, or you have recalled the password, just ignore this message. Otherwise, proceed with the procedure and click the following link: <http://ems.interreg-hr-ba-me2014-2020.eu/eMS/app/resetPassword?username=zkalinic&hash=4lwPxrNOT35EgElx04hD>

Have a nice time with the eMS!
The eMS team

5.

Reset Password For User

6. Password:

Confirm Password:

7.

8. Lozinka je promijenjena!

Početna stranica eMS-a

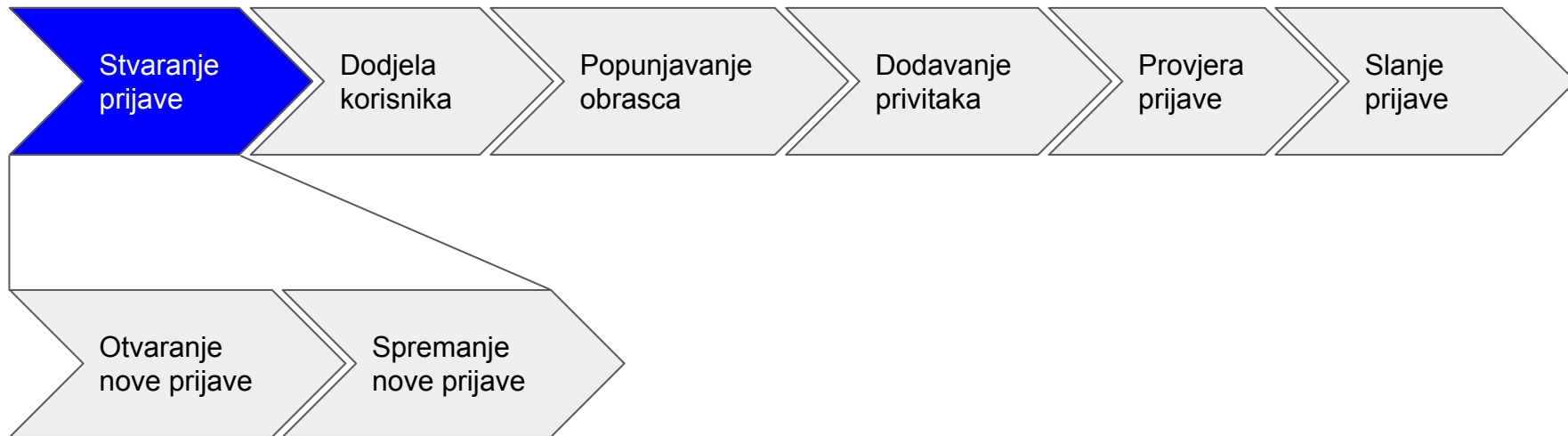
Glavni
izbornik



The screenshot shows the eMS dashboard interface. At the top left, the 'interreg - IPA CBC' logo is visible. A 'Dashboard' label is placed over the top navigation bar. On the left, a sidebar menu is highlighted with a red box and labeled 'Glavni izbornik'. The main content area features three primary sections: 'My Projects' (labeled 'Moji projekti'), 'My Mailbox' (labeled 'Moj sandučić e-pošte'), and a calendar for March 2016 (labeled 'Kalendar'). The calendar shows several dates with green bars indicating events such as 'SACIP for Testing' and 'Open Call for Project Proposals'.

Koraci u procesu prijave projektnog prijedloga

Prijedlog osnovnih koraka u procesu prijave projektnih prijedloga u eMS-u:



Otvaranje nove prijave projektnog prijedloga

Varijanta A:
Iz Glavnog izbornika

2. Otvaraju se Pozivi

1A.

- ▶ Personal
- ▶ Applications
- ▶ C A Certification
- ▶ Programme Tables
- ▶ EMS Management
- ▶ Calls



Calls

Name	Start	End	Description	Attachments	
CFP for Testing	27.02.2016	09.03.2016			Apply
First Call for Project Proposals	09.03.2016	10.06.2016			Apply

3.

Prijavni obrazac u eMS-u je specifični oblik prezentacije prijave projektnog prijedloga.

Varijanta B:
Iz Mojih projekata

4. Otvara se Prijavni obrazac

1B.

My Projects

Project_id	Name	Acrony
Add Project		



interreg - IPA CBC Croatia - Bosnia and Herzegovina - Montenegro

HR-BA-ME Show More **Application Form** Welcome Zoran Kalinić!

SAVE

Project Summary Partners Project Description Workplan Project Budget

Spremanje prijave projektnog prijedloga

1. način: Iz Prijavnog izbornika



HR-BA-ME

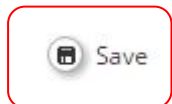
Show More

Application Form

Welcome Zoran Kalinić!



2. način: Na dnu svake stranice obrasca



Prijava projektnog obrasca je u eMS-u **stvorena** kada se Prijavni obrazac **prvi put spremi!**

Korisnik koji je stvorio (otvorio i spremio) prijavu projektnog prijedloga je **jedini** korisnik koji može poslati prijavu! Ovaj korisnik je u eMS-u označen kao **Vodeći prijavitelj** (Lead Applicant, LA).

Otvaranje postojeće prijave projektnog prijedloga

U odjeljku Moji projekti na Kontrolnoj ploči prikazane su sve korisnikove prijave projektnih prijedloga i druge za koje korisnik ima dodijeljena pristupna prava.

Project_id	Name	Acronym	Start	End	Lead Partner	L P Nationality	Call	Timeslot	Specific Objective	Submission Date	Projectstate	Applicant Or Leadpartner	View Project
HR-BA-ME1	Tourist boat on river Neretva	TBRN	23.02.2022	25.02.2022			CFP for Testing	1	To improve the quality of the services in public health and social care sector across the borders		Saved	zkalinic	View

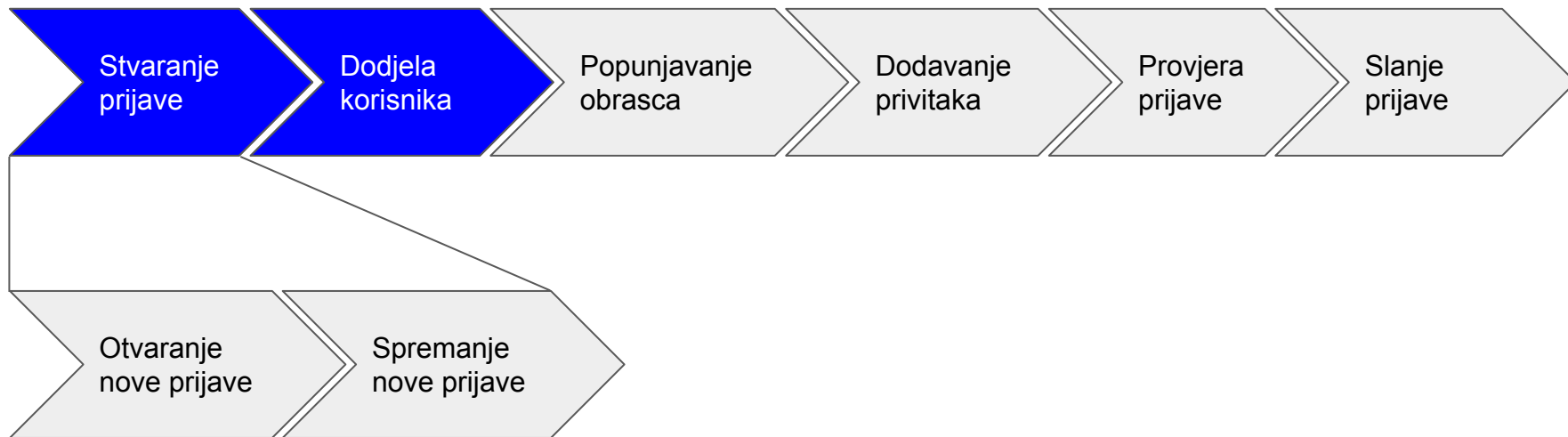
Add Project

Prikaže se Prijavni obrazac...



Koraci u procesu prijave projektnog prijedloga

Prijedlog osnovnih koraka u procesu prijave projektnih prijedloga u eMS-u:



Dodjeljivanje korisnika prijavi projektnog prijedloga

Vodećem prijavitelju omogućeno je da **dodijeli prava pristupa** prijavi drugim korisnicima koji su **registrirani** u eMS-u (ako zna njihova korisnička imena) → omogućavanje da više korisnika paralelno radi na zajedničkoj prijavi!

1. **User Management** (highlighted in the menu)

2. **New User** (input field in the dialog)

3. **Add For Reading** and **Add For Modification** (permissions in the dialog)

Prijavni izbornik

User Name	Role	Option
zkalinic	Applicant	Remove
nrakic	Co Worker	Remove

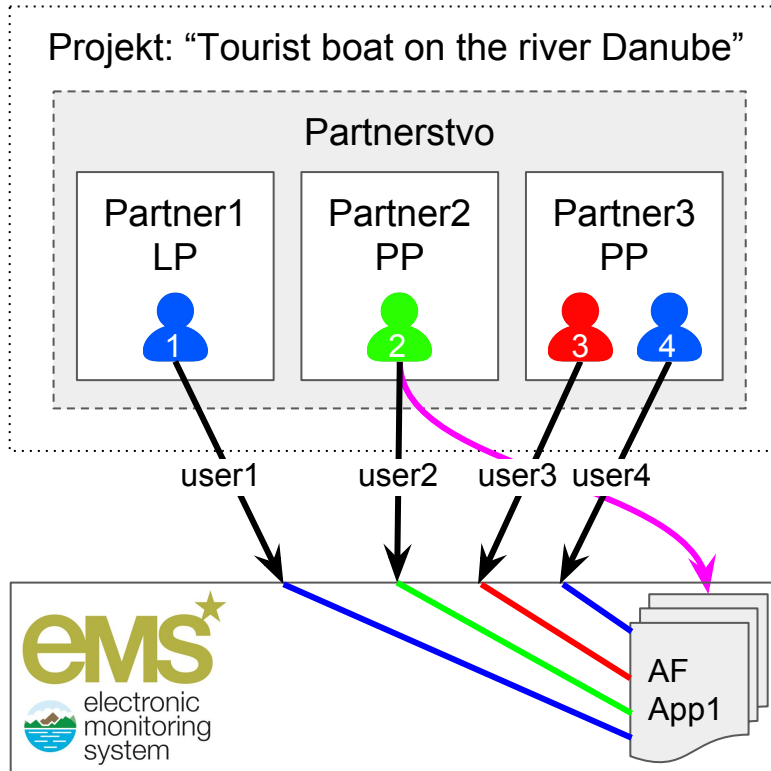
Raspoloživa prava:

- Čitanje
- Mijenjanje

Izbjegavajte

istovremeni rad na istom odjeljku! To može rezultirati **gubitkom podataka!**

Primjer



1. Registracija svih korisnika

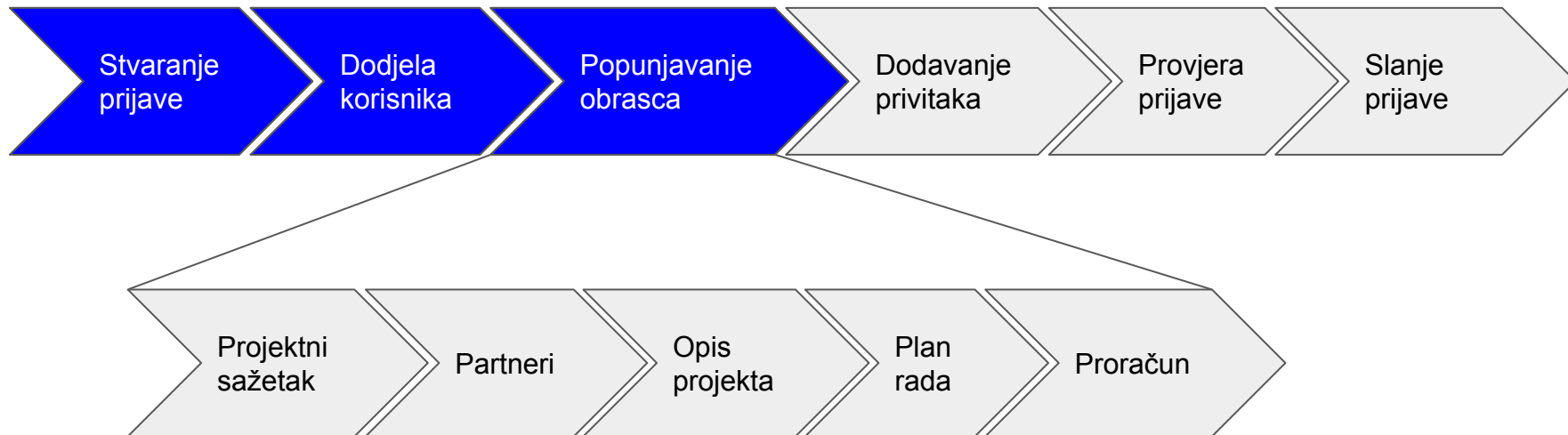
2. user2 stvara prijavu

3. User2 prijavi dodjeljuje korisnike, s odgovarajućim ulogama

korisnik	uloga	prava
	Prijavitelj (Applicant)	Čitanje Mijenjanje
	Suradnik (Co Worker)	Čitanje Mijenjanje
	Čitatelj (Reader)	Čitanje

Koraci u procesu prijave projektnog prijedloga

Prijedlog osnovnih koraka u procesu prijave projektnih prijedloga u eMS-u:



Prijavni obrazac (Application Form, AF)

Prijavni
izbornik



SAVE

General

- Save As Pdf File
- Check Saved Project

Generated Files

- Project History
- Attachments
- User Management
- Bookmark Project

Toggle Tree

Contacts

Help

Exit

Management

Project Summary Partners Project Description Workplan Project Budget Project Budget Overview Attachments

Project Summary

Project Identification

Programme Priority: Contributing to the development of tourism a

Specific Objective: To strengthen and diversify the tourism offer through cross border approaches and to enable bette

Project Acronym: TBRN

Project Title *: Tourist boat on river Neretva

Project Number: HR-BA-ME1

Name Of Lead: Turistička zajednica grada Metkovića

Project Duration: 0 Month 3 Days

Start Date: 23.02.2022

End Date: 25.02.2022

Project Summary

Please give a short overview of the project (please cover all the points below):

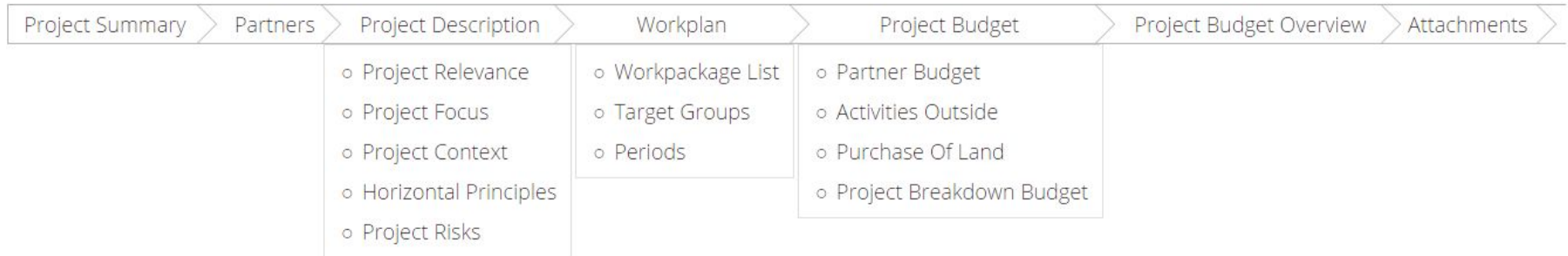
- what are the common cross-border problems and challenges that will be jointly tackled in your project
- what is the project's approach in addressing common challenges and/or joint assets
- what is the main project objective and the expected change your project will make to the current situation
- what are the project outputs
- which are the main target groups (those individuals and/or organisations positively affected by the activities and results of the project, though not necessarily being directly involved in the project) that will benefit from the implementation of the project
- the cross-border added value of the project

AF
odjeljci

Glavno
područje
AF

AF odjeljci

Prijavni obrazac (AF) je podijeljen u odjeljke kojima se može pristupiti putem jezičaka (tabova) pri vrhu Prijavnog obrasca:



Opće savjeti i trikovi za popunjavanje Prijavnog obrasca

Opći savjeti i trikovi:

- U duljim odjeljcima redovito spremajte podatke
- **Uvijek spremajte** svoje podatke prije napuštanja odjeljaka Prijavnog obrasca
- Spremajte vašu prijavu i nastavite **u bio koje vrijeme** prije konačnog slanja
- Molimo da u eMS obrascima **ne koristite** tipku *Enter*, jer može izazvati neočekivano ponašanje - radije koristite komande korisničkog sučelja eMS-a
- Tekstualna polja su **ograničena** u broju znakova koje mogu prihvatiti - nije moguće zalijepiti dulje tekstove
- Nemojte baš previše koristiti **stiliziranje** tekstualnih znakova (podebljano, nakošeno, podcrtano) u tekstualnim poljima ako baš ne morate - stilizirani znakovi još više troše raspooživi prostor



Odjeljak Projektni sažetak

Project Summary

Project Identification

Identifikacija projekta

Programme Priority:

Project Activity:

Project Number:

Project Duration: Start Date: End Date:

Project Summary

Please give a short overview of the project (please cover all the points below):

Sažetak projekta

- what is the main project objective and the expected change your project will make to the current situation
- what are the project outputs
- which are the main target groups (those individuals and/or organisations positively affected by the activities and results of the project, though not necessarily being directly involved in the project) that will benefit from the implementation of the project
- the cross-border added value of the project

Here comes project summary...

Characters (including HTML): 29 (Limit: 2000), Words: 4

Project Budget Summary

Sažetak projektnog proračuna

Total Budget Investments IPA: € 0.00

Project Outputs

Projektni proizvodi

Project Output Indicator	Project Output Targets	Measurement Unit	Project Output Quantification Target	Project Output Number	Project Output Title
Number of joint tourism offers/products developed and/or implemented and promoted	0.0	Number	0.00	T1.1	
			0.00	11.1	

Save

Ovaj odjeljak sadrži osnovne informacije o projektu:

Sažetak projekta → opis projekta

Sažetak projektnog proračuna → nije potrebno popunjavanje od strane korisnika

Projektni proizvodi → automatski dohvat iz odgovarajućih korisničkih podataka unesenih u radnim paketima → u ovom pod-odjeljku nema polja za unos niti potrebe za korisničkim radnjama

Odjeljak Projektni sažetak : Identifikacija projekta

- Padajući izbornik **Programskih prioriteta i Specifičnih ciljeva** sadrži predefinirane vrijednosti određene od strane programa
- **Naziv projekta** je obavezan
- Sva druga polja za unos također su obavezna

Project Identification

Programme Priority	Specific Objective		
Improving the quality of the : ▾	To improve the quality of the services in public health and social ▾		
Project Acronym	Project Title *	Project Number	
TBRN	Tourist boat on river Neretva	HR-BA-ME1	
	226 Characters Remaining		
Name Of Lead			
Turistička zajednica grada Metkovića			
Project Duration	Start Date	End Date	
0 Month 3 Days	23.02.2022	25.02.2022	

U tekstualna polja za unos, s podebljanim tekstom, nije moguć unos:

- **Projektni broj** → automatski se stvara i dodjeljuje projektu od strane eMS-a u trenutku stvaranja prijave
- **Naziv vodećeg partnera** → dohvaća se iz Partnerskih obrazaca
- **Trajanje projekta** → automatski izračun na temelju datuma početka i završetka

Odjeljak Partneri

Partners List

Number ↕	Name ↕	Nationality ↕	Abbreviation ↕	Role ↕	View Partner
1	Turistička zajednica grada Metkovića	HRVATSKA		Lead Partner	View
2	Javna ustanova Mostarski teatar mladih	BOSNIA AND HERZEGOVINA		Project Partner	View

Pritisnuti za gledanje ili mijenjanje podataka o partneru

New Partner

← Pritisnuti za dodavanje partnera

Partnership Description

Opisa partnerstva ide ovdje

Please explain proposed composition of partners that will be involved in the project (closely linked to the project results and objectives).

750 Characters Remaining



Svi projektni partneri moraju biti dodani u listu!

Gumb **Novi partner**, kad se pritisne, **otvara** obrazac novog partnera i istovremeno **SPREMA** novog partner u eMS! Da bi se **obrisao** partner treba pritisnuti gumb **Ukloni partnera** u obrascu **Partnera**!

Obrazac Partnera

Lead Partner 1

Osnovne informacije

Partner Name (as in the Legal Registration Act)

Partner Name (En)

Abbreviation

Department (if applicable)

Adresa

Map

Street

City

Postal Code

Country

Pravne i financijske informacije

Legal and Financial Information

Company Number

Company Type

Company Size

Pravni zast. i kontakt osoba

Legal Representative

Contact Person

Name

Title

E-mail Address

Telephone

Kompetencije, Uloga u projektu Iskustva na EU/međunarodnim projektima

Competences

Role in the Project

EU/International Project Experience

Ovo su osnovne informacije o projektnom partneru:

Lead Partner 1

Partner Role In The Project

Lead Partner

Partner Name (as in the Legal Registration Act)

Turistička zajednica grada Metkovića

219 Characters Remaining

Partner Name (En)

255 Characters Remaining

Department (if applicable)

255 Characters Remaining

Abbreviation

Ovdje se određuje uloga partnera, da li je Vodeći partner (LP) ili Projektni partner (PP).

Za promjenu Vodećeg partnera (VP) prvo PP trenutnom VP, a onda ulogu LP željenom LP.

Partner1
2. PP → LP

Partner2
1. LP → PP

Obrazac Partnera : Adresa

Nuts0

From All Regions

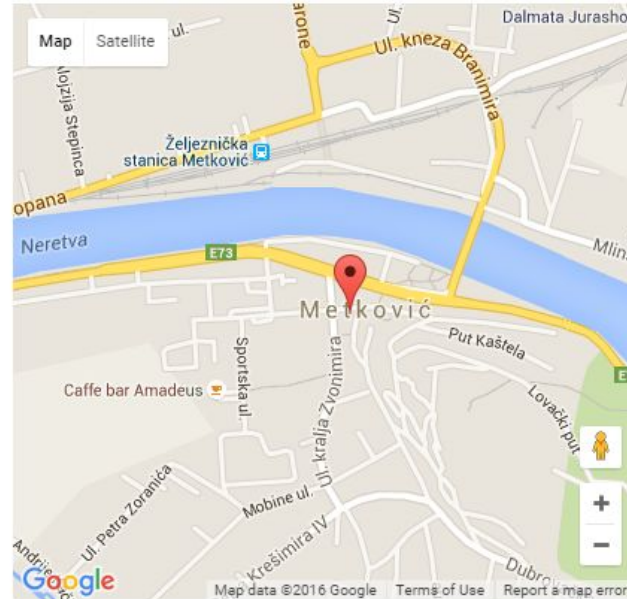
Nuts2

Nuts3

Street House number

Postal Code City

Internet Page



Raspoložive opcije u poljima (padajućim izbornicima) Nuts0, Nuts2 i Nuts3 su **NUTS regije programskog područja!**

Google Map prikazuje lokaciju partnera na temelju unesenih podataka o adresi u odgovarajućim poljima.

Obrazac Partnera : Pravne i financijske informacije

Identifikacija pravnog subjekta

- Opcija 1: porezni broj
- Opcija 2: neki drugi ID

Legal And Financial Information

Type of Partner Organisation

local public authority

Legal Status
Public

Co Financing%
(max=85.00 %)

85.00%



Vat Number

Recover Vat

yes



I Would Like To Receive Advanced Payment

Legal And Financial Information

Type of Partner Organisation

local public authority

Legal Status
Public

Co Financing%
(max=85.00 %)

85.00%



Vat Number

Recover Vat

yes

Other National Identifying Number

Type Of Identifying Number



I Would Like To Receive Advanced Payment

Preporuka je da se označi potvrdni kvadratić za dobivanje predfinanciranja!

Obrazac Partnera: Kompetencije, Uloga u projektu i Iskustva na EU/međunarodnim projektima

Competences

Which are the organisation's thematic competences and experiences relevant for the project? What is the main activity of the organisation? Is the organisation normally performing economic activities on the market? If yes, please specify.

2000 Characters Remaining

Role in the Project

What is the partner's role (and responsibility) in the project? What is the expected benefit for the organisation from participating in the project? Is the organisation performing any economic activity within the project or as a result of it?

2000 Characters Remaining

EU/International Projects Experiences

If applicable, describe the organisation's experience with EU co-financed or other international projects (both participation and their management). In case of lead partner, please describe your capacity to manage cross-border cooperation project.

2000 Characters Remaining

 Remove Partner

 Save

Pritisnuti ovo za
uklanjanje
partnera!

Ne zaboravite
spremiti podatke!



Opis projekta : Relevantnost projekta

Project Relevance

Territorial Challenge

What are the territorial challenges that will be tackled by the project?

Please describe the relevance of your project for the programme area in terms of common challenges and/or joint assets addressed. Please specify the situation for the territories participating in the project.

Teritorijalni izazovi

Characters (including HTML): 0 (Limit: 2000), Words: 0

Project Approach

What is the project's approach in addressing these common challenges and/or joint assets? Please describe solution that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Please explain how will the approach used in the project further improve existing practice in the sector and/or programme area.

Projektni pristup

Characters (including HTML): 0 (Limit: 2000), Words: 0

Cross-border Cooperation

Why is cross-border cooperation needed to achieve the project's objectives and results?

Please explain why the project goals cannot be efficiently reached acting only on a national/regional/local level and describe what benefits the project partners/target groups/project area gain in taking a cross-border approach.

Prekogranična suradnja

Characters (including HTML): 0 (Limit: 2000), Words: 0

Cooperation Criteria

What is the degree of cross-border cooperation within the partnership? Please select at least 3 cooperation criteria that apply to the project, out of which Joint Development and Joint Implementation are compulsory, as well as one of the remaining cooperation criteria, Joint Staffing or Joint Finances.

Elementi suradnje

Joint Development (compulsory) 500 Characters Remaining
 Joint Implementation (compulsory) 500 Characters Remaining
 Joint Staffing 500 Characters Remaining
 Joint Finances 500 Characters Remaining

U okviru relevantnosti projekta opisuju se:

- Teritorijalni izazovi
- Projektni pristup
- Prekogranična suradnja
- Elementi suradnje
 - Razvoj
 - Provedba
 - Ljudstvo
 - Financije

Opis projekta : Projektni fokus

Project Focus

Programme Priority Specific Objective To strengthen and diversify the tourism offer through cross border approaches and to enable better management and sustainable use of cultural and natural heritage

What is the main objective of the project and how does it link to the overall programme goal? How does it contribute to the programme priority specific objective?

Projektni cilji

1500 Characters Remaining

Programme Result

Indicator

Increase in arrivals of non-residents staying in hotels and similar establishments

Expected Project Results

What are the project's main results and how do they contribute to the programme result indicator?

Projektni rezultati

1500 Characters Remaining

Project Specific Objectives

Which are the specific objectives the project aims to achieve? Define max. 5 specific objectives of the project.

There Are No Specific Objectives Created

+ Add Project Specific Objective

Sustav omogućuje do 5 specifičnih projektnih ciljeva po projektu!

Sustainability, Durability And Transferability Of Project Outputs

Sustainability And Durability Description. Please describe how will the project's outputs be further used and how the sustainability will be ensured once the project has been finalised? Please describe concrete measures (e. g. follow-up activities, financial sources, institutional framework, etc) taken during and after project implementation to ensure the durability of project outputs. If applicable, please explain who is responsible for the ownership of the project.

Održivost i trajnost

1000 Characters Remaining

Transferability Description. Please describe how will the project ensure that the project's outputs are applicable and replicable by other organisations/regions/areas/countries outside the current partnership? Please describe to what extent it will be possible to transfer the outputs to other organisations/regions/areas/countries outside the current partnership?

Prenosivost

1000 Characters Remaining

Opis projekta : Projektni kontekst

Project Context

EU/International Strategies and Policies Contribution

Please describe the project's contribution to relevant strategies and policies at EU/international level (e.g. EU 2020, SEE 2020, etc); in particular, those concerning the thematic scope of the project and the participating regions.

EU/međunarodne strategije i politike

Characters (including HTML): 0 (Limit: 2000), Words: 0

Macroregional Strategies Contribution

Please indicate if the project contributes to the following macro-regional strategies, and if so, describe the way.

EU Strategy for the Adriatic and Ionian Region 1500 Characters Remaining

EU Strategy for the Danube Region 1500 Characters Remaining

Makroregionalne strategije

National/Regional/Local Strategies and Policies Contribution

Please describe the project's contribution to relevant strategies and policies at national/regional level; in particular, those concerning the thematic scope of the project and the participating regions.

Nacionalne, regionalne i lokalne strategije

Characters (including HTML): 0 (Limit: 2000), Words: 0

Opis projekta : Horizontalni principi

Horizontal Principles

Please indicate and describe how the project is likely to affect the following horizontal principles:

- **sustainable development (environment):** How does the project take into account environmental protection requirements, resource efficiency, climate change mitigation and adaptation, disaster resilience and risk prevention and management?
- **equal opportunity and non-discrimination:** How does the project promote equal opportunities and prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation, design and implementation of the project?
- **equality between men and women:** How does the project contribute to the promotion of equality between men and women?

<p>Sustainable development (environment)</p> <p>neutral ▼</p>	<div style="border: 1px solid #ccc; height: 80px;"></div> <p style="text-align: right;">1000 Characters Remaining</p>
<p>Equal opportunity and non-discrimination</p> <p>neutral ▼</p>	<div style="border: 1px solid #ccc; height: 80px;"></div> <p style="text-align: right;">1000 Characters Remaining</p>
<p>Equality between men and women</p> <p>neutral ▼</p>	<div style="border: 1px solid #ccc; height: 80px;"></div> <p style="text-align: right;">1000 Characters Remaining</p>

Opis projekta : Rizici projekta

Project Risks

Risks are internal or external events that may occur during project implementation and could threaten the achievement of project objectives and/or project as a whole. Please provide a list of potential risks relevant for your project accompanied by corresponding mitigation measures.

Please qualify each risk according to its impact on the project (from low to high) and the likelihood of occurring (from not likely to very likely).

In case the project involves investment, please note that it is obligatory to identify risks related to the envisaged investment.

U okviru jedne prijave projektnog prijedloga moguće je opisati do 5 projektnih rizika!

Risk 1

Start Date	End Date	Risk Impact	Risk Likelihood
<input type="text"/>	<input type="text"/>	low	not likely

Title

Please provide the description of the risk relevant for your project or the threats and problems that can potentially become risks during project implementation.

750 Characters Remaining

Please describe the solutions to avoid threats/problems and/or measures to reduce or mitigate the impact of the risk identified.

750 Characters Remaining

⊖ Delete Risk

⊕ Add Risk

Plan rada : Radni paketi

Workpackage List

The screenshot shows a 'Workpackage List' interface with five main sections:

- PREPARATION** (grey header): Contains a search bar with the text 'Create Preparation' and a '+' icon.
- MANAGEMENT** (blue header): Contains a search bar with the text 'Management' and two buttons labeled 'Feb.2022'.
- IMPLEMENTATION** (green header): Contains a search bar and two buttons labeled 'Feb.2022'.
- INVESTMENT** (pink header): Contains a search bar and two buttons labeled 'Feb.2022'. Below this section is a 'New Investment' button with a '+' icon.
- COMMUNICATION** (orange header): Contains a search bar with the text 'Communication' and two buttons labeled 'Feb.2022'.

5 tipova radnih paketa (RP):

- RP Priprema (Preparation)
- **RP Upravljanje (Management)**
- **RP Provedba (Implementation)**
- RP Ulaganje (Investment)
- **RP Komunikacije (Communication)**

OBAVEZAN UNOS!

U okviru projektnog plana rada dopušteno je otvoriti najviše 1 radni paket svakog od 5 tipova radnih paketa!

Radni paket Priprema

Preparation P

Wp Details

Project Preparation

Wp Start

April

2020

Wp End

April

2020

Wp Budget

€ 4 000.00

Partner

Partners Involvement

	Name ↕	Role ↕	Abbreviation ↕
<input type="checkbox"/>	Turistička zajednica grada Metkovića	LP	
<input type="checkbox"/>	Javna ustanova Mostarski teatar mladih	PP	

Summary

Please provide description of the activities implemented in project preparation phase which can be clearly linked to the planned (lump sum) expenditures (e.g. costs of staff, meetings and travel of the project team members, external experts, preparation of the documentation, studies, translation of documents, consultations and any other activity related to the project development). (Applies to Workpackage Preparation only)

Please provide a summary of communication objectives, description of the approach used to achieve those communication objectives and related communication activities. (Applies to Workpackage Communication only)

Save

RP Priprema NIJE obavezan.

Obrazac ovog RP sastoji se od:

- Detalja RP-a
- Partnera : Uključeni partneri
- Sažetka

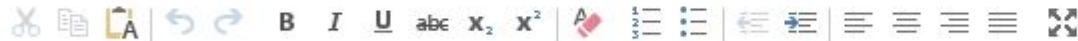
Radni paket Priprema : Sažetak

Opis aktivnosti koje se provode u pripreмноj fazi projekta...

Summary

Please provide description of the activities implemented in project preparation phase which can be clearly linked to the planned (lump sum) expenditures (e.g. costs of staff, meetings and travel of the project team members, external experts, preparation of the documentation, studies, translation of documents, consultations and any other activity related to the project development). (Applies to Workpackage Preparation only)

Please provide a summary of communication objectives, description of the approach used to achieve those communication objectives and related communication activities. (Applies to Workpackage Communication only)



Characters (including HTML): 0 (Limit: 2000), Words: 0

Radni paket Upravljanje

Management M

Wp Details

Project Management	Wp Start	Wp End	Wp Budget
	Apr.2020	Oct.2022	€ 502 491.00

Partner

Partners Involvement

	Name ↕	Role ↕	Abbreviation ↕
<input type="checkbox"/>	Turistička zajednica grada Metkovića	LP	
<input type="checkbox"/>	Javna ustanova Mostarski teatar mladih	PP	

Summary

Please provide description for project management and coordination activities of the proposed project (e.g. project management (the organisational structure and the team proposed for the implementation), coordination, joint meetings and monitoring of the project implementation, financial management).

2000 Characters Remaining

Activity A.M.1

RP Upravljanje je obavezan.

Obrazac ovog RP sastoji se od:

- Detalja RP-a
- Partnera : Uključeni partneri
- Sažetka
- **Aktivnosti 0..∞**
 - Isporuke 0..∞
 - Opis

Save

Radni paket Upravljanje : Sažetak

Opis aktivnosti vođenja projekta i koordinacijskih aktivnosti...

Summary

Please provide description for project management and coordination activities of the proposed project (e.g. project management (the organisational structure and the team proposed for the implementation), coordination, joint meetings and monitoring of the project implementation, financial management).

2000 Characters Remaining

Radni paket Upravljanje : Aktivnost

Activity A.M.1

<p>Title</p> <input style="width: 100%;" type="text"/>	<p>Start Month</p> <div style="border: 1px solid #ccc; padding: 2px;"> March ▼ </div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"> 2031 ▲▼ </div>	<p>End Month</p> <div style="border: 1px solid #ccc; padding: 2px;"> March ▼ </div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"> 2025 ▲▼ </div>	<p>Deliverable D.M.1.1</p> <div style="text-align: right; margin-bottom: 5px;"> <input type="radio"/> Remove </div> <p>Title</p> <input style="width: 100%;" type="text"/> <p>Target Value</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center; width: 100px; margin-left: auto;"> 0.00 </div> <p>Each activity should include one or more deliverables (tangible, measurable and specific) that contribute to the achievement of project outputs.</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <div style="text-align: right; font-size: small; color: #999;">255 Characters Remaining</div> </div>
<p>Indicative Budget</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: right;"> € 0.00 </div>			
<p>Please describe each activity in a more detailed way.</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;"> <div style="text-align: right; font-size: small; color: #999;">750 Characters Remaining</div> </div>			


Remove Activity
 Add Deliverable

Radni paket Provedba : Sažetak

Opis aktivnosti koje će biti provedene u okviru ovog radnog paketa...

Summary

Please provide short description of the activities that will be implemented within this work package in order to achieve objectives and results of the project (i.e. work package project outputs, clear roles and responsibilities of project partners, short overview of activities).



Characters (including HTML): 0 (Limit: 2000), Words: 0

Radni paket Provedba : Projektni proizvodi i Ciljane grupe

Workpackage Project Outputs

Project outputs represent outcomes obtained following the implementation of project activities. Each output should be captured by a programme output indicator and should directly contribute to the achievement of the project result.

Project Output 0.T1.1 ⊖ Remove Project Output

<p>Title</p> <input style="width: 95%;" type="text"/>	<p>Description</p> <input style="width: 95%; height: 40px;" type="text"/> <p style="text-align: right; font-size: small;">500 Characters Remaining</p>	<p>Programme Output Indicator</p> <input style="width: 95%;" type="text" value="Number of persons related to improving I"/>
		<p>Month</p> <input style="width: 50%;" type="text" value="October"/>
		<p>Quantity</p> <input style="width: 50%;" type="text" value="0.00"/> <p style="text-align: right; font-size: small;">Number</p>
		<p>2022</p>

⊕ Add Output Indicator

Target Groups

Target Groups

Please provide description how target groups will be involved in the development of the foreseen outputs (how targeted group will benefit from implemented activities, how they will be involved in the implementation of the activities). Clearly describe the specific problems to be addressed by the project and the perceived needs and constraints of the target groups in the cross border area.

500 Characters Remaining

Radni paket Ulaganje : Sažetak

Opis aktivnosti koje će biti provedene u okviru ovog radnog paketa...

Summary

Please provide short description of the investment activities included in this work package to be undertaken to achieve objectives and results of the project. Please note that this work package is related only to the infrastructure investments , planned within the project.

✂ 📄 📌 | ↶ ↷ **B** *I* U abc x₂ x² | A ☑ ☒ | ☰ ☱ | ☰ ☱ ☰ ☱ ☰ ☱ ☰ ☱

Characters (including HTML): 0 (Limit: 2000), Words: 0

Radni paket Ulaganje : Opravdanost, Lokacija ulaganja...

Justification

Please describe:

- the challenges or problems that will be tackled/solved by the investment
- relevance of the investment, including cross-border impact
- who is benefitting from the investment and in what way
- the ownership and durability of the investment
- how it can be replicated or transferred to organisations/regions/countries outside of the current partnership

2000 Characters Remaining

Location Of Investment

Please describe in detail location of the Investment planned to be conducted (e.g. country, county, district, city, municipality). If investments will be conducted in more than one location, please provide specific details of each location of Investment, separately.

1000 Characters Remaining

Investment Documentation

If applicable please specify the technical requirements and authorisations (eg feasibility study, building permits) necessary for realization of the investment according to the respective national legislation. Please indicate if they will be available by the envisaged contracting period.

1000 Characters Remaining

Ownership And Durability

Who owns the site where the investment is located? Who will retain ownership of the investment after the end of project implementation? How will the investment be further used after the end of project implementation? Who will be responsible for the maintenance of the investment? Please describe concrete measures (e. g. follow-up activities, financial sources, institutional framework, etc) taken during and after project implementation to ensure the durability of investments.

2000 Characters Remaining

Radni paket Komunikacije

Communication C

Wp Details

Communication	Wp Start	Wp End	Wp Budget
	Apr.2020	Oct.2022	€ 56 070.00

Partner

Partners Involvement

	Name ↕	Role ↕	Abbreviation ↕
<input type="checkbox"/>	Turistička zajednica grada Metkovića	LP	
<input type="checkbox"/>	Javna ustanova Mostarski teatar mladih	PP	

Summary

Please provide description of the activities implemented in project preparation phase which can be clearly linked to the planned (lump sum) expenditures (e.g. costs of staff, meetings and travel of the project team members, external experts, preparation of the documentation, studies, translation of documents, consultations and any other activity related to the project development). (Applies to Workpackage Preparation only)

Please provide a summary of communication objectives, description of the approach used to achieve those communication objectives and related communication activities. (Applies to Workpackage Communication only)

✂ 📄 🔍 ↶ ↷ **B** *I* U abc x₂ x² | 🔗 | ☰ | ☰ | ☰ | ☰ | ☰ | ☰

Characters (including HTML): 0 (Limit: 2000), Words: 0

RP Komunikacije NIJE obavezan.

Obrazac ovog RP-a sastoji se od:

- Detalja RP-a
- Partnera : Uključeni partneri
- Sažetka
- **Ciljevi**
 - **Komunikacijski ciljevi 0..2 za svaki Specifični projektni cilj**
- **Aktivnosti 0..∞**

Save


Radni paket Komunikacije : Sažetak

Sažetak komunikacijskih ciljeva, pristupa i aktivnosti za ostvarenje tih ciljeva...

Summary

Please provide description of the activities implemented in project preparation phase which can be clearly linked to the planned (lump sum) expenditures (e.g. costs of staff, meetings and travel of the project team members, external experts, preparation of the documentation, studies, translation of documents, consultations and any other activity related to the project development). (Applies to Workpackage Preparation only)

Please provide a summary of communication objectives, description of the approach used to achieve those communication objectives and related communication activities. (Applies to Workpackage Communication only)



Characters (including HTML): 0 (Limit: 2000), Words: 0

Radni paket Komunikacije : Ciljevi, Aktivnosti, ...

Predefinirani ciljevi
Komunikacija:

- Raise awareness
- Raise awareness**
- Influence attitude
- Increase knowledge
- Change behaviour

Predefinirani tipovi
aktivnosti:

- Targeted events
- Start-up activities
- Publication(s)
- Public Event(s)
- Targeted events**
- Digital activities including social media
- Promotional materials



Objectives

Project Objectives	Communication Objectives	Communication approach/tactics planned to be used
Project Specific Objective 1	Raise awareness	2000 Characters Remaining

Activity A.C.1

Title: Targeted events

Start Month: April 2020 | End Month: October 2022

Indicative Budget: € 0.00

Deliverable D.C.1.1

Title: _____

Target Value: 0.00

Delivery Month: October 2022

Please describe each activity in a more detailed way. (750 Characters Remaining)

Each activity should include one or more deliverables (tangible, measurable and specific) that contribute to the achievement of project outputs. (255 Characters Remaining)

Za svaki specifični projektni cilj moguće je definirati do 2 komunikacijska cilja!

Specifični projektni ciljevi definirani su u odjeljku Projektni fokus.

Plan rada : Periodi

Periods
Description

PERIOD 0 (0 MONTHS 1 DAY)		
Start Date	End Date	Reporting Date
01.04.2020	01.04.2020	01.03.2023
PROJECT START (01.04.2020)		
PERIOD 1 (3 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.04.2020	30.06.2020	30.06.2020
PERIOD 2 (6 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.07.2020	31.12.2020	31.12.2020
PERIOD 3 (6 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.01.2021	30.06.2021	30.06.2021
PERIOD 4 (4 MONTHS 1 DAY)		
(automatic) Start Date	End Date	Reporting Date
01.07.2021	01.11.2021	01.11.2021
PROJECT END (01.11.2021)		

Recreate Periods

Automatski određeni periodi izvještavanja od početka do kraja trajanja projekta, po formuli:
3 mj : 6 mj : ... : 6 mj : x mj y dana*

* x i y su preostali mjeseci i dani od ukupnog trajanja projekta!

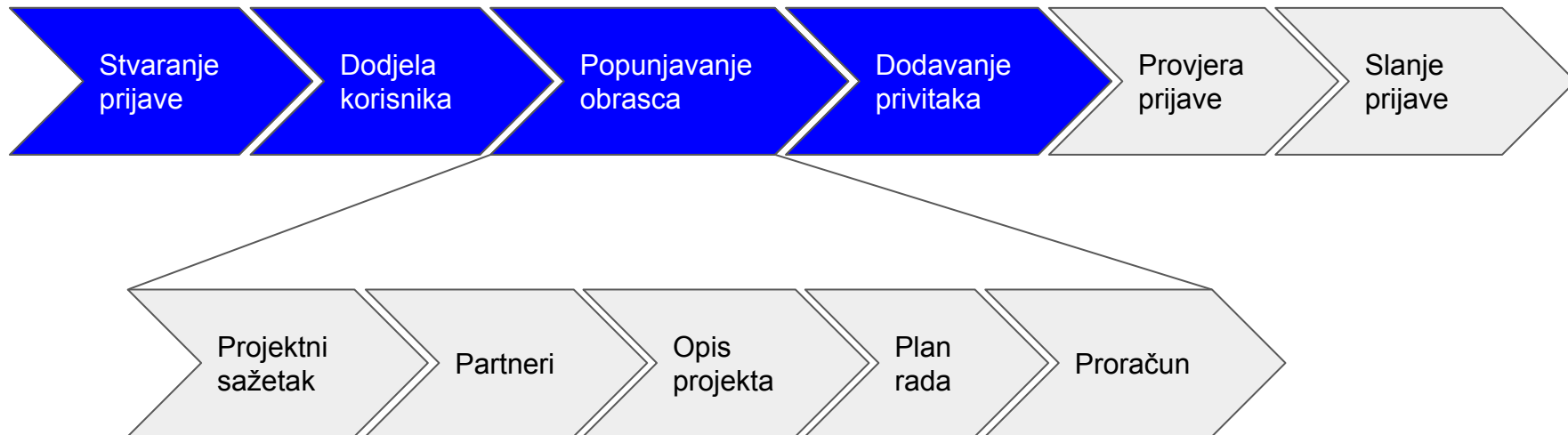
Pritisnuti za automatsko preračunavanje perioda nakon promjene početnog i/ili završnog datuma projekta!

Projektni proračun

Detaljnije u sljedećoj prezentaciji...

Koraci u procesu prijave projektnog prijedloga

Prijedlog osnovnih koraka u procesu prijave projektnih prijedloga u eMS-u:



Dodavanje privitaka

Attachments And Uploads

Attachments

+ Upload

Uploaded File List

Filename ↕	Filetype ↕	Date ↕	User ↕	Description	Options
No records found.					

Trenutno ograničenje na veličinu datoteka koje se šalju u eMS:

2 MB

Koraci u procesu prijave projektnog prijedloga

Prijedlog osnovnih koraka u procesu prijave projektnih prijedloga u eMS-u:



Koraci u procesu prijave projektnog prijedloga

Prijedlog osnovnih koraka u procesu prijave projektnih prijedloga u eMS-u:



Provjera prijave

Pritisnuti za provjeru prijave



Interreg - IPA CBC
Croatia - Bosnia and Herzegovina - Montenegro

SAVE

General

- Save As Pdf File
- Check Saved Project
- Generated Files
- Project History
- Attachments

TBRN

HR-BA-ME1

Show More

Application Fo

X Project Must Have A Summary
 Set Legal Representative Information For Each Partner
 Email Address Of The Project Partner Legal Representative Is Not Valid
 Please Insert The Phone Number For Legal Representative In International Format
 Set Contact Person Information For Each Partner
 Email Address Of The Contact Person Of The Project Partner Not Valid
 Please Insert The Phone Number For Contact Person In International Format
 Describe Partner Competences For Each Partner

Project Summary Partners Project Description
 Project Budget Overview Attachments

Popis grešaka u prijavi (Ako ih ima!)



Poslati se može jedino prijava koja je prošla provjeru!

Nakon izmjene prijave obavezno SPREMITI prije slijedeće provjere!

Kad prijava prođe provjeru bez greške pojavljuje se na mjestu Check Saved Project Submit Checked Project

Slanje prijave

Pritisnuti za
slanje prijave



Interreg - IPA CBC
Croatia - Bosnia and Herzegovina - Montenegro

SAVE

General

- Save As Pdf File
- Submit Checked Project

TBRN HR-BA-ME1

Show More

Application F

Project Summary Partners Project Description

Project Budget Overview Attachments

Project Summary

Project Identification

Programme Priority

Specific Objective

Nakon uspješnog slanja prijave sustav šalje Vodećem prijavitelju, koji je i poslao prijavu, obavijest o uspješno poslanoj prijavi!

Hvala Vam na pažnji! Da li imate pitanja?



Kontakt

**eMS @ Upravljačko tijelo
Programa prekogranične suradnje
Hrvatska-Bosna i Hercegovina-Crna Gora 2014-2020**

ma.ems@interreg-hr-ba-me2014-2020.eu