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# Approved? How to work technically with the Secretariat

A short introduction to the Online Monitoring System's functions for approved projects and its link to the project's webspace and [www.northsearegion.eu](http://www.northsearegion.eu)

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## Target group and rules of procedure

**For beneficiaries, Lead Beneficiaries and first level controllers in approved projects**

- + the OMS, but not only...
- + The different users
- + The functionalities

**Ask questions!**

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## The OMS, but not just the OMS

- + main platform remains the OMS
- + project webspaces
- + API integration with our website and the project's webspace

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## First Steps, post approval

### + **The Contract**

- Generated through the OMS, signed digitally by the JS, MA and the project Authorised Signatory

### + **The FLC designation process**

- started by the Lead Beneficiary
- creates access for the beneficiaries

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## Users of the OMS

- + Lead beneficiary and all beneficiaries  
-but not co-beneficiaries
- + All First Level Controllers – both for beneficiaries  
and lead beneficiary
- + The Joint Secretariat
- + Other programmes bodies: CA, AA, MA, etc...

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## Reporting and First Level Control

- + For all beneficiaries
- + Not for co-beneficiaries
- + For all FLCs!
  
- + Not possible to submit a periodic report if one control report is missing...

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## Changes to the approved application

- + **Small changes done by the Lead Beneficiary**
  - Changes of contact details
  - Small changes to deliverables, but not activities or outputs
- + **Minor changes/ Joint Secretariat**
  - not possible while a report is open
  - submission by Lead Beneficiary for the whole partnership
- + **Major changes/ Steering Committee**
  - not possible while a report is open
  - decision by the Steering Committee
  - only 2 such changes in the project's lifetime

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## Communication

- + With the JS
- + With the project's partnership
- Use the messaging tool in the OMS
- Communication with other actors not part of the partnership (external experts, etc) is outside the OMS

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## Projects Webspaces

- + One per project approved, set up by the JS
- + Free and easy-to-use website provided to you
- + Integrated with online monitoring system and programme website
- + Adaptable to your needs, with the possibility for unique URL

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## Connecting with the outside world

- + API integration with our website, [northsearegion.eu](http://northsearegion.eu)
- + API integration with the project's webspaces
- + In other words: some data from different sources (application form, reports, state aid) is transferred to the website and made public.
- + Fully automated

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## In conclusion

- + The OMS is the only portal to the Secretariat and the Programme
- + If the information is missing or incorrect, it is your duty to inform us and correct this as soon as possible

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Thank you for your attention!

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