Hungary-Slovakia
Cross-border Co-operation
Programme 2007-2013

European Union
European Regional Development Fund

IMIS 2007-2013 MONITORING AND INFORMATION SYSTEM

IMIS 2007-2013
Monitoring and Information System

in the management of the
Hungary – Slovakia Cross-border
Cooperation Programme

The integrated management of the Hungary – Slovakia Cross-border Cooperation Programme is supported by the operation of a complex IT tool, the **IMIS 2007-2013 Monitoring and Information System**.
The overall purpose of the system is the efficient and reliable management of programme and project level implementation and as a Management Information System it focuses on the collection and monitoring of programme and project level data.

This state-of-the-art Monitoring and Information System serves the responsible bodies *(Managing Authority, Joint Technical Secretariat, InfoPoint, Certifying Authority, Financial Transfer Unit, Audit Authority, etc.)* as a practical tool in performing tasks and also enhances the intensity of communication and information flow among the Member States.

Two sides of the same system:
Front Office – Back Office

The **Front Office** surface is for Applicants and Lead Partners who can submit their applications, progress reports and applications for reimbursement online.

The **Back Office** is used by the different programme management bodies as a management and monitoring tool.
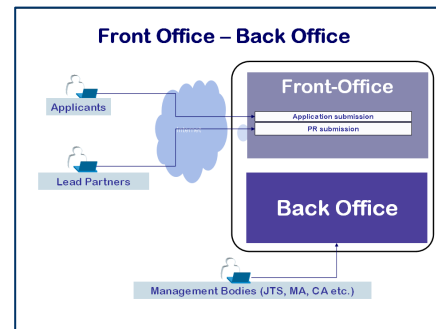

Diagram 1 – IMIS 2007-2013 system structure

Comprehensive and sophisticated functionality

The IMIS 2007-2013 fulfils the requirements of the Lead Partner principle and it handles full range of management responsibilities through the whole programme and project life-cycle.

1. Programme and Call for Proposals

The adequately recorded programme data creates the basis for all sort of further monitoring movement.

Thus programme data like priority structure, budget, indicators etc. are recorded in order to facilitate programme-level monitoring and aggregations.
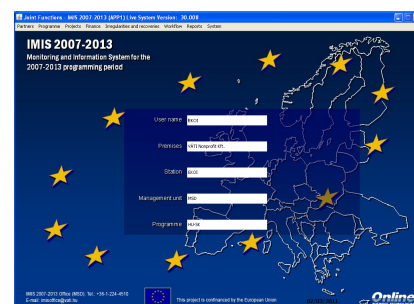

Diagram 2 – IMIS 2007-2013 Back Office – Main page

Following the programme data input each round of Call for proposals are recorded in the system by entering its specific parameters that will determine the requirements to be fulfilled by the applications submitted through the Front Office.

2. E-applications

One of the system's outstanding features is that applicants can submit their applications electronically through a Front Office surface. This submission is faster and simpler then the previous Excel-based rounds. The applications are also assessed and evaluated electronically in the Back Office of the system.

The programme successfully implemented its first electronic application round in February 2011.

3. Projects – "from contracting to closure"

The project module ensures tracking the whole life-cycle of projects under all priorities (including TA projects) as it facilitates the management and monitoring of a great number of project related tasks (project data entry, management of progress reports and applications for reimbursement, follow-up of indicators, activities, etc.).
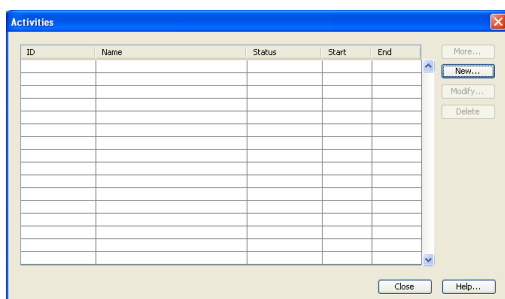

Diagram 3 – Activities screen

This sophisticated project module stores, manages and monitors subsidy contract data such as reporting periods, detailed partnership data *(information on Lead Partner and Project Partners)*, indicators and full range of financial data *(e.g. the project's planned and actual budget for each reporting period)*.

Another remarkable feature of the IMIS 2007-2013 is the electronic submission of progress reports and applications for reimbursement by the Lead Partners. Both are also realized through other Front Office surfaces.

Diagram 4 – IMIS 2007-2013 Front Office for Lead Partners

The submitted progress reports are processed by the Joint Technical Secretariat in the Back Office on the basis of pre-defined built-in verification procedures.

4. Financial management

The financial module is a crucial part of the system as it also plays a key role in the success of a programme.

Its responsibility covers the flawless management of ERDF funds, the payment of ERDF funds to Lead Partners, the preparation of Applications for Payment to the European Commission and the reconciliation of programme bank accounts (management of bank account statements).

5. Handling of irregularities and recoveries

As the IMIS 2007-2013 covers all financial management procedures, handling irregularities with all of its financial consequences including recoveries are tracked in the system.

6. Reporting

In addition to the documents generated on the basis of built-in templates by the system both in

the Front and Back Office, the users in the Back Office can access a wide range of pre-defined reports that assist the effective programme monitoring.

Advanced features

The IMIS 2007-2013 has been developed to ease the user's daily activities.

The system's **workflow engine** guarantees that each process step has to be completed in sequence according to the pre-defined order and it also checks whether the user is authorized to accomplish a certain task.

Thanks to the **version management** all project changes are tracked and stored so that each project version can be queried and compared to any other versions.

The **project history** screens contain all system events like a diary (who did when and what).

Several hundreds of built-in **checks, warnings and automatic calculations** (data aggregation from partner through project to programme level) ensure the accuracy of applications and progress reports, while the built-in document templates and standard notification letters enhance the convenience of the users.

Detailed budget tables show the project's **financial progress** (planned, reported and remaining amounts, statuses).

Sophisticated access rights management

Considering the relatively high number of bodies and users involved in the programme implementation the **system operates online, via the Internet**.

This solution facilitates simultaneous data input and flexible data storage capacity at all participating actors.

In order to avoid unauthorized logins and movements the system possesses a **sophisticated access rights system:** access to functions and data is restricted by organizational membership, level of hierarchy and geographic location.

System management

The owner of the system is the National Development Agency in Hungary, while all the system-related management and coordination tasks have been delegated to the Management Services Directorate of the Territorial Cooperation Division within VÁTI (IMIS Office).

The IMIS Office includes a project manager, monitoring coordinators and an IT system administrator.

The duties of the IMIS Office are:

- coordinating the daily operation and further development of the system;
- operating an overall access rights management and system administration;
- providing training and assistance to the users;
- managing error reports and development requirements;
- operating a web-based Helpdesk application facilitating the effective communication with the users;
- working in close cooperation with programme staff (JTS, MA and CA, etc.).

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Infrastructure

The IMIS 2007-2013 is based on a 3-tiered architecture: a Java-based thin client, a server-side application server and an industry-standard Oracle database.

The encrypted client-server communication requires the application of a personal key in form of Certificate.

Contact - IMIS Office:

dr. Futó Adrienn
director
afuto@vati.hu; imisoffice@vati.hu

VÁTI Nonprofit Kft.
Territorial Co-operation Division
Management Services Directorate

Gellérthegy u. 30-32.
1016 Budapest, Hungary

Contact – HU-SK JTS:

Joint Technical Secretariat
HU-SKjts@vati.hu

Gellérthegy u. 30-32.,
1016 Budapest, Hungary