

Tutorial: mandatory folders on Basecamp

A. Introduction: why mandatory folders?

In the frame of project's implementation, Basecamp constitutes an essential tool for project monitoring and control purposes. It is also the main deposit of project's key deliverables and outputs before their validation by the Joint Secretariat, among other functions. For this monitoring and control procedure to be developed in the most efficient way, some homogeneity among projects in the organization of data is necessary.

That is why the Joint Secretariat of the Programme has decided to establish a minimum of folders that all projects must include on their Basecamp area for the compilation of some of the key project documents.

Please note that this is just the minimum essential. Apart from these folders, projects have total freedom to organize their information and documentation the way that they want to.

It is understood that the obligation of including these folders derives on the obligation of including there the documents for which the folder is created. The JS will monitor the presence of the requested documents in the corresponding folder.

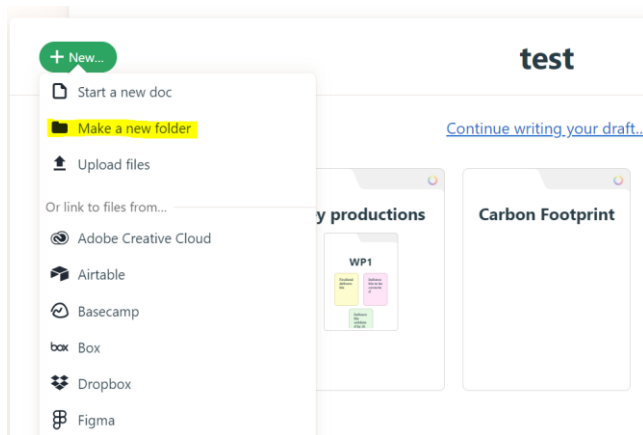
Please also note that this tutorial is just an overview of the folders to be added by all the projects. For a detailed account of all technical procedures regarding Basecamp management, please check the user manual ([basecamp_final_en.pdf](#) ([interreg-euro-med.eu](#))).

B. How to create a folder

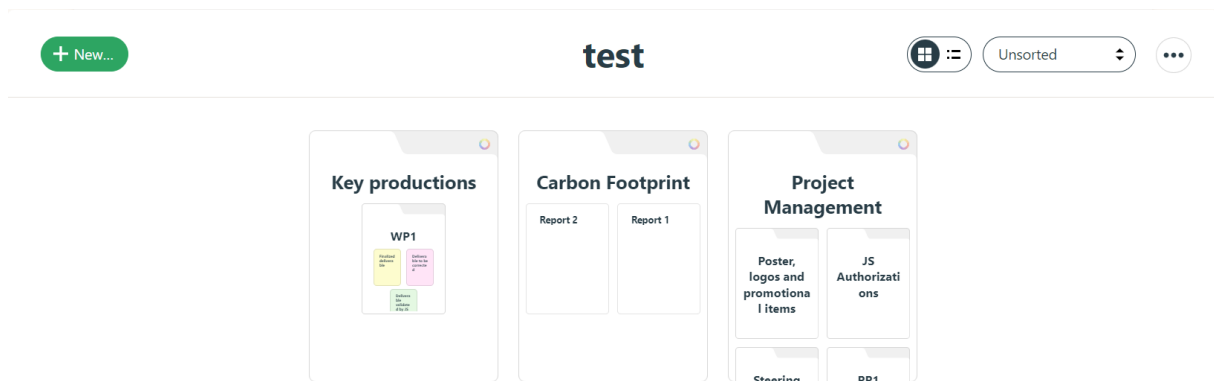
Once the project has received the access to its Basecamp space, it can start to create the first folders to organize their documents.

For creating the folders, please enter in the "Docs & Files" section. Then, click on the green button at the top-left part of the screen "+ New...", and select the option "Make a new folder". A new folder will appear, for which you will have to select a name and then click on the "save" button.

Each folder allows the creation of as many subfolders as you want.

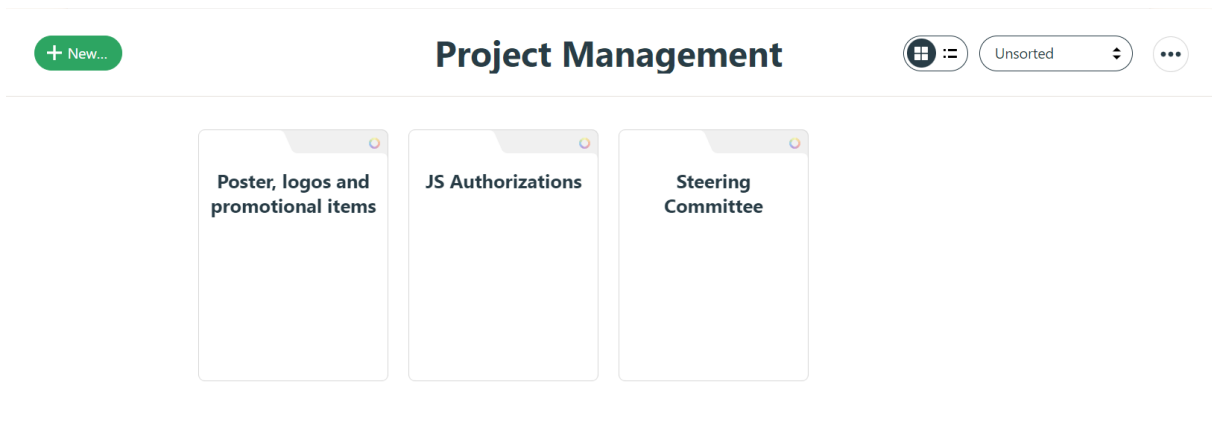


C. Overview of mandatory folders



Here is an overview of the minimum of folders that all projects must include on their Basecamp space:

1. Project Management: a space to include all basic documentation concerning the project management. It should include the following sub-folders:
 - a) Steering Committee (including minutes of the first meeting, rules of procedure, and all relevant documents concerning the approval by the consortium of project modifications)
 - b) JS authorisations, including everything that must be notified to /approved by the JS during project's lifetime, such as:
 - travels outside the cooperation area and outside the EU,
 - goodies,
 - project modifications
 - c) Poster, logos and promotional items



- Carbon Footprint (including the CO2 reports generated online by the calculation tool).



- Key productions (key deliverables and outputs): with different colours for the files depending on their status (please see annex).



D. Tips for a clear organization of documents, beyond mandatory folders

For the rest of the documentation, the project has freedom to decide how to organize it. However, please try to keep in mind the following tips:

- Please use short, focus-oriented titles that recall the Application Form content and allow for a quick differentiation among folders/files.

2. Try to keep thematic unity, putting together in the same folder all documents related to a specific issue. The best way is to keep the project's work plan structure.
3. Please eliminate all outdated documents and folders or create an "outdated" folder for them.

Annex: colour code for key productions

Please note that we have established a colour code for the key deliverables, associated to its status in the frame of the JS validation

1. If the production is finished and ready for JS validation, the project uploads it on the "key productions" folder colours it yellow
2. If the JS validates it and considers it ready for its upload in JEMS, the JS colours it green.
3. If the JS considers that the production needs some correction from the project, the JS colours in red.

In case the JS informs of the need for correction on a key production, the project archives the version to be corrected and uploads a new version with all the requested corrections. The project colours the corrected deliverable yellow again, and the validation starts again.

For colouring a file, one must go to the files overview and click on the top-right corner of the file.

