

# SIGI User's guide for MODIFICATION REQUESTS

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Manual prepared by AXIANS in collaboration with the Managing Authority/ Joint Secretariat





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# **1. INTRODUCTION**

#### 1.1 Background

This document is intended to explain the procedures for viewing / creating / editing / removing modification requests at the Information System of the Atlantic Area Transnational Cooperation Programme 2014-2020.

#### **1.2** Permission

Only users with a JS profile (JS Director, Project Managers, Financial Managers) and a Lead Partner profile can create, remove and edit modification requests.

The modification request module can be accessed from the top menu by clicking on the "Projects" section, and then selecting the "Modification Requests" tab.

Enuties Projects Progress Reports System Reports
▼
Administrator (B) (B) (P) 式 Sign Out
+ Add Modification Request
VFilter columns <b>B</b>
diffcation Request Number 1: Status 1: Requested By 1: Total Budget 1: ERDF 1: Actions

#### 1.3 Markers

Throughout this module the user will find some markers to help quickly identify which records have undergone changes in relation to the latest approved values of the project.

Some examples:

• If the requested field is different from the approved one, then a yellow border will appear around the requested field for quick identification:

Start Date 02/10/2017 Last Modified PAF Date 02/02/2021	End Date 31/03/2021 Contract Da 27/06/2018	ite		Duration (in months) 42 Last Approval Date 12/03/2021
Requested Values				
End Date	Duration (in	n month	s)	
30/06/2021	45			
Complementary Information Approved Values		Request	ed Malues	
EN		EN		
The partnership has developed a detailed budget differentiating actions made by each partner in each WP. Amounts included in "staff" correspondences sets even oth adju	pond to el, inp	The pa salar ever othe and	tnership has developed a detailed budget differentiating actions made by each partner in each WP. Amounts included a	n "staff" correspond to I, S

• Also, here it is possible, to check the differences between the approved values and the changed, by clicking on the following button:

Complementary information	
Approved Values	Requested Values
EN	EN
The numerichin has deadloned a detailed holdest differentiation actions made he auth numer in each WB. Amount infuded in "talf" investment of	Than numerican bits deviation of a detailed houlear differentiation among mode to each numeric in each MP. Amounts included in YestP revealment to     1     1

• Clicking on the specified button, immediately below, a new text field will appear that will include the differences. When marked in red indicates that the text has been removed and marked in green indicates new text that has been added.

Complementary information	
Approved Values	Requested Values
EN	EN
Pennernershin har developed i siderale houtes differentiation writere made hu and name in auch 300 Amount forbular in "sidf" overenous in a Contents	The estimation has dealered a dealered havenus differentiation arrival mode haven's nature in each VML denounts included in "estimation of a e c d d d d d d d d d d d d d
The partnership has developed a detailed budget differentiating actions made by each partner in each WP. Amounts included in "staff" correspond to salaries organization leg. In China Modifici now being comit and have more exists as it has been necessary to reduce the quantities of outsourcing and travel. In the last case, it has been possible to verify that the planne and have more exists as it has been necessary to reduce the quantities of outsourcing and travel.	s of organization members during their work. Direct cost system has been chosen. Amounts included in "external services" are related to travel, events montho in the lifespan of the project is her project, staff participation by greatered d trips can be made at a losser cost than previously projected; so it has been possible to use this amount of memory as a resource to cost and the project is the project staff participation by greatered and the project is the project is an event of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the project is a resource to the participation of the participation of the participation of the participation of

• In the tables where a brief summary of the existing data is presented, for example tables related to the WorkPlan or Partnership, four types of badges can be displayed that will allow you to quickly check whether a record is new, changed, deleted or has not been changed.

<ul> <li>Partnership</li> </ul>							
							VFilter columns 🖪 🖪
Status	Partner Number	Entity Name	Partner Position	Country	Region	Legal Status	Actions
Record has no changes	11		Associated partner	United Kingdom	South Western Scotland	Not-for-profit private organization	
Record has no changes	12		Associated partner	United Kingdom	Northern Ireland	Public body	
Record has no changes	13		Associated partner	Ireland	Southern and Eastern	Public body	
Record has no changes	14		Associated partner	Ireland	Southern and Eastern	Public body	
Record changed	15		Associated partner	France	Bretagne	Public body	
Record has no changes	16		e) Associated partner	France	Bretagne	Public body	
<ul> <li>Record has no changes</li> </ul>	17		Associated partner	France	Paris	Profit-making private organization	
<ul> <li>Record has no changes</li> </ul>	18		Associated partner	Portugal	Norte	Not-for-profit private organization	
Record removed	19		Associated partner	Portugal	Norte	Public body	
New record	20			Portugal	Norte	Not-for-profit private organization	
Show 10 ¢ records							< Previous 1 2 Next >

 In the financial tables and financial fields that will displayed throughout the module, a badge will appear next to the requested values that will indicate the difference between the approved value and the requested value. If the badge is in red it indicates that there has been a reduction compared to the value previously approved, and if the badge is in green it indicates that there has been an increase compared to the value previously approved.

<ul> <li>Financing Plan</li> </ul>				
Budget Line	Year	Work Packages		
				VFliter columns <b>B</b>
Budget Line			Approved Values	Requested Values
Preparation Costs			16,000.00 €	16,000.00 €
Staff costs			1,011,598.33 €	21,455-20 1.033,033,53 €
Office and administrative expenditure			155,309.74 €	327531 158.525.05 €
Travel and accommodation			36,140.92 €	36,140.92 €
External expertise and services			456.317.32 €	<b>(24.00451)</b> 431,666.81 €
Equipment (including, laboratory goods, consumables, etc.	)		7.633.69 €	7.633.69 €
Small Infrastructure and works			0.00 €	0.00 €
Show 10 ¢ records	Showing 1 to 7 of 7 re	cords		< Previous 1 Next >

# 2. FUNCTIONALITIES

#### 2.1 Modification Requests List

In this screen we will be able to see all the modification requests of the projects that the user has access to.

It is possible to filter the listing by project, status of the modification request and by the modification request type.

It is also through this screen that it is possible to create a new modification request by clicking on the button: "Add Modification Request". Then, a new window will open to select the project for which we want to start a new request.

on Request Status an option  Q Search Search Search VFilter columns P Filter columns Filter col
on Request Status an option Q Search Search Search VFilter columns P Filter columns F Kodification Request Number T Status D By D Budget ERDF L Actions
on Request Status an option V Q Search Search VFilter columns D S Modification Request 1 Number 1 Status 1 By 11 Budget 1 ERDF 1 Actions
an option V Q Search Search Search VFilter columns D B Modification Request 11 Status 11 By 11 Budget 11 ERDF 11 Actions
VFilter columns D Modification Request Requested Total Number Status V By V Budget CERDF Actions
Modification Request Requested Total
11 Number 11 Status 11 By 11 Budget 11 ERDF 11 Actions

The selection of the modification request type, Normal or Call for extension is present on the screen. The Call for extension type will be available until the closing time of the call and is possible to submit only one modification request of this type.

It is only possible to create a new modification request, if there isn't one already created for the same project that is still under analysis.

Moreover, on this screen it is also possible to delete a modification request.

Vinterreg Atlantic Area	Administration Certifications Entities	rojects Progress Reports System Reports			Administrato AXians v	r (EN (ES (R)	(PT) 🏚 Sign (
Modifica	tion Request						
Projects	Modification Requests						
Project	Modification Requ	n V Search		Search		+ Add M	odification Request
						<b>∀</b> Filter co	lumns 🖪 🖪
Project	1 Description		Modification	n Request Re	quested Total	ERDF 1	Actions
			1	Registered	1,749,825.00 €	1,312,368.75 €	<b>1</b>
Show 10	♦ records	Showing 1 to 1 of 1 records				< Previous	1 Next>

It is only possible to remove a modification request if it is under the status Registered and you are the user who created it.

<b>Modification R</b>	equests List				
Preconditions	The user must have permissions for the View, Create, Edit and Remove				
	features to perform the respective functions. Depending on the profile, you				
	may have partial permission for the features.				
Actions	On this screen, users can:				
	<ul> <li>View information of Modification Requests</li> </ul>				
	Add new Modification Requests				
	Edit Modification Requests				
	Remove Modification Requests				
Rules	It is only possible to create a new modification request, if there isn't one				
	already created for the same project that is still under analysis.				
	It is only possible to remove a modification request if it is under status				
	Registered and you are the user who created it.				

#### 2.2 Modification Request Cover

A brief summary of the changes you will request in each section of the PAF/modification request section.

This will be the first screen that the user will see when entering a modification request.

#### **Modification Request Proposal Requirements**

Here you will be able to explain and justify the application against the criteria.

Modification Request Cover			
		✓ Save Changes	
Request Type	Requested By	Expand All Collapse All	Acronym Modification Bouwart Number
Call For Extension	Lead Partner	×	7
V Modification Request Proposal Requirements			Last Approval Date 22/06/2021 Last Mortified PAF Date
Modification Request Identification Summary			22/06/2021 Lead Partner
Modification Request Budget Summary			
Modification Request Description Summary			11
V Modification Request Work Plan Summary			
Modification Request Indicators Summary			
V Modification Request Partnership Summary			

<b>Modification R</b>	Modification Requests List					
Preconditions	The user must have permissions for the View or Edit features					
	to perform the respective functions.					
Actions	On this screen, users can:					
	<ul> <li>View information of Modification Requests Cover</li> </ul>					
	Edit information of Modification Requests Cover					
Rules	All text fields are required to be filled in English.					
	"Requested by" field is mandatory.					
List of Fields	Read Only:					
	Project's Acronym					
	<ul> <li>Modification Request Number</li> </ul>					
	Last Approval Date					
	Last Modified PAF Date					
	<ul> <li>Project's Lead Partner</li> </ul>					
	Editable:					
	Request Type					
	Requested by					
	Modification Request Proposal Requirements (Only					
	visible for the request type: Call for extension)					
	<ul> <li>Modification Request Identification Summary</li> </ul>					
	<ul> <li>Modification Request Budget Summary</li> </ul>					
	<ul> <li>Modification Request Description Summary</li> </ul>					
	<ul> <li>Modification Request Work Plan Summary</li> </ul>					
	<ul> <li>Modification Request Indicators Summary</li> </ul>					
	Modification Request Partnership Summary					

# 2.3 Modification Request Identification

Here the user will be able to see the approved values and edit the requested values to modify from the following sections of the project:

	Modification Request > > Project Identification	
() 9		✓ Save Changes
¥		Expand All Collapse All
æ	V Project Info	
<b>D</b> (2)	V Area of Intervention	
	V Total Budget	
	V Work Plan	
	V Partneship	
	V Finanding Plan	
	V Total Budget by Partner	

#### • Project Info;

Project Info		
Approved Values		
Project Title	Project Code	Acronym
	EAPA_24/2016	
	h	
Start Date	End Date	Duration (in months)
01/07/2017	30/06/2021	48
Last Modified PAF Date	Contract Date	Last Approval Date
23/07/2021	21/02/2018	30/07/2021
Requested Values		
End Date	Duration (in months)	
30/06/2021	48	

#### • Area of Intervention (this section only presents approved values);

Area of Intervention							
Approved Values	Approved Values						
Programme Priority	Programme Specific Objective						
4. Enhancing biodiversity and the natural and cultural assets	4.2. Enhancing natural and cultural assets to stimulate economic development $//$						
Fields of Intervention							
090 - Cycle tracks and footpaths							
091 - Development and promotion of the tourism potential of natural areas							
092 - Protection, development and promotion of public tourism assets							
093 - Development and promotion of public tourism services							
094 - Protection, development and promotion of public cultural and heritage assets							
095 - Development and promotion of public cultural and heritage services							

# • Total Budget;

▲ Total Budget	
Approved	Requested
Project Budget: 4,585,000.00 €	Project Budget 4,585,000.00 €
Eligible ERDE Partners Budget	Eligible ERDE Partners Budget
4,585,000,00 € 3,438,750,00 € 1,146,250,00 €	4.585.000.00 € 3.438.750.00 € 1.146.250.00 €
Approved Values	Requested Values
EN	EN ()
As Lead Partner,, drove the preparation of the budget. Firstly, opened a collaborative platform to give partners access to all preparatory documents. Secondly, within 3 transnational workshops, organized several working groups on work plan and budget. Thirdly, earlier in the preparation,, proposed a common tool (budget template) to get a draft of global budget periodically updated paid attention to achieve a realistic and balanced budget regarding expected outputs.	As Lead Partner, drove the preparation of the budget. Firstly, ( pened a collaborative platform to give partners access to all preparatory documents. Secondly, within 3 transnational workshops, organized several working groups on work plan and budget. Tindly, earlier in the preparation, ( roposed a common tool (budget template) to get a draft of global budget periodically updated paid attention to achieve a realistic and balanced budget regarding expected outputs.
-	
Explain the partners involvement in the preparation of the budget Approved Values	Requested Values
EN	EN 🕀
As Lead Partner, organized 3 workshops (Spain, Ireland, France) with the support of hosting partners.	As Lead Partner, brganized 3 workshops (Spain, Ireland, France) with the support of hosting partners.
Within the workshops, all partners were involved in working groups to discuss and establish the work plan and related budget. All partners filled a budget template to select their actions and specify the financial resources (all costs) that gathered in a global budget. In addition, every partner had several bilateral phone conferences with the Lead Partner to finalize the budget.	Within the workshops, all partners were involved in working groups to discuss and establish the work plan and related budget. All partners filled a budget template to select their actions and specify the financial resources (all costs) that _gathered in a global budget. In addition, every partner had several bilateral phone conferences with the Lead Partner to finalize the budget.
If applicable, explain the investment budget (under budget lines: equipment/small infrastructures and works)	
Approved Values	Requested Values
EN	EN 🕀
Investment budget is relatively limited (223 659 euros) in comparison to the global budget (5%). It is closely linked to 2 main objectives of the project: -Make destination of excellence (WP5): installation of innovative signage and facilities on the way for an unforgettable journey across the Atlantic heritage (comfort, modernity, heritage promotion) - Make success visible (WP6): cost for automatic counters (online) to complete the database of the transnational evaluation platform. This is a condition for an estimation of	Investment budget is relatively limited (223 659 euros) in comparison to the global budget (5%). It is closely linked to 2 main objectives of the project: -Make "" destination of excellence (WP5): installation of innovative signage and facilities on the way for an unforgettable journey across the Atlantic heritage (comfort, modernity, heritage promotion) - Make success visible (WP6): cost for automatic counters (online) to complete the database of the
Explain how the value for money will be ensured, i.e. how will you reach the most advantageous combination of cost	, quality and sustainability to meet project achievements
Approved Values	Requested Values
EN	EN (+)
Economy To minimize the cost of some transnational actions, the partners chose to pool costs (study of marketing strategy, brand, film, accreditation system). Printing tools is financed by each region/country facilitating cost allocation and partner accountability. Costs were refined between the AMI and the submission Efficiency: During the preparatory workshop, the partners discussed together about their best position in the project. WP leaders have been chosen regarding their domain and level of skills. For	Economy To minimize the cost of some transnational actions, the partners chose to pool costs (study of marketing strategy, brand, film, accreditation system). Printing tools is financed by each region/country facilitating cost allocation and partner accountability. Costs were refined between the AMI and the submission Efficiency:
Are there any public procurement procedure already completed ?	
Approved Values	Requested Values
EN	EN 🕒
	Describe achievements
Complementary information	
Approved Values	Requested Values
EN	EN (+)
The budget of the project has been secured thanks to a survey among partners that enables to know the current situation. This survey has been funded by (Preparation costs). The diagnosis permits to establish an approximate estimate of mileage o per country and of cycle route within. We used this mileage estimation in combination with ratios per km given by experts such as certification survey, signage, program of automatic counters, manual	The budget of the project has been secured thanks to a survey among partners that enables to know the current situation. This survey has been funded by (Preparation costs). The diagnosis permits to establish an approximate estimate of mileage of er country and of cycle route with I m. We used this mileage estimation in combination with ratios per km given by experts such as and go to estimate the cost of certification survey, signage, program of automatic counters, manual
<ul> <li>Project Documents;</li> </ul>	

Project Documents					
Approved		Requested			
Partnership agreement	Date	Partnership agreement		Date	
	01/01/1900	Select File	Browse		01/01/1900
Written agreement with Countries outside the Interreg AA eligible area	Date 01/01/1900	Written agreement with Countries outside the Interreg AA eligible area		Date	
		Select File	Browse		01/01/1900

#### • Work Plan (This section contains a table with a brief summary of the Work Plan);

	Work Plan
-	TURTION

, TVALERI									
						<b>∀</b> Filter co	olumns 🖪 🖪		
Status	# 1	Work Packages Type	Activity Name		Start Date 👔	End Date 🜐	Actions		
<ul> <li>Record has no changes</li> </ul>	0	WP0 Preparation	Preparation		04/01/2015	19/12/2016			
Record has no changes	1	WP1 Coordination	Coordination		01/07/2017	30/06/2021			
Record has no changes	2	WP2 Communication	Communication		01/07/2017	31/03/2021			
Record has no changes	3	WP3 Capitalization	Capitalization		01/07/2017	31/03/2021			
Record changed	4				01/07/2017	31/03/2021			
Record has no changes	5				01/01/2018	31/03/2021			
Record has no changes	6				01/07/2017	31/03/2021			
New record	7				29/09/2021	10/05/2023			
Show 10 ¢ records		Showing 1 to 8 of 8 records				< Previous	1 Next >		

Modification Re	quests Identification
Preconditions	The user must have permissions for the View or Edit features to perform
	the respective functions.
Actions	On this screen, users can:
	<ul> <li>View information of Modification Requests Identification</li> </ul>
	<ul> <li>Edit information of Modification Requests Identification</li> </ul>
Rules	All text fields are required to be filled in English.
	"End Date" field can't be lower than the Start Date nor any year from
	the "Financing Plan Year" table.
List of Fields	Project Info:
	Read Only:
	Approved Title
	Approved Code
	Approved Acronym
	<ul> <li>Approved Start Date</li> </ul>
	<ul> <li>Approved End Date</li> </ul>
	<ul> <li>Approved Duration</li> </ul>
	<ul> <li>Approved Last Modified PAF Date</li> </ul>
	<ul> <li>Approved Contract Date</li> </ul>
	<ul> <li>Approved Last Approval Date</li> </ul>
	Editable:
	Requested End Date
	<ul> <li>Requested Duration</li> </ul>
	Area of Intervention:
	Read Only:
	<ul> <li>Approved Programme Priority</li> </ul>
	<ul> <li>Approved Programme Specific Objective</li> </ul>
	Fields of Intervention

Total Budget:	
Read Only:	
<ul> <li>Approved Project's Budget</li> </ul>	
<ul> <li>Approved Eligible Budget</li> </ul>	
<ul> <li>Approved ERDF Budget</li> </ul>	
<ul> <li>Approved Partner's Budget</li> </ul>	
Editable:	
<ul> <li>Requested Project's Budget</li> </ul>	
Requested Eligible Budget	
<ul> <li>Requested ERDF Budget</li> </ul>	
<ul> <li>Requested Partner's Budget</li> </ul>	
<ul> <li>Approved "Explain the budget preparation methodology (main assumptions and justification)"</li> </ul>	
<ul> <li>Approved "Explain the partners involvement in the preparation of the budget"</li> </ul>	
<ul> <li>Approved "If applicable, explain the investment budget (under budget lines: equipment/small infrastructures and works)"</li> </ul>	
<ul> <li>Approved "Explain how the value for money will be ensured, i.e. how will you reach the most advantageous combination of cost, quality and sustainability to meet project achievements"</li> </ul>	
<ul> <li>Approved "Are there any public procurement procedure already completed?"</li> <li>Approved "Complementary information"</li> </ul>	
Editable:	
<ul> <li>Requested "Explain the budget preparation methodology (main assumptions and justification)"</li> </ul>	
<ul> <li>Requested "Explain the partners involvement in the preparation of the budget"</li> </ul>	
<ul> <li>Requested "If applicable, explain the investment budget (under budget lines: equipment/small infrastructures and works)"</li> </ul>	
<ul> <li>Requested "Explain how the value for money will be ensured, i.e. how will you reach the most advantageous combination of cost, quality and sustainability to meet project achievements"</li> </ul>	
<ul> <li>Requested "Are there any public procurement procedure already completed?"</li> </ul>	
<ul> <li>Requested "Complementary information"</li> </ul>	
Project Documents:	
Read Only:	
Approved partnership agreement document	
Approved date	
<ul> <li>Approved written agreement with Countries outside the Interreg AA eligible area</li> </ul>	
Approved date	
Editable:	
<ul> <li>Requested partnership agreement document</li> </ul>	

Requested date
<ul> <li>Requested written agreement with Countries outside the Interreg</li> </ul>
AA eligible area
Requested date
Work Plan:
Read Only:
<ul> <li>Table showing list of Work Packages</li> </ul>
Partnership:
Read Only:
<ul> <li>Table showing list of Partners</li> </ul>
Financing Plan:
Read Only:
<ul> <li>Table showing approved and requested sorted by Budget Line</li> </ul>
<ul> <li>Table showing approved and requested sorted by Year</li> </ul>
<ul> <li>Table showing approved and requested sorted by Work</li> </ul>
Packages
Total Budget By Partner:
Read Only:
<ul> <li>Table showing the total budget of each partner</li> </ul>

#### • Partnership (this section contains a table with a brief summary of the Partnership);

Partnership									
							VFilter columns 👔 🖪		
Status	Partner Number	Entity Name	Partner Position	Country	Region	Legal Status	Actions		
Record changed	21		Associated partner	United Kingdom	Northern Ireland	Not-for-profit private organization	on		
Record changed	22		Associated partner	Ireland	Border, Midland and Western	Public body			
New record	23			Portugal					
Show 10 \$ records		Showing 21 to 23 of 23 records				< Previous	1 2 3 Next>		

• Financing Plan (this section contains a table with a brief summary of the total project values, by Budget Line, Work Packages and Year);

Einancing Plan								
Budget Line	Year	Work Packages	]					
					⊽Filter columns 🖪 🖪			
Budget Line		Approved Values	Requested Values	Value Difference	Percentage Difference			
Preparation Costs		16,000.00 €	16,000.00 €	0.00 €	e 000			
Staff costs		2,059,114.03 €	2,059,114.03 €	0.00 E	0.00 %			
Office and administrative expenditure		278,753.33 €	278,753.33 €	0.00 E	0.00 %			
Travel and accommodation		178.520.77 €	178,520.77 €	(0.00€)	0.00 %			
External expertise and services		1,623,531.41 €	1,623,531.41 €	(0.00€	0.00 %			
Equipment (including, laboratory goods, c etc.)	onsumables,	146,394.23 €	146,394.23 €	(0.00€	(0.00 %)			
Small Infrastructure and works		282.686.23 €	282,686.23 €	0.00 E	0.00 %			
Show 10 ¢ records	Showing 1 to	7 of 7 records			< Previous 1 Next >			

• Total Budget by Partner (this section contains a table with a brief summary of the total budget by partner);

<ul> <li>Total Budget by Partner</li> </ul>					
Partner Number	1 Entity Name 11	Approved Values	Requested Values	Value Difference	Vilter columns D D Percentage Difference
11		180,585.00 €	180,585.00 €	0.000	0.00%
12		131,000.00 €	131,000.00 €	0000	(000%)
13		67,810.00 €	67,810.00 €		(005)
14		205,000.00 €	205,000.00 €	(101)	(83)
15		211,990.00 €	211,990.00 €	8006	(888)
16		100,000.00 €	100,000.00 €	6006	(800 W)
17		144,000.00 €	144,000.00 €	000	(33)
18		318,430.00 €	318,430.00 ¢	6000	(0001)
Show 10  p records	Showing 11 to 18 of 18 records				< Previous 1 2 Next >

# **2.4 Modification Request Description**

In this screen the user can view the approved values and edit all requested fields referring to the project description.

	wildrafen hagent > 1 + 3 Mahlaran kegent beurgtenn	
9 2	Addification Request Description	Save Changes
84 194		Expand All Collapse All
Ð	v bilanij	
.9	v bed Span	
	v Grand Datage	
	v Watan	
	v Seeded April 1	
	v Gepeen mendy	
	v hende unsary	
	• We object of state	
	v Lependus	
	<ul> <li>Valuatificada</li> </ul>	
	v dat bag	

• Brief Summary;

Brief Summary		
Approved Values EN ES FR PT	Requested Values           EN         ES         FR         PT         ①	
	on	างก
Overall Objectives;		
Overall Objectives		
Approved Values           EN         ES         FR         PT	Requested Values       EN     ES     FR     PT     ①	
	e n	:le n

#### • Common Challenge;

Common Challenge		
Approved Values	Requested Values	*
<ul> <li>What is new?;</li> <li>What is new?</li> </ul>		
Approved Values EN ES FR PT	Requested Values	Å
Transnational Approach;		

#### Transnational Approach

Approved Values	Requested Values
EN ES FR PT	EN ES FR PT
Î	
The project approach to the need of a joint transportional touristic strategy with the unique	The project answers to the need of a joint transportional touristic stratem with the unique

#### • Cooperation Intensity;

Joint development Approved Values	Requested Values
EN ES FR PT	EN ES FR PT 🕀
is based on a high level of cooperation between all partners. Indeed all partners play the role of Work Package leader or Activity leader according of their level of experience on specific topic. The purpose is to empower the partners, to optimize their experience sharing. Every work package is developed jointly by the partners thanks to transnational working groups hold by the WPK leaders with the support of the more	is based on a high level of cooperation between all partners. Indeed all partners play the role of Work Package leader or Activity leader according of their level of experience on specific topic. The purpose is to empower the partners, to optimize their experience sharing. Every work package is developed jointly by the partners thanks to transnational working groups hold by the WPK leaders with the support of the more
Joint staffing Approved Values	Requested Values
EN ES FR PT	EN ES FR PT 🕀
All partners involved human resources to develop and implement the project. As Work Package or Activity leaders, the partners are also the warrant of the transnational standards on their topic. According to the needs, they will organise thematic working groups, produce framework and guidelines for the application of common method, materials or tools. It means that all partners play a transnational role within the project in order to join and loint financing	All partners involved human resources to develop and implement the project. As Work Package or Activity leaders, the partners are also the warrant of the transnational standards on their topic. According to the needs, they will organise thematic working groups, produce framework and guidelines for the application of common method, materials or tools. It means that all partners play a transnational role within the project in order to join and
Approved Values	Requested Values
EN ES FR PT	EN ES FR PT 🛨
All partners contribute financially to the budget of the project in a balanced way. Several meetings of preparation enabled to divide up with relevance the funding of joint actions which facilitate the implementation and the financial monitoring and limits considerably the risks.	All partners contribute financially to the budget of the project in a balanced way. Several meetings of preparation enabled to divide up with relevance the funding of joint actions which facilitate the implementation and the financial monitoring and limits considerably the risks.
Joint capitalization	
Approved Values	Requested Values
EN ES FR PT	EN ES FR PT 🕀
A training and skill share Program will address the issue of the differences of experience on cycling tourism and skill up all partners and accredited Cities/Towns. It will be organised by	A training and skill share Program will address the issue of the differences of experience on cycling tourism and skill up all partners and accredited Cities/Towns. It will be organised by

#### Joint enabling of long term effect Approved Values **Requested Values** ES FR PT 🕀 FR EN EN To guarantee the durability of the project, the transnational strategy defined by To guarantee the durability of the project, the transnational strategy defined by will lead to national/regional action plan securing the durability of the project over the 3 years duration of the project. It is the responssability of National coordinators. The project expects to will lead to national/regional action plan securing the durability of the project over the 3 years duration of the project. It is the responssability of National coordinators. The project expects to result in the organisation of national coordination in countries where it does not exist yet. will also examine the conditions for a long-term structuring such as EGTC. result in the organisation of national coordination in countries where it does not exist yet. I also examine the conditions for a long-term structuring such as EGTC Joint implementation Approved Values Requested Values FR PT ES FR PT 🕀 EN EN Il provide joint transnational responses to common issues and needs, joint implementation allows the partnerhsip to have wider and stronger impacts at transnational level. A lot of activity will be jointly implemented at a transnational level thanks to the coordination done by WPK and Activity leaders (transnational groups, guidelines and tools). Thus transnational solutions will be delivered such as brand, promotional website, movie and Il provide joint transnational responses to common issues and needs. Joint ill provide joint transnational responses to common issues and needs, joint In provide joint transnational responses to common issues and needs. Joint implementation allows the partnerhsip to have wider and stronger impacts at transnational level. A lot of activity will be jointly implemented at a transnational level thanks to the coordination done by WPK and Activity leaders (transnational groups, guidelines and tools). Thus transnational solutions will be delivered such as brand, promotional website, movie and Ŧ Others Approved Values Requested Values ES FR PT ES FR PT 🕀 EN EN ms at promoting the unique cultural and natural heritage al ims at promoting the unique cultural and natural heritage alc thanks to a joint oursit strategy and coordinated action plans leading to regional economic development. Therefore, the quality of the transnational cooperation is at the core of our thanks to a joint touristic strategy and coordinated action plans leading to regional economic development. Therefore, the quality of the transnational cooperation is at the core of our working methodology as a key success factor. working methodology as a key success factor. Partnership Consistency;

proved Values	Requested Values
EN ES FR PT	EN ES FR PT 🕀
lased on a strong geographical ambition with a 8200 km route crossing Western Europe, jives form to a complete, skilled and balanced partnership gathering 19	Based on a strong geographical ambition with a 8200 km route crossing Western Europe, ives form to a complete, skilled and balanced partnership gathering 19
artners in 7 countries : - Complete: representatives of all countries and main public	partners in 7 countries :

#### • Main outputs and results;

Partnership consistency

<ul> <li>Main outputs and results</li> </ul>	
Approved Values Local public organisations National public organisations Public enterprises	Requested Values Local public organisations, National public organisations, Public entreprises, Regional public organisation
Regional public organisations Main outputs and results Anonoved Values	Requested Values
EN ES FR PT	EN ES FR PT 🕑
Based on strategy b harmoniz and gastn elders)	Based A A A A A A A A A A A A A A A A A A A
Involvement of target groups	
Approved Values           EN         ES         FR         PT	Requested Values           EN         ES         FR         PT         ①
touristic p The final t (crouwds: authoritie	touristic p The final t (crouwdso Regional c

# • Long-term Effects;

pprove	d Values		Requested Values
EN	ES FR	PT	EN ES FR PT 🕀
urope uroVe urove etting e the	o in the trans-Europe up an organization an effects expected	scheme) that ship also wants to d an transport networ d an actions plan lik for the next 5 o	where project is already the outcome of a line information of the i
prove	d Values		Requested Values
EN	I Values	PT	Requested Values

#### • Horizontal Principles;

<ul> <li>Horizontal Principles</li> </ul>	
Sustainable development Approved Values Sustainable development effects * Positive effects	Requested Values Sustainable development effects * Positive effects
Approved Values	Requested Values
R     ES     R     PT  development as land use). Our j economical bené local economical bené local economical bené	EN ES FR PT () development as é land use). Our project vill d In addition to environmentar ano social positive impacto, soci as.
Equal opportunities Approved Values Equal opportunities effects * Positive effects	Requested Values Equal opportunities effects * Positive effects
Approved Values           EN         ES         FR         PT           ants to design an inclusive cycling tourism product offering solutions for all types of potential users. It responds to the increasing need for tailored solutions for specific target groups (senior, familiy, disabled people), considering their needs for specific solutions (rental intermodality, information).	Requested Values EN ES FR PT vants to design an inclusive cycling tourism product offering solutions for all types of potential users. It responds to the increasing need for tailored solutions for specific target groups (senior, family, disabled people), considering their needs for specific solutions (rental intermodality, information).
Gender equality Approved Values Gender equality effects * Neutral effects	Requested Values Gender equality effects * Neutral effects
Approved Values EN	Requested Values

# • Atlantic Strategy;

Atlantic Strategy			
Approved Values Is the project based on one of the Atlantic strategy specific objectives?		Specific strategy	
Yes	$\sim$	0402 Preserving and promoting the Atlantic's cultural heritage	$\sim$
Requested Values Is the project based on one of the Atlantic strategy specific objectives?		Specific strategy	
Yes	$\mathbf{\vee}$	0402 Preserving and promoting the Atlantic's cultural heritage	$\sim$

Modification Re	quests Description	
Preconditions	The user must have permissions for the View or Edit features to perform the respective functions	
Actions	On this screen, users can:	
Actions	On this screen, users can:	
	Edit information of Modification Requests Description	
	View Information of Modification Requests Description	
Rules	All text fields are required to be filled in English.	
List of Fields	Read Only:	
	Approved Brief Summary	
	Approved Overall Objectives	
	Approved Common Challenge	
	Approved What is New?	
	<ul> <li>Approved Transnational Approach</li> </ul>	
	<ul> <li>Approved Cooperation Intensity</li> </ul>	
	<ul> <li>Approved Partnership consistency</li> </ul>	
	<ul> <li>Approved Main outputs and results</li> </ul>	
	<ul> <li>Approved Long-term effects</li> </ul>	
	<ul> <li>Approved Horizontal Principles</li> </ul>	
	Approved Atlantic Strategy	
	Editable:	
	<ul> <li>Requested Brief Summary</li> </ul>	
	<ul> <li>Requested Overall Objectives</li> </ul>	
<ul> <li>Requested Common Challenge</li> </ul>		
	<ul> <li>Requested What is New?</li> </ul>	
	<ul> <li>Requested Transnational Approach</li> </ul>	
	<ul> <li>Requested Cooperation Intensity</li> </ul>	
	<ul> <li>Requested Partnership consistency</li> </ul>	
	<ul> <li>Requested Main outputs and results</li> </ul>	
	<ul> <li>Requested Long-term effects</li> </ul>	
	<ul> <li>Requested Horizontal Principles</li> </ul>	
	<ul> <li>Requested Atlantic Strategy</li> </ul>	
	Brief Summary:	
	Read Only:	
	Approved Brief Summary	
	Editable:	
	Requested Brief Summary	
	Overall Objectives:	

Modification Re	quests Description
	Read Only:
	<ul> <li>Approved Overall Objectives</li> </ul>
	Editable:
	<ul> <li>Requested Brief Summary</li> </ul>
	Common Challenge:
	Read Only:
	<ul> <li>Approved Common Challenge</li> </ul>
	Editable:
	<ul> <li>Requested Common Challenge</li> </ul>
	What is New?:
	Read Only:
	<ul> <li>Approved What is New?</li> </ul>
	Editable:
	<ul> <li>Requested What is New?</li> </ul>
	Transnational Approach:
	Read Only:
	<ul> <li>Approved Transnational Approach</li> </ul>
	Editable:
	<ul> <li>Requested Transnational Approach</li> </ul>
	Cooperation Intensity:
	Read Only:
	<ul> <li>Approved Joint development</li> </ul>
	<ul> <li>Approved Joint staffing</li> </ul>
	<ul> <li>Approved Joint financing</li> </ul>
	<ul> <li>Approved Joint capitalization</li> </ul>
	<ul> <li>Approved Joint enabling of long term effects</li> </ul>
	<ul> <li>Approved Joint implementation</li> </ul>
	Approved Others
	Editable:
	Requested Joint development
	Requested Joint staffing
	<ul> <li>Requested Joint financing</li> </ul>
	Requested Joint capitalization
	<ul> <li>Requested Joint enabling of long term effects</li> </ul>
	Requested Joint implementation
	Requested Others
	Partnership Consistency:
	Read Only:
	Approved Partnership consistency
	Editable:
	Requested Partnership consistency
	Main Outputs and Results:
	Read Only:
	<ul> <li>Approved Main Outputs and Results targets</li> </ul>

Modification Re	quests Description
	<ul> <li>Approved Main Outputs and Results description</li> </ul>
	<ul> <li>Approved Involvement of target groups</li> </ul>
	Editable:
	<ul> <li>Requested Main Outputs and Results targets</li> </ul>
	<ul> <li>Requested Main Outputs and Results description</li> </ul>
	<ul> <li>Requested Involvement of target groups</li> </ul>
	Long-term Effects:
	Read Only:
	<ul> <li>Approved Long-term Effects</li> </ul>
	<ul> <li>Approved Are the effects expected for the next 5 or 10 years</li> </ul>
	Editable:
	<ul> <li>Requested Long-term Effects</li> </ul>
	<ul> <li>Requested Are the effects expected for the next 5 or 10 years</li> </ul>
	Horizontal Principles:
	Read Only:
	<ul> <li>Approved Sustainable development effects</li> </ul>
	<ul> <li>Approved Sustainable development description</li> </ul>
	<ul> <li>Approved Equal opportunities effects</li> </ul>
	<ul> <li>Approved Equal opportunities description</li> </ul>
	<ul> <li>Approved Gender equality effects</li> </ul>
	<ul> <li>Approved Gender equality description</li> </ul>
	Editable:
	<ul> <li>Requested Sustainable development effects</li> </ul>
	<ul> <li>Requested Sustainable development description</li> </ul>
	<ul> <li>Requested Equal opportunities effects</li> </ul>
	<ul> <li>Requested Equal opportunities description</li> </ul>
	<ul> <li>Requested Gender equality effects</li> </ul>
	<ul> <li>Requested Gender equality description</li> </ul>
	Atlantic Strategy:
	Read Only:
	• Approved Is the project based on one of the Atlantic Strategies
	specific objectives?
	Approved Specific strategy
	Editable:
	• Requested Is the project based on one of the Atlantic Strategies
	specific objectives?
	Requested Specific strategy

#### 2.5 Modification Request Work Plan

In this screen we will be able to see all the work packages of the modification request and the list of indicators associated with them. Here we can view, edit or delete the work packages, when possible.

It is also through this screen that it is possible to create a new workpackage by clicking on the button: "Add Work Package".

0 9	Work Plan								Add WorkPackage
8 8 6	Status	. ,	Work Packages Type		Activity Name		Start Date 👔	End Date	VFilter columns B B
ß	Record has no changes	0	WP0 Preparation		Preparation		04/01/2015	19/12/2016	٥
	Record has no changes	1	WP1 Coordination		Coordination		01/07/2017	30/06/2021	• 2
	Record has no changes	2	WP2 Communication		Communication		01/07/2017	31/03/2021	∞∡
	Record has no changes	3	WP3 Capitalization		Capitalization		01/07/2017	31/03/2021	• 🖌
	Record changed	4	WP4				01/07/2017	31/03/2021	۰ 🔏 🍵
	Record has no changes	5	WP5				01/01/2018	31/03/2021	o 🛃 🍵
	Record has no changes	6	WP6.				01/07/2017	31/03/2021	ے 👁
	New record	7	WP7				29/09/2021	10/05/2023	ے 👁
	Show 10 e records			Showing 1 to 8 of 8 records					< Previous 1 Next >

Status		Description	Target Executed	Target Modified	Target Approved	Unit
<ul> <li>Record has no changes</li> </ul>	C001	Number of enterprises receiving support	1188	360	360	Number
Record has no changes	C009	Increase in expected number of visits to supported sites of cultural and natural heritage and attractions	2000000	200000	200000	visits per year
<ul> <li>Record has no changes</li> </ul>	CO28	Number of enterprises supported to introduce new to the market products	840	270	270	Number
Record has no changes	CO41	Number of enterprises participating in cross-border, transnational or interregional research projects	9	3	3	Number
<ul> <li>Record has no changes</li> </ul>	CO42	Number of research institutions participating in cross-border, transnational or interregional research projects	9	3	3	Number
Record has no changes	OA1	Internal project meetings and events	275	94	94	Number
<ul> <li>Record has no changes</li> </ul>	OA2	Project reports	60	21	21	Number
<ul> <li>Record has no changes</li> </ul>	OA3	Project newsletters and other information documents	236	81	81	Number
<ul> <li>Record has no changes</li> </ul>	PI01	Number of case studies and pilot actions implemented	81	27	27	Number
<ul> <li>Record has no changes</li> </ul>	P102	Number of technical and scientific publications produced	46	16	16	Number
now 10 e records		Showing 1 to 10 of 19 records				< Previous (1) (2) N

When we delete a work package that already existed in the project, the system marks the work package and all its actions and indicators as "Record removed" and then it is possible to undo this action by clicking on the following button:

Wo	rk Plan							Add WorkPackag
			Work Packages Type		Activity Name	11 Start Date 11	End Date	V Filter columns B B Actions
	Record has no changes	0	WP0 Preparation		Preparation	01/01/2014	19/12/2016	٥
	Record has no changes	1	WP1 Coordination		Coordination	01/10/2017	01/04/2021	• 2
	Record has no changes	2	WP2 Communication		Communication	01/10/2017	01/04/2021	• 2
	Record has no changes	3	WP3 Capitalization		Capitalization	01/10/2017	01/04/2021	• 🖌
	Record has no changes	4	WP4 C			01/10/2017	01/04/2021	• 🔺 🍵
	Record has no changes	5	WPS In			31/10/2017	01/04/2021	• 🛃 🧃
	Record removed	6	WP6 Ci			31/10/2017	01/04/2021	∞ ⊿፬
	(Record charged)	7	WP7 Ci			01/05/2017	30/04/2021	• 🔺 🔋
	New record	8	WP8 C			27/05/2021	27/05/2021	• 🖌 📋
Sh	10 e records			Showing 1 to 9 of 9 records				< Previous 1 Next >

However, when we delete a work package that did not previously exist, the system completely erases the work package and all its actions and indicators.

<b>Modification Requests</b>	Work Plan
Preconditions	The user must have permissions for the View, Edit, Add or Delete
	features to perform the respective functions.
Actions	On this screen, users can:
	<ul> <li>Edit information of Work Packages</li> </ul>
	<ul> <li>View information of Work Packages</li> </ul>
	<ul> <li>Add new Work Packages</li> </ul>
	<ul> <li>Delete Work Packages</li> </ul>
	<ul> <li>Undo the Delete of Work Packages when applicable</li> </ul>
	<ul> <li>Export tables to Pdf or Excel</li> </ul>
Rules	<ul> <li>Work Package 0 can't be edited.</li> </ul>
	<ul> <li>The first four Work Packages can't be deleted.</li> </ul>
	Work Packages with Actions containing Indicators with
	executed Target can't be removed.
	<ul> <li>Work Packages that are declared in progress reports can't be</li> </ul>
	removed.
List of Fields	Read Only:
	Record Status
	<ul> <li>Work Package Number</li> </ul>
	<ul> <li>Work Package Type</li> </ul>
	<ul> <li>Work Package Activity Name</li> </ul>
	<ul> <li>Work Package Start Date</li> </ul>
	<ul> <li>Work Package End Date</li> </ul>

# 2.6 Modification Request Work Package Details

On this screen it is possible to view the approved values and edit the requested values for the selected work package.

P4				Back 🚽 Sa
Approved Values temp loge temp log temp loge temp loge temp loge temp loge t	e Duration (in months) 40	Requested Values ▲ Arroy Brays 402,933.07 € Is State All Milerant? ○ Yes @ No Activity Start Date	Activity Name Activity and date	Duration (in months)
		01/07/2017	31/03/2021	Expand All Colla
Partners List				
Partner Insulate				
Partner Responsible *		×		
Partners Involved				
	2 6 6 7			
			0	
•	<b>n</b> 2	<b>•</b> 1		
Implementation summary				
Approved Values		Requested Values		

It is also possible to add a new action via the "Add Action" button and view the list of all actions related to the work package.

In the actions list it is possible to view, edit and remove the selected action.

When we delete an action that already existed in the project, the system marks the action and all its indicators as "Record removed" and then it is possible to undo this action by clicking on the undo button.

However, when we delete an action that did not previously exist, the system completely erases the action and all its indicators.

Vinterreg Pro	ojects Progress Reports Certifications System Reports Entities Administrat	ion Project Proposals			•	Administrator (EN)	is 📧 🕐 🎄 Sign Out
WP4							Back 🗸 Save Changes
0 9 0 8 8 0		0 0 0	n S		2 2 2)		
n 19	olementation summary						
Approv EN Exten nation mana, etc.). 1	ed Values ding the cooperation beyond the partners themselves, when taskeholders to stimulate new touristic offers and servic all lev. If support taskeholders with the contri generit and tourism autoritiesca, and service VRN will support lay taskeholders in the development of project	romote the new transnati es at local level in coherence with the ibute to the touristic devel sector (tour operators, tourism offices to that contribute directly to the touris	onal touristic product and mobilize remanstional product. From local to rem public sector (read transport operators, bike rentals, sic developm	Requested Values           N         Image: Comparison beyond the partners themselved the relevant stakeholders to stimulate new sourtists offers an narional level, upport stakeholders with the meangement and sourism subcrities of offices	I promote the new tran d services at local level in coherence with contribute to the touristic developmen private sector (our operators, tourism o f projects that contribute directly to the	snational touristic proc the transnational proc nt of t ffices, transport operational touristic develop	duct and mobilize
Action I	List Action N	umber 11	Action Title		Start Date	End Date	♥ Add Action ♥Filter columns  ■ ■ Actions
Record	has no changes 1				09-2017	12-2020	• 🔺 🍵
Record	I has no changes 2		Development of innovative touristic offers		01-2018	12-2020	• 🛃 📋
Record	I has no changes 3		Involvement of inhabitants and civil society		01-2018	06-2020	• 🔺 📋
Show 10	e records	Showing 1 to 3 of 3 records					<previous 1="" next=""></previous>
	Joint Secretariat T. 00	351 226 086 300 js@atlanticarea.	eu Privacy Policy - Legal Notice				🗘 🎾 🔊 © 2020 - Enabled by Axians

Modification Re	quests Work Plan - Work Package
Preconditions	The user must have permissions to View, Edit, Add or Remove features to perform the respective functions.
Actions	<ul> <li>On this screen, users can:</li> <li>Edit information of Work Packages</li> <li>View information of Work Packages</li> <li>Add Actions</li> <li>Remove Actions</li> <li>Undo removed actions when applicable</li> </ul>
Rules	<ul> <li>Work Package 0 can't be edited</li> <li>The Activity Name of the first four Work Packages can't be edited</li> <li>All text fields are required to be filled in English.</li> <li>Work Package End Date can't be lower than the Start Date</li> <li>Work Package End can't be higher than the End Date of the project.</li> <li>Actions containing Indicators with executed Target can't be removed.</li> </ul>

Modification Re	quests Work Plan - Work Package
List of Fields	Read Only:         WP Approved Activity Budget         WP Approved Activity Name         WP Approved Is State Aid Relevant?         WP Approved Start Date         WP Approved Start Date         WP Approved Duration         WP Requested Activity Budget         WP Requested Start Date         WP Requested Duration         Approved Partner Responsible         Approved Partners Involved         Approved Implementation Summary         Table showing list of actions         Editable:         WP Requested Activity End Date         Requested Partners Involved         Requested Activity Name         WP Requested Activity Name         WP Requested Activity End Date         Requested Partner Responsible         Requested Partner Responsible         Requested Partner Responsible         Requested Partner Responsible         Requested Partners Involved         Requested Partners Involved         Requested Partners Involved         Requested Implementation Summary

# **2.7 Modification Request Actions Details**

On this screen it is possible to view the approved values and edit the requested values for the selected action.

() 9	Creation of a				Back	✓ Save Action
ያ ይ ርን	Approved Values N* Tote 1  Second Sec	Requested V N° 1 Start Date 09-2017	Mues Tae + C	End Date *  End Date *  2.2020	Expand All	College All
	✓ Action Description				Expand Au	Conspise An
	V Deliverables					
	V Indicator					
	Expected Results					

It is also possible to add a new indicator via the "Add Indicator" button and view the list of all indicators related to the action.

Creation of a r										Back 🗸 Sav
Approved Values N° Title 1 Creation of a				Requested N°	Values Title *					
Start Date		End Date		Start Date				End Date *		
094-2017		12-2020		09-2017				12-2020		
										Expand All Collapse
<ul> <li>Action Description</li> </ul>										
V Deliverables										
<ul> <li>Indicator</li> </ul>										
· INNAM										+ Add Indicator
	Code	Description				Target	Target Approved	Value Difference	Unit	+Add Indicator
Record has no changes	Code PI03	Description Number of policy, strategy and operational instruments p	produced			Target 3.00	Target Approved	Value Difference	Unit Number	+Add Indicator
Record has no changes     Record has no changes	Code PI03 PI04	Description Number of policy, strategy and operational instruments p Number of actions for the dissemination and capitalisatio	produced on of results			Target 3.00 1.00	Target Approved 3.00 1.00	Value Difference	Unit Number Number	+Add Indicator
Record has no changes     Record has no changes     Record has no changes     Record has no changes	Code PIOS PIO4 PIO5	Decorption Number of policy, strategy and operational instruments pr Number of actions for the dissemination and capitalisation Number of paticipants in actions for the dissemination a	produced on of results and capitalisation of results			Target 3.00 1.00 100.00	Target Approved 3.00 1.00 100.00	Value Difference	Unit Number Number Number	+Add Indicator

In the indicators list it is possible to view, edit and remove the selected indicator.

When we delete an indicator that already existed in the project, the system marks the indicator as "Record removed" and then it is possible to undo this action by clicking on the undo button.

However, when we delete an indicator that did not previously exist, the system completely erases it.

Modification Requests	Work Plan - Work Package Actions				
Preconditions	The user must have permissions for the View, Edit or Add feature				
	perform the respective functions.				
Actions	On this screen, users can:				
	<ul> <li>Edit information of the Action</li> </ul>				
	<ul> <li>View information of the Action</li> </ul>				
	Add new Indicator				
	Edit Indicators				
	Remove Indicators				
	<ul> <li>Undo removed Indicators where applicable</li> </ul>				
Rules	<ul> <li>Actions belonging to Work Package 0 can't be edited.</li> </ul>				
	<ul> <li>All text fields are required to be filled in English.</li> </ul>				
	<ul> <li>Action End Date can't be lower than the Start Date.</li> </ul>				
	<ul> <li>Indicators with executed Target can't be removed.</li> </ul>				

Modification Requests	Work Plan - Work Package Actions
List of Fields	Read Only:
	<ul> <li>Approved Action Number</li> </ul>
	Approved Action Title
	<ul> <li>Approved Action Start Date</li> </ul>
	<ul> <li>Approved Action End Date</li> </ul>
	<ul> <li>Requested Action Number</li> </ul>
	<ul> <li>Requested Action Start Date</li> </ul>
	<ul> <li>Approved Action Description</li> </ul>
	<ul> <li>Approved Action Output Title</li> </ul>
	<ul> <li>Approved Action Output Description</li> </ul>
	<ul> <li>Indicator Executed Target</li> </ul>
	<ul> <li>Approved Indicator Target</li> </ul>
	<ul> <li>Approved Indicator Unit</li> </ul>
	<ul> <li>Approved Indicator Code</li> </ul>
	<ul> <li>Approved Indicator Description</li> </ul>
	<ul> <li>Requested Indicator Unit</li> </ul>
	<ul> <li>Requested Indicator Code</li> </ul>
	<ul> <li>Requested Indicator Description</li> </ul>
	<ul> <li>Approved Action Expected Results</li> </ul>
	<ul> <li>Approved Action Expected Results Description</li> </ul>
	Editable:
	Requested Action Title
	Requested Action End Date
	<ul> <li>Requested Action Description</li> </ul>
	<ul> <li>Requested Action Output Title</li> </ul>
	<ul> <li>Requested Action Output Description</li> </ul>
	<ul> <li>Requested Indicator Target</li> </ul>
	<ul> <li>Requested Action Expected Results</li> </ul>
	<ul> <li>Requested Action Expected Results Description</li> </ul>

# 2.8 Modification Request Partnership

In this screen we will be able to see all the partners of the modification request, and it's here where we can view, edit, add and remove them, when possible.

Modification Request	>>	Partnership						
Partnersh	ip							Add P4
								♥Filter columns 🖪
Status		Partner Number	Entity Name	Partner Position	Country	Region	Legal Status	Actions
<ul> <li>Record chan</li> </ul>	ged	1		Lead partner	France	Aquitaine	Public body	• 🖌 🃋
Record chan	ged	2		Partner	France	Aquitaine	Not-for-profit private organization	• 🛃 🃋
<ul> <li>Record chan</li> </ul>	ged	3		Partner	France	Rhône Alpes	Not-for-profit private organization	• 🛃 🥤
Record chan	ged	4		Partner	France	Bretagne	Profit-making private organization	۵ 🖌 👁
<ul> <li>Record chan</li> </ul>	ged	5		Partner	Belgium	Brussels	Not-for-profit private organization	• 🖌 📋
Record chan	ged	6		Partner	Portugal	Algarve	Public body	۵ 🖌 👁
Record chan	ged	7		Partner	Portugal	Algarve	Public body	۵ 🗶 👁
<ul> <li>Record chan</li> </ul>	ged	8		Partner	Ireland	Border, Midland and Western	Public body	• 🛃 📋
Record chan	ged	9		Partner	Ireland	Border, Midland and Western	Public body	• 🖌 📋
Record chan	ged	10	skaleto vegveseti (urtesurkie ur Puurk Ruauo)	Partner	Norway	Norwøy	Public body	۰ 🖌 👁
Show 10 ¢ r	ecords		Showing 1 to 10 of 23 records				< Previo	xus (1 2 3 Next

Modification Re	quests Partnership						
Preconditions	The user must have permissions for the View or Edit features to perform						
	the respective functions.						
Actions	On this screen, users can:						
	<ul> <li>View information of the Partners</li> </ul>						
	Edit Partners						
	Add Partners						
	<ul> <li>Export tables to Pdf or Excel</li> </ul>						
Rules	It isn't possible to remove partners when they already have executed values						
List of Fields	Read Only:						
	Record's Status						
	Partner's Number						
	Entity's Name						
	Partner's Position						
	Partner's Country						
	Partner's Region						
	Partner's Legal Status						

## **2.9 Modification Request Partner Details**

On this screen it is possible to view the approved values and edit the requested values for the selected partner.

4 8 0	CC CC	» > Partnership >				ne,	Bec	<ul> <li>✓ Save Partner</li> </ul>
<u>ይ</u> በ	Partner Number 1	Partner Position * Lead partner	Ri V	st Level Controller	✓ Replace	Partner		
							Ex	and All Collapse All
	<ul> <li>Partner Information</li> </ul>	1						
	✓ Contacts							
	✓ Bank Account							
	<ul> <li>Financing Plan</li> </ul>							
	✓ Budget Plan							
	<ul> <li>Complementary inf</li> </ul>	ormation						

It is also possible to replace partners by clicking on the button: "Replace Partner". When the partner is replaced, a new button "Revoke Replacement" will appear and the user can undo the changes if needed.

The (			partner was replaced for the
Partner Number 1	Partner Position *	First Level Controller	V Replace Parsee Revola Replacement
			Expand All Collapse A
<ul> <li>Partner Information</li> </ul>			(mittand)
<ul> <li>Contacts</li> </ul>			Category of Catego
✓ Bank Account			
<ul> <li>Financing Plan</li> </ul>			
✓ Budget Plan			
Complementary inform	mation		

<ul> <li>Partner Information</li> </ul>				
Department	Location	Profile	Documentation	]
Approved Values Abbreviation				
intity Name				Entity Name EN
Department Name				Organization type
				Regional public organisations
intity Legal Status				Tax Number
Public body			×	× 1
Vebsite				Organization Size 2500
at Recovery				
Requested Values at Recovery ) Yes <b>O</b> No				
Do you confirme this information? Yes O No				

#### • Partner Information – Department

The information related to the department cannot be changed directly on this screen, so the user must complete the "Do you confirm this information" field with the information that must be corrected by the joint secretariat.

<ul> <li>Partner Information</li> </ul>				
Department	Location	Profile	Documentation	
Approved Values Abbreviation				
Entity Name				Entity Name EN
Department Name				Organization type
				Regional public organisations
Entity Legal Status				Tax Number
Public body			~	
Website				Organization Size
1				
Vat Recovery				
Requested Values				
Vat Recovery Yes O No				
Do you confirme this information?				
EN 🐨				
Describe achievements				

• Partner Information – Location (This section only presents approved values)

Partner Information						
Department	Location	Profile	Documentation			
Approved Country				Region		
France			$\checkmark$	Aquitaine		
City PAU				Address		

• Partner Information – Profile

<ul> <li>Partner Information</li> </ul>				
Department	Location	Profile	Documentation	
Partner Skills				
Approved Values				Requested Values
EN ES FR	рт			EN ES R PT 🟵
The i active modes), tourism, sports, digital i	nmunity which intervenes in the economy, equipment for secondary sci	e following domains :territorial d nools and social inclusion (fragile	evelopment, travels (routes, transports, population).	The menunity which intervenes in the following domains serviceal development, travels (routes, transports, active modes), tourism, sports, digital economy, equipment for secondary schools and social inclusion (fragile population).
Transnational Experience			•	
Approved Values EN ES FR	PT			Requested Values
With its 2 departments Europe and Co cooperations with its transborder peer	operat s and managed as Lead Partner sever	ng for cooperation proje al projects. It is the c	icts for stakeholders in the area. It develops	With its 2 departments Europe and Coo
Role in the project			•	
Approved Values           EN         ES         FR           At the root of the project idea,         WP1 and 5 activities. It manages the comparison of the project idea,	et. The ordination and the monitoring of the	us it is the most involved partner partnership and pays attention to	in the project holding the leadership of the respect of the commitments.	Requested Values           BY         BS         PT         O           Active root of the project locating the leadership of WP1 and S activities. It manages the coordination and the monitoring of the partnership and pays attention to the respect of the commitments.
Describe the activities that your organisa	tion is going to implement in the proje	ict		le la
Approved Values				Requested Values
EN ES R	PT			EN ES R PT 🟵
Lead Partner. Coordinates the project,	WP1 and 5 activities. WP1: organises a	nd participates to all seminars, st	eering and technical committees.	Lead Partner. Coordinates the project, WP1 and 5 activities. WP1: organises and participates to all seminars, steering and technical committees.

## • Partner Information – Documents

Partner Information

Department	Location	Profile	Documentation		
Vat statement	Bank s	Bank statement			
2_VAT statement from EAPAP2_37_2016.pdf	不	5_Bani	k statement from EAPAP2_37_2016.pdf 🛓		
Co-financing declaration		Date			
1_CD.pdf 🛃		17/12/	2020		
State Aid declaration		Date			
4_State Aid declaration from EAPAP2_37_2010	5.pdf 🛓	01/10/	01/10/2017		
Requested Values					
Vat statement		Bank s	tatement		
2_VAT statement from EAPAP2_37_2016.pdf	¥ 📋	5_Bani	k statement from EAPAP2_37_2016.pdf 🛓 🍵		
Co-financing declaration		Date			
1_CD.pdf 🛃 🏢		Ē	17/12/2020		
State Aid declaration		Date			
4_State Aid declaration from EAPAP2_37_2016	5.pdf 🛃 🏢	=	01/10/2017		

Modification Re	equests Partnership - Partner						
Preconditions	The user must have permissions for the View or Edit features to perform						
	the respective functions.						
Actions	On this screen, users can:						
	Edit information of the Partners						
	View information of the Partners						
Rules	<ul> <li>The project can only have one Lead Partner.</li> </ul>						
	Budget Line, Work Packages and Year financial values can't be lower						
	than the already executed values.						
	• ERDF, Total Eligible and Outside Programme values can't be lower than						
	the already executed values.						
	• Total Eligible Budget must equal the total values of the Budget Line,						
	Work Packages and Year values.						
	• The co-financing ERDF rate can't be higher than 75%.						
	• It isn't possible to change the Staff costs – calculation method of the						
	budget lines. If you want to change the calculation method, the Lead						
	partner needs to contact JS directly.						
	<ul> <li>All text fields are required to be filled in English.</li> </ul>						
	<ul> <li>Total Eligible Value and Total Costs are calculated automatically.</li> </ul>						
	• Depending on the rate method of the Budget Lines, the specific						
	calculations are made automatically.						
	• The total values of the Budget Lines, Work Packages and Year are						
	calculated automatically.						
	• If a new Partner is added or replaced, then the documents "Co-						
	Financing declaration", "Stated Aid declaration", "Bank statement",						
	"VAT statement" and "Probative document" must be uploaded.						

	• If the Partner is from outside eligible area the document "Outside							
	Programme Area" needs to be updated.							
List of Fields	Read Only:							
	Partner's Number							
	<ul> <li>Partner's Position</li> </ul>							
	First Level Controller							
	Partner Information:							
	Read Only:							
	Approved Abbreviation							
	Approved Entity Name							
	Approved Entity Name EN							
<ul><li> Approved Department Name</li><li> Approved Organization Type</li></ul>								
								<ul> <li>Approved Entity Legal Status</li> </ul>
	Approved Tax Number							
	Approved Website							
	<ul> <li>Approved Organization Size</li> </ul>							
	Approved Vat Recovery							
	Approved Country							
	Approved Region							
	Approved City							
	Approved Address							
	Approved Partner Skills							
	Approved Transnational Experience							
	Approved Role in the Project							
	• Approved Describe the activities that your organization is going to							
	implement in the project							
	Approved Vat Statement							
	Approved Bank Statement							
	<ul> <li>Approved Co-Financing Declaration</li> </ul>							
	<ul> <li>Approved Co-Financing Declaration Date</li> </ul>							
	<ul> <li>Approved State Aid Declaration</li> </ul>							
	<ul> <li>Approved State Aid Declaration Date</li> </ul>							
	Editable							
	Requested Vat Recovery							
	<ul> <li>Requested Vat Recovery Explanation</li> </ul>							
	<ul> <li>Requested Do You confirm this information</li> </ul>							
	Modification Request							
	Requested Partner Skills							
	Requested Transnational Experience							
	Requested Role in the Project							
	<ul> <li>Requested Describe the activities that your organization is going to implement in the project</li> </ul>							
	Implement in the project     Programment Vet Statement							
	Kequested vat Statement							

<ul> <li>Requested Bank Statement</li> </ul>
<ul> <li>Requested Co-Financing Declaration</li> </ul>
<ul> <li>Requested Co-Financing Declaration Date</li> </ul>
<ul> <li>Requested State Aid Declaration</li> </ul>
<ul> <li>Requested State Aid Declaration Date</li> </ul>
Contacts:
Read Only:
<ul> <li>Approved Contact Name</li> </ul>
<ul> <li>Approved Contact Email</li> </ul>
<ul> <li>Approved Contact Phone</li> </ul>
<ul> <li>Approved Contact Address</li> </ul>
<ul> <li>Approved Contact Post Code</li> </ul>
<ul> <li>Approved Contact Country</li> </ul>
<ul> <li>Approved Contact City</li> </ul>
<ul> <li>Approved Legal Representative Name</li> </ul>
<ul> <li>Approved Legal Representative Email</li> </ul>
<ul> <li>Approved Legal Representative Phone</li> </ul>
<ul> <li>Approved Legal Representative Address</li> </ul>
<ul> <li>Approved Legal Representative Post Code</li> </ul>
<ul> <li>Approved Legal Representative Country</li> </ul>
<ul> <li>Approved Legal Representative City</li> </ul>
<ul> <li>Approved Probative document number</li> </ul>
<ul> <li>Approved Date of entering</li> </ul>
Editable:
<ul> <li>Requested Contact Name</li> </ul>
<ul> <li>Requested Contact Email</li> </ul>
<ul> <li>Requested Contact Phone</li> </ul>
<ul> <li>Requested Contact Address</li> </ul>
<ul> <li>Requested Contact Post Code</li> </ul>
<ul> <li>Requested Contact Country</li> </ul>
<ul> <li>Requested Contact City</li> </ul>
<ul> <li>Requested Legal Representative Name</li> </ul>
<ul> <li>Requested Legal Representative Email</li> </ul>
<ul> <li>Requested Legal Representative Phone</li> </ul>
<ul> <li>Requested Legal Representative Address</li> </ul>
<ul> <li>Requested Legal Representative Post Code</li> </ul>
<ul> <li>Requested Legal Representative Country</li> </ul>
<ul> <li>Requested Legal Representative City</li> </ul>
<ul> <li>Requested Probative document number</li> </ul>
<ul> <li>Requested Date of entering</li> </ul>
Bank Account
Read Only:
Approved IBAN
Approved SWIFT

Approved Bank
Editable:
Requested IBAN
<ul> <li>Requested SWIFT</li> </ul>
Requested Bank
Financing Plan
Read Only:
<ul> <li>Approved Total Eligible Budget</li> </ul>
<ul> <li>Approved Total Costs</li> </ul>
<ul> <li>Approved ERDF Budget</li> </ul>
<ul> <li>Approved Partner Contribution Budget</li> </ul>
<ul> <li>Approved Public Contribution Budget</li> </ul>
<ul> <li>Approved Private Contribution Budget</li> </ul>
<ul> <li>Approved Outside Programme Area Budget</li> </ul>
<ul> <li>Approved European Investment Budget</li> </ul>
<ul> <li>Approved Revenueus Generated Budget</li> </ul>
<ul> <li>Approved Others Budget</li> </ul>
<ul> <li>Requested Total Eligible Budget</li> </ul>
Requested Total Costs
Editable:
<ul> <li>Requested ERDF Budget</li> </ul>
<ul> <li>Requested Partner Contribution Budget</li> </ul>
<ul> <li>Requested Public Contribution Budget</li> </ul>
<ul> <li>Requested Private Contribution Budget</li> </ul>
<ul> <li>Requested Outside Programme Area Budget</li> </ul>
<ul> <li>Requested European Investment Budget</li> </ul>
<ul> <li>Requested Revenueus Generated Budget</li> </ul>
<ul> <li>Requested Others Budget</li> </ul>
Budget Line.
Read Only:
<ul> <li>Approved Rated Method</li> </ul>
<ul> <li>Approved Total Eligible Budget Line Budget</li> </ul>
<ul> <li>Requested Total Eligible Budget Line Budget</li> </ul>
<ul> <li>Approved Budget Lines Budgets</li> </ul>
<ul> <li>Approved Total Eligible Work Package Budget</li> </ul>
<ul> <li>Requested Total Eligible Work Package Budget</li> </ul>
<ul> <li>Approved Work Packages Budgets</li> </ul>
<ul> <li>Approved Total Eligible Year Budget</li> </ul>
<ul> <li>Requested Total Eligible Year Budget</li> </ul>
<ul> <li>Approved Years Budgets</li> </ul>
Editable:
<ul> <li>Requested Budget Lines Budgets</li> </ul>
<ul> <li>Requested Work Packages Budgets</li> </ul>
<ul> <li>Requested Years Budgets</li> </ul>

Complementary Information
Read Only:
<ul> <li>Approved Total Budget</li> </ul>
<ul> <li>Approved % of Total</li> </ul>
<ul> <li>Approved Total Budget Explanation</li> </ul>
<ul> <li>Approved Investment Title</li> </ul>
<ul> <li>Approved Investment Budget</li> </ul>
<ul> <li>Approved Technical Description and Justification</li> </ul>
<ul> <li>Approved Investment Requirements</li> </ul>
<ul> <li>Approved Ownership and Durability</li> </ul>
Editable:
<ul> <li>Requested Total Budget</li> </ul>
<ul> <li>Requested % of Total</li> </ul>
<ul> <li>Requested Total Budget Explanation</li> </ul>
<ul> <li>Requested Investment Title</li> </ul>
<ul> <li>Requested Investment Budget</li> </ul>
<ul> <li>Requested Technical Description and Justification</li> </ul>
<ul> <li>Requested Investment Requirements</li> </ul>
<ul> <li>Requested Ownership and Durability</li> </ul>

# 2.10 Modification Request Documents

On the documents screen, the user can see all documents related to the project that have existed since the beginning of the project as well as all the partnership documents. The user can also add new documents to the list, but can only edit and remove documents that were uploaded by him and that are part of the modification request.

0 9	Documents									+ Add File
P	Project Documents									
<u>B</u>			Document Type		Upload Date					
ъ	Q Search by document name		Search Select an option	$\sim$	8					
ß									V	Filter columns 🖪 🖪
	Name			Document Type	UserNam	e 11 De	scription	11 Upload Date		Actions
	1_Ad			Others		Su	bsidy Contract	12/05/2020		<u>*</u>
	2_M			Others		Pri	oject Strat Declaration	12/05/2020		*
	2_PA			Others		Pa	rtnership Agreement	12/05/2020		*
	3_Pn			Others		Pri	oject Start Declaration	12/05/2020		*
	36 a.	9.pdf		Others		Pri	oject Approved Form	31/05/2021		*
	36 b	19.pdf		Others		Pri	oject Approved Form	07/07/2020		4
	36_P			Others		Pri	oject Approved Form	31/05/2021		<u>ل</u>
	36.			Others		Pri	oject Approved Form	22/02/2021		*
	36d_			Others		Pri	oject Approved Form	22/06/2021		4
	AOB			Others		Ma	dification 6 checklist	30/07/2021		Ŧ
	Show 10 p records	Showing 1 to 10 of	15 records						< Previous	1 2 Next>

Q Search by document n	ame	Document Type Search Select an option		Upload Date				
Status	Name	Document Type	Partner			Upload Date	UserName	VRiter columns
Record has no changes	5_Bank statement from EAPAP2_37_2016.pdf	Bank statement	1 Cor euro		cion	12/05/2020		*
Record has no changes	1_Probative document of the legal representative from EAPAP2_37_2016.pdf	Probative document number	1 Col euro		cion	12/05/2020		쓰
Record has no changes	2_VAT statement from EAPAP2_37_2016.pdf	Vat Statement	1 Coi euro		tion	12/05/2020		Ŧ
Record has no changes	1_CD.pdf	Co-financing declaration	1 Coi euro		cion	03/03/2021		Ŧ
Record has no changes	4_State Aid declaration from EAPAP2_37_2016.pdf	State Aid declaration	1 Col euro		cion	12/05/2020		<u>ل</u>
Record has no changes	1_Probative document of the legal representative from EAPAP2_37_2016.pdf	Probative document number	10 St			12/05/2020		*
Record has no changes	5_Bank statement from EAPAP2_37_2016	Bank statement	10 St			12/05/2020		<u>ل</u> ه
Record has no changes	2_VAT statement from EAPAP2_37_2016.pdf	Vat Statement	10 St			12/05/2020		玉
Record has no changes	4_State Aid declaration from EAPAP2_37_2016.pdf	State Aid declaration	10 St			12/05/2020		<u>له</u>
Record has no changes	3_Co-financing declaration from EAPAP2_37_2016.pdf	Co-financing declaration	10 St			12/05/2020		4

Modification R	equests Description						
Preconditions	The user must have permissions for the View, Edit or Add						
	features to perform the respective functions.						
Actions	On this screen, users can:						
	Edit information of Modification Requests Documents						
	• View information of Modification Requests Documents						
	Add new documents						
	Delete documents						
	Download documents						
	• Filter documents by name, document type or upload						
	date						
Rules	• The documents submitted in previous PAF or submitted						
	by other users cannot be edited or deleted.						
	It's not possible to add partnership documents.						
List of Fields	Read Only:						
	Document Name						
	Document Username						
	Document Upload Date						
	Editable:						
	Document Type						
	Document Description						

#### 2.11 Modification Request Previous Versions

The user is presented with the chronology of the modification request workflow, in a timeline style.

# 2.12 Modification Request Check Errors / Submission

Throughout all screens of the module the user has a blue information bar where he can perform two actions:

• Check for the existence of filling errors, by clicking on the "Check Errors" button.

When clicking on the button, the application starts analyzing all screens and checking where there are filling errors. If there are any, they are shown to the user, in the form of notification.

Modification Request Cover	the field Modification Regard West Plan Summary needs to be filled in the English large air is cover.
	The find are then any public procurement prioritare already completed Trends to be filled in the triglish language in Trigled siterification
Reputited By	The approach WP 4 amount needs to be higher than the already second amount (46532.94 G) in Partnership Apartamientog, de Céller (burguen Alfairs, Calitan, Transis, Deskipment),
Select an option	Chief approved MP 0 amount needs to be higher than the already executed amount (1585.0) Q, in Partnership Grand     Xepubline (transmiss Development and Competitionnes)
Modification Request Identification Summary	The approved train 2017 amount events to be higher than the already executed amount 6561.22 (s). In Parsenthip 2/ Pacifications Trainprint Schlados CIC Developments.
V Modification Request Budget Summary	The approved true 2018 amount events to be higher than the already second amount (#1347.96 G). In Partnership      —      —
Modification Request Description Summary	- rymounical) cannot rymou
V Modification Request Work Plan Summary	
Modification Request Partnership Summary	

• Submit the modification request for analysis by the joint secretariat, by clicking on the "Submit Report" button.

When clicking the button, a pop-up window appears, to select the right action among those available and complete with the observation. The two fields are mandatory.

V EAPA\_10

Check Errors Submit Report →

Submit Modification Request					
Action *					
Submited for analysis	$\sim$				
Observation *					
	Cancel Submit				

It is only possible to submit the modification request for analysis when the application does not have errors.