

USER'S GUIDE TO COMPLETE THE PROGRESS REPORT

January 2019

Interreg Atlantic Area Programme 2014-2020
Managing Authority/ Joint Secretariat



SUMMARY

1. The Progress Report form: general principles	2
1.1 Progress Report frequency	2
1.2 A pre-completed form, an approach by partner	3
1.3 Partners not reporting expenditure	4
1.4 Availability of the Progress Report in the SIGI	5
2. The Progress Report form: general structure	6
2.1 How to give partners access to sub reports?	7
2.1.1 Add an user as project's partner	7
3. The Progress Report for the partner	10
3.1 The partner: general structure of the sections to be completed	10
3.1.1 Section 1 - Project Identification	11
3.1.2 Section 2 - Partnership	11
3.1.3 Section 3 - Description - includes 11 sub-sections.....	12
3.1.4 Section 4 - Workplan	14
3.1.5 Section 5 - Budget	16
3.1.6 Section 6 - Expenditures control	17
3.1.7 Section 7 - Financial appendices	22
3.1.8 Section 8 - Partners appendices	25
3.2 Partner Report form made available to the Lead Partner	26
4. The Progress Report for the Lead Partner	27
4.1 The Lead Partner: Notification	27
4.2 The Lead Partner: sections to be completed	28
4.2.1 Cover page.....	28
4.2.2 Section 3 - Description	29
4.2.3 Section 4 - Workplan	33
4.2.4 Section 5 - Budget	35
4.2.5 Section 9 - Indicators	36
5. The First Level Control process: how to deal with the SIGI?	37
5.1 General organisation of the first level control at the programme level	37
5.2 How the partner makes available the Progress Report to the First Level Controller?..	38
5.3 How the partner makes available the Progress report to National Authority for supervision process?	41
5.4 How the partner makes available the Progress Report to the Lead Partner for consolidation?	41

1. The Progress Report form: General principles

Projects must report on their progress through reports that allow monitoring the implementation compared to the Project Approved Form (PAF).

The aim of **progress reports** is also to allow partners to claim payments and reimbursement of eligible expenditures. In fact, the LP (Lead Partner) may only request payments of the ERDF contribution on behalf of the project by demonstrating the progress towards the achievement of the outputs and results, in compliance with the principle of sound financial management.

1.1 Progress Report frequency

The progress report is composed by an activity report and a financial report. It describes the progress of the project and serves as support for payment requests. Lead Partners have to submit two progress reports in each twelve months period to the Managing Authority (MA) through the JS (Joint Secretariat). The submission dates of progress reports are March/April and September/October of each year.

During the 2 months period, the integrated management information system - hereinafter called SIGI, will be open for the whole process: the progress report submission by each partner, the control of expenditures by the FLC and, if applicable, by the National Authority (NA) and the consolidated project report by the Lead Partner. The final report has to be sent to the MA *via* JS at the latest three months after the project end date.

Indicative calendar for 2018

1 st Project Report 2018	SIGI	
	Opening	Closure
	12 March	11 May
	This period includes following steps:	
	<ol style="list-style-type: none"> 1. Progress Report submission from each partner 2. FLC/NA control of expenditures 3. Progress Report consolidation from the Lead Partner and submission 	
	Atlantic Area assessment and payments	
	<ol style="list-style-type: none"> 1. JS/MA assessment: 35 working days 2. Certifying Authority payment to partners: Maximum 90 days* 	
	<ol style="list-style-type: none"> 1. JS/MA assessment: 35 working days 2. Certifying Authority payment to partners: Maximum 90 days* 	

2 nd Project Report 2018	SIGI	
	Opening	Closure
	After 1 st Project Report submission	October 2018
	This period includes following steps:	
	<ol style="list-style-type: none"> 1. Progress Report submission from each partner 2. FLC/NA control of expenditures 3. Progress Report consolidation from the Lead Partner 	
	Atlantic Area assessment and payments	
	<ol style="list-style-type: none"> 3. JS/MA assessment: 35 working days 4. Certifying Authority payment to partners: Maximum 90 days* 	

*Article 132 of EU Regulation 1303/2013.

Note: *The two activity progress report half reports are mandatory. Reporting financial information is mandatory for all the partners at least once a year*

In accordance with Article 122 of Regulation (EU) no 1303/2013, all exchanges of information between the Lead Partner and the Programme authorities shall be carried out by means of electronic data exchange systems (in the case of Atlantic Area through the SIGI).

The LP may only request payments of the ERDF contribution on behalf of the project by providing proof of progress of the project towards the achievement of the outputs and results as set in the PAF, in compliance with the principle of sound financial management (as determined by the principles of economy, efficiency and effectiveness) and by demonstrating the utility derived from any purchases (goods and services).

1.2 A pre-completed form, an approach by partner

All project partners have access to their own sub-reports, as well as financial controllers. The LP collects all sub-reports as one compiled project report, adding details and information on the overall project implementation.

Each project partner must report on progress made compared to the Project Approved Form (PAF). Modifications are allowed if duly justified and in compliance with Programme rules.

The report of activities is structured by work packages and costs are reported in expenditures control. The First Level Controller (FLC) confirms the eligibility of activities and costs also through the online system. Each partner uploads all relevant documents (original invoices, proofs of payments, deliverables, etc.) needed by the FLC to perform its checks. Only certified expenditures can be reported.

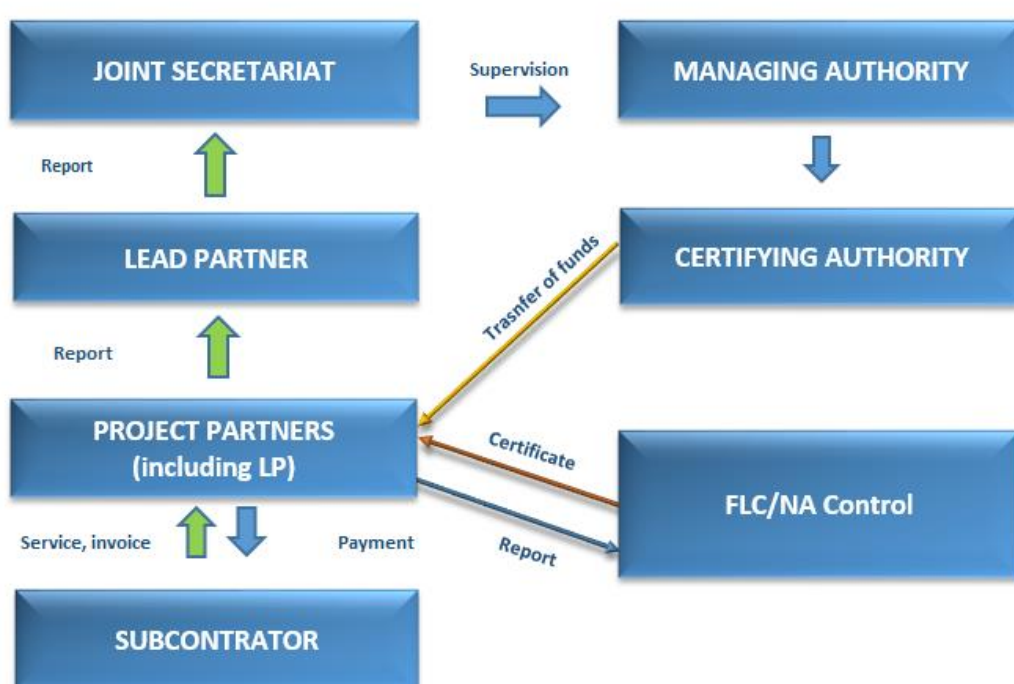
Once the project partner sub-report is concluded, the LP can integrate it in the Project report. In exceptional and duly justified cases, a project partner may not be able to include expenditure in its report; still the partner is requested to report on the activities delivered within the reporting period.

As stated in the Subsidy Contract, the Lead Partner is responsible to submit the Project report on the behalf of all partners to the JS through the online managing system (SIGI). The LP compiles all the information from partners, as well as global information on project progress.

Upon receipt, the JS will analyse and check the project report. JS can ask for clarifications or further information that the project can arise, with a given deadline.

Once the project report meets the programme requirements, the JS will inform the LP that the project report is accepted. The MA is responsible for instructing the Certifying Authority (CA) to proceed to the ERDF payment directly to each project partner.

Progress Report Flow Chart



1.3 Partners not reporting expenditure

In cases where project partners do not report any expenditure after 2 semesters, having been in an Atlantic Area project and in the absence of justified reasons for this non-reporting, they will receive a warning from the programme. The warning will be issued to the Lead Partner after the submission of the relevant progress report. In case that the project partner does not report expenditure in its third progress report and cannot provide evidence that this is due to circumstances outside its control, the budget of the project partner will be reduced in relation to its report delivering chronogram (PAF).

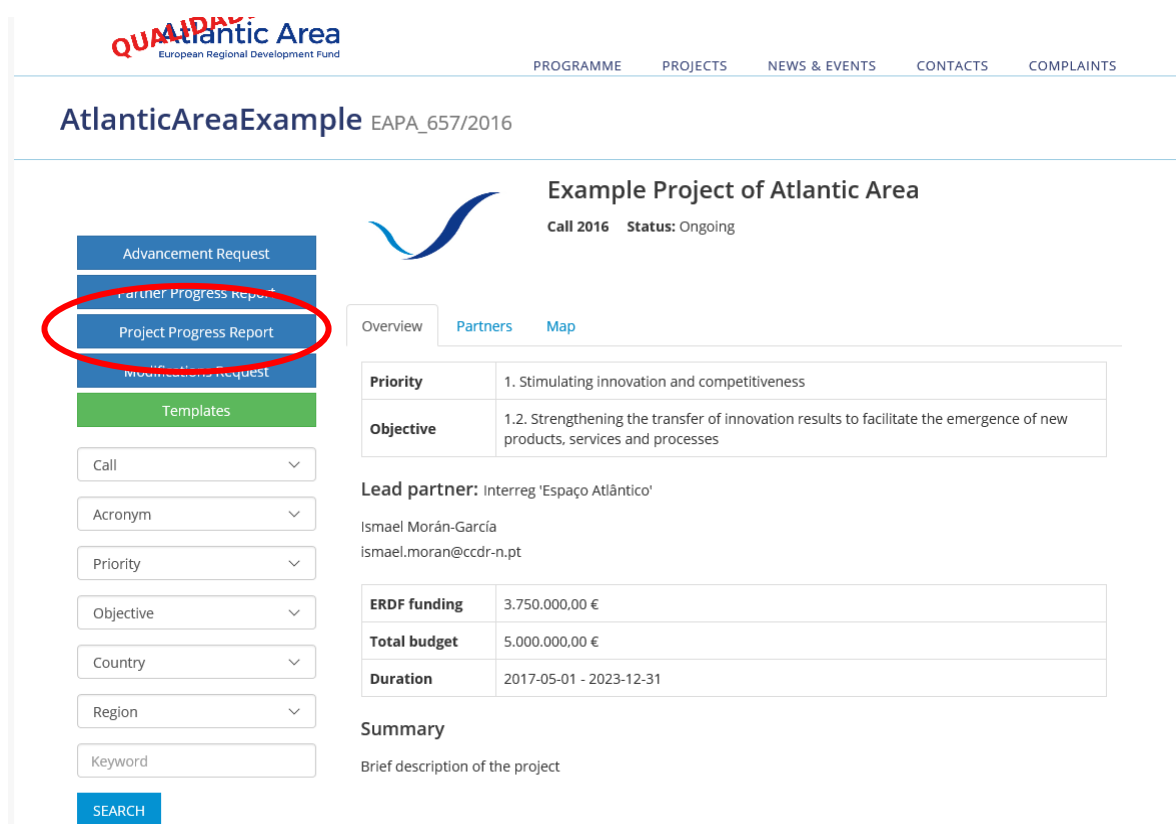
The associated partners do not have to prepare partner progress reports.

Note: It is not possible to have two progress reports open at the same time. A new progress report can only be created once the previous has been submitted to the JS.

1.4 Availability of the Progress Report in the SIGI

According to the defined schedule by MA, the JS makes the Progress report available on the SIGI. This report is pre-completed based with PAF data and previous Progress reports, and will be as soon as the previous PR is submitted.

At the project level, the “Progress report” is available for the Lead Partner and the partners on the web site of the programme (SIGI) in the project specific area “project approved”



The screenshot shows the 'Atlantic Area' website interface. The header includes the 'QUALITY Atlantic Area' logo and navigation links: PROGRAMME, PROJECTS, NEWS & EVENTS, CONTACTS, and COMPLAINTS. The main heading is 'AtlanticAreaExample EAPA_657/2016'. On the left, a sidebar contains a list of options: Advancement Request, Partner Progress Report, Project Progress Report (highlighted with a red circle), Advancement Request, and Templates. Below this are search filters for Call, Acronym, Priority, Objective, Country, Region, and Keyword, with a 'SEARCH' button. The main content area is titled 'Example Project of Atlantic Area' with 'Call 2016' and 'Status: Ongoing'. It features tabs for Overview, Partners, and Map. The 'Overview' tab is active, displaying a table with project details:

Priority	1. Stimulating innovation and competitiveness
Objective	1.2. Strengthening the transfer of innovation results to facilitate the emergence of new products, services and processes

Below the table, the 'Lead partner' is listed as 'Interreg 'Espaço Atlântico'' with contact information for Ismael Morán-García. Further down, another table provides funding and budget details:

ERDF funding	3.750.000,00 €
Total budget	5.000.000,00 €
Duration	2017-05-01 - 2023-12-31

The 'Summary' section is also visible, with a brief description of the project.

2. The Progress Report form: General structure

Presentation of the general structure of the Progress Report form related to the global project. The Progress Report form is divided into cover page + 9 sections:

1. Project identification;
2. Partnership;
3. Description;
4. Work Plan,
5. Budget;
6. Expenditures Control;
7. Financial appendices;
8. Project appendices;
9. Indicators.

Which, for the referred period, allows you to:

- ✓ Describe the activities carried out,
- ✓ Declare and justify the expenses and introduce a reimbursement claim.

QUALIDAVE Atlantic Area
European Regional Development Fund

PROGRAMME PROJECTS NEWS & EVENTS CONTACTS COMPLAINTS

Progress Report
Projects approved

Project ideas
Projects approved
Partners search
Call for proposals

Projects approved / AtlanticAreaExample / Progress Report Current state: Edition

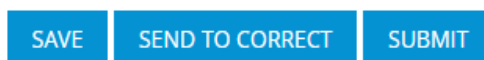
Before leaving the page, if you don't save the form, you may lose all changes made.

1. Project identification 2. Partnership 3. Description 4. Work Plan 5. Budget 6. Expenditures control 7. Financial appendices

Some rules on how to work with the form:

- ✓ To leave the form, you should **ALWAYS click on SAVE** otherwise information will be lost;
- ✓ In order to prevent any trouble with the handling of progress reports only one person should be log on;
- ✓ To ACCESS a section, click on the corresponding section;
- ✓ To send it please click on submit;

- ✓ If you need if to reopen the form already submitted, you should ask JS and justify the need. If you are LP or partner you should proceed in the same way by clicking in the button send to correct.



Errors detection: The system shows if errors have been detected and allows you to edit and correct them. *Please pay attention to the **check errors** / without correcting them you cannot submit the report.*

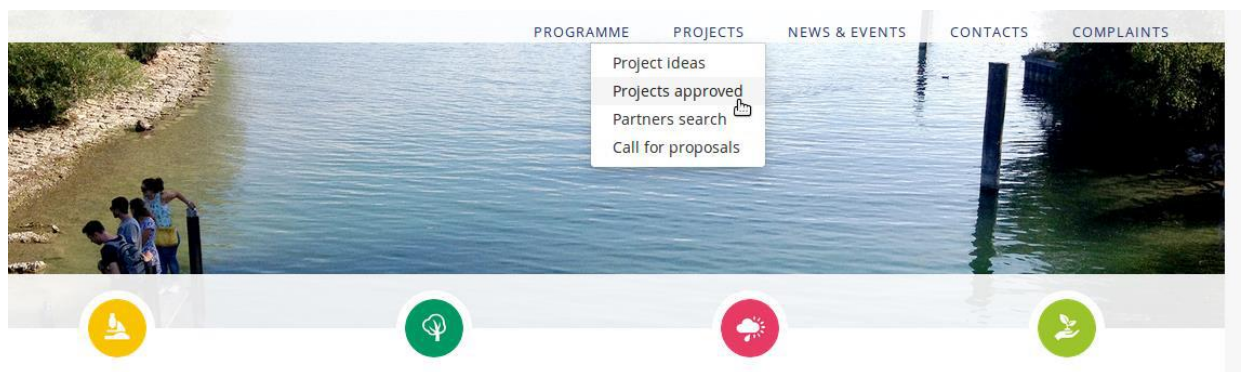
2.1 How to give partners access to sub reports?

2.1.1 Add an user as project's partner

All partners have to [register](#) at least one user. Lead Partners add registered user(s) to project partners' organisations on the project area.

The Lead Partner has to:

- ✓ Login with his/her email and password (used to submit the project application);
- ✓ Go to → menu "Projects > Projects approved"



- ✓ Select the project by clicking on the project title

Projects approved

Displaying 21-23 of 23 results.

IN 4.0

Adaptation of Industry 4.0 model to the naval sector

The naval sector occupies a central position in the growth of the economy, being deeply rooted in the Atlantic Area countries and presenting a common problem: the urgency of getting contracts in a very compet ... [\[+\]](#)

INTEGRATE

Integrate Aquaculture: an eco-innovative solution to foster sustainability in the Atlantic Area

Circular economy principles make activities more sustainable and competitive. The INTEGRATE project will foster a quintuple helix cooperation to promote the industrial transition, finding sustainable ... [\[+\]](#)

✓ Click on the tab “Partners”

Note: Initially, only the Lead Partner can associate users to partners’ organisations through the button 

Search the user (previously registered in the website) through its email address and click “associate”.

Add member

Financial Controller ☐

Find user to associate with partner Find user to associate with partner

E-mail

Close

Associate

The steps described above should be undertaken for all project partners. Therefore, all partner organisations shall have at least one user associated.

Note: When several people work on the project and need to access the Project Area, more than one user can be associated. However, only one of them can be the “administrator”, being marked with the symbol:



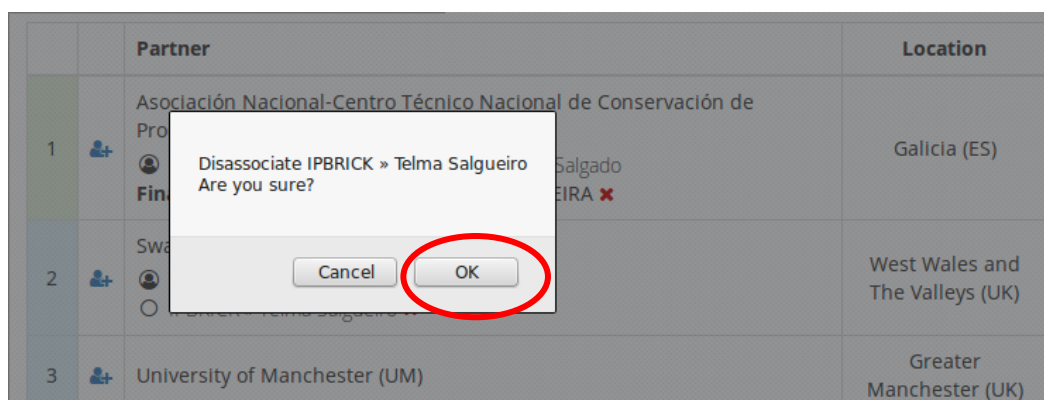
The “administrator” can edit this information (add and remove users), the remaining users only have “reading” permissions.

Overview Partners Map Visibility Outputs and results				
		Partner	Location	
1		Asociación Nacional-Centro Técnico Nacional de Conservación de Productos de la Pesca (AC) ANFACO-CECOPESCA » Victoria Fernández Salgado Financial Controller: CCDR-N » GIZELA FERREIRA ✖	Galicia (ES)	
2		Swansea University (SU) Swansea University » Ian Masters IPBRICK » Telma Salgueiro ✖	West Wales and The Valleys (UK)	
3		University of Manchester (UM)	Greater Manchester (UK)	
4		Centro Interdisciplinar de Investigação Marinha e Ambiental (CIIMAR)	Norte (PT)	

The “administrator” cannot be removed

- To change the profile, just click the icon

To delete the user from the partner organisation click ✖ and OK



3. The Progress Report for the partner

3.1 The partner: general structure of the sections to be completed


The **partner progress** report allows partners to access to **9 sub sections**:

1. Project identification;
2. Partnership;
3. Description;
4. Work Plan;
5. Budget;
6. Expenditures Control;
7. Financial appendices;
8. Project appendices.

The screenshot shows the 'Progress Report' form for 'Projects approved' in the 'Atlantic Area' (European Regional Development Fund). The breadcrumb trail is 'Projects approved / AtlanticAreaExample / Progress Report'. The current state is 'Edition'. A warning message states: 'Before leaving the page, if you don't save the form, you may lose all changes made.' Below this, a horizontal navigation bar contains eight sections: '1. Project identification', '2. Partnership', '3. Description', '4. Work Plan', '5. Budget', '6. Expenditures control', '7. Financial appendices', and '8. Project appendices'. A red oval highlights the entire navigation bar area.

3.1.1 Section 1 - Project Identification

Just for your information. No need to introduce data in this section.



[PROGRAMME](#)
[PROJECTS](#)
[NEWS & EVENTS](#)
[CONTACTS](#)
[COMPLAINTS](#)

Progress Report

Projects approved

[Projects approved](#) / [AtlanticAreaExample](#) / [Progress Report](#)
📄 **Current state:** Edition

Before leaving the page, if you don't save the form, you may lose all changes made.

1. Project Identification

2. Partnership

3. Description

4. Work Plan

5. Budget

6. Expenditures control

7. Financial appendices

8. Project appendices

1.1 Project

1.1.1 Code number

EAPA_657/2016

1.1.2 Acronym

AtlanticAreaExample

1.1.3 Project email address

-

1.2 Area of Intervention

1.2.1 Programme priority

1. Stimulating innovation and competitiveness

1.2.2 Programme specific objective

1.2. Strengthening the transfer of innovation results to facilitate the emergence of new products, services and processes


1.2.3 Fields of intervention

Keyword

Weight

3.1.2 Section 2 - Partnership

No need to introduce data in this section.



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[PROJECTS](#)
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[COMPLAINTS](#)

Progress Report

Projects approved

[Projects approved](#) / [AtlanticAreaExample](#) / [Progress Report](#)
📄 **Current state:** Edition

Before leaving the page, if you don't save the form, you may lose all changes made.

1. Project Identification

2. Partnership

3. Description

4. Work Plan

5. Budget

6. Expenditures control

7. Financial appendices

8. Project appendices

PARTNER NUMBER	ENTITY	POSITION	COUNTRY	REGION	NEW PARTNER	SUSPENDED
1	Interreg 'Espaço Atlântico'	1	Portugal	Norte	No	No
2	Partner 2	2	Portugal	Norte	No	No
3	Partner 3	2	Spain	Andalucía (Huelva, Cádiz and Sevilla)	Yes	No
4	Partner 4	2	Spain	Galicia	Yes	No
5	Partner 5	2	United Kingdom	Devon	Yes	No

3..1.3 Section 3 - Description - includes 11 sub-sections

Among others, it allows to:

- ✓ Describe the partner's activities/ give information on the work plan implementation,
- ✓ Give information on the European regulations implementation,
- ✓ Give information on the public procurement procedures or open competitions.

The information provided should always be related to the reporting period.

On the right side, the form displays the information **approved** provided in the PAF. In the active field **Achieved**, you should describe the activities developed during the period to which the Progress report refers.

This principle is applicable to others sub-sections. The number of characters available is indicated in the fields that must be completed.

e.g. 3.0 - Brief Summary

3.0 Brief Summary Approved EN Brief Summary EN	Achieved EN * <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: small;">0/500</div>
--	--

In this particular case, it should be described the project progress which was achieved by the partner in the current period. If applicable, also explain problems/deviations found during the current period.

e.g. 3.11- Public procurement

3.11 Public Procurement EN *	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <div style="text-align: right; font-size: small;">0/2500</div>
---	---

Describe the procedures effectively implemented within the public procurement procedure applying for awarding contracts or the open competition procedures, applicable regulation in the partner's country, during the period to which the report refers.

1) In this section you must summarise the information related to public procurement procedures implemented during the report reference period. You must inform about:

- ✓ Type of institution;
- ✓ Type of procurement procedure;
- ✓ Description of the procured services, supplies or works;
- ✓ Estimated value of the contract at the time of launching the procurement procedures;
- ✓ Type of procurement (e.g. open, restricted,...) , legal basis and reasons;
- ✓ Prior publication;
- ✓ Criteria and procedure used to identify the best or the cheapest offer;
- ✓ Number and type of applicants/bidders participating in the procurement procedure;
- ✓ Adjudicated entities.

2) Details/documents regarding the procedure used should be identified and included in section 8 project appendices.

- ✓ Terms of reference;
- ✓ Request for offers or procurement publication/notice;
- ✓ Offers/applications received;
- ✓ Evaluation /selection report;
- ✓ Letters of acceptance and rejection;
- ✓ Contract, including any amendments and/or renewals.

3) If no public procurement procedures were applied during the report reference period, you must include the following information: No public procurement procedures were applied during the present reporting period.

Project partners are thus invited to proactively contact the relevant first level controller and consult them on the information/documents that are expected to be provided.

Note : Experience shows that following as being the most common procurement errors:

- ✓ Insufficient publication of procurement procedure (e.g. direct award without any prior notification, notification only on national or regional instead of EU-level);
- ✓ Imprecise definition of the subject-matter of the contract to be awarded;
- ✓ Excessively short deadlines for the submission of tenders;
- ✓ Mix-up of selection and award criteria;
- ✓ Use of discriminatory *or dissuasive selection or award criteria*.

3.1.4 Section 4 – Workplan

All work packages are listed as defined in the PAF. An overview on the achieved progress and problems /deviations, if applicable, has to be provided per work package.

1. Project identification
2. Partnership
3. Description
4. Work Plan
5. Budget
6. Expenditures control
7. Financial appendices

8. Project appendices

Work package type	Activity name	Start date	End date
WP Nr. 0 Project Preparation	Preparation	2018-02-01	2018-12-14
WP Nr. 1 Project Coordination	Coordination	2018-02-14	2018-12-14
WP Nr. 2 Project Communication	Communication	2018-02-14	2018-12-14
WP Nr. 3 Project Capitalization	Capitalization	2018-02-14	2025-12-31

WP Nr. 0 Project Preparation

WP Nr. 0	Activity	Activity start date	Activity end date	Activity budget
10	Preparation	2018-02-01	2018-12-14	16,000.00€

Partners' involvement

Partner responsible	Interreg 'Espaço Atlântico'
Partners involved	<ul style="list-style-type: none"> Interreg 'Espaço Atlântico' Partner 2 Partner 3 Partner 4

Implementation summary

Incase a project foresees to claim for the lump sum for preparation cost a work package must be created. Information about the kind of actions, expenditures etc., claimed under this activity needs to be described. Financial information is to be included in the relevant partner budget section

Approved

project foresees to claim for the lump sum for preparation cost

Achieved

0/3000

Regarding preparation costs, when the partners' reports are submitted and have financial information, the FLC and NA (in the case of Irish the same person) will receive a message to access their report. In order to access this information, they should go the Work Plan tab in the WP framework Nr. 0 Project

On the right side, the form displays the information approved provided in the PAF. In the active field Achieved, you should describe the activities developed during the period to which the Progress report refers. Also to the other work packages. The number of characters available is indicated in the field to be completed.

WP Nr. 1 Project Coordination

WP Nr. 1	Activity	Is the activity or some actions state aid relevant? No	Activity start date	Activity end date	Activity budget
10	Coordination		2018-02-14	2018-12-14	1,750,000.00€
Partners' involvement					
Partner responsible		Partner 2			
Partners involved		<ul style="list-style-type: none"> • Interreg 'Espaço Atlântico' • Partner 2 • Partner 3 • Partner 4 			

Implementation summary

Describe how the management and coordination system will be implemented during the project life-time taking into account the following points when relevant: Structure, responsibilities and procedures for the day-to-day management and co-ordination with a clear definition and division of tasks and effective involvement of the partners; Financial management and steering system; Communication system within the partnership; Reporting and evaluation procedures in order to monitor the project performance; Indicate whether the management is foreseen to be externalised; Indicate if the activity is state aid relevant. If yes, describe its relevancy. Risk and quality management: What are the procedures foreseen to the risk management and quality control?

Approved

How the management and coordination system will be implemented during the project life-time taking into account the following points when relevant: Structure, responsibilities and procedures for the day-to-day management

Achieved

Indicator	Target
Total surface area of rehabilitated land	2
Expected results title	
YYY	
Expected results description	
Approved	Achieved
YYY	<div></div>

Please explain what was achieved in terms of deliverables during the current period.

In relation to indicators partners must also report in “achieved” what was accomplish in relation to the target foreseen in PAF. (for ex, foreseen 2, accomplish in the current period 1).

All the other work packages should be completed accordingly.

3.1.5 Section 5 – Budget

Most of this section will be completed with data included in section 7. Financial appendices. Includes 11 sub-sections.

However, in sections 5.4, 5.9, 5.10, 5.11 there are fields that should be completed:

5.4 Budget explanation

5.4.1 Explain the budget preparation methodology (main assumptions and justification)

Approved

budget preparation methodology

Achieved

fsdfsdfsdfsdf

13/1000

5.4.2 Explain the partners involvement in the preparation of the budget

Approved

partners involvement in the preparation of the budget

Achieved

0/1000

5.4.3 If applicable, explain the investment budget (under budget lines: equipment/small infrastructures and works

Approved

the investment budget

Achieved

0/1000

5.4.4. 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?

On the right side, the form displays the information provided in the PAF. In the active field **Achieved**, you should describe what was completed during the current period. The number of characters available is indicated in which one of the fields to be completed.

5.7 Project expenditure by budget line

Partners	Budget Line													
	Preparation Costs	STAFF	%	OFFICE AND ADMINISTRATIVE	%	TRAVEL AND ACCOMODATION	%	EXTERNAL EXPERTISE AND SERVICES	%	EQUIPMENT	%	SMALL INFRASTRUCTURE AND WORKS	%	Total
Partner n.º 1 - Interreg 'Espaço Atlântico'	0,00€	-	-	-	-	0,00€	0%	-	-	0,00€	0%	0,00€	0%	0,00€

If in the first progress report **preparation costs** are reported in section 4 WP0 and in table 5.7 they will be automatically included to be paid.

5.9 Budget subject to State Aid Rules

Partner	Budget Approved	% of Total Budget	Budget consumed	% of Total Budget consumed	Explanation
Partner n.º 1 - Interreg 'Espaço Atlântico'	-	-	-	-	-

Explain how was used the budget subject to state aid. *Max 100 characters*

5.10 In-Kind contributions

Partner	Budget Approved	% of Total Budget	Budget spent	% of Total Budget consumed	Explanation
Partner n.º 1 - Interreg 'Espaço Atlântico'	-	-	-	-	-

Explain how and what type of In-kind contribution were provided during the report period.

Max 100 characters

5.11 Physical investment

Partner	Investment title	Investment budget approved	Investment budget spent	Balance	Technical description and justification	Investment requirements
Partner n.º 1 - Interreg 'Espaço Atlântico'	-	-	-	-	-	-


1. Investment title with a maximum of 100 characters;
2. Technical description and justification of the investment with a maximum of 1000 characters;
3. Description with a maximum of 1000 characters concerning technical requirements and permissions (e.g. feasibility studies, permissions, environmental impact assessment ...), indicating the foreseen time for their availability.

3.1.6 Section 6 – Expenditures control

Includes 7 sub-sections and allows to:

- ✓ Include Tax Regularity declaration;
- ✓ Include Social Contribution Regularity declaration;
- ✓ Indicate the provider or organisation ensuring the FLC;
- ✓ Attach, in PDF format, documents regarding the FLC verification;
- ✓ Attach, in PDF format, the documents related to the National Authority verification;
- ✓ Attach, in PDF format, the documents related to on-the-spot verification;
- ✓ Indicates your status regarding VAT.

Sections 6.1 and 6.2 Tax and social contribution regularity declarations



[PROGRAMME](#)
[PROJECTS](#)
[NEWS & EVENTS](#)
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Progress Report

Projects approved

Projects approved / AtlanticAreaExample / Progress Report Current state: Edition

Before leaving the page, if you don't save the form, you may lose all changes made.

[1. Project identification](#)
[2. Partnership](#)
[3. Description](#)
[4. Work Plan](#)
[5. Budget](#)

6. Expenditures control

[7. Financial appendices](#)

[8. Project appendices](#)

6.1 Tax Regularity

6.1.1 Issued Date

6.1.2 Validity

6.1.3 Declaration

6.2 Social Contribution Regularity

6.2.1 Issued Date


6.2.2 Validity

6.2.3 Declaration

Note: Regarding the Tax and Social Contribution Regularity declarations and the documents that are accepted under sections 6.1 and 6.2:

- ✓ *PT: the Portuguese national authority (AD&C) will verify the situation of the partner automatically, there is no need to upload declarations.*
- ✓ *IE: For private bodies (private companies, SME's, NGO's, charities, etc.), it is required to provide a valid tax clearance certificate, if they are receiving over €10k pa in public money (one single declaration for taxes and social security called tax clearance).*
- ✓ *FR, ES, and UK: There is no need to provide Tax and Social Contribution Regularity declarations. Blank documents can be uploaded.*

Sections 6.3 First Level Controller and 6.4 Administrative verifications

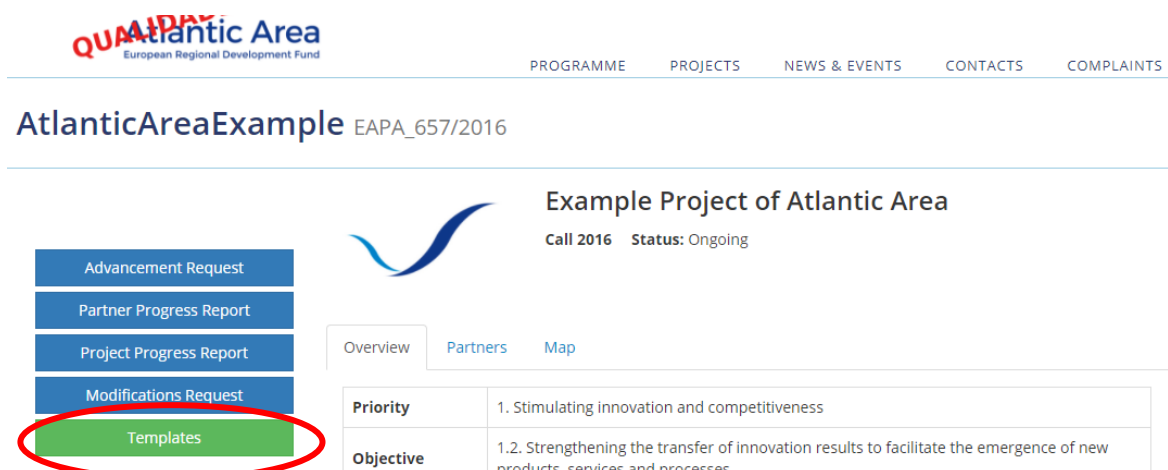
6.3 Financial Controller (FLC)	
6.3.1 Tax Identification	6.3.2 Surname
<input type="text"/>	<input type="text"/>
6.3.3 Name	6.3.4 Organization
<input type="text"/>	<input type="text"/>
6.3.5 Email	6.3.6 Phone
<input type="text"/>	<input type="text"/>
6.3.7 Fax	6.3.8 Address
<input type="text"/>	<input type="text"/>
6.3.9 Post Code	6.3.10 City
<input type="text"/>	<input type="text"/>
6.3.11 Country	
<input type="text"/>	
6.4 Administrative Verifications	
6.4.1 Eligible Expenditure €	6.4.2 Net of Pro-rata VAT €
<input type="text"/>	<input type="text"/>
6.4.3 ERDF	6.4.4 Reference Date
<input type="text"/>	<input type="text"/> 
6.4.5 Declaration	6.4.6 Certified <input type="checkbox"/>
<input type="button" value="Browse..."/>	

You must include in this section all information related to the assigned first level controller. As a reminder, the FLC must have been validated by the national authorities.

Section 6.4 Results of the administrative verifications

This section allows the FLC to attach, in PDF format, the documents related to the FLC. The control reports include a desk control statement, AND the list of documents controlled, as well as the documents requested within the process set up at national level.

Note: *The desk control statement and the list of desk controlled documents can be found in project area templates. FLCs must also attach all the documents provided by the NA to carry out their verifications.*



AtlanticAreaExample EAPA_657/2016

Example Project of Atlantic Area
Call 2016 Status: Ongoing

Advancement Request
Partner Progress Report
Project Progress Report
Modifications Request
Templates

Overview Partners Map

Priority	1. Stimulating innovation and competitiveness
Objective	1.2. Strengthening the transfer of innovation results to facilitate the emergence of new products, services and processes

Documents to be included:

- ✓ Control report – certificate of expenditures;
- ✓ Desk Control Statement;
- ✓ List of desk controlled documents;
- ✓ FLC control check list: FLCs must also attach all the documents provided by the NA to carry out their verifications.

You must tick the box «Certified» when all the above documents are included and validated.

Section 6.5 National Correspondents supervision

6.5 National Correspondants Supervision

6.5.1 Reference Date

6.5.2 Declaration

6.5.3 Certified ☐

6.6 On-the-Spot Verifications

6.6.1 Total Checked €

6.6.2 Irregularities €

6.6.3 Reference Date

6.6.4 Declaration

6.6.5 Certified ☐

This section allows NA to attach in PDF format, the declarations established by the Programme ensuring the supervision of FLC measures, as well as the documents requested in the process defined at national level.

Note: *The Certificate of expenditure - Control procedures supervision statement can be also found in project area templates.*

You must tick the box «Certified?» once the section 6.5 has been filled in and the supervision statement attached.

Section 6.6 On the spot verification

6.6 On-the-Spot Verifications	
6.6.1 Total Checked € <input type="text" value="500"/>	6.6.2 Irregularities € <input type="text" value="200"/>
6.6.3 Reference Date <input type="text" value="2018-04-10"/> 	6.6.4 Declaration <input type="button" value="Browse..."/>
6.6.5 Certified <input type="checkbox"/>	

This section allows 1st level control to attach, in PDF format, the on the spot control report regarding controls done on the partner's premises or on any other place allowing to verify *in situ* the investments, equipment's, materials, financed in the framework of project's implementation. The on spot control statement and the list of documents controlled on the spot, as well as the documents requested within the process defined at national level must be attached in this section.

Note: *The on the spot control statement and the list of documents controlled on spot can be also found in project area templates.*

Documents to be included:

- ✓ On-spot Control Statement;
- ✓ List of on the spot controlled documents.
- ✓ Other documents requested in the process defined at national level.

You must tick the box « Certified » when the on the spot control report is attached (statement + listing + other documents) and the expenditures declared are validated and the possible irregularities mentioned.

3.1.7 Section 7 – Financial appendices

This section allows you to charge expenditure incurred and paid according to the budget approved in the PAF.

- ✓ It lists all the evidences/supporting documents related to expenditure presented and paid which have not yet been subject to an ERDF claim. Each probative document shall be allocated to one or more eligible expenditure budget heading.
- ✓ Such evidences must demonstrate that those expenditures were really allocated to the project (identifying documents with the project acronym or using a specific stamp), mentioning the amount (listing the part of document value registered as project expenditure) that they were effectively paid and registered within the project accounting (by the presentation of accounting listing evidences).

To add invoices you should click on **Add**.

The screenshot shows the 'Atlantic Area' logo and navigation menu. The 'Progress Report' section is active, showing 'Projects approved'. A breadcrumb trail indicates the current location: 'Projects approved / AtlanticAreaExample / Progress Report'. A warning message states: 'Before leaving the page, if you don't save the form, you may lose all changes made.' Below this, a series of tabs represent different sections: 1. Project identification, 2. Partnership, 3. Description, 4. Work Plan, 5. Budget, 6. Expenditures control, 7. Financial appendices (selected), and 8. Project appendices. In the 'Financial appendices' section, there is a table with columns 'Budget Line', 'Description', and 'Amount'. The table currently shows 'No results'. A green 'Add' button with a plus icon is circled in red in the top right corner of the table area.

Then a box is displayed:

Financial appendice ×

Invoice number *

Date of issue *

Payment Date *

Description *

Attachment *

-

Type *

Budget Line *

Year *

Eligible Value distribution by work package

WP 0: Preparation	0,00	€	Remaining: 16.000,00 €
WP 1: Coordination	0,00	€	Remaining: 500.000,00 €
WP 2: Communication	0,00	€	Remaining: 234.000,00 €
WP 3: Capitalization	0,00	€	Remaining: 249.999,00 €

VAT deductible *

€

VAT declaration *

-

Outside Programme Area

€

Remaining: 0,00 €

Total Eligible Value

€

Comment on the VAT

Value (including VAT)

€

Cancel Add

- ✓ You could enter a single or a set of financial appendices related to the same budget year and budget line (e.g. human resources may be presented through payslips or other probative document regarding staff team involved in the project, provided they demonstrate that the amount declared was paid and registered as project expenditure);
- ✓ Group in the same attachment ALL the probative documents related for e.g. to a trip. When a set of evidences are related to several activities, please mention the various activities but DO NOT duplicate the same set of documents for each activity is related to;
- ✓ If a probative document justifies two or more expenditures defined in different budget lines, the allocation is done by splitting the global value between them. Furthermore, you can join the logical sequence of certain evidences related to an expenditure: document order document / invoice issued by the supplier / bank statement attesting the payment;

- ✓ The documents must be attached on 1 of the above table;
- ✓ The documents must be attached on 1 of the above table. Each time you need to introduce another document you should click on 2.

Note: *In order to minimize the form size you should create pdf attach files with minimum resolution/ or PDF in a ZIP file.*

Which different information do you have to fill in?

- ✓ **Invoice number:** Please include all the invoices numbers included in the file or in the zip file;
- ✓ **Date of issue:** reference date for example for the emission of the invoice/Or, if it is a set of invoices the earliest date should be considered;
- ✓ **Payment date:** invoice payment date/Or if is a set of invoices the latest payment date should be considered;
- ✓ **Type of document:** choose the most appropriate among those displayed in the scrolling list (Invoices, receipts, payment orders and other probative documents, In-kind Contribution evidences, Financial correction, replacement of documents, annulment for irregularity);
- ✓ **Budget Line:** amount should be distributed by budget line;
- ✓ **VAT deductible** in Euros for the document /set of documents presented. If you cannot deduct VAT you may keep this field empty. When you have the right to deduct VAT the certified amount must be net of VAT.
- ✓ **Outside Eligible Area:** if included in section 6.1 of the PAF, in this point you must include the expenditures incurred outside the eligible area.
- ✓ **Comment on VAT:** relevant information, namely when the expenditure refers to different VAT rates.

3.1.8 Section 8 – Partners appendices

This section allows the partner to include relevant documents related to the activities implemented in the report for the current period.

To add documents you should click on **Add** below.

1. Project identification 2. Partnership 3. Description 4. Work Plan 5. Budget 6. Expenditures control 7. Financial appendices

8. Project appendices

Add

Type	Description	Date
No results		

Project appendice

Type * Date *

Description *

Attachment *

Cancel Add

1

For each document attached you must:

- ✓ **Type:** Selected the type of document within the scroll list (Statements and official documents, publications, working documents and promotion and diffusion materials),
- ✓ **Description:** Document title and brief description;
- ✓ **Date:** Date in which it was produced;
- ✓ **Attachment:** to attach probative documents

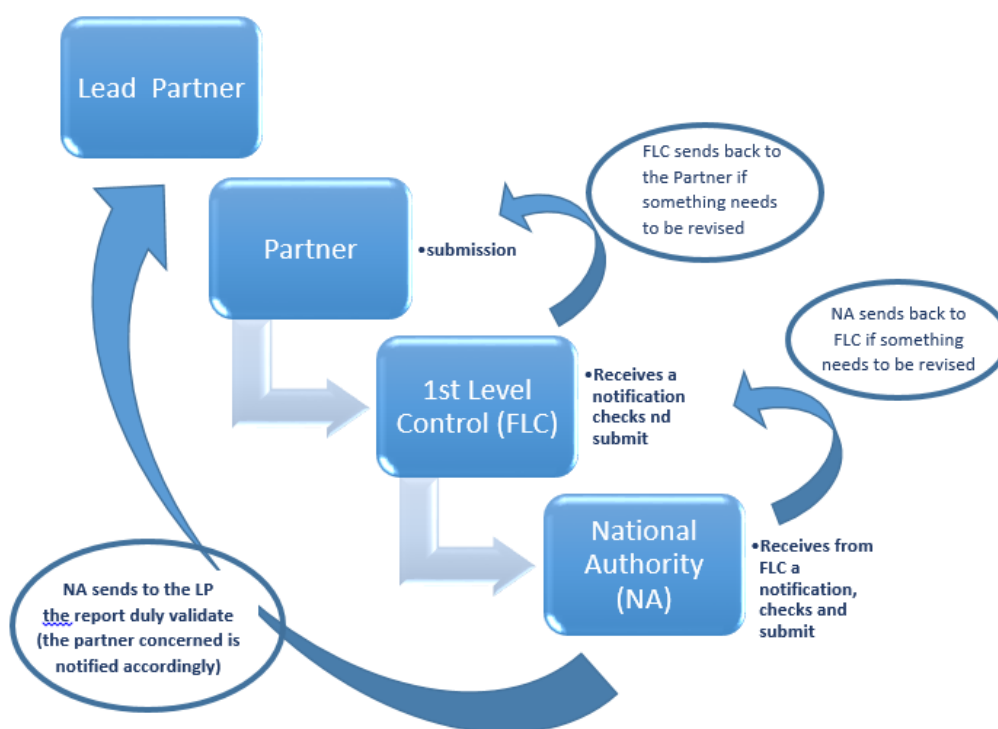
To add other documents you should click on Add (1).

3.2 Partner Report form made available to the Lead Partner

When you finish to complete you must submit by clicking on the **submit button**.

- ✓ After the submission, if the report includes a reimbursement claim, it will be sent to the 1st level controller (FLC) and, after, the FLC will send it to the National authority (please see scheme below).
- ✓ If it only includes activities reporting it goes directly to the LP.

Partner progress report with reimbursement claim workflow

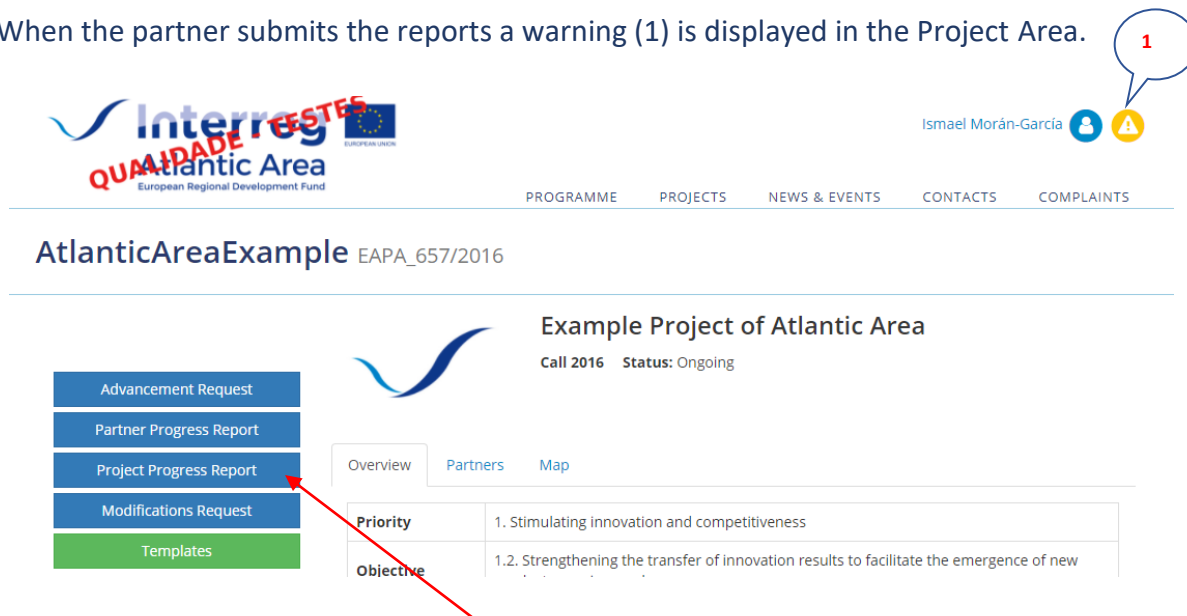


The Lead Partner will then consolidate all the «reports» coming from the partners of the project.

4. The Progress Report for the Lead Partner

4.1 The Lead Partner: Notification

When the partner submits the reports a warning (1) is displayed in the Project Area.



Ismael Morán-García

PROGRAMME PROJECTS NEWS & EVENTS CONTACTS COMPLAINTS

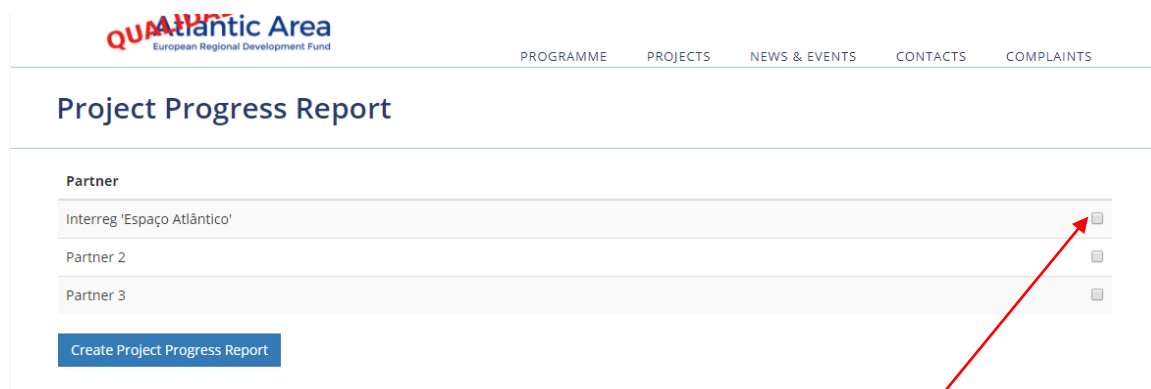
AtlanticAreaExample EAPA_657/2016

Example Project of Atlantic Area
Call 2016 Status: Ongoing

Overview Partners Map

Priority	1. Stimulating innovation and competitiveness
Objective	1.2. Strengthening the transfer of innovation results to facilitate the emergence of new

Then you should click on Project progress report and the following table will be displayed.



Project Progress Report

Partner	
Interreg 'Espaço Atlântico'	<input type="checkbox"/>
Partner 2	<input type="checkbox"/>
Partner 3	<input type="checkbox"/>

Create Project Progress Report

Here you will find all the partner progress reports submitted and available. You should tick on the small box.

Interreg Atlantic Area
European Regional Development Fund

Ismael Morán-García

PROGRAMME PROJECTS NEWS & EVENTS CONTACTS COMPLAINTS

Project Progress Report

Partner	
Interreg 'Espaço Atlântico'	<input checked="" type="checkbox"/>
Partner 2	<input checked="" type="checkbox"/>
Partner 3	<input checked="" type="checkbox"/>

Create Project Progress Report


And click on

Note: Sections 1, 2, 7, 8 and 9 will be completed automatically with the information provided in the partner reports

4.2 The Lead Partner: sections to be completed

4.2.1 Cover page

- ✓ **Select the language:** the report must be completed in English;
- ✓ **Select the type of Progress Report:** use the scroll to see the list between Progress Report with payment claim, Progress Report without payment claim, Progress Final Report with payment claim, Progress Final Report without payment claim; Progress Extraordinary Report with payment claim;
- ✓ **Report period:** 1st or 2nd half;
- ✓ **Report delivered on:** date of progress report submission to JS;
- ✓ **Statements to be provided:** project start date already delivered in the PAF and Activity Statement and Reimbursement claim.

		PROJECT REPORT AND PAYMENT CLAIM N°	
Project code number		Pre-completed from the paf and not editable	
Acronym		Pre-completed from the paf and not editable	
Project Email address		Pre-completed and editable	
Language		▼	
Type of report		▼	
Report period		▼	
Report delivered on:			
Year		2017 to 2024 ??.....automatically completed by the SIGI	
Approved start date			
Approved end date			
Statements			
Project starting up statement		Upload document	
Project Activity statement and reimbursement claim		Upload document	
TOTAL ERDF CLAIMED			
Partner		€ Amount	
PP1			
PP2			
...			
Total			

4.2.2 Section 3 - Description (includes 15 sub-sections)

The Lead Partner must give information on the global project implementation.

Among others it allows to:

- ✓ Describe project activities/ give information on the work plan implementation,
- ✓ Give information on project European regulations implementation,
- ✓ Give information on project public procurement procedures or open competitions.

The information provided should always be related to the reporting period.

On the right side, the form displays the information **approved** provided in the PAF. In the active field **Achieved**, will appear all the information provided by the partners. From this information, the LP must present a summary that reflects the progress made in this period in terms of project implementation.

3.0 - Brief Summary

1. Project Identification 2. Partnership 3. Description 4. Work Plan 5. Budget 6. Expenditures control 7. Financial appendices
8. Project appendices

3.0 Brief Summary

Approved

EN

Brief Summary EN

Achieved

EN

Innovation is a cross-cutting theme but also a priority Axis (PA1) of the Programme. It is also considered as one of the most important driving forces for regional and economic development. It can be described as a process through which knowledge is created and translated into new products, services or processes of the private and the public sector.

In the brief summary, for ex. you should describe the project progress achieved in the current period.

3.11- Public procurement

3.11 Public Procurement

EN

Describe the procedures effectively implemented within the public procurement procedure applying for awarding contracts or the open competition procedures, during the period to which the report refers.

1) In this section you must summarise the information related to public procurement procedures implemented during the report reference period. You must inform about:

- ✓ Type of institution;
- ✓ Type of procurement procedure;
- ✓ Description of the procured services, supplies or works;
- ✓ Estimated value of the contract at the time of launching the procurement procedures;
- ✓ Type of procurement (eg. open, restricted..), legal basis and reasons;
- ✓ Prior Publication;
- ✓ Criteria and procedure used to identify the best or the cheapest offer;
- ✓ Number and type of applicants/bidders participating in the procurement procedure;
- ✓ Adjudicated entities.

2) Details/documents regarding the procedure used should be identified and included in

section 8 project appendices.

- ✓ Terms of reference;
- ✓ Request for offers or procurement publication/notice;
- ✓ Offers/applications received;
- ✓ Evaluation /selection report;
- ✓ Letters of acceptance and rejection;
- ✓ Contract, including any amendments and/or renewals.

3) If no public procurement procedures were applied during the report reference period, you must include the following information: No public procurement procedures were applied during the present reporting period.

3.12- Project Outputs Achievement

Output title	WP. N° and Title		action title	Outputs description	Description of the progress achieved in output development	output evidence document title	
<i>Communication & Dissemination Strategy</i>	<i>2</i>	<i>Communication</i>	<i>Development of a communication & dissemination strategy</i>	<i>Project branding agreed, templates created, objectives, etc</i>	<i>Editable (max 2000 Characters)</i>	<i>Editable (i.e Project communication & dissemination strategy)</i>	<i>upload document</i>

The information in red is automatically displayed. Information in green should be provided by the LP. Please see the e.g. and try to complete it accordingly.

3.13- Project Indicators achievement

Indicator	WP. N° and Title		action title	Target	Reached in the current period	Explanation
<i>Number of actions for dissemination...</i>	<i>2</i>	<i>Communication</i>	<i>Development of a communication & dissemination strategy</i>	<i>1</i>	<i>Editable (In relation to the target)</i>	<i>Editable (max 5000 Characters)</i>

The information in red is automatically displayed. Information in green should be provided by the LP. Please see the e.g. and try to complete it accordingly.

3.14- Project results Achievement

Expected results title	WP N° and Title		action title	Expected results description	results reached in the current period
Effective communication	2	Communication	of a communication & dissemination	Monitoring & progress of communication & dissemination enabled, effective communication & dissemination of project activities & results.	Editable (max 5000 Characters)

The information in red is automatically displayed. Information in green should be provided by the LP. Please see the e.g. and try to complete it accordingly.

3.15- Main achievements during the period

Main achievements during the period	max 4000 Characters
-------------------------------------	---------------------

Describe for the current period, the project's **main achievements** in particular highlight if **specific deliverables were reached**.

If applicable, also explain **problems/deviations found**. Please briefly describe the project progress achieved during the current period.

Information is also requested in terms of **Management and coordination activities** carried out during the period as well as monitoring, audit and evaluation activities must be also reported for this period of time.

Modifications on the project, in the current period (date in which they were presented to the JS), should also be mentioned as well as the motif and the impact on project implementation (for ex. partner withdrawal). Solution found to overcome difficulties.

4.2.3 Section 4 - Workplan

Includes all work packages as defined in the PAF.

An overview on the achieved progress and problems /deviations, if applicable, has to be provided per work package.

1. Project identification
2. Partnership
3. Description
4. Work Plan
5. Budget
6. Expenditures control
7. Financial appendices

8. Project appendices

Work package type	Activity name	Start date	End date
WP Nr. 0 Project Preparation	Preparation	2018-02-01	2018-12-14
WP Nr. 1 Project Coordination	Coordination	2018-02-14	2018-12-14
WP Nr. 2 Project Communication	Communication	2018-02-14	2018-12-14
WP Nr. 3 Project Capitalization	Capitalization	2018-02-14	2025-12-31

WP Nr. 0 Project Preparation

WP Nr. 0	Activity	Activity start date	Activity end date	Activity budget
10	Preparation	2018-02-01	2018-12-14	16,000.00€

Partners' involvement

Partner responsible	Interreg 'Espaço Atlântico'
Partners involved	<ul style="list-style-type: none"> Interreg 'Espaço Atlântico' Partner 2 Partner 3 Partner 4

Implementation summary

Incase a project foresees to claim for the lump sum for preparation cost a work package must be created. Information about the kind of actions, expenditures etc., claimed under this activity needs to be described. Financial information is to be included in the relevant partner budget section

Approved

project foresees to claim for the lump sum for preparation cost

Achieved

0/3000

On the right side, the form displays the information approved provided in the PAF. In the active field Achieved, you should describe the activities developed during the current period. Also applicable to the other work packages. Don't forget to refer to the documents in section 8 that are related to that period of time (manuals and publications produced within this workpackage/action).

WP Nr. 1 Project Coordination

WP Nr. 1	Activity	Is the activity or some actions state aid relevant? No	Activity start date	Activity end date	Activity budget
10	Coordination		2018-02-14	2018-12-14	1,750,000.00€
Partners' involvement					
Partner responsible		Partner 2			
Partners involved		<ul style="list-style-type: none"> • Interreg 'Espaço Atlântico' • Partner 2 • Partner 3 • Partner 4 			

Implementation summary

Describe how the management and coordination system will be implemented during the project life-time taking into account the following points when relevant: Structure, responsibilities and procedures for the day-to-day management and co-ordination with a clear definition and division of tasks and effective involvement of the partners; Financial management and steering system; Communication system within the partnership; Reporting and evaluation procedures in order to monitor the project performance; Indicate whether the management is foreseen to be externalised; Indicate if the activity is state aid relevant. If yes, describe its relevancy. Risk and quality management: What are the procedures foreseen to the risk management and quality control?

Approved

How the management and coordination system will be implemented during the project life-time taking into account the following points when relevant: Structure, responsibilities and procedures for the day-to-day management

Achieved

Please explain what was achieved in terms of deliverables during the current period.

When the Lead Partner merge all the partners reports, the information on indicators will be available in the following format:

Indicator	Target	Achieved
Total surface area of rehabilitated land	2	<div>1</div> <input type="text"/>
Expected results title		
YYY		
Expected results description		
Approved	Achieved	
YYY	<div>2</div> <div> <p>Partner 2:</p> <p>We participate in the workshop of March 7.</p> <p>Partner 4:</p> <p>The workshop took place at our organization. All of the catering was managed by us.</p> </div>	

The LP must complete Target Achieved 1 (above) with the information provided by the partners in 2 (information from all the partners).

All the other work packages should be completed accordingly.

4.2.4 Section 5 - Budget

Most of this section will be completed with data included in partners' reports.

However, in section 5.4, 5.9, 5.10, 5.11 there are fields that should be completed:

5.4 Budget explanation

5.4.1 Explain the budget preparation methodology (main assumptions and justification)

Approved

budget preparation methodology

Achieved

fsdfsdfsdfsdf

13/1000

5.4.2 Explain the partners involvement in the preparation of the budget

Approved

partners involvement in the preparation of the budget

Achieved

0/1000

5.4.3 If applicable, explain the investment budget (under budget lines: equipment/small infrastructures and works

Approved

the investment budget

Achieved

0/1000

5.4.4. 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?

On the right side, the form displays the information provided in the PAF. In the active field **Achieved**, you should describe what was completed during the current period.

5.9 Budget subject to State Aid Rules

Partner	Budget Approved	% of Total Budget	Budget consumed	% of Total Budget consumed	Explanation
Partner n.º 1 - Interreg 'Espaço Atlântico'	-	-	-	-	-

Explain how was used the budget subject to state aid.

5.10 In-Kind contributions

Partner	Budget Approved	% of Total Budget	Budget spent	% of Total Budget consumed	Explanation
Partner n.º 1 - Interreg 'Espaço Atlântico'	-	-	-	-	-

Explain how and what type of In-kind contribution were provided during the report period.

5.11 Physical investment

Partner	Investment title	Investment budget approved	Investment budget spent	Balance	Technical description and justification	Investment requirements
Partner n.º 1 - Interreg 'Espaço Atlântico'	-	-	-	-	-	-

1. Investment title with a maximum of 100 characters;
2. Technical description and justification of the investment with a maximum of 1000 characters;
3. Description with a maximum of 4000 characters regarding technical requirements and permissions (e.g. feasibility studies, permissions, environmental impact assessment ...), indicating the foreseen time for their availability.

4.2.5 Section 9 - Indicators

Corresponds to the indicators defined by the programme and initially included in the PAF. This table will be automatically completed with the information provided on targets achieved provided in section 4 - workplan.

INDICATORS													
ID	Indicator	2018	2019	cumulated	2020	cumulated	2021	cumulated	2022	cumulated	2023	cumulated	established by the
0001	Number of enterprises receiving support	completed if relevant/choices en for the project											Pre-completed and not editable
0026	Number of enterprises supported to introduce new to the market products												Pre-completed and not editable
0029	Number of enterprises supported to introduce new to the firm products												Pre-completed and not editable
0041	Number of enterprises participating in cross-border, transnational or interregional research projects (common indicator N° 41)												Pre-completed and not editable
0042	Number of research institutions participating in cross-border, transnational or interregional research projects (common indicator N° 42)												Pre-completed and not editable
P101	Number of case studies and pilot actions implemented												Pre-completed and not editable
P102	Number of technical and scientific publications produced												Pre-completed and not editable
P103	Number of policy, strategy and operational instruments												Pre-completed and not editable

5. The First Level Control process: how to deal with the SIGI?

5.1 General organisation of the first level control at the programme level

First level control verification of expenditures

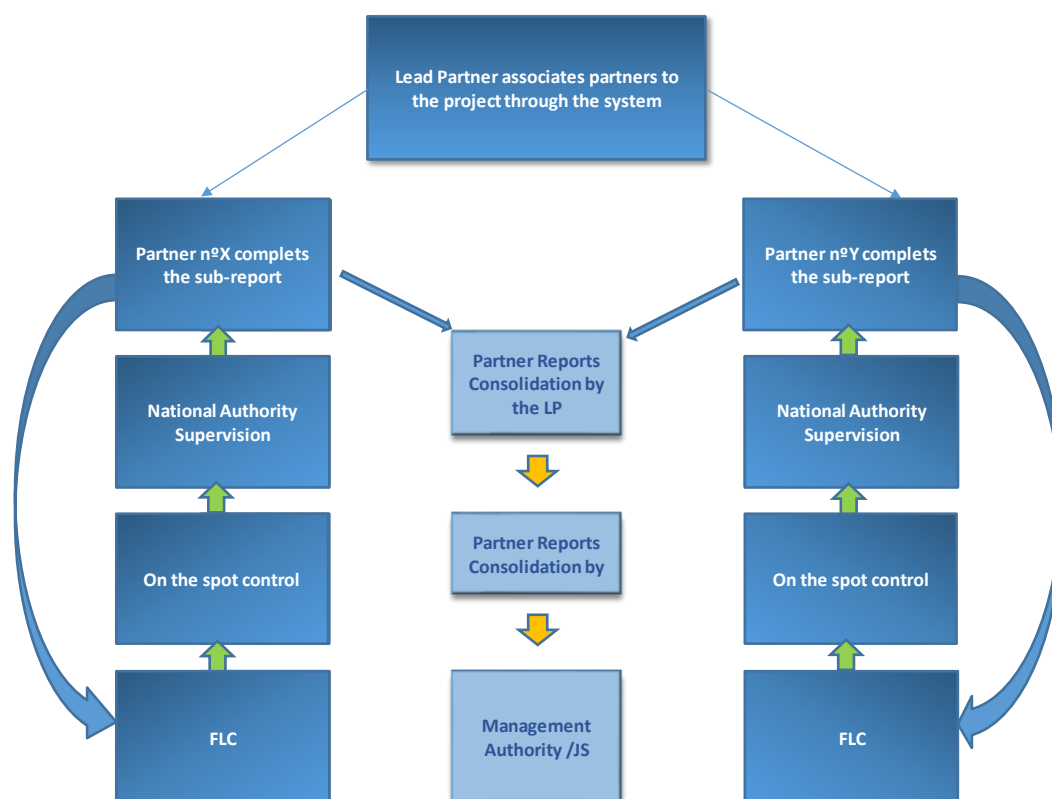
Before the submission to the JS, each progress report has to be verified and confirmed by an independent controller compliant with the first level control system set up by each MS (in accordance with Article 125 of Regulation (EU) No 1303/2013 and Article 23 of Regulation (EU) No 1299/2013).

This verification is carried out by a first level controller, i.e. somebody who has the qualifications (usually auditors or certified public accountants) to verify that the expenditure related to the project implementation was incurred in compliance with the relevant EU, national, regional, institutional and programme rules, as well as with the provisions of the subsidy contract and the project approved form (PAF). The main aim of the controls is to provide a guarantee for the MA, the CA and, most importantly, to the project itself that costs co-financed under the Atlantic Area Programme are fully accounted for and are eligible in compliance with applicable programme/national/EU rules.

Within the Atlantic Area programme, the first level control is almost decentralised, except for Ireland and Northern Ireland.

For all the partners from the other countries or regions, they need to contract an external auditor according to requirements defined by each National Authority and validated by each one.

First Level control (FLC) at programme level



5.2 How the partner makes available the Progress Report to the First Level Controller?

After completing the Progress Report:



- ✓ Regarding activities implemented during the period covered and,
- ✓ The financial data corresponding to the same or previous period,

It is necessary to send it to the first level controller or the national body acting as first level controller (Ireland, Northern Ireland).

The SIGI allows each partner, among other actions, to complete its own progress and to make it available to the assigned FLC.

Add a First Level Controller (FLC)

To associate users as FLC , the LP or partner:

- ✓ Login with your email and password (only users defined as “administrators”) 
- ✓ Go to your project → menu “Projects > Projects approved”
- ✓ Click the tab “Partners”
- ✓ Click the icon next to your organisation 



Innovation



High added-value industrial opportunities for microalgae in the Atlantic Area

Call 2016 Status: Ongoing

Advancement Request

Call 

Acronym 

Priority 

Objective 

Country 

Region 

SEARCH

Overview
Partners
Map
Visibility

		Partner	Location
1		Asociación Nacional-Centro Técnico Nacional de Conservación de Productos de la Pesca (AC)  ANFACO-CECOPECA » Victoria Fernández Salgado	Galicia (ES)
2		Swansea University (SU)  Swansea University » Ian Masters 	West Wales and The Valleys (UK)
3		University of Manchester (UM)	Greater Manchester (UK)
4		Centro Interdisciplinar de Investigação Marinha e Ambiental (CIIMAR)	Norte (PT)
5		Universidade da Coruña (UDC)	Galicia (ES)
6		UMRI CNRS LIENSs 7266 Université de La Rochelle, France. (ULR)	Aquitaine (FR)
7		Teagasc Food Research Centre (Teagasc)	Southern and Eastern (IE)

- ✓ Search the user (previously registered in the website) through its email address,
- ✓ Choose the option “Financial Controller” (just above the email box) and click “associate”.

Add member ✕

Financial Controller ☐

Find user to associate with partner Find user to associate with partner

E-mail

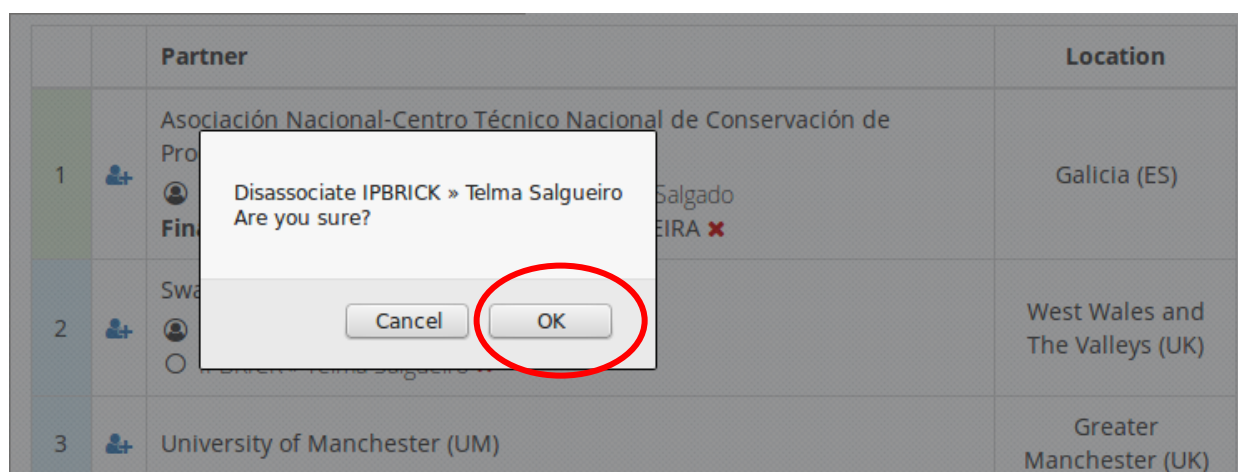
Search

Close
Associate

Overview Partners Map Visibility Outputs and results				
		Partner	Location	
1		Asociación Nacional-Centro Técnico Nacional de Conservación de Productos de la Pesca (AC) ANFACO-CECOPESCA » Victoria Fernández Salgado Financial Controller: CCDR-N » GIZELA FERREIRA ✖	Galicia (ES)	
2		Swansea University (SU) Swansea University » Ian Masters IPBRICK » Telma Salgueiro ✖	West Wales and The Valleys (UK)	
3		University of Manchester (UM)	Greater Manchester (UK)	
4		Centro Interdisciplinar de Investigação Marinha e Ambiental (CIIMAR)	Norte (PT)	

Note: Each partner, Lead Partner included, can only have one FLC. When selecting a new FLC user, it will replace the previous one. The National Correspondents are automatically associated to partners' organisations.

✓ To delete a user, click ✖ and OK



Make the report available to the FLC

When the partner completes the “sub report” and **submits it**, If includes expenditure, it goes directly to the assigned FLC/national body acting as FLC.

5.3 How the partner makes available the Progress report to the National Authority for supervision process?

In countries with centralized system the report is already available as the national body acts as FLC.

In countries with a decentralized system the report should be sent to FLC. After certification is made the report should be submitted. Then it is received by the National Authority for supervision. Once completed, the National Authority submits it again and it comes back to the partner.

5.4 How the partner makes available the Progress Report to the Lead Partner for consolidation?

If the report does not include expenditure, and when submitted, it goes to the Lead Partner;

If the includes expenditures it will be made available, only after being certified /supervised by the FLC /National Authority.