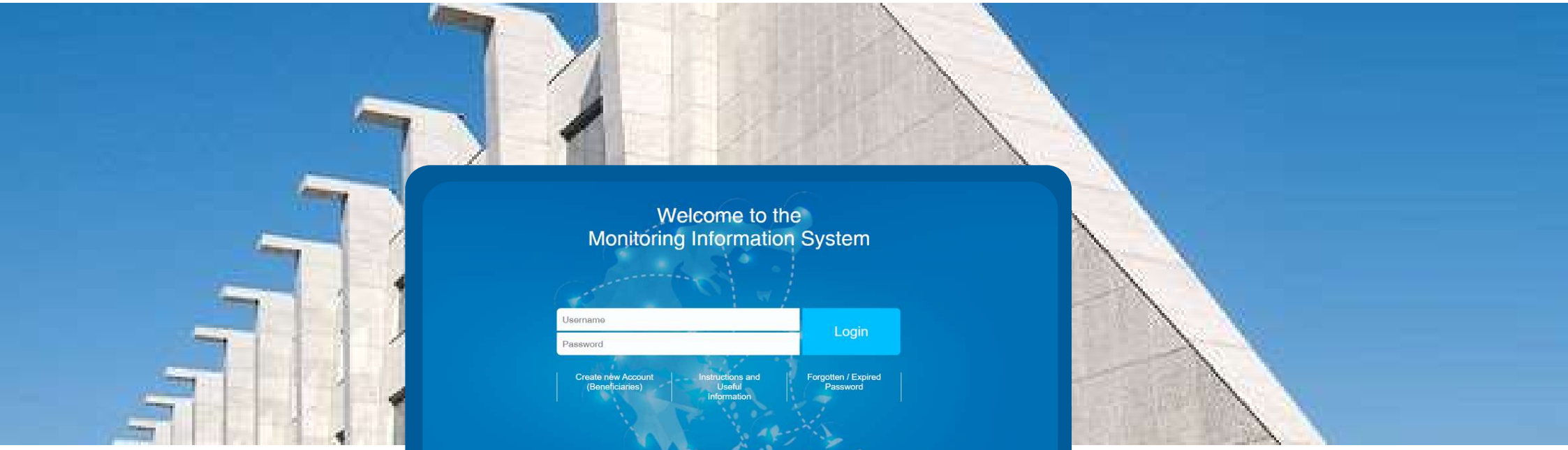
Access in MIS

Vlorë , 12/03/2024

Ioanna Kalaitzoglou

Overview

- Introduction to MIS
- Scope of MIS
- Access to MIS
- MIS User Interface
- Concept note Submission
- User Support



The Monitoring Information System (M.I.S.) is a web application for the co-financed by EU projects, which can be accessed with a web browser.

Scope of MIS

All project applications to the Greece-Albania 2021-2027 Program can ONLY be submitted via MIS

- Security
- Error Prevention
- Full Audit Trail
- Reporting tools
- Alerts for milestones

User Support

https://www.greece-albania.eu

https://greece-albania.eu/calls/#apply

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IPA Greece – Albania

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Calls Calendar | How to apply | Project Idea | Partner Search

How to apply

ERGORAMA

The application procedure in both stages, A and B, is carried out via the **MIS** . To access the MIS, the following requirements should be met:

Your organization is registered in MIS (**body code**).
The applicant has a **user account** valid in the programming period 2021-2027

Users who have had access to the MIS in the 2014-2020 programming period, should **upgrade** their account to access the system developed for the 2021-2027 programming period.

Read the manual "Guidelines for applying in MIS 2021-2027" included in the Applicant's package and follow the instructions given per case.

Deadline for obtaining a **"MIS Body Code": 18/3/2024**
Deadline for obtaining a **"MIS User Account": 20/3/2024**

User Deadlines

https://www.greece-albania.eu

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Deadline for obtaining a **"MIS Body Code": 18/3/2024**
Deadline for obtaining a **"MIS User Account": 20/3/2024**

Status	Open	**Date of Launch**	19/02/2024 8:00 am	**End Date for Submissions of Proposals**	03/04/2024 2:00 am
Type of Call	Common	**Area of Interventions**	The whole eligible area		

HOW TO ACCESS MIS?

GROUP A
ACCOUNT UPGRADE

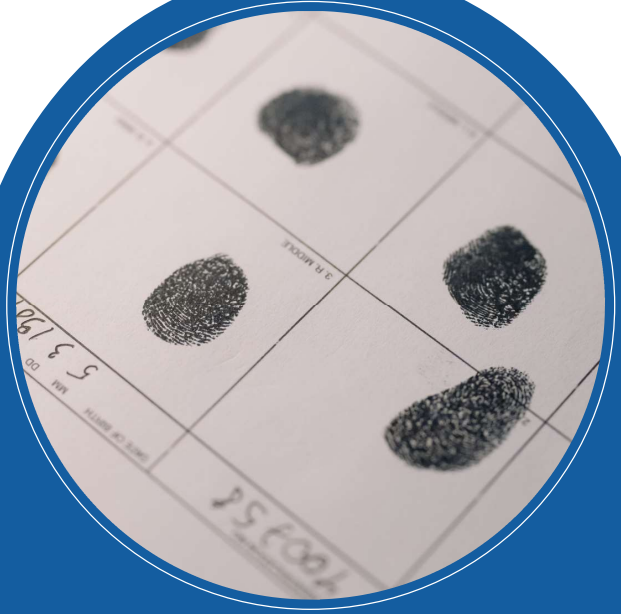
I have an account for MIS 2014-2020
I don’t remember the username
I can't log in the system
I had an account, but I need more privileges

GROUP B
CREATE NEW ACCOUNT

I do not have an account for MIS 2014-2020
I have an account for Greek Regional/Sectoral OPs
I don’t have an account and I don’t know if my organization is registered
The legal representative changed, how to change the name of the account

GROUP C
NEW ORGANISATION

My organization has not been funded before
My organization has not been registered in MIS registry
I searched and I did not find

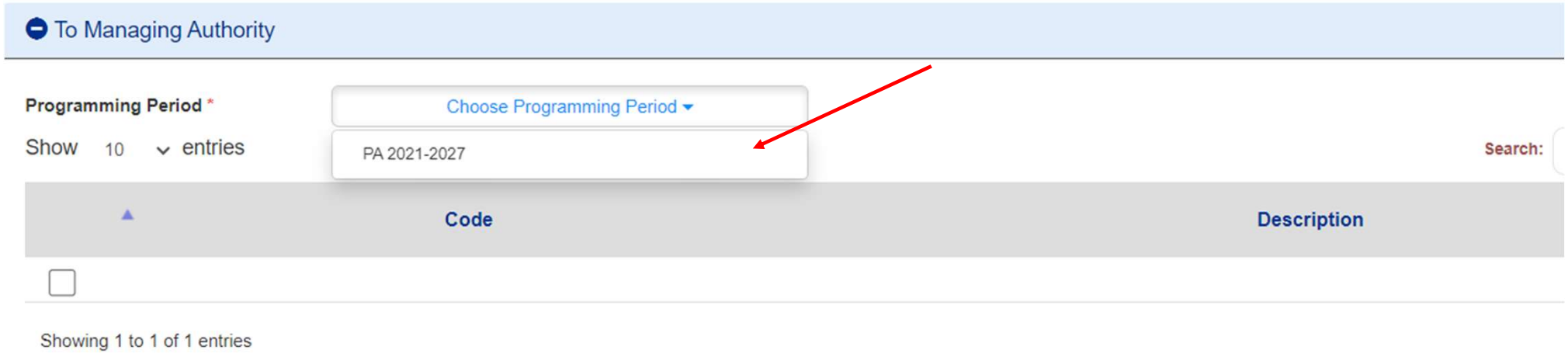


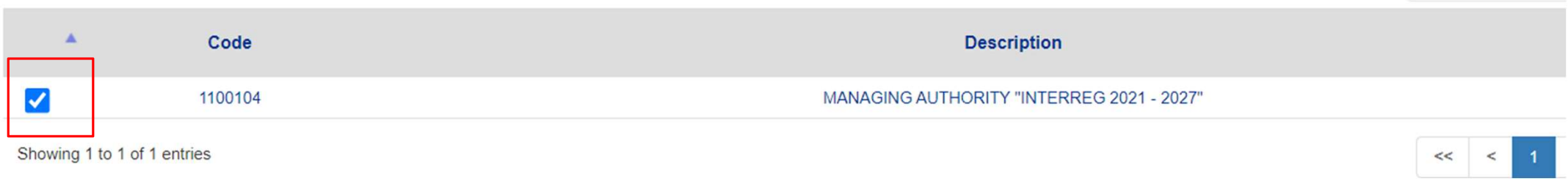
GROUP A . Upgrade User Account

b. Upgrade User Account

1. Login
2. Select **“User Profile 2021-2027”**

ii. Upgrade User Account - Managing Authority

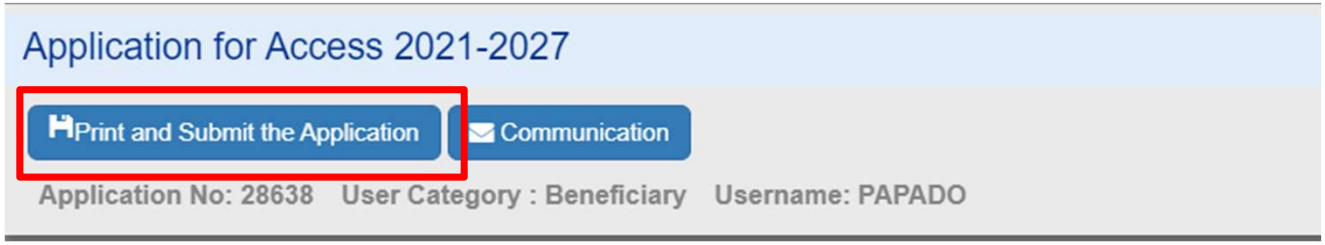




ii. Upgrade User Account

1. Select

"Print and Submit the Application"

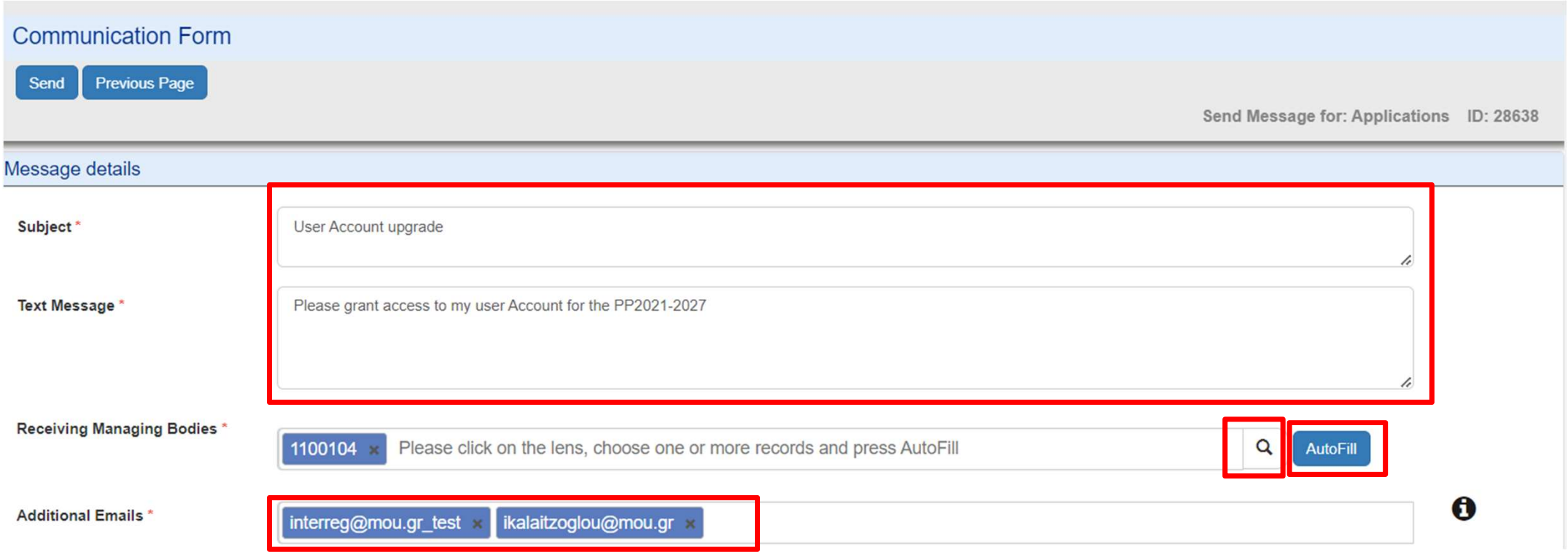


2. Duly sign (scanned) application

3. Submit the signed application via **Communication**

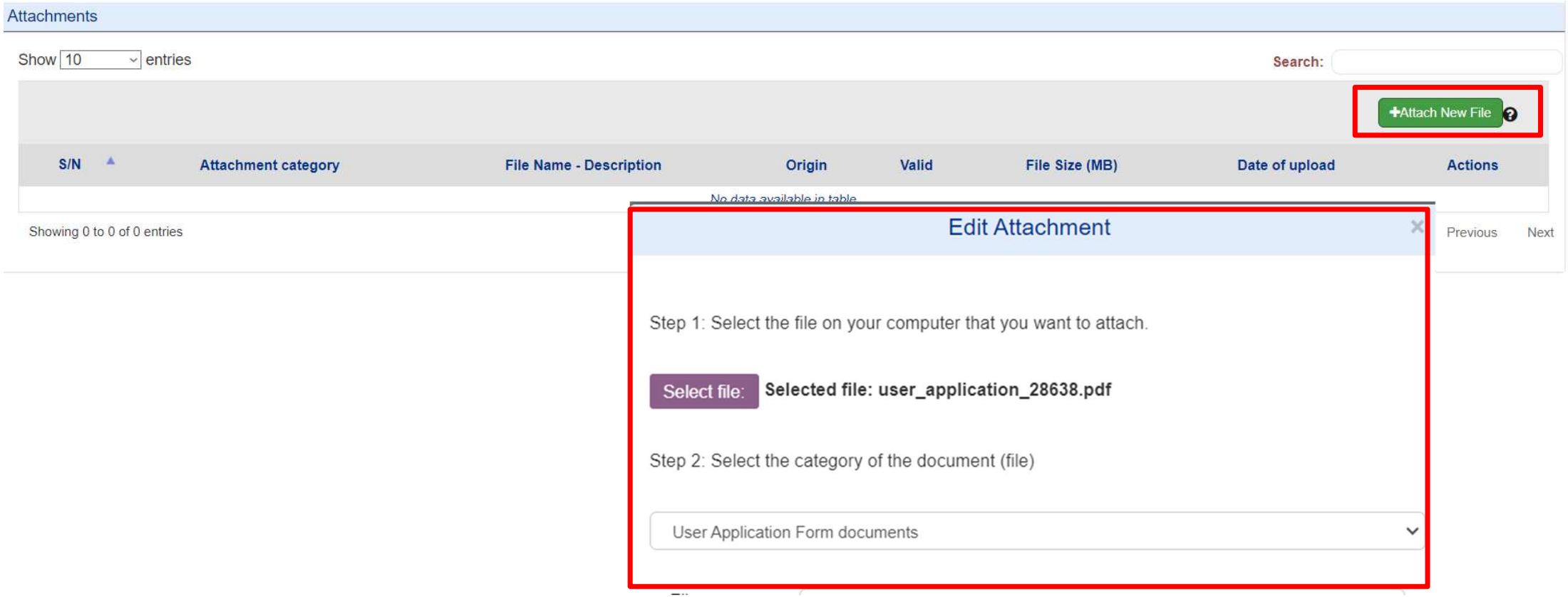
ii. Upgrade User Account

Fill in the message as follows



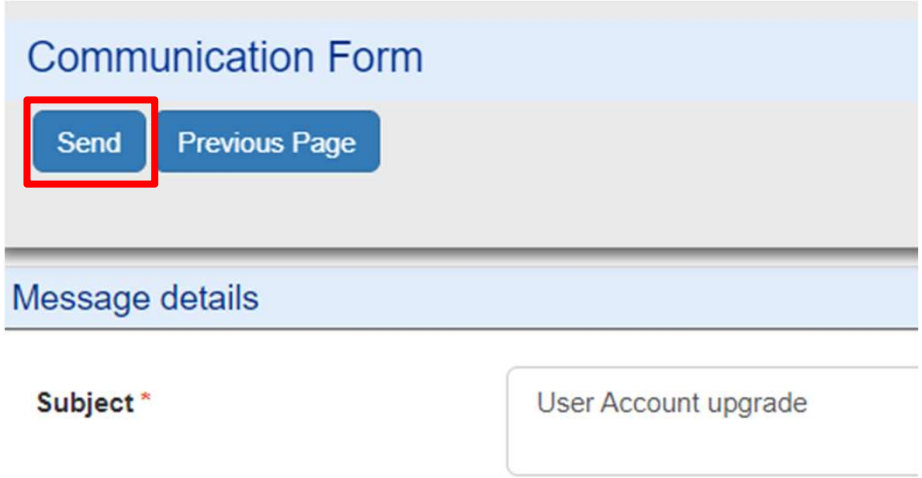
ii. Upgrade User Account

Upload the scanned application



ii. Upgrade User Account

Submit communication form



After submission

DULY SIGNED USER APPLICATION

Left bottom side:

i. Date
ii. Organization’s legal representative signature
iii. Legal representative's full name and title
iv. Organization's official stamp

Right bottom side:

v. Applicant’s signature below «Requested by»

ii. Apply for a user account – Duly signed

This document grants Mr./Ms.Memeti Bashkim access rights to the MIS-NSRF 2014-2020. The respective read/write privileges are stated above.

i. Date: 25.08.2023

ii.

AUTHORIZED OFFICIAL
(on behalf of beneficiary)

iii. Ioanna Smith
Director

iv. ΔΗΜΟΚΡΑΤΙΑ ΕΛΛΗΝΙΚΗ ΥΠΟΥΡΓΕΙΟ ΑΝΑΠΤΥΞΗΣ ΚΑΙ ΕΠΕΝΔΥΣΕΩΝ

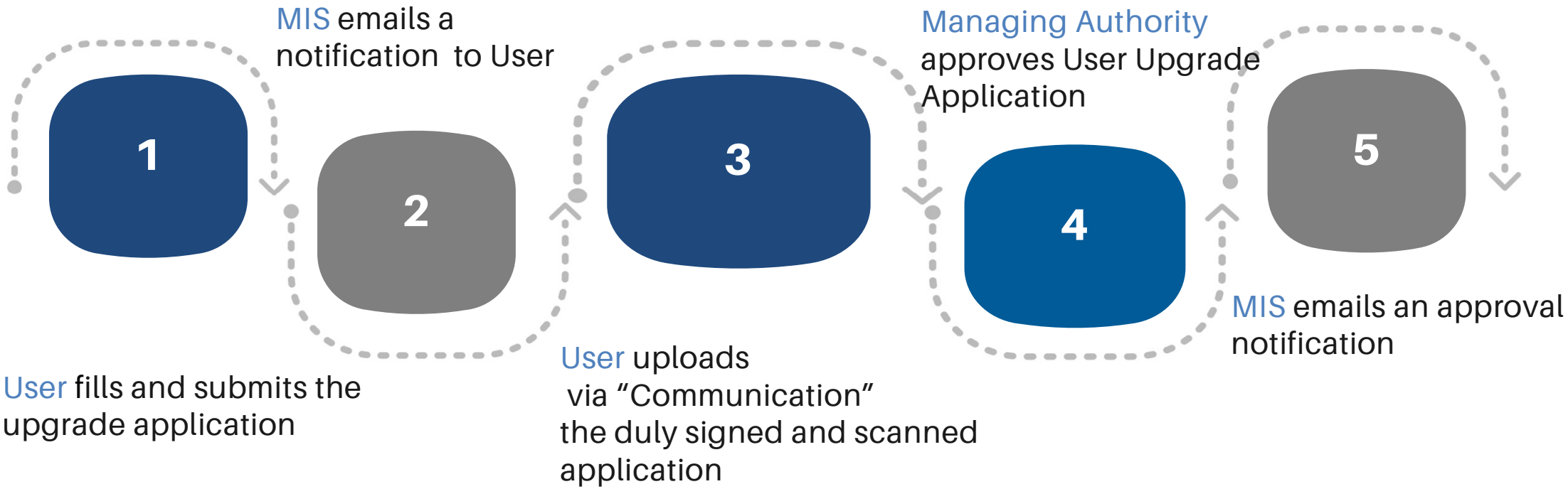
I understand that the access code assigned to me is strictly personal and that I am responsible for its proper use.

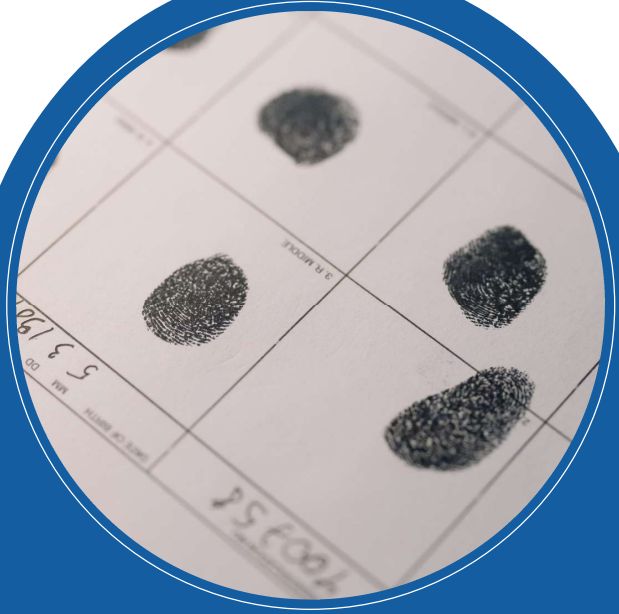
Date: 25/08/2023

Requested by

v. Memeti Bashkim

User account Upgrade Process





GROUP B

NEW User Account

ii. Apply for a user account

1. Navigate to the home page

   https://logon.ops.gr

2. Click on the link

   "Create new Account (beneficiaries)"

ii. Apply for a user account - Electronic Form

ii. Apply for a user account – Fill in personal data

New Account Application Form (Beneficiaries)

English Help

- This application is intented for potential Beneficiaries for projects financed by EU Funds.
- Attention! To be completed only for a NEW user account. For access to PP 2021-2027 please select 'User Details and Access 2021-2027'.
- Before applying please read carefully the instructions.

Clear data

Submit and Print

Personal Data

Name: *	Ioanna	**Surname:** *	kalaitzoglou
Address (Street, Number): *	Via del castello 5	**Town:** *	matera
Postal Code: *	75100	**Phone No:** *	003983999999
e-mail: *	ikalaitzoglou@mou.gr	**E-mail verification:** *	ikalaitzoglou@mou.gr
Position in the Bodv: *	Officer	**Country:** *	ELLADA

ii. Apply for a user account – Select your organization from the list

Personal Data

Name: *	Ioanna	**Surname:** *	Kalaitzoglou
Address (Street, Number): *	georg sholis 65	**Town:** *	Ohrid
Postal Code: *	2512	**Phone No:** *	0039000000000
e-mail: *	ikalaitzoglou@mou.gr	**E-mail verification:** *	ikalaitzoglou@mou.gr
Position in the Body: *	Officer	**Country:** *	Republic of North Macedonia
Body Code:	93000006	**Body Description:** *	ST.KLIMENT OHRIDSKI UNIVERSIT

ii. Apply for a user account – Select username

User Name Information

Username: *

ikalaitzoglou@mou.gr

Username availability check

Username auto filled with email but editable!

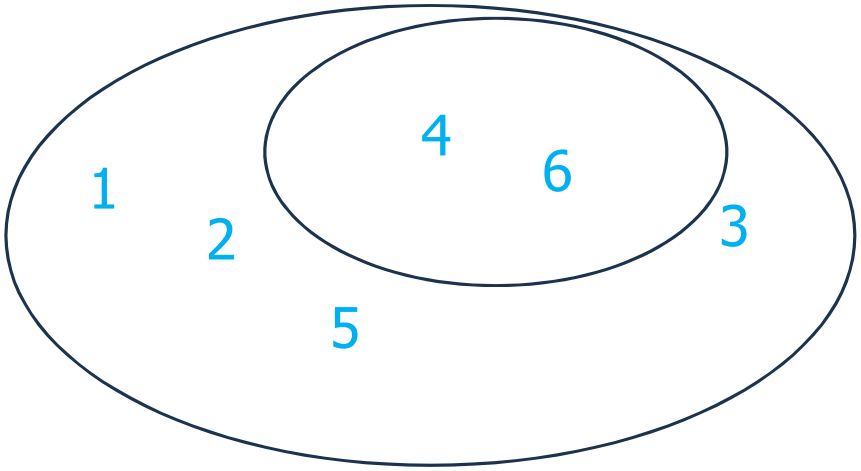
ii. Apply for a user account – Define access privileges

☐ Access to all projects of Authority

Comments (up to 2000 characters):

Access only to my projects

Specify access to Projects

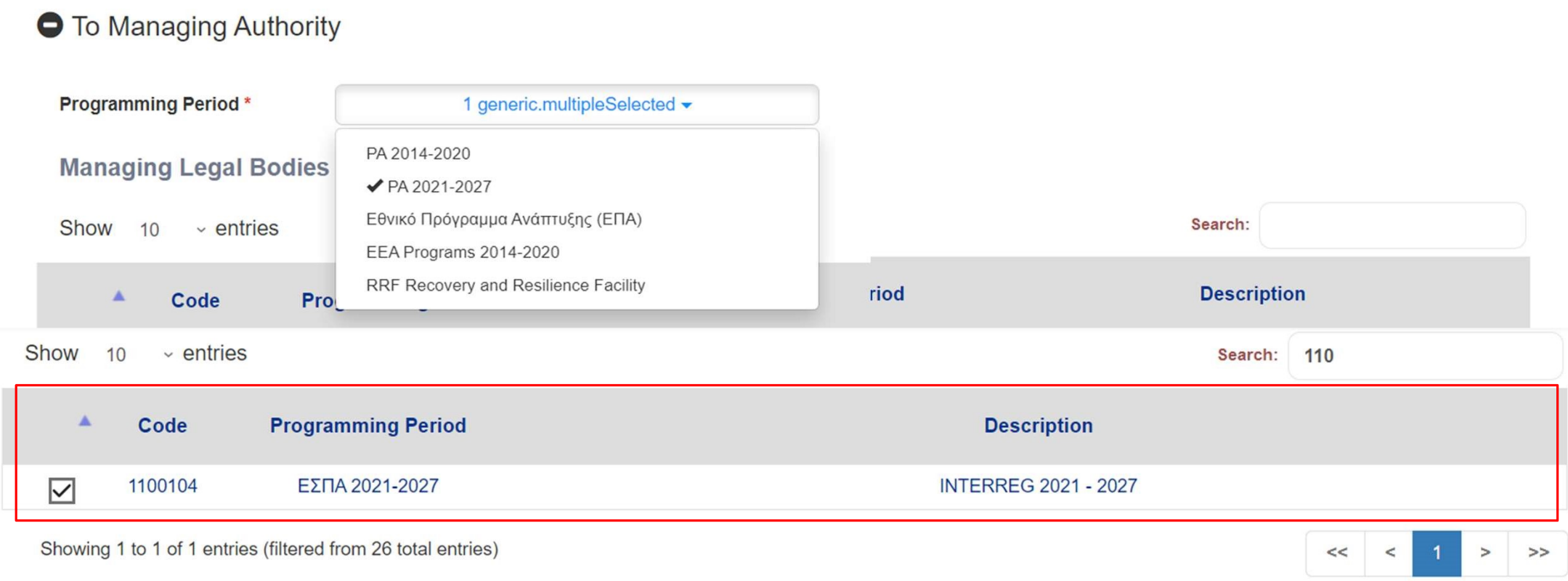


NOTE:

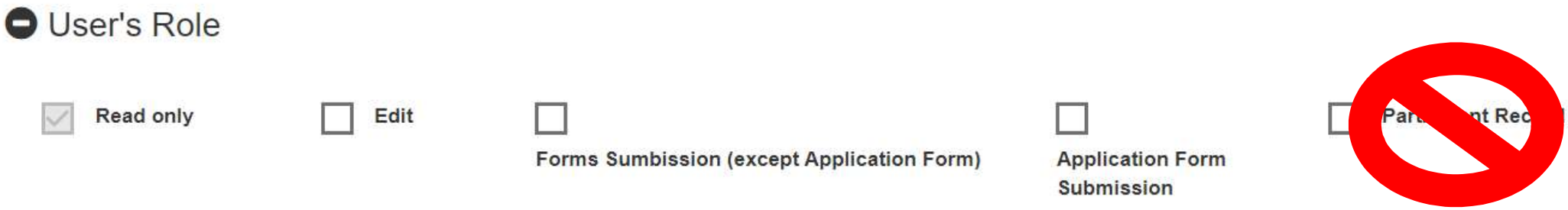
A New Project before submission is visibly only to:

- ✓ Users with Submit AF privilege
- ✓ Creator of the project

ii. Apply for a user account – Select Managing Authority



ii. Apply for a user account – Select roles



Read only	Edit	• Forms Submission (except AF)	Application Form Submission	Participant Record
• Minimum role • No action allowed	• Create/Edit	• Create/Edit/ Submit all documents other than AF	• Create/Edit/ Submit AF	• Not applicable for Interreg

ii. Apply for a user account - Electronic Form

DULY SIGNED USER APPLICATION

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i. Date
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iii. Legal representative's full name and title
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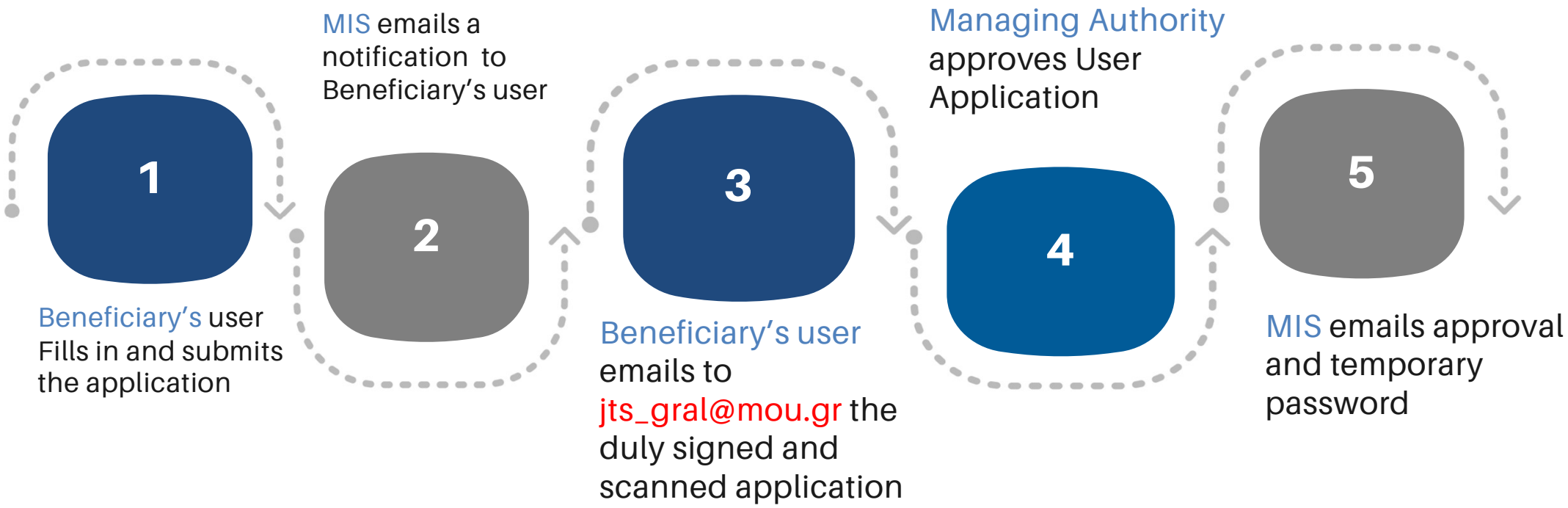
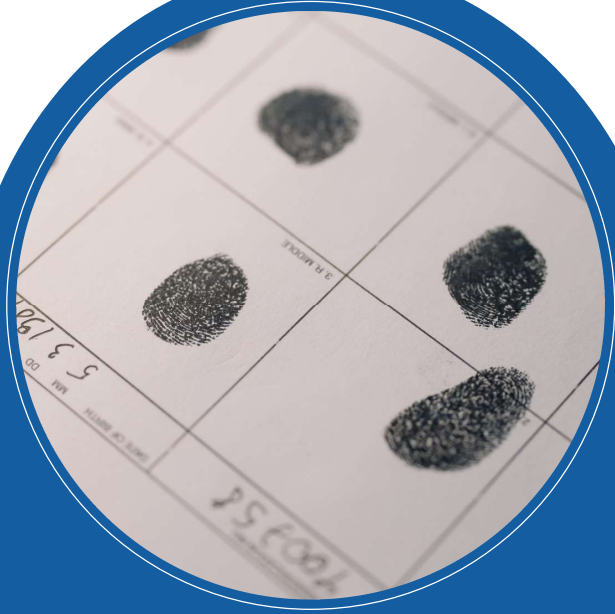
NEW User Account Process





GROUP C

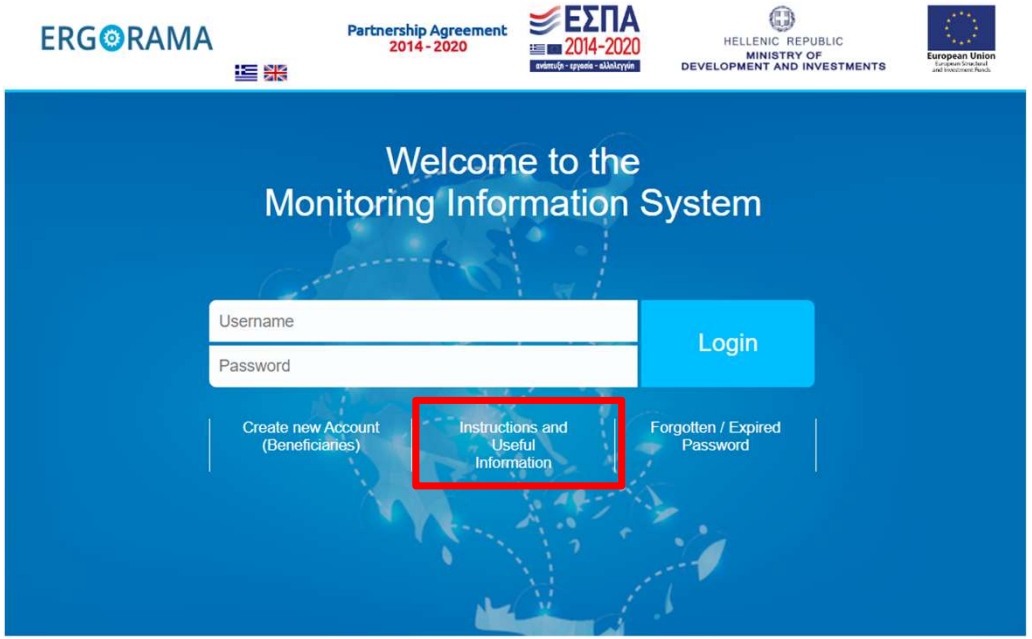
NEW ORGANISATION/INSTITUTION IN MIS

i. Organization Registration (1/3)

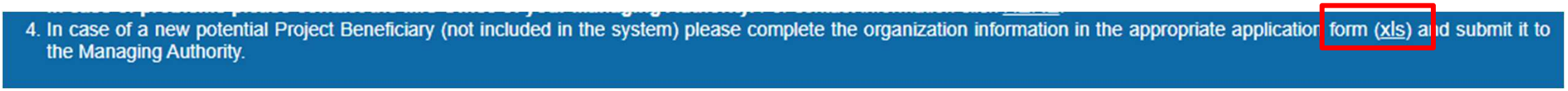
1. Navigate to

https://logon.ops.gr

2. Click on the link *"Instructions and Useful Information"*



3. Click on the hyperlink "xls"



i. Organization Registration (2/3)

4. Download the xls file
5. Fill in **ALL** orange fields
6. Save the file as:

   the name of your organization

7. Sent the file by email to:

jts_gral@mou.gr

HELLENIC REPUBLIC
MINISTRY OF ECONOMY & FINANCE
GENERAL SECRETARIAT FOR PUBLIC INVESTMENTS
NATIONAL COORDINATING AUTHORITY

MIS SPECIAL SERVICE

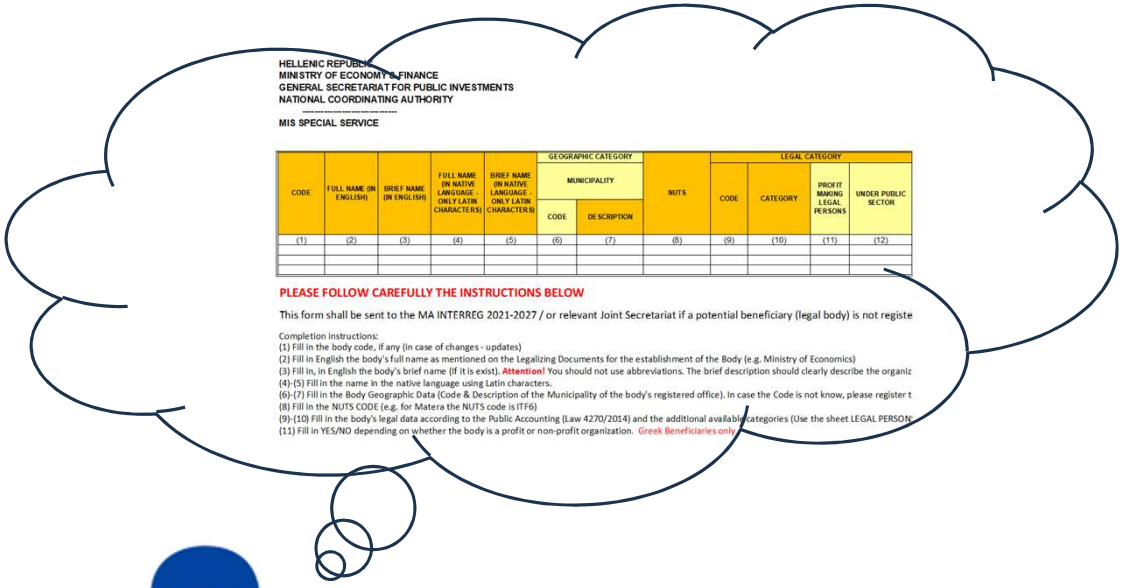
CODE	FULL NAME (IN ENGLISH)	BRIEF NAME (IN ENGLISH)	FULL NAME (IN NATIVE LANGUAGE - ONLY LATIN CHARACTERS)	BRIEF NAME (IN NATIVE LANGUAGE - ONLY LATIN CHARACTERS)	GEOGRAPHIC CATEGORY		NUTS	LEGAL CATEGORY			
					MUNICIPALITY			CODE	CATEGORY	PROFIT MAKING LEGAL PERSONS	UNDER PUBLIC SECTOR
					CODE	DESCRIPTION					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

PLEASE FOLLOW CAREFULLY THE INSTRUCTIONS BELOW

This form shall be sent to the MA INTERREG 2021-2027 / or relevant Joint Secretariat if a potential beneficiary (legal body) is not registe

Completion instructions:
(1) Fill in the body code, if any (in case of changes - updates)
(2) Fill in English the body's full name as mentioned on the Legalizing Documents for the establishment of the Body (e.g. Ministry of Economics)
(3) Fill in, in English the body's brief name (If it is exist). **Attention!** You should not use abbreviations. The brief description should clearly describe the organiz
(4)-(5) Fill in the name in the native language using Latin characters.
(6)-(7) Fill in the Body Geographic Data (Code & Description of the Municipality of the body's registered office). In case the Code is not know, please register t
(8) Fill in the NUTS CODE (e.g. for Matera the NUTS code is ITF6)
(9)-(10) Fill in the body's legal data according to the Public Accounting (Law 4270/2014) and the additional available categories (Use the sheet LEGAL PERSON
(11) Fill in YES/NO depending on whether the body is a profit or non-profit organization. Greek Beneficiaries only

i. Organization Registration (3/3)



HELLENIC REPUBLIC
MINISTRY OF ECONOMY & FINANCE
GENERAL SECRETARIAT FOR PUBLIC INVESTMENTS
NATIONAL COORDINATING AUTHORITY

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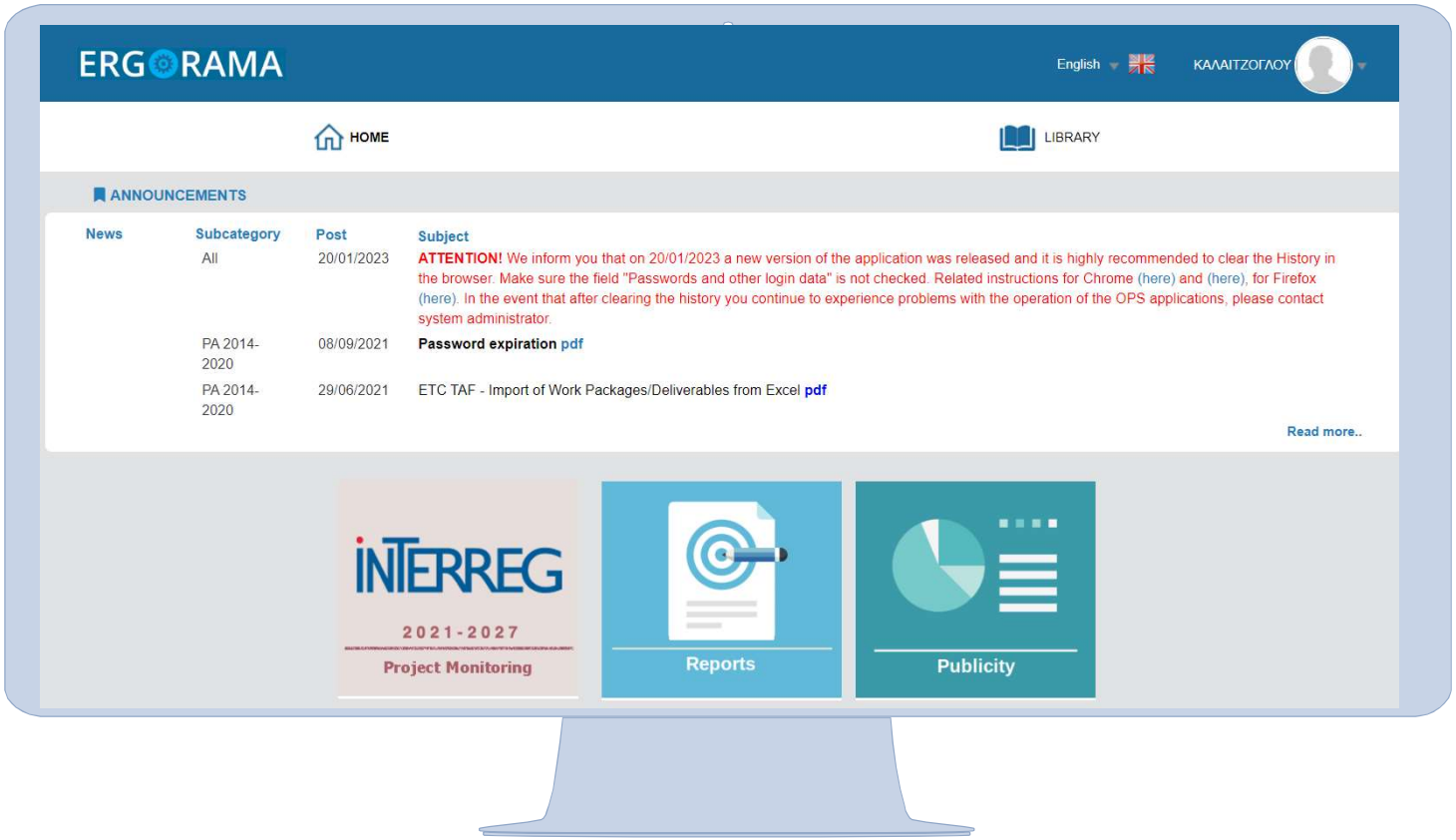
The information will be checked by the JS and will be registered in MIS by an Officer in MIS Office (Athens)

WHEN YOU RECEIVE your "body code", you belong to the Groub B and you can proceed with the user account applications

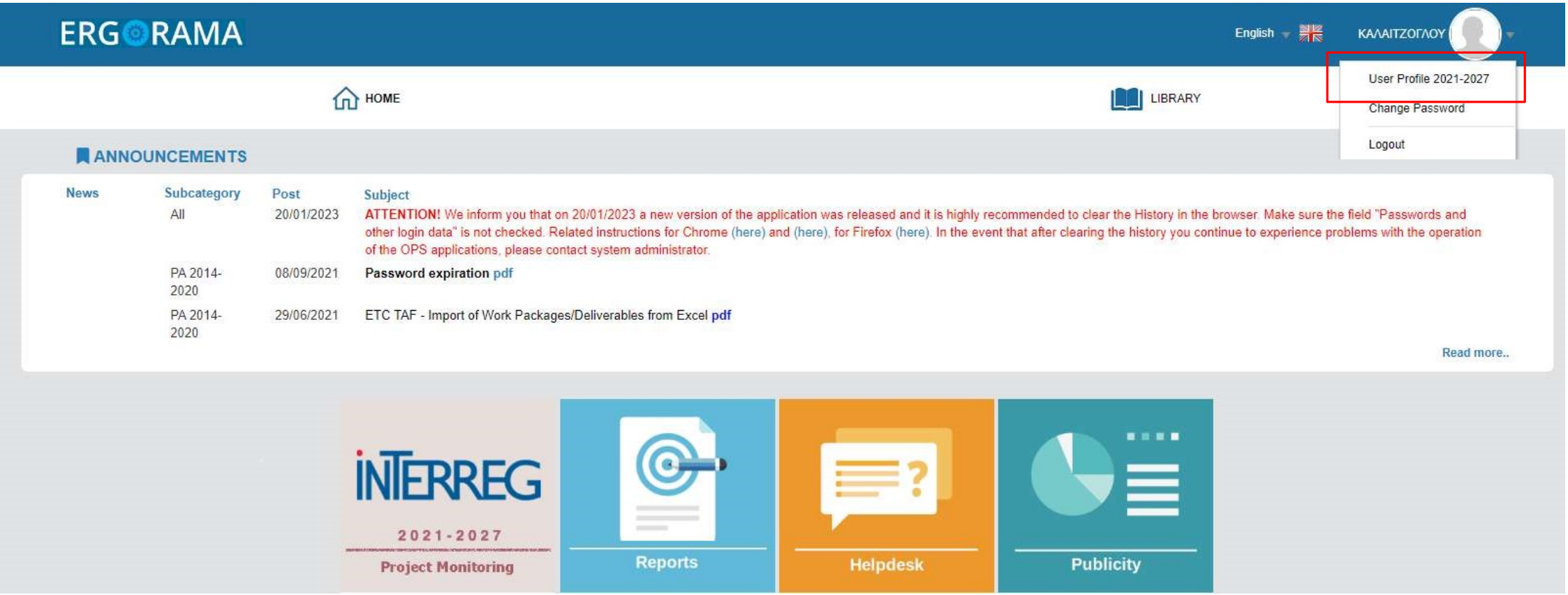
FIRST LOGIN

- Navigate to MIS Portal
- Check your personal data
- Change temporary password

MIS Portal


ERGORAMA
English
ΚΑΛΑΙΤΖΟΓΛΟΥ
HOME
LIBRARY
ANNOUNCEMENTS
News
Subcategory
Post
Subject
All
20/01/2023
ATTENTION! We inform you that on 20/01/2023 a new version of the application was released and it is highly recommended to clear the History in the browser. Make sure the field "Passwords and other login data" is not checked. Related instructions for Chrome (here) and (here), for Firefox (here). In the event that after clearing the history you continue to experience problems with the operation of the OPS applications, please contact system administrator.
PA 2014-2020
08/09/2021
Password expiration pdf
PA 2014-2020
29/06/2021
ETC TAF - Import of Work Packages/Deliverables from Excel pdf
Read more..
INTERREG
2021-2027
Project Monitoring
Reports
Publicity

User Account data



User Profile Data

User Account Modification

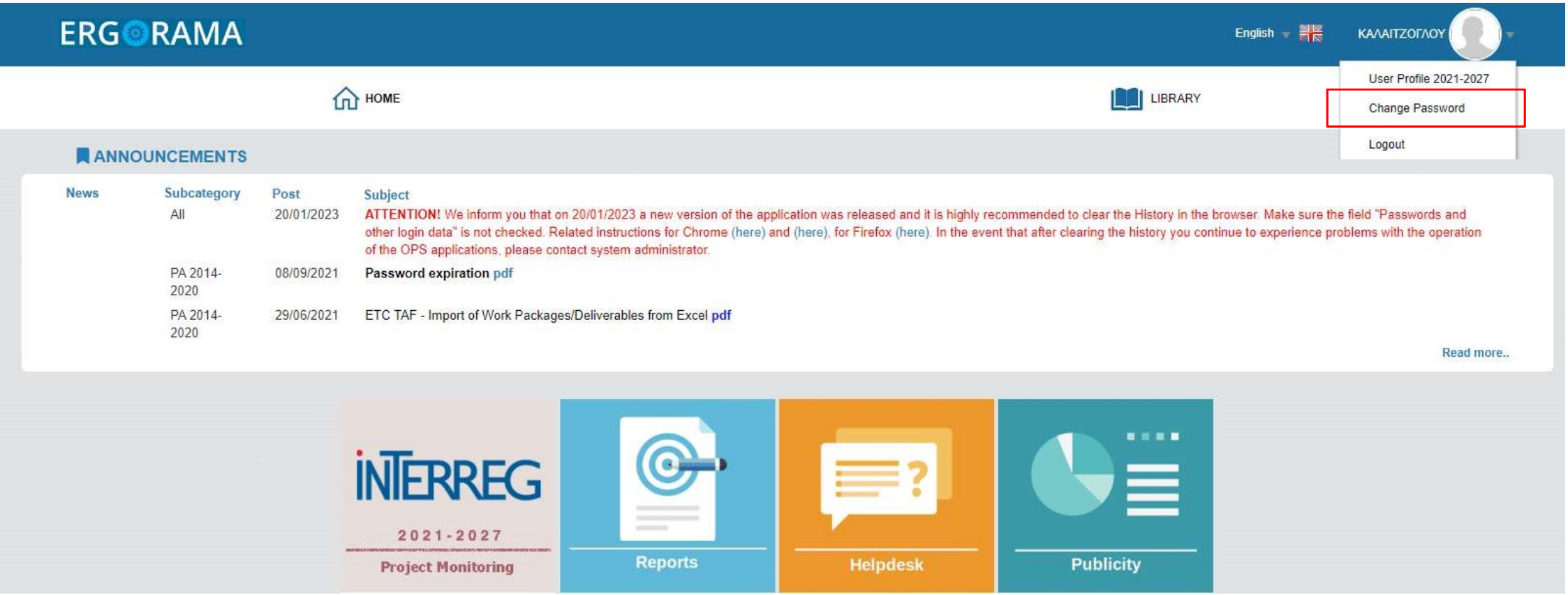
Save | Communication

Application No: 24553 User Category : Beneficiary Username: IKALAI

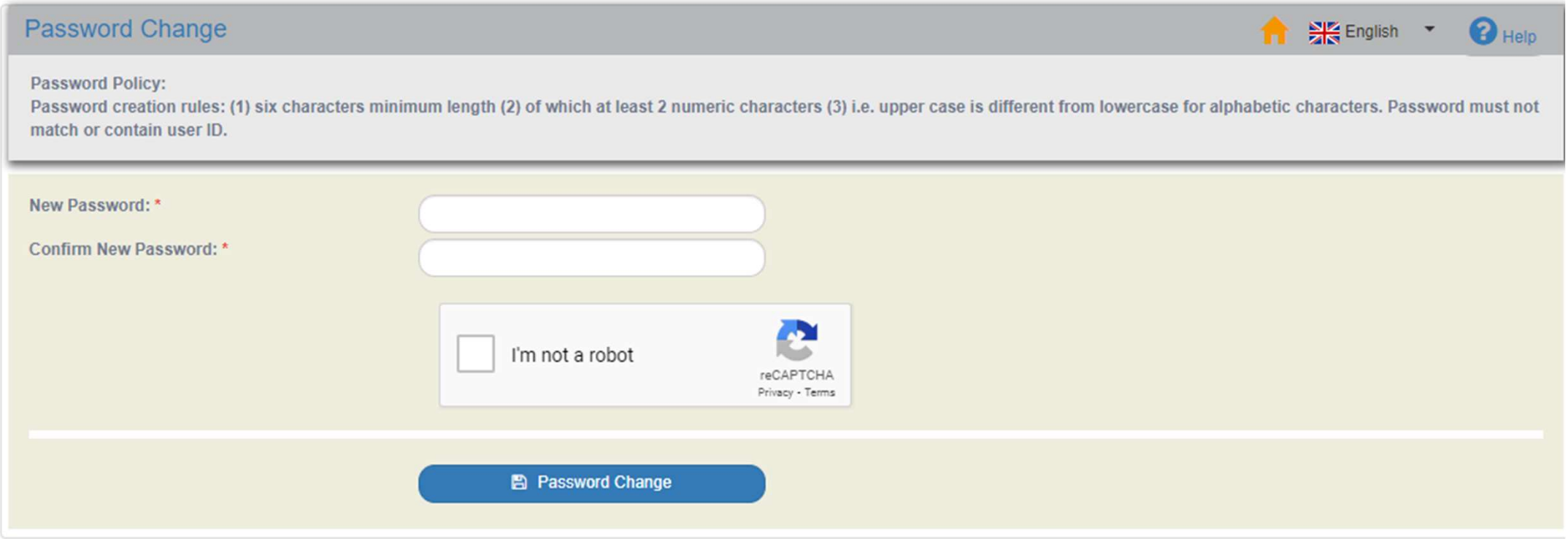
Personal Data

Surname:	ΚΑΛΑΙΤΖΟΓΛΟΥ	**Name:**	ΙΩΑΝΝΑ
Body Code:	1100104	**Body Description:**	ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ
Username:	IKALAI		
Address (Street, Number):	ΛΕΩΦ. ΓΕΩΡΓΙΚΗΣ ΣΧΟΛΗΣ 65	**Postal Code:**	57001
Town:	ΘΕΣΣΑΛΟΝΙΚΗ	**Phone No:**	2310469676
e-mail:	IKALAITZOGLOU@MOU.GR	**Position in the Body:**	Στέλεχος μονάδας Δ
Country: *	ELLADA		

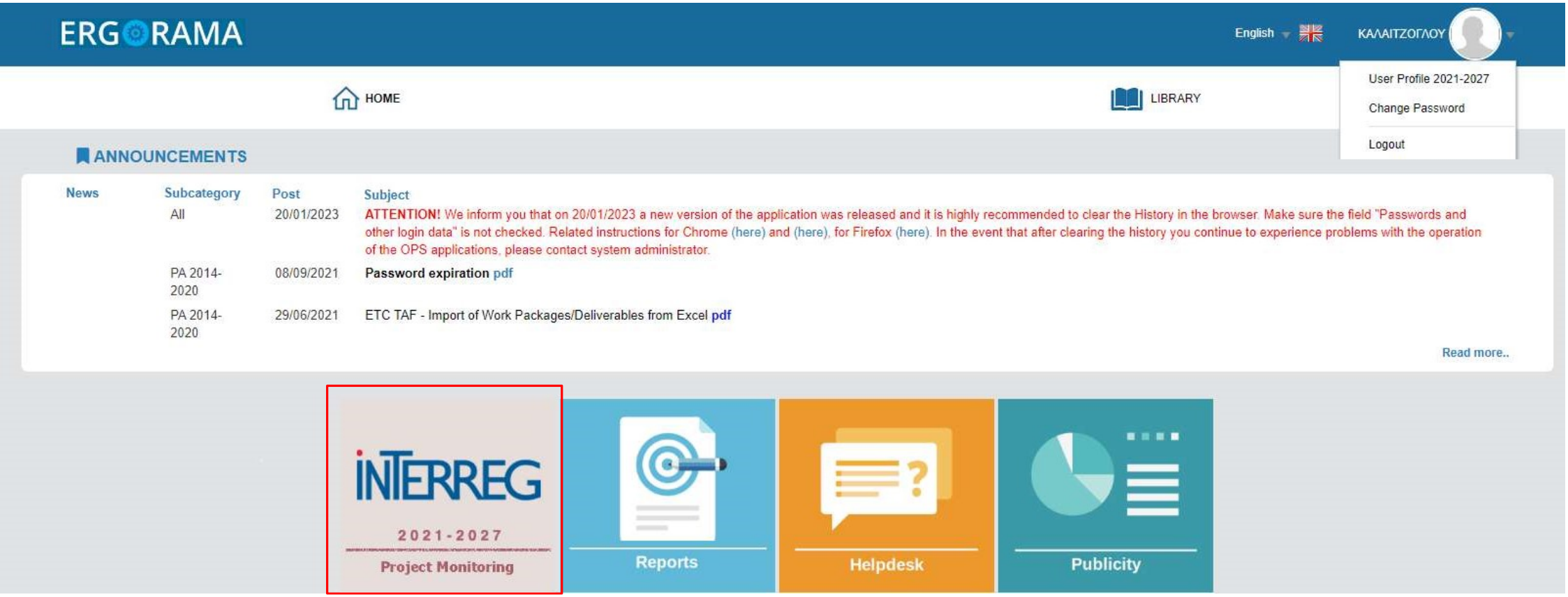
Change password



Change password request



INTERREG MIS



INTERREG MIS DASHBOARD

INTERREG

Tasks 0 | English | Help | ADMIN5_INTERREG

DASHBOARD

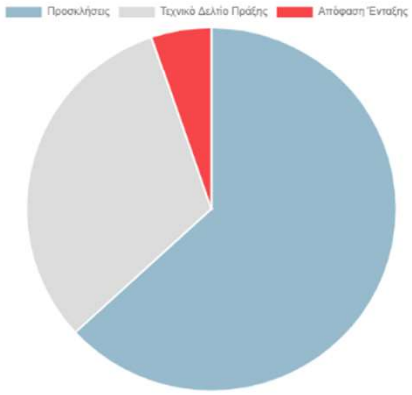
ACTIVITY

Δελτίο	ID	Ενέργεια Χρήστη	Ημ/νία
Προσκλήσεις (7626)	13641	A new Call has been created. Call code: 7626 for ID: 13641	03-07-2023 12:11
Προσκλήσεις (7588)	13603	Record update	29-06-2023 11:28
Τεχνικό Δελτίο Πράξης (5001106)	159244	Επεξεργασία Δελτίου	28-06-2023 12:25
Προσκλήσεις (7526)	13541	Επεξεργασία Δελτίου	28-06-2023 10:47
Τεχνικό Δελτίο Πράξης (5081749)	169023	Επεξεργασία Δελτίου	27-06-2023 12:22
Τεχνικό Δελτίο Πράξης (5081742)	168923	Record update	27-06-2023 11:59
Απόφαση Ένταξης (1222)	24033	A new version has been created with code1222/2.0 (copy from id: 1282)	27-06-2023 11:04
Προσκλήσεις (7546)	13561	Record update	26-06-2023 14:05
Τεχνικό Δελτίο Πράξης (5049389)	137462	Submitted record update	26-06-2023 12:28
Προσκλήσεις (7486)	13501	Record update	23-06-2023 16:47

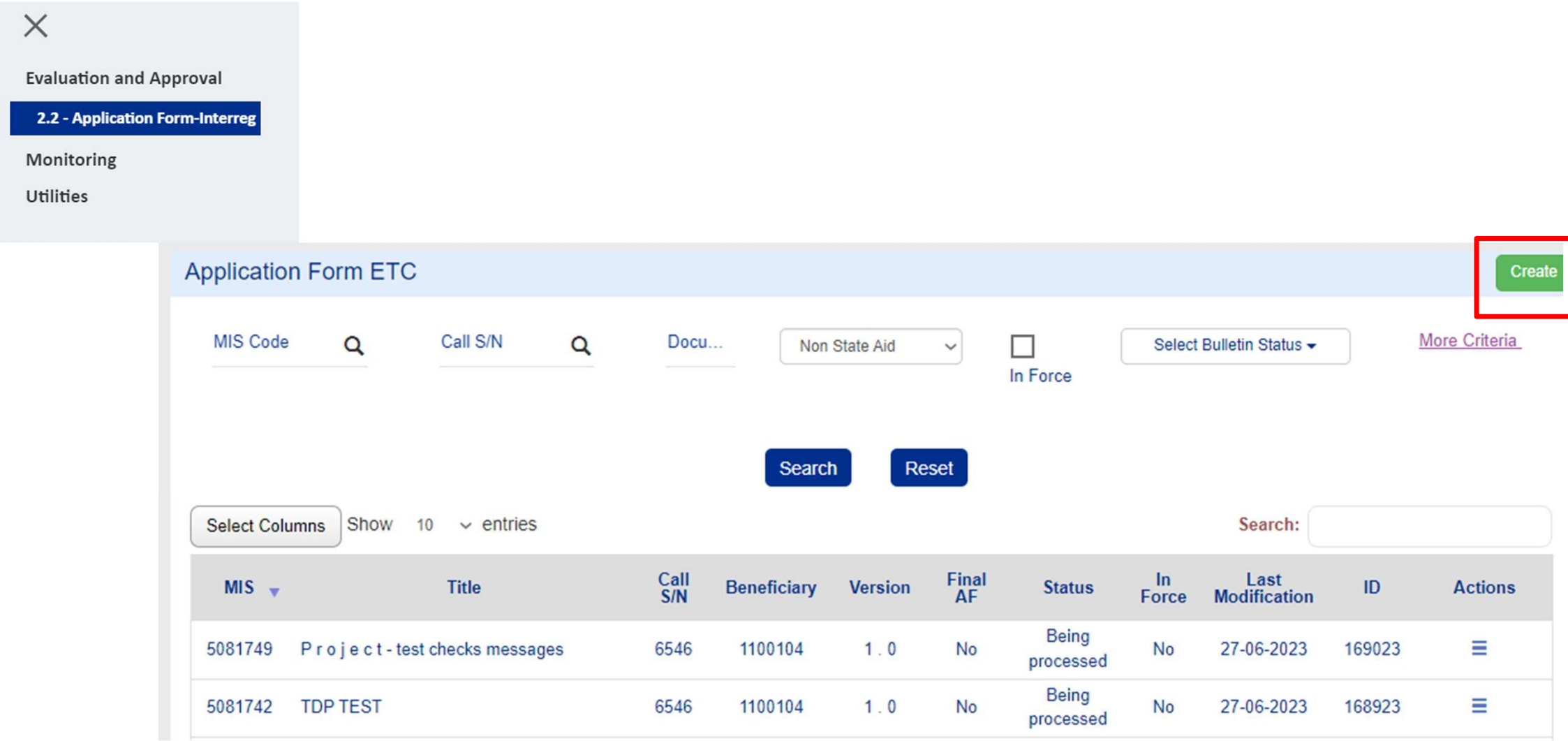
NEWS

Σχετικό Δελτίο	Θέμα	Ημ/νία
ΔΔΔ,ΔΚΔ	Ανέβηκαν νέες λειτουργικότητες στην παραγωγή. Περισσότερες πληροφορίες εδώ: http://www.ops.gr/Ergorama	24/08/2021
Κατανομή	new Τακτοποίηση πληρωμών Δημοσίων Επενδύσεων με τη λήξη του οικονομικού έτους 2020, χρηματοδότηση του Προγράμματος Δημοσίων Επενδύσεων έτους 2021 και ρύθμιση σχετικών θεμάτων.(pdf)	29/12/2020
Πρόσκληση,ΤΔΠ	Οδηγίες και κατευθύνσεις για την παρακολούθηση των Δεικτών στα ΕΠ 2014-2020, για τη λειτουργία του Ενιαίου Συστήματος Παρακολούθησης Δεικτών (doc)	03/02/2020

MOST USED DOCUMENTS



Create an Application Form – Concept Note



Select the Axis

and the Call

Create an Application Form

- (●) Create

Programme/Priority * 632 (Interreg VI-A) Greece-Italy | P1 - Enhanced cooperation for a more competitive and smarter GR-IT area

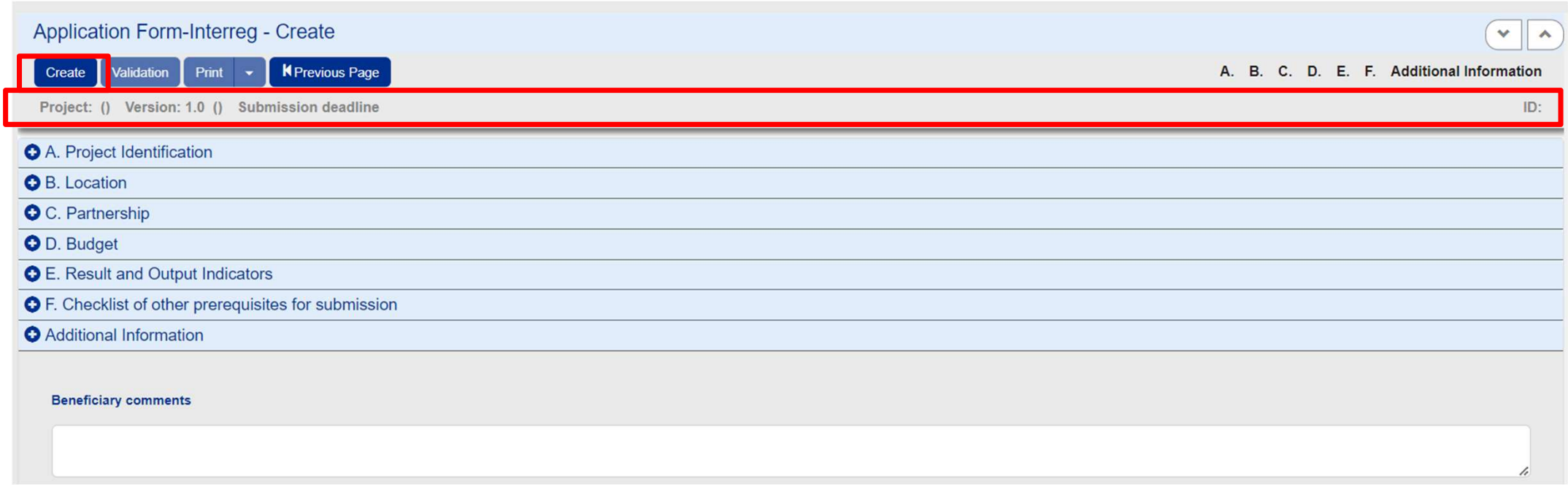
Call S/N * 6546 FDF

Project Title * Concept Note (Construction of a bridge connecting Italy and Corfu)

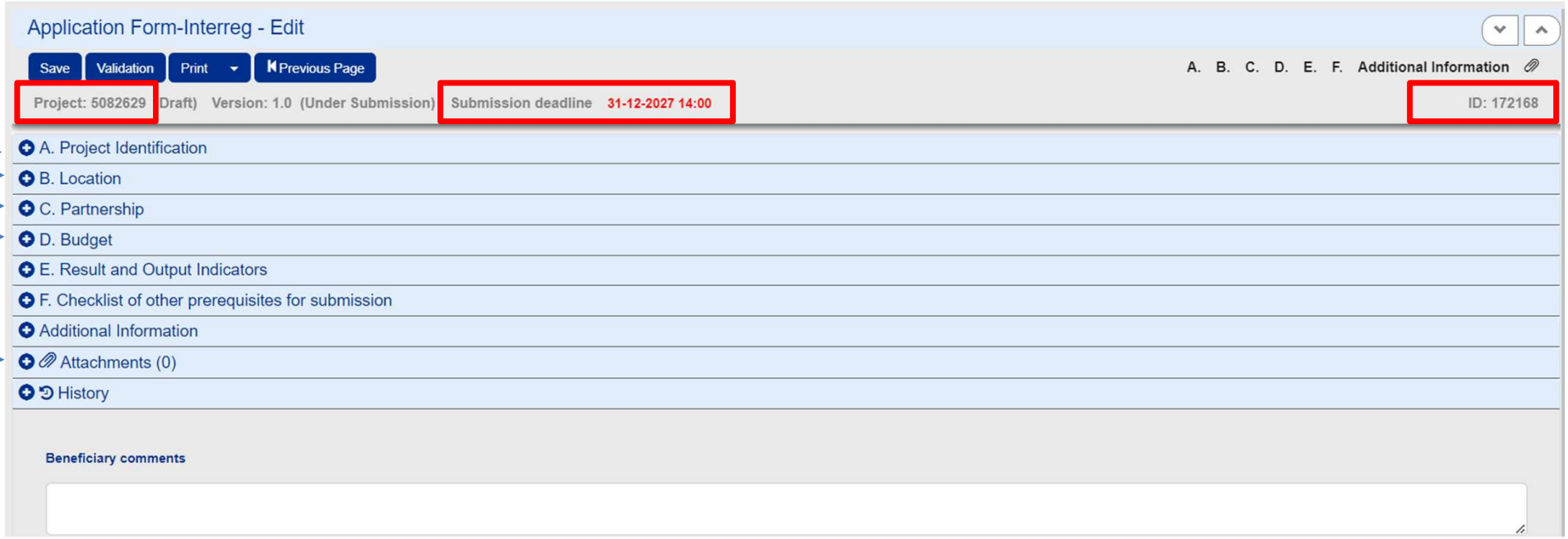
- ( ) Create New Version
- ( ) Copy (new Mis Code)
- ( ) Create AF for Project Completion

Accept Close

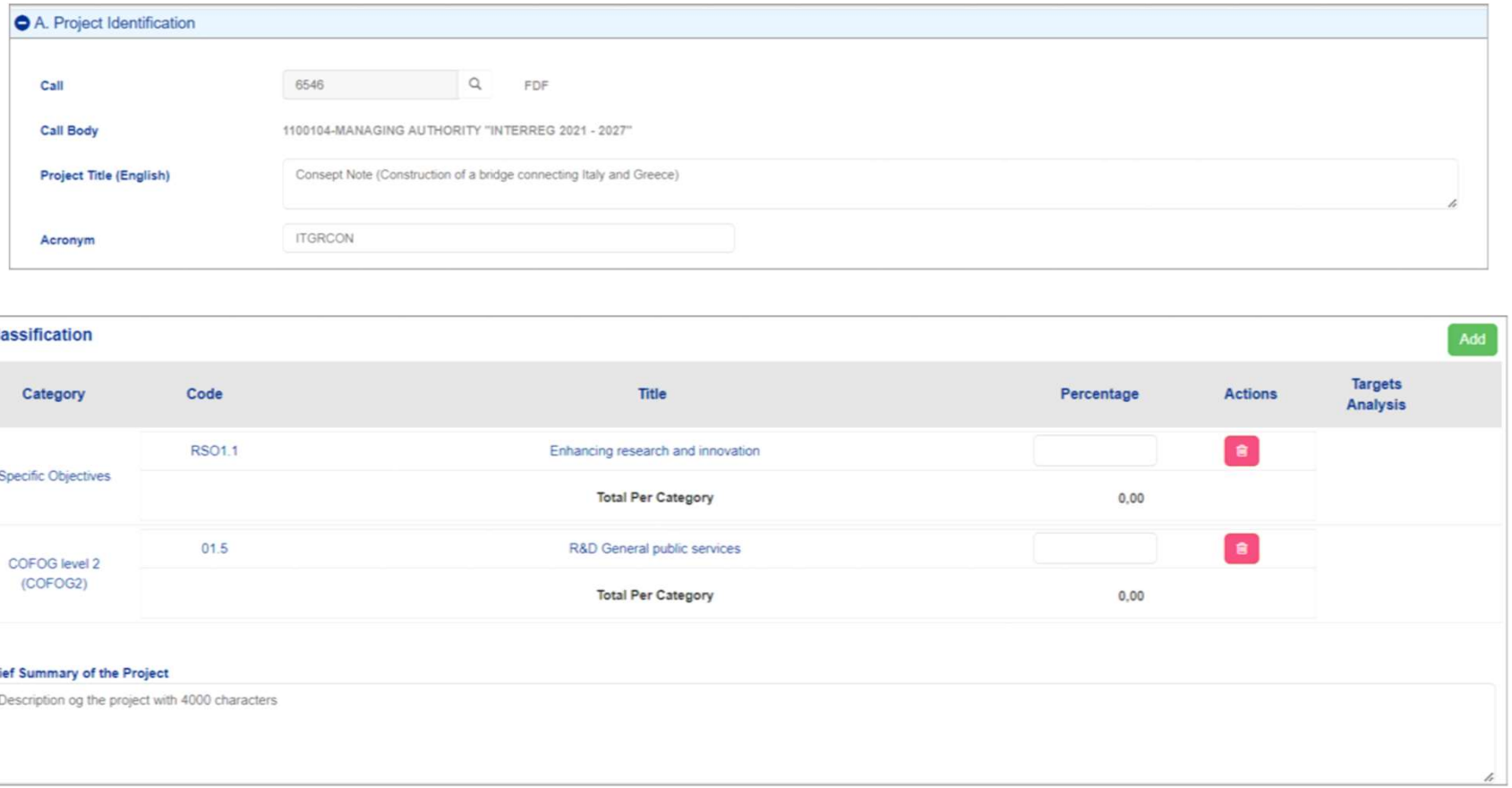
Click on Create



Fill in Sections A. B. C. D and attach the concept note pdf



Define the Classification for the project



A. Project Identification

Call	6546 FDF
Call Body	1100104-MANAGING AUTHORITY "INTERREG 2021 - 2027"
Project Title (English)	Consept Note (Construction of a bridge connecting Italy and Greece)
Acronym	ITGRCON

Classification

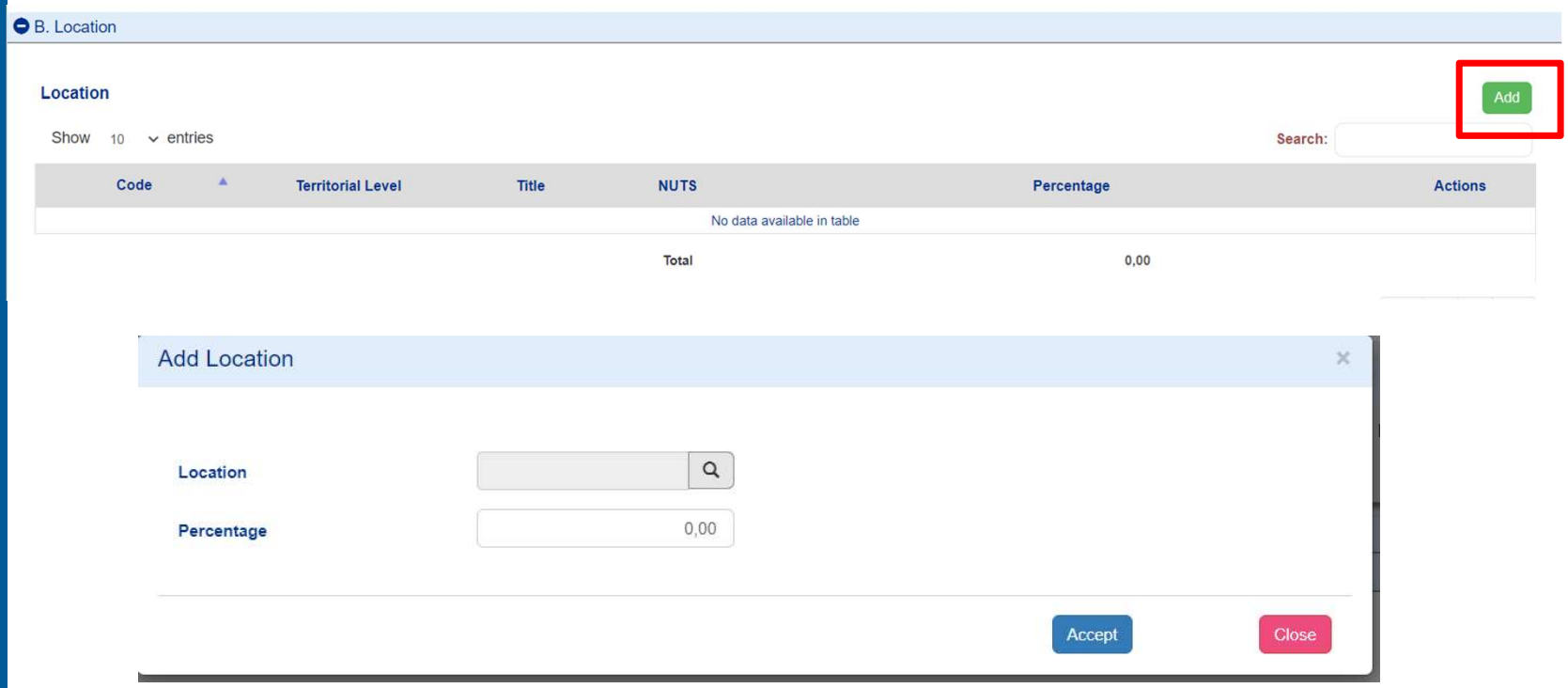
Add

Category	Code	Title	Percentage	Actions	Targets Analysis
Specific Objectives	RSO1.1	Enhancing research and innovation			
		Total Per Category	0,00		
COFOG level 2 (COFOG2)	01.5	R&D General public services			
		Total Per Category	0,00		

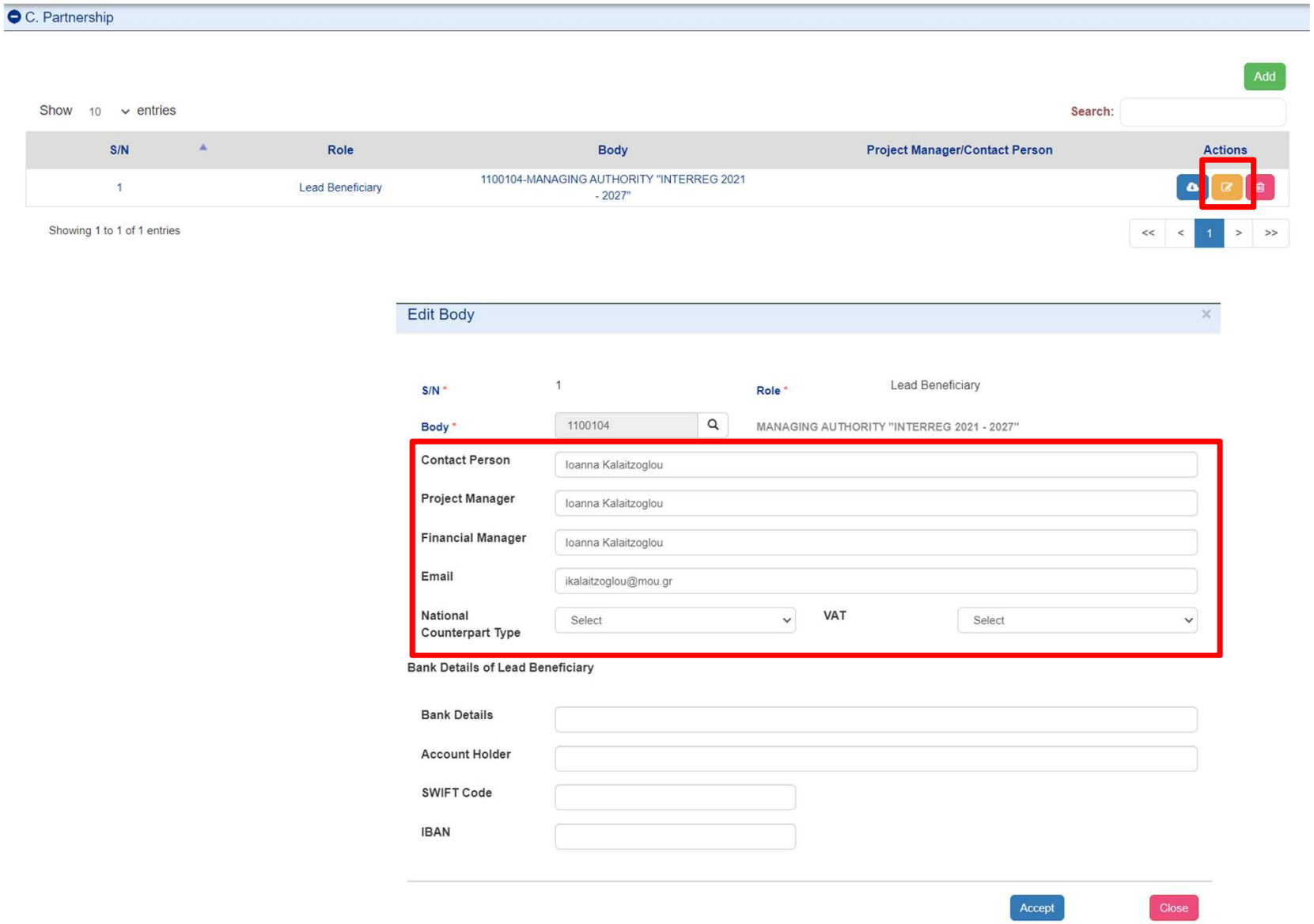
Brief Summary of the Project

Description og the project with 4000 characters

Define the location of the implementation of the project



Fill in the LEAD Beneficiary's Contact Person/ Project Manager



Register ONLY ONE Work Package

D. Budget

Work Packages / Deliverables

Download Excel | Import from Excel | Add

WP Number	Name	Start Date	End Date	Amount	Actions

Budget Annual Allocation

Add

Year	Total Cost	Actions
Total	0,00	

Budget Allocation per Budget Line

Type of Expenditure

Total Expenditures Based on Invoice

Add Work Packages

WP Number * 1

Title * Consept Note

Start Date 01-01-2024

End Date 31-01-2025

Amount 0,00

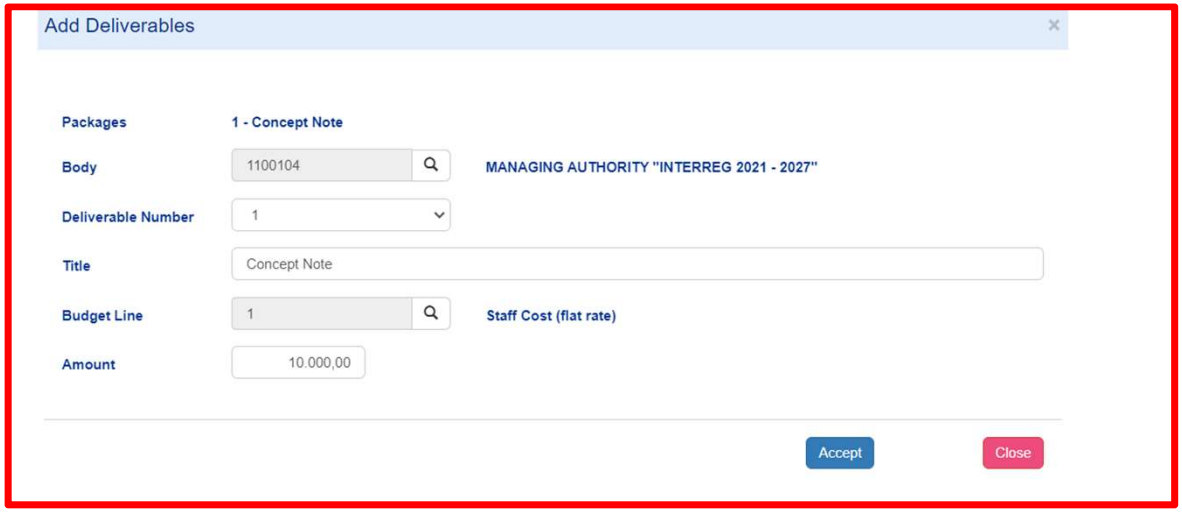
Accept | Close

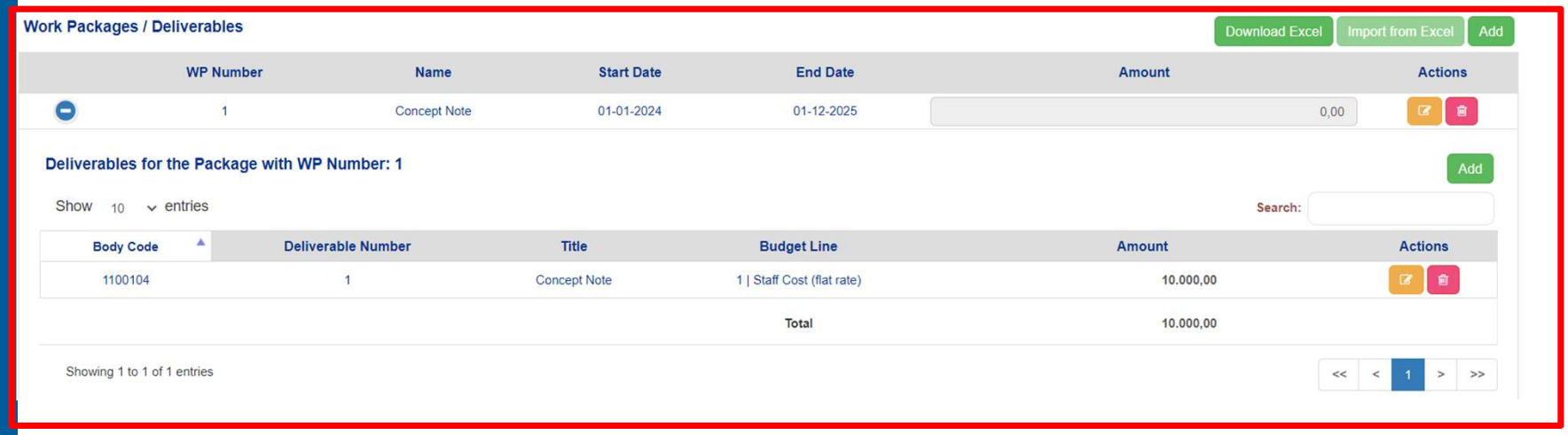
Work Packages / Deliverables

Download Excel | Import from Excel | Add

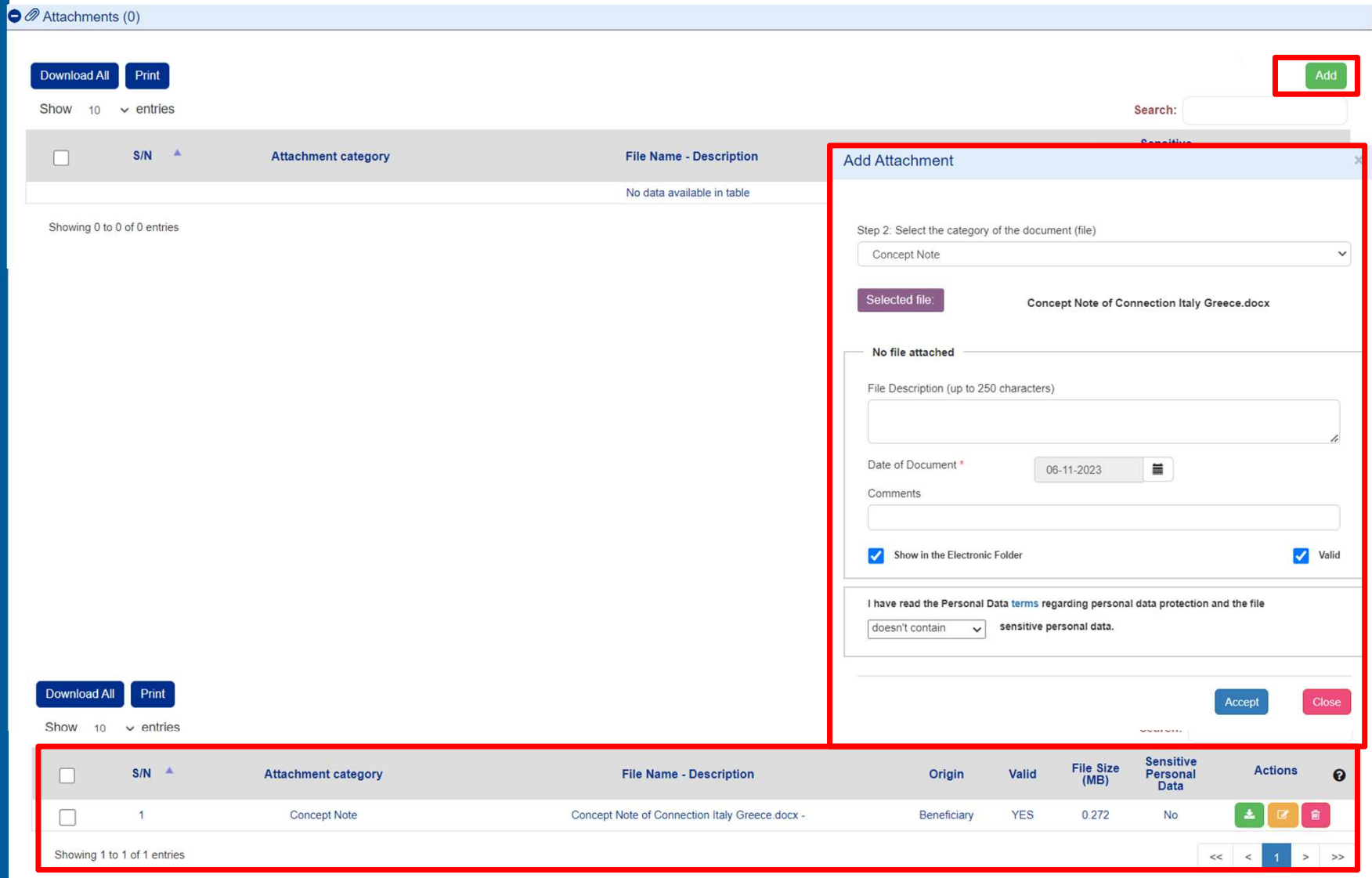
	WP Number	Name	Start Date	End Date	Amount	Actions
	1	Consept Note	01-01-2024	31-01-2025	0,00	
				Total	0,00	

Add ONE Deliverable

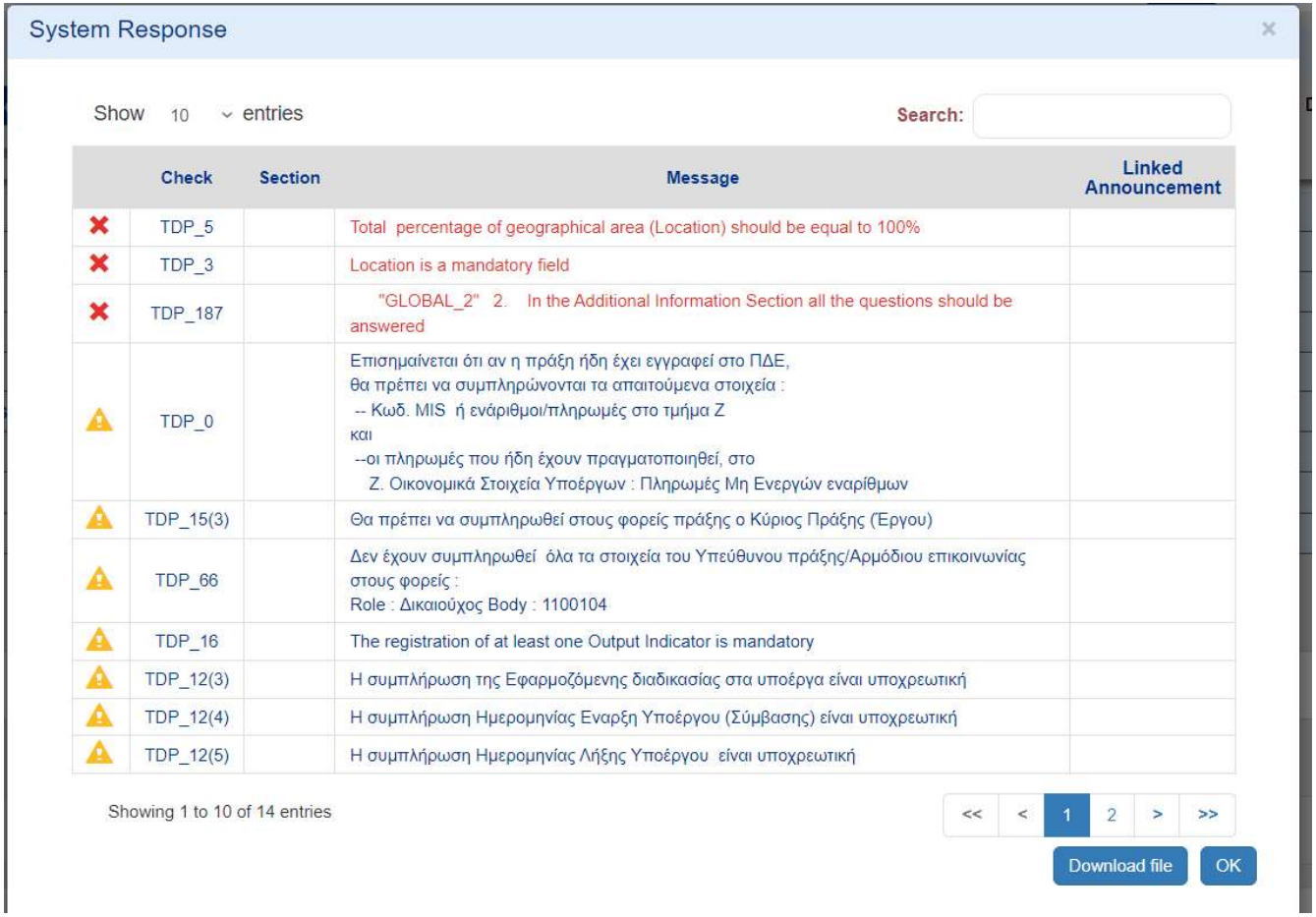




Attach the Concept Note Pdf



Check for validity of your data



System Response

Show 10 entries

Search:

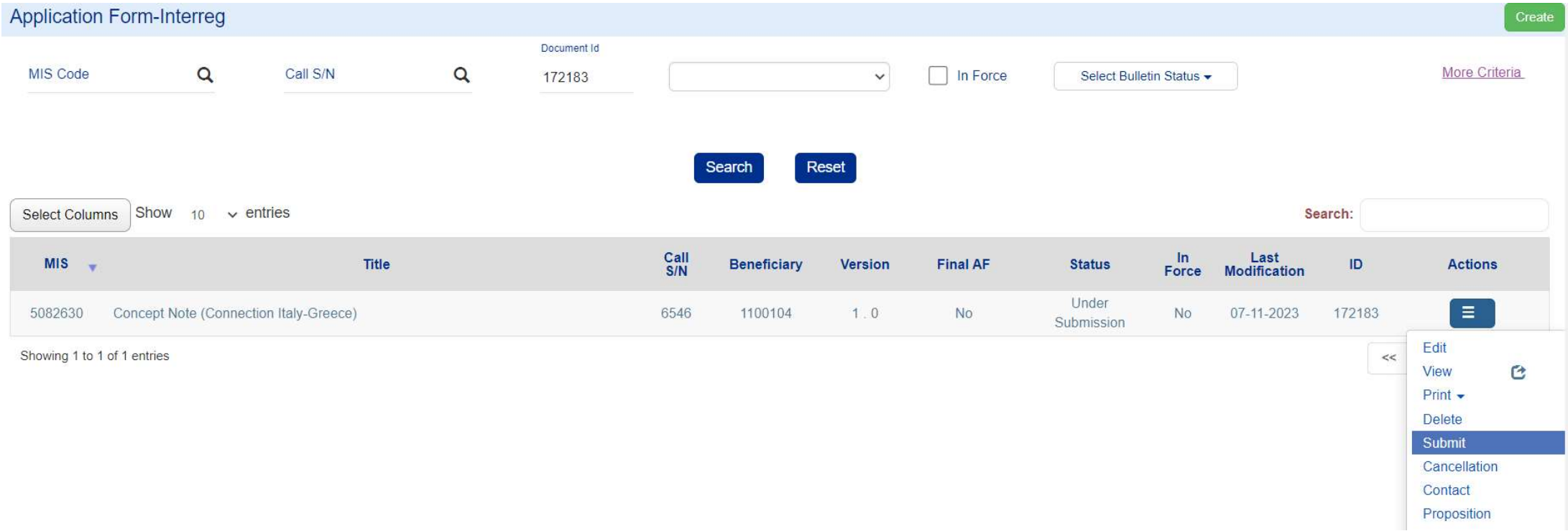
	Check	Section	Message	Linked Announcement
✖	TDP_5		Total percentage of geographical area (Location) should be equal to 100%	
✖	TDP_3		Location is a mandatory field	
✖	TDP_187		"GLOBAL_2" 2. In the Additional Information Section all the questions should be answered	
⚠	TDP_0		Επισημαίνεται ότι αν η πράξη ήδη έχει εγγραφεί στο ΠΔΕ, θα πρέπει να συμπληρώνονται τα απαιτούμενα στοιχεία : -- Κωδ. MIS ή ενάριθμοι/πληρωμές στο τμήμα Ζ και --οι πληρωμές που ήδη έχουν πραγματοποιηθεί, στο Ζ. Οικονομικά Στοιχεία Υποέργων : Πληρωμές Μη Ενεργών εναρίθμων	
⚠	TDP_15(3)		Θα πρέπει να συμπληρωθεί στους φορείς πράξης ο Κύριος Πράξης (Έργου)	
⚠	TDP_66		Δεν έχουν συμπληρωθεί όλα τα στοιχεία του Υπεύθυνου πράξης/Αρμόδιου επικοινωνίας στους φορείς : Role : Δικαιούχος Body : 1100104	
⚠	TDP_16		The registration of at least one Output Indicator is mandatory	
⚠	TDP_12(3)		Η συμπλήρωση της Εφαρμοζόμενης διαδικασίας στα υποέργα είναι υποχρεωτική	
⚠	TDP_12(4)		Η συμπλήρωση Ημερομηνίας Εναρξη Υποέργου (Σύμβασης) είναι υποχρεωτική	
⚠	TDP_12(5)		Η συμπλήρωση Ημερομηνίας Λήξης Υποέργου είναι υποχρεωτική	

Showing 1 to 10 of 14 entries

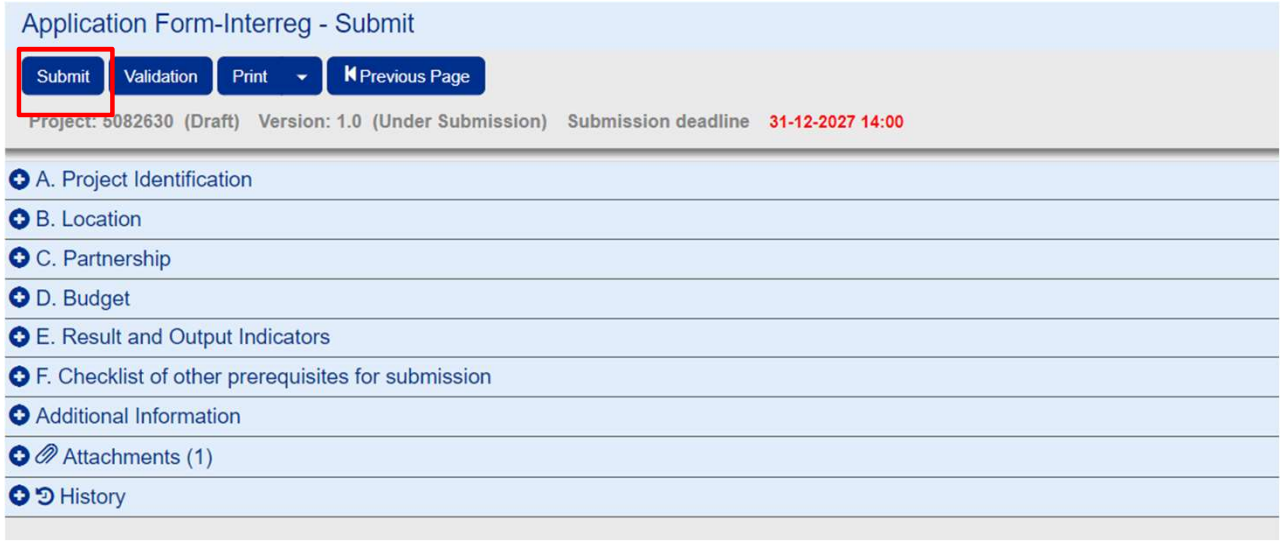
<< < 1 2 > >>

Download file OK

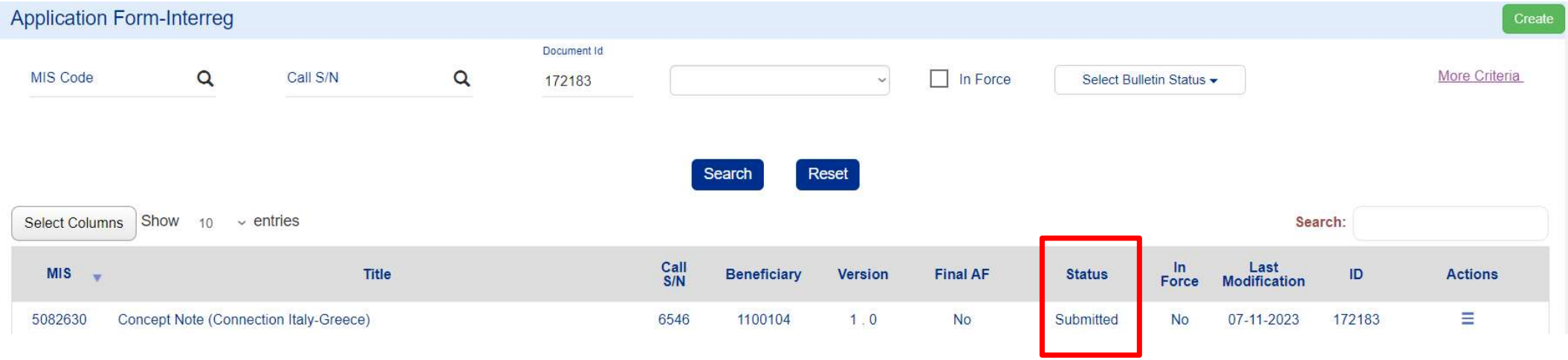
The legal Representative submits the Concept note



Click on Submit



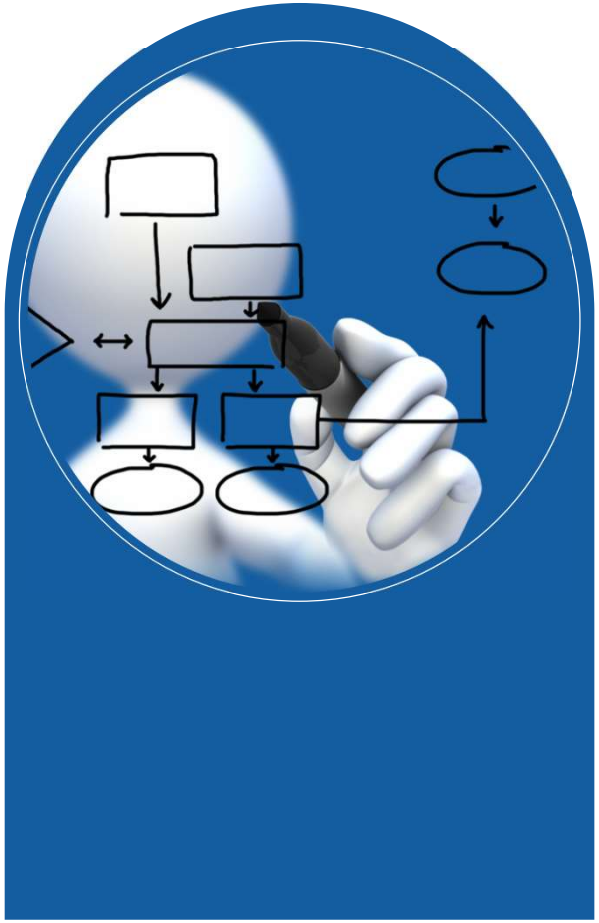
Make sure that your project's status is "Submitted"



Is your organization **fully and UpToDate** registered in MIS?

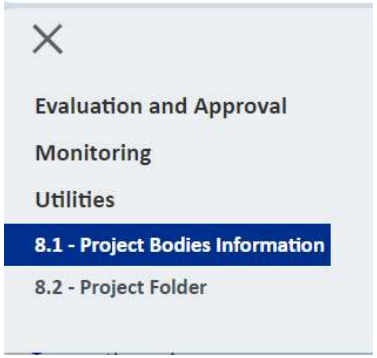
Organization Information Management

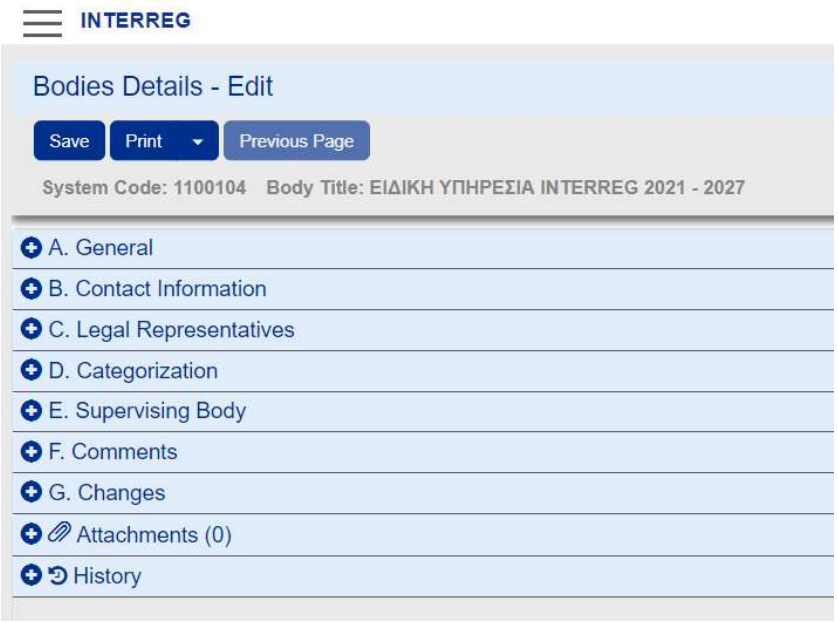
All beneficiaries are responsible to inform the system with any modifications in the organizations' details



Note that only the white fields are editable. In case there is a change in non-editable by the user fields then, the xls file must be filled in as presented.

Select from the sub-menu **Utilities,** the Project Bodies Information form





Project Bodies Information form

A. General

System Code * 1100104 ☐ **Deactivated**

Full Name ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021 - 2027

Short Name * ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021 - 2027

Full Name(English) MANAGING AUTHORITY "INTERREG 2021 - 2027"

Short Name(English) MANAGING AUTHORITY "INTERREG 2021 - 2027"

Tax Office Ζ' ΘΕΣΣΑΛΟΝΙΚΗΣ

Tax Office(English) Ζ' ΘΕΣΣΑΛΟΝΙΚΗΣ

Tax Information - Beneficial owners

Add

Show 10 entries

Search:

TIN	Επωνυμία	Address	City	Postal Code	Country	Tax Office	Actions
998813310	ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021-2027	ΛΕΩΦΟΡΟΣ ΓΕΩΡΓΙΚΗΣ ΣΧΟΛΗΣ 65	ΘΕΡΜΗ	57001	Ελλάδα	Ζ' ΘΕΣΣΑΛΟΝΙΚΗΣ	

Project Bodies Information form

B. Contact Information

Address	ΛΕΩΦΟΡΟΣ ΓΕΩΡΓΙΚΗΣ ΣΧΟΛΗΣ 65	**City**	ΘΕΣΣΑΛΟΝΙΚΗ	**Postal Code**	57001
Address(English)	LEOFOROS GEORGIKIS SCHOLIS 65	**City(English)**	THESSALONIKI		
Tel.1	231046960 **Tel.2**	**Fax 1**	231046960 **Fax 2**		
Email	interreg@mou.gr_test	**Webpage**	www.interreg.gr		
Establishment Act in force / Reference Number		**Establishment Date**	eg: 30-12-2000		

C. Legal Representatives

Add

Show 10 entries

Search:

S/N	Title	Title(English)	Legal Representative	Legal Representative(English)	Date From	Date To	Actions
1			ΕΜΜΑΝΟΥΗΛ ΓΕΩΡΓΙΟΣ		01-01-2000	01-09-2015	
2	Προϊσταμένη Υπηρεσίας	Head of the Managing Authority	Αγγελική Μπουζιάνη	Aggeliki Bouziani	19-12-2016	28-02-2023	

Project Bodies Information form

D. Categorization

Interreg Category	63304	Γενική Κυβέρνηση / Κεντρική Διοίκηση / Διεύθυνση
Legal Entity Category	52104	
Geographic Specification	1	
NUTS III or NUTS II	EL122	
Nonprofit	No	
Type of Body	Diavgia Unit	

Show 10 entries Search:

Code	Title
52656	Bodies governed by public law
52655	Cross – border legal body or EGTC (European Grouping of Territorial Cooperation (EGTC))
52654	Non profit organisations founded according to private law
52657	Private bodies/SME's
52611	International Organisations
52642	National, regional, or local public bodies

Showing 1 to 6 of 6 entries

E. Supervising Body

Supervising Body	1010900	MINISTRY OF FINANCE
General Secretariat	1012801	SPECIAL SECRETARIAT FOR THE MANAGEMENT OF OF OPERATIONAL PROGRAMS ERDF & CF
Directorate General		

Project Bodies Information form

Add / Edit Tax Information

TIN *

Tax Office 1134

Updating Data from TAXIS

Country * 1 Greece

Name *

Type of Contractor Non-trader

Main Activity

Address *

Postal Code *

City *

Accept Close Add

Beneficial Owners

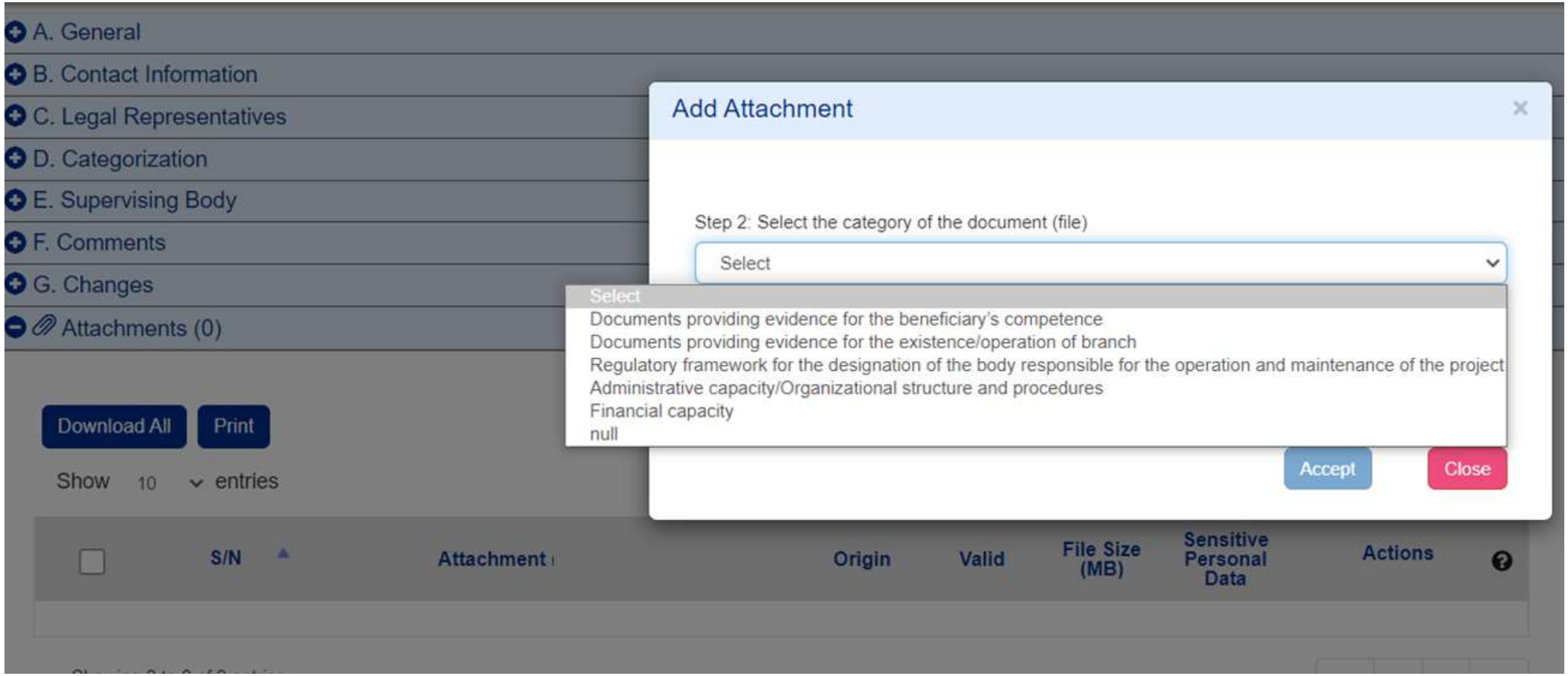
Add

TIN	Surname	Name	Date of Birth	Percentage	Interest Type	Ownership Type	Statement Date	Actions
012111111	KALAITZOGLOU	IOANNA	01-01-2000	50,00	Control through Ownership	Direct	01-01-2023	
5555555	NEZERITI	MARIA	02-02-2010	50,00	Voting Rights	Indirect	01-01-2020	

Add Owner

Project Bodies Information form

Attach all necessary documentation!



TIPS & TRICKS

1. Beneficiaries must have **personal** accounts for access to MIS:
    a. Beneficiary's officers to fill in the forms
    b. Beneficiary's legal representative for check/ **AF & CN submission**
2. Organization Id Code is necessary for Lead Beneficiary in Phase A (and each Project Partner in Phase B).
3. Whitelist emails from noreply_ops@mou.gr
4. Read the manual "Guidelines for applying in MIS 2021-2027"
5. Sent your technical difficulties ONLY by mail ON TIME
6. Browser Clear cache
7. Windows 10 & Chrome
8. Digital signature/print with adobe acrobat

THANK YOU

IOANNA KALAITZOGLOU
IT Analyst

interreg.gr

ikalaitzoglou@mou.gr

0030 2310 469 671

Leoforos Georgikis Scholis 65, Thessaloniki 57001