



Guidelines for applying in MIS 2021-2027

MANAGING AUTHORITY "INTERREG 2021-2027"

This guidance contains technical information on the operation and use of the Greek Monitoring Information System (MIS) of the Interreg Programmes

- **Interreg V-A “Greece - Italy 2021-2027”**
- **Interreg VI-A “Greece – Bulgaria 2021 – 2027”**
- **Interreg VI-A “Ελλάδα – Κύπρος 2021 – 2027”**
- **Interreg IPA “Greece – Albania 2021 – 2027”**
- **Interreg IPA “Greece – North Macedonia 2021 – 2027”**

Applications to all above mentioned programs can exclusively be submitted via MIS. It is therefore highly recommended to read this document carefully before starting to use MIS.

When we refer to beneficiaries in general in this guide, we mean both the main partner and the other beneficiaries of the partnership.

Technical information and system requirements

MIS is a web application, which can be accessed with recent versions of most common browsers. (e.g. Google Chrome, Mozilla Firefox). The functionality of the system follows the common standards of web applications for entering and submitting data.

The users must use MIS in the official language of the program applying to (Greek or English).

Note: MIS supports only Greek and Latin characters.

The data shown in the photos have been entered for the sake of example and are in no way suggestions for registration.

More details about the user application and account management [here](#) and about the MIS User Interface [here](#).

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1. ACCESS AND REGISTRATION

To submit a funding application form in the PP 2021-2027, the following requirements should be met:

- i. The organization is registered in MIS.
- ii. The applicants have user account valid in the programming Period 2021-2027

The system can be accessed by clicking on the following link below:

<https://logon.ops.gr>.

Users who have had access to the MIS in the 2014-2020 programming period, under the below listed programs, must upgrade their account (see 1.3) to use the system developed for the 2021-2027 programming period.

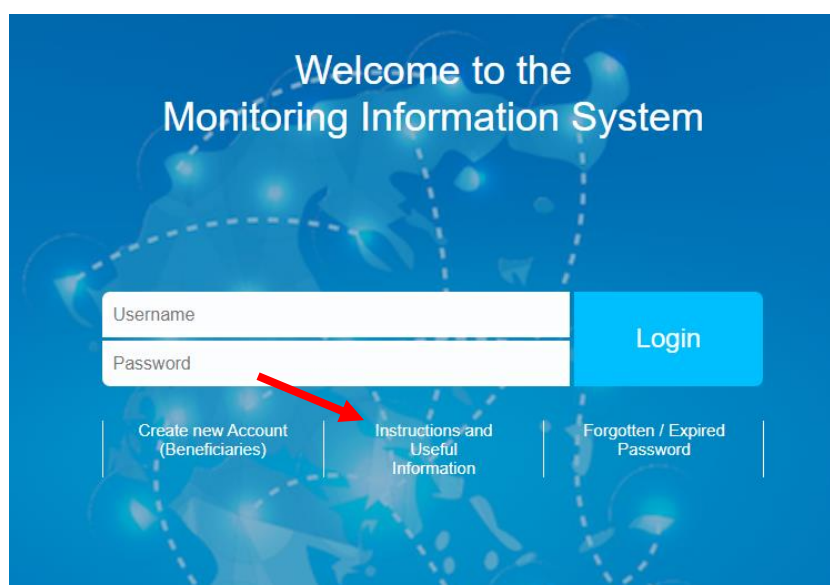
Note that the system does not limit Front-end users' access to other Programs and Calls.

1.1. How to register the Organization (potential Beneficiary) in the MIS.

If the organization was not funded in the past programming periods by any program under the "Managing Authority of Interreg 2021-2027"¹, it is probably not registered. The organization registration goal is to create a unique code for every organization - beneficiary, or partner - participating in the system. The organization code is a mandatory for application submission or becoming a partner in a project.

To get a code for your organization:

1. On the home page of the MIS at [https://logon.ops.gr/](https://logon.ops.gr) click on the link «Instructions and Useful Information».



¹ Interreg Greece – Bulgaria 2014-2020, Interreg Greece – Cyprus 2014-2020, Interreg Greece – Italy 2014-2020, Interreg IPA CBC Greece-Albania 2014-2020, Interreg IPA CBC Greece – Republic of North Macedonia 2014-2020, INTERREG Balkan-Mediterranean 2014-2020

2. In paragraph 4, **click** on the hyperlink «xls»

ERGORAMA

Partnership Agreement 2014-2020

ΕΣΠΑ 2014-2020

HELLENIC REPUBLIC
MINISTRY OF
DEVELOPMENT AND INVESTMENTS

European Union

Return

IMPORTANT: [Password expiration and recovery instructions.](#)

Instructions

A) Accessing the System

- In order to create a new "Beneficiary" user account the beneficiary must first complete the appropriate application form available in <https://logon.ops.gr> under the link "Create new Account (Beneficiaries)".
In order to create a new user account for a Managing Authority the applicant must contact the MIS Office designated to the user's organization.
In order to create a new user account with global privileges (Certification Authority, Auditing Authority, National Coordination Authority, Monitoring Authorities) the applicants must contact the MIS Support Service (Y OPS).
- Users already registered in previous releases (2014-2020, Recovery Fund etc.) remain active during new release of MIS/ERGORAMA 2021-2027 without re-applying for registration. The username remains the same but the account needs enhancement with grants to PA 2021-2027 by selecting "User Profile 2021 - 2027" form from the Portal.
- Attention: The activation e-mail may, in rare cases, be directed to the recipient's **JUNK folder** (instead of INBOX) if blocked by unsuitable mail settings. It is recommended to check these mail folders until you have received the desired mail item. Upon accessing the new application (<https://logon.ops.gr>) for the first time you may be required to (re-)define your personal password to be used henceforth in combination with your user name. The password change can be activated by accessing "Change Password" from the User icon in Portal.
In case of problems please contact the MIS Office of your Managing Authority. For contact information click [HERE](#).
- In case of a new potential Project Beneficiary (not included in the system) please complete the organization information in the appropriate application form **(xls)** and submit it to the Managing Authority.

3. After filling in all required fields of the downloaded template (xls file), send it by email to the email address of the relevant Joint Secretariat (see Annex B) with the subject: Organization Registration| (name of the organization) accompanied by the Statute of the organization (all modifications for the past 2 years included).

The Joint Secretariat checks that all appropriate columns are filled in and confirms the name and the legal representative of the organization using the attached statutes. Then JS requests the organization's registration using the Helpdesk application.

When registration of the organization is completed, the JS mails the unique code to the potential beneficiary and its officers can apply for a user account in MIS.

NOTE: All organizations should be registered only ONCE, thus they will have only one unique identifier number (Body code).

1.2. How to apply for a NEW user account

1. On the home screen of MIS at <https://logon.ops.gr/> **select** «Create New Account (Beneficiaries)».



2. **Select** the English language and **click** on the hyperlink «Help», located at the top right of the page. Following the instructions, **fill** in the application form (all fields marked with “*” are mandatory).

3. **Fill** in the personal data and **select** the organization, on behalf you are acting.

4. **Select** a username and your access privileges to the system.

In case you need access to specific projects, **do not** check the “Access to all projects” box and **edit** in comments the MIS Codes of the projects you are assigned.

5. The user account offers the possibility to assign multiple roles/rights to the same user. Therefore, before registering, we advise you to consider the tasks, roles, and rights the user would be entitled to. **Select** your roles by **clicking** on the box in front of them.

● User's Role

Read only

Edit

Forms Submission(except Application Form)

Application Form
Submission

6. At the «To Managing Authority» / «Programming Period» **select** «PA 2021-2027» from the list.

● To Managing Authority

Programming Period

Managing Legal Bodies

Show 10 entries

Search:

Programming Period	Description
PA 2014-2020	
PA 2021-2027	
Εθνικό Πρόγραμμα Ανάπτυξης (ΕΠΑ)	
EEA Programs 2014-2020	
RRF Recovery and Resilience Facility	

Showing 1 to 1 of 1 entries

<< < 1 > >>

In the list «Managing Legal Bodies» that appears, **select** the Managing Authority with code 1100104 and name Managing Authority «Interreg 2021-2027»

● To Managing Authority

Programming Period

Managing Legal Bodies

Show 10 entries

Search: 1100

Code	Programming Period	Description
<input checked="" type="checkbox"/>	1100104	ΕΣΠΑ 2014-2020 MANAGING AUTHORITY "INTERREG 2021 - 2027"

Showing 1 to 1 of 1 entries (filtered from 72 total entries)

<< < 1 > >>

Attention: Make sure that the box, in front of the record 1100104 - Managing Legal Body, is selected.

7. **Click** on «Submit and Print». The system notifies about the sequence number (SN) of your application and (if the pop-ups in your browser are enabled) the application is downloaded in pdf format. The application is also received as an attachment to a confirmation mail sent by the system to the email address registered.

New Account Application Form (Beneficiaries) English Help

- This application is intended 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: * Surname: *

Address (Street, Number): * Town: *

Postal Code: * Phone No: *

e-mail: * E-mail verification: *

Position in the Body: * Country: *

Body Code: Body Description: *

In case you haven't receive an email confirmation, please check your spam folder and, if needed, contact your organization's IT department to check for any spam filters on the mail server.

- For the application to be approved and your account to be activated, duly sign (see 1.4), and sent it following the instructions in 1.5.

1.3. How to upgrade my user account to the Programming Period 2021-2027.

- Log** in MIS with your username and password of the previous Programming Period (2014-2020).

The screenshot shows the ERGORAMA website interface. At the top right, there is a user profile icon with a dropdown menu. The menu options are: "User Profile 2014-2020", "User Profile 2021-2027" (highlighted with a red box), "Change Password", and "Logout". Below the menu, there is a "LIBRARY" button and a "HOME" button. The main content area displays "ANNOUNCEMENTS" with a table of news items.

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...](#)

- Click** on «User Profile 2021-2027».
- An auto-filled application form appears, where users **select** in the field «To Managing Authorities» | Programming Period: «**PA 2021-2027**».

☐ To Managing Authority

Programming Period * Choose Programming Period ▾

Show 10 ▾ entries PA 2021-2027

Code
<input type="checkbox"/>

Showing 1 to 1 of 1 entries

4. In the table «Managing Legal Bodies» that appears, **select** the Managing Authority «**Interreg 2021-2027**» (code 1100104).

☐ To Managing Authority

Programming Period * 1 checked ▾

Managing Legal Bodies

Show 10 ▾ entries Search: 1100

Code	Programming Period	Description
<input checked="" type="checkbox"/> 1100104	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY "INTERREG 2021 - 2027"

Showing 1 to 1 of 1 entries (filtered from 72 total entries)

5. **Click** on «Submit and Print». The system notifies about the sequence number (SN) of your application and (if the pop-ups in our browser are enabled) the application is downloaded in pdf format. The application is received as an attachment to a confirmation mail sent by the system to the email address provided.

New Account Application Form (Beneficiaries)

- This application is intended 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.

English Help
Clear data Submit and Print

6. For the application to be approved and your account to be activated, sent the scanned application duly sign (see 1.4-1.5)

1.4. How to duly sign the user application

A user application is considered duly signed if it includes the following:

- a. At the left bottom signature of the legal representative of the organization as «AUTHORIZED OFFICIAL». Below the signature of the authorized official should be his/her full name and title. The application must also bear the stamp of the organization next to the signature of the authorized official and a date.
- b. At the right bottom signature of the applicant, below «Requested by».

Note that:

- The user application should be signed as produced by the MIS and should not be subject to any modification.
- In case the signatures are digital, they can be inserted directly in the PDF of the application produced by the MIS, without the need for a stamp of the organization and the status of the authorized official.

Attention:

- If the application concerns the legal representative, his/her signature is placed at the bottom right, since he/she is the applicant. To the left of it should be the stamp of the institution and, below the name, the status of the applicant.
- In case that instead of the legal representative, the application is signed by another executive of the organization with increased responsibilities (e.g. Director or Head etc.), in addition to the documents attached above, the application should be sent together with the application and an authorization of the authorized official designating him/her as the responsible person of the organization for the submission of the beneficiary's application.

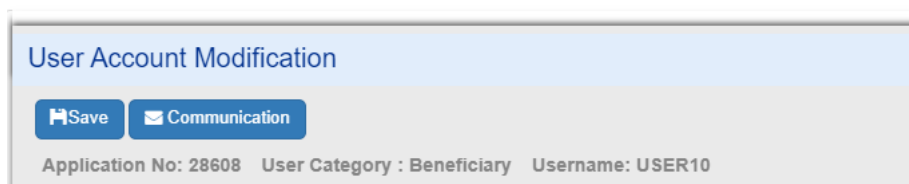
1.5. How to send the application for account activation

New Users

For a new user account application to be approved, the duly signed application should be scanned (saved as SN_NAME) and send by email along with its accompanying documents to the email address of the relevant Joint Secretariat (see Annex B) with the subject: User Activation Request_ SN.

Users requesting upgrade of their account.

In the «User Profile 2021-2027» form **click** Communication.




Fill in Subject and text message as follows. **Select** as Receiving Managing Authority the Managing Authority “Interreg 2021-2027” with Body Code 1100104 by **clicking** on the lens, and then **click** on AutoFill. The email of the MA will be automatically added to the next field. **Add** the email ikalaitzoglou@mou.gr and any other email (if needed).

Message details

Subject * Upgrade User Account Application

Text Message * Please grant access for the programming period 2021-207

Receiving Managing Bodies * 1100104 x Please click on the lens, choose one or more records and press AutoFill

Additional Emails * interreg@mou.gr x 

On the Attachment section **click** on Attach New file

Attachments

Show 10 entries Search:

S/N ▲	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Date of upload	Actions
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Select the scanned, duly signed, application from your computer and the document category “User application form documents” and **fill** any other information you want. Click **Accept** to upload and close if you are done.

Step 1: Select the file on your computer that you want to attach.

Select file: Selected file: user_application_32829.pdf

Step 2: Select the category of the document (file)

User Application Form documents ▼

File Description

Comments

Date of Document

Show in the Electronic Folder Valid

Origin

Attachment not required

A new line appears in the table of attachments.

S/N ▲	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Date of upload	Actions
1	User Application Form documents	user_application_32829.pdf -	Beneficiary	YES	0.179	27-10-2023	<input style="background-color: #FFC107; padding: 2px 5px; border-radius: 3px;" type="button" value="📄"/> <input style="background-color: #F44336; padding: 2px 5px; border-radius: 3px;" type="button" value="🗑️"/>

The application shall look like that at this point:

Communication Form

Send Previous Page

Send Message for: Applications ID: 28608

Message details

Subject * Upgrade User Account Application

Text Message * Please grant access for the programming period 2021-207



Receiving Managing Bodies * 1100104 x Please click on the lens, choose one or more records and press AutoFill Q AutoFill

Additional Emails * interreg@mou.gr x

Attachments

Show 10 entries Search:

+Attach New File ?

S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Date of upload	Actions
1	User Application Form documents	user_application_28626.pdf -	Beneficiary	YES	0.137	30-10-2023	 

Showing 1 to 1 of 1 entries Previous 1 Next

Click on **Send** to send the uploaded document to the MIS administrator, to approve the upgrade of your application.

The uploaded pdf appears to the attachments table of your application.










User Account Modification

Save Communication

Application No: 28608 User Category : Beneficiary Username: USER10

Download All Print Add

Show 10 entries Search:

<input type="checkbox"/>	S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Last Modification	Actions
<input type="checkbox"/>	1	User Application Form documents	user_application_28608.pdf -	Pdf from Ergorama	YES	0.131	09-10-2023	  
<input type="checkbox"/>	2	User Application Form documents	user_application_28608 (1).pdf - yy	-	YES	0.131	09-10-2023	  
<input type="checkbox"/>	3	User Application Form documents	user_application_32829.pdf -	-	YES	0.171	27-10-2023	  

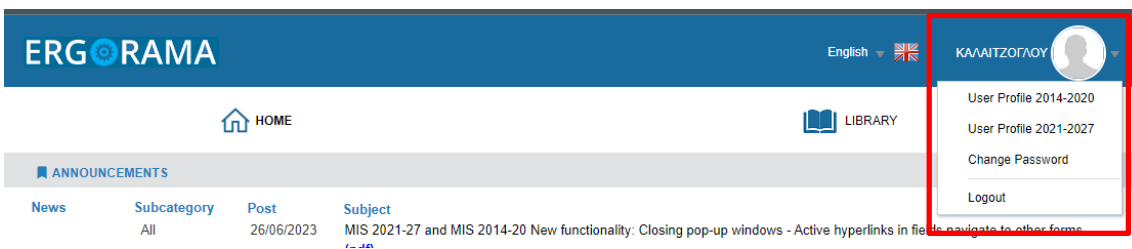
Showing 1 to 3 of 3 entries << < 1 > >>

2. FIRST LOGIN

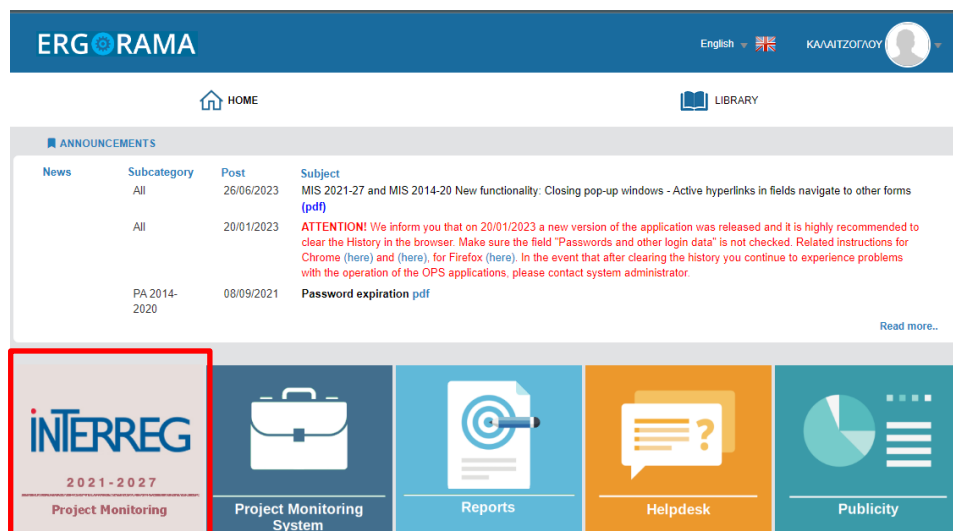
After logging in, you are navigated to the MIS portal. Users, who have also access to the MIS 2014-2020 can see both systems.

By clicking on the user icon, you can:

- See/update your personal data for your applications.
- Change password (Highly recommended after the first login).
- Logout



By clicking on the “2021 – 2027 Project Monitoring” button you are navigated to the dashboard of MIS 2021-2027.



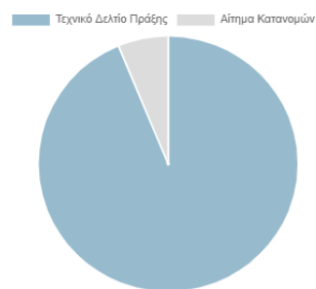
Latest User Activity

Form	ID	User Action	Date
Τεχνικό Δελτίο Πρόξης (5082520)	171743	Record update	24-10-2023 15:09
Τεχνικό Δελτίο Πρόξης (5081948)	170148	Record update	24-10-2023 12:22
Τεχνικό Δελτίο Πρόξης (5082378)	171128	3 - νέο Τ.Δ.Π. (αντιγραφή από το id: 171083)	09-10-2023 14:31
Τεχνικό Δελτίο Πρόξης (5082378)	171083	Submission of ID: 171083 for MIS: 5082378	09-10-2023 14:31
Τεχνικό Δελτίο Πρόξης (5081874)	169651	A new record has been created: 169651 and MIS Code: 5081874 (copy from id: 169648)	10-08-2023 13:37
Τεχνικό Δελτίο Πρόξης (5081874)	169649	3 - νέο Τ.Δ.Π. (αντιγραφή από το id: 169648)	10-08-2023 13:14
Τεχνικό Δελτίο Πρόξης (5081874)	169648	Submission of ID: 169648 for MIS: 5081874	10-08-2023 13:14
Τεχνικό Δελτίο Πρόξης (5081862)	169523	Δημιουργήθηκε νέο Τ.Δ.Π. με Α/Α: 169523 και MIS: 5081862	01-08-2023 11:17
Τεχνικό Δελτίο Πρόξης (5081663)	168481	3 - νέο Τ.Δ.Π. (αντιγραφή από το id: 168455)	07-06-2023 13:06
Τεχνικό Δελτίο Πρόξης (5081663)	168455	Υποβολή Τ.Δ.Π με ID: 168455 και MIS: 5081663	07-06-2023 13:06

Recent Announcements

Relevant Form	Subject	Date
---------------	---------	------

Frequently Used Forms



Note: The dashboard contains information of your actions, so at the first login is going to be empty.

By clicking the tree horizontal lines, top left, you enter the menu of the system. The menu consists of the following electronic documents:

Evaluation and Approval

2.2 - Application Form (AF)

Monitoring

4.1 - Partner Report

4.2 - Funding Requests

4.3 - Table of Expenditure

4.4 - Progress Report

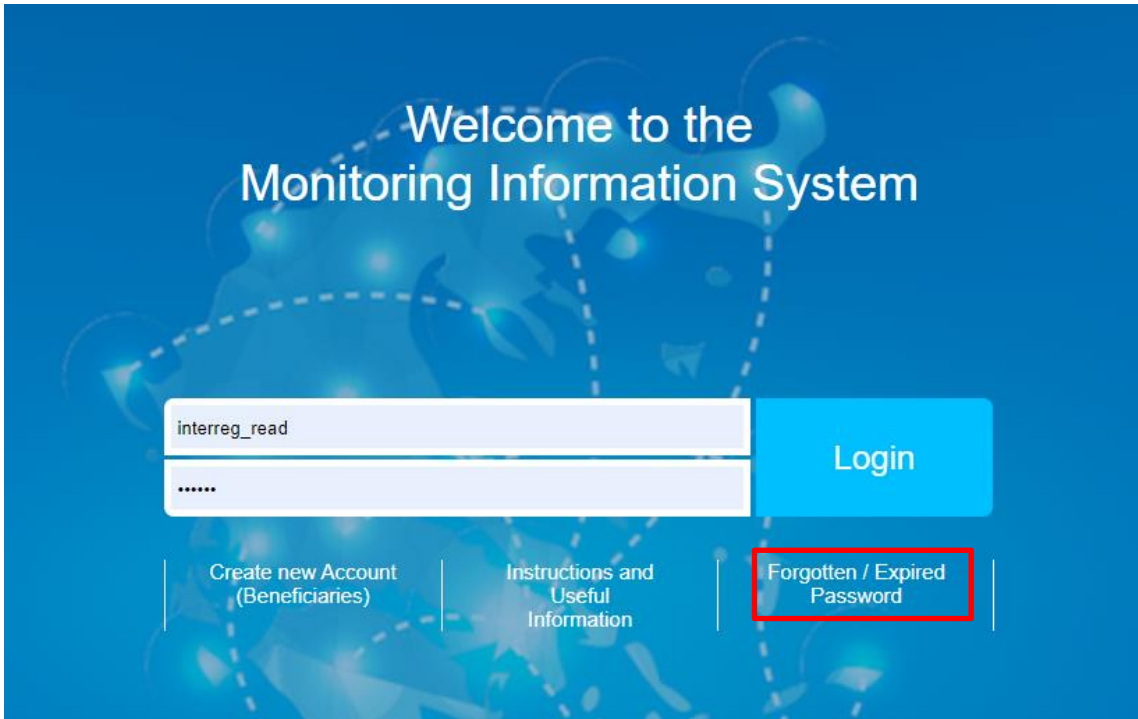
Utilities

8.1 - Project Bodies Information

8.2 - Project Folder

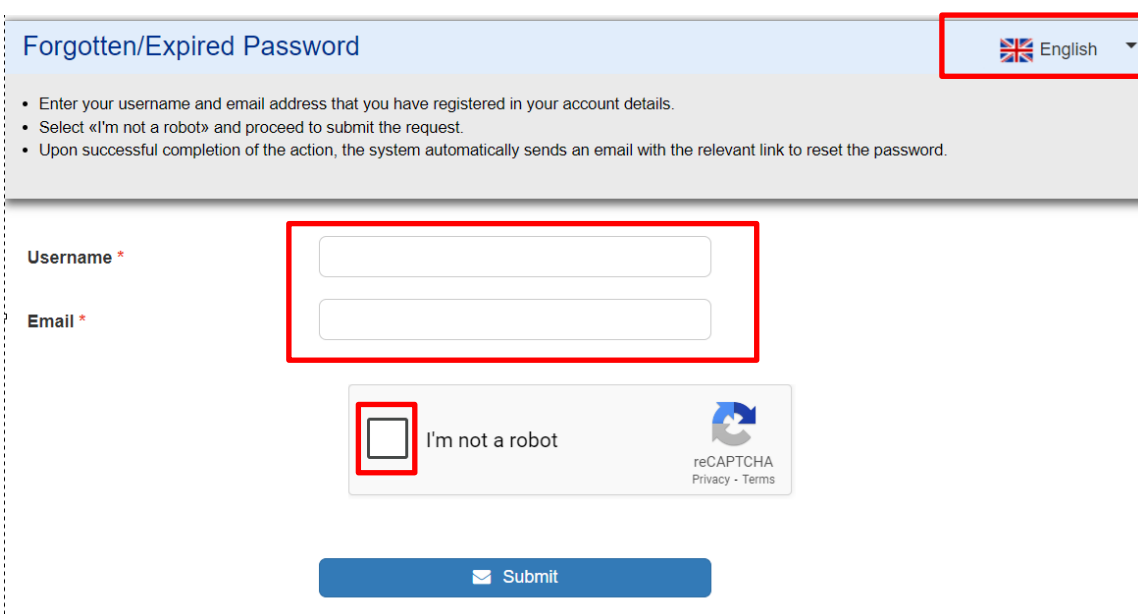
2.1 How to reset password

In case access to the MIS is not possible because either you lost/forgot your password or six months have passed since the last password change then the user should visit the Home page of the MIS and select the Forgotten/Expired Password link.



Next the user should:

- Select the English language
- Fill in the username and the email address initially registered and Google ReCAPTCHA
- Submit

The image shows the "Forgotten/Expired Password" form. At the top right, there is a language dropdown menu showing "English" with a flag icon, highlighted with a red box. Below the header, there are three bullet points: "Enter your username and email address that you have registered in your account details.", "Select «I'm not a robot» and proceed to submit the request.", and "Upon successful completion of the action, the system automatically sends an email with the relevant link to reset the password." Below the instructions are two input fields for "Username *" and "Email *", both highlighted with a red box. Below the input fields is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link, also highlighted with a red box. At the bottom of the form is a blue "Submit" button with an envelope icon.

An email will be sent to the registered email.

The users following the link should select the new password and then log in to the MIS.

3. SYSTEM OVERVIEW

While using the system have in mind the following important aspects:

- Some sections can only be saved, once all mandatory fields (marked with an asterisk “*”) are filled in.
- MIS provides warnings or requests of confirmation before leaving any section of the electronic forms. Always remember to save the data before leaving a form; otherwise, changes will be discarded.
- When filling in longer sections, please remember to regularly save to avoid losing data in case of interruptions of your internet connection or other technical issues.
- Being inactive for a long period may automatically end your session for security reasons and unsaved data is lost.
- MIS uses intuitive icons for better understanding of how things are done. E.g.
Clicking on the “Trash bin” allows you to delete, the “pen” icon allows you to edit, the search icon allows you to the “information” icon allows you to read more information etc
- Any disruption in the internet connection may interrupt the communication between the server and the client computer. In such cases the following warning message is displayed: ‘Server connection lost, trying to reconnect...’. Log out and log in again.
- Please consider that **only one** user is allowed to work on an electronic form at once. Parallel sessions need to be avoided (e.g. one person is recording financial data, while the other is completing the detail description at the same time). This kind of parallel use can lead to confusion, and it may result in the corruption and loss of important data.

4. MANAGE ORGANISATION INFORMATION

All beneficiaries **are responsible** to inform the system with any modifications in the organizations’ details (e.g. Contact details, legal representative, etc).

For updating the organization's information, the user with “Submission” role, visit the [Menu | Utilities | 8.1 Project Bodies Information](#) form and makes and saves the appropriate changes.

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 fill in as presented in 1.1.

For uploading documentation to the organization's information, the user with any “Submission” role can upload in the attachment section all appropriate documentation.

Note that uploaded files cannot be deleted. In case of a new version, the user can upload the updated file and add relevant comments in the metadata.

A. Identity Details

● A. General

System Code * 10302 Deactivated

Full Name ΟΤΕ ΑΕ - ΟΡΓΑΝΙΣΜΟΣ ΤΗΛΕΠΙΚΟΙΝΩΝΙΩΝ ΕΛΛΑΔΟΣ ΑΕ

Short Name * ΟΤΕ ΑΕ

Full Name(English) HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A

Short Name(English) HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A

Tax Office Φ.Α.Ε. ΑΘΗΝΩΝ Tax Office(English) FAE ATHINON

Tax Information - Beneficial owners Add

Show 10 entries Search:

TIN	Name	Address	City	Postal Code	Country	Tax Office	Actions
11344	ΕΤΑΙΡΕΙΑ	ΛΕΩΦΟΡΟΣ ΚΗΦΙΣΙΑΣ 99	ΜΑΡΟΥΣΙ	15124	Ελλάδα	Φ.Α.Ε. ΑΘΗΝΩΝ	✎ ✖

The organizations under the following categories:

- International Organizations
- Non-profit Organizations founded according to private law
- Cross – border legal body or EGTC (European Grouping of Territorial Cooperation (EGTC))
- Bodies governed by public law.
- Private bodies/SME's

must provide in [section A| Beneficial Owners](#), information (such as Tax Identity Number (TIN)/VAT, percentage of participation, type of control, etc.) about the natural person representing/participating in the organization and corresponding documentation by uploading files in the attachment section.

To do so, the users must **click** on the edit button on the record that appears in the Tax Information – Beneficial owners’ table. Then, in the pop-up window they need to **add** as many records to the Beneficial Owners table as the number of the beneficial owners.

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

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

For the aforementioned categories of legal entities **registered in Greece** or carrying out business activities **taxed in Greece**, the following apply:

In accordance with Directive O.I.1_5, the beneficiaries is responsible for the correct entry of the above data in the MIS and for this purpose they shall ensure the provision of an obligation to

submit such data. The managing authority or the JS shall ensure that the data are entered in full and in a timely manner by the beneficiary.

For entities that have an obligation to register with the Central Register of Beneficial Owners, a **relevant printout** of the data and information from the said Register shall be attached to the MIS, indicating the aforementioned data of the beneficial owner(s) of the beneficiary.

Please note that if all possible means are exhausted and no person is identified as beneficial owner, the natural person(s) holding a position of senior management of the organization may be considered as beneficial owners.

NOTE Each legal entity subject to Beneficial owners should attached the report extracted from the national registry (see Annex C)

B. Contact Information

B. Contact Information

Address	<input type="text" value="Λεωφ. Γεωργιάδης Σχολής 65"/>	City	<input type="text" value="Θεσσαλονίκη"/>	Postal Code	<input type="text" value="57001"/>
Address(English)	<input type="text" value="65 Georgiás Schollis Ave"/>	City(English)	<input type="text" value="Thessaloniki"/>		
Tel.1	<input type="text" value="231046960"/>	Tel.2	<input type="text" value="231046960"/>	Fax 1	<input type="text" value="231046960"/>
Email	<input type="text" value="interreg@mou.gr"/>	Webpage	<input type="text" value="www.interreg.gr"/>		
Establishment Act in force / Reference Number	<input type="text" value="15535/17-02-2023"/>	Establishment Date	<input type="text" value="eg. 30-12-2000"/>		

The contact information can be edited.

C. Legal Representative

C. Legal Representatives

Show 10 entries Search: Add

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	20-02-2023	✖ ✖
3	Προϊσταμένη Υπηρεσίας	Head of Managing Authority	Μαρία Νεζεριθί	Maria Nezerithi	21-02-2023		✖ ✖

Showing 1 to 3 of 3 entries << < 1 > >>

In case of a new legal representative, the user **click Add** and fill in the information in all mandatory fields on the pop-up window that appears.

Add / Edit Legal Representative

Title *

Title(English)

Legal Representative *

Legal Representative(English)

Date From * Date To

After **clicking** on **Accept** a new record is added to the table. Automatically the tenure of the previous legal representative is terminated.

D. Categorization

☰ D. Categorization

Interreg Category 🔍

Legal Entity Category 🔍 Γενική Κυβέρνηση / Κεντρική Διοίκηση / Διεύθυνση

Geographic Specification 🔍

NUTS III or NUTS II 🔍

Nonprofit ▾ **Within the Public Sector** ▾

Type of Body ▾ **Body ID in Diavgeia**

Click on the lens and select from the list the category that applies to your organization.

Attachment/Annexes

Attach **the documents listed in the ANNEX A and C**, considering the nature and legal form of the organization to document the administrative and financial capacity, the competence of the beneficiary and the regulatory framework for the designation of the organization responsible for the operation and maintenance of the project by selecting [Add](#).

☰ Attachments (0)

[Download All](#) [Print](#) [Add](#)

Show 10 entries Search:

<input type="checkbox"/>	S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Last Update	Actions
No data available in table								

Showing 0 to 0 of 0 entries

<< < > >>

Add Attachment

Step 2: Select the category of the document (file)

▾

[Select File](#) No file attached

[Accept](#) [Close](#)

In step 2, you select from the list the document category and the document to be uploaded. Then fill in the metadata and **click Accept**.

Add Attachment
✕

Step 2: Select the category of the document (file)

Λοιπά έγγραφα
▼

Selected file:

INTERREG Invt 3383.pdf

No file attached

File Description (up to 250 characters)

Date of Document * eg: 30-12-2000 📅

Comments

Show in the Electronic Folder
 Valid

I have read the Personal Data [terms](#) regarding personal data protection and the file

doesn't contain
▼

sensitive personal data.

Accept

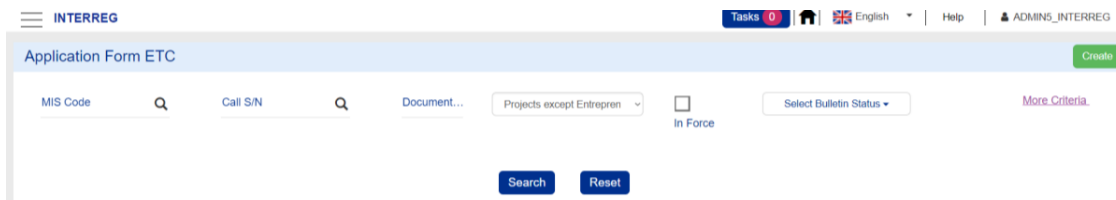
Close

Organization information update will be done under the responsibility of the legal representative or the authorized officer with submission role. All documentation concerning an organization will be stored in this form. During the life cycle of a project, any Authority who needs this documentation must find it in this section.

Note that in the process of project assessment, the Joint Secretariat/Managing Authority will check the information registered.

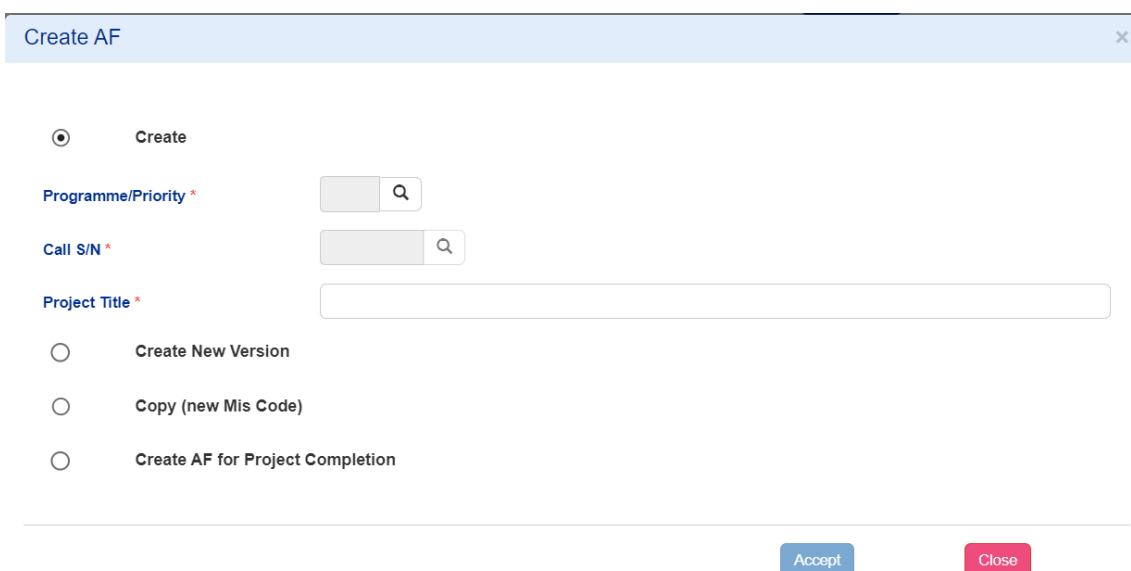
5. APPLYING FOR A CALL – CONCEPT NOTE

To create a concept note **click** on “[Create](#)” in the [Menu | Evaluation and Approval | Application Form](#) page, where all applications created will be listed. The user will be able to select a project to read/edit/submit/delete.



For submitting a concept note, **click** [Create](#).

In the pop-up window that appears, **select** [Create](#), then **click** on the [search](#) icon to select Operational Program / Axis you are applying for financing and the Call. Fill in as title “Concept Note for (title of the project)” and **click** on [Accept](#).



Then you are navigated to the detailed form where, before you fill in any data, you must **click** [Create](#).

In the form header, the fields Project and ID will be automatically filled with a unique number corresponding to your project (hereafter MIS Code) and a unique number corresponding to this specific version of the document created (hereafter Document id). Upon creation the project version is set to 1.0 by default and the status “Under Submission”. After submission the status changes gradually to “Submitted”, “Under Processing”, “Checked” until its approval by the MA, when it becomes “Approved”.

Application Form-Interreg - Edit

Save Validation Print Previous Page A. B. C. D. E. F. Additional Information

Project: 5081948 (Draft) Version: 1.0 (Under Submission) Submission deadline 30-09-2023 14:00 ID: 170148

- A. Project Identification
- B. Detailed Description
- C. Partnership
- D. Budget
- E. Result and Output Indicators
- F. Checklist of other prerequisites for submission
- Additional Information
- Attachments (0)
- History

Users are invited to **fill in ONLY** the following sections in phase A:

A. Project Identification

Fill in/Update the title of the project described in the concept note.

A. Project Identification

Call 6546 FDF

Call Body 1100104-MANAGING AUTHORITY "INTERREG 2021 - 2027"

Project Title (English) Concept Note (Connection Italy-Greece)

Acronym

Type of Project Πλην Επιχειρηματικότητας

Beneficiary's Protocol eg: 30-12-2000 MA Protocol/MIS Submission eg: 30-12-2000 HH MM

Version Type Initial Final Application Form

Justification

Start date eg: 30-12-2000 End Date eg: 30-12-2000 Total Months 0,00

The system automatically fills the classification table with all the possible options given by the call. The user can delete the non-relevant classification and **edit** the Percentage field appropriately.

Classification Add

Category	Code	Title	Percentage	Actions	Targets Analysis
Specific Objectives	RSO1.1	Enhancing research and innovation	<input type="text"/>		
	RSO1.2	Reaping the benefits of digitisation	<input type="text"/>		
	Total Per Category		0,00		
Intervention field (INT)	025	Incubation, support to spin offs and spin outs and start ups	<input type="text"/>		<input type="checkbox"/>
	Total Per Category		0,00		
COFOG level 2 (COFOG2)	01.2	Foreign economic aid	<input type="text"/>		
	01.4	Basic research	<input type="text"/>		
	Total Per Category		0,00		

B. Location

Fill in the location table with the location of the project.

B. Detailed Description

Location

Show 10 entries Search: Add

Code	Territorial Level	Title	NUTS	Percentage	Actions
2118	Regional Unit	Puglia	ITF-47	<input type="text" value="100.00"/>	✎ ✖
Total				100.00	

Showing 1 to 1 of 1 entries << < 1 > >>

C. Partnership

The system automatically has created a record for the lead Beneficiary and the user should add the Project Manager of the project by **editing**.

C. Partnership

Show 10 entries Search: Add

S/N	Role	Body	Project Manager/Contact Person	Actions
1	Lead Beneficiary	1100104-MANAGING AUTHORITY OF EUROPEAN TERRITORIAL COOPERATION PROGRAMMES		e ✎ ✖

Showing 1 to 1 of 1 entries << < 1 > >>

Edit Body ✕

S/N * 1 Role * Lead Beneficiary

Body *

Contact Person

Project Manager

Financial Manager

Email

National Counterpart Type VAT

Bank Details of Lead Beneficiary

Bank Details

Account Holder

SWIFT Code

IBAN

Accept Close

Note that you can fill in more than one email addresses, separating them by semicolon.

D. Budget

Add a Work Package by **clicking** on **Add** button and register Work package Number 1 with the title "Concept Note" and start/end date the planned start/end date of the project. Then **click Accept**.

Add Work Packages

WP Number *	1	Title *	Concept Note
Start Date	01-01-2023	End Date	01-12-2023
Amount	0,00		

[Accept](#) [Close](#)

A record has been added to the table.

D. Budget

Work Packages / Deliverables [Download Excel](#) [Import from Excel](#) [Add](#)

WP Number	Name	Start Date	End Date	Amount	Actions
1	Concept Note	01-01-2023	01-12-2023	0,00	+ -
Total				0,00	

Click on the green cross and on the nested table that appears click on [Add](#).

Work Packages / Deliverables [Download Excel](#) [Import from Excel](#) [Add](#)

WP Number	Name	Start Date	End Date	Amount	Actions
1	Concept Note	01-01-2023	01-12-2023	0,00	+ -

Deliverables for the Package with WP Number: 1

Show 10 entries

Body Code	Deliverable Number	Title	Budget Line	Amount	Actions
No data available in table					

Showing 0 to 0 of 0 entries

Total 0,00

Register ONLY one deliverable for the whole project as follows.

Edit Deliverables

Packages 1 - Concept Note

Body 1100104 [MANAGING AUTHORITY "INTERREG 2021 - 2027"](#)

Deliverable Number 1

Title Concept Note

Budget Line 1 [Cost based on Concept Note](#)

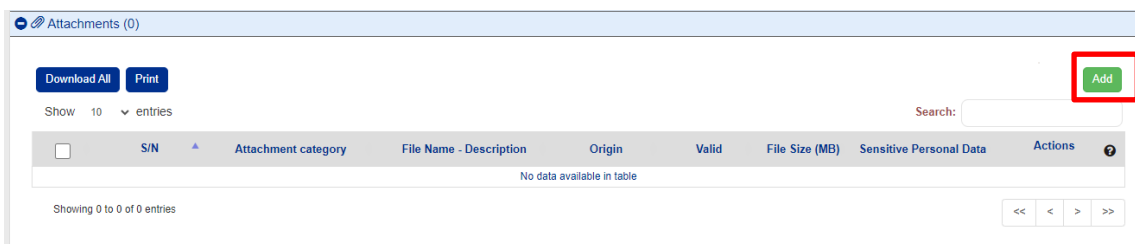
Amount 10.000,00

[Accept](#) [Close](#)

Select as Expenditures category **"Cost as planned Concept Note"**.

Attachments

Attach the documents defined in the user manual by clicking on [Add](#).



Select the relevant document category and the file. Register any other information in the metadata and **click Accept**.

NOTE that the concept note must be signed, stamped, and scanned or electronic signed and then uploaded to the system

Add Attachment x

If the file attached contains Sensitive Personal Data, please select the relevant flagging

Step 2: Select the category of the document (file)

Communication plan of action

Selected file: Change_password_en.pdf

No file attached

File Description (up to 250 characters)

Date of Document eg: 30-12-2000 📅

Comments

Show in the Electronic Folder Valid

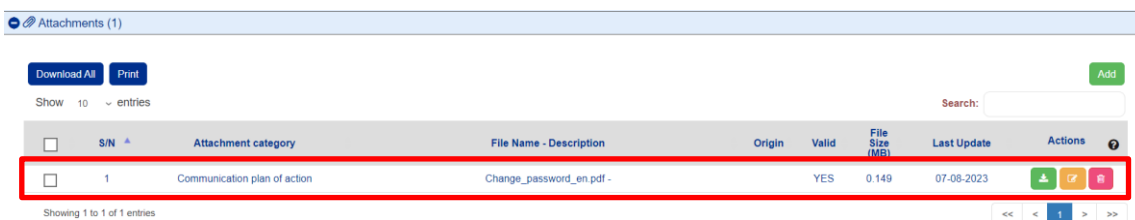
Origin -

Sensitive Personal Data

I have read the Personal Data [terms](#)

Accept
Close

A record has been added to the Attachments' table.

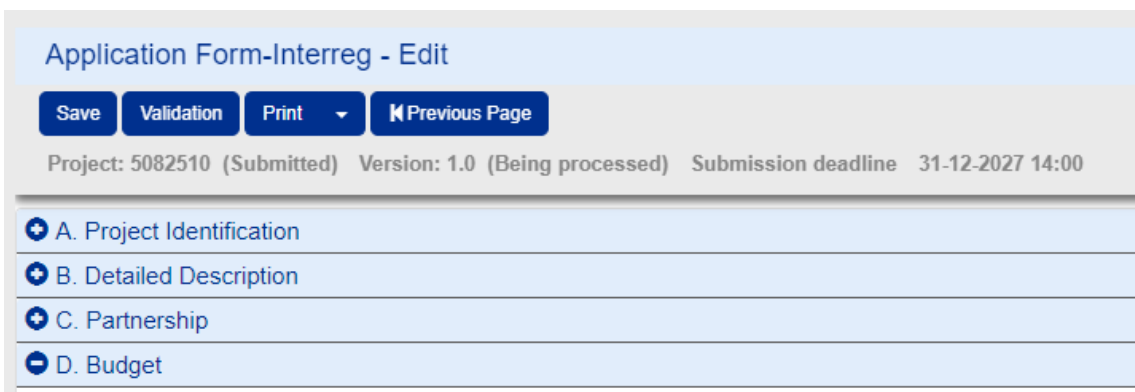


After the completion of all mandatory fields, **click** on the [Validation Checks](#) to check for logical mistakes in the electronic form.

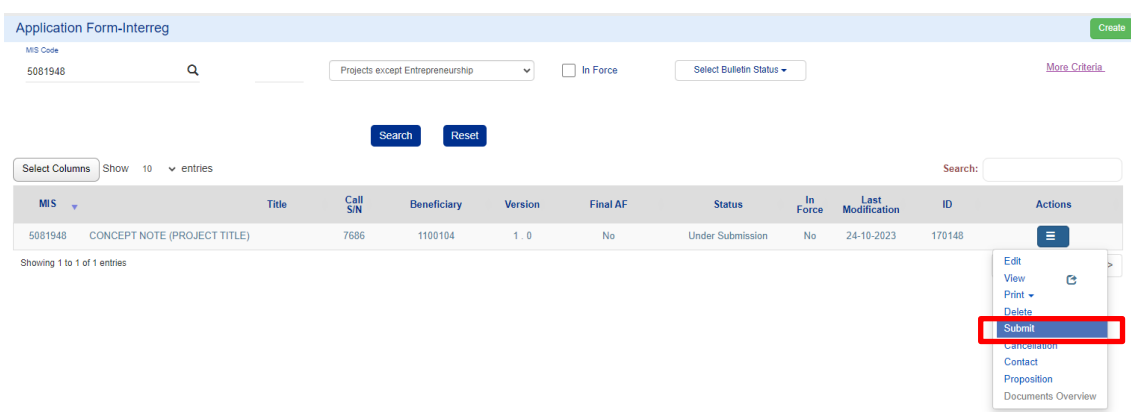
In case that there is no error, the user with submit AF role can submit the application form as follows:

Return to the search page by clicking on Previous page.

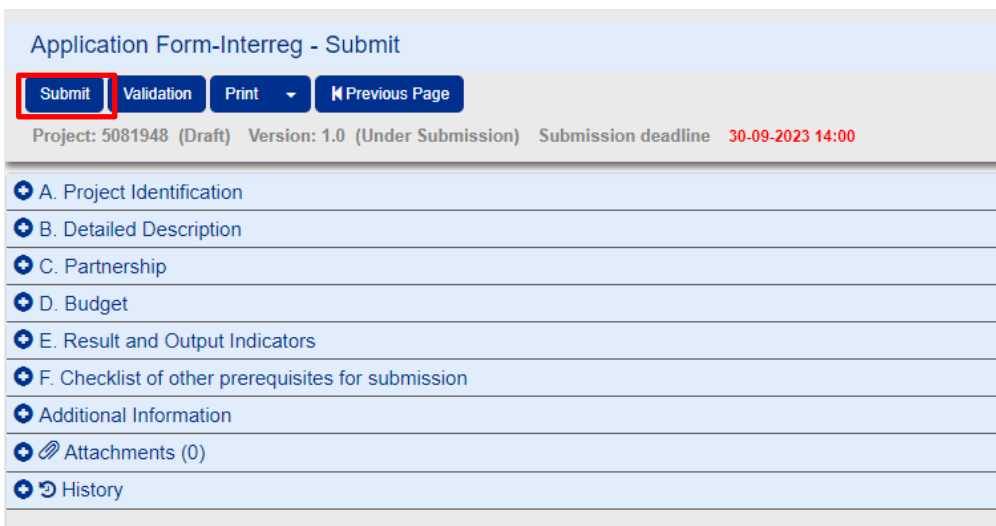




Search and find the relevant concept note and select from the list of actions, [submit](#).



The system navigates you to the detail form, where you **click** [Submit](#).



An action confirmation pop up appears. Before the submission, automatic checks run to prevent the submission of an incomplete AF. In case there are no errors, **click** on [OK](#).

Action Confirmation ×

You can fill in a comment or relevant documentation. Especially for 'Submit' and 'Return' actions, fill in a short message to the recipient up to 500 characters.

Do you want to proceed Submit ?

OK Cancel

A notification is mailed after the successfully submission of the concept note.

6. SUBMISSION OF AN APPLICATION FORM

6.1. APPLICATION FORM CREATION

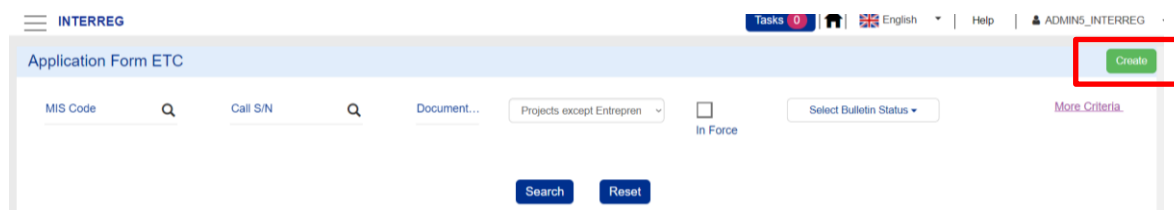
Case 1: Creation of an AF for one-stage Call or Strategic call

The following instructions concern the process of applying for project funding for the following calls:

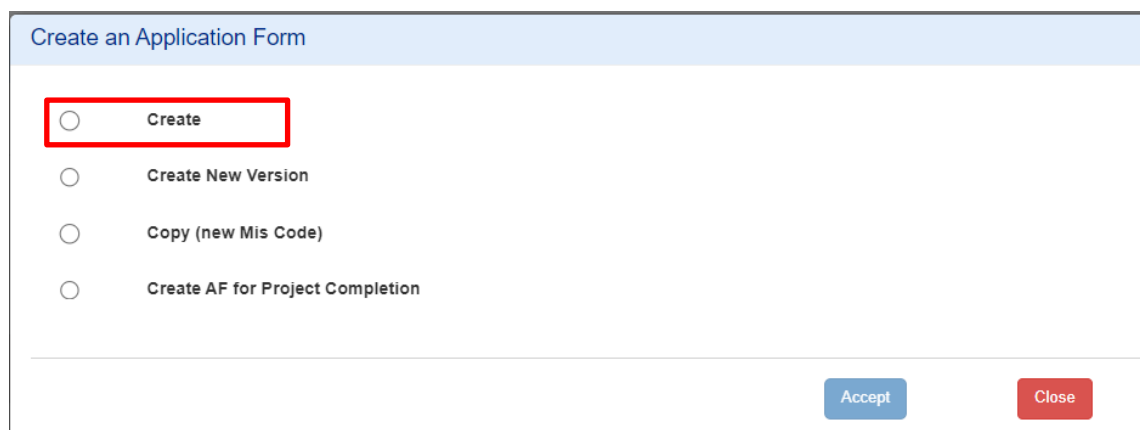
- Strategic calls
- Common call with one stage

Go to the AF search screen via the [Menu | Selection and Approval | Application form - Interreg](#), where criteria are listed to search for funding applications/Afs already created. The user can edit, delete, read, etc. a funding application from the results table via the Actions column.

To create an AF, **select** "Create"



In the pop-up window that appears, **select** Create and then **select** the Operational Programme/Axis and Call to which you are applying for funding. Fill in the project title and **click** on the [Accept](#).



Create an Application Form

Create

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

Call S/N * FDF

Project Title *

Create New Version

Copy (new Mis Code)

Create AF for Project Completion

Then you are navigated to the detailed form where, before you fill in any data, you must **click Create**.

Application Form-Interreg - Create

A. B. C. D. E. F. Additional Information

Project: () Version: 1.0 () Submission deadline ID:

- A. Project Identification
- B. Location
- C. Partnership
- D1. Budget per Deliverable
- D2. Total Budget
- E. Result and Output Indicators
- F. Checklist of other prerequisites for submission
- Additional Information

In the form header, the fields Project and ID will be automatically filled with a unique number corresponding to your project (hereafter MIS Code) and a unique number corresponding to this specific version of the document created (hereafter Document id). Upon creation the project version is set to 1.0 by default and the status "Under Submission". After submission the status changes gradually to "Submitted", "Under Processing", "Checked" until its approval by the MA, when it becomes "Approved".

Application Form-Interreg - Edit

A. B. C. D. E. F. Additional Information

Project: 5082830 (Draft) Version: 1.0 (Under Submission) Submission deadline 22-05-2024 14:00 ID: 174143

- A. Project Identification
- B. Location
- C. Partnership
- D1. Budget per Deliverable
- D2. Total Budget
- E. Result and Output Indicators
- F. Checklist of other prerequisites for submission
- Additional Information
- Attachments (0)
- History

Case 2: Creation of an AF for a stage 2 Call

The following instructions concern the procedure for submitting a Funding Application via AF electronic form for lead partners of projects that have successfully passed the first phase of the evaluation of a concept note.

The user navigates to search screen of the AF via the [Menu | Selection and Approval | Application Form - Interreg](#), where criteria are listed for searching for funding applications/AFs that have already been created. By filling in the appropriate criteria, the user selects [Search](#) button, and the results list shows the AF in the status "Return to Beneficiary".

The screenshot shows the search results for 'Application Form-Interreg'. The table has the following columns: MIS, Title, Call S/N, Beneficiary, Version, Final AF, Status, In Force, Last Modification, ID, and Actions. The first row contains the following data: MIS: 6006808, Title: concept note (, Call S/N: 4190, Beneficiary: 90100284, Version: 1.0, Final AF: No, Status: Returned to Beneficiary (highlighted in a red box), In Force: No, Last Modification: 10-09-2024, ID: 18903. The Actions column contains a menu icon.

The user selects from the results, through the Actions column, the Edit option to complete the AF to be submitted in the context of the second phase of the call. The selection of the Edit action leads to the detail electronic form of the project AF with the fields filled in from phase A and with the possibility of editing them.

This screenshot is similar to the previous one but shows the 'Edit' option in the Actions column highlighted in a red box. The table row is: MIS: 6006803, Title: (RISK), Call S/N: 4213, Beneficiary: 90259016, Version: 1.0, Final AF: No, Status: Returned to Beneficiary, In Force: No, Last Modification: 01-10-2024, ID: 18893. The Actions column contains a menu icon with 'Edit' highlighted.

In the header of the form, the status 'Return to beneficiary

The screenshot shows the header of the 'Application Form-Interreg - Edit' form. It includes a navigation bar with 'Save', 'Validation', 'Print', and 'Previous Page' buttons. Below the navigation bar, the project details are displayed: 'Project: 6006803 (Submitted) Version: 1.0 (Returned to Beneficiary) Submission deadline 31-01-2026 14:00'. On the right side, there are tabs labeled 'A. B. C. D. E. F. Additional Information' and the ID '18893'.

After the first [Save](#), the status of the form will be Unter Submission.

6.2. REGISTRATION OF APPLICATION FORM

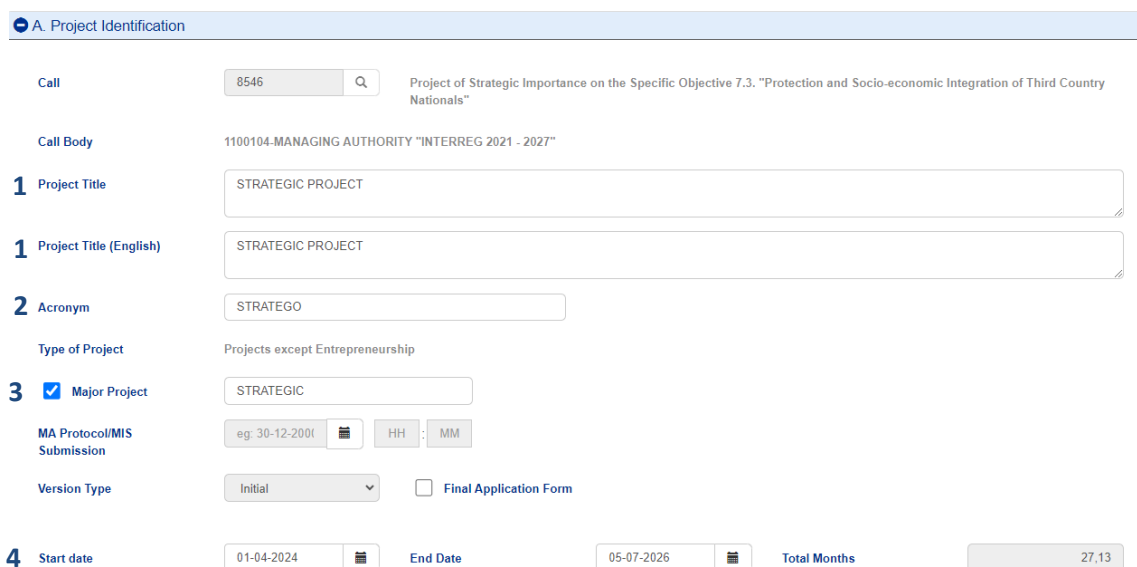
Users are asked **to complete all** sections as follows:

A. Project Identification

The project title is filled in but is an editable field that can be updated.

In section A you complete the following fields:

1. The title of the project in English twice.
2. The acronym of the project.
3. Select the dialogue box "Strategic importance" and briefly explain why it is of strategic importance.
4. The start and end dates of the project



A. Project Identification

Call: 8546 Project of Strategic Importance on the Specific Objective 7.3. "Protection and Socio-economic Integration of Third Country Nationals"

Call Body: 1100104-MANAGING AUTHORITY "INTERREG 2021 - 2027"

1 Project Title: STRATEGIC PROJECT

1 Project Title (English): STRATEGIC PROJECT

2 Acronym: STRATEGO

Type of Project: Projects except Entrepreneurship

3 Major Project: STRATEGIC

MA Protocol/MIS Submission: eg: 30-12-200 | HH : MM

Version Type: Initial Final Application Form

4 Start date: 01-04-2024 | End Date: 05-07-2026 | Total Months: 27,13

In the categorization table, values should be selected for ALL of the following categories:

1. Specific Objectives
2. Intervention Field (INT)
3. MACRO-REGIONAL AND SEA BASIN STRATEGIES (SEA)
4. Territorial delivery mechanism and territorial focus (TDM)
5. Form of financing (FIN)
6. Economic Activity (ECO)
7. COFOG2 (Classification of the functions of government)

The system automatically populates the categorization table for categories 1-6. The user must delete values in the categorization that are not relevant to their project and complete the Percentage field appropriately.

Attention! The user should not delete categories that have been pre-populated by the system and have a unique value. In these categories he will enter the percentage of 100%.

To select category 7, the user must **select "Add"** to the classification table.

Classification Add

Category	Code	Title	Percentage	Actions	Targets Analysis
Specific Objectives	ISO7.3	Protection and economic and social integration of third-country nationals	<input type="text" value="100,00"/>		
	Total Per Category		100,00		
Intervention field (INT)	174	Interreg: border crossing management and mobility and migration management	<input type="text" value="100,00"/>		<input type="checkbox"/>
	Total Per Category		100,00		
ECO (ECO)	26	Other unspecified services	<input type="text" value="100,00"/>		
	Total Per Category		100,00		
Form of financing (FIN)	01	Grant	<input type="text" value="100,00"/>		
	Total Per Category		100,00		
SEA (SEA)	11	No contribution to macro-regional or sea basin strategies	<input type="text" value="100,00"/>		
	Total Per Category		100,00		

In the pop-up window that appears, select the lens to display the list of all the categories and the possible values they can take.

Add Classification

Code Q

Percentage

Add Classification x

Code

Percentage

Select Code

Show 10 ▼ entries Search:

Code	Category	Title
COFOG2-02.2	COFOG level 2(COFOG2)	Civil defence
COFOG2-03.6	COFOG level 2(COFOG2)	Public order and safety n.e.c.
ECO-26	ECO(ECO)	Other unspecified services
FIN-01	Form of financing(FIN)	Grant
INT-174	Intervention field(INT)	Interreg: border crossing management and mobility and migration management
ISO7.3	Specific Objectives	Protection and economic and social integration of third-country nationals
SEA-11	SEA(SEA)	No contribution to macro-regional or sea basin strategies

Showing 1 to 7 of 7 entries

Add Classification x

Code COFOG level 2 - Civil defence

Percentage

Select the category and price, enter the percentage of the selection, and **click** "Accept".

Using the above procedure, the user can add any category in the table that it may have been inadvertently deleted.

Attention! In case changes are made to the Intervention Field the user must also **select** the "Re-analysis" checkbox before **saving**.

Finally, users fill in a short description of up to 4000 characters in the field below.

Brief Summary of the Project

A brief description of the project referring to its basic technical, operational and other type features

And a project description to be published in the MIS site or open databases as Keep.eu up to 2000 characters in the field below







Project Description to be published

B. Location

In section B, users complete the Geographical Location table with the locations where the project is being implemented.

Location Add

Show 10 entries Search:

Code	Territorial Level	Title	NUTS	Percentage	Actions
				<input type="text" value="100,00"/>	 
63	Regional Unit	Dodekanisos	EL421	<input type="text" value="50,00"/>	 
1193	Region	Cyprus	CY00	<input type="text" value="50,00"/>	 
Total				200,00	

The user **selects** Add and, in the pop, up window, **clicks** on the lens, **selects** the relevant regional unit and fills in the percentage.

Add Location ×

Location 🔍

Percentage

Accept Close

Add Location x

Location

Percentage

Location

Show 10 entries Search:

Code	Territorial Level	Title	NUTS
59	Regional Unit	Lesvos	EL411
60	Regional Unit	Samos	EL412
61	Regional Unit	Chios	EL413
63	Regional Unit	Dodekanisos	EL421
64	Regional Unit	Kyklades	EL422
66	Regional Unit	Irakleio	EL431
67	Regional Unit	Lasithi	EL432
68	Regional Unit	Rethymni	EL433
69	Regional Unit	Chania	EL434
1193	Regional Unit	Cyprus	CY00

Showing 1 to 10 of 10 entries

The process is repeated to complete all the geographical areas where the project is implemented.

C. Partnership

In section C, the main beneficiary of the project and the partners must be filled in.

The system has automatically created a record for the Lead Partner and the user will

Add Location x

Location Chios

Percentage

need to add the following information **by clicking** the orange square:

5. Contact person and **phone number**.
6. Project Managers and **phone number**
7. Financial Manager and **phone number**
8. Email addresses of the persons that need to receive notifications/alerts about the project.
9. The national counterpart type (Public or Private) of the partner
10. The VAT condition (recoverable, fully, partial recoverable)

11. Bank details (mandatory after approval)

Show 10 entries Search: Add

S/N	Role	Body	Project Manager/Contact Person	Actions
1	Lead Beneficiary	1100104-MANAGING AUTHORITY "INTERREG 2021 - 2027"	IOANNA KALAITZOGLOU	

Edit Body

S/N * **Role *** Lead Beneficiary

Body *

5 Contact Person

6 Project Manager

7 Financial Manager

8 Email

9 National Counterpart Type **VAT** **10**

11 Bank Details of Lead Beneficiary

Bank Details

Account Holder

SWIFT Code

IBAN

Note that you can fill in more than one email, separating them with the semi column (;).

Add partners by **selecting** Add and in the pop-up window that appears select:

- 12.** Partner's SN
- 13.** Role
- 14.** Organization ID

Then fill in **5 – 10** fields as shown above.

Add Body
✕

12 S/N * **Role *** **13**

14 Body *

Contact Person

Project Manager

Financial Manager

Email

National Counterpart Type VAT

Repeat the process until all partners are registered.

D1. Budget per Deliverable

In section D1 the Budget of the project will be divided into deliverables. The process is completed by completing two tables in the online form.

The first table defines the project packages and each package deliverables and the second table defines the budget of each deliverable by partner and expenditure category.

In more detail:

Work Packages / Deliverables table

To complete the table, **select** [Add](#)

Work Packages / Deliverables							<input type="button" value="Download Excel"/>	<input type="button" value="Import from Excel"/>	<input type="button" value="Add"/>
Work package code	Work Package sn	Title	Start Date	End Date	Eligible Public Expenditure	Actions			

In the pop-up window that appears you enter the following information:

- 15.** Work Package SN
- 16.** Description of Work Package
- 17.** Start date of Work Package
- 18.** End Date of Work Package

Add Work Packages
✕

8 Work Package sn *

9 Title *

10 Start Date *

11 End Date *

After filling in all fields, the user **selects Accept** the data is transferred to the table. You can complete up to 6 work packages.

To fill in the deliverables of each work package, the user selects the green cross in front of each table entry.

Work Packages / Deliverables Download Excel Import from Excel Add

Work package code	Work Package sn	Title	Start Date	End Date	Eligible Public Expenditure	Actions
<input type="button" value="✚"/>	20979	1	MANAGEMENT	05-04-2024	05-04-2024	262.000,00 <input type="button" value="🗑️"/> <input type="button" value="🔍"/>
<input type="button" value="✚"/>	20981	2	COMMUNICATION	04-04-2025	04-04-2025	0,00 <input type="button" value="🗑️"/> <input type="button" value="🔍"/>
<input type="button" value="✚"/>	20977	3	STUDIES	05-05-2024	05-07-2025	0,00 <input type="button" value="🗑️"/> <input type="button" value="🔍"/>
Total					262.000,00	

In the nested table that appears, the user **selects Add** to open additional fields needed per deliverable.

Work Packages / Deliverables Download Excel Import from Excel Add

Work package code	Work Package sn	Title	Start Date	End Date	Eligible Public Expenditure	Actions
<input type="button" value="⊖"/>	20979	1	MANAGEMENT	05-04-2024	05-04-2024	262.000,00 <input type="button" value="🗑️"/> <input type="button" value="🔍"/>
Deliverables for the Package with WP Number: 1						
<input type="button" value="Add"/>						
Deliverable Number	Title	Deliverable code	Eligible Public Expenditure	Actions		

These fields are the deliverable number (1 – 5) and its title (short description).

Edit Deliverables (Deliverable code: 48300 - ID: 48299)
✕

Package **1 - MANAGEMENT**

Deliverable Number *

Title *

Select Accept and continue with the entry of the next deliverable of this work package. Repeat the process for each work package.

NOTE: The initial WP and Deliverable with the title Concept Note is either edited or deleted.

Budget analysis by Deliverable

This table will provide a breakdown of the budget by partner, deliverable and expenditure category. The process starts by **selecting Add**.

Budget analysis per Deliverable Add

Show 10 entries Search:

Title Work Packages	Deliverable sn	Title	Body Code	Subproject code	Budget Line	Eligible Public Expenditure	Actions
---------------------	----------------	-------	-----------	-----------------	-------------	-----------------------------	---------

In the pop-up window you **select** from the corresponding lists, in this order, the following:

19. Work Package SN
20. Deliverable
21. Lead Beneficiary or Partner
22. Category of Expenditure

Add Budget analysis per Deliverable x

19 Package *

20 Deliverables *

21 Body *

Beneficiary

22 Budget Line *

Finally, the corresponding budget per entry is entered in the table.

Budget analysis per Deliverable Add

Show 10 entries Search:

Title Work Packages	Deliverable sn	Title	Body Code	Subproject code	Budget Line	Eligible Public Expenditure	Actions
1 MANAGEMENT	1	DELIVERABLE_1_1	1090223	211425	2 Staff Cost (Real cost)	<input type="text" value="12.000,00"/>	<input type="button" value="Q"/> <input type="button" value="X"/>
1 MANAGEMENT	1	DELIVERABLE_1_1	1100104	211423	2 Staff Cost (Real cost)	<input type="text" value="150.000,00"/>	<input type="button" value="Q"/> <input type="button" value="X"/>
1 MANAGEMENT	2	DELIVERABLE_1_2	90260049	211424	1 Staff Cost (flat rate)	<input type="text" value="100.000,00"/>	<input type="button" value="Q"/> <input type="button" value="X"/>
Total						262.000,00	

At the end of section D1, in the table of public expenditure of the project, a breakdown of the project budget by type of expenditure category is presented. This table is not editable.

Budget Allocation per Budget Line

Type of Expenditure	Budget Line	Eligible Public Expenditure
Flat Rate Cost	1 Staff Cost (flat rate)	<input type="text" value="100.000,00"/>
Real Cost	2 Staff Cost (Real cost)	<input type="text" value="162.000,00"/>
Total Expenditures Based on Invoiced Documents		<input type="text" value="162.000,00"/>
Total		262.000,00

Important note:

As described in the project implementation manual WP1 should include the Management Costs, WP2 the Communication Costs and WP6 one thematic WP for all activities to be implemented outside the Programme area. If there are no activities to be implemented outside the Programme area, the WP6 will not be used.

BULK INSERT OF DELIVERABLES If you download Excel, fill it with the data requested and then select [Upload from Excel](#), the two table will be filled in automatically.

Work Packages / Deliverables

Download Excel
Import from Excel
Add

Work package code	Work Package sn	Title	Start Date	End Date	Eligible Public Expenditure	Actions
20979	1	MANAGEMENT	05-04-2024	05-04-2024	262.000,00	✎ ✖

Deliverables for the Package with WP Number: 1 Add

Deliverable Number	Title	Deliverable code	Eligible Public Expenditure	Actions
No data available in table				

Simplified Cost

Register the simplified cost percentages per category and per beneficiary in the following table

Search:

Budget Line	Title	Percentage	Flat Rate	Unit cost	Measure Description	Unit of Measure	Comments / Terms of Use	Beneficiary	Actions
1	Staff Cost (flat rate)	20	0	0				1100104	✎ ✖
1	Staff Cost (flat rate)	20	0	0				90100282	✎ ✖

D2. Total Budget

In this section:

The budget breakdown by Partner (also known as Sub-project) is presented,

Budget per Beneficiary

Show 10 entries Search:

ATP	S/N	Beneficiary	Subproject code	VAT Recoverable	Total Public Expenditure	Amount of VAT	Eligible Public Expenditure	Private Funding	Co Financing Rate
634300	1	1100104	211423	No	150.000,00	0,00	150.000,00	0,00	-
634300	2	90260049	211424	No	100.000,00	0,00	100.000,00	0,00	-
634300	3	1090223	211425	No	12.000,00	0,00	12.000,00	0,00	-
Total					262.000,00	0,00	262.000,00	0,00	

The sources of funding for the project are presented. The user should fill in the comments of the PIP source line the exact source of financing of the non PIP funded budget for every Greek partner (if any). This information will be printed in the Subsidy Contract (if the project is approved). In the Beneficiary contribution Comment field can be written any information about non eligible budget of any other source of funding.

Project Financing

S/N	Financing Source	Total Public Expenditure	Eligible Public Expenditure	Comments
1	Beneficiary Contribution	1.074.620,00	1.074.620,00	
2	Public Investment Programme (PIP)	307.440,00	307.440,00	
Total		1.382.060,00	1.382.060,00	

E. Result & Output Indicators

In this section you enter the values of the indicators by selecting [Add](#)

Identify Card Add

Show 10 entries Search:

Indicator Code	Indicator Title	Programme Indicator	Indicator Type	Unit of Measure	Target values			Targets Analysis	Actions
					Total	Women	Men		
No data available in table									

Showing 0 to 0 of 0 entries << < > >>

In the pop-up window, select the appropriate indicator from the list and enter the target value.

Add Indicators
✕

Indicator Code *

Indicator Type Unit of Measure Indicator

Gender dimension Decimal No Targets analysis per Priority/Fund

Target Value Total	Target Value Women	Target Value Men
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

In case you wish to change the target value **select the white button** to make the change and **select the re-analysis check box** before saving the form.

Identity Cards
Add

Show 10 entries
Search:

Indicator Code	Indicator Title	Programme Indicator	Indicator Type	Unit of Measure	Target values			Targets Analysis	Actions
					Total	Women	Men		
RC087		Yes	Output	Entity	10.00	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input type="checkbox"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc; background-color: #ffc107;" type="button"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc; background-color: #dc3545;" type="button"/>

Showing 1 to 1 of 1 entries

Indicators Analysis
✕

Indicator Code RC087

Indicator Type Output Unit of Measure Entity Programme Indicator Yes

Gender dimension No Decimal No Targets analysis per Priority/Fund Yes

ATP	Programme/Priority	Fund	Region category	Specific Objective	Target Value Total	Target Value Women	Target Value Men	Priority Target Total
634300	634 / 3	ERDF	Not applicable /	IS07.3	10.00	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	10.00
Total					10.00	0.00	0.00	

NOTE In case of saved target value changes it is advisable to select the check box “Target analysis” and then save. After save the check box clears.

F. Checklist of other prerequisites for submission

Read and answer the questions on the checklist. All conditions must be met to submit the form, where applicable.

F. Checklist of other prerequisites for submission

S/N	Question/Prerequisite	Yes / No / n/a
1	The project will be implemented in line with the relevant EU and national legislation and policies of the countries involved.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
2	All Beneficiaries in the Partnership receiving funding from the Programme are eligible bodies as defined in the call for proposals.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
3	The information is accurate and true to the best knowledge of the Lead Beneficiary	<input type="radio"/> <input type="radio"/> <input type="radio"/>
4	The project budget and costs are in line with the limits set in the Call for proposals.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
5	I am aware of all the obligations related to the monitoring of the Result and Output Indicator values during the implementation of the action and their submission to the Managing Authority twice a year	<input type="radio"/> <input type="radio"/> <input type="radio"/>
6	I am aware of all issues defined in EU (General Data Protection Regulation – GDPR) and national legislation regarding personal data protection and I will respect the obligations relevant to the protection and security of the personal data that I may process and/or data that will come to my knowledge by any possible means during the fulfillment of my duties, and I will fully comply with instructions and obligations according to the Data Protection Officer.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
7	I am aware of the obligations that I must comply with, during the implementation of the submitted proposal as they stem from the Charter of Fundamental Rights of the European Union and I fully confirm that the proposed action neither does violate nor is it incompatible with any of the content of the Charter of Fundamental Rights of the European Union, as outlined in the "Table for compliance of actions with the Charter of Fundamental Rights of the European Union" which is included in the Call for proposals.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
8	The documents in force, assuring the eligibility of all beneficiaries, are complete and registered in the Project Body Information form in M.I.S. (Menu Utilities)	<input type="radio"/> <input type="radio"/> <input type="radio"/>
9	The Project Body Information form in M.I.S. (Menu Utilities) is updated, regarding all beneficiaries, with information on all beneficial owners of the beneficiaries.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
10	I am aware of the obligations I undertake in the context of the project's implementation, as they are described in the Subsidy Contract and Partnership Agreement included in the invitation and in case of and if it is evaluated positively and financed by the Program, I will comply with the said obligations	<input type="radio"/> <input type="radio"/> <input type="radio"/>
We solemnly declare that the information contained in the proposal is true and accurate		<input type="radio"/> <input type="radio"/> <input type="radio"/>

Additional Information

In this section is completed the detailed description of the project. Completion of all entries is mandatory. For each question 1-15 & 18-19 & 23-25 the answer must be YES and, in the comments, the user enters the answer to each question.

For questions 16 & 17 the user selects the Intensity of Cross-Border Cooperation between Development of the operation, Implementation of the operation, Staffing of the operation and Financing of the operation.

For questions 20-22 the user selects Consistency of the project with the EU horizontal principles for Equal opportunities & nondiscrimination, Sustainable Development, and Equality between men and women.

Additional Information

S/N	Section	Question/Prerequisite	Response	Remarks
1	Section B	B.1.1 Background and history of the project (opportunities/ common and territorial challenges to be addressed)	<input type="text"/>	Please develop (up to 2000 characters)
2	Section B	B.1.2 What are the expected outputs of the project? Who will benefit from your project outputs	<input type="text"/>	Please develop (up to 2000 characters)
3	Section B	B.1.3 What are the expected results of the project? Who will benefit from your project results	<input type="text"/>	Please develop (up to 2000 characters)
4	Section B	B.2.1 Project methodology/Roles - Tasks of Beneficiaries	<input type="text"/>	Please develop (up to 2000 characters)
5	Section B	B.2.3 Location of the investment	<input type="text"/>	Please develop (up to 2000 characters)
6	Section B	B.3.1 Partner Expertise	<input type="text"/>	Please develop (up to 1000 characters)
7	Section B	B.3.2 How will you coordinate your project? (Structures, decision making procedures, internal communication, etc.)	<input type="text"/>	Please develop (up to 1000 characters)
8	Section B	B.3.3 What is the rationale of the partnership composition and how are partners complementary to each other	<input type="text"/>	Please develop (up to 1000 characters)
9	Section B	B.4.1 What will be the general approach you will follow concerning the Information and Publicity Strategy	<input type="text"/>	Please develop (up to 2000 characters)
10	Section B	B.5.1 Technical and legal requirements	<input type="text"/>	Please develop (up to 2000 characters)

Questions 27-29 are mandatory after the approval of the project, but they can be answered as most of the question with YES and the registration of the appropriate text.

This information will be used for the Subsidy Contract and Partnership agreement. In case there are no additional duties or rules, the user selects NO and deletes the remark column.

Finally question 30 "Declaration of the type of PIP payments (indirect - direct) for each Greek partner:" the user declares ONLY for the Greek partners the way the payments are executed, choosing from the list the appropriate value.

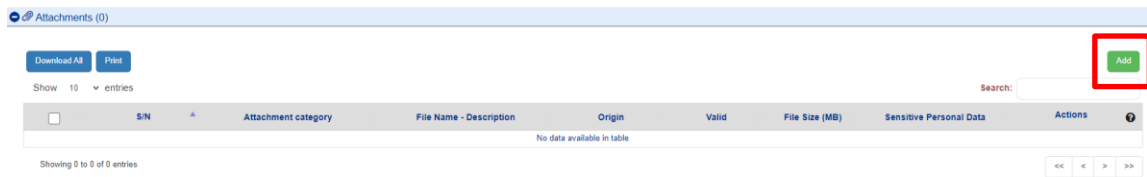
In comments the user should describe precisely the type of payment for each beneficiary. E.g. Beneficiary 2 "Name" declares indirect/other/... type of payment through PIP etc.

NOTE:

- Each Remarks box has a certain character limit. In case of violation of this limit the AF will not be able to be submitted.
- The text boxes cannot contain rich text characters (bullets, bold/italics etc)

Attachments

In this section the documents described in the user manual and the call



Select the relevant document category and file. Enter any other information in the metadata and click **Accept**.

Add Attachment

Step 2: Select the category of the document (file)

Partnership Declaration

Selected file: user_application_13603.pdf

No file attached

File Description (up to 250 characters)

Date of Document * eg: 30-12-2000

Comments

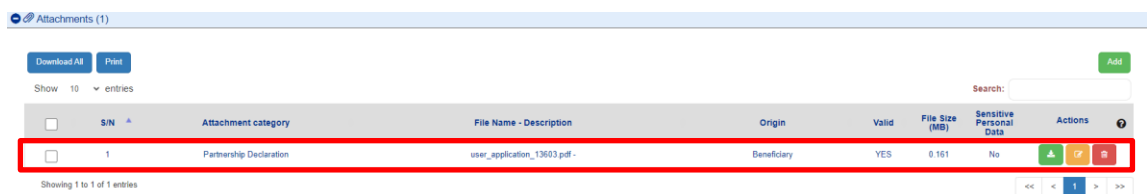
Show in the Electronic Folder Valid

I have read the Personal Data [terms](#) regarding personal data protection and the file

doesn't contain sensitive personal data.

Accept **Close**

One entry has been added to the Attachments table.



IMPORTANT NOTE

Do not attach in AF the documents listed in the ANNEX considering the nature and legal form of the organization to prove the administrative and financial capacity, the competence of the

beneficiary and the regulatory framework for the designation of the organization responsible for the operation and maintenance of the project. These documents will be attached to the Project body Information form 8.1 (see MANAGE ORGANISATION INFORMATION section)

NOTE In case of multiple documents for one document category, it is advisable to create a zip file with all these documents and then upload the zip file.

Validation

After completing all the mandatory fields, **click on Validation** to check for logical errors in the online form.

In case of errors, a pop-up window will appear guiding the user to correct the error. For example, check with code TDP_73(1) prompts the user to move to the Classification table and check if all categories have a registered percentage above 0%.

System Response (ID: 30096) ✕

Show 10 ▼ entries Search:

Check	Section	Message	Linked Announcement
✘	TDP_73(1)	Classification : Please register percentage greater than 0 up to 100%	
✘	TDP_20	Section A-Classification :Total percentage of the following categories should be 100%. Intervention field ,	
✘	TDP_37b	Classification :Total percentage of Specific Objectives should be 100%	
✘	TDP_3	Location is a mandatory field	
✘	TDP_5	Total percentage of geographical area (Location) should be equal to 100%	
✘	TDP_23(2)	The proposed Total Public Expenditure must be greater than zero.	
✘	TDP_10_3(1)	D1. Please register at least one Work Package	
✘	TDP_187_3	Additional Information : Please fulfill Remarks in questions with sn 1,2,3,4,5,6,7,8,9,10,.....	
⚠	TDP_217_3	For partners with organisation id 1100104 the Category Interreg (Tab D) must be registered in 8. 1 Project Bodies information (Utilities)	

Showing 1 to 9 of 9 entries

<<
<
1
>
>>

Download file
OK

The user can download a file with all the errors and correct the errors all at once consulted by the file without losing time validating again and again.

In case of no errors, the pop-up window will inform the user for the successful validation of the electronic form.

System Response (ID: 10298) ✕

Validation Succeeded!

Download file
OK

AF Submission

If there are no errors, the user with the AF Submit role can submit the AF as follows:

Return to the search page by selecting [Previous page](#).

Application Form-Interreg - Edit

Save Validation Print **Previous Page**

Project: 5082830 (Draft) Version: 1.0 (Under Submission) Submission deadline 22-05-2024 14:00

- A. Project Identification
- B. Location
- C. Partnership
- D1. Budget per Deliverable
- D2. Total Budget
- E. Result and Output Indicators
- F. Checklist of other prerequisites for submission
- Additional Information
- Attachments (1)
- History

Search for the relevant AF and select from the list of actions, [Submit](#).

INTERREG

Application Form-Interreg

MIS Code Call S/N Document ID Projects except Entrepreneurship In Force Select Bulletin Status

Search Reset

Select Columns Show 10 entries

MIS	Title	Call S/N	Beneficiary	Version	Final AF	Status	In Force	Last Modification	ID	Actions
5082782	STRATEGIC PROJECT	8546	1100104	1.0	No	Under Submission	No	02-04-2024	173805	<ul style="list-style-type: none">EditViewPrintSubmitContactPropositionDocuments Overview

Showing 1 to 1 of 1 entries

The system navigates the user to the form, where he/she **selects** [Submit](#).

Application Form-Interreg - Submit

Submit Validation Print Previous Page

Project: 5082782 (Draft) Version: 1.0 (Under Submission) Submission deadline 22-05-2024 14:00

- + A. Project Identification
- + B. Location
- + C. Partnership
- + D1. Budget per Deliverable
- + D2. Total Budget
- + E. Result and Output Indicators
- + F. Checklist of other prerequisites for submission
- + Additional Information
- + Attachments (0)
- + History

A pop-up window appears to confirm the action. Before submission, automatic checks are performed to prevent the submission of an incomplete form. If there are no errors, **select OK**.

Action Confirmation

You can fill in a comment or relevant documentation. Especially for 'Submit' and 'Return' actions, fill in a short message to the recipient up to 500 characters.

Do you want to proceed Submit ?

After the successful submission of the TOR, a notification is sent by email.

ANNEX

A. Documentation of the nature, type, legal form

Category: Administrative capacity/Organizational structure and procedures

1. Statute including all modifications (for the past 2 years)
2. Official document indicating the composition of the administrative/managerial or supervisory board.
3. Official document indicating the supervision by national, regional, or local authorities, or other bodies governed by public law (if applicable)
4. Declaration for the non-distribution of profits
5. Official organigramme
6. Official document certified by a public administration authority, providing that the organization operates for at least one year before the launch of the specific call for proposals.

Category: Financial capacity

7. Official document indicating the sources of the body's revenues and the body's financial state during the last three years (in case the body operates for at least 3 years. Otherwise, respectively two or one year) preceding the presentation of the project proposal.

Category: Documents providing evidence for the existence/operation of branch

8. (FOR BRANCH ONLY) Official document for the establishment/registration of a branch issued by the competent Public Authority (e.g. Tax Service of the respective country)
9. (FOR BRANCH ONLY) Copy of the rental contract, submitted to and validated by the respective Public Authority (e.g. Tax Service of the respective country)
10. (FOR BRANCH ONLY) Payroll sheet, validated by the competent Public Authority (e.g. Ministry of Labor)
11. (FOR BRANCH ONLY) Operational costs bills (e.g. electricity, telephone etc.)
12. (FOR BRANCH ONLY) Operating regulation, approved by the competent administrative body of the organization.

Category: 03. Documents providing evidence for the beneficiary's competence.

Category: 08. Regulatory framework for the designation of the body responsible for the operation and maintenance of the project

B. Contact Details

Managing Authority of "Interreg 2021-2027"	www.interreg.gr	interreg@mou.gr
JS – Greece - Italy	www.greece-italy.eu	info@greece-italy.eu
JS – Greece – Bulgaria	www.greece-bulgaria.eu	jts_grbg@mou.gr
JS – Greece - Cyprus	www.greece-cyprus.eu	jts_grcy@mou.gr
JS – Greece – Albania	www.greece-albania.eu	jts_gral@mou.gr
JS – Greece - North Macedonia	www.greece-northmacedonia.eu	jts-ipa-cbc@mou.gr

C. Persons subject to registration in the Central Register of Beneficial Owners

For further information concerning the entities that are subject to registration in the Central Register of Beneficial Owners can be found for each country below respectively:

COUNTRY	LAW	URL
ALBANIA	Article 2 of Law No. 112/2020 (Official Journal 149)	https://qkb.gov.al/home/
BULGARIA (Trader or non-profit legal entity)	According to art. 3 of the Bulstat Register Act	https://reports.bulstat.bg/bulstat-ireports/report.jsf?x_rpt=rpt1
BULGARIA (Central Government Entities)	According to art. 4 of the Act On The Commercial Register And The Non-Profit Legal Entities Register	https://portal.registryagency.bg/CR/Reports/VerificationPersonOrg
CYPRUS	Κ.Δ.Π. 317/2021,401/2023,119/2021,180/2022	https://www.companies.gov.cy
GREECE	Article 20 of Law No. 4557/2018 (A' 139), as amended by Law 4734/2020 (A' 196)	https://www.gsis.gr/
ITALY	DECREE 11 March 2022, n. 55 Regulation	https://titolareeffettivo.registroimprese.it
NORTH MACEDONIA	-	https://crm.com.mk/en/open-data/basic-profile-of-a-registered-entity