



Overview of the Programme management

Ismael Morán-García
Joint Secretariat Director

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Programme management

Programme's management is shared between various bodies that are in charge of managing, coordinating, supervising and controlling the its implementation.

- ✓ Monitoring Committee (MC)
- ✓ Managing Authority (MA)
- ✓ National Authorities (NA)
- ✓ Audit Authority (AA)
- ✓ Accounting Function (AF)
- ✓ Joint Secretariat (JS)

Joint Secretariat

- ✓ Information to potential beneficiaries
Processes project applications
- ✓ **Supports partners in the implementation of their projects**
- ✓ Assists other Programme's bodies:
1 Director, 3 project officers, 2 financial officers, 1 communication officer and 1 assistant

Any contact with the JS is
**always done through the
Lead Partner**

Project's implementation roles

Lead Partner

- ✓ Technical and financial coordination of the project;
- ✓ Overall legal and financial responsibility of the project;
- ✓ Project's implementation;
- ✓ Project's representation;
- ✓ Submits "Subsidy Contract" and "Partnership Agreement" (until 3 months after the Subsidy Contract signing);
- ✓ Respect of Partnership Agreement.

Project's implementation roles

Lead Partner

- ✓ Compliance with communication and visibility obligations
- ✓ Reporting / Request for payment every 6 months
- ✓ Submit project modifications
- ✓ Answer information requests
- ✓ Audit trail
- ✓ Keep the JS informed about possible delays or issues regarding project implementation

Project's implementation roles

Partner

- ✓ Implement the work plan, as approved, and guarantee the achievement of the expected results;
- ✓ Answer information requests and control from Programme bodies/ relevant authorities;
- ✓ Respect European and National regulations;
- ✓ Comply with relevant public procurement rules;
- ✓ Report on project progress and indicators;
- ✓ Participate at least in 1 of 2 annual reports with payment claim;
- ✓ Is also assumes responsibilities (for example, for any irregularity in the expenditure claimed);
- ✓ Includes an on-the-spot control in its expenses certifications.

Project's implementation roles

Partner

Private sector partners including profit-making partners must remember:

- ✓ Cash flow issues may arise from lengthy payment;
- ✓ Follow public procurement principles (transparency, nondiscrimination and equal treatment);
- ✓ Comply with the eligibility rules set out by the Programme;
- ✓ Are not allowed to act as external experts to other partners in the same project;
- ✓ Are aware of eventual restrictions on retaining Intellectual Property Rights.

Project's implementation roles

Associated Partner

- ✓ Are not part of the project's budget;
- ✓ No ERDF claims;
- ✓ May have an advisory role, be observers and can be asked to provide guidance/support to the project;
- ✓ If invited to attend events/meetings, expenditures are not allowed to be charged to the Atlantic Area project.

Atlantic Area main tools

Website

www.atlanticarea.eu

SIGI

<https://sigi2127.atlanticarea.eu/SIGI.UI/Login>

Programme Manual

available on the website

Helpdesk

Joint Secretariat: js@atlanticarea.eu
IT Support: itsupport@atlanticarea.eu

Main differences between AA 14-20 and 21-27

- **SIGI21-27**
- **Reporting period:** Every project's 6 months | Activities + payment claim | Partners must participate including certified expenses at least in 1 of 2 annual reports (include flexibility) | Lead Partner's responsibility to guarantee that all PPRs include expenditures | Indicators
- **Eligibility of expenses:** No advance payment | SCO for "Travel & Accommodation" expenses | No eligibility travel associated partners | On-the-spot checks may be performed remotely (if no equipment and/ or infrastructure & works costs expenses) |
- **Penalties for delays in the submission of financial claims and reports**
- **Modification request rules:**
 - Minor modifications are approved automatically
 - Medium and major modifications are submitted to JS analysis and, when applicable, MC approval
- **New visual identity/ branding**

Remember:

Partners must participate at least in 1 of the 2 reports submitted per year



Next steps in the project management

- ✓ Contact NA to start FLC procedures
- ✓ Give partners and FLCs access to SIGI
- ✓ Working on SIGI: Create partner progress report



Contact Us



+351 226 086 300



js@atlanticarea.eu



www.atlanticarea.eu



Rua Rainha D. Estefania, 251
Porto, Portugal

