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Financial Managers
Joint Secretariat

16/12/2025

CONTROLLERS TRAINING SESSION PRACTICAL GUIDANCE

SIGI: Controllers module and functionalities

Interreg Atlantic Area Co-funded by the European Union Project Proposals Projects Progress Reports Certifications System Reports Entities Administration Help João Correia JS EN ES FR PT Sign Out

Dashboard

Tasks

Select a Project Task Type

Select an option Select an option

- Send PPR3 ESITC Caen Expenditures of [REDACTED] to Financial Analysis

| Due date | Project | Partner | Submission Date |
|-----------------|----------------|------------|-----------------|
| 28 January 2025 | EAPA_0016/2022 | [REDACTED] | 28 January 2025 |

- Send PPR3 INNOVACIÓN ABIERTA Expenditures of [REDACTED] to Financial Analysis

| Due date | Project | Partner | Submission Date |
|-----------------|----------------|------------|-----------------|
| 28 January 2025 | EAPA_0016/2022 | [REDACTED] | 28 January 2025 |

- Send PPR3 Jefe de Unidad de Innovación y Proyectos Estratégicos Expenditures of [REDACTED] to Financial Analysis

Favorite Projects

Search by project name

Search

View all projects →

★ REINFORCE2

REsource INfrastructures for monitoring, adapting and protecting European Atlantic FORests under changing Climate

★ HY4RES

Hybrid solutions for Renewable Energy Systems: achieving net-zero Atlantic area energy consumers & communities

★ Free-LitterAT

Advancing towards litter-free Atlantic coastal communities by preventing and reducing macro and micro litter

SIGI: Controllers module and functionalities

The screenshot shows the SIGI application interface. At the top, there is a navigation bar with the Interreg Atlantic Area logo, the European Union flag, and text indicating 'Co-funded by the European Union'. The navigation menu includes 'Project Proposals', 'Projects', 'Progress Reports', 'Certifications', 'System Reports', 'Entities', 'Administration', and 'Help'. On the right side of the top bar, there is a user profile for 'João Correia JS', language links for 'EN', 'ES', 'FR', 'PT', a gear icon for settings, a speech bubble icon for messaging, and a 'Sign Out' link. The main content area has a blue header bar. Below it, a breadcrumb navigation shows 'Project Proposals > [redacted] > Project identification'. The main section is titled '1. Project identification'. On the left, a sidebar lists eight sections: '1. Project Identification', '2. Project Description', '3. Work Plan', '4. Partnership', '5. Project management and commu ...', '6. Documents', '7. Time Plan', and '8. Versions History'. The '1. Project Identification' section is expanded, showing sub-sections: '1.1. Project Info', '1.2. Area of Intervention', '1.3. Total Budget', '1.4. Project Summary', '1.5. Project Documents', and '1.6. Financing Plan'. The '1.1. Project Info' sub-section is also expanded. At the top right of the main content area, there are 'Expand All' and 'Collapse All' buttons.

Project Proposals > [redacted] > Project identification

1. Project identification

1. Project Identification

2. Project Description

3. Work Plan

4. Partnership

5. Project management and commu ...

6. Documents

7. Time Plan

8. Versions History

1.1. Project Info

1.2. Area of Intervention

1.3. Total Budget

1.4. Project Summary

1.5. Project Documents

1.6. Financing Plan

Expand All

Collapse All

SIGI: Controllers module and functionalities

Interreg Atlantic Area Co-funded by the European Union Project Proposals Projects Progress Reports Certifications System Reports Entities Administration Help João Correia JS EN ES FR PT Sign Out

1. Project Identification

2. Project Description

3. Work Plan

4. Partnership

5. Project management and commu...

6. Budget

7. Documents

8. Time Plan

9. Versions History

4.1. Partner Information

4.2. Contacts

4.3. Bank Account

4.4. Partner motivation and contribution

4.5. State Aid information

4.6. Partner co-financing

4.7. Partner by budget line and year

4.8. Physical Investment

Expand All Collapse All

SIGI: Controllers module and functionalities

Interreg Atlantic Area Co-funded by the European Union Project Proposals Projects Progress Reports Help

EAPA_001 Partner [REDACTED] Check Errors Submit Report →

1. Project Identification 2. Work Plan 3. Expenditures 4. Expenditures Control 5. Project management and commu... 6. Budget 7. Documents 8. Time Plan 9. Versions History

Project > [REDACTED] > Progress Report > pPR1 > Expenditures

Expenditures

PR Eligible Amount 66,676.30 € FLC Total Certification 66,676.30 € Manage Sample

Filter columns

| # | Invoice Nr | Budget Line | Issue Date | Payment Date | Partner Request | FLC Certification | Actions |
|-----|--------------------------------------|---------------------------------------|------------|--------------|-----------------|-------------------|---|
| 1 | AFT INVOICE AIDEEEN DARMODY 31_01_24 | Staff costs | 31/01/2024 | 21/02/2024 | 1,172.80 € | 1,172.80 € |  <input checked="" type="checkbox"/> |
| 1.1 | AFT INVOICE AIDEEEN DARMODY 31_01_24 | Office and administrative expenditure | 31/01/2024 | 21/02/2024 | 175.92 € | 175.92 € |  |
| 1.2 | AFT INVOICE AIDEEEN DARMODY 31_01_24 | Travel and accommodation costs | 31/01/2024 | 21/02/2024 | 175.92 € | 175.92 € |  |
| 2 | AFT INVOICE AIDEEEN DARMODY 28_02_24 | Staff costs | 28/02/2024 | 14/03/2024 | 1,168.40 € | 1,168.40 € |  <input checked="" type="checkbox"/> |
| 2.1 | AFT INVOICE AIDEEEN DARMODY 28_02_24 | Office and administrative expenditure | 28/02/2024 | 14/03/2024 | 175.26 € | 175.26 € |  |
| 2.2 | AFT INVOICE AIDEEEN DARMODY 28_02_24 | Travel and accommodation costs | 28/02/2024 | 14/03/2024 | 175.26 € | 175.26 € |  |
| 3 | AFT INVOICE AIDEEEN DARMODY 31_03_24 | Staff costs | 31/03/2024 | 17/04/2024 | 1,167.85 € | 1,167.85 € |  <input checked="" type="checkbox"/> |

SIGI: Controllers module and functionalities

- 1. Project Identification
- 2. Work Plan
- 3. Expenditures
- 4. Expenditures Control
- 5. Project management and communication
- 6. Budget
- 7. Documents
- 8. Time Plan
- 9. Versions History

Expenditures Control

✓ Save Expenditure Control

Administrative Verifications

Total Certified

11,564.50 €

ERDF

8,673.37 €

Declaration *

Reference Date *

15/12/2025

Select File

On-The-Spot ?

Total Certified

ERDF

Declaration

Reference Date

Select File

Financial Controller (FLC)

Tax Identification

Full Name

Organization

FLC

NWRA

Email

Phone

Fax

flc2nwra.ie

Address

Zip Code

FLC Certification Report

Tax Regularity

Status OK

Validity Date

Tax Regularity

2029-12-31

Obligation on tax clearance declarations 2021-2027.pdf

Social Contribution Regularity

Status OK

Validity Date

Social Contribution Regularity

2029-12-31

Obligation on tax clearance declarations 2021-2027.pdf

Progress reports circuit and cash flow



Cash flow issues may arise from lengthy payment procedures due to possible controls, audits, legal proceedings, etc. In such cases, partners (and not only the private ones) should consider higher liquidity levels.

Toolbox

Website

www.atlanticarea.eu

Programme Manual

[available on the website](#)

User's/Controller's guide (SIGI)

[available on the website](#)

Interact Matrix of costs

<https://www.interact.eu/>

Methodology for risk-based management verifications

[available on the website](#)

SIGI

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

Helpdesk

Joint Secretariat: js@atlanticarea.eu

IT Support: itsupport@atlanticarea.eu

Controller's certificate



Interreg Atlantic Area 2021-2027
First Level Controller Certificates_January 2025

INTERREG ATLANTIC AREA 2021-2027 FIRST LEVEL CONTROLLER CERTIFICATES

1. Control report
2. Control checklist
3. Public procurement checklist

Controller's certification – Key risk areas

- Template cannot be modified
- Missing information:
 - administrative verification/on-the-spot?
Certificate must match the info in SIGI
 - Sampling?
 - Yes/No is not sufficient: Justification, comments are important/mandatory
 - Documentation related to the claim must be uploaded in SIGI

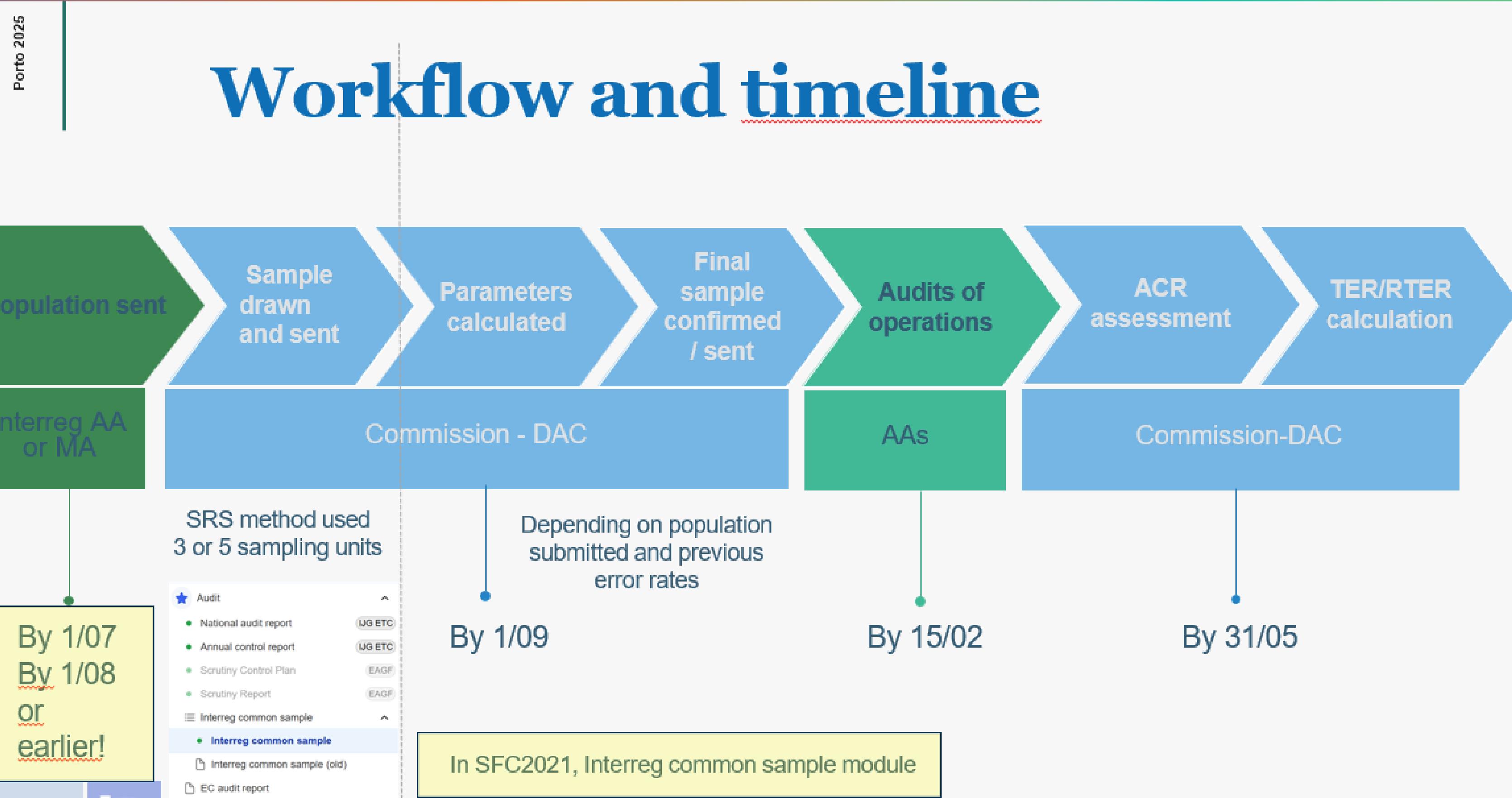
- Account system/Double financing excluded: justification is mandatory
- Same cost covered through 2 forms of reimbursement (SCO/Real cost)
- State aid: use the comment section for clarification
- Procurement checklist:
 - “beneficial owner”
 - repeat the information for previous contract

Controller's certification – Key risk areas

Non-eligible expenditure according to Programme rules:

- In-kind contributions, (including unpaid voluntary work);¹⁴
- Shared costs, split items among project partners (i.e. sharing of common costs);
- Discounts not considered when claiming the costs (only the discounted amount is to be regarded as eligible);
- Cancellation costs (e.g. venue, catering, travel and accommodation) or costs of any unused travel tickets or booking for external experts; ¹⁵

| Partner Numb | pPR | Status | Exp | Description | Invoice Nr | Issue Date | Eligible Amount | Total Amount | NA Justifications | FLC Justifications |
|--------------|-----|------------|-----|--|---------------|------------|-----------------|--------------|---|--|
| 1 | 3 | Registered | 5 | Evaluación obligatoria externa de proyecto: Economic and administrative follow-up of the initial stage of the [REDACTED] (Atlantic Area Programme 2021-2027) [REDACTED]. | IEC/EC/014/20 | 18/02/2025 | 12 000,00 € | 14 520,00 € | | |
| 2 | 2 | Validated | 37 | Technical support and IT tools for setting up a sound reporting process and financial management (PO861338) | IEC/010/2024 | 23/05/2024 | 5 767,47 € | 5 767,47 € | | |
| 3 | 2 | Validated | 3 | Technical assistance and IT solutions aimed at establishing effective financial oversight and reporting mechanisms for our participation as partners in the Atlantic Area [REDACTED] project. | IEC/011/2024 | 31/05/2024 | - € | 5 595,27 € | Non-eligible expenditure according to Programme rules: Shared costs, split items among project partners (i.e. sharing of common costs); | |
| 4 | 2 | Validated | 6 | Ce prestataire est imposé par le chef de file du projet [REDACTED] Cette dépense est inscrite dans le PAF en 2024 en "Expenditure List. External Expertise and Services Costs" / External support for producing documents related to the project (manuals, deliverables, reports...) | IEC/003/202 | 15/03/2024 | 4 733,00 € | 4 733,00 € | | |
| 5 | 2 | Validated | 7 | TECNICAL ADVISORY AND DIGITAL TOOLS TO IMPLEMENT AN EFFICIENT REPORTING AND ECONOMIC MANAGEMENT PROCESSES FOR [REDACTED] | PR/04/2024 | 24/06/2024 | - € | 2 981,44 € | Not eligible as it is a shared cost with other project partners. | |
| 6 | 2 | Validated | 21 | Facilitation Training for Engaging Industrial Stakeholders in the [REDACTED] Workshops | IEC/005/2024 | 11/04/2024 | 3 296,40 € | 3 296,40 € | | |
| 7 | 2 | Validated | 1 | [REDACTED] IT Tools and technical advice to support the reporting procedures and the financial management | IEC/004/2024 | 26/03/2024 | - € | 3 357,00 € | | Expenses to be represented with proof of payment, competitive bidding and deliverables |
| 8 | 1 | Validated | 8 | [REDACTED] invoice for support to EU Network engagement for the [REDACTED] online community with bank statement as proof of payment. Procurement/Quote request and reports also submitted/available. | 108 | 31/05/2024 | 3 200,00 € | 3 200,00 € | | |



1st exercise

- 3rd Accounting year 2023/2024
- 15 programmes submitted the population
- Compliance audit by DAC.6 on KR11, KR13, KR15 performed in February 2025
- 8 projects (1 per programme) selected
- No findings with financial impact

Following the assessment of the reported results of the audits of operations (in line with Article 49(6) of the Interreg Regulation 2021-2027), I am pleased to inform you that the Commission services have calculated the global extrapolated error rate with regard to the 15 Interreg programmes that reported expenditure and were thus included in the population from which the common sample was selected: the global extrapolated error rate for the group of 15 Interreg programmes is **0.07%**.

EC Findings

Project level findings

Lack of publicity on beneficiaries' websites

Public procurement: lack of justification for negotiated procedure

Ineligible expenditure not linked to the project

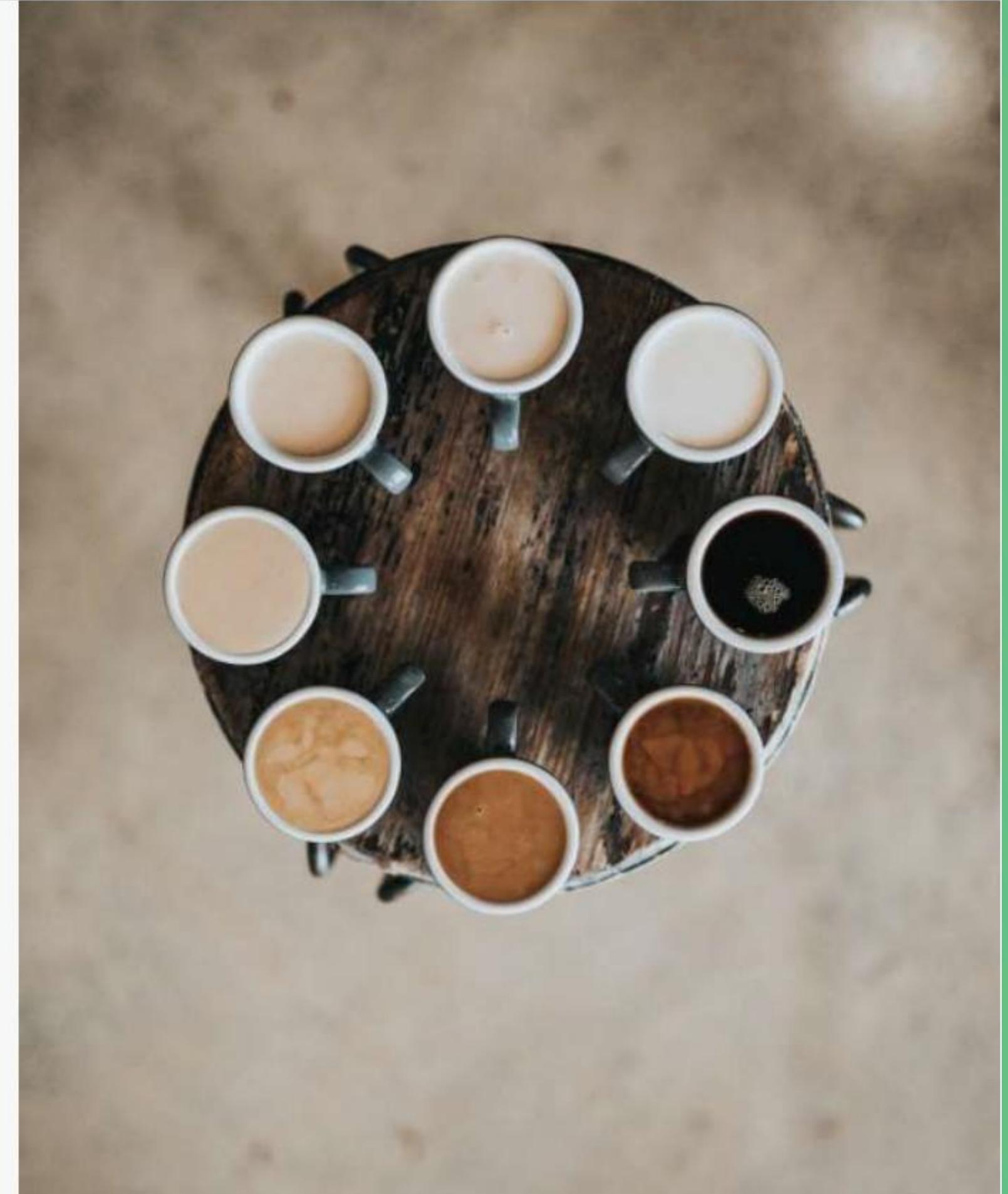
Travel and accommodation costs declared before travel took place

Double funding: same cost categories covered through 2 forms of reimbursement



EC Findings Checklists

- To cover all necessary aspects
- To provide sufficient information on audit tests performed
- To avoid Yes/No answers (especially in case of State aid analysis, public procurement, conflict of interest, double funding checks)



JS - Financial Managers

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 João Correia – joao.correia@atlanticara.eu

| | Project | Follow-up FM | | Project | Follow-up FM | |
|----|-------------------------|-----------------|--|---------|--------------------|-----------------|
| 1 | ADT4Blue | Gizela Ferreira | | 29 | ACTIV-N | Gizela Ferreira |
| 2 | AQUAFISH0.0 | Gizela Ferreira | | 30 | AGREE | João Correia |
| 3 | Atlantic Whale Deal | Gizela Ferreira | | 31 | Aofftech | Gizela Ferreira |
| 4 | ATLANTIC SUNSET | João Correia | | 32 | ATLANTIC BRIDGES | João Correia |
| 5 | ATLIC | Gizela Ferreira | | 33 | ATLAS | João Correia |
| 6 | BEAP-MAR | João Correia | | 34 | AWAVES | Gizela Ferreira |
| 7 | BLUE SHUTTLE | Gizela Ferreira | | 35 | AWESDI | Gizela Ferreira |
| 8 | BluePoint | Gizela Ferreira | | 36 | BEACon | Gizela Ferreira |
| 9 | BLUESKILLING INNOVATION | Gizela Ferreira | | 37 | BIOCHAINS Atlantic | Gizela Ferreira |
| 10 | BOTS | Gizela Ferreira | | 38 | CANSTAR | João Correia |
| 11 | DiadSea | João Correia | | 39 | CLIRQUA | Gizela Ferreira |
| 12 | DIBEST | João Correia | | 40 | DigiATLA | João Correia |
| 13 | ENEPORTS | João Correia | | 41 | HiPoTeSis | Gizela Ferreira |
| 14 | FISHINN | Gizela Ferreira | | 42 | Impact4Mar | João Correia |
| 15 | Free-LitterAT | João Correia | | 43 | iSURFATLANTIC | João Correia |
| 16 | Hub4Food | Gizela Ferreira | | 44 | SED'UP | João Correia |
| 17 | HY4RES | João Correia | | 45 | ResilCrops | João Correia |
| 18 | HYDEA | João Correia | | 46 | REVALGAE | João Correia |
| 19 | MARINNONET | João Correia | | 47 | RIVERS-REST | Gizela Ferreira |
| 20 | PLAST4H2 | João Correia | | 48 | SMACC+ | Gizela Ferreira |
| 21 | POST | Gizela Ferreira | | 49 | SMART Coast | Gizela Ferreira |
| 22 | REINFFORCE2 | João Correia | | 50 | Smart4Sea | João Correia |
| 23 | SaferSEA | Gizela Ferreira | | 51 | TRAP | Gizela Ferreira |
| 24 | SAtComm | João Correia | | 52 | UPWELLING | João Correia |
| 25 | SEALabHaus | João Correia | | | | |
| 26 | SISdATA | Gizela Ferreira | | | | |
| 27 | SMARTDEC | Gizela Ferreira | | | | |
| 28 | GRAAL | João Correia | | | | |



Q&A