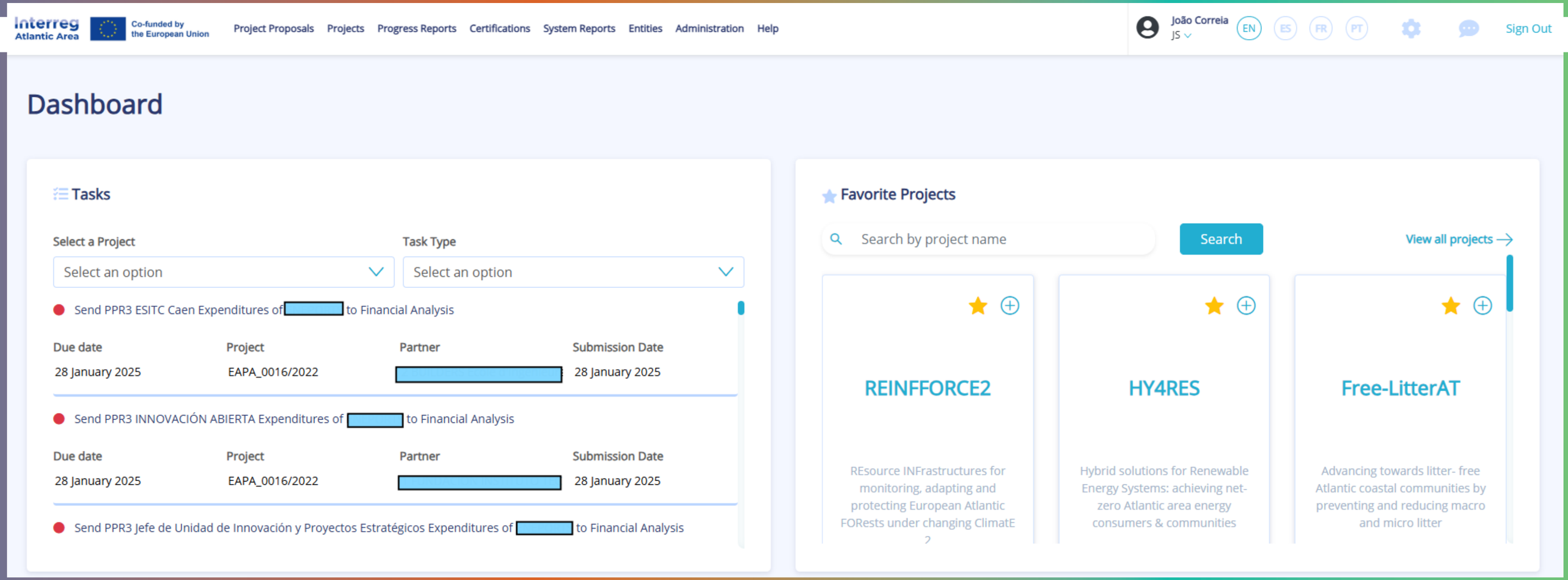
Gizela Ferreira / João Correia
Financial Managers
Joint Secretariat
16/12/2025

CONTROLLERS TRAINING SESSION

PRACTICAL GUIDANCE

SIGI: Controllers module and functionalities



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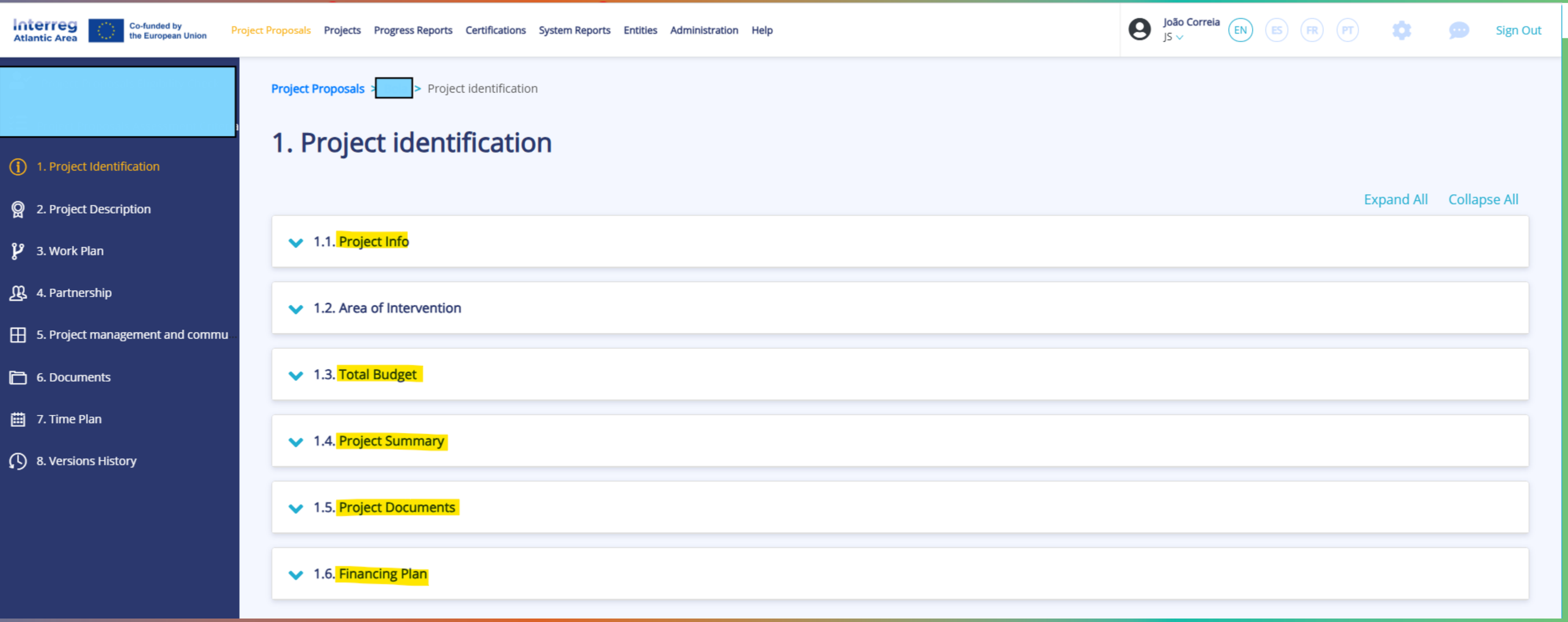

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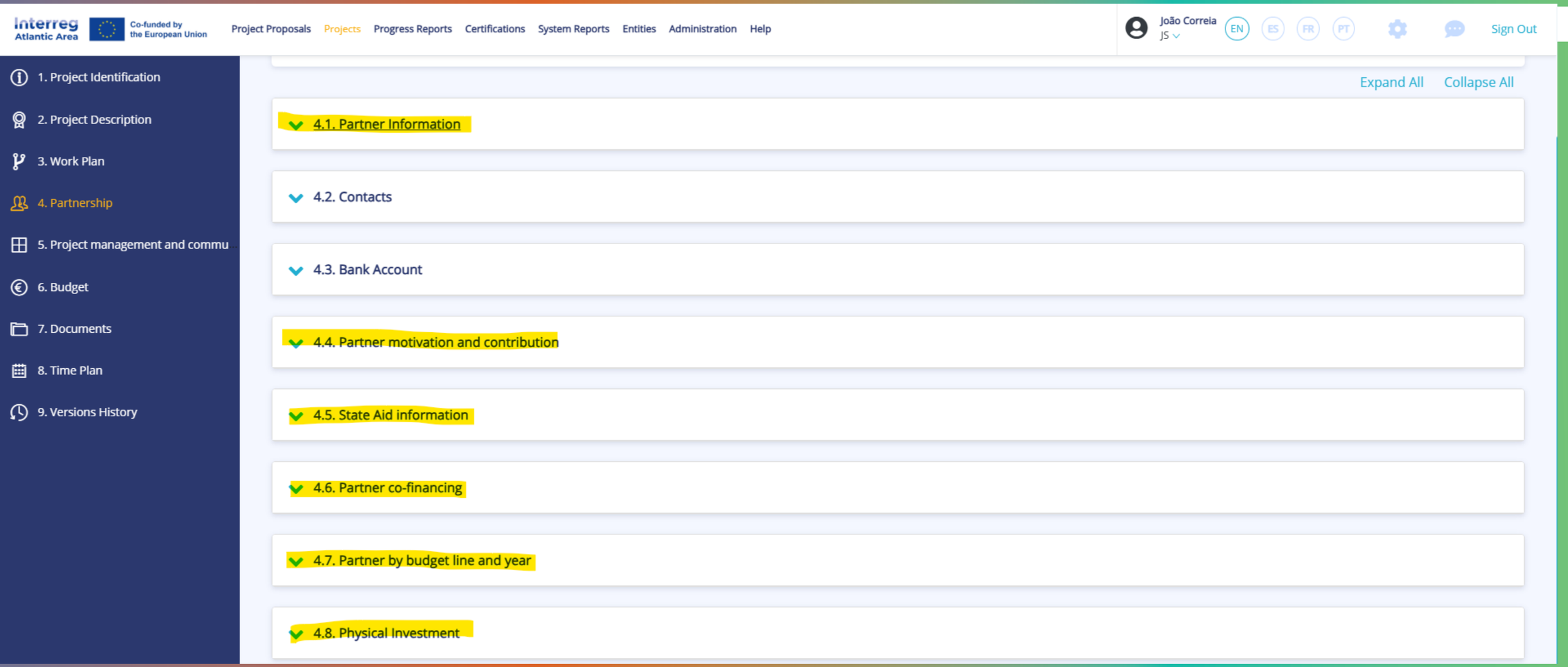

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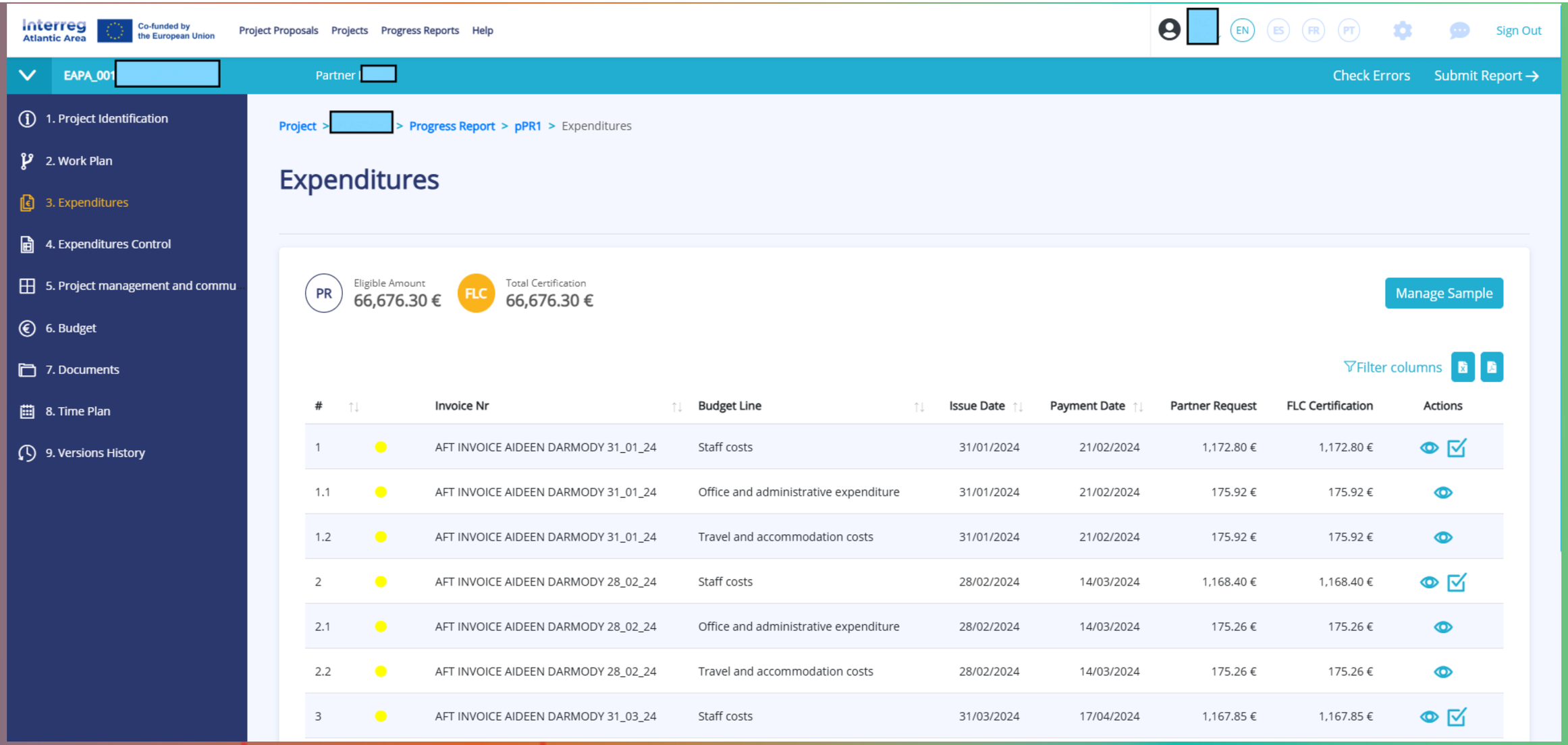
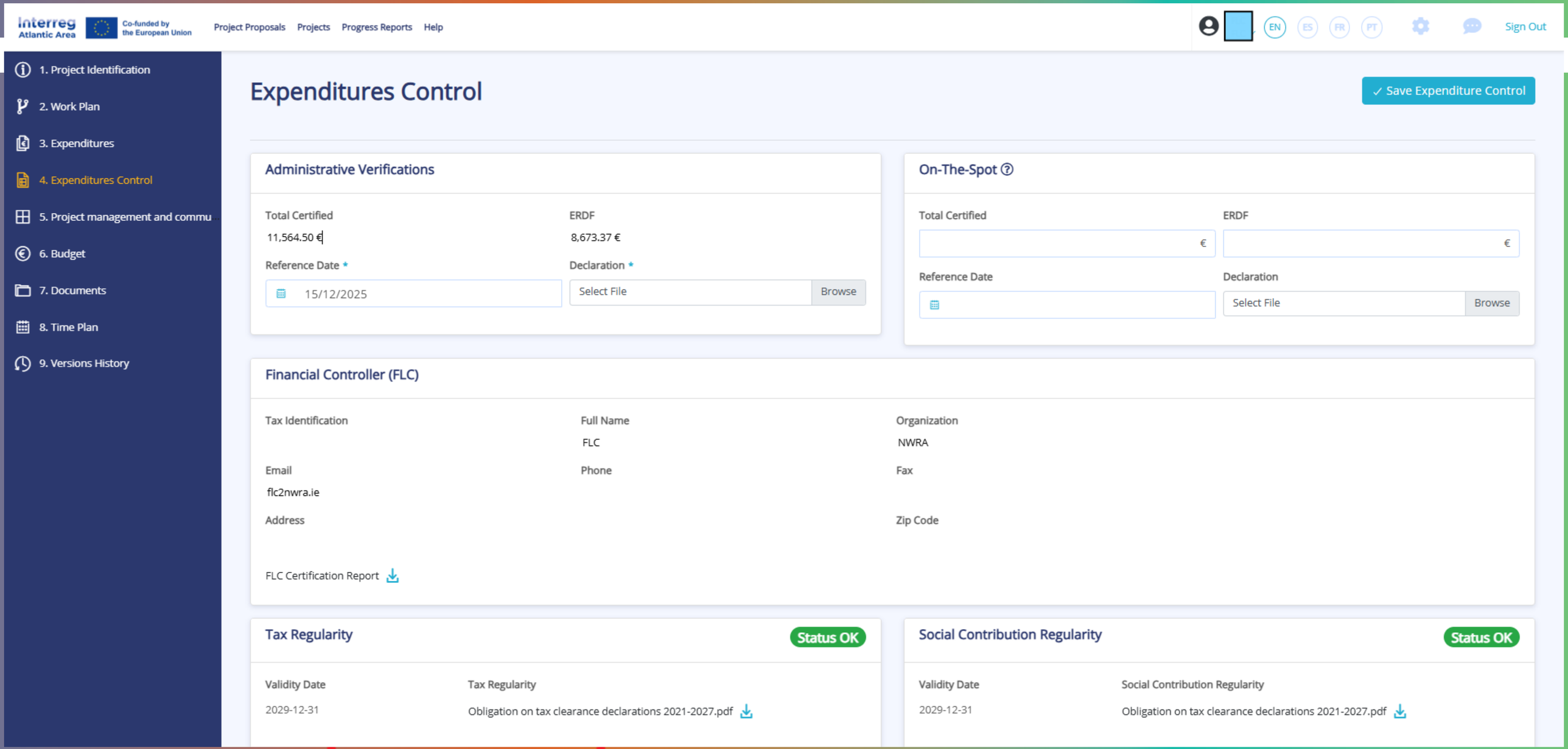


#	Invoice Nr	Budget Line	Issue Date	Payment Date	Partner Request	FLC Certification	Actions
1	AFT INVOICE AIDEEN DARMODY 31_01_24	Staff costs	31/01/2024	21/02/2024	1,172.80 €	1,172.80 €	
1.1	AFT INVOICE AIDEEN DARMODY 31_01_24	Office and administrative expenditure	31/01/2024	21/02/2024	175.92 €	175.92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

SIGI: Controllers module and functionalities



Progress reports circuit and cash flow

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Partner Progress Report including expenditures	Controller verification	National Authority vallidation	Project Progress Report consolidation & submission by the LP	JS analysis + MA validation and payment request	Payment made directly to the partner

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

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 trough 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 N	Issue Dat	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	[redacted] 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…)	F 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 MANAGENMENTE 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 €		

Interreg - Common sample, by the European Comission

Porto 2025

Workflow and timeline

Population sent	Sample drawn and sent	Parameters calculated	Final sample confirmed / sent	Audits of operations	ACR assessment	TER/RTER calculation
Interreg AA or MA	Commission - DAC			AAs	Commission-DAC	

SRS method used
3 or 5 sampling units

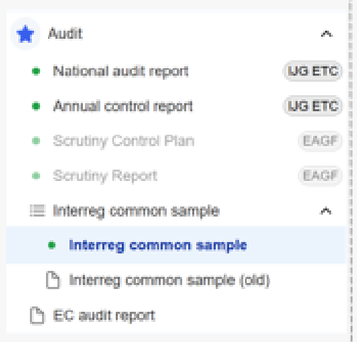
Depending on population submitted and previous error rates

By 1/07
By 1/08 or earlier!

By 1/09

By 15/02

By 31/05



In SFC2021, Interreg common sample module

1st excercise

- 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

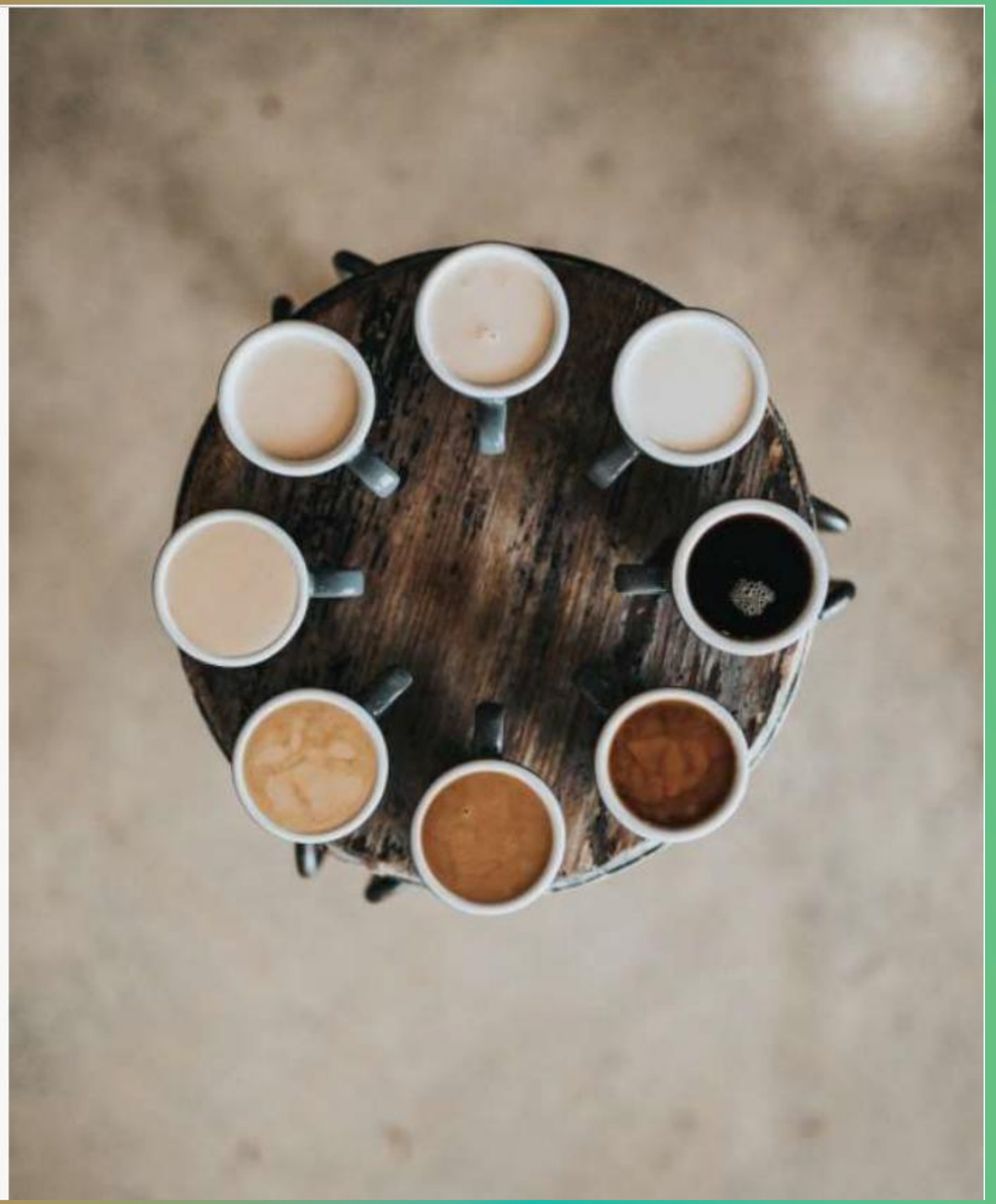
Double funding: same cost categories covered through 2 forms of reimbursement

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)



	Project	Follow-up FM
1	ADT4Blue	Gizela Ferreira
2	AQUAFISH0.0	Gizela Ferreira
3	Atlantic Whale Deal	Gizela Ferreira
4	ATLANTIC SUNSET	João Correia
5	ATLIC	Gizela Ferreira
6	BEAP-MAR	João Correia
7	BLUE SHUTTLE	Gizela Ferreira
8	BluePoint	Gizela Ferreira
9	BLUESKILLING INNOVATION	Gizela Ferreira
10	BOTS	Gizela Ferreira
11	DiadSea	João Correia
12	DIBEST	João Correia
13	ENEPORTS	João Correia
14	FISHINN	Gizela Ferreira
15	Free-LitterAT	João Correia
16	Hub4Food	Gizela Ferreira
17	HY4RES	João Correia
18	HYDEA	João Correia
19	MARINNONET	João Correia
20	PLAST4H2	João Correia
21	POST	Gizela Ferreira
22	REINFFORCE2	João Correia
23	SaferSEA	Gizela Ferreira
24	SAtComm	João Correia
25	SEALabHaus	João Correia
26	SISdATA	Gizela Ferreira
27	SMARTDEC	Gizela Ferreira
28	GRAAL	João Correia

	Project	Follow-up FM
29	ACTIV-N	Gizela Ferreira
30	AGREE	João Correia
31	Aofftech	Gizela Ferreira
32	ATLANTIC BRIDGES	João Correia
33	ATLAS	João Correia
34	AWAVES	Gizela Ferreira
35	AWESDI	Gizela Ferreira
36	BEACon	Gizela Ferreira
37	BIOCHAINS Atlantic	Gizela Ferreira
38	CANSTAR	João Correia
39	CLIRAQUA	Gizela Ferreira
40	DigiATLA	João Correia
41	HiPoTeSis	Gizela Ferreira
42	Impact4Mar	João Correia
43	iSURFATLANTIC	João Correia
44	SED'UP	João Correia
45	ResilCrops	João Correia
46	REVALGAE	João Correia
47	RIVERS-REST	Gizela Ferreira
48	SMACC+	Gizela Ferreira
49	SMART Coast	Gizela Ferreira
50	Smart4Sea	João Correia
51	TRAP	Gizela Ferreira
52	UPWELLING	João Correia

JS – Financial Managers

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João Correia – joao.correia@atlanticara.eu

Interreg
Atlantic Area

Co-funded by
the European Union

Q&A