



# Trainning session for beneficiaries of the First Call

CCDR-Norte, I.P.

Porto, 24 January 2024





# Overview of the Programme management

**Ismael Morán-García**  
Joint Secretariat Director



# 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](http://www.atlanticarea.eu)

## SIGI

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

## Programme Manual

available on the website

## Helpdesk

Joint Secretariat: [js@atlanticarea.eu](mailto:js@atlanticarea.eu)  
IT Support: [itsupport@atlanticarea.eu](mailto: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





# Financial aspects - quick review!

**Gizela Ferreira**  
**Financial Manager**



# Eligibility - general criteria

- Incurred during the eligible period: from the date of approval of the project by the Monitoring Committee until its official ending date;
- Incurred and paid by the partner;
- Essential for the achievement of the project objectives/outputs;
- Registered in the beneficiary's accounts through a separate accounting system;
- NOT related to contracts between project partners;
- Observe all relevant procurement rules if applicable;
- Supported by invoices and proofs of payment or documents of equivalent probative value;
- Respect the rules of branding and communication established by the European regulations and the Programme;
- Registered in SIGI in euros.

# Cost categories & reimbursement option

## Staff

- 20% flat rate
- real costs (full time or fixed % of time/month)

## Office and administrative

- 15% flat rate for real staff costs

## Travel and accommodation

- 15% flat rate
- real costs (justified cases+staff flat rate)

## External expertise and services

- real costs

## Equipment

- real costs

## Small infrastructure and works

- real costs



# Staff costs

## 20% Flat rate

- **NO controller verification** is needed **BUT:** Evidence of at least **one person** of staff or a natural person working for the partner under a contract, according to Article 39 of the Interreg regulation (e.g., by providing registration at the social insurance agency or annual payroll, self-declaration of the partner).
- Travel are reimbursed on a real cost basis.

## Real costs

- **Staff employed by the partner** who is directly working on the project;
- **Salary payments and other costs directly linked to salary** payments incurred and paid by the employer;
- **Daily allowances** and any other travel and accommodation costs cannot be included under this cost category;
- **Full-time/fixed % per month** must be stated in the employment or Task Assignment documents.
- No **timesheet** is required;
- **Key documents** must be available for control (contract, payslips, etc.).

# Office and Administrative costs

## 15% Flat rate

- Base = real staff costs.
- Automatically calculated by the system.
- **NO** controller verification is needed.
- **NO** office expenditures for 20% Staff flat rate.

# Travel and Accommodation costs

## 15% Flat rate

- Base = real staff costs.
- Automatically calculated by the system.
- **NO** controller verification is needed **BUT:**
  - evidence at least for one trip in the project's lifetime: mission order, report, recording, etc.

## Real costs

- **Staff employed by the partner.**
- Includes **daily allowances.**
- **Key documents** must be available for control (agenda, travel tickets, etc.).
- Travel costs for **external experts** (including speakers and invited experts), can only be claimed under the cost category External expertise and services.

# External Expertise and Services costs

## Real costs

- Expenditures items included: check the Programme Manual;
- Includes travel costs for **external experts (except Associated partners)**;
- **Key documents** must be available for control (selection procedure, contract, deliverables produced, etc.);
- **Public procurement** transparency and evidences are key points;
- Subcontracting **between partners** carried out within the project is **NOT** eligible.

# Equipment costs

## Real costs

- Expenditures items included: check the Programme Manual;
- Equipment can be: **purchased, rented or leased;**
- Allocation to the project: **full cost/pro-rata/depreciation;**
- Clearly **linked to the project/foreseen in the Application Form;**
- **Evidence** of deliverables/installation/use;
- Purchase, rent or lease from another partner carried out within the project are **NOT** eligible;
- General rule: full purchase cost of the equipment should be made in principle during the **first 12 months** of the project;
- Full purchase is eligible only if the depreciation period is within the project lifetime (expenditures  $\geq 2500\text{€}$ , will be compulsory **checked by the controller**).

# Small Infrastructures & Works costs

## Real costs

- Expenditures items included: check the Programme Manual;
- Infrastructure can be: **new/adaptation;**
- Clearly **linked to the project/ foreseen in the Application Form;**
- **Evidence** of deliverables/installation/use;
- Feasibility studies, environmental impact assessments, architectural or engineering activities and any other **expertise** needed fall under the cost categories “Staff costs” or “External expertise and services costs”;
- **Key documents** must be available for control (selection procedure, contract, other legal documents, etc.).

# Specific questions on eligibility?



- ✓ Check the Programme Manual
- ✓ Check the matrix of costs (Interact).
- ✓ Check with your controller/  
National Authority
- ✓ Consult the Joint Secretariat  
(via LP)

# 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.





# Financial aspects - State-Aid

João Correia  
Financial Manager  
Porto 24/01/2024



# State-Aid

Assistance granted by a Member State (MS) or through State resources in any form that distorts competition.

## The five cumulative criteria of State Aid

1. The recipient of the aid is an “undertaking”, which is carrying out an economic activity in the context of the project;
2. The measure must confer a benefit or economic advantage on the recipient which it would not otherwise have received;
3. It must be granted by a MS or through State resources (**always** the case of Interreg projects);
4. It must selectively favour certain undertakings or production of certain goods;
5. It must distort or threaten to distort competition and trade between the MS

# State-Aid

## Conditions

- ✓ Overview of conditions: Undertaking must meet five criteria for State Aid;
- ✓ Prohibited Activities: Export-related and aid contingent upon the use of domestic goods;
- ✓ National/Regional Consultation: Partners should consult relevant authorities for specific rules and limitations.

# State-Aid assessment

- ✓ Online Approved Form includes "State Aid self-check";
- ✓ Scenarios: No risk, risk removable before submission, risk not removable before submission;
- ✓ Indirect State Aid: Thresholds set for aid granted to third parties outside the project partnership.

# Information and reporting of State Aid

## Direct Aid under GBER

- ✓ GBER allows public support measures without EC notification for Interreg projects;
- ✓ ERDF budget granted up to €2 million per partner and project;
- ✓ Partners must provide 20% private contributions into the total budget;
- ✓ No additional public co-financing for partners under GBER.

# Information and reporting of State Aid

## Direct Aid under De Minimis

- ✓ Exceptional measure for partners receiving additional public co-financing;
- ✓ ERDF granted under de minimis regime, subject to a threshold of €300,000 in three fiscal years;
- ✓ Threshold reduced to €100,000 in the road transport sector.

# Information and reporting of State Aid

## Follow-up

- ✓ Pre-Contract: State Aid analysis based on self-check. Adjustments may be requested during the pre-contracting phase;
- ✓ During Project Implementation: Lead Partner ensures compliance, Controllers verify, and additional conditions may be imposed for modifications;
- ✓ Reporting: Any State Aid-relevant activities must be communicated to the JS.

# Information and reporting of State Aid

## Conclusion

- ✓ Importance of complying with State Aid rules to avoid financial errors and irregularities;
- ✓ Partners must stay vigilant throughout the project lifetime to prevent State Aid violations.



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# Q & A





# Reporting

**Tania Afonso**  
**Project Manager**



# Project reports

## Why are project's reports important?

- ✓ Tool for the reimbursement of ERDF co-financing to the project
- ✓ Evaluation of project progression
  - Is the project on track? Both physical and financial execution?
  - Cooperation intensity: are all partners involved?
  - Is the project delivering quality?
- ✓ Monitoring and report to Member States, Monitoring Committee, EC
- ✓ Provide information for communication and publicity on programme level

# Project reports

## What should be reported by the LP?

- ✔ Information on the overall project progresses on the basis of information included in partner reports for the concerned period
  - progresses at work package and activity level
  - information on outputs and deliverables realised
  - indicator progress and reached targets
  - Communication
  - Involvement of target groups
  - Project management
- ✔ Description and justification on any problems and deviations, including delays from the work plan presented in the application form, and the solutions found
- ✔ Payments request on behalf of partners

# Partner reports

## Main objectives:

- ✓ To report about progress, outputs delivered and costs to controllers
- ✓ To provide information for communication and publicity on project level
- ✓ Partner report is not subject to checks by the MA/JS  
(only financial control documents)



# Create a Partner report in SIGI

The screenshot displays the SIGI Progress Reports interface. At the top, the navigation menu includes 'Project Proposals', 'Projects', 'Progress Reports' (circled in green), 'Entities', and 'Help'. The user profile and language options (EN, ES, FR, PT) are visible in the top right corner.

The main heading is 'Progress Reports'. Below it, there are two tabs: 'Partner' (circled in green) and 'Project'. The 'Expenditure eligible budget' is shown as 0.00 €.

Four dropdown menus are present for filtering: 'Project', 'Partner', 'Request Type', and 'Status', each with 'Select an option' as the current selection.

A blue button labeled '+ Create Report' is circled in green. A green arrow points from this button to a modal window titled 'Create Report'.

The 'Create Report' modal window contains the following fields:

- Project \***: A dropdown menu with 'Select an option' (circled in green).
- Request Type \***: A dropdown menu with 'Select an option' (circled in green).
- A list of report types: 'Progress Report', 'Extraordinary progress report', and 'Final report'. The 'Progress Report' option is highlighted in blue.

The background shows a table with columns: 'Report', 'Project', 'Status', 'Consolidated', 'Expenditure eligible budget', 'Expenditure ERDF budget', and 'Actions'. The table currently displays 'No records.' and has a 'Filter columns' button.

# Create a Partner report in SIGI

**EAPA\_00** [Change Progress Request Type](#) [Check Errors](#) [Submit Report →](#)

Project > > Progress Report > pPR1 > Project identification

## Project identification

[Expand All](#) [Collapse All](#)

- 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

### Project Info

Start Date	End Date
03/07/2023	03/07/2026
Duration (in months)	
36	

# Reporting on workplan

Project > Progress Report > pPR1 > Work Plan

## Work Plan

[+ Add Work Package](#)

### Work Plan

[Cancel](#) [✓ Save Work Package](#)

Work Package Title \*

Select an option

Work Package Number	Work Package Title	Start Date	End Date	Actions
1	WP1	03/07/2023	31/03/2024	

Show 10 records Showing 1 to 1 of 1 records [Filter columns](#) [1](#) [Next >](#)



# Reporting on workplan - WP

**Work Plan** Back ✓ Save Work Package

2. N°  
1

2. Work Package Title 2. Activity Start Date 2. Activity end date

03/07/2023 31/03/2024

Percentage Execution  %

Explanation

---

**2.5. Investments List** 🔍 📄

Number	Title	Actions
No records.		

---

**2.6. Project Results List**

Description	Code	Target Approved	Previous Target	Reached	Total Target	Measurement Unit	Explanation	Actions
Joint strategies and action plans taken up by organisations		4.00	0.00	0.00	0.00			

---

**3.7. Activities List** 🔍 📄

Activity Number	Activity Title	Start Date	End Date	Actions
1	Literature review	01/07/2023	01/01/2024	

# Reporting on workplan - activity

## 3.7. Activities List

Activity Number	Activity Title	Start Date	End Date	Actions
1	[REDACTED]	01/07/2023	01/01/2024	

## Activity

3.7.1. Nr: 1  
3.7.2. Title: Literature review  
3.7.3 Start Date: 07-2023

Percentage Execution: 0.00 %

Explanation: [REDACTED]

### 3.7.5. Activity Description

### 3.7.6. Output & Deliverables: This information relates to the indicators (3.7.7) selected

### 3.7.7. Output indicator(s)

Description	Code	Target Approved	Previous Target	Reached	Total Target	Measurement Unit	Explanation
Participations in joint actions across borders	RCO81	1.00	0.00	0.00	0.00	participations	

### Edit Indicator

Target Approved: 1.00

Previous Target: 0.00 | Reached: 0.00 | Total Target: 0.00

Explanation: [REDACTED]

Buttons: Cancel, Save

Back |  Save Activity

Expand All | Collapse All

# Reporting on communication and management

## 5. Project management and communication

✓ Save Changes

### 5.1. How will you coordinate and manage your project?

5.1.1. Please describe how the project management on the strategic and operational level will be carried out, including the set-up of management structures, responsibilities and procedures, as well as risk management. Please also explain how the internal communication within the partnership will be organised.

Approved

EN

The project management methodology employed by the Western Development Commission (WDC) demonstrates clear roles and responsibilities for Partners. As Lead Partner, WDC manages the whole project cycle, including communication and capitalization, and will receive external technical assistance in managing the financial administration and reporting. A 2-partner team will lead each work package with a lead partner from each country. WDC includes two participatory committees: 1. The WDC Steering Committee is the consortium's decision making body and sets the project's strategic guidelines. One senior officer representing each Partner will sit at the Steering Committee every 3 months. Decisions will be taken by simple majority,

Achieved

EN



### 5.2. Which measures will you take to ensure quality in your project?

### 5.3. What will be the general approach you will follow to communicate about your project?

### 5.4. How do you foresee the reporting procedures for activities and budget (within the partnership)?

### 5.5. Cooperation criteria

### 5.6. Horizontal Principles

### 5.7. Project monitoring environment indicators

# Documents

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

## Documents

[+ Add File\(s\)](#)  
Add 1 or more files

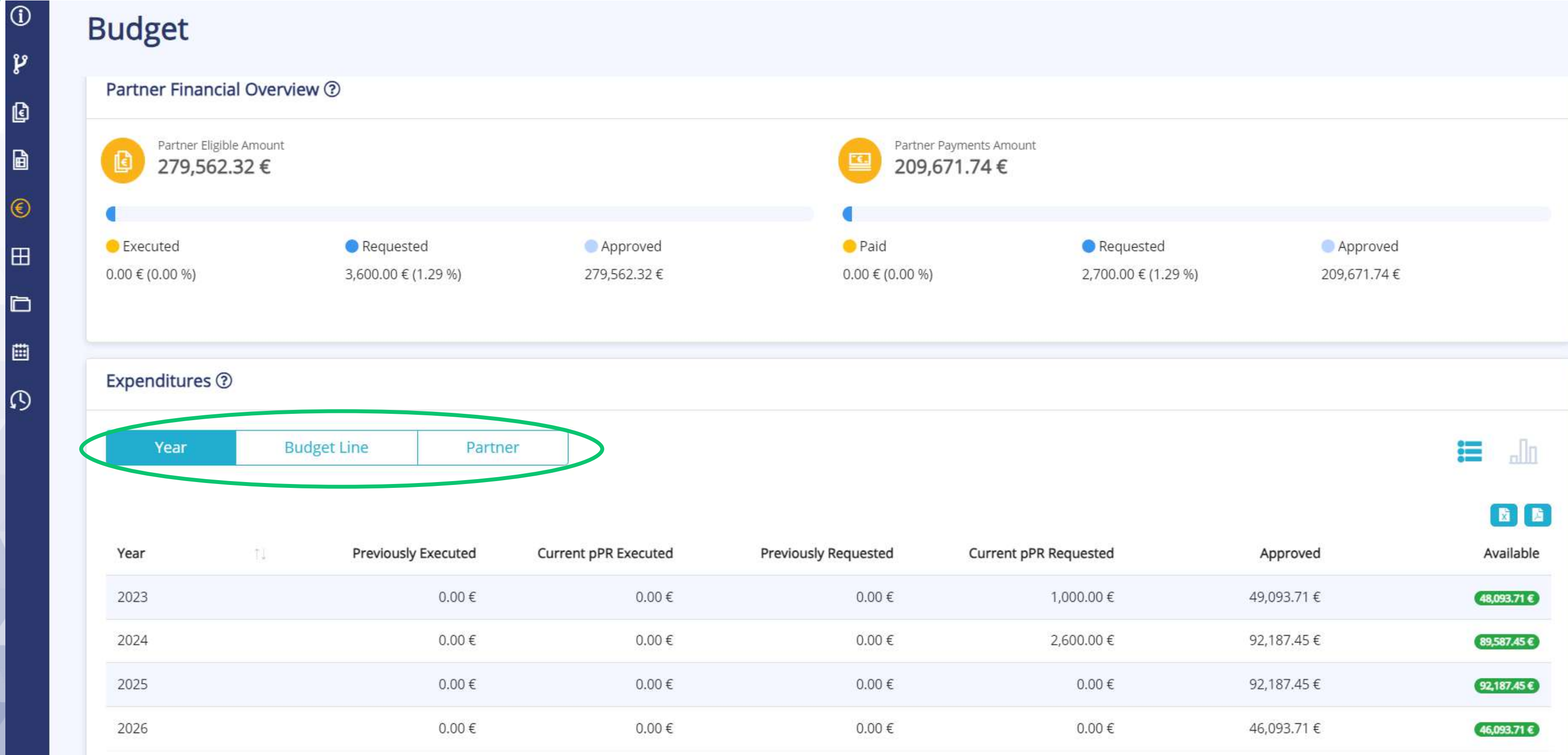
Search by document name   Document Type:  Upload Date:

[Filter columns](#)

Name	Document Type	UserName	Description	Upload Date	Actions
No records.					

Show  records Showing 0 to 0 of 0 records [< Previous](#) [Next >](#)

# Information on budget



# Expenditures

Project > > Progress Report > pPR2 > Expenditures

## Expenditures

+ Add Expenditure

PR Eligible Amount 1,092.50 €

+ Add File(s)  
Add 1 or more files


Filter columns


#	Invoice Nr	Budget Line	Issue Date	Payment Date	Partner Request	Actions
1	Prep. Costs	Preparation costs	01/10/2023	01/10/2023	1,092.50 €	

Show 10 records Showing 1 to 1 of 1 records

< Previous 1 Next >

# Expenditures

interreg Atlantic Area  [Project Proposals](#) [Projects](#) [Progress Reports](#) [Entities](#) [Help](#) Sign Out

Expenditure 2 < >  Eligible Amount 0.00 € Cancel Save expenditure

**Mandatory Fields**

**Main Information**

Invoice Nr \*  Budget Line \*

Select an option

Issue Date \*  Payment Date \*  Year \*

Description

EN

Description

Supplier Tax Number  Supplier Name

**Contributions**

	Amount
Eligible Amount <input type="text"/>	0.00 €
Contribution ERDF <input type="text"/>	0.00 €
VAT Deductible <input type="text"/>	0.00 €
Value (including VAT) <input type="text"/>	0.00 €
Outside Program Area <input type="text"/>	0.00 €

Comment on the VAT

EN

Comment on the VAT

**Files**  [Add Files](#)

No files selected

No file selected

Preview is not available

# Expenditures

Project > Progress Report > pPR2 > Expenditures > Expenditure 2

Expenditure 2 <> Eligible Amount 0.00 € Cancel Save expenditure

**\* Mandatory Fields**

**Main Information**

Invoice Nr \*  Budget Line \*

Issue Date \*  Payment Date \*  Year \*

Description

EN

Supplier Tax Number  Supplier Name

**Contributions**

	Amount
Eligible Amount	<input type="text" value="0.00"/> €
Contribution ERDF	<input type="text" value="0.00"/> €
VAT Deductible	<input type="text" value="0.00"/> €
Value (including VAT)	<input type="text" value="0.00"/> €
Outside Program Area	<input type="text" value="0.00"/> €

Comment on the VAT

EN

**Files** + Add File(s)

File Name	File Type	Uploaded By	#
Blank.pdf	Invoices, receipts, payment orders and other probative documents	Claire O'Leary	1

Blank.pdf





# Partner reports circuit



# Create a Project report in SIGI

The screenshot displays the SIGI web application interface. At the top, the navigation menu includes 'Project Proposals', 'Projects', 'Progress Reports' (highlighted with a green circle), 'Entities', and 'Help'. The main header shows 'Interreg Atlantic Area' and 'Co-funded by the European Union'. The user profile area includes a blue box, language options (ES, FR, PT), a settings gear, a chat icon, and a 'Sign Out' link.

The main content area is titled 'Progress Reports' and features a 'Partner' filter with 'Project' selected (highlighted with a green circle). Below this, there is a section for 'Expenditure eligible budget' showing '0.00 €'. A 'Project' dropdown menu is set to 'Select an option'. A '+ Create Report' button is highlighted with a green circle and has a green arrow pointing to the modal.

The 'Create Report' modal is open, containing the following fields:

- 'Project \*': A dropdown menu with 'Select an option' and a downward arrow.
- 'Request Type \*': A dropdown menu with 'Select an option' and a downward arrow.
- A radio button labeled 'PPR Project' is selected.

At the bottom of the modal are 'Cancel' and 'Create →' buttons.

The background interface shows a table with columns: 'Report', 'Project', 'Request Type', 'Annual budget', 'Expenditure ERDF budget', and 'Actions'. The table is currently empty, showing 'Showing 0 to 0 of 0 records'. There are also 'Filter columns' icons and '< Previous' / 'Next >' navigation links.

# Create a Project report in SIGI

**Report Cover**

**Statement of Responsibility**

Template

**Partner Reports Included**

Report NA Total Eligible Value Validation **47,385.00 €**    Report Na Total ERDF Value Validation **35,538.76 €**

[Filter columns](#)

#	Status	Status Date	Eligible Amount (€)	ERDF	Actions
1	Validated	14/09/2023	0.00 €	0.00 €	
2	Not Created		0.00 €	0.00 €	
3	Not Created		0.00 €	0.00 €	
4	Not Created		0.00 €	0.00 €	

**Report Details**

Acronym  
██████████

Report Type  
Project Progress Report

Request Type \*



#                      Annual Period


Creation Date \*

# Create a Project report in SIGI

Project > DiadSea > Progress Report > PPR1 > Report Cover



## Report Cover

Statement of Responsibility Uploaded teste\_despesas.pdf  

Template 

### Partner Reports Included

Report NA Total Eligible Value Validation **9,592.50 €**      Report Na Total ERDF Value Validation **7,194.38 €**

#	Partner	Status	Status Date	Eligible Amount (€)	ERDF	Actions
1	[REDACTED]	Validated	14/09/2023	0.00 €	0.00 €	
5	[REDACTED]	Validated	12/01/2024	9,592.50 €	7,194.38 €	

Show 10 records      Showing 1 to 2 of 2 records      < Previous 1 Next >

### Report Details

Acronym [REDACTED]

Report Type  
Project Progress Report

Request Type  
Refund

---

#	Annual Period
1	2nd Half / 2023

Creation Date  
19/01/2024

# Progress reports circuit

4

Project Progress Report consolidation & submission by the LP

5

JS analysis + MA validation and payment request

6

Payment made directly to the partner





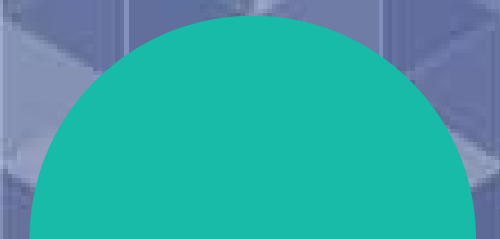
# Q & A





# Communication to projects

**Carla Guimarães**  
**Communication Manager**





# Responsibilities of the beneficiaries

- ✓ All information and communication measures provided by the project shall **acknowledge the co-financing** support from the European Union (Reg. 2021/1060, Art. 47);
- ✓ The **Interreg Atlantic Area logo** acknowledges the EU support and shall be clearly visible in all communication materials and supports (e.g. presentations at events or the top banner of a website);
- ✓ Where the beneficiary **does not comply** with its obligations under Art. 47, the MA shall apply measures by **canceling up to 3% of the support** of the fund (according to the principle of proportionality);

**Interreg**  
Atlantic Area



Co-funded by  
the European Union

# Responsibilities of the beneficiaries

- ✔ Provide on the **partner website and social media**, where it exists, a short description of the project, its aims, results, and acknowledge the support from the EU;
- ✔ Set up **project website and social media** sites dedicated to its implementation [highly recommended].
- ✔ Organise project kick-off and closure **events**;
- ✔ Display a **poster** with a minimum size of A3 at a location visible to the public (entrance of the partner facilities);



# Responsibilities of the beneficiaries

- ✓ Progress report:  
Describe the communication initiatives carried out to achieve your communication objectives and reach the target audiences (activities, channels, tools,...).

## 5. Project management and communication ✓ Save Changes

[Expand All](#) [Collapse All](#)

- ✓ 5.1. How will you coordinate and manage your project?
- ✓ 5.2. Which measures will you take to ensure quality in your project?
- ▲ 5.3. What will be the general approach you will follow to communicate about your project?
  - 5.3.1. Please describe how your project's communication objectives, as outlined in the work plan, will help with achieving your project's main result(s). Why is communication important? Which common tactics, channels and tools will help the partnership to reach out to and involve its target audiences? How will the project communication coordinator ensure that all project partners are involved and contribute to communication?

Approved	Achieved
<div>EN</div> <p>Communication and dissemination main goals are informing and engaging target stakeholders (i.e. young people aged 16-30 interested in training, employment or self-employment, SMEs; youth services; business support agencies; local authorities; NGOs; quality2127 atlanticarea.eu/SIGLUI) to participate and profit from the project's actions and</p>	<div>EN</div>

# New branding

- ✓ Atlantic Area Logo [available for download in different formats and colours]



logo of the previous period 2014-2020

- ✓ Thematic symbols [available for download in positive/ negative versions]



BLUE INNOVATION AND  
COMPETITIVENESS



BLUE AND GREEN  
ENVIRONMENT



BLUE SUSTAINABLE  
TOURISM AND CULTURE



A BETTER GOVERNANCE  
FOR COOPERATION

# New branding

## ✔ Project logos [editable versions available]



## ✔ Background of blue rhombuses



# New branding



Map of eligible area



Poster A3 [editable versions available]



# New branding

## ✔ Combination of Atlantic Area logo with other logos

CPR (EU) 2021/1060 - Annex IX, point 1.7

“If other logos are displayed in addition to the Union emblem, the Union emblem shall have at least **the same size, measured in height** or width, as the biggest of the other logos.”



# New branding

## ✔ Combination of Atlantic Area logo with other logos

CPR (EU) 2021/1060 - Annex IX, point 1.7

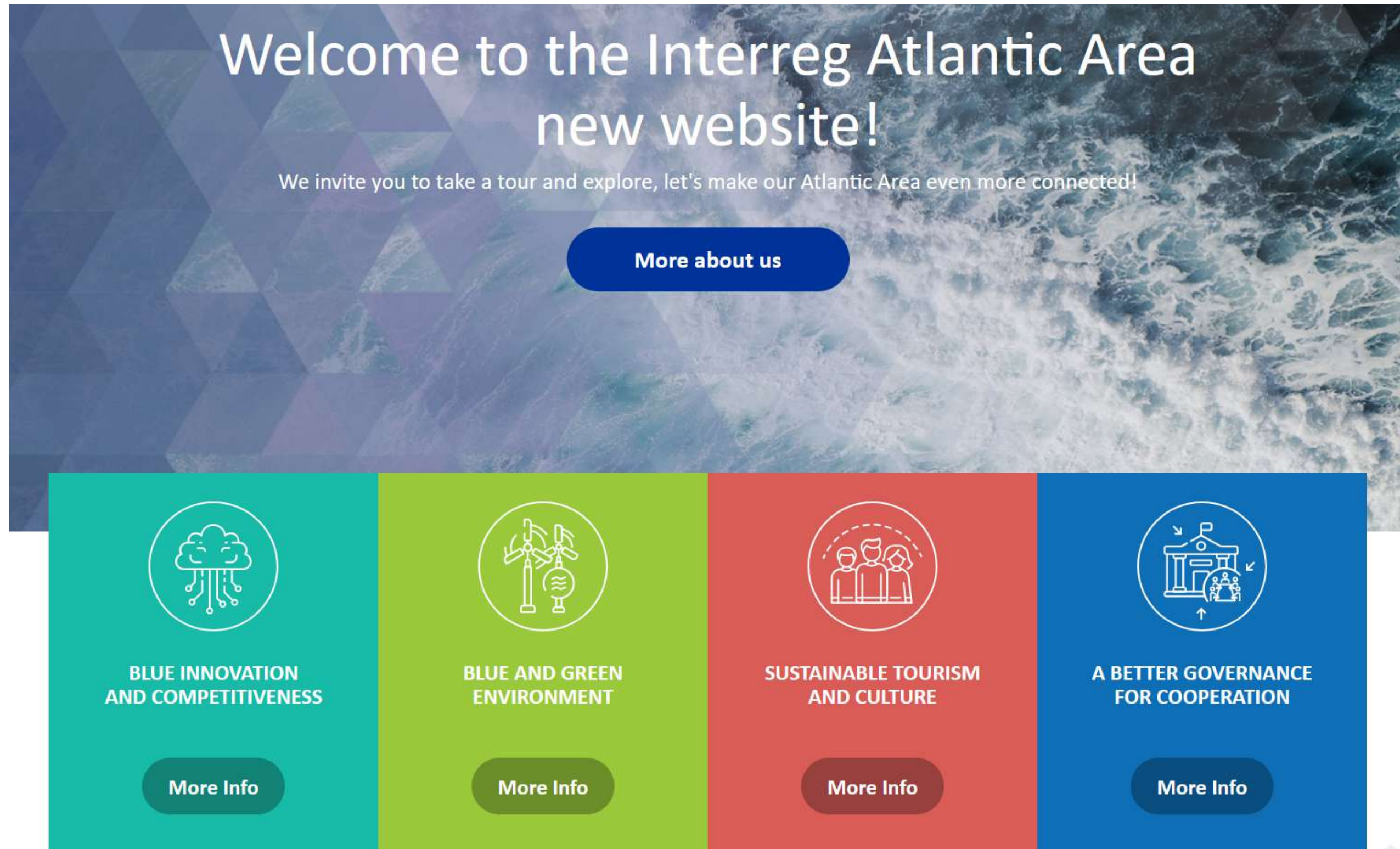
“If other logos are displayed in addition to the Union emblem, the Union emblem shall have at least **the same size, measured in height or width**, as the biggest of the other logos.”





# Communication tools





[www.atlanticarea.eu](http://www.atlanticarea.eu)



Welcome to the Interreg Atlantic Area  
new website!

We invite you to take a tour and explore, let's make our Atlantic Area even more connected!

[More about us](#)

-   
**BLUE INNOVATION  
AND COMPETITIVENESS**  
[More Info](#)
-   
**BLUE AND GREEN  
ENVIRONMENT**  
[More Info](#)
-   
**SUSTAINABLE TOURISM  
AND CULTURE**  
[More Info](#)
-   
**A BETTER GOVERNANCE  
FOR COOPERATION**  
[More Info](#)

# Communication tools

## For Projects > Projects Implementation



### Projects implementation

This area is dedicated to the approved projects. Once projects are approved, it is essential to understand and comply with the Programme's key rules and requirements. The resources here presented provide you with templates, guides, and tips to support you in the successful implementation of your project. You can find detailed information on project reporting, financial management, communication and monitoring procedures. Regularly updated, this section serves as a valuable hub for project partnerships, offering guidance and tools to navigate the various stages of implementation efficiently.



Programme  
Manual



Manage your  
project



Contracting  
process



Reporting



State Aid



Communication



Helpdesk

# Communication tools

It is essential to understand and comply with the Programme's key rules and guidelines, and tips to support you in the successful implementation of your project. You can find information on communication and monitoring procedures. Regularly updated, this section serves as a guide to the various stages of implementation efficiently.



## Branding

- [Atlantic Area Programme Brandbook](#)

## Guidelines for project communication

- [Guidance for project communication - section 5.5 of the Programme Manual](#)
- [Guidance on the correct use of the Atlantic Area logo in combination with other logos](#)

## Downloads

- [Atlantic Area logotype \(different file versions and colours\)](#)
- [Editable project logos](#)
- [Background with blue rhombuses](#)
- [Thematic priorities symbols](#)
- [Templates for A3 posters \(available soon\)](#)
- [Atlantic Area map](#)

## Communicating Cohesion Policy

- [European Commission's support kit for EU visibility](#)
- [Communicating Cohesion Policy in 2021-2027](#)

## Legislation regarding communication and visibility

Projects must abide by the regulatory obligations relating to the EU communication and ir


# Communication tools

## Discover our projects

### Approved projects


[List of projects approved under the First Call \(.pdf\)](#)

- Country -   - Region -   - Thematic priorities -   - Topics -   **Search**




**ADT4Blue**  
Advanced Digital Technologies for the Blue Economy

[READ MORE](#)




**AQUAFISH0.0**  
Aquaculture & Fisheries 0.0 - Improving the acceptance and social awareness in the consumption of sustainable marine food products developed under the zero-waste philosophy

[READ MORE](#)




**Atlantic Whale Deal**  
Mitigating Ship Strikes and Enhancing Carbon Sequestration in the Atlantic


[READ MORE](#)



**ATLANTIC\_SUNSET**  
Sunset Tourism in the Atlantic Area



**ATLIC**  
Atlantic InnoBlue Communities



**BEAP-MAR**  
Blue Bioeconomy in the Atlantic Area:

POST

Polycentric Sustainable Tourism: Identification of a strategy towards the sustainability of the sector



**Priority**  
Blue sustainable tourism and culture



**Total budget**  
1,55 M€



**ERDF funding**  
1,16 M€



**Lead partner**  
Eixo Atlántico (Galicia, ES)



**Duration**  
31.12.2023 — 31.12.2026

#### Summary

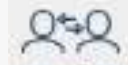
Tourism is a sector that must transform the resources of the territory into sustainable economic activity, preventing the negative effects of inadequate management: pressure on the territory or deterioration of heritage. POST aims to explore innovative ways to make tourism in the Atlantic Area sustainable with the "Polycentric Tourism".

This initiative aims to prevent negative impacts on the environment and heritage caused by inadequate tourism management. Working in collaboration with partners and the tourism sector, POST will develop and test the "Polycentric Tourism" concept, focusing on redistributing tourist flows in inland territories. The goal is to create a strategy for sustainable tourism, promoting tourism in the Atlantic Area's hinterland while alleviating pressure on highly affected areas. The project will implement four pilot Action Plans to showcase the effectiveness of the concept and serve as a guide for other regions interested in adopting sustainable tourism practices.



#### Partners:

- Deputación Provincial de Ourense (Galicia, ES)
- Instituto Orensano de Desarrollo Económico (Galicia, ES)
- Turismo do Porto e Norte de Portugal, E.R. (Norte, PT)
- Município de Braga (Norte, PT)
- Instituto Politécnico de Viana do Castelo (Norte, PT)
- Dun Laoghaire Rathdown County Council (Eastern and Midland, IE)
- Atlantic Technological University (Northern and Western, IE)
- Atlantic Cities (Bretagne, FR)
- PETR Ouest Charente - Pays du Cognac (Poitou-Charentes, FR)



#### Associated partners:

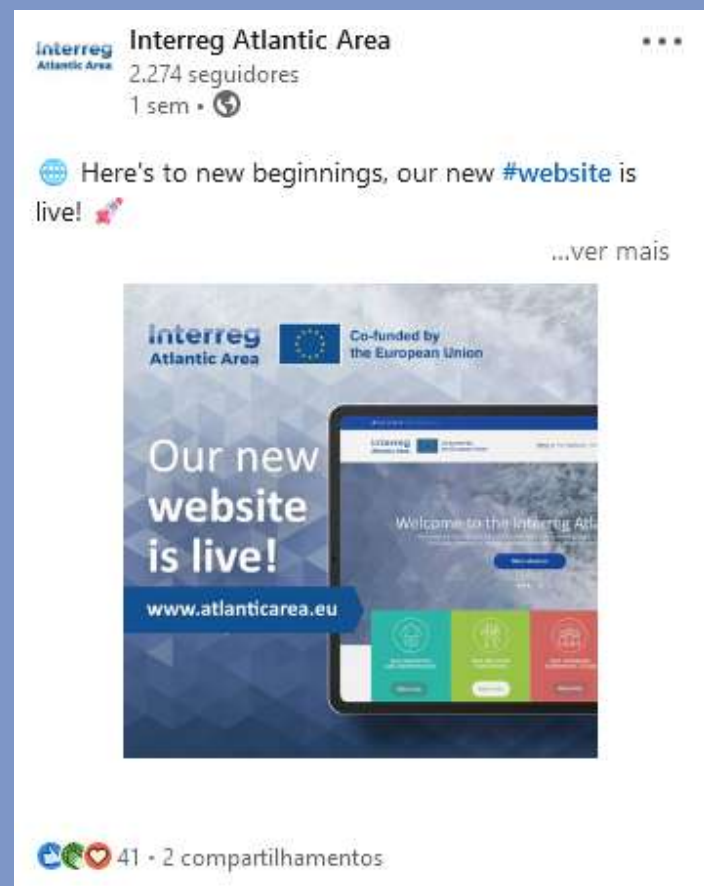


# Communication tools

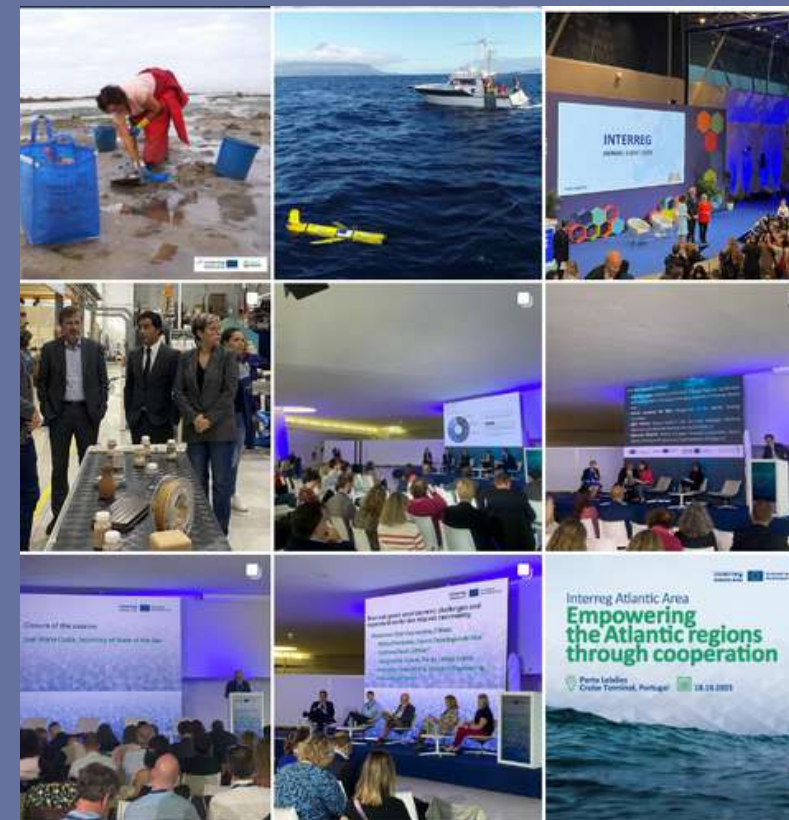
## Social media

@AtlanticArea #Interreg #AtlanticArea  
#ForbetterAtlanticregions

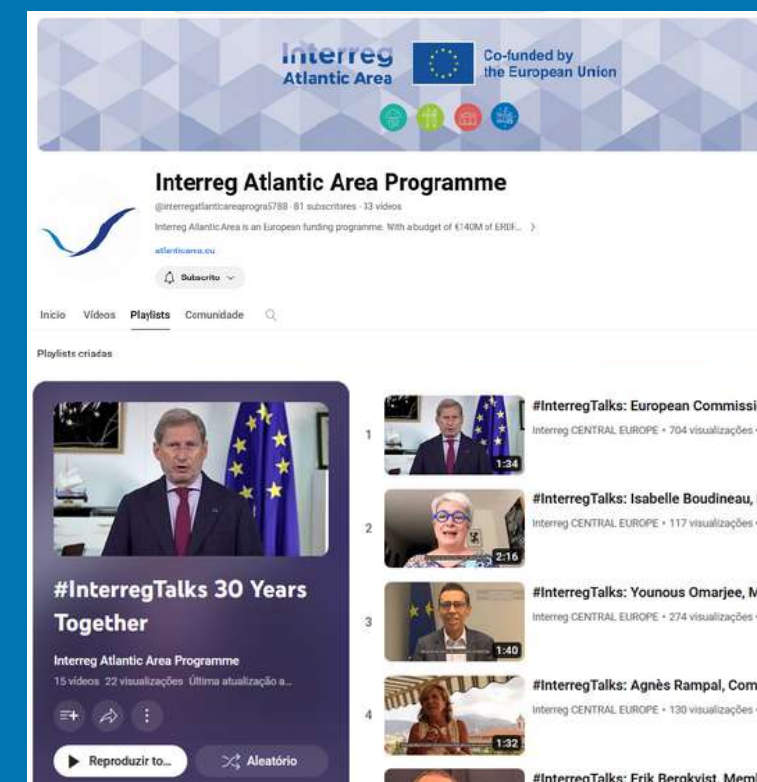
### Linkedin



### Instagram



### Youtube



### X (Twitter)



# Tips for better communication

- ✓ **Clear project description:** ensure a clear and concise description, with clear goals, objectives, and expected outcomes;
- ✓ **Targeted messaging:** tailor your messages to different audiences. Adjust the level of detail and technical language with stakeholders, the public, or project partners;
- ✓ **Use multiple channels:** such as websites, social media, events, newsletters, press releases to reach a wider audience;
- ✓ **Engage stakeholders:** Involve stakeholders from the beginning and keep them engaged and updated throughout the project;
- ✓ **Storytelling:** share success stories, challenges, and the human side of the project to make it more interesting and accessible to a wider audience;

# Tips for better communication

- ✔ **Visuals and Infographics:** graphs, charts, images and infographics to convey complex information in an easily understandable format;
- ✔ **Branding:** maintain consistent branding across all communication materials. This includes using the same logo, color schemes, and fonts;
- ✔ **Compliance with EU + Programme communication requirements:** ensure that your communication strategy aligns with these requirements.



# Tips for better communication

Avoiding **jargon** and acronyms is essential for ensuring that your project is easily understood by a diverse audience. Examples of how to simplify language:

- ✔ Original jargon statement:  
"Our project aims to implement an integrated GIS-based system to optimize the synergies between stakeholder engagement and sustainable resource management."  
**Simplified version: "We're working on a project to use a mapping system that helps us involve people and manage resources more sustainably."**
- ✔ Original jargon statement:  
"Using a cross-sectoral approach, our project employs a multi-stakeholder engagement strategy to address the challenges associated with climate change mitigation."  
**Simplified version: "We're tackling climate change issues by involving people from different sectors in our project. It's a team effort to make a positive impact."**



# Tips for better communication

Avoiding jargon and **acronyms** is essential for ensuring that your project is easily understood by a diverse audience. Examples of how to simplify language:

- ✔ Original acronym statement:  
"The CREST project focuses on PPPs to enhance SMEs' access to ERDF funding for R&D activities."  
**Simplified Version: "In the CREST project, we're working on partnerships to help small businesses get funding from the European Regional Development Fund for research and development."**
- ✔ Original acronym statement:  
"The SMART regions initiative aims to implement IoT solutions for regional infrastructure, focusing on ESG criteria for sustainable development."  
**Simplified Version: "In our SMART regions project, we're using smart technology in cities and regions to make them more sustainable. We're paying attention to environmental, social, and governance factors."**



# Project Modifications

**Isabel Moreira da Silva**  
**Project Manager**



# Project modifications

## Project Approved Form (PAF) modification are allowed

- ✓ When duly justified
- ✓ Before project end date
- ✓ Submitted in SIGI by the LP
- ✓ Enters into force on submission's date (once approved)



**Budget modifications might also be linked to budget reductions related to project poor financial performance**

# Types of Project Modifications

**1** MINOR  
AUTOMATIC

**2** MEDIUM

**3** MAJOR

# 1 Minor Modifications

## Contact data

**Budget flexibility: 10%** between budgetary lines and/or years, up to **50%** of partner's approved ERDF

Approved automatically

## 2 Medium Modifications

**Workplan** - except , project objectives, outputs, and results

**Legal representative** - Changes in LP/project partner legal representative and LP/project partner name with no impact on legal status

**Project duration** - In exceptional and well justified cases. should not exceed six months / never beyond the December 31th 2028

**Institutional changes** - In cases of institutional changes, where according to national law the legal personality does not change, and all assets of a partner are taken over

**Bank account** - Change of the details of the bank account, as probative document must be checked.

**Budget transfer between partners:** As new co-financing declarations must be checked.

Approved at JS Director level

# 3 Major Modifications

**Workplan** - All modifications affecting the project intervention logic such as: project objectives and results; project overall approach; activities removal and output and result indicator targets.

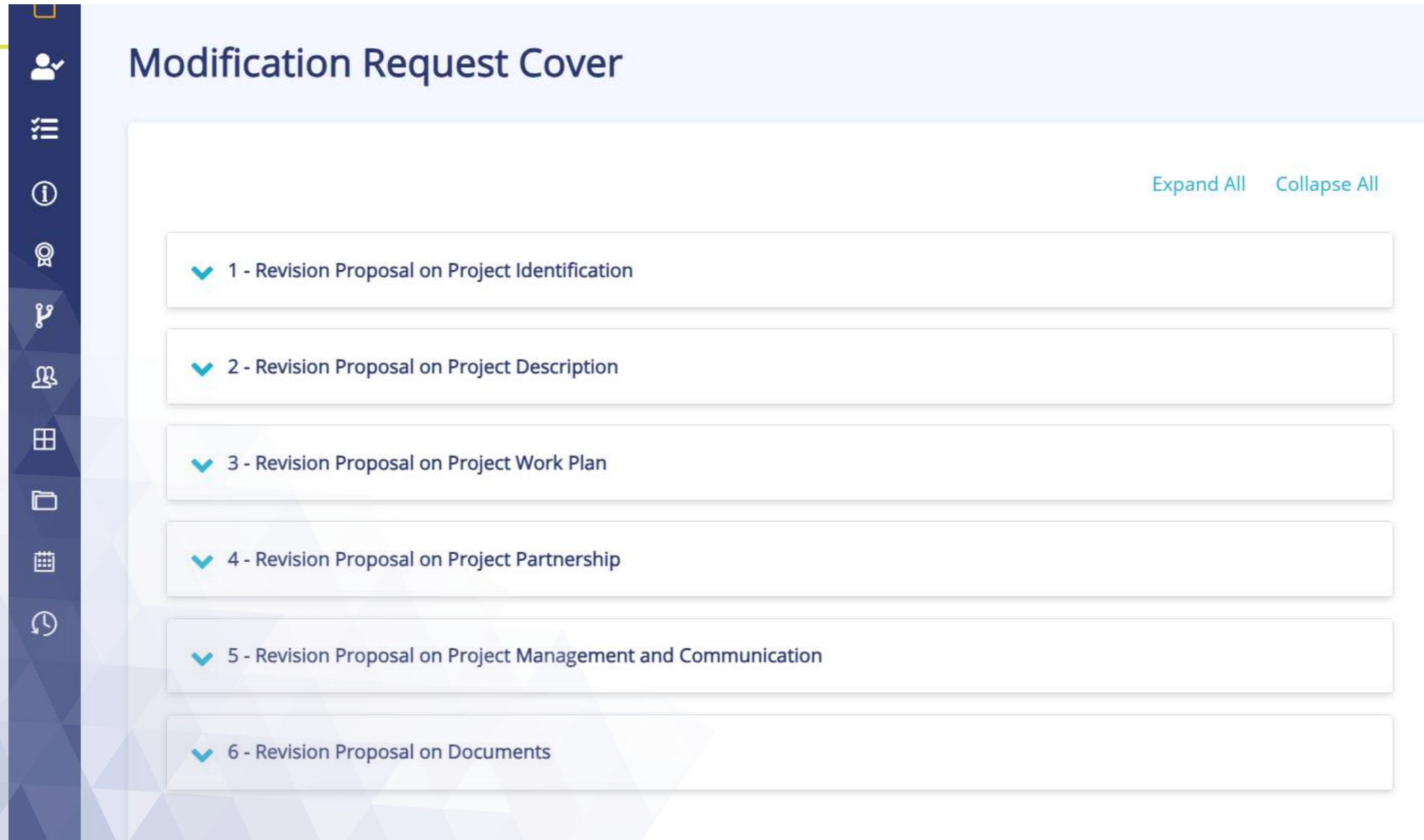
**Partner legal status** - If there is a change in the partners' institution legal status or structure

**Partnership** - new partners inclusion and partners withdrawal

**Budget** - budget change that goes beyond flexibility rules of 50 %, as presented in minor modifications and modification of project total approved budget

Approved by the Programme Monitoring Committee

# How to present the modification request



The screenshot displays a software interface for a 'Modification Request Cover'. On the left is a dark blue vertical sidebar with icons for home, user profile, menu, information, location, share, users, grid, folder, calendar, and refresh. The main content area has a light blue header with the title 'Modification Request Cover'. In the top right of this area are two links: 'Expand All' and 'Collapse All'. Below these are six white rectangular boxes, each containing a blue downward-pointing chevron icon followed by a numbered revision proposal:

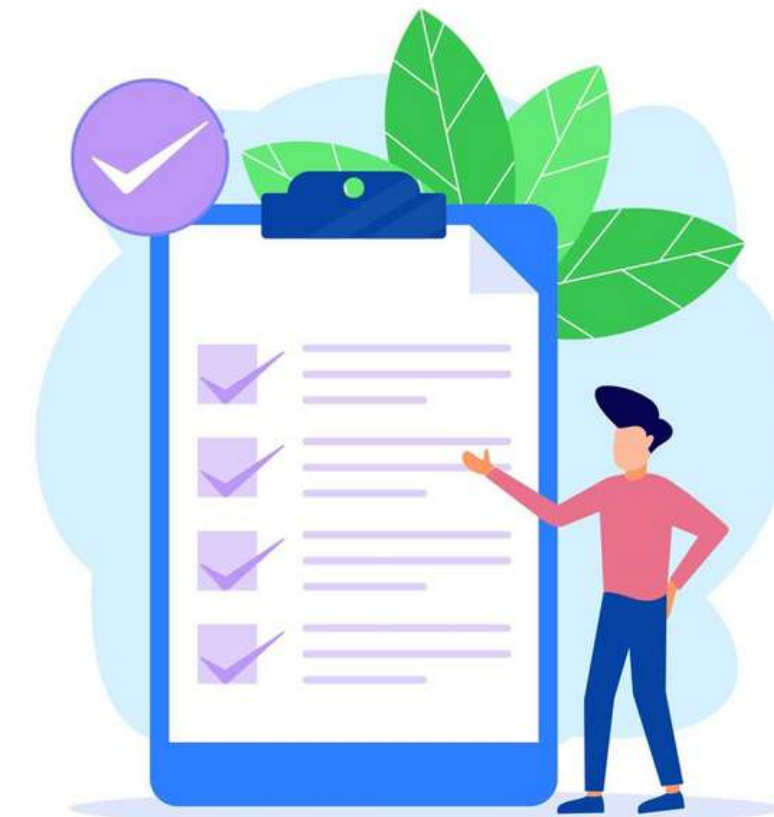
- 1 - Revision Proposal on Project Identification
- 2 - Revision Proposal on Project Description
- 3 - Revision Proposal on Project Work Plan
- 4 - Revision Proposal on Project Partnership
- 5 - Revision Proposal on Project Management and Communication
- 6 - Revision Proposal on Documents



# Some tips

Please duly complete the modification form (especially the cover) according to the changes introduced in the PAF

Do not present more than 1 medium/major modification year





# Project closure

**Carlos Garea Lodeiro**  
**Project Manager**



# Project closure

Following the project's ending date, and within 3 months after that date, a final Progress Report and payment claim related to the last implementation period must be submitted by projects.

- ✓ Specific statement: Final Implementation Statement and Reimbursement Claim;
- ✓ 3 months: project's administrative closure.



# Project closure

By project's end date is meant that:

- ✔ All activities related to the content of the project must be completed (final meetings and events included);
- ✔ All payments must be made, that is, debited from the bank account.



# Project closure

## Costs

Up to 3 months after the ending date of the project, the “administrative closure”, must be completed, costs referring to these activities are eligible if:

- ✓ The expenditures are paid out, certified and included in the final report.

Only the following expenditures:

- ✓ First Level Controller;
- ✓ Staff costs necessary for the administrative closure.

# Project closure

## Planning



### Example:

- ✓ Project end date 31st December 2023;
- ✓ Costs for Project closure (FLC+Staff) until 31st March 2024 (expenditures to be certified and validated);
- ✓ Deadline to submit the final report 31st March 2024.

# Project closure

## Net revenues

- ✓ The revenues generated during the implementation period of the project need to be reported at the latest with the final project payment claim.



# Project closure

## Balance payment

- ✓ Payments to beneficiaries are processed according to the financial availability of the Payment Authority, being made up to the limit of 95% of the partner ERDF.
- ✓ The payment of the respective balance (5%) will be retained by the MA, until the approval of the final payment claim and confirmation of the execution of the operation under the terms provided for.



# Project closure

## Planning

To take on account approaching the project's last implementing year:

- Preparation for the closing phase!
- All partners must have an FLC assigned (!)
- It is compulsory that at least one of the FLC' checks must be on site (on-the-spot / virtual)
- Final report will be last chance to submit expenses
- If applicable, report of revenues
- Partners who do not validate expenditures in time may be excluded by the lead partner in the final report PPR
- Expenditure must be incurred and paid by the end date of the project (except the *costs for project closure*)



# Anti-Fraud Strategy

**Sandra Tavares da Silva**  
**Managing Authority, CCDR-N, I.P.**

# Main points

## 1. Context

## 2. The AntiFraud Strategy (AFS) of the Interreg Atlantic Area 2021-2027

a. Introduction

b. Main concepts

c. Self-assessment of fraud risks

d. Measures against fraud

e. Annexes

i. The Code of Ethics and Conduct

ii. The Mission Statement of the MA

## 3. The programming period 2014-2020

# Irregularity and Fraud

In accordance with the **Council Regulation (EC, Euratom) No 2988/95** of 18 December 1995, “**irregularity**” corresponds to a **wide concept** that **covers intentional and non-intentional actions** run by economic operators

It is the intentionality trait that distinguishes “fraud” from the more encompassing term of “irregularity”

# Irregularity and Fraud

## Irregularity

“Any infringement of a provision of Community law resulting from an **act or omission** by an **economic operator**, which **has, or would have**, the **effect of prejudicing the general budget of the Communities** or **budgets managed by them**, either by **reducing or losing revenue accruing from own resources collected directly on behalf of the Communities**, or by an **unjustified item of expenditure.**”

# Irregularity and Fraud

## Fraud

**Convention on the protection of the European Communities' financial interests**, drawn up based on **article K.3 of the Treaty on the European Union** - **intentional act or omission** relating to:

- *"The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of funds from the general budget of the European Communities or budgets maintained managed by, or on behalf of, the European Communities;*
- *Non-disclosure of information in violation of a specific obligation, with the same effect;*
- *The misapplication of such funds for purposes other than those for which they were originally granted."*

# Irregularity and Fraud

## Information Note on Fraud Indicators for ERFD, ESF and CF (COCOF 09/0003/00-EN of 18 February 2009)

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Fraud may be categorized into the following three broad categories:

1. **Intentional manipulation of financial statements** such as inappropriately reported revenues;
2. **Misappropriation of tangible and intangible assets;**
3. **Corruption behaviours** (e.g., bribery, bid rigging, undisclosed conflict of interest, embezzlement).

Corruption (European Commission (EC) broad definition):

Corresponds to the abuse of (public) position for private gain

The most common form of corruption is corrupt payments or other advantages; a recipient (**passive corruption**) takes a bribe from a giver (**active corruption**) in exchange for a favour

# Risk and risk assessment

- ✓ **Risk** corresponds to a potential source of errors or irregularities and can be ranked as **low, medium and high**
- ✓ **Risk assessment: estimation of quantitative or qualitative risk** related to a real situation

The **quantification of risk assessment demands two calculations:**

- (i) the probability that a harmful situation occurs and
- (ii) the extent of potential loss should the situation takes place.



# Risk and risk assessment

**The MA shall ensure the prevention, detection, and correction of risks of fraud and corruption by implementing an encompassing risk analysis.**

For an adequate and efficient risk management process, allowing the identification, assessment, treatment, and monitoring of operational risks, the MA follows procedures based on three sequential levels:

- i. recognition of potential risks;
- ii. assessment of the level of risk;
- iii. monitoring and evaluation.

# Self-assessment of fraud risks

## The risk assessment tool provided by the EC:

- i. Risk quantification (Gross Risk);
- ii. Assessment of the effectiveness of the current controls over the Gross Risk;
- iii. After the effects of current controls, assessment of the Net Risk/Residual Risk;
- iv. Assessment of the effect of the planned mitigating controls over the Net Risk (included in the action plan);
- v. Defining the target risk.



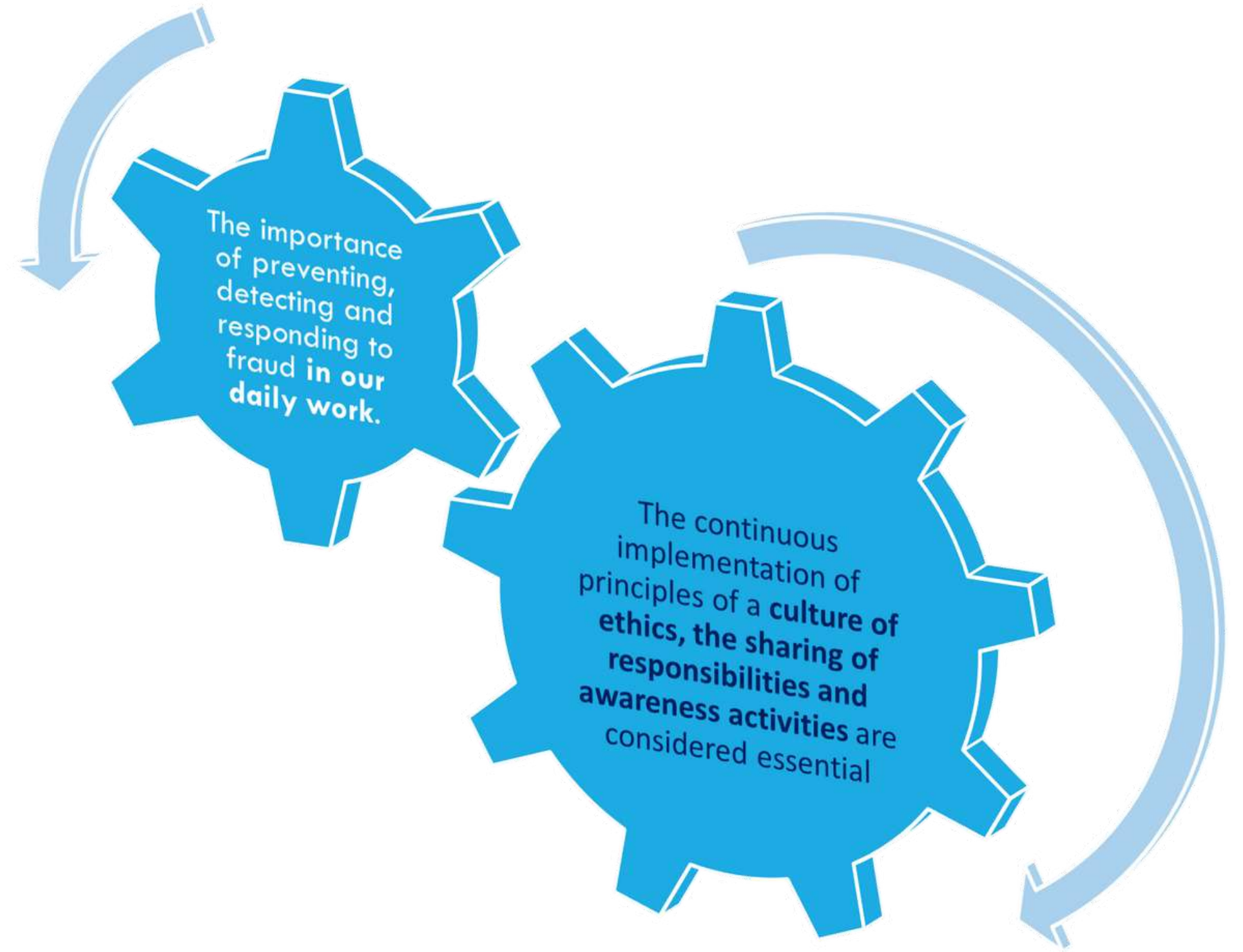
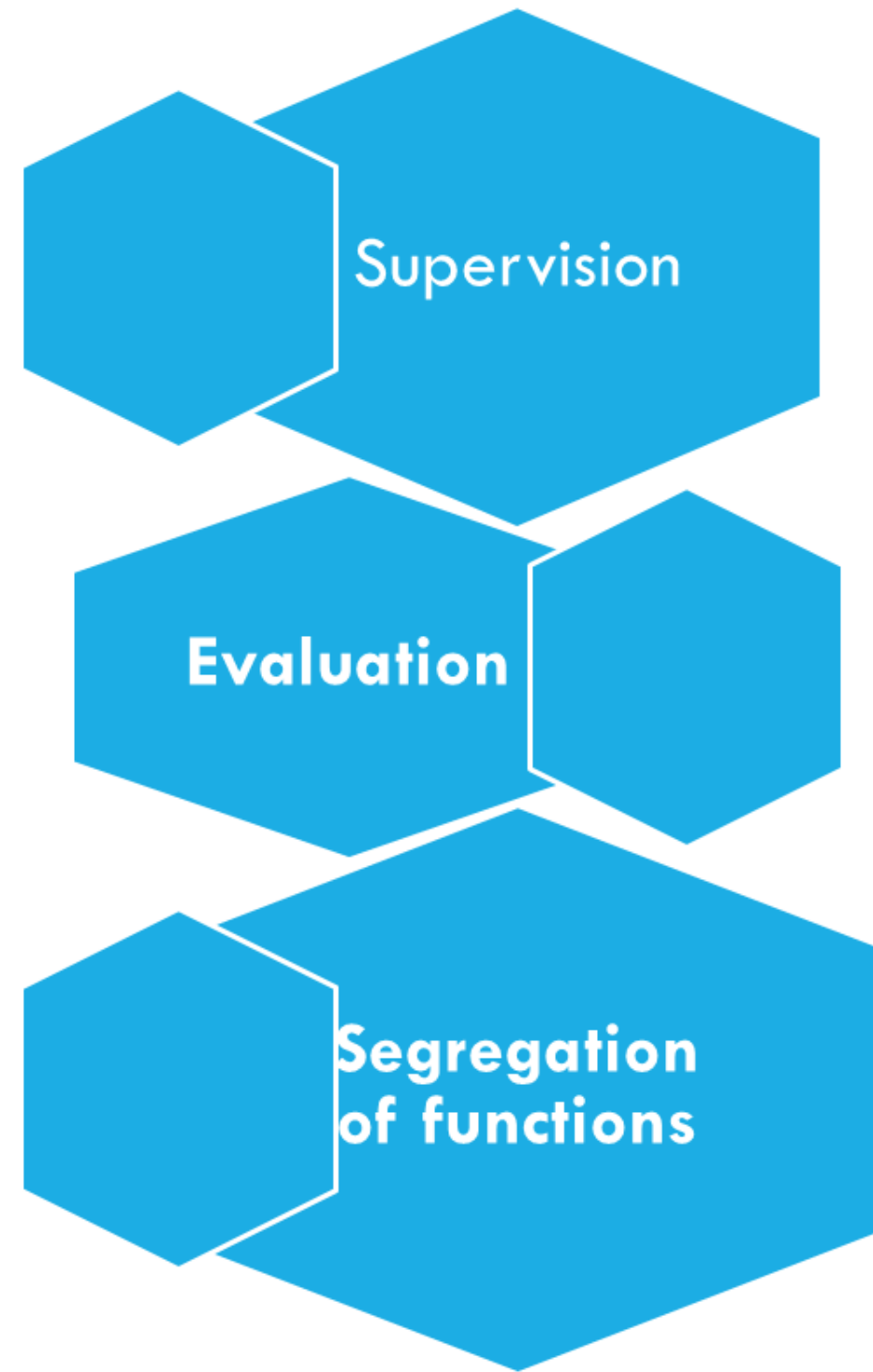
# Self-assessment of fraud risks

Discouragement	Prevention	Detection	Correction
Restrict Opportunity	Reinforcement of the management and control system  Risk management	Controls/Audit Procedures for complaints  Fraud detection support tools  Irregularities and conflicts of interest	Communication of irregularities and suspected fraud to the competent authorities  Procedures for withdrawal and recovery of irregular amounts
Monitor and decrease pressure	Human resources policy	Internal audit  Monitoring of human resources policy	Penalty measures
Restraining the rationalization capacity	Promotion of a culture of ethics: Code of Conduct  Training in anti-fraud policy and conduct	Monitoring and follow-up of the Code of Conduct	Penalty measures  Disclosure of anti-fraud strategy results

The key elements in the anti-fraud cycle:

- Prevention;
- Detection;
- Reporting, correction and prosecution.

# Self-assessment of fraud risks



# The programming period 2014-2020

- ✓ The **self-assessment concluded that mechanisms were in place to reduce the likelihood and impact of potentially fraudulent activities to an acceptable level;**
- ✓ **No fraud allegations were received until this date;**
- ✓ **Irregularities identified by the Audit Authority: budget lines with more errors detected corresponded to, by decreasing order, “staff costs”, with an impact on administrative and office expenditures due to the existence of a **simplified cost** that fits 15% of staff expenditures), “external expertise and services”, and “equipment”;**
- ✓ **No evidence of fraud or tentative fraud was noticed during the audits;**
- ✓ **Internal control procedures proved to be adequate to mitigate the risk of fraud.**

The Programme has a **dedicated email** to receive complaints on the website

**Interreg**  
Atlantic Area



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# Q & A



# Contact Us



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