

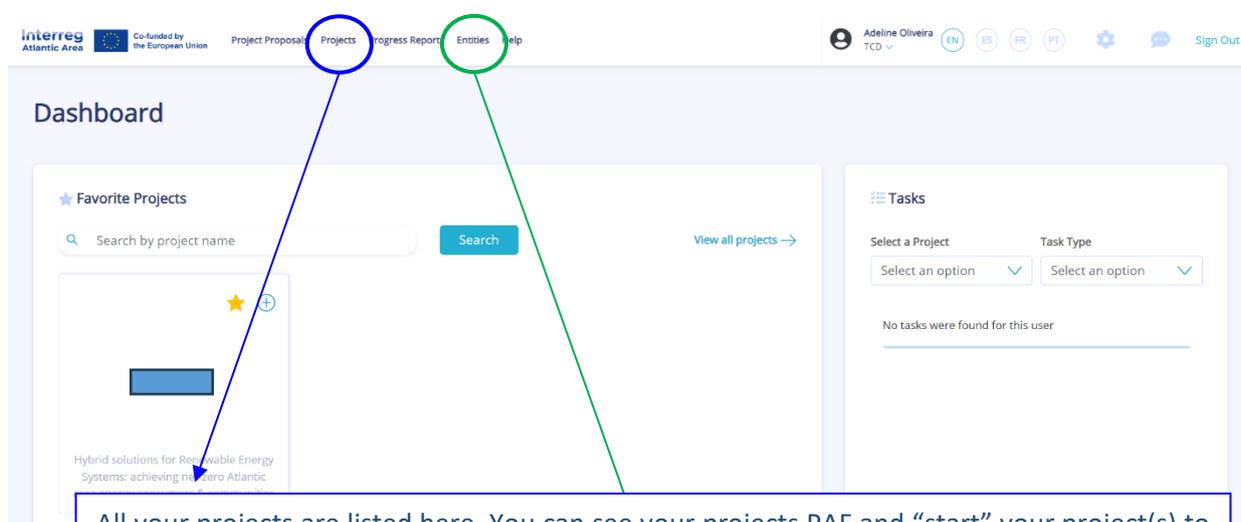
## 2. PARTNER PROGRESS REPORT (pPR)

### 2.1. How to create the report

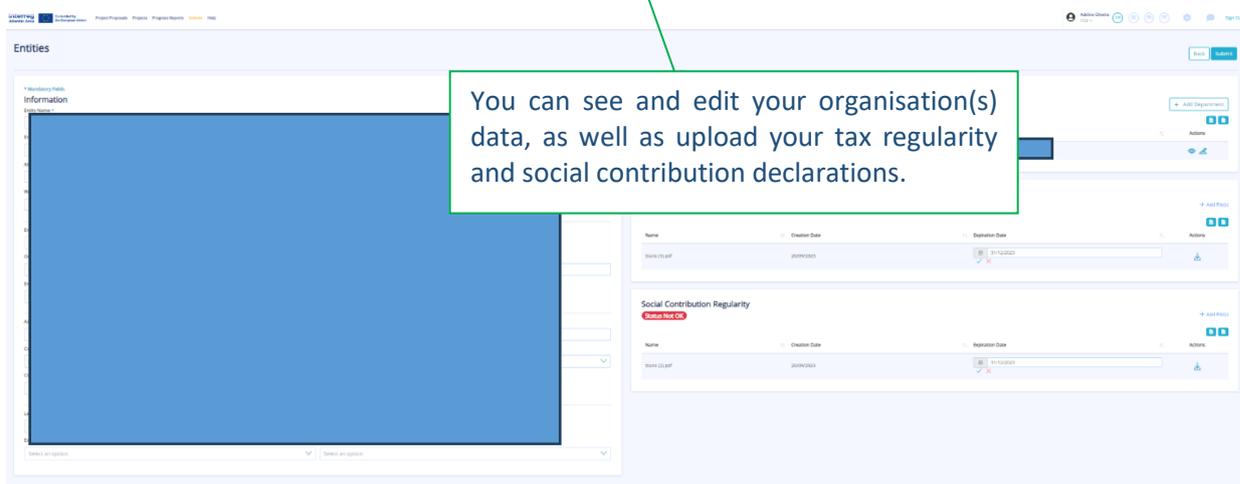
Through the link <https://sigi2127.atlanticarea.eu/SIGI.UI/Login> with your email and a default password: **AA@2127**.

After the first login, please change the password.

The landing page is your dashboard where you can find different options as depicted in the ‘print screens’ below:



All your projects are listed here. You can see your projects PAF and “start” your project(s) to create a shortcut and have it displayed in your dashboard.



You can see and edit your organisation(s) data, as well as upload your tax regularity and social contribution declarations.

Dashboard

Progress Reports

All your reports are listed (at Partner and Project level).

This is the section where you create new reports.

Partner Project

Expenditure eligible budget 0.00 €

Project Partner Request Type Status

+ Create Report

Select the PROJECT and the REPORT TYPE.

Create Report

Project \*  
Select an option

pPR Partners

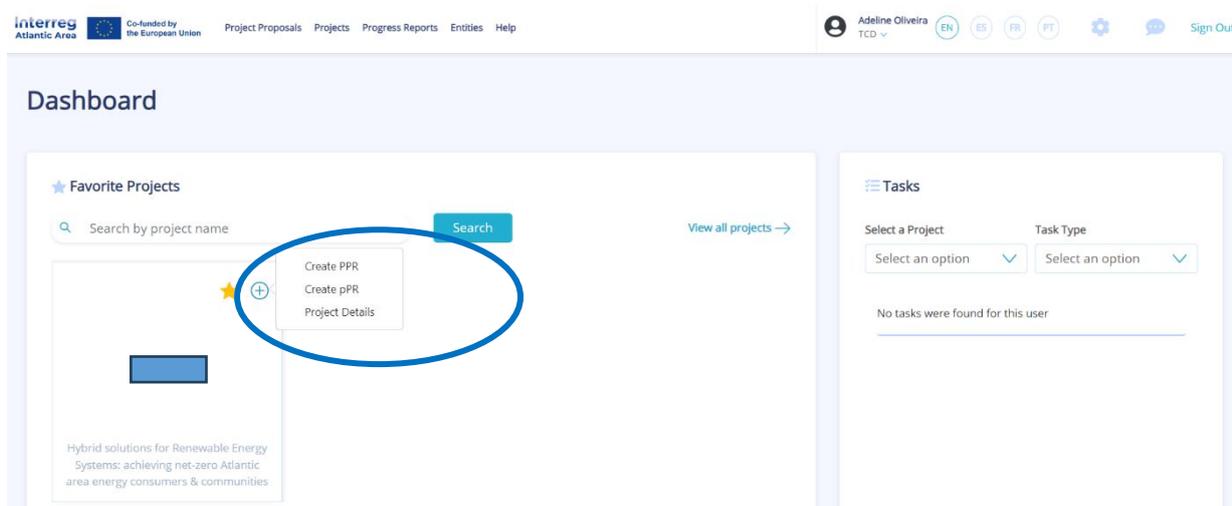
Request Type \*  
Select an option

Select an option

Progress Report  
Extraordinary progress report  
Final report

## 2.2. Shortcut to progress report

Once you have ★ your project in “Projects” section, it will automatically appear in the dashboard page, where you can use a shortcut ⊕ to create a partner progress report “pPR” (please see below).



### 2.3. How to change a report type

If a partner report is under the status 'Registered' or 'Reanalysis' status and you decide to change its type, the respective partner can do it through the action *Change Request Type*, as shown in the following picture:



After clicking on it, a box will show up and you will need to choose the correct type of report you wish:

#### Change Request Type

Request Type \*

Select an option
▼

Select an option

Extraordinary progress report

Final report

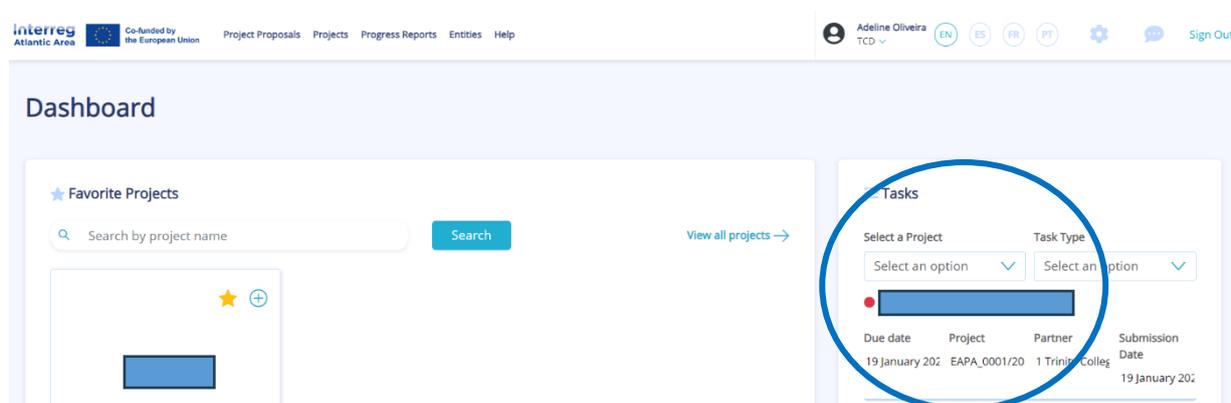
For changes into “Final report”, we advise to consult first your project manager to make sure you fulfil all its criteria.

After changing the report type, you may continue editing it.

If you perform this change when the status of your report is “Reanalysis” and if it concerns a financial report, please note the **financial workflow needs to be repeated**. Provided that the expenditures remain the same and if these expenses had already been validated, it will be enough if your controller/NA upload their certification documents. In this way, the workflow may continue.

## 2.4. Tasks

Depending on the status of the report, pending tasks (if any) will be listed on the Dashboard page, as illustrated in the following picture.



## 2.5. How to open a report after being submitted

If you decide to make any changes after your report is submitted, this is possible through an action called *Forward for re-analysis*, as shown in the following screenshots:

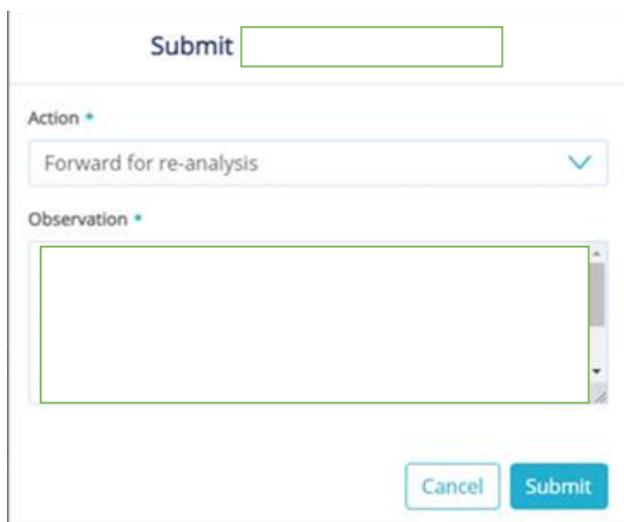
1) Click on the eye of the report:

Report	Project	Partner	Request Type	Annual Period	Users	Status	Consolidated	Expenditure eligible budget	Expenditure ERDF budget	Actions
1	HY4RES	[Redacted]					No	[Redacted]	[Redacted]	

2) Click on Submit:



- 3) Once on Submit, you will see the option Forward for re-analysis. Just fill in the field Observation and click on Submit:



- 4) Afterwards, the report will have the status Re-analysis and will be again editable:



Once all changes are done, just click again on Submit. Please note that this action implies **the repetition of the financial workflow**, if you had submitted a financial report. Provided that the expenditures remain the same and if these expenses had already been validated, it will be enough if your controller/NA upload their certification documents. In this way, the workflow may continue.

Please note that this action is **not possible** if the report has **already been validated** by the NA.



## 2.6. General structure and options

### pPR MAIN MENU

1 - Project Identification  
*No info required.*

2 - Work Plan  
*Info required.*

3 - Expenditures  
*Info required if there is a payment claim.*

4 - Expenditures Control  
*No info required by the partner (allocated to the controller/NA).*

5 – Budget  
*Summary of financial information.*

6 - Project management and communication  
*Info required.*

7 - Documents  
*Upload of non-financial docs.*

8 - Time Plan  
*No info required.*

9 - Versions history  
*No info required.*

The report is available in the 4 Programme languages.  
Information **MUST** be provided in English. Other languages are optional.

Before submitting your report, use the check error option to confirm all mandatory fields are completed.

Information about the current pPR.

Project general information.

General information about the project.  
There is no field to complete in this section.

The pPR, for the referred period, allows you to:

- Describe the activities carried out,
- Declare and justify the expenses and introduce a reimbursement claim.

## 2.7. Workplan

The screenshot shows the 'Work Plan' section of the Interreg Atlantic Area portal. At the top, there is a navigation bar with the user's name 'Adeline Oliveira TCD' and language options (EN, ES, FR, PT). Below this, a breadcrumb trail reads 'Project > [redacted] > Progress Report > pPR2 > Work Plan'. The main heading is 'Work Plan'. A text box explains: 'All work packages are listed as defined in the PAF. An overview on the achieved progress and problems /deviations, if applicable, must be provided per work package.' A blue button labeled '+ Add Work Package' is circled in green, with a green arrow pointing to a form below. The form has a 'Work Package Title \*' field with a dropdown menu showing 'Select an option'. Below the form is a table with a blue header row containing 'Select an option' and a large blue rectangular area below it. On the right side of the table, there are icons for adding and deleting records, and a 'Next >' button. The left sidebar contains various navigation icons.



EAPA\_0001/2022 - HY4RES Partner TCD Change Progress Request Type Check Errors Submit Report →

Project > HY4RES > Progress Report > pPR2 > Work Plan

## Work Plan

[+ Add Work Package](#)

Work Package Number	Work Package Title	Start Date	End Date	Actions
0	WPO Preparation	01/01/2024	31/12/2026	
1	WP1	01/01/2024	30/11/2026	
2	WP2	01/01/2024	31/12/2026	
3	WP3	01/01/2024	31/12/2026	
4	WP4	01/01/2024	31/12/2026	

Show 10 records Showing 1 to 5 of 5 records < Previous Next >

You can see, edit, or delete the WP added in the "Work Plan" section main page.

Filter columns

View Edit Delete



Project > [redacted] Progress Report > pPR2 > Add Work Package

### Work Plan

Back Save Work Package

2. Nº  
1

2. Work Package Title [redacted] 2. Activity Start Date 01/01/2024 2. Activity end date 30/11/2026

Percentage Execution  
0.00 %

Explanation  
[redacted]

2.5. Investments List

Number	Title	Actions
1	[redacted]	[redacted]

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		2.00	0.00		0.00		[redacted]	[redacted]
Solutions taken up or up-scaled by organisations		2.00	0.00		0.00		[redacted]	[redacted]

3.7. Activities List

Activity Number	Activity Title	Start Date	End Date	Actions
1	[redacted]	01/01/2024	01/06/2025	[redacted]
2	[redacted]	01/01/2024	01/11/2026	[redacted]

For each WP, you have to report the "percentage of execution" and explain, as well as on Results indicators targets and activities



## Activity

Back Save Activity

3.7.1. Nr	3.7.2. Title	3.7.3 Start Date	3.7.4 End Date
1	WP1.1 [Redacted]	01-2024	06-2025

Percentage Execution  
0.00 %

Explanation  
[Redacted]

For each activity, report on:

- "Percentage execution" and explain;
- Activity description
- Outputs and deliverables
- Outputs indicators targets reached

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
Jointly developed solutions	RCO116	1.00	0.00	0.00	0.00	solutions	[Edit icon]

## 2.8. Expenditures

There are **2 ways** to report financial data: by expenditures “Add Expenditure” or by documents “Add file”.

By choosing “Add file”, you can add several files at ONCE, but **each document MUST correspond to a different expenditure**. Then edit the information related to each file. If you want to add **more than one document** related to a single expenditure, you can later add them when you insert the information related to each expenditure.

The screenshot shows the following elements:

- Navigation bar: Project Proposals, Projects, Progress Reports, Entities, Help
- User profile: Adeline Oliveira TCD, with language options (EN, ES, FR, PT) and a Sign Out button.
- Page title: Expenditures
- Eligible Amount: 0.00 €
- Table with columns: #, Invoice Nr, Partner Request, Actions
- Buttons: + Add Expenditure, + Add File(s) (Add 1 or more files)
- Filter columns: Filter columns (with icons)
- Page navigation: < Previous, Next >
- Footer: Showing 0 to 0 of 0 records



Partner TCD Change Progress Request Type Check Errors Submit Report →

Project > Progress Report > pPR2 > Expenditures > Expenditure 1

Expenditure 1 < > Invoice number referred in the file or in the zip file name, to easily identify it. Select the corresponding budget line. Cancel Save expenditure

\* Mandatory Fields

Main Information

Invoice Nr \* Budget Line \* Issue Date \* Payment Date \* Year \*

22/01/2024 22/01/2024 2024

Description

EN Description

No file selected

Issue date: reference date for example for the emission of the invoice, if it is a set of invoices the earliest date should be considered.  
Payment date: invoice payment date, if is a set of invoices the latest payment date should be considered.  
Year: The budget year is filled in automatically, based on the year of payment.

PDF uploads will be visible on this window.

For each expenditure, you must complete **all mandatory fields** and upload **at least 1 document**.



### Contributions

	Amount
Eligible Amount	0.00 €
Contribution ERDF	0.00 €
VAT Deductible	0.00 €
Value (including VAT)	
Outside Program Area	0.00 €
Comment on the VAT	
EN +	
Comment on the VAT	

VAT deductible in Euros for the document /set of documents presented. If you cannot deduct VAT, you may keep this field empty. When you have the right to deduct VAT the certified amount must be net of VAT.

When applicable, you must include here the expenditures incurred outside the eligible area, which were previously approved (PAF).

Relevant information, namely when the expenditure refers to different VAT rates.



Interreg Atlantic Area Co-funded by the European Union

Project Proposals Projects  
Progress Reports Entities Help

Adeline Oliveira TCD

EN ES FR PT

Settings Messages Sign Out

## Expenditure

Once all the required fields are completed and the document(s) uploaded, save the expenditure.

✓ Save expenditure

VAT Deductible 0.00 €

Value (including VAT)

Outside Program Area 0.00 €

Comment on the VAT

EN +

Comment on the VAT

The file overview only exists for some formats (PDF in particular).

Add as many probative files as needed to justify the expenditure.  
The type of file is always required.  
The overview of the file(s) is displayed in the right-hand side of the page.

+ Add File(s)

File Name	File Type	Uploaded By	#
Proposta_CCDD-Norte.pdf	Invoices, receipts, payment orders and other probative documents Others	Adeline Oliveira	



Partner TCD

Change Progress Request Type Check Errors Submit Report →

Project > > Progress Report > pPR2 > Expenditures

## Expenditures

+ Add Expenditure

PR Eligible Amount 0.00 € + Add File(s) Add 1 or more files

Filter columns

#	Invoice Nr	Budget Line	Issue Date	Payment Date	Partner Request	Actions
1	01	Travel and accommodation costs	22/01/2024	22/01/2024	0.00 €	

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

You can see, edit, or delete each expenditure added in the "Expenditures" section main page.



## 2.9. Budget

**Budget**

Partner Financial Overview

Partner Eligible Amount

Executed: 0.00 € (0.00 %) | Requested: 0.00 € (0.00 %) | Approved: 512,078.10 €

Paid: 0.00 € (0.00 %) | Requested: 0.00 € (0.00 %) | Approved: 384,058.60 €

Expenditures

Year	Budget Line	Partner					
Year	TI	Previously Executed	Current pPR Executed	Previously Requested	Current pPR Requested	Approved	Available
2023		0.00 €	0.00 €	0.00 €	1,092.50 €	17,002.87 €	15,910.37 €
2024		0.00 €	0.00 €	0.00 €	0.00 €	209,314.16 €	209,314.16 €
2025		0.00 €	0.00 €	0.00 €	0.00 €	202,256.60 €	202,256.60 €
2026		0.00 €	0.00 €	0.00 €	0.00 €	134,136.66 €	134,136.66 €

Budget section displays the partner financial overview, namely the budget requested *versus* the budget approved, according to the information in the PAF, and the expenditures added in the current and previous report(s).

The available budget can be viewed by category, by year and by partner.



## 2.10. Project management and communication

Partner Change Progress Request Type Check Errors Submit Report →

Project > > Progress Report > pPR2 > Modification Request Description

### 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?
- 5.4. 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

Information on “Project management”, “Communication”, “Cooperation criteria”, “Horizontal Principles” and “Project monitoring environment indicators”

## 2.11. Documents

In this section you must include relevant documents related to the activities implemented in the report for the current period. The documents are automatically saved. For each one you must select the type and enter a short description.

**Documents**

Project > [redacted] > Progress Report > pPR2 > Documents

Search by document name

**Documents Table:**

Name	Description	Upload Date	Actions
Proposta_CCDR-Norte.pdf	[Selected Type]	22/01/2024	[Delete] [Download]

Showing 1 to 1 of 1 records

## 2.12. Financial corrections – Controller or NA

During the certification (controller) and validation (NA) process, financial corrections can be made. In such cases, as partner you must be informed and approve the corrections in order to send the pPR forward.

**Dashboard**

★ Favorites Projects

Search by project name   [View all projects →](#)

**Tasks**

- Send pPR1 of [redacted] Agree deduction
- Due date: 06 March 2020
- Project: [redacted]

In your dashboard you will find a “task” to agree with the deduction made by the controller or NA.

To see the correction click on the “task” and go to “Expenditures” section in the report menu.

**Expenditures**

PR [redacted] FLC [redacted] NA [redacted]

#	Invoice Nr	Budget Line	Issue Date	Payment Date	Partner Request	FLC Certification	NA Validation	Actions
1	000	Travel and accommodation	04/09/2019	18/09/2019	[redacted]	-300.00	[redacted]	[redacted]

Show 10 records

< Previous 1 Next >

**Submit Report**

Action +

Select an option

- Select an option
- Agree
- Forward for re-analysis

Submit again the report and choose between 2 options “Agree” to send your report to the next step with the proposed correction or “Forward for re-analysis” if you want to send it back to controller/NA, adding a comment on why you don’t agree with the deduction.