

4. NATIONAL AUTHORITY VALIDATION REPORT (NA)

4.1. 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 see all your pending tasks as NA, namely reports to be validated.

The screenshot shows the dashboard interface. At the top left, there is a navigation bar with the Interreg Atlantic Area logo, the European Union flag, and the text 'Co-funded by the European Union'. To the right of the logo are links for 'Projects', 'Progress Reports', and 'Help'. The main heading is 'Dashboard'. Below this, there is a 'Tasks' section. The 'Tasks' section has a red circle around the 'Tasks' icon and a green circle around the 'Select a Project' dropdown menu. The 'Task Type' dropdown menu is also visible. Below the dropdowns, there are two task entries. The first task is 'Send pPR1 of ATLIC to Validate' with a due date of 10 December 2023, project EAPA_0027/2022, partner 3 L'École de design Nantes Atl, and submission date 10 November 2023. The second task is 'Send pPR2 of HY4RES to Submission' with a due date of 19 January 2024, project EAPA_0001/2022, partner 1 Trinity College Dublin (Schoo), and submission date 19 January 2024. To the right of the tasks, there is a project card for 'HY4RES' with a star icon and a plus sign. The card title is 'HY4RES' and the description is 'Hybrid solutions for Renewable Energy Systems: achieving net-zero Atlantic area energy consumers & communities'. A green box with a white background and a green border contains the text: 'You can access directly any report submitted to you through your "Tasks" list.' A green arrow points from this box to the 'Tasks' section.



Project

Projects

All the projects are listed here. You can see PAFs and "star" project(s) to create a shortcut and have it displayed in your dashboard.

Search

Search

Status

Select an option

Project	Description	Status	Total Budget	ERDF	Actions
REINFORCE2	Resource INFrastructures for mo	Approved			☆ ⬇
HY4RES	Hybrid solutions for Renewable	In Execution			★ ⬇
AQUACULTURE 5.0	Introducing Industry 5.0 in Atlantic Aquaculture	Approved			☆ ⬇
SATComm	Sustainable Atlantic Communities	Approved			☆ ⬇
DiadSea	Transnational cooperation to improve the manag				☆ ⬇
DIBEST	Digital Innovation for Blue Enterprises & Social T				☆ ⬇

You can access any report submitted to you in the "Progress Reports" section.

Progress Reports

Partner Project
Expenditure eligible budget
55,859.77 €

Project Partner Request Type Status
Select an option Select an option Select an option Select an option

Report	Project	Partner	Request Type	Annual Period	Users	Status	Consolidated	Expenditure eligible budget	Expenditure ERDF budget	Actions
1	DIGITALIVE	4 PETR West Charente - Cognac Land (General)	Extraordinary progress report	2nd Half / 2023	Saber Laiche	Agree FLC Deduction	No			👁
1	ATLIC	2 BLUELAB SAINT-NAZAIRE (Fablab)	Extraordinary progress report	2nd Half / 2023	Henry	Registered	No			👁
1	ATLIC	3 L'École de design Nantes Atlantique (Contrôle de Gestion)	Extraordinary progress report	2nd Half / 2023	Adeline Oliveira; Laura Chiron; Ludovic Laurenie; Jérémy Amoreau	Under validation NA	No			👁
1	ADT4Blue	2 Centre National de la Recherche Scientifique - Délégation régionale Aquitaine (CNRS Délégation Aquitaine)	Progress Report	2nd Half / 2023		Validated	Yes			👁

Information about the current partner Progress Report (pPR).

4.2. General structure and options

Information about the current partner Progress Report (pPR).

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

NA report MAIN MENU

- 1 - Project Identification
No info required.
- 2 - Work Plan
No info required.
- 3 - Expenditures
Info required.
- 4 - Expenditures control
Info required.
- 5 - Budget
No info required.
- 6 - Project Management and Communication
No info required.
- 7 - Documents
No info required.
- 8 - Time Plan
No info required.
- 9 - Versions history
No info required.

Project identification

Project general information.

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

Check Errors Submit Report →

Project Info

Project Title		
Project Code	Acronym	
Start Date	End Date	
01/09/2023	31/08/2026	
Duration (in months)		
36		

NA gets information on:

- Activities implemented during the period covered.
- Financial data corresponding to the same or the previous period.
- Controller certification.



4.3. Workplan, Budget, Project management and communication

Information provided by the partner through the pPR for the reported period.

Project > [redacted] > Progress Report > pPR1 > Modification Request Description

5. Project management and communication

Save Changes

Expand All Collapse All

5.1. How will you coordinate and manage your project?

5.1.1. 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

Project > SAFER > Progress Report > pPR1 > Work Plan

Work Plan

Filter columns

Work Package Number	Activity Name	Start Date	End Date	Actions
1	WP1 Coordination	01/05/2017	30/04/2020	
2	WP2 Communication	01/05/2017	30/04/2020	

Show 10 records

< Previous 1 Next >

Project > [redacted] > Progress Report > pPR1 > Budget

Budget

Partner Financial Overview

Partner Eligible Amount: 562,710.29 €

Partner Payments Amount: 422,032.72 €

Executed	Requested	Approved	Paid	Requested	Approved
0.00 € (0.00 %)	1,092.50 € (0.19 %)	562,710.29 €	0.00 € (0.00 %)	819.38 € (0.19 %)	422,032.72 €

4.4. Expenditures

Interreg Atlantic Area Co-funded by the European Union Projects Progress Reports Help Adeline Oliveira NCES EN ES FR PT Sign Out

Check Errors Submit Report →

Project > Progress Report > pPR1 > Expenditures

Expenditures

PR Eligible Amount 22,389.09 €
 FLC Total Certification 22,389.09 €
 NA Total Validation 22,389.09 €

NA must "check" each reported expenditure.

The expenditures list can be downloaded in Excel and in PDF formats.

#	Invoice Nr	Budget Line	Issue Date	Payment Date	Partner Request	FLC Certification	NA Validation	Actions
1	Prep. Costs	Preparation costs	01/09/2023	01/09/2023	1,589.09 €	1,589.09 €	1,589.09 €	👁️
2	1	Staff costs	10/11/2023	10/11/2023	16,000.00 €	16,000.00 €	16,000.00 €	👁️ ✓
2.1	1	Office and administrative expenditure	10/11/2023	10/11/2023	2,400.00 €	2,400.00 €	2,400.00 €	👁️
2.2	1	Travel and accommodation costs	10/11/2023	10/11/2023	2,400.00 €	2,400.00 €	2,400.00 €	👁️

Show 10 records Showing 1 to 4 of 4 records

< Previous 1 Next >



Expenditures cannot be deleted. You can introduce 0€ or send the report back to the partner or controller (see NA report submission), asking him/her to delete the expenditure(s) or correct the report, if needed.

For each expenditure, you have access to all the information provided by the partner and controller, as well as the uploaded documents.

Your control fields “NA validation” are automatically completed with the amounts introduced by the controller and partner (when no correction made). If you agree, just tick the boxes (they must be blue) and click “confirm”.

The screenshot displays the 'Expenditure 2' form in the SIGI system. At the top, there are navigation tabs for 'Project', 'Progress Report', and 'pPRI'. The main form area is divided into sections: 'Mandatory Fields', 'Main Information', 'Certifications', and 'Files'. The 'Main Information' section includes fields for Invoice Nr (1), Budget Line (Staff costs), Issue Date (10/11/2023), and Description (EN, RH). The 'Certifications' section shows 'Eligible Amount (€)' and 'FLC Certification (€)' both set to 16,000.00 €. At the bottom right, there is a 'NA Validation (€)' field with a blue box and a checkmark icon. A 'Check Errors' button is circled in green, with an arrow pointing to the 'NA Validation' field. Below the main form, there is a 'Comments from partner' section and a 'Justification' section. The 'Files' section at the bottom lists uploaded documents like '0000_00000000.pdf'.

This close-up shows the 'NA Validation (€)' field. It contains a blue rectangular box and a blue checkmark icon in a square box to its right, indicating that the validation has been confirmed.



Expenditure 2 < >



Eligible Amount
16,000.00 €



Total Certification
16,000.00 €



Total Validation
15,000.00 €

Cancel

Confirm

Certifications

Eligible Amount (€)	FLC Certification (€)	NA Validation (€)
16,000.00 €	16,000.00 €	15,000.00 € <input checked="" type="checkbox"/>

Contributions

	Eligible Amount (€)	FLC Certification (€)	NA Validation (€)
Eligible Amount	16,000.00 €	16,000.00 €	15,000.00 €
Contribution ERDF	12,000.00 €	12,000.00 €	11,250.00 €
VAT Deductible	0.00 €	0.00 €	0.00 €
Value (including VAT)	16,000.00 €	16,000.00 €	15,000.00 €
Outside Program Area	0.00 €	0.00 €	0.00 €

Justification *This field is mandatory if you change one of the values

EN +

Justification

If an amount needs to be corrected, enter the numbers. Your correction will be highlighted in red, and all calculation will be done automatically. Tick the boxes and complete the required justification, then "Confirm".

Controller deduction

During the certification (controller), financial corrections can be made. In such cases, it will appear highlighted in red. The amounts pre-completed for your validation (NA) take into account the deduction made by the controller.

Project > [] > Progress Report > pPR1 > Expenditures

Expenditures

PR Eligible Amount 2,400.00 € FLC Total Certification 2,100.00 € NA Total Validation 2,100.00 €

#	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	2,400.00 €	-300.00 2,100.00 €	2,100.00 €	

Show 10 records < Previous

Cancel Confirm

NA Validation (€)

300.00 €	2,000.00 €	<input checked="" type="checkbox"/>
	400.00 €	<input checked="" type="checkbox"/>

If you do not agree with controller corrections, you can edit the amounts and check the boxes. For example, if introduce a higher amount, it will appear in green.



4.5. Expenditure control

Insert your validation amounts and upload the corresponding file (you can create one PDF or upload a zip file).

If your validation is based on a sample system, please introduced the amount in the cell "Total checked".

Expenditures Control

✓ Save Expenditure Control

National Correspondente Supervision

Total Validated *	Total Checked *	ERDF *	Declaration *
<input type="text" value="0.00 €"/>	<input type="text" value="0.00 €"/>	<input type="text" value="0.00 €"/>	<input type="text" value="Select File"/> <input type="button" value="Browse"/>

Administrative Verifications

Total Certified	ERDF
4,025.00 €	3,018.75 €
Reference Date	Declaration
08/01/2020	P1 - Control Statement Model.pdf ↓

On-The-Spot

Total Certified	ERDF
4,025.00 €	3,018.75 €
Reference Date	Declaration
01/01/2020	P1 - Control Statement Model.pdf ↓

Financial Controller (FLC)

Tax Identification	Full Name	Organization
	FLC User	

Information and document provided by the controller.

4.7. Report submission

The screenshot displays the 'Submit Report' dialog box in the center. The dialog has a title bar 'Submit Report' and an 'Action *' dropdown menu with the text 'Select an option'. Below the dropdown is a text input field. The dropdown menu is open, showing three options: 'Validated', 'Return to FLC', and 'Return to Partner'. The 'Submit' button at the bottom right of the dialog is circled in red. In the background, the 'Submit Report' button in the top right corner of the application is also circled in red. A text box on the right side of the dialog contains the text: 'Once all the required fields are completed, you can submit your report to the LP or send it back to the partner or controller to perform eventual needed corrections.' A second, smaller 'Submit Report' dialog box is shown to the right, with the 'Observation *' field highlighted by a red box and an arrow pointing to it from a text box below that says 'A comment is required in the "Observation" field.' The background application shows a sidebar with icons and a main area with sections like 'Project identification', 'Area of Intervention', 'Total Budget', 'Work Plan', and 'Project Background'. The top right of the application has 'Check Errors' and 'Submit Report' buttons.

Once all the required fields are completed, you can submit your report to the LP or send it back to the partner or controller to perform eventual needed corrections.

A comment is required in the "Observation" field.