

USER'S GUIDE TO COMPLETE THE PROGRESS REPORT IN SIGI

V1.2 December 2025

Interreg Atlantic Area Programme 2021-2027
Managing Authority/Joint Secretariat



SUMMARY

1. PROGRESS REPORT FORM: GENERAL PRINCIPLES.....	5
1.1. Progress report frequency.....	5
1.2. An approach by partner.....	5
1.3. Financial control and validation	6
1.4. Partners not reporting expenditure after 2 semesters	6
1.5. Consolidated project report	6
1.6. Partners and project report with payment claim workflow	7
1.7. Project report analysis	7
1.8. Extraordinary project report.....	7
2. PARTNER PROGRESS REPORT (pPR)	8
2.1. How to create the report.....	8
2.2. Shortcut to progress report.....	9
2.3. How to change a report type.....	10
2.4. Tasks	11
2.5. How to open a report after being validated	11
2.6. General structure and options.....	13
2.7. Workplan	14
2.8. Expenditures	18
2.9. Budget	19
2.10. Project management and communication	20
2.11. Documents.....	21
2.12. Financial corrections – Controller or NA.....	22
3. FIRST LEVEL CONTROLLER REPORT (CONTROLLER)	23
3.1. How to create the report.....	23
3.2. General structure and options.....	25
3.3. Workplan, Budget, Project management and communication	26
3.4. Expenditures.....	27
3.5. Expenditures control	30
3.6. Controller report submission.....	31
3.7. Selection of a sample.....	32
4. NATIONAL AUTHORITY VALIDATION REPORT (NA).....	33
4.1. How to create the report.....	33

4.2.	General structure and options.....	35
4.3.	Workplan, Budget, Project management and communication	36
4.4.	Expenditures.....	37
4.5.	Controller deduction.....	39
4.6.	Expenditure control	40
4.7.	Report submission	41
5.	PROJECT REPORT FORM - PPR	41
5.1.	How to create the report.....	42
5.2.	Report cover	43
5.3.	General structure and options.....	43
5.4.	Work plan	46
5.5.	Expenditures.....	47
5.6.	Expenditures control	49
5.7.	Budget	50
5.8.	Project management and communication	51
5.9.	Documents.....	52
5.10.	Time Plan	53
5.11.	Report submission	54
5.12.	Transfer of financial expenditures into an extraordinary report.....	55
6.	UPDATING THE TAX/SOCIAL SECURITY DOCUMENTS	56
7.	HOW TO INVITE MEMBERS OF MY ORGANISATION	58

Version	Date	Edited content
1.2	11.12.2025	3.7. Selection of a sample - Information on how to generate a sample for controller verifications.

1. PROGRESS REPORT FORM: GENERAL PRINCIPLES

Projects must report on their progress through reports that allow monitoring the implementation, by comparing it to the Project Approved Form (PAF).

The aim of **progress reports** is also to allow partners to claim payments and reimbursement of eligible expenditures. In fact, the Lead Partner (LP) may only request payments of the ERDF contribution on behalf of the project by demonstrating the progress towards the achievement of the outputs and results, in compliance with the principle of sound financial management.

Detailed information on project implementation and reporting is available in the **PROGRAMME MANUAL**.

1.1. Progress report frequency

The progress report is composed of an activity report and a financial report. It describes the progress of the project and serves as support for payment requests. Project Progress Reports (PPR) should be presented every six months, taking as starting date from the project start date. The LP is given two months (6 months + 2 months) to submit the consolidated report. They must include activities and payment claims. The LP requests payments of the ERDF contribution on behalf of the project only when provides evidence of the progress of the project towards the achievement of the outputs and results as set in the PAF, in compliance with the principle of sound financial management (as determined by the principles of economy, efficiency and effectiveness) and by demonstrating the utility derived from any purchases (goods and services).

1.2. An approach by partner

Partners have to participate in, at least, one of these two PPR (e.g., in a project with 10 partners, 5 could present a partner activity report and payment claim in the first semester, and the other 5 in the second semester).

Even if partners' inclusion of expenses every 6 months is optional, the management of partners' reports is the Lead Partner's responsibility, and it must guarantee that all Project reports include expenditures (this does not mean that all partners submit expenses in both PPR). LP's partner report is compulsory every 6 months.

All project partners have access to their own sub-reports, as well as financial controllers and National Authorities. The LP collects all sub-reports as one compiled project report, adding details and information on the overall project implementation.

Each project partner must report on progress made compared to the PAF, in English. The other languages are optional.

Modifications are allowed between two reports if duly justified and in compliance with the Programme rules.

The report of activities is structured by work packages and costs are reported in expenditures control. It is not possible to submit two progress reports at the same time. A new progress report can only be submitted once the previous project consolidated report has been submitted to the JS.

The associated partners cannot prepare partner progress reports.

1.3. Financial control and validation

The First Level Controller (controller) confirms the eligibility of activities and costs also through the online system. Each partner uploads all relevant documents (original invoices, proofs of payments, deliverables, etc.) needed by the controller to perform its checks. Only certified expenditures can be reported.

1.4. Partners not reporting expenditure after 2 semesters

Project partners that do not report any expenditure after 2 semesters, in the absence of justified reasons for this non-reporting, will receive a warning from the Programme, and the monitoring committee member representing the country of the project partner, and the partner in question will be informed. In case the concerned project partner does not comply with the programme's rules and cannot provide evidence that this is due to circumstances outside its control, the budget of the project partner would be reduced considering its spending plan, as established in the subsidy contract.

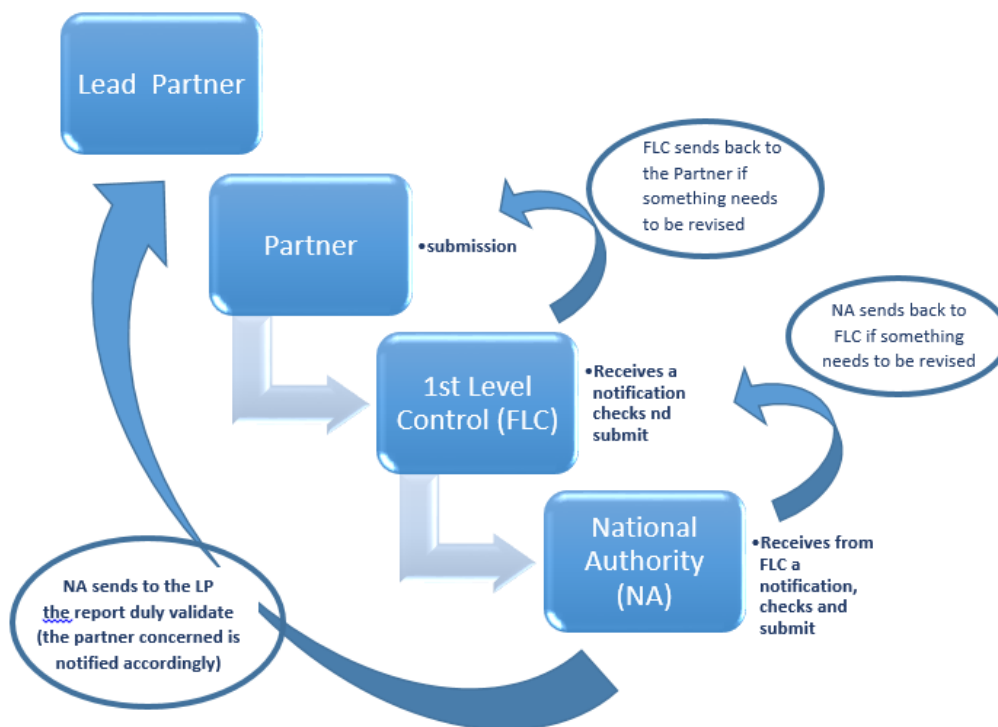
1.5. Consolidated project report

Once the project partners sub-reports are all concluded (expenses controlled and validated) and submitted, the LP can integrate them in the project progress report.

As stated in the Subsidy Contract, the LP is responsible for submitting the project report on behalf of all partners to the JS through the SIGI. The LP compiles all the information from partners, as well as global information on project progress.

The organisation acting as LP bears the overall responsibility for ensuring the implementation of the project and to ensure it is duly reported by partners.

1.6. Partners and project report with payment claim workflow



The above circuit is produced on SIGI.

1.7. Project report analysis

Upon receipt, the JS will analyse and check the project report. JS can ask for clarifications or further information within a given deadline.

The MA is responsible for instructing the Payment Authority to proceed to the ERDF payment directly to each project partner.

1.8. Extraordinary project report

An extraordinary project report is a report that only includes a financial part and has no technical part. These reports can be submitted anytime by the lead partner, once the partner/s have validated the report. The lead partner will do the consolidation through the SIGI platform in an extraordinary project progress report. Consolidated reports cannot mix ordinary and extraordinary reports.

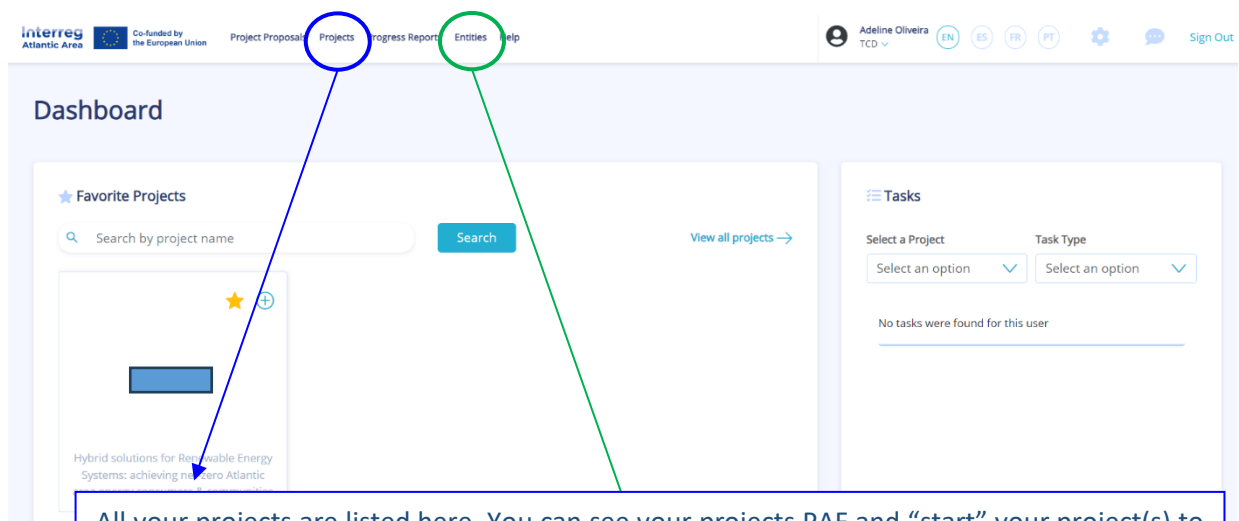
2. PARTNER PROGRESS REPORT (pPR)

2.1. How to create the report

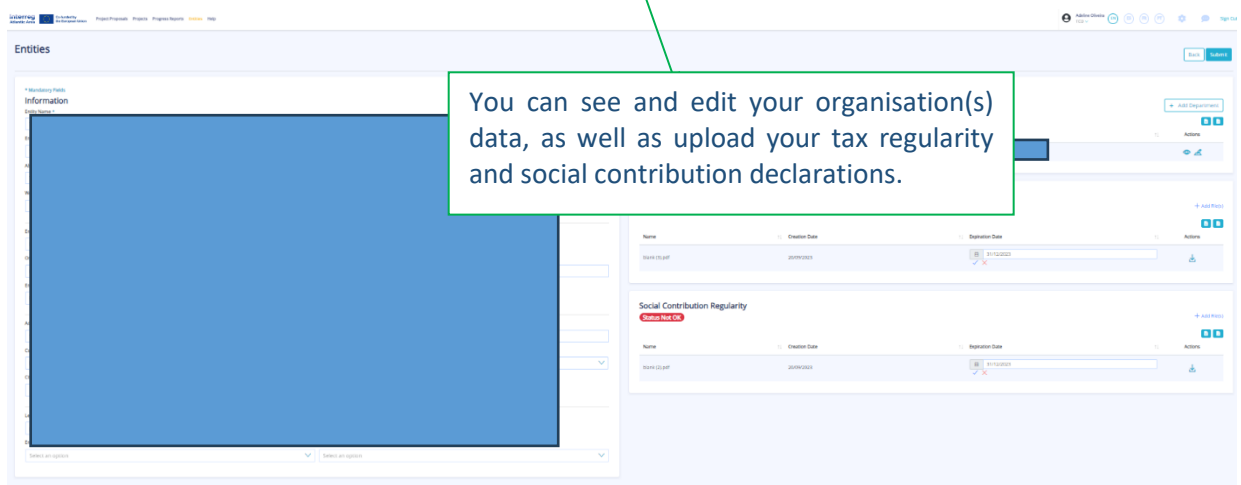
Through the link <https://sigi2127.atlanticarea.eu/SIGI.UI/Login> with your email and a default password: **AA@2127**.

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

Project Proposals Projects **Progress Reports** Entities Help

Adeline Oliveira TCD EN ES FR PT Sign Out

Favorite Projects

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

Tasks

This is the section where you create new reports.

Progress Reports

Partner Project

Expenditure eligible budget 0.00 €

Project Partner Request Type Status

Select an option Select an option Select an option Select an option

+ 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

Report Project Partner Request Type

1 Progress Report

Show 10 records Showing 1 to 1 of 1 records

Expenditure eligible budget 0.00 €

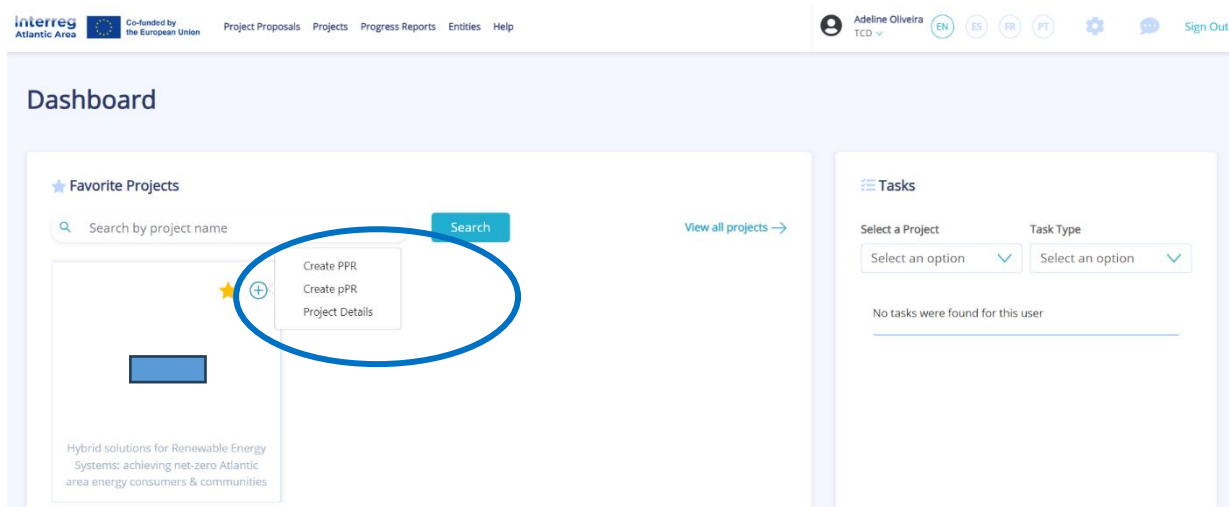
Expenditure ERDF budget 0.00 €

Actions

< Previous 1 Next >

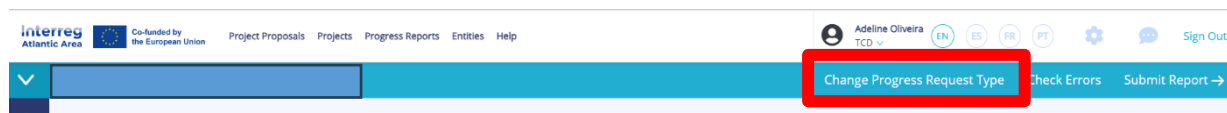
2.2. Shortcut to progress report

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

Cancel

Submit

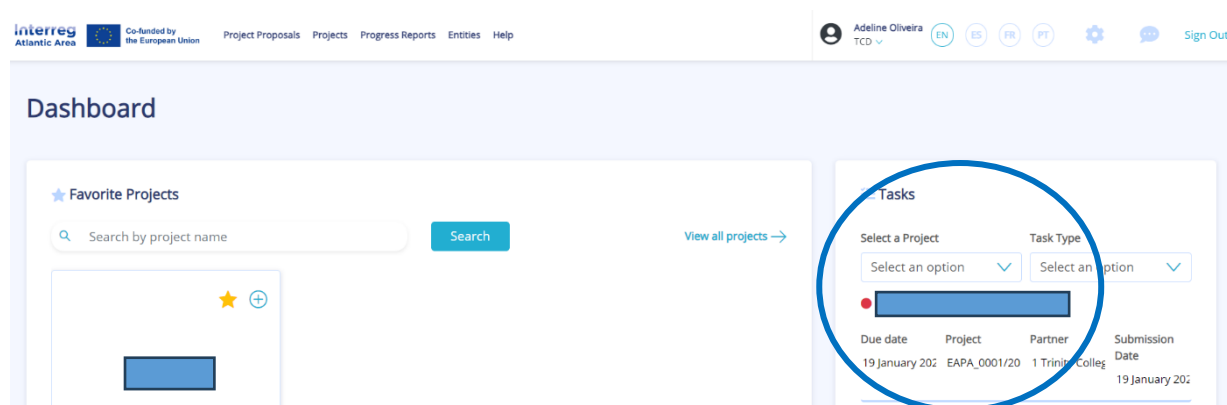
For changes into “Final report”, we advise to consult first your project manager to make sure you fulfil all its criteria.

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 validated

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

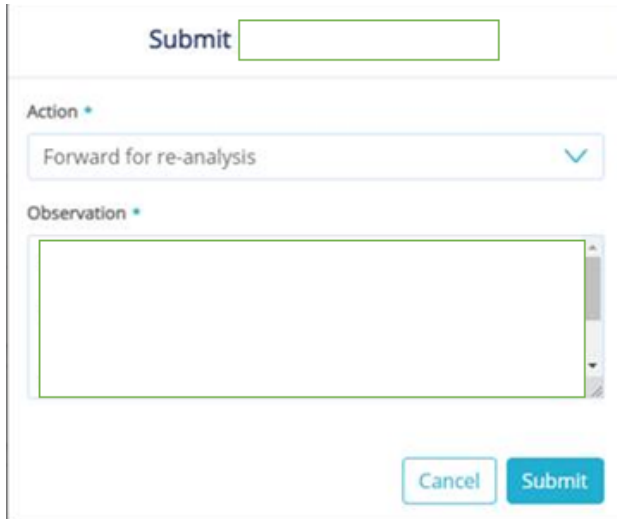
- 1) Click on the eye of the report:

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

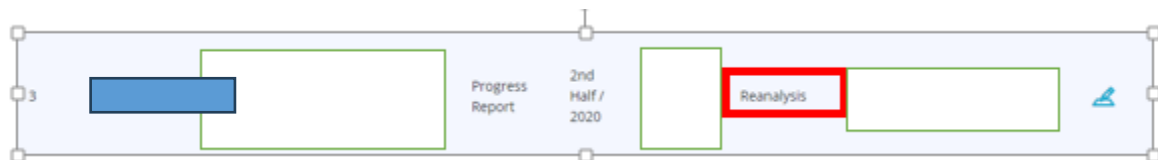
- 2) Click on Submit:



- 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.

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.

The screenshot shows the 'Project identification' page in the pPR system. The top navigation bar includes the Interreg Atlantic Area logo, the European Union flag, and the text 'Co-funded by the European Union'. The main navigation menu on the left lists various sections, with 'Project identification' highlighted. The main content area shows a list of project information sections: 1.1. Project Info, 1.2. Area of Intervention, 1.3. Total Budget, 1.4. Project Summary, 1.5. Project Documents, and 1.6. Financing Plan. A red circle highlights the 'Project info' section, which contains fields for Project Title, Start Date (01/01/2024), End Date (31/12/2026), and Duration (in months) (36). A red box highlights the 'Check Errors' button in the top right corner. A red box highlights the 'Project general information.' section. A red box highlights the 'Information about the current pPR.' section. A red box highlights the 'General information about the project. There is no field to complete in this section.' 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

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

Adeline Oliveira TCD EN ES FR PT Sign Out

Partner TCD Change Progress Request Type Check Errors Submit Report →

Project > [] > Progress Report > pPR2 > Work Plan

Work Plan

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.

Work Package Number

Show 10 records Showing 0 to 0

Work Plan

Work Package Title *

Select an option















Select an option

Next >

[Project](#) > [HY4RES](#) > [Progress Report](#) > [pPR2](#) > [Work Plan](#)

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

[+ 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](#) [1](#) [Next >](#)

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

Work Plan

Back Save Work Package

2. N°
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]
Solutions taken up or up-scaled by organisations		2.00	0.00		0.00			[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

1

3.7.2. Title

WP1.1

3.7.3 Start Date

01-2024

3.7.4 End Date

06-2025

Percentage Execution

0.00

%

Explanation

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	

2.8. Expenditures

Co-funded by the European Union

Project Proposals
Projects
Progress Reports
Entities
Help

Adeline Oliveira
TCD
EN ES FR PT
Sign Out

EAPA_0001/2022 - HY4RES
Partner TCD
Change Progress Request Type
Check Errors
Submit Report →

Project > HY4RES > 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
No records.						

Show 10 records
Showing 0 to 0 of 0 records

< Previous
Next >

2.9. Budget

Co-funded by the European Union

Project Proposals
Projects
Progress Reports
Entities
Help

Adeline Oliveira
TCD
EN ES FR PT
Sign Out

Partner TCD
Change Progress Request Type
Check Errors
Submit Report →

Project > > Progress Report > pPR2 > Budget

Budget

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).

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

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

Expenditures

Year	Budget Line	Partner				
Year	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 €



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

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

Adeline Oliveira ES FR PT Sign Out

Partner TCD

Project > > Progress Report > pPR2 > Documents

Documents

Search by document name

Proposta_CCDD-Norte.pdf

Show 10 records Showing 1 to 1 of 1 records

Select an option

- Invoices, receipts, payment orders and other probative documents
- On-The-Spot
- Administrative Verifications
- National Correspondent Supervision
- Partner VAT declaration
- PPR implementation Statement and reimbursement claim
- Partnership Agreement
- Project Start Declaration
- Lead partner proof of solvability

Select an option

Adeline Oliveira

Upload Date

22/01/2024

Actions

< Previous 1 Next >

+ Add File(s)

Add or more files

Filter columns

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.

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 Agree deduction
- Due date: 06 March 2020
- Project:

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 FLC NA

#	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	<input type="text"/>	-300.00	<input type="text"/>	<input type="button" value="Edit"/>

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.

3. FIRST LEVEL CONTROLLER REPORT (CONTROLLER)

3.1. How to create the report

Controllers are registered by JS in SIGI platform.

Through the <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 controller, namely the reports to be controlled.

Dashboard

Tasks

- Send pPR1 of AtlanticOnBike to Certificate

Due date	Partner	Project
07 February 2020	Sligo County Council	EAPA_24/2016
- Send pPR1 of NEPTUNUS to Certificate

Due date	Partner	Project
07 February 2020	National University of Ireland, Galway	EAPA_576/2018
- Send pPR1 of Triple-C to Certificate

Due date	Partner	Project
09 February 2020	Agencia Estatal Consejo Superior de Investigaciones Cientificas	EAPA_772/2018
- Upload Document On-The-Spot to Project Progress Report SEAFOOD-AGE

Due date	Partner	Project
15 February 2020	Lancaster University	EAPA_758/2018
- Send pPR1 of SAFER to Certificate

Due date	Partner	Project
22 February 2020	European Regions Network for the Application of Communications Technology	EAPA_196/2016
- Send pPR1 of AtlasWH to Certificate

Due date	Partner	Project
28 February 2020	Comune di Firenze	EAPA_631/2016
- Send pPR1 of SAFER to Certificate

Due date	Partner	Project
03 March 2020	Foodintech Lda	EAPA_196/2016

Favorites Projects

[View all projects →](#)

You can access directly to any report submitted to you through your “Tasks” list.

Projects

Progress Reports

EN

ES

FR

PT

Sign Out

Project

Search

Status

Select an option

Filter columns

Project

Description

Status

Total Budget

ERDF

Actions

Tackling marine litter in the Atlantic Area

In filling

Coordinated Atlantic Coastal Operational Oceanographic Observatory

In filling

Smart Atlantic Seafood Clusters

Progress Reports

Partner

Project

Expenditure eligible budget

0.00 €

Project

SAFER

Request Type

Select an option

Status

Select an option

Filter columns

Report

Project

Partner

Request Type

Annual Period

Users

Status

Expenditure eligible budget

Expenditure ERDF budget

Actions

1

SAFER

Progress Report

1st Half

USER_41

Registered

0.00 €

0.00 €

1

SAFER

Progress Report

1st Half

USER_51

Registered

0.00 €

0.00 €

1

SAFER

Progress Report

1st Half

FLC User

In Certification FLC

1

SAFER

Progress Report

1st Half

FLC User

In Certification FLC

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

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

Interreg Atlantic Area 2021-2027
SIGI User Manual December 2025

24

3.2. General structure and options

Information about the current partner progress report (piper).

Before submitting your report, use the “Check Errors” option to confirm that all mandatory fields are completed.

Controller 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

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

DiadSea

Project Title
Transnational cooperation to improve the management and conservation of diadromous fish at sea

Project Code
EAPA_0011/2022

Acronym
DiadSea

Start Date
01/10/2023

End Date
30/09/2026

Duration (in months)
36

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

Project general information.

Controller gets information on:

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

3.3. Workplan, Budget, Project management and communication

The screenshot displays the Interreg Atlantic Area project management interface. The top navigation bar includes the Interreg Atlantic Area logo, the European Union flag, and the text 'Co-funded by the European Union'. The main content area is divided into two sections: '5. Project management and communication' and 'Work Plan'.

5. Project management and communication

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 and how communication within the partnership will be organised.

Approved

EN

Work Plan

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 >

Budget

Partner Financial Overview

Partner Eligible Amount

Partner Payments Amount

Executed Requested Approved Paid Requested Approved

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

3.4. Expenditures

[Project Proposals](#)
[Projects](#)
[Progress Reports](#)
[Help](#)

EN
ES
FR
PT
[Sign Out](#)

▼

Partner

[Check Errors](#)
[Submit Report →](#)

[Project > > Progress Report > pPR1 > Expenditures](#)

Expenditures

PR

Eligible Amount

1,092.50 €

FLC

Total Certification

1,092.50 €

The controller must “check” and control 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	Actions
1	Prep. Costs	Preparation costs	01/10/2023	01/10/2023	<div></div>	<div></div>	<div> <div>Filter columns</div> <div> </div> </div> <div> <div> </div> </div>

Show 10 records

Showing 1 to 1 of 1 records

< Previous

1

Next >

Expenditures cannot be deleted. You can introduce 0€ or send the report back to the partner (see controller 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, as well as the uploaded documents.

Your control fields “controller certification” are automatically completed with the amounts introduced by the partner. If you agree, just tick the boxes (they must be blue) and click “confirm”.

Expenditure 1 < > (PR) Eligible Amount: 1,092.50 € (FLC)

Cancel

Main Information

Invoice Nr: Budget Line: Issue Date: Payment Date: Year:

Prep. Costs: Preparation costs: 01/10/2023 01/10/2023 2023

Description

EN ES FR PT

Preparation Costs

Supplier Tax Number: Supplier Name:

Certifications

	Eligible Amount (€)	FLC Certification (€)
	1,092.50 €	1,092.50 €

Contributions

	Eligible Amount (€)	FLC Certification (€)
Eligible Amount	1,092.50 €	1,092.50 €
Contribution ERDF	819.38 €	819.38 €
VAT Deductible	0.00 €	0.00 €
Value (including VAT)	1,092.50 €	1,092.50 €
Outside Program Area	0.00 €	0.00 €

Comments from partner

EN

Certification (€)

€ ☒

€ ☐



Expenditure 2 < >



Eligible Amount
1,500.00 €



Total Certification
1,000.00 €

Cancel

✓ Confirm

Supplier Tax Number

Supplier Name

Certifications

Eligible Amount (€)		FLC Certification (€)
1,500.00 €	-500.00 €	1,000.00 € <input checked="" type="checkbox"/>

Contributions

	Eligible Amount (€)		FLC Certification (€)
Eligible Amount	1,500.00 €	-500.00 €	1,000.00 €
Contribution ERDF	1,125.00 €	-375.00 €	750.00 €
VAT Deductible	0.00 €		0.00 €
Value (including VAT)	1,500.00 €	-500.00 €	1,000.00 €
Outside Program Area	0.00 €		0.00 €

Comments from partner

EN

3.5. Expenditures control

Project > DiadSea > Progress Report > pPR1 > Expenditures Control

Expenditures Control

Administrative Verifications

Total Certified: 1,092.50 €

ERDF: 819.38 €

Reference Date: 18/03/2024

Declaration: Select File

On-The-Spot ?

Total Certified: €

ERDF: €

Reference Date:

Declaration: Select File

Financial Controller (FLC)

Tax Identification:

Email: testeflc@teste.com

Address:

FLC Certification Report

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

EN

Justification:

The pre-filled "Certification Report" must be downloaded by the controller and after being completed it must be signed and uploaded in the section above "Administrative verifications – Declaration".

Additional documents must be uploaded in the "documents" section.

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".

Note that at least one verification On-the-spot must be performed during the project lifecycle.

3.6. Controller report submission

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

Partner

Check errors Submit Report →

Project > DiadSea > Progress Report > pPR1 > Expenditures Control

Expenditures Control

Administrative Verifications

Total Certified 1,092.50 € ERDF 819.38 €

Reference Date * 22/01/2024 Declaration * Select File

Financial Controller (FLC)

Tax Identification Full Name testeflc Organization

Email testeflc@teste.com Phone Fax

Address Zip Code

Submit Report

Action *

Select an option

Select an option

For Validation

Return to Partner

Cancel Submit

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

A comment is required in the "observation" field.

Submit Report

Action *

For Validation

Observation *

Cancel Submit

3.7. Selection of a sample

It is possible to generate a sample for controller verifications. This option will only be available if certain conditions are met. For details, please consult the document [“Methodology for risk-based management verifications in 2021-2027” \(pages 11-12\)](#).

In compliance with ANNEX III_RISK ANALYSIS from the Interreg Atlantic Area 2021/2027 Manual, it is possible to generate a sample.

In case it is not possible to generate a sample, due to the lack of 30 expenditure documents for the categories not subject to 100% verification.

It's possible to extract the Excel file to better identify the expenditures that must be verified. Includes those on the sample and the ones that are mandatory for verification.

Manage Sample

filter columns

#	Invoice Nr	Budget Line	Issue Date	Payment Date	Amount	Amount	Actions
1	ft1	Equipment costs	09/09/2025	09/09/2025	100.00 €	100.00 €	👁️ ✓
2	ft2	Equipment costs	09/09/2025	09/09/2025	500.00 €	500.00 €	👁️ ✓
3	ft3	External expertise and services costs	09/09/2025	09/09/2025	250.00 €	250.00 €	👁️ ✓
4	ft4	External expertise and services costs	09/09/2025	09/09/2025	300.00 €	300.00 €	👁️ ✓
5	FT5	External expertise and services costs	09/09/2025	09/09/2025	300.00 €	300.00 €	👁️ ✓
6	ft6	External expertise and services costs	09/09/2025	09/09/2025	500.00 €	500.00 €	👁️ ✓
7	ft7	Equipment costs	09/09/2025	09/09/2025	200.00 €	200.00 €	👁️ ✓



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.

Co-funded by
the European Union

[Projects](#)
[Progress Reports](#)
[Help](#)

Dashboard


Tasks

Select a Project

Select an option ▼

Task Type

Select an option ▼

● Send pPR1 of ATLIC to Validate

Due date	Project	Partner	Submission Date
10 December 2023	EAPA_0027/2022	3 L'École de design Nantes Atl	10 November 2023

● Send pPR2 of HY4RES to Submission

Due date	Project	Partner	Submission Date
19 January 2024	EAPA_0001/2022	1 Trinity College Dublin (Schoo	19 January 2024

★ Fa

Search by project name

★ +

HY4RES

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

You can access directly any report submitted to you through your "Tasks" list.

Co-funded by the European Union

[Projects](#)
[Progress Reports](#)
[Help](#)

Adeline Oliveira
DCPEI

[EN](#)
[ES](#)
[FR](#)
[PT](#)

[Sign Out](#)

Project

Projects

Status

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				

Progress Reports

Partner

Expenditure eligible budget
55,859.77 €

Project

Partner

Request Type

Status

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	ATLUC	2 BLUELAB SAINT-NAZAIRE (Fablab)	Extraordinary progress report	2nd Half / 2023	Henry	Registered	No			
1	ATLUC	3 L'École de design Nantes Atlantique (Contrôle de Gestion)	Extraordinary progress report	2nd Half / 2023	Adeline Oliveira; Laura Chiron; Ludovic Laurenie; Jérémie 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			

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.

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

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

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

Project Info

Project Title	
Project Code	Acronym
EAPA_0027/2022	ATLIC
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 > 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

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 > Progress Report > pPR1 > Budget

Budget

Partner Financial Overview

Partner Eligible Amount: 562,710.29 €

Partner Payments Amount: 422,032.72 €

Executed: 0.00 € (0.00 %)

Requested: 1,092.50 € (0.19 %)

Approved: 562,710.29 €

Paid: 0.00 € (0.00 %)

Requested: 819.38 € (0.19 %)

Approved: 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 €

#	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 >

Filter columns

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

NA must "check" each reported expenditure.

Amounts requested by the partner and certified by the controller.

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".

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".

4.5. 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 €

Filter columns [] []

#	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 €	[eye] [check]

Show 10 records < Previous

Cancel Confirm

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.

NA Validation (€)

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

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

- ✓ Save Expenditure Control

Information and document provided by the controller.

4.7. Report submission

The screenshot displays the 'Submit Report' modal in the Interreg Atlantic Area SIGI system. The modal is titled 'Submit Report' and contains the following elements:

- Action ***: A dropdown menu with 'Select an option' as the placeholder. The options are 'Validated', 'Return to FLC', and 'Return to Partner'. The 'Validated' option is highlighted with a red circle.
- Observation ***: A text input field for providing a comment. A red box with an arrow points to this field, containing the text: 'A comment is required in the "Observation" field.'
- Buttons**: 'Cancel' and 'Submit' buttons at the bottom right. The 'Submit' button is highlighted with a red circle.

In the background, the 'Submit Report' button in the top right corner of the main interface is also highlighted with a red circle. A text box on the right side of the screenshot states: '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.'

5. PROJECT REPORT FORM - PPR

5.1. How to create the report

The LP role is to make a consolidation of the information collected through the partners' reports. The LP checks the consistency of the information and evidence provided; namely regarding certification process, ensuring specifications of the partner country are respected. The LP must submit to the MA/JS the activity report and the related ERDF reimbursement claim when applicable (cf. Programme Manual, 5.2.5 Role of the Lead Partner in the control process).

Once **ALL project partners which intend to submit a report (at least one every 12 months, and one every 6 months for the LP)** have validated their reports, enter through the link <https://sigi2127.atlanticarea.eu/SIGI.UI/Login> with your email and password.

The landing page is your dashboard, you can create PPR from here. **If the LP's partner report is not validated, you will not be able to create the Project report.**

See how to “star” a project in section 2 page 7 of this manual.

The screenshot shows the SIGI user interface. At the top, the navigation bar includes 'Interreg Atlantic Area', 'Co-funded by the European Union', and menu items: 'Project Proposals', 'Projects', 'Progress Reports', 'Entities', and 'Help'. The 'Progress Reports' menu item is circled in yellow. Below the navigation bar, the 'Dashboard' section is visible, featuring a 'Favorite Projects' list with a search bar and a 'View all projects' link. A red box highlights a star icon next to a project, with a text box stating: 'You can create the PPR from the shortcut: ★'. To the right, the 'Progress Reports' section is shown, with a 'Project' tab selected. A yellow box points to the 'Project' tab with the text: '“Progress reports” section, tab “Project” > “+ Create Report”'. The 'Project' tab contains a form with fields for 'Expenditure eligible budget' (0.00 €), 'Request Type', and 'Status'. A '+ Create Report' button is circled in yellow. Below the form is a table with columns: 'Report', 'Project', 'Request Type', 'Annual Period', 'Status', 'Expenditure eligible budget', 'Expenditure ERDF budget', and 'Actions'. The table currently shows 'No records'.

5.2. Report cover

Select the project and create the PPR.

The screenshot shows the 'Create Report' modal dialog. The 'Project' dropdown menu is highlighted with an orange circle. The background shows the main dashboard with a 'Project' dropdown and a 'Create Report' button.

Then select the Request Type.

The screenshot shows the 'Request Type' dropdown menu. The dropdown is open, showing options: 'Progress Report', 'Extraordinary progress report', and 'Final report'. The dropdown is highlighted with an orange circle.

To create the report, you have to upload the “Statement of responsibility” duly completed and signed.

Report Cover

+ Create Project Progress Report

Statement of Responsibility

Select File

Browse

Template

Partner Reports Included



Report NA Total Eligible Value Validation
0.00 €



Report Na Total ERDF Value Validation
0.00 €

Filter columns



#	Partner	Status	Status Date	Eligible Amount (€)	ERDF	Actions
1		Validated	31/10/2023	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 *

Progress Report

#

Annual Period

Creation Date *

All general information regarding pPRs is available in this page.

As LP you can enter in each pPR and check what partners reported.

5.3. 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
Info required.
- 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.

Information about the current PPR.

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

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

Report Cover

Statement of Responsibility

Uploaded Work Plan.pdf

Information about the PPR and pPRs.
There is no field to complete in this section.

#	Partner	Status	Status Date	Eligible Amount (€)	ERDF	Actions
1		Validated	29/12/2023			
2		Validated	29/12/2023			

Report Details

Acronym
ADT4Blue

Report Type
Project Progress Report

Request Type
Refund

Annual Period
2nd Half / 2023

Check Errors Submit Report →

PPR general information.

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

- Consolidate the information provided by partners.
- Describe the activities carried out.
- Through the Project, on behalf of project partners, declare and justify the expenses and introduce a reimbursement claim.

5.4. Work plan

Work Plan

Work Packages

#	Work Package Type	Work Package Title	Start Date	End Date	Actions
0			01/11/2022	03/03/2023	
2			01/02/2024	31/12/2026	
3			01/12/2024	31/12/2026	
4			01/01/2024	31/12/2026	
5			01/01/2026	31/12/2026	

Show 10 records
Showing 1 to 5 of 5 records

Work Plan

2. Work Package Title

2. Activity Start Date

2. Activity end date

Percentage Execution

Explanation

RCO116

RCO81

RCO83

RCO84

RCO87

Show 10 records
Showing 1 to 5 of 5 records

2.5. Investments List

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		1.00	0.00	0.00	0.00			

Activities List

Activity Number	Activity Title	Start Date	End Date	Actions
2		04-2024	04-2025	

All work packages on which partners reported information are listed.
As LP you must compile and consolidate the information for each WP and activities associated
An overview on the achieved progress and problems /deviations, if applicable, must be provided per work package.

Activity

Cancel

✓ Save Activity

Nr 2 Title [Redacted] Start Date 04-2024 End Date 04-2025

Percentage Execution

[Redacted] %

Explanation

[Redacted]

Partners Achievements

Percentage Execution

15.00 %

Explanation

15 [Redacted]

For each WP's activity, you should report, AT PROJECT LEVEL, on:

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

Expand All | Collapse All

▼ Activity Description

▼ Output & Deliverables: This information relates to the indicators (3.7.7) selected

▼ Indicator

5.5. Expenditures

For each partner/pPR you can see information on payment claim and by entering each expenditure, you will find detailed information and support documents.

Expenditures

and by entering each expenditure, you will find detailed information and support documents.

PR

Eligible Amount

0.00 €

NA

Total Validation

Information about the pPRs payments claims.

▼		Total NA Validation 27,100.00 €
✓		Total NA Validation 0.00 €
✓		Total NA Validation 0.00 €
✓		Total NA Validation 2,400.00 €
▲		Total NA Validation 0.00 €
▲		Total NA Validation 0.00 €

▲

Eligible Amount

0.00 €

NA

Total Validation

Information about the pPRs payments claims.

▼		Total NA Validation 27,100.00 €
✓		Total NA Validation 0.00 €
✓		Total NA Validation 0.00 €
✓		Total NA Validation 2,400.00 €
▲		Total NA Validation 0.00 €
▲		Total NA Validation 0.00 €

▲

Eligible Amount

0.00 €

NA

Total Validation

Information about the pPRs payments claims.

▼		Total NA Validation 27,100.00 €
✓		Total NA Validation 0.00 €
✓		Total NA Validation 0.00 €
✓		Total NA Validation 2,400.00 €
▲		Total NA Validation 0.00 €
▲		Total NA Validation 0.00 €

▲

Eligible Amount

0.00 €

NA

Total Validation

Information about the pPRs payments claims.

▼		Total NA Validation 27,100.00 €
✓		Total NA Validation 0.00 €
✓		Total NA Validation 0.00 €
✓		Total NA Validation 2,400.00 €
▲		Total NA Validation 0.00 €
▲		Total NA Validation 0.00 €

▲

Eligible Amount

0.00 €

NA

Total Validation

Information about the pPRs payments claims.

▼		Total NA Validation 27,100.00 €
✓		Total NA Validation 0.00 €
✓		Total NA Validation 0.00 €
✓		Total NA Validation 2,400.00 €
▲		Total NA Validation 0.00 €
▲		Total NA Validation 0.00 €

▲

Eligible Amount

0.00 €

NA

Total Validation

Information about the pPRs payments claims.

▼		Total NA Validation 27,100.00 €
✓		Total NA Validation 0.00 €
✓	</	

5.6. Expenditures control

In this section you can see and check controller certification and NA validation documents for all partners claiming reimbursement.
Keep in mind that the Lead Partner can only submit the progress report after receiving and having checked the control documents from the partners reporting expenditure.

Project > [] > Progress Report > PPR1 > Expenditures Control

Expenditures Control

Partner [] ⌵

National Correspondente Supervision

Total Validated	Total Checked	ERDF	Declaration
[]	[]	[]	NA validation.pdf ⬇

Administrative Verifications

Total Certified	ERDF
[]	[]
Reference Date	Declaration
04/02/2020	FLC report.pdf ⬇

On-The-Spot

Total Certified
0.00 €
Reference Date

+ Request Document

If for any reason a document must be corrected or received, you can use the option "+Request Document". Depending on the document type, controller or NA will receive the request as pending task.

Request Document

TypeId *

Select an option

Select an option

On the Spot

Administrative Verifications

National Correspondent Supervision

Cancel Confirm

5.7. Budget

Co-funded by the European Union

Project Proposals
Projects
Progress Reports
Entities
Help

Adeline Oliveira
UDI
EN ES FR PT
Settings
Sign Out

Check Errors
Submit Report

Project > > Progress Report > PPR1 > Budget

Budget

Partner
All Partners

Maximum Request Amount

Expenditures Total Amount
3,286,799.53 €

Payments Total Amount
2,465,099.14 €

Executed	Requested	Approved	Paid	Requested	Approved
0.00 € (0.00 %)	60,980.00 € (1.86 %)	3,286,799.53 €	0.00 € (0.00 %)	45,735.00 € (1.86 %)	2,465,099.14 €

Expenditures

Year
Budget Line
Partner

This section shows an overview of financial figures, for the whole project or by partner.

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

5.8. Project management and communication

5. Project management and communication

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

✓ 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

Achieved

EN



Enter text

Partners Achievements

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

5.9. Documents

Documents

+ Add File

Add 1 or more files

In addition to the documents uploaded within pPRs, as LP you can also add relevant documents in this section.

Requested Documents

Name	Document Type	Owner	Request Date	Upload Date	Status	Actions
No records.						

Search by document name

Search

Document Type

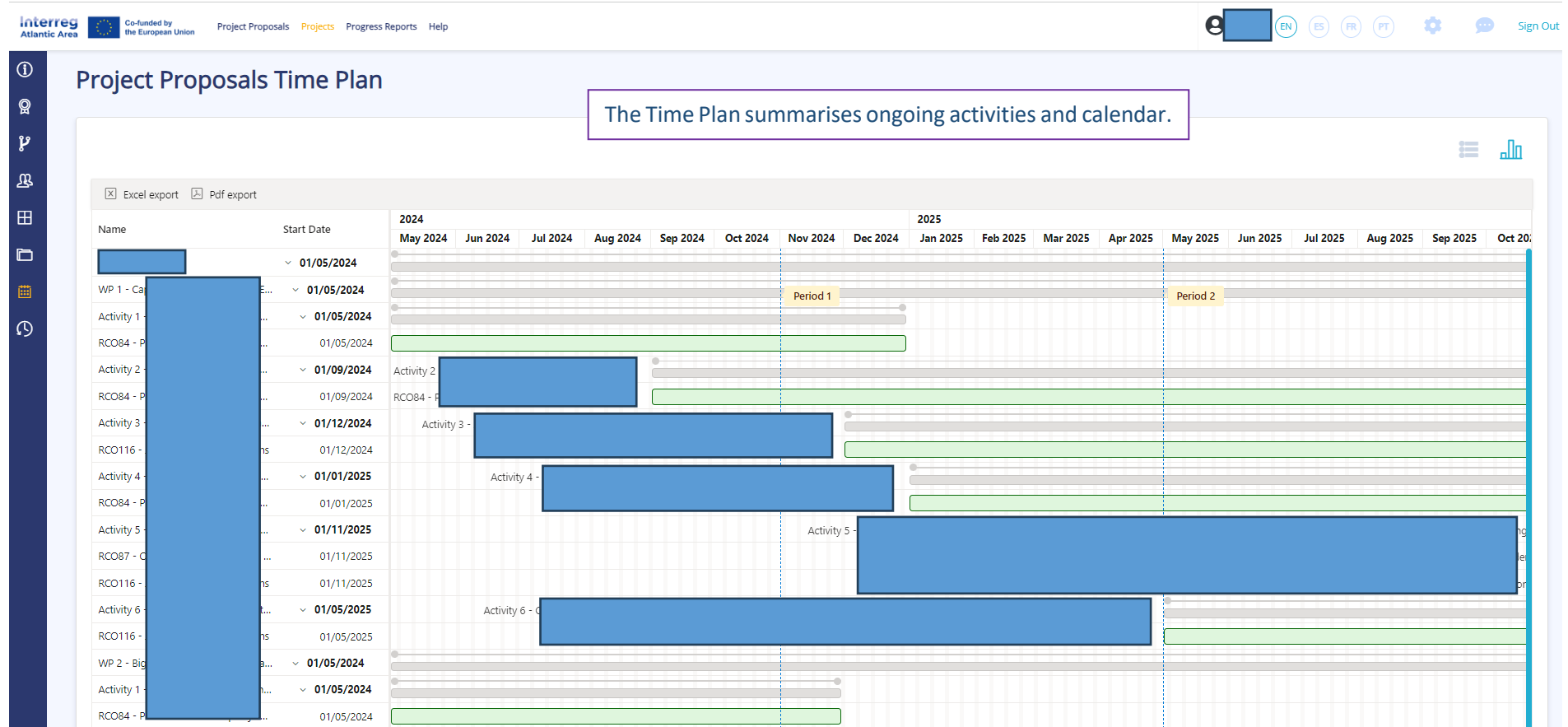
Select an option

Upload Date

Filter columns

Name	Document Type	Number	UserName	Description	Upload Date	Actions
bilhetes comboio.pdf	Working documents	pPR1	USER_40		22/01/2020	Download
FLC report.pdf	Administrative Verifications	pPR1	FLC User	FLC report.pdf	03/02/2020	Download
FLC report.pdf	Administrative Verifications	pPR1	FLC User	FLC report.pdf	04/02/2020	Download
NA validation.pdf	National Correspondent Supervision	pPR1	NA Ireland	NA validation.pdf	07/02/2020	Download

5.10. Time Plan



5.11. Report submission

Once you entered all information/uploaded all documents, submit the report.

Report Cover

Submit Report

Action *

Submit

Observation *

Cancel Submit

Partner Reports Included

#	Partner	Validated	05/02/2020	0.00 €	0.00 €
1					
2					
3					

Report Details

Acronym

#

Annual Period

1

2nd Half / 2020

Creation Date

11/02/2020

Projects **Progress Reports** Entities

Progress Reports

Partner Project

Expenditure eligible budget 30,650.00 €

Project Select an option

Request Type Select an option

Status Select an option

+ Create Report

Report	Project	Request Type	Annual Period	Status	Expenditure eligible budget	Expenditure ERDF budget	Actions
PPR1		Progress Report	2nd Half	In Physical Analysis			

Show 10 records

< Previous 1 Next >

The PPR will be available in "Progress Reports" section, where you can also check its status.



5.12. Transfer of financial expenditures into an extraordinary report



If any partners are experiencing delays with their expenditure certification processes by controllers or NAs, there is an emergency mechanism that the Lead Partner can use called *Postpone Financial Report*.

With this action, the financial report will be validated with activities only. Even if you perform this action at the controller/NA level, the financial workflow will immediately stop.

The Lead Partner can activate this action at the symbol € on the report cover of the consolidated report:

Partner Reports Included

Filter columns  

#	Partner	Status	Status Date	Eligible Amount (€)	ERDF	Actions
1	<div style="border: 1px solid green; width: 150px; height: 60px;"></div>	● Reanalysis	01/06/2021	<div style="border: 1px solid green; width: 150px; height: 30px;"></div>		 <div style="border: 2px solid red; padding: 2px; display: inline-block;">  </div>

Just include a justification and the action will be completed.

In this way, you are able to submit the consolidated report.

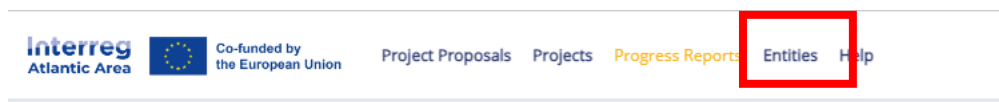
When the Lead Partner performs this action, the pre-entered expenses will be automatically transferred into an extraordinary report, which will have registered status. Even if a partner was at controller/NA level, the workflow needs to be repeated.

The partner may add new expenses besides the already saved ones. Once the partner finishes, he just has to click again on Submit so that the report can be sent to the controller.


6. UPDATING THE TAX/SOCIAL SECURITY DOCUMENTS

If you receive an error message to update the tax/social security documents, just do the following:

1) Go to menu Entities:



2) Click on the pencil:

Name	Abbreviation	Name EN	Website	Entity type	Organization type	Country	Actions
				Partner	Public-private organisations	France	


3) Upload the file on Add File:

Tax Regularity

Status OK

+ Add File






Name	Creation Date	Expiration Date	Actions
Obligation on tax clearance Declarations.pdf	12/02/2020	<div>  31/12/ </div> <div>   </div>	





4) Click on the blue symbol:

Tax Regularity

Status OK

+ Add File



Name	Creation Date	Expiration Date	Actions
Obligation on tax clearance Declarations.pdf	12/02/2020	<div>  <div>31/12/2020</div> </div> <div>   </div>	


Back

Submit

Departments

+ Add Department

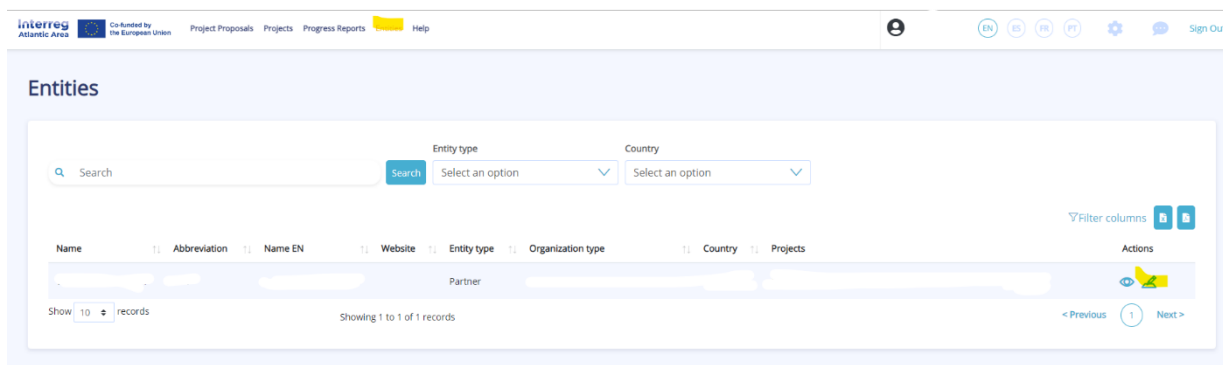



Name	Tax Number	Actions
Port development & maintenance services	89130022932	

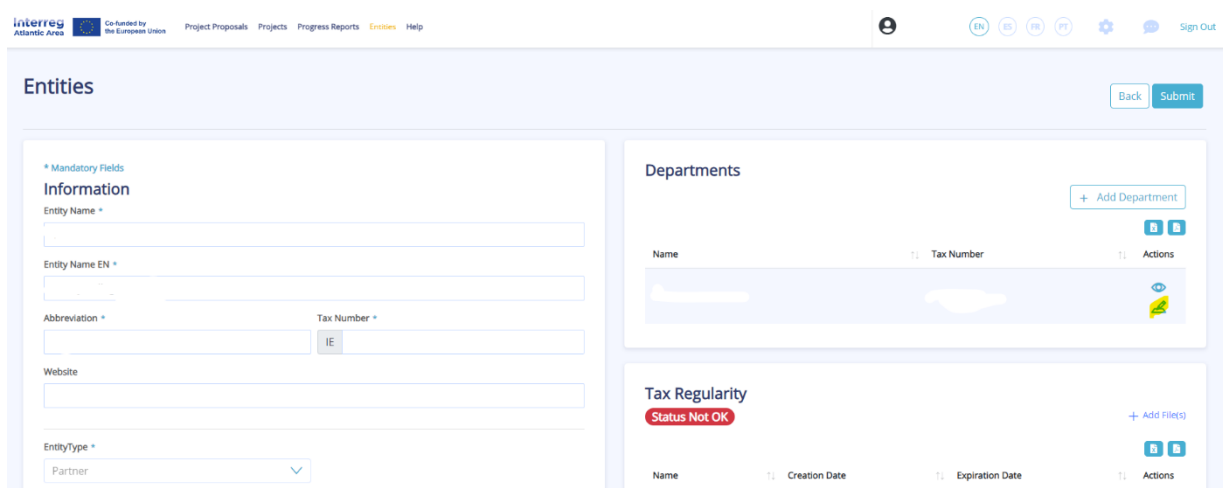
7. HOW TO INVITE MEMBERS OF MY ORGANISATION

In order to invite new members through SIGI to be part of your project (please note that only a member of the same organisation can do that), please follow the steps described below:

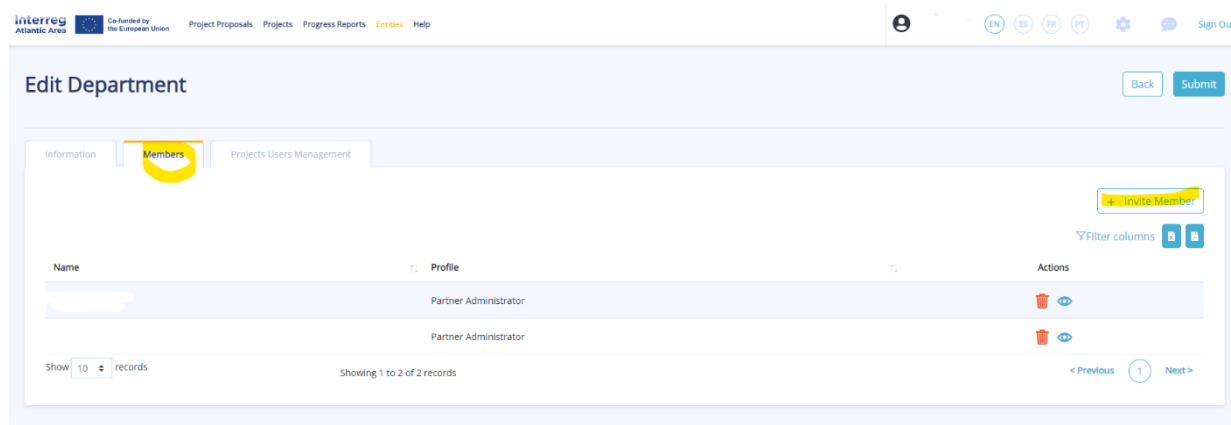
1. Enter the Entities tab and access your entity:



2. Click on the department in which the project is associated:



3. Click on “Members” and add a member by clicking on “Invite Member”:



You must then enter the e-mail address of the member you wish to invite and “Save”. The member will be receiving an e-mail in which he/she will have to accept the invitation and choose a password.

Once the member accepted the invitation, please make sure that he/she has access rights to the project by clicking on Projects Users Management and then click on the box next to his/her name to give him/her access rights:

