



Seminario financiero para beneficiarios y controladores

1ª Convocatoria de proyectos

Madrid, España - Modalidad online

17 abril 2024





SIGI: Reporte de actividades y gastos. Plazos.

Presentación de solicitud de modificación

Carlos Garea Lodeiro
Gestor de Proyectos

Tipos de informe de Proyecto

✓ Informes individuales **partner** (jefe de fila y socios)

- Partner Progress Report (informes semestrales)
- Extraordinary Progress Report (solo financiero)
- Final Partner Progress Report (último informe)

✓ Informes consolidados **project** (solo jefe de fila)

- Project Progress Report (informes semestrales)
- Extraordinary Project Progress Report (financiero)
- Final Project Progress Report (último informe)

Informe del Proyecto (Project reports)

¿Por qué los informes del Proyecto son importantes?

- ✓ Son el mecanismo de reembolso de la co-financiación FEDER del proyecto
- ✓ Evaluación de la ejecución del proyecto
 - ¿Va el proyecto por buen camino? ¿Tanto la ejecución física como la financiera?
 - Intensidad de la cooperación: ¿participan todos los socios?
 - ¿El proyecto ofrece calidad?
- ✓ Seguimiento e informe a los Estados miembros, Comité de Seguimiento, CE
- ✓ Proporcionar información para la comunicación y la difusión del programa

Informe del Proyecto (Project reports)

¿Qué debe informar el jefe de fila?



Información sobre los avances generales del proyecto a partir de la información incluida en los informes de los socios durante el periodo.

- Información sobre la ejecución del Proyecto en los WP y actividades
- Información sobre los resultados y entregables ejecutados (Documents SIGI)
- Evolución en los indicadores (semestrales) y objetivos alcanzados
- Comunicación
- Participación de los grupos objetivos/ destinatarios
- Gestión del proyecto



Descripción y justificación de todos los problemas y desviaciones, incluidos los retrasos con respecto al Work Plan presentado en el PAF, y las soluciones encontradas.



Solicitud de pagos en representación de los socios

Informe de socios* (Partner reports)

Objetivos principales:

- ✓ Informar sobre los avances, los resultados obtenidos y los costes a los controladores.
- ✓ Proporcionar información sobre la comunicación y difusión del Proyecto.
- ✓ El informe del socio (partner report) no está sujeto a controles por parte de la AG/SC (solo los documentos de control financiero).

**Todos los socios incluido el jefe de fila*



¿Cómo crear un informe de socio en SIGI? Partner progress report

Interreg Atlantic Area Co-funded by the European Union

Project Proposals Projects **Progress Reports** Entities Help

EN ES FR PT Sign Out

Progress Reports

Partner Project

Expenditure eligible budget 0.00 €

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

+ Create Report

Create Report

Report ↑↓ Project

Project *
Select an option

Request type *
Select an option

- Select an option
- Progress Report
- Extraordinary progress report
- Final report

Filter columns

Report	Project	Status	Consolidated	Expenditure eligible budget	Expenditure ERDF budget	Actions
No records.						

Show 10 records

< Previous Next >

Crear un Partner report en 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

Plan de trabajo (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](#) [Previous](#) [Next](#)

Información sobre el workplan

- WP

Work Plan Back ✓ Save Work Package

2. Nº
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	

Información sobre el plan de trabajo (workplan) - actividades

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: [Empty text area]

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: [Empty text area]

Buttons: Cancel, Save

Back | Save Activity

Expand All | Collapse All

Información sobre la gestión y comunicación del proyecto

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



xx

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

Documentos

- 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
------	---------------	----------	-------------	-------------	---------

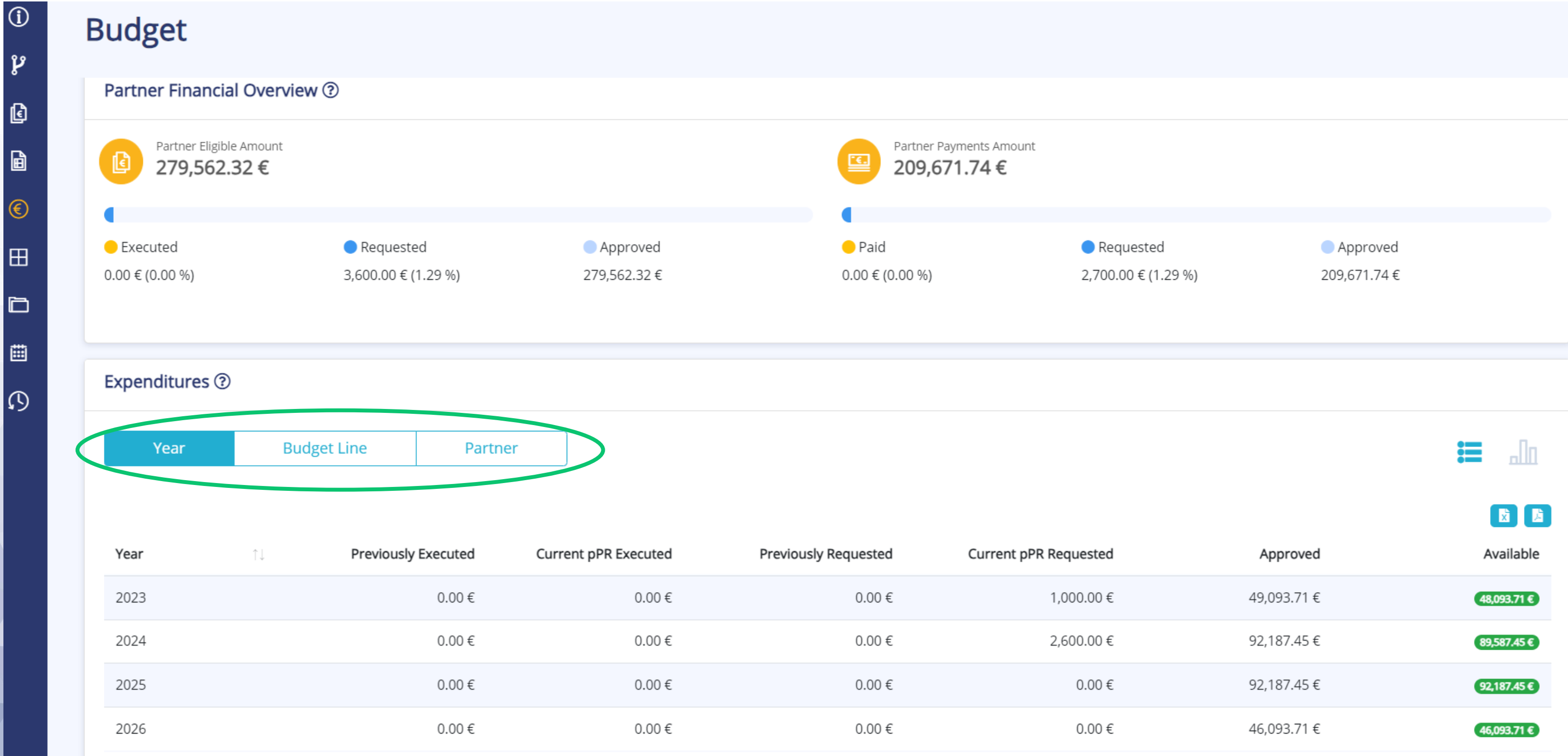
No records.

Show 10 records

Showing 0 to 0 of 0 records

< Previous Next >

Información del presupuesto



Gastos (Expenditures)

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

EN ES FR PT Sign Out

EAPA Partner

Change Progress Request Type Check Errors Submit Report →

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 >

Gastos (Expenditures)

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

Expenditure 2 < > Eligible Amount 0.00 € Cancel Save expenditure

*** Mandatory Fields**

Main Information

Invoice Nr * Budget Line *

Issue Date * Payment Date * Year *

Description

EN

Description

Supplier Tax Number Supplier Name

Contributions

	Amount
Eligible Amount	0.00 €
Contribution ERDF	0.00 €
VAT Deductible	0.00 €
Value (including VAT)	0.00 €
Outside Program Area	0.00 €

Comment on the VAT

EN

Comment on the VAT

Files + Add Files()

No files selected

No file selected

Preview is not available

Gastos (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	Clara O'Leary	1

Blank.pdf

Circuito del Partner reports



Crear un Project report* en SIGI

**Solo para el jefe de fila*

The screenshot shows the SIGI web application interface. At the top, the navigation menu includes 'Project Proposals', 'Projects', 'Progress Reports' (circled in green), 'Entities', and 'Help'. The main header area contains 'Partner' and 'Project' tabs (both circled in green), an 'Expenditure eligible budget' of 0.00 €, and a 'Project' dropdown menu. A '+ Create Report' button (circled in green) is located in the top right of the main content area. A modal window titled 'Create Report' is open in the center, featuring a 'Project *' dropdown menu, a radio button for 'PPR Project', and a 'Request Type *' dropdown menu. At the bottom of the modal are 'Cancel' and 'Create →' buttons. The background shows a table with columns for 'Report', 'Project', 'Request Type', and 'Annual budget', and a 'Status' dropdown menu. A green arrow points from the '+ Create Report' button to the modal.

Crear un Project report en SIGI

Report Cover

[+ Create Project Progress Report](#)

Statement of Responsibility [Browse](#)

[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 *

Cómo crear un Project report en SIGI (solo jefes de fila)

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 €**

[Filter columns](#)

#	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

Circuito del Progress reports

4

Project Progress Report consolidado y enviado por el **jefe de fila**

5

Análisis Secretariado Conjunto + AG validación y solicitud de pago

6

Pagos directos al socio



Certificación gastos Controlador (FLC)

Expenditures Control

Expenditure Totals

PR Eligible Amount 0€ FLC Total Certification 0€ NA Total Validation 0€

National Correspondente Supervision

Total Validated	Total Checked	ERDF	Declaration
0.00	0.00	0.00	

Administrative Verifications

Total Certified	ERDF
€	0.00 €
Reference Date	Declaration
15/04/2024	First Level Controller .pdf ↓

On-The-Spot ?

Total Certified	ERDF
	Declaration

Financial Controller (FLC)

Tax Identification	Full Name	Organization
Email	Phone	Fax
Address		Zip Code

FLC Certification Report ↓

Tax Regularity Status OK

Validity Date	Tax Regularity
---------------	----------------

Social Contribution Regularity Status OK

Validity Date	Social Contribution Regularity
---------------	--------------------------------

Certificación gastos Controlador (FLC)

atlanticarea.eu/for-projects/projects-implementation?tab=manage-your-project

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.



Reporting

Projects are required to submit Progress Reports every six months and must detail project activities and expenditures over the period. In addition to the regular Progress Reports, they must also submit Extraordinary Reports independently from the regular Progress Reports, they are essential for capturing expenditures throughout the month reporting cycle. These reports play a crucial role in maintaining accuracy and completeness in financial documentation.

To assist projects in the reporting process, you can find here guidance on preparing Progress Reports and handling Modification Requests.

- Programme Manual (Section 5) V4 - Mar 2024
- Template for Task assignment
- **Template for Controllers Certificates - SIGI**
- Methodology for risk-based management verifications in 2021-2027
- FAQs projects approved

Interreg
Atlantic Area



Co-funded by
the European Union

INTERREG ATLANTIC AREA 2021-2027

CONTROLLERS CERTIFICATES

1. Control report
2. Control checklist
3. Public procurement checklist

Certificación gastos Controlador (FLC)

atlanticarea.eu/for-projects/projects-implementation?tab=manage-your-project

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.



Guidelines

Beneficiaries must access the SIGI (Integrated Management and Monitoring System) platform to manage their project. Here you can access application documents, submit Partner Progress Reports, interact with Controllers and National Authorities regarding the reporting process, submit a Project Progress Report and Payment Claims, request for project modifications, among other functionalities.

- [User's Guide to complete the Progress Report in SIGI](#)
- [1. Progress Report Form in SIGI - General principles](#)
- [2. partner Progress Report \(pPR\) in SIGI](#)
- [3. First level control in SIGI](#)
- [4. National Authority validation in SIGI](#)
- [5. Project Progress Report \(PPR\) in SIGI](#)
- [6. How to update tax and social contributions declarations in SIGI](#)
- [7. How to invite members of my organisation in SIGI](#)

[Access the SIGI Platform](#)

Circuito del Progress reports

Plazos

El Project Progress Report consolidado por el jefe de fila ha de ser enviado al Secretariado Conjunto en los **dos meses posteriores** a la fecha de finalización del semestre.

Si el proyecto ha comenzado el 1 de noviembre de 2023, el periodo del informe será del 1/11/2023 al 30/04/2024 y el informe consolidado (**project progress report**) deberá ser enviado por la plataforma SIGI antes del 1 de julio de 2024.





Modificaciones del proyecto

Carlos Garea Lodeiro
Gestor de Proyectos

Modificación del Proyecto

Project Approved Form (PAF) modificación están permitidas;

- ✓ Cuando esté debidamente justificado
- ✓ Antes de la fecha fin del proyecto
- ✓ Solicitada por el jefe de fila en la Plataforma SIGI
- ✓ Entra en vigor en la fecha de presentación (una vez aprobada)



Las modificaciones presupuestarias también podrían estar vinculadas a reducciones presupuestarias debido a la mala ejecución financiera del proyecto

Tipos de modificaciones de proyecto

1 MENOR
AUTOMÁTICA

2 MEDIA

3 MAYOR

1 Modificaciones Menores (Minor)

Datos administrativos

Flexibilidad presupuestaria: 10% entre líneas presupuestarias y/o años, hasta el **50%** del presupuesto FEDER del socio.

Aprobadas automáticamente

2 Modificaciones Medias (Medium)

Workplan - excepto , objetivos, outputs y resultados del proyecto

Representante legal – Cambios en el representante legal y sin impacto en el estatuto jurídico de la entidad.

Duración Proyecto – En casos excepcionales y bien justificados. No debería exceder los 6 meses y nunca con fecha posterior a 31 diciembre 2028.

Cambios institucionales - En casos de cambios institucionales, cuando de acuerdo con la legislación nacional la personalidad jurídica no cambia, y todos los activos de un socio son asumidos. (Fusión entidades)

Cuenta Bancaria - Cambio de los datos bancarios, ya que es necesaria la revisión de los documentos.

Transferencia presupuestaria entre socios: Ya que es necesaria la revisión de las nuevas declaraciones

Aprobadas por el Director del Secretariado.

3 Modificaciones mayores (Major)

Plan de trabajo (Workplan) - Todas las modificaciones que afecten a la lógica de intervención del proyecto, como: objetivos del proyecto y resultados; enfoque general del proyecto; alterar actividades, resultados e indicadores.

Estatuto jurídico de los socios - Si se produce un cambio en el estatuto jurídico o la estructura de la institución de los socios.

Partenariado - Cambios en el consorcio del proyecto con la salida o entrada de nuevos socios.

Presupuesto - Cambio presupuestarios que superen las normas de flexibilidad del 50 %.

Aprobada por el Comité de Seguimiento del Programa

Cómo presentar una solicitud de modificación



The image shows a screenshot of a web application interface. On the left is a dark blue vertical sidebar with several white icons: a person, a list, an information symbol, a location pin, a share icon, a group of people, a grid, a folder, a calendar, and a refresh symbol. The main content area has a light blue header with the text 'Modification Request Cover'. Below the header, there are two links: 'Expand All' and 'Collapse All'. The main content is a list of six items, each in a white box with a blue checkmark icon on the left:

- 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

Recomendaciones

Rellenar debidamente el formulario de modificación (especialmente portada “cover”) de acuerdo con los cambios realizados en el PAF (Project approved form)

No presentar más de una modificación medium/major al año.



Cómo contactarnos



+351 226 086 300



js@atlanticarea.eu



www.atlanticarea.eu



Rua Rainha D. Estefania, 251
Porto, Portugal

