

Interreg Italy-Croatia CBC Programme 2014-2020

SIU Management and Monitoring System

Progress Report User Manual - Part 3

Version 1.0 of 29 October 2018

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INTRODUCTION

The submission of the Progress Report (called PR hereafter in the manual), in the frame of Italy-Croatia CBC Programme through the SIU Management and Monitoring System, is fully digitized. For a complete de-materialization of the submission process it is suggested to use whenever possible the **digital signature**; if not, the Lead Partner (called LP hereafter in the manual) shall nevertheless insert and save all data into SIU that will generate the PR which needs to be uploaded on the system. Likewise, all prescribed annexes must be uploaded (as electronic documents or scanned paper documents) in the System before the submission of the PR.

This Manual contains key technical information on the operation and use of the System, aiming to support the users during the submission process of the PR. The Manual is intended to provide guidance to LPs, Project Partners (called PPs hereafter in the manual) and First Level Controllers (called FLCs hereafter in the manual) through the whole process, from the generation of a new PR to its final submission to the Managing Authority.

As already mentioned, in the frame of the PR submission three type of actors will be involved, each one with a specific role and filling-in duties (see paragraph **1.3 – User Manual - Part 1** for additional information):

- Lead Partner (LP)
- Project Partner (PP)
- First Level Controller (FLC)

4.5) CHECK OF THE PROGRESS REPORT

The LP must check the correctness of information provided within the whole filling-in process.

4.5.1 SECTION N - ERRORS

Errors can be seen by clicking on the button "View". Section "**N – ERRORS**" is helpful to regularly check if the PR has been correctly filled-in or some parts are missing or need revision/an additional check by the LP.

In Section "**N – ERRORS**" a list of error/warning messages and their related impacts/consequences with reference to the submission of the PR are displayed.

4.5.2 SYSTEM MESSAGE MANAGEMENT

There are two types of messages:

- **ERROR MESSAGES**

These types of messages block the work in progress. They appear when the user saves or moves on to a new window and any compulsory fields are not yet valued or are inconsistent. These messages are displayed in red font in the upper part of the screen while the user is filling-in a specific section and are resumed within the Section "**N – ERRORS**";

- **WARNING MESSAGES**

These types of messages do not block the work in progress and are resumed within the Section "**N – ERRORS**" to help the LP to consider some potential mistakes/inconsistencies related to the filled-in data throughout the PR.

N - Errors Sections

Results: 8

| Code | Description | Consequence |
|--------|--|-------------|
| 1 H022 | I - PROJECT - PROJECT BUDGET: TOTAL BUDGET IS LOWER THAN 500000 | Block |
| 2 H023 | I - PROJECT - PROJECT BUDGET: THE TOTAL AMOUNT OF EACH PARTNER IS LOWER THAN 58824 | Block |
| 3 H024 | J - FINANCIAL PLAN: TOTAL BUDGET PER PARTNERS AND WP MUST BE EQUAL TO THE CORRESPONDING DATA ON FINANCIAL PLAN | Block |
| 4 H033 | E - PARTNERS: IT IS COMPULSORY TO INCLUDE AT LEAST 3 PARTNERS | Block |
| 5 H043 | EN_I - PROJECT -> PROJECT WORKPLAN: L'ELENCO DELLE WP PRESENTA DEI SALT | Warning |
| 6 H048 | EN_I - PROJECT: TOTAL AMOUNT E' MINORE DI 588236 | Block |
| 7 H049 | EN_I - PROJECT: LA SOMMA DEL ERDF AMOUNT PER CIASCUN PARTNER E' MINORE DI 50000 | Block |
| 8 H052 | EN-F - PROJECT KEY DATA: LA DURATA DEL PROGETTO NON DEVE ESSERE SUPERIORE A 18 MESI | Block |

Back Viewed

***FOR EXAMPLE** "Block" means that as long as the concerned error is not solved the whole Progress Report cannot be submitted (**ERROR MESSAGE**). The Lead Partner needs to address each blocking error by coming back to the concerned section.

If the error list is empty of blocking error messages and the error lists counts 0 results, it means that the PR is ready to be confirmed. Once all the blocking errors have been addressed

and no error message appears, the LP must click on the “Check” button shown at the bottom of the main PR View. See the following paragraph for further details.

4.5.3 CHECKING THE PROGRESS REPORT IN PROGRESS

PLEASE NOTE THAT data inserted in SIU can be modified as far as the Status of the PR request is in Progress. In fact, once the Request is confirmed data can no longer be modified and only the Annexes can be uploaded in the System.

The LP must click on the “Check” button to verify that all the filling-in process has been correctly completed.

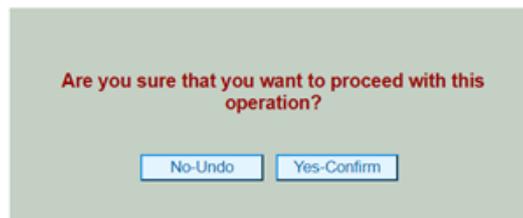
In case even just one control has not been satisfied by the fill-in actions performed by the user, warnings and error details are shown to the user and are accessible within the proper Section “**N - ERRORS**”, to be solved and to allow the LP to go on with fulfilling duties.

4.6) CONFIRMATION

Once all the following actions have been completed:

1. LP and PPs have carried-out the filling-in duties described so far, and submitted their financial reporting to their FLC;
2. FLCs have completed their control activities over LP and PPs financial reporting, finally sending the PR to the LP;
3. LP carried out the check on the report and made sure that no blocking error messages appear in the deputed Section "**N – ERRORS**";

The LP can proceed with the confirmation of the PR by clicking on the "**Confirm Request**" button. A confirmation to proceed is requested by the system and the user must select the "Yes confirm" option



Finally, the Progress Report changes its status, passing from "In progress" to "Confirmed". Under this status, filled-in data are no longer editable.

PLEASE NOTE THAT in case a LP believes that it is appropriate to proceed to the confirmation of the PR although one or more PPs have not completed the portion of reporting for which they are accountable, the LP can exclude them from the current reporting period as described within Section "**E – PROJECT PARTNERS**" (**Par. 4.4.5 of Users' Manual – Part 2**). LPs can refer to the same Section also to monitor the advancement status of the progress reporting for each PP.

4.7) VERIFICATION FROM THE JS

Once the Progress Report has been confirmed by the LP, the report becomes no longer modifiable in order to allow the Joint Secretariat (JS) to carry out proper verification over it.

If the JS evaluates the PR as properly filled-in and admissible for the final submission to the Managing Authority, taking into consideration the whole work performed by all the actors involved so far (LP, PPs and FLCs), the **button deputed to the submission of the PR will be enabled by the JS, and the PR will return editable by the LP to upload final mandatory annexes (PR or its abstract and ID document of signatory).**

If the JS assessment concludes negatively, the LP needs to correct and modify the PR coherently with JS' recommendations. In this case, corrections can imply the involvement of PPs and FLCs. The LP, prior to a new confirmation of the PR, must involve the interested PPs through the buttons which allow the iterations previously described within **Users' Manual – Part 2 (Par. 4.4.5 of Users' Manual – Part 2)**.

PLEASE NOTE THAT this step requires further coordination and cooperation with the Joint Secretariat, considering that:

- The verification from the Joint Secretariat provides the LP with a feedback on the completeness and formal correctness of the PR, concerning particularly the information provided in terms of financial reporting and progress at activity level;
- Feedback about the correctness of the PR is provided by the JS via e-mail, outside the SIU system (through proper clarification forms);
- In case of missing information or annexes or if modifications to the data included are needed, the JS will inform the LP and will set a deadline to modify the PR according to the feedback received; the JS will enable the LP to modify the PR through a step-back from the "Confirmed" status to the "In Progress" status.

Once the verification of the PR has been performed and, where needed, the integrations or modifications of the PR asked by the JS have been carried out by the LP, the JS will:

- Confirm to the LP via e-mail, outside the SIU system, the completeness and correctness of the PR;
- Enable the button for the final submission of the PR.

4.8) UPLOADING FINAL ANNEXES

“The Progress Report has been confirmed. Please upload the required annexes before submission”

This message **will be displayed only once the PR has been verified and approved by the JS** requiring the user to upload the mandatory annexes before proceeding with the submission.”

Once the message mentioned above is displayed, the LP can proceed to the upload of the Signed PR or the PR abstract.

4.8.1 SIGNATURE AND UPLOAD OF PROGRESS REPORT

Last activities that has to be performed is the signature of the PR and its upload (in case of handwritten signature together with its abstract and the ID document of the signatory) within the Section “**M – ANNEXES**”.

The PR can be downloaded in a .pdf file format. Once downloaded, the Legal Representative or, if applicable, the Person in Charge of Signature must sign the **PR** (in case of **digital signature**) or the **PR abstract** (in case of **hand-written signature**), and then upload the document within the Annexes section of the SIU system as follows:

- In case of hand-written signature, the Progress report (not signed) and its Abstract (signed) shall be uploaded, as well as the ID of the signatory person.
- In case of digital signature only the Progress report signed shall be uploaded.

In the latter case, the SIU system operates at two levels of control:

- Validity of digital signature certification
- Matching between the subject who signs and the one who instances the communication

Only if both the two mentioned controls are contemporarily satisfied, the SIU system allows the user to upload the PR. Otherwise, the SIU system will outline a blocking error which must be solved due to proceed to the final submission of the PR.

Allowed file types to be uploaded are:

| | |
|------|------|
| .pdf | .p7m |
|------|------|

PLEASE NOTE THAT

- **Users with digital signature:** the applicant can directly proceed to digitally sign the documents and then to upload them in this section through the Update button;
- **Users with handwritten signature:** it is necessary to scan the originally signed documents and then upload the scanned version. In this latter case, as previously said, the identity document of the person who signed the documents has to be

uploaded as well.

4.9) SUBMISSION OF THE PROGRESS REPORT

The “Submit request” button is now active allowing the submission of the PR.

Submit request

The status of the PR changes from “Confirmed” to “Submitted”. Since the system automatically registers the communication, the status of the PR will also change from to “Submitted” to registered.

FOR INFORMATION AND SUPPORT

For information concerning the use of SIU for drafting or submission of an application, please contact the IT-HR Joint Secretariat at the following number: +39 041 2793120 or send an e-mail to IT-HR.SIUsupport@regione.veneto.it.

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