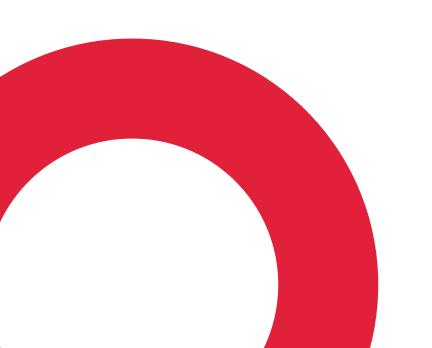
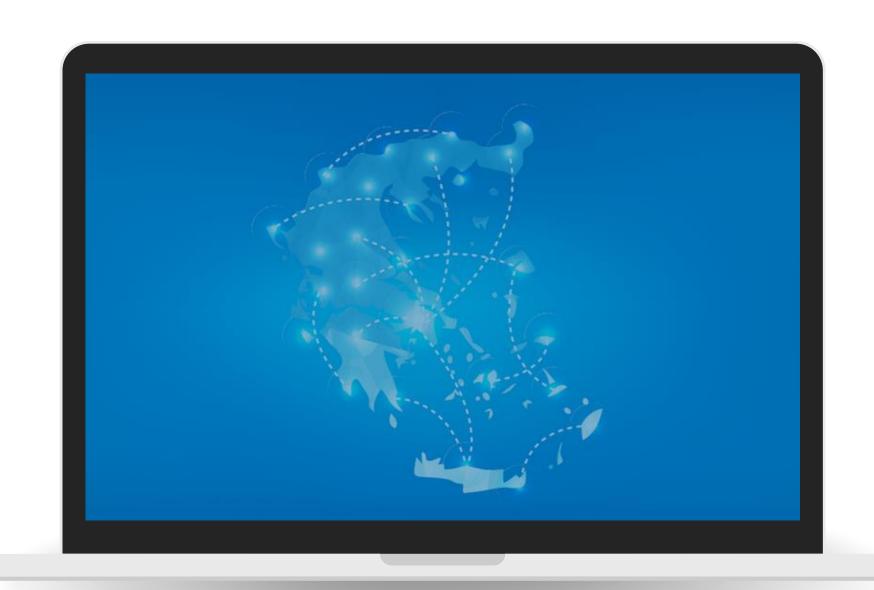




# Access in MIS

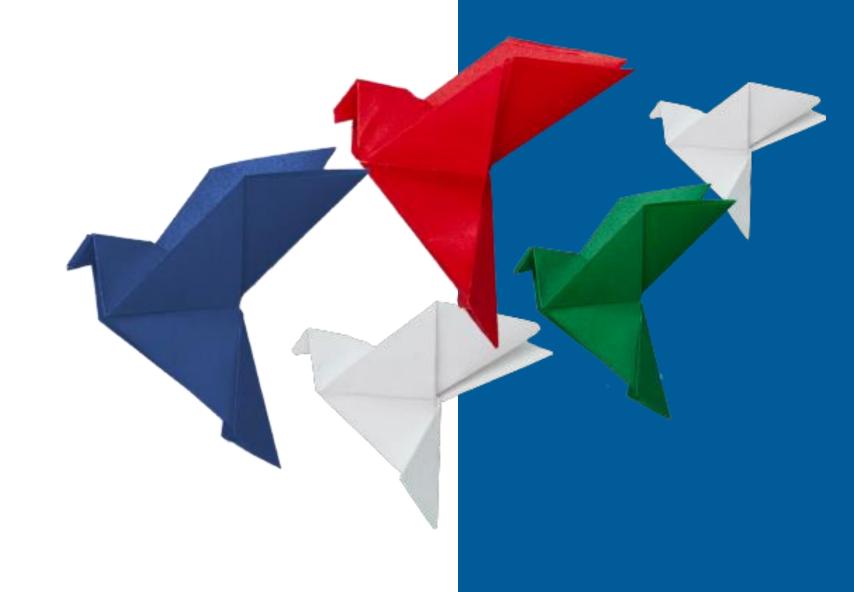
Italy, 14-15/11/2023 Ioanna Kalaitzoglou

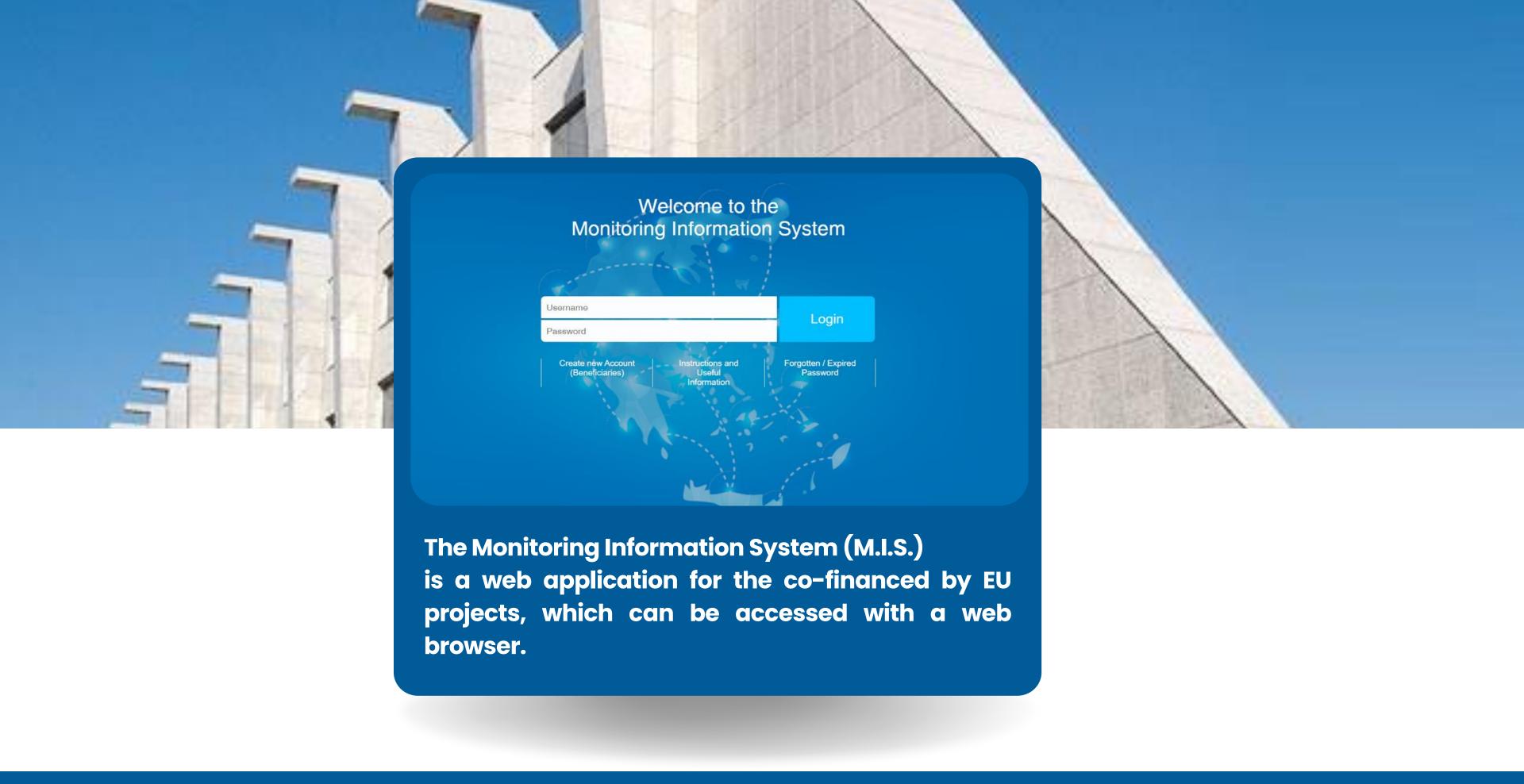




# Overview

- Introduction to MIS
- Scope of MIS
- Access to MIS
- MIS User Interface
- Concept note Submission
- After concept note approval
- User Support

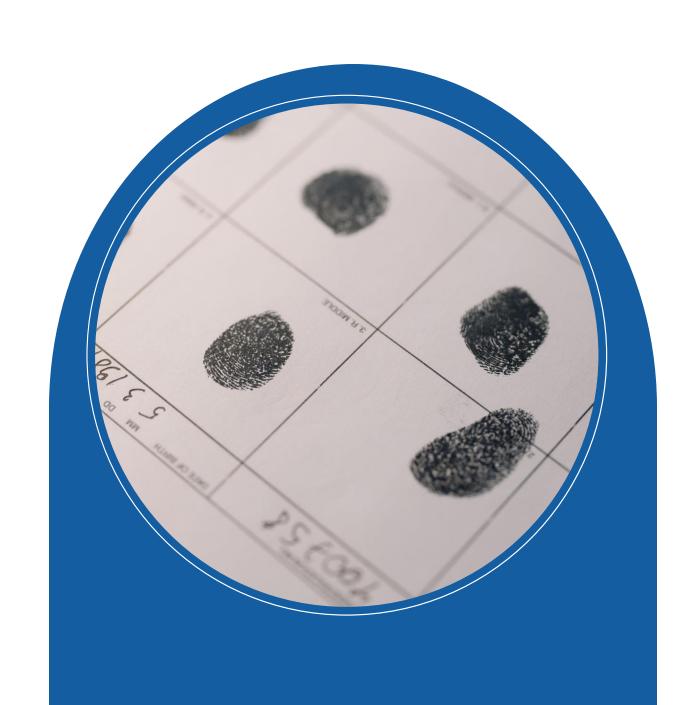




# **Scope of MIS**

All project applications to the Greece-Italy 2021-2027 Program can ONLY be submitted via MIS





# **HOW TO ACCESS MIS?**

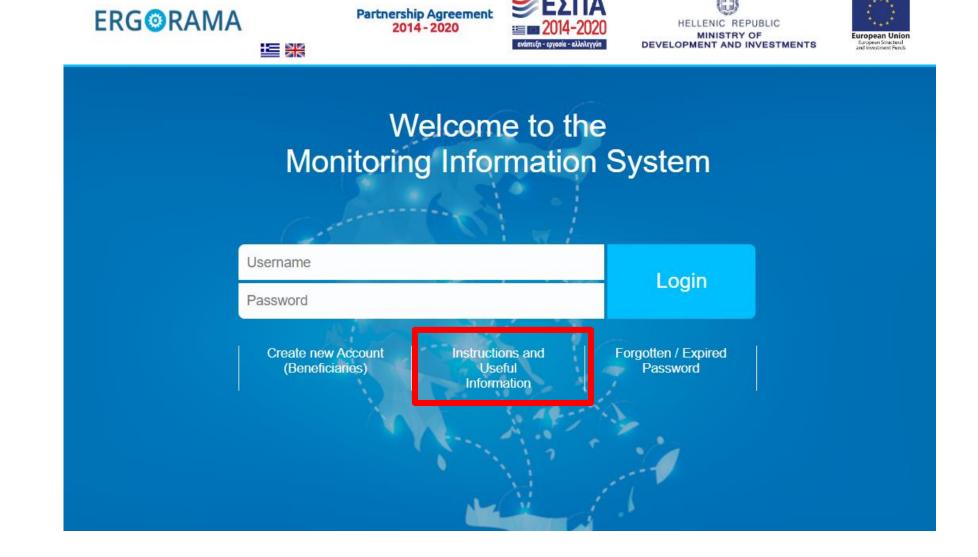
Access to the system in two steps:

- i. Organization Registration
- ii. User Accounts creation

i. Organization Registration (1/2)

1. Open a browser and navigate to

2. Click on the link "Instructions and Useful Information"



3. Click on the hyperlink "xls"

4. In case of a new potential Project Beneficiary (not included in the system) please complete the organization information in the appropriate application form (xls) and submit it to the Managing Authority.

# i. Organization Registration (2/2)

- 4. Download the xls file
- 5. Fill in **ALL** orange fields
- 6. Save the file as:

the name of your organization

7. Sent the file by email to:

info@greece-italy.eu

HELLENIC REPUBLIC
MINISTRY OF ECONOMY & FINANCE
GENERAL SECRETARIAT FOR PUBLIC INVESTMENTS
NATIONAL COORDINATING AUTHORITY

MIS SPECIAL SERVICE

CODE	FULL NAME (IN ENGLISH)	BRIEF NAME (IN ENGLISH)	ONLY LATIN	BRIEF NAME (IN NATIVE LANGUAGE - ONLY LATIN CHARACTER S)	GEOGRAPHIC CATEGORY  MUNICIPALITY			LEGAL CATEGORY			
							NUTS	CODE	CATEGORY	PROFIT MAKING	UNDER PUBLIC
					CODE	DE SCRIPTION		CODE	CATEGORY	LEGAL PERSONS	SECTOR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

#### PLEASE FOLLOW CAREFULLY THE INSTRUCTIONS BELOW

This form shall be sent to the MA INTERREG 2021-2027 / or relevant Joint Secretariat if a potential beneficiary (legal body) is not registe

#### Completion instructions:

- (1) Fill in the body code, if any (in case of changes updates)
- (2) Fill in English the body's full name as mentioned on the Legalizing Documents for the establishment of the Body (e.g. Ministry of Economics)
- (3) Fill in, in English the body's brief name (If it is exist). Attention! You should not use abbreviations. The brief description should clearly describe the organiz (4)-(5) Fill in the name in the native language using Latin characters.
- (6)-(7) Fill in the Body Geographic Data (Code & Description of the Municipality of the body's registered office). In case the Code is not know, please register t (8) Fill in the NUTS CODE (e.g. for Matera the NUTS code is ITF6)
- (9)-(10) Fill in the body's legal data according to the Public Accounting (Law 4270/2014) and the additional available categories (Use the sheet LEGAL PERSON! (11) Fill in YES/NO depending on whether the body is a profit or non-profit organization. Greek Beneficiaries only

A few hours later...
you will receive your "body code" and can proceed with the user account applications

### ii. Apply for a user account

- Navigate again to the home page https://logon.ops.gr
- 2. Click on the link

"Create new Account (beneficiaries)"

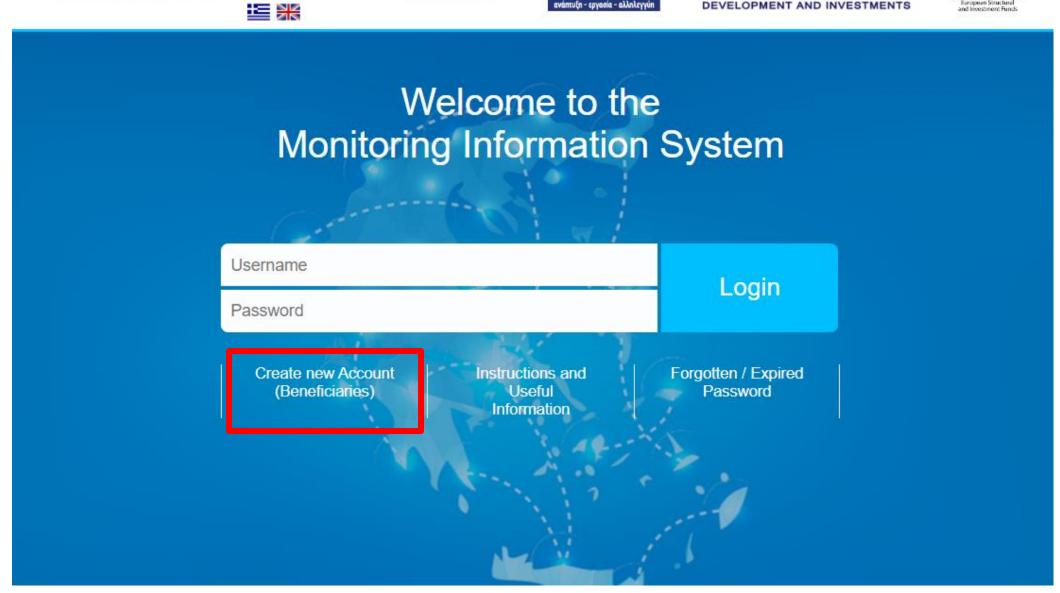


Partnership Agreement 2014 - 2020









# New Account Application Form (Beneficiaries)



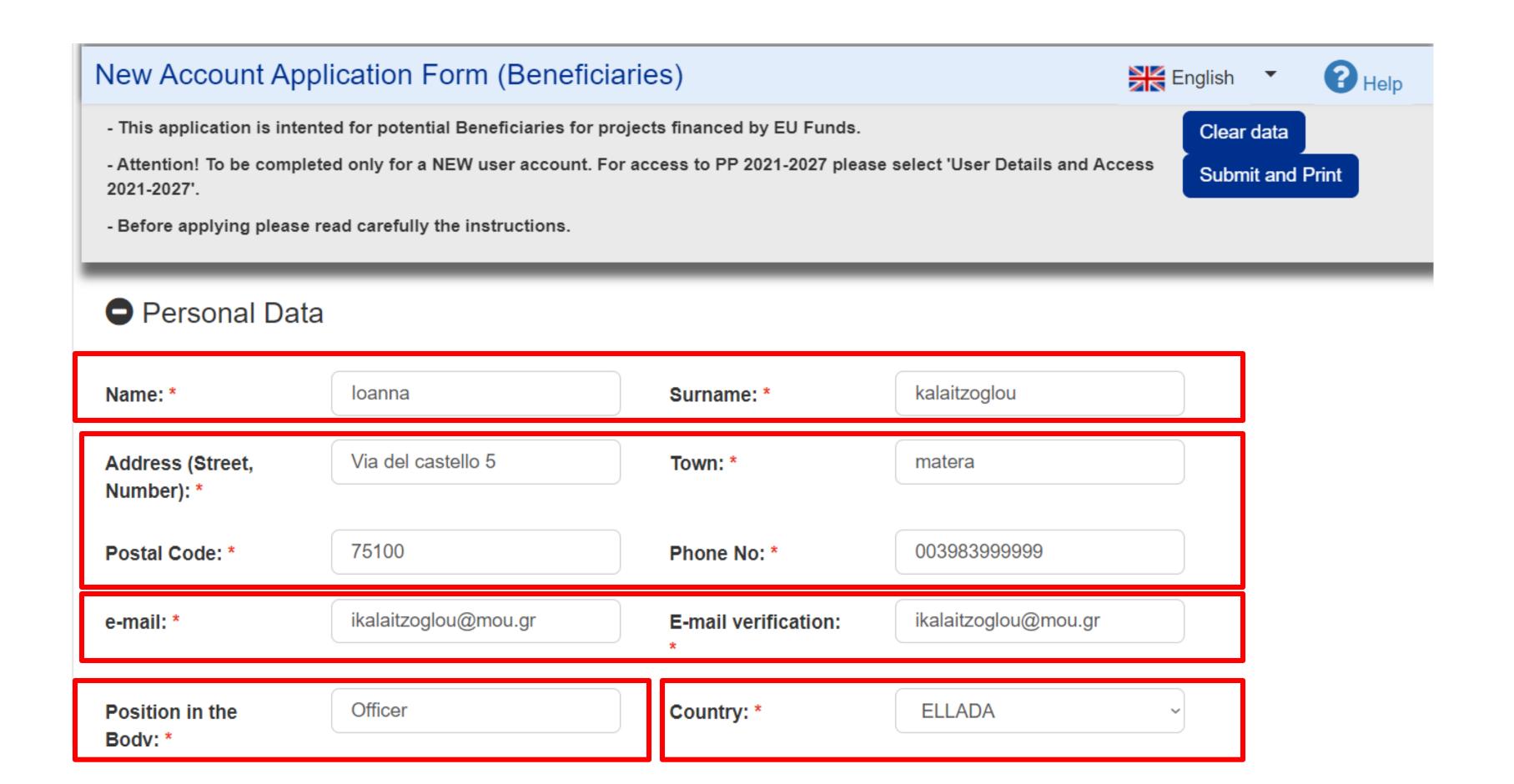


- This application is intented for potential Beneficiaries for projects financed by EU Funds.
- Attention! To be completed only for a NEW user account. For access to PP 2021-2027 please select 'User Details and Access 2021-2027'.
- Before applying please read carefully the instructions.
- Personal Data
- User Name Information
- To Managing Authority
- User's Role

Clear data

Submit and Print

## ii. Apply for a user account – Fill in personal data



# ii. Apply for a user account – Select your organization from the list



Select Body code

Show 10 v entries

Search:

Code	Description	NUTS Code
10301	PPC S.A.	EL11
10302	HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A	EL301
10303	HELLENIC BROADCASTING CORPORATION S.A.	EL
10305	HELEXPO SA	EL122
10307	ATTIKO METRO S.A.	EL301
10318	ERGOSE S.A.	EL301
10322	ATHENS URBAN TRANSPORT ORGANIZATION	EL301
10331	OPERATOR OF ELECTRICITY MARKET S.A.	EL304
10334		EL300703
10335	CENTRAL GREECE MOTORWAY S.A	EL244001

Showing 1 to 10 of 7,590 entries

User Name Information

Username: \*

ikalaitzoglou@mou.gr

Username availability check

Username auto filled with email but editable!

## ii. Apply for a user account – Define access privileges

Access to all projects of Authority

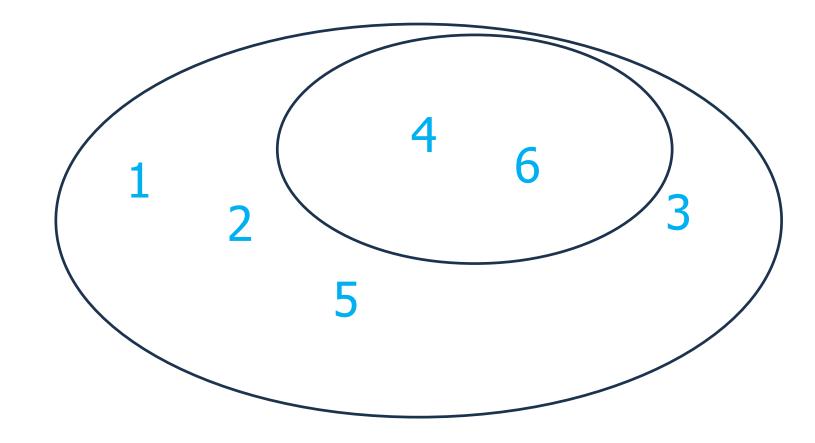
Comments (up to 2000 characters):

# **NOTE:**

A New Project before submission is visibly only to:

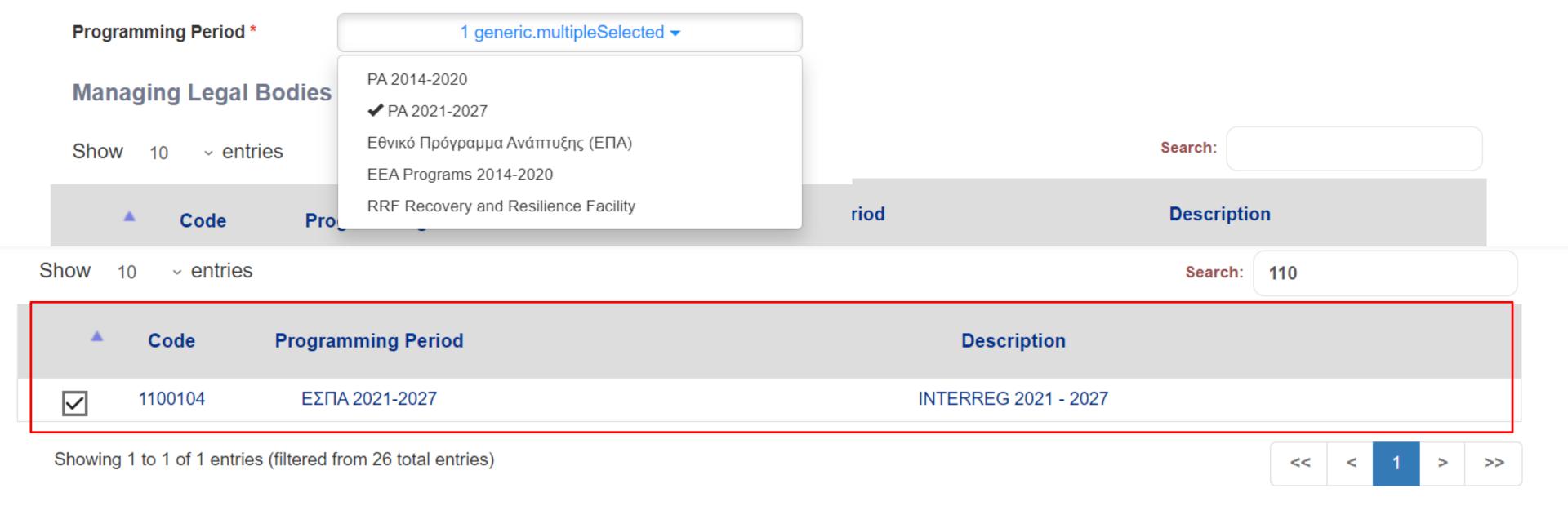
- ✓ Users with Submit AF privilege
- Creator of the project

# Specify access to Projects

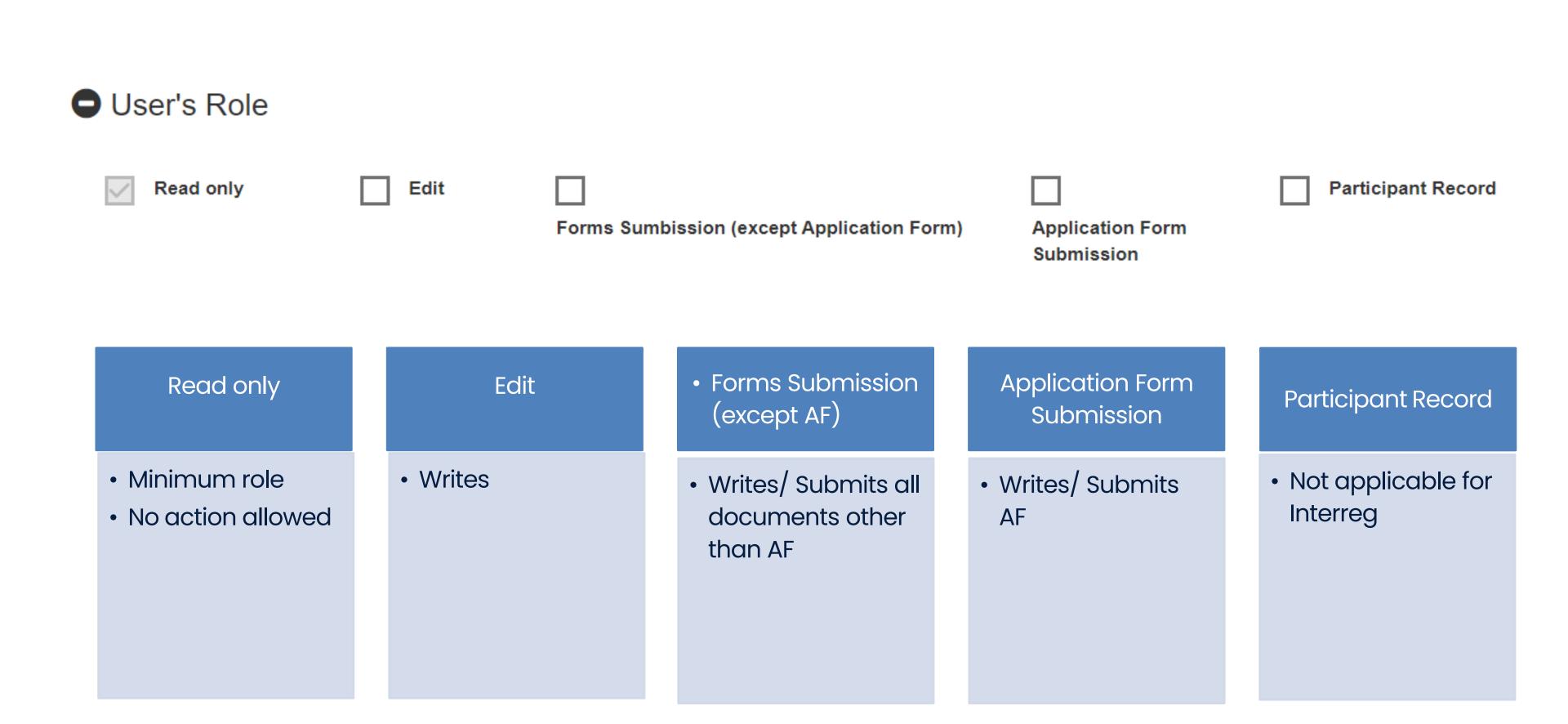


# ii. Apply for a user account – Select Managing Authority



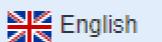


## ii. Apply for a user account – Select roles



## ii. Apply for a user account - Electronic Form

# New Account Application Form (Beneficiaries)





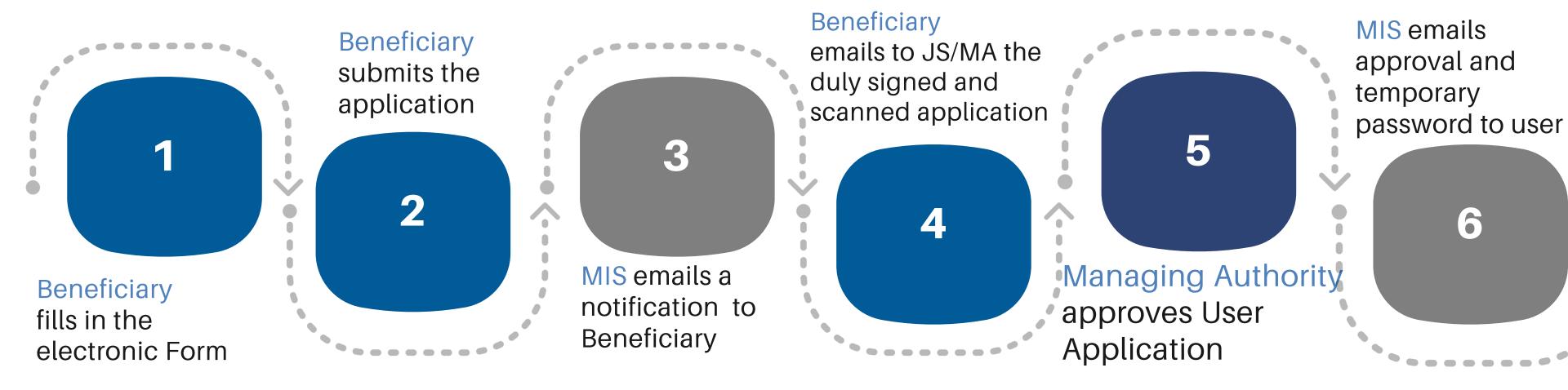


- This application is intented for potential Beneficiaries for projects financed by EU Funds.
- Attention! To be completed only for a NEW user account. For access to PP 2021-2027 please select 'User Details and Access 2021-2027
- Before applying please read carefully the instructions.

Clear data
Submit and Print

- Personal Data
- User Name Information
- To Managing Authority
- User's Role

# **Beneficiary Sign Up Process**



# **DULLY SIGNED USER APPLICATION**



### Left bottom side:

- i. Date
- ii. Organization's legal representative signature
- iii. Legal representative's full name and title
- iv. Organization's official stamp

# Right bottom side:

v. Applicant's signature below «Requested by»

## ii. Apply for a user account – Duly signed

To cosperary unite-separate

This document grants Mr./Ms.Memeti Bashkim access rights to the MIS-NSRF 2014-2020. The respective read/write privileges are stated above.

Date: 25.08.2023

ii.

AUTHORIZED OFFICIAL

(on behalf of beneficiary)

iii.

Ioamna Smith-Director

I understand that the access code assigned to me is strictly personal and that I am responsible for its proper use.

Date: 25/08/2023

Requested by

Memeti Bashkim

iv.

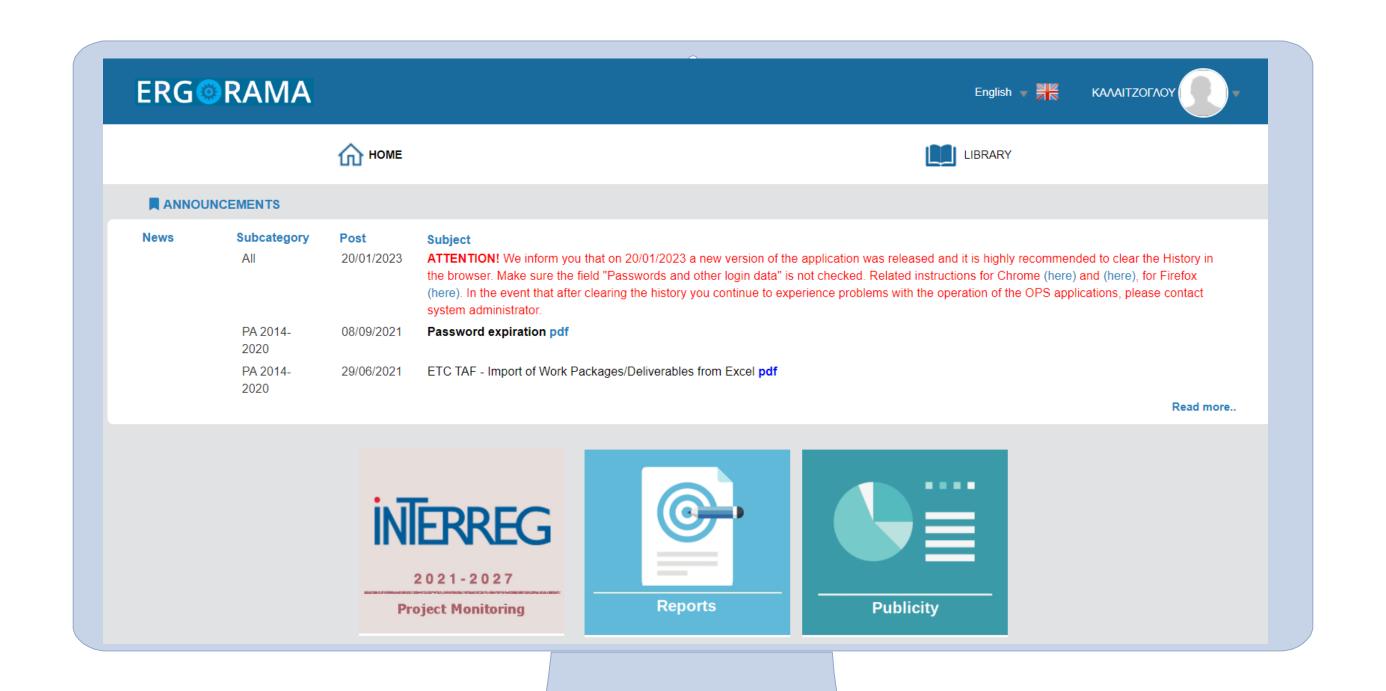
# **ATTENTION**

- 1. Body Code is necessary for Beneficiary AND each Project Partner.
- 2. Beneficiaries must have **personal** accounts for access to MIS:
  - a. Beneficiary's officers to fill in the forms
  - b. Beneficiary's legal representative for check/ submission
- 3. Allow pop-up windows
- 4. Check your SPAM folders

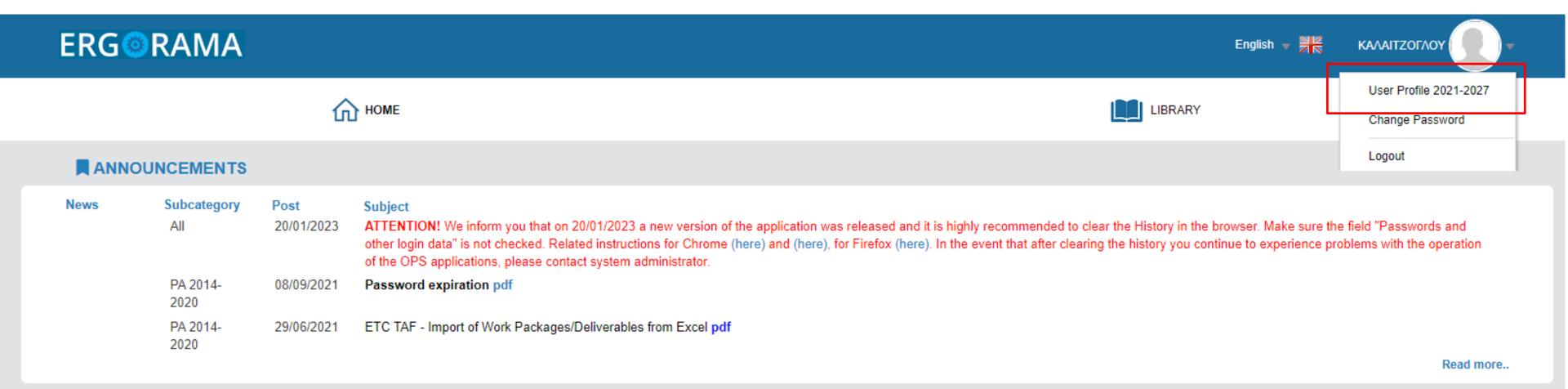
# **FIRST LOGIN**

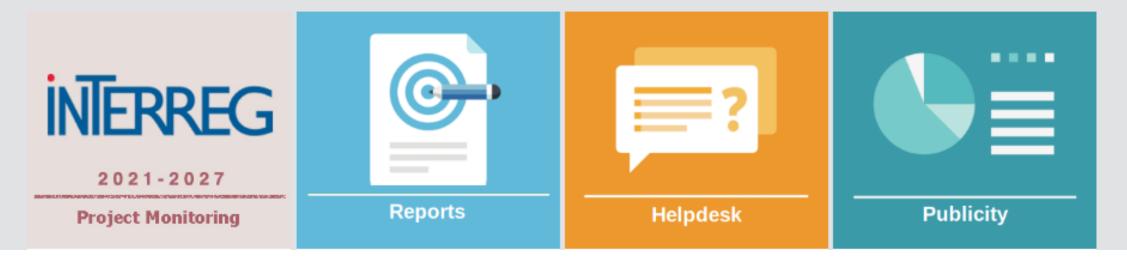


- Navigate to MIS Portal
- Check your personal data
- Change temporary password

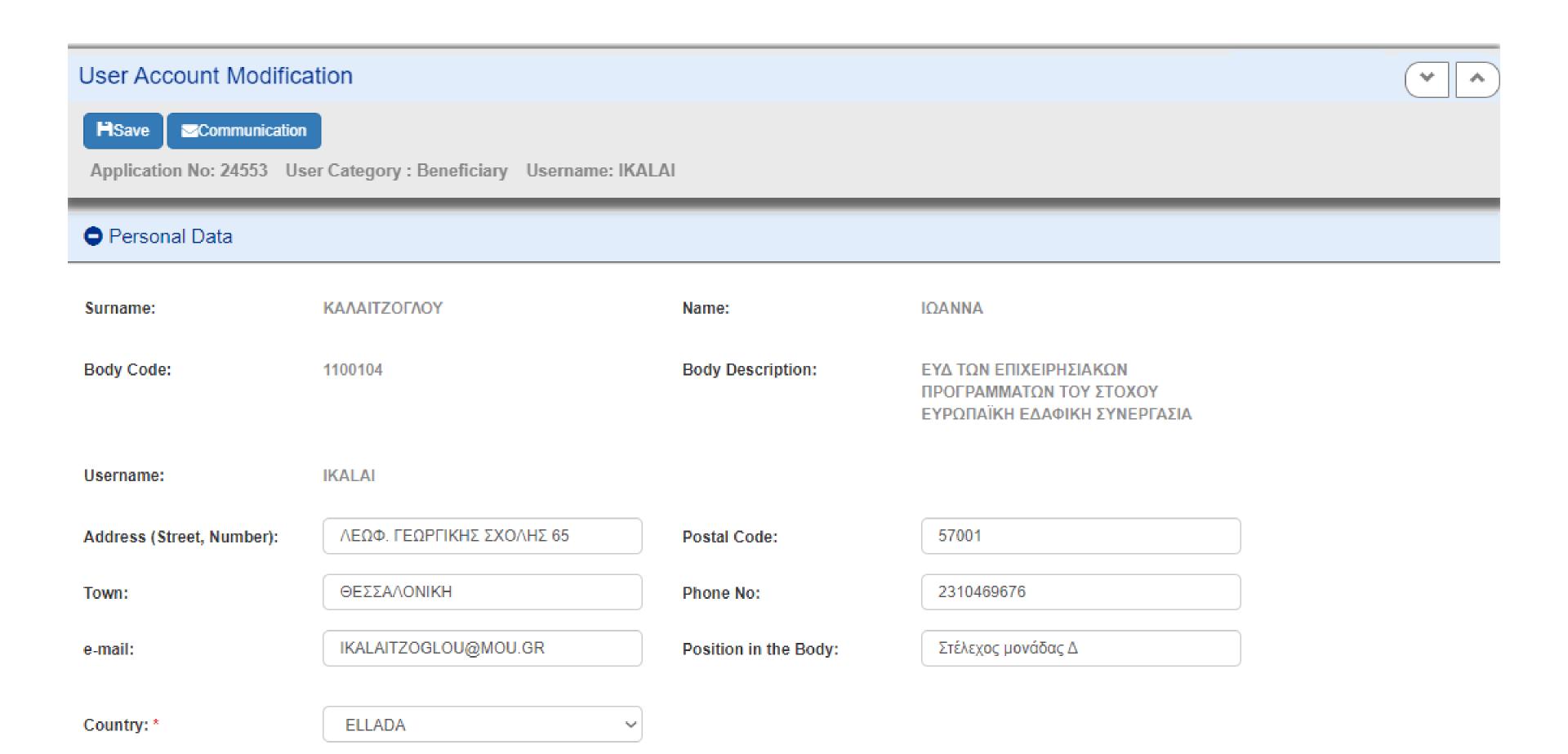


#### User Account data





#### User Profile Data



# Change password



#### **ANNOUNCEMENTS**

2020

2020

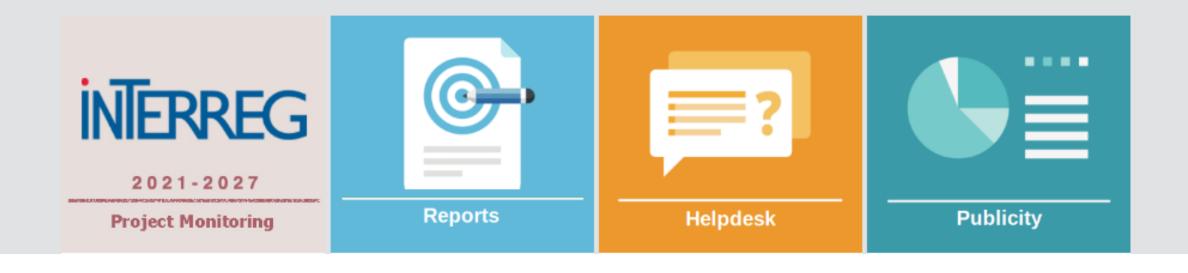
PA 2014-

29/06/2021

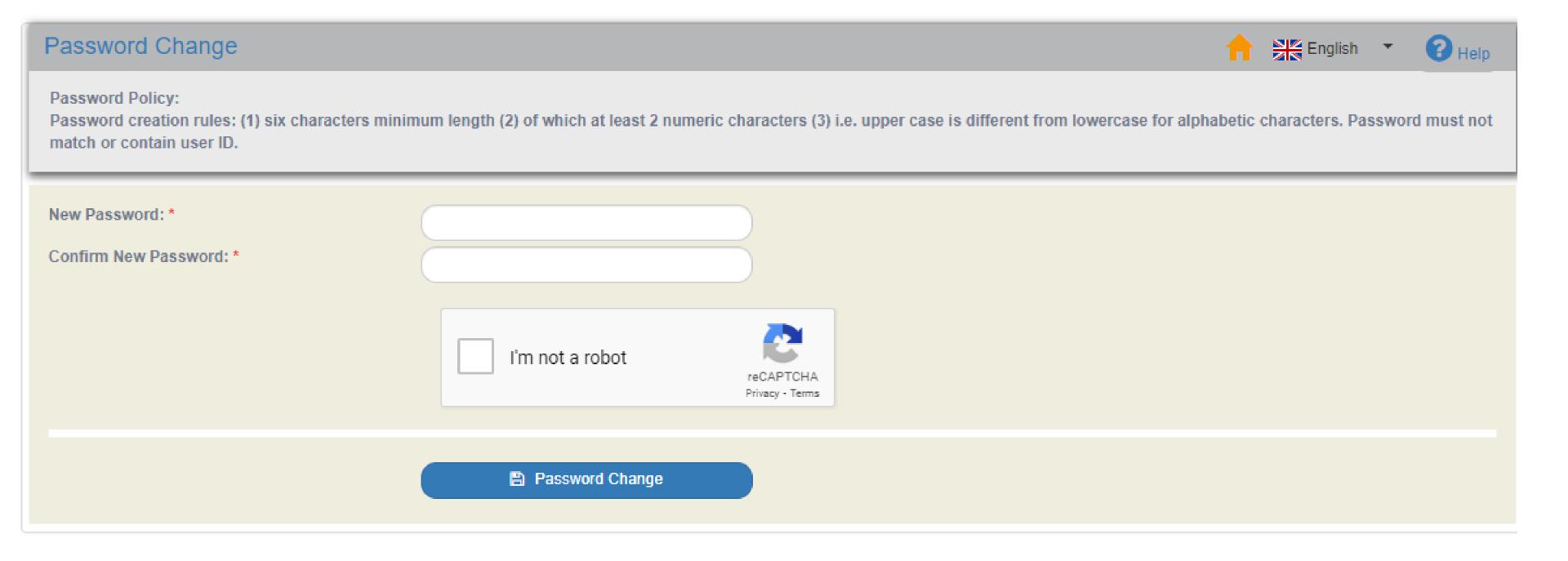
News	Subcategory	Post	Subject
	All	20/01/2023	ATTENTION! We inform you that on 20/01/2023 a new version of the application was released and it is highly recommended to clear the History in the browser. Make sure the field "Passwords and
			other login data" is not checked. Related instructions for Chrome (here) and (here), for Firefox (here). In the event that after clearing the history you continue to experience problems with the operation of the OPS applications, please contact system administrator.
	PA 2014-	08/09/2021	Password expiration pdf

ETC TAF - Import of Work Packages/Deliverables from Excel pdf

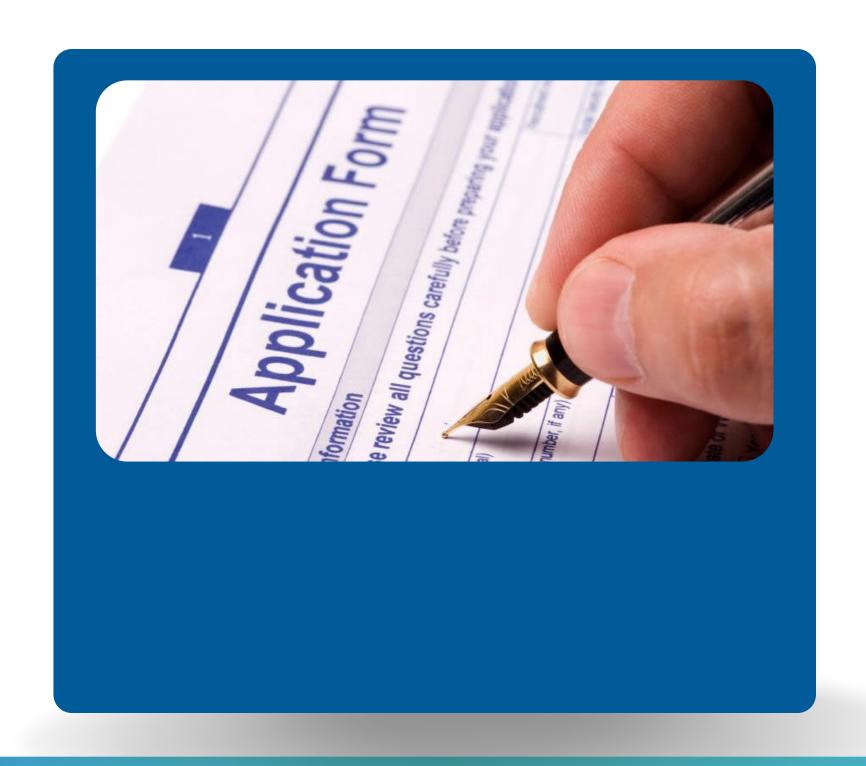
Read more..



# Change password request



# APPLYING FOR THE CALL - PHASE A



# **ERG** RAMA

English 🔻 🕌

ΚΑΛΑΙΤΖΟΓΛΟΥ

**☆** HOME

29/06/2021

LIBRARY

User Profile 2021-2027

Change Password

Logout

#### **ANNOUNCEMENTS**

2020

2020

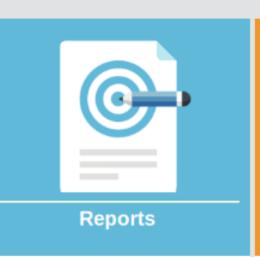
PA 2014-

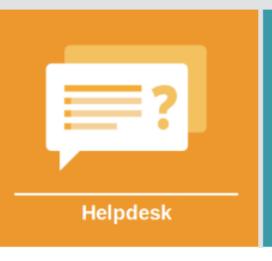
News	Subcategory	Post	Subject
	All	20/01/2023	ATTENTION! We inform you that on 20/01/2023 a new version of the application was released and it is highly recommended to clear the History in the browser. Make sure the field "Passwords and
			other login data" is not checked. Related instructions for Chrome (here) and (here), for Firefox (here). In the event that after clearing the history you continue to experience problems with the operation
			of the OPS applications, please contact system administrator.
	PA 2014-	08/09/2021	Password expiration pdf

ETC TAF - Import of Work Packages/Deliverables from Excel pdf

Read more..









### INTERREG MIS DASHBOARD





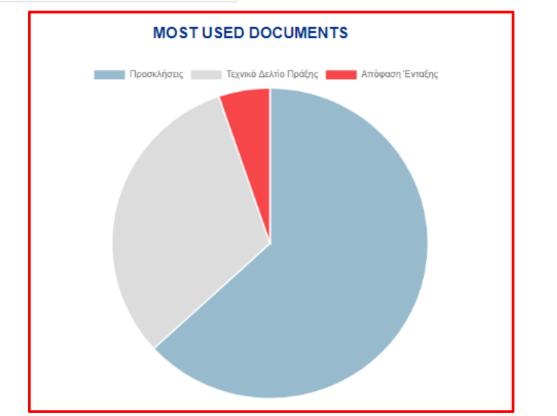


#### **DASHBOARD**

ACTIVITY							
Δελτίο	ID	Ενέργεια Χρήστη	Ημ/νία				
Προσκλήσεις (7626)	13641	A new Call has been created. Call code: 7626 for ID: 13641	03-07-2023 12:11				
Προσκλήσεις (7588)	13603	Record update	29-06-2023 11:28				
Τεχνικό Δελτίο Πράξης (5001106)	159244	Επεξεργασία Δελτίου	28-06-2023 12:25				
Προσκλήσεις (7526)	13541	Επεξεργασία Δελτίου	28-06-2023 10:47				
Τεχνικό Δελτίο Πράξης (5081749)	169023	Επεξεργασία Δελτίου	27-06-2023 12:22				
Τεχνικό Δελτίο Πράξης (5081742)	168923	Record update	27-06-2023 11:59				
Απόφαση Ένταξης (1222)	24033	A new version has been created with code1222/2.0 (copy from id: 1282)	27-06-2023 11:04				
Προσκλήσεις (7546)	13561	Record update	26-06-2023 14:05				
Τεχνικό Δελτίο Πράξης (5049389)	137462	Submitted record update	26-06-2023 12:28				
Προσκλήσεις (7486)	13501	Record update	23-06-2023 16:47				

INTERREG

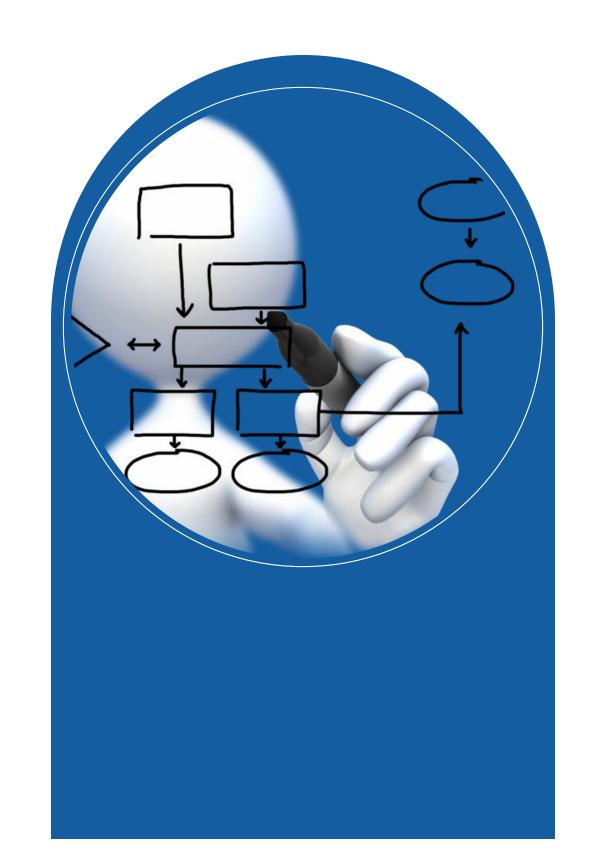
	NEWS	
Σχετικό Δελτίο	Θέμα	Ημ/νία
ΔΔΔ,ΔΚΔ	Ανέβηκαν νέες λειτουργικότητες στην παραγωγή. Περισσότερες πληροφορίες εδώ: http://www.ops.gr/Ergorama	24/08/2021
Κατανομή	new Τακτοποίηση πληρωμών Δημοσίων Επενδύσεων με τη λήξη του οικονομικού έτους 2020, χρηματοδότηση του Προγράμματος Δημοσίων Επενδύσεων έτους 2021 και ρύθμιση σχετικών θεμάτων.(pdf)	29/12/2020
Πρόσκληση,ΤΔΠ	Οδηγίες και κατευθύνσεις για την παρακολούθηση των Δεικτών στα ΕΠ 2014-2020, για τη λειτουργία του Ενιαίου Συστήματος Παρακολούθησης Δεικτών ( <b>doc</b> )	03/02/2020



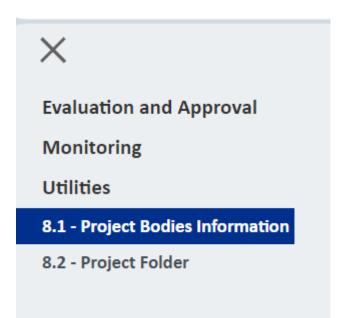
# **Organization Information Management**

All beneficiaries are responsible to inform the system with any modifications in the organizations' details For updating the organization's information, the user with "AF Submission" role, visit the Menu | Utilities | 8.1 Project Bodies Information form and makes and saves the appropriate changes.

Note that only the white fields are editable. In case there is a change in non-editable by the user fields then, the xls file must be filled in as presented.

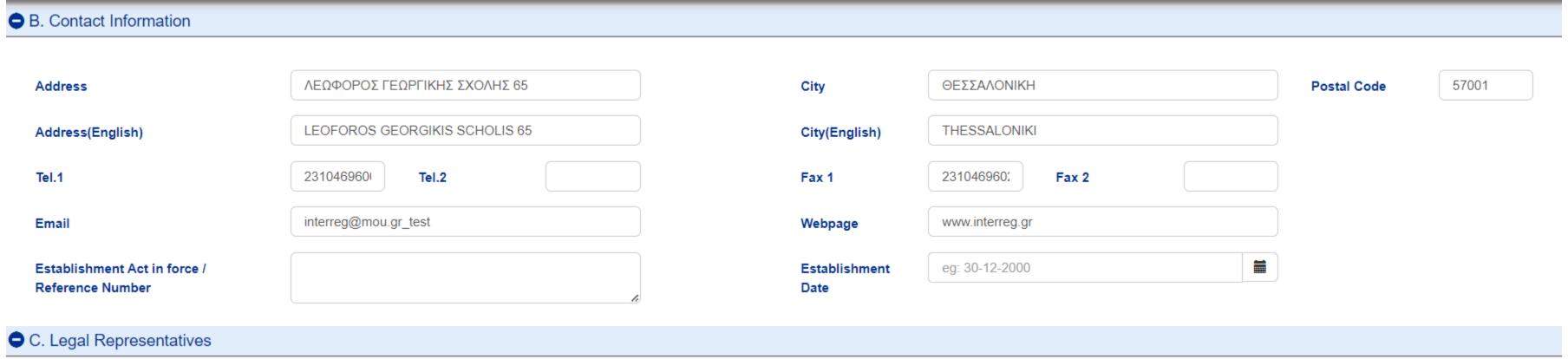


Select from the submenu **Utilities**, the Project Bodies Information form



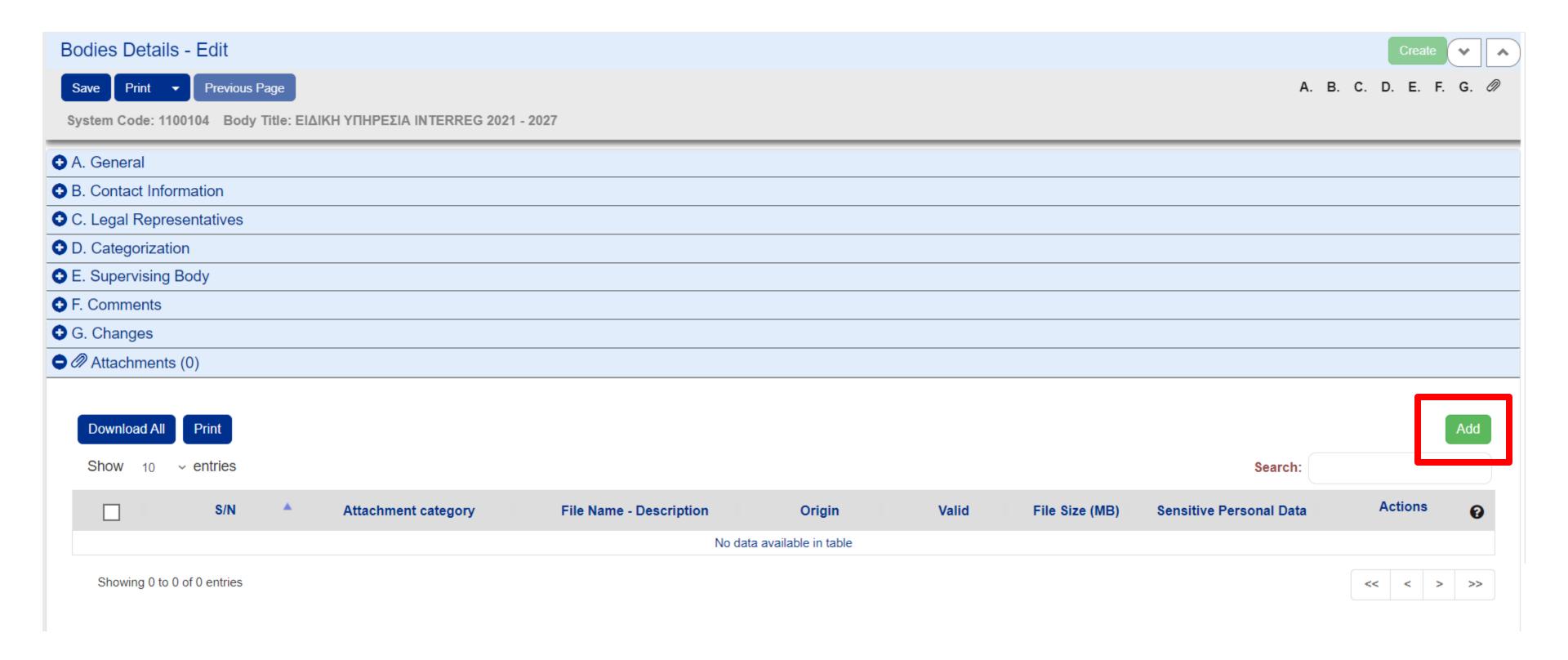


# Project Bodies Information form



Add Show entries 10 Search: S/N A Title Legal Representative(English) Title(English) Legal Representative **Date From** Date To **Actions** ΕΜΜΑΝΟΥΗΛ ΓΕΩΡΓΙΟΣ 01-01-2000 01-09-2015 Προϊσταμένη Υπηρεσίας Head of the Managing Authority Aggeliki Bouziani 28-02-2023 2 Αγγελική Μπουζιάνη 19-12-2016

# Project Bodies Information form







#### **Contact Information**

The contact information can be edited.



### Legal Representative

In case of a new legal representative, the user click Add and fill in the information in all mandatory fields on the pop-up window that appears.

After clicking on Accept a new record is added to the table. Automatically the tenure of the previous legal representative is terminated.

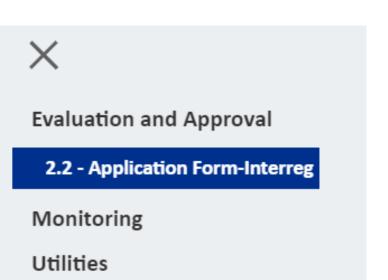


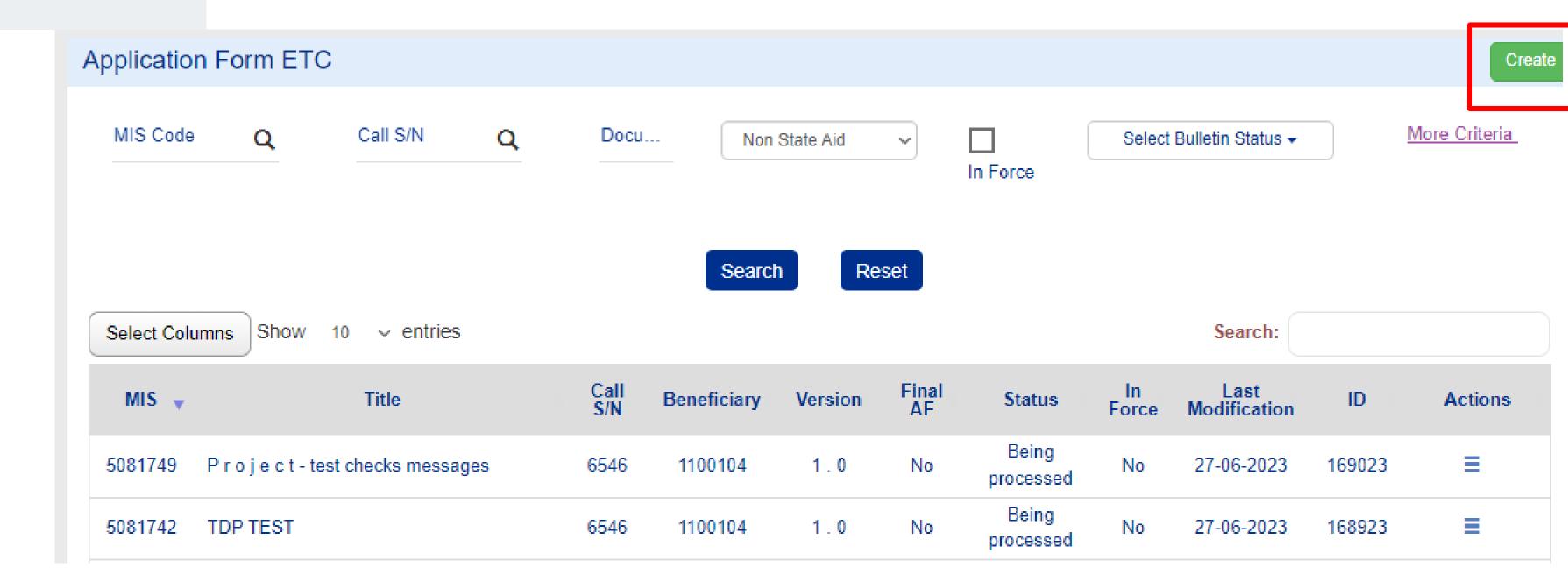
#### Attachment/Annexes

The up-to-date documentation must always be uploaded.

Organization information update will be done under the responsibility of the legal representative or the authorized officer with submission role.

### Create an Application Form – Concept Note

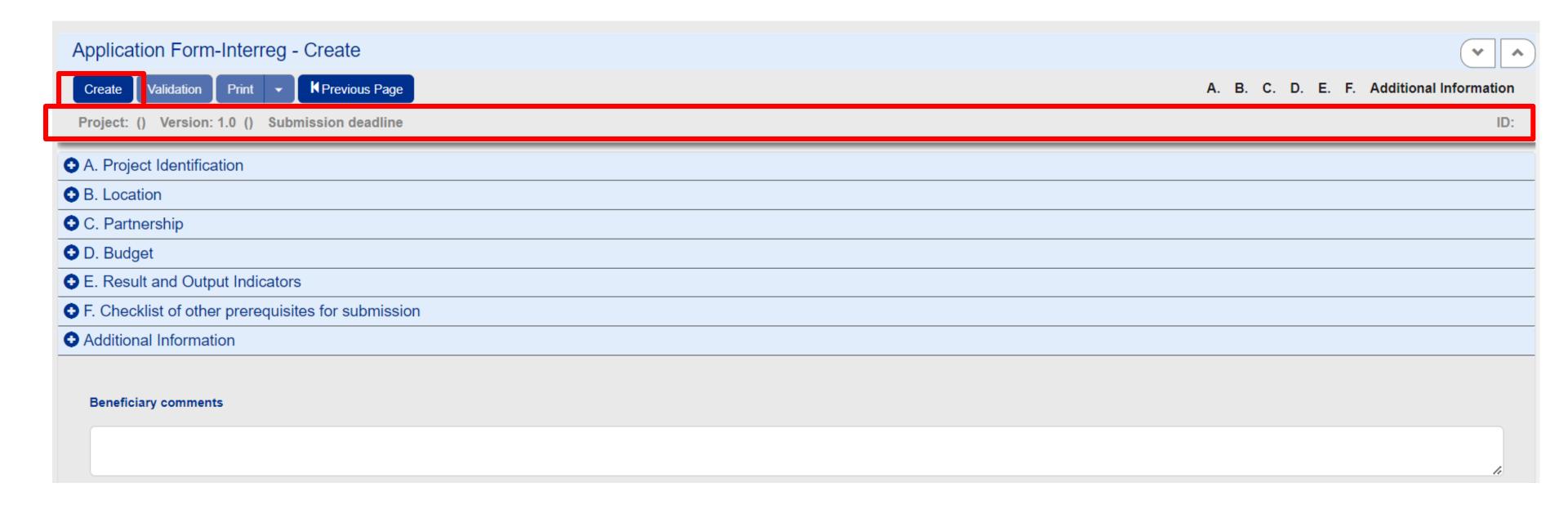




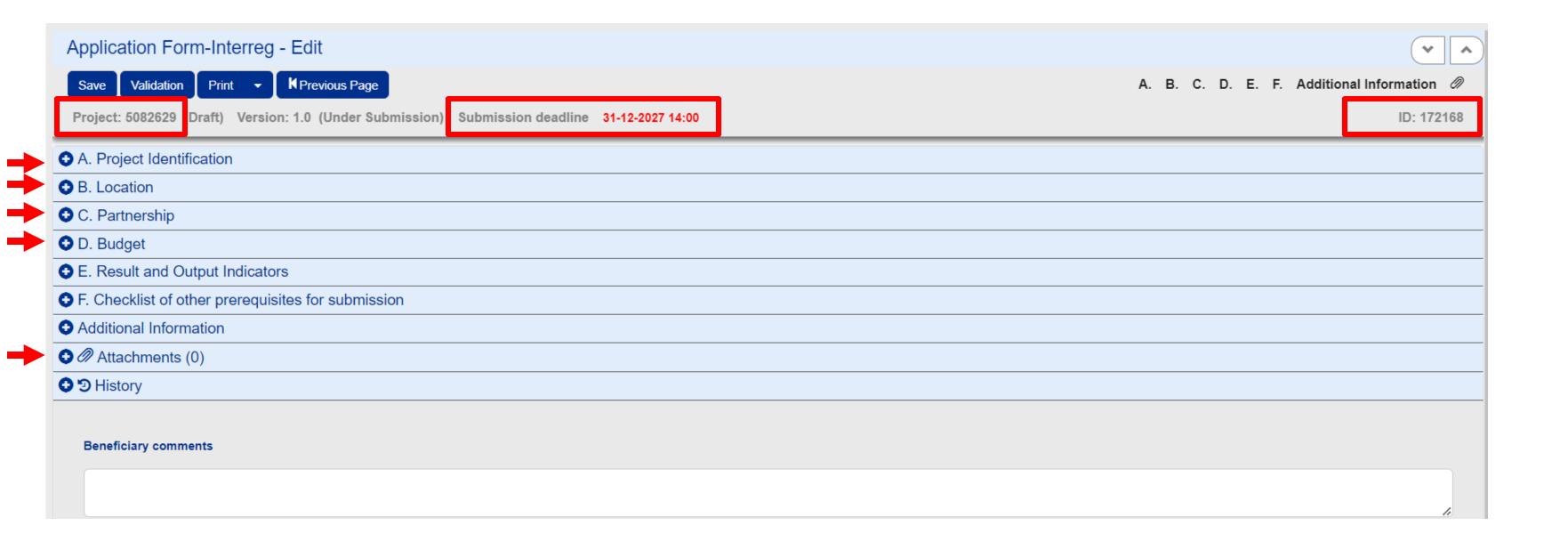
# Select the Axis and the Call

# Create an Application Form Create Q Programme/Priority \* 632 (Interreg VI-A) Greece-Italy | P1 - Enhanced cooperation for a more competitive and smarter GR-IT area Q 6546 Call S/N \* FDF Concept Note (Construction of a bridge connecting Italy and Corfu) Project Title \* **Create New Version** Copy (new Mis Code) Create AF for Project Completion Close Accept

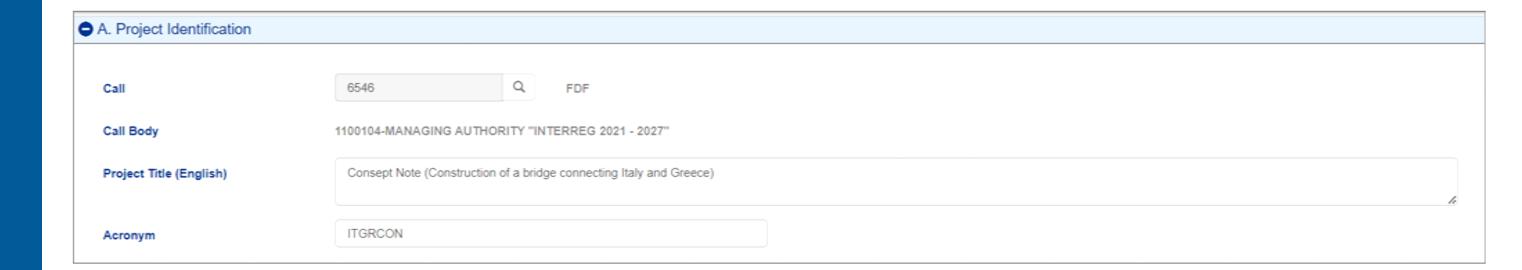
### Click on Create

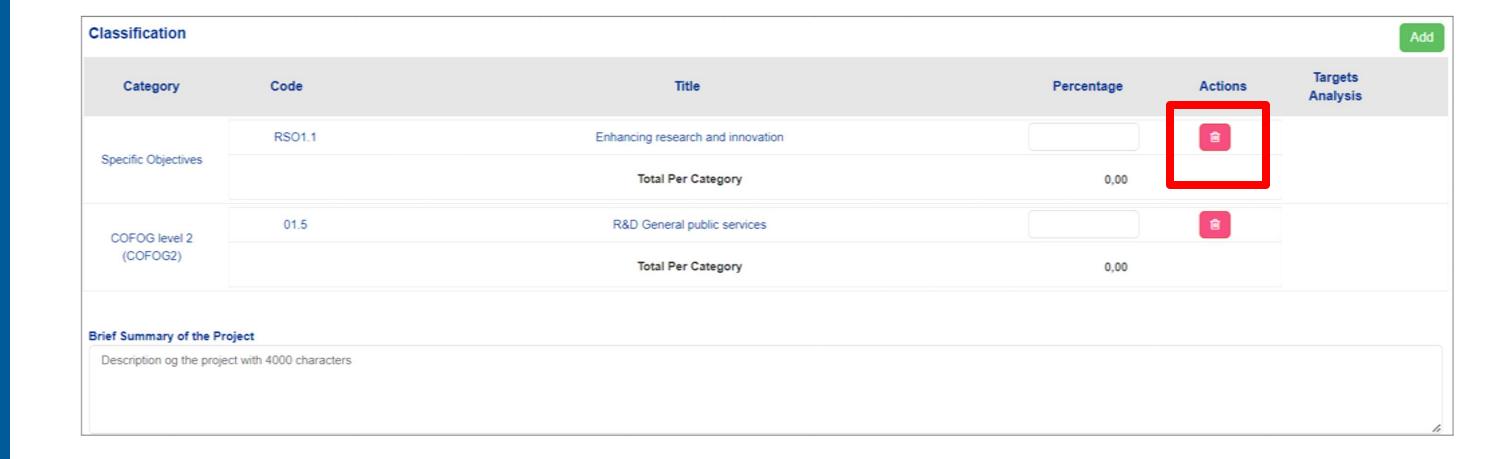


# Fill in Sections A. B. C. D and attach the concept note pdf

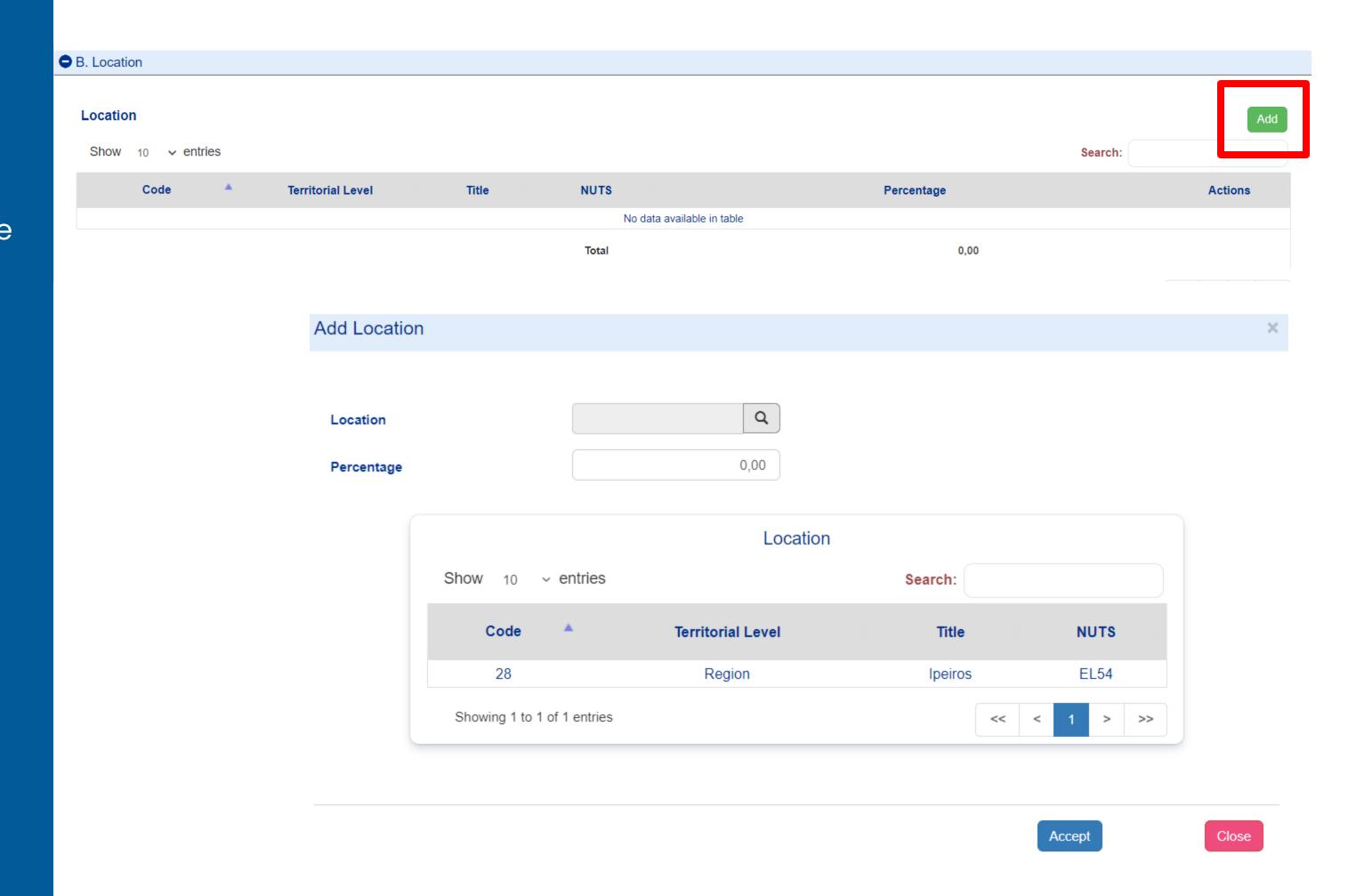


Define the
Classification for the
project





Define the location of the implementation of the project



# Fill in the Beneficiary's Contact Person/Project Manager

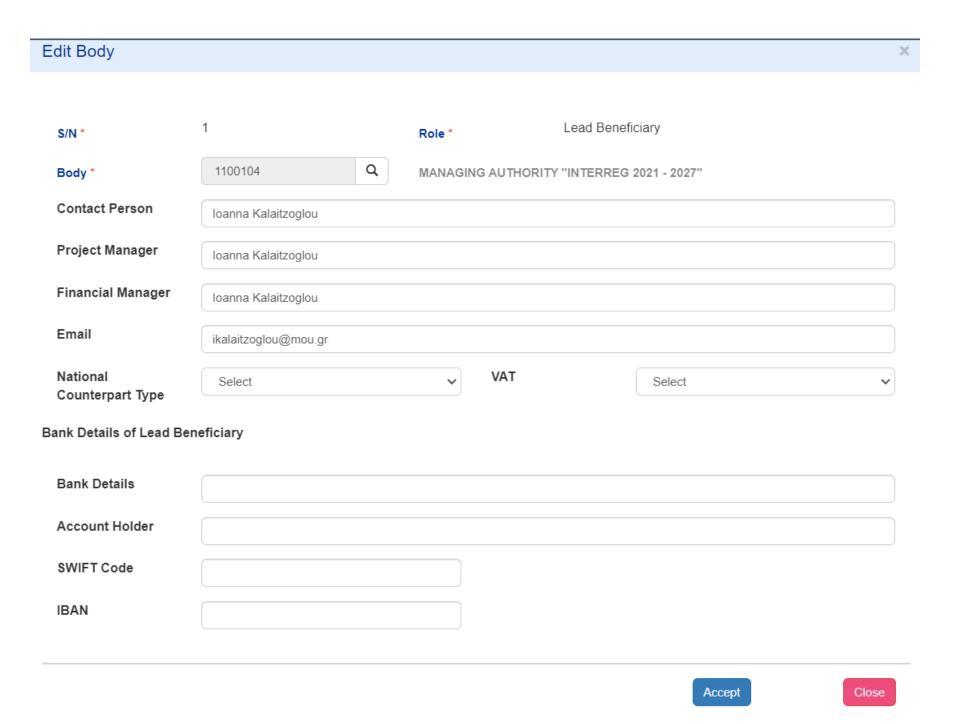
C. Partnership

Show 10 ventries

S/N Role Body Project Manager/Contact Person

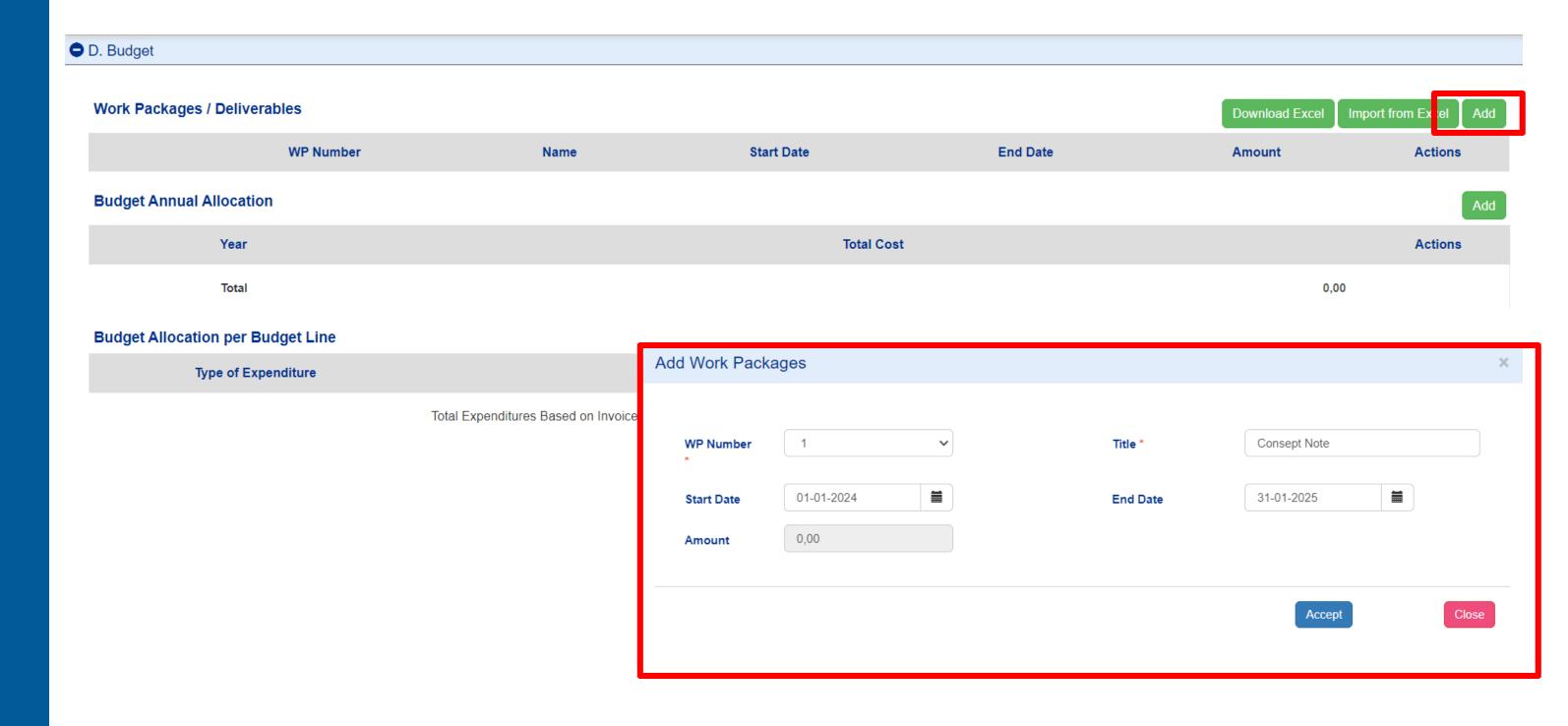
1 Lead Beneficiary 1100104-MANAGING AUTHORITY "INTERREG 2021 - 2027"

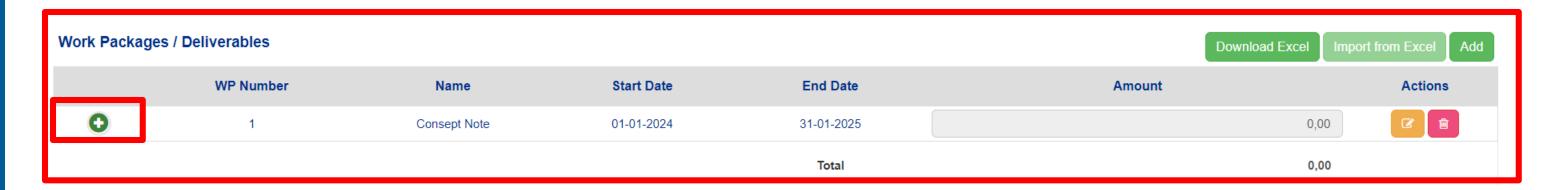
Showing 1 to 1 of 1 entries



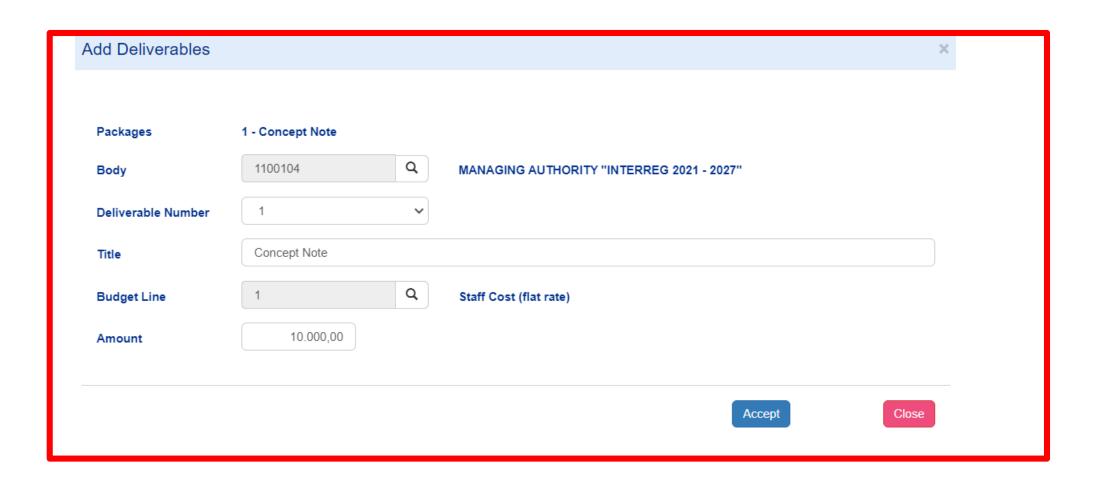
# Fill in ONE

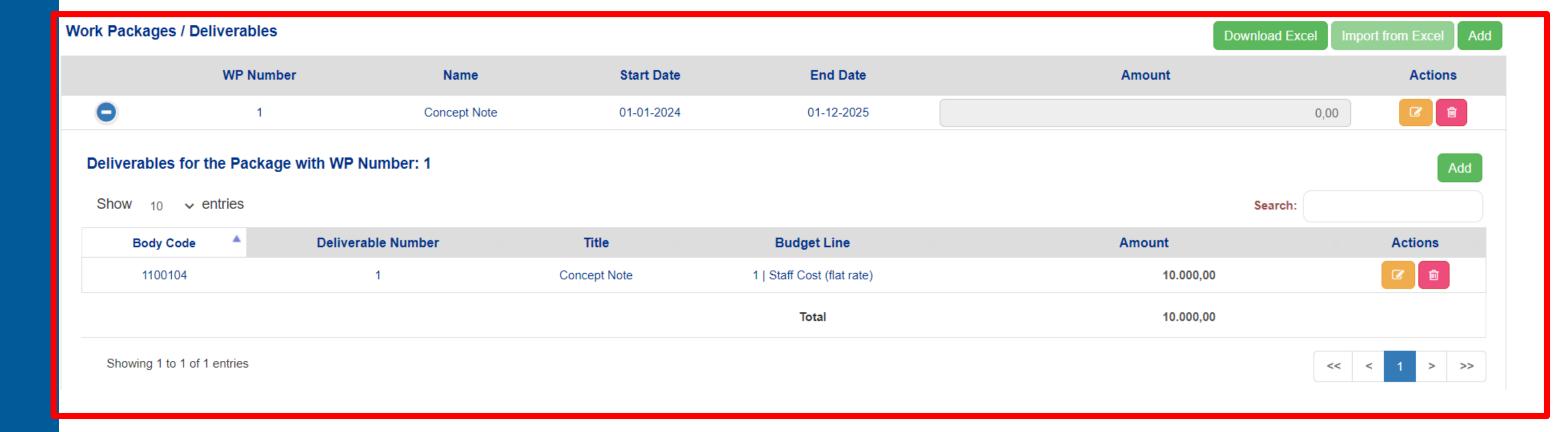
# Work Package



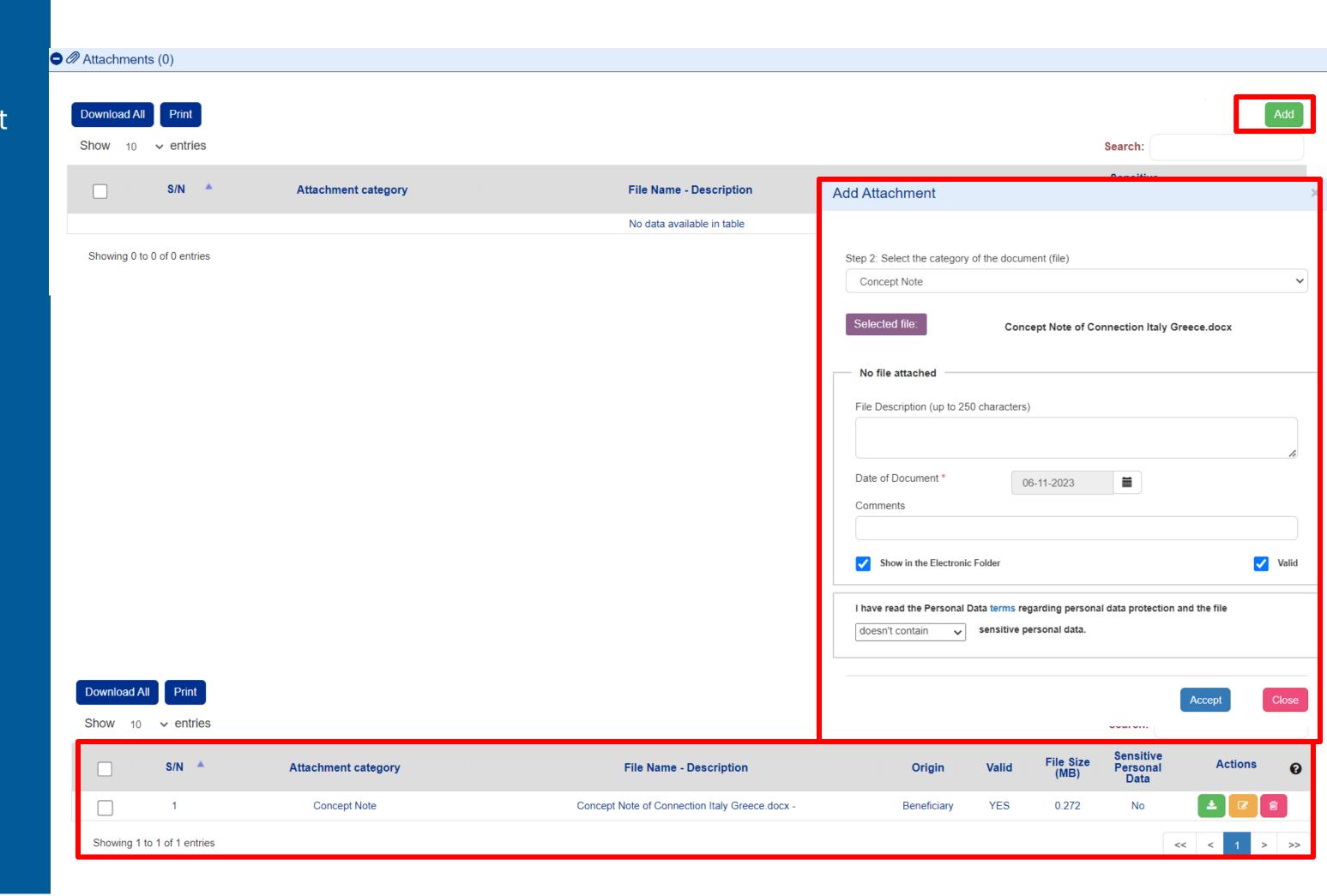


#### Add ONE Deliverable

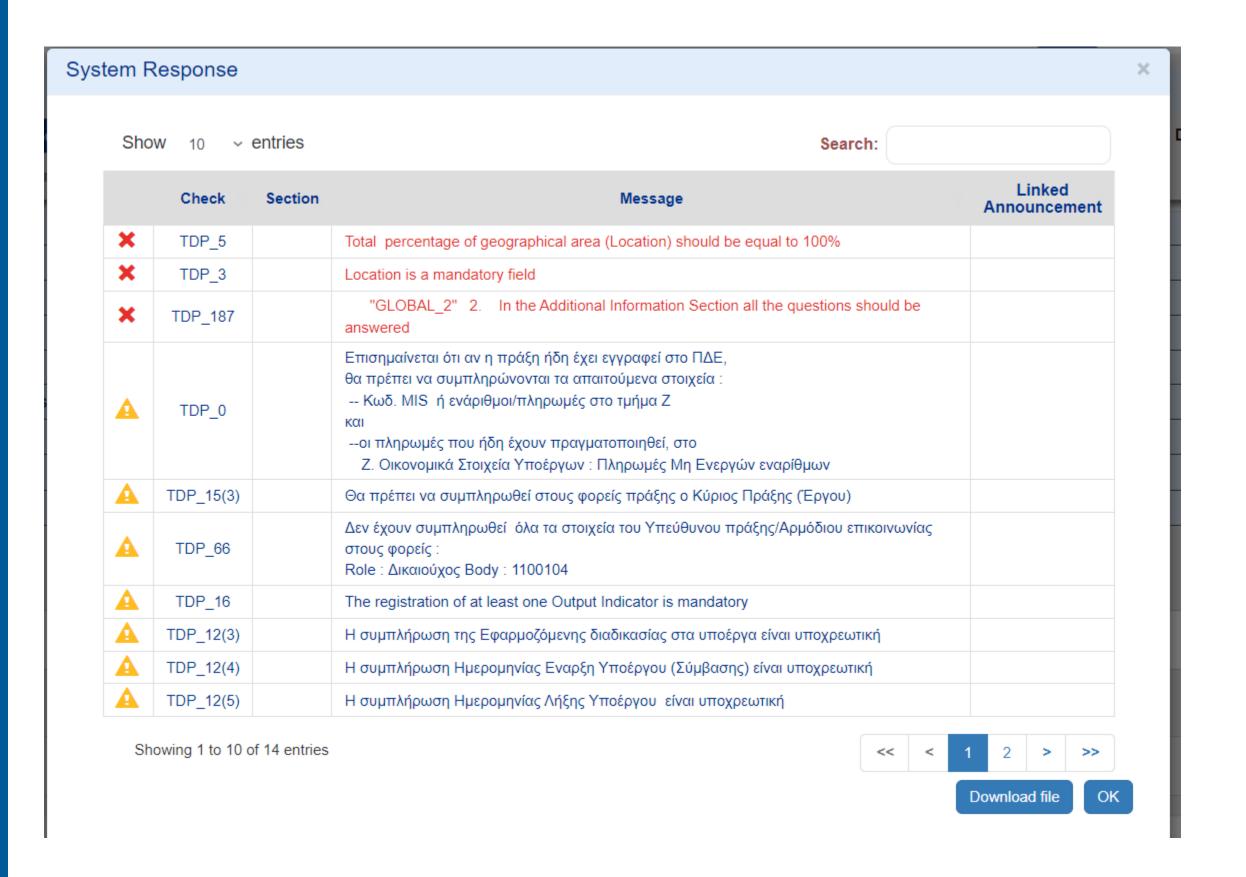




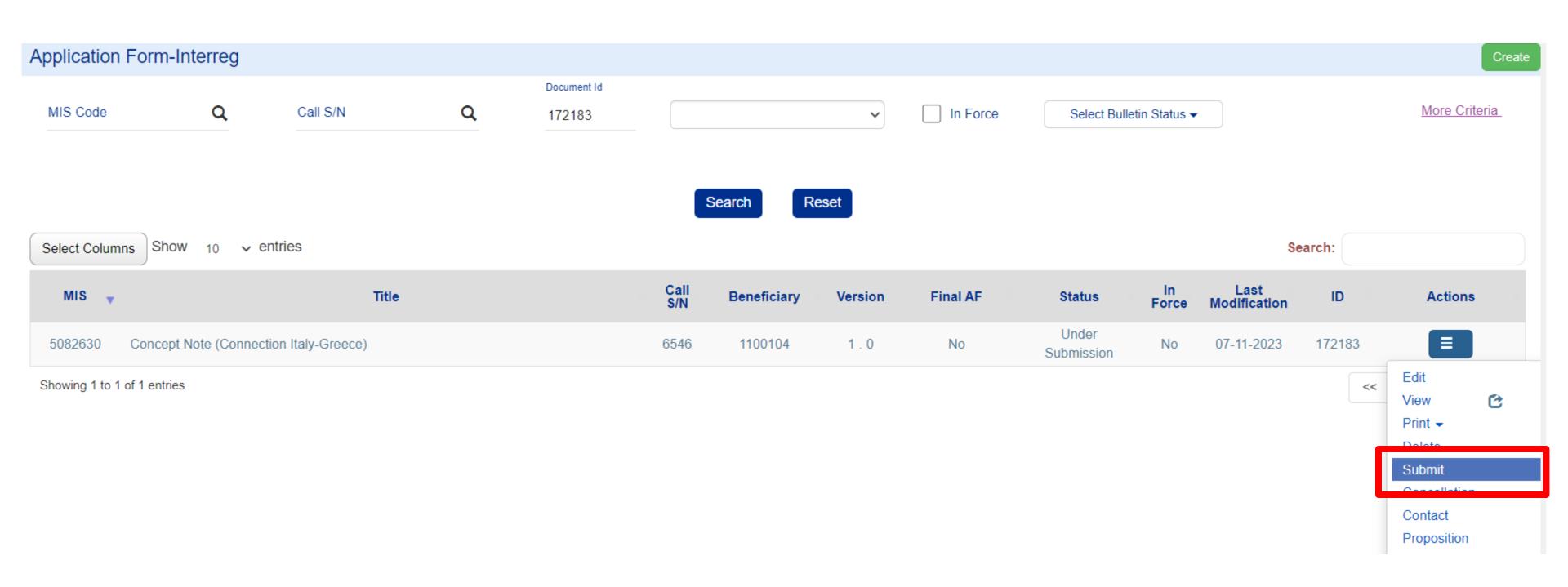
# Attach the Concept Note Pdf



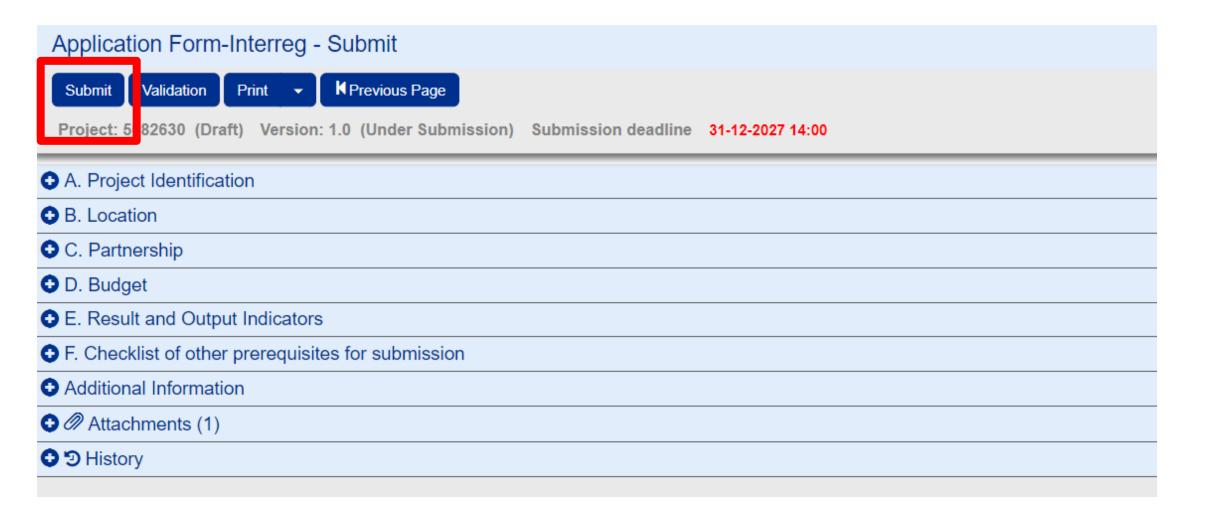
# Check for validity of your data



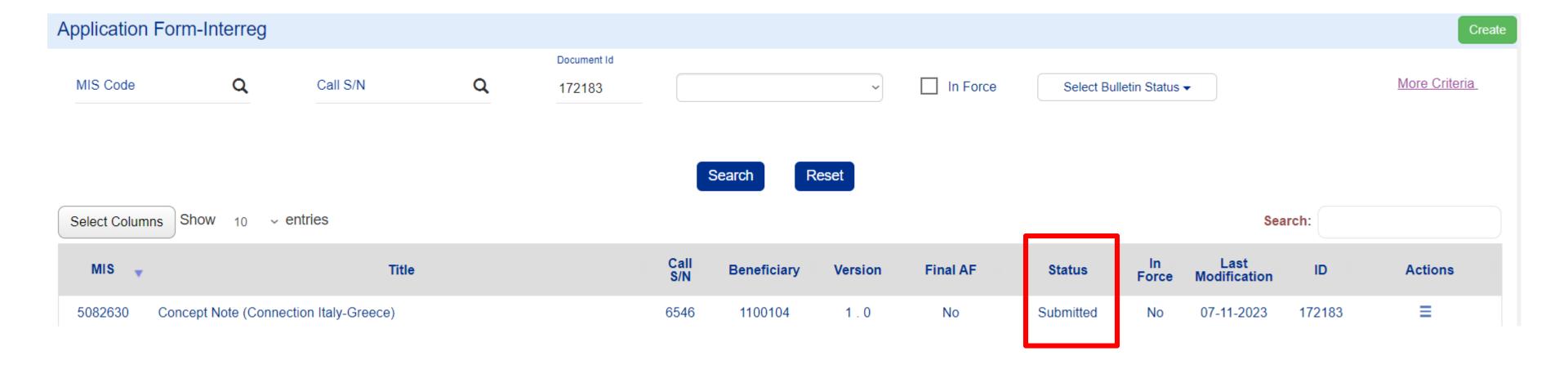
## The legal Representative submits the Concept note



#### Click on Submit



# Make sure that your project's status is "Submitted"



# APPLYING FOR THE CALL - PHASE B

