



2023

Guidelines for applying in MIS 2021-2027

MANAGING AUTHORITY "INTERREG 2021-2020"

This guidance contains technical information on the operation and use of the Greek Monitoring Information System (MIS) of the Interreg Programmes

- **Interreg V-A “Greece - Italy 2021-2027”**
- **Interreg VI-A “Greece – Bulgaria 2021 – 2027”**
- **Interreg VI-A “Ελλάδα – Κύπρος 2021 – 2027”**
- **Interreg IPA “Greece – Albania 2021 – 2027”**
- **Interreg IPA “Greece – North Macedonia 2021 – 2027”**

Applications to all above mentioned programs can exclusively be submitted via MIS. It is therefore highly recommended to read this document carefully before starting to use MIS.

Technical information and system requirements

MIS is a web application, which can be accessed with recent versions of most common browsers. (e.g. Google Chrome, Mozilla Firefox). The functionality of the system follows the common standards of web applications for entering and submitting data.

The users must use MIS in the official language of the program applying to (Greek or English).

Note: MIS supports only Greek and Latin characters.

More details about the user application and account management [here](#) and about the MIS User Interface [here](#).

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1. ACCESS AND REGISTRATION

To submit a funding application form in the PP 2021-2027, the following requirements should be met:

- i. The organization is registered in MIS.
- ii. The applicants have user account valid in the programming Period 2021-2027

The system can be accessed by clicking on the following link below:

<https://logon.ops.gr>.

Users who have had access to the MIS in the 2014-2020 programming period, under the below listed programmes, have to upgrade their account (see 1.3) to use the system developed for the 2021-2027 programming period.

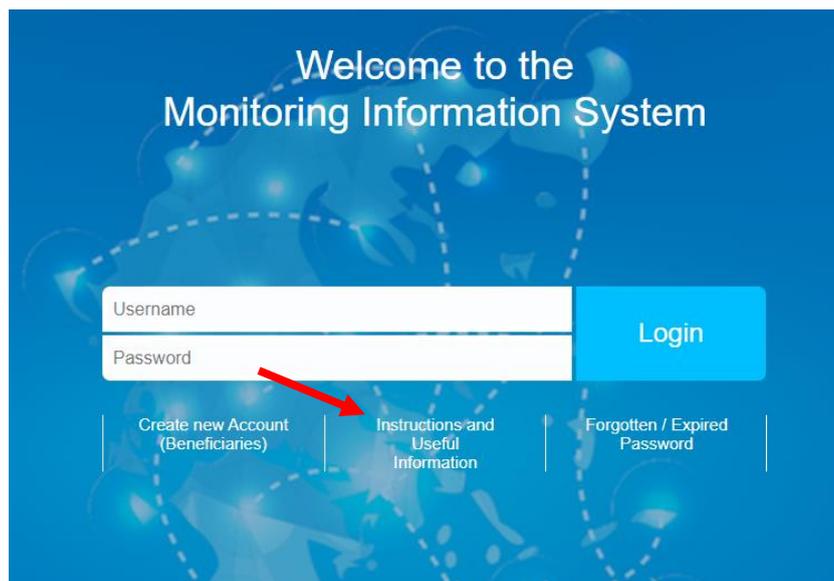
Note that the system does not limit Front-end users' access to other Programmes and Calls.

1.1. How to register the Organization (potential Beneficiary) in the MIS.

If the organization was not funded in the past programming periods by any program under the "Managing Authority of Interreg 2021-2027"¹, it is probably not registered. The organization registration goal is to create a unique code for every organization - beneficiary, or partner - participating in the system. The organization code is a mandatory for application submission or becoming a partner in a project.

To get a code for your organization:

1. On the home page of the MIS at [https://logon.ops.gr/](https://logon.ops.gr) click on the link «Instructions and Useful Information».



¹ Interreg Greece – Bulgaria 2014-2020, Interreg Greece – Cyprus 2014-2020, Interreg Greece – Italy 2014-2020, Interreg IPA CBC Greece-Albania 2014-2020, Interreg IPA CBC Greece – Republic of North Macedonia 2014-2020, INTERREG Balkan-Mediterranean 2014-2020

2. In paragraph 4, click on the hyperlink «xls»

ERGORAMA

Partnership Agreement 2014 - 2020

ΕΣΠΑ 2014-2020

HELLENIC REPUBLIC
MINISTRY OF
DEVELOPMENT AND INVESTMENTS

European Union
European Development Fund

Return

IMPORTANT: [Password expiration and recovery instructions.](#)

Instructions

A) Accessing the System

- In order to create a new "Beneficiary" user account the beneficiary must first complete the appropriate application form available in <https://logon.ops.gr> under the link "Create new Account (Beneficiaries)".
In order to create a new user account for a Managing Authority the applicant must contact the MIS Office designated to the user's organization.
In order to create a new user account with global privileges (Certification Authority, Auditing Authority, National Coordination Authority, Monitoring Authorities) the applicants must contact the MIS Support Service (Y OPS).
- Users already registered in previous releases (2014-2020, Recovery Fund etc.) remain active during new release of MIS/ERGORAMA 2021-2027 without re-applying for registration. The username remains the same but the account needs enhancement with grants to PA 2021-2027 by selecting "User Profile 2021 - 2027" form from the Portal.
- Attention: The activation e-mail may, in rare cases, be directed to the recipient's **JUNK folder** (instead of INBOX) if blocked by unsuitable mail settings. It is recommended to check these mail folders until you have received the desired mail item. Upon accessing the new application (<https://logon.ops.gr>) for the first time you may be required to (re-)define your personal password to be used henceforth in combination with your user name. The password change can be activated by accessing "Change Password" from the User icon in Portal.
In case of problems please contact the MIS Office of your Managing Authority. For contact information click [HERE](#).
- 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.

3. After filling in all required fields of the downloaded template (xls file), send it by email to the email address of the relevant Joint Secretariat (see Annex B) with the subject: Organization Registration| (name of the organization) accompanied by the Statute of the organization (all modifications for the past 2 years included).

The Joint Secretariat checks that all appropriate columns are filled in and confirms the name and the legal representative of the organization using the attached statutes. Then JS requests the organization's registration using the Helpdesk application.

When registration of the organization is completed, the JS mails the unique code to the potential beneficiary and its officers can apply for a user account in MIS.

1.2. How to apply for a NEW user account

1. On the home screen of MIS at <https://logon.ops.gr/> select «Create New Account (Beneficiaries)».



2. **Select** the English language and **click** on the hyperlink «Help», located at the top right of the page. Following the instructions, **fill** in the application form (all fields marked with “*” are mandatory).

3. **Fill** in the personal data and **select** the organization, on behalf you are acting.

4. **Select** a username and your access privileges to the system.

In case you need access to specific projects, **do not** check the “Access to all projects” box and **edit** in comments the MIS Codes of the projects you are assigned.

5. The user account offers the possibility to assign multiple roles/rights to the same user. Therefore, before registering, we advise you to consider the tasks, roles, and rights the user would be entitled to. **Select** your roles by **clicking** on the box in front of them.

● User's Role

Read only

Edit

Forms Submission(except Application Form)

Application Form
Submission

6. At the «To Managing Authority» / «Programming Period» **select** «PA 2021-2027» from the list.

● To Managing Authority

Programming Period

Managing Legal Bodies

Show 10 entries

Programming Period	Description
PA 2014-2020	
PA 2021-2027	
Εθνικό Πρόγραμμα Ανάπτυξης (ΕΠΑ)	
EEA Programs 2014-2020	
RRF Recovery and Resilience Facility	

Showing 1 to 1 of 1 entries

In the list «Managing Legal Bodies» that appears, **select** the Managing Authority with code 1100104 and name Managing Authority «Interreg 2021-2027»

● To Managing Authority

Programming Period

Managing Legal Bodies

Show 10 entries

Code	Programming Period	Description
<input checked="" type="checkbox"/>	1100104	ΕΣΠΑ 2014-2020 MANAGING AUTHORITY "INTERREG 2021 - 2027"

Showing 1 to 1 of 1 entries (filtered from 72 total entries)

Attention: Make sure that the box, in front of the record 1100104 - Managing Legal Body, is selected.

7. **Click** on «Submit and Print». The system notifies about the sequence number (SN) of your application and (if the pop-ups in your browser are enabled) the application is downloaded in pdf format. The application is also received as an attachment to a confirmation mail sent by the system to the email address registered.

New Account Application Form (Beneficiaries)

English ? Help

- This application is intended 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

Name: * Surname: *

Address (Street, Number): * Town: *

Postal Code: * Phone No: *

e-mail: * E-mail verification: *

Position in the Body: * Country: * ELLADA

Body Code: Body Description: *

In case you haven't receive an email confirmation, please check your spam folder and, if needed, contact your organization's IT department to check for any spam filters on the mail server.

8. For the application to be approved and your account to be activated, duly sign (see 1.4), and sent it following the instructions in 1.5.

1.3. How to upgrade my user account to the Programming Period 2021-2027.

1. **Log** in MIS with your username and password of the previous Programming Period (2014-2020).

ERG RAMA

English KΑΛΗΤΖΟΓΛΟΥ

HOME LIBRARY

ANNOUNCEMENTS

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 2014-2020	08/09/2021	Password expiration pdf
	PA 2014-2020	29/06/2021	ETC TAF - Import of Work Packages/Deliverables from Excel pdf

Read more...

User Profile 2014-2020
 User Profile 2021-2027
 Change Password
 Logout

2. **Click** on «User Profile 2021-2027».
3. An auto-filled application form appears, where users **select** in the field «To Managing Authorities» | Programming Period: «**PA 2021-2027**».

☐ To Managing Authority

Programming Period * Choose Programming Period ▾

Show 10 ▾ entries PA 2021-2027

Code
<input type="checkbox"/>

Showing 1 to 1 of 1 entries

4. In the table «Managing Legal Bodies» that appears, **select** the Managing Authority «**Interreg 2021-2027**» (code 1100104).

☐ To Managing Authority

Programming Period * 1 checked ▾

Managing Legal Bodies

Show 10 ▾ entries Search: 1100

Code	Programming Period	Description
<input checked="" type="checkbox"/> 1100104	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY "INTERREG 2021 - 2027"

Showing 1 to 1 of 1 entries (filtered from 72 total entries)

5. **Click** on «Submit and Print». The system notifies about the sequence number (SN) of your application and (if the pop-ups in our browser are enabled) the application is downloaded in pdf format. The application is received as an attachment to a confirmation mail sent by the system to the email address provided.

New Account Application Form (Beneficiaries)

- This application is intended 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.

English Help
Clear data Submit and Print

6. For the application to be approved and your account to be activated, sent the scanned application duly sign (see 1.4-1.5)

1.4. How to duly sign the user application

A user application is considered duly signed if it includes the following:

- a. At the left bottom signature of the legal representative of the organization as «AUTHORIZED OFFICIAL». Below the signature of the authorized official should be his/her full name and title. The application must also bear the stamp of the organization next to the signature of the authorized official and a date.
- b. At the right bottom signature of the applicant, below «Requested by».

Note that:

- The user application should be signed as produced by the MIS and should not be subject to any modification.
- In case the signatures are digital, they can be inserted directly in the PDF of the application produced by the MIS, without the need for a stamp of the organization and the status of the authorized official.

Attention:

- If the application concerns the legal representative, his/her signature is placed at the bottom right, since he/she is the applicant. To the left of it should be the stamp of the institution and, below the name, the status of the applicant.
- In case that instead of the legal representative, the application is signed by another executive of the organization with increased responsibilities (e.g. Director or Head etc.), in addition to the documents attached above, the application should be sent together with the application and an authorization of the authorized official designating him/her as the responsible person of the organization for the submission of the beneficiary's application.

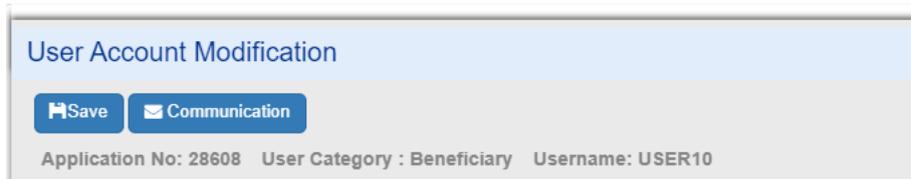
1.5. How to send the application for account activation

New Users

For a new user account application to be approved, the duly signed application should be scanned (saved as NAME_SN) and send by email along with its accompanying documents to the email address of the relevant Joint Secretariat (see Annex B) with the subject: User Activation Request_ SN.

Users requesting upgrade of their account.

In the «User Profile 2021-2027» form **click** Communication.



Fill in Subject and text message as follows. **Select** as Receiving Managing Authority the Managing Authority "Interreg 2021-2027" with Body Code 1100104 by **clicking** on the lens, and then **click** on AutoFill. The email of the MA will be automatically added to the next field. **Add** the email ikalaitzoglou@mou.gr and any other email (if needed).

Message details

Subject * Upgrade User Account Application

Text Message * Please grant access for the programming period 2021-207

Receiving Managing Bodies * 1100104 x Please click on the lens, choose one or more records and press AutoFill

Additional Emails * interreg@mou.gr x 

On the Attachment section **click** on Attach New file

Attachments

Show 10 entries Search:



S/N ▲	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Date of upload	Actions
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Select the scanned, duly signed, application from your computer and the document category “User application form documents” and **fill** any other information you want. Click **Accept** to upload and close if you are done.

Step 1: Select the file on your computer that you want to attach.

Select file: Selected file: user_application_32829.pdf

Step 2: Select the category of the document (file)

User Application Form documents

File Description

Comments

Date of Document

Show in the Electronic Folder Valid

Origin

Attachment not required

A new line appears in the table of attachments.



S/N ▲	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Date of upload	Actions
1	User Application Form documents	user_application_32829.pdf -	Beneficiary	YES	0.179	27-10-2023	<input style="background-color: #FFC107; padding: 2px 5px; border-radius: 3px; font-size: 0.8em; text-decoration: none; cursor: pointer;" type="button" value="edit icon"/> <input style="background-color: #F44336; padding: 2px 5px; border-radius: 3px; font-size: 0.8em; text-decoration: none; cursor: pointer;" type="button" value="delete icon"/>

The application shall look like that at this point:

Communication Form

Send Previous Page

Send Message for: Applications ID: 28608

Message details

Subject * Upgrade User Account Application

Text Message * Please grant access for the programming period 2021-207

Receiving Managing Bodies * 1100104 x Please click on the lens, choose one or more records and press AutoFill Q AutoFill

Additional Emails * interreg@mou.gr x

Attachments

Show 10 entries Search:

+Attach New File ?

S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Date of upload	Actions
1	User Application Form documents	user_application_28626.pdf -	Beneficiary	YES	0.137	30-10-2023	 

Showing 1 to 1 of 1 entries Previous 1 Next

Click on **Send** to send the uploaded document to the MIS administrator, to approve the upgrade of your application.

The uploaded pdf appears to the attachments table of your application.

User Account Modification

Save Communication

Application No: 28608 User Category : Beneficiary Username: USER10

Download All Print Add

Show 10 entries Search:

<input type="checkbox"/>	S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Last Modification	Actions
<input type="checkbox"/>	1	User Application Form documents	user_application_28608.pdf -	Pdf from Ergorama	YES	0.131	09-10-2023	  
<input type="checkbox"/>	2	User Application Form documents	user_application_28608 (1).pdf - yy	-	YES	0.131	09-10-2023	  
<input type="checkbox"/>	3	User Application Form documents	user_application_32829.pdf -	-	YES	0.171	27-10-2023	  

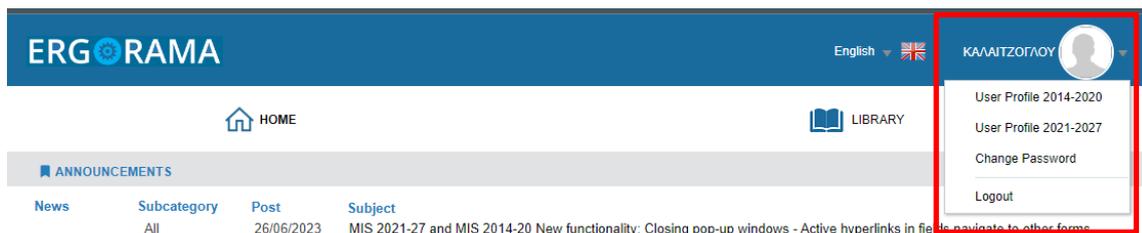
Showing 1 to 3 of 3 entries << < 1 > >>

2. FIRST LOGIN

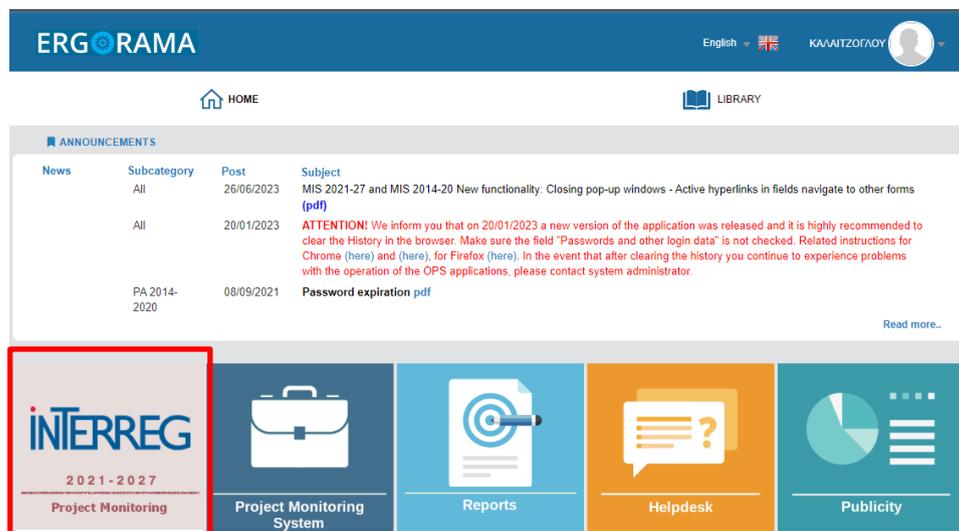
After logging in, you are navigated to the MIS portal. Users, who have also access to the MIS 2014-2020 can see both systems.

By clicking on the user icon, you can:

- See/update your personal data for your applications.
- Change password (Highly recommended after the first login).
- Logout



By clicking on the “2021 – 2027 Project Monitoring” button you are navigated to the dashboard of MIS 2021-2027.



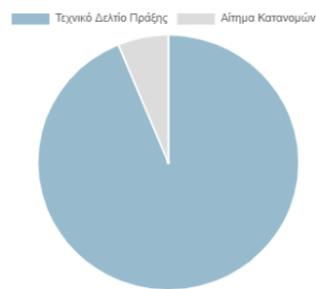
Latest User Activity

Form	ID	User Action	Date
Τεχνικό Δελτίο Πρόξης (5082520)	171743	Record update	24-10-2023 15:09
Τεχνικό Δελτίο Πρόξης (5081948)	170148	Record update	24-10-2023 12:22
Τεχνικό Δελτίο Πρόξης (5082378)	171128	3 - νέο Τ.Δ.Π. (αντιγραφή από το id: 171083)	09-10-2023 14:31
Τεχνικό Δελτίο Πρόξης (5082378)	171083	Submission of ID: 171083 for MIS: 5082378	09-10-2023 14:31
Τεχνικό Δελτίο Πρόξης (5081874)	169651	A new record has been created: 169651 and MIS Code: 5081874 (copy from id: 169648)	10-08-2023 13:37
Τεχνικό Δελτίο Πρόξης (5081874)	169649	3 - νέο Τ.Δ.Π. (αντιγραφή από το id: 169648)	10-08-2023 13:14
Τεχνικό Δελτίο Πρόξης (5081874)	169648	Submission of ID: 169648 for MIS: 5081874	10-08-2023 13:14
Τεχνικό Δελτίο Πρόξης (5081862)	169523	Δημιουργήθηκε νέο Τ.Δ.Π. με Α/Α: 169523 και MIS: 5081862	01-08-2023 11:17
Τεχνικό Δελτίο Πρόξης (5081663)	168481	3 - νέο Τ.Δ.Π. (αντιγραφή από το id: 168455)	07-06-2023 13:06
Τεχνικό Δελτίο Πρόξης (5081663)	168455	Υποβολή Τ.Δ.Π με ID: 168455 και MIS: 5081663	07-06-2023 13:06

Recent Announcements

Relevant Form	Subject	Date
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Frequently Used Forms



Note: The dashboard contains information of your actions, so at the first login is going to be empty.

By clicking the tree horizontal lines, top left, you enter the menu of the system. The menu consists of the following electronic documents:

Evaluation and Approval

2.2 - Application Form (AF)

Monitoring

4.1 - Partner Report

4.2 - Funding Requests

4.3 - Table of Expenditure

4.4 - Progress Report

Utilities

8.1 - Project Bodies Information

8.2 - Project Folder

3. SYSTEM OVERVIEW

While using the system have in mind the following important aspects:

- Some sections can only be saved, once all mandatory fields (marked with an asterisk “*”) are filled in.
- MIS provides warnings or requests of confirmation before leaving any section of the electronic forms. Always remember to save the data before leaving a form; otherwise, changes will be discarded.
- When filling in longer sections, please remember to regularly save to avoid losing data in case of interruptions of your internet connection or other technical issues.
- Being inactive for a long period may automatically end your session for security reasons and unsaved data is lost.
- MIS uses intuitive icons for better understanding of how things are done. E.g.
Clicking on the “Trash bin” allows you to delete, the “pen” icon allows you to edit, the search icon allows you to the “information” icon allows you to read more information etc
- Any disruption in the internet connection may interrupt the communication between the server and the client computer. In such cases the following warning message is displayed: ‘Server connection lost, trying to reconnect...’. Log out and log in again.
- Please consider that **only one** user is allowed to work on an electronic form at once. Parallel sessions need to be avoided (e.g. one person is recording financial data, while the other is completing the detail description at the same time). This kind of parallel use can lead to confusion, and it may result in the corruption and loss of important data.

4. MANAGE ORGANISATION INFORMATION

All beneficiaries are responsible to inform the system with any modifications in the organizations’ details (e.g. Contact details, legal representative, etc).

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 fill in as presented in 1.1.

For uploading documentation to the organization's information, the user with any “Submission” role can upload in the attachment section all appropriate documentation.

Note that uploaded files cannot be deleted. In case of a new version, the user can upload the updated file and add relevant comments in the metadata.

A. Identity Details

● A. General

System Code * 10302 Deactivated

Full Name OTE AE -ΟΡΓΑΝΙΣΜΟΣ ΤΗΛΕΠΙΚΟΙΝΩΝΙΩΝ ΕΛΛΑΔΟΣ ΑΕ

Short Name * OTE AE

Full Name(English) HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A

Short Name(English) HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A

Tax Office * Φ.Α.Ε. ΑΘΗΝΩΝ Tax Office(English) FAE ATHINON

Tax Information - Beneficial owners Add

Show 10 entries

TIN	Name	Address	City	Postal Code	Country	Tax Office	Actions
111111111	ΕΤΑΙΡΕΙΑ	ΛΕΩΣΡΟΔΟΣ ΚΗΦΙΣΙΑΣ 99	ΜΑΡΟΥΣΙ	15124	Ελλάδα	Φ.Α.Ε. ΑΘΗΝΩΝ	✎ ✖

The organizations under the following categories:

- International Organizations
- Non-profit Organizations founded according to private law
- Cross – border legal body or EGTC (European Grouping of Territorial Cooperation (EGTC))
- Bodies governed by public law.
- Private bodies/SME's

must provide in [section A| Beneficial Owners](#), information (such as Tax Identity Number (TIN)/VAT, percentage of participation, type of control, etc.) about the natural person representing/participating in the organization and corresponding documentation by uploading files in the attachment section.

To do so, the users must **click** on the edit button on the record that appears in the Tax Information – Beneficial owners’ table. Then, in the pop-up window they need to **add** as many records to the Beneficial Owners table as the number of the beneficial owners.

Add / Edit Tax Information ✕

TIN * Tax Office 1134 Updating Data from TAXIS

Country * 1 Greece

Name *

Type of Contractor Non-trader Main Activity

Address * Postal Code * City *

Accept Close

Beneficial Owners Add

TIN	Surname	Name	Date of Birth	Percentage	Interest Type	Ownership Type	Statement Date	Actions
012111111	KALAITZOGLOU	IOANNA	01-01-2000	50,00	Control through Ownership	Direct	01-01-2023	✎ ✖
5555555	NEZERITI	MARIA	02-02-2010	50,00	Voting Rights	Indirect	01-01-2020	✎ ✖

Add Owner

Note that the above-mentioned categories of legal entities that are registered in Greece or carry out business activity that is taxed in Greece, need to register the details of their beneficial owners in the relevant national Registry and upload to MIS this declaration. Legal entities located in other member states, must follow the respective member state’s procedure.

B. Contact Information

B. Contact Information

Address	<input type="text" value="Λεωφ. Γεωργιάδης Σχολής 65"/>	City	<input type="text" value="Θεσσαλονίκη"/>	Postal Code	<input type="text" value="57001"/>
Address(English)	<input type="text" value="65 Georgiás Schollis Ave"/>	City(English)	<input type="text" value="Thessaloniki"/>		
Tel.1	<input type="text" value="231046960"/>	Tel.2	<input type="text" value="231046960"/>	Fax 1	<input type="text" value="231046960"/>
Email	<input type="text" value="interreg@mou.gr"/>	Fax 2	<input type="text"/>	Webpage	<input type="text" value="www.interreg.gr"/>
Establishment Act in force / Reference Number	<input type="text" value="15535/17-02-2023"/>	Establishment Date	<input type="text" value="eg: 30-12-2000"/>		

The contact information can be edited.

C. Legal Representative

C. Legal Representatives

Show 10 entries Add

Search:

S/N	Title	Title(English)	Legal Representative	Legal Representative(English)	Date From	Date To	Actions
1			ΕΜΜΑΝΟΥΗΛ ΓΕΩΡΓΙΟΣ		01-01-2000	01-09-2015	<input type="button" value="✎"/> <input type="button" value="✖"/>
2	Προϊσταμένη Υπηρεσίας	Head of the Managing Authority	Αγγελική Μπουζιάνη	Aggeliki Bouziani	19-12-2016	20-02-2023	<input type="button" value="✎"/> <input type="button" value="✖"/>
3	Προϊσταμένη Υπηρεσίας	Head of Managing Authority	Μαρία Νιζεριτίη	Maria Nezeriti	21-02-2023		<input type="button" value="✎"/> <input type="button" value="✖"/>

Showing 1 to 3 of 3 entries << < 1 > >>

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.

Add / Edit Legal Representative

Title *	<input type="text"/>				
Title(English)	<input type="text"/>				
Legal Representative *	<input type="text"/>				
Legal Representative(English)	<input type="text"/>				
Date From *	<input type="text" value="eg: 30-12-2000"/>	<input type="button" value="📅"/>	Date To	<input type="text" value="eg: 30-12-2000"/>	<input type="button" value="📅"/>

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

D. Categorization

☰ D. Categorization

Interreg Category 🔍

Legal Entity Category 🔍 Γενική Κυβέρνηση / Κεντρική Διοίκηση / Διεύθυνση

Geographic Specification 🔍

NUTS III or NUTS II 🔍

Nonprofit ▾ **Within the Public Sector** ▾

Type of Body ▾ **Body ID in Diavgeia**

Click on the lens and select from the list the category that applies to your organization.

Attachment/Annexes

This section is dedicated to upload the up-to-date documentation, with regard to the nature of your organization. (see Annex A). The procedure starts by clicking [Add](#).

☰ Attachments (0)

[Download All](#) [Print](#) [Add](#)

Show 10 ▾ entries Search:

<input type="checkbox"/>	S/N ▲	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Last Update	Actions
No data available in table								

Showing 0 to 0 of 0 entries << < > >>

Add Attachment

Step 2: Select the category of the document (file)

▾

[Select File](#) No file attached

[Accept](#) [Close](#)

In step 2, you select from the list the document category and the document to be uploaded. Then fill in the metadata and **click** [Accept](#).

Add Attachment✕

Step 2: Select the category of the document (file)

Λοιπά έγγραφα ▼

Selected file:

INTERREG Invt 3383.pdf

No file attached

File Description (up to 250 characters)

Date of Document * eg: 30-12-2000 📅

Comments

Show in the Electronic Folder Valid

I have read the Personal Data [terms](#) regarding personal data protection and the file

doesn't contain ▼

sensitive personal data.

Accept

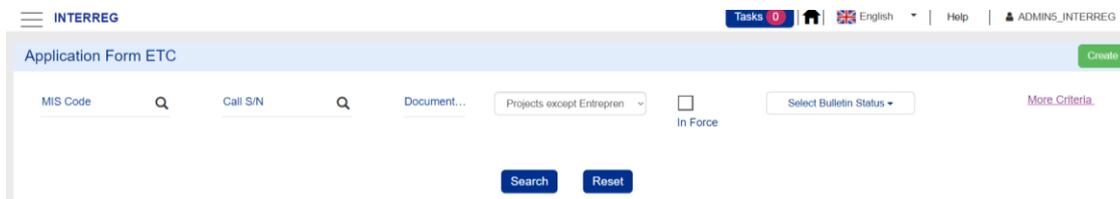
Close

Organization information update will be done under the responsibility of the legal representative or the authorized officer with submission role. All documentation concerning an organization will be stored in this form. During the life cycle of a project, any Authority who needs this documentation must find it in this section.

Note that in the process of project assessment, the Joint Secretariat/Managing Authority will check the information registered.

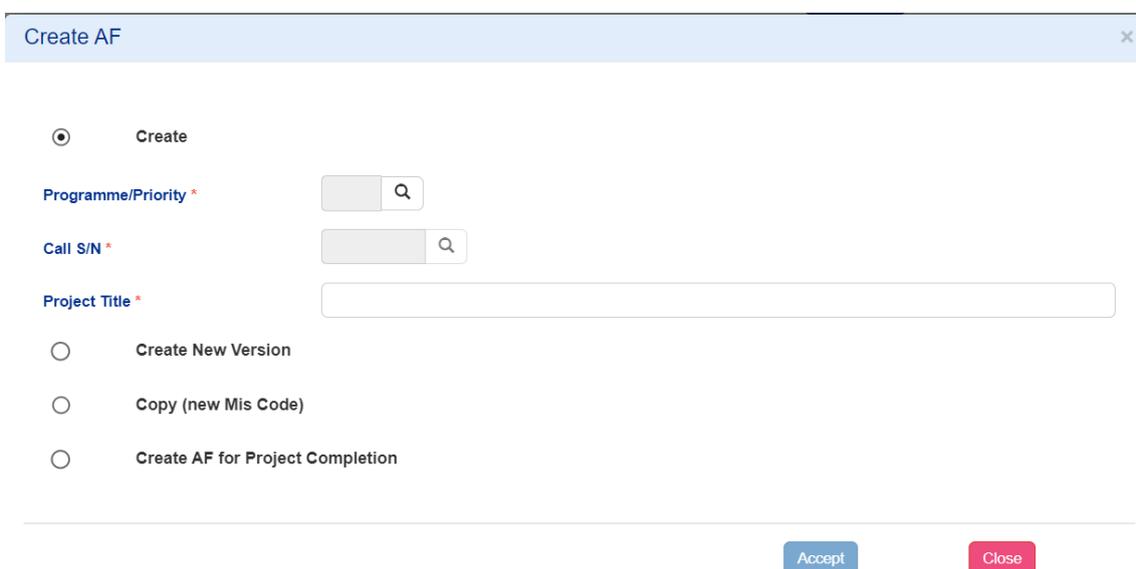
5. APPLYING FOR A CALL – CONCEPT NOTE

To create a concept note **click** on “[Create](#)” in the [Menu | Evaluation and Approval | Application Form](#) page, where all applications created will be listed. The user will be able to select a project to read/edit/submit/delete.



For submitting a concept note, **click** [Create](#).

In the pop-up window that appears, **select** [Create](#), then **click** on the [search](#) icon to select Operational Program / Axis you are applying for financing and the Call. Fill in as title “Concept Note for (title of the project)” and **click** on [Accept](#).



Then you are navigated to the detailed form where, before you fill in any data, you must **click** [Create](#).

In the form header, the fields Project and ID will be automatically filled with a unique number corresponding to your project (hereafter MIS Code) and a unique number corresponding to this specific version of the document created (hereafter Document id). Upon creation the project version is set to 1.0 by default and the status “Under Submission”. After submission the status changes gradually to “Submitted”, “Under Processing”, “Checked” until its approval by the MA, when it becomes “Approved”.

Application Form-Interreg - Edit

Save Validation Print Previous Page A. B. C. D. E. F. Additional Information

Project: 5081948 (Draft) Version: 1.0 (Under Submission) Submission deadline 30-09-2023 14:00 ID: 170148

- A. Project Identification
- B. Detailed Description
- C. Partnership
- D. Budget
- E. Result and Output Indicators
- F. Checklist of other prerequisites for submission
- Additional Information
- Attachments (0)
- History

Users are invited to **fill in ONLY** the following sections in phase A:

A. Project Identification

Fill in/Update the title of the project described in the concept note.

A. Project Identification

Call 6546 FDF

Call Body 1100104-MANAGING AUTHORITY "INTERREG 2021 - 2027"

Project Title (English) Concept Note (Connection Italy-Greece)

Acronym

Type of Project Πλην Επιχειρηματικότητας

Beneficiary's Protocol eg: 30-12-2000 MA Protocol/MIS Submission eg: 30-12-2000 HH MM

Version Type Initial Final Application Form

Justification

Start date eg: 30-12-2000 End Date eg: 30-12-2000 Total Months 0,00

The system automatically fills the classification table with all the possible options given by the call. The user can delete the non-relevant classification and **edit** the Percentage field appropriately.

Classification Add

Category	Code	Title	Percentage	Actions	Targets Analysis
Specific Objectives	RSO1.1	Enhancing research and innovation	<input type="text"/>		
	RSO1.2	Reaping the benefits of digitisation	<input type="text"/>		
	Total Per Category		0,00		
Intervention field (INT)	025	Incubation, support to spin offs and spin outs and start ups	<input type="text"/>		<input type="checkbox"/>
	Total Per Category		0,00		
COFOG level 2 (COFOG2)	01.2	Foreign economic aid	<input type="text"/>		
	01.4	Basic research	<input type="text"/>		
	Total Per Category		0,00		

B. Location

Fill in the location table with the location of the project.

B. Detailed Description

Location

Show 10 entries Search: Add

Code	Territorial Level	Title	NUTS	Percentage	Actions
2118	Regional Unit	Puglia	ITF-47	<input type="text" value="100.00"/>	✎ ✖
Total				100.00	

Showing 1 to 1 of 1 entries << < 1 > >>

C. Partnership

The system automatically has created a record for the lead Beneficiary and the user should add the Project Manager of the project by **editing**.

C. Partnership

Show 10 entries Search: Add

S/N	Role	Body	Project Manager/Contact Person	Actions
1	Lead Beneficiary	1100104-MANAGING AUTHORITY OF EUROPEAN TERRITORIAL COOPERATION PROGRAMMES		e ✎ ✖

Showing 1 to 1 of 1 entries << < 1 > >>

Edit Body ✕

S/N * 1 Role * Lead Beneficiary

Body *

Contact Person

Project Manager

Financial Manager

Email

National Counterpart Type VAT

Bank Details of Lead Beneficiary

Bank Details

Account Holder

SWIFT Code

IBAN

Accept Close

Note that you can fill in more than one email addresses, separating them by semicolon.

D. Budget

Add a Work Package by **clicking** on **Add** button and register Work package Number 1 with the title "Concept Note" and start/end date the planned start/end date of the project. Then **click Accept**.

Add Work Packages

WP Number *	1	Title *	Concept Note
Start Date	01-01-2023	End Date	01-12-2023
Amount	0,00		

[Accept](#) [Close](#)

A record has been added to the table.

D. Budget

Work Packages / Deliverables [Download Excel](#) [Import from Excel](#) [Add](#)

WP Number	Name	Start Date	End Date	Amount	Actions
1	Concept Note	01-01-2023	01-12-2023	0,00	+ -
Total				0,00	

Click on the green cross and on the nested table that appears click on [Add](#).

Work Packages / Deliverables [Download Excel](#) [Import from Excel](#) [Add](#)

WP Number	Name	Start Date	End Date	Amount	Actions
1	Concept Note	01-01-2023	01-12-2023	0,00	+ - Add

Deliverables for the Package with WP Number: 1

Show 10 entries

Body Code	Deliverable Number	Title	Budget Line	Amount	Actions
No data available in table					

Showing 0 to 0 of 0 entries

Total 0,00

Register ONLY one deliverable for the whole project as follows.

Edit Deliverables

Packages 1 - Concept Note

Body 1100104 [MANAGING AUTHORITY "INTERREG 2021 - 2027"](#)

Deliverable Number 1

Title Concept Note

Budget Line 1 [Cost based on Concept Note](#)

Amount 10.000,00

[Accept](#) [Close](#)

Select as Expenditures category **"Cost as planned Concept Note"**.

Attachments

Attach the documents defined in the user manual by clicking on [Add](#).



Select the relevant document category and the file. Register any other information in the metadata and **click Accept**.

NOTE that the concept note must be signed, stamped, and scanned or electronic signed and then uploaded to the system

Add Attachment
✕

If the file attached contains Sensitive Personal Data, please select the relevant flagging

Step 2: Select the category of the document (file)

Communication plan of action

Selected file: Change_password_en.pdf

No file attached

File Description (up to 250 characters)

Date of Document eg: 30-12-2000 📅

Comments

Show in the Electronic Folder Valid

Origin -

Sensitive Personal Data

I have read the Personal Data [terms](#)

Accept
Close

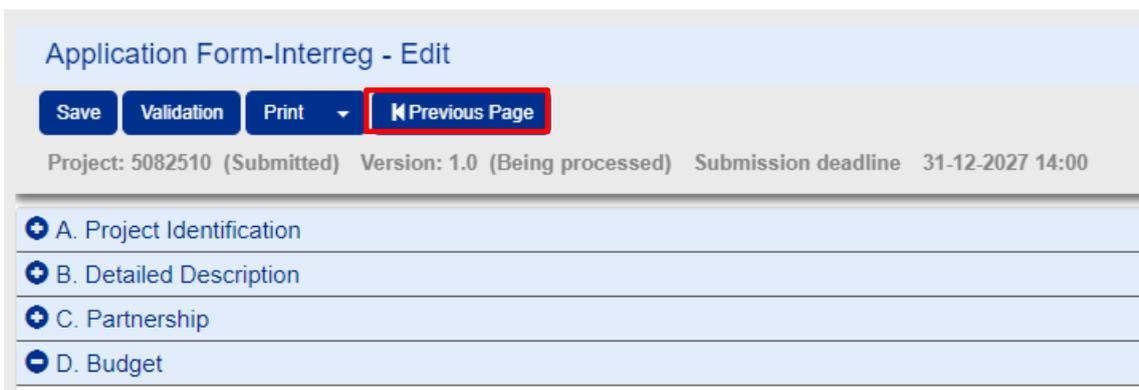
A record has been added to the Attachments' table.



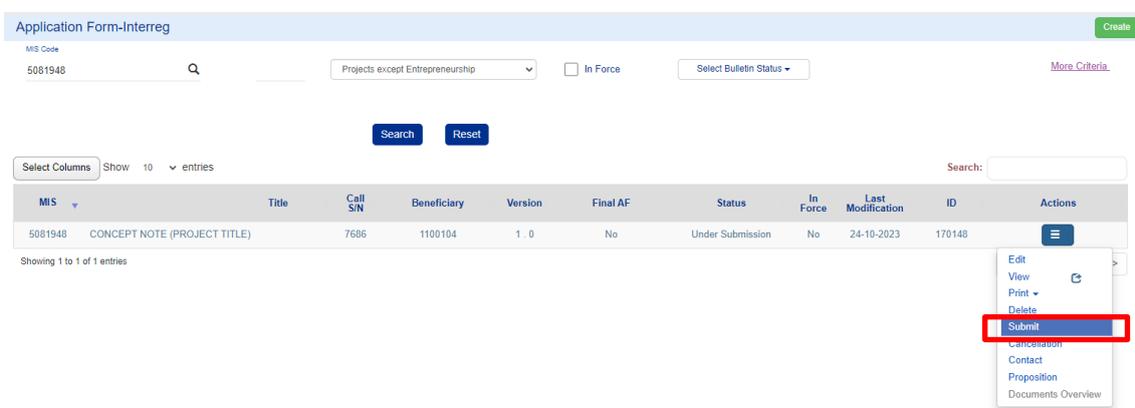
After the completion of all mandatory fields, **click** on the [Validation Checks](#) to check for logical mistakes in the electronic form.

In case that there is no error, the user with submit AF role can submit the application form as follows:

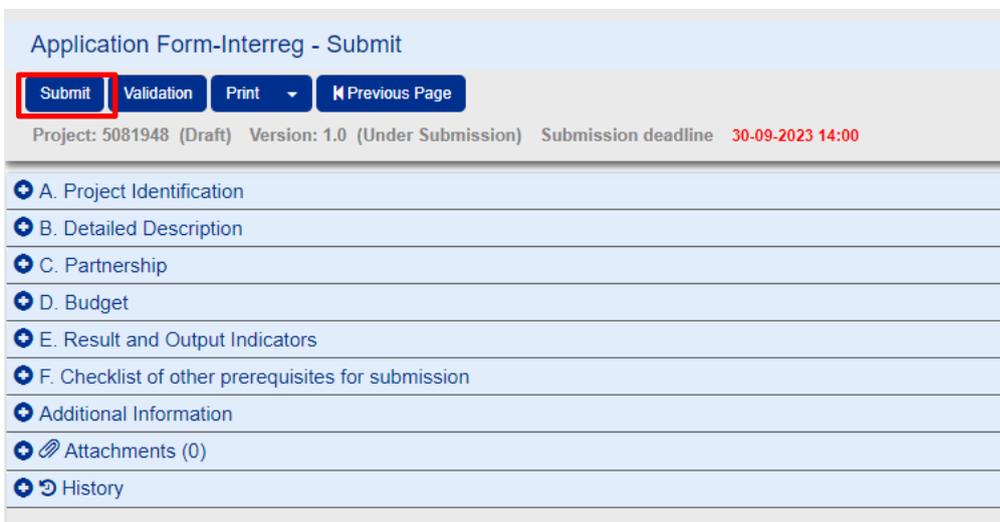
Return to the search page by clicking on Previous page.



Search and find the relevant concept note and select from the list of actions, [submit](#).



The system navigates you to the detail form, where you **click** [Submit](#).



An action confirmation pop up appears. Before the submission, automatic checks run to prevent the submission of an incomplete AF. In case there are no errors, **click** on [OK](#).

Action Confirmation



You can fill in a comment or relevant documentation. Especially for 'Submit' and 'Return' actions, fill in a short message to the recipient up to 500 characters.

Do you want to proceed Submit ?

OK

Cancel

A notification is mailed after the successfully submission of the concept note.

ANNEX

A. Documentation of the nature, type, legal form

Category: Administrative capacity/Organizational structure and procedures

1. Statute including all modifications (for the past 2 years)
2. Official document indicating the composition of the administrative/managerial or supervisory board.
3. Official document indicating the supervision by national, regional, or local authorities, or other bodies governed by public law (if applicable)
4. Declaration for the non-distribution of profits
5. Official organigramme
6. Official document certified by a public administration authority, providing that the organization operates for at least one year before the launch of the specific call for proposals.

Category: Financial capacity

7. Official document indicating the sources of the body's revenues and the body's financial state during the last three years (in case the body operates for at least 3 years. Otherwise, respectively two or one year) preceding the presentation of the project proposal.

Category: Documents providing evidence for the existence/operation of branch

8. (FOR BRANCH ONLY) Official document for the establishment/registration of a branch issued by the competent Public Authority (e.g. Tax Service of the respective country)
9. (FOR BRANCH ONLY) Copy of the rental contract, submitted to and validated by the respective Public Authority (e.g. Tax Service of the respective country)
10. (FOR BRANCH ONLY) Payroll sheet, validated by the competent Public Authority (e.g. Ministry of Labor)
11. (FOR BRANCH ONLY) Operational costs bills (e.g. electricity, telephone etc.)
12. (FOR BRANCH ONLY) Operating regulation, approved by the competent administrative body of the organization.

Category: 03. Documents providing evidence for the beneficiary's competence.

Category: 08. Regulatory framework for the designation of the body responsible for the operation and maintenance of the project

B. Contact Details

Managing Authority of "Interreg 2021-2027"	www.interreg.gr	interreg@mou.gr
JS – Greece - Italy	www.greece-italy.eu	info@greece-italy.eu
JS – Greece – Bulgaria	www.greece-bulgaria.eu	jts_grbg@mou.gr
JS – Greece - Cyprus	www.greece-cyprus.eu	jts_grcy@mou.gr
JS – Greece – Albania	www.greece-albania.eu	jts_gral@mou.gr
JS – Greece - North Macedonia	www.greece-northmacedonia.eu	jts-ipa-cbc@mou.gr