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"**

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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/ **click** on the link **«Instructions and Useful Information».**

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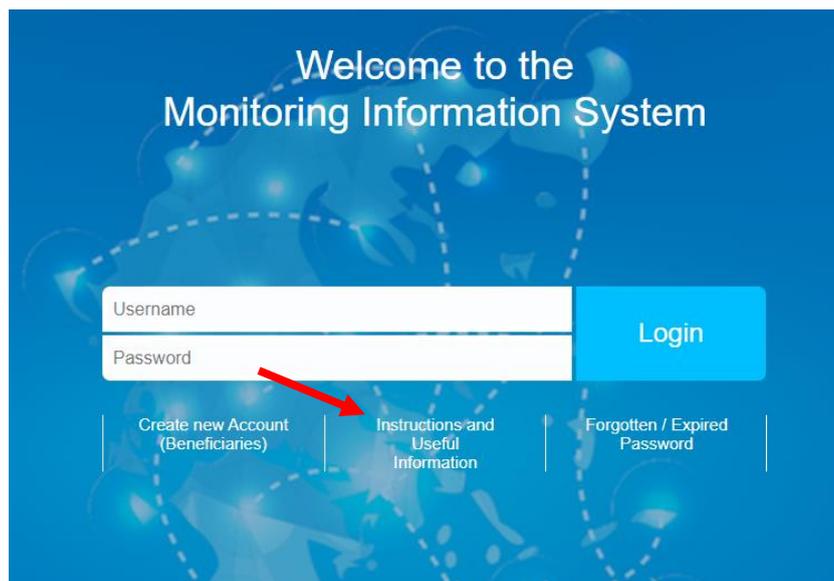
[1] Interreg Greece – Bulgaria 2014-2020, Interreg Greece – Cyprus 2014-2020, Interreg Greece – Italy 2014-2020, Interreg IPA CBC Greece-Albania 2014-2020, Interreg IPA CBC Greece – Republic of North Macedonia 2014-2020, INTERREG Balkan-Mediterranean 2014-2020

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

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 Join 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 Sumbission(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 Per...   Select ▾

Managing Legal Bodies   PA 2014-2020
                             PA 2021-2027
Show 10 ⌄ entries   Εθνικό Πρόγραμμα Ανάπτυξης (ΕΠΑ)   Search:
                             EEA Programs 2014-2020
                             RRF Recovery and Resilience Facility
       ▲   ...ogramming Period   Description

    ☐

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

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 *   1 checked ▾

Managing Legal Bodies

Show 10 ⌄ entries   Search: 1100

▲	Code	Programming Period	Description
☑	1100104	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY "INTERREG 2021 - 2027"

Showing ... to 1 of 1 entries (filtered from 72 total entries)   << < **1** > >>

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 intented for potential Beneficiaries for projects financed by EU Funds.   Clear data   Submit and Print
- 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

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).

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**».

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

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.

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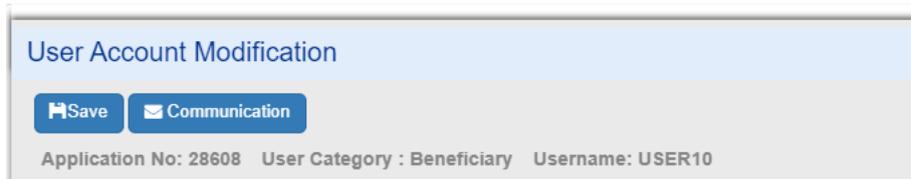
Fill in Subject and text message as follows. **Select** as Receiving Managing Authority the Managing Authority "Interreg 2021-2027" with Body Code 1100104 by **clicking** on the lens, and then **click** on AutoFill. The email of the MA will be automatically added to the next field. **Add** the email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

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

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.

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 -	Benificiary	YES	0.179	27-10-2023	

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 ×	Please click on the lens, choose one or more records and press AutoFill	🔍	AutoFill
Additional Emails *	interreg@mou.gr ×	ℹ

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 -	Benificiary	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:

	S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Last Modification	Actions
☐	1	User Application Form documents	user_application_28608.pdf -	Pdf from Ergorama	YES	0.131	09-10-2023	⬇ ✏ 🗑
☐	2	User Application Form documents	user_application_28608 (1).pdf - γγ	-	YES	0.131	09-10-2023	⬇ ✏ 🗑
☐	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
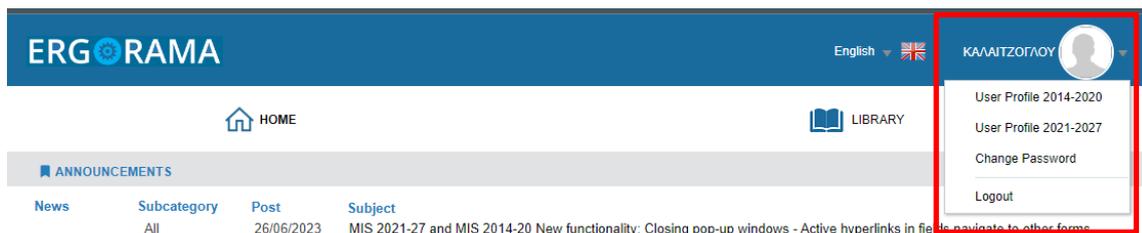
By clicking on the "2021 – 2027 Project Monitoring" button you are navigated to the dashboard of MIS 2021-2027.

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

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.

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

The contact information can be edited.

C. 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.

D. Categorization

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.

In step 2, you select from the list the document category and the document to be uploaded. Then fill in the metadate 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.
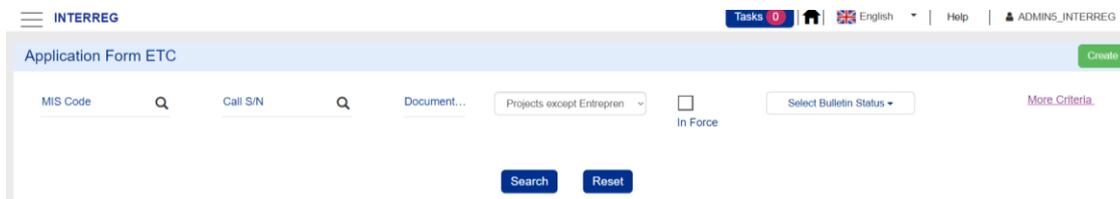
For submitting a concept note, **click** Create.
In the pop-up window that appears, **select** Create, then **click** on the search icon to select Operational Program / Axis you are applying for financing and the Call. Fill in as title "Concept Note for (title of the project)" and **click** on Accept.
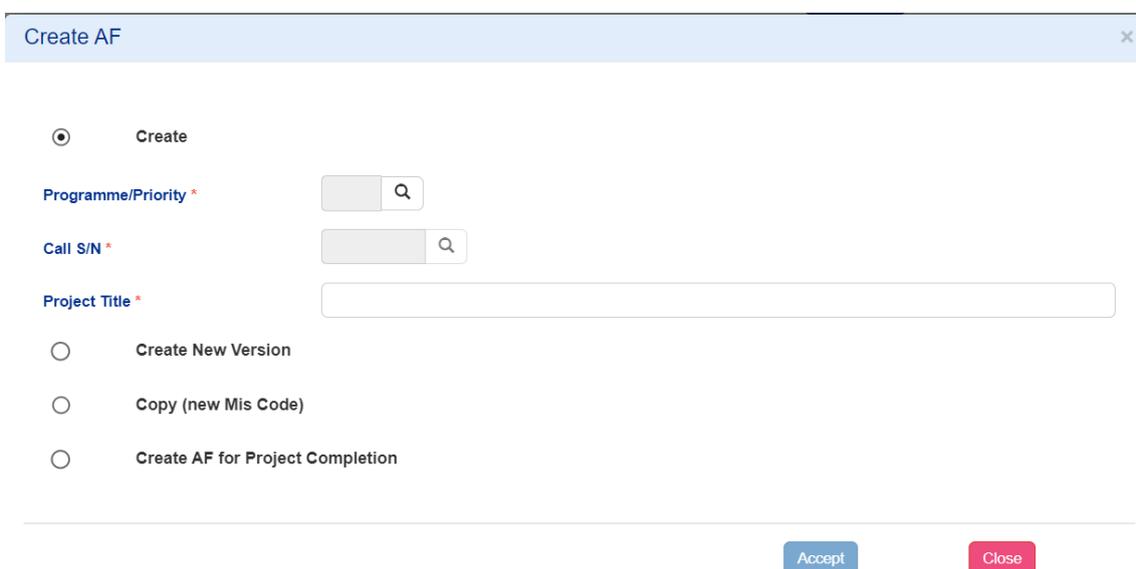
Then you are navigated to the detailed form where, before you fill in any data, you must **click** Create.

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".

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.

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.

B. Location

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

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.**

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.

A record has been added to the table.

Click on the green cross and on the nested table that appears **click** on Add.

Register ONLY one deliverable for the whole project as follows.

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

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.
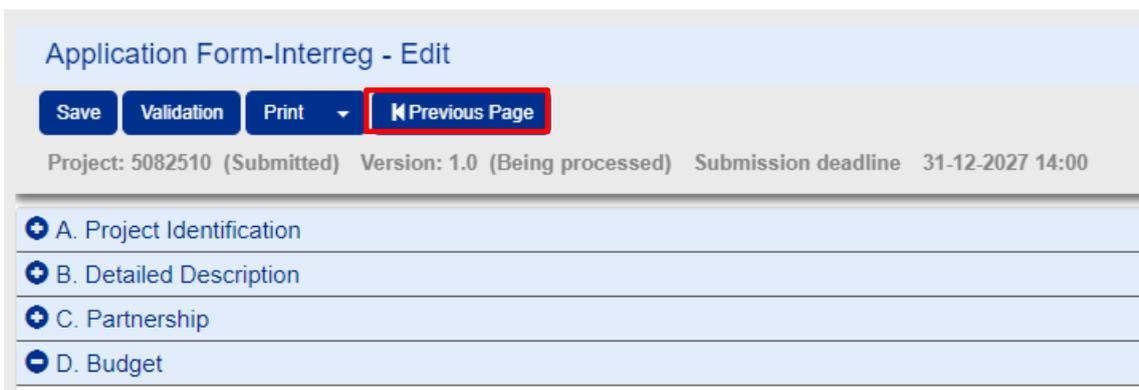
Search and find the relevant concept note and select from the list of actions, submit.
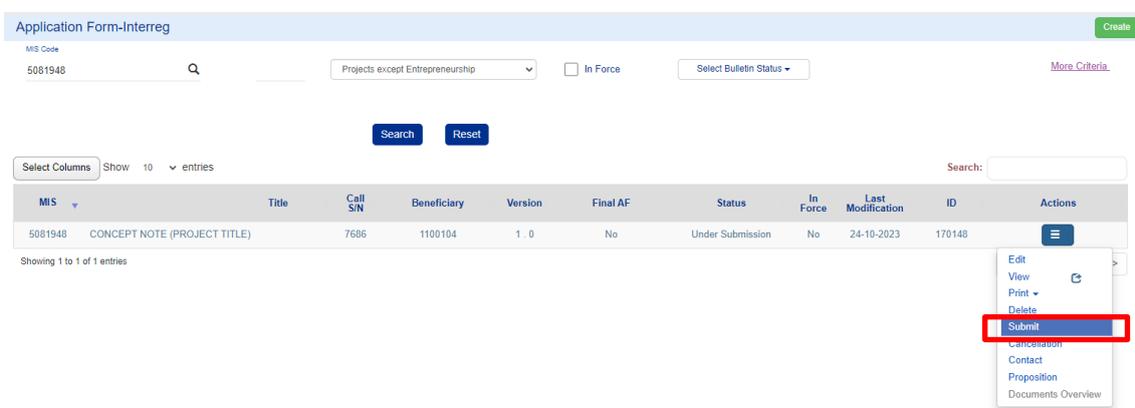
The system navigates you to the detail form, where you **click** Submit.
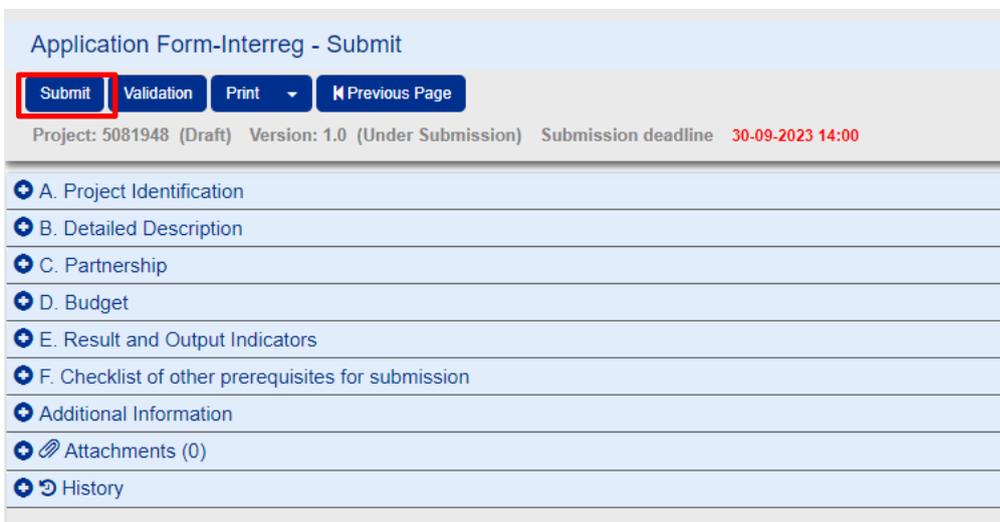
An action confirmation pop up appears. Before the submission, automatic checks run to prevent the submission of an incomplete AF. In case there are no errors, **click** on OK.

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