

Italian controllers

1. Application for Access to the MIS Interreg 2021-2027

Case 1: Active controller, possessing user account for the Programming Period 2014-2020

The controller proceeds to extension of her/his User Account for the 2021-2027 Programming Period as follows:

From the User drop-down menu select “Application access 2021-2027”

The screenshot shows the ERGORAMA website interface. At the top right, there is a user profile dropdown menu for a user named 'TEST'. The menu items are: 'User Profile 2014-2020', 'User Access Request 2021-2027' (highlighted with a red box), 'Change Password', and 'Logout'. Below the menu, there are sections for 'ANNOUNCEMENTS' and 'News for MA/IB' with various news items and dates.

The displayed online application request is already automatically filled in, and the user needs only to select “Print and submit application”.

The screenshot shows the 'Application for Access 2021-2027' form. At the top, there are two buttons: 'Print and Submit the Application' (highlighted with a red box) and 'Communication'. Below the buttons, the form displays the following information: Application No: 36070, User Category: Controller, Username: CNTR_636. The 'Personal Data' section contains the following fields: Surname: TEST, Name: TEST, Body Code: 1100104, Body Description: ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021 - 2027, Username: CNTR_636, Address (Street, Number): TEST, Postal Code: 25632, Town: TEST, Phone No: 4444444, e-mail: ikalaitzoglou@mou.gr, Position in the Body: TEST, Country: ELLADA, and Comments: test.

After the submission is completed, the screen header changes to:

User Account Modification

Application No: 36070 User Category : Controller Username: CNTR_636

Personal Data

Surname: TEST Name: TEST

Body Code: 1100104 Body Description: ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021 - 2027

Username: CNTR_636

Address (Street, Number): TEST Postal Code: 25632

Town: TEST Phone No: 4444444

e-mail: ikalitzoglou@mou.gr Position in the Body: TEST

Country: * ELLADA

Comments: test

The application generated by the MIS is automatically downloaded by the browser and simultaneously sent via e-mail to the electronic address provided.

The user then signs the application request and proceeds with the steps described in section 2. Signing the application and sending it for approval.

Case 2: New controller

The controller is not registered in the MIS.

To create an account, the user must visit the following page <https://logon.ops.gr/usermanagement/#!/home/register/eyd>

The user selects the role of Controller, and the electronic form is automatically filled in with the requested functions. The user then proceeds to filling in the application with personal data.

New Account Application Form (Managing Authorities/Controller/Accessor)

English Help

Clear data Submit

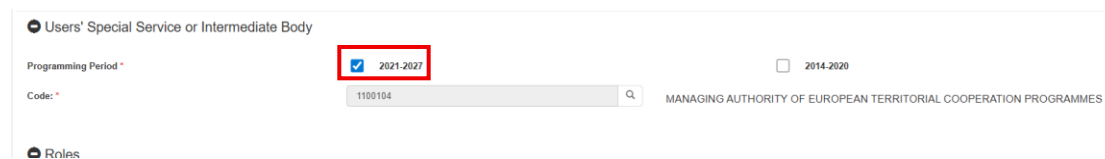
Personal Data

Name: * Address (Street, Number): * Town: * e-mail: * Position in the Body: * Country: *

Surname: * Postal Code: * Phone No: * E-mail verification: * Unit Position: *

Controller Accessor

Then the controller selects the programming period 2021-2027



Users' Special Service or Intermediate Body

Programming Period * 2021-2027 2014-2020

Code: * 1100104

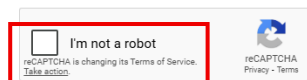
MANAGING AUTHORITY OF EUROPEAN TERRITORIAL COOPERATION PROGRAMMES

Roles

In the Comments field, which is mandatory to be filled in, the applicant may enter, for example, their professional capacity or the registry to which they belong, or other relevant information.

Finally, the reCAPTCHA checkbox is selected, and the application is completed by clicking “Submit” (top left).

Comments (to 2000 characters): *



I'm not a robot

reCAPTCHA is changing its Terms of Service. [Take action](#)

reCAPTCHA Privacy - Terms

The application is generated by the system. The user then signs the application request and proceeds with the steps described in section 2. Signing the application and sending it for approval.

2. Signing the application and sending it for approval

The application is initially signed by the applicant, either digitally or physically, in the bottom right section of the application, above the label “Applicant”.

Afterwards the application is sent for signature to the Head of the First level Control, at the bottom left section of the application above the label “Legal Representative”.

The application, signed by the controller and the Head of the FLC, is sent to the JS of the Programme (email: info@greece-italy.eu, g.gadaleta@greece-italy.eu, egiannopoulou@mou.gr), and to Unit B of the MA (email: kirifoti@mou.gr)

3. Project Assignment

Granting access of the controllers to the partners and the projects constitutes the second part of the procedure that will be carried out according to the following steps:

1. The controller notifies the competent First Level Control Authority of Italy, that a relevant contract for control has been signed with the specific partner and project.
1. The competent First Level Control Authority sends the list of the controllers to gain access to Unit B and JS (kirifoti@mou.gr and info@greece-italy.eu, g.gadaleta@greece-italy.eu, egiannopoulou@mou.gr), including data on the controllers who have been assigned to specific partners and projects.
2. The above-mentioned list can be as well copied to the e-mail address of the MA (interreg@mou.gr).
3. The relevant excel Table of Controllers is updated by the JS of the respective Programme, indicating the controllers to whom new partners and projects should be assigned. The date of the request stated in the table could be the date of the signed contract or the date of the sent request of the controller via e-mail. The MA is then informed to proceed with the necessary actions for provision of access.
4. The MA reviews the application requests of the controllers and once validated, the users/controllers receive credentials via an automated system message, sent to the e-mail address provided in their application request. With these credentials, the controllers gain access to the MIS and can proceed to verify the beneficiaries' expenditures.
5. Upon granting rights to specific partners and projects, the start date of the controller is entered by the MA in the table.

The procedure will be followed by Italian controllers and monitoring will be ensured by JS.

The xls data in the table constitute sufficient evidence for the audit trail and justification for the granted rights, as based on the information for existent contract between the controller and the beneficiary, kept in the file of the competent National FLC Authority that requested access.

Following the acquisition of the username/password, no further communication with the controllers will be required (except possibly for technical issues), as they will automatically be granted the necessary access rights.

Finally, all users (beneficiaries and controllers) can check whether they have been granted access rights, by consulting their 'User Profile'.