FROM SHARED RESOURCES
TO JOINT SOLUTIONS

SIU Management and Monitoring System

PROGRESS REPORT
USER MANUAL

Version 1.4 of 14/09/2021

Table of Contents

INTRODUCTION

The submission of the Progress Report (called PR hereafter in the manual) is fully digitized in the frame of Italy- Croatia CBC Programme through the SIU Management and Monitoring System. It is suggested to use whenever possible the **digital signature** (preferably in a *CAdES* format) for a complete de-materialization of the submission process. Otherwise, the Lead Partner (called LP hereafter in the manual) should nevertheless register all data into SIU and should print, sign and upload the automatically generated Progress Report. Likewise, LP should upload all prescribed annexes (as electronic documents or scanned paper documents) in the system before the submission of the Progress Report.

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

Three type of actors will be involved in the frame of the Progress Report submission; each actor has a specific role and filling-in duties (see paragraph 1.3) for additional information):

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

1. PRELIMINARY ACTIVITIES FOR THE CREATION OF THE PROGRESS REPORT

The following steps are preparatory for the creation of the Progress Report request and the creation of PP and FLC accounts on the SIU System. Therefore, it is advisable to consult each of these three steps, which the LP has to perform to allow all actors to proceed according to their duties.

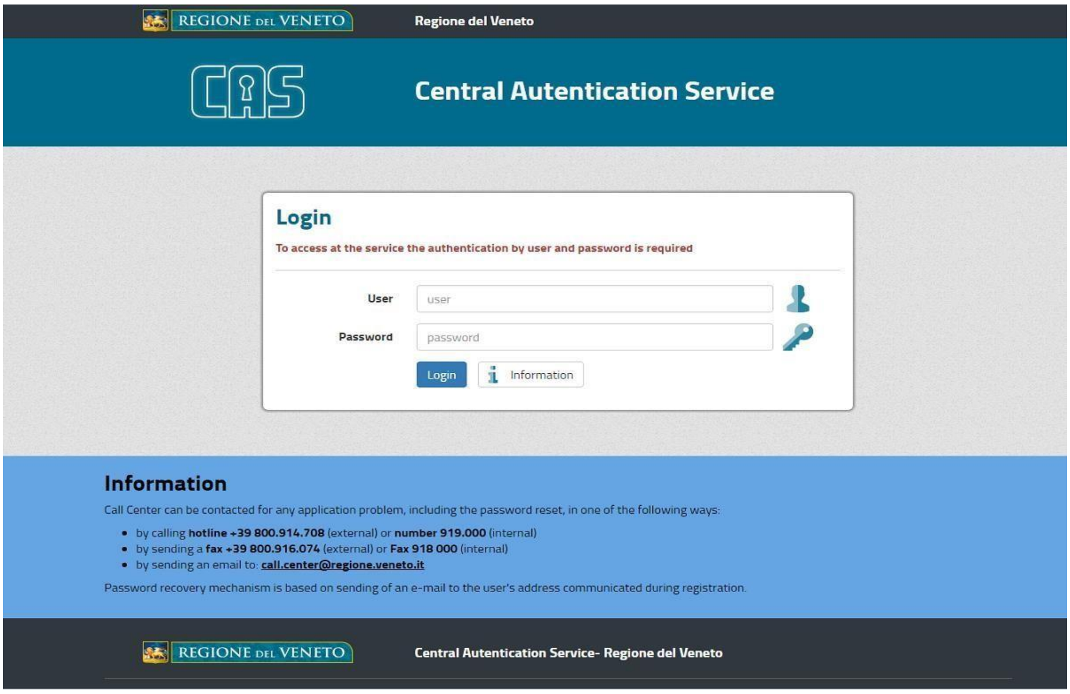
1.1. STEP 1 – ACCESS TO SIU

The first step is common to each type of user who needs to access the SIU System in the frame of the Progress Report submission process.

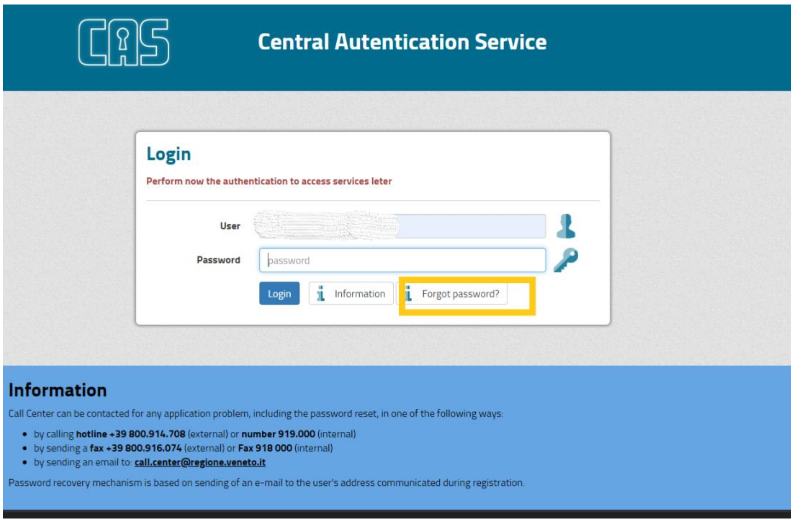
1.2. HOW TO ACCESS SIU

SIU is a web application accessible with by the recent versions of most common browsers (i.e.: Chrome, Firefox and Internet Explorer). It is advisable to use Chrome or Firefox.
SIU is available at the following link:
http://siu.regione.veneto.it/DomandePRU/?tipoProgramma=INTERREG%20VA%20ITHR

The user can log in SIU by inserting User ID and password in the System access page (see following preview).



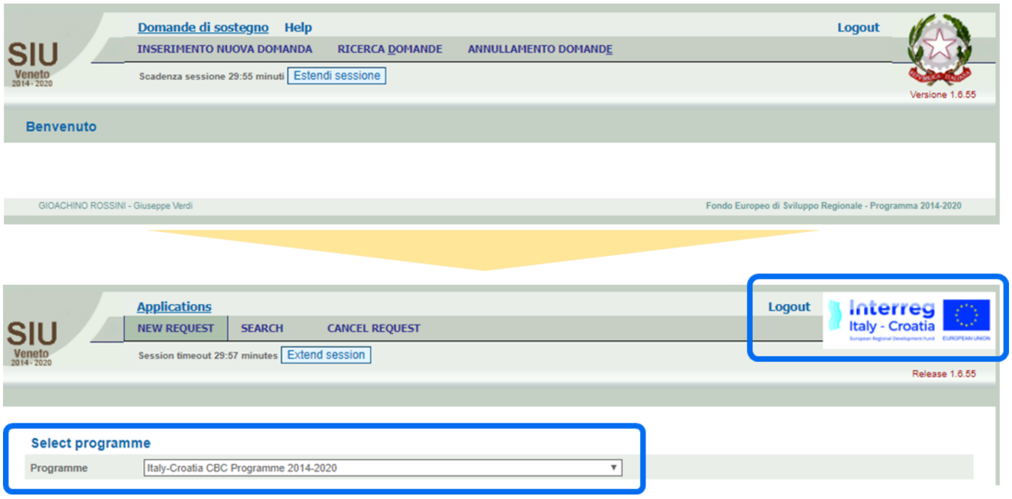
Once the user has successfully logged in, SIU allows starting the Progress Report process.
<u>It is recommend for Croatian beneficiaries to set up the second language of the browser as English language.</u>



Password recovery via the "Forgot Password" button generates a temporary password lasting 15 minutes.

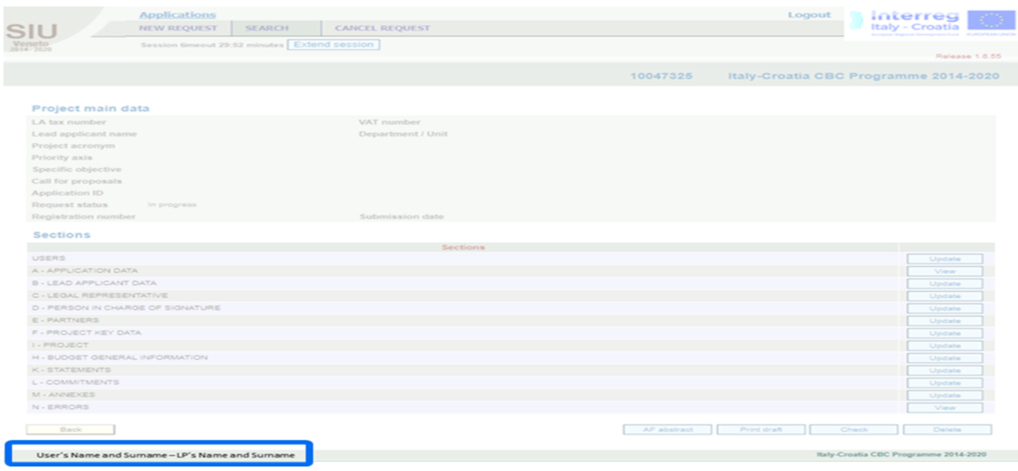
1.2.1. LANGUAGE SETTINGS

Please note that all SIU pages and functions dedicated to "Italy-Croatia CBC Programme 2014-2020" are in English language. However, depending on the browser settings, in some cases a first general mask shown in Italian language may ask to select on the specific Programme to deal with. In this case, once the users selects "Italy-Croatia CBC
Programme 2014-2020" and clicks the "Search" button, SIU automatically displays the pages in English.



1.2.2. ACCOUNT AND USER REFERENCES

SIU tracks user's name and surname (Account reference) over each section in the lower-left part of the screen.



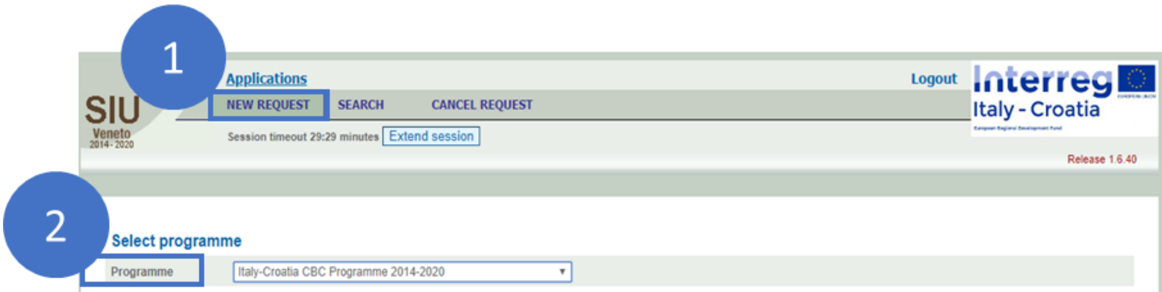
1.2.3. SIU STANDARD FUNCTIONS AND TOOLS

For an extended description of common functions and tools provided by the SIU System, please refer to the user's manuals provided in the web site: https://www.italy-croatia.eu/docs-and-tools

- Application Process User Manual
- Advance Payment Request User Manual
- Application for Reimbursement and for Final Reimbursement Manual
- Annexes Management Manual

1.3. STEP 2 – CREATION/RESEARCH OF THE PROGRESS REPORT

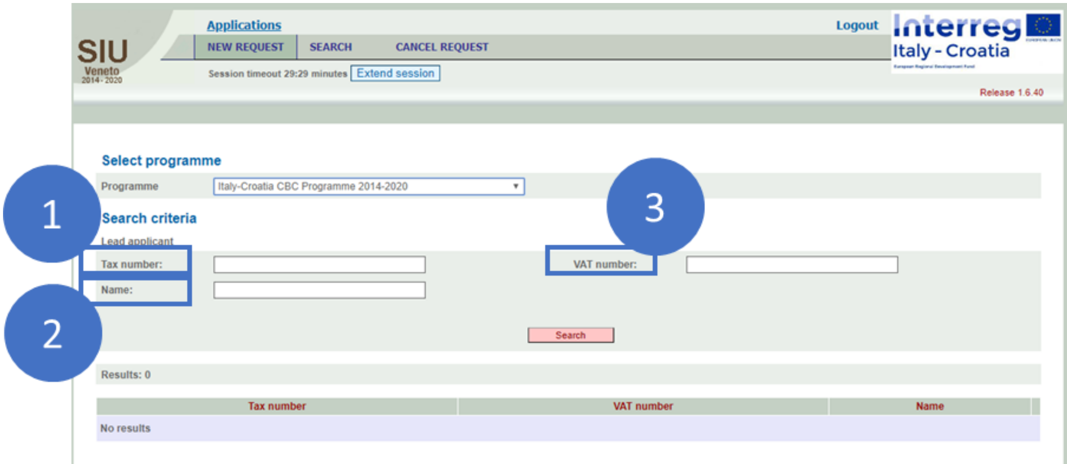
The Managing Authority generally open the progress reports for all the projects in order to make quick this first step, in this case the reader could go directly to the paragraph 1.3. Instead when the MA don't open a single progress report, the **LEAD PARTNER** has to access the function "New request" 1 –> "Programme" 2, and then select the Programme "Italy-Croatia CBC Programme 2014-2020" under the section "Select Programme".



1.3.1. SELECTION OF THE CONCERNED LEAD APPLICANT

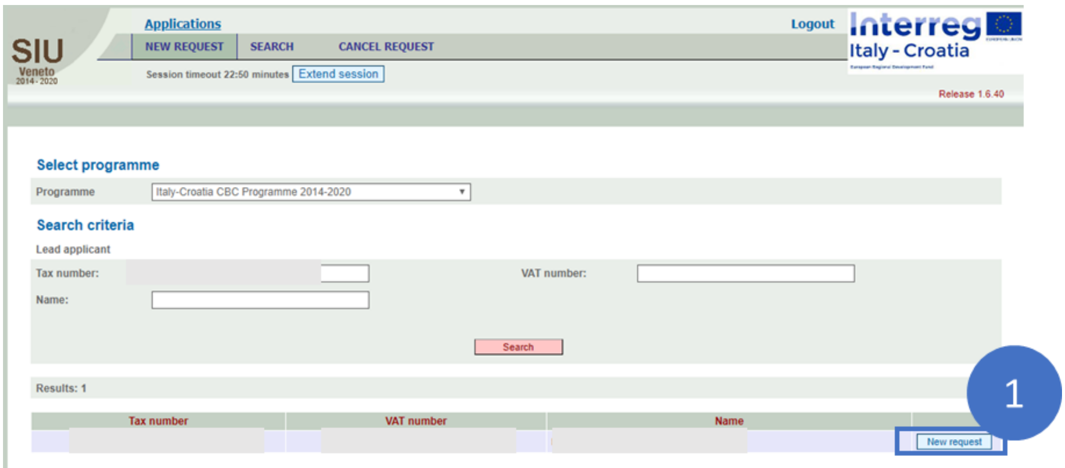
As selected the "Programme", the SIU provides a search engine by which the LP could search for the concerned LP organization. The LP should be able to input one of these three information (formerly provided with the Application Form):

- "Tax number" 1
- "Name" 2
- "VAT number" 3



1.3.2. TYPE OF REQUEST SELECTION

Once selected the "Italy-Croatia CBC Programme 2014-2020" and the Lead Applicant, as shown in the image below, the LP should click on the "New request" button:

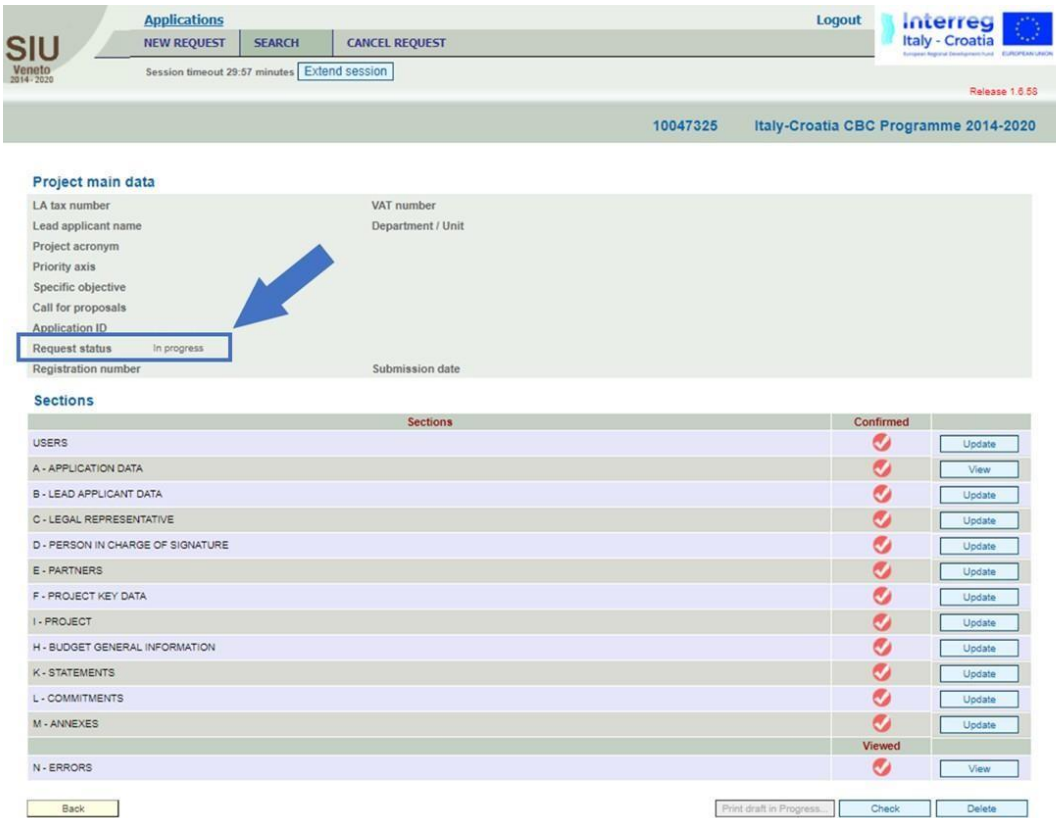


Then the LP must point out which type of request she/he intends to insert in the System, selecting precisely the "Progress Report" option.

1.2.3 LINKING THE PROGRESS REPORT TO THE RELATIVE AF

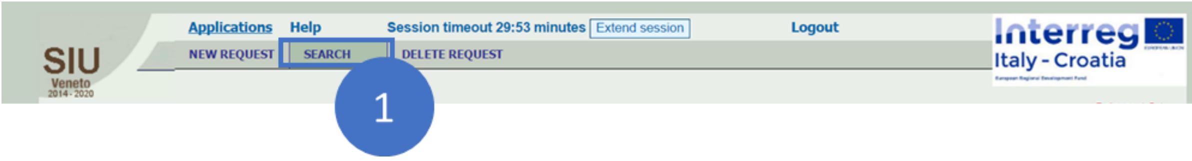
In order to link the Progress Report Request to the original or substitute Application ID of reference, the LP has to insert the Application reference number (i.e.: Application Form ID number) and click "Continue" button to generate the Progress Report request related to the concerned project.

Then the SIU system will automatically create a new Progress Report under the status "In progress".



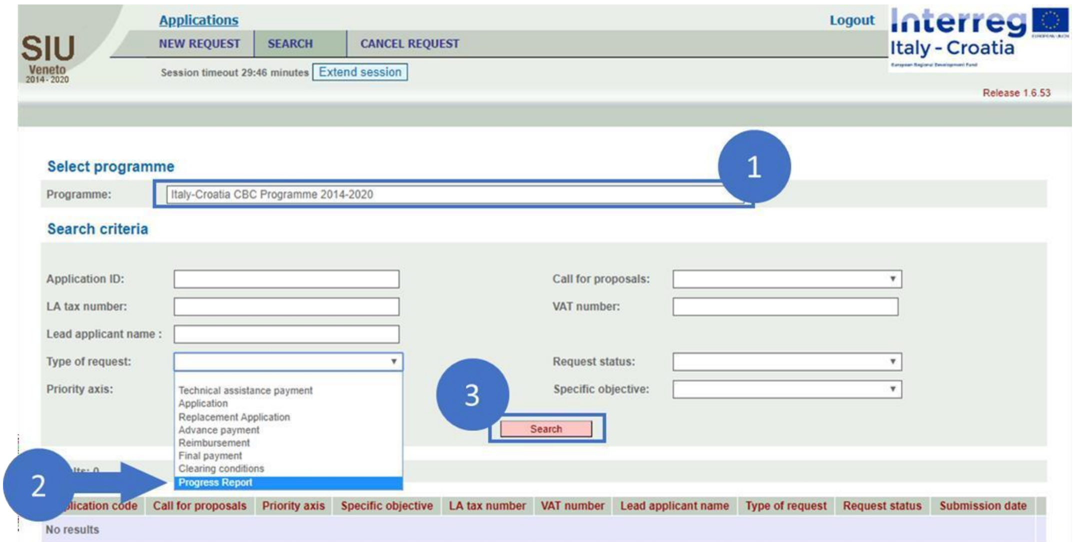
1.2.4 HOW TO FIND AND CONTINUE FILLING-IN AN ALREADY GENERATED PR

All the users (LP, PP and FLC) can "Search" option shown in the Header section in order to research or to continue filling-in an already generated Progress Report request.

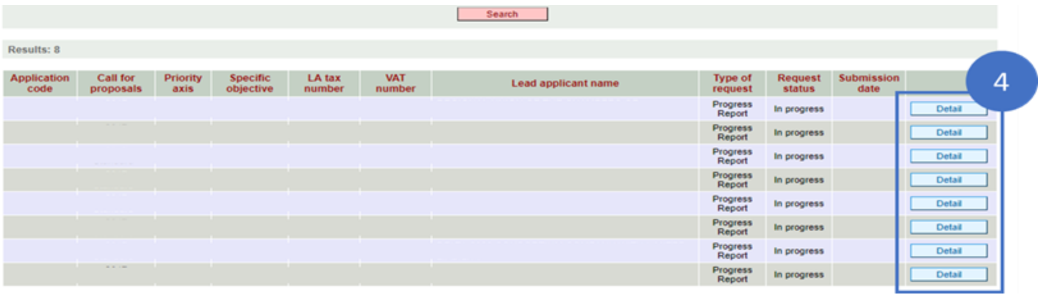


To find the concerned Progress Report request, the user can follow these following steps:

- Select "Italy-Croatia CBC Programme 2014-2020" 1 ;
- Select "Progress Report" in the drop-down list displayed under "Type of request" 2 ;
- Click "Search" button 3 ;



Click the "Detail" button corresponding to the concerned Request. 4



1.2.5 PROGRESS REPORT STATUS

During the generation and submission phase, the Progress Report will take different status (see the figure below):

Status: IN PROGRESS
- Ongoing compilation process. The process of data entry in the system is in progress. In this status all data are editable and modifiable.

Status CONFIRMED
- All data are registered and the Progress Report has been confirmed. In this status it is not anymore possible to modify Progress Report data. All the necessary documents listed in Section M - Annexes have to be uploaded (the signed Progress Report form has to be included too).

Status: SUBMITTED
- All the documents listed in the Progress Report have been attached and the Progress Report form has been submitted. In this status it is not anymore possible to edit or modify data.

Status: REGISTERED
- The Managing Authority has received and registered the Progress Report. The Progress Report is automatically registered by the system.

In the following paragraphs, the Manual outlines the functioning of the System explains how to:

Fill-in the Progress Report request and the performed activities;

Fill-in the amounts reported by the LP/PP and validated by the FLC;

Submit the Progress Report request.

1.3 STEP 3 – ASSIGNMENT OF ROLES AND AUTHORIZATIONS TO PPS AND FLCS

1.3.1 USER TYPES AND ROLES

The SIU system allows the segregation of roles and duties among the different actors involved throughout the financial reporting process:

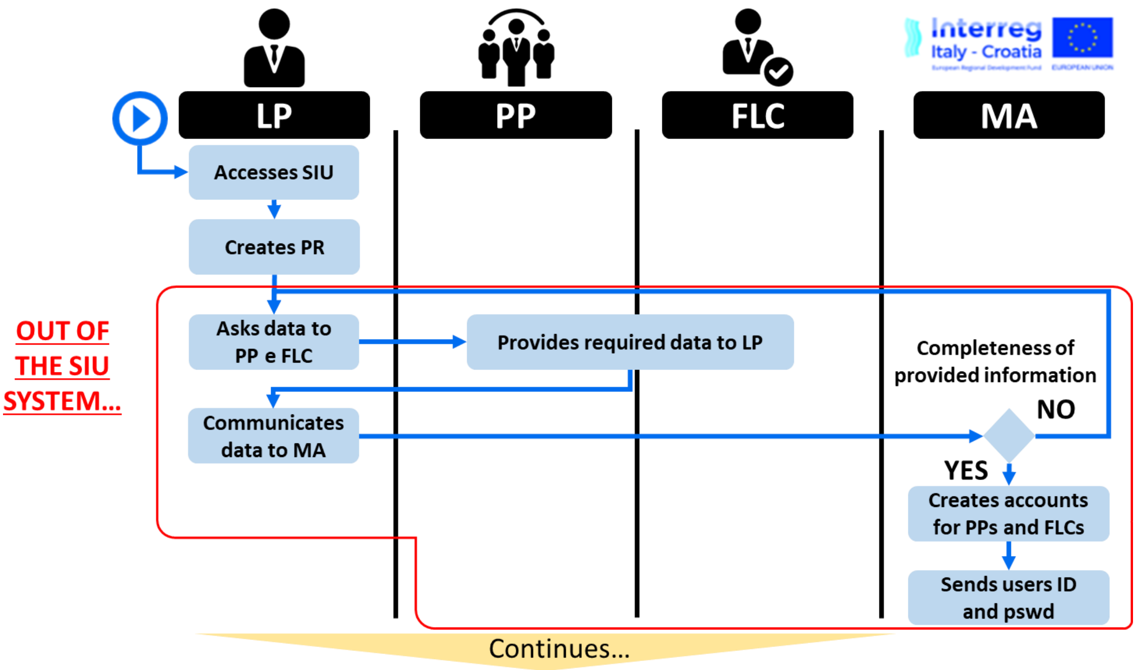
User Type	Roles	Financial Reporting	Physical Reporting
LEAD PARTNER	LP is: • Accountable for the portion of financial reporting of their own competence; • Totally accountable for the of physical reporting of projects performances by collecting the contribution of each PP; • In charge to check, confirm and finally submit the Progress Report.	X	X
PROJECT PARTNER	PP must be designated by the Lead Partner to access the SIU System to: • Carry-out the reporting duties concerning the activities of their own competence in terms of financial expenditures; • Uploading the Activity Report	X	X
FIRST LEVEL CONTROLLERS	Each Project Partner/the Lead Partner must assign the FLCs to carry out the certification of related expenditures.	X	

The segregation of duties is so disposed on the SIU System:

Reporting Process Type	Lead Partners	Project Partners	FLC
1.PHYSICAL PROGRESS REPORTING	- LP can edit all SIU Sections related to Physical Progress Reporting (they are totally accountable for that)	- PP: upload the Activity Report on the SIU; - Send proofs of performed activities out of the SIU System	Not Applicable
2.FINANCIAL PROGRESS REPORTING	- LP can edit ONLY SIU Sections related to Financial Reporting of competence; LPs can view ALL the operations that both PP and FLC perform within the SIU system	- PPs can edit ONLY SIU Sections related to Financial Reporting of competence; - PP can view ONLY sections related to the financial reporting activities that he/she performs	- FLCs can edit ONLY SIU Sections related to Financial Reporting of the assigned PP; -FLCs can view ONLY sections related to the financial reporting activities performed by the controlled PP

1.3.1 THE PROCESS DEPUTED TO THE CREATION OF PP AND FLC ACCOUNT TYPES

The LP has to communicate the following information related to **ALL** the relevant PPs and Italian FLCs to the MA. The LP should send the information in pdf format via formal request (addressed to italia.croazia@pec.regione.veneto.it) and in an Excel format to it-hr.siusupport@regione.veneto.it based on the template provided by the MA/JS: Name, Surname, Tax Number/OIB, E-mail address and Application ID
The Agency for Regional Development of Croatia communicates to the MA all data concerning FLCs assigned to Croatian beneficiaries.
The following diagram presents the main phases of this sub-process:



Once the MA has successfully created the users, the SIU automatically provides the username and temporary password to concerned PPs and FLCs through their indicated e-mail addresses. Therefore, the PPs and FLCs will perform the actions needed for reporting purposes, concerning the portions of the report, that they are accountable.

Please note that it is advisable for each of these three different subjects to focus on the portions of the manual, which describe specifically the actions they must perform in the frame of Progress Report submission, accordingly to their role:

- Lead Partner's Role
- Project Partner's Role
- First level Controller's Role

2 PROJECT PARTNER ROLE

2.1 OVERVIEW OF PROJECT PARTNERS ROLE

Project Partners shall:

1. Access SIU;
2. Insert their expenditure, including the upload of invoices and proofs of payments;
3. Fill-in the Partner Activity Report and upload it in SIU;
4. Modify their data related to seat/name/legal representative if needed in the Section "Partner";
5. Send the proofs and supporting documents of their deliverables/outputs via e-mail to the LP;
6. Give confirmation that their part is completed by clicking the button "Submit to FLC";
7. Proceed to the necessary modifications on inserted expenditure upon request of the FLC or LP.

2.2 ANNEXES TO BE UPLOADED

ID documents: PP shall upload relevant ID documents for example related to a new legal representative. Please note that there is no need to upload ID documents if no changes occurred during the reporting period. The types of attachments for the "PP annexes" are the following:

- PP Activity Report;
- Legal and administrative documents (PPs shall upload documents related for example to changes of Legal Representative, PiCoS, implementing department, etc.);
- Valid identity document (e.g. identity card, passport) ID document (related to category "legal and admin doc"): PP shall upload relevant ID documents for example related to a new legal representative (PLEASE NOTE THAT there is no need to upload ID documents if no changes occurred during the reporting period);
- Other documents;

The types of attachments for the sub-section "Public Procurement" are the following:

- Awarding administrative document or equivalent;
- Contract;

The types of attachments for the sub-section "Financial supporting documents" are the following:

- Invoice;
- Other document of equivalent probative value;
- Proof of payment.

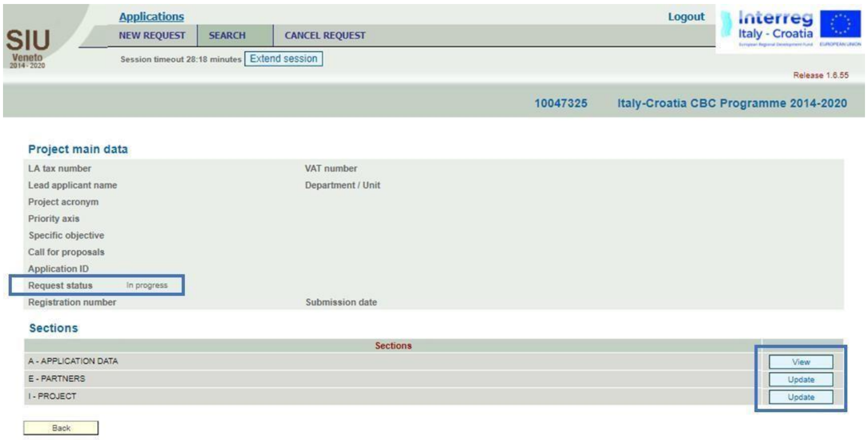
2.3 MAIN RECOMMENDATIONS

Save regularly in order not to lose data. In some case, the system will save data only once the whole section has been duly filled-in. A set of tables, which must be filled-in to enable the submission, composes the Progress Report. The LP has to view and confirm all the tables that the System asks.

The message “Done” appears in the System to confirm a given action of the user (such as to confirm the saving of inserted data after having pressed “Save” button).

2.4 FILLING-IN THE PROGRESS REPORT

This is the main view and the focal point for PPs’ operational activities in the frame of the Progress Report filling-in process:



The main screen is composed of:

- a heading with resumed data;
- some fields that will be automatically compiled during the filling-in process (for example In case of the submission date).

Then there are three different section:

1. “A – Application Data” must be viewed and confirmed by the PPs;
2. “E – Partner” must be duly filled-in
3. “I – Project” must be duly filled in

2.5 SECTION A – APPLICATION DATA

The user should access to the Section “**A – APPLICATION DATA**” to visualize the automatically filled-in information within the fields of the form.

The fields are accessible in the visualization mode only.

Please, note that no other actions than visualization (in case it occurs) are needed to be performed here by Project Partners.

2.6 SECTION E – PROJECT PARTNERS

The user should access to the Section “**E – PROJECT PARTNERS**”, in order:

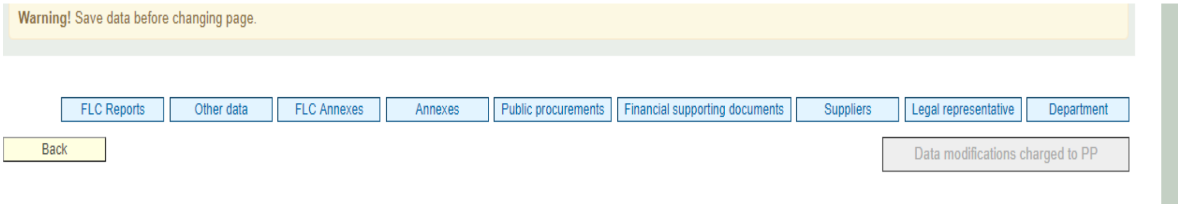
- To properly verify the correctness of the automatically filled-in information within the fields of the form;

- To fill-in, where missing or in case of update necessities, the proper data and information required by the fields of the form.

2.6.1 SECTION E – PROJECT PARTNERS / SUB-SECTION 2 – "E – PARTNERS"

By clicking on the "Update" button of the PP, the SIU system shows a detailed view of relevant data, which must be filled-in per each Project Partner.

As shown in the images above, there are nine sub-sections available in the lower part of the page, as follows:

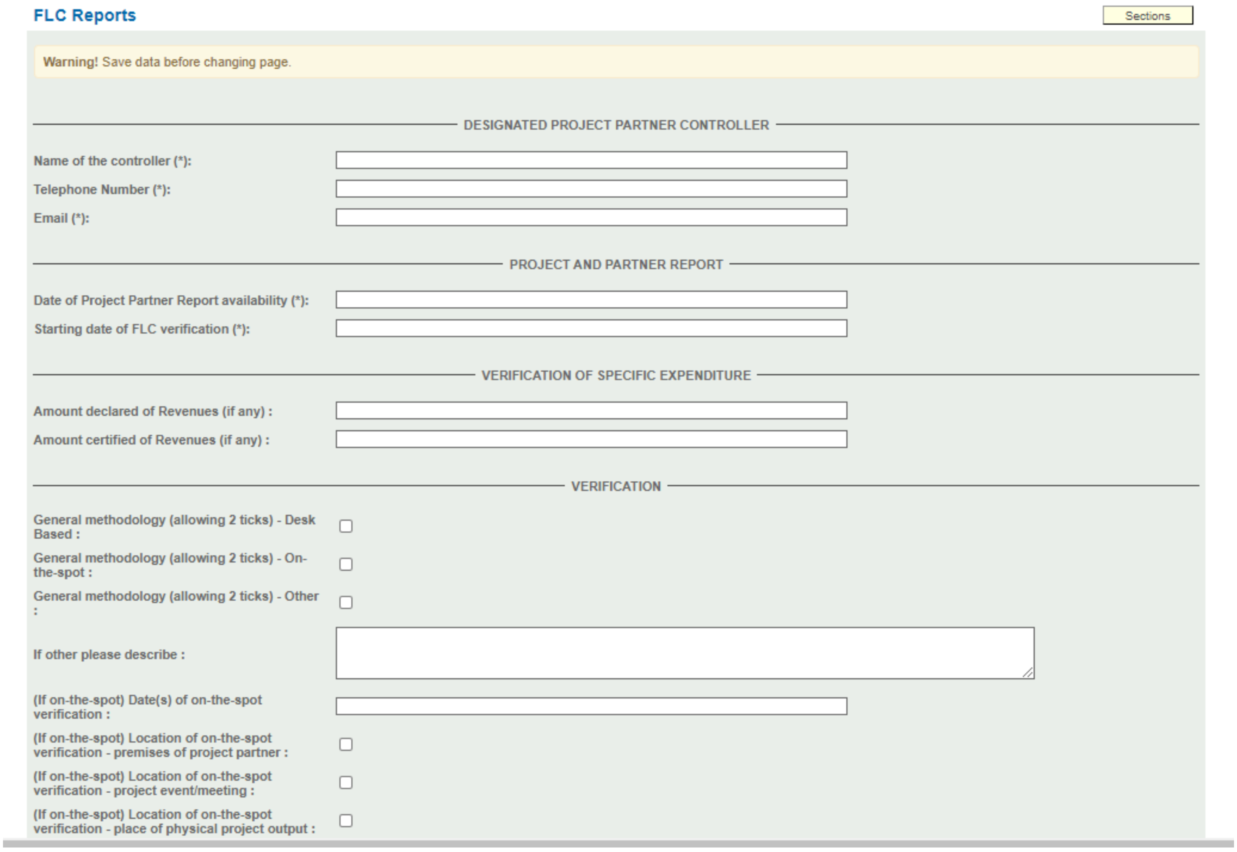


1. FLC Reports
2. Other Data
3. FLC Annexes
4. Annexes
5. Public procurements
6. Financial supporting documents
7. Suppliers
8. Legal representative
9. Department"

The manual describes these sub-sections in further detail.

2.6.2 FLC REPORTS

Within this sub-section, PP will find the information about the FLC and the FLC's verification. From this sub-section, FLC will create the FLC COVE and the FLC Control Report



FLC Reports

Sections

Warning! Save data before changing page.

DESIGNATED PROJECT PARTNER CONTROLLER

Name of the controller (*):
Telephone Number (*):
Email (*):

PROJECT AND PARTNER REPORT

Date of Project Partner Report availability (*):
Starting date of FLC verification (*):

VERIFICATION OF SPECIFIC EXPENDITURE

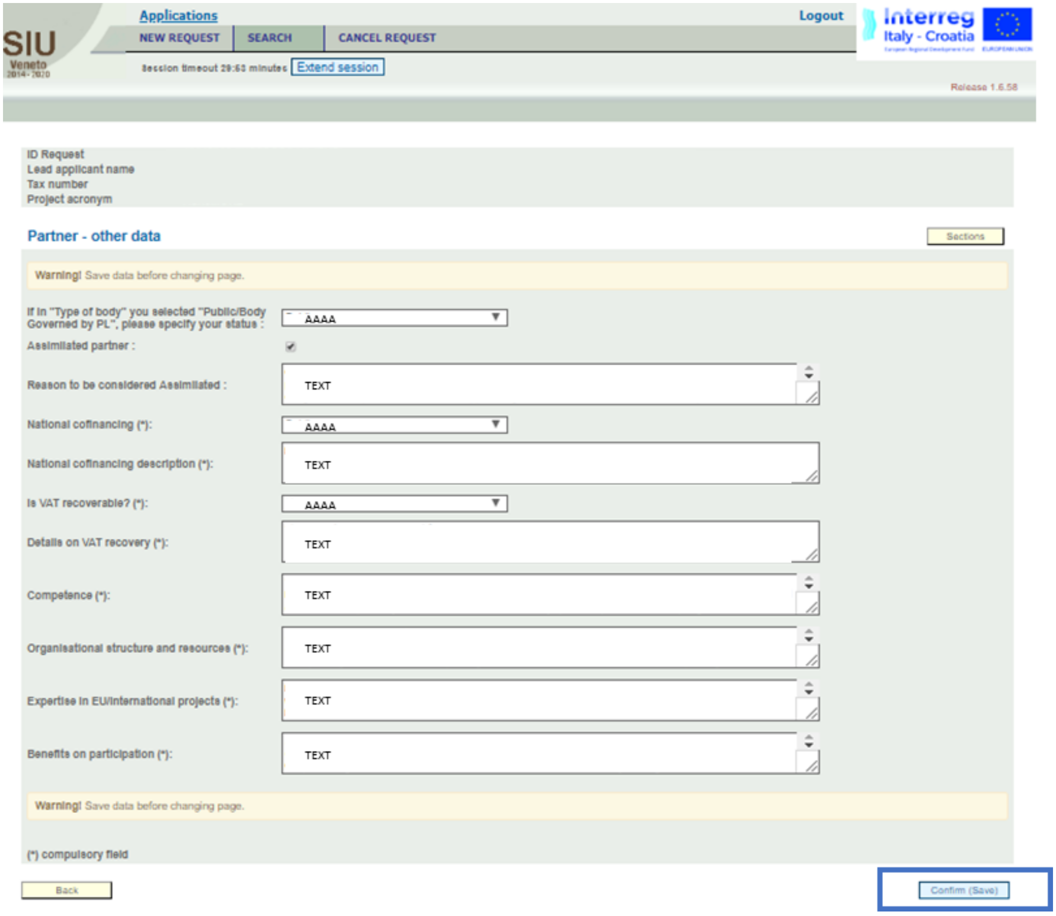
Amount declared of Revenues (if any) :
Amount certified of Revenues (if any) :

VERIFICATION

General methodology (allowing 2 ticks) - Desk Based :
General methodology (allowing 2 ticks) - On-the-spot :
General methodology (allowing 2 ticks) - Other :
If other please describe :
(If on-the-spot) Date(s) of on-the-spot verification :
(If on-the-spot) Location of on-the-spot verification - premises of project partner :
(If on-the-spot) Location of on-the-spot verification - project event/meeting :
(If on-the-spot) Location of on-the-spot verification - place of physical project output :

2.6.3 OTHER DATA

Within this sub-section the SIU system shows a detailed view of other relevant data which must be filled-in / updated by each Project Partner. By clicking on the “Confirm (Save)” button the PP can save the work done.



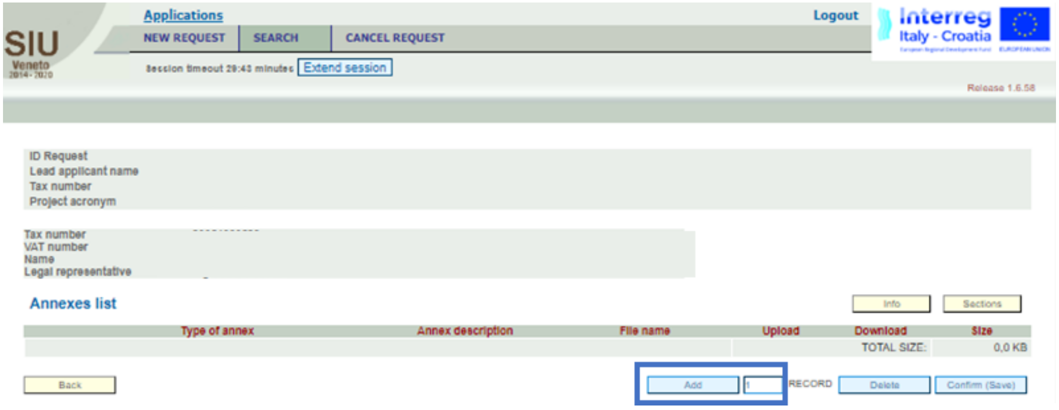
2.6.4 FLC ANNEXES

In this sub-section, FLCs can upload the needed annexes by clicking on the "Add" button (see the next paragraph to know how to upload them)

Type of annex	Annex description	File name	Upload	Download	Size
FLC CoVE	FLC COVE			Download	1809,7 KB
FLC report	FLC REPORT			Download	481,0 KB
FLC checklist	FLC CHECKLIST			Download	1755,3 KB
FLC checklist	CHECKLIST ON PUBLIC PRO 1			Download	596,6 KB
FLC checklist	CHECKLIST ON PUBLIC PRO 2			Download	600,7 KB
				TOTAL SIZE:	5243,2 KB

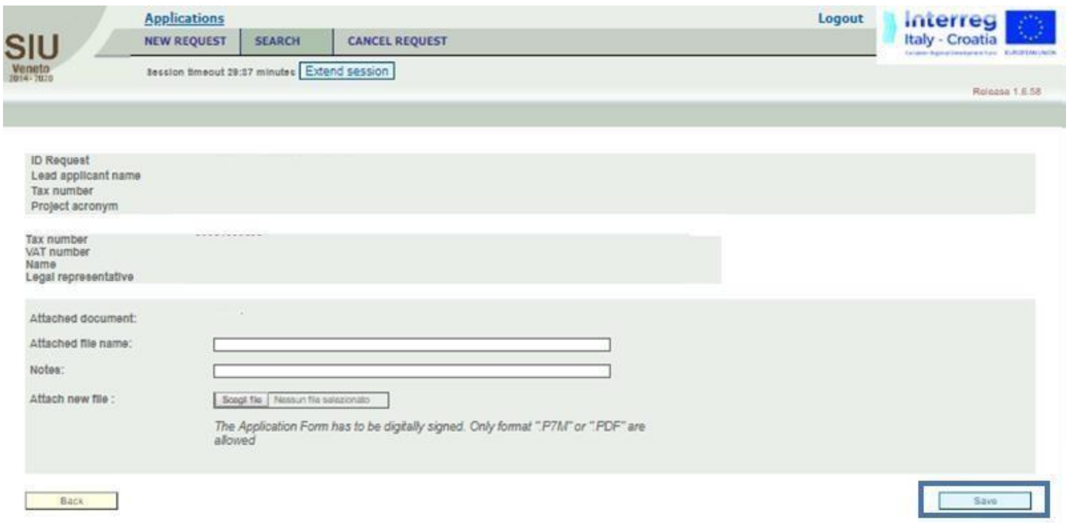
2.6.5 ANNEXES

As shown in the image below, this sub-section is necessary to upload annexes. By clicking on the "Add" button, PPs can add one or more (depending on the number inserted within the field to the right of the "Add" button) new annex rows:



Once PP selects the “Add” button, PPs should address the actions explained below:

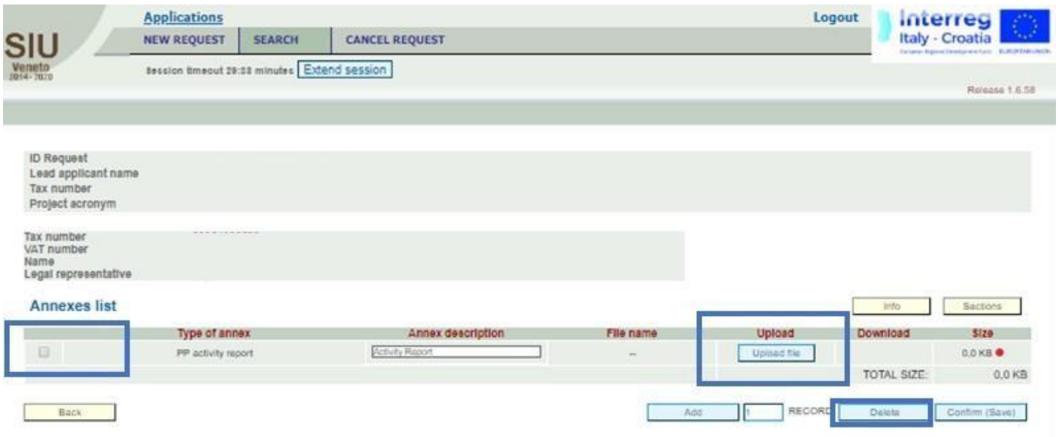
1. Add (if once again necessary) a new annex record;
2. Select the type of the annex to upload from the drop-down menu;
3. Insert the annex description;
4. Confirm the work done.



Having created a new annex row, PPs can now:

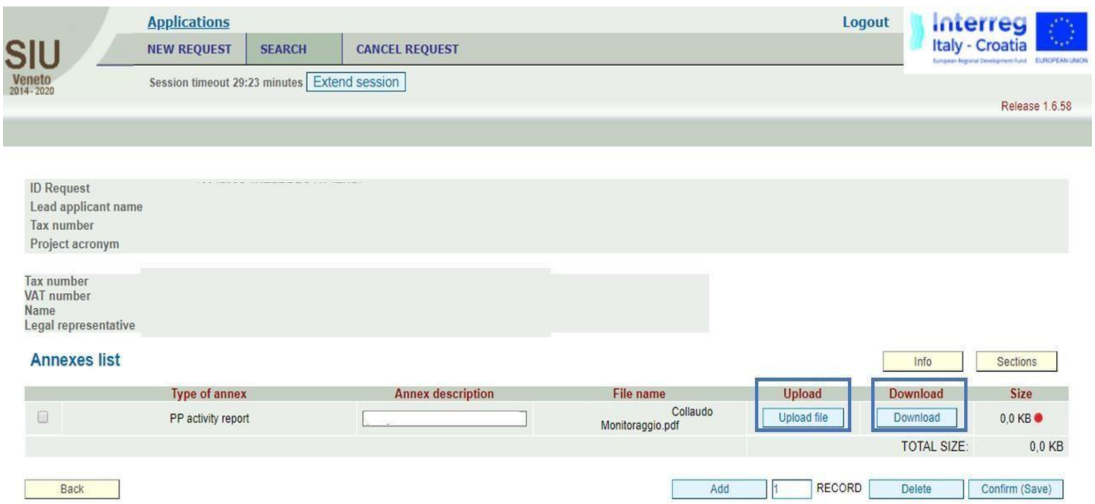
1. Upload a file;
2. Delete an annex row, by putting a “thick” within the outlined box on the left of the window;
3. Delete a previously uploaded file within the same annex row by overwriting it (uploading a new file).

By clicking the “Upload file” button, the user will access the following view, by which he/she will be able to upload a specific annex.



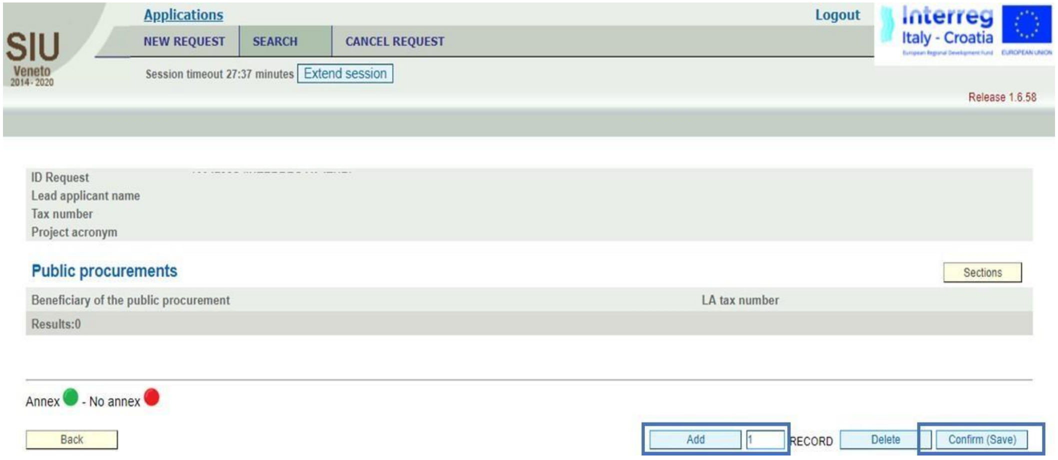
In case the upload failed, the user will see it in the previous view “Annexes List”, and then the user can:

- Upload a new annex to substitute the previous file uploaded
- Download a previously uploaded file

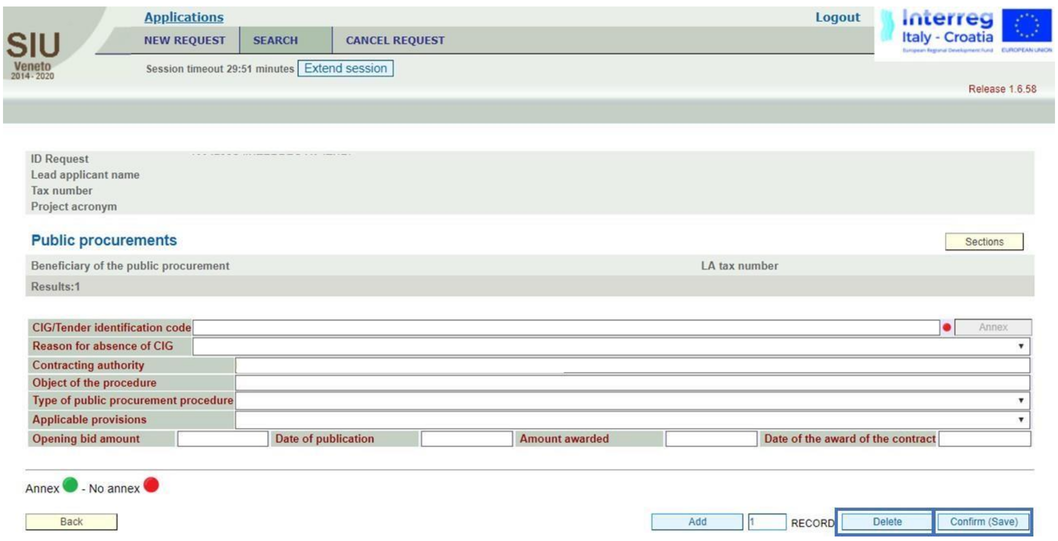


2.6.6 PUBLIC PROCUREMENTS

User can add Public procurements details by clicking on "Add" button



Details have to be entered in the dedicated Public procurement section (see preview below). Once filled-in data has to be confirmed by clicking on the "Confirm (Save)" button.

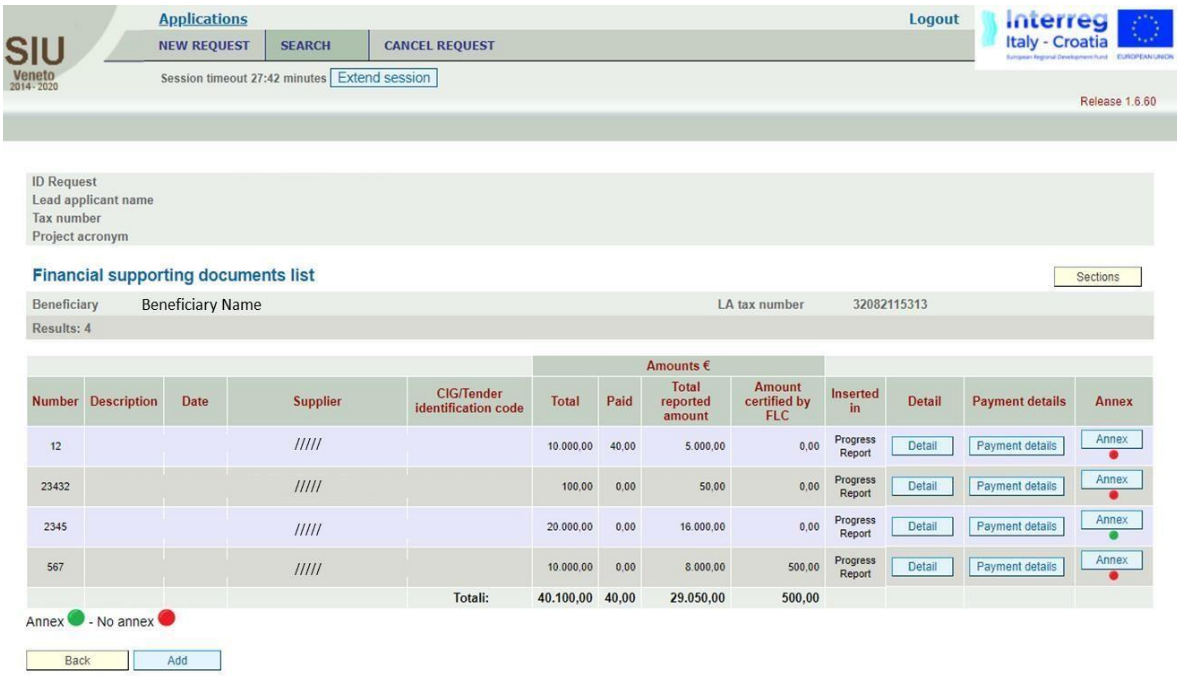


It is possible to upload annexes by clicking on the button in the upper part of the page. To upload a new annex you can use the procedure described previously.

2.6.7 FINANCIAL SUPPORTING DOCUMENT

Financial Supporting Documents List

By clicking on the "Add" button, PPs can insert within the SIU System a new financial supporting document. A list of all the inserted financial supporting documents is shown within the sub-section:

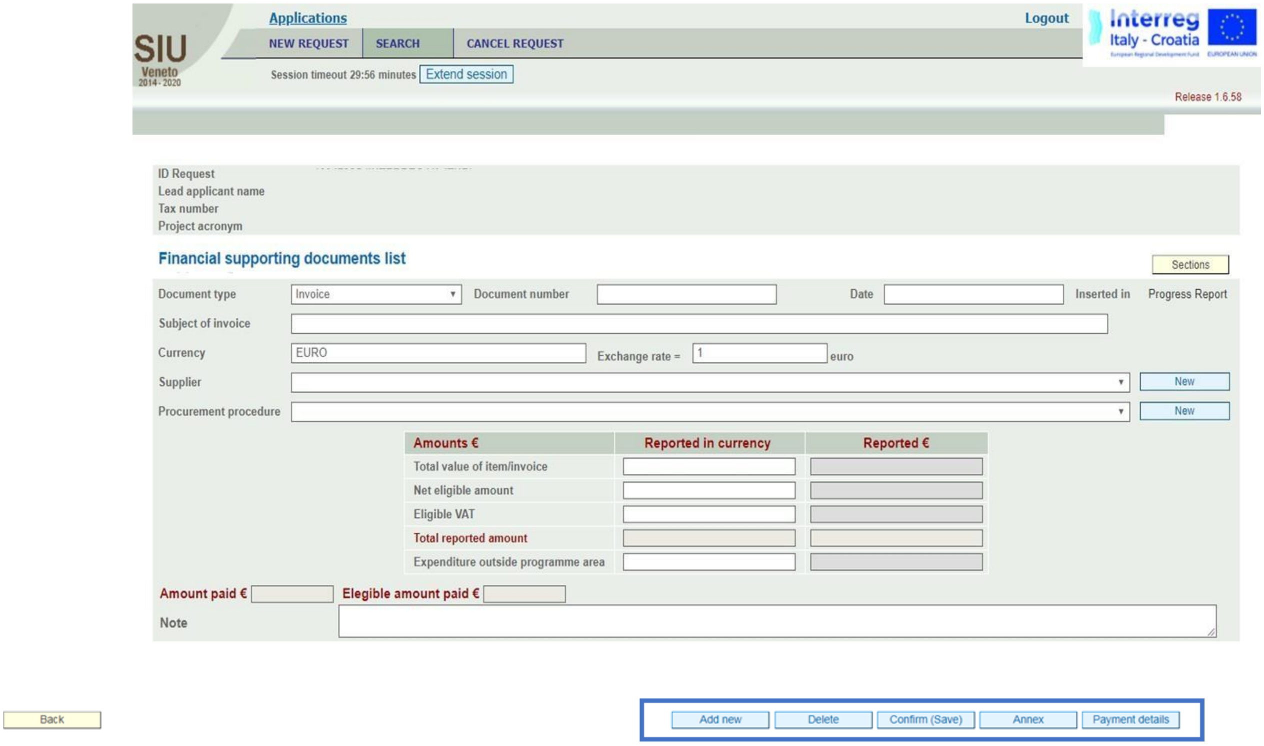


The view, within the "Annex" column, also reports the Annex status:

Red signal: no annex uploaded;

Green signal: annex uploaded successfully.

Financial Supporting Document Detail



This part is the first step of financial reporting.

The PP or LP will see the same screen and will have to insert the data of each single invoice or equivalent probative value document (including payslips).

The system will automatically perform here the exchange from a currency other than euro if needed. To do so, when inserting data of the invoice, the user shall insert manually in the box "exchange rate" the exchange rate currency/euro. The user shall use the official exchange rate published by the European Commission on: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm
using the rate of the month in which the expenditure is submitted for verification to the FLC.

Suppliers

When inserting data of invoices, the System requires also data on suppliers.

If the supplier was already inserted here, it can be chosen from the drop-down menu. When a new supplier needs to be inserted, it can be added by clicking on the button "New".

NOTA BENE: The personal tax number, the VAT number and the legal form are mandatory fields.

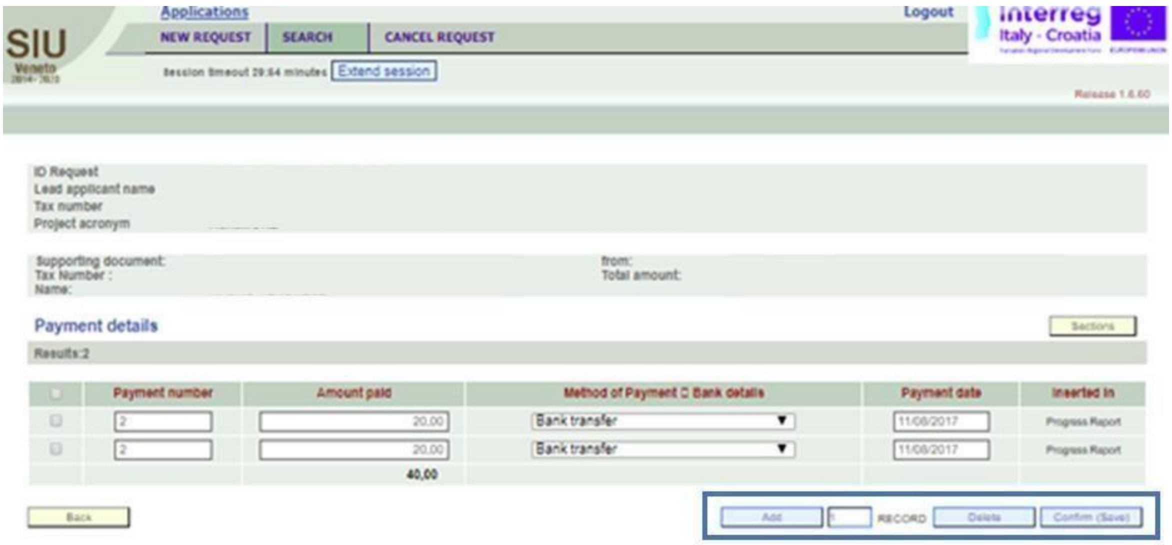
The button "Suppliers" in Section "E - PARTNERS" will be useful at the end of the financial reporting process, to see the list of all suppliers inserted herein.

Payment details

This sub-section is mandatory: by clicking on the “Payment details” button, available within the above-mentioned “Supporting Document Detail” sub-section, PPs will enter the following view:

					Amounts €							
Number	Description	Date	Supplier	CIG/Tender Identification code	Total	Paid	Total reported amount	Amount certified by FLC	Inserted in	Detail	Payment details	Annex
12			Payment details		10.000,00	40,00	5.000,00	0,00	Progress Report	Detail	Payment details	Annex
23432			Payment details		100,00	0,00	50,00	0,00	Progress Report	Detail	Payment details	Annex
2345			Payment details		20.000,00	0,00	16.000,00	0,00	Progress Report	Detail	Payment details	Annex
567			Payment details		10.000,00	0,00	8.000,00	500,00	Progress Report	Detail	Payment details	Annex
				Total:	40.100,00	40,00	29.050,00	500,00				

In the same screen where invoices data are inserted, it is possible to click on the button “Payment details”, to insert proof of payments associated to a specific invoice. In order to reported a correct expenditure, it is necessary to fill in the section with the payment number, the amount paid, the method of payments and the payment date.



How to upload invoices, equivalent probative value documents or proof of payments

By clicking on the “Annex” button, available within the above-mentioned “Supporting Document Detail” sub-section, PPs will enter the following view:

To upload documents here, the user has to click on the button “Annex” and add the concerned file. The user can choose among the following categories of annexes:

					Amounts €							
Number	Description	Date	Supplier	CIG/Tender identification code	Total	Paid	Total reported amount	Amount certified by FLC	Inserted in	Detail	Payment detail	Annex
12			Payment details		10.000,00	40,00	5.000,00	0,00	Progress Report	Detail	Payment details	Annex
23432			Payment details		100,00	0,00	50,00	0,00	Progress Report	Detail	Payment details	Annex
2345			Payment details		20.000,00	0,00	16.000,00	0,00	Progress Report	Detail	Payment details	Annex
567			Payment details		10.000,00	0,00	8.000,00	500,00	Progress Report	Detail	Payment details	Annex
				Totali:	40.100,00	40,00	29.050,00	500,00				

- Invoice
- Equivalent probative value document
- Proof of payment

How to link invoices or equivalent docs to expenditure (budget line/wp)

There are two procedure to link invoices or equivalent docs to expenditure:

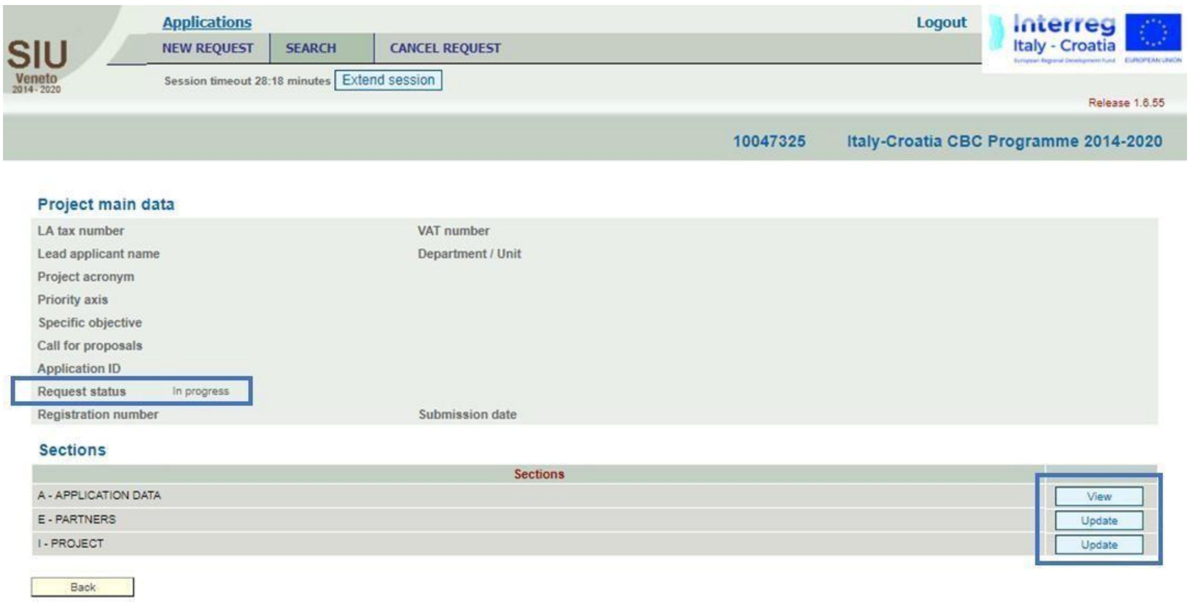
- **BUDGET LINES** button at the end of the DETAIL page (sub-section of Financial supporting document).

The user should to link the supporting document with the activity inserting the amount in the reported column.

The User should confirm the association by clicking the “CONFIRM” button at the end of the page.

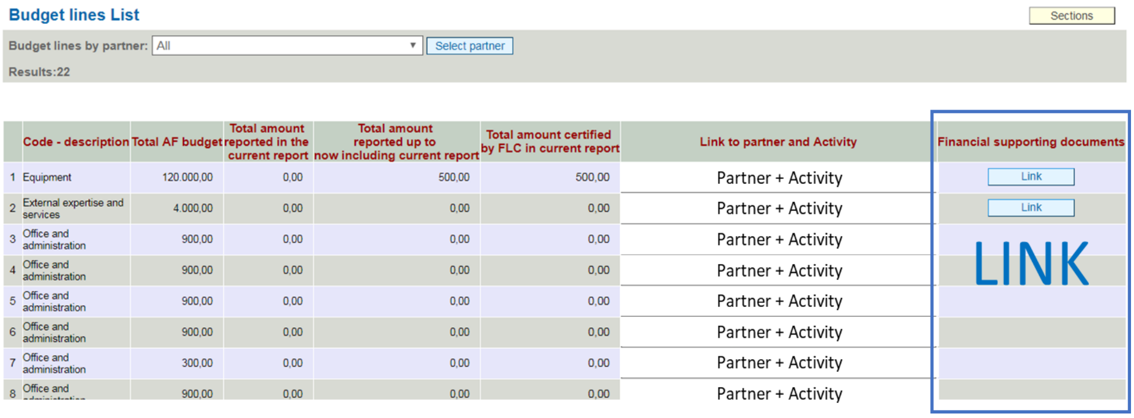
	Code - description	Link to partner and Activity	Total AF budget		Total Amount in the current period	Total Amount certified up to now (included the current period)
H001 - CALL FOR PROPOSALS						
1	Staff	5.2 - Realization of promotional ICT tools	1.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
2	Staff	1.1 - Start-up activities	2.000,00	Reported by PP	0,00	1.977,14
		REGIONE DEL VENETO		Certified by FLC	0,00	1.977,14
3	Staff	3.1 - Mapping heritage, knowledge and services	4.000,00	Reported by PP	0,00	1.840,29
		REGIONE DEL VENETO		Certified by FLC	0,00	1.840,29
4	Staff	5.1 - Development of a relational community and brand identity	3.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
5	Staff	4.9 - Cross-border Archeological labs	2.500,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
6	Staff	4.8 - Realization of thematic paths	2.500,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
7	Staff	4.4 - Start up Archeological Park MAB Po Delta: San Basilio	4.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
8	Staff	4.3 - Start up Archeological Park MAB Po Delta: Adria	4.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
9	Staff	3.4 - Establishment of a permanent center of scientific excellence	5.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
10	Staff	3.3 - Building of the subject's network, establishment of the Districts and management plans.	2.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
11	Staff	3.2 - Development of the identity cultural paths	4.000,00	Reported by PP	0,00	749,21
		REGIONE DEL VENETO		Certified by FLC	0,00	685,96
12	Staff	2.4 - Digital activities	2.500,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
13	Staff	2.3 - Public event	3.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00

Section "**I – PROJECT**"

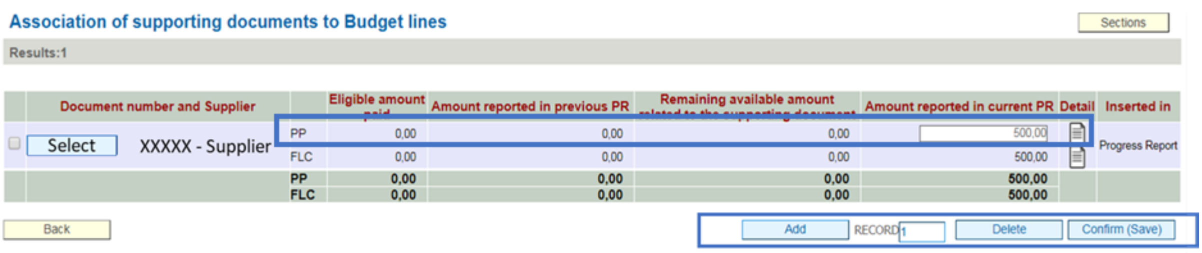


The relevant box were associations need to be done is "Project workplan and budget", visible on the right side of the screen (PPs must click on the "Update" button)

Within budget line List the user has the possibility to Associate the supporting documents to the relevant budget lines by clicking on "Link" button:



To perform the association, the user has to click the "Select" under the heading "Document number and Supplier" and pick up the concerned invoice/document from the list. The reported amount related to the selected document can also be inserted in the system:

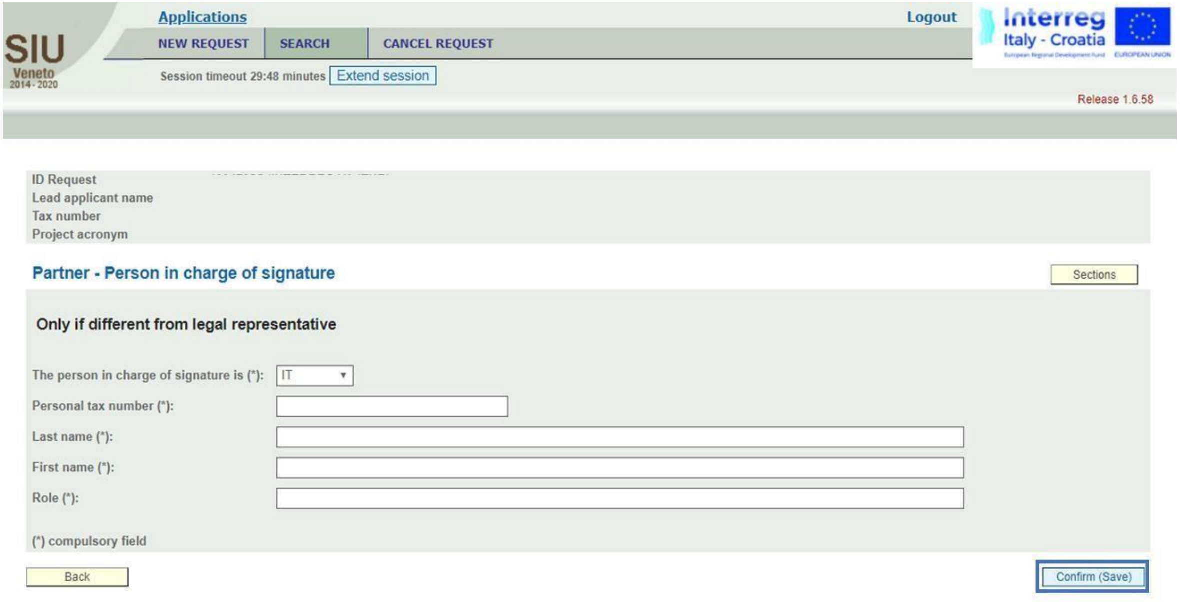


2.6.8 LEGAL REPRESENTATIVE

The button “Legal Representative” provides a shortcut link to consult data contained within the already illustrated
SECTION E – PROJECT PARTNERS / SUB-SECTION 1 – “PARTNER –LEGAL REPRESENTATIVE”.

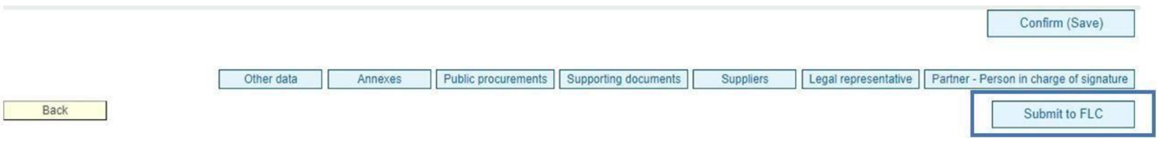
2.6.9 PERSON IN CHARGE OF SIGNATURE

This sub-section contains the information about the Partner – Person in charge of signature. It is possible to modify the already filled-in data within the fields



2.6.10 PROGRESS REPORT STATUS AND INTERACTION BUTTON

Once the work done by a Project Partner within the sections in the frame of the financial reporting process is concluded, the PP must submit to the FLC by clicking on the “Submit to FLC” button.



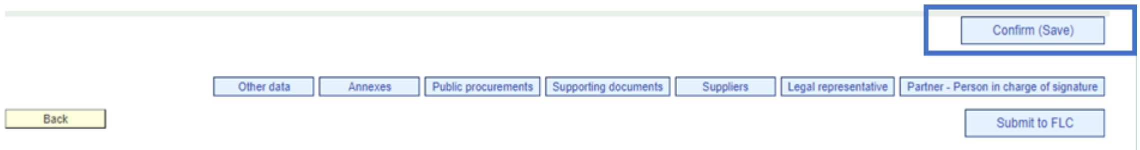
Once the Progress Report portion owned by a specific PP is submitted to the related First Level Controller, it passes to a non-editable status for the PP, and the work done is officially submitted to the FLC in order to allow her / him to perform controlling duties.

The system will send an automatic email to the FLC to communicate that could start to check the PR. The FCL will then be able to:

- Send back to the PP the Progress Report for correction purposes;
- Send forward the Progress Report to the LP.

2.6.11 CONFIRM AND SAVE THE SECTION E – PROJECT PARTNERS

Having properly filled every field of the section, the user should press the button "Confirm (Save)" to confirm and save the work in progress.



PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

2.7 SECTION I – PROJECT

The Section **"I – PROJECT"**, viewed previously in the AF procedure has been configured in a way that allows the user to access the sub-sections:

- PROJECT LOCATIONS;
- PROJECT WORKPLAN;
- PROJECT WORKPLAN AND BUDGET.

PLEASE NOTE THAT the sub-sections "Project location" and "Project workplan" will be accessible for PPs only in reading mode, for consultation purposes only. No action is required for what concerns WPs nor for the Activities. As previously show, the only sub-section the PPs must update is the "**Project Workplan and Budget**" with the aim of linking:

- Budget Lines;

- Sustained expenses;

PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

3. FIRST LEVEL CONTROLLER'S ROLE

3.1. OVERVIEW OF FIRST LEVEL CONTROLLERS ROLE

As a reminder, First Level Controllers must:

1. Access SIU
2. Verify PP/LP expenditure, including invoices and proofs of payments;
3. Collects all supporting documents from PP/LP via e-mail or other means;
4. Fill-in the FLC dedicated part of PP/LP expenditures in SIU;
5. Upload in SIU, in the dedicated part: signed CoVe, Control Report and FLC checklists;
6. Request to the PP via e-mail any modifications on inserted data if needed
7. Once the control is closed, clicks the button "Submit to LP"

3.2. ANNEXES TO BE UPLOADED

First Level Controllers will insert in SIU the following annexes ("**FLC Annexes**"):

- FLC checklist
- FLC report

- FLC CoVE
- FLC on-the spot checks

3.3. MAIN RECOMMENDATIONS

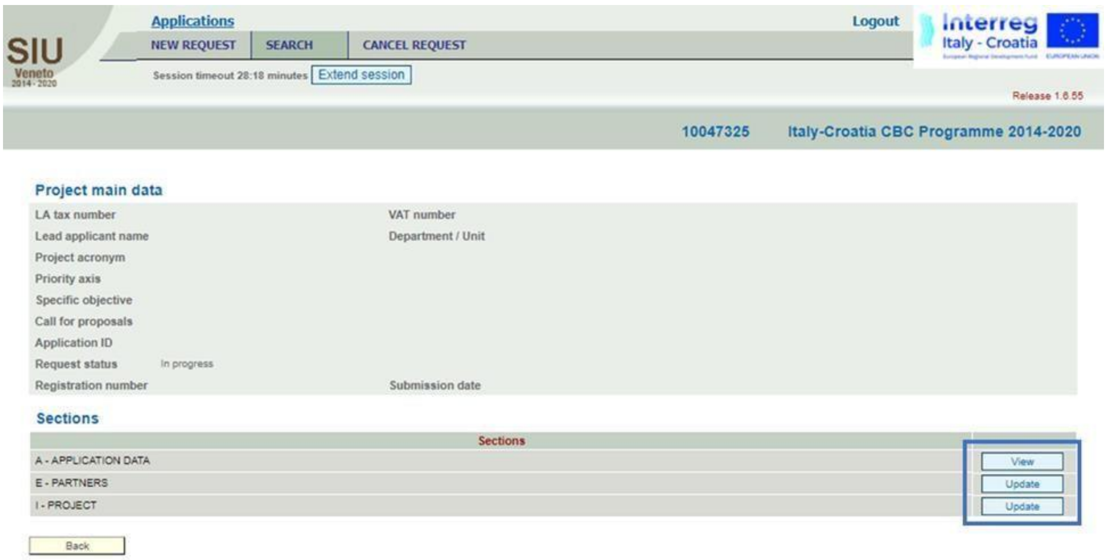
Save regularly in order not to lose data. In some cases, the system will save data only once the whole section has been duly filled-in.

The Progress Report is composed by a set of tables that must be filled-in to enable the submission. The tables that ask only for visualization must also be viewed and confirmed with the button “Confirm”.

The message “Done” appears in the System to confirm a given action of the user (such as to confirm the saving of inserted data after having pressed “Save” button)

3.4. FILLING-IN THE PROGRESS REPORT

This is the main view and the focal point for First Level Controllers’ operational activities and control purposes in the frame of the Progress Report filling-in process:



The main screen is composed of:

- a heading with resumed data automatically inserted by the System once the corresponding field is completed in the relevant Section;
- some fields that will be automatically compiled during the filling-in process (for example in case of the

submission date).

3.4.1. SECTION A – APPLICATION DATA

The user should access to the Section "**A – APPLICATION DATA**" to properly verify the correctness of the automatically filled-in information within the fields of the form.
The fields, accessible in the visualization mode only, are shown below:

Submission date
Registration number
Registration date
Type of request
Priority axis
Specific objective
Addressed authority
Application ID

PLEASE NOTE THAT no other actions than visualization (in case it occurs) are needed to be performed here by First Level Controllers.

3.4.2 SECTION E – PROJECT PARTNERS

The FLC should access to the Section **"E – PROJECT PARTNERS"** to view and analyze the financial reporting activity performed by the PP.

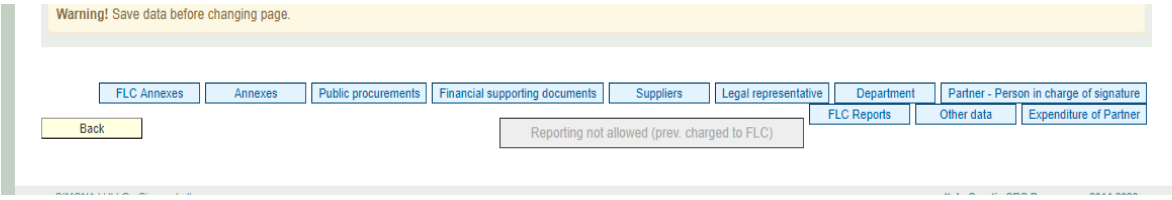
By clicking on the “View” button per each PP associated to a specific FCL, the SIU system shows:

- A detailed view of relevant PP’s data in visualization mode only;
- A set of available actions to perform and validate the reported expenditures from Partners

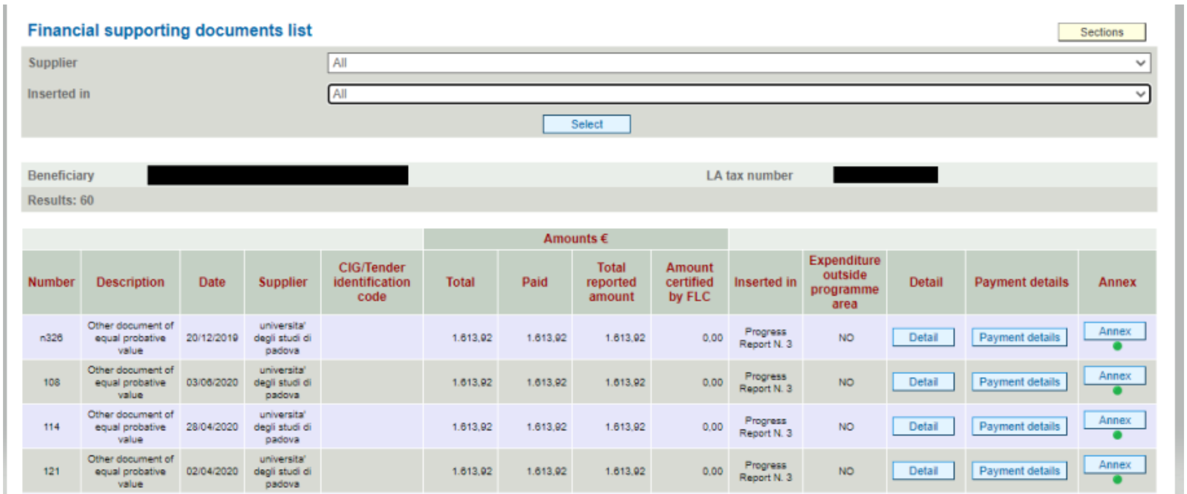
SIU system allows to FLCs to validated the reported expenditures using one of the two procedures described below:

VALIDATION EXPENDITURES FROM SECTION E PARTNER

Once the FLC is in the section E PARTNERS, he/she must click on the VIEW button and the system will show a screen with the personal information of the Partner. At the end of this page, FLC will find a series of buttons through which some operations are possible



Clicking on Financial supporting documents FLCS will find the screen below



Financial supporting documents list

Sections

Supplier: All

Inserted in: All

Select

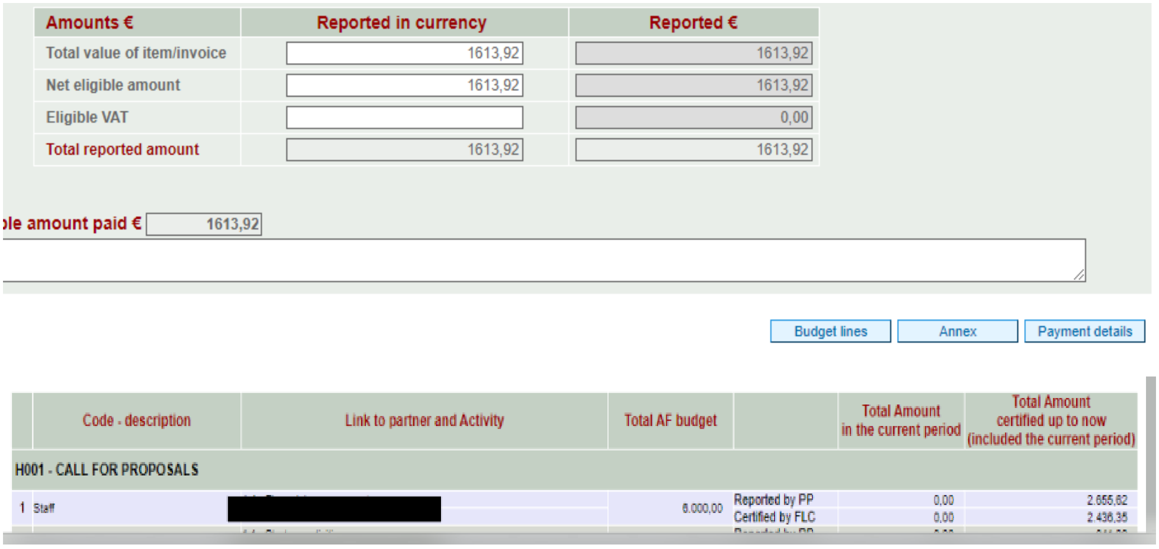
Beneficiary [redacted] LA tax number [redacted]

Results: 60

					Amounts €								
Number	Description	Date	Supplier	CIG/Tender identification code	Total	Paid	Total reported amount	Amount certified by FLC	Inserted in	Expenditure outside programme area	Detail	Payment details	Annex
n326	Other document of equal probative value	20/12/2019	universita' degli studi di padova		1.613,92	1.613,92	1.613,92	0,00	Progress Report N. 3	NO	Detail	Payment details	Annex
108	Other document of equal probative value	03/06/2020	universita' degli studi di padova		1.613,92	1.613,92	1.613,92	0,00	Progress Report N. 3	NO	Detail	Payment details	Annex
114	Other document of equal probative value	28/04/2020	universita' degli studi di padova		1.613,92	1.613,92	1.613,92	0,00	Progress Report N. 3	NO	Detail	Payment details	Annex
121	Other document of equal probative value	02/04/2020	universita' degli studi di padova		1.613,92	1.613,92	1.613,92	0,00	Progress Report N. 3	NO	Detail	Payment details	Annex

The first part of the page is a filter mask through which FLC can select the only PR in progress.
In the other part of the page he/she will find the reported expenditures.
For each expenditures inserted FLCs should check the detail, the payment details and the Annexes, through the corresponding buttons.

In the detail sub-section, at the end of the page, there is the button BUDGET LINES through which it is possible to do the validation of the expenditures.



FLC will find a box near the CERTIFIED BY FLC where can insert the amount that he/she have decide to validate.
This procedure shall be made for each expenditures inserted by Partners.

VALIDATION EXPENDITURES FROM SECTION I-PROJECT

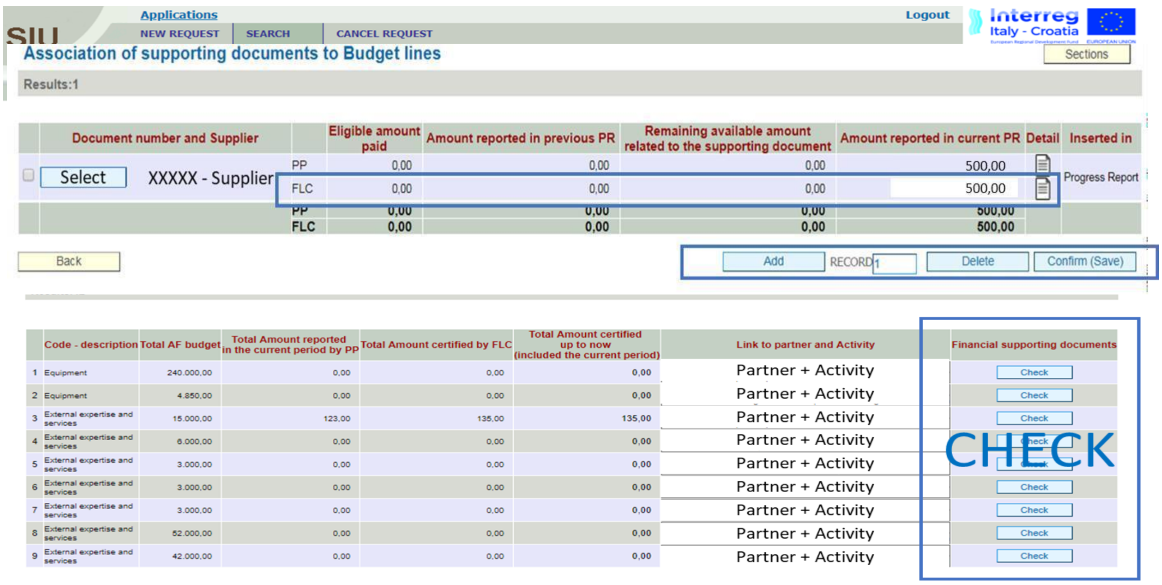
The Section "**I – PROJECT**", has been configured in a way that allows the user to access the sub-sections:

- PROJECT LOCATIONS;
- PROJECT WORKPLAN;

- PROJECT WORKPLAN AND BUDGET

The sub-section "Project location" and "Project workplan" will be accessible in reading mode, for consultation purposes only.

Once selected the "Project workplan and budget" button, the SIU System will show the following view:
By clicking on the "Check" buttons on the right part of the view, the FLC will be able to enter the following



view:
As shown above, the FLC will be able to check and verify (and in case correct) the adequacy of the association performed by the PP among:

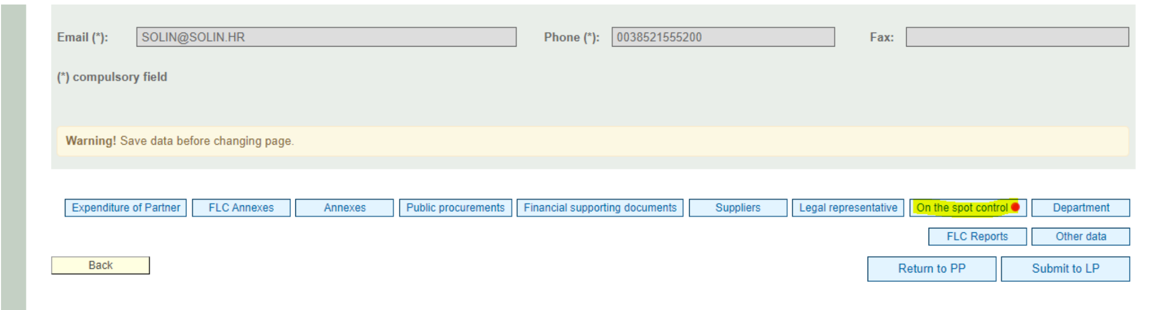
- Financial Supporting Documents inserted;

- Expenditures reported;
- WP;
- Activity.

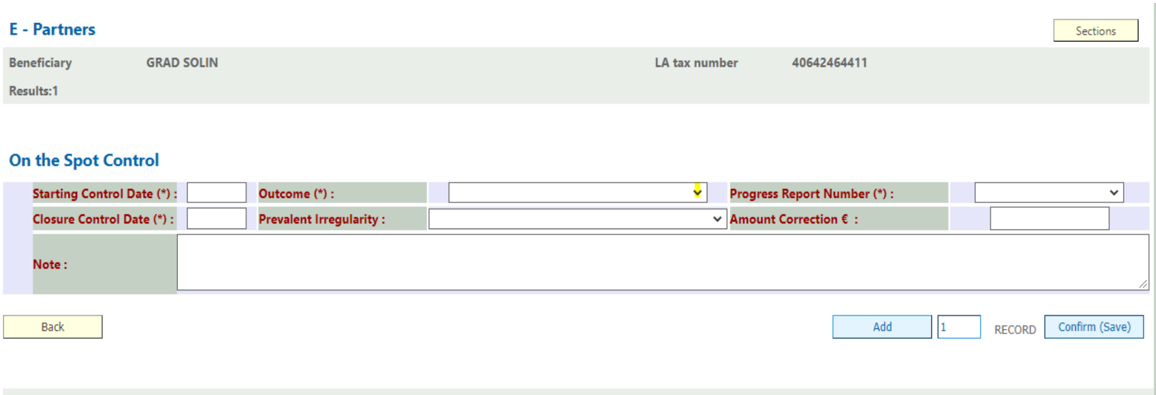
To properly verify the adequacy of the financial supporting and probative documents inserted by the PP related to the amount and the allocation of reported expenditures, the FLC will eventually use the tools provided by the SIU System within the Section **"E – PARTNERS"** (please see page 49 for full details).

PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

3.5 FLC ON THE SPOT CONTROL



In section B or in section E, you can find the button ON THE SPOT CONTROL.

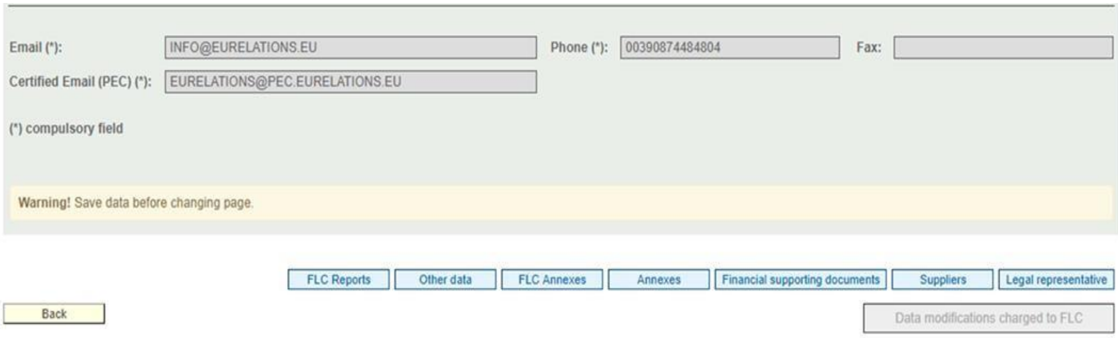


FLC has to fill in the mask shown above; some fields will be mandatory, depending on the outcome entered (POSITIVE, POSITIVE WITH PARTIAL RECTIFICATION AND NEGATIVE WITH TOTAL RECTIFICATION)
On the spot checklist shall be inserted by the function FLC ANNEXES below descripted.

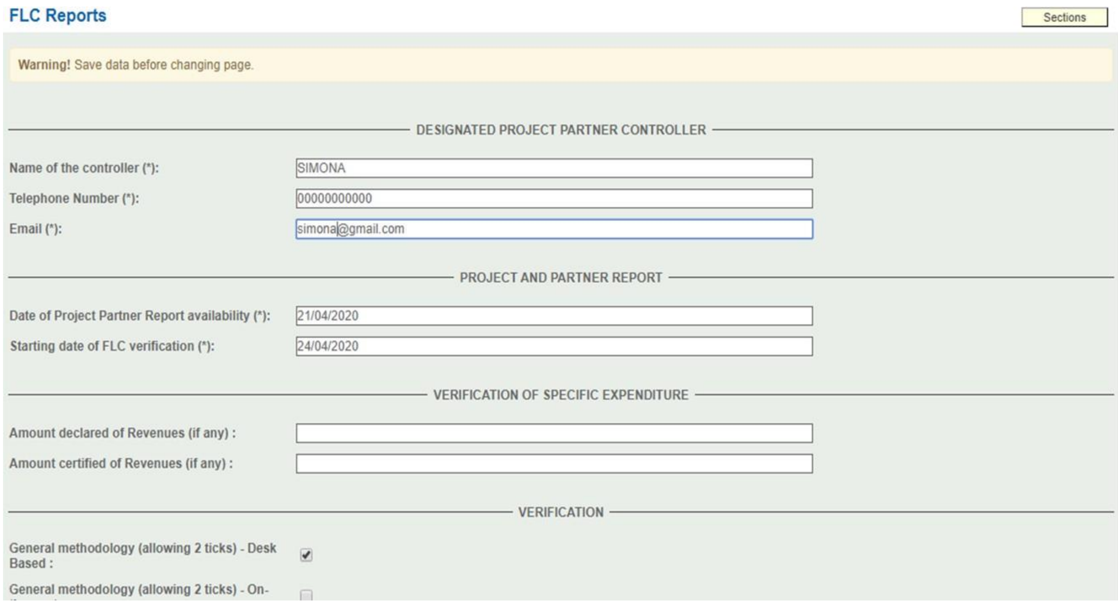
3.6 FLC PUBLIC PROCUREMENTS

FLC should be inserted the checklist of a public procurements in the dedicated sub-section “FLC ANNEXES” inside PUBLC PROCUREMENTS SECTION. A green light will underlined the presence of attachments.

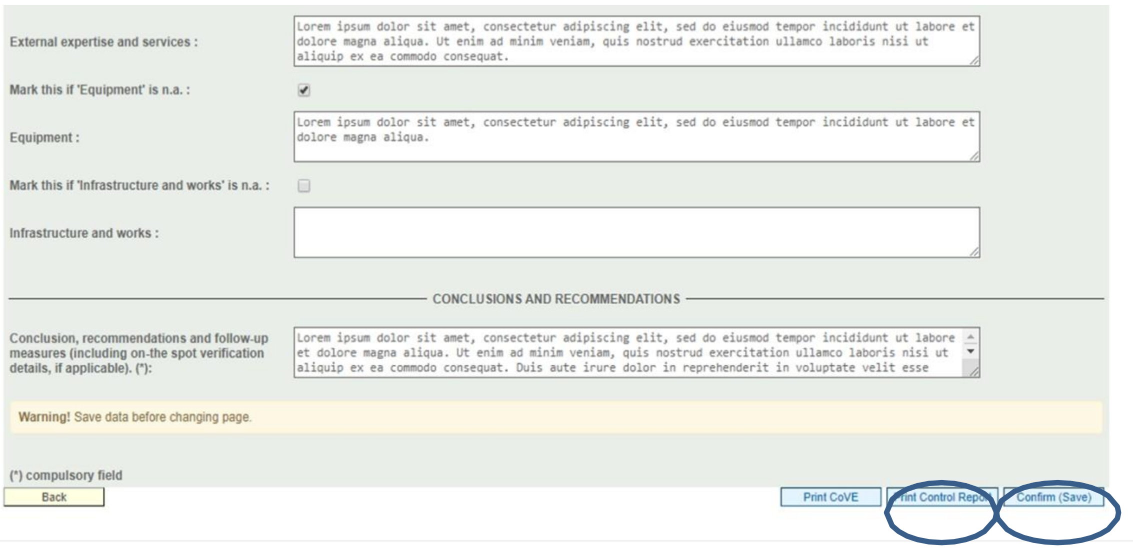
3.7 FLC REPORTS



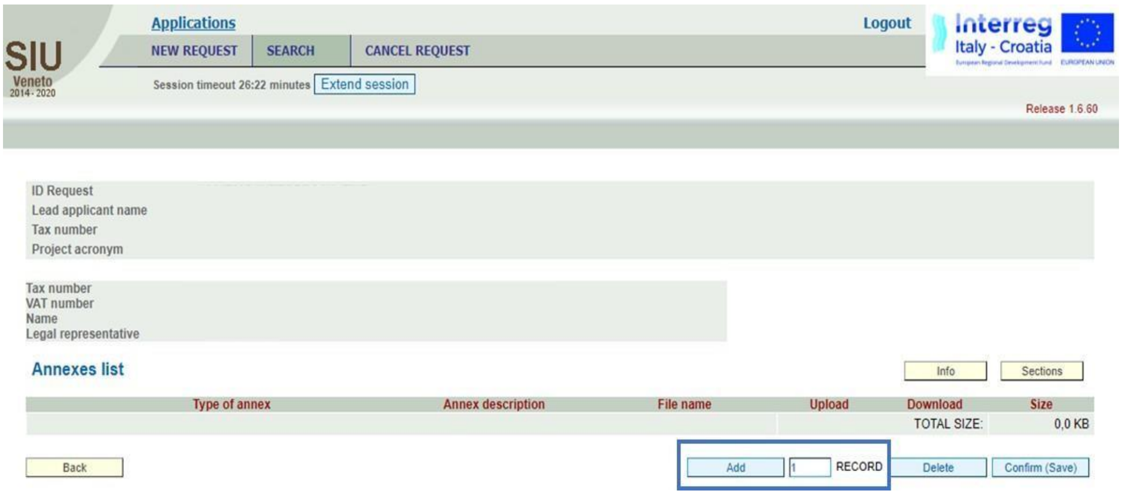
After the check of the reported expenditures from Partners, FLCS can create the COVE and the CONTROL



REPORT filling in the editable data in the section FLC Reports. It is important to save before to generate needed documents.



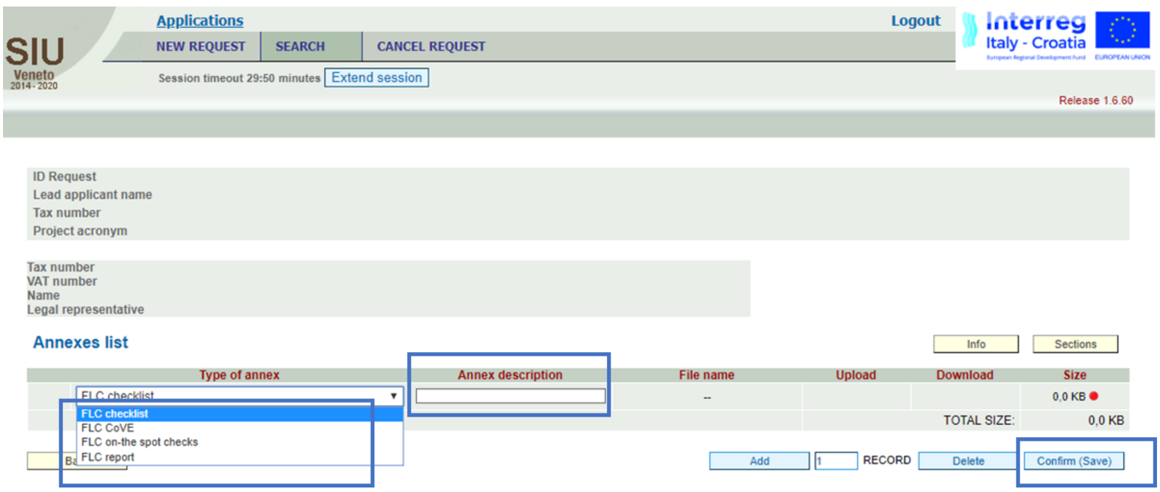
3.8 FLC ANNEXES



As shown in the image, this sub-section is necessary to upload annexes. By clicking on the “Add” button, FLCs can add one or more (depending on the number inserted within the field to the right of the “Add” button) new annex rows:

There are four types of “FLC Annexes” to be uploaded on SIU by FLCs:

1. FLC checklist
2. FLC CoVe
3. FCL on-the spot checks
4. FLC report



Once the “Add” button has been selected, FLCs should address the actions explained below:

1. Add (if once again necessary) a new annex record;

2. Select the type of the annex to upload from the drop-down menu;
3. Insert the annex description;
4. Confirm the work done.

3.9 PROGRESS REPORT STATUS AND INTERACTION BUTTON

Once the work done by a First Level Controller within the sections in the frame of the financial reporting process is concluded, the FLC must:

1. Submit to the LP by clicking on the "Submit to LP" button, in case all the financial reporting duties have been correctly performed by the PP;
2. Send back to the PP by clicking on the "Return to PP" button in case corrections by the PP are needed.

When the Report is submitted to the related PP or to the LP, it passes to a non-editable status for the FLC,

and the work done in terms of controlling activities is officially submitted to the PP or to the LP.
Based on the choice made by the FLC, the system will send an automatic email to the concerned PP or LP that corrections need to be made in the Report or that he has concluded its checks on the relevant parts of the Progress Report.
PPs or LP will then be able to work on the Progress Report in an editable mode.

4. LEAD PARNER'S ROLE

4.1. OVERVIEW OF LEAD PARTNERS ROLE

As a reminder, Lead Partners must:

1. Access SIU
2. Create the Progress Report
3. Communicate to the MA the different roles of PPs and Italian FLCs
4. Fill-in the PR parts on activity progress/outputs/results/achievements of the project as a whole
5. Perform the checks and correct mistakes of the PR in SIU
6. Upload in SIU the PR annexes in the appropriate sections
7. Confirm the Progress report in SIU for JS verification

8. Manage the clarifications (if needed) with JS, PPs and FLCs
9. Once the PR is validated by JS, submit the PR via SIU

4.2. ANNEXES TO BE UPLOADED

The types of attachments to upload in the "LP annexes" are the following:

- LP Activity Report
- Legal and administrative documents
- Partnership Agreement
- Valid identity document (e.g. identity card, passport)
- Other documents

The types of attachments for the sub-section "WP Activities List" are the following:

- Supporting documents for deliverables
- Supporting documents for outputs
- Communication supporting documents
- Other document

The types of attachments for the sub-section "Infrastructure details" are the following:

- Infrastructure supporting documents (proof of ownership, picture, others if needed)
- Other documents

The types of attachments for the sub-section "Annexes" are the following:

- Progress Report
- Progress Report abstract

4.3. MAIN RECOMMENDATIONS

Save regularly in order not to lose data. In some case, the system will save data only once the whole section has been duly filled-in.

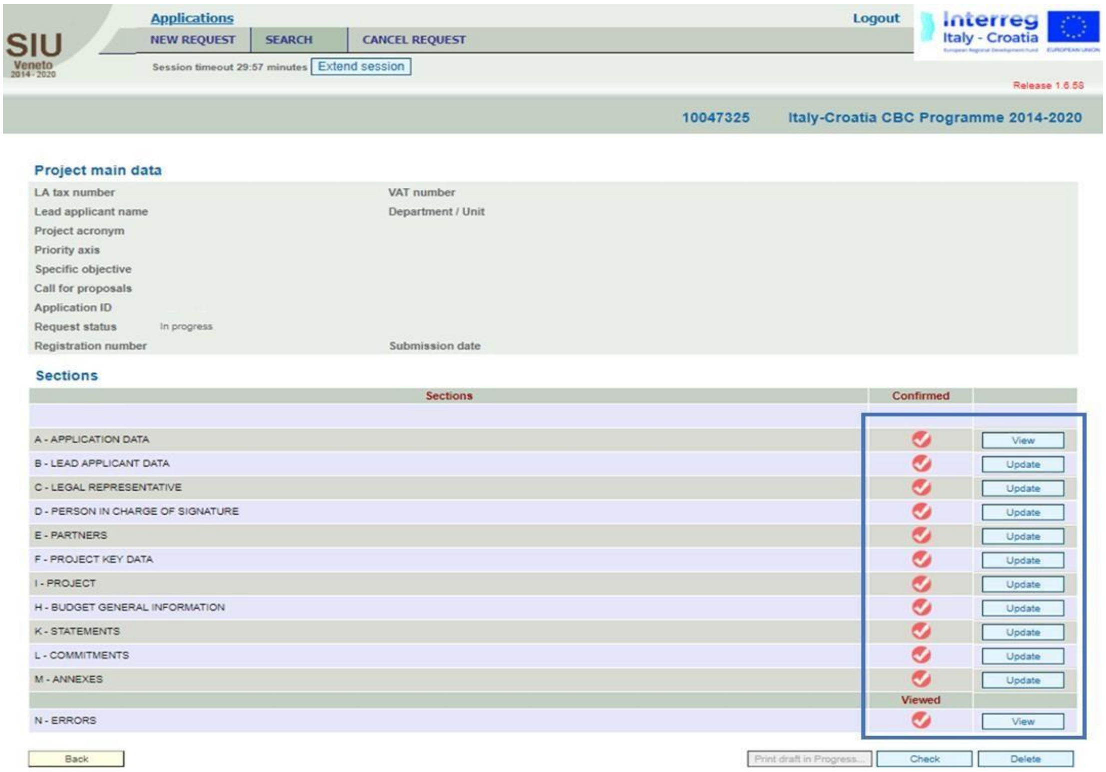
The Progress Report is composed by a set of tables that must be filled-in to enable the submission. The tables that ask only for visualization must also be viewed and confirmed with the button "Confirm".

The message "Done" appears in the System to confirm a given action of the user (such as to confirm the saving of inserted data after having pressed "Save" button).

It is recommended to copy-paste text from an off-line document into the related field in SIU in order to speed up the filling in procedure.

4.4. FILLING-IN THE PROGRESS REPORT

This is the main view and the focal point for Lead Partners' operational activities and control purposes over the SIU System in the frame of the Progress Report submission process.



The main screen is composed of:

- a heading with resumed data;
- some fields that will be automatically compiled during the filling-in process (for example in case of the submission date).

The heading presents some resuming data, automatically inserted by the System once the corresponding field is completed in the relevant Section:

- Section "**N – ERRORS**" does not require any additional data to be entered into the system by the Lead Partner in addition to what is already inserted in the previous sections.

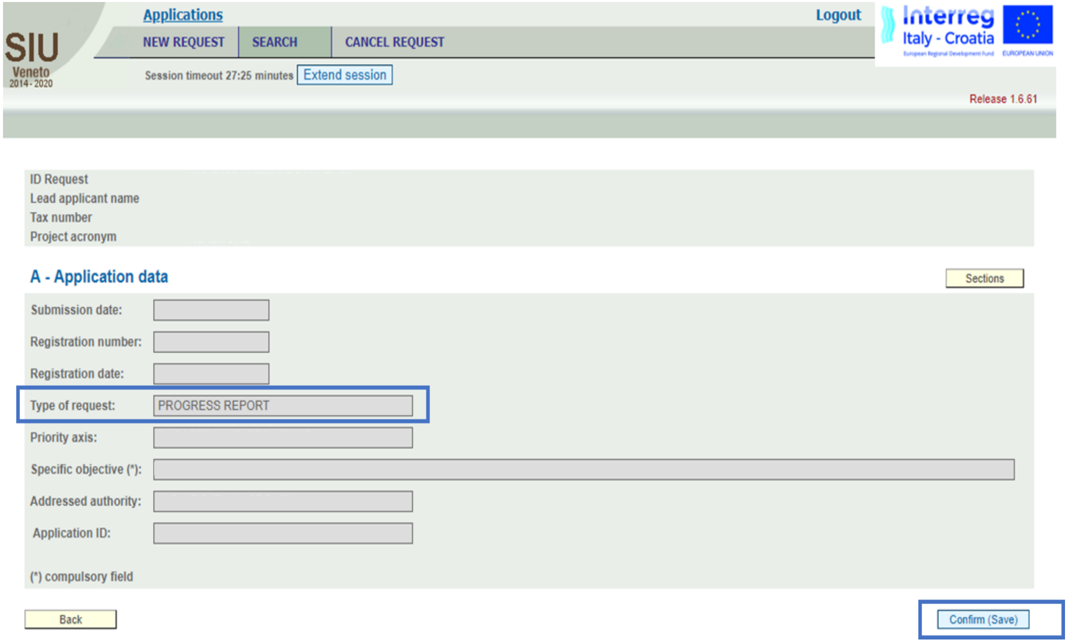
Errors can be detected by clicking on the button "View". Section "N – ERRORS" is helpful to regularly check if the proposal has been correctly inserted or some parts are missing or need revision/an additional check by the Lead Partner.

4.4.1. SECTION A – APPLICATION DATA

The user should access to the Section **“A – APPLICATION DATA”** to properly verify the correctness of the automatically filled-in information within the fields of the form and to confirm data. The fields:

Submission date
Registration number
Registration date
Type of request
Priority axis
Specific objective
Addressed authority
Application ID

Are accessible in the visualization mode only, and the user is requested to confirm data by clicking the “Confirm (Save)” button.

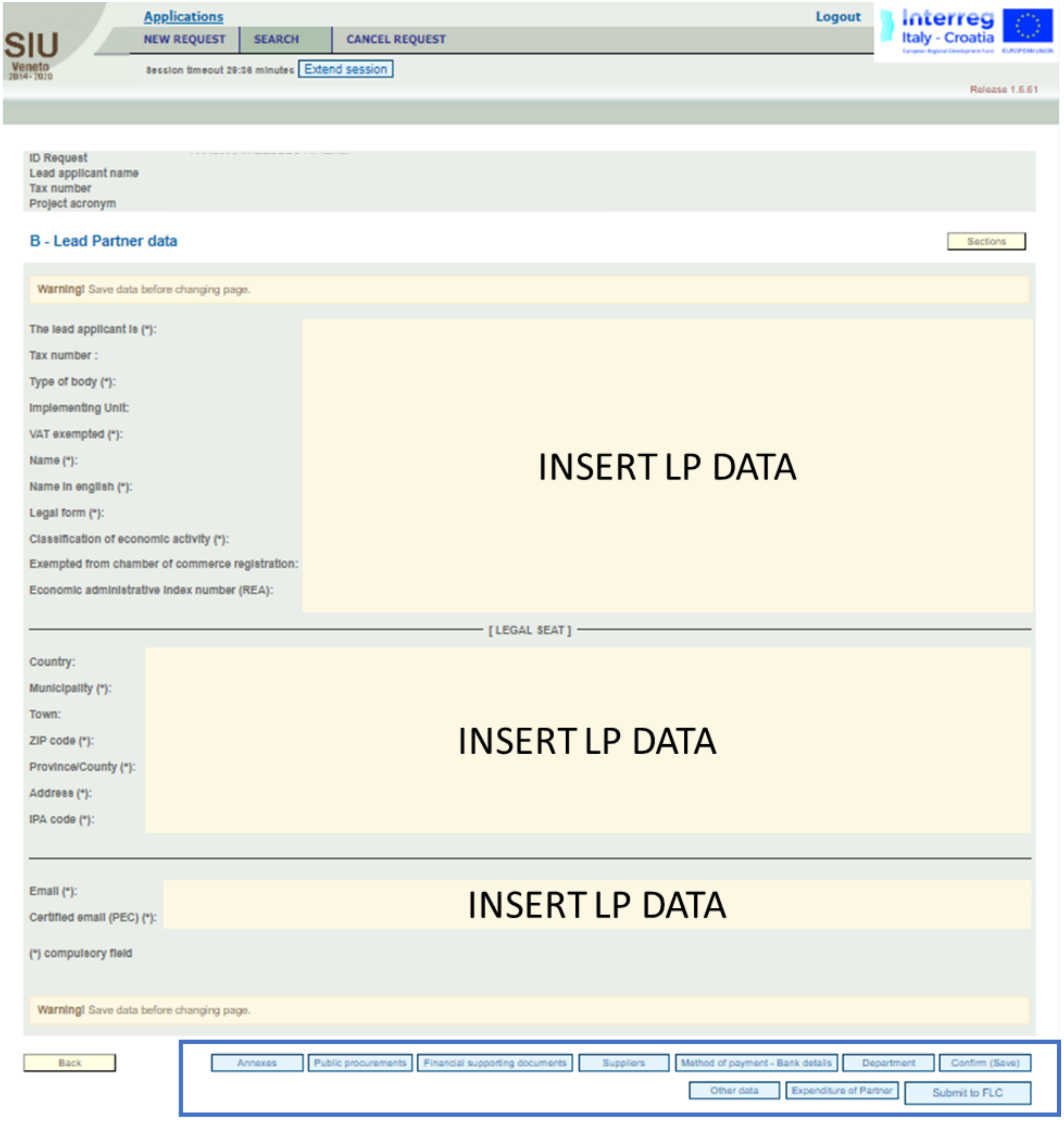


PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

4.4.2. SECTION B – LEAD PARTNER DATA

The Lead Partner should access to the Section **"B – LEAD PARTNER DATA"**, in order to:

- properly verify the correctness of the automatically filled-in information within the fields of the form
- fill-in, where missing, the proper data and information required by the fields of the form
- fill-in, in case of update necessities, the proper data and information for each field of the form



Having filled-in or verified every field of the section, the user should press the button “Confirm (Save)” to confirm and save the work in progress.

As shown in the image above, the section presents the buttons:

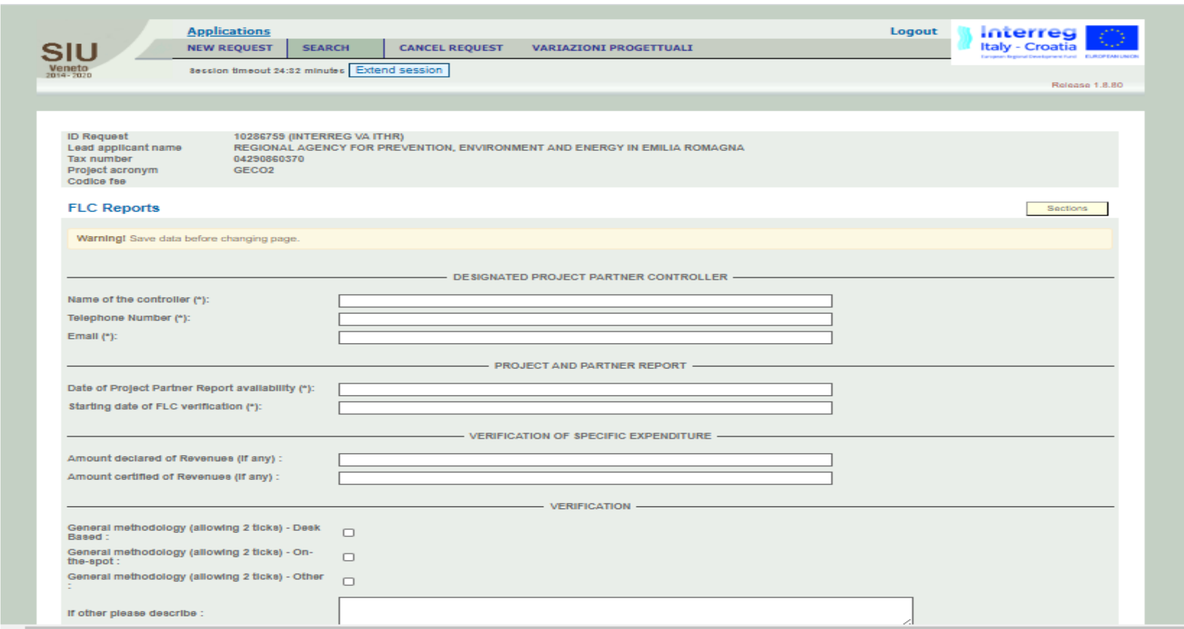
- FLC reports

- Other Data
- FLC Annexes
- Annexes
- Public Procurements
- Financial Supporting Documents
- Suppliers
- Method of payment – Bank details
- Department
- Expenditure of Partner

These sub-sections are now described in further detail within the following paragraphs.

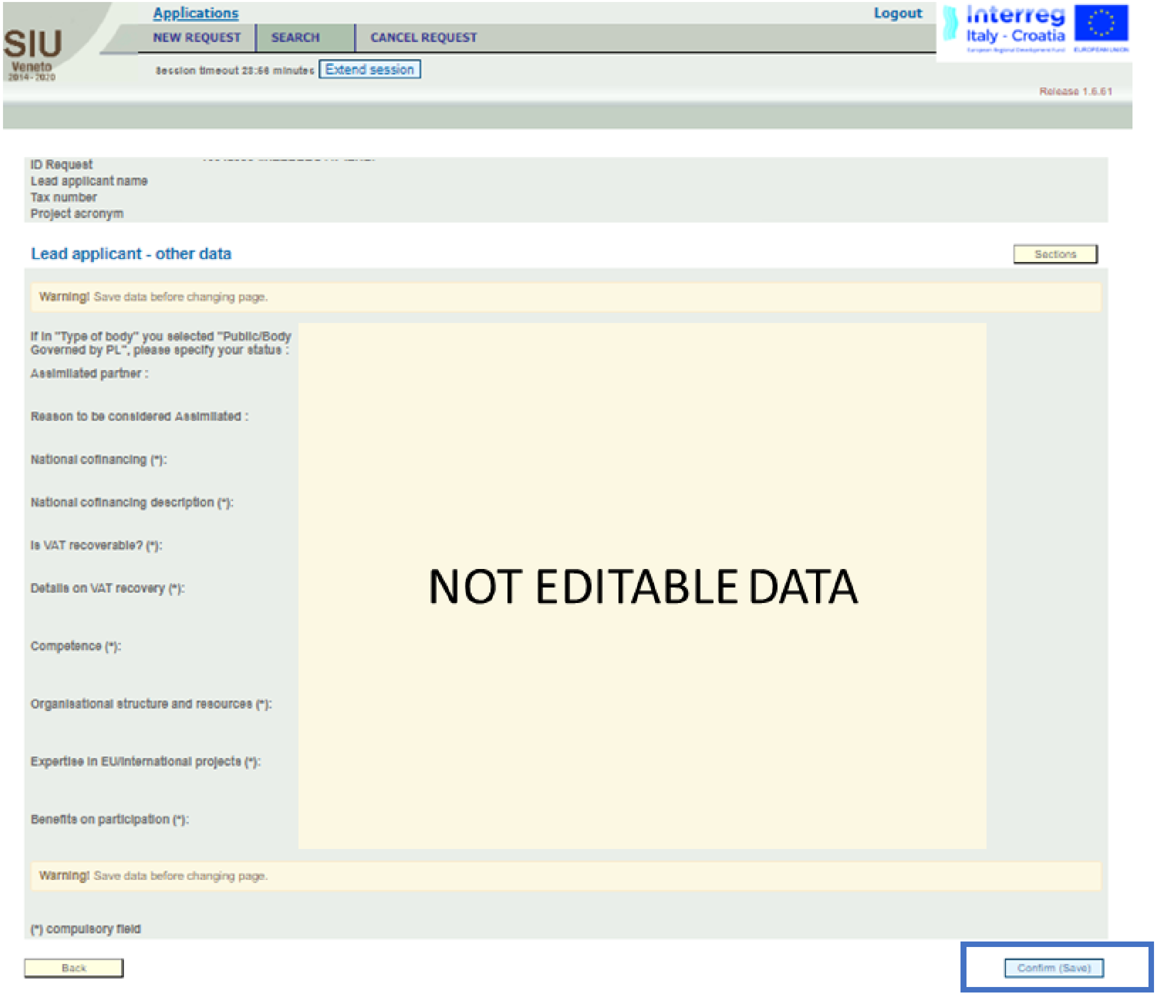
4.4.2.1FLC REPORTS

Within this sub-section LP will find the information about the FLC and the FLC's verification. From this sub-section FLC should create the FLC COVE and the FLC Control Report.



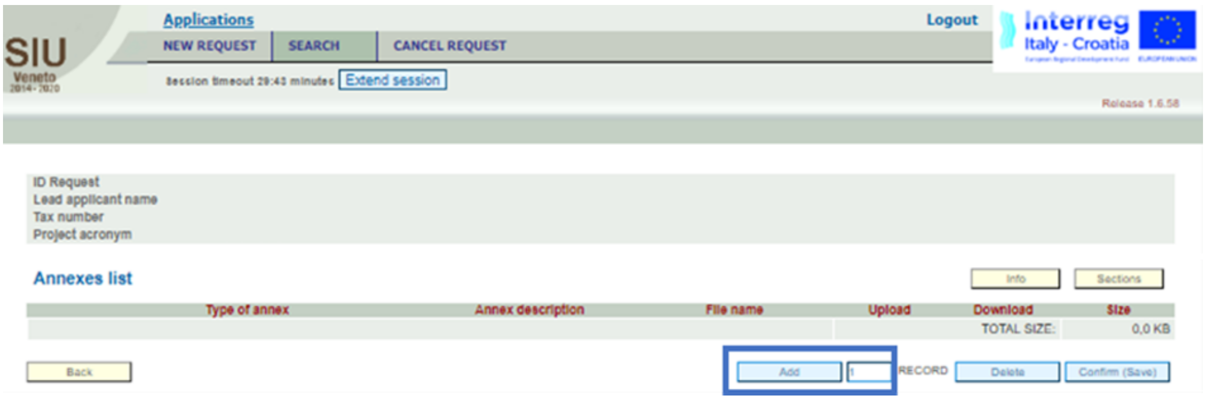
4.4.2.2. OTHER DATA

Within this sub-section the SIU system shows a view of other relevant data, in a visualization mode only, which must be confirmed by clicking on the "Confirm (Save)" button.



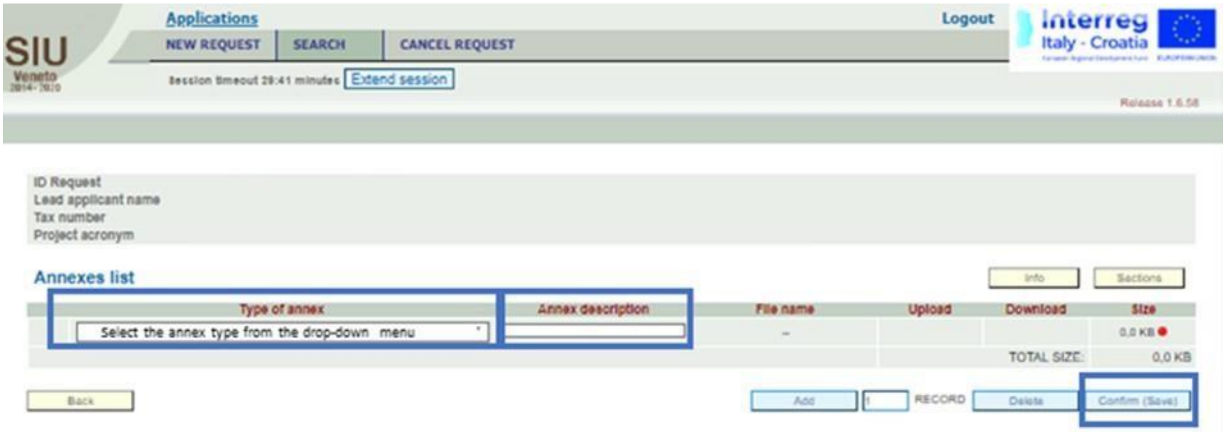
4.4.2.3ANNEXES

This sub-section is necessary to upload annexes; by clicking on the “Add” button, LPs can add one or more (depending on the number inserted within the field to the right of the “Add” button) new annex rows:



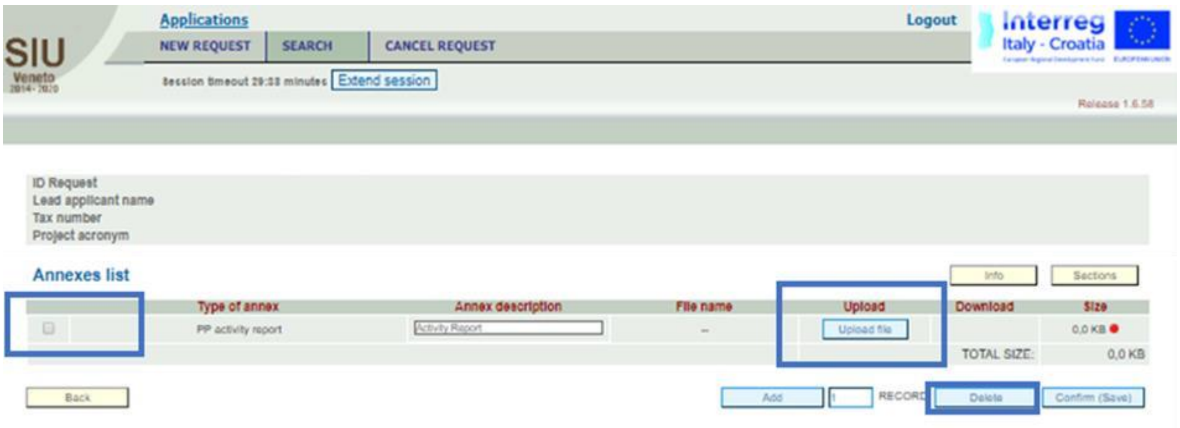
Once the "Add" button has been selected, LPs should address the actions explained below:

- Add (if once again necessary) a new annex record;
- Select the type of the annex to upload from the drop-down menu;
- Insert the annex description;
- Confirm the work done.

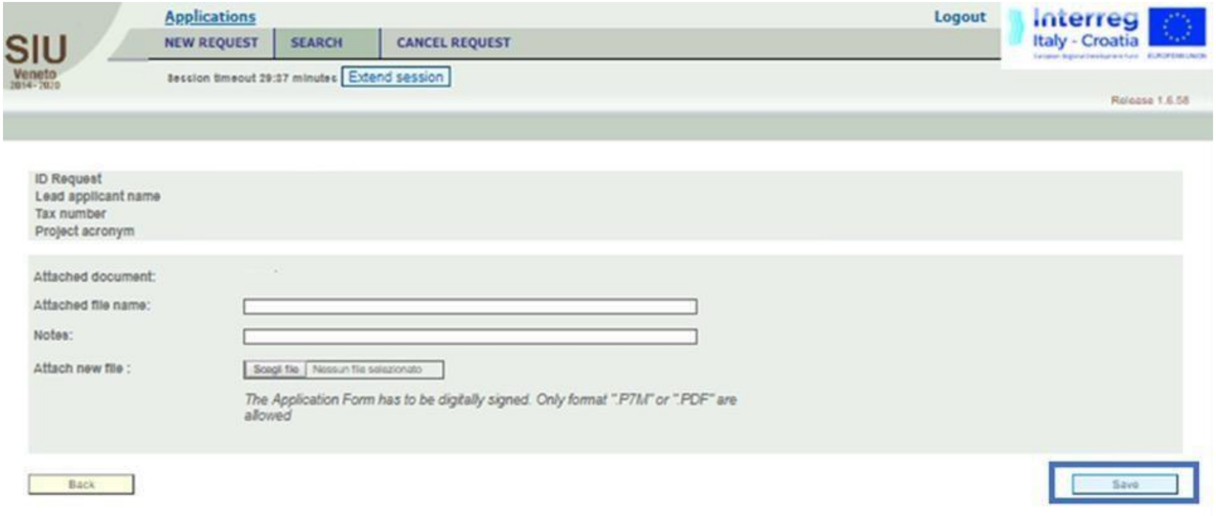


Having created a new annex row, LPs can now:

- Upload a file;
- Delete an annex row, by putting a "thick" within the outlined box on the left of the window;
- Delete a previously uploaded file within the same annex row by overwriting it (uploading a new file).

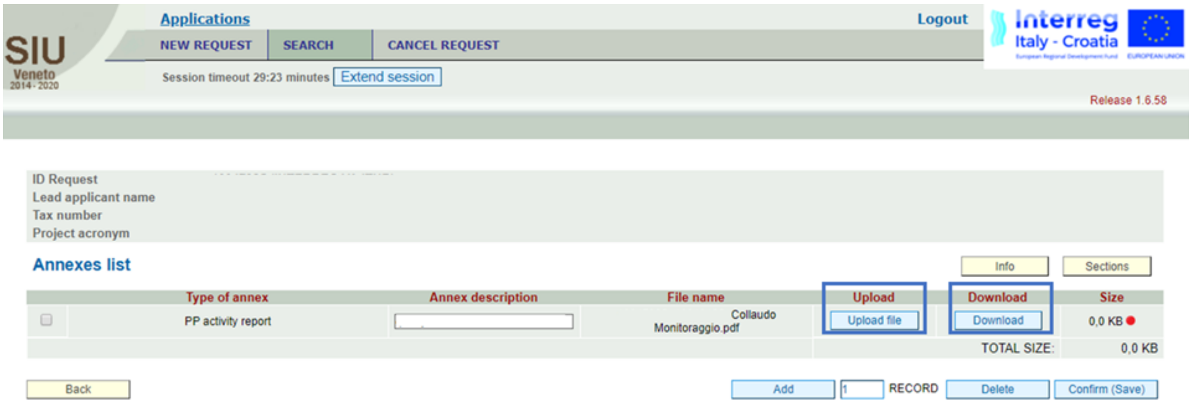


By clicking the “Upload file” button, the user will access the following view, by which he/she will be able to upload a specific annex.



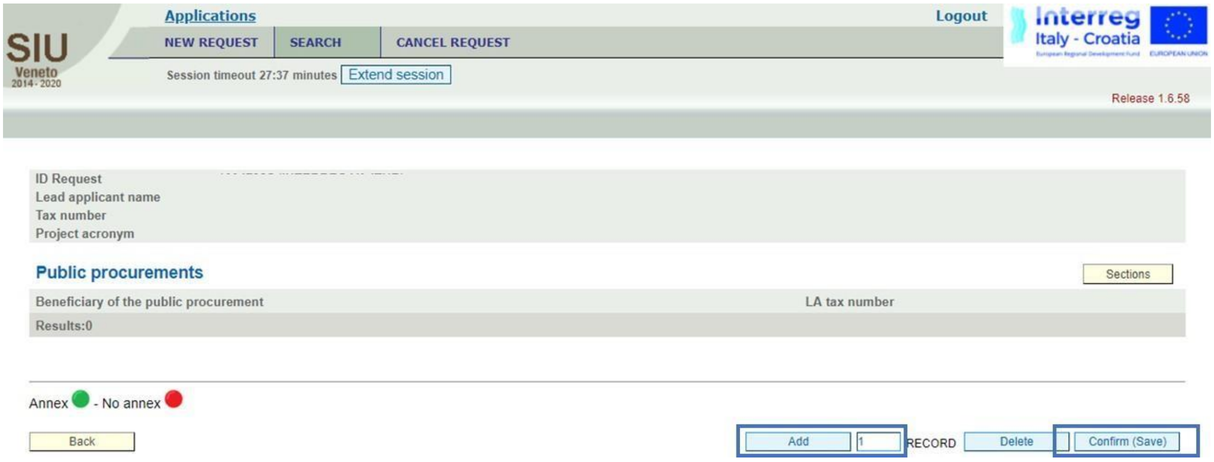
In case the upload failed, the user will see it in the previous view “Annexes List”, and then the user can:

- Upload a new annex to substitute the previous file uploaded
- Download a previously uploaded file

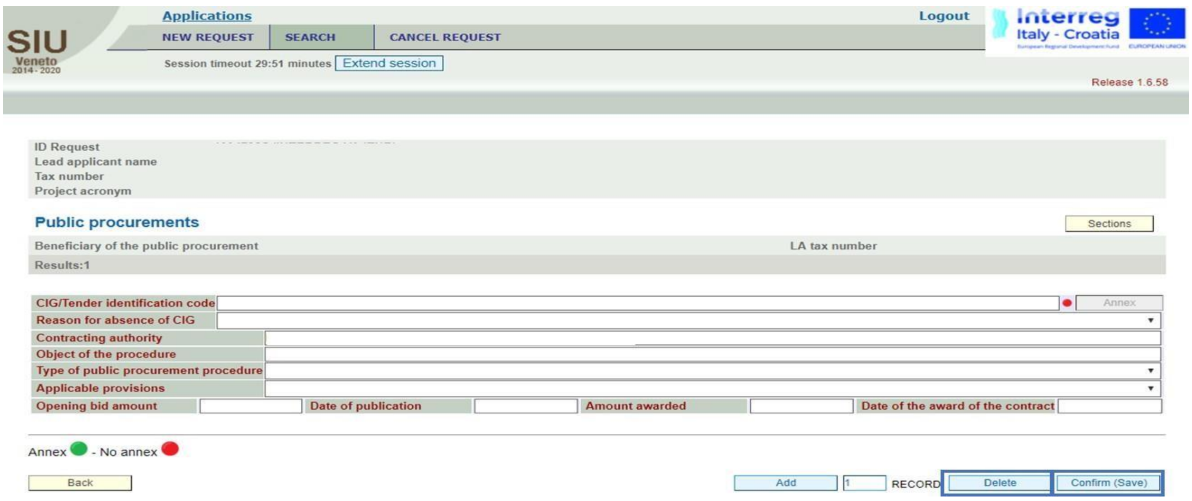


4.4.2.4PUBLIC PROCUREMENTS

The user can add **Public procurements** details by clicking on “Add” button



Details have to be entered in the dedicated Public procurement section (see preview below). Once filled-in data has to be confirmed by clicking on the “Confirm (Save)” button.



It is possible to upload an annex by clicking on the button in the upper part of the page. To upload a new annex, you can use the procedure described previously.

4.4.2.5FINANCIAL SUPPORTING DOCUMENTS

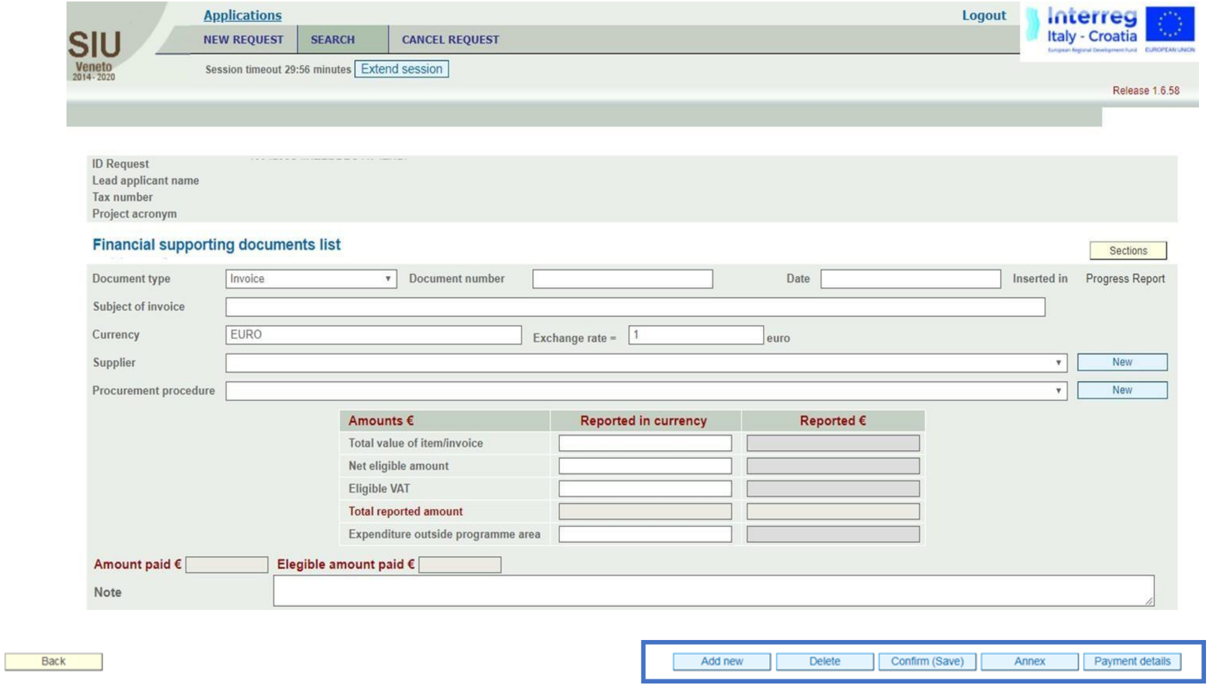
Financial Supporting Documents List

By clicking on the “Add” button, LPs can insert within the SIU System a new financial supporting document. A list of all the inserted financial supporting documents is then shown within the sub-section:

The view, within the “Annex” column, reports the Annex status:

- Red signal: no annex uploaded;
- Green signal: annex uploaded successfully.

Financial supporting document detail



This part is the first step of financial reporting.

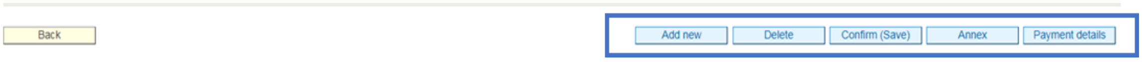
The LP will see the same screen and will have to insert the data of each single invoice or equivalent probative value document (including payslips).

The system will automatically perform here the exchange from a currency other than euro if needed. To do so, when inserting data of the invoice, the user shall insert manually in the box "exchange rate" the exchange rate currency/euro. The user shall use the official exchange rate published by the European Commission on: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm
using the rate of the month in which the expenditure is submitted for verification to the FLC.

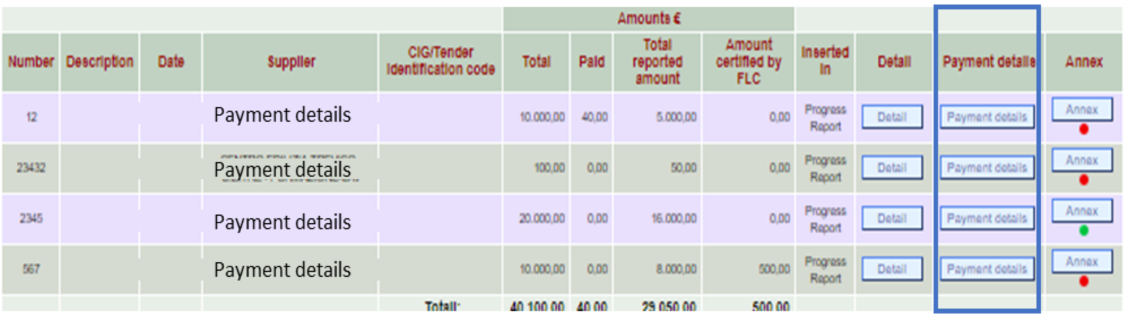
SUPPLIERS

When inserting data of invoices, the System requires also data on suppliers.
If the supplier was already inserted here, it can be chosen from the drop-down menu. When a new supplier needs to be inserted, it can be added by clicking on the button "New".

The button "Suppliers" in Section **"B – LEAD PARTNER DATA"** will be useful at the end of the financial reporting process, to see the list of all suppliers inserted herein.
NOTA BENE: The personal tax number the VAT number and the legal form are mandatory fields.

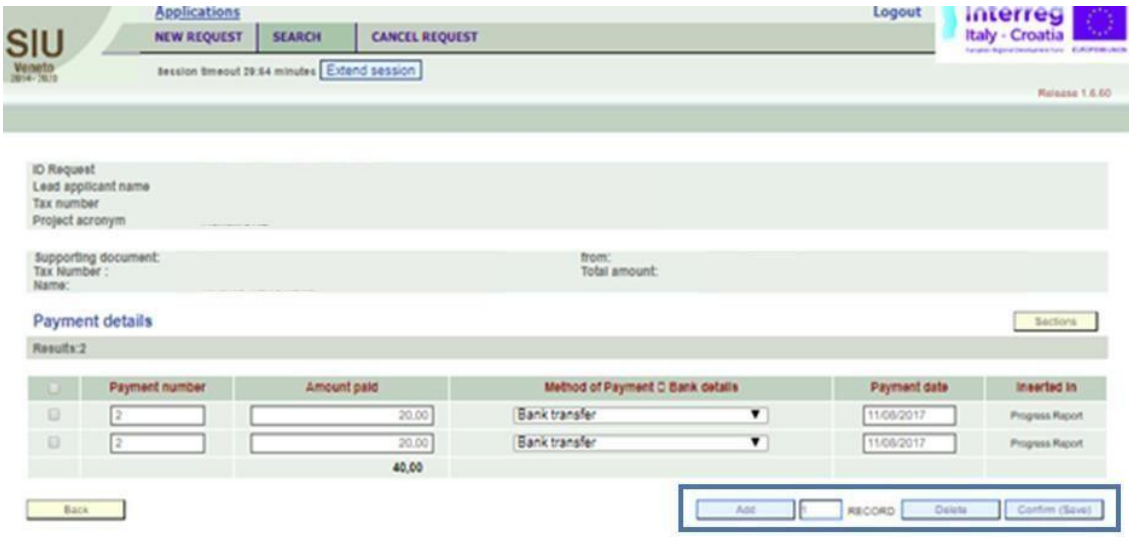


By clicking on the “Payment details” button, available within the above-mentioned “Supporting Document Detail”sub-section, LPs will enter the following view:



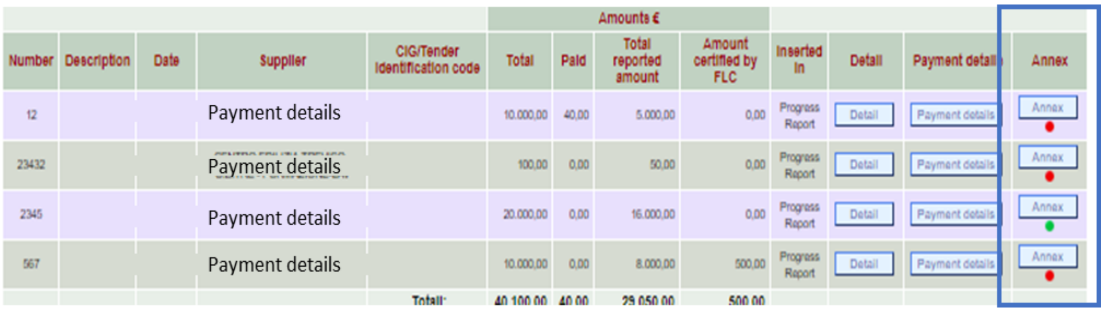
					Amounts €							
Number	Description	Date	Supplier	CIG/Tender Identification code	Total	Paid	Total reported amount	Amount certified by FLC	Inserted in	Detail	Payment details	Annex
12			Payment details		10.000,00	40,00	5.000,00	0,00	Progress Report	Detail	Payment details	Annex
23432			Payment details		100,00	0,00	50,00	0,00	Progress Report	Detail	Payment details	Annex
2345			Payment details		20.000,00	0,00	16.000,00	0,00	Progress Report	Detail	Payment details	Annex
567			Payment details		10.000,00	0,00	8.000,00	500,00	Progress Report	Detail	Payment details	Annex
				Total:	40.100,00	40,00	29.050,00	500,00				

In the same screen where invoices data are inserted, it is possible to click on the button “Payment details”, to insert proof of payments associated to a specific invoice. **The payment details are a compulsory fields**. In order to reported a correct expenditure, it is necessary to fill in the section with the payment number, the amount paid, the method of payments and the payment date.



How to upload invoices, equivalent probative value documents or proof of payments

By clicking on the “Annex” button, available within the above-mentioned “Supporting Document Detail” sub-section, LPs will enter the following view:



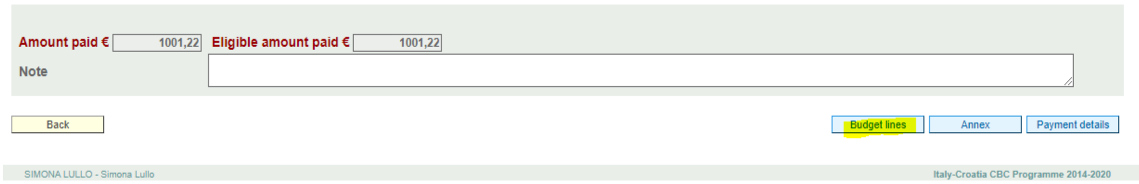
To upload documents here, the Lead Partner has to click on the button “Annex” and add the concerned file. The user can choose among the following categories of annexes:

- Invoice
- Equivalent probative value document
- Proof of payment

How to link invoices or equivalent docs to expenditure (budget line/wp)

There are two procedure to link invoices or equivalent docs to expenditure:

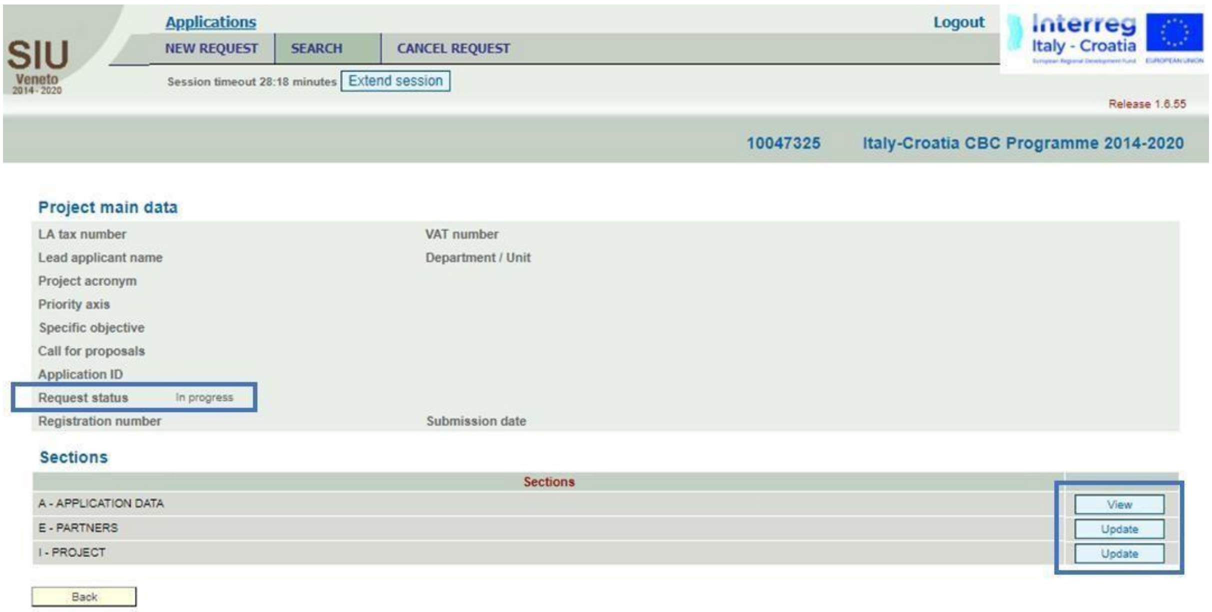
- **BUDGET LINES** button at the end of the DETAIL page (sub-section of Financial supporting document). User should to link the supporting document with the activity inserting the amount in the reported column and finally click to confirm.



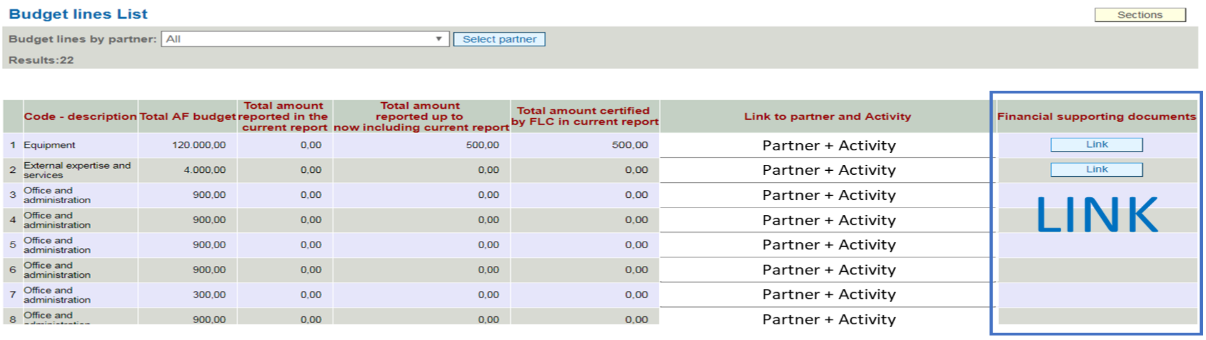
	Code - description	Link to partner and Activity	Total AF budget		Total Amount in the current period	Total Amount certified up to now (included the current period)
H001 - CALL FOR PROPOSALS						
1	Staff	5.2 - Realization of promotional ICT tools	1.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
2	Staff	1.1 - Start-up activities	2.000,00	Reported by PP	0,00	1.977,14
		REGIONE DEL VENETO		Certified by FLC	0,00	1.977,14
3	Staff	3.1 - Mapping heritage, knowledge and services	4.000,00	Reported by PP	0,00	1.840,29
		REGIONE DEL VENETO		Certified by FLC	0,00	1.840,29
4	Staff	5.1 - Development of a relational community and brand identity	3.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
5	Staff	4.9 - Cross-border Archeological labs	2.500,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
6	Staff	4.8 - Realization of thematic paths	2.500,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
7	Staff	4.4 - Start up Archeological Park MAB Po Delta: San Basilio	4.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
8	Staff	4.3 - Start up Archeological Park MAB Po Delta: Adria	4.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
9	Staff	3.4 - Establishment of a permanent center of scientific excellence	5.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
10	Staff	3.3 - Building of the subject's network, establishment of the Districts and management plans.	2.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
11	Staff	3.2 - Development of the identity cultural paths	4.000,00	Reported by PP	0,00	749,21
		REGIONE DEL VENETO		Certified by FLC	0,00	685,96
12	Staff	2.4 - Digital activities	2.500,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00
13	Staff	2.3 - Public event	3.000,00	Reported by PP	0,00	0,00
		REGIONE DEL VENETO		Certified by FLC	0,00	0,00

- Section “**I – PROJECT**”.

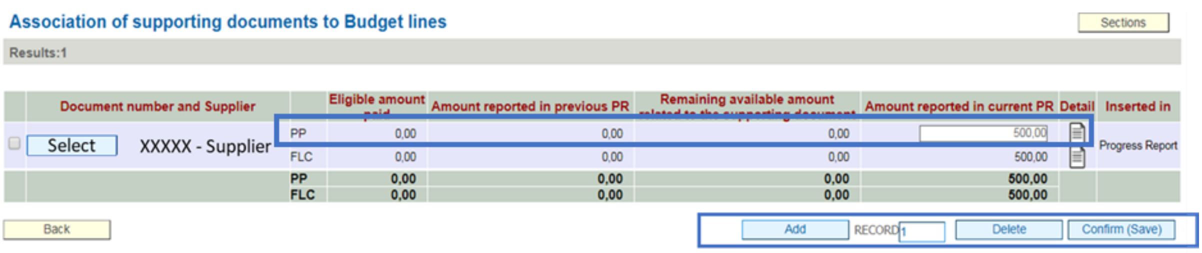
The relevant box were associations need to be done is “Project workplan and budget”, visible on the right side of the screen (PPs must click on the “Update” button).



Within budget line List the user has the possibility to Associate the supporting documents to the relevant budget lines by clicking on “Link” button



To perform the association, the user has to click the “Select” under the heading “Document number and Supplier” and pick up the concerned invoice/document from the list. The reported amount related to the selected document can also be inserted in the system.



(*) The outlined row within the section above is deputed to the association of Financial Supporting Documents to Budget Lines for PPs as well as for the LP, for what concerns its own expenditures.

4.4.2.6EXPENDITURE OF PARTNERS

By clicking on the “Expenditure of Partners” button, the Lead Partner will access a recap view showing an overall resume of the total amount of Project Partners’ expenditures, declined as follows:

Expenditure declared and certified by budget line

Budget line	Total amount declared	Total amount certified	Total amount deducted	Certified in % of Declared
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Travel and accommodation	0,00 €	0,00 €	0,00 €	0%
Travel and accommodation	0,00 €	0,00 €	0,00 €	0%
Total expenditure	**9.000,00 €**	**960,00 €**	**8.060,00 €**	**10,66%**
Net revenues	**0,00 €**	**0,00 €**	**0,00 €**	**0%**
Total eligible expenditure	**9.000,00 €**	**960,00 €**	**8.060,00 €**	**10,66%**

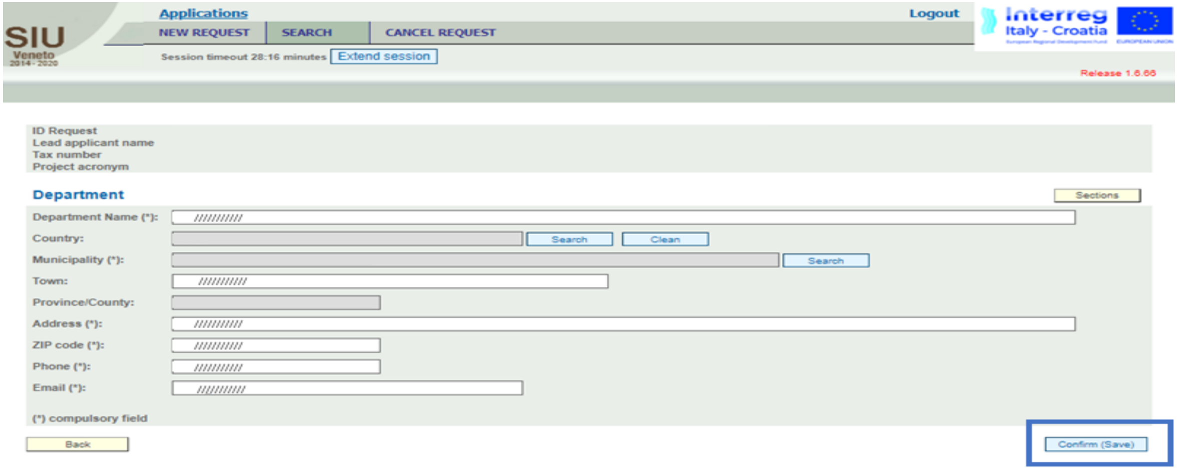
Back

- Total Amount Declared: total amount declared by PPs;
- Total Amount Certified: total amount certified by FLCs;
- Total Amount Deducted: where applicable, the negative difference between the former two values;
- Certified in % of Declared = Total Amount Certified / Total Amount Declared.

4.4.2.7DEPARTMENT

Having previously accessed the Section **“B – LEAD PARTNER DATA”**, the user can access to the Sub-section **“B – LEAD PARTNER DATA – DEPARTMENT”** by clicking on the “Department” button to update or confirm information already included in the application and condition clearing phase.

Having verified or (where needed) updated every field of the section, the user should press the button “Confirm (Save)” to confirm and save the work in progress.



PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

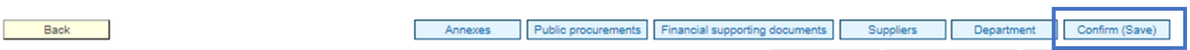
4.4.2.8 LP FINANCIAL REPORT STATUS AND INTERACTION BUTTON

Once the LP's financial reporting is concluded, it must submit to the FLC by clicking on the "Submit to FLC" button.

When the Progress report is submitted to the related First Level Controller, it passes to a non-editable status for the LP, in order to allow the FLC to perform the controlling duties. Simultaneously (or, however, as soon as possible), an automatic email will inform the FLC that the PR has been sent to him.

4.4.2.9CONFIRM AND SAVE THE SECTION B – LEAD PARTNER DATA

Having properly filled every field of the section, the user should press the button "Confirm (Save)" to confirm and save the work in progress.



PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

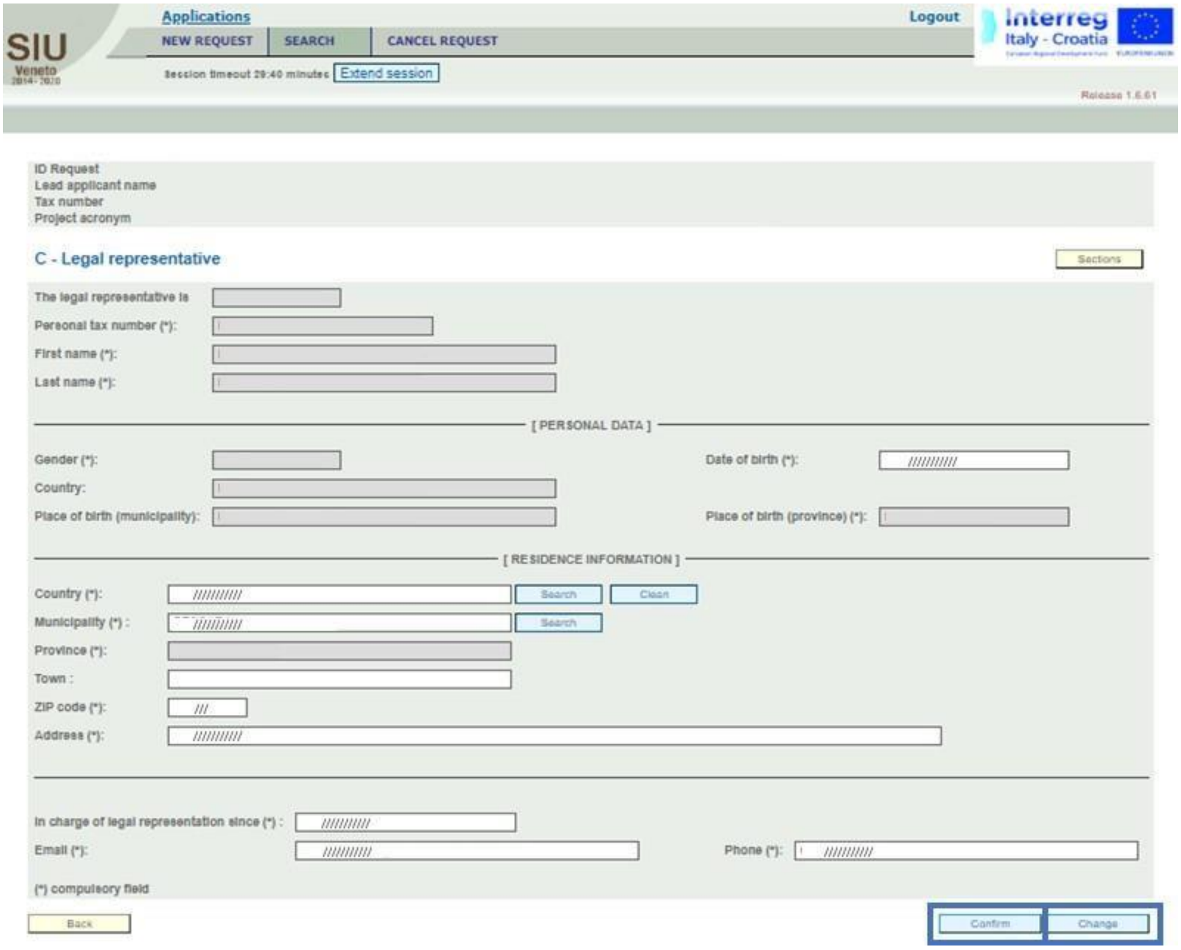
4.5. SECTION C– LEGAL REPRESENTATIVE

The user should access to the Section **"C – LEGAL REPRESENTATIVE"** to:

- Properly verify the correctness of the automatically filled-in information within the fields of the form

- Fill-in, where missing, the proper data and information required by the fields of theform
- Change, in case of update needs, data previously provided and shown by the system, by clicking on the button “**CHANGE**”

Having filled-in or verified every field of the section, the user should press the button “Confirm (Save)” to confirm and save the work in progress.



PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

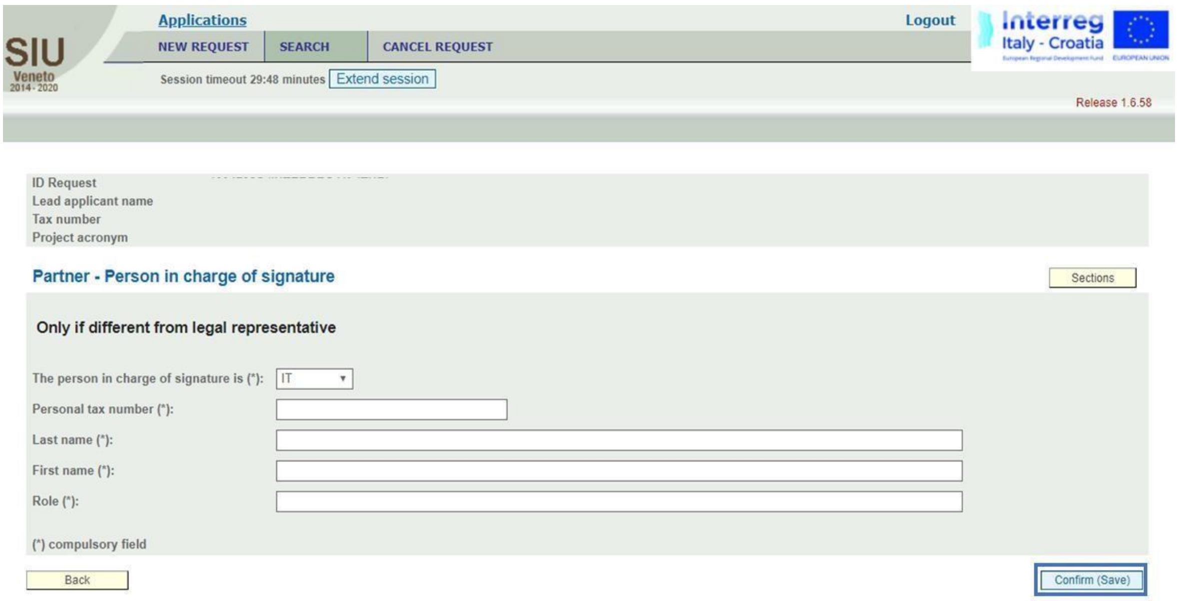
4.6. SECTION D – PERSON IN CHARGE OF SIGNATURE

The user should access to the Section "**<u>D – PERSON IN CHARGE OF SIGNATURE</u>**" only if needed because the Legal Representative for any reason will not be able to sign the PR. This Section is useful to:

- Verify the correctness of the automatically filled-in information that is taken from the AF
- Fill-in the data of the Person in charge of Signature, as in AF were not present and now they are needed
- Fill-in in case of update needs, the data and information for each field of the form

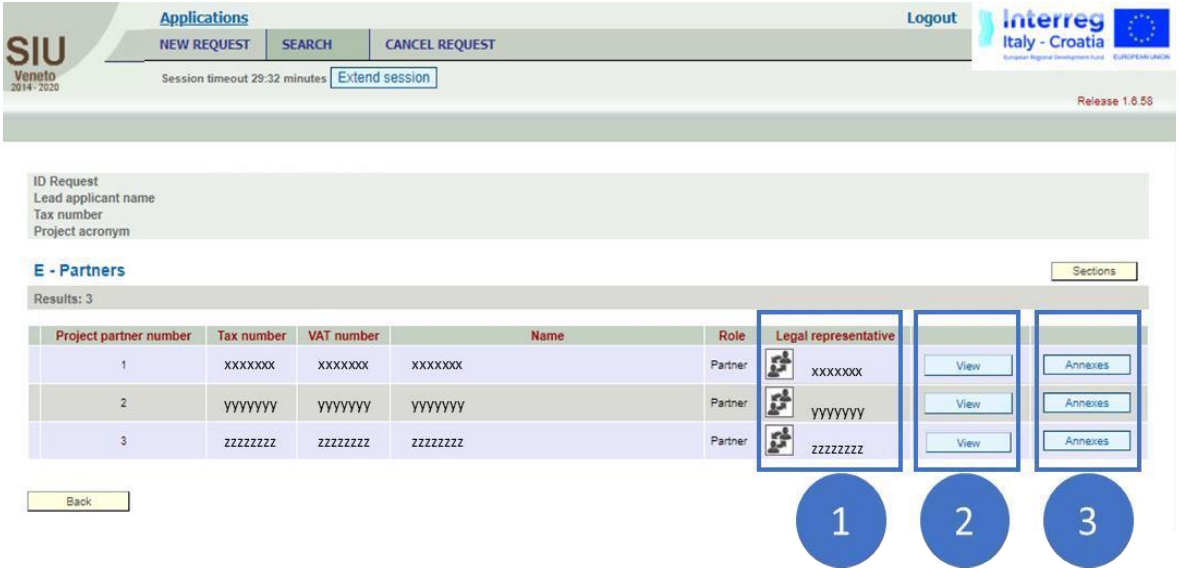
Having filled-in or verified every field of the section, the user should press the button "Confirm (Save)" to confirm and save the work in progress.

PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

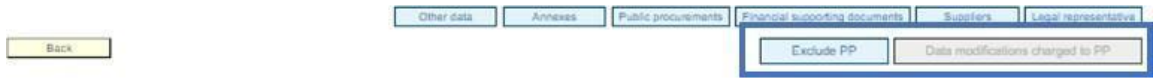


4.7. SECTION E – PROJECT PARTNERS

The LP should access to the Section **"E – PROJECT PARTNERS"** to check, in case of need, status of PPs progress in filling-in their data on SIU.



By clicking on the "View" button of each PP linked to the selected LP, the SIU system shows a detailed view of relevant data filled-in by each PP and, at the bottom of the page, the following set of commands:

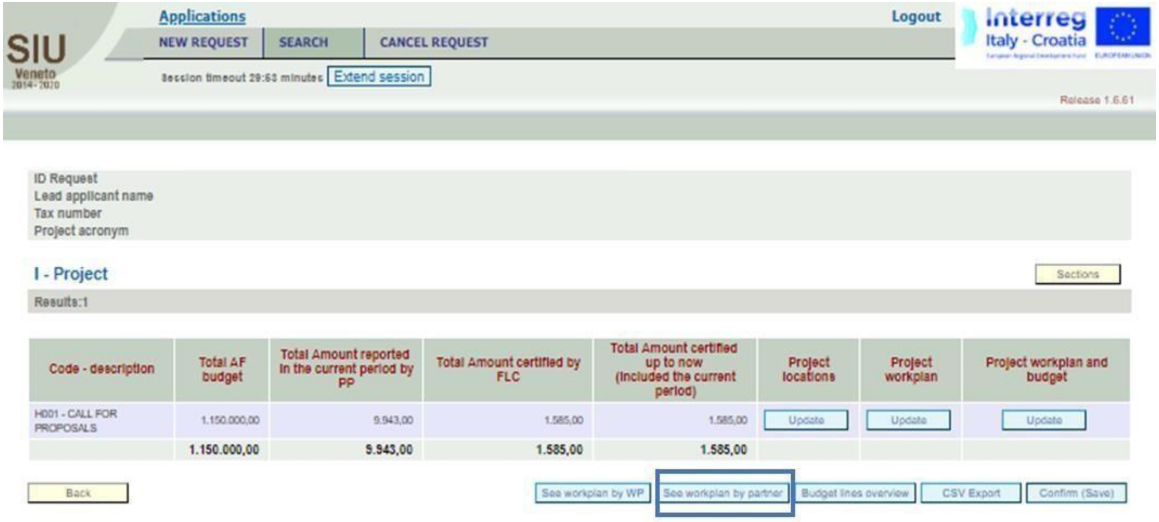


As shown in the figure above, by clicking on the deputed buttons, the LP can:

- See the status of the PR for each PP:
- Data modifications charged to PP means that the PR is in charge to the PP for the on-going reporting purposes;
- Data charged to FLC means that the PR has been already filled-in by the PP and is now being analyzed by the FLC for certification of expenditures purposes.
- Exclude PP from the Report: in case the deadline for official confirmation of the PR is about to expire and any Partner has not completed its reporting activities, the LP can exclude one or more PPs from the PR.

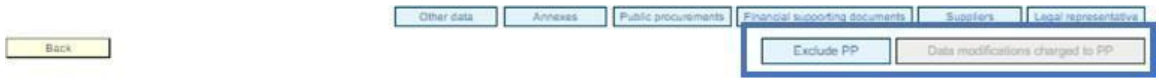
4.7.1. HOW TO MONITOR THE STATUS OF PPs FINANCIAL REPORTING

In order to monitor the status of PPs' financial reporting, the LP shall access the Section **"I – PROJECT"** and click the button "See workplan by partner". Then, the LP will be able to see what has been already reported and certified by each PP.



4.7.2. HOW TO EXCLUDE A PP FROM THE REPORT

To exclude a PP from the Report, the LP needs to access Section **"E – PARTNERS"** and for each PP to be excluded, click on the button "Exclude PP" that is present at the bottom of the page

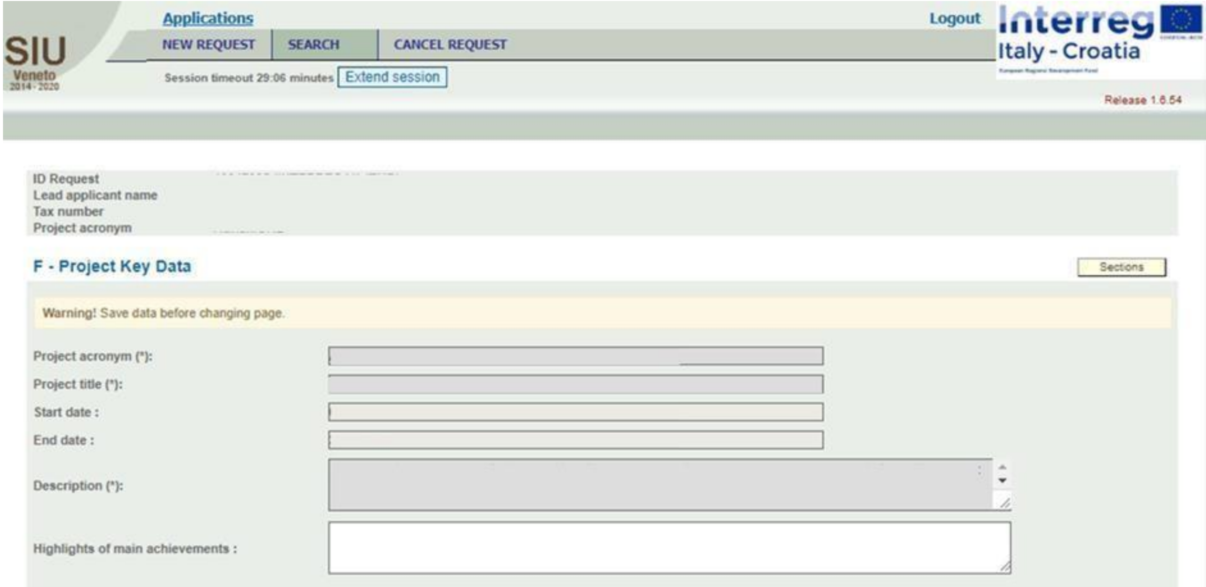


4.8. SECTION F PROJECT KEY DATA

Within the Section **"F – PROJECT KEY DATA"**, specific information related to the concerned project must be outlined and shown. While the section inherits from the AF some of the information (shown in grey non-editable boxes), some other information needs to be filled-in for progress reporting purposes (shown in white editable boxes). Please see the following explanations for further details about the filling-in process.

4.8.1. HIGHLIGHTS OF MAIN ACHIEVEMENTS

Once entered the Section **"F – PROJECT KEY DATA"**, the LP can fill-in "Highlights of main achievements" within the one and only editable box shown in the figure below.



The summary should highlight main achievements, in an interesting and understandable way, comprehensible for non-specialists also. Please write in a style of press release.

INFO AND HINTS Style of a news release Prepare it in cooperation with CM manager Info on key project achievements Focus only on content, not on management issues

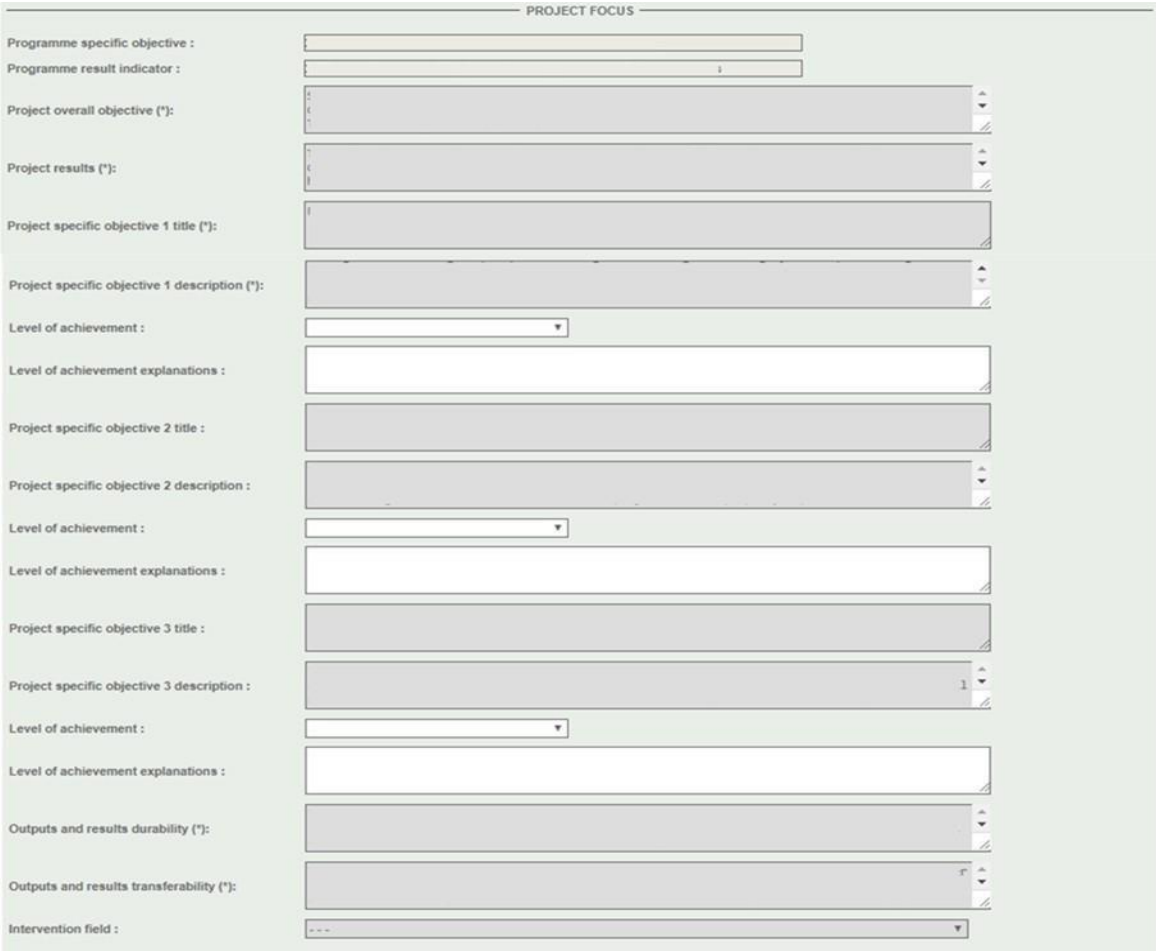
4.8.2. PROJECT FOCUS

Within the page section "Project Focus" the LP can insert:

- LEVEL OF ACHIEVEMENT (FOR EACH PROJECT'S SPECIFIC OBJECTIVE)
- LEVEL OF ACHIEVEMENT EXPLANATIONS (FOR EACH PROJECT'S SPECIFIC OBJECTIVE)

In the editable boxes (one for each Specific Objective identified by the project in the AF) the LP shall provide information about the level of achievement of the Specific Objective in line with the selection made in the drop- down list.

The information provided should be cumulative (i.e. achieved so far). Description and justification of the level of achievement selected.


PROJECT FOCUS

Programme specific objective :
Programme result indicator :
Project overall objective (*):
Project results (*):
Project specific objective 1 title (*):
Project specific objective 1 description (*):
Level of achievement :
Level of achievement explanations :
Project specific objective 2 title :
Project specific objective 2 description :
Level of achievement :
Level of achievement explanations :
Project specific objective 3 title :
Project specific objective 3 description :
Level of achievement :
Level of achievement explanations :
Outputs and results durability (*):
Outputs and results transferability (*):
Intervention field :

INFO AND HINTS

There are two editable boxes per Specific Objective (“Level of achievement” and “Level of achievement explanations”)

Refer to the project’s Specific Objectives (as in the AF)

Drop-down menu for selecting level of achievement of the Specific Objective Give a concise and clear explanation

Be consistent with the work progress

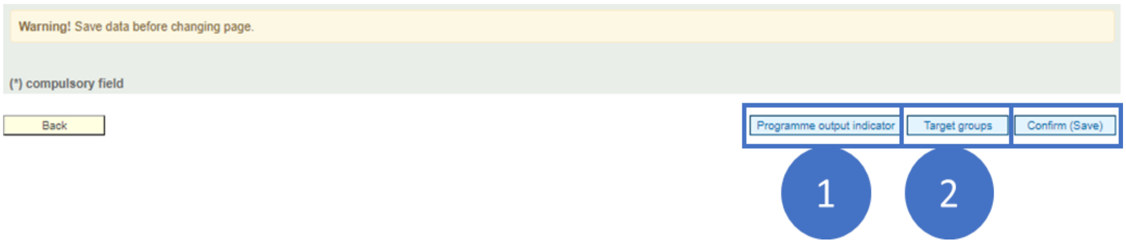
4.8.3. CONTACT PERSON

Information here is inherited from the AF, but is shown in an editable field in order to allow the LP to update data where needed:

4.8.4. LEAD PARTNER CONTACT DETAIL

Please include details of the three contact persons (Project Manager, Financial Manager, Communication Manager) when appointed:

4.8.5. SUB-SECTIONS AVAILABLE AT THE BOTTOM OF SECTION F

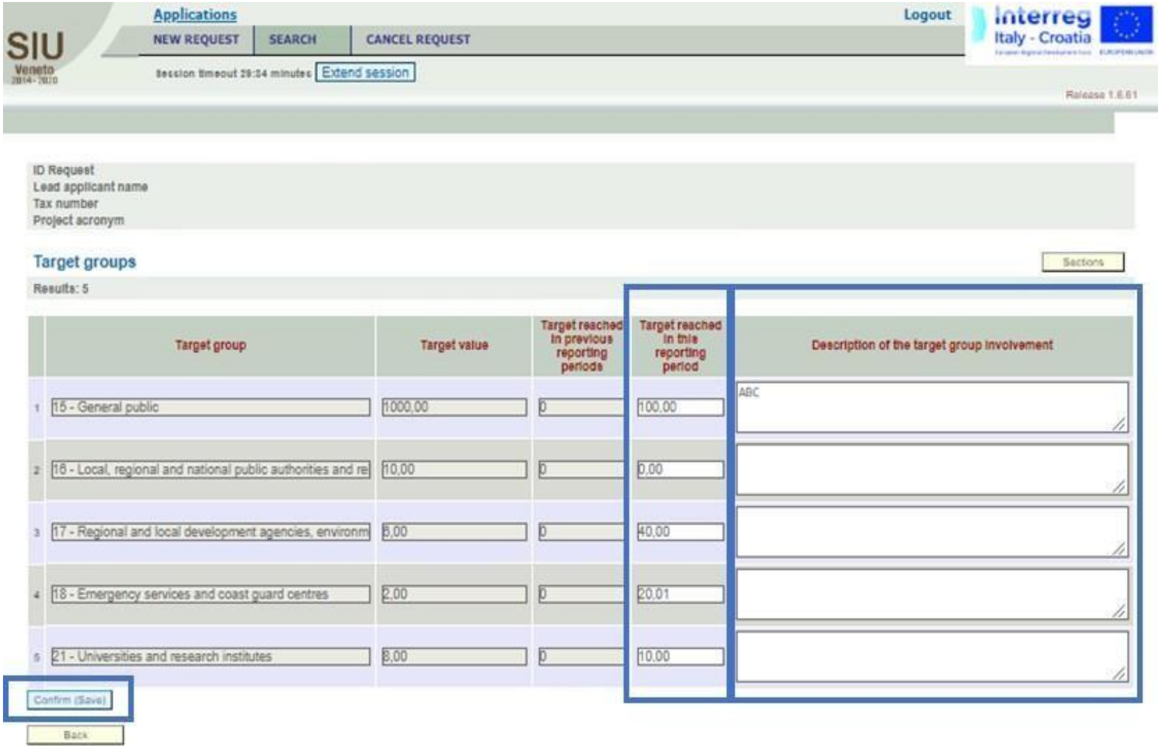


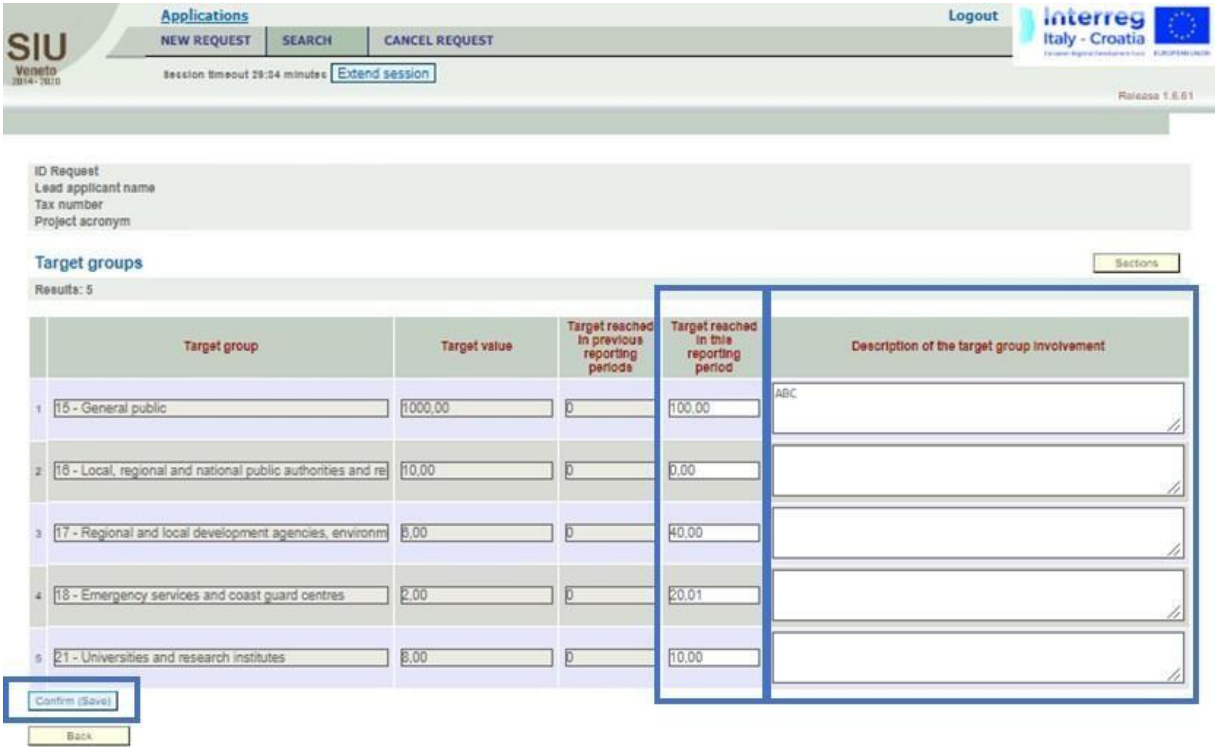
This section also allows the LP to visualise or fill-in the following 2 sub-sections:

- Programme Output Indicators
- Target Groups

TARGET GROUPS

This sub-section allows to handle information referred to the target groups identified within the application form, and to report the advancement status about reached/involved/engaged groups during the project implementation within the specific reporting period.


Applications
NEW REQUEST
SEARCH
CANCEL REQUEST
Logout
SIU
Veneto
Session timeout 29:24 minutes
Extend session
Release 1.6.61
ID Request
Lead applicant name
Tax number
Project acronym
Target groups
Sections
Results: 5
Target group
Target value
Target reached in previous reporting periods
Target reached in this reporting period
Description of the target group involvement
15 - General public
1000,00
0
100,00
ABC
16 - Local, regional and national public authorities and re
10,00
0
0,00
17 - Regional and local development agencies, environm
6,00
0
40,00
18 - Emergency services and coast guard centres
2,00
0
20,01
21 - Universities and research institutes
8,00
0
10,00
Confirm (Save)
Back



The sub-section has been configured in order to allow the user to see the values foreseen in AF and to handle the information required, for each Target Group:

- Target groups reached in this reporting period (value to be included);
- Description of the target group involvement (justifying the value included).

INFO AND HINTS
The table shows the categories of target groups and target values (as in the AF) and the cumulative value reached so far
Quantify each target group reached in the current period (editable box)
Give a brief explanation on the reported number and how each target group was involved (editable box)
Make sure that Partner organizations are not counted among the target groups Avoid double-counting in the current PR (between different categories of target groups) and compared to previous PRs.

PROGRAMME OUTPUT INDICATORS

This sub-section allows the LP to monitor and report information referred to outputs reached by each project during the reporting period and their contribution to Programme output indicators

This sub-section has been configured in order to allow the user to see the values foreseen in AF and to handle the information required on the contribution of achieved project outputs (reported in Section I) to the Programme output indicators.

INFO

Automatically generated overview table

Shows cumulative information on outputs as reported in the work plan, achievements in the previous periods and in the current one

Shows how achieved project outputs feed Programme output indicators Helps LP to monitor project progress

Non-editable Section: to fill-in the current report enter project data in the sub-section

By clicking on the “View” button, the LP will enter each output indicator to input, where applicable, an advancement status indication.

INFO

Automatically generated overview table related to the project main outputs Helps LP to monitor the progress of each project main output

Table shows project output cumulative achievement in the previous reporting periods (not modifiable)

Only the box related to the outputs achieved in the current period is editable

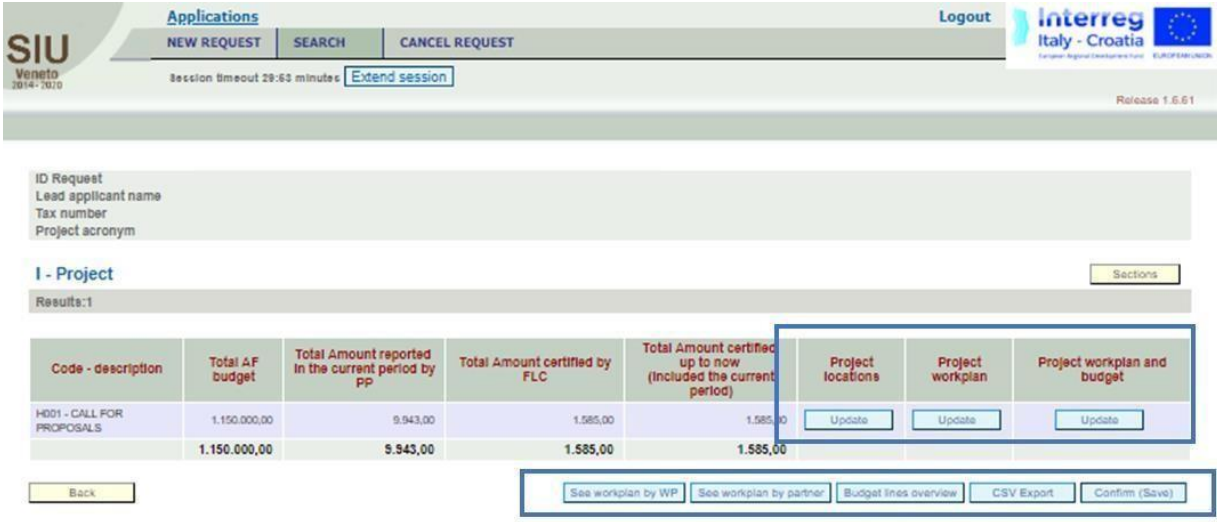
The sub-section has been configured to allow the user to monitor and report the information referred to each Programme Output Indicator:

- Project main output = name of output (from AF) contributing to the selected output indicator;
- Project main output description = description of the concerned output (from AF);
- Project main output target = automatically filled from AF;
- Sum of achieved output indicators reported so far (this reporting period excluded) = cumulative value automatically filled from previous PRs;
- Achieved in this reporting period = number of outputs achieved in the current PR **TO BE FILLED IN BY LP.**

4.9. SECTION I – PROJECT

The Section "**I – PROJECT**", allows the user to access the sub-sections:

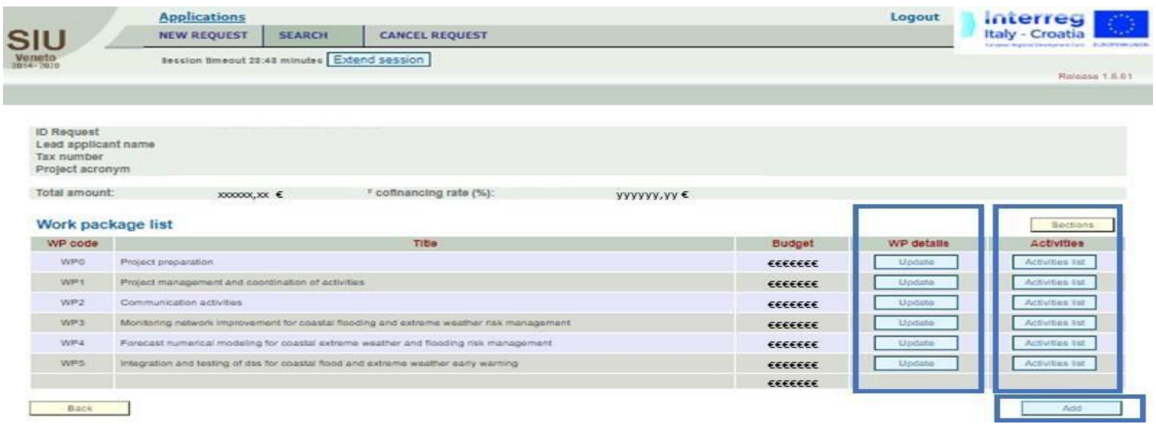
- PROJECT LOCATIONS – visualization only, confirmation needed;
- PROJECT WORKPLAN – update needed, for what concerns activities' progress;
- PROJECT WORKPLAN AND BUDGET



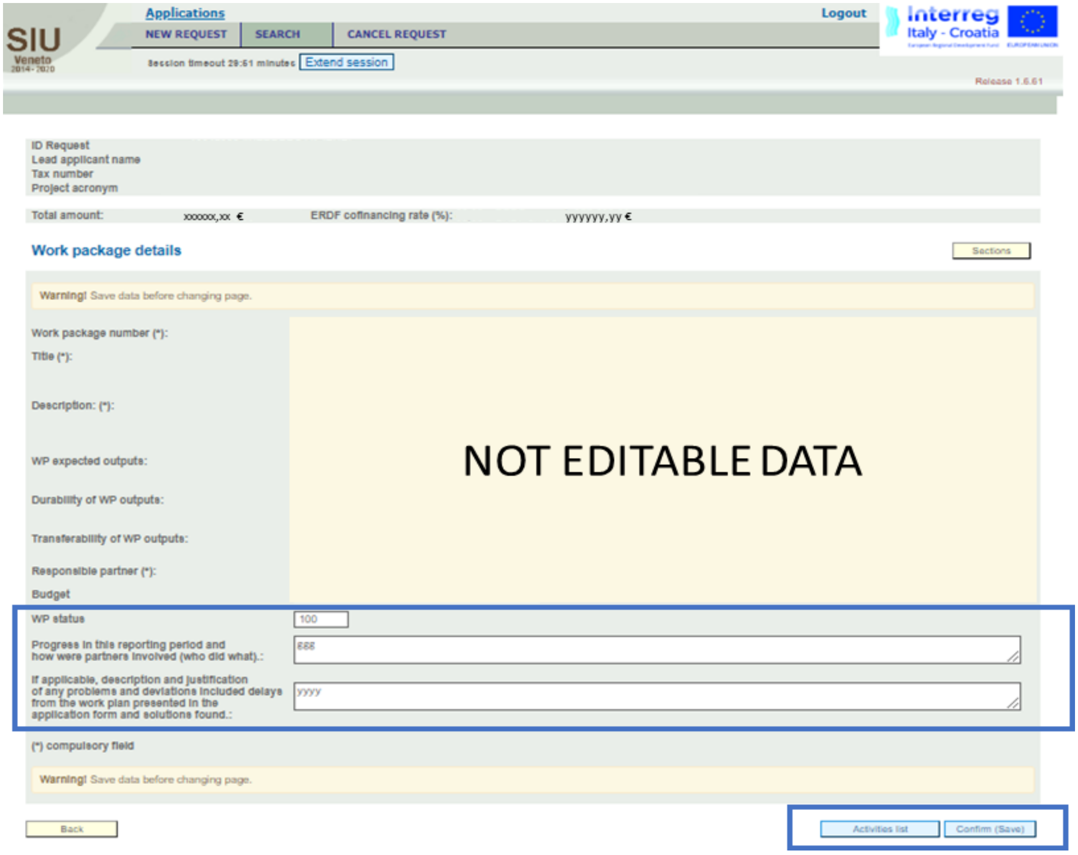
Project Workplan

This sub-section is crucial for the LP to report on project's physical advancement status. As shown in the image below, the view allows the LP to enter:

- The sub-section "WP Details" by clicking on the "Update" button;
- The sub-section "Activities" by clicking on the "Activities list"



Work Package Details



INFO AND HINTS Report the % of the WP achievement in the box “WP status” by inserting a number from 0 to 100 Clearly summarize WP progress and status and the involvement of each PP in the reporting period Describe problems and deviations (including delays) and respective solutions, if applicable For outputs include a concise explanation on the implementation/development (progress against AF) Report of outputs only for thematic work packages

ATTENTION: Minor project changes (e.g use of budget flexibility, change of delivery date of a deliverable, etc.) shall be reported under the box dedicated to **DEVIATIONS**.

HOW TO REPORT ON THE OUTPUTS

When reporting on the outputs that contribute to the Programme output indicators in Section I - Project, pay attention to be consistent with information included in Section F – Project Key data (Programme output indicator subsection)

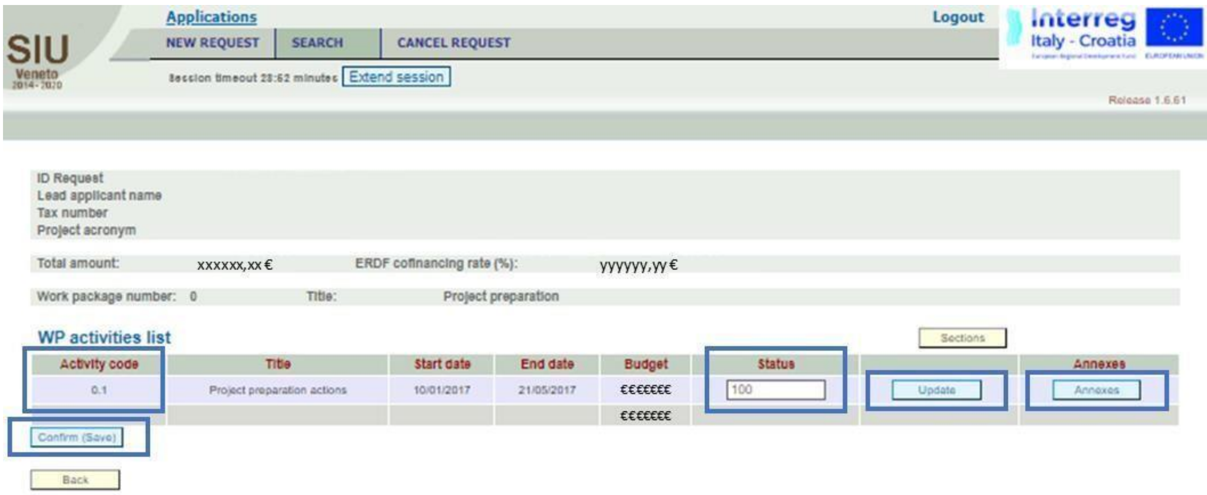
Make reference to the relevant deliverables (pay attention to keep the correct file names and numbers)

Verify that the layout and compliance of the supporting documents with publicity obligations (visibility and brand), consistency of number, title (with AF) and files' names

Foresee a thorough check by WP Responsible partner and LP on quality, visibility and branding rules.

WP ACTIVITIES LIST

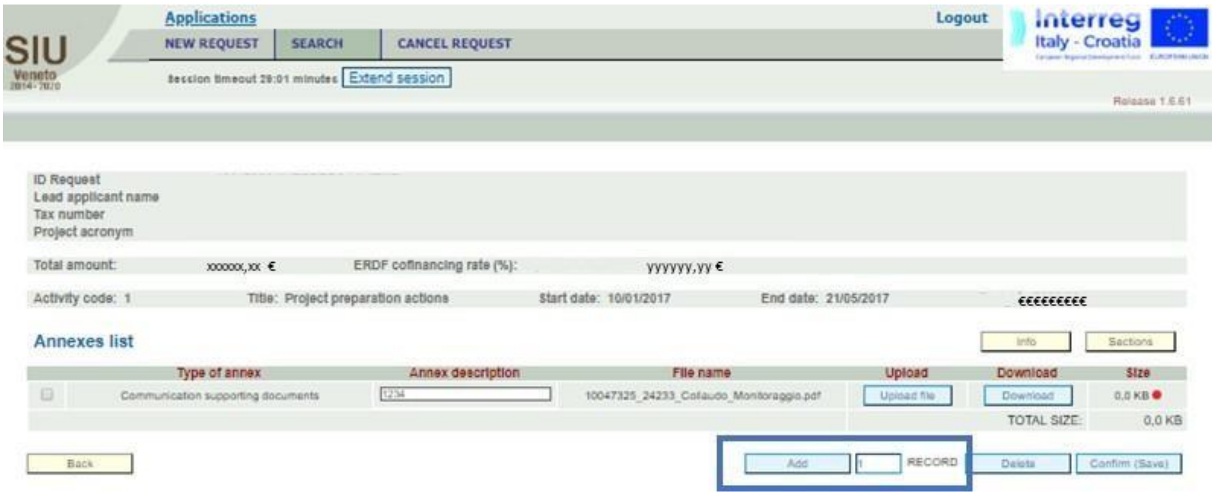
By clicking on the "Activities List" button at the bottom of the sub-section "Work Package Details", the LP will access the following view:



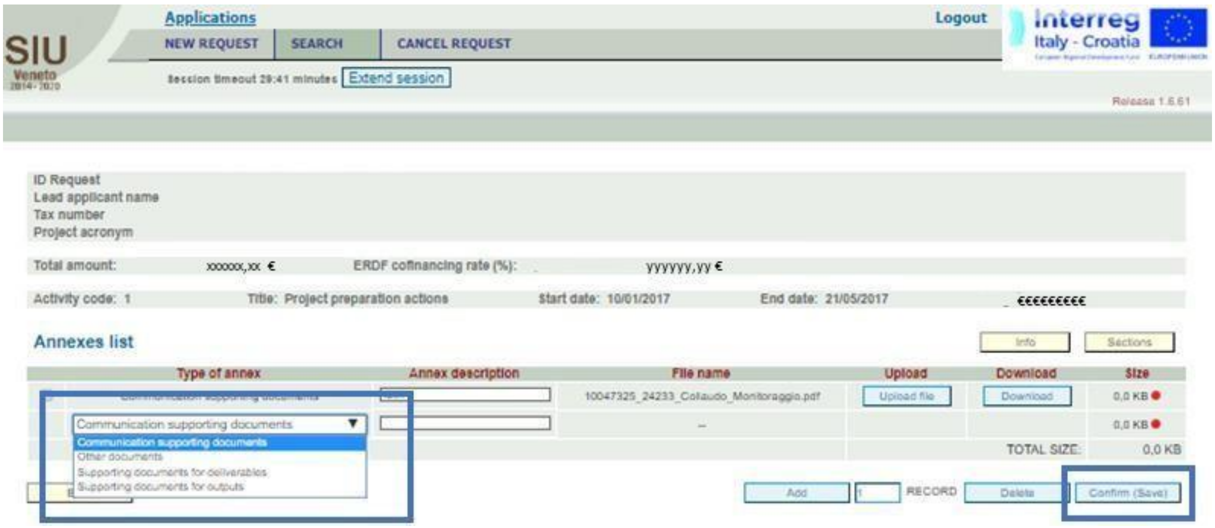
INFO AND HINTS
Indicate in the opening page the % of achievement for each activity
Clearly summarize the activities carried out in the period (monitor the progress against activity set in AF)
For deliverables include a concise explanation on the progress
Upload here supporting documents for outputs and finalized deliverables by clicking the button “Annexes” in each activity page

ANNEXES

PLEASE NOTE THAT Files to be uploaded in SIU should be maximum 5MB each for a total of maximum 160 MB of all uploaded files. Each annex shall be uploaded in low resolution and in PDF format.
To add a new annex row the LP must select the “Add” button, highlighted in the following view:



Then the LP should select the type of document to upload from the drop-down menu below:



It’s then possible to Upload files by clicking on the button, or to substitute previously uploaded files by overwriting them clicking on the same button.
To view a document previously uploaded the LP must click on the “Download” button.
In case the LP needs to delete an annex row, she/he must select the concerned row by putting a thick within the box highlighted on the left of the figure below, and then click on the “Delete” button.

SUPPORTING DOCUMENTS FOR DELIVERABLES/OUTPUTS

TYPE OF DELIVERABLE/OUTPUT	INDICATIVE ANNEXES TO BE UPLOADED IN SIU
Study, analysis, research, methodology, report, plan, strategy etc.	Final document, if foreseen, approved by the Steering Committee, complying with branding /visibility rules
Meeting	Agenda, list of participants and represented partners, signature list, minutes of the meeting (which includes date and place, main points of discussions, conclusions/decisions) and if relevant, annexes: e.g. pictures, media coverage web-links etc.
Training course / programme	Training plan, training materials, list of participants and signature list, pictures
Tool or system developed technological solution implemented	Pictures, web-link, or any other proof of development of the tool/system Technical preparatory documents for the development of the tool/system Evidence of compliance with visibility rules
Itinerary / route	Pictures, map, official proof of creation of the route
Infrastructure	Proof of ownership, picture, legal and administrative documents complying with branding / visibility rules

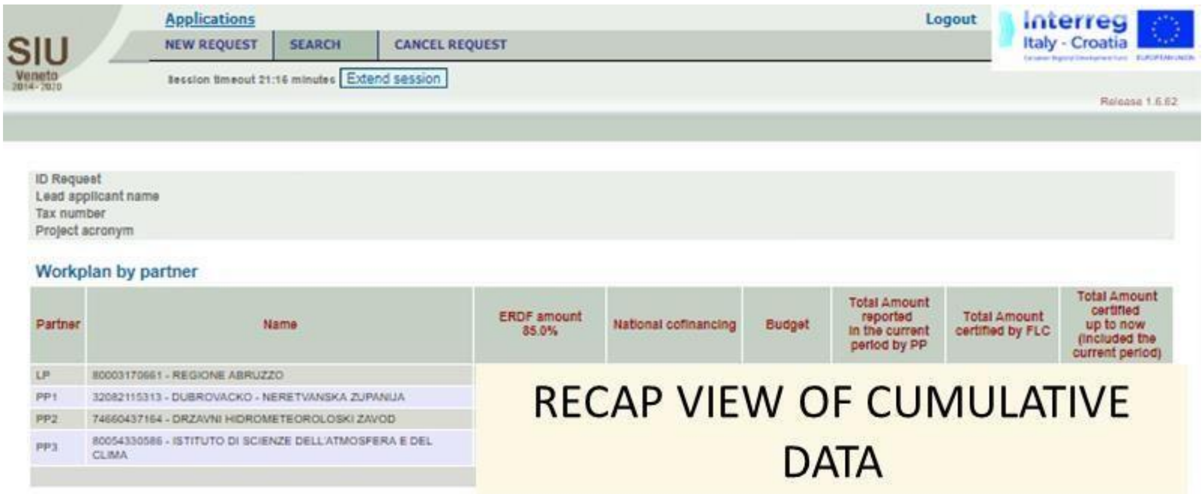
SEE WORKPLAN BY WP

By clicking on the button "See workplan by WP" within the Section **"I – PROJECT",** the LP can enter in the following views, useful to monitor project's financial progress by WP.

PLEASE NOTE THAT data shown within these views do not take into consideration potential net revenues. For net revenues details see Section **"H – BUDGET GENERAL INFORMATION"**

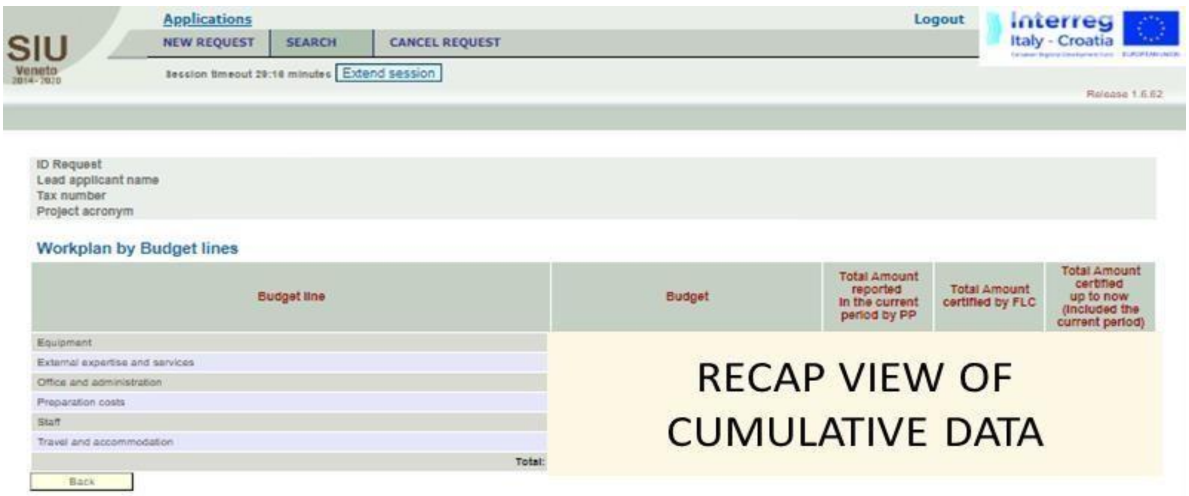
SEE WORKPLAN BY PARTNER

By clicking on the button "See workplan by Partner" within the Section **"I – PROJECT"**, the LP can enter the following views, useful to monitor project's financial progress by Partner.



SEE WORKPLAN BY BUDGET LINES

By clicking on the button "See workplan by Budget Line" within the Section **"I – PROJECT"**, the LP can enter the following views, useful to monitor project's financial progress by Budget line.

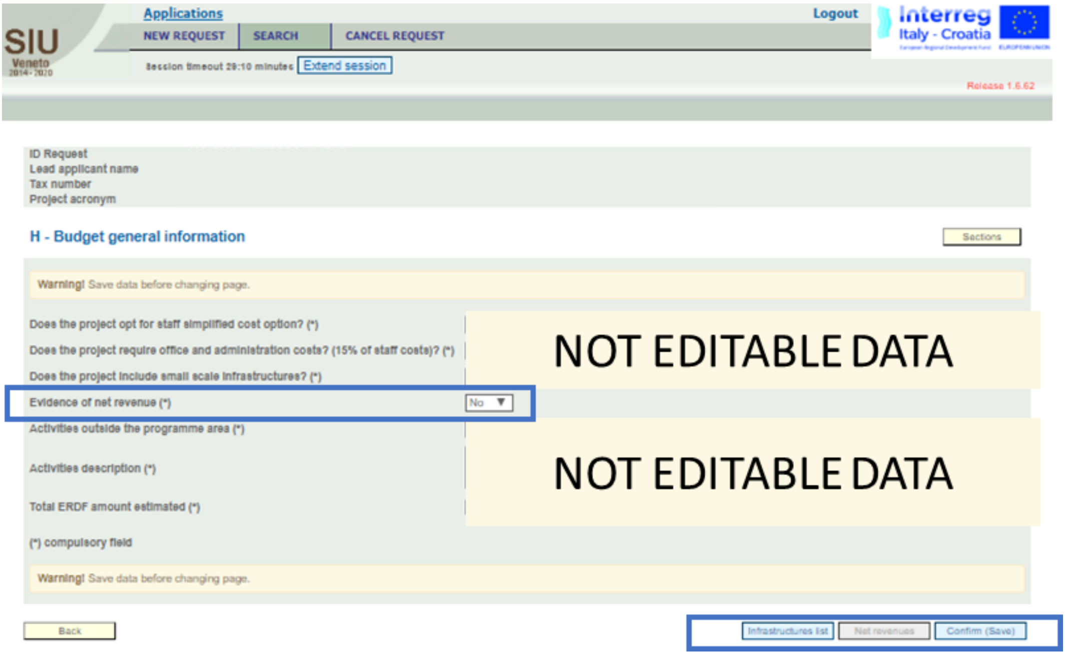


4.10. SECTION H – BUDGET GENERAL INFORMATION

Section "**<u>H – BUDGET GENERAL INFORMATION</u>**" allows the user to access the Sub-sections:

- "NET REVENUES" – to report for evidences of net revenues;

"INFRASTRUCTURES LIST" – to report for the implementation progress of each infrastructure by accessing the sub-section "INFRASTRUCTURES DETAIL".



4.10.1.NET REVENUES

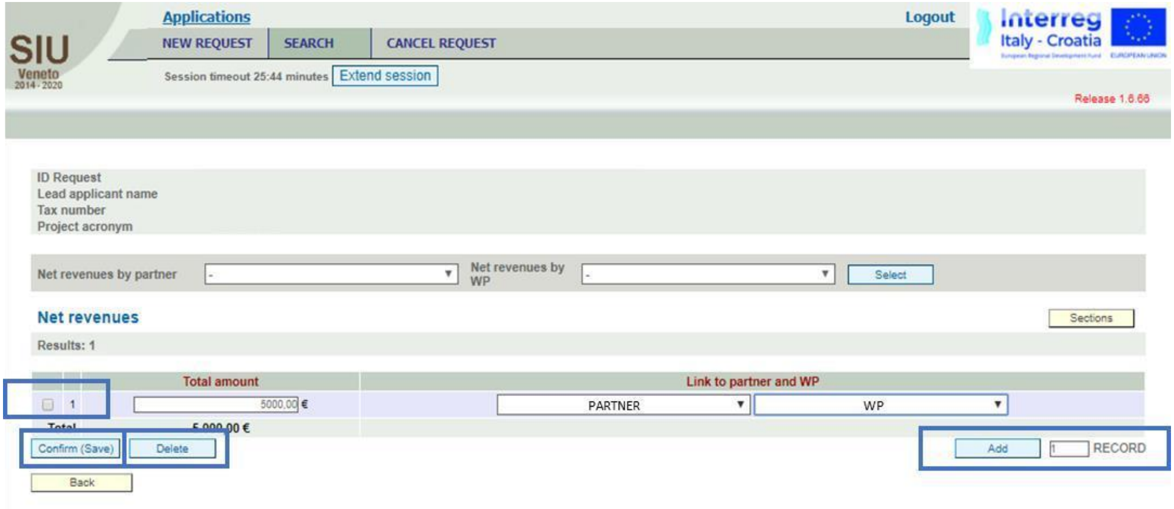
As shown in the figure above, the LP can only select the options YES / NO concerning the "Evidence of net revenue":

NO: in case the LP does not need to report any evidence of net revenues, she/he must select the option "No" within the drop-down menu shown in the figure above;

YES: in case the LP needs to report evidence of net revenues, she/he must select the option.

"Yes" within the drop-down menu shown in the figure above; then, the button "Net revenues" shown at the bottom of the figure above is activated and must be selected to report evidences of net revenues.

The LP, having selected YES, shall provide the total amount of net revenues eventually reported by the Project within the current report by selecting the deputed button "Net revenues".

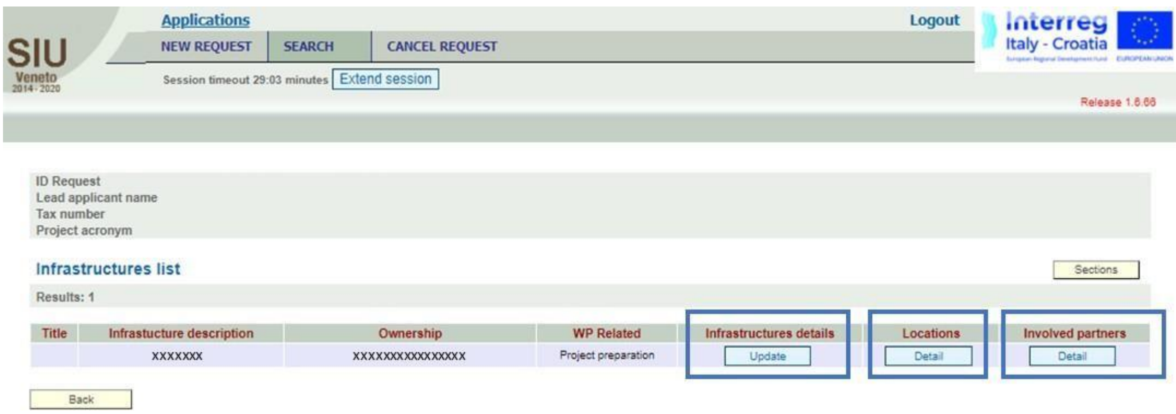


Within the sub-section "Net revenues" the LP can report total amounts of net revenues linked to Partners and WPs. The sub-section also provides the following functionalities:

- **ADD**: by clicking on the "Add" button the LP can insert new records to report for net revenues where needed;
- **DELETE**: in case the LP needs to delete an annex row, she/he must select the concerned row by putting a thick within the box highlighted on the left of the figure above, and then click on the "Delete" button;
- **CONFIRM (SAVE)**: button that must be selected to save the work done within the sub-section.

4.10.2. INFRASTRACTURE LIST

By clicking on the button "Infrastructure List" at the bottom of the Section **"H – BUDGET GENERAL INFORMATION"** the LP will access the view shown below:

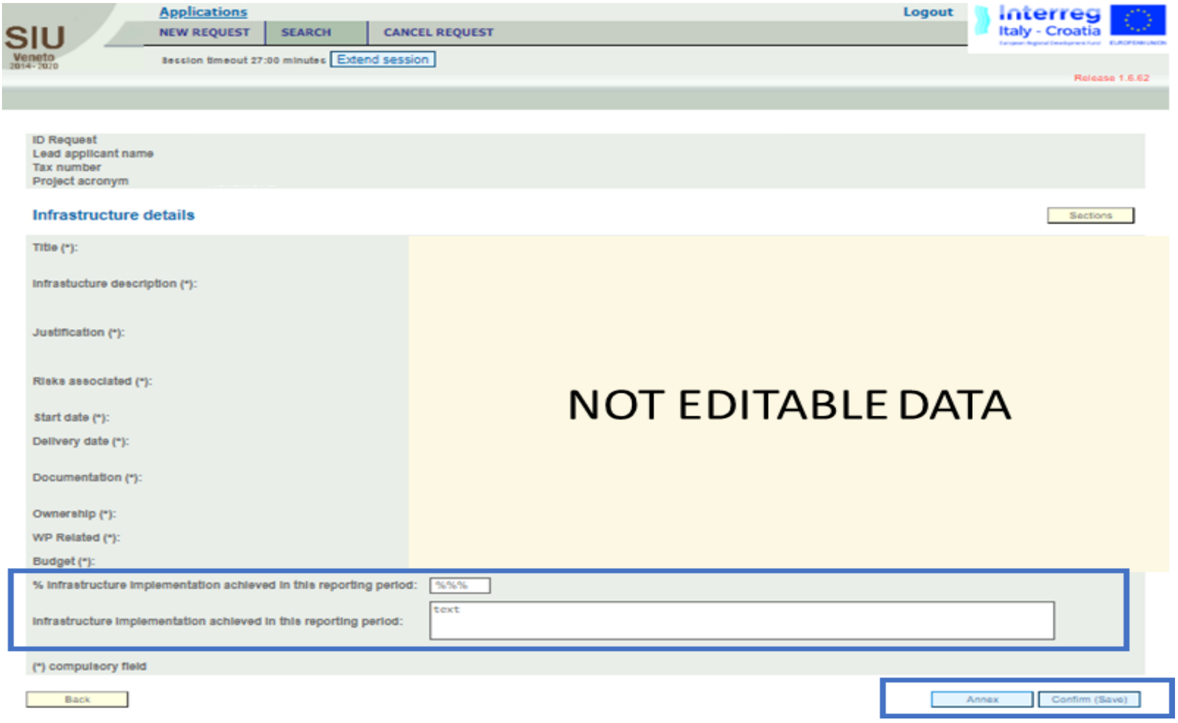


While the buttons "**LOCATIONS**" and "**INVOLVED PARTNERS**" allow the LP to enter the concerned sub-sections in visualization mode only, the button “**INFRSTRUCTURE DETAILS**” allows the LP to report for the progress achieved within the reporting period for what concerns infrastructures’ implementation. See next paragraph for further details.

4.10.3. INFRASTRUCTURE DETAILS

The sub-section allows the LP to report for infrastructure implementation progress:

- Reporting the % of infrastructure implementation achieved within the reporting period;
- Describing the level of implementation achieved within the reporting period;

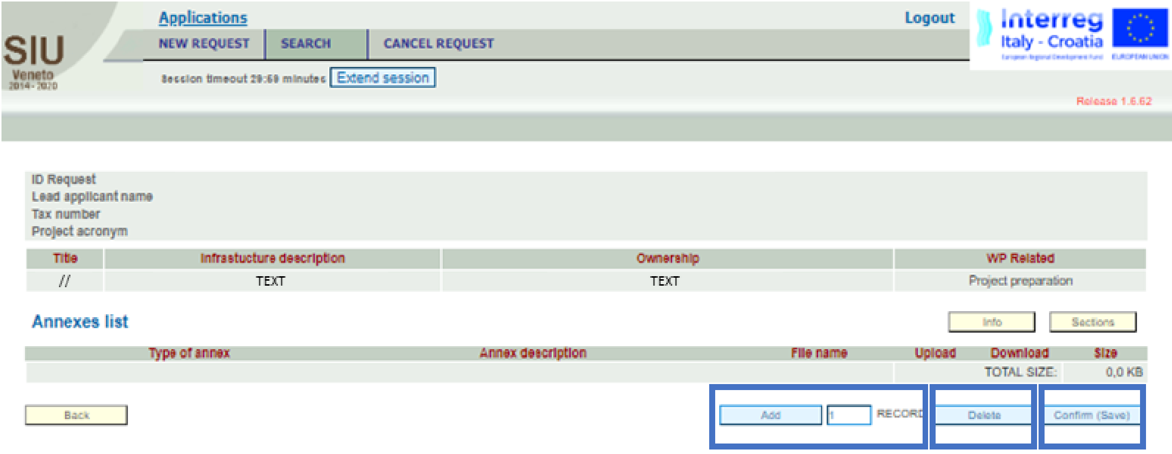


The button “Annexes” enables the user to provide and associate relevant documentation.

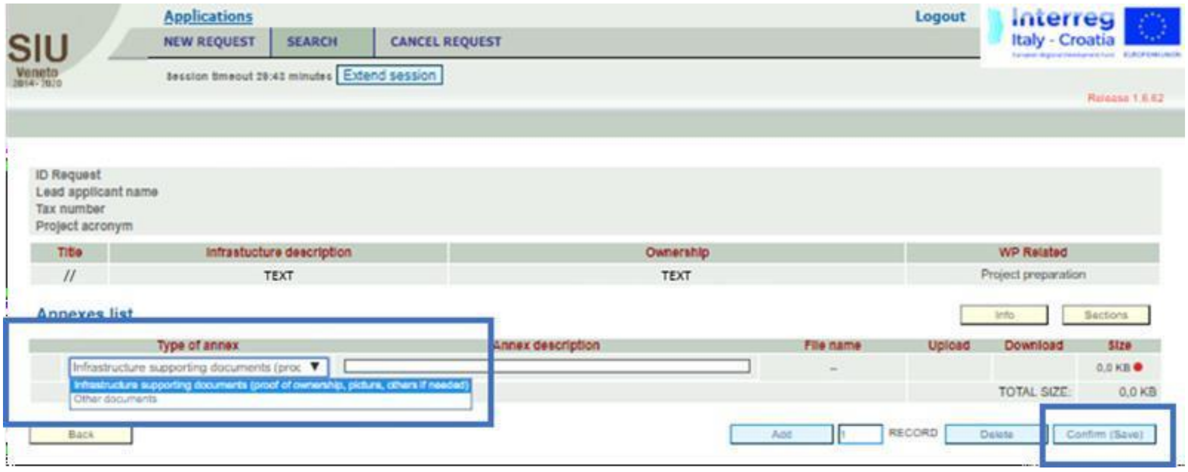
4.10.4. ANNEXES LIST

PLEASE NOTE THAT Files to be uploaded in SIU should be maximum 5MB each for a total of maximum 160 MB of all uploaded files. Each annex shall be uploaded in low resolution and in PDF format.

To add a new annex row the LP must select the “Add” button, highlighted in the following view:



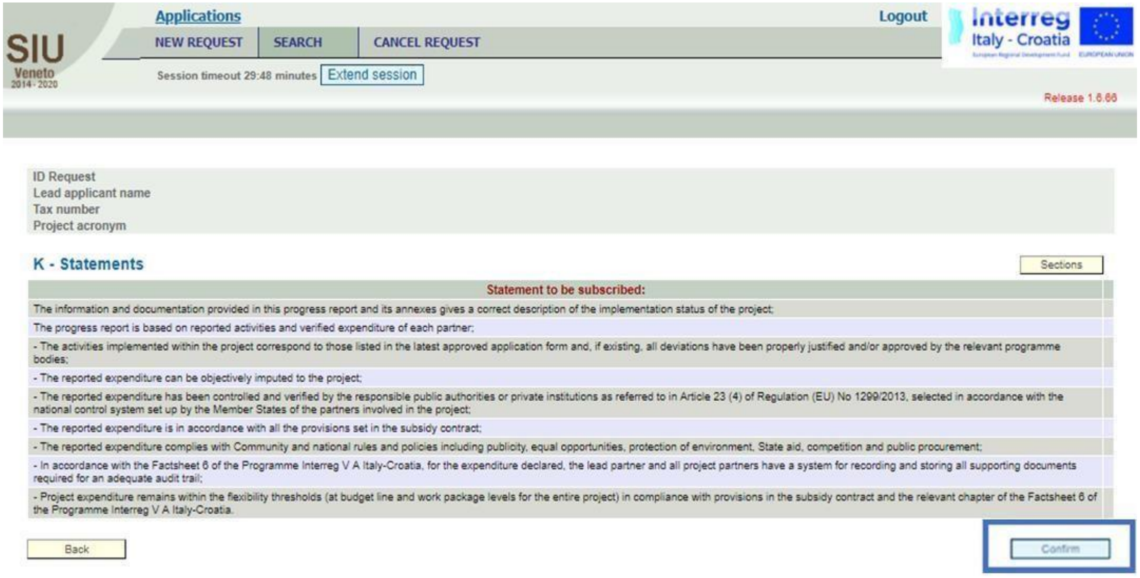
Then the LP should select the type of document to upload from the drop-down menu below:



4.11 SECTION K STATEMENTS

Within this Section the LP, by clicking on the “Confirm” button shown in the figure below, must confirm each statement.

<u>PLEASE NOTE THAT</u> the LP **MUST CONFIRM ALL THE STATEMENTS**, otherwise the PR would not be considered admissible by the Managing Authority



4.12. ANNEXES RECAP

The table below resumes where to upload each type of annex throughout the filling-in process on the SIU System shown so far: annexes shall be uploaded according to the PR section they belong to, as follows:

ANNEXES TYPE…	…WHERE TO UPLOAD THE ANNEXES IN SIU
LP Activity Report	Section B – LEAD PARTNER DATA
LP financial supporting documents	Section B – LEAD PARTNER DATA
Partnership Agreement	Section B – LEAD PARTNER DATA
LP legal and administrative docs	Section B – LEAD PARTNER DATA
PP Activity Report	Section E – PARTNERS
PP financial supporting documents	Section E – PARTNERS
LP legal and administrative docs	Section E – PARTNERS
FLC documents	Section B or E*

Supporting documents for deliverables	Section I – PROJECT – Activity List
Supporting documents for outputs	Section I – PROJECT – Activity List
Communication supporting documents	Section I – PROJECT – Activity List
Infrastructure supporting documents	Section H – INFRASTRUCTURE DETAILS

(*) Section B in case the FLC is associated to the LP, otherwise Section E, in case the FLC is associated to a PP.

4.13. CHECK OF THE PROGRESS REPORT

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

4.13.1 SECTION N - ERRORS

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

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

4.13.2 SYSTEMMESSAGE MANAGEMENT

There are two types of messages:

- *ERROR MESSAGES*

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

- *WARNING MESSAGES*

These types of messages do not block the work in progress and are resumed within the Section "N – ERRORS"

N - Errors Sections

Results: 8

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

Back Viewed

to help the LP to consider some potential mistakes/inconsistencies related to the filled-in data throughout the PR.

***FOR EXAMPLE** “Block” means that as long as the concerned error is not solved the whole Progress Report cannot be submitted (ERROR MESSAGE). The Lead Partner needs to address each blocking error by coming back to the concerned section.
If the error list is empty of blocking error messages and the error lists counts 0 results, it means that the PR is ready to be confirmed. Once all the blocking errors have been addressed and no error message appears, the LP must click on the “Check” button shown at the bottom of the main PR View. See the following paragraph for further details.

4.13.3 CHECKING THE PROGRESS REPORT IN PROGRESS

PLEASE NOTE THAT data inserted in SIU can be modified as far as the Status of the PR request is in Progress. In fact, once the Request is confirmed data can no longer be modified and only the Annexes can be uploaded in the System. The LP must click on the “Check” button to verify that all the filling-in process has been correctly completed.
In case even just one control has not been satisfied by the fill-in actions performed by the user, warnings and error details are shown to the user and are accessible within the proper Section “N – ERRORS”, to be solved and to allow the LP to go on with fulfilling duties.

4.13.4 CONFIRMATION

Once all the following actions have been completed:

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

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

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

PLEASE NOTE THAT in case a LP believes that it is appropriate to proceed to the confirmation of the PR although one or more PPs have not completed the portion of reporting for which they are accountable, the LP can exclude them from the current reporting period as described within Section **“E – PROJECT PARTNERS**” (**Par. 4.7.2)**

LPs can refer to the same Section also to monitor the advancement status of the progress reporting for each PP.

4.13.5 VERIFICATION FROM THE JS

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

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

If the JS assessment concludes negatively, the LP needs to correct and modify the PR coherently with JS’ recommendations. In this case, corrections can imply the involvement of PPs and FLCs. The LP, prior to a new confirmation of the PR, must involve the interested PPs through the buttons which allow the iterations previously described.
PLEASE NOTE THAT this step requires further coordination and cooperation with the Joint Secretariat, considering that:

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

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

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

4.13.6 UPLOADING FINAL ANNEXES

> *"The Progress Report has been confirmed. Please upload the required annexes before*

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

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

4.13.7 SIGNATURE AND UPLOAD OF PROGRESS REPORT

Last activities that has to be performed is the signature of the PR and its upload within the Section "M – ANNEXES".

The PR can be downloaded in a .pdf file format. Once downloaded, the Legal Representative or, if applicable, the Person in Charge of Signature must sign the PR.

DIGITAL SIGNATURE:
The request form of PR can be signed by P7m- Cades format and upload in the specific section.
In case of Pdf- Pades format, the Legal Representative or the Person in charge of signature should sign the Abstract.
The request form of PR (not signed), its Abstract (signed) and the ID of the signatory person will have to upload in the specific section.

The SIU system operates at two levels of control:

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

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

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

For further details, please refer to the digital signature Manual.

4.13.8 SUBMISSION OF THE PROGRESS REPORT
The “Submit request” button is now active allowing the submission of the PR.

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

FOR INFORMATION AND SUPPORT

Italy – Croatia CBC Programme Joint Secretariat

c/o Veneto Region, Organisational Unit MA of Italy – Croatia CBC Programme

Dorsoduro 3494/a 30123 Venice, Italy

email: it-hr.siusupport@regione.veneto.it

website: www.italy-croatia.eu

phone number: +39 041 2793120