

# **SIU Management and Monitoring System**

## **Operational manual for the annexes management**

**Version 1.0 of 24 February 2020**

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## 1. INTRODUCTION

This manual contains key technical information on the operation and use of the management and monitoring system (SIU) during the implementation phase of the project, aiming to support the users during the annex upload process in the Progress Report. The aim of the manual is not to substitute the information provided in Factsheet nr. 6-7-8, but it is a useful guide to clarify some aspects of annex upload in the SIU.

The manual intends to provide guidance to the Lead Partners (LPs), the Project Partners (PPs) and the First Level Controllers (FLCs) indicating for each type of user the mandatory and optional annexes; therefore it is divided for types of:

- ✓ Request: first progress report, following progress report and final progress report
- ✓ User: LP, PP and FLC

## 2. PRELIMINARY INFORMATION FOR THE ANNEX UPLOAD PROCESS

SIU system permits to upload project documentation in different ways, following the logical framework below:

- ✓ The supporting documents related to the reporting of expenditures (financial supporting documents, timesheets, payments, public procurements, etc.) should be uploaded by the lead partner and the partners in the specific subsections “Financial supporting documents” and “Public procurements” of sections “B – Lead Partner data” and “E – Partner”;
- ✓ The supporting documents related to variations and updates on the current status of beneficiaries (LPs or PPs) or of their legal representative should be uploaded by the LP and the PPs in the subsection “Annexes” of sections “B – Lead Partner data” and “E – Partner”, such as the activity reports should be uploaded in the same subsection;
- ✓ The supporting documents related to the deliverables, the WP or activity progress, should be uploaded by the LP or the PP in the specific relevant WP of the section “I – Projects”  
→ Work Plan;
- ✓ FLCs should upload their documents only in the subsections “FLC Annexes” of “B – Lead Partner Data” or “E – Partner”
- ✓ LPs should upload general project documentation in the section “M – Annexes”, as i.e.: progress report request, abstract, minor change documentation etc.


SIU system allows uploading two types of files:

- ✓ Normal annexes: files with maximum **dimension 5Mb** (5.000 kb) with the following


✓

- ✓ formats: pdf, p7m, jpg, gif and tiff;
- ✓ Large annexes: multimedia documents with a **dimension greater than 5Mb**;

In each Progress Report, every user of each project have **800 MB of disk space available** to upload normal annexes. In order to check the used disk space, the last column in the Section “M-Annexes” shows the dimension of each uploaded file and, at the end of the page, the users can see the total dimension of the uploaded annexes.



Compulsory	Upload	Download	Size
			505,8 KB
			529,8 KB
			291,9 KB
Yes		Download	2503,9 KB
			782,7 KB
		Download	553,9 KB
		Download	2146,1 KB
		Download	428,8 KB
		Download	69,2 KB
		Download	530,5 KB
		Download	73,1 KB
		Download	1337,0 KB
		Download	1455,4 KB
		Download	383,3 KB
		Download	116,9 KB
			203,5 KB
			24691,7 KB
			TOTAL SIZE: 24691,7 KB



It is always necessary to reduce the file dimensions of text documents, spreadsheets or PP creations, following these instructions:

- ✓ Reducing the dimension (pixel or dpi) with an installed or online dedicated software. Good results are obtained by setting a resolution up to a maximum of 1280 x 1024 and reducing photos in.jpg format up to 1 Mega pixel;
- ✓ Exporting PDF documents with the smallest dimension possible, under 5 Mb;
- ✓ Setting the scanner in white/black mode with a maximum resolution of 200 dpi (dots / inch). Good results are obtained by setting a resolution of 100 dpi;
- ✓ Scanning documents only in white/black mode. Do not scan documents in color or in grey scale.

Please, pay attention to the submission of the Progress Report: make sure it is fully digitized; moreover, it is always suggested to use whenever possible the digital signature.

### **3. NECESSARY ANNEXES DURING THE PROJECT IMPLEMENTATION**

#### **Overview**

LPs and PPs have to report the project activities and expenditures on a regular basis (every six months). “Progress Reports” (PRs) is the name of the overall project reports and cover the reporting periods from 1 January to 30 June and from 1 July to 31 December of each project implementation year. The Progress Reports are due to be submitted within 3 months after the closure of the reporting period. The subsidy contract of each project precise the deadlines for PR submission. The present paragraph indicates the annexes for each type of progress report:

- First progress report (3.1)
- Following progress report (3.2)
- Final progress report (3.3)
- The last subparagraph (3.4) explains the procedure of the submission by the PR

➤ **3.1 First Progress Report**

It is recommended to upload and to name the annexes following the instructions below:

**FILE'S NAME:**

Activity number\_LP/PPnr\_Acronym of the partner responsible for production\_Name of the deliverable\_status, always without spaces, as i.e.:

2.1\_LP\_LPname\_Closing Event Follow-up Report & Speeches\_Final

2.1\_PP1\_PP1name\_Kick off Agenda\_Final

2.3\_PP3\_PP3name\_Steering Committee\_Minutes\_Draft

**Mandatory annexes for LP**

- ✓ LP Activity Report → SECTION B ANNEXES
- ✓ Partnership Agreement → SECTION B ANNEXES
- ✓ Project communication documents: communication plan and communication report (*if the LP is acting as overall project Communication manager*)  
SECTION I → PROJECT BY WORKPLAN → WP2 – ACTIVITIES LIST → ANNEXES
- ✓ Public procurements: Administrative documents and contract  
SECTION B → PUBLIC PROCUREMENTS → ANNEX
- ✓ Financial supporting documents i.e.: invoice, proof of payments or other document of equivalent probative value.  
SECTION B → FINANCIAL SUPPORTING DOCUMENTS → ANNEX

**Mandatory annexes for PP**

- ✓ Activity report  
SECTION E → PARTNER ANNEXES
- ✓ Project communication documents: communication plan and communication report (*in case and for the PP that is acting as overall project Communication manager*)  
SECTION I → PROJECT BY WORKPLAN → ACTIVITIES LIST – WP2 → ANNEXES
- ✓ Public procurements: Administrative documents and contract  
SECTION E → PARTNER → PUBLIC PROCUREMENTS → ANNEX

- ✓ Financial supporting documents such as: invoice, proof of payments or other document of equivalent probative value  
SECTION E → FINANCIAL SUPPORTING DOCUMENTS → ANNEX

**Optional annexes:**

The Lead Partner and the Partners can uploaded the optional documents; it depends from the



responsibility of the role and from the owner of the requested activities.

- ✓ Infrastructure supporting documents (proof of ownership, picture, others if needed)  
SECTION B → ANNEXES if it concerns LP  
SECTION E → PARTNER → VIEW → ANNEXES if it concerns PP
- ✓ Minor change (Official letter communicating the change and budget tool)  
SECTION M ANNEXES
- ✓ Change of Legal representative of LP/PPs (official letter communicating the change, ID card of the new LR and proof of the change)  
If it concerns LP SECTION B → ANNEXES  
If it concern PPs SECTION E → PARTNER → ANNEXES

### ➤ 3.2 Following Progress Reports

As indicated before, it is important to upload and to name the annexes following the instructions below:

#### **Mandatory annexes for LP**

- ✓ LP Activity Report → SECTION B → ANNEXES
- ✓ Project communication documents: communication report, *if the LP is acting as overall project Communication manager*  
SECTION I → PROJECT BY WORKPLAN → ACTIVITIES LIST – A WP2 → ANNEXES
- ✓ Supporting documents for deliverables  
SECTION I → PROJECT BY WORKPLAN → ACTIVITIES LIST WP → ANNEXES
- ✓ Supporting documents for outputs  
SECTION I → PROJECT BY WORKPLAN → ACTIVITIES LIST WP → ANNEXES
- ✓ Public procurements: Administrative documents and contract  
SECTION B → PUBLIC PROCUREMENTS → ANNEX
- ✓ Financial supporting documents i.e.: invoice, proof of payments or other document of equivalent probative value.  
SECTION B → FINANCIAL SUPPORTING DOCUMENTS → ANNEX

**Mandatory annexes for PP**

- ✓ Activity report → SECTION E → PARTNER ANNEXES
  
- ✓ Project communication documents: communication report, *in case and for the PP that is acting as overall project Communication manager*  
SECTION I → PROJECT BY WORKPLAN → ACTIVITY LIST – WP2 → ANNEXES
  
- ✓ Public procurements: Administrative documents and contract

SECTION E → PARTNER → VIEW → PUBLIC PROCUREMENTS → ANNEX

- ✓ Financial supporting documents such as: invoice, proof of payments or other document of equivalent probative value

SECTION E → FINANCIAL SUPPORTING DOCUMENTS → ANNEX

### **Optional annexes**

The Lead Partner or the Partners can upload the optional documents can be uploaded; it depends from the owner of the activity requested.

- ✓ Infrastructure supporting documents (proof of ownership, picture, others if needed)  
SECTION B → ANNEXES if it concerns LP  
SECTION E → PARTNER → VIEW → ANNEXES if it concerns PP
- ✓ Minor change (Official letter communicating the change and budget tool)  
SECTION M - ANNEXES
- ✓ Change of Legal representative of LP/PPs ( official letter communicating the change, ID card of the new LR and proof of the change)  
If it concerns LP SECTION B → ANNEXES  
If it concern PPs SECTION E → PARTNER → ANNEXES

### **➤ 3.3 Final Progress Report**

#### **Mandatory annexes for LP**

- ✓ Final Activity report → SECTION B ANNEXES
- ✓ Last semester communication report, if the LP acts as project communication manager  
SECTION I → PROJECT BY WORKPLAN → ACTIVITIES LIST – A WP2 → ANNEXES
- ✓ Proof of the output achievement  
SECTION I → PROJECT BY WORKPLAN → ACTIVITIES LIST → ANNEXES
- ✓ Final deliverables as stated in AF and edited according the indications in FS7  
SECTION I → PROJECT BY WORKPLAN → ACTIVITIES LIST → ANNEXES
- ✓ Public procurements: Administrative documents and contract  
SECTION B → PUBLIC PROCUREMET → ANNEXES

- ✓ Financial supporting documents i.e.: invoice, proof of payments or other document of equivalent probative value.

SECTION B → FINANCIAL SUPPORTING DOCUMENTS → ANNEX

### **Mandatory annexes for PP**

- ✓ Activity report → SECTION E → PARTNER ANNEXES
  
- ✓ Last semester communication report, in case and for the PP that acts as project communication manager  
SECTION I → PROJECT BY WORKPLAN → ACTIVITIES LIST – A WP2 → ANNEXES
  
- ✓ Public procurements: Administrative documents and contract  
SECTION E → PARTNER → VIEW → PUBLIC PROCUREMENT → ANNEX
  
- ✓ Financial supporting documents such as: invoice, proof of payments or other document of equivalent probative value  
SECTION E → FINANCIAL SUPPORTING DOCUMENTS → ANNEX

### ➤ **3.4 Progress Report submission**

The LP has to confirm the Progress Report in SIU within the deadlines set in the subsidy contract and then officially submitted within 30 days from the confirmation deadline.

#### **SUBMISSION BY DIGITAL SIGNATURE:**

LP should download the confirmed Request Form by clicking on the “Download Request form” button in the main page. The LP should not modify in any way the downloaded PDF form and he/she has to sign digitally and upload (P7M format or PDF) in “Section M – Annexes” - Present application/request form

#### **SUBMISSION WITHOUT DIGITAL SIGNATURE:**

After the Progress Report confirmation, LP should download the confirmed Request Form by clicking on the “Download RF” button in the main page and upload it (PDF format) in “Section M – Annexes” - Present application/request form. Then LP should download the abstract by clicking on the “Download Abstract” button in the main page LP should print and sign it manually and then upload the scanned version in “Section M – Annexes” - Application form abstract. Upload in “Section M – Annexes” – “id card” the scanned version of the ID card of the AF Abstract signatory (if not previously already uploaded).

## **4. FIRST LEVEL CONTROLLER'S ROLE**

### **OVERVIEW OF FIRST LEVEL CONTROLLERS ROLE**

As a remainder, 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".

### **ANNEXES TO BE UPLOADED**

First Level Controllers will insert in SIU the following annexes in:

SECTION B → FLC Annexes if the check concerning the LP expenditures

SECTION E → PARTNER → FLC ANNEXES if the expenditures concern the Partner

- ✓ FLC checklist (common and national)
- ✓ FLC report
- ✓ FLC CoVe
- ✓ FLC on-the spot checks
- ✓ FLC small infrastructure is needed

## **5. U PLOADING ANNEXES DESCRIPTION**

### **Overview**

This paragraph describes the three technical ways for uploading annexes in the SIU system; these different uploading methods vary for each type of annexes section:

1. M – Annexes Section (6.1) where LP can upload some general annexes of the projects as i.e. progress report request, abstract, partnership agreement etc.
2. Specific annex subsections (6.2) for:
  - a. sections "B – Lead Partner data" and "E – Partner" and their subsections "Public procurements", "Financial supporting documents", "Annexes" and "FLC Annexes"
  - b. section "I – Project" subsection Workplan, Activities List → Annex
3. Large annexes subsection of "M-Annexes" uploaded by the LP (6.3)

### **➤ 5.1 "M – Annexes" section uploading process (LP)**

In the section "M-Annexes", first of all the Lead Partner has to declare the type of annexes which he/she wants to upload indicating for each type the number of documents to be loaded.

Operatively, first LP clicks on “add annex” button (Figure 1), secondly chooses the type of annexes (Figure 2), thirdly clicks on “Upload” button and finally “Upload file” (Figure 3)

Figure 1

**M - Annexes** Sections

Results: 0

On this page, it is possible to perform the upload of files of all annexes already specified, with the exception of the Present application/request Form. After the confirmation, the Form will be downloaded from the SIU, signed (digitally or manually) and uploaded in the system.

Description	Number	Notes
No results		

Back Add annex Upload Confirm

Figure 2

Type of annex

Number of annexes

Notes

Back Save

Figure 3

In this page all annexes to be uploaded have to be specified, in particular, all mandatory annexes foreseen by the Call for Proposals.  
Files to be uploaded in SIU should be maximum 5MB each for a total of maximum 160MB of all uploaded files.

	File name	Compulsory	Upload	Download	Size
Note					
	1 --		<input type="button" value="Upload file"/>		0.0 KB
	2 --		<input type="button" value="Upload file"/>		0.0 KB
	3 --		<input type="button" value="Upload file"/>		0.0 KB
	4 --		<input type="button" value="Upload file"/>		0.0 KB
	5 --		<input type="button" value="Upload file"/>		0.0 KB
TOTAL SIZE:					0.0 KB

NOTA BENE: the LP can also delete an uploaded document clicking on the trash bin (Figure 3) or modify the number of annexes to be upload, returning in the annexes declaration section (Figure 2).

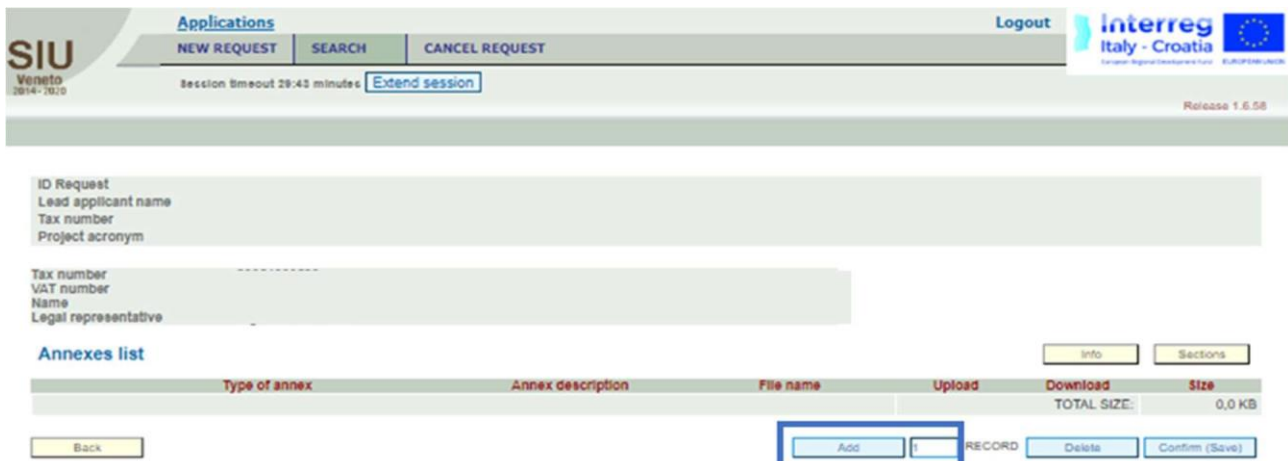
➤ **5.2 Specific annexes uploading process (LP, PP, FLC)**

As shown in the image below, this sub-section is necessary to upload annexes in the following subsections:

- a. sections “B – Lead Partner data” and “E – Partner” and their subsections “Public procurements”, “Financial supporting documents”, “Annexes” and “FLC Annexes”
- b. section “I – Project” subsection Workplan, Activities List → Annex

By clicking on the “Add” button, User (LP, PP or FLC) can add one or more (depending on the number inserted within the field to the right of the “Add” button) new annex rows:





SIU Veneto 2014-2020

Applications: NEW REQUEST, SEARCH, CANCEL REQUEST

Logout

Session Timeout 29:43 minutes [Extend session](#)

Interreg Italy - Croatia

Release 1.6.58

ID Request  
Lead applicant name  
Tax number  
Project acronym

Tax number  
VAT number  
Name  
Legal representative

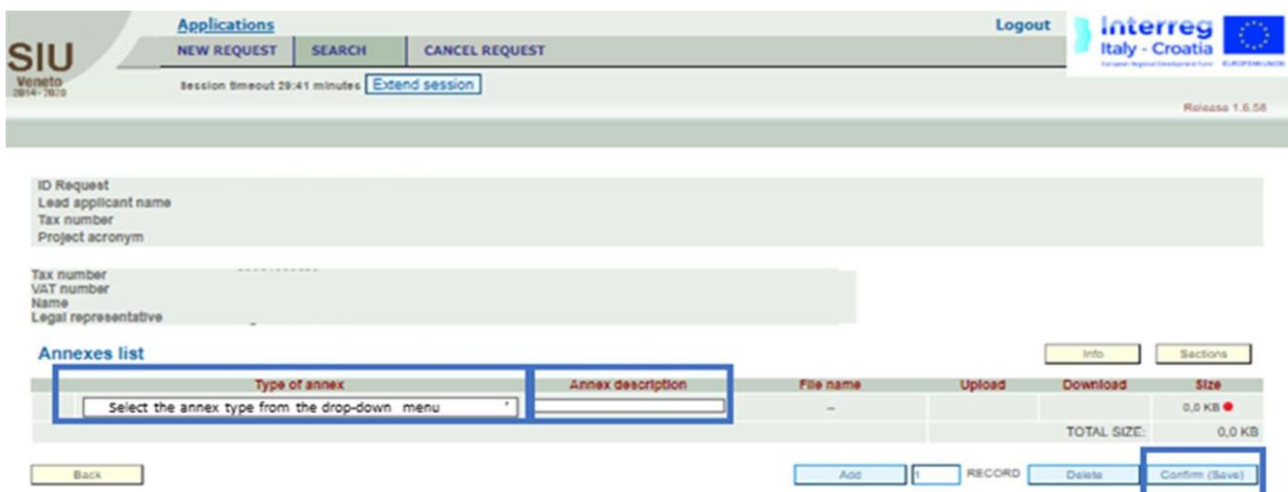
Annexes list

Type of annex	Annex description	File name	Upload	Download	Size
TOTAL SIZE:					0,0 KB

Buttons: Back, Add, RECORD, Delete, Confirm (Save), Info, Sections

Once the “Add” button has been selected, 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.



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Applications: NEW REQUEST, SEARCH, CANCEL REQUEST

Logout

Session Timeout 29:41 minutes [Extend session](#)

Interreg Italy - Croatia

Release 1.6.58

ID Request  
Lead applicant name  
Tax number  
Project acronym

Tax number  
VAT number  
Name  
Legal representative

Annexes list

Type of annex	Annex description	File name	Upload	Download	Size
Select the annex type from the drop-down menu		-			0,0 KB
TOTAL SIZE:					0,0 KB

Buttons: Back, Add, RECORD, Delete, Confirm (Save), Info, Sections

Once created a new annex row, PPs can now:

1. Upload a file;
2. Delete an annex row, by flagging 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).

ID Request  
Lead applicant name  
Tax number  
Project acronym

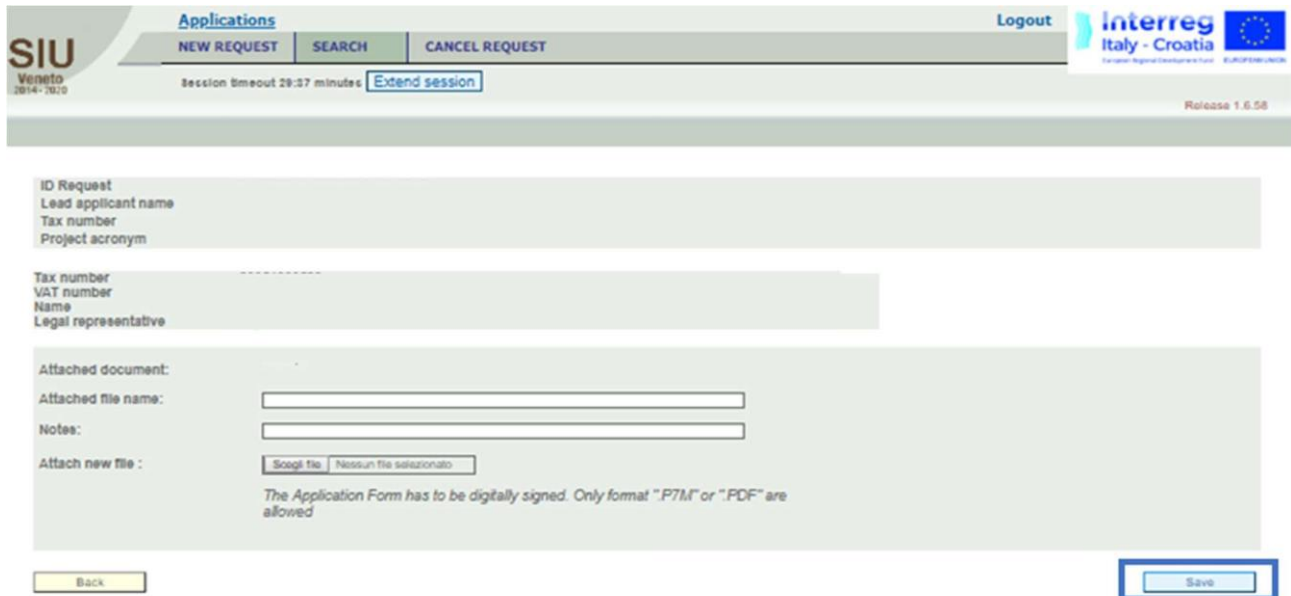
Tax number  
VAT number  
Name  
Legal representative

Annexes list

	Type of annex	Annex description	File name	Upload	Download	Size
<input type="checkbox"/>	PP activity report	Activity Report	--	<a href="#">Upload File</a>		0,0 KB
TOTAL SIZE:						0,0 KB

[Back](#)
[Add](#)
 RECORDS
 [Delete](#)
[Confirm \(Save\)](#)

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.



**SIU Veneto** 2014 - 2020

**Applications** | NEW REQUEST | SEARCH | CANCEL REQUEST | Logout

Session timeout 29:37 minutes | [Extend session](#)

Release 1.6.58

**ID Request**  
Lead applicant name  
Tax number  
Project acronym

**Tax number**  
VAT number  
Name  
Legal representative

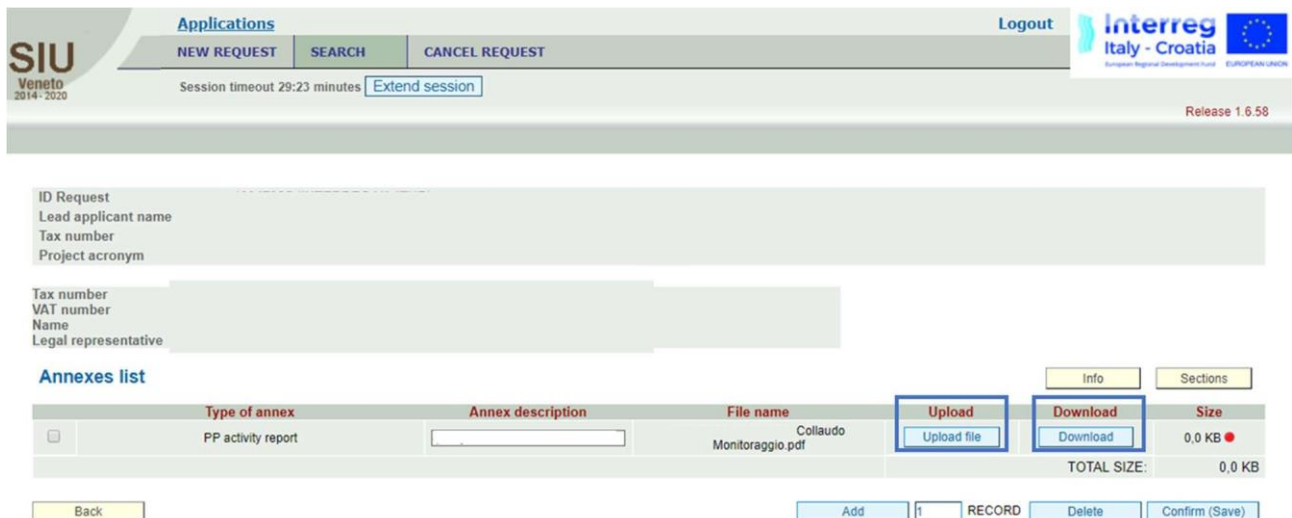
**Attached document:**  
Attached file name:   
Notes:   
Attach new file:  Nessun file selezionato

*The Application Form has to be digitally signed. Only format ".P7M" or ".PDF" are allowed*

[Back](#) [Save](#)

In case the upload failed, 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



**SIU Veneto** 2014 - 2020

**Applications** | NEW REQUEST | SEARCH | CANCEL REQUEST | Logout

Session timeout 29:23 minutes | [Extend session](#)

Release 1.6.58

**ID Request**  
Lead applicant name  
Tax number  
Project acronym

**Tax number**  
VAT number  
Name  
Legal representative

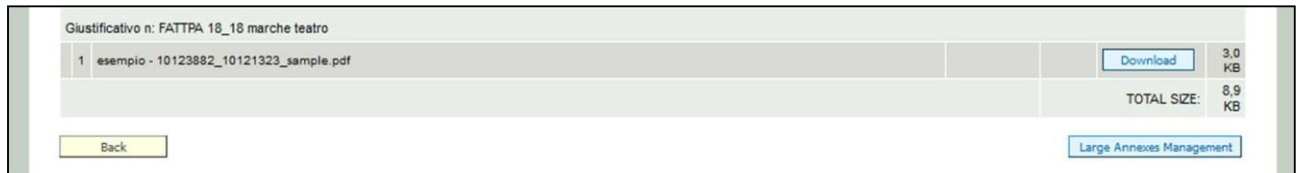
**Annexes list** [Info](#) [Sections](#)

Type of annex	Annex description	File name	Upload	Download	Size
<input type="checkbox"/>	PP activity report	Collaudo Monitoraggio.pdf	<a href="#">Upload file</a>	<a href="#">Download</a>	0,0 KB ●
TOTAL SIZE:					0,0 KB

[Back](#) [Add](#)  RECORD [Delete](#) [Confirm \(Save\)](#)

➤ **5.3 Large Annexes uploading process (LP)**

For communication outputs, such as multimedia documents i.e. high quality videos and photos (with no limitation to the file extension. LP may upload files as i.e.: .AVI.JPEG, zip compressing more files into one, etc.), with a size beyond 5MB, users have to click the "Large Annexes Management" button from the M-ANNEXES section:



The users should name files as follows in order to permit the immediate identification of the content for the JS Project Managers performing the project checks.

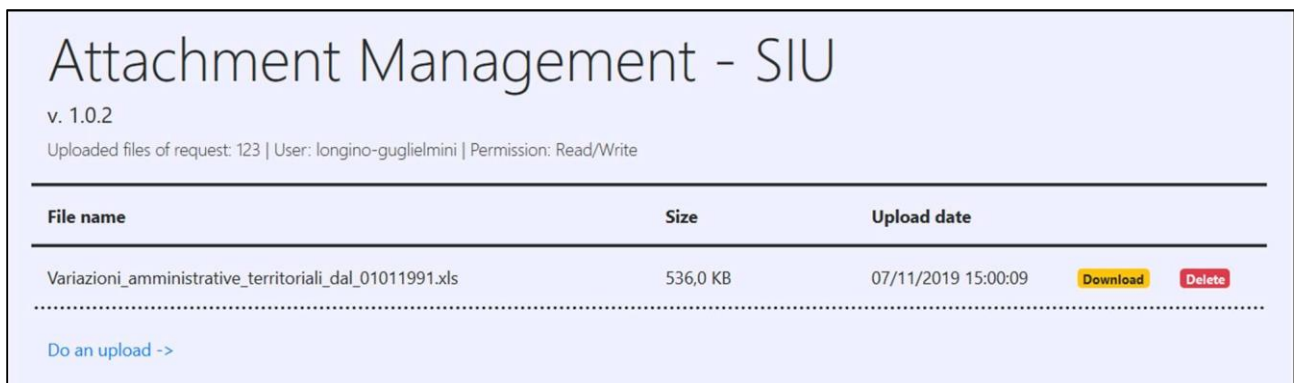
Activity number\_LP/PPnr\_Acronym of the partner responsible for production\_Name of the deliverable\_status, always without spaces as i.e.:

2.1\_LP\_LPname\_Event\_Dissemination\_Video\_Final\_long\_version

3.2\_PP\_PPname\_Photo\_storytelling\_Pilot\_action\_waste\_recycling\_Draft

Etc.

This button gives access to a new section where it is possible to upload multimedia files exceeding the 5Mb limit, which will be saved in a new repository, accessible only by SIU. The Users can also download and delete the uploaded files.



In order to upload an attachment, User can press the "Do an upload ->" button:

## Attachment Management - SIU

v. 1.0.2  
Uploaded files of request: 123 | User: longino-guglielmini | Permission: Read/Write

---

File name	Size	Upload date	
Variazioni_amministrative_territoriali_dal_01011991.xls	536,0 KB	07/11/2019 15:00:09	<a href="#">Download</a> <a href="#">Delete</a>

---

[Do an upload ->](#)

**ATTENTION** uploading large files could take several minutes  
**DO NOT** close or reload this page while the upload is in progress.

Nessun file selezionato.

## **6. INFORMATION AND SUPPORT**

Italy – Croatia CBC Programme Joint Secretariat  
C/o Veneto Region, Organizational Unit MA of Italy – Croatia CBC Programme  
Dorsoduro 3494/a – 30123 Venice, Italy  
e-mail: [ITHR.SIUsupport@regione.veneto.it](mailto:ITHR.SIUsupport@regione.veneto.it)  
website: [www.italy-croatia.eu](http://www.italy-croatia.eu)  
Direct Phone number: +39 041 2793120