Interreg Italy - Croatia

EUROPEAN UNION

FROM SHARED RESOURCES
TO JOINT SOLUTIONS

SIU Management and Monitoring System

PROGRESS REPORT
USER MANUAL – PART 2

Version 1.0 of 14 August 2018

TABLE OF CONTENTS

INTRODUCTION

The submission of the Progress Report (called PR hereafter in the manual), in the frame of Italy-Croatia CBC Programme through the SIU Management and Monitoring System, is fully digitized. For a complete de-materialization of the submission process it is suggested to use whenever possible the **digital signature**; if not, the Lead Partner (called LP hereafter in the manual) shall nevertheless insert and save all data into SIU and the System will then generate the PR which needs to be uploaded on the system. Likewise, all prescribed annexes must be uploaded (as electronic documents or scanned paper documents) in the system before the submission of the PR.

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 PR. The Manual is intended to provide 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 PR to its final submission to the Managing Authority.

As already mentioned, in the frame of the PR submission three type of actors will be involved, each one with a specific role and filling-in duties (see paragraph **1.3 – Part 1** for additional information):

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

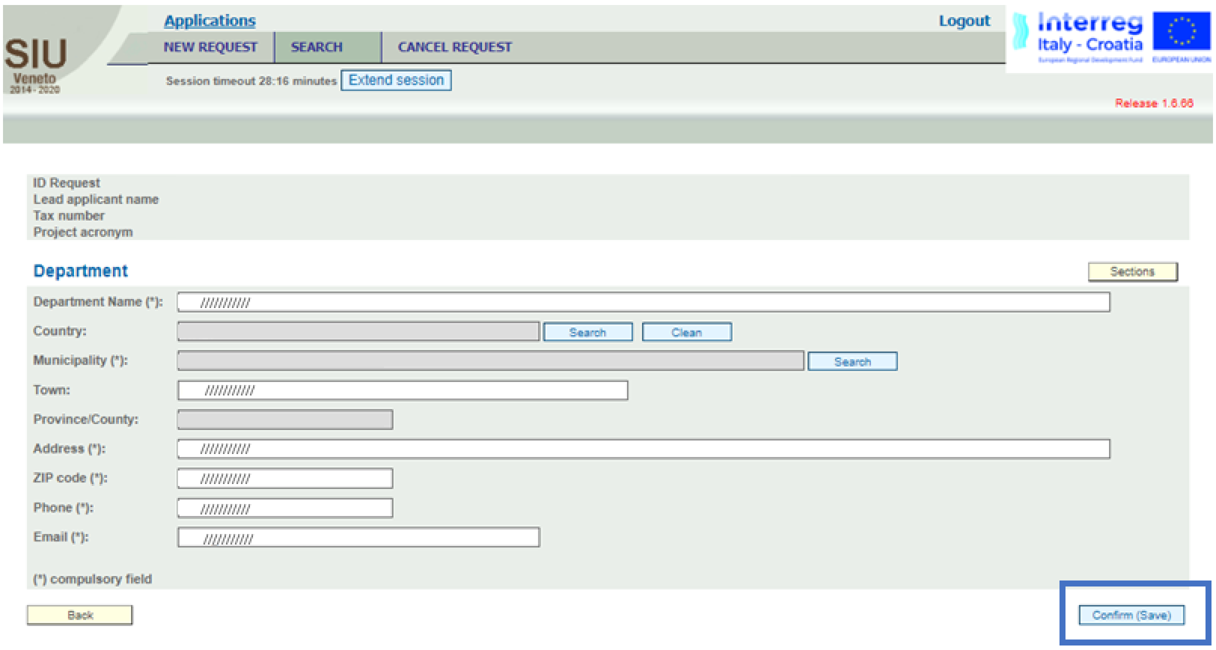
4.4.2 SECTION B – LEAD PARTNER DATA

…Continues from Users' Manual - Part 1.

4.4.2.1 DEPARTMENT

Having previously accessed the Section "**<u>B – LEAD PARTNER DATA</u>**", the user can access to the Sub-section "**<u>B – LEAD PARTNER DATA – DEPARTMENT</u>**" 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.

4.4.2.2 LP FINANCIAL REPORT STATUS AND INTERACTION BUTTON

Once the work done by the LP concerning its own financial reporting is concluded, the LP must submit it to the FLC by clicking on the “Submit to FLC” button.

Once 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), the LP must communicate to the FLC (**OUT OF THE SIU SYSTEM**) that the insertion of expenditures is concluded.

The FCL will then be able to (see this in further detail in **CHAPTER 3 of Users’ Manual – Part 1**):

- Send back to the LP the financial reporting for correction purposes;
- Send back to the LP the PR for the completion of final steps required to submit it to the Managing Authority.

4.4.2.3 CONFIRM 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.

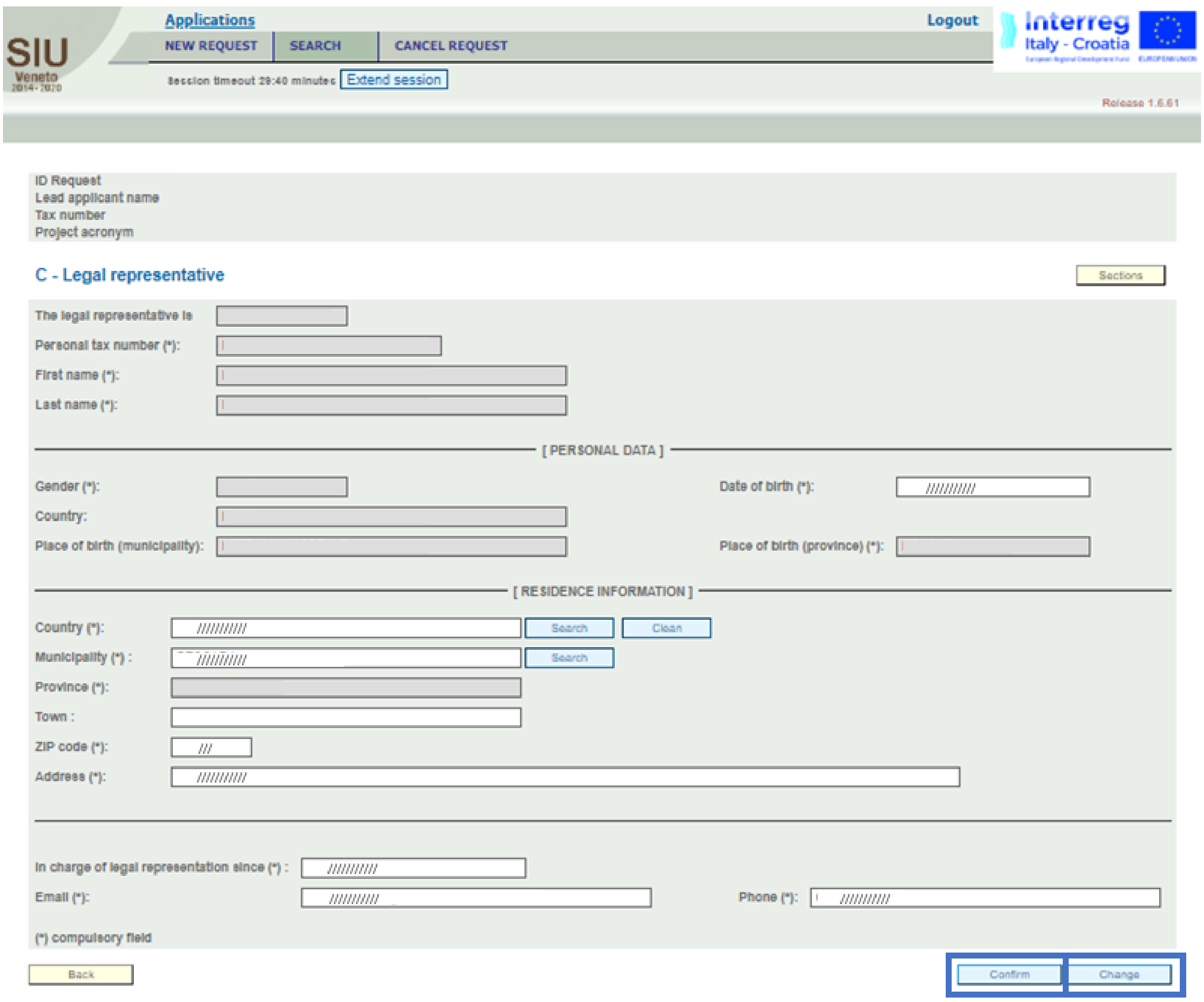
PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

4.4.3 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 the form
- 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.



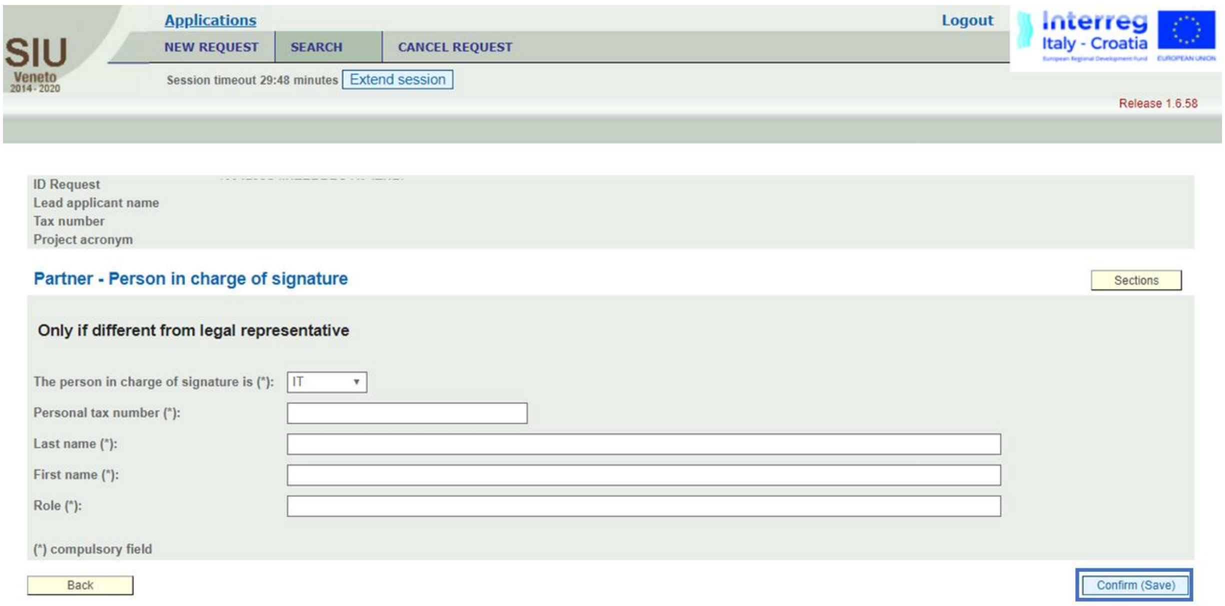
PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

4.4.4 SECTION D – PERSON IN CHARGE OF SIGNATURE

The user should access to the Section "**D – PERSON IN CHARGE OF SIGNATURE**" 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

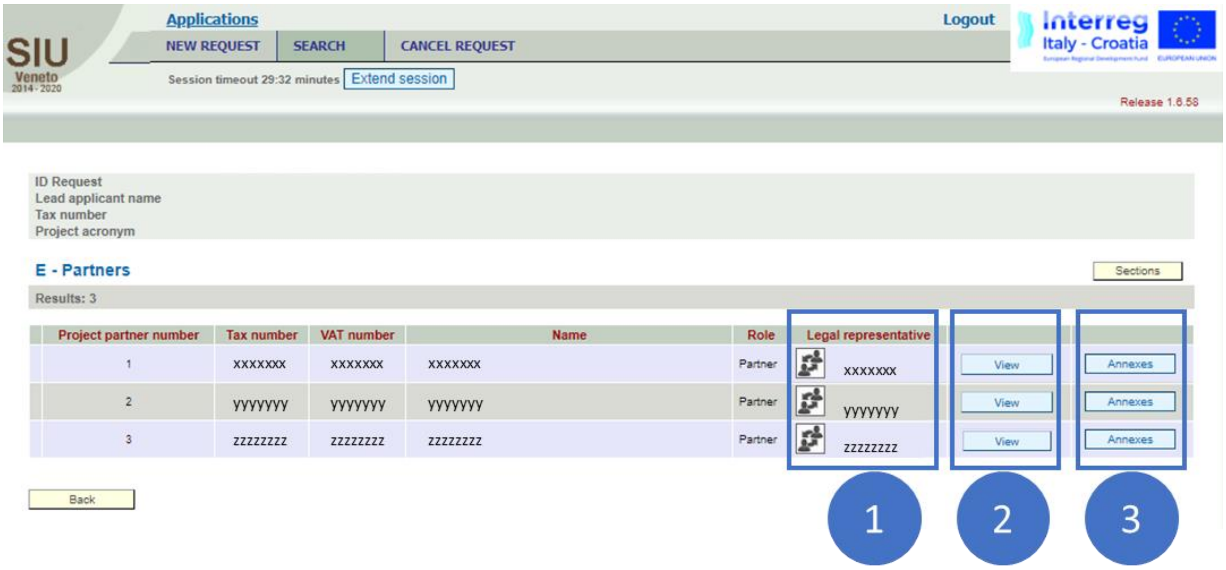
Having filled-in or verified every field of the section, the user should press the button "Confirm (Save)" to confirm and save the work in progress.



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.

4.4.5 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:

1. 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 analysed by the FLC for certification of expenditures purposes.

2. 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.

4.4.5.1 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 "**<u>I – PROJECT</u>**" 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.

Please see paragraph **<u>4.4.6.3</u>** for a further description of the view "**<u>See workplan by partner</u>**".

4.4.5.2 HOW TO EXCLUDE A PP FROM THE REPORT

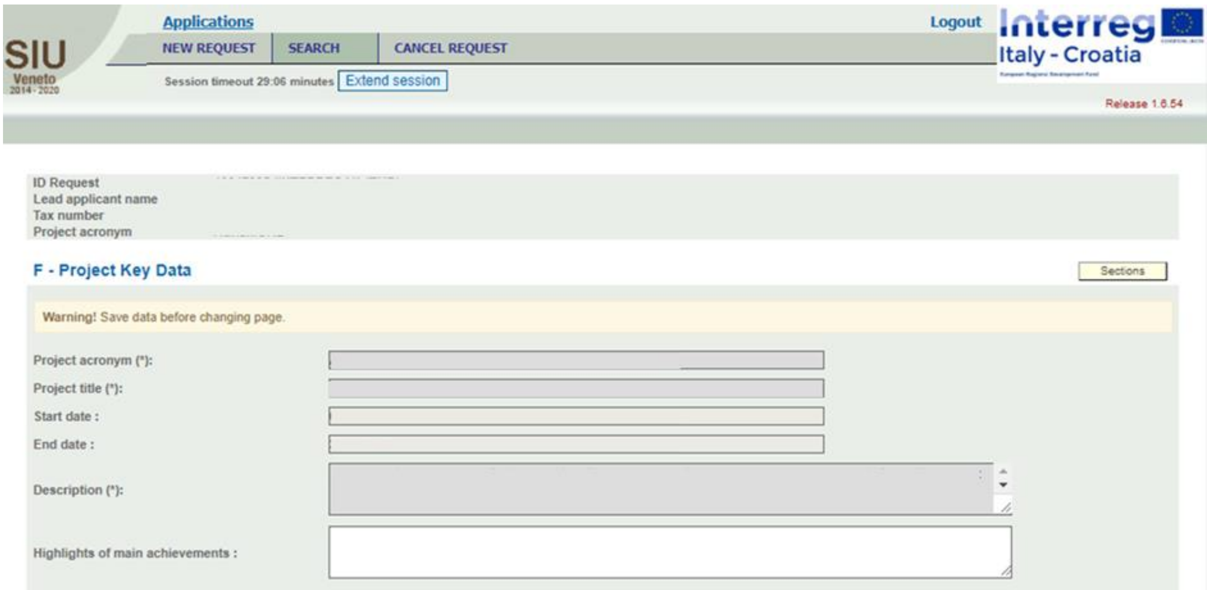
To exclude a PP from the Report, the LP needs to access Section "**<u>E – PARTNERS</u>**" and for each PP to be excluded, click on the button "Exclude PP" that is present at the bottom of the page

4.4.6 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.

4.4.6.1 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.



Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added value of the cooperation. Please also detail the involvement of target groups: if applicable, how did you involve target groups (and other stakeholders) in the development of the project main outputs? If applicable, how were outputs achieved in this reporting period disseminated and how are target groups making use of them?

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

4.4.2.1 PROJECT FOCUS

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

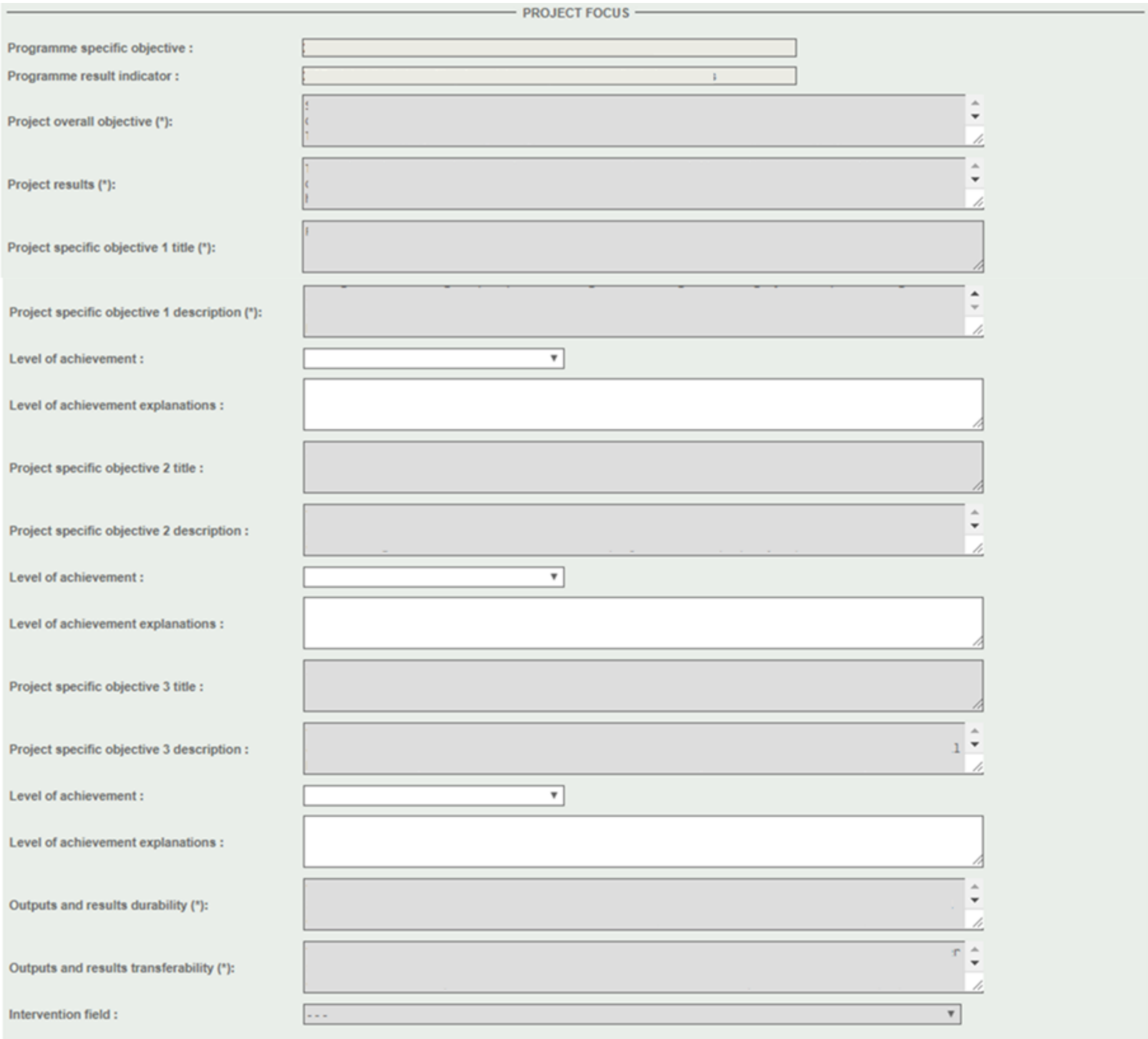
1 **LEVEL OF ACHIEVEMENT (FOR EACH PROJECT'S SPECIFIC OBJECTIVE)**
By using the deputed drop-down list (see white fields), the optionable values are:

- Fully achieved;
- To a large degree;
- To a minor degree;
- Not achieved.

2 **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 (see paragraph above).

What is the progress towards the specific objectives as defined in the application form?

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)

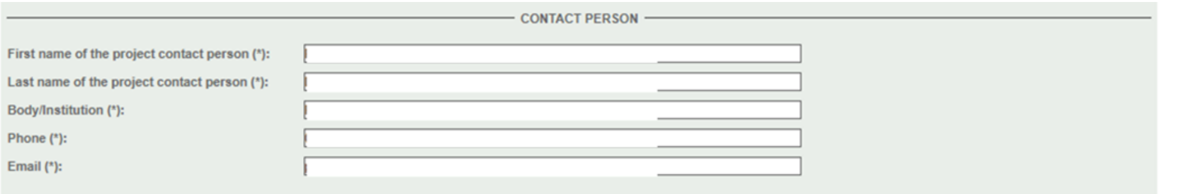
Drop-down menu for selecting level of achievement of the Specific Objective

Give a concise and clear explanation

Be consistent with the work progress

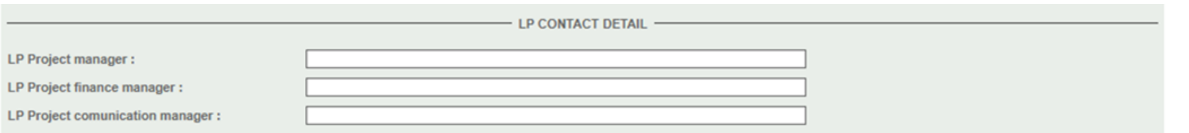
4.4.2.2 CONTACT PERSON

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:

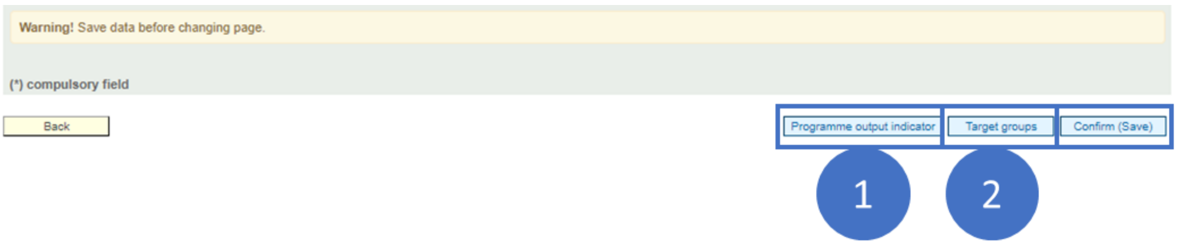


4.4.2.3 LEAD PARTNER CONTACT DETAIL

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



4.4.2.3.1 SUB-SECTIONS AVAILABLE AT THE BOTTOM OF SECTION F

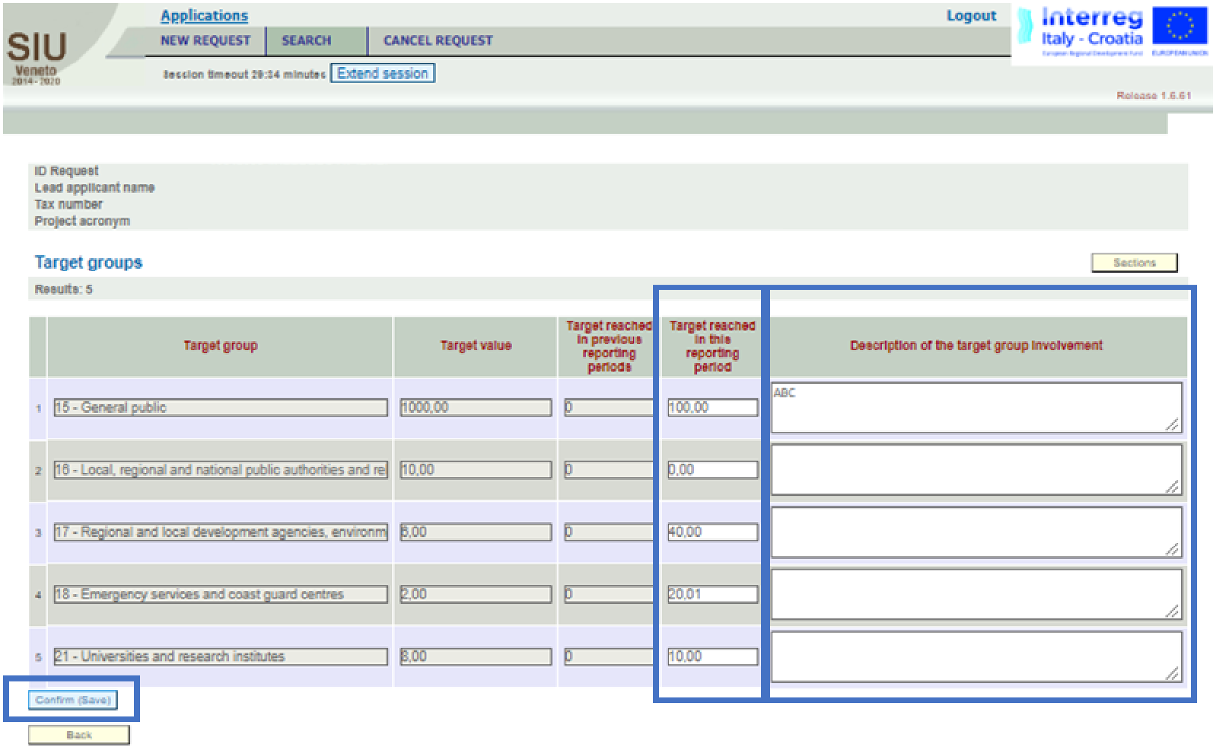


This section also allows the LP to visualise or fill-in the following 2 sub-sections:

1) “Programme Output Indicators”.
2) “Target Groups”;

4.4.2.4 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.



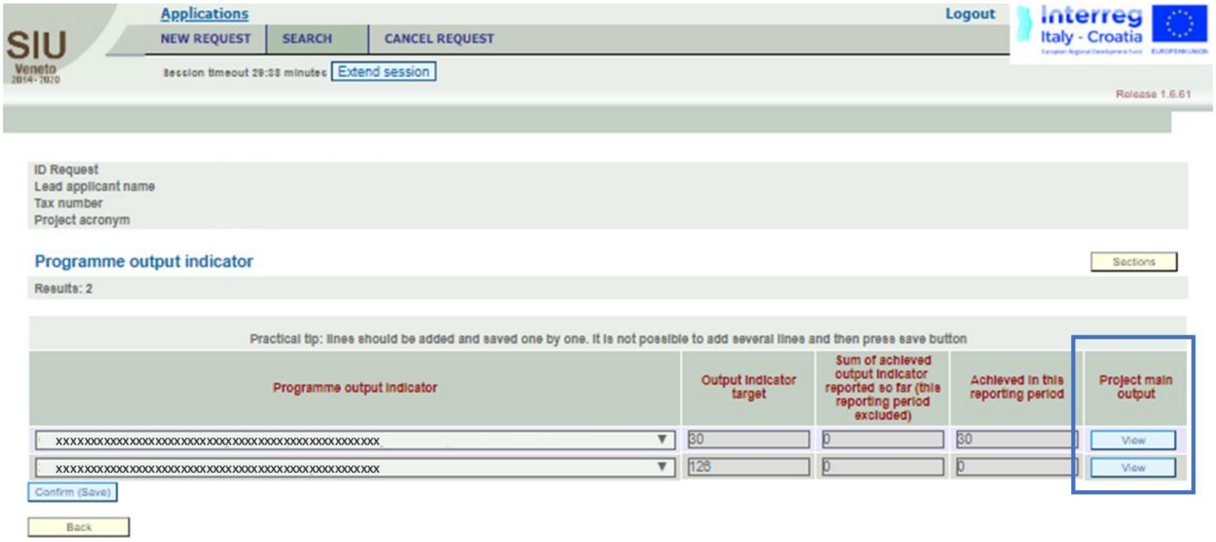
The sub-section has been configured in order to allow the user to see the values foreseen in AF and to handle the information required, for each Target Group:

- 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 organisations 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.

4.4.2.5 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.

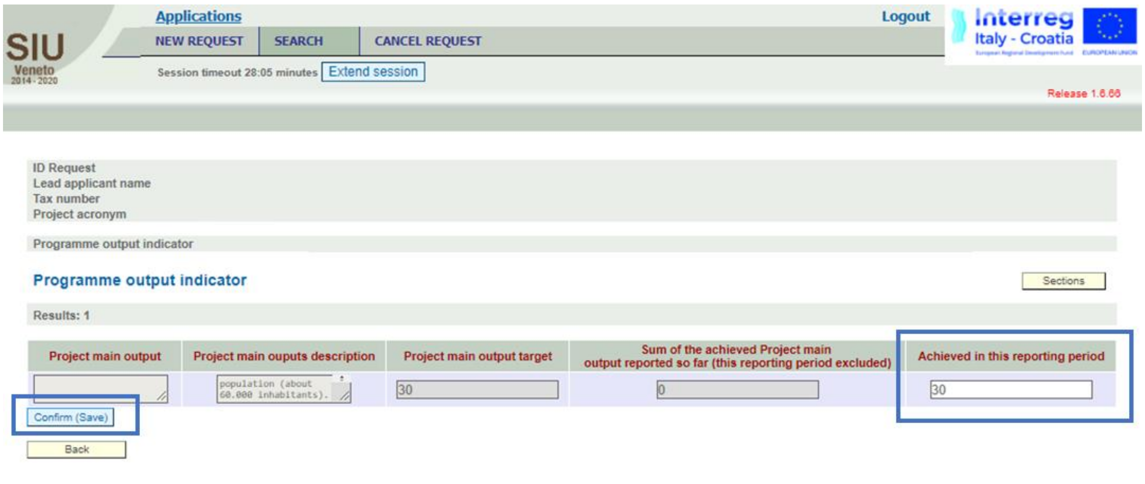


This sub-section has been configured in order to allow the user to see the values foreseen in AF and to handle the information required on the contribution of achieved project outputs (reported in Section I) to the Programme output indicators.

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:

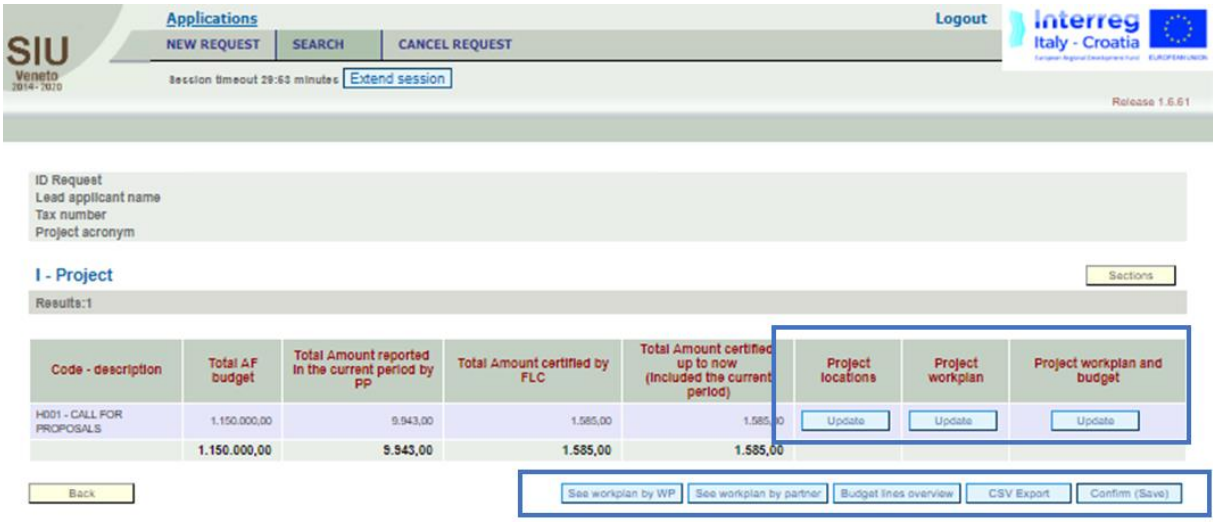
- Project main output = name of output (from AF) contributing to the selected output indicator;
- Project main output description = description of the concerned output (from AF);
- Project main output target = automatically filled from AF;
- Sum of achieved output indicators reported so far (this reporting 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.**

DOs	DON'Ts
Realistic and transparent quantification based on accomplished outputs, deliverables and activities	Ensure that no multiple counting occurs (e.g. between periods and partners)
Ensure compliance with indicator definitions (Annex to FCS6)	
Aggregate figures provided by partners after a thorough check on the quality visibility and brand of the PP output	
Keep in mind the set targets and monitor the progress	

4.4.3 SECTION I – PROJECT

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

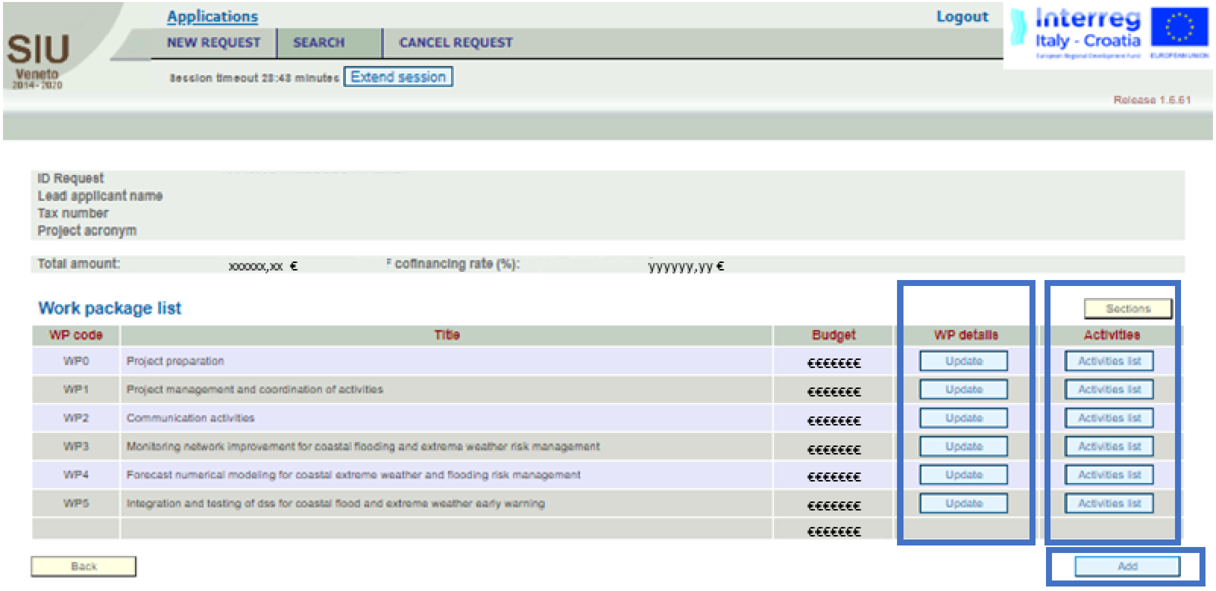
- PROJECT LOCATIONS – visualization only, confirmation needed;
- PROJECT WORKPLAN – update needed, for what concerns activities’ progress;
- PROJECT WORKPLAN AND BUDGET - see **CHAPTER 4 of Users’ Manual – Part 1, p.65**.



4.4.3.1 PROJECT WORKPLAN

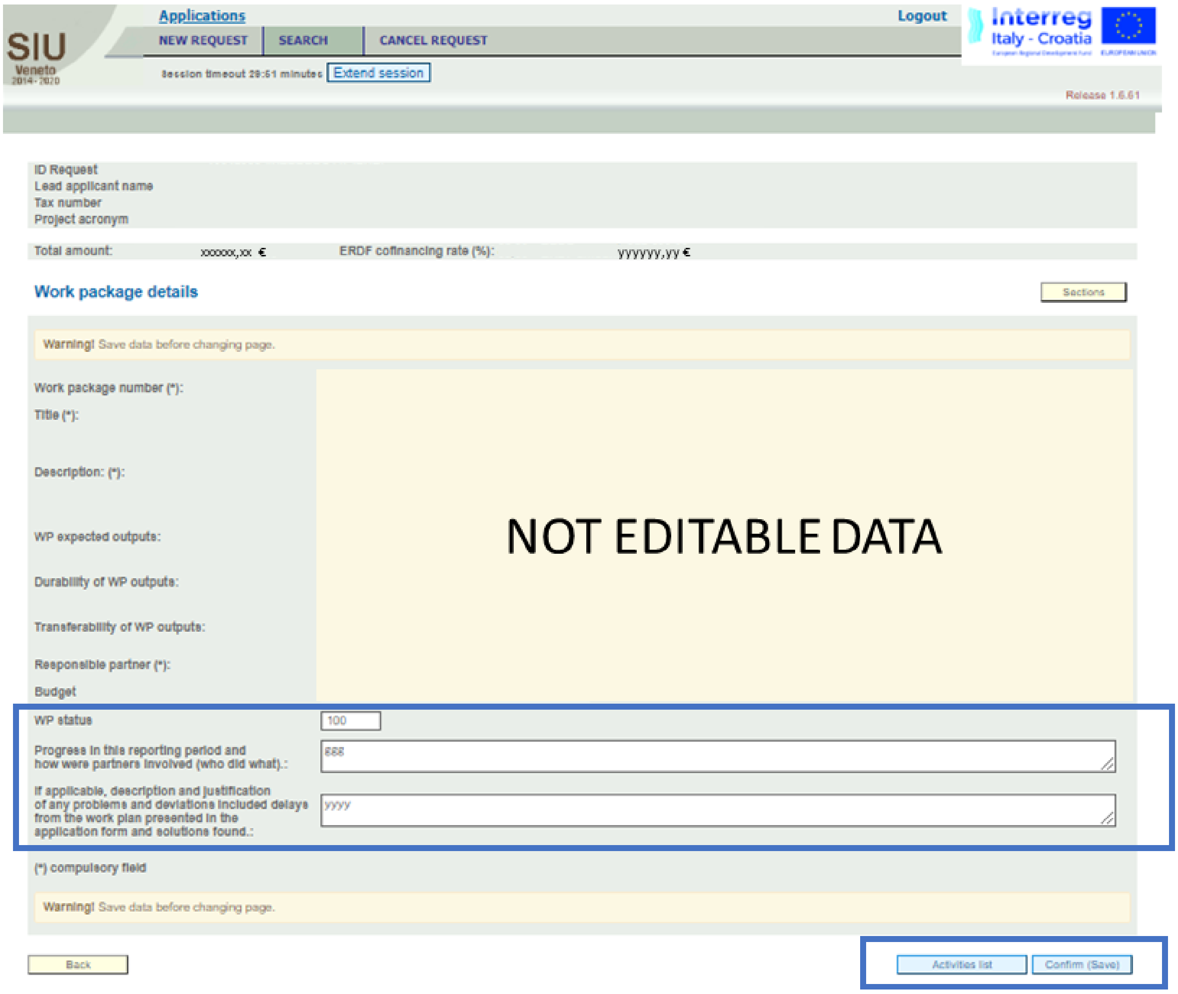
This sub-section is crucial for the LP to report on project’s physical advancement status. As shown in the image below, the view allows the LP to enter:

- The sub-section “WP Details” by clicking on the “Update” button;
- The sub-section “Activities” by clicking on the “Activities list” button.



SIU
Veneto 2014 - 2020
Applications
NEW REQUEST
SEARCH
CANCEL REQUEST
Logout
Session timeout 28:48 minutes
Extend session
Release 1.6.61
ID Request
Lead applicant name
Tax number
Project acronym
Total amount:
xxxxxx,xx €
cofinancing rate (%):
yyyyyy,yy €
Work package list
Sections
WP code
Title
Budget
WP details
Activities
WP0
Project preparation
WP1
Project management and coordination of activities
WP2
Communication activities
WP3
Monitoring network improvement for coastal flooding and extreme weather risk management
WP4
Forecast numerical modeling for coastal extreme weather and flooding risk management
WP5
Integration and testing of dss for coastal flood and extreme weather early warning
€€€€€€€
Update
Activities list
Back
Add

4.4.3.1.1 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

PLEASE NOTE THAT the amount (in %) of completion (see "WP Status" field) cannot be minor to the same value reported during the last monitoring phase.

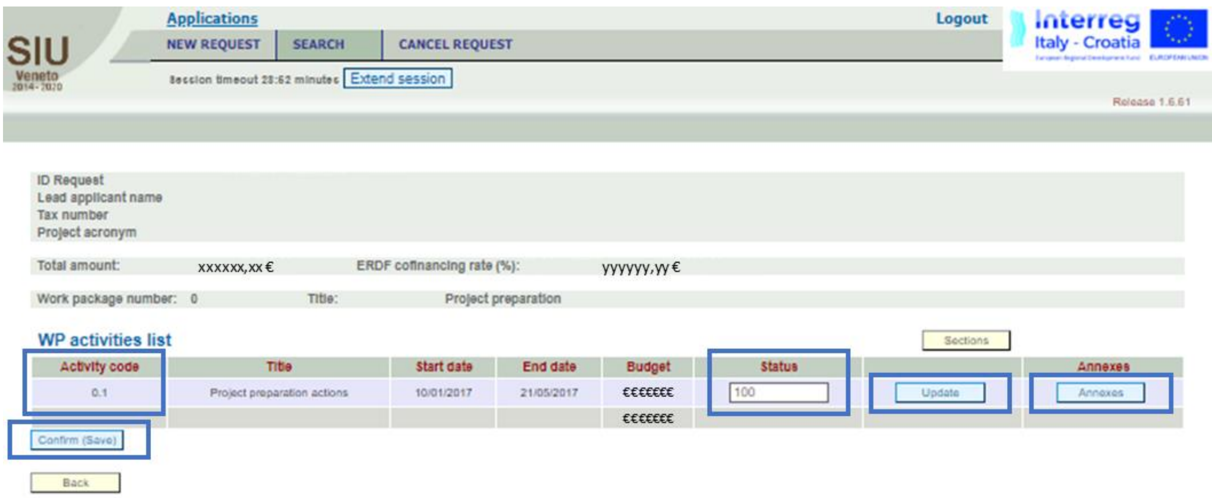
ATTENTION: Minor project changes (e.g use of budget flexibility, change of delivery date of a deliverable, etc.) shall be reported under the box dedicated to **DEVIATIONS.**

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

4.4.3.1.2 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 summarise 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 finalised deliverables by clicking the button "Annexes" in each activity page

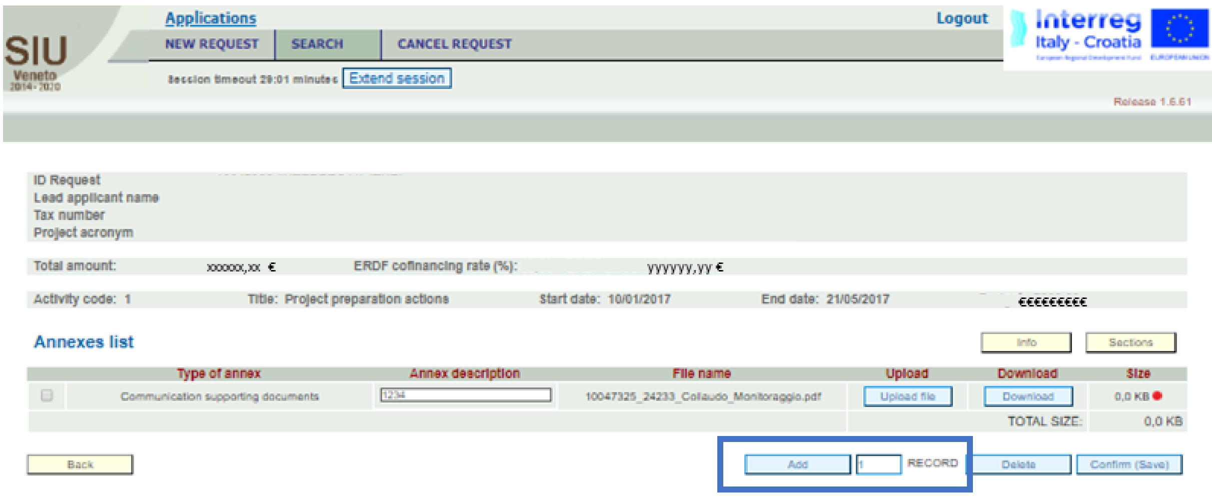
HOW TO REPORT THE DELIVERABLES

- Clear contribution to the achievement of an output (pay attention to the name and number of the output)
- Comprehensive documentation of the performed activities
- Proper layout and compliance with publicity obligations (visibility and brand), consistency of number (refer to the relevant output), title (with AF) and file name
- When using a national language, advisable to upload an executive summary in English
- Thorough check by WP Responsible partner and LP on quality, visibility and brand
- Presenting value for money

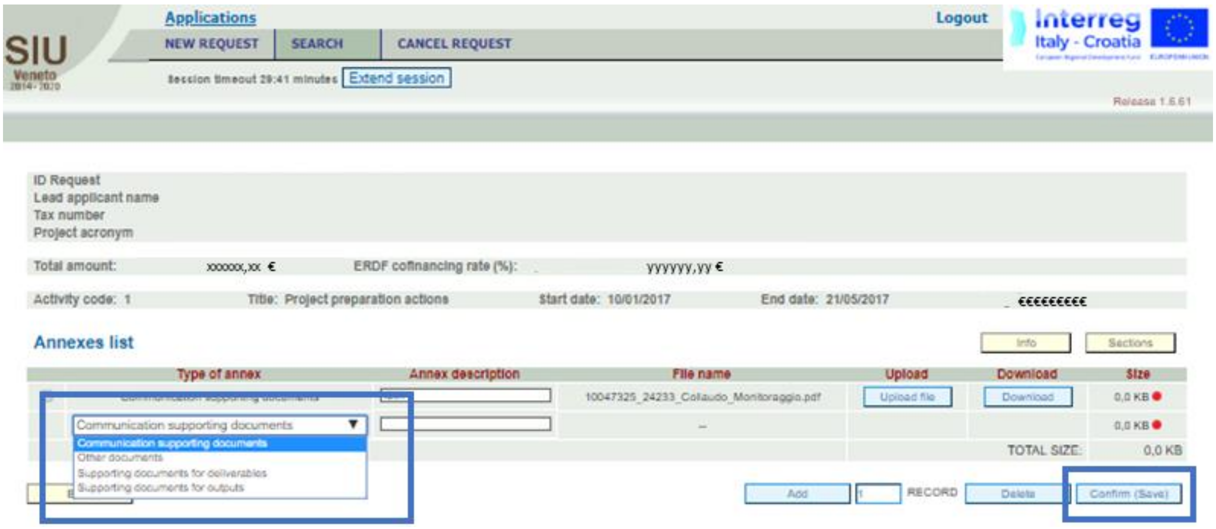
4.4.3.1.3 ANNEXES

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:



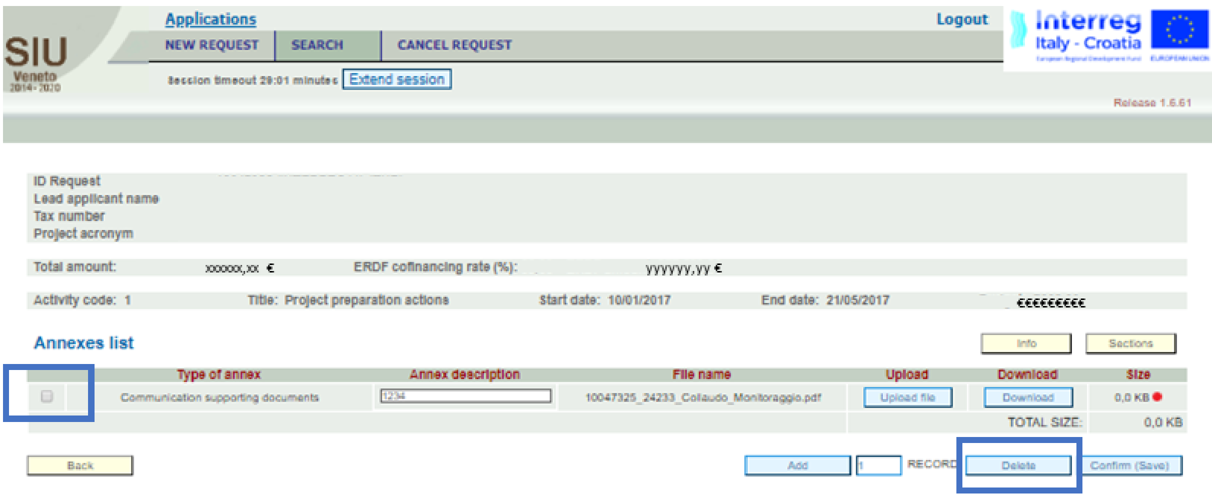
Then the LP should select the type of document to upload from the drop-down menu below:



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

4.4.3.2 SEE WORKPLAN BY WP

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

- **GENERAL RECAP VIEW BY WP**

The same view will let the LP monitor the financial progress over each WP:

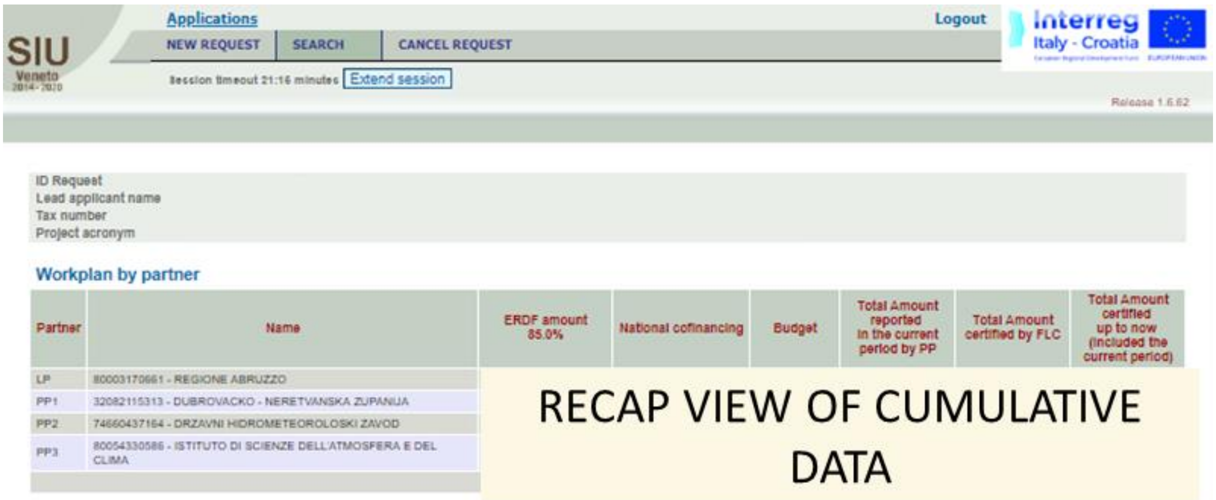
- **RECAP VIEW FOR WP 0**
- **RECAP VIEW FOR WP 1**
- **RECAP VIEW FOR WP 2**
- **RECAP VIEW FOR WP 3**
- **RECAP VIEW FOR WP 4**
- **RECAP VIEW FOR WP 5**

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**":

The budget displayed here do not take into account potential net revenues. For net revenues details check Section H - Budget general information

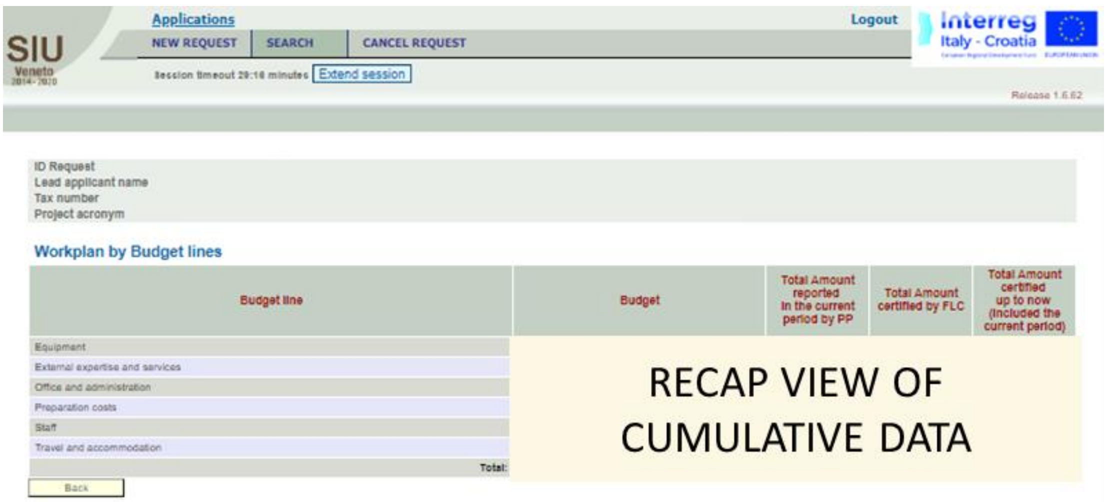
4.4.3.3 SEE WORKPLAN BY PARTNER

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.



4.4.3.4 SEE WORKPLAN BY BUDGET LINES

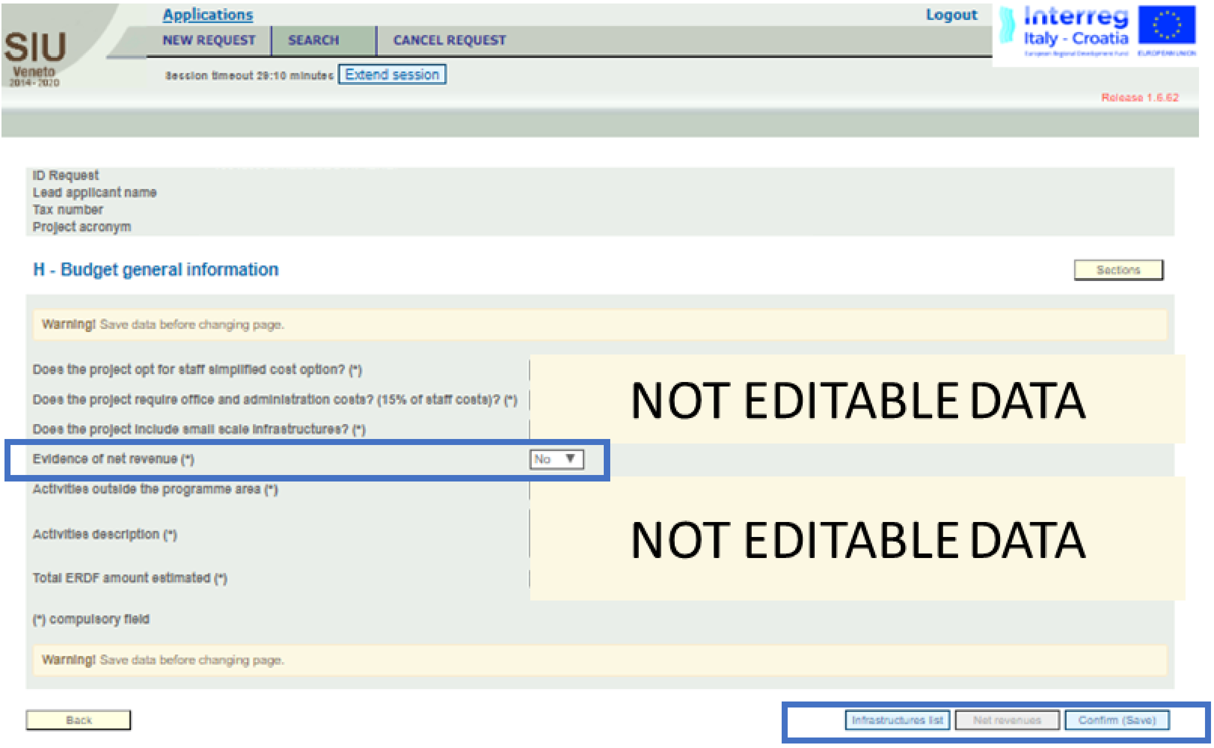
By clicking on the button “See workplan by Budget Line” within the Section “**I – PROJECT**”, the LP can enter the following views, useful to monitor project’s financial progress by Budget line.



4.4.4 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".



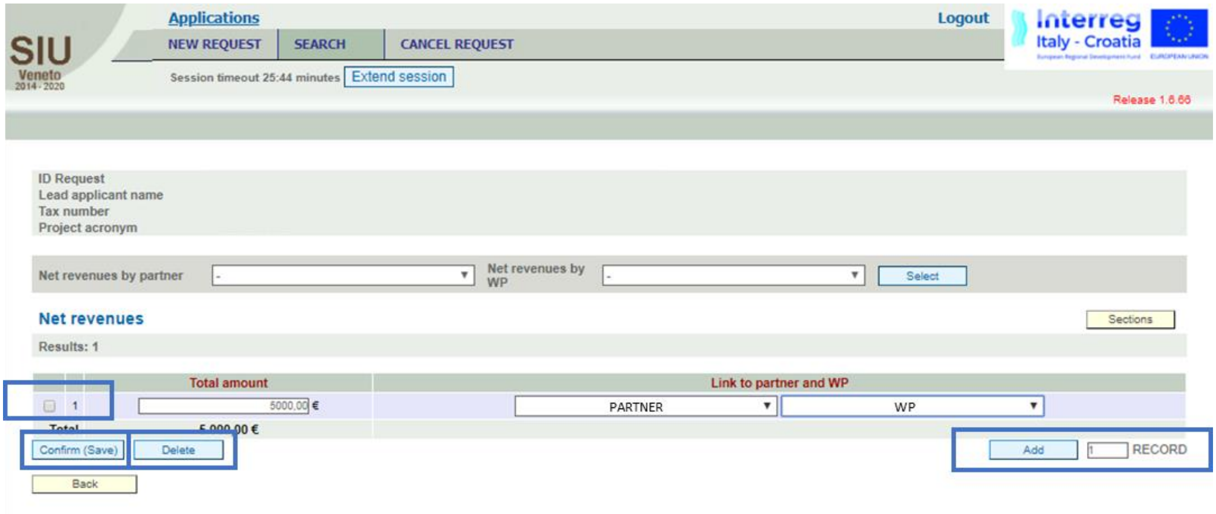
NET REVENUES

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.

4.4.4.1 NET REVENUES

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



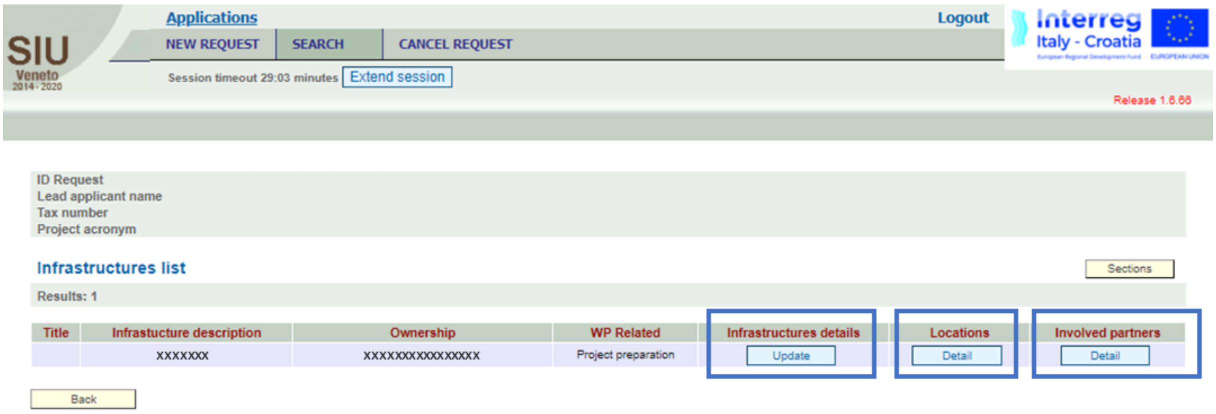
Within the sub-section "Net revenues" the LP can report total amounts of net revenues linked to Partners and WPs.

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.

4.4.4.2 INFRASTRUCTURES 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:

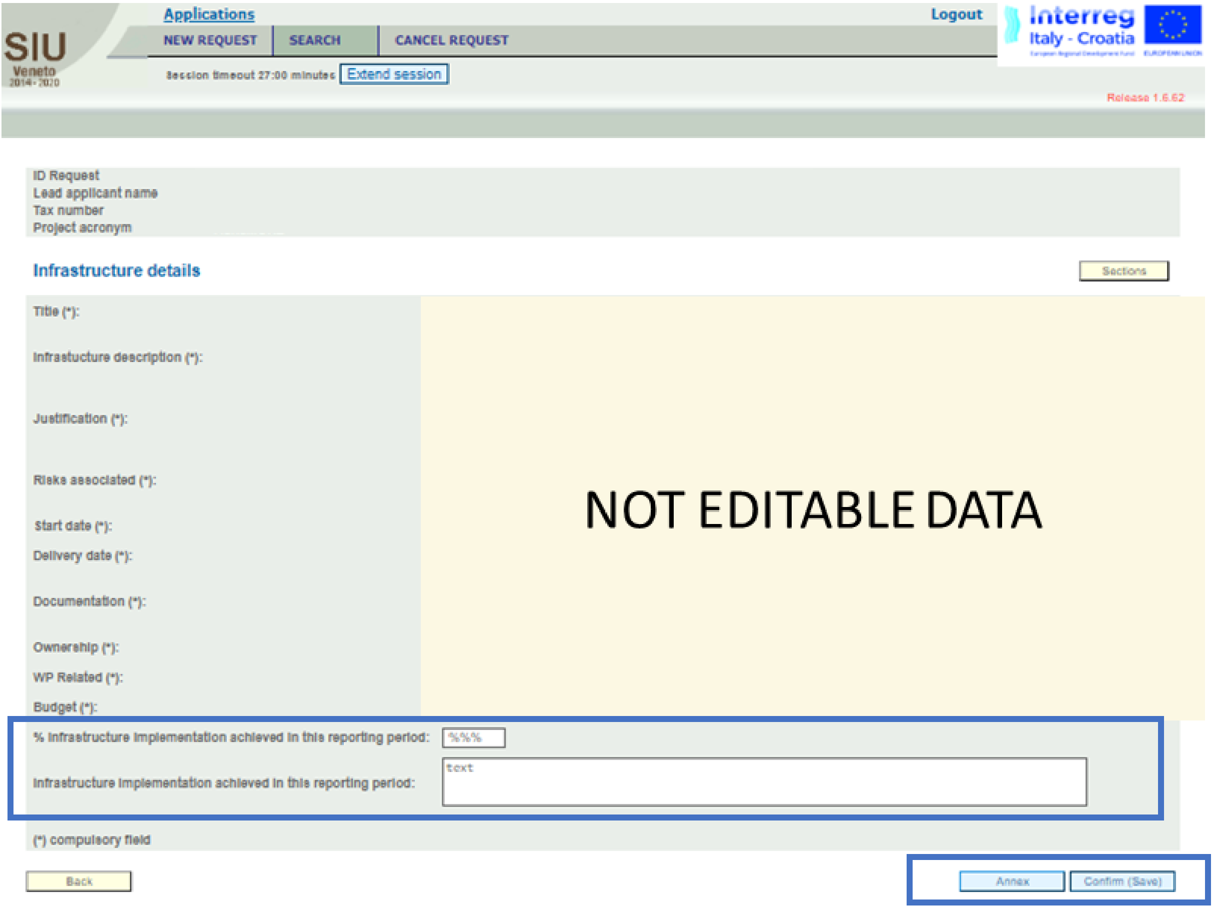


While the buttons “**LOCATIONS**” and “**INVOLVED PARTNERS**” allow the LP to enter the concerned sub-sections in visualization mode only, the button “**INFRSTRUCTURE DETAILS**” allows the LP to report for the progress achieved within the reporting period for what concerns infrastructures’ implementation.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

4.4.4.2.1 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;

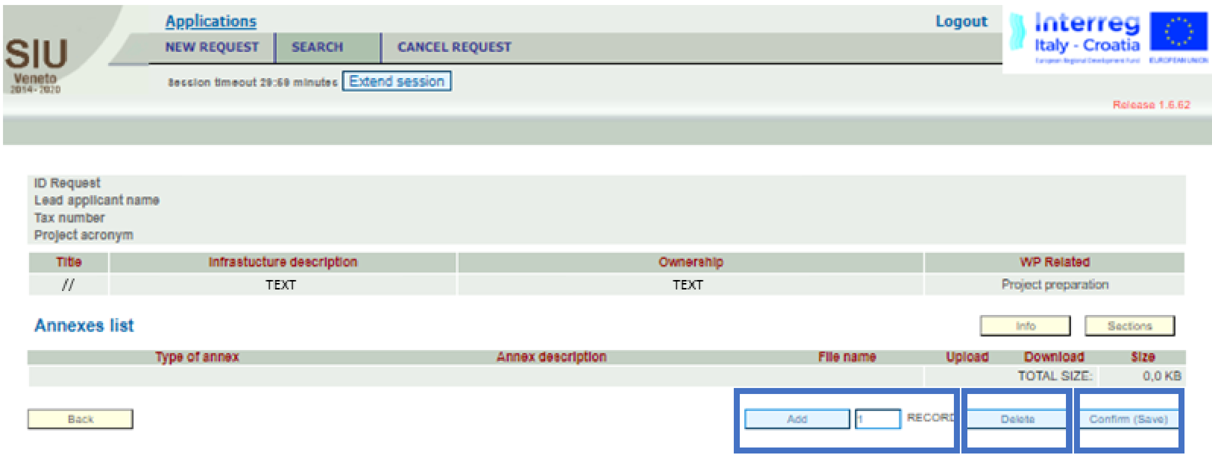


The button "Annexes" enables the user to provide and associate relevant documentation.

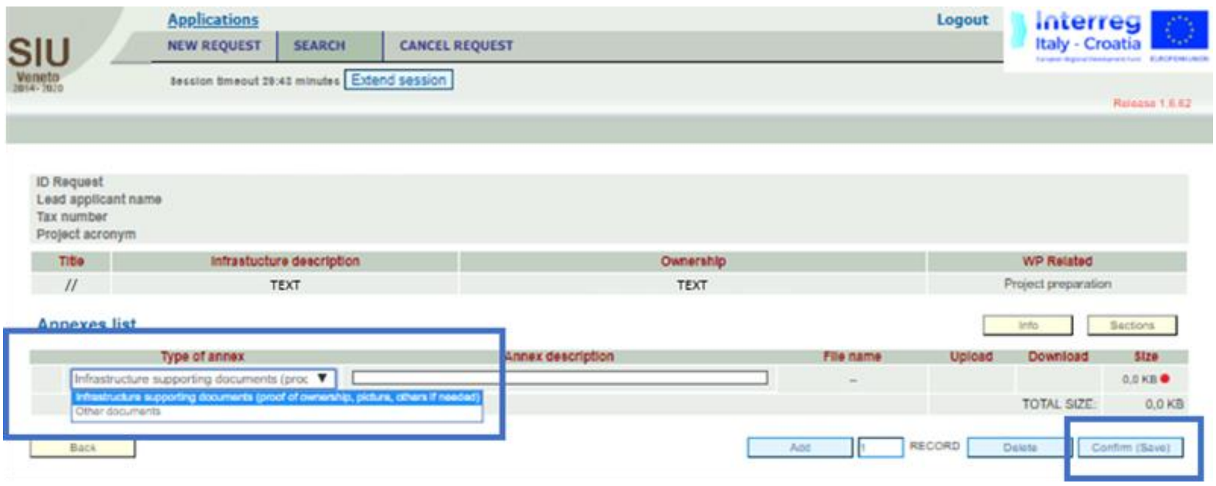
4.4.4.2.2 ANNEXES LIST

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:



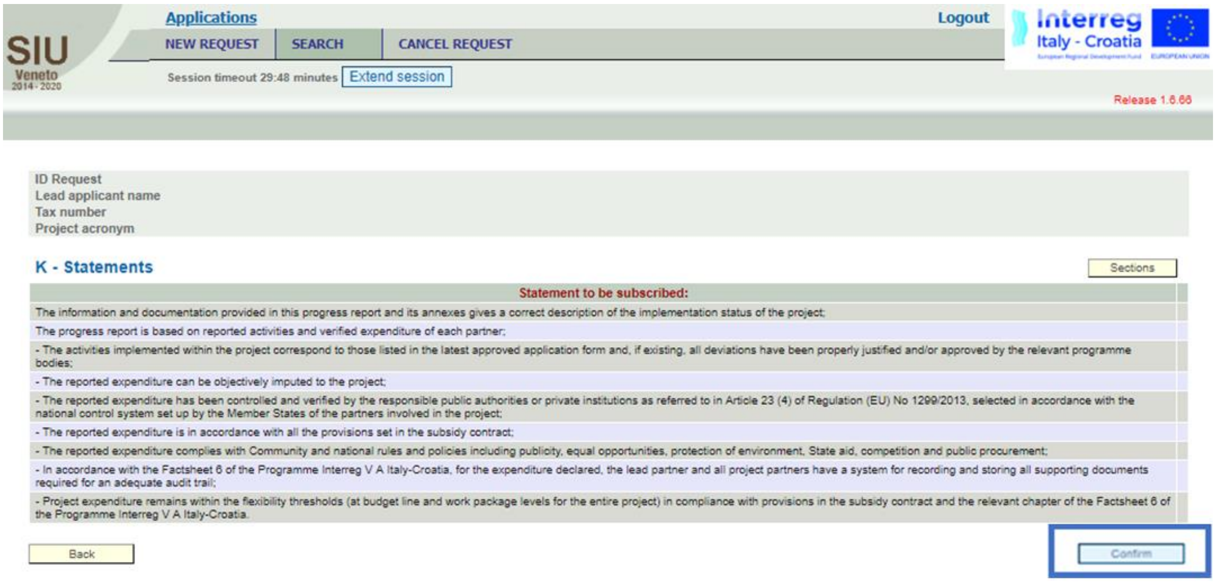
Then the LP should select the type of document to upload from the drop-down menu below:



4.4.5 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.



4.4.6 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.

FOR INFORMATION AND SUPPORT

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