

SIU Management and Monitoring System

PROGRESS REPORT USER MANUAL – PART 2

Version 1.0 of 14 August 2018

TABLE OF CONTENTS

INTRODUCTION.....	2
4.4.2 SECTION B – LEAD PARTNER DATA.....	3
4.4.3 SECTION C– LEGAL REPRESENTATIVE	5
4.4.4 SECTION D – PERSON IN CHARGE OF SIGNATURE	7
4.4.5 SECTION E – PROJECT PARTNERS	8
4.4.6 SECTION F – PROJECT KEY DATA	10
4.4.7 SECTION I – PROJECT	17
4.4.8 SECTION H – BUDGET GENERAL INFORMATION	27
4.4.9 SECTION K - STATEMENTS.....	32
4.4.10 ANNEXES RECAP	33
FOR INFORMATION AND SUPPORT	34

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)

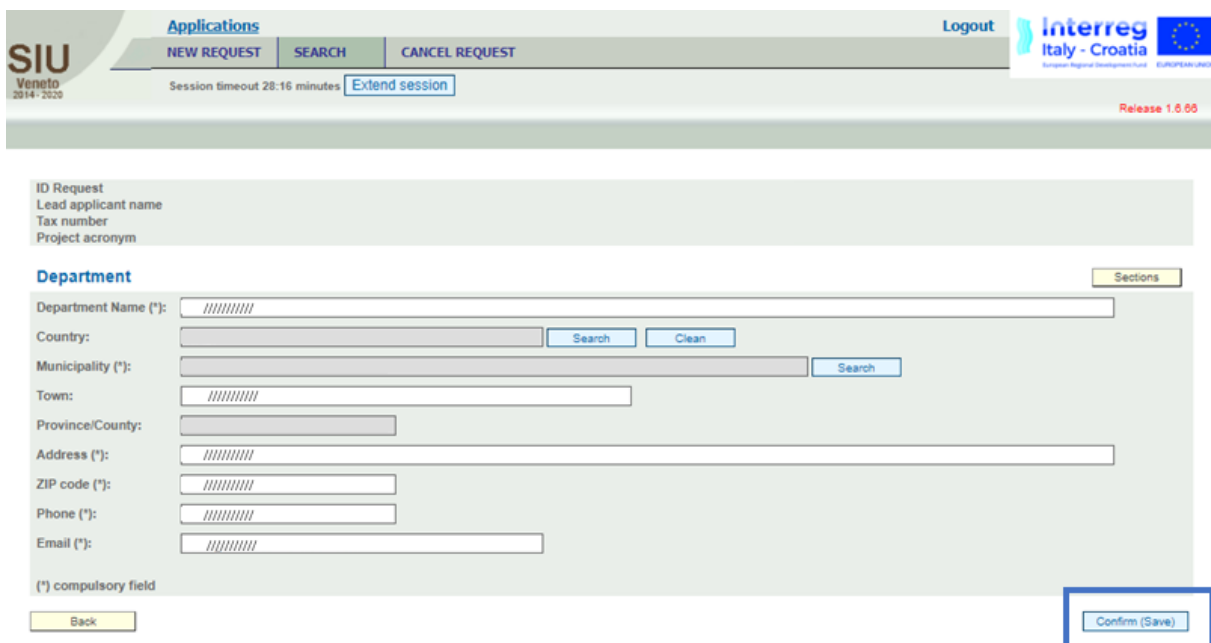
4.4.2 SECTION B – LEAD PARTNER DATA

...Continues from Users' Manual - Part 1.

4.4.2.1 DEPARTMENT

Having previously accessed the Section “**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.



The screenshot shows the SIU web application interface. At the top, there is a navigation bar with 'Applications' and 'Logout' links. Below this, there are buttons for 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST'. A session timeout notice indicates 'Session timeout 28:16 minutes' with an 'Extend session' button. The SIU logo and 'Veneto 2014-2020' are on the left, and the Interreg Italy - Croatia logo and 'Release 1.0.00' are on the right.

The main content area displays the 'Department' form. It includes the following fields and buttons:

- ID Request
- Lead applicant name
- Tax number
- Project acronym
- Department Name (*):
- Country:
- Municipality (*):
- Town:
- Province/County:
- Address (*):
- ZIP code (*):
- Phone (*):
- Email (*):
- (*) compulsory field
-
-

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.



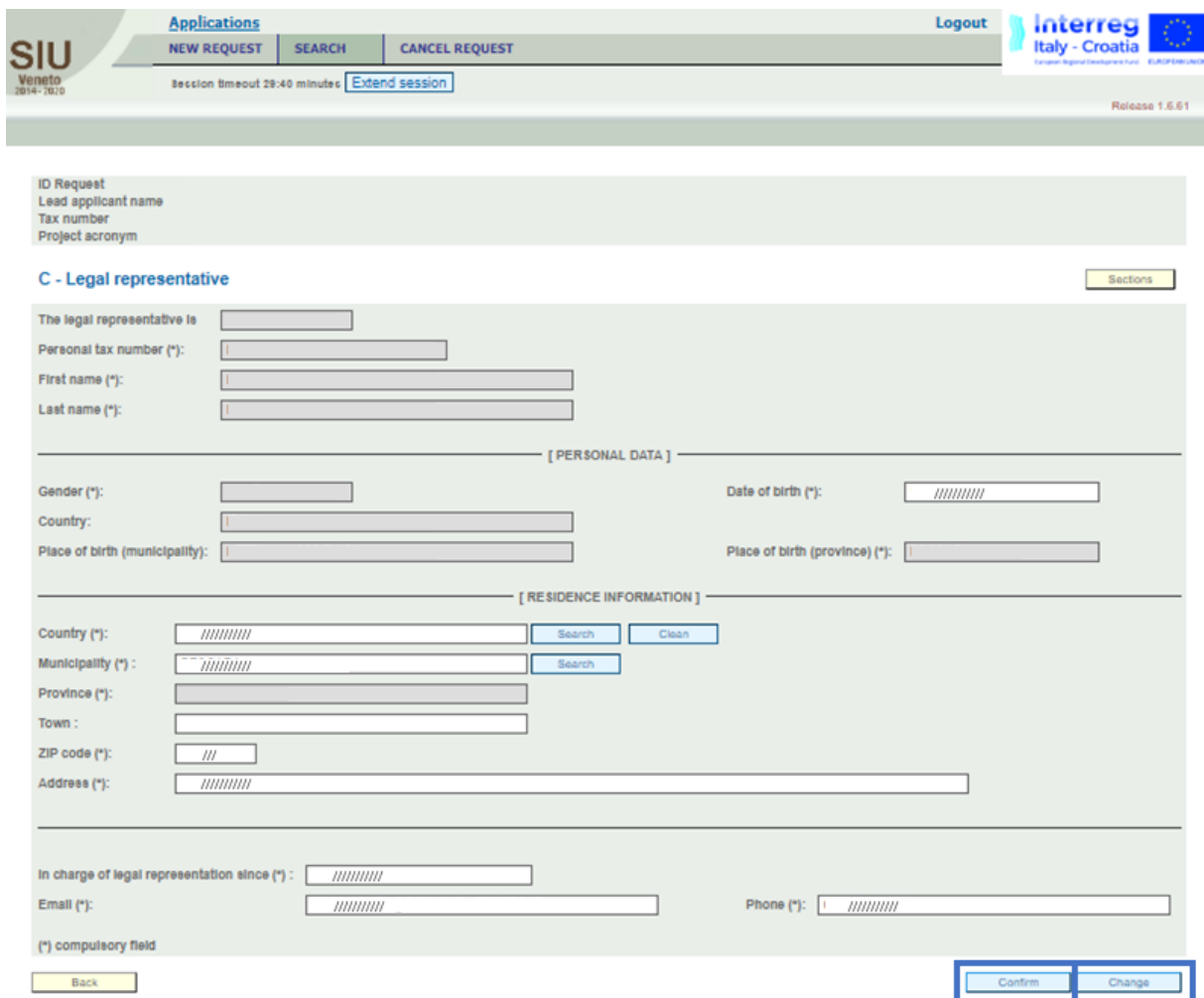
PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

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.



The screenshot shows the web interface for the application. At the top, there is a navigation bar with 'Applications' selected, and buttons for 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST'. A 'Logout' button is also present. The SIU Veneto logo and a session timeout warning are visible. The main content area is titled 'C - Legal representative' and contains several sections of form fields:

- ID Request:** Lead applicant name, Tax number, Project acronym.
- C - Legal representative:**
 - The legal representative is: [text input]
 - Personal tax number (*): [text input]
 - First name (*): [text input]
 - Last name (*): [text input]
- [PERSONAL DATA]:**
 - Gender (*): [text input]
 - Country: [text input]
 - Place of birth (municipality): [text input]
 - Date of birth (*): [text input with mask]
 - Place of birth (province) (*): [text input]
- [RESIDENCE INFORMATION]:**
 - Country (*): [text input with mask] [Search] [Clean]
 - Municipality (*): [text input with mask] [Search]
 - Province (*): [text input]
 - Town: [text input]
 - ZIP code (*): [text input with mask]
 - Address (*): [text input with mask]
- Additional fields:**
 - In charge of legal representation since (*): [text input with mask]
 - Email (*): [text input with mask]
 - Phone (*): [text input with mask]

At the bottom, there are buttons for 'Back', 'Confirm', and 'Change'.

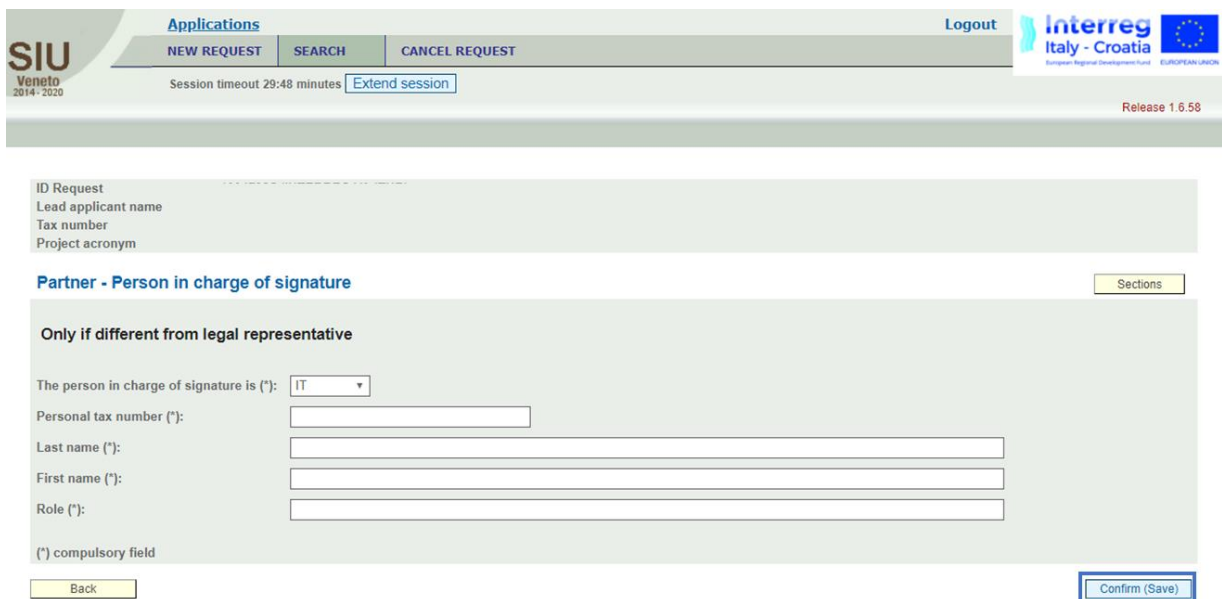
PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

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.



The screenshot shows the SIU Veneto 2014-2020 web application interface. At the top, there is a navigation bar with 'Applications' and 'Logout' links, and buttons for 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST'. A session timeout notice indicates 'Session timeout 29:48 minutes' with an 'Extend session' button. The release version is 'Release 1.6.58'.

The main form area is titled 'Partner - Person in charge of signature' and includes a 'Sections' button. Below this, there is a section for 'Only if different from legal representative' with the following fields:

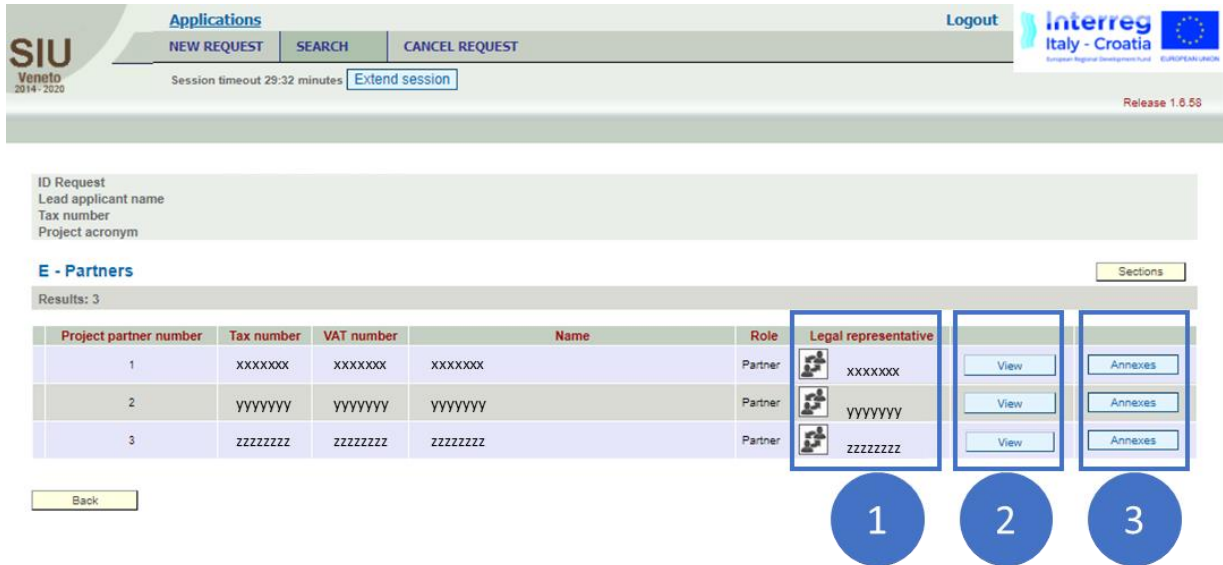
- The person in charge of signature is (*):
- Personal tax number (*):
- Last name (*):
- First name (*):
- Role (*):

A note indicates that fields marked with (*) are compulsory. At the bottom of the form, there are 'Back' and 'Confirm (Save)' buttons.

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.



SIU Veneto 2014-2020

Applications

NEW REQUEST SEARCH CANCEL REQUEST

Logout

Interreg Italy - Croatia

Session timeout 29:32 minutes [Extend session](#)

Release 1.0.58

ID Request
Lead applicant name
Tax number
Project acronym

E - Partners Sections

Results: 3

Project partner number	Tax number	VAT number	Name	Role	Legal representative
1	XXXXXXX	XXXXXXX	XXXXXXX	Partner	XXXXXXX
2	YYYYYYY	YYYYYYY	YYYYYYY	Partner	YYYYYYY
3	ZZZZZZZ	ZZZZZZZ	ZZZZZZZ	Partner	ZZZZZZZ

[Back](#)

1 2 3

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:



[Back](#)

Other data Annexes Public procurements Financial supporting documents Suppliers Legal representative

Exclude PP Data modifications charged to PP

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 "**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.



The screenshot shows the SIU Veneto 2014-2020 Applications interface. At the top, there are navigation buttons for 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST', along with a 'Logout' button and a session timeout indicator. Below this, the 'I - Project' section is displayed, showing a table with the following data:

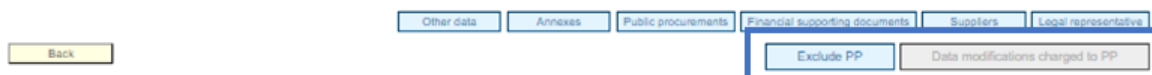
Code - description	Total AF budget	Total Amount reported in the current period by pp	Total Amount certified by FLC	Total Amount certified up to now (included the current period)	Project locations	Project workplan	Project workplan and budget
H001 - CALL FOR PROPOSALS	1.150.000,00	9.943,00	1.585,00	1.585,00	Update	Update	Update
	1.150.000,00	9.943,00	1.585,00	1.585,00			

At the bottom of the table, there are several buttons: 'Back', 'See workplan by WP', 'See workplan by partner' (highlighted with a blue box), 'Budget lines overview', 'CSV Export', and 'Confirm (Save)'.

Please see paragraph [4.4.6.3](#) for a further description of the view "**See workplan by partner**".

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 "**E – PARTNERS**" and for each PP to be excluded, click on the button "Exclude PP" that is present at the bottom of the page



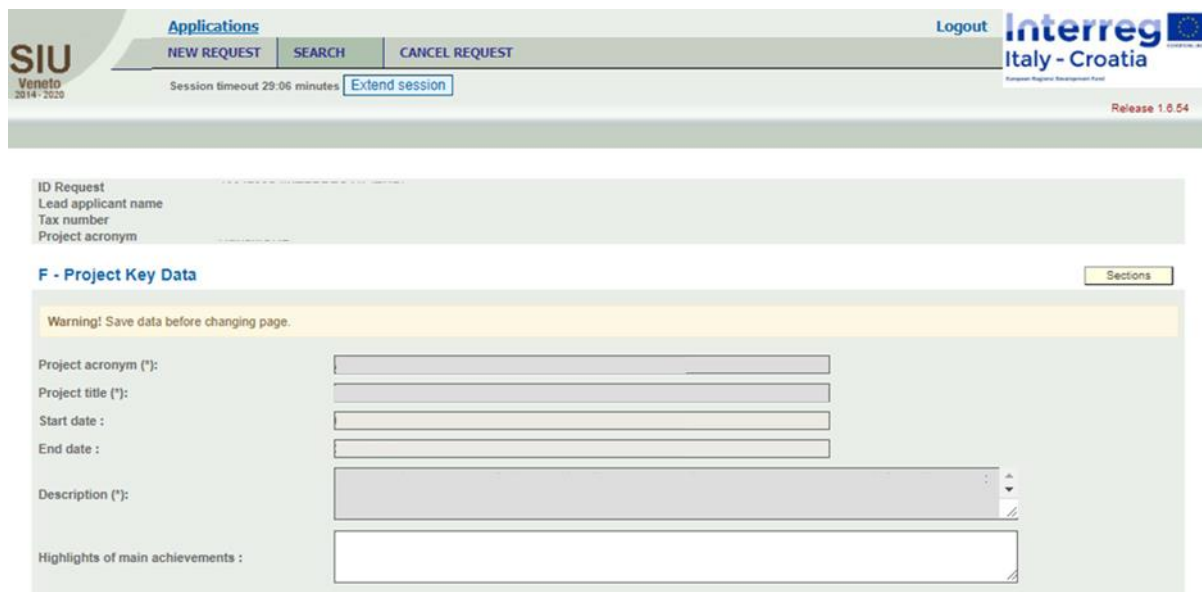
The screenshot shows the 'E - PARTNERS' section of the interface. At the bottom, there is a row of buttons: 'Other data', 'Annexes', 'Public procurements', 'Financial supporting documents', 'Suppliers', and 'Legal representative'. Below these buttons, there are two more buttons: 'Exclude PP' and 'Data modifications charged to PP', both of which are highlighted with a blue box.

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.



The screenshot displays the 'F - Project Key Data' section of the application. At the top, there is a navigation bar with 'Applications', 'NEW REQUEST', 'SEARCH', 'CANCEL REQUEST', and 'Logout' buttons. A session timeout warning is visible: 'Session timeout 29:06 minutes' with an 'Extend session' button. The main content area shows a form with the following fields:

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

The 'F - Project Key Data' section is highlighted in blue. A warning message states: 'Warning! Save data before changing page.' The form includes the following fields:

- Project acronym (*):
- Project title (*):
- Start date :
- End date :
- Description (*):
- Highlights of main achievements :

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:

CONTACT PERSON

First name of the project contact person (*):

Last name of the project contact person (*):

Body/Institution (*):

Phone (*):

Email (*):

4.4.2.3 LEAD PARTNER CONTACT DETAIL

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

LP CONTACT DETAIL

LP Project manager :

LP Project finance manager :

LP Project communication manager :

4.4.2.3.1 SUB-SECTIONS AVAILABLE AT THE BOTTOM OF SECTION F

Warning! Save data before changing page.

(*) compulsory field

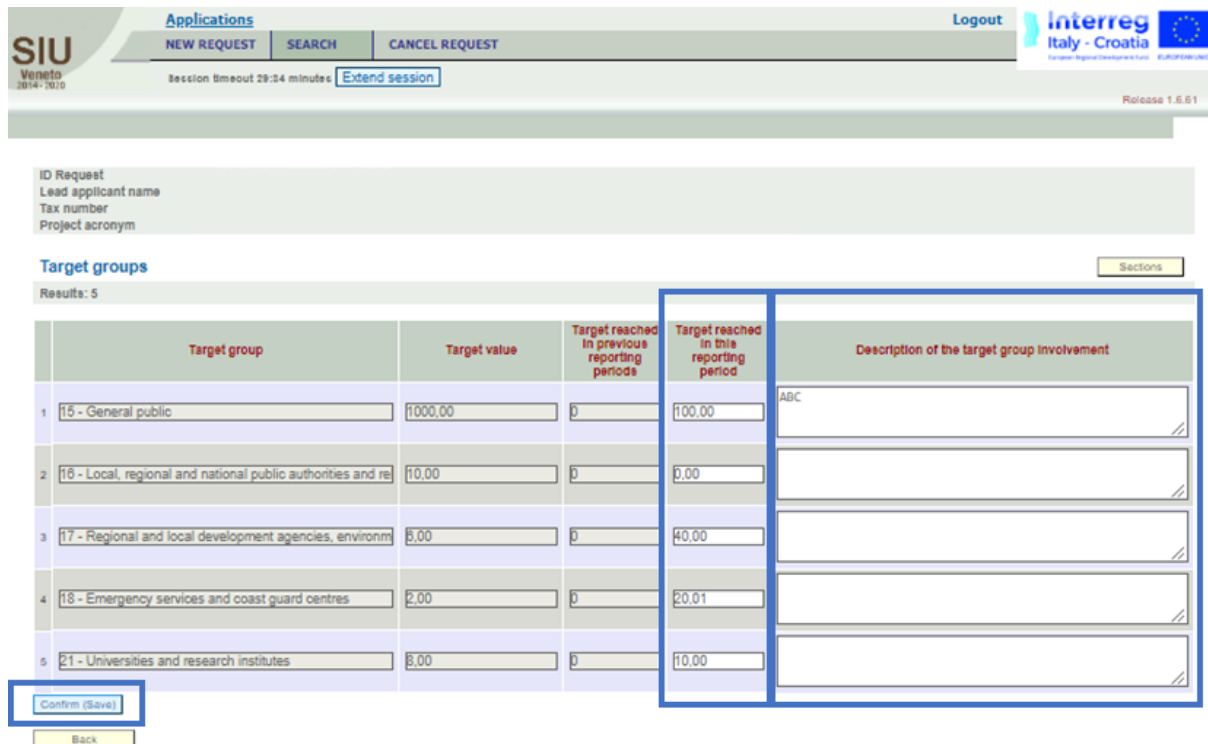
1
2

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.

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:

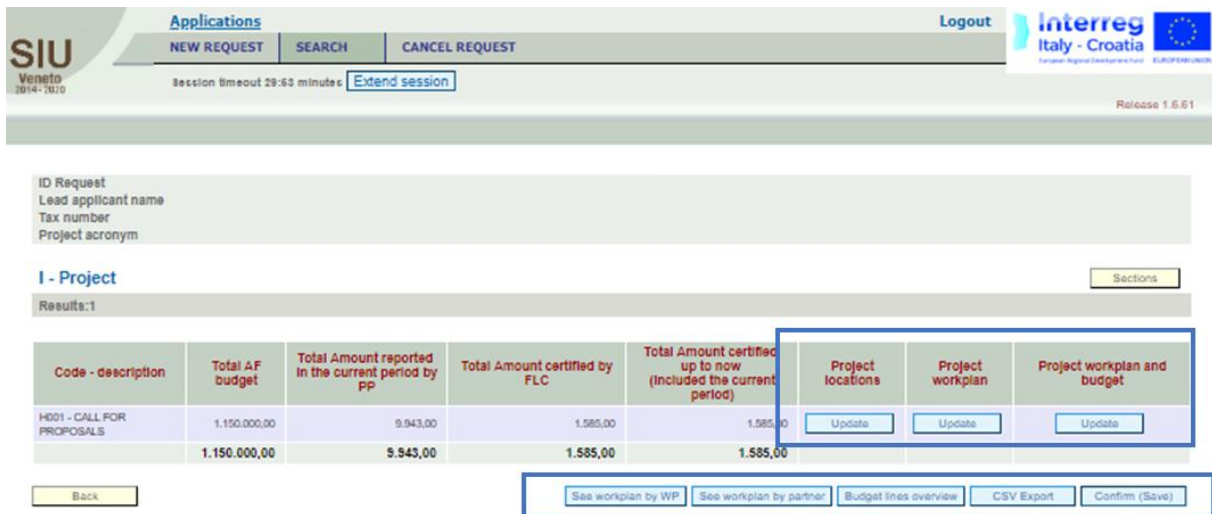
- Project main output = name of output (from AF) contributing to the selected output indicator;
- Project main output description = description of the concerned output (from AF);
- Project main output target = automatically filled from AF;
- Sum of achieved output indicators reported so far (this reporting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



The screenshot shows the SIU Applications interface. At the top, there are navigation buttons: NEW REQUEST, SEARCH, and CANCEL REQUEST. A session timeout warning is displayed: "Session timeout 29:53 minutes" with an "Extend session" button. The user is logged in, as indicated by the "Logout" button and the "interreg Italy - Croatia" logo.

The main content area displays the "I - Project" section. Below the section title, there is a "Results:1" label and a "Sections" button. A table lists the project details:

Code - description	Total AF budget	Total Amount reported in the current period by PP	Total Amount certified by FLC	Total Amount certified up to now (Included the current period)	Project locations	Project workplan	Project workplan and budget
H001 - CALL FOR PROPOSALS	1.150.000,00	9.943,00	1.585,00	1.585,00	<input type="button" value="Update"/>	<input type="button" value="Update"/>	<input type="button" value="Update"/>
	1.150.000,00	9.943,00	1.585,00	1.585,00			

Below the table, there are several action buttons: "Back", "See workplan by WP", "See workplan by partner", "Budget lines overview", "CSV Export", and "Confirm (Save)".

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.

ID Request
 Lead applicant name
 Tax number
 Project acronym

Total amount: xxxxxx,xx € % cofinancing rate (%): yyyyyy.yy €


Work package list

WP code	Title	Budget	WP details	Activities
WP0	Project preparation	€€€€€€€	Update	Activities list
WP1	Project management and coordination of activities	€€€€€€€	Update	Activities list
WP2	Communication activities	€€€€€€€	Update	Activities list
WP3	Monitoring network improvement for coastal flooding and extreme weather risk management	€€€€€€€	Update	Activities list
WP4	Forecast numerical modeling for coastal extreme weather and flooding risk management	€€€€€€€	Update	Activities list
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

SIU Veneto 2014-2020 Logout 
 Applications NEW REQUEST SEARCH CANCEL REQUEST
 Session timeout 29:51 minutes [Extend session](#) Release 1.5.61

ID Request
 Lead applicant name
 Tax number
 Project acronym
 Total amount: xxxxxx,xx € ERDF cofinancing rate (%): yyyyyy,yy €

Work package details Sections

Warning! Save data before changing page.

Work package number (*):

Title (*):

Description (*):

WP expected outputs:

Durability of WP outputs:

Transferability of WP outputs:

Responsible partner (*):

Budget

NOT EDITABLE DATA

WP status

Progress in this reporting period and how were partners involved (who did what).:

If applicable, description and justification of any problems and deviations included delays from the work plan presented in the application form and solutions found.:

(* compulsory field)

Warning! Save data before changing page.

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.

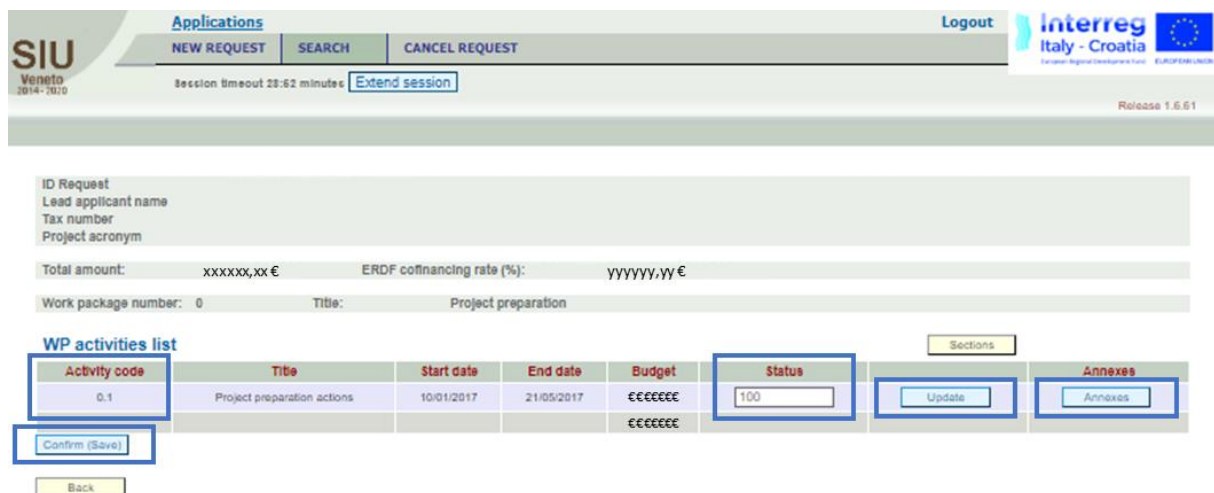
ATTENTION: Minor project changes (e.g use of budget flexibility, change of delivery date of a deliverable, etc.) shall be reported under the box dedicated to **DEVIATIONS**.

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:



SIU Veneto 2014-2020

Applications: NEW REQUEST, SEARCH, CANCEL REQUEST

Session timeout 23:52 minutes [Extend session](#) Logout

interreg Italy - Croatia EUROPEAN UNION

Release 1.6.61

ID Request
Lead applicant name
Tax number
Project acronym

Total amount: xxxxxx,xx € ERDF cofinancing rate (%): yyyyyy.yy €

Work package number: 0 Title: Project preparation

WP activities list

Activity code	Title	Start date	End date	Budget	Status	Sections	Annexes
0.1	Project preparation actions	10/01/2017	21/05/2017	€€€€€€	100	Update	Annexes

Confirm (Save) Back

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

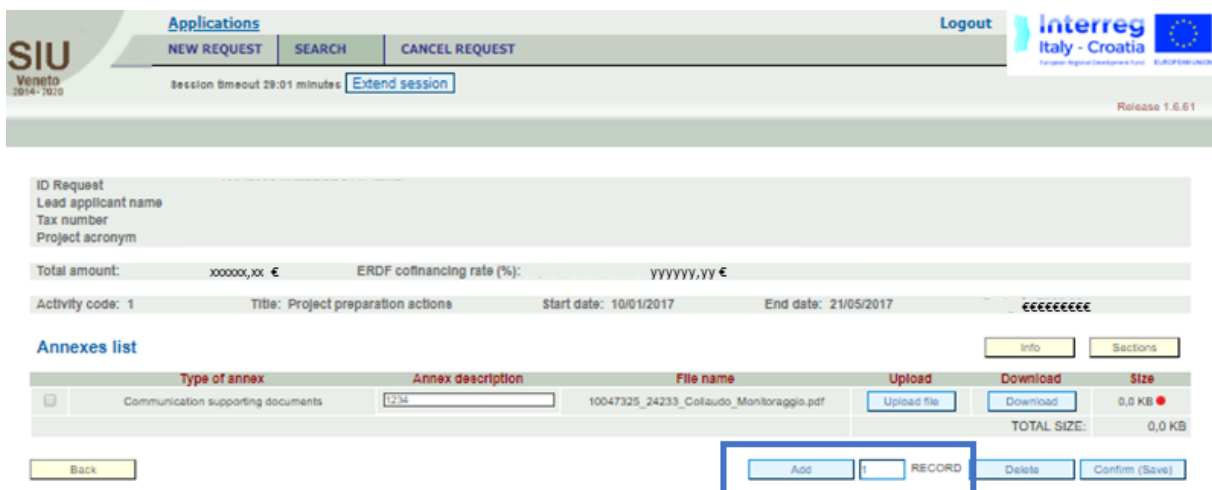
HOW TO REPORT THE DELIVERABLES

- 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:

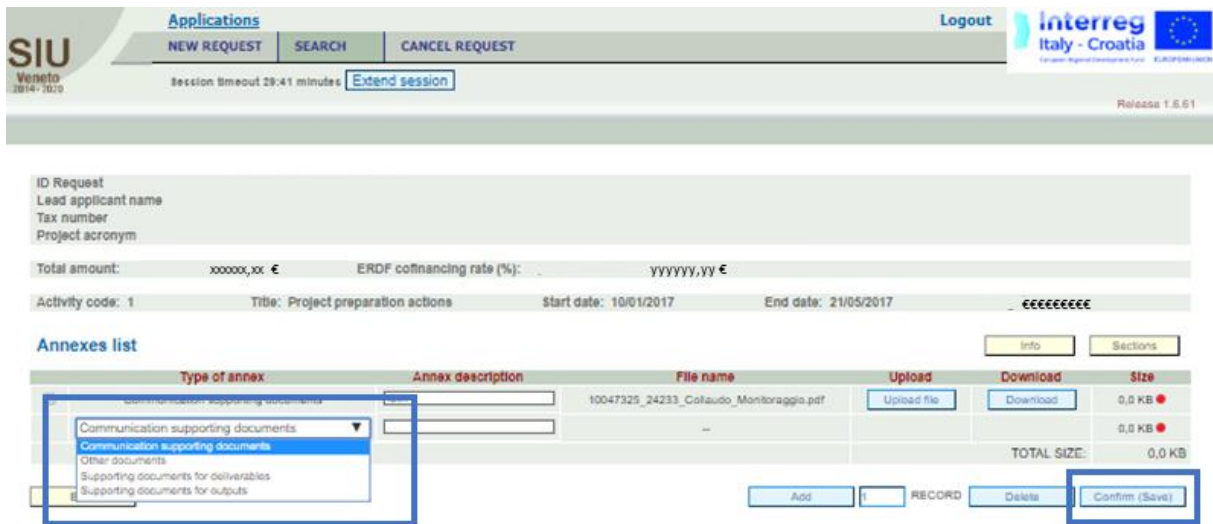


The screenshot shows the SIU interface with the following elements:

- Header:** Applications, NEW REQUEST, SEARCH, CANCEL REQUEST, Logout, Interreg Italy - Croatia logo, Release 1.6.51.
- Session:** Session timeout 29:01 minutes, Extend session button.
- Form Fields:** ID Request, Lead applicant name, Tax number, Project acronym, Total amount (xxxxxx,xx €), ERDF cofinancing rate (%): (yyyyyy.yy €), Activity code: 1, Title: Project preparation actions, Start date: 10/01/2017, End date: 21/05/2017, eeeeeeeeee.
- Annexes list:**

Type of annex	Annex description	File name	Upload	Download	Size	
<input type="checkbox"/>	Communication supporting documents	1234	10047325_24233_Cofaudo_Monitoraggio.pdf	Upload file	Download	0,0 KB
					TOTAL SIZE:	0,0 KB
- Buttons:** Back, Add (highlighted), RECORD, Delete, Confirm (Save).

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

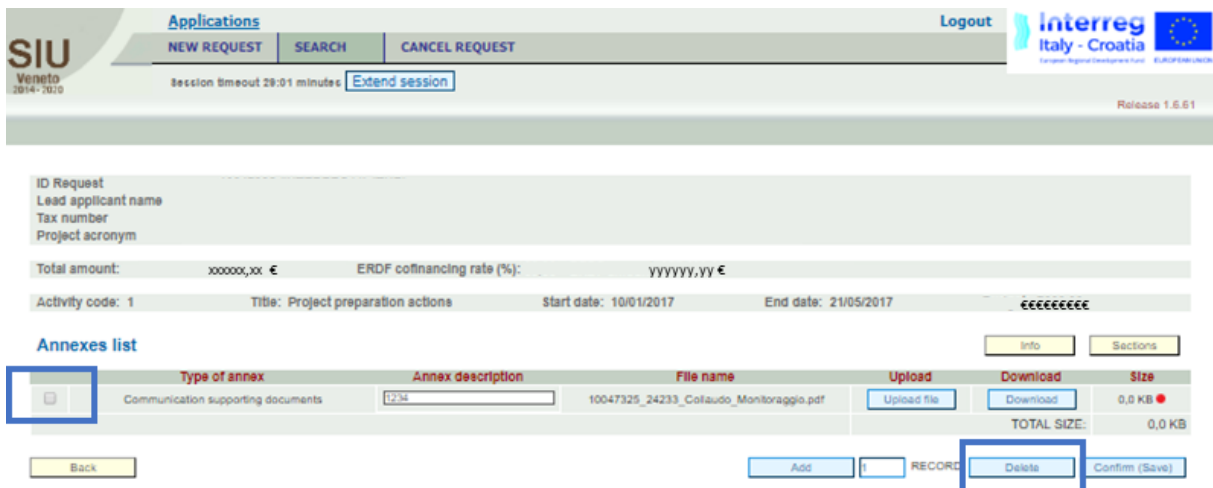


The screenshot shows the SIU Applications interface. At the top, there are navigation buttons: NEW REQUEST, SEARCH, and CANCEL REQUEST. Below this, there is a session timeout indicator and an 'Extend session' button. The main content area displays application details such as ID Request, Lead applicant name, Tax number, and Project acronym. It also shows financial information like Total amount and ERDF cofinancing rate. The 'Annexes list' section contains a table with columns: Type of annex, Annex description, File name, Upload, Download, and Size. A dropdown menu is open under the 'Type of annex' column, listing options like 'Communication supporting documents', 'Other documents', 'Supporting documents for deliverables', and 'Supporting documents for outputs'. The 'Upload' column has an 'Upload file' button, and the 'Download' column has a 'Download' button. At the bottom of the table, there are buttons for 'Add', 'Delete', and 'Confirm (Save)'.

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.



This screenshot shows the same SIU Applications interface as the previous one. In the 'Annexes list' table, a checkbox in the first column is now checked and highlighted with a blue box. The 'Delete' button at the bottom of the table is also highlighted with a blue box. The 'Upload file' and 'Download' buttons are still visible in their respective columns.

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**



SIU Veneto 2014 - 2020

Applications

NEW REQUEST SEARCH CANCEL REQUEST

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

Logout interreg Italy - Croatia EUROPEAN UNION

Release 1.6.62

ID Request
Lead applicant name
Tax number
Project acronym

Workplan by WP

WP code	Title	Budget	Total Amount reported in the current period by PP	Total Amount certified by FLC	Total Amount certified up to now (included the current period)	WP start date	WP end date
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						
Total:							

RECAP VIEW OF CUMULATIVE DATA

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

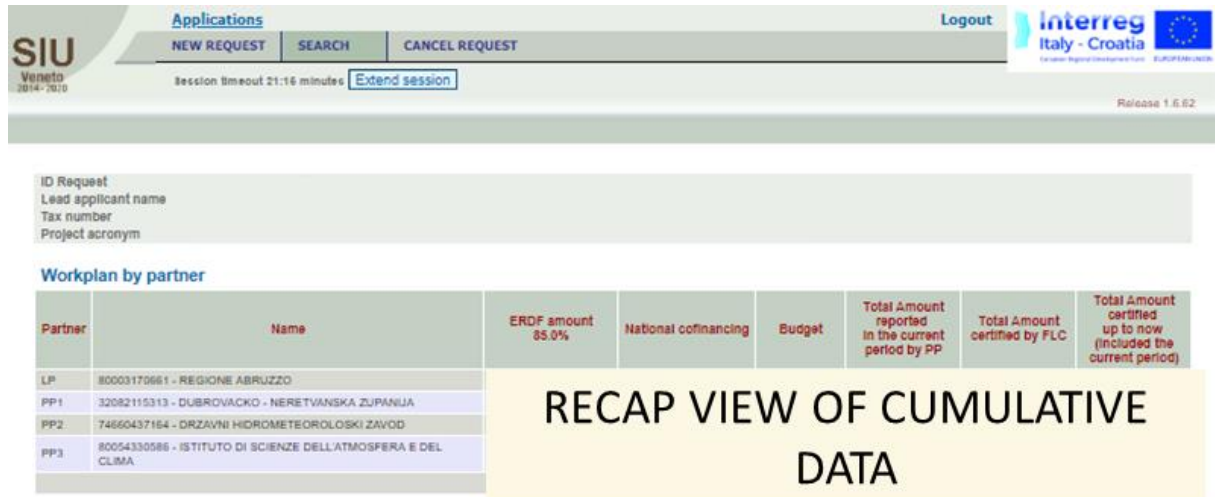
- **RECAP VIEW FOR WP 0**
- **RECAP VIEW FOR WP 1**
- **RECAP VIEW FOR WP 2**
- **RECAP VIEW FOR WP 3**
- **RECAP VIEW FOR WP 4**
- **RECAP VIEW FOR WP 5**

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

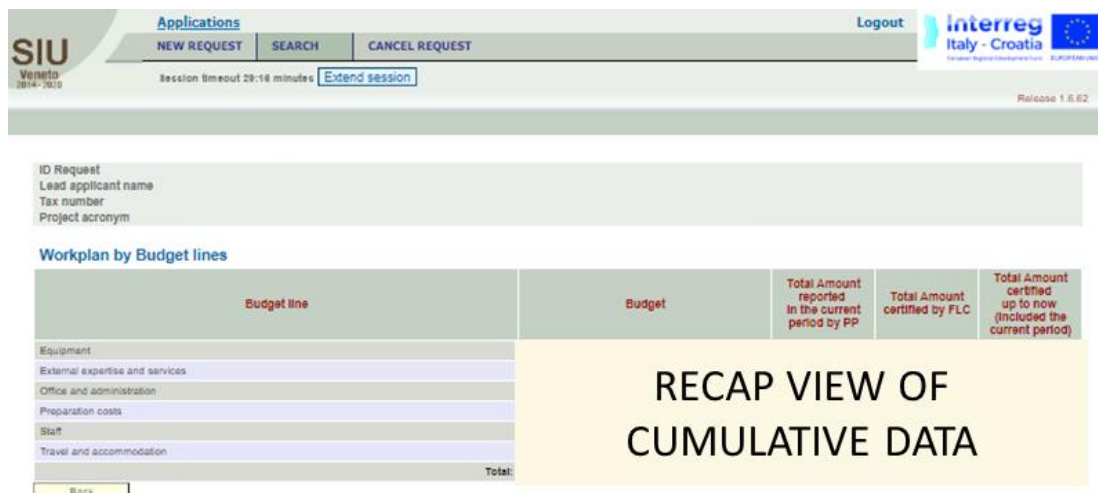
By clicking on the button “See workplan by Partner” within the Section “**I – PROJECT**”, the LP can enter the following views, useful to monitor project’s financial progress by Partner.



Partner	Name	ERDF amount 85.0%	National cofinancing	Budget	Total Amount reported in the current period by PP	Total Amount certified by FLC	Total Amount certified up to now (included the current period)
LP	80003170661 - REGIONE ABRUZZO						
PP1	32082115313 - DUBROVACKO - NERETVANSKA ZUPANIJA						
PP2	74660437164 - DRZAVNI HIDROMETEOROLOSKI ZAVOD						
PP3	80054330586 - ISTITUTO DI SCIENZE DELL'ATMOSFERA E DEL CLIMA						

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.

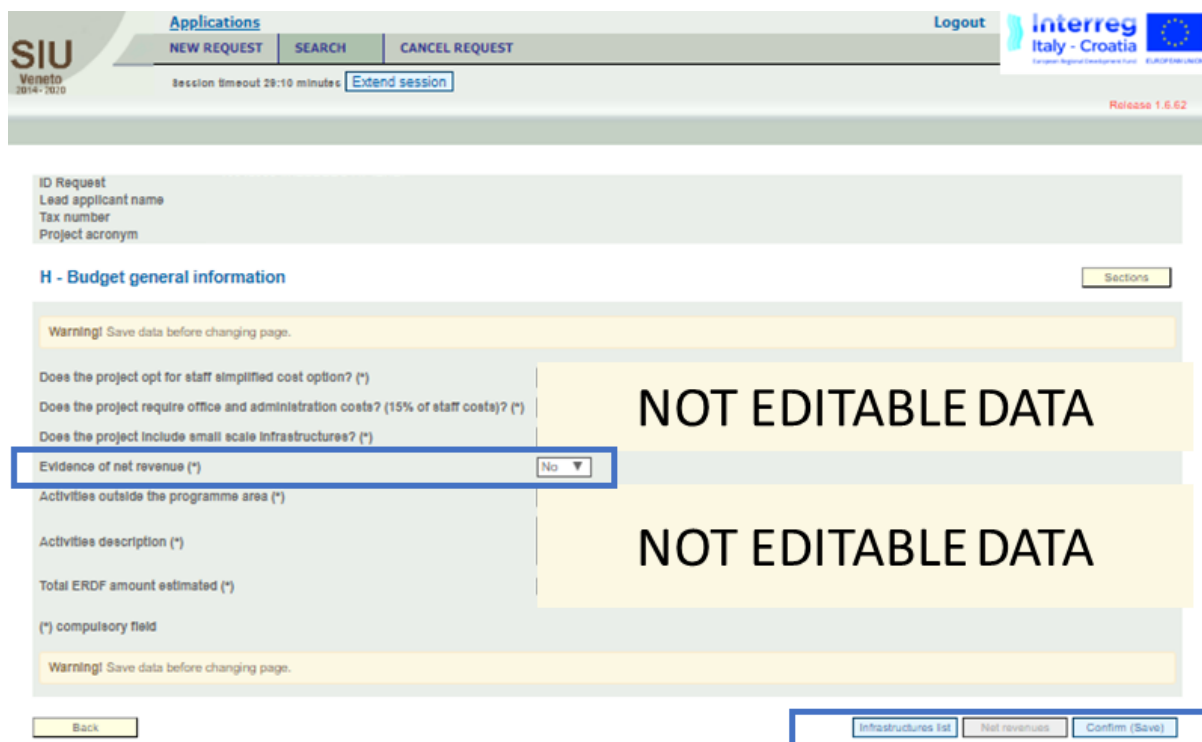


Budget line	Budget	Total Amount reported in the current period by PP	Total Amount certified by FLC	Total Amount certified up to now (included the current period)
Equipment				
External expertise and services				
Office and administration				
Preparation costs				
Staff				
Travel and accommodation				
Total:				

4.4.4 SECTION H – BUDGET GENERAL INFORMATION

Section “**H – BUDGET GENERAL INFORMATION**” 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”.



The screenshot displays the 'H - Budget general information' section of the SIU application. The form includes the following fields and options:

- Warning! Save data before changing page.
- Does the project opt for staff simplified cost option? (*)
- Does the project require office and administration costs? (15% of staff costs)? (*)
- Does the project include small scale infrastructures? (*)
- Evidence of net revenue (*) (Dropdown menu showing 'No')
- Activities outside the programme area (*)
- Activities description (*)
- Total ERDF amount estimated (*)
- (*) compulsory field
- Warning! Save data before changing page.

At the bottom of the form, there are four buttons: 'Back', 'Infrastructures list', 'Net revenues', and 'Confirm (Save)'.

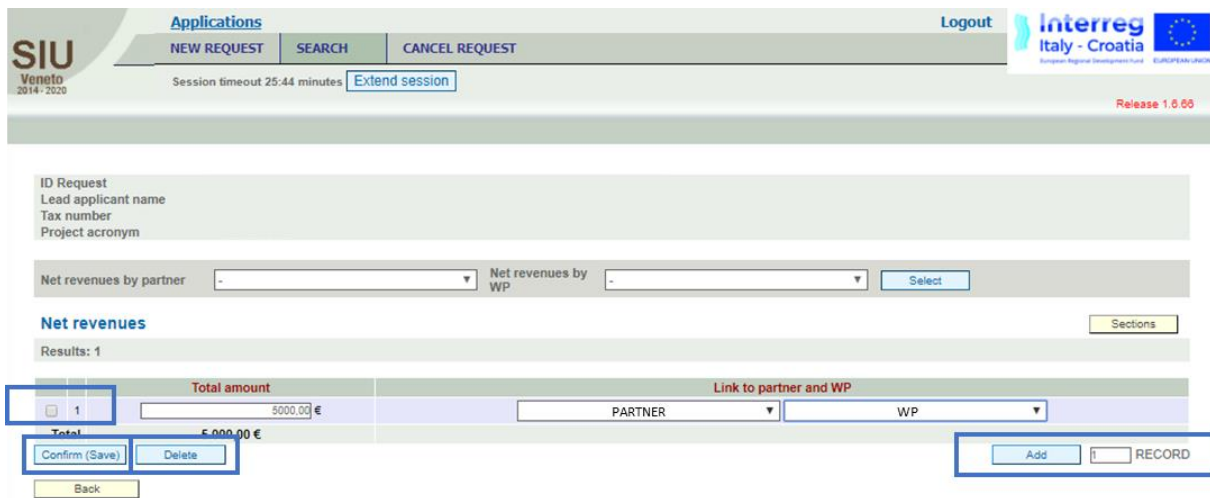
NET REVENUES

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 within the current report by selecting the deputed button “Net revenues”.



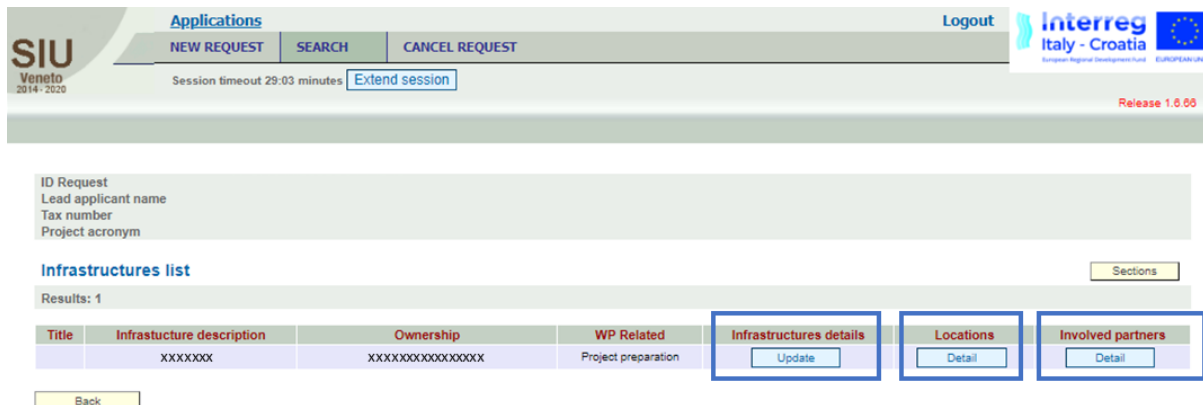
Within the sub-section “Net revenues” the LP can report total amounts of net revenues linked to Partners and WPs.

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.

4.4.4.2 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:



SIU Veneto 2014-2020

Applications

Logout

NEW REQUEST SEARCH CANCEL REQUEST

Session timeout 29:03 minutes [Extend session](#)

Release 1.0.00

ID Request
Lead applicant name
Tax number
Project acronym

Infrastructures list Sections

Results: 1

Title	Infrastructure description	Ownership	WP Related	Infrastructures details	Locations	Involved partners
	XXXXXX	XXXXXXXXXXXXXXXX	Project preparation	Update	Detail	Detail

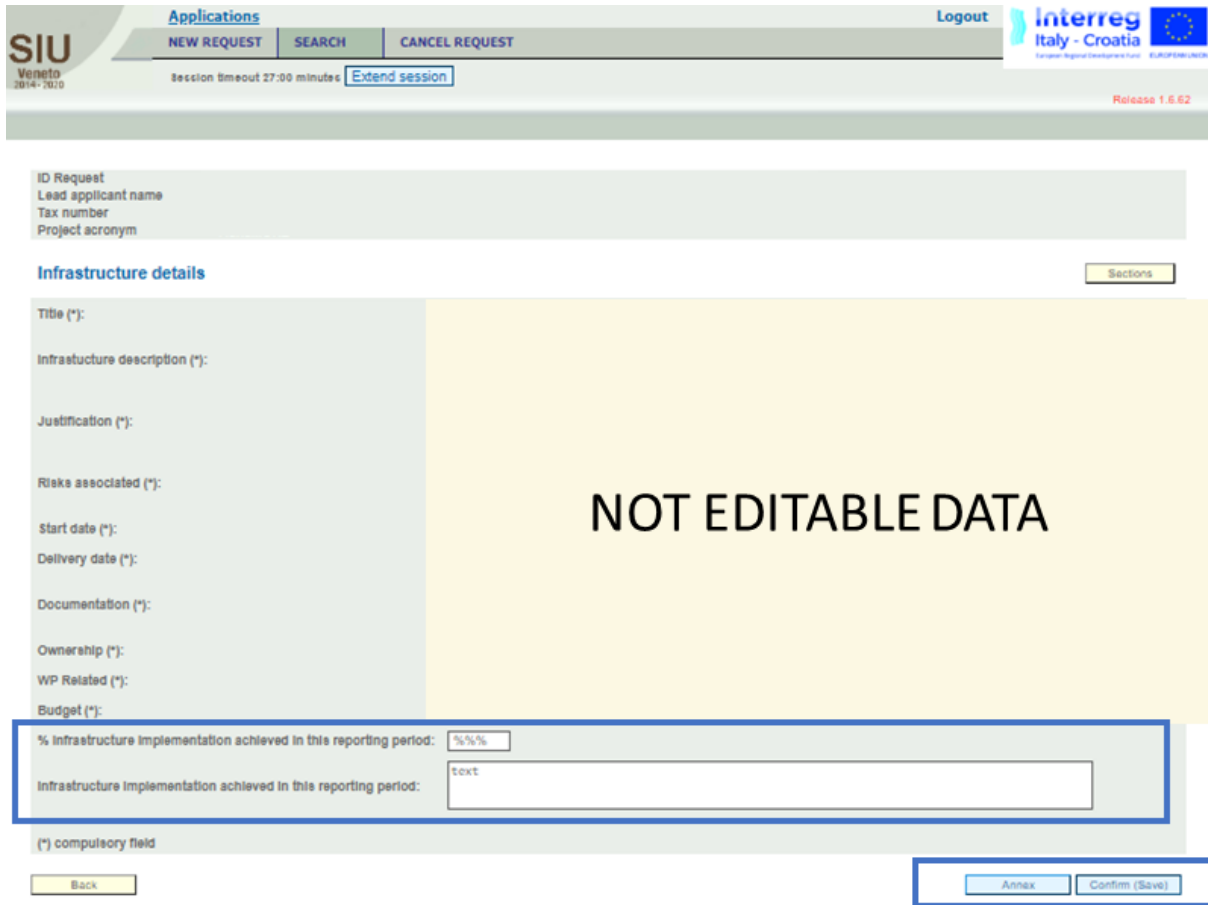
[Back](#)

While the buttons “**LOCATIONS**” and “**INVOLVED PARTNERS**” allow the LP to enter the concerned sub-sections in visualization mode only, the button “**INFRASTRUCTURE 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;



SIU Veneto 2014-2020

 Applications
 Logout

NEW REQUEST SEARCH CANCEL REQUEST

 Interreg Italy - Croatia
 EUROPEAN UNION

Session timeout 27:00 minutes [Extend session](#)
Release 1.5.52

ID Request
 Lead applicant name
 Tax number
 Project acronym

Infrastructure details
Sections

Title (*):
 Infrastructure description (*):
 Justification (*):
 Risks associated (*):
 Start date (*):
 Delivery date (*):
 Documentation (*):
 Ownership (*):
 WP Related (*):
 Budget (*):

NOT EDITABLE DATA

% infrastructure implementation achieved in this reporting period:
 Infrastructure implementation achieved in this reporting period:

(*) compulsory field

Back

Annex
Confirm (Save)

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:

SIU Veneto 2014-2020

Applications: NEW REQUEST, SEARCH, CANCEL REQUEST

Logout

Session timeout 29:59 minutes [Extend session](#)

interreg Italy - Croatia EUROPEAN UNION

Release 1.6.62

ID Request
 Lead applicant name
 Tax number
 Project acronym

Title	Infrastructure description	Ownership	WP Related
//	TEXT	TEXT	Project preparation

Annexes list

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

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

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

SIU Veneto 2014-2020

Applications: NEW REQUEST, SEARCH, CANCEL REQUEST

Logout

Session timeout 29:42 minutes [Extend session](#)

interreg Italy - Croatia EUROPEAN UNION

Release 1.6.62

ID Request
 Lead applicant name
 Tax number
 Project acronym

Title	Infrastructure description	Ownership	WP Related
//	TEXT	TEXT	Project preparation

Annexes list


Type of annex	Annex description	File name	Upload	Download	Size
Infrastructure supporting documents (proof of ownership, pictures, others if needed)		-			0,0 KB
					TOTAL SIZE: 0,0 KB

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

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.

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




Applications

NEW REQUEST SEARCH CANCEL REQUEST

Session timeout 29:48 minutes [Extend session](#)

Logout



Release 1.6.05

ID Request

Lead applicant name

Tax number

Project acronym

K - Statements [Sections](#)

Statement to be subscribed:

The information and documentation provided in this progress report and its annexes gives a correct description of the implementation status of the project.

The progress report is based on reported activities and verified expenditure of each partner:

- The activities implemented within the project correspond to those listed in the latest approved application form and, if existing, all deviations have been properly justified and/or approved by the relevant programme bodies;
- The reported expenditure can be objectively imputed to the project;
- The reported expenditure has been controlled and verified by the responsible public authorities or private institutions as referred to in Article 23 (4) of Regulation (EU) No 1209/2013, selected in accordance with the national control system set up by the Member States of the partners involved in the project;
- The reported expenditure is in accordance with all the provisions set in the subsidy contract;
- The reported expenditure complies with Community and national rules and policies including publicity, equal opportunities, protection of environment, State aid, competition and public procurement;
- In accordance with the Factsheet 6 of the Programme Interreg V A Italy-Croatia, for the expenditure declared, the lead partner and all project partners have a system for recording and storing all supporting documents required for an adequate audit trail;
- Project expenditure remains within the flexibility thresholds (at budget line and work package levels for the entire project) in compliance with provisions in the subsidy contract and the relevant chapter of the Factsheet 6 of the Programme Interreg V A Italy-Croatia.

[Back](#)

[Confirm](#)

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

Italy – Croatia CBC Programme **Joint Secretariat**

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

Dorsoduro 3494/a – 30123 Venice, Italy

E-mail: IT-HR.SIUsupport@regione.veneto.it

Website: www.italy-croatia.eu

Phone number: +39 041 279 3120