

USER MANUAL FOR SAMIS EVALUATIONS

**INTERREG VA
“GREECE-BULGARIA 2014-2020”**

5TH CALL FOR PROJECT PROPOSALS

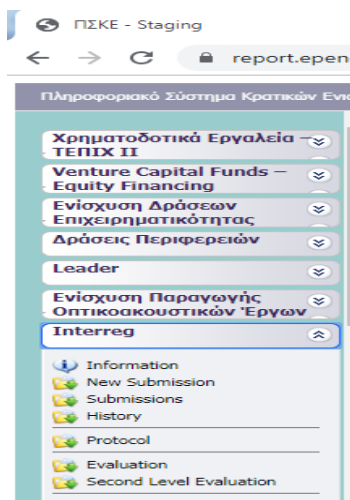
A. LOGIN SAMIS

Use your credentials (username και password) to log in SAMIS, after having chosen the English language at the bottom of the screen.



After the successful log in the system, the screen seen below appears:

In the left part of the screen there is the option “Interreg”, which includes in a dropdown menu the stages of managing state aid projects.

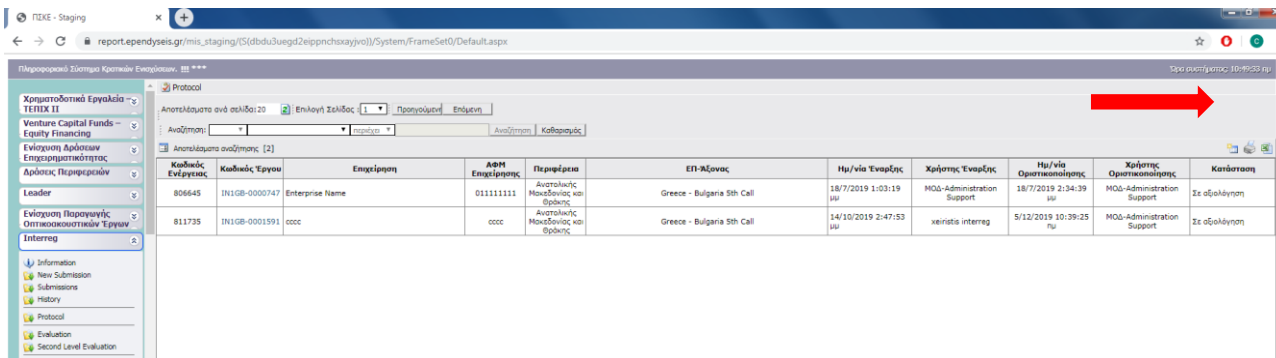



Depending on the level of access and the user roles, the access to the following functions is provided.

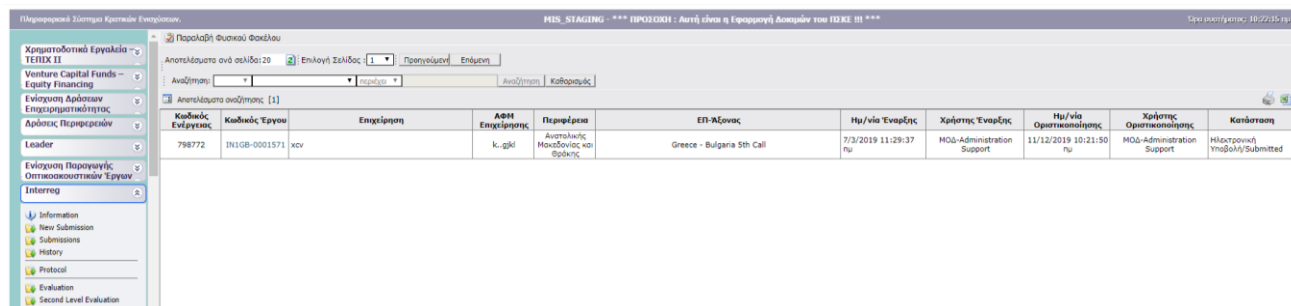
B. RECEIPT OF PHYSICAL FOLDERS

This procedure concerns the electronic recording of the receipt of each Application Form's - submitted electronically in SAMIS - physical folder. The receipt of the physical folder is done by the Joint Secretariat of the CP INTERREG V-A "Greece-Bulgaria 2014-2020", with the recording of the protocol number and the date of the receipt of the application's physical folder.

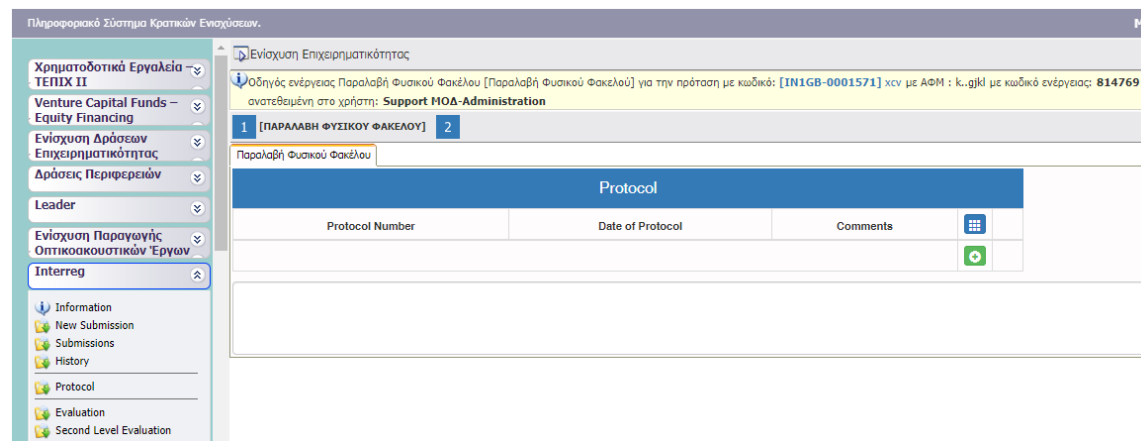
Firstly, the action "Protocol" is chosen from the menu at the left of the screen, to initiate the process for receiving electronically a physical folder.




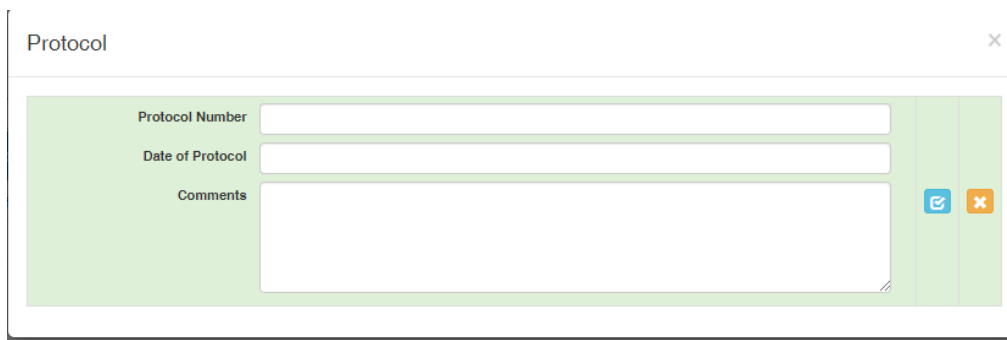
In order to display the available for registration applications, the user has to click on the button , at the top right of the screen. The funding applications that have been submitted electronically and for which the physical folder has not been received yet, are displayed.



By clicking on the active Project Code, the user selects the application form to be registered.




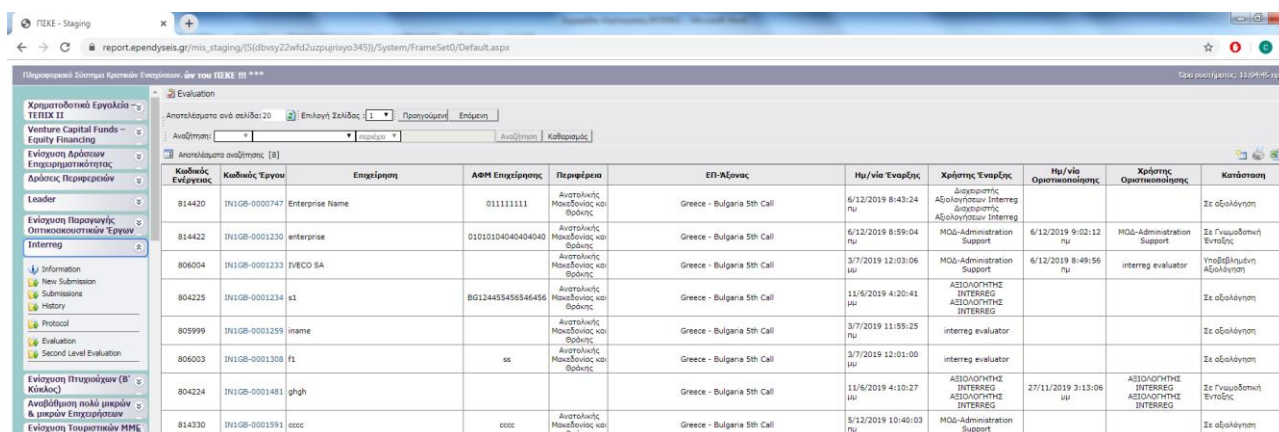
By selecting  a tab appears to enter the protocol number and date.



After completing the above tab, the user proceeds to the next tab, performs the “validation check” and clicks on the "submission" button.

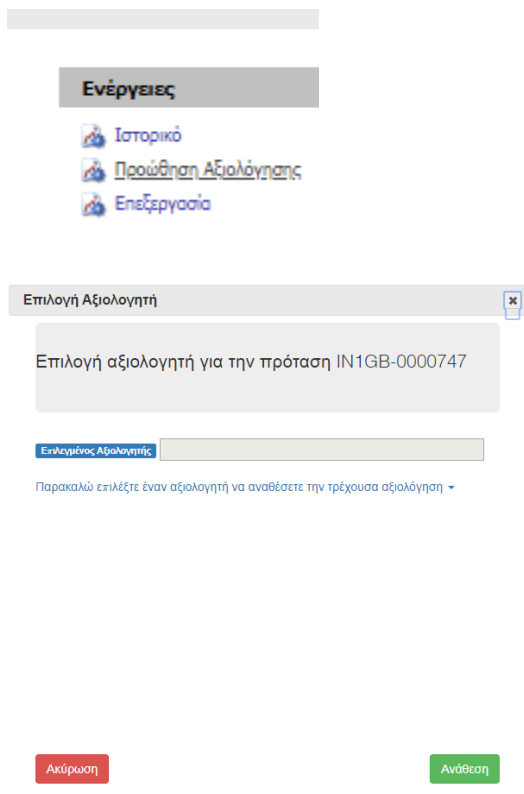
C. ASSIGNMENT OF A PROJECT PROPOSAL TO THE EVALUATORS BY THE EVALUATION MANAGER

Applications that were submitted electronically, finalized and their physical folder was received at the previous stage, are now available to the "Evaluation Manager" for assignment to the First Level Evaluation Body, which consists of two staff members of the Joint Secretariat of the CP INTERREG VA “Greece-Bulgaria 2014-2020”, one Greek and one Bulgarian. In order to display the applications which are available for assignment , click on  at the top right of the screen.



Κωδικός Ενέργειας	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	Περιφέρεια	ΕΠΙ-Άξονας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικοποίησης	Χρήστης Οριστικοποίησης	Κατάσταση
814420	IN1GB-0000747	Enterprise Name	011111111	Αντοκλήτης Νοεμβρίου και Βοθός	Greece - Bulgaria 5th Call	6/12/2019 8:43:24 πμ	Διοικητικός Αξιολογητής Interreg Αξιολογητής Interreg			Σε αξιολόγηση
814422	IN1GB-0001230	enterprise	010101040404040	Αντοκλήτης Νοεμβρίου και Βοθός	Greece - Bulgaria 5th Call	6/12/2019 8:59:04 πμ	MOU-Administration Support	6/12/2019 9:02:12 πμ	MOU-Administration Support	Σε Γνωμοδότηση Ένταξης
806004	IN1GB-0001233	IVECO SA		Αντοκλήτης Νοεμβρίου και Βοθός	Greece - Bulgaria 5th Call	3/7/2019 12:03:06 μμ	MOU-Administration Support	6/12/2019 8:49:56 πμ	interreg evaluator	Υποβλημένη Αξιολόγηση
804225	IN1GB-0001234	s1	BG124455456546456	Αντοκλήτης Νοεμβρίου και Βοθός	Greece - Bulgaria 5th Call	11/6/2019 4:20:41 μμ	ΑΞΙΟΛΟΓΗΤΗΣ INTERREG ΑΞΙΟΛΟΓΗΤΗΣ INTERREG			Σε αξιολόγηση
805999	IN1GB-0001259	iname		Αντοκλήτης Νοεμβρίου και Βοθός	Greece - Bulgaria 5th Call	3/7/2019 11:55:25 πμ	interreg evaluator			Σε αξιολόγηση
806003	IN1GB-0001308	fl	ss	Αντοκλήτης Νοεμβρίου και Βοθός	Greece - Bulgaria 5th Call	3/7/2019 12:01:00 μμ	interreg evaluator			Σε αξιολόγηση
804224	IN1GB-0001481	phgh		Αντοκλήτης Νοεμβρίου και Βοθός	Greece - Bulgaria 5th Call	11/6/2019 4:10:27 μμ	ΑΞΙΟΛΟΓΗΤΗΣ INTERREG ΑΞΙΟΛΟΓΗΤΗΣ INTERREG	27/11/2019 3:13:06 μμ	ΑΞΙΟΛΟΓΗΤΗΣ INTERREG	Σε Γνωμοδότηση Ένταξης
814330	IN1GB-0001591	cccc	cccc	Αντοκλήτης Νοεμβρίου και Βοθός	Greece - Bulgaria 5th Call	5/12/2019 10:40:03 πμ	MOU-Administration Support			Σε αξιολόγηση

By selecting an active project code, the menu of actions is displayed at the right. Through the link “Evaluation Assignment” (**«Πρωώθηση Αξιολόγησης»**), a pop up window appears with the list of the users-evaluators accounts in SAMIS, to make the assignment.




There is information provided at the bottom of the tab "General Information" of each funding application, indicating the evaluator to whom the specific funding application has been assigned

Attention: In case a funding application has been submitted electronically but its physical file has not been submitted on time, the application is rejected, according to the legislative framework. In this case, the evaluation of the application, whose status is "Electronic Submission", is assigned to the First Level of Evaluation Body, following the same procedure as described above, in order to be evaluated properly and eventually be rejected, as it will be described in the following steps.

D. FIRST LEVEL EVALUATION BY THE JOINT SECRETARIAT OF THE CP INTERREG VA "GREECE-BULGARIA 2014-2020"

The First Level Evaluation Body logs in the SAMIS using its credentials and selects the action "First Level Evaluation" from the menu on the left.

By clicking on the icon , at the top right of the screen, the funding applications that have been assigned to the specific user-evaluator for evaluation are generated.

Κωδικός Επιχείρησης	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	Περιφέρεια	ΕΠ-Άξονας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικοποίησης	Χρήστης Οριστικοποίησης	Κατάσταση
814420	IN1GB-000747	Enterprise Name	01111111	Ανατολική Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	6/12/2019 8:43:24 πμ	Διαχειριστής Interreg Διαχειριστής Αξιολογητών Interreg			Σε αξιολόγηση
814422	IN1GB-0001230	enterprise	01010104040404040	Ανατολική Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	6/12/2019 9:59:04 πμ	MOA-Administration Support	6/12/2019 9:02:12 πμ	MOA-Administration Support	Σε Γνωμοδότηση Ένταξης
806004	IN1GB-0001233	INVECO SA		Ανατολική Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	3/7/2019 12:03:06 μμ	MOA-Administration Support	6/12/2019 8:49:56 πμ	interreg evaluator	Υποβληθέν Αξιολόγηση
804225	IN1GB-0001234	si	BG12445545654565	Ανατολική Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	11/6/2019 4:20:41 μμ	ΑΞΙΟΛΟΓΗΤΗΣ INTERREG ΑΞΙΟΛΟΓΗΤΗΣ INTERREG			Σε αξιολόγηση
805999	IN1GB-0001259	iname		Ανατολική Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	3/7/2019 11:55:25 πμ	interreg evaluator			Σε αξιολόγηση
806003	IN1GB-0001308	f1	ss	Ανατολική Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	3/7/2019 12:01:00 μμ	interreg evaluator			Σε αξιολόγηση
804224	IN1GB-0001481	ghgh		Ανατολική Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	11/6/2019 4:10:27 πμ	ΑΞΙΟΛΟΓΗΤΗΣ INTERREG ΑΞΙΟΛΟΓΗΤΗΣ INTERREG	27/11/2019 3:13:06 μμ	ΑΞΙΟΛΟΓΗΤΗΣ INTERREG ΑΞΙΟΛΟΓΗΤΗΣ INTERREG	Σε Γνωμοδότηση Ένταξης
814330	IN1GB-0001591	cccc	cccc	Ανατολική Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	5/12/2019 10:40:03 πμ	MOA-Administration Support			Σε αξιολόγηση

Κωδικός Επιχείρησης	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	Περιφέρεια	ΕΠ-Άξονας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικοποίησης	Χρήστης Οριστικοποίησης	Κατάσταση
798772	IN1GB-0001571	κκκ	κ.γκκ	Ανατολική Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	7/3/2019 11:29:37 πμ	MOA-Administration Support	11/12/2019 10:21:50 πμ	MOA-Administration Support	Υποβληθέν φουδάς φτάδας

After choosing a funding application for evaluation, through the active Project Code, the user-evaluator enters the interface shown in the print screen below:

General Information

The proposal (AF) hasn't been validated yet, you are able to cancel it.

Project Code : **IN1GB-000747** 192931

Enterprise : **Enterprise Name**

UFI identification number : **01111111**

Action type : **Αξιολόγηση Προτάσεων [Αξιολόγηση Προτάσεων]**

Start User : **Διαχειριστής Αξιολογητών Interreg Διαχειριστής Αξιολογητών Interreg**

Start Date : **6/12/2019 8:43:24 πμ**

Assigned user : **Support MOA-Administration**

Completion Deadline : _____

Cancellation User : _____

Cancellation Date : _____

Completion User : _____

Completion Date : _____

Last action data

Action Type : Started


by the User : mouadmin

Date : 6/12/2019 11:03:59 πμ

Comments : _____

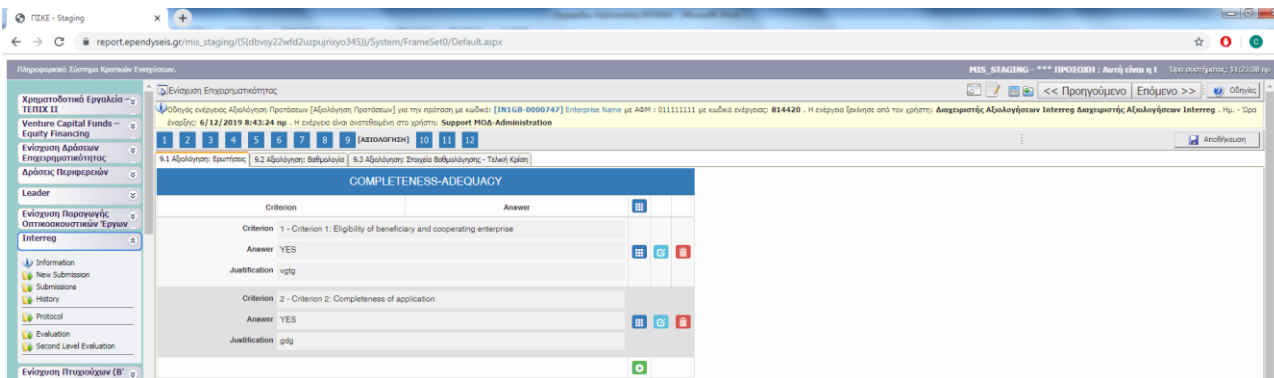
The user-evaluator selects “Επεξεργασία /Edit” on the right of the screen in order to start the evaluation.

Tabs 1 to 8 are pre-filled, as they were submitted by the beneficiary, during the “Submission” stage.

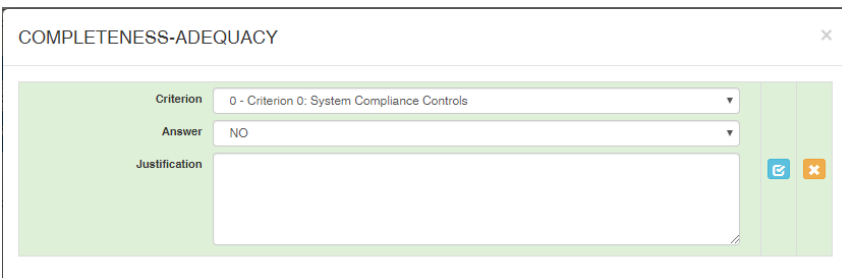
The user-evaluator is able to intervene in the already filled in fields of the application form, by selecting the button , based on the rights provided to him/her by the Call document.


The main part of the evaluation is performed and recorded in tabs 9.1, 9.2 and 9.3.

The evaluator selects tab 9.1 and taking into consideration the data of the submitted investment plan (AF), reflects its completeness and adequacy:

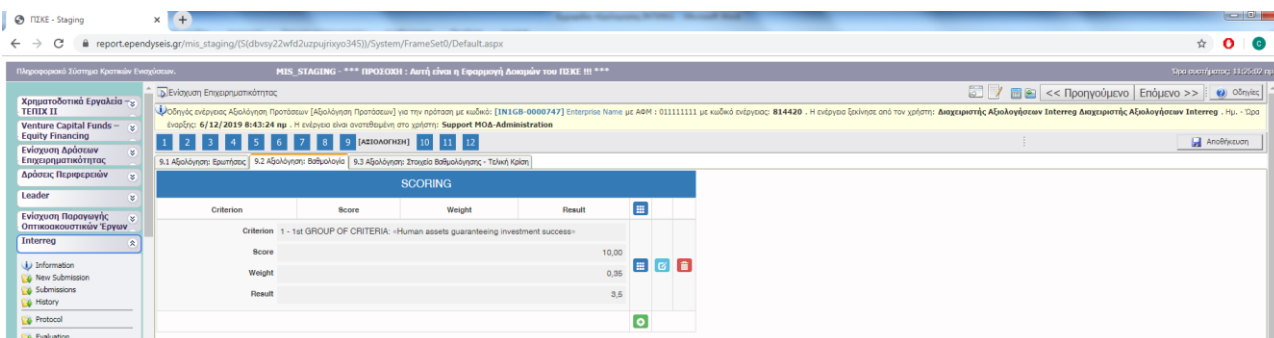


Particular attention is required using the selection , in order to select and enter one by one all the evaluation criteria.

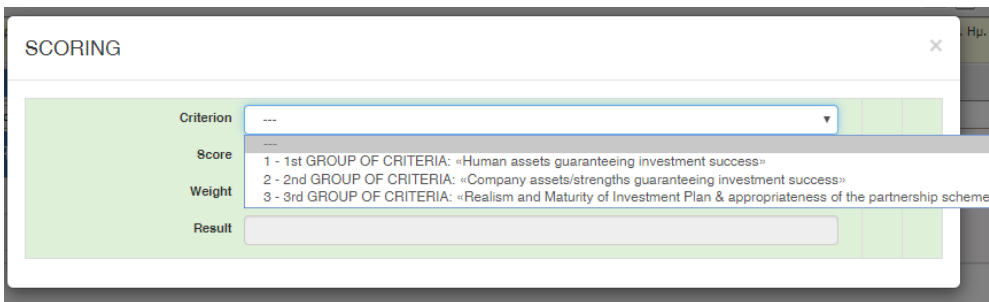



When each criterion entry is completed, click on the button  and proceed to the next one.

In tab 9.2 the score of each group of criteria is entered.

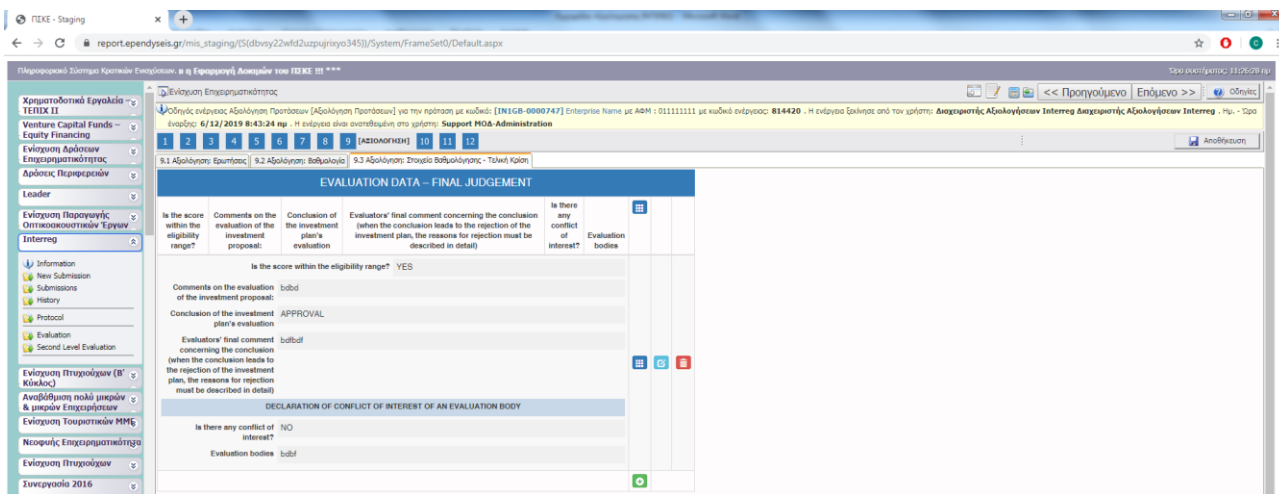


Particular attention is required using the selection , in order to select and enter one by one all the evaluation criteria.



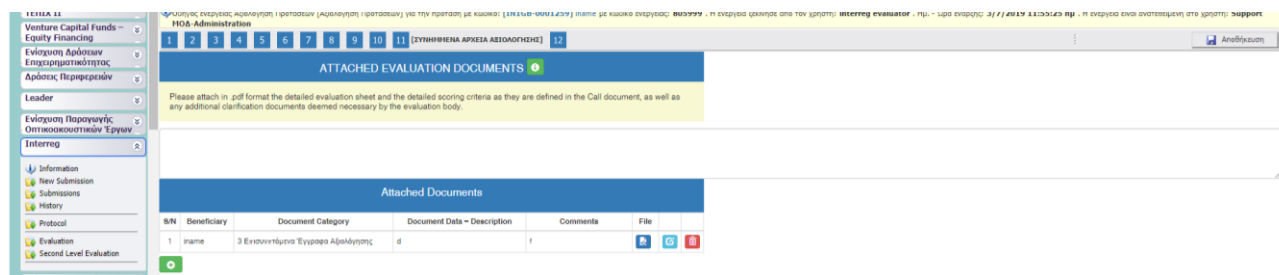
When each criterion entry is completed, click on the button  and proceed to the next one.

The evaluation stage is completed by filling in the tab 9.3.

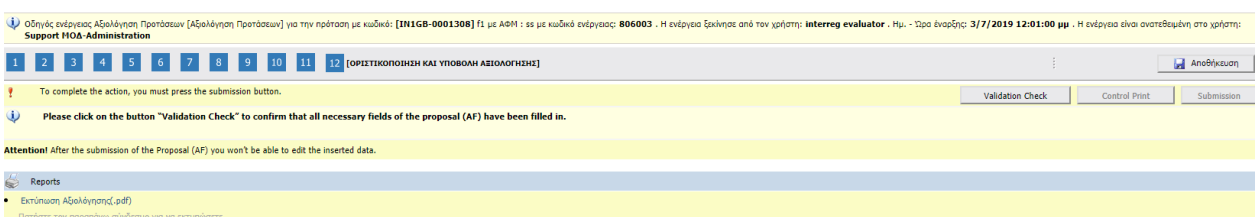


In tab 10, the evaluator-user has access to all documents that were submitted electronically by the beneficiary, during the submission stage. The evaluator does not have the right to edit these documents; however, he/she has the right to download the attached files.

In tab 11, the evaluator-user “uploads” in the system all relevant files to the evaluation, such as the evaluation sheet and any additional documents / clarification requested by the beneficiaries during the evaluation process and in the context of the rights granted by the Call document.



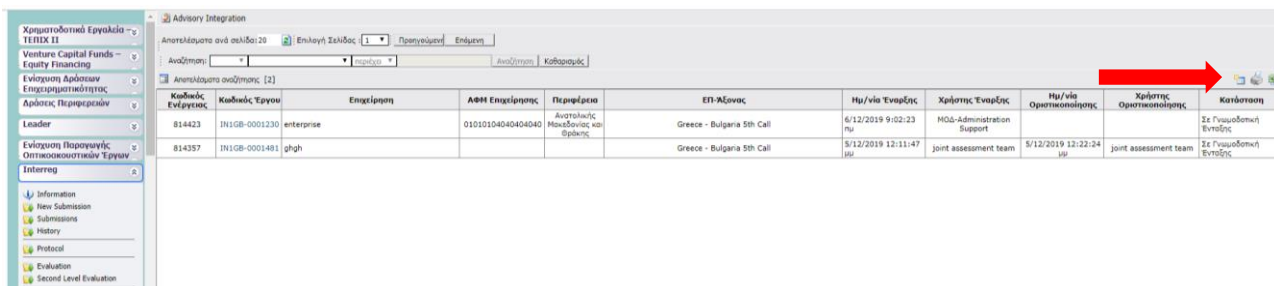
In Tab 12, after completing the validation check the evaluation is finalized.




Finally, the evaluation form, as it is generated by the system, is printed and signed by both evaluators.

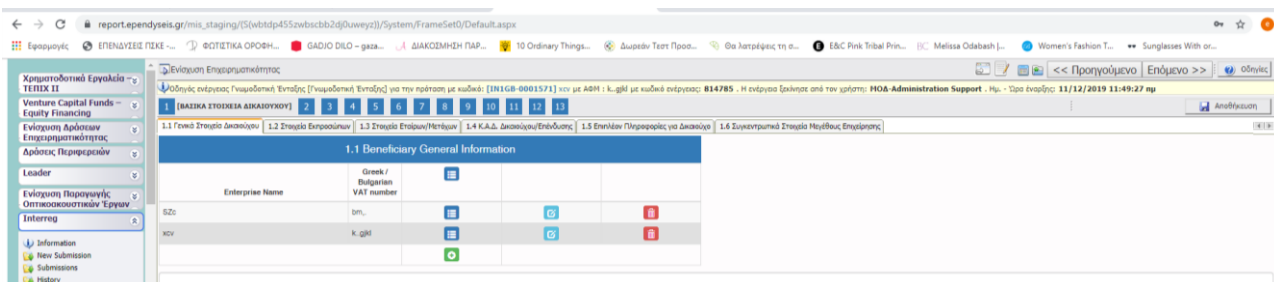
E. SECOND LEVEL EVALUATION BY THE JOINT ASSESSMENT TEAM (JAT)

The next action is the evaluation of the funding applications by the 2nd Level Evaluation Body which is the Joint Assessment Team (JAT). The user responsible (representing the Joint Assessment Team) uses his/her credentials to log in the system and in the next screen he/she selects the action «Second Level Evaluation» from the menu on the left of the screen.



In order to display the investment plans that are available for evaluation, the user-JAT has to click on the icon , found on the top right of the screen. In the next screen all the evaluations performed and submitted by the First Level Evaluation Body are displayed and are available to be evaluated by the Joint Assessment Team.

The user-JAT selects the investment plan for evaluation (active Project Code) and clicks on the “Επεξεργασία/Edit” on the left menu of the screen, in order to enter the environment/tabs of the investment plan.



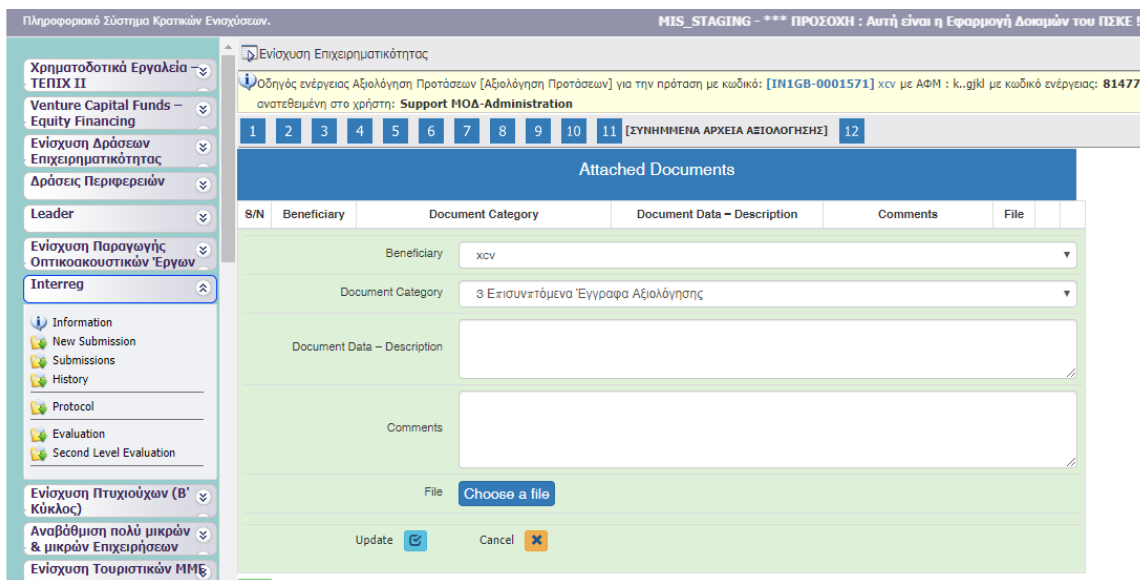
Tabs 1 to 8 concern the data of the investment plan in which the Joint Assessment Team may intervene and modify it, according to its rights set in the Call document.

In tab 9, the Joint Assessment Team enters its evaluation (completeness / adequacy / scoring) following the same procedure as described in Section D.

Tab 10 is not applicable.

Through tab 11, the Joint Assessment Team has access to all attached documents that were submitted by the beneficiaries during the submission phase, as well as the evaluation documents of the First Level Evaluation Body. The Joint Assessment Team does not have the right to edit these documents, but has the right to view them.

In Tab 12, the Joint Assessment Team uploads the evaluation sheet and any additional documents / clarification requested, as described in Section D.



In tab 13, the Joint Assessment Team completes its evaluation by performing the validation check and submitting the evaluation report.

F. FINAL APPROVAL OF THE FUNDING PROPOSALS BY THE MONITORING COMMITTEE OF THE CP INTERREG VA “GREECE-BULGARIA 2014-2020”



After the completion of the Second Level Evaluation by the Joint Assessment Team, the Monitoring Committee of the Programme is notified, in order to enter the system with its own credentials and proceed to the approval or the rejection of the Application.

The Monitoring Committee has the right only to view the evaluation report of the Joint Assessment Team without having the right to intervene and/or edit the evaluation report.

Afterwards, the Monitoring Committee makes an official record (according to the Call document Paragraph 12.2.2) which is transmitted to the Managing Authority and uploaded in SAMIS by MOU SA, in the section “Minutes/Decisions” of the menu, on the right of the screen.

If the Monitoring Committee finds a problem in the evaluation, a re-evaluation of the specific project proposals may be requested. The Managing Authority informs MOU in order to change the status of these project proposals to “re-evaluation” (First Level Evaluation and Second Level Evaluation).

A provisional scoreboard is issued upon the completion of the evaluation process by the Monitoring Committee and of any re-evaluations. The Managing Authority is responsible for issuing the provisional scoreboard. Taking into consideration the provisional scoreboard of results (meaning approved or rejected investment plans based on the evaluation procedure and within the range of available budget of the Call/Programme), the Monitoring Committee will authorise the Joint Secretariat to record and complete in SAMIS, in the action of the “Second Level Evaluation”, the status of each investment plan to approved or rejected.

The final decision for the approval  or the rejection  of an investment plan is taken by the **Monitoring Committee**.

Attention: Only the investment proposals approved on the basis of the evaluation procedure and within the range of the eligible budget of the Programme/Call are considered approved.

