Interreg
Greece-Bulgaria
European Regional Development Fund

EUROPEAN UNION

5th Call for Project Proposals

User Manual for the 2nd Level Evaluation on SAMIS

performed by the Joint Assessment Team (JAT)

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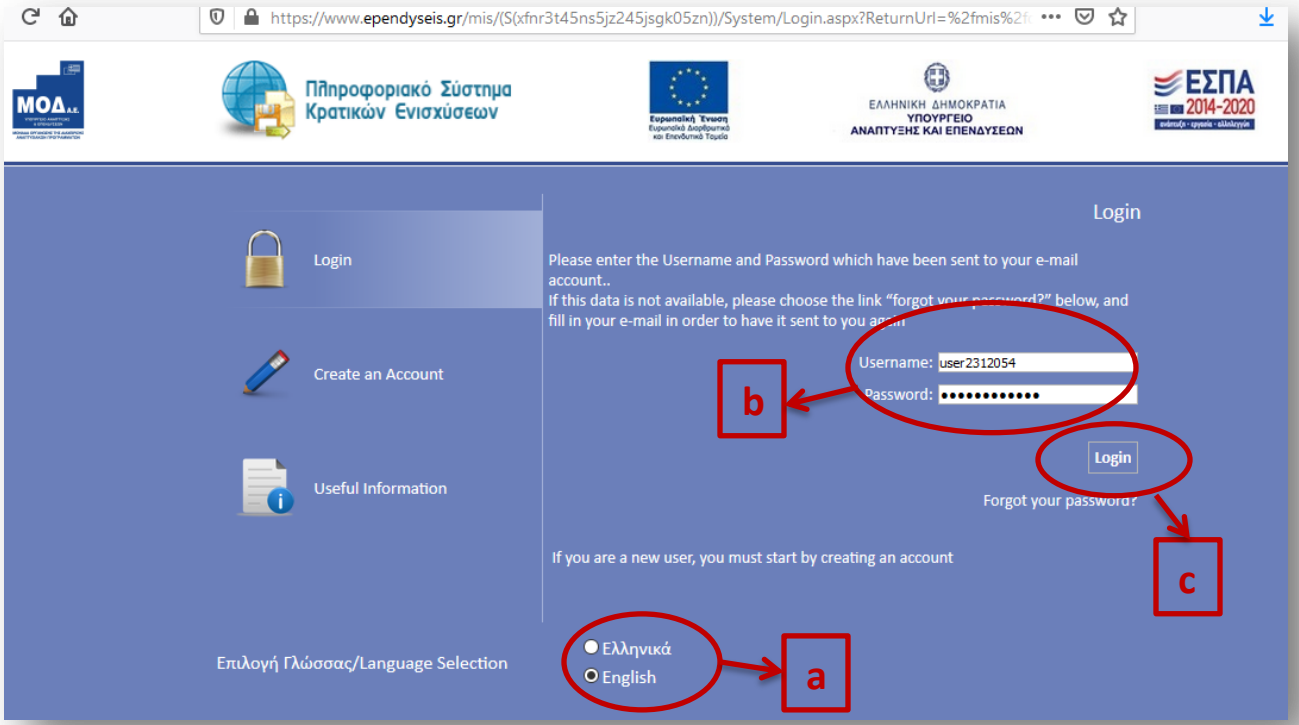
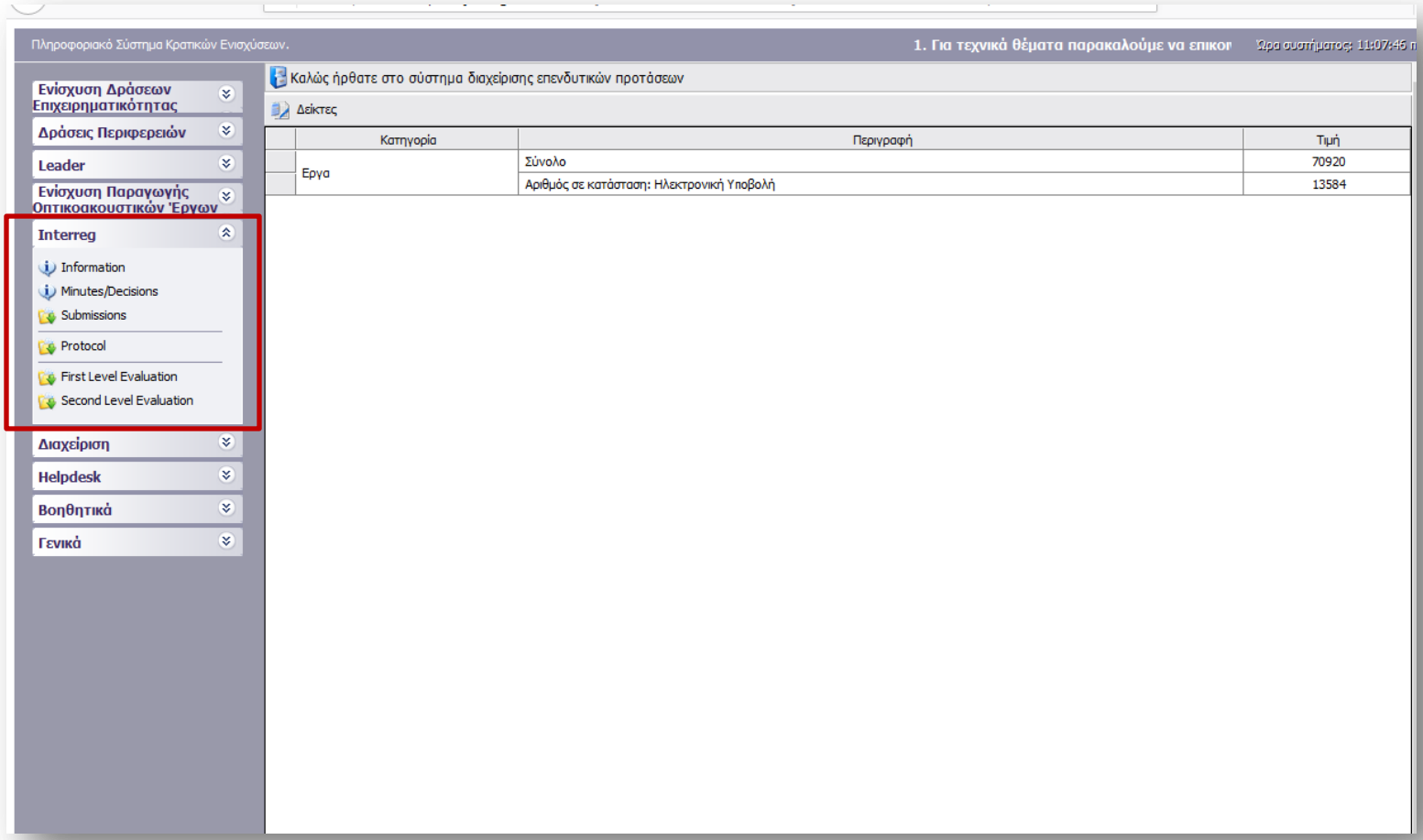
LOGIN TO SAMIS

1. Enter the link: https://www.ependyseis.gr/mis/(S(xfnr3t45ns5jz245jsgk05zn))/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx
2. In the screen that appears
    a. choose the English language
    b. add your credentials: [redacted]
    c. click the “Login” button



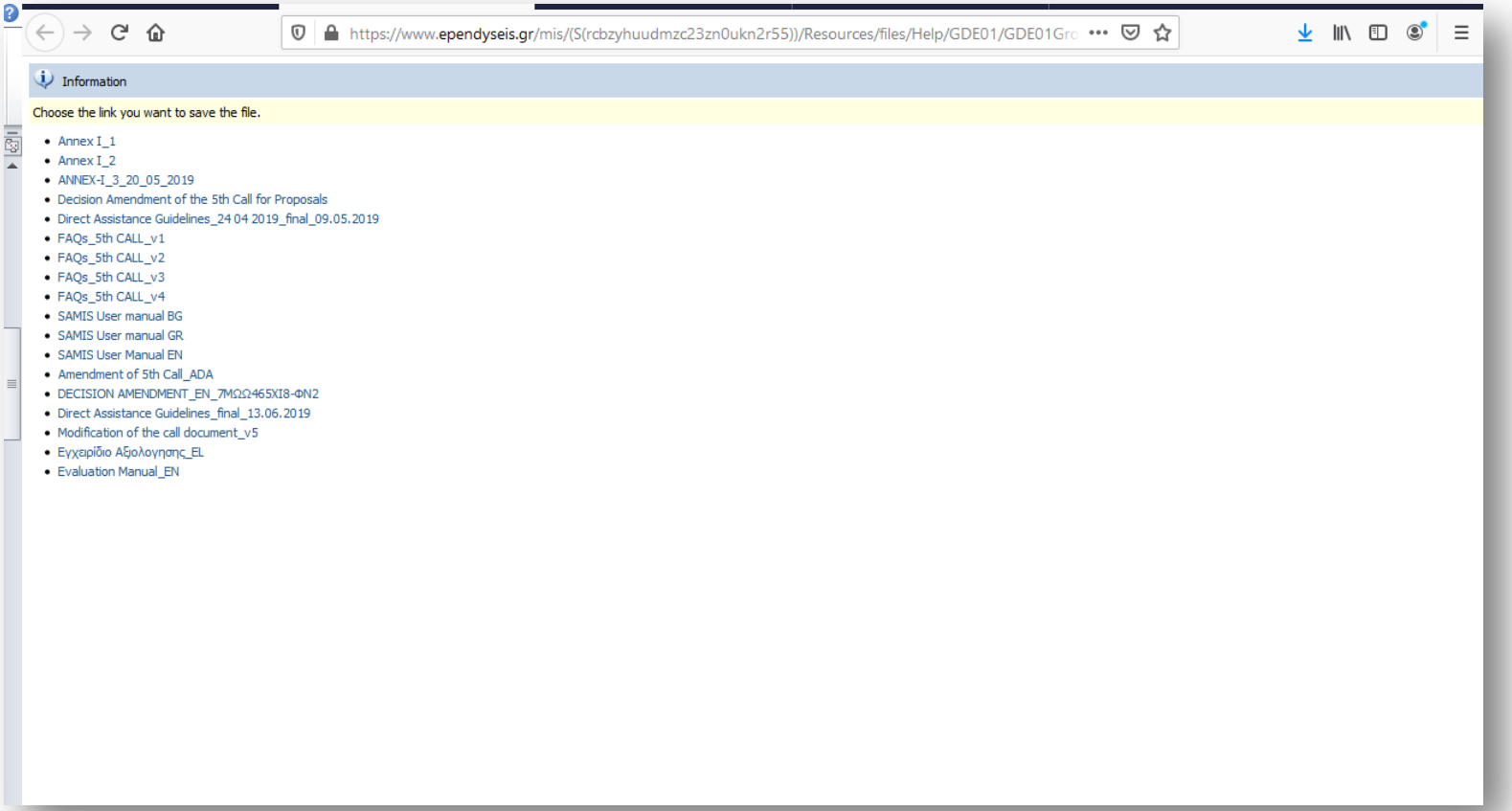
THE INTERREG MENU

After you login the following screen appears. Go to the menu on the left of the screen and click on the two arrows (˅)next to **“Interreg”** to expand its menu.



a. Information:

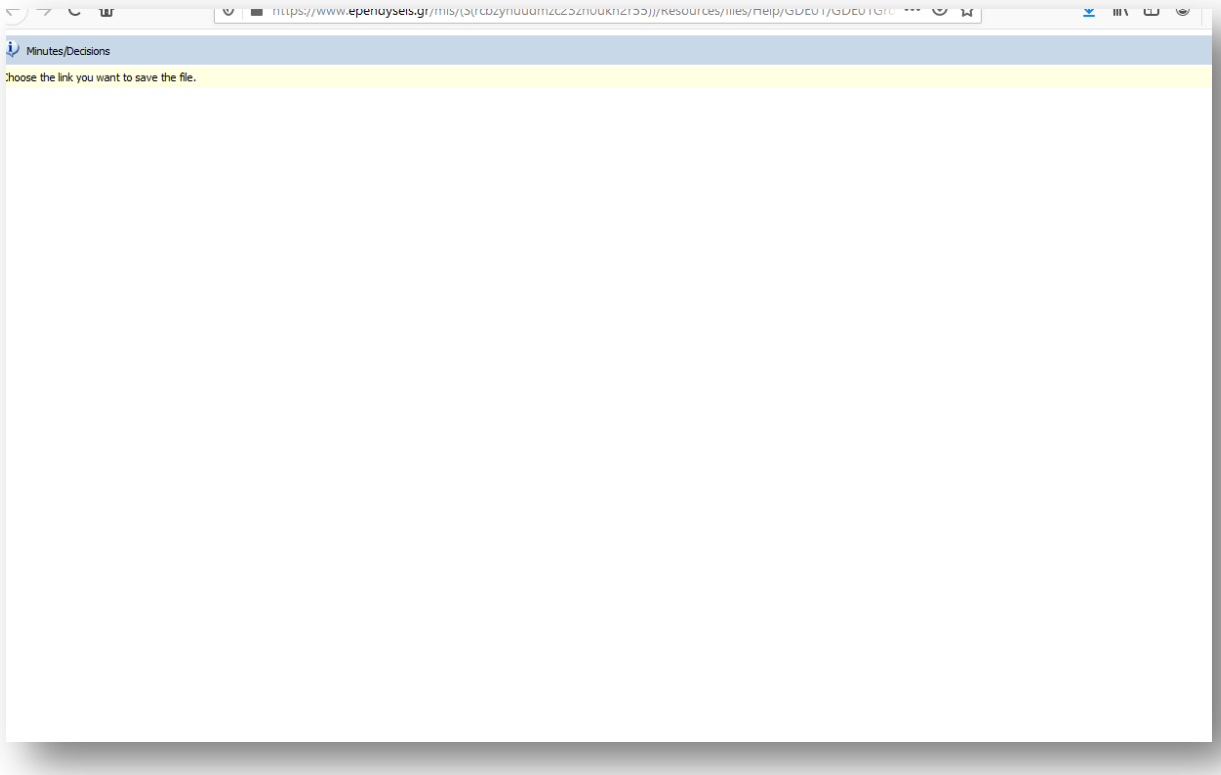
All versions of the Call document, the Annexes, the FAQs, the User Manuals etc. may be found under this category.



b. Minutes/Decisions

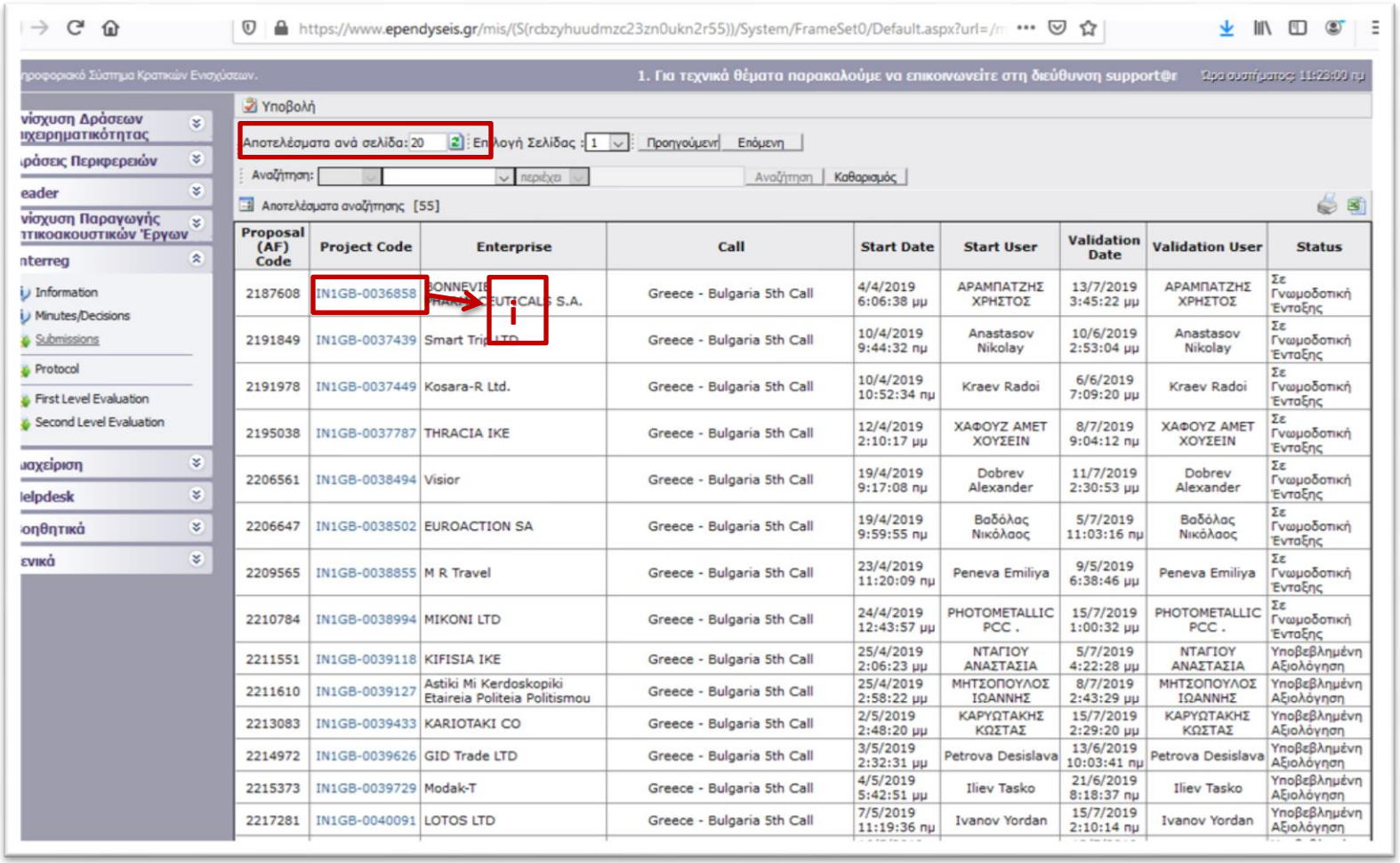
Official documents of the MC, JAT will be uploaded in this section. The following documents have to be uploaded by the JS:

- **JAT-** rules of procedure
- **JAT members –** declarations of non-conflict of interest



c. Submissions (VIEW RIGHTS ONLY)

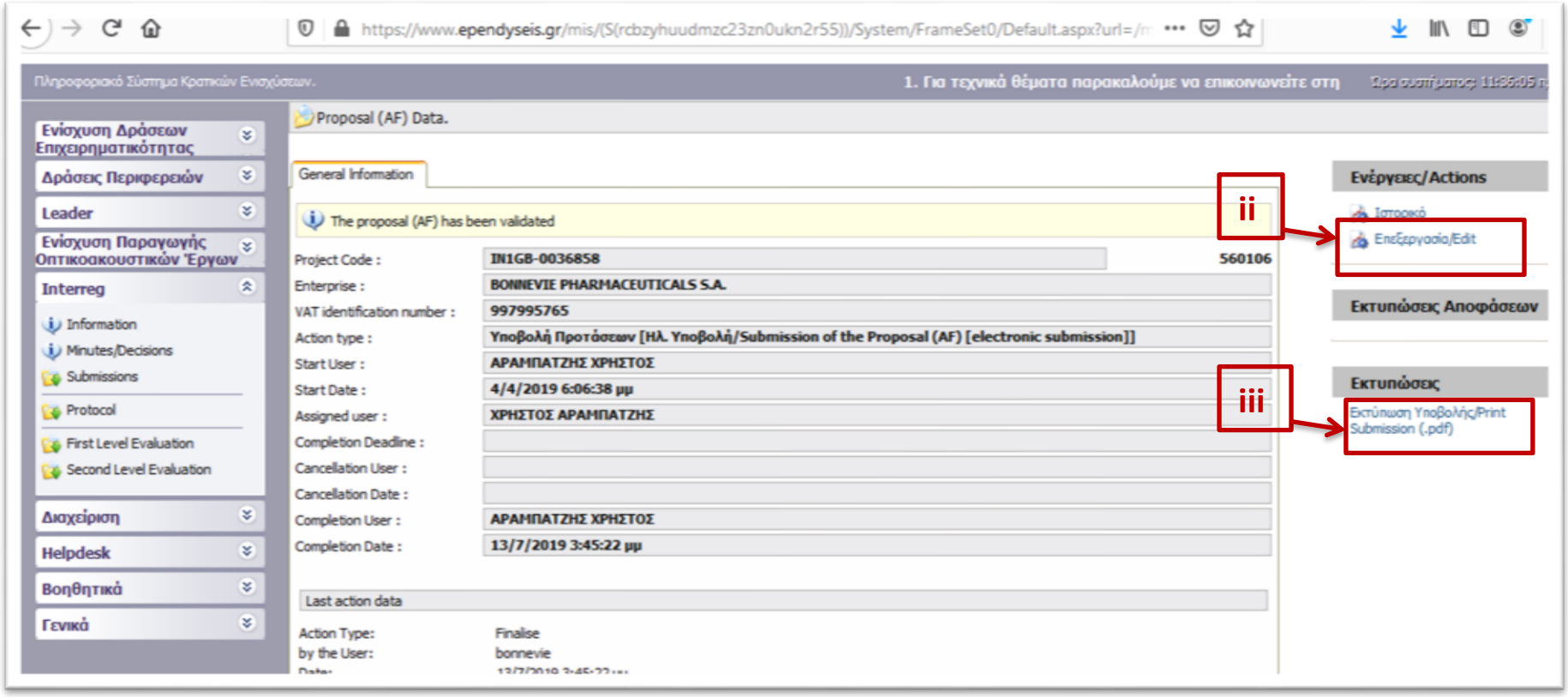
In the following screen the user may find a list of the submitted project proposals, as they were submitted by the applicants through the system. In total, there are 55 project proposals submitted and only 20 project proposals are shown per page. To see the full list of the submitted project proposals, the user has to type "60" in the field: "Αποτελέσματα ανά σελίδα:" and click on the refresh button next to it.



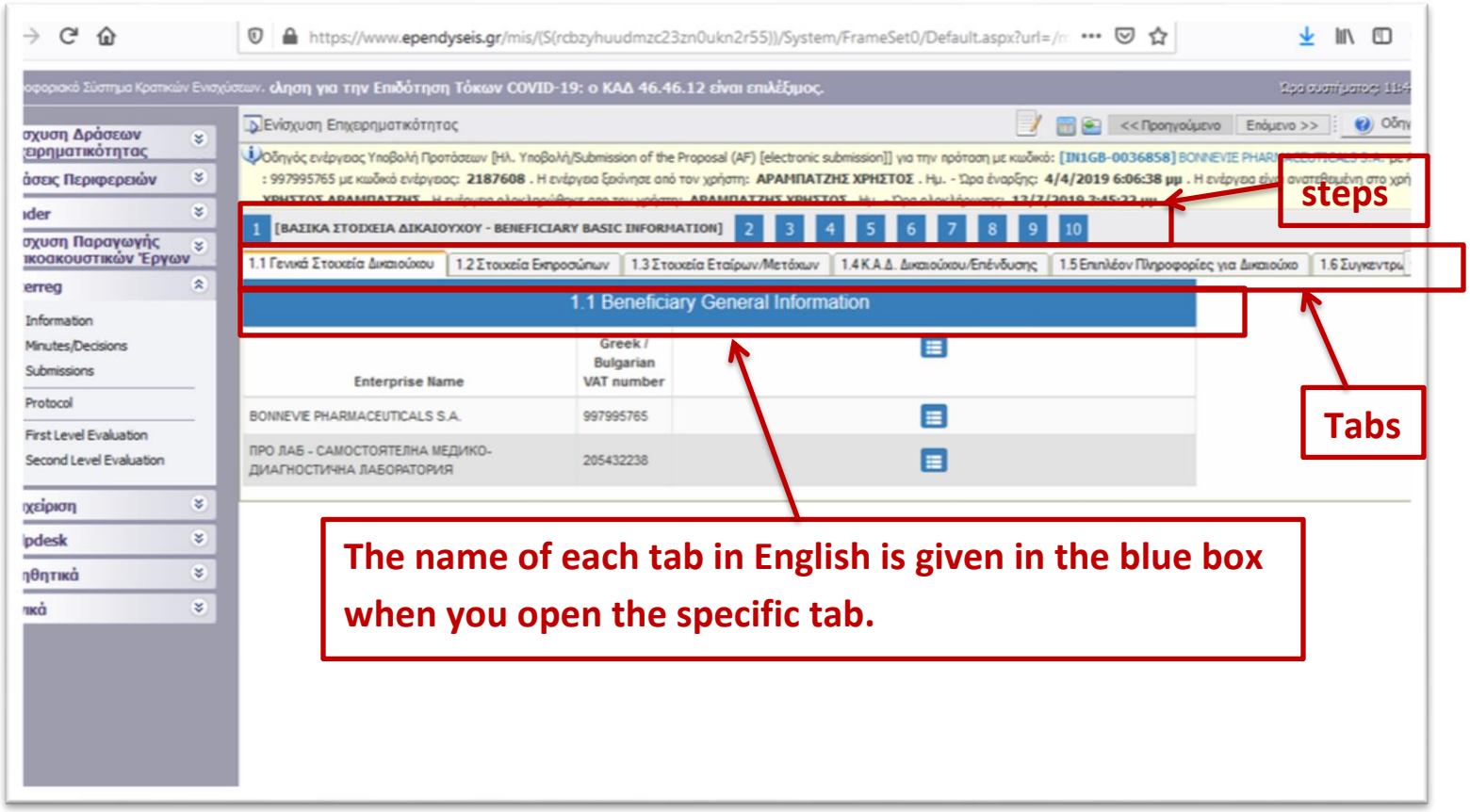
Proposal (AF) Code	Project Code	Enterprise	Call	Start Date	Start User	Validation Date	Validation User	Status
2187608	IN1GB-0036858	BONNEVIS HARMACEUTICALS S.A.	Greece - Bulgaria 5th Call	4/4/2019 6:06:38 μμ	ΑΡΑΜΠΑΤΖΗΣ ΧΡΗΣΤΟΣ	13/7/2019 3:45:22 μμ	ΑΡΑΜΠΑΤΖΗΣ ΧΡΗΣΤΟΣ	Σε Γνωμοδοτική Ένταξης
2191849	IN1GB-0037439	Smart Trip LTD	Greece - Bulgaria 5th Call	10/4/2019 9:44:32 πμ	Anastasov Nikolay	10/6/2019 2:53:04 μμ	Anastasov Nikolay	Σε Γνωμοδοτική Ένταξης
2191978	IN1GB-0037449	Kosara-R Ltd.	Greece - Bulgaria 5th Call	10/4/2019 10:52:34 πμ	Kraev Radoi	6/6/2019 7:09:20 μμ	Kraev Radoi	Σε Γνωμοδοτική Ένταξης
2195038	IN1GB-0037787	THRACIA IKE	Greece - Bulgaria 5th Call	12/4/2019 2:10:17 μμ	ΧΑΦΟΥΖ ΑΜΕΤ ΧΟΥΣΕΙΝ	8/7/2019 9:04:12 πμ	ΧΑΦΟΥΖ ΑΜΕΤ ΧΟΥΣΕΙΝ	Σε Γνωμοδοτική Ένταξης
2206561	IN1GB-0038494	Visior	Greece - Bulgaria 5th Call	19/4/2019 9:17:08 πμ	Dobrev Alexander	11/7/2019 2:30:53 μμ	Dobrev Alexander	Σε Γνωμοδοτική Ένταξης
2206647	IN1GB-0038502	EUROACTION SA	Greece - Bulgaria 5th Call	19/4/2019 9:59:55 πμ	Βαδόλας Νικόλαος	5/7/2019 11:03:16 πμ	Βαδόλας Νικόλαος	Σε Γνωμοδοτική Ένταξης
2209565	IN1GB-0038855	M R Travel	Greece - Bulgaria 5th Call	23/4/2019 11:20:09 πμ	Peneva Emiliya	9/5/2019 6:38:46 μμ	Peneva Emiliya	Σε Γνωμοδοτική Ένταξης
2210784	IN1GB-0038994	MIKONI LTD	Greece - Bulgaria 5th Call	24/4/2019 12:43:57 μμ	PHOTOMETALLIC PCC .	15/7/2019 1:00:32 μμ	PHOTOMETALLIC PCC .	Σε Γνωμοδοτική Ένταξης
2211551	IN1GB-0039118	KIFISIA IKE	Greece - Bulgaria 5th Call	25/4/2019 2:06:23 μμ	ΝΤΑΓΙΟΥ ΑΝΑΣΤΑΣΙΑ	5/7/2019 4:22:28 μμ	ΝΤΑΓΙΟΥ ΑΝΑΣΤΑΣΙΑ	Υποβεβλημένη Αξιολόγηση
2211610	IN1GB-0039127	Astiki Mi Kerdoskopiki Etaireia Politeia Politismou	Greece - Bulgaria 5th Call	25/4/2019 2:58:22 μμ	ΜΗΤΣΟΠΟΥΛΟΣ ΙΩΑΝΝΗΣ	8/7/2019 2:43:29 μμ	ΜΗΤΣΟΠΟΥΛΟΣ ΙΩΑΝΝΗΣ	Υποβεβλημένη Αξιολόγηση
2213083	IN1GB-0039433	KARIOTAKI CO	Greece - Bulgaria 5th Call	2/5/2019 2:48:20 μμ	ΚΑΡΥΩΤΑΚΗΣ ΚΩΣΤΑΣ	15/7/2019 2:29:20 μμ	ΚΑΡΥΩΤΑΚΗΣ ΚΩΣΤΑΣ	Υποβεβλημένη Αξιολόγηση
2214972	IN1GB-0039626	GID Trade LTD	Greece - Bulgaria 5th Call	3/5/2019 2:32:31 μμ	Petrova Desislava	13/6/2019 10:03:41 πμ	Petrova Desislava	Υποβεβλημένη Αξιολόγηση
2215373	IN1GB-0039729	Modak-T	Greece - Bulgaria 5th Call	4/5/2019 5:42:51 μμ	Iliev Tasko	21/6/2019 8:18:37 πμ	Iliev Tasko	Υποβεβλημένη Αξιολόγηση
2217281	IN1GB-0040091	LOTOS LTD	Greece - Bulgaria 5th Call	7/5/2019 11:19:36 πμ	Ivanov Yordan	15/7/2019 2:10:14 πμ	Ivanov Yordan	Υποβεβλημένη Αξιολόγηση

To check a submitted project proposal, the user has to select it from the list based on its Project Code (2nd column of the table). Example:
To check the project proposal with Project Code: IN1GB-0036858:

i. Click on the project code (see picture above) which is an active link.
ii. In the next screen the user has to click on the link Επεξεργασία/Edit found at the left side menu.
iii. If you want to download the project proposal in a .pdf file, click on the Εκτύπωση Υποβολής/Print Submission (.pdf) link found at the left side menu.

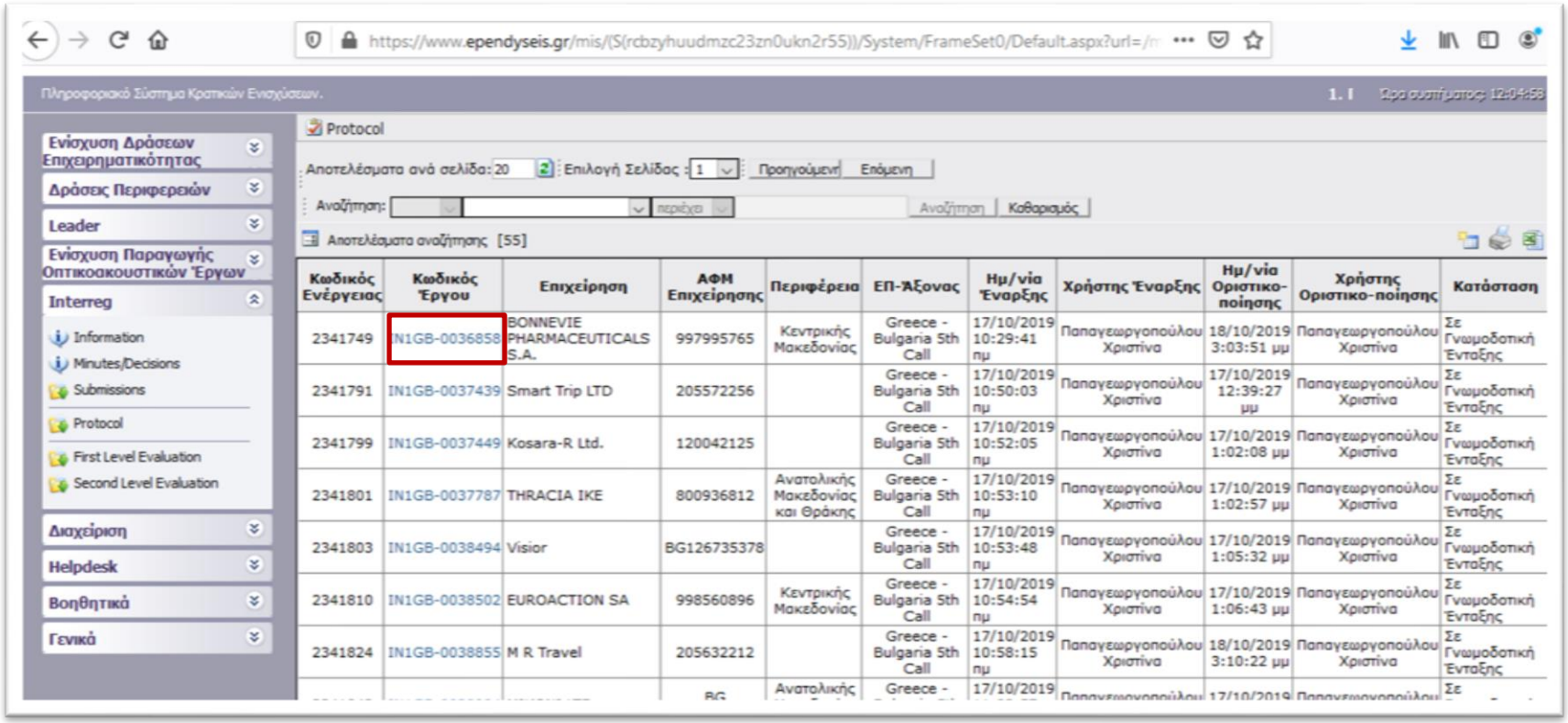


In the previous screen, if the user clicks on the link Επεξεργασία/Edit , the following screen appears, which is the project proposal submitted by the applicant. It consists of 10 steps and each step consists of sub-tabs. Some steps and tabs are indicated as not applicable. For more information about the screens, please refer to the SAMIS User Manual EN found in the "Information" menu (see step 3b).

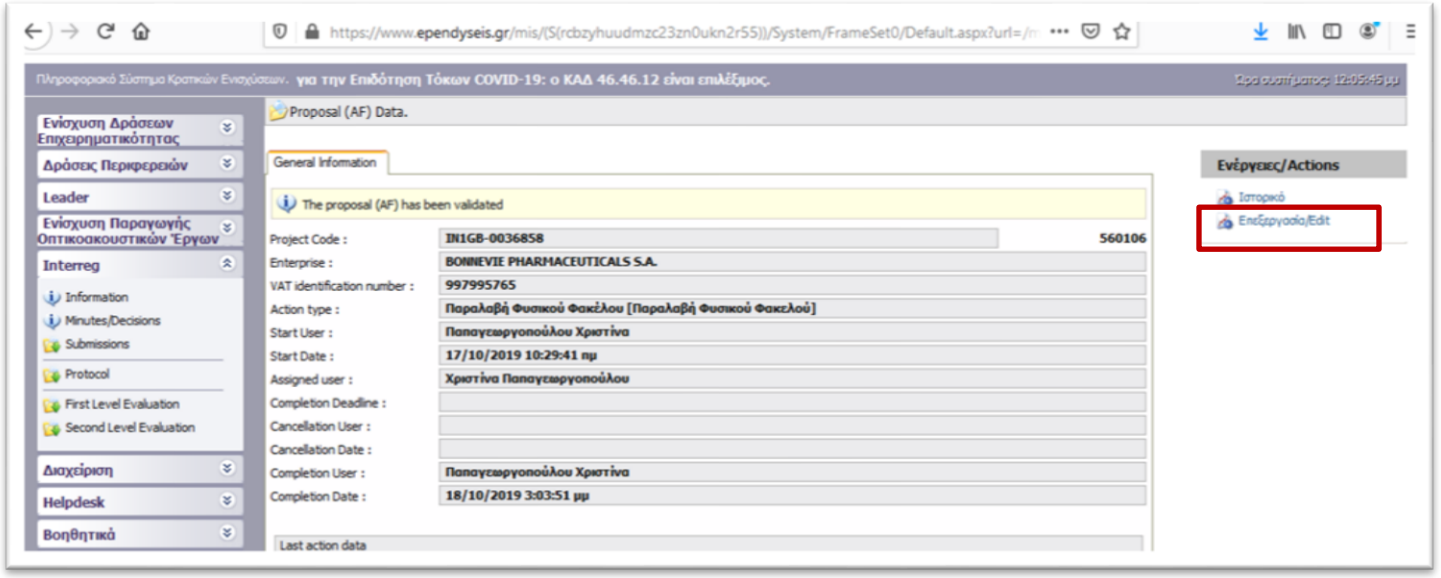


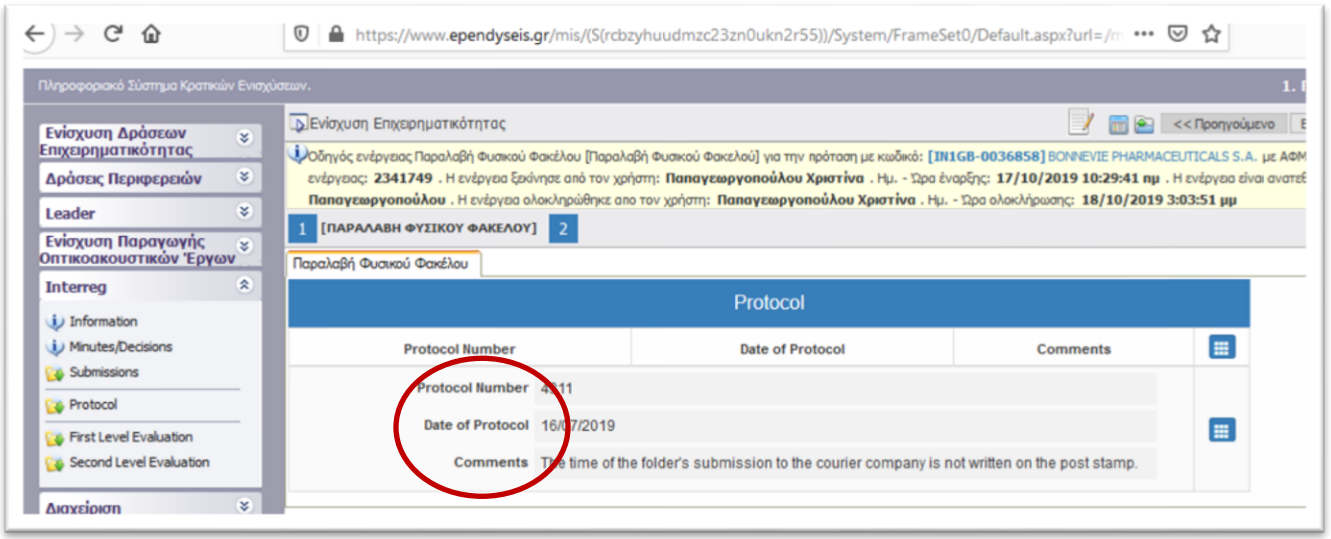
d. Protocol (VIEW RIGHTS ONLY)

In this category, the user may see the protocol number each project proposal received when its folder was delivered to the JS. The procedure to access this information is the same as above. The user has to click on the *Project Code* of the specific project proposal he/she wishes to check its protocol number and then click on the Επεξεργασία/Edit link found at the left menu.



Κωδικός Ενέργειας	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	Περιφέρεια	ΕΠ-Άξονας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικο-ποίησης	Χρήστης Οριστικο-ποίησης	Κατάσταση
2341749	IN1GB-0036858	BONNEVIE PHARMACEUTICALS S.A.	997995765	Κεντρικής Μακεδονίας	Greece - Bulgaria 5th Call	17/10/2019 10:29:41 πμ	Παπαγεωργοπούλου Χριστίνα	18/10/2019 3:03:51 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341791	IN1GB-0037439	Smart Trip LTD	205572256		Greece - Bulgaria 5th Call	17/10/2019 10:50:03 πμ	Παπαγεωργοπούλου Χριστίνα	17/10/2019 12:39:27 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341799	IN1GB-0037449	Kosara-R Ltd.	120042125		Greece - Bulgaria 5th Call	17/10/2019 10:52:05 πμ	Παπαγεωργοπούλου Χριστίνα	17/10/2019 1:02:08 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341801	IN1GB-0037787	THRACIA IKE	800936812	Ανατολικής Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	17/10/2019 10:53:10 πμ	Παπαγεωργοπούλου Χριστίνα	17/10/2019 1:02:57 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341803	IN1GB-0038494	Visior	BG126735378		Greece - Bulgaria 5th Call	17/10/2019 10:53:48 πμ	Παπαγεωργοπούλου Χριστίνα	17/10/2019 1:05:32 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341810	IN1GB-0038502	EUROACTION SA	998560896	Κεντρικής Μακεδονίας	Greece - Bulgaria 5th Call	17/10/2019 10:54:54 πμ	Παπαγεωργοπούλου Χριστίνα	17/10/2019 1:06:43 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341824	IN1GB-0038855	M R Travel	205632212		Greece - Bulgaria 5th Call	17/10/2019 10:58:15 πμ	Παπαγεωργοπούλου Χριστίνα	18/10/2019 3:10:22 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης


https://www.ependyseis.gr/mis/(S(rcbzyhuudmzc23zn0ukn2r55))/System/FrameSet0/Default.aspx?url=/
Πληροφοριακό Σύστημα Κρατικών Ενισχύσεων. για την Επιδότηση Τόκων COVID-19: ο ΚΑΔ 46.46.12 είναι επιλέξιμος.
Ώρα συστήματος: 12:05:45 μμ
Ενίσχυση Δράσεων Επιχειρηματικότητας
Δράσεις Περιφερειών
Leader
Ενίσχυση Παραγωγής Οπτικοακουστικών Έργων
Interreg
Information
Minutes/Decisions
Submissions
Protocol
First Level Evaluation
Second Level Evaluation
Διαχείριση
Helpdesk
Βοηθητικά
Proposal (AF) Data.
General Information
The proposal (AF) has been validated
Project Code : IN1GB-0036858 560106
Enterprise : BONNEVIE PHARMACEUTICALS S.A.
VAT identification number : 997995765
Action type : Παραλαβή Φυσικού Φακέλου [Παραλαβή Φυσικού Φακελού]
Start User : Παπαγεωργοπούλου Χριστίνα
Start Date : 17/10/2019 10:29:41 μμ
Assigned user : Χριστίνα Παπαγεωργοπούλου
Completion Deadline :
Cancellation User :
Cancellation Date :
Completion User : Παπαγεωργοπούλου Χριστίνα
Completion Date : 18/10/2019 3:03:51 μμ
Last action data
Ενέργειες/Actions
Ιστορικό
Επεξεργασία/Edit


https://www.ependyseis.gr/mis/(S(rcbzyhuudmzc23zn0ukn2r55))/System/FrameSet0/Default.aspx?url=/
Πληροφοριακό Σύστημα Κρατικών Ενισχύσεων.
Ενίσχυση Δράσεων Επιχειρηματικότητας
Δράσεις Περιφερειών
Leader
Ενίσχυση Παραγωγής Οπτικοακουστικών Έργων
Interreg
Information
Minutes/Decisions
Submissions
Protocol
First Level Evaluation
Second Level Evaluation
Διαχείριση
Ενίσχυση Επιχειρηματικότητας
<< Προηγούμενο
Οδηγός ενέργειας Παραλαβή Φυσικού Φακέλου [Παραλαβή Φυσικού Φακελού] για την πρόταση με κωδικό: [IN1GB-0036858] BONNEVIE PHARMACEUTICALS S.A. με ΑΦΜ
ενέργειας: 2341749 . Η ενέργεια ξεκίνησε από τον χρήστη: Παπαγεωργοπούλου Χριστίνα . Ημ. - Ώρα έναρξης: 17/10/2019 10:29:41 μμ . Η ενέργεια είναι αναπεξ
Παπαγεωργοπούλου . Η ενέργεια ολοκληρώθηκε απο τον χρήστη: Παπαγεωργοπούλου Χριστίνα . Ημ. - Ώρα ολοκλήρωσης: 18/10/2019 3:03:51 μμ
1 [ΠΑΡΑΛΑΒΗ ΦΥΣΙΚΟΥ ΦΑΚΕΛΟΥ] 2
Παραλαβή Φυσικού Φακέλου
Protocol
Protocol Number
Date of Protocol
Comments
Protocol Number 4111
Date of Protocol 16/07/2019
Comments The time of the folder's submission to the courier company is not written on the post stamp.

e. First Level Evaluation (VIEW RIGHTS ONLY)

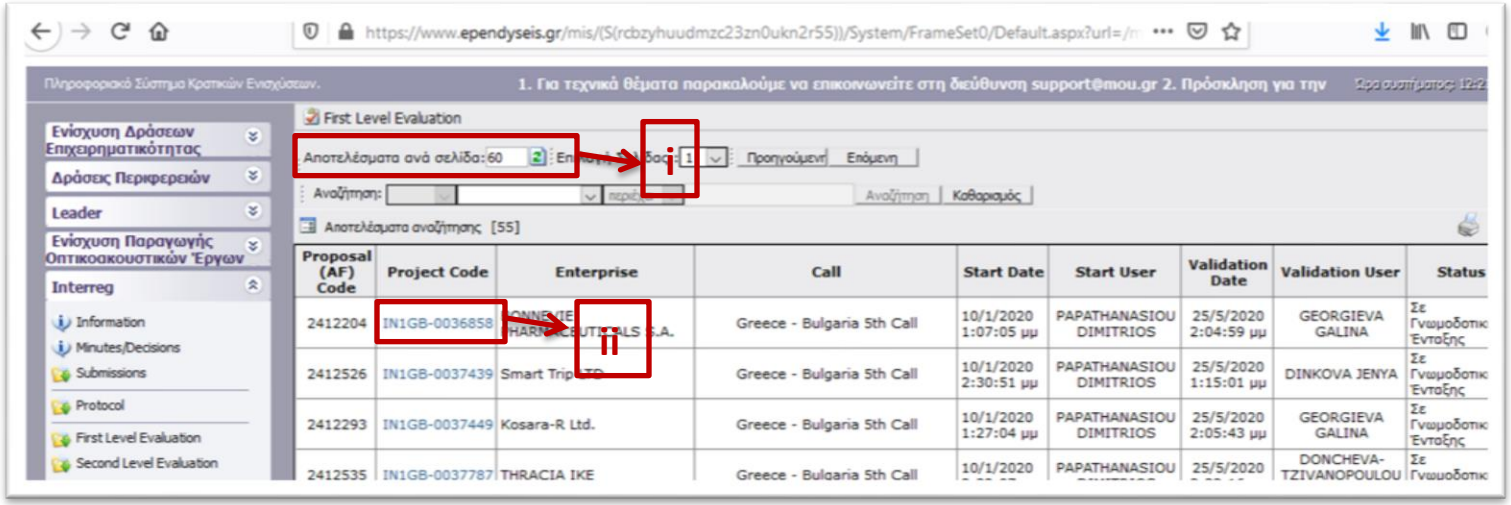
In this section you may see the evaluation of each proposal performed by the 1st Level Evaluation Body (Joint Secretariat).

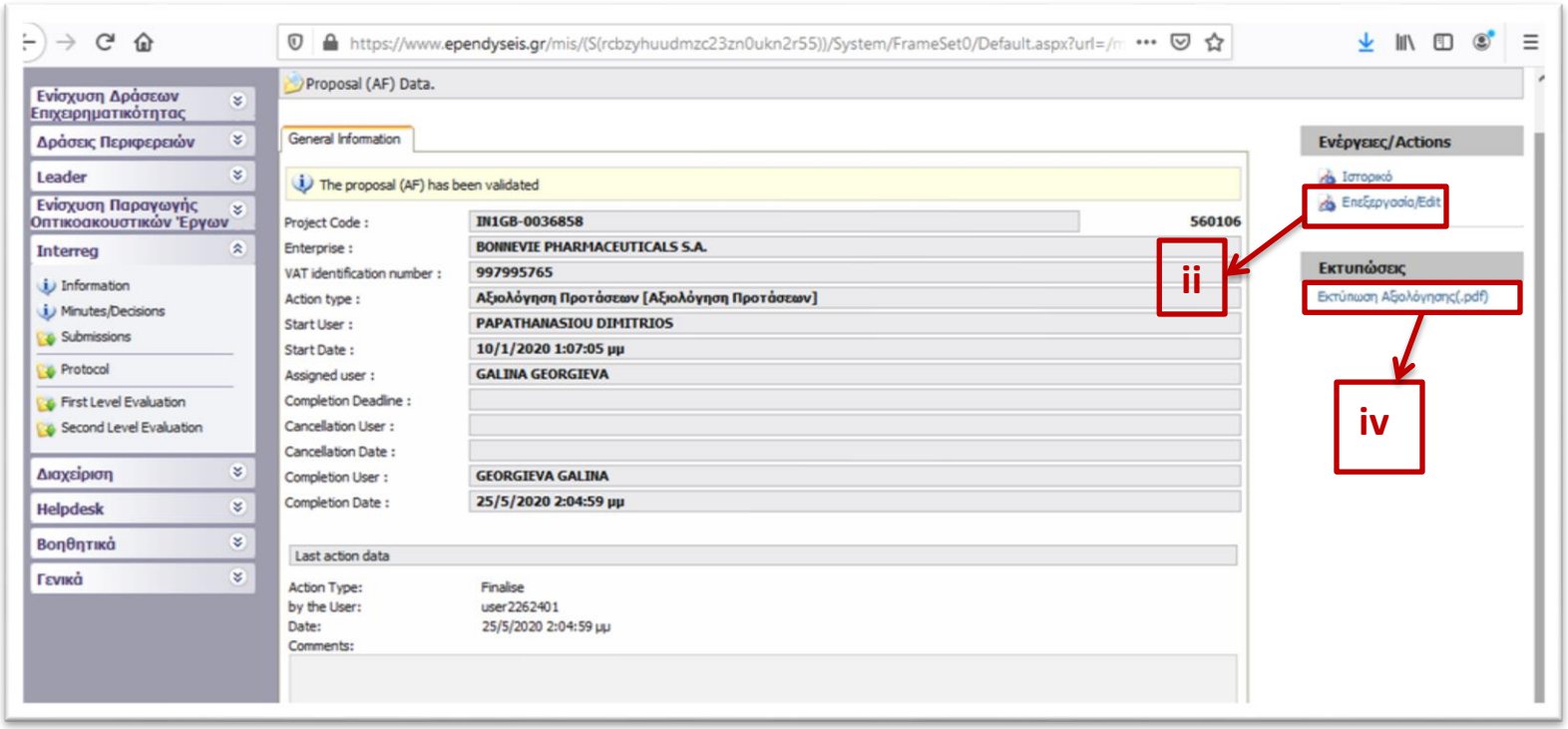
i. To see the full list of the evaluated project proposals type “60” in the field: “Αποτελέσματα ανά σελίδα:” and click on the refresh button next to it.

ii. To check the evaluation of a project proposal, select it from the list based on its Project Code (2nd column of the table). Example: for project proposal with Project Code: IN1GB-0036858: Click on the project code which is an active link.

iii. In the next screen you click on the link Επεξεργασία/Edit at the left side menu.

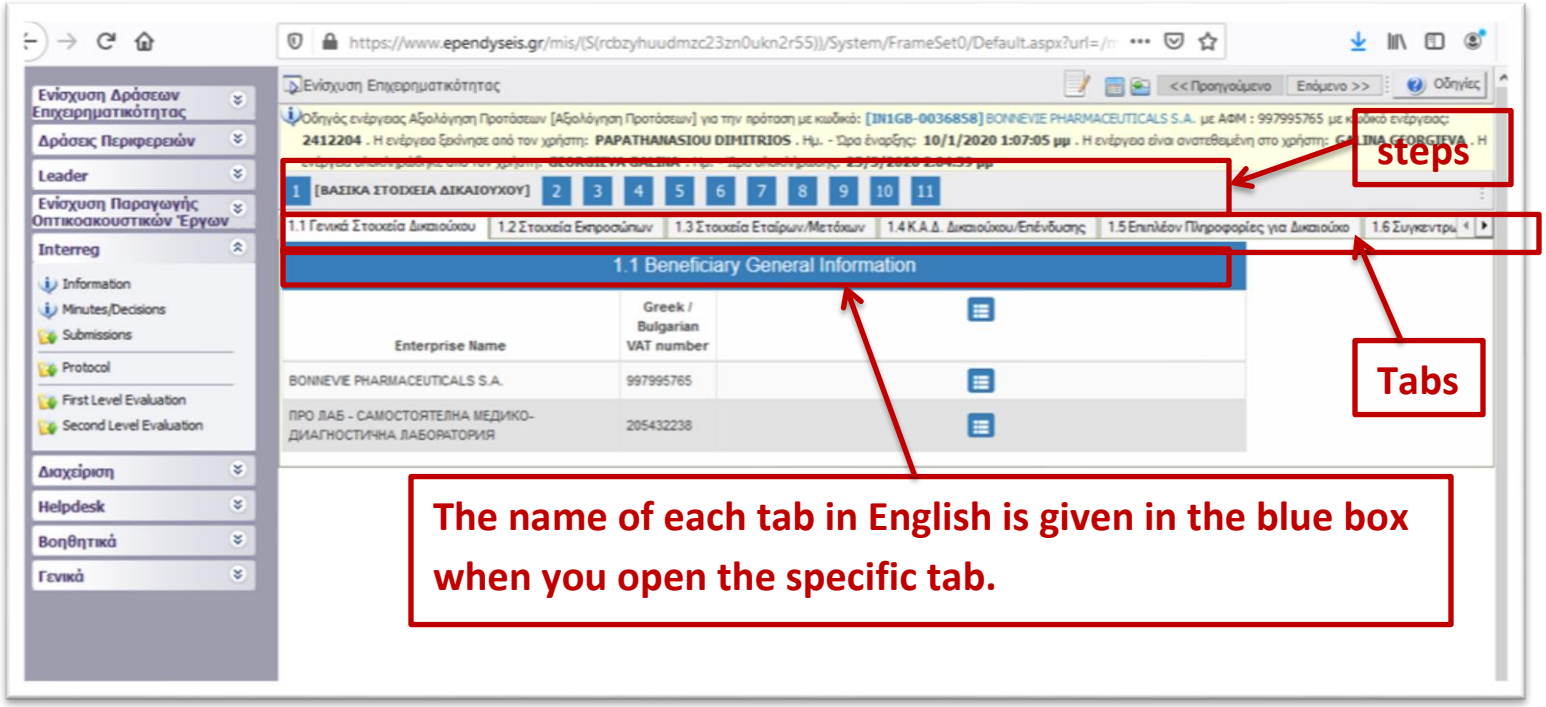
iv. If the user wishes to download the evaluation form in a .pdf file, click on the link Εκτύπωση Αξιολόγησης(.pdf) found at the left side menu.




https://www.ependyseis.gr/mis/(S(rcbzyhuudmzc23zn0ukn2r55))/System/FrameSet0/Default.aspx?url=/m
Ενίσχυση Δράσεων Επιχειρηματικότητας
Δράσεις Περιφερειών
Leader
Ενίσχυση Παραγωγής Οπτικοακουστικών Έργων
Interreg
Information
Minutes/Decisions
Submissions
Protocol
First Level Evaluation
Second Level Evaluation
Διαχείριση
Helpdesk
Βοηθητικά
Γενικά
Proposal (AF) Data.
General Information
The proposal (AF) has been validated
Project Code : IN1GB-0036858 560106
Enterprise : BONNEVIE PHARMACEUTICALS S.A.
VAT identification number : 997995765
Action type : Αξιολόγηση Προτάσεων [Αξιολόγηση Προτάσεων]
Start User : PAPATHANASIOU DIMITRIOS
Start Date : 10/1/2020 1:07:05 μμ
Assigned user : GALINA GEORGIEVA
Completion Deadline :
Cancellation User :
Cancellation Date :
Completion User : GEORGIEVA GALINA
Completion Date : 25/5/2020 2:04:59 μμ
Last action data
Action Type: Finalise
by the User: user2262401
Date: 25/5/2020 2:04:59 μμ
Comments:
Ενέργειες/Actions
Ιστορικό
Επεξεργασία/Edit
Εκτυπώσεις
Εκτύπωση Αξιολόγησης(.pdf)
ii
iv

In the previous screen, by clicking on the link Επεξεργασία/Edit , the user sees the following screen, which is the evaluation form of the proposal, as it was performed and submitted by the 1st Level Evaluation Body (JS). It consists of 11 steps and each step consists of sub-tabs. Some steps and tabs are indicated as not applicable.

In steps 1-8 the evaluators had access to the applicant's submitted application form, which they could edit in case corrections were needed. So, the screens here may be modified compared to the ones found under the "Submissions" category.

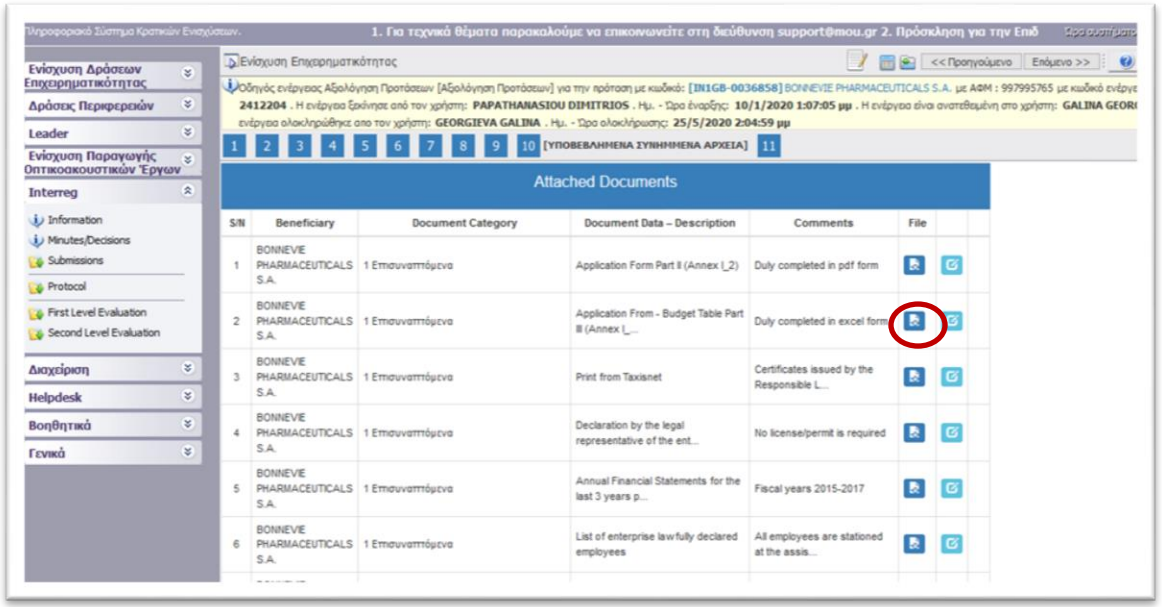


In **step 9** the users sees the evaluation of the proposal, as it was performed by the JS:

- In Tab **9.1 - COMPLETENESS-ADEQUACY** is the evaluation of the ON/OFF criteria
- In Tab **9.2 - SCORING** is the score of each Group of Criteria and the result calculated according to the weight of each group.
- In Tab **9.3 - EVALUATION DATA – FINAL JUDGEMENT** is the final judgment of the JS evaluators and their comments.

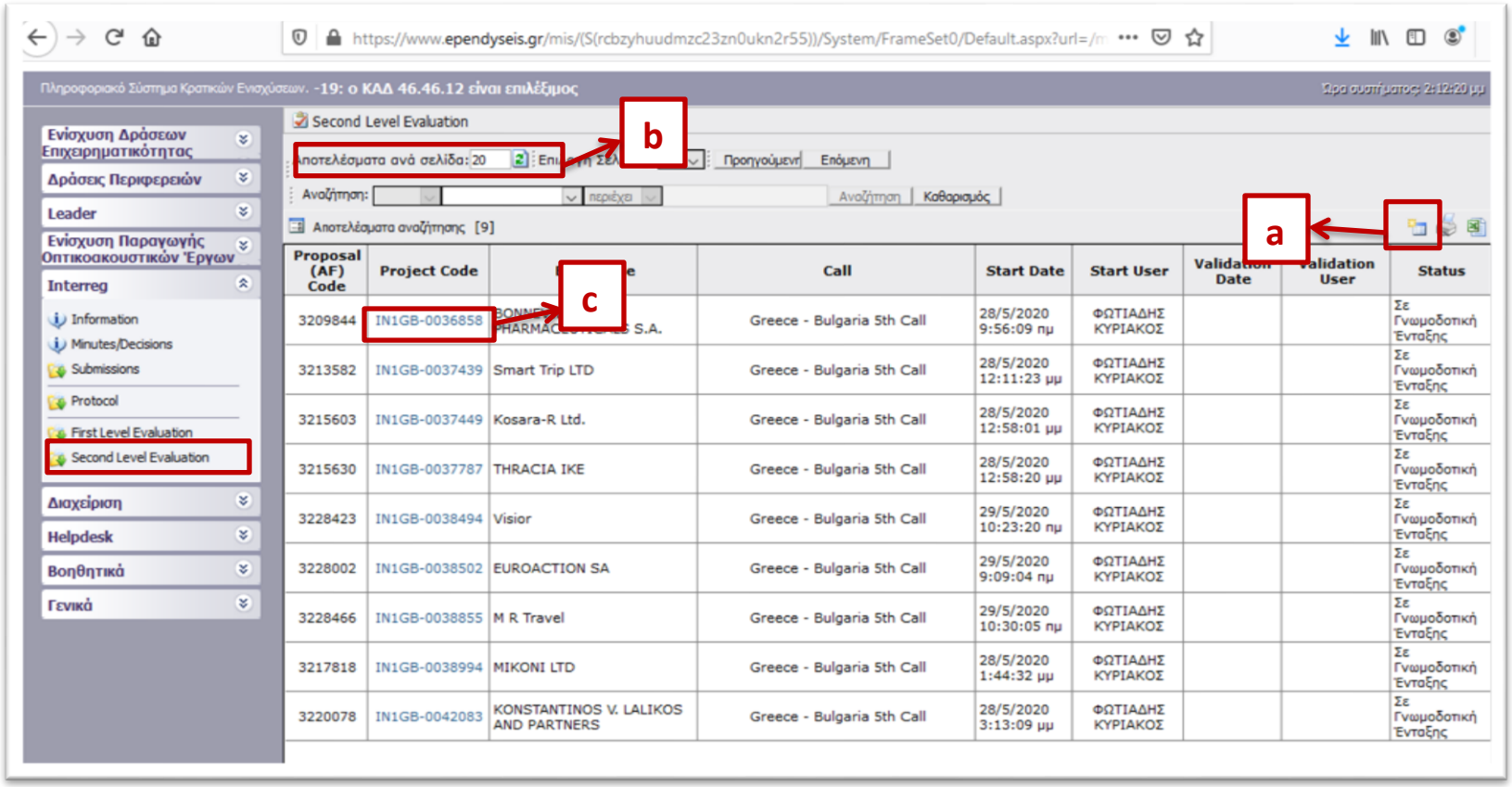
In **step 10 - Attached Documents**, the user may find all attachments made by the applicant during the submission phase. To download a file the user has to click on the icon .

In **step 11 - Attached Documents,** the user may find all attachments made by the JS evaluators during the 1st level evaluation. To download a file the user has to click on the icon . In this step, the user may also find attached the detailed evaluation sheet, filled in and signed by the project proposal's JS evaluators.



f. Second Level Evaluation (EDIT RIGHTS)

When entering the menu “Second Level Evaluation”, the user sees the following screen.



a. By clicking on the icon , at the top right of the screen, all the evaluated project proposals are generated.
b. To see the full list of the evaluated project proposals type “60” in the field: “Αποτελέσματα ανά σελίδα:” and click on the refresh button next to it.

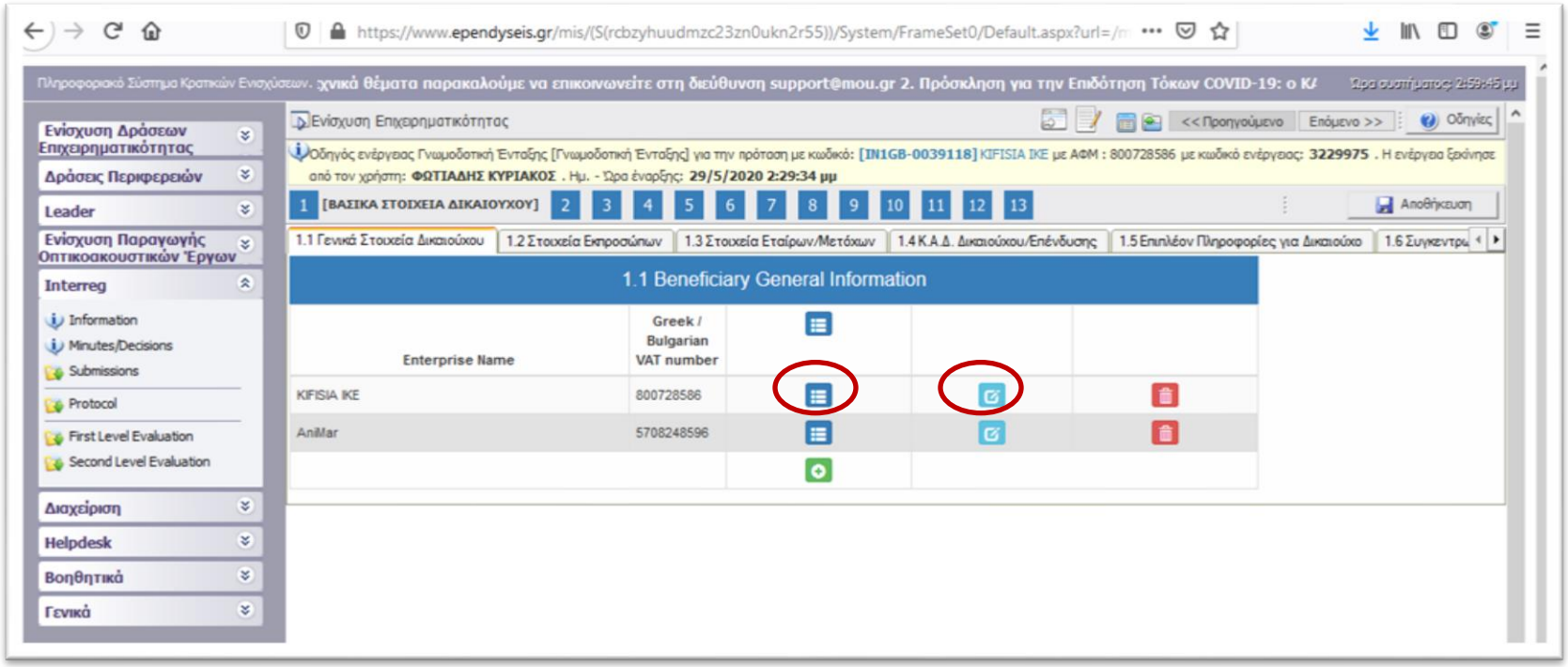
c. To check the evaluation of a project proposal, the user has to select it from the list based on its Project Code (2nd column of the table). Example: for project proposal with Project Code: IN1GB-0039118: Click on the project code which is an active link and you will access directly the environment in which you have **edit rights** in all screens.

When entering the menu "Second Level Evaluation", the user sees the screens as they were formed after the finalization of the 1st Level Evaluation, performed by the 1st Level Evaluation Body (JS).

This means that the screens of **steps 1-8**, which constitute the Application Form screens, may be modified compared to the submitted by the applicant Application Form, in case the 1st level evaluation body performed corrections to them. In order to access the initial – submitted by the applicant Application Form, the user has to download the .pdf file from the "Submissions" menu (see section 3.d).

The JAT has the right to apply further corrections/modification in the tabs of steps 1-8, by selecting the Edit button . By clicking on the Details button the user is able to expand the content of the table and see all inserted information.

For more information about the screens 1-8, refer to the SAMIS User Manual EN found in the "Information" menu (see step 3b).

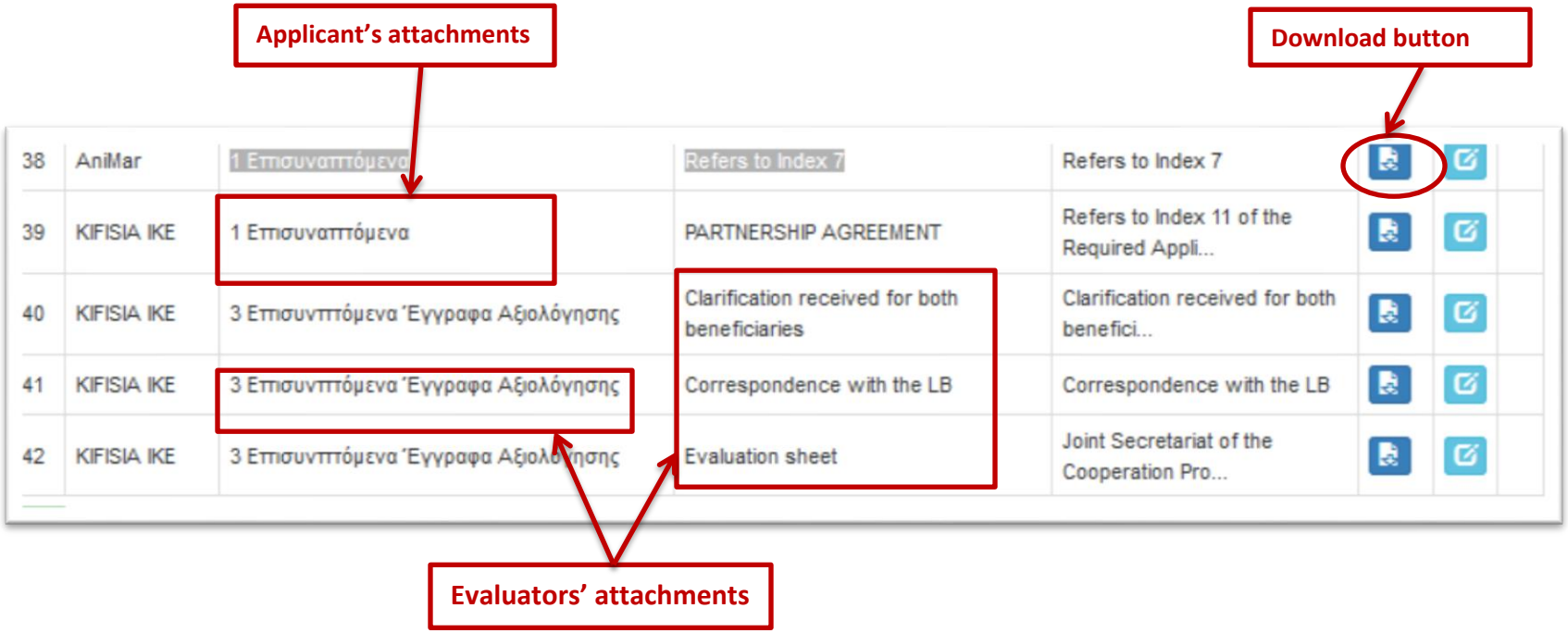


The main part of the evaluation is performed and recorded in **Step 9**.

Before starting the evaluation of the proposal, the JAT is advised to download the detailed evaluation sheet of the examined project proposal. To do so, the user has to go to **Step 11 – Attached Document,** in which all attached documents may be found:

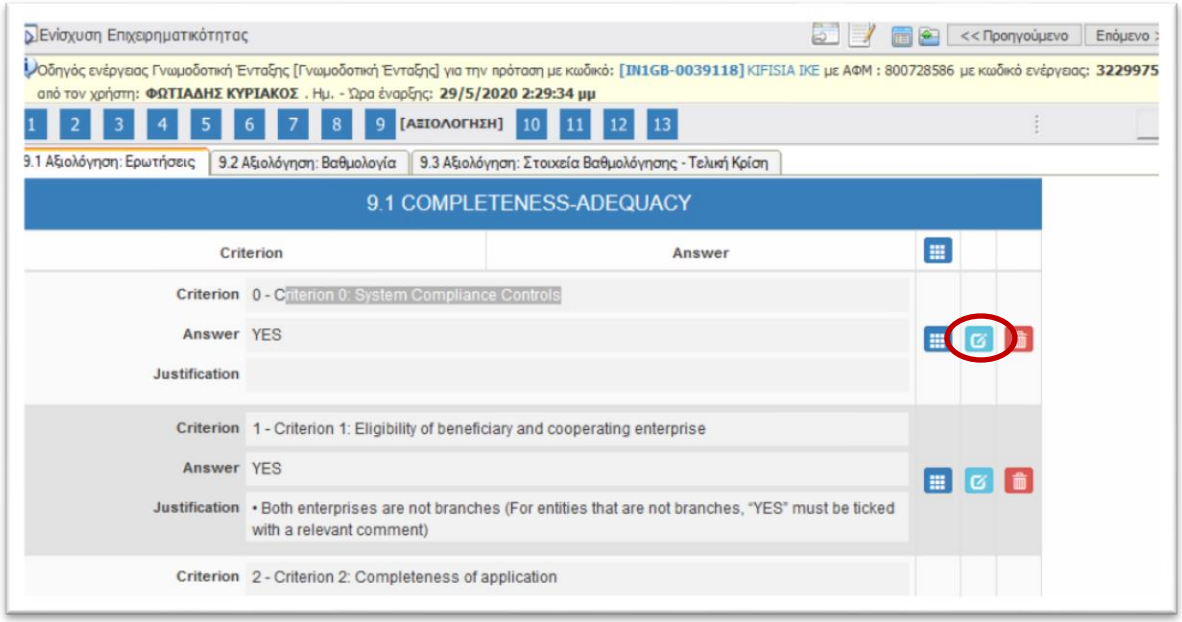
- By the **applicant** during the submission procedure. The applicant's attachments are the ones that in column "Document Category" have the description "1 Επισυναπτόμενα" (meaning - 1. Attachments)
- By the **1st level evaluation body** during the 1st level evaluation. The evaluators' attachments are the ones that in column "Document Category" have the description "3 Επισυνπτόμενα Έγγραφα Αξιολόγησης" (meaning - 3. Evaluation's Attached Documents). The evaluators' attachments include the following (check column 4 - Document Data – Description):
    - Evaluation sheet
    - Correspondence with the LB
    - Clarification received for both beneficiaries

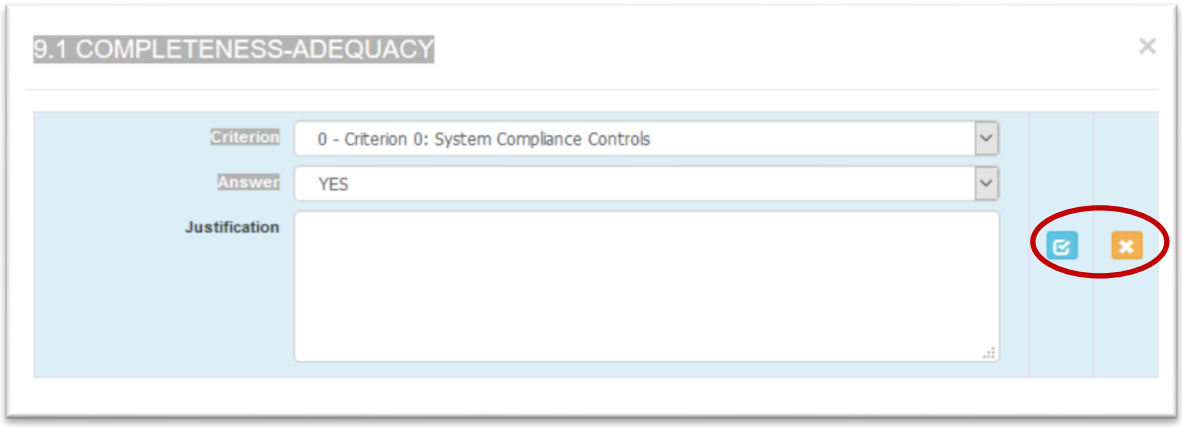
To download any attached file/folder, the user has to click on the Download button .



Step 9 constitutes of 3 tabs:

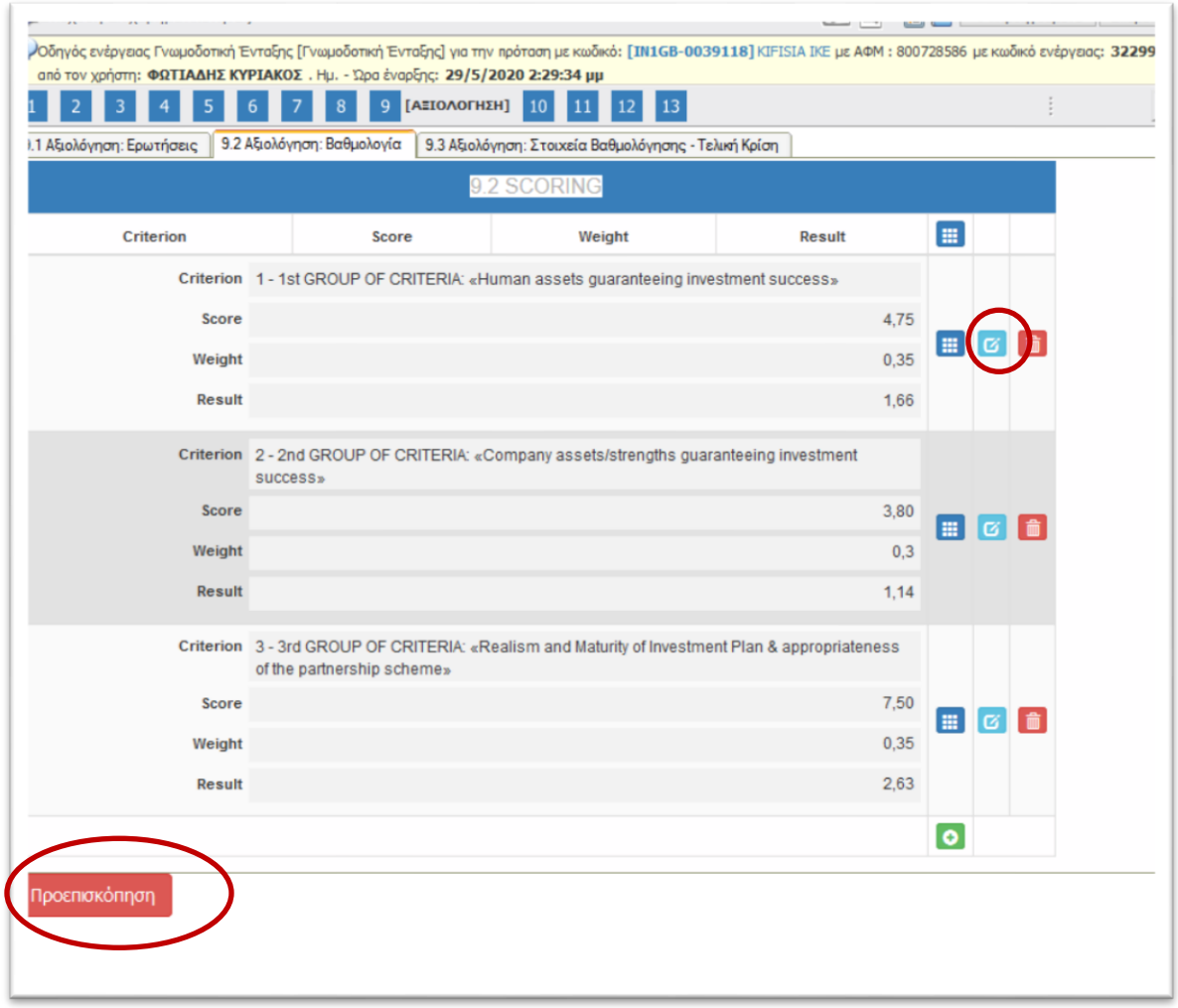
- In Tab **9.1 - COMPLETENESS-ADEQUACY**, which is the evaluation of the ON/OFF criteria.
  The screens are prefilled with the evaluation of the 1st level evaluation body. The user (JAT) has the right to modify the YES/NO Answer – in case he/she does not agree with the answer given by the JS – and add a justification, by clicking on the Edit icon

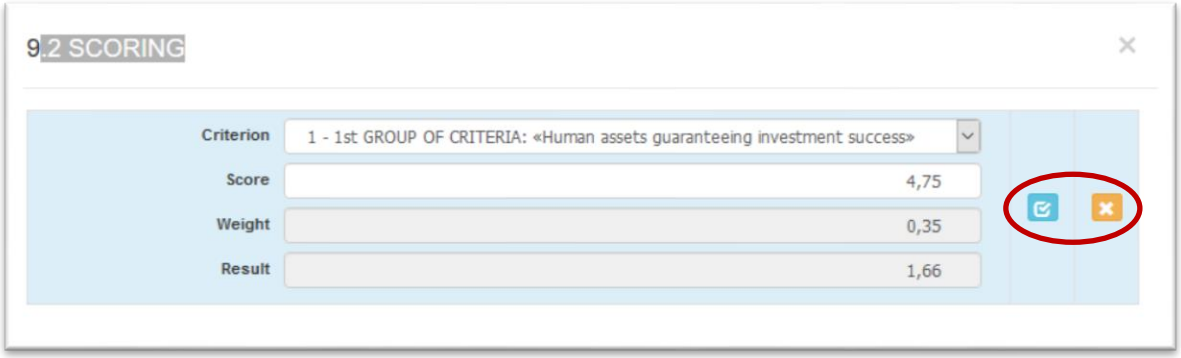

Ενίσχυση Επιχειρηματικότητας
<< Προηγούμενο
Επόμενο
Οδηγός ενέργειας Γνωμοδοτική Ένταξης [Γνωμοδοτική Ένταξης] για την πρόταση με κωδικό: [IN1GB-0039118] KIFISIA IKE με ΑΦΜ : 800728586 με κωδικό ενέργειας: 3229975
από τον χρήστη: ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ . Ημ. - Ώρα έναρξης: 29/5/2020 2:29:34 μμ
1 2 3 4 5 6 7 8 9 [ΑΞΙΟΛΟΓΗΣΗ] 10 11 12 13
9.1 Αξιολόγηση: Ερωτήσεις
9.2 Αξιολόγηση: Βαθμολογία
9.3 Αξιολόγηση: Στοιχεία Βαθμολόγησης - Τελική Κρίση
9.1 COMPLETENESS-ADEQUACY
Criterion
Answer
Criterion 0 - Criterion 0: System Compliance Controls
Answer YES
Justification
Criterion 1 - Criterion 1: Eligibility of beneficiary and cooperating enterprise
Answer YES
Justification • Both enterprises are not branches (For entities that are not branches, "YES" must be ticked with a relevant comment)
Criterion 2 - Criterion 2: Completeness of application


9.1 COMPLETENESS-ADEQUACY
Criterion
0 - Criterion 0: System Compliance Controls
Answer
YES
Justification

When the user is done editing the criterion, he/she has to click on the update button to save the changes made and exit the screen by clicking on the exit button . Make sure that all seven (7) criteria are checked/filled in before moving to the next tab.

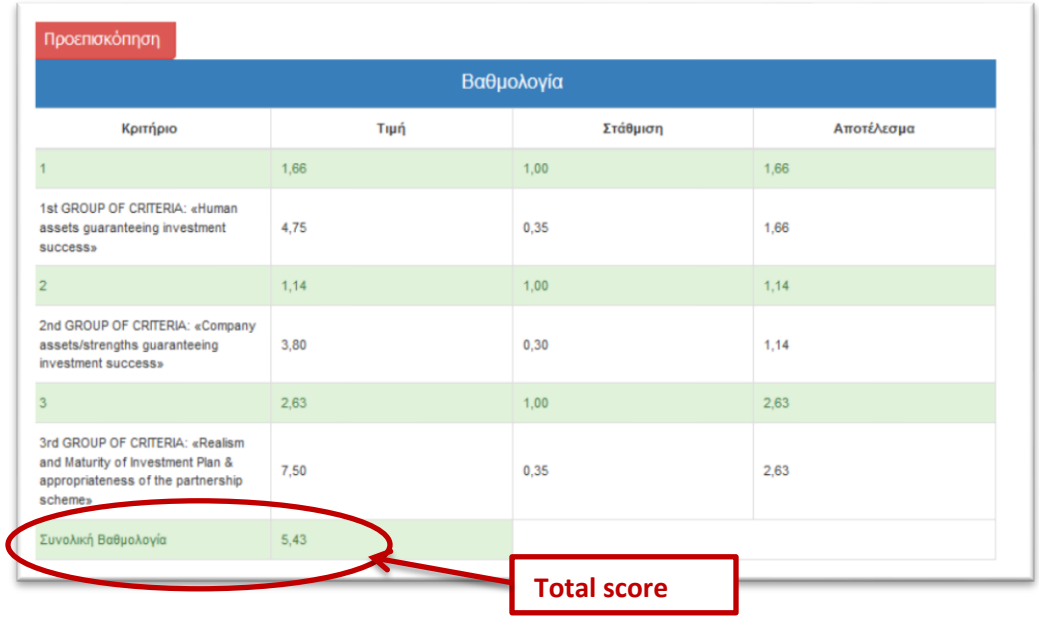
- Tab **9.2 - SCORING** includes the scoring of each Group of Criteria and the final result calculated according to the weight of each group. For this step the user (JAT) will have to check the **evaluation sheet** (downloaded in step 11) in order to have access to the detailed scoring of all criteria included in each group of criteria. The user (JAT) has the right to modify the score of each group of criterion by clicking on the Edit icon . However, **if the JAT does not agree with the scoring of the 1st level evaluation body and wishes to modify it, they should repeat the evaluation procedure by filling in their own evaluation sheet and justifying their modification in the scoring. The JAT's evaluation sheet should be uploaded in step 12 – Attachments.**


Οδηγός ενέργειας Γνωμοδοτική Ένταξης [Γνωμοδοτική Ένταξης] για την πρόταση με κωδικό: [IN1GB-0039118] KIFISIA IKE με ΑΦΜ : 800728586 με κωδικό ενέργειας: 32299
από τον χρήστη: ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ . Ημ. - Ώρα έναρξης: 29/5/2020 2:29:34 μμ
1 2 3 4 5 6 7 8 9 [ΑΞΙΟΛΟΓΗΣΗ] 10 11 12 13
9.1 Αξιολόγηση: Ερωτήσεις
9.2 Αξιολόγηση: Βαθμολογία
9.3 Αξιολόγηση: Στοιχεία Βαθμολόγησης - Τελική Κρίση
9.2 SCORING
Criterion
Score
Weight
Result
Criterion 1 - 1st GROUP OF CRITERIA: «Human assets guaranteeing investment success»
Score 4,75
Weight 0,35
Result 1,66
Criterion 2 - 2nd GROUP OF CRITERIA: «Company assets/strengths guaranteeing investment success»
Score 3,80
Weight 0,3
Result 1,14
Criterion 3 - 3rd GROUP OF CRITERIA: «Realism and Maturity of Investment Plan & appropriateness of the partnership scheme»
Score 7,50
Weight 0,35
Result 2,63
Προεπισκόπηση



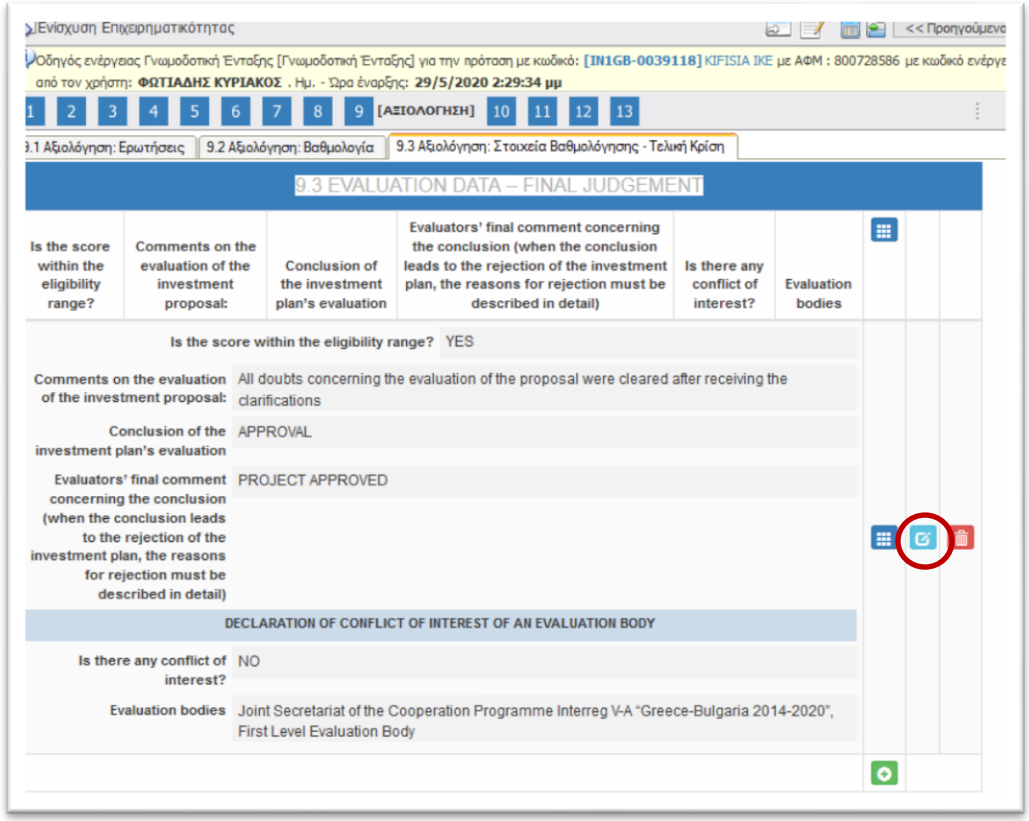
When the user is done editing the score, he/she has to click on the update button to save the changes made. To exit the screen, click on the exit button. Make sure that all three (3) groups of criteria are checked/filled in before moving to the next tab.

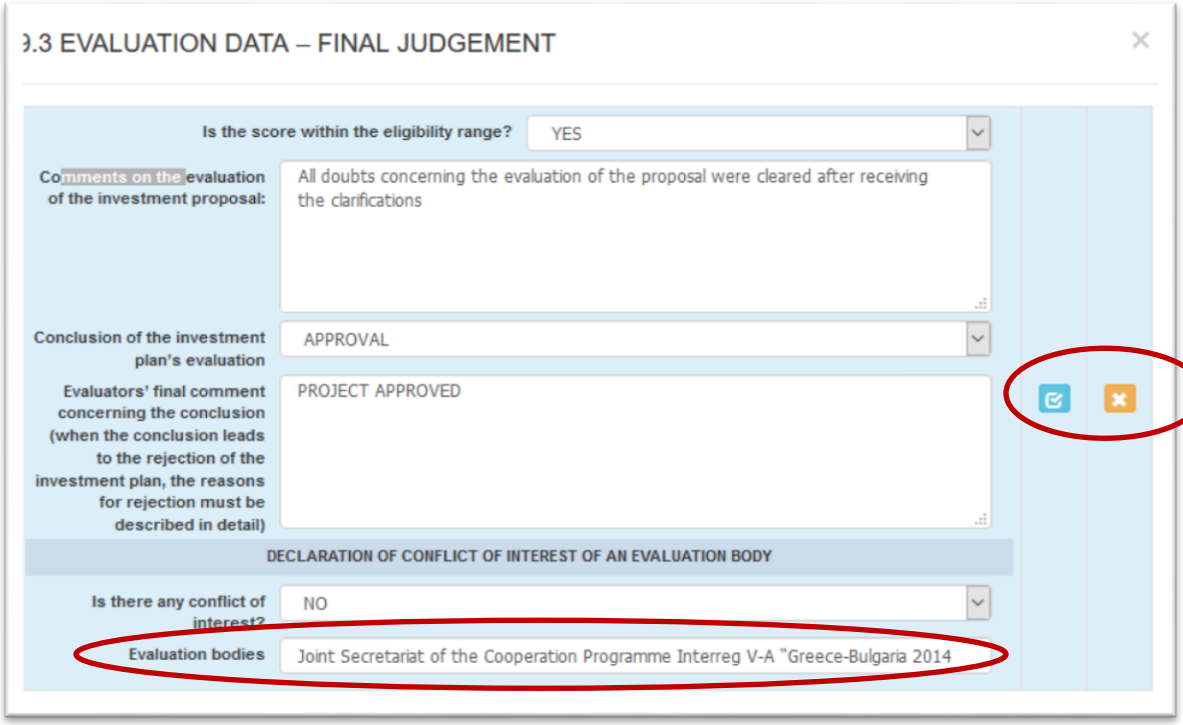
In the tab 9.2, by clicking on the red button Προεπισκόπηση (meaning: Preview), the user may see the final score of the project proposals based on the sum of all 3 groups of criteria.



- Keep in mind that any inconsistencies in the decimals between the SAMIS and the attached evaluation sheets, are due to the different rounding method used by SAMIS. The official scores are the ones included in the evaluation sheets, in which two decimals were kept in all calculations.
- The JAT has the right to request the applicants for additional clarifications.

- In Tab **9.3 - EVALUATION DATA – FINAL JUDGEMENT,** the user may see the final judgment of the 1st level evaluation body and their comments. In case the JAT's result/final judgment is different, they may modify the data by clicking on the Edit icon


Ενίσχυση Επιχειρηματικότητας
<< Προηγούμενο
Οδηγός ενέργειας Γνωμοδοτική Ένταξης [Γνωμοδοτική Ένταξης] για την πρόταση με κωδικό: [IN1GB-0039118] KIFISIA IKE με ΑΦΜ : 800728586 με κωδικό ενέργε
από τον χρήστη: ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ . Ημ. - Ώρα έναρξης: 29/5/2020 2:29:34 μμ
1 2 3 4 5 6 7 8 9 [ΑΞΙΟΛΟΓΗΣΗ] 10 11 12 13
9.1 Αξιολόγηση: Ερωτήσεις
9.2 Αξιολόγηση: Βαθμολογία
9.3 Αξιολόγηση: Στοιχεία Βαθμολόγησης - Τελική Κρίση
9.3 EVALUATION DATA – FINAL JUDGEMENT
Is the score within the eligibility range?
Comments on the evaluation of the investment proposal:
Conclusion of the investment plan's evaluation
Evaluators' final comment concerning the conclusion (when the conclusion leads to the rejection of the investment plan, the reasons for rejection must be described in detail)
Is there any conflict of interest?
Evaluation bodies
Is the score within the eligibility range? YES
Comments on the evaluation of the investment proposal: All doubts concerning the evaluation of the proposal were cleared after receiving the clarifications
Conclusion of the investment plan's evaluation APPROVAL
Evaluators' final comment concerning the conclusion (when the conclusion leads to the rejection of the investment plan, the reasons for rejection must be described in detail) PROJECT APPROVED
DECLARATION OF CONFLICT OF INTEREST OF AN EVALUATION BODY
Is there any conflict of interest? NO
Evaluation bodies Joint Secretariat of the Cooperation Programme Interreg V-A "Greece-Bulgaria 2014-2020", First Level Evaluation Body



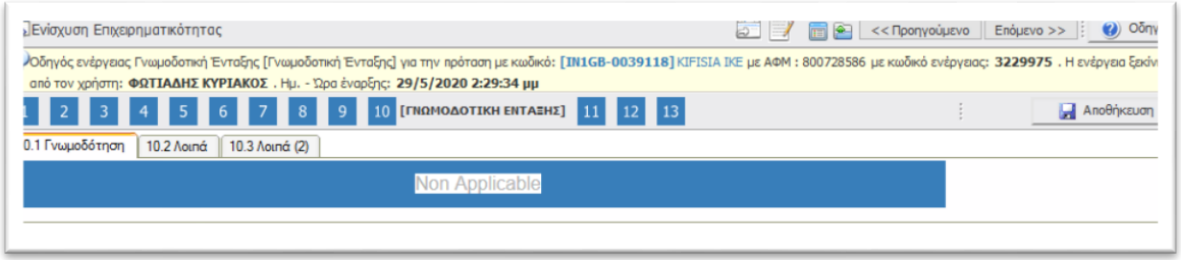
In the window above, the JAT has to fully justify their final judgment stating if they approve or reject the project proposal and why.

In addition, they have to fully justify the reasons why they do not agree with the 1st level evaluation body's evaluation and sum all modification made in the previous screens.

In the field "Evaluation bodies" the following text should be filled in: **2nd Level Evaluation Body -Joint Assessment Team (JAT)**

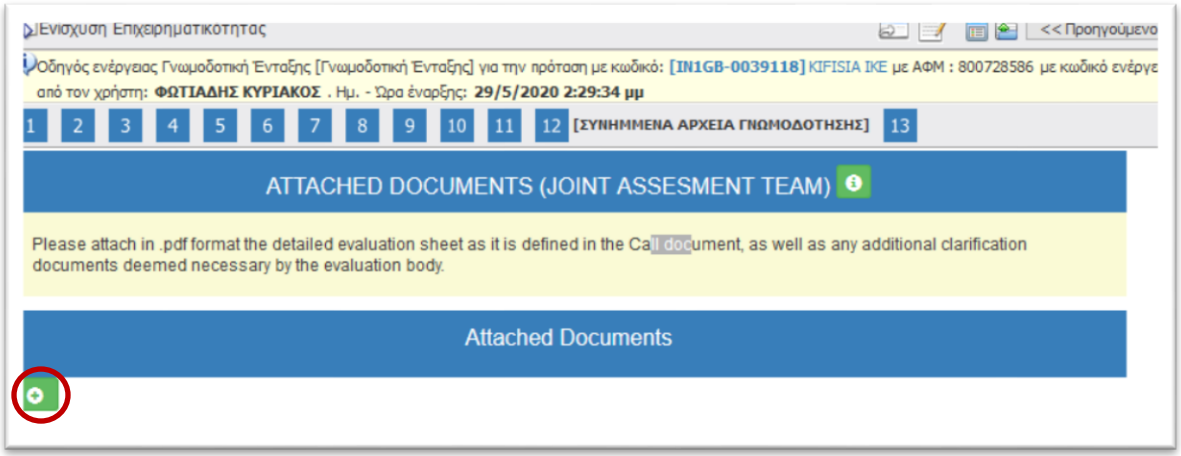
When the user is done editing the tab, he/she has to click on the update button to save the changes. You may close the window by clicking on the exit button .

Step 10 is not applicable.

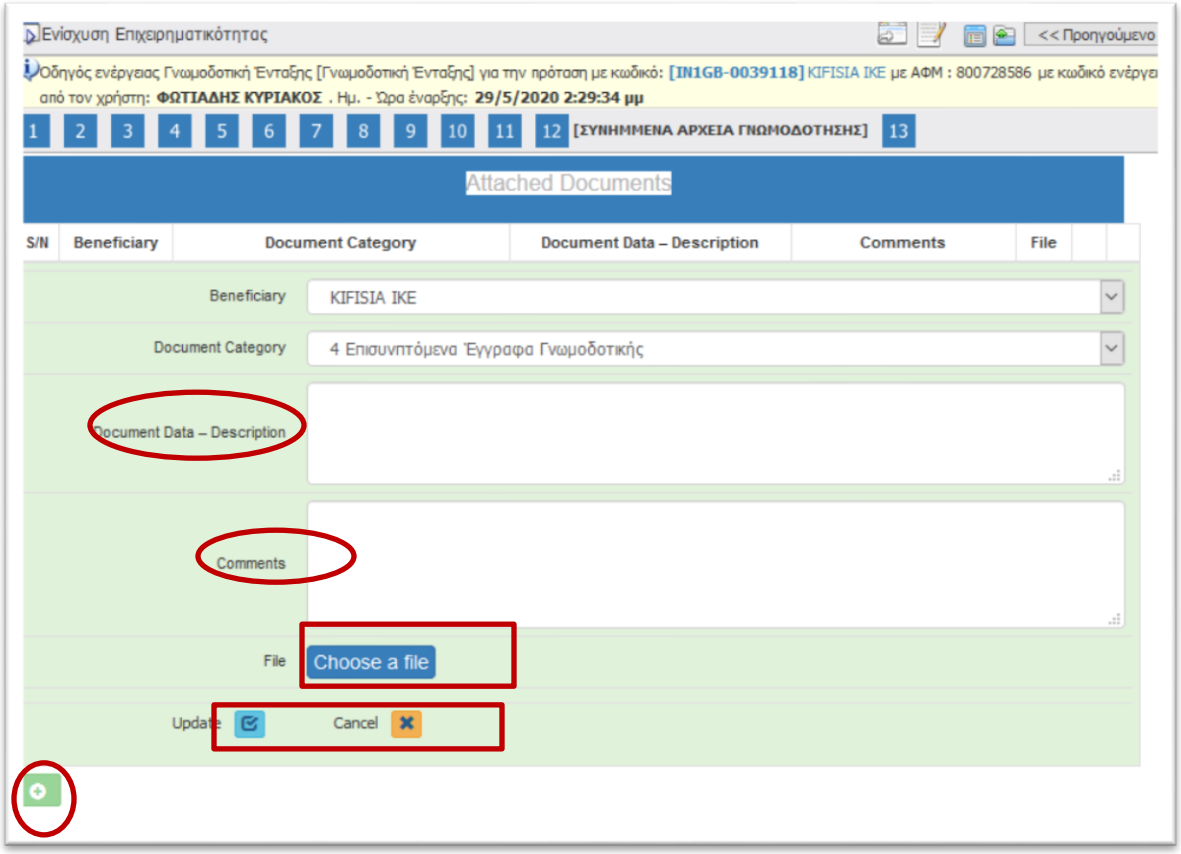


Step 11 - Attached Documents is described in page 19.

In **Step 12 - ATTACHED DOCUMENTS (JOINT ASSESMENT TEAM)** the JAT can attach any additional documents such as additional clarifications requested by the applicants, their evaluation sheet in case they re-evaluate the proposal etc. To do so, the user has to click on the add button

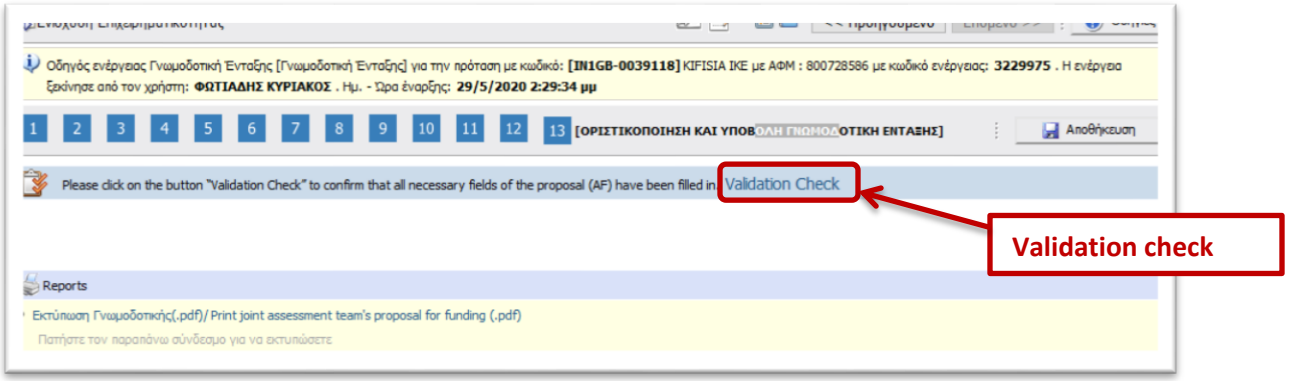


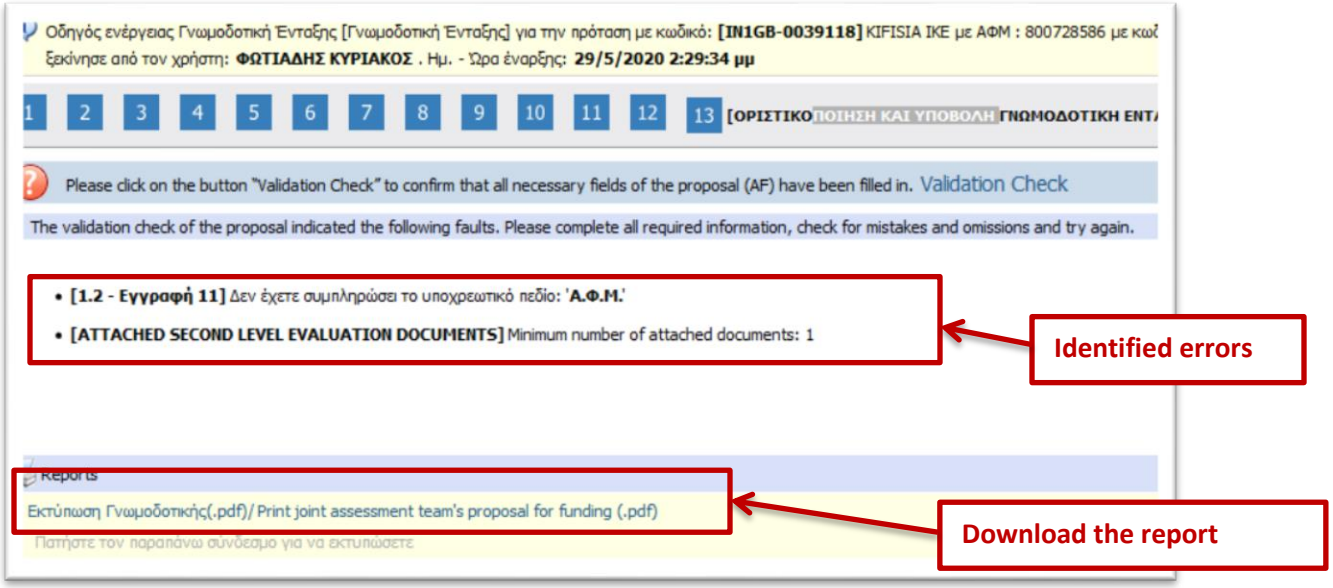
In the next screen, the user has to select the folder to be attached by clicking the button Choose a file, write a short description about the document (Document Data – Description) and any comment concerning the attached document (Comments). Finally, the user has to click on the Update button and exit the window by clicking the button . If they user wished to attach more documents, he/she has to click on the Add button .



In **Step 13** the JAT completes their evaluation by performing the validation check and submitting the 2nd level evaluation report.

If during the validation check the user receives a message with errors, he/she has to correct the data inserted in the indicated fields (Steps and Tabs) in order to be allowed to submit the evaluation report.





After submitting the evaluation report, the user may **download** it by clicking on the field:

Reports

- Εκτύπωση Γνωμοδοτικής(.pdf)/ Print joint assessment team's proposal for funding (.pdf)

Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

The report has to be signed by the JAT and be kept in the folder of each project proposal.