



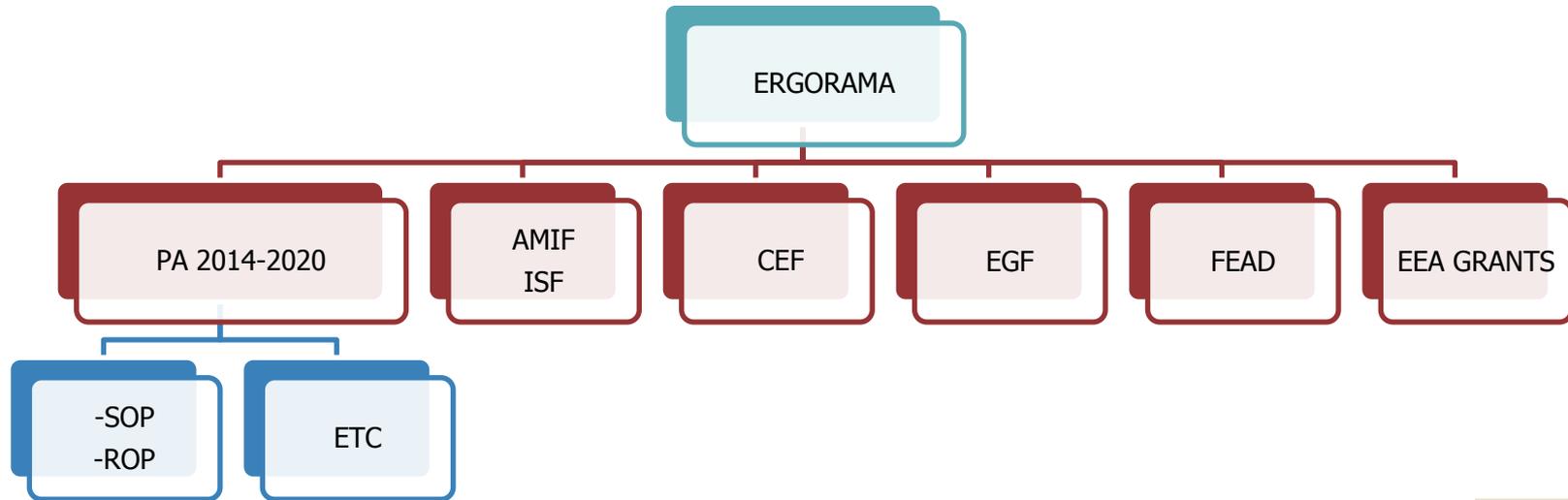
Monitoring Information System

General Description, Completion & Submission of AF & Progress report

Ioanna Kalaitzoglou (ikalaitzoglou@m nec.gr)

SCOPE OF “ERGORAMA”

ERGORAMA is an Information System which records and saves data for projects/acts funded by the following Funds:





Web based System

Multi-channel approach

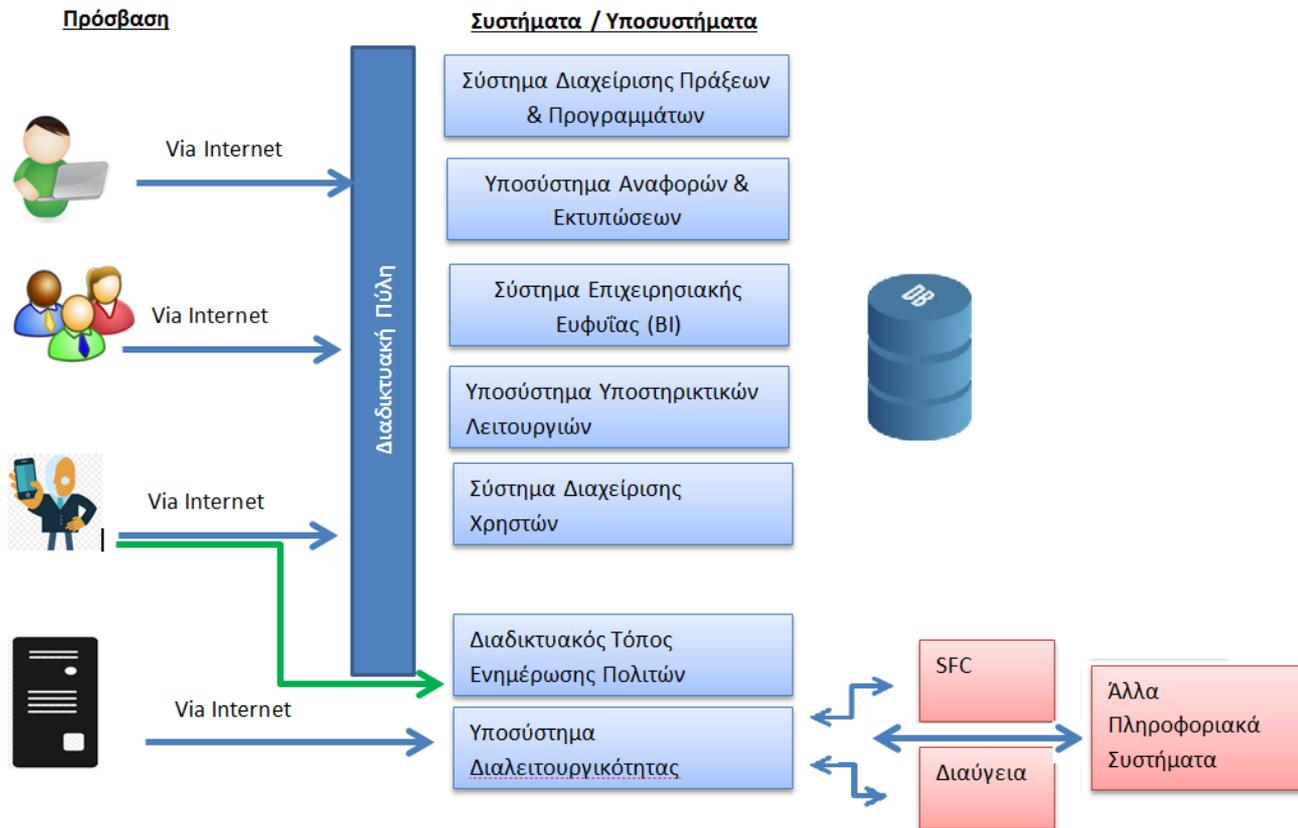
Bilingual environment

Friendly User Interface

More than 9.000 users

More than 200.000 projects

Architecture:





<https://logon.ops.gr/>



Password Recovery

- Please register your username and mail address *

Username:

Email:

Type the characters in the image: 

 Submit

από: noreply@m nec.gr
Προς: ikalaitzoglou@m nec.gr
από: ΟΠΣ ΕΣΠΑ 2014-2020 - Ενημέρωση επανέκδοσης κωδικού (Μην απαντήσετε σε αυτό το μήνυμα)/ M.I.S. PA 2014-2020 Reset password Notification (do not reply to this email)

Please be informed that in order to reset your password to access PA 2014-2020 M.I.S. application, you need to click on the link below:

http://logon.ops.gr/ops_sec/recover_password/?pwd=WU9QU181OA==/aWthbGFpdHpvZ2xvdUBtbmVjLmdv/1Rr99sBdsOHUj8O13dYQRcj781GXqnJYCa332ef6F6f2IYJF5K

MINISTRY OF ECONOMY AND DEVELOPMENT
Monitoring Information System Office

https://logon.ops.gr/ops_sec/recover_password/?pwd=WU9QU181OA==/aWthbGFpdHpvZ2xvdUBtbmVjLmdy/1Rr99sBdsOHUj8O13dYQRcj781GXqnJYCa332ef6F6f2IYJF5K



Password Change

Password Policy:

Password creation rules: (1) six characters minimum length (2) of which at least 2 numeric characters (3) "case sensitive" i.e. upper case is different from lowercase for alphabetic characters. Password must not

New Password:

Confirm New Password:

Type the characters in the image:

Password Change

1

User Registration
A. Beneficiary
B. Controller



Registration form (Beneficiary)

1. Register personal data



2. Choose MA of ETC OP



3. Choose Roles





<https://logon.ops.gr/>



New Account Application Form (Beneficiaries)

English [Help](#)

Select Body Code

Show 10 records

Search:

Submit & Print

Code	Description	NUTS
10301	PPC S.A.	EL11
10302	HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A	EL301
10303	HELLENIC BROADCASTING CORPORATION S.A.	EL
10307	ATTIKO METRO S.A.	EL301
10318	ERGA OSE SA	EL301
10322	ATHENS URBAN TRANSPORT ORGANIZATION	EL301
10331	OPERATOR OF ELECTRICITY MARKET S.A.	EL304
10334		
10335		
10336		

Show 1 to 10 from 7607 records

First Previous 1 2 3 4 5 ... 761 Next Last

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΟΙΚΟΝΟΜΙΑΣ, ΑΝΑΠΤΥΞΗΣ ΚΑΙ ΤΟΥΡΙΣΜΟΥ
ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΔΗΜΟΣΙΩΝ ΕΠΕΝΔΥΣΕΩΝ - ΕΣΠΑ
ΕΘΝΙΚΗ ΑΡΧΗ ΣΥΝΤΟΜΙΣΜΟΥ

ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ Ο.Π.Σ.

ΚΩΔΙΚΟΣ	ΠΛΗΡΗΣ ΕΠΩΝΥΜΙΑ	ΕΠΩΝΥΜΙΑ ΣΤΑ ΑΓΓΛΙΚΑ	ΓΕΩΓΡΑΦΙΚΟΣ ΠΡΟΣΔΙΟΡΙΣΜΟΣ		ΝΟΜΙΚΟΣ ΠΡΟΣΔΙΟΡΙΣΜΟΣ				ΑΦΜ	ΣΤΟΙΧΕΙΑ ΕΠ			
			ΔΗΜΟΣ		ΚΩΔΙΚΟΣ	ΚΑΤΗΓΟΡΙΑ	ΚΕΡΔΟΣΚ ΟΠΙΚΟ ΝΠ	ΕΝΤΟΣ ΔΗΜΟΣΙΟΥ ΤΟΜΕΑ		Δ/ΝΣΗ (ΟΔΟΣ - ΑΡΙΘ.)	ΠΟΛΗ	ΤΑΧ. ΚΩΔ.	ΤΗΛ.
			ΚΩΔΙΚΟΣ	ΠΕΡΙΓΡΑΦΗ									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

ΠΑΡΑΚΑΛΟΥΜΕ ΔΙΑΒΑΣΤΕ ΠΡΟΣΕΚΤΙΚΑ ΤΙΣ ΟΔΗΓΙΕΣ ΠΑΡΑΚΑΤΩ:

Σελίδα 1

Η παρούσα φόρμα αποστέλλεται προς την ΔΑ/ΕΦ και η ΔΑ/ΕΦ στην Ειδική Υπηρεσία ΟΠΣ αν ο φορέας δεν είναι κωδικοποιημένος και αιτούμαστε την κωδικοποίησή του. Στις περιπτώσεις που ο φορέας είναι κωδικοποιημένος η φόρμα υποβάλλεται όταν υπάρχουν αλλαγές στα στοιχεία (Νόμιμος εκπρόσωπος, στοιχεία επικοινωνίας, κλπ)

Οδηγίες συμπλήρωσης

- (1) Συμπληρώνεται ο κωδικός του φορέα αν υπάρχει (σε περίπτωση αλλαγών - επικαιροποιήσεων)
- (2) Συμπληρώνεται η πλήρης επωνυμία του φορέα όπως παρουσιάζεται στα Νομιμοποιητικά Έγγραφα Σύστασης του Φορέα (π.χ. Ειδική Υπηρεσία Ολοκληρωμένου Πληροφοριακού Συστήματος)
- (3) Συμπληρώνεται η Επωνυμία του φορέα στα Αγγλικά
- (4) - (5) Συμπληρώνονται τα στοιχεία Γεωγραφικού Προσδιορισμού του Φορέα (Κωδικός & Περιγραφή Δήμου της έδρας του φορέα). Παρακαλούμε για την συμπλήρωση να συμβουλευτείτε τον Κωδικό Διεύθυνσης
- (6) - (7) Συμπληρώνονται τα στοιχεία νομικού προσδιορισμού του φορέα, σύμφωνα με το Δημόσιο Λογιστικό (Ν.4270/2014) και τις επιπλέον διαθέσιμες κατηγορίες (δείτε φύλλο Κατηγοριών)
- (8) Συμπληρώνεται ΝΑΙ/ΟΧΙ ανάλογα με το αν ο φορέας είναι κερδοσκοπικού σκοπού ή όχι

New Account Application Form (Beneficiaries)

English Help

- This application is intended for potential Beneficiaries for projects financed by EU Funds. *
- Before applying please read carefully the instructions. *

Clear data Submit & Print

Personal Data

To Managing Authority

Show 10 records Search:

<input type="checkbox"/>	MINISTRY OF ECONOMICS AND SOCIAL SOLIDARITY, EMPLOYMENT AND SOCIAL ECONOMY
<input checked="" type="checkbox"/>	MANAGING AUTHORITY OF EUROPEAN TERRITORIAL COOPERATION PROGRAMMES
<input type="checkbox"/>	ASYLUM SERVICE
<input type="checkbox"/>	MANAGING AUTHORITY OF EASTERN MACEDONIA AND THRACE REGION
<input type="checkbox"/>	MANAGING AUTHORITY OF CENTRAL MACEDONIA REGION
<input type="checkbox"/>	MANAGING AUTHORITY OF WESTERN MACEDONIA REGION
<input type="checkbox"/>	MANAGING AUTHORITY OF EPIRUS REGION
<input type="checkbox"/>	MANAGING AUTHORITY OF THESSALY REGION
<input type="checkbox"/>	MANAGING AUTHORITY OF IONIAN ISLANDS REGION
<input type="checkbox"/>	MANAGING AUTHORITY OF WESTERN GREECE REGION

Show 11 to 20 from 33 records

First Previous 1 2 3 4 Next Last

New Account Application Form (Beneficiaries)

English [Help](#)

- This application is intended for potential Beneficiaries for projects financed by EU Funds. *
- Before applying please read carefully the instructions. *

[Clear data](#) [Submit & Print](#)

Personal Data

Surname: *	<input type="text"/>	Name: *	<input type="text"/>
Address (Street, Number): *	<input type="text"/>		
Town: *	<input type="text"/>	Postal Code: *	<input type="text"/>
Phone No: *	<input type="text"/>	Fax:	<input type="text"/>
e-mail: *	<input type="text"/>	Position : *	<input type="text"/>
E-mail verification: *	<input type="text"/>		
Body Code:	<input type="text"/> <input type="button" value="Q"/>	Body Description: *	<input type="text"/>

To Managing Authority

User's Role

Read only Edit Forms Submission(except Application Form) Application Form Submission Participant Record



Beneficiary Roles Details

Roles	Application Form	Table of Expenditures	Progress Report
✓ Read	R	R	R
✓ Edit	R/W	R/W	R/W
✓ Forms Submission (except AF)	R/W	R/W/S	R/W/S
✓ Submission of AF	R/W/S	R/W/S	R/W/S

New Account Application Form (Beneficiaries)

English  [Help](#)

- This application is intended for potential Beneficiaries for projects financed by EU Funds. *
- Before applying please read carefully the instructions. *

 Clear data

 Submit & Print

Personal Data

To Managing Authority

User's Role

User Name Information

Username: *

 Username availability check

TAXIS username :

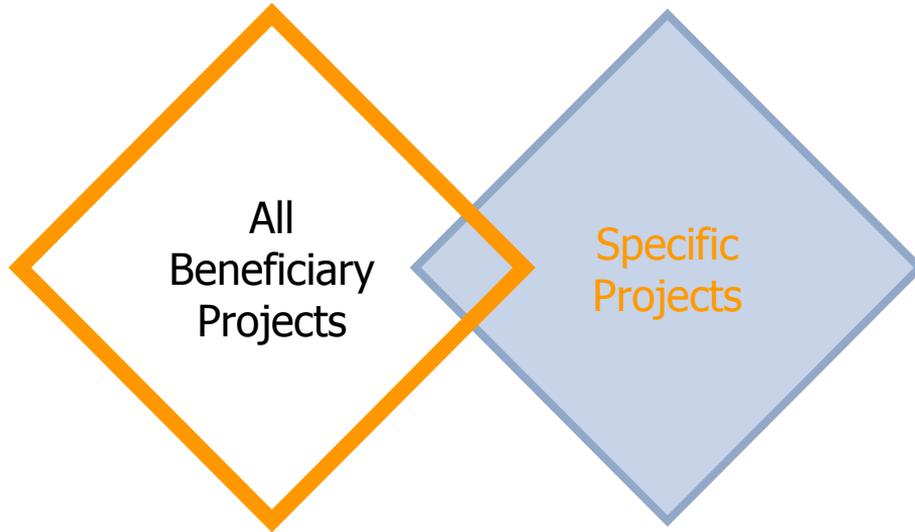
Other Information

Access to all projects of Authority

Comments (up to 2000 characters):



Access to Projects

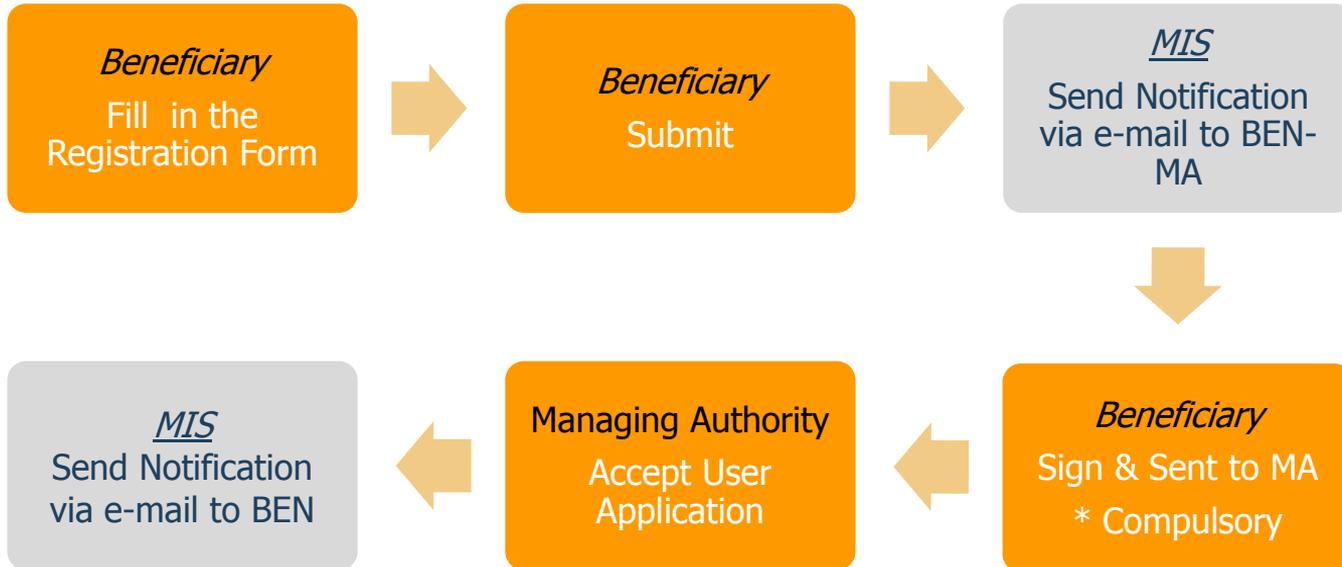


Before the submission of a New Project access only to:

- ✓ Users with Submit AF privilege
- ✓ Creator of the project



Beneficiary Sign Up Process





- ✓ Potential Beneficiaries must have **personal** account for access to MIS:
 - Beneficiary's officers to fill the forms
 - Beneficiary legal representative to submit

- ✓ Body Code is necessary for Beneficiary AND each Project Partner.
- ✓ Check your SPAM folders
- ✓ Allow pop-up windows



Registration form (Controller)

1. Register personal data



2. Enable Controller checkbox



3. Choose Mis Code & LB/Partner



https://logon.ops.gr/ops_sec/register/eyd/



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ
ΟΙΚΟΝΟΜΙΑΣ & ΑΝΑΠΤΥΞΗΣ

Ευρωπαϊκή Ένωση
Ευρωπαϊκό Διαρθρωτικό
και Επενδυτικό Ταμείο

New Account Application Form (Managing Authorities/Controller) English [Help](#)

- This application is intended for Managing Authorities' Executives ONLY. *

Personal Data

Surname: *	<input type="text" value="KALAITZOGLOU"/>	Name: *	<input type="text" value="IOANNA"/>
Address (Street, Number): *	<input type="text" value="AG FILOTHEIS 2"/>	Postal Code: *	<input type="text" value="10556"/>
Town: *	<input type="text" value="ATHINA"/>	Fax:	<input type="text"/>
Phone No: *	<input type="text" value="2131500335"/>	Position: *	<input type="text" value="controller"/>
E-mail: *	<input type="text" value="ikalaitzoglou@mnec.gr"/>		
TAXIS username :	<input type="text"/>	<input checked="" type="checkbox"/> Controller	

More Information

Comments (to 2000 characters):

Keyword Verification

Type the characters in the image: *



Refresh

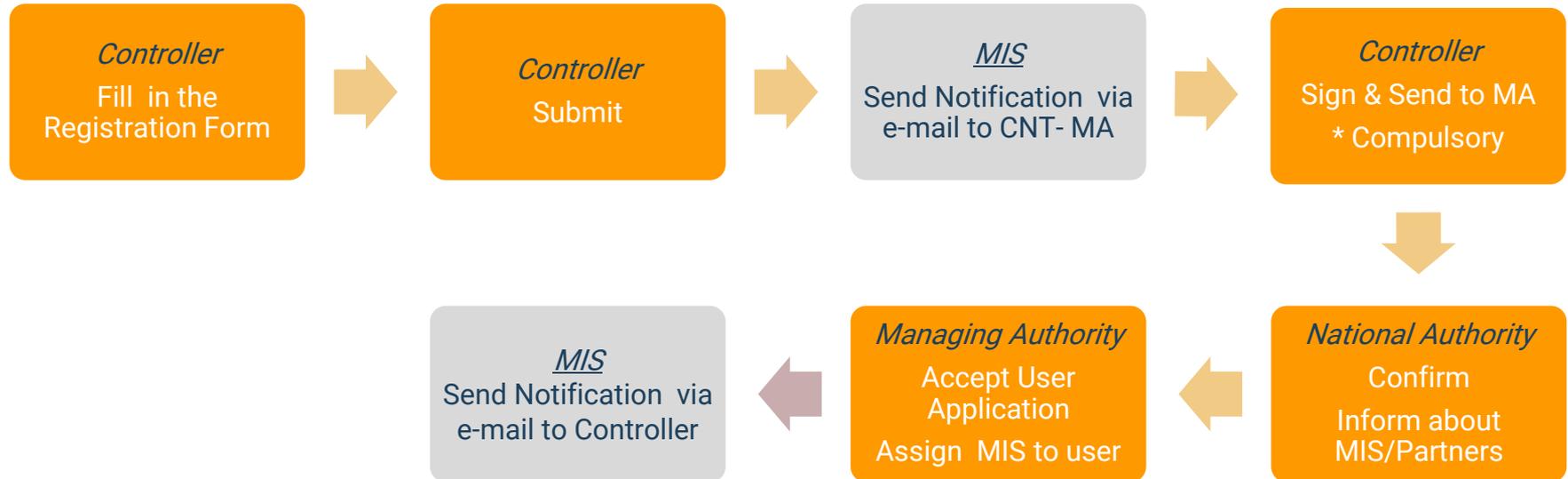


Controller Roles Details

Application Form	Table of Expenditures	Progress Report
R	R/W/C	R



Controller Sign Up



2

First Login to ERGORAMA - Web Portal

<https://logon.ops.gr/>



Step 1 : Change password



HOME



LIBRARY

News

GR-IT User Registration Guide



Project Monitoring
System



Reports



Helpdesk



Publicity

News

GR-IT User Registration Guide



Project Monitoring System



Reports



Helpdesk



Publicity

New Password:

Confirm New Password:

Type the characters in the image: 



Password creation rules:

- (1) six characters minimum length
- (2) of which at least 2 numeric characters
- (3) "case sensitive" i.e. upper case is different from lowercase for alphabetic characters.
- (4) Password must not match or contain user ID.



Password change automatically log user out.

User Profile

Change Password

Logout

News

GR-IT User Registration Guide



Project Monitoring System



Reports



Helpdesk



Publicity

User application Modification

English

Save

Personal Data

Application Data

9334

Surname:

PATSOURAS

Name:

GEORGIOS

Username:

patsouras1@mou.gr

Body Code:

1090215

Body Description:

MIS SPECIAL SERVICE

TAXIS username :

Position :

Address (Street, Number): *

Town: *

Postal Code: *

Fax:

Phone No: *

e-mail: *

User's Role

Read only Edit Forms Submission(except Application Form) Application Form Submission Participant Record

News

GR-IT User Registration Guide



Project Monitoring System



Reports



Helpdesk



Publicity

News

GR-IT User Registration Guide



Project Monitoring System



Reports



Helpdesk



Publicity

User manual & Announcements

BENEFICIARY'S LIBRARY

User Manuals

Announcements

General Issues

Portal



User Interface

| 30.03.2018

Users

| 30.07.2018



Beneficiaries - Authorities



Attachments

Alerts

System Generated Documents

Reports - Business Intelligence

Reports



Project Monitoring System

+ Selection & Approval

+ Monitoring

+ Utilities

3

Project Monitoring System

News

GR-IT User Registration Guide



Project Monitoring System



Reports



Helpdesk



Publicity

The screenshot displays the Project Monitoring System interface. At the top, there is a header bar with 'ETC' on the left, and 'English', 'patsouras1@mou.gr', and 'Help' on the right. Below the header, a navigation bar contains 'Propose & approve', 'Monitoring', and 'Utilities' tabs, with a '+Create' button on the far right. The main content area is titled 'Application Form ETC' and features a search interface with two input fields: 'Mis Code' and 'Call S/N', each with a search icon. To the right of these fields are 'In Force' and 'Select Bulletin Status' dropdown menus. Below the search fields is a 'More Criteria' dropdown menu. At the bottom of the search area are 'Search' and 'Reset' buttons. A large blue banner at the bottom of the search area displays the text 'No results'.

The screenshot displays the 'Application Form ETC' search interface. At the top, there is a navigation bar with 'ETC' on the left, language and user settings (English, patsouras1@mou.gr) in the center, and 'Propose & approve', 'Monitoring', and 'Utilities' on the right. A '+Create' button is visible in the top right corner. The search area includes input fields for 'Mis Code' and 'Call S/N', an 'In Force' checkbox, and a 'Select Bulletin Status' dropdown. Below these is a 'More Criteria' dropdown. The search criteria are listed as follows:

Project Title	Version	Submission from	Submission Due	Beneficiary
Approval Body	Acronym	ID		

At the bottom of the search area, there are 'Search' and 'Reset' buttons. A large blue banner at the bottom of the page displays the message 'No results'.

BAND BOX

Mis Code



Select MIS

Show 10 entries Search:

Code	Title
5001106	-
5001106	-
5001106	Technical Assistance Greece-Cyprus 2014-2020
5001767	Technical Assistance of the Cooperation Programme INTERREG V-A GREECE-ITALY 2014-2020
5009764	Aiming at Improving Cross Border Accessibility
5010822	CREATION OF A CULTURAL DIPOLE IN THE CROSS BORDER AREA

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

MULTI SELECT LIST BOX

The image shows a multi-select list box with a red border. The header of the list box is a grey rounded rectangle containing the text "Select Bulletin Status" followed by a downward-pointing triangle. Below the header, the list box is divided into two sections. The top section contains two items: "✓ Check All" and "✗ Uncheck All". The bottom section contains a list of status options: "Under Submission", "Submitted", "Being processed", "Final", "Returned to Beneficiary", "Approved", "Invalid", and "Rejected".

Application Form ETC

Mis Code

5001106



Call S/N



In
Force

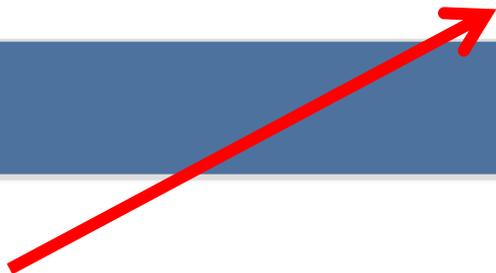
Selec

More Criteria ▾

Search

Reset

No results



Select Columns Show 10 entries Search:

MIS	Title	Call S/N	Beneficiary	Version	Status	In Force	Last Modification	ID	Actions
5001106	-	1505	1100104	1.0	Approved	No	30-05-2016	1278	Select
5001106	-	1505	1100104	1.1	Approved	No	13-07-2018	9600	Select
5001106	Technical Assistance Greece-Cyprus 2014-2020	1505	1100104	1.2	Approved	Yes	19-07-2018	48818	Select

Showing 1 to 3 of 3 entries

First Previous 1 Next Last



This is a table with multiple records (Data grid) with attributes:

- ✓ Search area
- ✓ Selection of number of visible rows
- ✓ Results shown in pages
- ✓ Selection of visible columns
- ✓ Selection of an ACTION

Select Columns Show 10 entries

MIS	Title	Call S/N	Beneficiary	Version	Status	In Force	Last Modificat
5001106	-	1505	1100104	1.0	Approved	No	30-05-20
5001106	-	1505	1100104	1.1	Approved	No	13-07-20
5001106	Technical Assistance Greece-Cyprus 2014-2020	1505	1100104	1.2	Approved	Yes	19-07-20

Showing 1 to 3 of 3 entries

Actions

Select

- ✎ Edit
- 👁 View
- 🖨 Print
- 🗑 Delete
- ➡ Submit
- ⊗ Cancellation
- ✉ Contact



Click on **Select** to see your action options.
 Enabled actions are **blue**. Disable Actions are **grey**.
 Visible or enable actions depends on:

- ✓ Users rights/role
- ✓ Bulletin status

Application Form ETC - View

Open all

Close all

Save Validation Print Previous Page

A. B. C. D. E. F. G.

Project: 5001106 (Approved) Version: 1.0 (Approved) Submission due 31-12-2023 23:59

ID: 1278

A. Project Identification

Application Form ETC - Edit

Open all

Close all

Save Validation Print Previous Page

A. B. C. D. E. F. G.

Project: 5001248 (Approved) Version: 1.1 (Being processed) Submission due 31-12-2023 23:59

ID: 46068

Application Form ETC - Delete

Open all

Close all

Delete Validation Print Previous Page

A. B. C. D. E. F. G.

Project: 5001248 (Approved) Version: 1.1 (Being processed) Submission due 31-12-2023 23:59

ID: 46068

A. Project Identification

B. Detail Description

C. Partnership

D. Budget

E. Monitoring Indicators

F. Check list for Submission

Attachments (0)

History Of Changes

Beneficiary comments

MA/JS Comments

Create AF

Create

OP / Axis *

Call S/N *

Project Title *

Modifying New Version

Copy

Create → New Bulletin

Modification → Modifies or Updates an existing Bulletin
The system automatically creates a new version of the bulletin, copying all data from the -in force- one.

Creation of a new version when the previous is not submitted, is NOT allowed.

Copy → Creates a new bulletin for NEW project copying all data from existing bulletin (new MIS code) .

ONLY used WHEN beneficiary have two similar proposals for the same call !!!

When Click on Accept

Application Form ETC - Create Open all Close all

Create Validation Print Previous Page A. B. C. D. E. F. G.

Project: () Version: 1.0 () Submission due ID:

- A. Project Identification
- B. Detail Description
- C. Partnership
- D. Budget
- E. Monitoring Indicators
- F. Check list for Submission
- History Of Changes

Beneficiary comments

MA/JS Comments



Basic info appear after creation:

- ✓ Project MIS Code
- ✓ Status of Act
- ✓ Version No and Status
- ✓ More info

Version Status:

Under Submission
Submitted
Being processed
Final
Returned to Beneficiary
Approved
Invalid
Rejected

System Response

✘ Errors

Submission NOT allowed

- BUDGET ALLOCATION : "TDP_1_3" Working Packages Total Cost (0) should be equal to total cost at annual allocation (5819706)
- BENEFICIARIES : "TDP_67_3" Fields: National Counterpart Type is mandatory for every beneficiary role (Section C)
- BENEFICIARIES : "TDP_68_3" Fields: Contact Person is mandatory for every beneficiary role (Section C)

⚠ Warnings

Submission allowed BUT needs caution

- MANDATORY FIELDS : "TDP_13b1_3" Please register reasoning/justification for the amendment (Section A) "TDP_13b2_3" Please register at least one subject of amendment (Section A)

OK

Generates digitally signed pdf or rdf document



APPLICATION FORM

COOPERATION PROGRAMME: (Interreg V-B) Balkan-Mediterranean 2014-2020

APPLICATION FORM

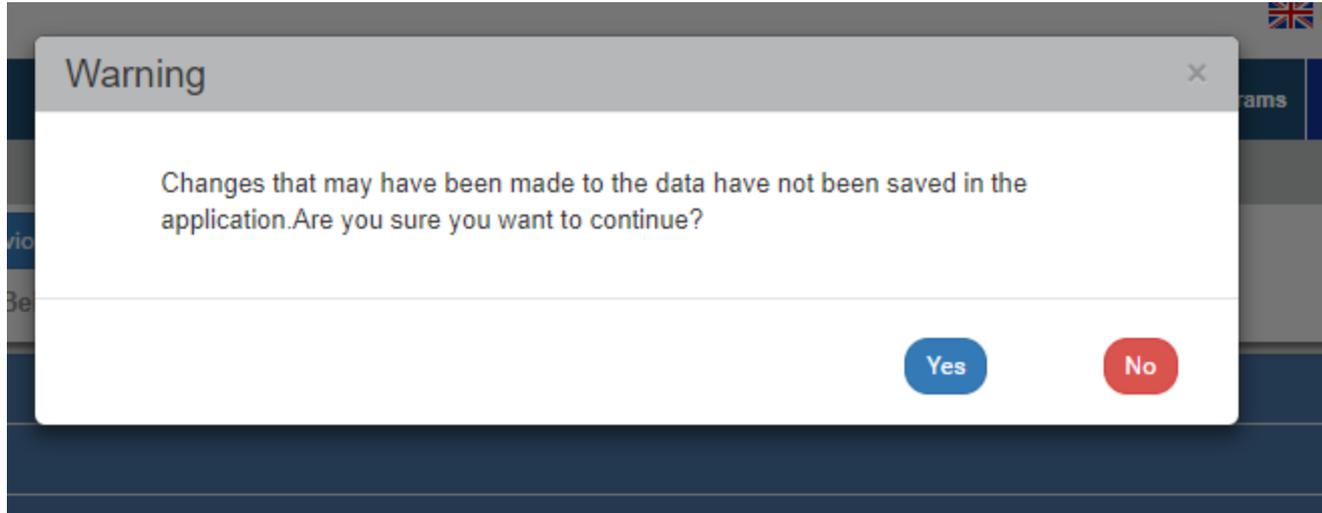
DATE OF SUBMISSION:	DATE OF APPROVAL:
VERSION OF APPLICATION FORM: 1. 1	

SECTION A: PROJECT IDENTIFICATION

PROJECT TITLE: BalkanMed Technical Assistance - Transnational managerial expenses		
MIS IDENTIFICATION CODE: 5001248		
PROJECT ACRONYM: BalkanMed TA		
Project duration		
Start: 01/01/2014	End: 31/12/2023	Total Months: 120,00
CALL FOR PROPOSALS TITLE: Technical Assistance - Balkan Mediterranean 2014 -2020		
CALL FOR PROPOSALS CODE: BM0		

COOPERATION PROGRAMME INFORMATION

PROGRAMME PERIOD: 2014 - 2020		CP CODE: 26
Priority Axis	3 - Technical Assistance	
Fund	IPAE	
Thematic Objectives / Priorities	-	
Investment Priority	-	
Specific Objective	-	
	3.1-Efficient programme delivery	
	-	
Categories of Intervention	1007-Not applicable 1108-Not applicable 24-Other unspecified services 7121-Preparation, implementation, monitoring and inspection 7122-Evaluation and studies 7123-information and communication 802-Repayable grant	



4

Completion of Application Form

Create a new AF

Application Form ETC - Create

Open all | Close all

Create Validation Print Previous Page

Project: () Version: 1.0 () Submission due ID:

- A. Project Identification
- B. Detail Description
- C. Partnership
- D. Budget
- E. Monitoring Indicators
- F. Check list for Submission
- History Of Changes

Beneficiary comments

MA/JS Comments

A. Project Identification

A. Project Identification

Call: 2337 BalkanMed - 1st Call for Project Proposals

Call Body: 1100104-MANAGING AUTHORITY OF EUROPEAN TERRITORIAL COOPERATION PROGRAMMES

Title of the Act: test

Project Title (English):

Acronym:

Beneficiary Protocol: IA / Submission Protocol to IIS HH : MM AM

Version Category: New Type of Act: Excluding State Aid

Start date: End Date: Total Months: 0,00

Expandable Text Areas
Input Fields
Date Fields
List Boxes
Attention! Grey areas are not editable

A. Project Identification

Program Codes

ATP	OP	OP Description	PA	Axis Description	Fund	Percentage
251	26	Balkan-Mediterranean	1	Entrepreneurship & Innovation	IPAE	NaN%
250	26	Balkan-Mediterranean	1	Entrepreneurship & Innovation	ERDF	NaN%



This is a table with multiple records (Data grid) without any attributes:

- ✓ NO Search area
- ✓ NO Selection of number of visible rows
- ✓ NO Results shown in pages
- ✓ NO Selection of visible columns
- ✓ NO Selection of an ACTION
- ✓ Table filled automatically

A. Project Identification

24	Economic Activity	Other unspecified services
08	ESF Secondary Theme	Not applicable
01	Form of Finance	Non-repayable grant
10a	Investment/Thematic Priority	Investing in education, training and vocational training for skills and lifelong learning by developing education and training infrastructure
3d	Investment/Thematic Priority	Supporting the capacity of SMEs to grow in regional, national and international markets, and to engage in innovation processes
26-1-1.1	Specific Objective	Competitive territories: stimulating business performance and extroversion through transnational linkages, clusters and networks
26-1-1.2	Specific Objective	Innovative territories: unleashing territorial potential to improve the transnational innovation capacity of the business sector
26-1-1.3	Specific Objective	Territories of knowledge: entrepreneurial learning and knowledge transfer for more competitive SMEs
113	Intervention Field	Promoting social entrepreneurship and vocational integration in social enterprises and the social and solidarity economy in order to facilitate access to employment
07	Territorial Delivery Mechanism	Not applicable
07	Territory Type	Not applicable
10	Thematic Objective Dimension	Investing in education, training and vocational training for skills and lifelong learning
11	Thematic Objective Dimension	Enhancing institutional capacity of public authorities and stakeholders and an efficient public administration

A. Project Identification

Classification +Add

Category	Code	Description	Percentage	Actions
Investment/Thematic Priority	3a	Promoting entrepreneurship, in particular by facilitating the economic exploitation of new ideas and fostering the creation of new firms, including through business incubators	100,00	 
Specific Objective	26-1-10a-1.3	Territories of knowledge: entrepreneurial learning and knowledge transfer for more competitive SMEs	100,00	 
Thematic Objective Dimension	03	Enhancing the competitiveness of small and medium-sized enterprises, the agricultural sector (for the EAFRD) and the fisheries and aquaculture sector (for the EMFF)	100,00	 
Intervention Field	063	Cluster support and business networks primarily benefiting SMEs	40,00	 
Intervention Field	063	Cluster support and business networks primarily benefiting SMEs	60,00	 
Territory Type	07	Not applicable	100,00	 
Form of Finance	01	Non-repayable grant	100,00	 
ESF Secondary Theme	08	Not applicable	100,00	 
Economic Activity	24	Other unspecified services	100,00	 
Action	1.β.1.1	Ενίσχυση της επιχειρηματικής ανακάλυψης στους τομείς προτεραιότητας	100,00	 

B. Detail Description

Location

Show 10 entries Search:

[+Add](#)

Code	Level	Description	NUTS	Percentage	Actions
9	Region	Central Macedonia	EL12	<input type="text" value="100,00"/>	✎ ✖
			SUM	<input type="text" value="100,00"/>	

Showing 1 to 1 of 1 entries First Previous **1** Next Last

C. Partnership

C. Partnership			
Role	Body	Responsible for Act / Communication Officer	Actions
Lead Beneficiary	1090215-MONITORING INFORMATION SYSTEM SPECIAL SERVICE		 



E cohesion Pre-filled data

D. Budget/ Work packages

Packages / Deliverables +Add

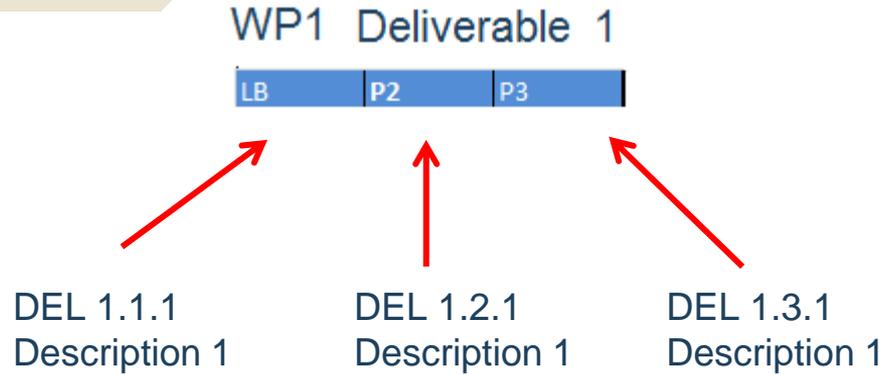
S/N	Name	Start Date	End Date	Amount	Actions
1	Management	01-01-2017	31-12-2018	90.393,50	

Deliverables for the Package with S/N: 1

Show 10 entries Search:

Body	S/N	Description	Expenditure category	Amount	Actions
2010006	3	Organisation and minutes of meetings	2 Staff Cost (Real cost)	1.200,00	
2010006	3	Organisation and minutes of meetings	8 Travel and Accomodation (Real cost)	2.520,00	

+Add

**Attention!!!!**

DEL 1.1.1 can have multiple cost categories

DEL 1.1.1 can NOT have different description!!!

Attachments

Edit Attachment

Step 1: Select the file on your computer that you want to attach.

Choose file: File not chosen yet

Step 2: Select the category of the document (file)

File

Description

Date of

Document

Comments

Show in the Electronic Folder

Valid

Origin

Statement of non-attachment

Accept

Close

Search:

+Attach New File



Valid

File Size (MB)

Date Created

Actions

First

Previous

Next

Last

History of changes

History Of Changes

History Changes Of Bulletin [Print History Of Changes PDF](#)

Date and Time	Bulletin Status	User Name	Comments	Email Recipients
26-10-2018 11:49	Under Submission	patsouras1@mou.gr	A new record has been created: 54902 and MIS Code: 5034914	---

History Changes Of Act

Date	Act Status	User Name	Comments
26-10-2018 00:00	Draft	patsouras1@mou.gr	New Project with MIS: 5034914



E cohesion Electronic History Tracking

5

EXTRA FEATURES



Alerts via email

Available to

Submission

Return

[Finalization]

Recipients

Editors of the bulletin

The officer responsible for the project/act
(registered on AF)

MA user (registered on AF)

All Bodies (registered on AF)

Certain recipients determined per bulletin



Produced PDF saved automatically

When?

Submission

Return

[Finalization]

Features

Inclusion to the attachments of the bulletin

Source: «pdf by M.I.S.»

NOT Editable



Action Communication

Available to:

Beneficiaries/Controllers/MA
Users with role of submission
or finalization
All bulletins

When SENT:

An alert is produced (email)
The attached sent documents are
added to the documents attachments
Printing History of Changes the user
can see the message

6

On line DEMO

7

Completion Submission of Progress Report

Step 1 Create

Create a new Progress Report ✕

Year: MIS Code:

Step 2 Completion

Progress Report - Edit Open all ▾ Close all ▲

Save Run checks Print Previous Page A. B. Γ. Δ. E.

Project: 5002617 Year: 2018 SN: 2 Status: Being processed ID: 2934

A. General Information

Project Title:	Integrated Agro-Industrial Wastewaters Treatment and Isolation of High added value	Project acronym:	
Operational Programm:	23 (Interreg V-A) EL-IT - Greece-Italy	AF of reference:	3127
Beneficiary:	10115040		
Reporting Period Start:	<input type="text"/>	Stop:	<input type="text"/>
Is the Project completed?	<input type="radio"/> YES <input type="radio"/> NO	Date of project completion:	<input type="text"/>
Start Date of Lead Beneficiary Deliverables:	<input type="text" value="01-04-2017"/>		

Step 2 Completion

Bulletin Author Information:

Name-Surname:

Address:

Telephone:

Fax:

Email:

Indicators

Indicator Code:	CO26	Indicator accomplishment:	Cumulative	Allocation
Description:	Research, Innovation: Number of enterpr	Measurement per project:	YES	
Unit of Measurement:		Decimals:	NO	
Indicator Type:		Gender relevance:	None	
Indicator:	Quantitative	Calculated by Participant Record:	NO	

					Accomplishment of the Year			Accomplished till last Year	Target value
OP/Axis	Fund	Investment/ Special Objective	Category	Measurement Unit	Total	Men	Women	Total	Total
23 / 1	ERDF	SO1.1	Δεν εφαρμόζεται		<input type="text"/>	<input type="text"/>	<input type="text"/>	0,00	50,00
TOTAL:					0,00	0,00	0,00	0,00	50,00

Show 1 To 1 From 1 records

[First](#)
[Previous](#)
1
[Next](#)
[Last](#)

● C. Progress activity report

Summary of the project's achievements so far:

Summary of the project's achievements during this reporting period:

Analytical description of the implemented actions, outputs and results during this reporting period:

Next steps to be taken for project's implementation:

 Δ. Financial Report

Show 10 records

Search:

Beneficiary No	Beneficiary	Deliverable	Approved Budget	Contracted Budget	Reporting period Payments
6	10115033-NOA	1.1 Project Management & Coordination Project meetings - Y1-1, Y1-2, Y2-1, Y2-2	8.640,00	0,00	0,00
6	10115033-NOA	1.2 Project Management & Coordination Project Progress Reports, Minutes and Final Report	3.450,00	0,00	0,00
6	10115033-NOA	1.3 Project Management & Coordination Tender documentation, equipment procurement, Staff recruitment	690,00	0,00	0,00
6	10115033-NOA	1.4 Project Management & Coordination Partner memorandum of understanding	690,00	0,00	0,00
6	10115033-NOA	1.5 Project Management & Coordination Progress and financial management control system and audit	5.490,00	0,00	0,00
6	10115033-NOA	2.2 Project Communication & Dissemination Conference and journal scientific publications	9.450,00	0,00	0,00
6	10115033-NOA	2.3 Project Communication & Dissemination National media and press conference	1.725,00	0,00	0,00
6	10115033-NOA	4.1 Severe weather products NWP model for BalkanMed region	70.910,00	0,00	0,00
6	10115033-NOA	4.2 Severe weather products Meteosensor network extension to BalkanMed region	46.975,00	0,00	0,00

– E. Publicity

Have EC requirements on information and publicity measures acknowledging EC Structural Fund assistance been complied with? YES No

Comments :

+ Attachments

+ History

Progress Report - Submit

Open all ▼ Close all ▲

MIS Code **Submit** Run checks Print Previous Page A. B. Γ. Δ. E.

Project: 5000601 Year: 2018 SN: 3 Status: Under Submission ID: 2936

- + A. General Information
- + B. Indicators
- + C. Progress activity report
- + Δ. Financial Report
- + E. Publicity
- + Attachments
- + History

Bulletin ID	
2936	
2933	
2930	

8

Troubleshooting

Before reporting a problem please check:

- ✓ The use of any proxy. Does this proxy cause the problem?
- ✓ The browser used. Version?
- ✓ Who are you? The Username / password used.
- ✓ What have I done? The steps that produced the error.
- ✓ The validity of the registered data (via e-form or print)
- ✓ Try log-out and log-in again. Does the problem disappear?
- ✓ The system's menu.

SYSTEM'S MENU

ΕΣΠΑ ΕΕΣ  Ελληνικά  YOPS_58  Οδηγίες



BLUE ENABLE
WHITE DISABLED

1. Empty Description
2. Can not register e.g. WP1 as the number of my Work Package
3. Some tables are not filled correctly by the system
4. Can not print my project
5. Can not view my AF



SYSTEM ERRORS



**DO
NOT
PANIC**



How to deal with:

- Change
 - ▷ Partner change
 - ▷ Lead beneficiary change
 - ▷ Deliverables
- Delete
 - Deliverables
 - Work Packages

Changes need caution! In case you need to delete a WP/Deliverable/LP/P and add another one. Please delete , save and then add!

9

Body code Information

Project Actors Information - Edit

+Create

Open all

Close all

Save Print Search

A. B. C. D. E. F. G. H.

System Code: 10302 Body description: OTE AE

A. General

System Code *	<input type="text" value="10302"/>	
Short Name *	<input type="text" value="OTE AE"/>	
Full Name	<input type="text" value="OTE AE.-ΟΡΓΑΝΙΣΜΟΣ ΤΗΛΕΠΙΚΟΙΝΩΝΙΩΝ ΕΛΛΑΔΟΣ ΑΕ."/>	
Short Name(English)	<input type="text" value="HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A"/>	
Full Name(English)	<input type="text" value="HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A"/>	
VAT	<input type="text" value="094019245"/>	ΟΡΓΑΝΙΣΜΟΣ ΤΗΛΕΠΙΚΟΙΝΩΝΙΩΝ ΤΗΣ ΕΛΛΑΔΟΣ ΑΝΩΝΥΜΗ ΕΤΑΙΡΕΙΑ
Tax Office	<input type="text" value="Φ.Α.Ε. ΑΘΗΝΩΝ"/>	Tax Office(English) <input type="text" value="FAE ATHINON"/>

B. Contact Info

Address	<input type="text" value="Λ ΚΗΦΙΣΙΑΣ 99"/>	City	<input type="text" value="ΜΑΡΟΥΣΙ"/>	P.C	<input type="text" value="15124"/>
Address(English)	<input type="text" value="99 KIFISIAS AVENUE"/>	City(English)	<input type="text" value="MAROYSI"/>		
Tel.1	<input type="text" value="210-6118112"/>	Tel.2	<input type="text"/>	Fax 1	<input type="text" value="210-6111168"/>
Email	<input type="text"/>	Fax 2	<input type="text"/>	Webpage	<input type="text" value="https://www.cosmote.gr"/>
Current Act of Recommendation Protocol Number	<input type="text" value="88498/96 ΚΥΑ (ΦΕΚ Β' 1165/ 27.12.1996)"/>				
		Creation Date	<input type="text"/>		

C. Legal Representatives

+Add

S/N	Title	Title(English)	Legal Representative(English)	stoixeiaDeltiwn.nomimosEkprosoposEn	Date From	Date To	Actions
1	ΠΡΟΕΔΡΟΣ & ΔΙΕΥΘΥΝΩΝ ΣΥΜΒΟΥΛΟΣ	CHAIRMAN & CEO	ΜΙΧΑΛΗΣ ΤΣΑΜΑΖ	MICHAEL TSAMAZ	01-11-2010		

⊖ D. Categorization

Operators Category Interreg

63324



Supervised Legal Persons /Legal persons governed by private law (save local authorities)

Legal Representative Category

52146



Supervised Legal Persons /Legal persons governed by private law (save local authorities)

Geographical Identification

680



NUTS III or NUTS II

EL301



Athens

Nonprofit

No



Within the Public Sector

Yes



Type of Body

Organization ID in Diavgeia

⊕ E. Surveillance Body

⊕ F. Notes

⊕ G. Changes

⊕ H. Managerial Capacity of the Agency

📎 Attachments (2)

The end
Thank you for your Attention!