

USER MANUAL FOR SAMIS EVALUATIONS

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

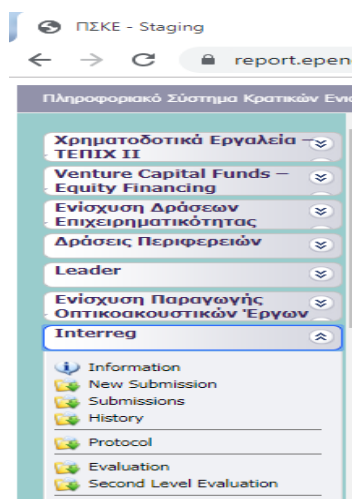
5TH CALL FOR PROJECT PROPOSALS

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.

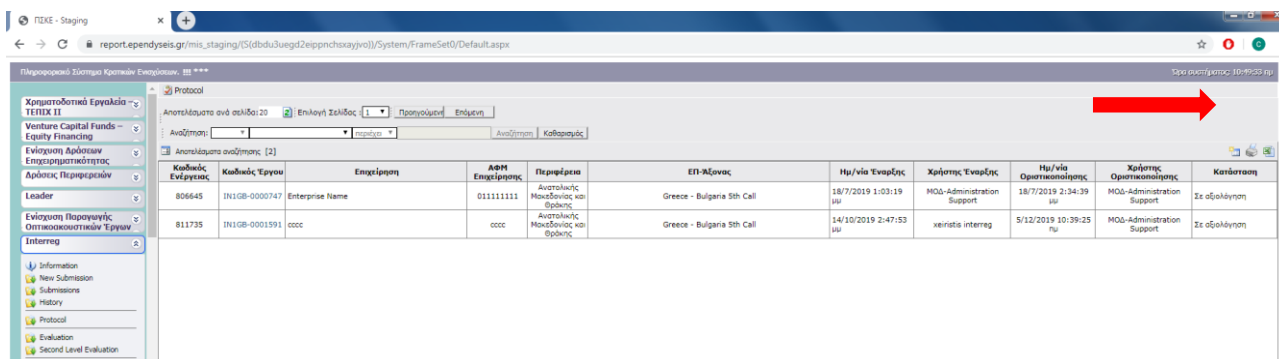



Depending on the level of access and the user roles, the access to the following functions is provided.

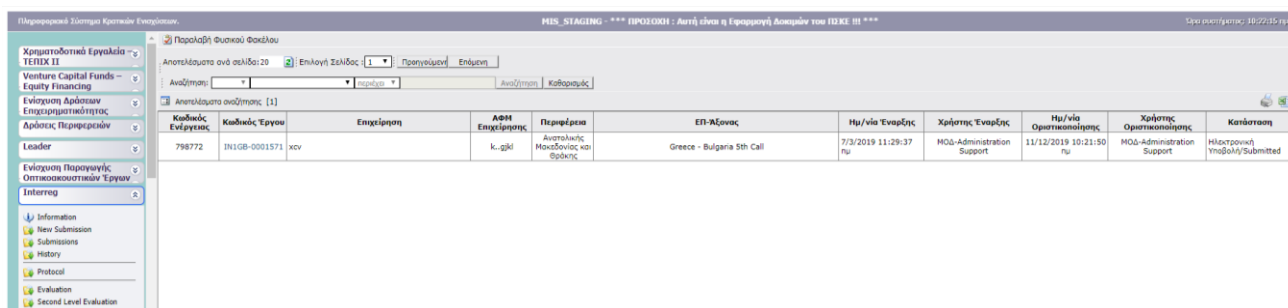
B. RECEIPT OF PHYSICAL FOLDERS

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.

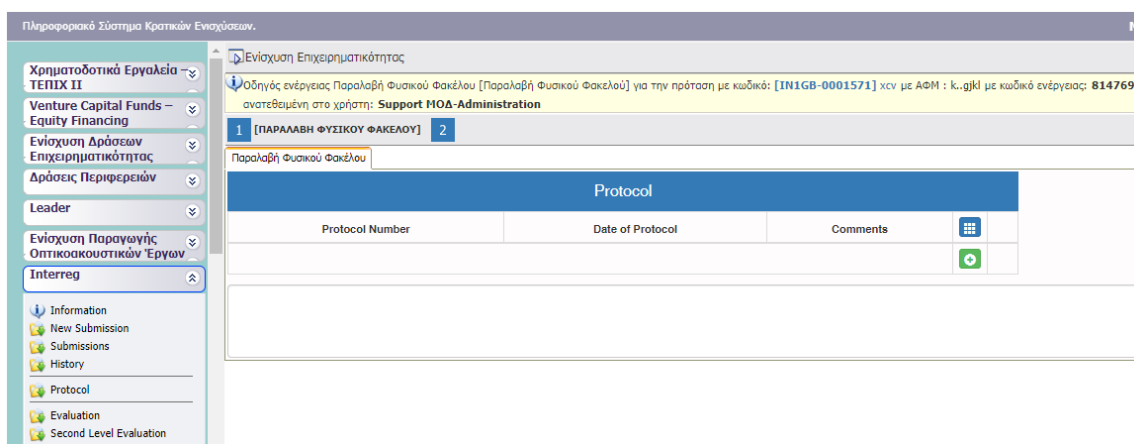
Firstly, the action "Protocol" is chosen from the menu at the left of the screen, to initiate the process for receiving electronically a physical folder.




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.

Protocol

Protocol Number


Date of Protocol

Comments

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.

ΠΕΧΕ - Staging

reportendyses.gr/mis_staging/5(dbnv22wfd2uzpuyio345)/System/FrameSet0/Default.aspx

Παρακολούθηση Στοιχείων Κριτικής Εξέτασης - for you ΠΕΧΕ III ***

Εvaluation

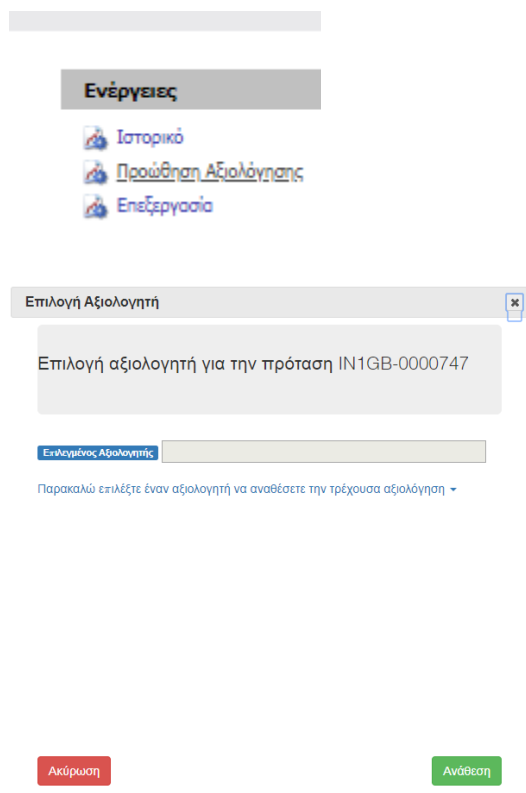
Αποτελέσματα ανά σελίδα: 20 | Επιλογή Σελίδας: 1 | Προηγούμενη | Επόμενη

Ανάλυση: | Πηγή: | Αναζήτηση | Καθαρισμός

Αποτελέσματα αναζήτησης: [8]

Κωδικός Ενέργειας	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	Περιφέρεια	ΕΠΙ-Αξίονας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικοποίησης	Χρήστης Οριστικοποίησης	Κατάσταση
814420	IN1GB-0000747	Enterprise Name	011111111	Αυτοτελής Νομοθετική αρθρ.	Greece - Bulgaria 5th Call	6/12/2019 8:43:24 πμ	Διαχειριστής Αξιολόγησης Interreg Αξιολογητής Interreg	6/12/2019 9:02:12 πμ	MOA-Administration Support	Σε αξιολόγηση
814422	IN1GB-0001230	enterprise	010101040404040	Αυτοτελής Νομοθετική αρθρ.	Greece - Bulgaria 5th Call	6/12/2019 8:59:04 πμ	MOA-Administration Support	6/12/2019 8:49:56 πμ	interreg evaluator	Σε Γνωμοδότηση Ένταξης
806004	IN1GB-0001233	IVECO SA		Αυτοτελής Νομοθετική αρθρ.	Greece - Bulgaria 5th Call	3/7/2019 12:03:06 μμ	ΑΞΙΟΛΟΓΗΤΗΣ INTERREG ΑΞΙΟΛΟΓΗΤΗΣ INTERREG			Υποβλημένη Αξιολόγηση
804225	IN1GB-0001234	x1	BG124455456546456	Αυτοτελής Νομοθετική αρθρ.	Greece - Bulgaria 5th Call	11/6/2019 4:20:41 μμ	interreg evaluator			Σε αξιολόγηση
805999	IN1GB-0001259	name		Αυτοτελής Νομοθετική αρθρ.	Greece - Bulgaria 5th Call	3/7/2019 11:59:25 πμ	interreg evaluator			Σε αξιολόγηση
806003	IN1GB-0001308	fl	ss	Αυτοτελής Νομοθετική αρθρ.	Greece - Bulgaria 5th Call	3/7/2019 12:01:00 μμ	interreg evaluator			Σε αξιολόγηση
804224	IN1GB-0001481	phgh			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	Αυτοτελής Νομοθετική αρθρ.	Greece - Bulgaria 5th Call	5/12/2019 10:40:03 πμ	MOA-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.

ΠΕΚΕ - Staging

report.ependyseis.gr/mis_staging/55dfbny22wf42uzupxyio345J/System/FrameSet0/Default.aspx

Παρακολούθηση Σύστημα Κρατικής Ενίσχυσης

MIS_STAGING - *** ΠΡΟΣΟΧΗ : Αυτή είναι η Εφαρμογή Δομής του ΠΕΚΕ ***

Εξέταση

Αποτελέσματα ανά σελίδα 10 | Εμφάνιση Σελίδας 1 | Προηγούμενη | Επόμενη

Ανάλυση: + | Αποστολή | Καθαρισμός

Αποτελέσματα ανάλυσης: [8]

Κωδικός Ενέργειας	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	Περιφέρεια	ΕΠ-Χώρας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικοποίησης	Χρήστης Οριστικοποίησης	Κατάσταση
814422	JN1GB-0000747	Enterprise Name	011111111	Αυτοτελής Μονάδα/ντα και θύρατος	Greece - Bulgaria SH Call	6/12/2019 8:43:24 πμ	Διοικητής Αξιολόγησης Interreg Διοικητής Αξιολόγησης Interreg			Σε ολοκλήρωση
814422	JN1GB-0001230	enterprise	01010104040404040	Αυτοτελής Μονάδα/ντα και θύρατος	Greece - Bulgaria SH Call	6/12/2019 8:59:04 πμ	MOG-Administration Support	6/12/2019 9:02:12 πμ	MOG-Administration Support	Σε Γνωστοποίηση Ένταξης
806004	JN1GB-0001233	EVRO SA		Αυτοτελής Μονάδα/ντα και θύρατος	Greece - Bulgaria SH Call	3/7/2019 12:03:06 μμ	MOG-Administration Support	6/12/2019 8:49:56 πμ	interreg evaluator	Υποβληθείσες Αξιολόγησης
804225	JN1GB-0001234	el	BG124455456546456	Αυτοτελής Μονάδα/ντα και θύρατος	Greece - Bulgaria SH Call	11/6/2019 4:20:41 μμ	ΑΞΙΟΛΟΓΗΤΗΣ INTERREG ΑΞΙΟΛΟΓΗΤΗΣ INTERREG			Σε ολοκλήρωση
805999	JN1GB-0001259	iname		Αυτοτελής Μονάδα/ντα και θύρατος	Greece - Bulgaria SH Call	3/7/2019 11:55:25 πμ	interreg evaluator			Σε ολοκλήρωση
806003	JN1GB-0001308	fi	ss	Αυτοτελής Μονάδα/ντα και θύρατος	Greece - Bulgaria SH Call	3/7/2019 12:01:00 μμ	interreg evaluator			Σε ολοκλήρωση
804224	JN1GB-0001481	ghgh		Αυτοτελής Μονάδα/ντα και θύρατος	Greece - Bulgaria SH Call	11/6/2019 4:10:27 μμ	ΑΞΙΟΛΟΓΗΤΗΣ INTERREG ΑΞΙΟΛΟΓΗΤΗΣ INTERREG	27/11/2019 3:13:06 μμ	ΑΞΙΟΛΟΓΗΤΗΣ INTERREG ΑΞΙΟΛΟΓΗΤΗΣ INTERREG	Σε Γνωστοποίηση Ένταξης
814330	JN1GB-0001591	cccc	cccc	Αυτοτελής Μονάδα/ντα και θύρατος	Greece - Bulgaria SH Call	5/12/2019 10:40:03 πμ	MOG-Administration Support			Σε ολοκλήρωση

Information
New Submission
Submissions
History
Protocol
Evaluation
Second Level Evaluation

Ενίσχυση Πρωτοκόπου (B' Κύκλος)
Ανάρτηση από μητρώο & μητρώο Επιχειρήσεων
Ενίσχυση Τουριστικών ΜΜΕ

Τελευταίος Έλεγχος: 11/09/2019

Παραγωγικό Σύστημα Κρατικών Υποτροφιών

Στοιχείο: 1118029.gr

Χρηματοδοτικό Έργο/Αξία: ΤΕΠΕΚ 11

Venture Capital Funds – Equity Financing

Ενίσχυση Αρμόδιων Επιχειρηματιών/Εταιρειών

Αρμόδιος Περιφερειακός

Leader

Ενίσχυση Παραγωγικής Οικονομικοποιήσιμων Έργων

Interreg

Αξία/όγκος: 20

Επικύριξη/Σελίδες: 1

Προηγούμενη Έκδοση

Αναζητώντας: Αναζητώντας Αναζητώντας Καταργώντας

Αναζητούμενα αναζητώντας: [1]

Κωδικός Ενίσχυσης	Κωδικός Έργου	Επιχείρηση	ΑΦΗ Επιχείρησης	Περιγραφή	ΕΠ-Άξονας	Ημ/νία Έναρξης	Χρόνος Έναρξης	Ημ/νία Ολοκλήρωσης	Χρόνος Ολοκλήρωσης	Κατάσταση
798772	3H1GB-0001571	KEV	k. gki	Αυτοτελής Μοσχοβίτικη και Φυτική	Greece - Bulgaria 5th Call	7/3/2019 11:29:37 πμ	MOG-Administration Support	11/12/2019 10:21:50 πμ	MOG-administration Support	Υποβληθέντος φυσικός φάκελος

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

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

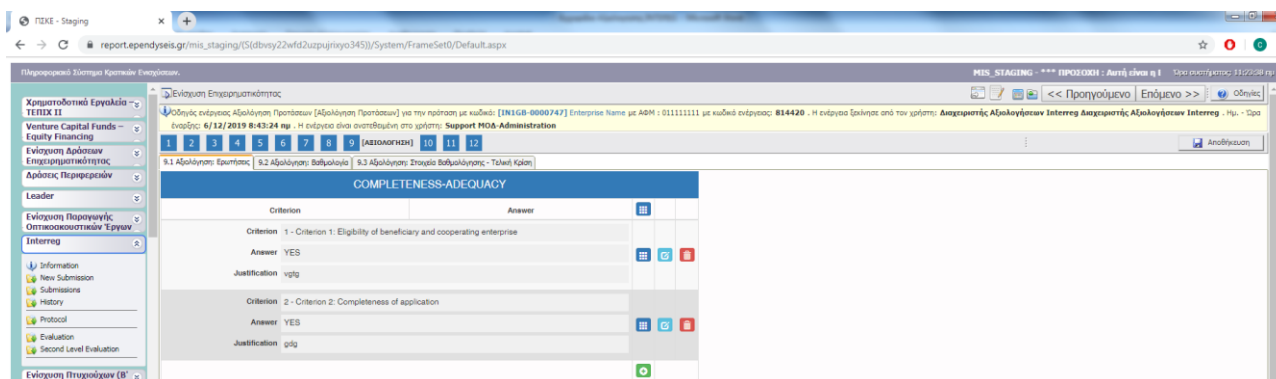
Tabs 1 to 8 are pre-filled, as they were submitted by the beneficiary, during the “Submission” stage.


The user-evaluator is able to intervene in the already filled in fields of the application form, by selecting

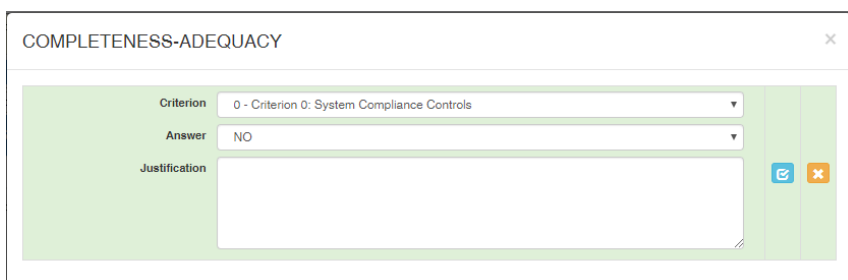
the button , based on the rights provided to him/her by the Call document.


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:

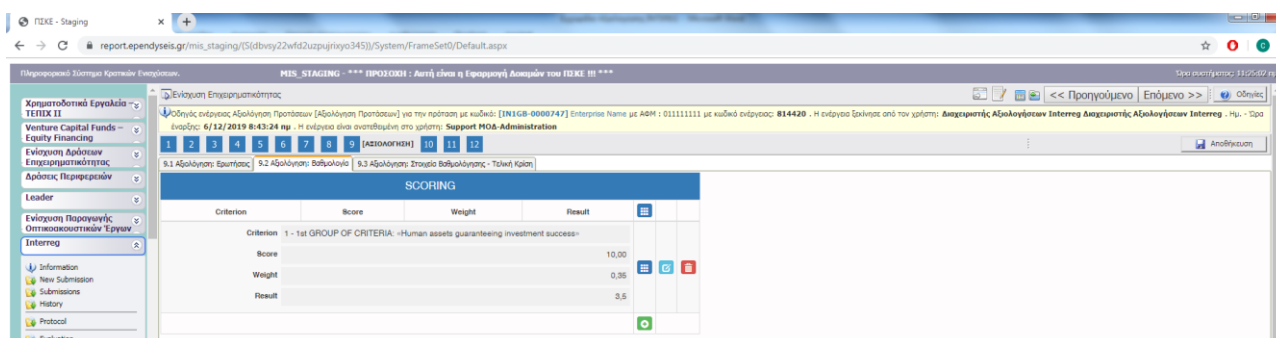



Particular attention is required using the selection , in order to select and enter one by one all the evaluation criteria.



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.

SCORING

Criterion	---
Score	---
Weight	1 - 1st GROUP OF CRITERIA: «Human assets guaranteeing investment success» 2 - 2nd GROUP OF CRITERIA: «Company assets/strengths guaranteeing investment success» 3 - 3rd GROUP OF CRITERIA: «Realism and Maturity of Investment Plan & appropriateness of the partnership scheme»
Result	

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.

The screenshot shows the 'Ενέργεια' (Action) tab in the system. The left sidebar contains a menu with options like 'Χρηματοδοτικό Έργο/Πρόγραμμα', 'Venture Capital Funds - Equity Financing', 'Ενίσχυση Αρμόσεων Επιχειρηματικότητας', 'Απόσπασμα Περιφερειακών', 'Leader', 'Ενίσχυση Παραγωγικής Οικονομικότητας Έργων', 'Interreg', 'Information', 'New Submission', 'Submissions', 'History', 'Protocol', 'Evaluation', 'Second Level Evaluation', 'Ενίσχυση Πτυχιούχων (B Κύκλος)', 'Ανάρθρωση μολύ μολύ & μολύ Επιχειρήσεων', 'Ενίσχυση Τουριστικών ΜΜΕ', 'Νέοι/Νέες Επιχειρηματίες', 'Ενίσχυση Πτυχιούχων', and 'Συνεργασία 2016'. The main area displays 'Ενέργεια' (Action) with a table of evaluation data. The table has columns for '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)', and 'Is there any conflict of interest?'. The table shows a 'YES' for the first column and 'APPROVAL' for the third column. Below the table is a 'DECLARATION OF CONFLICT OF INTEREST OF AN EVALUATION BODY' section with a 'NO' for the first column and 'bubf' for the second column.

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.

The screenshot shows the 'Ενέργεια' (Action) tab in the system. The left sidebar contains a menu with options like 'Χρηματοδοτικό Έργο/Πρόγραμμα', 'Venture Capital Funds - Equity Financing', 'Ενίσχυση Αρμόσεων Επιχειρηματικότητας', 'Απόσπασμα Περιφερειακών', 'Leader', 'Ενίσχυση Παραγωγικής Οικονομικότητας Έργων', 'Interreg', 'Information', 'New Submission', 'Submissions', 'History', 'Protocol', 'Evaluation', 'Second Level Evaluation', 'Ενίσχυση Πτυχιούχων (B Κύκλος)', 'Ανάρθρωση μολύ μολύ & μολύ Επιχειρήσεων', 'Ενίσχυση Τουριστικών ΜΜΕ', 'Νέοι/Νέες Επιχειρηματίες', 'Ενίσχυση Πτυχιούχων', and 'Συνεργασία 2016'. The main area displays 'Ενέργεια' (Action) with a table of evaluation data. The table has columns for '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)', and 'Is there any conflict of interest?'. The table shows a 'YES' for the first column and 'APPROVAL' for the third column. Below the table is a 'DECLARATION OF CONFLICT OF INTEREST OF AN EVALUATION BODY' section with a 'NO' for the first column and 'bubf' for the second column.

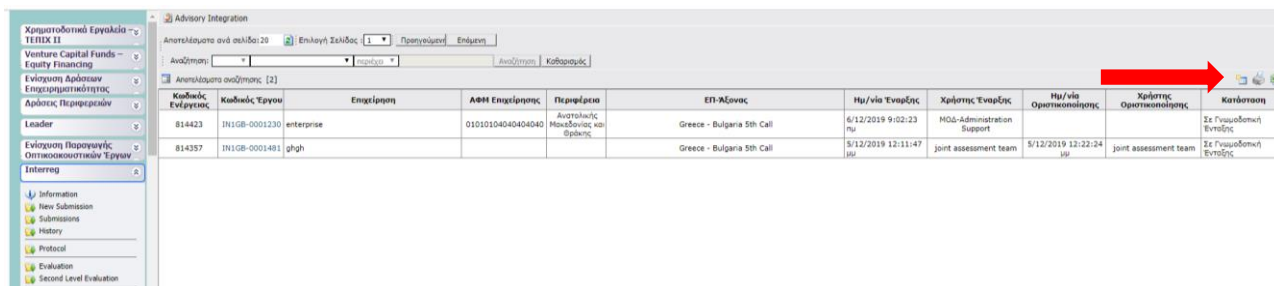
In Tab 12, after completing the validation check the evaluation is finalized.


The screenshot shows the 'Ενέργεια' (Action) tab in the system. The left sidebar contains a menu with options like 'Χρηματοδοτικό Έργο/Πρόγραμμα', 'Venture Capital Funds - Equity Financing', 'Ενίσχυση Αρμόσεων Επιχειρηματικότητας', 'Απόσπασμα Περιφερειακών', 'Leader', 'Ενίσχυση Παραγωγικής Οικονομικότητας Έργων', 'Interreg', 'Information', 'New Submission', 'Submissions', 'History', 'Protocol', 'Evaluation', 'Second Level Evaluation', 'Ενίσχυση Πτυχιούχων (B Κύκλος)', 'Ανάρθρωση μολύ μολύ & μολύ Επιχειρήσεων', 'Ενίσχυση Τουριστικών ΜΜΕ', 'Νέοι/Νέες Επιχειρηματίες', 'Ενίσχυση Πτυχιούχων', and 'Συνεργασία 2016'. The main area displays 'Ενέργεια' (Action) with a table of evaluation data. The table has columns for '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)', and 'Is there any conflict of interest?'. The table shows a 'YES' for the first column and 'APPROVAL' for the third column. Below the table is a 'DECLARATION OF CONFLICT OF INTEREST OF AN EVALUATION BODY' section with a 'NO' for the first column and 'bubf' for the second column.

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

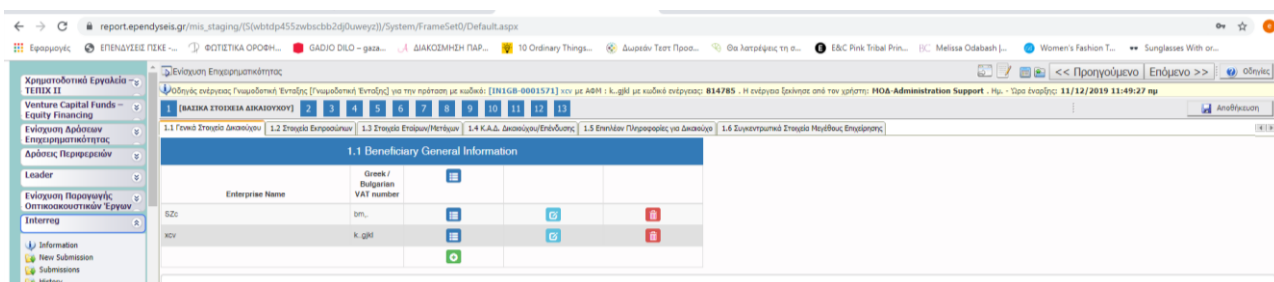
E. SECOND LEVEL EVALUATION BY THE JOINT ASSESSMENT TEAM (JAT)

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.

