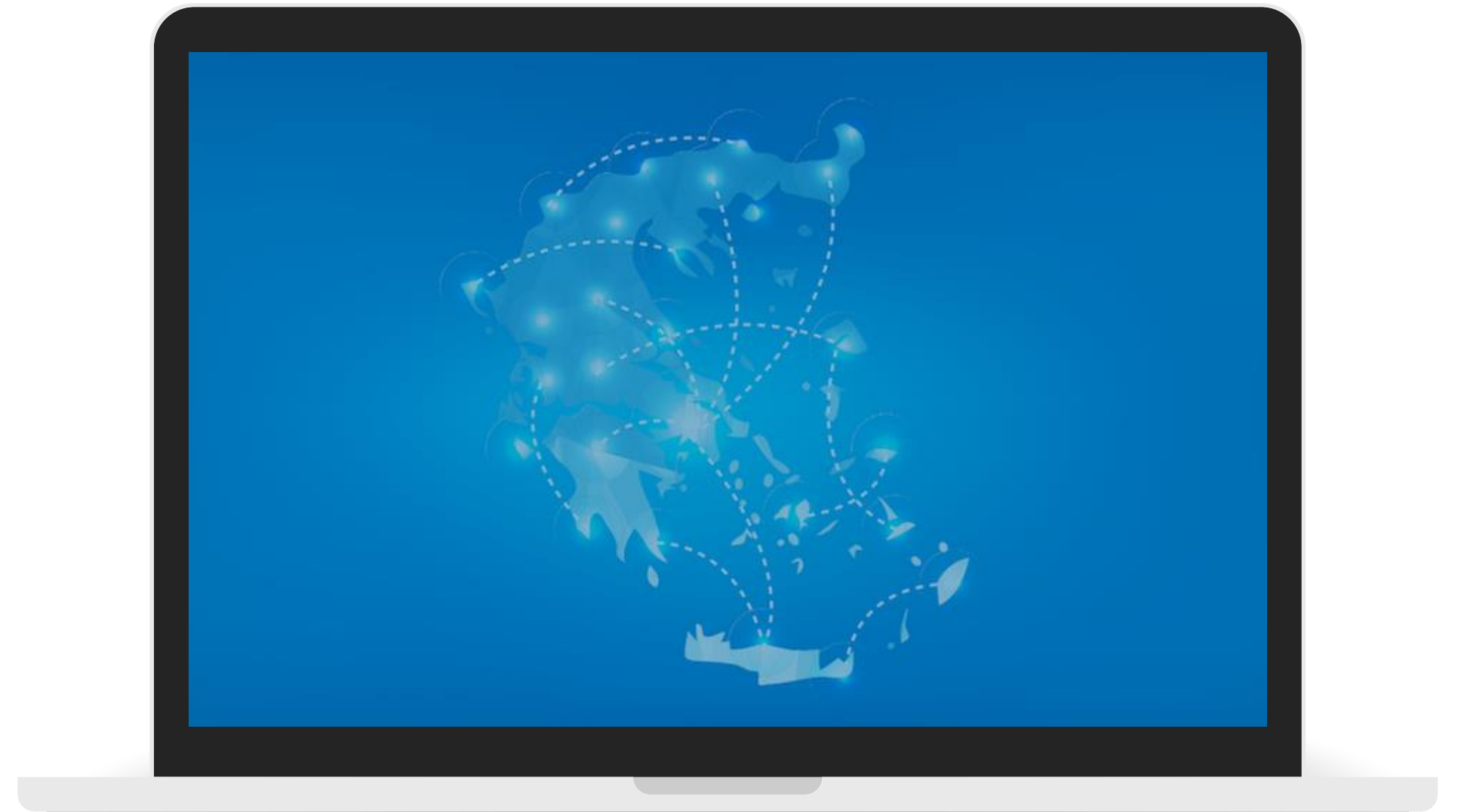


# Access in MIS


**Blagoevgrad, 27/02/2024**

**Ioanna Kalaitzoglou**





# Overview

- ▶ Introduction to MIS
  - ▶ Scope of MIS
  - ▶ Access to MIS
  - ▶ MIS User Interface
  - ▶ Concept note Submission
  - ▶ User Support
- 

## Welcome to the Monitoring Information System

<input type="text"/>	<a href="#">Login</a>	
<input type="password"/>		
<a href="#">Create new Account (Beneficiaries)</a>	<a href="#">Instructions and Useful Information</a>	<a href="#">Forgotten / Expired Password</a>

**The Monitoring Information System (M.I.S.)  
is a web application for the co-financed by EU  
projects, which can be accessed with a web  
browser.**

# Scope of MIS

All project applications to the Greece-Bulgaria 2021-2027 Program can ONLY be submitted via MIS



<https://www.greece-bulgaria.eu>

The screenshot shows the website's navigation menu with 'Library' and 'MIS Manuals' highlighted in red boxes. Below the menu, the page title 'MIS Manuals' is displayed above the ERGORAMA logo. A link for 'Access MIS' is provided. A list of documents is shown, with 'GUIDELINES FOR APPLYING IN MIS 2021-2027' highlighted in a red box.

greece - bulgaria

Home About Calls Projects **Library** News & Events Committees Useful Links

Programme Documents Project Documents Communication / Capitalisation **MIS Manuals** Monitoring Committee Framework Training Material FAQ

## MIS Manuals



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

**Technical guidance of MIS 2021 - 2027**

BENEFICIARY USER REGISTRATION AND ACCOUNT MANAGEMENT

**GUIDELINES FOR APPLYING IN MIS 2021-2027**

USER INTERFACE

## HOW TO ACCESS MIS?

### **GROUP A ACCOUNT UPGRADE**

I have an account for MIS 2014-2020

I don't remember the username

I can't log in the system

I had an account, but I need more privileges

### **GROUP B CREATE NEW ACCOUNT**

I do not have an account for MIS 2014-2020

I have an account for Greek Regional/Sectoral OPs

I don't have an account and I don't know if my organization is registered

The legal representative changed, how to change the name of the account

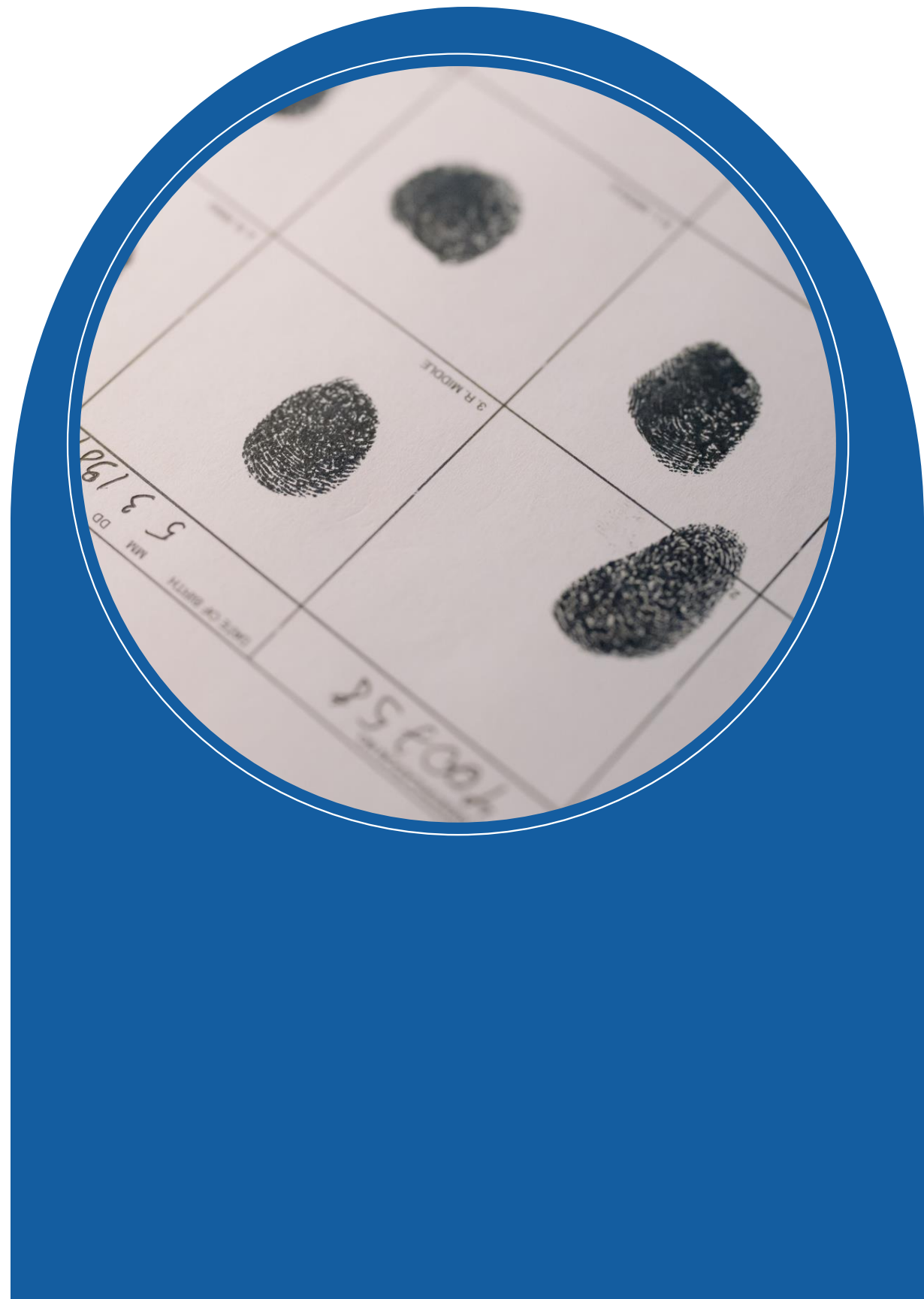
### **GROUP C NEW ORGANISATION**

My organization has not been funded before

My organization has not been registered in MIS registry

I searched and I did not find







## GROUP A . Upgrade User Account



## b. Upgrade User Account


1. Login
2. Select **“User Profile 2021-2027”**

The screenshot shows the top navigation area of the ERGORAMA website. The header is dark blue with the ERGORAMA logo on the left. On the right, there is a language selector set to 'English' with a UK flag, and a user profile dropdown for 'PAPADOPOULOU' with a silhouette icon. Below the header, a light blue navigation bar contains 'HOME' (with a house icon) and 'LIBRARY' (with a book icon). Below that, a grey bar features 'ANNOUNCEMENTS' with a bookmark icon. At the bottom, a table lists categories: News, Subcategory, Post, and Subject.

ERGORAMA

English  PAPADOPOULOU 

 HOME  LIBRARY

 ANNOUNCEMENTS

News	Subcategory	Post	Subject
------	-------------	------	---------

- User Profile 2014-2020
- User Profile 2021-2027**
- Change Password
- Logout



## ii. Upgrade User Account - Managing Authority

➔ To Managing Authority

Programming Period \*

Choose Programming Period ▼

Show 10 ▼ entries

PA 2021-2027

Search: {

	Code	Description
<input type="checkbox"/>		

Showing 1 to 1 of 1 entries

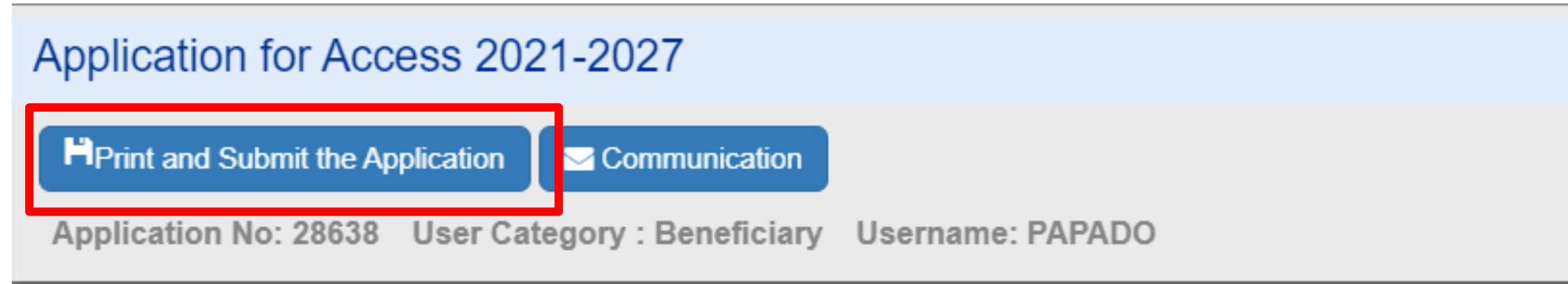
	Code	Description
<input checked="" type="checkbox"/>	1100104	MANAGING AUTHORITY "INTERREG 2021 - 2027"

Showing 1 to 1 of 1 entries

## ii. Upgrade User Account

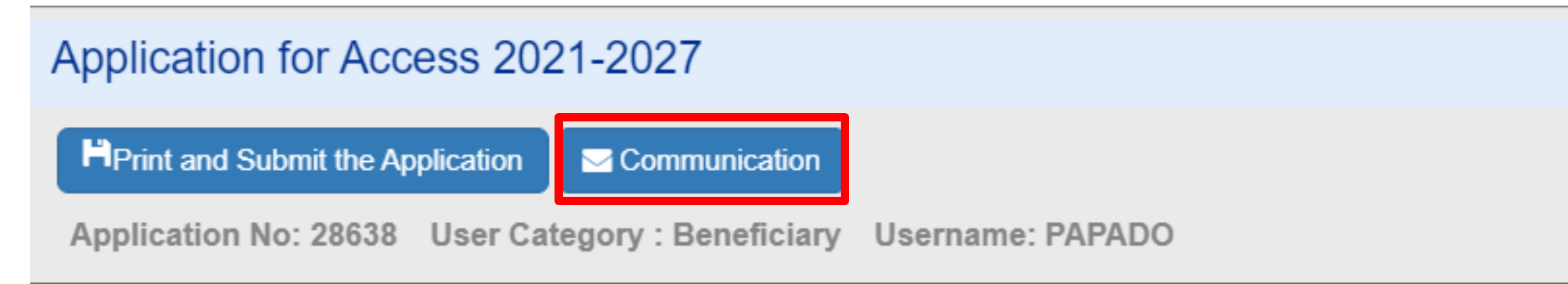
1. Select

**“Print and Submit the Application”**



2. Duly sign (scanned) application

3. Submit the signed application via  
**Communication**



## ii. Upgrade User Account

Fill in the message as follows

### Communication Form

[Send](#) [Previous Page](#)


Send Message for: Applications ID: 28638

#### Message details

**Subject \***

**Text Message \***

**Receiving Managing Bodies \***

**Additional Emails \***  

## ii. Upgrade User Account

### Upload the scanned application

Attachments

Show  entries Search:

+ Attach New File ?

S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Date of upload	Actions
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

### Edit Attachment ✕

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

Select file: **Selected file: user\_application\_28638.pdf**

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

User Application Form documents ▼

## ii. Upgrade User Account

Submit communication form

### Communication Form

[Send](#) [Previous Page](#)

---

### Message details

**Subject \***

User Account upgrade

After submission

### User Account Modification

[Save](#) [Communication](#)

Application No: 28638 User Category : Beneficiary Username: PAPADO

Attachments (1)

[Download All](#) [Print](#)

[Add](#)

Show 10 entries

Search:

<input type="checkbox"/>	S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Last Modification	Actions
<input type="checkbox"/>	1	User Application Form documents	user_application_28638.pdf - upgrade request	-	YES	0.171	22-11-2023	<a href="#">Download</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

<< < 1 > >>

## DULY SIGNED USER APPLICATION



### Left bottom side:

- i. Date
- ii. Organization's legal representative signature
- iii. Legal representative's full name and title
- iv. Organization's official stamp

### Right bottom side:

- v. Applicant's signature below «Requested by»

ii. Apply for a user account – Duly signed

This document grants Mr./Ms. Memeti Bashkim access rights to the MIS-NSRF 2014-2020. The respective read/write privileges are stated above.

Date: 25.08.2023

i.

ii.

AUTHORIZED OFFICIAL  
(on behalf of beneficiary)

iii.

Ioanna Smith  
Director

iv.



I understand that the access code assigned to me is strictly personal and that I am responsible for its proper use.

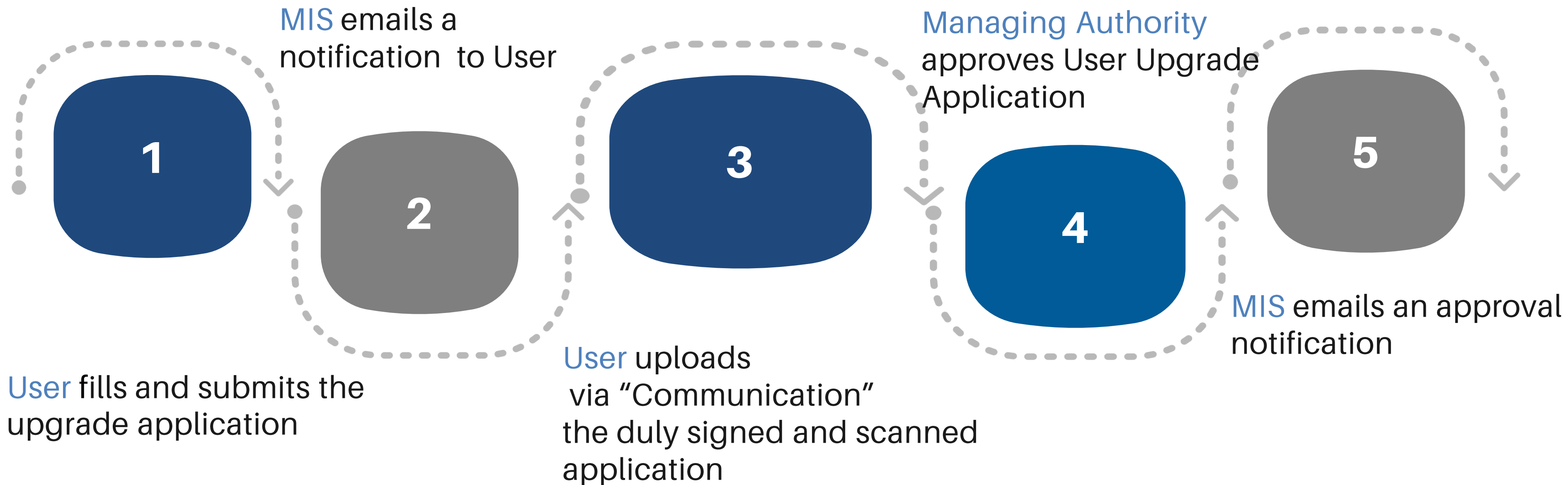
Date: 25/08/2023

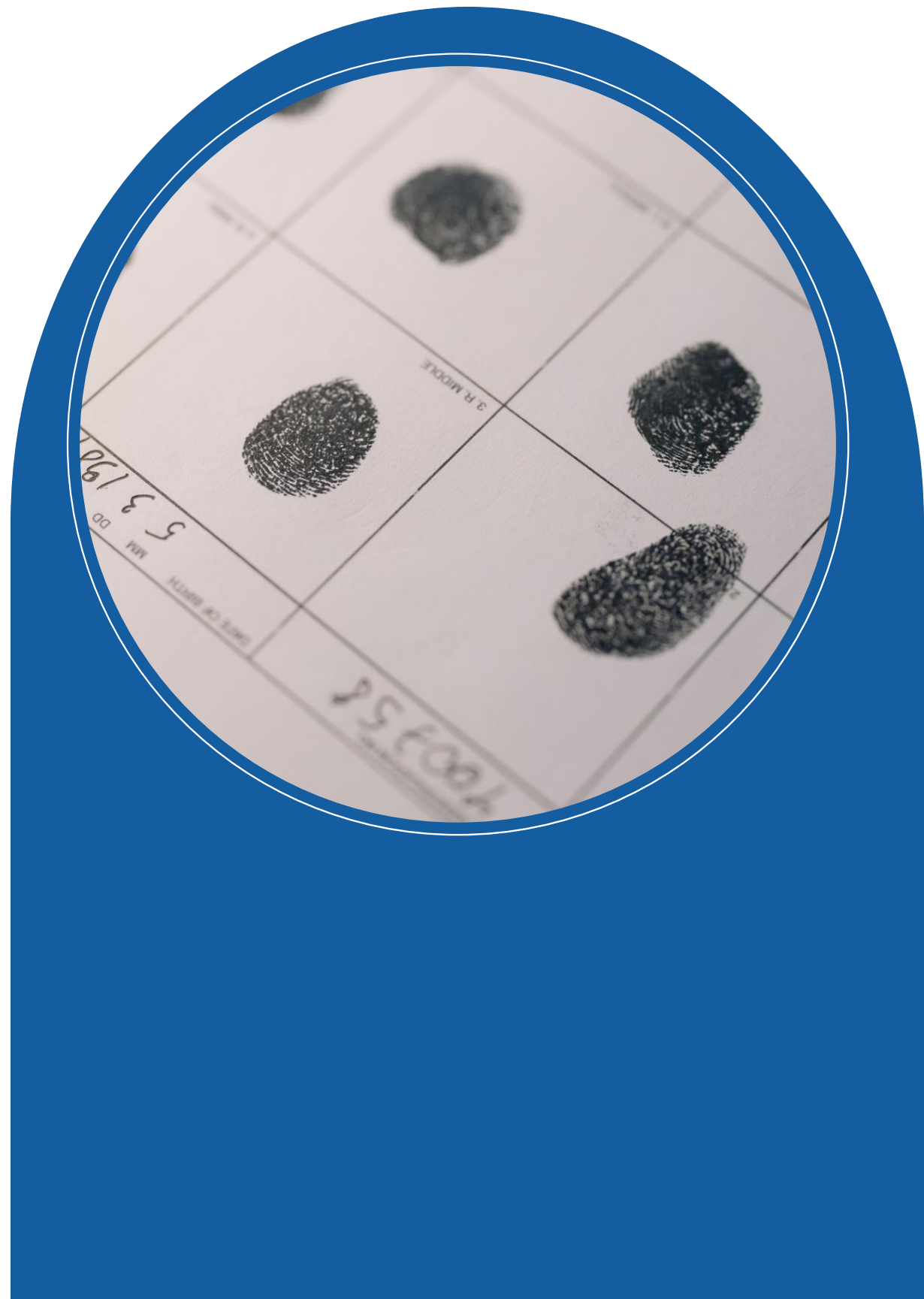
Requested by

v. Memeti Bashkim



# User account Upgrade Process





**GROUP B**

**NEW User Account**

## ii. Apply for a user account

1. Navigate to the home page

<https://logon.ops.gr>

2. Click on the link

*“Create new Account (beneficiaries)”*

The screenshot shows the login page for the ERGORAMA Monitoring Information System. At the top, there are logos for ERGORAMA, Partnership Agreement 2014-2020, ΕΣΠΑ 2014-2020 (Ενίσχυση - εργασία - αλληλεγγύη), HELLENIC REPUBLIC MINISTRY OF DEVELOPMENT AND INVESTMENTS, and the European Union. The main heading reads "Welcome to the Monitoring Information System". Below this, there is a login form with two input fields: "Username" and "Password", and a blue "Login" button. At the bottom of the form, there are three links: "Create new Account (Beneficiaries)" (highlighted with a red box), "Instructions and Useful Information", and "Forgotten / Expired Password".

## ii. Apply for a user account – Electronic Form

### New Account Application Form (Beneficiaries)

 English

 Help

- This application is intended for potential Beneficiaries for projects financed by EU Funds.

- Attention! To be completed only for a NEW user account. For access to PP 2021-2027 please select 'User Details and Access 2021-2027'.

- Before applying please read carefully the instructions.

Clear data

Submit and Print

+ Personal Data



+ User Name Information

+ To Managing Authority

+ User's Role

## ii. Apply for a user account – Fill in personal data

### New Account Application Form (Beneficiaries)

English   Help

- This application is intended for potential Beneficiaries for projects financed by EU Funds.  
- Attention! To be completed only for a NEW user account. For access to PP 2021-2027 please select 'User Details and Access 2021-2027'.  
- Before applying please read carefully the instructions.

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

#### Personal Data

Name: *	<input type="text" value="loanna"/>	Surname: *	<input type="text" value="kalaitzoglou"/>
Address (Street, Number): *	<input type="text" value="Via del castello 5"/>	Town: *	<input type="text" value="matera"/>
Postal Code: *	<input type="text" value="75100"/>	Phone No: *	<input type="text" value="003983999999"/>
e-mail: *	<input type="text" value="ikalaitzoglou@mou.gr"/>	E-mail verification: *	<input type="text" value="ikalaitzoglou@mou.gr"/>
Position in the Body: *	<input type="text" value="Officer"/>	Country: *	<input type="text" value="ELLADA"/>

## ii. Apply for a user account – Select your organization from the list

### Personal Data

Name: \*

Ioanna

Surname: \*

Kalaitzoglou

Address (Street,  
Number): \*

georg sholis 65

Town: \*

Ohrid

Postal Code: \*

2512

Phone No: \*

0039000000000

e-mail: \*

ikalaitzoglou@mou.gr

E-mail verification: \*

ikalaitzoglou@mou.gr

Position in the Body: \*

Officer

Country: \*

Republic of North Macedonia

Body Code:

93000006



Body Description: \*

ST.KLIMENT OHRIDSKI UNIVERSIT'

## ⊖ User Name Information

Username: \*

👁 Username availability check

Username auto filled with email but editable!



## ii. Apply for a user account – Define access privileges

Access to all projects of Authority

Comments (up to 2000 characters):

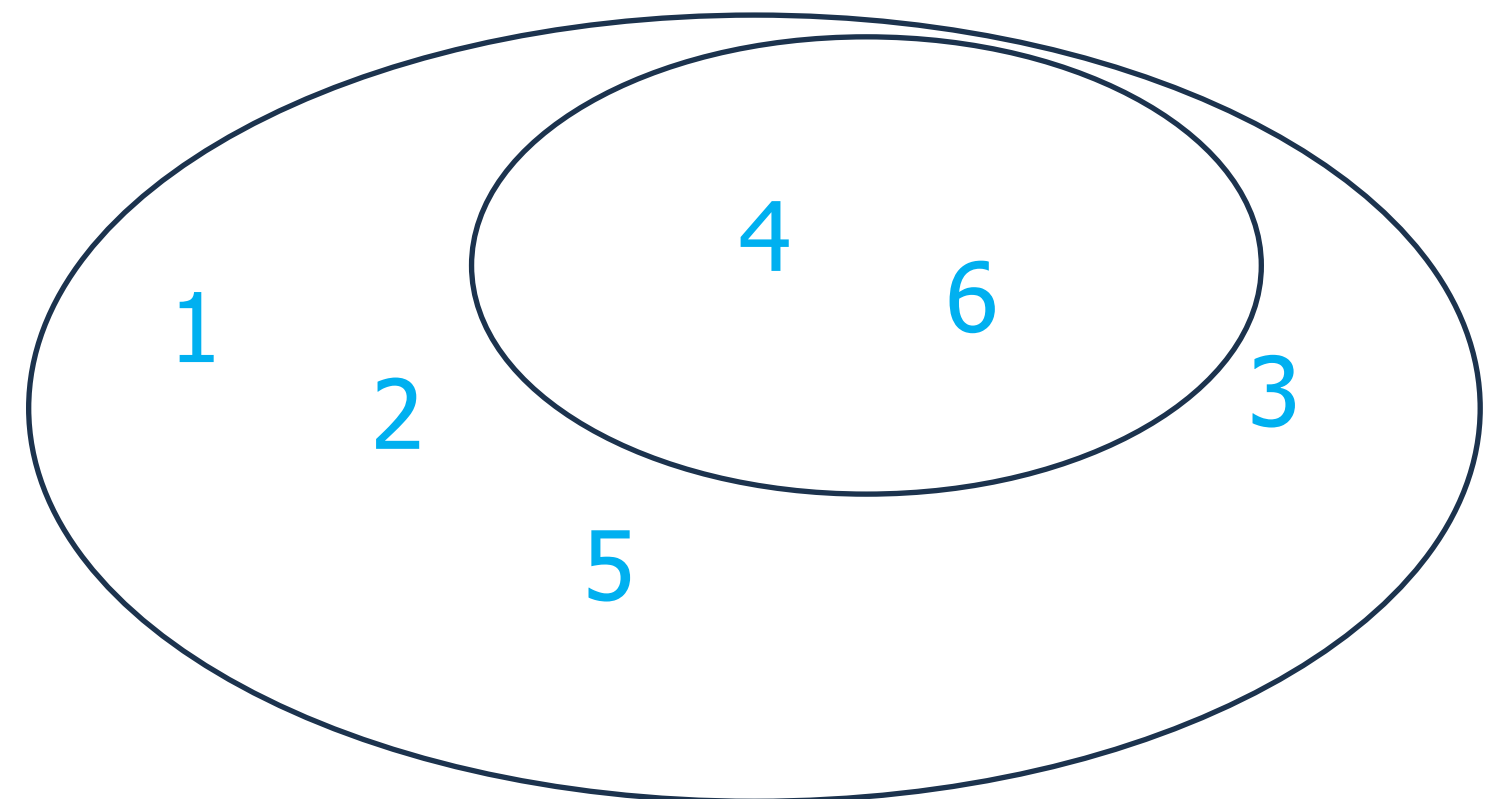
Access only to my projects

### **NOTE:**

A New Project before submission is visibly only to:

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

Specify access to Projects



## ii. Apply for a user account – Select Managing Authority

### ☐ To Managing Authority

Programming Period \*

1 generic.multipleSelected ▾

Managing Legal Bodies

PA 2014-2020

✓ PA 2021-2027

Εθνικό Πρόγραμμα Ανάπτυξης (ΕΠΑ)

EEA Programs 2014-2020

RRF Recovery and Resilience Facility

Show 10 ▾ entries

Search:

Show 10 ▾ entries

Search: 110

▲	Code	Programming Period	Description
<input checked="" type="checkbox"/>	1100104	ΕΣΠΑ 2021-2027	INTERREG 2021 - 2027

Showing 1 to 1 of 1 entries (filtered from 26 total entries)

<< < 1 > >>

## ii. Apply for a user account – Select roles

### ☰ User's Role

Read only

Edit

Forms Submission (except Application Form)

Application Form  
Submission

Participant Record



#### Read only

- Minimum role
- No action allowed

#### Edit

- Create/Edit

#### Forms Submission (except AF)

- Create/Edit/  
Submit all  
documents other  
than AF


#### Application Form Submission

- Create/Edit/  
Submit AF

#### Participant Record

- Not applicable for  
Interreg

## New Account Application Form (Beneficiaries)

 English ▾

 Help

- This application is intended for potential Beneficiaries for projects financed by EU Funds.
- Attention! To be completed only for a NEW user account. For access to PP 2021-2027 please select 'User Details and Access 2021-2027'.
- Before applying please read carefully the instructions.

Clear data

Submit and Print

 Personal Data

 User Name Information

 To Managing Authority

 User's Role

## DULY SIGNED USER APPLICATION



### Left bottom side:

- i. Date
- ii. Organization's legal representative signature
- iii. Legal representative's full name and title
- iv. Organization's official stamp

### Right bottom side:

- v. Applicant's signature below «Requested by»

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This document grants Mr./Ms. Memeti Bashkim access rights to the MIS-NSRF 2014-2020. The respective read/write privileges are stated above.

Date: 25.08.2023

i.

ii.

AUTHORIZED OFFICIAL  
(on behalf of beneficiary)

iii.

Ioanna Smith  
Director

iv.



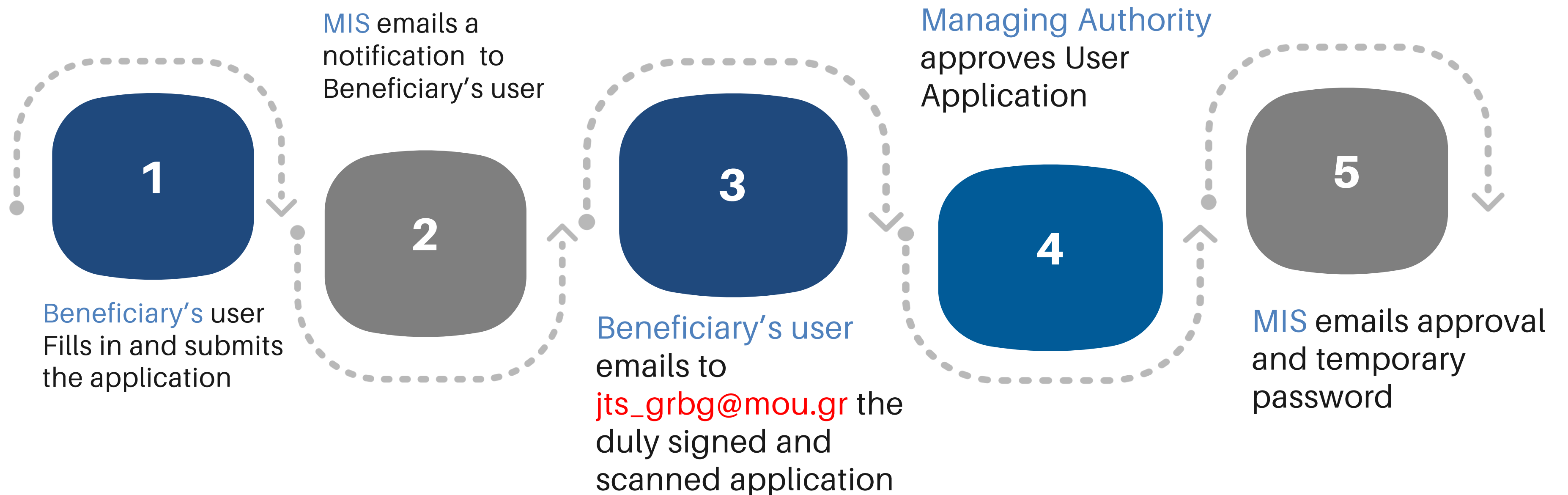
I understand that the access code assigned to me is strictly personal and that I am responsible for its proper use.

Date: 25/08/2023

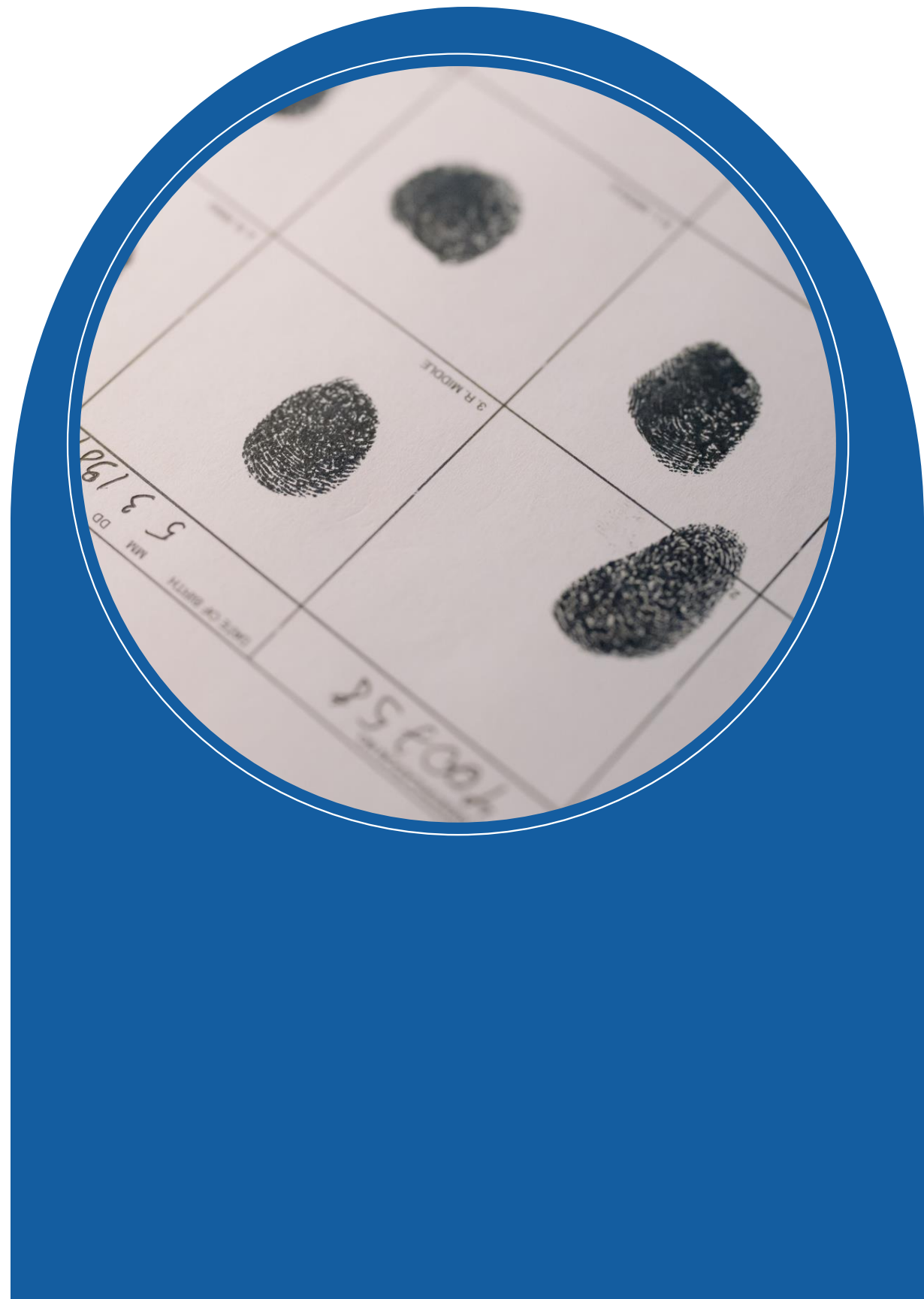
Requested by

v. Memeti Bashkim

# NEW User Account Process







**GROUP C**

**NEW ORGANISATION/INSTITUTION IN MIS**

## i. Organization Registration (1/3)

1. Navigate to

<https://logon.ops.gr>

2. Click on the link *“Instructions and Useful Information”*

3. Click on the hyperlink *“xls”*

4. In case of a new potential Project Beneficiary (not included in the system) please complete the organization information in the appropriate application form (xls) and submit it to the Managing Authority.

ERGORAMA

Partnership Agreement  
2014 - 2020

ΕΣΠΑ  
2014-2020  
ανάπτυξη - εργασία - αλληλεγγύη

HELLENIC REPUBLIC  
MINISTRY OF  
DEVELOPMENT AND INVESTMENTS

European Union  
European Structural  
and Investment Funds

Welcome to the  
Monitoring Information System

Username

Password

Login

Create new Account  
(Beneficiaries)

Instructions and  
Useful  
Information

Forgotten / Expired  
Password

## i. Organization Registration (2/3)

4. Download the xls file

5. Fill in **ALL** orange fields

6. Save the file as:

*the name of your organization*

7. Sent the file by email to:

[jts\\_grbg@mou.gr](mailto:jts_grbg@mou.gr)

HELLENIC REPUBLIC  
 MINISTRY OF ECONOMY & FINANCE  
 GENERAL SECRETARIAT FOR PUBLIC INVESTMENTS  
 NATIONAL COORDINATING AUTHORITY  
 -----  
 MIS SPECIAL SERVICE

CODE	FULL NAME (IN ENGLISH)	BRIEF NAME (IN ENGLISH)	FULL NAME (IN NATIVE LANGUAGE - ONLY LATIN CHARACTERS)	BRIEF NAME (IN NATIVE LANGUAGE - ONLY LATIN CHARACTERS)	GEOGRAPHIC CATEGORY		NUTS	LEGAL CATEGORY			
					MUNICIPALITY			CODE	CATEGORY	PROFIT MAKING LEGAL PERSONS	UNDER PUBLIC SECTOR
					CODE	DESCRIPTION					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

### PLEASE FOLLOW CAREFULLY THE INSTRUCTIONS BELOW

This form shall be sent to the MA INTERREG 2021-2027 / or relevant Joint Secretariat if a potential beneficiary (legal body) is not registered.

Completion instructions:

(1) Fill in the body code, if any (in case of changes - updates)

(2) Fill in English the body's full name as mentioned on the Legalizing Documents for the establishment of the Body (e.g. Ministry of Economics)

(3) Fill in, in English the body's brief name (if it exists). **Attention!** You should not use abbreviations. The brief description should clearly describe the organization.

(4)-(5) Fill in the name in the native language using Latin characters.

(6)-(7) Fill in the Body Geographic Data (Code & Description of the Municipality of the body's registered office). In case the Code is not known, please register it.

(8) Fill in the NUTS CODE (e.g. for Matera the NUTS code is ITF6)

(9)-(10) Fill in the body's legal data according to the Public Accounting (Law 4270/2014) and the additional available categories (Use the sheet LEGAL PERSONS)

(11) Fill in YES/NO depending on whether the body is a profit or non-profit organization. **Greek Beneficiaries only**

## i. Organization Registration (3/3)

HELLENIC REPUBLIC  
MINISTRY OF ECONOMY & FINANCE  
GENERAL SECRETARIAT FOR PUBLIC INVESTMENTS  
NATIONAL COORDINATING AUTHORITY  
-----  
MIS SPECIAL SERVICE

CODE	FULL NAME (IN ENGLISH)	BRIEF NAME (IN ENGLISH)	FULL NAME (IN NATIVE LANGUAGE - ONLY LATIN CHARACTERS)	BRIEF NAME (IN NATIVE LANGUAGE - ONLY LATIN CHARACTERS)	GEOGRAPHIC CATEGORY		NUTS	LEGAL CATEGORY			
					MUNICIPALITY			CODE	CATEGORY	PROFIT MAKING LEGAL PERSONS	UNDER PUBLIC SECTOR
					CODE	DESCRIPTION					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

### PLEASE FOLLOW CAREFULLY THE INSTRUCTIONS BELOW

This form shall be sent to the MA INTERREG 2021-2027 / or relevant Joint Secretariat if a potential beneficiary (legal body) is not registered.

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- (8) Fill in the NUTS CODE (e.g. for Matera the NUTS code is ITF6)
- (9)-(10) Fill in the body's legal data according to the Public Accounting (Law 4270/2014) and the additional available categories (Use the sheet LEGAL PERSONS)
- (11) Fill in YES/NO depending on whether the body is a profit or non-profit organization. **Greek Beneficiaries only**



The information will be checked by the JS and will be registered in MIS by an Officer in MIS Office (Athens)

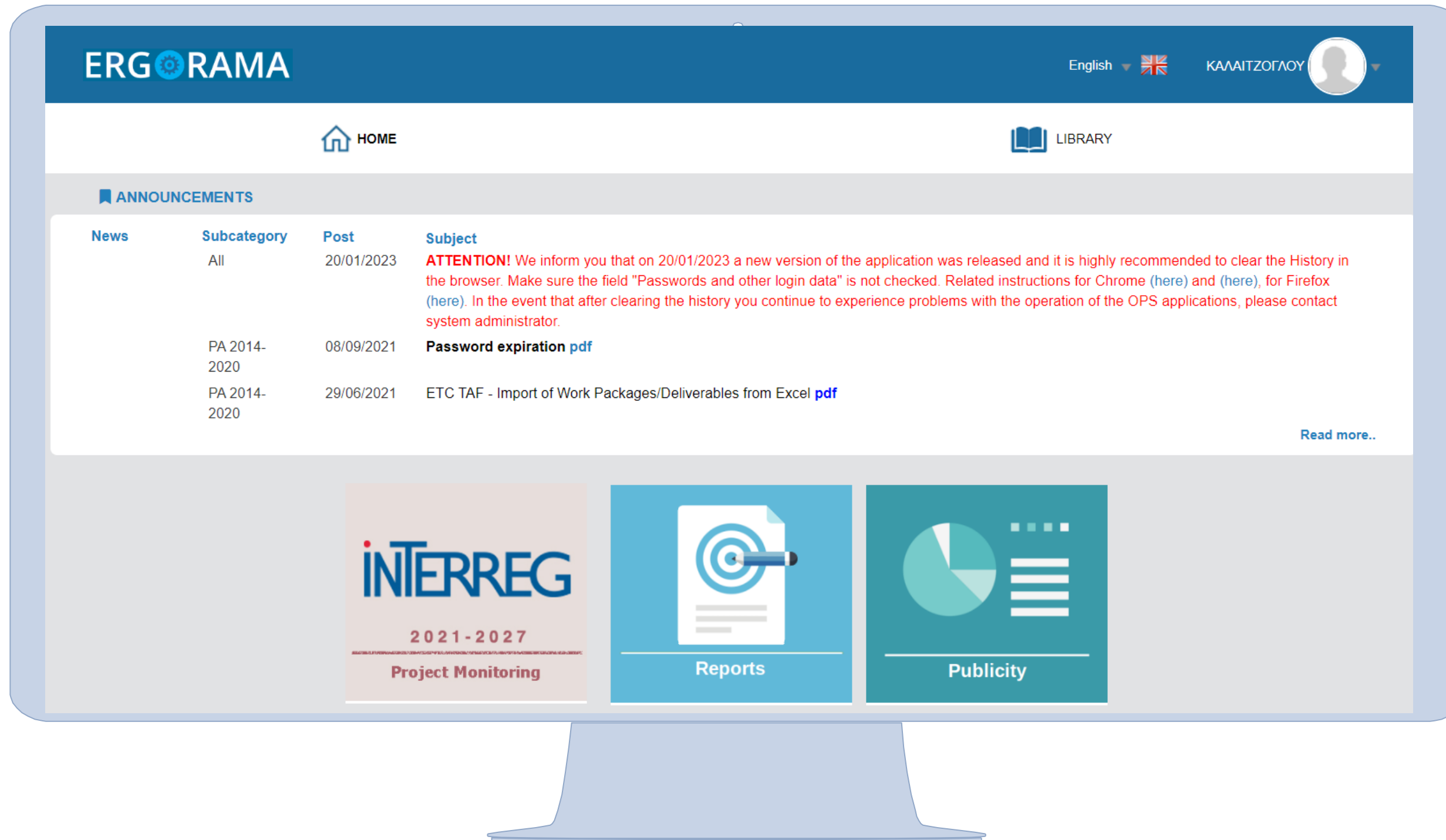
**WHEN YOU RECEIVE your "body code", you belong to the Group B and you can proceed with the user account applications**

# FIRST LOGIN

A red rectangular sign with the words "ON AIR" in white, bold, sans-serif capital letters. The sign is mounted on a white rectangular panel with a dark grey border, which is set against a blue background.

**ON AIR**

- **Navigate to MIS Portal**
- **Check your personal data**
- **Change temporary password**





- User Profile 2021-2027
- Change Password
- Logout

## ANNOUNCEMENTS

News	Subcategory	Post	Subject
	All	20/01/2023	<b>ATTENTION!</b> We inform you that on 20/01/2023 a new version of the application was released and it is highly recommended to clear the History in the browser. Make sure the field "Passwords and other login data" is not checked. Related instructions for Chrome ( <a href="#">here</a> ) and ( <a href="#">here</a> ), for Firefox ( <a href="#">here</a> ). In the event that after clearing the history you continue to experience problems with the operation of the OPS applications, please contact system administrator.
	PA 2014-2020	08/09/2021	<a href="#">Password expiration pdf</a>
	PA 2014-2020	29/06/2021	<a href="#">ETC TAF - Import of Work Packages/Deliverables from Excel pdf</a>

[Read more..](#)

2021-2027

Project Monitoring



Reports



Helpdesk



Publicity



## User Account Modification



 Save

 Communication

Application No: 24553 User Category : Beneficiary Username: IKALAI

### Personal Data

Surname: ΚΑΛΑΙΤΖΟΓΛΟΥ

Name: ΙΩΑΝΝΑ

Body Code: 1100104

Body Description: ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ  
ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ  
ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ

Username: IKALAI

Address (Street, Number): ΛΕΩΦ. ΓΕΩΡΓΙΚΗΣ ΣΧΟΛΗΣ 65

Postal Code: 57001

Town: ΘΕΣΣΑΛΟΝΙΚΗ

Phone No: 2310469676

e-mail: IKALAITZOGLOU@MOU.GR

Position in the Body: Στέλεχος μονάδας Δ

Country: \* ELLADA 

## ANNOUNCEMENTS

News	Subcategory	Post	Subject
	All	20/01/2023	<b>ATTENTION!</b> We inform you that on 20/01/2023 a new version of the application was released and it is highly recommended to clear the History in the browser. Make sure the field "Passwords and other login data" is not checked. Related instructions for Chrome ( <a href="#">here</a> ) and ( <a href="#">here</a> ), for Firefox ( <a href="#">here</a> ). In the event that after clearing the history you continue to experience problems with the operation of the OPS applications, please contact system administrator.
	PA 2014-2020	08/09/2021	<a href="#">Password expiration pdf</a>
	PA 2014-2020	29/06/2021	<a href="#">ETC TAF - Import of Work Packages/Deliverables from Excel pdf</a>

[Read more..](#)

2021-2027

Project Monitoring



Reports



Helpdesk



Publicity

## Password Change



English



Help

### Password Policy:

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

New Password: \*

Confirm New Password: \*

I'm not a robot



reCAPTCHA  
Privacy - Terms

 Password Change

## ANNOUNCEMENTS

News	Subcategory	Post	Subject
	All	20/01/2023	<b>ATTENTION!</b> We inform you that on 20/01/2023 a new version of the application was released and it is highly recommended to clear the History in the browser. Make sure the field "Passwords and other login data" is not checked. Related instructions for Chrome ( <a href="#">here</a> ) and ( <a href="#">here</a> ), for Firefox ( <a href="#">here</a> ). In the event that after clearing the history you continue to experience problems with the operation of the OPS applications, please contact system administrator.
	PA 2014-2020	08/09/2021	<a href="#">Password expiration pdf</a>
	PA 2014-2020	29/06/2021	<a href="#">ETC TAF - Import of Work Packages/Deliverables from Excel pdf</a>

[Read more..](#)

**INTERREG**

2021-2027

Project Monitoring



Reports



Helpdesk



Publicity



## DASHBOARD

### ACTIVITY

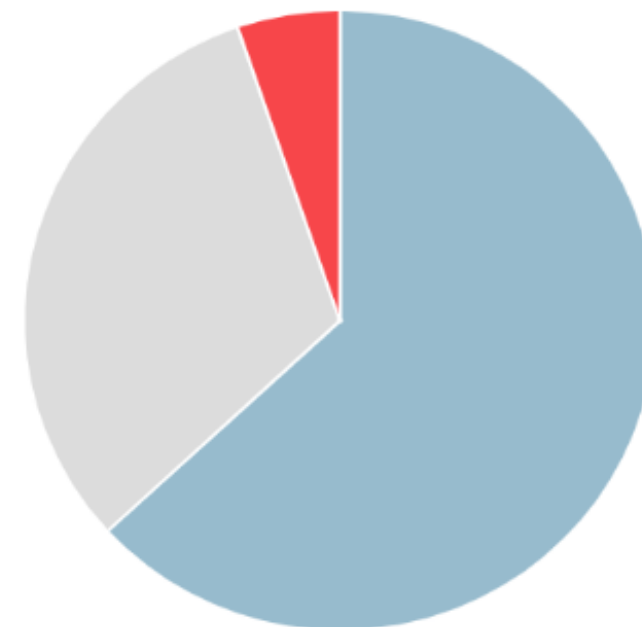
Δελτίο	ID	Ενέργεια Χρήστη	Ημ/νία
Προσκλήσεις (7626)	13641	A new Call has been created. Call code: 7626 for ID: 13641	03-07-2023 12:11
Προσκλήσεις (7588)	13603	Record update	29-06-2023 11:28
Τεχνικό Δελτίο Πράξης (5001106)	159244	Επεξεργασία Δελτίου	28-06-2023 12:25
Προσκλήσεις (7526)	13541	Επεξεργασία Δελτίου	28-06-2023 10:47
Τεχνικό Δελτίο Πράξης (5081749)	169023	Επεξεργασία Δελτίου	27-06-2023 12:22
Τεχνικό Δελτίο Πράξης (5081742)	168923	Record update	27-06-2023 11:59
Απόφαση Ένταξης (1222)	24033	A new version has been created with code1222/2.0 (copy from id: 1282)	27-06-2023 11:04
Προσκλήσεις (7546)	13561	Record update	26-06-2023 14:05
Τεχνικό Δελτίο Πράξης (5049389)	137462	Submitted record update	26-06-2023 12:28
Προσκλήσεις (7486)	13501	Record update	23-06-2023 16:47

### NEWS

Σχετικό Δελτίο	Θέμα	Ημ/νία
ΔΔΔ,ΔΚΔ	Ανέβηκαν νέες λειτουργικότητες στην παραγωγή. Περισσότερες πληροφορίες εδώ: <a href="http://www.ops.gr/Ergorama">http://www.ops.gr/Ergorama</a>	24/08/2021
Κατανομή	<b>new</b> Τακτοποίηση πληρωμών Δημοσίων Επενδύσεων με τη λήξη του οικονομικού έτους 2020, χρηματοδότηση του Προγράμματος Δημοσίων Επενδύσεων έτους 2021 και ρύθμιση σχετικών θεμάτων.(pdf)	29/12/2020
Πρόσκληση,ΤΔΠ	Οδηγίες και κατευθύνσεις για την παρακολούθηση των Δεικτών στα ΕΠ 2014-2020, για τη λειτουργία του Ενιαίου Συστήματος Παρακολούθησης Δεικτών (doc)	03/02/2020

### MOST USED DOCUMENTS

Προσκλήσεις Τεχνικό Δελτίο Πράξης Απόφαση Ένταξης



# Create an Application Form – Concept Note



Evaluation and Approval

**2.2 - Application Form-Interreg**

Monitoring

Utilities

## Application Form ETC

Create

MIS Code



Call S/N



Docu...

Non State Aid



In Force

Select Bulletin Status



[More Criteria](#)

Search

Reset

Select Columns

Show 10 entries

Search:

MIS	Title	Call S/N	Beneficiary	Version	Final AF	Status	In Force	Last Modification	ID	Actions
5081749	Project - test checks messages	6546	1100104	1.0	No	Being processed	No	27-06-2023	169023	
5081742	TDP TEST	6546	1100104	1.0	No	Being processed	No	27-06-2023	168923	

## Create an Application Form

**Create**

**Programme/Priority \***

632



(Interreg VI-A) Greece-Italy | P1 - Enhanced cooperation for a more competitive and smarter GR-IT area

**Call S/N \***

6546



FDF

**Project Title \***

Concept Note (Construction of a bridge connecting Italy and Corfu)

**Create New Version**

**Copy (new Mis Code)**

**Create AF for Project Completion**

Accept

Close

Select the Axis  
and the Call



## Application Form-Interreg - Create



Create Validation Print Previous Page

A. B. C. D. E. F. Additional Information

Project: () Version: 1.0 () Submission deadline

ID:

- + A. Project Identification
- + B. Location
- + C. Partnership
- + D. Budget
- + E. Result and Output Indicators
- + F. Checklist of other prerequisites for submission
- + Additional Information

Beneficiary comments

Application Form-Interreg - Edit

Save Validation Print Previous Page

Project: 5082629 (Draft) Version: 1.0 (Under Submission) Submission deadline 31-12-2027 14:00 ID: 172168

- A. Project Identification
- B. Location
- C. Partnership
- D. Budget
- E. Result and Output Indicators
- F. Checklist of other prerequisites for submission
- Additional Information
- Attachments (0)
- History

Beneficiary comments

Define the  
Classification for the  
project

**A. Project Identification**

**Call**   FDF

**Call Body** 1100104-MANAGING AUTHORITY "INTERREG 2021 - 2027"

**Project Title (English)**

**Acronym**

**Classification**

Category	Code	Title	Percentage	Actions	Targets Analysis
Specific Objectives	RSO1.1	Enhancing research and innovation	<input type="text"/>	<input type="button" value="🗑️"/>	
	<b>Total Per Category</b>		0,00		
COFOG level 2 (COFOG2)	01.5	R&D General public services	<input type="text"/>	<input type="button" value="🗑️"/>	
	<b>Total Per Category</b>		0,00		

**Brief Summary of the Project**

Description og the project with 4000 characters

Define the location of the implementation of the project

B. Location

Location

Show 10 entries

Search:

**Add**

Code	Territorial Level	Title	NUTS	Percentage	Actions
No data available in table					
Total				0,00	

Add Location

Location

Percentage

Accept Close

Add

Show 10 entries

Search:

S/N	Role	Body	Project Manager/Contact Person	Actions
1	Lead Beneficiary	1100104-MANAGING AUTHORITY "INTERREG 2021 - 2027"		

Showing 1 to 1 of 1 entries

<< < 1 > >>

Edit Body

S/N \* 1

Role \* Lead Beneficiary

Body \* 1100104

MANAGING AUTHORITY "INTERREG 2021 - 2027"

Contact Person

Project Manager

Financial Manager

Email

National Counterpart Type  VAT

Bank Details of Lead Beneficiary

Bank Details

Account Holder

SWIFT Code

IBAN

Accept

Close

Fill in the LEAD Beneficiary's Contact Person/ Project Manager

# Register ONLY ONE Work Package

D. Budget

## Work Packages / Deliverables

Download Excel Import from Excel **Add**

WP Number	Name	Start Date	End Date	Amount	Actions
-----------	------	------------	----------	--------	---------

## Budget Annual Allocation

**Add**

Year	Total Cost	Actions
------	------------	---------

Total

0,00

## Budget Allocation per Budget Line

Type of Expenditure
---------------------

Total Expenditures Based on Invoice

### Add Work Packages

**WP Number**

**Title \***

**Start Date**

**End Date**

**Amount**

## Work Packages / Deliverables

Download Excel Import from Excel **Add**

WP Number	Name	Start Date	End Date	Amount	Actions
-----------	------	------------	----------	--------	---------



1

Consept Note

01-01-2024

31-01-2025

0,00



Total

0,00

# Add ONE Deliverable

✕

### Add Deliverables

**Packages** 1 - Concept Note

**Body**  MANAGING AUTHORITY "INTERREG 2021 - 2027"

**Deliverable Number**

**Title**

**Budget Line**  Staff Cost (flat rate)

**Amount**

**Work Packages / Deliverables**

	WP Number	Name	Start Date	End Date	Amount	Actions
-	1	Concept Note	01-01-2024	01-12-2025	0,00	<input type="button" value="✎"/> <input type="button" value="✖"/>

**Deliverables for the Package with WP Number: 1**

Show 10 ▼ entries Search:

Body Code	Deliverable Number	Title	Budget Line	Amount	Actions
1100104	1	Concept Note	1   Staff Cost (flat rate)	10.000,00	<input type="button" value="✎"/> <input type="button" value="✖"/>
<b>Total</b>				<b>10.000,00</b>	

Showing 1 to 1 of 1 entries



# Attach the Concept Note Pdf

Attachments (0)

Download All Print




Show 10 entries

<input type="checkbox"/>	S/N	Attachment category	File Name - Description
No data available in table			

Showing 0 to 0 of 0 entries

Download All Print

Show 10 entries

<input type="checkbox"/>	S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Sensitive Personal Data	Actions
<input type="checkbox"/>	1	Concept Note	Concept Note of Connection Italy Greece.docx -	Beneficiary	YES	0.272	No	  

Showing 1 to 1 of 1 entries

Add

### Add Attachment

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

Concept Note

**Selected file:** Concept Note of Connection Italy Greece.docx

**No file attached**

File Description (up to 250 characters)

Date of Document \* 06-11-2023

Comments

Show in the Electronic Folder  Valid

I have read the Personal Data terms regarding personal data protection and the file doesn't contain sensitive personal data.

Accept Close

Check for validity of your data

### System Response

Show 10 entries Search:

	Check	Section	Message	Linked Announcement
✖	TDP_5		Total percentage of geographical area (Location) should be equal to 100%	
✖	TDP_3		Location is a mandatory field	
✖	TDP_187		"GLOBAL_2" 2. In the Additional Information Section all the questions should be answered	
⚠	TDP_0		Επισημαίνεται ότι αν η πράξη ήδη έχει εγγραφεί στο ΠΔΕ, θα πρέπει να συμπληρώνονται τα απαιτούμενα στοιχεία : -- Κωδ. MIS ή ενάριθμοι/πληρωμές στο τμήμα Z και --οι πληρωμές που ήδη έχουν πραγματοποιηθεί, στο Z. Οικονομικά Στοιχεία Υποέργων : Πληρωμές Μη Ενεργών εναρίθμων	
⚠	TDP_15(3)		Θα πρέπει να συμπληρωθεί στους φορείς πράξης ο Κύριος Πράξης (Έργου)	
⚠	TDP_66		Δεν έχουν συμπληρωθεί όλα τα στοιχεία του Υπεύθυνου πράξης/Αρμόδιου επικοινωνίας στους φορείς : Role : Δικαιούχος Body : 1100104	
⚠	TDP_16		The registration of at least one Output Indicator is mandatory	
⚠	TDP_12(3)		Η συμπλήρωση της Εφαρμοζόμενης διαδικασίας στα υποέργα είναι υποχρεωτική	
⚠	TDP_12(4)		Η συμπλήρωση Ημερομηνίας Εναρξη Υποέργου (Σύμβασης) είναι υποχρεωτική	
⚠	TDP_12(5)		Η συμπλήρωση Ημερομηνίας Λήξης Υποέργου είναι υποχρεωτική	

Showing 1 to 10 of 14 entries

<< < 1 2 > >>  
Download file OK

# The legal Representative submits the Concept note

## Application Form-Interreg

Create

MIS Code



Call S/N



Document Id

172183



In Force

Select Bulletin Status ▾

[More Criteria](#)

Search

Reset

Select Columns Show 10 ▾ entries

Search:

MIS ▾	Title	Call S/N	Beneficiary	Version	Final AF	Status	In Force	Last Modification	ID	Actions
5082630	Concept Note (Connection Italy-Greece)	6546	1100104	1 . 0	No	Under Submission	No	07-11-2023	172183	

Showing 1 to 1 of 1 entries

<<

- Edit
- View
- Print ▾
- Delete
- Submit
- Cancellation
- Contact
- Proposition

Click on Submit

## Application Form-Interreg - Submit

Submit

Validation

Print

Previous Page

Project: 5082630 (Draft) Version: 1.0 (Under Submission) Submission deadline 31-12-2027 14:00

- + A. Project Identification
- + B. Location
- + C. Partnership
- + D. Budget
- + E. Result and Output Indicators
- + F. Checklist of other prerequisites for submission
- + Additional Information
- + Attachments (1)
- + History

Make sure that your project's status is "Submitted"

Application Form-Interreg Create

MIS Code  Call S/N  Document Id    In Force  [More Criteria](#)

Select Columns Show 10 entries Search:

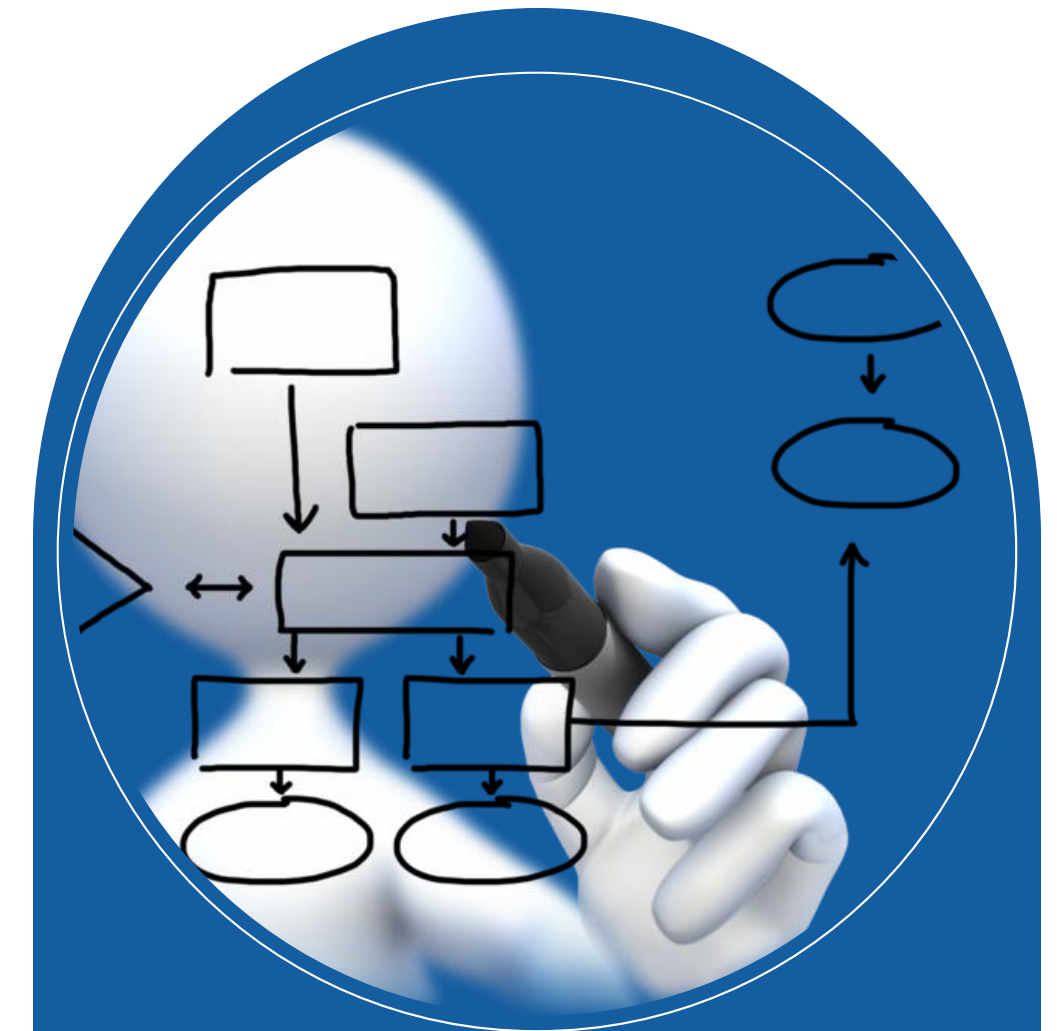
MIS	Title	Call S/N	Beneficiary	Version	Final AF	Status	In Force	Last Modification	ID	Actions
5082630	Concept Note (Connection Italy-Greece)	6546	1100104	1.0	No	Submitted	No	07-11-2023	172183	

Is your organization **fully and UpToDate** registered in MIS?

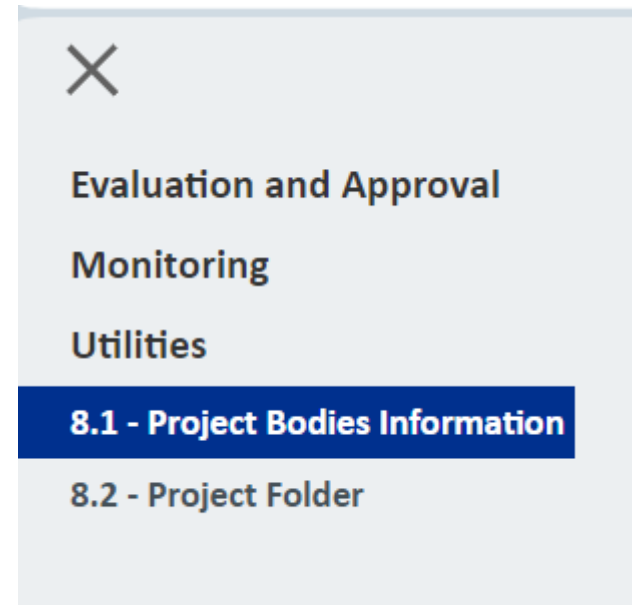
## Organization Information Management

All beneficiaries are responsible to inform the system with any modifications in the organizations' details

Note that only the white fields are editable. In case there is a change in non-editable by the user fields then, the xls file must be filled in as presented.



Select from the sub-  
menu **Utilities**, the  
Project Bodies  
Information form



☰ INTERREG

### Bodies Details - Edit

Save

Print

Previous Page

System Code: 1100104 Body Title: ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021 - 2027

- + A. General
- + B. Contact Information
- + C. Legal Representatives
- + D. Categorization
- + E. Supervising Body
- + F. Comments
- + G. Changes
- + 📎 Attachments (0)
- + 🕒 History



# Project Bodies Information form

## A. General

System Code \*

1100104

Deactivated

Full Name

ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021 - 2027

Short Name \*

ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021 - 2027

Full Name(English)

MANAGING AUTHORITY "INTERREG 2021 - 2027"

Short Name(English)

MANAGING AUTHORITY "INTERREG 2021 - 2027"

Tax Office

Ζ' ΘΕΣΣΑΛΟΝΙΚΗΣ

Tax

Office(English)

Ζ' ΘΕΣΣΑΛΟΝΙΚΗΣ

### Tax Information - Beneficial owners

Add

Show 10 entries

Search:

TIN	Επωνυμία	Address	City	Postal Code	Country	Tax Office	Actions
998813310	ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021-2027	ΛΕΩΦΟΡΟΣ ΓΕΩΡΓΙΚΗΣ ΣΧΟΛΗΣ 65	ΘΕΡΜΗ	57001	Ελλάδα	Ζ' ΘΕΣΣΑΛΟΝΙΚΗΣ	 

# Project Bodies Information form

## B. Contact Information

<b>Address</b>	<input type="text" value="ΛΕΩΦΟΡΟΣ ΓΕΩΡΓΙΚΗΣ ΣΧΟΛΗΣ 65"/>	<b>City</b>	<input type="text" value="ΘΕΣΣΑΛΟΝΙΚΗ"/>	<b>Postal Code</b>	<input type="text" value="57001"/>
<b>Address(English)</b>	<input type="text" value="LEOFOROS GEORGIKIS SCHOLIS 65"/>	<b>City(English)</b>	<input type="text" value="THESSALONIKI"/>		
<b>Tel.1</b>	<input type="text" value="2310469601"/>	<b>Tel.2</b>	<input type="text"/>	<b>Fax 1</b>	<input type="text" value="2310469601"/>
				<b>Fax 2</b>	<input type="text"/>
<b>Email</b>	<input type="text" value="interreg@mou.gr_test"/>	<b>Webpage</b>	<input type="text" value="www.interreg.gr"/>		
<b>Establishment Act in force / Reference Number</b>	<input type="text"/>	<b>Establishment Date</b>	<input type="text" value="eg: 30-12-2000"/>		

## C. Legal Representatives

Show 10 entries

Add

Search:

S/N	Title	Title(English)	Legal Representative	Legal Representative(English)	Date From	Date To	Actions
1			ΕΜΜΑΝΟΥΗΛ ΓΕΩΡΓΙΟΣ		01-01-2000	01-09-2015	
2	Προϊσταμένη Υπηρεσίας	Head of the Managing Authority	Αγγελική Μπουζιάνη	Aggeliki Bouziani	19-12-2016	28-02-2023	

# Project Bodies Information form

## D. Categorization

Interreg Category

63304



Γενική Κυβέρνηση / Κεντρική Διοίκηση / Διεύθυνση

Legal Entity Category

52104



Geographic Specification

1

NUTS III or NUTS II

EL122

Nonprofit

No

Type of Body

Diavgia Unit

Show 10 entries

Search:

Code	Title
52656	Bodies governed by public law
52655	Cross – border legal body or EGTC (European Grouping of Territorial Cooperation (EGTC))
52654	Non profit organisations founded according to private law
52657	Private bodies/SME's
52611	International Organisations
52642	National, regional, or local public bodies

Showing 1 to 6 of 6 entries

## E. Supervising Body

Supervising Body

1010900



MINISTRY OF FINANCE

General Secretariat

1012801



SPECIAL SECRETARIAT FOR THE MANAGEMENT OF OF OPERATIONAL PROGRAMS ERDF & CF

Directorate General



# Project Bodies Information form

## Add / Edit Tax Information

TIN \*

Tax Office

1134

Updating Data from TAXIS



Country \*

Greece

Name \*

Type of Contractor

Main Activity

Address \*

Postal Code \*

City \*

Accept

Close

Add

## Beneficial Owners

Add

TIN	Surname	Name	Date of Birth	Percentage	Interest Type	Ownership Type	Statement Date	Actions
012111111	KALAITZOGLOU	IOANNA	01-01-2000	50,00	Control through Ownership	Direct	01-01-2023	
5555555	NEZERITI	MARIA	02-02-2010	50,00	Voting Rights	Indirect	01-01-2020	

Add Owner

# Project Bodies Information form

Attach all necessary documentation!

**Add Attachment**

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

Select

- Select
- Documents providing evidence for the beneficiary's competence
- Documents providing evidence for the existence/operation of branch
- Regulatory framework for the designation of the body responsible for the operation and maintenance of the project
- Administrative capacity/Organizational structure and procedures
- Financial capacity
- null

Accept Close

Show 10 entries

S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Sensitive Personal Data	Actions
No data available in table							

Showing 0 to 0 of 0 entries

# TIPS & TRICKS

1. Beneficiaries must have **personal** accounts for access to MIS:
  - a. Beneficiary's officers to fill in the forms
  - b. Beneficiary's legal representative for check/ submission
2. Organization Id Code is necessary for Lead Beneficiary in Phase A (and each Project Partner in Phase B).
3. Whitelist emails from [noreply\\_ops@mou.gr](mailto:noreply_ops@mou.gr)
4. Read the manuals
5. Sent your technical difficulties ONLY by mail
6. Browser Clear Cache
7. Windows 10 & Chrome
8. Digital Signature with Adobe

# THANK YOU

IOANNA KALAITZOGLOU  
IT Analyst



[interreg.gr](http://interreg.gr)



[ikalaitzoglou@mou.gr](mailto:ikalaitzoglou@mou.gr)



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