



ATLANTIC AREA Transnational Programme
 ESPACIO ATLÁNTICO Programa Transnacional
 ESPACE ATLANTIQUE Programme Transnational
 ESPAÇO ATLÂNTICO Programa Transnacional

ATLANTIC AREA

Transnational Cooperation Programme 2007-2013

. The Web Site Collaborative & Communication Platform

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www.coop-atlantico.com



Web site Platform for Collaborative Communication (PCC)

- The PCC is a web site allowing exchange of information according to a structures organization and a system of access rights
- Two main sections: Call for projects / Projects



The screenshot shows the website's navigation menu with 'Projects' and 'Call for projects' circled in red. The main content area includes sections for 'Highlights in 2009', 'Agenda 2010', and 'Atlantic Area Programme'. The footer contains the slogan 'INVESTING IN OUR COMMON FUTURE' and the European Union logo.

Platform for Collaborative Communication

The log in is necessary each time to access the "Project Section" and the "Call for project section".

The screenshot shows the website interface with the following elements:

- Header:** "Investing in our common future" and "ATLANTIC AREA Transnational Programme".
- Navigation:** "Home", "Projects", "Call for projects", "Management Structure", "Working Groups", "Log in", "Register".
- Login Section:** "LOG IN" button, "Login Name" field, "Password" field, and "Forgot your password?" link.
- Project Areas:** "Search Project Areas" with a search bar and a list of project areas under "PRIORITY 1" and "PRIORITY 2".
- Main Content:** "Highlights in 2009" and "Agenda 2010" sections.
- Footer:** "INVESTING IN OUR COMMON FUTURE" and "European Union European Regional Development Fund".

Platform for Collaborative Communication

The information available:

- Documents:
 - Guide to manage the "Projects section" of the PCC
 - Guide to fill in the implementation Report
 - Guide to add a financial controller in the "Project section" of the PCC
 -ect...

The screenshot shows the website interface with the following elements:

- Navigation:** "Home", "Projects", "Project Ideas", "Call for projects", "Management Structure", "Working Groups".
- Menu:** "PROGRAMME", "DOCUMENTS", "EVENTS".
- Main Content:** "Documents" section with sub-sections: "Programme Documents", "Call for projects documents", "Manuals for Projects Implementation", "Relevant Legislation", "Other Useful Documents", "Communication documents", "Annual Implementation Report".
- Manuals for Projects Implementation:**
 - Guide to manage the "Projects" section (July 2009) [EN ES FR PT](#)
 - Guide for filling in the Implementation Report (July 2009) [EN ES FR PT](#)
 - Guide to add a financial controller in the "Projects" section [EN](#)
 - Execution Report Model (July 2009) [EN ES FR PT](#)
 - First level control
 - France (only for French partners): [Guide de procédure de contrôle de 1er niveau](#)
 - User Guide to fill in the form for project modification [EN FR ES PT](#)
- Footer:** "INVESTING IN OUR COMMON FUTURE" and "European Union European Regional Development Fund".

Platform for Collaborative Communication

The Support provide log in is necessary each time to aces the “Project Section” and the “Call for project section”.

Log in Register

✓ SUPPORT

Communication

Links

FAQ

Contacts

✓ NEWSLETTER

Your mail address

Subscribe

Communication Documents

- Newsletter 3 (Nov 09) [EN](#) [ES](#) [FR](#) [PT](#)
- Newsletter 2 (May09) [EN](#) [ES](#) [FR](#) [PT](#)
- Newsletter 1 (Dec 08) [EN](#) [ES](#) [FR](#) [PT](#)
- Templates [EN](#) [ES](#) [FR](#) [PT](#)
- Identity Manual [EN](#) [ES](#) [FR](#) [PT](#)
- Regulation EC 1828/2006 [EN](#) [ES](#) [FR](#) [PT](#)
- Communication Plan [EN](#) [ES](#) [FR](#) [PT](#)

Logotypes

- Programme logotypes [EN](#) [ES](#) [FR](#) [PT](#) [Multilingual](#)
- Sub brands logotypes [Priority 1](#) [Priority 2](#) [Priority 3](#) [Priority 4](#)
- EU/ERDF emblem [EN](#) [ES](#) [FR](#) [PT](#)

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FAQ

- [Management Structure](#)
- [Project Preparation](#)
- [Application Form](#)
- [Indicators](#)
- [Partnership](#)
- [Financial Questions](#)

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PCC: “Projects” section

ATLANTIC AREA
Trans-national Programme

Investing in our common future

Home | Projects | Log in

Log in

Login Name:

Password:

Log in

Forgot your password?

Priority 1

- ATCLUSTERS
- ATLANTIKIS
- ATVENTURE
- AUXNAVALLIA
- CAINTATA2
- RETHE
- WIRATLANTIC

Priority 2

- ARCOPOL
- ATLANTOX
- BIOTECHMAR

Site

This section « Projects » allows the access to information regarding selected projects within the Atlantic Area Programme 2007 – 2013. Each Lead Partner is responsible for the updating of the information displayed. Some sections have a limited access to the partners only. To access a specific project, make a research by the Acronym, or click in a priority.

Projects:

- Priority 1
- Priority 2
- Priority 3
- Priority 4

Search Project Areas

 Search

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Project domain: general structure of the information available

Navigation

- Contacts
- Working schedule
- Ongoing activity
- Agenda
- News
- Links
- FAQ
- Asking for information
- Internal documents
- Public documents
- Approved application
- Project revisions
- Execution reports and payment claims
- Exchanges with MA-JTS -Nat. Corresp.

Contacts
by Administrator — last modified Nov 03, 2009 03:20 PM

EN
The page is under construction, the Lead Partner will provide soon the contact persons of the Project and the partner's coordinates organised by participating countries.

ES
Esta página está en construcción, el Jefe de Fila pondrá brevemente a disposición de los interesados información sobre las personas de contactos del proyecto y sobre los socios presentados por país participantes.

FR
Cette page est en construction, le Chef de File indiquera sous peu qu'elles sont les personnes de contact du projet et les coordonnées des partenaires organisées par pays participants.

PT
Esta página está em construção, o Chefe de Fila irá disponibilizar em breve informação sobre as pessoas de contacto do projecto e sobre os parceiros apresentados por país participante

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History

Blue items: accessible to everybody
Red items: restricted according to profile rights

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PCC: "Projects" section: definition of Project Members

The PCC defines groups of Users

- Each member of the platform belongs to one or more groups of users;
- Each group has specific permissions to read and write in different areas of the PCC.

Each partner of a selected project, must register as a **member** of this project to access the information and the specific documents of the project.

How to define the partner access rights to the "Project" section?
The **Lead Partner** has the responsibility to **define the access rights** to the different partners to the "project" section.

The Lead Partner must click on "Add member" to registered a new user

Users Overview
Note that roles listed here apply directly to a user. They do not reflect additional roles users may have due to group memberships.

User Search: pa2

User name	PPL_Admin_TESTbis	PPL_Member_TESTbis	PPL_NonMember_TESTbis
pa2_user (PA2 User)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Apply Changes

Username	PPL_Admin_TESTbis	PPL_Member_TESTbis	PPL_NonMember_TESTbis
pa1_user (PA1 User)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pa2_user (PA2 User)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Changes

MEMU
Add member
Project description

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PCC: “Projects” section : definition of Project Members

Click on “manage members” to define permissions to this member

Users Overview

Note that roles listed here apply directly to a user. They do not reflect additional roles users may have due to group memberships.

User Search: pa2

User name	Groups		
	PPL_Admin_TEST	PPL_Member_TEST	PPL_NonMember_TEST
pa2_user (PA2 User)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Username	Groups		
	PPL_Admin_TEST	PPL_Member_TEST	PPL_NonMember_TEST
pa1_user (PA1 User)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A specific user Guide is at disposal in the “Documents” / “and proceeds with its registration with exactly the same data.



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PCC: “Projects” section: access to First level controller

How to make available your Report and Request for Reimbursement to your 1st level financial controller?

First Step

The Lead Partner must **register the financial controller** of each partner choosing “Add member”.

- ➡ Gives the controller access to the “Projects” section of the website (only Lead partners project could give this access).
- ➡ Once the controller has been registered, the Lead Partner must add him/her to the “**PPL_NonMembers_ <Project>**” group.

The profile “PPL_NonMembers_ <Project>” group, allows the controller to view all the project folders **except** the sections: “Internal documents”, “Project revisions”, “Blank forms”, “Project reports”, “Partners reports” and “Exchanges with MA_JTS_Nat.Corresp.”

Once this process is done a **specific partner and only him** is in capacity to give access to his own controller to the specific file regarding his expenditures.



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PCC: "Projects" section: access to First level controller

Second Step

The **Partner** creates a specific folder in the **Execution reports and payment claims section / Financial Control folder**, through the option "Add financialreport"

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Web site collaborative Platform

Site

This section « Projects » allows the access to information regarding selected projects within the Atlantic Area Programme 2007 – 2013. Each Lead Partner is responsible for the updating of the information displayed. Some sections have a limited access to the partners only. To access a specific project, make a research by the Acronym, or click in a priority.

Projects:

- Priority 1
- Priority 2
- Priority 3
- Priority 4

Search Project Areas

The First level controllers bodies (IE & Northern Ireland) May have an access to the Project Section of the PCC with the same rights as the National Correspondent. **They must have access to the specific report of all Irish or Northern Ireland partner.**

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The blank form at disposal of the partners

Home > Projects > Create Projects (JTS)

You are here: Home > Project Area > AAPUBLICSERV > Execution reports and payment claims

Navigation

- Contacts
- Working schedule
- Ongoing activity
- Agenda
- News
- Links
- FAQ
- Asking for information
- Public documents
- Approved application
- Project revisions
- Execution reports and payment claims**
- Blank forms
- Project reports
- Exchanges with IMA-JTS
- Nat. Corresp.

Execution reports and payment claims

by Administrator — last modified Nov 03, 2009 02:50 PM

[E] This directory contains the form regarding the execution report and the payment claims; it allows you to exchange files during this process [E] En esta sección se encuentran los formularios necesarios para la presentación del Informe de Ejecución y Demanda de Reembolso y permite, también, intercambiar las carpetas de los formularios durante este procedimiento [FR] Dans ce répertoire trouverez les formulaires nécessaires au processus de présentation des rapports d'exécution et des demandes de paiement, il vous permet également d'effectuer tous les échanges de fichiers liés à ce processus [PT] Nesta secção encontram-se os formulários necessários para a apresentação dos relatórios de implementação e pedidos de pagamento, permite ainda a troca de ficheiros durante este processo.

Blank forms — by Administrator — last modified Jul 28, 2009 02:39 PM

Project reports — by Administrator — last modified Jul 24, 2009 03:00 PM

Partners Reports — by Administrator — last modified Jul 06, 2009 02:25 PM

Financial Control — Administrator — last modified Nov 03, 2009 03:28 PM

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This access could be done specifically by the partner to facilitate the first audit control

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Project revision sections

Navigation

- Contacts
- Working schedule
- Ongoing activity
- Agenda
- News
- Links
- FAQ
- Asking for information
- Internal documents
- Public documents
- Approved application
- Project revisions**
- Blank forms
- Revision claims

Project revisions

by Administrator — last modified Nov 03, 2009 03:20 PM

[E] This directory contains the form regarding the requests for revision; files during this process [E] En esta sección se encuentran los formularios necesarios para el proceso de demanda de modificación y permite, también, intercambiar los formularios durante este procedimiento [FR] Dans ce répertoire trouverez les formulaires nécessaires au processus de demande de modification de projet, il vous permet d'effectuer tous les échanges de fichiers liés à ce processus [PT] Nesta secção encontram-se os formulários necessários para o processo de pedido de modificação, perm ficheiros durante este processo.

Blank forms — by Administrator — last modified Jul 16, 2009 04:14 PM

Revision claims — by Administrator — last modified Nov 03, 2009 03:20 PM

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Exchanges with MA - JTS – Nat. Correspondents

Home / Projects / PA1 User / Log out

You are here: Home > Project Area > Project Test > Exchanges with MA-JTS-Nat. Corresp.

NAVIGATION

- Contacts
- Working schedule
- Ongoing activity
- Agenda
- News
- Links
- FAQ
- Asking for information
- Internal documents
- Public documents
- Approval application
- Project revisions
- Execution reports and documents
- Exchanges with MA-JTS-Nat. Corresp.**


Contacts | View | Update | Actions | Add new | State | Private

Exchanges with MA-JTS-Nat. Corresp.

by Administrator — last modified Jul 23, 2009 01:22 PM


There are currently no items in this folder.

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