



# CONTENT OF THE CONFERENCE



## The ERDF grant agreement



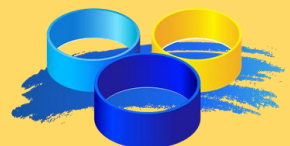
## Financial management:

- Financial circuit
- Eligibility rules



## Project management:

- Access to the e-MAC system
- Visibility and communication
- Modifications
- Implementation reports



# ERDF Aid Grant Agreement

The agreement establishes the conditions for the granting of ERDF aid between the **Managing Authority** of the INTERREG VI-D Madeira-Azores-Canary Islands (MAC) Territorial Cooperation Programme 2021-2027 and the **Lead Partner of the project** on behalf of the entire partnership.

It defines the responsibilities, obligations and rights of the parties involved in the implementation of the project co-financed by the ERDF.

Interreg  
MAC





# Legal Framework and Contractual Basis

The contract is governed by the regulations of the European Structural and Investment Funds, the specific regulations of the INTERREG VI-D MAC 2021-2027 Cooperation Programme and all other relevant regional, national and European regulations.

The approved project documents (application form, financial plan, letters of commitment, agreement between partners) form an integral part of the contract.

1

## EU Regulations

European Structural and Investment Funds 2021-2027

2

## INTERREG Programme

Interreg MAC VI-D MAC Programme 2021-2027 approved by the EC

3

## Project Documents

Form, financial plan, agreement between partners, letters of commitment



# Obligations of the Lead Partner

The Lead Partner is responsible for the full implementation of the project. Its basic obligations are:

## **Coordination**

Coordinating the entire partnership and acting as the liaison with the authorities and management and control bodies

## **Financial Management**

Ensuring proper financial management and the processing of advances and reimbursements

## **Implementation**

Ensuring the implementation of project activities  
Submit any necessary modification requests during the project's lifetime

## **Reports**

Submit implementation reports on time



# Obligations of all the partners

## **Information on project implementation**

- Inform the programme authorities and management and control bodies
- Provide the required documentation

## **Access to premises**

Facilitate access to the premises for the competent control bodies of the programme

## **Keep all project documentation**

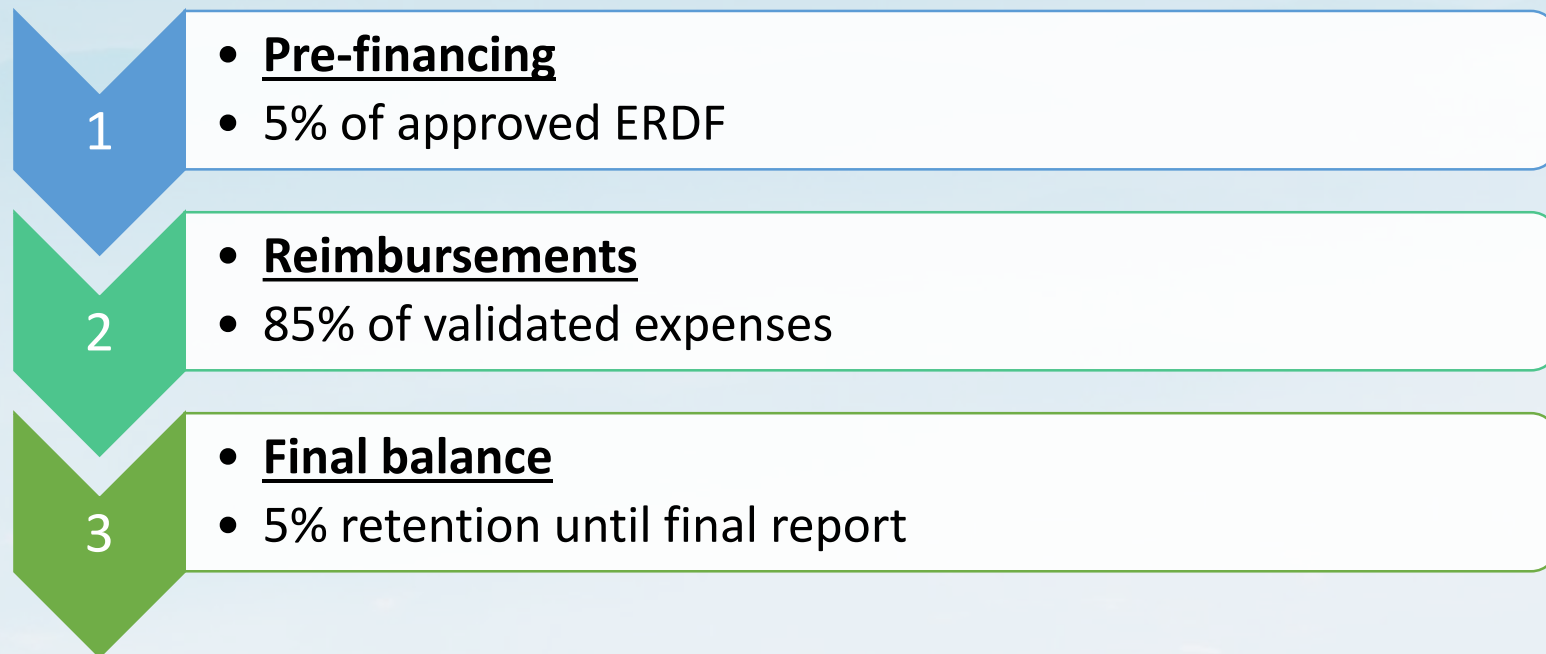
In accordance with the deadlines established in European regulations

## **Reports**

Contribute to implementation reports with relevant data and documentation

# Financing Conditions

- ERDF aid is granted for expenses that have actually been paid, declared and validated.
- Reimbursements cover 85% of validated expenditure.
- Advances of 5% of the approved ERDF amount may be granted to each partner.
- Payments are made by the Accounting Authority (AD&C Portugal) by bank transfer.
- The final balance of 5% is retained until the final report is approved.



# Reimbursement of Aid

The Managing Authority may require full or partial repayment of the aid in cases of irregularities, non-compliance or unauthorised modifications to the project.

- **Irregularities:** Financial corrections for irregularities detected by the programme management and control bodies
- **Non-compliance:** ERDF loss for failure to meet implementation deadlines (in the case of N+3 loss at programme level)

YEAR	% Project implementation
2026	40
2027	60

- **Undeclared income:** Generation of income not reflected in the budget or communicated to the programme



# Conflict Management

- The contract is governed by Spanish law.
- Conflicts between partners must be resolved internally in accordance with the Cooperation Agreement signed by the partners. If they persist, the Management Authority may intervene by proposing solutions to the Steering Committee.
- For conflicts with programme management bodies, the competent jurisdiction is that of the management body's headquarters.

## Internal Resolution

Partners must resolve conflicts in accordance with the Cooperation Agreement.

## AG Intervention

The Managing Authority may propose solutions to the Steering Committee

## Jurisdiction

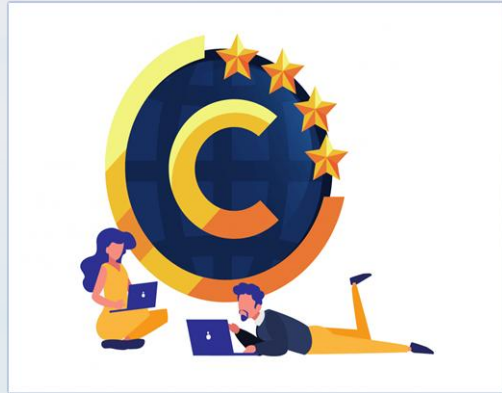
Conflicts with management bodies are resolved in the jurisdiction of their headquarters



# Resignation and termination

- Possibilities for terminating the contract

# Products and visibility



- The Lead Partner authorises the Managing Authority to use all communication and visibility material produced by the project to show how ERDF funds are used. It also authorises the use of the project's products and results in order to ensure wide dissemination of its achievements.
- All the main products and results of the project must be accessible and available to the public. Likewise, upon request, they are obliged to share the data used to obtain these products and results.

# Data protection



- Compliance with the General Data Protection Regulation (Regulation (EU) 2016/679)
- The Managing Authority, any other programme body or the European Commission are authorised to process personal data when necessary within the framework of the Interreg MAC programme in order to fulfil their respective obligations.



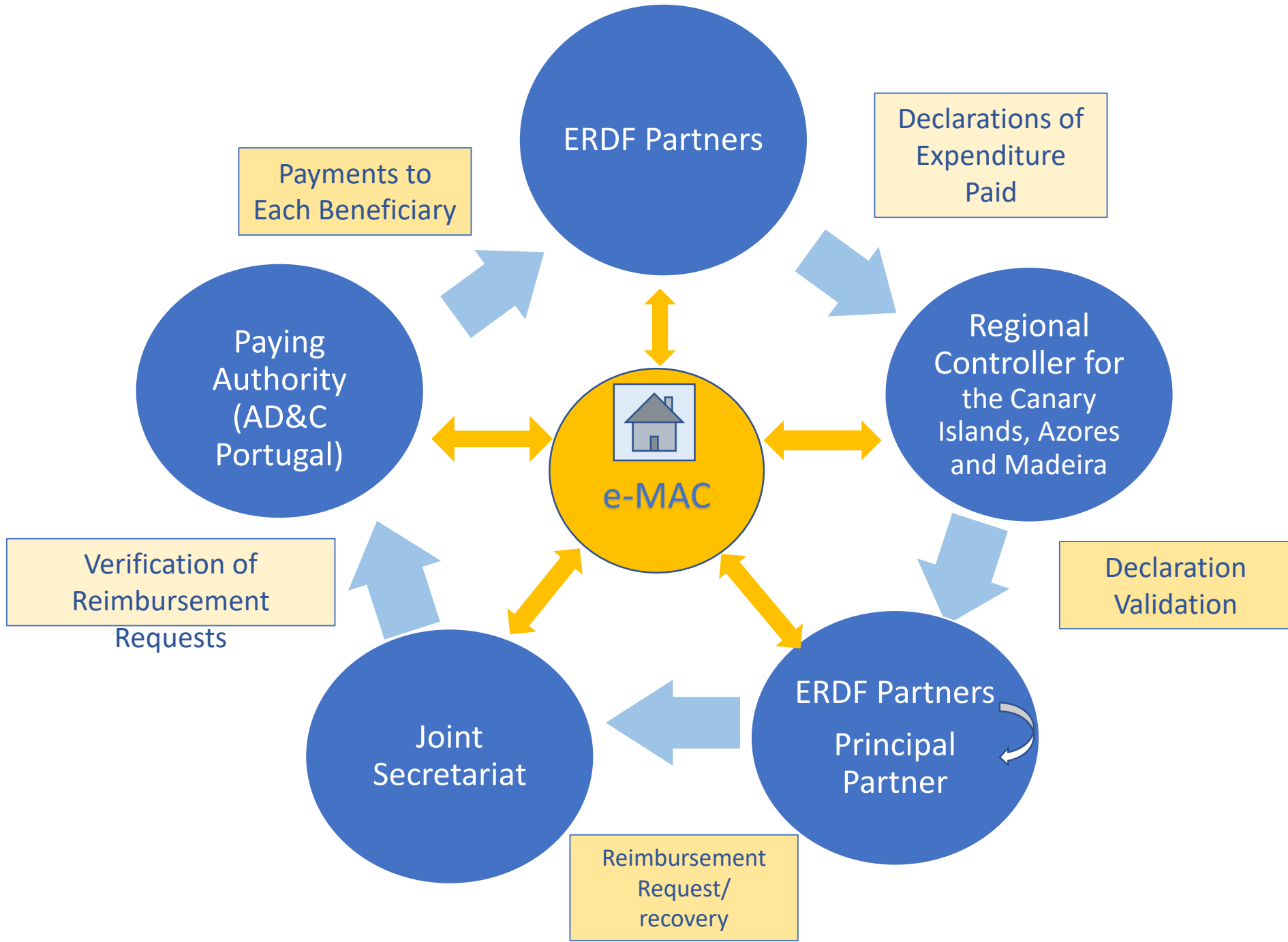
## Project duration: 24 months

- **Start date:** Date of contract signature by the Managing Authority.
- **Eligibility of expenses** (according to e-MAC schedule):
  - From the date of contract signature
  - If "period 0-prior to contract signature" is marked, the eligibility of expenses will be from 25/11/2024
- **End date:** The project may be carried out until the date established in the schedule on the e-MAC form, which is the deadline for making payments.



# FINANCIAL CIRCUIT

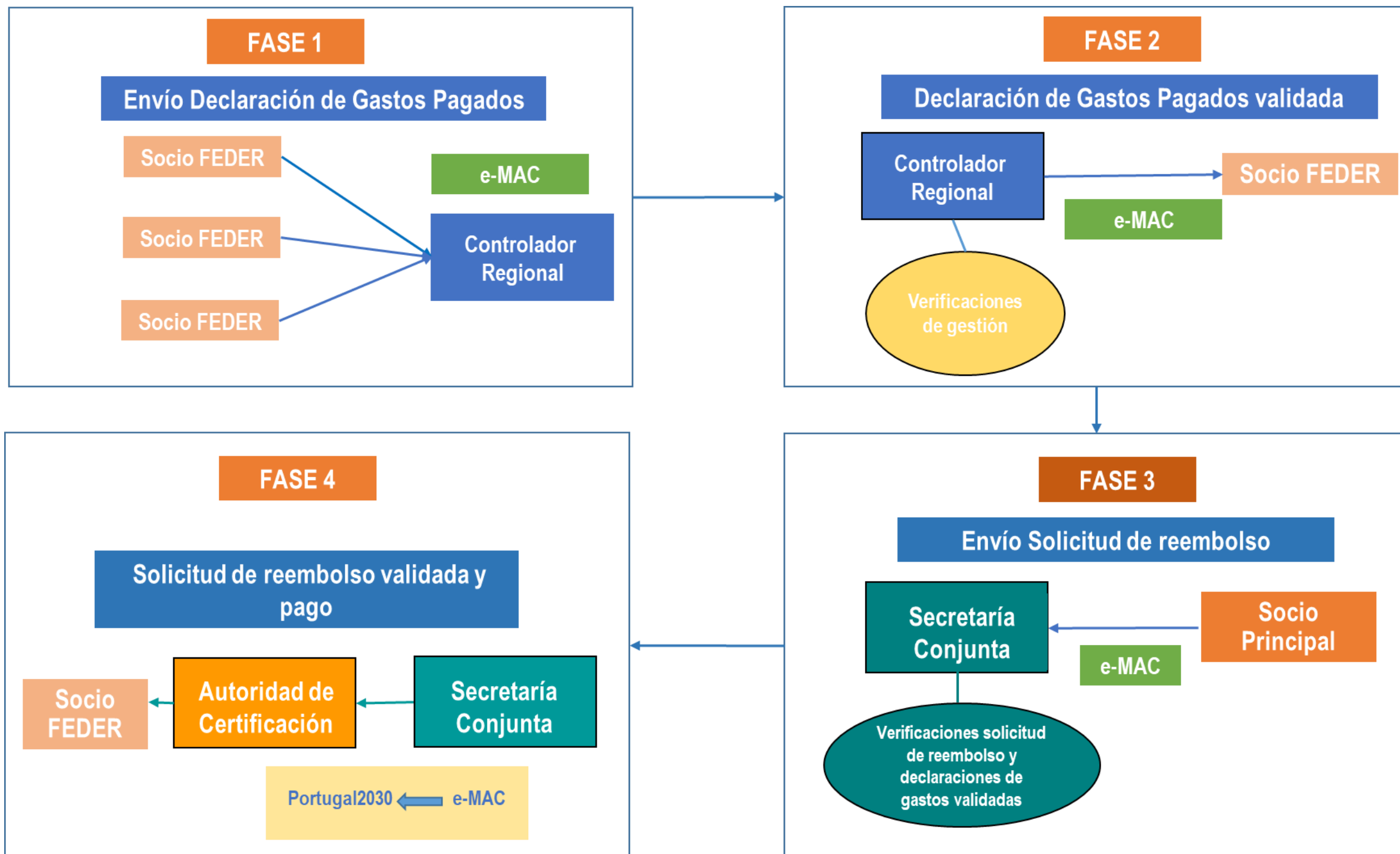
## FINANCIAL MANAGEMENT



# EXPENSE CLAIMS AND REIMBURSEMENTS

MAC

## FINANCIAL MANAGEMENT



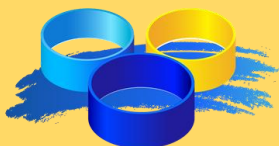


## FINANCIAL MANAGEMENT MANUAL:

[Financial www.interregmac.org/Documentación/Gestión](http://www.interregmac.org/Documentación/Gestión)

Describes all the procedures that ERDF partners can carry out in the e-MAC system for the financial management of projects:

- *Advance payment requests.*
  - Deadline: 3 months from the date of contract signature.
  - The task is created by each partner and completed by the SP.
  
- *Declarations of expenses paid.*
  - Deadlines: **first statement in May 2026** (with expenses paid from the start of the project until 30/04/2026).
  
- *Reimbursement Requests:*
  - The task is created by each partner and completed by the SP.
  - Deadline for completion by the SP: 15 days from the date the partner completes the task.



## ADVANCES

MAC

FINANCIAL  
MANAGEMENT

Once the contract between the Lead Partner and the Managing Authority has been signed, **each ERDF partner may request an advance payment of 5% of the ERDF.** Advance payment task in e-MAC to be created by each partner.

Private non-profit organisations not controlled by a public administration must submit a bank guarantee for 120% of the value of the advance payment.

The Lead Partner of the project must complete the advance payment requests in e-MAC for the ERDF partner entities of their project that have requested it.

The Joint Secretariat will forward the advance payment requests to the Accounting Authority (Agência para o Desenvolvimento e Coesão - AD&C, Portugal) for payment.

Payments will be made directly to each of the beneficiaries who requested the advance payment.

The amount of the advance payment will be offset against the first Reimbursement Request(s) from each partner.

## Documentación

### Gestión financiera

Comunicación

Modificaciones de proyectos

Consultas vinculantes

### Gestión financiera

- Normas de subvencionabilidad de los gastos

#### Fichas técnicas:

1. Gastos de personal
  - Anexo I\_Modelo Declaración de Personal
2. Gastos de oficina y administrativos
3. Gastos de viaje y alojamiento
4. Gastos de servicios y asesoramiento externos
5. Gastos en equipo
  - Anexo I\_Registro Existencias
  - Anexo II\_Declaración Adquisición
  - Anexo III\_Ejemplo cuadro amortización
6. Gastos en infraestructura y obras
7. Gastos de visibilidad, transparencia y comunicación
8. Expedientes de contratación

- Manual de gestión financiera

- Guía para la creación de usuarios



ACCESSING THE  
e-MAC SYSTEM

## Parte A - Identificación del proyecto

- A.1 Identificación del proyecto
- A.2 Resumen del proyecto

## Parte B - Socios del Proyecto

- B.1 Socios del proyecto
- B.2 Socios asociados

## Parte C - Descripción del proyecto

- C.1 Pertinencia y contexto del proyecto
- C.2 Objetivos, resultados y actividades
- C.3 Plan de Trabajo - Actividades
- C.4 Indicadores
- C.5 Cronograma
- C.6 Gestión administrativa y financiera
- C.7 Comunicación
- C.8 Capitalización

## Plan financiero

- Plan financiero

## Check-List

- CHECK-LIST

## Usuarios

- Usuarios

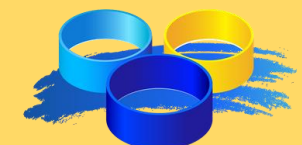
## Anexos

- 1. PowerPoint resumen de presentación del proyecto
- 2. Cartas de compromiso
- 3. Otros documentos

- [Plan Financiero](#)
- [Formulario proyecto](#)
- [Resumen del proyecto](#)

Consult the **GUIDE FOR CREATING USERS:**

- It is the responsibility of the Lead Partner (user "sp") to create users for the other ERDF partners (users "s").
- Users can only be "associated" if a user with an "s" profile = FEDER partner has already been created in a project (the same applies to "sp" users).
- The same user can access all the projects to which their user has been associated with the same passwords.
- The "sp" user will be able to access all the tasks of a FEDER partner and also those of the Lead Partner.



# Information, Communication and Visibility

## Objectives

### 1 Greater visibility

To give greater visibility to the application of EU Structural Funds by informing final beneficiaries and citizens about ERDF co-financing in the Interreg MAC territorial cooperation programme.

### 2 Promotion of communication

Support and promote beneficiaries' communication activities to bring the achievements of the projects closer to citizens and promote the capitalisation of results.

### 3 Ensuring transparency

Ensuring transparency in the implementation and management of ERDF aid, as well as in the procedures for executing and managing the Programme.



# Main channels of information and communication for the programme

## 1 Website

[www.interregmac.org](http://www.interregmac.org)

## 2 Social media

# Information, Communication and Visibility

[www.interregmac.org/Documentación/Comunicación](http://www.interregmac.org/Documentación/Comunicación)

## Documentación

Gestión financiera

**Comunicación**

Modificaciones de proyectos

Consultas vinculantes

### Comunicación

- Manual comunicación Interreg MAC
- Interreg Brand Design Manual
- Logotipos
  - Logos INTERREG
  - Logos MAC
  - Logos iconos PRIORIDADES
- Guía para publicar un evento en la web del programa
- Manual de procedimientos para redes sociales
- Ficha técnica 7. Gastos de visibilidad, transparencia y comunicación

# Interreg MAC Programme Information, Communication and Visibility Rules



## INTERREG brand design manual

The harmonised Interreg brand provides greater visibility for Interreg at all levels and to the wider public, demonstrating that Interreg makes a difference both locally and at European level.

This document will help you use the Interreg brand in your project.



## MAC Programme Communication Manual

The manual sets out guidelines for communication and visibility for the INTERREG Madeira-Azores-Canary Islands (MAC) Cooperation Programme 2021-2027.

It provides detailed instructions on the correct use of logos, corporate colours and applications in various promotional materials to ensure a consistent visual identity and compliance with EU regulations on communication of structural funds.

# Information and Communication Obligations

## Website description

Provide a brief description of the Interreg project on the official website or social media, highlighting the financial support from the Interreg fund.

1

2

## Statement of support

Provide a statement highlighting the support of the Interreg fund in documents and communications related to the implementation of the operation.

3

## Information plaques or billboards

Display durable and visible information boards or billboards for projects involving physical investments or the purchase of equipment whose total cost exceeds £100,000.

4

## Posters or screens

Display at least one A3-size poster or equivalent electronic screen with information about the project for those not included in the previous point.

## Financial consequences of non-compliance

Beneficiaries must ensure that they comply with all the rules described in this manual and in Regulations (EU) 2021/1059 (Art. 36) and (EU) 2021/1060 (Art. 47 and Annex IX).

⚠ Otherwise, the Managing Authority may cancel up to 2% of the ERDF aid granted to the beneficiary who has not complied with these rules, in accordance with Article 36.6 of Regulation (EU) 2021/1059, taking into account the principle of proportionality.

# Basic Elements of Corporate Identity

The visual identity of the INTERREG MAC Programme 2021-2027 consists of the following mandatory elements:

## Interreg brand

Logo displaying the word INTERREG alongside the European Union flag, designed to provide a strong and easily recognisable identity.



## MAC 2021-2027 brand

Specific logo for the MAC Territorial Cooperation Programme, consisting of a generic symbol and a typographic element.



## Thematic Objective Icons

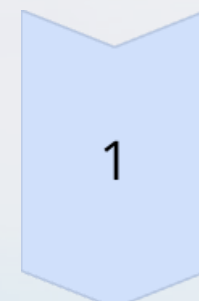
Optional icons representing the different policy objectives of the programme, designed to work well together as a series.



## Website Applications

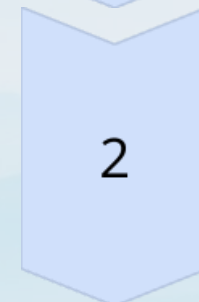


Mandatory branding must be displayed on beneficiaries' websites in accordance with the following guidelines:



### Immediate visibility of the Interreg logo

The INTERREG logo must be visible upon arrival at the website, without the need to scroll.



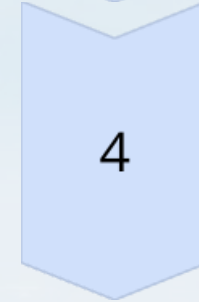
### Visible MAC logo

The MAC 2021-2027 Programme logo must be clearly visible on the same website.



### Thematic objective icon

Optionally, the thematic objective icon corresponding to the project may be included.



### Proportional size

If other logos are displayed, the programme logos must be at least the same size as the largest of the others.

alidad



# Examples of application

## Newsletters



## Plaques



## Billboards



## Posters



## Certificates



## Roll-ups



# Examples of application (promotional materials)



# Project events: Consult the Guide to publishing an event on the programme website

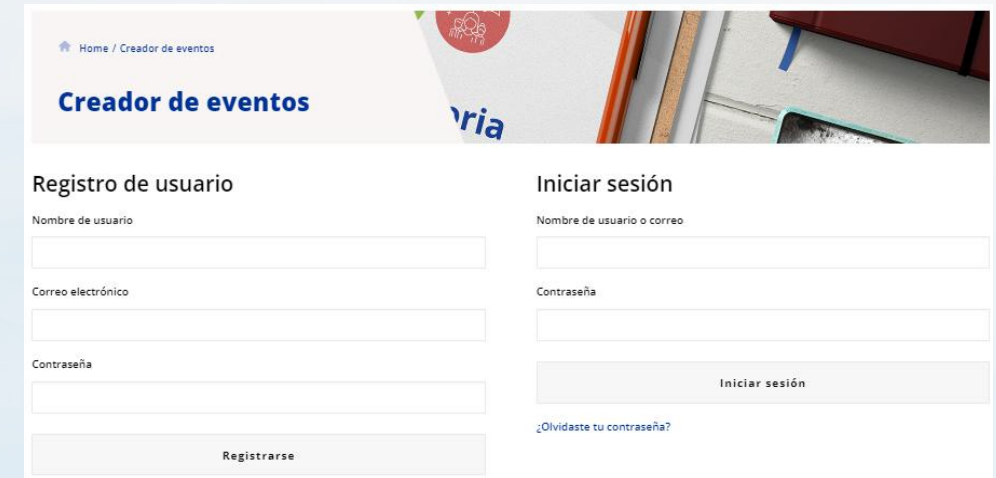
**Clause 9.2 of the contract:** The Lead Partner and all other beneficiaries shall inform the SC of the activities and public events (seminars, conferences, workshops, etc.) carried out within the project so that they can be publicised on the programme's website.

## STEPS TO FOLLOW TO PUBLISH AN EVENT:

1 Go to "Publish your event" in the events section of the website



2 Create user



3<sup>rd</sup> Complete form

Formulario de creación de evento:

- Nombre del evento \*
- Fecha y hora de inicio \* (21.10.2024, 13:48)
- Fecha y hora de fin \* (21.10.2024, 13:48)
- El evento es todo el día
- Ocultar la hora de finalización del calendario
- Es un evento que se repite
- Acónimo del proyecto
- Título del proyecto
- Detalles del evento (editor de texto)
- Lugar de celebración
- Entidad responsable
- Persona de contacto
- Email de contacto
- Página web del proyecto o entidad
- Imagen del evento (Seleccionar imagen)
- Botón: ENVIAR EVENTO

4 Event validation (SC)

5 Publication of the event on the calendar

22-23 PLANCLIMAC2 – JORNADAS SOBRE REFUGIOS CLIMÁTICOS  
OCT

## JORNADAS DE REFUGIOS CLIMÁTICOS

Cabildo de Lanzarote  
22 y 23 de octubre de 2025

**INSCRÍBETE AHORA**

**REFUGIOS CLIMÁTICOS**



- Acónimo del proyecto**  
PLANCLIMAC2
- Título del proyecto**  
DESARROLLO Y MONITORIZACIÓN DE ACTUACIONES COORDINADAS EN LA REGIÓN MACARONÉSICA EN MATERIA DE RIESGOS Y AMENAZADAS DEL CAMBIO CLIMÁTICO
- Entidad responsable**  
Consejería de Transición Ecológica y Energía del Gobierno de Canaria
- Detalles del evento**  
Las **Jornadas sobre Refugios Climáticos**, serán un encuentro promovido por la **Consejería de Transición Ecológica y Energía del Gobierno de Canarias** en el marco del **proyecto europeo PLANCLIMAC2 (1/MAC/2/2.4/0006)** del **Programa de Cooperación Territorial Interreg VI-D Madeira-Azores-Canarias (MAC) 2021-2027**, orientado a fomentar la acción climática.  
El evento reunirá a destacados ponentes y personas expertas **refugios climáticos urbanos verdes** como medida de adaptación ante el aumento de la intensidad y duración de las olas de calor.

## IMPLEMENTATION REPORTS



- **ANNUAL REPORTS:** These must be submitted by 31 January of the year following the reference year covered by the report.  
**FIRST REPORT FOR CAPITALISATION PROJECTS:**  
**31/01/2027**
- **FINAL REPORT:** Submitted within a maximum period of 3 months from the project completion date.

The "Implementation Report" task, both annual and final, must be carried out by the Lead Partner in e-MAC.

**Importance of INDICATORS for measuring the progress of the project.**

# IMPLEMENTATION REPORTS

## Contents:

1

- Overall assessment of project implementation

2

- Results achieved

3

- Final products obtained

4

- Activities carried out in third countries

5

- Indicators achieved (with supporting documentation)

6

- Communication actions

7

- Horizontal principles

8

- Revenue generated



# MODIFICATIONS



- MODIFICATION TASK:** Responsibility of the Principal Partner in e-MAC
- TYPES OF MODIFICATION REQUESTS:**
  - ✓ In the **composition** of the partnership:
    - Changes due to the total or partial withdrawal of any of the partners and/or the incorporation of a new partner (with modification of the budget, where applicable).
  - ✓ In the project **schedule**:
    - A maximum extension of 6 months, duly justified, for the execution of Stage 3 of the project (Reuse).

Changes to the identification details of the entities (both the details included in the Register of Entities and the contact details on the form): These are not subject to modification requests and must be communicated by email to the SC ([info@interregmac.org](mailto:info@interregmac.org)).

# FINANCIAL AMENDMENTS

## FINANCIAL MODIFICATIONS:

NO MODIFICATIONS MAY BE MADE TO THE FINANCIAL PLAN UNLESS THEY ARE THE RESULT OF CHANGES IN THE PARTNERSHIP

### ➤ Excess in the budget for one or more items:

All expenses may be declared regardless of whether they exceed the amount of each item in the partner's budget, without limit, and if validated, they will be "reimbursable".

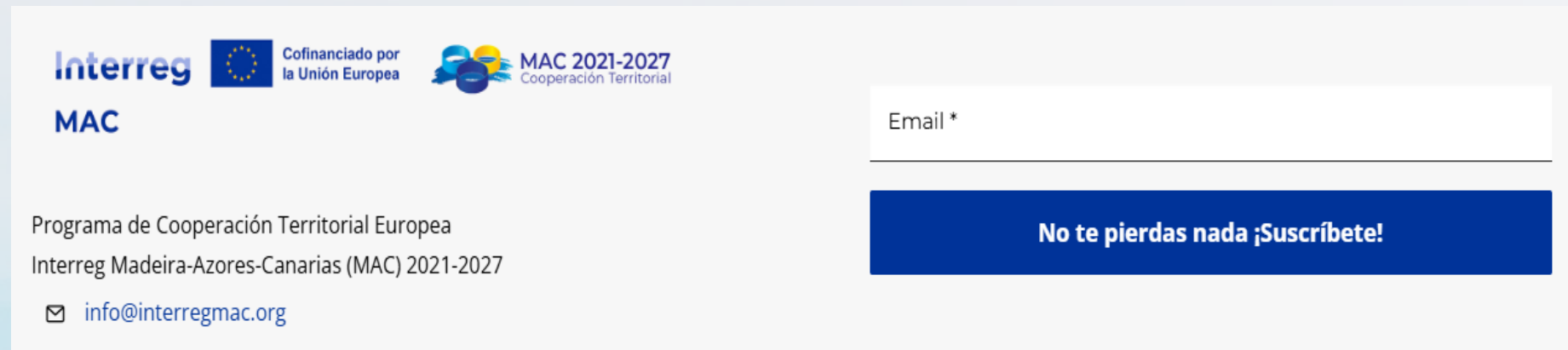
### ➤ Excess in the partner's total budget (overspending):

Expenses exceeding the total budget of each partner may be declared without limit, but the excess, if validated, will be considered "non-reimbursable" until the programme's Steering Committee makes a decision on its approval as "reimbursable".



## OTHER KEY ELEMENTS FOR THE IMPLEMENTATION OF PROJECTS

- PAY ATTENTION TO PROGRAMME **NEWS AND ANNOUNCEMENTS**:  
subscribe to the Website Newsletter:

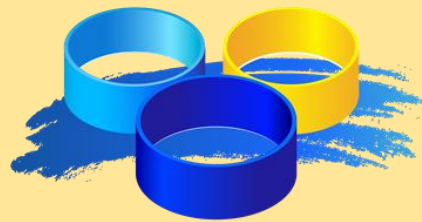


The screenshot shows the Interreg MAC newsletter subscription form. On the left, there are logos for Interreg, the European Union, and MAC 2021-2027. Below these, it says 'Programa de Cooperación Territorial Europea Interreg Madeira-Azores-Canarias (MAC) 2021-2027' and provides the email 'info@interregmac.org'. On the right, there is a text input field labeled 'Email \*' and a blue button with the text 'No te pierdas nada ¡Suscríbete!'.



- IT IS ESSENTIAL TO FOLLOW THE **RULES, GUIDELINES AND MANUALS** FOR THE CORRECT MANAGEMENT OF PROJECTS
- **PAY ATTENTION TO CHANGES** in programme documents (updated Guides and Manuals)
- **KEEP UPDATED** the e-MAC access users and the contact persons on the forms
- The importance of an **ACTIVE, INVOLVED, PARTICIPATORY and RESPONSIBLE PARTNERSHIP** for rapid implementation and efficient project management





**MAC 2021-2027**  
Cooperación Territorial

**Interreg**  
**MAC**



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la Unión Europea

[www.interregmac.org](http://www.interregmac.org)

## Contacts

- [Joint Secretariat: info@interregmac.org](mailto:info@interregmac.org)
  
- [Regional Controllers:](#)
  - [Canary Islands:](#)  
[mac.asuntoseuropeos@gobiernodecanarias.org](mailto:mac.asuntoseuropeos@gobiernodecanarias.org)
  - [Madeira: eat.cooperacao@idr.madeira.gov.pt](mailto:eat.cooperacao@idr.madeira.gov.pt)
  - [Azores: Rui.CR.Neves@azores.gov.pt](mailto:Rui.CR.Neves@azores.gov.pt)