



Technical workshop on the launch of projects approved under the 3rd call for proposals

Interreg MAC Programme 2021–2027
Online, 17 July 2026

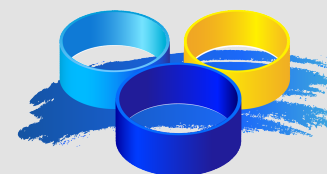


Interreg

MAC



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União Europeia



MAC 2021-2027
Cooperación Territorial

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2. PROJECT MANAGEMENT

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- Visibility and communication
- Amendments
- Implementation Reports



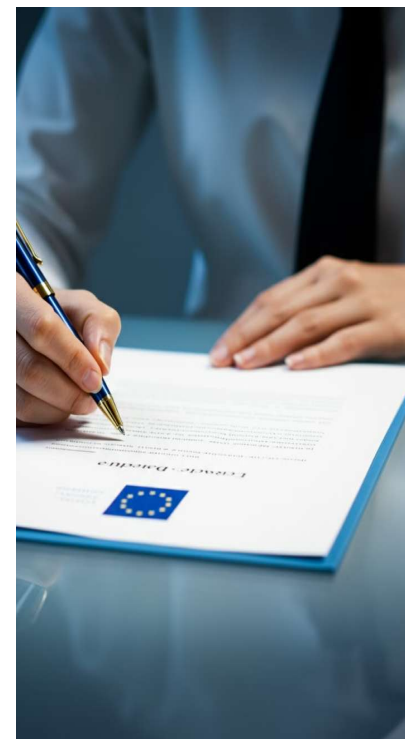
3. FINANCIAL MANAGEMENT

- Documentation
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- Verification and Validation
- Eligibility rules

THE ERDF GRANT AGREEMENT

The contract sets out the conditions for the award of ERDF funding 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 partnership as a whole.

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



THE ERDF GRANT AGREEMENT



Obligations of the Lead Partner

The Lead Partner is responsible for the full implementation of the project.

Coordination

To coordinate the entire partnership and act as the point of contact with the authorities and bodies responsible for management and control bodies

Financial Management

Ensuring sound financial management and the processing of advance payments and reimbursements

Implementation

- Ensure the implementation of project activities
- Submit any necessary amendment requests during the course of the project

Reports

Submit implementation reports on time

THE ERDF GRANT AGREEMENT



Obligations of all partners

Information on the implementation of the project

- Reporting to the programme's authorities and management and control bodies
- Providing the required documentation

On-site checks

Provide access to the premises to the programme's competent control bodies

Retain all project documentation

In accordance with the deadlines set out in European regulations

Reports

Contribute relevant data and documentation to the implementation reports

THE ERDF GRANT AGREEMENT



Funding conditions

- ERDF funding is granted for expenditure that has actually been paid, declared and validated.
- Reimbursements cover 85 per cent of validated expenditure.
- Advance payments of 5 per cent of the approved ERDF funding may be granted to each partner.
- Payments are made by the Accounting Authority (AD&C Portugal) by bank transfer.
- The final 5% balance is withheld until the final report has been approved.

1

- **Pre-financing**
- 5% of the approved ERDF funding

2

- **Reimbursements**
- 85% of validated expenditure

3

- **Final balance**
- 5% retention until the final report

THE ERDF GRANT AGREEMENT



Reimbursement of the grant

The Managing Authority may require the full or partial repayment of the grant in the event of irregularities, breaches of contract or unauthorised changes to the project.

- **Irregularities:** Financial corrections for irregularities detected by the programme's management and control bodies
- **Non-compliance:** Loss of ERDF funding due to failure to meet implementation deadlines an N+3 cut at programme level)

Year	% annual implementation	Cumulative implementation rate
2027	30%	30%
2028	30%	60%
2029	40%	100%

- **Undeclared Revenue:** Revenue generated but not reflected in the budget or reported to the programme

THE ERDF GRANT AGREEMENT



Outputs and visibility

- The Lead Partner authorises the Managing Authority to use all communication material in order to ensure wide dissemination of its achievements.
- All the project's main outputs and results must be accessible and made available to the public. Furthermore, upon request, they are obliged to share the data used to produce these outputs and results.

Project duration

- **Start date:** Date on which the contract is signed by the Managing Authority **Eligibility of expenditure** (according to the e-MAC timetable):
 - From the date the contract is signed
 - If 'period 0' is selected, expenditure will be eligible from 21/10/2025
- **End date:** The date set out in the timetable on the e-MAC form, which is the deadline for making payments. Projects may be carried out until 31/12/2029 at the latest, the final date for the eligibility of programme expenditure.

Documentation for the management of Interreg MAC projects

www.interregmac.org



e-MAC



Financial management of projects:

- Rules on the eligibility of expenditure
- Technical data sheets (1 to 9) and Annexes
- Financial Management Manual

Other documents for project management:

- Guide to project amendments
- Communication documents
- Binding rulings
- Guide to Annual and Final Implementation Reports
- User Creation Guide

System access e-MAC



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](#)

Please refer to the **GUIDE TO CREATING USERS:**

- ✓ It is the responsibility of the Lead Partner (user 'sp') to create users for the other FEDER partners (users 's')
- ✓ Users can only be 'associated' if a user with an 's' profile (FEDER partner) has already been created for a project (the same applies to 'sp' users)
- ✓ The same user can access all projects to which their account has been linked using the same login details.
- ✓ The "sp" user may access all tasks assigned to a FEDER partner as well as those assigned to the Lead Partner.

Main channels of information and communication

Visibility and
communication



1 Página web www.interregmac.org

Actualidad

34 PROYECTOS APROBADOS POR EL COMITÉ DE DIRECCIÓN EN EL MARCO DE 1ª CONVOCATORIA DEL PROGRAMA INTERREG MAC 2021-2027

Noticias

04 COMPASS - INAUGURACIÓN EXPOSICIÓN MAGUA-RELATOS MIBATOBOS

25 EVENTO DE PUESTA EN MARCHA DE PROYECTOS APROBADOS EN LA 1ª CONVOCATORIA DEL PROGRAMA DE COOPERACIÓN TERRITORIAL INTERREG MAC 2021-2027

2 Redes sociales

MAC 2021-2027
Cooperación Territorial

Visibility and communication



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

Visibility and communication



Basic Elements of Corporate Identity

The Programme's visual identity comprises the following elements:

Marca Interreg

Logotipo que muestra la palabra INTERREG junto con la bandera de la Unión Europea, diseñado para ofrecer una identidad sólida y fácilmente reconocible.



Marca MAC 2021-2027

Logotipo específico del Programa de Cooperación Territorial MAC, que consta de un símbolo genérico y un elemento tipográfico.



Iconos de Objetivos Temáticos

Iconos opcionales que representan los diferentes objetivos políticos del programa, diseñados para funcionar bien juntos como una serie.



See examples of how these are applied in the Interreg MAC Communication Manual

Visibility and communication



Information and Communication Obligations



Financial Consequences of Non-compliance

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

Failure to do so may result in the Managing Authority cancelling up to 2% of the ERDF funding granted to the beneficiary who has failed to comply with these rules, in accordance with Article 36(6) of Regulation (EU) 2021/1059, taking into account the principle of proportionality.

Visibility and communication

Project events:

Refer to the Guide to publishing an event on the programme's website

Clause 9.2 of the contract: The Lead Partner and all other beneficiaries shall inform the SC of any public activities and events (seminars, conferences, workshops, etc.) organised as part of the project so that these can be publicised via the programme's website.

STEPS TO FOLLOW TO PUBLISH AN EVENT:

1. Go to 'Publish your event' in the events section of
2. Create an account or log in
3. Complete the form
4. Event validation (SC)
5. Event published on the calendar



Eventos



CURRENT MONTH

MARZO 2026




05

de

13-UNBEN - ENCUENTRO TERRITORIAL CABO VERDE 2028

06

AFRICANTECH - MUJERES QUE CONECTAN TERRITORIOS: LIDERAZGO FEMENINO EN LA INNOVACIÓN EUROAFRICANA

18

CAMBIOS - SESIÓN FORMATIVA ONLINE (ESP/PT): MONITORIZACIÓN EN ENTORNOS URBANOS

26

RENATURMAC - EVENTO PÚBLICO DE SENSIBILIZACIÓN TRANSFRONTERIZO "MEJORA DE LA TRANSICIÓN VERDE Y AZUL EN ÁREAS VINCULADAS A ESPACIOS NATURALES PROTEGIDOS DE GAMBIA"

Ver todos los eventos →



Publica tu evento

Registro de usuario

Nombre de usuario

Correo electrónico

Contraseña

[Registrarse](#)

Iniciar sesión

Nombre de usuario o correo

Contraseña

Iniciar sesión

[illegible]

17
COMPAS - WOMAN RES COMPAS. EL NUEVO PACTO EUROPEO DE ASILO Y MIGRACIÓN

PACTO EUROPEO DE MIGRACIÓN Y ASILO

El Pacto establece un sistema armonizado de asilo y procedimientos para los países que migran irregularmente desde África del Norte y Oriente Medio.

17 julio 2024

El Pacto establece un sistema armonizado de asilo y procedimientos para los países que migran irregularmente desde África del Norte y Oriente Medio.

1. **Antecedentes del proyecto**

Contexto

2. **Título del proyecto**

El Pacto establece un sistema armonizado de asilo y procedimientos para los países que migran irregularmente desde África del Norte y Oriente Medio.

3. **Justificación y relevancia**

El Pacto establece un sistema armonizado de asilo y procedimientos para los países que migran irregularmente desde África del Norte y Oriente Medio.

4. **Detalles del evento**

El Pacto establece un sistema armonizado de asilo y procedimientos para los países que migran irregularmente desde África del Norte y Oriente Medio.

5. **Organización**

El Pacto establece un sistema armonizado de asilo y procedimientos para los países que migran irregularmente desde África del Norte y Oriente Medio.

6. **Calendario y modalidades**

El Pacto establece un sistema armonizado de asilo y procedimientos para los países que migran irregularmente desde África del Norte y Oriente Medio.

7. **Lugar de celebración**

El Pacto establece un sistema armonizado de asilo y procedimientos para los países que migran irregularmente desde África del Norte y Oriente Medio.

8. **Personas de contacto**

El Pacto establece un sistema armonizado de asilo y procedimientos para los países que migran irregularmente desde África del Norte y Oriente Medio.

9. **Enlaces de contacto**

El Pacto establece un sistema armonizado de asilo y procedimientos para los países que migran irregularmente desde África del Norte y Oriente Medio.

10. **Programa más del proyecto en español**

El Pacto establece un sistema armonizado de asilo y procedimientos para los países que migran irregularmente desde África del Norte y Oriente Medio.

Implementation reports



See the Implementation Reports Guide

- **ANNUAL REPORTS:** These must be submitted by 31 January of the year following the reference year covered by the report.

FIRST REPORT FOR PROJECTS UNDER THE 3RD CALL FOR PROPOSALS:
31/01/2027

- **FINAL REPORT:** To be submitted within a maximum of 3 months from the project completion date.

Contents:

1	• Valoración general de la ejecución del proyecto
2	• Resultados alcanzados
3	• Productos finales obtenidos
4	• Actividades realizadas en los terceros países
5	• Indicadores alcanzados (con documentación justificativa)
6	• Acciones de comunicación
7	• Principios horizontales
8	• Ingresos generados

Amendments



See the Project Amendments Guide:

1

- Conditions for project amendments

2

- Processing of requests for amendments

3

- Types of amendments

4

- Changes that do not require a request for amendment

5

- Modifications not permitted by the programme

6

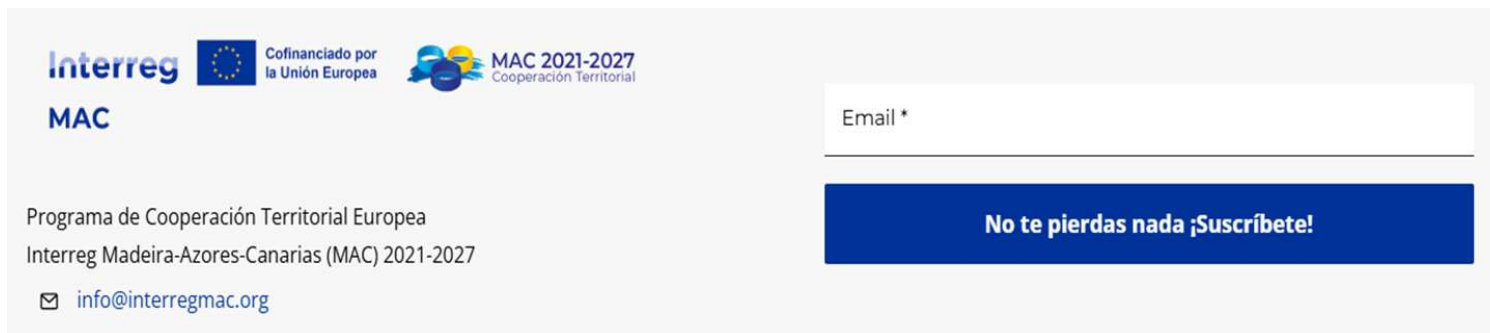
- Other modifications

☐ **MODIFICATION TASK**: Responsibility of the Lead Partner in e-MAC

Other key elements for the implementation of projects



- KEEP UP TO DATE WITH PROGRAMME **NEWS AND ANNOUNCEMENTS**: subscribe to the website's newsletter:



The screenshot shows a newsletter subscription form for Interreg MAC. At the top, it features the Interreg logo, the European Union flag with text 'Cofinanciado por la Unión Europea' and 'Cofinanciado pela União Europeia', and the MAC 2021-2027 logo with 'Cooperación Territorial'. Below this, the text reads 'Programa de Cooperación Territorial Europea' and 'Interreg Madeira-Azores-Canarias (MAC) 2021-2027', followed by an email icon and 'info@interregmac.org'. On the right, there is an 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 PROPER MANAGEMENT OF PROJECTS
- **BE AWARE OF CHANGES** to programme documents (guidelines and manuals are subject to ongoing updates)
- **KEEP** THE LIST OF e-MAC ACCESS USERS AND CONTACT PERSONS ON THE FORMS **UP TO DATE**
- The importance of an **ACTIVE, ENGAGED, PARTICIPATORY and RESPONSIBLE PARTNERSHIP** for the rapid launch and efficient management of projects

Financial circuit



Key financial management tasks



As described in the Financial Management Manual:

➤ *Advance Payment Requests.*

- Each ERDF partner may request an advance of 5% of the ERDF funding.
- Deadline: 3 months from the date of signing the contract.
- The amount of the advance will be offset against each partner's first reimbursement claim(s).

➤ *Declarations of Expenditure Incurred.*

- First **declaration in September 2026**, covering expenditure incurred from the start of the project up to 31 August 2026. (Not compulsory)

➤ *Reimbursement Claims:*

- Each partner creates the task and the Lead Partner finalises it.
- Deadline for the Lead Partner to finalise the task: 15 days from the date the partner completes it.

Types of Budget

A. Budget with staff costs at a fixed rate of 20 per cent

The following are reported at **actual cost**:

- External services
- Equipment
- Infrastructure and construction works

These are calculated using a **fixed rate**:

- 20% for staff
- 15% travel and accommodation
- 15% office and administrative costs

➤ For each type of budget, the MAC system is designed to automatically calculate simplified costs at a fixed rate, the amount of which is entered directly into the Declaration.

➤ **Only 'Paid Expenses' reported at actual cost and unit labour costs should be recorded.**

B. Budget with staff costs based on unit costs

The following are reported at **actual cost**:

- External services
 - Equipment
 - Infrastructure and construction works
- Staff costs** are recognised at **unit costs**

These are calculated using a **flat rate**:

- 15% for travel and accommodation
- 15% for office and administrative staff

C. Budget with non-staff costs at 40 per cent

Staff costs are reported as **unit costs**



- These are calculated using a **flat rate of 40 per cent**: other expenses

Procedure e- MAC - Expenses



Accessing the Module

Each member accesses the **Paid Expenses** module via the project menu.

The module is tailored to **the type of budget** selected by each partner on the form and according to the category of expenditure that must be declared at actual cost.



Registration of Procurement Files

Create a repository of all the **procurement files** to which an expense is to be linked.

It is essential that the file is **finalised** before an expense can be linked to it; this involves completing all mandatory sections and attaching supporting documentation.



Employee Register

For partners who allocate staff costs on a **unit-cost basis**, it is necessary to create a **record** for each **employee** to whom the corresponding cost per hour will be assigned, as set out in Technical Sheet 1 of the Eligibility Rules.



Creation of Expenses

Create the expenses paid, whether they are **staff** costs (for budgets with unit costs) or **direct costs** (for those declared at actual cost), attaching all the required supporting documentation.

e-MAC Procedure – Declarations



Create Declaration

Access the Declarations module from the project menu and click the button to create a new Declaration.

Fill in the general details, including the type of return (interim or final) and the person legally responsible.



Include Paid Expenses

By default, e-MAC will include all Paid Expenses created that are not associated with another Declaration.

You can add new expenses or remove existing ones before submitting.



Attach Supporting Documents

Add supporting documents relating to the return as a whole, such as the declaration of staff costs for partners who have chosen to declare on a unit-cost basis.



Submit and Sign

Click the 'Submit' button to send the Declaration. Download the generated documents, sign them and upload them to the system so that the Regional Controller can begin the verification process.

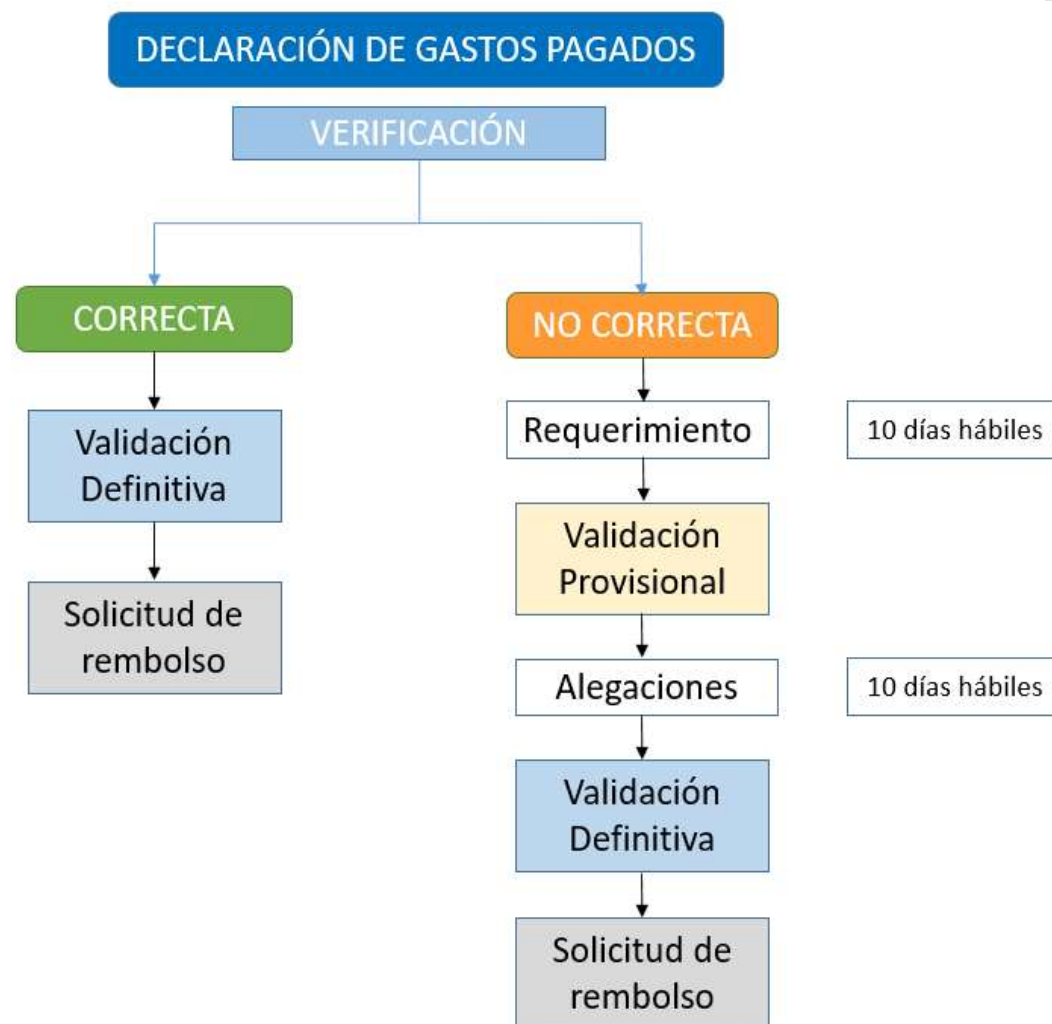
Verification and Validation



The verification and validation of declarations is the responsibility of the **Regional Controllers** for the region to which each member belongs

An item of expenditure validated as ineligible may not be claimed in subsequent periods.

The validation of an ineligible expenditure also results in the corresponding amount derived from the application of simplified costs being deemed ineligible.



CRITERIA GENERAL

ELIGIBILITY CRITERIA

All expenditure must:

1. Contribute to the **objectives of the project and the MAC programme**, benefiting the geographical area of cooperation;
2. Be directly related to the implementation of the **activities approved** in the project;
3. Be **set out in the** approved Application **Form**; otherwise, their necessity for achieving the intended objectives must be duly justified;
4. Meet the **criteria of efficiency, economy and effectiveness**
5. ERDF beneficiaries may incur project implementation expenditure within the **territory of the programme's third-country partners or in any other territory**, within or outside the European Union, provided that such operations contribute to the objectives of the MAC programme (Article 37(1) of the Interreg Regulation).

ELIGIBLE EXPENSES

ELIGIBILITY CRITERIA



ELIGIBLE COSTS

Investments in infrastructure	Research and innovation activities (industrial, experimental and studies)	Investments in access to services	Productive investments in SMEs to promote EMPLOYMENT	Equipment, software and intangible assets
Networks, cooperation, exchange of experiences and activities to promote R&D	Information, studies and communication	Technical Technical	Sharing of facilities and human resources	VAT / IGIC* (or equivalent tax)

* **Eligible for funding:**

1. **For** beneficiaries that are **not** classified as **private companies**, provided that the projects cost less than €5,000,000 (including VAT);
2. **For** beneficiaries that **are private companies** and, therefore, receive funding under Regulation (EU) No 651/2014 on Block Exemptions (REGC), provided that the tax is non-recoverable, for which they must provide evidence of their tax liability, exemption or applicable pro rata rate.

EXPENSES NOT ELIGIBLE EXPENSES

ELIGIBILITY CRITERIA



INELIGIBLE COSTS (under European regulations and by decision of the Monitoring Committee)

Interest on debt	Specific investments excluded under Article 7(1) of Regulation (EU) 2021/1058	Fines, financial penalties and expenditure incurred as a result of legal disputes and litigation	Fluctuations in foreign exchange rates	Contributions in kind (e.g. unpaid voluntary work)
Bank charges arising from financial transactions	Other forms of support such as cash prizes, repayable grants and financial instruments	Gifts (excluding merchandising/promotional and communication materials linked to the project's outputs or activities)	Purchase of land	Contracting the services of external professionals and consultancy with staff from any of the project's beneficiary organisations
Costs of purchasing second-hand equipment	Common costs (a single beneficiary will be responsible for paying the common costs)	Contracts between participating organisations	Self-invoicing	Contracts with organisations linked to the beneficiary

Entities in the Canary Islands: Costs for parcels/orders

CATEGORIES OF EXPENDITURE AND TECHNICAL SPECIFICATIONS

ELIGIBILITY CRITERIA

ACTUAL AND UNIT-BASED EXPENSE CATEGORIES



STAFF COSTS

(Technical Sheet
1)



EXPENSES FOR SERVICES AND EXTERNAL EXPERTS

(Technical Sheet
4)



EXPENSES ON EQUIPMENT

(Technical Data
Sheet 5)



EXPENDITURE ON WORKS AND INFRASTRUCTURE

(Technical Sheet
6)

CATEGORIES OF FIXED-RATE EXPENDITURE. Automatic e-MAC calculation (except for strategic projects)

- Office and administrative expenditure (Technical Sheet 2)
- Travel and accommodation costs (Technical Sheet 3)

CROSS-CUTTING SHEETS APPLICABLE TO ALL EXPENDITURE

Sheet 7. Visibility, transparency and communication

Sheet 8. Procurement files

Sheet 9. State Aid

Thank you for your attention

Regional Control Centre Contacts

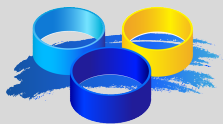
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MAC 2021-2027
Cooperación Territorial

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