Interreg - IPA CBC Greece - Albania

Start-up procedures

Managing Authority of European Territorial **Cooperation Programmes** Joint Secretariat of Interreg IPA CBC Programme "Greece - Albania 2014 - 2020 "

www.greece-albania.eu www.interreg.gr

The Programme is co-funded by the European Union and by National Funds of Greece & Albania







Project Start-Up

- Review all contractual obligations that result from the Subsidy Contract & Partnership Agreement and ensure that they are well understood;
- Ensure that each beneficiary understands rules and procedures of the Greece-Albania Programme along with the requirements of the National Rules Applicable in each country;
- Draft a communication plan establishing communication procedures, both internal and external;

Start-Up Activities [LB & PBs]

- Set up the decision-making body of the project (Steering Committee);
- Set up the project team (project coordinator, financial manager & communication manager);
- All beneficiaries should appoint a representative/ contact person for communication with the JS;
- Plan a kick-off meeting with all beneficiaries, in order to timely launch the project.

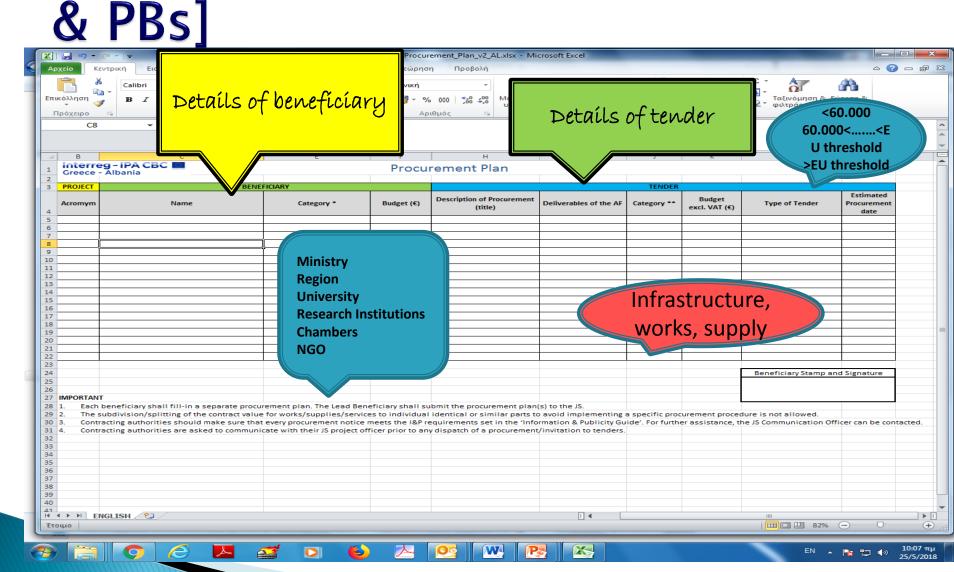
Start-Up Activities [LB & PBs]

- Open an interest-free EUR bank account informing accordingly LB & MA/JS;
- Maintain a separate accounting system or an adequate accounting code, in order to clearly trace project costs/revenues by budget line, activity and payment date/reporting period;
- Setting-up monitoring systems, adequate internal controls and a good document archiving system;
- Indicate the project title/acronym on the invoices/equivalent documents and on all supporting documents;

Project Work Plan [LB & PBs]

- Planned Activities per Project Partner, in terms of actual starting and ending date of each deliverable and in compliance with the proposed Procurement Plan;
- Recruit necessary staff (where required);
- Launch the most urgent procurement procedures (Management);
- Sound financial planning to prevent cash flow problems.

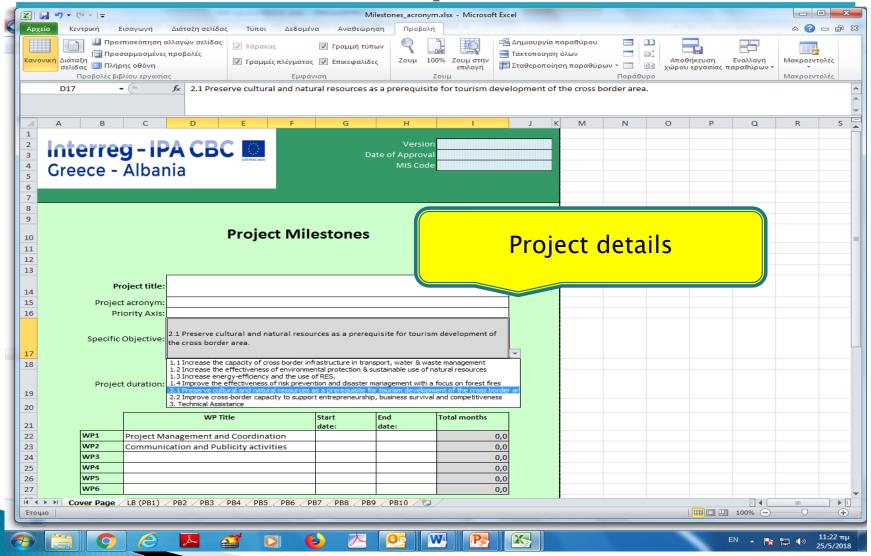
Procurement Plan Template [LB



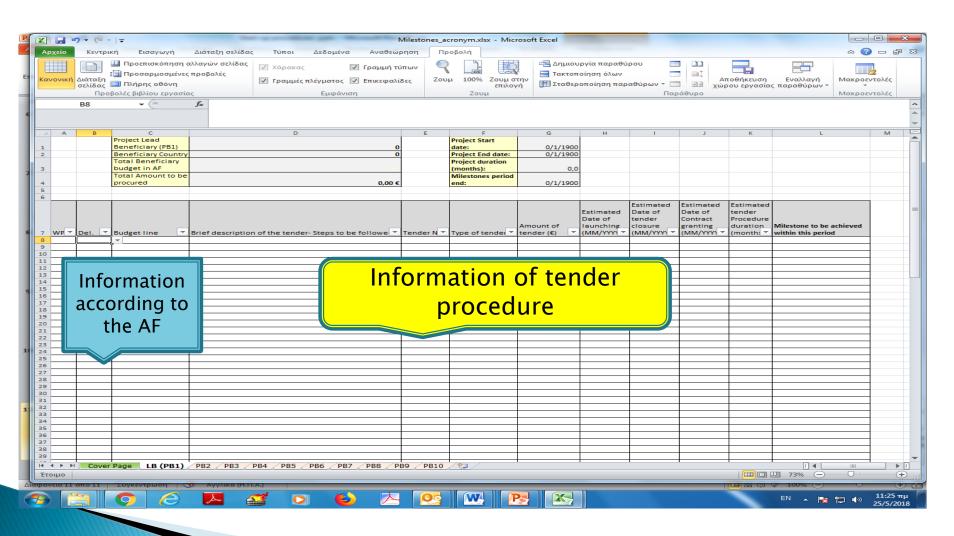
Milestones

- Submitted Milestones excel document should be respected in order to secure a timely implementation of the project. This document sets the milestones to be achieved within a time plan of 9 months.
- At the end of the start-up period, or earlier if necessary, the project shall undergo an internal review with the responsibility of the Lead Beneficiary for assessment.
- The results of this internal review shall be brought forward to the JS/MA and it shall be assessed whether corrective or any other actions are necessary.

Milestones Template



Milestones Template



INFO-DAYS ON PROJECT IMPLEMENTATION 4th CALL PROJECTS Ioannina 18/2, Gjirokaster 25/2 & Korce 26/2/2020

Eligibility of expenditure

As a general rule, expenditures shall be eligible for funding if:

- they have been incurred within the duration of the approved AF;
- they follow the "real cost" principle; costs which have been actually incurred and paid by the project beneficiaries and they can be supported by original invoices or other accounting documents of equivalent probative value;
- they are in line with national, EU and programme level rules;
- The starting date for the eligibility of expenditure of beneficiaries from Greece is the 1st of January 2014, while for beneficiaries from Albania, the starting date for the eligibility of expenditure is the 22nd of September 2014

Programme eligibility rules

Preparation costs

- Cost incurred between the 1st of January 2014 for the Greek beneficiaries and 22nd of September 2014 for the Albanian beneficiaries and the date of submission
- Should be included in the application form.
- Do not exceed the amount of 20.000,00€.
- Eligibility rules should be respected
- * Office and administration expenditure are not eligible under preparation costs.

Programme eligibility rules

Management Costs

The management costs of each project beneficiary (Work Package 1) should not exceed 10% of the total beneficiary's budget.

The following WP1 costs (if applicable) are not calculated in the 10% limit:

- Deliverable 1.X.1 "Preparation Activities" (where X is the number of the beneficiary)
- Any potential costs for external auditors

Staff Costs

"Staff costs" includes staff costs of employees in line with the employment/work contract, and costs of natural persons working for the beneficiary organisation under a contract other than an employment/work contract and receiving salary payments.

Staff costs for each Beneficiary cannot exceed 50% of the total Beneficiary's Budget.

Office and Administration expenditure

The following options for calculating O&A are available in this **Programme**:

- Real costs, or
- ▶ Flat rate of (up to) 15% of staff costs.
- The office and administration expenditure costs for each Beneficiary cannot exceed 4% of the total Beneficiary's Budget, regardless of the calculation option selected

Other Budget Categories

- Travel and Accommodation
- External Expertise and services
- Equipment expenditure
- Infrastructure and Works

Activities located outside the Programme area

- In principle, all activities of a project should take place within the eligible Programme area. If a project finance activities or events outside the Programme area should be described in a single dedicated WP in the Application form and respect the following:
 - the activity and/ or event are for the benefit of the Programme area;
 - the activity and/ or event are essential for the implementation of the project;
 - the implementation and/ or the relevance of the activity and/ or the event is included in the approved Application Form.

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Thank you for your time!