

# 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](http://www.greece-albania.eu)  
[www.interreg.gr](http://www.interreg.gr)

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



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

# Project Start-Up

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- ▶ 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]

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- ▶ 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]

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- ▶ 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]

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- ▶ **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.



# Milestones

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- ▶ 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

The screenshot shows a Microsoft Excel spreadsheet titled 'Milestones\_acronym.xlsx'. The active cell is D17, containing the text: '2.1 Preserve cultural and natural resources as a prerequisite for tourism development of the cross border area.'

The spreadsheet is divided into several sections:

- Header (Rows 2-6):** Contains the logo for 'Interreg-IPA CBC Greece - Albania' and a table for project details:
 

Version	
Date of Approval	
MIS Code	
- Project Milestones (Rows 10-13):** A large green area with the title 'Project Milestones'.
- Project details (Row 14):** A yellow callout box labeled 'Project details' points to a dropdown menu containing:
  - Project title:
  - Project acronym:
  - Priority Axis:
  - Specific Objective: 2.1 Preserve cultural and natural resources as a prerequisite for tourism development of the cross border area.
  - Project duration: 1.1 Increase the capacity of cross border infrastructure in transport, water & waste management; 1.2 Increase the effectiveness of environmental protection & sustainable use of natural resources; 1.3 Increase energy-efficiency and the use of RES; 1.4 Improve the effectiveness of risk prevention and disaster management with a focus on forest fires; 2.1 Preserve cultural and natural resources as a prerequisite for tourism development of the cross border area; 2.2 Improve cross-border capacity to support entrepreneurship, business survival and competitiveness; 3. Technical Assistance.
- Work Packages Table (Rows 21-27):**

	WP Title	Start date:	End date:	Total months
WP1	Project Management and Coordination			0,0
WP2	Communication and Publicity activities			0,0
WP3				0,0
WP4				0,0
WP5				0,0
WP6				0,0





# Eligibility of expenditure

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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*

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## 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*

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## 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

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- ▶ “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

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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

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



# Activities located outside the Programme area

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- ▶ 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!