

Interreg - IPA CBC Greece - Albania

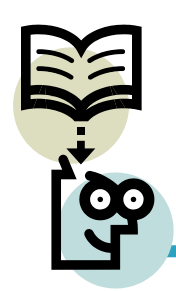


Programme Eligibility rules
Project modification procedures
Pre-Approvals
Common mistakes

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



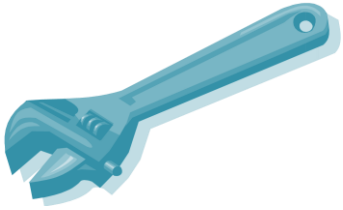


Programme eligibility rules

- ⚠ **Preparation costs: Do not exceed** the amount of 20.000 €.
- ⚠ **Management Costs: Do not exceed** the amount of 10% of the total beneficiary's budget.
- ⚠ **Staff costs: Do not exceed** 50% of the total Beneficiary's Budget.

Office and Administration expenditure:

- ▶ 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



Three (3) levels of project modification

- ▶ 1. Adjustments by the Beneficiaries with notification of the Joint Secretariat / Managing Authority (JS/MA)
- ▶ 2. Modifications approved by the Managing Authority (MA)
- ▶ 3. Modifications approved by the Joint Monitoring Committee (JMC)



General remarks on project modifications

- 👓 LB is responsible to submit the Modification Request to the JS/MA
- 👓 LB must have the consent of all Project Beneficiaries (PBs) of the partnership
- 👓 All budget reallocations are calculated on the basis of the initial approved budget



Common mistakes on project modification (I)

- 💣 Work always on the correct AF (as approved by MA/JS or officially modified)
- 💣 One modification request well prepared
- 💣 LB is responsible to submit the Modification Request to the JS/MA
- 💣 LB has to report the modifications in the progress report
- 💣 Respect the eligibility limits of the programme



Common mistakes on project modification (II)

- 💣 Be on time– No later than 30 days prior to the end of the project
- 💣 Keep in touch with your project officer
- 💣 The changes should be uploaded on the MIS (updated/new version)
- 💣 Unrealistic justifications – All requests have to be well justified
- 💣 Amounts stemming from discounts/savings cannot be reallocated (Only in exceptional cases and in cases of force majeure, these discounts can be reused or/and can be made available again in the project through a modification approved by the Joint Monitoring Committee)



Common mistakes on project implementation (I)

- ❌ lack of communication among the beneficiaries (Greek and Albanian)
- ❌ update your **contact** details data
- ❌ its beneficiary should appoint at least one contact person (from the same organisation)
- ❌ undertaking more projects than they can run/implement (human and/or financial resources)




Common mistakes on project implementation (II)


- ❌ delays on the physical objectives of the projects risks the achievement of the targets set
- ❌ non experienced staff
- ❌ beneficiary's availability on providing timely valid and accurate data to the JS/MA (procurement plan, milestones, estimations etc)



PRE-APPROVALS

only for Greek Beneficiaries'

 Pre-approvals by the Unit B2 of the MA is given for tenders and the respective contracts on a sample basis. Pre-approvals are related to works, supplies or services with a budget greater than or equal to the amount of 60.000 euros, without VAT.

 Unit B2 of MA, in collaboration with the Joint Secretariat of the Programme, at the beginning of each year, drafts a Table of projects of the Beneficiaries located in Greece, which are going to be tendered within the year, according to the procurement plans submitted by the Greek beneficiaries.

Common mistakes on pre-approvals



⌚ **Delays** in submission of the necessary data and documentation

⌚ Should send for pre-tender check the appropriate tender documents

⌚ Should send for pre-contract check the respective documents



⌚ Should respect the **timetable** of the procurement procedures in order the MA to complete the respective checks according to the sample.



Available documents at:

- ▶ www.greece-albania.eu/library

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Thank you for your attention!