Interreg – IPA CBC Greece - Albania

EUROPEAN UNION

Management Information System – MIS

Managing Authority of European Territorial Cooperation Programmes
Joint Secretariat of Interreg IPA CBC Programme
"Greece – Albania 2014 – 2020 "
www.greece–albania.eu
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The Programme is co-funded by the European Union and by National Funds of Greece & Albania

Management Information System - MIS

❖ *Modification of Application Form*

❖ *Progress Report*

❖ *Table of Expenditure*

❖ *Funding Requests for Greek Beneficiaries*

Modification of Application Form

❖ **General Remarks (1/2)**

▸ After the approval of modification request, LB, in most cases, has to submit a new/updated version of Application Form on the MIS.

▸ If the Specification of Budget Cost is affected, it must be uploaded on MIS.

▸ If the section detailed description of AF is affected, a standard form – excel file must be uploaded on MIS (Project_Detailed_Description).

▸ The documents should be attached without signature (in excel format).

Modification of Application Form

❖ **General Remarks (2/2)**

▸ The submission is responsibility of the Lead Beneficiary (LB).

▸ LB has to report the modification in the progress report on MIS (section: Changes in the Implementation).

▸ JS may request the submission Application Form's new version that includes the discounts derived from the signed contracts with external experts and/or equipment and/or infrastructure tender contractors.

Modification of Application Form

❖ Common mistakes / tips (1/3)

▸ Selection of wrong version of AF

Guidelines

The approved changes should be incorporated into MIS. The LB must select the appropriate version (updated or new version).

▸ The **new version** is used only:
  - if Subsidy Contract is affected (eg. beneficiary's withdrawal, addition of new beneficiary, budget increase/decrease, etc)
  - in case of discounts' incorporation.

▸ The Lead Beneficiary should submit an **updated version**, in all other cases, eg.:
  - project extension.
  - reallocations (please pay attention at the deliverables affected).

Modification of Application Form

❖ Common mistakes/ tips (2/3)

▸ Please fill in the section "A. Project Identification –
Justification" properly, according to the modification.

▸ The beneficiaries' **contact details** should be updated (section
C. Partnership).

▸ The **start/end date** of work packages (section D. Budget)
should be updated according to modification.

▸ The amounts of Application form (updated/new version)
should be in line with the amounts of **Specification of budget
cost.** Please pay attention to section **D. Budget**):
  ○ Work Packages / Deliverables
  ○ Budget Allocation per Budget Line
  ○ Budget per Beneficiary

Modification of Application Form

❖ Common mistakes/ tips (3/3)

- Before the submission, please select **validation** button, in order to avoid mistakes.

- If you have any queries, you may contact the responsible project officer.

Progress Report

❖ General Remarks (1/2)

▸ REPORTING PROCEDURES – TIMETABLE

JANUARY – JUNE	30/07 respective year
JULY – DECEMBER	30/01 following year

Progress Report

❖ General Remarks (2/2)

▸ It is very important.

▸ It is the responsibility of LB.

▸ The Progress Report is submitted through MIS .

▸ All information have to be in accordance with the Application Form.

Progress Report

❖ Common mistakes/ tips (1/3)

- The Lead Beneficiary should respect the **deadline** for the submission of the Progress Report: 30 days from the end of the Reporting Period.

- All beneficiaries should provide the necessary data to LB **on time**. The project implementation details and financial data must be **accurate**.

- In order to create a progress report, the user will have to choose the version of the Application Form that was in force during the reporting period (**AF of reference**).

Progress Report

❖ Common mistakes/ tips (2/3)

▸ The Lead Beneficiary should extract the progress report and check the budget of each deliverable (section D. Financial Report):

- The **total Verified Expenditure** should be equal or less comparing to the total Expenditure paid out
- The **total Expenditure paid out** should be less or equal comparing to the Contracted Budget
- The **Contracted Budget** should be less or equal comparing to the Approved Budget

▸ The **indicator** section should be filled in and justified.

Progress Report

❖ Common mistakes/ tips (3/3)

- During the electronic submission of progress report, the Lead Beneficiary should **not attach any** excel/word/pdf **version of progress report**, signed or not. The submission via MIS covers the signature requirement.

- Before the submission, the Lead Beneficiary should select **validation** button in order to avoid mistakes.

- If you have any queries, you may contact the responsible project officer.

Table of Expenditure

❖ General Remarks (1/2)

▸ It is the responsibility of each Beneficiary.

▸ The Table of Expenditure is submitted through MIS .

▸ All relevant documents should be uploaded on MIS.

▸ Any file attached by the beneficiary must not be over 10MBs. In every Table of Expenditure, the total size attachments must not be over 50MBs. For larger files, the beneficiaries must use online applications (e.g. google drive / cloud. WeTransfer is not suggested).

▸ On the spot verification is obligatory to take place for all Greek beneficiaries before the closure of a project (before the issue of the letter of acceptance).

Table of Expenditure

❖ General Remarks (2/2)

▸ The user is required to fill in the mandatory fields (marked with asterisk (*)) .

▸ Every Payment document (Beneficiary) and Expenditure document (Contractor) is entered once on the Documents table, even if it is then used for more Correlations.

▸ Expenditure and Payment Documents may be used in one or more correlations on the Correlations Table.

▸ After entering the Expenditure and Payment documents, the User proceeds to their correlation on the Correlation table. After selecting the Expenditure and Payment documents, the user enters the Payment Correlation Details, filling in the "**Expenditure Category**", the "**Deliverable**" and the "**Amount relevant to the action**".

Table of Expenditure

❖ Common mistakes/ tips (1/2)

▸ Expenditures must be uploaded on MIS just after the relevant payment.

▸ The amount relevant to the action should be filled in properly.

▸ Zero amounts in correlation should not be declared (usually concerns VAT cases, which is not eligible).

▸ The Beneficiaries should not insert any negative amounts, in order to correct any previous or newly submitted wrongly declared expenditures.

▸ Account list can be used for staff / travel cost.

Table of Expenditure

❖ Common mistakes/ tips (2/2)

▸ Greek beneficiaries must procced to controller's payment as soon as possible, after each verification.

▸ The contract between the controller and the Beneficiary should be in valid until the day of completion of the administrative and on-site verifications.

▸ Before the submission, the Beneficiary should select **validation** button in order to avoid mistakes.

▸ In case of warnings / errors you may contact the responsible project officer.

Funding Requests for Greek Beneficiaries

❖ **General Remarks**

▸ It is the responsibility of each Greek Beneficiary.

▸ The Funding Requests is submitted through MIS .

▸ Prior of the submission, the beneficiary should contact the responsible project officer.

▸ The funding request should be submitted when the beneficiary is ready to proceed to payments.

Funding Requests for Greek Beneficiaries

❖ Common mistakes/ tips

▸ Before the submission, the Beneficiary should select **validation** button in order to:

- ◦ avoid mistakes and

- ◦ check the available credit

▸ Attention while filling the necessary data:

- ◦ Tax ID of Entity Responsible for the account

- ◦ Tax ID of Person managing the account

- ◦ Public investment programme beneficiary's project code

▸ In case that the available credit is adequate for the payments, the beneficiary should contact the responsible officer.

Available documents at:

www.greece-albania.eu/library

Thank you for your attention!