

**Interreg
Greece-Italy**

European Regional Development Fund



EUROPEAN UNION

Project Start-up and Monitoring: beneficiaries' obligations and tools



**Infoday on project implementation
Bari – Pyrgos September 2019**

Tina Ranieri Project Officer, Joint Secretariat

PROJECT IMPLEMENTATION



**Project Start-up
&
Monitoring**

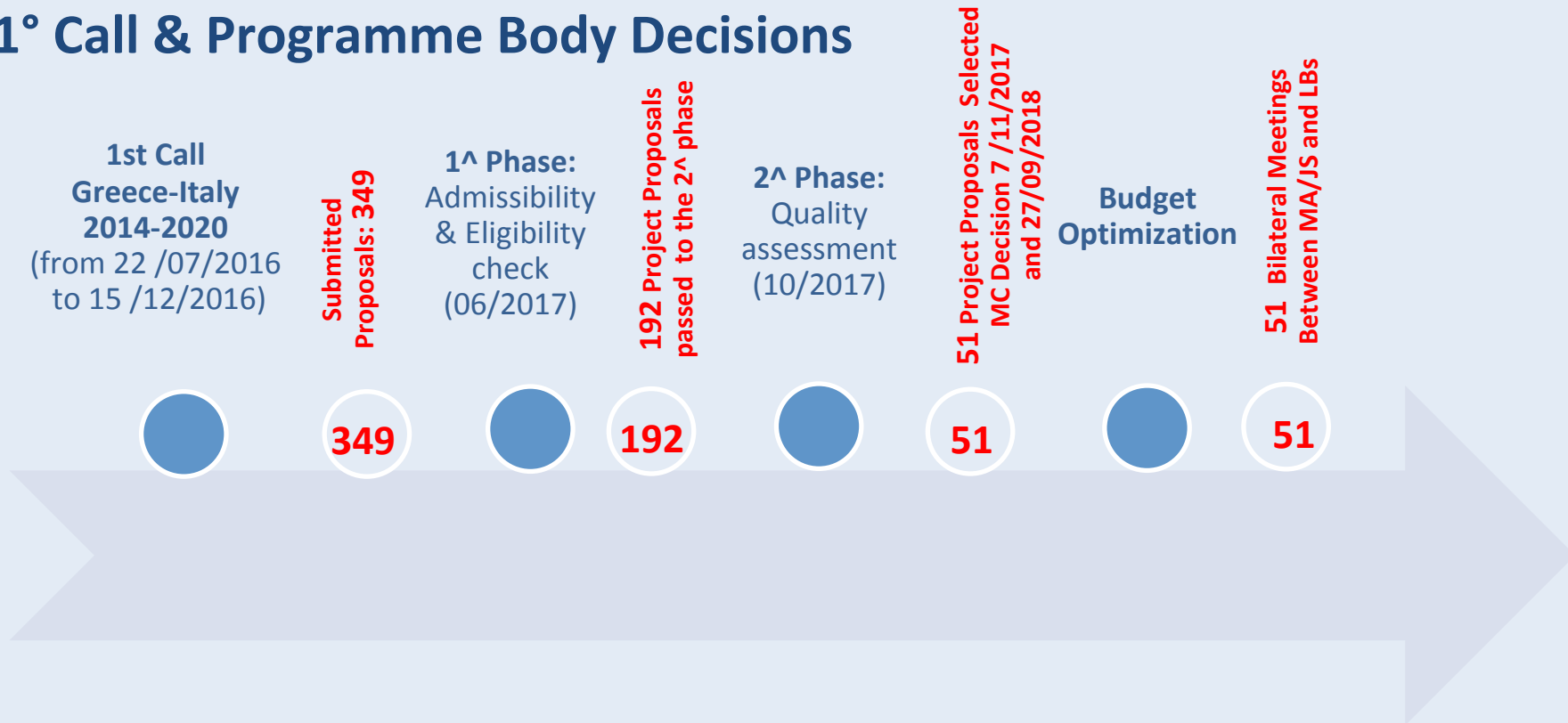
**Beneficiaries'
Obligations &
Tools**



Tina Ranieri , Project Officer, Joint Secretariat

PROJECT START - UP

1° Call & Programme Body Decisions



PROJECT START - UP

Budget Optimization Results

Optimized Budget for 51 Projects: 1st Call "Greece Italy 2014-2020"

PRIORITY AXIS	SPECIFIC OBJECTIVE	PROJECT No	BUDGET SUBMITTED	BUDGET OPTIMIZED	DIFFERENCE
	SO 1.1	13	11.814.477,97 €	10.706.244,92 €	1.108.233,05 €
	SO 1.2	8	7.600.167,22 €	6.830.587,76 €	769.579,46 €
PA 1 Innovation and Competitiveness		21	19.414.645,19 €	17.536.832,67 €	1.877.812,52 €
	SO 2.1	17	26.659.542,48 €	23.724.518,91 €	2.935.023,57 €
	SO 2.2	4	5.008.000,00 €	4.610.829,59 €	397.170,41 €
	SO 2.3	3	2.998.304,00 €	2.688.689,35 €	309.614,65 €
PA 2 Integrated Environmental Management		24	34.665.846,48 €	31.024.037,85 €	3.641.808,63 €
	SO 3.1	3	8.936.750,00 €	8.088.295,00 €	848.455,00 €
	SO 3.2	3	4.858.190,00 €	4.316.318,07 €	541.871,93 €
PA 3 Multimodal Sustainable Transport System		6	13.794.940,00 €	12.404.613,07 €	1.390.326,93 €
				<i>provisional amount</i>	<i>provisional amount</i>
TOTAL		51	67.875.431,67 €	60.965.483,59 €	6.909.948,08 €

PROJECT START - UP

Targeted Calls for Strategic projects

5 Targeted calls launched on November 2018 with a total budget of **€ 60.165.600** (Approved Monitoring Committee 27 September 2018)

Addressed to the specific objectives 2.1, 2.2, 3.1 and 1.1 with the following allocated budget:

First Targeted call: € 21.115.000 Axis II, S.O. 2.1 (**TheRout_Net**)

Second Targeted call: € 6.420.600 Axis II, S.O. 2.1 (**CoHeN**)

Third Targeted call: € 5.380.000 Axis II, S.O. 2.2 (**BEST**)

Fourth Targeted call: € 17.250.000 Axis III, S.O. 3.1 (**AI SMART**)

Fifth Targeted call: € 10.000.000 Axis I, S.O. 1.1 (**CREATIVE@HUBs**)

PROJECT START - UP

Budget Optimization Overview



The project budget has been optimized according to the suggestions emerging throughout the meetings with the LBs and in compliance with the "Budget Optimization Methodological Approach" approved by the JMC. All PBs have better rationalized and reduced their budget in respect of the expenditure eligibility rules foreseen in the Programme and Project manual.



The budget of the 51 projects has been optimized by an average percentage of **10,18%**

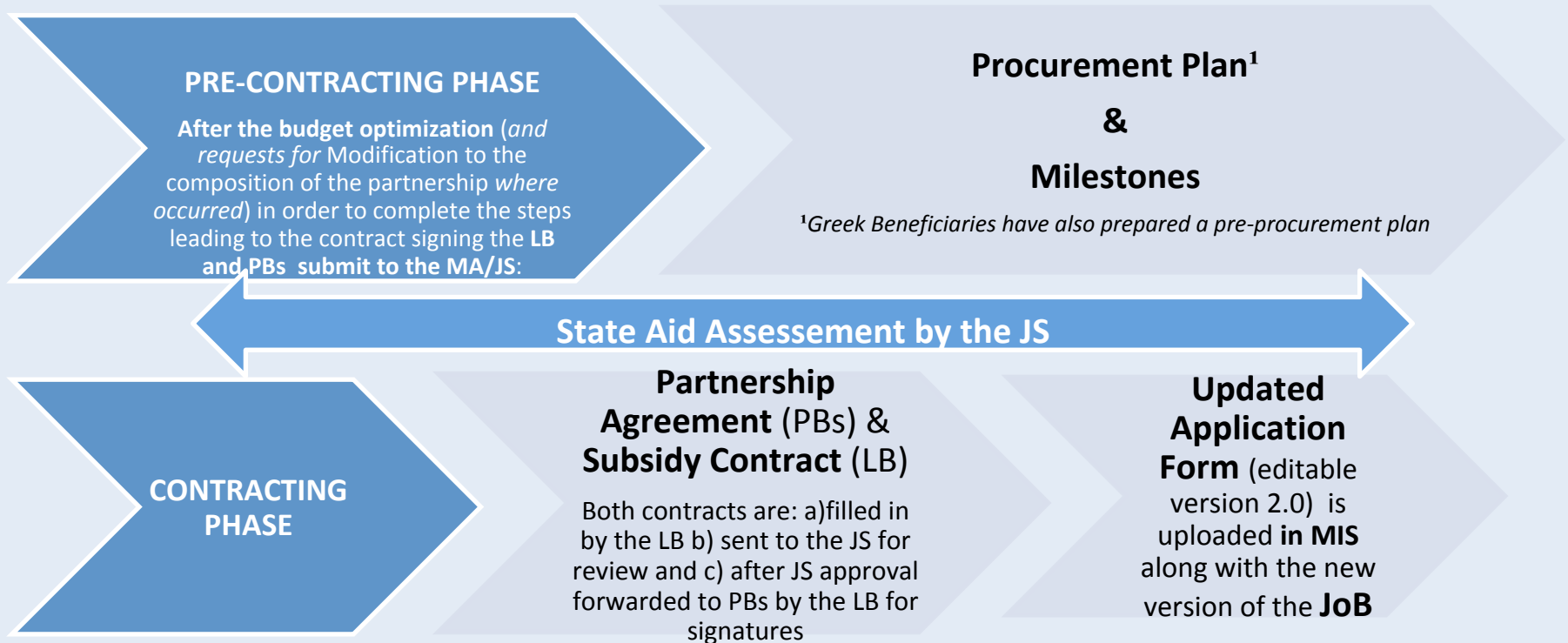


The New JoB "Justification of Budget costs" with the optimized financial resources for each project proposal has been submitted by the LB to the JS and approved by the JMC via written procedure.



PROJECT START - UP

From Budget Optimisation to Project Contracting



PRE-CONTRACTING PHASE

Procurement Plan

[Annex1 Procurement plan template.xlsx](#)

An overview of PB Tenders mainly under the budget¹ lines²:

- External Expertise and services
- Equipment
- Infrastructure and Works

¹ amounts included in the PP template should be identical to LB/PB budget in JoB and AF

² PBs must avoid contract splitting grouping deliverables that refer to similar services

For each Deliverable or set of Deliverables included in a Tender the PP Plan provides info on:

- Deliverable Title and No.
- Procurement title/short description
- Budget Line
- Type of Procurement Procedure/Contract
- Amount (**Column K_ Total Amount Procured** : Mention the total Amount of the tender if it includes more than one Deliverables merging the relevant cells. Merge Also the cells in Column A_Nr. Indicating that XX deliverables refer to 1 tender)
- Starting date and end date of the Procurement
- Duration of the contract

Verify the PB VAT status in comparison with the VAT info declared in the AF

- If there is a discrepancy (i.e. if in the Procurement Plan the PB declares VAT “eligible” and in the AF “recoverable” and vice versa) **then the PB must inform the LB and the LB activates the administrative adjustment procedure** as foreseen by the Programme and Project Manual (i.e send a letter to the JS and the PB Anagraphic Form)

The procurement plan will be updated annually by the PBs

- providing real time information to the JS on the tenders activated and contracts signed

PRE-CONTRACTING PHASE

Start-up Milestones

[Annex2 Milestones template.xlsx](#)

- ✚ An overview of the first 9-12 month project activities in physical & financial terms
 - The timing of the Kick off meeting
 - The PB deliverables activated and the outputs produced in the first 6-9 months
 - Forecast of Paid out expenses scheduled under the 1st-2nd-3rd quarter of 2019 and linked with the Partner budget to be committed
 - Forecast of Verified expenses throughout the first 12 months of project implementation (1st-2nd-semester 2019).
- ✚ At the end of the start-up period, or earlier if necessary according to the progress, the project shall undergo **an internal review with the responsibility of the Lead Beneficiary** in order to assess whether the milestones have been met for all beneficiaries. 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.
- ✚ In case of major delays and non-achievement of the milestones leading to possible failure of the project scope, **the JS/MA reserves the right to propose reduction of the physical object and/or reduction of the budget**, given that the project remains operational.

CONTRACTING PHASE

[Partnership agreement 2014-2020 template.doc](#) & [Subsidy contract 2014-2020 template.docx](#)

Partnership Agreement :

- 1) filled in by the LB
- 2) Reviewed by the JS &
- 3) signed by all PBs and Associated Partners
[Prepare as many copies as the PBs + 2 and have them signed and stamped and each page initialled by the relevant legal representative]
- 4) LB sends to the MA/JS 2 copies
[1 for MA+ 1 for JS]
- 5) LB sends to the PBs the remaining copies

NB: The date of signing the Partnership Agreement must be prior to the date of signing the Subsidy Contract as it makes part of the documents recited by the SC in pp.1-2.

Subsidy Contract :

- 1) filled in by the LB
- 2) Reviewed by the JS &
- 3) signed by the LB
[Prepare 3 copies, have them all signed and stamped and each page initialled by the legal representative of the LB]
- 4) LB sends to the MA/JS 3 copies
[1 for the LB+ 1 for MA+ 1 for JS]

Once the documents are received and processed by the JS and MA, **1 of the copies of the SC is returned to the LB via official correspondence, signed and stamped by the Managing Authority. This original version must be filed in the Project folder by the Lead Beneficiary and a scanned version must be communicated to all beneficiaries**

PA and SC will be uploaded in the MIS system

After the Start-up Milestones and Procurement Plan is agreed with the JS/MA.

The project contracting phase must be overviewed by the LB so as have them signed in 1 Month by the time of receipt from the JS

CONTRACTING PHASE

Application Form version 2.0 & the new JoB

The new version of the Application Form (editable version 2.0) has been created and is available in MIS.

MIS Procedure

- **LBs are requested to comply with the following procedure in order to a) update the AF 2.0 & b) upload the new version of the JoB:**

- Enter in the MIS system with the same login (as used in the e-submission process)
- Click on “Project and Monitoring system”, insert the LB MIS code and select the status “Under Submission”
- Proceed to **update the AF with the new financial data** and **upload the new JOB file** (in excel and pdf version - signed by the legal representative)
- **Insert** on “Section C” of the AF the **bank account details of the LB + Financial Identification Form**
- **Communicate to the JS’ Project Officer that the AF is ready to be sent**
- **Leave the AF in a draft version:** Your **Project officer will verify the correctness of all inserted data** and will inform the LB of **any changes to be made** before formally sending the AF
- All necessary **minor changes related to PB administrative data need to be verified before validating the new AF** (PB request of changes will be sent by the LB to the Project officer using the available standard form template).

PROJECT MONITORING

JS monitoring activities

As foreseen in the Programme and Project manual the JS will monitor the approved projects and support Lead Beneficiaries via:

Verification of the Procurement Plan and Milestones

LBs are expected to

- a) collect the tender notifications from all PBs and send them to the JS as well as forward the signed contracts with sub-contractors
- b) conduct an internal review of the Milestones and PP within the first 6-8 months notifying JS

JS monitoring for paid out amount and spending forecast

FLC Designation for Italian and Greek Partners

Assisting the MA in project Pre-financing

- **EPDE procedure** for pre-financing of the Greek Beneficiaries - MIS system **submenu 3.1 Greek PDE funding claim.**

Verification of Project Implementation

- **JS controls the PR** to be submitted by 30th January and 30th July and overviews paid out and verified data
- In case of delays or serious in project implementation may arrange risk assessment meetings with LBs
- **Table of expenditures in MIS** sect. 3.2
- **Budget change procedure and update of the AF**

Participation to the kick off Meeting

and/or other project meetings (upon LB request)

Thank you for your attention

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