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Interreg - IPA CBC

Greece - Republic of North Macedonia



Project Implementation Manual

This Project Manual, is the **main reference document** for the development of a project proposal and implementation of a project.

The Project manual provides guidance throughout the whole project life and covers:

- The preparation of the project proposal
- Applying for funding and
- The implementation stage of the projects selected for funding

Content of the Project manual

1. Project Implementation Manual
2. First Level control
3. Second level control
4. Payments / cash flows
5. Project modifications
6. De-commitment of funds on project level
7. Complaints procedure

Includes Application Guidelines and procedures in order to submit project proposals in **ETC MIS platform**.

Additional documents that **must be uploaded in MIS**

1. The AF file generated through the MIS signed and stamped by the Legal Representative of the LB (scanned copy)
2. Detailed description - Application.xls (standard excel form provided)
3. Co-financing statements (standard form provided)
4. The Declaration of not generating revenues (standard form provided).
5. A State Aid Declaration (for Member State Partners)
6. Decision of the governing/designated body of each project partner stating its agreement for participation in a particular project
7. A justification of budget costs (JoB), (standard excel form provided)
8. Eligibility documents (if needed, Partners already participating in projects of the 1st call don't need to submit such documents.)
9. The Legal Entity Form (standard forms provided for public or private entities).
10. The Financial Identification Form (standard form provided)

Period of eligibility of expenditure:

For Greek beneficiaries 1/1/2014 until 31/12/2023

For the RNM beneficiaries 12/11/2014 until 31/12/2023

1. Eligible Budget Categories

1. Staff;
2. Office and administration;
3. Travel and accommodation;
4. External expertise and services;
5. Equipment;
6. Infrastructure and Works.

A. Staff cost:

*Staff costs will be calculated **only on a real cost basis***

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

General principles

1. Overheads and any other office and administration costs are included under O&A budget category
2. Daily allowances and any other travel and accommodation costs are included under Travel and Accommodation .

B. Office and administration

*office and administration costs will be calculated automatically as
a flat rate of **4% of the total beneficiary`s budget***

Special Categories of costs and budget limits

1. Preparation Costs:

- only as Lump Sum the amount of 10.000€.

Costs within the Budget categories “staff costs, travel and accommodation costs and external expertise and services”,

2. Management Costs

Management costs should be included only in **WP1** of the Application form.

The management costs of each PB should **not exceed 10% of the total beneficiary's budget.**

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

- I. **Preparation Costs**
- II. Any potential costs for **external auditors**

Communication Strategy

Work Package (WP2) of the AF

The programme's **minimum requirements** for communication activities are described in details in the Information and Publicity Guide.

- **Project communication plan** : in English and in the Beginning of the project
- **Project website**: in English
- **Project's results publication** : booklet/brochure with project results
- **Public final event**

Expenditure outside the eligible area

If a project plans to finance activities or events outside the eligible Programme area, this should be in duly justified cases, provided that Article 44 of Regulation (EU) **No.447/2014 is respected.**

- The activity and/ or event is for the benefit of the Programme area;
- The activity and/ or event is 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.**

The total budget allocated to activities outside the Programme area cannot exceed 20 % of the budget of the Project.

Budget	Restriction
Staff Costs	Real Costs basis Maximum 50% of the total beneficiary's budget
Office and administration Costs	flat rate of 4% of the total beneficiary's budget
WP1: Management costs	Maximum 10% of the total beneficiary's budget without including Preparation activities and Audit Costs.
Preparation Costs (D1.X.1)	Lump sum 10.000€
Activities outside the programme area	Maximum 20% of the project's budget Specific reference in the AF

First Level Control

In **Greece**, there is a de - centralized system of expenditure verification.

After the submission of the 1st request for verification the Unit C of the ETC Managing Authority will assign a controller to the beneficiary.

The controller will sign contract with the beneficiary and will carry on the verification of expenditure for this beneficiary throughout the entire project implementation period

The cost of this contract is eligible and all GR beneficiaries must include it in their Budget under WP1 (3.000 for Budget under 200.000,00 and 5.000,00 above)

First Level Control

In the **Republic of North Macedonia**, a decentralized system has been established and coordinated by the National Authority of IPA Country.

The controller is assigned by the Ministry of Local Self Government before the request for verification.

The cost for these controls is covered by the Ministry of Local Self Government - not by the beneficiary

Payments / cash flows

The Certifying Authority will transfer the **European Union's contribution** to an **interest-free bank account** indicated by the Lead Beneficiary in the application form.

Payments from the Certifying Authority **to the Lead Beneficiary** will be made in Euro (€).

The Lead Beneficiary shall further transfer the respective European Union's contribution to the of PBs from Republic of North Macedonia only with no delays and maximum within one month of first receipt.

Payments / cash flows

Pre-financing – Advanced payment - is given up to 20% of their respective approved **EU contribution**.

Subsequent Payments of the Union support to the beneficiaries **are made** by the Certifying Authority (CA), **on the basis of verified expenditures** of the beneficiaries.

The payment of the verified amount- EU contribution- will be transferred to the Lead Beneficiary within three months from the date of the **Payment claim**

National Contribution – 15%

For **Greek Beneficiaries** the national contribution will be granted through the Public Investments Programme (PDE)

For **Beneficiaries from Republic of North Macedonia**, the national contribution is ensured through the National Budget and is administered by the National Authority.

Partners will conclude a Contract with the Ministry of Local Self Government on the 100% of the national budget of the project and will receive it on the basis of verified expenditures.

Complaints procedure

- Partner countries shall set up a **Joint Complaint Committee (JCC)**, with separate and independent members from the JMC, for the review of any complaint regarding the selection of operations under a given call for proposals.
- The Joint Complaint Committee will be composed by two members: One member from the Managing Authority and one member from the National Authority of the IPA beneficiary country.
- Both members will sign declaration of their impartiality confidentiality and declaration regarding no conflict of interest.

Complaints procedure

The JCC will not have any authority to perform quality assessment or re evaluations

Complaints must be submitted in writing (post only) to the JS within 10 days after the official notification of the non-selection of the project by the MA.

The JCC will examine and answer the relevant complaints. If deemed necessary may decide to refer back a complaint to the JMC and present an opinion within a deadline of 15 days after receiving the complaint.

Thank you