

Technical Assistance for the National Operating Structure
for implementation, monitoring and control of the INTERREG IPA CBC Programme
Greece- Republic of North Macedonia 2014-2020
CCI 2014TC16I5CB009

Hybrid Training Session Online Application Platform - Information Module

Target audience:

- Training experts involved in training the IPA beneficiaries at national level
- All the IPA beneficiaries of the 2nd Call and of the 3rd Restrictive Call Contracted Projects and
- New extra appointed FLC Controllers in North Macedonia

Participation:

- Upon invitation by National Operating Structure (Ministry of Local Self Government representative) across e-mail, one participant per IPA Beneficiary may attend the seminar face-to-face and the others shall be registered via ZOOM online platform to which they receive access.



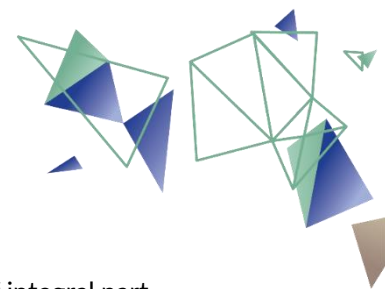
Agenda

15.04.2022 Skopje





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Outline

The training event is a spin-off of the IPA project implementation manual in force as of integral part of the Management and Control System documents of the INTERREG IPA CBC Greece - Republic of North Macedonia 2014-2020 Programme.

Initially, two training sessions for all the IPA project beneficiaries of the 1st CfPPs and for the FLC Controllers and the JS and Antenna officers of the ETCPs in the country were conducted with 100% of the sessions online on the dates 25 and 26 of January 2021. The beneficiaries were guided through the application platform which was simply for usage and also was answered to specific issues related to accessibility way, the users' password to access the application platform settings and other queries.

The extra session of face-to-face training was conducted solely for the NA's designated Operating structure on 27 January 2021. The training was delivered to each staff individually at the premises of the Ministry of Local Self Government.

Objective of the training seminar

This seminar aims at developing the participant's skills for the online application in the Information e-platform, as well as their upgrading knowledge and understanding of how to apply the system, including e-tools usage. This event will focus on the following topics: submission of the IPA Beneficiary's Requests for pre-financing and national co-financing agreement, Requests for designation of the FLC Controllers, Management verification process, Requests for national co-financing payments, including also the e-tool for irregularities alerts that is accessible for all citizens to report.

We will discuss also what have been the experiences and best practices in the times of pandemic (discussion with participants about the challenges with IPA beneficiaries of the 1st call projects that across Info module we relieved their access online whilst they submitted the requests to the National Operating Structure within the Ministry of Local Self Government. and other topics that would help increase the quality of performance and to smooth implementation of the projet activities within the INTERREG IPA CBC Greece- Republic of North Macedonia 2014-2020 Programme.

Format of the seminar

National Authority in cooperation with the Managing Authority of the Programme and the Joint Secretariat will facilitate this hybrid training seminar expecting contributions in the form of active participation of all IPA beneficiaries and FLC controllers in discussions about the practices used through the Info module (online system applicative) which increases the quality of administrative processes and services provided by the Ministry of Local Self-Government. Joint training on facilitation will add to ways of working across beneficiaries, where cooperation between the National Authority and IPA beneficiaries from various project locations is essential. Ultimately, this should lead to improved quality of the National Authority's support and assistance to IPA beneficiaries in the country.

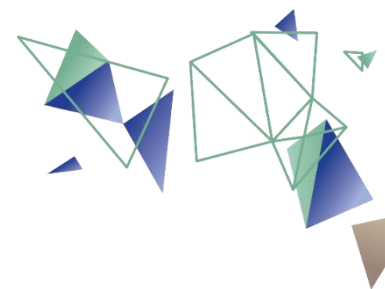
Who is it for?

The training session is dedicated to all the IPA beneficiaries 2nd call projects and of 3rd call restricted project in the country and to extra FLC Controllers appointed by the MLSG and to National Operating structure staff.

No. of participants - TBC.



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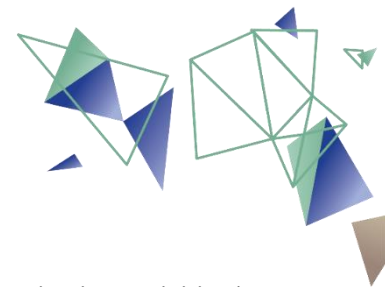
Timetable:

10.00 – 10.15	Registration and welcome / Registration access via ZOOM platform
10.15 – 10.20	Introduction and presentation of the National Operating Structure
10.20 – 10.25	Welcome speech - Head of National Authority of the Programme -TBC
10.25 –	Pre-financing phase for the projects – National Operating Structure <ul style="list-style-type: none">• Guidance for IPA project beneficiaries: How to make sure that the beneficiary understands and take into account the supporting documents when preparing and submitting a request to NA?• Letter of guarantee: Practical approach on the procedure how the IPA beneficiaries submits to NA who in its role is as a guarantor for pre-financing of the EU contributions and what follows?
	Management verification: appointment and designation process. Who is appointed FLC controller? What is the role of the National Authority? - National Operating Structure
	Verification process – First Level Control: The main objective of the FLC controller. What is a percentage of beneficiary' declared expenditure coverage by and what entails to checks is? List of supporting documents that are mandatory? What is the timeframe for the procedure of single verification of expenditure and its certification? - FLC EXPERT
	National Contribution <ul style="list-style-type: none">• payment procedure - National Operating Structure
..... – 10.40	Irregularities <ul style="list-style-type: none">• Registering of irregularities- National Operating Structure
10.40 – 10.50	Q&A (National Operating Structure – IPA beneficiaries)
10.50- 11.10	Coffee Break
	Continuation ...
11.10 – 12.00	INFO MODULE (System) – Follow up of the seminars organized online (25.01.2021) & (26.01.2021) – Intec System Training expert <ul style="list-style-type: none">• Clarifications & Follow up: Data entering in the Info system concerning the procedure in an Operations level. The conducting of management procedures in an electronic - automated way• The specific user's role, data entering, recording and storing data, access to Info system and data access security.• Interactive discussion related to Info system
12.00 – 12.15	Q&A (Training expert – IPA beneficiaries)
12.15 – 12.25	JS support to IPA beneficiaries Session of interactive discussion between JS Project Officers-Project beneficiaries - JS Project Officer





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12.25 – 12.30	JS Antenna Officer's support to IPA beneficiaries on Communication activities/ e-newsletters/ EC Day campaign in NM - JS Antenna Officer
12.30 – 12.35	Training evaluation (filling up the form by all participants individually)
12.35 – 12.40	Wrap-up and closure of the training seminar

Training venue:

PARK HOTEL & SPA is located in the city of Skopje near Tose Proeski National Arena
Address: 1732 street, no.4, 1000 Skopje
Conference Hall: Executive Longue
Parking space available - free of charge.

For additional information please visit the site <https://parkhotel.mk/>

Travel:

Every participant in the seminar is responsible to take care of his/her travel.

Other information:

In case of any question, please contact the event coordinator: Vladimir Zhoglev, Monitoring and Control Officer

E-mail: vzhoglev@gmail.com / Mob.:+389 (0)75 969 953



www.ipa-cbc-programme.eu

The project is co-funded by the European Union and by National funds of the participating countries

