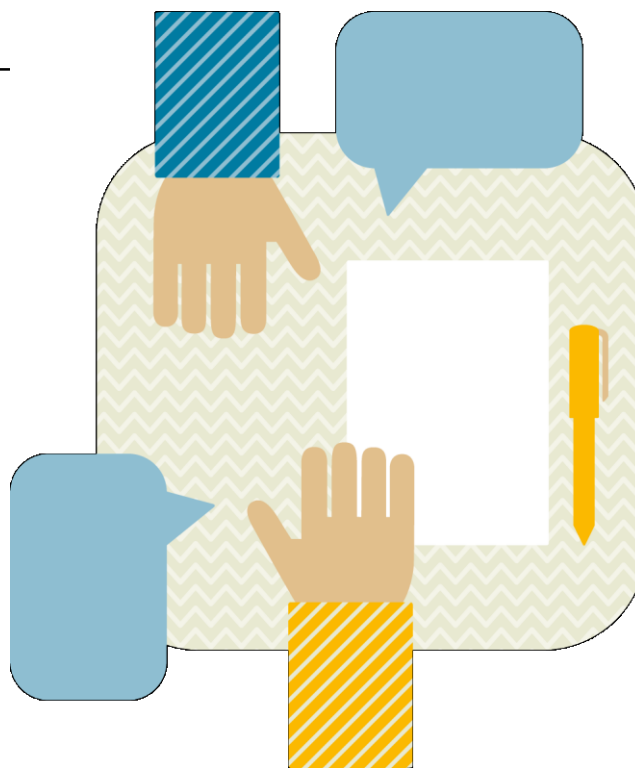


# Training seminar on financial management for IPA beneficiaries



Agenda

17.12.2018 Gevgelija





## Training seminar on financial management for IPA beneficiaries

### Outline

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

We will aim to induct the instructions for the IPA beneficiaries in country who are currently in a phase of implementation of their projects as well as to introduce for entails of the First Level Control (FLC) system installed in country who's appointed controllers is to guarantee that the costs charged under the INTERREG-IPA CBC Programme with Greece 2014-2020 are justified and are carried out in accordance with the legal and financial clauses of the subsidy contract and within the rules governing the INTERREG-IPA CBC Programmes, the European Community regulations and the respective national legislation.

### Objective of the training seminar

The objective of the event is, through active participation, to identify and learn existing rules governing the procedures for the IPA project beneficiaries of the pre-financing demands and of co-financing agreements, expenditure verifications, reporting phases, as well as the MIS system registrations and uploads of information and other topics that would help increase the quality of performance and to smooth implementation of the actions in due course within the INTERREG IPA CBC Programme with Greece 2014-2020..

### Format of the seminar

National Authority in cooperation with Managing Authority of the Programme will facilitate the training seminar expecting contributions in the form of active participation in discussions about the practices used to increase the quality of reports from the project implementation phases. A 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 National Authority's support and assistance to IPA beneficiaries in country.

### Who is it for?

The training event is dedicated to IPA beneficiaries in country from all the 40 projects under the INTERREG IPA CBC Programme with Greece 2014-2020 and to Operating structure staff within the National Authority of the Programme which are occupied on project assistances, implementation and monitoring and to them who wish to increase their knowledge of practices aimed to increasing project quality performance and quality of products/the reports.



## Training seminar on financial management for IPA beneficiaries

### Draft Timetable:

09.30 – 10.00	<b>Registration and welcome coffee</b>
10.00 – 10.15	<b>Introduction and presentation of the Programme Bodies - MLSG representative</b>
10.15 – 10.30	<b>Questionnaire to participants (filling up the form, individually) - MLSG representative</b>
10.30 – 11.00	<b>Pre-financing phase for the projects – EPI CENTAR/ FLC EXPERT</b> <ul style="list-style-type: none"><li>• 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? We will focus on approaches and practices that really work.</li><li>• Letter of guarantee: How is the procedure set up to make sure the project beneficiary is recommended for EU funding? 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?</li></ul>
11.00 – 11.30	<b>Management verification:</b> appointment and designation process. Who is appointed FLC controller? Under which system is performed the methodology for designation of the FLC Controllers? What is the role of the National Authority? - <b>EPI CENTAR/ FLC EXPERT</b>
11.30 – 11.45	<b>Break</b>
11.45 – 12.45	Continuation ... <b>Verification process – First Level Control:</b> 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? - <b>EPI CENTAR/ FLC EXPERT</b>
12.45 – 13.45	<b>Break</b>
13.45 – 14.45	<b>MIS System – Follow up of the seminars organized in Athens (27.11.2018) &amp; Thessaloniki (30.11.2018) – JTS Representative</b> <ul style="list-style-type: none"><li>• Clarifications &amp; Follow up: Data entering in MIS concerning the procedure in an Operations level. The conducting of management procedures in an electronic - automated way</li><li>• The specific user's role, data entering, recording and storing data, access to MIS system and data access security.</li><li>• Interactive discussion related to MIS and Information module</li></ul>
14.45 – 15.00	<b>Information module:</b> Collection and storing data on the expenditures of the projects for each reporting period, generating different reports on the projects financial implementation, appropriate transfer of information about the requested verifications, performed verifications by First Level Controllers (FLC) and control mechanisms and discussions. – <b>MLSG Representative</b>



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15.00 – 15.15	<b>Break</b>
15.15 – 15.40	<b>Payment/Cash flow:</b> who is responsible for transfer of the EU contribution? Transfer of funds and timeframe, the amount due to be paid according the flow of funds from the EC. - <b>EPI CENTAR/ FLC EXPERT</b>  Session of interactive discussion between JS officers-project beneficiaries for expected payments until the end of year 2018 – <b>JTS representative</b>
15.40 – 15.50	Continue: - <b>EPI CENTAR/ FLC EXPERT</b> <ul style="list-style-type: none"><li>• <b>National Contribution</b> – payment procedure</li><li>• <b>Recovery of amounts unduly paid</b><ul style="list-style-type: none"><li>○ Recovery of funds in case of registered irregularities</li><li>○ Financial corrections on certified expenditures</li></ul></li></ul>
15.50 – 16.00	<b>Irregularities (Definition) - EPI CENTAR/ FLC EXPERT</b> <ul style="list-style-type: none"><li>• Prevention of irregularities</li><li>• Administering of irregularities</li></ul>
16.00 – 16.15	<b>Training evaluation</b> (filling up the form by all participants individually)
16.15 – 16.30	<b>Wrap-up and closure of the training seminar</b>

### **Training venue:**

**Hotel Ramada** is located in southeast region of country in the city of Gevgelija near the border area with Greece. For additional information please visit the site: <http://www.rpgevgelija.com/>

### **Travel:**

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

### **Other information:**

In case of any question, please contact the event organizer:

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