

## OBTAINING AN MIS “BODY CODE”<sup>1</sup>

Please follow the instructions below in order to obtain an MIS “Body Code”.

During the current Programming Period 2014-2020 the submission of Programme and Project documents will be performed via the MIS system (Special Service of Monitoring Information System, Hellenic Ministry of Economy and Development).

Each Body (Institution) is given one and unique MIS “Body Code”.

Therefore, **all beneficiaries** (lead beneficiary/beneficiaries from both countries) are required to obtain a “Body Code” (if not having one already).

*Please follow the procedure as soon as possible, since it is of high importance for the smooth implementation of your projects.*

### 1) IF THE BENEFICIARY NEEDS TO ACQUIRE A BODY CODE

In case the beneficiary needs **to acquire a new body code**, the following instructions must be followed to obtain one:

1. The beneficiary needs to fill in its required details in the attached .xls file
  - The .xls file BodyCodeRequestGR\_MIS is applicable for Greek beneficiaries
  - The .xls file BodyCodeRequest\_MIS is applicable for beneficiaries from the former Yugoslav Republic of Macedonia
2. The completed excel file is sent via e-mail to: [its-ipa-cbc@mou.gr](mailto:its-ipa-cbc@mou.gr) (Note: In case of non-response to a submitted form within ten (10) calendar days, it is recommended to send a reminder)

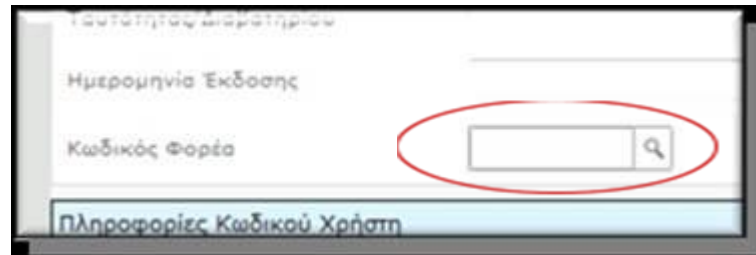
### 2) IF THE BENEFICIARY HAS ALREADY A BODY CODE

It could be the case that the beneficiary is already in the system and **has already a body code** from the previous programming period or because of participation in another ETC 2014-2020 Programme. These beneficiaries can directly check the MIS at any time to find out whether they have obtained the relevant “body code” or not (confirming if the body code acquisition process is completed successfully).

1. Follow the link: [http://esub.mnec.gr/ops\\_sec5/register.zul](http://esub.mnec.gr/ops_sec5/register.zul) (this URL is accessible to everyone and no credentials are needed).
2. Find the field with the magnifying glass and click on it as shown in the image below;

---

<sup>1</sup> This information was sent by email on 18/12/2017 from the Joint Secretariat (JS) to all 2014-2020 1<sup>st</sup> Call project beneficiaries

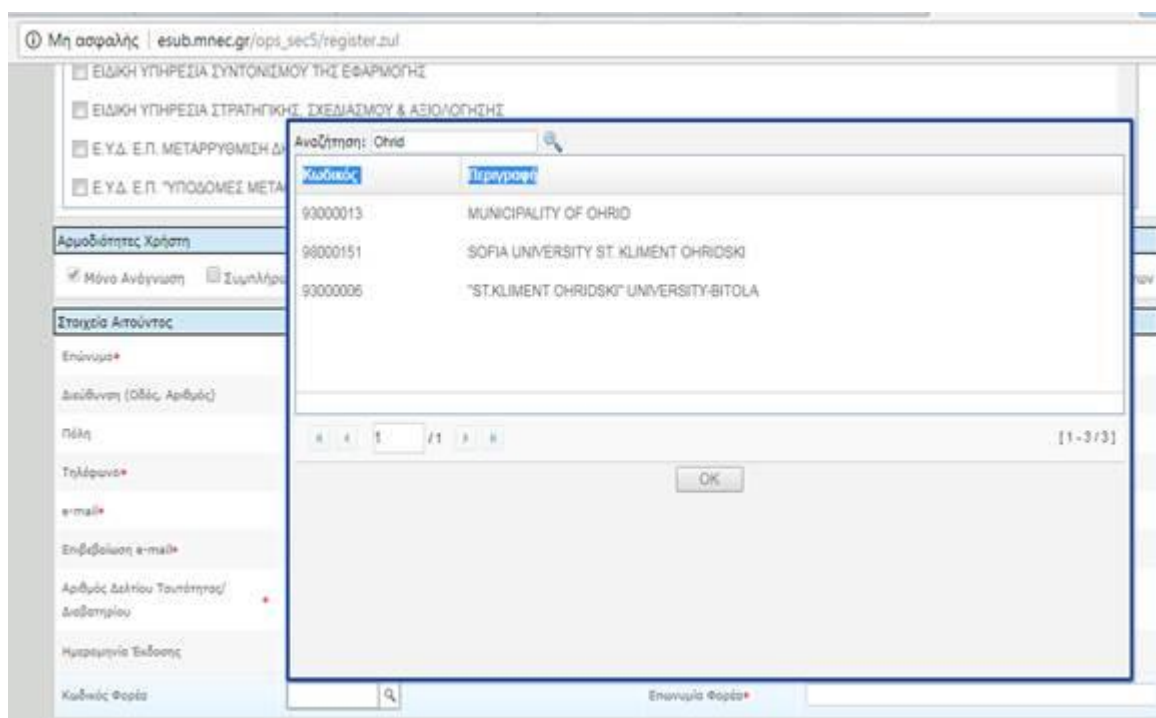


Ημερομηνία Έκδοσης

Κωδικός Φορέα

Πληροφορίες Κωδικού Χρήστη

3. Enter some keywords (in English or Greek) of the relevant body's (entity's/organization's) title in the empty search box and click on the magnifying glass, according to the following image:



Μη ασφαλής | esub.mnec.gr/ops\_sec5/register.zul

ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ ΣΥΝΤΟΝΙΣΜΟΥ ΤΗΣ ΕΦΑΡΜΟΓΗΣ

ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ ΣΤΡΑΤΗΓΙΚΗΣ, ΣΧΕΔΙΑΣΜΟΥ & ΑΞΙΟΛΟΓΗΣΗΣ

Ε.Υ.Δ. Ε.Π. ΜΕΤΑΡΡΥΘΜΙΣΗ Δ

Ε.Υ.Δ. Ε.Π. ΥΠΟΔΟΜΕΣ ΜΕΤΑ

Αρμοδιότητες Χρήστη

Μόνο Ανάγνωση Συμπλήρω

Στοιχεία Αιτούντος

Επώνυμο\*

Διεύθυνση (Οδός, Αριθμός)

Πόλη

Τηλέφωνο\*

e-mail\*

Επιβεβαίωση e-mail\*

Αριθμός Δελτίου Ταυτότητας/ Διαβατηρίου

Ημερομηνία Έκδοσης

Κωδικός Φορέα

Αναζήτηση: Οhrid

Κωδικός	Περιγραφή
93000013	MUNICIPALITY OF OHRID
98000151	SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI
93000006	"ST.KLIMENT OHRIDSKI" UNIVERSITY-BITOLA

OK

Επώνυμο Φορέα\*

Another way for potential beneficiaries to check whether they are registered in the MIS and have acquired a body code, is to visit the following url: <http://www.ops.gr/Ergorama/index.jsp?menuitemId=kodikjespa1420&tabid=0> and click the file: “Φορείς (06/11/2017)”, where an excel file with the existing list of all registered bodies can be found. **This list is updated periodically.**

In case the beneficiary would like to **update/ change/ data concerning body details**, the attached .xls file needs to be filled-in and sent to [its-ipa-cbc@mou.gr](mailto:its-ipa-cbc@mou.gr)

- The .xls file BodyCodeRequestGR\_MIS is applicable for Greek beneficiaries
- The .xls file BodyCodeRequest\_MIS is applicable for beneficiaries from the former Yugoslav Republic of Macedonia

***In all cases, Body Codes must be eventually communicated to Lead partners, who will be responsible in the near future for uploading the Application Form and all project-related data on the MIS.***

**Note:** Information by the Joint Secretariat on how to apply for “User Passwords”, allowing access to the MIS system, will follow shortly.