

INFO DAY ON PROJECT IMPLEMENTATION 1ST CALL FOR PROJECT PROPOSALS

Thessaloniki, 20th September 2017

PROJECT START-UP PROCEDURES

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Journey to Growth!

Contracting of an Approved Project

Normal contracting procedure

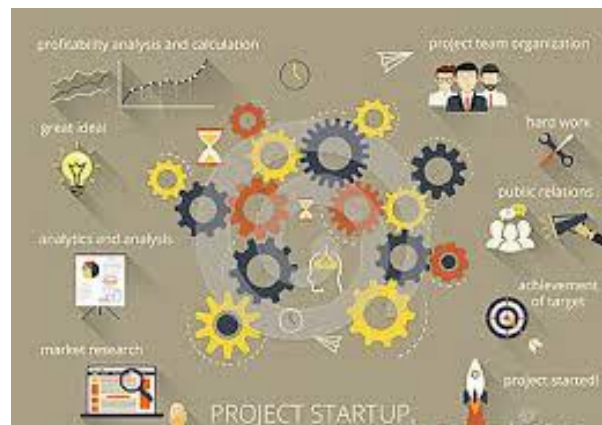
Partnership Agreement [LB-PBs]
 Subsidy Contract [MA-LB]

Project Implementation

	XX.XX.XXXX	IMPLEMENTATION PERIOD OF AN APPROVED PROJECT = 24 MONTHS	XX.XX.XXXX			
Eligible costs from 01.01.2014	official starting date of the project	project implementation costs	official ending date of the project	project closure costs	FLCer verification	Final Project Report
01.01.2014	PERIOD OF ELIGIBILITY OF EXPENDITURE OF AN APPROVED PROJECT			min 27 MONTHS (min 24 MONTHS + 3 MONTHS)	min 30 MONTHS (min 27 MONTHS + 3 MONTHS)	min 32 MONTHS (min 30 MONTHS + 2 MONTHS)
01.01.2014	PERIOD OF ELIGIBILITY OF EXPENDITURE OF THE BalkanMed Programme		 31.12.2023		

Project Start-Up

- Review all **contractual obligations** that result from the **Subsidy Contract & Partnership Agreement** and ensure that they are well understood;
- Ensure that each partner understands the specific **National Rules Applicable** in their country to their organization;
- **Review the work plan** and ensure that all partners have a shared understanding of the **project goals, activities and expected results**;



Start-Up Activities [LB & PBs]

- Set up the **decision-making body** of the project (**Steering Committee**);
- Set up the **project team** (project coordinator, financial manager & communication manager);
- All partners should appoint a **representative/ contact person** for communication with the JS;
- Draft a **communication plan** establishing communication procedures, both internal and external;
- Plan a **kick-off meeting** with all partners, in order to launch the project, within the first two (2) months after the signature of the **Subsidy Contract**;

Audit trail system [LB & PBs]

- **Basic Definition:** *Documentary evidence on how every single € granted to the project was spent*
- **Allow Authorities to:**
 - Trace all declared expenditure for all related documentation
 - Verify the transfer of funds to final beneficiaries
- **Each Beneficiary:** ensure that all accounting documentation linked to the project are properly and separately filed
- **Commonly Accepted Data:**
 - Photocopies of original documents
 - Scanned versions of original documents
 - Documents in electronic version



Audit trail system [LB & PBs]

- Open an **interest-free EUR bank account** informing accordingly LB & MA/JS;
- Maintain a **separate accounting system** or an **adequate accounting code**, in order to clearly trace project costs/revenues by budget line, activity and payment date/reporting period;
- Indicate the **project title/acronym** and **project reference number** directly on the **invoices/equivalent documents** and on all supporting documents;
- Appointment of an Official **Accounting Officer**;
- Appoint **First Level Controllers**, if applicable;
- Issue a **Code for the MIS for your institution** (to be communicated to the JS; if you already have one, please inform JS accordingly).

Audit Trail Information / Documents [LB & PBs]

- **Original invoices** (or documents of equivalent probative value) of all declared expenditures and related payment proofs;
- **Administrative supporting documents** adopted for public procurement procedures: tenders, contracts, administrative procedures;
- Clear description of the **accounting evidence**, related to the specific budget lines;
- **FLC certification**;
- **Subsidy Contract & Partnership Agreement** (incl. all modifications authorized by the competent bodies), **Progress Reports**, relevant **project correspondence** etc.;

Please retain all files !



Stamped Invoices [LB & PBs]

- All **original invoices** and other **probative documents** must be voided by means of a **stamp**, in order to avoid double funding.
- The stamp is suggested to include at least the following information:
 - the relevant expenditure has been co-funded by the **BalkanMed Programme**;
 - the code and the name (**acronym**) of the project,
 - the **amount** declared as **eligible**.

Expenditure incurred under BalkanMed Programme, Project
"<Acronym> - Code <Code>", for a sum of €, date.....

Journey to Growth!

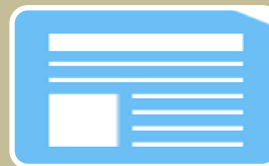
Project Development & Success Factors



Project Work Plan



Project Action Plan



Procurement Plan



Financial Estimations

Project Work Plan [LB & PBs]

- **Planned Activities per Project Partner**, in terms of actual starting and ending date of each deliverable and in compliance with the proposed **Procurement Plan**;
- **Recruiting staff** per activity (whether required);
- **Training staff**, paying special attention to ensure they understand the rules applicable to the project (in particular the financial, procurement and visibility rules and reporting obligations);
- Launching the most **urgent procurement procedures**;
- Setting-up **accounting and monitoring systems, adequate internal controls** and a **good document archiving system**;
- Sound **financial planning** to prevent cash flow problems.

Project Work Plan Template [LB & PBs]



Project Work Plan

Insert the Start & End Date of the project & Activity Duration in Months

You shade relevant Cells, according to Activity Duration

LP (PP1)		Name of beneficiary				2017				2018		
WP	Deliv.	Name Deliverable/actions	Start date	End date	Duration	September	October	November	December	January	February	March

Fill in accordingly for all PPs

Project Work Plan – Prompt Completion [LB & PBs]

LP	P	Municipal Water and Sewerage Company of Larissa	Start date	End date	Duration	2017				2018													
						September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February
1	1.1.1	Project Management (PPR & FPR)	01/09/2017	30/08/2019	24																		
1	1.1.2	Project Monitoring & Evaluation & Audit Trail System	01/09/2017	30/08/2019	24																		
1	1.1.3	Project Meetings	01/09/2017	30/08/2019	24																		
1	1.1.4	Audit Costs	01/09/2017	30/08/2019	24																		
2	2.1.1	Communication Strategy & Plan	01/09/2017	30/08/2019	24																		
2	2.1.2	Project Website & Intranet	01/09/2017	30/08/2019	24																		
2	2.1.3	Mass Media Dissemination Material	01/09/2017	30/08/2019	24																		
2	2.1.4	Awareness Events	01/09/2017	30/08/2019	24																		
3	3.1.1	Common WFD Implementation on FWC Recovery	01/09/2017	31/03/2018	7																		
3	3.1.2	Water & Energy Audit	01/09/2017	31/03/2018	7																		
3	3.1.3	Climate Change Impacts Assessment & SWOT Analysis	01/09/2017	31/03/2018	7																		
4	4.1.1	Water Pricing under FWC Recovery	01/09/2017	31/08/2018	12																		
4	4.1.2	Water Auditing towards cost effective water use & volume efficiency	01/09/2017	31/08/2018	12																		
4	4.1.3	Energy Efficiency & Recovery	01/09/2017	31/08/2018	12																		
4	4.1.4	Common Platform Development	01/09/2017	31/08/2018	12																		
4	4.1.5	Technical Workshops	01/09/2017	31/08/2018	12																		
5	5.1.1	Ex Ante Water Efficiency Evaluation	01/09/2017	30/08/2019	24																		
5	5.1.2	Ex Post Water Efficiency Evaluation	01/09/2017	30/08/2019	24																		
5	5.1.3	Transnational Pilot Actions	01/09/2017	30/08/2019	24																		
5	5.1.4	Ex Ante Energy Recovery Evaluation	01/09/2017	30/08/2019	24																		
5	5.1.5	Ex Post Energy Recovery Evaluation	01/09/2017	30/08/2019	24																		
6	6.1.1	Water Pricing Policy Recommendation	01/09/2017	30/08/2019	24																		
6	6.1.2	Water Efficiency Policy Recommendation	01/09/2017	30/08/2019	24																		
6	6.1.3	Energy Recovery Policy Recommendation	01/09/2017	30/08/2019	24																		
6	6.1.4	Transnational Strategy, Policy Recommendation & Sustainability Action Plan	01/09/2017	30/08/2019	24																		

Project Action Plan Template[LB & PBs]



Project Action Plan

Please provide additional information per Beneficiary for:

- Recruiting staff, if needed;
- Training staff, paying special attention to ensure they understand the rules applicable to the project (in particular the financial, procurement and visibility rules and reporting obligations);
- Launching the most urgent procurement procedures;
- Setting-up accounting and monitoring systems, adequate internal controls and a good document archiving system (including info for each Beneficiary's interest free bank account and the contact details of the designated accountant);
- Financial planning, if needed.

Information per Beneficiary

Procurement Plan [LB & PBs]

- According to the National Legislation of each Beneficiary;
- *In case of Greece, **Law 4412/2016** applies for supplies & services;*

<http://ec.europa.eu/growth/single-market/public-procurement/rules-implementation/>

Procurement Plan Template v.2.0 [LB & PBs]

Background Information

The purpose of the Procurement Management Plan is to define the procurement requirements for the project and how it will be managed from developing procurement documentation through contract closure.

From a practical perspective, the procurement process is broken down into six stages:

- Preparation and planning
- Publication
- Submission of tenders and selection of tenderers
- Evaluation of tenders
- Awarding the contract
- Contract implementation

The present Procurement Plan sets the procurement framework for the project. It will serve as a guide for managing procurement throughout the life of the project and will be updated as needs change. This plan identifies and defines the items to be procured, the types of contracts to be used in support of the project, the contract approval process, and decision criteria. The importance of coordinating procurement activities, establishing firm contract deliverables, and metrics in measuring procurement activities is emphasised. Considerations are needed to procurement risks and

The purpose of procurement definition is to describe, in specific terms, what items will be procured and under what conditions. Sometimes items which must be procured for a project can be made internally by an organization. Additionally, procurement deadlines are usually affected by the project schedule and are needed by certain times to ensure timely project completion. The Procurement Plan is where these items must be listed, justified, and the conditions

Instructions

Please enter your data into the sheet "Procurement Plan - Tender" and "Procurement Plan - In-house".

The column headings provide brief explanations regarding the requested data. Please do not add columns, nor split the table. Maintaining this structure will help using filters more effectively and enable consolidation of the various inputs we will receive from the beneficiaries.

The Lead Partner must submit to the MA/JS the Procurement Plans of all Project Partners.

If you have any questions regarding the completion of the table, please contact MA/JS.

Procurement Plan Template v.2.0 [LB & PBs]

Procurement Plan - OUTSOURCING

Insert Project data

Expecting Delivery Date of Procured Activity, according to the approved AF

Grouping Categories

Project Acronym:						
Project Title:						
Priority Axis:						
Investment Priority:						
Specific Objective:						
Project Partner:						
Project Partner Nr:						
Country:						
Fund:						
Procurement Notice Number procurement notice in chronological order	Budget Line Select Budget Line	Deliverables Define Deliverables	Procurement Type Specify Procurement Type	Description of Supplies/ Services/ Works Enter in group of logical categories	Quantity/ Term Indicate an estimated number of units for goods, or an estimated term (number of months) for services. Not mandatory for works.	Expected Delivery Indicate the expected quarter/month of delivery for goods or completion of services/works
1	Select Budget Line		Specify Procurement Type			
2	Select Budget Line		Specify Procurement Type			
3	Select Budget Line		Specify Procurement Type			
4	Staff		Specify Procurement Type			
5	External Expertise & Services		Supply			
6	Equipment		Service			
7	Infrastructure & Works		Work			
8	Select Budget Line		Specify Procurement Type			
9	Select Budget Line		Specify Procurement Type			
10	Select Budget Line		Specify Procurement Type			
...	Select Budget Line		Specify Procurement Type			
...	Select Budget Line		Specify Procurement Type			

Procurement Plan Template v.2.0 [LB & PBs]

Insert the Estimated Procurement Start & End Dates and in accordance with the competition type

Estimate Contracting Date

Type of Competition Select Competition Type	Procurement Rules to be followed (ERDF, National, Internal, IPA-PRAG etc.) * Stricter rules apply	Procurement Estimated Start Date (dd/mm/yyyy)	Procurement Estimated End Date (dd/mm/yyyy)	Procurement Action Deadline Indicate the expected date for the signature of contract	Estimated Cost without VAT Specify Estimated Costs (in €)	Estimated Cost with VAT Specify Estimated Costs (in €)	Comments
15 <i>Select Competition Type</i>					0,00 €	0,00 €	
International Competitive Bidding					0,00 €	0,00 €	
National Competitive Bidding - OPEN					0,00 €	0,00 €	
National Competitive Bidding - RESTRICTED					0,00 €	0,00 €	
National Competitive Bidding - EXCEPTED					0,00 €	0,00 €	
Other [please specify in Comments]					0,00 €	0,00 €	
					0,00 €	0,00 €	
<i>Select Competition Type</i>					0,00 €	0,00 €	
<i>Select Competition Type</i>					0,00 €	0,00 €	
<i>Select Competition Type</i>					0,00 €	0,00 €	
<i>Select Competition Type</i>					0,00 €	0,00 €	
<i>Select Competition Type</i>					0,00 €	0,00 €	
					0,00 €	0,00 €	

Procurement Plan Template v.2.0 [LB & PBs]

Procurement Plan - IMPLEMENTATION BY OWN MEANS/ IN-HOUSE ARRANGEMENTS *

Project Acronym:	
Project Title:	
Priority Axis:	
Investment Priority:	
Specific Objective:	
Project Partner:	
Project Partner Nr:	
Country:	
Fund:	

In-house arrangements:
 contracts between affiliated institutions. Should be clearly declared in the approved AF, otherwise not eligible

Contract Award Number contract awards in chronological order	Budget Line Select Budget Line	Deliverables Define Deliverables	Description of Items Enter in alphabetical order and group in logical categories	Estimated Cost without VAT Specify Estimated Costs (in €)	Estimated Cost with VAT Specify Estimated Costs (in €)	Comments
1	Select Budget Line			0,00 €	0,00 €	
2	Select Budget Line			0,00 €	0,00 €	
3	Select Budget Line			0,00 €	0,00 €	
4	Select Budget Line			0,00 €	0,00 €	
5	Staff			0,00 €	0,00 €	
6	Travel & Accommodation			0,00 €	0,00 €	
7	Select Budget Line			0,00 €	0,00 €	
8	Select Budget Line			0,00 €	0,00 €	
9	Select Budget Line			0,00 €	0,00 €	
10	Select Budget Line			0,00 €	0,00 €	
...	Select Budget Line			0,00 €	0,00 €	
...	Select Budget Line			0,00 €	0,00 €	
				0,00 €	0,00 €	

* In-house arrangement: Contracts between affiliated institutions (i.e. contracts between organisations that are formally divided, but personally, financially or functionally connected). However, the contracting authority must exercise control over the body that shall be contracted which is similar to that which it exercises over its own departments.

Journey to Growth!

Communication & Cooperation!

- **The Work Plan and Procurement Plan are dynamic documents.** The goal is the **prompt and timely implementation of your projects;**
- **Cooperation & Communication with the JS is Key.**



Journey to Growth!

Thank you for your Attention!

BalkanMed Website

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