Interreg

Co-funded by the European Union

IPA Greece – North Macedonia

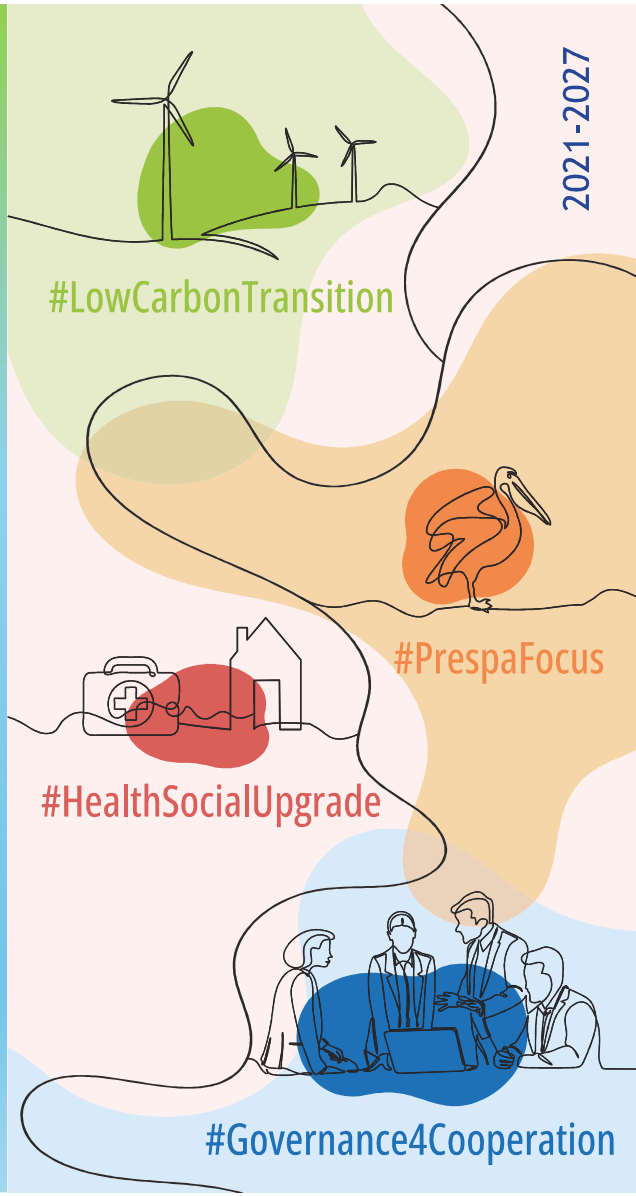
Interreg VI-A IPA

Greece – North Macedonia

2021-2027

www.greece-northmacedonia.eu

Project Implementation



Interreg

Co-funded by the European Union

IPA Greece – North Macedonia

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Legal Framework & Key Documents

Legal Framework Overview

The Programme operates under EU regulations and national laws to ensure legal compliance and project integrity.

Key Project Documents

Subsidy Contract, Partnership Agreement, and Implementation Manual govern project responsibilities and procedures.

Roles and Responsibilities

Managing Authority, Lead Beneficiary, and Project Beneficiaries have defined roles ensuring smooth project execution.

Compliance and Reporting

Eligibility rules, financial management, and reporting requirements are crucial for Programme compliance and success.

Introduction to Project Implementation Manual

PIM is important tool, guiding the beneficiaries through procedural, financial, and administrative project requirements (available at the Programme website https://greece-northmacedonia.eu)

Eligible activities and related costs

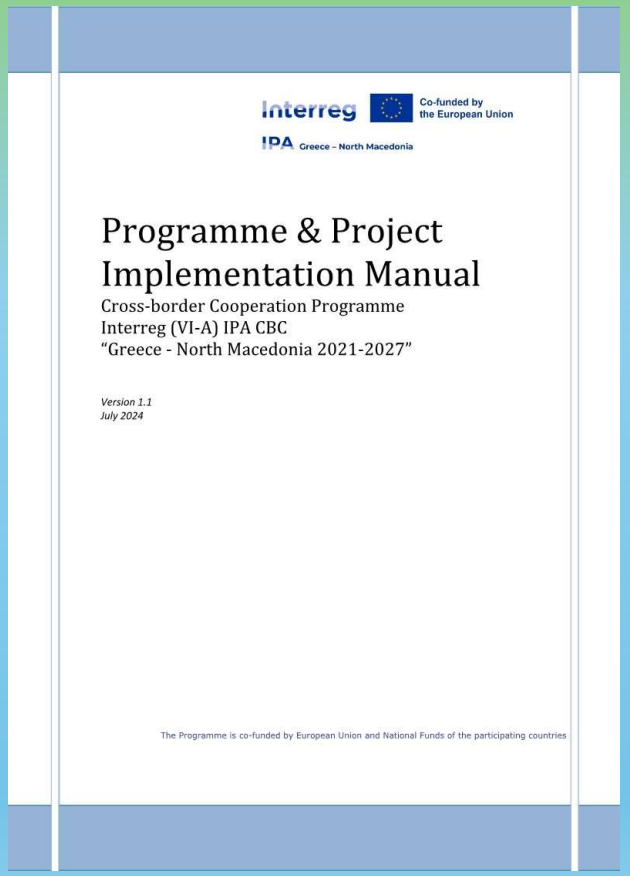
Compliant and following EU rules and relevant National Legislation guarantees transparency, accountability, and eligibility for project benefits.

Roles and Responsibilities

Clear definition of stakeholder roles ensures effective collaboration and accountability.

Timelines and Reporting

Adherence to deadlines and reporting obligations is essential for project success and transparency.



Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Partnership Structure & Roles

Lead Beneficiary Role

The Lead Beneficiary coordinates and manages the overall project, including financial oversight and reporting.

Project Beneficiaries' Support

Project Beneficiaries execute specific activities and maintain proper documentation to support project implementation.

Partnership Agreement

The Partnership Agreement formalizes roles and responsibilities, ensuring accountability and collaboration among partners.

Project Management Team

A team of representatives from all partners oversees project execution and key decision-making processes.

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Project Start-Up

Project Management Team Setup

Establishing the Project Management Team ensures clear leadership and coordination among partners from the start.

Follow-up the Start-up Time Plan

Approved Start-up Time Plan defines schedules and milestones crucial for successful project execution.

Document Submission to MIS

Submitting required documents to the Management Information System ensures compliance and proper project tracking.

Ensuring Partner Alignment

Aligning all partners with authorized representatives and internal procedures sets a strong administrative foundation. Having proper kick-off meeting where a relevant decision for roles and tasks will be brought.

Interreg

Co-funded by the European Union

IPA Greece – North Macedonia

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Procurement Rules for Partners from North Macedonia

Applicable Framework:

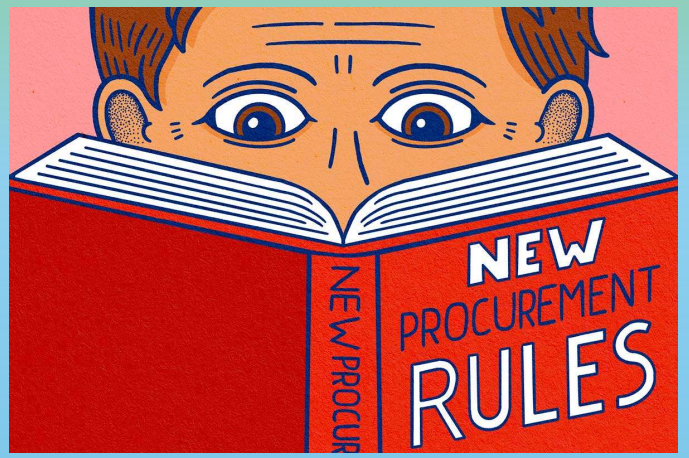
- PRAG 2025 – EU Practical Guide for External Assistance;
- Applies to procurement under indirect management for IPA III-funded projects;

Purpose of Using PRAG:

- Ensures transparency, competition, and compliance with EU external aid rules;
- Promotes fair procurement and proper use of public funds;

Types of Procurement Procedures:

- International Open Tender: ≥ €300,000 (services/supplies); ≥ €5,000,000 (works);
- Local Open Tender: < €300,000 (supplies; < €5,000,000 (works);
- Simplified Procedure: < €100,000 (supplies); < €300,000 (services/works);
- Single Tender Procedure: ≤ €20,000 (services/supplies/works);
- Payment Against Invoice/Contract: ≤ €2,500 services/supplies/works);



RULE: Follow the type of procurements from the uploaded Procurement Plan, respect the related budget thresholds!!!

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Monitoring & Progress Reports

MONITORING

Programme bodies monitor:

- **Objectives;**
- **Results;**
- **Outputs;**
- **Indicators;**
- **Expenditures;**

REPORTING

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Monitoring purpose

Monitoring ensures that:

- activities are progressing according to plan;
- deadlines are met, and
- resources are used efficiently.

It enables early identification of challenges or deviations, allowing for timely corrective measures. requirements.

Effective monitoring increases transparency, accountability, and trust among partners and stakeholders.

Ultimately, it supports the achievement of project objectives, maximizes impact, and ensures compliance with Programme and EU requirements.

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

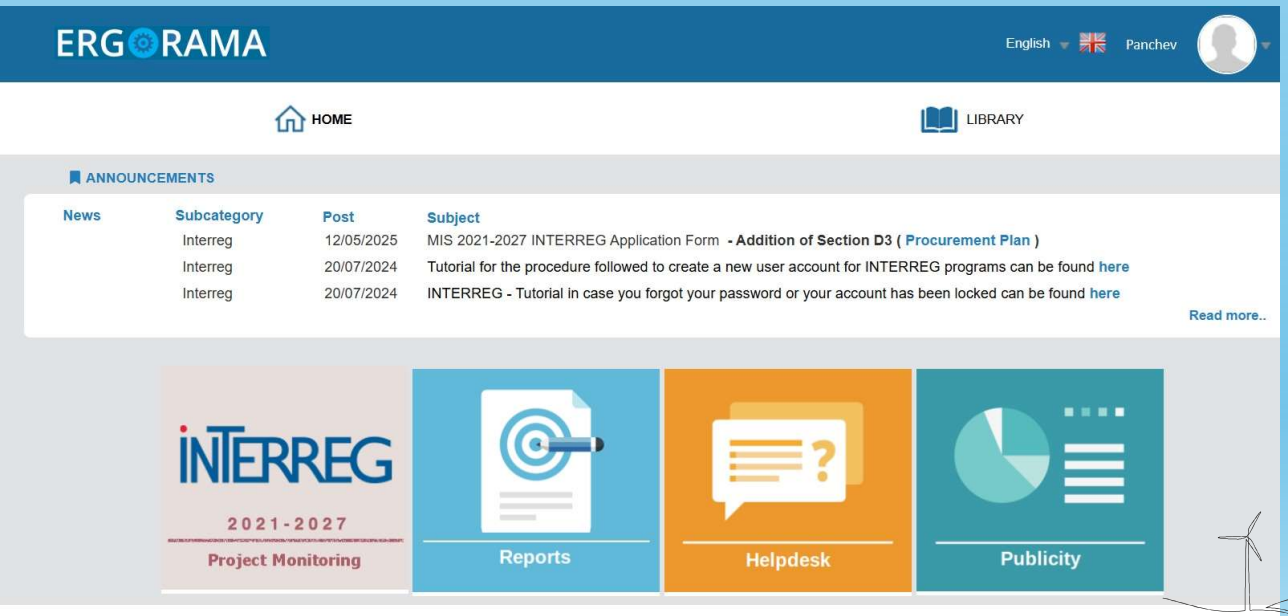
MIS System - Overview

Central Data Management

MIS serves as the core platform for managing project data, submissions, and communications efficiently.

Submission Processes

Beneficiaries submit progress reports and procurement plans (through Lead Partner) and financial claims by themselves in the MIS system.



Transparency and Monitoring

MIS ensures transparency and enables monitoring by the Joint Secretariat, Managing Authority and other relevant bodies.

Access and Workflow

Proper account setup and understanding of MIS workflow (not only by Lead Applicant!) are essential for timely, accurate submissions.

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Monitoring in MIS

Tracking Procurement and Reports

MIS tracks procurement activities, beneficiary reports, and payment claims to monitor project progress efficiently.

Updating Beneficiary Information

The MIS system allows beneficiaries to update information and submit structured progress data regularly.

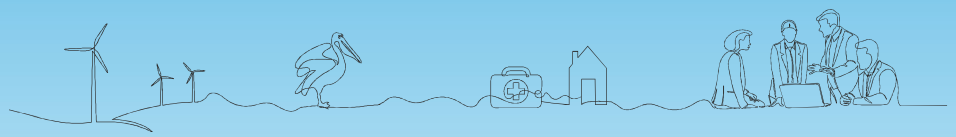
Ensuring Timely Supervision

Accurate and timely updates enable effective supervision and help identify delays or implementation issues.

M.I.S.

Monitoring Information System

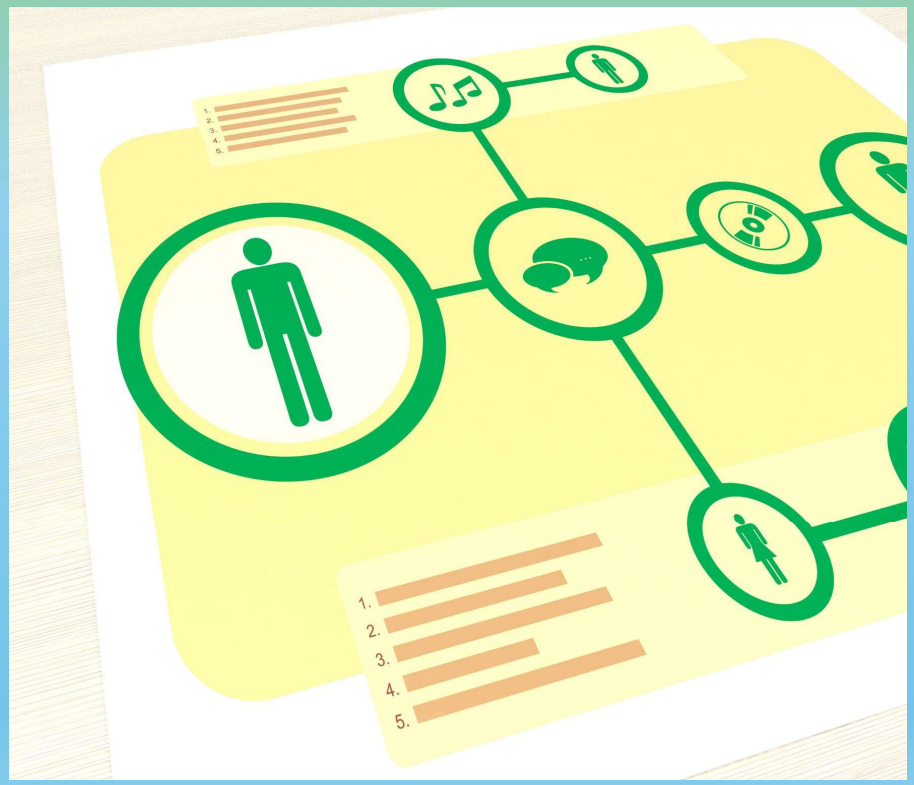
ERGORAMA



Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Monitoring the Procurement Plan



Updated Application Form in force

Through the LB created Application Form contains detailed procurement data and link relevant deliverables.

Data Accuracy and Documentation

Ensuring all procurement details, estimated dates, and remarks are accurately documented for compliance and clarity.

Legality Checks and Compliance

Managing Authority and Joint Secretariat use the procurement plan for monitor the compliance of procurement activities, identification of delays and taking corrective actions.

Interreg

Co-funded by the European Union

IPA Greece – North Macedonia

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Reporting Procedures

Lead Beneficiary Responsibilities

The Lead Beneficiary must submit annual progress reports 31/12/yyyy and annual indicator updates 30/06/yyyy as part of the Programme requirements.

Report Content Requirements

Reports need to include financial data and physical progress details to comply with Programme standards.

Purpose of Accurate Reporting

Timely and precise reporting ensures transparency, facilitates audits, and supports effective decision-making by authorities.

Interim Reporting

- **As requested by the JS;**
- **Financial forecasts for verifications and spending of transferred funds;**

Interreg IPA Greece – North Macedonia

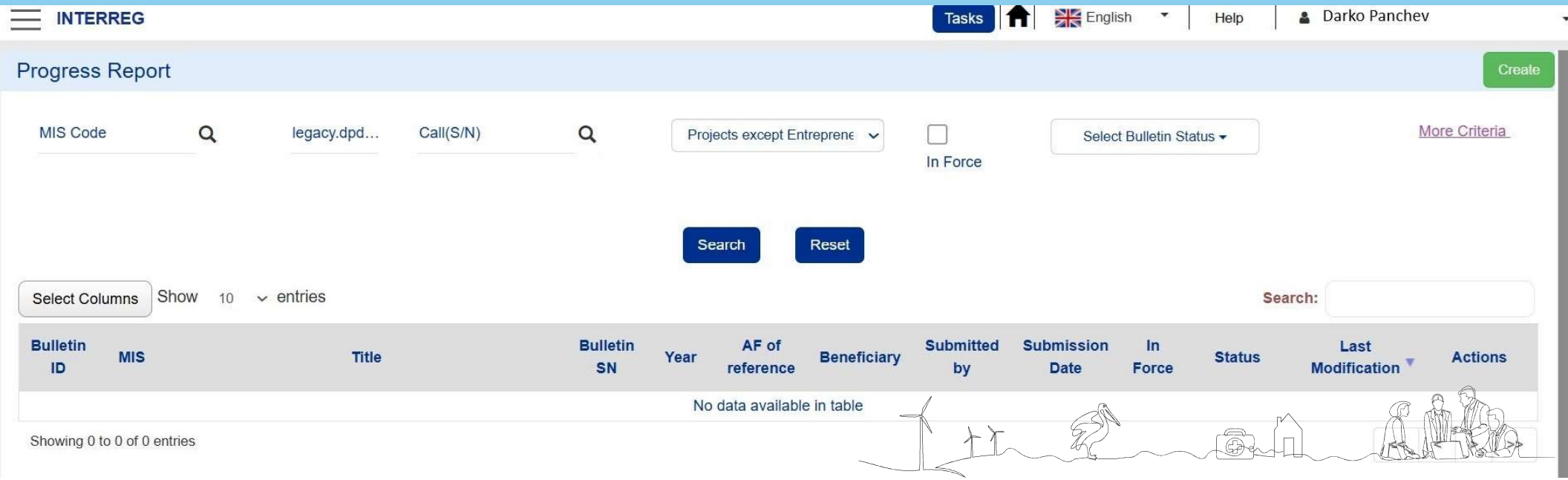
Co-funded by the European Union

Progress Reports

The Lead Beneficiary will use the MIS for the submission of the Progress Reports.

All Reports must be submitted in English.

The JS processes and approves Progress Reports through the MIS.



Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Management Verifications

Verification Methods

Management verifications involve administrative checks and on-the-spot inspections to ensure rule compliance effectively.

Risk-Based Approach

The verification methodology focuses on risk elements to assure legality and eligibility of reported costs.

Beneficiary Cooperation

Beneficiaries are required to maintain proper documentation and cooperate fully with verification procedures.

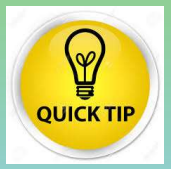
Importance of Verifications

Successful verifications are essential for securing payments and maintaining project credibility and trust.

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

For National Contribution & Advance payment pls contact your NA



Verification of Costs

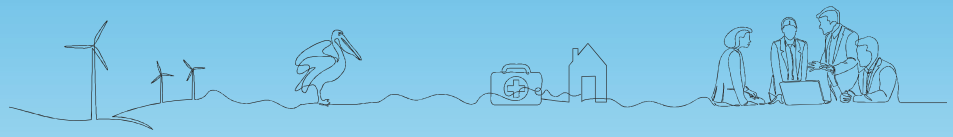
Republic of North Macedonia:

- Centralized FLC Approach;
- FLC Controllers appointed by the Ministry of Local Self Government;
- Ex-post control in accordance with PRAG 2025;
- Sample-based verification of costs is based on risk assessment and refers to systematically checking a subset of expenditures;

Make a tight FLC plan and stick to it

****Have your costs verified as often as possible****

BUT HAVE IN MIND AVAILABLE BUDGET!!!



Interreg

Co-funded by the European Union

IPA Greece – North Macedonia

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Project Modifications

Approval Authorities

Modifications are approved by Joint Secretariat, Managing Authority, or Monitoring Committee depending on their type and impact.

Types of Modifications

Changes may include administrative data updates, budget reallocations, and partnership composition adjustments.

Documentation and Procedures

Each modification type requires specific documentation and procedures to ensure compliance and operational continuity.

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Project Modifications – cont.

General aspects

- Not an automatic procedure;
- Pre-assessed by Project Officer;
- Up to 1 Modification per semester;
- Call limits respected at all times;
- Submitted prior to FLC, in case of budget reallocations;
- Requested during project lifetime;
- Submitted by the LB;
- Structured standard form;

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Modifications approved by the Joint Secretariat

- **Administrative Information in the Application Form;**
- **Modification of bank accounts;**
- **Adjustments in the Justification of Budget** that do not affect the scope of the project nor any information in the approved Application Form – location, minor technical modifications, conversion of physical to hybrid, etc.;
- **Adjustments in the workplan, such as start and end dates of activities/ work packages** and of their respective deliverables, without affecting the end date of the project;
- **Reallocation** between budget categories and/or work packages up to 20% of the total project budget, not affecting the total partner's budget, the project scope and results and the approved Procurement Plan

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Modifications approved by the Managing Authority

- **Changes in the work plan without an impact on the approved total project budget (modification of equipment, procurement plan, using discounts, activities outside the Programme area);**
- Amounts from **discounts/savings/unspent amounts (only** duly justified cases);
- **Extension** of end date, not affecting the target set by the n+3 rule. Should not exceed **50% of the initial duration;**
- **Reallocation** between budget lines and/or between work packages over 20% of the total project budget, not affecting the total beneficiary's budget;
- **Reallocation** of resources between beneficiaries from the **same country (not affected project total budget, budget distribution per country) - Required Amendment to the Subsidy Contract!**

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Modifications approved by the Monitoring Committee

- **Reallocation** of resources between beneficiaries from **different countries (within approved budget)**
- **Changes in the work plan with an impact on the approved total project budget/ Addition of new activities that will bring added value to the project.**
- **Modification of the partnership with replacement of withdrawing beneficiary**
- **Modification of the composition of the partnership without replacement of withdrawing beneficiary (rest to undertake the activities, in case of core activities)**
- **Addition of new beneficiaries leading to the increase of the output, results and budget of the project**

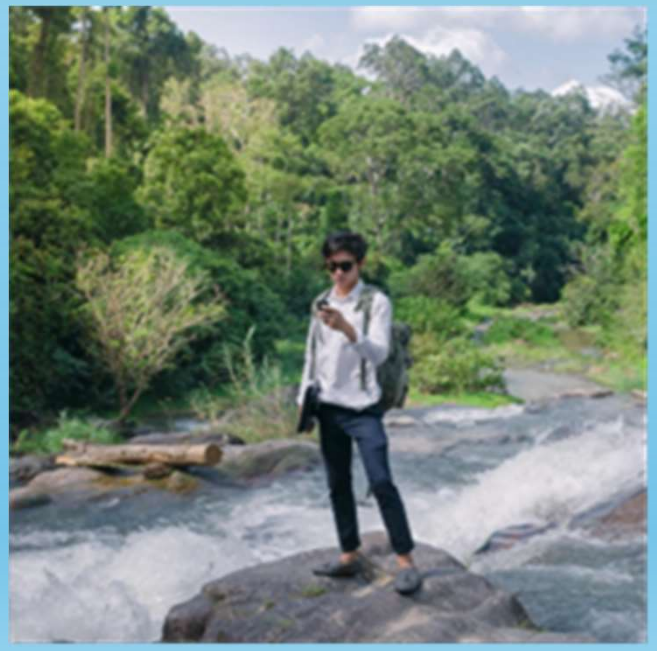
Required Amendment to the Subsidy Contract and the Partnership Agreement!

Interreg

Co-funded by the European Union

IPA Greece – North Macedonia

Other types of modification



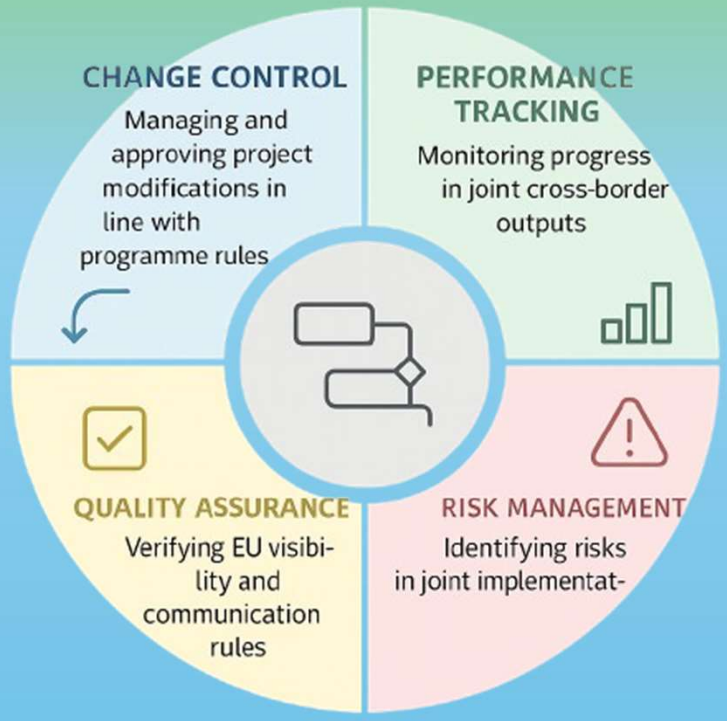
- Following legal succession (LB sends legislation imposing this modification. No further evaluation by the JS required)
- Special cases of take over activities, proper justification accompanied with relevant national institutional framework.
- Modifications related to public contracts

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Project Modification Procedure

- Consent of the Joint Project Management Team (JPMT) – minutes, e-mail etc.
- Application Form adjusted with proposed changes, accompanied by supporting documents
  - Request for project modification (Standard form)
  - Budget modification sheet (Standard form)
  - In case of administrative changes, updated "Partner Details Form" (Section C of the Application Form on MIS).
  - Modified Justification of Budget (JoB)
  - Any other supporting document applicable to the requested change



Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Changes in the Partnership

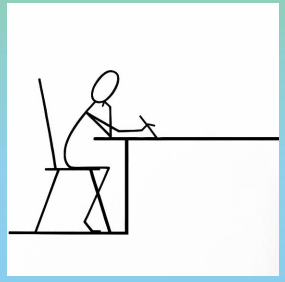
- Prior information of the JS in writing incl. justification
- Consent of the Joint Project Management Team;
- Official request by e-mail
- Request for project modification (Standard form)
- Budget modification sheet (Standard form)
- Modified Justification of Budget (JoB)
- Supporting documents, incl. eligibility documents foreseen in the Call (per type of BEN)

Modification flow is JS-> MA -> MC

Upon MC approval, UPDATED AF on MIS

Interreg
Co-funded by the European Union
IPA Greece – North Macedonia

Conflict of Interest & Fraud Prevention



Avoid Conflicts of Interest

Beneficiaries should steer clear of personal, financial, or political conflicts that compromise integrity.

Zero Tolerance for Fraud

Strict adherence to zero tolerance is critical to prevent fraud and corruption in projects.

Reporting and Internal Controls

Immediate reporting of fraud and strong internal controls ensure protection of project funds.

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Personal Data Protection

Legal Compliance Requirements

GDPR and national laws require projects to protect personal data and inform individuals about their rights.

Data Security Measures

Implementing technical and organizational controls prevents unauthorized access and data breaches.

Building Trust Through Protection

Proper data protection fosters trust among users and stakeholders by ensuring privacy and security.

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Intellectual Property

Collective Ownership

Project products are collectively owned by the partnership, ensuring open access and shared benefits.

Waiving Copyright

Beneficiaries waive copyright to allow free use of materials across the entire programme.

Respect for Pre-existing Rights

Pre-existing intellectual property rights are respected and properly documented to avoid conflicts.

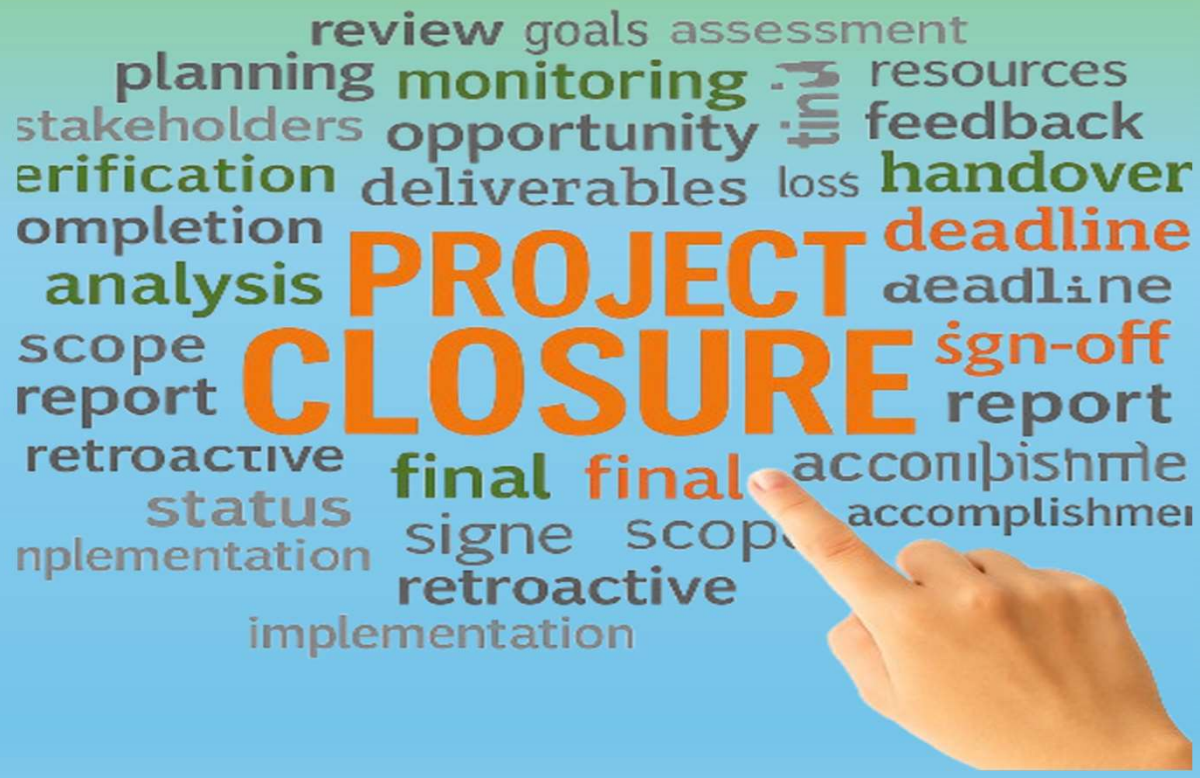
Promoting Knowledge Sharing

Open intellectual property rights support knowledge sharing and enhance communication efforts.

Interreg

Co-funded by the European Union

IPA Greece – North Macedonia



Interreg Co-funded by the European Union

IPA Greece – North Macedonia

Project Closure

Final Report Submission

Submitting the Final Report is a crucial step to formally close the project and summarize outcomes.

Closure Guidelines and Templates

The Closure Manual provides essential guidelines and templates to streamline the project closure process.

Compliance and Final Payments

Timely and accurate closure ensures compliance with requirements and authorizes final payments.

Documentation Retention and Results Sharing

Beneficiaries must retain project documentation and support sharing the results with stakeholders.

Interreg Co-funded by the European Union

IPA Greece – North Macedonia

You are encouraged to stay engaged, share results, and contribute to the Programme's success.

You are invited to contact us or further information and support at:

Joint Secretariat, INTERREG VI-A IPA Programme
"Greece- North Macedonia 2021-2027"
65, Georgikis Scholis Avenue
Zeda Building, Entrance 4
2nd floor, 57001, Thessaloniki
www.greece-northmacedonia.eu

Zhupan Martinovski, Project Officer, Phone +30 2310 469 652
Email zmartinovski at mou.gr;

THANK YOU FOR YOUR ATTENTION AND PARTICIPATION!