



HELLENIC REPUBLIC
MINISTRY OF ECONOMY & DEVELOPMENT

MANAGING AUTHORITY OF THE ETC PROGRAMMES
SPECIAL SERVICE OF MIS

MIS Presentation
for EUROPEAN TERRITORIAL COOPERATION PROGRAMMES
30/10/2018

Venue: **DIVANI CARAVEL HOTEL, Meeting Room Ilissos**
(Vassileos Alexandrou 2, Athens)

09:00-09:15	Welcome Speech
09:15-10:00	MIS ERGORAMA General Description <i>User Registration and Account Management</i> <i>Web Portal Presentation</i> <i>Working Environment & MIS General Operations</i>
10:00 – 11:15	Procedure for submission of proposals <i>Completion & Submission of Approved Application Form</i> <i>Approval of Submitted Application Form</i>
11:15 – 11:30	Break
11:30 – 14:15	Project Monitoring Procedure - Phase A <i>Budget Allocation Request</i> <i>Completion & Submission Procedure of Table of Expenditures</i> <i>Administrative Control for Verification of Expenditures</i>
14:15 – 15:00	Break
15:00 - 16:00	Project Monitoring Procedure - Phase B <i>Completion & Submission of Progress Report</i> <i>Project Modification Procedure</i>
16:15 – 17:00	Questions– Wrap up - Closure