



**2<sup>nd</sup> Call for approved projects**  
**START-UP PLAN AND PROCUREMENT PLANS**  
**PROGRESS REPORT**  
**CAPITALISATION**

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Project Officer

2<sup>nd</sup> Info Day

Blagoevgrad, Bulgaria, 11<sup>th</sup> of September 2017

# START-UP PLAN

## ➤ Setting Start-up milestones

During the process before the signature of the Subsidy Contract, the Lead Beneficiary submits to the JS/MA a specific Start-up Time Plan per beneficiary, focusing on the first 6-9 months of implementation in order to set the milestones to be achieved for this period.

## ➤ Review of the start-up period

At the end of the start-up period, the project shall undergo an internal review, in order to assess whether the milestones have been met by all beneficiaries.

# START-UP PLAN

In case of major delays and non-achievement of the milestones leading to possible failure of the project scope, the JS/MA in consultation with the NA, reserves the right to propose reduction of the scope and/or reduction of the budget, given that the project remains operational.

In any case, after one year from the signing of the subsidy contract and provided that the total verified expenditure is less than 20% of the total budget for the project, the MA in consultation with the NA, reserves the right to consider the possibility of reducing the approved budget of the project.

## **PROJECT BENEFICIARIES PROCUREMENT PLANS**

**The procurement procedures for selecting a contractor by public contracts awarding shall be carried out in accordance with the principles of:**

- Publicity and transparency,**
- Free and fair competition,**
- Equality and non-discrimination.**

## PROGRESS REPORT

For the thorough monitoring of the project’s implementation a “Progress Report” is submitted to the JS by the Lead Beneficiary, every six (6) months, according to a calendar fixed in the subsidy contract. The JS receives the progress reports and checks/ monitors the proper implementation of the approved operation as referred to in the subsidy contract according to the procedure laid down in the Description of the Management and Control System of the Programme.

Reporting Periods	Deadlines for the submission of progress reports
January - June	20 <sup>th</sup> of July of the respective year
July - December	20 <sup>th</sup> of January of the following year
Final Report	2 months after the issuance of all the certificates of all the project beneficiaries

# CAPITALISATION OF RESULTS

The Lead Beneficiary and the project beneficiaries should combine skills in the reinforcement of community, communication, coordination of works, capitalization of results and networking at project and programme level and knowledge related to the theme of the Priority Axis/Specific objective chosen.

The beneficiaries must participate in capitalization events organized by the programme bodies.

# Thank you for your attention

## For further information, please contact:

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