

## MANUAL FOR THE COMPLETION OF AN ETC PROJECT

### **1. Introduction**

This manual describes the steps a lead beneficiary should follow in order to complete an ETC project in the MIS:

- 1. Submission of the Last Progress Report
- 2. Submission of the Application Form for Project Completion (Final AF)
- 3. Receipt of the closure request/letter from the MA/JS

### 2. Submitting the Last Progress Report

**In General:** The last progress report is the progress report that includes the end date of the project (in total) related to the physical object in terms of the respective semester. For example, if the end date of the project is 10/7/2021, the last progress report is the 2<sup>nd</sup> semiannual report of 2021.

**Section A: General** 

A. General Data								
Project Title: Operational Programm: Beneficiary: Panorting Samaster	Technical Assistance of IPA CB0 24 IN 1100104 M	C Greece - Republic of Nor TERREG IPA CBC Greece - ANAGING AUTHORITY OF	th Macedonia Programme 2014 – Republic of North Macedonia EUROPEAN TERRITORIAL CO Deporting Reside Start:	2020 2014-2020 DPERATION PROGRAMMES	TAGRRNM AF of reference:	Stop:		99846
Is the Project completed?	● A ∪ B ● Yes ○ No		Date of project completion:	01-01-2021 30-05-2021			30-06-2021	
Date of signature of Subsidy Contract:	11-11-2014							
Bulletin Author Information:			1					
Name-Surname:	Ioanna Kalaitzoglou							
Address:	Gerorgikhs scholis 65							
Telephone:	2310467696							
Fax:								
Email:	ikalaitzoglou@mou.gr							

Select **[Yes]** in the question "Is the Project complete?" and then enter the date of the project closure.

Complete the bulletin author information section.

### **Section B: Indicators**

B.1. Indicators: A Indicators Fiche Show 10 v entries									
					Annual Accomplishm	ent	Accomplishment (current period included)	Target Value	
Indicator Code	▲ Indicator Description ♦	Measurement Unit 👙	Indicator Type 🛛 🌲	; Total 🔶	Men 🔶	Women 👙	Total 🔶	Total 🔶	Actions 🝦
CO09	Increase in expected number of visits to supported sites of cultural and natural herigtage and attraction	Annual number of Visit:	Output		0.00	0.00	0.00	5,000.00	2
O0202	Number of cultural and/or natural assets rehabilitated/protected	Number	Output				0.00	1.00	



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Indicator Co	de:	CO09			Indicator a	ccomplishment:	C	Cumulative, Repeated				
Indicator De	scription:	Increase in expec cultural and natur	ted number of vis al herigtage and a	its to supported sites of attraction	Measureme	Y	ES					
Measureme	nt Unit	Annual number of	f Visits		Decimals p	N	0					
					Decimal va	lue per Project	N	0				
Indicator Ty	pe:	Output			Gender rel	evance:	N	one				
Indicator:		Quantitative			Calculated	by Participant Record	1:					
						Cumulative		Accomplishment (current period included)	Target Value			
OP/Axis	Fund	Investment/ Special Objective	Category	Measurement Unit	Total	Men	Women	Total	Total			
22/2	ERDF	6c/4	Δεν εφαρμόζεται	Annual number of Visits		0.00	0.00	0.00	5,000.00			
				Total		0.00	0.00		5,000.00			

Complete the final selection of indicators as foreseen and in accordance with the Indicators' Fiches.

In Section B [Indicators]/B1 [Indicators Accomplishment], click the orange button in the column [actions] and in the field "Explanation of discrepancies" enter a justification for the indicator achievement or the reason behind potential deviation by it.

Depending on the justification you will provide, you may be asked to send an additional justification to the JS/MA. Depending on the extent of the justification, it may be added to the above field or attached to the progress report.

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								E	πχειρησιακά Προγράμψατ	ε Επιλογή &	γκριση Παρακολούθησ	η Έλεγχοι Χρηματορροί	ς Βοηθητικές
	Δελτίο Προόδο	ου - Επισκόπηση										Ανοιγμα όλων	Κλείσιμο ό
_ (	ΗΛποθήκευση	ΒΕπικύρωση 🖨Εκτύπωση 📼	Η Προηγούμενη Σελίδα									A. E	. Γ. Δ. E.
3.1	Πράξη: 5033230	Ετος: 2022 ΑΑ: 1 Κατάσταση:	<b>έ</b> ποβληθέν										ID: 148
3.2	Δείξε 10 🗸 ε	γγραφές										Αναζήτηση: Αναζήτηση	
.3						Επίτουξη		Iuvota	κή επίτευξη, συμπεριλαμβ της τρέχουσος περιόδο	ανόμενης ,	Τιμή Στόχος		
4	Κωδ. Δείκτη	<ul> <li>Περιγραφή Δείκτη φ</li> </ul>	Μονάδα Μέτρησης 🕴	Είδος Δείκτη 🕴	Σύνολο	Άνδρες φ	Γυναίκες	•	Σύνολο	٥	Σύνολο φ	Ενέργοι	
6	CO32	Ενεργειακή απόδοση: Μείωση της ετήσιας κατανάλωσης πρωτογενούς ενέργειας των δημάσιων κτιρίων	Κιλοβατώρες κατ'έτος	Εκροών						0.00	444,816.72	2	
	O0308	Πλήθος δημόσιων κτιρίων που υποστηρίζονται για την ενεργειακή αναβάθμισή τους	Αριθμός	Εκροών						2.00	2.00	•	
	R0303	Μεταβολή στην εξοικονόμηση ενέργειας	Κιλοβατώρες κατ'έτος	Αποτελέσματος						0.00	630.64	<b>(</b>	
	Εμφανίζονται 1 έ	ίως 3 από 3 εγγραφές									Πρώτη	Προηγούμ <mark>η 1</mark> Επόμα	η Τελε αία
r	Γ. ΕΠΑΛΗΘΕΥΣΗ Επιβεβαίωση τιμή Σχόλια / Παρατηρί	ΤΗΣ ΠΡΟΟΔΟΥ ΕΠΙΤΕΥΞΗΣ / ς δεικτών Ιστις	ΔΕΙΚΤΩΝ ΠΡΑΞΗΣ ΑΠΟ Ι	ΔΑ/ΚΓ Ο Να	ואַסי 🔿 װ								
	💿 Γ. Περίληψη Ανα	φοράς Προόδου											
	ο Δ. Χρηματοοικον	νομικά Στοιχεία											
	💿 Ε. Δημοσιότητα												
	🗢 🖉 Συνημμένα (1)												
	💿 🕲 Ιστορικό μετα	βολών											
	Σχόλια Καταχώριση	ς Δικαιούχου											



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	БАЛЮ Просос Алистонист ( ейд: 5033230 т Айξε 10 ∞ с	ου - Επισκόπηση Θεπικόνιση Φεκινίπι Ετος: 2022 ΑΑ: 1 Και Ιγγραφίς	Κωδικός Δε Περιγραφή Μονάδα Μέ Είδος δείκτ Δείκτης:	ικη: Δείκη: τρησης η:	CO32 Ενεργετακή από πρωτογενούς ετ Κυλοβατώρες κα Εκροών Ποσατικός	νδοση: Μείωση της νέργειας των δημόσ π'έτος	ετήσιας κατανάλωσης των κτιρίων	Επίπο Μέτρη Δεκαδ Διάστι Υπολο	υξη δείκτη: (ση ανά πράξη: (κά ανά Περιφέρεια (κά Ανά Πράξη αση Φύλου: ογηζόμενος από Απο	γραφικά Δελτία;	Τωρευτική Επίτευξη, Επαναλ ΝΑΙ ΝΑΙ ΝΑΙ Δεν Αφορά	ωμβάνεται	Au	Ανοιχία διών Ανοιχία διών Α. Β. αζήτηση: Αναζήτηση	Клюцо с Г. А. Е. 10: 14
	Кыб. Алікта 0.032	<ul> <li>Περιγραφή Δείε</li> <li>Εντργειακή αποδοση</li> <li>της ετήσιος καταγάλ</li> <li>πρωτογενούς ενέργο</li> </ul>						3	Σωρευτική Επίτευ	4n	Συνολική επίπειξη, συμπεριλαμβανόμενης της τρίχουσας περιόδου	Τημή Στόχος	o +	Evipying	
	00368	Πλήθος δημόσιων κτιρ υποστηρίζονται για	ΕΠV Άξονας	Ταμείο	Επενδυτική/ Ειδικός Στόχος	Κατηγορία	Μονάδα Μέτρησης	Σύνολο	Άνδρες	Fuvalitze	Σύνολο	Σύνολο	2.00	0	
	R0303	ενεργεσκή ανοροσμα Μεταβολή στην εξοικα ενέργοας	21/2	ΕΤΠΑ	4c/2 1	Δεν εφαρμόζεται	Κιλοβατώρες κατ'έτος				0.00	444,816.72	830.64	0	
	Εμφανίζονται 1 έ	τως 3 από 3 εγγραφές	Τεκμηρίωσ	η επίπευξης ή α	πόκλισης επίτευξης δε	ikm:	ΣΥΝΟΛΑ				0.00	444.816.72	Roam Ro	nyndurun <b>art</b> Endurun	
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	Ετηβεβαλοση τιμή Σχόλια / Παρατημί	iç deminin Şoraç				Na Dy	Y								
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### Section C: Progress Activity Report

C. Progress activity report
Summary of the project's achievements so far:
The 1st meeting of the project partners took place on 9/13/2019 in Xanthi. The meeting was attended by representatives of all partners from both countries. Issues related to the implementa on all of them, with the result that some of them were forwarded to the management authority. Particular problems arose with PB2 regarding the healing properties of the mineral source. The future.
Summary of the project's achievements during this reporting period:
No project activities were implemented.
Analytical description of the implemented actions, outputs and results during this reporting period:
There are no implemented actions, outputs and results during this reporting period
Next steps to be taken for project's implementation:
It is necessary to proceed to budget modification and re-allocation of activities an deliverables to other partners asap.
Problems encountered and proposed solutions:
Changes in the Implementation:

Enter the description of the activities which have been completed during this semester in order the JS/MA or the audit authorities (FLC, SLC, etc) to be updated about potential pending activities which have not been implemented.



### **Section D: Financial Report**

The data of the approved budget is automatically entered based on the approved AF which is correlated to the respective Progress Report, while the verified expenditures of the report as well as the aggregated expenditures up to this report (including it) and the payments too (up to/including this report) are automatically calculated and imprinted by the MIS in case we wish to review the progress report before printing it.

D. Financial Re	port				
Show 10 🗸	entries				
Beneficiary No	A Beneficiary	Work Package / Deliverable 🛛 👙	Approved Budget 🜲	Contracted Budget 🛛 👙	Reporing period Payments
1	40137046 - MUNICIPALITY OF MIKIS	1.1 Project Management & Coordination   1.3.2 Project plan, 1.3.4 Partner meetings, 1.4.2 Project Plan, 1.4.4 Partner meetings,Παραδοτέα 1.1,Παραδοτέα 1.5,Παραδοτέα 1.6	30.005,97	0,00	
1	40137046 - MUNICIPALITY OF MIKIS	2.2 Communication & Dissemination   Παραδοτέο 2.1,Παραδοτέο 2.2,Παραδοτέο 2.3,Παραδοτέο 2.4	12.309,65	0,00	
1	40137046 - MUNICIPALITY OF MIKIS	3.3 Understanding the Market - Supporting Actions & Market Analysis   Παραδοτέο 3.1,Παραδοτέο 3.4	25.241,85		
1	40137046 - MUNICIPALITY OF MIKIS	4.4 Mineral Paths Product Maturing Activities - Capacity building and harmonization of Partnerships Mineral Springs   Παραδοτέο 4.1,Παραδοτέο 4.3	210.483,84		
1	40137046 - MUNICIPALITY OF MIKIS	5.5 Mineral Paths - THE PRODUCT   Παραδοτέο 5.1,Παραδοτέο 5.2,Παραδοτέο 5.4	14.935,46		
2	40402084 - PUBLIC BENEFIT ORGANISATION OF THE CITY OF KAVALA	1.1 Project Management & Coordination   Παραδοτέα 1.2,Παραδοτέα 1.4	17.183,72		
2	40402084 - PUBLIC BENEFIT ORGANISATION OF THE CITY OF KAVALA	2.2 Communication & Dissemination   Παραδοτέο 2.1,Παραδοτέο 2.2,Παραδοτέο 2.6	25.364,48		
2	40402084 - PUBLIC BENEFIT ORGANISATION OF THE CITY OF KAVALA	3.3 Understanding the Market - Supporting Actions & Market Analysis   Παραδοτέο 3.2,Παραδοτέο 3.4	20.709,65		
2	40402084 - PUBLIC BENEFIT ORGANISATION OF THE CITY OF KAVALA	4.4 Mineral Paths Product Maturing Activities - Capacity building and harmonization of Partnerships Mineral Springs   Παραδοτέο 4.2,Παραδοτέο 4.4	93.387,04		
2	40402084 - PUBLIC BENEFIT ORGANISATION OF THE CITY OF KAVALA	5.5 Mineral Paths - THE PRODUCT   Παραδοτέο 5.1,Παραδοτέο 5.2,Παραδοτέο 5.4	36.128,99		
		Total	1.103.436,65	0,00	0,00

After having received the information by the other project beneficiaries, the LB, should fill in the columns: "Contracted Budget" and "Reporting Period Payments". In the column "Contracted Budget", it is expected to enter the sum of the amounts of the contracts signed under all the categories for the specific deliverable. In order to facilitate the calculation of the total sum for the categories: "Staff" and "O&A" (in case it is not quite clear by the contracts), the amount which will be finally declared as [eligible] for the project should be taken into consideration. Total payments up to this period must be equal or greater than the total verified amounts up to this period.

**Important:** This report includes all paid-out costs of the project, performed up to the last date of the specific report. These costs may differ from the final paid-out amounts of the project, as it is possible that the total sum of the verified costs is not included in this report.

After filling in the requested data, and if the report does not cause any 'errors', it is submitted to the JS for review, check and finalization.



## 3. Submitting AF for Project Completion

## 3.1. Conditions for submission of AF for Project Completion by the LB:

- The last progress report is approved by the JS/MA,
- The total amount of the verified expenditures of all the project beneficiaries is at least in the status "APPROVED",
- There are no pending reports by the FLC or 2<sup>nd</sup> LC, for the whole partnership,
- there are no 'open recommendations'.

## 3.2. Creation of an Application Form for Project Completion

1. On the first page of the 2.2 [Application Form], the user selects [Create]

Application For	m ETC					+Create	
MIS Code	Q Call S/N	Q Document Id	Non State Aid	✓ In Force	Select Bulletin Status -		
			More Criteria -				
		•	Search C Reset				
No results							

2. On the pop-up window select "Create AF for Project Completion" and the mandatory field "MIS Code" appears.

Create Al	=	×
$\bigcirc$	Create	
0	Create New Version	
$\bigcirc$	Copy (new Mis Code)	
	Create AF for Project Completion	
	MIS Code *	
	Accept         Close	

3. The user enters the MIS in the relevant field and then clicks on the magnifying glass icon search in order to appear the list of values and to select the desired AF by clicking [Accept].



Subsequently, the "AF - Editing" page is accessed and the user must click [Save] in the upper left corner before he proceeds to any changes.

After saving, the new version of the AF is created and the system displays the "MIS Code", the status, the version is updated (e.g. from 1.0 to 2.0) with the status "Under Submission" and having a unique id.

Τεχνικό δελτίο πράξης ΕΕΣ - Επεξεργασία	Άνοιγμα όλων 🗙 Κλείσιμο όλων 🛧
Ηλητοθήκαυση Εξεπικύρωση Αξεκινήπωση - ΚΠροηγούμινη Σελίδα	Α. Β. Γ. Δ. Ε. ΣΤ. Ø
Πράξη: 5002511 (Ενταγμένη) Εκδοση: 4.0 (Υπό Επεξεργασία) Υποβολή έως 31-12-2023 23:59	ID: 170163
Ο Α. Ταυτότητα Έργου	
ο Β. Αναλυτική Περιγραφή	
Ο Γ. Εταιρικό Σχήμα	
Ο Δ. Προϋπολογισμός	
Ο Ε. Δείκτες Παρακολούθησης	
Ο ΣΤ. Λίστα Ελέγχου για Υποβολή	
Ο 𝔄 Συνημμένα (0)	
Ο Ο Ιστορικό μεταβολών	

When creating an AF for project completion, the system copies the corresponding version of AF and creates a new version, i.e. it updates both its version and the financial data of the AF in accordance to the total sum of the verified expenditures (Section D - Budget).

The LB (in cooperation with the other beneficiaries) fills out the form as follows:

**Section «A. Project Identification»**: The user is expected to provide the correct data about the ending date of the project and of its categorization. The "Application Form for Project Completion" checkbox is automatically selected.

Τεχνικό δελτίο πράξης ΕΕΣ - Ε	Επεξεργασία	Άνοιγμα όλων❤	Κλείσιμο όλων ٨
Η Αποθήκευση ΘΕπικύρωση ΒΕκ	ατόπωση 👻 🖌 Προηγούμενη Σελίδα	А. В. Г. Д	Δ. Ε. ΣΤ. Ø
Πράξη: 5002511 (Ενταγμένη) Έκδοσ	η: 4.0 (Υπό Επεξεργασία) Υποβολή έως 31-12-2023 23:59		ID: 170163
🗢 Α. Ταυτότητα Έργου			
Πρόσκληση/Προκήρυξη	1719 Q. Call for the Technical Assistance Multiannual Budget Plan of the Interreg IPA II Cross-Border Cooperation Programme "Greece-Albania 2014-2020"		
Φορέας Πρόσκλησης	1100104-ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ		
Τίτλος Πράξης	Technical Assistance of Interreg IPA Cross-border Cooperation Programme "Greece-Albania 2014-2020" a/a 2		
			11
πλος πραξής (Αγγλικά)	Technical Assistance of Interreg IPA Cross-border Cooperation Programme "Greece-Albania 2014-2020"		
Ακρωνύμιο	TAGRAL		
Τύπος Πράξης	Πλην Κρατικών Ενισχύσεων		
Πρωτόκολλο Δικαιούχου	πχ: 30-12-2000         Πρωτόκολλο ΔΑ/Υποβολής στο ΟΠΣ         29-12-2020		19
Κατηγορία Έκδοσης	Τροποποίηση 🔽 Τεχνικό Δελτίο Ολοκλήρωσης της πράξης		
Αντικείμενο Τροποποίησης	🗌 Χρονοδιάγραμμα 🗹 Οικονομικό Αντικείμενο 📄 Φυσικό Αντικείμενο 📄 Λοιπά		

**Section B «Detail Description»**: Geographic distribution percentages based on the final verified costs are modified. The total percentage must be 100%.

**Section D «Budget»**: The correct completion of financial data per deliverable and expenditure category is checked. The budget should be equal to the sum of verified expenditures per deliverable and expenditure category, including any potential corrections except the ones made during the initial administrative FLC by the controller (equals to the total eligible amount of the FLC certificates).



**Section E «Monitoring Indicators»**: The final indicators' achievement is marked as foreseen and in accordance with the information provided in the Indicators' Fiche. At the same time, it should be consistent with the information already provided in the last progress report.

#### Section F «Check list for Submission»: Select YES

Attachments section: Attach the Final Project Report.

Once the forms are completed and contain no errors, they will be submitted to the JS for review and finalization.

## 4. E – PDE Agreement

For the Greek beneficiaries, the sum of the expenses imprinted in the e-PDE (can also be calculated by using the proper **PIP** in Section 3.1 by aggregating the respective column per year) must be equal to the beneficiary's final verified amount. Both payments made directly through the account and indirect payments (transfer to the beneficiary's account), are being counted as expenses.

	Προσθήκη Γραμμής Κατανομής ×							epóintes 37) 🛖 🏣 Elliquied 🔹 🔺 NINTERREG_40 🔹 😧 obm/m				
Αλτημα Κατανομής - Επισκότηση Ματιθέαση Ο Επισκότηση Αλαλείου: 1954 Οορίος Ιωμιλόρωσης: 110104 Κατάστου	Επιλιζητι ορισμό Υπευθύνου Λογαριασμού από προηγ καταχώριση Mes <u>5031775</u> Q β			<b>ύμενη</b> 5031775 Q, (κ. 8963) ανοφορική Ευνερχοποία Κροπωπιών Ασταιών Προυργάν για τη αίσκη πων τερβαθησιών συλθησίας μάλαγος στημάτων Ευφούν Μεταφορών - 2017ΕΠ10260015				Emboyi ki Ayan Repositivityin Targer Keneropolis Redenots Epinet Armys Anner Kisten Anner Keneropolis A. ()				
Φ.Λ. Κατανορίς Έργων Δυξε 10 - ψ εγγραφές	Πρόσκληση ΑΦΜ Διαχτριστή (Νομικό Πρόσωπο) ΑΦΜ Υπ. Λογ/ σμού (Φυσικό Πρόσιωπο)	997678759 043771629		ΧΑΝΙΩΝ ΟΥ ΙΩΑΝΝΗΣ ποτρ. ΣΤ	(AMATIOZ		<b>?</b>	σανωνή Γρομαιών Κατανο	ής για έγκριση	Αναζήτησι	η: Αναζήτηση +Ποσε	9940
AA         MIS         Ø         Ymndpyor           05237         5050761         2           05925         5031775         4           Ejuppn/gimmin 1 6ug 2 mm6 2 cypepelg	e-mail Υπ Ασγ σμού Υποίργο Θεσμικό Πλαίσιο Απούμενο Ποσό Τεκμηρίωση	ΔΗΜΟΣ ΧΛ ο ποσό είναι:	AMMOE XANKON oodi dhaa: Emalityuo v				АЛА Ф37N46MTAP-M1 Ф37N46MTAP-M1	¢ T T Npúny	Προηγούμεν	Evipycus C C C C T T Endycon	TEAcunaia	
🔿 δ Συνημμίνα (2) Ο Ο Ιστορικό μεταβολών	Στοιχεία ΠΔΕ Έτος - Εγκικριμί	ίνος Π/Υ φ. Εκπλεσμέν	τς Κατανομίς	Πληρωμές 🕯	Πίστωση Έτους 🌢	Διαθέσιμη Πίσ	пыстр 🌢					
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If the imprinted payments are less than the final verified expenditures, the beneficiary, in collaboration with the JS / MA, must submit a funding request, taking into account any corrections from controls (including administrative), in order the remaining amount to be transferred to its account. At this stage, a consent of the JS / MA may be required for the transfer of funds to the beneficiary's account.

If the recorded payments are higher than the final verified ones, the beneficiary:

- a) after ensuring that has not any pending expenditures for verification and
- b) after taking into account potential corrections by the FLC (including administrative ones)



May proceed (in cooperation with the JS/MA) to reimburse the balance in accordance with the legislation in force (CMD 302050/YD5250/20-11/2018 [GG Issued B 5205]).

Regardless of the country of origin of the beneficiary, the MA may issue a decision for recovery of EU Contribution prior to the final decision issuance.

# 5. Issuance of the Completion Decision by the MA

Upon completion of the previous steps, the JS / MA issues the Completion Decision. If there are any outstanding issues of concern for the Greek beneficiaries with the PIP (PDE), a relevant document will be attached to the Completion Decision in the MIS.

**Important:** The prerequisite for the Completion Decision to be finalized is that all the foreseen obligations of the partnership to have been fulfilled.