



HELLENIC REPUBLIC  
MINISTRY OF ECONOMY & DEVELOPMENT

MANAGING AUTHORITY OF THE ETC PROGRAMMES  
SPECIAL SERVICE OF MIS

**MIS Presentation**  
**for EUROPEAN TERRITORIAL COOPERATION PROGRAMMES**  
**27/11/2018**

Venue: **MAKEDONIA PALACE, Meeting Room "Alexandros"**  
(M. Alexandrou Avenue 2, Thessaloniki)

**09:00-09:15**

**Welcome Speech**

**09:15-10:00**

**MIS ERGORAMA General Description**

*User Registration and Account Management*

*Web Portal Presentation*

*Working Environment & MIS General Operations*

**10:00 – 11:15**

**Procedure for submission of proposals**

*Completion & Submission of Approved Application Form*

*Approval of Submitted Application Form*

**11:15 – 11:30**

**Break**

**11:30 – 14:15**

**Project Monitoring Procedure - Phase A**

*Budget Allocation Request*

*Completion & Submission Procedure of Table of Expenditures*

*Administrative Control for Verification of Expenditures*

**14:15 – 15:00**

**Break**

**15:00 - 16:00**

**Project Monitoring Procedure - Phase B**

*Completion & Submission of Progress Report*

*Project Modification Procedure*

**16:15 – 17:00**

**Questions– Wrap up - Closure**