

# ΔΙΑΔΙΚΑΣΙΕΣ ΟΡΙΣΜΟΥ ΕΠΑΛΗΘΕΥΤΩΝ – ΕΛΛΗΝΕΣ ΕΤΑΙΡΟΙ

ΙΩΑΝΝΙΝΑ  
18 Φεβρουαρίου 2020

# Procedures for Greek Partners

- ❑ The first time, the Beneficiary submits to the Unit C of the MA ([mee.interreg@mou.gr](mailto:mee.interreg@mou.gr)) a verification claim (specific template), inserting the relevant data to the MIS creating the relevant “table of expenditure”
- ❑ The MA issues a Decision for the selection of the controller/s (random selection of three members of the Register)
- ❑ The Beneficiary proceeds to the relevant award of the service contract with a Controller according with its legal framework
- ❑ From the second submission for expenditure verification and onwards, the beneficiary submits all documentation to the selected controller, through the MIS



## Procedures for Greek Partners

- ❑ The submitted data **MUST** be correct, on-time and detailed and concern:
  - ✓ The beneficiary (legal framework, VAT status, declarations, organization chart, methodology of indirect cost calculation, etc.)
  - ✓ Project's data (Application Form, Subsidy Contract, Partnership Agreement, declarations, management team definition, etc.)
  - ✓ Application's for verification data (tender procurements, contracts, invoices, payments, staff time sheets, etc.)



# Procedures for Greek Partners

- ❑ The Controller, within 5 working days from the day the beneficiary submits the verification claim (or 7 working days after the end of the on-the-spot verification) shall issue and submit to the Beneficiary (using the “contact” choice of the MIS) the relevant FLC documents
- ❑ The Beneficiary can submit an objection within five (5) working days after receiving the aforementioned documents (using the “contact” choice of the MIS)
- ❑ The Controller, within five (5) working days after receiving the objection, examines the objection and the accompanying documentation and submits the final Verification documents



# Procedures for Greek Partners

- ❑ In case of clarifications and/or supplementary data, from the Beneficiary, the above deadlines shall be interrupted until the Beneficiary sends a reply, but not more than five (5) working days, as proved by the MIS communication between the Controller and the Beneficiary (using **always** the “contact” choice from the “select” menu).



**The Beneficiaries shall submit their applications for expenditure verification at least every semester/trimester and preferably whenever the expenditure exceeds 15.000€**

## THANK YOU FOR YOUR ATTENTION ANY QUESTIONS?



**Φωτιάδης Κυριάκος**  
**Μονάδα Γ΄**  
**ΕΥΔ Προγραμμάτων Ευρωπαϊκής Εδαφικής Συνεργασίας**

Tel: +30 2310 469690

e-mail: [interreg@mou.gr](mailto:interreg@mou.gr)

e-mail: [kirifoti@mou.gr](mailto:kirifoti@mou.gr); [mee@mou.gr](mailto:mee@mou.gr)