

INTERREG V – A
COOPERATION PROGRAMME GREECE – BULGARIA 2014-2020
*“Policies for Enhancing Access to Health Services in Deprived Areas” –
“The Healthy Municipality”*



Standard Contractual procedures - Grant Agreement – Partnership Agreement

1st TRANSNATIONAL MEETING
Komotini, January 30, 2018

Standard Contractual procedures

- Approval of the Project Proposal
- Adjustments of the Application Form (AF), approved by the Monitoring Committee
- Submission of the final AF, JoB and of supporting documents required
- Submission of the Start - up Time Plan and Procurement Plan
- Signing the Subsidy Contract (SC) and the Partnership Agreement (PA)
- Implementation of the project

Standard Contractual procedures

The main official contracting documents of the project are:

- Subsidy Contract
- Partnership Agreement
- The Application Form forms an integral part of the SC and PA

The Subsidy Contract

- It's a contract between the MA and the LB
- It determines
 - the funding conditions for the whole partnership as represented by the LB
 - the amounts for funding
 - the Responsibilities of the LB
 - the Responsibilities of the partnership

The LB Principle

The LB

- legally represents the beneficiaries participating in the project vis-à-vis the MA, the CA, the Member States, the Audit Authority and the European Commission.
- is the only responsible for communicating with the MA/JS
- accepts total responsibility for the implementation and management of the project
- undertakes the responsibility to coordinating the rest of the beneficiaries participating in the project and ensures that all beneficiaries undertake the obligation to participate in the implementation of the project.

The Partnership Agreement

- It's a contract among the PBs
- The PBs define the rules and procedures for the works of the project that must be carried out and the rules that govern their relations, in order to properly implement and complete the project.
- It determines
 - The basis of cooperation between the partners
 - The formation of the partnership
 - The organs of the Partnership
 - The LB
 - The Project Steering Committee (PSC)
 - The PBs

Organisational Structure (1/3)

The LB:

- is responsible for the overall coordination, management and implementation of the project
- ensures the timetable and the proper implementation of the project activities
- receives and transfers the ERDF contribution for the PBs who are not located in Greece. Project Beneficiaries located in Greece receive the ERDF contribution from the Greek Public Investment Account Programme.
- appoints a Project Manager who has operational responsibility for the implementation of the overall project and a Financial Manager.
- is responsible for submitting the progress reports and payment claims of verified expenditure to the JS
- addresses requests for project modifications

Organisational Structure (2/3)

The Project Steering Committee (PSC):

- is the supreme decision-making body
- is responsible for all decision making during the project
- deals with the monitoring of the progress of works and with emerging difficulties
- is chaired by the LB. **PBs should assign one regular and one deputy representative each**, with sole voting right
- meets 6 times at the transnational meetings
- Minutes of the PSC should be taken

Two Subcommittees should be established to supporting the work of the PSC:

- on the quality and acceptance of the project deliverables
- on the adequacy of the contracting procedures

Organisational Structure (3/3)

The PBs are responsible for:

- Carrying out the specific activities set out in the Application Form
- Providing all information, documentation and data required to the LB for the preparation of reports of any kind to the JS/MA or any other structure of the Programme.
- Submitting expenditure for verification to the designated Controllers. Verified expenditure must be submitted to the LB as soon as the certificate is received, in order to assist the reporting and reimbursement procedures
- Notifying the LB of any factors that may adversely affect implementation of the project in accordance with the work plan

Starting up Procedures

The PBs should:

- ❑ Set up the Project Team
 - Project Manager
 - Financial Staff
 - Administrative staff
- ❑ Recruit the Staff required
- ❑ Prepare the specifications for the tenders to be launched
- ❑ Launch tenders in accordance with the Start - up Time Plan and Procurement Plan (STPP)

Start – Up Plan (STPP)

It's a plan indicating the actions each PB shall implement during the 1st six months of the Project implementation.

Although dates are not obligatory, it's recommended for all PBs to stick on the Plan.

1												
2			START-UP PLAN PROJECT THE HEALTHY MUNICIPALITY									
3												
4	LB (PB1)	Regional Development Agency of Rodopi S.A.					2017		2018			
5	WP	Deliv.	Name Deliverable/actions	start date	end date	duration	November	December	January	February	March	April
6	WP1	1,1,2	Establishing and Operating Project Management Structures for each Partner	01/11/2017	31/10/2019	24	Setting up Project Team	Monitoring Actions	Monitoring Actions	Monitoring Actions	Monitoring Actions	Monitoring Actions
7	WP1	1,1,3	Internet portal for project management	1/03/2018	31/10/2019	20	Preparing and Running Tender 1	Preparing and Running Tender 1	Preparing and Running Tender 1	Signing Contract	Developing portal	Developing portal
8	WP1	1,1,4	6 transnational meetings	01/11/2017	31/08/2019	22	Organizing Meeting		Participating at Meeting			
9	WP1	1,1,5	External evaluation	01/02/2018	31/10/2019	22				Assigning work	Evaluating project	Evaluating project
10	WP2	2,1,1	Communication policy	15/11/2017	28/02/2018	4	Setting up team	Studying project	Drafting policy	Finalizing policy		
11	WP2	2,1,2	Project web site	01/03/2018	31/10/2019	20	Preparing and Running Tender 1	Preparing and Running Tender 1	Preparing and Running Tender 1	Signing Contract	Preparing website	Maintaining website
12	WP2	2,1,5	Local information seminars in partner areas	01/01/2018	31/08/2019	20		Preparing and Running Tender 2	Signing Contract - Preparing seminar	Holding seminar		
13			Deliverables 5.1.2, 5.1.3, 6.1.2, 6.1.4					Preparing and Running Tender 2	Signing Contract			
14			Deliverables 3.1.5, 4.1.3				Preparing and Running Tender 1	Preparing and Running Tender 1	Preparing and Running Tender 1	Signing Contract		

Procurement Plan (STPP)

- According to the provisions on concluding public procurements, the implementation of a project with contract splitting and the award of partial contracts in order to avoid conducting a unique tendering procedure of the total budget, is not legal.
- Thus, each PB shall launch a unique tender regarding actions with similar content (consulting, digital tools etc).

Procurement Plan (STPP)

For example, all deliverables related to digital tools (platforms, portals, maps) are included in tender 1.

Dates and tender procedure duration are presented in the Plan. Although dates are not obligatory, it's recommended for all PBs to stick on the Plan.

WP	Del.	Budget line	Brief description of the tender- Steps to be followed, etc	Tender Nr.	Type of tender	Amount of tender (€)	Estimated Date of launching (MM/YY)	Estimated Date of tender closure (MM/YY)	Estimated Date of Contract granting (MM/YY)	Estimated tender Procedure duration (months)	Milestone to be achieved within start-up period
WP1	D1.1.3	External Expertise and Services	1. Preparation of tender documents	Tender 1	Restricted	1.000,00 €	15/11/2017	31/1/2018	28/2/2018	3,5	Completion of tender and begin of works
WP2	D2.1.2	External Expertise and Services	2. Approval Decision on launching the Call and on approving the tender documents	Tender 1	Restricted	8.500,00 €	15/11/2017	31/1/2018	28/2/2018	3,5	Completion of tender and begin of works
WP3	D3.1.5	External Expertise and Services	3. Publication of the tender – the deadline for the submission of offers is estimated approximately to 25 days	Tender 1	Restricted	12.000,00 €	15/11/2017	31/1/2018	28/2/2018	3,5	Completion of tender and begin of works
WP4	D4.1.3	External Expertise and Services	4. Evaluation of offers - Approval of results	Tender 1	Restricted	18.000,00 €	15/11/2017	31/1/2018	28/2/2018	3,5	Completion of tender
WP2	D2.1.5	External Expertise and Services	5. Signing Contract	Tender 2	Direct	1.390,00 €	1/12/2017	30/12/2017	15/1/2018	1,5	Completion of tender
WP5	D5.1.2	External Expertise and Services	1. Preparation of tender documents	Tender 2	Direct	6.000,00 €	1/12/2017	30/12/2017	15/1/2018	1,5	Completion of tender
WP5	D5.1.3	External Expertise and Services	2. Approval Decision on launching the Call and on approving the tender documents	Tender 2	Direct	1.300,00 €	1/12/2017	30/12/2017	15/1/2018	1,5	Completion of tender
WP6	D6.1.2	External Expertise and Services	3. Publication of the tender – the deadline for the submission of offers is estimated approximately to 5 days	Tender 2	Direct	7.000,00 €	1/12/2017	30/12/2017	15/1/2018	1,5	Completion of tender
WP6	D6.1.4	External Expertise and Services	4. Evaluation of offers - Approval of results	Tender 2	Direct	5.350,00 €	1/12/2017	30/12/2017	15/1/2018	1,5	Completion of tender
WP1	D1.1.5	External Expertise and Services	5. Signing Contract	Not required		2.000,00 €			1/2/2018		Signing contract Starting works

Supporting Documents

<http://www.greece-bulgaria.eu/com/17> Documents-for-project-implementation

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Thank You for Your Attention!
