

Interreg



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IPA South Adriatic



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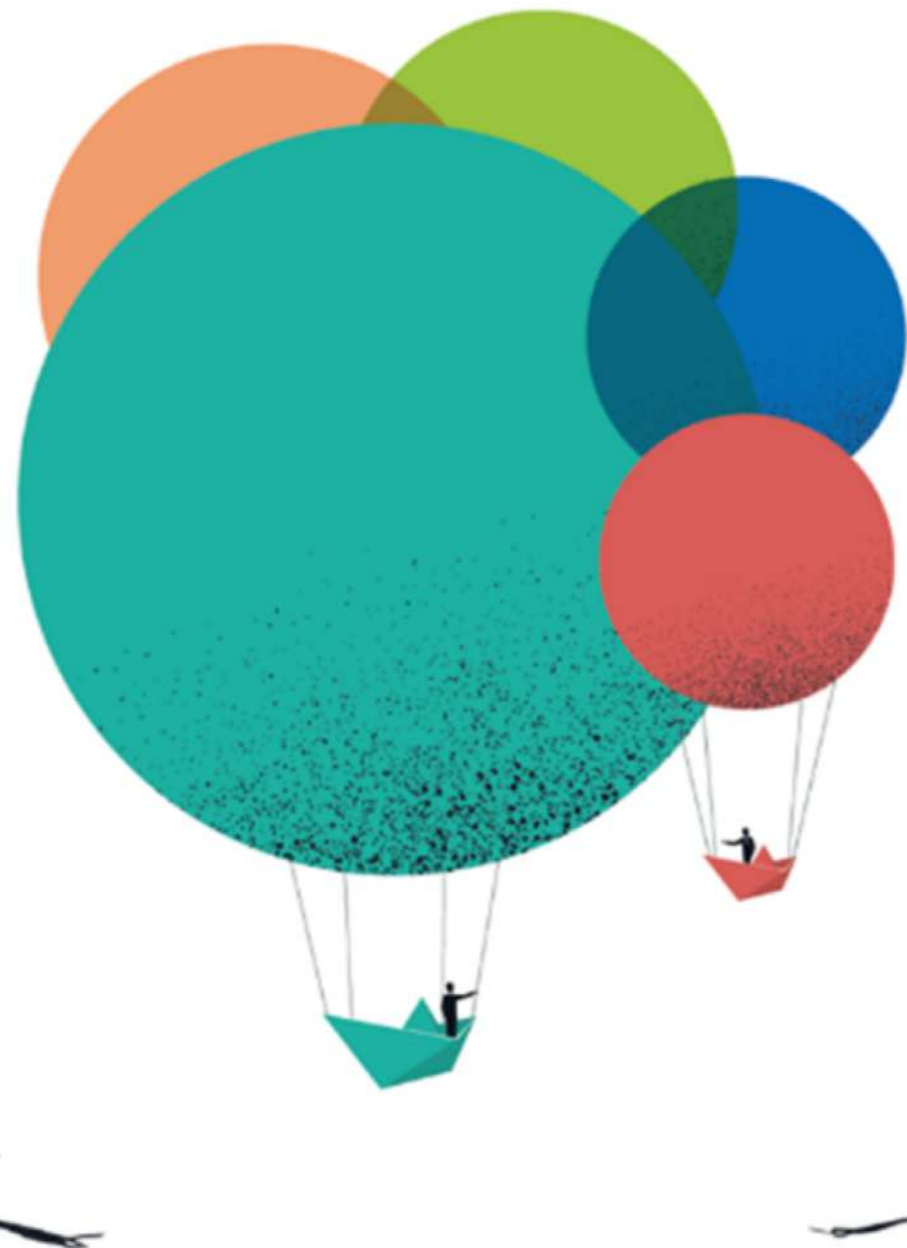
Lead Partner Seminar STANDARD projects

Bari, 16 September 2025

MA/ JS of the Interreg IPA South Adriatic



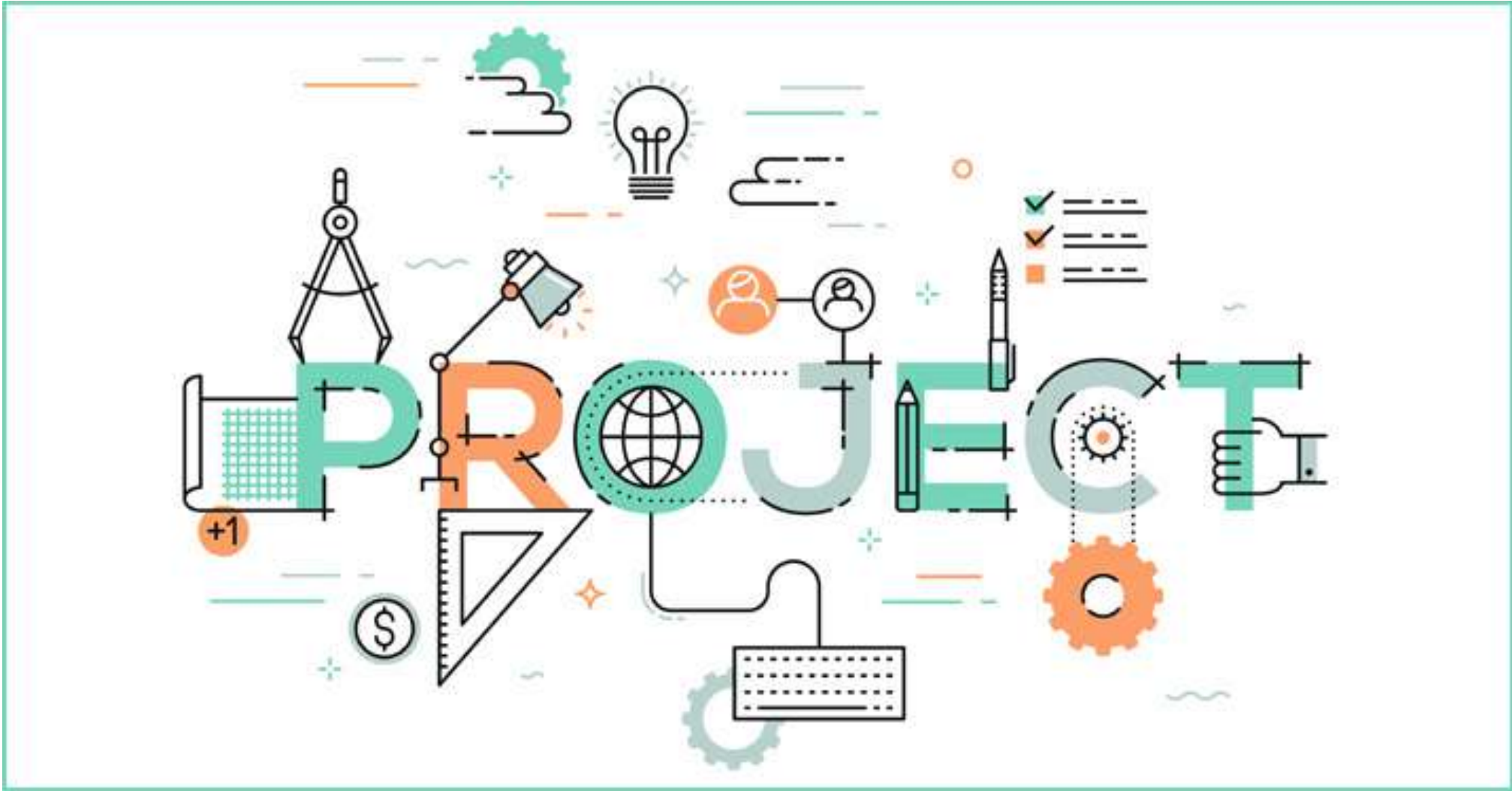
REGIONE
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Lead Partner Seminar objective

Objective: Inform and train Project Lead Partners / and Partners of the Standard Projects

- ☐ Advice on technical issues
- ☐ Remind about the minimum requirements
- ☐ Highlight the main elements of the verifications
- ☐ Address any questions by partners related to implementation



Agenda

- ✓ STARTING PHASE: Project start & Contracting procedures
- ✓ IMPLEMENTATION PHASE: Eligibility of Expenditures, Public procurement, Project changes
- ✓ REPORTING PHASE: Reporting, Management verifications and payment procedures
- ✓ Communication requirements
- ✓ Questions and answers

Your contact persons at JS

- **National Info Point Albania:** Arvit Osja
- **National Info Point Montenegro:** Sladjana Pesic
- **JS Officers / your contact persons:** Antonio Agrosi, Chiara Campanile, Aurora Losacco, Davide Marcianò, + 3 JS junior
- JS Coordinator: Mauro Novello
- JS Operational Secretary: Aferdita Mezini
- Communication Officer: Carmela Sfregola
- and for the Jems system: Fabrizio Errico

Financing

- **CO-FINANCING:**
 - For Italian partners - 80% + 20% covered by Del. CIPESS n. 78/2021
 - For Albanian & Montenegrin partners - 85% + 15% covered by own national resources
- **PRE-FINANCING 20% of the IPA contribution upon request-**
Offset of 40% of the IPA amount requested in each PR, until the total amount of pre-financing is progressively offset, not later than the second-last project reports.
 - For private lead partners may be transferred to only upon a submission of a valid financial guarantee to the MA.
- **PREPARATION & CLOSURE Costs for Lead Partners**

LP rights and obligations - Reg. (EU) 2021/1059 ETC – art.26 and art. 10 of SC

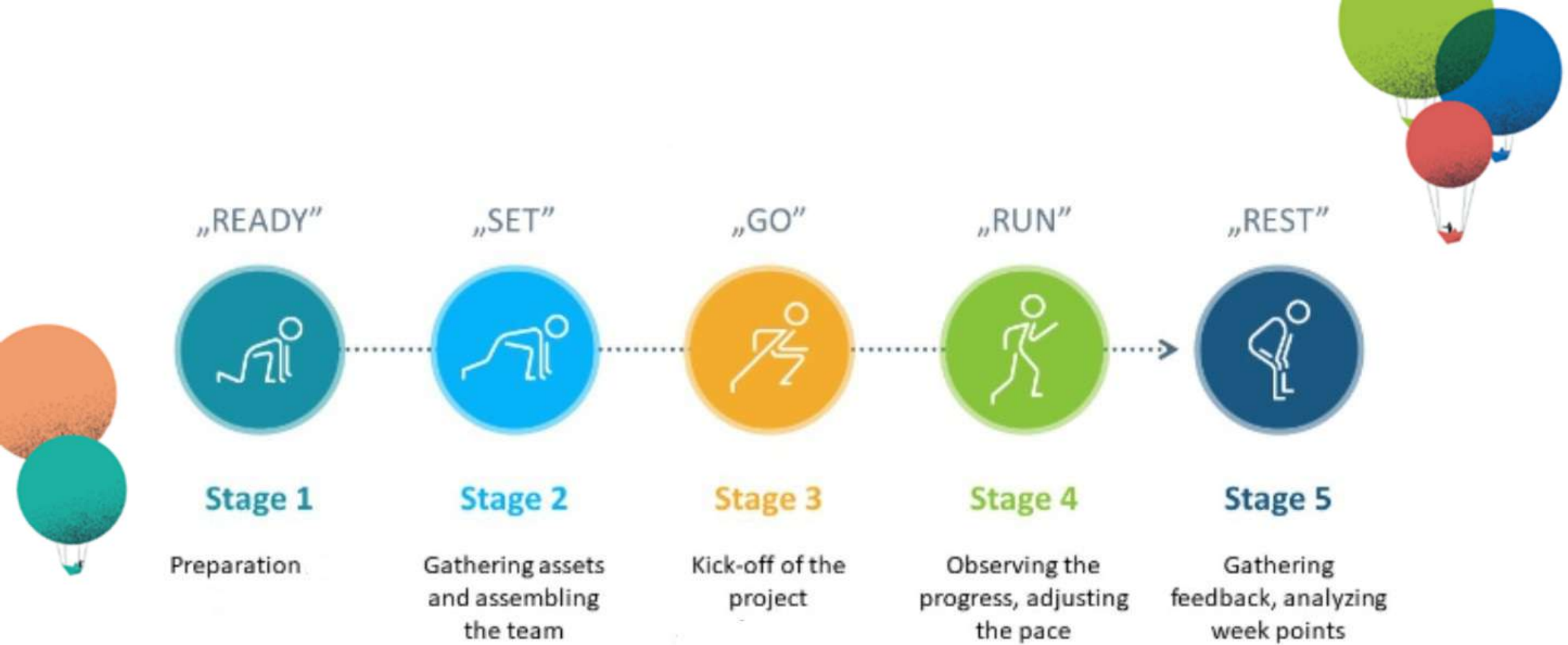
1. **The lead partner shall:**
2. (a) lay down the arrangements with the other partners in an agreement comprising provisions that, inter alia, guarantee the sound financial management of the respective Union funds allocated to the Interreg operation, including the arrangements for recovering amounts unduly paid;
(b) assume responsibility for ensuring implementation of the entire Interreg operation; and
(c) ensure that expenditure presented by all partners has been paid in implementing the Interreg operation and corresponds to the activities agreed between all the partners, and is in accordance with the document provided by the managing authority pursuant to Article 22(6).

This implies:

- the overall financial responsibility of the Lead Partner (LP) towards the Managing Authority (MA) as regulated in the subsidy contract, i.e. if a financial corrections (cuts) are made to one of the project partners for their irregularities, the MA recovers it from the LP.

PROJECT START AND CONTRACTING PROCEDURE





TIPS PROJECT START: THE TOOLS

Draft a project charter: Create formal documents (doc, xls and ppt) outlining:

★ project goals, consider using the SMART objective (Specific, Measurable, Acceptable, Realistic, Time-defined)

- ★ partner contribution
- ★ key deliverables,
- ★ initial budget
- ★ timeline

TIPS PROJECT START: THE TEAM

Assign the Project manager (contact p.),
Communication, Financial (@ Lead Partner / Project
Partners)

Balance **internal / external** staff. Correct profiles!

Get to know project partners, meet & talk

Set-up **project steering committee** (rules? how often?)

Contact list @ JS, MA, EC, NAs, Controllers, NIPs etc.

Gain “Political back-up”: Making sure your boss/es
know/s & take/s ownership on the project

Take care on Partners' technical & financial capacity

TIPS PROJECT START: PLANNING!

Ensure collection of project numbers of target groups, outputs, Results – evaluate & communicate!

Risks analysis / mitigation measures: compulsory!

Hiring external – internal staff profiles needed vs. available.

Announcements / assignment

Develop **technical specifications** for external services/ expertise + equipment. Procurement procedure/contracts

Works and infrastructure if any + Executive plans (Authorisations? SEAs?), Procurement procedure/ contracts - **TIMING** is key!

Check budget availability + request changes if needed

PROCUREMENT & STAFF PLANS!


Management team:

Title	Qualifications	Assignment / €	When	Responsible
Project manager	- Experience in Interreg...	-Internal assignment or External contract Annual gross 60.000 €	04/24	-Name/ surname

Procurements:

Item	Technical specification	Procurement / €	When	Responsible
Digital device X	- Technical features...	-EU wide open tender - Total value 300.000 €	04/24	-Name/ surname

TIPS PROJECT START: KOM



Hold a kickoff meeting: Organize a meeting to officially start the project, review the plan, and ensure everyone is aligned on objectives. The meetings also allow you to discuss any challenges or obstacles you require help to overcome. You can use project meetings to clarify roles, provide an action plan, and define potential risks.

Communicate effectively: Establish clear communication channels for consistent updates and feedback among the team and with stakeholders.

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CONTRACTING procedures

Subsidy Contract /Partnership Agreement to be signed in time;
Request for pre-financing 20% of the IPA contribution

Internal “budgetary commitments”

CUP assignment

Italian partners: Please start procedures for controller assignment from REGIONAL ROSTER & NULLA OSTA release!

Italian partners: Keep an eye on DURC and Anti-Mafia when payments are due

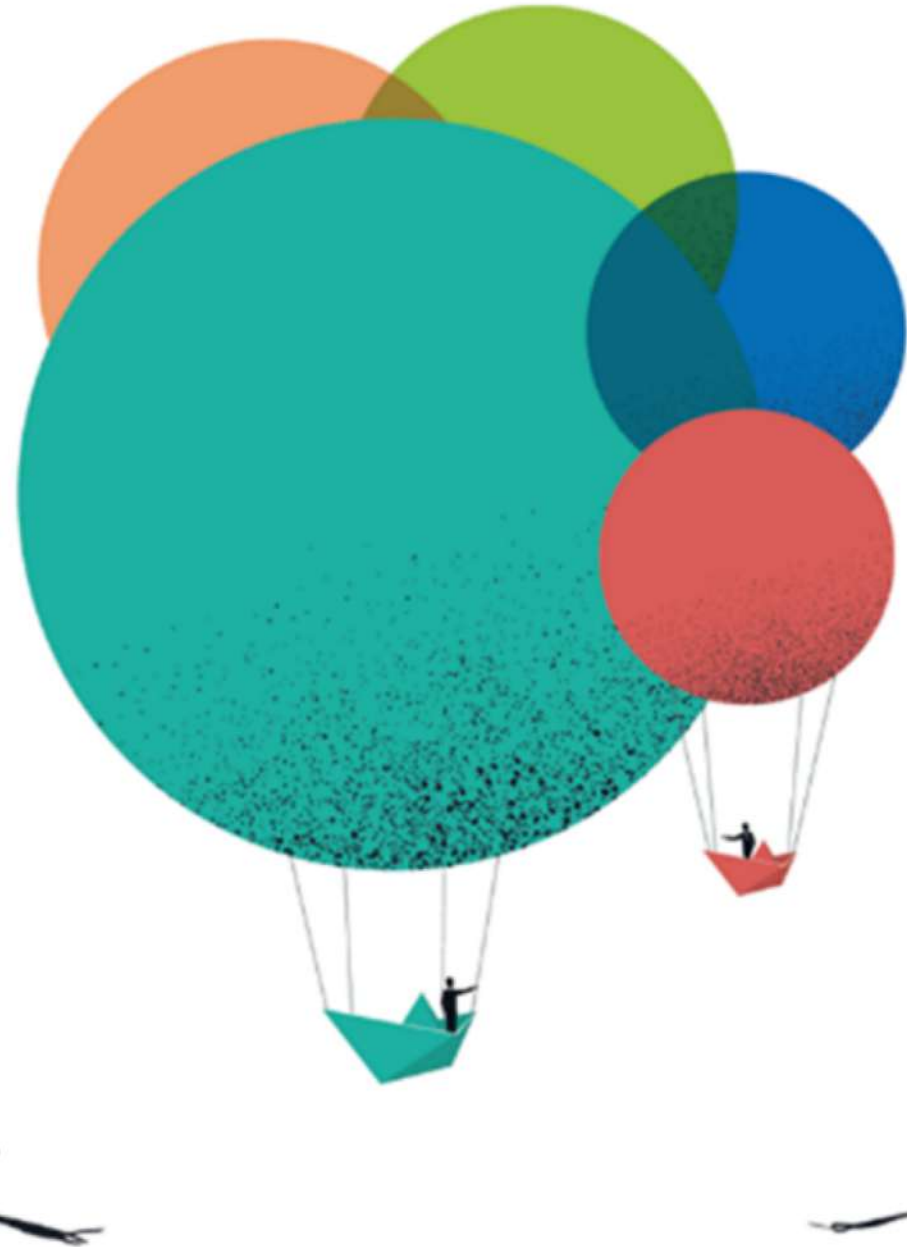
CONTRACTING procedures: Jems

Jems: PPs registers & LP assigns privileges! (PPs to be associated by LP to the related project)

Jems: fill in data in Contracting section – project managers & partner details

Jems: Enter bank data for future payments

QUESTIONS AND ANSWERS



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Thanks for your attention

Contacts:

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