HELLENIC REPUBLIC
Ministry of Economy
and Finance

START-UP TIMEPLAN AND PROCUREMENT PLAN

Guidelines for completion

INTERREG VI-A

GREECE – ITALY 2021-2027

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1. Introduction

The aim of the "Start-up Timeplan and Procurement Plan" (STPP) document is to assist the partnerships for the successful start of the project by providing information to the Programme on:

- the planning of all the activities for the first 9 months of the project

and

- the procurement procedures to be followed for the implementation of project activities, demanding supply of goods and/or services

The STPP template will be sent to the Lead beneficiaries (LB) upon project approval by the Programme. The LB is the one responsible for gathering all the information on the project timeplan and the beneficiaries' procurement plan and is the one to return the STPP file completed to the Programme.

The information in the first part of the STPP - Start-up Timeplan, should refer to the whole project and is to be sent to the JS/MA before the signature of the Subsidy contract.

The second part of the STPP - Procurement Plan, is to be completed per beneficiary in accordance with applicable public procurement law and could be provided by the Lead beneficiary upon signature of the Subsidy Contract.

Be aware that this document contains multiple fields with a proposed menu from which the information should be chosen. In case of cells without a proposed menu, please complete keeping the instructions of these guidelines.

The JS/MA reserves the right to request additional clarifications regarding the information provided in the STPP file before finalizing the version of the document.

Note: For determining the procurement procedure for the implementation of activities, the beneficiaries must ensure that the provisions of the applicable EU and national public procurement law in force are respected in accordance with the amount of the contract.

2. Start-up Timeplan and Procurement Plan Structure

2.1 General

The file is divided into three main parts:

1. The "**Cover page**" providing general information on the project and the partnership;
2. The **"Start-up Plan"** providing specific information on the first 9 months of the project implementation in terms of time planning and estimated absorption of funds;
3. The **"Procurement Plan per beneficiary"** providing specific information per beneficiary on the procurement procedures to be held for the implementation of project activities demanding the provision of goods and/or services.

2.2 "Cover page"

This section provides general information on the identification of the project. The fields that need to be completed by the LB are the following:

- **Version of STPP:** Insert the version of the STPP. The number of the STPP version changes each time a new version is submitted.
- **Date of Approval:** Field reserved to the JS/MA.
- **MIS Code:** Insert the unique identification Number of the Project as generated by the MIS and attributed to the approved project.
- **Project title:** Introduce the title of the approved project.
- **Project acronym:** State the acronym of the approved project.
- **Priority:** Select the priority of the approved project from the drop-down menu.
- **Specific Objective:** Select the specific objective of the approved project from the drop-down menu.
- **Project Start Date:** Insert the project start date as approved by the Programme.
- **Project End Date:** Insert the end date of the project.
- **Total Months:** The cell automatically calculates the project duration in months.
- **WP Title:** Insert the titles of all the WPs that apply to your project in the corresponding rows from WP1 to WP6.
- **Start date:** Insert the start date for the corresponding WP.
- **End date:** Insert the end date for the corresponding WP.
- **Total months:** The cell automatically calculates the WP duration in months.
- **Beneficiary title:** Insert the title of each project beneficiary in the corresponding row.
- **Country:** Select each beneficiary's country of origin from the drop-down menu.

- **Budget:** Fill in the approved budget per beneficiary.
- **Total project budget:** The cell automatically calculates the project budget.

2.3 "Start-up Plan"

The Start-up Plan is to be completed by the LB of the approved project with information gathered from the partnership. The file is to be returned to the JS/MA before the signature of the Subsidy contract.

It concerns the first 9 months' period from the project start which is important for the beginning of all project activities in terms of project implementation and activation of resources.

This part of the STPP file contains tables to be completed with information per beneficiary. Complete as many tables as beneficiaries participating in the project partnership.

Complete in each table the start-up year (year of the official project start) and mark the beginning of each WP by shading the corresponding cell under the number of the month stated in the column title. The last column should contain the estimated amount of expenditures to be spent by the beneficiary within the corresponding period per WP.

The percentage below the last table automatically calculates and represents the percentage of activated resources on project level for the first 9 months of the project implementation.

Example of a completed Start-up Plan:

PB10	2025									
WP	1	2	3	4	5	6	7	8	9	Estimated Expenditures within the Nine Months time period
WP1										10000
WP2										15000
WP3										50000
WP4										12000
WP5										5000
WP6										NON APPLICABLE
										11,71%

2.4 "Procurement plan per beneficiary"

BEFORE FILLING IN THE PROCUREMENT PLAN PLEASE NOTE THAT:

1. *EU Beneficiaries must respect the thresholds set by the EU Directives as in force (https://single-market-economy.ec.europa.eu/single-market/public-procurement/legal-rules-and-implementation/thresholds_en)*
2. *The subdivision/splitting of the contract value for works/supplies/services to individual identical or similar parts to avoid implementing a specific procurement procedure is not allowed.*

There are ten (10) separate sheets corresponding to each of the project beneficiaries. Use one sheet per project beneficiary.

Each beneficiary's sheet consists of two (2) separate tables: General Information and Procurement Plan.

The **General Information** table is automatically filled in, once the Cover Page sheet is fully completed, **apart from the cell "VAT is eligible YES/NO/NON-APPLICABLE"**. At this section, each beneficiary must choose from the proposed menu YES, NO or NON-APPLICABLE according to the VAT eligibility for the Programme.

The cell "Total Amount to be procured (excluding VAT)" will be automatically filled in with data from the completed Procurement Plan table.

The **Procurement Plan table** must be filled in **per tender**, as follows:

- **WP:** Select the WP from the drop-down list
- **Del:** Select the Deliverable number from the drop-down list.
- **Budget line:** Select the budget line from the drop-down list. Office and Administration and Travel and Accommodation costs are not included in the Procurement Plan. Attention: There are two (2) types of staff costs: "**Staff - Own**", which concerns staff that already works at the beneficiary and will be involved in the project implementation, following an official appointment by the competent body **and** "**Staff - to recruit**", which concerns new staff to be recruited for the project implementation, following recruitment procedures.

STAFF costs must be included in the Procurement Plan ONLY if they are calculated on a REAL COST basis

- **Type of tender:** Select the type of tender from the drop-down list, according to the applicable EU and national public procurement law in force. Attention: in case Staff (own) and/or Staff (to recruit) has been selected at the Budget Line column, the Type of Tender to be chosen should be **"Own Means (Staff)".** Following that, the procedures to be described at the rest of the columns should be a) is case of "Staff – Own" the official appointment by the competent body, b) in case of "Staff - to recruit", the recruitment procedures
- **Budget (excluding VAT):** Fill in the approved **net** budget of the deliverable, **regardless** if VAT is eligible or not for the Programme
- **Budget (including VAT if eligible):** Fill in the budget of the deliverable, including VAT if it is eligible for the Programme.
- **Tender No:** Number the respective tender (1,2, 3 …etc.)

- **Procurement Title:** Write the title of the procurement as it is expected to be named at the respective tender documents (e.g. Procurement of electronic equipment…)
- **Total Amount Procured (if the tender includes more than one Deliverables) excl. VAT:** Fill in the total amount to be procured excluding VAT. If the tender includes more than one Deliverables, add the amounts of the separate deliverables and fill in the total sum.
- **Total Amount Procured (if the tender includes more than one Deliverables) including VAT if eligible:** Fill in the total amount to be procured including VAT if eligible for the Programme. If the tender includes more than one Deliverables, add the amounts of the separate deliverables and fill in the total sum.

More information regarding the way to fill in the Procurement Plan in case a tender includes more than one deliverable, is given below.

- **Estimated Date of publication (DD/MM/YYYY):** Fill in the respective date. *Try to be realistic!!!*
- **Estimated Date of tender closure (DD/MM/YYYY):** Fill in the respective date. *Take into account the tender provisions!!!*
- **Estimated Date of contract signature (DD/MM/YYYY):** Fill in the estimated date. *Take into account the tender provisions!!!*
- **Estimated duration of tender procedure (months)**: Fill in the number of months needed from the date of publication till the signing of the contract.

Columns O, P, Q, R and S concern actual information on implementation (not estimations), therefore they are to be completed once the respective tenders are procured and/or contracted.

- **Date of publication (DD/MM/YYYY):** Fill in the actual date the tender was published
- **Date of contract signature (DD/MM/YYYY):** Fill in the actual date the contract was signed
- **Duration of contract period:** Fill in the duration of the contract as it is written therein
- **Contracted Amount**: Fill in the contracted amount (including VAT, if it is eligible for the Programme)

Savings: Column J - Column R

- **Savings:** Fill in the respective amount: *Total Amount Procured (if the tender includes more than one Deliverables) including VAT if eligible* **minus** *Contracted Amount (including VAT, if eligible).*
- **REMARKS:** write any additional information you consider useful regarding the tender and its procedures

Practical guidelines if the tender includes more than one Deliverables

Step 1: Fill in Columns A to F with all respective information per deliverable. Use <u>one line per deliverable</u> included in the same tender.

Example

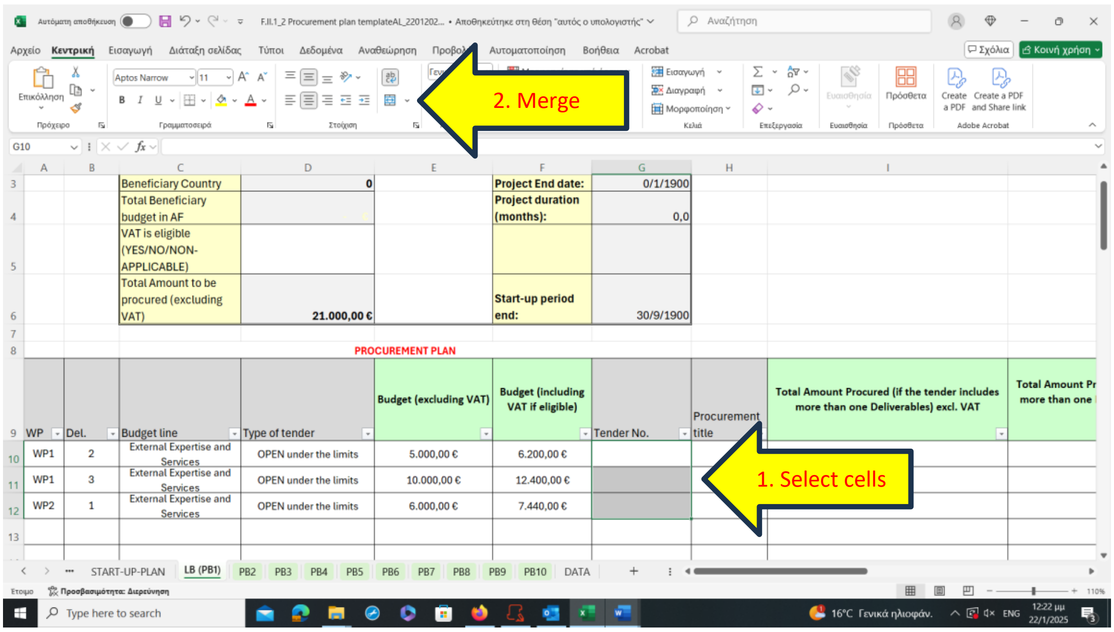
WP	Del.	Budget line	Type of tender	Budget (excluding VAT)	Budget (including VAT if eligible)
WP1	2	External Expertise and Services	OPEN under the limits	5.000,00€	6.200,00€
WP1	3	External Expertise and Services	OPEN under the limits	10.000,00€	12.400,00€
WP2	1	External Expertise and Services	OPEN under the limits	6.000,00€	7.440,00€

Step 2: <u>At all the following columns (G to T), the respective lines must be merged</u>.

Example: Tender one (1) includes the following deliverables:

- WP 1_2
- WP 1_3
- WP 2_1

At column "Tender No", select cells G10, G11, G12 and merge them (from menu "Home - Alignment"). Then fill in the tender number.



To fill in the "Procurement Title", merge cells H10, H11 and H12 and then fill in the respective title. Proceed with the necessary mergers at the rest of the columns.

Example of the final layout if a tender includes more than one Deliverables

		VAT is eligible (YES/NO/NON-APPLICABLE)	YES			
		Total Amount to be procured (excluding VAT)	21.000,00 €		Start-up period end:	30/9/1900

PROCUREMENT PLAN

WP	Del.	Budget line	Type of tender	Budget (excluding VAT)	Budget (including VAT if eligible)	Tender No.	Procurement title	Total Amount Procured (if the tender includes more than one Deliverables) excl. VAT	Total Amount Procured (if the tender includes more than one Deliverables) including VAT if eligible	Estimated Date of publication (DD/MM/YYYY)	Estimated Date of tender closure (DD/MM/YYYY)	Estimated Date of contract signature (DD/MM/YYYY)	Estimated duration of tender procedure (months)
WP1	2	External Expertise and Services	OPEN under the limits	5.000,00 €	6.200,00 €	1	Procurement of electronic equipment	21.000,00 €	26.040,00 €	14/1/2021	14/3/2021	14/4/2021	3,0
WP1	3	External Expertise and Services	OPEN under the limits	10.000,00 €	12.400,00 €								
WP2	1	External Expertise and Services	OPEN under the limits	6.000,00 €	7.440,00 €								

3. Uploading the STPP on the MIS

The version in force of the STPP agreed with the JS/MA must be uploaded in an excel format on the MIS.