

14/11/2017

# Best Water Use “BestU”

ANATOLIKI SA



ΑΝΑΠΤΥΞΙΑΚΗ ΑΝΩΝΥΜΗ ΕΤΑΙΡΕΙΑ ΑΝΑΤΟΛΙΚΗΣ ΘΕΣΣΑΛΟΝΙΚΗΣ  
ΚΕΝΤΡΟ ΑΝΑΠΤΥΞΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ ΚΑΙ ΕΝΙΣΧΥΣΗΣ ΤΗΣ ΤΟΠΙΚΗΣ ΟΙΚΟΝΟΜΙΑΣ

*υποστηρίζοντας  
τη βιώσιμη ανάπτυξη*



**ΑΝΑΤΟΛΙΚΗ**  
Α.Ε.

DEVELOPMENT AGENCY OF EASTERN THESSALONIKI  
CENTER FOR THE DEVELOPMENT OF HUMAN RESOURCES AND THE SUPPORT OF LOCAL ECONOMY

**ANATOLIKI S.A. was established on 1995,**  
according to the Greek Institutional framework of Local Authorities, to act as “A Center for the Development of Human Resource and Strengthening of the Local Economy” in the wider area of Thessaloniki



## Shareholders

- Region of Central Macedonia
- Nine (9) Municipalities
- Three (3) Chambers of Thessaloniki
- Local business Associations
- Cooperatives

ΑΝΑΠΤΥΞΙΑΚΗ ΑΝΩΝΥΜΗ ΕΤΑΙΡΕΙΑ ΑΝΑΤΟΛΙΚΗΣ ΘΕΣΣΑΛΟΝΙΚΗΣ  
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CENTER FOR THE DEVELOPMENT OF HUMAN RESOURCES AND THE SUPPORT OF LOCAL ECONOMY

## ANATOLIKI S.A. is active in the following sectors:

- Environment and infrastructures
- Energy Saving and RES
- Human Resources-Employment
- Environmental education
- Social Economy
- Local Authorities and Business Support
- Rural Development
- Promotion of innovation
- Promotion of New technologies
- Support in Networks Operation

ΑΝΑΠΤΥΞΙΑΚΗ ΑΝΩΝΥΜΗ ΕΤΑΙΡΕΙΑ ΑΝΑΤΟΛΙΚΗΣ ΘΕΣΣΑΛΟΝΙΚΗΣ  
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## Projects related to BestU



Development and implementation of integrated water resources management policy to a river basin, through the application of a social wide local agreement, based on the principles of Agenda 21 and the provisions of Water Framework Directive 2000/60/EC.

2004-2007



Sustainable Water Management through Common Responsibility enhancement in Mediterranean River Basins

2009-2012

# Why BestU?



Environmental protection

Change behavior

## Who ?

- Target groups?





farmers

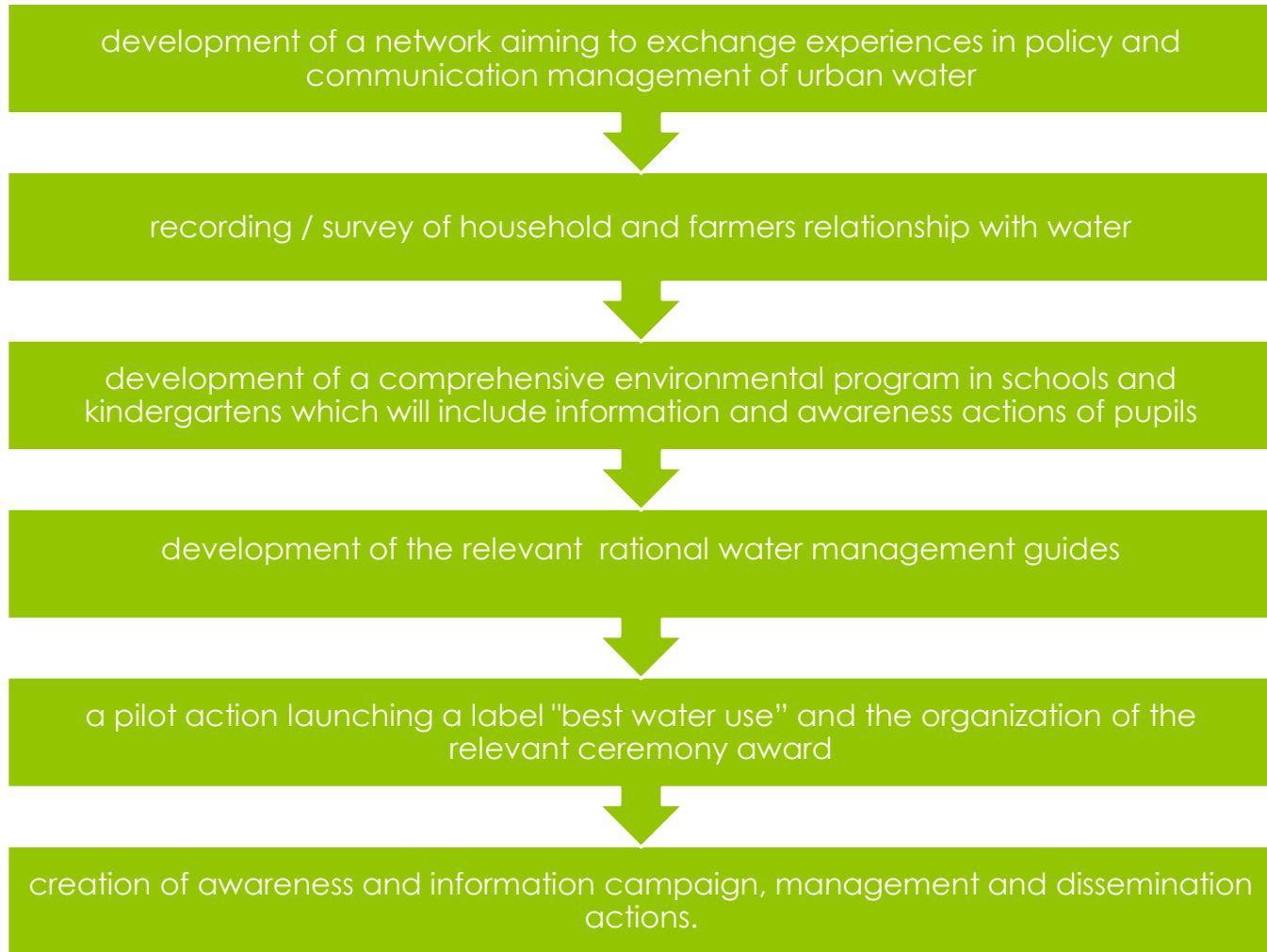
citizens-municipalities

industries - professionals

how?

- These will be achieved?

## Best Water Use "BestU"



## Who ?

- will be benefit and who will use the results of the project?

- Schools & kindergartens
- children, teachers, parents

- Local stakeholders

- Farmers
- Business

- residents

# How & when?

- ❑ The local schools through the development of comprehensive environmental educational programs which will include information and awareness actions of pupils and teachers
- ❑ The farmers and businesses through the development of the relevant rational water management guides
- ❑ The local stakeholders from the preparation of officials in the management of water resources through the exchange experiences in policy and communication management of urban water and the transfer of available technology and know-how
- ❑ The residents in intervention area who beyond the knowledge, they will also acquire skills and attitudes that will enable them to participate in environmental actions.

WP		Start	End
1	Project Management & Coordination	01/10/2017	30/09/2019
2	Communication & Dissemination	01/10/2017	30/09/2019
3	Research on current situation	01/12/2017	30/09/2019
4	Development of an Environmental Educational Process	01/12/2017	30/07/2019
5	Pilot Action: Creating a Label "Best Water Use"	01/06/2018	30/07/2019
6	Awareness - Networking & Capitalization Campaign	01/10/2017	30/09/2019
Total		01/10/2017	30/09/2019



Thank you!

14/11/2017

## BestU

KEY POINTS – EXPENDITURES  
– MIS REPORTING

Effichia Kivrakidou - Siozou  
ANATOLIKI S.A.

# Project management and coordination

## The “Project Management Team” (PMT)

- will consist of the Project Manager of the LB (who will chair), 1 representative (and one alternate) from each partner and the PMT will be the central decision-making structure
- will meet regularly every six months and extraordinarily whenever required
- will decide preferably unanimously or by a majority of 2/3 of its members

**The responsibilities will be:**

- a) to agree on a detailed timetable and analysis deliverables per partner
- b) to monitor project's progress intervening where necessary,
- c) to approve the communication plan,
- d) to manage and control the processes of project's cash flows,
- e) to approve the relevant Progress Reports (every six months will be submitted to the JS)

# Key Points

First of all each partner must open a **distinct interest-free bank account** for this project

## **An Expenditure is eligible when:**

-We follow the rules of Ministerial Decision Prot. Number 3004881 of 6-42016, Article 16 paragraph (2)(expenditures are legal and pertinent and have been used in accordance with the principle of sound financial management, as well as the principles of savings, efficiency and effectiveness)

## **Expenditures must be:**

- Recorded in the budget
- Be relevant to the project
- Be reimbursed

# Key Points

## We can not have double financing:

- Program and project's acronym must appear on all documents, in order to avoid duplication of costs
- Invoices etc. must be stamped with the project's acronym as shown below:

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**CP INTERREG VA Greece- Bulgaria 2014-2020**

**Eligible amount: .....**

- Payment documents to be in a separate accounting system or an adequate accounting code

# Categories of expenditures

## o **STAFF COSTS** (real costs)

- ✓ Partner's management decision on staff working group (who is involved – what is the work undertaken)
- ✓ Project specific labour contracts (procedure of recruitment – selection)
- ✓ Timesheets / 1720 hours per year, done monthly, signed by employee & employer
- ✓ Reports per reporting period must include Deliverables, Description of Activities
- ✓ Payrolls, payslips must clearly show all relative expenses etc.

# Categories of expenditures

## ● TRAVEL & ACCOMMODATION COSTS

- ✓ Eligible only for the staff of the project
- ✓ Maximum daily rates should be respected, in line with national legislation or internal policy of the partner
- ✓ Docs: decision for travelling, invitation, agenda, participants' list, minutes, photos, payments proof



# Categories of expenditures

- OFFICE & ADMINISTRATION (real costs)
  - ✓ Methodology for allocating overheads (if required)
  - ✓ Eligible only the ones related to project
  - ✓ Invoices and proof of payments

# Categories of expenditures

## o External expertise & services

- ✓ Award procedure to external services must comply with rules (decision process, procurement call, proof of publicity, tenders, evaluation, selection etc.) in line with procurement legislation
- ✓ Contracts between partner and external expert
- ✓ Deliverables (incl. acceptance certificate of work of expert to be issued by the partner)
- ✓ Invoices, proof of payments

# MIS – Verifications

- Each partner submits electronically a request for the verification of expenditure to the respecting FLC body of each country, which is accompanied by a file with all proper documentation
- The partner enters the expenditure data in MIS but also uploads specific documents, which are in fact the verification file (e.g. tender documents, proof of publicity actions, invoices, payments, receipts etc.)
- Each partner fills-in the “Table of Expenditures” in MIS. In this stage, the MIS conducts a series of logical validation checks (e.g. the declared expenditure of a specific deliverable, or/and a specific type of cost don't exceed the approved budget)

# MIS – Verifications cont.

- The FLCs proceed to a series of administrative checks:
- Check the “Table of Expenditures” in the MIS Screen with the verified and not verified expenditure amounts by providing the proper validation
- Check the “control checklist” in a predefined MIS Screen
- Check the First Level Control Report in a predefined MIS Screen
- Prints for signing the following 4 FLC documents through the MIS: certificate of expenditure, table of expenditures, control check list and administrative verification report

# Submission of certificates

- Certificates are sent by LB to JS on a 3 month basis, except those issued in November and December, which have to be immediately forwarded
- In any case, certificates have to accompany each progress report that LB submits

(LB=Lead Beneficiary, JS=Joint Secretariat)

# MIS - Progress Reports

- LB submits PR (Progress Report), up to the 20th of July & 20th of January at the latest
- Partners need to forward in time (timing and format to be agreed) to LB data related to: implemented activities - deliverables, work planned, problems encountered & solutions proposed, achieved indicators, contracted budget, paid out deliverables, verified expenditure, carried out publicity (incl. proof)

# Project funding & cash-flows

## o Greek Beneficiaries

- ✓ Notification to the JS on the needed amount for every allocation, allocations granted through PIP (Public Investment Program) and involve both funding sources (ERDF and national co-financing)

## o Bulgarian Beneficiaries

- ✓ Advance payment by % of budget (to be specified, approximately. 7-7,5 %) ERDF via the Paying Authority
- ✓ Advance payment by % (to be specified) of the National Contribution via the Ministry of Regional Development and Public Works
- ✓ Upon submission of certificates and payment requests, ERDF reimbursement is received by
- ✓ The Certifying Authority and transferred via LB





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## Best Water Use “BestU”

Tasks per WP  
Role of the partners

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# WP2

## Communication & Dissemination

ACTIVITIES	ANATOLIKI SA LP	ANESER SA P2	EDA BANSKO P3	ECO NEVROKOP P4	EDA HIGH WEST RODOPI P5
Communication plan	6.998,40 0,00				
Project's website <i>in three languages</i>	2.697,60 2.400,00				
Production of communication material and tools	1.792,00 3.000,00	2.400,00 12.000,00	0,00 9.500,00	0,00 7.000,00	0,00 9.000,00
Publications	0,00 3.000,00	0,00 4.000,00	0,00 4.200,00	0,00 4.200,00	0,00 4.200,00
Info days & Final conference <i>One info day/partner + final conference in Thessaloniki</i>	2.800,00 2.400,00	3.000,00 5.000,00	(travel 440) 6.000,00	(travel 392) 6.000,00	(travel 760) 5.500,00

# WP3

## Research on current situation

ACTIVITIES	ANATOLIKI SA LP	ANESER SA P2	EDA BANSKO P3	ECO NEVROKOP P4	EDA HIGH WEST RODOPI P5
Recording / survey of household, professionals and farmers relationship with water <i>One per partner</i>	0,00 15.000,00	0,00 19.000,00	0,00 14.500,00	0,00 14.500,00	0,00 14.500,00
Best practice Guide on water use	6.984,00 5.000,00 In Greece + Europe In Greek language	0,00 7.000,00 In USA-ASIA etc final edition in ENG+GR languages		0,00 9.000,00 In Bulgaria in English + Bulgarian languages Translation of the final edition in Bulgarian	

# WP4

## Development of an environmental educational process

ACTIVITIES	ANATOLIKI SA LP	ANESER SA P2	EDA BANSKO P3	ECO NEVROKOP P4	EDA HIGH WEST RODOPI P5
Development of environmental programs in schools and kindergartens <b>action plan+ implementation seminars/ 20 teachers/40 h</b>	0,00 40.000,00  3 seminars	0,00 40.000,00  3 seminars	0,00 23.600,00  2 seminars	0,00 24.600,00  2 seminars	0,00 24.600,00  2 seminars
Application of mobiles	0,00 5.000,00				
Development of e-education material <b>E-game &amp; e-learning platform</b>		0,00 29.000,00	0,00 9.000,00		0,00 6.000,00
Trainer's handbook on sustainable water use	3.000,00 5.324,00				0,00 3.000,00 <b>In Bulgarian language</b>

# WP5

pilot action: creating a label  
“best water use”



ACTIVITIES	ANATOLIKI SA LP	ANESER SA P2	EDA BANSKO P3	ECO NEVROKOP P4	EDA HIGH WEST RODOPI P5
Study for the pilot's action implementations <i>One per partner</i>	18.000,00 0,00	0,00 10.000,00	0,00 13.500,00	0,00 13.500,00	0,00 13.500,00
Label award workshop <i>One per partner</i>	2.704,00 3.000,00	0,00 5.000,00	0,00 5.160,00	0,00 5.160,00	0,00 5.160,00

# WP6

## Awareness-networking & capitalization campaign

ACTIVITIES	ANATOLIKI SA LP	ANESER SA P2	EDA BANSKO P3	ECO NEVROKOP P4	EDA HIGH WEST RODOPI P5
Information campaigns – events - workshops for raising awareness on water management	9.000,00 6.000,00	0,00 16.000,00	0,00 16.000,00	0,00 20.000,00	0,00 20.000,00
Development of an on line networking platform <i>Linked to the web-site</i>	0,00 7.000,00				
Capitalization workshop	800,00 4.000,00		(travel150)	(travel138)	(travel150)

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Work PLAN  
per WP

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**Interreg**  
Greece-Bulgaria  
European Regional Development Fund



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A.E.

# WP1

## Project management & Coordination

ACTIVITIES			
<b>Support services</b>	<b>1/10/2017</b>	<b>29/12/2017</b>	<b>P2,P3,P4,P5</b>
Technical description Procedures of procurement	20/11/17 29/12/17		

# WP2

## Communication & Dissemination



ACTIVITIES			
<b>Communication plan</b>	<b>1/10/2017</b>	<b>29/12/2017</b>	<b>LP</b>
First draft	5/12/17		
Comments	15/12/17		
Final version	29/12/17		
<b>Project's website</b>	<b>1/11/2017</b>	<b>30/3/2017</b>	<b>LP</b>
Technical description	30/12/17		
Comments	10/1/17		
Final version	16/1/18		
Procedures of procurement (+ networking platform)	15/2/18		
	9/3/18		
Creation of web-site draft	15/3/18		
Creation of web-site comments	30/3/18		
Final version of web-site			

ACTIVITIES		
<b>Production of communication material and tools</b>	<b>To be defined</b>	All PP
Design of project's leaflet – draft project's leaflet – comments project's leaflet –final version Procedures of procurement Final version	29/12/17 12/1/18 19/1/18 19/2/18 28/2/18	
<b>Publications</b>	<b>To be defined</b>	All PP
<b>Info days &amp; Final conference</b>	<b>To be defined</b>	All PP
1rst info day in Thessaloniki	12/2/2018-22/3/2018	LP

# WP3

## Research on current situation

ACTIVITIES			
<b>Recording / survey of household, professionals and farmers relationship with water</b>	<b>1/12/2017</b>	<b>To be defined</b>	<b>All PP</b>
Technical description (LP)	31/1/18		
Comments	9/2/18		
Final version	28/2/18		
Procedures of procurement	20/4/18		
Implementation	To be defined		
<b>Best practice Guide on water use</b>	<b>2/1/2018</b>	<b>30/7/2018</b>	<b>LP, P2,P4</b>
Technical description (LP)	31/1/18		
Comments	9/2/18		
Final version	16/2/18		
Procedures of procurement	30/3/18		
Implementation	30/7/18		

# WP4

## Development of an environmental educational process

ACTIVITIES			
Development of environmental programs in schools and kindergartens	1/12/17	30/5/19	All PP
List of involved “teachers” (networking)	1/12/17 - 30/4/18		All PP
action plan + Trainer’s handbook on sustainable water use	1/12/17	30/6/18	LP
Technical description (LP)	31/1/18		
Comments	9/2/18		
Final version	28/2/18		
Procedures of procurement	30/5/18		
Implementation	30/7/18		
Implementation of seminars/ 20 teachers/40 h			All PP
Technical description (LP)	31/1/18		
Comments	9/2/18		
Final version	28/2/18		
Procedures of procurement	30/5/18		
Implementation	1/6/18-30/5/19		

ACTIVITIES			
<b>Application of mobiles</b>	<b>1/4/18</b>	<b>14/9/18</b>	<b>LP</b>
Technical description (LP)	30/4/18		
Comments	10/5/18		
Final version	21/5/18		
Procedures of procurement	30/6/18		
Implementation	14/9/18		
<b>Development of e-education material E-game &amp; e- learning platform</b>	<b>1/6/18</b>	<b>31/1/19</b>	<b>P2,P3,P5</b>
Technical description (P2)	20/8/18		
Comments	25/8/18		
Final version	30/8/18		
Procedures of procurement	30/10/18		
Implementation	28/2/19		

# WP5

pilot action: creating a label  
“best water use”



ACTIVITIES			
<b>Study for the pilot's action implementations</b>	<b>1/6/2018</b>	<b>30/3/2019</b>	<b>All PP</b>
Technical description (all PP) Procedures of procurement Implementation	30/7/18 30/9/18 1/10/18 - 28/3/19		
<b>Label award workshop</b>	<b>2/1/19</b>	<b>30/7/19</b>	<b>All PP</b>
Technical description (all PP) Procedures of procurement Implementation	31/1/19 28/2/19 1/3/19-30/7/19		

# WP6

## Awareness-networking & capitalization campain

ACTIVITIES			
<b>Networking</b>	<b>1/12/2017</b>	<b>30/9/19</b>	<b>All PP</b>
Local networking (supporting WP3)	1/12/17	20/1/18	
Local networking (supporting WP4)	1/12/17	30/4/18	
Local networking (supporting WP5)	2/4/18	30/6/18	
National-EU networking	1/1/2018	30/9/19	
<b>Information campaigns – events - workshops for raising awareness on water management</b>	<b>To be defined</b>	<b>To be defined</b>	<b>All PP</b>
Technical description (all PP)	To be defined	To be defined	
Procedures of procurement			
Implementation			
<b>Development of an on line networking platform</b>	<b>1/11/2017</b>	<b>30/6/2018</b>	<b>LP</b>
Technical description	30/12/17		
Comments	10/1/17		
Final version	16/1/18		
Procedures of procurement	15/2/18		
Creation of networking platform draft	30/4/18		
Creation of networking platform comments	16/5/18		
Final version of networking platform	30/6/18		
<b>Capitalization workshop</b>	<b>1/5/19</b>	<b>30/9/19</b>	<b>LP</b>



# Best Water Use "BestU"

WP	ACTIVITIES	2017			2018			PARTNERS
		10	11	12	1	2	3	
1	<b>Support services</b>	█	█	█				P2,P3,P4,P5
	Technical description	█	█					P3,P4,P5
	Procedures of procurement			█				P3,P4,P5
2	<b>Communication plan</b>	█	█	█				LP
	proposals		█					P2,P3,P4,P5
	First draft		█	█				LP
	Comments			█				LP
	Final version			█				LP
	<b>Project's web-site</b>	█	█	█	█	█	█	LP
	Technical description		█	█				LP
	Comments				█			LP
	Final version				█			LP
	procedures of procurement (+networking platform)				█	█		LP
	creation of web-site draft						█	LP
	creation of web-site comments						█	LP
	final version of web site						█	LP
	<b>Production of communication material and tools</b>	█	█	█	█	█	█	LB,P2,P3,P4,P5
	Design of project's leaflet-draft			█				LB
	Project's leaflet-comments			█	█			LB,P2,P3,P4,P5
	Project's leaflet-final version				█			LB
	Procedures of procurement					█		LB
	Final Version					█		LB
	<b>Publications</b>	█	█	█	█	█	█	LB,P2,P3,P4,P5
<b>Info days &amp; Final conference</b>	█	█	█	█	█	█	LB,P2,P3,P4,P5	
1st info day in Thessaloniki					█	█	LP	

WP	ACTIVITIES	2017			2018			PARTNERS
		10	11	12	1	2	3	
3	<b>Recording /survey of household, professionals &amp; farmers relationship with water</b>							LB,P2,P3,P4,P5
	Technical description(LP)			■	■			LP
	Comments					■		LB,P2,P3,P4,P5
	Final version					■		LP
	Procedures of procurement						■	LB,P2,P3,P4,P5
	Implementation	■	■	■	■	■	■	LB,P2,P3,P4,P5
	<b>Best practice Guide on water use</b>			■	■	■	■	LP,P2,P4
	Technical description(LP)			■	■			LP
	Comments					■		LP,P2,P4
	Final version					■		LP,P2,P4
	Procedures of procurement						■	LP,P2,P4
	Implementation							LP,P2,P4



WP	ACTIVITIES	2017			2018			PARTNERS
		10	11	12	1	2	3	
5	<b>Study for the pilot's action implementation</b>							LB,P2,P3,P4,P5
	Technical description(all PP)							LB,P2,P3,P4,P5
	Procedures of procurement							LB,P2,P3,P4,P5
	Implementation							LB,P2,P3,P4,P5
	<b>Label award workshop</b>							LB,P2,P3,P4,P5
	Technical description(all PP)							LB,P2,P3,P4,P5
	Procedures of procurement							LB,P2,P3,P4,P5
	Implementation							LB,P2,P3,P4,P5
6	<b>Networking</b>			■	■	■	■	LB,P2,P3,P4,P5
	Local networking (supporting WP3)			■	■			LB,P2,P3,P4,P5
	Local networking (supporting WP4)			■	■	■	■	LB,P2,P3,P4,P5
	Local networking (supporting WP5)							LB,P2,P3,P4,P5
	National -EU networking				■	■	■	LB,P2,P3,P4,P5
	<b>Information campaigns-events-workshops for raising awareness on water management</b>							LB,P2,P3,P4,P5
	Technical description(all PP)							LB,P2,P3,P4,P5
	Procedures of procurement							LB,P2,P3,P4,P5
	Implementation							LB,P2,P3,P4,P5
	<b>Development of an online networking platform</b>		■	■	■	■	■	LP
	Technical description		■	■				LP
	Comments				■			LP
	Final version				■			LP
	Procedures of procurement				■	■		LP
	Creation of networking platform draft						■	LP
	Creation of networking platform comments							LP
	Final version of networking platform							LP
<b>Capitalization workshop</b>							LP	



o your COMMENTS.....30/11/2017

Thank you!