



HELLENIC REPUBLIC  
MINISTRY OF ECONOMY & DEVELOPMENT

MANAGING AUTHORITY OF THE ETC PROGRAMMES  
SPECIAL SERVICE OF MIS

**MIS Presentation**  
**for EUROPEAN TERRITORIAL COOPERATION PROGRAMMES**  
**30/10/2018**

Venue: **DIVANI CARAVEL HOTEL, Meeting Room Ilissos**  
(Vassileos Alexandrou 2, Athens)

<b>09:00-09:15</b>	<b>Welcome Speech</b>
<b>09:15-10:00</b>	<b>MIS ERGORAMA General Description</b> <i>User Registration and Account Management</i> <i>Web Portal Presentation</i> <i>Working Environment &amp; MIS General Operations</i>
<b>10:00 – 11:15</b>	<b>Procedure for submission of proposals</b> <i>Completion &amp; Submission of Approved Application Form</i> <i>Approval of Submitted Application Form</i>
<b>11:15 – 11:30</b>	<b>Break</b>
<b>11:30 – 14:15</b>	<b>Project Monitoring Procedure - Phase A</b> <i>Budget Allocation Request</i> <i>Completion &amp; Submission Procedure of Table of Expenditures</i> <i>Administrative Control for Verification of Expenditures</i>
<b>14:15 – 15:00</b>	<b>Break</b>
<b>15:00 - 16:00</b>	<b>Project Monitoring Procedure - Phase B</b> <i>Completion &amp; Submission of Progress Report</i> <i>Project Modification Procedure</i>
<b>16:15 – 17:00</b>	<b>Questions– Wrap up - Closure</b>