

## **„Virtual Maritza – Merich Cuisine“ Project administering**

The administering of the project „Virtual Maritza – Merich Cuisine“, № CB005.1.23.017, funded under the Interreg-IPA CBC Bulgaria–Turkey Programme 2014-2020 is implemented by the teams of the two project partners from Bulgaria and Turkey. According to the Lead Partner principle RMA „Maritza“ together with Partner 2 Rice Paddy Commission in Merich implemented the following main tasks for the successful organization and realization of the project activities:

1. Creation of a detailed work plan of the activities necessary for the successful completion of the project - a prepared and approved Plan of the project procedures; prepared and approved cash flow plan
2. Managing the project team members in accordance with the established policies and practices of the organization - documents prepared for the project team (nomination letter, team declaration, contracts)
3. 3. Coordination of the work of all members of the project team - guidance provided on the types of work and its volume to be implemented for the project implementation; tasks assigned to the team according to the schedule
4. Consulting the project's external contractors in relation to issues related to its implementation - communication with external contractors
5. Exercise of control over the activities carried out under the project - control over the preparation of documents and their approvals; control over the preparation of forms and documents for documenting project activities; control over the creation of a project information database; control over project progress; communication with the Joint Secretariat and the Managing Authority of the Program; preparation of requests for payment.
6. Reporting to the Contracting Authority according to its requirements.

For the correct financial and technical reporting of the project, the Lead Partner has prepared and submitted the following Project Progress Reports:

- First Project Progress Report on the project for the period 21.03.2017 - 20.06.2017 submitted via the Beneficiary Portal in the term stipulated by the Program. The report was approved by the Joint Secretariat.
- Second Project Progress Report on the project for the period 21.06.2017 - 20.09.2017 submitted via the Beneficiary Portal in the period stipulated by the Program. The report was approved by the Joint Secretariat.
- Third Project Progress Report on the project for the period 21.09.2017 - 21.12.2017 submitted via the Beneficiary Portal in the deadline set by the Program. The report was approved by the Joint Secretariat.
- Fourth Project Progress Report on the project for the period 21.12.2017 - 20.03.2018 submitted via the Beneficiary Portal within the deadline set by the Program. The report was approved by the Joint Secretariat.



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- Fifth Project Progress Report (Final) for the period 21.03.2018 - 20.06.2018 will be prepared and submitted via the Beneficiary Portal within the deadline set by the Program - up to 20 days after the end of the project.

For the correct validation of project costs, the Lead Partner has prepared and submitted the following requests for validation of project costs:

- First Request for designation of a controller for the period 21.03.2017 - 20.09.2017, submitted through the Beneficiary Portal in the term stipulated by the Program.
- Second Request for designation of a controller for the period 21.09.2017 - 20.03.2018, submitted through the Beneficiary Portal in the term stipulated by the Program.
- Third Request for designation of a controller for the period 21.03.2018 - 20.06.2018 will be submitted through the Beneficiary Portal in the term stipulated by the Program.

For the correct validation of project costs, the Partner 2 has prepared and submitted the following requests for validation of project costs:

- First Request for designation of a controller for the period 21.03.2017 - 20.09.2017, submitted through the Beneficiary Portal in the term stipulated by the Program.
- Second Request for designation of a controller for the period 21.09.2017 - 20.06.2018 r., will be submitted through the Beneficiary Portal in the term stipulated by the Program.

For the successful preparation and organization of the project activities, the partners held a total of 4 project meetings as follows:

- 1) First Project meeting held on May 12, 2017 in the city of Edirne, Turkey
- 2) Second Project meeting held on December 11, 2017 in the office of RMA "Maritza" in Business Incubator, Klokotitsa.
- 3) Third Project meeting held on 10 May 2018 in Merich, Turkey.
- 4) Fourth Final Project meeting, held on June 19, 2018 in the office of RMA "Maritza" in Business Incubator, Klokotitsa.

Throughout the project implementation period, partners maintained regular communication with a view to efficient task planning in accordance with the approved timetable. There have been no significant changes to the project in terms of budget changes, schedule changes, or the need to extend the project.



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