

 Interreg - IPA CBC CCI 2014TC16I5CB006	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
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Record of questions

Information campaign

in the framework of the INTERREG - IPA CBC Programme Bulgaria – the former Yugoslav Republic of Macedonia,

CCI Number: CCI 2014TC16I5CB006 from 28.10.2015 to 05.11.2015 – PART III

No.	Question	Answer
1.	Our association was established in 2009 with headquarters in Sofia-city. We are currently in process of moving our registration address in the cross-border area. Can we apply as Lead Partner under the current call, having in mind that the period from changing the official registration address and the deadline for submission of the project will be shorter than 12 months?	According to p. 2.5.1 “Eligibility of applicants” in the current Guidelines for applicants under the Interreg - IPA Cross-border cooperation Programme Bulgaria – the former Yugoslav Republic of Macedonia 2014-2020 one of the requirements of eligibility is that the Lead partner must be registered within the eligible border region between Bulgaria and the former Yugoslav Republic of Macedonia at least 12 months before the deadline for submission of project proposals under current Call for Proposals.
2.	It is foreseen that the trainings are implemented by the professors within the University, who are skilled experts in different areas of the business; Is it eligible for them to be engaged under budget line 4 - External expertise and service costs, due to the fact that the Budget line 1 - Staff costs is limited and designed for project staff? Moreover, it should be taken into consideration that in addition to	<p>In exceptional cases, the partner organization can assign its employee by a service contract to perform expert work under the project (which differs from the project management activities: organization, coordination, management and reporting. In such specific case, it will be required detailed justification for the reasons leading to these circumstances to be elaborated, which shall be attached to the signed contract.</p> <p>As stated in p. 2.5.3 “Eligibility of expenditures” in the current Guidelines for applicants, expenditures must be made according to the Procurement and Grants for European Union External Actions – a Practical Guide document (PRAG): http://ec.europa.eu/europeaid/prag/.</p>

	having quality teachers and staff of UGD - it is not permissible according to the internal regulations of the University to hire outsiders, who are also not aimed at the use of the capacities of the institution UGD.	
3.	Is ZG "BUSHA", with its headquarter within the Agricultural Faculty in Skopje, eligible to apply with soft project under IPA as Macedonian partner, having in mind that it is the only recognized breeding organization of indigenous farmers (domestic) breeds of cattle (recognized by Ministry of Agriculture of the Republic) and there are no such authorized organizations for biodiversity in cattle in the RM. Can ZG "BUSHA" Skopje apply, although outside the cross border region with R. Bulgaria?	<p>According to p. 2.5.1 "Eligibility of applicants" in the Guidelines for applicants under the Interreg IPA Cross-border cooperation Bulgaria – the former Yugoslav Republic of Macedonia 2014-2020 one of the requirements of eligibility of the partners is to be legally established within the eligible cross border region between Bulgaria and the former Yugoslav Republic of Macedonia.</p> <p>Exception is made for national/regional public authorities whose area of competence, established by legal acts, extends to the eligible area of the programme or structures of central public authorities located in the eligible cross border region which cannot be registered as legal entities.</p>
4.	On the Guidelines for Applicants of First Call for Proposals under the Interreg - IPA CBC Programme 2014-2020, point 2.5.3. Eligibility of expenditure, in Budget line 1: Staff Costs is written that "Staff costs shall be reimbursed by the Managing Authority to the beneficiaries as a flat rate of maximum 15% of the direct costs for "Soft" projects. For "Investment" projects the flat rate shall not exceed 10% of direct	<p>According to Guidelines for applicants, point 3.1.2. "How to fill in the Application Form and its Annexes" project partners should describe the overall plan for management of the project including the project team in the Application form, Part II, point 4. "Management of the project and reporting". The number of the project team members, their specific positions in the project, duties and responsibilities should be clear enough to guarantee smooth project implementation and reporting. CVs of the project team members is not necessary.</p> <p>During the verification process, the beneficiaries are not obliged to present any documents that the expenditures under BL1. Staff costs has been incurred and paid. The appointment and payment of the project team is the sole responsibility of the beneficiaries themselves and should be done according respective European and national legislation.</p>

costs. The flat rate percentage should be indicate in the budget by the project partner and will remain the same for the entire project implementation period! In the verification process the beneficiaries do not need to present any supporting documents that the expenditures has been incurred and paid. The proper appointment of the project team is on the responsibility of the beneficiaries themselves".

On the other hand below that paragraph it is claimed that " The staff costs include: Salary payments fixed in the employment/work contract, an appointment decision (in the case of natural persons working for the partner organization under a contract other than an employment/work contact), or by law.

It is also written that "In the beginning of the project implementation each beneficiary will be requested to present:

- a declaration that in the project implementation period he will keep up the necessary and qualified project staff for successful implementation of the project activities;
- a nomination of project team members –

According to p. 2.5.3 "Eligibility of expenditures" Budget line 1 Staff costs in the Guidelines for applicants, a declaration that in the project implementation period the beneficiary will keep up the necessary and qualified project staff for successful implementation of the project activities and a document for nomination of project team members – internal order, a letter, etc. should be presented **in the beginning of the project implementation /in case of award a grant under the programme/.**

	<p>internal order, a letter,etc."</p> <p>In regard to the text mentioned above, we have following two questions:</p> <p>1. Is it necessary the Lead beneficiary and/ or partner organizations to provide evidence and to prove that they employed their project team members under the employment/ work contracts? Is the civil contract' employment eligible?</p> <p>2. Is it necessary to submit a declaration for the staff and internal order together with the Application Form or it have to be done later on when project proposal is approved?</p>	
5.	<p>Foundation "Center for Safety and Health at Work" is a non-profit organization with headquarters in Plovdiv, with activity entirely aimed at raising the level of qualification of specialists in health and safety at work. Under the umbrella of the Foundation, twelve clubs of OSH specialists were established across the country.</p> <p>Is the Foundation "Center for Safety and Health at Work" eligible to apply under the INTERREG, IPA CBC Bulgaria-Macedonia Programme as an organization operating at national level?</p>	<p>According to p. 2.5.1 "Eligibility of applicants" in the Guidelines for applicants under the Interreg IPA Cross-border cooperation Bulgaria – the former Yugoslav Republic of Macedonia 2014-2020 one of the requirements of eligibility of the partners is to be legally established within the eligible cross border region between Bulgaria and the former Yugoslav Republic of Macedonia.</p> <p>Exception is made for national/regional public authorities whose area of competence, established by legal acts, extends to the eligible area of the programme or structures of central public authorities located in the eligible cross border region which cannot be registered as legal entities</p>

6.	<p>Is it eligible for national administration which is acceptable partner to be in partnership with a university, whose headquarter is outside the eligible area?</p>	<p>According to p. 2.5.1 “Eligibility of applicants” in the Guidelines for applicants under the Interreg-IPA Cross-border cooperation Bulgaria – the former Yugoslav Republic of Macedonia 2014-2020, all partners involved in the project should fulfil the described criteria. One of the requirements of eligibility of the partners is to be legally established within the eligible cross border region between Bulgaria and the former Yugoslav Republic of Macedonia.</p> <p>Exception is made for national/regional public authorities whose area of competence, established by legal acts, extends to the eligible area of the programme or structures of central public authorities located in the eligible cross border region which cannot be registered as legal entities.</p>
7	<p>1) With Ref. to para. 2.5.2 of Guidelines for applicant (eligibility of activities), the Lead Partner is allowed to submit a proposal including both type of measures (Soft and Investment), for a specific “priority axis”, respecting given parameters;</p> <p>2) We understand the a single Institution is also allowed to be part of two (2) separate proposals, if acting as Lead Partner in one Proposal, and Project (or associate) Partner for the second one. Is that correct?</p>	<p>1) According to p. 2.5.2.”Eligibility of activities” in the Guidelines for applicants, two types of projects could be financed under current call for proposals. In this regard the Lead partner could submit one of the above types: investment or soft measure project:</p> <ul style="list-style-type: none"> - Soft projects are mainly oriented at preparing studies, establishing networks, providing trainings, developing concepts, providing services for certain target groups, raising awareness on specific themes, etc. In soft projects, investment activities (supply) may be included within a limit of maximum 50% of total eligible project costs. - Investments projects that have works component and/or supply of equipment as foreseen expenditures for the works component (construction, reconstruction, rehabilitation, renovation, etc) and/or purchase of the equipment should form at least 70% of the total eligible cost of the entire project. <p>2).According to p. 2.5.1.2. Partnership principles in the Guidelines for applicants,one institution/organization may submit only two (2) project proposals: one (1) project proposal as Lead Partner and one (1) project proposal as Project Partner or 2 project proposals as Project Partner under current call for proposals.</p> <p>Please not that in case the above requirement had not been respected, all proposals submitted by the applicant will be eliminated on administrative stage.</p>