
 Interreg - IPA CBC <small>CCI 2014TC16I5CB006</small>	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
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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 23.12.2015 to 04.01.2016 – part VI (last part)

No.	Question	Answer
1	When a Lead partner signed a subsidy contract with MA, will the project partners receive part of the contracted money at that beginning of project implementation? So this money to be used as operational funds. For example 15% national co-financing will be received when project starts or part of it?	<p>As stated in Annex C <i>Subsidy contract</i> Article 8 <i>Requests for payment and reimbursement of the expenditures</i> the LP may request advance payment at the rate of 20 % of the total amount of the subsidy contract for the soft projects and must send a request for an advance payment to the MA no later than 45 days after the subsidy contract enters into force.</p> <p>For investment projects the LP may request advance payment in two instalments: the first instalment of the advance payment at the rate of 10 % of the total amount of the subsidy contract after the contract enters into force. The LP must send a request for advance payment to the MA no later than 45 days after the subsidy contract enters into force. The second instalment of the advance payment at the rate of 10% of the total amount of the subsidy contract after one of the project partners awarded a sub-contract for investment activity.</p>
2	We are National Institute of Meteorology and Hydrology, part from Bulgarian Academy of Science. Our responsibilities are hydro meteorological services on the whole Bulgarian territory. Main office is in Sofia. Do we have the right to participated in the program? Or what we should do?	According to p. 2.5.1. " <i>Eligibility of applicants</i> " in the Guidelines for applicants, one of the requirements for eligibility of the partners is to be legally established within the eligible cross border region between Bulgaria and the former Yugoslav Republic of Macedonia. 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 – in this case the central authority is a project partner.

<p>3</p>	<p>According to the key partnership principles the project should have joint staffing. In addition to the Project Director (Manager), the project might have two project coordinators or assistants, one to coordinate and work on the implementation of the investment and other projects activities in Bulgaria and the other one with the same role but for the activities taking place on the Macedonian territory. Is such allocation of tasks among the project staff deemed as joint staffing?</p>	<p>According to Guidelines for applicants, point 2.1. Cross-border impact joint staffing means that the project should not duplicate functions. Therefore, regardless of where the body is located, there should be a joint project management. The staff will be responsible for project activities on both sides of the border.</p> <p>According to Guidelines for applicants, point 3.1.2. <i>“How to fill in the Application Form and its Annexes”</i> project partners should describe the overall plan for management of the project Including the project team in the Application form, Part II, point 4. <i>”Management of the project and reporting”</i>. 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. CV’s of the project team members are not necessary.</p>
<p>4</p>	<p>Under the project will be hired a financial officer/accountant, who is experienced in implementation of IPA funded projects and will be included as a part of the project staff. However, due to the high probability that person is already a (self) employed accountant. Are the options to include him/her in the project team on part-time basis and/or under contract for services acceptable?</p>	<p>As stated in p. 2.5.3. <i>“Eligibility of expenditures”</i> in the Guidelines for applicants the proper appointment of the project team is on the responsibility of the beneficiaries themselves and should be done in accordance with the European and national legislation.</p>
<p>5</p>	<p>If the names of the consultants and trainers (budget line 5: External expertise and service costs) that will be selected under the project are indicated in the project application; will the project still be obliged during the implementation period to carry out a competitive process for their selection following the PRAG rules?</p>	<p>As stated in p. 2.5.3 <i>“Eligibility of expenditures”</i> 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/. Names of consultants and trainers in Budget line 4: <i>External expertise and service costs</i> should not be indicated in the project application, because they should be hired in accordance with PRAG rules.</p>

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6	Is it mandatory that the equipment to be supplied / procured under the project (laboratory equipment, machines measuring instruments and computers) has EU origin?	For all procurement procedures under service, supply and works contracts beneficiaries must refer to and use the guidelines and templates of the “ <i>Procurement and Grants for European Union External Actions – a Practical Guide</i> ” document (PRAG) : http://ec.europa.eu/europeaid/prag/ - according to p. 2.3. “ <i>Applicable law and public procurement</i> ” in the Guidelines for applicants. Rules of origin are specified in p. 2.3.1. “The rules on nationality and origin” of PRAG.
7	In the Guidelines for Applicants point 4.2. (Annexes) for Investment projects, it is requested that in case of supply of equipment the applicant must submit Technical specifications of the tangible assets. How detailed these specifications should be at this stage and should they be in some way formalized (approved by someone)?	Technical specification of tangible assets is a free form and must include at least: <i>specification of the supply required, units; unit prices and total price /including VAT/</i> .
8	The annexes that should be provided and submitted together with the Application form are indicated in 4.2 (Annexes). They can be submitted in a verified copy. Could you let us know which of those documents must be notified by public notary? In addition, they need to be translated in English, but is not required to be made by a certified translator/agency. In such case how should the official stamp or signature or other official sign (letterhead) applied in the original paper document be translated?	<p>In p. 4 Annexes of the Guidelines for applicants, the list of requested Annexes (A) and (B) and the requirements for each document are specified.</p> <p>All supporting documents should be submitted in the original language and translated in English as well. The translation is not required to be made by a certified translator/agency but have to be certified as “True copy” by the legal representative or an authorized person from the Lead partner and/or the respective project partner.</p>
9	Which are the specific indicators to measure the project effect? For example: which are the quality and quantity indicators?	The indicators under each Priority axis are specified in the INTERREG IPA Cross - border Cooperation Programme Bulgaria – the former Yugoslav Republic of Macedonia, CCI2014TC16I5CB006. You can find the programme via following link - http://ipa-cbc-007.eu/upload/docs/2015-08/Interreg_IPA_CBC_CCI2014TC16I5CB006.pdf .

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		In addition the indicators are uploaded in the Application form as a drop down menu in section Project identification, <i>point 5.1 Expected outputs, column Output indicator.</i>
10	In which case it is assumed, that the costs incurred for the project preparation, are subcontracted?	According to Guidelines for applicants, point 2.5.3 „ <i>Eligibility of expenditures</i> “, BUDGET LINE 6: PROJECT PREPARATION, project preparation costs should be made in accordance with the PRAG procedures and respective thresholds.
11	In regards to the completion of the project activities and especially the completion of its location we would like to ask if an activity will be implemented in more than one NUTS III district in the eligible cross-border region how it has to be noted this, having in mind that the space provided for locations is little? Is it possible to write two or more NUTS III districts in this case?	According to Guidelines for applicants, Part II, point 3.5. <i>Project activities - description and methods of implementation</i> for each activity applicants should fill in the exact location of its execution (NUTS III region). In case an activity will be implemented in more than one NUTS III region, applicants should indicate the primary location in the respective field and may describe other NUTS III regions in sub-section field <i>Brief description of the activity.</i>
12	Each institution/organization may submit only two project proposals: one as a lead organization and as a project partner or two proposals as a project partner. Gotse Delchev municipality intends to submit two proposals under this scheme, as a partner and as a leading organization, i.e. it reaches the maximum allowable number of proposals. Gotse Delchev municipality as a legal entity is a member of several NGOs (non-profit organizations) too, who also intend to submit project proposals under this scheme. The municipality is a member of Association of Plumbing Lot territory served by the "WSS" Ltd. Blagoevgrad. The association is a legal entity under the Water Act and its members are state and 12 municipalities from Blagoevgrad district. W&S Association Blagoevgrad will	According to Guidelines for applicants, point 2.5.1 “ <i>Eligibility of applicants</i> ”, any institution/organization may submit only 2 project proposals: - 1 project proposal as Lead Partner and 1 project proposal as Project Partner or - 2 project proposals as Project Partner.

apply to a project under Priority Axis 1. Environment, Strategic objective: 1.1. Environmental protection and sustainable use of shared natural resources in the border region under the CBC Programme Bulgaria - FYROM 2014 - 2020.

In this regard, the question is: Will be accepted that Gotse Delchev municipality has filed more than two proposals, except if the two proposals as a partner and a leading organization and has filed:

1. Proposals from non-governmental organizations, in which Gotse Delchev Municipality is a member as a legal entity;
2. Project proposal by the W&S Association, in which the municipality is also a member.