

## **Info Days**

### **Third Call for Proposals**

**Novi Sad - 14 August 2019**



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**Interreg - IPA CBC**   
Hungary - Serbia

# OVERVIEW OF THE INTERREG-IPA CBC HUNGARY-SERBIA PROGRAMME

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**Viktor Tunić**  
Head of Joint Secretariat

**Info-day**  
Novi Sad, 14 August 2019



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**Best source of information:**

**[www.interreg-ipa-husrb.com](http://www.interreg-ipa-husrb.com)**

Downloads / Application Package - Third Call for Proposals



- **Interreg** – a renewed brand name that re-emphasises the inter-regional character of the initiatives of territorial cooperation
- **IPA = Instrument for Pre-Accession Assistance** - how EU offers assistance to candidate countries (replaced PHARE, PHARE CBC, ISPA, SAPARD, CARDS...)
- **CBC = Cross-border Cooperation** - one part of the European level initiative for territorial cooperation - the main goal of CBC is to harmonize neighbouring regions and to provide funds to the border regions
- **Interreg-IPA CBC programme** – is such a programme that unifies all these traits and is between an EU Member state and a candidate country
- **Interreg-IPA CBC Hungary-Serbia programme** – is one of such programme.



# PROGRAMME AREA

## Eligible territory:

- 2 southern counties in Hungary and
- 7 counties of the province of Vojvodina in Serbia - no adjacent area as in 2007-2013

## Long term aim of the Programme:

- „Harmonized development of the region with intensified economic cooperation through sustainable use of natural and cultural resources”
- 4<sup>th</sup> generation of CBC Programmes implemented by Hungary and Serbia



# PROGRAMME BODIES

- **Managing Authority** – Ministry of Foreign Affairs and Trade of Hungary
- **National Authority** – Ministry of EU Integration of Serbia
- **Joint Secretariat hosted by Széchenyi Programiroda** – BP and Szeged
- **Joint Secretariat Antenna** – Subotica
- **Audit Authorities** – EUTAF
- **Certifying Authority** – Hungarian Treasury
- **First Level Control** – In SRB: within Ministry of Finance  
– In Hu: within SZPI office regional offices (Szeged and Békéscsaba)

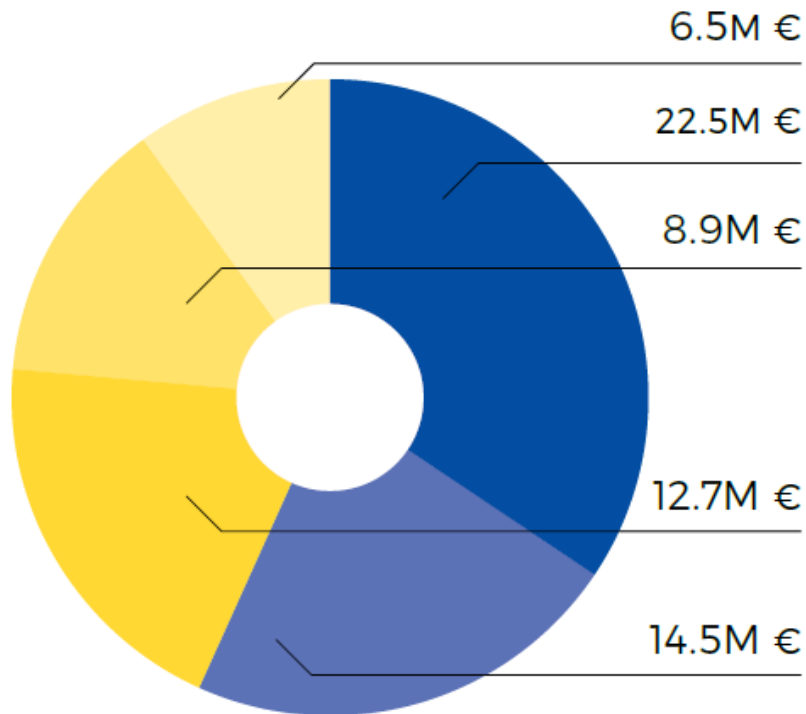
# SOURCES OF FUNDING

- **85 %** IPA
- **15 %** Co-financing
- **Project advance** from IPA (**15%** of the IPA part)
- **Pre-financing** of activities



- PA 1: Improving cross-border water management and risk prevention system
- PA 2: Reducing traffic bottlenecks in the cross-border transport network
- PA 3: Encouraging cooperation in tourism and cultural heritage preservation
- PA 4: Enhancing SMEs' economic competitiveness through innovation-driven development
- PA 5: Technical Assistance

## PRIORITY AXES





# PROGRAMME OVERVIEW

- **76.6 MEUR** - Total budget of the Programme
- **65.1 MEUR** - IPA funding
- **1<sup>st</sup> Call** - for projects of strategic importance, only 3 PAs open.  
**5 projects** larger in scale were contracted, total value: **24.2 MEUR IPA**
- **2<sup>nd</sup> Call** - for wide range of actions and applicants all 4 PAs  
**67 projects** were selected from, total value: **24 MEUR IPA**
- On PA 3 “Encouraging tourism and cultural heritage cooperation” the plan was to contract 5.5 MEUR, but due to immense interest and good quality projects 9.5 MEUR were contracted (thus spending full allocation for PA 3 of 12.6 MEUR)

## 2<sup>nd</sup> Modification of the CP

- Taking into consideration the interest and quality of projects on PA 3, the Programme has decided to further allocate funding for PA 3 and we asked the EC to reallocate funding from other PAs where we reached or would surely reach our indicators. The EC eventually accepted our reasoning and allowed the reallocation to PA 3 after several rounds of consultations. Therefore we now have all 4 PAs open including 4 MEUR more for PA 3.
- Other than that, the modification featured changes in the Performance Framework and the administrative update of programme bodies.

- All 4 PAs and all 9 Actions are open.
- **PA 1:** Improving the cross-border water management and risk prevention systems - **1 MEUR IPA**
- **PA 2:** Decreasing the bottlenecks of cross-border traffic - **2 MEUR IPA**
- **PA 3:** Encouraging tourism and cultural heritage cooperation - **4 MEUR IPA**
- **PA 4:** Enhancing SMEs' economic competitiveness through innovation driven development - **3.38 MEUR IPA**
- More targeted activities, especially for PA 2 and 4 in order to reach programme indicators – more on that in the next presentations
- For the following Actions only 1 indicator is available for selection:  
Action 1.2, 2.1, 2.2 and 4.3

- So far: 1<sup>st</sup> and 2<sup>nd</sup> Call: **58.2 MEUR IPA** – 72 contracted projects
- 3<sup>rd</sup> Call: **10.38 MEUR IPA**
- Around 50 projects more will be financed
- Most probably this is the last call
- There will be a reserve list, projects contracted as money is “saved”
- Advice: Be smart, choose partners carefully

**Thank you for your attention  
and good luck for applying!**



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# ELIGIBILITY OF APPLICANTS AND ACTIVITIES

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**Relja Burzan**  
Head of JS Antenna  
Interreg-IPA CBC HUSRB

**Info-day**  
Novi Sad, 14 August 2019



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## Cross-border element

Lead Beneficiary has at least one partner organization from the other side of the border, i.e. one cross-border Beneficiary



# ELIGIBLE APPLICANTS

- non-profit legal person
- having the headquarters or a regional/local office in the Programme area
- having stable and sufficient professional and financial resources
- being experienced
- being directly responsible for the project

# ELIGIBLE ACTIVITIES

- 4 Priorities, 9 Actions
- Indicative list of activities under each Action
- Combination of activities is possible, but be focused!

# ELIGIBLE ACTIVITIES

- Priority 1 - Improving cross-border water management and risk prevention systems
  - **Action 1.1** Water management and protection against extreme weather conditions
    - Min and max amount of the IPA subsidy per project: 300 000 – 600 000 EUR
    - Available IPA allocation within the present Call: 600 000 EUR
  - **Action 1.2** Nature protection and conservation of water based habitats
    - Min and max amount of the IPA subsidy per project: 100 000 – 400 000 EUR
    - Available IPA allocation within the present Call: 400 000 EUR

- Priority 2 - Decreasing the bottlenecks of cross-border traffic
  - **Action 2.1** Border crossing points, roads and bicycle roads
    - Min and max amount of the IPA subsidy per project: 300 000 – 400 000 EUR
    - Available IPA allocation within the present Call: 600 000 EUR
  - **Action 2.2** Improving public transport services and railway lines
    - Min and max amount of the IPA subsidy per project: 100 000 – 400 000 EUR
    - Available IPA allocation within the present Call: 1 400 000 EUR

- Priority 3 - Encouraging tourism and cultural heritage cooperation
  - **Action 3.1** Tourist products, services and attractions based on cultural and natural heritage
    - Min and max amount of the IPA subsidy per project: 100 000 – 600 000 EUR
    - Available IPA allocation within the present Call: 1 800 000 EUR
  - **Action 3.3** Cooperation in the fields of cultural and community events
    - Min and max amount of the IPA subsidy per project: 75 000 – 200 000 EUR
    - Available IPA allocation within the present Call: 1 000 000 EUR
  - **Action 3.4** Cooperation in the fields of sport, leisure and minor actions related to nature protection
    - Min and max amount of the IPA subsidy per project: 75 000 – 200 000 EUR
    - Available IPA allocation within the present Call: 1 200 000 EUR

- Priority 4 - Enhancing SMEs' economic competitiveness through innovation driven development
  - **Action 4.2** Encouraging and development of social entrepreneurship
    - Min and max amount of the IPA subsidy per project: 75 000 – 200 000 EUR
    - Available IPA allocation within the present Call: 1 380 000 EUR
  - **Action 4.3** Enhancing entrepreneurial innovation involving research institutions through scholarships for young people
    - Min and max amount of the IPA subsidy per project: 200 000 – 750 000 EUR
    - Available IPA allocation within the present Call: 2 000 000 EUR



# COHERENCE

## Programme coherence

- Relevance to HUSRB programme area needs
- Contribution to the Danube Strategy
- Contribution to programme objectives, results and outputs
- Clear need for cooperation across the border
- Identification and involvement of stakeholders (partners, target group, media) throughout the project
- Long lasting solutions and effects

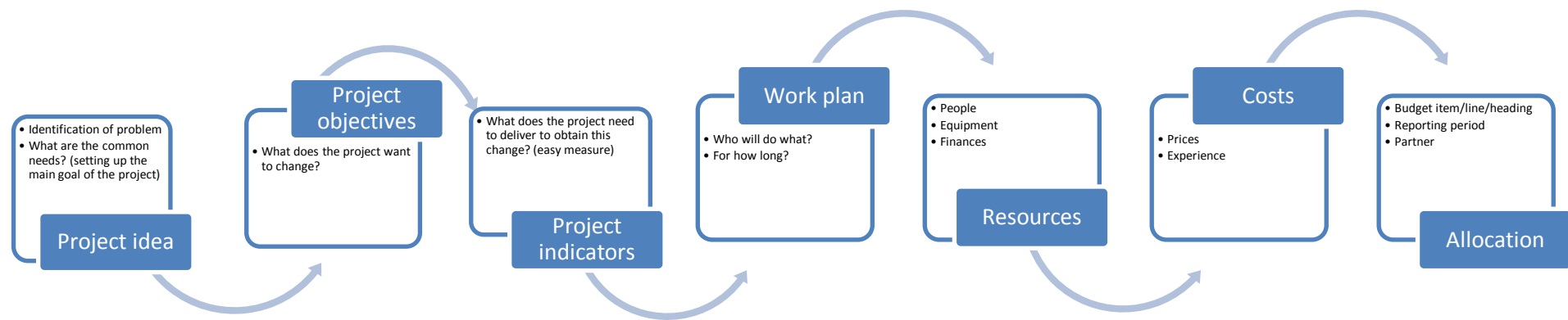
## Project coherence

- Project objectives are linked with activities, outputs and results (elaborate project logframe).
- Programme-level, project level and horizontal indicators are correct and feasible
- Clear division of roles and responsibilities of partners – communication, lead beneficiary principle
- Well-defined and realistic activity plan and budget





# FROM IDEA -TO APPLICATION



**Thank you for your  
attention!**



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# INDICATORS AND HORIZONTAL PRINCIPLES

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JS, Interreg-IPA CBC HUSRB

**Info-day**  
Novi Sad, 14 August 2019



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- **Programme-level indicators**

Tab in IMIS: Objectives

AF : Chapter 4. Objectives and Programme level Indicators

- **Project-level indicators**

Tab in IMIS: Outcomes

AF: Chapter 5. Activities and Project-level Indicators

- **Horizontal indicators**

Tab in IMIS: Objectives

AF: Chapter 5. Activities and Project-level Indicators (Active Contribution to Horizontal Principles)

- *Programme-level **Output indicators**- defined by the CP, specific to an Action chosen within PA*
- Programme-level **Result indicators**- defined by the CP, Action specific, Applicants do not specify them, Programme bodies measure them

## Programme - Level Output Indicators per Action: PA 1

**PA 1: Improving the cross-border water management and risk prevention systems**

**Action 1.1** : Water management and protection against extreme weather conditions

*OI/1.1: Population benefiting from flood protection measures*

*OI/1.2: Length of new or improved water management system*

*OI/1.4: Surface area of habitats supported in order to attain a better conservation status*

**Action 1.2:** Nature protection and conservation of water based habitats

*OI/1.4: Surface area of habitats supported in order to attain a better conservation status*

## Programme - Level Indicators Output per Action: PA 2

<b>PA 2: Decreasing the bottlenecks of cross-border traffic</b>
<b>Action 2.1:</b> Border crossing points, roads and bicycle roads
<i>OI/2.1: Number of improved or newly built border crossing points</i>
<b>Action 2.2:</b> Improving public transport services and railway lines
<i>OI/2.6: Number of improved public transport services</i>



## Programme - Level Output Indicators per Action: PA 3

<b>PA 3: Encouraging tourism and cultural heritage cooperation</b>
<b>Action 3.1:</b> Tourist products, services and attractions based on cultural and natural heritage
<i>OI/3.1: Number of visits to supported sites of cultural and natural heritage and attractions</i>
<i>OI/3.3: Average monthly user entries to online communication tools developed</i>
<b>Action 3.3:</b> Cooperation in the fields of cultural and community events
<i>OI/3.1: Number of visits to supported sites of cultural and natural heritage and attractions</i>
<i>OI/3.2: Number of joint cultural, recreational and other types of community events and actions organized</i>
<i>OI/3.3: Average monthly user entries to online communication tools developed</i>
<b>Action 3.4:</b> Cooperation in the fields of sport, leisure and minor actions related to nature protection
<i>OI/3.1: Number of visits to supported sites of cultural and natural heritage and attractions</i>
<i>OI/3.2: Number of joint cultural, recreational and other types of community events and actions organized</i>
<i>OI/3.3: Average monthly user entries to online communication tools developed</i>

## Programme - Level Output Indicators per Action: PA 4

**PA 4: Enhancing SMEs' economic competitiveness through innovation driven development**

**Action 4.2:** Encouraging and development of social entrepreneurship

*OI/4.1: Number of enterprises cooperating with research institutions*

*OI/4.2: Number of organisations actively participating in the work of the "knowledge platforms"*

*OI/4.3: Number of months spent in the institutions and companies on the other side of the border through scholarships*

*OI/4.4: Rate of persons from vulnerable groups involved in supported actions*

**Action 4.3:** Enhancing entrepreneurial innovation involving research institutions through scholarships for young people

*OI/4.3: Number of months spent in the institutions and companies on the other side of the border through scholarships*

- Programme-level **Output indicators**

- Choose **minimum one** which the project will contribute to

Note: for Actions 1.2, 2.1, 2.2 and 4.3 there is only one Programme-level Output indicator, no option to choose

- Define: Base value, Target value, Sources of Verification (SoV)
- Describe how the project will contribute to the Output indicator



# PROGRAMME-LEVEL INDICATORS

PROGRAMME-LEVEL OUTPUT INDICATOR DATASHEET

Save Cancel

GUIDE

From the dropdown menu, please select at least one Programme-level Indicator to which your project will contribute. Though you can choose more than one indicator, please keep the number of selected indicators to a minimum.

PROGRAMME OUTPUT INDICATOR

Length of new or improved water management system

UNIT

metres

BASE VALUE !

TARGET VALUE !

SOURCE(S) OF VERIFICATION !

PLEASE DESCRIBE HOW THE PROJECT WILL CONTRIBUTE TO THE PROGRAMME-LEVEL OUTPUT INDICATOR (MAX. CHAR: 300) !

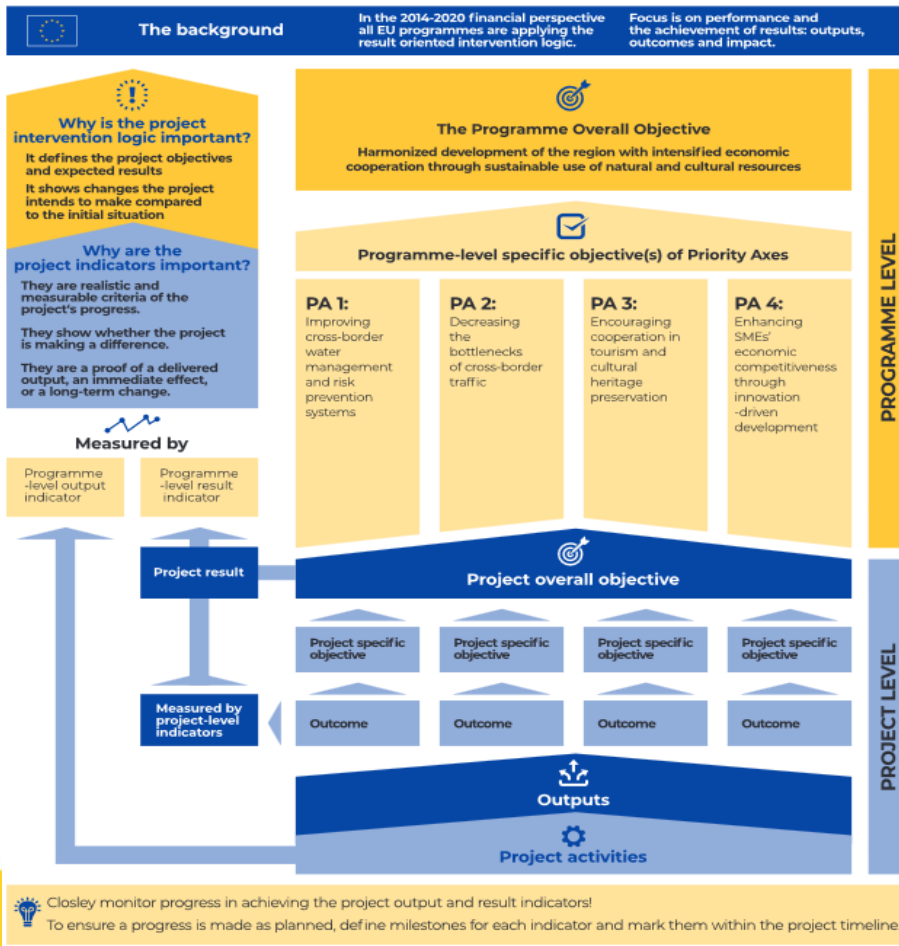
# PROJECT-LEVEL INDICATORS

## ➤ Defined by applicants!

When? – After defining the project objectives and tangible and measurable outcomes. Each outcome is measured by an indicator.

➤ Crucial for result oriented intervention logic, part of the project Logframe.

Set of activities → Outcome measured by indicators





# PROJECT-LEVEL INDICATORS

OUTCOME DATASHEET

Save Cancel

define. Therefore, each activity must be necessary and purposeful so that each group of activities is logically coherent and will lead to the expected outcome. The outcome, on the other hand, must be tangible and measurable, which will be proved by its indicator.

OUTCOME !

ACTIVITY ! DESCRIPTION ! LOCATION !

ACTIVITY DESCRIPTION LOCATION

ACTIVITY DESCRIPTION LOCATION

ACTIVITY DESCRIPTION LOCATION

ACTIVITY DESCRIPTION LOCATION

NAME OF PROJECT-LEVEL INDICATOR ! TYPE ! UNIT !

BASE VALUE ! TARGET VALUE ! SOURCE(S) OF VERIFICATION !

Should be formulated to answer questions:

*“How would we know whether or not what has been planned is actually happening or happened? How do we verify success?”*

Indicator shows **what is to be measured** (not what we want to achieve; that is target)



# PROJECT-LEVEL INDICATORS

To develop good project indicators use **SMART** criteria

<b>Specific</b>	Clearly and directly relates to an outcome. What will be measured and how?
<b>Measurable</b>	It can be counted, observed, analyzed, tested or challenged. If one cannot measure an indicator, then progress cannot be determined.
<b>Achievable</b>	The target accurately specifies the amount or level of what is to be measured in order to meet the outcome. The target attached to indicator should be achievable.
<b>Relevant</b>	Closely connected with each respective outcome.
<b>Time bound</b>	It includes a specific timeframe.



Project-level Indicators corresponding to an Outcome should be formulated with:

**NAME:** A **SMART** sentence describing the project-level indicator

**TYPE:** Result or Output

**UNIT:** A common unit which is used to measure the change.

**BASE VALUE:** The starting point. Crucial for target setting.

**TARGET VALUE:** The desired value or direction for progress (what is to be achieved)

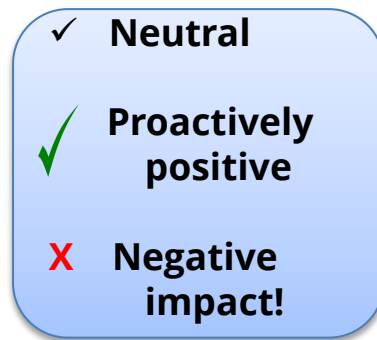
**SOURCES of VERIFICATION:** Where will the data come from, specific sources which indicate where and how the information about the indicator can be obtained.

## Horizontal principles of the Programme must be observed and respected

- Sustainable development
- Equal opportunities and non-discrimination
- Equality between men and women



### Contribution:



In case of proactively positive contribution:

- Select the horizontal principle the project will contribute to (max. two)
- Define one or two horizontal indicators for selected horizontal principle(s)

# HORIZONTAL INDICATORS

## ASSESSMENT OF CONTRIBUTION

	Pertinent question or process	Sustainable Development	Equal opportunities and non-discrimination	Equality between men and women
<b>NEGATIVE</b>	Can the Application be selected for funding?	No	No	No
	Quality Assessment decision	Rejected Application	Rejected Application	Rejected Application
<b>NEUTRAL</b>	Relevant Chapter of the Application Form	3	3	3
	Can the Application be selected for funding?	Yes	Yes	Yes
	Quality Assessment	0 points	0 points	0 points
<b>PROACTIVELY POSITIVE</b>	Relevant Chapter of the Application Form	3 and 5 or ALL	3, (4) and 5 or ALL	3, (4) and 5 or ALL
	Can the Application be selected for funding?	Yes	Yes	Yes
	Quality Assessment	1-3 points	1-3 points	1-3 points

HORIZONTAL PRINCIPLE DATASHEET

Save Cancel

GUIDE

The beneficiaries may opt for either neutral or proactively positive contribution to the horizontal principles. If you decide to PROACTIVELY positively contribute to one (or more) of the three horizontal principles please fill in the fields below. Please be reminded that - if the application is selected for funding- the contribution to the horizontal principles will be evaluated and closely monitored during the implementation.

HORIZONTAL PRINCIPLE ! NAME !

UNIT ! BASE VALUE ! TARGET VALUE !

SOURCE(S) OF VERIFICATION !

PLEASE DEFINE ACTIVITIES WHICH AIM AT IMPROVING THE ENVIRONMENTAL AND/OR SOCIAL CONDITIONS AND DESCRIBE HOW THEY WILL LEAD TO SUCH AN IMPROVEMENT. PLEASE CLEARLY OUTLINE THE IDENTIFIED ISSUE(S), TARGET GROUP(S) AND GEOGRAPHIC AREA, EXPECTED ACHIEVEMENTS AND NUMBER OF PEOPLE BENEFITING FROM THE IMPACT. (CHARACTER LIMIT : 300) !

## ASSESSMENT OF CONTRIBUTION

(1-3 POINTS)

### No points awarded

- It is indicated that project will contribute to horizontal principle(s) but the indicator and description do not demonstrate it.
- The indicator is the same like for PA4, OI/4.4.

### Example of a bad indicator:

Website (accessible to men and women).

### Points awarded

- Horizontal indicator, planned activities and measures clearly demonstrate the contribution to selected horizontal principle.

### Example of good indicator:

Number of documents developed involving expertise of gender equality bodies\* by the end of the project.



How  
to



FIND the RIGHT  
INDICATORS



# INDICATORS- TIPS

- Brainstorm
- Exchange views
- Ensure common understanding is reached
- Agree
- Decide and act



- Don't pick too many Programme-level Output indicators! Pick most important and relevant ones!
- Choose and develop indicators with partners- agree data collection responsibilities!
- Develop the project Logframe; review it to ensure that indicators are relevant to the result chain.
- Consider SMART criteria when developing indicators or revising old ones.
- For horizontal indicators read carefully and follow instructions given in the GfA (chapter 5.1., page 32.)

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# Questions and Answers



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# INTEGRATED MONITORING AND INFORMATION SYSTEM

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**Dániel Krimer**  
IT Application Manager  
IMIS Team

**Info-day**  
Novi Sad, 14 August 2019



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## CONTENT

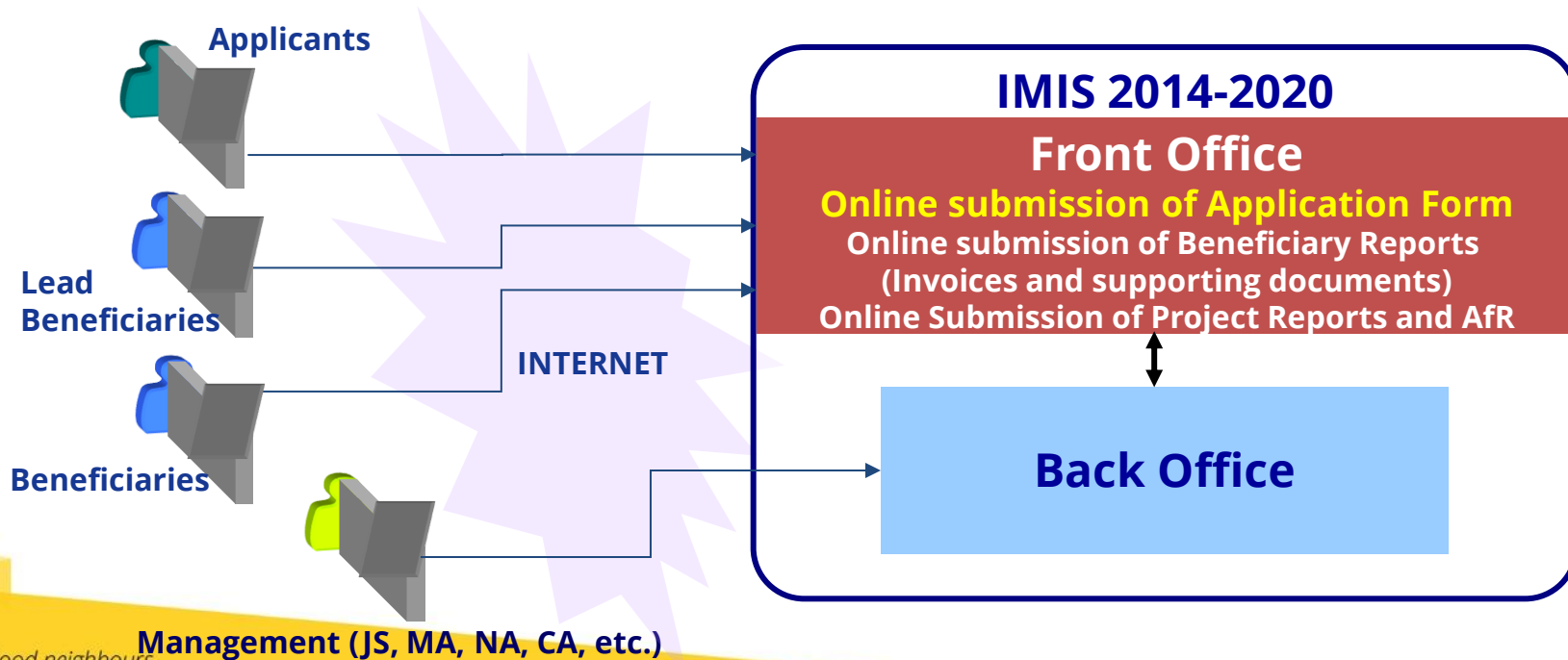
- **IMIS team (Who we are)**
- **IMIS 2014-2020 functionality (about the system)**
- **IMIS 2014-2020 registration (before you submit an application)**
- **IMIS 2014-2020 signing in (what can go wrong)**
- **HelpDesk (in need of help? contact us!)**

## IMIS TEAM AND IMIS 2014-2020 DEVELOPMENT PROJECT

- **Dealing with IMIS development and maintenance**
- **Close cooperation with MA, JS and NA, controllers**
- **Project management approach**
- **Helpdesk system via e-mail**



## IMIS: FRONT OFFICE – BACK OFFICE



Management (JS, MA, NA, CA, etc.)

## IMIS 2014-2020 FUNCTIONALITY

- **Further development of the existing modules**
- **New modules and new functionality**
  - **Online application modul**
  - **Partner level online reporting (both sides)**
  - **Control modul for both sides**
  - **Communication module (automatic emails)**
- **New visual identity and technical solutions**
- **Time stamp, e-signatures**

## **TECHNICAL REQUIREMENTS**


- **Language of the system: English**
- **Operating system: using a desktop operating system is recommended (e.g. Microsoft Windows)**
- **Browser: Mozilla Firefox 46.0.1 and above, Google Chrome 50.0 and above, Internet Explorer 11.0 and above**
- **PDF reader (e.g.: Adobe Reader), Document management software (e.g.: Microsoft Office) to open .DOC files.**
- **Internet connection**

## FIRST STEP: REGISTRATION

- <https://imis2014-2020.eu/imis-web/public#!foAppSrbLogin>

IMIS 2014-2020 Login (Front office HU-SRB)

USERNAME !      PASSWORD !



IMIS 2014-2020 REGISTRATION (FRONT OFFICE HU-SRB)

Please, provide a username and a valid e-mail address.

USERNAME !

E-MAIL ADDRESS !

E-MAIL ADDRESS AGAIN !

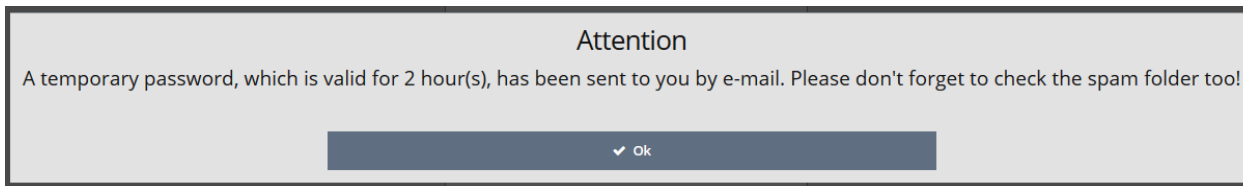
!



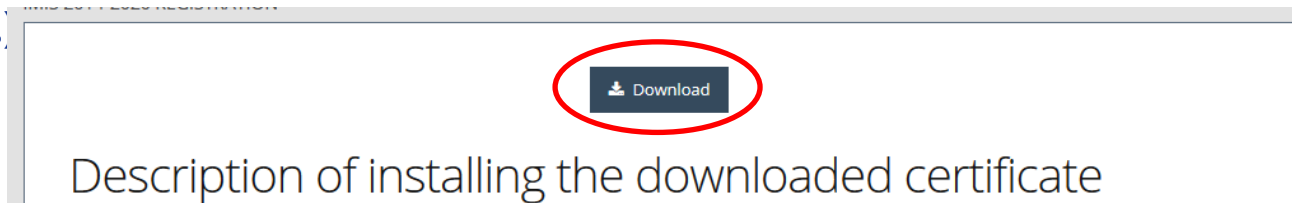


## INSTALLING YOUR CERTIFICATE

- E-mail from [noreply@szpi.hu](mailto:noreply@szpi.hu) and message on the screen



- Download the certificate – link is in the e-mail (check your spam folder, who knows...)

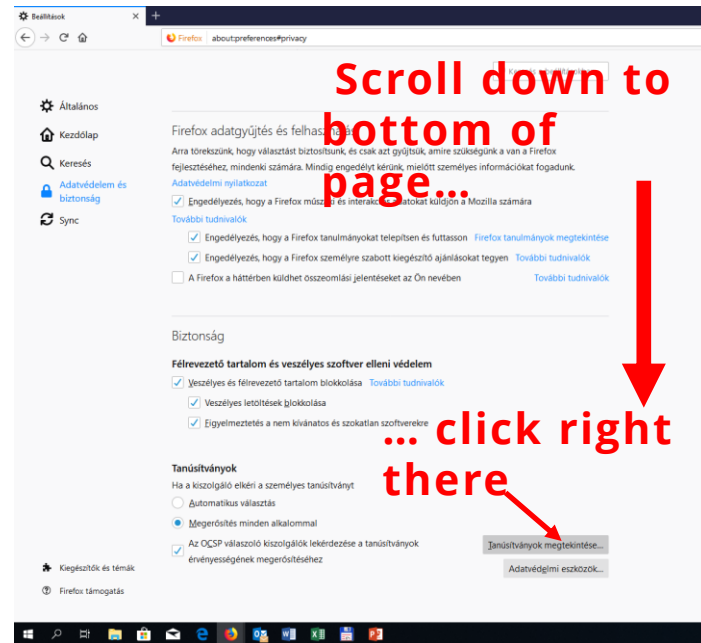
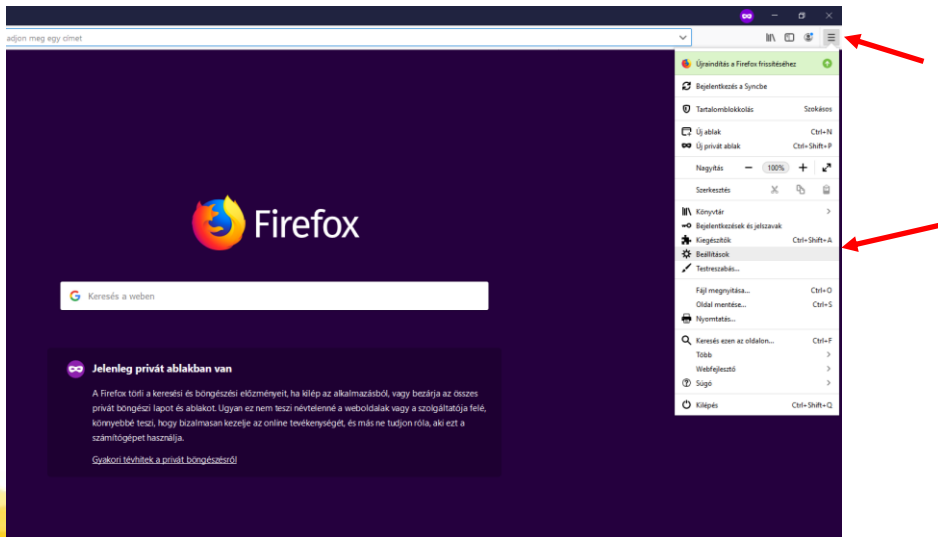


- **install your certification according to the description (...in the next slide)**



# CERTIFICATE INSTALLATION (and patience test...)

- On Firefox (the supported browser)





# CERTIFICATE INSTALLATION (and patience test...)

The screenshot shows the Firefox 'Beállítások' (Settings) window. A 'Tanúsítványkezelő' (Certificate Manager) dialog box is open, displaying a table of certificates. A red arrow points to the 'Importálás...' (Import...) button at the bottom right of the dialog.

Tanúsítvány neve	Adatvédelmi eszköz	Sorozatszám	Lej.
IMIS PRODUCTION Envir...	Szoftveres adatvédelmi eszköz	01:5B:F6:04:6A:90	2020

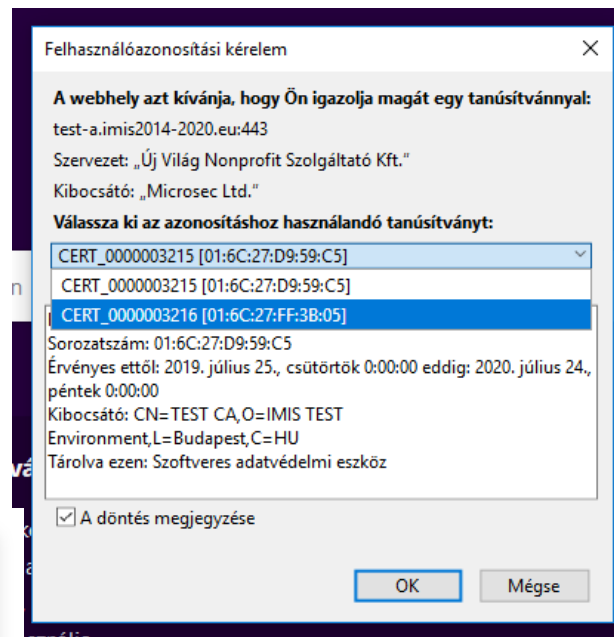
The screenshot shows a file explorer window titled 'Importálandó tanúsítvány(ig)' (Certificates to be imported) with a red question mark. Below it, the 'Tanúsítványkezelő' dialog box is open, showing a table of certificates. A red arrow points to the 'Importálás...' button, and another red arrow points to the 'OK' button at the bottom right of the dialog.

Tanúsítvány neve	Adatvédelmi eszköz	Sorozatszám	Lej.
IMIS PRODUCTION Envir...	Szoftveres adatvédelmi eszköz	01:6B:F6:04:6A:90	2020 július 14., kedd
IMIS TEST Environment	Szoftveres adatvédelmi eszköz	01:6C:27:D9:59:C5	2020 július 24., péntek
CERT_000003215	Szoftveres adatvédelmi eszköz	01:6C:27:FF:3B:05	2020 július 24., péntek



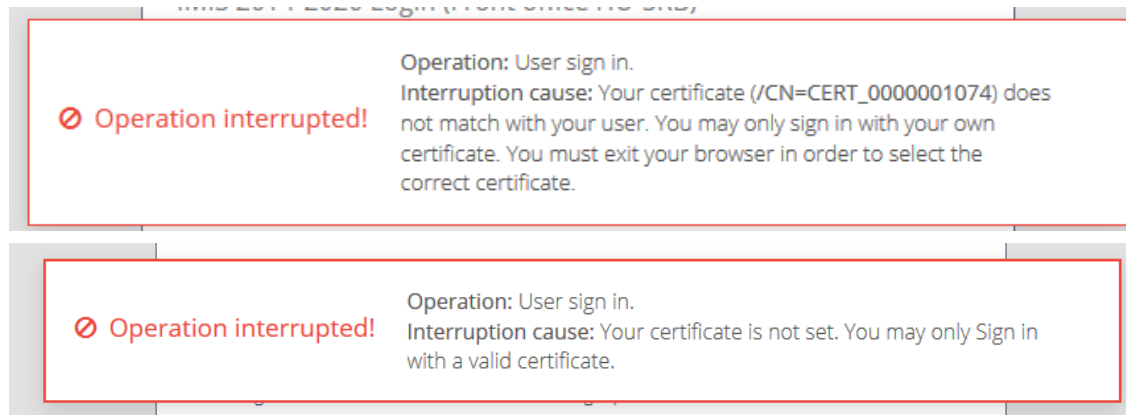
## LOGGING IN TO THE FRONT OFFICE

- Select the certificate belonging to your user name
- Enter the Username and Password from the e-mail (REMEMBER: password is valid for only 2 hours!!)



## POSSIBLE ERRORS WHEN LOGGING IN

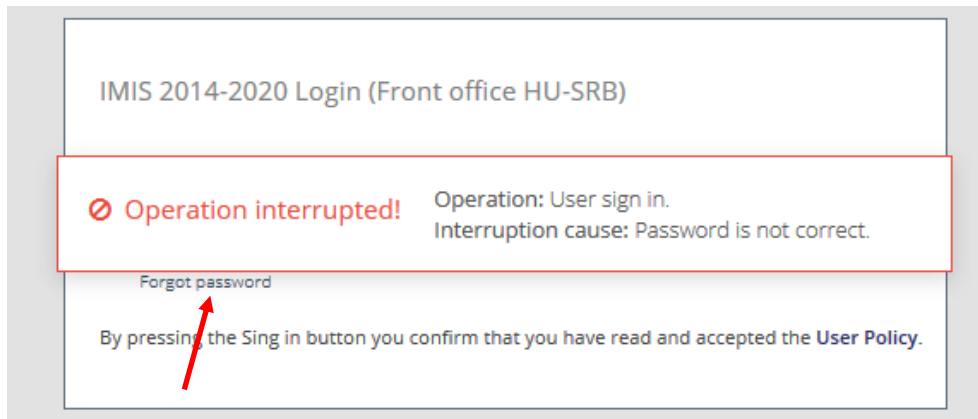
- Wrong certificate was selected at first or not selected at all



- ***Restart your browser, and select the right certificate***

## POSSIBLE ERRORS DURING THE LOGIN

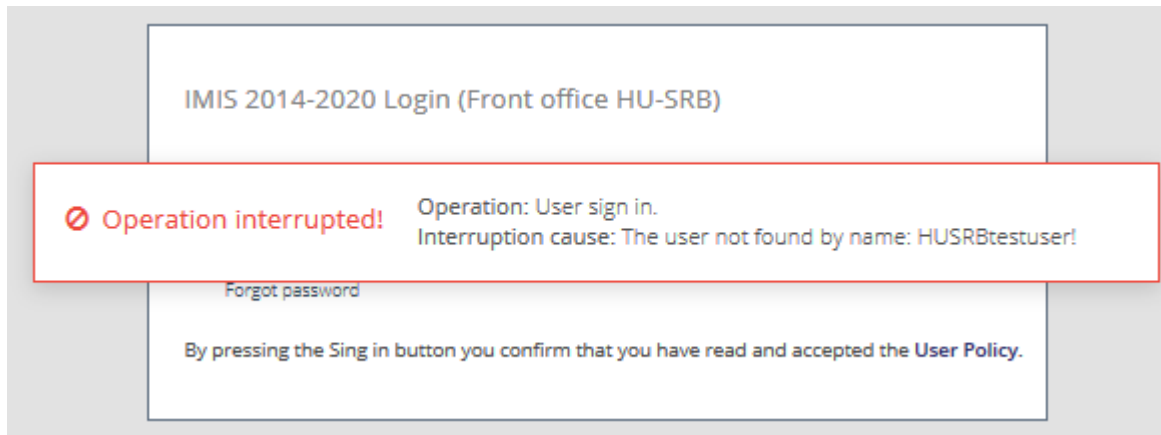
- The user password is not correct / expired



- Please, try again, or click on the „Forgot password” button and the system walks you thru it

## POSSIBLE ERRORS DURING THE LOGIN

- Mistyping the username

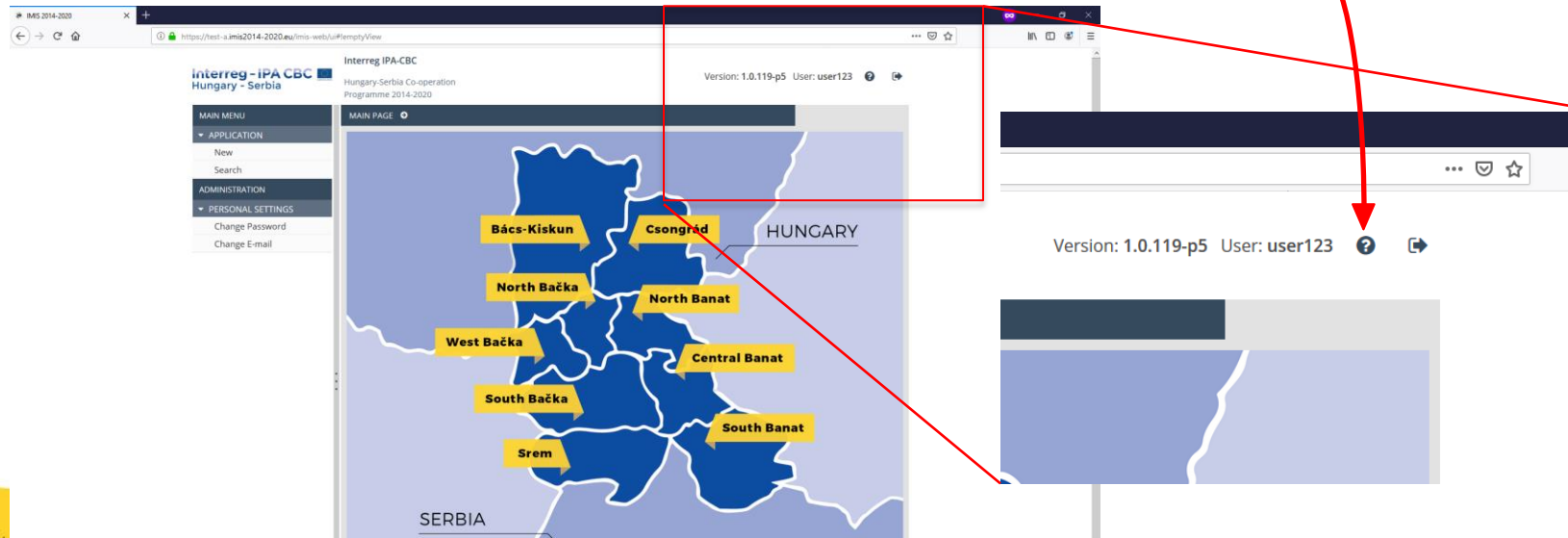


- Check the registration email and your username again



## IMIS 2014-2020 HELPDESK

- Before e-mailing us, you may want to find the solution by clicking...





## IMIS 2014-2020 HELPDESK

- If you could not find any answer to your question in the User's Manual...
- Do not hesitate to e-mail us at [IMISoffice@szpi.hu](mailto:IMISoffice@szpi.hu)
- And to help us detecting the problem as fast as we possibly can
  - please provide a detailed *description* of the problem
  - possibly by attaching a *print screen*
  - and please provide a *Username*

**Thank you for your attention!**

*And have a successful application process*



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# SUBMISSION OF APPLICATIONS

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**Dejan Vujinović**  
JS Antenna, Interreg-IPA CBC HUSRB

**Info-day**  
Novi Sad, 14 August 2019

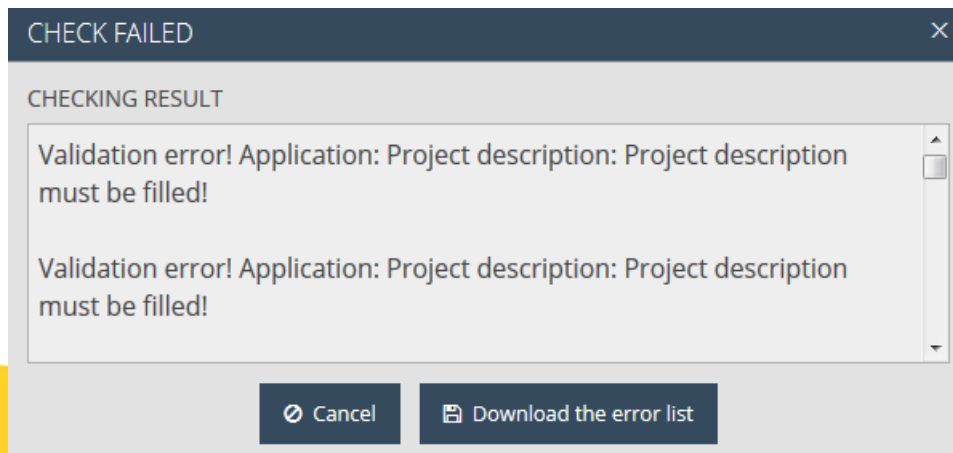


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# SUBMISSION OF APPLICATIONS / 1

- How to generate the Application:
- First step - Press ,Check application':
  - Check failed – Download error list





# SUBMISSION OF APPLICATIONS / 2

- First step - Press ,Check application':
  - Check is successful:

The screenshot shows a web application interface with a toolbar at the top containing buttons for 'View', 'Modify', 'Drop', 'Generate Application Form', 'Check application', and 'Submit & generate certification'. A green-bordered notification box is overlaid on the interface, displaying a green checkmark and the text: 'Operation completed! Operation: Check. Temporary Application Instance Identifier: APP\_0000000015'. Below the notification, a table is visible with columns for 'PROJECT ACRONYM' and 'APP. V NUM.'. The table contains two rows of data:

PROJECT ACRONYM	APP. V NUM.
TEST01	1
TEST02	1



# SUBMISSION OF APPLICATIONS / 3

- Second step - Press ,Submit & generate certification':

RESULTS FOR:

CONFIRM WINDOW

Are you sure, you want to submit the application?

Acronym: TEST01  
Call for proposal: Open Call for Proposals

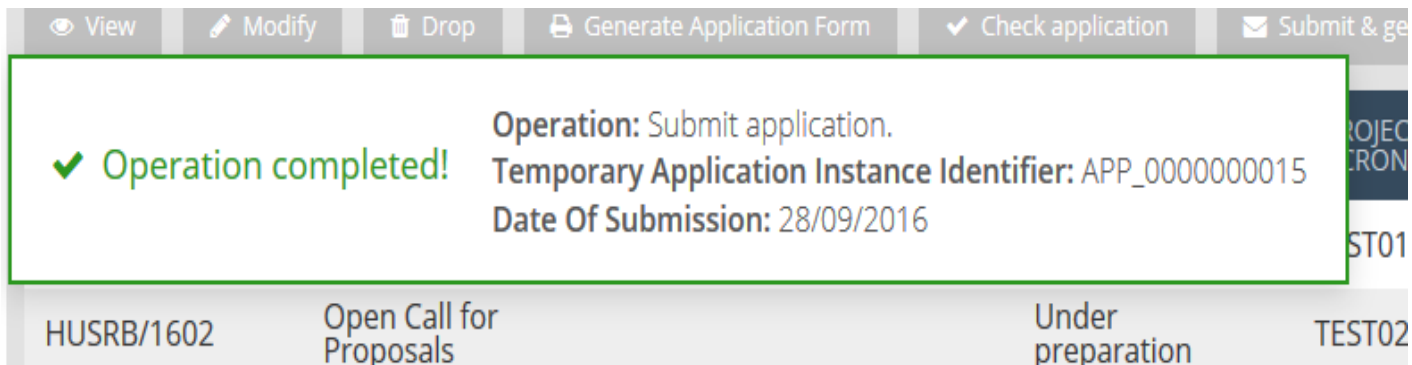
Ok Cancel

Submit & generate certification

PROJECT ACRONYM	APP. VER. NUM.
TEST01	1
TEST02	1
test project	1

# SUBMISSION OF APPLICATIONS / 4

- After confirmation:



The screenshot shows a web application interface with a confirmation message and a table of application data. The confirmation message is highlighted with a green border and contains the following text:

✓ Operation completed!      Operation: Submit application.  
Temporary Application Instance Identifier: APP\_0000000015  
Date Of Submission: 28/09/2016

Below the confirmation message is a table with the following data:

HUSRB/1602	Open Call for Proposals	Under preparation	TEST02
------------	-------------------------	-------------------	--------

Other visible text in the interface includes: View, Modify, Drop, Generate Application Form, Check application, Submit & ge, PROJEC, ERON, and ST01.

---

# CERTIFICATION

- Certification can be downloaded:
  - Immediately from a pop-up window
  - From the Documents sheet
- **Certification needs to be printed, stamped and signed by the legal representative(s) of each and all Beneficiaries**



# DEADLINE FOR SUBMISSION

- The **Applications** must be submitted online **via the Application Module of IMIS 2014-2020 by 30 September 2019, 15:00** local time (Central European Time)
- **Certification** must be submitted
  - **by registered mail by 8 October 2019, 24:00 (midnight) local time** (Central European Time) as evidenced by the date on the postal stamp
  - **by personal delivery or courier service by 8 October 2019, 15:00 local time** (CET) as evidenced by the proof of receipt issued by the Joint Secretariat

# WHERE TO SEND THE CERTIFICATION?

## JOINT SECRETARIAT

OF THE INTERREG-IPA CROSS-BORDER COOPERATION PROGRAMME  
HUNGARY-SERBIA

Széchenyi Program Office Nonprofit Llc.

H-1053 Budapest, Szép utca 2., 4.em

HUNGARY

# WHAT SHALL BE ON THE ENVELOPE?

- The address to which the Certification is submitted;
- The full name and address of the Lead Beneficiary;
- The project ID assigned by the IMIS 2014-2020
- The acronym of the Application (as indicated in the Application Form);
- And the wording: » HUSRB/1903 Project Application – Not to be opened before the Opening Session: Interreg-IPA CBC Hungary-Serbia «.

---

## REMARKS

- Certifications sent by any other means (e.g. by fax or by e-mail) or delivered at other addresses will be rejected.
- NOTE! It is advised to submit the Application well before the deadline, in order to avoid late submission!



**Thank you for your  
attention!**



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# INFO & PUBLICITY REQUIREMENTS

**Jelena Dašić**  
Communication Manager  
JS, Interreg-IPA CBC HUSRB

**Info-day**  
Novi Sad, 14 August 2019



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## **THE FOLLOWING INFORMATION WILL HELP YOU**

- **understand the requirements for projects so that you can plan activities and the budget for them**
- **prepare the Application**
- **use the reference documents and Programme's resources**



# COMMUNICATION - WHY IT MATTERS



**Integral part of a project**



## **ROLE OF COMMUNICATION IN A PROJECT**

- **Inform about project;**
- **Promote co-financing from the Programme/IPA Fund and the EU;**
- **Support project objectives;**
- **Ensure transparency in the usage of public funds;**
- **Improve visibility and quality of projects.**



## LEGAL REQUIREMENTS

- **Regulation (EU) No 1303/2013 of the European Parliament and the Council:**
  - Annex XII – Information and Communication on Support from the Funds;
  - Article 115(4) of the Regulation (EU) No 1303/2013;
- **Commission Implementing Regulation (EU) No 821/2014 of 28 July 2014:**
  - Characteristics of Information and Communication Measures for Operations, Chapter II – Technical;

Programme documents available for download from [www.interreg-ipa-husrb.com](http://www.interreg-ipa-husrb.com):

- ***Guidelines for Implementation of Information and Publicity Measures for Projects***
- ***Visual Identity Manual of the Programme***

# ROLES IN PROJECT COMMUNICATION ACTIVITIES

## BENEFICIARIES

### Lead Beneficiary (LB)

- The only one communicating with JS;
- Ensures balanced involvement of Beneficiaries;
- Sends regular reports to the JS managers:
  - Communication reports on events and announcements to – the Communication Manager;
  - Project reports to the Programme Manager.

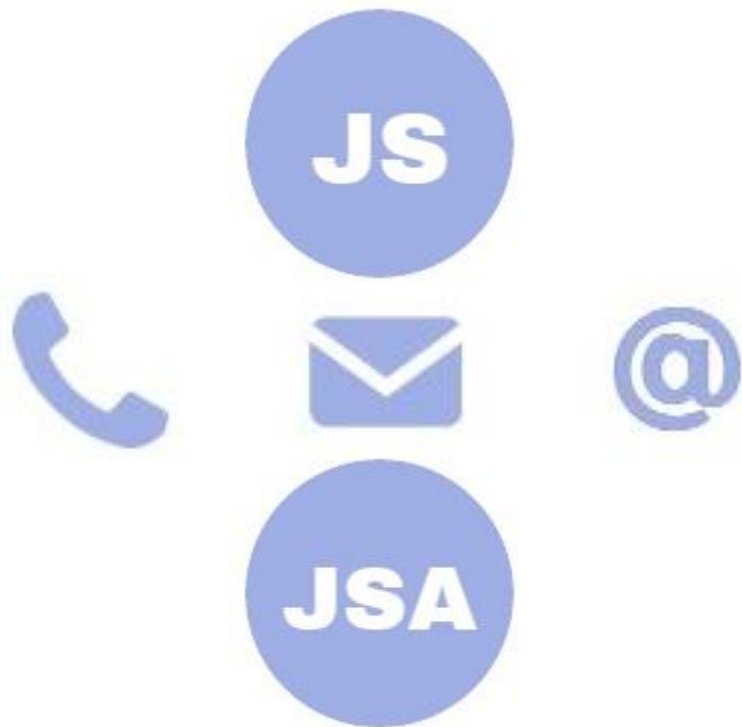
### Beneficiaries (B)

- Work together and implement activities, as outlined in the Application Form



## **JOINT SECRETARIAT (JS)**

- **Communicates directly with projects** on behalf of the Programme bodies;
- **Works together with the JS Antenna;**
- **Assists Applicants**
- **Supports projects implementation;**
- **Reviews and approves Project Reports;**
- **Helps project promotion.**



# REQUIREMENTS FOR PROJECTS

## **OBLIGATORY COMMUNICATION APPROACH**

- **Several questions in the Application form;**
- **Aimed at helping you determine:**
  - **Communication objectives;**
  - **Target audience(s);**
  - **Communication Messages;**
  - **Communication Tools.**





## TIPS – PROJECT TITLE & ACRONYM

### Title of your project

- ✓ Keep the name short, relevant and grammatically correct;
- ✓ Recommended – HU, SR and EN versions of the project name;

### Acronym of your project

- ✓ Keep the acronym short (1-3 words), relevant and memorable.  
DO: Dream Railways, OPTI-BIKE, CB-Basket, CommonHeritage etc.  
DON'T: CETTVYP, K3CI, etc.



## **OBLIGATORY COMMUNICATION ELEMENTS**

**To be included in all communication tools a project uses:**

- **Programme logo (EN, HU, SR);**
- **EU emblem with the obligatory phrase about the project co-financing (EN, HU, SR);**
- **Disclaimer (EN, HU, SR).**



## OBLIGATORY COMMUNICATION TOOLS

- **Obligatory poster** – minimum size A3; HU and SR versions;
- **Promotional material** – minimum 1 type; HU and SR versions;
- **Visibility event** – minimum 1 event;
- **Media coverage** – minimum 1 piece of coverage;
- **Page on a social media network** – minimum 1 social media page;
- **Stickers for all purchased equipment via project;**
- **Photography of good quality.**



# OBLIGATORY TOOLS FOR ROJECTS WITH WORK COMPONENT EXCEEDING 500,000 EUR

## In addition to the Obligatory communication tools:

- **Temporary Billboard** – during the implementation of an operation;
- **Permanent Plaque or Billboard** – no later than 3 months after the completion of the operation.



## NOTE

**When submitting application, all obligatory tools must be selected.**



## **TEMPLATES FOR PROJECTS**

**Programme provides the Lead Beneficiaries with templates for:**

- ✓ **Poster;**
- ✓ **Roll-up banner;**
- ✓ **Brochure – cover pages;**
- ✓ **PowerPoint presentation;**
- ✓ **Press release;**
- ✓ **Temporary billboard;**
- ✓ **Permanent plaque;**



## READY-TO-USE TOOLS

**Programme provides the Lead Beneficiaries with:**

- ✓ **Stickers for purchased equipment** – up to 100 stickers per project;
- ✓ **Website banners** – for projects with a website



## TIPS – COMMUNICATION TOOLS

- ✓ **Match your project's Communication Approach**
- ✓ **Support your activities**  
e.g. for events – roll-up banners, print publications and promo accessori  
work well





## TIPS – PHOTOS

**Important and obligatory element for promotional purposes.**

**Make sure to secure one of the following:**

- ✓ **In-house photographer – check your staff capacities**
- ✓ **Professional photographer for events – plan the budget**



## TIPS – EVENTS

- ✓ **Instead of separate press conferences, you may invite media to the most of your external events**



## **TIPS – SOCIAL MEDIA PAGE**

- ✓ **Page of the project – not a page of a beneficiary organization!**
- ✓ **Launch at the start of the implementation!**



# RECOMMENDED FOR PROJECTS

## **RECOMMENDED COMMUNICATION ELEMENTS**

- **Description of the Programme –HU, SR, EN**
- **Programme’s slogan – HU, SR, EN**
- **Reference to the Programme website (link or a website banner)**



## RECOMMENDED COMMUNICATION TOOLS

- **Website**
- **Newsletter**
- **Promotional video/film**
- **Infographics**
- **Survey/poll**
- **Blog**



## KEEPING THE RECORD

- Record of documented communication activities – kept for **at least 5 years after the project closure**;
- Project social media pages and website must be accessible
- Samples of produced material should be submitted with the Final report to Programme Managers.



# REFERENCE MATERIAL FOR APPLICANTS



## ***GUIDELINES FOR IMPLEMENTATION OF INFO AND PUBLICITY MEASURES FOR PROJECTS***

- **Intended for Lead Beneficiaries and Beneficiaries;**
- **A reference to Applicants** – before applying;
- **Outlines the requirements;**
- **Explains usage of each obligatory and recommended elements and tools;**
- **Explains the reporting and archiving process.**



## ***VISUAL IDENTITY MANUAL***

- **Chapter 2 is intended for projects;**
- **Chapter 1** – explains the usage of Programme's communication elements (e.g. logo);
- **Explains the rules of usage of each obligatory element;**
- **Illustrates the templates for projects.**



# USEFUL PROGRAMME TOOLS AND COMMUNICATION CHANNELS

## ***PARTNER SEARCH***

- **Online tool for Potential Applicants**
- **Register your organization**
- **Search the *Partner Search* database for partnering organizations**



## **WWW.INTERREG-IPA-HUSRB.COM**

- **All Programme-related information and documents**
- **The latest news and announcements**
- **List of contracted projects, including the amount of granted funding**
- ***Partner Search* tool**
- **Back Office access for the Lead Beneficiaries**



## SOCIAL MEDIA PAGES



## **NEWSLETTER**

- **Electronic newsletter delivered quarterly to subscribers**
- **Features key stories**
- **Delivered in English – Hungarian and Serbian version of the stories on the website**



# WHAT TO EXPECT AS A BENEFICIARY



## **PROJECTS' OBLIGATIONS**

- **Including all obligatory communication elements**
- **Fulfilling the minimum set requirements for obligatory communication tools - as stated in the Application Form**
- **Lead Beneficiary to timely report to JS**



## JS AND JS ANTENNA'S ASSISTANCE

- **Lead Beneficiary Workshops** – after the contracting;
- **Assistance and consultations during the implementation** – per request;
- **High-level responsiveness;**
- **Informing about and promoting projects via Programme's channels.**



**Interreg - IPA CBC**   
Hungary - Serbia

**THANK YOU.  
GOOD LUCK APPLYING!**

**Contact for further assistance:  
Jelena Dašić, Communication  
Manager**

**[jdasic@interreg-ipa-husrb.com](mailto:jdasic@interreg-ipa-husrb.com)**



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# Interreg - IPA CBC

## Hungary - Serbia



## Q&A



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# ELIGIBILITY RULES OF EXPENDITURES

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**Dejan Vujinović**  
JS Antenna, Interreg-IPA CBC HUSRB

**Info-day**  
Novi Sad, 14 August 2019



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## GENERAL REQUIREMENTS

- it relates to **costs of** implementing a **project as approved** by the Joint Monitoring Committee;
- it is incurred in the Programme area (20 % eligibility rule – 1299/2013 Art 20);
- it is compliant with national and EU rules, in particular with regard to the provisions of the **Practical Guide to contract procedures for EC external actions (PraG)** with its standard documents and templates in the annexes to it;
- it is **essential for** the achievement of the project **objectives/outputs**;
- it complies with the principle of sound financial management: **economy, efficiency and effectiveness**;
- it has been actually **incurred and paid by the Beneficiaries** within the eligibility period of the project;
- expenditures have to be **validated by an authorised national control body**;
- it is **not financed by other EU funds or other financial contributions** from third parties;



## TIME-WISE ELIGIBILITY

- Period of eligibility **starts** with
  - **1<sup>st</sup> January 2014** for the Beneficiaries from **Hungary**
  - **6<sup>th</sup> May 2015** (date of submission of the Draft Co-operation Programme to the European Commission) for the Beneficiaries from the **Republic of Serbia**.
- The eligibility period **ends** with **31<sup>th</sup> December 2023** the latest – expenditures **have to be** also **paid**;
- **Start date** – only **after** the date of **submission** (registration) of the Application Form;
- Expenditures incurred before the submission – **preparation costs**; latest payment: before start of implementation
- Preparation costs must be included in the budget, cannot exceed the 10% of the total cost of project part and **must be reported in the 1<sup>st</sup> Project Report**;

## NON-ELIGIBLE EXPENDITURES

- Costs related to fluctuation of foreign exchange rate;
- Recoverable Value Added Tax;
- Purchase, rent or leasing of real estate (except office rental for project purposes);
  - Exceptions can be made in well justified cases on a case by case basis by the JMC, e.g. for flood prevention
- Used equipment;
- Benefits apart from salary (cafeteria) which do not appear on payslips;
- ...





## REVENUE GENERATED PROJECTS

- **Revenues foreseen at project application stage**  
Amount is indicated in the Application Form, the IPA contribution is already determined with consideration to the net revenue generated.
- **Revenues generated during project implementation**  
The eligible expenditure shall be reduced by the net revenues which must be stated when reporting.
- **Revenues generated after project closure**  
Not foreseen and/or not deducted at the application stage which are occurring after project closure have to be reported to the MA/JS. The corresponding IPA contribution has to be either withheld from the last instalment to the project or reimbursed to the MA.

## STAFF COSTS

Staff costs of the Beneficiary organisation can be reimbursed by the Programme on the basis of:

- **Real costs**
  - full-time; part-time; contracted on an hourly basis
- **Flat rate**
  - 20% of direct costs other than staff costs if project does not contain works activities
  - 10% of direct costs other than staff costs if project contains works activities
  - In either case it cannot exceed 100 000 EUR
  - Documentation is not required.
- **Options cannot be changed** after the submission of the Application.

## OFFICE AND ADMINISTRATION

- Costs are to be calculated at a **flat rate of 15 % of** the budget line **staff costs**.
- It must **not exceed the 10% of total budget** of the given Beneficiary.
- Administration costs will be reimbursed in each Project Report based upon the reported staff costs.
- The **certified staff costs mean the audit trail** for the administration costs.

## TRAVEL AND ACCOMMODATION

- Travel and accommodation costs shall be **limited to following** elements:
  - a) Travel costs:
  - b) Accommodation costs
  - c) Visa costs
  - d) Daily allowances
- The above list is exhaustive and any element listed in points a) to c) which is covered by a daily allowance shall not be reimbursed in addition to the daily allowance.

## EXTERNAL EXPERTISE AND SERVICES

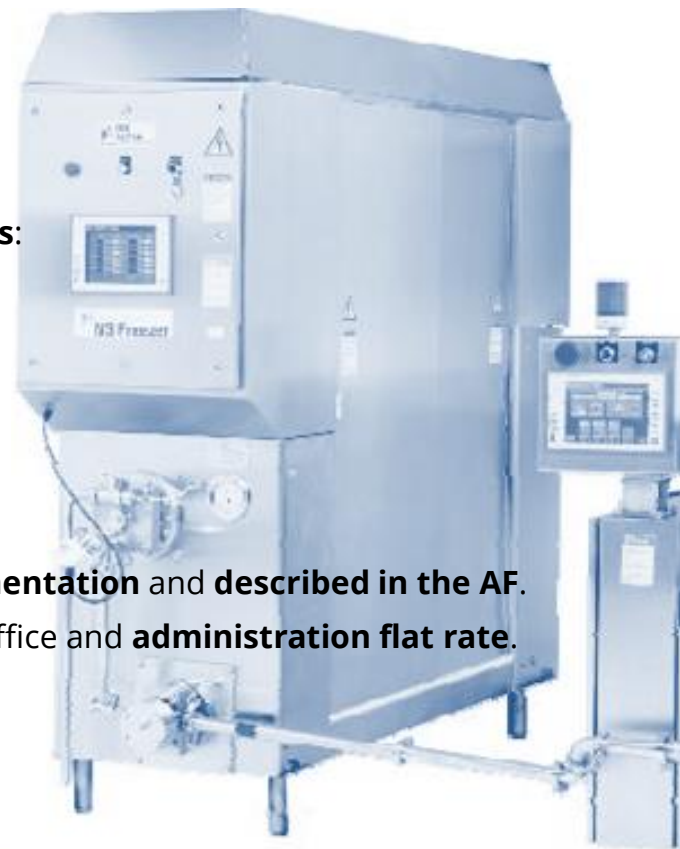
### Eligibility requirements

- Clear link to the project and must be **essential for the effective implementation**;
- Deliverables and outputs produced by experts/service providers must **respect the relevant publicity requirements**;
- **Sub-contracting between Beneficiaries** within the same project is **not allowed**;
- Respect of **PraG**;
- Adequate supporting **documentation**;



## EQUIPMENT

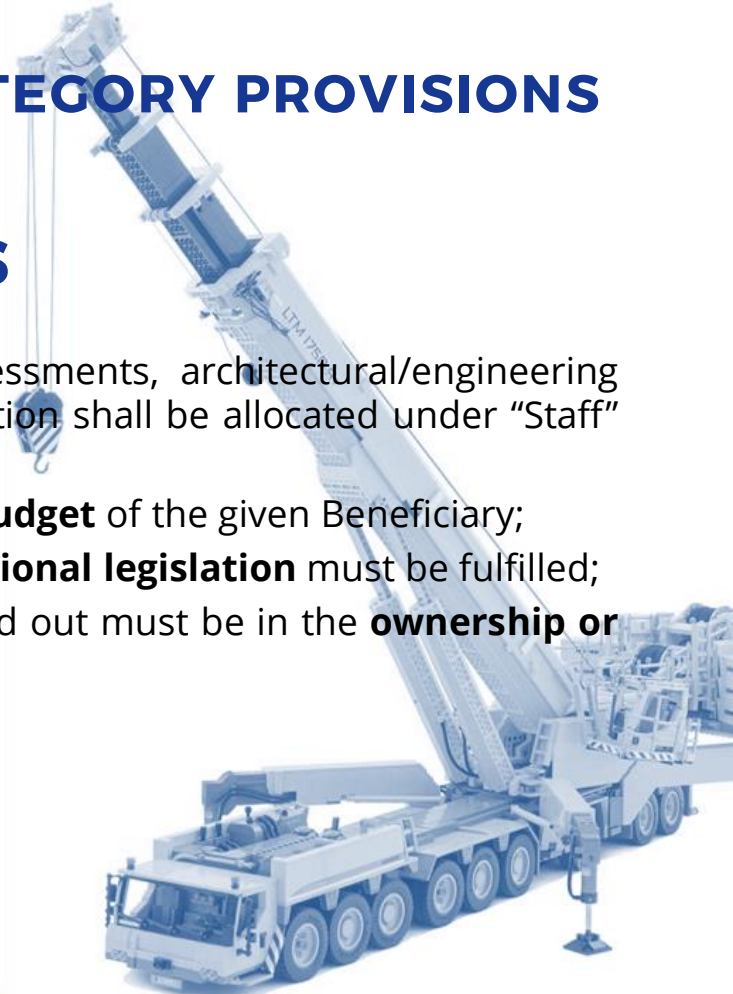
- Expenditure for equipment shall be **limited to the following elements**:
  - IT hardware and software (clear project relevance is necessary);
  - Furniture and fittings;
  - Laboratory equipment;
  - Machines and instruments,
  - Tools or devices;
  - Other specific equipment needed for the project.
- Must be clearly linked to the project, **essential for** its effective **implementation** and **described in the AF**.
- Equipment for **general office use** must be financed **in the frame of** office and **administration flat rate**.





## INFRASTRUCTURE AND WORKS

- Costs of feasibility studies, environmental impact assessments, architectural/engineering activities and any other expertise needed for the realisation shall be allocated under “Staff” or “External expertise and services” cost category;
- **Purchase of land** – must **not exceed the 10% of total budget** of the given Beneficiary;
- All compulsory **requirements** set by Community **and national legislation** must be fulfilled;
- The land and/or buildings where the works will be carried out must be in the **ownership or long term use** of the Beneficiary for at least **10 years**;
- Respect of **PraG**;
- The relevant **publicity requirements** must be respected;
- Adequate **supporting documentation**;



## Implementation Rules

**Dejan Vujinović**

JS Antenna, Interreg-IPA CBC HUSRB

**Info-day**

Novi Sad, 14 August 2019



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## SOURCES OF FUNDING

- **IPA funding** is maximum **85%** in each project
- The remaining 15% is financed from national sources: state and own contribution, depending on country of origin and type of institution:
- Serbian partners: 15% own contribution
- Hungarian partners:
  - **5% own contribution + 10% state contribution**
  - central state budgetary organs are not required to provide own contribution – 15% state contribution

## ADVANCE PAYMENT

Two types of advance:

- **IPA funding: 15%** of total IPA by project automatically after the conclusion of Subsidy contract
  - Calculated among Bs according to their share of the total IPA support in the project
  - LB responsibility for transferring of IPA
- **National state contribution:** as a **100% advance** automatically after the conclusion of Subsidy contract and the conclusion of a separate State co-financing contract for **Hungarian Bs/LBs**

## BENEFICIARY REPORT – FIRST LEVEL CONTROL

- Reporting period: every 4 months from the start date
- Deadline for submitting the Beneficiary Report: end of period + 15 days (Final Beneficiary Report: + 30 days)
- Control of Beneficiary Report: 45 days (including 7 + 8 days completion if needed)
- Reports to be submitted through IMIS 2014-2020
- Language of reporting: English
- Declaration on validation of expenditure
- Controllers:
  - Ministry of Finance RS - FLC

## PROJECT REPORT – JOINT SECRETARIAT

- LB reports on the achievement of the partnership
- Deadline for submitting the Project Report and Application for Reimbursement: end of period + 60 days
- Reports to be submitted through IMIS 2014-2020 (language of reporting: English)
- Check of Project Report: 30 days (including max 2 rounds of completion if needed)
- Transfer of IPA fund is subject to the approval of the Project Report

Thank you for your attention!

**Interreg - IPA CBC**   
Hungary - Serbia

# PROCUREMENT RULES

---

**Relja Burzan**  
Head of JS Antenna,  
Interreg-IPA CBC HUSRB

**Info-day**  
Novi Sad, 14 August 2019



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- Programme has to manage **procurements of services, supplies and works in accordance with external aid rules**, i.e. the provisions of Commission Decision C (2013) 1171 *'Rules and procedures for services, supply and works contracts financed from the general budget of the European Communities for the purposes of cooperation with third countries'*.
- Implementation Guidelines
- PRAG
- **National legislation is not applied**

## BASIC PRINCIPLES

- Transparency
- Same rules for all tenderers
- No conflict of interests
- Rule of origin (company and supplies)
- English language (Hungarian/Serbian for single tender procedures)



Participation in public procurement procedures is open to all natural and legal persons from the following countries :

- EU member states(28)
- EEA states (Lichtenstein, Norway, Iceland)
- Candidate and potential candidate states – IPA fund beneficiaries
- International organizations

- In line with Article 8 (4) of Regulation EU 236/2014 all supplies purchased under a procurement contract, or in accordance with a grant agreement, financed under this Regulation shall originate from an eligible country.
- However, they **may originate from any country when the amount** of the supplies to be purchased **is below** the threshold for the use of the competitive negotiated procedure (**100 000 EUR net**).

## **CLASSIFICATION BY TYPE**

- **Supply**
- **Services**
- **Works**

## CLASSIFICATION BY THRESHOLDS

<b>SUPPLY CONTRACTS</b>	above EUR 300 000  International open tender procedure	EUR 100 000 - 300 000  Local open tender procedure	EUR 20 000 - 100 000  Simplified procedure	EUR 2500 - 20 000  Single tender	EUR 1 – 2500  Direct purchase
<b>SERVICE CONTRACTS</b>	above EUR 300 000  International restricted tender procedure	EUR 20 000 - 300 000  Simplified procedure			
<b>WORKS CONTRACTS</b>	above EUR 5 000 000  International open or International restricted tender procedure	EUR 300 000 – 5 000 000  Local open tender procedure	EUR 20 000 – 300 000  Simplified procedure		

- Under or equal 2500 EUR
- no proof, only invoice is needed
- for Serbian partners, VAT exemption is needed
- no obligatory time frame

For all types of tender procedures

- from 2 500 EUR up to 20 000 EUR
- three request for offers sent out
- one valid offer is enough for contracting
- Beneficiaries use simplified tender package (on national language)
- Tenders have to remain open for minimum 7 days
- Beneficiaries are recommended to publish their tenders on their websites and the Programme's website.
  - In case of publication all interested companies must receive a request for offer.

Supply EUR 20 000 – 100 000;

Services & Works EUR 20 000 – 300 000;

- according to PraG rules and documentation
- Beneficiaries invite minimum 3 companies, but are strongly recommended to publish their tenders on their websites and the Programme's website.
  - In case of publication of a tender all interested companies must receive a request for offer.
- Practical Guide to contract procedures for EU external action (PraG)
  - <http://ec.europa.eu/europeaid/prag/document.do>
- Tenders have to remain open for minimum 30 days

Supply EUR 100 000 – 300 000;

Works EUR 300 000 – 5 000 000;

- according to PraG rules and documentation
- Beneficiaries are obliged to publish their tenders in local media and on their websites and the Programme's website.
  - In case of publication of a tender all interested companies must receive a request for offer.
- Practical Guide to contract procedures for EU external action (PraG)
  - <http://ec.europa.eu/europeaid/prag/document.do>
- Tenders have to remain open for minimum 30 days (supply), and 60 days (works)



Supply & Services – above EUR 300 000

Works – above EUR 5 000 000;

- according to PraG rules and documentation
- Beneficiaries are obliged to publish their tenders on TED (Tender electronic daily - <http://ted.europa.eu/>) , and their websites.
  - In case of publication of a tender all interested companies must receive a request for offer.
- Practical Guide to contract procedures for EU external action (PraG)
  - <http://ec.europa.eu/europeaid/prag/document.do>

## PLANNING OF PROCUREMENT

- Project related procurement are carried out separately in relation to other procurements conducted by the beneficiary
- PraG procedures must apply to all procurement (services, supplies and works) that are budgeted in the project
- According to the conditions defined by PRAG, the lead beneficiary or the partner organizations implementing procurement act as contractor
- Serbian PPs – prices without VAT

## PLANNING OF PROCUREMENT – Applying phase

- Plan budget based on activities
- Do proper market research
- Focus on supplies and services that are reachable
- Budget modifications during implementation phase are possible, but are time consuming and need to be approved by JS/MA/JMC



## PLANNING OF PROCUREMENT - Budget

Budget heading	Budget line	Budget item
5. Services	5.2 Studies, statistics, databases and researches	5.2.1 Regional survey
	5.3 Conferences, seminars, project meetings	5.3.1 Thematic conference
		5.3.2 Study tour
		5.3.3 Language education
	5.6 Costs related to publicity, promotion and communication	5.6.1 Printing
		5.6.2 Website and mobile application development
		5.6.3 Media buying
6. Supplies	6.1 Purchase of new equipment	6.1.1 IT equipment
		6.1.2 Furniture
		6.1.3 Photo equipment
		6.1.4 Camping equipment
	6.2 Rent of equipment	6.2.1 HD Camcorder
		6.2.2 4x4 Terrain vehicle



## PLANNING OF PROCUREMENT – Budget description

No.	Name of the item	Unit	No. of units	Unit price	Amount	Description
6.1 Purchase of new equipment	6.1.1 Purchase of IT equipment	Set	1	1750	1750	Purchase of 2 pieces of laptops, 1 color printer and 1 projector + description
	6.1.2 Purchase of Furniture	Set	1	6000	6000	Purchase of 40 classroom chairs, 20 classroom tables, 2 conference tables etc. + description
	6.1.3 Purchase of Photo equipment	Set	1	1800	1800	Purchase of 2 Photo cameras to be used...
	6.1.4 Purchase of Camping equipment	Set	1	36000	36000	Purchase of 20 tents, 60 sleeping bags, 20 mobile tables and 40 mobile benches, mobile cooker, refrigerator, etc.
6.1 Purchase of new equipment	6.1.1. Laptop	piece	2	500	1000	Description
	6.1.2 Printer	piece	1	300	300	...
	6.1.3 Projector	piece	1	450	450	...
	6.1.4 Classroom chair	piece	40	20	800	...
	6.1.5 Classroom table	piece	20	60	1200	...
	6.1.6 Conference table	piece	2	500	1000	...
	...					
6.1.50 Tent	piece	20	450	9000	9000	...



**Thank you for your  
attention!**



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## **PROJECT SELECTION**

---

**Olivera Tanacković**  
Programme Manager  
JS, Interreg-IPA CBC HUSRB

**Info-day**  
Novi Sad, 14 August 2019



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# STAGES

The selection procedure consists of the following main stages:

- Formal (and basic eligibility) assessment
- Quality assessment
- Decision of the JMC
- Notification of the Applicants (including the request of documents necessary for the verification of the eligibility and the preparation of the Subsidy Contract)



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# FORMAL ASSESSMENT

- JS and JSA managers conduct the formal assessment in line with the 4-eyes principle
- The formal assessment grid contains two different groups of criteria:
  - administrative criteria (Required annexes and supporting documents)
  - eligibility criteria

# FORMAL ASSESSMENT

- APPENDIX C of the Guidelines for Applicants:
  - Formal Assessment Grid
  - A.1, A.2, A.5, A.6, B.1- B.4 – no completion is possible
  - A.3, A.4, A.7, and A.8 - completion request to be sent to the LB
    - 10 days deadline for completion (calendar days!)
    - Final formal decision after completion received and assessed
  - Formal completion - only once
  - Outcome: entering the Quality assessment phase / formal rejection

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# QUALITY ASSESSMENT

- JS coordinates the assessment
- Done by external experts as assessors
- One application assessed by one HU and one SRB assessor
- Quality Assessment grid (APPENDIX D of GfA)



# QUALITY ASSESSMENT

Section	Maximum score	Minimum score
Financial and operational capacity	10	5
Partnership	9	5
Relevance to the Programme	15	8
Project content	15	8
Methodology (Work plan)	15	7
Sustainability and horizontal principles	13	6
Communication	8	3
Budget and cost effectiveness	15	8
	<b>Total: 100</b>	<b>Min. to pass: 50</b>

# QUALITY ASSESSMENT

The quality assessors assign points to each criterion in the quality assessment grid according to their professional judgement and justify the scoring for each section of criteria.

- *the arithmetical average of the total scores given by the two assessors must reach at least 50 points, AND*
- *the arithmetical average of the scores given by the two assessors in the eight sections must reach the defined minimum.*

# QUALITY ASSESSMENT

- Assessors submit a written notification (via e-mail) to the JS in which they list the questions/clarifications/justifications related to specific applications.
- The JS asks the Lead Beneficiary to submit clarification within 10 calendar days from the day of receipt of the request (via e-mail)
- Clarification/Justification can be requested only once during the quality assessment process.

# QUALITY ASSESSMENT

- The JS prepares a list of applications recommended/not recommended for financing ranked according to their scores
- The ranking list is presented to the JMC
- The JMC is responsible for selecting applications for support
  - An Application can be:
    - Recommended for financing
    - Recommended for financing with conditions
    - Not recommended for financing

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# CONTRACTING

- Notification letters to the Lead Beneficiaries with the final decision about their application
- List of supporting documents required for the verification of eligibility and other conditions (set by the JMC) – section 9.5 of GfA
- In case of rejected applications, the JS offers a possibility to check the results of the assessment at its premises.
- Handling complaints defined in section 9.4 of GfA





**Thank you for your  
attention!**



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# Questions and Answers



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