

**Interreg IPA Cross-border Cooperation
Programme
Croatia-Serbia 2014-2020**


2nd Call for Proposals

QUESTIONS AND ANSWERS

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Table of contents

1. GENERAL	3
2. ELIGIBILITY.....	5
3. BUDGET.....	12
4. APPLICATION.....	13
5. IMPLEMENTATION	13



1. GENERAL

Q: Can you confirm if the Supporting documents such as: the registration acts (in accordance with relevant national law) of the each Partner, statutes or articles of association/decision on establishment of the partners need to be in English or in original language? If they have to be in English does the translation need to be by the official translator or it can be one „in-house“ of the participant in question?

A: All supporting documents can be sent in the language of the participating countries (Croatian, Serbian) or in English language. Where supporting documents are not in language of the participating countries (Croatian, Serbian) or in English, a translation into English must be attached and will prevail for the purpose of eligibility check.

Q: In the Guidelines for Applicants it says that one organization may be selected for funding as Project Partner in maximum four (4) Operations, could you please clarify whether these four (4) Operations can be under the same Priority axis.

A: In accordance with the provisions of the 2nd Call for Proposals, one institution / organization may be selected for funding as a Project Partner in maximum four (4) Operations, under the same or different Priority Axis. However, the same institution / organization may be selected for funding as a Lead Partner in maximum two (2) Operations within different Priority Axes.

Q: We have a project that will be implemented on public property. Do we need to have long term contract that will allow us to use the property before the submission date or is it enough to have a pre-contract or letter of interest in this stage? Also what is the minimum rent period for the property to be eligible for this call?

A: In case of operations involving infrastructure the Managing Authority will require, prior to Subsidy Contract signature, relevant legal documents specifying legal rights under the real-estate law concerning the land and/or buildings where the works will be carried out: proof of ownership (in case the property is owned by the beneficiary) or long term lease (e.g. 10 years or longer) of the land /assets which needs to be in public property (in case the property is not owned by the beneficiary).

Further information concerning your question, however, depending on project proposal can be found in Guidelines for Applicants, section 4.2. Contracting. Additionally, please consult sections 4.5.6. and 5.3. of the Programme rules on eligibility of expenditures.

Q: In the Project partner statement, section 5. 5. Project Partner's declaration on the previous operations, there is The list of operations (co)-financed from the programmes launched by the European Union, EU/EEC Member States or national funds in the last five years. We are the County and have a large number of Projects annually. Do we need to list all the projects that we have received funding for in the last 5 years, or only the ones that correspond to the topic of our current project proposal?

A: It is necessary to list all operations (co)-financed from the programmes launched by the European Union, EU/EEC Member States or national funds in the last five years.

Q: Molimo pomoć, odnosno sugestiju oko tumačenja odgovora na sljedeće pitanje u okviru obrasca „State Aid Self-Assessment Questionnaire“: „3. Does the support distort or have the potential to distort competition? If the support has the potential to strengthen the position of the beneficiary in relation to other competitors, then this criterion is likely to be met. The potential to distort competition does not need to be substantial or significant, and this criterion can apply to relatively small amounts of financial support and firms with little market share. If all the above conditions under this point (3) are fulfilled, this criterion is automatically met (except for the case when the beneficiary has a legal monopoly).“

Ukoliko su partneri javne ustanove i u okviru projekta postavljaju fotonapon na svoje zgrade te time ostvaruju uštedu energije, a budući su neke od njih obrazovne ustanove, spomenutu opremu će koristiti i kao pokazni laboratorij, da li na spomenuto pitanje trebaju odgovoriti za „Yes“ ili „No“? Pri tome naglašavamo da ustanove neće opremu koristiti u svrhu provedbe ekonomskih aktivnosti niti pružanja usluga koje će se naplaćivati. Naime, dvoumimo se oko tumačenja pojma ekonomske koristi i time ugrožavanja tržišnog natjecanja jer, ukoliko spomenutu uštedu energije tumačimo kao ekonomsku korist kojom ostvarujemo tržišnu prednost, onda je neupitno da svi prijavitelji, odnosno potencijalni korisnici bespovratnih sredstava trebaju odgovoriti sa „Yes“.

A: Please note that State aid is understood as an aid given to an economic operator that is distorting or may distort competition in the internal market.

It is important to assess whether the aid is giving the economic advantage (a benefit) to an economic operator, which the operator would not have obtained under normal market conditions. Therefore, pay attention if the support is given to an economic operator. Economic operator may be any entity engaged in an economic activity, regardless of its legal status and the way in which it is financed. The only relevant criterion to answer the mentioned question is whether or not the entity carries out an economic activity in the context of the project.

Please note that all four criteria must be marked as “yes” (stated in the State Aid self-assessment questionnaire) in order for aid to be considered as State aid.

Q: We have a question that is related to the legal side of the call. We are currently in the phase of changing the name of our institution. So far we have obtained some of the documents containing the new name (Statute and Court register statement) but have not changed the name itself completely as we still have to wait for some other legal decisions that will make this complete. So what documents do we include on the application and how to name ourselves on the form? Old name or the not completely legal new name.

A: Please note that, if the process of changing the name of the institution is still not legally completed, please use the name of the institution that is still valid and can be supported with documents required by the Guidelines for Applicants. In case your project proposal is selected for funding, you will be requested to deliver the new documentation containing the new name of the institution.

2. ELIGIBILITY

Q: GE Healthcare Eastern Europe follows closely the Cross-Border Programs where future calls for proposals will be launched. Since some of the priority axis may cover also the healthcare field, e.g. PA1 “Improving the quality of public social and health services in the program area”, we kindly ask you to confirm that the EU rule of origin foreseen in PRAG Guide clause 2.3.1 is not applicable for products to be purchased over 100,000 Euro in Serbia. The present question is generated by the provisions of

article 10 para 3 from EU Regulation 236/2014 (CIR) which clearly says that “For actions implemented in shared management, the relevant Member State to which the Commission has delegated implementation tasks shall be entitled to accept as eligible, on behalf of the Commission, tenderers, applicants and candidates from non-eligible countries as referred to in paragraph 2 of this Article, or goods from a non-eligible origin as referred to in Article 8(4).”

A: Supplies purchased in the amount of or higher than 100 000 EUR per purchase, must originate from an eligible country. However, these products can originate from any origin (full untying) if their value is below the threshold of the competitive negotiated procedure – 100 000 EUR. Certificates of origin must be provided by the competent authorities of the supplies' or supplier's country of origin and comply with the international agreements to which that country is a signatory. Eligible country refers to participating countries, other Member States, other IPA II beneficiaries, contracting parties to the Agreement on the European Economic Area and partner countries covered by the European Neighborhood Instrument.

Q: Poštovani, molio bih Vas informaciji o tome da li je moguća prijava Geotehničkog fakulteta (Sveučilište u Zagrebu) na Interreg-IPA CBC Hrvatska-Srbija? Fakultet bi bio nositelj. Projektom bi bilo obuhvaćeno samo "territory covered by the Programme", partner iz regije u Hrvatskoj bila bi institucija sa Sveučilišta u Osijeku, dok bi institucija iz Novog Sada (Sveučilište) bila od strane Srbije.

A: Eligibility of applicants (Lead Partner and Project Partners) is subject of Step 1 (*Administrative compliance and eligibility check*) of assessment and selection process described in Section 4 (*Assessment and selection of applications*) of Guidelines for Applicants for 2nd Call for Proposals. Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the section 2.3.1. (*Eligibility of applicants (Lead Partner and Project Partners)*) of Guidelines for Applicants. Please note that the criteria that relates to the “non-profit-making legal person/entity”) shall be proven by statute and/or articles of association/decision on establishment of the respective institution in accordance with relevant law.

According to section 2.3.1. (*Eligibility of applicants (Lead Partner and Project Partners)*) of Guidelines for Applicants, the applicant must be registered in the respective participating country (Croatia and/or Serbia), regardless of the Programme area.

Q: Da li mi kao privatna neprofitna tvrtka u većinskom državnom vlasništvu možemo sudjelovati u programu (trenutno smo u dva DTP projekta pa pretpostavljam da možemo ali nisam pronašla odgovor)? Da li možemo sudjelovati u programu (kao partner ili Lead partner) obzirom na naše sjedište (Zagreb)? Molim informaciju je li prihvatljiv prijavitelj (i kao partner i kao vodeći partner) institucija koja je registrirana u Zagrebu. Aktivnosti bi se provodile u programskom području, ali nemamo nikakvu podružnicu niti ured tamo.

A: Eligibility of applicants (Lead Partner and Project Partners) is subject of Step 1 (*Administrative compliance and eligibility check*) of assessment and selection process described in Section 4 (*Assessment and selection of applications*) of Guidelines for Applicants for 2nd Call for Proposals. Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

According to section 2.3.1. (*Eligibility of applicants (Lead Partner and Project Partners)*) of Guidelines for Applicants, the applicant must be registered in the respective participating country (Croatia and/or Serbia), regardless of the Programme area.

Q: Mi smo iz Bačke Palanke (Udruženje Dramski studio „Ars liberi“) i veoma rado bismo sarađivali sa partnerima iz Hrvatske a u vezi sa programom IPA CBC Hrvatska-Srbija. Pogranično smo mesto i saradnja sa gradovima iz Republike Hrvatske je naša svakodnevnica. Pročitali smo Uputstvo za popunjavanje formulara (objavljeno od strane IPA-e), ali postoje neke nedoumice. S obzirom na to da imamo sjajan projekat koji bismo veoma rado realizovali sa partnerima iz Republike Hrvatske, najljubavnije Vas molimo da nam razjasnite delove Uputstva koje smo formulisali u vidu pitanja:

- 1) IPA finansira 85% vrednosti ukupnog projekta, da li preostalih 15% moramo da izrazimo kao novac na računu ili možemo da ga prikažemo u vidu tehničke opreme i ljudskih resursa?**
- 2) Da li postoji određeni distrikt čiji gradovi su ekvivalentni Bačkoj Palanci, ili možemo da za partnere izaberemo bilo koje gradove povezane istim projektnim smislom (mislimo na gradove u okviru distrikta iz Uputstva)?**
- 3) U Uputstvu je navedeno da mogu da apliciraju NVO, udruženja građana i neprofitabilne institucije, a isto tako stoji da prava imaju i državne institucije (tipa biblioteka i muzeja) koje ipak ostvaruju profit. Za koje institucije ili udruženja je bolje da se opredelimo - za udruženja građana ili za državne institucije?**
- 4) Da li mi kao udruženje građana možemo da budemo nosioci projekta, ili bi bilo bolje da to budu partneri iz Hrvatske?**

A: 1) Each Project Partner is a financing partner and must plan and ensure the funds to cover all of its expenses required for its part of the project implementation. Please bear in mind that each expenditure incurred and paid by the project partner will be reimbursed in max. amount of 85% of the reported expenditure, following the controls of the eligibility of reported expenditures performed by the First Level Control, Joint Secretariat, Managing Authority and Certifying Authority. The remaining min. 15% represents partner's contribution. Co-financing of the Operation only via staff costs or technical equipment is not eligible under this Programme. Co-financing rate is applied to each eligible cost under all expenditure categories including staff costs.

2, 3 & 4) Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections of Guidelines of Applicants:

- section 2.3.1. Eligibility of applicants (Lead Partner and Project Partners) and
- section 2.3.2. Eligibility of Activities.

Please note that the criteria that relates to the “non-profit-making legal person/entity” shall be proven by statute and/or articles of association/decision on establishment of the

respective institution in accordance with the relevant law. According to section 2.3.1. (*Eligibility of applicants (Lead Partner and Project Partners)*) of Guidelines for Applicants, the applicant must be registered in the respective participating country (Croatia and/or Serbia), regardless of the Programme area. Please bear in mind that the Programme bodies do not make recommendations concerning partnerships. Regarding the country where the Lead Partner is registered, no limitations have been set.

Q: Taking into consideration the eligibility criteria, I would like to ask specifically whether the Institute for Social Science as a public institution based in Belgrade, Serbia is eligible to apply for this call.

A: According to section 2.3.1. (*Eligibility of applicants (Lead Partner and Project Partners)*) of Guidelines for Applicants, the applicant must be registered in the respective participating country (Croatia and/or Serbia), regardless of the Programme area.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections of Guidelines of Applicants:

- section 2.3.1. Eligibility of applicants (Lead Partner and Project Partners) and
- section 2.3.2. Eligibility of Activities.

Q: Regarding eligibility of the applicant, I would like to ask you to clarify the criteria for eligibility of the Institute of Social Science having in mind that it is registered and seated in Belgrade. Could you please let me know if as such the Institute can be a lead applicant, partner or only associate.

A: According to section 2.3.1. (*Eligibility of applicants (Lead Partner and Project Partners)*) of Guidelines for Applicants, the applicant must be registered in the respective participating country (Croatia and/or Serbia), regardless of the Programme area.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections of Guidelines of Applicants:

- section 2.3.1. Eligibility of applicants (Lead Partner and Project Partners) and
- section 2.3.2. Eligibility of Activities.

Q: Molim informaciju je li prihvatljiv prijavitelj (i kao partner i kao vodeći partner) institucija koja je registrirana u Zagrebu. Aktivnosti bi se provodile u programskom području, ali nemamo nikakvu podružnicu niti ured tamo.

A: According to section 2.3.1. (*Eligibility of applicants (Lead Partner and Project Partners)*) of Guidelines for Applicants, the applicant must be registered in the respective participating country (Croatia and/or Serbia), regardless of the Programme area.

Q: We are from Bačka Palanka (Serbia), Drama studio "Ars liberi", and would like to participate in IPA CBC Croatia-Serbia program. We have read the Guidelines for applicants, but we still have some questions regarding the project:

1) Since IPA finances 85% of this project, do we have to show our 15% in financial bills, or can it be in technical equipment as well?

2) Is there a specific district in Croatia equivalent to our district for Backa Palanka, or can we choose any city from Croatia as long as it belongs to one of the districts mentioned?

3) In The Guidelines for Applicants it is stated that NGO, associations of citizens and non-profitable organizations can apply as project partners. It is also stated that organisations such as libraries, museums etc. can apply, but they are profitable organisations. Is it better if we apply as a government institution, or association of citizens?

4) Can we, as an association of citizens apply as a Lead Partner, or does it have to be an organization from Croatia?

A: 1) Each Project Partner is a financing partner and must plan and ensure the funds to cover all of its expenses required for its part of the project implementation. Please bear in mind that each expenditure incurred and paid by the project partner will be reimbursed in max. amount of 85% of the reported expenditure, following the controls of the eligibility of reported expenditures performed by the First Level Control, Joint Secretariat, Managing Authority and Certifying Authority. The remaining min. 15% represents partner's contribution. Co-financing of the Operation only via staff costs or technical equipment is not eligible under this Programme. Co-financing rate is applied to each eligible cost under all expenditure categories including staff costs.

2, 3 & 4) Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections of Guidelines of Applicants:

- section 2.3.1. Eligibility of applicants (Lead Partner and Project Partners) and
- section 2.3.2. Eligibility of Activities.

Please note that the criteria that relates to the “non-profit-making legal person/entity” shall be proven by statute and/or articles of association/decision on establishment of the respective institution in accordance with the relevant law. According to section 2.3.1. (*Eligibility of applicants (Lead Partner and Project Partners)*) of Guidelines for Applicants, the applicant must be registered in the respective participating country (Croatia and/or Serbia), regardless of the Programme area. Please bear in mind that the Programme bodies do not make recommendations concerning partnerships. Regarding the country where the Lead Partner is registered, no limitations have been set.

Q: We have question regarding quality assessment scale, the scoring of the achievement of the Programme output indicators: maximum score of 10 is given if "The project contributes to more than one programme output indicator marked as UA (underachieved), the indicated targets are quantified correctly and realistic to be achieved until the end of project implementation". As it is stated in footnote, the exception to this refers ONLY to Priority Axis 4 applications taking into account that only one programme output indicator is currently marked as underachieved. We believe that this is not correct, as in PA 2, in both specific objectives, there is also ONLY ONE underachieved indicator, and therefore it is not possible for these projects to achieve maximum score for this criterion. Instructions for EMS clearly state: "Please note that each project has to select only one Programme Priority Axis and one Programme Specific Objective." Please explain how can projects in PA2 achieve maximum score of 10?

A: Please note that footnote no 19 (page 41 GfA) under section 4. Assessment and selection of Applications; subsection 4.1 Assessment and selection:

“The exception to this refers to Priority Axis 4 applications taking into account that only one programme output indicator is currently marked as underachieved (UA). Thus, for Priority Axis 4 applications addressing the only programme output indicator marked as underachieved (UA) will be treated as if they are addressing more than one programme output indicator.”

is replaced as follows:

“The exception to this refers to applications within Priority Axis 2 (Specific objectives 2.1 and 2.2) and to Priority Axis 4, taking into account that only one Programme output indicator under these Priority Axes/specific objectives is currently marked as underachieved (UA). Thus, in case of Priority Axis 2 (Specific objectives 2.1 and 2.2) and

Priority Axis 4, applications addressing the only Programme output indicator marked as underachieved (UA) will be treated as if they are addressing more than one Programme output indicator.”

3. BUDGET

Q: Can you please clarify if the wages of the people employed by the partner institutions and future members of the project proposal team can be considered as 15% of co-financing?

A: Co-financing of the Operation via staff costs is not eligible under this Programme. Co-financing rate is applied to each eligible cost under all expenditure categories including staff costs.

Q: Možete li nam reći koliki su prihvatljivi troškovi pripreme i zatvaranja projekta koji se prijavljuje na 2. Javni poziv za korištenje sredstava Interreg Croatia-Serbia 2014-2020.

A: Approved operations are entitled to receive reimbursement of their preparatory costs in the form of a lump sum in the total amount of up to EUR 3.000 and closure costs in the total amount of up to EUR 2.000. The total amount of preparatory and closure costs should be estimated based on the activities which are planned to be done during the preparatory and closure phase of the Operation.

Q: Is there an obligation for each project partner to participate in a budget with an amount that can not be less than 10 percent of the overall project budget.

A: Under the 2nd Call for Proposals there are no limitations concerning the amounts of the project partner budget in the overall project budget.

Q: Smatra li se da je sufinansiranje projekta (15%) namiren iz udijela plaća zaposlenika Sveučilista koji će sudjelovati na ovom projektu?

A: Co-financing of the Operation via staff costs is not eligible under this Programme. Co-financing rate is applied to each eligible cost under all expenditure categories including staff costs.

Q: U dokumentu koji se odnosi na troškove (verzija 2.0) stoji da se može kao opcija izabrati dnevnicu ili per diem, pa se navodi da per diem pokriva smeštaj, hranu i tako dalje, pa stoji u fusnoti link za novu verziju tih suma. Hrvatska 180 i Srbija 158 evra. Da li se te sume mogu koristiti za sva putovanja u okviru projektnih aktivnosti, i po Srbiji i po Hrvatskoj, bez obzira na članstvo u EU i slično? Konkretno, da li mi ukoliko iz Novog Sada putujemo za Osijek koristimo per diem rates za Hrvatsku (180 evra), a ukoliko putujemo do Sremske Mitrovice i noćimo recimo koristimo per diem za Srbiju? Ili samo važe za Hrvatsku, a po Srbiji neka interna pravila dnevnica? I da li ukoliko se ne uzima prenoćište može da se piše polovina per diem?

A: Applicants are obliged to choose between using daily allowances or per diems. The chosen option shall be applied during the whole Operation implementation and please note that each project partner is entitled to select option for travels costs under their project budget (only daily allowances or only per diems for their staff). Use of daily allowances or per diems must be in line with relevant national and internal rules of the beneficiary institution. Regardless of membership in the EU beneficiaries are allowed to use per diems if they are in line with the internal rules of the beneficiary institution. For example, if partner from Serbia is travelling to Croatia per diem rate for Croatia (180 EUR) should be applied. There is no possibility to use half of per diem.

Q: Is the following considered to be equipment or vehicles: a truck-type vehicle for transporting persons with disabilities with a lifting platform, a small firefighting vehicle, or an ambulance equipped with corresponding specialist equipment that would be used exclusively to provide services to the population of the targeted area?

A: According to Section 4.5.5. (Equipment expenditure) of Programme rules on eligibility of expenditures (version 2.0) vehicles are listed as eligible under equipment expenditure category. Please note that in order for equipment to be eligible under this Programme it has to be necessary for the project implementation, directly linked to (or forming part of) the project outputs and used by the beneficiaries and/or target groups.

4. APPLICATION

Q: We have a problem in the eMS: when we want to list investments in Wp Investment, there is only one drop down list for the location of the investment. Our

project has 2 investments, one in Croatia and one in Serbia so do we need to fill in two location descriptions?

In the section Location of Investment of WP Investment, only one NUTS region can be selected even though several locations are planned for investments (for example one in Croatia and the second one in Serbia). Furthermore, explanation of all locations where investments are planned must be entered in the Location Description field.

5. IMPLEMENTATION

Q: VSC planned to apply project idea on the 2nd call for project proposals Interreg IPA CBC Croatia Serbia 2014-2020., and we have a question about the date that we planned to start with project. Namely, on the project clinics that we attended at B. Manastir on June 8, it was talked that an indicative plan for approval and signing of the contract would be in the first quarter in 2019. The question is can we planned that the project implementation starts on September 2019, which would mean that if sign the contract for the project on March-April 2019, it will pass 5-6 months until we start with our project? Is it possible?

A: The date on which the Subsidy Contract is signed does not have to be directly linked to the start date of the project implementation. Please have in mind that according to the expected Programme cash flow, the start date of the projects contracted within the 2nd CfP is planned for the 2nd quarter of 2019. Therefore, it is recommended to plan the start date within this period. Taking into account the nature of the project, core/specific project activities can be planned in later periods of project implementation, having in mind the distribution of funds during the project periods.