

# Implementation workshops in Novi Sad and Osijek

## Q&A

September 2024

1. **Question:** The majority of ZJN documents do not allow the project logo to be used. What recommendations do you have in this regard?

**Answer:** If this is not possible due to EOJN restrictions than it is not obligatory to include Programme/project logo. In all other cases, beneficiaries must explicitly indicate in the public procurement documentation that the procurement is co-financed by the Interreg IPA Programme Croatia – Serbia and include the Programme/Project logo and Project acronym. In case of free-form documents to be uploaded in the EOJN, these documents must include the Programme or project logo. Also, please note that contracts, invoices or documents should include at least the name of the Programme and acronym of the project.

2. **Question:** Is it required that the decision regarding the project team's formation be made in English?

**Answer:** The decision can be in local languages.

3. **Question:** Who may be a designated person with the authority to sign the forms that beneficiaries submit?

**Answer:** The person who normally signs legal documents on behalf of the institution or organization or any other person who has been duly designated to sign documents on behalf of organization.

4. **Question:** Should employment contracts be translated into the English language?

**Answer:** The employment contracts can be in local languages.

5. **Question:** Option 1 – Depending on the kind of contract, are there any limitations on personnel costs?

**Answer:** No, there aren't any universal limitations on personnel costs, but it's important to be aware about budget constraints in project budget. In SCO option 1 staff costs are covered by fixed flat rate which cannot be modified during project implementation. The beneficiary is responsible to ensure adequacy of staff costs.

6. **Question:** If the partner has selected SCO option 2, is the cost of the project management service acceptable?

**Answer:** The cost of the project management service will be the part of flat rate "Other costs" (SCO 2). These costs are acceptable if planned and justified.

**7. Question:** What effect would it have on the flat rate salary costs in subsequent periods if we spend 90% of the direct costs in the earlier period?

**Answer:** This will only restrict the amount of staff costs that can be reimbursed in subsequent periods; staff costs will be directly proportionate to the entire amount of direct eligible costs incurred and paid (e.g. if beneficiary does not claim any direct costs for 3<sup>rd</sup> reporting period, in that case staff costs will be also 0 (zero) as well as administrative costs and travel costs).

**8. Question:** Is it possible to find a substitute for a team member who takes a maternity leave, for example, or is it possible to reassign her duties? What are the procedures for both Option 1 and Option 2?

**Answer:** Yes, it is possible. The LP is required to send an email to the JS PM notifying on any administrative and/or staff changes. Additionally, LP is required to offer an updated decision regarding the project team's formation along with the next partner/project report.

**9. Question:** When project team members travel to Croatia to conduct partner training, are their travel expenses reimbursed?

**Answer:** Yes, travel expenses can be reimbursed from Travel and accommodation costs category in their budget (SCO 1) or from "Other costs" (SCO 2), depending on the budget option chosen.

**10. Question:** Are external experts limited to legal entities or may they also be natural persons?

**Answer:** Both natural persons and legal entities may be contracted as external experts.

**11. Question:** Do bookkeeping services fall under the admin costs?

**Answer:** Accounting services are included in the cost category Administrative costs in SCO 1 or under "Other costs" in SCO 2.

**12. Question:** Will the beneficiary be notified through JEMS when e.g. the controller requests more details for the report, or after the advance or reimbursement has been made?

**Answer:** Unfortunately, the actual version of JEMS doesn't have this function. The national controller will upload a document (Request for clarification) through the Jems in which it will be stipulated what needs to be additionally submitted for the purpose of cost verification, but the possibility of communication in the form of a message does not exist in the system.

**13. Question:** Who will conduct the visit for project monitoring?

**Answer:** During the implementation and after the implementation your project could be visited by the staff from Joint Secretariat, Managing Authority, National Authority, National Controllers and Audit Authority.

**14. Question:** Does every partner need to post a link to the project on their own website?

**Answer:** Yes. The LP and PPs shall follow the programme's communication and visibility requirements for all co-funded visibility and communication activities. It is obligatory that PPs provide information about the Project and project's activities on their current websites. Stand-alone project websites are not eligible for co-financing.

**15. Question:** Are project posters required in every partner's premises?

**Answer:** Yes. Each Project Partner must place at least one poster with information about the project (minimum size A3), including the financial support from the Programme, at a location readily visible to the public.

**16. Question:** Is it necessary to have a dedicated foreign currency account for the project?

**Answer:** It is not necessary to have separate foreign or domestic currency accounts, PPs can use their existing accounts. However, the beneficiary must maintain an analytical accounting system for the operation to enable cost identification (*posebna aktivnost ili mjesto troška*).

**17. Question:** Should the tender committee consist of team members?

**Answer:** External individuals may be included in the tender/evaluation committee if internal staff is deficient in the requisite technical and administrative knowledge. For a single tender, the appointment of an evaluation committee is not mandatory. For a simplified procedure, the Evaluation committee must have an odd number of members, at least three. Nevertheless, we advise team members to take part, at least in local and international open procedures, in the capacities of Chairman and Secretary. Beneficiaries from the Republic of Croatia who falls under the scope of Law on public procurement are obliged to follow respective national legislation in this case.

**18. Question:** Within SCO2-Is it possible to undertake the procurement in accordance with national law or should it follow the Programme rules?

**Answer:** Beneficiaries from the Republic of Croatia which are public bodies or bodies governed by public law who falls under the scope of Law on public procurement are obliged to follow respective national legislation on public procurement (and internal rules on procurement below national threshold) regardless of the option chosen. All other PPs (all beneficiaries from Serbia and private partners from Croatia) shall follow the Programme rules on public procurement procedure as described in PIM.