



## 5<sup>th</sup> set of Frequently Asked Questions (FAQs) (No. 37-51)

**Introductory note:** Questions submitted by potential applicants have been generalized, where applicable.

**37) As it is mentioned in the Project Manual, if a partner chooses to calculate the staff costs on a real cost basis, it is not possible for this partner to charge office and administration expenditures using a flat rate (until 4% of its total budget), calculated based on a fair and duly justified distribution method. Does this mean that the partner has to charge Office and Administration expenditure through the use of specific invoices (for the elements of regulation 481/2014), which will be charged to the project either entirely or proportionately as calculated using a fair and duly justified distribution method? In this sense, is it possible for a partner to present its accounting records (general ledger) for the total Office and Administration expenditure (in order to prove that these costs are real) and charge a proportion of these costs to the project using a fair and duly justified distribution method (in this case an allocation sheet will be registered in the financial report)? Or this partner has to register in the financial report one by one the proportion of all the invoices of Office and Administration expenditure (e.g., the total number of invoices for AUTH may reach to unusually many registers in the financial report!) that are needed in order to justify the corresponding amount? Please note that in both cases the amount of Office and Administration expenditures remains the same.**

[Guidelines for the verification of expenditure will be issued in due time.](#)

**38) We would like you to specify to us where exactly national counterpart is funded from. And to which bodies (public and private) national financing refers to.**

[The national contribution is covered by the countries participating in the Programme for all kinds of eligible partners. For further details please refer to section 5.2 \(page 61\) of the Project Implementation Manual.](#)

**39) In the Programme "Greece - The former Yugoslav Republic of Macedonia 2014-2020" is all of the TEI of Western Macedonia eligible or only its branch in Florina?**

[Tertiary educational institutions are eligible. For TEI of Western Macedonia, Departments located in Kozani are eligible under the 20% limitation, as located outside the eligible area and departments located in Florina, under 100% as located within the eligible area.](#)

**40) Does “awards on innovative ideas” (pg. 50 on the Programme document and pg. 3 on the Call for project proposals) correspond to direct financial award to innovative ideas (direct grants) as well or only to non-financial support?**

The term corresponds to non-financial support.

**41) In order for the Greek and companies in the former Yugoslav Republic of Macedonia, which are involved in the process of meat and dairy products sector, to make exports in the Russian market, specific in food standards are required by the Russian legislation.**

According to the above the question is if the Russian market, non-European market, is out of the Program requirement taken into consideration the beneficiaries of the project will be SMEs from the eligible region Greece and the former Yugoslav Republic of Macedonia.

And also if the Russian chamber of commerce located in Thessaloniki having its own entity, is eligible as a partner.

SMEs are not eligible. Chambers in general are eligible. The MA/JTS cannot comment on the legal status or eligibility of a potential applicant. The eligibility of partners will be part of the project assessment. It is the applicant's sole responsibility to determine its own status and eligibility to apply for funding.

**42) According to page 14 of the 1st Call for project proposals, applicants must submit a decision of the designated body of each project partner. Could the documents submitted in the original languages of the partners?**

According to the Call, page 16: All documents must be submitted in English with an exception of the documents that correspond to points 6 (supporting documents on eligibility) and 7 (documents for infrastructure projects) of this Call, which may be submitted in the official languages of the two participating countries. The decision of the designated body must be submitted in English.

**43) Within our University that is located in Bitola (Region of Pelagonia), there are few faculties:**

- 1 faculty and 1 institute located in Prilep – (Region of Pelagonia)
- 6 faculties located in Bitola – (Region of Pelagonia)
- 1 faculty located in Kicevo – (Region of southwest)
- 1 faculty located in Ohrid – (Region of southwest)
- 1 faculty located in Veles – (Region of Vardar)

According to the CALL: Each potential project beneficiary cannot participate in more than three (3) proposals in this Call. Additionally, each potential project beneficiary cannot participate as Lead Beneficiary in more than one (1) proposal per Priority Axis. In case of Tertiary Education and research centers the above - mentioned limitation is considered per Department in Greece and per Faculty or Institute in IPA country.

In this case each faculty of our University, no matter in which Region it is located, has the right to participate maximum in three (3) proposals in this Call.

**BUT, in the second set of FAQ, there is the following answer for the question No10: Each Region cannot participate in more than three (3) proposals in this Call. Additionally, each Region cannot participate as Lead Beneficiary in more than one (1) proposal per Priority Axis.**

**In this case, each faculty of our University depending on which Region it is located, doesn't have the right to participate maximum in three (3) proposals in this Call.**

**So, the question is: Does the "maximum 3 proposals" restriction apply to Region and their Regional Units or to Faculties (in case of Tertiary Education and research centers)?**

**In the specific Question the mentioned Region is a legal entity and not a geographical term.**

**44) I am a civil engineer from Greece currently working for an environmental company called Environment Solutions in Denmark.**

**Environment Solutions is a company specialized in flood protection works. In fact NoFlood barriers are produced by the company and are used for flood protection. The NoFlood Barriers offers one of the most effective solutions for loss reduction and has already proven its efficiency in protection people, critical infrastructure and the environment in several countries around the world.**

**The NoFloods Barriers are based on innovative principles with extremely low environmental impact. It is fast and easy to install in flood threatend areas before and after flooding has occurred.**

**The actual reason why I send you this mail is to ask you if there is any possibility to participate in the IPA programme since the base of the company is in Denmark.**

**SMEs are not eligible under our Programme.**

**45) We would like to know if there is a need of keeping on-line archive, since there is paper-based archive of all the documents related to the project**

**Electronic and paper archive is obligatory and it has to be available in case of audit controls.**

**46) How will be made the payments of:**

**• The staff that is already fully employed in the institution, but overtime is involved in the project. Will the payment be made by working hours spend on the project activities? Is this staff allowed to work on project activities during the weekends (Saturdays and Sundays) and if it is, is there limit in working hours per day?**

**• The staff that is not employed in the institution, but is engaged in the project, as an external staff. Will the payment be made by working hours spend on the project activities? Is this staff allowed to work on project activities during the weekends (Saturdays and Sundays) and if it is, is there limit in working hours per day? Are there any differences in payment, regarding the position of this staff in the project: project manager, financial manager or expert etc?**

**Which supporting documents additionally to the time sheets, should be obtained and submitted for the staff cost payment?**

**National legislation has to be followed. Guidelines for the verification of expenditure will be issued in due time.**

**47) Reference to question 27th of the 4th set of (FAQs)**

**What about the documents 6,7 and 8, can we submit photocopies of the originals or the documents must be exact copies of the originals or can we submit a solemn declaration stating that all documents submitted are exact copies of the originals that are kept in the premises of the organization?**

Documents 6, 7 and 8, must be exact copies of the originals.

**48) We would like to ask if financial support to third parties is eligible cost under the first call for proposals.**

**Our project proposal includes planning and running a cross –border pilot including selecting and allocating funding (voucher schemes) to start ups primarily to the concept development phase of the selected projects. Is this cost – category eligible?**

**Please find [here](#) how financial support to third parties works in Horizon 2020 Programme.**

Financial support to third parties is not eligible under our Programme.

**49) I would like to ask, whether a Greek association established (central offices) in Athens and having a branch located in the eligible area (Thessaloniki) (operating more than one year) can be considered eligible as beneficiary partner or he should be included in the 20% budget limit rule.**

If the branch established in the eligible area is a separate legal entity then the 20% limitation does not apply.

**50) Regarding F1 Call of the CBC Programme, and with reference to the submission of documents (point 9 of the Call, pages 14-16), the required documents 1, 2, 3, 4, 5, 9 and 10 must be submitted officially signed and stamped. Please confirm that the documents 6, 7 and 8 are acceptable in scanned version/copy.**

Documents 1, 2, 3, 4, 5, 9 and 10 must be submitted officially signed and stamped, but can also be accepted in a scanned version. In this case, the originals can be submitted upon request at a later stage.

**51) The Regional Unit of Florina (Περιφερειακή Ενότητα Φλώρινας) is located within the core eligible area. Still, the Regional Unit of Florina is a Department of the Region of Western Macedonia (Περιφέρεια Δυτικής Μακεδονίας). Thus all official documents from the Unit of Florina are actually approved/signed/have a reference to the authority of the Region of Western Macedonia. Still, the legal entity is the Region Western Macedonia (located in Kozani) is not based within the 'core' area as this is illustrated in the official documents of the call. In this case, we would like to clarify if the Region of Western Macedonia is considered or not as an eligible partner.**

The Region of Western Macedonia is eligible. For Regional Unit of Florina, as it is located within the eligible area, the limitation of 20% does not apply.