



## 6<sup>th</sup> set of Frequently Asked Questions (FAQs) (No. 52-62)

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

**52) Does the 15% of the budget co-financing (as stated in Call a6 in the documentation needed for project proposal) refers to all beneficiaries in an Interreg project, including the Municipalities?**

[It refers to all potential partners. Also see answer No.7](#)

**53) According to the 1st Call of proposals, page 11, there is the following limitation: “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”. According to the above, University of Western Macedonia which operates with 6 departments could submit 18 proposals in total to this Call? Is this accepted?**

[Please refer to Answer No 33 \(4th set of FAQs\). Each department of Western Macedonia University should comply with this limitation.](#)

**54) Could you please inform me if it is possible to have an observer partner? If it is possible, can the observer partner be located outside the eligible area?**

[Observers \(meaning entities with 0,00€ budget\) are not foreseen under this Call for Proposals.](#)

**55) Regarding selection of staff for the project partners, in the Project Manual (page 35) there is a relatively flexible definition of staff including full time, part time or employed in hourly basis staff members where they are “working for the beneficiary organisation under a contract other than an employment/work contract and receiving salary payments.”. There is also a freedom for direct or indirect calculation of costs.**

**In the same time in page 38 we read that “Staff costs do not cover the expenses of externals; externals should be budgeted under the “External Expertise and services” category.”**

**As you know there are two kinds of staff costs: Permanent staff where social security is included (i.e. with IKA in Greece) in which part of the monthly regular salary is charged in the project and staff employed on project level with a project selection process on project basis.**

**Could you please clarify which is the status accepted for this Programme?**

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The project expenditures under the Programme are divided into six Budget categories. These Budget categories are:

- A. Staff;
- B. Office and administration;
- C. Travel and accommodation;
- D. External expertise and services;
- E. Equipment;
- F. Infrastructure and Works.

For each Budget category, a description of the expenditure that falls under the Budget category is provided. More concrete guidance about the verification process and the audit trail to verify these expenditures (necessary documents, invoices etc) for each Budget Category will be provided in the Guidance on Management Verification document.

"Staff costs" and "external expertise and services" are two different budget categories. Please read carefully paragraph 2.2.4.1 and 2.2.4.4, in order to understand the difference between these two categories.

**56) I am contacting you on behalf of the Aristotle University of Thessaloniki Sports Centre.**

The Sports Centre is a University Unit (not an academic department) of the Aristotle University of Thessaloniki. We are interested to submit a proposal for the Interreg IPA CBC Programme "Greece – The former Yugoslav Republic of Macedonia 2014-2020" as Lead Partner.

Please inform us if we can do that without having a VAT number of our own.

Finally, I think it is worth noting, that the Sports Centre of AUTH has a founding law of the Greek government as a unit of AUTH

The eligibility check of a potential partner is part of the evaluation procedure.

**57) What is the earliest/latest start date we can indicate in the Application Form?**

The starting date for the eligibility of expenditure for Greek Partners is the 01/01/2014 and for the IPA partners is the 12/11/2014.

**58) Is there some restriction on the annual turnover of NGOs or other type of partners? Is there some related restriction in the national law of the former Yugoslav Republic of Macedonia or of Greece?**

There is no such restriction from the Programme.

**59) I would like to ask, whether an organization established (central offices) in Athens and having a branch located in the Programme's eligible area (Thessaloniki) (at least 12 months before the launch of this Call for Proposals) can be considered eligible as Lead Project Beneficiary.**

According to the call (page 13) The Lead Beneficiary must also meet cumulatively the following condition;

- the organizations have to be established, registered or accredited in the respective countries i.e. the organization should be established by or accredited under an instrument governed by the internal law of the respective country; and be operational

(active) in the Programme's eligible area at least 12 months before the launch of this Call for Proposals.

Please have in mind the sentence in page 12: Lead Project Beneficiaries should be preferably located within the eligible programme area

**60) Is the Ministry of Environment and Physical Planning in the former Yugoslav Republic of Macedonia eligible candidate (beneficiary) under "Priority Axis 2: Protection of Environment – Transportation", "2.4 Prevention, mitigation and management of natural disasters, risks and hazards"?**

According to the call (page 11) national, regional or local public authorities are eligible under the specific Call.

**61a) In case Lead Beneficiaries are located outside the eligible area (i.e. departments of TEIWM located in Kozani), documents providing their operability in the eligible area in the last 12 months before the launch of this Call for Proposals are required. Could you please provide us with more details regarding the necessary documents?**

The operability of the project applicant in the Programme's eligible area must be at least 12 months before the launch of this Call. The applicants must submit relevant supporting documents proving their operability in the eligible area in the last 12 months before the launch of this Call for Proposals. The operability will be proved by submission of e.g. (list is not exhaustive):

- contracts with donors and/or beneficiaries for carrying out activities in the Programme eligible areas, incl. references from contracting authorities/donors on those contracts
- documents/invoices that costs for the activities in the eligible areas were incurred and paid,
- bank statements that the documents/invoices for realized activities in the eligible areas are paid out
- utility bills (water, electricity, telephone, internet), rental agreements/lease contracts etc.

Additional documentation or clarifications may be requested during the evaluation according to page 3 of the "project evaluation Procedure".

However, a final decision on eligibility and participation shall be taken following the evaluation, on a case by case basis, on the basis of supporting documents.

**61b) In case that social responsibility actions are to be included in the project proposal, should we describe them as an action in the "Communication and Dissemination" Work Package? Moreover, should we allocate a budget in the Application Form or should we use the amount that has remained due to tender discounts?**

Projects may implement any eligible action they find suitable in order to meet their objectives. These actions should be included in the appropriate Work Package and cost category. Please read page 20 of the Project Manual, par.B2.2.

As a general rule, the discounts of the contracts are not subject to modifications and any respective savings shall be returned to the Programme. Only in exceptional cases

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and in case of force majeure, these discounts can be re-used and/or re-allocated in the project through a modification approved by the Joint Steering Committee.

**62) The Department of Logistics, TEI of Central Macedonia is located in Katerini in Pieria. The Department belongs to the TEI of Central Macedonia which is located in Serres. Moreover, the management of the Department's projects is fully implemented by the Research Committee which is also located in Serres.**

**The Department wants to actively participate in project proposals under the Programme. Having all the above in mind, I would kindly ask you to provide me with an official answer regarding the eligibility of the Department of Logistics.**

The place of establishment (inside or outside the core eligible area) defines whether a beneficiary is eligible under the 20% rule. Department situated in Katerini is located outside the eligible area so the 20% restriction is applied.