



7th set of Frequently Asked Questions (FAQs) (No. 63-80)

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

ATTENTION: All potential applicants are informed that new versions of specific Call documents have been uploaded on the website, as of April 5, 2016. Please see the news at <http://ipa-cbc-programme.eu/index.php/news/165-e>

63)

a) Could the Partnership Declaration be signed and stamped by each partner in a separate page or all partners have to sign and stamp in the same page?

Each partner can sign & stamp in a different page. Please see the updated document uploaded on April 5, 2016

b) Could you please confirm who should signed and stamped the Partnership Declaration - the legal representative of the Lead Partner (as it is mentioned in "calla6") or the legal representative of each Partner?

There has been an updated file of the document with a correction on p.3: For Beneficiary 2..n, the official stamp of each respective beneficiary is required

64) In the third set of frequently asked questions, namely Q19b) regarding the appointment of a dedicated Financial Manager and a dedicated Project Manager, it is stated that the Project Manager must always be staff of the LB or organisation (Project Manual, page 8). The Financial Manager can be either an external expert or the same person (staff) who is the Project Manager. Please clarify if, for the needs of the Programme, we can appoint a dedicated Financial Manager and/or a dedicated Project Manager that are either the executive director or a member of the Management Board, without charging their related costs to the project.

Project or/and financial manager can participate as staff to the project team without bringing the relative cost to the project.

65) 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. As the Designated Bodies especially of Public Bodies, take decisions only in the Official Language could you please clarify if there is a need for an Official

Translation or it is ok if we provide a translation of the official document signed by the Legal representative?

In case the relevant decision cannot be drafted in English, a translation signed by the partner's Legal representative can be accepted. Both documents (decision in original language and translation in English) shall be submitted.

66a) Is it possible the partner organisation from our side to be a secondary school,, St Kiril and Metodij,, from our town?

66b) Is it possible an Italian organisation with Branch office in Skopje with legal registration as NGO to be our partner?

Legal entities described under paragraph 7 of the call are eligible. It is the partner's responsibility to provide the evidence for the legal statues, the possession of VAT etc, elements which will be assessed during the first phase evaluation.

67) I am writing on behalf of the University of Information Science and Technolgy "St. Paul the Apostle" Ohrid (UIST).

We have one question regarding the section 7 of the Call, more precisely regarding this part: "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."

Our question is as follows:

UIST, Faculty X will act as co-applicant in 3 applications. The co-applicants` part in these applications will be signed by Rector (Legal representative of the University).

Can the UIST, Faculty Y act as co-applicant in other 3 applications to the Call, in case professor at that Faculty is the signatory of the co-applicants` part of the application?

These co-applicants` parts will be signed by professor from the Faculty Y, not by the Dean or by the Rector?

Please clarify who can sign the co-applicants` part in case of Universities?

Since the limitation applies per Faculty, both Faculty X and Faculty Y can participate in 3 applications. The same Legal representative can sign all 6 proposals.

68) We will submit a proposal under the current open Call and we will include a partner outside from the eligible area, the partner will be the University of the Aegean. Please let me know what document they can submit according to the guide, because the guide mentions that "Lead Beneficiaries established outside the Programme's eligible area should also submit documents proving their operationality in the eligible area in the last 12 months before the launch of this Call for Proposals. For further details refer to the project manual".

Also I would like to inform you that the department that will be partner in the project is "Department of Geography", the research interests of the specific department are totally linked to the proposal and we cannot find similar department that can be involved from the eligible area.

Additional requirements for Lead Beneficiaries are provided under paragraph 7.2 of the Call. Clarifications about operability are provided in the 6th set of FAQs, Answer 61a.

69) Is the National Technical University of Athens eligible partner for this Call?
The eligibility check of a potential partner is part of the evaluation procedure.

70) On behalf of Aristotle University of Thessaloniki (AUTH):
In case the operation of a Department has been discontinued and the research team subject to this Department has not been yet assigned to another operational Department of the University, how can this research team participate to the relevant Calls for proposals?

The 1st CfP is targeted to legal entities and not natural persons. Therefore, the issue you are reporting is a matter of internal (AUTH's) administrative procedure.

71a) Can one partner choose staff cost with calculation method real cost and administration cost with calculation method flat rate and vice versa?

No. The partner shall choose the same method for both categories of cost. Please see Answer 4a (1st set of FAQs)

71b) All the partners must have the same calculation methods of staff and administrative costs or can be different for each partner?

The option selected applies **on a beneficiary level** for the entire project period. (i.e. Each beneficiary should select either the flat rate or the real costs calculation option which will remain unchanged through the entire project period). This must be declared in the Application form.

71c) Which is the starting date of our project that we must put in our 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 (Answer 57 – 6th set of FAQs). A realistic plan for the implementation of the project is advised to start in October 2016. In case of approval of a project it is highlighted that during the negotiation meeting the AF will be modified according to the current facts (comments by the JSC, budget, timetable etc)

72) Taking into consideration that the entities may sign their decision of participation months before the submission of the proposal, and the exact title

and acronym may slightly differ until the submission, is it absolutely obligatory for the Municipality to refer the exact same name and acronym of project in their decision of participation?

As the decision letter is proof of commitment to the project, it is strongly recommended that the letter: a) is not outdated and b) corresponds to the exact project proposal and activities that have been agreed with the respective partners.

73 a) In the end of the "Partnership Declaration" template all the beneficiaries have to sign, date and stamp their declaration (stating the name and the position of the legal representative). Could we have one page for each partner for this signature part of the document in order for us to be able to collect the scanned signed pages that the partners will send us via email?

Yes, each partner can sign & stamp in a different page

a) Is there a tab/field/text box in the Application Form or in the Justification of budget form or in any other document to be submitted in the project proposal that we could describe (not only name) the deliverables in an analytical way?

There is available space for this purpose is the "Brief Justification of the Expenditure (max 350 characters) cell in the JoB. Additionally the boxes B 9.1 and B 10.1 from the Detailed Description Sheet of the AF can be used.

b) One beneficiary is located in Skopje. The other beneficiary is located in the Region of Vardar. The other three partners are from the core eligible area in Greece. Is this eligible?

Eligible partnerships are described in the call for project proposals, under paragraph 7. The eligibility has not to do only with the geographical origin of the partners but also with their legal statuses.

c) We have received from one partner the decision of designated body signed and stamped by their director: "This is to inform you that the [Beneficiary Name] agrees to participate to the [Project Name] project to be submitted under the IPA CBC Programme "GREECE – THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA, 2014-2020". Our participation at the project will be conducted according to the internal rules and statute of [Beneficiary Name] and our national legislation". Is this statement accepted as the decision of designated body?

Decisions for participation should at least include the Name of the Beneficiary, the Project Proposal Name, and the Number of the Call under which it will be submitted (1st Call for proposals in this case). It should be dated after the launching of the call and be duly signed and stamped

74) In case of a Greek Municipality, which is the "main registration number" asked in Legal Entity Form for public law body? Where can I find it?

The Legal Entity Form is a document submitted only by potential beneficiaries from the former Yugoslav Republic of Macedonia and only in the case where the beneficiary from the former Yugoslav Republic of Macedonia is the Lead Beneficiary of the project.

75) Can one partner from the former Yugoslav Republic of Macedonia participate as project beneficiary in two proposals?

In our proposal the lead beneficiary is the ATEI Thessaloniki and in the other proposal is the AUTH University.

Please, also confirm that for each proposal there is only one lead beneficiary.

- a. Please refer to paragraph 7.1 of the cFp.**
- b. A single LB is appointed to one partnership. See also the aforementioned paragraph for restrictions to the participation of beneficiaries as LPs.**

a. As stated in the Call document `Each potential project beneficiary cannot participate in more than three (3) proposals in this Call`.

b. This period the Programme is implemented under shared management. This means that there is only 1 contracting Authority and only one (1) LB per project, no matter in which country the LB is established.

77) According to the 1st Call of proposals, 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.

As I understand there is only one Lead Beneficiary per proposal. For example in a potential project in which there are two (2) Beneficiaries from Greece and two (2) Beneficiaries from the former Yugoslav Republic of Macedonia, only one of them will be the Lead Beneficiary of the potential project, who will not be able to participate in another proposal of the same Priority axis as Lead Beneficiary.

Yes. In the example you are offering, the Lead Beneficiary will be only one (either from Greece or the former Yugoslav Republic of Macedonia) and cannot participate as Lead beneficiary in more than one (1) proposal per Priority Axis

Apart from the above mentioned Lead Beneficiary of each project "Does Lead Beneficiary of each country" exist?

No. In the period 2014-2020, the Programme is implemented under shared management rules.

I want to clarify this because:

We -department of ATEITH from Greece- will participate in a proposal at 1 Priority axis as Lead Beneficiary of the potential project. On the other hand one of our potential partners from IPA country has already arranged to participate in another potential project, in which the Lead Beneficiary of the project is a department of another University from Greece. According to the call it seems clear, that the above potential partner from the former Yugoslav Republic of Macedonia can participate in both projects. But even if the Lead Beneficiary of the potential project is the department from Greek University, the partner from the former Yugoslav Republic of Macedonia believes that it is the Lead Beneficiary from the country and in this case, it should not participate in another project of the same priority axis.

My question is “can the potential partner from the former Yugoslav Republic of Macedonia participate as a beneficiary in both potential projects?

[Yes, in the example you are offering, the potential partner from the former Yugoslav Republic of Macedonia can participate as a beneficiary in both projects.](#)

78) I am working for a Civil Society Organisation (NGO) whose main registered headquarters is in Skopje, but also has a registered branch in Bitola (Pelagonia region).

Would it be possible in such case that the branch of the organisation applies the project as the Lead partner instead of the headquarters in Skopje?

[The registered branch office in the eligible region could be Lead partner. However, beside the official registration, the registered branch office must also fulfil activity criteria and should submit documents proving branch operationality in the eligible area in the last 12 months before the launch of this Call for Proposals.](#)

79) In the Call document refers "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."

Does it mean that it is eligible to submit copies of the original documents and in a later phase to submit the original?

[You must submit originals or **scanned** copies of the originals](#)

80) a. Can the same partner choose different calculation methods of staff cost and office and administrative costs? Staff cost to be real cost and office to be flat rate?

[No. The partner shall choose the same method for both categories of cost. Please see Answer 4a \(1st set of FAQs\) and 71a.](#)

b. Can partners of the same proposal choose different calculation methods for the same category? For example P1 chooses staff cost to be calculated with real cost method and P2 chooses staff cost category with flat rate method? Is it possible?

The option selected applies **on a beneficiary level** for the entire project period. (i.e. Each beneficiary should select either the flat rate or the real costs calculation option which will remain unchanged through the entire project period). This must be declared in the Application form.

c. At the Info day you mentioned that you will update the JoB template. Will this take place and when?

A new version of JoB has been uploaded on April 5, 2016. Please visit regularly the Programme's website (www.ipa-cbc-programme.eu).

d. If we have 2 IPA partners located outside the eligible area but all activities will be implemented in an eligible area, how does the 20% rule applies (for every partner 20% or in total for both partners 20%), or since all the activities will be implemented in an eligible area, the 20% rule does not matter?

First of all, do not forget that at least one beneficiary should be from the core eligible area of the Programme. All partners should respect the following limitation of the call:

Cumulatively:

i. Activities outside the Programme area and

ii. total budget of all Beneficiaries located outside the Programme area, can be maximum 20% of the total project budget.

e. If a partner does not participate in a deliverable (for example deliverable 4.1.2) we leave it also for him with zero budget or we name deliverable his next deliverable 4.1.3 as 4.1.2? To make it more clear the row and the name of the deliverables must be the same for all partners or deliverable 4.1.2 for one partner with less deliverables in work package 4 can be deliverable 4.1.4 for another partner with more deliverables?

Every deliverable is named: "deliverable X.Y.Z"; X is the number of the Work package, Y is the number of the partner and Z is the number of the deliverable. So, the first part of the question is not correct. The second deliverable for partner 1 is: 4.1.2 and for partner 2 is 4.2.2. If a partner does not participate in one deliverable, then it shouldn't appear in his budget.

f. Do you consider expansion of the submission deadline?

The submission deadline for project proposals has been extended until 22th of April 2016 at 16.00