



8th set of Frequently Asked Questions (FAQs) (No. 81-103)

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

81) The 20% rule for partners outside eligible areas refers for each partner separately or in total? If we have 2 partners outside eligible area but with activities in the eligible area their percentage is 40% or 20%?

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.

82) Please let us know if a beneficiary (e.g. a University) located in a non - eligible area of Greece, which is not acting as the Lead Beneficiary (the Leader in our case is a Greek municipality located in an eligible area) has also to comply with the rule that asks for “operationality in the eligible area in the last 12 months before the launch of the Call”. The beneficiary will receive less than 20% of the total budget as required by the Call.

As section 7.2 of the Call point out, this additional requirement is only for Lead beneficiaries

83) Among the documents that must be submitted is the "Decision of the governing/designated body of each project partner (Regional Council, Municipal Council, Board of Directors etc.) stating its agreement for participation in a particular project, according to the internal rules/statute of each partner or the national legislation." In case of a Municipality, is it possible to submit a Mayor Decision and not a Municipal Council Decision?

The Decision should be issued by the competent body authorized to take decisions that legally bind the applicant.

84) The Municipality of Pavlos Melas is preparing a proposal on cross-border cooperation and particularly in Priority axis 1, Specific Objective 1.2. The proposal relates to the implementation of prevention and health promotion activities for seniors.

We would like to ask you if for proposals on health issues, it is required a pre-approval of the Ministry of Health. In case it is required, please let us know the relevant Ministry department, in order for the request to be submitted.

There is not any such requirement by the Programme itself. However, each legal entity bears the sole responsibility to abide by the national rules that apply in its case.

85) We would like some clarifications regarding the budget category "External expertise and services". Is there a way to have work contracts of external experts under this category? For example, is it possible/acceptable to have under this category people with work contracts providing specific services such as studies, surveys, training, IT systems and website development, etc (mentioned in the paragraph 2.2.4.4)? If this is possible, then is it mandatory to perform a public procurement for the selection of experts (since the selection in this case depends on the expertise, in addition to financial criteria)?

External experts must be procured under service contracts. Procurement rules must be respected, but the Procurement Guide will be published in due time.

In accordance with Article 45 of the Implementing Regulation IPA 447/2014, for the award of service, supply and work contracts by project beneficiaries, the procurement procedures shall follow the provisions of Chapter 3 of Title IV of Part Two of Regulation (EU, Euratom) No 966/2012 and of Chapter 3 of Title II of Part Two of Delegated Regulation (EU) No 1268/2012 which apply in the whole Programme area, both on the Member State and on the IPA II beneficiary's territory.

Also, we could not find the Guidance on Management Verification document online. Is it publicly available and, if yes, can you please provide a download link?

The document Guidance on Management Verification has not been published yet. However, the Joint Ministerial Decision on the Management and Control Systems for the "European Territorial Cooperation" Programmes (YPASYD) for the Programming Period 2014-2020 has been issued and downloaded [here](#)

86) Is a nonprofit private body eligible for financing? I send you as attached file the memorandum of the non-profit entity.

The MA/JTS cannot comment on the legal status of an 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.

Please read carefully Section 7- Eligible Partnerships, on pages 11-12 of the 1st Call for proposals.

87) We would like to clarify whether the full set of documents stated on the website are supposed to be filled by the beneficiaries on both sides or if there is a distinction between any docs that must be filled by the Greek beneficiaries and the some others by the partners from the former Yugoslav Republic of Macedonia.

Please read carefully Section 9 of the 1st Call of proposals.

There are two documents that are filled in only by the Lead Beneficiary from the former Yugoslav Republic of Macedonia.

- The Legal Entity Form (standard forms provided for public or private entities).
- The Financial Identification Form (standard form provided)

The project is joint, and the relevant documents have to be filled in full cooperation among the project applicants. It is up to the partners to agree who will have the final activities of filling the documents. However, contribution from all partners is expected. For specific documents like Co-financing statements, Declaration of Non Distribution of Profits, Decision of Designated bodies, Financial Identification Form (if applicable), Legal Entity Form (if applicable) and other relevant documents (if any additional), every partner is obliged for correct filling, providing statements and their signing.

88) Should the Partnership Declaration be circulated among the partners so that all signatures / stamps will appear in the same document or each partner should sign and stamp in a separate page? In case that each partner signs and stamps in a separate page, this will lead to the rejection of the proposal?

Each beneficiary may sign and stamp in a separate page.

89) In our Consortium there are two partners from the former Yugoslav Republic of Macedonia. The one from Region of Vardar and the other partner from a non eligible area. Regarding the partner that is located in a non eligible area, in the Application Form and more specifically in the "Partnership" sheet, which is the NUTS III code that they have to select? Could they leave it blank?

In such case, please fill-in the NUTS III code of the area that the majority of the actions will take place.

90) While working on Excel document for Justification of budget - call4, we have noticed some technical problems with column E - Brief justification of the expenditure.

If edit of the already filled in text is needed, in any of the cells from E column, one must click twice in the cell, or select the cell and click on the text editor above. In any of these two cases, the already existing text (filled in previously in the cell) is irreversibly lost, and it cannot be retrieved. This situation applies for all active sheets for partners (LB, PP1, etc.)

This technical "glitch" is making the document very difficult to work with, and almost impossible to be shared and edited among partners.

Can something be done about this problem? We understand the complexity of the full application package, but we also think that the focus of project preparation should be on justification of the idea and the budget, not on precaution not to click on filled in cells.

The technical problem has been corrected and an updated version of the Justification of Budget (version 2, as of 05.04.2016) has been uploaded on the website and is available here <http://ipa-cbc-programme.eu/index.php/calls-for-proposals/10-calls/145-1st-call-for-proposals-2014-2020>

91) On behalf of the Center for Research and Policy Making (a leading think tank in Skopje and interested to apply for the actual call for proposals in the framework of the CBC program), I would like to ask you one precise question: Regarding the document: Official financial statements (e.g. Balance sheets, profit and loss account or its equivalent) or documents indicating the sources and uses of the body's revenues during the year 2015. In Skopje, in case an NGO makes an annual turnover less than 2500 euros per year, the NGO representative is requested to report this just to the Central Register. Afterwards, the CR confirms the amount and the total turnover sum and issues confirmation letter. Is this confirmation letter enough to fulfill this criterion in case we select a partner who had less or equal turnover of 2500 euros in the previous year? Or we have to be concentrated just to partners who have higher turnover and have official report from an accounting office?

The confirmation letter issued by the Central Register will be adequate. But, have in mind that this document is requested in order to evaluate the financial capacity of a beneficiary and consequently its ability to implement the project.

92) In the file Calla3 (Application Form), working Sheet "Budget" we have found the following errors:

a) The SUMS of line 66 instead of summing line 67 to 71, they sum up only lines 68 to 71

b) The SUMS of line 107 instead of summing line 108 to 112, they sum up only lines 109 to 112

Thus, the sheet cannot calculate properly any cost included in lines 66 and 107.

An updated version of the Application Form (April 5, 2016) has been uploaded on the website and is available at <http://www.ipa-cbc-programme.eu/index.php/calls-for-proposals/10-calls/145-1st-call-for-proposals-2014-2020> Please remember to always enable the macros.

93) The standard form of the partnership declaration, page 3 shows that an Official stamp of the Lead Partner is needed in each beneficiary. Could you please clarify it?

There was a typo mistake in the Partnership Declaration form. It has been corrected and an updated version of the Partnership Declaration (version 2, as of 05.04.2016) has been uploaded on the website and is available here <http://ipa-cbc-programme.eu/index.php/calls-for-proposals/10-calls/145-1st-call-for-proposals-2014-2020>

94) In the 5th set of FAQs, an answer leads to serious inconvenience referring to the participation of Greek Partners.

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.

According to Greek Law, Municipal or Regional Councils' decisions can only be registered under native language.

Your answer imposes the following procedure: The decision must be sent to the Greek Ministry of Exteriors as to officially translated in English. This decision could need more than a couple of months and leads to unexpected delays of the submission documentation.

Moreover, this is the only one CBC Programme that poses such requirements. Could you please review your position?

[See Answer No 65 \(7th set of FAQs\)](#)

95) In case of partners from Tertiary education (faculties/institutions) from the former Yugoslav Republic of Macedonia, should the Decision of the governing/designated body of each project partner stating its agreement for participation in a particular project, according to the internal rules/statute of each partner or the national legislation be signed by the dean of the Faculty or the Rector of the University?

[The Decision should be signed by the Rector of the University.](#)

96) We are a legal entity under private law and we are partners for a project proposal. I have the following questions:

a. Should the documents that prove our entity be translated in English?

If we have to translate them in English, do you need on official translation from a lawyer?

[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 \(page 16 of the Call\).](#)

b. What document do you need in order to prove that we do not have a commercial or industrial character or activities and we are not allowed by our constitutional framework to distribute profits to the stakeholders (point 7.1.c of the Call of proposal)?

[This kind of information is normally included in a Statute. The status of your organization, profitable or non-profitable will be defined from submitted documents accompanying the application form, as act of registration, Tax Decision, Statute of the organization, as well other relevant documents submitted by the project partner.](#)

[However, a final decision for the eligibility of the partner shall be taken following the evaluation, on a case by case basis, on the basis of supporting documents.](#)

97) We are not Lead beneficiary in the project. We are participating in the project proposal as common partner and we are located in the former Yugoslav Republic of Macedonia. Do we need to submit Legal entity and Financial identification form?

No. These documents are submitted only in case the project's Lead Beneficiary is located in the former Yugoslav Republic of Macedonia.

98) I would like to ask if the equipment included in a proposal (which is necessary for the implementation of the project) is reimbursed exclusively by the project (85% Union Funding and 15% National Contribution) or a depreciation formula has to be taken into account?

The value of the equipment will be reimbursed on basis of the Certificate of Verified Expenditures issued by authorized First Level Control. The base for its reimbursement is recognized eligible cost linked with appropriate procurement procedure done out and valid invoice(s) paid by the project beneficiary. Please, read also paragraph 2.2.4.5 of the Project Manual.

99) The Centre for Renewable Energy Sources and Saving has the mandate to cover with its activities the entire country. However, we are not sure which NUTS III code to select in the drop down list of the application form.

Please see the answer to question 89.

100) According to the Project Manual (pages 41-42) preparation costs are eligible if the services or activities were implemented between 1st of January 2014 for the Greek beneficiaries and 22nd of September 2014 for beneficiaries from the former Yugoslav Republic of Macedonia and the date of submission of the Application. The related payments should have been actually made preferably in the first request for verification.

At this stage (stage for the submission of the AF) we have a contract regarding the preparation costs. Can invoices for preparation costs be issued and payed after the Project is approved?

Costs within the Budget categories "staff costs, travel and accommodation costs and external expertise and services", which have been incurred for the preparation of the project, are eligible for funding in accordance to the following conditions:

- If the services or activities were implemented between 1st of January 2014 for the Greek beneficiaries and 12th of November 2014 for beneficiaries from the former Yugoslav Republic of Macedonia and the date of submission of the Application. The related payments should have been actually made preferably in the first request for verification.
- If they show direct connection to the approved project and are included in the application form.
- If they do not exceed the amount of 15.000,00€ per project.

Please pay special attention to paragraph 8 of the Call:

According to Article 45 of the Commission Regulation (EU) No 447/2014 of 2 May 2014, on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and the Council establishing an Instrument for Pre-Accession Assistance (IPA II), for the award of service, supply and work contracts, by the beneficiaries the procurement procedure shall follow the provisions of Chapter 3 of Title IV of Part Two of Regulation (EU, Euroatom) No 966/2012 and of Chapter 3 of Title II of Part Two of Delegated Regulation (EU) No 1268/2012 which apply in the whole Programme area, both on the Member State and on the IPA II beneficiary/ies' territory.

101) I would like to ask you if there is a conflict of interest when a NGO that has been created via a previous cross border program 2007-2013 (IPA Interreg Greece –The former Yugoslav Republic of Macedonia), now in this programmatic period is participating in the same project with the local municipality which has contributed in its establishment.

I mention that the two organizations have different VAT numbers, however the mayor is the president of the NGO.

If the two legal bodies are separate registered organizations and if they fulfill the criteria about eligibility as published in the Call, they can participate as separate project beneficiaries.

Regarding the legal representatives of the project beneficiaries, you have to rely on valid national legislation. However, a final decision shall be taken following the evaluation, on a case by case basis, on the basis of supporting documents like the official registration of the organization and accompanying documents.

102)

a) In the Call it is stated that the decision of the designation body of the participant must be in English. Greek Municipalities are obliged by law to take their decisions in Greek. Should we submit an official translation of the municipal decision or we can submit an informal translation?

Please see Answer 67, 7th set of Q&A

b) As far as the Partnership Declaration is concerned, is it required for all signatures to be in one single page or can they be in separate pages?

Please see Answer 73a, 7th set of Q&A

103) We urgently need to know whether there will be cost for audit certification of expenses for the projects regarding the Greek and regarding the partners from the former Yugoslav Republic of Macedonia.

It is important to know that in order to finalize budget for our proposals and proceed to signing of co-financing statements

In Greece, there is a centralized system of expenditure verification. The designated authority, which will carry out the first level control task is the Managing Authority of European Territorial Cooperation Programmes – Unit C of the Hellenic Ministry of

Economy, Development and Tourism. This particular unit will issue the First Level Control Certificates of Expenditure for all the Greek partners.

In the former Yugoslav Republic of Macedonia, a decentralized system has been established and coordinated by the National Authority of IPA Country. The cost of establishing the 1st Level Control System is eligible and will be founded by the project budget (share allocated to project beneficiary).

Concluding, for Greek partners there shouldn't be foreseen budget for audit costs, but for IPA partners it is required.