



Special Secretariat for ERDF, CF & ESF Programmes.

Managing Authority of European Territorial
Cooperation Programmes

Joint Secretariat INTERREG IPA CBC Programme

“Greece - Republic of North Macedonia 2014-2020”

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2nd CALL FOR PROJECT PROPOSALS
INTERREG IPA CROSS-BORDER COOPERATION PROGRAMME
“GREECE - REPUBLIC OF NORTH MACEDONIA 2014-2020”

1) Context

The Interreg IPA CBC Programme “Greece - Republic of North Macedonia 2014-2020”, is a cross-border European Territorial Cooperation Programme co-financed by the European Union under the Instrument for Pre-Accession Assistance (IPA II). The Programme’s overall strategy is “the enhancement of territorial cohesion by improving living standards and employment opportunities holding respect to the environment and by using the natural resources for tourism”.

The Programme’s Objectives are in line with the IPA thematic priorities, which reflect the needs and challenges of the Programme area. The Objectives are structured in two Priority Axes:

Priority Axis 1: Development and Support of Local Economy

- Specific Objectives under IPA Thematic Priority a: Promoting employment, labour mobility and social and cultural inclusion across borders through, inter alia: integrating cross-border labour markets, including cross-border mobility; joint local employment initiatives; information and advisory services and joint training; gender equality; equal opportunities; integration of immigrants' communities and vulnerable groups; investment in public employment services; and supporting investment in public health and social services

- Specific Objective under IPA Thematic Priority d: Encouraging tourism and cultural and natural heritage

PA 2: Protection of Environment - Transportation

- Specific Objectives under IPA Thematic Priority b: Protecting the environment and promoting climate change adaptation and mitigation, risk prevention and management through, inter alia: joint actions for environmental protection; promoting sustainable use of natural resources, resource efficiency, renewable energy sources and the shift towards a safe and sustainable low-carbon economy; promoting investment to address specific risks, ensuring disaster resilience and developing disaster management systems and emergency preparedness

The programme finances **joint cooperation projects**, following Calls for project proposals. Projects are selected by the Monitoring Committee and Steering Committee, which are composed of relevant stakeholders of both partner countries.

2) Reference Documents

Before submitting any project proposal, applicants are invited to consult the following;

- The Interreg IPA Cross-Border Programme “Greece - Republic of North Macedonia 2014 – 2020”, hereinafter referred to as the “Programme” (European Commission Decisions No C(2015) 5655, C(2019) 7322).
- All Programme Manuals and Annexes of the specific Call (as uploaded at the Programme’s website).
- Council Regulation (EU) No 231/2014 of 11 March 2014, establishing an Instrument for Pre-Accession Assistance (IPA II).
- 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).
- Commission delegated Regulation (EU) No 481/2014 of 4 March 2014, supplementing Regulation (EU) No 1299/2013 of the European Parliament and the Council with regard to specific rules on eligibility of expenditure for cooperation programmes.

All the above documents are available at the Programme’s website www.ipa-cbc-programme.eu.

3) Priorities and Specific Objectives

The Beneficiaries must formulate projects that will clearly produce positive impact on the selected output and result indicators. The values of the indicators must be fully supported and justified and must be realized within the life cycle of the project.

IMPORTANT NOTICE

This call is targeted and restricted.

Targeted: proposals can be accepted only in

S.O.1.1.: Create employment opportunities for educated graduates by exploiting comparative advantages of the cross border area, preferably with the use of innovative tools and practices

S.O.1.3.: Improve the attractiveness and promote tourism in the cross-border area to enhance employment in tourism

S.O.2.4.: Prevention, mitigation and management of natural disasters, risks and hazards

Restricted: partnerships can be formulated only by the beneficiaries indicated for each Specific Objective

The present Call for Proposals is open to both Programme' s Priority Axis as follows:

Priority Axis 1: Development and Support of Local Economy

Thematic priority	a. Promoting employment, labour mobility and social and cultural inclusion across borders
Specific Objective	1.1 Create employment opportunities for educated graduates by exploiting comparative advantages of the cross border area, preferably with the use of innovative tools and practices
Indicators	<p>Result Indicator: R0101: Highly educated in employment, including self-employment 6 months upon leaving the project/intervention</p> <p>Output Indicators: O0101 :Number of participants in joint local cross - border employment initiatives</p> <p>Each proposal submitted under this Specific Objective is expected to contribute to the respective indicators, as follows:</p> <p>R0101 : At least 10 Highly educated in employment</p> <p>O0101 : At least 50 participants</p> <p>In addition to the Application form and all relevant documents, each project proposal should submit the excel file (Detailed Description.xls) containing a Log frame, which will detail how the project's targets (output and result) will be achieved and verified.</p> <p>The Log frame will be a means to provide documentation on the projected achievement of project targets. The Log frame template and evaluation criteria are presented under Annex 1.</p>
Indicative interventions	<p>The following examples of interventions are a non-exhaustive list that is illustrating the range of possible actions:</p> <ul style="list-style-type: none"> - Initiatives to encourage, at a regional level, support of unemployed and self-employed managers - Vocational training courses/ seminars, at a regional level for university graduates, self- employed & managers based on the RIS3 conclusions; - Big scale, multistage initiatives to match current and future needs of the enterprises, at a regional level, with the available human resources in the Cross Border area; - Actions targeting the entrepreneurship climate (conferences, business fora, events raising awareness regarding entrepreneurship, awareness actions on the existing types of business support available in the area, business missions, etc.); - Actions targeting the development of new companies,

	<p>organized as a “total package of personalized support services”;</p> <ul style="list-style-type: none"> - Training actions for the development of business skills, such as sector-specific training, or management training, or training in legal issues and procedures, etc.; - Promotion of entrepreneurship through highlighting and strengthening of new business ideas; - Provision of support services to business in sectors that are in need of assistance, especially in terms of export orientation, innovation, initiative and extroversion; - Supporting of clusters in strategic sectors of the regional economy; - Ad-hoc business support to businesses or individual entrepreneurs on a person-to-person basis; - Development of digital marketing tools. - Any other actions may be accepted if they prove sound contribution to the achievement of the relevant Programme’s indicators
Beneficiaries	<ul style="list-style-type: none"> - National and Regional Authorities - Centres for Development of the Planning Regions (for the Republic of North Macedonia) - Universities, knowledge/research institutes -Business support structures, chambers, business associations. - Civil Society Bodies whose major function (as indicated in their establishment act) is clearly related to providing support and promotion to entrepreneurship (e.g. NGOs, Civil Non-Profit Bodies)

Thematic priority	d. Encouraging tourism and cultural and natural heritage
Specific Objective	1.3 Improve the attractiveness and promote tourism in the cross-border area to enhance employment in tourism
Indicators	<p>Result Indicator: R0104: Jobs created in the tourism sector</p> <p>Output Indicators:O0104: Number of enterprises participating in cross-border joint projects</p> <p>Each proposal submitted under this Specific Objective is expected to contribute to the respective indicators, as follows:</p> <p>R0104 : 10 jobs created</p> <p>O0104 : 25 Enterprises</p> <p>In addition to the Application form and all relevant documents, each project proposal should submit the excel file (Detailed Description.xls) containing a Log frame, which will detail how the project's targets (output and result) will be achieved and verified.</p> <p>The Log frame will be a means to provide documentation on the projected achievement of project targets. The Log frame template and evaluation criteria are presented under Annex 1.</p>
Indicative interventions	<p>The following examples of interventions are a non-exhaustive list that is illustrating the range of possible actions:</p> <ul style="list-style-type: none"> - ICT applications promoting sustainable tourism and international branding; - Innovative actions on potential niche tourism sectors (MICE, silver tourism, agro tourism, accessible tourism, etc.) and/or on the demand for new tourist destinations and experience (live like local, unique experience, multi- dimension touristic product, etc.) - Complementary activities to identify and develop tourist products with potential for cross-border branding at the regional level; - Development of targeted activities to specific touristic sub-sectors sectors (MICE, silver tourism, agro tourism, accessible tourism, etc.) which could exploit local natural and cultural assets; - Specialized training courses/ seminars on tourism, business operation and alternative touristic activities; - Development and support of innovative touristic events, festivals, fora, actions with a strong impact on tourism for the extension of the touristic season and the expansion of touristic

	<p>product;</p> <ul style="list-style-type: none">- Any other actions may be accepted if they prove sound contribution to the achievement of the relevant programme's indicators
Beneficiaries	<ul style="list-style-type: none">- National Authorities- Regional and Local Authorities (Municipalities and Municipal Companies)- Centres for Development of the planning regions (for the Republic of North Macedonia)- Business support structures and chambers, associations of tourism- Civil Society Bodies (e.g. NGOs, Civil Non-Profit Bodies)

Priority Axis 2: Protection of Environment - Transportation

Thematic priority	b. Promoting sustainable transport and improving public infrastructure
Specific Objective	2.4 Prevention, mitigation and management of natural disasters, risks and hazards
Indicators	<p>Result Indicator:</p> <ul style="list-style-type: none"> • R0206: Population benefiting from risk / hazards prevention and natural disaster management measures <p>Output Indicators:</p> <ul style="list-style-type: none"> • C020: Population benefiting from flood protection measures • C021: Population benefiting from forest fire protection measures • O0210: Number of participants in prevention actions <p>Each proposal submitted under this Specific Objective is expected to contribute to the respective indicators, as follows:</p> <ul style="list-style-type: none"> • C020: 200.000 persons and/or • C021: 270.000 persons <p>And additionally</p> <ul style="list-style-type: none"> • O0210: 100 participants • R0206: at least equally to the respective output indicator (<i>see programing document : additional coverage for 200.000 or 270.000 persons</i>) <p>In addition to the Application form and all relevant documents, each project proposal should submit the excel file (Detailed Description.xls) containing a Log frame, which will detail how the project's targets (output and result) will be achieved and verified. The Log frame will be a means to provide documentation on the projected achievement of project targets. The Log frame template and evaluation criteria are presented under Annex 1.</p>
Indicative interventions	<p>The following examples of interventions are a non-exhaustive list that is illustrating the range of possible actions:</p> <ul style="list-style-type: none"> - ICT systems for early warning and risk management of forest fires including, but not limited to early fire detection systems, real-time analysis systems, short-term forest fire prediction and modelling, real-time risk assessment; - Improving the operational efficiency of public administration and public services towards natural disasters with the procurement of Personal Equipment (e.g. protective gear,

	<p>technical backpacks, headlamps, radios, GPS and other electronic equipment such as Wind meters) tools (e.g. shoring and stabilization tools, hydraulic rescue tools, specialized chainsaws), electronic equipment (e.g. snake eyes cameras, listening devices), logistics equipment (e.g. inter-stacking pattern cases for pallet shipping, helicopter water tanks), vehicles (forest firefighting vehicles, command vehicles, fast intervention vehicles, water tanker vehicles etc), communication equipment (e.g. VHF radios, vehicle management communication systems, mobile information management systems);</p> <ul style="list-style-type: none"> - Informational campaigns to increase disaster resilience and emergency preparedness in conjunction with the development of early warning systems; - Cross-border networks of co-operation for the effective prevention and management of natural disasters, and climate-related risks and hazards - Any other actions may be accepted if they prove sound contribution to the achievement of the relevant programme's indicators
Beneficiaries	<ul style="list-style-type: none"> - National and Regional Authorities - Civil Protection Authorities at national and regional level - Centres for Development of the planning regions (for the Republic of North Macedonia) - Universities, Educational / Research Institutions - Civil Society Bodies (e.g. NGOs, Civil Non-Profit Bodies)

4) Eligible programme area

The Call is open to the entire Programme Area. The Programme area is indicated in the table below:

REGIONS/ NUTS I	NUTS II	NUTS III
Greece	Region of Western Macedonia	Regional Unit of Florina (former Prefecture)
	Region of Central Macedonia	Regional Unit of Pella (former Prefecture)
		Regional Unit of Kilkis (former Prefecture)
		Regional Unit of Serres (former Prefecture)
		Regional Unit of Thessaloniki (former Prefecture)
Republic of North Macedonia		Region of Pelagonia
		Region of Vardar
		Region of Southeast
		Region of Southwest

5) Indicative Available Budget

The total (Union and national contribution) budget available for the present Call is **6.000.000,00 €** which consists of **5.100.000€** Union funding (85%) and **900.000.00€** national contribution (15%).

Taking into consideration the available budget for the present Call and the budget restrictions for the project proposals, six (6) to eight (8) projects are expected to be selected for financing and a limited reserve list of the proposed projects may be formulated for future financing, according to the relevant decision of the Selection Committee.

The indicative allocation is as follows:

Priority axis	Thematic priority	Union support	National counterpart	Total funding
1. Development and Support of Local Economy	a	1.530.000€	270.000€	1.800.000€
	d	1.190.000€	210.000€	1.400.000€
2. Protection of Environment – Transportation	b	2.380.000€	420.000€	2.800.000€
TOTAL		5.100.000€	900.000€	6.000.000€

The available budget and the allocations may be modified according to the decision of the Monitoring Committee after taking into consideration the evaluation results.

Project Budget and Duration

The **budget per project beneficiary cannot be lower than 100.000,00 €**.

The minimum and maximum budget and duration of the project for each Specific objective is:

Specific Objective	Maximum Duration	Minimum Budget per project	Maximum Budget per project
S.O.1.1 Create employment opportunities for educated graduates by exploiting comparative advantages of the cross-border area, preferably with the use of innovative tools and practices	18 months	300.000,00€	1.000.000,00€
S.O.1.3. Improve the attractiveness and promote tourism in the cross-border area to enhance employment in tourism	18 months	250.000,00€	750.000,00€
S.O.2.4. Prevention, mitigation and management of natural disasters, risks and hazards	24 months	500.000,00€	1.500.000,00€

6) Eligible Partnerships

6.1 General requirements for all beneficiaries

Project proposals must include:

- **at least one** beneficiary from Greece, located/established inside the eligible Programme area
- **at least one** beneficiary from the Republic of North Macedonia, located/established inside the eligible Programme area
- All Project Beneficiaries in general must be located or have a subsidiary within either one of the participating countries
- Beneficiaries located outside the eligible area within the two countries are eligible under the condition that their activities are in benefit of the eligible area and their budget will not exceed 20% of the total project budget.

The total number of beneficiaries must not exceed four (4), including the Lead Beneficiary.

Specific Objective	Beneficiaries <u>Strictly Accepted</u> (exhaustive list)
S.O.1.1 Create employment opportunities for educated graduates by exploiting comparative advantages of the cross-border area, preferably with the use of innovative tools and practices	<ul style="list-style-type: none"> - National and Regional Authorities - Centres for Development of the Planning Regions (for the Republic of North Macedonia) - Universities, knowledge/research institutes - Business support structures, chambers, business associations - Civil Society Bodies whose major function (as indicated in their establishment act) is clearly related to providing support and promotion to entrepreneurship (e.g. NGOs, Civil Non-Profit Bodies)
S.O.1.3 Improve the attractiveness and promote tourism in the cross-border area to enhance employment in tourism	<ul style="list-style-type: none"> - National Authorities - Regional and Local Authorities (Municipalities and Municipal Companies) - Centres for Development of the planning regions (for the Republic of North Macedonia) - Business support structures and chambers, associations of tourism - Civil Society Bodies (e.g. NGOs, Civil Non-Profit Bodies)
S.O.2.4 Prevention, mitigation and management of natural disasters, risks and hazards	<ul style="list-style-type: none"> - National and Regional Authorities - Civil Protection Authorities at national and regional level - Centres for Development of the planning regions (for the Republic of North Macedonia) - Universities, Educational / Research Institutions - Civil Society Bodies (e.g. NGOs, Civil Non-Profit Bodies)

IMPORTANT NOTICE

The proposed project activities shall be relatively balanced among beneficiaries, in a way that facilitates their cooperation in achieving the project objectives.

The budget allocation shall reflect the nature and cost of activities.

According to Article 39 Commission Regulation (EU) No 447/2014, the Project beneficiaries should **cooperate in at least development and implementation of the operation**. In addition they should cooperate in either the staffing or the financing of the operation.

Beneficiaries must fall under the following types of entities:

- a. national, regional or local public authorities;
- b. bodies governed by public law¹, or according to the national legislations, having legal personality, other than legal entities defined under paragraph a, established for the specific purpose of meeting needs in the general interest (not having an industrial or commercial character) and which fulfil at least one of the following conditions:
 - i. be financed, for the most part, by the national, regional or local authorities, or other bodies governed by public law or
 - ii. be subject to management supervision by those bodies or
 - iii. have an administrative, managerial or supervisory board, more than half of members whose are appointed by the national, regional or local authorities, or by other bodies governed by public law;
- c. organizations under private law: non profit organizations founded according to the private law can be eligible under the following conditions as a whole:
 - they do not have a commercial or industrial character or activities and
 - they are not allowed by their constitutional framework to distribute profits to the stakeholders and
 - they are operational for at least one year before the launch of the specific call for proposals.

IMPORTANT NOTICE

Project activities, in principle they need to be implemented within the eligible area. Added value and impact of the activities on the eligible area must be clearly demonstrated

¹ Bodies governed by public law as defined in Article 1(9) of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:134:0114:0240:EN:PDF>) and in compliance with the national legislation of each participating country.

6.2 Additional Requirements for Lead Beneficiaries

Lead Project Beneficiaries should be preferably located within the eligible programme area.

All projects shall be developed and managed according to the Lead Partner Principle; One Beneficiary will be appointed as “Lead beneficiary (LB)” and shall assume responsibilities according to the Lead Partner Principle. LB represents the entire partnership towards the Managing Authority and ensures the sound implementation of the entire project. The Lead Beneficiary must also meet cumulatively the following condition;

- The organizations² 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.

Further information about the eligibility of partnerships and the Lead Partner Principle is provided in the Project Manual.

² Including international organisations’ subsidiaries/branches that have the “exclusive competences in a field of activity” and “areas of legal competences established by legal Acts”

6.3 Advantageous project qualities

The focus of the IPA Cross -Border Programme is the eligible area. Therefore, potential partners shall have a deep knowledge of the area and a solid understanding of the particular needs and problems, which are prevalent in the eligible area. The added value of each partner to the eligible area shall be clearly demonstrated.

Cooperation is a key dimension of the Programme and is meant to facilitate long lasting partnerships. Therefore, the nature of the projects shall be "joint" in many ways.

Each proposal must conform to the thematic priorities that are common in this cross border cooperation Programme and in the related countries' Operational Programmes, so that effective synergies are created and an extensive impact is produced through the implementation of the project.

Projects submitted under Specific Objective 1.1 will be promoted in case they prove to have effective synergy with other projects from

- Research and Innovation Strategies for Smart Specialisation (RIS 3)
- URBACT
 - Action Plans
- Horizon 2020 projects supporting the S.O.
- INTERREG Balkan Med, especially concerning
 - Priority Axis 1: Entrepreneurship and Innovation
- INTERREG IPA CBC Greece- the former Yugoslav Republic of Macedonia 2007-2013
- Projects implemented in the 1st call of the INTERREG IPA CBC Greece – Republic of North Macedonia 2014-2020
- Other ETC Interreg CBC bilateral Programmes 2007-2013, 2014-2020 (e.g. Greece-Bulgaria, Greece-Albania, Bulgaria-Republic of North Macedonia, etc)

Projects submitted under Specific Objective 1.3 will be promoted in case they prove to have effective synergy with others from

- Research and Innovation Strategies for Smart Specialisation (RIS 3)
- Horizon 2020 projects supporting the Specific Objective
- INTERREG Balkan Med
- URBACT
 - Action Plans

- INTERREG IPA CBC Greece- the former Yugoslav Republic of Macedonia 2007-2013
- Projects implemented in the 1st call of the INTERREG IPA CBC Greece – Republic of North Macedonia 2014-2020
- Other ETC Interreg CBC bilateral Programmes 207-2013, 2014-2020 (e.g. Greece-Bulgaria, Greece-Albania, Bulgaria-Republic of North Macedonia, etc)

Projects submitted under Specific Objective 2.4 will be promoted in case they prove to have effective synergy with other projects from

- Research and Innovation Strategies for Smart Specialisation (RIS 3)
- Horizon 2020 projects supporting the S.O.
- INTERREG Balkan Med
- INTERREG IPA CBC Greece- the former Yugoslav Republic of Macedonia 2007-2013
- Projects implemented in the 1st call of the INTERREG IPA CBC Greece – Republic of North Macedonia 2014-2020
- Other ETC Interreg CBC bilateral Programmes 207-2013, 2014-2020 (e.g. Greece-Bulgaria, Greece-Albania, Bulgaria-Republic of North Macedonia, etc)

7) Eligibility of expenditure

The starting date for the eligibility of expenditure of the Greek Partners is the 01/01/2014 and for the partners from the Republic of North Macedonia is the 12/11/2014, which is the date after the submission of the Programme to the European Commission. The end date of the eligibility period of the expenditure should be the end date of the Subsidy Contract in force. Under no circumstances the final date of eligibility of expenditure can exceed the 31/12/2023.

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.

The eligibility rules on activities and related expenditure are described in the Project Manual and the Procurement & Eligibility of Expenditure Manual of the Programme.

Expenditure outside the eligible area

Regarding the project activities, in principle they need to be implemented within the eligible area and for its benefit. If a project plans to finance activities or events outside the eligible Programme area, this is possible in the context of cooperation Programmes and in duly justified cases, provided that Article 44 of the Implementing Regulation (EU) No 447/2014 is respected and the total amount allocated to activities located outside the Programme area shall not exceed 20% of the support from the Union at Programme level.

The 20% threshold of Union at Programme level will be brought down to the project level. If activities (including travel and accommodation) and/ or events are planned outside the Programme area, the following conditions need to be satisfied: a) the activity and/ or event are for the benefit of the Programme area; b) the activity and/ or event are essential for the implementation of the project; c) the implementation and/ or the relevance of the activity and/ or the event have been approved by the Programme beforehand.

8) How to apply – deadline

Beneficiaries should be familiar with the particularities of the Programme and the Management Information System (MIS). Therefore, applicants must refer to the Application Pack and to all relevant documents for this Call for proposals, prior to submitting a project proposal. In case a beneficiary is not registered in the MIS with a Body Code they must contact the Joint Secretariat to support them in acquiring one.

A Project Proposal consists of:

1. The Application Form electronically submitted in the MIS. Moreover, the following files should be electronically attached;
 - a. The Application Form file generated through the MIS, should be officially signed and stamped by the Legal representative of the Lead Beneficiary (a scanned copy from the beginning of the document until the signature page has to be uploaded as an attachment in MIS).
 - b. Detailed Description of the AF (2_Detailed_description.xlsx file of the Application Pack) has to be uploaded as an attachment in MIS
2. Partnership Declaration / Co-financing statements signed and stamped by all Beneficiaries (standard form provided)
3. The Declaration of not generating revenues signed and stamped by the Lead Beneficiary (standard form provided). In case of a revenue generating project, a cost - benefit analysis should be included.
4. A State Aid Declaration (for Member State Partners) (attention: new template uploaded in the Application Pack)
5. 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.
6. A justification of budget costs, officially signed and stamped by the Legal representative of the Lead Beneficiary (standard excel form provided)
7. Eligibility documents
 - A. In case the beneficiary is already participating in a project approved by the 1st call and are already registered in MIS
 - i) A statement indicating the BODY CODE of the Beneficiary and that no changes in their institution has affected their eligibility

- ii) A statement indicating the BODY CODE and the list of documents that are amended
- B. For Beneficiaries not registered in the MIS
- i) Register in MIS and acquire a BODY CODE (for instructions and registration follow the link [http://www.ipa-cbc-programme.eu/com/17 Documents-for-Project-implementation](http://www.ipa-cbc-programme.eu/com/17_Documents-for-Project-implementation))
 - ii) Submit/upload with the proposal the following documents proving your eligibility
 - i. For bodies governed by public law (of Article 7.1.b above), official documents proving that the requirements of the article 7.1.b of this call are met. In case the nature of the public body is not clearly derived from the submitted documents, the Joint Secretariat may request additional documentation for clarification.
 - ii. For private organizations (of Article 7.1.c above):
 - iii. Statutes including all modifications
 - iv. 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 preceding the submission of the project proposal. For IPA partners, the Central Register is the competent public institution for issuing the required documents.
 - v. Declaration for the non-distribution of profits signed and stamped (standard form provided).
 - vi. Any official document certified by a public administration authority proving that the organization operates for at least one year before the launch of the specific Call for Proposals. For IPA partners, the Central Register is the competent public institution for issuing the required document.

For Infrastructure Projects beneficiaries are advised to include the relevant accompanying documents (building permits, a compliance assessment report, licenses, Bill of Quantities and Cost signed by the respective body, a document certifying the land/building ownership or documentation of transferring the operation rights for the period of 5 years after the end of the project, environmental impact assessments etc., if applicable). All necessary licenses/approvals may be provided at a later stage, and preferably before the signing of the contract.

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.

In addition to the above, the Lead Beneficiary from the Republic of North Macedonia must submit:

8. The Legal Entity Form (standard forms provided for public or private entities). The Legal Entity Form must be duly completed, signed and stamped by the IPA Lead Beneficiary.
9. The Financial Identification Form (standard form provided) duly signed and stamped, and accompanying documents if applicable. The bank must be located in the Republic of North Macedonia.

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 related to the maturity of the infrastructure activities) of this Call, which may be submitted in the official languages of the two participating countries.

For point 7 (infrastructure projects), the applicants are encouraged to submit an executive summary of the activities, results and the specified costs, as well as a feasibility study if applicable, in English, besides the submitted ones in the official languages of both countries.

All documents must be submitted officially signed and stamped, in a scanned version by uploading them in MIS.

Please note that all documents should be valid at the date of submission of the project proposal.

Each potential Lead beneficiary/project beneficiary cannot participate in more than **two (2)** proposals in this Call.
Important Notice: The applications are counted per MIS Body Code.

Universities must pay particular attention as their faculties do not own a different Body Code.

Project Proposals may be withdrawn only by the Lead Beneficiary within 15 calendar days after the final deadline of the Call for the Submission.
A withdrawal of a single project beneficiary will not be accepted.

The withdrawal should be official in writing (a document signed and stamped by the Legal Representative of each beneficiary of the partnership) and submitted scanned by the Lead Beneficiary to the Joint Secretariat's email (jts-ipa-cbc@mou.gr).

Lead beneficiaries must submit the electronic application form and upload all required documents in MIS.

The call number is 3971 Code F2 and will be open until April 10th, 2020 24:00 hours.

10) Additional information

To obtain additional information on the project application procedure and project development, please contact:

Joint Secretariat of the INTERREG IPA CBC Programme "Greece - Republic of North Macedonia 2014-2020"
Leoforos Georgikis Sholis 65,
Zeda Building, Entrance 4, 2nd floor
570 01 Thessaloniki, Greece
Tel.: +302310 469648 – Fax: +302310 469670
Web: www.ipa-cbc-programme.eu e-mail: jts-ipa-cbc@mou.gr

All relevant information and documents are available at the Programme's website www.ipa-cbc-programme.eu. For further information, applicants may consult the Managing Authority's website www.interreg.gr and the website of the Ministry of Local Self-Government www.mls.gov.mk

Information events regarding this Call shall take place in both countries. The date and time of these events will be concurrently announced on the aforementioned websites. Potential applicants are invited to consult them regularly.

Potential applicants may pose questions in writing (via e-mail or official letter) to the Joint Secretariat, no later than fifteen (15) days before the deadline for the submission of project proposals. The answers shall be published at the above websites. Answers shall be published no later than ten (10) days before the deadline for the submission of project proposals.

Special Secretariat for ERDF, CF & ESF Programmes**Niki Dandolou****Annexes:**

- a. Application Pack (Application Form, Co-Financing Statement and non-Double Financing, Declaration of not generating revenues)
- b. Project Manual and its Annexes
- c. Information & Publicity Guide