

Interreg - IPA CBC 
Hungary - Serbia

OVERVIEW OF THE PROGRAMME

INFORMATION DAYS
24-30 NOVEMBER 2016



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CROSS-BORDER COOPERATION

- Cross-border Cooperation is one part of the European level initiative for territorial cooperation
- The main goal is to harmonize neighbouring regions and to provide funds to the border regions
- This is the 4th generation of CBC Programmes implemented by Hungary and Serbia

BASIC INFORMATION

- The CP was approved on 15th December 2015
- Programme area
- Programme priorities
- Sources of funding
- Eligibility of Partnerships and Applicants
- Programme bodies



PROGRAMME AREA

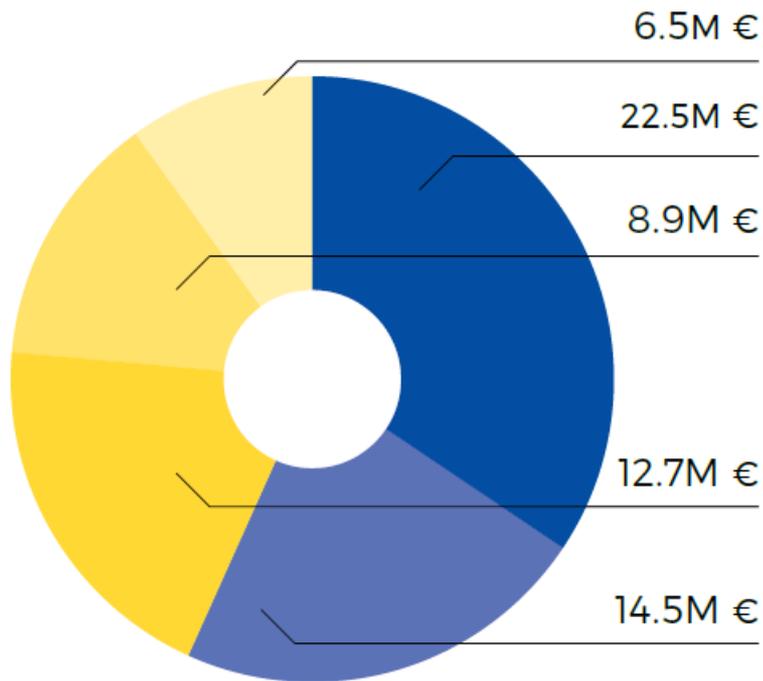
Long term aim of the Programme:

„Harmonized development of the region with intensified economic cooperation through sustainable use of natural and cultural resources”





PRIORITY AXES



- PA 1: Improving cross-border water management and risk prevention system
- PA 2: Reducing traffic bottlenecks in the cross-border transport network
- PA 3: Encouraging cooperation in tourism and cultural heritage preservation
- PA 4: Enhancing SMEs' economic competitiveness through innovation-driven development
- PA 5: Technical Assistance

PROGRAMME BUDGET

- Total budget of the Programme: **76.6 m EUR IPA (IPA+National Co-financing)**
- **IPA funding: 65.1 m EUR**
- **24.8 m EUR IPA** – allocation of the 1st Call
- **21.5 m EUR IPA** – allocation of the 2nd Call
- 3 Calls planned

SOURCES OF FUNDING

- **85 %** IPA
- **15 %** National co-financing
- **Project advance** from IPA (**15%** of the IPA part)
- **Pre-financing** of activities

PROGRAMME BODIES

- Managing Authority
- National Authorities
- Joint Secretariat and Joint Secretariat Antenna
- Audit Authority
- Certifying Authority
- First Level Control Bodies

ELIGIBLE PARTNERSHIPS

Cross-border element

Lead Beneficiary has at least one partner organization from the other side of the border, i.e. one cross-border Beneficiary

ELIGIBLE APPLICANTS

- non-profit legal person
- having the headquarters or a regional/local office in the Programme area
- having stable and sufficient professional and financial resources
- being experienced
- being directly responsible for the project

ELIGIBLE ACTIVITIES

- 4 Pritories, 8 Actions
- Indicative list of activities under each Action
- Combination of activities is possible, but be focused!

ELIGIBLE ACTIVITIES – PRIORITY 1

Improving cross-border water management and risk prevention systems

- **Action 1.1** Water management and protection against extreme weather conditions
 - Min and max amount of the IPA subsidy per project: 500 000 – 1 500 000 EUR
 - Available IPA allocation within the present Call: 4 000 000 EUR
- **Action 1.2** Nature protection and conservation of water based habitats
 - Min and max amount of the IPA subsidy per project: 100 000 – 500 000 EUR
 - Available IPA allocation within the present Call: 1 000 000 EUR

ELIGIBLE ACTIVITIES – PRIORITY 2

Decreasing the bottlenecks of cross-border traffic

- **Action 2.1** Border crossing points, roads and bicycle roads
 - Min and max amount of the IPA subsidy per project: 500 000 – 3 000 000 EUR
 - Available IPA allocation within the present Call: 5 000 000 EUR
- **Action 2.2** Improving public transport services and railway lines
 - Min and max amount of the IPA subsidy per project: 100 000 – 500 000 EUR
 - Available IPA allocation within the present Call: 1 000 000 EUR

ELIGIBLE ACTIVITIES – PRIORITY 3

Encouraging tourism and cultural heritage cooperation

- **Action 3.1** Tourist products, services and attractions based on cultural and natural heritage
 - Min and max amount of the IPA subsidy per project: 100 000 – 500 000 EUR
 - Available IPA allocation within the present Call: 3 500 000 EUR
- **Action 3.2** Cooperation in the fields of cultural, community events, sport, leisure, nature protection
 - Min and max amount of the IPA subsidy per project: 40 000 – 200 000 EUR
 - Available IPA allocation within the present Call: 2 000 000 EUR

ELIGIBLE ACTIVITIES – PRIORITY 4

Enhancing SMEs' economic competitiveness through innovation driven development

- **Action 4.1** Enhancing innovation through cooperation between SMEs and research institutions involving young people
 - Min and max amount of the IPA subsidy per project: 200 000 – 400 000 EUR
 - Available IPA allocation within the present Call: 2 500 000 EUR
- **Action 4.2** Encouraging and development of social entrepreneurship
 - Min and max amount of the IPA subsidy per project: 50 000 – 200 000 EUR
 - Available IPA allocation within the present Call: 2 500 000 EUR

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INDICATORS AND HORIZONTAL PRINCIPLES

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TYPE OF INDICATORS

- Programme-level indicators (Output and Result)
- Project-level indicators (Output and Result)
- Horizontal indicators

PROGRAMME-LEVEL INDICATORS

Output indicators:

- Priority specific
- Defined by the CP
- Has to be selected from the drop-down menu of the AF Objectives tab/ Chapter 4 (Objectives and Programme-level indicators)

Result indicators:

- Priority specific
- Defined by the CP **BUT**
- Applicants **do not need** to specify the in the AF



PROJECT-LEVEL

- Outcomes tab/ Chapter 5 of the AF: Activities and Project-level indicators
- Activities grouped (logically coherent!)
- leads to an outcome (tangible and measurable)
- measured by the indicator
- Minimum 1, maximum 5

OUTCOME DATASHEET

Save Cancel

GUIDE

Activities should be grouped in such way that each group leads to an outcome, which will be measured by the indicator you define. Therefore, each activity must be necessary and purposeful so that each group of activities is logically coherent and will lead to the expected outcome. The outcome, on the other hand, must be tangible and measurable, which will be proved by its indicator.

OUTCOME !

ACTIVITY ! DESCRIPTION ! LOCATION !

ACTIVITY DESCRIPTION LOCATION

NAME OF PROJECT-LEVEL INDICATOR ! TYPE ! UNIT !

BASE VALUE ! TARGET VALUE ! SOURCE(S) OF VERIFICATION !

HORIZONTAL INDICATORS

Horizontal principles – Article 7 and 8 of EU Regulation 1303/2013

- Sustainable development
- Equal opportunities and non-discrimination
 - grounds such as ethnicity, race, religion, gender, sexual orientation, origin, age, disability and economic status
- Equality between men and women

HORIZONTAL INDICATORS

- Projects must observe horizontal principles
- Chapter 6 of the CP
- Project description tab/Chapter 3 and
- Indicators tab/Chapter 5 of the AF
- Horizontal indicators will be evaluated and monitored

HORIZONTAL INDICATORS – How to contribute?

Neutral

- No penalty
- Blank Chapter 4/Horizontal datasheet
- Ensure no negative impact in Chapter 3/Project description

Proactively positive

- Main Objective of the project
- Programme-level output indicator in case of P4
- Main Objective is not but activities

NO negative impact!

ASSESSMENT OF CONTRIBUTION

	PERTINENT QUESTION OR PROCESS	SUSTAINABLE DEVELOPMENT	EQUAL OPPORTUNITIES AND NON-DISCRIMINATION	EQUALITY BETWEEN MEN AND WOMEN
NEGATIVE	Can the Application be selected for funding?	No	No	No
	Quality Assessment decision	Rejected Application	Rejected Application	Rejected Application
NEUTRAL	Relevant Chapter of the Application Form	3	3	3
	Can the Application be selected for funding?	Yes	Yes	Yes
	Quality Assessment	0 points	0 points	0 points
PROACTIVELY POSITIVE	Relevant Chapter of the Application Form	3 and 5 or ALL	3, (4) and 5 or ALL	3, (4) and 5 or ALL
	Can the Application be selected for funding?	Yes	Yes	Yes
	Quality Assessment	1-3 points	1-3 points	1-3 points

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COMMON MONITORING AND INFORMATION SYSTEM

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CONTENT

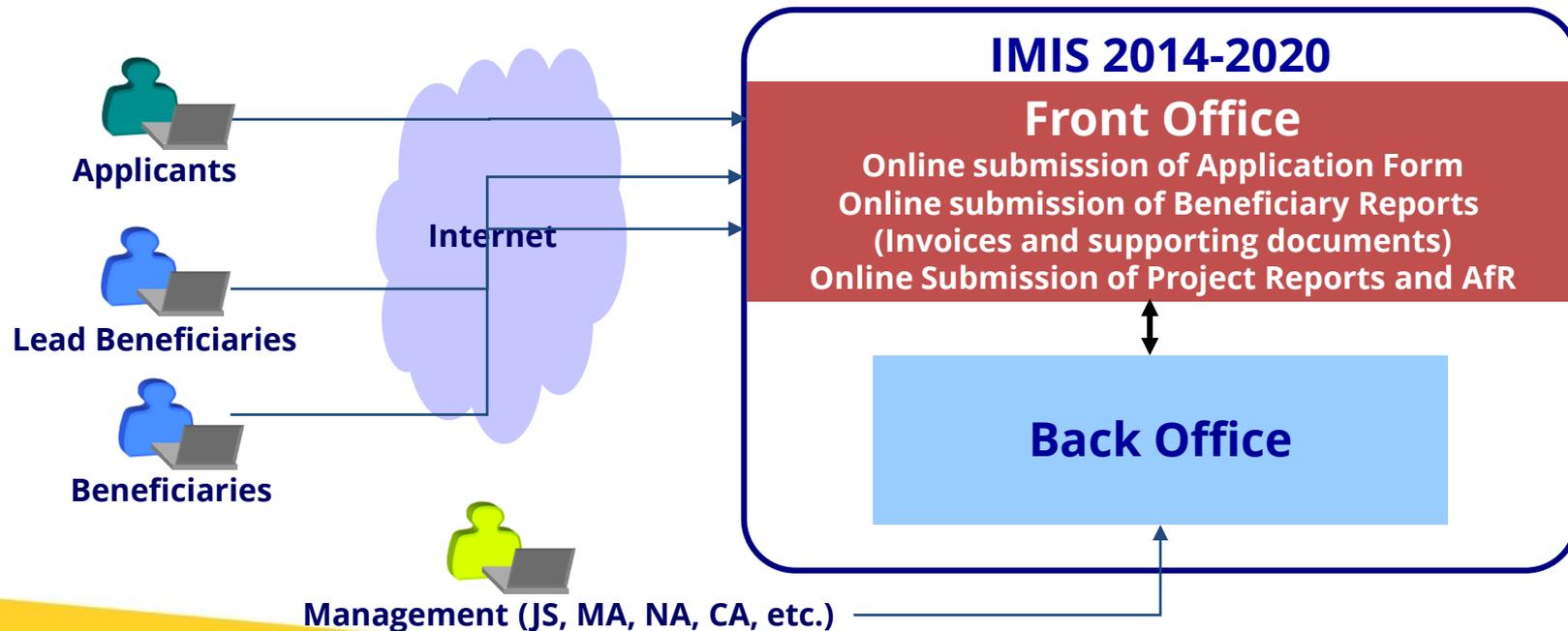
- IMIS team
- IMIS 2014-2020 functionality
- IMIS 2014-2020 registration
- HelpDesk

IMIS TEAM AND IMIS 2014-2020 DEVELOPMENT PROJECT

- IMIS team dealing with IMIS development for more than 10 years (IMIS I., IMIS II., IMIS III)
- Close cooperation with MA, JS and NA, controllers
- Project management approach
- Online Helpdesk system



FRONT OFFICE - BACK OFFICE



IMIS 2014-2020 FUNCTIONALITY

- Further development of the existing modules
- New modules and new functionality
 - Online application modul
 - Partner level online reporting (both sides)
 - Control modul for both sides
 - Communication module (automatic emails)
- New visual identity and technical solutions
- Time stamp, e-signatures

MAIN CHARACTERISTICS OF THE ONLINE APPLICATION MODUL

- Filling in Application Form via Internet
- Built-in counterchecks and automatic calculations - data aggregation

OFFICIAL NAME (IN ORIGINAL LANGUAGE) !

AE Validation error! Partner: Official name (in orig. lang) must be filled!

START OF PROJECT	END OF PROJECT	DURATION (IN MONTHS)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

- System generated Application Form (also Sample Application Form – overview)
- Status to be followed

TECHNICAL REQUIREMENTS

- Language of the system: English
- Operating system: using a desktop operating system is recommended (e.g. Microsoft Windows)
- Browser: Mozilla Firefox 46.0.1 and above, Google Chrome 50.0 and above, Internet Explorer 11.0 and above
- PDF reader (e.g.: Adobe Reader), Document management software (e.g.: Microsoft Office) to open .DOC files.
- Internet connection



FIRST STEP: REGISTRATION

- <https://imis2014-2020.eu/imis-web/public#!foAppSrbLogin>

IMIS 2014-2020 Login (Front office HU-SRB)

USERNAME ! PASSWORD !



IMIS 2014-2020 REGISTRATION (FRONT OFFICE HU-SRB)

Please, provide a username and a valid e-mail address.

USERNAME !

E-MAIL ADDRESS !

E-MAIL ADDRESS AGAIN !

EMAIL FROM noreply@szpi.hu

- check also your spam folder
- password is valid for 2 hours
- download the certification (link is in the email)



- install your certification according to the description
- login to the system

IMIS 2014-2020 HELPDESK

- Title
- Description

Please provide a complete description of the problem, possibly by attaching a print screen. For easier identification please provide an Application Title / Project or Project Part ID respectively.

- Name
- E-mail
- Partner Role
- Programme
- Report status
- **UPLOAD**

itoffice@szpi.hu

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IMIS 2014-2020 APPLICATION MODULE

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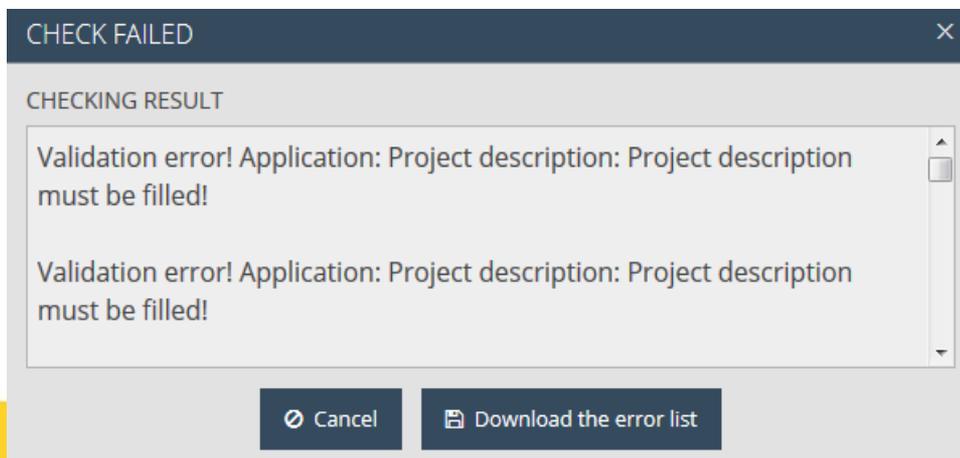
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SUBMISSION OF APPLICATIONS / 1

- How to generate the Application:
- First step - Press **Check application**
 - Check failed – Download error list





SUBMISSION OF APPLICATIONS / 2

- First step - Press **Check application**
- Check is successful:

The screenshot displays a toolbar with the following buttons: View, Modify, Drop, Generate Application Form, Check application, and Submit & generate certification. A green-bordered notification box is overlaid on the interface, containing the text: "✓ Operation completed! Operation: Check. Temporary Application Instance Identifier: APP_0000000015". Below the notification, a table is visible with columns for PROJECT ACRONYM and APP. V. NUM. The table contains two rows: one with "ST01" and "1", and another with "TEST02" and "1".

PROJECT ACRONYM	APP. V. NUM.
ST01	1
TEST02	1



SUBMISSION OF APPLICATIONS / 3

- Second step - Press **Submit & Generate Certification**

The screenshot displays a web application interface. A modal dialog box titled "CONFIRM WINDOW" is centered on the screen. The dialog contains the text: "Are you sure, you want to submit the application?", "Acronym: TEST01", and "Call for proposal: Open Call for Proposals". At the bottom of the dialog are two buttons: "Ok" and "Cancel".

In the background, a table is visible with the following data:

PROJECT ACRONYM	APP. VER. NUM.
TEST01	1
TEST02	1
test project	1

Other visible text in the interface includes "RESULTS FOR:", "View", "CALL FOR PROPOSALS", "HUSRB", "Submit & generate certification", and "preparation".

SUBMISSION OF APPLICATIONS / 4

- After confirmation:

View	Modify	Drop	Generate Application Form	Check application	Submit & ge
<p>✓ Operation completed!</p> <p>Operation: Submit application. Temporary Application Instance Identifier: APP_0000000015 Date Of Submission: 28/09/2016</p>					
HUSRB/1602	Open Call for Proposals	Under preparation	TEST02	PROJEC ERON ST01	

CERTIFICATION

- Certification can be downloaded:
 - Immediately from a pop-up window
 - From the Documents sheet
- **Certification needs to be printed, stamped and signed by the legal representative(s) of each and all Beneficiaries**

DEADLINE FOR SUBMISSION

- The Applications must be submitted online **via the Application Module of IMIS 2014-2020 by 31 January 2017, 24:00** (midnight) local time (Central European Time)
- Certification must be submitted by **7 February 2017, 24:00** (midnight) local time (Central European Time) as evidenced by the date on the postal stamp

WHERE TO SEND THE CERTIFICATION?

JOINT SECRETARIAT

OF THE INTERREG-IPA CROSS-BORDER COOPERATION PROGRAMME

HUNGARY-SERBIA

Széchenyi Program Office Nonprofit Llc.

H-1053 Budapest, Szép utca 2., 4. em.

HUNGARY

WHAT SHALL BE ON THE ENVELOPE?

- The address to which the Certification is submitted;
- The full name and address of the Lead Beneficiary;
- The project ID assigned by the IMIS 2014-2020
- The acronym of the Application (as indicated in the Application Form);
- And the wording: *„HUSRB/1602 Project Application – Not to be opened before the Opening Session: Interreg-IPA CBC Hungary-Serbia“*.

REMARKS

- Certifications sent by any other means (e.g. by fax or by e-mail) or delivered at other addresses will be rejected.
- NOTE! It is advised to submit the Application well before the deadline, in order to avoid late submission!

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ELIGIBILITY RULES OF EXPENDITURES

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GENERAL REQUIREMENTS

- it relates to **costs of** implementing a **project as approved** by the Joint Monitoring Committee;
- it is incurred in the Programme area (20 % eligibility rule – 1299/2013 Art 20);
- it is compliant with national and EU rules, in particular with regard to the provisions of the **procurement procedures for EC external actions**;
- it is **essential for** the achievement of the project **objectives/outputs**;
- it complies with the principle of sound financial management: **economy, efficiency and effectiveness**;
- it has been actually **incurred and paid by the Beneficiaries** within the eligibility period of the project;
- expenditures have to be **validated by an authorised national control body**;
- it is **not financed by other EU funds or other financial contributions** from third parties;

TIME-WISE ELIGIBILITY

- Period of eligibility **starts** with
 - **1st January 2014** for the Beneficiaries from **Hungary**
 - **6th May 2015** (date of submission of the Draft Co-operation Programme to the European Commission) for the Beneficiaries from the **Republic of Serbia**.
- The eligibility period **ends** with **31th December 2023** the latest – expenditures **have to be also paid**;
- **Start date** – only **after** the date of **submission** (registration) of the Application Form;
- Expenditures incurred before the start date of project implementation – **preparation costs**;
- Preparation costs must be included in the budget and **must be reported in the 1st Project Report**;

NON-ELIGIBLE EXPENDITURES

- Costs related to fluctuation of foreign exchange rate;
- Recoverable Value Added Tax;
- Purchase, rent or leasing of real estate (except office rental for project purposes);
 - Exceptions can be made in well justified cases on a case by case basis by the JMC, e.g. for flood prevention
- Used equipment;
- Benefits apart from salary, which do not appear on payslips;
- ...

REVENUE GENERATED PROJECTS

- **Revenues foreseen at project application stage**
Amount is indicated in the Application Form, the IPA contribution is already determined with consideration to the net revenue generated.
- **Revenues generated during project implementation**
The eligible expenditure shall be reduced by the net revenues which must be stated when reporting.
- **Revenues generated after project closure**
Not foreseen and/or not deducted at the application stage which are occurring within 3 years after project closure have to be reported to the MA/JS. The corresponding IPA contribution has to be either withheld from the last instalment to the project or reimbursed to the MA.

PROOF DOCUMENTS

- Invoice
- Bank statement
- Performance sheet
- Request for offer
- Price offer(s)
- Order letter / Contract
- Other proof documents

STAFF COSTS

Staff costs of the Beneficiary organisation can be reimbursed by the Programme on the basis of:

- **Real costs**
 - full-time; part-time; contracted on an hourly basis
- **Flat rate**
 - 20% of direct costs other than staff costs if project does not contain works activities
 - 10% of direct costs other than staff costs if project contains works activities
 - In either case it cannot exceed 100 000 EUR
 - **Documentation is not required.**
- **Options cannot be changed** after the submission of the Application.

OFFICE AND ADMINISTRATION

- Costs are to be calculated at a **flat rate of 15 % of** the budget line **staff costs**.
- It must **not exceed the 10% of total budget** of the given Beneficiary.
- Administration costs will be reimbursed in each Project Report based upon the reported staff costs.
- The **certified staff costs mean the audit trail** for the administration costs.

TRAVEL AND ACCOMMODATION

- Only expenditures of the project team members are eligible here.
- Travel and accommodation costs shall be **limited to following** elements:
 - a) Travel costs
 - b) Accommodation costs
 - c) Visa costs
 - d) Daily allowances
- The above list is exhaustive and any element listed in points a) to c) which is covered by a daily allowance shall not be reimbursed in addition to the daily allowance.

EXTERNAL EXPERTISE AND SERVICES

Eligibility requirements

- Clear link to the project and must be **essential for** the effective **implementation**;
- Deliverables and outputs produced by experts/service providers must **respect the** relevant **publicity requirements**;
- **Sub-contracting between Beneficiaries** within the same project is **not allowed**;
- Respect of **procurement rules**;
- Adequate supporting **documentation**;

EQUIPMENT

- Expenditure for equipment shall be **limited to the following elements**:
 - IT hardware and software (clear project relevance is necessary);
 - Furniture and fittings;
 - Laboratory equipment;
 - Machines and instruments,
 - Tools or devices;
 - Other specific equipment needed for the project.
- Must be clearly linked to the project, **essential for** its effective **implementation** and **described in the AF**.
- Equipment for **general office use** must be financed **in the frame of** office and **administration flat rate**.
- Respect of **procurement rules**;
- **Rules of origin** – only above 100 000 EUR per item;
- Adequate supporting **documentation**;

INFRASTRUCTURE AND WORKS

- Costs of feasibility studies, environmental impact assessments, architectural/engineering activities and any other expertise needed for the realisation shall be allocated under “Staff” or “External expertise and services” cost category;
- **Purchase of land** – must **not exceed the 10% of total budget** of the given Beneficiary;
- All compulsory **requirements** set by Community **and national legislation** must be fulfilled;
- The land and/or buildings where the works will be carried out must be in the **ownership or long term use** of the Beneficiary for at least **10 years**;
- Respect of **procurement rules**;
- The relevant **publicity requirements** must be respected;
- Adequate **supporting documentation**;

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IMPLEMENTATION RULES

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SOURCES OF FUNDING

- Total available IPA to be applied for: **21 500 000 EUR**
- **IPA funding** is maximum **85%** in each project
- The remaining 15% is financed from national sources: state and own contribution, depending on country of origin and type of institution:
- Serbian partners: 15% own contribution
- Hungarian partners:
 - **5% own contribution + 10% state contribution**
 - central state budgetary organs are not required to provide own contribution – 15% state contribution

ADVANCE PAYMENT

Two types of advance:

- **IPA funding: 15%** of total IPA by project automatically after the conclusion of Subsidy contract (within 60 days)
 - Calculated among Bs according to their share of the total IPA support in the project
 - LB is responsible for transferring the IPA to the Bs
- **National state contribution:** as a **100% advance** automatically after the conclusion of Subsidy contract and the conclusion of a separate State co-financing contract for **Hungarian** Bs/LBs (within 15 days)

BENEFICIARY REPORT – FIRST LEVEL CONTROL

- Reporting period: every 4 months from the start date
- Deadline for submitting the Beneficiary Report: end of period + 15 days (Final Beneficiary Report: + 30 days)
- Control of Beneficiary Report: 45 days (including 7 + 8 days completion if needed)
- Reports to be submitted through IMIS 2014-2020
- Language of reporting: English
- Declaration on validation of expenditure
- Controllers:
 - Regional office – Szeged
 - Regional office – Békéscsaba

PROJECT REPORT – JOINT SECRETARIAT

- LB reports on the achievement of the partnership
- Deadline for submitting the Project Report and Application for Reimbursement: end of period + 60 days
- Reports to be submitted through IMIS 2014-2020 (language of reporting: English)
- Check of Project Report: 30 days (additional 30 days in case completion is needed)
- Transfer of IPA fund is subject to the approval of the Project Report

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PROCUREMENT RULES

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LEGAL BACKGROUND

- Programme has to manage **procurements of services, supplies and works in accordance with external aid rules**, i.e. the provisions of Commission Decision C (2013) 1171 *'Rules and procedures for services, supply and works contracts financed from the general budget of the European Communities for the purposes of cooperation with third countries'*.
- Implementation Guidelines
- Programme procurement rules and PRAG
- **National legislation is not applied**

BASIC PRINCIPLES

- Transparency
- Same rules for all tenderers
- No conflict of interests
- Rule of origin (company and supplies)
- English language (Hungarian/Serbian for single tender procedures)

PLANNING OF PROCUREMENT

- Project related procurement are carried out separately in relation to other procurements conducted by the beneficiary
- PraG procedures must apply to all procurement (services, supplies and works) that are budgeted in the project
- According to the conditions defined by procurement rules, the lead beneficiary or the partner organizations implementing procurement act as contractor

RULES OF ORIGIN

- In line with Article 8 (4) of Regulation EU 236/2014 all supplies purchased under a procurement contract, or in accordance with a grant agreement, financed under this Regulation shall originate from an eligible country.
- However, they **may originate from any country when the amount** of the supplies to be purchased **is below** the threshold for the use of the competitive negotiated procedure (**100 000 EUR net**).

RULES OF ORIGIN

Participation in public procurement procedures is open to all natural and legal persons from the following countries :

- EU member states (28)
- EEA states (Lichtenstein, Norway, Iceland)
- Candidate and potential candidate states – IPA fund beneficiaries
- International organizations

CLASSIFICATION BY TYPE

- Supply
- Services
- Works

CLASSIFICATION BY THRESHOLDS

SUPPLY CONTRACTS	<p>above EUR 300 000</p> <p>International open tender procedure</p>	<p>EUR 100 000 - 300 000</p> <p>Local open tender procedure</p>	<p>EUR 20 000 - 100 000</p> <p>Competitive negotiated procedure</p>		
SERVICE CONTRACTS	<p>above EUR 300 000</p> <p>International restricted tender procedure</p>	<p>EUR 20 000 - 300 000</p> <p>Competitive negotiated procedure</p>		<p>EUR 2500 - 20 000</p>	<p>- EUR 2499</p>
WORKS CONTRACTS	<p>above EUR 5 000 000</p> <p>International open or International restricted tender procedure</p>	<p>EUR 300 000 - 5 000 000</p> <p>Local open tender procedure</p>	<p>EUR 20 000 - 300 000</p> <p>Competitive negotiated procedure</p>	<p>SINGLE TENDER</p>	<p>DIRECT PURCHASE</p>

DIRECT PURCHASE

- under 2500 EUR
- no proof, only invoice is needed (and bank statement)
- for Serbian partners, VAT exemption is needed
- no obligatory time frame

SINGLE TENDER (SERVICE, SUPPLY, WORKS)

From 2 500 EUR up to 20 000 EUR

- three request for offers sent out
- one valid offer is enough for contracting
- Beneficiaries use simplified tender package (on national language)
- Tenders have to remain open for minimum 7 days
- Beneficiaries are recommended to publish their tenders on their websites and the Programme's website.
 - In case of publication all interested companies must receive a request for offer.

COMPETITIVE NEGOTIATED

Supply EUR 20 000 – 100 000; Services & Works EUR 20 000 – 300 000;

- according to PraG rules and documentation
- Beneficiaries invite minimum 3 companies, but are strongly recommended to publish their tenders on their websites and the Programme's website.
 - In case of publication of a tender all interested companies must receive a request for offer.
- Practical Guide to contract procedures for EU external action (PraG)
 - <http://ec.europa.eu/europeaid/prag/document.do>
- Tenders have to remain open for minimum 30 days

LOCAL OPEN

Supply EUR 100 000 – 300 000; Works EUR 300 000 – 5 000 000;

- according to PraG rules and documentation
- Beneficiaries are obliged to publish their tenders in local media and on their websites and the Programme's website.
 - In case of publication of a tender all interested companies must receive a request for offer.
- Practical Guide to contract procedures for EU external action (PraG)
 - <http://ec.europa.eu/europeaid/prag/document.do>
- Tenders have to remain open for minimum 30 days (supply), and 60 days (works)

INTERNATIONAL PROCEDURE

Supply & Services – above EUR 300 000; Works – above EUR 5 000 000;

- according to PraG rules and documentation
- Beneficiaries are obliged to publish their tenders on TED (Tender electronic daily - <http://ted.europa.eu/>) , and their websites.
 - In case of publication of a tender all interested companies must receive a request for offer.
- Practical Guide to contract procedures for EU external action (PraG)
 - <http://ec.europa.eu/europeaid/prag/document.do>

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PROJECT SELECTION PROCEDURE

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STAGES

The selection procedure consists of the following main stages:

- Formal (and basic eligibility) assessment – JS/JSA, 4-eye principle, FA grids
- Quality assessment – 2 external assessors for each project, QA grids
- Decision of the JMC
- Notification of the Applicants (including the request of documents necessary for the verification of the eligibility and the preparation of the Subsidy Contract)

SUBMISSION

- The Monitoring System blocks the Application module at the moment of the submission deadline
- Certifications to be sent by post
- Every Application receives an individual registry number

FORMAL ASSESSMENT / 1

- JS and JSA managers conduct the formal assessment in line with the 4-eyes principle
- The formal assessment grid contains two different groups of criteria:
 - administrative criteria (Required annexes and supporting documents)
 - eligibility criteria

FORMAL ASSESSMENT / 2

- APPENDIX C of the Guidelines for Applicants:
 - Formal Assessment Grid
 - A.1, A.2, A.5, A.6, B.1- B.4 – no completion is possible
 - A.3, A.4, A.7, and A.8 - completion request to be sent to the LB
 - 10 days deadline for completion (calendar days!)
 - Final formal decision after completion received and assessed
 - Formal completion - only once
 - Outcome: entering the Quality assessment phase / formal rejection

QUALITY ASSESSMENT / 1

- JS coordinates the assessment
- Done by external experts as assessors
- One application assessed by one HU and one SRB assessor
- Quality Assessment grid (APPENDIX D of GfA)



QUALITY ASSESSMENT / 2

SECTION	MAXIMUM SCORE	MINIMUM SCORE
Financial and operational capacity	10	5
Partnership	9	5
Relevance to the Programme	15	8
Project content	15	8
Methodology (Work plan)	15	7
Sustainability and horizontal principles	13	6
Communication	8	3
Budget and cost effectiveness	15	8
Total: 100		Min. to pass: 50

QUALITY ASSESSMENT / 3

- An Application must reach the defined minimum score in each section and at least 50 point in total
- The quality assessors assign points to each criterion in the quality assessment grid according to their professional judgement and justify the scoring for each section of criteria.
- The final score of each application is the arithmetical average of the total number of points given by the assessors.

QUALITY ASSESSMENT / 4

- Assessors submit a written notification (via e-mail) to the JS in which they list the questions/clarifications/justifications related to specific applications.
- The JS asks the Lead Beneficiary to submit clarification within 10 calendar days from the day of receipt of the request (via e-mail)
- Clarification/Justification can be requested only once during the quality assessment process.

QUALITY ASSESSMENT / 5

- The JS prepares a list of applications recommended/not recommended for financing ranked according to their scores
- The ranking list is presented to the JMC
- Consensus on conditional approval, approval or rejection of the Applications
- Allocations according to the ranking list, up to available fund per action
- Time needed for JMC decision depends on the quantity and quality of the submitted applications
- The JMC is responsible for selecting applications for support
 - An Application can be:
 - Recommended for financing
 - Recommended for financing with conditions
 - Not recommended for financing

HANDLING COMPLAINTS

- LB can file a complaint, only if:
 - Infringes the rights stipulated in the Regulations of the European Union;
 - presents an encroachment to the CfP published or the procedures regulating the assessment process.
- written in ENG, sent by legal representative of LB to the JS by regular mail within 10 calendar days from the receipt of the decision
- MA decides if the complaint shall be raised at the JMC level

CONTRACTING / 1

- Notification letters to the Lead Beneficiaries with the final decision about their application
- List of supporting documents required for the verification of eligibility and other conditions (set by the JMC)
- In case of rejected applications, the JS offers a possibility to check the results of the assessment at its premises.
- Handling complaints defined in section 9.4 of GfA

CONTRACTING / 2

- After the approval of an Application by the JMC, the Subsidy Contract for EU Contribution is signed (LB+MA)
- Documents for contracting:
 - Establishing documents / Statutes
 - Original signed Partnership Agreement
 - proof of at least one year of operation of the branch office in the Programme area (if relevant)
 - Bank statement proving the establishment of a separate EUR bank account
 - Certifications on the payment of contributions and taxes.
 - If relevant, any additional documents

CONTRACTING / 3

In case the project includes infrastructure and works, additional documents will be required:

- Originals of land or building registration certificates
- Original legally binding building permit (if relevant)
- Original, legally binding environmental permit (if relevant)
- Supporting letter from the relevant authority (if applicable for clarifying issues related to national legislation)

CONTRACTING / 4

- JS prepares the contract in the IMIS 2014-2020 system, following the template annexed to the present Guidelines (Annex I of GfA)
- Site visit possible before signing the SC
- Head of MA and Legal representative of the LB sign the SC

- Adventure starts here...😊



INDICATIVE TIMETABLE

	DATE	TIME (CET)
Deadline for request for information from the JS	23 January 2017	16:00
Deadline for submission of Applications	31 January 2017	24:00
Deadline for submission of the Certification	7 February 2017	24:00
Information to LB on the results of the formal assessment	March 2017	-
Notification to LB on the result of the assessment and request for documents necessary for contracting	June 2017	-
Signature of the Subsidy Contract for Community Funding	July-September 2017	-

Interreg - IPA CBC 
Hungary - Serbia

INFO & PUBLICITY REQUIREMENTS

**INFORMATION DAYS
24-30 NOVEMBER 2016**



The Programme is co-financed by the
European Union

Good neighbours
creating
common future

IN THE FOLLOWING SLIDES ...

- Purpose of project communications – why it matters
- Roles in project communication activities
- Requirements for projects and recommendations
- What is new compared to the previous programme
- Reference documents for Applicants
- Useful Programme Tools and Communication Channels
- What to expect as a Beneficiary



COMMUNICATION - WHY IT MATTERS

- **Integral part of a project;**
- **Contributes to successful implementation of a project;**
- **EU regulations requirement for Beneficiaries – fulfilling the set minimums of info and publicity measures.**



ROLE OF COMMUNICATION IN A PROJECT

- Support project objectives;
- Inform about the co-financing from IPA Fund of the EU via Programme ;
- Transparently present the ways the received funds are used within the project;
- Improve the project's visibility and thus its quality.



LEGAL REQUIREMENTS

- **Regulation (EU) No 1303/2013 of the European Parliament and the Council:**
 - Annex XII – Information and Communication on Support from the Funds;
 - Article 115(4) of the Regulation (EU) No 1303/2013;
- **Commission Implementing Regulation (EU) No 821/2014 of 28 July 2014:**
 - Characteristics of Information and Communication Measures for Operations, Chapter II – Technical;

Programme documents available for download from www.interreg-ipa-husrb.com:

- ***Guidelines for Implementation of Information and Publicity Measures for Projects***
- ***Visual Identity Manual of the Programme***

ROLES IN PROJECT COMMUNICATION ACTIVITIES

BENEFICIARIES

Lead Beneficiary (LB)

- The only one communicating with the JS;
- Ensures balanced involvement of Beneficiaries;
- Sends regular reports to the JS managers:
 - Real-time reports to the Communication Manager;
 - Progress reports to the Programme Manager.

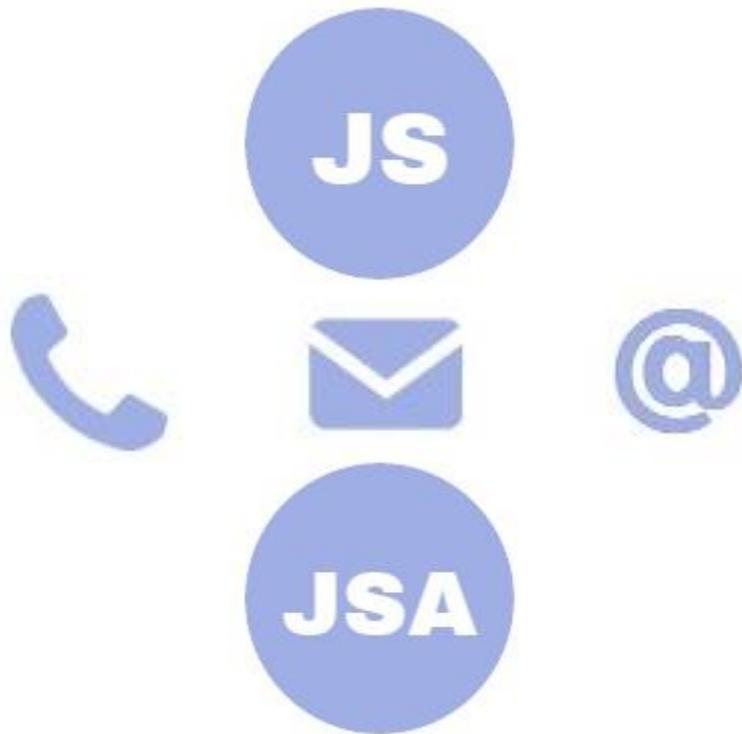
Beneficiaries (B)

- Work together and implement activities, as outlined in the Application Form



JOINT SECRETARIAT (JS)

- **Communicates directly with projects** on behalf of the Programme bodies;
- **Works together with the JS Antenna;**
- **Assists Applicants and supports project implementation;**
- **Reviews and approves reports;**
- **Helps project promotion.**



REQUIREMENTS FOR PROJECTS

OBLIGATORY COMMUNICATION APPROACH

- Questions in the Application form;
- Aimed at helping you determine:
 - Communication objectives;
 - Target audience(s);
 - Communication Messages;
 - Communication Tools;





OBLIGATORY COMMUNICATION ELEMENTS*

To be included in all communication tools a project uses:

- Programme logo;
- EU emblem with the obligatory phrase about the project c
- Disclaimer.

*Programme will provide these elements ready for usage

OBLIGATORY COMMUNICATION TOOLS

- **Poster** – minimum 1 type; minimum size A3; bi-lingual;
- **Promotional material** – minimum 1; several options offered; bi-lingual;
- **Communication/Visibility event** – minimum 1 event;
- **Media coverage** – minimum 1 piece of coverage;
- **Page on a social media network** – minimum 1 social media page;
- **Stickers for all purchased equipment via project;**
- **Photography of good quality;**
- **Regular reporting to the JS.**



OBLIGATORY TOOLS FOR ROJECTS WITH WORK COMPONENT EXCEEDING 500,000 EUR

In addition to the Obligatory communication tools:

- **Temporary Billboard** – during the implementation of an operation;
- **Permanent Plaque or Billboard** – no later than 3 months after the completion of the operation.





NOTE

Programme provides the Lead Beneficiaries with templates* for:

- ✓ **Poster;**
- ✓ **Roll-up banner;**
- ✓ **Brochure – cover pages;**
- ✓ **PowerPoint presentation;**
- ✓ **Press release;**
- ✓ **Temporary billboard;**
- ✓ **Permanent plaque;**
- ✓ **Stickers for purchased equipment** – the JS will provide ready-to-use stickers.

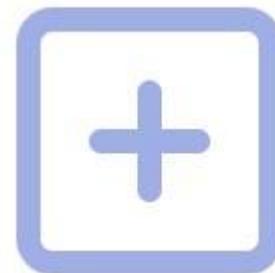


*Illustration of the templates are in the *Visual Identity Manual*

RECOMMENDED FOR PROJECTS

RECOMMENDED COMMUNICATION ELEMENTS*

- Description of the Programme
- Programme's slogan
- Reference to the Programme website

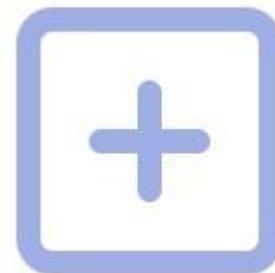


*Programme will provide these elements ready for usage



RECOMMENDED COMMUNICATION TOOLS

- Website
- Newsletter
- Promotional video/film
- Infographics
- Survey/poll
- Blog



KEEPING THE RECORD

- Record of documented communication activities – kept for at least 5 years after the project closure;
- Relevant to know for social media pages and for website (website is recommended);
- Samples of produced material should be submitted with the Final report to Programme Managers.



NOVELTIES COMPARED TO 2007-2013

- **Poster;**
- **Promotional material** – any selected must be **bi-lingual**;
- **Eco-friendly practice** – electronic format; recycled paper;
- Page **on a social media network**;
- **Photography of good quality** for comms purposes;
- Additional report: ***Before Project Event*** and/or ***After Project Event***;
- **Back Office** access for Lead Beneficiaries for depositing material and reports;
- **Templates** for communication tools for projects.

REFERENCE MATERIAL FOR APPLICANTS

GUIDELINES FOR IMPLEMENTATION OF INFO AND PUBLICITY MEASURES FOR PROJECTS

- **Intended for Lead Beneficiaries and Beneficiaries;**
- **A reference to Applicants** – before applying;
- **Outlines the requirements;**
- **Explains usage of each obligatory and recommended elements and tools;**
- **Explains the reporting and archiving process.**



VISUAL IDENTITY MANUAL

- **Chapter 2 is intended for projects;**
- **Chapter 1** – explains the usage of Programme's communication elements (e.g. logo);
- **Explains the rules of usage of each obligatory element;**
- **Illustrates the templates for projects.**



USEFUL PROGRAMME TOOLS

BACK OFFICE LOGIN

- **Intended for the Lead Beneficiaries of contracted projects** (and Programme bodies)
- **Deliver the reports and related communication material**



PARTNER SEARCH

- **Online tool for Applicants/Potential Beneficiaries**
- **Register your organization**
- **Search the *Partner Search* database for partnering organizations**



PROGRAMME COMMUNICATION CHANNELS

WWW.INTERREG-IPA-HUSRB.COM

- All Programme-related information and documents
- The latest news and announcements
- List of contracted projects, including the amount of granted funding
- *Partner Search* tool
- Back Office access for the Lead Beneficiaries



SOCIAL MEDIA PAGES



Including weekly ***Programme Managers' Tips*** for Applicants and Beneficiaries
on Facebook and LinkedIn

NEWSLETTER

- Electronic newsletter delivered quarterly to subscribers
- Features three key stories
- Delivered in English – Hungarian and Serbian version of the stories on the website



WHAT TO EXPECT AS A BENEFICIARY



PROJECTS' OBLIGATIONS

- Including all obligatory communication elements
- Fulfilling the minimum set requirements for obligatory communication tools
- Lead Beneficiary to timely report to the JS



JS AND JS ANTENNA'S ASSISTANCE

- **Lead Beneficiary Workshops** – after the contracting;
- **Assistance and consultations during the implementation** – per request;
- **High-level responsiveness;**
- **Informing about and promoting projects via Programme's channels.**



**THANK YOU.
GOOD LUCK APPLYING!**

