



## BULGARIA – SERBIA IPA CROSS-BORDER PROGRAMME

CCI Number 2007CB16IPO006



### SECOND CALL FOR PROPOSALS

#### Questions & Answers, part 1

Date: 20.12.2011

No	QUESTION	ANSWER
1.	Is it compulsory for project partners, which are not Lead partners, to be registered within the eligible border region at least 12 months before the deadline for submission of project proposals?	As mentioned in p. 2.5.2. Lead Partnership Principle from the GfA (page 15-16), only the Lead partner must be registered within eligible border region at least 12 months before the deadline for submission of project proposals.
2.	Is a branch of an organization, registered as a Legal entity, to be considered eligible applicant under the Second Call for proposals?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), all partners who comply with the eligibility of applicants criteria, should be considered eligible.
3.	Is a branch of an organization, <u>which is not</u> registered as a Legal entity, to be considered eligible applicant under the Second Call for proposals?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), any organization or branch, which complies with all eligibility criteria should be considered eligible applicant under the Second Call for proposals.
4.	Is it eligible, the Lead partner under one partnership to be partner in another partnership?	As mentioned in p. 2.5.3. Limitations concerning partnership from the GfA (page 17), if an organization/institution has submitted a proposal as a Lead



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		Partner, the same organization can be a partner in no more than 4 other projects.
5.	Should it be considered eligible, if the project management activity is sub-contracted?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), all partners should be directly responsible for the preparation and management of the action, not acting as an intermediary.
6.	How should the planning of activities be carried out in the Action plan of the project, when there is no indicative date for the start of its implementation?	The Action plan is to be planned for the first, second, etc. trimester, and not according to the calendar months of the project implementation.
7.	What documents should be used to prove the real costs, paid for project preparation?	All costs for project preparation must be carried out in the eligibility period mentioned in p. 2.5.8. Eligibility of Expenditures from the GfA (page 37) and according to the rules of PRAG. There are no specific requirements for the documental proves of the expenditure except for: tender procedure documents, contract, acceptance protocol, invoice, payment documents. For project preparation activities which are no subject to sub-contracting, proofs of expenditures should be issued according to the national legislation.
8.	Is it possible for partner's employees to work as experts under the project?	Hiring of experts under the project, who are employees of the Beneficiary, is eligible under BL 5 - as external expertise.



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9.	How should we calculate and carry out the payments (salaries, social and health insurances, taxes, etc.) of the Project team members of Serbian partners?	The payments of salaries, social and health insurances, taxes, etc. of the Project team members of Serbian partners are to be carried out according to the applicable Serbian legislation.
10.	Should a Lead partner registered in the Sofia-city district be considered as eligible under the Second Call for proposals?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), all partners who comply with the eligibility of applicants criteria, should be considered eligible. Furthermore, project proposals, where expenditures incurred in the adjacent area exceed 20% of the total eligible costs of the project, shall be reported to the JMC and proposed for rejection.
11.	Is it allowed to plan similar positions of the Project team under BL 1 (accountant, etc.) for different partners?	Planning of Project team positions, having similar functions, but for different partners, is considered to be eligible.
12.	In which budget lines the Detailed works design preparation cost should be included?	The Detailed works design preparation costs for projects under Key areas of intervention 1.1 and 1.2 should be included under BL 7.
13.	What are the requirements for own contribution - is it compulsory only for Serbian partners?	The own contribution is compulsory only for Serbian partners and it should cover at least 15 % of the total eligible costs carried out by the Serbian partner.
14.	Is there any specific eligibility requirement for Lead partners? Should the Lead partner be Bulgarian or	The choice of Lead partner is done in the frames of the established partnership and by all partners. The only



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	<b>Serbian organization?</b>	specific requirement for eligibility of Lead partners under the present Call, as mentioned under p. 2.5.2. Lead Partnership Principle (page 16) of the GfA, is that the Lead partner must be registered within eligible border region between Bulgaria and Serbia at least 12 months before the deadline for submission of project proposals under current Call.
15.	<b>What is the period of reimbursement of costs?</b>	The period of reimbursement of costs takes around 4 months after the end of the reporting period - 2 months for First level control and 2 months for verification and payment.
16.	<b>Is a religious organization eligible as partner under the present Call?</b>	Any organization or branch, which complies with all eligibility criteria should be considered eligible applicant under the Second Call for proposals. Organization, which is not mentioned in the list of eligible types of organizations and which does not comply with the eligibility criteria should be considered ineligible.
17.	<b>Is an NGO, registered in private benefit eligible as partner under the present Call?</b>	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), any organization or branch, which complies with all eligibility criteria should be considered eligible applicant under the Second Call for proposals. Please pay attention to the



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		<b>specific requirement in respect to NGO and NPO.</b>
18.	<b>How should the own contribution of Serbian partners be proved?</b>	<b>The own contribution of Serbian partners is proved with the applicable financial and payment documents (invoices, payment orders, etc.), related to project cost actually carried out by the respective partner.</b>
19.	<b>Is it allowed for a Beneficiary to use financial support, provided by third party, for carrying out costs under the project?</b>	<b>There are no requirements forbidding the use of financial support during the realisation of projects under the Second Call.</b>
20.	<b>Who is responsible for the accounting and the elaboration of financial reports?</b>	<b>During the period of implementation of the project, usually the appointed accountants are responsible for the accounting. The elaboration and submission of financial reports is responsibility of the respective partner. The Lead partner summarizes all invoice reports and submits the report to MA.</b>
21.	<b>Is it necessary to submit supporting documents for the main organization, when such are provided for the branch, which is actually the Applicant?</b>	<b>Supporting documents are to be submitted for all partners, which are applying under the present Call. For detail information about the requested supporting documents, please refer to p. 3.2. Supporting Documents (page 47-51) of the GfA.</b>
22.	<b>Are the organization granted with subsidy contracts under the First Call eligible under the Second Call?</b>	<b>There are no restrictions for the eligibility of partners/applicants related to previously granted subsidy contracts.</b>



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23.	<b>What is the meaning of the terms: direct and final beneficiaries?</b>	Direct beneficiaries are all beneficiaries, part of the target group of the project, who directly benefit of its implementation. Final beneficiaries are all persons who benefit indirectly during and after the realization the project.
24.	<b>What is the legal status of a university?</b>	It depends on the specific case. State Universities are considered as public body equivalent organizations.
25.	<b>Is there any limitation on how many partners to be included in the partnership/project?</b>	There is a limit of 5 partners, included in the partnership/project.
26.	<b>Is it necessary to provide certified translation for the documents mentioned as B1 Legal status and B4 Certificate for Lack of obligations?</b>	All requirements for translation of supporting documents are mentioned in p. 3.2. Supporting Documents (page 47-51) of the GfA. According to the GfA a certified translation of B1 and B4 is not necessary to be provided.
27.	<b>What is the process of assessment of project proposals?</b>	The process of assessment of project proposals consists of several assessment stages: Opening session and Administrative compliance check; Eligibility compliance check; Technical/Quality assessment. The final decision on which proposals are to be financed is taken by the JMC on the basis of the project proposals proposed for financing by the Assessment Working Group.
28.	<b>Are the Guidelines for applicants available in Bulgarian?</b>	The Guidelines for applicants are available only in English, because the official language of the Programme is English.



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29.	<b>Is a partnership among NGO and district/municipal administration eligible?</b>	<b>An eligible partnership is any partnership which consists of eligible organizations (each one of them comply to the eligibility of applicants criteria, mentioned in the GfA) and at least one of them is registered in Bulgaria, and one of them - registered in Serbia.</b>
30.	<b>When is the implementation of projects, proposed for finance going to start?</b>	<b>Having in mind the complexity of the assessment (coordination of the work of assessors and experts from both countries, and organization of several stages of assessment), the terms of internal procedures of JMC, the organization and conduction of pre-contracting visits, and the terms of the procedure for preparation and signing of contracts, a clear estimation of the start date of implementation of the first contracts under the Second call cannot be made.</b>
31.	<b>Is a project combining measures for investment in municipal infrastructure, carried out by a municipality and cultural events, carried out by a NGO eligible?</b>	<b>An eligible project is any project which consists of eligible activities (activities compliant to the eligibility criteria, under the different Priority axes/Key are of intervention, mentioned in the GfA). When an organization decides to apply under an investment area of intervention, the project proposal should include at least 70 % investment activity expenditure.</b>
32.	<b>Are the financial analysis and the “cost-benefit”</b>	<b>The financial analysis and the “cost-benefit” analysis of an investment project are to be carried out during and after</b>



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	analysis compulsory when estimating project income?	the investment activities according to the applicable national legislation. All income generated should be reduced from The amount of the subsidy with the amount of the generated income.
33.	Is a partnership between different public property owners possible?	An eligible partnership is any partnership which consists of eligible organizations (each one of them comply to the eligibility of applicants criteria, mentioned in the GfA) and at least one of them is registered in Bulgaria, and one of them - registered in Serbia. Additionally, each public property owner should plan investment activities on his own property.
34.	Is a civil servant allowed to participate in the Project management team?	A civil servant could participate in the Project management team of a project, implemented by the public body he works in.
35.	Is the participation of an employee, working for the Beneficiary and not part of the Project management team allowed under the external consultancy of the project?	An employee of the Beneficiary, who is not part of the Project management team, is allowed to work as external consultancy in the project.
36.	Is it allowed the Beneficiary to sign a second labour contract with a person, who does not have a main labour contract?	The Beneficiary is allowed to sign labour contracts, according to the applicable national legislation.
37.	Is the expenditure for project preparation, incurred	All project preparation costs, which comply with the





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	between the submission and the proposal and the signing of the subsidy contract considered as eligible?	eligibility of expenditure requirements, are to be considered eligible. The ending date for eligibility of expenditures for project preparation is the date of signature of the Subsidy contract
38.	Is the expenditure for preparation of Detailed works design/technical documentation for investment eligible if it is included in the budget of an investment project and has been carried out before the signature of subsidy contract?	All costs for preparation of Detailed works design, etc. carried out before the signature of subsidy contract and according to the rules of PRAG are considered as eligible. Payment of a subsidy towards the cost of Project Preparation will only be made to those applicants whose projects are approved for subsidy. Otherwise, this cost is not recoverable.
39.	Is the provision of contingency reserves compulsory?	The amount of contingency reserves is calculated automatically within the budgets of all project proposals and is compulsory under the present Call for proposals.
40.	What is social infrastructure?	Social infrastructural is infrastructure in areas such as education, health-care, child-care and other issues, related to social needs.
41.	Where is the information for scoring a project proposal available?	The information related to scoring a project proposal is available in section 6.3 STEP 3: TECHNICAL AND QUALITY EVALUATION STAGE of the GfA, page 61-68.
42.	Bulgarian Academy of Sciences (BAS) and its Institutes are research and educational institutions registered	According to p. 2.5.1. General Criteria for Eligibility of Applicants on page 13-14 of the Guidelines for Applicants,



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under special Law of BAS:

<http://lex.bg/laws/ldoc/2132584961>

According to the Eligibility Criteria educational institutions could apply as leader/partner. For that matter is BAS and the Institutes eligible to apply?

all partners must complete all of the following general eligibility criteria:

- be legally established organizations (legal persons), and
- be established within the eligible cross border region between Bulgaria and Serbia, and
- be non profit making organization, and
- belong to the one of the following categories:

- be local/regional/national authorities or subsidiary structure(s) of local/regional/ national authorities, located in the eligible area.
- be national and regional agencies (responsible at central, regional and municipal level)
- be nature park administrations
- be local/regional forestry directorates
- be health care institutions
- be cultural institutions
- be community centres
- be regional employment agencies
- be non-governmental or non-profit organizations.

The Applicants (Lead partners and project partners) from the Republic of Bulgaria should be registered under the Non-profit organizations Law (Закон за юридическите лица с нестопанска цел). The Applicants (Lead partners and project partners) from the Republic of Serbia should be



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		<p>registered in the relevant register at Serbian Business Registry or at other relevant institution responsible for keeping Register of eligible organizations (non profit or non governmental)</p> <ul style="list-style-type: none"> <li>• be educational institutions such as universities, schools, colleges and libraries</li> <li>• be Euro regions, and</li> </ul> <p>- be directly responsible for the preparation and management of the action, not acting as an intermediary, and</p> <p>- not be affected by potential conflict of interest with the Joint Structures of the Programme (Managing Authority, National Authority, Certifying Authority, Audit Authority, Joint Monitoring Committee and Joint Technical Secretariat). Should such situation arise during performance of the contract the beneficiary must immediately inform the Managing Authority.</p> <p>The above criteria are cumulative and all must be fulfilled together. If your organization meets all of the mentioned criteria, it should be considered eligible under the Second Call for proposals of the Bulgaria - Serbia IPA Cross-border Programme.</p>
43.	<p>The Nature park "Vrachanski Balkan" is situated on the territory of 5 municipalities, 2 of which are in the</p>	<p>According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), all</p>



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<p>eligible border region. The planned activities under the prepared project proposal will be implemented within the border region, but the park is registered in the town of Vratza. Is the park eligible to apply under the Second call for proposals?</p>	<p>partners who comply with the eligibility of applicants criteria, should be considered eligible. If an applicant does not comply to any of the mentioned criteria, it should be considered ineligible. Please pay special attention to the following criterion: "be established within the eligible cross border region between Bulgaria and Serbia".</p>
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