



IPA Cross-Border Programme

**Greece - The former Yugoslav Republic of Macedonia
2007-2013**

FROM NEIGHBORHOOD TO PARTNERSHIP

PROJECT MANUAL

The IPA Cross-Border Programme "Greece - The former Yugoslav Republic of Macedonia 2007-2013" is co-funded by the European Union and by National Funds of the Participating Countries



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1. Introduction

1.1 Abbreviations

DEU	Delegation of European Union
ERDF	European Regional Development Fund
ETC	European Territorial Cooperation
EU	European Union
FCC	Financial Control Committee
FLP	Financial Lead Partner
ICT	Information and Communication Technology
JMC	Joint Monitoring Committee
JTS	Joint Technical Secretariat
LP	Lead Partner (lead beneficiary)
MA	Managing Authority
MCS	Management and Control Systems
NA	National Authority
NGO	Non-governmental Organizations
NSRF	National Strategic Reference Framework
OLP	Overall Lead Partner
OP	Operational Programme
PA	Priority Axis
PP	Project Partner (beneficiary)
R&D	Research and Development
SME	Small & Medium Sized Enterprises
TEN	Trans-European Network

1.2 Glossary

Amount unduly paid – All expenditure not representing an equal value of delivered products or services, according to the expenditure terms of the Subsidy Contract.

Audit Authority (AA) – The institution responsible for verifying the effective functioning of the management and control system of the operational programmes. In this context, the AA shall be responsible for carrying out the functions envisaged in Article 62 of Regulation (EC) 1083/2006 and will be assisted by a Group of Auditors (GoA) comprised by a representative from each partner state in the OP.

Beneficiary – Bodies invited to submit proposals are specified in each call for proposals. The project participant, who takes the overall responsibility for the application and the implementation of the entire project, is called **Lead Partner (LP)** and corresponds to the term "lead beneficiary" used in Article 20 of Regulation (EC) 1080/2006.

Certifying Authority (CA) – National, regional or local public authority or body, designated by the Member States for certifying statements of expenditure and applications for payment before being sent to the Commission. In this context, the CA shall carry out the functions envisaged in Article 61 of Regulation (EC) 1083/2006.

Controllers – Each partner state shall designate certified controllers that will be responsible for verifying the legality and regularity of the expenditure declared by each beneficiary participating in the project, according to Article 105 (Regulation (EC) No 718/2007).

DEU - The Delegation of the European Union in Skopje represents the European Commission inside the country vis-à-vis the authorities and the general population. The Delegation of the European Union acts as the contracting Authority for Partners inside the former Yugoslav Republic of Macedonia.

EU contribution - The part of the eligible expenditure of a project that is financed by the European Union.

Financial Correction – The cancellation of all or part of the National and Community contribution to a project, in the context of its co-financing by the OPs, which is similar to the detected irregularity.

Irregularity - Any infringement of a provision of Community law resulting from an act or omission by an economic operator which has, or would have, the effect of prejudicing the general budget of the European Union, by charging an unjustified item of expenditure to the general budget.

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Joint Monitoring Committee (JMC) - The participating countries set up the Monitoring Committee for every Operational Programme, in accordance to the MA. The Monitoring Committee performs the duties that are defined in article Article 110 - IPA Implementing Regulation.

Joint Steering Committee (JSC) - The committee established according to Article 140 of the Regulation (EC) 718/2007 in order to support the Monitoring Committee in fulfilling its tasks with regard to the selection of projects.

Joint Technical Secretariat (JTS) - The body set up by the MA after consultation with the Operating Structure in the former Yugoslav Republic of Macedonia represented in the programme area, according to Article 102, IPA Implementing Regulation 718/2007, to assist the programme bodies (MA, CA, AA) in carrying out their respective duties.

Management Information System - The management system for recording and saving, in computerised form, accounting records for each project under the Operational Programme.

Managing Authority (MA) - National, regional or local public authority or public or private body designated by the Member States responsible for managing and implementing the operational programme, in accordance to the principle of sound financial management, carrying out the functions set out in Article 102 of Regulation (EC) 718/2007.

Memorandum of Understanding (MoU) - Additional agreement between programme bodies covering specific demands and harmonizing general programme procedures with particular national requirements.

National Authority (NA) (Operating Structure) - The institution supporting the activity of the MA in implementing the programme on the Former Yugoslav Republic of Macedonia's side.

National Co-financing - The non-EU contribution to the projects' budget provided either by the State budget of each participating country or provided as Own Contribution by the Project Partners.

Operational Programme (OP) - Document submitted by the cooperating Countries and adopted by the Commission setting out a development strategy with a coherent set of priorities to be carried out with the aid of the European Union's Funding (hereinafter Programme).

Project - A project selected by the Joint Steering Committee, according to the criteria laid down by the Monitoring Committee, and implemented by the beneficiaries, allowing achievement of the goals of the priority axis to which it relates to.

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Project Partners (PPs) - Partners participating in a project that correspond to the term "beneficiary" used in Article 96 of Regulation (EC) 718/2007.

Recovery – The repayment by the beneficiary of amounts unduly paid as a result of no legal cause.

1.3 Purpose

This is the Project manual, which will serve as an essential reference document for all bodies interested in:

- a. applying for funding under the Greece - the former Yugoslav Republic of Macedonia IPA Cross-Border Programme 2007-2013 (hereinafter the Programme) and
- b. implementing a project, which has been selected for funding. This manual, together with the programme's website www.interreg.gr, as well as the sites of the Operating Structure www.mls.gov.mk and of the Delegation of the European Union in Skopje, www.delmkd.ec.europa.eu, will hopefully provide practical information and concrete assistance to potential applicants, when preparing and submitting a comprehensive project proposal or managing their approved project.

Applicants should therefore study the entire manual carefully. The Project Manual consists of three parts:

1. Introduction - General Information for the Programme
2. The Project Applicant's Manual
3. The Project Implementation Manual

NOTE:

This manual relates to the present management mode of the program only, i.e.

- **Transitional arrangements according to Art 99 of Regulation (EC) 718/2007.**
- **Centralised management in the former Yugoslav Republic of Macedonia**

1.4 General Programme Information

1.4.1. Scope-Priority Axes

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Cross border cooperation policy is about establishing links across national boundaries to enable joint approach to common problems and opportunities. The Operational Programme between Greece and the former Yugoslav Republic of Macedonia constitutes actually a set of proposals for the interventions envisaged under the terms of the cross border cooperation strand of the European Territorial Cooperation objective of the Structural Fund policies for the period 2007-2013. The new Programme, as the successor of the INTERREG III A programme that operated between the two countries till the end of 2006, will attempt to capitalize on the experience gained and the extensive knowledge that has been obtained by both the participants and the implementation structures, in order to bring cooperation to a new level.

The overall strategic objective of the Programme is to strengthen the competitiveness and territorial cohesion in the programme area towards sustainable development, by linking potential from both sides of the border.

Within the framework of achieving and serving the overall objective, a series of strategic objectives have also been developed, which constitute the policy outline for the convergence in the area of intervention. The Global Objective of the programme is to enhance convergence in the programme area by promoting sustainable local development

This global objective is expressed as two priority axes (plus the technical support axis), along with a certain number of specific objectives. Specifically:

- **Priority Axis 1: "Enhancement of cross-border economic development"**, aiming at the promotion of sustainable economic development through common interventions and facilitating cross-border relations.
- **Priority Axis 2: "Enhancement of environmental resources and the cultural heritage of the programme area"** aiming to promote common actions for the protection of the natural and cultural environment and the mobilisation of natural and cultural resources.
- **Priority Axis 3: "Technical Assistance"** will be implemented by **one Measure**, aiming at the successful and smooth implementation of the Programme and the enhancement of high quality cross-border co-operation, contributing primarily to the Global Objective.

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The main objectives by Priority Axis include:

Priority Axis 1

- The promotion of entrepreneurship
- The enhancement of Human Resources
- The development of sustainable tourism
- The protection of public health through cross-border activities.

Priority Axis 2

- The promotion and protection of environmental resources
- The natural and cultural heritage of the area.

PRIORITY AXES	
Priority Axis 1: Enhancement of cross-border economic development	Priority Axis 2: Enhancement of environmental resources and the cultural heritage of the programme area
Areas of Intervention	
1.1: The promotion of entrepreneurship	2.1: The promotion and protection of environmental resources
1.2: The enhancement of Human Resources	2.2: The natural and cultural heritage of the area
1.3: The development of sustainable tourism	
1.4: The protection of public health through cross-border activities	

The full programme strategy is outlined in the Operational Programme document.

1.4.2. Which is the area of the Programme?



Figure 1: The Eligible Programme Area

The eligible area of the programme, as illustrated in the map below, contains 5 Regional Entities (former Prefectures) on the Greek side (Kilkis, Pella, Serres, Florina and Thessaloniki as adjacent area) and 4 Districts on the neighbour country (Pelagonia, Vardar, Southeast and Southwest as adjacent area), covering an area of 29.259 km² and 2.362.158 inhabitants.

Eligible territories

The programme covers the following eligible regions:

TABLE 1: ELIGIBLE AREA	
<u>NUTS II</u>	<p>2 REGIONS:</p> <ul style="list-style-type: none"> • Central Macedonia (GR12) • Western Macedonia (GR13)
<u>NUTS III</u>	<p>5 REGIONAL ENTITIES (FORMER PREFECTURES) & 4 DISTRICTS (OBLAST):</p> <ul style="list-style-type: none"> • Kilkis (GR123) • Pella (GR124) • Serres (GR126) • Thessaloniki (GR122)* • Florina (GR134) • Pelagonia • Vardar • Southeast • Southwest * <p><i>*Thessaloniki and Shouthwest (as adjacent areas)</i></p>

Adjacent territories

Based on the flexibility rule provided by Article 97 par.1 of the IPA Implementing Regulation, Regional Unit of Thessaloniki (former Prefecture)/ Greece (NUTS III), and the Southwest region/the former Yugoslav Republic of Macedonia are included in the Programme Greece – the former Yugoslav Republic of Macedonia 2007-2013 as adjacent area. The adjacent areas have been selected to maximise the impact of cross border cooperation programmes' achievements. According to the IPA Implementing Regulation*, these areas can receive up to 20% of the Programme total eligible public funds. This means, in practice, that the programme may report costs related to the activities incurred on the territory of these areas to the limit of 20% of the Community contribution budget. However, this does not mean that a fixed share of 20% of the programme budget is reserved for partners from these areas. The cross border added value of

* According to Article 97 of the IPA Implementing Regulation, NUTS III regions (or equivalent) along land borders between the Community and the beneficiary country are eligible areas for the purposes of cross-border co-operation. Article 97 foresees the possibility to finance expenditure incurred in implementing operations or parts of operations up to a limit of 20% of the amount of the Community contribution to the cross-border programme in NUTS III regions (or equivalent) areas adjacent to the eligible areas for that programme. Hence the regions of Thessaloniki and Southwest are included in the eligible area due to their size and functional role they have in the programme area.

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participation of partners from these areas will be assessed on a project by project basis.

1.4.3 Programme funding

Approved on the 5th of September 2008 by the European Commission, the Greece - The former Yugoslav Republic of Macedonia IPA Cross-Border Programme" 2007-2013 has a total budget of around €32 million. The total financing consists of €25 million Community contribution funding (75% for Greece and 85% for the former Yugoslav Republic of Macedonia side) and approximately €7 million national contributions (25% for Greece and 15% for the former Yugoslav Republic of Macedonia side). Community contribution and national co-financing rates are not common for both countries.

1.4.4. Programme Management – Implementation

The management and implementation of this Programme is based on the structure applicable for a European Territorial Cooperation Programme and consists of:

The **Managing Authority** is responsible for the overall management and implementation of the Operational Programme in accordance to the principle of sound financial management and for carrying out the functions set out in Article 102 (Regulation (EC) No 718/2007. The Managing Authority for the Programme is the existing Managing Authority of the European Territorial Cooperation Programmes at the Ministry of Economy, Competitiveness and Shipping, Greece.

The Deputy Prime Minister for European Affairs in the former Yugoslav Republic of Macedonia is designated as the **National IPA Coordinator (NIPAC)**, who acts as the representative of the former Yugoslav Republic of Macedonia vis-à-vis the Commission and is in charge for the overall coordination of the Programme at the territory of the participating beneficiary country. The NIPAC in the former Yugoslav Republic of Macedonia has designated the Ministry of Local Self Government as the Cross-Border Co-ordinator.

The **Certifying Authority** is responsible for certifying statements of expenditure and applications for payment before being sent to the Commission as well as for receiving payments from the Commission and making payments to the Lead Partner (lead beneficiary), according to article 102 (104) of Regulation (EC)

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718/2007. The Certifying Authority is the Paying Authority designated for the CSF, the community initiatives and the Cohesion Fund, at the General Secretariat for Investments and Development, Ministry of Economy, Competitiveness and Shipping, Greece.

The **Audit Authority** is responsible for verifying the effective functioning of the management and control system of the operational programme, according to article 21 of Regulation (EC) 718/2007. The Audit Authority of the operational programme is assisted by a **Group of Auditors** comprised by comprising a representative of each country participating in the IPA Cross-border Programme carrying out the duties provided for in Article 105 (Regulation (EC) No 718/2007. However, as this programme will be implemented under the transitional arrangements, and the Audit Authority will be responsible only for expenditure within Greece, a Group of Auditors is not required in this case. Nevertheless, such a Group may be established in order to ensure an appropriate exchange of information and good practice between the participating countries.

The Audit Authority is the Financial Control Committee (EDEL), set up following the decision of the Minister of Economy, Competitiveness and Shipping – Secretariat General for Fiscal Policy (General Accounts of the State) at the Ministry of Economy, Competitiveness and Shipping, Greece.

The **Joint Monitoring Committee** is set up according to the article 110 of the Council Regulation (EC) No 718/2007 as well as the provisions of the OP "Greece- the former Yugoslav Republic of Macedonia" and it is comprised by representatives of the two member states on an equal basis. It satisfies itself as to the effectiveness and quality of the implementation of the operational programme, according to article 110 of the Council Regulation (EC) No 718/2007.

The **Joint Steering Committee** is responsible for the selection of projects, on the basis of the preliminary technical evaluation carried out by the JTS.

The **Joint Technical Secretariat** assists the Managing Authority, the Joint Monitoring Committee, the Joint Steering Committee, the Certifying Authority and the Audit Authority in carrying out their respective duties.

The **Cross Border Info Point** is established in Bitola, contributing to the strengthening of the territorial participation to the Programme.

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The **National Authority** (in the former Yugoslav Republic of Macedonia, is the Ministry of Local Self Government. The responsibilities of the Ministry of Local Self Government as Operating Structure are defined in Article 139 of Regulation (EC) No 718/2007. The Operating Structure is responsible for managing and implementing the part of the Programme implemented in the former Yugoslav Republic of Macedonia. It may delegate some tasks related to the technical implementation of the Programme to the CBC Coordinator.

The **Contracting Authority** in the former Yugoslav Republic of Macedonia is responsible for:

- drawing up and signing contracts with the Financial Lead Partners
- verifying the legality and regularity of the expenditure of the Project Partners

The Delegation of the European Union in Skopje is designated as the Contracting Authority in the former Yugoslav Republic of Macedonia.

The Managing Authority acts as the Contracting Authority for the Greek partners.

2. Project Applicant's Manual

2.1 Introduction

The Project Applicant's manual includes information about:

1. The development of a project idea/proposal;
2. The submission procedure;
3. Main features of projects;
4. Filling in the Application Form;
5. Evaluation procedure;

It is recommended that those interested in submitting a proposal under the Programme, examine carefully - besides the present manual - the Programming Document of the "Greece - the former Yugoslav Republic of Macedonia IPA Cross-Border Programme" which is available on the website of the Managing Authority (MA) at www.interreg.gr as well as on the sites of the Operating Structure www.mls.gov.mk and of the Delegation of the European Union in Skopje, www.delmkd.ec.europa.eu.

Moreover, interested parties may contact the Joint Technical Secretariat (hereinafter JTS) to get support in planning their proposals in accordance to the strategic aims of the Programme. The Cross-Border Info Point in Bitola shall also be providing information to interested parties.

This Project Applicants' Manual corresponds to the Applicant's Package of each call for proposals launched for the Greece- the former Yugoslav Republic of Macedonia IPA cross-border Programme 2007-2013.

The Applicant's Package contains the following documents:

The Applicant's Package consists of the following documents:

1. Announcement of the Call for Proposals
2. Call for Proposals
3. Application Form,
4. Partnership Declaration,
5. Specification of Budget Costs (to be filled in by the former Yugoslav Republic of Macedonia Financial Lead Partner),
6. Declaration of not generating revenues,

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7. Declaration by the IPA Financial Lead Partner (Financial Lead Partner from the former Yugoslav Republic of Macedonia),
8. Activity Break-Up Tables (for both Financial Lead Partners),
9. Financial Identification Form (for IPA Financial Lead Partner),
10. Legal Entity Form (for IPA Financial Lead Partner Public or Private),
11. Project Manual.

The original application package is provided only in electronic form at the Managing Authority’s web site. In addition, the websites of the National Authority and of the Delegation of the European Union in Skopje will include links to the MA’s web site where the original application package can be downloaded.

[2.2 How to develop a project idea/proposal](#)

The following chapter provides potential applicants with the essential information that they need, in order to start developing partnerships, as well as with the fundamental requirements, which have to form the basis of each project application.

It should be noted that the programme finances **joint projects** which are jointly selected by the participating countries following calls for proposals that cover the entire eligible area.

1. Do you have an idea for a cross border project?

Project development is the phase during which **an idea** is translated into specific objectives and activities and is presented as a proposal. The starting point in defining a project idea is to identify the **need**. At the idea stage, every project developer needs to combine the programme’s priorities with what regions on both sides really need.

In this sense,

- **Programming document:** The Programming Document includes a detailed analysis of the strengths and weaknesses of the programme area as well as the types of actions that the programme will finance. Try to assess how the project idea fits into the programme context through carefully studying its priorities and indicative interventions. Therefore, a careful study of the programme document as well as of other strategic documents (national and/or regional development plans, specific local

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policies, other field-specific strategies or guidelines etc) is crucial for the applicants in developing good project ideas.

- **Assessment needs.** A background assessment of needs with particular focus on the target groups will definitely support project design.
- **Stakeholders.** Involve key stakeholders. Their views – as end users of the project’ products – may contribute to further develop the project idea given that they have crucial role in using the results of the project.
- **Target groups¹.** A background assessment of target group needs with focus on the direct involvement during the project preparation, that will definitely support project design and reach the objectives of the project and Programme in general
- **Final Beneficiaries²** – A background assessment of the final beneficiaries needs with focus on the direct involvement during the project preparation, that will definitely support project design and reach the objectives of the project and Programme in general.

Over time and with the input of partners the idea will be developed to include activities and objectives.

2. What makes a “good partner”?

Finding partners is not the difficult part in developing a partnership. Finding the **right** partners is the main challenge. With the right ones involved in a cross-border partnership, a project idea, documented in a clear and simple way, can be turned into a unified set of actions well targeted to the identified needs.

The development of a partnership is not an easy task since, before it becomes solid and efficient, it involves a number of stages such as:

1. Identifying the partners, meeting them and learning about their interests, needs and skills. Make a choice based on their experience; their knowledge and specialisation of the chosen field, their experience in developing and implementing relevant project ideas, their complementarities, which will support and guarantee exchange of know-

¹ Groups/entities that will be directly positively affected by the project at the Project Purpose level,

² Final Beneficiaries are those who will benefit from the project in the long term at the level of the society or sector at large.

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how, their shared needs, their knowledge of the programme area, their financial capacity (they must also have the capacity to ensure the temporary availability of funds until they are reimbursed by the Programme, as well as the capacity to ensure their financing for non-eligible expenditures of the project), their relevant institutional status, their commitment even from the very first steps of project generation and development. Face to face meetings prove to be of great benefit.

2. Communicating the project idea. Make a structured presentation to potential partners and to key stakeholders to help them understand the purpose, objectives, activities and context. Let them assess and decide whether they want to get involved.
3. Challenging them by letting them shape the objectives and the expected results, so as to reflect their own needs. Consultation with partners is crucial given that their early involvement in the design of the project will ensure that it will be based on joint/common needs, skills and interests.
4. Defining actions and allocating responsibilities to meet joint objectives. Be flexible to negotiate with all partners their roles and responsibilities. Ensure common understanding, ownership and commitment. Realistic and achievable project plan increases partners' commitment. Identify what each partner brings to the project and what expects to get from it.

The right time to involve potential partners to the development of a project idea is as **soon as possible**, given that the project should be a combination of needs and contributions of all the partners involved. Participating in a cross border cooperation project implies that the project idea reflects the needs of all partners.

Be careful: check the rules on participation and eligibility before approaching partners.

3. How to define the content?

Do not forget that Programme requirements and project ideas have to be **in line**. There is no point in developing a project if it does not fit in the Programme. Projects need to collaborate on cross border activities that directly relate to addressing the priorities and objectives, as set out in the Programming Document.

Steps to follow:

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1. The project needs to strongly demonstrate its cross border focus and show the true spirit of collaboration, through at least one of the following ways of cooperation: **(a) joint development, (b) joint implementation, (c) joint staffing and (d) joint financing**. However, it should be noted that, generally, projects are encouraged to cooperate by fulfilling all four of them. Keep in mind that the aim of cross border cooperation is to integrate areas divided by national borders that face common problems requiring common solutions.
2. The project should take into account one or more horizontal issues of the Programme - sustainable development, positive environmental impact, equal opportunities and non discrimination, fair competition.
3. The project should complement and not duplicate other projects being carried out in the Programme area. Follow-up on projects financed by previous INTERREG / CARDS / Neighbourhood programmes is not enough. Projects need to show how they build on past experiences by bringing in something new.
4. The project has to be realistic rather than attractive. Set the objectives as concrete, as quantifiable and realistic as they could be.
5. Map out how objectives could be realized through a detailed action plan. The more precisely the goals are formulated, the more effectively the project runs.
6. Demonstrate common added value. In practice this means that the issue addressed is of such a nature that it cannot be satisfactorily tackled within one nation only and that cooperation improves the quality of results compared to the possible achievements of a partner working alone. Results can also be of relevance to the wider cooperation area and can potentially be transferred to other parts of the region.
7. Have a regular contact with Programme management structures - Managing Authority and/or Joint Technical Secretariat and/or Antenna for clarifications on Programme priorities/objectives/activities.

Keep in mind that a cross border partnership is not enough: the ideas and the activities must have a cross-border value too.

2.3 Submission procedure

In order to submit a project proposal, Applicants must refer to the Applicant's Package and to all relevant documents that are annexed to each call for proposals. Project Proposals should be submitted according to the guidelines provided in the Project Manual.

A Project Proposal consists of:

1. Application Form,
2. Partnership Declaration,
3. Declaration of not generating revenues, In case of revenue generating projects, a cost - benefit analysis should be attached (using the "Guide to cost-benefit analysis of investment projects Published by DG Regional Policy in 2008" available at http://ec.europa.eu/regional_policy/sources/docoffic/working/sf2000_en.htm)
4. Activity Break-Up Table (for both ERDF and IPA Financial Lead Partners)
5. Declaration by the IPA Financial Lead Partner (Financial Lead Partner from the former Yugoslav Republic of Macedonia),
6. Legal Entity Form (for IPA Financial Lead Partner),
7. Financial Identification Form (for IPA Financial Lead Partner)
8. Specification of Budget Costs and the accompanying 'Justification of the Budget and its costs' and 'Sources of Funding' (for IPA Financial Lead Partner),
9. Decision of the designated body of each Project Partner (e.g. Municipal Council, Board of Directors, etc) stating its agreement for submitting particular project proposal, according to the internal rules/statute of each partner or the national legislation.
10. Partners' related documents:
 - a. For bodies governed by public law, official documents proving that requirements of this call are met. In case the nature of the public body does not clearly derive from the submitted documents, the JTS or MA may request additional documentation for clarification.
 - b. For organisations governed by private law:
 - i. Documents for establishing the applicant's entity (Statutes including all modifications, registration act, etc.) including all

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modifications for the past 2 years (for the available period in case the organizations/branches are registered 1 year before the call launch).³

- ii. Official document indicating the sources of the body's revenues, for the past 2 years (for the available period in case the organizations/branches are registered 1 year before the call's launch) of operation, preceding the presentation of the project proposal (e.g. Annual Balance Sheets, The Annual Incomes statement)
- iii. Declaration for the non distribution of profits.
- iv. Any official document certified by a public administration authority, proving that the organization operates at least 1 year before the launch of the specific call for proposals.

11. Infrastructure Projects must include the relevant accompanying documents (building permits, any other required approvals, a compliance assessment report, preliminary studies, technical designs or any other relevant technical documentation, actual 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, but before the signing of the subsidy contract. The JTS may request additional documentation for clarification.

The hard copy of the project proposal must be submitted in 1 original copy. A CD/DVD-ROM, including the electronic version of the Application Form, the sustainability document and the justification of the budget excel need also to be submitted. The page number (which will continue from the Application Form until the last page of the last annex) should be written by hand, in the lower right corner of all annexes.

All documents should be valid at the date of submission of the application form.

³ Documents in points 7a, 7bi, 7bii, 7biv and 8 can be submitted in the original languages of the partners.

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The non-submission of the above documentation (points 1-11), and the CD/DVD ROM shall cause a project proposal rejection. The Project Proposal must be submitted to the Programme's Joint Technical Secretariat in the following way:

- by post or
- by private courier service or
- hand-delivery

to the following address:

**Joint Technical Secretariat
Greece-the former Yugoslav Republic of Macedonia IPA cross-border Programme" 2007-2013**

Balkan Center, Building D, Elevator 2, 3rd floor
9th Km Thessaloniki - Thermi Road
570 01, Thessaloniki, Greece

The project proposals must be submitted until the 16/05/2012 and 16:30 hours in the premises of JTS in order to be admissible. When a proposal is submitted by registered mail of the post office, the postal stamp is the only proof that the proposal was sent within the deadline. If the proposal is sent by private courier, the JTS register number is the only proof of timely submission.

A dated certificate of receipt with the register number of the JTS will be handed to the deliverer, as proof of timely submission. Proposals delivered after this date will not be considered as eligible.

ATTENTION: The envelope with the application documents must bear the following indications in English:

2nd CALL FOR PROJECT PROPOSALS

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Axis:

Area of Intervention:

Project Acronym:

Lead Partner /name and address:

Envelope shall not be opened before the evaluation session.

2.4 Main features of projects

2.4.1 Project Partnership-Eligibility of Partners

A project should include at least one partner from each country (Greece and the former Yugoslav Republic of Macedonia) and should co-operate in at least one of the following ways:

Joint development

- All partners should contribute to the development of the project;
- Partners should define how the project will operate, i.e. joint development of objectives and outcomes, budget, timing and responsibilities for work packages and tasks to achieve the objectives;
- Partners should identify knowledge and experience that each one of them brings to the project, as well as what each partner expects to get from the project.

Joint implementation

- The Lead Partner should bear the overall responsibility for the project. All partners should undertake responsibilities for different parts of the implementation.
- Each project partner responsible for a work package should coordinate and ensure that planned activities are carried out, interim targets are met and unexpected challenges to implementation are dealt with.
- Several partners may contribute to each work package.

Joint staffing

- All project partners should have a defined role and allocate staff to fulfil this role.
- Staff members should coordinate their activities with others involved in the activity or work package and exchange information regularly.
- There should be no unnecessary duplication of functions in different partner organizations.

Joint financing

- The project should have a joint budget with funding allocated to partners according to the activities they are carrying out (the budget split should reflect partner responsibilities).

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- The budget should include annual spending targets and spending targets per work package.
- In general, all partners should contribute with co-financing.

The total number of partners must not exceed five (5) including the Overall Lead Partner. All partners must have **clear roles** in the development and implementation of the project.

In order to be eligible for co-funding, the Lead partner and partners **must be**:

- a. national, regional or local **public authorities**;
- b. **bodies governed by public law**⁴, 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 (needs 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 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, where more than half of its members are appointed by the national, regional or local authorities, or by other bodies governed by public law;
- c. **organizations governed by private law**: non profit organizations founded according to the private law can be eligible under the following conditions:
 - they do not have a commercial or industrial character or activities
 - they are not allowed by their constitutional framework to distribute profits to the stakeholders
 - they are operational for at least one year before the launch of the specific call for proposals.

The entities listed under a, b, and c shall be established in a Member State, a country that is a beneficiary of the IPA Regulation, a country that is a beneficiary of the European Neighbourhood and Partnership Instrument, or a Member State of the European Economic Area.

d. international organizations

⁴ 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.

It should be noted that **private companies, not falling under the above categories b. and c. are not eligible.**

Moreover all applicants shall:

- **be directly responsible for the preparation and management of the project with their partners**, not acting as an intermediary and
- **be located in the programme area or**
- **be located outside the programme area and**
 1. **be a National Authority (competent in the field of intervention) or**
 2. **have local/regional offices established in the programme area**
[applicable for categories (b) and (c)]
 - the organizations⁵ 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.
 - the organizations must be established in the participating countries and be operational in the programme's eligible area at least 12 months before the launching of this call for proposals.

In order to be considered for funding, all the above actors should ensure that they are entitled for public co-financing. The managerial adequacy of partners will be examined through the Project Selection Criteria.

ATTENTION:

The deadline for asking questions or requesting information is 21 days before the deadline of the present call.
The answers shall be given on the Operational Programme's website, but not later than 11 days before the deadline of the present call.

Potential applicants from the former Yugoslav Republic of Macedonia may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

The Lead Partner Principle: General

⁵ Including international organisations' subsidiaries/branches that have the "exclusive competences in a field of activity" and "areas of legal competences established by legal Acts"

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All projects within the framework of the Greece - the former Yugoslav Republic of Macedonia IPA cross-border Programme 2007-2013 will be implemented and managed according to the Lead Partner Principle, the aim of which is to ensure genuine cooperation of all involved parties, by building into it the partnership structure.

According to article 96 of Regulation (EC) 718/2007, each partnership is represented by a Lead Partner (or Lead Beneficiary), which is jointly selected by the partnership and has the overall responsibility for implementing the project as a whole.

Projects implemented under the Lead Partner Principle, generally, require a longer project development phase to establish the partnership and to decide upon the roles in project work packages and the budget allocation between partners.

a. Financial Lead Partners

As outlined in art. 96 of Regulation (EC) 718/2007 implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA) and the Commission Regulation (EU) No 80/2010 of 28 January 2010 amending Regulation (EC) No 718/2007, two Financial Lead Partners will be designated. These partners must be directly responsible for the preparation and management of the project with their partners, not acting as an intermediary.

The Greek Beneficiaries of a project shall appoint a Greek Financial Lead Partner among themselves prior to the submission of the proposal. In case of approval, the Greek Financial Lead Partner will sign a Subsidy Contract (Subsidy Contract A) with the Managing Authority. Equally, the Beneficiaries from the former Yugoslav Republic of Macedonia shall appoint a Financial Lead Partner from the former Yugoslav Republic of Macedonia, prior to the submission of the proposal, for the project. In case of approval, the Financial Lead Partner from the former Yugoslav Republic of Macedonia will sign a Subsidy Contract (Subsidy Contract B or Grant Contract) with the Delegation of the European Union in Skopje.

The Financial Lead Partner, for both countries, shall assume the following responsibilities:

(i) it shall lay down the arrangements for its relations with the partners participating in the part of the operation taking place in the respective country in an agreement comprising, inter alia, provisions guaranteeing the sound financial

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management of the funds allocated to the operation, including the arrangements for recovering amounts unduly paid;

(ii) it shall be responsible for ensuring the implementation of the operation in the respective participating country;

(iii) it shall be responsible for transferring the European Union's contribution to the partners participating in the operation, of the respective participating country;

(iv) it shall ensure that the expenditure presented by the beneficiaries participating in the part of the action taking place in the respective country has been paid for the purpose of implementing the operation and corresponds to the activities agreed between those partners;

(v) In addition to the above, the Financial Lead Partners from Greece shall verify that the expenditure presented by the beneficiaries participating in the operation has been validated by the controllers. In the case of the Financial Lead partners from the former Yugoslav Republic of Macedonia the Delegation of the European Union will be in charge for verifying the legality and regularity of the expenditure.

b. Overall Lead Partner (Applicant)

One of the two Financial Lead Partners shall undertake the role of the "Overall Lead Partner" of the cross-border project.

The Overall Lead Partner shall assume the following responsibilities:

- It shall be directly responsible for the preparation and management of the entire project, not acting as an intermediary.
- It shall ensure the sound implementation of the entire project.
- It shall submit to the JTS progress reports on the implementation of the entire project, based on the data that it receives from all partners.
- It shall record and store project documents.
- It shall provide the MA/JTS and the Delegation of European Union in the former Yugoslav Republic of Macedonia with all monitoring data-required.
- It shall act as the contact point with the Programme Management Bodies (Managing Authority, Delegation of European Union in the former Yugoslav Republic of Macedonia, Joint Technical Secretariat, etc.) for monitoring, reporting and general information purposes.

The Overall Lead Partner will sign an Overall Contract with the Managing Authority.

The Lead Partners 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 for at least 12 months before the launching of this call for proposals.

The Partners

All partners participate in designing and implementing the project by carrying out the activities assigned to them in the approved application. The partners should co-operate in at least one of the four possible ways described in the following section (Partners' Cooperation). The expenses generated are eligible in the same way as those incurred by the Lead Partner. They must, therefore, satisfy the same eligibility criteria as the ones applicable for the Lead Partner.

Indicatively, the partners' responsibilities entail that they:

- Ensure the implementation of the project activities under their responsibility according to the project plan, the Partnership Agreement and the relevant contracts signed by the Project Lead Partners (Financial and Overall);
- Cooperate with the other project partners in the implementation of the project, the reporting and monitoring as deemed necessary; Key project conclusions, changes to project strategy and other important decisions should be made jointly;
- Prepare and submit to the Lead Partner financial and progress reports, including all supporting documentation required (according to the official Progress report Templates provided). Partners from the former Yugoslav Republic of Macedonia should refer to the reporting requirements and obligations for the relevant supporting documentation described in Articles 2 and 15, of the General Conditions of the Grant Contract;
- Assume responsibility in the event of any irregularity in the expenditure they have declared, and repay the Financial Lead Partner of their country the amounts unduly received. In case that the Financial Lead Partner contracted by the Greek MA, does not succeed in securing repayment from a project partner, the Greek State shall reimburse the competent Authority (Certifying Authority) the amount unduly paid to that partner. For the partners located on the territory of the former Yugoslav Republic of Macedonia, DEU will implement the relevant procedures and the relevant contracting conditions shall apply.
- inform and communicate the projects' outcomes to the public.

Partners' cooperation

The project partners should co-operate in at least one of the following ways:

1. Joint development

- All partners should contribute to the development of the project;
- The partners should define how the project will operate, i.e. joint development of objectives and outcomes, budget, timing and responsibilities for work packages and tasks to achieve the objectives;
- The partners should identify knowledge and experience that each one of them brings to the project, as well as what each partner expects to get from the project.

2. Joint implementation

- The Overall Lead Partner should bear the overall responsibility for the project. All partners should undertake responsibilities for different parts of the implementation.
- Each project partner responsible for a work package should coordinate and ensure that planned activities are carried out, interim targets are met and unexpected challenges to implementation are dealt with.
- Several partners may contribute to each work package.

3. Joint staffing

- All project partners should have a defined role and allocate staff to fulfill this role.
- Staff members should coordinate their activities with others involved in the activity or work package and exchange information regularly.
- There should be no unnecessary duplication of functions in different partner organizations.

4. Joint financing

- The project should have a joint budget with funding allocated to partners according to the activities they are carrying out (the budget split should reflect partner responsibilities).
- The budget should include annual spending targets and spending targets per work package.
- In general, all partners should contribute with co-financing.

Partnership Declaration & Partnership Agreement

The cooperation between the Overall Lead Partner, the Financial Lead Partners and the project Partners are defined in the Partnership Declaration and, in more detail, in the Overall Partnership Agreement.

The former is drafted at the stage of the submission of the project proposal and the latter at the stage of implementation of a project, which has been selected for funding. The Partnership Declaration also includes the co-financing statements as well as the declarations for non-double funding to be signed by all partners. For more details on the Partnership Declaration and the Partnership Agreement, please refer to the *Applicant's Package* and *Annex II* of this manual.

Contractual arrangements

The relevant contracts to be signed, upon approval of a project proposal, shall determine the rights and responsibilities of the aforementioned parties. They shall describe the scope of activities to be carried out, the terms of funding, the requirements for reporting and financial controls, etc.

The following contracts shall be signed:

1. An Overall Contract shall be signed by the Managing Authority and the Overall Lead Partner, to describe the responsibilities of the latter, no matter its country of origin.
2. The Subsidy Contract A shall be signed between the Managing Authority and the Greek Financial Lead Partner, and it shall describe the responsibilities of the Financial Lead Partner from Greece.
3. A Grant Contract shall be signed between the Financial Lead Partner from the Former Yugoslav Republic of Macedonia and the EU Delegation, which shall describe the responsibilities of the Financial Lead Partner from the Former Yugoslav Republic of Macedonia. The standard Grant Contract and its annexes are attached to this pack and can be found at http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

2.4.2 Project Budget - Eligibility of expenditures

1. Project Budget Lines

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The projects' permissible budget range shall be specified in each Call for proposals.

Greek partners must follow the rules of the Ministerial Decision for the Management and Control Systems of the Territorial Cooperation Objective Operational Programmes, as in force (*Annex VII*) and the Guidance On Management Verifications (*Annex VI*).

Eligible Categories of Expenditure of the Programme:

- **Staff costs:** Costs of Personnel executing tasks corresponding to the specific activities and deliverables of the project proposal. The staff costs should correspond to actual gross salaries, including social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the beneficiary or its partners, as the case may be, unless it is justified by showing that it is essential to carry out the action. Staff costs do not cover the expenses of external experts/consultants. These costs should be budgeted under the "External Expertise and services" category. Additionally for IPA partners, civil servants or other public employees of the central, regional and local administrations may participate under this call for proposals. If their costs are already covered by assigned resources and do not generate costs for the beneficiary, such costs are considered as ineligible for EU financing but may constitute the co-financing required by the beneficiary (or other sources) for the implementation of the action in question.
- **Overheads:** The overheads costs for each Partner cannot exceed 7% of the Project's Budget (Total direct eligible costs) and shall be eligible if they are based on real costs attributable to the implementation of the project concerned.
Overhead costs are eligible provided that they do not include costs assigned to another heading of the project's budget.
Overheads should be charged to the specific project proportionately based on a fair and duly justified distribution method.
- **Travel and Accommodation:** This budget category includes all the expenses of the project's beneficiary for the travel and accommodation costs of the personnel involved in the project with the condition that they are directly related to the activities of the project. Travel and Accommodation costs involve:

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- Costs related to the organisation (or participation) of meetings, seminars, conferences etc.;
- Travel and Accommodation outside of the programme area is considered eligible only if it is foreseen in the project proposal and approved;
- The trips should be adequately justified and should be according to the National and European Proceedings (per diem);

These costs are eligible provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be.

- **External Expertise and services:** Costs paid on the basis of contracts and against invoices to external service providers, who are sub-contracted to carry out certain tasks of the project, provided they correspond to market rates. This category includes activities such as studies, researches, preparation costs, expert's costs for management and technical services, promotion, advertising, creation of websites, etc. In the case of the former Yugoslav Republic of Macedonia, the sub-contracting should follow *Annex IV* of the Grant contract to be signed between the EU Delegation and the Financial Lead Partner from the same country.
- **Equipment:** Costs for the purchasing of equipment with the condition that:
 - Equipment is necessary for the project implementation and is foreseen in the approved application form;
 - Suppliers should be selected, in the case of Greece, according to the rules of the relevant National Public Procurement Law; in the case of the former Yugoslav Republic of Macedonia, suppliers should be selected according to *Annex IV* of the Grant contract to be signed between the EU Delegation and the Financial Lead Partner from the same country according to the rules of the relevant National Public Procurement Law of the respective country

There should be an analytical description of the technical specifications and a costing (Specification the Budget).

- **Investments/Infrastructure:** Expenditure for Investments / Infrastructure with the condition that the cross- border impact of the investment is demonstrated and the activity is approved in the application form. The contractors of investments should be selected, in the case of Greece, according to the rules of the relevant National Public Procurement Law; in the case of the former Yugoslav Republic of Macedonia selection should be done according to *Annex IV* of the Grant contract to be signed

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between the EU Delegation and the Financial Lead Partner from that country. In each case, the contractor cannot be a partner in the project. For actions containing investment activities: these activities should be implemented on a municipal or state-owned property (land and/or buildings).

Municipalities (if not acting as partners) and/or other public institutions, such as protected areas administration, district administration etc., must have provided the relevant licenses to partners implementing activities, on the property owned/managed by that public institution.

Investment activities and all issues related to ownership, operations, supervision etc. are governed by the respective national legislation.

- **Other:** Direct general costs that can be attributed specifically to the project. These have to be specified and justified, as the case may be. Lump sums will not be accepted.

Attention:

Management costs of each project partner (Work Package 1) **should not exceed 10% of its budget.**

The following WP1 costs (if applicable) **are not** considered for the 10% limit:

- Action 1.1. “Preparation Activities”, which should not exceed 5% of the total project’s budget
- Other potential costs for external auditors

The following expenditure **shall not be eligible** for financing under this programme:

- taxes, including VAT, unless if VAT is not recoverable by any means, if it is borne by the final beneficiary and clearly identified in the project proposal;
- customs and import duties, or any other charges;
- fines, financial penalties and expenses of litigation;
- operating costs, except if exclusively related to the period of co-financing of the operation;
- second hand equipment;
- bank charges, costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contributions in kind;

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- any leasing costs;
- depreciation costs;
- credits to third parties;
- interest on debt; debts and provisions for losses or debts;
- purchase of land;
- items already financed in another framework.

By way of derogation from the list above, the following expenditure shall be eligible under IPA:

- charges for transnational financial transactions;
- where the implementation of an operation requires a separate account or accounts to be opened, the bank charges for opening and administering the accounts;
- legal consultancy fees, notarial fees, costs of technical or financial experts, and accountancy or audit costs, if they are directly linked to the co-financed operation and are necessary for its preparation;
- the costs of guarantees provided by a bank or other financial institutions, to the extent that the guarantees are required by national or European Union legislation;
- the purchase of land for an amount up to 10% of the eligible expenditure of the operation concerned.

2. General Eligibility Criteria

Legal Framework

- Commission Regulation (EU) No 80/2010 of 28 January 2010 amending Regulation (EC) No 718/2007 Implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA)
- IPA 2007/2008 Financing Agreements signed by the Government of the former Yugoslav Republic of Macedonia and the Commission of European Communities
- National Eligibility Rules of Greece, as in force
- National Eligibility Rules of the former Yugoslav Republic of Macedonia, as in force

3. Preparation Costs

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

- If they were incurred by the Greek Partner, after the date of approval of the Programme and before the date of submission of the Application Form;
- For partners from the former Yugoslav Republic of Macedonia, grants may, as a rule, only cover costs incurred **after the date on which the grant contract are signed**. However, according to the provisions in PRAG, chapter 6 "Grants", section 6.2.8 "Non retroactivity", a grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the contract is signed (e.g. participation on kick-off meetings, organized by the Overall Lead Partner). In such cases, expenditure incurred, following a request in writing by the Financial Lead Partner from the former Republic of Macedonia and subsequent approval of the Delegation of European Union as Contracting Authority might be eligible;
- If they show direct connection to the approved project and are included in the application form;
- If they do not exceed 5% of the total eligible expenditures of the project.

The following preparation costs are eligible:

- external expertise costs and/ or staff costs for the preparation of the application documents;
- joint meetings for the preparation of the project;
- travelling expenses directly related to joint meetings, including participation at the Lead Applicant's seminar;
- cost analysis and preparatory research reports for the project activities

Overheads are not eligible under preparation costs.

As a general rule, costs shall be eligible for funding if:

- they have been incurred and paid out within the time frame in which expenditure can take place; The final date of eligibility of expenditure for Greek Partners may not exceed 31/12/2016 under no circumstances. Concerning Partners from the former Yugoslav republic of Macedonia the costs must be incurred during the implementation period of the action as specified in Article 2 of the Special Conditions to the grant contract with

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the exception of costs relating to final reports, expenditure verification and evaluation of the action, whatever the time of actual disbursement by the Financial Lead Partner and/or its partners. The duration of the contract might be different than that of the Greek Financial Lead Partners, The implementation period can anyhow not be longer than 31/12/2013.

- they are directly related to the project either for the development or implementation of the project and they are planned in the approved project budget;
- they follow the "real cost" principle; costs which have been actually incurred and paid by the project beneficiaries and they can be supported by original invoices or other accounting documents of equivalent probative value;
- they have been incurred in the programme area of the "Greece - the former Yugoslav Republic of Macedonia IPA Cross-border Programme 2007-2013"
- they are in line with national and EU rules
- must be indicated in the estimated overall budget of the action,
- must be necessary for the implementation of the action which is the subject of the grant,
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary,
- must be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Detailed information about the eligibility of expenditure per country will be available at the 'Programme Eligibility Rules' and the 'Verifications Manual' that will be published at the web sites of the Managing Authority, the Delegation, and the Operating Structure

The following types of projects are ineligible:

- projects concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- projects concerned only or mainly with individual scholarships for studies or training courses

2.4.3 Duration of Projects

The permissible duration of projects **under the 2nd Call for Proposals is eighteen (18) months.**

2.5. Submission procedure

A Project Proposal consists of:

1. the Application Form (standard excel form provided);
2. the Partnership Declaration (standard form, including the co-financing statements and the declarations of non-double financing, provided);
3. The Declaration of not generating revenues (standard form provided). In case of a revenue generating project, a cost - benefit analysis should be attached (using the "Guide to cost-benefit analysis of investment projects Published by DG Regional Policy in 2008" available at http://ec.europa.eu/regional_policy/sources/docoffic/working/sf2000_en.htm;
4. Activity Break-Up Tables completed by both Greek and the former Yugoslav Republic of Macedonia Financial Lead Partners (standard form provided)
- 5.a For bodies governed by public law (article 2.4.1), official documents providing that the requirements of the article 5b of this call are met. In case that the nature of the public body is not clearly derived from the submitted documents, the JTS or MA may request additional documentation for clarification;
- 5.b For organizations under private law (article 2.4.1):
 - i. Statutes including all modifications;
 - ii. Official document indicating the sources of the body's revenues, during the last year of operation, preceding the submission of the project proposal (e.g. Balance Sheet, Profit and Loss Accounts);
 - iii. Declaration for the non distribution of profits;
 - iv. 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;
6. A CD/DVD-ROM with the electronic version of the Application Form (always respecting the original excel format);
7. The proposals regarding Infrastructure Projects must include the relevant accompanying documents (licenses, preliminary designs, priced bill of

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quantities, technical specifications) proving the maturity of the proposed project. All necessary licenses may be provided at a later stage, but before the signing of the subsidy contract;

8. Decision of the governing/designated body of each project partner (Regional Council, Municipal Council, Board of Directors etc) according to the internal rules/statute of each partner.

In addition to the above, the Financial Lead Partners from the former Yugoslav Republic of Macedonia must submit:

9. The Specification of budget costs completed by the Financial Lead Partner from the former Yugoslav Republic of Macedonia (standard form provided);
10. the 'Declaration by the IPA Financial Lead Partner (standard form provided);
11. The 'Legal Entity Form' (standard form provided)
12. The 'Financial Identification Form' (standard form provided)

As described in the Practical Guide to Contract Procedures for EC External Actions (PRAG), Guidelines for Applicants, partners from the former Yugoslav Republic of Macedonia should take into account the following:

The Legal Entity Sheet must be duly completed and signed by the IPA Financial Lead Partner, accompanied by the justifying documents which are requested therein. If the IPA Financial Lead Partner has already signed a contract with the Contracting Authority (the EU Delegation), instead of the legal entity sheet and its supporting documents, the legal entity number may be provided, unless a change in its legal status occurred in the meantime.

A Financial Identification Form conforming to the model included in the application package, certified by the bank to which the payments will be made. This bank must be located in the former Yugoslav Republic of Macedonia. If the IPA Financial Lead partner has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

The Legal Entity Sheet and the Financial Identification Form of the IPA Financial Lead Partner must be presented in original.

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The templates of the respective forms are also available on http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

The hard copy of the project proposal must be submitted in **1 original** and **1 copy**.

The envelope must bear the following indications:

2nd Call for Proposals

Measure:

Project Acronym:

Overall Lead Partner: **(Name)**

(Address)

NOT TO BE OPENED BEFORE THE OPENING SESSION

The Project Proposal must be submitted to the Programme's Joint Technical Secretariat (JTS) **by post, private courier service or hand-delivery**, at the following address:

**Joint Technical Secretariat of the "Greece - the former Yugoslav Republic of Macedonia IPA Cross-Border Programme" 2007-2013,
Balkan Center, Building D, Elevator 2, 3rd floor,
10th Km Thessaloniki - Thermi Road
GR 57001 Thessaloniki, Greece**

To be recognised as admissible submission, **a proposal must be submitted on the 16/05/2012 at the latest**. Proposals sent after this date will not be considered as eligible. A signed and dated certificate of receipt will be handed to the deliverer.

If the signed Project Proposal is submitted in person, only the Joint Technical Secretariat's register number is proof of timely submission.

[2.6 How to fill in the Application Form](#)

2.6.1 Introduction-General Information

The present chapter aims at providing the lead partners participating in the 2nd call for proposals of the "Greece – the former Yugoslav Republic of Macedonia IPA Cross-Border Programme 2007-2013" with all the necessary information to fill in the Application Form.

The requirement of submitting an Application Form duly filled in, according to the instructions provided, is one of the formal criteria used for project evaluation, therefore, applicants are strongly advised to carefully read and follow these instructions.

In addition, applicants are **requested NOT to remove the protection of the Application Form** or change its structure, since that could result in damaging it.

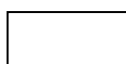
Attention:

- Please fill in the Application Form electronically, correctly and completely by using the template included in the Project's Applicant package.
- The application form must be filled in English.
- The application form must be duly signed and stamped by the legal representative of the lead partner.

General information

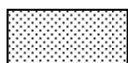
When you open the "Application Form" you will be informed that **it contains macros, which you must activate**, in order to obtain the data properly. Before you start working you need to save the file locally. (Note: in order for the Activation message to appear, the level of security of macros should be set at Medium. This is done by selecting in Excel File the menu "Tools"→ Macros→ Security → Medium).

The Application form must be properly filled in and signed by the Lead Partner. The application form consists of a cover page and seven sections describing in detail the project proposal. Information about the proposed project must be accurate and correct.



White Fields are those that must be completed by the Applicant,

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Fields marked in grey are those filled in by the Managing Authority or fields in which data are automatically transferred or calculated based on the input provided in other fields.

While filling in the application form the applicants should take into account the set limits in the number of characters. If further instructions or clarifications concerning the application form are needed, the applicant may contact the Programme's Joint Technical Secretariat or the Managing Authority.

In case a project proposal is approved, the application form submitted consists part of the subsidy/grant contracts. It is pointed out that compliance with the provisions of the contract is the responsibility of the Overall Lead Partner as well as of the Financial Lead Partners, while non compliance with such provisions may lead to the withdrawal of financing.

2.6.2 Application Form Sections

1. COVER PAGE

This section provides general information, such as details on the Programme in the frame of which the application form is submitted and general information identifying a proposal. Information per part and field is provided as follows:

Application No: Protocol number filled in by the JTS

Date of submission: Date of submission of the proposal in the address provided in the Call of Proposal, which will be filled in by the JTS

MIS Code: A unique number given by the MIS System filled in by the JTS

Project title: Please insert the title of the proposed project

Project acronym: Please insert the acronym of the proposed project

2. SECTION A - PROJECT IDENTIFICATION

This section provides general information concerning project identification. Information per part and field is provided below.

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Project title: Title of the proposed project. This field is automatically filled in with the relevant information provided in the Cover Page Section.

Project acronym: Acronym of the proposed project. This field is automatically filled in with the relevant information provided in the Cover Page Section.

Project duration

- **Start:** This field is automatically filled in with the relevant date, as a start of the project, which is provided in the Work Packages Table (excluding the Action 1.1. preparation activities). Projects should be ready to start their implementation as soon as possible after the approval decision of the Programme's Joint Steering Committee (that does not apply to projects that include preparation costs or projects that have already started implementation, according to the Call. For these projects the start date should be adjusted accordingly). For approved projects, dates will be adjusted accordingly, based on the actual dates that the relevant contracts will be signed.
- **End:** This field is automatically filled in with the relevant date, as the end of the project, which is provided in the Work Packages Table.
- **Total Months:** This field is automatically calculated given the values inserted in the two previous fields. For the recommended **duration** of projects, please refer to the Call for proposals.

Priority Axis: Please insert the title of the priority axis of the Programme in the frame of which the project is proposed (see the Programme description provided in this manual as well as the Programming Document of the "Greece – the former Yugoslav Republic of Macedonia IPA cross-border Programme" concerning the Priority Axes). The relevant priority must be selected from the drop-down list.

Measure: Please specify one of the measures under the specific Priority Axis chosen, relevant with the project proposal. The measures under each Priority Axis are described in detail in the Programming Document of the "Greece – the former Yugoslav Republic of Macedonia IPA cross-border Programme" and must be selected from the drop-down list.

Brief Description of the Project: Please give a very brief summary of the project's background, objectives, partnership, main activities, expected outputs and added value. This field should briefly provide answers to the following

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questions: What are the primary goal & specific goals/objectives of the project? Which are the target groups of the project? What is the CBC impact of the project? It is strongly advised that this field is filled in after the entire Application Form has been completed. Should the project be approved, this summary will be published on the programme's website. Thus, it should be clear, self-explanatory and without references to other parts of the Application Form or to other documents. It is strongly advised that this field is filled in after the entire Application Form has been completed. Should the project be approved, this summary will be published on the programme's website. This field should not exceed 3.000 characters. *[Due to Excel limitations, the relevant text box is split into three parts. Each part should not exceed 1000 characters. The total number of characters is automatically calculated in order to facilitate the applicants in filling this field]*

Attention:

The total number of characters is automatically calculated in order to facilitate the applicants in filling in this field. Any text exceeding the word limit cannot be seen or printed and thus cannot be taken into consideration.

Partner Information: This part provides an overview of project partnership. The fields, which are automatically filled in, are the following:

- **Partner No:** The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).
- **Country:** The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).
- **NUTS III:** The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).
- **Legal Status:** The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).

Budget per partner: This table provides an overview of partners' financial contribution to the project and is automatically filled in based on the information provided in Section C of the Application Form (Partnership). The fields automatically filled in are the following:

- **Project Partner No:** The number identifying the specific partner
- **Country:** The country of origin of the partner

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- **EU Co-financing:** The European Union's contribution corresponding to the specific partner (European Union's rates differ based on the origin of partners).
- **State co-financing:** The State co-financing corresponding to the specific partner For Greek partners the State Co-financing equals 25% while partners from the former Yugoslav Republic of Macedonia should consult the competent Authorities (Operating Structure etc).
- **Own contribution:** The contribution to the total budget that will be provided by the Partners' Own Resources. Greek Partners will not provide any own contribution to the project's budget, while partners from the former Yugoslav Republic of Macedonia should consult with the competent Authorities (Operating Structure etc).
(The State co-financing plus the Own Contribution equals the National Co-financing for each country.)
- **Total:** The sum of community contribution plus the national co-financing resulting to the total budget of the specific partner.

Budget & partners per country: This part provides an overview of the number of partners and the budget per country and is automatically filled in based on the data contained in the previous table. The fields automatically filled in are the following:

- **Country:** The country of origin of partners
- **Number of Partners:** The number of partners from the specific country
- **European Union's Co-Financing:** The European Union's contribution corresponding to the specific country
- **State co-financing:** The State co-financing corresponding to the specific country
- **Own Contribution:** The own contribution corresponding to the specific country.
- **Total:** the sum of European Union's co-financing plus the State co-financing and the Own Contribution resulting to the total budget of the specific country

Project Budget: This table provides a summary of the project budget and is automatically filled in. The fields contained in this table are the following:

- **European Union's Co-Financing:** The European Union's contribution of the project
- **State co-financing:** The State co-financing of the project

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- **Own Contribution:** The Own contribution corresponding to the project
- **Total Budget:** The sum of European Union's contribution plus the national co-financing resulting to the total project budget

Overall Lead Partner Declaration: In this part the Overall Lead Partner confirms, by officially signing and stamping the Application Form, that:

- the project neither in whole nor in part has or will receive any other complementary EU funding (except for the funding indicated in this application form) during the whole duration of the project;
- the project is in line with the relevant EU and national legislation and policies of the countries involved;
- all partners in the partnership receiving funding from the programme are eligible bodies as defined in the Programme;
- all partners described in section C of the Application Form are committed to taking part in the project's activities and
- all information provided in the Application Form is accurate and true to the best Knowledge of the Overall Lead Partner.
- the project total eligible costs are in between 150.000 and 750.000 as defined in the Announcement of the Call for proposals

All data (Name, Title, Institution and date of signature) must be completed by the signatory (normally the Legal Representative of the Overall Lead Partner's Institution).

3. SECTION B – DETAILED DESCRIPTION

This section provides a detailed description of the project idea, specific problems of the target groups to be addressed and objectives, its structure (activities, deliverables etc), the role of partners, the management of the project etc. This section is divided into eight sub-sections:

- B1 – Project Identification,
- B2 – Methodological Approach,
- B3 – Management,
- B4 - Information and publicity,
- B5 - Maturity of the project,
- B6 - Sustainability of results,
- B7 - Cross-border cooperation & Added value and

B8 - Compatibility with EU and national policies) presented below.

B1. PROJECT IDENTIFICATION

This section describes how the project idea was developed and what are its objectives and expected results. This section contains the following fields:

Brief History of the Project:

Please provide a brief description on how the project idea and partnership was developed, if the partnership has relevance with the achievement of project objectives and results, and how the partners were involved in developing the project proposal. The maximum number of characters allowed in this field is 2000.

Background of the project (problems/target groups/challenges to be addressed):

Please describe the reasons for which the proposed project is necessary, as well as the specific problem(s) of target groups, and/or opportunities not currently met that the project will address and challenges to face. In this section the applicants must describe the target groups and provide clear evidence that there is a sufficient demand for the proposed project to be implemented. This will demonstrate that the project idea is based on the understanding of what the real benefits for the local population and the real impact on the area are. The applicants may refer to the Programme SWOT analysis and Objectives, as well as to the relevant chapters of the Manual, in order to better describe the project's background. The maximum number of characters allowed in this field is 3000.

Objectives of the Project:

Please describe the overall objective and sub-objectives of the project. The maximum number of characters allowed in this field is 2000.

Expected Outputs:

Outputs are tangible and visible results or products relating to the project activities and objectives. **Expected project outputs are the means to achieve the Project's (as well as the Programme's) objectives.** These results should include the description of the output indicators that will be described and quantified in Section F – Output Indicators. Examples include: networks set up

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between cities, studies, databases etc. The outputs described here should also be logically connected (be either a logical combination or be identical with) the basic project deliverables listed in Section B2 of the Application Form, in a way that it gets obvious to the reader what are the expected outputs through which the project meets its objectives. The maximum number of characters allowed in this field is 2000.

Expected Results:

Please describe the direct and immediate effects resulting from the project. These results should include the description of the result indicators that will be described and quantified in Section F – Indicators. Additionally, the applicant may describe the innovative character of the expected results or clarify the added-value of the results compared to the achievements of previous experience (in case of a project follow-up). The maximum number of characters allowed in this field is 2000.

Note: The project should have identifiable and measurable targets so that its progress can be monitored and evaluated in a way that ongoing consistency with the objectives of the Programme may be achieved. In case of failure in meeting the objectives, financing may be suspended; therefore targets presented should be specific, measurable, achievable and time based. A clear link between planned outputs, results and objectives to achieve must be demonstrated.

B.2 METHODOLOGICAL APPROACH

This section provides an analytical overview of the project's implementation methodology (activities, their combination and sequence, responsibilities etc.). The methodology must clearly show a common and team-oriented manner of work between partners. This section contains the following fields:

Project Methodology:

Please describe the approach and methodology (e.g. sequence, combination and interrelation between the activities; the logic behind the different work packages) proposed to achieve the project's objectives and to produce the intended results. The methodology must include information about the project implementation stages and how these will contribute towards the attainment of the targets sought; identification of the tools proposed and their suitability towards the

attainment of the proposed targets etc. This field should not exceed 3000 characters.

Roles - Tasks of Partners:

Please describe the division of roles and tasks among the partners (e.g. partners' responsibilities for administrative and / or financial tasks, participation in the implementation of activities and deliverables, degree of involvement given the competences and strengths of each partner etc.). This field should not exceed 3000 characters.

Work Packages / Actions:

Please break down the proposed project into **Work Packages, that represent logically connected steps of implementation or sets of Actions**. Having defined the objectives of the project, a more detailed plan of work packages has to be developed to map out how objectives will be achieved. Well defined objectives should make decisions on appropriate work packages relatively easy. The work packages (WPs) identified should follow the logical phases of the implementation of the project and include management and communication activities. The number of work packages used must be relevant to the complexity of the work and objectives of the proposed project.

Work packages must be split in Actions in a way that they logically follow the project implementation sub-phases or concrete sub-sets of tasks (leading to concrete *deliverables* described later on). A project should be divided in at least three (3) and maximum six (6) Work packages. Each Work Package should contain no more than five (5) Actions maximum.

Two of the three compulsory Work Packages are:

1. "WP1 Management and Coordination", describing the sequence of Actions in order for the project to be coordinated and financially managed (including for example the necessary meetings between the partners in order to coordinate the project's implementation, or the activities of the Lead Partner concerning the financial monitoring - reporting of the project etc.). Management and coordination activities and the relevant costs should be duly justified. If the Preparation Activities have taken place for the development of the project proposal, these Activities should be the starting Action (Action 1.1) of WP1, otherwise the relevant fields of Action 1.1 should be left empty (see also Eligibility of expenditure and Preparation Costs as described in Section 2.3.2

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of the Manual). For Partners from the former Yugoslav Republic of Macedonia a compulsory Action in the framework of WP1 will be: "*Action X: Verification of Expenditure*"

2. "WP2 Information & Publicity", describing the Actions for carrying out the external communication of project efforts and outputs, dissemination of results etc. in line with the Programme's Publicity Plan as well as with the EU Visibility guidelines.

"WP2 Information & Publicity", describing the main elements of the project communication strategy (covering both internal and external communication measures) in line with the Programme's Communication Plan as well as with the EU Visibility guidelines and Communication & Visibility Manual for European Union External Actions. The project communication plan is a strategic tool with the purpose of raising awareness about the project and to disseminate its results as well as to ensure an efficient communication among the project partners. In addition to project specific target groups, the communication activities shall also be addressed, to the media and the general public, in order to disseminate to wider audience interesting information about the project.

The communication plan should be developed as soon as the project starts and must include (but is not limited to) the following **mandatory elements**:

- a. creation of a project logo and slogan, to be used together with the Programme logo and the EU logo
- b. development of the project website, which should be available to the public at least 3 years after the project closure
- c. publication of at least one publication (brochure, booklet) detailing the results of the project
- d. organization of one final public event

The communication plan should be submitted to the JTS with the first progress report.

The website should be developed and functional within the first five months after the subsidy contract is signed.

In the following pages two (2) indicative projects are presented, being broken down into Work Packages, actions and deliverables. The first one concerns an "infrastructure project" and the second one a "soft project"

"Infrastructure" project

WP	Action	Deliverable	Country
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1. Management and Coordination	1.1 Management actions	1.1.1 Progress Reports	Country 1	
	1.2 Verification of Expenditure	1.1.2 Expenditure Verification Reports	Country 2	
	1.3 Project meetings	kick-off meeting (minutes, ...)	Country 1	
		Progress Meetings (minutes, ...)	Country 1/ Country 2	
		closeout meeting (minutes, ...)	Country 2	
2. Information and Publicity	2.1 Information actions	2.1.1 Web-site development	Country 1	
		2.1.2 2 info desks	Country 1 Country 2	
	2.2 Printed and electronic information material	2.2.1 50 CD-ROMs	Country 2	
		2.2.2 500 booklets	Country 1	
		2.2.3 1000 leaflets	Country 2	
		2.2.4 1 Newsletter	Country 2	
		2.2.5 1 informative video production	Country 1	
	2.3 Publicity and promotion actions in the Mass Media	2.3.1 15 entries in national Mass Media (newspapers)	Country 2	
		2.3.2 37 entries in national magazines		
		2.3.4 100 entries in the Internet		
	3. Veterinary Diagnostic Laboratory	3.1 Construction Veterinary Diagnostic Laboratory	Preliminary study	Country 1
			3.1.2 1 building	
			3.1.3 Supply of Laboratory Equipment	
3.2 Veterinary Laboratory Upgrading		3.2.1 1 building Renovation	Country 2	
	3.2.2 Supply of Laboratory Equipment	Country 2		
4. Laboratory Networking	4.1 Portal Construction	4.1.1 Supply of equipment	Country 1	
		4.1.2 Primary Data Collection	Country 1	
			Country 2	

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	4.2 Distance learning system development	4.2.1 Portal development	Country 1
		4.2.2 Supply of equipment	Country 2
		6.2.3 Application development	
		6.2.4 Potential Users' training	

"Soft" project

WP	ACTION	DELIVERABLE	COUNTRY
1. MANAGEMENT & COORDINATION	1.1 Preparation Activities	1.1.1. project proposal	Country 1
	1.2. Project Coordination meetings	1.2.1. kick off meeting	Country 1
		1.2.2. project meetings (minutes, ...)	Country 1 / Country 2
	1.3. Project Management	1.3.1 Progress Reports	Country 1
		1.3.2 IT platform for the administration of the project	Country 1
	1.4 Verification of expenditure	1.3.3 Verification of Expenditure Reports	Country 2
2. INFORMATION AND PUBLICITY	2.1. Multilingual Project communication package	2.1.1 5.000 leaflets	Country 1 / Country 2
		2.1.2 6 newsletter (1.000 copies)	Country 1 / Country 2
	2.2 Open international conference	2.2.1 Open international conference theme "..." (minutes, ...)	Country 1
	2.3 Workshops	3.1.1 Workshop	Country 2
3. INVENTORY OF ARCHAEOLOGICAL SITES	3.1. Documentation of archaeological monuments	3.1.1 Catalogue of Monuments	Country 1
		3.1.2 Catalogue of Monuments	Country 2
		3.1.3 Archaeological map	Country 1
	3.2. Information System	3.2.1 Creation of a multilingual data base	Country 1

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		3.2.2 Documentation of the selected monuments in the multilingual database	Country 1/ Country 2
		3.2.3 Supply of IT equipment	Country 1
4. RESTORATION AND CONSERVATION OF ARCHEOLOGICAL MONUMENTS	4.1. Requirements of monuments in terms of repair, restoration and conservation.	4.1.1 Document/ list of selected places/monuments	Country 1/ Country
	4.2. Restoration and conservation studies	4.2.1 Restoration and conservation study	Country 1/ Country 2

Each Work Package / Action contains the following fields:

- **Title:** Please insert the title of the Work Package or Action
- **Start:** Please insert the Start Date of each WP and Action (in case of WPs the start date has to be filled in based on the Actions' earliest start date). Please type in the start date, do not copy – paste data in this table. The start and end dates of Actions and WPs are provided for programming purposes. The start date of the first Action to be implemented should be identical with the Start Date of the Project (see Section A. Project Identification)
- **End:** Please insert the End Date of each Action (in case of WPs the end date has to be filled in based on the Actions' latest end date). Please type in the start date, do not copy – paste data in this table.
- **Cost:** The Cost of Actions summing up to the costs of Work Packages are automatically filled in based on the information inserted in Section D – Budget.

Attention:

The "Start Date" and "End Date" included in each action will automatically calculate the overall Project duration in the Section "Project identification" and the Section "Timetable".

Deliverables:

This table describes the deliverables per action and contains the following fields:

- **Action No:** Please insert the number of Action (the same numbering must be used for the same Action throughout the whole Application Form). The

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relevant action no. must be selected from the drop-down list. Please do not copy – paste data in this table.

- **Deliverable No:** Please insert the Deliverable number (the same numbering must be used for the same Deliverable throughout the whole Application Form). Deliverable numbers must have as a prefix the Action number (e.g. 1.1) followed by the number of the specific deliverable (resulting to a three-part number)
- **Deliverable Title:** Please insert the title describing the specific deliverable
- **Partner No:** Please state the partner responsible for the implementation of the specific deliverable (if more than one partners will contribute to the same deliverable, each partner must be inserted in a separate line). The relevant partner no. must be selected from the drop-down list. Please do not copy – paste data in this table.
- **Partner’s Contribution to Deliverable:** Please describe the contribution of the specific partner towards the implementation of the deliverable. Partners’ contribution to deliverables must correspond to specific costs in a justified way (the costs relating to each partner for the implementation of each deliverable (or part of it) must be indicated later in the Section Budget of the Application Form).

In case more deliverables are required, a new line corresponding to a new deliverable appears as soon as the user completes the last deliverable and presses Enter. Please do not copy – paste data in this table.

Note: All Project partners should have at least one deliverable for each Action they claim budget. The total budget of the partner in a specific Action should be equal to the cost of all partner’s Deliverables in the Action.

Location of Activities:

Please provide a description of the area targeted by the project, the location of partners and activities as well as the geographical scope of the longer term effects (outputs and results). The maximum number of characters allowed is 2000.

All project deliverables should be produced and handed in English language.

B.3 MANAGEMENT

This section provides information on how the project will be administered and financially managed, in order to meet the requirements set. This section contains the following fields:

Capacity of Lead Partners and Partners':

Please describe the Experience, Structure, Personnel, Resources, Institutional role etc. of the participating partners that indicate their relevance in the proposed project.

- What are the partner's competences and experiences in the field tackled?
- Do the partners have the relevant institutional capacity to handle the project objective and to achieve the results described?
- How will the partner contribute to the content of the cooperation and benefit from it?
- Do the partners have adequate financial capacity relevant to the proposed project? (Information about the annual budget concerning the project implementation for the past three years)
- Have partners the capacity to directly or indirectly influence national / local / regional policies?
- What are the reasons for selecting the specific partner to act as the Lead Partner?

Given that this field should not exceed 2000 characters, the Applicant should attach to the Application Form documents providing additional elements to that description, for example a diagram of the Partner's structure etc.

Project Management & Coordination:

Please describe the main coordination tasks, decision making structures, procedures and/or tools as well as the way the day-to-day management of the project will be organised (including financial management). Provide specific explanation of the Managing bodies and their roles during implementation. Also describe how communication between partners is organized in order to facilitate coordination and decision making procedures. This field should not exceed 2000 characters.

B.4 INFORMATION AND PUBLICITY

Information and Publicity measures- external communication of project outputs, results etc.:

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Please describe the communication strategy to be followed in the framework of the proposed project, pointing out ways of approaching targeted groups and disseminating its results. Describe the project publicity plan and explain how it complies with the rules of publicity of the Programme, as well as with the EU Visibility guidelines. This field should not exceed 2000 characters.

B.5 MATURITY OF THE PROJECT

Preparatory activities, administrative activities undertaken etc.:

Please describe the progress of any preparatory actions necessary in order to start the project implementation, the compatibility of the project with the existing legal framework, the adequacy in progress of studies and licensing needed the progress of administrative operations etc. The infrastructure projects will be considered having advance maturity if they have a high level of preparation. This field should not exceed 2000 characters.

B.6 SUSTAINABILITY OF RESULTS

Sustainability of results and follow-up actions:

Please provide a short description how the durability of the project's achievements will be ensured.

- How, when and by whom will the outputs be used and how will they be maintained after the end of the project?
- What are the actions required to make the project functional upon completion (time required, administrative structure and staffing).
- How will the results/impacts of the project be sustained?

This field is limited to 2000 characters.

B.7 CROSS-BORDER COOPERATION & ADDED VALUE

Intensity of Cross-Border Cooperation:

Please describe in which ways the partners shall co-operate by selecting minimum one of the following four ways: joint development, joint implementation, joint staffing and / or joint financing. These ways of cooperation are described in more detail in the section 2.3.1 of this manual. **Please mark with an "X" accordingly.**

Cross-border Cooperation and Capitalization (if applicable):

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Describe, if applicable, if and how the project is linked – in terms of its synergy, complementarity, integration or capitalisation of experience – with other implemented European cooperation projects. Describe if the project aims at analysing results and/or identifying the previous INTERREG and / or CARDS / Neighbourhood knowledge, at transferring results achieved by working through the wealth of existing experience and identifying links to EU programmes and initiatives, at sharing and disseminating this knowledge to target groups and stakeholders etc.

B.8 COMPATIBILITY WITH EU AND NATIONAL POLICIES

Consistency of the project with EU horizontal policies:

Please state (by the appropriate selection) if the theme tackled by the proposed project will address directly or indirectly each of the EU horizontal policies (Equal opportunities, Sustainable Development, Environment, Open Market). **Please mark with an "X" accordingly.**

Other EU, National, Regional and Local Policies (please specify):

Please describe how the proposed project is in line with and/or complements actions undertaken in the framework of interventions carried out at EU/National/Regional/Local level.

4. SECTION C – PARTNERSHIP

This section provides contact and other useful details concerning the partners participating in the project implementation, starting with the Overall Lead Partner (that will also act as the Financial Lead Partner 1). The total number of partners must not exceed five (5) including the Lead Partner.

Partner Details:

- **Name of institution in English:** Please provide the official translation in English of the name of the partner's institution.
- **Name of institution in original language:** Please provide the name of the partner's institution in the original language.
- **Distinctive Title:** Please specify the distinctive title of the partner's institution.
- **Legal Status:** Please specify the legal status of the partner in accordance with national legislation, *by selecting a value from the drop-down list.*

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- **Date of registration:** Please indicate the date of registration of the partner's institution (or participating branch)
- **Place of Registration:** Please indicate the place of registration of the partner's institution (or participating branch)
- **Legal Representative:** Please provide the name of the legal representative of the partner. The legal representative is a natural person authorised to represent and bind the institution. In the case of the Lead Partner, the legal representative of the institution must sign the Application Form.
- **Position of the legal representative in the organisation:** Please specify the position of the legal representative in the organisation.
- **Contact Person for the project:** Please specify the name of the person that is nominated as the contact person for the project.
- **Project Manager:** Applicable only to the Lead Partner. Please provide the details of the person nominated as the Project Manager. The person responsible for the project should be a staff member of the lead partner who has an overall picture of the project and who coordinates the preparation of the application form on behalf of the partnership.
- **Financial Manager:** Applicable only to the Lead Partner. Please provide the name of the person nominated as the Project Financial Manager that will be responsible for monitoring all financial aspects related to the project's implementation.

The same person can be designated as both Project Manager and Financial Manager. If the person designated as Financial Manager is permanent staff of the partner, the designation can be done at the stage of presenting the Application Form. If the Person designated as Financial Manager will be external, the word "external" should be filled in at the stage of presenting the Application Form. For approved projects, the actual name of the person that will result from the public call procedure will be nominated when available.

- **Address:** Please provide the full postal address of the Partner's institution.
- **Country:** Please provide the country of origin of the specific partner, *by selecting a value from the drop-down list.*
- **NUTS III code:** Please provide the NUTS III code of the area where the partner is located, *by selecting a value from the drop-down list, after selecting the country.*

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- **Telephone:** Please provide the telephone number of the Contact Person of the Project.
- **E-mail:** Please specify the e-mail of the Contact Person of the Project.
- **Fax:** Please specify the fax number of the Contact Person of the Project.
- **Website:** Please provide the website address of the partner's institution.
- **VAT status (eligible or not):** Indicate eligible or not in the respective field to clarify the VAT eligibility, *by selecting a value from the drop-down list.*
- **Tax Office:** Please specify the Name of the Partner's Tax Office
- **Tax Number:** Please specify the Tax number or the Social Security Number of the Partner's Institution.

Budget of Partner:

- **Total Budget:** This field is automatically filled in and concerns the total budget corresponding to the specific partner. The budget is automatically filled in based on the information provided for each partner in the respective Tables of Section D. Budget.
- **European Union's Co-financing:** This field is automatically calculated and concerns the European Union's contribution corresponding to the specific partner.
- **State Co-financing:** This field is automatically calculated and concerns the state contribution corresponding to the specific partner.
- **Own Contribution:** This field is automatically calculated and concerns the contribution provided by the specific partner's Own resources.

Bank Details of Partner:

Bank details should be filled in after the approval of the project proposal.

- **Bank Name:** Please provide the name of the Bank Institution where the specific partner holds an account related to the project payments.
- **Address:** Please provide the address of the Bank Institution.
- **Postal Code:** Please provide the postal code of the Bank Institution.
- **Town:** Please provide the name of the town where the Bank Institution is located.
- **Country:** Please specify the country where the Bank Institution is located.
- **IBAN:** Please specify the International Bank Account Number.
- **SWIFT code:** Please specify the SWIFT Code.
- **Holder of the account:** Please specify the original name of the account holder.

5. SECTION D - BUDGET

This section provides information on the project budget and its analysis. You should keep in mind that all fields marked in grey are automatically filled in, based on the information provided in other parts of the Application Form.

Project Budget:

This table summarizes the project budget information and is automatically filled in. It contains the following fields:

- **European Union's Co-financing:** The European Union's contribution corresponding to the specific project.
- **State co-financing:** The State contribution corresponding to the specific project.
- **Own Contribution:** the contribution provided by all partners' Own resources.
- **Total Budget:** the sum of European Union's contribution plus the national co-financing resulting to the total budget corresponding to the specific project.

Total Costs per Action / Budget Line:

This table summarizes the total project costs per action and budget line and is automatically filled in based on the information provided in the following tables that present the costs per partner, action and budget line and that will be further analyzed.

Costs per Partner / Action / Budget Line – Partner X:

The following tables present the costs per action and budget line for each partner participating in the project, starting with the Lead Partner.

For each Action of the project where the specific partner participates, must be presented how the total costs corresponding to that specific Partner for the implementation of that action are split among the different budget line categories. The Totals per Work Package, Action and Budget line are automatically filled in and marked in grey.

Costs per Deliverable and Partner:

This is the same table presented in Section B.2 – Methodological Approach of the Application Form that describes the deliverables per project action and partner,

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with an additional field describing the cost per deliverable and partner. Only the field "costs" should be filled in, as the first five fields are automatically filled in based on the information inserted in Section B.2. For each deliverable and partner the field costs must be filled in with the cost corresponding to that partner for the implementation of the specific deliverable.

Attention:

The Partners' budget tables should be in line with the deliverables' table.

In case of mismatches, the respective cells turn red.

These cases are the following:

Table "Project Budget" and "Total Costs per Action / Budget Line":

- **Red "Total Budget" (Cells H7 and AB48):** The total budget doesn't match the total deliverables' budget in Table "Costs per Deliverable and Partner" (cell Y651)

Tables "Costs per Partner / Action / Budget Line":

- **Red "Totals Actions" (Cells AB53:AB333):** The Total budget per Action for each partner doesn't match the partner's total deliverables' cost for the specific action.

6. SECTION E – TIMETABLE

This section provides information on the actions implementation timetable as well as on the provisional allocation of the project budget per action and reporting period.

Timetable

This table is automatically filled in based on the information provided in Section B. "Detailed Description" and displays the duration of each action and Work Package in months by automatically marking the relevant boxes, representing months of the Year X. The IPA partners should submit an additional timetable for the project implementation based on semester/months.

Budget per reporting period

This table should be filled in after the project's approval.

Please specify the provisional allocation of the budget in the 3-month reporting periods covering the project's duration. In each field representing a reporting period of the Year X specify the budget in Euros that corresponds to the part of the budget of the specific Action / WP that will be spent during this period. The Totals per Action and per Reporting Period will be filled in automatically.

Attention:

The "Budget per reporting period" Table should be in line with the "Total Costs per Action" table in Section D "Budget". In case of mismatches, the respective cells **(Cells CM47:CM83)** turn red.

7. SECTION F – INDICATORS

This section provides information on the outputs and results which are expected to be achieved with the project proposed.

Priority Axis:

The priority under which the specific project is proposed is automatically filled in based on the relevant information provided at the Project Identification Section (Section A) of the Application Form.

Measure: The measure, under which the specific project is proposed, is automatically filled in based on the relevant information provided at the Project Identification Section (Section A) of the Application Form.

Output Indicators:

Outputs are tangible and visible results or products relating to project activities. Outputs are quantified through the use of indicators. Expected project outputs will contribute to the aims of the specific Priority and / or Area of Intervention. Output indicators are measured in physical or monetary units.

- **Indicators:** The output indicators defined in the Programme for the specific Priority Axis are filled in automatically.

Output Indicators		
Priority Axis 1: "Enhancement of cross-border economic development"		
Measures	Indicator	Measurement
Measure 1.1 : Economic Development	No. of Projects contributing to economic development	Number of projects
Measure 1.2 Enhance Human Resources	No. of Projects contributing to the enhancement of the Human Resources	Number of projects

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Measure 1.3 Promote Sustainable Tourism	No. of Projects contributing to the promotion of sustainable tourism development	Number of projects
Measure 1.4 Protect human life	No. of Projects contributing to the protection of human life	Number of projects

Output Indicators Priority Axis 2: Enhancement of environmental resources and the cultural heritage of the programme area		
Measures	Indicator	Measurement
Measure 2.1 Promote and protect the environmental resources of the area	No. of Projects contributing to the protection of the Environmental resources of the area	Number of projects
Measure 2.2 Promote and protect the natural and cultural heritage of the area	No. of Projects contributing to the protection and promotion of the natural and cultural heritage	Number of projects

- **Unit of Measurement:** Output indicators are measured in physical or monetary units. The measurement units of the predefined output indicators are automatically filled in based on the information provided above.
- **Target:** Please specify the targeted value of each output indicator.

Result Indicators:

Results refer to the immediate impacts derived from the project implementation. Project results must refer to the objectives of the specific Priority Axis or Area of Intervention. Results are quantified through the use of indicators. At least the indicators set out in the Programme must be used. If deemed necessary for better presentation of the results of the proposed project, additional indicators, besides those described in the Programme, may be used.

- **Indicators:** The result indicators defined in the Programme for the specific Priority Axis are filled in automatically based on the table below:
- **Unit of Measurement:** The measurement units of the predefined result indicators are automatically filled in based on the information above.
- **Target:** Please specify the targeted value of each result indicator.

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The Result Indicators for each Axis are provided in the following tables:

Result Indicators		
Priority Axis 1: "Enhancement of cross-border economic development"		
Measures	Indicator	Measurement
Measure 1.1 : Economic Development	Contributions to the economic development of the eligible border area	Reporting of contributions
Measure 1.2 Enhance Human Resources	Contributions to the enhancement of the local Human Resources	Reporting of contributions
Measure 1.3 Promote Sustainable Tourism	Contributions to the tourism development of the eligible border area	Reporting of contributions
Measure 1.4 Protect human life	Contributions to the protection of human life of the eligible border area	Reporting of contributions

Priority Axis 2: Enhancement of environmental resources and the cultural heritage of the programme area		
Measures	Indicator	Measurement
Measure 2.1 Promote and protect the environmental resources of the area	Contributions to the protections and promotion of the environment	Reporting of contributions
Measure 2.2 Promote and protect the natural and cultural heritage of the area	Contributions to the protection and promotion of the natural and cultural heritage	Reporting of contributions

8. SECTION G – CHECKLIST FOR SUBMISSION

This section provides a checklist of requirements that have to be fulfilled before officially submitting the project proposal. Please make sure that you have fulfilled all of the requirements listed in that section by clicking on each checkbox, before submitting the documents.

2.7 Evaluation Procedure

After submission, each project proposal will be subjected to a two-phase selection procedure carried out by the Joint Technical Secretariat and based on the selection criteria described below. In order to carry out the evaluation procedure, the JTS may be assisted by external experts (assessors), as referred in the Greece-the former Yugoslav Republic of Macedonia IPA Cross-Border Programme (Section: Submission of Proposals and Project Selection). The procedure, as well as the criteria for the selection of these experts will be mutually agreed by the participating countries and will be approved by the Joint Monitoring Committee. The cost for the engagement of those experts will be paid by the Technical Assistance Budget of the Programme.

1st phase: Administrative and eligibility requirements

Projects will be checked for their **administrative compliance** and **eligibility criteria**, in order to ensure that they fulfill the administrative and eligibility requirements of the Programme. This is an on-off procedure. Projects, which fail to fulfill the above requirements of the Programme, will be excluded from the 2nd phase check.

- **Administrative compliance:** It confirms that a proposal has been submitted within the deadline set; the Application Form has the official format specified by the Managing Authority, is complete and meets all the requirements set in the respective Call; all the required documents are properly filled in, signed, stamped and attached to the Application Form;
- **Eligibility criteria:** These criteria examine whether the proposal fulfils the minimum requirements for being eligible for funding by the Programme. These requirements are, for instance, the structure of the cross-border partnership, the general compatibility with the Programme objectives and principles, the co-financing requested, etc. Proposals which do not fulfill the eligibility criteria will be rejected. Additional information is requested from applicants only in the case of permitted errors agreed between the two countries and approved by the Monitoring Committee.

2nd phase: Quality assessment of the projects

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Only projects that demonstrate administrative compliance and satisfy the eligibility criteria will be subjected to **quality assessment**. The quality assessment is based on a scoring system and concludes with a ranked list of all the project proposals that have passed successfully the 1st phase. During this phase, proposals are evaluated using **core selection criteria**. These entail evaluating the nature of the proposed project, its relevance with and contribution to the Operational Programme's overall objectives, its timeframe, viability, sustainability and results in the eligible territory, the cross border cooperation and capitalization, the quality of the cross-border partnership, as well as the monitoring, management and evaluation methodology proposed.

The Core selection criteria are divided into:

- **Content-related criteria** (relevance of the proposal, quality of results, sustainability, innovation, cross border cooperation and capitalization) and
- **Implementation-related criteria** (quality of the partnership, quality of the methodological approach, budget and finance).

The main features of the scoring procedure are the following:

- A threshold of 56 points is set to the **Content-related criteria** and a threshold of 44 points is set to the **Implementation related criteria**.
- The different sets of criteria are presented in *Annex I* Project Selection Criteria.
- The maximum total score that a project may obtain is **100 points**.
- The Joint Technical Secretariat carries out the evaluation of proposals, based on these selection criteria, approved by the Joint Monitoring Committee.
- Every submitted project proposals will be evaluated by two assessors. The final score of the proposals will be defined in the following way:
 - for evaluations with a difference equal or up to 5 points in the score of the 2 assessors, the average score will be calculated and will define the final score obtained.
 - for assessments with a difference higher than 5 points, a third evaluation will take place. This will be executed by the JTS Coordinator and will finalize the score.

The Managing Authority ensures that the assessment procedure is carried out in accordance with the requirements of the Call for proposals and the approved

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selection criteria. Then the Managing Authority submits to the Joint Steering Committee:

- 1) The fiches of the submitted project proposals, summarizing the most important information about the projects' proposals
- 2) The ranking list of all evaluated project proposals and
- 3) All the evaluation forms

The project proposals are ranked according to the results obtained in the evaluation procedure. They are divided into three categories (based on the budget available and the results of evaluation):

- Project proposals to be accepted;
- Project proposals to be rejected and
- Project proposals to be further discussed at the Joint Steering Committee (acceptable under conditions).

A project is considered eligible for funding if it meets all the criteria mentioned below: To be proposed for financing by the Programme, a project must meet all the below mentioned requirements:

- i. obtain a total score equal or higher than the minimum score for acceptance (**60 points**),
- ii. be evaluated with a score equal or higher than the threshold of 28 points set in the Content-related criteria section,
- iii. be evaluated with a score equal or higher than the threshold of 22 points set in the Implementation-related criteria section,
- iv. be in line with all the requirements of the budget available for each Call for proposals,
- v. be placed into a ranking list that takes into account the score and the budget available for each Call for proposals

The Joint Steering Committee selects the projects to be funded. If a proposal is accepted under conditions, the Managing Authority will have to check that these conditions are taken into account before Subsidy Contracts are signed with the competent Authorities.

3. Project Implementation Manual

3.1 Contracting of a Project Proposal

On the basis of the Joint Steering Committee's decision (selected project proposals), the Managing Authority as well as the European Delegation in Skopje shall sign the relevant contracts with the Financial Lead Partners as well as with the Overall Lead Partner of the projects, as described earlier.

The completed and signed Partnership Agreement of each project must be submitted to the JTS in order to proceed to the signature of the Subsidy Contract. In case a project is approved under conditions, than the revised Application Form must be submitted in due date in order to proceed to the signature of the Subsidy Contract the revised Application Form is also a prerequisite for the signing of the relevant Contracts.

3.2 Reporting procedures

The Overall Lead Partner is the Lead beneficiary in accordance with art 96 of Commission Regulation 718/2007 for the project. It is responsible for the submission to the Joint Technical Secretariat (JTS) of progress reports on the entire project implementation in accordance with the timetable referred to, in the approved Application Form and the Project Manual as in force.

Prior to filling in a progress report, the Overall Lead Partner will collect the expenditure made by all project partners including itself. Expenditure of the Greek partners must be accompanied by the relevant verifications signed by the competent controllers. The verified expenditure of these partners must be attached to the relevant progress reports. The Overall Lead Partner will use the official forms (Progress Reports), which are provided by the MA/JTS.

Should the Project Partners delay in submitting to the Overall Lead Partner their activity and financial reports, the Overall Lead Partner will still abide by the deadlines for submission, updating and sending to the Joint Technical Secretariat the reports when the missing information becomes available. However, should the Project Partners delay in submitting to the Overall Lead Partner their table of verified expenditure, the Overall Lead Partner will add the missing information to the statement of the next reporting period. All reports must be submitted in English, which is the official language of the Programme.

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The Joint Technical Secretariat receives and processes progress reports, together with the necessary supporting documents. The Managing Authority has the final responsibility of providing its consent to the competent Authorities, in order to initiate the payments to the Greek Financial Lead Partner (see also section 3.3).

The Joint Technical Secretariat, Managing Authority, Certifying Authority, the National Coordinators, and the European Commission may at any time ask for supplementary information concerning payments or the project itself.

Considering that payments of European Union's contribution to the Greek Financial Lead partners are made by the European Commission in accordance with the European Union's provisions concerning the budget commitments of the Structural Funds, the Overall Lead Partner will submit a progress report to the JTS **every three months** in accordance with the following schedule

Reporting Periods	Deadlines for the submission of progress reports
January - March	20 th of April of the respective year
April - June	20 th of July of the respective year
July - September	20 th of October of the respective year
October - December	20 th of January of the respective year
Final Report	Together with the last progress report

As indicated in the above table, the deadline for the submission of the Progress Report is 20 days from the end of the Reporting Period. Partners should send the expenditure of each month to the designated controller according to the reporting period.

Interim progress reports may be requested by the Managing Authority of the Programme for financial management reasons at any stage.

Partners from the former Yugoslav Republic of Macedonia should also refer to the reporting requirements and obligations for supporting documentation described in Grant Contract between the EU Delegation and the IPA Financial Lead partner.

3.3 How to fill in the Progress Report

Cover Page

Please fill in the No of the Progress Report, the Date of its submission, the Project Title and the Project Acronym

1. General Project Information⁶

Priority Axis: Please choose from the drop-down menu the title of the priority axis of the Programme in the frame of which the project has been approved.

Sub – theme: Please specify one of the types of actions under the specific Priority Axis chosen, relevant with the project, as described in the approved Application Form

Project title: Title of the project.

Project acronym: Acronym of the project.

Project code number: Please insert the Project Code Number, as declared in the Subsidy Contract.

Overall Lead Partner: Please insert the full name of the institution in English, as stated in the approved Application Form.

Country of Overall Lead Partner: Please insert the country of origin of the partner, as stated in the approved Application Form.

Reference number of the Overall Contract - LP1 (OLP): Please insert the reference number of the contract signed between the MA and the OLP

Reference number of the Subsidy Contract A - LP1 (OLP): Please insert the reference number of the subsidy Contract A signed between the competent Authority (MA or Delegation of the European Union) and the LP1.

LP2: Please insert the full name of the institution in English, as stated in the approved Application Form.

Country of LP2: Please insert the country of origin of the partner, as stated in the approved Application Form.

Reference number of the Subsidy Contract B - LP2: Please insert the reference number of the contract signed between the competent Authority (MA or Delegation of the European Union) and the LP2.

⁶ In case of change in the contact details of the Legal representative, the Project manager and the financial manager, please provide the updated information.

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Legal Representative: Please provide the name of the legal representative of the partner, as stated in the approved Application Form.

Position of the legal representative in the organisation: Please specify the position of the legal representative in the organisation.

Project Manager: Applicable only to the Lead Partner. Please provide the details of the person nominated as the Project Manager. The person responsible for the project should be a staff member of the Lead Partner who has an overall picture of the project implementation.

Financial Manager: Applicable only to the Financial Lead Partners. Please provide the name of the person nominated as the Project Financial Manager and will be responsible for monitoring all financial aspects related to the project's implementation by the partners from its country.

The same person can be designated as both Project Manager and Financial Manager. If the person designated as Project / Financial Manager is permanent staff of the partner, the designation can be done at the stage of presenting the Application Form. If the Person designated as Project / Financial Manager will be external, the word "external" should be filled in at the stage of presenting the Application Form. For approved projects, the actual name of the person that will result from the public call procedure will be nominated when available.

Reporting Period:

Start: Please insert the date that the reporting period starts (the correct date format must be used: mm-yyyy, eg 05-2012).

End: Please insert the date that the reporting period ends (the correct format must be used (mm-yyyy, e.g. 05-2013) according to the approved Application Form.

Duration: This field is automatically calculated given the values inserted in the two previous fields.

Progress Report Number: Please insert the progress report number indicating the number 1 for the 1st Progress Report, the number 2 for the 2nd Progress Report.

Timeframe of the project:

Start: Please insert the date that the project starts (the correct date format must be used: mm-yyyy, eg 05-2012) according to the approved Application Form.

End: Please insert the date that the project ends (the correct format must be used (mm-yyyy, eg 05-2013) according to the approved Application Form.

Duration: This field is automatically calculated given the values inserted in the two previous fields.

2. PROGRESS ACTIVITY REPORT

2.1 Summary of the project's achievements so far (max. 300 characters)

Please describe the main achievements from the start of the project until today with reference to the relative work packages, actions, outputs and results. Please describe the involvement of partners in the implementation of the project during the current reporting period. Was the involvement of partners according to the plans or did you encounter any problem? This section should include the experience gained and the added-value of cooperation.

2.2 Summary of the project's achievements during this reporting period (max. 300 characters)

Please describe the main achievements of the project until today with reference to the relative work packages, actions, outputs and results. This section should include the experience gained and the added-value of cooperation as well as any problems encountered and the ways they were dealt with.

2.3 Changes in the Implementation: Please refer to heading 3.4 below for guidelines related to changes in the implementation.

3. OUTPUTS ACHIEVED WITHIN THE REPORTING PERIOD

Indicators: Please fill in the Indicators as stated in the approved Application Form

Unit of Measurement: Please fill in the Units of Measurements as stated in the approved Application Form.

Target Value: Please specify the targeted value of each output indicator as stated in the approved Application Form.

Achieved Value (current period): Please fill in the value achieved during the particular reporting period.

Total cumulative value: Please fill in the total value achieved from the beginning of the project until the end of the current reporting period.

4. RESULTS ACHIEVED WITHIN THE REPORTING PERIOD

4.1. Outputs achieved

- **Indicators:** Please fill in the Indicators as stated in the approved Application Form
- **Unit of Measurement:** Please fill in the Units of Measurements as stated in the approved Application Form.
- **Target Value:** Please specify the targeted value of each output indicator as stated in the approved Application Form.
- **Achieved Value (current period):** Please fill in the value achieved during the particular reporting period.
- **Total cumulative value:** Please fill in the total value achieved from the beginning of the project until the end of the current reporting period.

4.2 Results achieved

- **Indicators:** Please fill in the Indicators as stated in the approved Application Form
- **Unit of Measurement:** Please fill in the Units of Measurements as stated in the approved Application Form.
- **Target Value:** Please specify the targeted value of each result indicator as stated in the approved Application Form.
- **Achieved Value (current period):** Please fill in the value achieved during the particular reporting period.
- **Total cumulative value:** Please fill in the total value achieved from the beginning of the project until the end of the current reporting period.

5. FINANCIAL REPORT AND TIMEFRAME

5.1 Implementation of actions

Please state the deliverables implemented within the specific reporting period using the table provided. Actions started in one and finishing in another Reporting Period should be declared in all respective periods. If more than one partner is involved in the development of a deliverable, please use as many lines as the number of involved partners per deliverable. In this table you can add as many lines as you wish.

- **Action No: State**
- **Action No:** Please insert the number of Action as stated in the approved Application Form.

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- **Deliverable No:** Please insert the Deliverable number as stated in the approved Application Form.
- **Deliverable Description:** Please insert the title (description) of the specific deliverable as stated in the approved Application Form.
- **Start:** Please insert the date that the action starts (the correct date format must be used: mm-yyyy, eg 05-2012) according to the approved Application Form.
- **End:** Please insert the date that the action ends (the correct format must be used (mm-yyyy, eg 05-2013) according to the approved Application Form.
- **Partner No:** Please list the partners responsible for the implementation of the specific deliverable as stated in the approved Application Form.
- **Approved Budget:** Please fill in the budget of the respective action as stated in the approved Application Form.
- **Contracted Budget:** Please indicate contracted expenditures (both outsourcing and in-house implementation are included).
- **Payments during this reporting period:** Please fill in the total amount of expenditures concerning this specific action paid out in this particular reporting period.
- **Verified expenditures during this reporting period:** Please fill in the total amount of expenditures concerning this specific action that have been verified in this particular reporting period regardless of the period in which they have been incurred or been paid for.

5.2 Project costs per partner, work package, actions and categories of eligible expenditure for verified costs only

Please indicate only expenditures that have been **VERIFIED** within the specific Reporting Period for each Project Partner regardless of when they have been incurred or been paid for.

The Working Packages and Actions rows will be filled in, for each of the participating Partners.

- **Partner:** Indicate for each Partner verified costs per Work Package, Action and Category of Expenditure.
- **Work Package:** Please fill in the Work Packages involving the specific Partner, as stated in the approved Application Form.
- **Actions:** Please fill in the Actions involving the specific Partner, as stated in the approved Application Form.

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- **Staff Costs:** Please fill in the Verified Costs under the particular category of expenditure for the specific partner and specific Work Package/Action.
- **Overheads:** Please fill in the Verified Costs under the particular category of expenditure for the specific partner and specific Work Package/Action.
- **Travel and Accommodation:** Please fill in the Verified Costs under the particular category of expenditure for the specific partner and specific Work Package/Action.
- **External Expertise and Services:** Please fill in the Verified Costs under the particular category of expenditure for the specific partner and specific Work Package/Action.
- **Equipment:** Please fill in the Verified Costs under the particular category of expenditure for the specific partner and specific Work Package/Action.
- **Investments/Infrastructure:** Please fill in the Verified Costs under the particular category of expenditure for the specific partner and specific Work Package/Action.
- **Verified expenditure during this reporting period:** Please fill in the amount of expenditures concerning each specific partner and work package/action action that have been verified in this particular reporting period.
- **Total Verified expenditure including this reporting period:** Please fill in the amount of total expenditures concerning each specific partner and work package/action action that have been verified including this reporting period.

5.3 Verified and Paid Out Expenditure per Partner

- **Partner No:** Please indicate the Partner number as stated in the approved Application Form.
- **Partner Institution (Full Name):** Please indicate the Partner Institution Full name in English as stated in the approved Application Form.
- **Country:** Please insert the country of origin of the partner as stated in the approved Application Form.
- **Payments during this Reporting Period:** Please indicate expenditures paid out during this reporting period for each specific partner and Work Package/Action
- **Total Payments including this reporting period:** Please indicate accumulative expenditures paid out including this reporting period for each specific partner and Working Package/Action

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- **Verified expenditure during this reporting period:** Please indicate expenditures that have been verified during this reporting period for each specific partner and Work Package/Action
- **Total verified expenditure including this reporting period:** Please indicate total accumulative expenditures that have been verified including this reporting period for each specific partner and Work Package/Action
- **Total approved budget:** Please fill in the total approved budget per partner as stated in the approved application form.

5.4 Project funding per partner and source: for verified and paid out expenditure in this reporting period

This table indicates the project funding per partner and source for verified and paid out expenditure, comparing the verified and paid out expenditures in this reporting period with the approved budget for the respective reporting period according to the Application Form. *To be filled in using the information provided in table 5.2.*

5.5 Project Funding costs per year and partner

Please indicate all VERIFIED costs from the beginning of the project until today.

6. Deviations from the original plans

Please explain and justify any financial deviations that occurred in this reporting period such as any over- or under-spending compared with the original budget by budget line.

7. PUBLICITY

Please state the measures of publicity and/or measures of diffusion of information that have been carried out according to the approved Application Form, as well as any additional ones developed during this reporting period. Have EU requirements on information and publicity measures acknowledging Eu assistance been complied with?

YES: If yes, give details and send proofs of publicity along with the Progress Report (e.g. entries in the media, articles, albums, etc.). (max. 1500 characters)

NO: If no, please provide an explanation. (max. 1500 characters)

Please attach all First Level Control Verifications of all partners

8. PROGRESS INDICES

Please calculate and fill in the progress of the project in % of implementation from the beginning of the project until the end of the current Reporting Period.

1. List of annexes

- Annex 1: Please attach all first level control verifications of all partners reporting expenditure in this progress report
- Annex 2: Please attach the First Level Controller Accreditation Certificate (for all partners with a decentralised first level control system)
- Annex 3: Please provide any other general information on the project's implementation (Update of contact details: Have the contact details of the Lead Partner/project manager/financial manager/project partners/first level controllers changed?)

3.4. Payments /cash flows

For Greek Partners, payment requests for project expenditure actually made will derive from the relevant reporting period progress reports. Payment of the eligible preparation costs, as specified in chapter 2.2.2 of this manual, will be included in the first progress report. Payments are made subject to the approval of progress reports by the Managing Authority.

Cash flows in Greece

Following the approval of the progress reports, the Certifying Authority will transfer the European Union's contribution to an interest-free bank account indicated by the Greek Financial Lead Partner in the application form. Payments from the Certifying Authority to the Financial Lead Partner will be made in euro.

The Financial LP shall further transfer the respective European Union's contribution to the Greek PPs within one month of its receipt.

The amounts will be paid according to the flow of funds from the European Commission.

Cash flows in the former Yugoslav Republic of Macedonia

The European Union's Contribution for IPA FLPs is going to be paid by the EU according to Annex 2 – Article 15 from the General Conditions applicable to European Union, Financed Grant Contract for External Actions (Grant Contract to be signed between the DEU and IPA FLPs).

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The Financial LP shall further transfer the respective European Union's contribution to the PPs from the former Yugoslav Republic of Macedonia within two weeks of its receipt.

The amounts will be paid according to the flow of funds from the European Commission.

National Contribution

The State co-financing plus the Own Contribution equals the National Contribution for each country.

For Greek Partners the national contribution equals State Contribution (25%) and will be granted through the Public Investments Programme (Greek Partners will not provide own Contribution to the project's budget). For Partners from the former Yugoslav Republic of Macedonia, the 15% contribution must be financed from own resources, or from sources other than the European Union budget or the European Development Fund.

3.5 Project modifications

Introduction { TC "Introduction" \f C \l "2" }

During the lifetime of a project internal or external causes may bring minor or major changes. These changes are usually evident in the case of innovative actions. Nevertheless, in order to secure success during the implementation phase, partners need to follow a structured form with a precise time table and well defined actions and results. The Application Form describes each project in detail providing specific information such as timetables, financial information, budget forecasts etc. The Application Form together with the Contracts signed and Partnership Agreement provide the basis for project implementation.

The Programme's Joint Steering Committee approves projects based on the information provided in the Project Proposal comprising the Application Form and annexed documents. Therefore, Lead Partners and Project Partners have a degree of freedom to develop the projects but are expected to follow the terms of the Contracts signed. Changes occurring during the lifetime of a project in general should not affect this basis. Nonetheless, there may be cases for an inevitable exception. The main object of this chapter is to describe the different categories of related project changes. It is important to note that approval of project changes should not be considered an automatic procedure.

a. Definition of categories of projects changes{ TC "Definition of categories of projects changes" \f C \l "2" }

Two main categories of project changes can be distinguished:

- *minor modifications* where a simple notification to the respective Contracting Authority is sufficient,
- *other modifications* where a prior approval by the Joint Steering Committee is needed.

1. Minor Modifications (Modifications requiring only a notification to the Contracting Authority){ TC "Project Modifications" \f C \l "2" }

Where the modification to the Budget or Description of the project does not affect the basic purpose of the operation and the financial impact is limited to a transfer between items within the same main budget heading including cancellation or introduction of an item, or a transfer between main budget headings involving a variation of 15% or less of the amount originally entered (or as modified by an addendum to the Contract) in relation to each concerned main heading for eligible costs, the Financial Lead Partner may amend the budget and inform in writing without delay the respective Contracting Authority accordingly. This method may not be used to amend the headings for 'Overhead' costs.

The same procedure applies to a reallocation of resources between partners from the same participating country, at the same European Union's rate of contribution, which may result in a change equal to or less than 10% of the project budget (European Union's + National Funding). For IPA partners, the reallocation may not exceed 10.000 €.

Reallocation of funds between partners may be accepted only if it does not involve an increase in the European Union's contribution of the project.

Likewise changes of address, changes of bank account and changes of auditor may simply be notified, although this does not stop the Contracting Authority from opposing the Financial Lead partner's choice of bank account or auditor. Changing the bank account must be stated in the progress reports.

Related to the IPA grant contract, the Contracting Authority (the EU Delegation) reserves the right to require that the auditor referred to in Article 5.2 of the Special Conditions of the Contract be replaced if considerations which were unknown when the Contract was signed cast doubt on the auditor's independence or professional standards.

2. **Other modifications** (Modifications requiring an approval by the Joint Steering Committee and the Contracting Authority/ies){ TC "Administrative Information" \f C \l "2" }

For all other types of modifications apart from those under a), a prior approval by the Joint Steering Committee and the Contracting Authority/ies is needed. Any such modification to the contracts, including the annexes thereto, must be set out in writing in an addendum to the respective Contract(s).

Simultaneously with the submission, with justification, of the request for modification by the Overall Lead partner to the JTS, the Financial Lead partner(s) who signed the contract(s) to be modified, must also submit the same request for modification to the respective Contracting Authority/ies. Any such relevant request must, in general, be sent to the JTS and the Contracting Authority/ies, no later than 40 days prior to the date on which the proposed modification is requested to become effective, unless there are special circumstances duly substantiated by the Financial Lead partner and accepted by the Contracting Authority.

The respective Contracting Authority/ies give(s) their prior opinion on the approval of the request, taking under consideration information provided by the Joint Technical Secretariat. Then, the modification request and the relevant information is forwarded to the Joint Steering Committee for approval.

Changes to the nature of the project and in particular to the objectives and the expected results are, in principle, not allowed. A Contract can be modified only during its execution period. The modification to the Contracts may not have the purpose or the effect of making changes to the Contracts that would call into question the grant award decision or be contrary to the equal treatment of applicants. The maximum grant referred to in the original subsidy contracts may not be increased.

NOTE: Additional terms related to project modifications may be applied by the Contracting Authorities. The relevant terms will be described in the Contracts to be signed, and will appear in future updates of this Project Manual.

b. Administrative Information{ TC "Administrative Information" \f C \l "2" }

For a change of address a simple notice is required. The same applies for changing a bank account; however, the MA reserves the right to object to the choice of the type of account opened by the beneficiary. Changing the bank account must be stated in progress reports.

c. Budget reduction (for Greek partners only)

In case that one year after the signing of the subsidy contract and provided that the total verified expenditure reported in progress reports, as regards the previous year, is less than 20% of the total budget for the project, the Managing Authority reserves the right to consider the possibility of reducing the approved budget of the project. In this case immediate communication should be made to the Overall Lead partner and project partners.

In case that the European Union's annual contribution (as stated in the Operational Programme) is automatically de-committed by the European Commission, in accordance with art. 166 of Reg. (EC, Euratom) No 1605/2002, the Managing Authority reserves the right to consider the possibility of reducing the approved budget of the project with respect to expenditure not carried out in accordance with the stipulated timetable.

In both cases the Joint Steering Committee, after the proposal of the Managing Authority, may decide to reduce the budget of the project. If the reduction of the project budget is decided, the subsidy contract and respective annexes will be modified accordingly.

3.6 First Level Control

In Greece, there is a centralized system of expenditure verification as described in the Ministerial Decree 9771/DIOE/470/20-2-2009. In the former Yugoslav Republic of Macedonia, the first level control is performed by an approved external auditor who, following the Contract conditions, presents to the Contracting Authority an Expenditure Verification Report on the eligibility of all expenditure incurred under the contract.

ANNEXES

- I. **Project Selection Criteria**
- II. **Partnership Agreement**
- III. **Contracts**
- IV. **Progress Report**
- V. **Specification of Budget Costs and the accompanying 'Justification of the Budget and its costs' and 'Sources of Funding'**
- VI. **Guidance On Management Verifications**
- VII. **Ministerial Decision for The Management and Control Systems Of The Territorial Cooperation Objective**

"Greece - the former Yugoslav Republic of Macedonia IPA Cross-Border Programme" 2007-2013

Operational Programmes, as in force (regards Greek beneficiaries)