

**FIRST CALL FOR PROJECT PROPOSALS UNDER IPA CROSS
BORDER COOPERATION PROGRAMME "GREECE - ALBANIA 2007-2013"**

2nd Set of Questions and Answers

Q1.

(1) In which language should the official documents, statutes etc of each partner be submitted? In their official language (Greek or Albanian) or in English (the official language of the Programme)?

(2) Should the relevant accompanying documents of Infrastructure Projects also be submitted in English?

(3) What is the difference between point 1.2 and 1.3 of the 'Specification of Budget Costs' form?

A1.

(1) The official documents of each partner may be submitted in their official language.

(2) The relevant accompanying documents of Infrastructure Projects may be submitted in the official language of partners.

(3) 1.2 concerns private employees and 1.3 concerns private expatriate international employees.

Q2.

I am interested in applying for this Cross Border call between Albania and Greece together with partners from both countries.

In the CB documents, it is stated: "Project proposals must include at least one partner from the Programme area (eligible and adjacent) of each country participating in the Programme".

Is it enough that one partner in one country is active in an eligible region? So, if this criterion is met for the Greek part, is it necessary for the Albanian part as well?

Or should this criterion be met for both countries - at least one organisation in each country should be from the region?

A2.

According to the Call for Project Proposals (page 4) and the Programme Manual (page 17) for the Greece Albania IPA Cross - Border Programme 2007-2013, project proposals must include at least one partner from the Programme area (eligible and adjacent) of each country participating in the Programme. At least one organisation in each country should be from the eligible area.

Q3.

We would like to know if the Technology Research Center of Western Macedonia, which is a self-governed legal entity subject to private law,

associated to TEI, located in Kozani can submit a project proposal to the Greece Albania IPA Cross - Border Programme 2007-2013.

A3.

An organization can submit a project proposal as long as it has all the required documents according to its category, as mentioned in the Programme Manual (page 17) and in the Call for Proposals (page 5).

Q4.

(1) If we set up a training programme (e.g. to students or to entrepreneurs) within our project, can we include a subsidy to the participants? Is such an expense eligible?

(2) If some training material is prepared and funded by the programme, which copyright / distribution license applies? Could e.g. we limit access to the material only to selected target groups? Could we introduce a kind of fees after the project life-cycle or the material should be freely distributed forever?

A4.

Please read carefully Call document 11 "Subsidy contract overall LP" where intellectual property rights are mentioned as well as the Programme Manual where the actions to be taken in case a project incurs revenues are identified.

Q5.

Regarding to the Call for Project Proposals for the Greece Albania IPA Cross - Border Programme 2007-2013, is there any geographical restriction for the subcontractors, i.e. must they be established in the eligible area?

A5.

Regarding to the Call for Project Proposals for the Greece Albania IPA Cross - Border Programme 2007-2013, there is no geographical limitation for the subcontractors.

Q6.

We are writing a proposal regarding Axis 1, point 1.2. Sustainable Tourism. We are planning a set of activities which we, as experts, consider to be important for an adequate and sustainable tourism.

Two things that we have planned are: a) consulting and training on organic agriculture standards (HACCP etc) for fish farming and agriculture producers which will produce for touristic operators and b) certification of some of them as organic according to ISO 22000 and 9001 standards.

It is important to us to have some clarification on these issues. So would you please explain us if we can include these?

We consider that fulfilling of some standards by touristic service will be very important for a qualitative and sustainable tourism.

Sustainable tourism needs: continuous local food production, good management of touristic restaurant and hotel, hygiene in the food and the rooms or restaurants. This can be done through specific advice, which we can offer and manage.

Then certification is an instrument of their marketing and becoming visible for tourists and distinguishable from other low-quality operators. You are very pleased to explain if it is eligible to include the above mentioned activities in the project proposal we are writing.

A6.

Please read carefully the Call for Project Proposals (3. Priorities and Measures") and the Programme Manual (1.4 "General programme Information" and page 37 "Work Packages / Actions/Deliverables") for the Greece Albania IPA Cross - Border Programme 2007-2013.

Q7.

CESVI has been registered as an NGO operating in Albania since 2004, as a branch of CESVI-Italy; if CESVI is an applicant for this program, will they be considered as an Italian NGO or a branch of an Italian NGO operating in Albania? If considered an Italian NGO, can the co-financing be reimbursed by the Italian government?

CESVI has been registered as an NGO operating in Albania since 2004, as a branch of CESVI-Italy; however, we are now preparing to update this registration with changes to some information including wording within the documentation and the names of staff members involved. With this updated registration, will the Albanian branch of CESVI still be considered to have operated in the country for more than 12 months?

A7.

According to page 5 of the 1st Call for Project Proposals, and the Programme Manual 6. "eligible Partnership", page 17 for Greece Albania, IPA Cross-Border Programme 2007-2013, category c - private organizations, if a private organization is participating through a Branch located at the eligible programme area, the branch shall operate at least for one year before the launch of the specific call for proposals.

Q8.

We would be grateful if you could confirm that official documents regarding the organizations' eligibility provided BOTH in Albanian and Greek are sufficient and that no English translation is requested in that case. We thank you in advance for your confirmation.

A8.

The official documents regarding the organizations' eligibility may be provided in the respective language (Albanian or Greek) and no English translation is requested.

Q9.

The Institute for Solid Fuels Technology and Applications (CERTH/ISFTA) is the main Greek organisation for the promotion of research and technological development aiming at the improved and integrated exploitation of solid fuels and their by-products. ISFTA was established by a Presidential Decree in 1987. It is a legal entity under private law and is supervised by the General Secretariat for Research and Technology (GSRT) of the Ministry of Development, preserving its administrative and financial independence. Since March 2002, ISFTA has been upgraded into a Research Institute and operates under the supervision of the Centre for Research and Technology Hellas (CERTH). ISFTA central offices are

located in the area of Ptolemais, at the Prefecture of Western Macedonia. On the basis of the abovementioned, is CERTH/ISFTA an eligible body for the project proposals of the IPA CROSS-BORDER PROGRAMME?

A9.

Please read carefully page 5 of the 1st Call for Project Proposals, for Greece Albania, IPA Cross-Border Programme 2007-2013 for the eligible partnership and also the Programme Manual (page 17).

Q10.

We communicate with you for the Greece Albania, IPA Cross-Border Programme 2007-2013. We are an NGO located in Larissa (with a Branch in Thessaloniki) and we would like to know if our organization is eligible as a partner in the programme.

A10.

Please read carefully page 5 of the 1st Call for Project Proposals, for Greece Albania, IPA Cross-Border Programme 2007-2013 for the eligible partnership and also the Programme Manual (page17).

Q11.

- 1. Is the 12-month period of prior establishment restriction applied only to the Lead Partners or to all Partners?**
- 2. Documentation requested (eg statutes) must be submitted as original and in what language?**
- 3. The proposal must be delivered or sent by 8/3/2011? The 16:00 hours time limit is only for the hand-delivered proposals?**

A11.

1. According to page 5 of the 1st Call for Project Proposals, for Greece Albania, IPA Cross-Border Programme 2007-2013, this restriction concerns Lead Partners and all partners of category c.
2. Requested documentation could be submitted in copy in the respective language.
3. According to page 30 of the Programme Manual, a proposal can be recognized as submitted within the fixed deadline, if submitted until the 8/3/2011, further more hand-delivered proposals must be submitted until 16:00 local time 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.

Q12.

Along with my partners we constitute a medical research team specialized on epidemic studies and we record diseases proposing subsequently solutions of interest for both medical research and the national economy of the targeted countries. In our opinion, cooperation along these lines with Albania would be extremely interesting. Is medical research, however, included in the eligible activities of Greece Albania, IPA Cross-Border Programme 2007-2013?

A12.

Please read carefully the Call for Project Proposals (3. Priorities and Measures"), the Programme Manual (1.4 "General programme Information" and page 37 of the Programme Manual, for Work Packages / Actions/Deliverables) as well as the approved Operation Programme.

Q13.

I am writing to receive information about the call mentioned above, When is it possible to obtain the selected projects list?

A13.

Once the procedures of project proposals submission and evaluation are completed, then the selected projects will be announced.

Q14.

1. Staff costs (4).

1.1 Salaries (gross salaries including social security charges and other related costs, local public employees).

1.1.1 Public employees no additionality - what do you mean by no additionality? is this 15% offered by the civil servants working already for any public institution?

1.1.1.2 Staff Category 1

1.1.1.2 Staff Category 1

Subtot.1.1.1+limited to 15 % of 11.Tot elig.costs (no addit.)

1.1.2 Public employee with additional. (cost fully eligible) what do you mean with additional? do you mean employees with contract working full time for this project?

A14.

1.1.1. concerns Albanian public employees.

1.1.2. concerns overtime costs of public employees for both Greek and Albanian partners. For Greek public employees, the costs of regular staff for the usual activities of the beneficiary and the salaries covered by the regular budget of Greek State are not eligible.

Q15.

1) Is VAT included in the total budget of 600.000 €?

2) Is Project Management by the Lead Partner an eligible action?

3) If a partner is unable to obtain certain equipment, can the Lead Partner conduct the procurement on behalf of the interested partner and subsequently deliver the equipment to him?

4) Should Staff Costs be up to a certain percentage of the total project budget or of the partner budget?

5) Do Staff costs include fixed time contracts with natural persons and up to what percentage of total staff costs?

6) Are the costs incurred prior to the approval of the project proposal eligible (including activities for the submission of the project proposal, partners' search, travelling etc.)?

A15.

1) VAT is included unless it is not an eligible expense.

- 2) Yes, Project Management by Lead Partner is an eligible action.
3,4,5) Please read carefully the Eligibility Rules.
6) Expenditure prior to the project proposal selection is eligible subject to the limits set in the Call for proposals and in the Programme Manual (page 25 "Preparation Costs").

Q16.

Can a public sector organisation employ a freelance worker offering services either with a receipt or under the Social Security Organization.

A16.

Please read carefully the Eligibility Rules.

Q17.

Is the former Region of Ionian Islands based on Corfu, that now belongs to the Decentralized Directorate of Peloponnese, Western Greece and Ionian Islands and is located in Patras an eligible partner? Since the aforementioned Directorate is responsible for the sea area of all the Ionian Islands should we submit a proposal covering all the islands of the Ionian Sea or it can be limited to the area of Corfu?

A17.

The project proposal activities must take place in the eligible programme area.

Q18.

In the framework of the IPA Cross -Border Greece-Albania, Vlora Region is preparing to apply in partnership with Ionia Nisia Region and University of Patra from Greece. From the Albanian part we have Vlora Region as lead partner, University of Kameez Tirane (faculty of Agriculture) and Laboratory of Aquaculture and fishing in Durres.

-As these partners are not in the eligible area could you please confirm if they could be partners or not. The actions will be implemented in Vlora Region Territory.

-Could we include VAT in the budget? What about subcontracting?

-Referring to Annex III: Specification of the budgets Cost, in the headline staff cost

-What do you mean with 1.1.1 public employee with no additionally and 1.1.2 public employee with additional (cost fully eligible)?

-In -kind cost in co-financing could we include (administrative cost, telephone, staff cost, office rent)

A18.

If a partnership fulfils all the eligibility criteria according to the Call and the relevant Manual, then it can participate in a project proposal.

VAT is included unless it is not an eligible expense.

1.1.1. concerns Albanian public employees.

1.1.2. concerns overtime costs of public employees for both Greek and Albanian partners. For Greek public employees, the costs of regular staff for the usual activities

of the beneficiary and the salaries covered by the regular budget of Greek State is not eligible.

Please read carefully the Programme Manual, the Call for Project Proposals and the Eligibility Rules.

Q19.

Regarding the accompanying documents of the proposal (Partnership Declaration, Declaration of not generating revenues, etc.), can they be in copy or scanned version?

A19.

The accompanying documents of the proposals, can be in copy or in scanned version, except "The Legal Entity Sheet and the Financial Identification Form of the Lead Partner in Albania must be presented in original" as clearly referred to page 29 of the Programme Manual.