MANAGING AUTHORITY OF EUROPEAN TERRITORIAL COOPERATION PROGRAMMES
JOINT TECHNICAL SECRETARIAT OF EUROPEAN TERRITORIAL COOPERATION PROGRAMME
"GREECE - ITALY 2007-2013"

Co-funded by the European Union (ERDF)
and by National Funds of Greece & Italy

European Territorial Cooperation Programme
Greece - Italy
2007-2013

Project Manual

Version 4.0

TABLE OF CONTENTS

1. Introduction

1.1 Abbreviations

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

1.2 Glossary

***Operational Programme (OP)* –** Document submitted by a Member State and adopted by the Commission setting out a development strategy with a coherent set of priorities to be carried out with the aid of a Fund, or, in the case of the European Territorial Cooperation objective, with the aid of the ERDF.

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 with the principle of sound financial management, carrying out the functions set out in Article 60 of Regulation (EC) 1083/2006.

Joint Technical Secretariat (JTS) – The body set up by the MA after consultation with the Member States represented in the programme area, according to Article 14 Regulation (EC) 1080/2006, to assist the programme bodies (MA, CA, AA) in carrying out their respective duties.

Beneficiary – Bodies invited to submit proposal are specified in each call for proposals. Each call for proposals can specifically address some of the categories listed at paragraph 2.3.1 (pag. 21) according to the decisions of the Monitoring Committee. The project participant who takes the overall responsibility for the application and the implementation of the entire operation is called **Lead Partner (LP)** and corresponds to the term "lead beneficiary" used in Article 20 of Regulation (EC) 1080/2006.

Project Partners (PPs) are the rest of the partners participating in the operation, that correspond to the term "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.

Project Evaluation Committee (PEC) - The committee established according to Article 19 of the Regulation (EC) 1080/2006 in order to support the Monitoring Committee, in fulfilling its tasks, mainly with regard to the selection of projects.

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) comprising of a representative from each partner state in the OP.

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 operation, according to Article 16 of Regulation (EC) 1080/2006.

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

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

Management Information System – The management system for recording and storing in computerised form accounting records for each operation under the operational programme.

Public Financing – Any public contribution to the financing of projects whose origin is the budget of the State, of regional and local authorities, of the EC related to ERDF and any similar expenditure. Any contribution to the financing of projects whose origin is the budget of public law bodies or associations of one or more regional or local authorities or public law bodies acting in accordance with Directive 2004/18/EC of the European Parliament and of the Council of 31st March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts shall be regarded as similar expenditure.

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.

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

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

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 European Territorial Cooperation Programme "Greece - Italy 2007-201F" (hereinafter the Programme) and b. implementing a project which has been selected for funding. We hope that this Manual together with the programme's website www.interreg.gr will 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 Manual consists of three parts:

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

1.4 General Programme Information

Cross border cooperation policy is about establishing links across national boundaries to enable a joint approach to common problems and opportunities. The Operational Programme between Greece and Italy constitutes 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 a successor to the INTERREG III A programme that operated between the two countries during the 2000-2006 programming period,, will attempt to capitalise on the experience gained and the extensive lessons that have been learned 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 the potential from both sides of the cross border maritime line.

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 convergence in the area of intervention. Specifically these objectives are:

1) Strengthening competitiveness and innovation of the cross border area's economic systems, focusing especially on common comparative advantages;
2) Improve the accessibility of the programme area to networks and services, thus enhancing the competitiveness of its economic systems in the wider Mediterranean space;
3) Improve the quality of life, preserve and effectively manage the environment, and increase social and cultural cohesion.

These three strategic objectives are expressed as three priority axes (plus the technical support axis) and a certain number of specific objectives are defined of each of these priorities as follows:

1) Priority Axis 1: Strengthening competitiveness and innovation

Specific Objective 1.1: Strengthening interaction between research/innovation institutions, SMEs and public authorities

Specific Objective 1.2: Promoting cross-border advanced new technologies

2) Priority Axis 2: Improve accessibility to sustainable networks and services

Specific Objective 2.1: Enhancement of the cross-border integrated and sustainable connections

Specific Objective 2.2: Improvement of transport, information and communication networks and services

3) Priority Axis 3: Improve the quality of life, protection of the environment and enhancement of social and cultural cohesion

Specific Objective 3.1: Promotion of cultural and natural heritage

Specific Objective 3.2: Valorisation and improvement of joint protection and management of natural resources, natural and technological risks prevention

Specific Objective 3.3: Protection of health and promotion of social integration

4) Priority Axis 4: Technical support for implementation

Specific Objective 4.1: Support for the management, monitoring, implementation and audit of the programme's operations

Specific Objective 4.2: Support for the broad publicity and information of the programme

The main expected results by Priority Axis include:

Priority Axis 1

- Improved SMEs productivity and competitiveness, strengthening thematic cross-border cooperation between SMEs in the fields of sustainable tourism, agro-industry, traditional handicraft (e.g. traditional and local products), etc.
- Improved accessibility of women and young people to the labour market, and reduction of gender discrimination, and increased employment and access to entrepreneurship.
- Strengthening research and innovation activities, technological development, incorporating research/innovation devices into the economic activities of SMEs, thus enhancing their competitiveness and expansion of IT use.
- Upgrading cross-border trade, especially to increase the degree of SMEs internationalisation.

Priority Axis 2

- Improvement in time and transport costs, and minimisation of the pollution risk caused by the cross border transport systems.
- Strengthening cross-border, inter-modal transport lines between the two countries and promotion of efficient transport territorial links.
- Supporting of sustainable development of transport systems in the Programme Area.
- Easier access to friendly information services for the development of the area's accessibility and attractiveness.

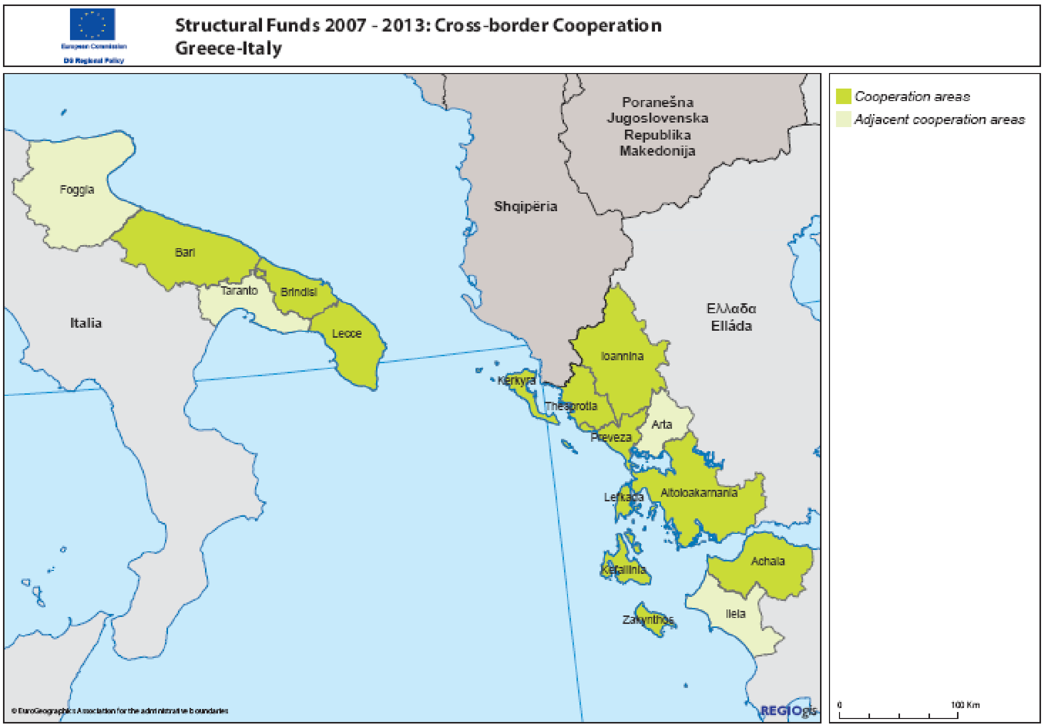
Priority Axis 3

- Improvement of cooperation to respond to common problems regarding health services, social integration issues and risk prevention, through the exchange of best practices, networks creation and joint protocols.
- Increase of use of renewable energy resources.
- Development of sustainable management of natural resources, especially in relation to the protection of the environment.
- Improvement of provided services and elimination of the conditions excluding sensitive social groups, by improving the administration and management services at all levels in the healthcare and social sectors.
- Increase in tourism related to the cultural and natural heritage.

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

What is the area of the Programme?

The programme area, as illustrated in the map below, is linked by the south Adriatic Sea which holds a central geographical position into the Mediterranean basin. In relation to its geopolitical location, it assumes particular importance for the development of economic, social and political relations, between the European Union and the other Mediterranean third countries within the framework of the Euro-Mediterranean cooperation.



Eligible territories

The programme covers the following eligible regions:

REGIONS/NUTS I	NUTS II	NUTS III
Greece	Region of Western Greece	Prefecture or Aitoloakarnania
		Prefecture of Achaia
	Region of Ionian Islands	Prefecture of Kerkyra/Corfu
		Prefecture of Lefkada
		Prefecture of Kefallinia/Cephalonia
		Prefecture of Zakynthos
	Region of Epirus	Prefecture of Ioannina
		Prefecture of Preveza
		Prefecture of Thesprotia
Italy	Region of Apulia	Province of Bari [1]
		Province of Brindisi
		Province of Lecce

Adjacent territories

The following regions have been included as adjacent territories:

[1] Including territories belonging to the Municipalities of Andria, Barletta, Bisceglie, Canosa di Puglia, Minervino Murge, Spinazzola, Trani, which were part of the Province of Bari at the time of approval of the Operational Programme and are currently under the Province of BAT.

REGIONS/NUTS I	NUTS II	NUTS III
Greece	Region of Western Greece	Prefecture of Ilia
	Region of Epirus	Prefecture of Arta
Italy	Region of Apulia	Province of Taranto
		Province of Foggia[2]

Funding of operations in the adjacent territories can be permitted up to a maximum of 20% of the total expenditure provided by the ERDF of the Programme.

The adjacent areas have been selected in order to maximise the impact of cross border cooperation programmes' achievements. According to ERDF Regulation[3], these areas can receive up to 20% of the Programme's total eligible public funds. This means that, in practice, the programme may report costs related to the activities incurred on the territory of these areas to the limit of 20% of the ERDF budget. However, this does not mean that a fixed share of 20% of the programme budget is reserved for partners from these areas.

Projects including proposed activities in the Province of BAT should clearly state in Section B.2.5. 'Location of Activities' of the Application Form, which part of their budget falls under the eligible area and which under the adjacent.

Programme funding

Approved on the 28 March 2008 by the European Commission, the European Territorial Cooperation Programme Greece-Italy has a total budget of around € 118.6 million. The total financing consists of € 88.9 million (75%) ERDF funding

2 Including territories belonging to the Municipalities of Margherita di Savoia, San Ferdinando di Puglia, Trinitapoli, which were part of the Province of Foggia at the time of approval of the Operational Programme and are currently under the Province of BAT.

3 Article 21 of the ERDF Regulation states that:*"In the context of cross-border cooperation and in duly justified cases, the ERDF may finance expenditure incurred in implementing operations or parts of operations up to a limit of 20 % of the amount of its contribution to the operational programme concerned in NUTS level 3 areas adjacent to the eligible areas for the programme referred to in Article 7(1) of Regulation (EC) No 1083/2006 or surrounded by such adjacent areas. In exceptional cases as agreed between the Commission and Member States, this flexibility may be extended to the NUTS level 2 areas in which the areas referred to in Article 7(1) of Regulation (EC) No 1083/2006 are located."*

and € 29.6 million (25% national contribution). ERDF and national co-financing rates are common for both countries.

Programme Management – Implementation

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

The **Managing Authority**, responsible for managing and implementing the Operational Programme in accordance with the principle of sound financial management and for carrying out the functions set out in Article 60 of Regulation (EC) No 1083/2006.

The **Certifying Authority**, 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 61 of Regulation (EC) 1083/2006.

The **Audit Authority**, responsible for verifying the effective functioning of the management and control system of the operational programme, according to article 62 of Regulation (EC) 1083/2006. The Audit Authority of the operational programme is assisted by a **Group of Auditors** comprising of a representative from each Member State participating in the operational programme, carrying out the duties provided for in article 62 of Regulation (EC) No 1083/2006

The **Monitoring Committee**, comprising representatives of the two member states on an equal basis, in order to comply with the partnership principle in managing, monitoring and evaluating the operations, satisfies itself as to the effectiveness and quality of the implementation of the operational programme.

The **Project Evaluation Committee** responsible for the strategic evaluation of projects, on the basis of the preliminary technical evaluation, carried out by the JTS (the whole evaluation procedure is described in Section 2.5).

The **Joint Technical Secretariat**, assisting the Managing Authority, the Monitoring Committee and the Project Evaluation Committee in carrying out their respective duties.

The **Cross Border Info Point** established in Apulia Region and contributing to strengthen the territorial participation to the Programme by stimulating the territorial actors and Supplying information to the project partners..

2. Project Applicant's Manual

2.1 Introduction

The Project 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.

It is advised that those interested in submitting a proposal under the Programme, examine carefully – in addition to the present Manual - the Programme Document which is available on the website of the Managing Authority of European Territorial Cooperation Programmes in Greece (hereinafter the Managing Authority) at www.interreg.gr and on the website of the CBC Infopoint established in Puglia Region at www.europuglia.it

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

This Project Applicants' Manual corresponds to the Applicant's Package of the 3rd call for proposals launched for the European Territorial Cooperation Programme Greece-Italy 2007-2013.

The Applicant's Package comprises of the following documents:

1. Call for Proposals (3rd call)
2. Project Manual and the relevant Annexes in their latest version*
3. Application Form
4. Partnership Declaration
5. The co-financing statements and declarations of non-double financing
6. Declaration of not generating revenues**

* The relevant Annexes include: 1. Project Selection Criteria 2. Partnership Agreement 3. Subsidy Contract 4. Progress Report 5. Guidance on Management Verifications 6. Ministerial Decision on Management and Control Systems of European Territorial Cooperation Operational Programmes, as in force (regarding Greek beneficiaries) 7. Specific Guidelines on Project Implementation Procedures and the Eligibility of Expenditure (regarding Greek beneficiaries)

7. Justification of Budget Costs
8. Budget Justification Instructions
9. Maturity Sheet per partner
10. Compatibility Check Sheet with SEA
11. Environmental Indicators

The original application package is provided in electronic form at the Managing Authority's website, as mentioned above.

** 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)

2.2 How to develop a project idea / proposal

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

Do you have an idea for a cross border project?

Project development is the phase in 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 the regions on both sides really need.

In this sense,

- **Programme documents -** The Operational Programme includes a detailed analysis of the strengths and weaknesses of the programme area, as well as the sorts of actions that the programme is willing to finance. Try to assess how the project idea fits into the programme context through a careful study of its priorities and main indicative interventions. Therefore, a careful study of the programme document, as well as other strategic documents (national and/or regional development plans, specific local policies, other field-specific strategies or guidelines, etc) is crucial for the applicants in developing good project ideas.
- **Needs assessment -** A background analysis on the needs, with particular focus on the target groups will definitely support project design.
- **Stakeholders -** Involve key stakeholders. Their views – as end users – may contribute to further develop the project idea given that they have a crucial role in using the results of the project.

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

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 as - 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, knowledge and specialisation in the chosen field, their complementarities which will support and guarantee exchange of know how, their shared needs, their commitment, even from the very first steps of project generation and development. Face to face meetings can prove 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. Creating a realistic and achievable project plan increases partners' commitment. Identify what each partner brings to the project and what it expects to get form it.

The right time to involve potential partners in 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.

How to define the content?

Do not forget that Programme requirements and project idea 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 operational programme. Steps to follow:

1. The project needs to strongly demonstrate its cross border focus and show the true spirit of collaboration, through at least two of the following ways of cooperation: joint development, joint implementation, joint staffing and joint financing. It should be noted, however, that generally projects are encouraged to cooperate closely 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, and fair competition.
3. The project should complement and not duplicate other projects being carried out in the Programme area. Follow-on projects, financed from the past INTERREG programme is not enough. Projects need to show how they build on past experiences by bringing something new.
4. The project has to be realistic rather than attractive. Objectives should be as concrete, as quantifiable and as realistic as possible.
5. Map out how objectives could be realised 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 mean that the issue addressed is of such a nature that it cannot be satisfactorily tackled within one country alone and that cooperation is necessary to improve the quality of results compared to that which would be achieved with one 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 regular contact with the Programme management structures – Managing Authority and or/Joint Technical Secretariat and/or Cross Border Info Point for clarifications on Programme priorities/objectives/activities.

Keep in mind that a cross border partnership is not enough: ideas and activities must be cross border 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 for this call for proposals. Project Proposals should be submitted according to the guidelines provided in the Project Manual. **The below mentioned standard forms must be used (and not be modified) otherwise the project proposals will be rejected.**

A Project Proposal consists of:

1. the Application Form (standard excel form provided);
2. the Partnership Declaration (standard form provided);
3. the co-financing statements and declarations of non-double financing (standard form provided)
4. The Declaration of not generating revenues (standard form provided). 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);
5. A Justification of budget costs (explaining the way that each Action/Deliverable costs have been calculated – standard form provided);
6. Maturity Sheet per partner (standard form provided);
7. Compatibility Check Sheet with SEA (standard form provided).

Furthermore, bodies governed by public law and private organisations should submit the following supporting documents[4]:

i. Statutes, including all modifications;
ii. Official document indicating the composition of the administrative, managerial or supervisory board;
iii. Official document indicating the sources of the body's capital;
iv. Official document indicating the sources of the body's revenues, during the last three years preceding the presentation of the project proposal;
v. Official document indicating the supervision by national, regional or local authorities, or other bodies governed by public law (if applicable);

[4] these documents can be submitted in the original language of the partners

vi. Declaration for the non distribution of profits;

vii. Any official document certified by a public administration authority, proving that the private organisation was operational at least one (1) year before the launch of the specific call for proposals[5].

Infrastructure Projects should include the relevant supporting 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 documents regarding the abovementioned issues (bodies governed by public law and private organisations, Infrastructure projects) that by the day of submission are still pending, may be provided at a later stage upon JTS's request and certainly, before the signing of the Subsidy Contract. The JTS may also request additional documentation for clarification.

The project proposal (points 1-7) must be submitted in 1 original hard copy. The electronic version (CD/DVD) must include the Application Form and the justification of the budget costs (always respecting the standard excel format, otherwise the proposal shall be rejected), as well as an electronic version of all supporting documents, concerning bodies governed by public law and private organisations.

The non-submission of the above mentioned documentation (points 1-7), stamped and signed (where applicable), and the CD/DVD ROM, will lead to the project proposal rejection.

The JTS, during the evaluation phase, **will also accept a scanned and/or copy version of all the above mentioned documentation (points 1-7).**

Regarding the "Partnership Declaration" (point 2), the JTS shall accept a signed, separate page for each partner.

Any incongruity (wrong name of partners, wrong project title or budget, etc.) among the information provided in the documents points (1-4) will lead to the project proposal rejection.

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[5] applicable only for private organisations

Concerning the supporting documents relating to the bodies governed by public law and private organizations they have to be submitted both in hard copy and electronic version

The Project Proposal must be submitted to the Programme's Joint Technical Secretariat in the following way:

by post (the stamp date should not exceed the deadline of the call)

or by **private courier service** or **hand-delivery** in the following address:

Joint Technical Secretariat
ETCP "GREECE-ITALY 2007-2013"
65, Georgikis Scholis Avenue
Pilea 57001, Thessaloniki, Greece

A signed and dated certificate of receipt will be handed to the deliverer. To be recognised as admissible submission, a proposal must be submitted **by 4pm (local time) on 04/06/2012 (4 June 2012)** at the latest. Proposals sent after this date will not be considered as eligible.

In any case, the complete package must reach the JTS within 30 (thirty) working days.

ATTENTION: If the signed Project Proposal is submitted by registered mail or private courier service, only the stamp indicating the postal date proves that the Project Proposal has been sent within the deadline.

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

ATTENTION:
The deadline for asking questions or requesting information is 20 days before the deadline of the present call.
The answers shall be given on the Operational Programme's website, no later than 10 days before the deadline of the present call.

2.4 Main features of projects

2.4.1 Project Partnership

A project should include at least one partner from each country (Greece and Italy) and should co-operate in at least two 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 required to achieve the objectives;
- Partners should identify the 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 organisations.

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.

The total number of partners **must not exceed six (6)** including the Lead Partner.

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[6], 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, more than half of whose members are appointed by the national, regional or local authorities, or by other bodies governed by public law; or

c. private organisations: non profit organisations founded according to private law can be eligible under the following conditions:

- they do not have activities of a commercial or industrial character;
- they do not distribute profits to shareholders;
- they were operational for at least one year before the launch of the specific call for proposals. This rule is also applicable for the local/regional subsidiary/branch offices.

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**

6 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.

- **be located outside the programme area;** and
    1. be a **National Authority** (competent in the field of intervention); or
    2. have local/regional subsidiary/branch offices established in the **programme area** [applicable for categories (b) and (c)]:
        i. in case of a subsidiary/branch having legal personality, the subsidiary shall be the Applicant, and in case of contracting, it shall be the Beneficiary;
        ii. in case of a branch not having legal personality, the central organisation shall be the Applicant, and in case of contracting, it shall also be the Beneficiary.

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.

The Lead Partner Principle: General

All projects within the framework of the European Territorial Cooperation Programme Greece-Italy 2007-2013 will be developed and managed according to the Lead Partner Principle, the aim of which is to ensure genuine cooperation of all involved parties, by building it into the partnership structure.

According to art. 20 of Regulation (EC) 1080/2006, 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. The Lead Partner has therefore, the role of the administrative head/coordinator of the project, while every partner has equal status on content issues and should play an active role in the development and implementation of the project.

In order to be able to act as Lead Partner, an organisation should:

- be a legal entity;
- hold a dedicated bank account for the project;
- be legally able to transfer funds to foreign countries; and

- have proven technical and financial capacity, and competency to manage the proposed common project.

The Lead Partner shall assume the following responsibilities:

- Sign the Contract with the MA;
- Define the implementation procedures with the project partners in a "partnership agreement" comprising, inter alia, provisions guaranteeing the sound financial management of the funds allocated to the operation, including the arrangements for recovering amounts unduly paid;
- Ensure the implementation of the entire project;
- Transfer the ERDF contribution to the project partners;
- Ensure that the expenditure presented by the project partners has been paid for the purpose of implementing the operation and corresponds to the activities agreed between the partners;
- Ensure the sound financial management of the whole project. It shall contract auditors or use the designated controllers for the verification of expenditure in accordance with programme procedures;
- Claim the reimbursement of expenses, and transfer these reimbursements to the partners;
- Organise the recovery of amounts unduly spent;
- Record and store project documents (originals and copies), as specified in the Contract;
- Provide the MA with all data relevant for monitoring indicators as outlined in the Contract;
- Acts as the contact point with the Programme Bodies (Managing Authority, Joint Technical Secretariat, etc.) for monitoring, reporting and general information purposes.

The Partners

All partners participate in designing and implementing the project by carrying out the activities assigned to them in the approved application. 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 and the contract signed with the Beneficiary;

- Cooperate with the other project partners in the implementation of the project, the reporting and the 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, to be used for the verification of expenses per each of the reporting periods established for the project, and ensure full cooperation and assistance, for the timely and accurate performance of verification;
- Assume responsibility in the event of any irregularity in the expenditure they have declared, and repay the Lead Partner the amounts unduly received.

The specifics pertaining to the cooperation between the Lead Partner and the project Partners are defined in the Partnership Declaration (at the stage of the submission of the project proposal) and, in detail, in the Partnership Agreement (at the stage of implementation when a project is selected for funding)[7], signed by all parties involved in the partnership.

[7] *For more details on the Partnership Declaration, please see Applicant's Package. For more details on the Partnership Agreement, please see Annex II. Partnership Agreement.*

2.4.2 Project Budget - Eligibility of expenditure

Project Budget

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

The contracting of projects per Priority Axis is conditional upon Programme amendment.

No state aid regimes are foreseen. Any public support under this programme must comply with the procedural and material State aid rules applicable according to the EU legislation in this field. Further information on EU legislation in the field of State Aid can be obtained from the "Vademecum 'Community law on State aid' issued by the European Commission-Directorate General for Competition on the 30th of September 2008.

After drawing up a list with the proposed projects per Priority Axis, a reserve list of alternate projects can be drawn up per Priority Axis. The remaining available budget per Priority Axis of the Programme can be used to finance the proposed alternate projects. The alternate projects could be financed by the Programme in case of budget savings either due to approved projects' de-commitment/withdrawal, or due to uncommitted budget from the 1st or 2nd Call for proposals, or due to the non contracting of projects under future calls (including non publication of future calls), etc. The selection of a project from the reserve list of alternate projects will be made on the basis of its ranking and the marking it received under the specific Priority Axis.

Eligible Budget Categories of Expenditure of the Programme:

- **Staff costs:** Costs of Personnel executing tasks corresponding to the specific activities and deliverables of the project proposal. *Staff costs do not cover the expenses of external staff; external staff should be budgeted under the "External Expertise and services" category.*

- **Overheads:** **These costs must not exceed 5% of the Project's Budget** **(otherwise the project proposal will be rejected)** and shall be eligible if they are based on real costs which relate to the implementation of the project, and if they are charged to the project proportionately based on a fair and duly justified distribution method.

- **Travel and Accommodation:** This budget category includes all the expenses of the project beneficiary related to the travel and accommodation costs of the personnel involved in the project (those mentioned under staff only) with the condition that they are directly related to the activities of the project. Travel and Accommodation costs involve:
  - Travel and Accommodation costs related to the participation in meetings, seminars, conferences, etc.;
  - Travel and Accommodation costs, related to research in a specific field or other similar activities, are eligible under this category and must be distinctly mentioned in the activities of the project proposal;
  - Travel and Accommodation outside of the programme area is considered eligible only if it is foreseen in the approved project proposal;
  - Travel and Accommodation for external experts should be included in their contract and thereby budgeted under external expertise costs.

  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. Service providers should be selected according to the rules of the relevant EU and National Public Procurement Law of the respective country

- **Equipment:** Costs for the purchasing of equipment with the condition that:
  - Equipment is necessary for project implementation and is foreseen in the approved application form;
  - Suppliers should be selected according to the rules of the relevant EU and National Public Procurement Law of the respective country.

- **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 according to the rules of the EU and national Public Procurement Law in force. The contractor cannot be a partner in the operation.

- **Other :** Direct general costs that can be attributed specifically to the project.

Attention:

Management costs **of each project partner** (Work Package 1) **should not exceed 10% of its budget (otherwise the project proposal will be rejected).**

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

- Action 1.1. "Preparation Activities"
- Overheads
- Travel and Accommodation
- Equipment
- Investments/Infrastructure
- Others

General Eligibility Criteria

Legal Framework

- Regulation (EC) No 1083/2006 (article 56), as in force
- Regulation (EC) No 1080/2006 (article 7), as in force
- Regulation (EC) No 1828/2006 (articles 48-53), as in force
- Regulation (EC) No 1080/2006 (article 13), as in force

Preparation Costs

Costs that have been incurred for the preparation of the project are eligible for funding in accordance with the following conditions:

- If they were incurred from the 1st of January 2007 and until the date of submission of the Application Form;
- 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 and do not exceed the amount of 60.000€ (otherwise the project proposal will be rejected).**

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

- they have been incurred and paid out within the time frame in which expenditure can take place (from 1/1/2007, until two years after the signing of the subsidy contract); Under no circumstances can the final date of eligibility of expenditure exceed the 31 December 2015;
- 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 can be supported by original invoices or other accounting documents of equivalent probative value;
- they have been incurred in the programme area of the European Territorial Cooperation Programme "Greece – Italy 2007-2013";
- they are in line with national and EU rules;
- they are in compliance with the principles of efficiency, economy and effectiveness of all actions. Especially ensuring a good cost/benefit ratio.

Detailed information about the eligibility of expenditure per country is available at the Programme Eligibility Rules and in the Annexes V, VI and VII of the Project Manual.

2.4.3 Duration of Projects

The permissible duration of projects shall be specified in each Call for proposals.

2.5 How to fill in the Application Form

Introduction

The present chapter aims at providing the lead partners participating in the 3rd call for proposals of the European territorial cooperation programme "Greece – Italy 2007-2013" with all information needed in order 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. Applicants, therefore, are strongly recommended 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 Project's Applicant package.
- The application form must be completed in English.
- The application form must be duly signed and stamped by the legal representative of the lead partner in the relevant page.

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 properly data. You should also make sure that the security level of the .xls file is medium (go to tools, macros, security and select medium security level).

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,

fields marked in grey are those filled in by the Managing Authority, or fields in which data is 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 limits set. 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 constitutes part of the contract between the Managing Authority and the lead partner. It is pointed out that compliance with the provisions of the contract is the responsibility of the lead partner, while non compliance with such provisions may lead to the withdrawal of financing.

COVER PAGE

This section provides general information, such as details on the Programme in which the submitted application form corresponds and general information identifying a proposal. Information per section and field is provided below.

Application No: Protocol number filled in by the JTS.
Date of submission: Date of submission of the proposal (date of post stamp or date of direct delivery to the JTS by the Applicant) filled in by the JTS.
MIS Code: Unique MIS Code 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.

SECTION A - PROJECT IDENTIFICATION

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

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

- **Start**: This field is automatically filled in with the relevant date to start the project, using the details provided in Section B in the "Work Packages/Actions" Table (excluding 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 Monitoring Committee. Decisions on projects are expected to be taken within six months after the end date of each call.
- **End**: This field is automatically filled in with the relevant date to end the project, using the details provided in Section B in the "Work Packages/Actions" Table.
- **Total Months**: This field is automatically calculated by the difference between the values inserted in the two previous fields. For the recommended duration of projects, please refer to the Project Manual.

Priority Axis: Please insert the title of the priority axis of the Programme, according to the frame in which the project is proposed (see the Programme description provided in this Manual, as well as the Operational Programme document concerning the Priority Axes). The relevant priority axis must be selected from the drop-down list.

Specific Objective: Please specify one of the specific objectives under the specific Priority Axis chosen, relevant with the project proposal. The specific objectives under each Priority Axis are described in the Operational Programme document 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 and expected outputs. 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. This field should not exceed 3000 characters. *[Due to Excel limitations, the relevant text box is split into three parts. Each part should not exceed 1000 characters.]*

Attention:
The total number of characters is automatically calculated in order to facilitate the applicants in filling 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.

Partner No: The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).

Partner Institution (Full name): 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;

ERDF: The community contribution corresponding to the specific partner;

Percentage: Percentage of community contribution to the total budget (fixed to 75 %);
National co-financing: National co-financing corresponding to the specific partner;
Percentage: Percentage of National co-financing to the total budget (fixed to 25%);
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;
ERDF: The community contribution corresponding to the specific country;
National co-financing: National co-financing corresponding to the specific country;
Total: The sum of community contribution plus the national co-financing resulting in the total budget corresponding to 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:
ERDF: The community contribution of the project;
National co-financing: National co-financing of the project;
Total Budget: The sum of community contribution, plus the national co-financing resulting in the total project budget.

Lead Partner confirmation: In this part the 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;

- all information provided in the Application Form is accurate and true to the best knowledge of the Lead Partner; and
- the project budget and costs are in line with the limits set in the Call of proposals.

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

SECTION B – DETAILED DESCRIPTION

This section provides a detailed description of the project idea and objectives, its structure (activities, deliverables, etc), the role of partners, the management of the project, etc. This section is divided in 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:

B.1.1 Brief History of the Project: Please provide a brief description on how the project idea and partnership was developed, and how the partners were involved in developing the project proposal. The maximum number of characters allowed in this field is 2000.

B.1.2 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 the project will 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 are the real benefits for the local population and the real impact on the area. 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 4500.

B.1.3 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.

B.1.4 Expected Outputs (tangible and visible results or products relating to project activities):

Outputs are tangible and visible, results or products relating to the project activities and objectives. <u>Expected project outputs are the means to achieving the Project's (as well as the Programme's) objectives</u>. 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 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 makes it 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.

B.1.5 Expected Results (direct and immediate effects resulting from the project):

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 realistic time based. A clear link between planned outputs, results and objectives 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:

B.2.1 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.

B.2.2 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.). In this section you should also justify the size of the partnership, demonstrate that all partners have a significant role in project implementation and prove how the absence of one partner might jeopardise project completion. This field should not exceed 2000 characters.

B.2.3 Work Packages / Actions

Please break down the proposed project into Work Packages. 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 into 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 into at least three (3) and a maximum of six (6) Work packages**. Each Work Package should contain no more than five (5) Actions.

Two of the 3 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 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 2.4.2 of the Manual).

2. "WP2 Information & Publicity" describing the Actions for carrying out the external communication of project efforts and outputs, dissemination of results, etc.

Each WP / 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 and press enter (in the case of WPs, the start date should be the same as the start date of the first action);
End: Please insert the End Date of each WP and Action and press enter (in the case of WPs, the end date should be the same as the end date of the last action);
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".

B.2.4 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);
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 in a three-part number);
Deliverable Title: Please insert the title describing the specific deliverable;
Partner No: Please list the partners 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**);
Partner Contribution to Deliverable: Please describe what is the contribution of each partner in 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 your project deliverables exceed the lines present in the Application form, double click in the last completed cell of the

"Deliverables" table and press enter. You will immediately see a new line. Fill it in and repeat this procedure for as many lines as needed.

All project deliverables should be produced and submitted in the English language.

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	Partner No
1. Management & Coordination	1.1 Management actions	1.1.1 Progress Reports	LP
	1.2 Project meetings	1.2.1 kick-off meeting (minutes)	LP
		1.2.2 Progress Meetings (minutes)	LP
			PP2
		closeout meeting	PP2
2. Information & Publicity	2.1 Information actions	2.1.1 Web-site development	LP
		2.1.2 2 info desks	LP
	2.2 Printed and electronic information material	2.2.1 50 CD-ROMs	PP2
		2.2.2 500 booklets	LP
		2.2.3 1000 leaflets	PP2
		2.2.4 1 Newsletter	PP2
		2.2.5 1 informative video production	LP
	2.3 Publicity and promotion actions in the Mass Media	2.3.1 15 entries in national Mass Media (newspapers)	PP
		2.3.2 37 entries in national magazines	
		2.3.4 100 entries in the Internet	
3. Veterinary Diagnostic Laboratory	3.1 Construction of a Veterinary Diagnostic Laboratory	Preliminary study	LP
		3.1.2 1 building	
		3.1.3 Supply of Laboratory Equipment	
	3.2 Veterinary Laboratory Upgrading	3.2.1 1 building Renovation	PP2
		3.2.2 Supply of Laboratory Equipment	PP2

4. Laboratory Networking	4.1 Portal Construction	4.1.1 Supply of equipment	LP
		4.1.2 Primary Data Collection	LP
			PP2
		4.1.3 Portal development	LP
	4.2 Distance learning system development	4.2.1 Supply of equipment	
		4.2.2 Application development	PP2
		4.2.3 Potential Users' training	

<u>**"Soft" project**</u>

WP	Action	Deliverable	Partner No
1. Management & Coordination	1. Preparation Activities	1.1.1 project proposal	LP
	2. Project Coordination meetings	1.2.1 kick off meeting	LP
		1.2.2. project meetings (minutes, …)	PP2
	3. Project Management	1.3.1 Progress Reports	LP
		1.3.2 IT platform for the administration of the project	LP
2. Information & Publicity	1. Multilingual Project communication package	2.1.1 5.000 leaflets	LP
			PP2
		2.1.2 6 newsletter (1.000 copies)	LP
			PP2
	2. Open international conference	2.2.1 Open international conference theme "…." (minutes, …)	LP
	3. Workshops	3.1.1 Workshop	PP2
3. Inventory Of Archaeological Sites	1. Documentation of archaeological monuments	3.1.1 Catalogue of Monuments	LP
		3.1.2 Catalogue of Monuments	PP2
		3.1.3 Archaeological map	LP
	2. Information System	3.2.1 Creation of a multilingual data base	LP
		3.2.2 Documentation of the selected monuments in the multilingual database	LP
			PP2
		3.2.3 Supply of IT equipment	LP

4. Restoration And Conservation Of Archaeological Monuments	1. Requirements of monuments in terms of repair, restoration and conservation.	4.1.1 Document/ list of selected places/monuments	LP
			PP2
	2. Restoration and conservation studies	4.2.1 Restoration and conservation study	LP
			PP2

B.2.5 Location of Activities (description of the area targeted by the project, location of partners and activities, showing the geographical scope of the longer term effects (results and impacts): 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 (results and impacts). Projects including proposed activities in the Province of BAT should clearly state in this Section which part of their budget falls under the eligible area and which under the adjacent. The maximum number of characters allowed is 2000.

B.3 MANAGEMENT

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

B.3.1 Lead Partner and Partners' Competence (experience, Structure, Personnel, Resources, etc.): 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? How will the partner contribute to the content of the cooperation and how will the partner benefit from it? Do partners have 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 3000 characters, the Applicant should attach to the Application Form documents providing additional elements to that in the description, for example a diagram of the Partner's structure, etc.

B.3.2 Project Management & Coordination (structures, decision making procedures, internal communication, etc.): 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) being connected to project outputs and results. Demonstrate how the abovementioned management structures and procedures that the partners will apply, will secure sufficient monitoring and control of project implementation as well as a smooth cooperation among them. In addition, describe the means of overcoming possible project implementation problems and obstacles, so as to ensure uninterrupted implementation progress. Finally, describe how communication between partners is organised in order to facilitate the coordination and decision making procedures. This field should not exceed 2000 characters.

B.4 INFORMATION AND PUBLICITY

B.4.1 Information and Publicity measures - external communication of project outputs, results, etc.: Please describe the communication strategy to be followed in the framework of the proposed project, pointing out ways of efficiently promoting the project idea and its main actions/deliverables, 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; whether it foresees the use of innovative communication tools; as well as how it will guarantee a cross border promotion of the project in both countries. This field should not exceed 2000 characters.

B.5 MATURITY OF THE PROJECT

B.5.1 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 progress made in terms of studies and licensing needed, the progress of administrative operations, etc. In particular, Infrastructure Projects should 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 Costs signed by the respective body, a document certifying the land/building ownership or documentation of transferring the operational rights for the period of 5 years after the end of the project, environmental impact assessments, etc., if applicable). **For all projects, make sure that you have fully described all relevant administrative procedures in the Maturity Sheet (standard form provided).** This field should not exceed 2000 characters.

B.6 SUSTAINABILITY OF RESULTS

B.6.1 Sustainability of results and follow-up actions:

Please describe how the durability of the project's achievements will be ensured. What are the actions required to make the project functional upon completion (time required, administrative structure, staffing, etc)? Is there a written commitment on behalf of the partners to provide personnel and financial resources that will secure project sustainability after its completion? Do partners foresee the operational costs for project maintenance and possible means of financing it after the Programme funding ends? How accessible will the project results be to final beneficiaries, and what will be their structural impact at the level of local and national policies (improved legislation, planning methods, etc.)? This field should not exceed 1000 characters. **You may also submit a maximum 1-page document in order to justify the financial and operational sustainability of the project outcomes after the end of the financing period.**

B.7 CROSS-BORDER COOPERATION & ADDED VALUE

B.7.1 Intensity of Cross-Border Cooperation: Please describe in which ways the partners shall co-operate by selecting a minimum of two 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 2.4.1 of this manual. **Please mark with an "X" accordingly.**

B.7.2 Cross-Border cooperation and capitalisation: Describe, 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 knowledge; transferring results achieved by working through the wealth of existing experience and identifying links to EU cross-border programmes and initiatives; sharing and disseminating this knowledge to target groups and stakeholders, etc. **Focus only on cross-border capitalisation. Relevance with other projects, interventions and synergies that do not have a cross border character should be mentioned in section B.8.2 below.** This field should not exceed 1000 characters.

B.8 COMPATIBILITY WITH EU AND NATIONAL POLICIES

B.8.1 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, i.e. Equal opportunities, Sustainable Development, Environmental Impact (please fill in the environmental indicators in Section F) and Open Market. If the project DIRECTLY addresses EU horizontal policies, please ensure that reference is made to this in other relevant sections in the application form, i.e. project identification.

B.8.2 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 an EU, national, regional and/or local level. This field should not exceed 2000 characters.

SECTION C - PARTNERSHIP

This section provides contact and other useful details concerning the partners participating in the project implementation, starting with the Lead Partner. The total number of partners must not exceed six (6) including the Lead Partner.

C.1.1 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.

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. <u>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.</u>

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.

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): Please select a value from the drop-down list clarifying whether the organisation is eligible (or not) to reclaim VAT.

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.

C.1.2 Budget of Partner

Total Budget: This field is automatically filled in and concerns the total budget corresponding to the specific partner.

ERDF: This field is automatically filled in and concerns the community contribution corresponding to the specific partner.

National Contribution: This field is automatically filled in and concerns the national contribution corresponding to the specific partner.

C.1.3 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.

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.

D.1.1 Project Budget

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

ERDF: The community contribution corresponding to the specific project;

National co-financing: The national contribution corresponding to the specific project;

Total Budget: The sum of community contribution plus the national co-financing resulting in the total budget corresponding to the specific project.

D.1.2 Total Costs per Action / Budget Line

This table summarises 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 that will be further analysed.

D.1.3 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, in which the specific partner participates, it 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.

D.1.4 Costs per Deliverable and Partner

This is the same table as presented in Section B.2 – Methodological Approach - of the Application Form, that describes the deliverables per project action and partner, with an additional column describing the costs per deliverable and partner. Only the column "Costs (in EUR)" should be filled in, as the first five columns are automatically filled in based on the information inserted in Section B.2. <u>For each deliverable and partner the column, "Costs (in EUR)" must be filled in with the cost corresponding to that partner for the implementation of the specific deliverable.</u>

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 H6 and AB47): The total budget doesn't match the total deliverables' budget in Table "Costs per Deliverable and Partner" (cell Y573)

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

- Red "Totals" (Cells AB53:AB457): The Total budget per Action for each partner doesn't match the partner's total deliverables' cost for the specific action.

NOTE: **The Applicant must attach to the Application Form as Annex the Justification of budget costs** for the proposed activities (explaining the way that each Action/Deliverable cost has been calculated). This justification could include, for example, calculations based on man-months of effort for the tasks described, specific offers for supplies, etc. The **Justification of Budget Costs** document shall be provided in the required format (**see a) the standard form provided and b) the Budget Justification Instructions in the Applicant's Package**).

SECTION E – TIMETABLE

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

E.1.1 Timetable

This field is automatically filled in with the relevant information provided in Section B (Detailed description), in the table "Work Packages/ Actions", after you insert the "Start" and "End" dates. The project should be concluded within 24 months from the signing of the subsidy contract.

E.1.2 Budget per reporting period

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, per Reporting Period and the grand Totals 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.

SECTION F – INDICATORS

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

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

Specific objective: The specific objective, 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 Sub-theme. Output indicators are measured in physical or monetary units.

Indicators: The output indicators defined in the Programme for the specific Priority Axis and the specific objective are automatically filled in, based on the tables below.

Unit of Measurement: Output indicators are measured in physical or monetary units. The measurement units of the predefined output indicators are filled in, based on the information provided below.

Target: Please specify the targeted value of each output indicator.

Output Indicators per Priority Axis:

Priority Axis 1: Strengthening competitiveness & innovation		
Specific Objective 1.1: Strengthening interaction between research/innovation institutions, SMEs and public authorities		
	Output Indicators	**Unit of Measurement**
1.1	Number of Systemic innovation actions which contribute to increase the competitiveness of the cross border economic systems	Number
1.1	Number of bilateral or international research projects on innovation and competitiveness of the cross border economic systems carried out by Universities and research institutes	Number
1.1	Number of actions concerning SMEs cooperation and/or SMEs joint actions for internationalisation in the maritime border region	Number
1.1	Number of research projects and / or relative actions that contribute to the improvement of the quality of Life and have an environmental added value	Number
1.1	Number of SMEs involved in R&D activities and networks	Number
Specific Objective 1.2: Promoting cross-border advanced new technologies		
	Output Indicators	**Unit of Measurement**
1.2	Number of actions concerning SMEs support for ICT modernisation	Number
1.2	Number of SMEs that have promoted innovation by environmental friendly solutions	Number
1.2	Number of research projects and / or relative actions that contribute to the improvement of the quality of Life and have an environmental added value	Number

Priority Axis 2: Improve accessibility to sustainable networks and services		
Specific Objective 2.1: Enhancement of the cross-border integrated & sustainable connections		
	Output Indicators	**Unit of Measurement**
2.1	Number of actions promoted for the development / improvement of smart transport systems in the programme area	Number
2.1	Number of projects that contribute to the improvement of sustainability and attractiveness of Urban Environment	Number
Specific Objective 2.2: Improvement of transport, information and communication networks and services		
	Output Indicators	**Unit of Measurement**
2.2	Number of actions promoted for the modernization of control and transport security services	Number
2.2	Number of projects that contribute to the improvement of sustainability and attractiveness of Urban Environment	Number

Priority Axis 3: Improving the quality of life, protection of the environment and enhancement of social and cultural cohesion		
Specific Objective 3.1: Promotion of cultural and natural heritage		
	Output Indicators	**Unit of Measurement**
3.1	Number of joint events and cooperation in the fields of tourism, culture and natural heritage promotion	Number
3.1	Number of research projects and / or relative actions that contribute to the improvement of the quality of Life and have an environmental added value	Number
3.1	Interventions for the protection of Natura Areas	Number
3.1	Number of projects concerning solid waste management	Number
3.1	Number of joint actions for risk prevention and natural hazard projects	Number
Specific Objective 3.2: Valorisation & improvement of joint protection, management of natural resources, natural and technological risks' prevention		
	Output Indicators	**Unit of Measurement**
3.2	Interventions to encourage and improve the joint protection and management of the natural environment and water resources	Number
3.2	Number of joint actions for risk prevention and natural hazard projects	Number
3.2	Number of research projects and / or relative actions that contribute to the improvement of the quality of Life and have an environmental added value	Number
3.2	Interventions for the protection of Natura Areas	Number
3.2	Number of projects concerning solid waste management	Number
Specific Objective 3.3: Protection of health and promotion of social integration		
	Output Indicators	**Unit of Measurement**
3.3	Number of joint actions for the protection of health and the promotion social integration	Number
3.3	Number of research projects and / or relative actions that contribute to the improvement of the quality of Life and have an environmental added value	Number
3.3	Interventions for the protection of Natura Areas	Number
3.3	Number of projects concerning solid waste management	Number
3.3	Number of joint actions for risk prevention and natural hazard projects	Number

Result Indicators

Results refer to the immediate impact derived from the project implementation. Project results must refer to the objectives of the specific Priority Axis or Sub-theme. Results are quantified through the use of indicators. As a minimum requirement, 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 and the specific objective are filled in automatically, and based on the table below:

Measurement: The measurement units of the predefined result indicators are filled in based on the information above:

Target: Please specify the targeted value of each result indicator.

Result Indicators per Priority Axis:

Priority Axis 1: Strengthening competitiveness & innovation		
Specific Objective 1.2: Strengthening interaction between research/innovation institutions, SMEs and public authorities		
	Result Indicators	**Unit of Measurement**
1.2	Number of women and youngsters in new mid-term occupation by competitive actions	Number
1.2	Percentage of SMEs funded by the CBC for ICT modernisation which are able to perform e-commerce activities (accept electronic orders or execute electronic sales)	Percentage

Priority Axis 2: Improve accessibility to sustainable networks and services		
Specific Objective 2.1: Enhancement of the cross-border integrated & sustainable connections		
	Result Indicators	**Unit of Measurement**
2.1	Joint strategies and interventions developed in the fields of local, inter-modal and cross board transport systems	Number
2.1	Interventions concerning infrastructures, transport systems, transport and information networks management	Number
Specific Objective 2.2: Improvement of transport, information and communication networks and services		
	Result Indicators	**Unit of Measurement**
2.2	Number of information networks services and digital productions, created or improved for promoting the attractiveness and the accessibility of the programme area	Number
2.2	Interventions concerning infrastructures, transport systems, transport and information networks management	Number

Priority Axis 3: Improving the quality of life, protection of the environment and enhancement of social and cultural cohesion		
Specific Objective 3.1: Promotion of cultural and natural heritage		
	Result Indicators	**Unit of Measurement**
3.1	Percentage of tourism increase in the programming area	Percentage
Specific Objective 3.2: Valorisation & improvement of joint protection, management of natural resources, natural and technological risks' prevention		
	Result Indicators	**Unit of Measurement**
3.2	Number of people that benefit from projects related to wastewater management, water quality, risk prevention and public services	Number
Specific Objective 3.3: Protection of health and promotion of social integration		
	Result Indicators	**Unit of Measurement**
3.3	Number of people that benefit from projects for better health and social public services	Number

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.

2.6 Evaluation Procedure

After submission, each Project Proposal will be subject to a two-phase selection procedure, carried out by the Joint Technical Secretariat:

1st phase: Projects will be checked against their **administrative compliance** and **eligibility criteria**, in order to ensure that they fulfil the administrative and technical requirements of the Programme. This is an on-off procedure - projects which fail to fulfil the technical and administrative requirements of the Programme will be excluded from the 2nd phase and the Lead Partner will be informed in writing.

2nd phase: Only projects that demonstrate administrative compliance and satisfy the eligibility criteria will be subject to a **quality assessment**. The quality assessment is based on a scoring system and results in a ranked list of all the applications that have passed through the 1st phase. It will be carried out by the JTS. The JTS may be assisted by external experts during the project evaluation.

The JTS will examine three different sets of criteria, in order to make a decision on the project's approval. Namely:

1st phase analysis

Projects will be checked against two sets of criteria, in order to ensure that they fulfil the **administrative and technical requirements** of the Programme.

- **Administrative compliance:** It confirms that a proposal has been submitted within the deadline; the Application Form is the official form specified by the Managing Authority, is complete and meets all the requirements set in the respective Call, all requested documents are attached;
- **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 fulfil the administrative compliance and eligibility criteria are 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 analysis

Quality of the project: The quality assessment will only apply to projects that have successfully gone through the 1st phase. During this phase, proposals are evaluated using **core selection criteria.** These entail evaluating the nature of the proposed operation, its relevance with and contribution to the Operational Programme's overall objectives, its timeframe, viability and results in the eligible territory, 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).
- **Implementation-related criteria** (quality of the partnership, quality of management, Quality of the methodological approach, budget and finance).

The different sets of criteria are presented in Annex I. Project Selection Criteria.

The Joint Technical Secretariat carries out the evaluation of proposals, based on the selection criteria approved by the Monitoring Committee. The Managing Authority ensures that the evaluation procedure was carried out in accordance with the requirements of the call for proposals and the approved selection criteria.

Then, the MA submits to the Project Evaluation Committee:
1) the application forms of the submitted project proposals;
2) a ranking list of all evaluated project proposals;
3) all evaluation forms; and
4) the fiches of the submitted proposals

The 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 12 points in the score of the 2 assessors, the average score will be calculated and will define the final score obtained.
- For evaluations with a difference higher than 12 points, a third evaluation will take place, which will define the final mark of the project.

The projects are ranked according to the results obtained and applications are divided into three categories (based on the budget available and the results of evaluation):

- Applications proposed to be accepted;
- Applications proposed to be rejected; and
- Applications proposed to be further discussed at the Project Evaluation Committee (acceptable under conditions).

To be financed by the Programme, a project must:
- obtain at least 50% of the total evaluation points (42 points), as well as 50% of the points attributed to each subcategory of evaluation criteria (Content-Related Criteria and Implementation Related Criteria).

The Project Evaluation Committee examines all project proposals on the basis of the preliminary technical evaluation, carried out by the JTS, performing a strategic evaluation and finalises the evaluation by filling in the final evaluation forms. Then, the MA submits the following documents to the Monitoring Committee:

1) The application forms of the submitted project proposals;
2) A ranking list of all evaluated project proposals;
3) The final evaluation forms and
4) The fiches of the submitted projects

The Monitoring Committee selects and approves the projects to be funded.

3. Project Implementation Manual

3.1 Contracting of a Project Proposal

On the basis of the Monitoring Committee's decision (selected project proposals), the Managing Authority shall sign a subsidy contract with the Lead Partners of the projects.

The signing and submission of the Partnership Agreement to the JTS is a prerequisite for the signing of the Subsidy Contract (See Annexes II and III).

Where projects are approved under certain conditions, the revised Application Form is also a prerequisite for the signing of the Subsidy Contract.

3.2 Reporting procedures

The Lead Partner is the Lead beneficiary in accordance with article 20 of Commission Regulation 1080/2006 for the project. It is responsible for the submission to the Joint Technical Secretariat (JTS) of progress reports on project implementation activities 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 Lead Partner will collect the expenditure made by all project partners including itself, which must be accompanied by the relevant verifications, signed by the competent controller of the respective country. The verified expenditure of all partners must be attached to the relevant progress reports. The Lead Partner will use the official forms (Progress Reports), as in force, which are provided by the MA/JTS.

Should the Project Partners delay in submitting to the Lead Partner their activity and financial reports, the 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 Lead Partner their table of verified expenditure, the 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 Operational Programme.

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 Certifying Authority in order to enable the latter to proceed with the payment claims requested by the Lead Partner.

The Joint Technical Secretariat, Managing Authority, Certifying Authority, the National Coordinators, the Cross-border Info Point and the European Commission may at any time ask for supplementary information concerning payment claims or the project itself.

Considering that payment of ERDF contribution is made by the European Commission in accordance with the Community provisions concerning the budget commitments of the Structural Funds, the 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 April of the respective year
April - June	20 July of the respective year
July - September	20 October of the respective year
October – December	20 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.

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 MIS Code, **the Project Title and the Project Acronym**

1. GENERAL PROJECT INFORMATION[8]

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.

Specific Objective: Please choose from the drop-down menu the relevant Specific Objective of the project, as described and approved in the Application Form.

Project title: Title of the project.

Project acronym: Acronym of the project.

Subsidy Contract Number: Please insert the Subsidy Contract Number.

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

Country of Lead Partner: Please choose from the drop-down menu the country of origin of the Lead Partner, as stated in the approved Application Form.

Partner's institution (full name): Please insert each partner's institution full name in English

Country: Please choose from the drop-down menu the country of origin of each partner

Total Approved Budget (according to the AF): Please insert the total approved budget of each partner as stated in the approved Application Form

Legal Representative: Applicable only to the Lead Partner. Please provide the name, position and the contact details of the legal representative of the Lead partner, as stated in the approved Application Form.

Project Manager: Applicable only to the Lead Partner. Please provide the name and contact 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

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

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 and the contact details of the person nominated as the Project Financial Manager who is responsible for monitoring all financial aspects related to the project's implementation.

Reporting Period:

- **Start**: Please insert the date that the reporting period starts.
- **End**: Please insert the date that the reporting period ends.

Project Duration:

- **Start**: Please insert the date that the project starts according to the approved Application Form.
- **End**: Please insert the date that the project ends 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. 2000 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. 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. 1500 characters)

Please summarise the main achievements during this reporting period.

2.3 Analytical description of the implemented actions, outputs and results during this reporting period with reference per work package and partners' involvement (max. 4000 characters)

Please describe the implemented actions, outputs and results during this reporting period referring to the achievements made in each work package and mentioning the involvement of the project partners in the implementation of the actions.

2.4 Next steps to be taken for the project's implementation (max. 1500 characters)

Please describe your work planned for the following implementation period.

2.5 Problems encountered and proposed solutions (max. 1500 characters)

Please refer to any problems encountered in the implementation of the project, mentioning the measures taken to overcome them. In case the problems are not dealt with, please indicate your proposed solution for their resolution.

2.6 Changes in the Implementation (max. 1500 characters)

Please state if you consider making any modifications of the approved Application Form. The project implementation must strictly follow the implementation plan of the approved Application Form. Under no circumstances should any changes be made without the knowledge and approval of the Managing Authority. Additionally, important changes/modifications may require the submission of a revised application form, and/or the approval of the programme's Monitoring Committee. Please follow instructions provided in the Project Manual as in force.

3. PRIORITY THEME

Please indicate all verified expenditures per priority theme during this reporting period and in total since the beginning of the project, regardless of when they've been incurred or paid out.

4. INDICATORS

4.1 Output Indicators

Indicators: Output indicators for the specific priority axis and area of intervention are automatically filled in.

Unit of Measurement: Units of Measurement for each indicator are automatically filled in.

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

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

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

4.2 Result Indicators

Indicator: Result indicators for the specific priority axis and area of intervention are automatically filled in.

Unit of Measurement: Units of Measurement for each indicator are automatically filled in.

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

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

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

4.3 Impact Indicators

Indicator: Impact indicators for the specific priority axis and area of intervention are automatically filled in

Unit of Measurement: Units of Measurement for each indicator are automatically filled in.

Value: Please specify the target value of each impact indicator, by selecting a value from the drop-down list.

5. FINANCIAL REPORT

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. **<u>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.</u> In case your project deliverables exceed the lines present in this section of the Progress Report, double click in the last completed cell of the specific table and press enter. You will immediately see a new line. Fill it in and repeat this procedure for as many lines as needed.** In this table you can add as many lines as you wish.

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

Please indicate all verified expenditure within the specific Reporting Period and in total since the beginning of the project, per each project partner regardless of when it’s been incurred or paid out. In case there is no verified expenditure during this reporting period for a specific work package/action, please do not complete the columns of the categories of eligible expenditure (staff cost, overheads, etc.), but only the columns *Partner No.*, *Work Package*, *Action* and *TOTAL verified expenditure including this reporting period*.

5.2.B Project costs per partner, work package, actions and categories of eligible expenditure for paid out costs only

Please indicate all expenditure paid out within the specific Reporting Period and in total since the beginning of the project per each project partner regardless of whether they are verified or not. In case there is no paid out expenditure during this reporting period for a specific work package/action, please do not complete the columns of the categories of eligible expenditure (staff cost, overheads, etc.), but only the columns *Partner No.*, *Work Package*, *Action* and *TOTAL expenditure paid out including this reporting period*.

5.3 Verified and Paid Out Expenditure per Partner

This table indicates the verified and paid out expenditures per partner, using the information provided in the previous tables.

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.

5.5 Project costs per year and partner

Please indicate all verified costs per year and partner, as well as the annual budget per partner according to the Application form.

5.6 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. (max. 1500 characters)

6. 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 EC requirements on information and publicity measures, acknowledging EC Structural Fund assistance been complied with?

YES: If yes, give details and send proof 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

3.4 Payments / cash flows

ERDF

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 Lead Partner in the application form. Payments from the Certifying Authority to the Lead Partner will be made in euro (€). The Lead Partner shall further transfer the respective European Union's contribution to the PPs interest-free bank account within one month of its receipt. The amounts will be paid according to the flow of funds from the European Commission.

Payment of the eligible preparation costs, as specified in chapter 2.4.2 of this manual, will be included in the first progress report.

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 Lead partner and project partners.

In case that the ERDF annual contribution (as stated in the Operational Programme) is automatically decommitted by the European Commission, in accordance with the EC Regulation 1083/2006, the Managing Authority reserves the right to consider the possibility of reducing the approved ERDF budget of the project with respect to expenditure not carried out in accordance with the stipulated timetable.

In both cases the Monitoring 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.

National Contribution

For Greek Partners the national contribution will be granted through the Public Investments Programme. For the Italian Partners, in turn, the national contribution will be covered by the Rotation Fund (Fondo di Rotazione).

3.5 Project modifications

Introduction

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 Subsidy Contract and Partnership Agreement provide the basis for project implementation. The programme's Monitoring 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 full freedom to develop the projects but are expected to follow the basic agreement of the Subsidy Contract. 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.

Definition of categories of project changes

Two main categories of project changes can be defined, these are:

- **Project modifications** are changes to the project plan which need special approval by the Managing Authority or Monitoring Committee,
- **Administrative Information** includes changes of contact details and other data of minor significance.

1. Project Modifications

The Lead Partner must address, to the JTS (in accordance with the requirements set out in article 8 of the subsidy contract), any requests for modification of the project. The request for modification must be duly justified.

Modifications approved directly by the Managing Authority:

- Reallocation between the respective budget categories or between actions for amounts equal to or **less than** 20% of the total budget of the project. The percentage of the requests for amount reallocations will be calculated cumulatively upon previous modification requests
- Small changes to the project's implementation.

The above mentioned changes will be permitted provided that they are fully justified and do not affect the objectives, results and indicators of the project (i.e. number of outputs).

The procedure for the approval of the above mentioned cases of project modifications is as follows:

The Lead Partner submits a duly justified request to the Joint Technical Secretariat that forwards it, along with its recommendations, to the Managing Authority of the Programme, according to its internal rules of procedures. The Managing Authority decides upon the approval of the request on the basis of the Joint Technical Secretariat proposal. The JTS will provide the answer to the Lead Partner and copy it to the Managing Authority. Any relevant claim must be sent to the JTS no later than 40 days prior to the date on which the proposed modification is requested to become effective.

In all the above mentioned cases no modified Application Form (hard copy) needs to be submitted.

Modifications approved by the Monitoring Committee.

- Reallocation between the respective budget categories or between actions for amounts **greater** than 20% of the total budget of the project. The percentage of the requests for amount reallocations will be calculated cumulatively upon previous modification requests. Budget reallocation between Budget categories or between actions, of over 20% of the total budget may occur only if the requested change does not alter the minimum requirements, nor the planned action, nor the outputs and results, and does not endanger the general project principle of co-operation. In addition to the above, it is crucial for a project to keep constant those categories that are of crucial importance for the project implementation and the partners' cooperation.

- Reallocation of budget resources between partners. Requests to extend the overall duration of the project.
- Significant changes to the nature of the project, and in particular to the objectives and the expected results, is in principle, not allowed. However, in some cases, modification of the approved project structure might be necessary. These changes must be well justified and described as soon as they become evident.
- Modification to the composition of the partnership. In this case, the partnership has two choices:
    - The specific partner will be replaced by another partner who will implement all the activities with the same budget. This new proposed partner should meet all the eligibility criteria as stated under the Call for Proposal from which the project was contracted, and in particular have at least the same expertise and preferably be active in the same field of work as the one withdrawing, proving its competency to implement the allocated project activities without changing their nature, nor affecting the described objectives, deliverables and results of the approved project.
    - The activities and the budget of the withdrawing partner will be allocated among the partnership in a duly justified way.

In both abovementioned cases the withdrawing partner should return any funds received to the Lead Partner or to the bank account specified by the Joint Technical Secretariat.

In case of modification of the composition of the partnership, the Lead Partner must submit to the JTS the following documents:

1. Documents showing that the specific partner/s will be excluded from the project, explaining the need of replacement of the partner/s in question.
2. Documents proving that all partners approve the project's new composition
3. A report duly justifying the relevant modification
4. The new Application Form and the relevant supporting documents (i.e. new procurement plan) all stamped and signed by the legal representative of the LP.

- Budget modifications decided by the Monitoring Committee on the basis of sound financial management of the Programme.

Procedure for the approval of the above mentioned cases of project modifications:

After the approval of the modification proposal by all Partners, the Lead Partner submits a request to the Joint Technical Secretariat that forwards it according to its internal rules of procedures to the Managing Authority of the Programme. The Managing Authority, taking under consideration information provided by the Joint Technical Secretariat, presents its proposal to the Monitoring Committee that decides upon the approval of the request. The JTS will provide the answer to the Lead Partner and copy it to the Managing Authority.
Any relevant claim must be sent to the JTS no later than 60 days prior to the date on which the proposed modification is requested to become effective.

After project's approval, the LP must submit to the JTS a new Application Form and Partnership Agreement. The JTS will amend the Subsidy Contract and the relevant annexes and send then in the form of an official contract modification.

b. Administrative Information

For a change of contact details, a simple notice is required. The same applies for changes to a bank account, however, the MA preserves 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.

The abovementioned modifications will have retroactive effect and are applicable for the approved projects under the 1st, the 2nd and the 3rd call of proposals of the ETCP "Greece-Italy 2007-2013".

ANNEXES

I. PROJECT SELECTION CRITERIA

II. PARTNERSHIP AGREEMENT

III. SUBSIDY CONTRACT

IV. PROGRESS REPORT

V. GUIDANCE ON MANAGEMENT VERIFICATIONS

VI. MINISTERIAL DECISION ON MANAGEMENT AND CONTROL SYSTEMS OF EUROPEAN TERRITORIAL COOPERATION OPERATIONAL PROGRAMMES, AS IN FORCE (REGARDING GREEK BENEFICIARIES)

VII. SPECIFIC GUIDELINES ON PROJECT IMPLEMENTATION PROCEDURES AND THE ELIGIBILITY OF EXPENDITURE (REGARDING GREEK BENEFICIARIES)