

**IPA Component lib - Cross-Border Programme Croatia-Serbia 2007-2013  
2nd Call for Proposals (IPA 2008, 2009, 2010 and 2011)  
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Tender type: Grant**

**Q&A**

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Abbreviations:

AF – Application Form

CfP – Call for Proposals

GfA – Guidelines for Applicants

<b>No</b>	<b>Question</b>	<b>Answer</b>
1	Is there a possibility that this program would financially support a scientific research dealing with various types of ethnic attitudes, value orientations and political ideologies in the region of eastern Croatia and north-western region of Vojvodina in Serbia, which would be carried out by the Institute for Migration and Ethnic Studies in Zagreb?	As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.  <i>Please note that eligibility of action is stated under point 2.1.4. of GfA</i>
2	Can private companies participate in the Call for Proposals or are only NGOs eligible to apply? Also, Is it mandatory to have local self-government as partner on the project?	As stated under point 2.1.1.2. of GfA, applicants must be non-profit legal persons (in case that an applicant and/or partner is registered as e.g. a limited liability company (d.o.o.), cooperatives, private institutes, etc...their non-profit status must be proven by their statutes or articles of association or by a decision brought by the shareholders. The decision must state that the applicant's and/or partner's surplus income is used for financing their own activities and not distributed to shareholders or directors as profit/income. Furthermore, applicants must belong to one of the three categories according to measure as stated under point 2.1.1.2. of GfA. Finally, please note that applicants must also satisfy all other criteria as mentioned under point 2.1.1. of GfA. With regard to partners, it is not obligatory to have a local authority as partner. However, partners must satisfy all criteria stated under point 2.1.2. of GfA.
3	Is project preparation (project development, preliminary work design, obtaining of legal permits) for objects dealing with renewable energy, such as biogas plant?	As stated under point 2.2.4 of GfA., in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.  <i>Please note that eligibility of action is stated under point 2.1.4. of GfA</i>

4	Can we apply for funding of scientific research dealing with social/political/psychological issues, which would be implemented in Slavonia and Baranya on one side of the border and in Vojvodina on the other side of the border?	As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.  <i>Please note that eligibility of action is stated under point 2.1.4. of GfA</i>
5	Since the Spačva basin is spread out on the Croatian territory (2/3) and on Serbian territory (1/3) is it justified to build an international biological station in the overall territory covered by alluvial forest? In the Republic of Croatia there is only one such biological station (Velebit)	As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.  <i>Please note that eligibility of action is stated under point 2.1.4. of GfA</i>
6	With relation to Second Call for proposals IPA CBC Croatia - Serbia, I would like to ask whether there is some requirement related to the number of years that the organization is founded for, meaning the years that have passed from its establishing?	No, there is no requirement related to number of years passing from the establishment of either applicant or partner organization.
7	We would like a clarification on whether our organization (Radio broadcast Vojvodina) being a public media service is an eligible applicant under this CfP? As our potential partner we are considering Croatian radio television (HRT) also being a public service.  Also, we would like to know if production and broadcast of identical media content in Vojvodina and Slavonia is eligible activity under first and second priority?	As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.  <i>Please note that eligibility of applicant, partner and action is stated under under points 2.1.1., 2.1.2. and 2.1.4. of GfA</i>
8	Could you confirm the eligibility of partners - for example can an NGO from Nis (Serbia) be a partner in CBC project?	As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.  <i>Please note that eligibility of applicant, partner is stated under under points 2.1.1. and 2.1.2. of GfA</i>
9	In section 4 of the application - reference - can both applicants (lead functional) and the applicant fill the part on previous experience?	In reference to point 4. Experience of similar actions under section I. Action under Part B. Full Application form of Annex A Application Form, both applicants and even partners should list their experience of similar actions by copying the table as many times as needed.
10	Is the company Hrvatske šume d.o.o. eligible partner? Although the Guidelines states that partners and applicants must be nonprofit organizations, we must note that the company Hrvatske šume d.o.o., although established as Ltd, is engaged in the general public domain through the	As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.  <i>Please note that eligibility of applicant is stated under under point 2.1.1. of GfA</i>

	<p>integrated management of state forests in the entire Croatian territory in an environmentally sensitive, economically efficient and socially responsible manner towards the whole society. The same question we have asked on several places, but we have got different answers.</p> <p>We also want to emphasize the fact that in the frame of the IPA Operational Programme Croatia – Hungary 2007-2013 the project by the name Nature no.1 was funded, where the project leaders were Hrvatske šume d.o.o., Forest Management - a subsidiary of Našice.</p> <p>Please check if Hrvatske šume d.o.o. may be eligible partner in this currently opened Call for Proposals.</p>	
11	How long does an organization need to exit/ operate in order to be eligible to apply for this call for proposals? Is there any condition considering that?	Please see answer under Q6
12	In case that applicant or partner in the project have the ability to perform works or services in the project (for which have an official registrations in Serbian Business Register Agency) is it necessary to make a procurements or tender for some other services or work supplier?	As stated under point 2.6. of GfA all contracts (services, works or supplies) to be awarded during the implementation of an action must follow the procedures set out in Annex IV to the contract. In other words, the beneficiary must award the contract to the tenderer offering the best value for money in compliance with the principles of transparency and equal treatment for potential contractors. Since conflict of interest must be avoided, it is not possible that the grant beneficiary is at the same time also the subcontractor.
13	Are wine-grower associations eligible to apply for actions related to improvement of wine production as a precondition for development of tourism and hotel/catering services?	<p>As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.</p> <p><i>Please note that eligibility of applicant, partner and action is stated under under points 2.1.1., 2.1.2. and 2.1.4. of GfA</i></p>
14	Can a Slovenian development agency apply under the IPA CBP Croatia-Serbia 2007-2013? Can we be partners?	<p>As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant or a partner.</p> <p><i>Please note that eligibility of applicant and partner is stated under points 2.1.1. and 2.1.2. of GfA</i></p>
15	1) Can the applicant be the development agency from Slovenia, however, it is not founded on an assumed area of programming Croatia-Serbia, as it is recorded in your program IPA Cross-Border.	1) As stated under point 2.1.1.1. of GfA in order to be eligible for grants, applicants must be established in one of the two beneficiary countries (i.e. Croatia and/or Serbia). Furthermore, when applying for funds allocated to Croatia, the applicant must be established in Croatia, and when applying for funds allocated to Serbia, the applicant

	2) As a partner that would participate in the project, would be company from Slovenia, including a company from Serbia.	<p>must be established in Serbia. (Note: this obligation does not apply to international organizations). Please note that in order to be eligible, applicants must meet all other criteria under point 2.1.1. of GfA.</p> <p>2) As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant or a partner.</p> <p><i>Please note that eligibility of applicant and partner is stated under points 2.1.1. and 2.1.2.. of GfA</i></p>
16	Can a school from Rijeka apply under the IPA CBP Croatia-Serbia?	<p>As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant or a partner.</p> <p><i>Please note that eligibility of applicant and partner is stated under points 2.1.1. and 2.1.2.. of GfA</i></p>
17	It is planned to organize study trips to the EU country - Czech Republic - Brno "Central Institute for Supervising and Testing in Agriculture", which is outside the program area. The reason of this study tour is a specific training referring to the implementation of the monitoring of agricultural land and environmental protection via the LPIS system, including supervision in GIS, field and laboratory research. All relevant institutions and farmers are linked by the system. The aim of the education is to convey the experience of one of the best systems that works in the EU to agricultural producers in Croatia and Serbia. Can we incorporate this activity in the proposal?	<p>As stated under point 2.1.4.4. of GfA, actions must be implemented in the programme area. However, a particular activity outside programme area may be acceptable if justified properly and necessary for achievement of project objectives and under the condition that this activity can in no way be implemented within programme area (e.g. study visit outside of programme area only if the location offers a specific advantage and cannot be found within programme area)</p>
18	It is planned to perform laboratory analyses of soil and groundwater in the laboratories of the first and the second partner. Can we express the cost of analysis through: chemicals, supplies and human labour? Human labour will be displayed in human resources under the item of project experts - analysts (three men) and their work make a part of the financing of the project. Is there a better way of expressing the cost of laboratory analysis	<p>There are two ways to budget the analysis: In case, the project team is in charge for the development of analysis their work can be expressed only through their salaries as listed under <i>Heading 1. Human resources</i> and they may not receive any additional fees for services related to project activities. The supplies needed should then be expressed under <i>Heading 3. Equipment and supplies</i> and purchase of these items will be subject to secondary procurement. The other option is to budget costs for expert services under <i>Heading 5. Other costs, services</i> that will be contracted in order to develop the analysis. Please note that activities described may be indicated under <i>Heading 5. Other costs, services</i> only if they are entirely subcontracted to external laboratories not belonging to either applicant or partner organization.</p>

19	<p>Regarding the selection criteria that you will use to evaluate the applicants' financial and operational capacity for the Grant with Publication reference EuropeAid/131909/M/ACT/IPA we would like to ask you to give us an assessment of our capacities.</p> <p>We are Tourist association of Baranja, have 4 employees and were founded by the city of Beli Manastir and several municipalities. We are financed by both are founders and through the accommodation tax.</p> <p>Due to the negative impacts of the economic crisis on the income of local authorities, we fear that our annual financial statement may indicate negative results.</p> <p>How would you find our financial and operational capacity? Would it strengthen our application if we would have The Osijek Baranja County as our partner?</p>	<p>The evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and his partners will be carried out by the evaluation committee in accordance with the evaluation criteria set out under 2.3. (3) of GfA. Therefore, it is not possible to make a prior assessment of your capacities.</p>
20	<p>Is Technical Faculty in Čačak eligible partner?</p>	<p>As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant or a partner.</p> <p><i>Please note that eligibility of applicant and partner is stated under points 2.1.1. and 2.1.2.. of GfA</i></p>
21	<p>Do persons involved in project implementation must be employees of the applicant or partner organization? Do they have to be employees for a longer period of time? Do they have to be full-time employees? How can a person who is not employee of the applicant or partner organization be involved in project implementation? How can a person who works in an organization that is outside of programme area be involved in project implementation?</p>	<p>There are two options of expressing the cost for persons involved in project implementation:</p> <ol style="list-style-type: none"> <li>1) Persons who are budgeted in <i>Heading 1. Human resources</i> are part of project team and may either be an existing employee of the applicant or partner organization or may be hired just for the purposes of the project (new employee) by the applicant or partner organization.</li> <li>2) Experts whose services are contracted should be budgeted in budget <i>Heading 5. Other costs, services</i> and must not be from applicant or partner institutions. Subcontracting of services is governed by principles of Annex IV and there are no restrictions as to geographical origin or nationality of experts hired.</li> </ol>
22	<p>1) Would main project and location permit be regarded as</p>	<p>1) As stated under point 2.4. of GfA, applicants whose projects involve the execution of</p>

	<p>the sufficient additional supporting documents at the projects involving the execution of works or we will be required to submit construction permit as well if we get provisionally selected or listed under the reserve list?</p> <p>2) Location permit determines only basic conditions for infrastructural connection (electricity, water and road connection). Would eligible costs be other related infrastructural connections (i.e. heating, telephone)?</p>	<p>work, all necessary legal authorizations required by applicable law (location permit, construction permit etc) must be submitted during the 4th evaluation step (verification of eligibility of the applicants and partners)</p> <p>2) Eligibility of cost is stated under point 2.1.5. of GfA.</p>
23	<p>Please answer us how to employ a project manager on a project whose duration extends over 12 months, if the Croatian Law on officers and employees in regional and local self-government (NN 86/08, 61/11) proscribes employment for not longer than 12 months?</p>	<p>There are no prescribed rules or practices on hiring of new employees who are budgeted in Heading 1. <i>Human resources</i>. However, employment of staff listed under <i>Heading 1. Human resources</i> must be performed in accordance with national legislation.</p>
24	<p>I kindly ask for your answer regarding the adequate Measure within which the Applicants - Student Centre Osijek and Student Centre Subotica would like to submit a proposal. The project idea is based on cross-border co-operation in area of improving the service provision in university students' living standard, creating conditions for exchange of expertise/know-how in provision of these services, improving the conditions in existent accommodation facilities with a view to a more effective implementation of local economic development strategies.</p> <p>Is such an action adequate for the Measure 1.1 or would be more suitable for 1.3 People-to people?</p>	<p>As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.</p> <p><i>Please note that eligibility of action is stated under point 2.1.4. of GfA</i></p>
25	<p>1) can be the applicant the development agency from Slovenia, however, it is not founded on an assumed area of programming Croatia-Serbia, as it is recorded in your program IPA Cross-Border</p> <p>2) if the applicant is the regional development agency form Serbia and the partner is Development agency from Slovenia, do we need partner also from Croatia</p>	<p>1) Please see answer under Q15</p> <p>2) There are no restrictions as to the number of partners on the project and it is not obligatory to have a partner at all. Please note that all partners on the project must meet the criteria under point 2.1.2. of GfA.</p>
26	<p>Is it obligatory that the Croatian partner organization is registered in programme area or is it sufficient that activities are implemented in programme area? More specifically, can a state institution headquartered in Zagreb be a partner on the project which will be implemented in Osijek or in Vukovar?</p>	<p>Regarding the question on place of establishment as stated under point 2.1.1.1. of GfA, in order to be eligible for grants, applicants must be established in one of the two beneficiary countries (i.e. either Croatia and/or Serbia). However, bear in mind that as stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.</p>

		<i>Please note that eligibility of applicant is stated under point 2.1.1. of GfA</i>
27	Can I receive documents for application in Serbian or Croatian?	The official language of the programme is English and therefore all documents in the Application Package are in English. As stated under point 2.2.1. of GfA applicants must apply in English.
28	Can an organization that has not compiled financial reports in the last three years receive a PADOR number and respectively be applicant under this Call for Proposals?	As stated under point 2.2. of GfA prior registration in PADOR for applicants and their partners for this Call for Proposals is not obligatory. However, please bear in mind that under point 3.3.1. <i>Financial data</i> of AF applicants are required to provide basic financial information for the past three years.
29	Within application form, the requirement for applicants is the following "...the applicants will attach to this application form the CVs of the project managers recruited or to be recruited by the lead functional applicant and his applicant counterpart" (section 4 List of the management board / committee of your organization) - does this mean that applicants should submit CVs of project managers if they are a part of their organization or should they submit CVs also in the case of engaging external services for project management? In addition, by "project managers" do you mean just actual manager of the project or project administrator, financial manager and similar are also included in this categorization?	Employees of the Applicant 1 and Applicant 2 institution who will be engaged as project managers shall submit CVs. In case applicant intends to hire a new person for the position of the project manager no CV is required to be submitted since applicants should run a recruitment procedure in accordance with national legislation (in case new employee is budgeted as part of project team under Heading 1. Human resources). Applicants are not required to submit CVs of other project team members (financial manager, project assistant etc.). Please note that it is not allowed to engage "external services" (e.g. to subcontract a company) for project management since staff of the applicant's institution is responsible for management of the project. However, applicant's institution may hire a new person as a member of the project team budgeted under budget heading 1. Human Resources.
30	<p>We would like to know if religious communities are eligible applicants or partners under the Measure 1.3. People-to-people?</p> <p>The Catholic parish in Šid (Serbia) and a Serbian orthodox church in Dalj (Croatia) are planning a joint action with the objective to enhance communication between people of different religious denomination on both sides of the border.</p> <p>Both sides are putting effort to improve the life of the population in their area through joint prayers, social interaction and work-shops. These activities would be the part of their project, along with the development of technical documentation for pastoral center and other elements.</p>	<p>As stated under point 2.2.4. of GfA, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.</p> <p><i>Please note that eligibility of applicant and partner is stated under points 2.1.1. and 2.1.2.. of GfA</i></p>
31	Is it eligible to organize only one of the project activities outside of the eligible area - for example, one best-practice	Please see answer under Q17

	study tour to a town in other part of Serbia outside the eligible area? The rest of the project activities would take place the eligible area.	
32	Within our project we have activity that includes joint HR-SER Danube region presentation on one of the international tourist fairs that is outside of the programme area. This activity contributes to the project results and has direct impact on the programme area, as do all other project outputs and results. Could you please tell me are the travel costs, participation costs and all other costs connected to this activity eligible?	Please see answer under Q17
33	<p>1. I would like clarification regarding documentation that should be annexed to the Application form and submitted:</p> <p><b>Regarding statutes or articles of association and copies of the latest accounts</b> – can these documents be in Serbian or must they be in English? Which type of certification of these documents is needed? Does the signature and stamp of the company's director suffice or is it necessary to certify the document by the municipality, court or similar institution? (if documents must be in English does the signature and stamp of the officially certified interpreter suffice?</p> <p><b>Regarding Legal Entity Sheet and Financial Identification Form</b> – must these documents be in original in all packages sent to JTS (original + copies) or do we send one original + officially certified photocopies or one original + ordinary photocopies</p> <p><b>Regarding payslips of employees</b> – for how many months in the past? Can we submit payslips or do we have to ask our finance department to calculate the average salary for the period requested? Do these documents need to be certified? Does our company's stamp suffice or should we obtain a stamp from another institution?</p> <p>Finally, please provide me with a YES/NO answer as to which of the documents need to be submitted and what</p>	<p>1. As stated under point 2.4. of GfA only applicants who have been provisionally selected or listed under the reserve list will be requested in writing to supply the supporting documentation listed under point 2.4. of the GfA. As stated under 2.2.1. of GfA at this stage only the Application form and the published annexes (budget, logical framework, list of indicators) should be submitted and no additional annexes should be sent.</p> <p>As stated further under point 2.4. of GfA those supporting documents may be either in Serbian or Croatian or English or any official language of the European Union.</p> <p>Supporting documents requested must be supplied in the form of originals or photocopies of the said originals. Ordinary photocopies will suffice, there is no need to certify them by notaries. However documents mentioned under points 3 (Legal Entity Sheet) and 4 (Financial identification Form) must always be submitted in original.</p> <p>Supporting document should bear a legible signature and stamp of the legal representative of the applicant or partner organization, if not instructed otherwise.</p> <p>Documents such as VAT registration document, company register excerpt, official document attesting to the establishment of the entity (official gazette for example) are required annexes to the Legal Entity sheet for companies and as such should be supplied together with the completed Legal Entity Form for companies (if appropriate) in due time. Please note that applicants who have been provisionally selected or listed under the reserve list and requested to submit the supporting documentation may receive further additional instructions.</p>

	<p>type of certification is needed:  -VAT registration document (PIB)  -Act of association (official gazette of autonomous province of vojvodina)  -excerpt from the company register (APR)  -authorized signatory listing</p>	
34	<p>Our company still has not registered in PADOR, so I would like to know if the registration in PADOR is mandatory and can we register in the upcoming months?</p>	<p>As stated under point 2.2. of GfA prior registration in PADOR for applicants and their partners for this Call for Proposals is not obligatory</p>
35	<p>Do we send the fully compiled documentation to JTS office in Zagreb or can we submit it in JTS antenna office in Sremska Mitrovica?</p>	<p>As stated under point 2.2.2. of GfA applications must be submitted to Joint Technical Secretariat Cross-Border Programme Croatia-Serbia, Trg kralja Petra Krešimira IV br 1, 10000 Zagreb, Croatia. Applications delivered to other addresses will be rejected.</p>
36	<p>In the GfA it is stated that signing of contracts will be in June. Does this mean that project implementation must start from that point or is it possible to start with project implementation earlier, for example in February 2012?</p>	<p>Please note that as stated under point 2.5.2. of GfA the indicative timetable provides only provisional dates.</p> <p>Implementation of the project may start the day following that on which the last of the two parties signs the contract or at any later date as defined in Article 2 of Special Conditions. Please note that according to article 14.2 of the General conditions of the grant contract (Annex II of the Application package) only costs incurred during the implementation (with some exceptions regarding costs post-implementation) are considered eligible. Procedures to award contracts (where the Beneficiary acts as the Contracting authority) may be initiated but contracts may not be concluded by the Beneficiary or its partners before the start of the implementation period of the action.</p>
37	<p>I would like to know if there is a possibility to replace the project manager during project implementation with another person, for reasons such as pregnancy, emigration etc?</p>	<p>In practice, grant beneficiaries have the possibility to replace a member of the project team in justified cases during project implementation. Contracting Authority must be notified of such changes on time and it is the decision of the Contracting Authority whether the proposed change will be accepted or not.</p> <p><i>Please note that grant beneficiaries will receive instructions on project implementation in due time.</i></p>
38	<p>Can a partner participate in more applications as partner?</p>	<p>Yes, as stated under point 2.1.4.7. partners may take part in more than one application</p>
39	<p>Can an applicant participate in 1 project application as Applicant and at the same time be partner in 2 or more additional project applications?</p>	<p>Yes, as stated under point 2.1.4.7. an applicant may not submit more than one (1) proposal either as Applicant 1 or as Applicant 2, but at the same time an applicant can be partner in another project application and partners may take part in more than one application</p>
40	<p>Is it possible that more project applications are selected in which the same organization is applicant in one project application and partner in 2 or more applications?</p>	<p>Yes, it is possible.</p>

41	Is there a requirement regarding the period of establishment of a partner (1 or 2 years or more) in order to be eligible for this CfP?	Please see answer under Q6
42	There is Annex C2 List of indicators contained in the folder «Documents to fill». I would like to know if the indicators on this list must be mentioned also in the logframe. In other words, do I have to use the same indicators for activities and similar or can I create my own?	Annex C2 provides a list of programme indicators. As stated in Annex C2 you are asked to fill-in an indicator table that demonstrates how your project will contribute to the Cross-border Programme Indicators. Other than the programme indicators you should create your own project specific indicators, which should be mentioned in Annex C1 Logframe and relevant parts of the AF.
43	Where in the budget can we include costs for partners participating in the project (budget form does not have sheets for the partners, only for the applicants)?	The budget template does not foresee a separate sheet for costs incurred by partners. There is no need to separate the costs of the partners from the costs by applicants.
44	Is it possible to present the salaries of employees of the university as co-financing by the Croatian applicant (15% of our co-financing). Since we receive our salaries directly from the state treasury and not from the university bank account will it be a problem to present the salaries as co-financing by the university. How do we present the salaries of the employees that work on the project and who are public employees as our own co-financing?	As stated under 2.1.5.6. of GfA the salaries of civil servants or other public employees of the central and local administrations may be presented as co-financing contribution of the applicant. You may emphasize which budget lines represent co-financing by the applicant. This information should be mentioned in <i>budget sheet 2. Justification</i>
45	How do you calculate a per diem on the project? Is there a difference between a per diem for international travel and a per diem within Croatia?	As stated under point 2.1.5.1. of GfA travel and subsistence costs for staff and other persons taking part in the Action, are eligible provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be. Any flat-rate reimbursement of the subsistence costs must not exceed the rates set out in Annex III of the Standard Grant Contract ( <a href="http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm">http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm</a> ), which may not be higher than the scales published by the European Commission at the time of signing this contract.  For general information regarding project cycle management please consult: <a href="http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm">http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm</a>
46	Is it possible to hire a new employee full-time to be funded from IPA funds? How should we calculate such a salary?	As stated under point 2.1.5.1. of GfA cost of staff assigned to the action, corresponding to actual gross salaries, including social security charges and other remuneration-related costs are eligible. Salaries and costs must not exceed those normally borne by the beneficiary or its partners, as the case may be, unless it is justified by showing that it is essential to carry out the action.

		For general information regarding project cycle management please consult <a href="http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm">http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm</a>
47	How many hours have to be fulfilled in order to be able to claim a per diem?	<p>Per diems cover accommodation, meals and local travel within the place of the mission and sundry expenses. The per diem is not calculated based on hours spent on travel. The main precondition that should be fulfilled in order to charge a per diem is an overnight stay. However, it is possible to claim daily allowance costs in case when there is no overnight stay and those must not exceed those normally borne by the Beneficiary or its partners</p> <p>For general information regarding project cycle management please consult <a href="http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm">http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm</a></p>
48	We would like to hire students on the project. Is it possible to hire students via student service office? Do we have to follow a particular additional procedure?	<p>In case new employee is budgeted as part of project team under <i>Heading 1. Human resources</i> applicants should run a recruitment procedure in accordance with national legislation. In case external services are hired, such services should be budgeted under <i>Heading 5</i>. Other costs and services and accordingly a secondary procurement procedure in accordance with principles of Annex IV must be implemented.</p> <p><i>Please note that all grant beneficiaries will receive instructions on project implementation in due time</i></p>
49	Can employees of the university receive fees for services if their employer university is one of the project partners?	No, experts whose services are budgeted in budget <i>Heading 5. Other costs, services</i> must be subcontracted following the principles set out in Annex IV and must not be from applicant or partner institutions.
50	How do we procure supplies? Are there certain limitations under EU public procurement? Is it necessary to have 3 offers for each procurement of supplies? Do we apply Croatian legislation on public procurement or relevant EU legislation?	<p>As stated under point 2.6. of GfA here implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract.</p> <p><i>Please note that all grant beneficiaries will receive instructions on project implementation in due time.</i></p>
51	How do we pay for gas for vehicles which are used for the project purposes?	<p><i>Please note that all grant beneficiaries will receive instructions on project implementation in due time.</i></p> <p>For general information regarding project cycle management please consult <a href="http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-">http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-</a></p>

		<a href="tools/t101_en.htm">tools/t101_en.htm</a>
52	Is there an advisory body which can assist us during project implementation?	<i>Please note that all grant beneficiaries will receive instructions on project implementation in due time.</i>
53	Is it obligatory to send together with the application form: - privacy statement of the institution together with the Self-Governing Agreement on the Foundation of the institution (is that document enough to attest the establishment of the institution)?	As stated under 2.2.1. of GfA at this stage only the Application form and the published annexes (budget, logical framework, list of indicators) should be submitted and no additional annexes should be sent.
54	Do we have to submit CVs of all project managers working under the project for the Applicant 1 and Applicant 2 and for all Partners?	Please see answer to Q29
55	Does Sections 2 "Profile", 3 "Capacity to manage and implement actions" and 4 "List of management board" need to be filled out by partners as well, or just by Applicant 1 and Applicant 2?	Section II. Applicants with all its subsections, sections 2 "Profile", 3 "Capacity to manage and implement actions" and 4 "List of management board" of the AF must be filled in only by Applicant 1 and Applicant 2.
56	Is the EuropeAid ID number obligatory for the partners?	As stated under point 2.2. of GfA prior registration in PADOR for applicants and their partners for this Call for Proposals is not obligatory