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DELEGATION TO THE REPUBLIC OF SERBIA

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## FREQUENTLY ASKED QUESTIONS No. 2

### EXCHANGE 3

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	Question	Answer
1.	<p>On behalf of 3 municipalities from Serbia - I have a question. Namely: our idea is developing a project which includes the same activities (producing of spatial plans) which will be implemented in all of 3 municipalities separately (mirror effect). A fourth but more developed municipality will be our partner as well. Is it eligible?</p>	<p>There is no restriction regarding the number of partners in an application.</p> <p>However, it is worth mentioning that a Lead Applicant shall be identified.</p>
2.	<p>I am founder of an agency which provides services in the fields of consulting and management and also is a business incubator.</p> <p>Reason for this mail is a need for information about the actual call of Delegation of the European Union to the Republic of Serbia - Exchange 3, which for deadline is March 10th 2010.</p> <p>Due to the fact that my team probably will be engaged in preparation of a project for a municipality, at this moment I need information if with this project we can apply with some other municipality from the same district. I don't know if there are some limits about that...</p>	<p>There is no restriction regarding the number of applicants (local authorities) per district.</p> <p>However, please keep in mind that one organization can be partner in maximum two applications.</p>
3.	<p>I am preparing the application for the Exchange 3 Program in cooperation with one Serbian municipality Council and another EU organization as a partner. Although I am not an employee of the city council but since I have international experience in managing the</p>	<p>As it is mentioned in the Guidelines for Grant Applicants "activities undertaken before signature of the contract are ineligible". Therefore activities related to project preparation are not eligible costs . During implementation of the project you</p>

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	<p>EU funding I am helping my town in preparation of documents for this call. Can my engagement in the administration and later in the implementation of the project be seen as an eligible cost if I am declared as a local expert as mentioned in the Guideline for Applicants, below: <i>Costs of engagement of municipal experts from Serbian partner municipalities may be considered as eligible cost.</i> Do I need to have a sort of contract with Serbian municipality or it is just enough to be mentioned in the budget schedule.</p>	<p>can be engaged as local expert and these costs are eligible. It is not sufficient to be merely mentioned in the project: local experts engaged in implementation of the project shall be regularly employed or contracted by the applicant or by partners.</p>
4.	<p>If equipment is purchased to support activities within the project, can project partners transfer the ownership of equipment directly to a non-profit association or a beneficiary after project completion? If not, how should this formally be regulated?</p>	<p>The equipment purchased to support implementation of the action belongs to the grant beneficiary and its partner(s).  After project completion they can be transferred to other recipients of the Action.</p>
5.	<p>It is not clear from the Guidelines, whether each project partner has its own individual budget and how this is evident from the overall budget, or whether a single budget for Lead Applicant is envisioned? Consequently, how is the co-financing flow by partners envisioned?</p>	<p>There is only one Budget for the project. The Budget should cover all expenses including costs related to the partner(s).  In the Budget sheet "Sources of funding" you should include the own contribution (co-financing). In case there are different sources from which co-financing originates, all these sources should be specified in the Budget sheet "Sources of funding".</p>
6.	<p>Are public utility companies (javno preduzeće) eligible partners?</p>	<p>Institutions and organizations fully or partially financed from the budget of the Republic of Serbia or municipal budget can participate as partners in the project.  Therefore if it concerns a public utility companies that is partially or fully funded from the budget of the Republic of Serbia or municipal budget, it can participate as partner in a project.</p>
7.	<p>Is it possible to launch a public procurement process before signing the grant contract? However the contract will be concluded only when funds are approved?</p>	<p>As it is mentioned in the Guidelines for Grant Applicants "activities undertaken before signature of the contract are ineligible".</p>
8.	<p>Several local authorities have contacted us to ask us to be partners in projects to be submitted to Exchange 3. The project proposals are rather developed, interesting and very useful. Our question is: if we agree to the role of the partner, what do we have the right for? Does the partner have the right to claim a certain percentage in the budget for purchasing equipment, namely is the partner</p>	<p>The Budget should cover all expenses including costs related to the partner.  The level of involvement of the partner in the project implementation is the subject of agreement between the parties involved.</p>

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	<p>directly included in the budget, or the partner has only the right to participate on seminars and other events organised by the lead applicant?</p>	
9.	<p>Our organization was invited to join a partnership for a EXCHANGE 3 project application. As we were a member of the consortium of the EXCHANGE 2 project, would this create a conflict of interest?</p> <p>Are we an eligible partner as a NGO registered in the Republic of Serbia?</p> <p>We kindly ask you for a prompt answer, so as to be able to respond to the local government that has invited us to participate in a timely manner.</p>	<p>Your participation in EXCHANGE 2 programme does not imply a conflict of interest for the EXCHANGE 3 grant scheme.</p> <p>Section 2.1.2 of the Guidelines for Applicants mentions that non-governmental organizations registered in Serbia are eligible as partner.</p>
10.	<p>Could a City municipality refer to the Development Strategy of the City? If not can we use our officially adopted Local Environmental Action Plan?</p>	<p>Yes it possible for a City municipality to refer to the Development Strategy of the City, if such is adopted. If not, than you can use the Local Environmental Action Plan adopted by your municipality.</p>
11.	<p>During 2006, in the scope of the Exchange 1 Programme, we implemented the project "Establishment of the GIS system in the municipality".</p> <p>Now, we would like to apply for financial support within the Exchange 3 Programme with the project "Development of the municipal GIS" where we are planning to realize the activities foreseen by the mentioned, GIS development strategy, in order to have a further development of municipal GIS.</p> <p>For the potential project partner we would contact our partner municipality from the previous Call of proposals under Exchange 1 Programme.</p> <p>Please answer the following questions:</p> <ol style="list-style-type: none"> <li>1. Do you find this project description eligible for financing in the current Call for proposal?</li> <li>2. Are the activities related to the data collection and input into the GIS data base eligible for financing in the current Call for proposal?</li> </ol>	<p>As is stated in the Guidelines for Grant applicants:</p> <p>"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>Eligible thematic areas and necessary requirements are described and listed in section 2.1.3 of the Guidelines for Applicants.</p>
12.	<p>Can an EU government owned regional development company dedicated to promoting and developing an EU region be partner in exchange 3 for Serbia?</p>	<p>Section 2.1.2 of the Guidelines for Applicants mentions that regional authorities from the EU member states can participate as partners in the project.</p>

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<b>13.</b>	<p>Spatial Plan development is an investment? Can be more than 20% of the total value of the action spent for a design of a spatial plan?</p>	<p>Spatial plan is not considered as an investment so there are no restrictions related to the percentage of the total value of the project that can be spend for development of a spatial plan.</p>
<b>14.</b>	<p>In a case of activities related to public procurement is it necessary that all the partners conduct the procurement process independently or should the lead applicant conduct the procurement process for all the partners' activities?</p>	<p>All procurements must follow the rules included in Annex IV of the Grant contract.</p> <p>Procedures can be carried out either by the Applicant or Partner(s) according to the division of responsibilities agreed by themselves and described in the description of the Action.</p>
<b>15.</b>	<p>Can a government owned entity such as a National Park be partner in exchange 3 for Serbia?</p>	<p>Any institution or organization fully or partially financed from the budget of the Republic of Serbia or municipal budget can take part as partner in the project.</p>