



EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF SERBIA

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FREQUENTLY ASKED QUESTIONS No.1

EXCHANGE 3- 2nd call

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No	Question	Answer
1.	<p>Should the supporting documents such as</p> <ol style="list-style-type: none">1. Copy of a municipal strategic document2. Decision on adopting of the submitted strategic document by the relevant body3. Article in the Law / Statute confirming that the body which adopted the strategic document is responsible for adoption of such documents <p>be translated into English language or we can provide those documents in Serbian?</p>	<p>Where the documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into English or the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analyzing the application.</p> <p>Therefore, since Serbia is the country where the action is implemented it is not obligatory to translate supporting documents into English language.</p>
2.	<p>Is it possible to register newly-founded organizations in PADOR (if the organization has recently formed, in our case - November 2009.) without prior</p>	<p>Official information from PADOR manual:</p> <p>Depending on your "Reason" for registering in PADOR (field you fill in on the Administrative data screen), some</p>

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	submitting of the financial reports?	<p>screens are mandatory and others are not.</p> <p>In case of your reason of registering in PADOR is for being an "Applicant to Call for Proposal", you will compulsorily have to provide the information requested on the screens "Financial Health" and "Financing Sources" to access to the SUBMIT step.</p> <p>If you apply as a "partner to a call for proposals" or in order to make your organization known by the EC, you will not be obliged to provide financial information through PADOR.</p> <p>For any further requests regarding the PADOR registration please refer to the PADOR help desk.</p>
3.	Is it possible to finance from the project activity such as development of socio-economic feasibility study for restructuring of public-utility enterprises?	<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>Please read Section 2.1.3. Eligible actions, Guidelines for Grant Applicants: actions for which an application may be made carefully.</p>
4.	Can the interviewers and staff providing technical services be paid through the project budget or is there another possibility to cover these costs?	<p>Engagement of interviewers and experts (providing technical services) are eligible expenditures and can be paid from the project budget.</p> <p>These costs should be included either under the budget heading 1, Human resources or under the budget heading 5, Other costs, services, pending on the planned type of engagement.</p>
5.	How is the "rule of origin" applied in cases such as purchase of furniture and construction works – adaptation of premises?	<p>All tenderers are obliged to provide the certificate of origin for any goods that are to be purchased from the EU grant.</p> <p>The certificate of origin must be made out by the competent authorities of the country of origin of the supplies and must comply with the rules laid down by the relevant Community legislation.</p>

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		This means that all goods must to have EU origin or the origin of the country covered by the IPA funds.
6.	<p>Are the following expenditures related to the introduction of the ISO (QMS) standardisation eligible:</p> <ul style="list-style-type: none"> • ISO certification • if the municipality has introduced and implemented QMS standard, is the certification eligible cost <p>Can introduction and implementation of the QMS standards and certification be treated as one process?</p>	<p>Costs of introduction, implementation and / or certification related to ISO / QMS standards are in principle eligible expenditures.</p> <p>Presentation of these expenditures in the budget proposal depends on the specific situation in your municipality and how project activities will be composed.</p>
7.	<p>Do we need to state in the part VI. 'Declaration by the applicant', that we have applied for this program in the previous call?</p>	<p>The answer is Yes, if you are submitting the proposal in the same field as in the previous call.</p> <p>The answer is No, if you are submitting the proposal in other field than in the previous call.</p>
8.	<p>Does the lead applicant have to be the one that is requesting technical assistance / expert support or can it be the one providing assistance / support to its partners?</p>	<p>The lead applicant should request technical assistance / expert support for own employees / departments.</p> <p>This request can also include (i) request for the technical assistance for partner organizations / institutions, (ii) request for provision of technical assistance by partner organizations/ institutions or (iii) combination of (i) and (ii). For example, there can be two (or more) partners, one (or more) providing technical assistance and one (or more) receiving technical assistance (alongside the lead applicant).</p>
9.	<p>Does the lead applicant, LSGs from Serbia, needs to open project specific account and submit relevant information (FIF) prior to submitting project or the project specific account is opened once project is provisionally selected for financing?</p>	<p>You will need to open a project specific account once your project is provisionally accepted for financing.</p> <p>Lead applicants will receive a letter from the Delegation of the European Union to the Republic of Serbia on provisional acceptance of the projects. With this letter, you can open a foreign currency account with the National Bank of Serbia</p>

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		(NBS).
10.	Should both applicant and partner submit FIF (Financial Identification Form) and LEF (Legal Entity Form) or only the applicant?	Only the lead applicant has to submit FIF and LEF forms.
11.	Can the lead applicant be Rakovica Youth Office and the partner on the project municipality of Rakovica?	No, only local authorities - municipality, town / city or city municipality in the Republic of Serbia are eligible as lead applicants.
12.	Municipality of Rakovica does not have strategy of local economic development. Is this document necessary for submitting project?	<p>Proposed actions have to be identified as priorities in an adopted municipal strategic document (sustainable development strategy, sector strategy, action plan, etc.), adopted by the relevant municipal body (Assembly or other body prescribed by the Law or the Statute).</p> <p>Accordingly, project submitted by the municipality of Rakovica has to be identified as a priority in an adopted strategic document - strategy of local economic development or another municipal strategic document.</p> <p>Please note that this municipal strategic document has to be adopted before the deadline for submission of project proposals</p>