



DANUBE TRANSNATIONAL PROGRAMME

Lead Applicants and
Project Partners
seminar

ENI scheme
Call for Proposals

09 February, 2022

A stream of cooperation

09:15 – 09:30	Technical check
09:30 – 09:45	Introduction and timeframe of the ENI call for Proposals
09:45 – 10:15	Project requirements
10:15 – 10:45	Intervention logic and indicators
10:45 – 11:15	Main elements of the Application Form
11:15 – 11:45	Break
11:45 – 12:30	Financial management of the project (budget planning) and eligibility of expenditure
12:30 – 12:55	Project assessment: eligibility and quality assessment
12:55 – 13:30	Q&A
13:30 – 13:35	Wrap-up and closure

Specific Objective 4.1

Improve institutional capacities to tackle major societal challenges

OBJECTIVES

- Support the enhanced cooperation of public administrations at national, regional and local levels;
- Increase the institutional capacity of the ENI countries stakeholders to develop and implement transnational projects in the Danube Region in the thematic fields of the Danube Region Programme 2021-2027.

Programme Area



ERDF

9 EU Member States (*Austria, Bulgaria, Croatia, Czech Republic, Hungary, Germany with two lands Baden-Württemberg and Bavaria, Romania, Slovakia and Slovenia*)

ENI

Moldova

Ukraine

(Chernivetska Oblast, Ivano-Frankivska Oblast, Zakarpatska Oblast, Odessa Oblast)

IPA II* (only as ASP-s in ENI Call)

Bosnia and Herzegovina, Montenegro, Republic of Serbia

- At least **2 Project Partners** (ERDF + ENI);
- **One project** should involve partners **either from Ukraine or from Moldova;**
- **Associated Strategic Partners (ASPs)**
an organisation whose participation is considered crucial for the added value given to the partnership;

- ERDF Lead Partner

Out of the **ENI PPs** the partnership may nominate a **Content LP** who will be responsible for the management of the content of the project and ensuring a coordinated implementation of the activities.

**In total maximum:
3 ERDF and 5 ENI PPs can be involved**



- The ideal **LP** and project partners should be part of the local/regional, national public bodies/bodies governed by public law

The **partners** can be:

- a. national, regional and local organisations implementing policies in the relevant thematic fields.
- b. semi-public institutions such as regional development associations and promoters, innovation and development agencies, research institutes and universities.
- c. regional and local associations of enterprises (e.g. chambers of commerce, unions); professional organisations;
- d. regional, local and county self-governments and their organisations acting as legal entities, regional councils);
- e. International organisations
- f. EGTC – the applicants must have their seats or a regional/local branch registered in the eligible programme area.

ELIGIBILITY OF PARTNERS

g. non-state actors such as:

- o non-governmental organisation;
- o organisation representing national and/or ethnic minorities;
- o local organisations (including networks) involved in the decentralised regional cooperation and integration;
- o consumer organisations, women's and youth organisations, teaching, cultural research and scientific organisations.

Private profit making partners are not eligible to apply for funding under the call.

IDEAL PARTNERSHIP

- **Optimal transnational representation** (linked to the problems and challenges identified the partnership should include institutions from the respective countries);
- Complementary **sectorial expertise** (horizontal composition of the partnership);
- Necessary **expertise** at relevant administrative levels (vertical composition of the partnership);
- **Sufficient** financial, technical and human **resources** to implement project activities.



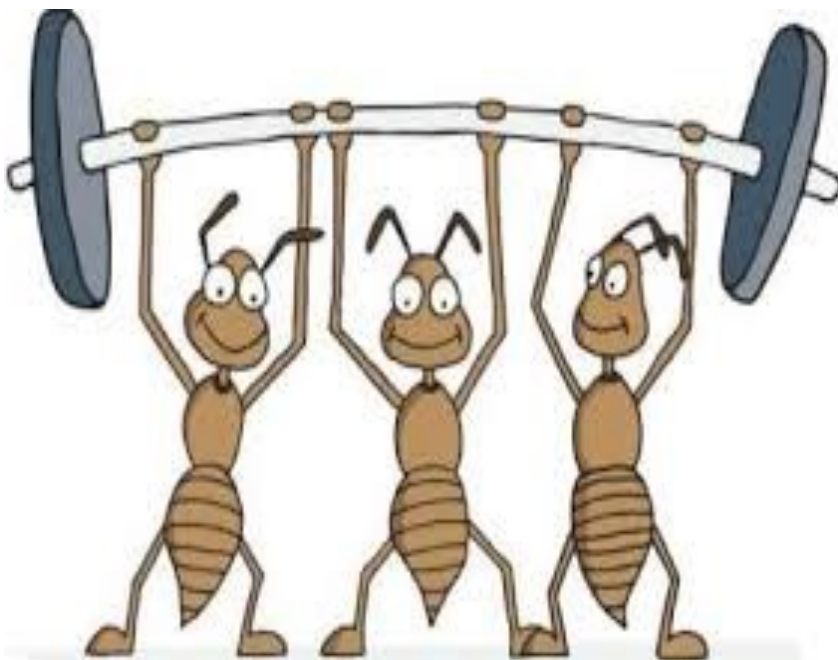
Responsibilities of the Project Partners

- **Carrying out activities** planned in the approved Application Form (AF) and agreed in the Partnership Agreement;
- **Submitting reports** of project activities to payment claims;
- Assuming **responsibility of any irregularity in the expenditure** which it has declared, repaying the Lead Partner any amounts unduly paid in accordance with the Partnership Agreement signed between the Lead Partner and the respective project partner;
- Carrying out **information and communication measures** for the public about the project activities.

3 Work Packages

1 package = 1 project

Maximum 3 projects for Ukraine/Moldova



Awareness raising and communication

Setting up policy dialogue

Capacity building for the Ukrainian and Moldovan national/regional/local public authorities

- Organisation of thematic conferences on topics relevant for transnational cooperation as defined in the new Danube Region Programme 2021-2027;
- Create videos showcasing the success stories with territorial focus, illustrating the ENI countries' benefits when participating in Danube Region transnational cooperation projects;
- Develop and implement communication / PR campaigns (incl. social media campaigns, e.g. LinkedIn, etc.);
- Create sectoral networks of key stakeholders that can act as multipliers.



Work Package 2 Set up policy dialogue

- Scoping study on enabling policy environment; policy briefs as discussion basis for policy dialogues;
- Local/regional/national dialogues events on EU policies with intensified involvement of civic and local stakeholders, forums of ideas and solutions for the development of the capacity of the target Danube Regions to apply EU policies in major topics of the region.



Work Package 3

Capacity building for the Ukrainian and Moldovan national/regional/local public authorities

- Capacity building survey of training needs in the regions;
- Design and delivery of training programmes/workshops for strengthening the participation of ENI stakeholders in transnational projects relevant for the Danube Region;
- Action plans\Institutional Capacity building road maps;
- Implementation of Action plans and road maps and/or on-site trainings;
- Twinning activities which bring together public sector expertise from EU Member States and ENI countries with the aim of achieving concrete mandatory operational results through peer to peer activities (e.g. experience exchange between FLC, auditors).

WORK PACKAGES

Besides the activities listed in the WP, the Lead Applicants can **add complementary activities** provided that it is **feasible to be implemented** within the project timeframe and that they **contribute to the objectives** of the selected WP.

Besides mentioned thematic work packages, each project will have a **mandatory** management, publicity and communication work package.

In the WP Management, the Lead Applicant shall provide a management plan that ensures the feasibility of full implementation of the proposed activities.

One project consists therefore in total of **two work packages** – the WP **management** (This WP must include also the mandatory communication requirements in line with Annex XII, section 2.2 of EC Regulation 1303/2013) and one **thematic work package**.

PROJECT OUTPUTS

- Awareness raising campaign(s); Studies;
- Action plans\Road maps (to enhance human resource management and development, policy framework (e.g. policies, laws and regulations): (1) organizational management (e.g. structure, staffing, financing, work process, facilities and equipment); (2) task networks (e.g. communication with other departments, stakeholders outside government);
- Capacity building actions (in the focus areas such as: (1) financial management; (2) economic planning; and (3) statistics, (4) organizational management etc.) (e.g. training programmes, conferences, workshops, study visits, etc.).



P07 (mandatory)

Number of documented learning interactions in finalised operations



Types of outputs to be recorded:

The term “**documented learning interactions**” is defined as the process of acquiring/enhancing the PA’s knowledge and capacity for transnational cooperation through, capacity building, training, exchange of experience or any other type of learning processes.

Each project is expected to develop at least one learning interaction

The projects under the Specific Objective 4.1. can contribute, if applicable, also to the Programme output indicators

P26

Number of strategies for strengthening institutional capacities and transnational multilevel governance developed and/or implemented.

P27

Number of tools for strengthening institutional capacities and supporting transnational multilevel governance developed and/or implemented.

P28

Number of pilot actions for strengthening institutional capacities and supporting transnational multilevel governance developed and/or implemented.

Link with the EUSDR

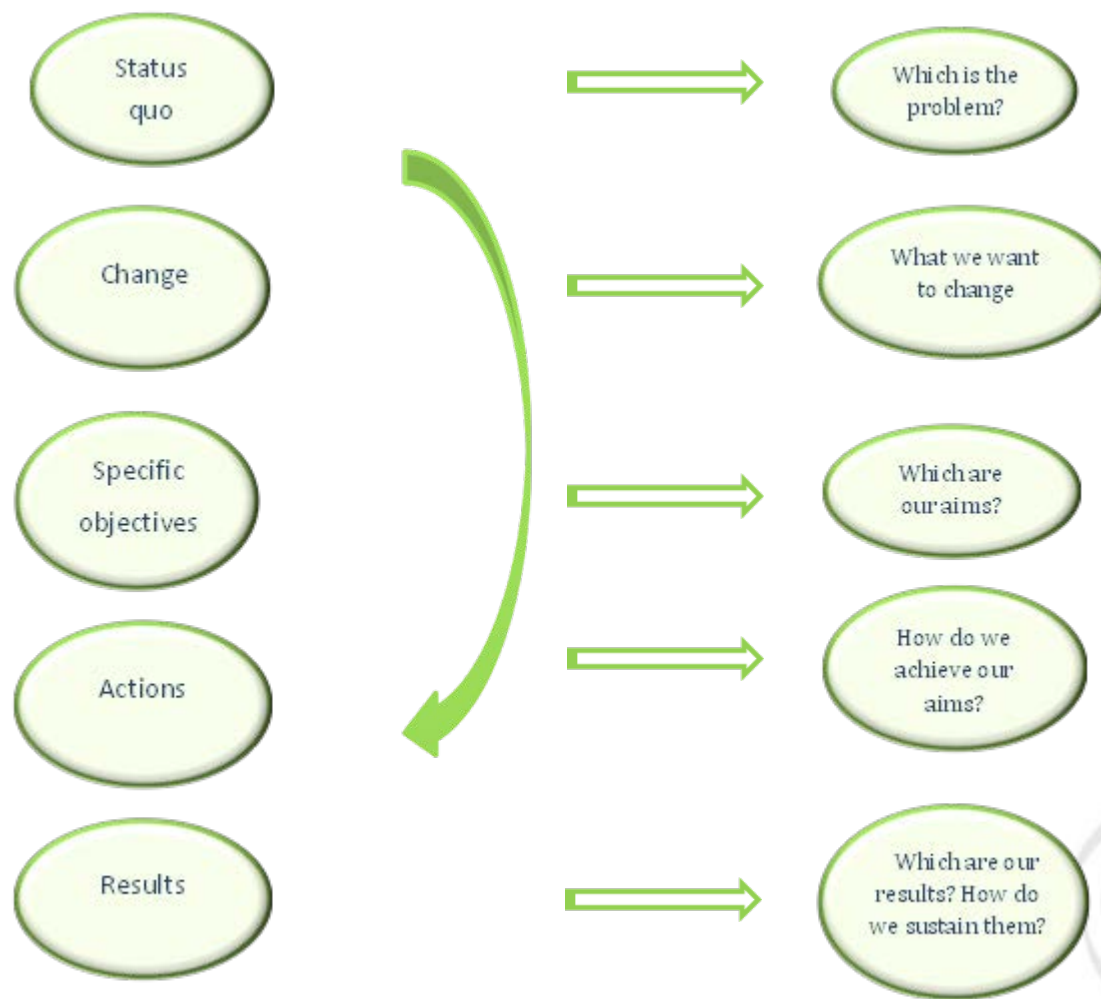
Applicants are expected to describe the link to the relevant EUSDR Priority Area(s) and the concrete contribution to the implementation of the Priority Area(s), as well as the contribution toward achievement of the EUSDR current targets and/or corresponding actions, as described in the official list of targets and actions.

Applicants have to demonstrate **throughout their proposal** that the **Strategy is embedded in the actual implementation of the project** (e.g. by involving the PAC or by proposing activities that are involving the EUSDR bodies).

Check the websites of the specific Priority Areas in order to better understand how the proposal can contribute to the EUSDR (<http://www.danube-region.eu/about/priorities>).

Applicants being in contact with their respective DTP National Contact Point during the preparation phase of their project might also use this opportunity for getting fruitful advice and guidance.

INTERVENTION LOGIC



The maximum **ERDF budget** is roughly **€ 1.4 mil.**

For each project a maximum of €230.000 ERDF funds can be claimed.

Maximum **ENI budget:** € 2.48 mil for **Ukraine**

€ 2.33 mil for **Moldova**



!!! Reimbursement principle – 85%

Eligibility of expenditures:

staff costs, office and administration,
travel and accommodation, external
expertise & services and equipment

Infrastructure is not eligible under ENI Call!

PROJECT DURATION

1 year project



All projects for increasing the institutional capacity of ENI countries should be finished **until 30 June 2023** (latest project end date) without possibility of prolongation.

Deadline for submission of the AFs – 10 March, 2022 (by 15:00 CET).

The **submission of Application Form (AF) is mandatory** for applying for funding within the ENI Call for Proposals (CfP) of the Danube Transnational Programme (DTP).

The **documents for submission:**

- 1) Partnership Agreement (PA);
- 2) State Aid Declaration;
- 3) Declaration of pre-financing and co-financing;
- 4) Declaration of International Organisations;
- 5) Associated Strategic Partner Declaration;
- 6) Lead Partner Confirmation and Signature.

Main elements of the Application Form

Financial management (project budget planning)

Project budget

work
packages
and activities

time plan of
the project

project
partners

spending
forecast

budget lines

simplified
costs

Simplified cost options

- **Staff costs:** possibility for **flat rate** (up to 20% of direct costs)
- **Office and administration:** **flat rate** (15% of staff costs)

Important!

Simplified cost options can be combined for the same PP!
i.e. staff costs on flat rate basis + office and administration on flat rate basis

Involvement of ASPs:

- Travel and accommodation costs
- Part of the sponsoring partner budget

Equipment:

- Details to be included in the Application Form

Revenues:

- Net revenues foreseen to be indicated in the Application Form

Control costs

- **Free** for the PPs from

CZ, HU, HR, RO, SI, SK, UA

- **Control costs to be paid** by the PPs from:

AT, BG, DE, MD

- To be planned under **external expertise and services**

Spending forecast of the project

- Planning the project budget per reporting periods
- Spending forecasts given at partner level will “produce” the project spending forecast
- Periods have to cover **3 months, except the last period**

Reporting period	Reporting deadlines
1 st May – 31 st July 2022	1 st November 2022
1 st August – 31 st October 2022	1 st February 2023
1 st Nov. 2022 -31 st Jan 2023	1 May 2023
1 Feb. – 30 th June 2023	1 st October 2023

Spending forecast of the project

- To be planned by each project partner
- Should be in line with the time plan of the project
- **To be considered:**
 - *Timeframe for activities*
 - *Timeframe for public procurements*
 - *Timeframe for payments*

Spending forecast of the project

- Part of the subsidy contract
- MA/JS will assess the **level of project spending** and the reasons for the lower financial performance

Number of PPs

Min. 2 project partners (1 ERDF PP and 1 ENI PP)

Max. 8 PPs (3 ERDF and 5 ENI PPs)

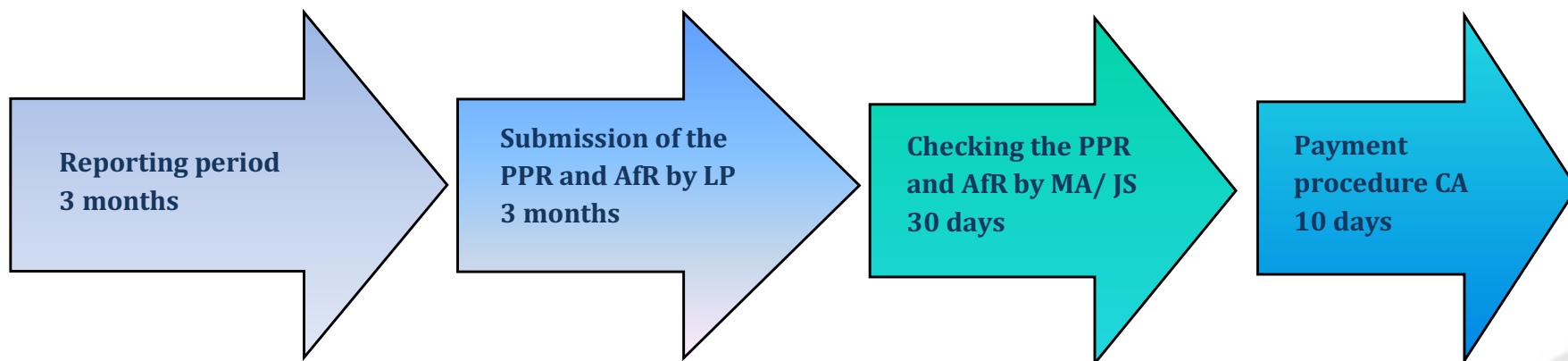
Budget per funds

Maximum ERDF budget per project: € 230.000 for all ERDF PPs within one project

Maximum ENI budget: € 2.48 mil for Ukraine
€ 2.33 mil for Moldova

Maximum EU contribution – 85% (ERDF and ENI PPs)

Timeframe of reimbursement





**Please be
REALISTIC**

!

Use of the EURO

- Project budget (and partner budget) to be planned in Euro
- All expenditure to be reported in Euro
- EU contribution will be transferred to LP in Euro
- Expenditure incurred by project partners in a currency other than the euro shall be converted into euro by using **the monthly accounting exchange rate of the European Commission** in the month during which expenditure was **submitted for verification to the controller**
(http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

Eligibility of expenditure

Eligibility of expenditure by
budget lines

Special eligibility rules

All relevant documents available on the DTP webpage :

- Applicant Manual ENI call
- **Annex: Eligibility of project expenditures**
- Guidelines for the AF ENI Call
- <https://www.interreg-danube.eu/calls/calls-for-proposals/eni-call-for-proposals-2022>



Eligibility in time

Eligible project expenditure shall be **incurred and paid within the project period** defined by the starting date and end date of the project according to the approved Application Form.

Exceptions



- Control costs related to the last progress report and application for reimbursement
- Expenditure incurred in the last reporting period

Eligibility of expenditure by budget lines



Eligibility of expenditure by budget lines



1. Staff cost

- Real cost
- Flat rate (up to 20% of the direct cost)



2. Office and admin.

- Flatrate (15% of staff cost)



3. Travel & accommodation



4. External expertise & service



5. Equipment

Staff costs



The costs of the **personnel employed** by the beneficiary institution and executing tasks for the project

Limited to:

- Salary payments
- Any other costs directly linked to salary payments incurred and paid by the employer, such as employment taxes and social security

Methods of reimbursement:

- Real cost basis
- As a flat rate up to 20% of direct costs other than staff costs

Methods of reimbursement



Each Project partner must choose one reimbursement option in the Application Form which **will remain unchanged through the entire project period.**

Eligibility of expenditure by budget lines

Real cost method:

Justification and supporting documents necessary



Full-time working on the project

(no timesheet necessary)

Part-time work on the project

- Part-time with a fixed percentage of time worked per month on the operation (no timesheets)
- Part-time with a flexible number of hours worked per month (timesheet necessary)
- On an hourly basis (timesheet necessary)

Eligibility of expenditure by budget lines

Flat rate method:

No justification and supporting documents is needed



Flat rate defined in approved AF shall be automatically applied by the given project partner for reporting staff costs in each WP and each reporting period

Cannot **exceed** flat rate defined in approved AF

No further staff costs incurred on real costs basis can be reported

Eligibility of staff costs does not depend on the form of reimbursement

Eligibility of expenditure by budget lines

Basis of calculation of the BL1-Staff costs

<i>Direct costs</i>	<i>WPM</i>
BL3 Travel and accommodation costs	1000
BL4 External expertise and service costs	2000
BL5 Equipment expenditure	3000
Total direct costs (BL3+BL4+BL5)	6000

Eligible BL1 Staff costs = Total direct costs x flat rate

$$\begin{aligned} \text{Eligible staff costs (BL1 WPM)} &= 6000 \\ &\times 20\% = 1200 \end{aligned}$$



Eligibility of expenditure by budget lines



- In case of **staff costs planned on flat rate basis**, costs of the project staff can not be sub-contracted! i.e. **no further costs under external expertise**
- Staff costs on **real costs** basis: method to be in line with the usual practice of the partner's organisation. To be counterchecked with the Controllers as well!

Office and administration expenditure

**Flat rate basis of
15% of the
eligible staff
costs of the
project**

- **Cannot be claimed as direct cost** under other budget lines
- If the staff costs are not eligible, office and administration costs cannot be declared
- If the staff costs are declared on flat rate basis, office and administration are eligible
- No staff costs declared in relevant WP, no Office and administration expenditure can be declared

Eligibility of expenditure by budget lines

The following types of expenditures are included under this budget line (exhaustive list):

- Office rent
- Insurance and taxes related to the buildings where the staff is located and to the equipment of the office (e.g. fire, theft insurances)
- Utilities (e.g. electricity, heating, water)
- Office supplies
- General accounting provided inside the beneficiary organisation
- Archives
- Maintenance, cleaning and repairs
- Security
- IT systems
- Communication (e.g. telephone, fax, internet, postal services, business cards)
- Bank charges for opening and administering the account or accounts where the implementation of an operation requires a separate account to be opened
- Charges for transnational financial transactions

Eligibility of expenditure by budget lines



- Please check the eligible items!
- Items listed under office and administration are not eligible under other budget line!

Travel and accommodation costs

Option A)

- Travel costs
- Costs of meals
- Accommodation costs
- Visa costs
- Daily allowances

Travel and accommodation costs

Option B)

- Per diems according to the **EC-funded external aid contracts**
 - Accommodation
 - Meals
 - Local travel within the place of mission and sundry expenses
- The current per diem rates can be found on the EC website:
https://ec.europa.eu/europeaid/sites/devc/files/perdiem-2015-03-corr-columbia_en.pdf

Eligibility of expenditure by budget lines



- Travels outside the programme area are subject of **approval from JS**: if possible to be included already in the AF!

Attention!

- **Travel costs of ASP to be planned under BL Travel and accommodation (and not BL External expertise)**

Eligibility of expenditure by budget lines

External expertise and service costs

- Studies or surveys (e.g. evaluations, strategies, concept notes, design plans, handbooks)
- Training
- Translations
- IT systems and website, modifications and updates
- Promotion, communication, publicity or information linked to the project
- Financial management
- Services related to the organisation and implementation of events or meetings (including rent, catering or interpretation)
- Participation in events (e.g. registration fees)
- Legal consultancy and notarial services, technical and financial expertise, other consultancy and accountancy services

External expertise and service costs

- Intellectual property rights
- Verifications: Externalised control activities (FLC) for the verification of the project expenditure where it is relevant for the control system of the concerned Partner State
- The provision of guarantees by a bank or other financial institution where required by Union or national law or in a programming document adopted by the monitoring committee
- Travel and accommodation for external experts, speakers, chairpersons of meetings and service providers
- Other specific expertise and services needed for the given project

Attention!

Registration fees for participation in events to be planned under BL External expertise (and not BL Travel and accommodation)

Stakeholders' travel and accommodation costs to be planned under BL External expertise (and not BL Travel and accommodation)

Equipment expenditure

- a. Office equipment
- b. IT hardware and software
- c. Furniture and fittings
- d. Laboratory equipment
- e. Machines and instruments
- f. Tools or devices
- g. Vehicles
- h. Other specific equipment

- Only equipment **listed in the approved AF** are eligible
- **Full costs** of the equipment could be allocated to the project, **if in line** with national and institutional regulations
- **If not**, only depreciation costs shall be allocated to the project.
- Rental or leasing costs for a certain period during the project lifetime are eligible

Attention!

- Cost of **renting of the project equipment** shall be planned under BL Equipment

Attention!

- Budget line **“Infrastructure and works”** is not applicable

Special eligibility rules



Expenditure of the Associated Strategic Partners

- **ENI PPs** can sponsor the ASP(s) from **ENI** and/or **IPA** countries, but **cannot** sponsor ASP(s) from **ERDF** countries
- **ERDF PP** can sponsor the ASP(s) from **ERDF, ENI** and/or **IPA** countries
- ASP-indirectly financed-**no separate budget**
- The costs of the concerned ASP shall be planned in the budget of "sponsoring" ERDF/ENI PP and shall be directly paid /reimbursed by the "sponsoring" ERDF/ENI PP
- Only travel and accommodation costs of the ASP are eligible under BL3-Travel and accommodation



DANUBE TRANSNATIONAL PROGRAMME

ENI scheme
Call for Proposals

Assessment criteria

09 February, 2022

A stream of cooperation



Eligibility criteria



Quality criteria

Failure to meet any of the criteria below results in rejecting the whole proposal:

- The AF has been **submitted within** the set **deadline** (date and time);
- The AF including **signed LP confirmation** has been submitted through the eMS;
- The **AF** is compiled in **English**;
- **Partnership** is composed by minimum **two financing partners** from at least two DTP participating countries of which the LP is located in a EU Member State;
- The **maximum number of ENI and ERDF PPs** is in line with the call rules
- The proposal **contributes to the mandatory output indicator** of the programme;
- **LA** is an **eligible** beneficiary;
- At least **3 joint cooperation levels** are indicated;
- Completeness of **Partnership Agreement**.



**ELIGIBILITY
CRITERIA**

Eligibility criteria applicable to individual partners. Failure to meet any of the criteria below by one partner results in rejecting the single partner affected:

- **Financing partner(s) (ERDF/ENI) are eligible**

The ERDF/ENI financial partner(s) fulfil(s) the requirements set in Part II, point II.2 section 3 (General eligibility rules for project partners)

- **Completeness of submitted ERDF/ENI partner documents, including ASP(s)**

The documents (Declaration of pre-financing and co-financing Statement, State Aid declaration, Declaration for International organisations and ASP Declaration) are filled in and signed by each partner.



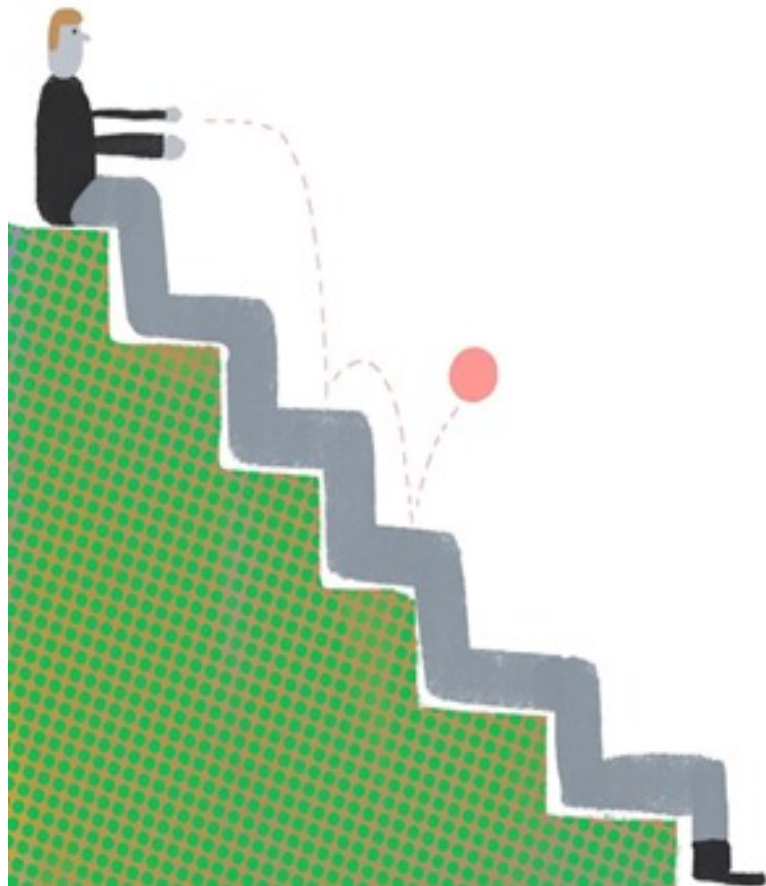
Quality criteria

Quality criteria are closely linked to the **specific objectives and results** of the **DTP SO 4.1**.



Each **quality criterion** is assessed on the basis of sub-criteria, with each being **scored from 0** (not present/missing) **to 5** (very good).

Quality assessment main questions



- 1. To what extent is the proposal in line with the focus of the programme and ENI Call?**
 - To what extent are the main features of the territories involved and their needs and challenges identified and described? Are they connected to the scope of the ENI Call for Proposals?
 - To what extent is the proposal addressing the identified challenges?
 - To what extent the proposal contributes to EU policies/strategies, especially EUSDR?

Quality assessment main questions

2. Is the intervention logic coherent with the Programme SO 4.1 and internally well-structured?

a) To what extent is the project intervention logic coherent and well defined in terms of:

- description of the specific objectives, expected result and outputs
- link between the specific objectives, expected result and outputs
- link between the needs and challenges identified and the proposed outputs and result

b) To what extent the proposed activities and outputs are realistic to be achieved within the project lifetime?

c) To what extent is the work plan realistic, consistent and coherent?

-To what extent is the duration of the project and of the activities realistic?

To what extent are the activities described in detail in terms of how they will be implemented, where, when and by whom.

Quality assessment main questions

3. Is the target group defined and has ownership of the project results?

- To what extent is the target group clearly identified and involved throughout the project implementation?
- To what extent does the proposal clearly explain how the target group will integrate/use the project outputs?
- To what extent are the durability and transferability of the outputs clearly ensured?
- To what extent does the project prove to make a positive contribution to the programme's horizontal principles?



Quality assessment main questions

4. Is the partnership composition relevant, justified and balanced for the proposed project?

- To what extent is the partnership representing the right mix of competences according to the project topic, its geographic focus if relevant, and the proposed outputs and result?
- To what extent is the role of the partners balanced and relevant for achieving the main objective?



Quality assessment main questions

5. Is the project budget coherent and realistic?

- To what extent is the budget allocated to each content related activity justified and correctly quantified?
- To what extent is the budget of each BL coherent with the planned activities and involved partners?



Verification at national level

The partner countries, through the NCP, will provide the following information during the eligibility check

- Support in the verification of the legal status of LPs and the other Project Partners (PPs);
- Support the verification of the correctness of the “Declaration of pre-financing and co-financing Statement” as far as possible, and inform the MA/JS in case any additional information is existing or if some minor corrections are necessary;
- Support the verification of the correctness of the self-declaration on state aid as far as possible and provide the MA/JS with any additional information existing at national level (if available).

State Aid check

The State aid assessment is performed by MA/JS only on those project proposals which are likely to be funded, i.e. the quality assessment performed by the two independent assessors scored at least 60 % and minimum quality thresholds are met.

The State aid analysis is performed on the basis of information included in the full application form as well as in the lead applicant and partner declarations. Furthermore, other information sources might be used.

The State aid analysis is carried out by MA/JS and validated by the Monitoring Committee.



Well-developed project



Deadline for submission of the AFs – 10 March, 2022 (by 15:00 CET).

THANK YOU FOR YOUR ATTENTION!

www.interreg-danube.eu

<https://www.interreg-danube.eu/calls/calls-for-proposals/eni-call-for-proposals-2022>

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