



EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF SERBIA

Belgrade, 23/02/2010

SC/SND D(2010) 00903

FREQUENTLY ASKED QUESTIONS No. 3

EXCHANGE 3

Publication ref.: EuropeAid/129394/C/ACT/RS

Tender no: 07SER01/02/31

No	Question	Answer
1.	<p>Should principles of good partnership be included in the Partnership Statement or is it sufficient to sign existing document stating "I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice"?</p> <p>Does the Lead Partner have to co-sign each Partnership Statement as indicated in the Serbian translation of the Guidelines?</p>	<p>A Partnership Statement template is provided in the Grant application form. It has to be signed by each partner without any change.</p> <p>The applicant (leading partner) doesn't have to co-sign this Partnership Statement.</p>
2.	<p>Should Partnership Statement be copied on the official organization letterhead and attached to the Application Form?</p>	<p>There is no need to submit a Partnership Statement on the organization letterhead paper.</p>
3.	<p>Page 9 of Guidelines includes conditions under which salaries of municipal staff are eligible expenditures. Do both of two mentioned conditions have to be fulfilled or is it optional, i.e. actual work which otherwise would not be undertaken following the existing and normal salary or 30% remuneration of actual salary?</p>	<p>The first bullet point under the "<i>Important notes</i>" refers to a possibility to finance local government employees' salaries from the project for activities which the relevant public authority would not carry out if it did not undertake the project. This possibility applies to applicants and/or Serbian partner.</p> <p>The second bullet point under the "<i>Important notes</i>" defines maximum fee that Serbian local government employee</p>

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		can be paid from the project if he/she is engaged to work in another / partner Serbian municipality. In line with the national regulations, expert is entitled to remuneration up to 30% of actual salary, per diems (daily allowance in line with the national regulation – currently 1.557RSD and hotel accommodation) and travel expenditures. This condition applies for engagement of all local government employees from partner Serbian municipalities who will be engaged as experts on the projects and involved in knowledge transfer process.
4.	<p>The Guidelines for Applicants section 2.1.2. state:</p> <ul style="list-style-type: none"> • Local authority: municipality, town / city or city municipality from the Republic of Serbia. • Local authority: municipality, town / city or city municipality (district) from the EU member states. <p>Each applicant must act in partnership with at least one partner organization: local authority from Serbia or local authority from the EU member states.</p> <p>Can a Serbian municipality apply in partnership with one Slovenian municipality?</p>	<p>Each applicant must have at least one partner organization: a local authority from Serbia or a local authority from the EU Member States.</p> <p>It is therefore possible to submit an application which involves a Serbian municipality (applicant) and a Slovenian municipality (partner).</p>
5.	<p>Does software purchased from the project has to be from EU (origin)?</p>	<p>Section 2.1.4 of the Guidelines for Applicants: EU tendering procedures will have to be applied for acquisition of supplies/equipment, services (analysis, training) and works, including rule on origin of supplies.</p> <p>For more details concerning procurement of equipment please consult Annex IV to the grant contract called “Procurement by grant Beneficiaries in the context of European Community external actions” among the tender documents.</p>
6.	<p>Can employees of the partner municipality be paid from the grant budget and are there limits related to the fees / remuneration?</p>	<p>In line with the Guidelines for Grant Applicants, costs of engagement of Serbian municipal experts represent eligible expenditure and maximum fee that Serbian local government employee can be paid from the project if he/she is</p>

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		<p>engaged to work in another / partner Serbian municipality is up to 30% of actual salary, per diems (daily allowance in line with the national regulation – currently 1.557RSD and hotel accommodation) and travel expenditures.</p> <p>In case of EU partner municipality(ies), costs of engagement of municipal experts represent eligible expenditures and should be based on number of days and average daily fees in the partner municipality' country.</p>
7.	<p>Can employees of the local public company which is engaged as a partner on project realisation be paid from the grant and are there any limits in the amount they can be paid?</p>	<p>Employees of the local public company can be engaged as local experts and paid from the grant.</p> <p>They can be paid according to average national fees for similar type of engagement in Serbia.</p>
8.	<p>Can the project proposal include all three types of activities (A and B and C)?</p>	<p>Yes, all three modalities can be included in the project.</p>
9.	<p>Our municipality plans to apply with partner from Serbia and project proposal will include numerous technical assistance types of activities. In addition, a visit to a more developed EU municipality in cooperation with our Serbian partner municipality is foreseen. Is this eligible activity - combination of modalities A and B or we need to choose between modalities, A or B?</p>	<p>It is eligible to include both modalities, A and B, in the project proposal.</p> <p>In case you are planning study tour to a third municipality which is not included in the project as a partner, detailed argumentation should be presented in the project document.</p>
10.	<p>Regarding purchase of equipment, it is stated in the Guidelines for Applicants that it should be limited to 20% of the total budget and not exceed EUR 50000, excluding software acquisition. Can the costs of software acquisition exceed EUR 50 000?</p>	<p>Yes, the costs of software acquisition can exceed EUR 50 000.</p>
11.	<p>Is there a percentage of a total budget related to HR costs, i.e. what is the maximum percentage of HR costs of the total budget?</p>	<p>There is no limitation related to the percentage of HR costs in the total budget of the project.</p>
12.	<p>Can an EU expert who was previously working in the partner EU municipality and whose expertise would be very valuable for the project implementation be engaged under the project (though he is not currently engaged by the partner EU municipality)?</p>	<p>The expert can be engaged as international expert through EU partner municipality and costs of expert's engagement are considered as eligible.</p>
13.	<p>Is an Italian organization registered as a</p>	<p>In line with the Guidelines for the Applicants, regional authorities from EU</p>

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	limited liability consortium established by the public organizations (municipalities, province, etc) in Tuscany eligible as a partner, i.e. can it be treated as a regional authority?	member states can participate as the additional partner in the project. Regional authorities are established in line with the Law of country concerned. All Partners will have to present a proof that they are registered as regional authorities in their countries.
14.	Does each partner municipality [in this case 3 partners] need to have proposed project identified as a priority in the municipal strategic document or is it sufficient that a proposed project is priority in the Lead Applicant's strategic document?	Proposed project has to be identified as a priority only in the strategic document by the Lead Applicant.
15.	Section 1.7 of the Application Form: in addition to activities and results, do we also have to list the types of contracts such as services, procurement, and works related to specific foreseen activities? Do we also have to mention the indicators?	All activities implemented during the project have to be included in the description of the Action (and therefore in Section 1.7 of the Application Form) and in the budget. Indicators can be mentioned in the description of the action. However, they must be indicated in the Logical Framework.
16.	In which way and which part/parts of the project proposal information on procurement of equipment or service delivery (for example: development of analyses in specific area) should be presented?	See answer no. 15.
17.	Is it possible, in addition to the experts from the EU partner municipality, to engage other experts? For example: engagement of local experts to develop analysis in specific areas.	It is possible to hire other experts/legal entities for specific services. These contracts must be contracted following the procurement rules included in ANNEX IV to the Grant contract.
18.	Is development of a Local Environmental Action Plan eligible action to be financially supported under the Exchange 3 Programme?	It is possible to finance development of a sector strategy /action plan only if this Action is identified as a priority in framework/sustainable/overall development LSG strategy.
19.	In case our municipality plans to include a small investment component - building of a visitor centre to support tourism development in the project proposal, is it necessary to include all supporting documents including a proof of ownership and a building permit?	If small scale construction works are to be financed from the grant, all necessary documentation, including proof of ownership and building permit, should be submitted with the application form.