



EUROPEAN UNION
DELEGATION TO THE REPUBLIC OF SERBIA

Strengthening Media Freedom Frequently asked questions No.1

Restricted Call for Proposals
Reference: EuropeAid/134421/L/ACT/RS
Deadline for submission of Concept notes: 20/06/2013

No.	Question	Answer
1.	Our organisation is registered as a non-governmental and non-profit association with registered business activity for production of cinematography works, audiovisual products and television program. This activity is registered within the Business Register Agency, according to the valid legal provisions. Is this considered equivalent to the "media production house" as stated in the article 2.1.1. Eligibility of applicants?	Any media organisation meeting the criteria defined in sections 2.1.1. of the Guidelines for Applicants (p. 2) is eligible to apply as applicant. <i>"To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities."</i> (Guidelines for Applicants, section 2.2.4., p. 10).
2.	Which PRAG (Practical Guide) shall be used for the implementation of the Strengthening Media Freedom Programme: 2012 or 2013? If it is PRAG 2013, are all modifications in English to be used?	For this call for proposal EuropeAid/134421/L/ACT/RS PRAG 2013 (version 2013.1) including all Annexes is applicable.
3.	What is the minimum duration of the Projects/Contracts for this Call for Proposals? It is a bit unclear since the guidelines for applicants (under 2.1.4) envisage that the initial planned duration of an action may not be lower than 6 months nor exceed 18 months. However in the Checklist table for the Concept Note (Part of Application form) there is a checklist question "The duration of the action is between 12 months and 18 months (the minimum and maximum allowed)". Please confirm the minimum and maximum duration of the action.	The minimum duration is 6 months and the maximum duration is 18 months.
4.	Can a profit making companies participate as eligible applicants?	Please see answer 1.
5.	Please clarify what are affiliated entities, i.e.	Affiliated entity(ies) must satisfy respectively the

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	are they actually partners in the action? What type of entities are they?	<p>eligibility criteria as applicable to the applicant and to the co-applicant(s).</p> <p>For the eligibility of applicants, please see section 2.1.1. Co-applicant(s) of the Guidelines for Applicants (p. 2 and 3).</p> <p>Broad definition of affiliated entities is presented under section 2.1.2. Affiliated entities of the Guidelines for Applicants (p. 4).</p>
6.	Are newly established non-profit organizations, based in Serbia, eligible to apply? The founders of the organisation have a relevant track record in the media and non-profit project management, but the organization itself has not yet implemented a project, as it has been established just recently.	Please see answer 1. Please note that management capacities of the applicants and if applicable, affiliated entity(s) are subject of process of evaluation of applications (section 2.3. Evaluation and selection of applications, Guidelines for Applicants, p. 12).
7.	We noticed that our old PADOR number is no longer valid. Does the PADOR number has to be requested again for this call specifically?	All questions regarding registration in PADOR should be sent to the following address Europeaid-pador@ec.europa.eu (see Section 2.2 of Guidelines for Applicants.)
8.	Is the Technical assistance for the implementation of the grants envisaged following the signature of the contracts to whom we can send our questions related to the for example tendering procedure, etc?	Yes. Nevertheless, the EU Delegation remains the contracting Authority in charge of the grant contract.
9.	Is the travel abroad envisaged under this Call for Proposals, since the location of the action in the guidelines for applicants is Serbia?	According to the section 2.1.4. Eligible actions: actions for which an application may be made of the Guidelines for Applicants (sub section: Location, p. 5), action must take place in the Republic of Serbia. Hence, actions contributing to the objectives of the Call may envisage implementation of some activities outside of Serbia with purpose of ensuring effectiveness of the action.
10.	When we are preparing the Concept Note, do we need to print the whole Application form or only part with Concept Note?	The Concept Note (pages 1 – 11 of the grant application form) together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted at the stage of submissions of Concept notes.

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11.	Which PRAG edition is relevant to this Call for Proposals? Is it 2013 or 2012?	Please see answer 2.
12.	Are journalists' associations considered as media associations, which are eligible for this call?	Please see answer 1.
13.	It is very difficult to measure some indicators as defined under this Call for Proposals. For example the indicator related to the number of persons that have changed view and attitude based on the content of the production would require substantial financial resources and a use of research companies and audience measurement tools such as people meter. How much these indicators are relevant?	<p>The actions should be designed so that they aim to contribute to a maximum to meet listed indicators. The costs of monitoring and the follow up of the project impact are eligible costs.</p> <p>The indicators could be also measured through internet and social networks.</p>
14.	When a procurement for other services should be carried out?	Only at the stage of project implementation in accordance with Annex IV (documents for information).
15.	Will the Serbian version of the presentation on info sessions be available on the Call for Proposals web-site?	<p>Yes, the presentation is annexed hereto.</p> <p>However, since it represents summary and an unofficial translation of published Guidelines, in the case of any discrepancy between the Serbian and English version, the English version shall prevail and is to be considered as legally binding document.</p> <p>The version in Serbian is provided for information purpose only and cannot be considered as part of the call for proposals.</p>
16.	Which documents must be submitted beside the Concept note?	Please see answer 10.
17.	Please explain if the costs of rent are eligible cost.	<p>Costs for renting of the office premises are eligible cost of the action and can be presented in the project budget in following cases:</p> <p>Local office costs (Guidelines for Applicants, Annex B – Budget) presenting costs needed to be covered especially and solely for the specific work of the office established with the purpose of implementing the action. This budget line is not presenting the costs of the current office of the potential applicant.</p>

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		Renting costs of existing offices may be covered through Eligible indirect costs as flat-rate funding not exceeding 7% of the estimated total eligible direct costs.
18.	What is considered as operational costs?	Operating costs relate to operating of an entity, i.e. falling under definition of an operating grant. However, the costs related to the operation of an entity directly linked with the implementation of the action do not fall under the definition of an operating grant.
19.	Do the documents/publications need to be in English?	The documents/publications produced as a result of the activities shall be in Serbian or in English depending on type of operation and targeted persons. Nevertheless, this is not applicable to the contractual obligation to provide reports (General Conditions, article 2), whose language has to be the language of the Contract – English.
20.	Is NGO dealing with media eligible for this call?	Please see answer 1.
21.	Can NGO be a partner or subcontractor?	It is up to the applicant to decide which role an NGO can have within project proposal. For the eligibility please refer to answer 1.
22.	Could a purchase of the equipment be an eligible cost for grant?	If the purchase of equipment is not the main purpose of the action it might be considered eligible provided a reasonable justification exists.
23.	Please clarify the rule of origin for the equipment?	<p>All the equipment/supplies that are purchased with grant funds have to respect the rule of origin - to be produced in one of the eligible countries. For the purpose of this Call for Proposal, the term "origin" is defined in articles 23 and 24 of Council Regulation (EEC) No 2913/92 of 12 October 1992 establishing the Community Customs Code and other Community legislation governing non-preferential origin.</p> <p>The eligible countries are the Member States of the European Union and the countries covered by the Article 19 of the IPA Regulation¹.</p>

¹ Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument of Pre-Accession Assistance (IPA)

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24.	Is there a possibility to ask the questions between step 1 and step 2, before submitting the Full Application Form?	Yes, please see Guidelines for Applicants Section 2.2.8.
25.	When the concept notes will be evaluated?	We refer to the indicative timetable published in Section 2.5.2 of the Guidelines for applicants (p 18).
26.	Do we need to include expenditure verification in the budget or is it going to be financed by contracting authority at the end of the contract?	The expenditure verification will be carried out by the Contracting Authority or any external body authorised by the Contracting Authority. The costs for expenditure verification should not be included in the budget.
27.	Is printing and broadcasting of materials limited only to Serbia?	Please see answer 9.
28.	Are the activities of the international partners eligible only on the Serbian territory or for example the activities/study visits to Greece are also eligible?	Please see answer 9.
29.	Are the media from other countries eligible to participate in this Call?	International media have to fulfil the eligibility criteria published in the Guidelines for applicants section 2.1.1.
30.	What is the difference between Indirect and Operational costs?	Indirect costs may be claimed by the grant beneficiary, if agreed so in the budget, within the maximum limit of 7% of the direct eligible costs entered in the budget. This is a flat-rate that covers the indirect costs of the action and for which the grant beneficiary does not need to provide supporting documents. Nevertheless, indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract and their reasonability is well justified before the contract is signed. For the definition of Operational costs please see answer 18.
31.	One of the themes is regional cooperation in the area of the rule of law. Does it mean that regional cooperation should only focus on the area of rule of law or any regional cooperation is eligible?	The actions must relate to the sector rule of law.

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32.	Do we need to translate Balance sheet from Serbian?	No.
33.	Does the Call for proposal cover strengthening media in minority languages within Serbia?	The Call for Proposals covers any media productions related to the sector of rule of law and specific themes as defined in the section 2.1.4. of the Guidelines for applicants (page 4)
34.	Could you provide information on types of pre-financing?	Pre-financing and further pre-financing will be paid in accordance with Article 15 of the General Conditions (documents for information).
35.	Please clarify what is meant by 'Border Management' listed as a theme under the actions that must relate to the sector rule of law.	<p>Openness of borders for trade and movement of persons. Borders must be open for regional co-operation, for co-operation among the regions, and also between regions and the European Union. Openness of borders implies free trade and mobility of people with full respect for human rights and freedoms.</p> <p>Closeness of borders for all criminal activities and other activities which jeopardize stability in the region. Problems related to smuggling of all kinds, illegal migrations, terrorism, illegal activities and organized crime.</p>
36.	<p>In the Guidelines for applicants it is stated that the following type of action is not eligible: actions essentially focused on construction activities, purchase of equipment, purchase and/or renovation of building or offices.</p> <p>If the purchase of equipment is just a side activity of the action and has been only budgeted about 10% of the whole action budget, could then purchase of equipment be considered as an eligible cost of the action?</p>	Please see answer 22.