

Interreg



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Greece – Italy

Frequently Asked Questions: Stage B

1st Call for Project Proposals

Cross-Border-Cooperation Programme

Interreg VI-A 'Greece-Italy 2021-2027'

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1. Project Application

Q 1.1. Can we differentiate the budget from Stage A?

A. 1.1. **The total project budget** of the proposals to be submitted in Stage B **cannot deviate from the one submitted and approved during Stage A - unless differently is recommended in notification letters of Stage A.** The budget per work package/deliverable can be changed without changing the overall budget.

Q 1.2. Can we differentiate the partnership from Stage A? Can we change activities?

A. 1.2. In the context of the present 1st Call for Project Proposals – STAGE B, are invited **EXCLUSIVELY** the Partnership Schemes of the relevant positively assessed proposals as approved to participate in Stage B.

In Stage B, you cannot modify the Physical Content (main activities) described in Concept Note.

Q 1.3. Can a person other than the legal representative sign the Application documents (vice-president, head of department ...)?

A 1.3. The Concept Note should be signed by the legal representative of the Lead Beneficiary's organisation. Still, if the legal representative's substitute has a legal ability to sign the official documents, then it can be done by the substitute. In this case, you should provide us an official letter confirming that the substitute is empowered to sign the official documents.

Q 1.4. Can we submit the project proposal under multiple intervention fields?

A 1.4. Project applicants are invited to submit in Stage B their detailed proposals **under one (1) of the Specific Objectives as submitted in Stage A and under one (1) Intervention Field.** In case of multiple intervention fields declared in Stage A, the one having the biggest budget must be selected and declared in Stage B.

Q 1.5. Are the submitted project proposals evaluated per Priority or per Specific Objective?

A 1.5. The submitted project proposals are evaluated and ranked per Specific Objective. Beneficiaries may submit more than one project proposal at the same Specific Objective. In this case, in which the same organization is participating in more than one project proposal, the proposals are competitive.

Q 1.6. Do we have to select the same Specific Objective or can we change in Stage B?

A 1.6. Project applicants are invited to submit in Stage B their detailed proposals **under one (1) of the Specific Objectives as submitted in Stage A.**

Q 1.7. About the administrative capacity/ organizational structure, the financial capacity and the existence/operation of a branch, the beneficiary's competence and the responsibility for operation and maintenance of the project how you will check them? What are the criteria which we must respect? What documents need to be submitted?

A 1.7. Each Project Beneficiary must submit specific documents, as described in Annex 16 - Guidelines for applying in MIS 2021-2027 (p.45), when creating MIS profile for getting MIS Body code to prove its eligibility and administrative and financial capacity. The partnership scheme and the administration and financial capacity of the Project Beneficiaries are part of the evaluation procedure at STAGE B, based on relevant Project Selection Criteria, as analyzed in Annex 15 –Selection Criteria.

ALL PARTNERS OF THE PROPOSED PROJECT, the Lead Beneficiary and each Project Beneficiary **must attach in MENU "Utilities" section/8.1. Project Bodies Information of the MIS** the legal documents that prove the administrative and financial capability, the authority/competency of the beneficiaries for the implementation of the activities of the specific Project, the regulatory framework for the designation of the body responsible for the operation and maintenance of the Project, the existence and operation of a Branch (if applicable)

Each Project Beneficiary (not just the Lead Beneficiary) must attach as follows:

- If they have an 2014/2020 MIS account they update the Beneficiary's information and attach the legal documents,
- If they don't have an 2014/2020 MIS account they need to activate one and then attach the legal documents.

Q 1.8. Can Observer/ Associated Beneficiaries participate in the project proposal?

A 1.8. Observer/ Associated Beneficiaries are not eligible to participate in the proposed project.

Q 1.9. Who signs each Application document?

A 1.9. All the Annexes for submission must be duly signed and stamped (physically scanned) or duly signed electronically by the legal representatives of the participating partners, as explained in the Preamble of the 1st Call (p.3) and uploaded to the MIS.

Note: In case the necessary documents are not signed by the legal representatives of the Partners, an **authorization document from the legal representative of each Partner is required – original or notary certified copy**.

Q 1.10. As far as 'Justification of Budget Costs - JoBC' is concerned, do we also have to fill in section D of the AF on the MIS? Or is it automatically filled in by using the button "import from excel"?

A 1.10. Yes you should, it is not filled automatically. Please advice Annex 16 -- Guidelines for applying in MIS 2021-2027 (§ D1. Budget per Deliverable up to D2. Total Budget, p.36- 39).

Q 1.11. As far as ‘Project Feasibility Study’ is concerned, *“The Lead Applicant shall submit a ‘Project Feasibility Study’, if preparation of a feasibility study is required by national legislation and therefore the relevant guidelines shall be followed. In all other cases, the feasibility study should take into account the following:”*. What do you mean by “in all other cases”? Is it required for all project proposals? Is it submitted only in English? Or can it be submitted in the national language?

A 1.11. In case the Feasibility Study is mandatory under the national legislation, then you should follow the guidelines of the specific national law that applies to your organisation. In that case (most part of the cases for infrastructure works), you should attach the official documents in the national language.

In case the Feasibility Study is not foreseen under a national law, then you should follow the guidelines foreseen in Annex 7- Project Feasibility Study. *In all other cases* you should realize the study in English language.

Q1.12. As far as ‘Climate Endurance Validation Report’ is concerned, is it submitted only in English? Or can it be submitted in the national language?

A 1.12. The 'Climate Endurance Validation Report' for LB/B should be submitted by partners that implement investments on infrastructure with expected lifecycle at least 5 years. Every partner involved in infrastructure works should complete the report of Annex 8- Climate Endurance Validation Report, following the format provided, sign, stamp and attach on MIS in English Language.

Q1.13. Is the SEA Compliance Form required for all project proposals?

A1.13. All project proposals are required to submit Annex 9-SEA Compliance, to declare the compliance of the principles of DNSH objectives. It should be filled in, signed, stamped and attached to MIS.

Q1.14. Is the file “Project_Detailed_Description.xls” submitted as an attachment via MIS? According to the PPIM, it is (page 81). According to the Call, it is not. And what is required to write in field “B.10.1 Other”?

A1.14. The Annex 2 - Project Detailed Description is attached to facilitate your ‘offline’ work, as informative paper. In the MIS AF you will find the same questions of the Project Detailed Description in the Section ‘Additional Information’.

In case of difference in max characters between the Annex 2 and the MIS/AF/Additional Information’ the Max characters per each field are the ones allowed by MIS.

In the field ‘B.10.1 Other’ you can add something to clarify better your project (if needed).

Q1.15. In Partnership Declaration, is there a specific reason why paragraph n.7 is marked yellow? Are “Observers” allowed? Can each PB sign on a separate page?

A1.15. Please note the following:

- ✓ The Observer partners are not foreseen in this Call. Therefore, you need to delete any relevant reference, since it is not applicable.

- ✓ The Partnership declaration in Annex 1 can be signed by each PB on a separate page by hand or by electronic signature. Attention: Each PB can sign in a separate page, but the file should be only one that will be uploaded on MIS.
- ✓ Yellow part is to be retained in the declaration. Do not take into account the colour.

Q1.16. The Charter of Fundamental Rights where is it needed?

A1.16. It is noted that during the selection and approval of projects, the principles and rights of the Charter of Fundamental Rights are taken into account, in accordance with what is mentioned in the Instructions for the evaluation of proposals, paying particular attention to the relevant rights/principles of the Charter: protection of personal data, entrepreneurial freedom, property, equality before the law, non-discrimination, equality between men and women, inclusion of people with disabilities, family and professional life, environmental protection, access to services of economic interest, consumer protection, good administration, access to documents.

The beneficiaries should take into account the above Charter in order to complete on MIS/AF/ Additional Information/ B8.1 fields.

The eligibility assessment of the proposed project on the above issues is performed at Stage B/ Phase B1.

Q1.17. What documents are needed to prove evidence for the beneficiary's competence?

A1.17. The required documents to prove evidence for the beneficiary's competence are provided in Annex16 - Guidelines for applying in MIS 2021-2027 (§A. Documentation of the nature, type, legal form, page 45).

Q1.18. What is the documentation for "Regulatory framework for the designation of the body responsible for the operation and maintenance of the project"?

A1.18. The documentation needed is the following:

- ✓ Supporting documents for the relevant responsibility of PB based on legislative framework, regulatory decisions, statutes etc.
- ✓ In case the responsible body is different from the PB, along with the above documents, there must be attached on MIS PBs Body Account the relevant decision of the responsible body or declaration of the Legal representative that is in their knowledge and agree to undertake the responsibility for the operation and maintenance of the specific project.

It applies only in cases of productive investments and infrastructure.

Q1.19 With regards to the Terms of Reference, as outlined on page 3 of the preamble, it is mentioned that: "Furthermore, the following are required to be submitted via MIS: [...] C. attached to the Lead Beneficiary's and each Project Beneficiary's in "Utilities" section/8.1. Project Bodies Information of the MIS, the legal documents that prove the Administrative and Financial capability, the authority/competency of the beneficiaries for the implementation of the activities of the specific Project, the regulatory framework for the designation of the body responsible for the operation and maintenance of the Project, the existence and operation of a Branch (if applicable)"

Does this requirement imply that each project partner (not just the Lead Partner), in addition to having an MIS Body Code, also needs to activate a MIS account 2021/2027 to attach the requested legal documents?

A1.19. Each Project Beneficiary (not just the Lead Beneficiary) must have an active and updated MIS Body Code for the Programming Period 2021/2027.

Q.1.20. If the MIS account 2021/2027 is not required for project partners, is the upload of the legal documents still mandatory? If so, where should these documents be uploaded?

A1.20. ALL PARTNERS OF THE PROPOSED PROJECT, the Lead Beneficiary and each Project Beneficiary **must attach in MENU "Utilities" section/8.1. Project Bodies Information of the MIS** the legal documents that prove the administrative and financial capability, the authority/competency of the beneficiaries for the implementation of the activities of the specific Project, the regulatory framework for the designation of the body responsible for the operation and maintenance of the Project, the existence and operation of a Branch (if applicable)

Each Project Beneficiary (not just the Lead Beneficiary) must attach as follows:

- **If they have an 2014/2020 MIS Body code** they update the Beneficiary's information and attach the legal documents,
- **If they dont have an 2014/2020 MIS Body code** they need to activate one and then attach the legal documents.

Additionally, could you please specify which "legal documents" are needed, considering the different types of partners (private, public, etc.)?

Each Project Beneficiary must submit specific documents, as described in Annex 16 - Guidelines for applying in MIS 2021-2027 (p.45), when creating MIS profile for getting MIS Body code to prove its eligibility and administrative and financial capacity. The partnership scheme and the administration and financial capacity of the Project Beneficiaries are part of the evaluation procedure at STAGE B, based on relevant Project Selection Criteria, as analyzed in Annex 15 –Selection Criteria.

Q.1.21. The document A6.Project Maturity Sheet should be provided/submitted by ALL PPs:

If a project is not including ‘infrastructure’, should all partners fill again the A6. Project Maturity Sheet? Is it accepted to insert “not applicable” to the tables and sign-stamp it?

If the response in the above question is “yes”, should the partners reproduce the tables for all WPs, writing “not applicable” to each of them?

A.1.21. The Project Maturity Sheet should be filled in, in case of equipment, infrastructure and external expertise & services with budget above 30.000€ and not only in case of infrastructure.

Moreover, in cases of:

a) deliverables that do not meet the above conditions, those deliverables are not described in Annex 6.

b) none of the deliverables of the beneficiary exceed the respective thresholds, Annex 6 is submitted electronically via the MIS system and includes:

- the project information (acronym, MIS code, and beneficiary’s name),
- the statement: "There are no deliverables with a budget exceeding the limits for completing this document," and
- the seal/signature of the Legal Representative of the Beneficiary.

Q.1.22 Is the Climate Endurance Validation Report (A.8) required for projects that do not include infrastructure works?

A.1.22. No, if your proposal does not include infrastructure works, meaning the budget category "Infrastructure and Works" has no budget, a statement of the LB regarding the non-obligation to submit A.8 should be submitted in the relevant document category in the MIS system.

2. Eligibility of Beneficiaries

Q 2.1. Who can be considered as eligible and therefor may participate in a project proposal?

A. 2.1.

Eligible Beneficiaries

In principle, Interreg Greece-Italy Programme supports Beneficiaries coming from GR-IT Programme Area. For Greece, eligible are the Regions of Western Greece, Ionian Islands and Epirus (all Prefectures). For Italy, eligible are the Regions of Puglia (all Provinces), Basilicata (Province of Matera) and Reggio Calabria (Provinces of Catanzaro, Cosenza, Crotona and Reggio di Calabria).

Please consult the Implementing Provisions of the Programme.

Eligible categories of Beneficiaries

The following categories of Beneficiaries may be considered as eligible:

- a) national, regional or local public bodies
- b) bodies governed by public law (as defined in Article 2(4) of Directive 2014/24/EU)
- c) bodies governed by private law, non profit
- d) international organizations
- e) European Grouping of Territorial Cooperation (EGTC).

Please consult the Terms of Reference of the 1st Call (see §5).

SMEs / Profit making organisations are not eligible in this Call.

The eligibility check of a potential partner is part of the evaluation procedure at STAGE B/ Phase B3 of evaluation, based on the Project Selection Criteria.

Q 2.2. Are Organisations/ Bodies located outside Greece-Italy area eligible for participating in a project proposal?

A 2.2. In principle, to become a project beneficiary, the legal address of the beneficiary's organisation has to be located in the eligible area of the Programme with the exception of:

- a) organisations located outside the Programme area but having local/regional subsidiary/branch office established in the Programme area (operating for the last 12 months from the date of the submission of the Application Form);
- b) bodies of the central government located outside the Programme area (e.g. Ministries or other governmental authorities with specific competencies on national level);
- c) organisations located outside the Programme area but inside the Member States participating in the cross-border Programme if their participation in the project brings added value and expertise to its implementation and benefits the Programme cooperation area.

Therefore, each potential Beneficiary should examine whether they fall into one of the three categories mentioned above.

Q 2.3. Are Universities located outside Greece-Italy area eligible for participating in a project proposal?

A 2.3. Additionally to Q 2.2, regarding Universities that are located outside the Programme area and wish to participate as Beneficiaries, they should:

- demonstrate that they fall into the third case (see Q2.2), i.e., their participation adds value and expertise to the implementation of the Project and benefits the Programme cooperation area,
- meet the requirement that ‘in principle, all activities of a project should take place within the Programme area’.

Each applicant participates in a Project proposal on its own account. In any case, the eligibility check of a potential Beneficiary is part of the evaluation procedure at STAGE B/ Phase B3 of evaluation, based on the Project Selection Criteria.

Q 2.4. Under which conditions an EGTC may be considered as eligible?

A. 2.4. An Eligible EGTC must be governed by the law of one of the participating countries where the EGTC has its registered office. EGTC located outside the Programme area and not registered in one of the Member States participating in the cross-border Programme is not eligible for funding. An EGTC cannot be a sole beneficiary of a project proposal.

Q 2.5. Under which conditions an International Organization may participate in this Call for Proposals?

A. 2.5. International Organizations, registered under the national law of the Partner States of the Programme, can be considered as eligible if they fulfil the criteria foreseen for the non-profit bodies governed by private law. International Organizations operating under international law are not eligible.

Q 2.6. Are SME's/ Profit-making Organisations eligible?

A 2.6. SMEs/ Profit-making Organisations are not eligible for direct financial support in this Call. They can only benefit from guidance and other type of support and consultancy throughout cooperation schemes with research institutions.

3. Eligibility of Expenditure & Financing

Q 3.1. What is project expenses eligibility period?

A. 3.1. The project eligibility period starts with the signature of the Subsidy Contract and lasts until the end date of the project.

However, in case of project activities started their implementation before the signing of the Subsidy Contract, and in any case after 01/01/2021, should not have been concluded before the application for funding at STAGE B of this Call, in order to be eligible.

Overall, the expenses eligibility period starts at January 1st 2021 and ends on December 31st 2029 for Greece-Italy Programme.

Q 3.2. We represent a small nonprofit organization with limited financial resources. In case of the approval of the project proposal in which we will participate, are we entitled to receive a pre financing and up to which amount?

A. 3.2. All categories of Beneficiaries are entitled to receive a pre financing after signing the Subsidy Contract and the Partnership Agreement.

All categories of Beneficiaries from Greece will receive pre financing from the Public Investment Programme.

All categories of Beneficiaries from Italy will not receive pre financing. They will receive ERDF reimbursement from the Accounting Authority of the Programme and the relevant national co financing from the Italian National Authority, according to the progress of Project Implementation.

Q 3.3. We represent a small nonprofit organization with limited financial resources. In case of the approval of the project proposal in which we will participate, are we obliged to cover the national co financing from our own budget? If not, who will be responsible to cover the national co financing?

A. 3.3. All types of Beneficiaries are entitled to receive the national co financing, during the Project Implementation and after signing the Subsidy Contract and the Partnership Agreement.

All categories of Beneficiaries from Greece will receive the national co financing from the Public Investment Programme.

All categories of Beneficiaries from Italy will receive the national co financing from the Italian National Authority, following the ERDF reimbursement from the Accounting Authority. After Italian Beneficiaries receive the ERDF reimbursement, the JS will inform the Italian National Authority to proceed with the reimbursement of the national co-financing to the LB, in case LB is Italian. Otherwise, if the LB is Greek, the Italian National Authority will pay directly to the beneficiaries.

Q 3.4. Are the preparation costs eligible? What is the limitation? Does the limitation apply on Beneficiary or on a Project level? They will be calculated on Real Cost or on Simplified Cost bases?

A. 3.4. Costs within the budget lines “staff costs, travel and accommodation costs and external expertise and services”, which have been incurred for the preparation of the project, are **eligible for funding if they do not exceed the amount of €30.000 at project level and should be calculated on Real Cost basis.**

Q.3.5 What is required to document preparation costs in case of assigning a proposal to external expert?

A.3.5. For such external expertise services, the process of public contract award must be followed according to the applicable legislation. Therefore, a signed contract, an Award Decision, etc. could be considered as a commitment decision.

Q.3.6. Do preparation costs need to be declared in a separate Work Package or in a specific Deliverable? Can invoices for preparation costs be issued after the project is approved?

A.3.6. The provision for the preparation costs is set out in the Programme & Project Implementation Manual.

Preparation cost must be included in the Application Form/Stage B in the Deliverable 1X1 “Preparation Activities” (where X is the number of the beneficiary).

The services or activities must be implemented and there must be at least a commitment decision for them between 1st of January 2021 and the date of submission of the Application Form. The related invoices and payments could be issued and made after the project is approved. The payments for preparation costs should be included preferably in the first request for verification.

Q 3.7. Is it possible to create additional budget lines?

A 3.7. No, Project budgets must be structured according to the following predefined six (6) budget lines:

- 1) Staff costs
- 2) Office and administrative expenditure
- 3) Travel and accommodation costs
- 4) External expertise and services costs
- 5) Equipment expenditure
- 6) Infrastructure and works

For more information, please consult *Annex 16 and Q1.10* on how you should fill the budget in the MIS.

Q 3.8. Is it possible for a Project Beneficiary to choose different method of cost calculation for staff costs, for office and administration costs and for travel and accommodation?

A 3.8. Each project partner must select a method of cost calculation (flat rate basis or real cost basis) for staff costs, for office & administration costs and for travel & accommodation. Different methods may be chosen.

SCOs declared in AF shall not be modified either during its implementation or upon completion.

Q 3.9. Is VAT an eligible expense?

A 3.9. VAT is eligible expense for all projects with budget under 5.000.000€ for all types of beneficiaries.

Q 3.10. Are there any limitations regarding the distribution of budget among the Work Packages?

A 3.10. Specific budget limits are defined in the Terms of Reference of the 1st Call for Project Proposals and in Programme & Project Implementation Manual/ Section B: Project Development and must be respected by all Project Beneficiaries.

Q 3.11. Are there any travel, accommodation and DSA rates per country that need to be taken into consideration when developing the project budget?

Q 3.11. These rates are defined by the national law in each country participating in the Greece-Italy Programme, and may vary according to the legal status of each Project partner.

Q 3.12. What is the difference between 'Equipment' and 'Infrastructure & Works' budget lines?

A 3.12. The budget line 'Equipment costs' refers to expenditure for the financing of equipment purchased, rented or leased by a partner, necessary to achieve objectives of the project.

The budget line 'Infrastructure & Works costs' refers to expenditure for the financing of infrastructure and construction works related to investments in infrastructure that do not fall into the scope of other budget lines.

Q 3.13. What are approximately the costs for FLC? How should the expenses for controllers be declared?

A 3.13. Greece has a centralized FLC system, so no FLC costs are foreseen in Project proposal.

Italy opts for a decentralised FLC system. For the exact rates, please contact Joint Secretariat. FLC costs shall be allocated **in WP1, in a separate deliverable 'Deliverable x.x.x – Cost item: Audits for the verification of expenditure – external auditors (First Level Control)' under BL "External Expertise and Services Costs"**.

Q 3.14. Could the salary of the members of the board may be eligible expenditure? If yes what are the general rules to follow?

A 3.14. As far as the eligibility of the salary of the members of the board is concerned, all project beneficiaries must ensure that EU rules, Programme rules and National rules are respected. In general, staff costs must relate to activities which the beneficiary organization would not carry out if the project was not undertaken (see §iv. Building a project budget/ §g. Staff costs of PPIM). Therefore, it seems that the salary of members of the board is not eligible as such. Overall, all expenditure are checked and verified by First Level Controllers - an independent body or external legal auditor in relation also with the organisation's statute, rules and procedures for appointing members of board

etc., based on the approved Application Form and relevant guidance on management verifications of Greece-Italy Programme.

4. Project Development

Q4.1 ONLY FOR GREEK BENEFICIARIES - Can Municipalities, Universities and other bodies conclude Programming Agreements (προγραμματικές συμβάσεις) in Greece-Italy Programme? What are the exceptional cases (Article 8, §3) in which a Programming Agreement can be signed and notified to the programme after the inclusion of a project, as stated in the relevant Ministerial Decision?

A4.1 The case of assuming responsibility for the implementation of a Project instead of the owner of the project, by another body, is provided for in Article 8, point 3 of the YPASVD of INTERREG Programmes 2021-2027 (Government Gazette 3281/Issue B'/17.05.2023), as follows:

"In the cases of actions for which the responsibility for the implementation of the action is assumed by another entity as beneficiary instead of the project owner on the basis of a programming agreement, in accordance with article 44 of Law 4412/2016, as it applies each time, the eligible costs are paid for the act by the project owner or by the beneficiary, depending on what is specified in the programming contract,...".

Furthermore, the YPASVD lists in detail (points a to h) the conditions that must be met in order the relevant Programming Agreement and the costs derived from it to be eligible.

In addition, article 44 of Law 4412/2016 states that:

"Article 44. Technical competence of contracting authorities in public works contracts and studies

1. The contracting authorities who judge that they do not have technical competence or their technical competence is incomplete, may in particular:

a) enter into programming agreement, within the meaning of paragraph 6 of Article 12, for concluding, supervising and overseeing a public procurement for work or study,

b) conclude contracts for the provision of technical services within the meaning of article 52

and

c) be supported by the EKAA of par. 1a of article 41 in the context of its exercise of ancillary purchasing activities.

3. The contracting authority is responsible to the project owner for the proper performance of its duties and to third parties it is jointly and severally liable with the project owner. If the programming agreement does not specify otherwise, it represents the project owner in court and out of court against third parties during the exercise of its duties until the end of the contract. The ruling bodies are determined by the programming agreement."

Therefore, from the above it is clear that the conclusion of Programming Agreements is allowed **only in cases in which conditions of Article 44 of Law 4412/2016 are met and exclusively for the services described in paragraph 1a of Article 44.**

More specifically, the following should apply **cumulatively**:

a) **documented non-existence or inadequate existence of Technical Competency** of a Contracting Authority/ potential Beneficiary,

b) assumption of responsibility by another body, exclusively for the services referred to in Article 44 par.1, i.e. **"for concluding, supervising and overseeing a public procurement for work or study"**, and not for the provision of other services.

In any case the body that assumes responsibility can not, be a contractor for part or the whole of the works or studies.

The potential Beneficiary should document, during the submission of the proposal in Stage B, the need to conclude a Programming Agreement in the context of the above.

Exceptionally, a Programming Agreement can be signed after the MC approval decision only in exceptional justified cases. For that, please consult the Programme & Project Implementation Manual (PPIM/ § Other modifications/ b) Modifications related to special cases of take over).

Q 4.2. Are there any specific criteria, in order to appoint a Lead Beneficiary?

A 4.2. Lead Beneficiary will be designated by all partners participating in a project to ensure implementation of the entire project (carry out the tasks laid down in Article 26 of Interreg Regulation) and will sign a Subsidy Contract with the Managing Authority.

The Lead Partner must

- be located in one of the Greece-Italy MemberStates;
- be a legal entity;
- hold a dedicated bank account for the project;
- be legally able to transfer funds to foreign countries;
- have a technical and financial capacity and competency to manage the proposed common project.

Q 4.3. What should the time-span of projects be?

A 4.3. The maximum duration of a Project should be 24 months. There is no minimum limit. In any case, the time-plan of the Project is part for the evaluation procedure at STAGE B.

Q 4.4. In case there are no actions outside the Programme area, should WP6 be left blank?

A 4.4. In such case the Project may have three (3) thematic Work Packages (WP 3,4,5), if required, additional to the obligatory WP1 - Project Management & Coordination and WP2 – Project Communication & Dissemination. WP6 will not be used at all.

Q 4.5. Is it mandatory the Project proposal to contribute to all Programme Output Indicators for the relevant Specific Objective?

A 4.5. Project applicants are invited to submit their Project application under one of the Specific Objectives of the Programme and under one Intervention Field (in case of project which fits in more than one I.F. the one with the biggest budget shall be selected). The Project objectives and the proposed activities shall be clear and in-line with the Programme Priorities and both shall have an impact on the Greece-Italy area. Each Project is asked to select those indicators that will fit best to the particular planned

results and outputs of the Project. Therefore, a Project applicant can apply a Project proposal only under one Specific Objective and select only the best suitable indicators (see Programme Output & Result Indicators Guide). In any case, each Project is treated as a whole and shall be evaluated as such.

Q 4.6. In case of participation in a project proposal of an organization/university/other body located outside the eligible area, we would like to know what kind of information we should provide to give evidence of the added value that we bring to the project. Is it sufficient if this information is explained in the Application Form or do you expect something else?

A 4.6. Further to section 2 - Eligibility of beneficiaries/ Q2.1, Q2.2, Q2.3, Q2.4), in case of participation in a project proposal of an organization/university/other body located outside the eligible area, we would like to inform you that there are not specific documents needed to be submitted to support the eligibility of the relevant Beneficiary. **Each potential beneficiary should document it in any way deemed necessary. Justification of added value of relevant PB for the specific project must be attached in MIS AF as supporting document**

The evidence of the added value and benefits to the Programme cooperation area is up to each Beneficiary. Such evidence should be clear in the Application Form, in which each Beneficiary needs to explain - as the Beneficiary deems necessary - why the Beneficiary's expertise cannot be found among the Beneficiaries in the eligible area of the Programme.

Overall, if a Beneficiary is found to be ineligible during the evaluation, then the entire proposal is rejected.

Each applicant participates in a Project proposal on its own account. In any case, the eligibility check of a potential Beneficiary is part of the evaluation procedure at STAGE B/ PHASE B3 of evaluation, based on the Project Selection Criteria.

Q 4.7. What are the documents proving the existence of a branch in the eligible area?

A 4.7 Documents providing evidence for the existence/operation of branch

- ✓ **(FOR BRANCH ONLY) Official document for the establishment/registration of a branch issued by the competent Public Authority (e.g. Tax Service of the respective country)**

And additionally, whichever applicable:

- ✓ (FOR BRANCH ONLY) Copy of the rental contract, submitted to and validated by the respective Public Authority (e.g. Tax Service of the respective country)
- ✓ (FOR BRANCH ONLY) Payroll sheet, validated by the competent Public Authority (e.g. Ministry of Labour)
- ✓ (FOR BRANCH ONLY) Operational costs bills (e.g. electricity, telephone etc.)
- ✓ (FOR BRANCH ONLY) Operating regulation, approved by the competent administrative body of the organisation

Q 4.8. Are Observer/ Associated Beneficiaries eligible in the 1st Call of Project Proposals of common projects?

A 4.8. The participation of Associated Beneficiaries (i.e. without budget beneficiaries) is not applicable in the 1st Call of Greece-Italy Programme.

Q 4.9. Is it possible to be involved in projects through specific contracts for external expertise and services?

A 4.9. Further to section 1 – Project Application/ Q1.1, Q1.2), as for External Expertise Services is concerned, the process of public contract award must be followed according to the applicable legislation. When awarding external expertise and service contracts, all project beneficiaries must ensure that EU and national rules on public procurement are respected, in accordance with the amount of the contract. All contracts must comply with the basic principles of transparency, non-discrimination and equal treatment.

5. MIS/ Other issues
