

PHARE 2005 “Active Employment Measures for Groups Threatened by Social Exclusion”

1. Reference: 2005-0505-0402
2. Tender type: Grant

FREQUENTLY ASKED QUESTIONS

23 May 2007

NOTE: The final decision concerning eligibility of applicant & partners, activities and costs will be brought by the Evaluation Committee and the Ministry of Finance - CFCU (subject to ex-ante control of the EC Delegation) upon evaluation of the submitted project proposals.

<p>PITANJE 1: Mogu li područne službe Hrvatskog zavoda za zapošljavanje (HZZ) biti partneri u projektu?</p>	<p>QUESTION 1: Are the regional offices (“<i>područne službe</i>”) of the Croatian Employment Service (CES) eligible to be partners in relevant projects?</p>
<p>ODGOVOR 1: Područne službe HZZ-a mogu biti uključene u provedbu projekta samo u svojstvu pridružene institucije (<i>Associates</i>) – za dodatne informacije vidi upute za prijavljivanje (<i>Guidelines for grant applicants</i>), sekcija 2.1.2 <i>Partnerships and eligibility of partners</i>. Sukladno svom statusu u projektu PHARE 2005, Središnja služba HZZ-a ne može biti uključena u provedbu projekta u svojstvu partnera, odnosno u svojstvu pridružene institucije.</p>	<p>ANSWER 1: Regional offices of the CES may be involved in the action solely in the capacity of the Associates – for further reference see <i>Guidelines for grant applicants</i>, section 2.1.2 <i>Partnerships and eligibility of partners</i>. Given its status of the PHARE 2005 project beneficiary, Central office of the CES may not be involved in the action neither in the capacity of a project partner nor an associate.</p>
<p>PITANJE 2: Može li jedna institucija sudjelovati u natječaju kao nositelj projekta</p>	<p>QUESTION 2: Is it allowed for one institutions to participate in the call for proposal as an</p>

<p>(<i>Applicant</i>) / biti korisnik darovnice (<i>grant beneficiary</i>) i istovremeno sudjelovati u natječaju kao partner u nekoliko prijedloga projekta / biti partner u provedbi drugih odobrenih projekata (npr. 2-3)?</p>	<p>applicant / be a grant beneficiary and, in parallel, to participate in the call for proposal as a partner in several other grant applications / to participate in implementing of the several awarded grant contracts (e.g. 2-3)?</p>
<p>ODGOVOR 2:</p> <p>Ne postoji formalno ograničenje glede broja projekata u kojima jedna institucija može biti nositelj / korisnik darovnice, te istovremeno biti partner. Međutim, preporuka je da sama institucija relano procijeni svoje operativne kapacitete potrebne za učinkovitu provedbu / sudjelovanje u provedbi nekoliko projekata. U slučaju da tijekom trajanja Ugovora o darovnicama (<i>Grant Contract</i>) postane jasno da relevantni kapaciteti institucije nisu dostatni za sudjelovanje u nekoliko projekata, ista institucija će se načelno smatrati odgovornom za svu štetu nastalu uslijed nedostatka kapaciteta.</p> <p>Nastavno na gore navedena objašnjenja, molimo obratiti pozornost na činjenicu da jedna institucija u svojstvu nositelj projekta (<i>Applicant</i>) može prijaviti više od jednog prijedloga projekta na ovaj natječaj. Međutim, jedna institucija može biti korisnica samo jedne darovnice na temelju rezultata istog natječaja.</p>	<p>ANSWER 2:</p> <p>There are no formal restrictions as to the number of projects in which one institution can act in the capacity of an applicant / grant beneficiary and, in parallel, in the capacity of a partner. However, it is highly recommended to undertake an assessment of operational capacities of the institution with due care so as to identify the level of those capacities needed for efficient implementation / participation in the implementation of several projects. In the case of serious disrespect of the capacities needed for participation in several projects, the institutions will be held responsible for relevant damages caused during the implementation of grant contracts.</p> <p>Pursuant to the aforementioned clarifications, please note that an applicant may submit more than one proposal under this call for proposals. However, an applicant may not be awarded more than one grant under this call for proposals.</p>
<p>PITANJE 3:</p> <p>Može li jedna institucija sudjelovati u više projekata u svojstvu partnera u slučaju kad su nositelji prijave (<i>Applicants</i>) različite institucije – npr. nositelj 1 + partner XY i nositelj 2 + isti partner XY, itd.? Ima li takovo sudjelovanje u više projekata u svojstvu partnera implikacije tijekom procesa evaluacije projektnih prijava, odnosno na dodjelu Ugovora o darovnicama? Vrijede li iste odredbe i za pridružene institucije (<i>Associates</i>)?</p>	<p>QUESTION 3:</p> <p>Is there a limitation as to the participation of one institutions in several projects in the capacity of a partner provided that the applicants are different institutions – e.g. applicant 1 + partner XY and applicant 2 + same partner XY, etc.? Are there any implications of such participation with respect to the process of the grant applications' evaluation? Do the same provisions apply for the associates?</p>

<p>ODGOVOR 3:</p> <p>Jedna institucija može sudjelovati u više projektnih prijava u svojstvu partnera. Isto vrijedi i za pridružene institucije (<i>Associates</i>). Za implikacije glede procesa evaluacije projektnih prijava i odobravanja darovnica, vidi Pitanje 3 i Odgovor 3.</p>	<p>ANSWER 3:</p> <p>There are no particular restrictions as regards the participation of one institutions in several grant applications. For further reference as regards the process of grant applications' evaluation as well as the provisions related to the awarding of more than one grant contract see above, Question 3 and Answer 3.</p>
<p>PITANJE 4:</p> <p>Mogu li partneri u projektu ili pod-ugovaratelji biti:</p> <ul style="list-style-type: none"> • inozemne fizičke i pravne osobe • specifične državne i karitativne ustanove (npr. Centar 112 za uzbunjivanje i zaštitu, Crevni križ) • druge nevladine organizacije koje se bave sličnom probematikom • braniteljske organizacije čiji su članovi teško zapošljivi? <p>Može li voditelj projekta biti predsjednik / voditelj osnovnih djelatnosti institucije koja prijavljuje projekt?</p>	<p>QUESTION 4:</p> <p>Are the following type of organisations eligible for participation in the project in the capacity of a partner or sub-contractor:</p> <ul style="list-style-type: none"> • Foreign natural persons or foreign legal persons; • Specific state charitable institutions (e.g. Center 112 for Emergencies and Security, Red Cross); • Other non-governmental organisation dealing with the same issues; • Associations of war-veterans whose members belong the target groups with high problems related to the employability? <p>Are there any restrictions as to the fact that the would-be project manager acts at the same time as a president of the institutions / manager of the core institutional activities?</p>
<p>ODGOVOR 4:</p> <p>Inozemne fizičke i pravne osobe mogu sudjelovati u provedbi projekta u svojstvu partnera ili pod-ugovaratelja, tj. partneri i pod-ugovaratelji nisu obvezni biti registrirani u Republici Hrvatskoj.</p> <p>Za dodatne informacije u vezi partnera, vidi upute za prijavljivanje (<i>Guidelines for grant applicants</i>), sekcija 2.1.2 <i>Partnerships and eligibility of partners</i>.</p>	<p>ANSWER 4:</p> <p>Foreign natural and legal persons are eligible for the participation in the implementation of an action in the capacity of a partner or a sub-contractor, i.e. legal persons are not obliged to have registered office in Croatia.</p> <p>For further reference see <i>Guidelines for grant applicants</i>, section 2.1.2 <i>Partnerships and eligibility of partners</i>.</p> <p>The final decision concerning eligibility of partners will be brought by the</p>

<p>Konačnu odluku glede prihvatljivosti partnera će donijeti Odbor za ocjenjivanje projektnih prijava (predmet <i>ex-ante</i> odobrenja Delegacije Europske komisije u RH).</p> <p>Uvjeti za odabir pod-ugovaratelja regulirani su odredbama dokumenta “<i>Annex IV: Procurement by grant Beneficiaries in the context of European Community external actions</i>”, koji čini sastavni dio Ugovora o darovnici (dokument je dostupan na web-stranici http://.cfcu.mfin.hr/tenderYYY/PHARE:2005.htm).</p> <p>Osnovni kriterij za odabir voditelja projekta od strane institucije koja prijavljuje projekt su potrebna znanja i vještine, a neka posebna formalna ograničenja glede obavljanja drugih funkcija u instituciji ne postoje. Molimo obratite pažnju na činjenicu da u slučaju odobravanja prijedloga projekta, Ugovor o darovnici potpisuje osoba ovlaštena za zastupanje institucije (npr. predsjednik).</p>	<p>Evaluation Committee (subject to ex-ante control of the EC Delegation in the Republic of Croatia) upon evaluation of the submitted project proposals.</p> <p>Conditions for the selection of sub-contractors are regulated by specific provisions stated in the document entitled “<i>Annex IV: Procurement by grant Beneficiaries in the context of European Community external actions</i>”, which forms an integral part of a grant contract (please refer to the http://.cfcu.mfin.hr/tenderYYY/PHARE:2005.htm)</p> <p>The main criteria for the selection of the project manager by the applicant should be the level of needed knowledge and skills, i.e. there are no formal restrictions as to the other roles of the would-be project manager within the institutions. Please note that in the event of an awarded grant, the grant contract should be signed by the authorised representative of the institution (e.g.. president).</p>
<p>PITANJE 5:</p> <p>Jesu li sljedeći troškovi prihvatljivi u okviru ovog natječaja:</p> <ul style="list-style-type: none"> • troškovi za nabavu opreme i software-a, potrebnih za edukaciju i vježbe ciljanih skupina • sredstva za motivaciju/stimulaciju osoba koje se educiraju? <p>Postoje li ograničenja glede maksimalne vrijednosti (%) tih troškova u odnosu na ukupnu vrijednost projekta?</p> <p>Postoji li neka specifična pravila za određivanje sufinanciranja od strane institucije koja prijavljuje projekt?</p>	<p>QUESTION 5:</p> <p>Are the following cost eligible under this call for proposal:</p> <ul style="list-style-type: none"> • Cost related to the procurement of the equipment and software needed for education and relevant assignments of the target groups; • Means for motivation of persons involved in the education? <p>Are there any restrictions as to the maximum value of those costs with respect to the maximum value of the project?</p> <p>Are there any specific rules as to the co-financing mechanisms to be ensured by the applicant?</p>
<p>ODGOVOR 5:</p> <p>Za sve informacije u vezi prihvatljivosti troškova, molimo proučiti upute za prijavitelje (<i>Guidelines for grant applicants</i>), poglavlje 2.1.4. <i>Eligibility of</i></p>	<p>ANSWER 5:</p> <p>For all relevant information as regards the eligibility of those costs, please examine <i>Guidelines for grant applicants</i>, section 2.1.4. <i>Eligibility of costs:</i></p>

<p><i>costs: costs which may be taken into consideration for the grant.</i></p> <p>U ovoj fazi, ne postoje formalna ograničenja glede maksimalne vrijednosti tih troškova (%) u odnosu na ukupnu vrijednost projekta. S druge strane, molimo obratite pozornost na činjenicu da su završne preporuke Odbora za ocjenjivanje projektnih prijava na temelju kojih se odobravaju darovnice uvjetovane procesom detaljne provjere proračuna projekta prije potpisivanja samog ugovora. Tijekom iste provjere se mogu identificirati problemi koji zahtijevaju izmjene proračuna. Iste provjere mogu rezultirati u traženju dodatnih pojašnjenja koje u konačnici mogu rezultirati i u smanjenju proračuna projekta od strane Ministarstva financija - SJFU.</p> <p>Ne postoje posebna pravila glede osiguravanja sufinanciranja od strane institucije koja se prijavljuje, osim specifičnih napomena u uputama za prijavljivanje (<i>Guidelines for grant applicants</i>), sekcija 1.3. <i>Financial allocation provided by the contracting authority.</i></p> <p>Glede prihvatljivosti troškova koji će u projektu biti sufinancirani od strane institucije koja prijavljuje projekt, molimo proučiti standardna pravila o prihvatljivosti troškova definirana u uputama za prijavljivanje (<i>Guidelines for grant applicants</i>), sekcija 2.1.4. <i>Eligibility of costs: costs which may be taken into consideration for the grant.</i></p>	<p><i>costs which may be taken into consideration for the grant.</i></p> <p>At this stage, there are no formal restrictions as to the maximum value of those costs (%) with respect to the maximum value of the project. Having said that, please note that the recommendations of the Evaluation Committee to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget. The checks may give rise to requests for clarification and may lead the Ministry of Finance - CFCU to impose reductions.</p> <p>There are no specific rules as regards the co-financing allocations to be provided by the applicant, apart from the specific remarks in the <i>Guidelines for grant applicants</i>, section 1.3. <i>Financial allocation provided by the contracting authority.</i></p> <p>As to the eligibility of costs that will be co-financed by the applicant, please examine standard rules for the eligibility of costs within the <i>Guidelines for grant applicants</i>, section 2.1.4. <i>Eligibility of costs: costs which may be taken into consideration for the grant.</i></p>
<p>PITANJE 6: Možete li dati primjer za “contributions in kind”?</p>	<p>QUESTION 6: Can you give some examples of Contribution in kind?</p>
<p>ODGOVOR 6: Različiti izvori, poput prostora, opreme ili volonterskog rada. Molimo uzmite u obzir da, kao što je opisano u poglavlju 2.1.4, ovo nisu prihvatljivi troškovi niti se tretiraju sufinanciranjem.</p>	<p>ANSWER 6: Different resources, such as venue, volunteers or equipment. Please bear in mind that, as described in article 2.1.4, contribution in kind are not eligible costs not treated as co-financing.</p>

