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2nd Call for Proposals (IPA 2009, 2010 and 2011)
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Q&A

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Abbreviations:
AF – Application Form
CfP – Call for Proposals
GfA – Guidelines for Applicants

No	Question	Answer
1	In case that applicant or partner in the project have the ability to perform works or services in the project (for which have an official registrations in Serbian Business Register Agency) is it necessary to make a procurements or tender for some other services or work supplier?	As stated under point 2.6. of GfA all contracts (services, works or supplies) to be awarded during the implementation of an action must follow the procedures set out in Annex IV to the contract. In other words, the beneficiary must award the contract to the tenderer offering the best value for money in compliance with the principles of transparency and equal treatment for potential contractors. Since conflict of interest must be avoided, it is not possible that the grant beneficiary is at the same time also the subcontractor.
2	It is planned to organize study trips to the EU country - Czech Republic - Brno "Central Institute for Supervising and Testing in Agriculture", which is outside the program area. The reason of this study tour is a specific training referring to the implementation of the monitoring of agricultural land and environmental protection via the LPIS system, including supervision in GIS, field and laboratory research. All relevant institutions and farmers are linked by the system. The aim of the education is to convey the experience of one of the best systems that works in the EU to agricultural producers in Croatia and Serbia. Can we incorporate this activity in the proposal?	As stated under point 2.1.4.4. of GfA, actions must be implemented in the programme area. However, a particular activity outside programme area may be acceptable if justified properly and necessary for achievement of project objectives and under the condition that this activity can in no way be implemented within programme area (e.g. study visit outside of programme area only if the location offers a specific advantage and cannot be found within programme area)
3	It is planned to perform laboratory analyses of soil and groundwater in the laboratories of the first and the second	There are two ways to budget the analysis: In case, the project team is in charge for the development of analysis their work can be expressed only through their salaries as listed

	partner. Can we express the cost of analysis through: chemicals, supplies and human labour? Human labour will be displayed in human resources under the item of project experts - analysts (three men) and their work make a part of the financing of the project. Is there a better way of expressing the cost of laboratory analysis	under *Heading 1. Human resources* and they may not receive any additional fees for services related to project activities. The supplies needed should then be expressed under *Heading 3. Equipment and supplies* and purchase of these items will be subject to secondary procurement. The other option is to budget costs for expert services under *Heading 5. Other costs, services* that will be contracted in order to develop the analysis. Please note that activities described may be indicated under *Heading 5. Other costs, services* only if they are entirely subcontracted to external laboratories not belonging to either applicant or partner organization.
4	Do persons involved in project implementation must be employees of the applicant or partner organization? Do they have to be employees for a longer period of time? Do they have to be full-time employees? How can a person who is not employee of the applicant or partner organization be involved in project implementation? How can a person who works in an organization that is outside of programme area be involved in project implementation?	There are two options of expressing the cost for persons involved in project implementation: 1) Persons who are budgeted in *Heading 1. Human resources* are part of project team and may either be an existing employee of the applicant or partner organization or may be hired just for the purposes of the project (new employee) by the applicant or partner organization. 2) Experts whose services are contracted should be budgeted in budget *Heading 5. Other costs, services* and must not be from applicant or partner institutions. Subcontracting of services is governed by principles of Annex IV and there are no restrictions as to geographical origin or nationality of experts hired.
5	Please answer us how to employ a project manager on a project whose duration extends over 12 months, if the Croatian Law on officers and employees in regional and local self-government (NN 86/08, 61/11) proscribes employment for not longer than 12 months?	There are no prescribed rules or practices on hiring of new employees who are budgeted in Heading *1. Human resources*. However, employment of staff listed under *Heading 1. Human resources* must be performed in accordance with national legislation.
6	I would like to know if there is a possibility to replace the project manager during project implementation with another person, for reasons such as pregnancy, emigration etc?	In practice, grant beneficiaries have the possibility to replace a member of the project team in justified cases during project implementation. Contracting Authority must be notified of such changes on time and it is the decision of the Contracting Authority whether the proposed change will be accepted or not. *Please note that grant beneficiaries will receive instructions on project implementation in due time*.
7	Where in the budget can we include costs for partners participating in the project (budget form does not have sheets for the partners, only for the applicants)?	The budget template does not foresee a separate sheet for costs incurred by partners. There is no need to separate the costs of the partners from the costs by applicants.
8	Is it possible to present the salaries of employees of the university as co-financing by the Croatian applicant (15% of our co-financing). Since we receive our salaries directly from the state treasury and not from the university bank account will it be a problem to present the salaries as co-	As stated under 2.1.5.6. of GfA the salaries of civil servants or other public employees of the central and local administrations may be presented as co-financing contribution of the applicant. You may emphasize which budget lines represent co-financing by the applicant. This information should be mentioned in *budget sheet 2. Justification*

	financing by the university. How do we present the salaries of the employees that work on the project and who are public employees as our own co-financing?	
9	How do you calculate a per diem on the project? Is there a difference between a per diem for international travel and a per diem within Croatia?	As stated under point 2.1.5.1. of GfA travel and subsistence costs for staff and other persons taking part in the Action, are eligible provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be. Any flat-rate reimbursement of the subsistence costs must not exceed the rates set out in Annex III of the Standard Grant Contract (http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm), which may not be higher than the scales published by the European Commission at the time of signing this contract. For general information regarding project cycle management please consult: http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm
10	Is it possible to hire a new employee full-time to be funded from IPA funds? How should we calculate such a salary?	As stated under point 2.1.5.1. of GfA cost of staff assigned to the action, corresponding to actual gross salaries, including social security charges and other remuneration-related costs are eligible. Salaries and costs must not exceed those normally borne by the beneficiary or its partners, as the case may be, unless it is justified by showing that it is essential to carry out the action. For general information regarding project cycle management please consult http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm
11	How many hours have to be fulfilled in order to be able to claim a per diem?	Per diems cover accommodation, meals and local travel within the place of the mission and sundry expenses. The per diem is not calculated based on hours spent on travel. The main precondition that should be fulfilled in order to charge a per diem is an overnight stay. However, it is possible to claim daily allowance costs in case when there is no overnight stay and those must not exceed those normally borne by the Beneficiary or its partners For general information regarding project cycle management please consult http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm
12	We would like to hire students on the project. Is it possible to hire students via student service office? Do we have to follow a particular additional procedure?	In case new employee is budgeted as part of project team under *Heading 1. Human resources* applicants should run a recruitment procedure in accordance with national legislation. In case external services are hired, such services should be budgeted under Heading 5. Other costs and services and accordingly a secondary procurement procedure

		in accordance with principles of Annex IV must be implemented. *Please note that all grant beneficiaries will receive instructions on project implementation in due time*
13	Can employees of the university receive fees for services if their employer university is one of the project partners?	No, experts whose services are budgeted in budget *Heading 5. Other costs, services* must be subcontracted following the principles set out in Annex IV and must not be from applicant or partner institutions.
14	How do we procure supplies? Are there certain limitations under EU public procurement? Is it necessary to have 3 offers for each procurement of supplies? Do we apply Croatian legislation on public procurement or relevant EU legislation?	As stated under point 2.6. of GfA here implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract. *Please note that all grant beneficiaries will receive instructions on project implementation in due time.*
15	How do we pay for gas for vehicles which are used for the project purposes?	*Please note that all grant beneficiaries will receive instructions on project implementation in due time.* For general information regarding project cycle management please consult http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm