



Answers to requests for clarifications
Call for proposals

**Cooperation projects to support transnational tourism based
on European cultural and industrial heritage**

69/G/ENT/PPA/13/411

<u>Question 1</u>	<p>We are interested in submitting a proposal for this round of funding, could you</p> <ol style="list-style-type: none">1. let me have some information on what type of project has received funding in the past2. indicate where we can upload details or a summary of our project in order to seek transnational partners ?
<u>Answer 1</u>	<p>1. A list of actions financed by the EC is available at the following address : http://ec.europa.eu/enterprise/sectors/tourism/cultural-routes/#h2-4</p> <p>2. A list of organisations looking for partners in order to present proposals to the subject call will be published soon and updated on a regular basis. Please return us the "Form for organisations looking for partners" (see "Documents and links" of the published call) duly filled in, if you wish to be included in the list.</p> <p>In your search for transnational partners, you could also upload details or a summary of your project on the "Enterprise Europe Network" funded by the European Commission. The main services of the its "Tourism and Cultural Heritage Sector Group" (http://een.ec.europa.eu/about/sector-groups/tourism-cultural-heritage) are:</p> <ul style="list-style-type: none">• Finding business co-operation partners for tourism products and services throughout Europe• Promoting innovation and technology transfer in the communication and safeguard of cultural heritage• Arranging bilateral meetings with potential partners at tourism and cultural heritage fairs and company missions to visit potential partners.• Advising companies on funding opportunities and new technologies for tourism and cultural heritage at national and European level and assisting them in applying for EU grants• Promoting and implementing multidisciplinary research projects in the field of cultural heritage• Providing information about relevant international conferences and workshops• Providing guidelines on starting a business in tourism• Communicating small business interests and concerns to EU policy makers

	<p>On this web-page, you will also find technology offers and requests related to tourism or cultural heritage. To have your own technology offers or requests posted on this and many other websites, contact your local Enterprise Europe Network branch: http://een.ec.europa.eu/about/branches</p>										
<u>Question 2</u>	<p>We are preparing a project proposal for the call for projects “Supporting the enhancement and promotion of sustainable transnational thematic tourism products”. However, you have recently published the other call for projects “Cooperation projects to support transnational tourism based on European cultural and industrial heritage”.</p> <p>We have noticed the requirements regarding partnership composition are different but regarding the scope and the objectives of these call for proposal, we don’t know quite well which is the main difference. In fact, our project aims to develop, promote and market touristic routes grounded on the concept and cultural heritage of the Atlantic gastronomy. Therefore we think this idea could math on both call for projects.</p> <p>Please can you help us to identify which is the most suitable call or which are the main differences from the point of view of objectives and scope.</p>										
<u>Answer 2</u>	<p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>The following table can give you a general overview of some main differences among two calls but please note that it is not meant to be exhaustive in mentioning all the differences and providing the detailed requirements for each call.</p> <p>It is the onus of the applicant to read carefully both calls and to decide to which call its project proposal respond better.</p> <p>It is the onus of the applicant to propose the project proposal corresponding fully to the objectives and all requirements of the call to which it apply.</p> <table><tr><td>Call for proposals:</td><td>“Supporting the enhancement and promotion of sustainable transnational thematic tourism products”</td><td>“Cooperation projects to support transnational tourism based on European cultural and industrial heritage”</td><td>to</td></tr><tr><td>Objectives</td><td><p>The overall objectives:</p><ul style="list-style-type: none">•to support the enhancement and promotion of sustainable transnational thematic tourism products contributing to the development and promotion of sustainable tourism in Europe by improving their visibility and market uptake.•to contribute to the creation of an environment favourable to transnational co-operation among tourism-related stakeholders with a particular emphasis</td><td><p>The final goal is to complement regional and national policies by supporting transnational cooperation and joint initiatives aiming at designing innovative transnational products in the fields of cultural and/or industrial tourism, with a view to contributing:</p><p>1) to differentiate the European tourism offer by capitalising on</p></td><td></td></tr></table>			Call for proposals:	“Supporting the enhancement and promotion of sustainable transnational thematic tourism products”	“Cooperation projects to support transnational tourism based on European cultural and industrial heritage”	to	Objectives	<p>The overall objectives:</p> <ul style="list-style-type: none">•to support the enhancement and promotion of sustainable transnational thematic tourism products contributing to the development and promotion of sustainable tourism in Europe by improving their visibility and market uptake.•to contribute to the creation of an environment favourable to transnational co-operation among tourism-related stakeholders with a particular emphasis	<p>The final goal is to complement regional and national policies by supporting transnational cooperation and joint initiatives aiming at designing innovative transnational products in the fields of cultural and/or industrial tourism, with a view to contributing:</p> <p>1) to differentiate the European tourism offer by capitalising on</p>	
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		<p>on the SMEs.</p> <p>It aims at:</p> <p>1.Strengthening trans-national cooperation, with regard to sustainable tourism;</p> <p>2.Encouraging a higher involvement of small and micro enterprises and local authorities;</p> <p>3. Stimulating competitiveness of the tourism industry by means of an enhanced focus on the diversification of sustainable tourism thematic products.</p>	<p>and giving value to the shared cultural heritage;</p> <p>2) to economic regeneration and job creation in declining (post) industrial regions through interregional and transnational cooperation projects in the field of tourism.</p>	
	Field of focus	Sustainable tourism regardless the theme and/or type. "Eligible" theme and/or type of tourism is not explicitly given as long as the project demonstrate that the product has high potential for the development of sustainable tourism.	Cultural or industrial heritage	
	The product	Has to be already developed (at least to certain extent)	New ideas , new products to be developed	
	Focus on activities:	<p>The promotion and the market uptake of the transnational thematic tourism product which is already developed.</p> <p>Developing of concrete packages for tourists (Please refer to the Activities point 2.3 of the Call text)</p>	<p>The product development phase, networking, awareness raising</p> <p>(Point: Financed actions under the point 2. Objective of the call)</p>	
	Geographical eligibility	EU Member States + EEA and CIP countries (please refer to the point 5.1.1 of the Call Text)	EU Member States	
	Type of partners	<p>Different mandatory types of partner requested for the eligible consortium.</p> <p>Among others: an SME acting in the tourism sector is a mandatory partner for the eligible consortium.</p>	Different mandatory types of partner requested for the eligible consortium.	
<u>Question 3</u>	<p>I'm contacting you about the programme "Cooperation projects to support transnational tourism based on European cultural and industrial heritage - 69/G/ENT/PPA/13/411", Regarding the eligible Applicants the attachment says "EU member states". As Croatia will join EU July 1st and being the deadline of the call July 31st, can we also consider Croatia in a project?</p>			
<u>Answer 3</u>	<p>Only proposals meeting the eligibility criteria on 31/07/2013 (deadline for submitting the applications) will be eligible for consideration by the evaluation committee.</p>			

	Croatia will therefore be considered as an eligible country (EU Member State).
<u>Question 4</u>	<p>I write to you to raise an enquiry on the call 69/G/ENT/PPA/13/411.</p> <p>In particular, the text of the call states that:</p> <p>The final goal (...), with a view to contributing:</p> <p>(...)</p> <p>2) to economic regeneration and job creation in declining (post) industrial regions through interregional and transnational cooperation projects in the field of tourism.</p> <p>and:</p> <p>Specific objectives</p> <p>Hence, the objectives of the call are to:</p> <p>(...)</p> <p>o promote tourism in regions in crisis or in conversion, in order to boost employment and growth in these regions;</p> <p>(...)</p> <p>We would need to know whether:</p> <ol style="list-style-type: none"> 1. Being a declining (post) industrial region is a must, or being a region in a crisis situation is enough for the action to be eligible. 2. Is there a list of such declining (post) industrial regions, so that we can check whether the regions we are considering to submit a proposal within the call are included in it?
<u>Answer 4</u>	<p>The call pursues different objectives. Proposals meeting at least one of these objectives will be taken into consideration.</p> <p>During the evaluation procedure, the proposals contributing to all objectives are likely to rate higher. The quality of a proposal contributing to some objectives only might however offset that handicap.</p> <p>In other words, proposals don't have to emanate necessarily from declining (post)industrial regions or regions in crisis, but it is a plus.</p>
<u>Question 5</u>	Just check if university of XXXXXX is eligible for the call.
<u>Answer 5</u>	<p>Please note that the Commission services cannot, for reasons of equal treatment, assess the eligibility of a proposal at this stage. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals documents.</p> <p>Concerning the eligibility of a University, I remind you that Academic training or education establishments are considered as eligible applicants (Chapter 5.1 of the Call for proposals).</p> <p>All conditions of eligibility as listed in chapter 5.1 must be fulfilled for a proposal to be considered eligible.</p>

<u>Question 6</u>	<p>We are deliberating to prepare a new proposal for the call "Cooperation projects to support transnational tourism based on European cultural and industrial heritage - 69/G/ENT/PPA/13/411".</p> <p>To come to a better understanding of the call, we would need the list/descriptions of the awarded projects from the calls of 2012. Could you provide us this information by e-mail or link or send an information when the list of selected projects will be published online.</p>
<u>Answer 6</u>	<p>We regret to inform you that the award procedure for the 2012 call has still not yet been completed.</p> <p>However, the selected actions of the 2011 call (see answer 1) should be helpful to you.</p>
<u>Question 7</u>	<p>In reference to the call for proposals 69/G/ENT/PPA/13/411 we would like to enquire if – at the stage of submitting the proposal – the transnational thematic product has to be already created / elaborated. If yes – to what extent?</p> <p>We are a little bit confused since in the Guidelines “supporting transnational cooperation and joint initiatives aiming at <u>designing</u> innovative transnational products in the fields of cultural and/or industrial tourism”, “market analysis <u>leading to the identification</u> of a common theme related to the European cultural or industrial heritage”, “<u>business plan</u> based on an analysis of the "carrying capacities" along the identified transnational product” are mentioned on the one hand, but on the other hand in the Annex 0 we are asked to “describe what <u>has already been done</u> to develop and / or promote the product” and in other parts of the Guidelines we read “(...) Therefore the focus of this call is on "<u>product development</u>" and/or "<u>promotional</u>" phases” (though “product development” may be also understood as product design, product creation etc.).</p>
<u>Answer 7</u>	<p>The focus of this call is on "product development" and/or "promotional" phases. The transnational thematic product does therefore not necessarily have to exist at the time the proposal is submitted.</p> <p>The guidelines are merely pointing at usual steps in the development of a product, i.e. doing a market analysis to ensure that there is a demand, drafting a business plan estimating costs, revenues, break-even point, etc.</p> <p>The grant may cover these types of activities. If the project is more advanced, other activities linked to later steps such pre-commercial promotional phase are also eligible. A grant could also cover all development and promotional steps.</p> <p>Under Annex 0, applicants are invited to “describe what <u>has already been done</u> to develop and / or promote the product”. For projects at a very early stage, the applicant may simply describe what was done to set up the proposal (concept paper on a core idea, finding partners, ...).</p>
<u>Question 8</u>	<p>If you know of partners already looking for new partners do you have a co-operation date that is planned pre submission date of 30th July?</p>
<u>Answer 8</u>	<p>Only proposals meeting the eligibility criteria on 31/07/2013 (deadline for submitting the applications) will be eligible for consideration by the evaluation committee.</p> <p>Each application will therefore be assessed on the basis of the situation on 31/07/2013.</p>
<u>Question 9</u>	<p>Regarding the call for proposals above mentioned, I would like to ask you if it is correct to think at the "consortium" as a partnership, so as to a group of at least 5 partners whose lead will be the coordinator?</p> <p>For the consortium to be eligible, are there any documents other than the supporting documents</p>

	referring to partners' legal status and a letter confirming their participation to the project to submit?
<u>Answer 9</u>	<p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>Please refer to the "Call Text" Section 5.1. "Eligible applicants" where the eligible criteria are specified.</p> <p>As mentioned in the "Call Text", the onus is on the applicant to demonstrate that he/she has an acceptable legal eligibility status in accordance with the specifications.</p> <p>The supporting documents to be provided by the consortium are described on page 16 <u>"Supporting documents"</u>.</p>
<u>Question 10</u>	<p>Our organisation is PUBLIC BODY established by our Municipality and operating as INSTITUTION FOR CULTURE AND TOURISM for our city of XXXX. From 2008 we operate also as REGIONAL DESTINATION ORGANISATION "the LAND OF XXXX" for 21 municipalities for our region (RDO in following text). AS RDO we do not have the legal status, we have an OFFICIAL DECISION OF OUR COUNCIL OF 21 MUNICIPALITIES which states we can act on the market as RDO. These municipalities also finance our destination activities. Can we apply as RDO for the CALL?</p>
<u>Answer 10</u>	<p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>Please refer to the "Call Text" Section 5.1. "Eligible applicants" where the eligible criteria are specified.</p> <p>As mentioned in the "Call Text", the onus is on the applicant to demonstrate that he/she has an acceptable legal eligibility status in accordance with the specifications.</p> <p>The supporting documents to be provided by the consortium are described on page 16 <u>"Supporting documents"</u>.</p>
<u>Question 11</u>	<p>I noticed that all the information is in English. Would you have this information in German?</p>
<u>Answer 11</u>	<p>Further to your e mail, I regret to inform you that the call documents are only available in English for the moment and that it is impossible at this stage to provide translations without delaying the entire procedure.</p> <p>However, as indicated in the text call (section 5.2) :</p> <p>Applications must be drafted in one of the EU official Languages. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. An English translation of an abstract may be included in the proposal (see Guide for Applicants).</p>
<u>Question 12</u>	<p>We would like to clarify whether a proposal for the specific call entitled "Cooperation to create transnational tourism products based on cultural and industrial heritage-69/G/ENT/PPA/13/411" has to be submitted by the coordinator straight to European</p>

	Commission relevant authority (electronically as described in the guide for applicants) or in case there are assigned national contact points through them?? If the latter is the case could you please provide us with the list of national contact points per Member State?
<u>Answer 12</u>	<p>There are no assigned national contact points.</p> <p>Proposals must be submitted electronically using the European Commission's Submission and Evaluation of Proposals programme (SEP).</p> <p>Only the coordinator is authorized to submit the proposal.</p>
<u>Question 13</u>	<p>As the director of the Museum of cocoa and chocolate from XXXXXX, I have the pleasure to contact you to have more information about the</p> <p>Cooperation projects to support transnational tourism based on European cultural and industrial heritage - 69/G/ENT/PPA/13/411.</p> <p>The Museum of cocoa and chocolate together with other museums, associations, institutions and partners linked with cocoa and chocolate are now creating an association for the creation of a European cultural route about chocolate "the chocolate way".</p> <p>Regarding our project, we would like to know if we can pretend to have this support around transnational tourism.</p> <p>Chocolate is obviously linked to the European history and having a chocolate cultural route will be a great opportunity to increase European collaborations.</p> <p>Thank you in advance for giving me more information or for giving me the opportunity to have a meeting with a member who could give me more information.</p>
<u>Answer 13</u>	<p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals or meet the potential applicants.</p> <p>Assessing the proposal is the exclusive competence of an appointed evaluation committee.</p> <p>Such committee can under no circumstances perform its duties prior to the submission of proposals.</p> <p>Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>Concerning your potential proposal, please refer to the text of the call, inter alia :</p> <p>MAIN DEFINITIONS FOR THE PURPOSES OF THIS CALL</p> <p>TOURISM PRODUCT <i>A "tourism product" represents a combination of different aspects (characteristics of the places visited, modes of transport, types of accommodation, specific activities at destination, etc.) around a specific centre of interest, such as nature tours, life on farms, visits to historical and cultural sites, visits to a particular city, the practice of specific sports, the beach, etc. This notion of "tourism product" is not related to the concept of "product" used in economic statistics, but rather to that used by professionals in the tourism business to market specific packages or destinations. It is then possible to speak of specific types of "tourism products", such</i></p>

	<p>as <i>culinary tourism, ecotourism, city tourism, sun-and-sand tourism, agro-tourism, health tourism, winter tourism, etc.</i>^[1]</p> <p>TRANSNATIONAL <i>A product made up of a set of tourism services and activities offered in the territory of several countries around a common theme. The transnational tourism product can take the form of e.g.: a route/itinerary/trail, either physical (based on a physical infrastructure; e.g. the Iron Curtain Trail) or virtual (linking places/destinations/attractions which a common feature ; e.g. route of historic thermal towns) or a thematic tourism offer.</i></p> <p>THEMATIC <i>The transnational tourism product must be conceived, structured and developed around a common theme.</i></p> <p>Proposals dealing with the following elements would be particularly welcome (<i>non-exhaustive list; proposals based on other elements will be equally treated</i>):</p> <ul style="list-style-type: none"> • combination of industrial heritage and living industry (visit of enterprises and their museum) as long as the proposal complies with the non-profit principle of the call • products around world-known historical figures (European or having lived in Europe) • products targeting diasporas (e.g. come and visit the place of your ancestors) • "spiritual" routes • gastronomic routes as long as they are built around a European narrative (e.g. where an aliment was first introduced, how it spread through Europe, description of commercial routes and different ways to prepare it ...; by opposing to the presentation of unrelated products)
<u>Question 14</u>	<p>I have a question about the 5.1 point of the 69/G/ENT/PPA/13/411 grant. It states that the partners must come from 5 different EU countries.</p> <p>Can some partners be concentrating on the research and similar tasks of the project (for example an Archive doing a historical research, University a research on the case studies) or do all of the partners need to produce a tourist packet or product?</p>
<u>Answer 14</u>	<p>Please note that the Commission services cannot, for reasons of equal treatment, assess the eligibility of a proposal at this stage.</p> <p>Assessing the proposal is the exclusive competence of an appointed evaluation committee.</p> <p>Such committee can under no circumstances perform its duties prior to the submission of proposals.</p> <p>Our reply to your questions has to be considered as a clarification of the published call for proposals documents.</p> <p>Under the provision of this Call, partners must be a minimum of five covering at list five countries (EU Member State).</p> <p>They must be active in the field of tourism or any other field strictly related to the object of</p>

[1] "International Recommendations for Tourism Statistics 2008"
http://unstats.un.org/unsd/publication/Seriesm/SeriesM_83rev1e.pdf

	<p>the proposal.</p> <p>We suggest to read carefully the list of target organizations at page 15 of this Call.</p> <p>The call does not set any specific rule as far as the distribution of tasks among partners is concerned. It is for the coordinator and its partners to determine what is most effective and efficient.</p> <p>Subcontracting is also permissible in case some specific tasks or activities are to be externalized.</p> <p>For subcontracting, please read carefully the rules set at point 4.4 of this Call.</p>
<u>Question 15</u>	<p>We would like to know:</p> <ol style="list-style-type: none"> 1. if XXXX can be considered as National public governmental Authorities; 2. what do you mean with "Regional public governmental Authorities" at minimum NUT 2 level? in the case of Italy is that strictly a Region (e.g. Emilia Romagna, Lazio, Lombardia, etc)?
<u>Answer 15</u>	<p>1. Please note that the Commission services cannot, for reasons of equal treatment, assess the eligibility of a proposal at this stage. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals documents.</p> <p>All conditions of eligibility as listed in chapter 5.1 must be fulfilled for a proposal to be considered eligible.</p> <p>2. By "regional" it has to be intended – for the purposes of this call – any territorial unit classified as NUTS (Nomenclature of territorial units for statistics) 2 level (in the case of Italy : 21 "Regioni"). For more information on the NUTS classification, please check:</p> <p>http://epp.eurostat.ec.europa.eu/portal/page/portal/nuts_nomenclature/correspondence_tables/national_structures_eu</p>
<u>Question 16</u>	<p>With reference to the call for proposal in object, I need to know if an Organization may apply as partner for 2 different projects on the same Call</p>
<u>Answer 16</u>	<p>It is possible to participate as a partner in more than one project under this call.</p> <p>However, you can only apply for one project as a "lead organisation".</p> <p>Please note that in no circumstances shall the same cost be financed twice by the Union budget.</p>
<u>Question 17</u>	<ol style="list-style-type: none"> 1. In the Guide for Applicants (page 11) it is said, that the exclusion form is not necessary to be handed in case the requested grant is less than 60 000 euro (in case of a consortium it is understood / partner). We do not plan to have higher budget than 60 000 euro/partner, but the online submission system still refers to this as a compulsory document. Could you please let us know if it is necessary or not? 2. We found that the partners' signature is only needed on the exclusion form (neither of the other documents have any place for signature). In case this is not a mandatory form to enclose (please refer to my first question) is there anything else that should be signed by the partners?

	<p>3. On page 16 and 25 of the Guide for Applicants we found that "the use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in-kind, but is considered as a participation in the cost of the action out of its own resources (co-financing by the beneficiary)...". We would like to know if that means, that co-financing can be provided to the project by partners in "manpower" as well, not only in "cash"?</p>
<u>Answer 17</u>	<p>1. Please find here below further clarifications concerning the threshold of 60.000 € for grants :</p> <p>All Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to by filling in the Exclusion Criteria Form (B4)</p> <p><u>Exception:</u> For low value grants, for an amount lower or equal to EUR 60.000, no declaration on exclusion criteria should be provided ⇒ the threshold <u>apply for the whole project/proposal</u></p> <p>2. For the supporting documents to be provided, please read carefully the call text (inter alia Chapter 6.3) and the guide for applicants (inter alia chapters III and VIII).</p> <p>3. As indicated in the call text (chapter 4.1) :</p> <p>Co-financing of the action or of the work programme may take the form of:</p> <ul style="list-style-type: none"> – the beneficiary's own resources, – income generated by the action or work programme, – financial contributions from third parties. <p>The co-financing may therefore not take the form of contributions in-kind (see also chapter 4.2 Eligible costs).</p> <p>The use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct (or indirect) cost of the action.</p>
<u>Question 18</u>	is it possible for a lead partner to be lead partner for two project in the same call
<u>Answer 18</u>	<p>No, you can only apply for one project as a "lead organisation".</p> <p>As indicated in the call text (chapter 4.1) :</p> <p>"Each action may give rise to the award of only one grant from the budget to any one beneficiary"</p>
<u>Question 19</u>	<p>- as far as Form B6 is concerned – does the staff indicated in the work packages have to be indicated in the Forms B1/B2 (Budget – internal staff) as well?</p> <p>- in case of consortium – is it recommended to upload financial statements of consortium members (Form B5; we are all public bodies)?</p> <p>- in case of consortium – do the letters of intent have to be uploaded in Part B or is it not necessary to attach them to the proposal?</p> <p>- if there are still some people to be hired and therefore their names are unknown, how can we fill in work packages or budget sheets? Is it possible not to indicate names?</p> <p>- as far as uploading documents is concerned – should the documents issued by different project partners but belonging to one category (e.g. Form B4 gathered from all 6 partners)</p>

	be uploaded as one PDF document or as 6 separate PDF documents?
<u>Answer 19</u>	<ul style="list-style-type: none"> - the staff costs to be indicated in the form B1/B2 (internal staff) relate to staff assigned to the action (permanent or temporary staff employed by the beneficiary) during the period of the action - public bodies do not have to submit a form B5 - the partners of a consortium shall agree upon appropriate arrangements between themselves for the proper performance of the action. The letters of intent shall be uploaded, as required in chapter 5.1. The power of attorney must be submitted only before the signature of the grant agreement. - if staff members still need to be recruited or subcontractors to be found, you are allowed not to indicate names but just a description of the function or the activity with a mention : "to be recruited" or "to be selected" - the system allows only one document; the required supporting documents must therefore be uploaded as one PDF document
<u>Question 20</u>	section 5.1 in the call text mentions “networks/associations of the above said national or regional governmental authorities”. It does NOT say whether ALL of the members of the network or association should be national or regional governmental authorities. In the case of the XXXX, members are local (NUTS 3) as well as <u>regional (NUTS2)</u> authorities. So the network DOES in fact represent regional government authorities, but also local ones.
<u>Answer 20</u>	<p>If the network is composed by at least one NUTS 2 level territorial entity, it could be considered as an eligible partner to application.</p> <p>However, please note that the Commission services cannot, for reasons of equal treatment, assess the eligibility of a proposal at this stage. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals documents.</p>
<u>Question 21</u>	<p>Question 1:</p> <p>Section 5.1 (Eligible applicants) lists among required partners:</p> <p>"at least 2 partners of the consortium must be organisations falling under one of the following categories:</p> <p>b) "Regional"public governmental Authorities (i.e. territorial entity at minimum NUTS 2 level) in charge of tourism, regional development, spatial planning or any other area that is strictly related to the object of the proposal (evidence to be provided);"</p> <p>We are thinking about involving a Slovak region as partner. The problem is that NUTS 2 in Slovakia (Oblasti) are only a statistical units and do not have a local public administration. The public administration exists at the level of "Kraj" which is considered by Eurostat a NUTS 3. So if we wanted to apply with a NUTS 2 from Slovakia, to which body should we refer?</p>

	<p>Question 2:</p> <p>Section 5.1 (Eligible applicants) lists among required partners:</p> <p>"at least 2 partners of the consortium must be organisations falling under one of the following categories:</p> <p>d) public or semi-public bodies acting on behalf of the regional or national public governmental Authorities in charge of tourism, regional development, spatial planning, culture or any other area that is strictly related to the object of the proposal (The delegation of powers must be proved by the relevant public governmental authority)."</p> <p>Another option would be to involve the Slovak Tourist Board (http://www.sacr.sk/en/slovak-tourist-board/about-us/). In the light of the call, what document should be provided by the tourist board as a proof of delegation of powers in the field of tourism from the Ministry of Transport, Construction and Regional Development of the Republic of Slovakia (responsible for tourism)? Would it be enough to attach a copy of the document proving the dependence of the Tourism Board from the Ministry and listing the competences attributed to it?</p>
<p><u>Answer 21</u></p>	<p>Please note that the Commission services cannot, for reasons of equal treatment, assess the eligibility of a proposal or an applicant at this stage. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals documents.</p> <p>All conditions of eligibility as listed in chapter 5.1 must be fulfilled for a proposal to be considered eligible.</p> <p>A "Regional" public governmental authority must be a territorial entity at <u>minimum</u> NUTS 2 level (i.e NUTS 1 or NUTS 2 level). In the case of Slovakia, the 4 "Oblasti" are therefore the only NUTS 2 eligible territorial entities; the 8 "Kraje" are only considered as NUTS 3 territorial entities.</p> <p>Concerning the supporting documents to be provided, the onus will be on the applicants to demonstrate that they fully respect the requirements set in the call.</p> <p>Please provide any useful supporting document and proof of the fulfillment of the compulsory requirements and clearly indicate in the submitted proposal, the name of the applicants fulfilling them, in order to allow the evaluation committee to accomplish its assessment.</p>
<p><u>Question 22</u></p>	<p>I recently applied to work as an independent, in French it is called "entreprise personne physique. I have now VAT and enterprise number. In you papers I found that the lead organisation (I think this is the coordinator) should fulfil a "financial statement form". As I am a starter, I can't fill in this form. Also, as I said, I have this special status as "entreprise personne physique". My main focus is on public affairs for small and medium sized companies, inter-cultural training. I have 13 years of professional experience in EU affairs (also diploma of the College of Bruges).</p> <p>Do you accept me as a coordinator? With regard to both that I have this status and can't fulfill your sheet? Please be so kind and clarify that with me: I did already some efforts to define a proposal it doesn't make sense if you can't accept it because of the reasons I</p>

	<p>described.</p> <p>How the partners should pay normally the 25 % of the budget? Can they pay it by own personal input? Or how it is normally declared by partners so that there will be no problems?</p> <p>Meaning of target groups: Do you mean which groups of tourists or do you think about the travel agencies?</p>
<u>Answer 22</u>	<p>1. Please note that the Commission services cannot, for reasons of equal treatment, assess the eligibility of a proposal or an applicant at this stage. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals documents.</p> <p>All conditions of eligibility as listed in chapter 5.1 must be fulfilled for a proposal to be considered eligible.</p> <p>Regarding the Financial Statement Form (Chapter IV.2 of the Guide for applicants), I remind you that :</p> <p>↓ In case the annual accounts are not available, any other information giving evidence of the financial capacity (tax authorities' statements, banks' opinions, financing plans, constitution financial statements, provisional accounts, shareholders or mother company guarantee or comfort letters, etc.).</p> <p>↓ as a mitigating measure to insufficient economic and financial capacity, a beneficiary may voluntarily propose a guarantee equivalent to all or part of the grant being sought.</p> <p>↓ Other mitigating measures such as a State guarantee, a third party guarantee (shareholders, administrators, mother company, etc.),</p> <p>↓ proposal for a rescheduled of the payment scheme for the action, in particular a reduction of the pre-financing).</p> <p>Supporting documents also have to be uploaded in Part B.</p> <p>The Commission reserves the right to request additional information during the evaluation of proposals.</p> <p>2. Co-financing of the action or of the work programme may take the form of:</p> <ul style="list-style-type: none"> – the beneficiary's own resources, – income generated by the action or work programme, – financial contributions from third parties. <p>The co-financing may therefore not take the form of contributions in-kind (see also chapter 4.2 Eligible costs).</p> <p>The use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct (or indirect) cost of the action.</p> <p>3. Please note that the Commission services cannot, for reasons of equal treatment, assess the eligibility of a proposal or an applicant at this stage. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals documents.</p> <p>Under the provisions of the Guide for applicants (section V. Part B), you are expected to</p>

	<p>identify target groups in order to justify your proposal. In other words, target groups are all those groups which will benefit from the activities you intend to put in place (e.g. typologies of tourists, typologies of SMEs, etc.). The listed target groups must be coherent with the objective of your project and with the purpose of the call for proposals."</p>
<u>Question 23</u>	<p>1. <u>SUPPORTING DOCUMENTS:</u> In the 'call text' it states (page 15): <i>supporting document and proof of the fulfilment of the above mentioned compulsory requirements, in order to allow the evaluation committee to accomplish its assessment.</i> This is followed by the alinea (page 16): <i>Subject to the eligibility criteria indicated above, the applicants should provide the following supporting documents to establish their eligibility:</i></p> <p>Question: I assume both phrases refer to the same. Is this right?</p> <p>Question: I cannot find any information on this in the application guide. Could you please let me know whether this information is really necessary and</p> <p><u>Applicants exclusion criteria (Form B4)</u></p> <p>The call text states: <i>"Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred</i> <i>to by filling in the "Exclusion Criteria Form" (form B4)"</i> However, the application GUIDE states: <i>"Applicants for low value grants, for an amount lower or equal to € 60 000, do not have to provide a declaration on exclusion criteria."</i></p> <p>Question: which document should we follow if applicants are to receive grants lower than € 60.000?</p>
<u>Answer 23</u>	<p>1. THE SUPPORTING DOCUMENTS MENTIONED ON PAGE 15 RELATE TO THE REQUIREMENTS SET IN THE CALL WHILE THE SUPPORTING DOCUMENTS LISTED ON PAGE 16 ARE THE COMPULSORY SUPPORTING DOCUMENTS TO BE PROVIDED TO PROVE THAT THE EXISTENCE OF THE PRIVATE ENTITY/PUBLIC ENTITY/CONSORTIUM/ENTITIES WITHOUT LEGAL PERSONALITY. THESE DOCUMENTS ARE NECESSARY TO ALLOW THE EVALUATION COMMITTEE TO ACCOMPLISH ITS ASSESSMENT.</p> <p>2. Concerning the threshold of 60.000 € for grants :</p> <p>All Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to by filling in the Exclusion Criteria Form (B4)</p> <p><u>Exception:</u> For low value grants, for an amount lower or equal to EUR 60.000, no declaration on exclusion criteria should be provided ⇒ the threshold <u>applies for the whole project/proposal</u></p>
<u>Question 24</u>	<p>We are developing a proposal for Enterprise and Industry – "Cooperation projects to support transnational tourism based on European cultural and industrial heritage".</p> <ol style="list-style-type: none"> 1. When we will submit the application do we need to provide also the signed and stamped agreement? 2. Who is signing the agreement? Just the coordinator of the consortium or all the partners involved? Just one document for all consortium or one for each partner?

<u>Answer 24</u>	At this stage, it is not necessary to sign the grant agreement. Only the selected applications will be followed by the signature of a grant agreement. The grant agreement will be signed by the co-ordinator acting on behalf of the consortium.
<u>Question 25</u>	I would like to know if the contact person for the proposal (coordinator) has to be the same administrative officer authorised to commit the lead organisation. If not, can the contact person (coordinator) be a person not employed in the lead organisation but in charge of scientific coordination of the project and chosen by the lead organisation and the other partners?
<u>Answer 25</u>	The primary coordinator contact information is pushed into the administrative form as scientific contact person for the organisation and will be used as contact information for the evaluation process It is not necessary that the contact person is the same as the administrative officer authorized to commit the lead organisation.
<u>Question 26</u>	I represent an organization that has not closed accounting year because it was established at the end of 2012. What data will be completed in form B5?
<u>Answer 26</u>	As indicated in the Guide for applicants : In support of financial capacity the applicants may provide: ↓ Annual accounts (i.e. profit and loss account; balance sheet, financial statement relating to cash-flow) for the last financial year. ↑↓ In case the annual accounts are not available, any other information giving evidence of the financial capacity (tax authorities' statements, banks' opinions, financing plans, constitution financial statements, provisional accounts, shareholders or mother company guarantee or comfort letters, etc.). ↓ as a mitigating measure to insufficient economic and financial capacity, a beneficiary may voluntarily propose a guarantee equivalent to all or part of the grant being sought. ↓ Other mitigating measures such as a State guarantee, a third party guarantee (shareholders, administrators, mother company, etc.), ↓ proposal for a rescheduled of the payment scheme for the action, in particular a reduction of the pre-financing). Supporting documents also have to be uploaded in Part B. The Commission reserves the right to request additional information during the evaluation of

	<p>proposals.</p> <p>You should therefore not complete the form B5 as no information from the most recent accounting year is available but supporting documents need to be uploaded in order to show your financial capacity.</p>
<u>Question 27</u>	<p>1) in 5.1 "Eligible applicants" it is stated that "Applicants should act in consortium [...] i.e 5 different legal entities mentioned separately in the grant agreement having signed a duly filled in A4 Form" (page 14). In EPS neither in electronic Part A nor in downloadable forms Part B the said A4 Form seems to be available.</p> <p>Moreover in 5.1 it is written that "It is not mandatory but it will be seen as an additional asset [...] if the proposal includes a <u>letter of Intent</u> expressing the formal support to the general idea of the project from one EU Member State National governmental authority" (page 15) and further that ..."In addition to the supporting document referring to their legal status, consortium members will submit letters confirming their participation in the project"(page 16).</p> <p>Since in the document "Questions and Answers" at question 19 point.3 "in case of consortium – do the letters of intent have to be uploaded in Part B or is it not necessary to attach them to the proposal?" it is answered "the partners of a consortium shall agree upon appropriate arrangements between themselves for the proper performance of the action. The letters of intent shall be uploaded, as required in chapter 5.1."</p> <p>- are you referring to the above <u>A4Form</u>? and, in this case, where can we find A4 Form?</p> <p>- or are you referring to the <u>Grant Agreement Form</u>? do we have to submit it at this stage?</p> <p>- Or- given that the supporting letter from the MInistry is not mandatory- to the <u>letters confirming their participation in the project</u>"(page 16). <u>Is in this latter case any Form available?</u></p> <p>2) in 5.1 "Eligible applicants" at page 16 "Supporting documents" it is stated that "[...] the applicant should provide the following supporting documents to establish their eligibility [...] public entity: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;" whereas in Guide for Applicant IV.4 "Evidence of Legal Status" at page 12 it is written that "if, following evaluation, the application is proposed for award, a Legal Entity Form and evidence of the applicants' legal status has to be provided. Applicants do not have to submit this documentation at the stage of electronic submission.</p> <p><u>Therefore, do the proof of the legal Entity of the applicant and partners have to be uploaded with the electronical submission?</u></p> <p>3) In the EPS downloadable set Part B only the declaration on honour referring exclusion criteria Form (B4) is available. Is any form for the declarations on honour required at 7.1 Financial capacity and at 7.2 Operational Capacity available?</p>
<u>Answer 27</u>	<p>1. There is indeed a mistake in the text call; no A4 form should be filled in, while the A2 form must be filled in with all the partners.</p> <p>The text call has now been corrected.</p> <p>2. There is no special form for the letter of intent expressing the formal support from one EU member State national governmental authority.</p>

	<p>3. The Legal Entity Form and evidence of the applicant's legal status have to be provided only for the applications which have been selected for award.</p> <p>However, as indicated in the call text :</p> <p>"The onus will be on the applicants to demonstrate that the partners fully respect the requirements set in the call. Please provide any useful supporting document and proof of the fulfilment of the mentioned compulsory requirements, in order to allow the evaluation committee to accomplish its assessment."</p> <p>4. For the Financial capacity and the Operational capacity, please read carefully the call text (Chapters 7.1 and 7.2) and the guide for applicants (Chapters IV.2 and IV.6) where all the required supporting documents are described, including, where applicable, the special forms to be used.</p>
Question 28	<p>We are preparing a proposal for 69/G/ENT/PPA/13/411 call. As we derive as below from page 14, of call of proposals document, (attached), a consortium should have at least two NUT2 partners for an eligible proposal.</p> <p>We will appreciate if you could verify our conclusions</p> <p>Moreover, at least 2 partners of the consortium must be organisations falling under one of the following categories:</p> <p>a) National public governmental Authorities – i.e. Ministries - in charge of tourism, culture, regional development, spatial planning, or any other area that is strictly related to the object of the proposal (evidence to be provided);</p> <p>b) "Regional"¹⁰ public governmental Authorities (i.e. territorial entity at minimum NUTS 2 level) in charge of tourism, regional development, spatial planning or any other area that is strictly related to the object of the proposal (evidence to be provided);</p> <p>c) networks /associations of the above said national or regional governmental Authorities;</p> <p>d) public or semi-public bodies acting on behalf of the regional or national public governmental Authorities in charge of tourism, regional development, spatial planning, culture or any other areas</p>
Answer 28	<p>As indicated in your question :</p> <p>"Moreover, at least 2 partners of the consortium must be organisations falling under one of the following categories":</p> <p>This means that 2 partners can be 2 Regional public governmental authorities (i.e. territorial entity at minimum NUTS2 level), but can also be partners falling under the other categories.</p> <p>There is therefore no obligation to have a Regional public governmental authority as partner.</p>
Question 29	<p>regarding the call for proposals 69/G/ENT/PPA/13/411 we have following questions:</p> <ul style="list-style-type: none"> - do the CVs have to be submitted in the Europass format? That means: will the CVs submitted in other format be accepted and evaluated on the same basis as the CVs submitted in the Europass format? - in case of a Ministry participating in the project – what kind of document – if any –

	<p>establishing its eligibility should be provided?</p> <p>- in case of a Ministry participating in the project – will the letter confirming its participation in the project be seen as an additional asset and added value (as mentioned on page 15 of the Call for proposals)? Or a separate letter is needed?</p>
<u>Answer 29</u>	<p>– As indicated in the "Guide for applicants (chapter IV.6)" :</p> <p>"The curriculum vitae should be submitted in the Europass format, for which a template can be downloaded under this link: http://europass.cedefop.europa.eu/en/documents/curriculum-vitae"</p> <p>All other types of CV's could be excluded by the evaluation committee.</p> <p>– As indicated in the "Call text (Chapter 5.1)"</p> <p><u>Supporting documents</u></p> <p>Subject to the eligibility criteria indicated in the call text, the applicants should provide the following supporting documents to establish their eligibility:</p> <ul style="list-style-type: none"> – public entity: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity; <p>If, following the evaluation, the application is proposed for award, a Legal Entity Form and evidence of the applicant's legal status has to be provided. Applicants do not have to submit this documentation at the stage of electronic submission.</p> <p>For public entities, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:</p> <ul style="list-style-type: none"> ↓ a copy of the resolution, law, decree or decision establishing the entity in question. As an alternative, any other official document attesting to the establishment of the entity by the national authorities may be submitted. ↓ an official VAT document, where applicable. <p>– As indicated in the "Call text (chapter 5.1)"</p> <p>"It is not mandatory, but it will be seen as an additional asset and added value positively affecting the assessment of the proposed project if the proposal includes a letter of intent expressing the formal support to the general project idea from one EU Member State national governmental authority - namely a Ministry - in charge of tourism, regional development, spatial planning, culture or other field which could be strictly related to the object of the proposal".</p>
<u>Question 30</u>	about the call in object we would like to know if a public University can avoid to fill in the B5 Financial statement form.
<u>Answer 30</u>	<p>As indicated in the "Guide for applicants (chapter IV.2)"</p> <p>"Public bodies and international organisations are not requested to submit any proof in relation to their financial capacity. They do not have to submit a form B5".</p>
<u>Question 31</u>	<p>I am writing you regarding some clarifications concerning the documentation for the project.</p> <p>- the letter of intent in which each partner specifies that he agrees to take part in the project under the conditions specified by the organizer needs to be presented until the deadline 31/07/2013 or has to be presented if the project gets approved?</p> <p>- regarding the balance sheet, more specifically the travel expenses, JP daily allowances can be included in the travel costs or not? if yes, is there a maximum amount foreseen for each</p>

	country?
<u>Answer 31</u>	<p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>As indicated in the call text (chapter 5.1) :</p> <p><u>Supporting documents</u></p> <ul style="list-style-type: none"> – consortium: in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project, <p>In order to allow the evaluation committee to assess the proposals all the requested supporting documents must be available on 31/07/2013 (deadline for submitting the applications).</p> <p>Regarding the costs of travel and related subsistence allowances, these costs will be considered eligible if they are in line with the beneficiary's usual practices on travel as indicated in the Guide for applicants, chapter VII.9 :</p> <p>"Reimbursement of travel costs can be requested for meetings, European conferences, etc. provided that they are in line with the usual practices of the beneficiary. Alternatively, they should not exceed the scales approved annually by the Commission. These Commission rates can be consulted on this address: http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems</p> <p>The costs reported should comply with the following:</p> <ul style="list-style-type: none"> – travel by the most direct and most economic route; – distance of at least 100 km between the place of the meeting and the normal place of work; – travel by rail: first class; – travel by air: economy class, unless a cheaper fare can be used (e.g. Apex); – travel by car: reimbursed on the basis of the equivalent first class rail fare.
<u>Question 32</u>	<p>At the working on the Call 69/G/ENT/PPA/13/411 we discovered a ambiguity by defining the partner:</p> <p>For us it is not clear, if the XXXXXXXX can apply as an applicant in the project.</p> <p>Under point 5.1. ELIGIBLE APPLICANTS 2. d) you are writing about the status of partners:</p> <p><i>public or semi-public bodies acting on behalf of the regional or national public governmental</i></p> <p><i>Authorities in charge of tourism, regional development, spatial planning, culture or any other area</i></p> <p><i>that is strictly related to the object of the proposal (The delegation of powers must be proved by the</i></p> <p><i>relevant public governmental authority).</i></p> <p><i>Chambers of Commerce cannot be considered – for the purposes of this call – as falling within this category.</i></p> <p>Our questions are:</p> <ol style="list-style-type: none"> 1. Does the Cluster covers the criteria under 5.1.2 d) ?

	2. If the regional chamber of Commerce is a co-owner of the cluster, is this a criterion for exclusion?
<u>Answer 32</u>	<p>1. Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>2. As indicated in the call text (Chapter 5.1) :</p> <ul style="list-style-type: none"> – Several entities that form together one entity, whether or not this entity is established for the purpose of implementing the action, may apply as a sole beneficiary. The entities will be considered as affiliated entities, which each will have to comply with eligibility, exclusion and selection criteria.
<u>Question 33</u>	<p>I would like to ask you further information regarding the administrative document required.</p> <p>In particular I am not able to understand the following issue: when should the <u>power of attorney</u> be submitted? Is there a template to fill in?</p> <p>In order to avoid any misunderstanding, I kindly ask you to confirm that the compulsory financial documents are the followings:</p> <p>Public entities:</p> <ul style="list-style-type: none"> • Annex 3 and 6 <p>Private entities:</p> <ul style="list-style-type: none"> • Annex 3,4 and 6
<u>Answer 33</u>	<p>1. Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>2. The power of attorney must be submitted only for the selected proposals before the signature of the grant agreement (Guide for applicants Chapter II.2).</p> <p>3. The supporting documents to be uploaded are described in the Guide for applicants and in the call text.</p> <p>Please refer as well to the previously provided answers (inter alia answers 10 and 27)</p>
<u>Question 34</u>	<p>we need a clarification for 5.1 ELIGIBLE APPLICANTS (page 14-15 of the Call for proposal document).</p> <p>We refer to point n. 2 "at least 2 partners of the consortium must be organisations falling under one of the following categories:</p> <p>for point A) and D) you foresee, among others, Authorities specifically in charge of CULTURE. It is not so in point B) regional public governmental Authorities.</p> <p>Can you confirm us that also Regional public governmental Authorities in charge of culture can be applicants or coordinating beneficiary in this call?</p>

Answer 34	<p>As indicated in the call text :</p> <p>"Regional"¹ public governmental Authorities (i.e. territorial entity at minimum NUTS 2 level) in charge of tourism, regional development, spatial planning or any other area that is strictly related to the object of the proposal (evidence to be provided);"</p> <p>The last part of the sentence (any other area that is strictly related to the object of the proposal (evidence to be provided)) does therefore not limit the eligibility to the tourism, regional development and spatial planning.</p> <p>However, please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p>
Question 35	<p>I have the pleasure to contact you to have more information about the Cooperation projects to support transnational tourism based on European cultural and industrial heritage.</p> <p>At the point 5 of the call is required the participation of at least two public Authorities (regional or national level) involved in....etc.</p> <p>Has allowed the participation of a regional Authority in the role of associated partner? Has the same weight as partner?</p>
Answer 35	<p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>Applications must comply with all the eligibility criteria set out in the call text (see sections 5.1 and 5.2 of the call text)</p> <p>Partners are to be understood as any potential co-signatory of the future grant agreement subject to this call, and as proposed by the applicant co-ordinator.</p> <p>The participation of "<u>associated partners</u>", i.e. other organisations who are not part of the consortium <u>and who are not concurring to the eligible costs</u> is not excluded by the Call text.</p> <p>A consortium is free to propose involvement in the project of any other entities without concurring to the eligible costs, <u>if it is justified as bringing added value to the project</u>.</p> <p>Those organisations, outside of the consortium, if involved in the project, have to be clearly indicated as such in the proposal and their role in the project, has to be described. Their participation will be subject to the approval of the evaluation committee, evaluating the project proposal.</p>
Question 36	<p>We are developing a project on a common topic for the majority of the Mediterranean countries, and we are 4 partners. There is also our Hungarian partner who will be in charge of the development of the touristic package. Due to the fact that Hungary is extern to Mediterranean countries and its role is to develop the electronic itinerary, can we consider our Hungarian partner as the 5th partner in the consortium or do we have to include it as a</p>

¹ By "regional" it has to be intended – for the purposes of this call – any territorial unit classified as **NUTS** (Nomenclature of territorial units for statistics) **2 level**. For more information on the NUTS classification, please check: http://epp.eurostat.ec.europa.eu/portal/page/portal/nuts_nomenclature/correspondence_tables/national_structures_eu

	<p>subcontractor?</p> <p>In reality what it provides is more than a service, it is an essential part of the project.</p>
Answer 36	<p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>Applications must comply with all the eligibility criteria set out in the call text (see sections 5.1 and 5.2 of the call text).</p> <p>Partners are to be understood as any potential co-signatory of the future grant agreement subject to this call, and as proposed by the applicant co-ordinator.</p> <p>Subcontracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or workproramme as described in the proposal.</p>
Question 37	<p>1) The project costs are summing up to 250.000 to 300.000 euros. How much money / assets does the coordinator participant in this call has to have in order to be "financially eligible"? Also, we are counting on co-financing the project through private sponsors as we go, how does this help our financial viability? Can this sponsorships be used as for-profit? Our association has everything in its accounts in order, nonetheless, there is not much money there at the moment - we can work with a stakeholder (one of the members can put the money) but we don't know how much will that be, please we need your help here.</p> <p>2) As for this call we need at least 5 different countries to join in, we decided coordinating their applications as well. What do co-applicants need in order to apply to the SEP? Do they need a PIC number by this stage? also, regarding the paper work the need to do, I have identified the following and I would appreciate you to tell me if I am missing any of the forms the players of the consortium need to submit:</p> <p><i>To be submitted by CO-APPLICANTS on the deadline of the Call</i></p> <ul style="list-style-type: none"> - A signed Letter of motivation and confirmation of the entity participating in the project - Forms A/2 and A/3.2 - B1/ B2 Budgetary Forms - B4 - Exclusion form - B5 - Statutory figures - B7 - Curriculum Vitae - B8 - Professional references and details of past similar projects - Evidence of legal status for Public Entities (IS THIS NECESSARY at this stage - I have read in the Q&A it is not, but please confirm): A Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence: <ul style="list-style-type: none"> - a copy of the resolution, law, decree or decision establishing the entity in question. As an alternative, any other official document attesting to the establishment of the entity by the national authorities may be submitted. - an official VAT document, where applicable.

	<p>3) We do not know WHERE TO FIND THE REQUIRED FORMS FOR BOTH THE COORDINATOR AND THE PARTNERS of the project. Can you help me find them please?? We are truly lost in this point. We need to send our partners the forms and we cannot find them. I searched in the ECAS, in the documentation of the proposal, etc but I couldn't find them and it is URGENT for me to provide this to my partners.</p>
<u>Answer 37</u>	<p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>Concerning your specific questions :</p> <p>1. Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the submitted supporting documents with the application.</p> <p>The form B5 (Financial Statement Form), duly filled in and scanned in PDF format must be uploaded in Part B of the proposal.</p> <p>2. Each member of the consortium must have a PIC number in order to complete their own sections.</p> <p>A coordinator can:</p> <ul style="list-style-type: none"> ↓ Register as interested in submitting a proposal to a particular call; ↓ Set up (and modify) the composition of the consortium by adding/removing co-applicants; ↓ Complete Part A pertaining to the proposal in general, and add his own administrative details; ↓ Download the document template for Form B6 Description of Work – Technical Proposal and, when it is completed, upload it ↓ Submit the complete proposal Part A and Part B. <p>Use of the system by the other participants</p> <p>Other participants can:</p> <ul style="list-style-type: none"> ↓ Complete their own sections A2 (participant details); ↓ Download the document templates for Part B of the proposal, in order to assist the Coordinator in preparing it. However, only the coordinator can upload the finished version; ↓ View the whole proposal. <p>3. All the necessary forms are available using the Commission's Submission and Evaluation of Proposals programme (SEP).</p> <p>The link to access the Submission and Evaluation Program(SEP) where you are able to submit and upload all your information is:</p> <p>https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?callId=69-G-ENT-PPA-13-411</p> <p>Please read the Guide for Applicants very carefully before starting the electronic submission.</p>
<u>Question 38</u>	<p>1. Regarding the eligible applicants (point 2. of 5.1 Eligible applicants of the call for proposals), are the following institutions eligible under one of the four required categories:</p> <ul style="list-style-type: none"> • xxxxxx which is a no-profit associations of public and private stakeholder in the Tourism sector, placed in XXXXX, which in/for XXXXXX:

	<ul style="list-style-type: none"> ○ Promotes, develops and publishes studies and surveys on tourism (from different point of views as social, sustainability, economic, etc..) ○ organizes and promotes conferences and meetings on tourism ○ acts on behalf of local public administrations (municipalities and union of municipalities) <ul style="list-style-type: none"> • xxxxxxxx , which is a territorial agency for the development and vocational training which acts as “body governed by public law” (in the meaning of INTERREG if you know) and which is strictly in touch a wide number of municipalities and work with them in more fields, including “Promotion, planning and management of activities in tourism to enhance the cultural, historical and environmental patrimony” <p>2. What do the "activity reports" required for demonstrating the operational capacity refer to? Is there a template?</p>
<u>Answer 38</u>	<p>1. Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>Applications must comply with all the eligibility criteria set out in the call text (see sections 5.1 and 5.2 of the call text).</p> <p>2. There is no template for the activity reports; these documents must help the evaluation committee to assess the operational capacity of the applicant to complete the operation to be supported (see chapter 7.2 of the call text).</p>
<u>Question 39</u>	<p>I have a question about form B6 - point 4. III "deliverables". What about deliverables, I would like to know what is meant with "specification" (type) word</p>
<u>Answer 39</u>	<p>Specification refers to a set of requirements that a product, or service must met. This could, for instance, focus on the kind of training mandatory for certain categories of staff and so on.</p>
<u>Question 40</u>	<p>1) The first partner is an association. They have no salary, but they gain money in relation to the number of customers and they have many collaborators (in-house consultant) who cut receipts to the organization. They assure me that their legal status allow them to have incomes. But they have difficulties to fill in the form B1-B2 because it requires the annual salary.</p> <p>Could you explain me in which way an association with no employment contracts (but just with in-house consultants) can participate?</p> <p>2) The second partner is a personal company. So she is the owner of its organisation. Can she participate as personal company? If yes, for her do we have to refer to the CORDIS_SME rates?</p>
<u>Answer 40</u>	<p>1) Some categories of in-house consultants may be considered as personnel costs if the specified conditions are fulfilled. Please see page 18 of the Guide for Applicants:</p> <p>"The costs of natural persons working under a contract with the beneficiary other than an employment contract (in-house consultants) may be assimilated to such costs of personnel,</p>

	<p>provided that the following conditions are fulfilled:</p> <ul style="list-style-type: none"> (i) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary; (ii) the result of the work belongs to the beneficiary; and (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;" <p>If these conditions are not fulfilled, the in-house consultants are considered as sub-contractors (Subcontracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action as described in the proposal). For these costs the Form B/1.3 must be filled in.</p> <p>It is no compulsory to have internal staff but I remind you that Subcontracting may only cover the implementation of a limited part of the action up to 50 % of the eligible costs.</p> <p>2) Applications must comply with all the eligibility criteria set out in the call text (see sections 5.1 of the call text).</p> <p>As indicated in the call text (chapter 4.2.1 Eligible direct costs)</p> <p>"The following categories of costs can be considered as eligible direct costs:</p> <ul style="list-style-type: none"> – the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiary's usual policy on remuneration. Those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used. <p>.....</p> <ul style="list-style-type: none"> – SME owners and other natural persons who do not receive a salary may declare eligible personnel costs for the work carried out under an action or work programme, on the basis of unit costs specific to the programme under which the call is launched. In other cases, owner managers that do not receive a salary cannot claim any reimbursement for their activities. The standard number of productive hours shall be equal to 1 575. <p>The reference rate for early-stage researchers shall apply to SME owners of start ups with a professional experience of up to two years.</p> <p>The reference rates for experienced researchers shall apply to</p> <ul style="list-style-type: none"> (a) SME owners with a professional experience of two to ten years; (b) SME owners with more than ten years of experience. <p>Hourly rate calculation tool: http://cordis.europa.eu/fp7/find-doc_en.html"</p>
<p><u>Question 41</u></p>	<p>a question about my financial situation: I am the owner of my company, so I have no salary. In the call for proposal I read that SME owners have to refer to the "Hourly rate calculation tool: http://cordis.europa.eu/fp7/find-doc_en.html".</p> <p>So my question is:</p>

	<p>how can I fill in the sheet "Working days" of the budgetary form?</p> <p>Do I have to enter the annual allowance and the daily rate of CORDIS tool, irrespective of my real financial statement (annex 4)?</p>
<u>Answer 41</u>	Indeed, SME owners who do not receive a salary must use the figures proposed by the CORDIS tool (Annual allowance, Productive hours and Hourly rate).
<u>Question 42</u>	Having recognized the call for proposal with the ID-No. 69/G/ENT/PPA/13411, XXXXX would like to launch a project regarding historic fishery towns or villages which shall support and accompany the transformation process from fishery into touristic usage and preservation of the common heritage. Because most of our potential partners are currently on holidays it is very difficult to bring forward the proposal. In respect of this fact we kindly ask you to advise whether a prolongation of the application period by at least one month would be possible. Thank you for your careful examination of the circumstances in advance.
<u>Answer 42</u>	<p>This call for proposals was launched on 23 May 2013 with a deadline for submitting the applications on 31 July 2013, i.e. a period of 69 days.</p> <p>This period is considered as sufficient to draft an eligible application.</p> <p>I therefore regret to inform you that it is impossible to extend the deadline for submitting the applications.</p>
<u>Question 43</u>	<p>I have a couple of concrete questions about the call:</p> <ol style="list-style-type: none"> 1. Can "youth" be considered as a theme as mentioned on page 22? 2. The emphasis in the call is on industry en culture. Do you allow to also have other themes in the same project?
<u>Answer 43</u>	<p>The aim of this call is to support transnational tourism products conceived around a common theme and with the purpose to promote and give value to the European cultural and industrial heritage.</p> <p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>Applications must comply with all the eligibility criteria set out in the call text (see sections 5.1 and 5.2 of the call text)</p>
<u>Question 44</u>	<p>In page 115 of Call for Proposals documents, point 3: Partners of the lead organisation must satisfy the same eligibility criteria as those for applicants. The applicant will be the coordinator.</p> <p>Does it mean that lead partner must comply with one of the categories mentioned in page 14 (National/Regional authorities, Federation/Associations, public/semi-public bodies)? or those categories (at least 2 partners) can be included in the consortium not necessarily acting as lead partner?</p>

<p>Answer 44</p>	<p>As indicated in the call text :</p> <p>"The coordinator and other applicants must satisfy the same eligibility criteria."</p> <p>And</p> <p>"Moreover, at least 2 partners of the consortium must be organisations falling under one of the following categories:</p> <p>a) National public governmental Authorities – i.e. Ministries - in charge of tourism, culture, regional development, spatial planning, or any other area that is strictly related to the object of the proposal (evidence to be provided);</p> <p>b) "Regional"¹⁰ public governmental Authorities (i.e. territorial entity at minimum NUTS 2 level) in charge of tourism, regional development, spatial planning or any other area that is strictly related to the object of the proposal (evidence to be provided);</p> <p>c) networks /associations of the above said national or regional governmental Authorities;</p> <p>d) public or semi-public bodies acting on behalf of¹¹ the regional or national public governmental Authorities in charge of tourism, regional development, spatial planning, culture or any other area that is strictly related to the object of the proposal (The delegation of powers must be proved by the relevant public governmental authority).</p> <p>The coordinator may therefore fall under one of the four categories but there is no obligation.</p> <p>However, the coordinator must satisfy the eligibility criteria (see chapter 5.1 of the call text).</p>
<p>Question 45</p>	<p>I would like to kindly ask you about some clarifications regarding the participation of affiliated entities in a project proposal for the call 69/G/ENT/PPA/13/411:</p> <ul style="list-style-type: none"> - Are affiliated entities allowed to take part in this call? There is a mention to affiliated entities in the call but related to eligible costs and not specifically in the eligibility criteria: <p style="padding-left: 40px;">4.2 Eligible Costs</p> <p style="padding-left: 40px;"><i>“The costs made by affiliated entities can be eligible, provided that:</i></p> <ul style="list-style-type: none"> ○ <i>the entities concerned are identified in the grant agreement;</i> ○ <i>the entities concerned abide by the rules applicable to the beneficiary under the grant agreement with regard to eligibility of costs and rights of checks and audits by the Commission, OLAF and the Court of Auditors.</i> <ul style="list-style-type: none"> - If they are allowed, have them to participate in as a sole beneficiary in the grant, or this is just applicable to network organisations or entities joint together in one legal entity? - How the applicant entity have to indicate its participating affiliated entities in the proposal? Do we have to include them in the application as a beneficiary and therefore they have to be part of the budget (I mean, affiliated entities have to have economic

	<p>implications in the call?</p> <ul style="list-style-type: none"> - Could the cost incurred by affiliated entities be reimbursed? I mean, they are not included in the grant agreement but when participating in the project activities they can have their costs reimburse, e.g. travel costs. <p>This question come because apart from the co-applicants, we have some entities interested in be part of the proposal by means of support but they have not the capacity of commit any financial implications.</p> <p>I have also another related question: regarding the <i>letter of intent expressing the formal support to the general project idea from one EU Member State national governmental authority</i>", I would like to know if letters of intent from other authorities (regional and local authorities, local authorities federations) are allowed. AND:</p> <ul style="list-style-type: none"> - if affiliated entities are not allowed, can this organisations, of course, all complying with the eligibility criteria, be part of the proposal by submitting a letter of intent? - And in this case, could anyway have their incurred costs reimbursed when participating in some project's activity? <p>I would like also to kindly ask you which kind a supporting documents therefore these organisations have to submit, taking into account the answers to the above questions.</p>
<u>Answer 45</u>	<p>The answers to your questions can be found under the chapters 5.1 and 4.2 of the call text :</p> <p>"Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs. For that purpose, applicants shall identify such affiliated entities in the application form. The affiliated entities will have to comply with the eligibility and exclusion criteria.</p> <p>Several entities that form together one entity, whether or not this entity is established for the purpose of implementing the action, may apply as a sole beneficiary. The entities will be considered as affiliated entities, which each will have to comply with eligibility, exclusion and selection criteria".</p> <p>The costs made by affiliated entities can be eligible, provided that:</p> <ul style="list-style-type: none"> ↑ the entities concerned are identified in the grant agreement; ↑ the entities concerned abide by the rules applicable to the beneficiary under the grant agreement with regard to eligibility of costs and rights of checks and audits by the Commission, OLAF and the Court of Auditors. <p>Please read also carefully the Guide for applicants, especially chapters II.3 and IV.2.</p> <p>Letters of intent expressing the formal support to the general project idea from other authorities (regional and local authorities, local authorities federations) are allowed but will not be seen as an additional asset and added value.</p> <p>As supporting documents, affiliated entities need to provide the dully filled form B4 (Exclusion Form).</p>
<u>Question 46</u>	<p>I have the following question regarding uploading some documents in SEP.</p> <p>In SEP it is ask to provide power of attorney for the administrative officer to commit the organisation (annex to form A2).</p> <p>Also, supporting documents on the eligibility of each partners is asked for (e.g. copy /resolution establishing the public company).</p> <p><u>My question:</u> where should I upload these documents? I was thinking of uploading them in form B8, but B8 seems to be reserved for other documents for better evidencing annex 1, 6 or & (guide for applicants).</p>

Answer 46

All the documents must be included in the PDF file, max file size is 10 MB.

Only one PDF file per slot available in part B is accepted ("**B9 - Any other document**")

All the PDF files uploaded (and their content documents) will be considered as the part B of the proposal.

The only place in SEP where you can upload PDF files is the STEP 5 – part B section.

There is no possibility to upload anything on the part A, which is a form to fill in online.

If some annexes are required, I suggest you to join them all in a PDF file and to upload it on the slot 9 of the part B : "B9 - Any other document"

A PDF has no page limit so you can add all your CV's in one PDF file, all the B4 forms in another PDF, ...

Once you have your 9 PDF* files ready, you can upload them in the corresponding slots in the Part B section of your proposal.

B0 - Eligibility and relevance assessment form	upload
B1 and B2 Budgetary Forms	upload
B3 Co-financing statement form	upload
B4 - Exclusion form	upload
B5 - Financial Statement Form	upload
B6 - Description of the proposal	upload
B7 - Curriculum Vitae	upload
B8 - Professional references	upload
B9 - Any other document	upload

Please note only 5 PDF are mandatory (the one with a red cross). The other are optional and will not prevent you from submitting the proposal if not present.

I must add that the slot " B1 and B2 Budgetary Forms " may not be a PDF but a XLS file.

