



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
REGIONAL AND URBAN POLICY  
Communication Unit

## **CALL FOR PROPOSALS**

2017CE16BAT063

*'Support for information measures relating to the EU Cohesion policy'*

## **Questions & Answers (Q&As)**

22/09/2017

You will find below a list of questions received for this call for proposals. Please note that the present document aims to complement and clarify the call for proposals and does not replace it. A Q&As document will be periodically published; applicants are invited to check this website regularly.

**Q1.** In the Guidelines, section 6.2.2 Travel, accommodation and subsistence allowances, there is information:

“Car journeys: equivalent of corresponding first-class train ticket.”

All our travels within the project will be by car.

My question is: how to calculate such a travel - should we call our train station, ask for a ticket price and then calculate the cost of the route; e.g. ticket price x two persons? If that is so, which supporting documents do we need for financial reporting at the end of the project?

On the other hand, certain places are not accessible with train. What should we do in this case?

**A1.** The calculation for car journeys should be based on the equivalent of corresponding first-class train ticket. If the destination is not accessible by train and therefore the price cannot be calculated on the basis of a train ticket, the calculation will be made as follows: EUR 0.22/km.

**Q2.** The deadline of the submission is October 16th. Since the proposals should be submitted on paper, does this deadline concern the date of the sending or the delivery?

**A2.** The time limit for receipt of the application is 16 October 2017. Receipt is understood as the time at which the applicant hands over the application to the post office or courier service or central mail department. The means of proof are the ones indicated in the guidelines under point 21.

**Q3.** The costs of natural persons working under a contract with the beneficiary other than an employment contract may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:

- 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.

Our organization cooperates with natural persons who fulfill all above mentioned criteria.

According to our law legislation, natural person issues an invoice for her/his work.

Should we declare these costs under the category “staff costs” or under the category “cost of services”?

**A3.** If the 3 conditions are met, the costs shall be declared under staff costs independently of the way of payment.