



HELLENIC REPUBLIC

**MINISTRY FOR DEVELOPMENT, COMPETITIVENESS,
INFRASTRUCTURE, TRANSPORT & NETWORKS**



IPA Cross-Border PROGRAMME

Greece - Albania

2007-2013

FROM NEIGHBOURHOOD TO PARTNERSHIP

The Programme is co-funded
by the European Union
and by National Funds
of Greece & Albania



**Managing Authority of European
Territorial Cooperation Programmes**

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Date 23/8/2012

Ref. No: 301475/MA4925

ΑΔΑ: Β4ΓΥΦ-Υ90

Code:A.2

2nd CALL FOR PROJECT PROPOSALS
"GREECE – ALBANIA"
IPA CROSS-BORDER PROGRAMME
2007-2013

1. Context

The "Greece –Albania IPA Cross-border Programme" 2007-2013 is a cross border co-operation Programme co-financed by the European Union under the Instrument for Pre-accession Assistance (IPA).

Territorial cooperation for the eligible regions constitutes both a challenge and an opportunity for the programming period 2007-2013. Polycentric spatial development with a new relationship between urban and rural areas, parity of access to infrastructure and knowledge, along with wise management of the natural and cultural heritage, represent already major objectives for balanced and sustainable growth. Within this framework, the **priorities** which constitute the policy outline for the convergence in the area of intervention of the specific Programme are:

- Priority 1: Enhancement of cross-border economic development
- Priority 2: Promotion and development of the environment and natural and cultural resources

The global objective of the programme is to increase the standard of living of the population by promoting sustainable local development in the cross-border area.

The Programme budget allocated for the period 2007-2011 is € 18.861.950. This amount consists of € 15.009.850 EU contribution and € 3.852.100 national contributions. The national co-financing rates for Greece and for the Albania are respectively 25% and 15%. For the 2nd Call for Project proposals, for the project partners from the Albania, the 15% of the national co-financing will be covered by the beneficiaries' own contribution.

2. Documents of reference

Before submitting any project proposal, applicants are invited to consult the Operational Programme approved by the European Commission (Decision E(2008) 4708 of 5-9-2008 amended by the Commission Decision No. E(2010)3778 on 30/6/2010), Council Regulation (EC) 1085/2006 establishing an Instrument for Pre-Accession Assistance (IPA), Commission Regulation (EC) 718/2007 (implementing Regulation (EC) 1085/2006) and Commission Regulation (EU) 80/2010 of 28 January 2010 (amending Regulation (EC) No 718/2007). Applicants are also invited to study carefully the Programme Manual.

These documents are available on the Programme website at <http://www.interreg.gr>, on the website of the Ministry of European Integration of Albania www.mie.gov.al and on the website of the EU Delegation to Albania, at http://ec.europa.eu/delegations/albania/index_en.htm.

3. Priorities and Measures

The present call for proposals is open to both Programme Priorities and to the six related Measures:

Programme Priority and Measures

PRIORITY	MEASURES
1. Enhancement of cross-border economic development	1.1 Promote entrepreneurship 1.2 Promote sustainable tourism 1.3 Enable people to people actions 1.4 Facilitate border accessibility through small -scale infrastructure
2. Promotion and sustainable development of the environment and of natural and cultural resources	2.1 Promote and protect the environmental resources of the area 2.2 Promote and protect the natural and cultural heritage of the area

4. Programme Area

The eligible programme area is indicated in the table below:

Eligible NUTS III or equivalent regions

Country	Prefecture/District
GREECE	Prefecture of Ioannina
	Prefecture of Thesprotia
	Prefecture of Florina
	Prefecture of Kastoria
	Prefecture of Kerkira
ALBANIA	District of Gjirokaster
	District of Korçë
	District of Vlorë

Moreover, the following NUTS III region has been included in the eligible area of the Programme as **adjacent area** and therefore funding for operations in this area can be admitted up to 20% of the amount of the EU Contribution to the Programme.

Eligible adjacent areas

Country	Prefecture/District
GREECE	Prefecture of Grevena

The **adjacent areas** have been selected to maximise the impact of cross border cooperation programmes' achievements. According to IPA Regulation¹, these areas can receive up to 20% of the Programme EU contribution. This means in practice that the programme may report costs related to the activities incurred on the territory of these areas to the limit of 20% of the amount of the EU contribution.

However, this does not mean that a fixed share of 20% of the programme budget is reserved for partners from these areas.

¹ Article 97 of the IPA Regulation states that: " In duly justified cases, EU funding may finance expenditure incurred in implementing operations or parts of operations up to a limit of 20 % of the amount of the EU contribution to the cross-border programme in NUTS level 3 regions or, in the absence of NUTS classification, equivalent areas, adjacent to the eligible areas for that programme. In exceptional cases as agreed between the Commission and the participating countries, this flexibility may be extended to the NUTS level 2 regions or, in the absence of NUTS classification, equivalent areas in which the eligible areas are located "

5. Budget available

The total budget available for the present call is **7.593.432€** (including EU Contribution and National Co-Financing) and is allocated by Country and Priority, as follows:

Budget Available for Beneficiaries from Greece

PRIORITY AXIS:		INDICATIVE BUDGET ALLOCATION (€)	
No	PRIORITY	INDICATIVE BUDGET ALLOCATION (€)	
		EUROPEAN UNION CONTRIBUTION	TOTAL BUDGET
1	Enhancement of cross-border economic development	1.576.787€	2.102.383€
2	Promotion and development of the environmental and natural and cultural resources	1.576.787€	2.102.383€
TOTAL BUDGET		3.153.574€	4.204.766€

The EU Co-Financing rate is 75%

Budget Available for Beneficiaries from Albania

PRIORITY AXIS:		PRIORITY	
PRIORITY	INDICATIVE BUDGET ALLOCATION (€) EUROPEAN UNION CONTRIBUTION	PRIORITY	
		EUROPEAN UNION CONTRIBUTION	TOTAL BUDGET
1	Enhancement of cross-border economic development	1.508.492€	1.774.696€
2	Promotion and development of the environmental and natural and cultural resources	1.371.874€	1.613.970€
TOTAL BUDGET		2.880.366€	3.388.666€

The EU Co-Financing rate is 85%

The Contracting Authority of the "Greece -Albania IPA Cross-border Programme" 2007-2013 in Albania -the Delegation of the European Union to Albania- for the funds allocated in Albania- reserve the right not to award all the available programme funds in this Call for Proposals.

In case where the indicative amount foreseen for the specific Priority Axis cannot be used due to the insufficient quality or the low number of proposals received, the Monitoring Committee reserves the right to reallocate the remaining funds to another Priority Axis, upon a justified proposal of the Joint Steering Committee and with the conditions of Programme amendment (if applicable), and subject to endorsement by the appropriate Services of the European Commission concerning the use of funds in Albania (if applicable).

The contracting of projects is conditional upon Programme approval and possible amendment and the availability of funds.

After the evaluation, a list of applications, ranked according to their score and within the limits of the funds available, will be drawn up. In addition, a reserve list of projects may also be drawn up following the same criteria to be used if more funds should become available. The selection of a project from the reserve list will be made on the basis of its ranking and the marking it received. The Monitoring Committee may decide not to finance projects on the reserve list.

6. Eligible Partnerships

Project proposals must include *at least* one partner from the Programme area (eligible and adjacent) of each country participating in the Programme.

All projects shall be developed and managed according to the Lead Partner Principle. Partners from each country shall appoint a Lead Partner among them that shall assume responsibilities according to the Lead Partner principle, for the part of the project taking place in the respective country. One of these two Lead Partners participating in the project will be also nominated as the Overall Lead Partner, in order to represent the entire partnership towards the Managing Authority and to ensure the sound implementation of the entire project.

The Lead Partners have to be established, registered or accredited in the respective countries i.e. the organizations should be established by or accredited under an instrument governed by the internal law of the respective country for at least 12 months before the launching of this call for proposals.

Partners shall cooperate in at least one of the following ways: joint development, joint implementation, joint staffing and joint financing.

The total number of partners must not exceed five (5) including the Lead Partners.

This call for proposals is only addressed to:

- a. national, regional or local **public authorities**;
- b. **bodies governed by public law**², having legal personality, other than legal entities defined under paragraph a, established for the specific purpose of meeting needs in

² Bodies governed by public law as defined in Article 1(9) of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts (<http://eur->

the general interest (needs not having an industrial or commercial character), and which fulfil at least one of the following conditions:

- i. be financed, for the most part, by the national, regional or local authorities, or other bodies governed by public law or
- ii. be subject to management supervision by those bodies or
- iii. have an administrative, managerial or supervisory board, more than half of whose members are appointed by the national, regional or local authorities, or by other bodies governed by public law;

c. **private organizations**: non profit organizations founded according to applicable legal framework/law in the respective country can be eligible under the following conditions:

- they do not have a commercial or industrial character or activities
- they are non-profit³ and have a legal personality.

Bodies governed by public law (under category b. above) and private organisations (under category c. above) must be operational for at least 12 months before the launching of the call for proposals. If a body governed by public law or a private organization is participating through a branch located at the Programme area, the branch must be operational for at least 12 months before the launching of the call for proposals. The documentation required for the eligibility of a branch is described in paragraph 7.

It should be noted that **private companies not falling under the above categories b. and c. are not eligible.**

Further information about the eligibility of partnerships and the Lead Partner Principle is provided in the Programme Manual (Part A. Applicant's Manual).

7. How to apply -deadline

In order to submit a project proposal, Applicants must refer to the Applicant's Package and to all relevant documents for this call for proposals.

Project Proposals should be submitted according to the guidelines provided in the Programme Manual.

A Project Proposal consists of:

lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:134:0114:0240:EN:PDF) and in compliance with the national legislation of each participating country.

³ Profit is the making of gain in business activities for the benefit of the owners of the business (paying out dividends).

1. the 'Application Form' (standard excel form provided), stamped and signed by the Overall Lead Partner, in original version, (not copy or digital)
2. the 'Partnership Declaration' (standard form provided), stamped and signed by all the participating partners,
3. Co-Financing Statement-Non double financing completed stamped and signed by each partner separately,
4. 'The Declaration of not generating revenues' (standard form provided) completed, stamped and signed by the Overall Lead Partner. In case of revenue generating projects, a cost - benefit analysis should be attached (using the "Guide to cost-benefit analysis of investment projects Published by DG Regional Policy in 2008" available at http://ec.europa.eu/regional_policy/sources/docoffic/working/sf2000_en.htm)
5. The 'Specification of Budget Costs', completed, stamped and signed by each Lead Partner separately (standard form provided) and for the part of the project which will falls under its responsibility.
6. Maturity Sheet per Lead Partner (standard form provided), stamped and signed (the Maturity Sheet is filled in by each Lead Partner for all partners that fall under his responsibility).
7. Compatibility Check Sheet with SEA (standard form provided), stamped and signed by the Overall Lead Partner.
8. a. For bodies governed by public law (of article 6.b above) official documents providing evidence that the requirements of article 6.b of this call are met. In case that the nature of a public body is not clearly delivered from the submitted documents, the JTS or MA may request additional documentation for clarification.
- b. For private organisations (of article 6.c above) :
 - Statutes including all modifications.
 - Official document indicating the composition of the administrative/managerial or supervisory board.
 - Official document indicating the supervision by national, regional or local authorities, or other bodies governed by public law (if applicable)

- Official document indicating the sources of the body's revenues, during the last three years preceding the presentation of the project proposal. In case of bodies established and operating for less than a year, official document indicating the sources of the body's revenues for the time of operation.
 - Official Document providing proof for the non distribution of profits or declaration for the non distribution of profits if the first is not applicable.
 - Any official document certified by a public administration authority, providing that the organisation operates for at least one year before the launch of the specific call for proposals.
- c. for bodies governed by public law (of article 6.b above) and for private organisations (of article 6.c above) the existence of a branch within the Programme area or the participating countries is documented with at least one of the following documents:
- i. Official document for the establishment/registration of a branch issued by the competent Public Authority (e.g. Tax Service of the respective country)
 - ii. Copy of the rental contract, submitted to and validated by the respective Public Authority (e.g. Tax Service of the respective country)
 - iii. Payroll sheet, validated by the competent Public Authority (e.g. Ministry of Labor)
 - iv. Operational costs bills (e.g. electricity, telephone etc.)

For bodies governed by public law (of article 6.b above) that have been established by a Law or Presidential Decree, the submission of a copy of the respective Official Government Gazette where the establishment of the branch is being mentioned is sufficient.

In any case, the documents above must provide evidence that the branch was established and in operation for the period required by the call under each type of partner/category of beneficiary.

9. Infrastructure Projects must include the relevant accompanying documents (licenses, approval of feasibility study, building permits, preliminary designs,

priced bill of quantities, technical specifications, environmental impact assessment etc., where applicable) proving the maturity of the proposed project.

10. The Lead Partner in Albania must additionally submit, stamped and signed:

10a. The 'Declaration by the Lead Partner in Albania (standard form provided)

10b. The Activity Break-Up Table, completed, signed and stamped by the Albanian Lead partner (standard form provided)

10c. The 'Legal Entity Form' (standard form provided)

10d. The 'Financial Identification Form' (standard form provided)

Partners from Albania may refer to the Practical Guide to Contract Procedures for EC External Actions (PRAG) for further guidance on filling in the documents under point 10a,c,d above. Particularly, partners from Albania should take into account the following:

The Legal Entity Sheet must be duly completed and signed by the Lead Partner in Albania, accompanied by the justifying documents which are requested therein. If the Lead Partner in Albania has already signed a contract with the Contracting Authority (the EU Delegation), instead of the legal entity sheet and its supporting documents, the legal entity number may be provided, unless a change in its legal status occurred in the meantime.

A Financial Identification Form conforming to the model included in the application package, certified by the bank to which the payments will be made. This bank must be located in Albania. If the Lead partner in Albania has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

The templates of the respective forms are also available on http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

11. A CD/DVD-ROM including the electronic version of the proposal as described below.

The CD/DVD, must include the Application Form in excel format and all documents referred to under point 2-10 in electronic version or scanned version in case of documents signed and stamped.

The non-submission of the above mentioned documentation (points 1-10), stamped and signed (where applicable), and the CD/DVD ROM (point 11), will lead to the project proposal rejection.

Regarding the "Partnership Declaration" (point 2), the JTS shall accept the signature of each partner in a separate page.

Any incongruity (wrong name of partners, wrong project title or budget, wrong name of undersigning person if not entitled to sign) among the information provided in the documents under points 1 and 2-4 will lead to the project proposal rejection (deviations of decimals - amounts lower than 1€ in budget reference can be accepted).

Concerning the **supporting documents** relating to the bodies governed by public law and private organizations they have to be submitted both in **hard copy and electronic version**.

The hard copy of the project proposal accompanied by all documentation described above (points 1-10) and the CD/DVD ROM (point 11) must be submitted in **1 original and 2 copies**.

The envelope must bear the following indications:

2nd Call for Proposals of the "Greece-Albania IPA Cross-Border Programme" 2007-2013

Measure:.....

Project Acronym:

Overall Lead Partner:(Name).....

....(Address).....

NOT TO BE OPENED BEFORE THE OPENING SESSION

The Project Proposal must be submitted to the Programme's Joint Technical Secretariat (JTS) **by post, private courier service or hand-delivery**, at the following address:

**Joint Technical Secretariat/Managing Authority of the
"Greece - Albania IPA Cross-Border Programme" 2007-2013,
65, Georgikis Scholis Avenue, Pilea 57001,
Thessaloniki, Greece**

To be recognised as submitted within the fixed deadline, a proposal must be **submitted** until the, **30/11/2012 16:00** local time **at the latest**. Proposals sent after this date will not be considered as eligible.

! Attention: If the signed Project Proposal is submitted by registered mail or private courier service, only the stamp of indicating the postal date proves that the Project Proposal has been sent within the above deadline.

If the signed Project Proposal is submitted in person, only the Managing Authority's register number is proof of timely submission.

8. Project size

Projects must have a minimum budget of **150.000 €**. The maximum budget of project should be **600.000€**. The minimum budget per project Partner cannot be lower than 50.000,00 €. It should be noted that, the total amount of funding for the Greek Project Partners (or the Albanian Project Partners respectively) participating in each project should not overcome 55% of the project's total budget.

9. Eligibility of expenditure

The starting date for the eligibility of expenditure of Partners from Greece is the date of approval of the "Greece-Albania IPA Cross-Border Programme" (5/9/2008), while for partners from Albania, the starting date for the eligibility of expenditure is the date of signature the Contract between the Delegation of the European Union (following the project's approval by the competent Committee) to Albania and the Lead Partner in Albania.

The final date of eligibility of expenditure may not exceed 31/12/2016 under no circumstances.

Concerning Partners from Albania the costs must be incurred during the implementation period of the action as specified in Article 2 of the Special Conditions to the Grant contract with the exception of costs relating to final reports, expenditure verification and evaluation of the action, whatever the time of actual disbursement by the Lead Partner and/or its partners. The duration of the contract might be different than that of the Lead Partner in Greece. The implementation period can anyhow not be longer than 23/10/2016. For projects implemented by the Albanian Lead Partners, the implementation period after the 23/10/2015 is conditioned, for part of the funds, to the extension of the Financing Agreement between the European Commission and the Government of Albania.

Eligibility rules on activities and related expenditure are described at the Programme Manual.

10. Duration

Projects should be concluded within a maximum period of twenty four (24) months after the signing of the Contract between the Managing Authority and the Overall Lead Partner. Projects that have started their implementation before the signing of the contract, and in any case after 5/9/2008 (date of approval of the Programme), should not have been concluded before the official launch of the respective call for proposals.

11. Additional information

To obtain additional information on the project application procedure and project development, please contact the Managing Authority of European Territorial Cooperation Programmes: Ms Rosanna Semerdjian tel: 0030-2310469624, e-mail: rsemergian@mou.gr, or Ms Mercia Panagiotakou, tel:0030-2310469660, e-mail: mpanagiotakou@mou.gr . From the Ministry of European Integration of Albania, please contact Ms Greta Rakaj,tel: 00355 672052234, email: Greta.Rakaj@mie.gov.al .

All relevant information and documents shall be available on the Programme website at <http://www.interreg.gr>, on the site of the Ministry of European Integration of Albania www.mie.gov.al and on the site of the Delegation of the European Union to Albania, at http://ec.europa.eu/delegations/albania/index_en.htm .

Information Sessions regarding this call shall take place in both countries. The date and time of these events will be concurrently announced on the Programme's website at <http://www.interreg.gr> and on the site of the Ministry European Integration of Albania www.mie.gov.al.

Potential applicants may pose questions in written to the Managing Authority, no later than twenty-one (21) days before the deadline for the submission of proposals. The

answers shall be agreed by both the contracting authorities and shall be published at the above sites. Answers shall be published no later than eleven (11) days before the deadline for the submission of proposals.

Potential applicants are invited to regularly consult the above sites.

**THE MINISTER FOR DEVELOPMENT
COMPETITIVENESS, INFRASTRUCTURE, TRANSPORT AND NETWORKS**

KONSTANTINOS HATZIDAKIS

Annexes:

1. Applicant's Package (all standard forms provided)
2. Programme Manual for the second call for proposals

