

Interreg



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IPA Hungary - Serbia

INFODAYS

**1st Call for Proposals
2023**

Novi Sad, Kanjiža, Baja, Szeged

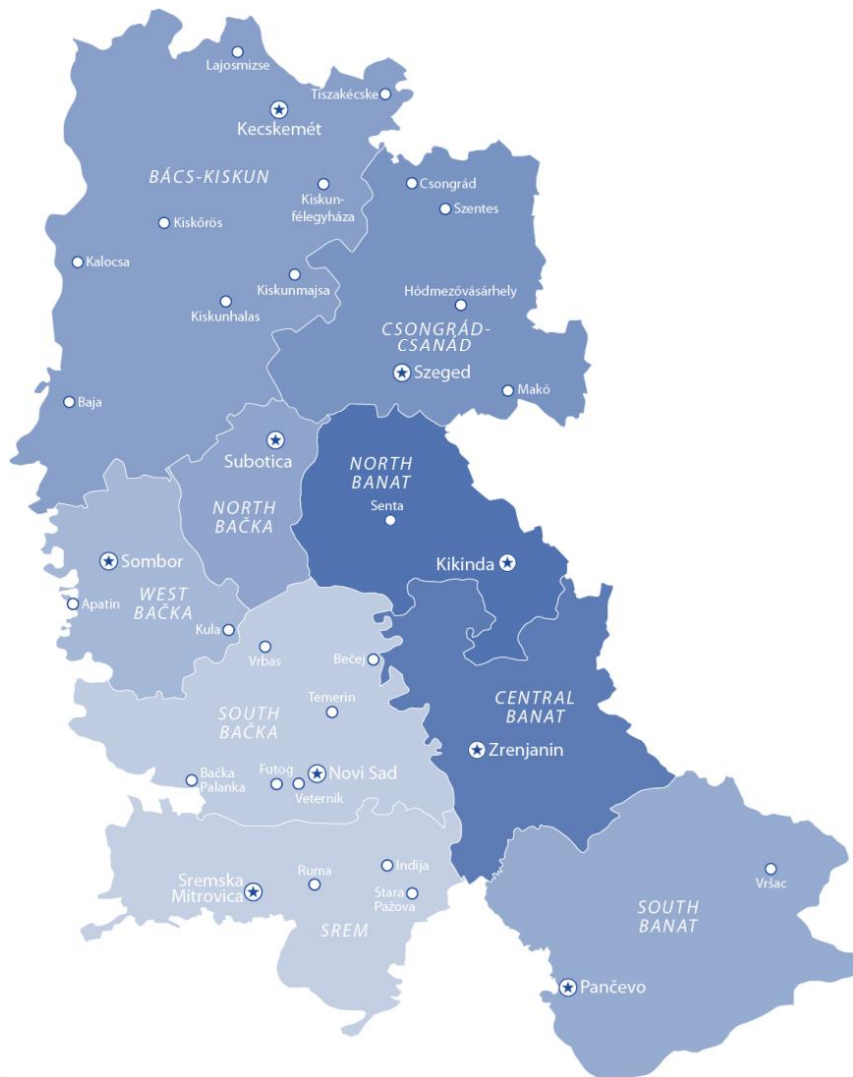
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- Introduction of Programme and the 1st Call for Proposals
- Eligibility of Applicants and expenditures
- Project Logic, Indicators
- Questions / Answers
- Lunch Break
- Visibility rules, communication
- How to apply (INTERREG+, deadlines)
- Assessment process, contracting and implementation
- Questions / Answers

- 5 Programming Committee meetings
 - 1st PC – 7 November 2019 in Belgrade
 - 2nd PC – 17 September 2020
 - 3rd PC – 22 March 2021
 - 4th PC – 17 June 2021
 - 5th PC – 18 November 2021
- Hard work and dedication of the people involved paid off.
- After extensive consultations with the EC, the IP document was submitted to the EC on **1 April 2022**.
- After a round of comments and corrections, the EC has approved the IP and with it our new programme on **14 October 2022**.

PRESENTATION OF THE PROGRAMME

Programming area



Hungary:

- Csongrád-Csanád Vármegye
- Bács-Kiskun Vármegye

Serbia:

- Zapadnobački upravni okrug,
- Severnobački upravni okrug,
- Severnobanatski upravni okrug,
- Južnobački upravni okrug,
- Srednjobanatski upravni okrug,
- Južnobanatski upravni okrug,
- Sremski upravni okrug

PRESENTATION OF THE PROGRAMME

Priorities and total amounts

Priority 1: A greener region

EUR 17.8 M

Objective 1.1: Climate change adaptation, risk prevention (SO 2.4)

EUR 11.43 M

Objective 1.2: Biodiversity and reduced pollution (SO 2.7)

EUR 6.36 M

Priority 2: Enhancing the human and cultural values

EUR 33.05 M

Objective 2.1: Education and lifelong learning (SO 4.2)

EUR 10.01 M

Objective 2.2: Culture and tourism (SO 4.6)

EUR 23.04 M

Priority 3: Cross-border institutional and civil cooperation

EUR 12.71 M

Objective 3.1: Harmonious neighbourly relations through cooperation (ISO1)

EUR 9.53 M

Objective 3.2: Border crossing management (ISO2)

EUR 3.18 M



PRESENTATION OF THE PROGRAMME

Finance and scales of projects

The total finances of the programme are **EUR 74 764 708**
while IPA support – the EU Contribution is **EUR 63 550 000**

Projects also grouped by scales:

- **Small-scale projects** (marked with SSP) are between 70 and 200 thousand Euro,
- **Regular-scale projects** (RSP) are between 200 thousand and 2 million Euro and
- **Large-scale projects** (LSP) are at minimum 2 million Euro.

Operation of **Strategic Importance** (OSI), under Objective 3.2:

Border crossing management (ISO2) EUR 2.86 M with the goal of mitigation of freight traffic
by developing the border crossing point Hercegszántó-Bački Breg

PRESENTATION OF THE PROGRAMME

Horizontal and other principles

Horizontal principles of the Programme are aligned to Article 9 of Regulation (EU) 2021/1060 (CPR). All actions must respect four horizontal principles:

- respect for **fundamental rights** and compliance with the Charter of Fundamental Rights of the European Union
- **equality between men and women, gender mainstreaming** and the integration of a gender perspective
- **preventing any discrimination** based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation
- **sustainable development** and the "**do no significant harm**" principle

All projects need to have a full respect of the Union environmental *acquis*.



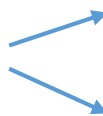
PRESENTATION OF THE PROGRAMME

Horizontal and other principles

The fundamental rights that are outlined in the EU Charter are considered intrinsic to the other three horizontal principles and, as such, **not separately assessed**.

“Do no significant harm” (DNSH) principle – actions which promotes and respects the following objectives: climate change mitigation; climate change adaptation; the sustainable use and protection of water and marine resources; the circular economy including waste prevention and recycling; pollution prevention and control to air, water or land; the protection and restoration of biodiversity and ecosystems.

DNSH will be **assessed by YES/NO criteria** whether the projects applications are in line with the types of actions assessed already as do not significantly harm the environment.

The application is in line with DNSH  **YES** - goes for further evaluation
NO - will be rejected

PRESENTATION OF THE PROGRAMME

Horizontal and other principles

In the Project description (the first sheet in I+) answer the question: **"Compliance with the EU horizontal principles"**

- If the project promotes and strengthen any of three horizontal principles



Explain how the project contributes to the HP(s),
Explain which specific actions within project activities are implemented in reference to HP(s)

- ★ For possible examples of active contribution to horizontal principles please consult **chapter 7.4 of the GfA**

	Pertinent question or process	Equality between men and women	Equal opportunities and non-discrimination	Sustainable Development
PROACTIVELY POSITIVE	Can the application be selected for funding?	Yes		
	Assessment	1-3 points		
NEUTRAL	Can the application be selected for funding?	Yes		
	Assessment	0 points		
NEGATIVE	Can the application be selected for funding?	No		
	Assessment decision	Rejected application		

PRESENTATION OF THE PROGRAMME

Management structure

- **European Commission (COM):** Donor of the EU contribution.
- **Monitoring Committee (MC):** supervises and monitors the programme implementation, responsible for project selection.
- **Managing Authority (MA):** bears the overall responsibility for the management and implementation of the Programme towards COM. *The Ministry of Foreign Affairs and Trade of Hungary.*
- Body carrying out the accounting function - **Certifying Authority (CA):** *The Hungarian State Treasury*

PRESENTATION OF THE PROGRAMME

Management structure

- **Audit Authority (AA):** *The Directorate General for Audit of European Funds in Hungary*
- **Joint Secretariat (JS):** Set up within *Széchenyi Programme Office Nonprofit Limited Liability Company (SZPO)* in Budapest and SZPO Regional Office in Szeged. The JS has its **JS Antenna (JSA)** in Subotica
- **National Authorities (NA):** the *Ministry of Foreign Affairs and Trade (HU)* and the *Ministry for European Integration (SRB)*
- **Control Bodies:** Set up in SZPO in Hungary with its territorial offices in Szeged and Békéscsaba and within the *Ministry of Finance of the Republic of Serbia*

PRESENTATION OF THE 1ST CALL

1st CfP – Objectives and total IPA amounts

Priority 1: A greener region

EUR 10.52 M

Objective 1.1: Climate change adaptation, risk prevention (SO 2.4)

EUR 7.52 M

Objective 1.2: Biodiversity and reduced pollution (SO 2.7)

EUR 3.00 M

Priority 2: Enhancing the human and cultural values

EUR 25.12 M

Objective 2.1: Education and lifelong learning (SO 4.2)

EUR 6.86 M

Objective 2.2: Culture and tourism (SO 4.6)

EUR 18.26 M

Priority 3: Cross-border institutional and civil cooperation

EUR 4.40 M

Objective 3.1: Harmonious neighbourly relations through cooperation (ISO1)

EUR 4.40 M

The total IPA support for the 1st Call: **EUR 40 045 227**

PRESENTATION OF THE 1ST CALL

1st CfP – Objectives and total IPA amounts

Priority 1: A greener region

EUR 10.52 M

Objective 1.1: Climate change adaptation, risk prevention (SO 2.4)

EUR 7.52 M

- Joint development, coordination and improvement of the cross-border risk prevention and disaster management systems
- Joint actions for adaptation to climate change in view to reducing the impact of climate change, addressing natural phenomena occurring as a consequence of climate change
- Joint awareness raising and educational activities on causes, consequences of climate change and possible adaptation and mitigation measures

Objective 1.2: Biodiversity and reduced pollution (SO 2.7)

EUR 3.00 M

- Joint activities which identify and contribute to the elimination of the cross-border pollution sources
- Joint initiatives for ensuring the sustainable development of natural areas
- Joint awareness raising and educational activities on environmental and nature protection topics in the border region

PRESENTATION OF THE 1ST CALL

1st CfP – Objectives and total IPA amounts

Priority 2: Enhancing the human and cultural values **EUR 25.12 M**

Objective 2.1: Education and lifelong learning (SO 4.2) **EUR 6.86 M**

- Lifelong learning for social inclusion, social cohesion and environmentally sustainable and healthy digitalization
- Joint development of training, mentoring and outreach programs to combat and reverse early school leaving
- Joint development of vocational training

Objective 2.2: Culture and tourism (SO 4.6) **EUR 18.26 M**

- Development of joint tourism products with joint marketing management of these products
- Cultural cooperation
- Joint management of information for tourism and cultural purposes

PRESENTATION OF THE 1ST CALL

1st CfP – Objectives and total IPA amounts

Priority 3: Cross-border institutional and civil cooperation **EUR 4.40 M**

Objective 3.1: Harmonious neighbourly relations through cooperation (ISO1) **EUR 4.40 M**

- Building up mutual trust, in particular by encouraging ‘people to people’ (P2P) actions
- Actions supporting better cooperation governance

PRESENTATION OF THE 1ST CALL

1st CfP – tangible breakdown objectives/scales

Priority	Objective	SSP (70 - 200)	RSP (200 - 2 M)	LSP (2 M -)	TOTAL
1. A greener region	1.1 Climate change adaptation, risk prevention	400 000	3 000 000	4 123 636	7 523 636
	1.2 Biodiversity and reduced pollution	500 000	2 500 000	0	3 000 000
2. Enhancing the human and cultural values	2.1 Education and lifelong learning	700 000	3 000 000	3 157 159	6 857 159
	2.2 Culture and tourism	600 000	5 000 000	12 664 432	18 264 432
3. Cross-border institutional and civil cooperation	3.1 Harmonious neighbourly relations through cooperation	2 200 000	2 200 000	0	4 400 000
	Totals:	4 400 000	15 700 000	19 945 227	40 045 227

The planned implementation period of a project must not be less than 6 months.

- For **Small-scale** projects (SSP) the project must not exceed **18 months**
- For **Regular-scale** projects (RSP) the project must not exceed **24 months**
- For **Large-scale** project (LSP) the project must not exceed **36 months**

LSPs will have 2 step procedure. 1st LSP Concept note then the formal and quality assessment

SSP and RSP only have formal and quality assessment

For SSP there will be an option „Type B budget“ to select Real costs for Staff costs and the rest is a flat rate 40% of staff costs – primarily for softer projects without equipment and infrastructure and more staff.

Otherwise, Type A budget is that only services, equipment and works are real costs, while staff (office, admin, travel) is flat rate.

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ELIGIBILITY OF APPLICANTS AND EXPENDITURES



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common future*

Each Applicant has to:

- be a non-profit making legal person, that is directly responsible for the preparation and management of the proposed project activities
 - **Public authorities**
 - **Bodies governed by public law**
 - **Non-profit organisations governed by private law**
- prove an operation of at least one year, counted back from the day of opening the present call for proposals (registered on 4 May 2022 or earlier).
- have their headquarters in Hungary or Serbia **or a regional/local branch office** has to be registered and acting in the Programme area

With exceptional status by law, the state owned companies having portfolio of public interest are eligible.

Lead Partner principle, where Lead Partner

- **signs the Subsidy Contract** for EU Contribution on behalf of the partnership;
- shall **conclude a Partnership Agreement** with partners
- bears the responsibility to **ensure the full implementation** of the project
- shall **ensure that the expenditures are paid** and incurred for the purpose of the project;
- is accountable for **project reporting and administrative actions** on project level;
- has to **transfer the EU contribution** to the partners according to the approved Application for Reimbursement **in full**, no amount shall be deducted or withheld and no specific charge or other charge with equivalent effect shall be levied.

Minimum 1 partner from each country, maximum 6 partners (including LP).



General eligibility requirements

- Directly relates to implementation as approved by the MC

Eligibility period

- 1 January 2021- 31 December 2029

Eligibility - highlights

- VAT is eligible if the total budget is below EUR 5 000 000
- Purchase of land up to 10% of the total eligible expenditure for the project
- Second hand equipment in special and duly justified cases



Based on Article 192 of 2018/1046 EC Regulation no-profit principle **shall not apply**:

- when generating income is to **ensure continuity** and sustainability
- to project parts **implemented by non-profit organisations**
- to low value grants (union contribution part of the **project part budget is under 60 000 EUR**)



Budget type A is open to any project partners

FLAT RATES - OBLIGATORY

- Staff costs
 - 20 % of direct costs up to EUR 1 000 000 (maximum EUR 100 000)
 - 10 % of direct costs above EUR 1 000 000 (maximum EUR 150 000)
- Office and administration – 15 % of staff cost
- Travel and accommodation – 15% of staff cost

REAL COSTS - OBLIGATORY

- External expertise and services (except for communication lump sum)
- Equipment
- Infrastructure and works

No.	Budget lines	Category	Application activity	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)	Description
1	Staff costs	Flat Rate					0,00	
1.1	Salary of staff - direct project management (Budget type B)	Real Cost					0,00	
1.2	Salary of staff - professional team members (Budget type B)	Real Cost					0,00	
1.3	Staff- Flat rate (Budget type A)	Flat Rate					0,00	Flat rate (%): 20,00
2	Office and administrative expenditure	Flat Rate					0,00	Flat rate (%): 15,00
3	Travel and accommodation	Flat Rate					0,00	Flat rate (%): 15,00
4	External expertise and services costs	Real Cost					0,00	
4.1	Technical plans	Real Cost					0,00	
4.2	Studies, statistics, databases and researches	Real Cost					0,00	
4.3	Conferences, seminars, project meetings	Real Cost					0,00	
4.4	Services related to procurement procedures	Real Cost					0,00	
4.5	Costs of supervisor of engineering	Real Cost					0,00	
4.6	Costs related to publicity, promotion and communication	Real Cost					0,00	
4.6.1	Obligatory communication tools	Lump sum					0,00	
4.6.2	Works package	Lump sum					0,00	
4.7	Other	Real Cost					0,00	
5	Equipment expenditure	Real Cost					0,00	
5.1	Purchase of equipment	Real Cost					0,00	
5.2	Rent of equipment	Real Cost					0,00	
6	Infrastructure and works	Real Cost					0,00	
6.1	Construction of buildings, works, infrastructure	Real Cost					0,00	
6.2	Reconstruction, renovation of buildings, works, infrastructure	Real Cost					0,00	
6.3	Purchase of land	Real Cost					0,00	
7	Other costs (Budget type B - 40% flat rate)	Real Cost					0,00	
							0,00	

1. Staff costs – FLAT RATE

- 20% of direct costs up to EUR 1 000 000 (maximum EUR 100 000)
- 10 % of direct costs above EUR 1 000 000 (maximum EUR 150 000)

Audit trail

Partners shall be required to attach a declaration to all Partner Report:

- stating that at least one employee is working on the project (in case the Partner organization has employees) OR
- about who is performing the managerial tasks based on other contracts eligible according to national legislation (in case the duties are not performed by direct employees of the applicant)

2. Office and administration – FLAT RATE

Office and administration expenditure covers operating and administrative expenses of the partner organisation necessary for the implementation of the project.

- 15 % of staff cost
 - utilities, office supplies (costs of stationery, other small value supplies), accounting, cost of opening and administering the separate project bank account, charges of transnational financial transactions

Audit trail

Partners do not need to document that the expenditure has been incurred and paid.

3. Travel and accommodation – FLAT RATE

Expenditure on travel and accommodation costs for missions necessary for the project implementation.

- 15% of staff cost
 - Travel costs
 - Cost of meals
 - Accommodation costs
 - Visa costs and other documents required for the international travel
 - Daily allowances

Audit trail

Partners do not need to document that the expenditure has been incurred and paid.

4. External expertise and services – REAL COST

External expertise and services are provided by a public or private body or a natural person outside of the partner organisation.

- Studies or surveys (e.g. evaluations, strategies, concept notes, design plans, handbooks);
- Training;
- Translation;
- IT systems and website development, maintenance, modifications and updates;
- Promotion, communication, publicity or information – including lump sum;

- Participation, organisation and implementation of events or meetings;
- Consultancy services (financial expertise cannot overlap financial tasks covered by staff costs);
- Intellectual property rights;
- Travel and accommodation for external experts, speakers, chairpersons, etc.;
- Technical plans and permits (except building permits);
- Other specific expertise and services needed for the project.

External project management cannot appear as service, it can only be covered by staff flat rate.



5. Equipment – REAL COST

Equipment expenditure refers to equipment purchased or rented by a partner other than those covered by the cost category 'office and administration expenditure' and necessary for the implementation of the project.

- **Office equipment**
- IT hardware and software (clear project relevance is necessary);
- Furniture and fittings;
- Laboratory equipment;
- Machines and instruments,
- Tools or devices; Vehicles; Other specific equipment needed for the project;
- **No more rules of origin;**
- **Second-hand equipment may be purchase is special cases**
- Rent of equipment is eligible

6. Infrastructure and works – REAL COST

Costs incurred by the Partner for the execution of an infrastructure. Works expenditure may refer either to an object (e.g. building) that will be set up *ex-novo* or to the adaptation of an already existing infrastructure.

- purchase of land up to 10% of the total eligible expenditures for the project;
- building permits;
- building material;
- labour;
- specialised interventions (such as soil remediation, mine-clearing)

Budget type B is open only to small scale projects

REAL COSTS for Staff costs,

FLAT RATE for costs other than staff costs, calculated as 40% of Staff costs.

- Full-time in the project (who works 100 % of the working time on a project);
- Part-time in the project (who works additionally in other projects or fulfils non-project related duties in the company):
 - Part-time with a fixed percentage of time per month dedicated to the project
 - Part-time with a flexible number of hours worked per month on the project
- Contracted for project purposes on an hourly basis

Audit trail:

- Staff costs
- Obligatory visibility elements

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No.	Budget lines	Category	Application activity	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)	Description
1	Staff costs	Real Cost					0,00	
1.1	Salary of staff - direct project management (Budget type B)	Real Cost					0,00	
1.2	Salary of staff - professional team members (Budget type B)	Real Cost					0,00	
1.3	Staff - Flat rate (Budget type A)	Flat Rate					0,00	Flat rate (%): 0,00
2	Office and administrative expenditure	Real Cost					0,00	
3	Travel and accommodation costs	Real Cost					0,00	
4	External expertise and services costs	Real Cost					0,00	
5	Equipment expenditure	Real Cost					0,00	
6	Infrastructure and works	Real Cost					0,00	
7	Other costs (Budget type B - 40% flat rate)	Flat Rate					0,00	Flat rate (%): 40,00
							0,00	

Audit trail for real costs in general:

- Invoice;
- Deliverables produced;
- Proof of fulfilment;
- Proof of payment;
- Evidence of the selection procedure (including contracts or written agreement where applicable) – Procurement rules / National regulations



- **Appendix B** to the **Eligibility of Expenditures** document
- Procurement procedures to be used for **External Services, Equipment and Works** budget headings (except for communication lump sum).
- Programme procurement rules are applicable (not the national rules)
 - **„Prag-like” rules, treshholds, documentation**
 - Documentation is provided by the Programme
 - To be used to preparatory activities as well
 - Avoid artificial split and conflict of interest



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PROJECT LOGIC, INDICATORS, ACTIVITIES

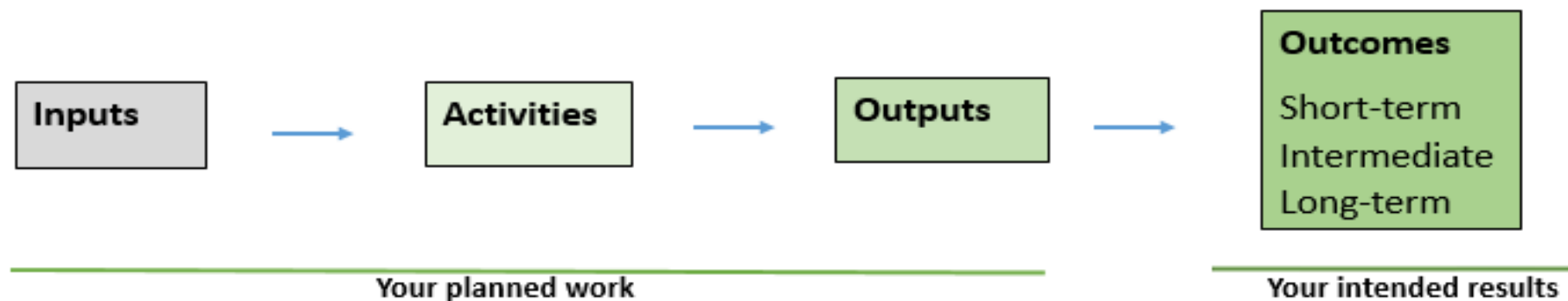


Good neighbours
creating
common future

- Project logic
- Indicators types
- Indicators per priority
- Practical tips



- **Project logic** is a conceptual frameworks of how a project is understood, or intended, to contribute to its specified outcomes.
- sets out what a project will do and how it will do it
- demonstrates the causal links between inputs, activities, outputs, and outcomes



Set of **Activities** → **Outcome** ✦ each Outcome is measured by an **Indicator**



Activities: actions you must complete to achieve the project goal.

Each activity is a concrete action, which is practical and well defined. In the application activities are grouped logically to contribute the project outcome

Rule: **min 1, max 5 activities**

Outcomes: expected results, achieved by completion of group of activities. Outcomes are necessary to achieve the project's goals. They must say 'what' has changed- a statement of desired future condition.

Rule: **min 1, max 4 outcomes**

measured by a **min 1, max 2 indicators**

Indicators: measure whether or not we achieved planned outcomes. They are used to track progress, reflect change or assess project performance. Crucial component of the project Logframe.

Rule: **the same indicator can only be selected once**

PROJECT LOGIC IN INTERREG+

Relevant sheets

Project descriptionOutcomesApplicantReporting periodsBudgetIndicators

Outcomes

Activities

Found 5 records

Outcome...^{▲2}

Outcome type[◆]

Outcome name^{▲1}

0

Predefined

Managed project with completed communication activities

1

Outcome

Name of the Outcome 1

2

Outcome

Name of the Outcome 2

3

Outcome

Name of the Outcome 3

4

Outcome

Name of the Outcome 4

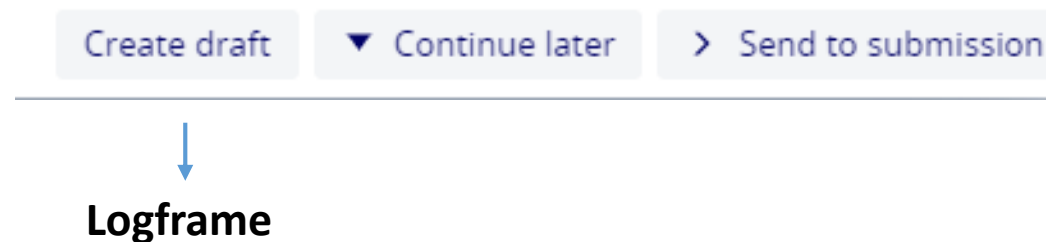
Sheet Outcomes:

+ → Outcome type, Outcome name → Record activities (+ Activity Type (normal) Activity name/description/location)

Sheet Indicators:

+ → connect Outcome with selected Indicator → define Base/Target value, Source of verification, Brief description

Outcomes, Indicators and Activities which are recorded under sheets Outcomes and Indicators will be **imported into the project Logframe**



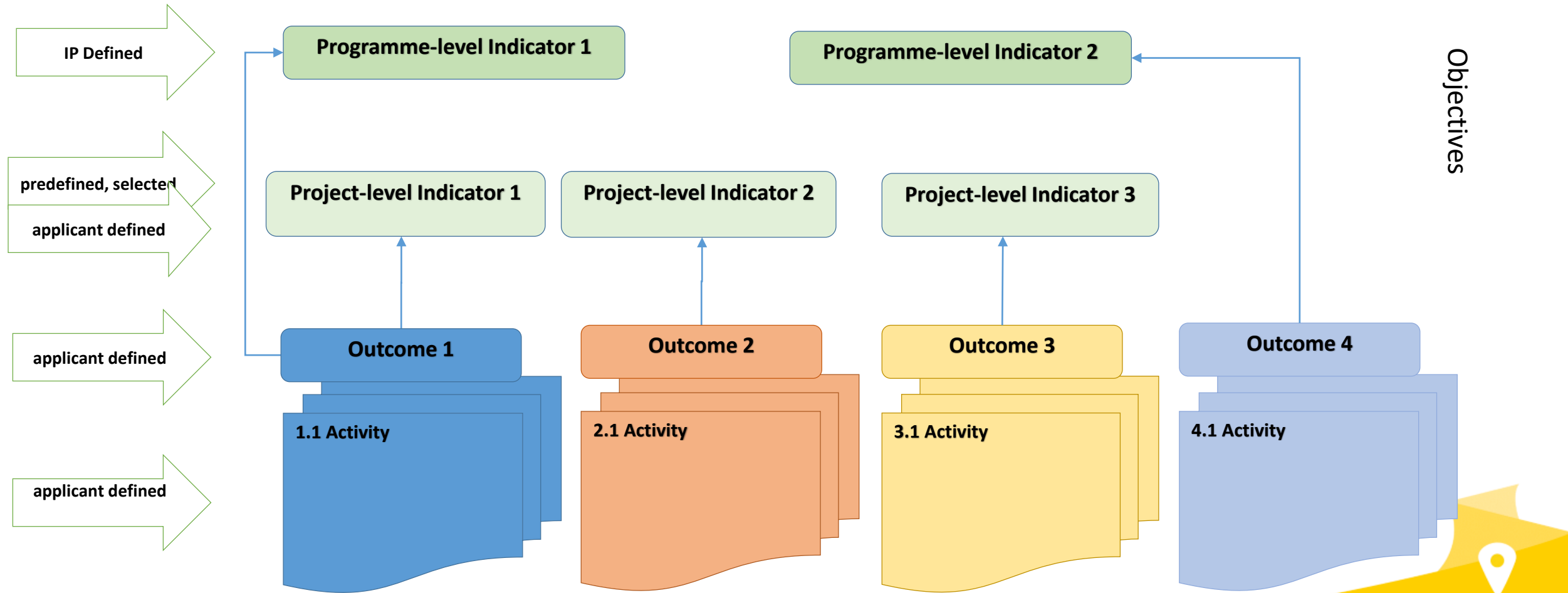
PROJECT LOGIC IN INTERREG+

Logframe

Project title:	Rivers are source of life				
Priority:	P1 - A greener region				
Objective:	12S - Biodiversity and reduced pollution - Small scale project				
Project's overall objective	Restoring ecosystems, micro-climates and its water cycles, and creating healthy livelihoods in CB region.				
Specific project objectives; outcomes	Name of outcome	Indicators	Paired result indicator (if any)	Name of activity	Relevant partner and budget line
Predefined 0	Managed project with completed communication activities	Organisations cooperating across borders	Organisations cooperating across borders after project completion	Project manangement	LA - BL 1.1; A2 - BL 1.1; A2 - BL 1.1
				Communication	LA - BL 1.1; A2 - BL 1.1; A2 - BL 1.1
Outcome 1	Name of the Outcome 1	Number of actions contributing to the elimination of pollution sources		Name of activity 1	A1 - BL 4.7
		Number of cross-border nature protection and conservation studies		Name of activity 2	LA - BL 1.2; A2 - BL 1.2
				Name of activitiy 3	LA - BL 1.2; A2 - BL 1.2
				Name of activity 4	A1 - BL 5.2
				Name of activity 5	LA - BL 1.2
Outcome 2	Name of the Outcome 2	Number of educated persons on environmental and nature protection topics		Name of the activity 1	A1 - BL 4.7
		Public events across borders jointly organised		Name of activity 2	A1 - BL 4.3
				Name of activitiy 3	A1 - BL 4.3
				Name of activity 4	A1 - BL 4.4; LA - BL 1.2
Outcome 3	Name of the Outcome 3	Nature protection areas covered by protection and restoration measures		Name of the activity 1	A1 - BL 4.4
				Name of activity 2	A1 - BL 5.1; A1 - BL 5.1
				Name of activitiy 3	
Outcome 4	Name of the outcome 4	Increased awareness on pollution reduction measures		Name of the activity 1	
				Name of activity 2	A2 - BL 1.2
				Name of activitiy 3	

✓ **Create draft** button opens the zip folder in which you can find Logframe

- Precondition is to enter the main project data and Lead applicant data in the system



- **Interreg-Programme Obligatory** – Output and Result indicators defined in the Interreg Programme (IP). They are mandatory for all projects. Both indicators must be connected to Outcome 0.
- **Interreg-Programme** – predefined and listed in IP. Output and Result indicators. Some of them are paired.
- **Project indicator** – predefined and listed in IP. Output and Result indicators, are not paired.
- **Self-defined project level** – Defined by the applicant if none of the predefined indicators fit the desired Outcome (they can be Output or Result)

**! To be defined for all indicators: Baseline value*, Target value*,
Sources of verification*, Brief description***

- Interreg-Programme Obligatory – obligatory for all priorities/objectives

Outcome 0 - Managed project with completed communication activities

Must be connected to:

Mandatory
for
all projects



- Organisations cooperating across borders (Output)
- ✓ Organisations cooperating across borders after project completion*(Result)

Mandatory
for
all projects

Output indicator:

Organisations cooperating across borders

Base value: recommended value is 0

Target value: minimum the number of project partners and associated organisations that will cooperate formally if the project is contracted.

Result indicator:

*Organisations cooperating across borders **after** project completion:*

Base value: recommended value is 0

Target value: discuss with partners and jointly decide

Application / Indicator - New

Outcome *

0 - Managed project with completed communication activities

For "Outcome 0" you must select the "Interreg-Programme Obligatory" indicator

Indicator category * Interreg-Programme Obligatory **Indicator type *** Output

Indicator *

12S - Biodiversity and reduced pollution - Small scale project - RCO87

The system automatically pairs some Output indicators with a Result indicator. Make sure that both indicators are connected to the same Outcome

Indicator name

Organisations cooperating across borders

Measurement unit

organizations

Base value * 0,00 **Target value *** 2,00

Source(s) of verification *

Partnership Agreement

Brief description *

Description of the project management - how the partner organizations would like to cooperate across borders

IMPORTANT! - BEFORE FILLING IN THIS SECTION check the GfA Chapter 6 and Annex IV. (Indicator Guide)

Save Validate Cancel

Objective 1.1 Climate change adaptation, risk prevention

❖ Interreg-Programme Obligatory

❖ Interreg-Programme

- Pilot actions developed jointly and implemented in projects (Output)
- ✓ Solutions taken up or up-scaled by organisations * (Result)

*Paired

**Mandatory
for
LSP and RSP**

- Investments in new or upgraded disaster monitoring, preparedness, warning and response systems against natural disasters (Output)
- Population benefiting from protection measures against climate related natural disasters (Result)
- Public events across borders jointly organised (Output)

❖ Project indicator

- Number of persons educated about climate change adaptation and risk prevention (Output)

❖ Self defined project level

Objective 1.2 Biodiversity and reduced pollution

❖ Interreg-Programme Obligatory

❖ Interreg-Programme

- Pilot actions developed jointly and implemented in projects (Output)
- Public events across borders jointly organised (Output)

Mandatory
for
LSP projects

Mandatory
for
SSP projects

❖ Project indicator

- Number of actions contributing to the elimination of pollution sources (Output)
- Number of investments in biodiversity and green infrastructure, enhanced protection and preservation of nature (Output)
- Nature protection areas covered by protection and restoration measures (Result)
- Number of educated persons on environmental and nature protection topics (Output)

❖ Self defined project level

INDICATORS PER PRIORITY

Priority 2: Enhancing the human and cultural values

Objective 2.1 Education and lifelong learning

❖ Interreg-Programme Obligatory

❖ Interreg-Programme

- Participations in joint training schemes (Output)
- ✓ Completions of joint training schemes * (Result)

***Paired**

- Participations in joint actions across borders (Output)
- ✓ Participations in joint actions across borders after project completion * (Result)

***Paired**

❖ Project indicator

- New or modernized childcare and education facilities (Output)
- Number of trained human capacity involved in actions for training, mentoring and combatting early school leaving (Output)

❖ Self defined project level

INDICATORS PER PRIORITY

Priority 2: Enhancing the human and cultural values

Objective 2.2 Culture and tourism

❖ Interreg-Programme Obligatory

❖ Interreg-Programme

- Number of cultural and tourism sites supported (Outcome)
- Visitors of cultural and tourism sites supported * (Result)
- Public events across borders jointly organised (Output)

*Paired

❖ Project indicator

- Number of newly created/developed joint touristic products (tangible and intangible) (Output)
- Number of persons with special regard to vulnerable and disadvantaged groups working for cultural organizations (Output)
- Investments in new or upgraded information and marketing tools (Output)
- Number of trained persons working in tourism and cultural sector (Output)

❖ Self defined project level

INDICATORS PER PRIORITY

Priority 3: Cross-border institutional and civil cooperation

Objective 3.1 Harmonious neighbourly relations through cooperation

❖ Interreg-Programme Obligatory

❖ Interreg-Programme

- Participations in joint actions across borders (Output)
- ✓ Participations in joint actions across borders after project completion *(Result)

***Paired**

❖ Project indicator

- Number of people involved in cross-border sport programmes (Output)
- Number of joint activities in local traditions or newly created programmes with involvement of local communities (Output)
- Investments in modernization of NGO organizations (Output)
- Solutions for legal or administrative obstacles across border proposed (Output)
- Investments in modernization of public administration/public transport/healthcare/social institutions (Output)

❖ Self defined project level

PROJECT LOGIC, INDICATORS

Practical tips

- **Read carefully** relevant parts of the GfA, Indicator guide, this PPT.
- Carefully analyse the list of indicators of the chosen specific objective.
- Pick indicators that are the most relevant to project outcomes!
- Check if each Outcome clearly indicate desired change.
- Choose (or define) indicators with partners- agree data collection responsibilities!
- Develop the project Logframe at the beginning. Have it ready on a paper before entering into I+ system.
- Review the Logframe to ensure that indicators are relevant and fits the project logic.



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VISIBILITY RULES, COMMUNICATION



Good neighbours
creating
common future

The aim of Programme / Project communication activities, is to ensure the visibility of your project activities, our Programme and the co-financing of the EU.

Furthermore, to foster networking and sharing among the involved partner organisations and their audiences.



www.hungary-serbia.eu



VISIBILITY ELEMENTS

Obligatory elements

- **Programme logo**
- **Disclaimer** /where appropriate/

- Designed to have a robust and professional appearance
- Consists of the wording/visual elements that directly indicates the EU platform, IPA status and the EU co-financing
- Includes partner country names



OBLIGATORY ELEMENTS

The logo – clear space, minimum requirements

- Interreg + flag = min. 52.2 mm in width
- Check table in the guidelines for print and online min. requirements



OBLIGATORY ELEMENTS

The logo – colour palette

- Standardised, for Programme and logo
- You can use other colours and elements to your project

Colour
Reflex Blue
Pantone
Reflex Blue
CMYK
100 / 80 / 0 / 0
HEX
003399
RGB
0 / 51 / 153

Colour
Yellow
Pantone
Yellow
CMYK
0 / 0 / 100 / 0
HEX
FFCC00
RGB
255 / 204 / 0

Colour
Light Blue
Pantone
2716
CMYK
41 / 30 / 0 / 0
HEX
9FAEE5
RGB
159 / 174 / 229

Colour Black
Pantone Black
CMYK 0 / 0 / 0 / 100
HEX 000000
RGB 0 / 0 / 0

Colour White
Pantone /
CMYK 0 / 0 / 0 / 0
HEX ffffff
RGB 255 / 255 / 255

OBLIGATORY ELEMENTS

The logo – correct usage



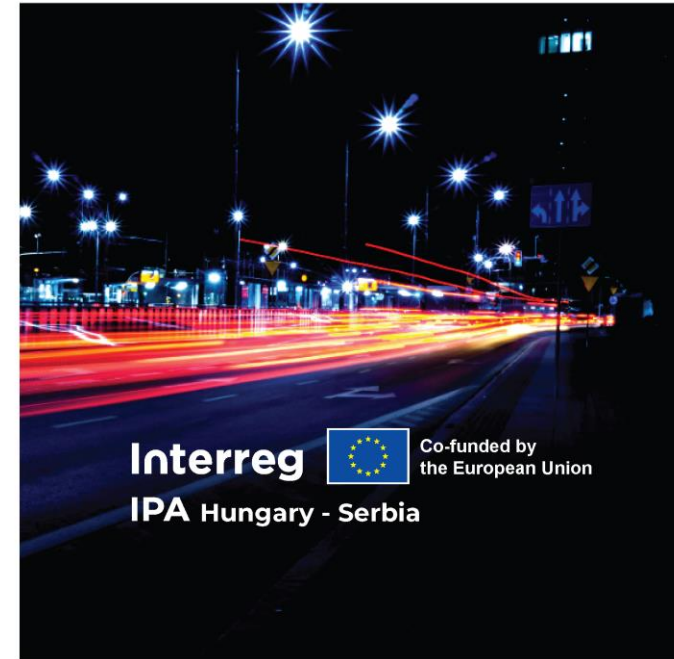
OBLIGATORY ELEMENTS

The logo – standard brand, dark background



OBLIGATORY ELEMENTS

The logo – alternative, dark background



OBLIGATORY ELEMENTS

The logo – monochrome branding



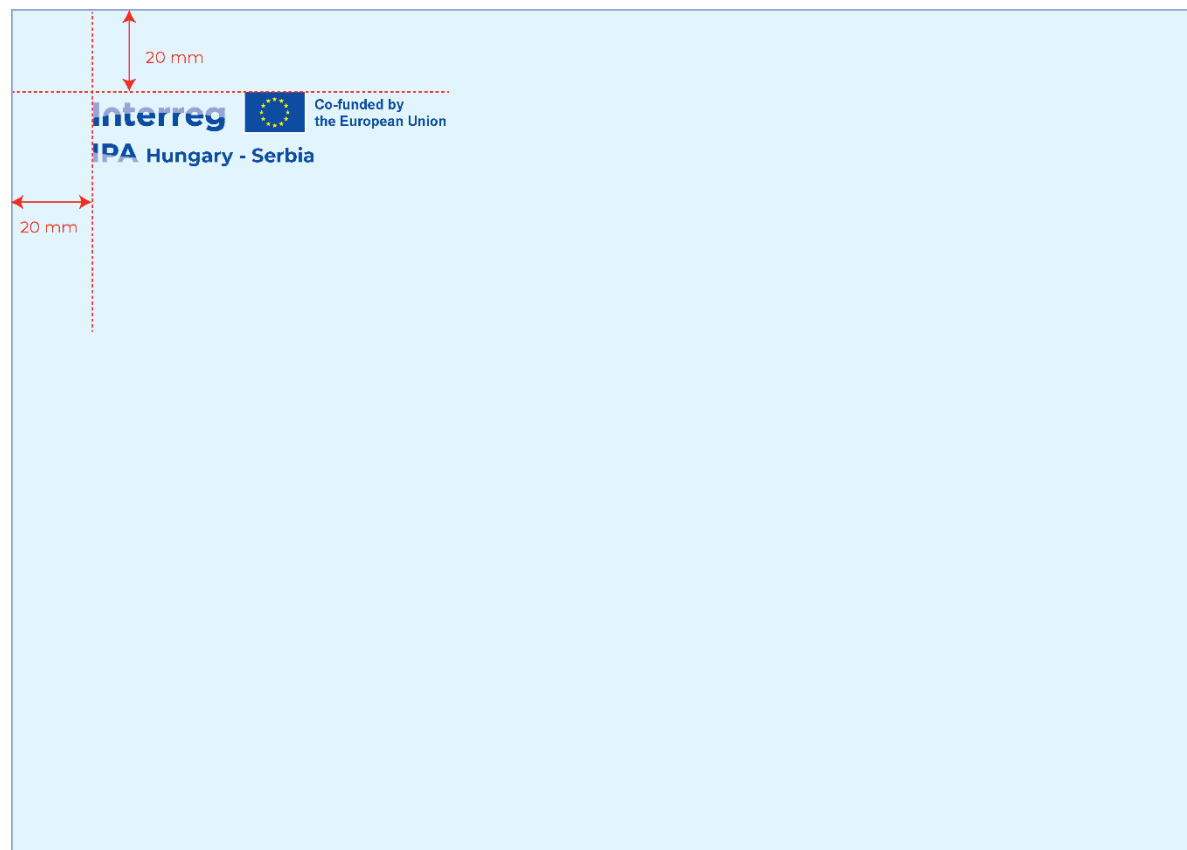
The logo – Incorrect usage



- No other typo,
- No inverts, disort, strech, slant,
- Do not cut the brand,
- No ratoation, no angle,
- No rearrangements of the elements,
- No body-text or outlining,
- No other colours,
- Avoid coloured backgrounds,
- Etc.

OBLIGATORY ELEMENTS

The logo – positioning



OBLIGATORY ELEMENTS

Use of project name with logo

- Project name becomes an integral part of the logo

Defined:

- Font type – primarily: <http://www.fontsquirrel.com/fonts/open-sans>
- Size – defined in the guidelines,
- Area – defined also,
- Colours palette – as per Interreg thematic objectives,
- Placement – ***Project names/logos can never be positioned above the Interreg logo.***

OBLIGATORY ELEMENTS

Use of project name with logo



Project name or project acronym

- / primary position, colour & size
- But can be positioned beside as well, as per guidelines.

OBLIGATORY ELEMENTS

Use of project name colours

- Colours per Interreg thematic objectives
- **Only for project name and dividing line.**

<p>A smarter Europe – innovative and smart economic transformation PO 1</p> <p>CMYK 72 / 0 / 43 / 0 HEX #18BAA8 RGB 24 / 186 / 168</p>	<p>A greener, low-carbon Europe PO 2</p> <p>CMYK 48 / 0 / 89 / 0 HEX #9ACA3C RGB 154 / 202 / 60</p>	<p>A more connected Europe – mobility and regional ICT connectivity PO 3</p> <p>CMYK 0 / 56 / 77 / 0 HEX #F68A42 RGB 246 / 138 / 66</p>
<p>A more social Europe – implementing the European Pillar of Social Rights PO 4</p> <p>CMYK 10 / 75 / 60 / 1 HEX #DA5C57 RGB 218 / 92 / 87</p>	<p>A Europe closer to citizens – sustainable and integrated development of urban, rural and coastal areas through local initiatives PO 5</p> <p>CMYK 73 / 9 / 6 / 0 HEX #00ADDC RGB 0 / 173 / 220</p>	
<p>A better Interreg governance ISO 1</p> <p>CMYK 87 / 51 / 0 / 0 HEX #0E6EB6 RGB 14 / 110 / 182</p>	<p>A safer and more secure Europe ISO 2</p> <p>CMYK 10 / 75 / 60 / 1 HEX #DA5C57 RGB 218 / 92 / 87</p>	

- Only use at selected visibility tools:
Books, publications, catalogues, websites... Where the communication tool has a content that reflects position / opinion
- Use target group language version, match the original content

English

This <document, product, event, website> has been produced with the financial assistance of the European Union through the Interreg VI-A IPA Hungary-Serbia programme. The content of the <document, product, event, website> is the sole responsibility of < Project partner's name> and can under no circumstances be regarded as reflecting the position of the European Union and/or the Managing Authority of the Programme.

- Programme slogan
- Description of the Programme
- Reference to Programme website

RECOMMENDED ELEMENTS

The slogan



*Good neighbours
creating*
common future



RECOMMENDED ELEMENTS

Description – www reference (!)

The Interreg VI-A IPA Hungary-Serbia programme is implemented within the 2021-2027 European Union financial framework, under the Instrument for Pre-accession Assistance (IPA). On the basis of “shared management system” of the participating countries - Hungary and Serbia, the Programme funds and supports co-operation projects of organizations located in the Programme-eligible area - Hungarian counties Csongrád-Csanád and Bács-Kiskun, and Serbian territories: West Bačka, North Bačka, South Bačka, North Banat, Central Banat, South Banat and Srem.

The Programme helps the development of a stable and co-operating region and the overall quality of life in the border region. It enables economic collaboration of organizations from the two countries, nurtures the common identity, and cultural and historical heritage of the border region, and contributes to its environmental sustainability and safety.

For more information, please visit: www.hungary-serbia.eu

- Photography
- Graphic elements used
- Video materials produced and placed in media

SCO – SIMPLIFIED COST OPTION

For information and publicity packages



SIMPLIFIED COST OPTIONS

Information and publicity packages

- easily understandable and easy to use process
- to be very clear with what is expected from the Project partners to do/achieve
- to have better communication results with cost-effectiveness and as-less-as-possible paperwork
- clearly separated lump sum and real cost items



What you get:

- Programme communication guidelines
- Workshops / consultancy on media-relations, communications
- Logo-packs
- Subpage on the Programme website (!)

Your obligations:

- Choose 1 package
- Produce promo materials and communication activities as per guidelines provided
- Deliver a closing event with a press conference

SIMPLIFIED COST OPTIONS

Information and publicity packages

Types of packages / per partner:

- Basic / Obligatory – 2000 EUR
- Medium – 3000 EUR
- Advanced – 5100 EUR
- Works package + 1600 EUR



Basic / Obligatory – 2000 EUR

- **1 social media**, min 2 posts/month, starting at month 1
- Delivering data for **Project sub-page** (hungary-serbia.eu/projects/)
- **1 press release** with min local online news media, starting month 2
- **Min. 2 roll up banners** (RS, HU)
- **Min. 1 sponsored article** – Programme branding included
- *Durable stickers /if applicable/*

Medium – 3000 EUR

Basic package +

- **2 additional (altogether 3) timely separated press releases,** resulting in news listings
- **At least 2 local TV or radio reports or spots** (it can be 1-1 of each as well)
- **At least 1 additional sponsored article** (min 2 in total), including elements defined in the guidelines

Advanced – 5100 EUR

Medium package +

- **2 additional (altogether 5) timely separated press releases,** resulting in news listings
- **At least 2 additional local TV or radio reports or spots** (total min 4)
- **At least 1 additional sponsored article** (min 3 in total), including elements defined in the guidelines
- **National level radio or TV appearance,** covering at least the Programme territory



Works package – 1600 EUR

- **Temporary billboard** and **permanent plaque** shall be applied as defined in guidelines, in case works budget heading is applicable and it exceeds 100 000 euro
- the works package is automatically added to the budget based on the planned amount

Reimbursement	Communication element - obligatory for all partners	Communication package		
		BASIC	MEDIUM	ADVANCED
Real cost Obligatory to all partners	promotional material (merchandise), scale and items - adjusted to the project objective	✓	✓	✓
	closing event (or taking part of) with press conference	✓	✓	✓
		Amount of lump sum in EUR		
		2000	3000	5100
Covered by staff costs or no cost relevance	deliver basic project data to the Programme website project sub-page	✓	✓	✓
	use of permanent and durable stickers (equipment) - if relevant	✓	✓	✓
	press release that may result in appearance in the local online news media from the beginning of the project	1	3	5
Lump sum	open and run a social media profile	1	1	1
	roll-up banners (1xHU + 1xRS)	2	2	2
	sponsored article or sponsored banner in (at least local) online news media	1	2	3
	local TV or radio report or spot	X	2	4
	national TV or radio report	X	X	1
Works package				1600
Lump sum	temporary billboard and permanent plaque in case it is relevant for works component	✓	✓	✓

REIMBURSEMENT PROCESS OF THE LUMP SUM ITEMS

- **50% automatic, when:**

	BASIC	MEDIUM	ADVANCED
<u>project sub-page</u>	<u>upload of initial project content</u>		
<u>social media profile</u>	<u>social media page/group created</u>		
<u>press release disseminated</u>	1	1	1
<u>roll-ups delivered</u>	2	2	2
<u>sponsored article published</u>	1	1	1
<u>local TV or radio report or spot aired</u>	n.r.	1	1

REIMBURSEMENT PROCESS OF THE LUMP SUM ITEMS

- **Other 50% automatic, when:**

	BASIC	MEDIUM	ADVANCED
<u>project sub-page</u>	continuously updated as requested		
<u>social media profile</u>	continuously updated as requested		
<u>press release disseminated</u>	n.r.	2	4
<u>use of durable stickers (if relevant)</u>	<i>if relevant – equipment</i>		
<u>sponsored article published</u>	n.r.	1	2
<u>local TV or radio report or spot aired</u>	n.r.	1	3
<u>National radio or TV appearance</u>	n.r	n.r	1

REIMBURSEMENT PROCESS OF THE LUMP SUM ITEMS

- **Infrastructure elements, splits:**

Temporary billboards – 80% (EUR 1280)

Permanent plaque – 20% (EUR 320)



SIMPLIFIED COST OPTIONS

Other elements

- Can be planned in the budget, separate BL
- Detailed explanation and reasoning needed
- Especially if a communication tool is for example a touristic product, touristic tool or similar.

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HOW TO APPLY?



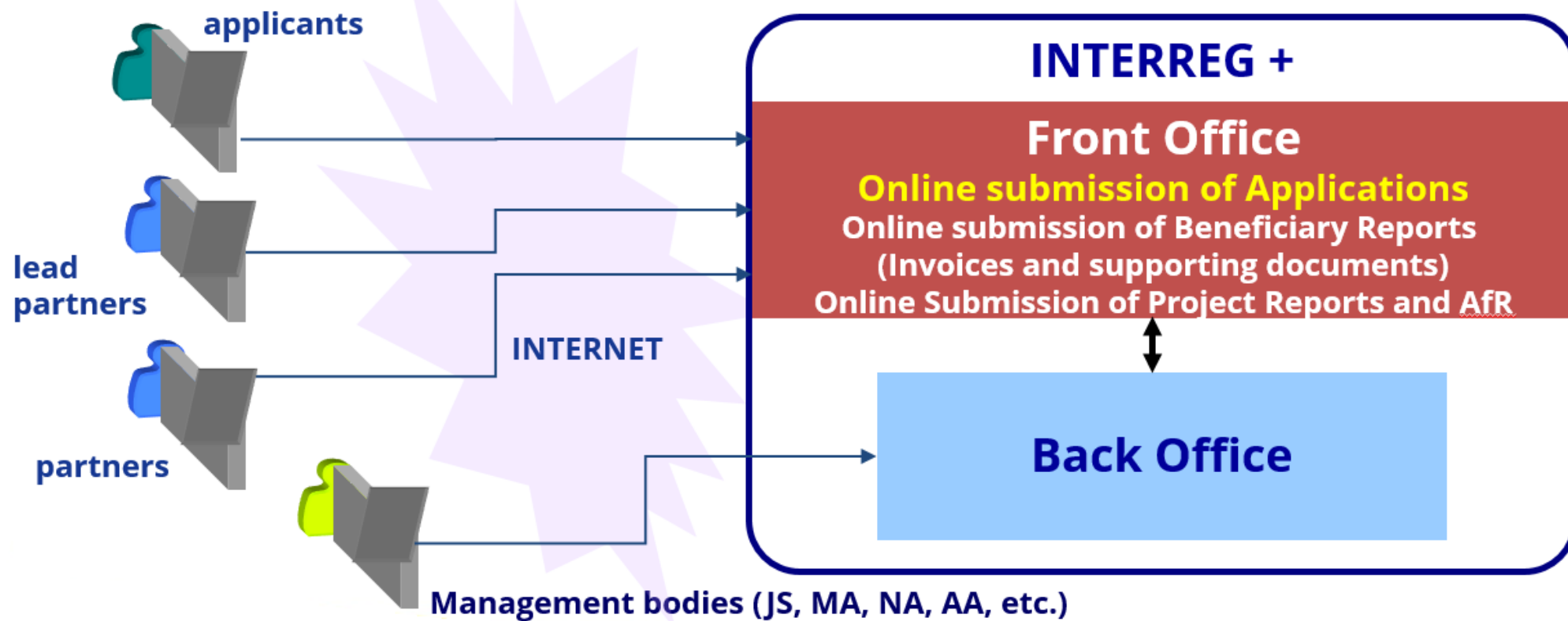
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WHERE TO REACH THE APPLICATION FORM?

- The application form can be reached, filled in and submitted online, at:

<https://husrb.interregplus.eu/21-27>

INTERREG+: FRONT OFFICE – BACK OFFICE



- Language of the system: English
- Internet connection is a must
- Recommended browsers: Mozilla Firefox 85 and above, Google Chrome 88 and above
- javascript running must be enabled
- https protocol is used to ensure the secure data transfer
- INTERREG+ system automatically breaks the connection to the server after 30 minutes of inactivity, resulting in loss of unsaved data
- PDF reader (e.g.: Adobe Reader), Document management software (e.g.: Microsoft Office) to open files



I+ 2021-2027

✓ I+ 2021-2027

I+ 2014-2020

HUSRB

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WHERE TO FIND HELP?

During filling in the application form

- User Manuals on the Programme's website / Downloads / 1st Call for Proposals:

<http://hungary-serbia.eu/downloads>

- Technical problems and questions to the INTERREG+ support team:

iplussupport@szpi.hu

- Content and call related questions to the JS:

info@hungary-serbia.eu



- If you could not find any answer to your question in the User Manual
- And you have a system related problem
- Do not hesitate to send an e-mail at iplussupport@szpi.hu
- To help our colleagues to detect the problem as fast as they possibly can, please
 - provide a detailed description of the problem
 - attach a print screen
 - and provide the username, who is filling in the application form



HOW TO SUBMIT AN APPLICATION?

Application - Waiting for submission

CFP ID: HUSRB/238

Acronym: test

Duration (in months):

Application ID: [text field] Acronym: S0407 Lead applicant: LA - HU - aaaaaaaa Duration (in months): 12

Start of project: 01/04/2022 End of project: 31/03/2023 Total cost aggregated: 2 300 002,00 EU contribution (EUR): 1 955 001,70

Main data | Project description | Activities | Applicant | Budget | Indicators | Activity plan | Other info | Documents

Programme: Interreg V-A Slovakia-Hungary Cooperation Program CFP ID: SKHU/1601 Priority axis: 1 - Nature & Culture Action: 1.1 - To increase the attractiveness of the border area

Project title: [text area]

Sender: [text field]

Buttons: [Continue later] [Modify application] [Submit]

Footer: [Validate] [Cancel] [Create draft] [Continue later] [Finalise before submission]

IN CASE OF SUCCESSFUL SUBMISSION

- Pop-up window message
- Auto e-mail with Application ID is sent by the system to the user
- Status of the application changes to 'Submitted' and 'Date of submission' and Application ID appears on the Application List screen

Application ID ▲	Acronym ◆	Lead applicant	Start of project ◆	Duration (in months) ◆	Total cost	EU contribution (EUR)	Status ◆	Date of submission ◆
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>			<input type="text"/>	
HUSRB/23L-CN/11/002	concept note	LA - HU - rainbow	31/05/2023	25	3 990 000,00	3 391 500,00	Submitted	26/04/2023 13:27:30
HUSRB/23R/12/001	regular	LA - HU - monsters	01/07/2023	22	1 352 536,00	1 149 655,60	Submitted	26/04/2023 13:27:19

	DATE	TIME (CET)
Official launch of the 1 st Call for Proposals - submission becomes possible in INTERREG+ system. (All applications: SSP, RSP, LSP)	04 May 2023	
Deadline for submission of applications for SSP and RSP	31 July 2023	15:00
+		
Deadline for submission of LSP Concept notes	08 June 2023	15:00
LSP Concept notes assessed and decision of MC	Mid July 2023	
Deadline for submission of only <u>LSP full application</u>	31 October 2023	15:00
Information to LP on the results of the formal assessment	October/November 2023	-
Notification to LP on the result of the assessment and request for documents necessary for contracting	December 2023/ January 2024	-
Signature of the Subsidy Contract for EU Contribution	First quarter 2024	-

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ASSESSMENT PROCESS, CONTRACTING AND IMPLEMENTATION



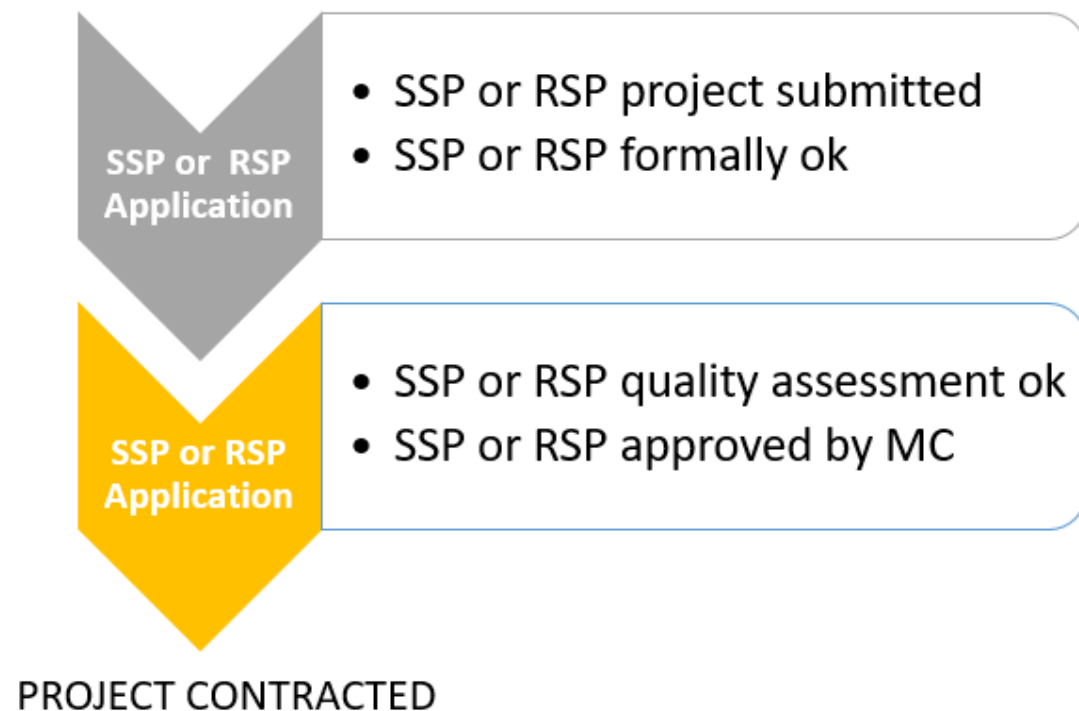
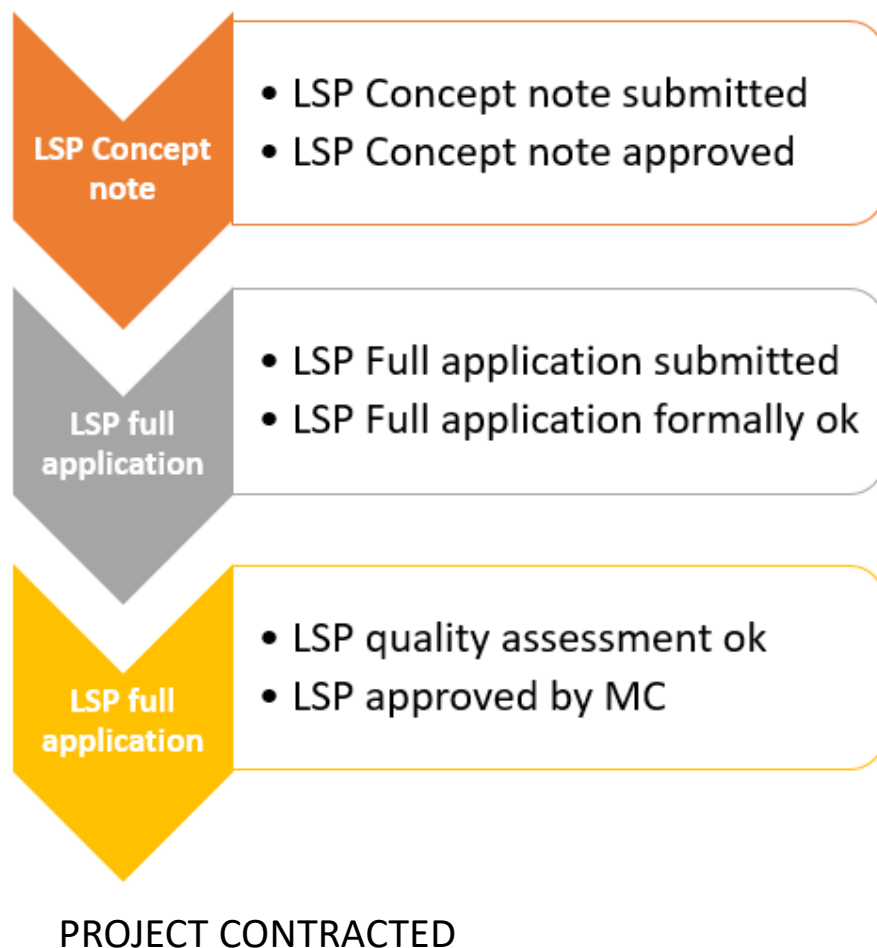
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In the 2021-2027 programming period the Programme will use the following project selection procedures:

- **One-Step procedure - for small scale projects (SSP) and regular scale projects (RSP)**
- **Two-Step procedure - for large scale projects (LSP)**



ASSESSMENT - BASIC STEPS



- JS and JSA managers conduct the formal assessment in line with the 4-eyes principle
- The formal assessment grid contains two different groups of criteria:
 - administrative criteria (Required annexes and supporting documents)
 - eligibility criteria
- Grid published in Appendix C of the Guidelines for Applicants
- 10 days deadline for completion (calendar days!)
- Final formal decision after completion received and assessed
- Formal completion - only once
- Results in entering the Quality assessment phase / formal rejection

- JS coordinates the quality assessment process
- 4-eye principle: each assessment criterion is assessed by two assessors
- Quality Assessment grid published in Appendix D of GfA

- the arithmetical average of the total points given by the two assessors must reach at least 50 points, AND
- the arithmetical average of the points given by the two assessors in the *four sections* must reach the defined minimum.

Section	Maximum point	Minimum point
I. Financial and operational capacity of the partnership	17	8
II. Relevance, project content and CBC effect	31	15
III. Methodology (Work plan)	31	10
IV. Budget, sustainability	21	7
	Total: 100	Min. to pass: 50

- Assessors submit a written notification (via e-mail) to the JS in which they list the questions/clarifications/justifications related to specific applications
- The JS asks the lead applicant to submit clarification within 10 calendar days from the day of receipt of the request (via e-mail)
- Clarification/Justification can be requested only once during the quality assessment process.

- The JS prepares a list of applications recommended/not recommended for financing ranked according to their points
- The ranking list is presented to the MC
- The MC is responsible for selecting applications for support
- An application can be:
 - Recommended for financing
 - Recommended for financing with conditions
 - Not recommended for financing

- Notification letters to the lead applicants with the final decision about their application
- List of supporting documents required for the verification of eligibility and other conditions (set by the MC) – section 10.4 of GfA
- In case of rejected applications, the JS offers a possibility to check the results of the assessment
- Handling complaints defined in section 11.4 of GfA

IMPLEMENTATION RULES



- IPA funding is maximum 85% in each project
- The remaining 15% is financed from national sources: state and own contribution, depending on country of origin and type of institution:
 - Serbian partners: 15% own contribution
 - Hungarian partners
 - 5% own contribution + 10% state contribution
 - central state budgetary organs are not required to provide own contribution – 15% state contribution

- Advance payment: 15% of total IPA by project automatically after the conclusion of subsidy contract
 - Calculated among Ps according to their share of the total IPA support in the project
 - LP responsibility for transferring of IPA
- Advancement settlement: when the reimbursed amount reaches 60% of IPA done automatically by INTERREG+

- Pre-financing (Megelőlegezés for Hungarian partners)
 - On request
 - „Megelőlegezési Támogatói Okirat”
 - Max 40% of Hungarian project part
- <https://hungary-serbia.eu/hu/letoltesek> - kedvezményezett
tájékoztató

- Reporting period: every 4 months from the start date
- Deadline for submitting the Beneficiary Report: end of period + 15 days (Final Beneficiary Report: + 30 days)
- Control of Beneficiary Report: 45 days (including 7 + 8 days completion if needed)
- Reports to be submitted through INTERREG+
- Language of reporting: **English**
- Declaration on validation of expenditure
- Controllers:
 - Szegedi Területi Iroda
 - Békéscsabai Területi Iroda
 - Belgrade office

- LP reports on the achievement of the partnership
- Deadline for submitting the Project Report and Application for Reimbursement: end of period + 90 days
- Reports to be submitted through INTERREG+
- Language of reporting: **English**
- Check of Project Report: 30 days (including max 2 rounds of completion if needed)
- Transfer of IPA fund is subject to the approval of the Project Report