



EUROPEAN UNION

Delegation of the European Commission to Bosnia and Herzegovina

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Question 1:

We are a private non profit foundation and we are not participated by any Government (nor local, regional neither national). Our main goal is to improve the competitive capacity of the companies and organisations, helping them to adapt themselves to technological change and boosting innovation processes and continuous improvement by providing advanced technical services.

In this regard, our objectives are:

- To facilitate the exchange of knowledge by encouraging studies, research and training in the technological and innovation environment.
- To contribute to better co-ordination between companies, authorities and public and private institutions in order to obtain an innovation process and a harmonic and efficient technological development in the region.
- To develop and implement technological programmes and projects to stimulate innovation processes at regional, national and international level and to incorporate new technologies in companies.
- To allow companies to access to national and international technological programmes by taking part in the consolidation of the Science, Technology and Industry System.
- To favour the access to and the spread of new technologies by helping the adaptation to the technological change of the sectors involved.

We would like to know if our profile could fulfil the eligibility criteria in relation to the Non-Governmental Organisation concept. Accordingly to some European Commission documents regarding NGO, we consider that we meet the requirement to be a NGO, but we will very much appreciate if you could kindly confirm us whether we are eligible for this specific **Restricted Call for Proposals EuropeAid/129053/L/ACT/BA and EC/BIH/CFP/09/002**.

Answer 1:

Please note that in accordance with the Guidelines for grant applicants, section 2.2.4 "In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities".

Question 2:

We would like to know if it is possible that any of the proposed activities could be developed in Spain (for example a workshop for Key Agents from Bosnia and Europe) or instead, absolutely all of them must take place in Bosnia and Herzegovina.

Answer 2:

Please note that in accordance with the Guidelines for grant applicants, section 2.1.3 - Location - "Actions must take place in Bosnia and Herzegovina".

Question 3:

What can be understood as Non Governmental Organization in this Call for proposal?

Answer 3:

The definition of the non-governmental (non-state) organisation is universal and not only for this call for proposal. More information could be found on the following web site:

http://ec.europa.eu/europeaid/who/partners/civil-society/index_en.htm

Question 4:

We have a doubt concerning the PADOR registration:

In the phase of the concept note, do the partners of the applicant need to complete all fields written with orange letters on all the PADOR screens? Or is it only necessary to introduce in PADOR the same data that is requested in the chapter III of the application form.

Answer 4:

In accordance with the Guidelines, section 2.2: "In the phase of the concept note, organisations must indicate, on the Concept note paper form, their EuropeAid ID. In order to obtain the EuropeAid ID, organisations must fill in, save and submit the compulsory information (in the fields written with orange letters) on all the PADOR screens."

Since the EuropeAid ID number should be indicated in the Application Form, Section II - Check list for Concept note, for each organisation involved in the project implementation (applicant and partners) and since this ID number could be obtained only through PADOR registration, it is logical that the same requirements are applicable for both, the applicant and its partner.

Question 5

I just wanted to make sure I understand correctly what must be submitted by November 9th: parts I, II and III (pages 6-9) of the Annex A Application Form. I have to assume, though it does not state so in the guidelines, that we should also send pages 1-3 (but not page 10) so as to indicate information about our organization and our estimated budget...

Answer 5:

The mentioned pages (1-3) are cover pages that should be filled in and sent with the Concept note. Page 10 is part IV which is not required to be sent with the Concept note. It is also indicated that this part is **"(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)"**

Question 6:

Likewise we don't yet need to send any partnership statements or support letters now, correct? To me those would qualify as annexes and should be sent with a full application form, but better I should ask now...

Answer 6:

The partnership statements and support letters do not have to be sent with the Concept note. However, the partners have to be indicated in the part II - check list for concept note in addition to narrative description of the action in the concept note.

Question 7:

On page 9 of the guidelines, it states "financial service cost (bank charges, cost of guarantees and similar charges)" are not eligible. Am I to understand that now every time we make a bank transfer, or even when we receive the initial and final EU instalments, that those are now ineligible charges, and therefore our own burden? This seems to me extreme, considering that these are normal accounting charges and in our

experience that a project typically requires about 1-2% of its budget just for such bank transfers required to pay salaries, bills, honoraria... If so, is this a new/updated restriction?

Answer 7:

This CfP is funded under the IPA Programme and in accordance to the IPA regulations, the mentioned financial service costs are not eligible. For the reference please see Part I, Title II, Chapter III, article 34(3)(g) of the IPA Implementing Regulations:

http://ec.europa.eu/europeaid/work/procedures/legislation/legal_bases/documents/ipa_implementing_rules_en.pdf

Question 8:

On page 10, under the section for overheads, it states “If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.” Does this mean that if we already get even 1 EUR from a different EU operating grant, we can’t ask for more on this one? What happens in examples like ours where: 1) we currently have one EU project ending November 30, 2010 and 2) the overhead costs we stated for our budget was enough to cover the overhead costs of only those employees involved on the project (roughly a third, and therefore a third of our organization’s total overhead costs)? In such a case, it seems to me that we would be unable to request any overhead funds at all now, because we’ll still be getting some EU overhead funds up to December 2010 (with this call expected to have contracts signed in August), even if we had entirely different individuals employed as staff on the action (therefore requiring a separate portion of the organization’s overhead costs). Am I correct in this? While I do understand the overall logic for this restriction – not allowing a single organization to receive double rent from the EU, for example – it seems to me also illogical in a case where a separate third of the organization’s staff would be engaged in the action and logically would have its own overhead costs to deal with. If this really is the case, is it allowed for us to put such necessary operating costs under budget line “4. Local office”, in addition to those of the partner’s (I know that budget line 4 is normally intended only for the partner or a branch office, so that budget line 10 is exclusively for the main applicant)?

Answer 8:

Please note that only in the exceptional cases the Contractor is an recipient of the operating grant. The operating grant covers the administrative and operational costs of the organisation exclusively. Your organisation is recipient of the action grant currently. Therefore, the conditions indicated in the Annex II of the Contract (zip file - documents for the information) General Conditions, article 14.4, applies to this Call for Proposals. It means that you prepare the budget breakdown in accordance with the actions proposed including the overheads of 7% of the total eligible direct costs.