

Public Notice 1/2016 for the presentation of cooperation projects using a one step procedure under Priority Axes I, II, III of the INTERREG V-A Italy-Malta Programme

INFORMATION SESSION

13 October 2016 | h 10:00-14:30

Le Meridien Hotel and Spa, St Julians, Malta

Managing Authority – Joint Secretariat

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Characteristics of the cooperation projects

- 1. Project's consistency with the programme's strategy, the investment priority and the specific objective of the investment priority
- 2. Project's consistency with national and regional policies and the measures taken to create synergies and to avoid overlaps
- 3. Scope and cross-border character of the project with partners that share common objectives and needs
- 4. Innovative character of the projects, their concrete specialization on KET (key enabling technologies) and their medium to long term impact
- 5. Consistency of the partnership, the relevance and competences of the partners in achieving the project's objectives
- 6. Relevance of the financial plan and the consistency of the budget with the objectives
- 7. Visible, concrete and lasting results
- 8. Financial allocation between a minimum of EUR 500 000 and a maximum of EUR 2 500 000
- 9. Maximum period of 36 months



Available funds

ERDF available funds

32.404.019,90

- ☐ Priority Axis I: EUR 6.800.000,00 (ERDF share) of which:
 - EUR 6.800.000 for Investment Priority 1.b Specific objective 1.1
- ☐ Priority Axis II: EUR 5 309 368.90 (ERDF share) of which:
 - EUR 4 000 000 00 for Investment Priority 3.a Specific objective 2.1
 - EUR 1 309 368 90 for Investment Priority 8.e Specific objective 2.2
- ☐ Priority Axis III: EUR 20 294 651.00 (ERDF share) of which:
 - ➤ EUR 11 369 651 00 for Investment Priority 6.d Specific objective 3.1
 - EUR 8 925 000 00 for Investment Priority 5.b Specific objective 3.2



Areas concerned by the programme

For Italy

Sicily – NUTS 3 areas: Palermo, Trapani, Caltanissetta, Agrigento, Ragusa, Syracuse, Enna, Catania and Messina;

For Malta – Malta, Gozo and Comino;

Beneficiaries beyond the admissible areas

They cannot be involved as partners or lead partners

Beneficiaries beyond the admissible areas, who have a premises within the admissible areas

If the registered office is not located inside the programme area, then the beneficiary has to demonstrate the existence of a premises within the programme's eligible territory, that is an operational and administrative structure with suitable specific equipment and qualified personnel for the implementation of activities included in their institutional mission.

In addition, the beneficiary shall guarantee that the premises will remain within the eligible territory for at least 5 years after the project's conclusion date.



Types of admissible beneficiaries

Central administrations and local authorities, research institutions, Universities, clusters/districts, SMEs, micro enterprises, enterprise incubators, chambers of commerce.

Priority Axis 1 – SO 1.1

SMEs and micro enterprises (even in partnership), newly established enterprises, clusters/districts, universities, public and private research centres, scientific parks, innovation poles, category associations.

Priority Axis 2 – SO 2.1

Regional and national research institutions, public administrations, higher education schools (technical high schools), enterprises (SMEs including the newly established ones) operating in the sectors of strategy, consortia/associations of SMEs, manufacturing and technological districts.

Priority Axis 2 – SO 2.2

Regional and national research centres, universities and research centres, central, local and regional administrations, specialized state agencies and institutions, authorities that manage protected areas, category associations in the sectors of intervention of Axis III

Priority Axis 3 – SO 3.1

Regional and national research centres, universities and research centres, central, local and regional administrations, harbour offices, civil and military authorities, state agencies and institutions, category associations in the sectors of intervention of Axis III

Priority Axis 3 – SO 3.2



Legal status of beneficiaries

Public Entities

The State, regional or local authorities, according to Article 2.1 of Directive 2014/24/EU of the European Parliament and of the Council

Private Entities

Entities that have a legal personality

Public equivalent entities

Entities having the following characteristics:

- a) they were created to meet specific needs of general interest and their nature is neither industrial nor commercial
- b) they have a legal personality
- c) they are mostly funded by the State, regional or local authorities or other public law entities, or their management is supervised by these authorities or entities, or at least half of the members of their administration, management or monitoring body are appointed by the State, regional or local authorities or other public law entities.



Modes of presentation of project proposals

- ➤ Request of an Ulysses system' account: starting from the publication of the Public Notice 01/2016 in G.U.R.S till 7 (seven) calendar days before its expiry date (8 November 2016).
- ➤ Validity of the Public Notice 01/2016: from 9 September 2016 until 8 November 2016, h 14:00
- ➤ Uploading of the project proposal into Ulysses system: starting from receiving Ulysses account till 8 November 2016 h 14:00, under the penalty of exclusion.
- ➤ **Delivery of the project documentation by hand:** within 8 November 2016 h 14:00, under the penalty of exclusion. The validity shall be confirmed by the date stamped on the package by the registry services of the Managing Authority.
- > Submission of the project documentation by registered letter: within 8 November 2016, under the penalty of exclusion. The validity shall be confirmed by the date shown by means of the postmark.
- ➤ Delivery of the project documentation sent by registered letter: within 18 November 2016 h 14:00 under the penalty of exclusion. The validity shall be confirmed by the date stamped on the package by the registry services of the Managing Authority.



Structure of a project

Workpackage

activities leading to products (deliverables), aiming at the realisation of an output.

Activity

a component of the work package delivering products (deliverables). (E.g. activity 2.1 organising info days related to the risk prevention activities)

Deliverable

specific product delivered within the framework of an activity, which represents concrete evidence. A deliverable and/or a set of deliverables from the same activity contribute to the physical implementation of the project output. (E.g.: signature sheet + minutes, etc.)

Output

numerically quantifies the actual production through the funding of an activity arising from one or more deliverables. (E.g.: no. 1 info day organised).;

Result

the concrete advantage produced by the achievement of an output, to the benefit of the cross-border territory. The result, expressed in qualitative terms, measures a change/improvement from an initial condition. (E.g.: 20 people trained in relation to risk prevention activities).



Focus

Structure of a project

The following aspects should be taken into account when establishing a partnership (lead partner and partner):

- 1. The partnership has to involve at least two (2) beneficiaries, one from Sicily and one from Malta, and in any case with a maximum of 8 beneficiaries;
- 2. <u>Importance of the balanced partnership with regard to the project objectives</u>;
- 3. Partnership skills that are relevant to the expected results;
- Distribution of activities amongst the partnership members, in accordance with the individual competences of each partner;
- 5. Involvement of the entire partnership during the project drafting phase;
- 6. Financial capacities of the partnership that will ensure the launch of the activities and expenses by each partner from the day following the signature of the subsisdy contract/ partnership agreement.



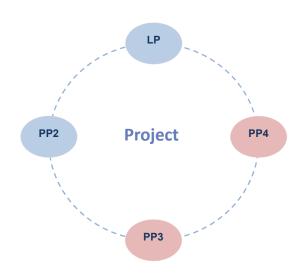
Focus – Project Activities of Beneficiaries

Potential beneficiaries whose activity or whose mission is mainly related to project coordination, management, communication or supporting third parties, <u>cannot</u> be involved as project partners because these shall be contracted through a public selection procedure

Do not confuse the typology of beneficiary with that of the service provider of goods/services



Structure of a project



Workpackage 0 Preparation of the Project

Optional

Workpackage 1 Project Management

Mandatory

Workpackage 2 Communication Activity

Mandatory

Workpackage no....

Workpackage no....



Structure of a Project

Lead Partner Obligations

- 1. Coordination of the project in accordance with the *sound financial management principle*, i.e. In accordance with economical, efficiency and effectiveness principles;
- 2. Being the only point of contact with the Managing Authority, the Joint Secretariat and the Certification Authority;
- 3. Coordination of all beneficiaries within the project.

Structure of a project



The lead partner performs the following functions:

- Ensures that expenses claimed by all the beneficiaries are related to the implementation of the project as well as with the activities agreed upon by all the beneficiaries;
- Ensures that expenses claimed by the other beneficiaries have been verified by the controllers
- Ensures that the other beneficiaries receive the total amount of the funds as quickly as possible. No amount shall be deducted or withheld and no specific fees or other amounts that may reduce the allocated sums shall be charged in favour of the other beneficiaries;
- Informs the partners about the outcome of the preliminary stage as well as the decisions made by the Monitoring Committee/Steering Committee. They also inform the Managing Authority about the acceptance of the adopted amendments and provisions;
- Organises the coordinated project launch and ensures that the activities are implemented in line with the modalities and timeframes indicated in the application form;
- > Informes the Managing Authority about the project launch date;
- Assures the Managing Authority that the implementation of a separate accounting system or an appropriate accounting codification shall be applied;
- Regularly informs the Managing Authority about the project's physical, administrative and financial progress that is essential to the monitoring system implementation;
- Is responsible for the project's progress in terms of physical implementation and, in particular, is responsible for the ERDF granted by the Managing Authority;
- Is also responsible towards the MA for the recovery of the allocated sums in case of irregularities.



Project indicators

Fundamental aspects

Result indicators

Output indicators

1. realistic, achievable and clearly measurable

2. closely linked to the outputs, results and respective programme indicators

A.F. section n. C.2.1 – Tab. A for the result indicators

• A.F. section n. C.2.1. – Tab. B for the output indicators



Result indicators

Table A

Project overall objective	Project results	
What is the overall objective of the project and how does it link to the specific objective of the programme? Specify the project's main objective and describe its contribution to the specific objective of the selected programme's investment priority.	What are the project results and how do they link to the pertaining result indicator? List one or more project expected results within the column A and describe within the column B its/their contribution to the programme result and to its indicator. At least one of the three project results has to be quantified by using the same measure up of the programme result indicator.	
	(A)	(B)
max 500 characters	1. insert the title of the result	Max 400 characters
max 300 characters	2. insert the title of the result	Max 400 characters
	3. insert the title of the result	Max 400 characters



Output indicators

Table B

Project specific objectives			
Which are the specific objectives of the project? Define max. 3 project specific objectives			
Title of the specific objectives	Provides a brief description of the specific objectives and their connection with the general objective and the project outputs		
1.	Max 400 characters		
2.	Max 400 characters		
3.	Max 400 characters		

Output indicators

Table B



Coherence at programme level	Coherence at project level				
Project specific objective	Programme output indicators	Project main output title	Measurement unit the project output indicator	Project main output quantification (target values)	Project main output number
inserts the specific objective	inserts the programme output indicators corresponding to the chosen programme priority specific objective)	insert the project output title that is envisaged to be implemented in line with the selected specific objectives of the project	project output		insert the numeration as per the working plan Ex. O.1.1, O.1.2, ecc.



State Aid

In line with art. 107 of the Treaty of the Functioning of the European Union, State aid is a form of aid granted by the State, i.e. through state resources, under any form, that, by favouring some companies or productions, distort or threaten to distort competition by favouring the production of some goods/services to the extent to which these hinder trade among Member States. The main elements defining State aid are:

- I. The existence of a company performing an economic activity;
- II. The responsibility of financing through state resources;
- III. The granting of an advantage;
- IV. The specific nature of measures;
- V. The possible distortion effect on competition as well as on the internal UE market.

The five criteria are cumulative



State aid is a form of aid:

- 1. granted by the State through state resources
- conferring an advantage ("favouring")
- **3. selective**("certain undertakings or the production of certain goods")
- 4. that **hinders trade** among Member States
- 5. Which might distort competition



In order to understand what State aid is, it is necessary to define the concepts of:

- Undertaking
- State aid
- Favouring
- Selectivity
- > Effect on trade
- Distortion of competition



Undertaking

"the concept of undertaking encompasses every entity engaged in an economic activity, regardless of the legal status of the entity and the financial modalities"

- Test: is it an economic activity?
 - o Economic activity: offers goods and services on the market
 - Non-economic activity:: regulatory activity, fundamental State function (customs, air safety, management of penitentiaries...)



State aid

The aid "granted by the State or through State resources" translates into the following question:

- are we in the presence of a transfer of State resources?
- If so, is the transfer <u>attributable to the State</u>?



Transfer (granted aid)

- The aid is granted as soon as there is an act conferring rights (and obligations)
- It is not necessary that the aid has been actually paid
- The actual payment is done for the purpose of recovery <u>L'effettivo pagamento si rileva ai fini del recupero</u>



The concept of state resources

State resources are.

- Funds that are under the control and at the disposal of the State.
 - Including, for example, EU Structural Funds
- Trasferred in <u>any manner</u>:
 - Actual tranfer: subsidies, loans, shareholdings
 - Revenue renunciation: reductions or deferrals of taxes, transfer of assets below market value, tax credits
 - Assumption of risks: guarantee concessions



Benefits

Different definitions of **benefits** are available:

- A measure is able to **promote** an enterprise if it provides an economic advantage that the enterprise would not normally obtain on the market
- The transfer of resources in favor of or in exemption from costs that the latter would normally have to bear without (adequate) compensation



Selectivity

Test: is the measure <u>selective</u> with respect to the terms of reference?

General measures are not selective (which apply to all firms in all sectors, without any discretion even though these have created an advantage over the preceding situation)



Trade Effect

Broad interpretation of EU Courts

- It is sufficient that the product or service are subject to trade between Member States
- Is not excluded due to the fact that the beneficiary does not export any product/service, that is, exports all its products/services outside the Union
- Exceptions: purely local services, de minimis aid



(Risk of) distortion of competition

Broad interpretation of EU Courts

- An aid which strengthens the competitive position of the beneficiary in respect to his/her other competitors – thus distorting competition
- Even a small distortion is sufficient (limited amount of aid, the small size of the beneficiary enterprise, or small quota from the marginal market will not in itself exclude distortion in competition)
- Exceptions: de minimis aid

What does the Public Notice

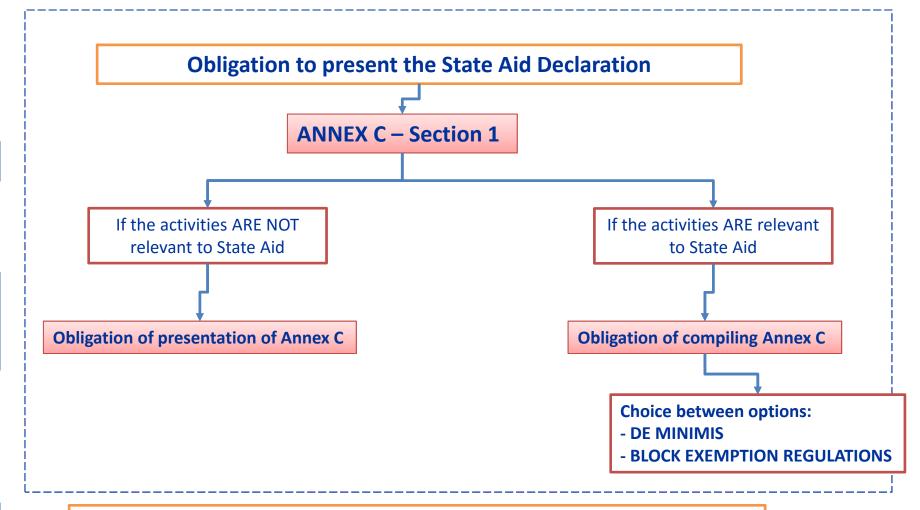
expect?



Fondo Europeo di Sviluppo Regionale European Regional Development Fund

Private entity

Bodies governed by public law



Public Entity

No obligation to present the State Aid Declaration



Selection Criteria

The minimum marking scheme refers to:

1. Formal Eligibility Requirements

ON/OFF

2. Assessment of the Relevance and Feasibility of the Project Proposals

Max 500

130 assessment of the project's strategy

3. Assessment of the Coherence with the Specific Criteria of the Investment Priorities

Max 100

125 operational assessment

60 specific criteria for each investment priority

Selection Criteria



Requisiti di ammissibilità formale - Formal Eligibility Requirements

C	on	formità Amministrativa - Administrative Compliance	SI/YES	NO
	1	The project proposal has been compiled in the standard template "Application Form"		
2	2	The Application Form has been sent to the Managing Authority, in electronic and hard copy format, by the closing date stipulated in the call for project proposals		
3	3	The Application Form has been prepared in one of the two official languages of the programme (Italian and English) and a summary has been provided in the other language		
4	4	The Application Form and its annexes shall contain all sections of the original documents and include all the necessary original signatures and stamps of the Lead Partner/partners. The Lead Partner is responsible for the collation of the such documents		
ļ	5	The Application Form contains all the co-financing letters and letters of intent, duly signed and stamped, of each project partner		
P	art	enariato - Partnership	SI/YES	NO
	6	The project partnership consists of at least two beneficiaries, i.e. one from Sicily and one for Malta and in any case up to a maximum of 8 beneficiaries		
•	7	The Lead Partner and partners have their head office and/or company, including the administrative competence, in the eligible territory		
	8	The lead partner and partners are among the categories of beneficiaries as stipulated in the call for project proposals		
A	sp	etti finanziari - Financial aspects	SI/YES	NO
*	9	The budget of the lead partner and partners is in line with the requirements of the call for project proposals and annexes.		

Selection Criteria



IEI	NT CRITERIA OF THE PROJECT STRATEGY	
	Project's context (relevance and strategy)	
	Innovative Approach of the project	
	Contribution of the project to the achievement of the objectives and results of the cooperation programme	
_	Partnership Relevancy	
	Partnership Relevancy NAL ASSESSMENT CRITERIA Management	
-	NAL ASSESSMENT CRITERIA	
-	NAL ASSESSMENT CRITERIA Management	



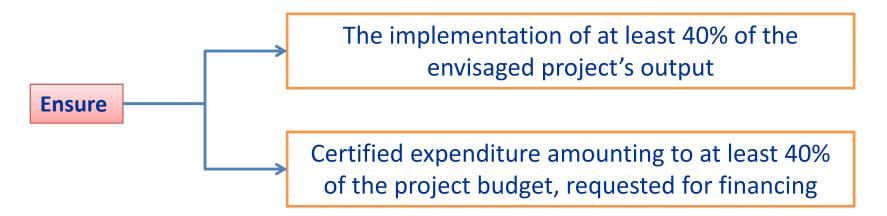


Coherence with the Performance Framework



7.1	Proposed activities and deliverables are relevant and lead to the planned main outputs and result/s	18
8.1	Project budget is proportionate to the proposed work plan and the main outputs and results aimed for	25
8.4	Distribution of the budget per period, WP and budget line is in line with the work plan	12

Maximum marks shall be assured for those operations that, by 31/12/2018



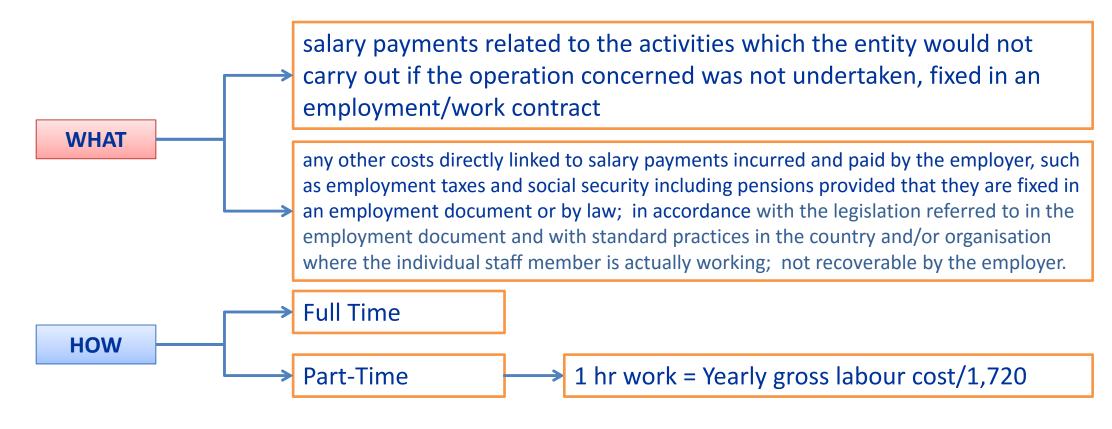


Expenditure categories

- 1. Staff costs
- 2. Office and administrative expenditure
- 3. Travel and accommodation cost
- 4. External expertise and services costs
- 5. Equipment expenditure
- 6. Infrastructure costs



Expenditure categories – Staff costs





Expenditure categories – Office and administrative expenditure

- a) office rent;
- b) insurance and taxes to the buildings where the staff is located and to the equipment of the office (e.g. fire, theft insurances);
- c) utilities (e.g. electricity, heating, water);
- d) office supplies;
- e) general accounting provided inside the beneficiary organisation;
- f) archives;
- g) maintenance, cleaning and repairs;
- h) security;
- i) IT systems;
- j) communication (e.g. telephone, fax, Internet, postal services, business cards);
- k) bank charges for opening and administering the account or accounts where the implementation of an operation requires a separate account to be opened;
- l) charges for transnational financial transactions



Expenditure categories – Travel and accommodation costs

- a) travel costs (e.g. tickets, travel and car insurance, fuel, car mileage, toll, and parking fees);
- b) the costs of meals;
- c) accommodation costs;
- d) visas costs;
- e) daily allowances.





Expenditure categories – External expertise and services costs

- a) studies or surveys (e.g. evaluations, strategies, concept notes, design plans, handbooks);
- b) training;
- c) translations;
- d) IT systems and website development, modifications and updates;
- e) promotion, communication, publicity or information linked to an operation;
- f) financial management;
- g) services related to the organisation and implementation of events or meetings (including rents, catering or interpretation);
- h) participation in events (e.g. registration fees);
- i) legal consultancy and notarial services, technical and financial expertise, other consultancy and accountancy services including planning fees;
- j) intellectual property rights;
- k) verifications under Article 125 paragraph 4 letter a), of Regulation (EU) no. 1303/2013
- I) the provision of guarantees by a bank or other financial institution where required by Union or national law or in a programming document adopted by the monitoring committee;
- m) travel and accommodation costs for external experts, speakers, chairpersons of meeting;
- n) other specific expertise and services needed for operations



Expenditure categories – Equipment expenditure

- a) office equipment;
- b) IT hardware and software;
- c) furniture and fittings;
- d) laboratory equipment;
- e) machines and instruments;
- f) tools or devices;
- g) vehicles;
- h) other specific equipment needed for operations

no other assistance has been received for it from the ESI Funds

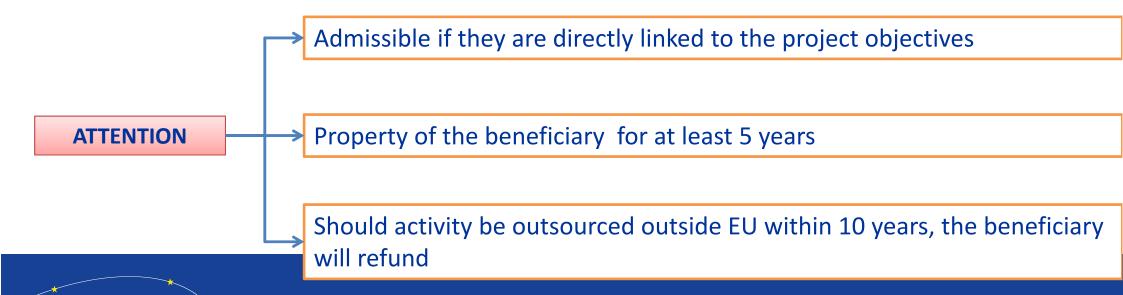
its price does not exceed the generally accepted price on the market

It complies with operations and accepted standards



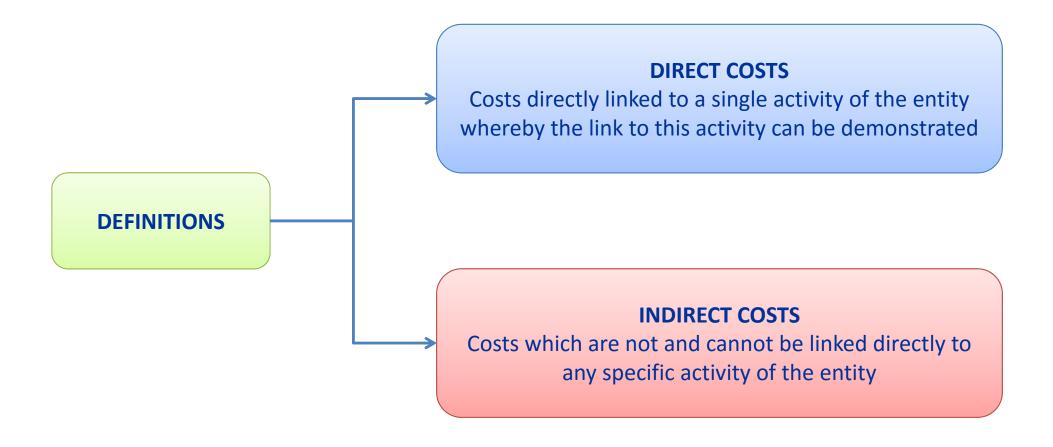
Expenditure categories – Infrastructure costs

- a) infrastructures providing basic services to citizens in the energy, environment, transports and TIC sectors;
- b) social, health, research, innovation, economic and educational infrastructures;
- small size infrastructures, including infrastructures for culture and sustainable tourism, company services, support to research and innovation entities as well as investments in technology and research applied to businesses;
- d) the sharing of structures and human resources and all kinds of transnational infrastructures



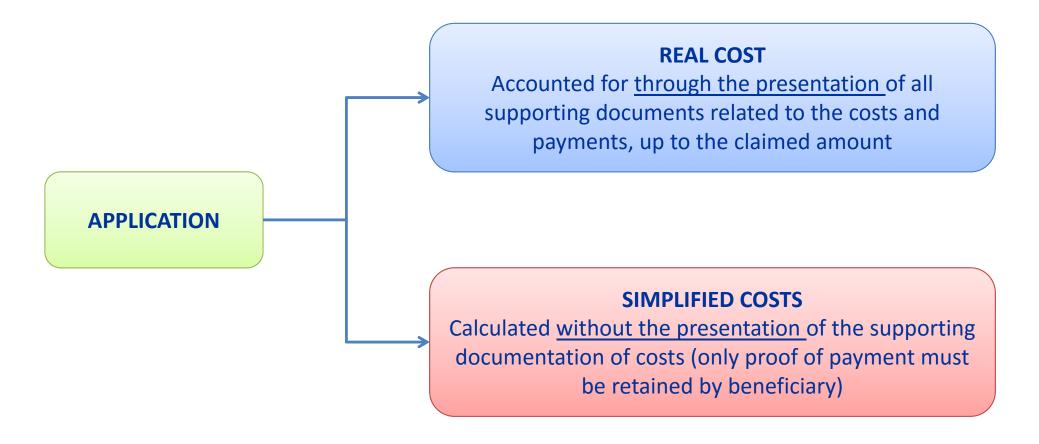


Direct Costs vs Indirect Costs





Real Costs vs Simplified Costs





Simplified Costs

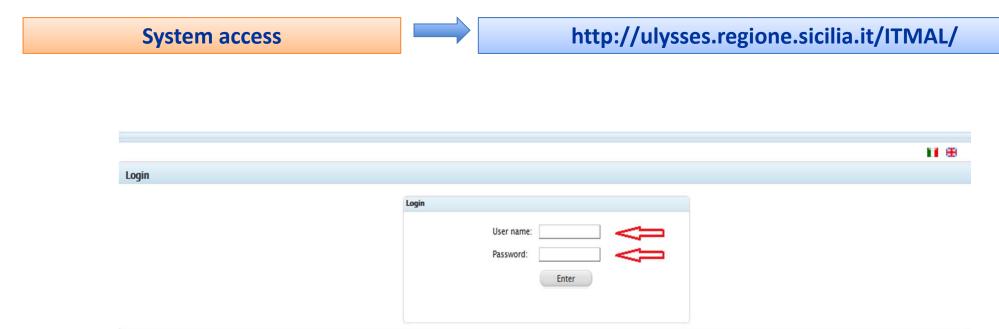
The traceability of every single euro of co-financed expenditure will not be required by means of supporting **Key Point** documentation Significant reduction of administrative burdens on the Advantage beneficiary Method of calculation Flat rate



Options of real costs and simplified costs

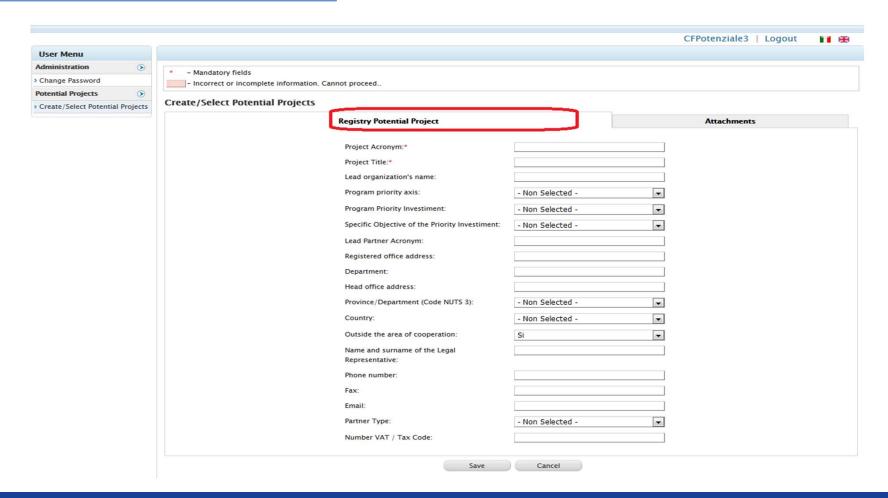
Item of Expenditure	Cost	Accounting Modality		
Staff Costs	direct	Flat rate equal to 20% of other direct costs	<u>or</u>	Real cost, up to 40% of direct costs
Office and Administrative expenditure	Indirect	Flat rate equal to 10% of personnel costs		
Travel and accommodation costs	direct	Real Cost		
External expertise and services costs	direct	Real Cost		
Equipment Expenditure	direct	Real Cost		
Infrastructure expenditure	direct	Real Cost		





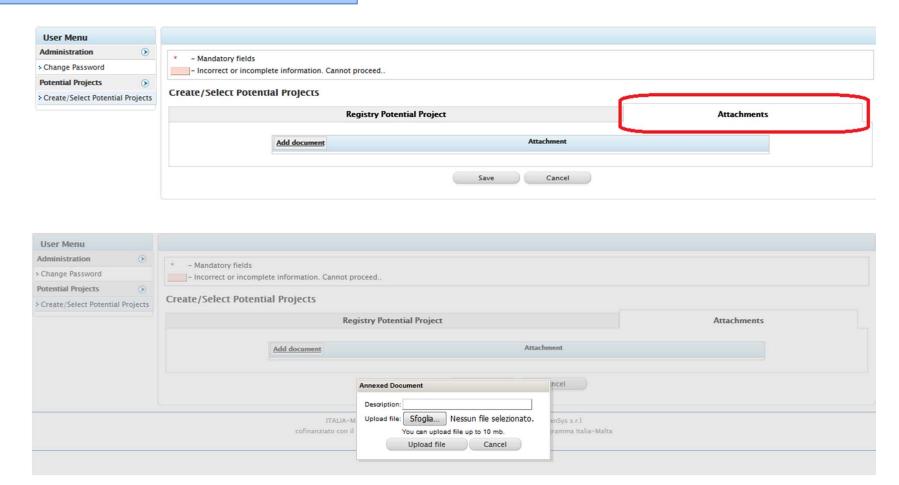


Potential project registry





Attachments





Documents to be attached

- o Application Form section word Signed, dated and scanned (.pdf)
- o Application Form section Excel Signed, dated and scanned (.pdf)
- o Application Form section word Original word format (.doc/docx)
- o Application Form section Excel Original excel format (.xls/.xlsx)
- o Letter of intent and co-financing (lead/partners) Signed, dated and scanned (.pdf)
- o Copy (front and back) of a valid identity document (.pdf)
- o Formal administrative act Signed, dated and scanned (.pdf)
- o Any necessary permissions or authorisations Signed, dated and scanned (.pdf)

if applicable

- o Status of the entity (certified copy) (.pdf)
- o Last two balance sheets/management accounts (.pdf)
- o Option between contribution under the system of exemption or de minimis Signed, dated and scanned (.pdf)



Printing of the receipt



The receipt includes the following information:

- o Acronym of the project,
- o Name of the Lead partner,
- o time in which you last saved your data,
- o date in which you last saved your data,
- o a list of the uploaded documents



THANKS FOR YOUR ATTENTION