



QUESTIONS AND ANSWERS
Regarding the Second Call for proposals
No. 2014TC16I5CB005 – 2018 – 2

No	Question	Answer
1	<p>It is written that the registration for the electronic system will be confirmed within 2 (two) days after submission of the form. What is the latest possible date for requesting registration in order to get access for submission of project proposal?</p>	<p>Taking into account the deadline for submission of project proposals - 11 April 2018, 17:00 h. local time in Bulgaria, and the time needed for confirmation of the registration to the electronic system, requests for registration can be submitted no later than 17:00h Bulgarian local time on 10th April 2018.</p>
2	<p>The Executive Environment Agency is a legal person, a second-level budget administrator of the Ministry of Environment and Water, with its headquarters in Sofia. The Executive Environment Agency has regional structures (Regional Laboratories) in Burgas and Haskovo which are not legal entities. In this case, is the Executive Environment Agency eligible to participate as a project partner in the programme?</p>	<p>Criteria for applicants' eligibility are defined in Guidelines for Applicants (p. 2.5.1.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners)). Lead Partner and its partners must comply cumulatively with all general eligibility criteria. Particular attention should be paid to the requirements to "be legally established organizations (legal persons) according to the national legislation of the state on whose territory they are located. Exception to this requirement is made for subsidiary structures of local/regional/national authorities. In case a structure of local/regional/national authority is not and cannot act as a legal entity, its legally established central organization shall be the project partner". Exception to the requirement "the applicants to be registered in the eligible cross-border region" is made for national/regional public authorities whose area of competence, established by legal acts, extends to the eligible area of the programme.</p> <p>As it is specified in p. 2.6.1 How to get the Applicants' Package of the Guidelines for Applicants, observing the principle of transparency and equal treatment of all potential applicants, the Managing Authority cannot give prior opinion on eligibility of specific applicants and specific activities, since those shall be subject to the assessment of the project proposal. All</p>



		requirements are explained in detail in p. 2.5 Eligibility Criteria of the Guidelines for Applicants and must be strictly observed by all potential applicants during the project preparation phase.
3	Receipt Of No Debt (Tax Debt, Social Security Institution (SGK) Letter) is not specified in Guidelines for Applicants for Second Call. Are they necessary for project to apply?	The supporting documents to the project proposal are listed in part 3.2 Supporting Documents (B) of the Guideline for Applicants. Partners' certificates issued by the relevant body (National Income Agency, Tax office, Social Security Office) for lack of obligations (taxes and social security duties) are not required at the stage of application for the present call for proposals, but will be required before signing the subsidy contract.
4	The question is related to the eligibility of applicants under Priority Axis 1. Environment, Specific Objective 1.1 - whether Strandzha Nature Park is an eligible applicant? The Directorate of Strandzha Nature Park is part of the Forestry Agency of the Ministry of Agriculture, Forests and Food. What kind of documentation is required by the MAFA to allow the Park to participate in the procedure?	<p>The general criteria for eligibility of applicants are listed in section 2.5.1.1 of the Guidelines for Applicants. Lead Partner and its partners must comply cumulatively with all general eligibility criteria. Particular attention should be paid to the requirements to “be legally established organizations (legal persons) according to the national legislation of the state on whose territory they are located; Exception to this requirement is made for subsidiary structures of local/regional/national authorities. In case a structure of local/regional/national authority is not and cannot act as a legal entity, its legally established central organization, if such exists, shall be the project partner”. Exception to the requirement “the applicants to be registered in the eligible cross-border region” is made for national/regional public authorities whose area of competence, established by legal acts, extends to the eligible area of the programme.</p> <p>As it is specified in p. 2.6.1 How to get the Applicants' Package of the Guidelines for Applicants, observing the principle of transparency and equal treatment of all potential applicants, the Managing Authority cannot give prior opinion on eligibility of specific applicants and specific activities, since those shall be subject to the assessment of the project proposal. All requirements are explained in detail in p. 2.5 Eligibility Criteria of the Guidelines for Applicants and must be strictly observed by all potential applicants during the project preparation phase.</p> <p>The documents which project partners should present are listed in part 3 of</p>



		the Guidelines for Applicants (3.1 Annexes (A) and 3.2 Supporting Documents (B)).
5	Can cultural tourism be considered as a variety of alternative tourism?	According to the definition of the thematic concentration of the IPA II CBC Programme Bulgaria-Turkey the existing potentials (EP) include: “Further touristic, cultural and environmental developments based on common heritage and traditions”. The cultural and historical heritage has been identified as extremely important potentials for cross-border. Based on the existing of cultural heritage as important regional and identity building asset, there exists the opportunity to develop economically sustainable touristic products and services and alternative and diversified tourism activities to enhance the economic situation in the area.” (Section 2 of the Programme). In this respect, the alternative tourism activities target the cultural heritage and traditions of the cross-border region as well.
6	What information should be given to the question "New indicator (Y/N)" in field "4.1 Expected outputs" of sheet "Project Identification" in the Application form	This field does not have any influence on the automated operation in the Application form nor any dependencies with other fields exist and it may be left blank. The logic behind this field requires the indicators from the first to the last but one to be named with "Y", i.e. new indicator will be listed after the respective one and the last indicator in the list of the respective project to be named with "N".
7	Are expenditures for elaboration of technical specifications for supply of specialized equipment and their translation, incl. conduct of research for potential suppliers, research of market prices or other similar activities, concerning supply of equipment only (without construction works), eligible under BL6, sub-line “Preparation of technical documentation”?	The eligible expenditures under BL6, sub-line 6.2 “Preparation of technical documentation” are described in p. 2.5.3 Eligibility of Expenditures of the Guidelines for Applicants under the Second call for project proposals. The budget sub-lines cover expenses for elaboration of technical documentation (incl. feasibility studies, technical surveys, works design, certificates, permits, etc.) including consultancy, as well as all connected translation costs, taxes and other charges. The preparation of technical documentation for supply of specialized equipment could be assigned to external expertise. When sub-contracting, the applicants have to follow the applicable PRAG procedure and describe clearly and in details the services to be performed for preparation of the



		documentation. The related expenditures have to be budgeted in budget sub-line 6.2 "Preparation of technical documentation".
8	If the amount for preparation of project proposal/ preparation of technical documentation is more than EUR 2 500 VAT excluded and a single tender procedure under PRAG shall be conducted by the project partner, which tender documents shall be used – the templates for services in PRAG or the templates for services, elaborated by the JS of the Programme and annexed to the PIM for the first call for proposals?	According to p. 2.3 Applicable law and public procurement of the Guidelines for Applicants, when preparing the tender dossier for preparation of project proposal/preparation of technical documentation all applicants under the Second Call for Proposals must refer to and use the guidelines and templates of the Practical Guide for Procurement and Grants for European Union External Actions (PRAG), available at the web page: http://ec.europa.eu/europeaid/prag/ .
9	How shall the supporting documents in original language be scanned – in their original hard copy versions or they should first be copied, certified as “True copy”, signed and stamped by the partner and then scanned? For example, the text of the Guidelines for applicants states the following: "B2. Decision of Local Council/ Board of Directors/ any similar body or managing person (for each project partner) regarding the project development and implementation – issued in the original language and English translation stamped and signed by respective organization as true copy". Does the text in red refer to the English translation only or to the original language as well?	As per the Guidelines for Applicants all supporting documents which is issued in Bulgarian or Turkish should be submitted in original language and when required, translated in English as well. The translation may either be made by a certified translation agency or be certified “True copy” by the legal representative or an authorized person from the Lead partner and/or the respective project partner. Detailed description how each supporting document should be submitted is included in p. 3.2 Supporting Documents (B) of Guidelines for Applicants. The documents must not be scanned and provided in one file – each document has to be scanned separately, provided as a separate file and named accordingly (please see p. 4 How to Submit the Application of the Guidelines for Applicants). Accordingly, if the applicants are required to submit documents in original language, they should scan the original without making additional copies and without certifying them as “True copy”. However, if a translation is required, the document should be first translated, certified it as “True copy” and then scanned.
10	I would like to ask whether under the INTERREG-IPA CBC Programme Bulgaria-Turkey, and particularly under the Second call, it is allowed the Lead partner to be a University with a central office in Sofia and a branch within the eligible south-eastern region. The project investment activities will be	The general criteria for eligibility of applicants are listed in section 2.5.1.1 of the Guidelines for Applicants. Lead Partner and its partners must comply cumulatively with all general eligibility criteria. Particular attention should be paid to the requirements applicants to “be legally established organizations (legal persons) according to the national legislation of the



	<p>carried out on the territory of the subsidiary structure as the reconstructed facility will be managed by the branch. Also the subsidiary structure is not registered as legal entity. Thank you in advance!</p> <p>Additionally to the previous question I would like to clarify that this is a state university founded with a decree by tsar Ferdinand. Also the branch of the university has been established with a decree of Council of Ministers. The subsidiary structure is not an independent legal entity and has been established less than 12 months ago. Again, I would like to ask whether it is allowed the Lead partner to be a University with a central office in Sofia and activities being carried out on the territory of the branch within the eligible programme area, according to the Guidelines for applicants.</p>	<p>state on whose territory they are located” and “be registered in the eligible cross-border region between Bulgaria and Turkey”. Exceptions are made only for subsidiary structures of local/regional/national authorities or national/regional public authorities whose area of competence, established by legal acts, extends to the eligible area of the programme.</p> <p>In addition, according to the Guidelines for Applicants the rule for registration at least 12 months before the deadline for submission of project proposals refers to the Lead partner only.</p> <p>As it is specified in p. 2.6.1 How to get the Applicants’ Package of the Guidelines for Applicants, observing the principle of transparency and equal treatment of all potential applicants, the Managing Authority cannot give prior opinion on eligibility of specific applicants and specific activities, since those shall be subject to the assessment of the project proposal.</p>
11	<p>If a beneficiary still implements a project under the First call, is it eligible to be beneficiary (or partner) and to apply with new project proposal under the Second Call for Proposals?</p>	<p>According to section 2.5.1 Eligibility of Applicants (Lead Partner and Partners) of the Guidelines for applicants, the criteria for eligibility of applicants do not include restrictions project partners participating in financed projects under the 1st Call for Proposals to apply under the 2nd Call for proposals. The limitations for the number of projects specified in p. 2.5.1.3 are valid only for the Second call.</p>
12	<p>Is it acceptable to claim achievement of two Output indicators by the results of one activity? For example: Activity Conduction of a training seminar related to nature protection, sustainable use and management of common natural resources Indicators: “Number of capacity building / awareness activities related to nature protection, sustainable use and management of common natural resources” “Number of people involved in training and capacity building activities in the field of nature protection”</p>	<p>According to Attachment 1 to the Guidelines for applicants which is related to Programme indicators and ranking of project proposals, one activity can be counted only in one indicator. The choice of appropriate project output indicators and justification on the way the project contributes to the Programme results is important for the project assessment and its approval for financing under the Programme by the Joint Monitoring Committee.</p>
13	<p>As characters restriction per activity is given - minimum 500</p>	<p>Character restrictions of minimum 500 and maximum 1500 characters</p>



	and maximum 1500 characters per activity. Can you please clarify whether this restriction is about the characters for all fields in one activity (1/ Brief description + 2/ Who will be the responsible + 3/ What methods + 4/ What will be the output) or this restriction concerns only one field (for example: 1/ Brief description)?	concern field 1. Brief description of activity from table "2.3. Project activities - description and methods of implementation" only. The other three fields, namely "2. Who will be the responsible partner for implementation and reporting of the activity?", "3. What methods / resources will be used for implementation of the activity?" and "4. What will be the output(s) of the activity?" are not limited in terms of number of character but the beneficiaries should preserve visibility of the entered text in each of the fields since resizing of the respected rows is not allowed.
14	Please clarify the indicator: 1.2.4. Number of joint initiatives addressing preservation of marine and coastal environment (incl. litter reduction), what do you refer under COASTAL ENVIRONMENT- is it only coastal marine (sea) area or it includes also river banks (coasts) area, lake coasts?	According to the Programme document planned interventions under IPA II CBC Programme Bulgaria-Turkey contribute towards macro-regional and sea basin strategies, namely EU Strategy for Blue Growth which is the long term strategy to support sustainable growth in the marine and maritime sectors as a whole. In this respect, "coastal environment" refers to a special set of environments where the marine and terrestrial areas influence each other.
15	The listed activities in specific objective 1.2. includes an Investment measure is: "Supply of equipment for protecting/ preserving/ monitoring the ecosystems and for control of pollution of rivers/ sea is included" then will be eligible an investment measure in this specific objective a Small-scale investments (construction of infrastructure) for protecting/ preserving the ecosystems and for control of pollution of rivers/ sea? Can this infrastructure concern treatment of wastewater?	The supply of the equipment for protecting/ preserving/ monitoring the ecosystems and for control of pollution of rivers/ sea may require small-scale construction activities for mounting and installation. The list of activities specified in the Guidelines for Applicants is not exhaustive, and applicants can envisage activities that are not listed in the Guidelines, but they should be relevant to the Priority axis, specific objective and proposed project. As it is specified in p. 2.6.1 How to get the Applicants' Package of the Guidelines for Applicants, observing the principle of transparency and equal treatment of all potential applicants, the Managing Authority cannot give prior opinion on eligibility of specific applicants and specific activities, since those shall be subject to the assessment of the project proposal.
16	Water Supply and Sewerage Companies generally collect fees from citizens for sewerage and water purification if the project envisages an improvement of existing (construction of new) water protection infrastructure, without raising the prices, will	According to the p. 2.5.3 Eligibility of Expenditures of the Guidelines of Applicants profit-earning activities are ineligible. As it is specified in p. 1.4 Revenue Generating Projects of the Guidelines of Applicants, in case the project generates revenue, in accordance with



	this activity be treated as an economic activity?	Article 65 (8) from Regulation (EU) No 1303/2013 the total eligible expenditures of the operation shall be reduced by the net revenue of the operation directly generated during its implementation. Within the Interreg – IPA CBC Programme Bulgaria-Turkey the activities envisaged by the Bulgarian partners within projects proposed for financing shall be subject to state aid assessment. The activities found to be of economic character could be financed under the de minimis rule. More information can be found in Attachment 2 – State aid and de minimis provisions to the Guidelines for Applicants.
17	If an organization is a beneficiary under the First Call for Proposals, will this limit the number of participations of the same organisation in the Second Call for proposals by one.	According to section 2.5.1 Eligibility of Applicants (Lead Partner and Partners) of the Guidelines for applicants, the criteria for eligibility of applicants do not include restrictions project partners participating in financed projects under the 1 st Call for Proposals to apply under the 2 nd Call for proposals. The limitations for the number of projects specified in p. 2.5.1.3 are valid only for the Second call.
18	Which body should issue the document - consent of owners, clearly stating that the assets are given for free right of use for the purposes of the project at least for 5 years after the end of the project?	Consent of the owner clearly stating that the assets are given for free right of use for the purpose of the project at least for 5 years after end of the project has to be issued by the owner of the assets and signed by the person/body with the decision-making authority.
19	Is it required the pages of the entire application to be numbered consequently as it was in the First Call for proposals.	The Guidelines for Applicants for the Second Call for proposals do not set such a requirement.
20	Is there a technical restriction for accessing the Electronic application portal with one username from two different IP addresses?	The Electronic Application Portal is an internet based application and there are no restrictions for accessing and operating the system based on IP address.
21	At what stage the “underachieved” output indicators lists will be considered exhausted for reaching the set targets? What will be the methodology of ranking project proposals after achievement of the target output indicators in case of available financial resources for the respective priority axes? Will it stick to the so called “underachieved” output indicators or it will	The Programme is allocating all its remaining funding in the current Call for Proposals and the fulfilment of the targets for the “underachieved” output indicators is essential for the assessment of the Programme’s overall performance. Therefore, a separate ranking of the project proposals that have passed the administrative and eligibility compliance check and have received score of 65 points or above at the technical and quality evaluation



	spread to all project proposals, including those contributing only to the already achieved output indicators?	<p>will be made under each output indicator. Project proposals will be sorted in descending order according to their score for each output indicator in each Priority Axis. Project proposals contributing to more than one output indicator, shall be included in each of the ranking lists for the respective output indicators.</p> <p>Selection of projects that shall be proposed for funding will be ruled by the principle of contracting as many projects as necessary for reaching the set output indicators targets based on project proposals' scores. This does not mean that other projects do not have any chance to be approved, but they have a smaller chance, as compared to those that address unfulfilled targets.</p> <p>As outlined in attachment 1 "Fulfilment of Programme Indicators and Ranking of Project Proposals" to the Guidelines for Applicants, the majority of the available funds shall be allocated towards the achievement of the target values of those Programme Output Indicators in need of more contracted projects, whereas projects fulfilling only Output Indicators that have already been achieved shall only be contracted in case some funding still remains available.</p>
22	Can a NGO (that does not have any paid employees) point out in column "Number of full-time / part-time staff" of table 2.2 "Financial status and human resource" in sheet PP1 (LP) / PP2 / PP3, etc. of the AF volunteers not paid by the organization?	Table 2.2 "Financial status and human resource" in sheets PP1 / PP2, etc. provides information if particular partner has permanent staff and financial stability. "Staff" is any employee of an organization working part-time or full-time, i.e. volunteers cannot be considered as staff.
23	Are offers obligatory attachments to the Bills of quantities in case of works / supplies?	Attaching offers to the Bills of quantities is not required at the application stage. However, the applicants may attach offers if they consider it necessary for demonstrating price relevance.