



REGIONE LAZIO

DIPARTIMENTO TERRITORIO

*Direzione Regionale Territorio e Urbanistica
Area Pianificazione Paesistica e Territoriale*



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Regional Framework Operation
Interreg III C South
«Progresdec/ESDP Steps»

Guide for Proposers

Call for proposal 2006



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1. Definitions

For the purposes of this guide for proposers, the following definitions apply:

Application Form (AF) = A proposal and grant application for a Sub-Project, prepared and submitted in accordance with the procedures set out in the Call for Proposals.

Call for Proposals = The set of rules governing the public process through which organizations are requested to submit Application Forms, the assessment of the submitted forms and the shortlisting and approval of the Sub-Projects financed under the RFO Progresdec.

ESDP = The European Spatial Development Perspective.

Issuing Authority = Lazio Region on behalf of the RFO Participant Authorities as defined in the RFO Partnership agreement.

Partnership agreement = A legally binding agreement among all the Sub-Project Partners, under which they are obliged to implement the Sub-Project, as provided for in the Application Form and confirmed in the Letter of Approval.

Principal Proposer = The partnership coordinator, which submits the Application Form and which, in case of approval, becomes the Sub-Project Lead Partner.

Proposer = An aspiring Sub-Project Partner, belonging to the partnership preparing and submitting an Application Form.

Public equivalent body = in the interpretation of the EU legislation on public procurement, it means any legal body governed by public or private law

- (1) established for the specific purpose of meeting needs of general interest, not having an industrial or commercial character¹, and
- (2) having legal personality, and
- (3) either financed, for the most part, by the State, or regional or local authorities, or other bodies governed by public law,
or subject to management supervision by those bodies,
or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities or by other bodies governed by public law.

RFO = Regional Framework Operation.

¹ This definition does not exclude bodies partly having an industrial or commercial character, which deal with public tasks. These bodies may be asked to submit a clarification statement issued by national authorities.



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RFO Participant Authorities = the partners of the RFO Progresdec, responsible for the implementation of the RFO Progresdec in their territories.

Steering Committee = A panel comprising a representative of each RFO Participant Authority. The SC will have an institutional steering, supervisory and decision-making role. The SC will formally and finally approve the short-listed Sub-Projects. The tasks of the SC are to select the Sub-Projects and verify the proper implementation of the different activities, in connection therewith.

Subsidy contract = A legally binding agreement concluded by the Sub-Project Lead Partner and the Issuing Authority, under which the Sub-Project Lead Partner is obliged to implement the Sub-Project in accordance with the Application Form, while the RFO Participant Authorities are obliged to pay out the sums approved by the Steering Committee of the RFO Progresdec.

Sub-Project = A cooperation project financed by the RFO Progresdec.

Sub-Project Lead Partner = The Sub-Project's Partner responsible for the implementation of the Sub-Project, and partnership coordinator. The Lead Partner is responsible for the proper technical and administrative management and economic and financial reporting, with respect to the Sub-Project and *vis-à-vis* the Issuing Authority.

Sub-Project Partner = A public Authority or a public equivalent body responsible for carrying out a part of the Sub-Project, in accordance with the procedures and timeframes set out in the Partnership Agreement.

Technical Committee = A panel comprising an ESDP expert appointed by each RFO Participant Authority; it is the technical/disciplinary body addressing the scientific activities during the technical evaluation of the submitted Sub-Projects.

Managing Authority (MA) = According to Article 34 of the Structural Funds Regulation, the Managing Authority of the Interreg III C SOUTH Programme, assisted by the Joint Technical Secretariat will be responsible for efficient and correct management and implementation of the programme, in particular for:

- a) collection and transmission of reliable financial and statistical information on the implementation of the programme, including the monitoring and evaluation indicators defined in the Programme Complement;
- b) preparation of the Annual and Final Implementation Report, presentation of the report to the Monitoring Committee for approval before final submission to the European Commission;
- c) organisation of the mid-term evaluation in co-operation with the Commission and the Member States;
- d) adjusting the programme at the request of the Monitoring Committee without changing the total amount of the contribution from ERDF;
- e) ensuring that all bodies involved in the management and implementation will be installing a separate accounting system or adequate accounting code for all transactions relating to ERDF assistance;



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- f) ensuring the correctness/legality of operational payments and Technical Assistance budget, including the implementation of internal controls and corrective measures in line with a sound financial management as described in chapter 3.2.4;
- g) ensuring compliance with Community regulations;
- h) promotion and presentation of the programme within and outside the Zone East;
- i) information and publicity relating to measures;
- j) liaison with the implementing authorities and other interested partners, as appropriate;
- k) liaison with the European Commission, including forwarding of financial and implementation data, annual meetings (examination of results of the previous year) and implementation of any Commission recommendations for changes in monitoring and management procedures.

Joint Technical Secretariat (JTS) = The Joint Technical Secretariat of the Interreg IIIC SOUTH Programme will undertake the day-to-day implementation of the programme in particular for the tasks set out in point 30 of the INTERREG guidelines without prejudice to the global responsibility of the Managing Authority according to Article 34 of the Structural Funds Regulation; it will assist the Managing Authority, the Monitoring Committee and the Steering Committee in the implementation of their tasks and responsibilities. Its work-plan will be approved by the Monitoring Committee.



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2. Introduction

2.1. Interreg IIIC

INTERREG IIIC Programme is one of the three strands of the European Community Initiative INTERREG III. INTERREG III is designed to strengthen economic and social cohesion in the European Union by promoting cross-border (strand A), trans-national (strand B) and interregional (strand C) co-operation.

The INTERREG IIIC Programme is financed by the European Regional Development Fund (ERDF) and co-financed by participants.

The overall objective of the INTERREG IIIC Programme, which focuses on interregional co-operation, is to improve the effectiveness of policies and instruments for regional development and cohesion in a structured way – through large-scale information exchange and sharing of experience.

2.2. The Regional Framework Operation

The RFO is an operation that aims at exchanging experience on methodology and project-based activities among a group of regions. The goal is to produce a clear strategic approach to interregional co-operation for the participants, which will allow them to develop a process of exchange and learning, which can grow over the long-term. The RFO is based on an interregional co-operation strategy covering the participating regions. Within the frame given with the INTERREG IIIC Programme, the RFO's strategy is forming a self-standing strategic framework which is kind of a "mini-programme".

2.3. RFO Progresdec/ESDP Steps

Background

Progresdec / ESDP Steps Regional Framework Operation (RFO), financed under the Interreg IIIC Community Initiative Programme, promotes the exchange of experiences and experimentation on innovatory methods and tools for territorial planning and management (spatial planning), aimed at implementing the political principles and options defined by the European Spatial Development Perspective, ESDP.

Progresdec is the contraction of two terms: SDEC (ESDP in English, see below) and progress; the meaning of the name is to verify how the SDEC is in progress in local regional frameworks.



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SDEC is the French acronym of European Spatial Development Perspective, a document approved in Potsdam in 1999 by the informal Council of Ministers for Spatial Planning.

This document defines general guidelines to be observed by Member States in order to develop a balanced European Space.

The document is organized in "policy aims "; for each policy aim, a number of policy options is defined. Member states, regions, local authorities responsible for territorial planning and programming should follow these policy options in the territorial management activities.

ESDP and RFO PROGRESDEC

After six years of planning and programming activities carried out in EU territory, Interreg Operation Progresdec aims at verifying if these policy options have been considered at regional and local level and in which way the ESDP general guidelines generated specific procedures, techniques and methodologies in local planning experiences.

The participating institutions in the Progresdec RFO are:

Regione Lazio (Lead Partner), Italy

Regione Piemonte, Italy

Regione Siciliana, Italy

Comunidad de Madrid, Spain

Gobierno de Navarra, Spain

Perifereia Dytikis Makedonias, Greece

Perifereia Kentriki Makedonias, Greece

Dienst Landelijk Gebied on behalf of Utrecht Province, The Netherlands

IRS on behalf of Brandenburg Region, Germany.

In chapter 4, ESDP document faces the possibility to carry out ESDP policies by defining different level of cooperation (Community, national, local) and typology of cooperation (horizontal, vertical).

RFO Progresdec project aims at assessing the effectiveness of the two typologies of cooperation:

- of vertical type, through the introduction of topics and strategies of transnational level in the regional and local instruments of planning and territorial and urban programming;



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- of horizontal type, through the comparison of planning experiences between local institutions at regional and local level concerning:
 - production of techniques;
 - production of policies;
 - procedures of territorial programming and managing;
 - arrangement of common instruments for the knowledge of the territory;
 - strategic evaluation of possible actions.

Problem description

The ESDP constitutes a document of purposes and objectives that European Union has fixed as a guide for the development of the common space. The ESDP is basically an overall perspective scheme: the implementation of ESDP is still an open question.

The overall questions are:

- how the processes and the instruments set up by Member States at regional or local level are developed on the basis of the priorities of ESDP?
- how is possible to activate processes of co-operation on planning and territorial management themes at transnational level and among regional and sub regional authorities?

The project aims at developing the following themes:

- 1) How and in which way the strategies of ESDP are considered in the procedures of planning and management of the territory at national and local level.
- 2) How and in which way the regional authorities can improve their action in order to develop ESDP objectives by comparing best practices carried out by single Member States.

Objectives of the operation

The aim of the project is to understand how and with which instruments the Member States and the Third Countries can contribute, go into and define the themes concerning the territorial arrangement indicated in the ESDP, through the planning and management activities of the territory at regional and local level, in particular:

- a) The management of the changes in urban areas;
- b) The transformation of rural areas;
- c) The check of the infrastructural level and the connection with the European infrastructural network;
- d) The permanence of the natural and cultural territory



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With regards to these themes the project aims:

- To establish some lines of confrontation between the local action and ESDP to integrate the strategies and the technique of intervention at horizontal and vertical level.
- To understand in which way technique and tools of “ordinary” or “complex” planning carried out by regional or local institutions may increase the efficacy in the implementation of ESDP and may define the subjects and the directives through a process of verification.
- To promote joint instruments and homogeneous methods for the elaboration and the valorization of the plans, projects, actions, developed at local level, but with transnational character, regarding the themes described:
- To adopt standards for data collection and common categories for description/ evaluation of territory, use of sources or shared databases utilization of common standard for the valuation data (as CORINE Land Use etc...)
- To promote common methods and procedures for joined planning (horizontal cooperation) on some themes or transnational territories: sharing of methods for the planning, confrontation between the procedures and exchange of good practices, application of the Strategic Environment Evaluation.
- To promote the national, regional and local institutions improvement in the field of planning and programming

Expected results

- Comparison between techniques, policies, procedures of planning at regional and local level;
- Elaboration of joint Projects, through planning projects, of experiences of planning carried out in the regions involved.
- Sharing and utilization of techniques and the strategic actions at national level, confrontation and implementation of good practices, efficient procedures etc...
- Improvement of the technique of governance at regional level obtained by a process of transnational cooperation

Methodology

The methodology should follow a bottom –up approach, by setting up a procedure of selection of experiences (plans and projects) submitted by local actors to the RFO management structures.



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3. Call for proposals for the selection of Sub-Projects

Within the framework of ProgreSDEC a Call for Proposals for the selection of Sub-Projects has been launched. The Call is restricted to local institutions belonging to the regions participating in the RFO. The following paragraphs give guidance to institutions which intent to submit an Application for this Call. It provides additional explanations to the Call for Proposal document and serves as support for completing the "INTERREG III C RFO ProgreSDEC Application Form for Sub-Projects".

4. Proposers

The partnerships of the Sub-Projects should be composed of maximum 5 partners. This number has not to be intended as a fixed rule; it represents a suggestion that takes into account the difficulties in managing a high number of partners during the Sub-Project implementation.

5. Submission of Applications

In order to be considered for further assessment, the applicant has to deliver the following documents to the Issuing Authority within the deadline and has to respect the rules of article 9 of the Call for Proposals with the following precisions :

- Hardcopy version of the Application Form: one original of the signed and stamped "Application Form for Sub-Project" including signed and stamped "Participation Statements" from all partners. Participation Statements can also be collected by each Principal Proposer via fax.
- An Application is considered complete if an equivalent hard copy and electronic version has been submitted, all parts of the Application Form are duly filled in, signed and stamped Participation Statements from all partners are included.
- Submission date: 23 June 2006 (postal stamp and e-mail)
- The working language of the RFO PROGRESDEC that has to be used in the Application Form and assessment, as well as in communication, is English.



6. Selection procedure

The aim of the Evaluation Process is to ensure an open, fair and transparent assessment of competitive project proposals submitted under the Regional Framework Operation and to provide constructive feedback to project proposers. All project proposals received by the deadline for submission of proposals will be screened for compliance with the general application criteria as laid out in the RFO.

The Steering Committee (SC) will be responsible for joint selection of RFO sub-projects and co-ordinated monitoring of project implementation. The SC will comprise of one member from each region. The SC will examine all Applications Forms and decide which projects should receive assistance. In undertaking this task, the SC will take into account:

- a) the completeness and eligibility of applications;
- b) the project selection criteria contained in this Guide for Proposers as well as the call for proposal;
- c) the expenditure profiles set out in the Call for Proposal.

The SC, following completion of the eligibility checking process will consider Applications. The SC will evaluate the merits of the project against aims and objectives.

6.1. General criteria for proposal setup

- 1) The proposals must have as general objective to exchange experiences or to experiment in concrete a territorial situation, therefore the plans would have as much as possible to refer to planning instruments/tools (plans or programs) that have to deal more or less directly to instruments used in the regions participants;
- 2) The support of description of the territory would have to be homogenous and comparable; it is advised therefore to use criteria of description of Corine Land Cover that uses common homogenous categories in the European territory;
- 3) The proposals would refer to documents and/or directives of communitarian level (ESDP, Lisbon, Goteborg, Habitat etc...) and to demonstrate clearly how the proposal constitutes an application of such directives to regional and local level;



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- 4) The plans must also demonstrate that the transnational exchange of methods and techniques constitutes an added value among partners, contributing to develop and enhance the disciplinary level and the effectiveness of the actions of plan;
- 5) The proposals must however contain topics relevant at regional level, specifying the motivations of interest and the possibility to apply in other territories or similar situations the experience;
- 6) project must finance activities not already contained in other projects or programs founded at European, national or regional level;
- 7) In any case, the foreseen activities of the project have to contain original contributions in order to confer added value to possible local experiences already concluded in local contexts.

6.2. Specific criteria related to the Application Form fulfilment (Guide)

Section 2: General description

Point 2.1, 2.2: Summary and problems/needs of the context description

The brief summary should give the overall idea of the project with all components summarized; the problem/needs of the context should demonstrate the regional relevance of problems and the coherence with European policies

Point 2.3: Topic and objectives

Sub-Projects should promote the political principles and options related to balanced spatial development defined by the European Spatial Development Perspective, ESDP. The RFO therefore defined the following four themes, which are closely related to the policy aims and options mentioned in the ESDP (see also Call for Proposal):

- 1. Policies and instruments for landscape management and sustainable development,



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- 2. Policies and instruments for developing polycentrism in large urban area systems,
- 3. Policies and instruments for urban renewal and rehabilitation,
- 4. Policies and instruments for rebalancing the imbalances between urban areas and non-urban, periurban and rural areas.

Topics of Sub-Projects should address one or more of these themes. The Application should state the relevance of the Sub-Project within the chosen thematic field as well as the relevance of the topic within the specific regional context.

Point 2.4: Intended activities

Sub-Projects can include different forms of activities and co-operation but have to include at least one of the following activities (see also Call for Proposal):

- exchange and transfer of experiences and good practice,
- development of shared methodology,
- pilot project.

The Application should state which form of activity is intended and why this specific form of co-operation has been chosen. It should become clear to what extent and how the intended activities contribute to the topic of the Sub-Project.

Point 2.5: Outputs and impacts

Depending on the chosen form of co-operation Sub-Projects should aim at producing the following outputs and impact:

- a comparative evaluation of plans/projects/procedures, with respect to each partner's context. The transnational comparison should aim at adopting a critical approach towards a problem (not simple collection of information) and analyse different alternatives in order to find the best solution to the problem. Activities should have an impact with regard to the dissemination of innovatory methodologies ("best-practices") useful for implementing the ESDP;
- methodological guidelines for developing plans / projects/ procedures, with respect to each partner's context. With the joined elaboration of methodologies common tools can be developed which could stimulate innovative approaches for the implementation of the ESDP;



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- development of plans / projects / procedures using a shared innovatory methodology. By this the testing of innovatory methodologies useful for the implementation of the ESDP can be tested.

The Application should clearly state which outputs and impacts can be expected and to what extent and how the outputs promote the implementation of the ESDP in the respective regions. Moreover, the further dissemination of results and transferability should be regarded.

Point 2.6: Co-operation approach and procedures

Concerning the character of partnership, the project should show a well-defined and justified partnership, with a special focus on the transnational demands of the RFO. That means that the project has to be planned, prepared and implemented jointly.

The project management structure should show a sufficient level of co-operation between all participating partners of the project. The application should describe respective institutions, activities and procedures that will be set up in order to safeguard a transnational partnership-approach in the whole project implementation, for example communication procedures, working groups, transnational meetings etc. putting the co-operation into concrete terms.

Activities and responsibilities of the partners involved should be described in a way that demonstrates the appropriateness and effectiveness of the partner structure and their activities in relation to the objectives of the project. It should become clear that the preparation, planning and implementation of the project is taking place jointly – by involving all participating project partners in a balanced way.

Point 2.7: Added value of transnational co-operation

The Sub-Project has to include at least two partners coming from two different EU Member States.

There should be an additional benefit to the outcomes of the Sub-Project from working together in a transnational context. It should become clear why the same outcomes cannot be achieved without transnational co-operation.



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Point 2.8: Contribution to innovative and integrated planning approaches

Sub-Projects should aim at contributing to innovative and integrated planning approaches. This can be achieved e.g. by:

- reflection / comparison / testing of existing but new integrated planning methods and techniques,
- development of new forms of co-operation (e.g. actors coming from different sectors and/or levels);
- contribution to transfer of innovative methods experimented at small scale (e.g. within one region or within another thematic field) to a wider territorial scale;
- development and implementation of new models, techniques and methods in the field of spatial planning.

Point 2.9: Reference to European spatial development and spatial policies

The Sub-Project should aim at including a European dimension. This could be either achieved by discussing the addressed topic or theme within a European spatial context (for example by discussing the specific regional situation against European trends and developments) or by discussing the topic against European regulations (e.g. environmental regulations) or policy strategies (e.g. the Lisbon strategy) .

Section 3 and 4: Sub-project activities, budget and working plan

Applications have to include a detailed plan of activities and corresponding financial plan in order to secure that:

- planned activities are clearly related to expected outputs and impact,
- responsibilities for single activities are clearly defined amongst the Sub-Project Partners,
- the resources deployed to single activities are reasonable in the light of the overall objective of the Sub-Project and the overall amount of funds available for the Sub-Project,



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- the expenditures indicated for each project partner are in line with usual costs for similar activities in the specific partner state;
- financial resources allocation to Sub-Project partners is reasonably balanced.

The Application should demonstrate that, the foreseen objectives can be achieved within the given project duration. Given the short duration of up to 12 month, a sound time management is needed in order to enable a completion of the project in due time.

Section 4: Partnership

The section 4 is structured in a modular way: each partner has to fulfill his own part.

If the partnership exceeds the number of five, it is necessary to add a section for each partner.

Each section is composed of 7 parts:

The first part is devoted to identification of the Partner according to the article 3 of the Call for Proposal; a short overview of the role of institution is also required.

If the partner is a territorial body, NUTS-LAU level, territorial dimension in Km² and number of inhabitants should be provided.

If the partner is a consortium, relevant information concerning the organization (e.g. number and list of participants to the consortium, territorial coverage in Km², inhabitants etc...) should be provided.

The second part is devoted to qualify the partnership on the basis of experiences already carried out in the field of spatial planning. This type of information aims at better understanding the coherence between the experience acquired and the project proposal.

Since a part of PROGRESDEC RFO foresees a comparison between relevant experiences of plan, a selection of these experiences will be made and an abstract of these experiences selected will be asked to participants.

The third part is the budget line and the breakdown of expenditures.

The fourth part describes the activities of partner subdivided in:

- Title – type and identification of activity specification (seminar, study, methodology setup, workshop, dissemination activities, etc....)



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- Task description: brief description of activities (research activity, meeting activity, network activity), joint methodology setup, raising awareness, dissemination, institutional agreements, etc...
- Outcomes: defines the object produced
- Responsible: defines the coordinator of activity, if more than one partner is involved.

The fifth is the single partner workplan, coherent with the overall one in section 3.

Points 4. .3: Quality of the team

The partnership shall be well justified, especially in terms of partner selection (relevance for the topic addressed, experience in the topic). The project partners shall be competent to solve the addressed problem of the project. The role of each partner should be clearly defined.

For each Selection Criteria a score between 0 and 10 is attributed.

The scores are applied according to the extent to which the Application fits the relevant criterion, and according to the following scale:

0 marks	The project has not met the criterion in any way.
1 marks	The project is weak in this area, and only meets the criterion in a limited manner, or the applicant has little understanding of the issue
2-3 marks	The project has some good elements in this area, or the applicant has an understanding of the issues, but the application is still weak.
4-5 marks	The project is of reasonable standard and partially meets the criterion. The applicant recognizes possible shortcomings and has realistic plans to address them.
6- 8 marks	The project is good in this area, and meets the criterion fully. The applicant recognizes the importance of this criterion and has definite, realistic plans for achieving good performance.
9-0 marks	The project is extremely good in this area, and exceeds what would usually be expected in this area. It attaches importance to this criterion; policies and procedures keep it under active consideration.



7. Contracting

7.1. The Subsidy Contract

The working language of the Progresdec RFO that has to be used in contracting as well as in communication, is English.

The legal framework of the project implementation is based on a Subsidy Contract between the Lazio Region (Issuing Authority) - on behalf of the RFO Participant Authorities and the Sub Project Lead Partner. The Sub-Project Lead Partner takes the overall responsibility for the application and implementation of the entire project. The Sub-Project Lead Partner is the responsible of the due implementation of the Sub-Project. The Sub Project Lead Partner has to establish legal relations with the Sub Project Partners in order to legally define their co-operation and to safeguard himself against his partners. (Partnership Agreement)

The Subsidy Contract refers to the most important aspects of the legal relation between the Sub Project Lead Partner and Lazio Region(on behalf ov RFO Participant Authorities involved), such as the object of use, the request for payments, the eligible costs, the obligations of the Sub Project Lead Partner, etc. The standard Subsidy Contract and Partnership Agreement, will be published on the Progresdec web site.

In this paragraph, it may be useful just to remind — inter alia — two important aspects:

- contracts are governed by Italian Law, because the RFO Lead Partner (Issuing Authority) is located in Italy. This means that controversies (if any) will be judged by an Italian court (the place of jurisdictions is Rome) on the basis of Italian law.
- as a general principle, the Sub Project Lead Partner — as proponent — and its partners own the project outputs, which have to be made available to the public. Especially all financing bodies (European Commission and co-financing institutions) and all bodies participating in the decision making about grants (Steering Committee (Selection Committee) members) need to have access to the results.



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July 2007 and January 2008) in French language. In these reports it must be indicated the implementation of the activities and of the expenditures.

For other monitoring reasons, each Sub-Project Partner delivers to its own RFO Participant Authority an intermediate activities and financial progress report every 3 months (July-September and January-March) in English.

9.2. Accounting and Payment

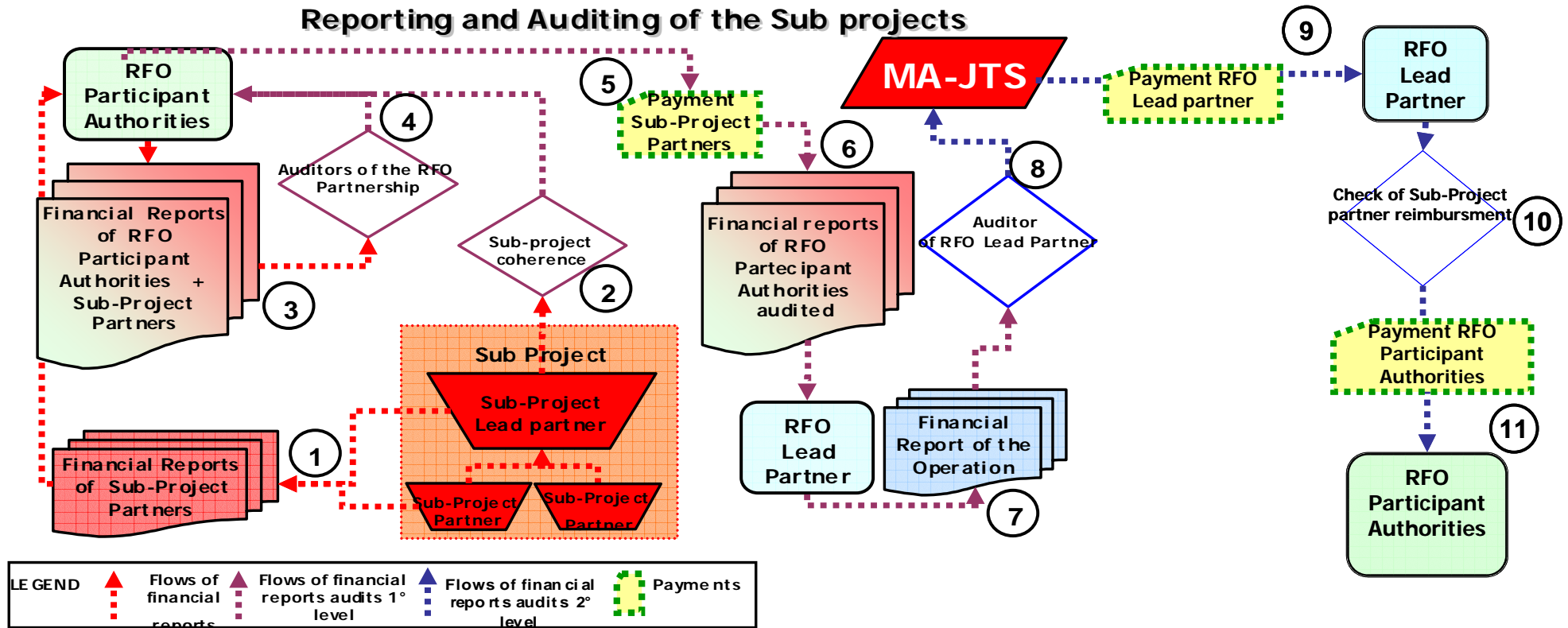
The payment of the grant is regulated by the procedures set out by the RFO Steering Committee, consistently with the general regulations laid down by the Interreg III C SOUTH Programme Complement.

The grant shall be paid to Sub-Project Partner or Sub-Project Lead Partner by the RFO Participant Authority of its territory, based on an audited refund request, with respect to a statement of the expenses incurred, and following a statement by the Sub-Project Lead Partner's RFO Participant Authorities certifying the proper performance of the foreseen activities (based on the Sub-Project technical report). All eligible expenditures must be paid for by the Sub-Project Partner or Sub-Project Lead Partner, who has to keep the originals of all invoices and support documents in their own accounting system.

Please see the following auditing flow charts and respective comments to illustrate point 9:



Reporting and Auditing of the Sub projects





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Point 1: Each Sub-Project Partner delivers the Financial Progress Reports to its own RFO Participant Authority.

Point 2 : Each Sub-Project Lead Partner sends the Sub-Project Technical report (with all Sub-Project Partner contributions) to its own RFO Participant Authority which has to check the coherence of the project activities.

Point 3 : Each RFO Participant Authority sends the Financial Progress Reports of its own expenditure plus the regional Sub-Projects partners expenditure, to the external National Auditor.

Point 4: The External National Auditor audits the Financial Reports that has received from its own RFO Participant Authorities.

Point 5: After the external auditing, RFO Participant Authorities reimburse all certified expenses to their own Sub-Project Partners.

Point 6: RFO Participant Authorities send the financial and technical reports to the RFO Lead Partner (Lazio Region)

Point 7: RFO Lead Partner collects all the reports from the other RFO Participant Authorities and compiles the six-monthly Progress Reports.

Point 8: RFO Lead Partner sends the six-monthly Progress Reports to MA and JTS.

Point 9: After the audit of the documents, the MA and JTS sends the European reimbursement to the RFO Lead Partner.

Point 10: The RFO Lead Partner has to check that all the RFO Participant Authorities have already reimbursed their own Sub-project partners (step n°5).

Point 11: Once the RFO Lead Partner receives the proof of Sub-Project Partner reimbursement by the RFO Participant Authorities, it forwards them the European reimbursement received by MA and JTS (point 9).



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10. Eligible project Costs

The eligibility of the expenditures of the Sub-Projects starts from the date of publication of the Call for Proposal, that means from 10th April 2006.

The Commission Regulation (EC) No 1145 of 27 June 2003 lays down detailed rules for the implementation of Council Regulation (EC) No 1260/1999, as amended by Regulation (EC) No 1447/2001, as regards eligibility of expenditure of operations co-financed by the Structural Funds. The Commission Regulation (EC) No 1159 of 30 May 2000 lays down implementing rules for information and publicity.

The Commission Regulation (EC) 1685/2000 amended by Commission Regulation (EC) No 448/2004 rules the eligible projects costs.

All the proposers should familiarize themselves with the above-mentioned regulation regarding eligibility. The purpose of this information is to provide additional guidance in relation to eligible costs for Sub-Projects.

The following list is indicative of the types of expenditure, which will be considered eligible for European Regional Development Fund (ERDF) support; it should thus not be viewed as exhaustive. Applicants do not have to use all of the headings, only those most appropriate to their Sub- Project.

The budget tables in the Application Form are broken down into the following budget categories:

- **Staff costs** involving personnel costs (including salary, tax, employer's contribution for national social security schemes, etc. – all calculated in accordance with the national legislation) based on regular employment contracts used in the respective partner institution. In case independent auditor's verifications are performed by a partner's staff member, these costs should be budgeted as staff costs. Staff costs can either consist of direct costs actually paid in cash by the operation or the value of a work contribution taking into account the rate of involvement of each staff member in the operation. The actual salary rate must be used. The involvement of the specific staff member in the operation must be calculated (as a rate, e.g. 50% of his/her time). These costs must be certified on the basis of documents, which permit the identification of real costs paid by the partner concerned, e.g. time sheets, record of tasks carried out in the framework of operation, evidence of calculations for the determination of the value of staff time used for the operation. When the salary level is expected to rise by a



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certain percent each year, the operation must use the expected rate of increase when calculating the particular year's budget.

- **Administration costs:** all direct general costs (office rent, mail, fax, phone, copying costs, consumables, etc.) and indirect general costs (overhead related to the operation's activities, based on real costs and calculated on a pro rata basis according to a duly justified, fair and equitable method). Overhead costs linked to the services provided by external experts must be listed in the budget line "External expertise".
- **External expertise:** costs paid on the basis of contracts and against invoices to external service providers who are sub-contracted to carry out certain tasks of the operation (e.g. studies and surveys, translation, management or audit of the operation if sub-contracted, etc.). Public procurement rules must be observed in selecting a company or individual to provide external expertise. External expertise related to meetings and events, and promotion should not occur under External expertise but under the relevant budget lines.
- **Travel and accommodation costs** for EU partners, travel and accommodation costs for partners from third countries related to their participation in meetings and seminars taking place in the territory of the EU, subsistence allowances, travel allowances in the case of use of a personal car, etc. As a general rule, the most economic way of transport must be used. Daily allowances and accommodation costs must be in line with the conditions set for public authorities of the respective Member State.
- **Meetings and events** – costs related to the organization of meetings (renting of premises and equipment, interpretation, printing, etc.) paid on the basis of contracts with and invoices from external providers. Public procurement rules must be observed in selecting a company or individual, which will carry out the assignment.
- **Promotion costs** are press releases, inserts in newspapers, leaflets, TV shows, brochures, newsletters and other publication costs not linked to specific events or seminars. These costs shall be paid on the basis of the contracts with and invoices from the service providers. Public procurement rules must be observed in selecting company or individual, which will carry out the assignment.



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- **Investments** are purchases, construction or repair works carried out within the framework of the operation on the basis of contracts and paid against invoices. Investments will be financed from the INTERREG III C Programme only in duly justified cases and only if it is crucial for the achievement of the operation's objectives and if they benefit the partnership. Note that the subsidy for small-scale infrastructure investment is seen as an investment grant, meaning that costs for depreciation of the subsidized investment cannot be accounted for in the operation's bookkeeping. In accordance with the Rule No 1.5 of Commission Regulation (EC) No 1685/2000 amended by Commission Regulation (EC) No 448/2004 the costs for depreciation of equipment for which there is a direct link with the objectives of the operation is eligible expenditure provided that:
 - If second-hand equipment is to be purchased, please refer to Rule No 4 of the Commission Regulation (EC) 1685/2000 amended by Commission Regulation (EC) No 448/2004.
 - As investments are not the ultimate aim of the INTERREG III C Programme, it is highly recommended that these costs do not exceed 15% of the ERDF contribution.
- **Other** eligible costs relevant to the operation should be included in this budget line