



ATLANTIC AREA 2007-2013

APPLICANTS HANDBOOK

Third Call for Projects

14-02-2011 to 30-04-2011



European Union

European Regional
Development Fund

APPLICANTS HANDBOOK

Third Call for Proposals (14-02-2011 to 30-04-2011)

**Atlantic Area Programme 2007-2013
Transnational Cooperation Programme**

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A - INTRODUCTION

The Applicants Handbook is a tool for all the applicants to the Atlantic Area Transnational Cooperation Programme 2007-2013 involved in preparing and submitting projects for funding assistance under this Programme.

The handbook is a working document structured into relevant chapters, providing applicants with clear and practical guidance in the preparation of project applications on the following topics:

- Atlantic Area Programme, explaining ERDF support and the Programme strategy, organisation and management;
- Cooperation projects: rules and principles; the type of transnational cooperation projects, the roles of the Lead Partner and the partners, the financial management, the communication, monitoring and reporting implications;
- Application and selection process, describing procedures, the information and application tool pack, the assessment criteria and the application pack;
- Different sections of the electronic application form; How to use it? How to fill in it?
- Appendixes with a glossary, that consists of abbreviations and acronyms, and models of the standard letters for participation.

In addition, the manual provides information on the program management structures, the procedures for monitoring and reporting on the projects.

B - THE ATLANTIC AREA PROGRAMME

B.01 - THE ERDF AS A TOOL FOR TERRITORIAL COOPERATION

The **European Regional Development Fund (ERDF)** is a financing tool aiming to reinforce economic and social cohesion by mitigating the main regional imbalances through support for the development and structural adjustment of regional economies, including the conversion of declining industrial regions and regions lagging behind, and support for territorial cooperation through cross-border, transnational and interregional cooperation.

The ERDF transnational cooperation strand defines large European cooperation areas aiming at a better integration within the European Union, each programme is governed by an operational programme. Such operational programmes seek to increase transnational cooperation across Member-states on strategic issues for the improvement of interconnections between territories. Eligible areas to ERDF financing for the transnational cooperation strand, established by decision 2006/769/EC, are the following:

- Alpine Space: www.alpine-space.eu
- Atlantic Area: www.coop-atlantico.com
- Baltic Sea: www.eu.baltic.net
- Caribbean Area: www.europeguyane.fr
- Central Europe: www.central2013.eu
- Indian Ocean Area: www.reunioneurope.org
- Macaronesia: www.interreg-mac.org
- Mediterranean: www.programmemed.eu
- North Sea: www.northsearegion.eu
- North West Europe: <http://www.nweurope.org>
- Northern Periphery: www.northernperiphery.net
- South East Europe: www.cadses.net/en/home.html
- South West Europe: www.interreg-sudoe.eu/FRA

B.02 - THE TRANSNATIONAL COOPERATION WITHIN THE ATLANTIC AREA

The Atlantic Area is a transnational cooperation territory encompassing the entire territory of Ireland, the Atlantic regions of Spain, France, Portugal and the United Kingdom. The European Commission has approved the Operational Programme (OP) Atlantic Area 2007-2013 on 20th September 2007, by its decision CCI:(2007) CB163PO 029

In the 1989-1996 period, a tradition of cooperation started with the Exchange of Experience programme, the PACT and RECITE programmes, and was made concrete when the ATLANTIS pilot project was funded under the ERDF.

This first experiment inspired the launch of the transnational strand of the INTERREG IIC initiative (1994-1999). Thirteen INTERREG IIC transnational cooperation programmes were launched, including the new "Atlantic Area" programme. A great many more structured projects were to emerge in 1998 and 1999.

During the period 2000-2006, a significant increase in the budget allocated to transnational cooperation allowed the INTERREG IIIB Atlantic Area programme to make significant progress in terms of the scope and quality of projects, and helped develop management and cooperation skills.

Based on a strategic diagnostic of the current situation and predicted trends on the Atlantic Area and an analysis of transnational cooperation issues, the OP highlights a strategy for cooperation priorities and defines the programme objectives and results, as the financing means and the implementation and management principles.

The 2007-2013 Atlantic Area strategy endorses the overall aim of achieving significant and tangible progress in transnational cooperation geared towards cohesive, sustainable and balanced territorial development of the Atlantic Area and its maritime heritage.

B.03 - LIST AND MAP OF THE ELIGIBLE REGIONS OF ATLANTIC AREA PROGRAMME

The area of cooperation of the Programme for the 2007-2013 period includes the following regions (preceded by their NUTS code):

Spain

ES11 Galicia;

ES12 Principado de Asturias;

ES13 Cantabria;

ES21 País Vasco;

ES22 Comunidad Foral de Navarra;

ES61 Andalucía: the following regions: ES612 Cádiz; ES615 Huelva; ES618 Sevilla.

France

FR23 Haute-Normandie;

FR25 Basse-Normandie;

FR51 Pays de la Loire;

FR52 Bretagne;

FR53 Poitou-Charentes;

FR61 Aquitaine.

Ireland (The entire country)

IE01 Border, Midland and Western;

IE02 Southern and Eastern.

Portugal (The continental part of the territory)

PT11 Norte;

PT15 Algarve;

PT16 Centro;

PT17 Lisboa;

PT18 Alentejo.

United Kingdom:

UKD1 Cumbria;

UKD2 Cheshire;

UKD3 Greater Manchester;

UKD4 Lancashire;

UKD5 Merseyside;

UKK1 Gloucestershire, Wiltshire and North Somerset;

UKK2 Dorset and Somerset;

UKK3 Cornwall and Isles of Scilly;

UKK4 Devon;

UKL1 West Wales and The Valleys;

UKL2 East Wales;

UKM3 South Western Scotland;

UKM4 Highlands and Islands

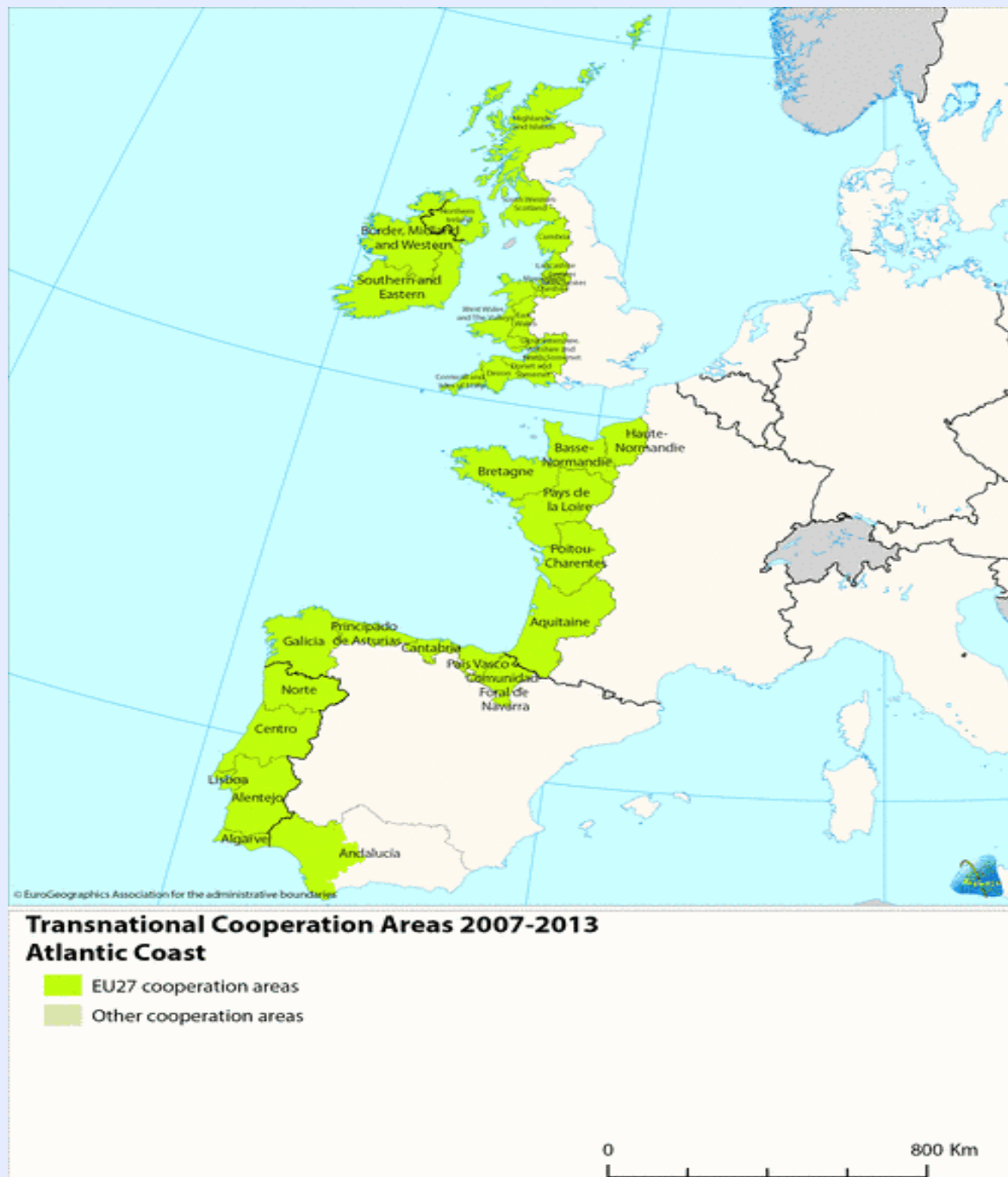
UKN0 Northern Ireland.

This cooperation area is less extensive than that of the INTERREG IIB Atlantic Area programme, the following regions are excluded:

Spain: La Rioja, Castilla y León, Canarias/ France: Limousin, Centre, Midi-Pyrénées/ Portugal: Acores, Madeira/ United Kingdom: Worcestershire and Warwickshire, Avon, Staffordshire, Herefordshire, Shropshire, West Midlands.

B.03 - LIST AND MAP OF THE ELIGIBLE REGIONS OF ATLANTIC AREA PROGRAMME

In duly justified cases, organisations located outside the Atlantic area may join project partnerships. Please see sheet nr C.03 "Who can participate?"



B.04 - PRIORITIES AND OBJECTIVES OF ATLANTIC AREA PROGRAMME WITHIN THIRD CALL FOR PROJECTS

The overall strategy of the Atlantic Area Operational Programme is implemented through four priorities, which can be summarised as follows: to achieve significant and tangible progress in transnational cooperation geared towards cohesive, sustainable and balanced territorial development of the Atlantic Area and its maritime heritage within the Members States of the Atlantic seaboard.

To address the challenges in the Atlantic Area (detailed in the OP), the bodies involved in the Programme through the projects partnerships, should build upon the cooperation initiated in previous programming periods while concentrating on current thematic priorities.

For the third call for projects of the Atlantic Area Programme, considering that the Programme is already heavily committed and there are only limited amounts of funding available to projects, the Programme Monitoring Committee (MC) decided that, for the remainder of the programme, the emphasis should be very much on addressing the gaps in provision in order to bring forward projects within those priorities and objectives agreed at the Monitoring Committee, on the basis of the first *ongoing* overview of the programme achievements developed by the Managing Authority (MA) and the Joint Technical Secretariat (JTS).

The Monitoring Committee also decided that clearer guidance should be given to applicants, which will enable them to achieve a more strategic dimension to those projects to be submitted within the limited number of priorities and objectives opened within the frame of the third call.

Within the present call for projects the following priorities and specific objectives are opened:

| PRIORITIES | SPECIFIC OBJECTIVES |
|---|--|
| Priority 1: Promote transnational entrepreneurial and innovation networks. | Objective 1.2. – Enhance competitiveness and innovation capacities in maritime economy niches of excellence. |
| Priority 2: Protect, secure and enhance the marine and coastal environment sustainability. | Objective 2.1. – Improve maritime safety. |
| | Objective 2.3. – Exploit the renewable energy potential of the marine and coastal environment. |
| Priority 3: Improve accessibility and internal links | Objective 3.1. – Promote interoperability and continuity of existing transport networks, and sea/road/rail/air intermodality. |
| | Objective 3.2. – Promote short sea shipping and cooperation between ports. |

B.05 - THE ATLANTIC AREA MANAGEMENT STRUCTURE

The management structures of the Programme and their respective functions on the Operational Programme are set out below. Contact details are provided in the Programme website communication platform (www.coop-atlantico.com).

| Management Bodies | Missions on the Operational Programme |
|---|--|
| Monitoring Committee (MC) It consists of representatives of the Member States, regions and Programme authorities. | Supreme body of the Programme, responsible for Programme implementation, it takes decisions on individual project applications and coordinates the monitoring of project implementation. |
| Managing Authority (MA): Comissão de Coordenação e Desenvolvimento Regional do Norte- Porto, Portugal www.ccdr-n.pt | The MA is responsible for efficient and sound management as well as the implementation of the OP on behalf of the participating partner countries it represents the Atlantic Area Programme in all public relations features. Responsible to the EU for the programme. |
| Joint Technical Secretariat (JTS) – Porto - Portugal | Assists the MA and other Programme bodies in the Programme implementation. JTS is the European body in charge of the day-to-day management of the Programme. |
| National Correspondents (NC) Spain: DG Fondos Comunitarios - Ministerio de Economía y Hacienda (www.dgfc.sggp.meh.es) France: Préfecture de Région des Pays de la Loire (http://www.europe-en-paysdelaloire.eu/index.php) Ireland: Border Midland and Western Assembly (www.bmwassembly.ie) Portugal: Instituto Financeiro para o Desenvolvimento Regional (www.ifdr.pt) UK: Welsh Assembly Government (www.wefo.wales.gov.uk) | Network of national/regional bodies ensuring the representation of Member State on the Programme management structure. The NC support, at national level the implementation and management of the Programme .. |
| Certifying Authority (CA): Instituto Financeiro para o Desenvolvimento Regional (www.ifdr.pt) | Responsible for the process of certification of expenditures and the payments of ERDF assistance. |
| Audit Authority (AA): Inspecção Geral de Finanças (www.igf.min-financas.pt) | Submits the Audit Strategy to the Commission and implements it in collaboration with the Auditors Group. |

B.06 - MAIN SOURCES OF INFORMATION AND DOCUMENTATION

The main source of information about the Atlantic Area Transnational Operational Programme is the website communication platform: <http://www.coop-atlantico.com>.

Within the section “**Call for projects**” you can access the application pack.

The section “**Project Ideas**” allows the registration and make public a idea for project, you can also see the current idea for project. This section is a help for seeking partners.

In the section “**Management Structures**”, you access the coordinates of the managing and the control structures of the programme (Managing Authority, Certifying and Audit Authorities, Joint Technical Secretariat, National Correspondents).

In the home page, section “**Documents**” you can access various types of documents in particular those related to the project implementation and the basic regulations and other policy documents

Maritime Policy (basic documentation)

http://ec.europa.eu/maritimeaffairs/index_en.html

Territorial cohesion: Green Paper on Territorial Cohesion – Turning territorial diversity into strength

http://ec.europa.eu/regional_policy/consultation/terco/index_en.htm

“Regions 2020” provides a first prospective analysis of the likely regional impact of four of the biggest challenges facing Europe: globalisation, demographic change, climate change, and the energy supply.

http://ec.europa.eu/regional_policy/sources/docoffic/working/regions2020/index_en.htm

European transport policy

http://ec.europa.eu/transport/strategies/2009_future_of_transport_en.htm

European Energy policy

http://ec.europa.eu/energy/index_en.htm

Interreg III B Atlantic Area “Appraisal missions”

<http://www.interreg-atlantique.org/iiib/eng/guide/index.html?id=10>

C - COOPERATION : RULES & PRINCIPLES

C.01 - GENERAL FEATURES OF PROJECTS

A cooperation project is a coherent set of goals and actions organised through a common working plan, pooling and coordinating common resources in order to address a common problem or challenge of the participating partner organisations.

Transnational cooperation projects must focus on four key elements:

Common development: involving all the partners within the partnership.

Common implementation: coordinated implementation in all the participating countries and not juxtaposition of actions.

Common personnel: the involvement of the persons working on the project avoids useless replication of functions across the partnership, the lead partner's role and responsibilities are clearly defined.

Common financing: one single contract and one single common budget per project.

A transnational cooperation project must address the following questions:

- What are the issues, of transnational relevance, common to the participants of the regions involved? Will the cooperation between the participants from those regions contribute to solving these problems?
- What is the transnational added value of the project?
- What are the opportunities for development among the regions? Could these opportunities be exploited by the participant regions?
- What are the goals and objectives of the project?
- What are the expected results of the project?
- Who are the direct and indirect beneficiaries of the project?
- Who are the partners? What do they contribute to the project?

Intensity of cooperation

The achievement of tangible results is the cornerstone of the 2007-2013 Programme. Tangible results are closely linked to the intensity of cooperation. Within this Third call for projects, the transnational projects supported by the ERDF must achieve a high level of cooperation aiming:

To pool significant mass of means

Project partnership pools human, technical, financial and other resources together to increase their efficiency and to achieve joint tangible results collectively. For example, a joint transnational body provides expert advice and assistance on a specific question of common interest. The resulting benefit for the whole partnership exceeds what could have been expected had partners worked in isolation. The benefit of collectively pooling resources has clear and tangible results for partners across the programme area.

To tackle transnational issues

Project partners cooperate to identify and implement joint responses to transnational issues, i.e. those that, by their very nature, cannot be addressed correctly without transnational cooperation; Examples include short sea shipping and motorways of the sea, maritime safety, interoperability of transport networks, and protection of halieutic resources or migratory species.

C.01 - GENERAL FEATURES OF PROJECTS

General guidelines

In compliance with ERDF regulations and regarding territorial cooperation and OP, applicants are reminded that their projects must also follow the following general guidelines:

- Address the key challenges that Programme priorities aim to tackle, namely, development of the knowledge economy, enhancement of the Atlantic maritime heritage and balanced polycentric development.
- Lead to tangible results targeting the priorities earmarked for the Programme.
- Promote the “open perpetuation” process by consolidating existing partnerships and bringing in new partners. This will complement tangible and operational results.
- Take advantage of the value added of transnational cooperation and give priority to issues of real transnational relevance. In this way, they should achieve results that would have been out of reach had partners worked in isolation.
- Pursue a positive impact on the long-term future of the cooperation area.
- Encourage a wide ranging, geographically balanced participation of organizations throughout the programme eligible area co-operating on specific themes. This will further ensure that networks are fully representative of the Atlantic Area.

Projects limited to the exchange of experience must be avoided, the same applies to projects for which the results will be limited to studies without any concrete experimentations. Projects must produce tangible results benefiting to the entire partnership by incorporating at least one of the other three types of achievements in their work plan (transfer of know-how, pooling of a critical mass of means and tackling transnational issues).

C.02 - STRATEGIC DIMENSION OF PROJECTS

For this third call for projects, the Monitoring Committee decided that clear guidance should be given to applicants which will enable them to achieve a more strategic dimension to those projects to be submitted within the limited number of priorities and objectives opened.

Beyond the general characteristics of a transnational cooperation project, the applicant must particularly take into consideration the following key element:

Consistency with European, national and regional policies and reference to state of the art studies, research and expert reports

Projects having a strategic dimension must:

- Take into consideration the general and specific European, national and regional policies or initiatives, highlighting the potential connections with all the countries involved and/or with the project geographical area as a whole, and demonstrate how they are taken into account in the objectives, work plan and activities;
- Be explicit as regards their added value against the existing European or national / regional policies or existing projects within the definition of their objectives and work plan;
- Make clear reference to any relevant studies, research or expert report directly related to the subject of the project, whenever it is available, and demonstrate how some policies or recommendations will be integrated to the project overall and specific objectives.

Impact on the cooperation area

Projects having a strategic dimension must:

- Demonstrate they focus on a targeted impact on the Programme cooperation area;
- Provide clear indicators on how the expected impact will be reached.

Type of projects

Projects having a strategic dimension must:

- Capitalise on experience and experimentations, proposing a transfer of know-how, methods and best practices likely to have tangible impact on actors and territories;
- Avoid the sole production of information and analyses having a theoretical approach;
- Not be limited to exchange of experience, otherwise they will not be considered for selection.

Strong and coherent partnerships

- Projects having a strategic dimension need to be developed and implemented in cooperation with key actors (regional authorities, state departments, specialised agencies, intermediary organisations, etc.) and the partnership needs to involve decision makers, experts in the field and the main stakeholders and end users, as much as possible;
- For all the partners, a strong administrative and financial capacity must be demonstrated as well as a clear financial commitment, competence and the necessary skills and experience in the projects thematic areas;
- The Lead Partner must demonstrate the capacity and know how to deliver the project and possess solid

administrative and organisational experience, preferably through engagement in transnational projects, as well as a driving capacity within the partnership.

Sustainability of results

Projects must be in a position to demonstrate they are sustainable that is:

- To have medium to long term impact;
- To secure future support and funding, should it be needed;
- To produce a leverage effect leading to the mainstreaming of EU, national and regional policies.

Projects must also:

Include provisions and a clear work plan demonstrating:

- How projects results will be promoted and disseminated in direction of the relevant programmes/projects/initiatives and,
- How they will be incorporated to the policies of the key project stakeholders, during the life of the project beyond;
- How concrete cooperation will be established with other public and private bodies during and potentially after the completion of the project.

Specific context and general guidance on the priorities and objectives opened within the Third Call for projects of the Atlantic Area Programme.

Priority 1 “Promote transnational entrepreneurial and innovation networks”

Objective 1.2 “Enhance competitiveness and innovation capacities in maritime economy niches of excellence”

Allocation: € 1 977 715

Within the Third call for projects, the limited amount available to this objective suggests that only one or two projects might be selected in this specific objective. These projects may constitute activity which addresses the objectives set out in Priority 1, Objective 1.2 of the Operational Programme, but due account should be taken of the nature and range of projects already supported to avoid overlaps.

It has been noted that projects supported by the Atlantic Area Programme and national initiatives in the areas of environmental driven services and products in marine biotechnology¹ constitute a critical mass of experience and organisations which could potentially help with the emergence of new concrete opportunities for projects.

Projects must also take into account that European programmes have supported and still finance transnational projects within Interreg or PCRD - Research and Development Framework Programme 7. on marine biotechnology and try to avoid duplications.

¹ Project : Biotecmar (2.2), Netalgae (1.1), Sharebiotech (1.1), Atlantox (2.4), Pharmatlantic (1.1) corresponding to 10% of the ERDF awarded within Atlantic Area programme.

Priority 2 “Protect, secure and enhance the marine and coastal environment sustainably”

Global allocation for 2.1 and 2.3 objectives: € 10 475 200

A limited number of projects aimed at incorporating a strategic dimension should be selected within Priority 2, with at least one or two projects addressing each objective.

Projects may propose any activity addressing the objectives set out in Priority 2, Objectives 2.1 and 2.3 of the Operational Programme, but due account should be taken of the nature and range of projects already supported and of any gaps in provision.

Objective 2.1 “Improve maritime safety”

Within the two previous calls two projects² have been selected within this objective.

The information provided within the OP for this objective remains applicable and relevant for the current call for projects.

The Monitoring Committee will take into account the "Fact-finding mission on maritime safety", carried out in the previous programming period³.

Nevertheless, applicants need to take into consideration projects already selected within the Atlantic Area Programme as well as other EU or national / regional initiatives.

The activities and guidance of EU stakeholders such as the European Maritime Safety Agency and major national or regional stakeholders should be taken into consideration when defining the issues the project will address.

Existing transnational projects regarding maritime safety shall be taken into account and applicants must demonstrate the added value of their application.

Objective 2.3 “Exploit the renewable energy potential of the marine and coastal environment”

The general background regarding this type of renewable energy has changed with the approval by the European Union of the Climate and Energy package defining a target of 20% for renewable energy sources in the final energy consumption in year 2020, compared to 7% in 2008.

The Monitoring Committee will take into account this global context as well as the benefits of the analysis achieved in the previous 2000 – 2006 programming period entitled “appraisal mission for the development of cooperation in the field of marine energy”⁴ completed in December 2009.

Within the 32,000 km of coastline and 25 million km² of maritime space of European Union, the Atlantic Area is in

² ARCOPOL, MARLEANET

³ “Fact-finding mission on maritime safety”- INTERREG IIB Atlantic Area Programme- 2004

⁴ “Appraisal mission for the development of cooperation in the field of marine energy”- INTERREG IIB Atlantic Area Programme– 2009 <http://www.interreg-atlantique.org/iib/eng/guide/index.html?id=10?param=guide>

C.02 – STRATEGIC DIMENSION OF PROJECTS

a privileged position regarding the existing potential. Furthermore, on marine energy topics, some organisations from Member States and regions belonging to the Atlantic Area Programme eligible zone are world leaders in high-potential wave and tidal stream energy systems for example.

National initiatives and organisations are already investigating this field and regional transnational cooperation results as good way to boost and contribute to this general European aim within the renewable marine energy field.

However, the transnational dimension of projects can support sustainable development issues such as conservation of ecosystems and development of renewable energies, by developing synergies and cooperation between regions of the Atlantic Area through shared experience and the pooling of good practices.

Within the Priority 2.3 specific topics resulting from the “appraisal mission for the development of cooperation in the field of marine energy” can be identified for this Call for projects, as follows:

- ✓ “Identify and specify the potential of the Atlantic coast and its deployment requirements”.
Applications within this topic must avoid duplication with projects or initiatives implemented within the European Union initiative “Marine knowledge 2020”⁵.
- ✓ “Access infrastructures and services at sea linked to the construction and deployment of marine energy parks”
Marine energy development should allow the emergence of new business opportunities in services related to marine energy power plants (in ports and at sea) requiring infrastructures and strengthening competition between the different users of space and services.
- ✓ “Obtain access to complementary industrial skills and resources for technology production, deployment park construction and maintenance”
Marine energy development will be the source of new jobs and require new skills or adaptation of existing skills implementing forward-looking management of employment.

In line with ERDF regulations, duplications with existing projects regarding marine renewable energy shall be avoided and applicants are asked to give clear and convincing arguments on the added value of their project application.

Priority 3 “Improve accessibility and internal links”

Global allocation for the 3.1 and 3.2 objectives: € 10 604 140

Within this call for projects, a limited number of projects aimed at incorporating a strategic dimension should be selected within Priority 3, with at least one project addressing each objective. These projects may consist of any activity addressing the objectives set out in Priority 3, Objectives 3.1 and 3.2 of the Operational Programme, but due account should be taken of the nature and range of projects already supported and of any gaps in provision.

Priority 3 has been the subject of a marked under-utilisation with a low number of applications. The relations between ports are conditioned more by a rationale based on competition than cooperation and the funds

⁵ COM (2010) 461 final – 8.9.2010 “MARINE KNOWLEDGE 2020 marine data and observation for smart and sustainable growth”

available within the Priority 3 are not sufficient to afford infrastructure investments that might be appealing for port stakeholders.

Objective 3.1 Promote interoperability and continuity of existing transport networks, and sea/road/rail/air intermodality

Objective 3.2 Promote short sea shipping and cooperation between ports

For both objectives, the information provided within the OP remains applicable and relevant for the current third call for projects.

In this area a number of players are active through equipment and infrastructure investments supported by EC or national funds and other initiatives. However there is lack of coordination between the various operations at European level and specifically within the Atlantic area. Consequently projects which will have the capacity to address this question through interlinking of the different players, the elaboration of common feasibility studies, pooling of know-how, mobilisation of stakeholders etc. are welcome.

European programmes have supported and still finance transnational projects within Interreg and the PCRD - Research and Development Framework Programme 7 or other European initiatives. Applicants must take into account the existing projects and give clear and convincing arguments regarding the added value of their application within the current call for projects.

C.03 - WHO CAN PARTICIPATE IN THE PROGRAMME?

A wide range of legal bodies, under public or private law, are potential beneficiaries of ERDF funding and may therefore join a project partnership. Eligible bodies cover entities like:

- National, regional and local authorities including sector departments and related public agencies, or equivalent agencies;
- Universities, research centres and development agencies;
- Not for profit organisations.

The application must be submitted by a Lead Partner who must assume the financial and legal responsibility for the entire project (under conditions defined by EC regulations). **Any type of organisation listed above may act as Lead Partner**, subject to sufficient guarantees of its solvency and management capacities being provided. It is assumed that public organisations are solvent.

Furthermore, **profit-making enterprises** having an industrial or commercial character **may participate as partners** in an Atlantic Area project and may receive ERDF funding **only for travel, accommodation and the corresponding audit costs associated with First level Control**.

To avoid potential conflict of interest, an enterprise (for example a consultant) participating as a partner or associated partner of the project cannot supply services to another partner of the project.

As mentioned within the introduction's announcement "Strong and coherent partnerships" within this third call oriented to strategic dimension projects, the partners must correspond to key actors, decision makers, expert on the issues the project is dealing with and end users as far as possible. The Lead Partner must possess strong administrative and financial capacity, a clear international recognition and organisational experience in transnational project, as well as a driving capacity within the partnership.

Lead partners must be located in the regions comprising the Atlantic Area programme (see the list in the Sheet B.03). The partners must be located in the regions corresponding to the Atlantic Area programme. However, as stressed in section VI.B.2.c of the Operational Programme, the ERDF regulation allows, in certain justified cases and subject to prior confirmation by the Managing Authority and the Monitoring Committee, the participation of partners from other European Union regions and countries or from countries outside the European Community.

Partners from outside the Atlantic cooperation area are eligible according to the following criteria:

C.03 - WHO CAN PARTICIPATE IN THE PROGRAMME?

| | |
|---|---|
| <p>European Union partners from regions or countries outside the Atlantic Area</p> | <p>It must be demonstrated that the participation of such partners and the related expenses benefit to the regions of the Atlantic Area.</p> <p>The ERDF may finance expenditure incurred by these partners up to a limit of 20% of the amount of its contribution to the Programme.</p> <p>This limit do not applied at project level.</p> <p>The partners located in a country not covered by the Atlantic Area, must informed the national authorities of their participation.</p> <p>In addition, they must check the existence of a protocol signed between the Managing Authority and the competent authorities in their country for the provisions on the financial control of expenditure (first level control).</p> <p>If such protocol, do not exist and in the event of the selection of the project, the signature of this protocol will have to be effective before the signature of the Subsidy contract between the Lead Partner and the Managing Authority.</p> |
| <p>Partners from outside the European Community</p> | <p>It must be demonstrated that the participation of such partners and the related expenses benefit to the regions of the Atlantic Area.</p> <p>The ERDF may finance expenditure incurred in implementing projects or parts of projects by these partners up to a limit of 10% of the amount of its contribution to the Programme.</p> <p>This limit do not applied to project level.</p> <p>The partners located in a country not covered by the Atlantic Area, must informed the national authorities of their participation.</p> <p>CAUTION</p> <p>In addition, they must check the existence of a protocol signed between the Atlantic Area Managing Authority and the competent authorities in their country for the provisions on the financial control of expenditure (first level control).</p> <p>If such protocol does not exist and if the project is selected, the signature of this protocol must be effective before the signature of the Subsidy contract between the Lead Partner and the Managing Authority.</p> |

C.04 - THE LEAD PARTNER: ROLE AND OBLIGATIONS

The Lead partner has a major role, it assumes the legal and financial responsibility for the entire project and is also in charge of its overall implementation, the Lead Partner must be located within the eligible areas of the Atlantic Programme.

In line with paragraph 352(I) of the Operational Programme, the Managing Authority shall sign a formal subsidy contract with the project lead partner, specifying the implementing arrangements for each approved project.,

Pursuant to Article 20 of ERDF Regulation 1080/2006, the lead partner is the administrative head of the project, assuming the role of the lead beneficiary. The Lead partner is responsible for ensuring implementation of the project however all partners are responsible for the implementation of project activities and liable for their own actions.

The Lead Partner ensures the overall coordination of the project, its financial management including the reporting to the MA, and official representation vis à vis the management bodies of the Programme and the European Commission. It supervises partners activities in compliance with the Subsidy Contract and the Partnership Agreement, whose signing falls under its responsibility.

C.05 - PARTNERS AND ASSOCIATED PARTNERS : ROLE AND OBLIGATIONS

Partners must contribute to the implementation of objectives and specific activities as defined within the approved application in compliance with the provisions established by the Transnational Partnership Agreement.

They will implement their tasks and activities, according to the schedule approved, in compliance with the national and European rules, particularly with regard to public procurement, state aid, environmental protection and equal opportunities; they will keep themselves informed of potential developments in the applicable legal provisions.

The activities they are responsible for are carried out in accordance with the principles of sound financial management, using a separate accounting record or an adequate accounting code that will allow, in the framework of the monitoring and control, to document the project execution and to carry out the relevant checks and audits.

Associated partners

The project may include associated partners who are involved in its implementation **but do not receive ERDF** funding. Organizations that have an interest in the project and its results, but who **do not** actually **participate** in the concrete implementation of the work plan, should not be included in this category, even if they have provided, declared a letter of support.

An external financing institution, which provides co-financing without any concrete participation in the project, is considered, **by convention**, as an associated partner.

Financial flows

The ERDF financial contributions is paid to the account of the Lead Partner who is responsible for the administrative and financial management of the funds and for their transfer to the project partners in accordance with their certified expenditure incurred for project actions effectively carried out.

Currency and exchange rates

The currency of the programme is the Euro (€). All financial reporting shall be in Euros, including the programme and project reporting. Reimbursement claims and monitoring of project expenditures shall be made in Euros.

To convert their expenses to Euros, partners must use the average monthly exchange rate given by the Commission () for the month the invoice was paid.

Numbers rounded to two decimal points should be used. The funds shall be paid in Euro only and transferred to the account indicated by the Lead Partner. Any exchange rate risk shall be borne by the partner concerned.

Eligibility of Expenditure (See the sheet C.07 “Financial management: eligibility of expenditures”)

Selected operations shall conform to national and Community eligibility rules. Expenditure is eligible when directly related to the project and complies with the principles of economic efficiency and cost-effectiveness. Expenses must be paid within the eligibility period; furthermore, receipts invoices or documents of equivalent probative value must support the payments done by the beneficiaries.

Only activities described in the approved application form will be eligible.

1. Eligibility of expenditures

In budget preparation, project managers should take into account the eligibility rules for ERDF funded expenditure defined in the:

- Regulation (EC) No 1083/2006, Regulation (EC) No 1080/2006, Regulation (EC) No 1828/2006;
- Rules laid out in the Operational Programme **and relevant national rules and requirements.**

In short, to be eligible all costs must be:

- Related to the purpose of the action
- Part of the approved Application Form
- Incurred within the dates specified in the Subsidy Contract
- Reasonable, justified, consistent with the usual internal rules of the partner
- Supported by receipts, invoices or accounting documents of equivalent probative value proving the effective payment

Eligibility period

Preparation costs

Preparation costs are eligible only for projects approved by the Monitoring Committee.

Preparation costs are only eligible if they are real, justifiable and correspond to expenditures included between the 1st of January 2007 and the date of the signature of the subsidy contract by the Managing Authority. Preparation costs are subject to a ceiling of 5% of total eligible cost and a maximum 20.000 €, the smallest amount is considered.

Depending on their nature, costs will be included in the corresponding budget line.

Expenditures related to the project implementation

Are eligible from the start date until the end date established in the application form, which is part of the subsidy contract.

To determine the end date of the project, the applicant must take into account that all the payments have to be made before this end date in order to be eligible (including the payment for the financial control of the final report). The project duration must, therefore, **incorporate a period of at least three months after the main project activities, for the administrative project closure**, in order for the related costs (preparation, control and drafting of the final execution report) to be eligible.

General Eligibility Requirements

Article 7 of the Regulation 1080/2006 defines the eligible expenses as follows:

Article 7: Eligibility of expenditure

1. The following expenditure **shall not be eligible** for a contribution from the ERDF:

- (a) interest on debt;
- (b) the purchase of land for an amount exceeding 10 % of the total eligible expenditure for the operation

concerned. In exceptional and duly justified cases, a higher percentage may be permitted by the managing authority for operations concerning environmental conservation;

(c) decommissioning of nuclear power stations;

(d) recoverable value added tax.

To remember:

Recoverable VAT is not eligible as mentioned at article 7 point 1. (d)

Interests on debt are not eligible as mentioned at article 7 point 1. (a)

Furthermore, for **financial charges and guarantee costs Article 49 of the Regulation 1828/2006** determines that:

«The following charges and costs **shall be eligible** for a contribution from the ERDF:

(1) charges for transnational financial transactions;

(2) where the implementation of an operation requires a separate account or accounts to be opened, the bank charges for opening and administering the account or accounts;

(3) legal consultancy fees, notarial fees, costs of technical and financial experts, and accountancy and audit costs, if they are directly linked to the co-financed operation and are necessary for its preparation or implementation or, in the case of accounting and audit costs, if they relate to requirements imposed by the managing authority;

(4) the cost of guarantees provided by a bank or other financial institution to the extent to which the guarantees are required by national or Community legislation.

Fines, financial penalties and expenditure on legal disputes **shall not be eligible.**»

In-kind contribution

Article 51 of the Regulation 1828/2006 defines as follow the in-kind contribution:

Article 51 In-kind contributions

1. In-kind contributions of a public or private beneficiary shall be eligible expenditure if they fulfil the following conditions:

(a) they consist of the provision of land or real estate, equipment or raw materials, research or professional work or unpaid voluntary work;

(b) their value can be independently assessed and audited.

2. In the case of the provision of land or real estate, the value shall be certified by an independent qualified value or duly authorised official body.

3. In the case of unpaid voluntary work, the value of that work shall be determined taking into account the time spent and the hourly and daily rates of remuneration for equivalent work.

In the context of Atlantic Area Programme, contributions in-kind (e.g. through voluntary unpaid work) will be considered as eligible expenditure (see Budget lines – Human Resources).

Portugal does not accept as an eligible cost, voluntary work and contribution in kind (according to the article 2 of the annex III of the General Regulation for ERDF and the Cohesion Fund from the Ministerial Coordination Commission of the NSFR).

Revenue-generating project

The Article 55 of regulation 1083/2006 has been modified on the 18 December 2008. The “paragraphs 1 to 4 of this Article shall apply only to operations which are co-financed by the ERDF or Cohesion Fund and the total cost of which exceeds EUR 1 000 000 ”.

Article 55 of the regulation 1083/2006 defines the disposition applying of revenue generated by the project.

Article 55 Revenue-generating projects

1. For the purposes of this Regulation, a revenue-generating project means any operation involving an investment in infrastructure the use of which is subject to charges borne directly by users or any operation involving the sale or rent of land or buildings or any other provision of services against payment.

2. Eligible expenditure on revenue-generating projects shall not exceed the current value of the investment cost less the current value of the net revenue from the investment over a specific reference period for:

(a) investments in infrastructure; or

(b) other projects where it is possible to objectively estimate the revenues in advance.

Where not all the investment cost is eligible for co-financing, the net revenue shall be allocated pro rata to the eligible and non-eligible parts of the investment cost. In the calculation, the managing authority shall take account of the reference period appropriate to the category of investment concerned, the category of project, the profitability normally expected of the category of investment concerned, the application of the polluter-pays principle, and, if appropriate, considerations of equity linked to the relative prosperity of the Member State concerned.

3. Where it is objectively not possible to estimate the revenue in advance, the revenue generated within five years of the completion of an operation shall be deducted from the expenditure declared to the Commission. The deduction shall be made by the certifying authority at the latest at partial or at final closure of the operational programme. The application for payment of the final balance shall be corrected accordingly.

4. Where, at the latest three years after closure of the operational programme, it is established that an operation has generated revenue that has not been taken into account under paragraphs 2 and 3, such revenue shall be refunded to the general budget of the European Union in proportion to the contribution from the Funds.

5. Without prejudice to their obligations under Article 70(1), Member States may adopt procedures proportionate to the amounts concerned for monitoring revenues generated by operations whose total cost is below EUR 200 000.

6. This Article shall not apply to projects subject to the rules on State aid within the meaning of Article 87 of the Treaty.

Co-ordination costs

Cost of management and co-ordination project, they must be included specifically in the budgeted line of the partner that has implemented the expenditure.

Depending on the nature of the cost it will be included in its corresponding budget line

Those costs must be identified within a specific activity of the work plan.

National public procurement rules must be observed by the partner involved in selecting company or individual, which will carry out the assignment.

2. Budget lines or headings

It is crucial that each project partner plans its budget when developing the project application. Involvement of all project partners in the planning stage results not only in a stronger partnership but also in a more realistic project budget.

Under the Atlantic Area Programme expenditure must be directly related to the project activities and should be based on the following budget lines:

1. Human Resources
2. Services Supply
3. Operational Costs
4. Travel and accommodation
5. Meetings and Seminars
6. Promotion and dissemination
7. Equipment
8. Other costs

2.1 Human resources

Costs related to the persons directly involved in the project. For instance:

- All staff costs must be based on real costs, supported by proper documentation (payslips and Timesheets, declaration signed by the responsible in charge of the person working on the project, mission statement detailing the time dedicated to the project implementation);
- Remuneration costs charged should be taken from payroll accounts and should be the total gross remuneration plus the employer's portion of social charges;
- Costs must be calculated individually for each employee and must be based on the monthly payslip;
- Working time must be recorded (eg. timesheets) throughout the duration of the action. The records should be certified at least once a month. A sole estimate of hours/days worked is not acceptable;
- Overtime is eligible as long as it is paid to the people working extra hours. If it is not paid, or if it is compensated for with days off in lieu, it is not eligible;
- Unpaid voluntary work is eligible and should be included under "Human resources" as 'in kind contribution', provided that its value is based on the time spent with a standard rate. It can only be claimed if it has been identified at the budget plan of the approved application;
- The human resources costs should not exceed 50% of the eligible total cost of the project. Duly justified Exceptions may be considered.

Orientations specified in this section are done without prejudice to article 50 of the Regulation 1828/2006 "Expenditure by public authorities relating to the implementation of the operations."

Example:

Barbara is employed by partner 2. Based on the pay slip, her total monthly cost, including gross Remuneration and employer' share of social contributions, amounts to EUR 4,753.

Case A

On average, Barbara worked 55% of her time for the project (supported by timesheets) in January. For that month, the partner is allowed to claim: $\text{EUR } 4,753 \times 55\% = \text{EUR } 2,614.15$

Case B

Barbara is going on holiday in August. On average during the year, she worked 45% of his time on the Project. As paid holidays are eligible, and if we assume that her total monthly cost remains EUR 4,753, the partner is allowed to claim for that month: $\text{EUR } 4,753 \times 45\% = \text{EUR } 2,138.85$

Case C

Barbara is going on maternity leave for 3 months starting in September. On average during the year, she worked 45% of her time on the project. Her full salary is guaranteed during her maternity leave: the first month is covered 100% by her employer, the second month the social security system takes over 40% and the third month 100% is paid by the social security system.

The partner is allowed to claim:

In September: $\text{EUR } 4,753 \times 45\% = \text{EUR } 2,138.85$

In October: $\text{EUR } (4,753 - (40\% \times 4,753)) \times 45\% = \text{EUR } 1,283.31$

In November: **EUR 0**

2.2 Services supply

Costs for work done by a sub-contractor are only eligible if the work is **essential** to the project and costs are **reasonable**.

It is the Partner's/organization responsibility to ensure that public procurement rules (European and National) are observed in selecting a company or individual to provide services such as external expertise and that contracts are awarded at normal market prices.

A sub-contractor is not part of the project partnership and costs must not be included in Human Resources.

Sub-contracting between partners that form part of the same partnership is not eligible.

Audit related costs: It is recognised that the cost of some functions will vary between regions and Member States according to the type of system adopted. For example, the cost of the first level financial control will be variable (expenditure certification procedure). In these circumstances, the following methods should be adopted:

- In a decentralised system it will be a project direct cost,
- In a centralised system, (Ireland and Northern Ireland) the partner must ask the National Correspondent if the partner is charged for the first level control process.

The Applicant handbook provides information on the organisation of the first level control within the Members States of the Atlantic Area.

The use of external experts has to be duly specified in the Application Form. The following elements should be described: the nature of services, the partner responsible for public procurement process and sub-contracting and the allocated budget.

2.3 Operational costs

Operational costs are associated with the implementation of the project but they are not specific actions. It is advisable to limit the operational costs to a **maximum 25 %** of the total budget line "Human Resources". The calculation method and the allocation rules must be presented in the application form.

Operational costs could, for example, include items like:

- Office rent, maintenance
- Electricity, heating, water
- Insurances compulsory
- Telephone, fax, internet
- Mailing
- Stationary
- Other administration expenditure absolutely necessary for the completion of the project and clearly resulting from the project implementation.

2.4 Travel and accommodation

Actual travel costs and related subsistence allowance for staff taking part in the project may be charged to the project if:

- They comply with the participant's established internal rules and/or Member State national rules where applicable.
- All tickets, invoices and receipts must be kept by partners so that their eligibility can be checked and audited.
- Costs must be directly related to, and necessary for, the effective delivery of the project;
- They are reasonable and i.e economy class travel and on public transport.

2.5 Meetings and seminars

The costs related to meetings and seminars (rent, equipment, meals...) are eligible whenever they have been approved in the application form. It is the Partner's/organization responsibility to ensure that public procurement rules (European and National) are observed in selecting a company or individual to provide services such as supply services and that contracts are awarded at normal market prices.

Travel and accommodation costs related to meetings or seminars must be included in «**Travel and Accommodation**».

Partnership staff costs related to preparation and implementation meetings and seminars project must be included in "**Human Resources**".

2.6 Promotion and dissemination

Expenditure with the main aim of promoting the project should be included here. This includes, for example, website, promotional material and printed publications. Public procurement rules must be respected in selecting company or individual, which will carry out the assignment and respect the market prices.

2.7 Equipment

Durable equipments (computers, laboratory equipment, machine-tool, measures instruments, etc.) may be charged to the project as far as they are essential for the delivery of the project, are eligible.

Equipment costs that have a direct relation with the objectives of the operation are eligible if they have not previously been claimed in other national or EU funded programmes. The depreciation should be made in accordance with the tax and the rules applicable to the partner and generally accepted for items of the same kind (pro rata rate based on the amount of time that the equipment will be used on project's benefit).

Article 53 of the Regulation 1828/2006 stipulates :

"The depreciation expenditure of depreciable assets directly used for an operation, and incurred during the period of its co-financing, shall be eligible, provided that the acquisition of the assets is not declared as eligible expenditure.

The cost is referring to the period of cofinancing.

Second-hand equipment is also eligible with a depreciated value (Subject to specific conditions relating to their original purchase, the price and their adaptation to the operation's needs)".

2.8 Other costs

Any kind of other expenditures which do not fit the budget lines defined previously (please contact the JTS or the National Correspondent in case of any doubt, as well as the two type of expenditures presented above (small infrastructures and purchase of land).

Small Infrastructure (ie physical works and utilities in the public interest) will be financed exceptionally only if it is crucial for the achievement of the project's objectives and if they benefit the partnership and the involved territories.

Purchase of land According to Article 7(1)b of ERDF Regulation 1080/2006 the purchase of land is eligible until the ceiling of 10% of the total expenditure of the operation concerned and if a direct link exists between the purchase and the objectives of the project. This limit can even be exceeded (management committee decision), in exceptional and duly justified cases, for reasons of protecting the environment.

3. Currency

Conversion into EURO

To handle non-Euro currency, the project partner converts their expenditure from their national currency into Euros.

Article 81 of the regulation 1083/2006 defines the way the conversion must be done

« Use of the euro

1. Amounts set out in operational programmes submitted by Member States, certified statements of expenditure, applications for payment and expenditure mentioned in the annual and final report of implementation shall be denominated in euro.
2. Commission decisions on operational programmes and Commission commitments and payments, shall be denominated and carried out in euro.
3. Member States which have not adopted the euro as their currency on the date of an application for payment shall convert into euro the amounts of expenditure incurred in national currency. This amount shall be converted into euro using the monthly accounting exchange rate of the Commission in the month during which the invoice was paid⁶.
4. When the euro becomes the currency of a Member State, the conversion procedure set out in paragraph 3 shall continue to apply to all expenditure recorded in the accounts by the certifying authority before the date of entry into force of the fixed conversion rate between the national currency and the euro».

To convert non-Euro currency expenses to Euros mention in point 3, it shall be used the average monthly exchange rate given by the Commission .

4. Financial performance

Decommitment Rule (n+2)

The Programme funds received from the ERDF are subject to the automatic **decommitment rule**.

According to the Structural Funds Regulation No (EC) 1083/2006, programmes may have funds decommitted by the European Commission in case the allocations set in the financial tables of the Operational Programme are not changed into effective requests for payment within the set timeframe⁷.

Financial performance both at projects and programme level will be measured on the basis of paid out expenditure.

Shared costs

As far as possible, the partnership must seek to balance the distribution of the tasks in order to **avoid to have to manage shared costs**. However when they cannot be avoided, the partnership should address this aspect with great care.

It is necessary to **check with the national authorities** responsible for the supervision or the implementation of the first level control that the solution chosen is satisfactory **for all partners of the project**.

The solution chosen must be clearly mentioned within the application form and if approved enclosed in the **transnational partnership agreement**. In any case, the solution must comply with the national and European regulations, VAT issues will be carefully addressed.

⁶ As mentioned in Subsidy Contract

⁷ Three years (n+2, being 'n' the year of commitment) for the allocations of the years 2011 to 2013

Case nº 1:

The service provider would invoice each of the partners concerned by the service in question.

| | Who | Does what | Example |
|---|-----------------------------|---|---|
| | Partner responsible | Performs with procedures for procurement in accordance with the national and Community rules. Clearly mentions that all or part of the partnership will benefit the service provided according to a sharing agreement. Transfer all the related documentation to the partners involved. | |
| 1 | Service Provider / Supplier | Provides the service and issues invoices to each of the partners for the proportion resulting from the agreement. | Total joint expenditure = €12,000 Invoiced according to sharing agreement: Lead Partner (LP) = €4,000 Partner 1 (P1) = €4,000 Partner 2 (P2) = €4,000 |
| 2 | Each Partner | Pays its share of the joint expenditure to the service provider. | Lead Partner (LP) = €4,000 Partner 1 (P1) = €4,000 Partner 2 (P2) = €4,000 |
| 3 | Each Partner | Pays to the provider the expenditure is responsible for according to the agreement. The expenses paid and certified are included in the execution report and the related claim for reimbursement, all the supporting documents are enclosed. | Lead Partner (LP) = €4,000 Partner 1 (P1) = €4,000 Partner 2 (P2) = €4,000 Related proof of payment for the corresponds amounts |

Case nº 2:

A designated partner pay, as a first step, the expenditures of activities that benefit all or part of the partners, in the manner granted. In a second step, it produces a statement of expenditure and provides partners with supporting documents and is reimbursed by each partner involved.

| | Who | Does what | Example |
|--|---|---|--|
| | The partners concerned by the joint expenditure | Sign a sharing agreement stating the breakdown of joint expenditure between the partners according to the calculation method agreed upon and in compliance with the approved financial plan. | |
| | Lead partner or designated partner | Makes and pays the joint expenditure. Draws up a statement indicating the breakdown of the joint expenditure between the partners. Sends the statement and all the supporting documents and proof of payment to each of the partners. | Total joint expenditure = €10,000€ Breakdown: Lead Partner (LP) = €5,000 Partner 1 (P1) = €3,000 Partner 2 (P2) = €2,000 |
| | Each partner | Pays its share to the lead partner or the | P1 pays €3,000 to LP |

C.07 - FINANCIAL MANAGEMENT: ELIGIBILITY OF EXPENDITURES AND BUDGET LINES

| | | | | |
|--|---|---|---|--|
| | | designated partner on the basis of the documents received. | P2 pays €2,000 to LP | |
| | Each partner (including the lead partner or designated partner) | The expenses paid and certified are included in the execution report and the related claim for reimbursement, all the evidences are enclosed. | The proof of payment corresponds to: LPF = €10,000 (but €5,000 deducted) P1 = €3,000 P2 = €2,000 | |

Portugal specificities

Portugal **does not consider eligible** the expenditures of Human Resources incorporated in shared costs.

1. Legal basis

ERDF Regulation 1080/2006, article 16, stipulates:

"1. In order to validate the expenditure, each Member State shall set up a control system making it possible to verify the delivery of the products and services co-financed, the soundness of the expenditure declared for operations or parts of operations implemented on its territory, and the compliance of such expenditure and of related operations, or parts of those operations, with Community rules and its national rules.

For this purpose each Member State shall designate the controllers responsible for verifying the legality and regularity of the expenditure declared by each beneficiary participating in the operation. Member States may decide to designate a single controller for the whole Programme area.

Where the delivery of the products and services co-financed can be verified only in respect of the entire operation, the verification shall be performed by the controller of the Member State where the lead beneficiary is located or by the managing authority.

2. Each Member State shall ensure that the expenditure can be validated by the controllers within a period of three months."

2. First level control at application stage

The organisation of the first level control level must be taken into account when preparing the application. Indeed, the certification costs of the expenses of the first level must be integrated into the overall project budget. For all partners located in a country where the certification system is decentralized, the budgetary line "Provision of service" must take it into account. It is also important, for all partners, to assess and take into account the administrative work of preparing the payment claim and certification of expenses which will use internal resources of each partner. It is in the "Human Resources" that these costs should be charged.

It will be necessary during the preparation of the application:

- To define the overall number of claims that will be presented during the project, depending on the option chosen on the frequency of quarterly or semi-annual request,
- To assess, for each partner, the cost of certification for both the system and fares applied to each country for the provision of certification,
- To account the time and the related cost involved in preparing the claims for payment.

For **Ireland and Northern Ireland** partners must ask the National Correspondent (Ireland) or the authority in charge of the first level control (SEUPB – Northern Ireland), the financial conditions applying to the first level control activity, if the summary information provided in this handbook is not sufficient.

3. First level control (FLC) and management of the project

Within the management of the project each of the partners must comply with the system and the procedures established in its Member State.

Below, the organization is schematically presented for each of the Member State participating in the Atlantic Area. Each partner is invited to contact the National Correspondent for further details.

Schematic organisation of the first level control for Spanish beneficiaries

| Espagne Situation on 14-02-2011 | |
|--|---|
| Overview | |
| Responsible Authority : | Ministerio de Economía y Hacienda |
| System : | Decentralised |
| Choice of the provider : | Based on specifications and analysis grid |
| Validation of the provider : | Previously validated by the national Authority. |
| Outline of the certification system: | <p>Preparation of the execution report including the payment claim by the Beneficiary</p> <p style="text-align: center;">↓</p> <p>Check by the external auditor based on the recommendations defined by the national Authority</p> <p style="text-align: center;">↓</p> <p>Ministerio de Economía y Hacienda Formal check and consistency of the execution report including the payment claim Analysis of the report and check of the eligibility of the expenditures Proposal for validation</p> <p style="text-align: center;">↓</p> <p>Transfer of the document validated to the Spanish beneficiary</p> |
| Other types of checks: | On the spot checks through a sample methodology |
| List of standard documents at the disposal of the Beneficiary: | Currently being prepared |
| Approximate duration of the overall process : | 2 months |

Schematic organisation of the first level control for French beneficiaries

| France | Situation on 14-02-2011 |
|---|---|
| Overview | |
| Responsible Authority: | Préfecture de la Région Pays de la Loire |
| System : | Decentralised |
| Choice of the provider : | Based on specifications and analysis grid |
| Validation of the provider : | Prior validation by the national Authority. No payment will be made to a beneficiary prior to the validation of the first level external auditor by the national authority. |
| Outline of the certification system: | <p>Preparation of the execution report including the payment claim by the Beneficiary Exhaustive check by the external auditor.</p> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;">Transmission of report to the beneficiary</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;">Transmission of report to the national authority</div> <p>Release of a control report made available to the supervising authority, excluding and justifying rejected expenses</p> |
| Other types of checks: | On the spot checks through a sample methodology |
| List of standard documents at the disposal of the beneficiary and external auditor: | Support guide for the recruitment of 1st level controllers Guide for 1 st level control procedures |
| Approximate duration of the overall process : | 2 months |

Schematic organisation of the first level control for Irish beneficiaries

| Ireland Situation on 14-02-2011 | |
|--|---|
| Overview | |
| Responsible Authority: | BMW Regional Assembly |
| System : | Centralised |
| Choice of the provider : | Not applicable |
| Validation of the provider : | Not applicable |
| Cost of the first level control | €500 (Desk based check) - €750 (On-site inspection) |
| Outline of the certification system: | <p>Preparation, by the partner Beneficiary, of the execution report including the payment claim</p> <p style="text-align: center;">↓</p> <p>Transmission to the BMW Regional Assembly First Level control Unit</p> <p style="text-align: center;">↓</p> <p>Check of the expenses and related evidences through a sample methodology</p> <p style="text-align: center;">↓</p> <p>Errors identified are noted and adjusted. The beneficiary is informed of any changes made to the claim by the FLC who corrects the claim. The Beneficiary is not required to re-submit the claim.</p> <p style="text-align: center;">↓</p> <p>Issuing the a « Certificate of expenditures» for the regular expenditures</p> |
| Other types of checks: | On spot checks through a sample methodology |
| List of standard documents at the disposal of the beneficiary: | National Eligibility Rules along with the relevant Programme Claim forms & corresponding guidance documents. |
| Approximate duration of the overall process : | 4-6 weeks -from receipt of claim to issue of certificate |

Schematic organisation of the first level control for Portuguese beneficiaries

| Portugal | Situation on 14-02-2011 |
|---|--|
| Overview | |
| Responsible authority : | Instituto Financeiro para o Desenvolvimento Regional (IFDR) |
| System : | Decentralised |
| Choice of the controller : | Possibility to use an external auditor who regularly works for the organisation, by establishing a specific contract for the project, or to contract a new service provider for the project. |
| Validation of the controller : | Previously validated by the IFDR based on a specific questionnaire. |
| Outline of the system of expenditure validation: | <p>Preparation of the execution report including the expenditure validation claim by beneficiary partner</p> <p style="text-align: center;">↓</p> <p>Check by external auditors based on specifications defined by the national authority</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">IFDR</p> <p>Formal consistency check of the execution report including the expenditure validation claim Analysis of the report and eligibility check of the expenditures Validation Proposal</p> <p style="text-align: center;">↓</p> <p>Transfer of the document validated to the Portuguese beneficiary</p> |
| Other types of checks: | On spot checks through a sample methodology |
| Standard documents available for the the beneficiary and the external auditor | Handbook of procedures for European Territorial Cooperation- by IFDR |
| Approximate duration of the validation process by the controller : | 2 months |

Schematic organisation of the first level control for British beneficiaries

C.08 - CONTROL OF EXPENDITURES: BASIC PRINCIPLES AND ORGANISATION WITHIN THE ATLANTIC AREA

| United Kingdom | | Situation on 14-02-2011 |
|--|--|--|
| Overview | | |
| Responsible Authority: | | Communities & Local Government (CLG) |
| System : | | De-centralised |
| First Level Controller Selection Process : | | On receiving project approval the First Level Controller will be designated by each UK partner on the basis of a guidance issued by CLG. FLC will need to be a practicing member of one of the approved professional bodies listed in the CLG guidance and will carry out First Level Control procedures in line with International Audit Standards. |
| Validation of the First Level Controller : | | First Level Controllers require prior approval of CLG in order to be confirmed in that role. A First Level Controller approval template should be completed and returned to Communities and Local Government for validation. These can be requested via Communities and Local Government or your National Correspondent. If the proposed FLC meets all the conditions set out in the template CLG will issue an approval letter. This letter will be copied to the JTS for information. |
| Outline of the certification system: | | CLG is responsible for carrying out national supervision quality assurance checks on claims certified by the First Level Controller before they are sent to the Lead Partner and ultimately to the JTS. Projects are expected to make two claims in a calendar year. When a claim has been certified by the FLC it will be loaded in the relevant section of the on-line project monitoring website. The lead Partner will authorise access rights to the nominated person in CLG to carry out national supervision checks. Alternatively, the project partner will e-mail the zipped claim file to CLG if the size of the documents is less than 20MB. CLG will carry out a check of the certificate issued by the FLC and do a sample check of the expenditure declared. Any shortcomings found during the process will be conveyed to the Project Partner. When all the issues identified by CLG have been satisfactorily addressed, CLG will issue a national supervision certificate which will be loaded at Menu 8.6. The Claim is then ready to go to the Lead Partner. |
| Other types of checks: | | CLG reserves the right to extend the scope of checks and take other steps if there are reasonable grounds that the FLC certification of expenditure is not working as intended. |
| List of standard documents at the disposal of the Beneficiary: | | The CLG guidance on FLC appointment. Atlantic Area FLC Procedures Manual – English and Welsh versions Following Checklists: Article 13 completion checklist Eligibility Rules Checklist Audit trail Checklist Procurement Checklist Publicity Checklist |

C.08 - CONTROL OF EXPENDITURES: BASIC PRINCIPLES AND ORGANISATION WITHIN THE ATLANTIC AREA

| | |
|---|---|
| | Receipts Checklist Desk Based Verification Checklist |
| Approximate duration of the overall process : | For CLG to carry out national supervision quality assurance checks project partners must build-in in their timetable sufficient time for this purpose bearing in mind the deadline set by the Project Leader. Given the number of claims to be checked it can be safely assumed that CLG will need at least one week from the date of receiving the notification from the project partner to carry out the quality assurance work. If there are issues with the claim then a longer period will be needed. It is a good practice to give CLG sufficient advance note of the claim so that it can plan the work. |

Summary of the execution and reimbursement claim

1. Each partner prepares the execution report corresponding to the activities is participating in as defined in the project work plan. The paid and certified expenses with the related evidences corresponding to the activities are enclosed. The transmission to the Lead Partner is done according to the schedule defined within the Transnational Partnership Agreement.
2. The Lead Partner makes a consolidation of the information collected through the partners "sub reports". The Lead Partner checks the consistency of the information and the evidences provided; the LP checks the evidence regarding the certification process respecting the specifications of the partner's country.
3. The Lead Partner transfers to the Managing Authority / Joint Technical Secretariat the activity report and the related reimbursement claim according to the contract's schedule.
4. The Joint Technical Secretariat and Managing Authority proceed to various checks and issue a payment order to the Certification Authority.
5. The Certification Authority, after checking, proceeds with the payment to the Lead Partner.
6. The Lead Partner transfers the amount to the partners within the schedule defined in the Transnational Partnership Agreement.

Advance payment

An advance up to 3% of the maximum amount of approved European funding may be granted at the request of the Lead Partner after the signing of the Subsidy Contract as is defined in Article 4 line d) and in accordance with paragraph 2 of article 78 of Council Regulation (EC) 1083/2006.

With the request for advance payment, the Lead Partner provides a statement certifying that the activity has begun, and send all the documents to the Joint Technical Secretariat. The advance payment is deducted from the first payment/ reimbursement request, this deduction is calculated for each partner individually.

Interim execution report and / or final request for reimbursement

The lead partner must submit an activity report with the claims for reimbursement to the JTS on a quarterly or biannual basis depending on the choice made in the subsidy contract. The reports are accompanied by statements of expenditure certified subject to verification and control (Cf Sheet C.08), complementary documentation corresponding to the implementation of the project and financial statements.

Each execution report should mention whether the rules of public procurement, state aid, environmental protection and equal opportunities have been respected.

The cumulative amount of interim payments and the advance **may not exceed 90%** of maximum amount of ERDF

funding.

Extraordinary Report

It is possible to introduce an extraordinary report in between two ordinary reports. The period covered by the extraordinary report must be decided jointly with the JTS.

An extraordinary report **may not** substitute an ordinary report.

The **final balance** is limited to the maximum amount of the final co-financing ERDF after deducting any advance, interim payments and revenues generated and collected. This claim for reimbursement must be presented with the final execution report providing information, in particular on the conclusion of project activities and the accumulated amount of final expenditures paid and certified.

The request for the final payment/reimbursement must be presented within **ninety days** of the closing date of the project contract period.

The general framework for monitoring and evaluation

Pursuant to article 12.4 of ERDF Regulation 1080/2006, the performance of the Programme is monitored at the priority and specific objective levels through a set of physical indicators.

The quarterly, semester or extraordinary execution reports sent to the JTS constitute the main source of information to monitor the project's performance and actually the Atlantic Area Programme performance.

All projects should be able to produce information regarding a set of indicators, their aggregation allows the monitoring and assessment of the Programme progress in terms of its relevance, efficiency and effectiveness.

Quantification of project results

The programme achievements resulting from the projects results, as defined in 12.4 of the ERDF Regulation, the projects must use the indicators provided by the Programme.

A common theoretical structure has been established distinguishing between two main categories of indicators:

- Programme level indicators.
- Operation (project) level indicators.

At operation or project level, each partner must use the indicators defined.

The programme defines types of indicators: the **output** indicators and the **results** indicators.

Output indicators

The output indicators measure the activities directly realised by projects. These activities or outputs are the first step in realising the measure objectives (operational objectives) of the project identified through physical or monetary units.

Results indicators

The result indicators measure the results and direct effects of projects and show whether the specific objective of each project was achieved. They provide information on changes produced, on the capacity or the performance of direct beneficiaries. Such indicators are physical or financial and they are linked with priority objectives.

At the programme scale

In addition to the output and the result indicators, the programme uses the impact output.

Ideally a very few impact indicators should be put forward, reflecting the overall Programme priorities and objectives to which the project is set.

The communication is a crucial success element of the 2007 – 2013 Atlantic Area programme. The projects must clearly incorporate this dimension in their work plan et organised the actions allowing to promote the project results and the Programme itself.

The project's communication will address targeted audiences related to the issues the project is dealing with as well as the public using the media.

Within the implementation of the communication plan, the project must use, according to the contractual obligations, the visuals as presented above.

Obligations of the beneficiaries

The Lead Partner and all project partners are committed to implement measures for communication and advertising in accordance with regulations of the European Commission, the Communication Plan of Operational Programme and the communications plan described in the application form

The lead beneficiary and all the partners of the project represented by the lead beneficiary accept that the results of the project shall be available to the public. They also accept to play an active role in the organisation of activities, in order to capitalise, disseminate and enhance the results of the project.

The lead beneficiary and all the partners of the project represented by the lead beneficiary, undertake to mention in all the communication and publication activities that the project was implemented with the financial support of the funds of the Programme. The mention "Co-financed with the support of the European Union ERDF - Atlantic Area Programme" shall appear, as well as the European Union flag, the logotype of the Programme and the Programme's slogan "Investing in our common future".

The Managing Authority is authorised to publish, in any form and format, information concerning the operation, namely and among others: the application form, the name of the lead beneficiary and partners, the title, the geographical location, the cost of the operation and the amount of the funding, state of implementation and other pertinent information.

Rules for visual identification

The visual identity stresses the transnational character of the Programme and reinforces the cooperation values within the common area in the fields of environment, innovation, accessibility, sustainable urban development. For an efficient communication, the mark "Atlantic Area" must be respected rules allowing the creation of a consistent visual identity. To reinforce the cooperation character and the close relation with European citizens the mark exists in the **four languages of the Programme**.

1. The Atlantic Area logo

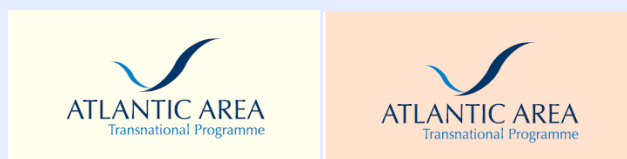
The logo, the letterpress, the design or the combination of those elements are the components of the mark Atlantic Area. Those components are a block and cannot be produce separately and independently of their dimension and use.



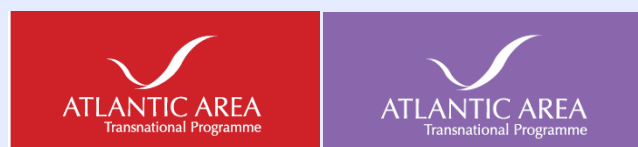
This logo is available in digital format eps and jpeg on the communication platform of the programme (). The logo is available also in **black and white** versions.

The logo on colour background

On clear backgrounds, the logo keeps its original colours.



On dark backgrounds, the logo appears in white.



In case of using the logo on a print background or complex, a minimum protection space must be used.



The minimum dimensions

The minimum size allowed for the vertical version is 25 mm and for the horizontal version is 30 mm. In those versions the slogan should not be used.



2. The multilingual version

This version can be used for the documents existing for various languages of the programme. This use is optional.



3. The sub-brands

As for the use of the “Atlantic Area” mark, each priority has a graphic identity. The components are aggregated and cannot be produce separately and independently of their dimension and use. The use of the sub-brand is welcome but not substitutes the logo “Atlantic Area”.

Priority 1: “Promote transnational entrepreneurial and innovation networks”



Priority 2 : “Protect, secure and enhance the marine and coastal environment sustainability”



C.11 - COMMUNICATION AND PUBLICITY: OBLIGATIONS – GRAPHIC CHARTER AND VISUAL ELEMENTS

Priority 3: "Improve accessibility and internal links"



Priority 4: "Promote transnational synergies in sustainable urban and regional developments"



4. The slogan

The slogan of the programme **"INVESTING IN OUR COMMON FUTURE"** is part of the mark Atlantic Area. It strengthens the program's contribution to European construction and must be widely disseminated through the actions of information, dissemination and promotion of the program and projects funded.

5. The pressletter

The pressletter to use in the documents is **Optima**. For the users that do not have that pressletter, **Arial** can be used.

Information and advertising

Projects co financed by the ERDF must respect the European and national requirements for information and publicity of the Structural Funds under Regulation (EC) No 1828/2006, Article 9 and Annex1.

The actions for information, dissemination and promotion (books, brochures, flyers, billboards, posters, videos, web pages, CD-ROM, etc.) of co financed projects must mention, in a clearly visible place (coverage, last cover), the European support (replication of the symbol of the EU and mention the fund which provide it) and the Atlantic Area Operational Program (reproduction of the mark).

In a signatures block, the logo of the Atlantic Area is accompanied by the logo of the European Union with the mention of the ERDF.



The European Union logo



To know the graphic specifications of the European logo:

To download the European logo:

http://europa.eu/abc/symbols/emblem/graphics1_en.htm

Communication tools

All the advertising elements above mentioned (Atlantic logo, slogan and logo European Union) must be used on the communication tools:

Publications: for example brochures, newsletters or similar printed flyers, press releases, invitations, guides to good practice (non-exhaustive list). In the publications, they should appear on the front page and clearly visible.

Web site and electronic information: in the homepage of the website project, the visual supporting elements must be clearly visible. The web page of the project must have a link to the communication platform of the Atlantic Area: www.cooop-atlantico.com.

Conferences and exhibitions: for events organized under the project co financed (conferences, seminars, workshops, exhibitions ...), the European Union flag should be displayed. The emblem of the Atlantic Area must be present on all media and documents, as indicated above.

For extra information on the way to use the logo, please contact:

Carla GUIMARÃES/ Tânia AFONSO

Assistants for Communication – Operational Programme Atlantic Area

Email : atlantico.stc@ccdr-n.pt

Tel : 00 351 22 60 50 114/117

D - THE APPLICATION AND SELECTION PROCESS

D.01 - FROM APPLICATION TO SELECTION- RULES, CRITERIA AND PROCEDURES

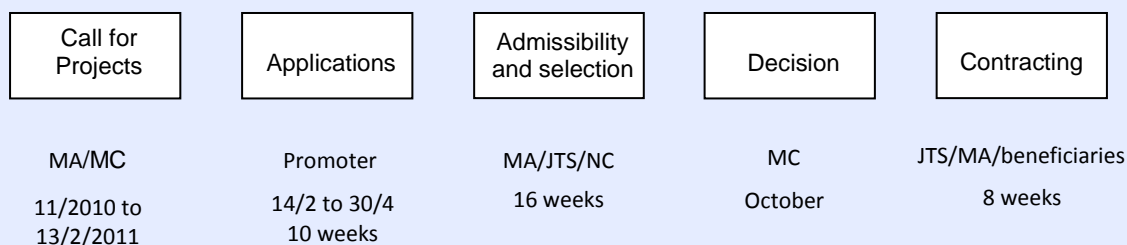
The Programme Monitoring Committee (PMC) has agreed the rules and procedures for the submission and selection of projects used for the third call.

This document describes the procedures for the selection and approval of projects, ensuring their compliance with the criteria applicable to the Atlantic Area Operational Programme and with applicable Community and national rules throughout the implementation period, as stipulated at paragraph a) of Article 60 of Regulation (EC) 1083/2006.

The process for the selection and approval of operations starts with the decision of the Monitoring Committee to open a call for projects. The decision is followed by a period of formal submission of project applications, a period of admissibility and selection analysis, and ends with the decision process of the Monitoring Committee regarding the approval of applications declared admissible and the contracting process of selected operations.

The entire process, from the opening of the call for projects and the submission of application, to the approval and contracting process, is managed through the Collaborative Communication Platform, in the area specifically defined for this purpose.

The following diagram illustrates the indicative global schedule from the call for projects to the contracting process, differentiating the main procedures, the entities involved and the foreseen indicative period of time for implementation.



A. Opening a call for projects

The opening of the call for projects is decided by the Monitoring Committee, on the basis of a proposal from the Managing Authority (MA). This proposal is transmitted through a document announcing the call for projects which contains the following information:

- Background of the call for projects
- Identification of priorities and objectives open for the call
- Financial amount granted
- Application and selection calendar
- Relevant guidelines about the application process

The proposal for the call for projects is made by the Managing Authority and is directed to the Monitoring Committee through the Collaborative Communication Platform (PCC). The Monitoring Committee makes a decision in a real or remote meeting, within two weeks.

Once the opening of the call for projects is decided, the Technical Secretariat creates in the Communication

D.01 - FROM APPLICATION TO SELECTION- RULES, CRITERIA AND PROCEDURES

Platform a specific area to manage applications. The relevant information about the process is then added in the area dedicated to the new call for projects. At least the following documents are made available:

- The announcement of the Call for Projects
- The Projects Application Handbook
- The Application Form
- The Installation Guide of the Application Form
- The Guide to fill in the Application Form
- Templates of declarations for the application

Once the new area for the call for applications is available on the Communication Platform, containing the documents described above, a newsletter is automatically sent by e-mail informing of the opening of the call.

B. Application process

Project applications must be presented using the electronic application form. The application form, project applicant's handbook and the other relevant documents are available in the "Call for Projects" domain of the Programme website ().

The Programme website uploading tool provided in the domain "Call for Projects" must be used for the submission of projects. No other method of submission will be allowed.

Applications not submitted through the approved electronic application form on the "Call for Projects" domain of the Programme website will not be considered for selection.

The application form can be filled in using one of the Programme languages (English, Spanish, French or Portuguese). However, as far as possible, the application form should be submitted in the various languages represented within the partnership of the project. At least a summary must be presented in the four languages of the Member States of the Programme.

Applicants are also free, by the deadline for the call, to submit a supporting PDF version of the electronic application form to the JTS if they wish or in case there is any difficulty with the PCC process. However submission of the electronic application through the PCC is mandatory, a sole PDF version of the electronic application form submitted to the programme will not be accepted. If submission through the PCC is successfully completed, the JTS will disregard the PDF version. An e-mail is automatically generated confirming that the application has been received.

The JTS proceeds to technical verifications of the application form, aiming to check:

- Whether the electronic form and all the appendixes are presented in the allowed formats;
- If the electronic form is in perfect condition to be used and it is not damaged;
- The consistency between the identification data of the PCC and the identification data of the application form.
- If that verification is positive, the JTS:
- Considers the application form as ready for the admissibility check, accepting the project submission as

technically valid;

- Notifies the applicant by email about the project application number and other information regarding the evaluation next stage of admissibility and selection checks;
- Provides the National Correspondents with the application form in PDF format, as well as a digital copy of the appendixes, through the PCC or by email.

In order to allow for verifications of eventual situations of applications presented to distinct funding Programmes, the JTS provides the Transnational Programmes that include the OP regions a list of the applications (Project Title, Lead Partner, total cost and ERDF requested).

In cases where the application form is submitted on the deadline and the technical verification check does not allow access to or the opening of the electronic application file, the application is considered invalid and non admissible based on non-compliance with admissibility criterion nº3. If a PDF version of the electronic application has been provided on the dead-line, this version is accepted as a backup proposal, but the JTS will set a very short dead-line for the applicant to provide the electronic version corresponding exactly to the PDF version for the dead-line specified. If this deadline is not met, the application will be considered as invalid.

Applicants are strongly encouraged not to wait until the deadline to submit their projects.

The JTS provides a list of valid and invalid applications (to include project title, lead partner, total cost and ERDF requested) to the NCs in each participating Member State.

Once submitted in the valid format, proposals will undergo an admissibility check as well as an analysis under the appropriate selection criteria (as referred to in the Operational Programme and as detailed in the Project Applicants Handbook). The Monitoring Committee will take a decision on the selection of project applications according to the admissibility and selection reports produced by the Joint Technical Secretariat in collaboration with the National Correspondents of each Member State.

C. Selection process

The selection process is based on the admissibility and assessment criteria analysis made in the basis of JTS guidelines that give convenient instructions.

Projects must comply with the general basic principles of the Atlantic Area Programme as set out in the Operational Programme and in the Project Applicants Handbook.

C.1 Admissibility Check

The JTS is responsible for the admissibility process. The NCs in each Member State are also able to provide information to support this process where required in relation to information applicable to the respective national territory). The appliance of the admissibility criteria is an administrative verification focusing on the minimum requirements that each applicant must have if it is to be considered further in the selection process.

The admissibility check is made in accordance with the established admissibility criteria for the programme set out in the JTS internal document "Verification procedures of the application file and the analysis of admissibility".

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This document establishes the rules that will be followed in analysing the compliance of the application file and in verifying the conditions under which the application is declared admissible or not admissible. It defines also the deadlines and the circumstances by which additional information requested by the JTS is submitted in order for the admissibility process to be completed, on condition that they do not impact on the selection criteria analysis.

Each NC is able to provide the JTS with any relevant information connected to the admissibility process regarding the partners of its country. The NC position is transmitted through the online Programme Website (PCC), within an agreed period (within 4 weeks of the closing of the call for projects).

The JTS will take note of any position on admissibility that the NCs may communicate. However, in the event that the NC does not offer any opinion regarding admissibility, the JTS will complete the process based on the information it has at its disposal.

The JTS will issue an admissibility report which is transmitted to the PMC members for final decision. The decision recorded in the admissibility report, including reasons for non admissibility, will be communicated to the applicant through the PCC.

Once the project is considered as admissible the JTS analyses the application against the selection criteria approved within this third call (as referred to in the Operational Programme and detailed in the Project Applicants Handbook).

If the application is declared as non admissible, it will not be assessed against the selection criteria.

C.2 Admissibility criteria

What are they?

The admissibility criteria are minimum requirements, which an application must respect to be declared admissible. Admissibility criteria allow checking compliance with the administrative requirements of each call, independently of the contents and quality of project applications. They should be answered with a clear yes or no and the answer to those cannot be subject to interpretation.

| Admissibility criteria list | | |
|-----------------------------|---|--------|
| Nº | Criterion | Yes/No |
| 1 | The application was submitted before the closing date through the means established by the Programme. | |
| 2 | The project has not been completed before the date of submission of the application. | |
| 3 | The electronic application form is valid, all compulsory sections are completed and all declarations are submitted, signed and dated | |
| 4 | The Lead partner is an organisation within the eligible programme area. | |
| 5 | The project is transnational (involving cooperating partners from at least two Member States out of the five participating in the programme) and complies with transnational cooperation criteria set out in Article 19 point 1 of EC Regulation 1080/2006 (Cooperate in at least two of the following ways for each operation: joint development, joint implementation, joint staffing and joint financing). | |

C3. Assessment check

Admissible applications will be assessed by the JTS against the set of selection criteria agreed for the call.

The JTS will conduct an assessment and produce a score for each project. This will be supported by JTS comments on the merits or otherwise of each project. A quality assurance check will be undertaken by the JTS to verify the overall consistency of the assessments. This will represent the JTS's final position.

Each of the five main sections and criteria set out in the table below will be individually scored. The JTS will provide comments regarding their analysis of each of the projects against the five main sections. An overall comment highlighting the strengths and weaknesses of each project will also be provided.

In accordance with paragraph 375 of the OP, the National Correspondents shall provide the JTS with all relevant information about constraints resulting from national law, regulations and policies that should be taken into consideration.

The JTS will submit a Selection Report Proposal to PMC members containing the aforementioned information.

C4. Selection criteria

What are they?

The selection criteria are different from admissibility criteria. They aim at assessing the quality of the project and are closely linked to the nature and objectives of the Programme. Selection criteria can be addressed in full or to a certain extent. Selection criteria are split into three groups: cooperation intensity, relevancy of projects and quality of the partnership.

| Code | Content | Weights |
|------------------|---|-----------|
| Section 1 | Intensity and added value of the Transnational Cooperation | 24 |
| 1 | Degree by which the project demonstrates, through relevant information, how the issues and challenges of the project correspond with a common concern or objective across the Member States / regions of the Atlantic Area giving the project a transnational relevancy. | 9 |
| 2 | Degree of innovation of the project in relation to the issues and the development of new processes and/or products. Extent to which the project implements any key lessons learnt from previous engagement and its eventual complementarities with other projects and/or programme of the period 2007-2013. | 6 |
| 3 | Positioning of the project in the four-step scale of ascending cooperation intensity: exchange of experience, transfer of know-how, pooling of a critical mass of means, tackling transnational issue. | 9 |

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| Section 2 | Contribution to the Atlantic Area Strategy and coherence with European and national, regional and local policies | 18 |
| 4 | Clarity of the proposal and rationale of the project in relation to its contribution to the Atlantic Area strategy and to the priority and objective under which it is applying. | 7 |
| 5 | Clarity and rationale of the project in relation to the contribution to a balanced territorial development and the lessening of regional development disparities. | 5 |
| 6 | Fit with the Lisbon Agenda, the Gothenburg Agenda priorities and the relevant European, national, regional or local policies related to the issues tackled by the project | 6 |
| Section 3 | Quality of the working and communication plans and degree of tangibility, transferability and sustainability of project results | 24 |
| 7 | Quality and clarity of the work plan, including the methodology, the balance of the partners' involvement and practicality for delivery against set objectives. | 8 |
| 8 | Relevance, realism, tangibility and value of output and result indicators and their relationship with project objectives. Relevance of the follow-up indicators presented. | 8 |
| 9 | Demonstration of the sustainability strategy to continue the project's activity beyond the funding period including any leverage effects through the involvement of new players, sectors or regions. Relevance, realism of the communication plan to reinforce the sustainability strategy, the leverage effect and to transfer results (knowledge and good practise) more widely within the Atlantic Area (new audience, sectors or geographical areas). | 8 |
| Section 4 | Quality of the partnership organisation and of the management and control system | 16 |
| 10 | Quality of the partnership, in terms of the diversity and nature of the organisations involved and the relevance and capacity to deliver the objectives and the expected results. | 6 |
| 11 | Quality and transparency of the internal organization management and control system, in terms of its clarity and effectiveness. Degree to which the project promotes and allows for knowledge and know –how transfers and exchange of experiences within the partnership. | 5 |
| 12 | Capacity and experience of the Lead Partner to effectively manage and co-ordinate a transnational project and of the other project partners to deliver their element of the work plan. | 5 |
| Section 5 | Consistency and soundness of budget | 18 |
| 13 | Extent to which the overall project budget provides explanations and justification on budget construction and budget lines in relation to the project work plan activities. | 8 |
| 14 | Extent to which the overall project budget is consistent with the work plan and reflects value for money as well as costs in line with market prices. Extent to which the budget lines are respecting the eligibility of expenditures rules. | 6 |

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| 15 | Degree of how the budget reflects the involvement of partners in the working plan, the extent to which it is globally balanced between them and ensures the allocation of resources which is coherent with their financial capacity. | 4 |
| | Total | 100 |

C5. Scoring against selection criteria

A scoring system will be used to rank projects applications. Based on the JTS analysis using the scale below, each project will be allocated a ranking between 0 to 5 for each of the fifteen criteria in the table.

- 0: The criterion cannot be addressed due to missing or incomplete information
- 1: Poor
- 2: Fair
- 3: Good
- 4: Very good
- 5: Excellent

A weighting will be applied as set out in the table, which will result in a final score for each project of between 0 and 500. The table below offers an indicative template for the scoring system to be set out, so applications shall be scored between 0 and 500:

| Code | Content | Scores |
|------------------|---|-------------------|
| Section 1 | Intensity and added value of the Transnational Cooperation | [0 to 120] |
| 1 | Degree by which the project demonstrates, through relevant information, how the issues and challenges of the project correspond with a common concern or objective across the Member States / regions of the Atlantic Area giving the project a transnational relevancy. | [0 to 45] |
| 2 | Degree of innovation of the project in relation to the issues and the development of new processes and/or products. Extent to which the project implements any key lessons learnt from previous engagement and its eventual complementarities with other projects and/or Programme of the period 2007-2013. | [0 to 30] |
| 3 | Positioning of the project in the four-step scale of ascending cooperation intensity: exchange of experience, transfer of know-how, pooling of a critical mass of means, tackling transnational issue. | [0 to 45] |
| Section 2 | Contribution to the Atlantic Area Strategy and coherence with European and national, regional and local policies | [0 to 90] |
| 4 | Clarity of the proposal and rationale of the project in relation to its contribution to the Atlantic Area strategy and to the priority and objective under which it is applying. | [0 to 35] |
| 5 | Clarity and rationale of the project in relation to the contribution to a balanced territorial development and the lessening of regional development disparities. | [0 to 25] |
| 6 | Fit with the Lisbon Agenda, the Gothenburg Agenda priorities and the relevant European, national, regional or local policies related to the issues tackled by the project | [0 to 30] |

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| | | |
|------------------|---|-------------------|
| Section 3 | Quality of the working and communication plans and degree of tangibility, transferability and sustainability of project results | [0 to 120] |
| 7 | Quality and clarity of the work plan, including the methodology, the balance of the partners' involvement and practicality for delivery against set objectives. | [0 to 40] |
| 8 | Relevance, realism, tangibility and value of output and result indicators and their relationship with project objectives. Relevance of the follow-up indicators presented. | [0 to 40] |
| 9 | Demonstration of the sustainability strategy to continue the project's activity beyond the funding period including any leverage effects through the involvement of new players, sectors or regions. Relevance, realism of the communication plan to reinforce the sustainability strategy, the leverage effect and to transfer results (knowledge and good practise) more widely within the Atlantic Area (new audience, sectors or geographical areas). | [0 to 40] |
| Section 4 | Quality of the partnership organisation and of the management and control system | [0 to 80] |
| 10 | Quality of the partnership, in terms of the diversity and nature of the organisations involved and the relevance and capacity to deliver the objectives and the expected results. | [0 to 30] |
| 11 | Quality and transparency of the internal organization management and control system, in terms of its clarity and effectiveness. Degree to which the project promotes and allows for knowledge and know –how transfers and exchange of experiences within the partnership. | [0 to 25] |
| 12 | Capacity and experience of the Lead Partner to effectively manage and co-ordinate a transnational project and of the other project partners to deliver their element of the work plan. | [0 to 25] |
| Section 5 | Consistency and soundness of budget | [0 to 90] |
| 13 | Extent to which the overall project budget provides explanations and justification on budget construction and budget lines in relation to the project work plan activities. | [0 to 40] |
| 14 | Extent to which the overall project budget is consistent with the work plan and reflects value for money as well as costs in line with market prices. Extent to which the budget lines are respecting the eligibility of expenditures rules. | [0 to 30] |
| 15 | Degree of how the budget reflects the involvement of partners in the working plan, the extent to which it is globally balanced between them and ensures the allocation of resources which is coherent with their financial capacity. | [0 to 20] |
| | Overall score | [0 to 500] |

The assessment of projects is conducted by the JTS, on the basis of the selection criteria, as defined by the "Evaluation Guide of Project Applications". This JTS internal document contains the specific guidelines about this process and establishes an evaluation grid of selection criteria, a methodology of elaboration of evaluation comments and procedures to be adopted, which are based on the following principles:

- **Confidentiality:** None of the information regarding the applications submitted or results of the evaluation may be made public outside the mechanisms of circulation of information foreseen.
- **Objectivity, impartiality and equal treatment:** All the applications should be evaluated on the basis of respective content, disregarding the applicant. The evaluator cannot have any type of connection with the proponents of the project.
- **Transparency and clarity:** The process that led to the evaluation results should be clearly described so that they are accessible and comprehensible to the interested parties, including comments written in an explicit and detailed manner.
- **Efficiency and timeliness:** The evaluation process should be made in accordance with the foreseen resources and calendar.

D. The decision process

The JTS will provide the PMC with evaluation reports for each of the projects containing the aforementioned information. Based on its overall analysis of each project, the JTS will propose for each project that it is:

- (a) Recommended for approval;
- (b) Recommended for approval under certain conditions;
- (c) Not recommended for approval.

The approval by the PMC forms the legal basis for decisions on selecting projects for co-financing by the Programme.

In accordance with the functioning rules of the PMC, decisions regarding selection of applications are made by consensus, in accordance with the following modalities:

- Approved
- Approved under conditions
- Not selected for approval

The PMC will make decisions for each project. On making a qualitative judgement on each project and reaching decisions, the PMC will consider the information provided by the JTS, including the score and ranking for each project. The PMC will take account of the allocation for the call and the funds available to the Programme and within each priority.

All the applicants will receive, through the PCC, information about the PMC decision.

For the projects approved under conditions, the applicants will be given a deadline to submit the information requested.

For the projects not selected for approval, the applicants will be informed about the reasons of non approval. This will include an extract of the Selection Report Proposal, which sets out the PMC views about the weaknesses of the project.

In the cases of approved projects, the PMC may also propose to certain applicants the grouping of thematic

projects, with the aim of maximising effective coordination and obtaining synergies between projects that are addressing similar aims and objectives.

A global report taking into account all the steps of the evaluation process including PMC decisions will be made available for each call for project applications.

E. The Contracting Process

The signing of the subsidy contract between the MA and the Lead Partner of the project is the final stage of the process prior to project implementation. This contracting process is lead by the JTS, instructing the selected projects so that they can finalise the information contained in the application form, which forms part of the contract. This process applies to the projects approved or approved with conditions, which must be met before the contracting process can be concluded.

The contracting process is a legal process, which is required so that projects can access ERDF co-financing. It is formalised through a subsidy contract that establishes the rights and obligations of the beneficiaries and the relationship of the project via the Lead Partner with the MA.

An indicative two-month period is established for the conclusion of this procedure. In duly justified cases, the JTS may propose to the MA an extension to the deadline for completion of this process. If the process cannot be concluded within the set deadline, taking into account any agreed extension, the MA is able to propose to the PMC the cancellation of the decision to approve the project and the award of the ERDF grant.

Satisfactory completion of the following is required prior to the signing of the subsidy contract, and consequent start of project implementation:

- Partnership Agreement, duly signed by all the partners;
- Evidence that the match funding, initially foreseen, is effectively available and corresponds to the approved budget;
- As mentioned in paragraph 385 of the OP, any organization that may act as a lead partner must provide sufficient guarantees of its solvency. The solvency of public organizations is assumed, private organizations could be requested to provide information;
- Any conditions attached to approval of the project have been fulfilled within the set deadline;
- Any changes to the application submitted to the PMC has been properly explained and agreed with the JTS in compliance with the document “Rules concerning amendments of financing decisions”;
- The Subsidy Contract must be signed by the Lead Partner and by the Managing Authority.

At the beginning of the implementation period the NCs, in conjunction with the JTS will organise events, workshops and/or individual consultations addressed to Lead Partners and persons responsible for financial management of projects (with a particular focus on aspects related to sound financial management).

D.01 - FROM APPLICATION TO SELECTION- RULES, CRITERIA AND PROCEDURES

| Stages | Organisation responsible | Actions |
|-------------------------|--|---|
| Project preparation | Joint Technical Secretariat National Correspondents | Support to lead partner and other partners in project preparation Oversee eligibility quality Advise on project budget Advise on Letter of Intent |
| Application submission | Lead partner <i>on behalf of project partners</i> | Submit application and its annexes, respecting the modalities fixed by the programme in the announcement |
| Admissibility control | Joint Technical Secretariat <i>supported by National Correspondents in assisting with compliance in the context of national rules</i> | Proceed to admissibility check Inform project applicant about the admissibility criteria gaps, if applicable, and allow a period of two weeks to present the appropriate corrections If within the two weeks the project applicant does not present sufficient elements for the compliancy with admissibility criteria, the project will be considered as not admissible. |
| Selection check | Joint Technical Secretariat | Evaluation of project application on the basis of defined selection criteria, ensuring the principle of independence. Scoring and ranking of projects on a transnational basis. |
| Decision making | Monitoring Committee | Monitoring Committee members agree on final decision: approval, approval under conditions, not selected for approval. In case of approval under conditions, the applicant will be notified about the deadline for submitting the information required. The projects not selected for approval are notified about the decision, an information on the weaknesses of the project is provided. |
| Decision implementation | Joint Technical Secretariat <i>with support from National Correspondents</i> | Provision of further information on Programme procedures Support the consolidation of partnerships If pertinent, identify partnerships working in similar themes and propose the establishment of project groupings to exploit the benefits from synergies. Formulation of subsidy contracts |

D.02 - DOCUMENTATION NECESSARY FOR THE SIGNATURE OF THE SUBSIDY CONTRACT

The Subsidy Contract

The Subsidy Contract is a document of agreement between the MA and the lead partner of the project, which stipulates the rights and obligations of the Lead Partner as main beneficiary of the ERDF support, their partners, as well as the authorities involved in the implementation of the Programme. It will be legal reference document for the implementation of the project.

The Transnational partnership Agreement

The Partnership Agreement commits the Lead Partner and all project partners. It deals, with, the definition of partners' joint objectives, responsibilities and mutual duties, the amount of funding approved per partner, the distribution of resources (financial and human resources).

Evidence of national matching funds

In support of their declarations provided at application stage, some partners may be requested, during the preparation stage of the contract, to provide evidence confirming the effective availability of national matching funds.

E - THE ELECTRONIC APPLICATION FORM

E.01 - HOW TO INSTALL THE ELECTRONIC APPLICATION FORM ?

The application form is available via the programme web site (www.coop-atlantico.com) in the section “Call for projects” / “3rd Call for projects 2011”.

You must proceed as detailed below:

1st Download the zip file “Atlantic Area Application Form 2011v3.exe” from the Atlantic Area website section “Call for projects” (choose the option “save” and select the folder in which you want to save the file);

2nd Click on the executable file to extract the application form “Atlantic Area Application” 2011v3.exe” to a destination folder

3rd The application form runs under Microsoft Access 2007. If you Microsoft Access 2007 don’t have on your PC, please refer to the freeware tool provided by Microsoft that downloadable from:

<http://www.microsoft.com/downloads/details.aspx?familyid=d9ae78d9-9dc6-4b38-9fa6-2c745a175aed&displaylang=en>

Access 2007 Runtime is a rich freeware platform enabling to run Access 2007 applications by which you can run the Atlantic Area application form without a full installation of Access 2007.

E.02 - FILLING IN THE ELECTRONIC APPLICATION FORM : GENERAL PRINCIPLES

The electronic application form is subdivided in 15 sections allowing for the description of the features of your project.

Practical rules to use the application form

To **QUIT** the application form, ALWAYS go back to the home page and click EXIT

To **ACCESS** to a section, click on the number of the corresponding section

To **EXIT** a section, click the top right button of the page

The data recorded in a section are **automatically** saved when you exit the page. It is not necessary to SAVE the data.

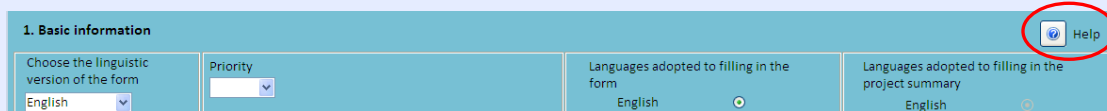
You can fill in the application form in any of the Programme's 4 languages. You can choose more than one language. However, you should fill in all the fields in the chosen language(s).

Note: If you choose more than one language, the linguistic version legally binding will be the one chosen in the form's section 1 as preferred language for receipt of official documents.

E.02 – FILLING IN THE ELECTRONIC APPLICATION FORM : GENERAL PRINCIPLES

For each page, a **HELP** is available.

Help allows you along the application form to access guidance on the section and the different fields you must fill in.



CAUTION

Compulsory fields: All fields are compulsory except the one specified as optional.

You must fill in all the compulsory fields if it is not done the application could be considered as **INADMISSIBLE** against the admissibility criteria n°3, the application will then be considered as incomplete.

“Errors detection” is the automatic control process of potential inconsistencies in the application form. There are three types of inconsistencies:

“**Errors**” –serious inconsistencies that **MUST be solved before the submission of the application form**

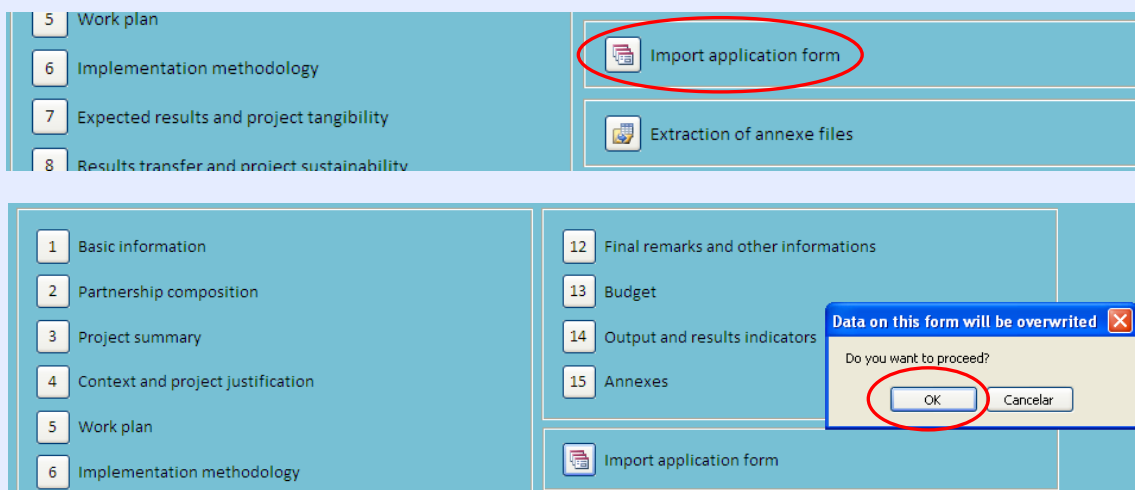
“**Alerts**” – potential inconsistencies that **MUST** be fully read and carefully analysed as they may require the introduction of corrections

“**Observations**” –when some recommendations regarding the preparation of the application form were not observed

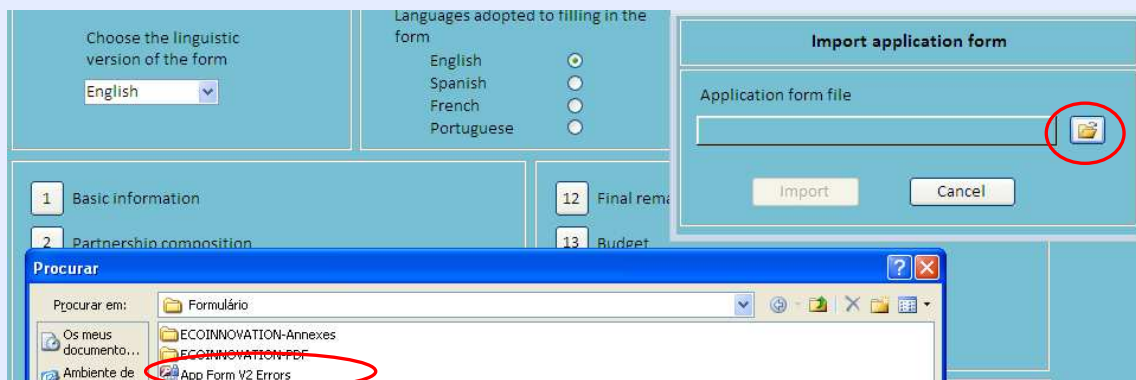
IF YOU HAVE ALREADY APPLIED IN THE PREVIOUS CALL....

If you have already applied in the previous call, you can retrieve the data of the previous application.

This functionality allows you to save time however you must update the data concerning the partners or the budget.



E.02 - FILLING IN THE ELECTRONIC APPLICATION FORM : GENERAL PRINCIPLES



Click on “Import application form”.

Identify the file corresponding to the **LAST VERSION** of the application form submitted within the previous call. Import the data.

Proceed with the necessary adjustments according to the features of the new application.

CAUTION

COPYING / PASTING a text in WORD format towards the application form.

You can **COPY / PASTE** a WORD text using the shortcut functions:

COPY = CTRL C

PASTE = CTRL V

IN ADDITION

An empty line in WORD format once pasted in the application form corresponds to a full line of characters. **Consequently**, the number of characters counted in WORD format is not the same as the one in the application.

TO CANCEL

If you made a **mistake** inputting the data, to go back just click **ESC**

E.03 - SECTION 1: BASIC INFORMATION

The screenshot shows the application form interface. At the top, there is a language selection dropdown set to 'English'. Below this, there are two columns of radio buttons for selecting the language: English, Spanish, French, and Portuguese. The main content area is divided into two columns. The left column contains a list of numbered sections from 1 to 11. Section 1, 'Basic information', is highlighted with a red circle. The right column contains sections 12 to 15: 'Final remarks and other informations', 'Budget', 'Output and results indicators', and 'Annexes'. Below these sections are several functional buttons: 'Import application form', 'Extraction of annexe files', 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'.

Acronym

A form field with a light blue header labeled 'Acronym'. Below the header is a text input field containing the text 'TESTATLANTICAREA'.

Mention here the Acronym of the project (no more than 20 characters without any space)

Title

Mention here the complete title of the project (no more than 100 characters) in the language chosen to fill in the application form

A form with five text input fields for the project title in different languages. The first field is labeled 'Title - English' and contains the text 'Project TEST'. The subsequent fields are labeled 'Title - Spanish', 'Title - French', and 'Title - Portuguese', and are currently empty.

Date

Dates of the start and end of the project defining the period of implementation. Click in the field to access the calendar (dd/mm/yyyy). The duration appears automatically.

| | |
|----------------------|----------------------|
| Start date | <input type="text"/> |
| End date | <input type="text"/> |
| Duration (in months) | <input type="text"/> |

CAUTION**Start date:**

To determine the start date, do not include any period for the preparation of activities.

End Date:

To determine the end date, the applicant must take into account the necessary period, for all the payment to be done before this end date. Only expenses paid before the end date will be considered as eligible (including the payments related to the audit of the expenses included in the final report).

As a consequence, the global duration of the project **must incorporate a period of at least three months after the end of project activities**, for the administrative project closure, in order for the related costs to be eligible.

Projects having started before the deadline date for submission of application must provide specific evidence demonstrating the real added value for the Programme of the potential selection of the project.

Keywords

Choose here three keywords, which better identify your project.

| | |
|---|----------------------|
| Select from the list three keywords which better identify the project | |
| 1º | <input type="text"/> |
| 2º | <input type="text"/> |
| 3º | <input type="text"/> |

Budget summary

Mention here the key figures of the project's budget.

Those amounts must be **consistent** with the budgetary information appearing in **section 13 "Budget"**. The function **"Error detection"** allows the detection of potential discrepancies.

| Budget summary | |
|-------------------------|----------------------|
| Total cost of operation | <input type="text"/> |
| Total eligible cost | <input type="text"/> |
| ERDF requested | <input type="text"/> |
| ERDF financing rate | <input type="text"/> |

Number of partners

Enter the number of partners or associated partners for each country of the Atlantic Area and the other countries represented in the project.

“Atlantic Area regions”: give the number of partners or associate partners **located within the eligible area** of the Atlantic Area programme.

“Non Atlantic EU regions”: give the number of partners or associate partners **located within the European Union BUT outside the eligible area** of the Atlantic Area programme.

“Non EU countries”: give the number of partners or associate partners located in regions or countries **outside the European Union**.

| Number of partners | Partners | Associated partners | Total |
|-------------------------|----------|---------------------|-------|
| Atlantic Area regions | 0 | 0 | 0 |
| Spain | | | |
| France | | | |
| Ireland | | | |
| Portugal | | | |
| United Kingdom | | | |
| Non Atlantic EU regions | | | |
| Non EU countries | | | |
| Total | 0 | 0 | 0 |

Working language

Specify the project working language

| | |
|--------------------------|----------------------|
| Project working Language | <input type="text"/> |
|--------------------------|----------------------|

Language of receipt for official documents

Indicate the language in which you wish to receive the official documents of the project including the possible subsidy contract. If you choose to fill in the application form in more than one language, the legally binding linguistic version will be the one determined in the application form's section 1 as preferred for the receipt of official documents

| | |
|--|----------------------|
| Preferred Language to receive the official documents | <input type="text"/> |
|--|----------------------|

Project based on previous projects supported by the 2000 – 2006 Programme

If your project is based on the results or is connected to previous projects carried out under the programme INTERREG III Atlantic Area 2000-2006:

Tick the box and indicate the title and reference of the project, below,

Limited to 1000 characters

| | | | |
|--|---------|--------|------------|
| <input type="checkbox"/> Project based on previous projects supported by the 2000-2006 Atlantic Area Programme | | | |
| Identification (title and references) of previous projects financed by the 2000-2006 Atlantic Area Programme in which the Project are based on | | | |
| English | Spanish | French | Portuguese |
| | | | |

Project based on previous projects not supported by the 2000 – 2006 Atlantic Area Programme

If your project is based on the results or is linked to other previous projects:

Tick the box and indicate the title and reference, below,

Limited to 1000 characters

| | | | |
|---|---------|--------|------------|
| <input type="checkbox"/> Project based on previous projects not supported by the 2000-2006 Atlantic Area Programme | | | |
| Identification (title and references) of previous projects and of financing lines in which the Project are based on | | | |
| English | Spanish | French | Portuguese |
| | | | |

In this section, describe the organisations included in the partnership.

Use the button, "Select partner" to go through the partners already entered.

The buttons "Add new partner" "Delete partner" allow you to incorporate or delete partners.

Position within the partnership:

Please input :

First the Lead Partner, which is **ALWAYS n° 1**

Secondly the Partners

Thirdly the associate Partners

CAUTION

You **MUST** fill in this section **BEFORE** filling in the section 13-Budget.

You must fill in here the information related to the organisations that are EXTERNAL FUNDERS.

There are several possibilities:

The **external funder** is **also a partner** involved in the implementation of the project and which co-finance one or more partners.

The **external funder** brings a sole co-financing **WITHOUT** any kind of participation. Still, in this case, you **MUST** chose the field “Type of organisation” “Associate Partner”.

However, in the event the project is selected, at the contract establishment stage, it will not be necessary to mention this funder in the Transnational Partnership Agreement.

For details on the associate partner, please refer to sheet C.05 “Partners and associated partners: roles and obligations”.

2. Partnership composition

Nº

Select partner

⏮

⏪

⏩

⏭

Change to the last position

⏮

Add new partner

+

Delete partner

✖

Position in the partnership

Lead partner

Organization (full designation in original language)

Test Lead Partner

Department

Type of organization

Public organism

People at service

21 - 50

Country

United Kingdom

Region

Tax Identification

Legal status

Public

Website

www.test.uk

2. Partnership composition

Nº

Select partner

⏮

⏪

⏩

⏭

Change to the last position

⏮

Add new partner

+

Delete partner

✖

Position in the partnership

Partner of an eligible region

Organization (full designation in original language)

Test Partner

Department

Type of organization

Not for profit organization

People at service

1 - 20

Country

Ireland

Region

Tax Identification

Legal status

Private

Website

www.testpartner.com

Organisation

Indicate the name of the partner organization

Type of organisation

Choose the status of your organization

People at service

Choose the range corresponding to the number of permanent employees in your organization

Tax identification

Include here as appropriate: SIRET, SIREN, NIF,...

E.05 - SECTION 3: PROJECT SUMMARY

The screenshot shows a software interface for filling out an application form. On the left, a vertical list of sections is displayed, each with a numbered icon and a text label. Section 3, 'Project summary', is circled in red. The sections are:

- 1 Basic information
- 2 Partnership composition
- 3 Project summary
- 4 Context and project justification
- 5 Work plan
- 6 Implementation methodology
- 7 Expected results and project tangibility
- 8 Results transfer and project sustainability
- 9 Innovative aspects of the project
- 10 Partnership organization and functioning
- 11 Communication plan
- 12 Final remarks and other informations
- 13 Budget
- 14 Output and results indicators
- 15 Annexes

Below the list, there are several functional buttons with icons:

- Import application form
- Extraction of annexe files
- Error detection
- Print application
- Print blank form
- Help
- Print help notes
- Exit

The brief summary is a short text used for publication. It must be brief and limited to 1500 characters.
Please fill in the brief summary in the four languages of the programme.

The screenshot shows a section titled '3. Project summaries'. Below the title, it says 'Brief summary (completed in the four Programme languages)'. There are four text input areas, each with a label on the left:

- English brief summary
- Spanish brief summary
- French brief summary
- Portuguese brief summary

Write the **summary** of your project in line with chosen language(s)

3. Project summaries
Project: n.d.
Help

Detailed summary

English detailed summary

Spanish detailed summary

The summary must be limited to **15000 characters**:

It will incorporate the following points:

Main objectives and **specific objectives**, their **links** with the Operational Programme

- **Actions** that the project aims to implement (overall structure of the actions, their content and links, chronological summary of implementation);
- **Expected results**(during the project and possibly post project);
- Partnership (Lead Partner, Partners, Associated partners) its **geographical balance**, its **skills**, the partner's **complementarity**, its **internal organisation**,...;
- **Transnational character** in the definition and implementation of its activities, the implementation of its results, in the organization, in the work methodology and partnership;
- **Benefit of the added value of transnational cooperation**, allowing, for example, the resolution of common problems whose solution could not be provided by a simple approach at local, regional or national level;
- The main guidelines of the **communication plan**;
- An **explanation** on the budget and the approach to build up it.

E.06 - SECTION 4: CONTEXT AND JUSTIFICATION

The screenshot shows a software interface for an application form. On the left, a vertical list of sections is displayed, numbered 1 through 11. Section 4, 'Context and project justification', is circled in red. On the right, sections 12 through 15 are listed: 'Final remarks and other informations', 'Budget', 'Output and results indicators', and 'Annexes'. Below these lists are several functional buttons: 'Import application form', 'Extraction of annexe files', 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'.

| | |
|---|---|
| 1 Basic information | 12 Final remarks and other informations |
| 2 Partnership composition | 13 Budget |
| 3 Project summary | 14 Output and results indicators |
| 4 Context and project justification | 15 Annexes |
| 5 Work plan | |
| 6 Implementation methodology | Import application form |
| 7 Expected results and project tangibility | Extraction of annexe files |
| 8 Results transfer and project sustainability | Error detection |
| 9 Innovative aspects of the project | Print application |
| 10 Partnership organization and functioning | Help |
| 11 Communication plan | Print help notes |
| | Print blank form |
| | Exit |

Limited to 20,000 characters

In this section give the following evidence:

- How the project takes into account the overall Programme objectives, priorities and specific objectives (as defined in the Operational Programme)?
- Demonstrate the complementarities or the link with other actions implemented at local, regional or national level, as well as the compatibility with national and community policies (Selection Criteria 6).
- Provide data and information allowing a panorama of the issues the project is dealing with at the scale of the Atlantic area or for the regions involved in the project.

This information will support the demonstration on the transnational dimension and the relevance of the issue the project is dealing with (Selection Criteria 1).

You must also explain the state of the art of the issues the project is dealing with, in general and for the regions involved in the project (Selection Criteria 1).

Explain why the project contributes:

- To the strategy of the programme and fits with the objective and the priority chosen (Selection Criteria 4)
- To the territorial balance of the Atlantic Area and the cohesion policy (Selection Criteria 5)
- To the lessening of regional development disparities taking into account the employment and social cohesion issues (Selection Criteria 5).

Explain how the project purpose addresses issues having a transnational scope (Selection Criteria 1)

Explain the link of the project with other projects and actions at local, regional, national or European level. How

is the project unique and what is its added value in comparison with previous projects (Selection Criteria 2).

Describe the project's coherence and contribution in relation to:

- The Lisbon and Gothenburg Agendas (Selection Criteria 6)
- Other European policies (Maritime integrated policy for example) (Selection Criteria 6)
- Equal opportunities policy (Selection Criteria 6)
- Other relevant national, regional and local policies (Selection Criteria 6)

The screenshot shows a software interface for filling out an application form. On the left, there is a vertical list of 15 numbered sections. Section 5, 'Work plan', is highlighted with a red circle. On the right, there is a grid of buttons for various functions. The top row contains buttons for sections 12 through 15. Below these are buttons for 'Import application form' and 'Extraction of annexe files'. The bottom section contains a 2x2 grid of buttons: 'Error detection', 'Help', 'Print application', 'Print help notes', 'Print blank form', and 'Exit'.

| | |
|---|---|
| 1 Basic information | 12 Final remarks and other informations |
| 2 Partnership composition | 13 Budget |
| 3 Project summary | 14 Output and results indicators |
| 4 Context and project justification | 15 Annexes |
| 5 Work plan | Import application form |
| 6 Implementation methodology | Extraction of annexe files |
| 7 Expected results and project tangibility | Error detection |
| 8 Results transfer and project sustainability | Help |
| 9 Innovative aspects of the project | Print application |
| 10 Partnership organization and functioning | Print help notes |
| 11 Communication plan | Print blank form |
| | Exit |

CAUTION

You **MUST** fill in this section 5 **BEFORE** to filling in the section 13 Budget.

If the project foresees “**Preparation Activities**” they must fall under Activity 1 and be called “Preparation Activities”.

All activities to be co-financed must be integrated in the work plan, consequently communication activities must be either split between different operational activities or appear as a separate activity with its own heading. However, a detailed description of communication activities is requested in the **section 11** “Communication plan”.

This section allows you to describe the overall work plan by Activities (one Activity is consist of one or several actions).

In addition to this section you will be able to present the complete project description in the following sections:

- Implementation methodology
- Expected results and project tangibility
- Results transfer and project sustainability
- Innovative aspects of the project

To **add** a new activity, click on "Add new activity"

To **delete** an activity, click on "Delete activity"

To **move** through activities already entered click on the button "Select Activity"

Title of the activity

Indicate HERE the full title of the Activity (no more than 100 characters).

| Activity title | |
|----------------|----------------------|
| English | <input type="text"/> |
| Spanish | <input type="text"/> |
| French | <input type="text"/> |
| Portuguese | <input type="text"/> |

Start date of the activity

It corresponds to the date on which the Activity begins.

The start date may not be before the start date of the project.

Except for preparation activities.,

End date of the activity

It corresponds to the date on which the activity ends.

| | |
|----------------------|----------------------|
| Start date | <input type="text"/> |
| End date | <input type="text"/> |
| Duration (in months) | <input type="text"/> |

Responsible Partner

Select from the drop-down list the partner responsible for the implementation of the Activity you are describing. The corresponding Number appears.

| Start date | Responsible partner | Partners involved |
|---|--------------------------------|--------------------------------|
| 04/01/2010 | <input type="text" value="5"/> | <input type="text" value="1"/> |
| <div> <div>1</div> <div>Test Lead Partner</div> </div> <div> <div>2</div> <div>Test Partner nº 2</div> </div> <div> <div>3</div> <div>Test Partner nº3</div> </div> <div> <div>4</div> <div>Test Partner nº4</div> </div> | | |

Partners involved

Select from the drop-down list the partners involved in the implementation of the activity you are describing. Their Nb. appears.

| Start date | Responsible partner | Partners involved |
|---|--------------------------------|--------------------------------|
| 04/01/2010 | <input type="text" value="5"/> | <input type="text" value="1"/> |
| <div> <div>1</div> <div>Test Lead Partner</div> </div> <div> <div>2</div> <div>Test Partner nº 2</div> </div> <div> <div>3</div> <div>Test Partner nº3</div> </div> <div> <div>4</div> <div>Test Partner nº4</div> </div> | | |

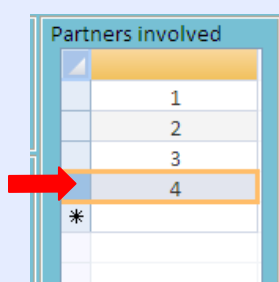
How to **DELETE** a partner involved?

In the example below, you want to delete the partner nº4.

Select the partner you want to delete,

The partner appears in bold.

Click the “Delete” on your keyboard.

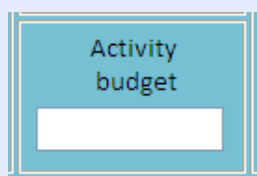


| Partners involved | |
|-------------------|---|
| | 1 |
| | 2 |
| | 3 |
| | 4 |
| * | |

A confirmation message appears, it is up to you to confirm or cancel.

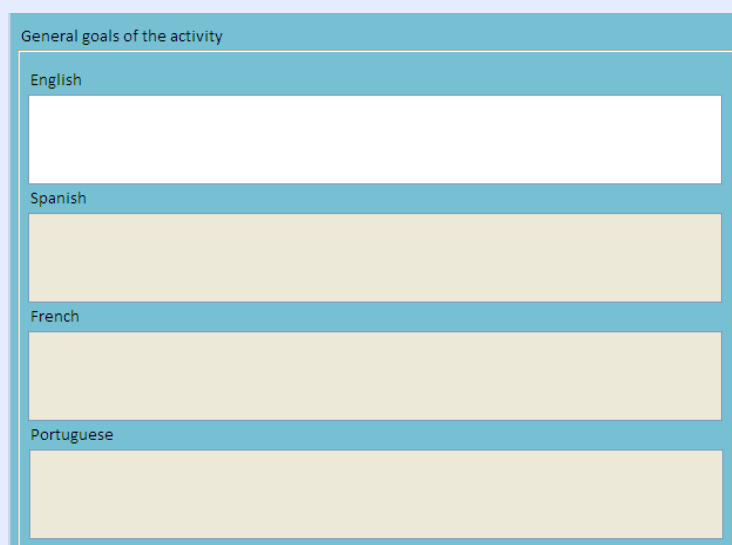
Activity budget

Mention here the budget of the activity you are describing



General goals of the activity

Describe the general goals of the activity that you input. **Limited to 1000 characters**



Actions

Each activity is divided into one or more actions.

To **add** an Action, then click on "Add new action"

To **delete** an Action, then click on "Delete action"

To **move** through the actions of the Activity already entered click on the buttons "Select an Action"

Describe the nature of the action in the description field below.

Limited to 1000 characters

| Actions related to the activity | | | |
|---|---|--|--|
| <div> <div>Action Nº 1</div> <div> <div>Select action</div> <div> <div>⏮</div> <div>⏪</div> <div>⏩</div> <div>⏭</div> </div> </div> </div> <div> <div>Add new action</div> <div> <div>+</div> </div> </div> <div> <div>Delete action</div> <div> <div>✖</div> </div> </div> | <div>English</div> <div></div> <div>Spanish</div> <div></div> <div>French</div> <div></div> <div>Portuguese</div> <div></div> | | |

Partners responsibilities

Limited to 1000 characters

Describe briefly the tasks for:

The partner responsible for the activity

The partners involved in the activity

| Partners responsibilities | | | |
|---------------------------|---------|--------|------------|
| English | Spanish | French | Portuguese |
| | | | |

Expected results

Limited to 1000 characters

Describe the expected results for the activity

| Expected results | | | |
|------------------|---------|--------|------------|
| English | Spanish | French | Portuguese |
| | | | |

Follow-up indicators

Limited to 1000 characters

Mention the follow-up indicators selected to measure the implementation of the Activity

These indicators are quality indicators, different from the ones used in the section 14 “Indicators”. Here you should describe the selected means to evaluate how the activity is performing in relation plans.

| Follow-up indicators | | | |
|----------------------|---------|--------|------------|
| English | Spanish | French | Portuguese |
| | | | |

Communication

Limited to 1000 characters

For each activity mention briefly what are the communication activities foreseen.

| Communication activities | | | |
|--------------------------|---------|--------|------------|
| English | Spanish | French | Portuguese |
| | | | |

| | |
|---|---|
| 1 Basic information | 12 Final remarks and other informations |
| 2 Partnership composition | 13 Budget |
| 3 Project summary | 14 Output and results indicators |
| 4 Context and project justification | 15 Annexes |
| 5 Work plan | |
| 6 Implementation methodology | Import application form |
| 7 Expected results and project tangibility | Extraction of annexe files |
| 8 Results transfer and project sustainability | Error detection |
| 9 Innovative aspects of the project | Print application |
| 10 Partnership organization and functioning | Print blank form |
| 11 Communication plan | Help |
| | Print help notes |
| | Exit |

In this section, you will explain the rationale and relevance of the project through a clear description of the project objectives: general and specific objectives.

You will explain the structure and methodology of the implementation allowing to achieve the objectives. You will explain how the implementation methodology caters for the pooling of common means to address common objectives. **(Selection Criteria 7)**

Limited to 20000 characters

6. Implementation methodology

Project: n.d. Help

English

The screenshot shows a web-based application form interface. At the top, there are language selection dropdowns for 'English', 'Spanish', 'French', and 'Portuguese'. Below this is a list of 15 numbered sections: 1 Basic information, 2 Partnership composition, 3 Project summary, 4 Context and project justification, 5 Work plan, 6 Implementation methodology, 7 Expected results and project tangibility (highlighted with a red oval), 8 Results transfer and project sustainability, 9 Innovative aspects of the project, 10 Partnership organization and functioning, 11 Communication plan, 12 Final remarks and other informations, 13 Budget, 14 Output and results indicators, and 15 Annexes. To the right of the list, there are buttons for 'Import application form', 'Extraction of annexe files', 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'.

Describe the expected results of the project including information on their degree of tangibility (**Selection Criteria 8**).

Within the Atlantic Area programme 2007 – 2013, an important aspect is the achievement of tangible results, relevant at transnational level, bringing a common benefit for all the partnership.

Projects limited to studies and exchanges of experience must be avoided.

Concrete outputs are essential to ensure a satisfactory tangibility of the project. You must achieved tangible benefits, or at least follow a realistic and viable work plan in order to implement the results of the project.

In addition, project tangibility will be more efficient via an adequate monitoring and a communication plan.

Results can be described in the short, medium or long term, please specify when applicable.

Limited to 20000 characters

The screenshot shows the '7. Expected results and project tangibility' section of the application form. It includes a language dropdown set to 'English', a 'Project: n.d.' label, and a 'Help' button. Below this is a large, empty text input area for describing the expected results.

The screenshot shows a software interface for an application form. On the left, there is a vertical list of 15 numbered sections: 1 Basic information, 2 Partnership composition, 3 Project summary, 4 Context and project justification, 5 Work plan, 6 Implementation methodology, 7 Expected results and project tangibility, 8 Results transfer and project sustainability (circled in red), 9 Innovative aspects of the project, 10 Partnership organization and functioning, 11 Communication plan, 12 Final remarks and other informations, 13 Budget, 14 Output and results indicators, and 15 Annexes. On the right, there are several buttons and options: 'Import application form', 'Extraction of annexe files', 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'.

Describe the knowledge and results transfer existing within the partnership and outwards. **(Selection Criteria 11)**

Mention the mechanisms or the features of the work plan allowing to ensure or to reinforce the project sustainability, that is, its capacity to become self-sufficient in terms of activity and results, following the European support. **(Selection Criteria 9)**

You will mention and explain the potential leverage effect of the project leading to the involvement of new players, new audiences, sectors or regions. **(Selection Criteria 9)**

Limited to 20000 characters

The screenshot shows the '7. Expected results and project tangibility' section of the application form. It features a large text input area for writing the response. The interface includes a header bar with the section title, a language dropdown set to 'English', and a 'Project: n.d.' label. A 'Help' button is visible in the top right corner.

Knowledge transfer is an integral part of the project, facilitating the transfer of solutions addressing economic development applicable to partners from other regions or countries.

It is important for projects to achieve sustainable results to the benefit of a wide range of stakeholders of the Atlantic Area. This implies making project results sustainable.

To achieve sustainable results, projects must adopt a long term approach for their objectives and strive to carry out activities and develop internal ways of getting organised in order to raise interest of or get support from existing systems and organisations at national, regional or local level.

Project dissemination of results is another element of sustainability. Partners must ensure that results are widely disseminated towards the relevant sectors, towards public organisations and stakeholders at European and other levels.

The targeted audiences must be carefully identified according to a realistic schedule which must be clearly described in the project section communication.

It is also important for approaches and methodologies for dissemination to have a driving capacity and to be potentially applicable in each of the Member States or regions involved.

E.11 - SECTION 9: INNOVATIVE ASPECTS OF THE PROJECT

The screenshot displays a software interface for an application form. On the left, a vertical list of 15 numbered menu items is shown. Item 9, 'Innovative aspects of the project', is circled in red. To the right of this list, there are several functional buttons and sections. The top right section contains items 12 through 15: 'Final remarks and other informations', 'Budget', 'Output and results indicators', and 'Annexes'. Below these are buttons for 'Import application form' and 'Extraction of annexe files'. At the bottom right, there are buttons for 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'.

| | |
|---|---|
| 1 Basic information | 12 Final remarks and other informations |
| 2 Partnership composition | 13 Budget |
| 3 Project summary | 14 Output and results indicators |
| 4 Context and project justification | 15 Annexes |
| 5 Work plan | |
| 6 Implementation methodology | Import application form |
| 7 Expected results and project tangibility | |
| 8 Results transfer and project sustainability | Extraction of annexe files |
| 9 Innovative aspects of the project | |
| 10 Partnership organization and functioning | Error detection |
| 11 Communication plan | Print application |
| | Print blank form |
| | Help |
| | Print help notes |
| | Exit |

Limited to 20000 characters

Describe the innovative character of the project, regarding the issues as well as the implementation processes or the expected results. It will be important for the applicant to stress the characteristics of the project that are innovative in comparison to the state-of-the-art..

The project will also mention the potential lessons from the participation to previous projects allowing a more efficient implementation of the project proposed.

(Selection Criteria 2)

This screenshot shows the specific form field for '9. Innovative aspects of the project'. The title bar of the window reads '9. Innovative aspects of the project' and 'Project: n.d.'. There is a 'Help' button in the top right corner. Below the title bar, the text 'English' is displayed above a large, empty white rectangular area intended for the user's input.

The screenshot shows a software interface for an application form. On the left, there is a vertical list of 11 numbered sections. Section 10, 'Partnership organization and functioning', is highlighted with a red oval. On the right, there is a grid of buttons for various functions: 'Import application form', 'Extraction of annexe files', 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'. The top right of the interface shows 'Final remarks and other informations', 'Budget', 'Output and results indicators', and 'Annexes'.

Limited to 20000 characters

Describe the work methodology (**Selection Criteria 11**)

- The internal organisation of the partnership, in particular the co-ordination and management structure.
- The internal management system: Project Monitoring Committee, frequency of meetings, exchange of information and other internal work tools.

Describe the system for the monitoring and assessment of results and the mechanisms to collect information from the indicators used (**Selection Criteria 11**).

Describe how the partnership integrates different sectors (Horizontal perspective), and levels (vertical perspectives) and ensure a balanced geographic distribution. Explain the diversity of the partnership in terms of the diversity and nature of the organisations involved, as well as their relevance and capacity to deliver the objectives and the expected results (**Selection Criteria 10**).

The screenshot shows the '10. Partnership organization and functioning' section of the application form. It features a header with the title and a 'Project: n.d.' label. Below the header, there is a table with four columns for different languages: English, Spanish, French, and Portuguese. The English column is currently active, showing a text input area. The other columns are empty.

Limited to 20000 characters

Core business activity of the partner organisation

Briefly describe the core activities of the partner outside the context of the project.

| Partners | | | |
|----------------|-------------------|--|--|
| Nº 1 | Test Lead Partner | | |
| | United Kingdom | | |
| Select partner | | | |

| Core business activities of the partner organization | | | |
|--|---------|--------|------------|
| English | Spanish | French | Portuguese |
| | | | |

Limited to 1000 characters

Partner skills related to the project implementation

Describe the capacity and skills of the partners to carry out their activities within the work plan. Stress the potential added value of the skills in relation to the achievement of their tasks.

| Partner skills related to the project implementation | | | |
|--|---------|--------|------------|
| English | Spanish | French | Portuguese |
| | | | |

Limited to 1000 characters

Transnational experience of the partner

Describe the transnational experience that the partner in terms of participation and / or management of transnational projects. Indicate the programmes or projects in which the partner has participated.

| Transnational experience of the partner | | | |
|---|---|--------|------------|
| English | Spanish | French | Portuguese |
| | El SGI ha ejecutado varios proyectos de ámbito europeo. | | |

Limited to 1000 characters

The added value of the partner participation within the work plan

You will mention in which way the participation of this partners to the activity is particularly adapted.

| Added value of partner participation in the work plan | | | |
|---|---------|--------|------------|
| English | Spanish | French | Portuguese |
| | | | |

Limited to 1000 characters

E.13 - SECTION 11 : COMMUNICATION PLAN

The screenshot shows a menu of application form sections. On the left, sections 1 through 11 are listed vertically. Section 11, 'Communication plan', is circled in red. On the right, sections 12 through 15 are listed. Below these are buttons for 'Import application form', 'Extraction of annexe files', 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'.

General description of the communication plan and of the dissemination of project result (Selection Criteria 9)

The applicant will describe the strategy and organisation of the communication plan, how the latter contributes to the transferability of project results, i.e. transfer of knowledge and best practices in all the Atlantic Area and beyond it.

The description must be consistent with the communication activity described in the work plan in section 5. You will detail here some elements, in particular the target audiences and the specific tools to reach them.

The screenshot shows the '11. Communication plan' form. It has a title bar with 'Project: TESTATLANTICAREA' and a 'Help' button. Below the title bar is a table with the following structure:

| General description of the communication plan and of the project results dissemination | | | |
|--|---------|--------|------------|
| English | Spanish | French | Portuguese |
| | | | |

Limited to 20000 characters

To add or delete an Activity for communication or move through them click on the relevant buttons

The screenshot shows a toolbar for managing communication activities. It includes a 'Communication activity n°' field with the value '1'. To the right are buttons for 'Select activity' (with left and right arrow icons), 'Add new activity' (with a plus icon), and 'Delete activity' (with a minus icon).

Dates

Mention the start and the end date of the Activity for communication. The duration is automatically filled in.

| | | |
|----------------------|----------------------|----------------------|
| Start date | End date | Duration (in months) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Allocated budget

Mention the budget assigned to the Activity for communication (this amount should be coherent with the information in the section 13)

| |
|----------------------|
| Allocated budget |
| <input type="text"/> |

Title of Activity

Mention the title of the Activity (**no more than 100 characters**)

| Activity title | | | |
|----------------------|----------------------|----------------------|----------------------|
| English | Spanish | French | Portuguese |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Target Audience

Describe the target audience for communication Activity

| Target audience | | | |
|----------------------|----------------------|----------------------|----------------------|
| English | Spanish | French | Portuguese |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Limited to 1000 characters

Description of the actions implemented within the activity

| Description of actions to be implemented within the activity | | | |
|--|----------------------|----------------------|----------------------|
| English | Spanish | French | Portuguese |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Limited to 1000 characters

Partner responsible for the activity and partners involved

| Partner responsible for the activity and other partners involved | | | |
|--|---------|--------|------------|
| English | Spanish | French | Portuguese |
| | | | |

Limited to 1000 characters

Follow up indicators and control of the activity

| Follow-up and control indicators of the activity | | | |
|--|---------|--------|------------|
| English | Spanish | French | Portuguese |
| | | | |

Limited to 1000 characters

Not all Projects have communication skills in the partnership,. Even if resorting to a service provider is possible, it is useful to address a number of issues when preparing the application.

Which target audiences the project wants to reach?

The issues the project is dealing with affect several target audiences, Each one may involve different numbers of persons and have characteristics requesting specific approaches, this must be considered. The general public as a target of the communication plan must request a specific approach.

Which messages, for which target audiences, through which communication tools?

It is important to determine one or several messages specific to the identified target audiences, as some of them may be more sensitive to some communication tools. As far as it is possible, some events require differentiated or complementary tools.

These elements must be taken into account during the setting up of the communication plan.

Is the communication strategy working?

It is difficult to build up a communication strategy as it is strongly dependent on the nature of the results achieved and the general background which may give the possibility for the transmitted messages to be more or less efficient. As a consequence it is important to determine follow up indicators allowing to check the efficiency of the approach and potentially alter the initial guidelines.

E.14 - SECTION 12: FINAL REMARKS AND OTHER INFORMATION

A screenshot of the application form menu. It features a list of 15 numbered items on the left and a set of utility buttons on the right. Item 12, 'Final remarks and other informations', is circled in red. The utility buttons include 'Import application form', 'Extraction of annexe files', 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'.

| | |
|---|---|
| 1 Basic information | 12 Final remarks and other informations |
| 2 Partnership composition | 13 Budget |
| 3 Project summary | 14 Output and results indicators |
| 4 Context and project justification | 15 Annexes |
| 5 Work plan | |
| 6 Implementation methodology | Import application form |
| 7 Expected results and project tangibility | Extraction of annexe files |
| 8 Results transfer and project sustainability | Error detection |
| 9 Innovative aspects of the project | Print application |
| 10 Partnership organization and functioning | Print blank form |
| 11 Communication plan | Help |
| | Print help notes |
| | Exit |

Mention any additional information you consider necessary not previously recorded in other sections.

A screenshot of the '12. Final remarks and other informations' form. The form has a header bar with the title '12. Final remarks and other informations', the project name 'Project: TESTATLANTICAREA', and a 'Help' button. Below the header, there are two text input areas, one for 'English' and one for 'Spanish'. The 'English' area is currently active and contains a large, empty text box.

Limited to 5000 characters

| | |
|---|---|
| 1 Basic information | 12 Final remarks and other informations |
| 2 Partnership composition | 13 Budget |
| 3 Project summary | 14 Output and results indicators |
| 4 Context and project justification | 15 Annexes |
| 5 Work plan | |
| 6 Implementation methodology | Import application form |
| 7 Expected results and project tangibility | Extraction of annexe files |
| 8 Results transfer and project sustainability | Error detection |
| 9 Innovative aspects of the project | Print application |
| 10 Partnership organization and functioning | Print blank form |
| 11 Communication plan | Help |
| | Print help notes |
| | Exit |

The electronic form is not a tool for building up the budget; it only allows you to enter the data for the project budget.

It is therefore advisable to proceed with the building up of the budget by using other tools.

You must FIRST insert all the information of section 5 Work Plan, in order to be able to input the budget information in this section.

This page is divided into **four** parts

. The part "**Insert budget data**", including:

A "External funders"

B "Financing resources"

C "Budget: expenditures"

13. Budget

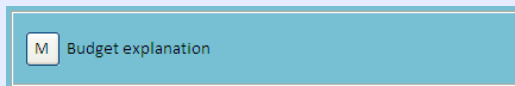
Insertion of budgetary data

A External funders

B Financing resources

C Budget - Expenditures

. The part "**Budget explanation**"



. The part "**Financial resources synthesis**", including:

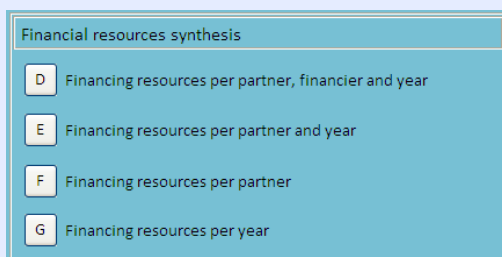
D "Financing resources per partner, funder and year"

E "Financing resources per partner and year"

F "Financing resources per partner"

G "Financing resources per year"

All the synthesis tables can be exported in Excell format



. The part "**Expenditures synthesis**", including:

H "Expenditures per partner and year"

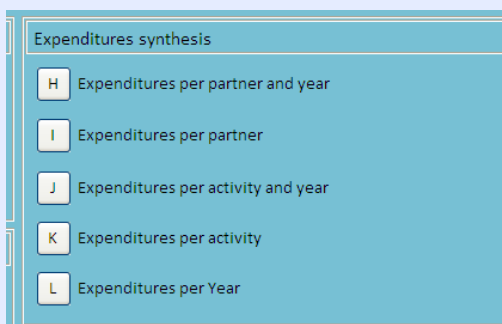
I "Expenditures per partner"

J "Expenditures per activity and year"

K "Expenditures per activity"

L "Expenditures per year"

All the synthesis tables are exportable in Excell format



13-A. External funders

| 13-A. External financiers | | | Delete financier | Project: TESTATLANTICAREA | Help |
|---------------------------|----------------------|--------------------------------------|------------------|---------------------------|------|
| Financier | Financed partner | Reference of the commitment document | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |

Refer to section 2 “Members of the Partnership” for the input of the information concerning the external funder.

In the column "**Funder**" choose in the scroll list the relevant funder

| 13-A. External financiers | | | Delete financier | Project: TESTATLANTICAREA | Help |
|---------------------------|----------------------|--------------------------------------|------------------|---------------------------|------|
| Financier | Financed partner | Reference of the commitment document | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| 1 | Test Lead Partner | | | | |
| 2 | Test Partner nº 2 | | | | |
| 3 | Test Partner nº3 | | | | |
| 4 | Test Partner nº4 | | | | |

In the column "**Financed partner**" choose the partner who receives funding

| 13-A. External financiers | | | Delete financier | Project: TESTATLANTICAREA | Help |
|---------------------------|----------------------|--------------------------------------|------------------|---------------------------|------|
| Financier | Financed partner | Reference of the commitment document | | | |
| 2 | <input type="text"/> | <input type="text"/> | | | |
| <input type="text"/> | 1 Test Lead Partner | | | | |
| | 2 Test Partner nº 2 | | | | |
| | 3 Test Partner nº3 | | | | |
| | 4 Test Partner nº4 | | | | |

In the column headed "**Reference of commitment document**" indicate what is the document and / or decision which supports the financial contribution provided by the external financier. **Limited to 255 characters**

In the table external funder, you cannot integrate partners self-financing, therefore, the name that appears in the columns “Funder” and “Financed partner” are **ALWAYS** different.

13-B. Financing resources

| Partner | xxxx | | Select partner | Close |
|---------|----------------------|----------------------|--|-------|
| Nº 1 | <input type="text"/> | <input type="text"/> | Calculation of ERDF and self-financing | Help |

At the top, the information relating to partners or associated partners are accessible.

You can move through the partners by clicking on "Select partner".

Automatic ERDF calculation and self-financing

To use this option, you must first insert the expenses (section 13-C).

Resources calculated in this way can be adjusted on a case by case basis.

For **each partner** entered per **year**:

- ERDF Financing
- "Self financing" provided by the partner itself
- The potential "external financier" (if PREVIOUSLY you define on it in the table 13 A «External Financers»).
- The potential complementary funds provided by the European Investment Bank
- The potential complementary funds provided by the revenues generated by the project
- The potential complementary funds provided by other funds external to the co-financing

| 13-B. Financing resources | | Project: TESTATLANTICAREA |
|--|---|---------------------------|
| Total financing resources of partner 1 | | 100 000,00 € |
| Year | Financing source | € |
| 2008 | ERDF financing | 8 775,00 € |
| 2008 | Self-financing | 4 725,00 € |
| 2008 | Complementary funds: European Investment Bank | |
| 2008 | Complementary funds: revenues generated by the project | |
| 2008 | Complementary funds: other non co-financing funds funds | |
| 2009 | ERDF financing | 29 543,00 € |
| 2009 | Self-financing | 15 907,00 € |
| 2009 | Complementary funds: European Investment Bank | |
| 2009 | Complementary funds: revenues generated by the project | |
| 2009 | Complementary funds: other non co-financing funds funds | |
| 2010 | ERDF financing | 26 682,00 € |
| 2010 | Self-financing | 14 368,00 € |
| 2010 | Complementary funds: European Investment Bank | |
| 2010 | Complementary funds: revenues generated by the project | |
| 2010 | Complementary funds: other non co-financing funds funds | |

By default, the name of the organisation "External Funder" appears for all the years the partner is involved in the activity. Only Fill in the years for which the external financing is available or expected.

The amount generated by the project are considered as **revenues** and deducted to the eligible total cost, according to the conditions mentioned in Art. 55 of the Regulation 1083 / 2006 revised by the Regulation 1341 / 2008. (Cf sheet C.07 "Financial Management: eligibility of expenditures").

The "**Complementary Financings**" are funds that are considered not to be part of the national matching funds on the basis of which the ERDF is calculated.

An Excel export is available for all Financing Resources.

13-C. Budget – Expenditures

At the top, the information relating to partners or associated partners are accessible.

You can move through the partners by clicking on “Select partner”.

The **partner** involved appears, the **Activity** in which this partner is involved as you entered in the section 5 “Work Plan”.

Once the data input, the button Σ allows you, for each partner and activity to add the amounts and to check that the total is exact according to your budget.

CAUTION

All activities and all years are not displayed on the screen. To make it displayed scroll using the vertical tool bar on the right.

For each activity:

- Entered expenditure broken down by type of expenditure.
- In the column "Explanatory Note" you MUST add an explanatory comment about the expenditure. Limit of 255 characters

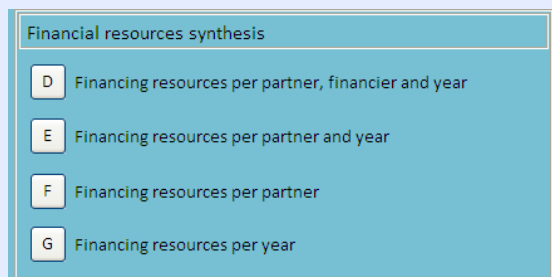
Once you have input all expenditures for the Activity in which a partner is involved, to the next partner.

13-M. Budget explanation

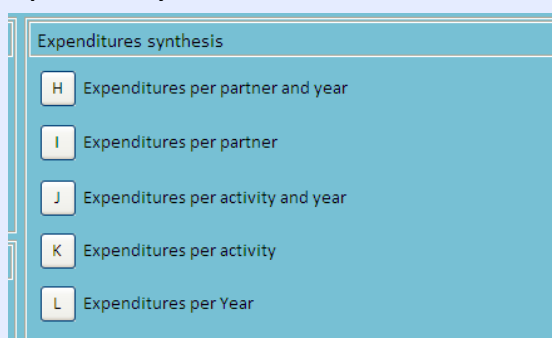
Limited to 25000 characters

In this section The applicant **MUST** give explanation on each of the budget lines,give details on:

- The calculation method for certain budget headings and the justification related to the rules of eligibility
- Provide information on the compliance with the market prices and value for money of the expenditures foreseen to implement the work plan and achieve the expected results.
- Provide information on the partners capacity to mobilise and manage resources through cofinancing or the self-financing
- If necessary mention the justification of potential joint expenditure, the calculation method and the distribution rules between the partners (cf Sheet C.07 “Financial Management: eligible expenditure”.
- In the event of purchase of and it is important to check the availability of all the related administrative documentation and authorisations.

Financial resources synthesis

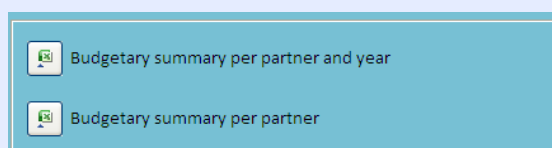
The four tables are available automatically. The data are available in absolute terms or in percentage, clicking on the button (€ and C%). Exports are also available for all the tables.

Expenditure synthesis

The five tables are available automatically. The data are available in absolute terms or in percentage, clicking on the button (€ and C%). Exports are also available for all the tables.

Excel export

Two Excel exports are available once input the data related to the project budget.



| | |
|---|---|
| 1 Basic information | 12 Final remarks and other informations |
| 2 Partnership composition | 13 Budget |
| 3 Project summary | 14 Output and results indicators |
| 4 Context and project justification | 15 Annexes |
| 5 Work plan | |
| 6 Implementation methodology | Import application form |
| 7 Expected results and project tangibility | Extraction of annexe files |
| 8 Results transfer and project sustainability | Error detection |
| 9 Innovative aspects of the project | Print application |
| 10 Partnership organization and functioning | Print blank form |
| 11 Communication plan | Help |
| | Print help notes |
| | Exit |

Section Indicators contains 17 screens for the output indicators and result indicators.

Output indicators: refer to the activities implemented and their impacts in measurable physical achievements. Output indicators are presented in 9 screens.

Result indicators: refer to the immediate effects of the actions of the project on beneficiaries covered by the action. Result indicators are presented in 8 screens

Partnership members

This screen lists the types of organisation in partnership. It aims to summarise the partnership members by "type of organization".

14. Output and results indicators

Select indicator [Navigation icons] Project: TESTATLANTICAREA [Help icon]

Type: Group of indicators

Output: Partnership composition

| Nº | Indicator | Unity | Target |
|----|--------------------------------------|--------|--------|
| 1 | National authorities | Number | |
| 2 | Regional authorities | Number | 1 |
| 3 | Local authorities | Number | 0 |
| 4 | Public agencies | Number | 0 |
| 5 | Public enterprises | Number | 0 |
| 6 | Universities and research centers | Number | 0 |
| 7 | Education and training centers | Number | 0 |
| 8 | Cross-border or transnational bodies | Number | 0 |
| 9 | Other not for profit organizations | Number | 7 |
| 10 | Private enterprises | Number | 0 |

Full time equivalent jobs created by the project

Identify, at this stage, full-time equivalent jobs created within the project

14. Output and results indicators

Select indicator [Navigation buttons] Project: TESTATLANTICAREA [Help]

Próximo registro

Type Group of indicators

Output Full-time equivalent jobs created within the project

| Nº | Indicator | Unity | Target |
|----|-----------------|--------|--------|
| 11 | Filled by women | Number | 14 |
| 12 | Filled by men | Number | 6 |

Project Investment

Identify, at this stage, investment made by the project (the investment made by the project is at least the total of budgeted expenditures).

14. Output and results indicators

Select indicator [Navigation buttons] Project: TESTATLANTICAREA [Help]

Próximo registro

Type Group of indicators

Output Project Investment


| Nº | Indicator | Unity | Target |
|----|--------------------------------|-------|--------|
| 13 | Investment made by the project | € | |


Participation in transnational events/meetings organised by the project

Identify, at this stage, the participation in transnational events/meetings organised by the project per target-target.

E.16 - SECTION 14 : OUTPUT AND RESULTS INDICATORS

14. Output and results indicators

Select indicator 

Project: TESTATLANTICAREA  Help

Type Group of indicators

Output Participation in transnational events/meetings organised by the project

| Nº | Indicator | Unity | Target |
|----|--|--------|--------|
| 14 | Attendee women | Number | |
| 15 | Attendee men | Number | |
| 16 | National authorities represented (by one or more participants) | Number | |
| 17 | Regional authorities represented (by one or more participants) | Number | |
| 18 | Local authorities represented (by one or more participants) | Number | |
| 19 | Public agencies represented (by one or more participants) | Number | |
| 20 | Public enterprises represented (by one or more participants) | Number | |
| 21 | Universities and research centers represented (by one or more participants) | Number | |
| 22 | Education and training centres represented (by one or more participants) | Number | |
| 23 | Cross-border or transnational bodies represented (by one or more participants) | Number | |
| 24 | Other not for profit organizations represented (by one or more participants) | Number | |
| 25 | Private enterprises represented (by one or more participants) | Number | |

Project publications

Identify, at this stage, the publications produced by the project

14. Output and results indicators

Select indicator 

Project: TESTATLANTICAREA  Help

Type Group of indicators

Output Project publications

| Nº | Indicator | Unity | Target |
|----|---|--------|--------|
| 26 | Interim study reports | Number | |
| 27 | Final study reports | Number | |
| 28 | Articles in the press or specialized magazines | Number | |
| 29 | Project newsletters | Number | |
| 30 | Handbooks, guides and catalogues | Number | |
| 31 | Brochures, leaflets and other awareness-raising documents | Number | |

Information and dissemination tools

Identify, at this stage, information and dissemination tools used by the project

E.16 - SECTION 14 : OUTPUT AND RESULTS INDICATORS

14. Output and results indicators

Select indicator [Navigation buttons] Project: TESTATLANTICAREA [Help]

Type Group of indicators

Output Project information and dissemination tools

| Nº | Indicator | Unity | Target |
|----|-----------------------|----------------|--------|
| 32 | Promotional materials | Yes=1 and No=0 | |
| 33 | Website | Yes=1 and No=0 | |
| 34 | Intranet system | Yes=1 and No=0 | |
| 35 | Databases | Yes=1 and No=0 | |
| 36 | Media press | Yes=1 and No=0 | |

Policy fields addressed by the project

Identify, at this stage, the policy fields/themes addressed by the project

14. Output and results indicators

Select indicator [Navigation buttons] Project: TESTATLANTICAREA [Help]

Type Group of indicators

Output Policy fields addressed by the project

| Nº | Indicator | Unity | Target |
|----|------------------------|----------------|--------|
| 37 | Economic policies | Yes=1 and No=0 | |
| 38 | Environment policies | Yes=1 and No=0 | |
| 39 | Accessibility policies | Yes=1 and No=0 | |
| 40 | Innovation policies | Yes=1 and No=0 | |
| 41 | Gender approaches | Yes=1 and No=0 | |

Cooperation intensity

Indicate the transnational cooperation intensity of the project (OP paragraph 139, selection criteria 1, 2 and 3)

14. Output and results indicators

Select indicator [Navigation buttons] Project: TESTATLANTICAREA [Help]

Type Group of indicators

Output Cooperation intensity

| Nº | Indicator | Unity | Target |
|----|--|----------------|--------|
| 42 | Tackling a transnational issues | Yes=1 and No=0 | 1 |
| 43 | Pooling a critical mass of resources and means | Yes=1 and No=0 | 1 |
| 44 | Knowledge and know-how transfer | Yes=1 and No=0 | 1 |

Policy documents and instruments produced by the project

Identify, at this stage, the policy documents and instruments produced by the project

E.16 - SECTION 14 : OUTPUT AND RESULTS INDICATORS

14. Output and results indicators

Select indicator [Navigation icons] Project: TESTATLANTICAREA [Help icon]

Type Group of indicators

Output Policy documents and instruments produced by the project

| Nº | Indicator | Unity | Target |
|----|---|--------|--------|
| 45 | Transnational policies documents and instruments produced | Number | 1 |
| 46 | National policy documents and instruments produced by the project | Number | 0 |
| 47 | Regional policy documents and instruments produced | Number | 0 |
| 48 | Local policy documents and instruments produced | Number | 0 |

Project generation

Indicate if the project was generated on the basis of other projects, as well as expectations regarding the possibility of its results to generate others projects.

14. Output and results indicators

Select indicator [Navigation icons] Project: TESTATLANTICAREA [Help icon]

Type Group of indicators

Results Project generation

| Nº | Indicator | Unity | Target |
|----|--|----------------|--------|
| 49 | New projects generated by the project activities | Yes=1 and No=0 | 1 |
| 50 | Project generated on the basis of other pre-existing project results | Yes=1 and No=0 | 0 |
| 51 | New networks (distinct from the project partnership) generated by project activities | Yes=1 and No=0 | 1 |

Programmes and policies influenced by the experience gained during the project implementation

Identify, at this stage, the programmes and policies that the project expect to influence in the future.

14. Output and results indicators

Select indicator [Navigation icons] Project: TESTATLANTICAREA [Help icon]

Type Group of indicators

Results Programmes influenced by the experience gained during the project implementation

| Nº | Indicator | Unity | Target |
|----|---|--------|--------|
| 52 | EU Programmes influenced by project results | Number | |
| 53 | National Programmes influenced by project results | Number | |
| 54 | Regional Programmes influenced by project results | Number | |
| 55 | Local Programmes influenced by project results | Number | |

E.16 – SECTION 14 : OUTPUT AND RESULTS INDICATORS

14. Output and results indicators

Select indicator [Navigation Buttons] Project: TESTATLANTICAREA [Help]

Type Group of indicators

Results Policies influenced by the experience gained during the project implementation

| Nº | Indicator | Unity | Target |
|----|---|--------|--------|
| 56 | EU Policies influenced by project results | Number | |
| 57 | National Policies influenced by project results | Number | |
| 58 | Regional Policies influenced by project results | Number | |
| 59 | Local Policies influenced by project results | Number | |

Full-time equivalent jobs induced by the development/implementation of the project

Identify, full-time equivalent jobs to be generated by the development/implementation of the project

14. Output and results indicators

Select indicator [Navigation Buttons] Project: TESTATLANTICAREA [Help]

Type Group of indicators

Results Full-time equivalent jobs induced by the development/implementation of the project

| Nº | Indicator | Unity | Target |
|----|-----------------|--------|--------|
| 60 | Filled by women | Number | |
| 61 | Filled by men | Number | |

Investment induced

Identify any investment to be generated by the project

14. Output and results indicators

Select indicator [Navigation Buttons] Project: TESTATLANTICAREA [Help]

Type Group of indicators

Results Investment induced

| Nº | Indicator | Unity | Target |
|----|---|-------|--------|
| 62 | Total investment induced by the project | € | |

Hits/month of the project website

Identify hits/month of the project website after the start of the project

14. Output and results indicators

Select indicator [Navigation Buttons] Project: TESTATLANTICAREA [Help]

Type Group of indicators

Results Hits/month of the project website

| Nº | Indicator | Unity | Target |
|----|---|--------|--------|
| 63 | Average monthly project website hits since the project start) | Number | |

E.16 - SECTION 14 : OUTPUT AND RESULTS INDICATORS

Project audience (entities interested in project results)

Identify potential project audience (entities interested in project results). Detail which kind of organisations.

14. Output and results indicators

Select indicator [Navigation icons] Project: TESTATLANTICAREA [Help icon]

Type Group of indicators

Results Project audience (entities interested on project results)

| Nº | Indicator | Unity | Target |
|----|--|--------|--------|
| 64 | National economy administrations potentially interested in the project results | Number | |
| 65 | National transport administrations potentially interested in the project results | Number | |
| 66 | National environment administrations potentially interested in the project results | Number | |
| 67 | National research administrations potentially interested in the project results | Number | |
| 68 | National energy administrations potentially interested in the project results | Number | |
| 69 | National tourism administrations potentially interested in the project results | Number | |
| 70 | National culture administrations potentially interested in the project results | Number | |
| 71 | National education administrations potentially interested in the project results | Number | |
| 72 | Regional authorities potentially interested in the project results | Number | |
| 73 | Urban local authorities potentially interested in the project results | Number | |
| 74 | Rural local authorities potentially interested in the project results | Number | |
| 75 | Research and education centres potentially interested in the project results | Number | |
| 76 | Not for profit organizations potentially interested in the project results | Number | |
| 77 | Private enterprises potentially interested in the project results | Number | |

Project sustainability

Mention the project's views on its sustainability following the ERDF financing period.

14. Output and results indicators

Select indicator [Navigation icons] Project: TESTATLANTICAREA [Help icon]

Type Group of indicators

Results Project perpetuation

| Nº | Indicator | Unity | Target |
|----|---|----------------|--------|
| 78 | Intention to carry on activities after the project completion | Yes=1 and No=0 | 1 |

E.17 - SECTION 15: APPENDIXES

The screenshot shows a web-based application form interface. On the left, there is a vertical list of sections numbered 1 to 11: Basic information, Partnership composition, Project summary, Context and project justification, Work plan, Implementation methodology, Expected results and project tangibility, Results transfer and project sustainability, Innovative aspects of the project, Partnership organization and functioning, and Communication plan. On the right, there is a menu with sections 12 to 15: Final remarks and other informations, Budget, Output and results indicators, and Annexes. The 'Annexes' section (15) is circled in red. Below these are buttons for 'Import application form', 'Extraction of annexe files', 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'.

Section “Annexes” allows the applicant to enclose documents, which are requested (declarations and other documents).

Annexes can be add or deleted using the buttons "Add new annex" and "Delete an annex".

The screenshot shows the '15. Annexes' section of the application form. It includes buttons for 'Add new annexe' and 'Delete annexe'. Below these is a table with the following columns: 'Nº', 'Annexe', 'English reference', 'Spanish reference', 'French reference', and 'Portuguese reference'. The first row shows a table with a single row containing empty fields for each column.

CAUTION

You must attach PREFERABLY documents in PDF format. In order to minimize the volume of files, choose a minimal resolution (72 dpi) without losing the capacity to read the document.

By double-clicking on the "Annexe" field of each register, a dialog box opens.

You click "Add new annexe" and you have access to your files,

- Choose the file in PDF FORMAT you want to attach, you do "OK" or double-clicking on the file
- The file chosen is displayed in the field
- In the adjacent column describe the content of the attached file in the language(s) active(s) to complete the form.

Limited to 255 characters

E.17 - SECTION 15: APPENDIXES

| 15. Annexes | | | | | |
|-------------|--------|-------------------|-------------------|-------------------|----------------------|
| | | Add new annexe | Delete annexe | Project: ARCOPOLE | Help |
| Nº | Annexe | English reference | Spanish reference | French reference | Portuguese reference |
| 1 | | | | | |

Anexos

Agexos (Duplo clique para abrir)

- treaty_isbon_en.pdf

Adicionar...

Remover

Abrir

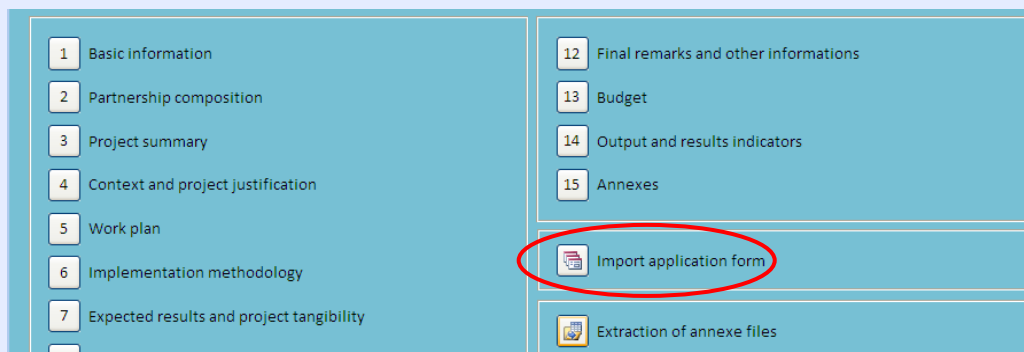
Guardar Como...

Guardar Tudo...

OK Cancelar

The extractions of annex files

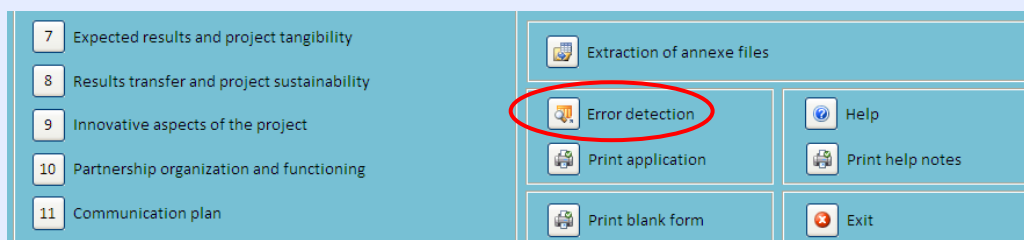
This tool allows you to extract the files included in the section 15 "Annexes."



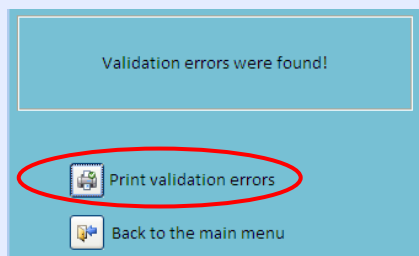
Error detection

"Errors detection" is automatic control process of potential inconsistencies present in the application form. There are three types of inconsistencies:

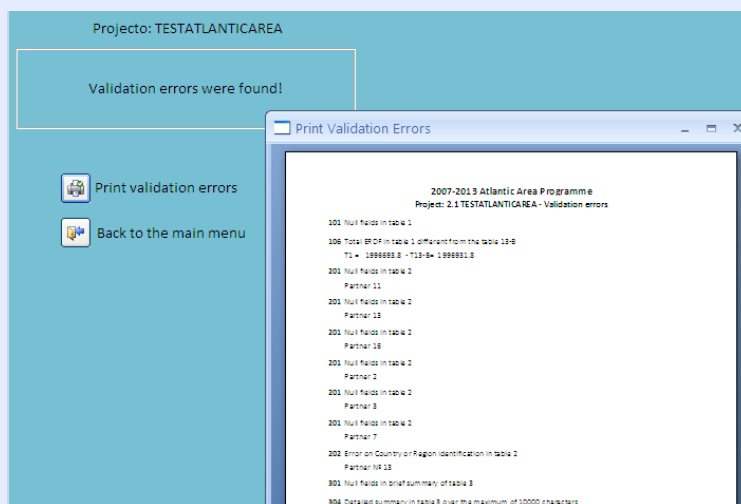
- "Errors" – serious inconsistencies that MUST be solved before the submission of the application form
- "Warnings" – potential inconsistencies that MUST be fully read and carefully analysed as they may require the introduction of corrections
- "Remarks" – when some recommendations regarding the preparation of the application form were not followed



The system indicates if errors have been detected, to access them select "Print errors".



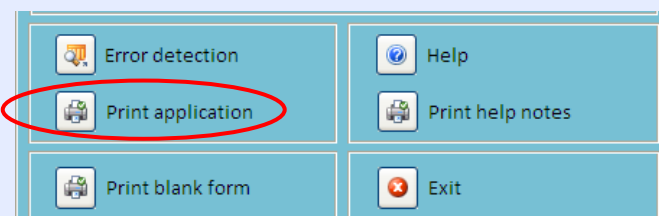
The system publishes a list of errors and inconsistencies detected which allows you to return to the relevant section of the form and make the necessary corrections.



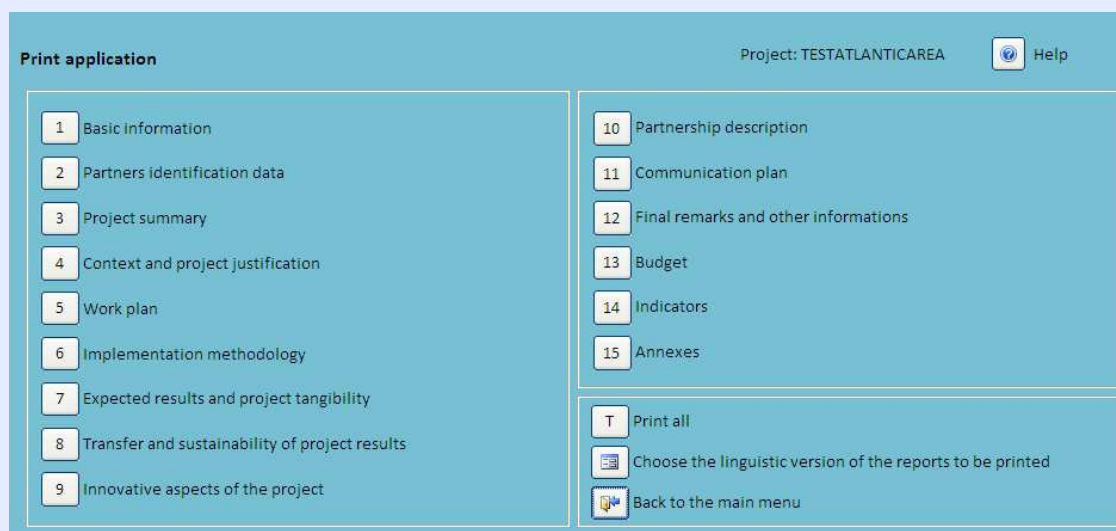
Printing

Print the application

Allows you to print each section of the application form, and a PDF version of all the application.

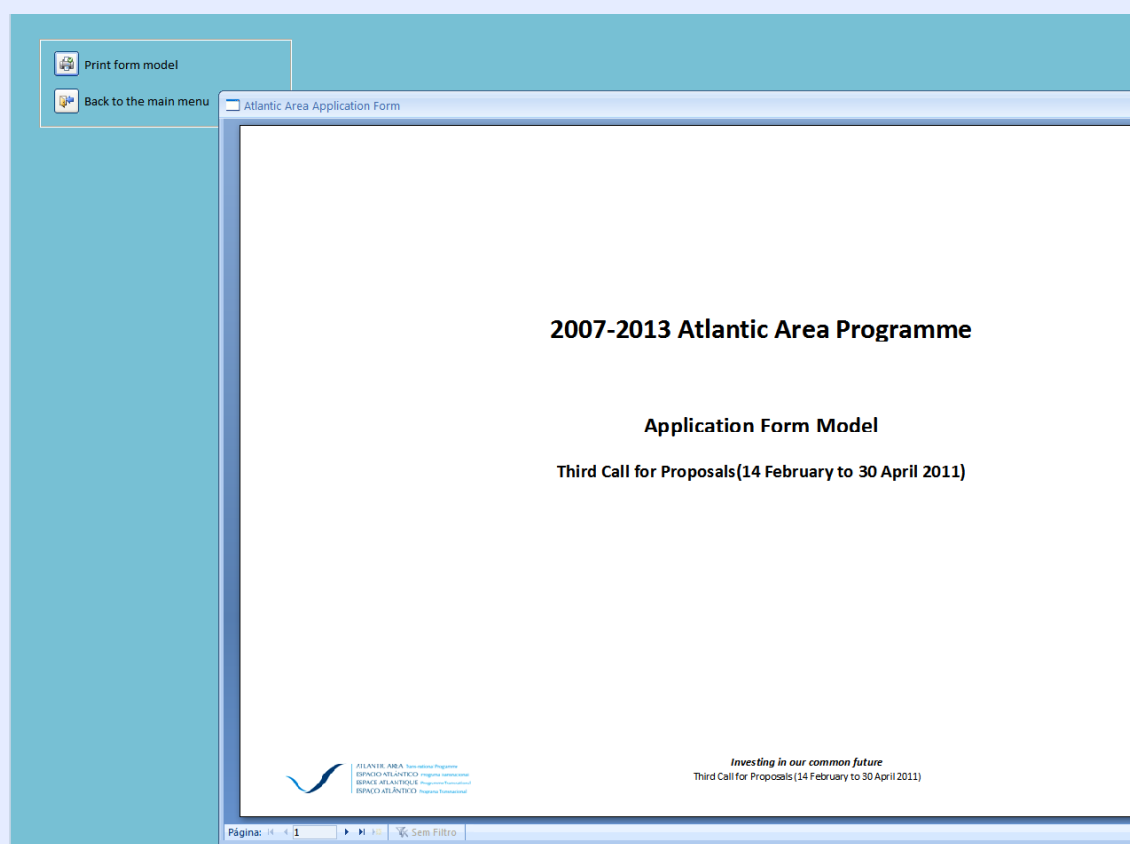
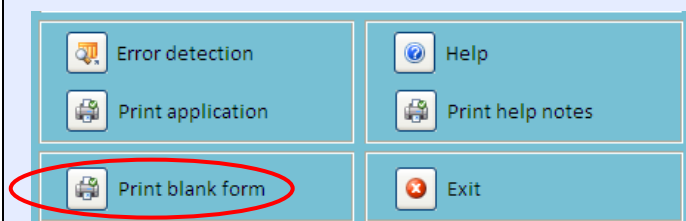


You may print each section separately or all together



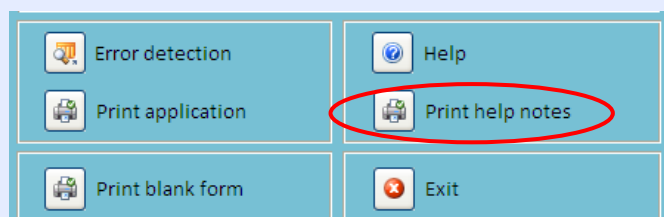
Print a blank version of the application form

Allows you to print a blank version in PDF format..



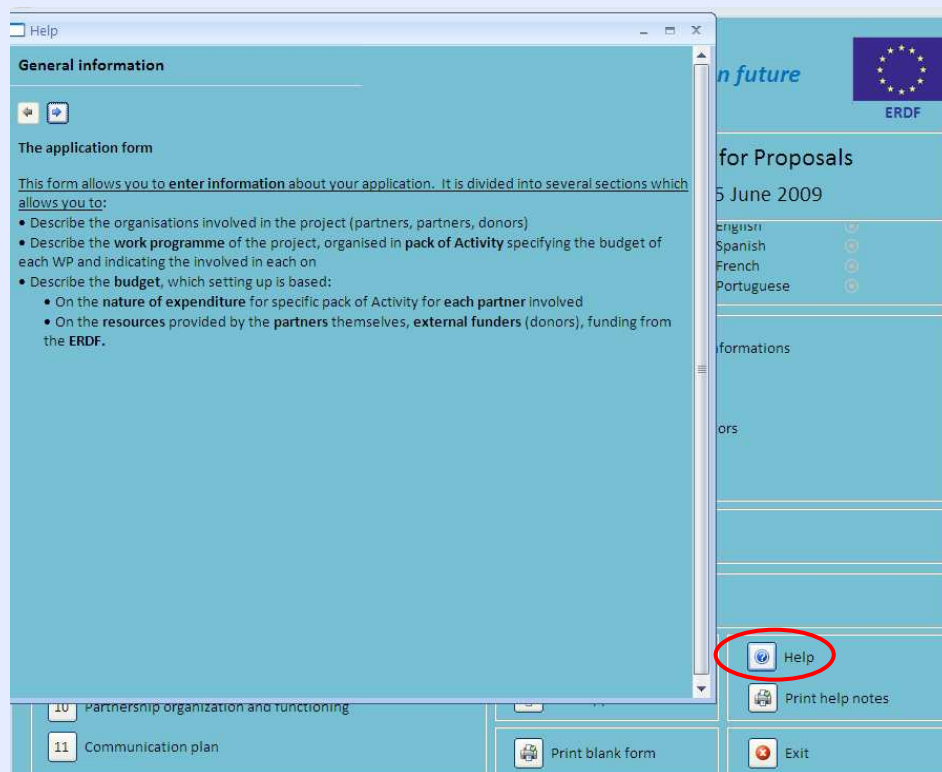
Print Help

Allows to print the text of the Help



Help

Allows you to access the help for the various sections of the application form



E.19 - THE LETTERS AND DOCUMENTS TO BE ENCLOSED IN THE APPLICATION FORM

The application **MUST** contain the following documents, they will be attached in the section 15 “Annexes”:

1. **Letters of intent** for each of the **partner** (See model on Sheet F 05)
2. **Letters of intent for the external co financier** (See model on Sheet F 05)
3. Letters of intent for **Lead Partner** organisation (See model on Sheet F 05)
4. For Lead Partner organisations, which are not a public body:
 - The financial statements (balance sheets and income statements) for the last two years for which accounts have been closed certified by an external auditor, etc.
 - Constitution statement,
 - A proof of legal status,
 - The membership list and management council/board
 - All other documents giving guarantees on the solvency and the administrative capacities of management.

For the Lead Partner organisation with a public status, the previous documents **are not required**.

F - ANNEXES

Most definitions refer to the specific meaning of the term as understood in the Programme, EU regulations and other relevant documents, they are explained here.

ASSOCIATED PARTNER

A body contributing to the implementation of project work plan without benefiting from any ERDF support.

EXCHANGE OF EXPERIENCE

A type of project activity consisting of a comparison through collaboration of the respective practices of the project partners in a common field or policy. This involves sharing data and information, promoting mutual understanding between partners and raising awareness among them about the diversity of their approaches and cultures, while not altering the state of things in their respective regions, at least during the project lifespan.

IMPACT

Change in the socio-economic or natural environment resulting from the implementation of an activity or a project and affecting a wider population/area compared to the immediate beneficiaries/territories targeted, e.g. a higher GDP.

INDICATOR

The measurement of the degree to which an objective is achieved, a resource mobilised ("resource indicator"), an effect obtained; a measure of quality attained or a background variable.

LEAD PARTNER

The project partner assuming full legal, financial and administrative responsibility over the project, the "lead beneficiary" as defined in Article 20-1) of ERDF Regulation 1080/2006.

DECLARATION OF PARTICIPATION AND COFINANCING OF THE PROJECT

A document signed and enclosed in the application form. (Cf the standard document in the section Annexes of this Guide Sheet F.03), whereby a partner commits itself to participate in project activities and to secure a national contribution in compliance with the established ERDF regulations and Programme rules.

OUTPUT

The direct result of a project such as services provided to enterprises or public administrations, transfers of know-how, technical methodologies and instruments developed such as evaluation or training methodologies and related documents, the number of participants in a seminar etc. For further information please consult the indicators section of the application form.

PARTNERSHIP AGREEMENT

Partnership agreements are private contracts to be signed between the lead partners and all project partners. They include any issue concerning the partnership such as, the definition of partners' joint objectives, responsibilities and mutual duties, the project's duration, the level of funding granted for, the distribution of resources (financial and human resources), the reporting duties and the procedures to resolve potential disputes and apply penalties.

POOLING OF A CRITICAL MASS OF MEANS

The sharing of human, technical, financial and other resources between project partners to increase their efficiency and achieve joint tangible results that would have remained out of reach if done on an individual basis.

RESULT

Advantages obtained by the beneficiaries of an operation (e.g. project partners) through its outputs, such as acquired new knowledge resulting from consultancy services provided to enterprises. Result indicators relate to the direct and immediate effect on direct beneficiaries brought about by a programme. They provide

information on changes to, for example, the behaviour, capacity or performance of beneficiaries.

SHORT SEA SHIPPING (SSS)

Commercial waterborne transport that does not transit an ocean (international definition). The movement of cargo and passengers by sea between ports situated in geographical Europe or between those ports and ports situated in non-European countries having a coastline on the enclosed seas bordering Europe (EU definition).

STRATEGIC FRAMEWORK

A plan developed and approved by the Monitoring Committee of the Programme to achieve a particular strategic purpose, defining a series of coordinated, strategically linked activities, including the proactive generation, preparation and implementation of one or more specific projects.

SUBSIDY CONTRACT

A contract concluded between the Managing Authority and the Lead Partner of the project stipulating the rights and obligations of the Lead Partner and the partners. It is the legal base for all project activities.

TARGET

A quantified objective expressed as a value to be reached by an indicator (output, result or impact indicator), usually within a given time frame.

TRANSFER OF KNOW-HOW

A type of project activity consisting in concrete steps taken by project partners to reform their respective practices by importing know-how from a region to another, resulting in actual change in the regions concerned.

TRANSNATIONAL COOPERATION

Cooperation between regions belonging to a wide transnational grouping (referred to in Article 7-2] of General Regulation 1083/2006 and Article 6, 2] of Regulation 1080/2006), which shall include beneficiaries from at least two countries, of which at least one shall be a Member State, cooperating on at least two of the following ways for each operation: joint development, joint implementation, joint staffing and joint financing.

TRANSNATIONAL ISSUE

An issue requiring transnational cooperation to be addressed correctly i.e. where neither action on national, regional or local level nor through cross-border cooperation would be enough to provide an appropriate response.

F.02 - ABBREVIATIONS AND ACRONYMS

| | |
|-----------|---|
| AA | Audit Authority |
| CA | Certifying Authority |
| ERDF | European Regional Development Fund |
| IAS | International Audit Standards |
| ICT | Information and Communication Technology |
| JTS | Joint Technical Secretariat |
| LP | Lead Partner |
| MA | Managing Authority |
| MC | Monitoring Committee |
| NC | National Correspondent |
| NGO | Non Governmental Organisation |
| OP | Operational Programme |
| PIMH | Programme Implementation and Management Handbook |
| Programme | The Atlantic Area Transnational Cooperation Programme 2007–2013 |
| R&D | Research and development |
| SEA | Strategic Environmental Assessment |

Models of letters of intent concerning participation and co-financing

The statements must be completed by each Partner or external co-financing organisation on letterheaded paper and **attached to the form in section 15 Annexes in PDF format.**

In the statements presented below in the part on the amount of financing, the organization must choose between the two wordings proposed:

1. "In the event of approval of the project by the Monitoring Committee, the organisation I represent **COMMIT ITSELF**" or
2. "In the event of approval of the project by the Monitoring Committee, the organisation I represent **DECLARES ITS INTENTION TO COMMIT ITSELF**"

In the **first case**, in the event the project is selected, and as far as the co-financing is not modified, no new documents will be requested during the establishment phase of the contract.

In the **second case**, as the organisation only declares its intention to commit itself, in the event the project is approved, a new document setting out a firm commitment will be requested.

Model for Lead Partner statement

Project Acronym:

Project title:

Declaration of the Lead Partner organisation

Legal Representative (title, name, surname):

Position:

Name of organisation:

Address:

Town/city

Country

Telephone:

Fax:

E-mail:

As legal representative of the aforementioned organisation, Lead Partner of the project «**Project's Acronym**», I certify that the information contained in the electronic application form is correct and has been agreed by the partner organisations in the project.

In the event of approval of the project by the Monitoring Committee, the organisation I represent COMMITS ITSELF:

- To assume financial and legal responsibility according to the terms of the Subsidy Contract signed with the Managing Authority,
- To sign the a Transnational Partnership Agreement with all project partners,
- To coordinate and implement the project in accordance with the work programme as described in the application form,
- To comply with art.16 of Regulation 1083/2006: equality between men and women and non-discrimination,
- To comply with art. 17 of Regulation 1083/2006: the objectives of the Funds shall be pursued in the framework of sustainable development and the Community promotion of the goal of protecting and improving the environment,
- To confirm that any project expenditure related to the above mentioned project will not be funded by any other Programme that may constitute double financing of the project expenditure,
- To comply with all relevant national and European regulation during the implementation of the project, in particular the legal procedures regarding competition, Public procurement, State Aid, environmental protection and procedures relating to the information and publicity and financial contributions of the European Union,
- To have fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established,
- To use the Collaborative Communication Platform on the basis of the conditions defined by the Subsidy Contract,

Furthermore, in the event the project is approved by the Monitoring Committee, the organisation I represent⁸ (delete as appropriate):

COMMITTS ITSELF

DECLARES ITS INTENTION TO COMMIT ITSELF:

- To confirm the availability of funds amounting toEUR to co-finance the total project budget. To provide funds amounting toEUR which represents the contribution from our organisation.
- To provide documentation evidencing the co-financing contribution as specified above⁹.

For Lead Partner organisations which are not a public body, the following two paragraphs must be added to this declaration.

As it is assumed that public bodies are solvent, please delete all paragraphs below.

In addition, the organisation I represent:

- Is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Presents evidence of the financial, economic and administrative capacity providing the following documents: financial statements (balance sheets and income statements) for the last two years for which accounts have been closed certified by an external professional (auditor etc..), constitution statement, proof of legal status, membership list and management council/board and all other documents giving guarantees on the solvency and the administrative capacities of management.

Place: _____

Date: _____

Name and Surname: _____

Position:

Signature:

⁸Please choose the most appropriate wording according to the situation of the Lead Partner organisation.

⁹ Please, delete this item if your organisation COMMITTS ITSELF to provide the amount of co-financing through this document. No other document will be requested as long as the budget remains the same at contract establishment stage. Please retain this item in case of an INTENTION of commitment.

Model for Partners statement**Project title:****Declaration of the Partner organisation****Name and surname of the legal representative:****Position:****Name of organisation:****Address:****Town****Country****Telephone:****Fax:****E-mail:**

As representative of the aforementioned organisation, Partner of the project «**Project's Acronym**», I certify that the information contained in the electronic application form is correct and has been agreed by this organisation as a project partner.

In the event of approval of the project by the Monitoring Committee, the organisation I represent commits itself:

- To implement the project according to the work plan described in the application form, respecting the rules defined within the Subsidy Contract signed by the Lead Partner organisation with the Managing Authority and according to the Transnational Partnership Agreement,
- To sign the Transnational Partnership Agreement which defines the responsibilities, rights and obligations of the organizations involved in implementation of the project,
- To comply with art.16 of Regulation 1083/2006: equality between men and women and non-discrimination,
- To comply with art. 17 of Regulation 1083/2006: the objectives of the Funds shall be pursued in the framework of sustainable development and the Community promotion of the goal of protecting and improving the environment,
- To confirm that any project expenditure related to the above mentioned project will not be funded by any other Programme that may constitute double financing of its expenditure
- To comply with all relevant national and European regulations during the implementation of the project, in particular the legal procedures regarding competition, Public procurement, State Aid, environmental protection and procedures relating to the information and publicity and financial contributions of the European Union,
- To have fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established,
- To use the Collaborative Communication Platform on the basis of the conditions defined by the Subsidy Contract.

Furthermore, in the event the project is approved by the Monitoring Committee, the organisation I represent¹⁰ (delete as appropriate):

COMMIT ITSELF**DECLARES ITS INTENTION TO COMMIT ITSELF:**

¹⁰ Please choose the most appropriate wording according to the situation of the Lead Partner organisation.

- To provide funds amounting to EUR which represents the contribution from our organisation and which form part of the total project budget amounting to..... EUR.
- To provide documentation evidencing the co-financing contribution as specified above¹¹.

Place: _____

Date: _____

Name and Surname: _____

Position:

Signature:

¹¹ Please, delete this item if the co-financer's organisation COMMITS ITSELF to provide the amount of co-financing through this document. No other document will be requested as long as the budget remains the same at contract establishment stage. Please retain this item in case of an INTENTION of commitment.

Model for external co financing statement

Project's Acronym:

Project title:

Declaration of external co financier

Name and surname of the legal representative:

Position:

OrganisationName:

Address:

Town

Country

Telephone:

Fax:

E-mail:

As representative of the aforementioned organisation, I certify that within the project "**Project's Acronym**", **in the event of approval of the project by the Monitoring Committee**, the organisation I represent¹² (delete as appropriate)

COMMITITSELF

DECLARES ITS INTENTION TO COMMITITSELF

- To provide to the following partner "Name of the organisation co financed (Country)", an amount ofEUR as a contribution to co-finance the project budget. The contribution of this partner organisation within the total budget of the project corresponds to an amount of..... EUR.

- To provide documentation evidencing the co-financing contribution as specified above¹³.

Place: _____

Date: _____

Name and Surname: _____

Position:

Signature:

¹² Please choose the most appropriate wording according to the situation of the organisation.

¹³ Please, delete this item if the co-financer's organisation COMMITTS ITSELF to provide the amount of co-financing through this document. No other document will be requested as long as the budget remains the same at contractualisation stage. Please retain this item in case of an INTENTION of commitment.