



ATLANTIC AREA 2007-2013

APPLICANTS HANDBOOK

Fourth Call for Projects – Phase 2

16-07-2013 to 27-09-2013



European Union

European Regional
Development Fund

APPLICANTS HANDBOOK

Fourth Call for Proposals – Phase 2 (16-07-2013 to 27-09-2013)

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

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A - INTRODUCTION

The Atlantic Area Transnational Cooperation Programme 2007-2013 launched from 21 January to 28 February 2013 its fourth call for projects by means of a call for Expressions of interest (EOI). Within the first phase of the application process, a short list of EOIs were approved by the Programme Monitoring Committee (PMC) to go forward to the phase 2 and submit a full project proposal. Selected EOIs are invited to submit their full project application from July 16th to September 27th.

The process is organised in two stages.

First stage - submission of an Expression of interest

Applicants were invited to submit EOIs, providing a broad outline of the proposed project. The EOIs set out a background and summary of the project, justification for the project, project objectives, a description of the partnership, details on the Implementation Methodology, an indicative project budget and other basic project information..

Second Stage – Shortlisting of EOIs, submission of full projects and approval

1 - Following the admissibility check and assessment by the Joint Technical Secretariat (JTS) of the EOIs, the Monitoring Committee approved a shortlist.

2 - Shortlisted EOIs are now invited to prepare and submit a full project application.

3 - Full Project Applications will be checked by the JTS against admissibility and assessment criteria, they will then be scored and ranked and submitted to the PMC for approval.

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 handbook provides information on the programme 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

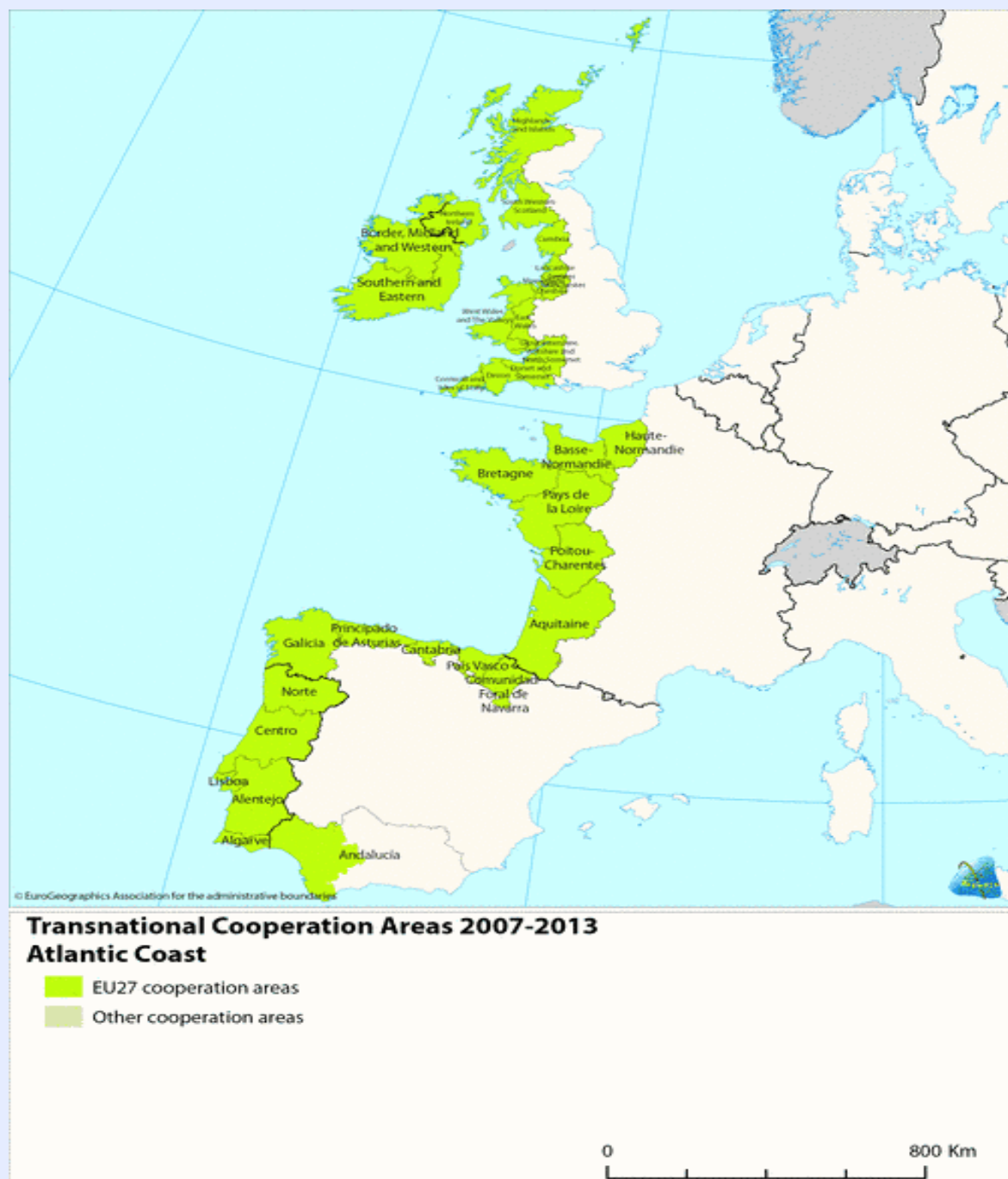
UKN0 Northern Ireland.

This cooperation area is less extensive than that of the INTERREG IIIB 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 guidanceshould be given to applicants, which will enable them to achievea 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

EU Regional and Urban policy

http://ec.europa.eu/dgs/regional_policy/index_en.htm

Maritime Policy (basic documentation)

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

European strategy for the Atlantic Ocean

http://ec.europa.eu/maritimeaffairs/policy/sea_basins/atlantic_ocean/index_en.htm

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

EU innovation policy

http://ec.europa.eu/enterprise/policies/innovation/policy/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>

EU Research policy framework and activities

http://ec.europa.eu/research/energy/eu/index_en.cfm

EU Common fisheries policy

http://ec.europa.eu/fisheries/cfp/index_en.htm

EU environmental policy

http://europa.eu/pol/env/index_en.htm

EU Sustainable Development Strategy

<http://ec.europa.eu/environment/eussd/>

EU Common Agricultural and Rural Development Policy

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

C - COOPERATION : RULES & PRINCIPLES

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 of which 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).

Considering the very high Programme commitment rate, the limited amounts of funding available to projects and the possible funds to be released by approved projects, the Programme Monitoring Committee (PMC) decided that the Fourth Call for Projects will proceed within a **two stage approach**, beginning with the selection of a list of **Expressions of Interest**, which will be used, in a second phase, as basis for the preparation and submission of the correspondent **full project applications**.

Projects should have a clear strategic dimension, which implies a clear horizontal approach and particular consideration of all the aspects mentioned below.

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;
- Make clear reference to any state of the art study, 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;
- Demonstrate they focus on a targeted impact on the Programme cooperation area;
- 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;
- 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;
- Demonstrate a clear commitment of all partners on the issues the project is supposed to deal with, and that the Lead Partner has the capacity and know-how to deliver the project and possess solid administrative and organisational experience, as well as a driving capacity within the partnership.

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 Government Departments, public sector agencies or public equivalent bodies;
- Universities, research centres and development agencies;
- Not for profit organisations.

The application must be submitted by a Lead Partner endorsing the full financial and legal responsibility for the whole 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, but only for travel, accommodation and the corresponding audit costs.

It is suitable to be involved key actors, decision makers, experts on the issues the project is dealing with, and end users as far as possible. The Lead Partner must also possess strong administrative capacity and leadership experience, preferably through engagement in transnational projects.

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.

Who can apply to the second phase of the fourth call for projects?

Only selected EOIs may apply for the second phase of the fourth call for proposals.

C.03 - WHO CAN PARTICIPATE IN THE PROGRAMME?

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

<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>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 a protocol, does not exist and in the event of the selection of the project, the signature of this protocol will have to be effective before the Subsidy contract between the Lead Partner and the Managing Authority is signed.</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>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, partners 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 Subsidy contract between the Lead Partner and the Managing Authority is signed.</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. The Lead Partner supervises partners' activities in compliance with the Subsidy Contract and the Partnership Agreement, whose signing falls under its responsibility.

Note: Only the Lead Partners of selected EOIs may submit the corresponding full project applications.

Partners

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 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.

Note: 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 financing expenditure defined in the:

- Regulation (EC) No 1083/2006;
- Regulation (EC) No 1080/2006;
- Regulation (EC) No 1828/2006.
- Rules laid down 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

1.1 Eligibility period

a) 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 incurred 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 the total eligible cost and a maximum 20.000 €, the smallest amount is considered.

Depending on their nature, the costs will be included in the corresponding budget line. Those costs must be identified within a specific activity of the work plan.

b) 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.

1.2 General Eligibility Requirements

Article 7 of the Regulation (EC) 1080/2006 defines the eligible expenses as following:

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.

Important points to remember:

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

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

Furthermore, for financial charges and guarantee costs Article 49 of 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 contributions

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

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

Revenue-generating project

Article 55 of Regulation (EC) 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 Regulation (EC) 1083/2006 defines the provisions applying to revenue generated by the project:

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 € 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 budget 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.

Shared costs

As far as possible, the partnership is advised to balance the distribution of the tasks in order to avoid managing shared costs. However, when they cannot be avoided, the JTS should be consulted in order to verify if the solution chosen is satisfactory.

The solution chosen must be clearly mentioned within the application form and if approved enclosed in the Partnership Agreement. 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 complies with national rules.

2. Budget lines specific to the Atlantic Area Programme

It is crucial that each project partner plans its budget when developing the project application. Involvement of all project partners in the planning stage is a key factor for stronger partnership and to have more realistic budgets.

Under the Atlantic Area Programme, expenditure must be directly related to project activities and shall 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

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 person 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 share of social contributions;
- 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. An estimation 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;
- Depending on national rules, unpaid voluntary work may be eligible, and should be included under "Human resources" as a 'contribution in kind', provided that the value of the input can be determined based on the amount of time spent and on a standard rate. It can only be claimed if it has been identified at the Application stage as part of the budget plan;
- It is advisable that human resources costs should not exceed 50% of the eligible total cost of the project. In case they exceed such threshold they must be properly justified by the applicant.

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

2.2 Services supply

Costs for work done by a sub-contractor are only eligible if the work is **essential** to the project and the costs are **reasonable**. First level control costs directly supported by partners are eligible.

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.

The use of external expertise has to be duly specified in the Application Form. The following elements should be described: the nature of services, the partner responsible for the 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. Depending on national rules, operational costs may be based on real costs or a flat rate calculation.

The calculation methods for operational costs imputed indirectly or based on a flat rate shall be agreed with

Member-states authorities in charge of first level control system and properly documented before the submission of the first payment claim.

Operational costs based on flat rates must comply with the limits established by national and community rules.

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 are kept by partners so that their eligibility can be checked and audited.
- They are directly related to, and necessary for, the effective delivery of the project
- They are reasonable and refer to economy class travel 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 include in "**Human Resources**".

2.6 Promotion and dissemination

Expenditure with the main aim of promoting the project should be included in this item. This includes, for example, website, promotional material and printed publications.

Public procurement rules must be observed in selecting company or individual, which will carry out the assignment and respect the market prices.

2.7 Equipment

Durable equipment (computers, laboratory equipment, machine-tool, measure instruments, etc.), 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 and may be imputed within two alternative options:

- As acquisition costs, if they have not previously been claimed in other national or EU funded programmes.
- As depreciation costs, which 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).

In the case of depreciation costs, **Article 53 of Regulation (EC) 1828/2006** provides that:

Depreciation costs 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 refers to the period of co-financing.

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 (EC) 1080/2006, is eligible up to a 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 (to subject to management committee decision), in exceptional and duly justified cases, for reasons linked to environment protection.

2.9 Profit-making enterprises

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.

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 (EC) 1083/2006 defines the way the conversion must be made:

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. European Commission decisions on operational programmes and European Commission commitments and payments, shall be denominated and carried out in euro.
3. Member States which have not adopted the euro as their currency at 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 paid.
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 as mentioned in point 3, the average monthly exchange rates given by the Commission shall be used, they are disseminated through the address <http://ec.europa.eu/budget/inforeuro/index.cfm>.

4. Financial performance

Decommitment Rule

According to Structural Funds Regulation (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 translated into effective requests for payment within the set timeframe.

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

In order to be considered as eligible, expenditure must have been actually paid out and its amount must be justified by accounting documents having a probative value equivalent to invoices.

To avoid losing funds both at project and Programme level, it is important that:

- Applicants carefully prepare a realistic spending forecast
- Approved projects are ready to start implementation quickly after approval
- Financial managers monitor these aspects effectively during implementation and
- All partners ensure regular, timely and full reporting of the expenditure foreseen for each year in their approved spending forecasts.

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 15-07-2013
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 15-07-2013
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 15-07-2013
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 « 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 15-07-2013
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	
United Kingdom	Situation on 15-07-2013
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

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

	Procurement Checklist Publicity Checklist 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 undertaken 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.

Communication is a crucial success element of the 2007 – 2013 Atlantic Area programme. Projects must clearly incorporate this dimension in their work plan and organised 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 of the "Atlantic Area" brand, a number of rules must be respected allowing the creation of a consistent visual identity. To reinforce the cooperation character and the close relation with European citizens the brand is available in the **four languages of the Programme**.

1. The Atlantic Area logo

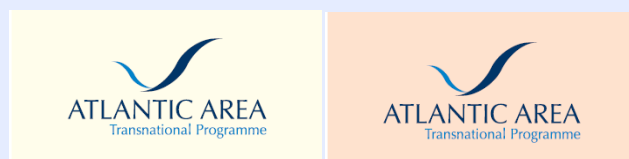
The logo, the letterpress, the design or the combination of those elements are the components of the Atlantic Area brand. Those components are a block and cannot be produced separately and independently of their dimension and use.



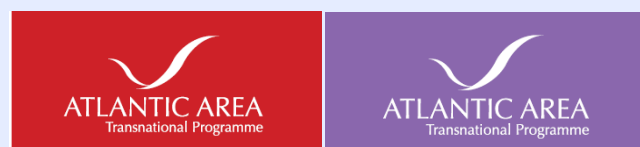
This logo is available in digital format eps and jpeg on the communication platform of the programme (PCC). The logo is available also in **black and white** versions.

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 in various languages of the programme. This use is optional.



3. The sub-brands

As for the use of the “Atlantic Area” brand, each priority has a graphic identity. The components are aggregated and cannot be produced separately and independently of their dimension and use. The use of the sub-brand is welcome but does 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 Atlantic Area brand. It strengthens the programme's contribution to European construction and must be widely disseminated through the actions of information, dissemination and promotion of the programme and projects funded.

5. Typeface/fonts

The font to use in the documents is **Optima**. For the users that do not have that font, **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 Annex 1.

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 provides it) and the Atlantic Area Operational Program (reproduction of the brand).

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 European Union logo) 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 be 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 co-financed project (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:

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D - THE APPLICATION AND SELECTION PROCESS

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

This section describes the rules, criteria and procedures approved by the Programme Monitoring Committee (PMC) for the submission and selection under the second phase of the fourth call for projects.

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 procedures for the selection and approval of operations are described in order to guarantee the compliance with the applicable national and Community rules throughout the period of its implementation, as stipulated in paragraph a) of article 60 of Regulation (EC) 1083/2006.

The fourth call process was organized in two stages: firstly, applicants were invited to submit an EOI, providing a broad outline of the proposed project; secondly, a short list of approved EOI will be invited to complete full Project Applications to be submitted for JTS assessment and approval by the Monitoring Committee.

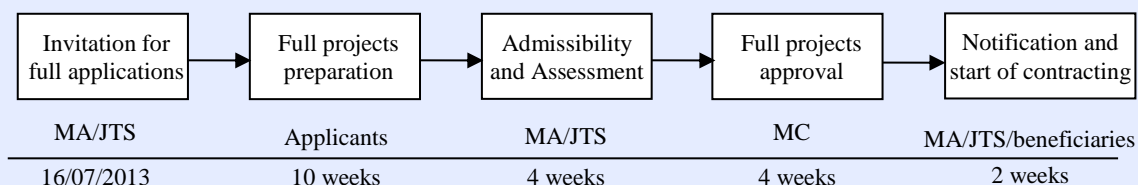
Following the selection of a shortlist of EOI by the PMC, decided on the basis of the JTS assessment of EOIs and their ranking established by decreasing order of score, in a second stage, according to the foreseen availability of funds per priority, selected applicants are invited to go forward and prepare, a full project proposal, by completing their EOI with a work plan, a communication plan, a detailed budget, project sustainability approach and the required declarations.

Full projects proposals then undergo an admissibility and assessment check performed by the JTS, they are scored and ranked for PMC approval. Finally, approved projects go to a last step that is the contract process.

The Second Phase process, from the invitation of selected EOIs, full projects applications submission, assessment, approval and contracting, is managed through the Platform for Collaborative Communication (PCC), in the domain specifically defined for this purpose.

The following diagrams illustrate the indicative global schedule from the Second Phase of the Fourth Call for Projects, differentiating the main procedures, the entities involved and the indicative period of time for implementation.

Phase 2: Selection of full project proposals:



A. OPENING THE PHASE 2 FOR FULL PROJECTS PROPOSALS

The opening of the Phase 2 for full projects applications is decided by the Monitoring Committee, on the basis of a proposal from the Managing Authority. This proposal is conveyed through a document announcing the Phase 2 of the Fourth Call for Full Projects Applications, which is addressed to the selected EOIs, inviting them to go forward. This announcement contains the following information:

- Contextualisation of the Phase 2 of the Fourth Call for proposals
- Application and selection calendar
- Relevant guidelines about the full application process

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Once the Phase 2 for Full Projects Applications is decided, the Technical Secretariat adds the relevant information about the process on the PCC area allocated for the calls for projects. At least the following information is made available:

- The announcement of the Phase 2 of the Fourth Call for Proposals
- The Full Project Application Handbook
- A Specific software to prepare the Full Project Application Form
- The Installation Guide of the Application Form
- The Guide to fill in the Full Project Application Form
- Drafts of co-financing declarations.

EOIs invited to go to the Phase 2 of the selection process shall complete their full project proposals within the time delay established. Such EOIs will be enabled, in their PCC application area, to submit the full project proposal.

B. BUDGET AND TIMETABLE

B.1 BUDGET FORESEEN

Based on an overbooking approach, an ERDF amount of **€ 6 000 000** is foreseen for this fourth call for projects. The intervention rate for the ERDF will not exceed 65% of eligible project costs. The following table provides a breakdown by priority of the foreseen ERDF funding:

Priorities	ERDF (€)
1 - Promote transnational entrepreneurial and innovation networks	1 750 000
2 - Protect, secure and enhance the marine and coastal environment sustainability	2 500 000
3 - Improve accessibility and internal links	1 000 000
4 - Promote transnational synergies in sustainable urban and regional development	750 000

B.2 TIMETABLE

The Phase 2 of the Fourth Call for Projects will **open on July 16th 2013 and will close on September 27th 2013**. Full projects proposals submitted after 8 pm (UTC/GMT/Portuguese time) on September 27th 2013 will automatically be considered not admissible. Decisions on project applications are expected to be communicated by December 2013.

Timetable	
16 July 2013	Launch of Phase 2 of the Fourth Call for Projects
27 September 2013	Deadline date for submission of full project proposals
25 October 2013	JTS assessment reports
November 2013	PMC decision on full projects applications
December 2013	Notification and beginning of contracting process

C. The application process

Full projects applications must be presented using the pre-completed electronic application form generated through the specific software available for this purpose. Applications not submitted through the approved electronic application form will not be considered for approval.

The application form shall be filled in using the Programme languages (English, Spanish, French or Portuguese) chosen within the EOI application. The main specifications established in the EOI application fields should not be changed.

Within the time delay established, selected EOIs must:

- Complete the Full Application Form, describing the work plan, the communication plan, the budget plan, the monitoring indicators and information about measures on capitalization and the sustainability of project results.
- Complete, sign and attach the co-financing declarations in the annexes section.
- Submit the completed Project Application Form through the PCC.

Apart from completing the work plan, the communication plan, the budget plan and the output and results targets, projects must pay particular attention to the section where it is expected to describe how they envisage to ensure and improve sustainability:

- To have a 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 demonstrating:

- How their results will be promoted and disseminated;
- How they will be incorporated to the policies of the key project stakeholders;
- How concrete cooperation will be established with other public and private bodies during and potentially after the completion of the project.

Applicants are also free, by the deadline for the Phase 2, 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 or not the electronic form are presented in the allowed format;
- 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 full project submission as technically valid;
- notifies the applicant by email about information regarding the next stage of admissibility and selection checks;
- provides the National Correspondents with the full application form in PDF format, through the PCC or by email.

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 not-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 invalid.

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

The JTS provides a list of valid and invalid full 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, full 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 Full Project Application Handbook).

The Monitoring Committee will take a decision on the selection of full projects applications according to the admissibility and selection reports produced by the Joint Technical Secretariat in collaboration with the National Correspondents of each Member State.

D. The selection process

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

Full projects applications must comply with the general basic principles of the Atlantic Area Programme as set out in the Operational Programme and in the Project Application Handbook.

D.1 Admissibility Check

The JTS is responsible for the admissibility process. 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. Admissibility is an administrative verification focusing on the minimum requirements that each application must meet to be considered further in the selection process.

The admissibility check is made in accordance with the JTS internal document "Verification procedures of the application file and the analysis of admissibility". 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 complementary information requested by the JTS is submitted in order for the admissibility process to be completed, on condition that they do not impact the selection criteria analysis.

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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 PCC, within an agreed period.

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 none-admissibility, will be communicated to the applicant through the PCC.

Once the full project application is considered admissible the JTS analyses the application against the selection criteria approved within this Phase 2 of the Fourth Call (as referred to in the Operational Programme and detailed in the Full Project Applicants Handbook).

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

D.2 Admissibility criteria

Nº	Criterion	Yes/No
1	The application was submitted before the closing date through the means established by the Programme	
2	The electronic application form is valid and all compulsory sections are completed	
3	The main specifications of the expression of interest remain unchanged in the full project	

D3. ASSESSMENT CHECK

Admissible full applications will be assessed by the JTS against the set of selection criteria established for the Phase 2 of the call.

The JTS will conduct an assessment and produce a score for each full project application. This will be supported by JTS comments on the merits of each Full Project Application. 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.

A scoring system will be used to assess full projects applications, as is defined by the following scales:

0: The criterion cannot be addressed due to missing or incomplete information.

1: Poor.

2: Fair:

3: Good.

4: Very good.

5: Excellent.

The overall score of each full projects proposal results from the weighted sum of scores assigned to Phase 2 selection criteria. Weights to be used are provided in point D4 (selection criteria weights).

An overall comment highlighting the strengths and weaknesses of full project application will also be provided.

In accordance with paragraph 375 of the OP, 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.

D4. SELECTION CRITERIA WEIGHTS

Selection criteria and corresponding weights are defined as according to the table below:

Code	Content	Weight
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 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
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 Programme strategy and to the priority 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, Europe 2020 priorities and the relevant European, national, regional or local policies related to the project, including the principles of equality of opportunity and none discrimination.	6
Section 3	Quality of the partnership organisation and of the management and control system	16
7	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
8	Quality and transparency of the internal organization management and control system, in terms of its clarity and effectiveness.	5
9	Capacity and experience of the Lead Partner to effectively manage and co-ordinate a transnational project and of the skills the other project partners.	5
Section 4	Quality of the working and communication plans and degree of tangibility, transferability and sustainability of project results	24
10	Quality and clarity of the work plan, including the methodology, the balance of the partners' involvement and practicality for delivery against set objectives.	8
11	Relevance, realism, tangibility and value of output and result indicators and their relationship with project objectives. Relevance of the follow-up indicators presented.	8
12	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 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
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

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A weighting will be applied as set out in table above, which will result in a final score for each full 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 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 Programme strategy and to the priority 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, Europe 2020 priorities and the relevant European, national, regional or local policies related to the issues tackled by the project, including the principles of equality of opportunity and no discrimination.	[0 to 30]
Section 3	Quality of the partnership organisation and of the management and control system	[0 to 80]
7	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]
8	Quality and transparency of the internal organization management and control system, in terms of its clarity and effectiveness.	[0 to 25]
9	Capacity and experience of the Lead Partner to effectively manage and co-ordinate a transnational project and of the skills the other project partners.	[0 to 25]
Section 4	Quality of the working and communication plans and degree of tangibility, transferability and sustainability of project results	[0 to 120]
10	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]
11	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]
12	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 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 Full 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 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.

E. Decision process

The JTS will provide the PMC with evaluation reports for each of the Full Projects Applications containing the aforementioned information. Based on its overall analysis, the JTS will propose for each Full Project Application that it is:

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

The PMC decision is the legal basis for approving projects for co-financing by the Programme. In accordance with PMC rules of procedures, decisions regarding applications are made by consensus, in accordance with the following basis:

- Approved,
- Approved under conditions,
- Not approved.

The PMC will make decisions for each Full Project Application. On making a qualitative judgement on each Full Project Application and reaching decisions, the PMC will consider the information provided by the JTS, including the score and ranking for each Full Project Application.

For projects approved under conditions, applicants will be given a deadline to submit the information requested. Projects approved or approved under conditions will proceed to the contracting process.

All applicants will receive, through the PCC, information about the PMC decision. For Full Project Application selected under conditions, applicants will be given a deadline to submit the information requested.

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In the case of approved projects, the PMC may also propose thematic grouping of 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 in the PCC domain of the call for project applications.

F. The Contracting Process

Signing the subsidy contract between the MA and the project Lead Partner is the final step of the selection process. This contracting process is led by the JTS, instructing the selected projects so that they can finalise the information contained in the application form which is part of the contract.

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 six week 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 completing the contracting process:

- Partnership Agreement, duly signed by all the partners;
- Evidence, through co-financing declarations, 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;
- All conditions attached to the approval of the project have been fulfilled within the set deadline;
- Any change 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 has to be signed by the Lead Partner and by the Managing Authority.

At the beginning of the implementation period NCs, in conjunction with the JTS will, based on the number of projects approved, organise workshops/individual consultations addressed to Lead Partners and project financial managers (with a particular focus on aspects related to sound financial management).

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 ?

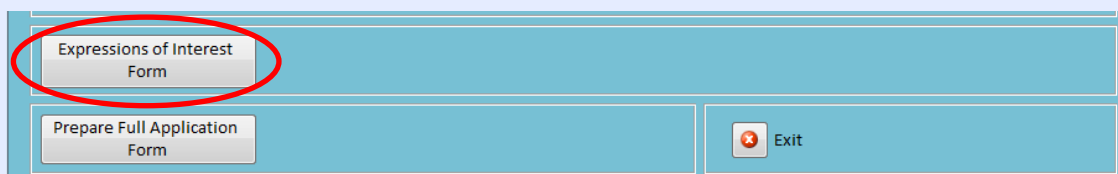
The full application form to be used on phase 2 shall be prepared on the basis of the EOI form through the Access tool “AppForm2013V4_FullProjectPreparation.accdr”, which can be downloaded from the programme web site (www.coop-atlantico.com) in the section “Call for projects” / “Call 4 – Phase 2”.

To proceed with the preparation of the full application form you must have Access 2007 or 2010 version installed on your PC. If Access is not installed on your PC you shall install Access Runtime, which is a freeware tool provided by Microsoft to run Access files. You may download it in:

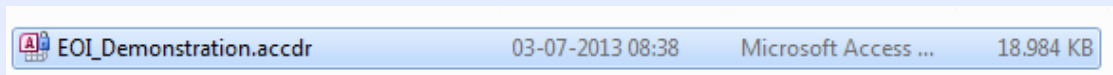
<http://www.microsoft.com/downloads/details.aspx?familyid=d9ae78d9-9dc6-4b38-9fa6-2c745a175aed&displaylang=en>

Note: Before proceeding, ensure that you have a security copy of the file having your original expression of interest form.

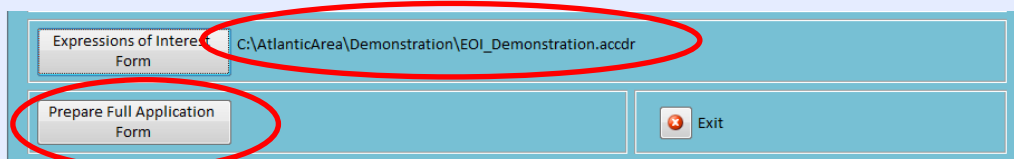
1º Run the Access tool “AppForm2013V4_FullProjectPreparation.accdr”. The following screen will appear:



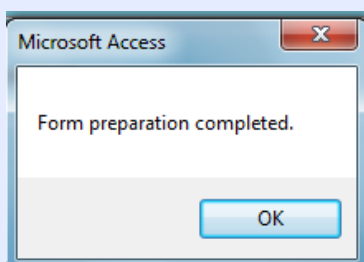
2º Click on the button Expression of Interest Form and choose the file having your Expression of Interest Form. Refer to the example project EOI_demonstration:



3º The full path will appear on the screen:



4º Click on the Prepare Full Application Form button. A message will appear informing you that the procedure was completed:



5º Exit the Preparation Software and run the file you have prepared (See the example EOI_demonstration).

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. In the Expression of Interest stage, 8 sections (1, 2, 3, 4, 6, 7, 9 and 12) where completed. Such sections are pre-completed in the full application form.

You may review any of those sections completed within the phase 1 of the application process. However, the main specifications established in the EOI application fields must be maintained (The main project ideas should not be changed).

The remaining sections (5, 8, 10, 11, 13, 14 and 15) have to be completed within this second stage of the application process.

The screenshot displays the main menu of the electronic application form. It is organized into two columns. The left column lists 15 numbered sections: 1 Basic information, 2 Partnership composition, 3 Project summary, 4 Background 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, and 11 Communication plan. The right column contains sections 12 Final remarks and other informations, 13 Budget, 14 Output and results indicators, and 15 Annexes. Below these lists are several functional buttons: 'Import application form', 'Extraction of annexe files', 'Error detection', 'Print application', 'Print blank form', 'Help' (circled in red), 'Print help notes', and 'Exit' (circled in red).

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.

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.

This screenshot shows the '1. Basic information' section of the application form. It includes a 'Choose the linguistic version of the form' dropdown menu set to 'English', a 'Priority' dropdown menu, and two 'Languages adopted to filling in the form' dropdown menus, both set to 'English'. A 'Help' button (circled in red) is located in the top right corner of the section.

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 nº3, the application will then be considered in 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

NOTE

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

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

Acronym

Acronym
TESTATLANTICAREA

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

CAUTION: You must kept the ACRONYM unchanged

Title

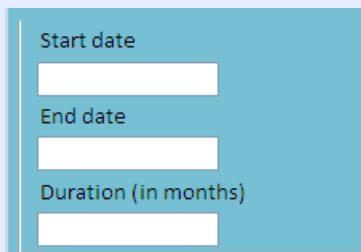
Mention here the complete title of the project (no more than 100 characters) in the language chosen to fill in the application form

CAUTION: You must kept the Title unchanged

Title - English
Project TEST
Title - Spanish
Title - French
Title - Portuguese

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

 End date

 Duration (in months)

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.

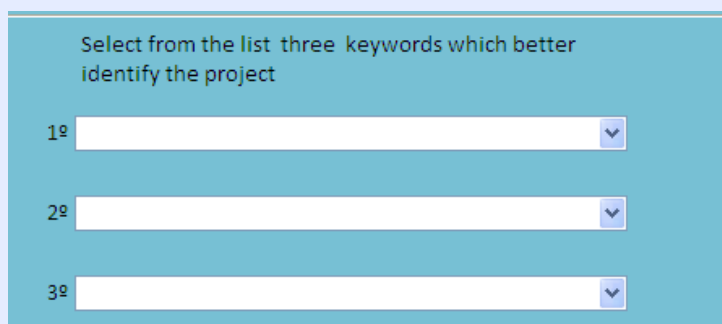
Projects having started before the deadline date for submission of application must provide specific evidence demonstrating the real added value for the Programme of the potential selection of the project.

NOTE:

You may change the start date and end date proposed in the EOI. However, the end date must not after 30 June 2015.

Keywords

Choose here three keywords, which better identify your project.



Select from the list three keywords which better identify the project

1st

2nd

3rd

Note: You may review your keywords presented in the EOI

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"/>

Note: The budget was presented indicatively within the EOI. You must present now a detailed budget. However, globally it shall be of the same order of magnitude of the EOI budget.

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

N°

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

N°

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,...

Note: In principle, the partnership should be maintained. However, in case of any change the new partnership composition should be in the same capacity to deliver the projects. An explanation should be given in the section 10.

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: 1 Basic information, 2 Partnership composition, 3 Project summary (circled in red), 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, and 11 Communication plan. On the right, a grid of buttons is visible, including: 12 Final remarks and other informations, 13 Budget, 14 Output and results indicators, 15 Annexes, Import application form, Extraction of annexe files, Error detection, Print application, Print blank form, Help, Print help notes, and 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 form is titled '3. Project summaries'. Below the title, it says 'Brief summary (completed in the four Programme languages)'. There are four distinct text input areas, each preceded by a language label: 'English brief summary', 'Spanish brief summary', 'French brief summary', and 'Portuguese brief summary'. Each label is on a blue header bar, and the corresponding text area is a large white box below it.

E.05 - SECTION 3: PROJECT SUMMARY

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

The screenshot shows a web interface for writing a project summary. At the top, there is a header bar with the text '3. Project summaries' on the left and 'Project: n.d.' followed by a 'Help' button on the right. Below this header, there are three main sections: 'Detailed summary', 'English detailed summary', and 'Spanish detailed summary'. The 'Detailed summary' section is currently selected and contains a large, empty text area for writing. The 'English detailed summary' and 'Spanish detailed summary' sections are visible below it but are currently empty.

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.

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	Help
10 Partnership organization and functioning	Print application
11 Communication plan	Print blank form
	Print help notes
	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.
- 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.

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.

Explain why the project contributes:

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

Explain how the project purpose addresses issues having a transnational scope.

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.

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

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

E.07 - SECTION 5: WORK PLAN

The screenshot displays a web-based application form interface. On the left, a vertical list of numbered sections (1-11) is shown. Section 5, 'Work plan', is circled in red. To the right of this list, there are two columns of options. The top column contains sections 12-15: 'Final remarks and other informations', 'Budget', 'Output and results indicators', and 'Annexes'. Below these are three buttons: 'Import application form', 'Extraction of annexe files', and a group of four buttons: '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	Import application form
6 Implementation methodology	Extraction of annexe files
7 Expected results and project tangibility	Error detection
8 Results transfer and project sustainability	Print application
9 Innovative aspects of the project	Print blank form
10 Partnership organization and functioning	Help
11 Communication plan	Print help notes
	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>		

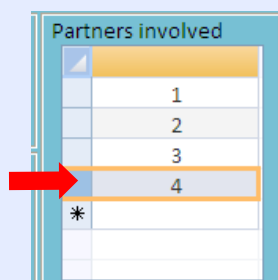
How to **DELETE** a partner involved?

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.

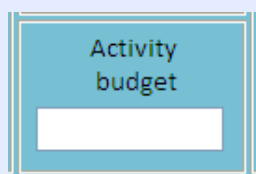


	Partners involved
<input type="checkbox"/>	1
<input type="checkbox"/>	2
<input type="checkbox"/>	3
<input checked="" type="checkbox"/>	4
<input type="checkbox"/>	*
<input type="checkbox"/>	
<input type="checkbox"/>	

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

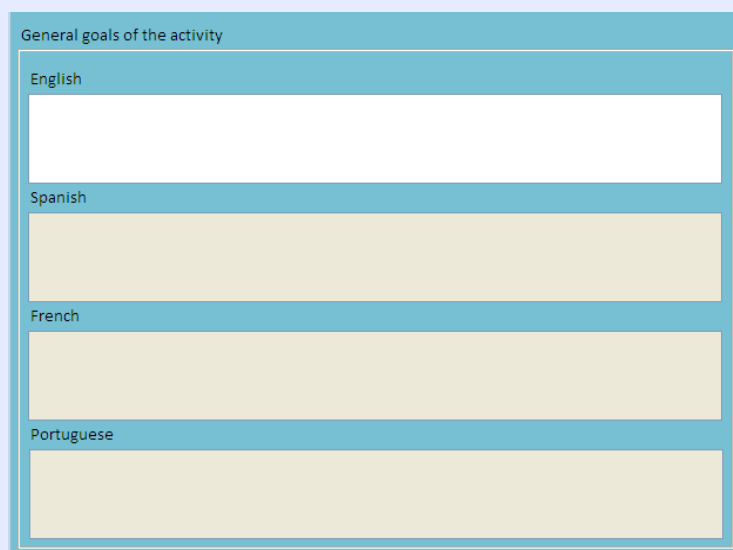
Activity budget

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	Import application form
6 Implementation methodology	Extraction of annexe files
7 Expected results and project tangibility	Error detection
8 Results transfer and project sustainability	Print application
9 Innovative aspects of the project	Print blank form
10 Partnership organization and functioning	Help
11 Communication plan	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.

Limited to 20000 characters

E.09 - SECTION 7: EXPECTED RESULTS AND TANGIBILITY

The screenshot shows a web-based application form interface. At the top, there are three language selection menus for 'English', 'Spanish', 'French', and 'Portuguese'. Below these, a list of 15 numbered sections is displayed. Section 7, 'Expected results and project tangibility', is highlighted with a red circle. 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.

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' form field. The title '7. Expected results and project tangibility' is displayed at the top left, and 'Project: n.d.' is at the top right. Below the title, there is a large text area for input. The language 'English' is selected at the top left of the form field.

The screenshot shows a web-based application form interface. On the left, there is a vertical list of 11 numbered sections. Section 8, 'Results transfer and project sustainability', is highlighted with a red circle. On the right, there is a grid of options including 'Final remarks and other informations', 'Budget', 'Output and results indicators', 'Annexes', 'Import application form', 'Extraction of annexe files', 'Error detection', 'Help', 'Print application', 'Print help notes', 'Print blank form', and 'Exit'.

Describe the knowledge and results transfer existing within the partnership and outwards.

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.

You will mention and explain the potential leverage effect of the project leading to the involvement of new players, new audiences, sectors or regions.

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 describing the project's expected results and project tangibility. The interface includes a header with the section title, a language dropdown set to 'English', and a 'Project: n.d.' status indicator.

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 shows a menu of application form sections. On the left, sections 1 through 11 are listed vertically. Section 9, 'Innovative aspects of the project', 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'.

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	Error detection
10 Partnership organization and functioning	Print application
11 Communication plan	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.

The screenshot shows the '9. Innovative aspects of the project' form. At the top, it says '9. Innovative aspects of the project' and 'Project: n.d.'. There is a 'Help' button. Below the header, there is a large text area for input. The language is set to 'English'.

E.12 - SECTION 10 : PARTNERSHIP ORGANISATION AND FUNCTIONING

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	Help
8 Results transfer and project sustainability	Print application	Print help notes
9 Innovative aspects of the project	Print blank form	Exit
10 Partnership organization and functioning		
11 Communication plan		

Limited to 20000 characters

Describe the work methodology

- 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.

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.

10. Partnership organization and functioning Project: n.d. Help

General description of the internal organization, the management and control system and of the dynamics for exchanges of knowledge and experiences between partners

English	Spanish	French	Portuguese

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				Select partner	
Nº	1	Test Lead Partner			
		United Kingdom			

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 15 numbered options for the application form. Option 11, 'Communication plan', is circled in red. The options are arranged in two columns. The right column includes options 12 through 15, and a set of utility buttons at the bottom.

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

General description of the communication plan and of the dissemination of project result

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 row of buttons for managing communication activities. It includes a text box for 'Communication activity n°' with the value '1', a 'Select activity' button with navigation icons, an 'Add new activity' button with a plus icon, and a 'Delete activity' button with a minus icon.

E.13 - SECTION 11 : COMMUNICATION PLAN

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. The menu is divided into two columns. The left column contains items 1 through 11, and the right column contains items 12 through 15. Item 12, 'Final remarks and other informations', is highlighted with a red oval. Below the numbered items are several utility 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	Help
10 Partnership organization and functioning	Print application
11 Communication plan	Print blank form
	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' input area is currently empty and has a vertical scrollbar on the right side.

Limited to 5000 characters

E.15 - SECTION 13: BUDGET

The screenshot shows a software interface for an application form. It consists of two main columns of numbered sections. The left column contains sections 1 through 11, and the right column contains sections 12 through 15. Section 13, 'Budget', is circled in red. Below the numbered 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'.

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"

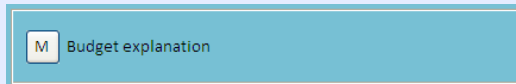
B "Financing resources"

C "Budget: expenditures"

The screenshot shows the '13. Budget' section of the application form. It contains a sub-section titled 'Insertion of budgetary data' which lists three options: A External financiers, B Financing resources, and C Budget - Expenditures.

13. Budget	
Insertion of budgetary data	
A	External financiers
B	Financing resources
C	Budget - Expenditures

. The part "**Budget explanation**"



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

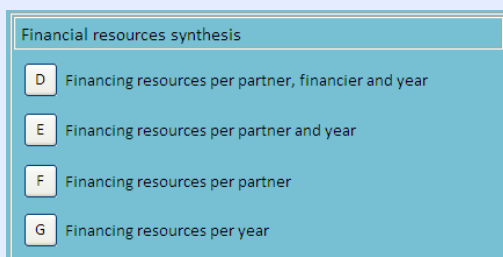
D "Financing resources per partner, funder and year"

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"

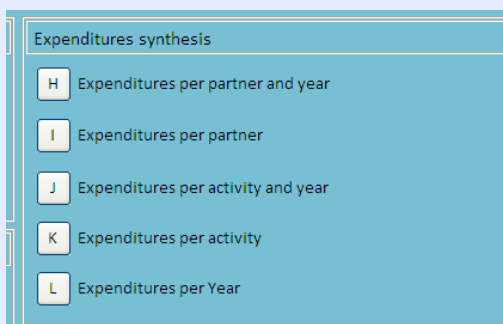
I "Expenditures per partner"

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 n° 2		
3 Test Partner n°3		
4 Test Partner n°4		

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
2		
	1 Test Lead Partner	
	2 Test Partner n° 2	
	3 Test Partner n°3	
	4 Test Partner n°4	

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	
N° 1	xxxx

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

Partner: Test Lead Partner
 Nº: 1 United Kingdom

Select partner: [Navigation icons] [Help]

13-C. Budget - Expenditures

Total partner expenditures: 90 250,00 € [Σ] [Excel icon]

Select expenditure year: [Navigation icons]

Year	Expenditure Items	€	Explanation notes
2008	Activity 1 -		
	1. Human resources	2 000,00 €	
	2. Services supply		
	3. Operational costs	500,00 €	
	4. Travel and accommodation	2 000,00 €	
	5. Meetings and seminars	1 000,00 €	
	6. Promotion and dissemination		
	7. Equipment		
	8. Other 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.

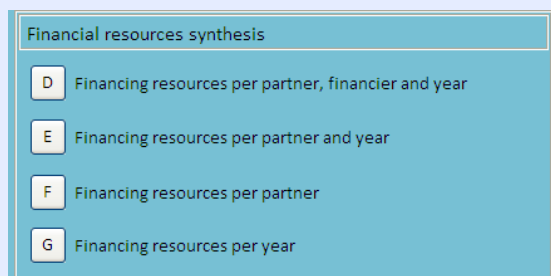
13-M. Budget explanation

Limited to 25000 characters

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

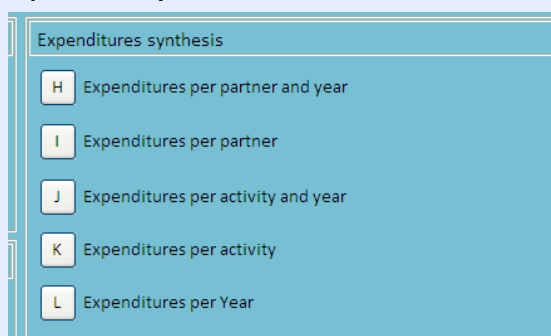
- The calculation method for certain budget headings and the justification related to the rules of eligibility
- Provide information on the compliance with the market prices and value for money of the expenditures foreseen to implement the work plan and achieve the expected results.
- Provide information 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.
- The methodologies adopted for operational costs imputation

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.

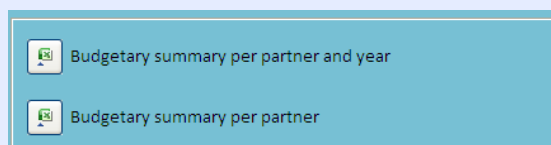
Expenditure synthesis



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.



The screenshot shows a menu of 15 numbered items. Item 14, 'Output and results indicators', is circled in red. The items 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 numbered list are several functional buttons:

- Import application form
- Extraction of annexe files
- Error detection
- Print application
- Print blank form
- 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 icons] Project: TESTATLANTICAREA [Help icon]

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 icons] Project: TESTATLANTICAREA [Help icon]

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.

14. Output and results indicators

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

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 [Navigation icons] Project: TESTATLANTICAREA [Help icon]

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

14. Output and results indicators

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

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 icons] Project: TESTATLANTICAREA [Help icon]

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)

14. Output and results indicators

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

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

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

E.16 - SECTION 14 : OUTPUT AND RESULTS INDICATORS

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 buttons] Project: TESTATLANTICAREA [Help]

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	

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 icons] Project: TESTATLANTICAREA [Help icon]

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	

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

The screenshot shows a menu with 15 numbered options. Option 15, 'Annexes', is circled in red. The options 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 numbered list are several functional buttons:

- Import application form
- Extraction of annexe files
- Error detection
- Print application
- Print blank form
- Help
- Print help notes
- 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', and a 'Help' button. Below these is a table with the following columns: N° Annexe, English reference, Spanish reference, French reference, and Portuguese reference. The first row is numbered 1.

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,

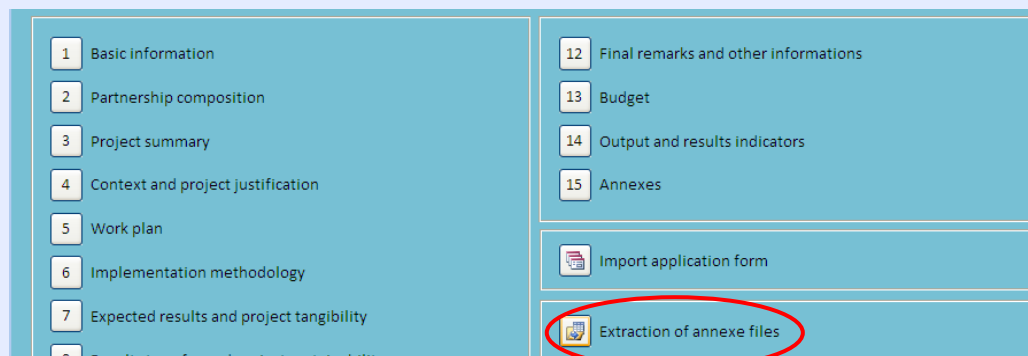
- Choose the file in PDF FORMAT you want to attach, you do "OK" or double-clicking on the file
- The file chosen is displayed in the field
- In the adjacent column describe the content of the attached file in the language(s) active(s) to complete the form.

Limited to 255 characters

The screenshot shows the '15. Annexes' section with a file selection dialog box open. The dialog box is titled 'Anexos' and contains the text 'Apexos (Duplo clique para abrir)'. It shows a file named 'treaty_lisbon_en.pdf' selected. The dialog box has buttons for 'Agregar...', 'Remover', 'Abrir', 'Guardar Como...', 'Guardar Todo...', 'OK', and 'Cancelar'.

The extractions of annex files

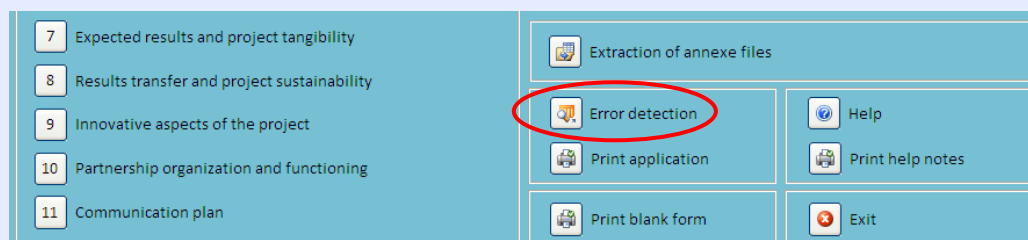
This tool allows you to extract the files included in the section 15 "Annexes."



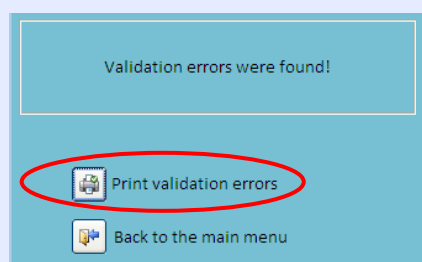
Error detection

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

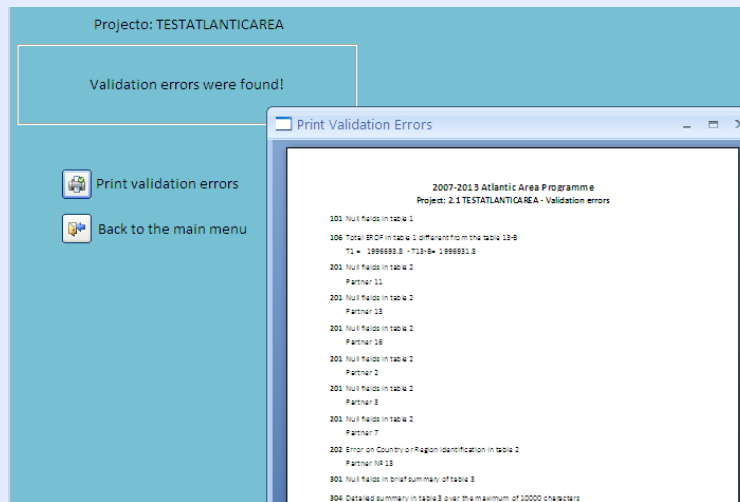
- "Errors" – serious inconsistencies that MUST be solved before the submission of the application form
- "Warnings" – potential inconsistencies that MUST be fully read and carefully analysed as they may require the introduction of corrections
- "Remarks" – when some recommendations regarding the preparation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



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



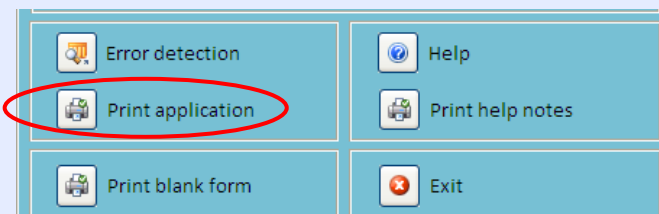
The system publishes a list of errors and inconsistencies detected which allows you to return to the relevant section of the form and make the necessary corrections.



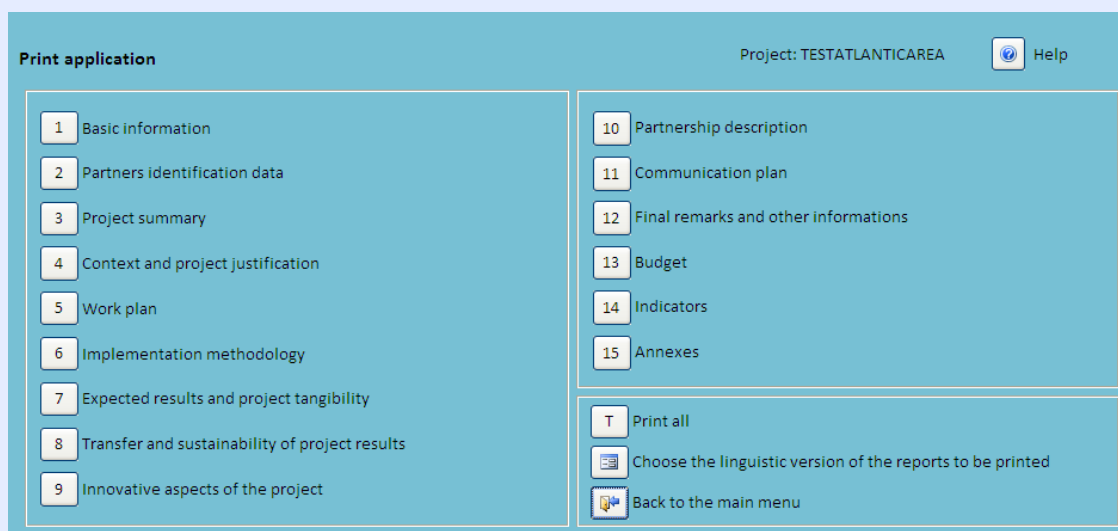
Printing

Print the application

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

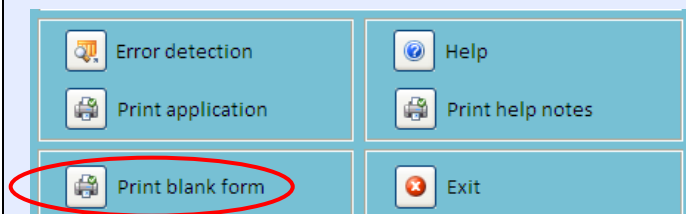


You may print each section separately or all together

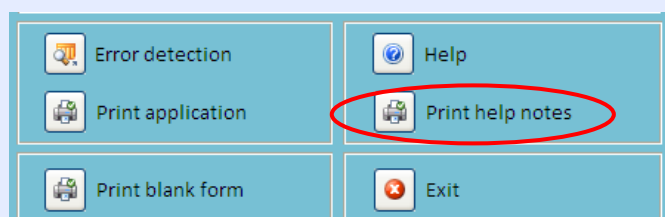


Print a blank version of the application form

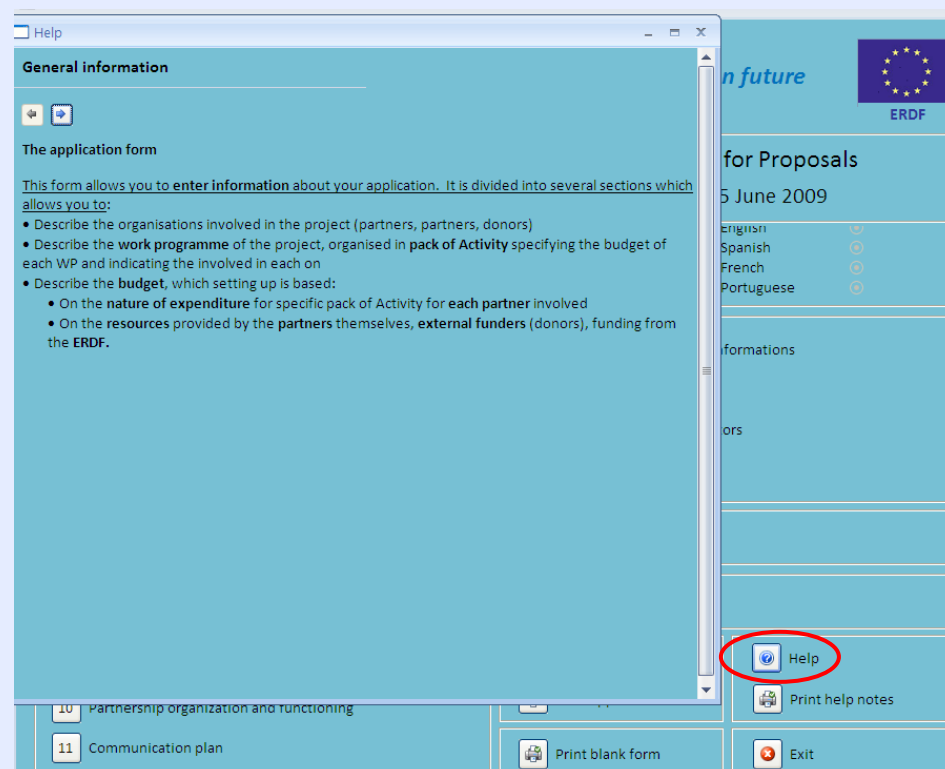
Allows you to print a blank version in PDF format..

**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-financer** (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 and certified by an external auditor, etc.
 - Constitution statement,
 - A proof of legal status,
 - The membership list and management council/board
 - All the 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**.

5. Public status organisations must submit an official document of a declaration confirming their public status.
6. All project partners must submit an official declaration confirming the status of legal representative for the relevant partner organisation.



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
EOI	Expression of Interest
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 letter headed 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 COMMITTS ITSELF” or**
- 2. “In the event of approval of the project by the Monitoring Committee, the organisation I represent DECLARES ITS INTENTION TO COMMITITSELF”**

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 **COMMITTS 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 represent¹ (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 above².

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:

¹Please choose the most appropriate wording according to the situation of the Lead Partner organisation.

² 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 represent³ (delete as appropriate):

COMMIT ITSELF

DECLARES ITS INTENTION TO COMMIT ITSELF:

³ Please choose the most appropriate wording according to the situation of the Lead Partner organisation.

F.03 - MODELS OF LETTERS OF INTENT

- 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 above⁴.

Place: _____

Date: _____

Name and Surname: _____

Position:

Signature:

⁴ 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 represent⁵ (delete as appropriate)

COMMITTITSELF

DECLARES ITS INTENTION TO COMMITTITSELF

- 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 above⁶.

Place: _____

Date: _____

Name and Surname: _____

Position:

Signature:

⁵ Please choose the most appropriate wording according to the situation of the organisation.

⁶ 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.