

**Interreg**



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**1<sup>st</sup> Call for Project Proposals –  
Project Development & Implementation:  
Overview & General Principles**

**GREECE – ALBANIA 2021-2027**

Info Days for the 1<sup>st</sup> Call for Proposals

13 March 2024

Gjirokastra, Albania

**Interreg VI-A IPA CBC ‘Greece-Albania 2021-2027’ Programme**

**CCI: 2021TC16IPCB010**

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## In Brief

- **Project Development**
- Intervention logic
- Project idea
  
- **Eligibility of expenditure**
- Applicable rules
- Budget lines
- Budget limits



## Project Development

- ▶ Define the **project objectives, results and outputs**
- ▶ Build the **partnership**
- ▶ Draft the **work plan/activities**
- ▶ Set up **realistic budget and timeline**
- ▶ Ensure **durability and sustainability of results**



## Project Intervention Logic

Demonstrate that the project:

- ▶ Targets **one Specific Objective** of the Programme
- ▶ Contributes to the respective **Programme indicator(s)**
- ▶ Links in a **logical sequence the project activities and outputs to the targeted Specific Objective**



## What to consider?

- ▶ **Convincing project idea** (demonstrate the cross border territorial cooperation)
- ▶ **Robust partnership** (description of each beneficiary – complementarity of roles, LB's coordination, joint character of the activities)
- ▶ **Dedicated Communication Plan** (Programme's Communication Strategy to be consulted, professional communication skills)



## Eligibility of Expenditures – Regulatory Framework

The application of the rules on the eligibility of the expenditures follow the below ranking:

- ▶ **EU rules** - CPR and Interreg Regulations
- ▶ **Programme rules** - Implementation Manual, Call for Proposals
- ▶ **National legislation rules** - only for matters not covered by EU and Programme eligibility rules



## Eligibility of Expenditures – General Rules

- ▶ **Eligibility period** - 1<sup>st</sup> of January 2021 to 31<sup>st</sup> of December 2029
- ▶ **Implementation area of an operation:** By principle the Programme's eligible area with exception of certain authorized activities outside the Programme Area (explicitly stated in the AF or duly authorized by the MA)



## Eligibility of Expenditures – Types of Costs

- ▶ **Real costs:** The expenditure is **committed** and **paid**. It is **backed by accounting documents** (invoices, others). It is registered in the accounting system based on **delivery of works, services or supplies**.
  
- ▶ **Simplified cost options (SCOs):** In this Call use of **flat rates** as the basis for calculating the expenditure. No evidence is presented on the existence or payment of expenditure.





## Eligibility of Expenditures – Simplified Cost Options (SCOs)

### Proposed SCOs in this Call:

- Flat rate for the calculation of **Staff Costs (recommended)**
- Flat rate for the calculation of **Office and Administrative Costs (strongly recommended)**
- Flat rate for the calculation of **Travel and Accommodation Costs (strongly recommended)**



## Eligibility of Expenditures – Budget Lines

Staff Costs

Office and administrative costs

Travel and accommodation costs

External expertise and services costs

Equipment costs

Infrastructure costs



## Staff Costs

### Options proposed:

- Real costs
- Flat Rate - **up to 20% of the direct costs other than the direct staff costs of the project (recommended)**

The option applies **per beneficiary for the entire project period**



## Staff Costs

**Gross employment costs of staff** employed by the beneficiary in one of the following ways:

- ▶ Full time
- ▶ Part-time with a fixed percentage of time worked per month
- ▶ Part-time with a flexible number of hours worked per month
- ▶ On an hourly basis



## Office and Administration Costs

Calculation options proposed:

- ▶ **Real costs**
- ▶ **Flat Rate – up to 15% of eligible direct staff costs** (fixed percentage of the gross employment cost) **(strongly recommended)**

**NOT exceeding 4% of the total beneficiary's budget**

(no matter what option used)

The option applies **per beneficiary for the entire project period**



## Travel and Accommodation Costs

Calculation options proposed:

- ▶ **Real costs**
- ▶ **Flat Rate** – up to 15% of eligible direct staff costs (fixed percentage of the gross employment cost) **(strongly recommended)**

The option applies **per beneficiary for the entire project period**

Costs covering only staff members' travel and accommodation.

National legislation rules applicable on eligibility and reporting.



## External Expertise & Services Costs

- ▶ **EU and national rules on public procurement** are to be respected for the award of the contract, in accordance with its amount
- ▶ All contracts must comply with the basic principles of **transparency, non-discrimination and equal treatment**



## Equipment Costs

- ▶ The equipment - **necessary for the project implementation** and is **foreseen** in the approved AF
- ▶ **Technical specifications** and the relative costs **required** at a later stage (stage B) (JoBC form)
- ▶ Selection of suppliers for the equipment to comply with the relevant **public procurement rules** in force





## Infrastructure & Works Costs

- ▶ Eligible under the condition that **the cross-border impact of the investment is demonstrated**, and the **activity** has been **approved** in the AF
- ▶ The contractor cannot be a beneficiary of the project
- ▶ **Technical specifications** and the relative costs **required** at a later stage (Stage B) (Bill of quantities, Technical Studies)

Infrastructure outside the Programme area is not be eligible



## Eligible categories of Expenditures

Categories	Real Cost	Simplified Cost Option
Staff Cost	✓	✓ Up to 20 % of the direct costs, other than the direct staff costs of the operation <b>(recommended)</b>
Office and Administration	✓ Up to 4% of total beneficiary budget	✓ Up to 15 % of eligible direct staff costs but not more than 4% of total beneficiary budget <b>(strongly recommended)</b>
Equipment	✓	
Travel and Accommodation	✓	✓ Up to 15% of the direct staff costs of the operation <b>(strongly recommended)</b>
External Expertise and Services	✓	
Infrastructure and Works	✓	



## Budget Limits of the Call

- ▶ Preparation Costs
- ▶ Management Costs
- ▶ Communication Costs



## Preparation Costs

- ▶ Incurred between **1st of January 2021** and the date of the submission of the **AF**
- ▶ Related **payments** should be made and included preferably in the **1st Request for Verification**
- ▶ **Direct connection** to the project should be proved



## Preparation Costs

- ▶ Costs incurred for the preparation of the project – only real costs and BL Staff, Travel & Accommodation and External Expertise & Services are eligible
- ▶ **Maximum €30.000 on project level**
- ▶ They must be included in the AF in the **Deliverable 1X1 “Preparation Activities”** (where X is the number of the beneficiary)



## Management Costs

- ▶ **Included only in WP1** of the AF - costs for the administrative activities, the efficient management and coordination of the project
- ▶ **For project beneficiaries - maximum 10%** of the total beneficiary's budget
- ▶ **For the Lead Beneficiary – maximum 15%** of its budget



## Communication Costs

- ▶ Actions for external communication of project results and outputs
- ▶ Included **only in WP2** of the AF
- ▶ The **WP2** budget cannot exceed the **15%** of the total project budget
- ▶ No limit per beneficiary



## Special Categories of costs and budget limits

Categories	Limits
Costs for the preparation of the project proposal	Up to 30.000€ at project level, within the budget lines: staff costs, travel and accommodation costs and external expertise and services
Costs of management/administrative activities	Up to 15% of the Lead Beneficiary's budget Up to 10% of the budget per each Beneficiary
Costs of communication activities	Up to 15% at project level





Thank you for your attention  
For further information, please contact:

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