



*Governance of Regionally Integrated
Projects using Innovative Tools*



GRIP – IT

**Governance of Regionally Integrated Projects using
Innovative Tools**

Regional Framework Operation

Call for sub projects

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1 Background. The GRIP IT project.

The project GRIP IT is a Regional Framework Operation (RFO), financed by the INTERREG III C East programme.

Main aims of GRIP-IT, can be summarized as follows:

1. to promote integrated projecting approach for the implementation of Structural Funds for sustainable regional development;
2. to develop innovative methods of governance of integrated projects;
3. to improve efficiency and efficacy of local partnerships in initiatives of investments for sustainable development;
4. To promote synergy and accelerated transferring at trans-national level of sustainable models of Integration, in different areas of intervention and based on different partnership assets.

The objectives of the programme are the natural development of the objectives of the cooperation established in the Twinning projects that involved most of them, that aimed at institution and capacity building for the implementation of Structural funds.

The objectives are also set in the perspective of long term impact in the next programming period 2007-2013, for the objectives of convergence, competition, trans-regional cooperation.

1.1 The partnership

The partnership of Grip It:

The lead partner: Hradec Kralove Region

The main partners:

Regione Basilicata, Italia

Regione Friuli Venezia Giulia, Italia

Regional Agency of Western Transdanubia, Hungary

1.2 The GRIP-IT project plan

The Sub projects are part of a larger set of activities that started in april 2005,



1. Start up: from April 2005 until Dec 2005 Establishment of project governance system, promotion of local partnership.
2. Sub project launch and implementation: from July 2006, until June 2007.
3. Development of methodologies, exchange of experiences: from January 2006 until Nov 2007
4. Assessment of results, transfer of experiences to the regional actors at national and EU level, second semester 2007

2 Objectives of the call

The sub projects should aim at identifying the development of innovative approaches in the implementation of structural funds with integrated projects. The call also aims at promoting sub projects proposals capable to contribute to the objectives of the GRIP_IT operation in order to:

1. promote experiences of project design, feasibility studies, ex ante evaluations for integrated projects, in trans-national partnerships, for the implementation of the EU regional policy, in the current and next programming period.
2. develop innovative methods of governance of integrated projects, through comparative tests of institutional assets and procedures in similar structural and political frameworks.
3. promote synergy and accelerate transfer at trans-national level of good practices and experiences of common interest of the partners, in order to improve efficiency in initiatives of investments for sustainable development.

Specific objectives of GRIP-IT RFO, relevant for the present call are the following:

1. creation of integrated subprojects, exchange of experts and staff involved in integrated project management.
2. networking regional authorities for testing and implementation of innovative governance;
3. networking local authorities, promoting trans-national partnerships for exchange of expertise for capacity building in the field of integrated projects management.
4. promotion of cooperation among GRIP-IT partners



5. Preparation of integrated projects for the next EU programming period (2007-2012).

3 Potential beneficiaries, partnerships and eligibility criteria.

3.1 Legal status of participants

Public bodies, or public equivalent bodies¹, are eligible as lead partners and main partners of sub projects.

The categories of eligible participants are the following:

- Public authorities from the 4 regions involved (e.g. regional and local authorities).
- Local administrations, associations of territorial administrations (e.g. municipalities, associations of municipalities of mountainous territories, etc)
- Public-equivalent bodies from the 4 regions involved (e.g. universities, research institutes, chambers of Commerce, NGOs, local development agencies, associations of legal entities)
- Other public bodies involved in investments for local development, where the integrated approach can be considered relevant and useful.

Associations of private bodies, consortiums of private and public equivalent bodies are eligible as partners, provided that they do not co-finance the operation.

¹ For the definition of public equivalent body refer to the INTERREG III C manual (point 2.7):
Public equivalent body in the understanding of Interreg IIIC means any legal body governed by public or private law.

1) *established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character, and*

2) *having legal personality, and*

3) *either:*

- *financed, for the most part, by the State, or regional or local authorities, or other bodies governed by public law,*
- *or subject to management supervision by those bodies,*
- *or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities or by other bodies governed by public law.*

This definition does not exclude bodies partly having an industrial or commercial character, which deal with public tasks.

These bodies may be asked to submit a clarification statement issued by national authorities



No investments or provision of services, or any other form of subsidy for private initiatives can be financed.

The private involvement in the RFO sub-projects should be limited to activities having non-commercial character and falling in the scope of public interest, this means that the following rules should apply:

- primary interest of the operation must be that of general public;
- the operation must involve only public co-financing;
- the results of the operation must be owned by public partnership, public partner or public in general.

3.2 Location of beneficiaries and activities.

Participants should be resident in one of the regions of residence of the partners of GRIP_IT, as listed in the approved GRIP IT project: NUTS II Northeast (CZ), Basilicata region (IT), Friuli Venezia Giulia Region (IT), West-Transdanubian Region (HU).

3.3 Interregional partnership.

To ensure trans-nationality, the sub-projects will involve local participants from at least 2 regions from two different countries from the GRIP IT partnership.

All partner regions will be involved at least in one sub project.

A maximum of 4 participants is envisaged, for an effective implementation of the sub projects.

3.4 Topics of sub projects

Topics of sub projects can be: development, trans-national comparison and transfer of experiences in integrated projects for structural funds operations, in the sectors of:

- Integrated sustainable tourism development;
- Conservation and enhancement of the environmental and cultural heritage resources;
- Regional infrastructures for sustainable transport;



- Economic and production clusters for sustainable development;
- Promotion of productive and sustainable use of rural resources and areas;
- Marketing tools for promotion of territorial integrated productive systems. (Territorial brands of origin, etc);
- Other areas of intervention where integrated approach is needed because of structural constraints in the specific condition of the local economic and social systems.

The object of the activities can be the development of innovative approaches in all aspects of the integrated project cycle and institutional architecture:

- Methodologies for financial flows in integrated projects;
- Design of Integrated projects;
- Partnerships promotion for integration;
- Feasibility analysis of integrated projects;
- Institution building for integrated projects management;
- Definition of structures and procedures for IP partnerships.
- Final beneficiary role, relations with the Programme authorities;
- Integration of operations subsidized by more than one EU fund and or programmes.
- Other procedural, institutional and financial issues that prove to be relevant as tools or constraints in integrated projects.

Interregional comparisons will lead to identification of common fields of action in project integration based on interregional partnership and cooperation.

3.5 Sub-project budget

The financial size of the sub projects should be approximately 200.000,00 Euro, minimum 120.000 maximum 300.000.

The categories of eligible costs are the following:

- Staff
- Administration costs
- External expertise
- Travel and accommodation
- Meetings



- Information and Promotion costs
- Investments

Proportions among cost categories should be balanced according to the prescription of the INTERREG III C east Programme.

4 Eligible activities and results.

Activities and outputs that can be financed in sub projects are the following:

1. Subproject management
2. Interregional working groups
3. Feasibility studies, economic analysis
4. Seminars and conferences
5. International conferences
6. Study visits
7. Publications in paper and electronic form
8. Investments in small equipments strictly required for the implementation of the sub projects.
9. Subproject preparation. (maximum 5.000 euros paid for activities delivered before the dead-line of the call, only for selected projects.)

Expected results of subprojects:

1. Capacity created in integrated projecting for the current and next programming period through pilot experiences in integrated projects drafting and institution building for IP governance.
2. Realized Exchange of good practices and methodologies in integrated projecting for sustainable development.
3. Tested governance tools for IP, and realized exchange of experience among new comers and experienced regions.



5 Number of sub projects, budget and co-financing.

5.1 Number of sub projects

Objective of the call is the promotion of approximately 6 subprojects. In case of special situations due to the results of the call the number of subprojects financed can be different than that planned, in order to ensure full absorption of resources and effective results for GRIP IT objectives.

5.2 Allocation of budget per regional partner

Total budget allocated to the call is 1.152.600 euro.

The allocation per partner region is the following

ALLOCATION OF RESOURCES PER PARTNER REGION

GRIP_IT BUDGET	Partners				
	Hradec Kralove	Basilicata	Friuli VG	Western transdanubia	total
Total budget for sub projects	415.100	397.000	225.000	115.500	1.152.600
National co- financing	103.775	99.250	112.500	28.875	288.150
ERDF co- financing	311.325	297.750	112.500	86.625	864.450
% of subprojects financial resources per partner region.	36%	34%	20%	10%	100%

Applicants should take into account the financial partnership of GRIP IT in planning activities and defining the budget of single participants to the sub projects.

ERDF and national co-financing, from central state budget and regional budget, will be provided according to the following proportions:



Region of location	Cofinancing rate per source of financing			
	ERDF	National		
		state	regional	Sub projects participants
Hradec Kralove Region, Czech Republic	75%	12,5%	10%	2,5%
Regione Basilicata Italia	75%	17,5%	7,5%	No co-financing
Regione Friuli Venezia Giulia, Italia	50%	35%	15%	No co-financing
Regional Agency of Western Trans-danubia Hungary	75%	15%	10%	No co-financing

Where a sub project participant co-financing is expected, subproject partners should include a commitment to provide appropriate co-financing, using the form in the section 6 of the application form, in annex 2 of this document.

Eligible costs

The overall rules regarding eligibility and non eligibility of expenditures, the EC regulations laying down the rules for financial management and control of operations funded from the EU Structural Funds, are described in the Programme manual Interreg III C, chapter 5.2.(see www.interreg3C.net)

Detailed information on eligibility of costs is provided in the Commission Regulation (EC) No 1685/2000 as amended by Commission Regulation (EC) No 448/2004.

6 Application and selection procedure

Main stages of the call will be the following:

Launch of the call and dead line

The call for Sub-projects is being launched in all partner regions, starting date is: the 27th of march, closing date for submissions will be the 22nd of may 2006. Details on dead lines for electronic form and hard copy are available in annex 3

Partnership promotion

During the application period potential applicants will receive assistance from:



Help desks, available in all partner regions (see www.grip-it.info/contacts).

Potential subproject partners can circulate their interest in the call and – or – publish their proposals in the matching point of the website (www.grip-it.info/subprojects) in order to get in touch with other potential partners.

Info pages available in the web site of the project: www.grip-it.info.

Regional Partners will also promote sub project partnership organizing info-days, seminars, individual meetings, according to a calendar that will be published through local media and electronic tools.

Submission procedure.

Details of the submission procedure can be found in the annex 3.

The Application Form shall be submitted electronically by E-mail, as well as in an original and duly signed unbound hard copy, the latter being considered as the official application, to the following addresses:

Kruncikova@cep-rra.cz; zsemorad@kr-kralovehradecky.cz

And paper copy to:

Královehradecký kraj

Mgr. Zdeněk Semorád

Sekterariát NUTS II Severovýchod

Wonkova 1142

500 02 Hradec Králové

Czech Republic

It must include all Annexes and be sent to the Hradec Kralove Region within the set deadline for the call for proposals this being the date of postal stamp on the envelope containing the original hard copy and the date and time for receiving the electronic version of the Application Form and its Annexes (which could be scanned to PDF or any other programme).

Check of eligibility:

The Technical coordination group will make the check of eligibility, applying eligibility criteria specified in the annex 4.



In case of minor formal mistakes or defects in the application form, not implying non fulfillment of eligibility criteria, the coordinator will ask the applicant to amend the application in a given time.

The amendment of the application cannot be related to the fulfillment of conditions that should exist at the time of the dead line, but only to not substantial material mistakes, like non readability of files or photocopies of documents already presented in other form, or mistakes in arithmetical calculations in some of the tables.

The eligibility process will lead only to two possible results, eligibility or not eligibility. The lead partner will communicate the results of the eligibility check to all applicants.

Selection process

The eligible applications will be transmitted to all member of GRIP-IT technical coordination group for the assessment, according to the selection criteria listed in annex 4.

The technical coordination group in a meeting that will be held in late may 2006, will make the evaluation of the eligible application, and will prepare a ranking list of eligible subproject proposals.

Ranked list of subproject proposals will be transmitted to the GRIP-IT Steering Committee for approval.

Approval of the sub projects.

The GRIP-IT Steering Committee, in a meeting that will happen between may and beginning of June 2006, will approve the final evaluation of projects and the best ranking projects will be approved for financing, till the absorption of all available resources. The decision may include certain conditions deriving from the results of the assessment and aimed at improving the operation. Only after these conditions have been fulfilled the Subsidy Contract can be signed and the implementation of subprojects can start.

Contracting

All the Lead Participants of the approved Sub-projects will receive a letter from RFO Lead Partner informing of the decision of the Steering Committee and the total amount of ERDF - national funds approved.



Implementation of the sub projects

Lead partners of Sub project approved for financing will sign a subsidy contract with the lead partner of GRIP IT, and a cooperation agreement with the partners of the subproject.

All partners of sub projects will sign a financial agreement with the regional partner of GRIP IT of the region of their residence, to regulate procedures and criteria of financial flows.

It is strongly recommended to start with the implementation of the sub-project proposals on the month of July 2006;

Monitoring of subprojects will be responsibility of the GRIP IT partnership and their technical and steering bodies.

Closure of sub projects

All the relevant project activities should be finalized by the end of June 2007. Payments can be completed by September 2007.

GRIP IT partners will promote and spread results of subprojects at regional and European level.

7 Reporting and Financial procedures for sub projects

Reporting procedures will follow the model described by the manual of the INTERREG III C est programme, chapter 6.1, and detailed by the GRIP IT project, as described in the application form, readable on the web site of the project: www.grip-it.info.

Sub project participants, including Lead participant, implement their part of activities in the project and retain the documents required for the audit trail.

Sub project participants send an audited report to the Lead participant, who compiles the joint Project Report. Each project participant ensures that independent audit is being performed on its part of reported activities and expenditure. RFO Lead Partner and regional partners are responsible for ensuring the independent audit on the inputs into the sub-project reports prepared by the Lead Participants and project participants coming from their region.



Lead participant reports to the RFO Lead Partner, who performs checks and controls on the reports and compiles the information into the Progress Report.

Detailed rules for reporting will be established in the subproject subsidy contract, and in the cooperation agreement among the subproject partners, and the contract among the partner region and the local partner of subprojects. Template for this contracts will be made available for successful applicants, and in general form are available on the Interreg III C web site.

Payment procedures for sub projects GRIP-IT RFO will follow RFOs-Financial Flows (model 2) proposed by the INTERREG IIIC Programme Manual, chapter 6.6, and described in the approved GRIP-IT application form..

The payment is first made by the Paying Authority to the Hradec Kralove Region, Lead Partner of the GRIP IT project.

The Lead Partner then executes the payments of the part of the funds to the regional partners, including the funds for activities carried out by the regional partners themselves, as well as the part of the Project Funds to be distributed to the Lead participants and project participants coming from their region.

The regional partners then distribute the funds to Lead participants and project participants coming from their regions.

Detailed rules will be established in the subproject subsidy contract that will be established between the lead partner of GRIP IT and the lead partner of the subproject, in the cooperation agreement among the subproject partners, and in the contract between the regional partner of GRIP IT and the local partners of sub-projects. Template of these contracts will be made available in the GRIP-IT web site, and in general form are also available on INTERREG III C est web site.



ANNEX 1 Contact points in partner regions

Hradec Kralove Region Lead Partner

telephone: +420 495 817 420 – Tomas Trunec,
+420 495 817 361 – Iva Kruncikova
hours: 8:00 – 16:00 Mon- Fri
fax number: +420 495 817 380
email addresses: trunec@cep-rra.cz,
kruncikova@cep-rra.cz

Regione Basilicata

telephone: +39 0971668341 Rosanna Losasso
+39 0971668373 Antonio Distefano
hours: 10 – 13:00 Mon- Fri
fax number: +39 +39 0971 668336 (please specify: GRIP-IT – c/o Michele Claps)
email addresses: grip-it@regione.basilicata.it
rosanna.losasso@regione.basilicata.it

Regione Friuli Venezia Giulia

telephone: +39 40 3775996 (09-12; 15-16.30) Manuela Fischanger - regione FVG
+39 481 597411 (09-12) Sandra Sodini - Informest
fax number +39 40 3775943
email addresses: manuela.fischanger@regione.fvg.it;
sandra.sodini@informest.it.

Western Transdanubia

telephone: +36-96-319-467
hours: 08.30 – 16.30 Mon- Fri
fax number: +36-96-319-467
email addresses: erika.fulop@westpa.hu





ANNEX 2 Application form

In attached document



ANNEX 3: submission procedures

Dead line:

22 of may 2006

Application package

Application form Part A
Application form Part B
Partners letters of intent.

Forms of submission.

Application should be sent in electronic form and hard copy .
Fax or scanned copies of documentation can be accepted. Applicants should be ready to provide originals in case of requests.

The Application Form should be delivered according to the following rules:

The **electronic version** must include all Annexes (Original Documents could be scanned to PDF or any other programme). and be sent to the Hradec Kralove Region within the set deadline, to the following addresses:

Kruncikova@cep-rra.cz; zsemorad@kr-kralovehradecky.cz

It must be received in any case **NOT LATER THAN 22nd of May 2006, 12 am at the latest.**

Hard Copy:

The Application Form shall be submitted also in an **original and duly signed, unbound** hard copy, this being considered as the official application. It must include all Annexes , which could be copied or scanned to PDF. (applicants should be ready to send the originals on request)

The envelope has to be marked by these sentences:

“GRIP-IT”,
“NEOTVÍRAT – DO NOT OPEN“
“The whole address of sender”

The application **must be sent by registered mail by the:**

22nd of may 2006, this being the date of postal stamp on the envelope containing the original hard copy of the application and its Annexes.

The application should be sent to the following address:

Královohradecký kraj
Mgr. Zdeněk Semorád
Sekterariát NUTS II Severovýchod
Wonkova 1142
500 02 Hradec Králové
Czech Republic



ANNEX 4: Eligibility and Selection criteria for sub projects.

Eligibility criteria:

Basic eligibility criteria are minimum requirements that will have to be met by sub-project proposals in order to become short listed for a more in-depth assessment of sub-project contents. These criteria will be applied during the first check on received sub-project proposals.

Proposals that do not meet all of the basic eligibility criteria will not be short listed and be declared ineligible.

The basic eligibility criteria are the following:

- The application form is completely and properly filled in according to the instructions and has been posted/delivered in time with regard to the predefined deadline for submission.
- The legal status of partners and their role in the sub-project complies with the rules established (as described in the INTERREG III C East programme manual and the Call for Proposals), and all activities planned will be located in the involved regions.
- The operations proposed have not received financial subsidies from any other EU fund.
- The financial plan complies to the co-financing rate per source of financing, described in the call for proposal, chapter 5.2
- The indicative costs applied for must comply with the regulation (EC) No 1685/2000 of 28 July 2000 amended by regulation (EC) 448/2004 of 10 March 2004 laying down detailed rules for the implementation of Council Regulation (EC) No 1260/1999 as regards eligibility of expenditure of operations co-financed by the Structural Funds and the INTERREG IIIC Programme Complement.



The following selection criteria will be applied:

Selection criteria	Points
Technical merit:	30
Specific criteria for technical merit:	
<i>Synergy with GRIP IT objectives.</i>	10
<i>Originality of proposal and relevance of subproject objective</i>	10
<i>Quality of results proposed by the sub project.</i>	10
Feasibility of activity plan and financial plan	30
Specific criteria for feasibility of project plan	
<i>Adequate allocation of resources per activity planned.</i>	10
<i>Realistic distribution of activities and resources per semester</i>	10
<i>Effective architecture of sub project management and coordination</i>	10
Experience of lead partner and local partners in planning and governance of structural fund projects.	20
Specific criteria for partners experience:	
<i>Experience in EU financed projects</i>	10
<i>Experience in local development projects and/or integrated projects</i>	10
Trans-national dimension: partners above the required minimum.	10
Partnership strategy:	10
Specific criteria for partnership strategy evaluation	
<i>Level of involvement of partners in institutional and socio-economic partnership.</i>	5
<i>Potential synergy and complementarities of partnership</i>	5

ANNEX 5: Relevant European Legislation.

The EU regulations laying down provisions on the Structural Funds, in particular :

Council Regulation (EC) No 1260/1999 of 21 June 1999 (OJ L 161, 26.6.1999, p. 1) as last amended by Regulation (EC) No 1105/2003 of 26 May 2003 (OJ L 158, 27.6.2003, p. 3),

Regulation (EC) No 1783/1999 of the European Parliament and of the Council of 12 July 1999 (OJ L 213, 13.8.1999, p. 1),

Commission Regulation (EC) No 1681/94 of 11 July 1994 (OJ L 178, 12.7.1994, p. 43), No 643/2000 of 28 March 2000 (OJ L 78, 29.03.2000, p. 4), No 1159/2000 of 30 May 2000 (OJ L 130, 31.5.2000, p. 30),

Commission Regulation No 1685/2000 of 28 July 2000 (OJ L 193, 29.7.2000, p. 39) as last amended by Regulation (EC) No 448/2004 of 10 March 2004 (OJ L 72, 11.3.2004, p. 66),

Commission regulation No 438/2001 of 2 March 2001 (OJ L 63, 3.3.2001, p. 21) as last amended by Regulation (EC) No 2355/2002 of 27 December 2002 (OJ L 351, 28.12.2002, p.42) and No 448/2001 of 2 March 2001 (OJ L 64, 6.3.2001, p. 13);

the Communication from the Commission to the Member States of 2 September 2004 laying down guidelines for a Community initiative concerning trans-European cooperation intended to encourage harmonious and balanced development of the European territory INTERREG III (OJ C 226, 10.9. 2004, p. 2), hereinafter referred to as INTERREG guidelines;

- the Communication from the Commission to the Member States of 7 May 2001 "INTERREGIONAL COOPERATION' Strand C of the INTERREG III Community Initiative (OJ C 141, 15.5.2001, p. 2); Annex A thereof replaced by Annex A of the INTERREG guidelines, hereinafter referred to as INTERREG IIIC Communication;
- the Community Initiative Programme INTERREG IIIC East Zone (Document No CCI 2001RG 16 0 PC 017), approved by the European Commission on 31.12.2001 (Decision NoK(2001) 4773), amended by Decision C(2004)5555 of 22.12.2004, hereinafter referred to as CIP;
- the Programme Complement;



- the Agreement between the EU Member States and the City of Vienna, represented by the Department for EU-Strategy and Economic Development (Managing Authority) and the Department for Finance and Budget (Paying Authority) for the implementation of the Community Initiative Programme INTERREG IIC East Zone; and the •
- Communication to the Commission of the European Communities according to Article 5 of Commission Regulation (EC) No 438/2001 for all INTERREG IIC programmes.

