PROGRAMME MANUAL

3.2. The use of SYNERGIE CTE during the Application procedure

Synergie guide – pre Application form 1st call for Horizontal Projects

Programme cofinancé par le Fonds Européen de Développement Régional (FEDER)

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3. 2. The use of SYNERGIE CTE during the Pre-application procedure

The following section aims to provide guidelines for applicants in order to submit a project proposal through the on-line monitoring tool of the Interreg MED Programme, SYNERGIE CTE, in the framework of the 1st call for Horizontal Projects (for more information about the submission procedure, please refer to section 3.1.2).

The Pre-application Form and the submission procedure have been designed with the administrative and eligibility criteria[1] and quality assessment criteria[2] in mind, therefore applicants are advised to consider these criteria when completing it.

Here below you'll find the detailed outline of the Pre-application Form to help you in gathering the relevant information from your partners and preparing your answers before filling it. All steps you have to follow have been described. Information/tips to help you to proceed have been also included.

To assist you further, a courtesy Pre-application Form in Word version is available on the Interreg MED Programme website (www.interreg-med.eu).

For any problems that you might experience with the submission of your proposal, please contact the Interreg MED Programme Joint Secretariat: programme_med@regionpaca.fr. Kindly indicate "Synergie" in the object of your mail in order to speed up the treatment of your question.

3.2.1. To take into consideration before start the fill in

It is highly recommended to **gather all the relevant information before starting to fill in** the Pre-application Form, especially the information regarding the partners' organisations. Please check the present section of the Programme Manual in order to have an idea of the information you will need.

Submitting any proposal **takes a lot of time**. Kindly foresee enough time to fill in the entire Pre-application Form. Having the information beforehand you will be able to follow each step

[1] For further information, please refer to section 3.3.1.
[2] For further information, please refer to section 3.3.2.

smoothly. You can save as you go along and complete the information in several steps. Do not under-estimate the time needed to prepare a high quality proposal.

Kindly remember that in each section a maximum **number of character to be respected has been established**. If you exceed this number, extra characters will not be considered during the evaluation phase.

If you decide to write down your Pre-application Form in a word document, and then you copy paste the text in the system, kindly be aware that the system will not count the number of characters.

The Pre-application Form must be filled in in one of the two official languages of the Interreg MED Programme, **English and French**. The same language must be used all the time. This language would be considered as the language of the project.

Only section [Short description] **must** compulsorily be provided in both languages (English and French). Kindly refer to eligibility criterion A.7, see section 3.3 of the Programme Manual.

As a general rule, the title of the project, the name of the partners, WP, outputs, activities and deliverables should be provided in both languages as well. If the translation of any of these elements is not possible, please indicate the same name in one of the languages twice.

INTRODUCTION TO SYNERGIE CTE

Some **symbols** will inform you about actions that should be implemented. Here below you can find an explanation of the main symbols that you can find on Synergie CTE:

: Click to add a new element.

: *Click to modify the information of the element.*

: *Click to remove the element.*

: *Click to see an element without modifying the information.*

: *Click to enter a date, a calendar will pop-up.*

: Click to spread out.

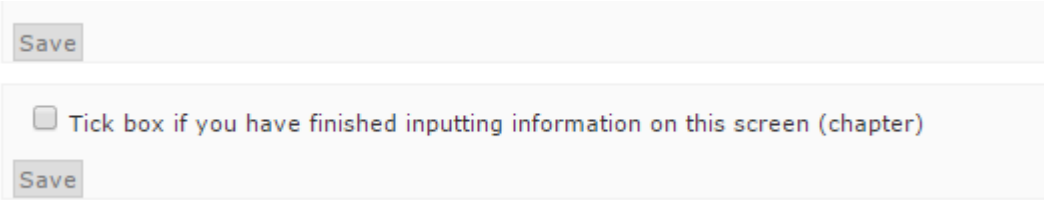
: *Click to produce the PDF form. For further information please refer to the relevant step.*

[Link]: Click to go further or to create a new element.

On the top of each page of the Pre-application Form, you will find three links to go to the previous chapter of the Pre-application Form, to the Index of the Application Form and to the Next chapter of the Pre-application Form.

Remember to click on the bottom Save in each page.

In some pages you will find **two "Save" buttons**.



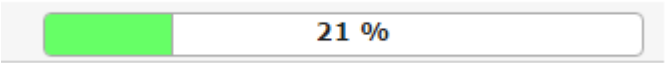
Click always first on the first button. Then enter in the section again and tick «Tick box if you have finished inputting information on this screen» and click on the second Save button. Thus you will be allowed to follow your progression. **If you click just on the second button the information will not be recorded.**

When the data is successfully recorded, a green message will appear on the top of the screen.

In the Pre-application Form index, you will see a green tick every time that you have declared that a section has been completely filled in or when the section is filled in automatically by the system. This will help you to follow up you progress.

- **I PART A - Project summary**
- 1. A.1 Project identification
- 2. A.2. Project short description
- 3. A.3. Project budget summary
- 4. A.4. Project partners overview
- 5. A.5. Project statistic information

On the right up corner, you will have as well a progress bar that will show you how many has been completed, provided you have ticked the boxes every time you have finalized the compilation of one chapter.



You will have to enter the information via the section «**Enter main elements**» or through the «**Index**» of the Pre-application Form. Specifications are indicated in this document. You are invited to fill in all the information required in each single section according to the order established in this document in order not to forget any relevant information.

In each page, you will find **guidance** about the type of information that is expected in each section of the Pre-application Form.

Text boxes in yellow have to be filled in. If they are kept empty, you might have issues to submit your Pre-application.

If the system requests to provide any information not compulsory in both languages, kindly include the same text in both boxes or enter "N/A" in the empty box in order to continue the submission of the Pre-application Form.

Coherence checks shall be made during the whole period of the drafting of the Application Form; it is not recommended to wait until the final stages unless Lead Partner disposes of enough of time for making the necessary corrections. Lead Partners are invited to use the coherence check after saving each section of the Pre-application Form. (See **Step # 11**).

Even if SYNERGIE CTE is based on PRESAGE CTE, the on-line monitoring tool of the 2007-2013 programming period, there are some differences that could prevent the correct submission of your proposal. It is warmly recommended to follow the instructions included in the present document in order not to scape any step.

STEPS TO THE ONLINE SUBMISSION PROCESS

The following stages have been identified in order to assist applicants during the application procedure. Detailed step-by-step procedures can be found in the present document.

- *Creation and validation of the Lead Partner account (Steps # 1 to 5)*
- *Summary of the proposal (Steps #6 and 7)*
- *Creation of the partnership (Step # 8)*
- *Project description (Steps # 9 and 10)*
- *Validate the Pre-application form (Steps #11 and 12)*
- *Upload compulsory annexes (Steps #13 and 14)*

3.2.2. Creating the Lead Partner account

First, applicants wishing to submit a proposal have to create a Lead Partner account for SYNERGIE CTE.

The Lead Partner has to do this by choosing a login and password, which will allow him to enter the system, work on the Application Form and upload the compulsory annexes at any time until the submission deadlines (two different deadlines according to application procedure detailed in section 3.1 and established in the announcement of the relevant call).

Step # 1. START THE CREATION OF A LEAD PARTNER ACCOUNT

1. Connect to the SYNERGIE-CTE website: https://synergie-cte.asp-public.fr/

2. Click on Create an account on the top bar. A new page appears.

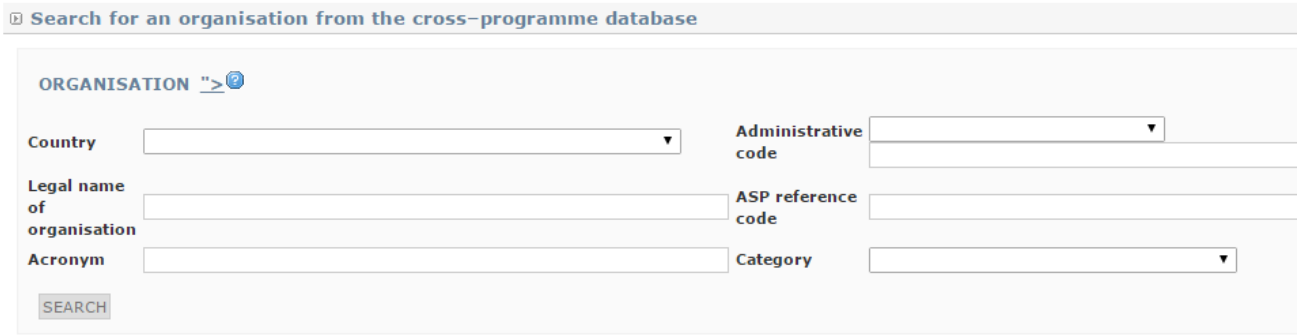
3. Click on Create a user account for the Interreg MED Programme

▲On the top right corner of the page you can select the language of the screen. In the framework of the Interreg MED Programme only English and French are available.

Step # 2. SEARCH AN ORGANISATION

Search the Lead Partner organisation into the cross–programme database using the fields proposed. The research is made in the language of the page.

1. Include at least two of the information requested in the form (Country, Name, Acronym, Administrative code, ASP reference code[3], Category[4]) and click on Search.



2. A list of relevant organisations according to the information entered will appear. Kindly look for your organisation.

For example, if we select France, the list of all French partners included in the database will appear.

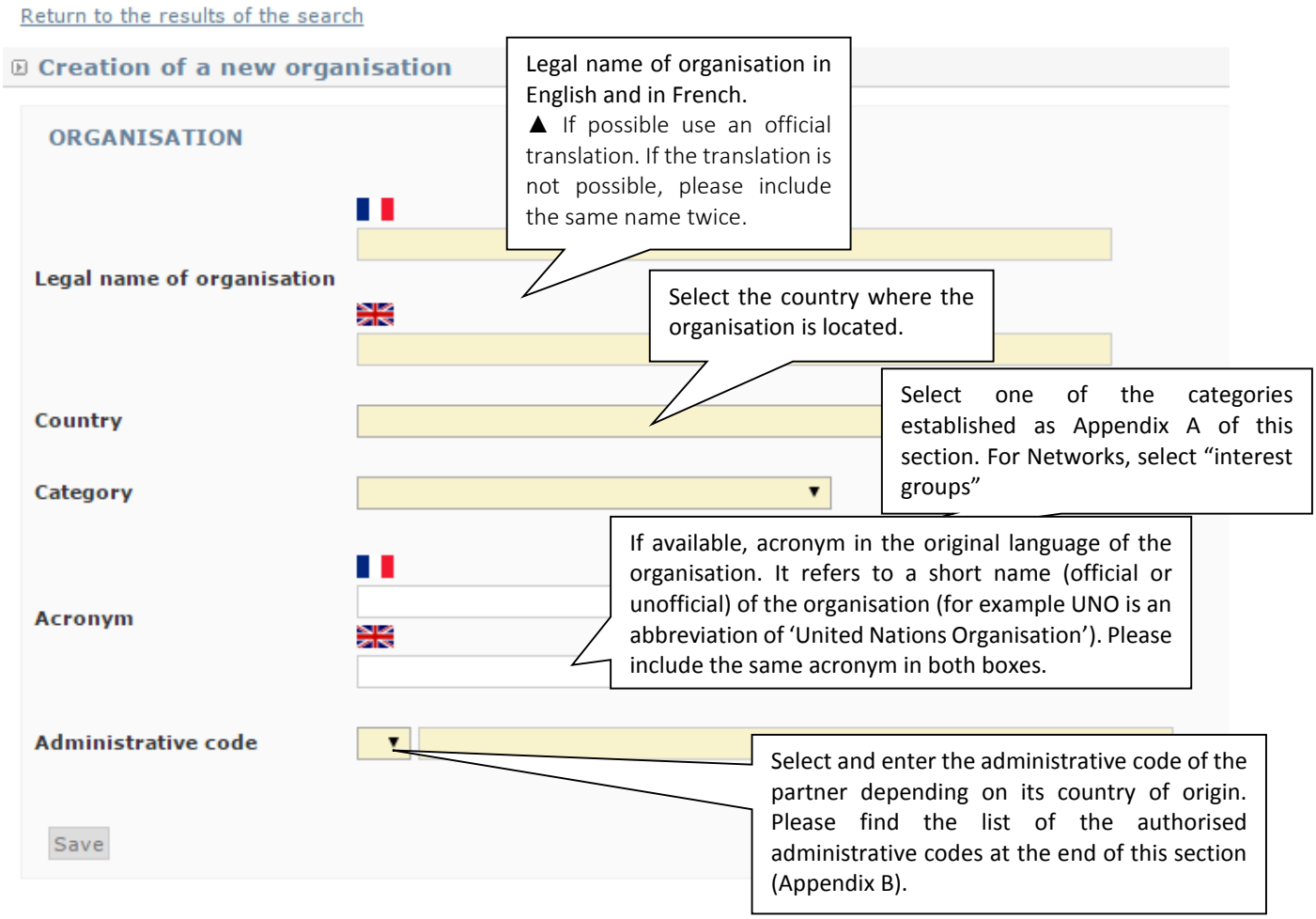
3. <u>If your organisation already exists</u> in the system, click on Select in the last (right) column of the table and go to **Step # 4. CREATE A CONTACT.**

▲ If your organisation is already in a proposal or participating in any other programme using SYNERGIE CTE as an on-line monitoring tool, you should have a Synergie/ASP number. Kindly give this number to your Lead Partner of the proposals you are going to participate in, in order to find you easily in the database.

4. If your organisation does not exist, you have to create it by clicking on Add an organisation to the database and go to **Step # 3. CREATE AN ORGANISATION**.

Step # 3. CREATE AN ORGANISATION

1. Fill in the requested information. Fields in yellow are compulsory.



2. Click on Save

3. If the administrative code is not correct an error message will appear.

The format of the administrative code is incorrect

▲ Please find the list of the authorised administrative codes and the format in which these codes should be presented as Appendix B of this section. Should you encounter any problem in filling in

the administrative code, you must contact the JS as urgently as possible (programme_med@regionpaca.fr).

Step # 4. CREATE A PROJECT CONTACT

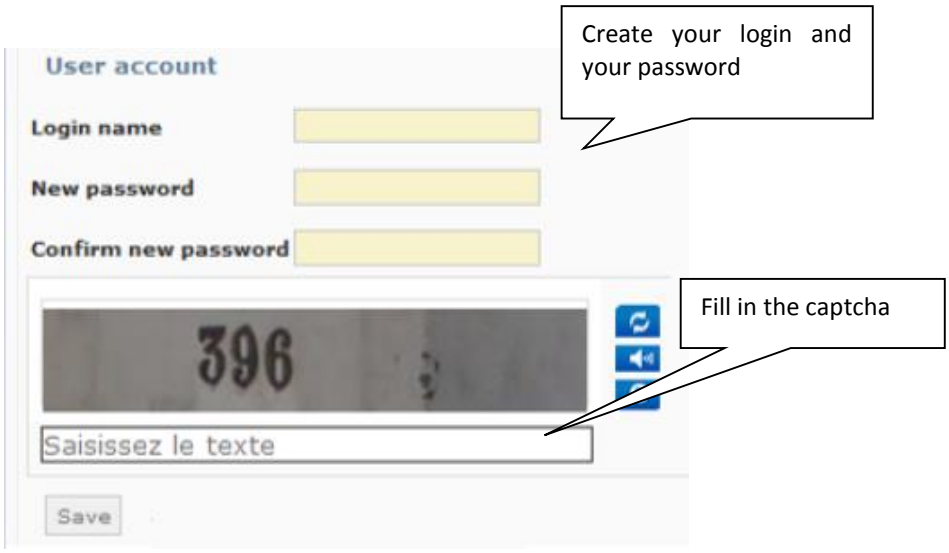
1. Once you have selected/created your organisation, you have to include a contact.

2. Fill in contact details (Name/First name; Email address; Address (please include the address of the organisation); Postcode; City; Country; NUTS2/NUTS3)

▲ Please note that this contact will receive all the official communications by e-mail from the Interreg MED Programme during the selection procedure. Fields in yellow are compulsory.

3. Create your password respecting the following rules:

▲ The password must be composed of 6 to 16 characters, containing at least 1 letter, 1 numeric character and 1 special symbol.



4. Fill in the captcha

▲ For the captcha, if the picture is not clear enough, you can click on the first blue button to change it.

5. Click on Save.

6. If the data has been recorded correctly, a message appears in the top green box.

- Your account has been created. An e-mail link has been sent to you to allow you to validate your account

▲ Now the Lead Partner account has been created!

▲ Before starting drafting the Application Form, the Lead Partner account must be validated, see Step # 5. If you try to log in directly, an error message appears.

Step # 5. VALIDATE THE LEAD PARTNER ACCOUNT

In order to validate the Lead Partner account, SYNERGIE CTE will send an activation link by e-mail to the contact person. It can take a few minutes for the e-mail to arrive, so be patient and make sure to check the spam box.

Once you received the e-mail, click on the [link] to activate the account.

▲ Be careful, the link is only valid for 60 minutes!

You will be then automatically redirected towards the platform. You can start creating your project proposal.

▲ ONCE THIS STAGE HAS BEEN COMPLETED, PLEASE NOTE THAT YOU CAN LOG IN AND OUT WHENEVER YOU WANT USING THE LOGIN AND PASSWORD YOU HAVE ENTERED IN SYNERGIE CTE.

▲ NOTE DOWN YOUR LOGIN AND PASSWORD AND KEEP IT SAFE. THE INTERREG MED JOINT SECRETARIAT HAS NO LONGER ACCESS TO PASSWORDS, THUS THE JS WILL NOT BE ABLE TO SEND IT TO YOU IF IT IS LOST.

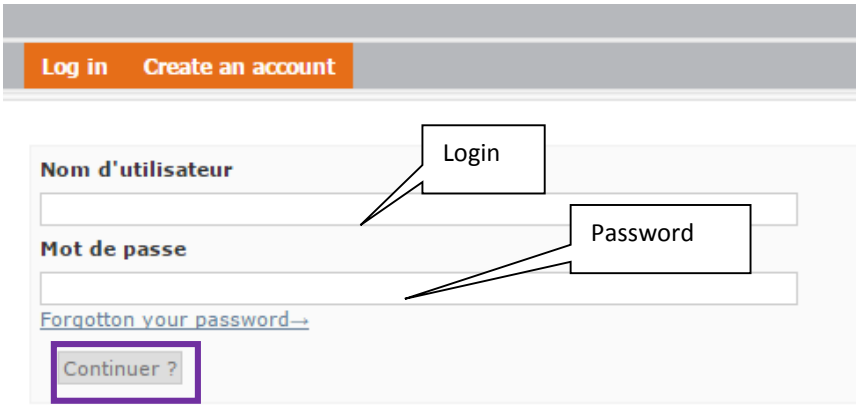
This partner account will allow you creating just one proposal as a Lead Partner. If the same organisation wants to submit several proposals as a Lead Partner, several accounts must be created with different e-mail addresses.

3.2.3. Creating a proposal

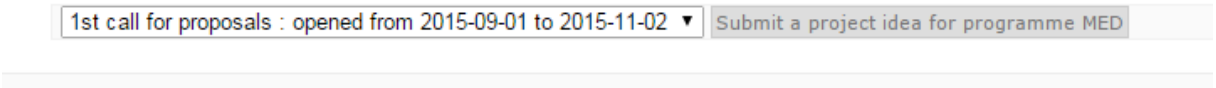
Step # 6. CREATE A PROJECT PROPOSAL

1. Connect to the SYNERGIE-CTE website: https://synergie-cte.asp-public.fr/

2. Enter your login and password.



3. Please select the option and click on Submit a project idea for programme MED. The project home-page appears.



4. Complete the project's name and acronym. This last one should be short, memorable, easy to pronounce and "catchy". For more information, please refer to section 2.5.3.

5. Select the Priority axe – Investment priority – Specific objective to which your project is linked; as well as the type of project you wish to submit (only Horizontal Projects will be possible for this Call). For more information refer to the Terms of Reference of the relevant call.

6. Click on Proceed.

7. The Application Form index page appears.

▲ If you log out, this screen will automatically appear when you log back in.

You can now start filling in the Application Form.

▲ The Lead Partner is in charge of the application for the whole partnership. Partners do not have access to the platform until the project is approved by the Programme.

The Application Form is composed of 4 main sections (a courtesy Application Form in Word version may be found on the Interreg MED Programme website – www.interreg-med.eu):

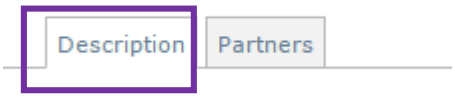
PART A – Project summary
PART B – Project partners
PART C – Project description
PART D – Project budget

▲ It is imperative to start filling in the Application Form by clicking on Enter main elements. As you will see, some sections of the Application Form will be pre-filled based on the information you have provided in these sections.

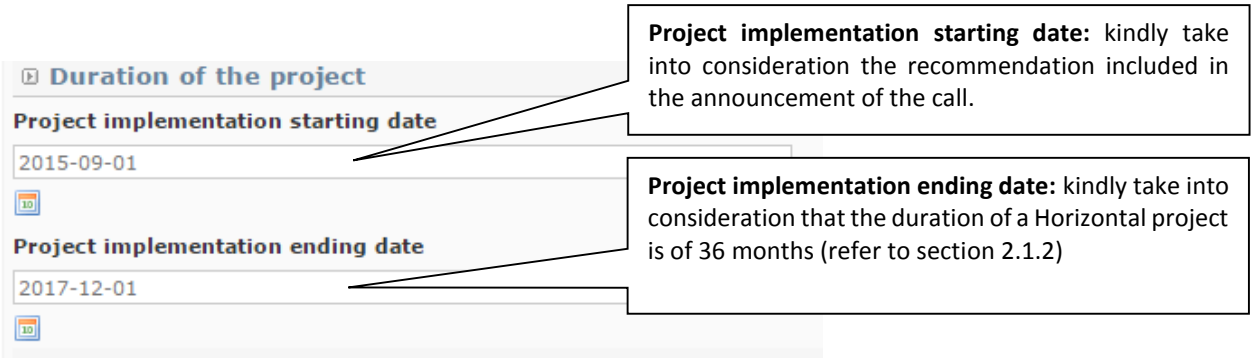
It is strongly advised to fill in the main elements following the horizontal menu on the top of the page. The sections included in the horizontal menu (Description, Partners) provide the key elements of your project and information will automatically be used for the other sections of the Application Form.

Step # 7 PROJECT SUMMARY

1. On the Pre-application Form index page, click on Main elements and go to tab Description.



2. Fill in the implementation starting and ending dates.



▲ It is warmly recommended always to use the first day of the month as starting date and the last day of the month as ending date.

▲ The number of months of the project will be automatically calculated by the system[5]. In order to see the number of months calculated, on the Pre-application Form index page, click on 1. A.1 Project identification. Kindly take into consideration the eligibility criterion B.6, and section 2.1.1. If the time limit is not respected the system will prevent the submission of the proposal.

Duration of the project	Starting date	2015-09-01	Number of months
	Ending date	2017-12-01	28

3. Include a short description of your proposal.

Please give a short overview of the project (in the style of a press release): The content must be an overview of the project, starting by a simple phrase about what is new/original in the project. This short description of the project will be used in publicity material and on the website of the Programme, so it should be clear and accessible for all potential stakeholders.
This section should not exceed 1500 characters (including spaces) and must be filled in in English and French. Kindly take into consideration the eligibility criterion A.7, please refer to section 3.3.

4. Indicate the reference language. The language selected will be used in the communications. Kindly use this language in order to fill in the Pre-application Form.

5. Click on Save

[5] Please note that if you establish as starting date «January 1st, 2016» and as ending date «January 1st, 2017» the system will calculate a project duration of 13 months. Please check always the months calculated by the system.

6. You will come back to the Pre-application Form index page. Click on Enter main elements.

7. Tick the box and click on the second Save button in order to see you progression on the Pre-application Form index page. Every completed page will have a green tick at the end of the section name.

8. You will come back to the Pre-application Form index page. Click on Enter main elements.

▲ At the end of each section, kindly tick a box if you have finished entering information on this page

9. Proceed with the tab Partners

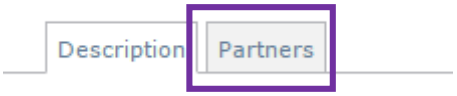
▲ Due to a dysfunction of the system, please do not take into account the error message « The working group X has no activities» in the top of the screen.

Step # 8 PARTNERS

In this section you must add all partners participating in the project proposal. After adding each one of them you are requested to provide information for each partner by clicking on the name of the partner.
*Some other relevant partners' information will be included in **Steps # 8.5, 8.6, 8.7**.*

▲ It is warmly recommended to gather all the information regarding each partner before starting to fill in this section, and please do this as soon as possible.

Step # 8.1 Add a new partner



1. On the Pre-application Form index page, click on Main elements and go to the tab Partners.

2. Click on Add a partner and follow **Steps # 2 and 3** in order to search and/or create the partners organisation.

▲ Before creating a new organisation be sure that it is not yet in the cross-programme database. If the partner has been included in another proposal it is likely that it already exists.

3. Once the partner has been added, fill in the information by clicking on the name of the partner. You can start with the Lead Partner.

▲ It is strongly advised to fill in the partner information following the horizontal menu on the top of the page. The sections included in the horizontal menu (Description, Finance, Contacts, Partner's bank account details) provide the key elements of your project and information will automatically be used for the other sections of the Application Form. All fields in yellow are compulsory.

Step # 8.2 Partner's Description

1. Enter the requested information:

2.

Please do not take into consideration this comment. Organisations will be validated by the MA after the closure of the call.

Description | Finance | Contacts | Former experience

Partner

The organisation is not validated

Organisation Name of the partner

Partner's title Nom du partenaire / Name of the partner

Already filled in based on the information included while creating the organisation. Do not modify it!

Administrative code XXXXXXXXXX

Address
- Address line 1
- Address line 2
- Special notification of delivery
- Postcode
- Country
- NUTS2
- NUTS3

Main address: it should be the legal address of the organisation. Kindly check that the country selected is the same that the one entered while creating the organisation (**Step # 3**).

Service

Department: Name of the department, service or unit that will implement the project directly (if known). In the case of large organisations, Ministries, Regional Governments, Universities, it is highly advisable to include this information. If its address is different from the main address, please include it too.

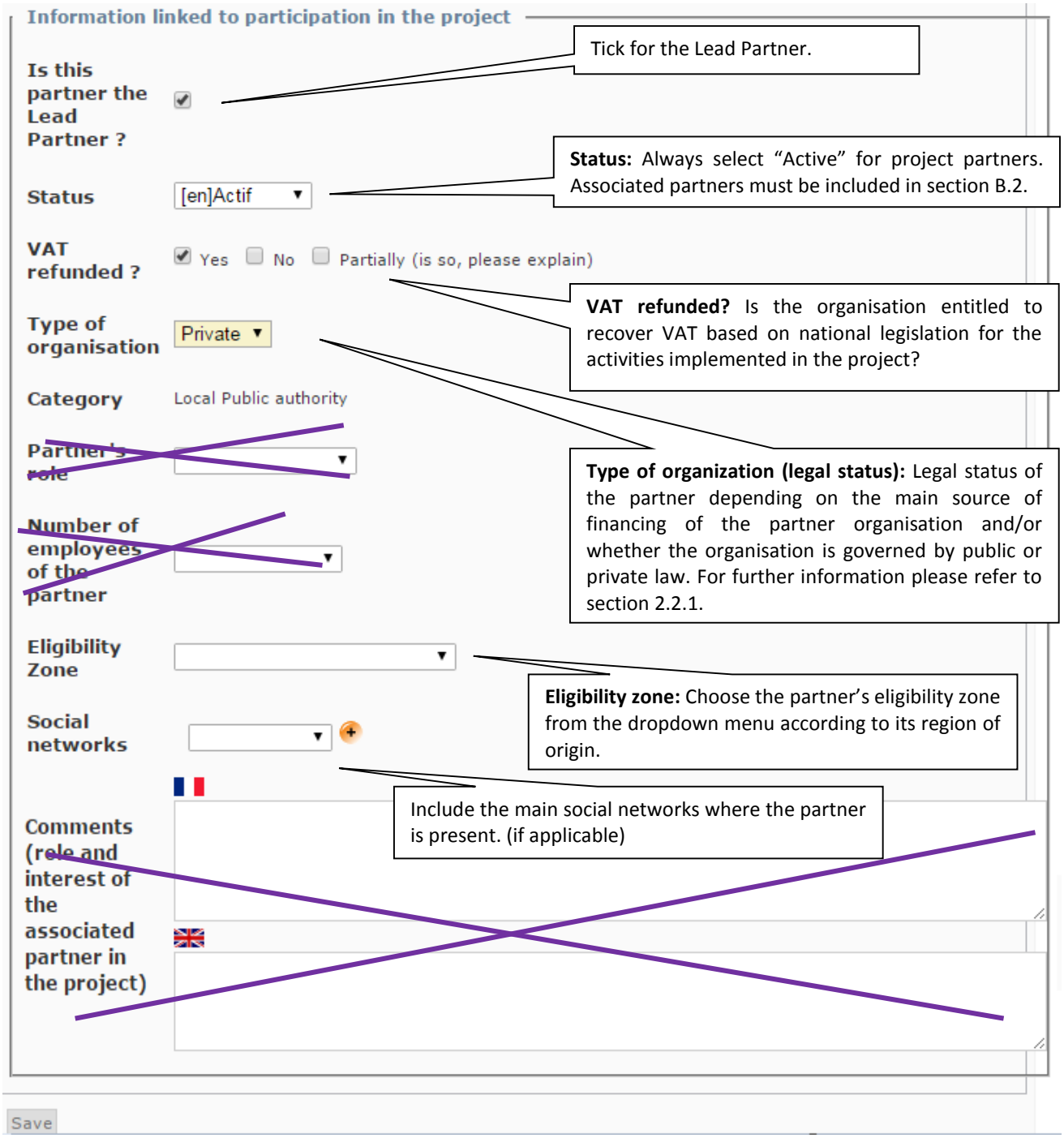
Address of the department Tick if the address is different

2007–2013 programming period participation

Tick if the partner has participated in MED projects during the 2007-2013 programming period.

Number of projects approved in which the partner was involved / 2014–20 0

Automatically calculated by the system.



▲Do not fill in the partner's role, number of employees and the comment box. This information will be recorded only via the main index with the rest of partner's information (Steps # 8.5, 8.6, 8.7).

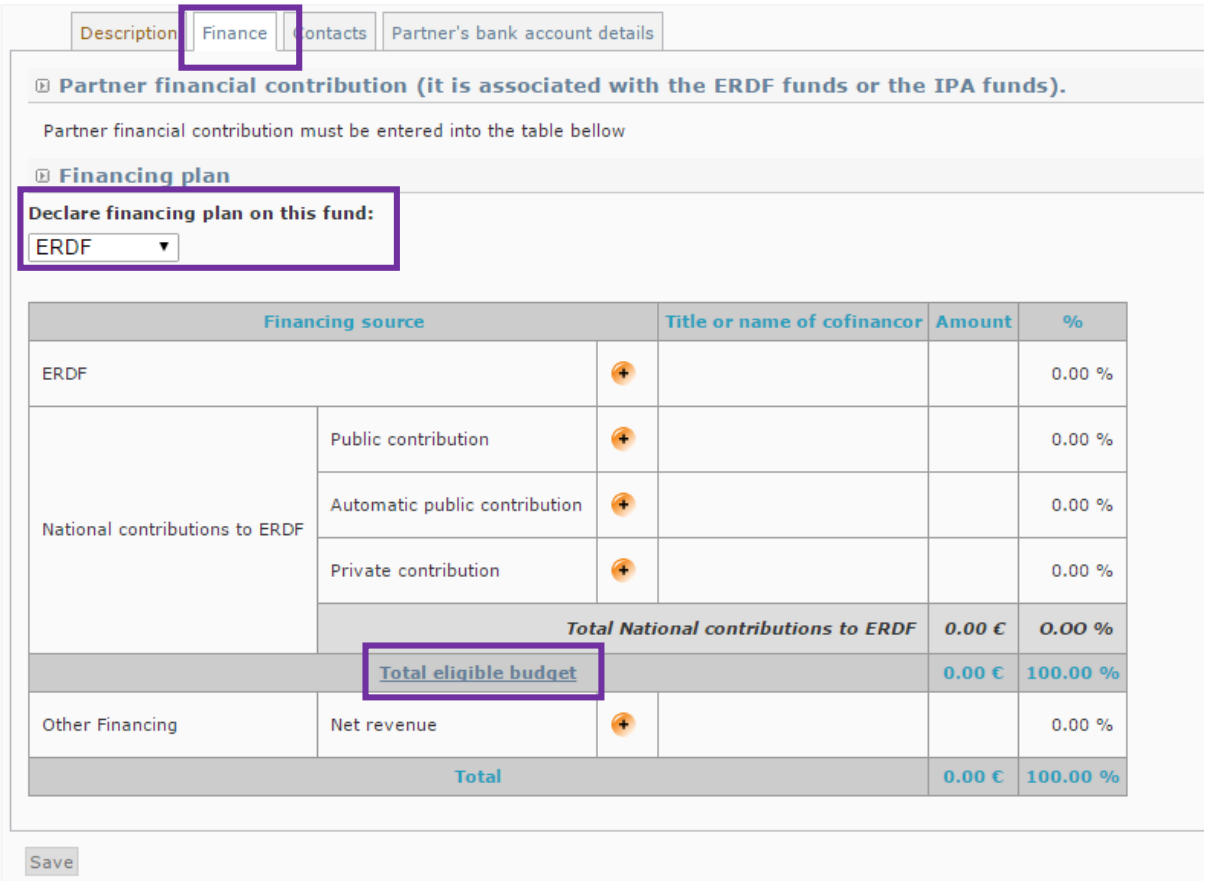
3. Click on Save and go to the tab Finance

Step # 8.3 Finance

For each partner, in this section, you have to enter the financial contributions, both ERDF/IPA Funds and national co-financing for the related partner. The remaining budget not covered by EU funds has to be covered by each project partner (co-financing). For more information please refer to section 2.2.4.

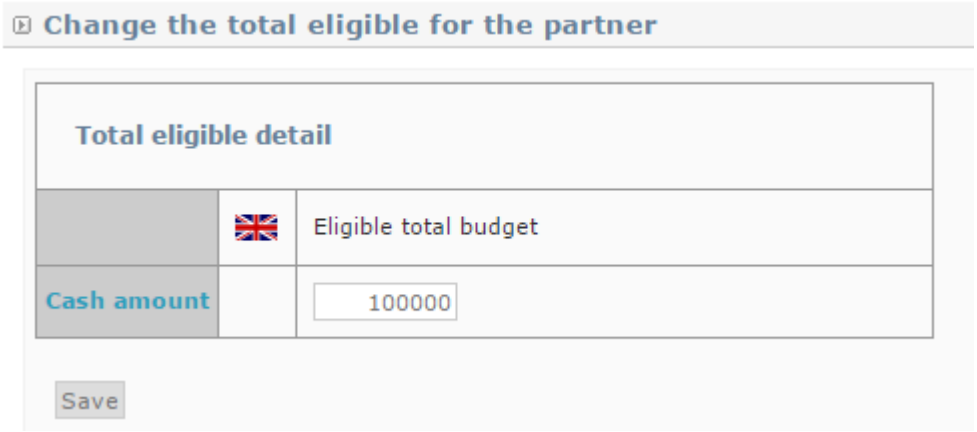
▲ To enter amounts, please enter the amount without any coma or full stop: 100000. The amount will automatically appear like this: 100,000.00€. If you need to enter decimals use the full stop to separate the decimals, like this: 0.63€.

1. Please select the fund (ERDF/IPA Funding) according to the country of origin of the partner[6].
2. Click on the link Total eligible budget.



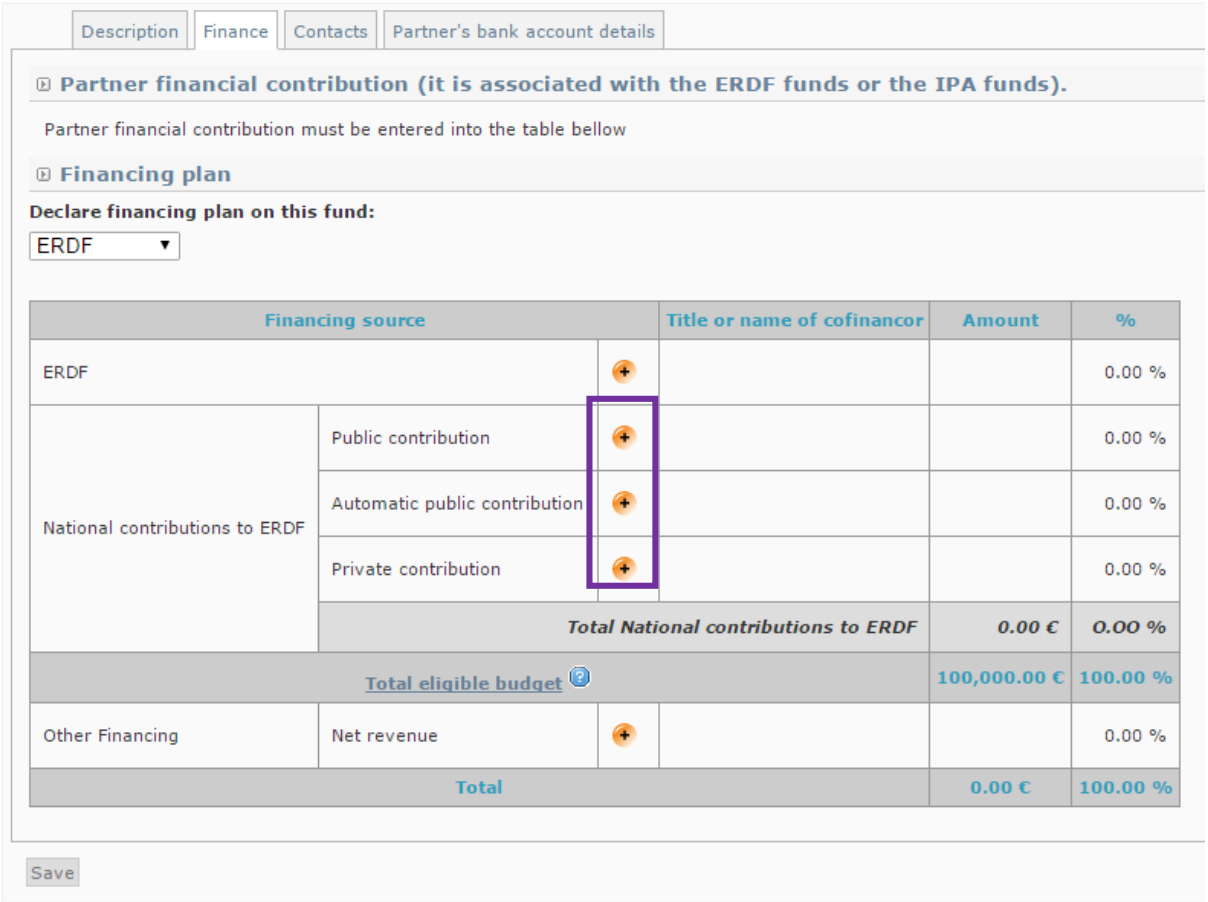
[6] ERDF = UE partners.
IPA Funding = partners from Albania, Bosnia and Herzegovina and Montenegro.

3. Enter the total eligible budget for the partner (here 100.000 € as an example).



4. Click on Save

5. Back to the Finance Plan page, click on next to the type of national co-financing to be used by the partner[7]:



[7] In the case of IPA partners, private contribution is not allowed.

▲ Public partners usually use public or automatic co-financing, while private partners use private co-financing. To know if you can benefit from an automatic co-financing please contact your national authority.

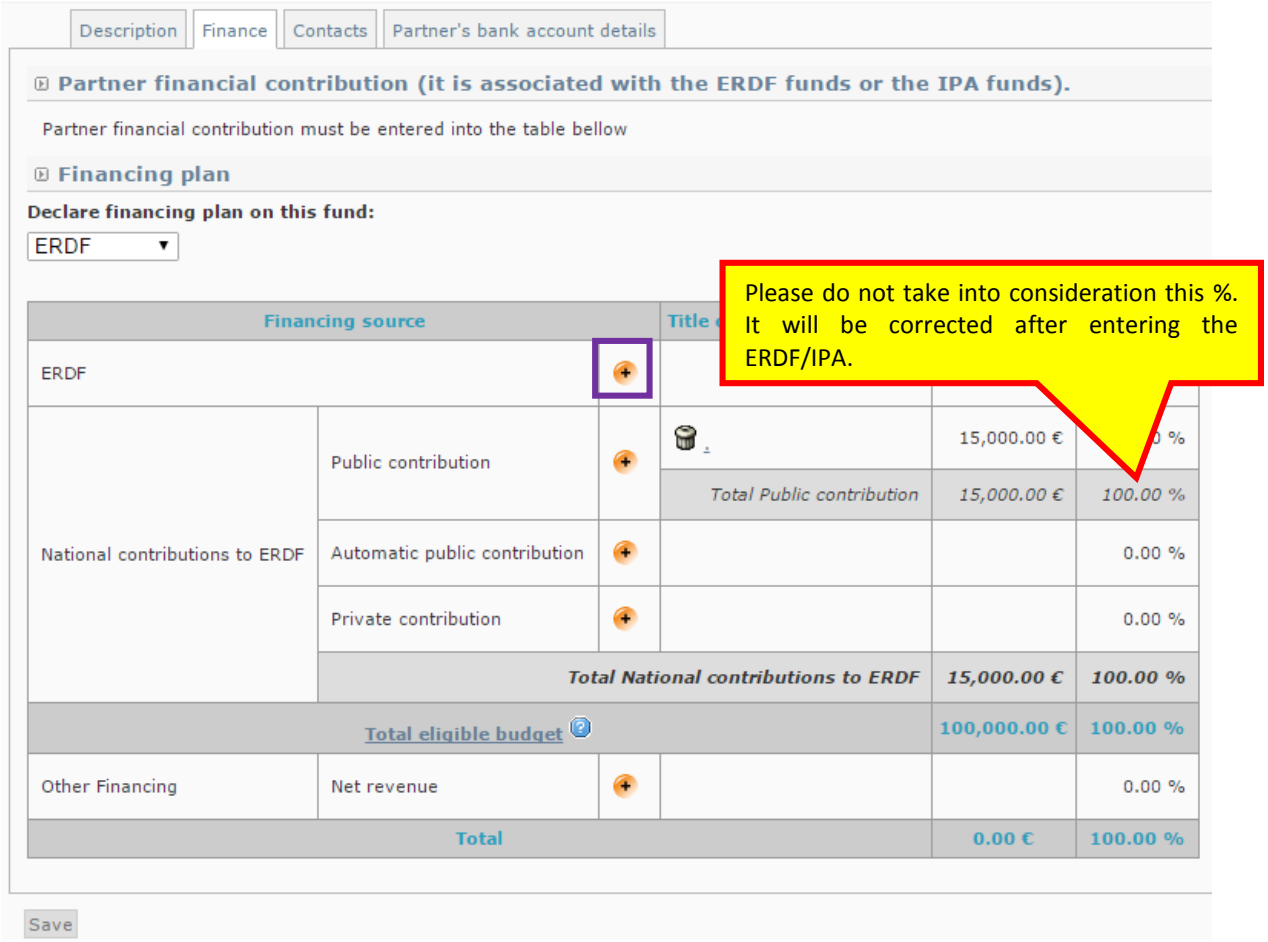
6. Select the origin of the contribution. The following screen appears.

If the partner uses its own contribution, tick the box "the co-financing comes from the partner's internal financial resources". The name of the partner organisation will automatically appear in the yellow box.
If the partner uses an external source of contribution, do not tick the box "the co-financing comes from the partner's internal financial resources" and include the name of the external source in the yellow box of the first table.

7. Insert the cash amount for the co-financing (here 15.000€, since 100.000€ budget – 85.000€ programme funded budget = 15.000€ for co-financing).

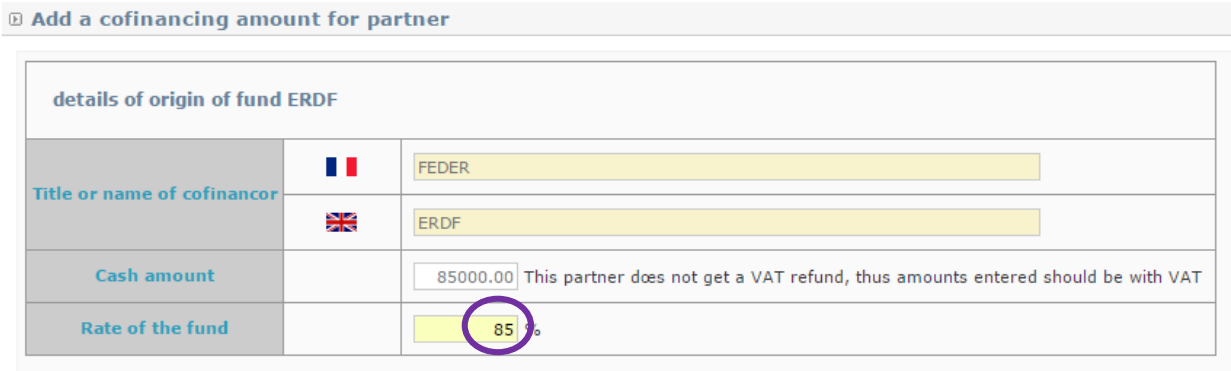
8. Click on Save.

9. Back on the Finance Plan page, click on next to ERDF/IPA Funding.



10. The EU funded budget is automatically calculated (here 85.000€).

▲ The ERDF/IPA Funding co-financing rate used per partner is the maximum % established (85%). In the case of SMEs acting under GEBER, please change the co-financing rate to 50%. For more information refer to section 2.4.9.



11. Click on Save

12. A summary table will appear.

Description | Finance | Contacts | Partner's bank account details

Partner financial contribution (it is associated with the ERDF funds or the IPA funds).

Partner financial contribution must be entered into the table bellow

Financing plan

Declare financing plan on this fund:

ERDF

Financing source			Title or name of cofinancor	Amount	%
ERDF			*ERDF*	***85,000.00 €***	***85.00 %***
National contributions to ERDF	Public contribution	+	.	15,000.00 €	15.00 %
			Total Public contribution	*15,000.00 €*	*15.00 %*
	Automatic public contribution	+			0.00 %
	Private contribution	+			0.00 %
	Total National contributions to ERDF			***15,000.00 €***	***15.00 %***
Total eligible budget				**100,000.00 €**	**100.00 %**
Other Financing	Net revenue	+			0.00 %
Total				**0.00 €**	**100.00 %**

Save

▲ If the amount is not correct this symbol will appear next to [Total eligible budget]. Click on it and a message with mistake information will be shown. Please make the necessary arrangement in order to correct the situation.

▲ Kindly remember that for each partner this amount must be coherent with the co-financing amount included in the partner declaration. For more information please refer to eligibility criterion B.5 and section 3.3.1.

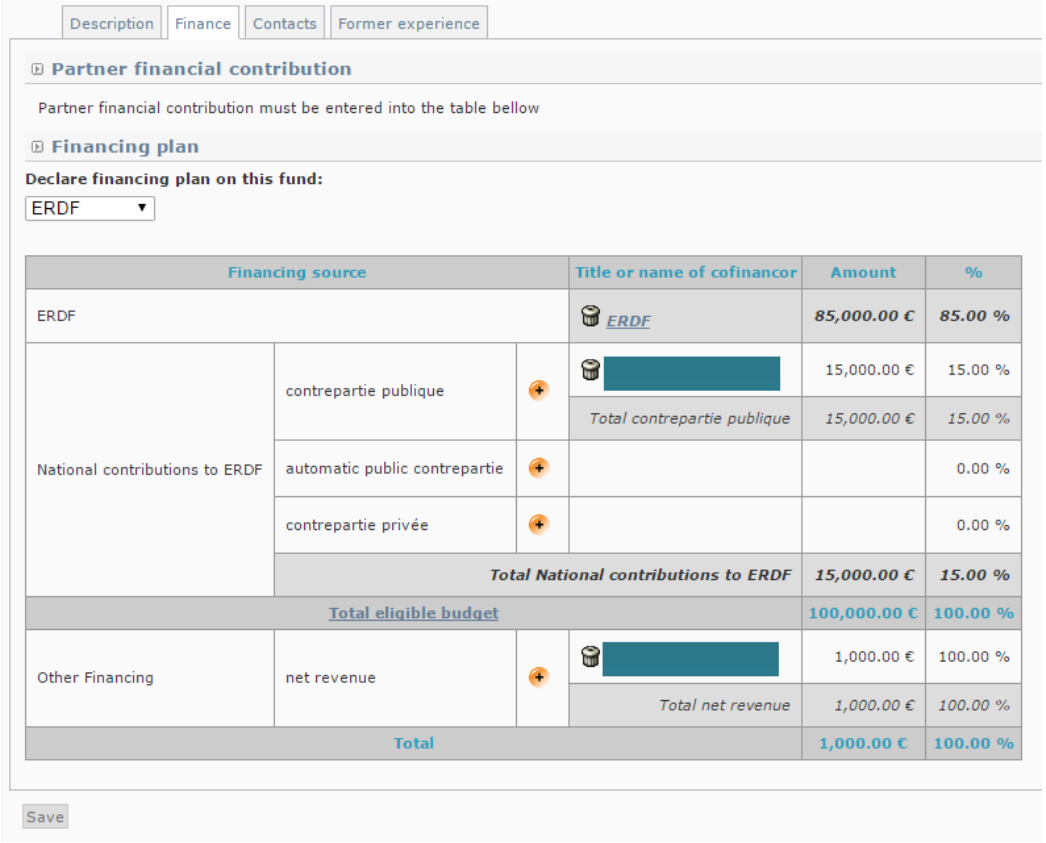
<u>If a partner foresees **NET REVENUES** in the framework of the project:</u>

13. Back to the Finance Plan page, click on next to Net revenues.

14. Tick the box "Check this box if this financing comes from your own resources". Enter the amount of the foreseen net revenues and include in the comment box a description of how these net revenues will be obtained.

15. Click on Save

The budget for each partner should look like this.



Description | Finance | Contacts | Former experience

Partner financial contribution

Partner financial contribution must be entered into the table bellow

Financing plan

Declare financing plan on this fund:

ERDF

Financing source			Title or name of cofinancor	Amount	%
ERDF			ERDF	85,000.00 €	85.00 %
National contributions to ERDF	contrepartie publique		[redacted]	15,000.00 €	15.00 %
			Total contrepartie publique	15,000.00 €	15.00 %
	automatic public contrepartie				0.00 %
	contrepartie privée				0.00 %
	Total National contributions to ERDF			15,000.00 €	15.00 %
Total eligible budget				100,000.00 €	100.00 %
Other Financing	net revenue		[redacted]	1,000.00 €	100.00 %
			Total net revenue	1,000.00 €	100.00 %
Total				1,000.00 €	100.00 %

Save

16. Click on Save and go to the tab Contact.

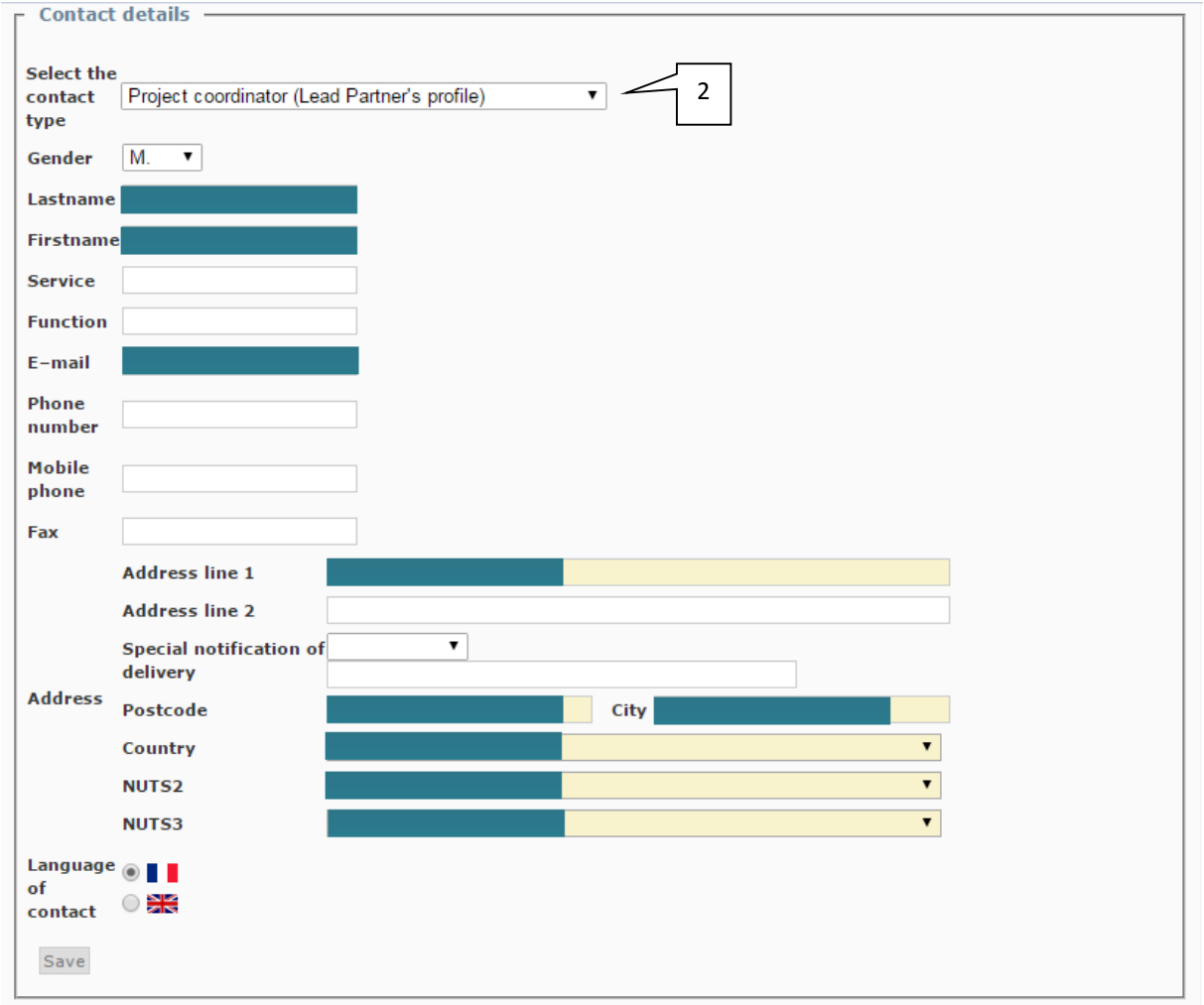
Step # 8.4 Contact

For each partner, you must provide contact details of the Legal Representative and a contact person at least.

1. Click on Add a contact and then Create a new contact.

2. In the case of the Lead Partner, the contact person that created the Lead Partner's account (see **Step # 4**) will appear. Please select for him/her the contact type [Project coordination (Lead Partner's profile)].

Please do not change that during the application procedure.



3. For the rest of the partner, click on Create a new contact. A new page appears.

▲ Some information regarding the partners organisation will already be filled in, please do not modify it. Yellow fields are compulsory.

4. Select the contact type: At this stage please select the following types of contacts:
   - For the Lead Partner:
     - Legal representative
     - Project coordination (Lead Partner's profile)
   - For the rest of the partners:
     - Legal representative
     - Local coordinator (Project Partner's profile)

5. Fill in at least Gender, Name, First name and email address. And choose the language of communication for the contact. Kindly remember that this language will be used in the communication from the Programme.

▲ Please note that the contacts of the Lead Partner will receive all the official communications from the Interreg MED Programme during the selection procedure, so be sure that these contacts are members of the Lead Partner structureand that their e-mail addresses are always active.

▲ It when you try to save the e-mail address of a partner, the system says that this e-mail is already in the system. Kindly save the rest of the information. This information will be included afterwards.
▲ The remaining contact types will be entered after the approval of the project.

6. Click on Save

▲ Tab Partner's bank account details: You do not need to fill in this section.

7. When all tabs are completed, click on Save in the left corner.

You will come back to the tab Partners of the main elements section.

▲ The Partnership should be built respecting a number of principles that correspond to eligibility criteria. Please refer to these criteria in section 3.3.1, making sure your partnership respects the rules.

Step # 8.5 Additional partner's information

1. On the Pre-application Form index page, click on B.1.1. Additional partner's information and enter the following information:

   √ **Name of partner in original language**
   √ **If the partner is public:** If the partner is public according to the information entered in **Step # 8.2** - Information linked to participation in the project; please select: Public or Equivalent public body. For more information please refer to section 2.2.1.

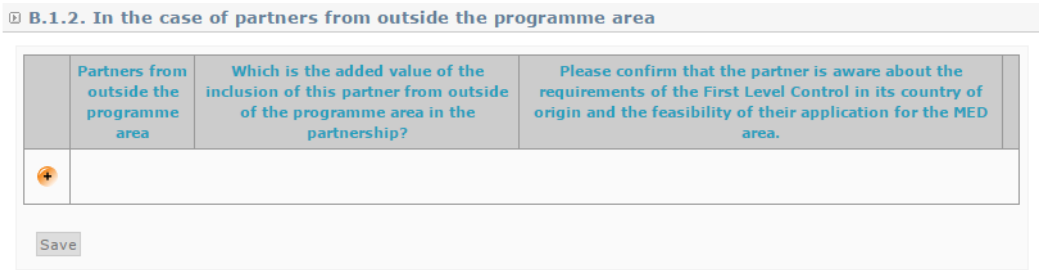
▲ In the case of large organisation, Ministries, Regional Governments and Universities, the following information shall be considered at the level of Department/Unit (if possible). The sub-structure has to be identified in the partner's description (See Step # 8.2 – Service)

- √ **Partner structure annual total budget (in €)**[8]
- √ **Budget dedicated to EU programmes by the partner structure (in €):** Indicate the average budget of the partner organisation devoted to European projects. This amount will allow to assess the financial capacity of the organisation during the project implementation. This information would be especially relevant if the same organisation is included in several proposals of the same call or if it's already participating in on-going projects.
- √ **Total staff of the partner structure (full time equivalent**[9]**)**[10]
- √ **Staff dedicated to EU programmes (full time equivalent):** Indicate the average staff (full time equivalent) dedicated to European projects. This information will allow to assess the capacity of the organisation for implementing the project. This information would be especially relevant if the same organisation is included in several proposals of the same call or if it's already participating in on-going projects.

2. Click on Save and on Index on the top bar in order to come back to the Pre-application Form index page.

Step # 8.6 Partners from outside the Programme area

1. On the Pre-application Form index page, click on B.1.2. In the case of partners from outside the programme area. This page appears.



2. Click on , and select the partners from outside the Programme area. For more information please refer to section 2.2.1.

3. Answer the questions.

4. Click on Save and on Index on the top bar in order to come back to the Pre-application Form index page.

▲ If your proposal does not have partners from outside the Programme, area please save this page without entering any information.

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[8] List: 500.000 or less; 500.001 to 1.000.000; 1.000.001 to 3.000.000; 3.000.001 to 10.000.000; more than 10.000.001.

[9] *Full-time equivalent employment is the number of full-time equivalent jobs, defined as total hours worked divided by average annual hours worked in full-time jobs. Source:193 SNA ; http://unstats.un.org/unsd/nationalaccount/glossresults.asp?gID=202*

For example: if there are three people working, one full time and two part time (50%), the full time equivalent employment will be 2 (1 + 0.5 + 0.5).

[10] List: 10 or less; 11 to 50; 51 to 250; 251 to 500; 501 to 1.000; more than 1.001.

Step # 8.7 Partners former experience

The objective of this section is to illustrate and take advantage of previous pertinent experiences (not only MED) in order to justify the choice of each partner, bearing in mind the proposal contents. To define the partner's role and tasks dealing with its acquired experience, general skills and specific competencies.

1. On the Pre-application Form index page, click on B.1.7 Former experience.

2. Fill in the requested information:

   √ **Is the partner participating in any proposal submitted in the framework of the first call for modular projects?** Select Yes or No.
   √ **Name (acronym) of the proposals**
   √ **Is the partner going to participate in another proposal submitted in the present call for proposals for horizontal projects?** Select Yes or No.
   √ **Name (acronym) of the proposals (if known)**
   √ **Which are the organisation's thematic competences and experiences relevant for the project?** Select one of the items.
   √ **Comment on organisation's thematic competences and experiences.** Highlight only competences strictly related tothe proposal content and the concrete partners' responsibilities to be developed..
   √ **Role of the partner in the project.** Select one of the possibilities.
   √ **What is the benefit for the organisation from participating in the project?** Describe the main benefits for the organisation that explain its participation.

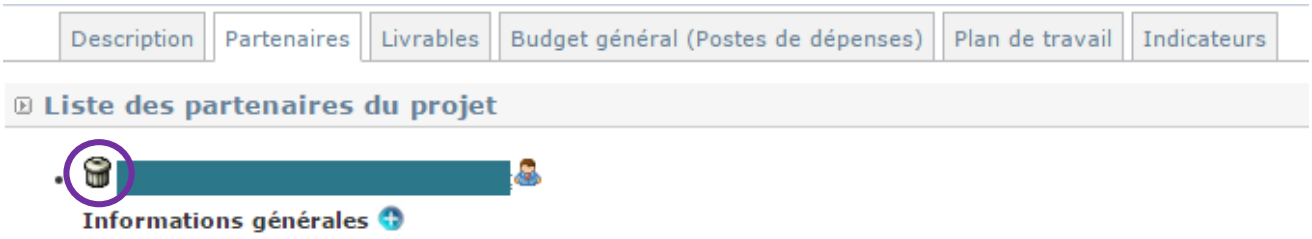
3. Click on Save and on Next chapter in order to go to the chapter B.1.8. Other former experience of the Pre-application Form.

   √ **Did the partner already participate in a MED Programme project (programming period 2007-2013)?** Select Yes or No.
   √ **If yes, precise the precise the projects acronym.**
   √ **When relevant, describe the organisation's experience in participating in and/or managing EU co-financed projects (only programming period 2007-2013) or other international projects.** Precise average project duration and roles of your previous experiences in European programmes. Highlight the skills acquired during these experiences. Include for each relevant experience, the following information: programming period, programme, project acronym, main topic of the project, main outputs and competences developed by the concerned partner. Use "telegram style" in order to condense all relevant information.

4. Click on Save and then on Index on the top bar in order to come back to the Pre-application Form index page.

Step # 8.8 Remove a partner

1. On the tab Partners of the Main elements section, click on in order to remove a partner.



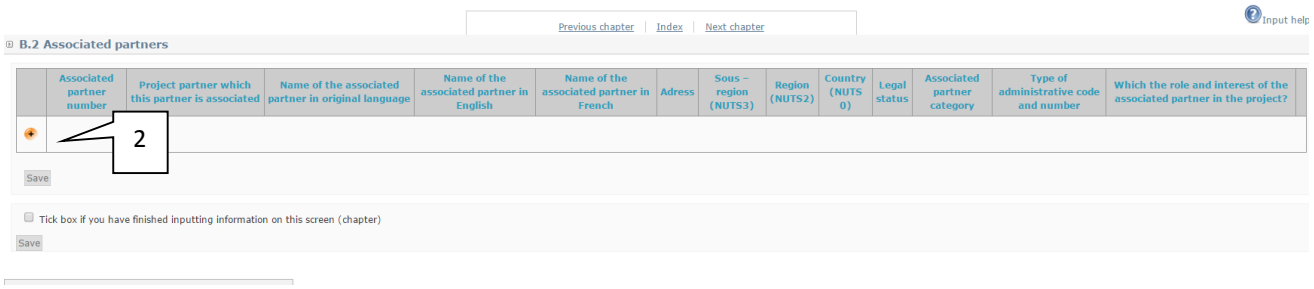
2. The name of the removed partner will appear crossed out.

▲ Kindly note that you will be allowed to add this partner again by clicking on .

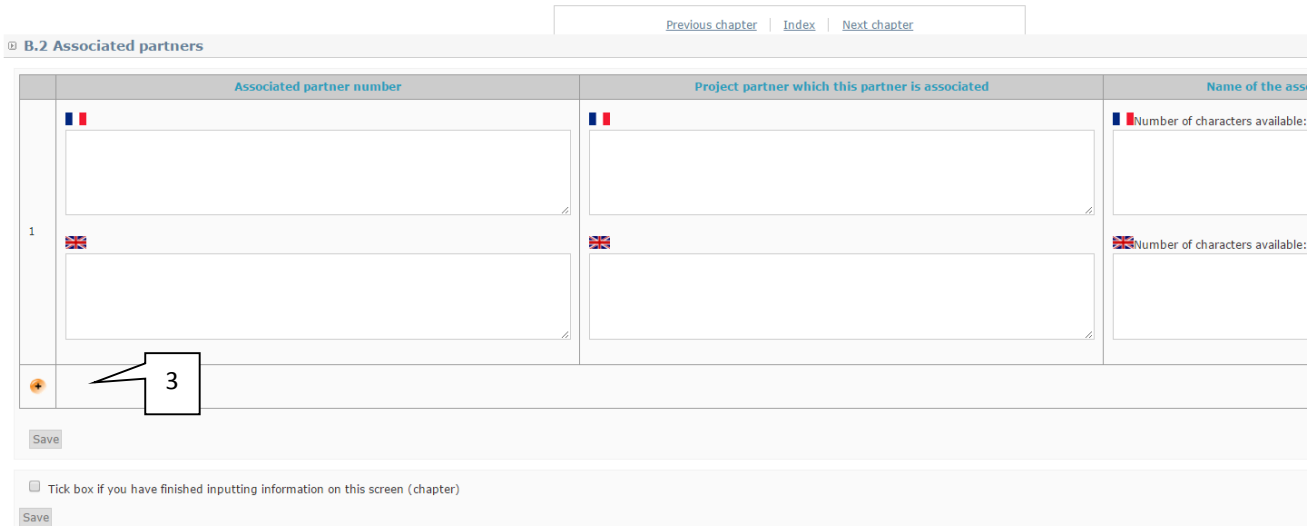
Step # 8.9 Associated partners

The objective of this section is to provide information on Associated partners supporting the project partnership in the implementation of the project. In this section, information regarding Networks without legal entity can be included, if relevant for the objectives of the Horizontal project proposed.

1. On the Pre-application Form index page, click on B.2 Associated partners.
2. Click on the to add an associate partner and then complete each column in the language chosen for the pre-application form and save the information



3. Click again on the below the first row in order to add a second associated partner, if any and complete the information accordingly



4. When all associated partners have been registered, click on the first Save button, then tick the box and click on the second Save button.

Step # 9 PROJECT DESCRIPTION

Step # 9.1 C.1 Project relevance

In this section you have to present the project relevance and its coherence with the transnational principals, Interreg MED Programme specific objective chosen and the type of project selected. For more information refer to section 2.3.2.

On the Pre-application Form index page, click on each question of the section 1. C.1 Project relevance, and enter the requested information. Do not forget to click on Save on each page.

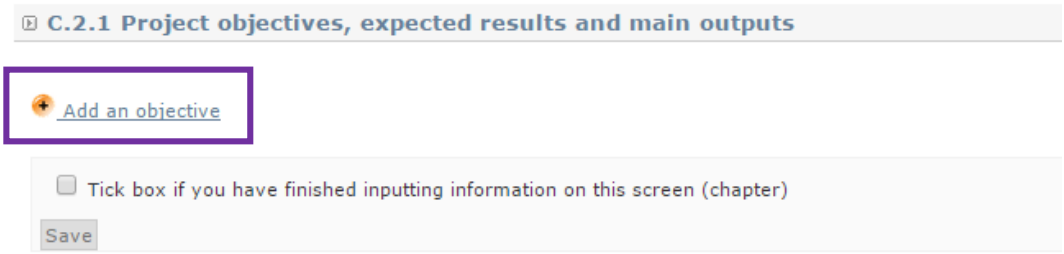
▲ On each page you will find the relevant guidance on how to fill in each section. You are invited to follow this guidance. Do not fill in the "comment" box of section C.1.4.

▲ Click on Next chapter on the top bar in order to go to the next section of the Pre-application Form.

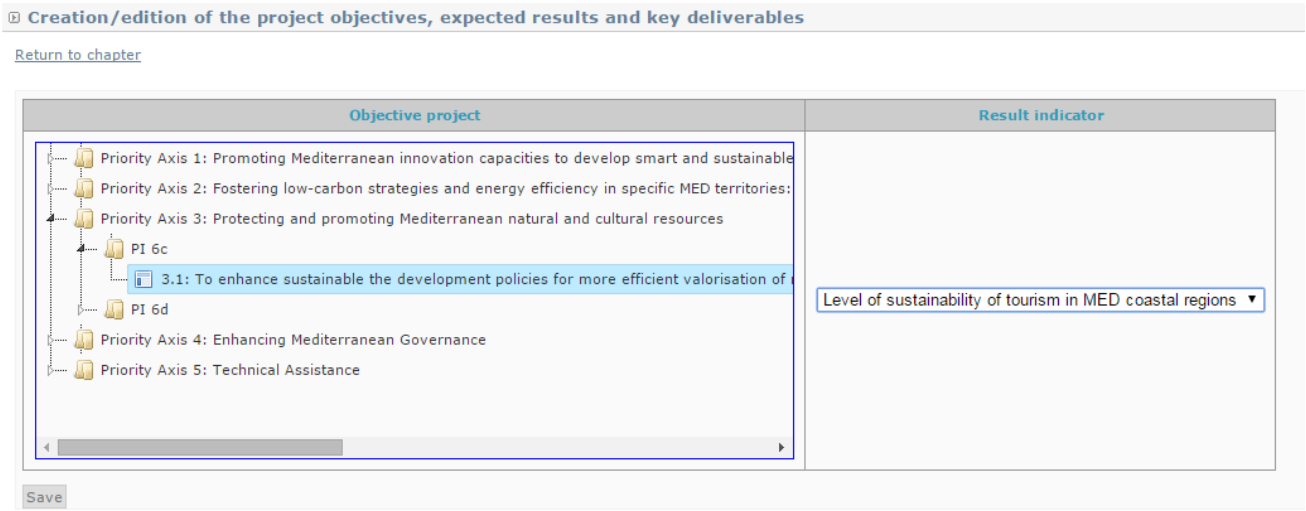
Step # 9.2 C.2 Project focus

In this section you have to present the project intervention logic and to provide the necessary information for the Programme in order to assess the contribution of your project to the achievement of the specific objectives and results of the relevant priority. For more information refer to section 2.3.2.

1. On the Pre-application Form index page, click on C.2.1 Project objectives, expected results and main outputs. A new page appears.



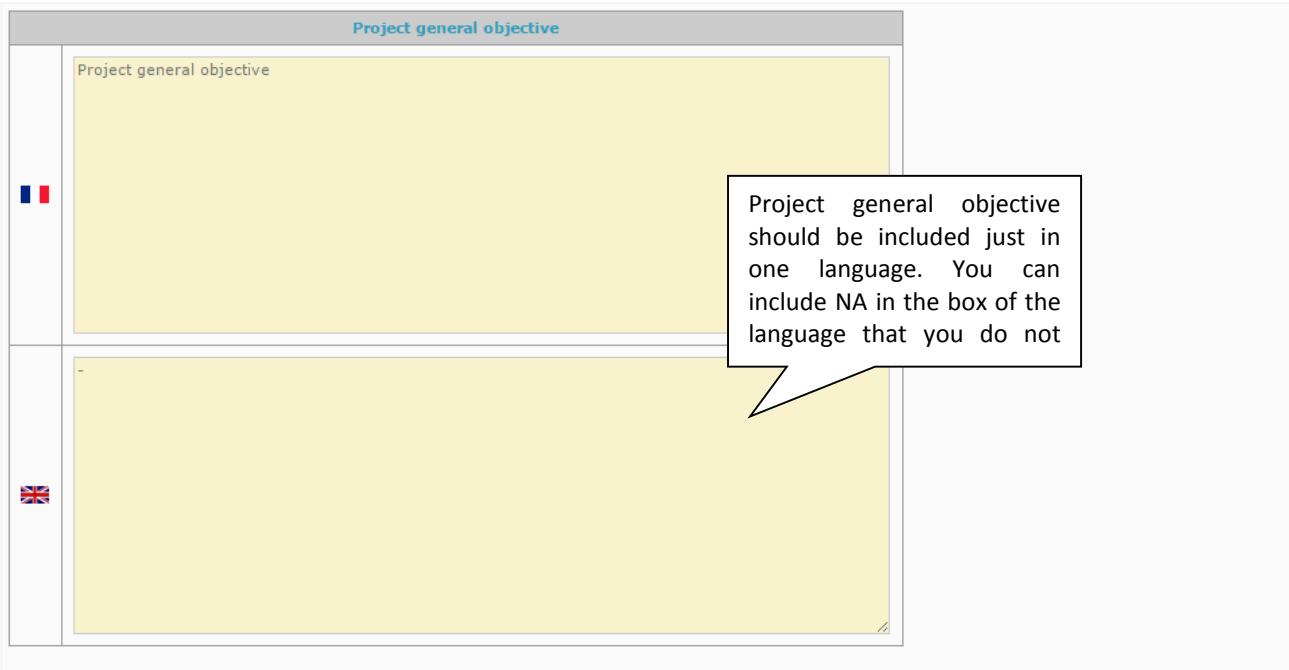
2. Click on , and choose the same Programme specific objective selected when you created your proposal, **Step # 6**. Then select the attached Programme result indicator in the drop-down menu. For Specific Objectives having two Programme result indicators, please select the first one at this stage.



3. Click on Save. Several text boxes will appear thus you will be able to continue to fill in the form.

4. Include the project's general objective. **What is the overall objective of the project and how does it link to the programme's objective?** Clearly express the change that the project intends to make compared to the initial situation and outline the strategic focus of the project. It has to be ensured that the project overall objective is fully consistent with the Programme specific objective of reference.

▲This section should not exceed 1500 characters.

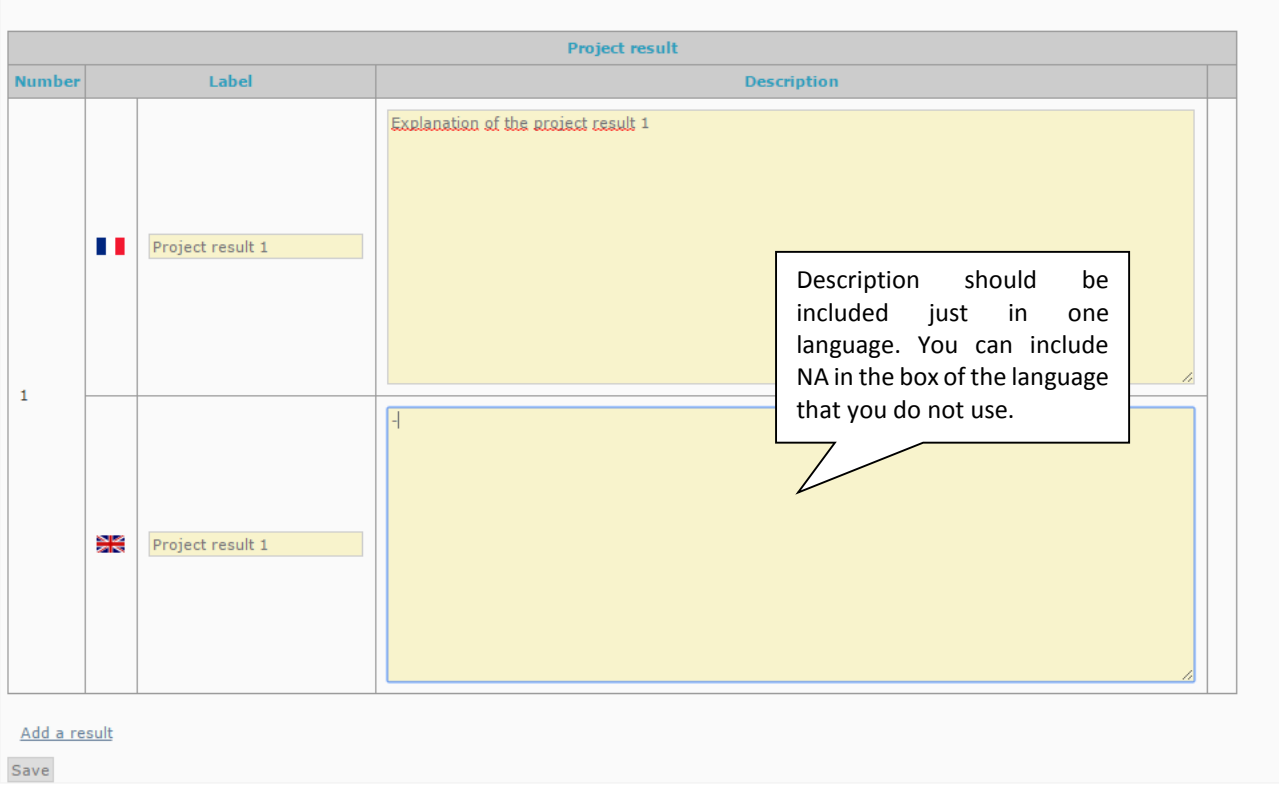


5. Specify and describe the project results (3 maximum). **What are the project results and how do they link to the programme result indicator chosen?** Project results should indicate

changes that will be achieved further to its implementation. The explanation should give evidence of how and to which extent the project will contribute to the Programme result indicator chosen. The contribution to the result indicator shall relate not only to the partnership, but also to the target groups of the project, considering the transferability of project results as well.

You should give a title to each project result, in English and in French if possible, and provide a short explanation on the defined project result and its contribution to the Programme result indicator chosen.

▲Result titles should not exceed 150 characters and descriptions should not exceed 1500 characters.



6. If your proposal has more than 1 project results, click on Add a result in order to add additional results.

7. Click on Save. Several text boxes will open thus you will be able to continue to fill in the form.

8. Specify and define project specific objectives. **Which are the specific objectives of the project?** Specific objectives should be concrete and verifiable during implementation. They should address the territorial challenges identified and described in previous section.

   You should give a title to each project specific objective, in English and in French if possible, and provide a short explanation on the defined project specific objective and its link with the project main outputs.

		Title of the objective	Description
1		Project specifif objective 1	Number of remaining characters : 707 Explanation of the project specifi result 1
		Project specifif objective 1	Number of remaining characters : 749 -

9. If your proposal has more than 1 project specific objective, enter this information in the same page. The maximum number of project specific objectives per project is 3.

▲ Kindly note that communication specific objectives related to Work Package 2 are not to be included in this phase. This information will be completed in the full Application Form.

10. Tick the **Programme output indicators** (one or several) related to your project. These Programme output indicators will be used while defining your WP outputs, during the full application stage. For more information on Programme output indicators, please refer to section 1.3.4.

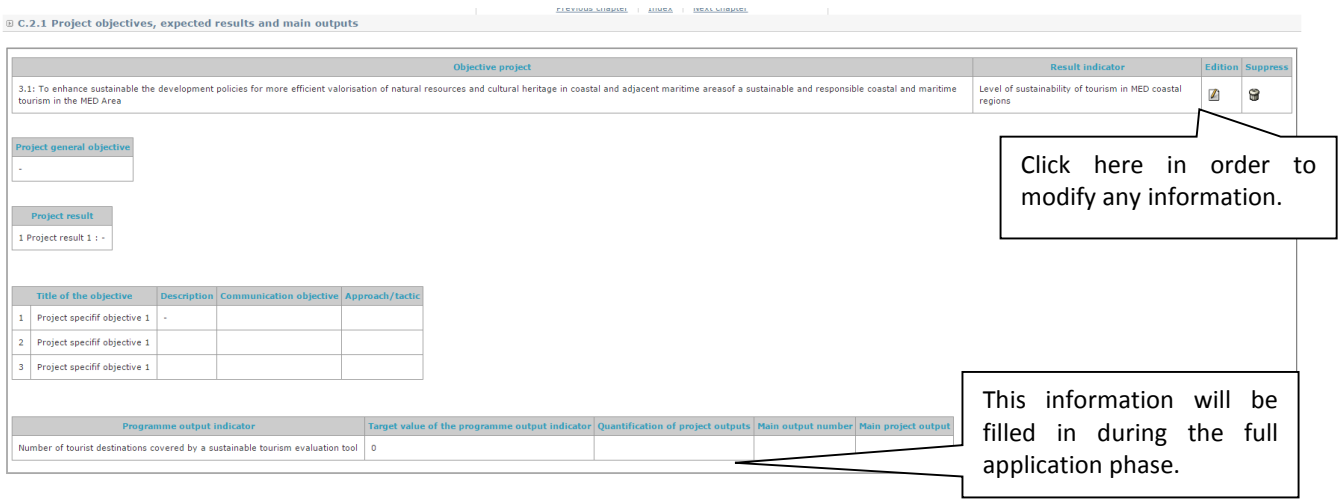
	Programme output indicator
☐	Number of instruments available to enhance the development of sustainable and responsible tourism
☑	Number of tourist destinations covered by a sustainable tourism evaluation tool
☐	Number of strategies applying sustainable tourism management criteria
☐	Number of regions and sub-regions engaged (through charters, protocols, MoU) in implementing sustainable tourism plans

Save

▲ Kindly do not select the indicator «Expenditures declared to the EC».

11. Click on Save.

12. Click on Return to the chapter on the top in order to come back to section C.2.1. Kindly verify that all the relevant information has been reordered correctly.



▲ In the case of specific objectives with two different result indicators please add a second objective, following **Step # 9.2**. Choose the same specific objective than in point 2. And select the other result indicator. Click on Save and leave the rest of the section empty (insert N/A or "-" in compulsory yellow sections).

▲ In any other case, DO NOT ADD A NEW OBJECTIVE !!!

13. Click on Index on the top bar in order to go to the Pre-application Form index page.

Step # 9.3 C.2.1.b. Overview table on project outputs (light version)

1. On the Pre-application Form index page, click on C.2.1.b. Overview table on project outputs (light version). A new page appears.

2. Click on , a new table appears.

▲Project outputs titles should not exceed 100 characters and descriptions should not exceed 750 characters. Please select one of the programme output indicators linked to the relevant specific objective. Kindly refer to section 2.3.3.

▲ Kindly do not select the indicator «Expenditures declared to the EC».

3. Answer the questions.

4. Click on Save and on Index on the top bar in order to come back to the Pre-application Form index page.

Step # 9.4 C.3 Project context

1. On the Pre-application Form index page, click on each question of section 3. C.3 Project context and enter the requested information. Do not forget to click on Save on each page.

▲ In each page you will find relevant guidance on how to fill in the section. You are invited to follow this guidance.

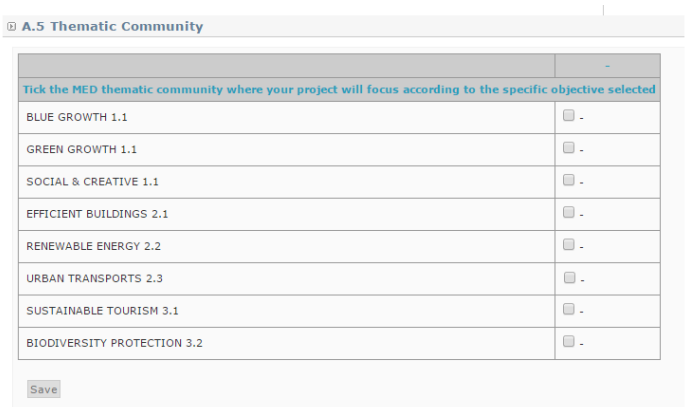
▲ Click on Next chapter on the top bar in order to go to the next section of the Pre-application Form.

2. At the end click on Next chapter in order to go to the next section of the Pre-application Form.

Step # 9.5 A.5. MED thematic community.

Please indicate the thematic community to which your horizontal project is attached.

<u>ONLY ONE CHOICE POSSIBLE</u>



A.5 Thematic Community

	-
Tick the MED thematic community where your project will focus according to the specific objective selected	
BLUE GROWTH 1.1	-
GREEN GROWTH 1.1	-
SOCIAL & CREATIVE 1.1	-
EFFICIENT BUILDINGS 2.1	-
RENEWABLE ENERGY 2.2	-
URBAN TRANSPORTS 2.3	-
SUSTAINABLE TOURISM 3.1	-
BIODIVERSITY PROTECTION 3.2	-

Save

Step # 10 PROJECT BUDGET

Step # 10.1 Verify budget tables automatically generated

The following tables are automatically produced using the financial information included in the other sections of the Pre-application Form. If you need to modify any information please go to the source of the information.

On the Pre-application Form index page, click on the name of each section or, if you are already in one of the sections, click on Next chapter on the top bar in order to go to the next section.

- **IV PART D - Project budget**
- 1. D.1 Project budget co-financing source (fund) – breakdown per partner
- 2. D.6 Net revenues
- 3. D.7 Origin of partner contribution

Section VI.1 – D.1 Project budget co-financing source (fund) – breakdown per partner
This section summarises the financial plan, listing all partners and their respective contributions to the project budget; including ERDF, IPA funds and national co-financing.
Nothing needs to be done as it is automatically filled in based on the information provided in **Step # 8.3**. However, it may help you to check if the global financing plan is coherent, and particularly if the ERDF/IPA funds co-financing rate is correct.

→ Click on Next chapter on the top bar in order to go to the next section.

Section VI 6 - D.6 Net revenues

This section summarises the net revenues per partner foreseen in the framework of the project. Nothing needs to be done as it is automatically calculated in based on the information provided **Step # 8.3**. However, it may help you check if the budget of each partner has been correctly entered and saved on the system.

→ Click on Next chapter on the top bar in order to go to the next section.

Section VI 7 - D.7 Origin of partner contribution
This section summarises the origin of partners' contributions.
Nothing needs to be done as it is automatically calculated based on the information provided **Step # 8.3**. However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

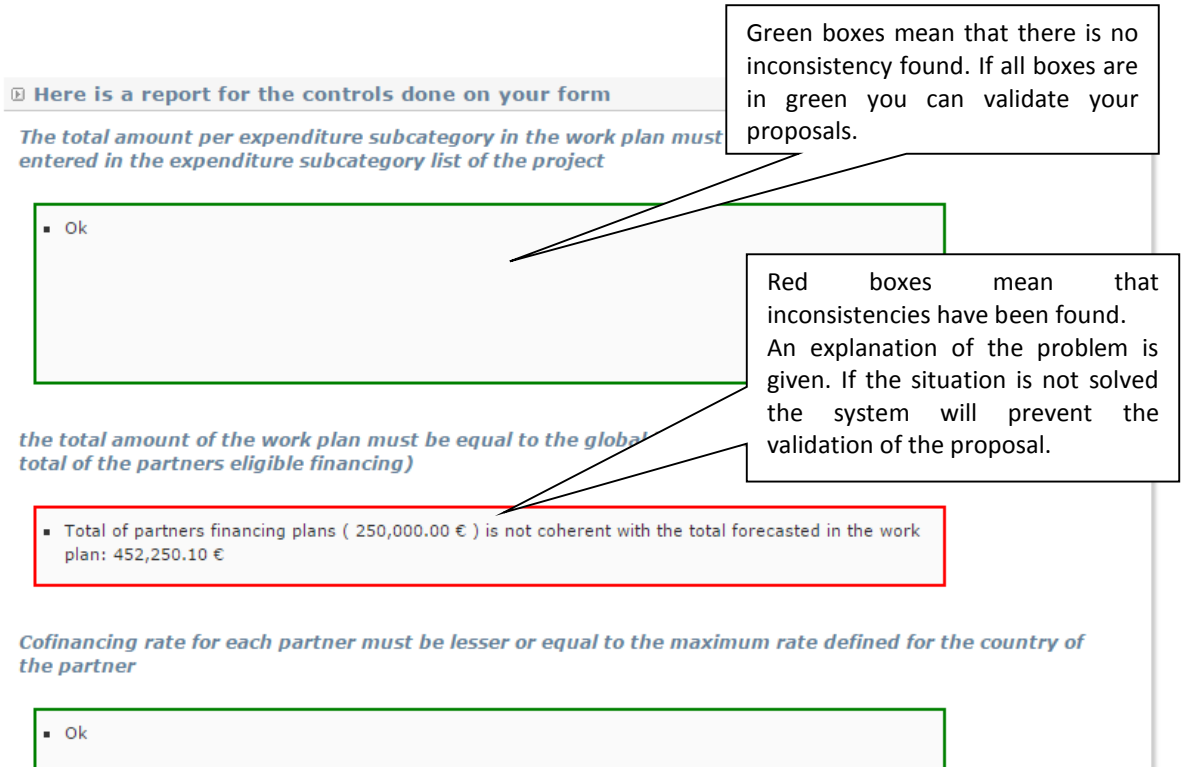
→ Click on Next chapter on the top bar in order to go to the next section.

Step # 11. CHECK GLOBAL COHERENCE OF THE PRE-APPLICATION FORM

At any time, but at least before the submission of the Pre-application Form, the Lead Partner must check whether the Pre-application Form is fully and correctly completed.

1. Click on the button Control the global coherence of the form's data at the bottom of the Pre-application Form index page.

2. A pop-up window will open. There you will find in green what is ok and in red what is problematic and needs to be changed to be able to submit the Pre-application Form. If the instructions have been followed correctly, all boxes should be green.



If inconsistencies are found (e.g. inconsistencies between the budget per partner, year and budget lines and each partner financing plan, etc…) or if compulsory free text chapters are kept empty, you cannot submit the form. Please arrange to make the necessary changes needed.

→ Once corrected please repeat the check via the button Check again for data consistency placed at the bottom of the pop-up window.

If no inconsistencies are found, you can submit the form (**Step # 12**).

Step # 12. VALIDATE THE PRE-APPLICATION FORM

1. Click on Submit form to Managing Authority at the bottom of the window.

YOUR PROPOSAL WILL NOT BE SUBMITTED UNTIL YOU CLICK ON THIS BUTTON. THE SUBMISSION HAS TO BE DONE BEFORE THE DEADLINE ESTABLISHED IN THE RELEVANT ANNOUNCEMENT CALL.

▲ Once the Pre-application Form is validated, it cannot be modified anymore. In case of mistake, it is imperative to contact the JS (programme_med@regionpaca.fr) before the closure of this phase.

Once submitted, an e-mail confirming the on-line submission of the Pre-application Forms as well as attesting the time of validation (GMT+1) will be sent by the system to the Lead Partner contact person. Lead Partners are invited to keep this e-mail.

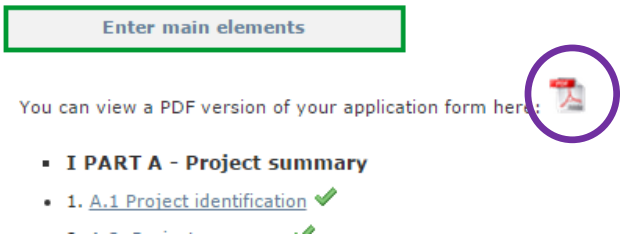
▲ Please bear in mind that the e-mail will be sent to the contact person address entered previously in the system (Step # 1); kindly check that this information is correct in order to receive the confirmation e-mail.

▲ Please note that the system will be open until the first deadline set out in the concerned Announcement of the Call.

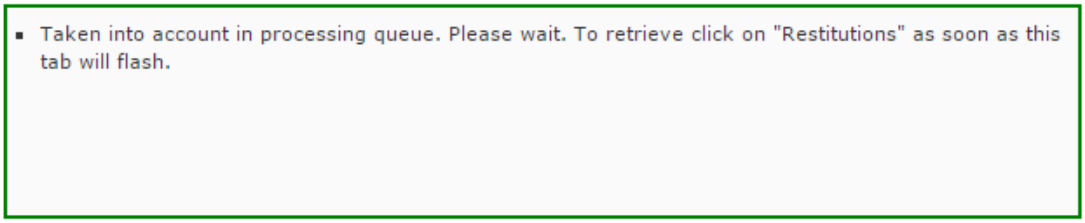
▲ Kindly note that the last day for the validation of the Pre-application Form may be very busy for the system and that it could slow down. Avoid last minute submission to ensure that your Pre-application is submitted properly and on time.

Step # 13. PRINT THE PDF VERSION OF THE PRE-APPLICATION FORM

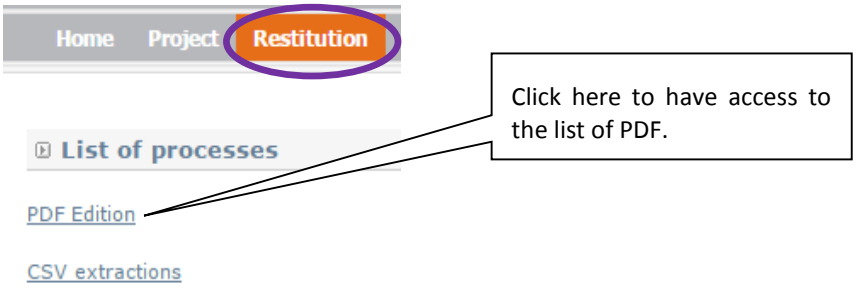
1. On the Pre-application Form index page, click on the PDF icon .



2. A message in green on the top of the screen will inform you that your request has been taken into consideration.



3. In order to retrieve the document, you will have to wait that the tab Restitution starts to flash. Once you see this tab flashing on the grey, click on Restitution. Sometimes the restitution can take some time, kindly wait until the task is completed.



4. You will find a list of PDF edited. Click on the PDF icon of the concerned document. It will open.

5. SAVE the document in your computer, PRINT it and have the confirmation page completed by hand with the requested information, DATED, STAMPED and SIGNED by the Lead Partner Legal Representative.

▲ Please be sure that the signed version of the Pre-application Form is the one with the mention "SUBMITTED" in the upper right hand corner of the page.

▲ You will have access to the Pre-application Form after the deadline but you will not be allowed to make any modification.

3.2.4. Uploading the compulsory annexes

Before starting to upload the compulsory annexes, make sure that all the documents comply with the following requirements and recommendations:

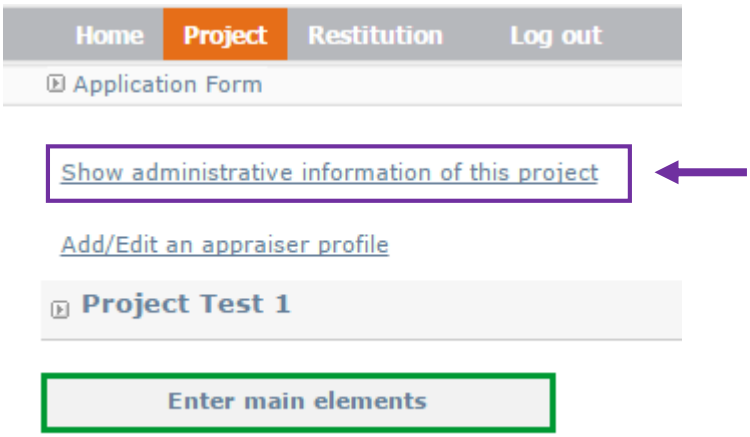
- Respect of eligibility criteria (A.3, A.4, A.5, B.5) as described in section 3.3, and particularly that each relevant document has been signed, stamped and dated.
- Convert each document individually in PDF format.
- Name each file as follows:
  2 letters: AF= Pre-application Form confirmation page; LI = Letter of Interest
  Number of the partner according to the Pre-application form: LP = Lead Partner, PP1; AP1, etc…
  Name or acronym of the partner
  For example: AF_ACRONYM → Pre-application Form confirmation page of the project proposal
  For example: LI_LP_name of the partner → Letter of Interest of the Lead Partner

  Ensure that the annex forms file names contain alphanumerical characters only (A-Z, 0-9); and that blank spaces are replaced with "_".
  In order to name the annexes document please use the following recommendations:
- Document file size: The allowed file size of each annex forms is limited to **8 Mega for file**. If any document file size exceeds the allowed limit, the system will display an error message during uploading and will prevent the upload.

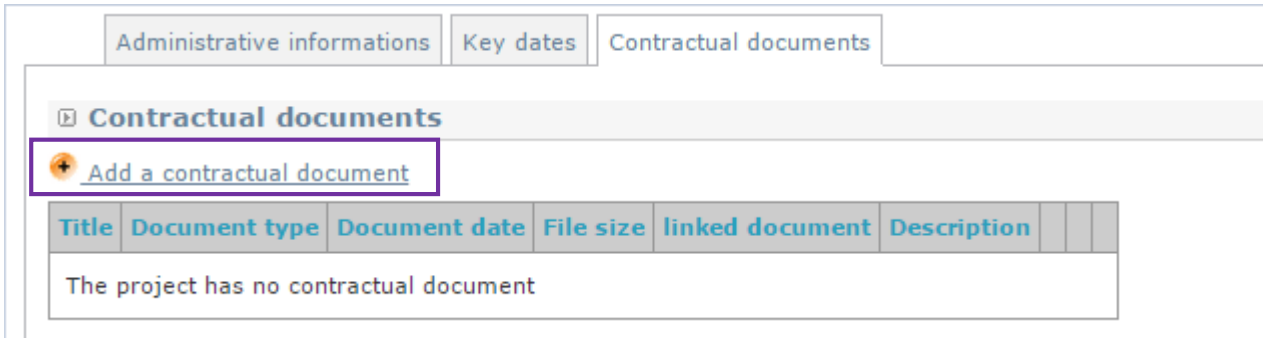
▲ Make sure that the scanned version of the document is readable and that all uploaded files can be opened and printed without any problems! If the MA/JS encounter a problem when opening a file the complete proposal may be considered ineligible.

Step # 14. UPLOAD A DOCUMENT

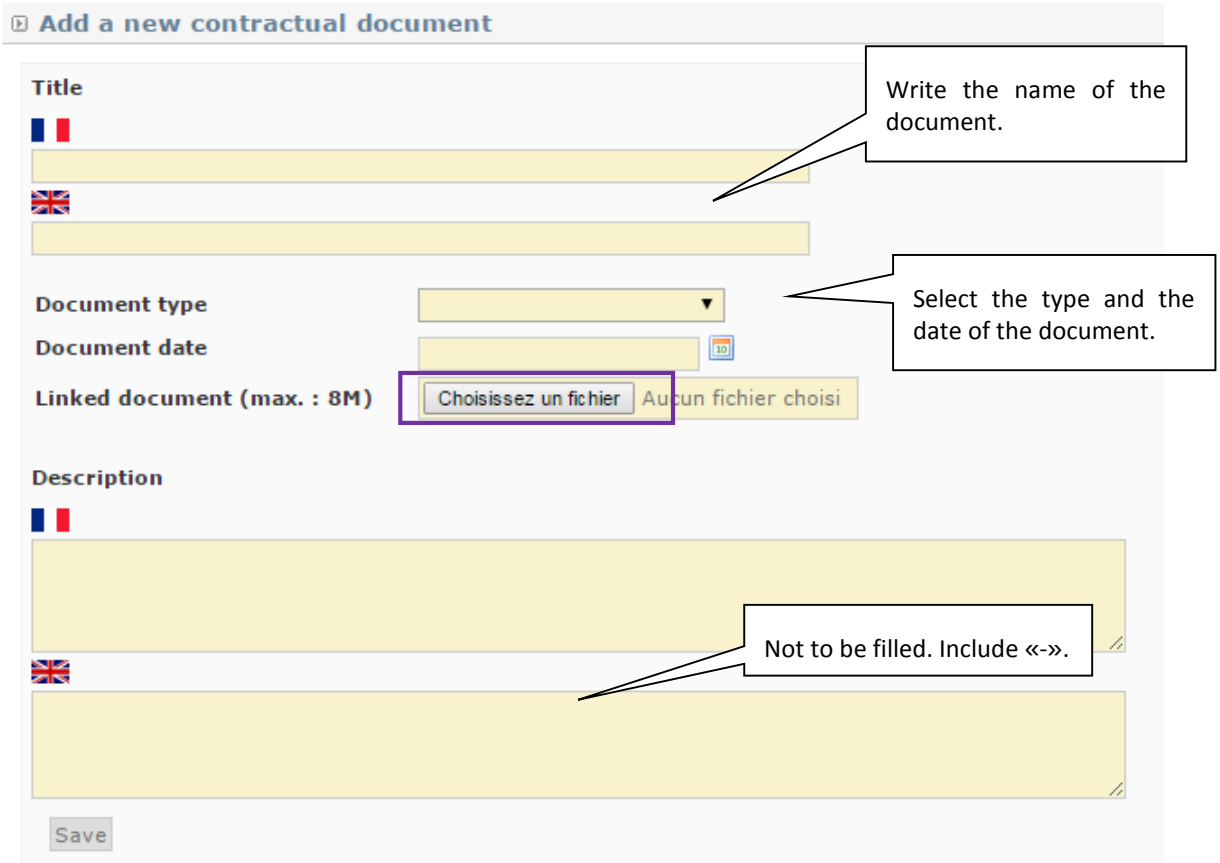
1. On the top of the Pre-application Form index page, click on Show administrative information of this project. A new page appears.



2. Click on Add a contractual document. A new page appears.



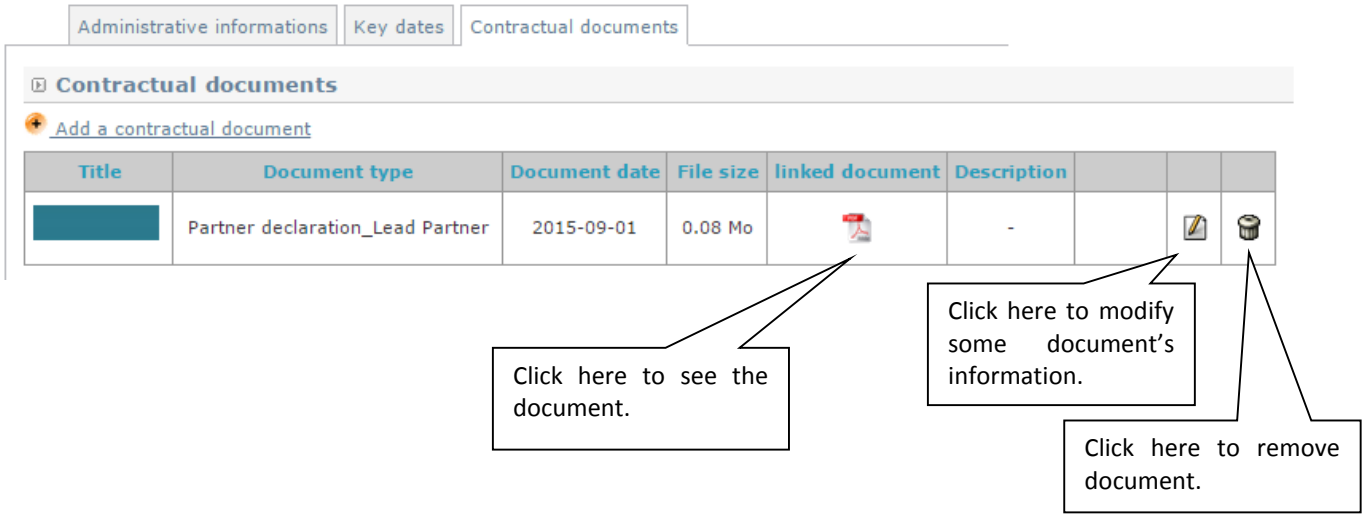
3. Enter the requested information related to the file you want to upload and click on Choisissez un fichier.



3. Select the file to upload from the File Upload window.

4. Click on Save in order to upload the file.

5. The list of uploaded files will appear on the top of the uploading page.



▲ Titles of the uploaded documents can not be modified. If you need to modify it you should remove the document and uploaded it again.

6. Post-upload verification. Once you upload your files, check their quality - download them to check whether the files have been uploaded successfully. If not, make the necessary corrections and upload again. Remove always the outdated versions.

▲ Once the deadline is passed, you can not upload or change any file. Should you encounter any problem uploading the files, it is imperative to contact the JS (programme_med@regionpaca.fr) before the closure of this phase.

Nothing else has to be done in order to validate the uploading. There is no need to click on save.

3.2.5. Appendix

A. List of types of partners

Main categories	Examples[11]
Local public authority	municipality, etc.
Regional public authority	regional council, etc.
National public authority	ministry, etc.
Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.
Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.
Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.
Higher education and research	university faculty, college, research institution, RTD facility, research cluster, etc.
Education / training centre and school	primary, secondary, pre-school, vocational training, etc.
Enterprise, except SME	
SME[12]	micro, small, medium
Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.
EGTC[13]	
International organisation, EEIG[14]	under national law, under international law

B. List of administrative codes

ERDF PARTNERS LOCATED IN THE INTERREG MED AREA

Country	Code identification	Acronym	Format
Croatia	Personal Identification Number (PIN)	OIB	'HR' +11 digits
Cyprus	VAT identification number	ΦΠΑ	'CY' +9 characters – ex : CY99999999L
	Other register number	-	

[11] More examples can be found in the relevant Terms of Reference.
[12] According to Commission Recommendation 2003/361/EC of 6 May 2003 concerning the definition of micro, small and medium size enterprise.
[13] European Grouping of Territorial Cooperation.
[14] European Economic Interest Grouping.

France	Système d'identification du répertoire des établissements	SIRET	14 digits
Greece	Tax Registration Number	ΑΦΜ	'EL' +9 digits – ex : EL999999999
Italy	Code fiscal	-	11 digits
	VAT identification number	VAT no	
Malta	Internal reference number[15]	-	-
Portugal	Tax identification number	NIF	9 digits
Slovenia	VAT identification number	ID za DDV	'SI' + 8 digits – ex : SI12345678
Spain	Tax Identification Number (TIN)	NIF	'ES'+9 digits, the first and the last character may be a letter too - ex : ESX9999999X
Gibraltar (United Kingdom)	Internal reference number[16]	-	-

IPA PARTNERS

Country	Code identification	Acronym	Format
Albania	VAT number	VAT number	10 characters (2 letters and 8 digits)
Bosnia and Herzegovina	Administrative identification number		13 digits
Montenegro	Tax Identification Number	PIB	8 digits

ERDF PARTNERS OUTSIDE THE INTERREG MED PROGRAMME AREA

Country	Code identification	Acronym	Format
Austria	VAT identification number	UID	'ATU'+8 characters – ex : ATU99999999
Belgium	VAT identification number	TVA ou BTW	'BE'+9 or 10 digits – ex : BE0999999999
Bulgaria	BULSTAT Unified Identification Code/Number (UIC)	ЕИК по БУЛСТАТ	'BG' +9 or 13 digits
Czech Republic	VAT identification number	DIČ	'CZ'+8-10 digits
Denmark	VAT identification number	CVR	'DK' +8 digits – ex : DK99999999
Estonia	Register number	-	8 digits – ex : 70000562

[15] In order to get the Internal reference number, the concerned partner must contact the National Contact Point of Malta (leonie.aquilina@gov.mt)
[16] In order to get the Internal reference number, the concerned partner must contact the National Contact Point of Gibraltar.

Finland	VAT identification number	ALV nro	'FI' + 8 digits – ex : FI12345678
Germany	VAT identification number	USt-IdNr.	'DE' +9 digits – ex : DE999999999
	Internal reference number	-	-
Hungary	VAT identification number	ANUM	'HU' +8 digits – ex : HU12345678
Ireland	VAT identification number	VAT no	'IE'+8 digits, the second one may be a letter and the last one must be a letter – ex : IE9S99999L
Latvia	Registration number of tax payer	-	11 digits – ex : 99999999999
Lithuania	VAT identification number	PVM codas	9 or 12 digits
Luxembourg	VAT identification number	No. TVA	LU' +8 digits – ex : LU12345678
Holland	VAT identification number	BTW-nr.	'NL'+9 digits+B+2- digit index of company – ex : NL999999999B99
Poland	Tax identification number	NIP	'PL' +10 digits – ex : PL9999999999
Romania	Fiscal identification number	CIF	a)"RO" for all legal entities paying VAT (including partially) – not "RO" for those not paying VAT; b) max 9 digits; c) an additional digit for control - ex: [RO]999999999 [9]
Slovakia	IČO identification number	IČO	IČO + 8 digits – ex : IČO 12345678
Sweden	Swedish Organisation number	-	10 digits
United Kingdom	Internal reference number	-	-
	VAT identification number	VAT	'GB' +9 digits (block of 3, block of 4, block of 2) – ex : GB999 9999 73