



TRANSNATIONAL TERRITORIAL COOPERATION PROGRAMME MED

2nd Call for Strategic Projects 2011 Priority 3 – Objectives 3.1 and 3.2

Procedures to respect for the submission of the final application file approved by the Monitoring Committee on 2011 February the 22nd and 23rd

Published on June 6th 2011

IMPORTANT NOTICE: the non-respect of the procedures stated hereafter will entail the non admissibility of your application.

You have until the **September 30th 2011, 8.00PM (France local time)** to submit your application.

I. Contents of proposals

What ?

The application (hard copy) has to contain the following elements:

- The project application form signed and stamped **in original** (scanner, photocopy or electronic signatures will be refused)
- Letters of commitment from all participating partners with the annex named “pedagogic file” filled in by each partner **in original**
- Questionnaire “State aid” or “de minimis” declaration from each partner **in original**.

IMPORTANT for letters of commitment and annexes (pedagogic file and State Aid or “de minimis” declarations) > only original documents will be accepted.

The original signed and stamped partnership agreement shall be sent both in paper and electronic version once the proposal is selected and before the signature of the subsidy contract (to be done within three months starting of the day of the MED Managing Authority communication of the approval of the project).

Flexibility rules and correction of administrative documents will be applied to the following conditions mentioned also in the terms of reference (see below).

The list of the documents to be used and to be taken into account for presenting a proposal is available on the MED Programme Website:
<http://www.programmemed.eu/>.





Note that in accordance with the Terms of Reference (see. page 8/9), some **complementary information** to be attached to your application will be required in an **obligatory** way according to the models/templates provided in the application pack, simple text only , notably:

- 1) Project's governance system (organization chart) to provide in PDF version and paper version;
- 2) Short description concerning how economic and institutional sustainability will be guaranteed by project actions to provide in PDF version and paper version;
- 3) Logical framework to provide in PDF version and paper version;
- 4) Pilot activities description (already planned in the PRESAGE CTE system) to provide in PDF version and paper version.

See templates in the Application Pack for full project.

II. Modalities for submission

Where and When?

The applications have to be sent to the Joint Technical Secretariat (JTS) from **June 1st and no later than September 30th 2011 included**.

How ?

The submission of the application must be **submitted through PRESAGE CTE, by regular mail (hard copy) and by e-mail** (these three parallel forms of submission must to be sent at the same moment).

Paper and e-mail versions of the application form must be **identical** to the form validated on PRESAGE CTE (with the mention "submitted version"): only the page 1 of the application form paper version (point 2 of the summary, signatures) can have the mention "**draft**".

Detail:

1/ Submission and validation of the final application on the Monitoring System PRESAGE CTE

The application must be submitted and validated in the Monitoring System of the MED Programme PRESAGE CTE (available at the following address: <https://med.presage-cte.org>) before **8.00 PM on September 30th 2011 (France local time)**. Once the application is entirely filled, **the submission will only be effective after having pressed the VALIDATION button** (a confirmation e-mail is automatically sent by the system when the validation has been performed correctly). Should you encounter any problem in filling or validating the application form in PRESAGE CTE, it is imperative to contact the JTS.

Any application not validated on PRESAGE CTE (in respect of the expected coherence checks) will not be accepted. Coherence checks could be made during the whole period of the application's drafting: it's highly discouraged to wait until the final drafting unless you dispose of enough time for any possible correction

2/ Sending by post of the hard copy of the final application file (.PDF format)

A paper version of the application signed and stamped in **original** (no scan, stamp or electronic signature) by the representative of the Lead Partner (a printed .PDF version of the application validated on Presage CTE), all **original** Commitment letters (of the Lead Partner and of each partner) with the annex "pedagogic file" as well as the questionnaire "State aid" or "*de minimis* declaration" of all partners plus extra information in simple text must be sent before **8.00PM on September 30th 2011 (France local time)**, postal stamp as proof, by regular mail, either as a registered letter or by carrier (DHL, UPS, etc.), to the postal address of the JTS only:





Joint Technical Secretariat MED (JTS MED)
Région Provence-Alpes-Côte d'Azur
27, Place Jules Guesde – 13481 MARSEILLE Cedex 20
France

Attention: only the date on the official mailed envelope can be taken into account (postal stamp or date stamp of private company as proof), no other receipt will be valid (receipt of deposit of the envelope of a dispatch rider for example).

All the above elements (application, Commitment letters with annex and State aide questionnaire *de minimis*) must be sent to the JTS in one single envelope. The envelope must bear the wording "2nd Call for proposal MED 2011", the name and the acronym of the project, the name of the Lead Partner and the number of the objective targeted.

Concerning the paper version of the application file (.PDF format)

- The .PDF version of the validated application must bear the wording « submitted version » printed on every page. If it is not the case, **be careful**, because this means that you did not correctly validate your application form on PRESAGE CTE.
- The paper version must be dated and signed **in original handwriting** by the Lead Partner in the space provided (point 2. Official signatures of the application form) with the official stamp of the structure/organisation/ institution of the Lead Partner ("draft" mention possible only on this page)
- The paper version of the signed application must be in the working language chosen for the project (English or French). It is sufficient to send only the signed version of the application in the language chosen for the project. It is not necessary to send the paper version in the second language of the Programme to the JTS.

Concerning the Commitment letters

- The postal sending of the paper version of the application must include the **originals** of all the Commitment letters (of the Lead partner and of each partner) and their annexes.
- You must use the standard documents provided by the Programme (published on the Programme Website: www.programmemed.eu). **No other type of document and no modification to the standard document provided will be accepted.**
- further information required in simple text only (see page 1 above)
- The amounts indicated in the Commitment letters must be identical to the amounts filled in the co-financing spreadsheet of the application form (« total per partner and co-financing amount per partner »): total national co-financing.

3/ Sending by e-mail of the electronic version (PDF Format) of the application form validated on PRESAGE CTE

A copy of the application form (.PDF version of the application submitted and validated in PRESAGE CTE) as well as Commitment letters, scanned with their annex "pedagogic file" plus extra information in simple text must be sent before **8.00 PM on September 30th 2011 (France local time)** to the JTS at the following address:

stc-med@regionpaca.fr

For technical reasons linked to the electronic mailbox, scans of the Commitment letters can be sent using one or more **separated** and **numbered** e-mails (the MED JTS mail box accept a maximum of 6 Mega per e-mail).

4/ General terms

We kindly remind you that it is essential to also consult the reference documents of the Programme (Operational programme, Implementation guide and Terms of Reference) when preparing your project. In addition it is advisable that you pay attention to the following:





- For the application, all accessible sections provided in PRESAGE CTE must be filled in.
- Only the translation of the sections « **short description, theme and summary** » in the other official programme language than the one chosen by the project is **mandatory**. You must pay particular attention concerning the quality of the translation. The latter must be clear and comprehensible. (For others bilingual sections when the system asks the fill in, it will be possible either to do a copy-paste of the same text or to put a simple character)
- The financial section (budget) of the application must be coherent with the budgetary elements of the financial plan. PRESAGE CTE will perform coherence checks and will prevent application from any validation if inconsistencies occur.
- **The ERDF co financing rates for each country of the Programme must be observed** (75% or 85% maximum following partner country) **as well as the budget threshold set, for the most important partner** (20% of the total eligible budget) and **the most important country** (30% of the total eligible budget of the project.)
- The postal and e-mail addresses of the JTS must be scrupulously observed for the sending of the .PDF paper version and electronic version of the application. If the JTS does not receive them, you will need to produce proof of the correct sending within the deadlines (postal or electronic mail acknowledgement of receipt ...).
- For the signature of the hard/paper copy of the application: **scanned, photocopied or electronic signatures will be refused**
- One year of your project implementation corresponds to a civil year running from January, 1st 2011 to December, 31st 2011 for instance: the system does not considerate a valid year the period running from January, 1st, 2011 to January, 1st, 2012 totalizing 12 months + 1day.
- **Common costs** among partners **are no more allowed** (Monitoring Committee decision on 22-23 February 2011)
- Once you validate your electronic application form, you cannot modify it anymore, except if the JTS cancel your validation (if the Call for Proposal deadline is not reached).

We invite you to fill in your application in PRESAGE CTE as early as possible. You can fill in the different sections as you progress in the preparation of the application file and modify them after if needed (before the final validation of course). You can also launch the coherence checks throughout the drafting and before the final validation.

Do not hesitate to contact the JTS for any further information.

III. Eligibility and evaluation criteria

See the eligibility and evaluation grid MED, included in the “Application pack” (specific criteria will be applied to IPA countries partners)

More information is available in the “Implementation Guide” published on the MED Programme Website: <http://www.programmemed.eu> **(Please taking into account Implementation Guide is only a general reference: specific criteria for strategic project call have been mentioned in the Terms of Reference, especially eligibility criteria).**

We remind you to pay attention to the LP legal status (state body, regional institution or international-intergovernmental body/organisation) and to its head office that must be within the MED area.

In case of conflict between the “Implementation Guide” and the Terms of Reference, the latter applies.





IV. Flexibility rules

When final application will be received, during the eligibility check of all applications, the JTS, if relevant, will request Lead Partner to correct some administrative mistakes:

- a. One or more partners' letters of commitment are not in original version (except for the Lead Partner letter, compulsorily in original version);
- b. One or more of the 3 sections "**short description, theme and Project summary**" are not provided in the second Programme's mandatory language;
- c. One or more documents related to State aids are copies or not yet entirely filled in (however they must be signed and stamped);
- d. One or more documents that not include the signature date;
- e. The project duration has not to exceed 36 months by **1 day** maximum;
- f. The e-mail submission has not been received by the JTS (keep a copy of your e-mail transmission in the format outlook "envelope" for any verification of deadline respect).

These corrections must be done within 10 business days (France as reference) starting from correction request, sent via email by the MED JTS to the Lead Partner (the respect of the submission will be verified on post stamp basis as proof in case when one or more original new documents would be asked for).

V. Complaints procedure

Any complaint following the communication of the results of the instruction and the decision made by the MED Selection Committee will have to be done in writing (by e-mail, fax or regular mail) and submitted to the MED JTS. The aforementioned complaint imperatively has to arrive from the Lead Partner mentioned in the application form to the JTS within 20 business days (France as reference) starting from the notification, sent by the JTS via e-mail, of the official results of the selection.

VI. Additional Information

1. Specific information for IPA partners

The partners from candidate and potential candidate countries participating to the MED programme (Croatia, Montenegro, Bosnia-Herzegovina and Albania) can participate to this call for projects under the shared management of ERDF and IPA, validated by the European Commission on the 16. March 2011 (Decision C(2011)1706); the global budget of IPA funds allocated to the MED programme between 2010-2013 is 5,4M€. This envelope will be used without country-specific allocation, to finance the participation of IPA partners to MED projects until the end of the programming period.

Please note that no contract between an IPA partner and the Managing Authority of the programme can be signed before the signature of the Financing Agreement between the competent Authorities of each IPA country in question, the European Commission, and the Managing Authority.

2. Contacts

You also have the opportunity to obtain additional information from the JTS and National Contact Points at the following addresses:

**Joint Technical Secretariat
MED Programme**

Conseil Régional PACA, 27 place Jules Guesde, 13481 Marseille Cedex 20
Tel +334 91 57 52 96/51 33





NATIONAL CONTACT POINT LIST :

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