

# IPA partners seminar

## The IPA subsidy contract

Dubrovnik, 5<sup>th</sup> February 2013



Programme cofinancé par le Fonds Européen  
de Développement Régional

Programme cofinanced by the European Regional  
Development Fund

# IPA subsidy contract

Please read it very carefully since it contains:

- the responsibilities of the IPA partner
- the conditions of the IPA contribution
- Lead partners have received the model of the IPA Subsidy Contract from the JTS
- **It will be available on the website of the MED Programme very soon**

# Signature of the IPA subsidy contract

- Managing Authority (MA) signs a Subsidy Contract with the ERDF Lead Partner
- MA signs a separate IPA subsidy contract with each IPA partner
- Documents regarding the engagement of the national public co-financing to be checked by the relevant national authority

# Sections to be filled in by every IPA partner

## IPA SUBSIDY CONTRACT

BETWEEN

Provence-Alpes-Côte d'Azur Region

- as Managing Authority<sup>1</sup> for the MED Program (hereafter MA), represented by:

**Monsieur le Président Michel Vauzelle**

AND

**<Full name of the IPA Partner>**

- as IPA Partner of the Project **< name of the project and acronym>** with Head Office **<full address of head office>** and represented by **<Name and function of the signatory, the person duly authorized to commit the managing structure towards the third parties, for example: president, general manager, rector, director of administrative or financial department>**



# Sections to be filled in by every IPA partner

## Article 1 - Purpose of the Contract

- 1.1 In accordance with the decision of the MED Programme Selection Committee of **<date>**, it was decided to grant a subsidy, under the conditions set forth in this contract and its annexes, to the IPA Partner for the implementation of the relevant activities foreseen by the project No. **<Code of the project>** entitled **<Title of the**

*Subsidy contract IPA MED Programme – June 2012*

*Page 2 of 13*

Agreement N° **<.....>**  
Title of the project **<.....>**

**project>** (hereafter "project"). The decision (or advance notification) of the Selection Committee is an integral part of this contract.

# Dates of the MED Programme Selection Committee:

- 17<sup>th</sup> October 2011: MEDESS4MS
- 24<sup>th</sup> January 2012: HOMER,  
MEDNET
- 27<sup>th</sup> September 2012: MED.I.T.A.
- 13<sup>th</sup> December 2012 (Axis 1):  
EMILIE, WIDER, GREENBERTH,  
ECOFUNDING, COEFFICIENT,  
SMARTinMED

# Dates of the MED Programme Selection Committee:

- 13<sup>th</sup> December 2012 (Axis 2):  
GREEN PARTNERSHIPS,  
E2STORMED, SMART-MED-  
PARKS, REMIDA, REPUBLIC MED

## **13<sup>th</sup> December 2012 RESERVE LIST:**

- Axis 1: SINERGIA, ENERGEIA,  
FIREMED
- Axis 2: SMILE, GRASP

# Sections to be filled in by every IPA partner

1.5 The IPA subsidy granted by the Selection Committee for the implementation of the project is **<amount of euro>** Euro.

1.6 The total budget **<IPA+ National public co-financing>** is the following:

Source of funding	Granted Budget €
National public co-financing	<b>XXXXXXXXXXXX €</b>
IPA co-financing	<b>XXXXXXXXXXXX €</b>
<b>TOTAL BUDGET</b>	<b>XXXXXXXXXXXX €</b>

1.7 The total IPA subsidy specific to the purpose of this contract, as well as the co-financing rate, are calculated on the basis of the total eligible costs as indicated below:

Approved IPA Contribution: **<IPA>** Euro (€)

National public co-financing for IPA: **<.....>** Euro (€)

**Total approved eligible budget: <TOT>** Euro (€)

**IPA Co-financing rate :** **<IPA / TOT. ELIGIBLE>%**



# Sections to be filled in by every IPA partner

- 1.14 The expenditures for the implementation of the action are eligible from the date of the submission by the Lead Partner of the complete approved application <submission date of the complete application><sup>2</sup>.
- 1.15 The duration of the project, is <number of months> months following the starting date indicated in the project application form – Annex 1.  
The IPA Partner is in the obligation to start the activities it is in charge of, respecting the time schedule of the working plan specified in the abovementioned project application form.  
In any case IPA Partner is in the obligation to start the activities no later than **2 months** after the notification of the contract. Beyond that date the MA reserves the right to put an end to the subsidy contract if the delay is caused by the IPA Partner itself.
- 1.16 The date of the end of the project is stated in the project application form - Annex 1 to this contract. All operational expenditure should be engaged and paid out before the date of the end of the project.  
In case these costs cannot be paid out within the delay, they may be paid out within two months following the end date, but all project activities must finish by the end date, and in any case before the 30th June 2015.

---

<sup>2</sup> Provided that the Financing Agreement between the competent authority of the relevant IPA country, the European Commission, and the Managing Authority is already signed.

# Starting date of eligibility

- In article 1.14, it is not the submission date of the complete application form that you have to enter, but the date of signature of the Financial Agreement of the relevant IPA country:
  - Bosnia-Herzegovina: 31 October 2012
  - Croatia: 30<sup>th</sup> November 2012
  - Montenegro: 5<sup>th</sup> December 2012
  - Albania: In progress
- IPA partners expenditure will be eligible if incurred after these dates

# Sections to be filled in by every IPA partner

3.3 The IPA Partner submits certifications of expenditures to the LP at six months intervals, maximum two months after the end of each reporting period, in the respect the following timetable:

Time Frame Progress report	Payment claim (estimated)		Deadline for submission of the report to the JTS
	IPA €	Euro Total Eligible €	
Starting report ( not related to payment)			<date>
I period of implementation (from..... to .....)			<date>
II period of implementation (from..... to .....)			<date>
III period of implementation (from..... to .....)			<date>
IV period of implementation (from..... to .....)			<date>
V period of implementation (from..... to .....)			<date>
VI period of implementation (from..... to .....)			<date>
Final Report			<date>

# IPA expenditure reporting procedure

1. Each IPA partner enters activities and expenditures on PRESAGE CTE
2. Lead Partner validates the IPA partners' expenses
3. Centralised First Level Control of each IPA country:
  - Certificates the eligible expenditure
  - Generates a First Level Control Certificate in PRESAGE CTE

# IPA expenditure reporting procedure

4. LP gathers all the certificates and produce a payment claim + progress report
5. Submission to the JTS within the deadlines mentioned in the ERDF Subsidy Contract
6. The JTS, MA and CA check the documents
7. The CA transfers ERDF to the LP and IPA funds to every IPA partner for which expenditure has been certified in the payment claim



# Respect of the contractual deadlines

- Lead partner to submit the payment claim to the JTS maximum 3 months after the end of each reporting period
- No delays will be tolerated
- For this reason, deadlines must be respected by all IPA partners, otherwise their expenditure will not be included in the payment claim
- Delayed IPA certificates will be included in the next reporting period

# Sections to be filled in by every IPA partner

Signed in two copies in French or in English (one for the MA and one for the IPA Partner).

**For the IPA Partner**

.....

(Place and date)

.....

(Name of the signatory for the IPA Partner)

.....

(Signature and stamp)

**For the Managing Authority**

**Marseille, the .....**  
(date)

**Monsieur le Président Michel Vauzelle**  
(Name of the signatory for the MA)

.....

(Signature and stamp)

# Exchange rate

- Articles from 3.5 to 3.9 of the IPA Subsidy Contract
- IPA Partners shall convert into € the amounts of expenditure incurred in national currency before entering them in Presage
- Use of the monthly accounting exchange rate of the EC in force in the month in which the expenditure is submitted by the IPA Partner to the respective First Level Control body

# Exchange rate

- IPA Partner has to provide the LP, the First Level Control body and the JTS with the monthly accounting exchange rate that applies:
- [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)
- The exchange rate risk is borne by the IPA partner.

# Thank you for your attention!

## MED PROGRAMME JTS

Région Provence-Alpes-Côte d'Azur  
27, Place Jules Guesde  
13481 Marseille Cedex 20 - France

**Tel: +33 4 91 57 - 52 96 or 51 33**

**Fax: +33 4 91 57 53 13**

**E-mail: [stc-med@regionpaca.fr](mailto:stc-med@regionpaca.fr)**

<http://www.programmemed.eu/>