

User Manual

Instructions on how to fill in
the Application Form – eMS

IPA II CBC Italy-Albania-Montenegro – Capitalisation CALL

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Disclaimer: This Technical Guidance is an help tool envisaged to provide additional assistance to the Applicants during project preparation phase and filling in the Application Form.

The Technical Guidance includes instructions on how to fill in the Application Form and in that respect contains parts/images of the Application Form within eMS.

It is directly linked to the relevant applicant pack of the applicable call for proposal to be considered by the applicants.

In case of a discrepancy between the relevant sections of this Technical Guidance and Application Form in electronic Monitoring System (eMS), the Application Form in electronic Monitoring System (eMS) shall prevail.

1. Quick Guide for Applicants in eMS

The eMS (electronic Monitoring System) is a monitoring system with a communication portal, which allows Programme to collect and store all necessary projects and programme information, and beneficiaries to communicate electronically and securely with the programme bodies. The INTERACT Programme has developed this software for the benefit of all cross border cooperation programmes.

Disclaimer: The eMS is a new system for both the programme and the applicants, and it is partially still under development. For that reason, during your work in the eMS, some technical glitches might occur. That is why we recommend to read carefully these instructions and to bear in mind general tips and tricks at the end of this section.

Technical information and system requirements

The eMS is a web application which can be accessed with recent versions of most common browsers (e.g. Internet Explorer 11, Firefox 35, Chrome 39).

The functionality of the system follows the common standards of web applications for entering and submitting form data.

Access to eMS

LP can use the same “user account “ used for previous approved projects.

The eMS system can be accessed on the following link: <https://www.italy-albania-montenegro.eu> clicking on “Ems Platform login section” to the following link:
<https://www.italy-albania-montenegro.it/ems/app/main?execution=e1s1>

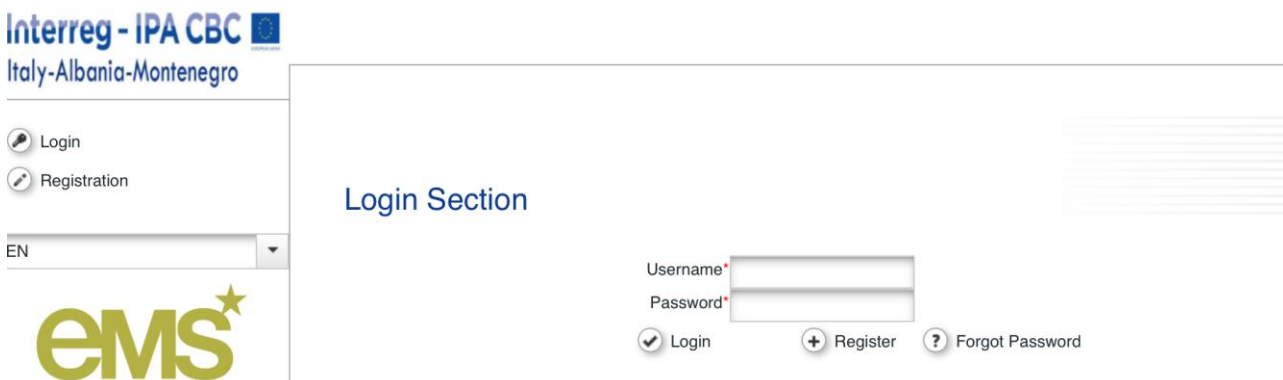


Figure 1 - eMS login Section

Dashboard

After logging in, you will enter the Dashboard. The main functions can be found on the left side menu, such as your Mailbox, Generated Files, User Account, managing applications, etc. The central part of the Dashboard shows any created and saved project proposals (My Projects), your mailbox and a calendar.

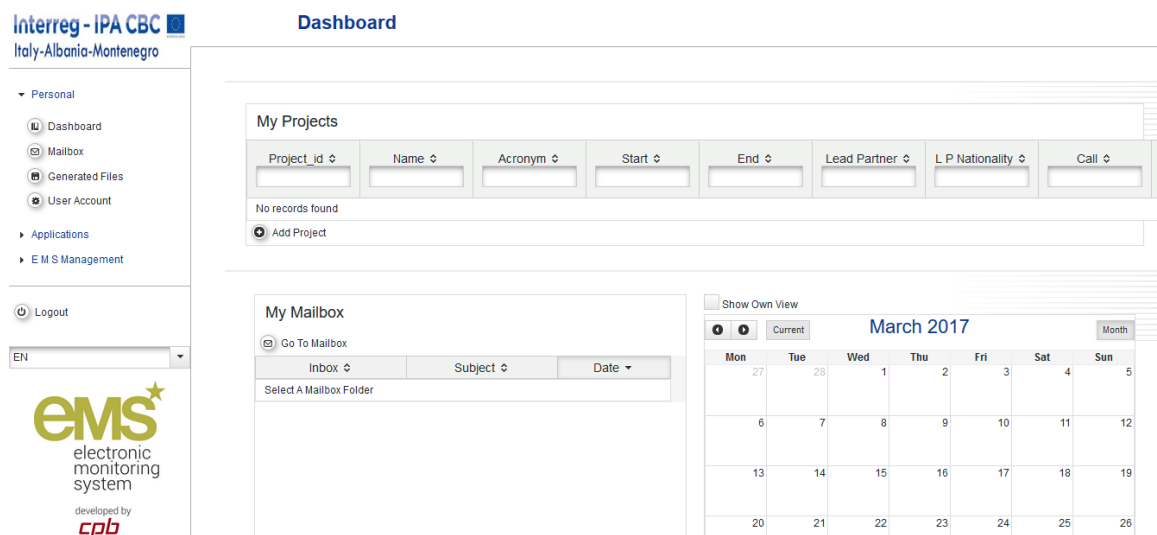


Figure 2 - eMS Dashboard

Getting started in the eMS

In order to correctly use this system, the applicants should have a good understanding of the main concepts used by the Interreg IPA CBC Programme Italy-Albania-Montenegro 2014-2020, described in the Cooperation Programme, Programme Manual and calls. These include but are not limited to the priority axes, programme specific objectives, the programme results to be achieved by achieving project outputs, the concept of cross-border cooperation, the expectations from the partnership and the project budget structure.

Steps in application submission process

The following figure presents all basic steps from creating application to submission of the application within the eMS:



Figure 3 - Steps in the application submission process

Creating an application

The term “Application” within the eMS refers to the project proposal.

To create a new project proposal, click on **“Add project”** on the Dashboard or click in the left-side menu the tag “EMS Management – CALL”.

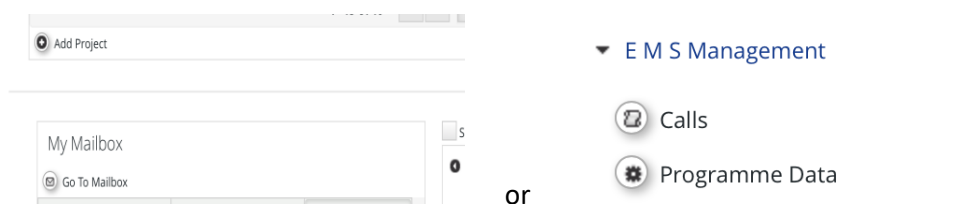


Figure 4 – Creating application

You will be presented with the list of all available calls, among which you need to select the relevant call you wish to apply to, and click on the **“Apply”** button (Figure 5).

CAPITALIZATION CALL - SMALL SCALE	01.07.2022	30.11.2022	CAPITALIZATION CALL - SMALL SCALE	 Modify	 Apply Test Project	 Show Applications
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Figure 5 - Calls page

The eMS will open application form, which is divided into different tabs (Figure 6).

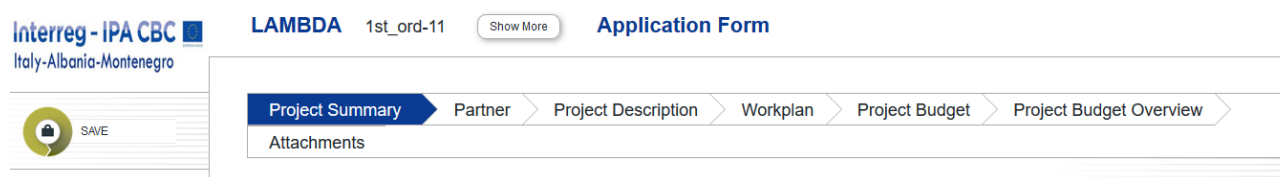


Figure 6 - Application Form

Project proposal is actually created in the eMS database only after the Applicant has successfully saved the application form for the first time by clicking on the Save button.

The applicant who creates the project proposal in the eMS is considered as the Lead Applicant (LA). LA is responsible for the submission of the application.

Assigning Users

When Application Form is opened, a list of menu options will be shown on the left side menu. As a Lead Applicant you will be able to grant the right to access the created application to your project partners involved in the project proposal.

Clicking on User Management menu option,

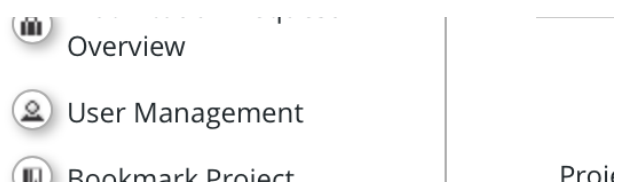


Figure 7 – User Management

you can see the form where you can grant the right to read (button Add For Reading) or edit (button Add For Modification) or set (button Set Applicant) the application to the other project partners.

ATTENTION: Before obtaining the right to read/edit the application, a project partner needs to be registered in the eMS (see section registration described before) and provide its user names to LP.

User Project Mapping

New User

Enter user name

+ Add For Reading

+ Add For Modification

+ Set Applicant

Assigned User

User Name	Role	Option
admin	Applicant	

Figure 8 – Assigning users

After granting access rights to other project partners, they will be allowed to access the project proposal. The eMS enables work in parallel on the Application Form. **However, you need to make sure that you are not working in the same section or sub section simultaneously, as this might result in a loss of data.** Besides We strongly suggest to not jump from one section to another one. (I.e. define periods before starting to fill in budget section) in order to avoid technical bugs of the system

Submitting the application

Complete the application form in all sections, attach all necessary supporting documents, **save your application regularly.**

Be sure to fill in data in all AF sections with the exception of **NOT APPLICABLE** ones, if there are any. Before submission, the eMS requires that automatic check of the application has been performed. You can activate automatic check by clicking on left side menu option *Check Saved Project*. If any issues are found, such as missing or wrong data, you will be required to correct this before you can save and check it again. **Only after all checks are passed, you will be able to submit your application by clicking left side menu option Submit checked project.**

Keep attention: the system does not check for all errors and missing fields.

ATTENTION! After the submission of the Application, the Lead Applicant will receive an automatic email confirmation. Once submitted no modifications to the project proposal will be possible by the Lead Applicant or any of the partners.

Help and Technical Support

For any technical difficulties or problems, you might experience with the eMS, please contact the programme to the following e-mail addresses: js@italy-albania-montenegro.eu

General Tips and Tricks

Please read carefully the following instructions for filling-in the application form:

- At the first access you have to enter data in *Project identification* and *Project summary* sections. Then click “**CREATE**” at the bottom on the left side menu.
- The eMS does not provide any warning or request of confirmation before leaving a section of the application form or before logging out. Always remember to **save your data** before leaving a section in the application form (Save button on upper left corner or at the bottom of the page), otherwise data will be lost!
- When filling in longer sections, please remember to **regularly save data**, in order to avoid data loss in case of interruptions of the Internet connection or other technical issues.
- Some fields are **mandatory**, and in this case the page cannot be saved if these fields do not contain data. The eMS will highlight missing fields at the top of the page.
- The eMS allows you to save your work and resume a data entry session **at any time**, before finally submitting an application or report to the programme.
- **As a general recommendation, please do not use the Enter key in the eMS forms as it may lead to unexpected results. Always use the commands provided by the eMS user interface.**
- Please note that certain text fields have a **limited number of characters**. If you try to input a longer text into such a field, you may experience that the text will be cut or that you may not be able to paste the text. Also, usage of font styles other than regular (bold, italic or bold italic, underline) will decrease the number of available characters in the text field. Please be aware that the form itself will not be assessed, but the content of the Application Form.

2. Filling in the Application Form

2.1. Section: Project Summary

This section contains basic information about the project described in sub-sections *Project identification*, *Project summary*, *Project budget summary* and *Project outputs*.

The sub-section *Project identification* includes project title, acronym, number, name of the lead partner, project duration and drop-down menu for the selection of programme priority axis and specific objective.

The Project number is automatically generated once the Application was saved for the first time. (**Project Number ITALME-X**)

The Project title should be short, straightforward and give a clear idea of what the project is about (recommended: no more than 200 characters).

Before assigning the acronym for the Project, it is advisable to check whether the acronym already exists in order to avoid duplication of names with other projects/initiatives. You can for example check at <https://www.keep.eu/keep/search>. Pay attention to existing copyrights linked to brands, products, trademarks, etc.

With particular reference to “the capitalization call”, the LA has to put the same acronym of the project already founded by the programme with the word “PLUS” (e.g. xxxx PLUS)

Project Summary

Project Identification

Programme Priority Strengthening the cross-border cooperati	Specific Objective 1.1 Enhance the framework conditions for the development of SME's cross- border market	
Project Acronym	Project Title 200 Characters Remaining	Project Number ITALME-363
Project duration (max. 24months) 18 Month 0 Days	Start Date 31.03.2019	End Date 29.09.2020

Figure 9 – Project Summary

Please note that each project has to select only one priority axis and one programme specific objective.

When defining the project duration in eMS, please ensure that the project starts on the first day of the starting month and ends on the last day of the closing month:

- **max project duration is 6 months;**

Number and project duration in months are automatically generated from the system; therefore the applicant does not need to fill in these boxes.


In sub-section Project summary, please provide a brief description of the project. The description must contain the following information:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and who will benefit from them;

Project Summary

Please give a short overview of the project and describe in the style of a press release (please cover all the points below)

- the common challenge of the programme area you are jointly tackling in your project
- the overall objective of the project and the expected change your project will make to the current situation
- the main outputs you will produce and who will benefit from them




 Save

Figure 10 – Project Summary description

Sub-sections Project budget summary and Project outputs are automatically filled-in by the system; therefore the Applicant does not need to fill in these boxes.

Partner			Programme Co-financing			Contribution				C
Partner	Partner Abbreviation	Country	IPAI	IPAI Co-Financing(percent)	Percentage Of Total IPAI	Public Contribution			Private Contribution	
						Automatic Public Contribution	Other Contribution	Total Public Contribution		
1 -		ITALIA	€ 0.00	85.00 %	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
Sub-total For Partners Inside			€ 0.00		100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
Sub-total For Partners Outside			€ 0.00		100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
Total			€ 0.00		100.00%	€ 0.00	€ 0.00	€ 0.00	€ 0.00	

Export

Project Main Outputs

Programme Output Indicators	Project Output Indicator Targets	Measurment Unit	Project Main Output Quantification Target	Project Main Output Number	Project Main Output Title
- Number of enterprises receiving non-financial (common indicator – reference to the Annex of Regulation support (EU) No 1299/2013);	0.0	Number	0,00	O.T1.1	

Save

Figure 11 – Project Budget Summary and Project Outputs (automatically filled-in)

2.2.Section: Partner

This section consists of two sub-sections: Partners List and Partnership description.

In the sub-section Partners List all partners involved should be listed. (Partners and Associated Partners)

ATTENTION!

- In order to include additional partners in the Application, please remember that you have to be in the sub-section Partner List. Using the button **New partner** below Partners List, you can add new partners in the partnership. Using the button **New Associated partner** below Partners List, you can add new Associated partners in the partnership.
- Remember to check in the call the maximum number of partners (included LP) that can be considered eligible even if the platform gives you the possibility to add more than the admitted ones. (Please note that the eMs does not check the number and eligible area of partners).

Partner List

Number	Name	Nationality	Inside Programmearea	Abbreviation	Role	Associated To	View Partner
1		ITALIA	Yes		Lead Partner		View

New Partner

New Associated Partner

Figure 12 – Partners List

Sub-section Partners List

By clicking the button View (in the last column) under each partner, the eMS opens a separate sheet for a partner. By opening the separate sheet, the Applicant is requested to fill in the following information for each partner: basic information, legal and financial information, contact person and legal representative and partner's experiences, where required.

Lead Partner 1

Partner Role In The Project <input type="text" value="Lead Partner"/>	Partner name (as in the legal registration Act) <input type="text"/> <div>300 Characters Remaining</div>
	Partner name in English <input type="text"/> <div>300 Characters Remaining</div>
Abbreviation <input type="text"/>	Department/unit/division /if applicable) <input type="text"/> <div>300 Characters Remaining</div>

Address

Nuts0 <input type="text" value="ITALIA (IT)"/>	Street <input type="text"/>		House Number <input type="text"/>
Name Of Other Region <input type="text"/>	Postal Code <input type="text"/>		City <input type="text"/>
From All Regions <input type="checkbox"/>	Website <input type="text"/>		
Region (NUTS 2) <input type="text" value="Molise (ITF2)"/>			

Figure 13 – Project Partner information

In the part Legal and financial information please insert VAT number or any other identification number (e.g. registration number, Personal Identification Number (PIN), etc.) and **click the button *I would like to receive pre-financing*** if you want it.

Please note that for the legal representative specific documentation shall be attached (see section below).

Legal And Financial Information

Type Of Partner <input type="text" value="local public authority"/>	Legal Status <input type="text" value="public"/>	Co Financing% (max=85.00 %) <input type="text" value="85.00%"/>
--	---	---

<input checked="" type="checkbox"/> VAT number/other National identifying number <input type="text"/>	Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? <input type="text" value="yes"/>
--	---

☐ I Would Like To Receive Advanced Payment

Legal Representative

Title <input type="text" value="Mr"/>	Name <input type="text"/>	Last Name <input type="text"/>
E-mail Address <input type="text"/>	Telephone <input type="text"/>	

Contact Person

Title <input type="text" value="Mr"/>	Name <input type="text"/>	Last Name <input type="text"/>
E-mail Address <input type="text"/>	Telephone <input type="text"/>	

Figure 14– Legal and financial information

Additionally, please explain the partners' experiences in the required field.

Take note that for Capitalization call some fields are Not Applicable. Please check the offline AF template available in the applicants package. (see figure below)

Competences NOT APPLICABLE FOR THIS PROCEDURE <input type="text"/>	Benefit Description NOT APPLICABLE FOR THIS PROCEDURE <input type="text"/>
--	--

EU/international projects experience NOT APPLICABLE FOR THIS PROCEDURE <input type="text"/>

☒ Remove Partner
☐ Save

Figure 15 – Partner Information

2.3. Section: Project Description

Under Project Description of the application form applicants have to provide information about how well the project contributes to the objectives of the Interreg IPA Cross-border Cooperation Programme Italy-Albania-Montenegro 2014-2020.

In particular, this section includes the description of the key characteristics and strategic elements of the project, notably information on its relevance, focus and context.

Sub-section Project Relevance

Each project has to clearly contribute to the chosen programme specific objective, addressing development needs and territorial challenges that are shared across the regions participating the project. This means that the problems identified could be solved efficiently only by cross-border cooperation which leads to more efficient and, if applicable, innovative solutions.

This sub-section Project relevance consists of four text boxes: Territorial Challenge, Project Approach, Cooperation Reason and Cooperation Criteria.

Territorial Challenge / Outputs and results achieved, which need to be capitalized on

(Max. 2000 characters in each box)

What are the common territorial challenges that will be tackled by the project?

Please describe the relevance of your project for the programme area in terms of common challenges and/or joint assets addressed. Please specify the situation for the territories participating in the project.

What and how far are achieved outputs/results ready to be a) tested/validated or b) which potential users may be identified?

Project Approach

(NOT APPLICABLE FOR THIS CALL)

Cooperation Reason

(NOT APPLICABLE FOR THIS CALL)

Cooperation Criteria (Max. 300 characters in each box)

In this sub-section please select at least 3 cooperation criteria that apply to the project proposal. Joint Development and Joint Implementation are compulsory, as well as at least one of the remaining cooperation criteria, Joint Staffing or Joint Financing and describe how the selected cooperation criteria will be implemented.

- **Joint development** means that the project must be designed by representatives of all project partners. This means that project proposals must clearly integrate the ideas, priorities and actions of relevant stakeholders.
- **Joint implementation** means that activities must be carried out and coordinated by all project partners. It is not recommended that the same activities run in parallel.
- **Joint staffing** means that representatives of all project partners will be engaged as members of single project team within the same project. The project should not duplicate functions on either side of the border and project team members should work together on the project. Partners should not merely carry out activities in parallel without mutual coordination and exchange of information/tasks, etc.

- Territorial Challenge


Territorial Challenge / Outputs and results achieved, which need to be capitalized on

What are the common territorial challenges that will be tackled by the project?

Please describe the relevance of your project for the programme area in terms of common challenges and/or joint assets addressed.

Please specify the situation for the territories participating in the project.

What and how far are achieved outputs/results ready to be a) tested/validated or b) which potential users may be identified?



Characters (including HTML): 0 (Limit: 2000), Words: 0

Project Approach

NOT APPLICABLE FOR THIS PROCEDURE

Cooperation Reason





NOT APPLICABLE FOR THIS PROCEDURE

[Rich Text Editor Icons]

Characters (including HTML): 0 (Limit: 2000), Words: 0

Cooperation Criteria

What is the degree of cross border cooperation within the partnership? Please select at least 3 cooperation criteria that apply to the project and provide a brief explanation.

Joint development		
<input type="checkbox"/>		<div>2000 Characters Remain</div>
Joint staffing		
<input type="checkbox"/>		<div>2000 Characters Remain</div>
Joint financing		
<input type="checkbox"/>		<div>2000 Characters Remain</div>
Joint implementation		
<input type="checkbox"/>		<div>2000 Characters Remain</div>

Sub-section Project Focus (Max. 2000 characters in each box)

The Applicant should define project intervention logic in a way to be clearly in line with the intervention logic of one of the programme priority axes. Please see the figure below:

It should describe also how connections with other initiatives, EU Programmes (such as ADRION e.g.) or to EUSAIR flagships, or the contribution to the 2021-2027 programme are going to be identified, as well as what activities will be implemented to reach capitalization objectives and identify the target groups

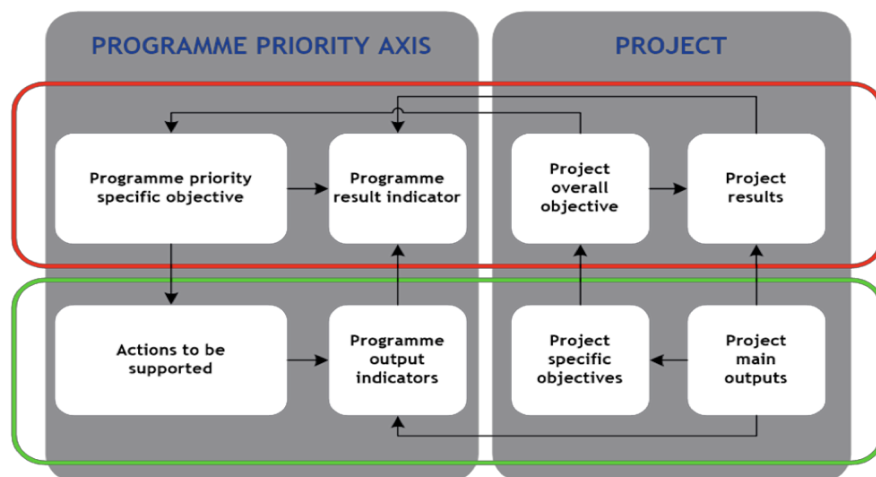


Figure 17 – Project intervention logic

Project main (overall) objective describes the strategic and long term change that the project seeks to achieve for the benefit of the target groups. Choose a programme priority specific objective to which the project contributes and describe its contribution. It is important to ensure consistency of project objectives with the programme priority specific objectives.

Project specific objectives need to show direct contribution to the project main (overall) objective. It should be possible, at least to some extent, to measure achievement of project specific objectives with project main outputs. Ideally a direct link should be established.

Project results represent the immediate benefit of the implementation of the project. They occur as a direct consequence of using the project main outputs.

Project main outputs have to refer to programme output indicators and they directly contribute to the achievement of the project result. Project outputs and programme output indicators need to have the same measurement unit, so that it is possible to aggregate them. An aggregation of project outputs based on programme output indicators is essential for the achievement of output targets set on the programme level.

The following section should be stated in the eMS:

Project Focus

Programme Priority Specific Objective 1.1 Enhance the framework conditions for the development of SME's cross- border market.

Project objectives, expected result and main outputs (link to Capitalisation objectives and activities)

Partners explain how they intend to either a) Test or validate of the relevant output/results of the closed standard project; or b) Identify potential users, whom the relevant output/results may be transferred to in the future. Other capitalization objectives may be functional to reaching these main objectives.
Please describe also how connections with other initiatives, EU Programmes (such as ADRIION e.g.) or to EUSAIR, or the contribution to the 2021-2027 programme are going to be identified.
Explain what activities will be implemented to reach capitalization objectives and identify the target groups

2000 Characters Remaining

Programme result

Programme result indicator to which the project has to contribute

Common interventions aimed to improve the cross border framework conditions in which

Project main results

What are the project's main results and how do they link to the programme result indicator?
Please specify your one or more project main results and describe their contribution to the programme result indicator.

2000 Characters Remaining

Figure 18 – Project Focus

Project Objectives, Expected Results, and Main Output (Max. 2000 characters in each box)

Give a clear, concise description of the project main objective. The project's main objective represents strategic and long term change/effect that the project seeks to achieve for the benefit of the target groups. It should be feasible and realistic to be achieved within the project's lifetime. Its contribution to the

programme overall objective and the programme priority axis specific objective should be precisely presented.

Programme Results

In this part the direct link between programme and project result should be explained.

Select from the drop-down list of pre-defined Programme Result Indicators.

Please note that you can choose only one Programme Result Indicator per priority axis!

Project-Main Results

In this text box the main results that the project envisages to achieve should be indicated. The main results represent the direct change achieved by the project in the programme area. Explain the contribution of project's main results to the programme result indicator, possibly also indicating to what extent they will contribute to the programme result.

Project Specific Objectives

Please note that up to 3 Project Specific Objectives can be inserted per Application!

In the first text box please insert the title of the Project Specific Objective.

In the second text box a short explanation how specific objective is linked with the project main outputs, should be stated.

The specific objectives should contribute to the project main (overall) objective. They should be concrete, realistic and achievable.

Project Specific Objectives

Please provide a short explanation on the defined specific objectives?
Define max. 3 Specific Objectives of the Project.

<p>Project Specific Objective 1</p> <p>Project Specific Objective Title</p> <input type="text"/>	<p>Project Specific Objective Explanation</p> <input type="text"/> <p>1000 Characters Remaining</p>	<input type="button" value="Remove Project Specific Objective"/>
<p>Project Specific Objective 2</p> <p>Project Specific Objective Title</p> <input type="text"/>	<p>Project Specific Objective Explanation</p> <input type="text"/> <p>1000 Characters Remaining</p>	<input type="button" value="Remove Project Specific Objective"/>
<p>Project Specific Objective 3</p> <p>Project Specific Objective Title</p> <input type="text"/>	<p>Project Specific Objective Explanation</p> <input type="text"/> <p>1000 Characters Remaining</p>	<input type="button" value="Remove Project Specific Objective"/>

Figure 19 – Project Specific Objectives

Durability and Transferability of Main Outputs (NOT APPLICABLE FOR THIS CALL)

Sub-section Project context

The sub-section Project context concerns the project's contribution and coherence with relevant strategies and policies and it consists of the following text boxes: Project Context, EUSAIR Strategy, Synergies, Knowledge. (Max. 2000 characters in each box)

EUSAIR Strategy

Describe if the project contributes to one of the topics of intervention of EUSAIR and describe in what way, and if applicable, which **precise action of the action plan is going to be implemented.** Please specify the project contribution to EUSAIR goals, the precise EUSAIR actions implemented (if applicable), as well as how the **EUSAIR stakeholders** are involved, and the follow-up of the project.

Synergies

Please specify relevant **capitalization actions** you planned, aimed also at building up **synergies and avoiding overlapping** with other projects, in terms of content, partners, location and initiatives.

Knowledge

(NOT APPLICABLE FOR THIS CALL)

Project Context

Project Context

NOT APPLICABLE FOR THIS PROCEDURE

Characters (including HTML): 0 (Limit: 100), Words: 0

EUSAIR Strategy

Describe if the project contributes to one of the topics of intervention of EUSAIR and describe in what way, and if applicable, which **precise action of the action plan is going to be implemented.**

Please specify the project contribution to EUSAIR goals, the precise EUSAIR actions implemented (if applicable), as well as how the **EUSAIR stakeholders** are involved, and the follow-up of the project.

☐ EU Strategy for the Adriatic and Ionian Region

2000 Characters Remaining

Synergies

Please specify relevant **capitalization actions** you planned, aimed also at building up **synergies and avoiding overlapping** with other projects, in terms of content, partners, location and initiatives.

Characters (including HTML): 0 (Limit: 100), Words: 0

Figure 20 – Project Context

Sub-section Horizontal principles

Horizontal Principles

Please indicate which type of contribution to horizontal principles applies to the project, and justify the choice
(In the drop down value list choose from: neutral, positive, negative effects)

Sustainable development (environment)

neutral

2000 Characters Remaining

Equal opportunity and non-discrimination

neutral

2000 Characters Remaining

Equality between men and women

neutral

2000 Characters Remaining

Save

Figure 21 – Horizontal principles

A horizontal principle is a principle that must be integrated throughout the programme; therefore, every project approved by the Programme must contribute to the relevant horizontal principles. In this section, please specify which possible effects (positive, neutral or negative) the project will have on the respective horizontal principles. Determining effects is a form of self-assessment based on the questions relevant for each of the principles. When the type of expected effect is determined, please provide an explanation and describe in what way the project affects respective principle. Please also identify active measures to contribute to the principles. These measures concern project activities as well as the management of the partnership. In case the project could have negative effects concerning the respective principles, adequate mitigation measures have to be described in order to avoid occurrence of such negative effects. For example, if a project plans flood prevention infrastructure, special attention should be paid to the protection of existing habitat conditions in that area. *(Max. 750 characters in each box)*

Sustainable development (environment)

In this text box, please describe the contribution to sustainable development and explain how the sustainability principle is included within the project and planned activities. Please also describe the environment effects the project is likely to have considering the following aspects: greenhouse gas emissions, climate and climate change, water, air, soil, biodiversity, fauna and flora, cultural and archaeological heritage and landscape, population and human health. Active measures contributing to this horizontal principle could be: planning interventions in flood-safe areas and preserving environmental values, using available solutions to reduce the carbon footprint associated to meetings, travel and accommodation, developing green events (reducing the consumption of material, opting for recyclable products, favour short supply chain, etc.), etc.

Equal opportunity and non-discrimination

In this text box, please describe how the project will contribute to the principle of equal opportunities and prevent discrimination of any kind (gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation) during the development and implementation phases of the project. All projects submitted under any priority axis are encouraged to incorporate measures for promoting equal opportunities and preventing any discrimination, taking into account the particular needs of the various target groups at risk of any kind of discrimination. Active measures contributing to this horizontal principle could be: ensuring accessibility for persons with disabilities, promoting the inclusion of minorities, using neutral language in the project communication, etc.

Equality between men and women

In this text box, please describe how the project will contribute to the principle of equality between men and women and prevent discrimination of any kind during the preparation, design and implementation of the project. Active measures contributing to this horizontal principle could be: integrating equal participation of women and men, promoting gender mainstreaming, etc.

Sub-section Project Risks *(Max. 1000 characters in each box)*

The sub-section Project Risks contains information about potential risks/threats/problems relevant for the project accompanied by corresponding risk mitigation measures/solutions.

Risks are internal or external events that may occur during project implementation and could threaten the

achievement of project objectives and project as a whole. Please provide the description of each potential risk relevant for your project or threats/problems that can potentially become risks during project implementation. To identify risks you can look at possible sources of risk or at the threats/problems that can become risks. Sources include the team members, stakeholders, sub-contractors, target groups, etc.

For example, a risk could be withdrawal of a partner or a key change in policy that goes against what the project is trying to achieve. On the other hand, problems could be, for example, a change in the political environment or the loss of money through de-commitment.

Once a potential risk has been identified, add its title and qualify it according to its impact (from low to high) on the project and its probability of occurring (from not likely to very likely). Please also insert the start and end date of each risk (this may be closely linked to the project implementation period or work package/activity implementation period).

Project Risks

Add project risk and duplicate the 2 above description sections if any. (Max 3 Project Risks)

Risk 1

Start Date	End Date	Risk Impact	Risk Likelihood
<input type="text"/>	<input type="text"/>	low	not likely
Title			
<input type="text"/>			
Risk Description: What are the factors and conditions not under the direct control of the project which have to be considered?		Risk Mitigation: Please describe the options and actions to enhance opportunities and mitigate threats to project objectives	
<div></div>		<div></div>	
Characters (including HTML): 0 (Limit: 2000), Words: 0		Characters (including HTML): 0 (Limit: 2000), Words: 0	

Delete Risk
 Add Project Risk

Figure 22– Project risks

Please also describe the solutions to avoid threats/problems and/or measures to reduce or mitigate the impact of the risks identified.

Finally, you can click the button *Add risk* to add a new risk or click the button *Delete risk* to remove the risk you added.

Please note that maximum 3 risks can to be identified within the project.

TIP!

We recommend to identify relevant risks through the risk analysis at one of the partner meetings during the project development stage taking into account that involvement of all partners in this process raises partners' awareness about possible risks and helps them to identify as many relevant risks as possible (especially with reference to different countries, legislation, sectors, and types of organizations involved).

Basic risk management is important for every project, but the level of details needed varies depending on the size of the project and the number of risks and possible impacts on the achievement of the project objectives.

Sub-section Project Results Indicators

Additional Thematic Result Indicators

(NOT APPLICABLE FOR THIS CALL)

Communication Result Indicators

Please provide a quantification of the targets for each of the communication result indicators together with a brief explanation (Max. 500 characters in each box)

Communication result indicators

Please provide a quantification of the targets for each of the communication result indicators together with a brief explanation			
Communication result indicator	Measurement Unit	Target	Explanation
Visits to the project website	Number of stakeholders reached	<input type="text" value="0,00"/>	<div>500 Characters Remaining</div>
Participants at project events	Number of stakeholders reached	<input type="text" value="0,00"/>	<div>500 Characters Remaining</div>
Articles, TV/Radio News/Reportage, etc. on local and international press	Number of publications, radio/ video productions	<input type="text" value="0,00"/>	<div>500 Characters Remaining</div>
Cross-border events, jointly organized by project partners	Number of joint events	<input type="text" value="0,00"/>	<div>500 Characters Remaining</div>

 Save

Figure 23 – Communication Result indicators

2.4.Section: Workplan

Sub-section Workpackage List

Section Workplan consists of the following sub-sections: Work package List, Target Groups and Periods. The project work plan describes the activities which will be performed by the project in order to deliver the outputs necessary for achieving the project specific objectives. The sub-section Work package List is composed of **only 1 Work Packages typology (Implementation work packages)**.

- 1) WP Preparation and WP Communication are not applicable for this call.
- 2) WP Management is included by default into the system but it is to be considered NOT APPLICABLE.
- 3) WP Implementation: suggested only 1 work package

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	directly involved in the operation.
Beneficiaries	Project partners directly benefitting from programme funds and implementing activities within the operation.

Figure 25 – Glossary of terms

WP Implementation T (suggested only 1 work package)

At least one Work package Implementation is **mandatory** to be filled in by the Applicant. This Work package represents the activities that will be the core of the project (content-related activities) and which outputs will be delivered in order to achieve the project results and objectives.

WP Nr	Title	Start date (month)	End date (month)	Budget (excluding the net revenues)
<i>Implementation T1 (automatic numbering)</i>	<i>Max 100 characters</i>	<i>Automatically inserted from activities</i>	<i>Automatically inserted from activities</i>	<i>Total budget Automatically Inserted from budget table</i>
Responsible partner		<i>Drop-down list of project partners (PP number, abbreviation)</i>		
Partners' involvement				
<i>checkbox</i>	<i>PP number, name, abbreviation Automatically inserted from section B</i>			
<i>checkbox</i>	<i>PP number, name, abbreviation Automatically inserted from section B</i>			
<i>checkbox</i>	<i>PP number, name, abbreviation Automatically inserted from section B</i>			
<i>checkbox</i>	<i>PP number, name, abbreviation Automatically inserted from section B</i>			
Summary Implementation Description				
Provide a well-written summary of what will be done in this work package. Please explain what you want to achieve (outputs), why those outputs are relevant for reaching the project specific objectives and how you plan to get there (activities and deliverables). Please also describe how partners will be involved including, if applicable, also the involvement of associated partners.				
<i>Max 2000 characters</i>				

Figure 26 – WP implementation detail

Main outputs Please describe in more detail the outputs of the project linked to this work package, if relevant, explain which activities/deliverables will be implemented to achieve an output. Each output should be linked to a programme output indicator (please ensure that it has the same

measurement unit).
Be careful not to confuse the project output with the "output" of the Lump Sum associated with the activities to be carried out. The verification of the output for the activity, demonstrating that the activity was carried out in the planned way, will be the proof of the reimbursement.

Output title		Please provide a brief description of the project output and give reference to the activity leading to it	Programme output indicator to which the output will contribute	Quantification/ target	Delivery date
Output O.T1.1 (automatic numbering)	Output 1 title Max 100 characters	Max. 500 characters	Drop-down list of programme output indicators	Number	Manually inserted from calendar
Output O.T1.2 (automatic numbering)	Output 2 title Max 100 characters	Max. 500 characters	Drop-down list of programme output indicators	Number	Manually inserted from calendar
Output O.T1.n (automatic numbering)	Output n title Max 100 characters	Max. 500 characters	Drop-down list of programme output indicators	Number	Manually inserted from calendar

Figure 27 – Outputs description

Target Groups

Target Groups are the groups/entities/individuals and/or organisations positively affected by the activities and results of the project, (though not necessarily being directly involved in the Project). In this context, the target groups for the project outputs have to be chosen from a list of pre-defined target groups. It should be also described how those target groups and other stakeholders will be involved in the development of the foreseen outputs.

Target groups	
Who will use the outputs of this work package or the investment?	Drop-down value list of pre-defined target groups (multiple selection possible)
How will you involve those target groups (and other stakeholders) in the development of the outputs of this work package or the implementation of the investment?	Max 1000 characters

Figure 28 – Target groups

Sustainability and Transferability of Work Package Outputs

(NOT APPLICABLE for this call)

Activity

Applicant should define activities (representing specific task) to be performed and related resources envisaged to be used.

ATTENTION!

No restrictions are concerning the number of Activities and related Deliverables but,

- Number of activities need to be defined according to the specific need and objective of the project
- Number of Deliverables related to each activity needs to be defined according to the specific need of the Activity.

Activity A.T1.1 <i>(continuous, automatic number)</i>	<i>Activity title</i> <i>Max 100 characters</i>	<i>Start date</i> <i>Manually inserted from calendar</i>	<i>End date</i> <i>Manually inserted from calendar</i>	<i>Indicative budget</i> <i>Manually inserted</i>
Activity Description	<i>Max 2000 characters</i>			
Deliverables of activity T1.1				
<i>D.T1.1.1</i> <i>(continuous, automatic number)</i>	<i>Deliverable Title</i> <i>Max 100 characters</i>	<i>Description of deliverable</i> <i>Max 300 characters</i>	<i>Target value</i>	<i>Delivery month</i> <i>Manually inserted from calendar</i>
<i>D.T1.1.2</i> <i>(continuous, automatic number)</i>	<i>Deliverable Title</i> <i>Max 100 characters</i>	<i>Description of deliverable</i> <i>Max300characters</i>	<i>Target Value</i>	<i>Delivery month</i> <i>Manually inserted from calendar</i>
....				

Activity A.T1.1

Activity Title

100 Characters Remaining

Start Date

March 2017

End Date

March 2017

Indicative Budget

€ 0.00

Remove Activity

Add Deliverable

Add Activity

Remove Workpackage

Deliverable D.T1.1.1

Remove

Deliverable Title

100 Characters Remaining

Target Value

0.00

Delivery Month

March 2017

Description of Deliverable

300 Characters Remaining

Activity Description

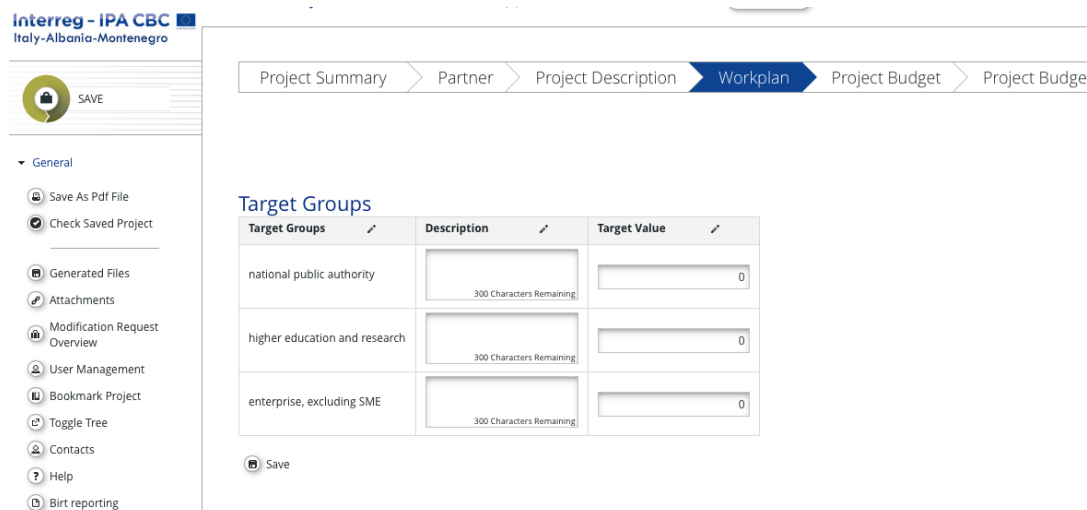
Description

2000 Characters Remaining

Figure 29 –Activity Description of WP implementation

Sub-section Target Group

Please insert for each target group a brief description and the target value to be reached.
(Max. 300 characters in each box)



Interreg - IPA CBC
Italy - Albania - Montenegro

SAVE

General

- Save As Pdf File
- Check Saved Project
- Generated Files
- Attachments
- Modification Request Overview
- User Management
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Birt reporting

Project Summary > Partner > Project Description > **Workplan** > Project Budget > Project Budget

Target Groups

Target Groups	Description	Target Value
national public authority	300 Characters Remaining	0
higher education and research	300 Characters Remaining	0
enterprise, excluding SME	300 Characters Remaining	0

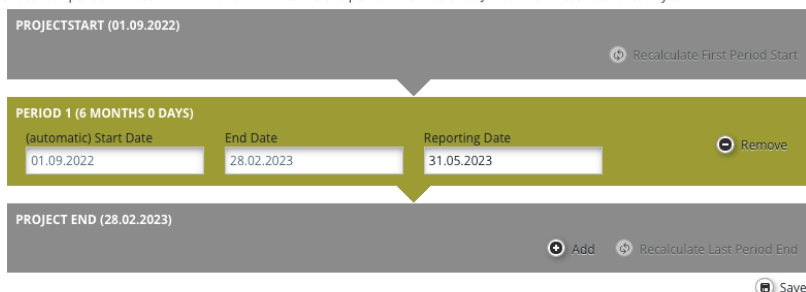
Save

Sub-section Define Period

Please define time period of the project duration linked to reporting period. Each period will last maximum **sixth months**; the end periods are **fixed to 30 June and 31 December of each year**.

Define Periods

Please define time period of the project duration linked to reporting period. Each period will last maximum sixth months. The end periods are fixed to 30 June and 31 December of each year.



PROJECTSTART (01.09.2022) Recalculate First Period Start

PERIOD 1 (6 MONTHS 0 DAYS)

(automatic) Start Date End Date Reporting Date

01.09.2022 28.02.2023 31.05.2023 Remove

PROJECT END (28.02.2023) Add Recalculate Last Period End

Save

Figure 30 – Define Periods

2.5.Section: Project Budget

The budget of each partner is broken down: **per expenditure category, work package and reporting period**.

In order to fill-in the Project budget section applicants first have to fill-in the following sections of the application form:

- Section Project partners (minimum partner organization data should be entered),
- Section Workplan (minimum work packages and project start and end date should be defined).

To fill in the budget of the partner click on the **“Define Budget”** button in the sub-section Partner budget, and select the partner for which you want to enter the budget.

ATTENTION!

With reference to the CAPITALIZATION call, the only available budget line to be filled in is the BL4 "External expertise and services".

All the other budget lines, even if editable, shall be considered not applicable for this kind of proposals.

Number	Name	Nationality	Inside Programme area	Abbreviation	Role	Budget
1	1	ITALIA	Yes	lead partner	Lead Partner	<input checked="" type="radio"/> Define Budget <input type="radio"/> Define Contribution
2	2	ITALIA	Yes	Applicant 1	Project Partner	<input type="radio"/> Define Budget <input checked="" type="radio"/> Define Contribution
3	3	ALBANIA	Yes	Applicant 2	Project Partner	<input type="radio"/> Define Budget <input checked="" type="radio"/> Define Contribution
4	4	LIPHA GOPA (CRNA GORA)	Yes	Applicant 3	Project Partner	<input type="radio"/> Define Budget <input checked="" type="radio"/> Define Contribution

Figure 31 –Project budget

Following steps need to be taken when entering budget in sub-section Partner Budget: **Projects can use lump sum for two typologies of actions as follow:**

1. Workshop, seminars and conferences;
2. Incoming missions & B2B meetings;

Budgetline	Subbudgetline	Wp M - Management	Wp T1 -	Sum
Staff costs	Staff costs	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
Office and administration	Office and administration			
	Sum			
Travel and accommodation	Travel and accommodation			
	Sum			
External expertise and services				
	Sum			
Equipment	Equipment			
	Sum	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	Infrastructure and works	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
Net Revenue	Net Revenue	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
Sum		€ 0.00	€ 0.00	€ 0.00

Create Subbudgetline For External expertise and services

Description

External expertise and services

Figure 32 – Create sub-budget lines

ATTENTION

- Remember that WP-Management, if even editable in the platform, is not applicable for this kind of project

Budget For Partner 1 - (LP)

Budget budgetline - period

Budgetline	Subbudgetline	Wp M - Management	Wp T1 -	Sum
Staff costs	Staff costs	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
Office and administration	Office and administration	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	Travel and accomodation	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
External expertise and services	SEMINAR XXX	€ 0.00	€ 17 000.00	€ 17 000.00
	WORKSHOP XXX	€ 0.00	€ 17 000.00	€ 17 000.00
	Sum	€ 0.00	€ 34 000.00	€ 34 000.00
Equipment	Equipment	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	Infrastructure and works	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
Net Revenue	Net Revenue	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
Sum		€ 0.00	€ 34 000.00	€ 34 000.00

Figure 33 –Budget allocation

Once the total budget is filled in and the budget per each partner is completed, the Applicant must enter the contribution for each partner. To insert the contribution, select the relevant project partner in the sub-section Partner budget and click on “**Define contribution**” button.

Partner List						
Number	Name	Nationality	Inside Programme area	Abbreviation	Role	Budget
1	1	ITALIA	Yes	lead partner	Lead Partner	Define Budget Define Contribution
2	2	ITALIA	Yes	Applicant 1	Project Partner	Define Budget Define Contribution
3	3	ALBANIA	Yes	Applicant 2	Project Partner	Define Budget Define


Figure 34 – Define Contribution per partner

- For what concerns Italy, the national co-financing is guaranteed to public partners by **CIPE Resolution n. 10 of 28 of January 2015** according to Article 1 (paragraphs 240 and 241) of

the Law n. 147/2013 as modified and integrated by Article 1 (paragraph 672) of the Law n. 190/2014.

- The Italian national co-financing is not provided to eligible private partners, which have to contribute to project proposals with their **own resources**.
- Concerning Albania and Montenegro, the national co-financing has to be provided by the partners at the project level, with **own private/public resources**.

Procedure for Italian public partners

Add a new source of contribution, by clicking on the  button. Different sources of contribution are allowed.



Please fill in the source of the contribution (CIPE RESOLUTION 10/2015), its legal status (automatic public) and its amount as reported in the line "Partner Contribution"

The total amount of contribution under row Total within table Source of Contribution should correspond to the amount under row "Total target value".

ATTENTION: Please put the amount "0,00" in the column "Amount" of the first line, if the co-financing contribution totally come from the "rotary Fund" CIPE RESOLUTION 10/2015 (see picture below).

	Amount	Cofinancing Rate
Program Cofinancing	€ 134 869.50	85.00 %
Partner Contribution	€ 23 800.50	
Partner Total Eligible Budget	€ 158 670.00	

Source Of Contribution

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount	Options
1	public	0.00 %	€ 0.00	 Create Partner Contribution
CIPE Resol. 10/2015	automatic public	100.00 %	€ 23 800.50	 Delete Contribution
Sub Total Public Contribution		100.00 %	€ 23 800.50	
Sub Total Automatic Public Contribution		100.00 %	€ 23 800.50	
Sub Total Private Contribution		0.00 %	€ 0.00	
Total			€ 23 800.50	
Total Target Value			€ 23 800.50	
Total Public Expenditure			€ 158 670.00	

 Save

Figure 35 – Define Contribution per partner – Italian public partners

Procedure for private partners

No additional source of contribution need to be added; Please fill in the amount as reported in the line "Partner Contribution" in the section "Amount" as described in the picture below.

The total amount of contribution under row Total within table Source of Contribution should correspond to the amount under row "Total target value".

	Amount	Cofinancing Rate
Program Cofinancing	€ 115 005.00	85.00 %
Partner Contribution	€ 20 295.00	
Partner Total Eligible Budget	€ 135 300.00	


Source Of Contribution

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount	Options
				+ Create Partner Contribution
2	private	100.00 %	€ 20 295.00	
Sub Total Public Contribution		0.00 %	€ 0.00	
Sub Total Automatic Public Contribution		0.00 %	€ 0.00	
Sub Total Private Contribution		100.00 %	€ 20 295.00	
Total			€ 20 295.00	
Total Target Value			€ 20 295.00	
Total Public Expenditure			€ 115 005.00	

Save

Figure 36 – Define Contribution per partner – private partners

Procedure for public partners (Albania & Montenegro)

Add a new source of contribution, by clicking on the  button. Different sources of contribution are allowed.

Please fill in the source of the contribution (Own Contribution), its legal status (Private or public) and its amount as reported in the line “Partner Contribution”

The total amount of contribution under row Total within table Source of Contribution should correspond to the amount under row “Total target value” see picture below).

	Amount	Cofinancing Rate
Program Cofinancing	€ 183 481.00	85.00 %
Partner Contribution	€ 32 379.00	
Partner Total Eligible Budget	€ 215 860.00	

Source Of Contribution

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount
Ministry	public	0.00 %	€ 0.00
own contribution	public	100.00 %	€ 32 379.00
Sub Total Public Contribution		100.00 %	€ 32 379.00
Sub Total Automatic Public Contribution		0.00 %	€ 0.00
Sub Total Private Contribution		0.00 %	€ 0.00
Total			€ 32 379.00
Total Target Value			€ 32 379.00
Total Public Expenditure			€ 215 860.00

Save

Figure 37 – Define Contribution per partner – public Albanian /Montenegrin partners

ATTENTION!! As indicated in the figure 37, **Please select “Public” for public partners (Albania & Montenegro)**

2.6. Section: Activity Outside

NOT APPLICABLE FOR THIS CALL

2.7. Section: project Breakdown Budget

This section is not filled in by the Applicants, but automatically with the data entered at the partner level of the Project budget section. Each budget table under this section is calculated automatically and can also be exported as an Excel file.

3. Attachments

Uploaded file list (annexes attached to this application form)

List of obligatory annexes

- a) *Lead Partner (LP)/Partner (PP) Statement - template is provided within the applicant pack*
- b) *Declaration of interest by each associated partners (if any) - template is provided within the applicant pack*

We strongly recommend to name your files with a certain logic and to upload them in the eMS with a coherent name such as: **“LP/PPx_DOCUMENT TITLE_project acronym”**

Attachments And Uploads

Attachments

+
Upload

Uploaded File List

Filename ↕	Filetype ↕	Date ↕	User ↕	Description	Options
No records found.					

Figure 38 – Attachments and uploads

Reminder:

Declarations signed by the legal representative/delegated person must be accompanied by:

- a document attesting that he/she holds the power of signature and representation and
- by a valid identity document (e.g. identity card, passport) copy.

The documents can be uploaded to the eMS in one or more files (**pdf format**). Zipped folders are allowed. We strongly recommend to upload one unique pdf file or zipped folder, per each partner involved

Take note that the maximum size of EACH uploaded pdf file/zipped folder cannot exceed 12 MB.

4. How to submit the Application Form

After you have filled in all the necessary fields in the Application form, in order to submit it, the entered data have to be checked first. Click the Save button to save all the entered data then click on the button **“Check Saved Project”**.

ATTENTION!

NOTE THAT, EVEN IF THE SYSTEM HAS A BUTTON FOR “CHECK SAVED PROJECT” , ONLY SOME REQUIREMENTS ARE AUTOMATICALLY CHECKED. PLEASE PAY ATTENTION TO FILL IN ALL THE SECTIONS BEFORE TO SUBMIT.

The System does not check for all errors and missing fields.

After the check, a new button will appear - **“Submit Checked Project”**. To submit the Application form, click on this button. If the check is unsuccessful, system will list the errors and missing data. Submission of the application will not be possible until it is corrected. After submission, the Contact person of the Lead Applicant will receive an automatic e-mail for confirmation into the Ems mailbox.



Figure 39 – Project Submission