



## Interreg IPA South Adriatic (Italy–Albania–Montenegro 2021-2027)



# PROGRAMME MANUAL

## 4.10.1 Simplified cost options guidance

<b>Current version</b>	01.1
<b>Updated</b>	20 January 2023
<b>Contacts</b>	<a href="mailto:js@southadriatic.eu">js@southadriatic.eu</a>

## *Introduction*

Through the Simplified Cost Options (SCOs), the bodies of the 2021-2027 Programme “Interreg IPA South Adriatic (Italy-Albania-Montenegro)” (**Programme**) intend to contribute to simplification for beneficiaries, especially for small organizations, which have often limited administrative capacities to financially manage and report complex cross-border operations. Unlike the real cost reporting, i.e. reporting on the basis of a complete audit trail and evidence of every single euro cent spent, SCOs are based on approximate global amounts covering typical outputs, which were calculated according to a fair, equitable and verifiable methodology, in compliance with art. 53 par. 3 Regulation (EU) 2021/1060. Accordingly, the verification of SCOs shifts its focus from documents (procurement, contracts, invoices, payments, etc.) to concrete outputs (existence of the delivered product or activity planned for the project), while the audit also verifies the calculation methodology.

In addition, the Programme bodies also intend to finance small-scale projects, having a value below 200.000 €, as described in chapter 6 of the Programme, for which Art. 53 (2) of the CPR (EU) 2021/1060 provides that exclusively Simplified Cost Options shall be applied.

On this basis specific calls will expressly include the possibility to submit project proposals as “Small Scale Projects” defined by specific rules.

**In compliance with article 94 of the Regulation (EU) 2021/1060, as the calculation methodology of the SCOs has not been subject to a formal audit yet and it was not included in the Programme annexes, in case any SCO has to be revised because of a subsequent qualified opinion by the Audit, the SSP partners shall replace or adapt those activities accordingly, as far as compatible with the revised SCOs, assisted by the Managing Authority and Joint Secretariat.**

## **General principle**

For SCOs, other than the documentation to prove the reality and existence of the output, no supporting documents have to be provided for the costs during the reporting. Therefore, emphasis is put on the output, to prove that activity took place in the planned way. Once the activity has taken place it will be reported. If the output for the activity is completely reached, the project will be reimbursed with the full amount that was budgeted.

The simplified cost options (SCOs) relate only to the contractual relationship between Managing Authority and Lead Beneficiary (as well as Lead Partner and Project Partners). In particular, the SCOs imply that before reimbursing, the Programme authorities (MA, AA etc.) are verifying only that the SCO-outputs are delivered, instead of the audit trail documentation related to expenditure items, which would be the basis for a real cost reimbursement instead.

Consequently, the SCOs do NOT apply to the contractual relationship between Partner's organisation and third parties (e.g. Staff member, Service provider, Supplier, Contractor, etc.), which is still regulated by the applicable national legislation and may be verified or audited by the National competent authorities.

In compliance with Articles 54, 55 and 56 of Regulation (EU) 2021/1060, and Article 41, paragraph 5 of Regulation (EU) no. 1059 (2021) (CTE), the Programme transposes the following **off-the-shelf SCOs**:

1. **Office and Administration (O&A) Costs**: a flat rate of 15% of eligible direct staff costs without there being a requirement to perform a calculation to determine the applicable rate, i.e. no calculation methodology is necessary. The percentage of 15% is to be considered fixed for the Programme.
2. A flat rate of **40 %** of eligible direct staff costs may be used in order to cover the **remaining eligible costs** of an operation. The percentage of 40% is to be considered fixed.
3. **Travel & Accommodation** costs will be exclusively calculated at a flat rate of **15%** of the **direct staff costs** of that operation.
4. **Staff costs 20%** of the direct costs other than the direct costs, as provided by Art. 55 of the CPR Regulation (EU) 2021/1060.

In addition, the Programme developed own SCOs set out in this fact sheet:

1. Lump sum for Preparation cost;
2. Lump sum for Workshop, seminars and conferences;
3. Lump sum for Incoming missions & B2B meetings;
4. Lump sum for Joint Action plan/Model/Methods
5. Lump sum for closure cost
6. Standard Scale of Unit Costs for Accompanying actions;
7. Standard Scale of Unit Costs for Targeted Training
8. Standard Scale of Unit Costs for Travel&Accommodation
9. Standard Scale of Unit Costs for Staff
10. 2% Flat Rate for Italian FLC's cost

**Lump sums** operate on a binary approach, and there are no other choices than **paying 0% or 100%** of the single lump sum. Special attention should be paid that the conditions (e.g., how the reimbursement of costs can be affected if the conditions have not been fulfilled) are clearly defined. **If only one output to be financed via a lump sum is indicated and that output is not delivered, no reimbursement is due.**

In the case of **standard scales of unit costs**, costs related to specific activities of an operation will be calculated on the basis of quantified activities, input, outputs or results multiplied by standard scales of unit costs established in advance.

SSUC operates on a modulated approach, that is the value is re-parameterized to the real operating conditions.

**SCOs to be used are set out in the specific calls for proposal and/or may be introduced with a decision by the Monitoring Committee**

At the moment of publishing this factsheet, this is how the SCOs apply to the types of projects:

	Small-sc	Standard	Strategic
Lump sum for Preparation cost	✓	✓	
Lump sum for Closure cost		✓	✓
Lump sum for Workshop, seminars and conferences	✓		
Lump sum for Incoming missions & B2B meetings	✓		
Lump Sum for Action plan/Model/Methods ApMM	✓		
SSUC for Staff		✓	✓
SSUC for Accompanying actions	✓		
SSUCs for Targeted Training	✓		
SSUCs for Travel&Accomodation	✓		
Flat rate 2% for Italian FLC cost	✓	✓	✓
Off-the-shelf Flat rate 15% Office and administration		✓	✓
Off-the-shelf Flat rate 15% Travel and accommodation		✓	✓
Off-the-shelf Flat rate 40% external c. of direct staff cost		✓	✓
Off-the-shelf Flat rate 20% staff of other direct cost		✓	✓

Consequently, REAL COSTS are admitted only in residual cases:

	Small-sc	Standard	Strategic
In exceptional and duly motivated cases and if the Flat rate 20% is NOT applied, STAFF real costs are admissible, otherwise SSUC for Staff shall be applied		✓	✓
If the Flat rate 40% of direct staff cost is NOT applied, EXTERNAL EXPERTISE AND SERVICE, EQUIPMENT and INFRASTRUCTURE AND WORKS real costs are admissible		✓	✓

## **1. Preparation Cost**

The preparation costs will be paid as a **lump sum** in the total amount of **EUR 11,200.00 (for standard/normal project)** and **EUR 5,600.00€ (for Small Scale Project)** per project (including IPA contribution and national co-financing).

Preparatory costs lump sum may cover costs of:

- meetings between potential partners,
- related staff costs,
- travel costs,
- external expert costs for preparation of the documentation,
- studies,
- translation of documents,
- consultations
- and any other cost related to the preparation of the operation activities carried out before signing the Subsidy Contract/Partnership Agreement.

**Only one** lump sum of this type of activity can be allocated per project. The lump sum will be included in the Application Form within the budget of the **Lead Partner**, in order to be reimbursed to the Lead Partner.

## **Management verifications**

The objective of management verifications in case of the project preparation lump sum is to verify that project preparation occurred in reality, i.e. that it existed.

The proof that the project was prepared is the submission of the application form and its compulsory attachments, filled in in all its parts, as required. To produce this concrete output, the project partners must have carried out a number of compulsory preparation activities.

The verification of the Application Form occurs at eligibility/quality check, which requires that 2 assessors at the JS and the National Info Points in Albania and Montenegro check completeness of the application, and assess the content and quality of it.

Instead of the National Controllers, the Managing Authority supported by Joint Secretariat, is performing and confirming the verification of reality and existence.

## **2. Workshops, seminars and conferences**

The eligible costs are linked to the organisation of events, meetings, seminars, conferences, debates, in particular costs relating to organisation, renting rooms, interpretation, travel, subsistence and accommodation, experts, etc.

The types of costs covered by the lump sum “Workshop, seminars and Conferences” are (non-exhaustive list, only examples):

- executive planning of the event (staff cost + external expertise)
- logistical assistance
- fee for speakers, including travel and accommodation
- services related to studies, analyses, publications, tools, which are functional for the event
- rental services and setting up locations
- kit-event realization
- hostess service
- interpreter service
- catering service
- operational secretary, including travel and accommodation
- preparation and implementation of the promotion campaign for the event
- event follow-up (reporting, evaluation, press releases, etc.)
- any ancillary activity and related cost necessary to achieve the output.

Projects are entitled to receive reimbursement in the form of a lump sum in the total amount set in the table below, relating to **at least 1 day** and **at least 40 participants** event, **gathering in person, from at least two different countries of the programme area.**

	Italy	Albania	Montenegro
Workshop, seminars and conferences	EUR 18,600	EUR 13,400	EUR 12,600

**The milestone of the output implementation is achieved once the minimum no. of 40 participants/one day is reached. This may be reached as a sum of different persons in more than one day's participation<sup>1</sup>.**

The seminar/workshops must be organized as physical meetings, **no online meetings** are permitted.

During the preparation, implementation and follow-up of the meetings the partners shall prove that sufficient quality standards are ensured (e.g. involving qualified experts, facilitators, ensuring sufficient services for participants, outcomes of the meeting duly documented, participants satisfaction questionnaire, etc.), which allows for achieving the project goals, outputs and results. This means that the FLC/JS/MA/NA/NIPS shall be in the position to verify with partner reports that the outputs and results are achieved in the expected quality in a reasonable way. In particular, an assessment by participants (through questionnaires e.g.), or external experts, or equivalent, is required.

<sup>1</sup> In cases of force majeure (e.g. pandemics, etc.) it may be justified and reasonable that participants from other countries are involved only online. Anyway the number of participants in presence shall be respected.

### 3. Incoming missions & B2B meetings

**WARNING**

**B2B** meetings substantially differ from workshops, seminar and conferences, because of their specific objective, i.e. B2Bs meeting aims at creating significant business relationships between two or more companies. In the meetings the organizer provides an introduction and facilitating services for effective business negotiations.

**Incoming missions** can also refer to side events, study tours, trendwatching events, in which not only economic operators but also students, teachers, managers of public/ private bodies can participate.

Therefore, the agendas and the methodology shall reflect on these specificities.

The types of costs to be covered by the lump sum “Incoming mission & B2B meetings” are (non-exhaustive list, only examples):

- incoming activities, including travel and accommodation
- logistical assistance for operators of economic activities
- rental services and setting up locations
- hostess service
- interpreter service
- catering service
- operational secretary, including travel and accommodation
- services related to studies, analyses, publications, tools, which are functional for the mission/meeting
- preparation and implementation of the promotion campaign for the event
- event follow-up (reporting, evaluation, press releases, etc.)
- any ancillary activity and related cost necessary to achieve the output.

Projects are entitled to receive reimbursement in the form of a lump sum in the total amount set in the table below, for at least **10 operators gathering in person, from at least two different countries of the programme area<sup>2</sup>**.

	Italy	Albania	Montenegro
Incoming missions & B2B meetings	EUR 23,000	EUR 16,800	EUR 14,900

<sup>2</sup> Incoming mission & B2Bs calculation methodology considers costs incurring for physical meetings of the economic operators and that they originate from at least 2 countries. This might be incompatible to pandemic restrictions etc.

**The milestone of the output implementation is achieved once the minimum no. of 10 operators is reached. This may be reached as a sum of different operators in more than one gathering.**

During the preparation, implementation and follow-up of the incoming missions and B2B the partners shall prove that sufficient quality standards are ensured (e.g. involving qualified experts, ensuring sufficient services for participants, outcomes of the meeting duly documented, participants satisfaction questionnaire, etc.), which allows for achieving the project goals, outputs and results. This means that the FLC and/or JS/MA/NA/NIP shall be in the position to verify with partner reports that the outputs and results are achieved in the expected quality in a reasonable way. In particular, an assessment by participants (through questionnaires, e.g.), or external experts, or equivalent, is required.

It is advisable to use the template for event evaluation for the necessary follow-up and it is required to strictly apply GDPR requirements for documentation.

The template for event evaluation form both for workshops and B2Bs, included in annex 4.1.3.2, may be used and adapted to the project specific requirements. The data collected with the evaluation forms could be aggregated, main conclusions on the event achievements could be drawn by the project partner in form of an event evaluation, which could be attached to the request for reimbursement. If not this, other suitable methods for event evaluation shall be applied.

**WARNING**

In compliance with the GDPR Regulation (UE) No. 2016/679, the project partner must request an explicit consent by the participants to use their own data, photos or videos, which include personal image for the purpose of evaluation, audit or promotion of the event outcomes, except for any commercial use and distribution, which is not allowed<sup>3</sup>.

**Management verifications of workshop, seminars and conferences and incoming missions & B2B meetings**

The objective of management verifications in case of the workshop, seminar and conference, as well as Incoming missions & B2B meetings lump sum is to verify that these events occurred in reality, i.e. that they existed.

The proof that the events took place, as output of a number of activities performed by the beneficiaries, is verified (see Annex 4.1.3.1 Check list):

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<sup>3</sup> If participants deny their consent to use personal data/images for audit/evaluation purposes, the event organiser shall blur out a substantial part of it (still allowing to verify total number of participants by an auditor). If the participants deny their consent to use personal image for institutional promotion, recognisable images of the participants are not usable (to be checked in the concrete case).

- during the implementation phase, i.e. the FLC and/or MA, JS and National Info Points staff are invited to participate in all gatherings planned with at least one month notice. At least at one gathering per project, and without prior notice, the Controller and/or a member of the JS and National Info Points shall on-the-spot verify the existence of the event and fill in a report to be uploaded with the concerned project report;
- at reporting, i.e. the FLC shall verify the event documentation and request additional proof, if needed.

Event documentation shall be produced and uploaded with the partner report and include at least (see Annexes 4.1.3.2/3/4 – Event evaluation, Registration form events, event agenda):

- o Documents produced during the preparation of the event: Agenda, invitation, participant lists, event poster, news, publications, studies, etc. A sufficient evidence shall be provided in order to prove to a reasonable extent that the event was well prepared and communicated beforehand.
- o Documents produced during the event: Signature lists, photo and video materials, social media and media coverage, promotional kit material, etc. A sufficient evidence shall be provided in order to prove to a reasonable extent that the events took place.
- o Documents produced after the event: Minutes, Summary, Conference proceedings, meeting evaluation forms filled in, signed memorandum of understanding, etc. A sufficient evidence shall be provided in order to prove to a reasonable extent that the events were followed-up on.

**During management verifications, a suitable involvement of staff of the organization of the beneficiary may be verified, as to make sure that the beneficiary has assumed a suitable level of ownership on the project and its outputs.**

National Controllers, and eventually the Managing Authority, supported by the JS and the National Info Points, is performing and confirming the verification of reality and existence.

#### **4. Lump Sum for Action plan/Model/Methods (ApMM)**

The setting up of Action plans/ Models/ Methods (ApMM) may be covered by a specific lump sum.

Typical activities covered by the ApMM lump sum could be: joint models, joint models of management, procedures, innovative applications/tools, decision-making, strategic plans, feasibility studies, agreements, etc. or a combination of these, which are shared by the beneficiaries or by the target groups of different territories, and which simplify, harmonize or make procedures and processes, applied to manage specific common issues, more effective across the borders.

Project's partners are entitled to receive reimbursement in the form of a Lump Sum of amounts reported in the table below:

	Lump Sum indexed For ApMMs
Italy	14,800€
Albania	9,900€
Montenegro	11,000€

This Lump Sum is paid only to partners who contribute with its activities to the achievement of the final output ApMM (see below). The final output ApMM is usually reached through several activities, which are jointly performed by the partners concerned.

To simplify and harmonize the approaches by the beneficiaries and the management verifications, the joint activities to reach the global output of the ApMM are fixed in at least four main deliverables:

- 1) analysis (e.g. feasibility study, gap analysis, context analysis, data collection and assessment, etc., which has the objective to analyze the cross-border issue, the partners intend to tackle through the ApMM;
- 2) the management model, process, procedure, application, etc. which has the objective to make processes to manage specific issue/s more effective and which has to be made available, as appropriate. This should be a strategic vision related to the initial contribution provided by the project in relation to the affected geographical area through the involvement of partners and the identification and the definition of long-term objectives that the strategy intends to achieve;
- 3) the testing<sup>4</sup> of the ApMM (e.g. web or practical testing, case study or use in a real situation etc. of the ApMM, which has the objective to make sure that the ApMM may be applied to real situations, and which has to be described in a specific report). Realistic sequence of actions in relation to each objective to be reached and the related timeline envisaged shall be planned;
- 4) the partners' commitment to follow up on the ApMM (agreement, MoU, joint commitment letter, etc., which has the objective to certify the willingness of partners to follow up on the ApMM, e.g. to take up / adopt the ApMM, to promote it, to further develop it, etc., and which has to be contained in a document signed by the partners concerned).

These deliverables shall be jointly developed, i.e. only the partners, who substantially contributed to their delivery are entitled to receive the reimbursement of the lump sum, in relation to the country of the partner. To prove that the partner has substantially contributed to the achievement of the ApMM the activities carried out by the partner in each of the four typical deliverables shall be accurately described in the relevant partner report<sup>5</sup>. To ensure

<sup>4</sup> Depending on the nature of the ApMM and its context, the testing does not necessarily include an operational implementation of the ApMM within the day-to-day operations of the partner, but it could also be limited to an assessment against real case scenarios, a process modelling tool, etc., also to be considered in proportion to the limited amounts set for the ApMM.

<sup>5</sup> In case of several partners requesting the ApMM lump sums, in order to enable each National Controller to verify the achievement of the output, it is necessary to provide in the single partner report, for each of the phases, separate deliverables per partner (4 deliverables per partner), which highlight the joint cross-border nature of the ApMM. The lead partner in the Joint Progress Report shall report about all contributions delivering the joint ApMM.

that sufficient contribution is provided by each partner in each country, **it is compulsory that only one partner per country contributes to a single ApMM.**

The type of costs/activities, which the Lump Sum “ApMM” covers:

- executive planning of the activity to define objectives, timing, milestones, outputs (staff cost)
- operational secretary and related O&A
- external expertise (activity’s planning & managing, data collection, handout questionnaires, local surveys, studies, analyses...)
- costs for services
- preparation of reports and studies
- kit realization
- preparation and implementation of the dissemination of the results
- follow-up (reporting, evaluation, press releases, etc.)
- any ancillary activities necessary to reach the output.

### **Management verifications**

The objective of management verifications in case of the “ApMM” Lump Sum is to verify that it occurred in reality, i.e. that they existed.

The proof that the “Action plan/Model/Method “ took place, as output of a number of activities performed by the beneficiaries, is verified:

- at reporting stage, the assigned controller shall verify the documentation, especially the reports related to the four compulsory deliverables

Documentation shall be produced and uploaded with the **project report** and must include at least:

- Documents produced during the activity:
  1. the 4 deliverables reports (analysis, study, mapping, survey, etc. model, plan, application, etc., testing report stressing the outcomes of the test, commitment of the partners involved, e.g. memorandum, agreement, formal commitment etc.) - with evidence of validation by external experts, stakeholders etc. Evidence of the partner’s substantial contribution must be provided (i.e. reports shall include the description of the partner’s activity).
  2. The final output of Joint ApMM with enclosed, photo and video materials, social media coverage, external expert’s opinions, users survey, etc.. Sufficient evidence shall be provided in order to prove to a reasonable extent that the activity took place.
- Documents produced after the activity: dissemination of the results through media coverage, expert or external users evaluations on the activity, etc. Sufficient evidence shall be provided in order to prove to a reasonable extent that the activities was followed-up on.

## 5. Closure Cost

The closure costs will be paid as a lump sum in the total amount of **EUR 5,600 (for Standard/Normal Project) per project to the LP** (including IPA contribution and national co-financing).

Only for strategic projects, the lump sum for closure costs can be fixed in the total amount of **EUR 5,600 /partner**, having a minimum budget of **EUR 400,000**.

### Management verifications

The objective of management verifications in case of the project closure lump sum is to verify that project closure occurred in reality, i.e. that it existed.

The proof that the project was close is the submission of the Final Joint Progress Report (FJPR), together with the Final Report, filled in in all its parts, as required.

Instead of the National Controllers, the Managing Authority, supported by the JS and the National Info Points, is performing and confirming the verification of reality and existence.

### Some Tips

Costs declared as a lump sum shall be eligible if they correspond to the lump sum set out in the estimated budget for the activity and if the corresponding tasks or parts of the action have been properly implemented in accordance with Application Form.

Each lump sum should be named with a unique, identifiable name; the same name should be used in the project budget.

Detailed information should be given on the content and costs foreseen for the lump sum, per work package and beneficiary.

Through the partner report each beneficiary certifies that:

- the information provided is full, reliable and true;
- the work packages have been completed and that the action in general has been properly implemented;
- the proper implementation can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations.

## 6. SSUCs for Accompanying actions

The accompanying actions, while strengthening technical-managerial skills and creating new innovative companies, aim at favouring the transfer of skills and know-how, in order to support the transformation of the business ideas into real innovative companies.

Target groups/final beneficiaries of these actions will be individuals, both unemployed and

employed and both already constituted in a company or not, **of at least four students.**

**The cross-border character of the activity shall be proven through a adequate<sup>6</sup> participation of individuals of at least two countries of the programme area.**

The types of costs to be covered by the SSUC “Accompanying actions” are (non-exhaustive list, only examples):

- a. Concept and design
- b. Development of didactic material
- c. Teaching/Orientation/Tutoring
- d. Additional support for disadvantaged users/support teaching
- e. Exams
- f. Technical functions
- g. Location and equipment
- h. Consumables
- i. Costs for services
- k. Preparation of reports and studies
- l. Direction and final evaluation of the training course
- m. Coordination and organizational technical secretariat
- n. Physical-financial monitoring, reporting
- o. Evaluation of learning
- p. Indirect costs
- q. Any ancillary activities necessary to reach the output.

and possible activities:

- Carrying out a preliminary market research for an invention and/or a patent or a technology
- Implementation of a commercial exploitation plan for an invention and/or a patent or technology
- Tutoring and accompanying to the start-up phase of companies, aimed at focusing the business and managing activities
- Drafting of the shareholders' agreements
- Drafting/revision of a business plan
- Support for the preparation of a business case

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<sup>6</sup> During quality assessment, it will be verified whether the number of travels-stays per individual are adequate, in proportion to the objectives to be reached, the possibility to use online tools and in proportion to the average wage levels in the country concerned.

- Planning of the launch of new products/services and preparation of marketing and communication actions
- Preparation of loan agreements with investors
- Support for the identification and admission of industrial partners in the new spin off/start up company
- any ancillary activity and related cost necessary to achieve the output.

Beneficiaries are entitled to receive reimbursement in the form of SSUC, differentiated by type of class the teacher belongs to, and the hourly rate per student, as reported in the table below:

	SSUC Hourly rate per course Class C	SSUC Hourly rate per course Class B	SSUC Hourly rate per course Class A	SSUC Hourly rate per student
Italy	79.8 €	127.6 €	159.6 €	0.9 €
Albania	48.1 €	77.0 €	96.2 €	0.5 €
Montenegro	52.9 €	84.6 €	105.8 €	0.6 €

**CLASS A:** teacher with over 15 years of experience;

**CLASS B:** teacher between 10 and 15 years of experience;

**CLASS C:** teacher between 5 and 10 years of experience.

### Management verifications

The objective of management verifications in case of the “Accompanying actions” SSUC is to verify that it occurred in reality, i.e. that they existed.

The proof that the “Accompanying actions” took place, as output of a number of activities performed by the beneficiaries, is verified:

- during the implementation phase, the assigned controller shall verify that a register of presence has been provided, that this is daily signed by participants (and **that each participant attended at least the 75% of the total number of hours foreseen**), teachers, tutors, mentors, according to the training agenda, **the curricula of the teachers in order to verify the years of experience**. The Controller must carry out at least one visit on-the-spot per project partner during the training/coaching implementation activities. At least once during the activity implementation period, and without prior notice, FLC and/or a member of the JS and National Info Points shall on-the-spot verify the existence and implementation of the activity and fill in a report to be uploaded with the concerned partner report;
- at reporting, Controller shall verify the documentation and request additional proof, if needed.

Documentation shall be produced and uploaded with the partner report and include at least:

- Documents produced during the preparation of the Accompanying action: call for interest, list of candidates, event poster, agenda, program, news, etc.. Sufficient evidence shall be provided in order to prove to a reasonable extent that the activity was well prepared and communicated beforehand.
- Documents produced during the activity: Training register, Signature lists, Business plan, market research, patenting plan, shareholders' agreements, loan agreements, production of deliverables and achievement of individual milestones by trainees, photo and video materials, social media coverage, etc.. A sufficient evidence shall be provided in order to prove to a reasonable extent that the training took place.
- Documents produced after the activity: press conference, trainers evaluation forms filled in, Spinoff/Startup constitutive Act, etc. A sufficient evidence shall be provided in order to prove to a reasonable extent that the activities was followed-up on.

## **7. SSUCs for Targeted Training**

To consolidate VET systems (Vocational Education and Training and life-long learning) in the programme area, in order to meet the needs of qualified staff and to increase entrepreneurial capacity, a SSUC for targeted trainings has been planned.

The SSUCs for Targeted Training is replicated from ESF-typical actions, therefore the implementation approach is similar and therefore it also encourages IPA beneficiaries to get acquainted to this approach in view of accession.

**The cross-border character of the activity shall be proven through an adequate<sup>7</sup> participation of individuals of at least two countries of the programme area.**

The types of costs to be covered by the SSUC “Targeted Trainings” are (non-exhaustive list, only examples):

- a. Concept and design
- b. Development of didactic material
- c. Teaching/Orientation/Tutoring
- d. **Additional support for disadvantaged users/support teaching**
- e. Exams
- f. Technical functions
- g. Location and equipment
- h. Consumables

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<sup>7</sup> During the quality assessment, it will be verified whether the number of travels-stays per individual are adequate, in proportion to the objectives to be reached, the possibility to use online tools and in proportion to the average wage levels in the country concerned.

- i. Costs for services
- j. Food allowance
- k. Preparation of reports and studies
- l. Direction and final evaluation of the training course
- m. Coordination and organizational technical secretariat
- n. Physical-financial monitoring, reporting
- o. Evaluation of learning
- p. Indirect costs
- q. and any ancillary activities necessary to reach the output.

Projects are entitled to receive reimbursement in the form of Standard-Scale of Unit Costs (SSUC), **the total amounts for Italian, Albanian and Montenegrin partners set in the tables below**, differentiated by length of module, and additional specific support and meal allowance<sup>8</sup>.

**For 1. Module (without any support and meal allowance)**

	SSUC/30hours/trainee	SSUC/60hours/trainee	SSUC/100hours/trainee
Italy	393.40€	786.80€	1,311.40€
Albania	237.20€	474.40€	790.70€
Montenegro	260.90€	521.80€	869.60€

**For 2. Module with additional specific support (disadvantaged trainees)**

	SSUC/30hours/trainee	SSUC/60hours/trainee	SSUC/100hours/trainee
Italy	426.10€	819.60€	1,344.10€
Albania	256.90€	494.10€	810.40€
Montenegro	282.60€	543.50€	891.30€

**For 3. Module with additional meal allowance**

	SSUC/30hours/trainee	SSUC/60hours/trainee	SSUC/100hours/trainee
Italy	469.80€	939.60€	1,566.70€
Albania	283.20€	566.50€	944.60€
Montenegro	311.50€	623.00€	1,038.90€

<sup>8</sup> If modules 3 or 4 are used in association with SSUC Travel & Accommodation, be careful not to charge daily subsistence twice.

For 4. **Module with additional specific support and meal allowance** (disadvantaged trainees)

	SSUC/30hours/trainee	SSUC/60hours/trainee	SSUC/100hours/trainee
Italy	502.50€	972.30€	1,599.40€
Albania	303.00€	586.20€	964.30€
Montenegro	333.30€	644.70€	1,060.60€

The maximum duration of the **total training course** shall be **100 hours**, for a maximum number of **20 trainees**.

### Management verifications

The objective of management verifications in case of the “Targeted Trainings” SSUC is to verify that it occurred in reality, i.e. that they existed.

The proof that the “Targeted Trainings” took place, as output of a number of activities performed by the beneficiaries, is verified:

- during the implementation phase, the assigned controller shall verify that a register of presence has been provided, and it is daily signed by participants, **that each participant must attend at least the 75% of the total number of hours foreseen**. Moreover, the controller shall carry out an on-the-spot visits at least one per each training course per project partner.
- at reporting, the assigned controller shall verify the documentation and request additional proof, if needed.

Documentation shall be produced and uploaded with the partner report and include at least:

- Documents produced during the preparation of the Training : Plan of the course, Call for applicant, invitation, list of professor/tutor/speakers/additional support, event poster, news, food allowance, etc.. Sufficient evidence shall be provided in order to prove to a reasonable extent that the activity was well prepared and communicated beforehand.
- Documents produced during the activity: Training register, Didactic materials, projects work, photo and video materials, social media coverage, etc.. Sufficient evidence shall be provided in order to prove to a reasonable extent that the training took place.
- Documents produced after the activity: **participants gaining a certificate in classroom training**, trainers evaluation forms filled in, dissemination of the competence acquired, etc. Sufficient evidence shall be provided in order to prove to a reasonable extent that the activities was followed-up on.

## 8. SSUCs for Travel&Accommodation

**Only in association** with the SSUCs for **Accompanying actions** and the SSUC **Targeted Training**, and in order to favor the cross-border character of the activities, it is possible to foresee SSUC for Travel & Accommodation for each participant.

**The number of travels and the days of stay must be adequate, i.e. proportional and consistent with the objective, the work plan, the possibility to use online tools, the average wage levels in the country of the individuals concerned and it will be assessed during the quality assessment of the project, in particular the duration of the stays shall be limited and reasonable<sup>9</sup>.**

The following SSUCs for Travel&Accommodation are foreseen:

	Puglia-Molise & viceversa Land	Italy-Albania & viceversa Air	Italy-Montenegro & viceversa Air	Albania - Montenegro & viceversa Land	Italy	Albania	Montenegro
Travel	52€	196€	221€	34€			
Accommodation/day					114€	101€	98€
Subsistence daily rate					98€	50€	60€

The proof that the “Travel&Accommodation” SSUC is eligible is strictly linked to the documentation certifying the trainee's real participation in the Accompanying Action/training course:

- during the implementation phase, the assigned controller shall verify that a register of presence has been provided, and it is daily signed by participants, that each participant must attend at least the 75% of the total number of hours foreseen.
- at reporting, the assigned controller shall verify the documentation and request additional proof. In particular, to verify the overall stay duration and if air OR land transport has been used, return tickets – boarding cards or equivalent with the name of the trainee may be required for the sole purpose of checking the reality and duration of the travel and not the amounts effectively paid (it may be higher or lower). No invoice/receipts for accommodation and daily subsistence are required.

No other trip documentation shall be produced and uploaded.

<sup>9</sup> Number of days in presence shall be efficient, effective and limited as far as possible, considering also the availability and widespread use of online tools, which shall be blended with physical presence.

## 9. SSUCs for Staff

Costs for staff (for standard/normal & thematic/strategic projects) will be reported **exclusively through Standard Scale of Unit Costs**, except for duly justified cases (see eligibility fact sheet).

The following standard unit hourly costs for each country, for three aggregate types of beneficiaries, and for role categories, must be used:

For public bodies (Ministries, Municipalities, Regions...) and Body Governed by Public law

		IT	AL	ME
Function/Role (FR)		€/h	€/h	€/h
<b>FR1</b>	Director	44.80	7.50	6.30
<b>FR2</b>	Executive officer	28.40	5.90	2.90
<b>FR3</b>	Administrative staff	22.70	4.80	1.60

For Universities/Research Centers/ Other Public Educational bodies

		IT	AL	ME
Function/Role (FR)		€/h	€/h	€/h
<b>FR1</b>	Full professor/director	55.50	8.30	17.80
<b>FR2</b>	Associate professor/Senior researcher	36.40	6.80	16.10
<b>FR3</b>	Junior researcher/Techn. & Admin. Staff	19.40	6.40	6.10

For Private association/NGOs/Foundation/no profit/Social partners

		IT	AL	ME
Function/Role (FR)		€/h	€/h	€/h
<b>FR1</b>	Director	40.90	6.90	7.10
<b>FR2</b>	High skills employee	23.40	3.30	4.20
<b>FR3</b>	Administrative staff	22.00	3.40	2.90

### **FR1 – Director/Full professor**

Managerial figure with both supervisory and decision-making power who has the aim of organizing and supervising the proper conduct of activities within the organization to which he belongs.

In the universities/research field it can correspond to the role of full professor or to the role of manager who coordinates the research activities.

### **FR2 - Executive officer/ High skill employee/ Associate professor/Senior researcher**

Personnel carrying out complex activities that require many years of professional experience, specific skills and responsibility towards other collaborators.

In particular, staff who carry out coordination and monitoring of the execution of the project, have decision-making autonomy on management and content and coordinate the work with the other project partners.

In the universities/research centers field may correspond to the expert researcher (eg postdoc with more than 5 years of experience) or to the associate professor.

### **FR3 - Junior researcher/Techn. & Admin. staff**

Qualified staff who works on a thematic or transversal activity of the project (eg administrative staff), the implementation of which generally requires a complete professional training and good professional experience in the field.

In the universities/research centers field may correspond to junior researcher - postdoc researcher with less than 5 years of experience.

As for Association/NGOs/Foundation/no profit/Social partners, in case of contributions in kind in the form of provision of works, **FR3 function/role will be the only hourly rate** taken in account.

For each person it will be possible to foresee a maximum of 1,720 hours per year.

### **Management verifications**

The staff costs category of expenditure covers costs of staff members employed by the beneficiary organisation (public or private, as listed in the application form) and working full-time or part-time on the development or implementation of the project in line with the employment document.

The management verification of SSUC for staff mainly focuses on checking

1. the correct assignment of the staff member to one of the FR groups
2. the presence of supporting documents
3. the correct application of the calculation method
4. that there are no infringements of the ceiling of annual hours worked (currently 1,720 hours)

Each country participating in the programme must ensure a First Level Control, who carries out the management verifications required for the validation of the staff SSUC. For the Italian decentralised system, FLC-cost is covered by the 2% Flat rate Control cost or within the 40% Flat rate other cost, depending on the adoption of the SCOs option chosen.

### **1. Allocation of functions to performance groups:**

**at project application:** The assignment of the staff member to one of the FR groups is based on a description for the respective function in the project, provided in the application form.

The applicant proposed assignment of project staff to functions; the proposal is subject to a plausibility check by the JS/MA and might be subject to revision before contracting; a separate document on the functions in the project could be used to support the process.

**during project implementation:** Control checks the correct assignment of the employee to the FR group

## 2. Supporting documents for declared hours/months

- a. Employment/work contract
- b. Official assignment providing information on responsibilities related to the project
- c. Staff working part time for a project: timesheets, providing information on the number of hours spent per month on the project.
- d. Staff working full-time for a project: a task report, covering maximum six months, informing on the activities and outputs on WP level and mentioning any other public funded project worked on within this period as well as confirming that not more than 100% of the staff costs are allocated to public funded projects

Any breach will result in the reduction of reimbursed cost.

## 3. Correct application of calculation method (time \* unit rate)

- verification of the inputs/outputs of the project
- verification that the amount declared is justified by the quantities
- verification that other reported project expenditure is not already covered by the standard scale of unit costs or any other simplified cost option.

## 4. No infringements of the ceiling of annual hours worked

For each budget year a maximum of 1,720 annual work hours per full-time employee (= 1 FTE) can be claimed. For employees working part-time (for the organisation) the maximum number of annual working hours has to be reduced pro rata.

The beneficiary has to declare that for each person working on the project the maximum eligible annual working hours will not be exceeded.

### Change of staff

During the project implementation, new staff can be involved in project activities in substitution of staff previously declared; the new staff has to be able to perform the same tasks of the previous personnel, as listed in the definition of the respective functional group, and providing that:

- JS/MA asks more information in case of changes of a functional group

- each person can only be assigned to one functional group
- shifts between FRs categories shall be approved by JS/MA

#### **10. 2% FR for Italian FLCs cost**

A 2% Flat Rate, covering both IPA and national co-financing, on total partner's budget (IPA + national co-financing), shall be applied by Italian beneficiaries to cover control expenditures.

#### **Management verifications**

The existence of the output triggering the right to reimbursement of the flat rate to the beneficiary is the certificate issued by the controller (completely filled in signed and stamped, if applicable), who was assigned to the beneficiary according to national and programme rules, including the control documentation required by the Programme, i.e. any check-lists, report etc.. The existence of the certificate is going to be verified by the Managing Authority, assisted by the Joint Secretariat.

## Key rules related to management of Small Scale Projects

The Calls identifies very specific management rules for Small Scale Projects on following aspects (see under calls on the Programme website <https://italy-albania-montenegro.eu>). All aspects not mentioned below, are regulated by the same management rules for standard projects, as well as the other fact sheets of the Manual.

### Eligibility rules

The dedicated Small Scale Projects grants shall **exclusively** take the form of reimbursement of eligible costs declared by beneficiaries on the basis of a SCOs (lump sums, flat rates and unit costs).

Several SCOs could be combined to cover different activities, and to contribute to the total amount of the project.

Unlike the 2014-2020 period, considering that the maximum budget amount is doubled and in order to ensure that projects have a consistent approach to effectively contribute to the programme objectives, projects including **exclusively** preparation cost, Workshop, seminars and conferences and Incoming missions & B2B meetings **are not admitted, but they shall be combined with other SCOs.**

Other than the documentation to prove the reality and existence of the output, no supporting documents have to be provided for the costs during the reporting. Therefore, emphasis is put on the output, to prove that activity took place in the planned way. Once the activity has taken place it will be reported. If the output for the activity is reached completely, the project will be reimbursed with the full amount that was budgeted.

The Small Scale Projects grants can exclusively use SCOs for the typologies of actions as follow:

1. Lump sum for Preparation cost;
2. Lump sum for Workshop, seminars and conferences;
3. Lump sum for Incoming missions & B2B meetings;
4. Lump Sum for Joint Action plan/Model/Methods
5. SSUC for Accompanying actions;
6. SSUCs for Targeted Training
7. SSUCs for Travel&Accomodation
8. 2% FR for FLC's cost



### Pre-financing and payments

For Small-Scale-Projects a pre-financing of 30% of IPA contribution is paid at the signature of the subsidy contract. The offset of the pre-financing occurs at the final payment.

For Small Scale Projects, an interim payment shall be released after the achievement of the fixed milestones:

- 1) A milestone is achieved upon the complete delivery of the first SCO output or number of SCO outputs (see below the difference between SCO output and project output/s), being completed at the end of a reporting period. The interim payment should be equal to the sum of the lump sums related to the milestone achieved and the preparation activities, the SSUCs and flat rate amounts reported in the relevant project period, upon request by the lead partner;
- 2) According to the project duration and the number of periods, including additional periods in case of any extension, there may be as many milestones as number of periods, in which SCO outputs are completely achieved;
- 3) The final payment may be released after the achievement of the final milestone, which is the complete delivery of all planned outputs of the project.

The SCO output delivery is considered completed after the follow-up of the concerned activities is concluded, including the provision of sufficient documentation related to the achievement of the expected results. If the delivery of a **SCO** output is not completed, because the expected items have not been fully achieved, the related part of the interim or the final payment may not be released.

As already mentioned lump sums operate on a **binary approach**, and there are no other choices than paying 0% or 100% of the single lump sum. Special attention should be paid that the conditions (e.g., how the reimbursement of costs can be affected if the conditions have not been fulfilled) are clearly defined in the subsidy contract. If only one output to be financed via a lump sum is indicated and that output is not delivered, no reimbursement is due.

**Warning: "Output for the lump sum" is not the "Project Output"!!**

-**"Output for the lump sum"** is the concrete activity, such as workshop, conference, meeting, working time, training's participation, action plan, etc., to be carried out to receive the related lump sum. Sufficient evidence of the existence shall be provided to the FLC and/or to the MA/JS/NIPs, who are responsible for verifying that the activity was effectively delivered, on desk and on-the-spot.

-**"Project output"** is the global outcome of the project activities, as specified in the application form. The project output contributes to the achievement of a specific programme output (e.g. a joint management model of the project, which contributes to the programme "Joint solution"). Within the reports, the project partner shall make a self-assessment of the achieved project output, also on the basis of external feedback, e.g. the event evaluation forms, expert's opinion collected etc.. The JS/MA during project monitoring globally evaluates, whether the project output has been reached, on the basis of what the project Lead partner reports within the Joint Progress Report.

**SSUC** operates on a modulated approach, that is the value re-parameterized to the real operating conditions.

**Example:**

For an advanced training of 100 hours provided for 20 trainees, the eligible costs may be calculated on the basis of a cost per trainee x number of trainees. The cost has been defined in advance by the managing authority and is shown in the document setting out the conditions for support.

Assuming for example that the managing authority sets the training cost at EUR 1,000 for 100 hours of training per each trainee, the maximum grant allocated to the project for 20 trainees would be capped at 1,000 € x 20 trainees = EUR 20,000, that include, for example, a maximum of justified absences of 15% of the total number of training hours.

If, at the end of the operation, according to actual participation of trainees and delivered courses, only 18 people participated in the training, 6 of them for 70 hours, and the remaining for a number of hours major than 75, the eligible expenditure will be: EUR 1,000 EUR x 12 trainees = EUR 12,000.

### Budgeting example of an SSP:

Following example of a budget for a SSP is the same of the example provided in the excel budget tool, which includes 3 partners from the three different territories:

		Workshops seminars...	B2B & Incoming mission	Joint Action Plan	Targeted Trainings	Tr&Acc	Preparation	Subtotal + 2% FLC	Total
LP	IT	18.600,00 €	23.000,00 €	14.800,00 €	4.316,00 €	6.330,00 €	5.600,00 €	74.098,92 €	74.098,92 €
PP1	AL	13.400,00 €	16.800,00 €	9.900,00 €					40.100,00 €
PP2	ME	12.600,00 €	14.900,00 €	11.000,00 €					38.500,00 €
									152.698,92 €

The total budget refers to:

- a. 1 LS for seminar and 1 LS for B2B per partner
- b. 1 LS for the **Joint Action Plan** per partner
- c. The organization of the targeted training is in charge to the Italian partner considering as trainees:
  - 5 Italians, 3 Albanians and 2 Montenegrins

By using SSUCs for **Module 3** Targeted Trainings/30hh for Italian trainees and SSUCs for **Module 1** Targeted Trainings/30hh for Albanian and Montenegrin trainees.

The participation of disadvantaged trainees is not foreseen, so we do not have to use **Modules 2 and 4**.

- d. Related to the trainings, SSUC for 1 travel for 5 days per participants per hosted partner. 3 travels for 5 days and 2 travels for 5 days shall be considered for participants coming from Albania and Montenegro respectively. **The cost of travels is in charge to the host partner. No SSUCs for Trav&Acc are foreseen for trainees belonging from the same area of host partner.**

The project implements the activities and reports them like this in the following reporting periods:

Project Reporting		Period 0	Period 1	Period 2	Total	Total IPA	Total co-fin
LP	IT	5.712,00 €	42.432,00 €	25.954,92 €	74.098,92 €	59.279,14 €	14.819,78 €
PP1	AL		13.400,00 €	26.700,00 €	40.100,00 €	34.085,00 €	6.015,00 €
PP2	ME		12.600,00 €	25.900,00 €	38.500,00 €	32.725,00 €	5.775,00 €
		5.712,00 €	68.432,00 €	78.554,92 €	152.698,92 €	126.089,14 €	26.609,78 €
			1st milestone	2nd milestone			

The Programme reimburses therefore the following amounts, according to the delivery of specific outputs:

<b>Payments IPA</b>		
<b>Advance (30%)</b>	37.826,74 €	At project signature
<b>1st Milestone</b>	74.144,00 €	End of first period
<b>2nd Milestone</b>	14.118,40 €	End of second period
	<b>126.089,14 €</b>	

### **Project content requirements**

Requirements on project duration, selection criteria and others are specified in the call.

The application form includes planned sources of verification of the output, which shall be given by the applicant, i.e. the Lead Partner has to clearly set out what evidence may prove the existence of the set output. For example, if “meeting with a set number of participants” is the output defined, documental evidence may be proposed by the applicant, such as the meeting agenda, minutes, meeting participants and registrants list, photographic material, video material, external feedback, which is in any case required, e.g through analysis of the evaluation forms by participants.

It is advisable to use the template for event evaluation for the necessary follow-up and it is required to strictly apply GDPR requirements for documentation.

### **DOUBLE FINANCING AND FRAUD**

All project partners are reminded that DOUBLE FINANCING is strictly forbidden and all partners declared that the operation is not double-financed by other EU funds.

It must be noted that the programme follows a strict anti-fraud policy and any fraud detected at any stage of implementation will be reported to the competent national and EU authorities.

### **Project changes**

An extension of project duration may be approved by the Monitoring Committee for maximum six months.

Transfers of SCO outputs and related SCOs costs among work packages and beneficiaries are possible only if:

- the beneficiaries belong from the same area, or the transfer of the SCOs gives a reduction in the total amount of the approved project;
- the SCOs output of the concerned work package is not already delivered (and declared in a financial statement);

- the transfers are justified by the technical and scientific implementation of the action;
- a review confirms that the amendment does not call into question the decision awarding the grant or breach the principle of equal treatment;
- each partner's contribution to the project implementation is ensured.

The reduction of total outputs and related SCOs costs require the prior approval.

## Annex 4.1.3.1

### CHECK LIST

#### Management verification lump sum for Workshop and B2B

Project – No:

Acronym:

Lead partner:

**Methodology of the verification:**

- On the spot
- Desk based

**Output type:**

- Workshop, seminars and conferences
- Incoming missions & B2B meetings

**Date of the event verified:**

Place / Venue of the event verified:

**Institution:**

In the programme function of:

- Joint Secretariat  National Info Point  Managing Authority  National Authority  FLC

**1. On-the-spot**

Implementation of the event				
Control question	Yes	No	N/A	Comments
The event took place in the <b>venue and times</b> indicated in the agenda and invitation to JS /NIPs				
The registered participants were present in the room for <b>at least the minimum number</b>				
For workshop, seminar, conference: There is sufficient evidence that the <b>duration</b> of the event is planned to be equivalent to at least one-day event (e.g. agenda)				
<b>Staff of the beneficiary organisation</b> was personally present during the event (if not the organiser indicated how and when staff is going to be personally involved).				
<b>The content</b> is in line with the agenda and may contribute to the project objectives, and <b>sufficient material has been provided</b> (e.g. power point, speaker's notes, facilitation exercises, case studies, etc.)				

**2. Desk based**

At reporting				
Control question	Yes	No	N/A	Comments
For workshop, seminar, conference:				

There is sufficient evidence that at least <b>40 participants</b> were presents (e.g. signature list, photos, videos, participant satisfaction questionnaire, participation certificate, etc.)				
For incoming missions and B2B events: There is sufficient evidence that <b>10 economic operators</b> participated (e.g. signature list, photos, videos, participant satisfaction questionnaire, participation certificate etc.)				
<b>There is sufficient evidence that staff of the beneficiary organisation</b> was personally present during the event (i.e. signatures, photos and partner declaration on how and when staff has been involved).				
There is sufficient evidence that the <b>content</b> was appropriately implemented according to the agenda and contributing to the project objective (e.g. power point, conference proceedings, minutes, studies, expert inputs, surveys, participant satisfaction questionnaire, etc.)				
There is sufficient evidence that the content of the event was <b>appropriately followed-up</b> on (e.g. meeting minutes, conference proceedings, analysis of the participant satisfaction questionnaire, scientific paper produced, etc.)				
There is sufficient evidence that the event was <b>duly communicated</b> (e.g. emailing to participants, newspaper publications, website publications, social media, etc.)				

Opinion on reality/existence of the output:

POSITIVE

NEGATIVE

Date, place \_\_\_\_\_

Name, Surname, Institution

Signature \_\_\_\_\_

## Annex 4.1.3.2

### Template - Event evaluation form

(for an automatic data collection, this can be also transferred into automatic online forms, even in free tools such as google forms or other suitable survey tools available online. In this case, GDPR consent shall be collected separately during the event in written form, e.g. during event registration)

### **Event title, Venue, place, date**

Name and Surname \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

1) The event was well organised, planned and implemented

*Please select*

*1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree*

1       2       3       4       5

2) The speakers were effective, the content was clearly presented, sufficient information was provided

*Please select*

*1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree*

1       2       3       4       5

3) The organisers provided appropriate logistics (e.g. venue, event material, logistic information and support, etc.)

*Please select*

*1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree*

1       2       3       4       5

4) The event reached the objectives, for which I decided to participate

*Please select*

*1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree*

1       2       3       4       5

5) Through this event I gained new knowledge / contacts / ideas

Please select

1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree

1       2       3       4       5

6) I will be able to use the new knowledge /contacts / ideas I gained through the event in my work

Please select

1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree

1       2       3       4       5

7) What worked particularly well at the event, what made the event useful for me?

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8) What did not work well at the event, what should be improved by the organisers?

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In compliance with the GDPR Regulation (UE) No. 2016/679, I hereby give my explicit consent to use my personal data and image for the purpose of **evaluation or audit** of the event outcomes. Personal data will NOT be published, distributed or commercially used.

Yes

No

In compliance with the GDPR Regulation (UE) No. 2016/679, I hereby give my explicit consent to use photos/videos with my personal image, for the purpose of **institutional promotion** of the event outcomes. Photos/videos with my personal image will NOT be distributed or commercially used.

Yes

No

I am available to be contacted in the future to reply to questions related to an evaluation of the event I attended?

Yes

No

Signature

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### Annex 4.1.3.3

#### Template - Registration form at events

(to be adapted according to the event and the visual guidance for each priority axis at <https://www.italy-albania-montenegro.eu/tools/visual-identity> )

**Event title**

**Venue, place, date**

In compliance with the GDPR Regulation (UE) No. 2016/679, in the box below participants give their explicit consent to use **personal data and image** for the purpose of **evaluation or audit**, as well as photos/videos with personal image for the purpose of **institutional promotion**. Distribution or commercial use of data and images is not allowed.

Name/surname	Organisation	Phone	Email	Consent to use data / images for <b>audit / evaluation</b>	Consent to use images for <b>institutional promotion</b>	Signature
				Please tick to consent or write "NO" to deny consent		

## Annex 4.1.3.4

### Template Event agenda

(to be adapted according to the event and the visual guidance for each priority axis)

### *Event title, Venue, place, date*

00h00 - 00h00 Registration, welcome greetings 00h00 Start of the meeting – session 1	
<b>ITEM 1</b>	<b>Title, speaker / trainer</b>
<b>Contents and inputs</b>	<ul style="list-style-type: none"> <li>• Content description</li> <li>• File /references: Item01 ....</li> </ul>
<b>Expected output</b>	<ul style="list-style-type: none"> <li>• Expected output, e.g. participants gain new knowledge - skills</li> </ul>
<b>ITEM 2</b>	<b>Title, speaker / trainer</b>
<b>Contents and inputs</b>	<ul style="list-style-type: none"> <li>• Content description</li> <li>• File /references: Item02 ....</li> </ul>
<b>Expected output</b>	<ul style="list-style-type: none"> <li>• Expected output, e.g. participants gain new knowledge - skills</li> </ul>
<b>ITEM 3</b>	<b>Title, speaker / trainer</b>
<b>Contents and inputs</b>	<ul style="list-style-type: none"> <li>• Content description</li> <li>• File /references: Item03 ....</li> </ul>
<b>Expected output</b>	<ul style="list-style-type: none"> <li>• Expected output, e.g. participants gain new knowledge - skills</li> </ul>
00h00 End of the meeting	