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| **1. Is it possible to prepare one joint feasibility study for a project in which there are two infrastructure components with a value of both above and below 1 million EUR? If yes, how should part 3.5 of the project application be completed?** |
| There is such a possibility. If the beneficiaries decide to apply this solution, it should be noted in part 3.5 of the project application that the description of a component below 1 million EUR has been included in the full feasibility study. However, please remember that, at the same time, the requirement for having one infrastructure component of more than 1 million EUR must be fulfilled, otherwise the cost of such a study will be ineligible. |
| **2. Should the project budget be balanced in a 50/50 ratio for beneficiaries from Poland and Russia? Will the budget with different proportions be assessed lower?** |
| The project budget will be one of the elements of the application that will be assessed by the Joint Technical Secretariat. One of the criteria for assessing a project's budget is, among other things: is it proportional to the proposed work plan, including the main expected outputs and results (i.e. whether the ratio between the estimated costs and the expected results are satisfactory) and whether the budgets of the beneficiaries reflect their actual level of involvement in the project (whether they are sustainable and realistic). This means that the project budget is examined in terms of the planned activities and the involvement of individual beneficiaries in their implementation. The distribution of funds should therefore reflect the scope of tasks performed by individual beneficiaries. |
| **3. Will the cost of updating the technical documentation, incurred after 08.12.2016 for Polish beneficiaries and after 01.01.2018 for Russian beneficiaries and before submitting the application form, be considered as an eligible cost under the framework of a retroactive grant?** |
| The cost related to the update of the technical documentation can be awarded retroactively. However, please remember that such cost should meet the eligibility requirements and that it would be borne at the risk of the beneficiary, because only projects with which grant contracts will be signed can claim reimbursement of these costs. |
| **4. Is it possible to withdraw from the implementation of one of the infrastructure components (due to the risk of not obtaining a building permit) by reporting this fact before signing the contract?** |
| This is a situation that will be each time analyzed for a specific project and situation. However, the beneficiary's withdrawal from the implementation of one of the infrastructural actions may change the result of the previous assessment, because as a result of this withdrawal the scope of the project can change significantly and the assessment will not refer to the updated project application. |
| **5. Will it be required to provide a full technical documentation and cost estimation or can extracts from these documents be submitted?** |
| Due to the large volume of these documents and their detailed nature, it is allowed to submit extracts. At this stage of the evaluation, the shortened versions of the documents could be submitted in a way allowing to verify the readiness of the project and to enable the comparison of the investment part's costs with the project's budget. |
| **6. How can we engage specialists /experts to carry out tasks within projects?** |
| Specialists/experts can be employed:  - on the basis of a labour contract, in accordance with the national legislation regarding the beneficiary. This will be the cost of the staff employed to carry out the project and should be included in budget line 1.  - on the basis of other contracts, e.g. civil contracts or contract with an external company for the provision of services: depending on the type of contractor, this cost can be included both within budget line 1 (contracts only with natural persons), as well as line 4 (contracts with natural or legal persons), but in both cases the contract must be awarded in accordance with the rules set out in chapter 6.4 of the Programme Manual part. I, i.e. by applying the provisions of national legislation regarding public procurement, publication of a query in the competitiveness database or market research (depending on the estimated value of the order and type of beneficiary). Beneficiaries, while signing contracts for services/deliveries/works, follow the principle of fair competition and equal treatment of contractors.  However, it should be remembered that the travel costs of persons employed on the service contracts and indicated in line 4 cannot be foreseen within budget line 2 as it concerns only project staff. The cost of travel for such people must be calculated in this case in the cost of the service provided.  Services provided by self-employed should be included in budget line 4. Please remember that if the self-employed person is involved in the management of the project, it will not be possible to pay for the preparation of the final report from the project budget for the period of 3 months after the implementation period, as this possibility is only for project staff included in budget line 1. |
| **7. In what language will the correspondence between the JTS / MA and beneficiaries be conducted?** |
| The official language of the PL-RU Programme is English. All letters from the JTS/MA related to the evaluation of the project and its implementation, as well as the answers of the beneficiaries, have to be prepared in English. |
| **8. Is there a set specific project management structure? Does each project need to have a coordinator, manager or financial manager?** |
| No, each beneficiary employs personnel that correspond to the planned actions and in the number of people necessary for their effective implementation. The suggested composition of the project team is indicated in Chapter 3.3 of the Program Manual Part II - Implementation of projects. Please do not indicate specific people by name in the project application. The functions and responsibilities of those involved in project management should be described in section 5.1. Application Form. The decision about employing specific people should be supported by their necessary experience and will be verified during the quality assessment. That is why it is important to involve in the implementation of the project the most effective team as possible and prove in the project application that its members have the necessary competences, because it will affect the number of points awarded. |
| 1. **Can the technical documentation, cost estimation and full feasibility study cover a wider scope of works than the infrastructure component planned for implementation under the project?** |
| The scope of activities and their cost, indicated in the application form, must result from the documentation.  The Beneficiary should indicate exactly what will be implemented with the co-financing received, so that the assessors of the project would have no doubts about it during the verification of the application. It should also be demonstrated that the implementation of activities in the scope narrowed in relation to the prepared technical documentation ensures a logical functional link of planned project activities in accordance with the project definition described in the Programme, contained in Chapter 2.3.1 of the Program Manual Part 1 - Applicant, and enables achieving the assumed objectives and Programme priorities not only in relation to the entirety of technical documentation, but also based on its considered scope. While meeting the above requirements, the documentation covering a wider range of activities than those included in the project, may constitute the basis for submitting the project. On the other hand, the full feasibility study should be carried out in accordance with the Programme's instructions and refer only to the activities planned in the project. |
| 1. **How do we understand the word “incurred” when it comes to eligibility of retroactive cost of technical documentation?** |
| The cost of technical documentation will be eligible if its development is carried out within the specified period set in the Programme (the starting date is 08/12/2016 for Polish beneficiaries and 01/01/2018 for Russian beneficiaries, while the end date is the date of submitting the project application). The time of receipt of the work will be taken into account, not the payment (e.g. the date of signing the acceptance report or the date of sale, specified on the invoice, indicating its performance during the eligibility period). The retroactive cost of technical documentation regarding the infrastructure component should be included in budget line no. 6 in the separate sub-line. |
| 1. **Should the verification of expenditure included in financial reports and verification of public procurement be carried out as two separate external audits?** |
| No, the verification of public procurement related to expenditures incurred by beneficiaries is one of the elements of verification of reports by an external auditor. The selection of the auditor performing the expenditure verification service must be done in accordance with the rules of awarding contracts set out in the Programme, e.g. by publishing an open tender based on national regulations or offer inquiry/market research.  In the procedure leading to the selection of an auditor, the beneficiary should include all the qualifications that the auditor has to fulfill and describe all his tasks, including those related to the control of contracts awarded in projects. Providing an auditor who meets all above qualifications is an obligation of the contractor: it may be one auditor or there may be a partnership based on a consortium or civil law agreement. The selected auditor or consortium must then be approved by the Control Contact Point. |