

QUESTIONS AND ANSWERS

Access to education by students with disabilities Republic of Croatia

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<p>P1. Može li na natječaju sudjelovati OŠ koja je posebna ustanova za djecu s teškoćama?/Može li srednja strukovna škola, koja nije srednjoškolska ustanova koja isključivo obrazuje učenike s teškoćama u razvoju, sudjelovati u natječaju?/ Je li Gospodarska škola, koja ima program za osobe s teškoćama, prihvatljiv prijavitelj?/Je li Pučko otvoreno učilište prihvatljiv prijavitelj?</p> <p>O1. U <i>Uputama za prijavitelje</i>, u točki 2.1.1. navedeni su kriteriji koje prijavitelj mora zadovoljiti. Kao što je navedeno u točki 2.2.4 <i>Uputa za prijavitelje</i> Ugovaratelj, tj. ASO DEFECO, ne može davati prethodno mišljenje o prihvatljivosti prijavitelja, partnera ili aktivnosti.</p>	<p>Q1 Can an elementary school designated as a special institution for children with disabilities apply for this Call for Proposal?/ Can a high VET school which is not a high school institution and which educates exclusively students with disabilities participate in this Call for Proposal?/ Are secondary economic schools that have programmes for persons with disabilities eligible applicants?/ Are open universities eligible applicants?</p> <p>A1 In the Guidelines for grant applicants, under Section 2.1.1, the eligibility criteria that all applicants must satisfy are enlisted. As specified in Section 2.2.4 of the Guidelines for grant applicants, the Contracting Authority, AVET DEFECO, cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.</p>
<p>P2. Može li se sredstvima darovnice financirati adaptacija prostora?</p> <p>O2. Adaptacija prostora je prihvatljiv trošak samo ako je ta adaptacija doista nužna za, primjerice, postavljanje opreme kupljene u sklopu projekta, odnosno za provedbu aktivnosti projekta. Molimo da proučite i odgovor na P12.</p>	<p>Q2 Can expenses of the premises adaption be covered from grant?</p> <p>A2 Adaptation of the premises is considered to be eligible expenditure only if the adaption is really necessary for e.g installation of the equipment purchased as part of the project, that is, for successful implementation of the project activities. Please also refer to answer Q12.</p>
<p>P3. Mogu li privatna poduzeća biti partner samo kod nabave opreme ili i kod drugih aktivnosti?</p> <p>O3. Svi partneri mogu sudjelovati u planiranju i provedbi aktivnosti isto kao i prijavitelj - sve ovisi o dogovoru i raspodjeli obveza između prijavitelja i partnera, što se iskazuje u Obrascu za prijavu.</p>	<p>Q3 Can private enterprises be partners for procurement of supply only or for other activities as well?</p> <p>A3 All partners can participate in the planning and implementation of activities alongside the applicant; your arrangement depends on the applicant and partners, and your agreement on responsibilities is included in the Application form.</p>

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<p>P4. Na koji se način pristupa može bitnim promjenama tržišnih cijena u trenutku izvedbe projekta u odnosu na vrijeme kad se projekt planirao?</p> <p>O4. Određene se korekcije mogu napraviti u postupku provjere prije potpisivanja ugovora (vidi točku 2.1.4 <i>Uputa za prijavitelje</i>) pod uvjetom da se ukupan iznos prihvatljivih troškova projekta ne povećava, ali, da bi se izbjegle takve situacije, najbolje je provesti studiju analize tržišta (Market research study) pri planiranju aktivnosti projekta.</p>	<p>Q4 How can we deal with the possible change of prices on the market in the implementation period which occur up to the period when the project was initially planned?</p> <p>A4 Certain corrections can be made during the budget clearing process (see Section 2.1.4 of the Guidelines for Applicants), provided that there is no increase of the total eligible costs of the project, however to avoid such situations it is recommended to carry out a market research study while planning project activities.</p>
<p>P5. Jesu li dopušteni doprinosi u naturi?</p> <p>O5. Kao što je navedeno u točki 2.1.4 <i>Uputa za prijavitelje</i> doprinosi u naturi se ne smatraju stvarnim troškovima, zbog čega nisu ni prihvatljivi.</p>	<p>Q5 Are contributions in kind allowed?</p> <p>A5 As specified in Section 2.1.4 of the Guidelines for grant applicants, “Contributions in kind are not considered actual expenditure and are not eligible costs”.</p>
<p>P6. Može li lokalna samouprava sufinancirati iznos od 15% ukupnoga prihvatljivog troška proračuna?</p> <p>O6. Izvor sufinanciranja može biti bilo koji donator osim izvora iz Europske zajednice ili Europskoga razvojnog fonda.</p>	<p>Q6 Can local authorities co-finance the 15% of the total eligible cost of the budget?</p> <p>A6 Source of co-financing can come from any donor except sources from European Community or European Development Fund.</p>
<p>P7. Mora li prijavitelj do roka za podnošenje prijave predati <i>Punu prijavu</i> ili samo sažetak (Concept note)?</p> <p>O7. Ovo je otvoreni poziv na dostavu prijedloga projekata u kojem se svi dokumenti predaju istodobno (projektni sažetak i cijeli prijedlog).</p>	<p>Q7 Are applicants obliged to submit the Full Application Form or just the Concept Note by the deadline for submission of proposals?</p> <p>A7 This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and Full proposal).</p>
<p>P8. Ako je partner lokalna samouprava, u kojem obliku moraju dokazati (potvrditi) svoju namjeru za sufinanciranje projekta?</p> <p>O8. Svaki partner potpisuje Izjavu o partnerstvu („Partnership Statement“) koja se nalazi u Obrascu za prijavu i njome potvrđuje sve svoje obveze koje je preuzeo kao partner.</p>	<p>Q8 If a partner is a local authority, in which form do they have to prove (confirm) their intention to co-finance the project?</p> <p>A8 All partners sign the Partnership Statement which is a part of the Application form, where they confirm all obligations agreed between partners.</p>

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<p>P9. Treba li se kod sekundarne nabave držati Zakona o javnoj nabavi?</p> <p>O9. Ne. Dodatak IV. "Procedure dodjele ugovora" je mjerodavan.</p>	<p>Q9 In carrying out secondary procurement, is it necessary to follow the Public Procurement Act of the Republic of Croatia?</p> <p>A9 No, Annex IV "Contract Award Procedures" applies.</p>
<p>P10. Može li ustupljeni prostor prijavitelja ili njegova partnera za izvođenje projekta biti prihvatljiv kao udio u sufinanciranju?</p> <p>O10. Takav prostor bi bio doprinos u naturi i kao takav ne može biti prihvatljiv.</p>	<p>Q10 Can space provided for the project implementation, by the applicant or partner, be considered as part of co-financing?</p> <p>A10 Providing space is considered to be in-kind contribution and therefore it cannot be part of co-financing.</p>
<p>P11. Ako su rezultat aktivnosti određenog projekta neki proizvodi, mogu li se oni prodavati i tako ostvariti prihod?</p> <p>O11. Dodijeljena bespovratna sredstva ne smiju rezultirati ostvarenjem bilo kakvog profita. Ako korisnik bespovratnih sredstava ostvari bilo kakav profit glede dodijeljenih bespovratnih sredstava za trajanja projekta, to mora prijaviti u završnom izvještaju i taj će se iznos odbiti od ukupnog iznosa završnoga plaćanja.</p>	<p>Q11 If project activities result in certain products, can they be sold?</p> <p>A11 Grants must not result in any profit. Therefore, if a grant beneficiary derives any profit from the grant during the project implementation, he must declare that profit in his final report, and that profit will be deducted from the final payment.</p>
<p>P12. Je li prenamjena prostora prihvatljiv trošak?</p> <p>O12. Prenamjena prostora prihvatljiv je trošak samo ako je nužna za provedbu projekta i postizanje zadanih ciljeva. Nabava sve opreme i materijala vezanih uz prenamjenu prostora mora se nalaziti unutar odobrenih 56% neposredno prihvatljivih troškova projekta za stavku proračuna „oprema i materijali“.</p>	<p>Q12 Is building adaptation considered as eligible expenditure?</p> <p>A12 Building adaptation is eligible only if it is necessary for the project implementation and achievement of set project purpose/s. However, procurement of all supplies and materials related to building adaptation must fall within the approved 56% of direct eligible project cost, for the budget item "Equipment and supplies".</p>

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<p>P13. Tko je vlasnik rezultata projekta, tj. nabavljene opreme ili prenamijenjenoga prostora?</p> <p>O13. Korisnik bespovratnih sredstava, odnosno partner ili neka treća strana, ako je tako dogovoreno i ako se to nameće kao logično uzimajući u obzir potrebe krajnjih korisnika projekta.</p>	<p>Q13 Who is the owner of the project results, such as purchased equipment or adapted building?</p> <p>A13 The grant beneficiary, partner or third party (if agreed so) if the agreement is logical and takes into account the needs of final beneficiaries in the project.</p>
<p>P14. Ako korisnik granta mora kupiti opremu koja se ne proizvodi ni u jednoj od IPA-i prihvatljivih zemalja, je li to moguće uraditi i kako dokazuje da se doista ta oprema ne proizvodi ni u jednoj od tih zemalja?</p> <p>O14. Korisnik mora napraviti istraživanje tržišta. Ako se utvrdi da ne postoji proizvođač u IPA-i prihvatljivim zemljama, ASO DEFECO-u se, kao Ugovaratelju, treba uputiti zahtjev za odstupanjem od pravila s obrazloženjem takvog zahtjeva.</p>	<p>Q14 If a grant beneficiary needs to buy equipment that is not produced in any of the IPA eligible countries, is it possible and how can he prove that the equipment is not produced in any of the IPA eligible countries?</p> <p>A14 The grant beneficiary has to undertake market research. If it is established that there is no manufacturer in IPA eligible country, a request for derogation hat to be submitted to AVET DEFECO as Contracting Authority with a justification of such a request. The item should be properly identified with approximate prices included. Please refer to Annex IV, Item 2.2 and 2.3.;</p>
<p>P15. Kako se određuje odnos partnera i nositelja projekta glede vlasništva nad rezultatima projekta?</p> <p>O15. Na temelju njihova vlastitog dogovora koji mora biti logičan, uzimajući u obzir krajnje korisnike projekta.</p>	<p>Q15 How should the relationship between the grant beneficiary and his partners be determined taking into account the project results?</p> <p>A15 The relationship is determined on the basis of their mutual agreement that needs to be logical considering the final beneficiaries of the project.</p>
<p>P16. Jesu li potrebne tri (3) elektroničke kopije prijave?</p> <p>O16. Ne. Šalje se jedan elektronički primjerak prijave (na CD-u).</p>	<p>Q16 Is it necessary to include 3 electronic copies of the application (on CD)?</p> <p>A16 No. Only one electronic copy of the application (on CD) is necessary.</p>
<p>P17. Ako je partner na projektu lokalna uprava, je li i na koji način ona potvrđuje/obvezuje se da će osigurati sredstva sufinanciranja?</p> <p>O17. Moraju potpisati "Izjavu o partnerstvu" (Partnership statement).</p>	<p>Q17 If a partner in a project is a local authority, must they and in what way confirm/undertake to ensure the co-financing funds?</p> <p>A17 They must sign the Partnership statement.</p>

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<p>P18. Ako udruga koristi gradski prostor bez naknade, je li taj prostor moguće prikazati u proračunu kao sufinanciranje projekta? Može li se korištenje prostora što ga osigurava partner za potrebe projekta smatrati sufinanciranjem?</p> <p>O18. Ne, jer se taj prostor smatra doprinosom u naturi i kao takav ne može biti prihvatljiv.</p>	<p>Q18 If the NGO is using city space free of charge, is it possible to include that space in the budget as co-financing of the project? / Can the use of space provided by the partner institution for the project needs be considered as co-financing?</p> <p>A18 No, because that would be considered as “in-kind” contribution and as such is not considered eligible.</p>
<p>P19. Mogu li se retrogradno nadoknaditi troškovi pisanja projekta? Mogu li se troškovi pisanja projekta platiti iz sufinanciranja (15%)?</p> <p>O19. Ne. Prihvatljiv trošak je samo onaj trošak koji je nastao u razdoblju provedbe projekta, tj. od nadnevkova potpisa ugovora. Molimo da proučite i članak 14. <i>Općih uvjeta</i>.</p>	<p>Q19 Can the expenses related to preparation of the project be covered retroactively? Can they be paid out of the percentage of co-financing?</p> <p>A19 No. Only expenses borne during the project implementation, more specifically from the date of signature, are considered to be eligible. Please also refer to Article 14 of the General Conditions.</p>
<p>P20. U kojem slučaju je potrebno revizijsko izvješće?</p> <p>O20. Kad je iznos dodijeljenih bespovratnih sredstava veći od 100 000 €.</p>	<p>Q20 What are the occasions when expenditure verification is required?</p> <p>A20 When the amount of a grant awarded is higher than 100 000 €.</p>
<p>P21. Ulaze li u troškove projekta troškovi režija?</p> <p>O21. Da, molimo da proučite članak 14.4 <i>Općih uvjeta</i>.</p>	<p>Q21 Can overheads expenses be included in the budget of the project?</p> <p>A21 Yes, please refer to Article 14.4 of the General Conditions.</p>
<p>P22. Priznaje li se trošak s nadnevkom nastanka ili nadnevkom plaćanja? Što je s troškovima plaća djelatnika koji traju do zadnjeg dana provedbe projekta i isplaćuju se nakon završetka provedbe?</p> <p>O22. Trošak se priznaje s nadnevkom njegova nastanka, ali i on mora biti plaćen najkasnije do trenutka kad korisnik bespovratnih sredstava predaje svoj završni izvještaj. Plaće zaposlenih na projektu se moraju obračunati do zadnjega dana provedbe te stoga djelatnici ne mogu biti plaćeni za aktivnosti možebitno nastale nakon nadnevkova do kojega traje provedba projekta.</p>	<p>Q22 Are expenditures acknowledged with the date when they were borne or the date when they were paid? What about the cost of salaries of persons employed within the project, hired until the last date of implementation, and who will get paid after the implementation period is finished?</p> <p>A22 The expenditure is acknowledged with the date it was borne, but must be paid at the latest before the submission of the final report. Furthermore, the salaries for individuals employed within the project must be calculated on the last day of implementation because this is the last official day of the project; therefore, employees cannot be paid for activities carried out after this date.</p>

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<p>P23. Je li moguće u proračunu mijenjati predložene jedinice (dnevno /per diem/, mjesečno /per month/)?</p> <p>O23. Da, potrebno ih je prilagoditi stvarnim jedinicama.</p>	<p>Q23 Is it possible to change the proposed units in the budget (per diem, per month)?</p> <p>A23 Yes, it is necessary to adjust them to real units.</p>
<p>P24. Ako je partner netko iz lokalne samouprave, može li njegova plaća biti doprinos?</p> <p>O24. Plaće djelatnika zaposlenih u instituciji – prijavitelju, kao i u partnerskim institucijama, mogu se smatrati sufinanciranjem u postotku koliko taj djelatnik radi na projektu - što potvrđuje zapisnikom o radu na projektu (tzv. "time sheet"). Plaća mora biti razmjerna prosječnoj plaći isplaćenju u posljednja tri mjeseca.</p>	<p>Q24 If a partner is a local authority, can his/her wages be considered as co-financing?</p> <p>A24 Wages of persons employed in the grant beneficiary institution and partner institutions can be considered as co-financing in the percentage of real time that the considered employee has worked on the project, which is proven through time sheets. The wage must be proportional to the average wage paid in last three months.</p>
<p>P25. Može li zaposlenik škole biti honorarno plaćen za držanje predavanja za projekt kojemu je nositelj neka nevladina udruga?</p> <p>O25. Djelatnici institucije – prijavitelja ili partnera – ne mogu biti dodatno (honorarno ili drukčije) plaćeni za rad na projektu. Ako je osoba djelatnik škole koja nije ni nositelj projekta niti partner, može biti unajmljen kao vanjski stručnjak za održavanje određenih predavanja te mu za ta predavanja može biti isplaćen honorar.</p>	<p>Q25 Can a school employee be paid for lecture services for the project where an NGO is grant beneficiary?</p> <p>A25 Employees of the beneficiary institution or partner institution cannot be paid extra for work on the project. If a person is an employee of a school that is neither the beneficiary nor the partner in the project, that person can be hired as an external expert for certain lectures/seminars, and can be paid for those lectures/seminars.</p>
<p>P26. Treba li prilagati troškove hotela (račun) ako se plaća <i>per diem</i>?</p> <p>O26. Ne. U troškove <i>per diem</i> je uključen trošak smještaja, troškovi prehrane i mjesnoga prijevoza (unutar mjesta u koje se putuje). Troškovi <i>per diem</i> se uvijek isplaćuju u istom iznosu propisanom za pojedinu zemlju (vidi dodatak „Per diems“), neovisno o troškovima smještaja.</p> <p>Druga opcija je razdvojiti trošak <i>per diem</i> na trošak dnevnice, smještaja, mjesnog prijevoza i obroka sa zasebnim računima. Vezano uz <i>per diem</i>, kao dokaz je potrebno dostaviti sljedeće dokumente: račune za smještaj, obroke, troškove mjesnog prijevoza te dokaz da su stručnjacima isplaćene dnevnice (izvadak iz banke, račun itd.).</p>	<p>Q26 Is it necessary to include hotel expenses (invoice) if per diems are paid?</p> <p>A26 No. In per diems, the following expenses are included: accommodation, meals, local transportation (within the place of stay). Per diems are always paid in the same amount determined for the particular country (see annex “per diems”), regardless of the accommodation expenses.</p> <p>The second option is however, to break down per diem cost into daily allowance, accommodation costs, local travel costs and meal with separate invoices. Related to per diem, proof documents are: invoice for accommodation, meal and local travel as well as proof of payment of the per diem to the expert (Receipts, payment slips, bank statements).</p>

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<p>P27. Treba li u proračunu, u dijelu „Sources of funding“, navoditi nazive institucija od kojih se očekuje sufinanciranje (15%)?</p> <p>O27. Nije potrebno.</p>	<p>Q27 In the budget, on the “sources of funding” sheet, is it necessary to include the names of the institutions from which co-financing is expected?</p> <p>A27 That is not necessary.</p>
<p>P28. Može li se udruga nastavnika u djelatnosti ugostiteljstva smatrati udrugom strukovnih nastavnika?</p> <p>O28. Može.</p>	<p>Q28 Can a NGO of teachers in the hospitality sector be considered an NGO of vocational teachers.</p> <p>A28 Yes.</p>
<p>P 29. Mora li se u dijelu proračuna pod nazivom „Justification“ detaljno objašnjavati trošak, npr. koliko putovanja na kojih relacijama, ili je dovoljno samo navesti ukupnu kilometražu svih putovanja?</p> <p>O29. Potrebno je svaku stavku proračuna detaljno opisati.</p>	<p>Q29 In the section of the budget template titled “Justification”, must we explain in detail all expenses; for example, how many times we travelled to which location, or is it enough to only state the total kilometres for all travels undertaken?</p> <p>A29 You must explain each budget line in detail.</p>
<p>P30. Što sve obuhvaća termin „učenici s teškoćama“?</p> <p>O30. Kao što je navedeno u bilješci 4. <i>Uputa za prijavitelje</i> u skladu s <i>Pravilnikom o osnovnoškolskom odgoju i obrazovanju učenika s teškoćama u razvoju (NN, 23/91.)</i>, vrste teškoća su: oštećenje vida, oštećenje sluha, poremećaji govorno-glasovne komunikacije i specifične teškoće u učenju, tjelesni invaliditet i kronične bolesti, mentalna retardacija, poremećaji u ponašanju uvjetovani organskim faktorima ili progredirajućim psihopatološkim stanjem, autizam.</p>	<p>Q30 What does the term “students with disabilities”?</p> <p>A30 As stated in footnote 4 of the Guidelines for Applicants, according to the Regulation on Elementary Education and Education of Students with disabilities (OG 23/91), the types of disabilities are as follows: impaired sight, impaired hearing, disabilities with speech/communication as well as specific disabilities related to learning, physical invalidity and chronic diseases, mental retardation, behavioural disabilities caused by organic factors or psychopathic conditions, and autism.</p>
<p>P31. Treba li u proračunu razraditi stavke – npr. 1.3.1 na 1.3.1.1, 1.3.1.2?</p> <p>O31. Da, svaku je stavku proračuna potrebno detaljno razraditi.</p>	<p>Q31 Do you need to breakdown the budget by activities, for example should 1.3.1 be broken down into 1.3.1.1 and 1.3.1.2?</p> <p>A31 Yes, each budget line must be listed in detail and broken down.</p>