

# QUESTIONS AND ANSWERS

## Implementation of new curricula Republic of Croatia

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### **2. Procedure**

Open

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PITANJA I ODGOVORI	QUESTIONS AND ANSWERS
<p>P1. Jesu li dopuštena međunarodna partnerstva? Mora li partner biti iz iste županije kao prijavitelj? Mora li partner biti srodna strukovna škola (strukovna škola iz istog sektora)? Koja je uloga partnera u cijelom procesu?</p> <p>O1. U <i>Uputama za prijavitelje</i> u točki 2.1.2. navedeni su kriteriji što ih partner 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. Nisu propisana ograničenja glede pitanja o županiji iz koje dolazi partner, niti o sektoru kojim se on bavi. Partneri mogu sudjelovati u osmišljavanju i provedbi projekta i njegovih aktivnosti, ovisno o dogovoru između prijavitelja i njegovih partnera.</p>	<p>Q1 Are international partnerships allowed? Is it necessary for the partner institution to be from the same county as the applicant? Is it necessary for the partner to be a related VET school (VET school from the same sector)? Which role do partners have in the whole process?</p> <p>A1 In the Guidelines for grant applicants, Section 2.1.2, the eligibility criteria for the partners is listed. 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. There are no restrictions regarding the county where the partner is settled, or the sector in which he/she operates. Partners can participate in designing and implementing the project and its activities, depending on the agreement between the applicant and partners.</p>
<p>P2. Može li privatno učilište biti prijavitelj ili samo partner?/ Može li prijavitelj biti i Veleučilište?/ Može li se kandidirati ustrojavanje i izvođenje novih stručnih studijskih programa?/ Mogu li se dobiti bespovratna sredstva za razvoj novih kurikuluma na veleučilištima?</p> <p>O2. U <i>Uputama za prijavitelje</i>, u točkama 2.1.1. i 2.1.2. navedeni su kriteriji što ih prijavitelj i partner moraju zadovoljiti. U interesu jednakog tretmana svih prijavitelja ASO DEFECO, kao što je navedeno u točki 2.2.4 <i>Uputa za prijavitelje</i>, ne može davati prethodno mišljenje o prihvatljivosti aplikacija, partnera ili aktivnosti. O prihvatljivosti prijavitelja i partnera te aktivnosti odlučuje Ocjenjivački odbor u procesu ocjenjivanja ponuda.</p>	<p>Q2 Can a private university be an applicant or just partner? Can the applicant be a Polytechnic? / Is it eligible to propose designing and implementation of new higher education professional studies? Can a grant be awarded for development of new curricula in a Polytechnic?</p> <p>A2 In the Guidelines for grant applicants, Sections 2.1.1 and 2.1.2, the eligibility criteria for the applicants and partners are listed. In the interest of equal treatment of applicants and partners AVET DEFECO, as specified in Section 2.2.4 of the Guidelines for grant applicants, cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities. Eligibility of applicants and partners, as well as actions will be verified by the Evaluation Committee during the evaluation process.</p>
<p>P3. Mora li se 15% sufinanciranja osigurati na početku ili tijekom provedbe, tj. mora li novac biti na računu u trenutku potpisivanja ugovora?</p> <p>O3. Novac koji predstavlja iznos sufinanciranja mora se osigurati tijekom provedbe projekta.</p>	<p>Q3 Is it necessary to ensure the 15% for co-financing in the beginning or during implementation; is it necessary to have money on the account at the time of signing the contract?</p> <p>A3 Money for the co-financing must be ensured during project implementation.</p>

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<p>P4. Je li PDV prihvatljiv?</p> <p>O4. PDV nije prihvatljiv trošak, osim u slučajevima gdje korisnik (ili njegovi partneri) ne mogu dobiti povrat. Molimo da proučite točku 2.1.4 <i>Uputa za prijavitelje</i> (neprihvatljivi troškovi).</p>	<p>Q4 Is VAT eligible?</p> <p>A4 VAT (value added tax) is not eligible expenditure, unless it can not be recovered by any means. Please refer to Item 2.1.4 of the Guidelines for Applicants (ineligible costs)</p>
<p>P5. Treba li se kod sekundarne nabave držati hrvatskoga Zakona o javnoj nabavi?</p> <p>O5. Ne. Dodatak IV. "Procedure dodjele ugovora" je mjerodavan.</p>	<p>Q5 In the process of secondary procurement, is it necessary to follow the Public Procurement Act of the Republic of Croatia?</p> <p>A5 No, Annex IV "Contract Award Procedures" applies.</p>
<p>P6. Treba li korisnik imati poseban žiro-račun?</p> <p>O6. Korisnik bespovratnih sredstava može otvoriti poseban račun za potrebe projekta (što je preporuka zbog jednostavnijeg praćenja), a može koristiti i već postojeći račun za vođenje financija projekta, ali mora paziti da troškovi i prihodi vezani uz projekt budu vidljivo razdvojeni od ostatka poslovanja.</p>	<p>Q6 Is it necessary for the beneficiary to have a separate account for the project?</p> <p>A6 Grant beneficiary can open a separate account for the project needs, recommended for easier monitoring, but can also use an existing account in which case it is necessary to take special care that all expenses and incomes related to the project are separate from the other business transactions.</p>
<p>P7. Iz kojih izvora može ići sufinanciranje?</p> <p>O7. Izvor sufinanciranja može biti prijavitelj ili partner(i) ili svaki drugi izvor koji ne predstavlja proračun Europske zajednice ili Europskoga razvojnog fonda.</p>	<p>Q7 What can be a source for the co-financing?</p> <p>A7 Co-financing can come from applicant's or partners' own sources or any sources other than European Community budget or the European Development Fund.</p>
<p>P8. Može li prostor biti sufinanciranje?</p> <p>O8. Prostor se smatra doprinosom u naturi i, kao što je navedeno u točki 2.1.4 <i>Uputa za prijavitelje</i>, ovi doprinosi nisu dopušteni te se ne mogu smatrati sufinanciranjem.</p>	<p>Q8 Can use of space be considered as co-financing?</p> <p>A8 Use of space is considered "in-kind" contribution and as specified in Section 2.1.4 of the Guidelines for grant Applicants, "in-kind" contribution is not eligible and therefore cannot be considered as co-financing.</p>

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<p>P9. Kolika može biti najniža i najviša plaća voditelja projekta?</p> <p>O9. Plaća svakoga zaposlenog na projektu, pa tako i voditelja projekta, treba biti realna, tj. u skladu s tržišnim vrijednostima tih poslova. Preporuka je da se za plaću voditelja projekta, ako ta osoba nije inače zaposlenik te institucije, provede kvalitetno istraživanje tržišta kako bi se došlo do realnog iznosa njezine/njegove plaće.</p>	<p>Q9 How much can the minimum and maximum salary of the project manager be?</p> <p>A9 The salary of the each person employed within the project, including the project manager, must be realistic and according to market value of the particular job. It is recommended, for determining the salary of the project manager, if not a full-time employee of that institution, to conduct thorough market research to come to a realistic calculation of his/her salary.</p>
<p>P10. Hoćemo li morati plaćati carinu?</p> <p>O10 Nije potrebno plaćati carinu za dobra nabavljena za potrebe projekta (na osnovi Okvirnoga sporazuma za IPA-u). Korisnik bespovratnih sredstava ispunjava Potvrdu za oslobađanje od plaćanja carine i poreza pri uvozu robe u sklopu programa koje financira EZ, a koja se nalazi u <i>Narodnim novinama</i>, broj 41/08. Nadalje, kada korisnik bespovratnih sredstava primi ovlaštenu potvrdu, dostaviti će je i biti oslobođen plaćanja carine.</p>	<p>Q10 Do we have to pay customs fees?</p> <p>A10 For all goods purchased for the project, customs fees do not need to be paid (on the basis of the IPA Framework Agreement). The grant beneficiary will fill out the Certificate for exemption from customs duties for goods released for free circulation for EC financed programmes, available from the Official Gazette (OG 41/08). Furthermore, once the grant beneficiary receives verification from the authority, they will present the authorized form and will be freed from all customs charges.</p>
<p>P11. Može li jedna škola sudjelovati u natječaju kao prijavitelj i istodobno biti partner na nekom drugom prijedlogu projekta?</p> <p>O11. Svaki prijavitelj može biti i partner na nekoj drugoj prijavi (vidi točku 2.1.3 <i>Uputa za prijavitelje</i> - Broj prijava i dodijeljenih nepovratnih sredstava po prijavitelju). Preporuka je, međutim, da sama institucija realno procijeni svoje operativne kapacitete potrebne za učinkovitu provedbu/sudjelovanje u provedbi nekoliko projekata. U slučaju da tijekom trajanja Ugovora o darovnicama (Grant Contract) postane jasno da relevantni kapaciteti institucije nisu dostatni za sudjelovanje u nekoliko projekata, ista će se institucija načelno smatrati odgovornom za svu štetu nastalu zbog nedostatka kapaciteta.</p>	<p>Q11 Is it allowed for one school to participate in the call for proposal as an applicant while at the same time be a partner in another application?</p> <p>A11 Every applicant can be partner at the same time in another application (Please refer to Item 2.1.3 Number of applications and grants per applicant of the Guidelines for Applicants) However, it is highly recommended to undertake an assessment of operational capacities needed for efficient implementation / participation in implementation of several projects. In case it becomes clear that the capacities needed for participation in several projects cannot be fulfilled, the institution will be held responsible for relevant damages caused during the implementation of grant contracts.</p>
<p>P12. Tko sve može biti suradnik na projektu?</p> <p>O12. Suradnik može biti bilo koja druga organizacija i ona ne treba ispunjavati iste kriterije prihvatljivosti kao prijavitelj i partneri.</p>	<p>Q12 Who can be associates?</p> <p>A12 An associate can be any other organisation which doesn't have to fulfil the eligibility criteria for applicants and partners.</p>

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<p>P13. Mora li statut organizacije biti preveden na engleski jezik?</p> <p>O13. Statut može biti na hrvatskome jeziku.</p>	<p>Q13. Does the organisation's statute need to be translated into English?</p> <p>A13. The organisation's statute can be delivered in Croatian.</p>
<p>P14. U kojem formatu moraju biti dokumenti na CD-u?</p> <p>O14. Dokumente je potrebno preuzeti s mrežne stranice ASO DEFECO, ispuniti ih i presnimati na CD u tom istom zadanom formatu. Ništa se ne smije mijenjati.</p>	<p>Q14 Which format should we use for the documents delivered electronically?</p> <p>A14 The documents must be downloaded from the Call for Proposals published on the AVET DEFECO website. Once they are filled out, they must be copied on a CD in the same format. Nothing can be changed.</p>
<p>P15. Što je rodna analiza?</p> <p>O15. Rodna analiza podrazumijeva analizu dionika ili korisnika po spolu. Svakako je preporuka da u svim fazama svog projekta prijavitelj i njegovi partneri vode i statistike o zastupljenosti po spolu i da vode računa o jednakosti spolova.</p>	<p>Q15 What is gender analysis?</p> <p>A15 Gender analysis is an analysis of stakeholders or final beneficiaries according to their gender. It is recommended, in all project phases, that the applicant and his partners record statistics on involvement according to gender and take care to ensure gender equality.</p>
<p>P16. Ako projekt može trajati od 12 do 14 mjeseci, a mi u njemu razvijamo kurikulum, kako ćemo provesti taj kurikulum kad obrazovanje naših učenika traje četiri (4) godine?</p> <p>O16. Svaki projekt ima ograničeno trajanje i unutar toga ograničena trajanja od korisnika bespovratnih sredstava se ne očekuje da i provede dotični kurikulum na jednom naraštaju učenika.</p>	<p>Q16 If the possible duration of the project is 12 to 14 months, and part of the project is the development of curriculum, how can we carry out that curriculum if the duration of education is 3 to 4 years?</p> <p>A16 Every project has limited duration, and it is not expected from the grant beneficiary to carry out the curriculum on an entire generation of students.</p>
<p>P17. Može li se zaposliti nekoga izvan institucije na mjesto <i>project managera</i>?</p> <p>O17. Može.</p>	<p>Q17 Is it possible to hire someone not employed in the institution as a project manager?</p> <p>A17 Yes, it is possible.</p>
<p>P18. Kad se u Prijavnom obrascu navode različiti izvori, dokumenti, treba li ih priložiti u prilogu prijavi?</p> <p>O18. Nije potrebno prilagati dokumente na koje se referirate. Dovoljno ih je samo navesti (npr. u fusnotama).</p>	<p>Q18 If different sources and documents are referred to in the Application Form, is it necessary to attach them?</p> <p>A18 It is not necessary to attach the documents you are referring to. It is sufficient just to list them (i.e. in the footnote).</p>

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<p>P19. Može li u jednu aktivnost biti uključeno više partnera?</p> <p>O19. Može, ali u Prijavnom obrascu treba biti jasno koji je od tih partnera odgovoran za tu aktivnost.</p>	<p>Q19 Can more than one partner be included in one activity?</p> <p>A19 Yes, but it should be clear in the application form which partner is responsible for each activity.</p>
<p>P20. Izražava li se plaća u neto ili bruto iznosu?</p> <p>O20. Plaće se izražavaju u bruto iznosu.</p>	<p>Q20 Should salaries be listed in gross or net?</p> <p>A20 Salaries should be listed in gross.</p>
<p>P21. Je li potrebna revizija?</p> <p>P21. Za sve projekte čiji je iznos veći od 100 000 € potrebno je provesti reviziju.</p>	<p>Q21 Is it necessary to have expenditure verification?</p> <p>A21 For all projects where the total eligible cost of the action is higher than 100,000 €, it is necessary to have expenditure verification.</p>
<p>P22. Mora li se u prijavi navesti ako se oprema kupuje za partnera?</p> <p>O22. Da, to se navodi u opisu aktivnosti.</p>	<p>Q22 Is it necessary to mention in the Application that the equipment will be bought for the project partner?</p> <p>A22 Yes, this information should be mentioned in the description of the activities.</p>
<p>P23. Kako se utvrđuje da je oprema iz prihvatljivih zemalja?</p> <p>O23. Sve informacije o nabavljanju opreme, tj. procedure sekundarne nabave podrobno su opisane u dodatku IV - Procedure dodjele ugovora koji predstavlja dio natječajne dokumentacije.</p>	<p>Q23 How can we prove that the equipment is from one of the IPA eligible countries?</p> <p>A23 All necessary information about procurement of equipment, procedures for secondary procurement are described in detail in Annex IV – Contract award procedure which is the part of Call for proposals documents</p>
<p>P24. Budući da se radi o državnoj ustanovi, smiju li se u proračunu predvidjeti sredstva za voditelje projekta ili neko drugo osoblje?</p> <p>O24. Plaće državnih i javnih službenika se ne mogu pokriti sredstvima EU-ove potpore, tj. njezina/njegova plaća ne može biti isplaćena iz proračuna programa IPA-e, već je prihvatljiva samo kao sufinanciranje institucije u projektu u iznosu postotka radnoga vremena provedena na projektu.</p>	<p>Q24 Because we are dealing with a state institution, can the budget foresee funds for a project manager and other project staff?</p> <p>A24 The wages of state and public administration cannot be covered by EU funds, that is, his/her salary may not be paid out of IPA Programme budget, but is only acceptable as co-financing of the institution which is part of the project in the amount of percentage of working time spent on the project.</p>

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<p>P25. Mora li prijavitelj imati partnera?</p> <p>O25. U ovoj grant-shemi prijavitelj mora djelovati zajedno s partnerima.</p>	<p>Q25 Do applicants need to have partners?</p> <p>A25 In this grant scheme, applicants must have partners.</p>
<p>P26. Mogu li biti dvije prijave za projekt s jednog fakulteta?</p> <p>O26. Svaki prijavitelj može poslati nekoliko prijava pod ovim pozivom na dostavu projektnih prijedloga, ali samo za jednu prijavu može dobiti bespovratna sredstva. Molimo proučite i odgovore na P1 i P2.</p>	<p>Q26 Can one Faculty send two project applications?</p> <p>A26 Each applicant can send several applications under this Call for Proposals, but can only receive a grant for one project proposal. Please also refer to answers to Q1 and Q2</p>