



Contracting Authority: Agency for Vocational Education and Training, Department for Financing and Contracting of IPA Programme

Regional network of local learning institutions

CORRIGENDUM no.1 to Guidelines
for grant applicants

IPA for the Human Resources Development Component in Croatia
2007-2009

Reference: Europeaid/129021/M/ACT/HR

Deadline for submission of proposals: 28 January 2010

The following aspects are corrected with respect to the Guidelines for grant applicants of the Call for proposals “Regional network of local learning institutions”, reference: Europeaid/129021/M/ACT/HR, published on 1 September 2009.

The changes are as follows:

Instead of:

2.1.1 Eligibility of applicants: who may apply?
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(1) In order to be eligible for a grant, applicants **must**:

- be legal persons **and**
- be specific type of organisation such as: adult education institution (primary schools, high schools, open universities, polytechnics and other institutions that are registered as institutions for adult education in the Commercial court register at the Commercial court of Croatia) as defined by the Adult Education Act, Official Gazette 17/07 and by the Institution Act, Official Gazette 76/93, 47/99, 29/97; international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation⁴**and**
- be nationals⁵ of a Member State of the European Union or Albania, Bosnia and Herzegovina, Croatia, FYROM, Montenegro, Serbia, Turkey and Kosovo under UNSC Resolution 1244/99; countries that are beneficiaries of the European Neighbourhood and Partnership Instrument; Member States of the European Economic Area: Iceland, Lichtenstein, Norway. This obligation does not apply to international organisations **and**
- have at least one eligible partner organisation **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- be registered in the AAE’s database⁶ according to the By-law on Records in Adult Education Institutions **and**
- be compliant with de-minimis rule as regulated by the Commission Regulation (EC) No 1998/2006 and in Government of the Republic of Croatia Decree on de-minimis aid (Official Gazette, 45/2007)⁷.

4 International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies, European Investment Bank (EIB) and European Investment Fund (EIF) are also recognized as international organisations

5 Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a “Memorandum of Understanding” has been concluded.

6 For the registration at AAE’s database, please consult the following website: <http://baza.aoo.hr>

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In part B section VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

Grant applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- Commission decision (2008/969/EC, Euratom) of 16 December 2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L344, 20.12.2008, p.125).
- Commission Regulation (2008/1302/EC, Euratom) of 17 December 2008 on the central Exclusion database – CED (OJ L 344, 20.12.2008, p.12).

Their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision making or control, if legal person) may be registered in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned decision and regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

Applicants must not derive profit from the grant i.e. the grant can only cover costs of activities.

2.1.2 Partnerships and eligibility of partners

Applicants must act with partner organisation(s) as specified hereafter.

The partnership is mandatory because capacity building through networks of institutions can contribute effectively to the improvement of individual partner institutions, to the empowerment of institutions with weaker capacities and to the strengthening of the adult education sector in general. Through regional networks⁸ institutions that do not have the capacity for individual application can also benefit from the grant scheme.

Partners

Applicants must act with at least 1 but max 5 partner organization(s). Eligible partner(s) can be adult education institution and non-governmental organizations. At least one partner has to be adult education institution.

⁷ This rule applies only to private enterprises/organisations. De minimis "state aid" rule allows up to 200,000 EUR aid to be provided from public funds to any enterprise over a period of three fiscal years. For further information please turn to the Commission Regulation (EC) No 1998/2006 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:379:0005:0010:EN:PDF>) or to the Government of the Republic of Croatia Decree on de-minimis aid published in Official Gazette, 45/2007 (http://narodne-novine.nn.hr/clanci/sluzbeni/2007_05_45_1487.html).

⁸ Under this Call regional network equally presupposes partnerships between institutions/organisations with their seats within the same county or with their seats in different counties in the Republic of Croatia.

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself. In addition to the categories referred to in section 2.1.1, the following are however also eligible: non-governmental organizations.

The following are not partners and do not have to sign the “partnership statement”:

- Associates

Other organisations may be involved in the action.⁹ Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

⁹ Organizations such as: local Croatian Employment Service offices, local authorities (county offices for education), local public institutions (public library), private enterprises, other adult education institutions and NGOs etc. Listed institutions are only examples, other institutions can be involved as well.

2.1.3 *Eligible actions: actions for which an application may be made*

Definition: An action (or project) is composed of a set of activities.

Duration

The planned duration of an action may not be lower than 10 months nor exceed 12 months.

Sectors or themes

Modernisation of existing and/or design of new short programmes is envisaged within this Call. This refers to the training and additional training programme/s that fall under one of the vocational education and training sectors¹⁰.

(1) **Training Programmes** (Croatian term: “Programi osposobljavanja”) provide acquirement of the theoretical and practical knowledge necessary for performing simple jobs of the 1st level of complexity according to the National classification of occupations.

(2) With the **Additional Training Programmes** (Croatian term: “Programi usavršavanja”), participants with completed secondary education improve and expand the acquired professional knowledge to meet labour market requirements and to gain knowledge of new techniques and technologies and their use.¹¹

Location

Actions must take place in the Republic of Croatia.

Types of action

Mandatory actions:

- modernisation of the existing and/or to the design of the new short programme/s. One application can contain modernisation/design of more than one short programme;¹²
- the leading adult education institution will submit the proposal for modernising existing and/or designing new short programme/s and will develop these programme/s and perform them in course of the project duration. This leading adult education institution is obliged to have at least one partner - adult education institution that will also perform these short programme/s during the project and/or non-governmental organization that will participate in the project activities as agreed. This way the exchange of programme/s, as well as setting up of the regional network, is assured. The leading adult education institution will be obliged to monitor all the activities performed by the partners;

¹⁰ For more information on the Decision on the Establishment of Education Sectors in Vocational Education, MoSES, 24 December 2007, please consult the following website

http://www.aoo.hr/Documents/Odluka_o_uspostavi_obrazovnih_sektora_u_strukovnom_obrazovanju.pdf

¹¹ For more information on the By-law on Standards and Specifications, the Mode and Procedures for Determination of the Fulfilment of Conditions in Adult Education Institutions (Articles 26 and 33), please consult the following website:

http://www.aoo.hr/Documents/Pravilnik_o_standardima_i_normativima_te_nacinu_i_postupku_utvrdivanja_ispunjenosti_uvjeta_u_ustanovama_za_obrazovanje_odraslih.pdf

¹² Please have in mind that programme/s have to be implemented in the course of the project and the duration of the programme/s have to be determined in accordance with that.

- modernisation/design of the programme/s will have to be carried out in accordance with the Methodology for modernising existing and/or designing new short programme/s developed with the assistance of the CARDS 2004 *Adult Learning*¹³;
- verification of the new short programme/s has to take place during the duration of the project. All adult education institutions involved in the project will have to take the standard procedure for the verification of programme/s (submission of the completed programme to the Agency for Adult Education to obtain opinion and to the Ministry of Science, Education and Sports to obtain approval¹⁴). Expenses of the verification of the short programme/s cannot be covered by the grant;
- implementation of the new short programme/s (by the leading adult education institution and partner adult education institutions) for a number of participants who will receive certificate upon completion of the programme/s¹⁵. The participants will not cover the expenses of the programme/s.

¹³ For more information on the Methodology for modernising existing and/or designing new short programme/s, please consult the following website http://www.aoo.hr/Documents/Upute_za_izradu_programa.pdf

¹⁴ This procedure is in accordance with Article 5 of the Adult Education Act (http://web.aoo.hr/Documents/zakon_o_obrazovanju_odraslih.pdf), that is, Article 21 of the By-law on Standards and Specifications, the Mode and Procedures for Determination of the Fulfilment of Conditions in Adult Education Institutions (http://www.aoo.hr/Documents/Pravilnik_o_standardima_i_normativima_te_nacinu_i_postupku_utvrdivanja_ispunjenosti_u_vjeta_u_ustanovama_za_obrazovanja_odraslih.pdf).

¹⁵ If it is not possible for the participant to take the final exam in the course of the project, that will be made possible for him/her after the end of the project under the same conditions.

Read:

2.1.1 Eligibility of applicants: who may apply?

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⁶ For the registration at AAE's database, please consult the following website: <http://baza.aoo.hr>. This requirement only applies to applicants that are nationals of Croatia; all applicants that are nationals of countries listed under bullet point 3 are exempt from the registration in AAE's database

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Partners

Applicants must act with at least 1 but max 5 partner organization(s). Eligible partner(s) can be adult education institution and non-governmental organizations. At least one partner has to be adult education institution.

Please note that nationals from countries other than the Republic of Croatia listed under bullet point 3 of Section 2.1.1 will be required to have at least two adult education institutions from the Republic of Croatia as partners.

Applicants’ partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the

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- modernisation/design of the programme/s will have to be carried out in accordance with the Methodology for modernising existing and/or designing new short programme/s developed with the assistance of the CARDS 2004 *Adult Learning*¹³;
- verification of the new short programme/s has to take place during the duration of the project. All adult education institutions involved in the project will have to take the standard procedure for the verification of programme/s (submission of the completed programme to the Agency for Adult Education to obtain opinion and to the Ministry of Science, Education and Sports to obtain approval¹⁴). In the case of applicants from countries other than Croatia, this verification has to be carried out in the adult education institutions which are partners. Expenses of the verification of the short programme/s cannot be covered by the grant;
- implementation of the new short programme/s (by the leading adult education institution and partner adult education institutions) for a number of participants who will receive certificate upon completion of the programme/s¹⁵. The participants will not cover the expenses of the programme/s.”

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¹⁵ If it is not possible for the participant to take the final exam in the course of the project, that will be made possible for him/her after the end of the project under the same conditions.

Furthermore, we have added the deminimis statement in English to accommodate any adult education institutions from outside of Croatia which might need to fulfil this criterion.

All other parts of the Guidelines for grant applicants remain unchanged.