

# QUESTIONS AND ANSWERS

## Regional network of local learning institutions – grant scheme (2<sup>nd</sup> round) Republic of Croatia

### 1. Publication reference

EuropeAid/129021/M/ACT/HR

### 2. Procedure

Open

### 3. Programme

IPA

### 4. Financing

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

### 5. Contracting Authority

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

<b>PITANJA I ODGOVORI</b>	<b>QUESTIONS AND ANSWERS</b>
<p>P1. Može li javna ustanova za obrazovanje odraslih izraditi prijavu na natječaj budući da se nalazi u fazi čekanja Riješenja Ministarstva znanosti, obrazovanja i športa za početak rada ustanove?</p> <p>O1. U poglavlju 2.1.1 Uputa za prijavitelje stoji da, kako bi bio prihvatljiv, prijavitelj mora biti pravna osoba. Nadalje, u poglavlju 2.4 stoji da, prijavitelji koji su provizorno odabrani moraju podnijeti određene dokumentacijske dokaze, kao što su statut institucije, primjerak registracije, bankovni račun, financijski identifikacijski obrazac, deminimis izjava, kao i dokaz o upisu u bazu Agencije za obrazovanje odraslih. Ako Vaša organizacija čeka Riješenje o početku djelovanja, nećete moći dostaviti potrebne dokumente obzirom da još niste pravna osoba.</p>	<p>Q1. Can a public adult education institution submit an application to this tender if it is awaiting a Decision from the Ministry of Science, Education and Sports for commencement of its operations?</p> <p>A1. Under Section 2.1.1 of the Guidelines for grant applicants, it states that in order to be eligible for a grant, applicants must be legal persons. Furthermore, in Section 2.4, it states that applicants which have been provisionally selected must provide certain documentary proof such as the institution's statute, legal entity form, bank accounts, financial identification form, deminimis statement, as well as proof of registration in the AAE database. If your institution is awaiting a Decision for commencement of its operations, you will not be able to provide the documents necessary as you are not yet a legal person.</p>

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<p>P2. Je li moguće preko natječaja izabrati do 30 kvalitetnih predavača i platiti ih preko projekta bilo da dolaze iz privatnog sektora (to je dopušteno) ili iz javnog (strukovne škole)?</p> <p>O2. Predavače je moguće izabrati i platiti iz proračuna projekta ako dolaze iz privatnog i javnog sektora. Jedino ograničenje je da predavači ne mogu biti plaćeni iz proračuna projekta ako su iz institucije prijavitelja ili partnera (gdje su javni djelatnici) jer se taj iznos u tom slučaju mora prikazati kao sufinanciranje.</p>	<p>Q2. Is it possible to select up to 30 high quality lecturers through a tender and pay for their services through the project if they come from the private sector (as permitted) or from the public sector (VET schools)?</p> <p>A2. Lecturers can be selected and paid through the project budget if they come from the private sector or from the public sector. The only limitation is that lecturers cannot be paid from the lead applicant institution/partner institutions' (civil servants) because this amount must be shown as co-financing.</p>
<p>P3. Mogu li prijavitelj i partner (obrazovna institucija) pripremati jedan zajednički program kojeg će zajedno verificirati te mogu li onda taj program provesti na način da se dio programa provodi u jednoj instituciji, a dio u drugoj? Ili se program u cijelost mora provesti zasebno u jednoj instituciji, a zasebno u drugoj, dakle rezultirati s dvije grupe polaznika?</p> <p>O3. Kao što je navedeno u poglavlju 2.1.2 Uputa za prijavitelje, sve ustanove za obrazovanje odraslih uključene u projekt će morati proći standardnu proceduru verificiranja programa (podnošenje gotovog programa Agenciji za obrazovanje odraslih na stručno mišljenje i Ministarstvu znanosti, obrazovanja i športa na Riješenje o odobrenju za provođenje). Nadalje, stoji da novi/e kratki/e program/e treba provesti ustanova prijavitelj za obrazovanje odraslih i partnerska ustanova za obrazovanje odraslih. Znači, svaka institucija će verificirati program i provesti ga s grupom polaznika.</p>	<p>Q3. Can the applicant and partners (adult learning institutions) prepare one mutual programme together which they will verify together? Can that programme be implemented in a way that part of the programme is implemented in one institution, while part is implemented in another institution or does the programme have to be entirely implemented in one institution, and entirely implemented in the other with two groups of students?</p> <p>A3. As stated in Section 2.1.3 of the Guidelines for grant applicants, 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 approval). Furthermore, it states that implementation of the new short programme/s must be carried out by the leading adult education institution and partner adult education institutions. Therefore, each institution must verify the programme and implement it to a group of students.</p>

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<p>P4. Pri postupku verifikacije programa osposobljavanja pri Ministarstvu znanosti, mogu li jedan program zajedno prijaviti dvije ustanove, na primjer dva pučka otvorena učilišta? Ako je to moguće, jesu li te dvije ustanove onda obvezne stalno taj program provoditi zajedno ili ga mogu provoditi odvojeno neovisno jedna od druge? Ako obje institucije moraju proći kroz postupak verifikacije, čemu onda partnerstvo, onda mogu i same provesti program, nema razmjene? Što se ovim natječajem smatra razmjenom programa?</p> <p>O4. Dvije institucije mogu razviti zajednički program i verificirati ga pri MZOŠ-u, i očekuje se da će svaka institucija provesti program na pilot grupi. Nadalje, vezano za Vaše pitanje o svrsi partnerstva, htjeli bismo istaknuti da jačanje kapaciteta kroz mrežu ustanova može doprinijeti poboljšanju usluga svake pojedine ustanove razmjenom iskustava, metoda, osoblja unutar partnerstva, poboljšanju kvalitete rada ustanova slabijih kapaciteta i jačanju sektora obrazovanja odraslih općenito. Ustanove koje nemaju kapacitet za vlastite projekte mogu također imati koristi kroz regionalnu mrežu iz ove grant sheme. Vrste i oblici razmjena se reguliraju aktivnostima koje navedete u svom projektu; na primjer, svaka partnerska ustanova može biti odgovorna za stvaranje jednog programa i onda ćete imati na raspolaganju nekoliko programa.</p>	<p>Q4. Can one mutual programme be verified by the Ministry of Science, Education and Sports for two institutions, for example by two open institutes? If possible, must the two institutions constantly carry out the programme together or can they be carried out separately? If both institutions must pass through the verification procedure, what is the point of the partnership; if each institution is able to implement the programme individually, there is no exchange of programmes. Where is the exchange of programmes in this tender then?</p> <p>A4. A mutual programme can be developed by two institutions and verified by MSES, and it is expected that each institution will implement the programme on a pilot group. Furthermore, in relation to your question on the purpose of partnerships, we would like to point out that 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 networks institutions that do not have the capacity for individual application can also benefit from the grant scheme. The exchange of programmes is regulated by the activities specified in your project; for example, each partner institution can be responsible for creating 1 programme and you would then have several programmes at your disposal.</p>
<p>P5. Možete li nam pojasniti ulogu revizora, odnosno protežu li se njegove zadaće i na vrijeme realizacije projekta?</p> <p>O5. Za projekte čiji je iznos veći od 100 000 EUR-a, potrebno je imati vanjskog revizora za verifikaciju troškova. To znači da, prije podnošenja međuzvješća i/ili završnog izvješća (opisnog i financijskog dijela), revizorska tvrtka provodi reviziju troškova. Zadaće revizora su opisane u Dodatku VII (posebno u Dodatku 2a ToR-a).</p>	<p>Q5. Can you please explain to us the role of an auditor, specifically whether or not his/her assignment covers the period of project implementation?</p> <p>A5. For projects larger than 100,000 EUR, it is necessary to have an external auditor for expenditure verification. This means that, prior to delivery of the interim and/or final report (narrative and financial sections), the auditing company performs expenditure verification. The tasks of the auditors are explained in detail in Annex VII (especially in Annex 2a of the Terms of Reference).</p>

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<p>P6. Ulazi li trošak izrade projekta u budžet? Gdje i kako da se vidi da se radi o sufinanciranju?</p> <p>O6. Ne. Troškovi vezani za izradu projekta nastaju prije potpisa ugovora i kao što je navedeno u PRAG-u u poglavlju 6.2.8 (Neretroaktivnost), dodijeljena bespovratna sredstva mogu pokriti samo troškove nastale nakon datuma potpisivanja ugovora o dodjeli bespovratnih sredstava. Sufinanciranje ćete prikazati u proračunu koristeći 3. list proračuna (izvori financiranja) gdje ćete navesti iznos i izvor sufinanciranja.</p>	<p>Q6. Can the expense related to project development be included in the budget? How do we portray co-financing in the budget?</p> <p>A6. No. The expenses related to project development occur prior to signing of the contract and as stated in PRAG Section 6.2.8 (Non-retroactivity), grants may only cover the costs incurred after the date on which the grant contract is signed. Co-financing in the budget will be portrayed using sheet 3 of the budget (sources of financing) where you will state the amount and source of co-financing.</p>
<p>P7. Što se podrazumijeva u rečenici: "moraju se podnijeti u elektroničkom obliku (CD) u odvojenoj i zajedničkoj mapi (obrazac prijave ne smije biti podijeljen u nekoliko mapa). Uvezene tri kopije i jedan original i CD se predaju u jednoj omotnici? Gdje mogu naći informaciju na kojem dijelu omotnice treba pisati naziv prijavitelja, a na kojem dijelu adresa za dostavu? Je li propisan font i razmak između redova prilikom pisanja projekta?</p> <p>O7. Ova rečenica iz poglavlja 2.2 Uputa za prijavitelje znači da papirnatu verziju vašeg projektnog prijedloga također treba staviti na CD i aplikacijski obrazac mora biti snimljen kao jedna mapa – a ne podijeljen u nekoliko različitih mapa. Tri kopije, 1 original i CD moraju biti dostavljeni u jedinstvenoj omotnici. Kako biste ispunili omotnicu ispravno, navedite sve potrebne informacije kao što je opisano u poglavlju 2.2 Uputa za prijavitelje. Informacije o tome gdje navesti adresu pošiljatelja, a gdje adresu primatelja se mogu dobiti od Hrvatske pošte. Što se tiče veličine slova i razmaka, molimo koristite veličinu slova i razmak koji je već sadržan u aplikacijskom obrascu.</p>	<p>Q7. What is meant under Section 2.2 of the Guidelines for grant applicants when it states that "must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files)." Should the three copies, 1 original and CD be delivered in one envelope? Where can I find information on where to write the applicants' name on the envelope and where to place the address for delivery? Is the font and spacing prescribed for project proposals?</p> <p>A7. This statement under Section 2.2 of the Guidelines for grant applicants means that the paper version of your project proposal must also be placed on a CD and the application form must be scanned as one file – not split into several different electronic files. The three copies, 1 original and CD must be delivered in one envelope. To fulfil the envelope correctly, be sure to include all the necessary information as listed under Section 2.2 of the Guidelines of grant applicants while information on where to place the delivery and senders' addresses can be attained from the Croatian postal services. For font and spacing, please use the font and spacing already included in the Application Form.</p>