PROGRAMME MANUAL

3.2. The use of SYNERGIE CTE during the Application procedure

Programme cofinancé par le Fonds Européen de Développement Régional (FEDER)

Programme cofinanced by the European Regional Development Fund (ERDF)

3. 2. The use of SYNERGIE CTE during the Application procedure

The following section aims to provide guidelines for applicants in order to submit a project proposal through the on-line monitoring tool of the Interreg MED Programme, SYNERGIE CTE (for more information about the submission procedure, please refer to section 3.1).

The Application Form and the submission procedure have been designed with the administrative and eligibility criteria[1] and quality assessment criteria[2] in mind, therefore applicants are advised to consider these criteria when completing it.

Here below you'll find the detailed outline of the Application Form to help you in gathering the relevant information from your partners and preparing your answers before filling it. All steps you have to follow have been described. Information/tips to help you to proceed have been also included.

To assist you further, a courtesy Application Form in Word version is available on the Interreg MED Programme website (www.interreg-med.eu).

For any problems that you might experience with the submission of your proposal, please contact the Interreg MED Programme Joint Secretariat: programme_med@regionpaca.fr. Kindly indicate in the object of your mail "Synergie" in order to speed up the treatment of your question.

3.2.1. To take into consideration before start the fill in

It is highly recommended to **gather all the relevant information before starting to fill in** the Application Form, especially the information regarding the partners organisations. Please check the present section of the Programme Manual in order to have an idea of the information you will need.

Submitting any proposal **takes a lot of time**. Kindly foresee enough time to fill in the entire Application Form. Having the information beforehand you will be able to follow each step smoothly. You can save as you go along and complete the information in several steps. Do not under-estimate the time needed to prepare a high quality proposal.

[1] For further information, please refer to section 3.3.1.
[2] For further information, please refer to section 3.3.2.

Kindly remember that in each section a maximum **number of character to be respected has been established**. If you exceed this limit the system usually prevents the save. If you exceed this number, extra characters will not be considered during the evaluation phase.

If you decide to write down your Application Form in a word document, and then you copy paste the text in the system, kindly be aware that the system will not count the number of characters.

The Application Form must be filled in in one of the two official languages of the Interreg MED Programme, **English and French**. The same language must be used all the time. This language would be considered as the language of the project.

Only section [Short description] **must** compulsorily be provided in both languages (English and French). Kindly refer to eligibility criterion A.7, see section 3.3.

As a general rule, the title of the project, the name of the partners, WP, outputs, activities and deliverables should be provided in both languages as well. If the translation of any of these elements is not possible, please indicate the same name in one of the languages twice.

INTRODUCTION TO SYNERGIE CTE

Some **symbols** will inform you about actions that should be implemented. Here below you can find an explanation of the main symbols that you can find on Synergie CTE:

: Click to add a new element.

: Click to modify the information of the element.

: Click to remove the element.

: Click to see an element without modifying the information.

: Click to enter a date, a calendar will pop-up.

: Click to spread out.

: Click to produce the PDF form. For further information please refer to ***Step # 15****.*

[Link]: Click to go further or to create a new element.

On the top of each page of the Application Form, you will find three links to go to the previous chapter of the Application Form, to the Index of the Application Form and to the Next chapter of the Application Form.

Previous chapter | Index | Next chapter

<u>Remember to click on the bottom Save in each page.</u>

In some pages you will find **two “Save” buttons**.

Save

Tick box if you have finished inputting information on this screen (chapter)

Save

Click always first on the first button. Then enter in the section again and tick «Tick box if you have finished inputting information on this screen» and click on the second Save button. Thus you will be allowed to follow your progression. **If you click just on the second button the information will not be recorded.**

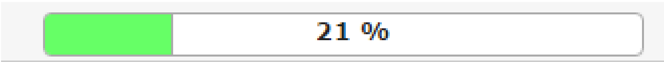
When the data is successfully recorded, a green message will appear on the top of the screen.

- Information updated

In the Application From index, you will see a green tick every time that you have declared that a section has been completely filled in or when the section is filled in automatically by the system. This will help you to follow up you progress.

- **I PART A - Project summary**
- 1. A.1 Project identification
- 2. A.2. Project short description
- 3. A.3. Project budget summary
- 4. A.4. Project partners overview
- 5. A.5. Project statistic information

On the right up corner, you will have as well a progress bar that will show you how many has been completed.



You will have to enter the information via the section «**Enter main elements**» or through the «**Index**» of the Application Form. Specifications are indicated in this document. You are invited to fill in all the information required in each single section according to the order established in this document in order not to forget any relevant information.

In each page, you will find **guidance** about the type of information that is expected in each section of the Application Form.

Text boxes in yellow have to be filled in. If they are kept empty, you might have issues to submit your application.

If the system requests to provide any information not compulsory in both languages, kindly include the same text in both boxes or enter “N/A” in the empty box in order to continue the submission of the Application Form.

Coherence checks shall be made during the whole period of the drafting of the Application Form; it is not recommended to wait until the final stages unless Lead Partner disposes of enough of time for making the necessary corrections. Lead Partners are invited to use the coherence check after saving each section of the Application Form. (See **Step # 14**).

Even if SYNERGIE CTE is based on PRESAGE CTE, the on-line monitoring tool of the 2007-2013 programming period, there are some differences that could prevent the correct submission of your proposal. It is warmly recommended to follow the instructions included in the present document in order not to scape any step.

STEPS TO THE ONLINE SUBMISSION PROCESS

The following stages have been identified in order to assist applicants during the application procedure. Detailed step-by-step procedures can be found in the present document.

- *Creation and validation of the Lead Partner account (Steps # 1 to 5)*
- *Creation and summary of the proposal (Steps # 6 to 7)*
- *Creation of the partnership (Step # 8)*
- *Project description, work plan, budget, indicative time plan (Steps # 9 to 13)*
- *Validate the Application form (Steps # 14 to 15)*
- *Upload compulsory annexes (Step #16)*

3.2.2. Creating the Lead Partner account

First, applicants wishing to submit a proposal have to create a Lead Partner account for SYNERGIE CTE. The Lead Partner has to do this by choosing a login and password, which will allow him to enter the system, work on the Application Form and upload the compulsory annexes at any time until the submission deadlines (two different deadlines according to application procedure detailed in section 3.1 and established in the announcement of the relevant call).

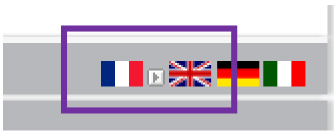
Step # 1. START THE CREATION OF A LEAD PARTNER ACCOUNT

1. Connect to the SYNERGIE-CTE website: https://synergie-cte.asp-public.fr/

2. Click on Create an account on the top bar. A new page appears.

3. Click on Create a user account for the Interreg MED Programme

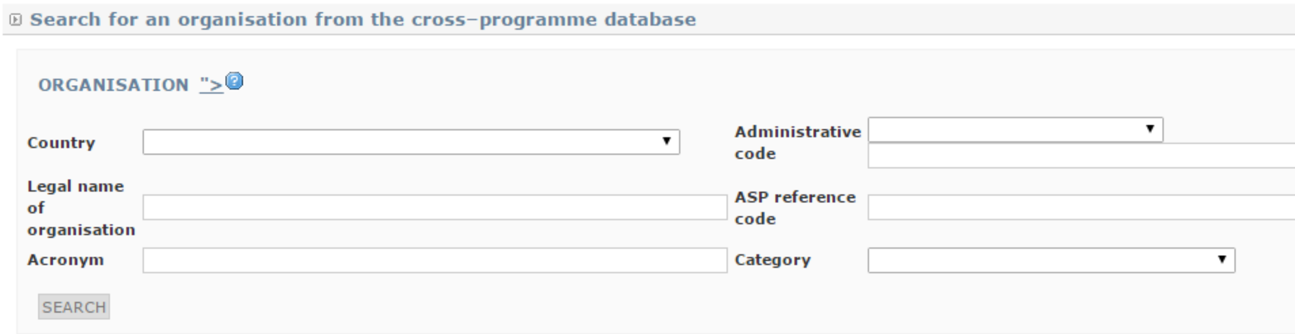
▲On the top right corner of the page you can select the language of the screen. In the framework of the Interreg MED Programme only English and French are available.



Step # 2. SEARCH AN ORGANISATION

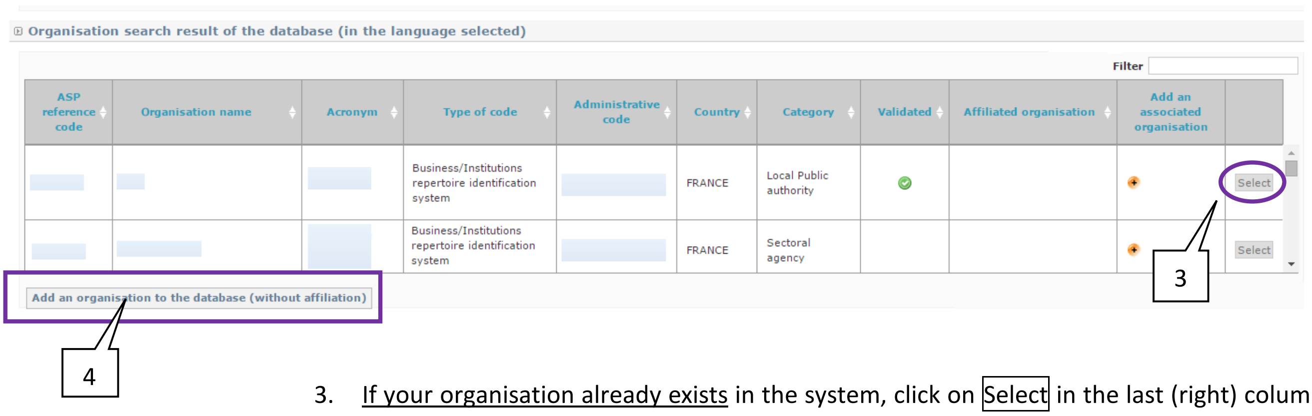
Search the Lead Partner organisation into the cross–programme database using the fields proposed. The research is made in the language of the page.

1. Include at least one of the information requested in the form (Country, Name, Acronym, Administrative code, ASP reference code[3], Category[4]) and click on Search.



2. A list of relevant organisations according to the information entered will appear. Kindly look for your organisation.

For example, if we select France, the list of all French partners included in the database will appear.



3. If your organisation already exists in the system, click on Select in the last (right) column of the table and go to **Step # 4. CREATE A CONTACT.**

▲ If your organisation is already in a proposal or participating in any other programme using SYNERGIE CTE as an on-line monitoring tool, you should be recorder in the system. Kindly be sure that your organisation is not in the database before creating a new one.

4. If your organisation does not exist, you have to create it by clicking on Add an organisation to the database and go to **Step # 3. CREATE AN ORGANISATION**.

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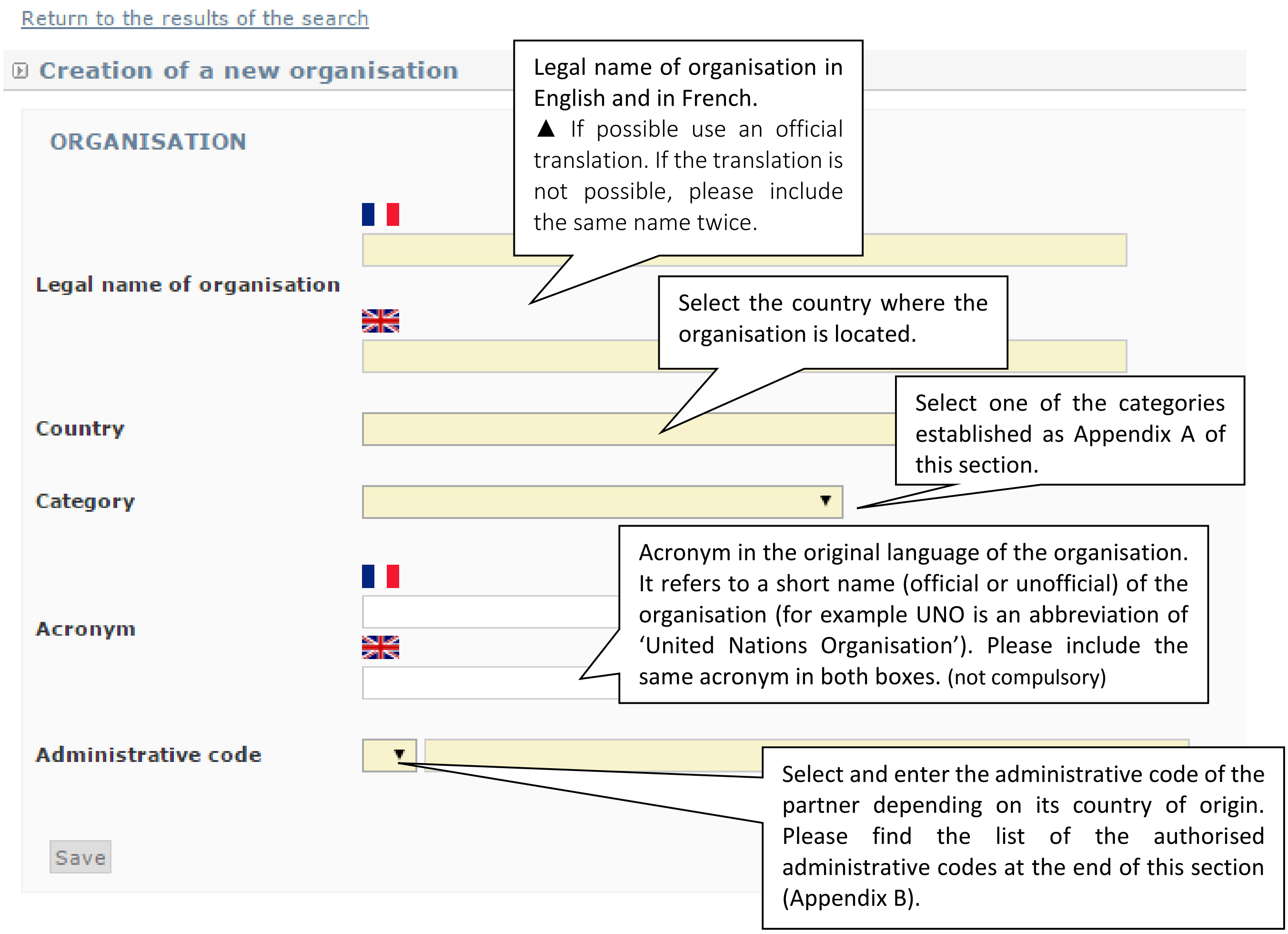
[3] This is the number provided by the system.

[4] A list of categories of partners is available as Appendix B of this section.

Step # 3. CREATE AN ORGANISATION

1. Fill in the requested information. Fields in yellow are compulsory.



2. Click on Save

3. If the administrative code is not correct an error message will appear.

The format of the administrative code is incorrect

▲ Please find the list of the authorised administrative codes and the format in which these codes should be presented as Appendix B of this section. Should you encounter any problem in filling in the administrative code, you must contact the JS as urgently as possible (programme_med@regionpaca.fr).

Step # 4. CREATE A PROJECT CONTACT

1. Once you have selected/created your organisation, you have to include a contact.

2. Fill in contact details (Name/First name; Email address; Address (please include the address of the organisation); Postcode; City; Country; NUTS2/NUTS3)

▲ Please note that this contact will receive all the official communications by e-mail from the Interreg MED Programme during the selection procedure. Fields in yellow are compulsory.

3. Create your password respecting the following rules:

▲ The password must be composed of 6 to 16 characters, containing at least 1 letter, 1 numeric character and 1 special symbol.

4. Fill in the captcha

▲ For the captcha, if the picture is not clear enough, you can click on the first blue button to change it.

5. Click on Save.

6. If the data has been recorded correctly, a message appears in the top green box.

- Your account has been created. An e-mail link has been sent to you to allow you to validate your account

▲ Now the Lead Partner account has been created!

▲ Before starting drafting the Application Form, the Lead Partner account must be validated, see Step # 5. If you try to log in directly, an error message appears.

Step # 5. VALIDATE THE LEAD PARTNER ACCOUNT

In order to validate the Lead Partner account, SYNERGIE CTE will send an activation link by e-mail to the contact person. It can take a few minutes for the e-mail to arrive, so be patient and make sure to check the spam box.

Once you received the e-mail, click on the [link] to activate the account.

▲ Be careful, the link is only valid for 60 minutes!

You will be then automatically redirected towards the platform. You can start creating your project proposal.

▲ ONCE THIS STAGE HAS BEEN COMPLETED, PLEASE NOTE THAT YOU CAN LOG IN AND OUT WHENEVER YOU WANT USING THE LOGIN AND PASSWORD YOU HAVE ENTERED IN SYNERGIE CTE.

▲ NOTE DOWN YOUR LOGIN AND PASSWORD AND KEEP IT SAFE. THE INTERREG MED JOINT SECRETARIAT HAS NO LONGER ACCESS TO PASSWORDS, THUS THE JS WILL NOT BE ABLE TO SEND IT TO YOU IF IT IS LOST.

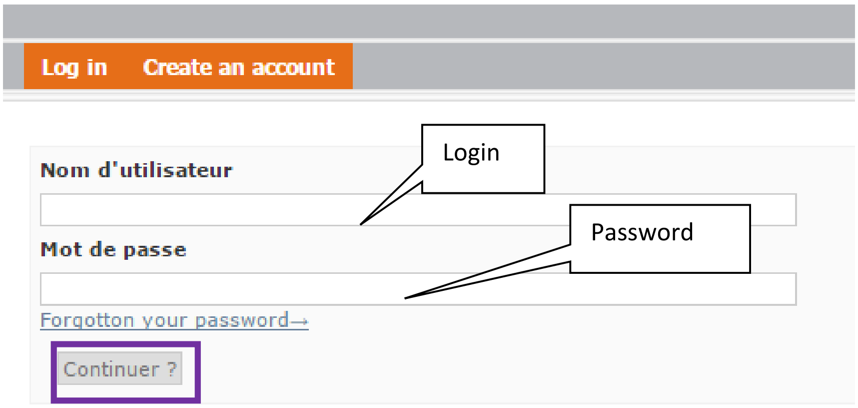
This partner account will allow you creating just one proposal as a Lead Partner. If the same organisation wants to submit several proposals as a Lead Partner, several accounts must be created with different e-mail addresses.

3.2.3. Creating a proposal

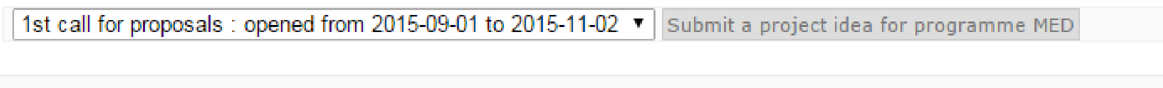
Step # 6. CREATE A PROJECT PROPOSAL

1. Connect to the SYNERGIE-CTE website: https://synergie-cte.asp-public.fr/

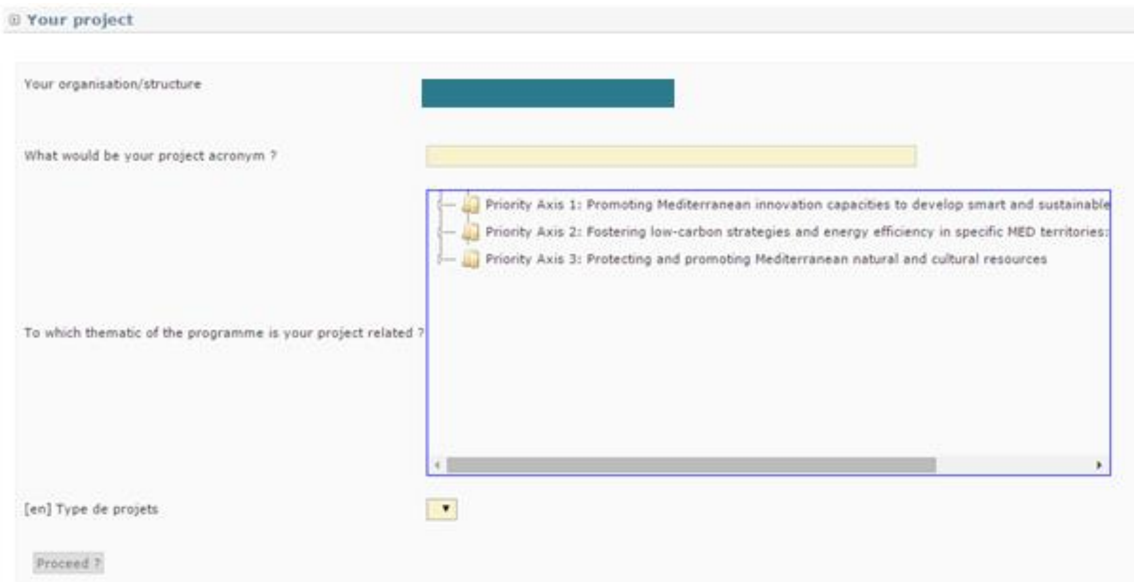
2. Enter your login and password.



3. Please select the option and click on Submit a project idea for programme MED. The project home-page appears.



4. Complete the project's name and acronym. This last one should be short, memorable, easy to pronounce and "catchy". For more information, please refer to section 2.5.3.



5. Select the Priority axe – Investment priority – Specific objective to which your project is linked; as well as the type of project you wish to submit. For more information refer to the Terms of Reference of the relevant call.

6. Click on Proceed.

7. The Application Form index page appears.

▲ If you log out, this screen will automatically appear when you log back in.

You can now start filling in the Application Form.

▲ The Lead Partner is in charge of the application for the whole partnership. Partners do not have access to the platform until the project is approved by the Programme.

The Application Form is composed of 4 main sections (a courtesy Application Form in Word version may be found on the Interreg MED Programme website – www.interreg-med.eu):

PART A – Project summary
PART B – Project partners
PART C – Project description
PART D – Project budget

▲ Kindly be reminded that the quality assessment of the proposals will be composed oftwo phases, as described in section 3.3.2. In the first assessment phase only some sections of the Application Form will be taken into consideration. Pay special attention while drafting these sections in order to ensure a good evaluation of your proposal. For more information please refer to section 3.3.2 and figure 33.

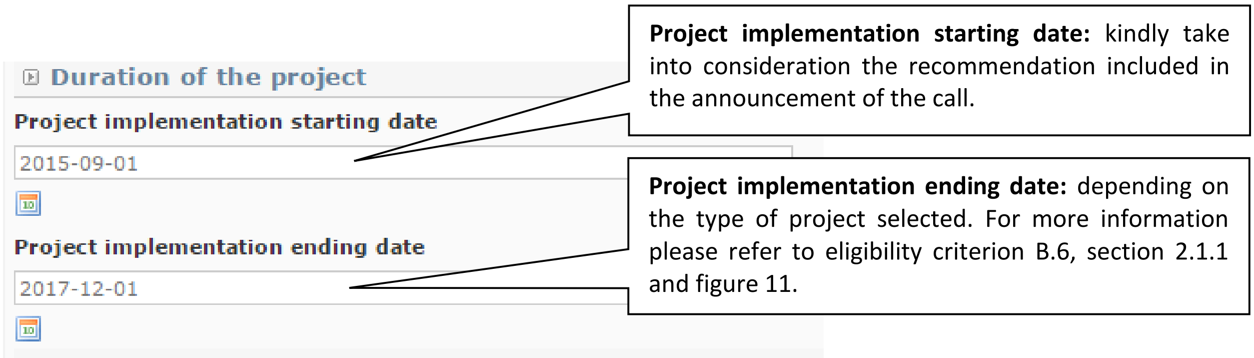
▲ It is imperative to start filling in the Application Form by clicking on Enter main elements. As you will see, some sections of the Application Form will be pre-filled based on the information you have provided in these sections.

It is strongly advised to fill in the main elements following the horizontal menu on the top of the page. The sections included in the horizontal menu (Description, Partners, Deliverables, Expenditure, Work plan & Indicators) provide the key elements of your project and information will automatically be used for the other sections of the Application Form.

Step # 7 PROJECT SUMMARY

1. On the Application Form index page, click on Main elements and go to tab Description.

2. Fill in the implementation starting and ending dates.



▲ It is warmly recommended always to use the first day of the month as starting date and the last day of the month as ending date.

▲ The number of months of the project will be automatically calculated by the system[5]. In order to see the number of months calculated, on the Application Form index page, click on 1. A.1 Project identification. Kindly take into consideration the eligibility criterion B.6, and section 2.1.1. If the time limit is not respected the system will prevent the submission of the proposal.

Duration of the project	Starting date	2015-09-01	Number of months
	Ending date	2017-12-01	28

3. Include a short description of your proposal.

Please give a short overview of the project (in the style of a press release): The content must be an overview of the project, starting by a simple phrase about what is new/original in the project. This short description of the project will be used in publicity material and on the website of the Programme, so it should be clear and accessible for all potential stakeholders.
This section should not exceed 1500 characters (including spaces) and must be filled in in English and French. Kindly take into consideration the eligibility criterion A.7, please refer to section 3.3.

4. Indicate the reference language. The language selected will be used in the communications. Kindly use this language in order to fill in the Application Form.

5. Click on Save

[5] Please note that if you establish as starting date «January 1st, 2016» and as ending date «January 1st, 2017» the system will calculate a project duration of 13 months. Please check always the months calculated by the system.

6. You will come back to the Application Form index page. Click on Enter main elements.

7. Tick the box and click on the second Save button in order to see you progression on the Application Form index page. Every completed page will have a green tick at the end of the section name.

8. You will come back to the Application Form index page. Click on Enter main elements.

▲ At the end of each section, kindly tick a box if you have finished entering information on this page

9. Proceed with the tab Partners

Step # 8 PARTNERS

In this section you must add all partners participating in the project proposal. After adding each one of them you are requested to provide information for each partner by clicking on the name of the partner.
Some other relevant partners' information will be included in ***Steps # 8.5, 8.6, 8.7****.*

▲ It is warmly recommended to gather all the information regarding each partner before starting to fill in this section, and please do this as soon as possible.

Step # 8.1 Add a new partner

1. On the Application Form index page, click on Main elements and go to the tab Partners.

2. Click on Add a partner and follow **Steps # 2 and 3** in order to search and/or create the partners organisation.

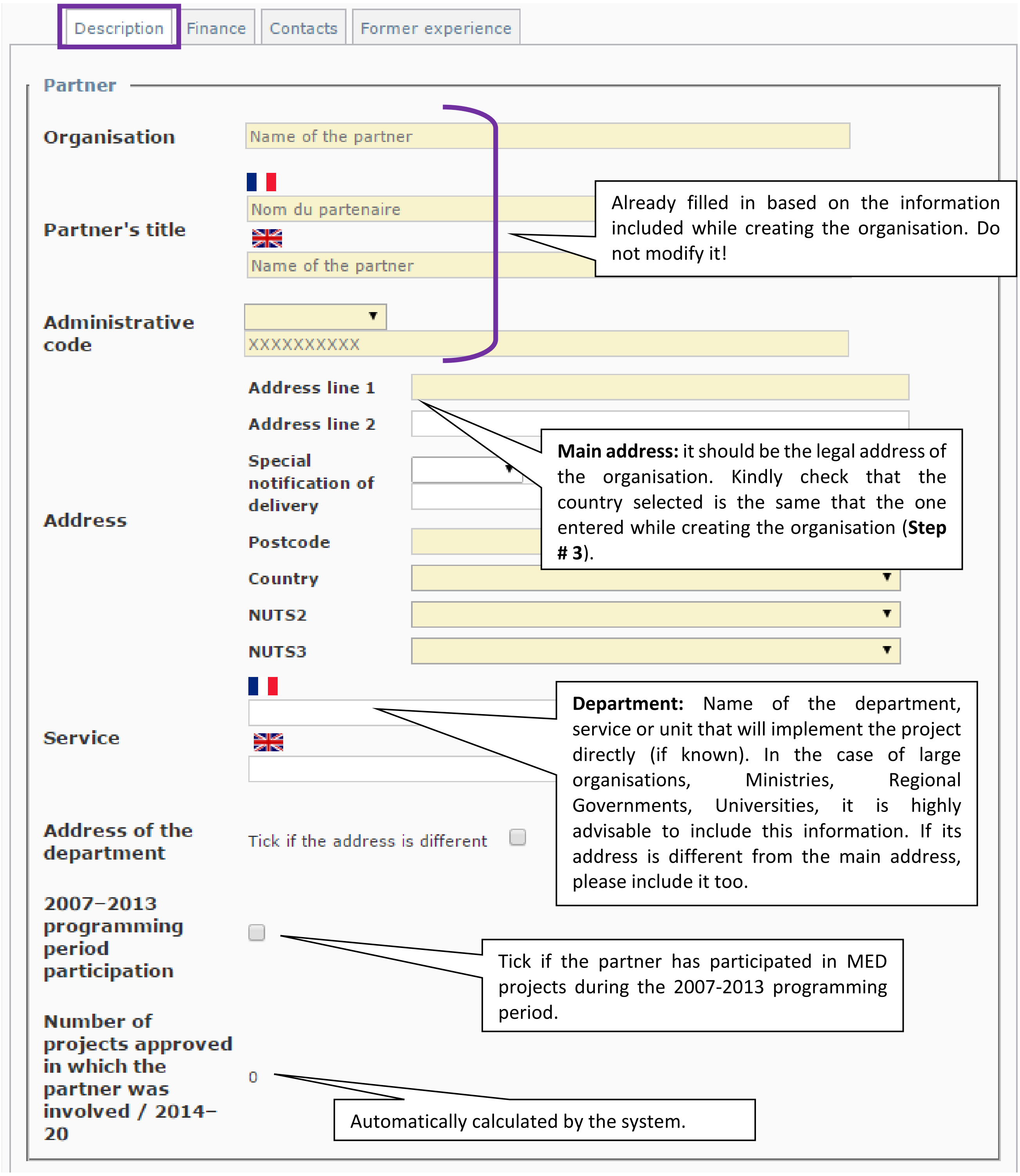
▲ Before creating a new organisation be sure that it is not yet in the cross-programme database. If the partner has been included in another proposal it is likely that it already exists.

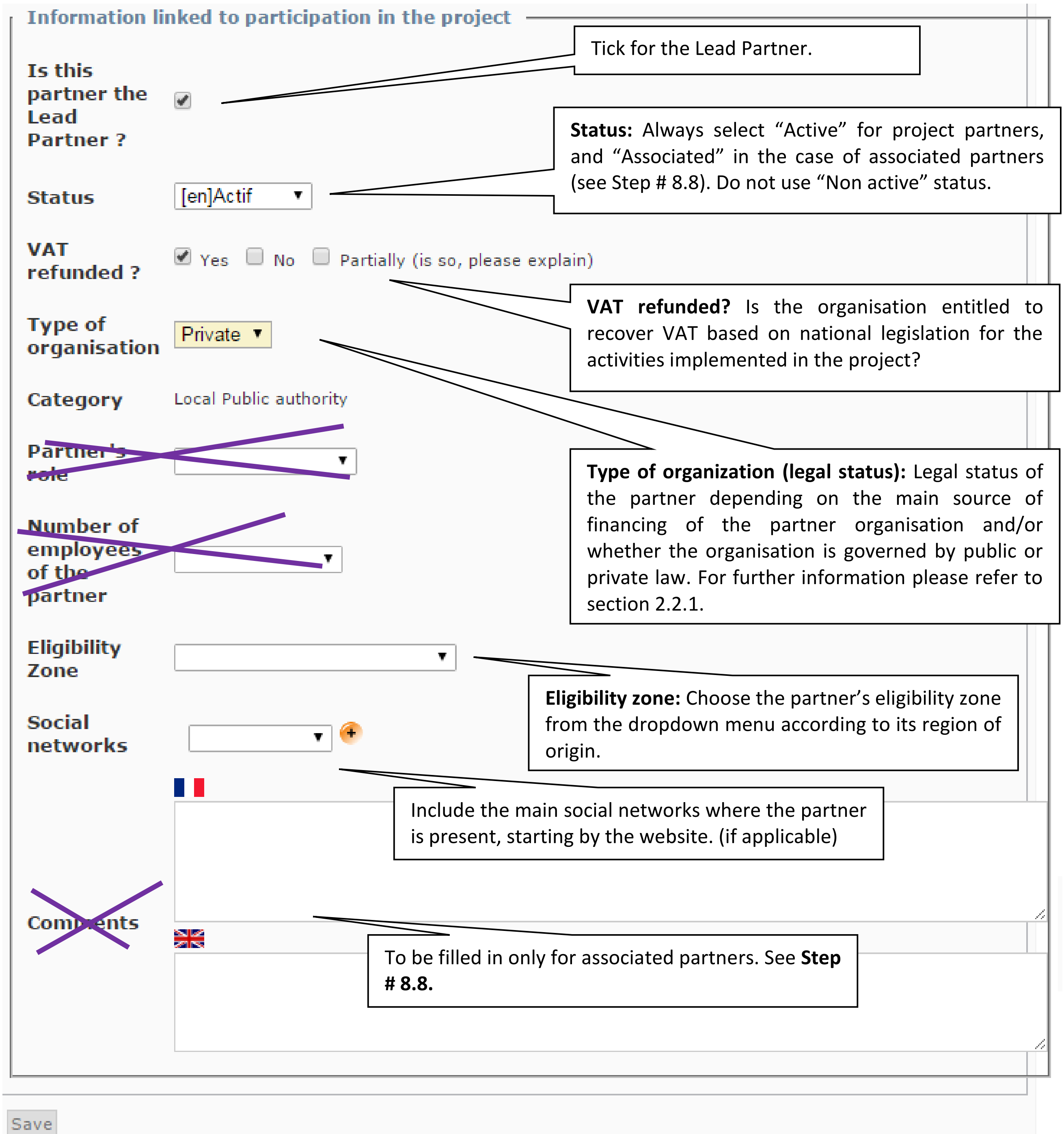
3. Once the partner has been added, fill in the information by clicking on the name of the partner. You can start with the Lead Partner.

▲ It is strongly advised to fill in the partner information following the horizontal menu on the top of the page. The sections included in the horizontal menu (Description, Finance, Contacts, Former experience) provide the key elements of your project and information will automatically be used for the other sections of the Application Form. All fields in yellow are compulsory.

Step # 8.2 Partner's Description

1. Enter the requested information:





2. Click on Save and go to the tab Finance

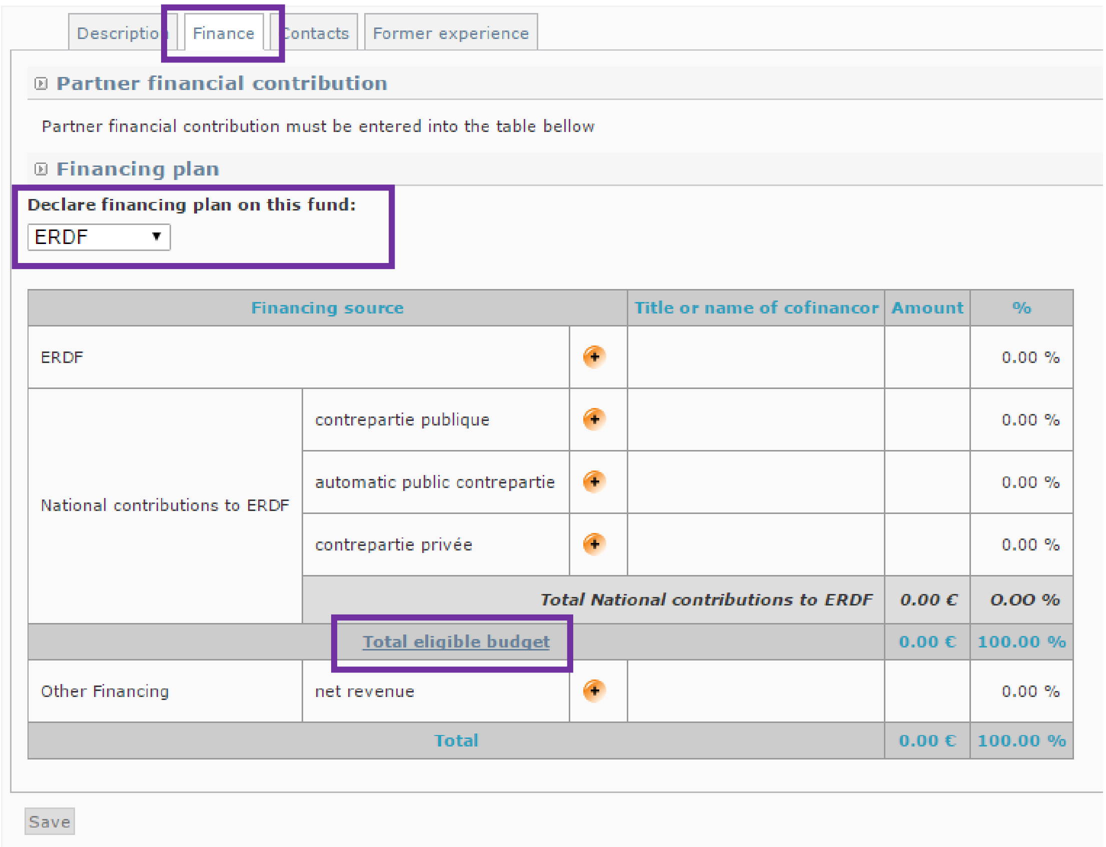
▲ Do no forget to fill in the rest of partner's information (Steps # 8.5, 8.6, 8.7).

Step # 8.3 Finance

For each partner, in this section, you have to enter the financial contributions, both ERDF/IPA Funds and national co-financing for the related partner. The remaining budget not covered by EU funds has to be covered by each project partner (co-financing). For more information please refer to section 2.2.4.

▲ To enter amounts, please enter the amount without any coma or full stop: 100000. The amount will automatically appear like this: 100,000.00€. If you need to enter decimals use the full stop to separate the decimals, like this: 0.63€.

1. Please select the fund (ERDF/IPA Funding) according to the country of origin of the partner[6].
2. Click on the link Total eligible budget.


Description | Finance | Contacts | Former experience

Partner financial contribution

Partner financial contribution must be entered into the table bellow

Financing plan

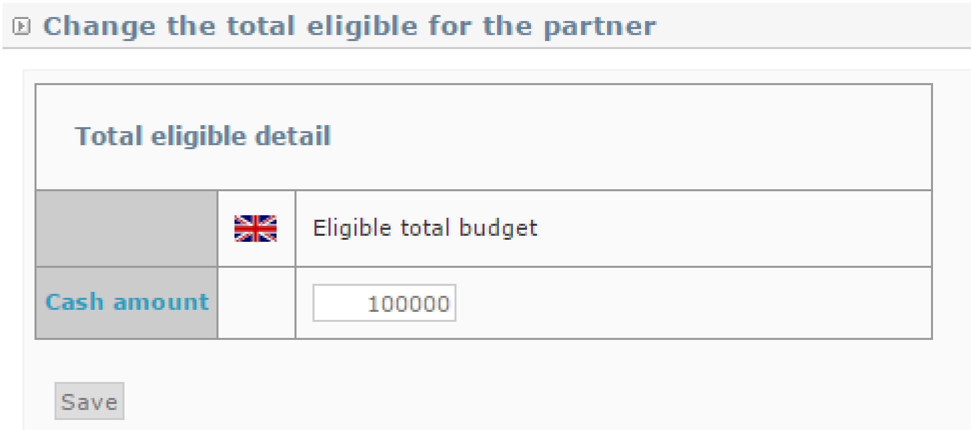
Declare financing plan on this fund: ERDF

Financing source			Title or name of cofinancor	Amount	%
ERDF		+			0.00 %
National contributions to ERDF	contrepartie publique	+			0.00 %
	automatic public contrepartie	+			0.00 %
	contrepartie privée	+			0.00 %
	Total National contributions to ERDF			*0.00 €*	*0.00 %*
	Total eligible budget			0.00 €	100.00 %
Other Financing	net revenue	+			0.00 %
Total				0.00 €	100.00 %

Save

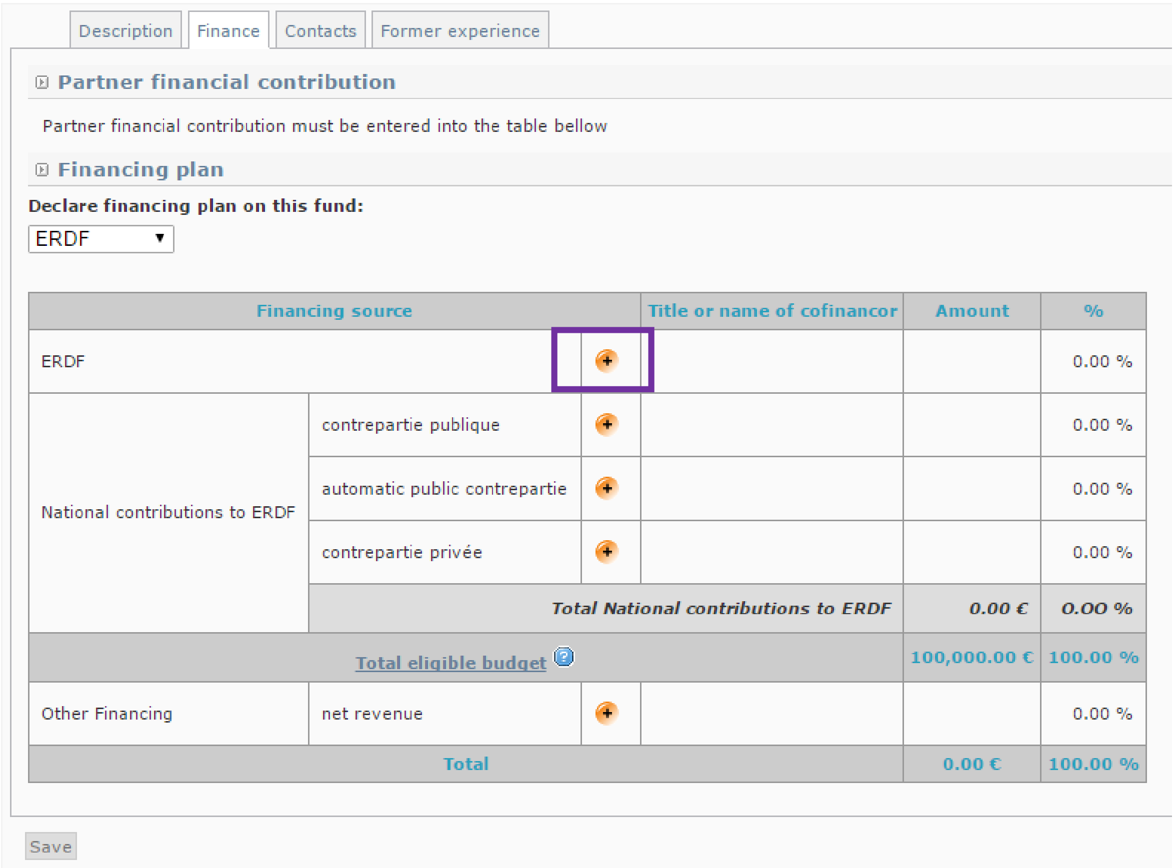
[6] ERDF = UE partners.
IPA Funding = partners from Albania, Bosnia and Herzegovina and Montenegro.

3. Enter the total eligible budget for the partner (here 100.000 € as an example).



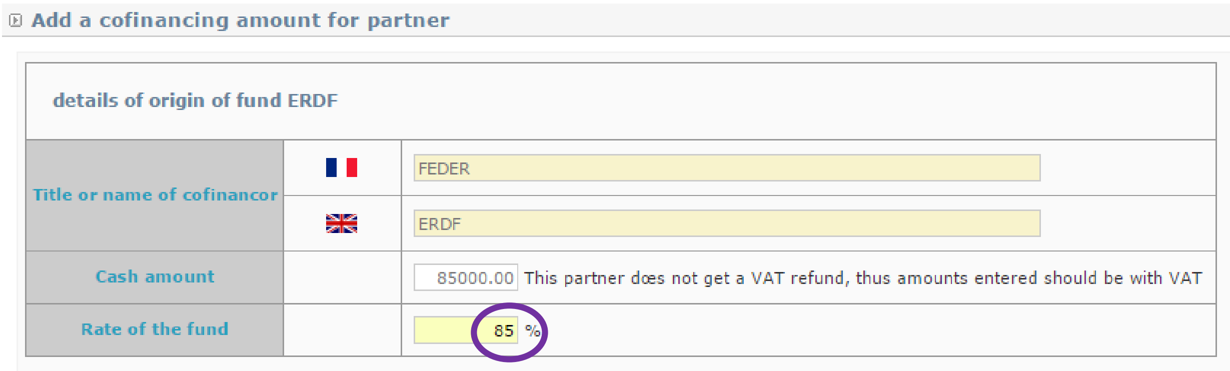
4. Click on Save

5. Back on the Finance Plan page, click on next to ERDF/IPA Funding.



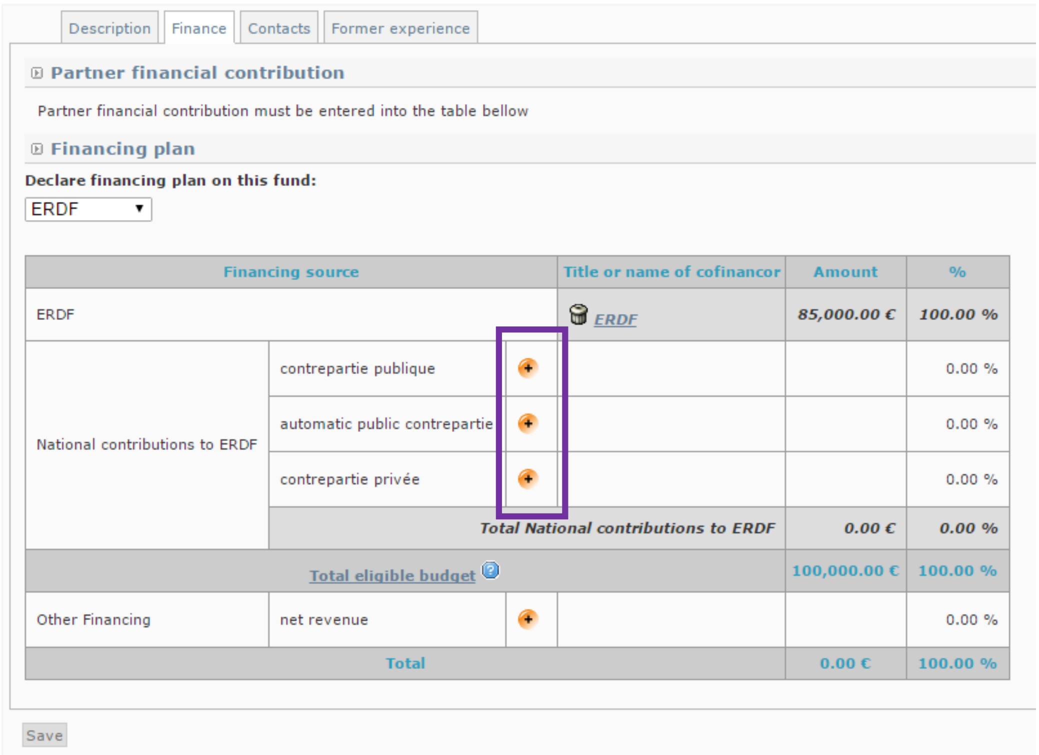
6. The EU funded budget is automatically calculated (here 85.000€).

▲ The ERDF/IPA Funding co-financing rate used per partner is the maximum % established (85%). In the case of SMEs acting under GEBER, please change the co-financing rate to 50%. For more information refer to section 2.4.9.



7. Click on Save

8. Back to the Finance Plan page, click on next to the type of national co-financing to be used by the partner[7]:



[7] In the case of IPA partners, private contribution is not allowed.

▲ Public partners usually use public or automatic co-financing, while private partners use private co-financing. To know if you can benefit from an automatic co-financing please contact your national authority.

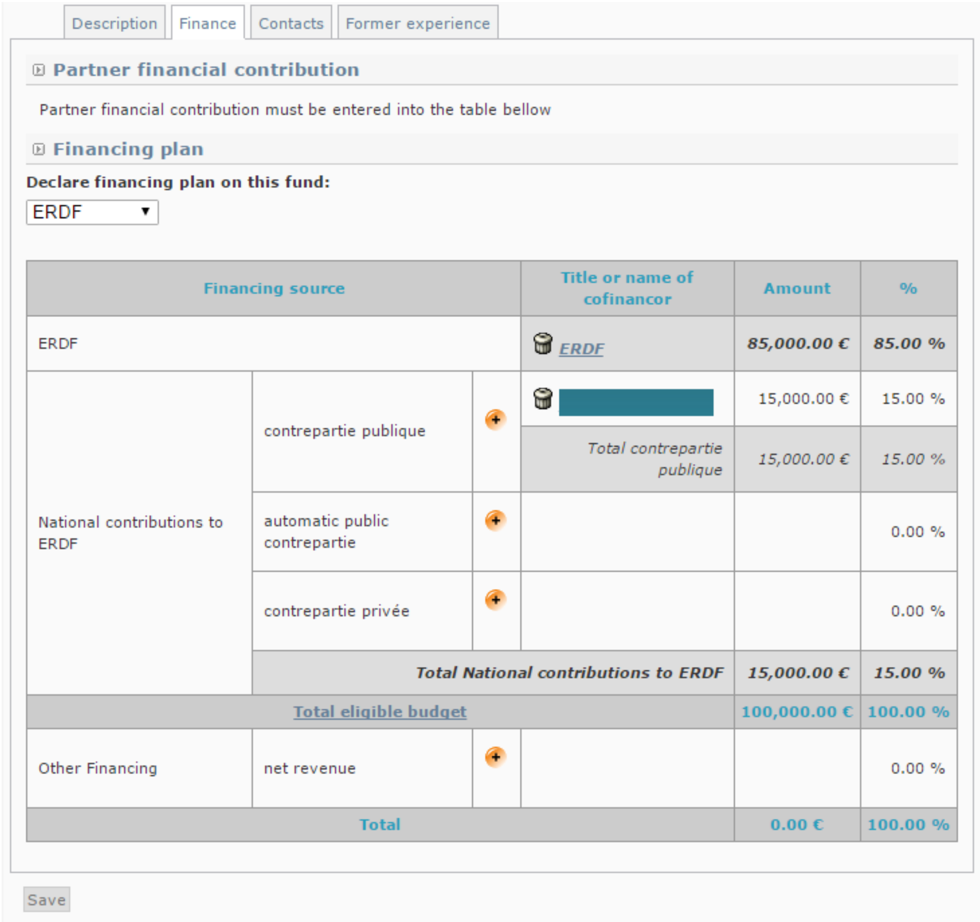
9. Select the origin of the contribution. The following screen appears.

<u>If the partner uses its own contribution</u>, tick the box “the co-financing comes from the partner’s internal financial resources”. The name of the partner organisation will automatically appear in the yellow box.
<u>If the partner uses an external source of contribution</u>, do not tick the box “the co-financing comes from the partner’s internal financial resources” and include the name of the external source in the yellow box of the first table.

10. Insert the cash amount for the co-financing (here 15.000€, since 100.000€ budget – 85.000€ programme funded budget = 15.000€ for co-financing).

11. Click on Save.

12. A summary table will appear.



Description | Finance | Contacts | Former experience

Partner financial contribution

Partner financial contribution must be entered into the table bellow

Financing plan

Declare financing plan on this fund:

ERDF

Financing source			Title or name of cofinancor	Amount	%
ERDF			ERDF	85,000.00 €	85.00 %
National contributions to ERDF	contrepartie publique			15,000.00 €	15.00 %
			Total contrepartie publique	15,000.00 €	15.00 %
	automatic public contrepartie				0.00 %
	contrepartie privée				0.00 %
	Total National contributions to ERDF			15,000.00 €	15.00 %
Total eligible budget				100,000.00 €	100.00 %
Other Financing	net revenue				0.00 %
Total				0.00 €	100.00 %

Save

▲ If the amount is not correct this symbol will appear  next to [Total eligible budget]. Click on it and a message with mistake information will be shown. Please make the necessary arrangement in order to correct the situation.

▲ Kindly remember that for each partner this amount must be coherent with the co-financing amount included in the partner declaration. For more information please refer to eligibility criterion B.5 and section 3.3.1.

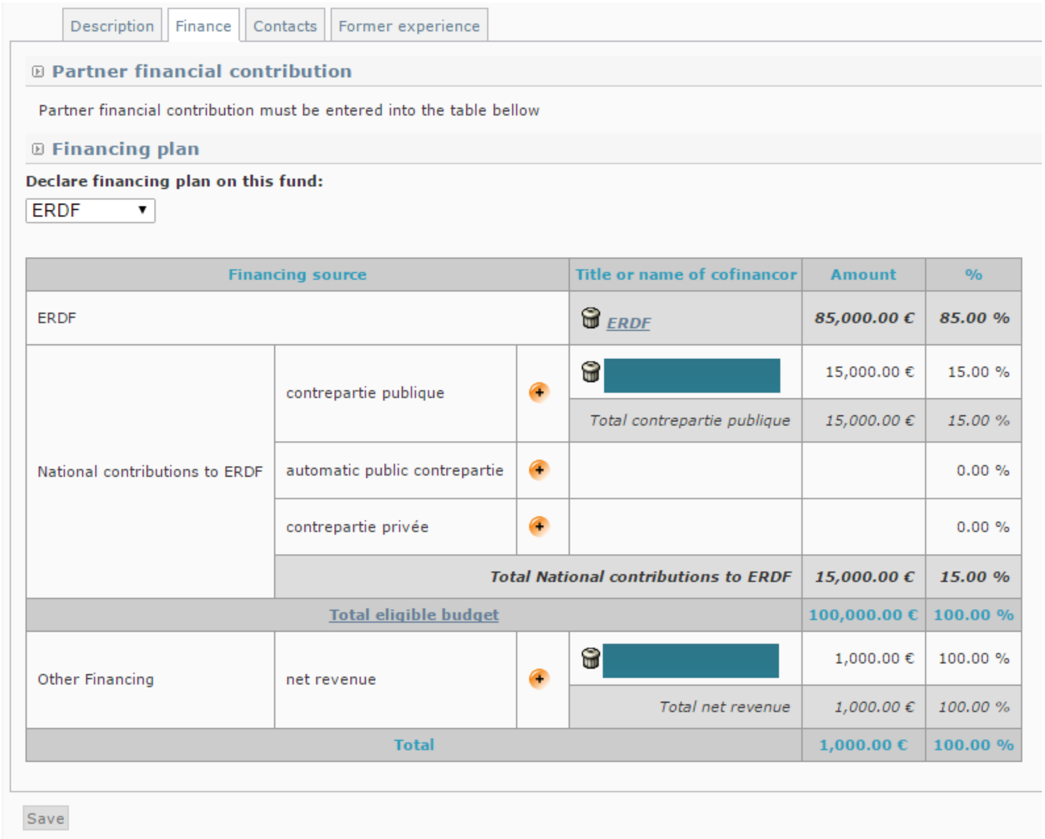
<u>If a partner foresees **NET REVENUES** in the framework of the project:</u>

13. Back to the Finance Plan page, click on next to Net revenues.

14. Tick the box “Check this box if this financing comes from your own resources”. Enter the amount of the foreseen net revenues and include in the comment box a description of how these net revenues will be obtained.

15. Click on Save

The budget for each partner should look like this.



Financing source			Title or name of cofinancor	Amount	%
ERDF			*ERDF*	***85,000.00 €***	***85.00 %***
National contributions to ERDF	contrepartie publique			15,000.00 €	15.00 %
			Total contrepartie publique	*15,000.00 €*	*15.00 %*
	automatic public contrepartie				0.00 %
	contrepartie privée				0.00 %
	Total National contributions to ERDF			***15,000.00 €***	***15.00 %***
Total eligible budget				**100,000.00 €**	**100.00 %**
Other Financing	net revenue			1,000.00 €	100.00 %
			Total net revenue	*1,000.00 €*	*100.00 %*
Total				**1,000.00 €**	**100.00 %**

16. Click on Save and go to the tab Contact.

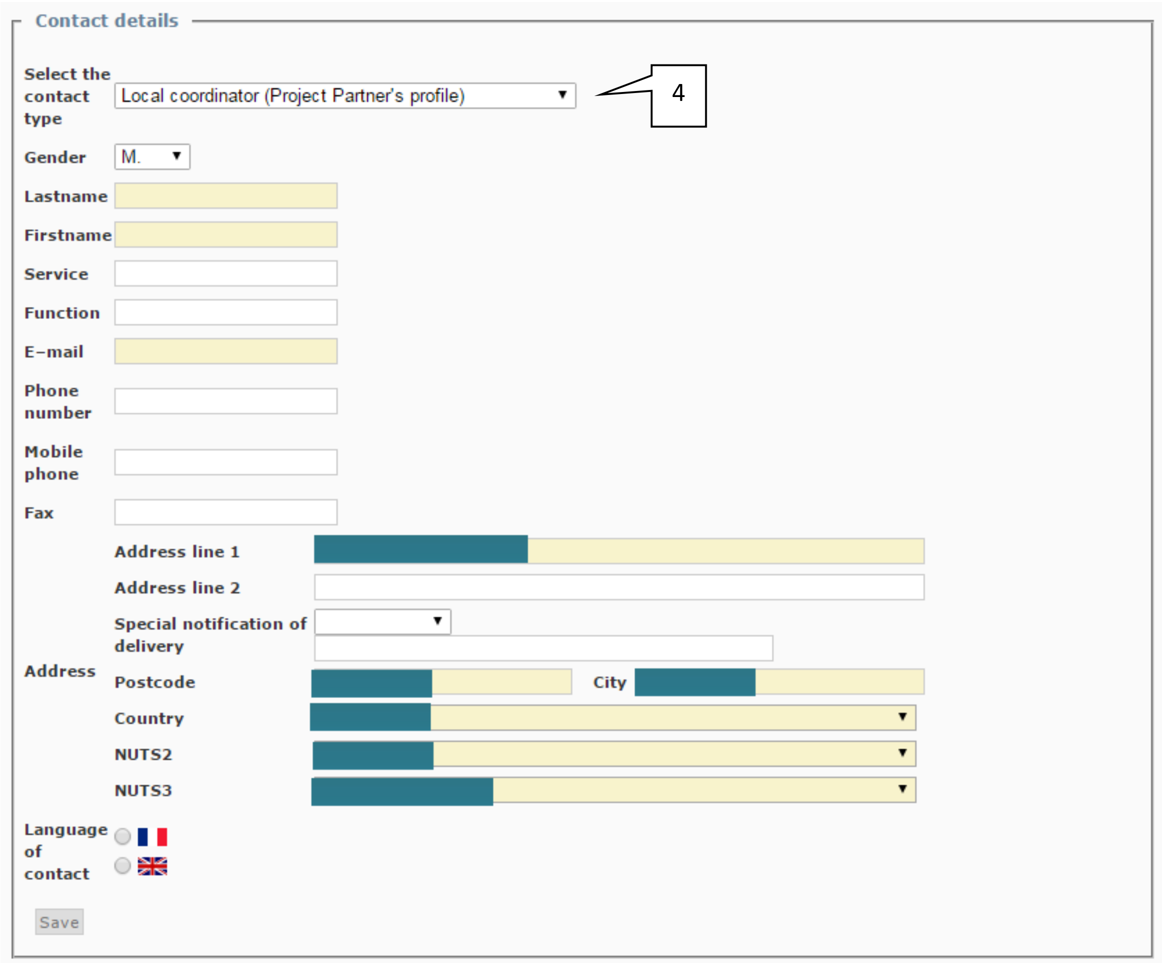
Step # 8.4 Contact

For each partner, you must provide contact details of the Legal Representative and a contact person at least.

1. Click on Add a contact and then Create a new contact.

2. In the case of the Lead Partner, the contact person that created the Lead Partner's account (see Step # 4) will appear. Please select for him/her the contact type [Project coordination (Lead Partner's profile)].

3. Click on Create a new contact. A new page appears.



▲ Some information regarding the partners organisation will already be filled in, please do not modify it. Yellow fields are compulsory.

4. Select the contact type: At this stage please select the following types of contacts:
   - For the Lead Partner:
     - Legal representative
     - Project coordination (Lead Partner's profile)
   - For the rest of the partners:
     - Legal representative
     - Local coordinator (Project Partner's profile)

5. Fill in at least Gender, Name, First name and email address. And choose the language of communication for the contact. Kindly remember that this language will be used in the communication from the Programme.

▲ Please note that the contacts of the Lead Partner will receive all the official communications from the Interreg MED Programme during the selection procedure, so be sure that these contacts are members of the Lead Partner structureand that their e-mail addresses are always active.

▲ The remaining contact types will be entered after the approval of the project.

6. Click on Save

▲ Tab Former experience: You do not need to fill in this section. The issues will be addressed later in the form, see **Step # 8.7**.

7. When all tabs are completed, click on Save in the left corner.

You will come back tothe tab Partners of the main elements section.

To add a partner click on Add a partner (see Step # 8.1) and repeat the same procedure used for adding the Lead Partner (see Step # 2-3). It is highly possible that your partners will not be in the database. Make sure to enter the information properly when creating a new organisation. Please fill in the horizontal menu for each partner following the same procedure.

▲ The Partnership should be built respecting a number of principles that correspond to eligibility criteria. Please refer to these criteria in section 3.3.1, making sure your partnership respects the rules.

Step # 8.5 Additional partner's information

1. On the Application Form index page, click on B.1.1. Additional partner's information and enter the following information:

   √ **Name of partner in original language**

   √ **If the partner is public:** If the partner is public according to the information entered in **Step # 8.2** - Information linked to participation in the project; please select: Public or Equivalent public body. For more information please refer to section 2.2.1.

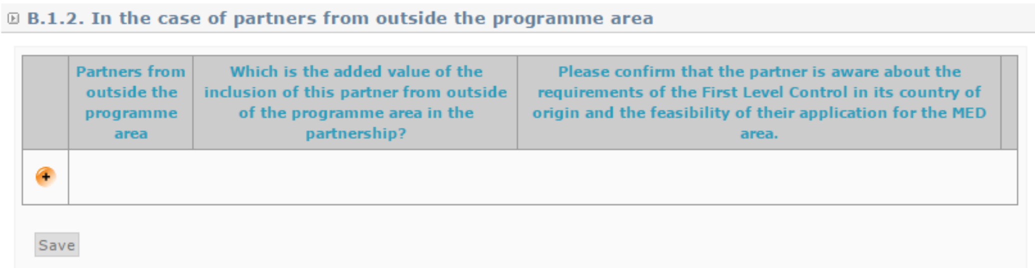
▲ In the case of large organisation, Ministries, Regional Governments and Universities, the following information shall be considered at the level of Department/Unit (if possible). The sub-structure has to be identified in the partner's description (See Step # 8.2 – Service)

- √ **Partner structure annual total budget (in €)**[8]
- √ **Budget dedicated to EU programmes by the partner structure (in €):** Indicate the average budget of the partner organisation devoted to European projects. This amount will allow to assess the financial capacity of the organisation during the project implementation. This information would be especially relevant if the same organisation is included in several proposals of the same call or if it's already participating in on-going projects.
- √ **Total staff of the partner structure (full time equivalent[9])[10]**
- √ **Staff dedicated to EU programmes (full time equivalent):** Indicate the average staff (full time equivalent) dedicated to European projects. This information will allow to assess the capacity of the organisation for implementing the project. This information would be especially relevant if the same organisation is included in several proposals of the same call or if it's already participating in on-going projects.

2. Click on Save and on Index on the top bar in order to come back to the Application Form index page.

Step # 8.6 Partners from outside the Programme area

1. On the Application Form index page, click on B.1.2. In the case of partners from outside the programme area. This page appears.



B.1.2. In the case of partners from outside the programme area

	Partners from outside the programme area	Which is the added value of the inclusion of this partner from outside of the programme area in the partnership?	Please confirm that the partner is aware about the requirements of the First Level Control in its country of origin and the feasibility of their application for the MED area.

Save

2. Click on , and select the partners from outside the Programme area. For more information please refer to section 2.2.1.

3. Answer the questions.

4. Click on Save and on Index on the top bar in order to come back to the Application Form index page.

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[8] List: 500.000 or less; 500.001 to 1.000.000; 1.000.001 to 3.000.000; 3.000.001 to 10.000.000; more than 10.000.001.
[9] *Full-time equivalent employment is the number of full-time equivalent jobs, defined as total hours worked divided by average annual hours worked in full-time jobs. Source:193 SNA ; http://unstats.un.org/unsd/nationalaccount/glossresults.asp?gID=202*
For example: if there are three people working, one full time and two part time (50%), the full time equivalent employment will be 2 (1 + 0.5 + 0.5).
[10] List: 10 or less; 11 to 50; 51 to 250; 251 to 500; 501 to 1.000; more than 1.001.

▲ If your proposal does not have partners from outside the Programme, area please save this page without entering any information.

Step # 8.7 Partners former experience

The objective of this section is to illustrate and take advantage of previous pertinent experiences (not only MED) in order to justify the choice of each partner, bearing in mind the proposal contents. To define the partner's role and tasks dealing with its acquired experience, general skills and specific competencies.

1. On the Application Form index page, click on B.1.7 Former experience.

2. Fill in the requested information:

   - √ **Is the partner going to participate in another proposal submitted in the present call for proposals?** Select Yes or No.
   - √ **Name (acronym) of the proposals (if known)**
   - √ **Which are the organisation's thematic competences and experiences relevant for the project?** Select one of the items.
   - √ **Comment on organisation's thematic competences and experiences.** Highlight only competences strictly related tothe proposal content and the concrete partners' responsibilities to be developed..
   - √ **Role of the partner in the project.** Select one of the possibilities.
   - √ **What is the benefit for the organisation from participating in the project?** Describe the main benefits for the organisation that explain its participation.

3. Click on Save and on Next chapter in order to go to the chapter B.1.8. Other former experience of the Application Form.

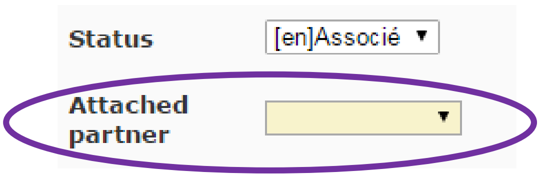
   - √ **Did the partner already participate in a MED Programme project (programming period 2007-2013)?** Select Yes or No.
   - √ **If yes, precise the precise the projects acronym.**
   - √ **When relevant, describe the organisation's experience in participating in and/or managing EU co-financed projects (only programming period 2007-2013) or other international projects.** Precise average project duration and roles of your previous experiences in European programmes. Highlight the skills acquired during these experiences. Include for each relevant experience, the following information: programming period, programme, project acronym, main topic of the project, main outputs and competences developed by the concerned partner. Use "telegram style" in order to condense all relevant information.

4. Click on Save and then on Index on the top bar in order to come back to the Application Form index page.

Step # 8.8 Focus on: Associated partners

In order to include associated partners in your proposal, the following sections must be filled in.

- Identify the partner as "associated partner" in **Step # 8.2** – Partner's description – Information linked to the participation in the project – Status.
- Select the project partner who will support the associated partner participation.

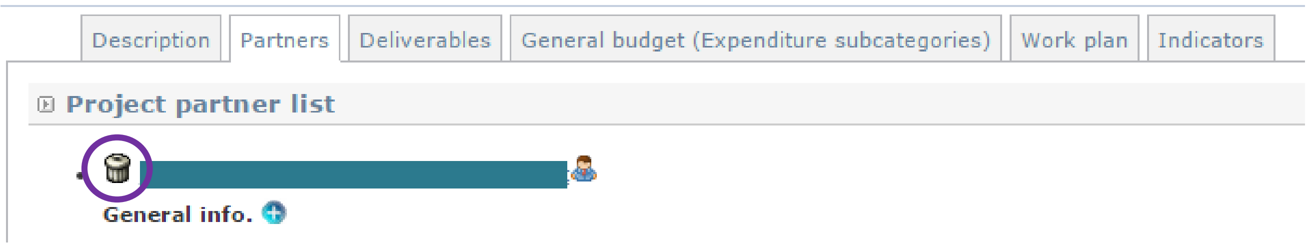


- In section "Partner's description" (See Step #8.2), include in the comment box which is the associated Partner's role and interest in the project
- Do not include any financial information.
- Please include this partner as participating partner in the relevant project activities, and always select "low" involvement. For more information please refer to **Step # 10.4.**

▲ For more information about associated partners, please refer to section 2.1.1.

Step # 8.9 Remove a partner

1. On the tab Partners of the Main elements section, click on in order to remove a partner.



2. The name of the removed partner will appear crossed out.

▲ Kindly note that you will be allowed to add this partner again by clicking on .

Step # 9 PROJECT DESCRIPTION

Step # 9.1 C.1 Project relevance

In this section you have to present the project relevance and its coherence with the transnational principals, Interreg MED Programme specific objective chosen and the type of project selected. For more information refer to section 2.3.2.

On the Application Form index page, click on each question of the section 1. C.1 Project relevance, and enter the requested information. Do not forget to click on Save on each page.

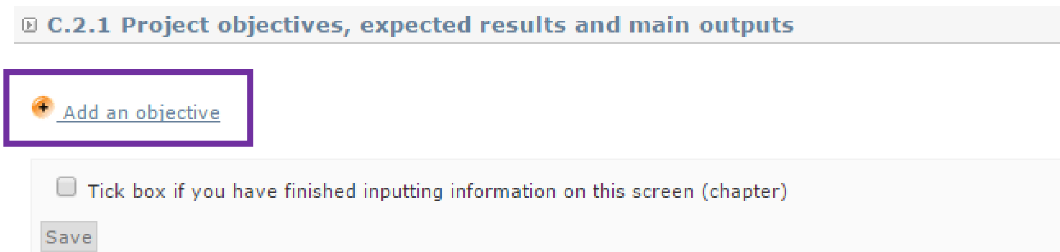
▲ On each page you will find the relevant guidance onhow to fill in each section. You are invited to follow this guidance.

▲ Click on Next chapter on the top bar in order to go to the next section of the Application Form.

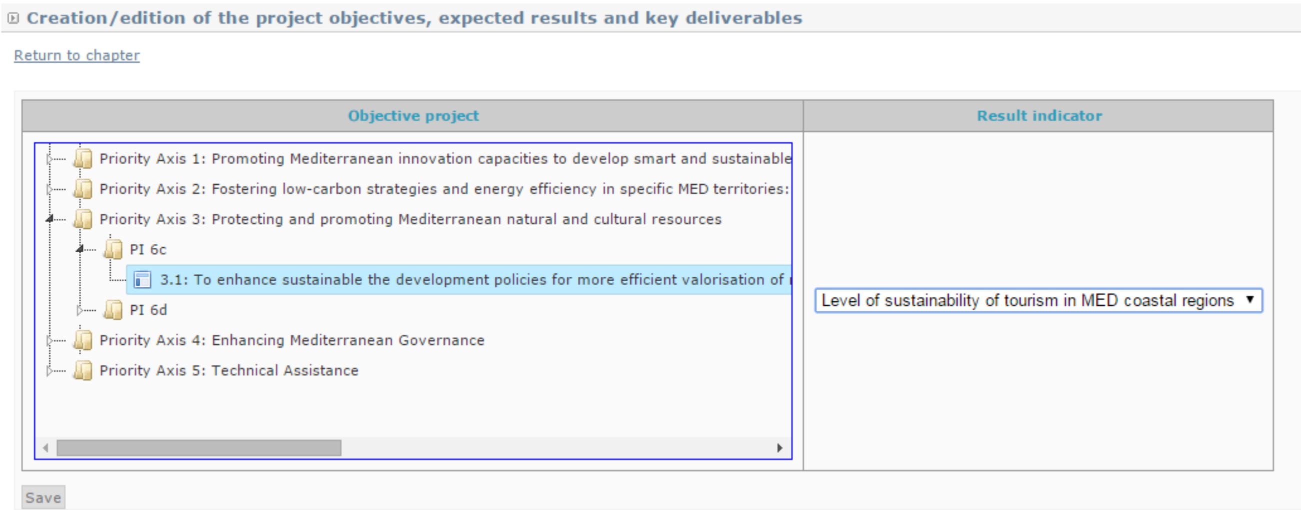
Step # 9.2 C.2 Project focus

In this section you have to present the project intervention logic and to provide the necessary information for the Programme in order to assess the contribution of your project to the achievement of the specific objectives and results of the relevant priority. For more information refer to section 2.3.2.

1. On the Application Form index page, click on C.2.1 Project objectives, expected results and main outputs. A new page appears.

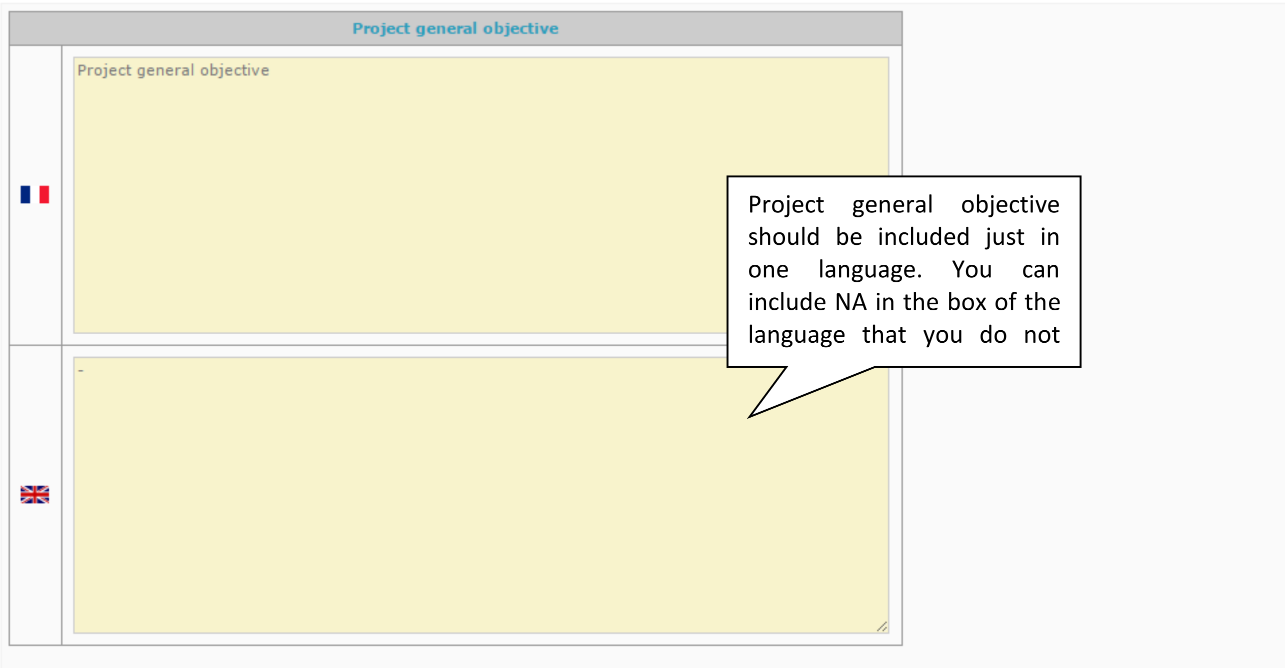


2. Click on , and choose the same Programme specific objective selected when you created your proposal, **Step # 6**. Then select a relevant Programme result indicator in the drop-down menu. For more information refer to section 1.3.3.



3. Click on Save. Several text boxes will appear thus you will be able to continue tofill in the form.

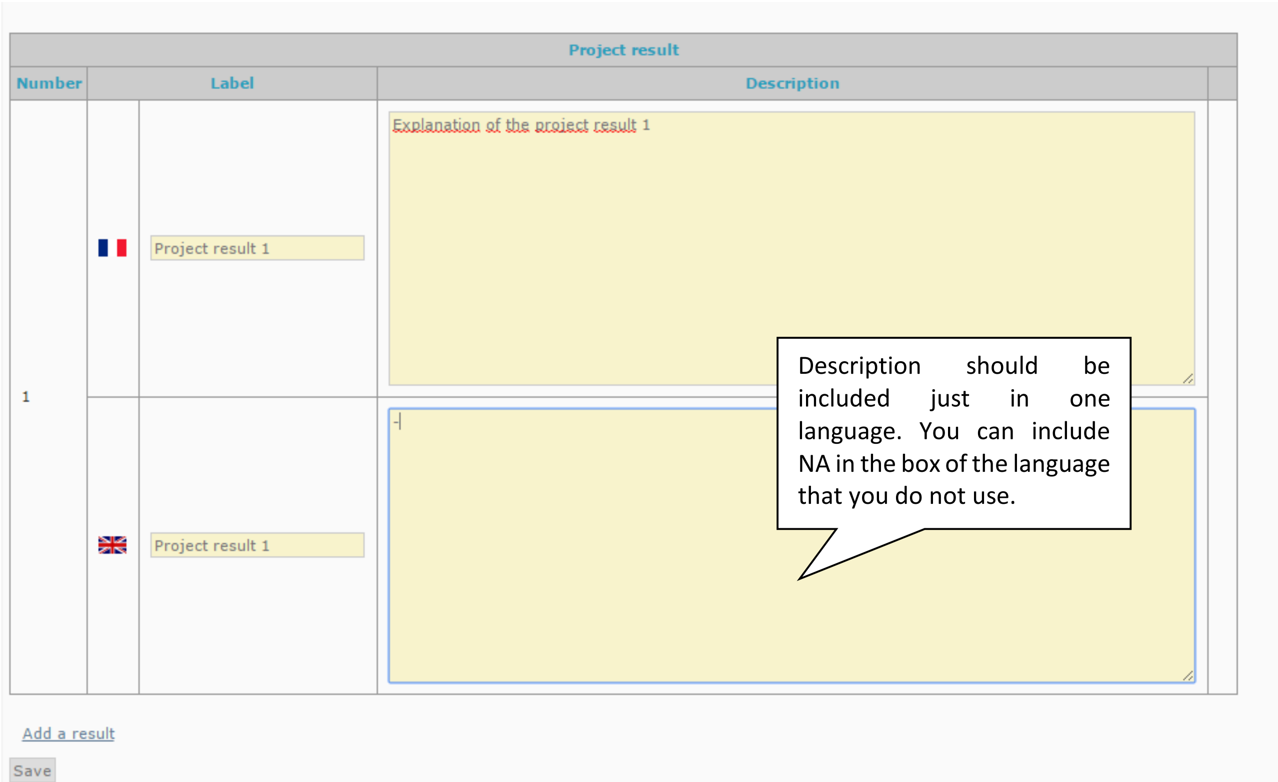
4. Include the project's general objective. **What is the overall objective of the project and how does it link to the programme's objective?** Clearly express the change that the project intends to make compared to the initial situation and outline the strategic focus of the project. It has to be ensured that the project overall objective is fully consistent with the Programme specific objective of reference.



5. Specify and describe the project results (3 maximum). **What are the project results and how do they link to the programme result indicator chosen?** Project results should indicate changes that will be achieved further to its implementation. The explanation should give evidence of how and to which extent the project will contribute to the Programme result indicator chosen. The contribution to the result indicator shall relate not only to the

partnership, but also to the target groups of the project, considering the transferability of project results as well.

You should give a title to each project result, in English and in French if possible, and provide a short explanation on the defined project result and its contribution to the Programme result indicator chosen.

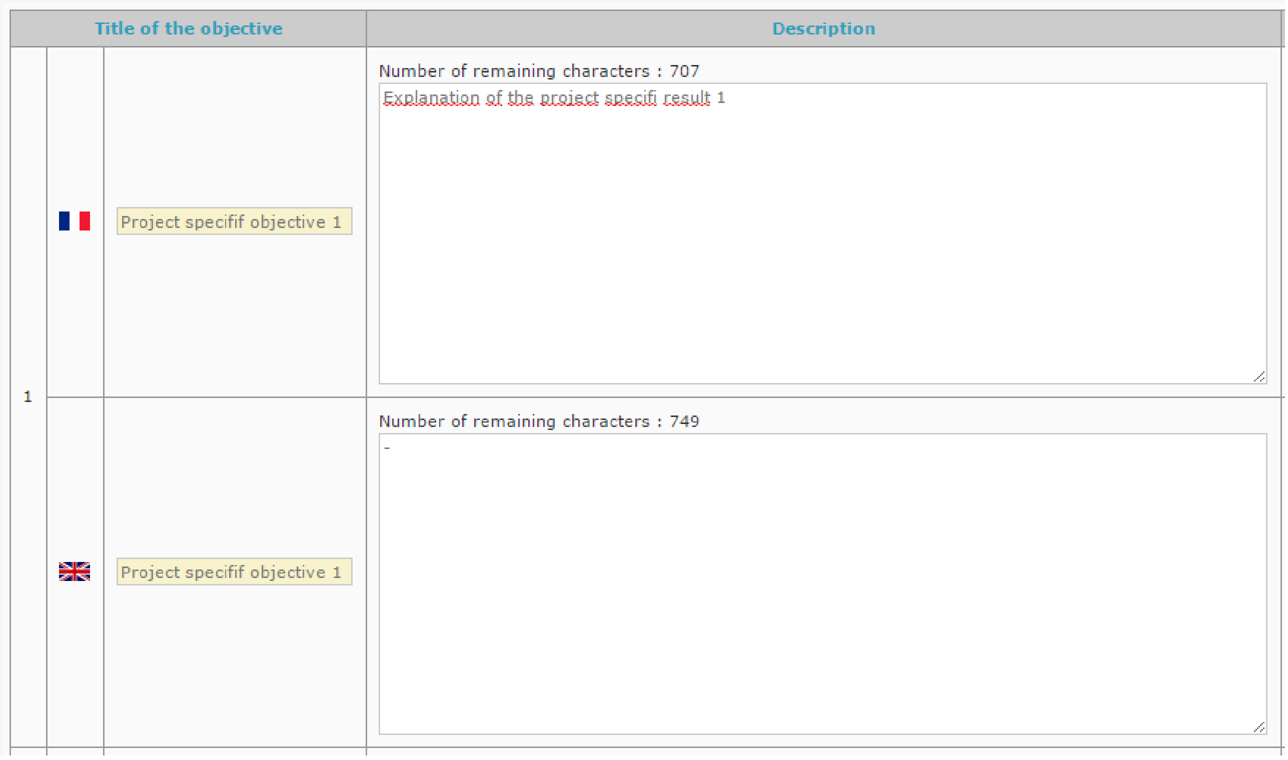


6. If your proposal has more than 1 project results, click on Add a result in order to add additional results.

7. Click on Save. Several text boxes will open thus you will be able to continue to fill in the form.

8. Specify and define project specific objectives. **Which are the specific objectives of the project?** Specific objectives should be concrete and verifiable during implementation. They should address the territorial challenges identified and described in previous section.

   You should give a title to each project specific objective, in English and in French if possible, and provide a short explanation on the defined project specific objective and its link with the project main outputs.



9. If your proposal has more than 1 project specific objective, enter this information in the same page. The maximum number of project results per project is 3.

▲ Kindly note that due to a dysfunction of the system, you may not be allowed to save this section if 3 project specific objectives have not been entered. If your proposal has less than 3 objectives, please include NA in the empty boxes in order to save the information.

▲ Being on this page, you will also have to enter communication specific objectives related to Work Package 2 – Project communication. You can enter them now or later. For more information please go to **Step # 10.2.**

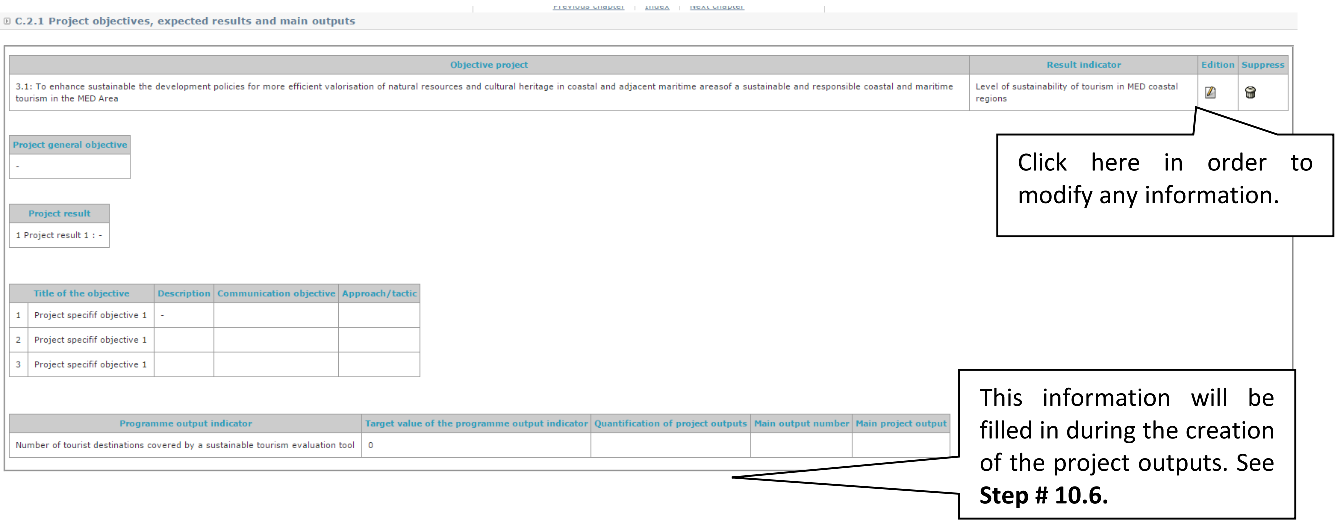
10. Tick the **Programme output indicators** (one or several) related to your project. These Programme output indicators will be used while defining your WP outputs. For more information, please refer to section 1.3.4 and **Step # 10.7**.

	Programme output indicator
☐	Number of instruments available to enhance the development of sustainable and responsible tourism
☑	Number of tourist destinations covered by a sustainable tourism evaluation tool
☐	Number of strategies applying sustainable tourism management criteria
☐	Number of regions and sub-regions engaged (through charters, protocols, MoU) in implementing sustainable tourism plans

Save

11. Click on Save.

12. Click on Return to the chapter on the top in order to come back to section C.2.1. Kindly verify that all the relevant information has been reordered correctly.



▲ DO NOT ENTER ANY ADDITIONAL OBJECTIVE!!!

13. Click on Index on the top bar in order to go to the Application Form index page.

▲ C.2.2 target groups section will be completed later. See **Step # 7.8.**

Step # 9.3 C.3 Project context

On the Application Form index page, click on each question of section 3. C.3 Project context and enter the requested information. Do not forget to click on Save on each page.

▲ In each page you will find relevant guidance onhow to fill in the section. You are invited to follow this guidance.

▲ Click on Next chapter on the top bar in order to go to the next section of the Application Form.

Include past and current initiatives that the project makes use of [Section: 3.4 C.3.2.b. List of synergies.]

1. Click on , and a new page appears.

2. Add a past or current project or initiative that enters in synergies with the proposal. Create a line per project. The following information is required:

   √ **Programme and period:** In the case of MED projects, please include "MED 2007-2013"
   √ **Project (Acronym):** Enter the acronym of the project concerned.
   √ **Deliverable**: Include the name of the deliverable that would be used in the future project. Several deliverables of the same project may be included.
   √ **Description – Linkage with the expected new project deliverables/outputs:** Describe the link between the identified deliverables and the deliverables and outputs foreseen in the proposal.

3. Click on Save after each entrance.

▲ Kindly include a different line for each project or initiative.

4. At the end click on Next chapter in order to go to the next section of the Application Form.

Step # 9.4 C.4 Horizontal principles and evaluation

1. On the Application Form index page, click on C.4.1 Please indicate which type of contribution to horizontal principles applies to the project, and justify the choice.

2. For each Horizontal principle[11], select the type of contribution[12] and describe the effect.

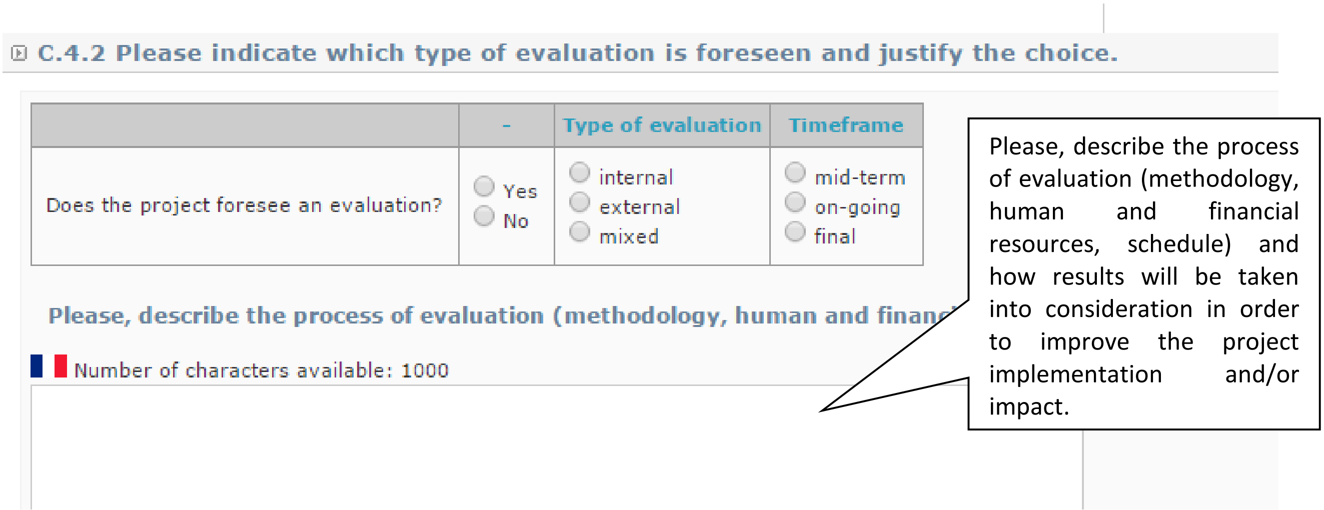
▲ For more information please refer to section 1.2.8.

[11] Sustainable development; Equal opportunities and non-discrimination; Equality between men and women. For more information, please refer to section 1.2.8.
[12] Neutral, positive effects, negative effects.

3. Click on Save and on Next chapter in order to go to the chapter C.4.2 Please indicate which type of evaluation is foreseen and justify the choice of the Application Form. A new page appears.

4. Tick the box if the project foresees an evaluation, and if this is the case the **type** of evaluation and the **timeframe**. Please, describe the process of evaluation (methodology, human and financial resources, schedule) and how results will be taken into consideration in order to improve the project implementation and/or impact.

▲ If you foresee an evaluation, do not forget to include it in your work plan and in your budget.



5. Click on Save and on Index on the top bar in order to come back to the Application Form index page.

Step # 9.5 A.5. Project statistic information

This information facilitates the regrouping of projects according to their thematic interest, approach to innovation and territorial focus (if any). It will also facilitate comparisons among programmes' interventions.

1. On the Application Form index page, click on A.5. Project statistic information. A new page appears.

2. Select among the items proposed:

▲ Multiple choice (more than one choice is possible) in some cases allows a better definition of the project. Nonetheless, projects must attain the principle of concentration and focus in a very limited and coherent set of words.

√ **KEEP[13] key words:** Tick the word (or words) that better identifies your proposal. Please do not select more than 3 words.

√ **Kind of innovation:** Tick the kind of innovation that is more present in your proposal and that defines it (only one choice recommended).

√ **Type of area:** Tick the kinds of areas that adapt the best to the scope of the project. If you choose more than one type please make sure that it is reflected in your proposal. Kindly take into consideration the scope established in the Terms of Reference of the relevant call.

A.5. Project statistic information

	KEEP	Kind of innovation	Kind of area
Type of synergies	☐ Agriculture and fisheries and forestry ☐ Climate change and biodiversity ☐ Clustering and economic cooperation ☐ Coastal management and maritime issues ☐ Cultural heritage and arts ☐ Energy efficiency ☐ Evaluation systems and results ☐ Gouvernance, partnership ☐ Green technologies ☐ Health and social services ☐ Improving transport connections ☐ Innovation capacity and awareness-raising ☐ Institutional cooperation and cooperation networks ☐ Knowledge and technology transfer ☐ Logistics and freight transport ☐ Managing natural and man-made threats, risk management ☐ Multimodal transport ☐ Regional planning and development ☐ Renewable energy ☐ Rural and peripheral development ☐ SME and entrepreneurship ☐ Soil and air quality ☐ Sustainable management of natural resources ☐ Tourism ☐ Transport and mobility ☐ Urban development ☐ Waste and pollution ☐ Water management ☐ Waterways, lakes and rivers	☐ Product ☐ Process ☐ Marketing ☐ Organisational	☐ Coastal areas ☐ Urban areas ☐ Islands ☐ Rural areas ☐ Remote areas ☐ Marine areas ☐ Wetland areas

Save

3. Click on Save and on Index on the top bar in order to come back to the Application Form index page.

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[13] KEEP is the only source of aggregated information regarding projects and beneficiaries of Interreg Programmes. The database covers the 2000-2006 and 2007-2013 periods and will also include the 2014-2020 period. For more information you can visit its website: www.keep.eu.
The Interreg MED Programme will provide data related to approved projects in order to feed the database.
With all the information it contains, KEEP can be used for many purposes. Future lead partners can look for partners. Local, regional and national politicians can seamlessly detect opportunities for future projects, etc.

Step # 10 PROJECT WORK PLAN

As explained in section 2.3.3, project must be structured into work packages. Each WP should have specific objectives, outputs, activities and related deliverables. The work plan and the number of compulsory work packages depend on the type of project selected. The work packages for each type of project will appear automatically. Please do not add neither remove any WP.

▲ In order to fulfill the work plan you will have to enter information through the section Enter main elements and through the Index of the Application Form. In order not to forget any information this step has been divided in several ones. **You can start by any of them but you have to complete all of them.** Use the PDF version of the Application Form in order to check the completeness of your proposal. Information not included in the printable version of the Application Form (PDF) will not be read. To see how to retrieve the PDF versions of the Application Form, please refer to **Step # 15**.

The five types of information requested to complete the work plan are:

- *General **description** of each WP (Step # 10.1)*
- ***Outputs** for content-related WP (Step # 10.7)*
- ***Activities** of each WP (Step # 10.4)*
- ***Deliverables** for each activity (Step # 10.6)*
- ***Budget** per partner and WP (Step # 11.1)*

A focus on WP0 – Project preparation (Step # 10.2), WP2 – Communication objectives (Step # 10.3) and Pilot activities (Step # 10.5) is also provided.

Step # 10.1 Enter general information of each WP

1. On the Application Form index page, click on the relevant sections related to each WP of your project[14] and enter the required information. Kindly use the guidance included in the Word template of the Application Form and in the messages in green included in each page in order to answer the questions.

WP 0 : Project preparation (optional)	**5.3 C.5.3.** WP0: Project preparation : Description (See **Step # 10.2**)
WP 1 : Project Management (mandatory)	**5.4 C.5.4.** WP1: Project management : Description
WP 2 : Project Communication (mandatory)	**5.5 C.5.5.** WP2: Project communication : Description **5.6 C.5.6.** WP2: Project communication : Explanation **C.2.1** Project objectives, expected results and main outputs (See **Step # 10.3**)
WP 3: Studying	**5.6 C.5.7.** WP 3: Studying : Description and objective

[14] For more information, please refer to section 2.3.3.

- For Studying (M1) type of projects: WP0 + WP1 + WP2 + WP3
- For Testing (M2) type of project: WP0 + WP1 + WP2 + WP4 + WP5
- For Capitalising (M3) type of project: WP0 + WP1 + WP2 + WP6
- For Studying and Testing (M1+M2) type of project: WP0 + WP1 + WP2 + WP3 + WP4 + WP5
- For Testing and Capitalising (M2+M3) type of project: WP0 + WP1 + WP2 + WP4 + WP5 + WP6
- For integrated (M1+M2+M3) type of project: WP0 + WP1 + WP2 + WP3 + WP4 + WP5 + WP6

	5.6 C.5.8. WP 3: Studying : Target groups involvement **5.6 C.5.9.** WP 3: Studying : Durability and transferability of main outputs
WP 4: Testing	**5.6 C.5.10.** WP 4: Testing: Description and objective **5.6 C.5.11.** WP 4: Testing : Pilot activities : Justification **5.6 C.5.12.** WP 4: Testing: Time frame of the pilot activity implementation **5.6 C.5.13.** WP 4: Testing: Target groups involvement **5.6 C.5.14.** WP 4: Testing:: Durability and transferability of main outputs
WP 5: Transferring	**5.6 C.5.15.** WP 5: Transferring : Description and objective **5.6 C.5.16.** WP 5: Transferring : Target groups involvement **5.6 C.5.17.** WP 5: Transferring : Durability and transferability of main outputs
WP 6: Capitalising	**5.6 C.5.18.** WP 6: Capitalising : Description and objective **5.6 C.5.19.** WP 6: Capitalising : Target groups involvement **5.6 C.5.20.** WP 6: Capitalising : Durability and transferability of main outputs

▲ Please fill in only the sections related to your type of project. The rest of the sections may remain empty.

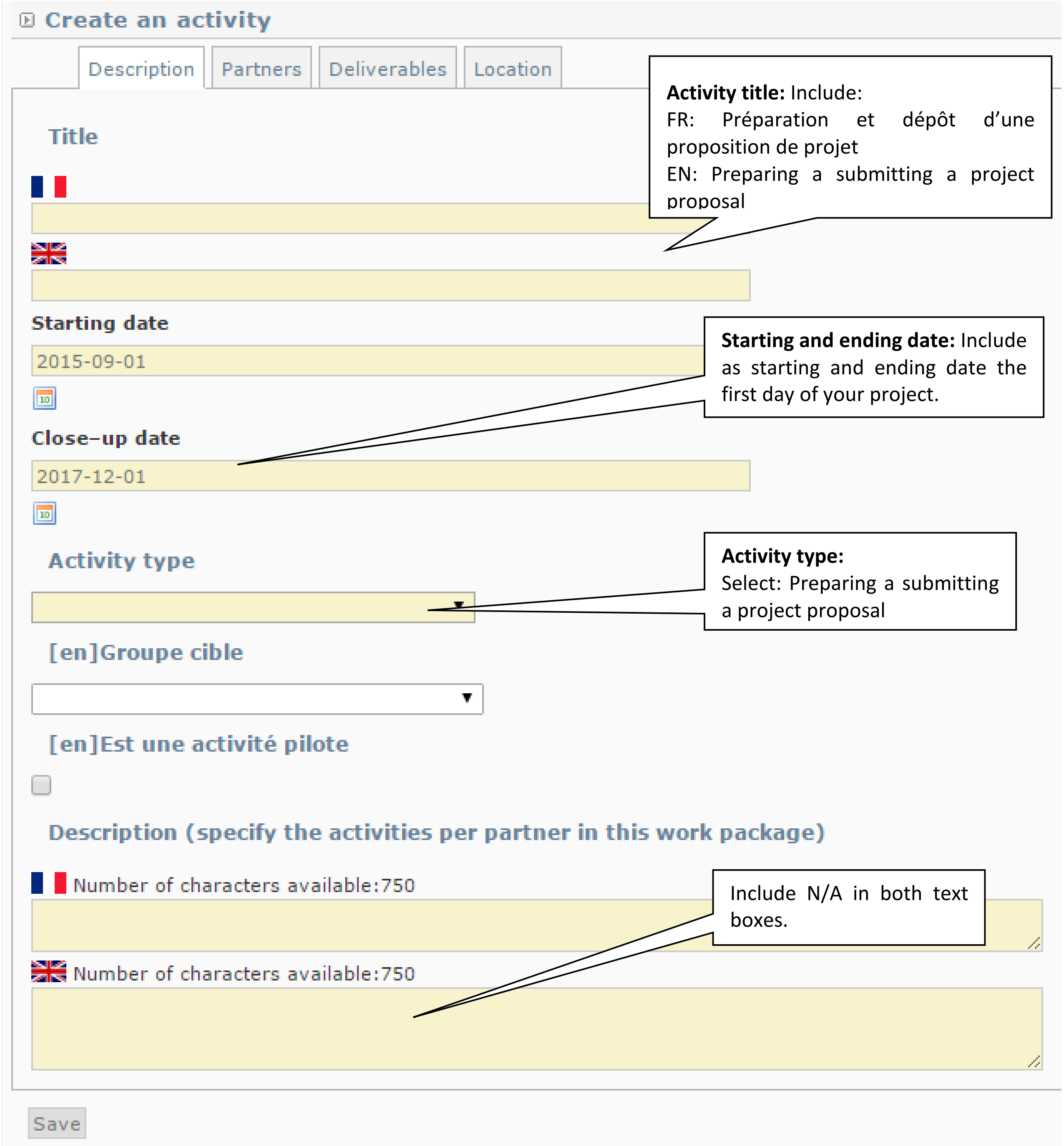
2. Click on Save on each page and click on Next chapter on the top bar in order to go to the next section

▲ The responsible for the coordination activity of each WP will be considered as the WP leader. The involved partners of the WP will be the ones involved in the activities foreseen in the framework of the concerned WP.

Step # 10.2 Focus on: WP0 - Project preparation

▲ In this section you can find all the steps that you have to follow in order to fill in the WP0 – Project preparation.

1. On the Application Form index page, click on 5.3 C.5.3. WP0: Project preparation: Description and include the description of activities carried out and contribution of each partner.
2. Click on Save and on Index on the top bar in order to come back to the Application Form index page.
3. On the Application Form index page, click on Enter main elements and go to the tab Work plan.
4. At the bottom of the page, click on Add an activity for the WP0 – Project preparation.
5. A new page appears, in the second part of the page you will see the section Create an activity, kindly enter the requested information. The rest of the section has to remain empty.



6. Click on Save and proceed to the tab Partners

Partners

7. Select the partner responsible of the activity in the drop-down list.

8. Select the partners who will be involved in the activity by clicking on its name and on the arrow to put them on the table on the right.

9. Select the level of involvement of the involved partners by choosing: High, Medium or Low.

   In order to decide the level of involvement of each partner you have to take into consideration whether the partner is going to be a key actor in the activity implementation (high) or if it is going to contribute to the activity implementation (medium) by, for example, giving inputs and sharing its experience or if it is there to validate some results or participate in some meetings (low involvement). This level of involvement should be in line with the responsibility of the partner in the framework of the activity and within its budget.

▲ Please note that the responsible partners has to be selected as well as participating partners.

10. Click on Save and proceed to the tab Location

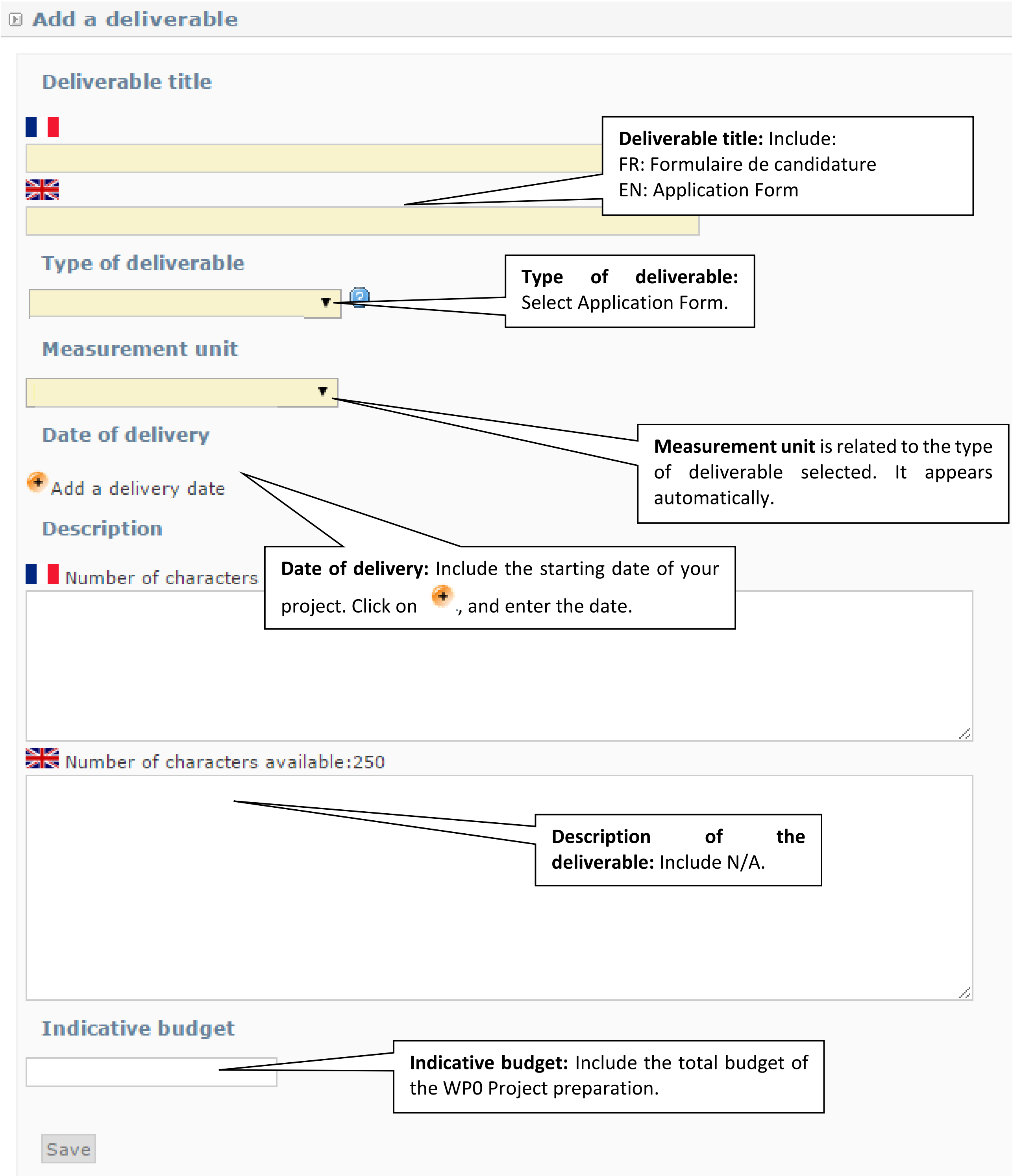
Location

11. Include N/A in the text box.

12. Click on Save. You will be redirected to the Work plan tab.

13. Click on the name of the activity and proceed to the tab Deliverables.

14. Click on , and enter the required information:

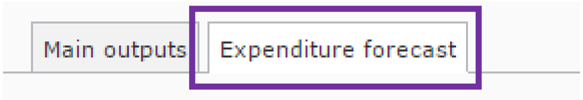

Add a deliverable
Deliverable title
Deliverable title: Include:
FR: Formulaire de candidature
EN: Application Form
Type of deliverable
Type of deliverable: Select Application Form.
Measurement unit
Measurement unit is related to the type of deliverable selected. It appears automatically.
Date of delivery
Add a delivery date
Date of delivery: Include the starting date of your project. Click on , and enter the date.
Description
Number of characters
Number of characters available:250
Description of the deliverable: Include N/A.
Indicative budget
Indicative budget: Include the total budget of the WP0 Project preparation.
Save

15. Click on Save and you will be redirected to the list of deliverables of the activity.

16. Include the target value in your first year of implementation.

17. Click on Save.

18. Go to tab Work plan. Enter the WP by clicking on its name and click on the tab Expenditures forecast.



19. For each partner involved in the WP0, enter its budget in the specific budget line preparation costs.

Subcategory	
Staff costs	
Staff costs	0.00
Sub total	0.00 €
Travel and Accommodation	
Travel and Accommodation	0.00
Sub total	0.00 €
External Expertise and Services	
External Expertise and Services	0.00
Sub total	0.00 €
Equipment	
Equipment for general office use	0.00
Thematic equipement	0.00
Small scale investments	0.00
Sub total	0.00 €
Preparation costs	
Preparation costs	15000.00
Sub total	15,000.00 €
Total activity	**15,000.00 €**

Click here in order to save the partners budget.

Update amounts

▲ In order toenter amounts, please enter the amount without any coma or full stop: 100000. The amount will automatically appear like this: 100,000.00€. If you need to enter decimals use the full stop to separate the decimals, like this: 0.63€.

20. Click after each table on Update amount in order to save the information. If you do not save after each table the information will be lost.

21. At the end of the section you will find a summary table of the total budget of the WP. Check that all information has been recorded correctly.

▲ The total budget of this WP can not exceed 30.000 €. For more information please refer to eligibility criterion B.9 and section 2.4.5.

Step # 10.3 Focus on: Communication objectives

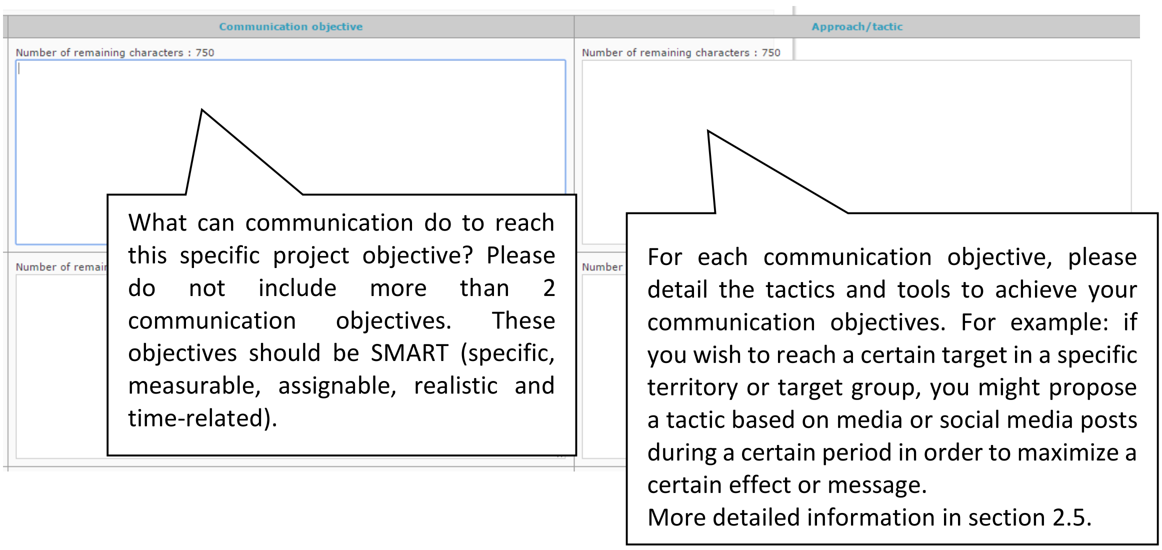
Project communication should reach project specific objective. In order to do this please define the communication objectives and the tactics that will be used to reach the target group(s) of each one of these objectives. More detailed information in section 2.5.

▲ You should have to complete **Step # 9.2** before entering this information.

1. On the Application Form index page, click on C.2.1 Project objectives, expected results and main outputs and click on .

2. Go to the list of project specific objectives at the bottom of the page.

3. Enter the requested information for each project specific objective identified.



4. Click on Save and on Index on the top bar in order to come back to the Application Form index page.

Step # 10.4 Add activities to each WP

An activity is a process done for a particular purpose. Activities have to lead to the development of one or more project outputs. WP is divided into activities. For more information please refer to section 2.3.3.

▲ Kindly remember that in section 2.3.3. – Figures 15 to 20 – you will have a list of the different activities that may be implemented in the framework of each WP. Please identify all your activities according to this classification.
At the same time remember that some activities may be compulsory depending on the type of project selected. For example, you should foresee the common work to be done for the communication of the projects and the active participation in workshops and events organized by the horizontal projects and Programme authorities, and, that in the case of multi-modular projects, an external evaluation of the project implementation is compulsory. For these activities you must foresee some budget as well.
For further information please read carefully the Programme Manual and the relevant Terms of Reference.

1. On the Application Form index page, click on Enter main elements and go to the tab Work plan.

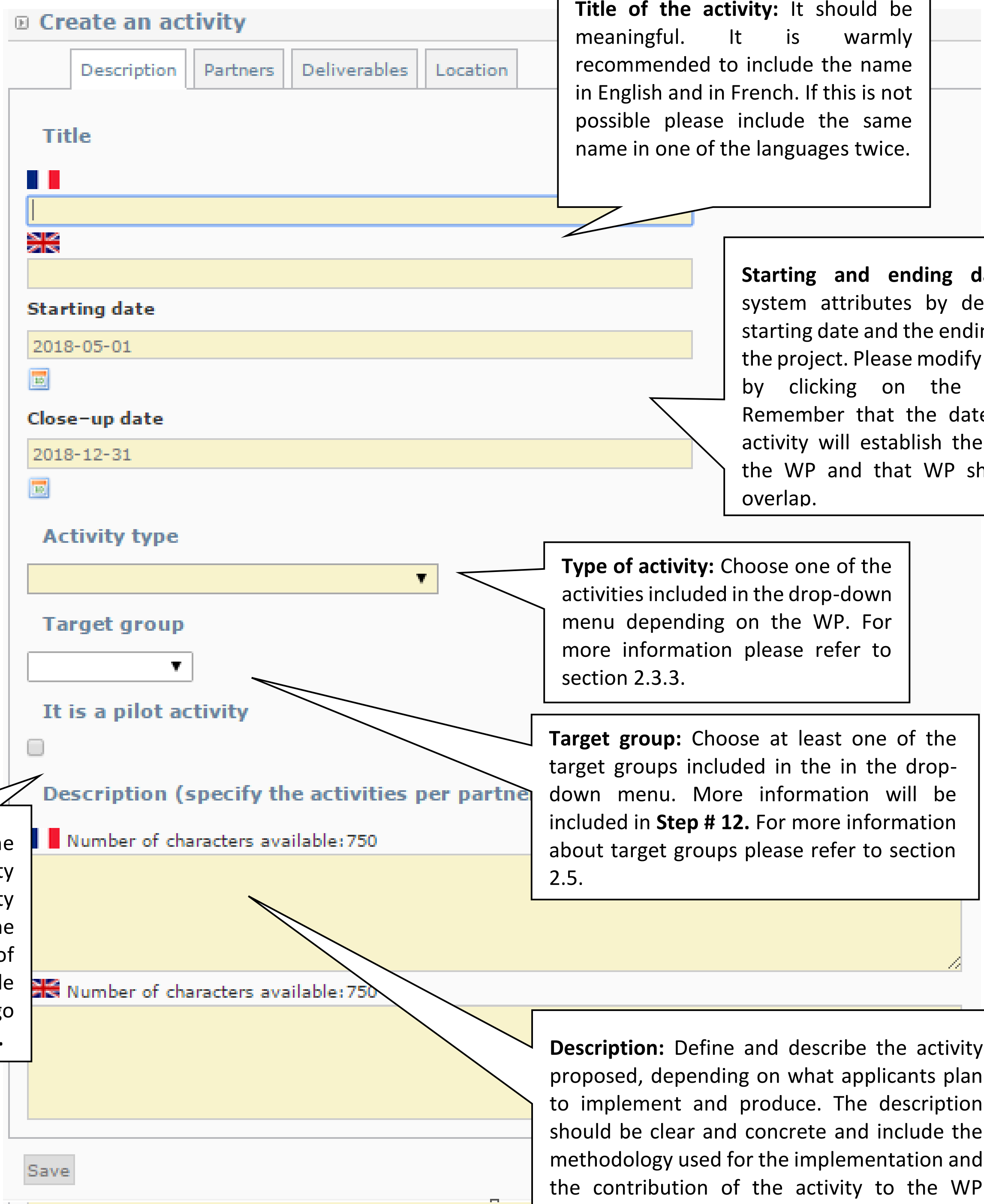
2. At the bottom of the page, click on Add an activity for the concerned WP.

3. A new page appears. If this is the first activity of the WP, in the second part of the page you will see the section Create an activity, kindly enter the requested information. The rest of the section has to remain empty.

▲ It is strongly advised to fill in the activity information following the horizontal menu on the top of the section. The sections included in the horizontal menu (Description, Partners, Deliverables, Location) provide the key elements of your activity. All fields in yellow are compulsory.

▲Please do not take into account the mention [change activity's work package].

Description of the activity



Title of the activity: It should be meaningful. It is warmly recommended to include the name in English and in French. If this is not possible please include the same name in one of the languages twice.

Starting and ending date: The system attributes by default the starting date and the ending date of the project. Please modify the dates by clicking on the calendar. Remember that the dates of the activity will establish the dates of the WP and that WP should not overlap.

Type of activity: Choose one of the activities included in the drop-down menu depending on the WP. For more information please refer to section 2.3.3.

Target group: Choose at least one of the target groups included in the in the drop-down menu. More information will be included in **Step # 12.** For more information about target groups please refer to section 2.5.

Tick if the related activity is a pilot activity in the framework of the module Testing and go to **Step # 10.5 .**

Description: Define and describe the activity proposed, depending on what applicants plan to implement and produce. The description should be clear and concrete and include the methodology used for the implementation and the contribution of the activity to the WP output.

▲ In the case of activities related to Work Package 0 – Project preparation, please refer to **Step # 10.2**. For more information about preparation costs, please refer to section 2.4.5.

▲ In the case of WP 0 and 1 please do not enter any target group. The list of relevant target groups can be found at the end of this section (Appendix C) and in the relevant Terms of Reference.

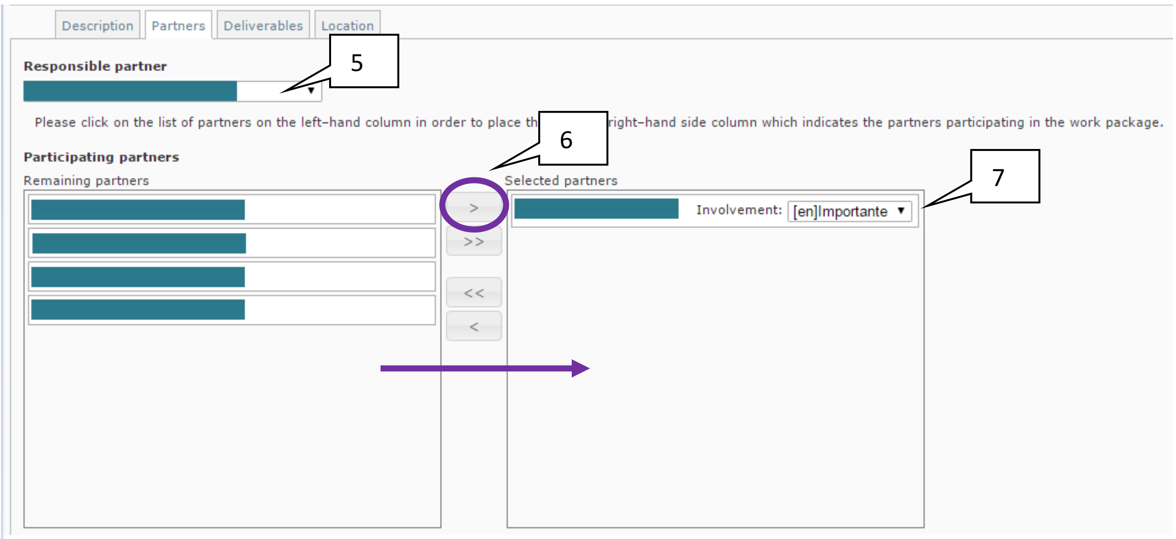
▲ These dates will be used for the calculation of each one of the modules that compose your proposal, for more information please refer to **Step # 13**.

4. Click on Save and proceed to the tab Partners

Partners

5. Select the partner responsible of the activity in the drop-down list.

6. Select the partners who will be involved in the activity by clicking on its name and on the arrow to put them on the table on the right.



7. Select the level of involvement of the involved partners by choosing: High, Medium or Low.

   In order to decide the level of involvement of each partner you have to take into consideration whether the partner is going to be a key actor in the activity implementation (high) or if it is going to contribute to the activity implementation (medium) by, for example, giving inputs and sharing its experience or if it is there to validate some results or participate in some meetings (low involvement). This level of involvement should be in line with the responsibility of the partner in the framework of the activity and within its budget.

▲ Please note that the responsible partners have to be selected as well as participating partners.

8. Click on Save and proceed to the tab Location

Location

9. Select the NUTS2/NUTS3 where the activity will take place and/or include a comment in the free text box.

▲ If the activity will not take place physically, please do not select any location and include a comment regarding this situation.

▲ If you select a location outside the MED area, kindly remember to fill in the section C.6; please do not forget to follow **Step # 10.9**.

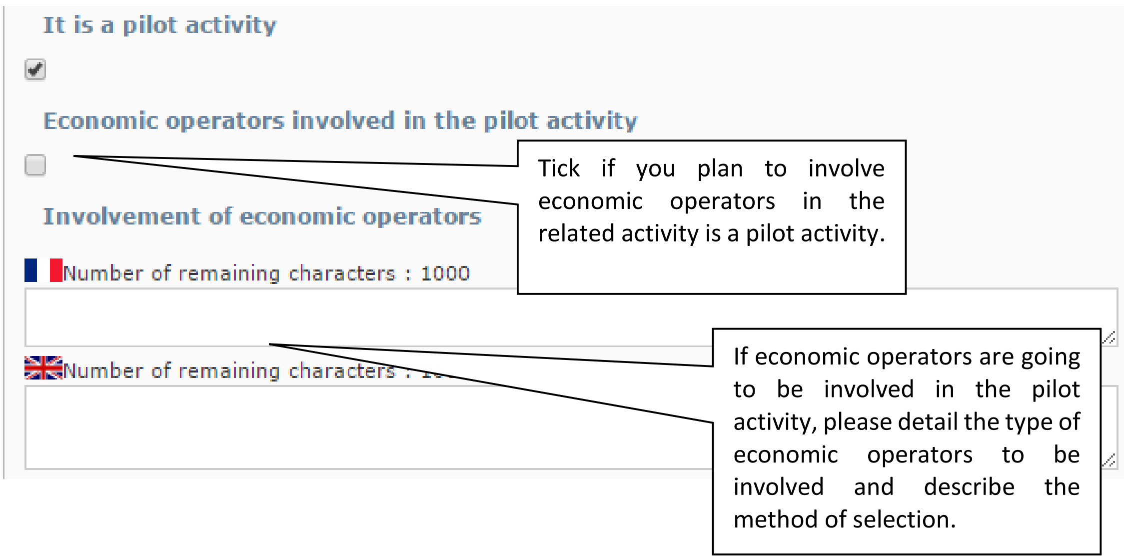
▲ If you still do not know where the activity will be located, please do not select any location and include a comment regarding this situation.
If you are sure that your activity will be located outside the Programme area, but you do not know where, please select “Other country”. Kindly remember to fill in the section C.6; please do not forget to follow **Step # 10.9**.

10. Click on Save. You will be redirected to the Work plan tab. Click on the name of the activity concerned and proceed to the tab Deliverables and go to **Step # 10.6**.

Step # 10.5 Focus on: Additional information for pilot activities

▲ In the framework of the WP4: Testing, please identify the pilot activities of your project ticking on [It is a pilot activity]. **Please create a different activity for each pilot activity.**

Some additional information will be requested. Please answer the questions.



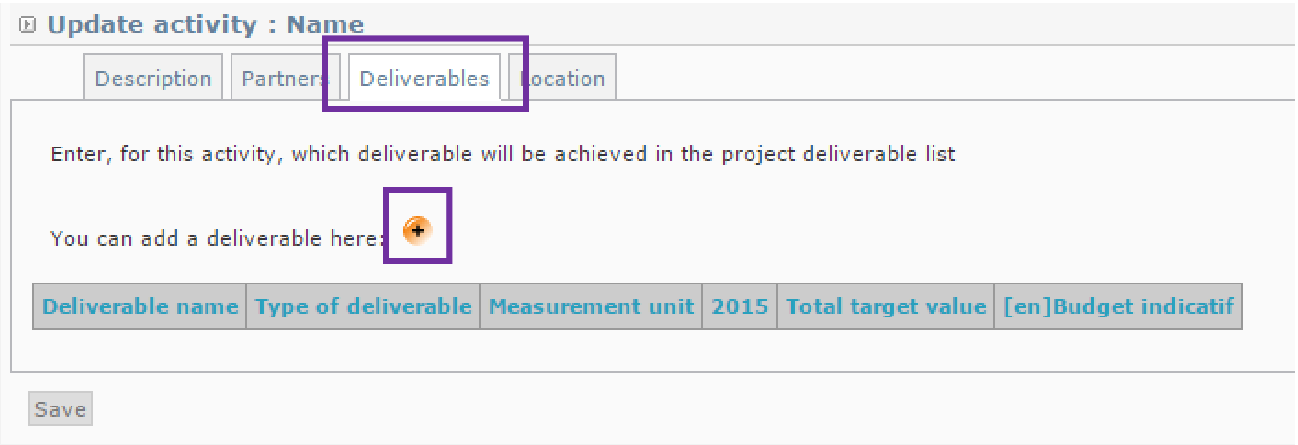
▲ Do not forget also to fill in the sections 5.6 C.5.11. WP 4: Testing: Pilot activities: Justification and 5.6 C.5.12. WP 4: Testing: Time frame of the pilot activity implementation regarding the same pilot activities. See **Step # 10.1**.

Step # 10.6 Add deliverables to an activity and its indicative budget

A deliverable is the physical evidence of what has been produced through an activity or as the physical evidence/support of the output that was produced through an activity.
Each activity should include one or more deliverables that contribute to the achievement of project outputs. All steps of a single activity do not necessarily need to be listed as separate deliverables, but should be aggregated into one deliverable when applicable and relevant. For more information please refer to section 2.3.3.

1. On the tab Work plan of the Main elements section,click on the name of the related activity.

2. Go to the tab Deliverables. A new page appears.



3. Click on  .

4. A new page appears. Enter the required information:

Add a deliverable

Deliverable title

Deliverable title: It should be meaningful. It is warmly recommended to include the name in English and in French. If this is not possible please include the same name in one of the languages twice.

Type of deliverable

Type of deliverable: Choose one of the deliverable included in the drop-down menu depending on the activity selected. For more information please refer to section 2.3.3.

Measurement unit

Measurement unit is related to the type of deliverable chosen. It appears automatically.

Date of delivery

Add a delivery date

Date of delivery: A delivery date should be indicated, for planning, reporting and verification purposes. Click on , and enter a delivery month. If you foresee to deliver several deliverables in different dates please include the dates by clicking on

Description

Number of characters

Number of characters available:250

Description of the deliverable: Define and describe the deliverable proposed, depending on what applicants plan to implement and produce. The description should be clear and concrete and include the characteristics of the deliverable (language(s), content, size, format …).

Indicative budget

Indicative budget: The indicative budget is meant to assess the value for money of the deliverable. The deliverable budget must cumulate the part to be financed by each partner. It should be an estimation of the costs needed for the deliverable development, and may include staff costs, travel and accommodation costs and external expertise and services costs. Any overestimation or underestimation of the deliverable budget may be evaluated negatively. For more information please refer to section 2.3.6.

Save

5. Click on Save and you will be redirected to the list of deliverables of the activity.

6. Include the target value per year according to the indicative dates previously entered. The total target value will be calculated automatically.

Deliverable name	Type of deliverable	Measurement unit	2015	2016	Total target value	Indicative budget
Deliverable 1		Number	1	1	2	1,000.00 €

7. Click on Save.

8. To add another deliverable to the same activity, click on again.

9. Once you have recorded all deliverables of the activity, if you want to modify or remove any information, please go to the tab Deliverables of the Main elements section. There you will find a list of all deliverables recorded.

Description | Partners | Deliverables | General budget (Expenditure subcategories) | Work plan | Indicators

10. Click on the name of the deliverable and you will have access to this information. Always remember to click on Save.

▲ Use this list only to modify data regarding the deliverables. Do not enter any deliverable through this tab. If you enter anything here, it will not be taken into consideration in the proposal. This list will be automatically filled in by the information you will provide under the tab Work plan.

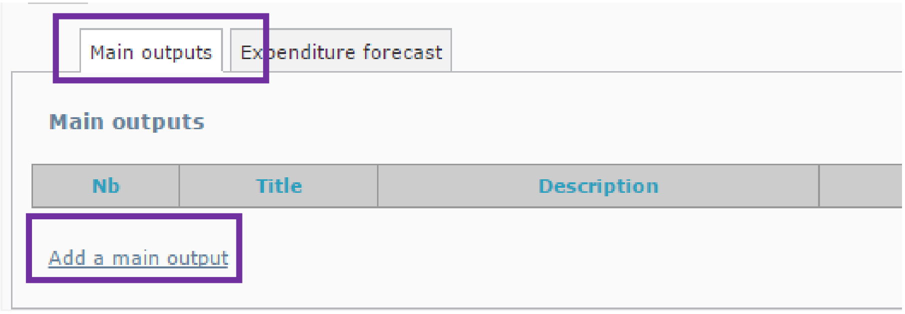
Step # 10.7 Enter outputs for content-related WP

A project main output is one that can be captured by a Programme output indicator and that directly contributes to the achievement of the project result. For more information please refer to section 2.3.3.

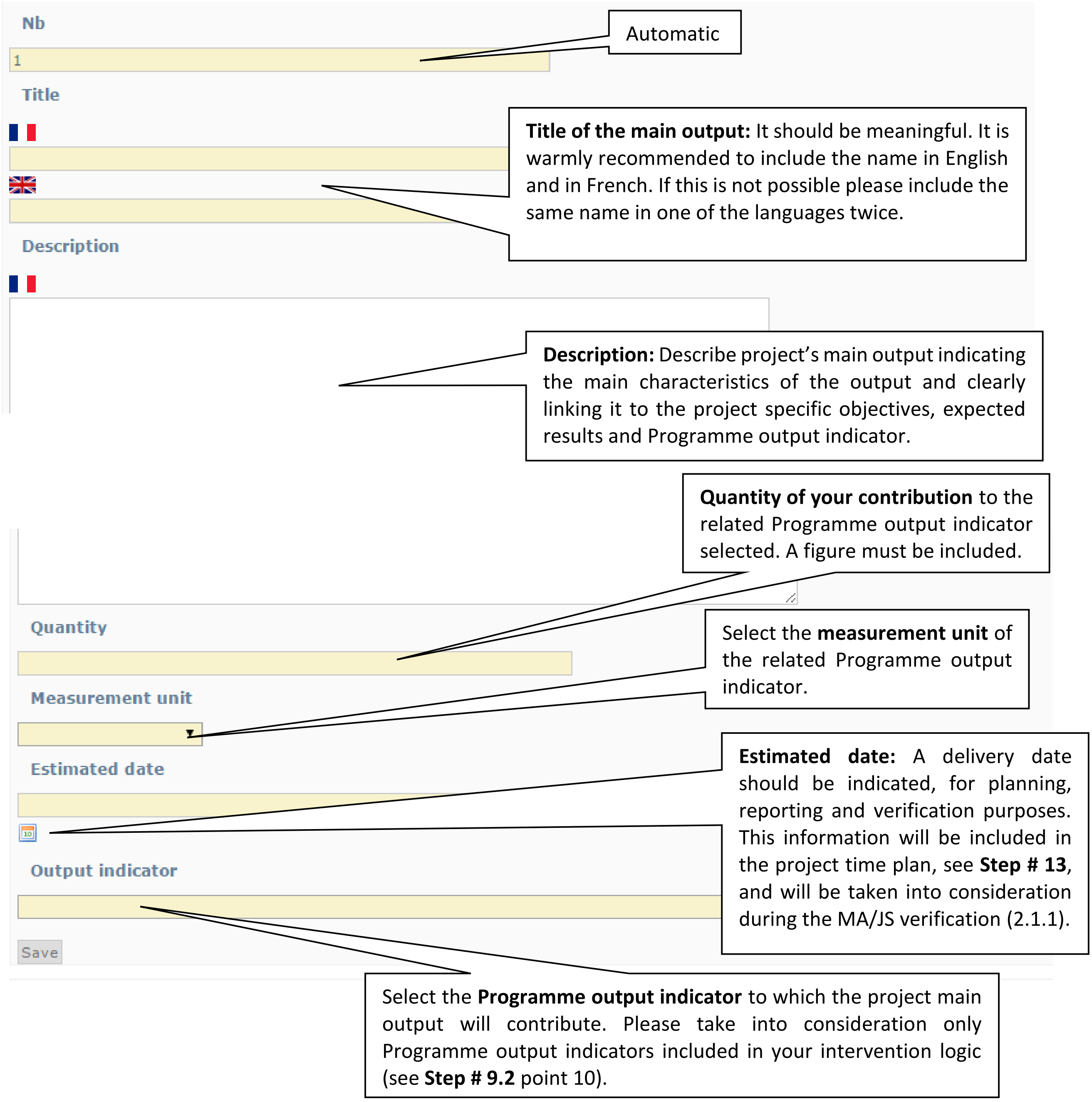
1. Click on Enter main elements and go to the tab Work plan.

2. Click on the name of a content-related WP. A new page appears.

▲ WP 0, WP 1 and WP 2 do not have main output results. Do not to enter this information.



3. At the bottom of the page, click on Add a main output and fill in the required information:



4. Click on Save.

5. To add another project main output in the same content-related WP, click on Add a main output again. It is warmly recommended not to include more than 3 outputs per WP.

▲ Remember to include at least one main output result for each content-related WP. This information will be gathered in section C.2.1. It is recommended to avoid foreseeing too many types of project main outputs in each WP.However a WP can contain several outputs of the same type. For more information please refer to sections 2.3.2 and 2.3.3.

Step # 10.8 Verify your Work plan

In order to verify that all the information included in your Work Plan has been recorded correctly, please check the following sections of the Application Form, by clicking on their name on the Application Form index page:

- C.5.1. Work plan per work packages
- C.5.2. Detail of work packages

In addition, you are invited to check the completeness of the Work Plan by using the PDF version of the Application Form. Information not included in the printable version of the Application Form (PDF) will not be read. To see how to retrieve the PDF versions of the Application Form, please refer to **Step # 15**.

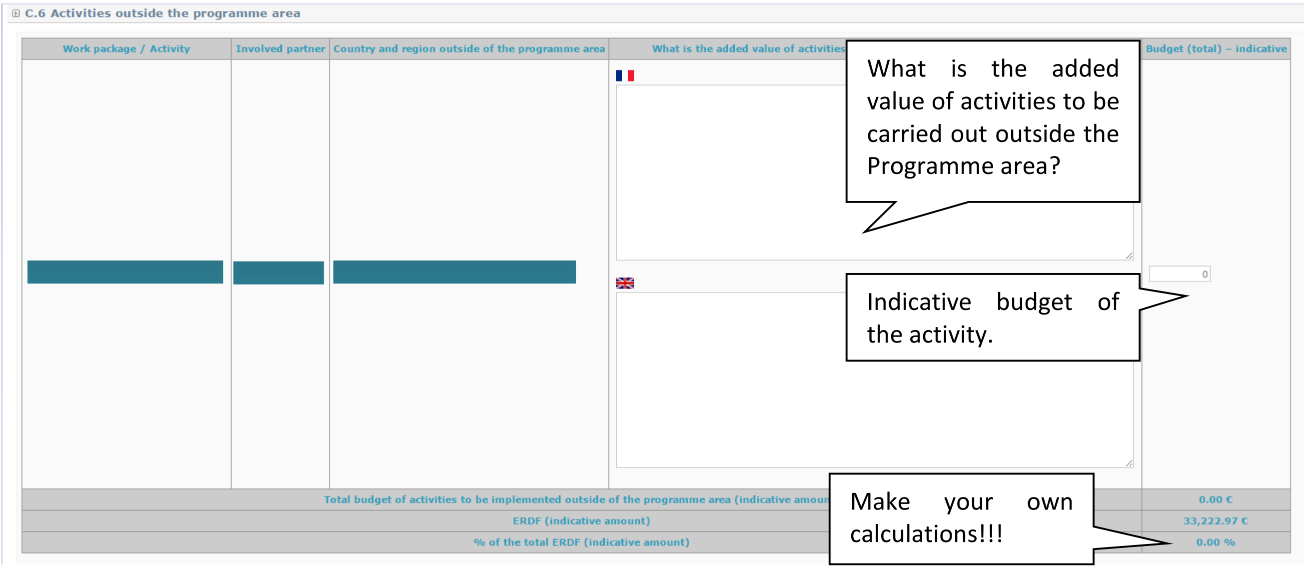
Finally remember that no information should be included in the tabs Deliverables, General budget (Expenditure subcategories) and Indicators of the Enter main elements section.

Step # 10.9 Activities outside the Programme area

1. On the Application Form index page, click on 6. C.6 Activities outside the programme area.

2. A new page appear with the list of activities foreseen outside of the MED area, according to the information included in the section [Location] of each activity. See **Step # 10.4**.

3. Include a description and the added value of the activity to be carried out outside of the Programme area. The system will take by default the name of the responsible activity, however if it is not the case please include in the text as well the name of the concerned partner.



▲ If you have selected “Other country”, please include in the text if it is inside or outside the EU. If nothing is mentioned it would be considered inside the EU.

4. Include the indicative total budget of the activity to be carried out outside the Programme area.

5. Click on Save and on Index on the top bar in order to come back to the Application Form index page.

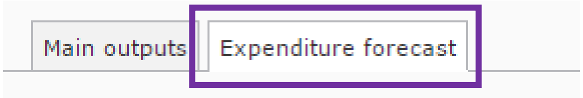
▲ At the bottom of the table, the system calculates the % of ERDF that represents the activities foreseen outside the Programme area. Due to a dysfunction of the system the percentage calculated is not accurate. Kindly calculate it outside the system in order not to exceed the 20% of the ERDF budget (20% geographical flexibility rule). For more information, please refer to section 2.2.5.

Step # 11 PROJECT BUDGET

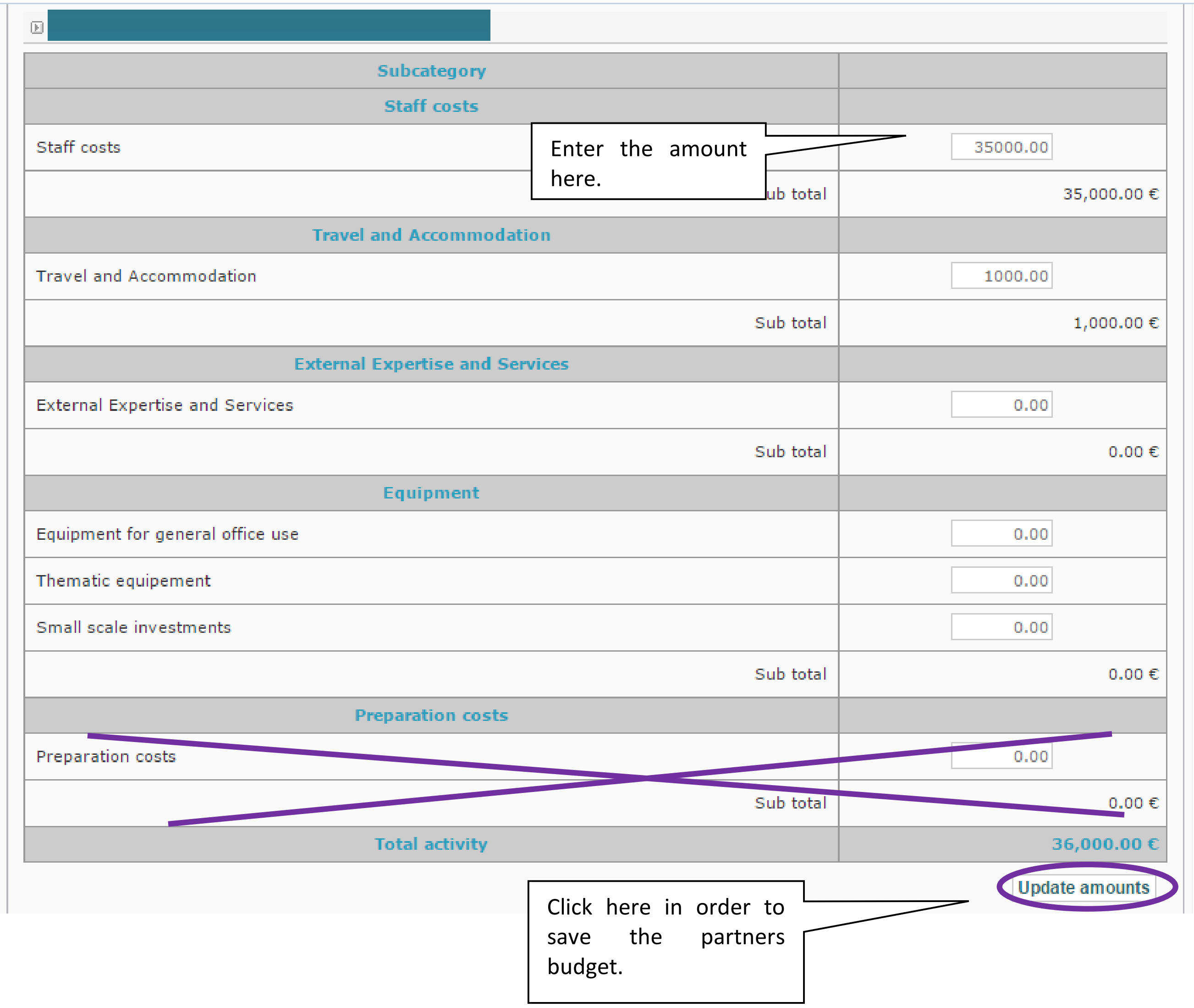
▲ Applicants are invited to read carefully the sections 2.3.6 and 2.4 for all the costs categories and details on budgetary issues.

Step # 11.1 Budget per partners and WP

1. On the Application Form index page, click on Enter main elements and go to the tab Work plan.
2. Enter each WP by clicking on its name and click on the tab Expenditures forecast.



3. For each partner involved in the concerned WP, enter its budget per budget line.



Subcategory	
Staff costs	
Staff costs	35000.00
Sub total	35,000.00 €
Travel and Accommodation	
Travel and Accommodation	1000.00
Sub total	1,000.00 €
External Expertise and Services	
External Expertise and Services	0.00
Sub total	0.00 €
Equipment	
Equipment for general office use	0.00
Thematic equipement	0.00
Small scale investments	0.00
Sub total	0.00 €
Preparation costs	
Preparation costs	0.00
Sub total	0.00 €
Total activity	**36,000.00 €**

▲ In order to enter amounts, please enter the amount without any coma or full stop: 100000. The amount will automatically appear like this: 100,000.00€. If you need to enter decimals use the full stop to separate the decimals, like this: 0.63€.

▲ The budget of the budget line Office and administrative expenditure will be calculated automatically based on the foreseen budget of the budget line Staff cost. For further information please refer to section 2.4.4. – BUDGET LINE 2.

4. Click after each table on Update amount in order to save the information. If you do not save after each table the information will be lost.

5. At the end of the section you will find a summary table of the total budget of the WP. Check that all information has been recorded correctly.

▲ Only in the budget line **Equipment,** three sub-budget lines have been established. Please refer to section 2.4.4 – BUDGET LINE 5 to have more information. Any expenditure included in this budget lines should be justified in section C.8 of the Application Form. See **Step # 11.3**.
The creation of an additional sub-budget line is not allowed.

Step # 11.2 Check the coherence of project budget

▲ On the summary page of the Work Plan, click on Show budget per partners in order to have a general view of the overall budget of each partner. This information can also be retrieved (**Step # 11.5**).

▲ Use the coherence checks in order to be sure that the financial information entered in the Work Plan (**Step # 11.1**) is coherent with the one included in the partners section (**Step # 8.3**). Ifany incoherence is found, you must make all the necessary corrections in order to make them coherent.

Step # 11.3 Detail of the budget foreseen in budget lines “External expertise and services” and “Equipment” budget lines

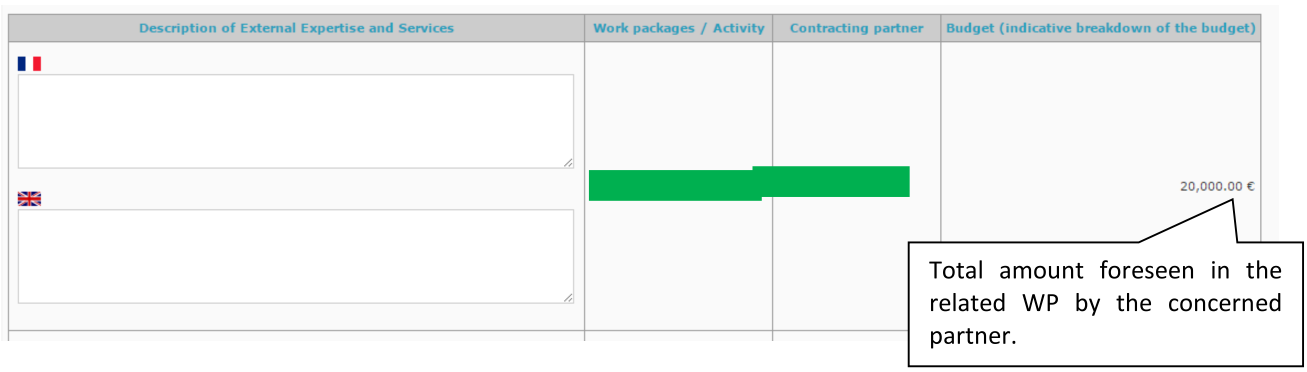
Expenditures foreseen under budget lines External expertise and services and Equipment must be specified in the Application Form. Applicants should list planned contracts[15] *with external experts and service providers and the purchase of equipment and describe their links to the project activities as listed in the Work Plan.*

Any external expertise and service or the purchase of any equipment not foreseen in the Application Form must be authorized by the MA/JS during the project implementation.

<u>External expertise and services</u>

1. On the Application Form index page, click on 8.1 C.8.1 External expertise and services description.

2. Enter the information of each partner in the concerned line. You will find a line for each partner and WP and a free text box in order to fill in the information.



Provide a description of the planned contracts foreseen in each activity of the WP, short description, foreseen amount of the contract, and starting and ending month of the contract. If the same contract is going to concern several activities or WP please indicate thisas well.
This information will be used for organizing the implementation of the activities afterwards.

For example: WP1 Project Management for the LP:
A.1.1. Managing issues:
Audit: 5.000 €. All project long.
External management: 50.000 €. All project long.
Organisation of Steering Committees (catering, location, speakers, etc.): 10.000 €. All project long.
A.1.2. Evaluating the project:
Mid-term evaluation: 7.000 €. March-April 2017.

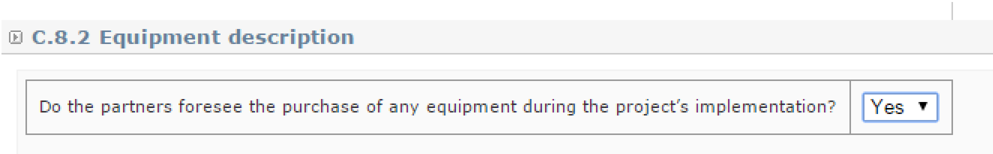
3. Click on Save

[15] Small value contracts (below 20.000 €) for the same type of service can be grouped.

<u>Equipment description</u>

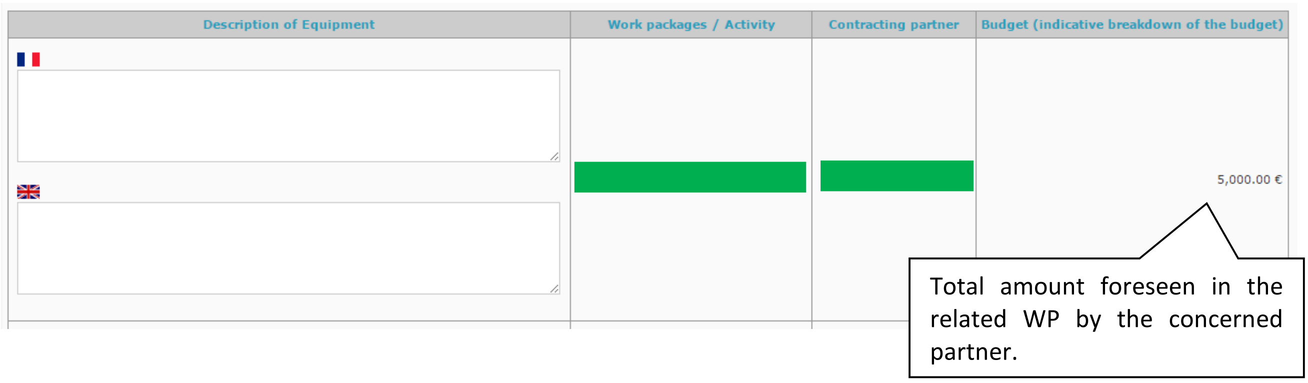
1. On the Application Form index page, click on 8.2 C.8.2 Equipment description.

2. Answer the question



3. Enter the information of each partner in the concerned line. You will find a line for each partner and WP and a free text box in order to fill in the information.

▲ In this section include only the equipment considered for general office use and the thematic equipment. For any further information please refer to section 2.4.4 – BUDGET LINE 5.



Provide a short description of the equipment, amount foreseen and period of purchase. Indicate alsoif the equipment is already in possession of the beneficiary organisation, or if it will be purchased, rented or leased by the beneficiary.

For example: WP1 Project Management for the LP:

<u>Equipment for general office use</u>

A.1.1. Managing issues: 1 laptop (use exclusive for the project), purchase, 1.000€, first month of project implementation.

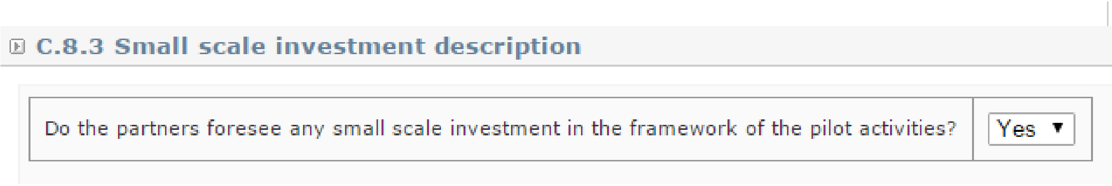
▲ All items should be listed separately.

4. Click on Save

<u>Small scale investment description</u>

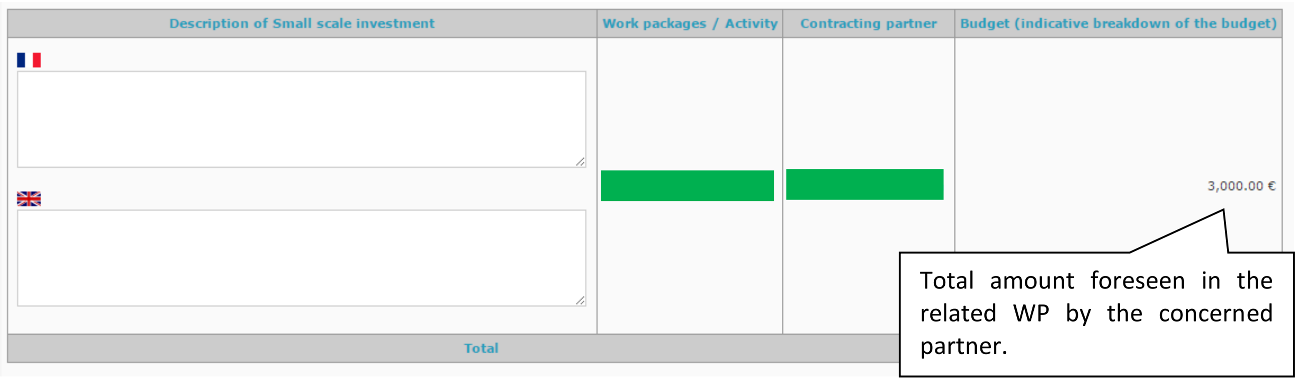
1. On the Application Form index page, click on 8.3 C.8.3 Small scale investment description.

2. Answer the question



3. Enter the information of each partner in the concerned line. You will find a line for each partner and WP and a free text box in order to fill in the information.

▲ In this section include only the equipment considered for small scale investments in the framework of pilot activities to be developed in Module 2. For any further information please refer to section 2.4.4 – BUDGET LINE 5.



Provide a short description of the related facilities or infrastructures, amount foreseen and period of the expenditure.

▲ All items should be listed separately.

4. Click on Save

Step # 11.4 Verify budget tables automatically generated

The following tables are automatically produced using the financial information included in the other sections of the Application Form. If you need to modify any information please go to the source of the information.

On the Application Form index page, click on the name of each section or, if you are already in one of the sections, click on Next chapter on the top bar in order to go to the next section.

- **IV PARTIE D – Budget du projet**
- 1. D.1 Project budget co-financing source (fund) – breakdown per partner
- 2. D.2 Project budget – overview per partner/ per budget line
- 3. D.3 Project budget – overview per partner/ per WP
- 4. D.4 Project budget – overview per WP/ per budget line
- 5. D.5 Project budget – overview per partner/ per module
- 6. D.6 Net revenues
- 7. D.7 Origin of partner contribution
- 8. D.8 Partner budget - overview per WP/ per budget line

Section VI.1 – D.1 Project budget co-financing source (fund) – breakdown per partner
This section summarises the financial plan, listing all partners and their respective contributions to the project budget; including ERDF, IPA funds and national co-financing.
Nothing needs to be done as it is automatically filled in based on the information provided in **Step # 8.3**. However, it may help you to check if the global financing plan is coherent, and particularly if the ERDF/IPA funds co-financing rate is correct.

▲ The amount of the national co-financing amount indicated in the partner declaration must be coherent with this table. If for a partner, the amount included in the declaration is lower than the one appearing in this table, the whole proposal will be considered ineligible. For more information please refer to eligibility criterion B.5 and section 3.3.1.

→ Click on Next chapter on the top bar in order to go to the next section.

Section VI.2 – D.2 Project budget – overview per partner/ per budget line
This section summarises the breakdown of the budget per partner and budget line.
Nothing needs to be done as it is automatically filled in based on the information provided in **Step # 8.3**. However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

→ Click on Next chapter on the top bar in order to go to the next section.

Section VI.3 - D.3 Project budget – overview per partner/ per WP
This section summarises the breakdown of the budget per partner and WP.
Nothing needs to be done as it is automatically filled in based on the information provided in **Step # 8.3**. However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

→ Click on Next chapter on the top bar in order to go to the next section.

Section VI.4 – D.4 Project budget – overview per WP/ per budget line
This section summarises the breakdown of the budget per WP and budget line at level project.

Nothing needs to be done as it is automatically filled in based on the information provided in step # 8.3. However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

→ Click on Next chapter on the top bar in order to go to the next section.

Section VI 5 - D.5 Project budget – overview per partner/ per module
This section summarises the breakdown of the budget per WP and budget line at level project.
Nothing needs to be done as it is automatically calculated based on the information provided in Step # 11.1 However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

→ Click on Next chapter on the top bar in order to go to the next section.

Section VI 6 - D.6 Net revenues

This section summarises the net revenues per partner foreseen in the framework of the project.
Nothing needs to be done as it is automatically calculated in based on the information provided **Step # 8.3**. However, it may help you check if the budget of each partner has been correctly entered and saved on the system.

→ Click on Next chapter on the top bar in order to go to the next section.

Section VI 7 - D.7 Origin of partner contribution
This section summarises the origin of partners' contributions.
Nothing needs to be done as it is automatically calculated based on the information provided **Step # 8.3**. However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

→ Click on Next chapter on the top bar in order to go to the next section.

Section VI 8 - D.8 Partner budget - overview per WP/ per budget line
This section summarises the budget of each partner per WP and budget line.
Nothing needs to be done as it is automatically calculated based on the information provided **Step # 8.3**. However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

→ Click on Index on the top bar in order to go to the Application Form index page.

Step # 11.5 Export the budget

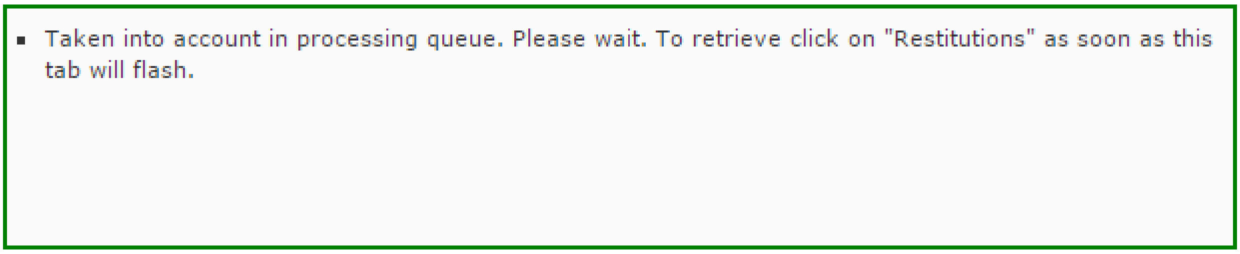
1. In order to export the budget of each partner you can go to:

   ❖ On the Work plan of the project’s main elements section, click on Show budget per partners. A pop-up window will open.

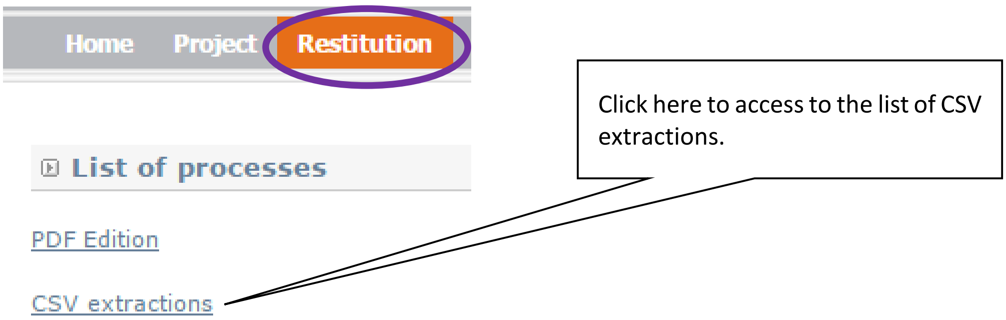
   ❖ On the Application Form index page, sections D.2, D.3, D.4, D.5, D.8.

2. Click on Export to CSV format .

3. A message in green on the top of the screen will inform you that your request has been taken into consideration.



4. In order to retrieve the document, you will have to wait that the tab Restitution starts to flash. Once you see this tab flashing on the grey, click on Restitution. Sometimes the restitution can take some time, kindly wait until the task is completed.



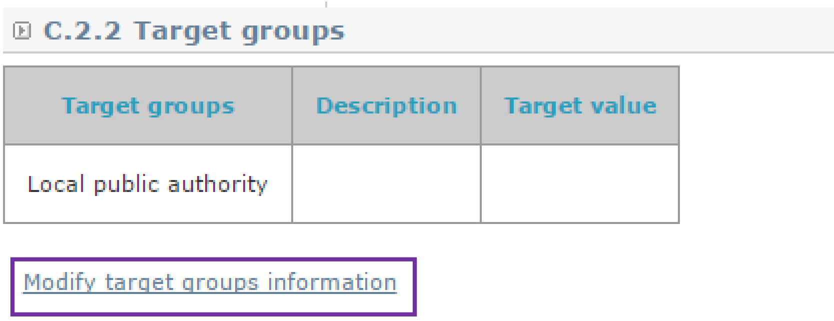
5. You will find a list of CSV extraction. Click on Extraire.

Step # 12 SPECIFY TARGET GROUPS

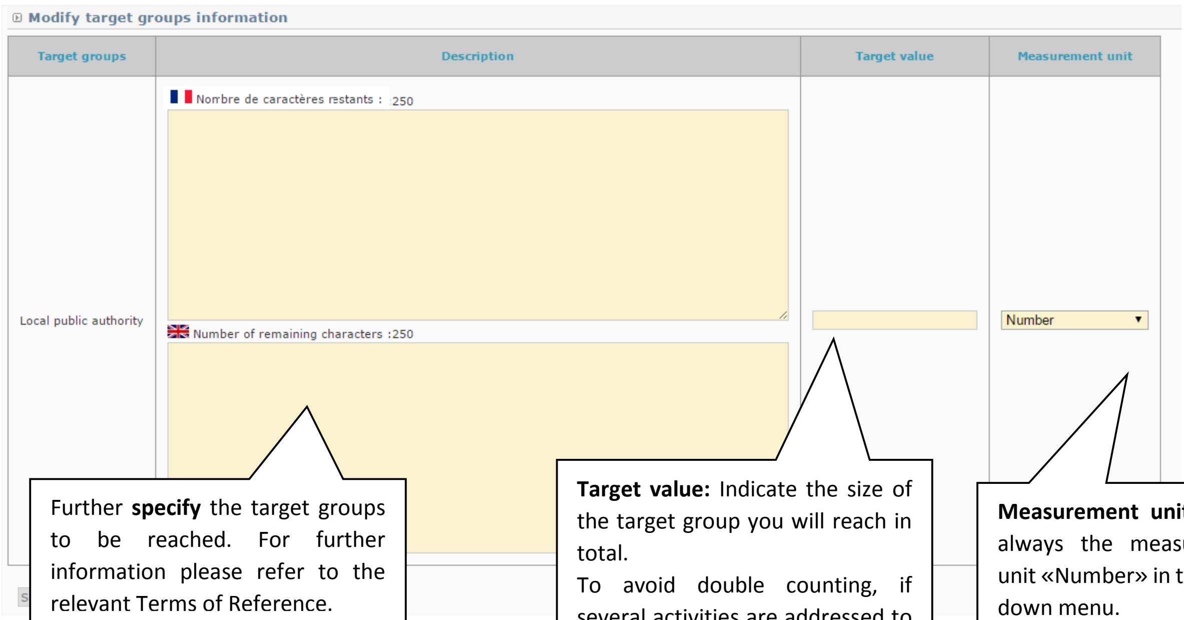
▲ This section can be filled in only if the work plan has been completely filled in.

1. On the Application Form index page, click on C.2.2 Target groups.
2. This page appears. Click on Modify target groups information and another page will appear.

Those are the target groups chosen while describing the content-related WP outputs and activities.



3. For each target group include the following information:



Further **specify** the target groups to be reached. For further information please refer to the relevant Terms of Reference.

Target value: Indicate the size of the target group you will reach in total.
To avoid double counting, if several activities are addressed to the same «organization», remember to count it just once.

Measurement unit: Select always the measurement unit «Number» in the drop-down menu.

4. Click on Save

Step # 13 INDICATIVE TIME PLAN

This section is automatically generated on the basis of the dates (starting, ending and delivery dates) entered in the other section of the Application Form. This table will help you assess the feasibility of your proposal based on the available time.

You can access to this table through the Application Form index page.

C.7.1 Indicative time plan: activities

The time plan is automatically generated based on the information included on the work plan. In the table, Output are identified with an O, and Deliverables with a D.

▲ In the case of multi-modular projects, it is warmly recommended to follow the recommendations regarding the duration of the modules established by the Programme. For further information please refer to section 2.1.1 and figure 11.

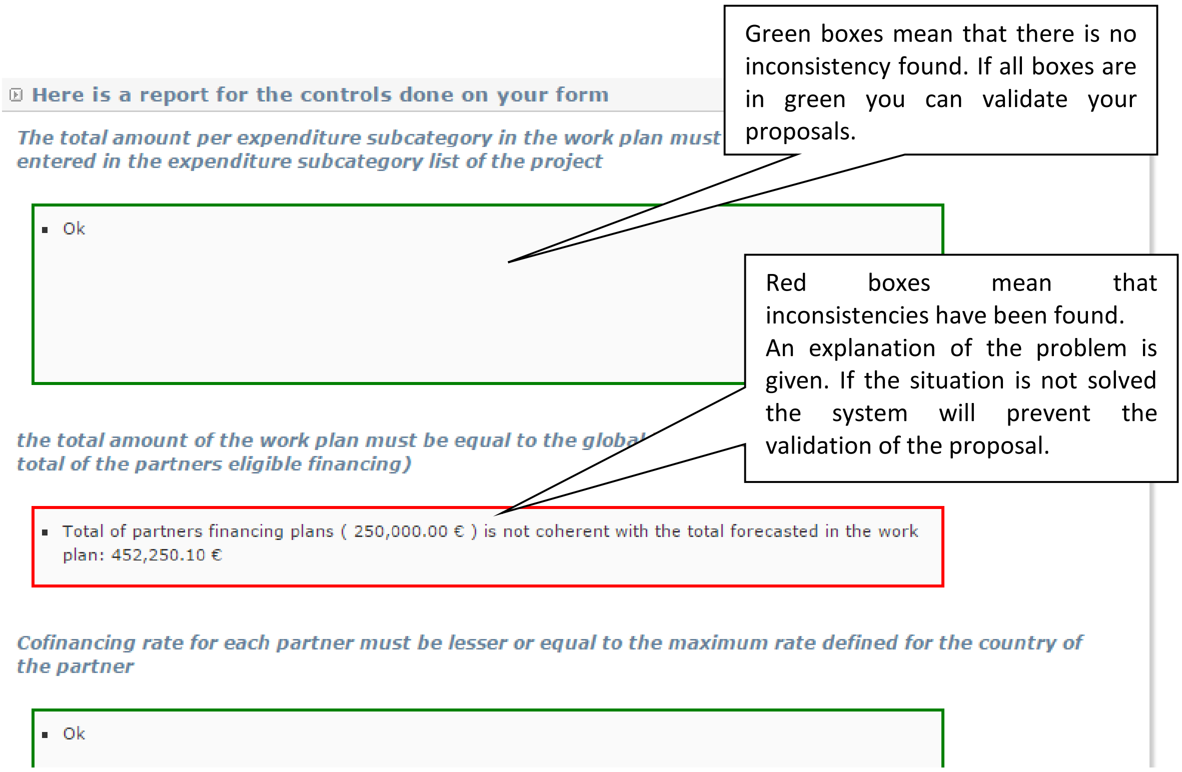
3.2.4. Validating the Application Form

Step # 14. CHECK GLOBAL COHERENCE OF THE APPLICATION FORM

At any time, but at least before the submission of the Application Form, the Lead Partner must check whether the Application Form is fully and correctly completed.

1. Click on the button Control the global coherence of the form's data at the bottom of the Application Form index page.

2. A pop-up window will open. There you will find in green what is ok and in red what is problematic and needs to be changed to be able to submit the Application Form. If the instructions have been followed correctly, all boxes should be green.



If inconsistencies are found (e.g. inconsistencies between the budget per partner, year and budget lines and each partner financing plan, etc…) or if compulsory free text chapters are kept empty, you cannot submit the form. Please arrange to make the necessary changes needed.

→ Once corrected please repeat the check via the button Check again for data consistency placed at the bottom of the pop-up window.

If no inconsistencies are found, you can submit the form (**Step # 14**).

Step # 14. VALIDATE THE APPLICATION FORM

1. Click on Submit form to Managing Authority at the bottom of the window.

YOUR PROPOSAL WILL NOT BE SUBMITTED UNTIL YOU CLICK ON THIS BUTTON. THE SUBMISSION HAS TO BE DONE BEFORE THE DEADLINE ESTABLISHED IN THE RELEVANT ANNOUNCEMENT CALL.

▲ Once the Application Form is validated, it cannot be modified anymore. In case of mistake, it is imperative to contact the JS (programme_med@regionpaca.fr) before the closure of this phase.

Once submitted, an e-mail confirming the on-line submission of the Application Forms as well as attesting the time of validation (GMT+1) will be sent by the system to the Lead Partner contact person. Lead Partners are invited to keep this e-mail.

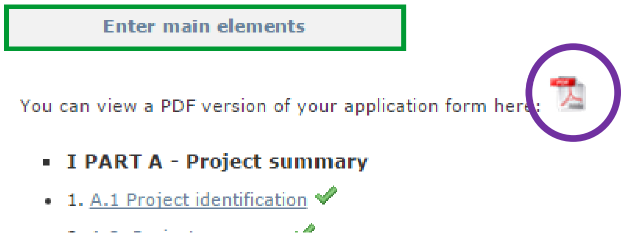
▲ Please bear in mind that the e-mail will be sent to the contact person address entered previously in the system (Step # 4); kindly check that this information is correct in order to receive the confirmation e-mail.

▲ Please note that the system will be open until the first deadline set out in the concerned Announcement of the Call.

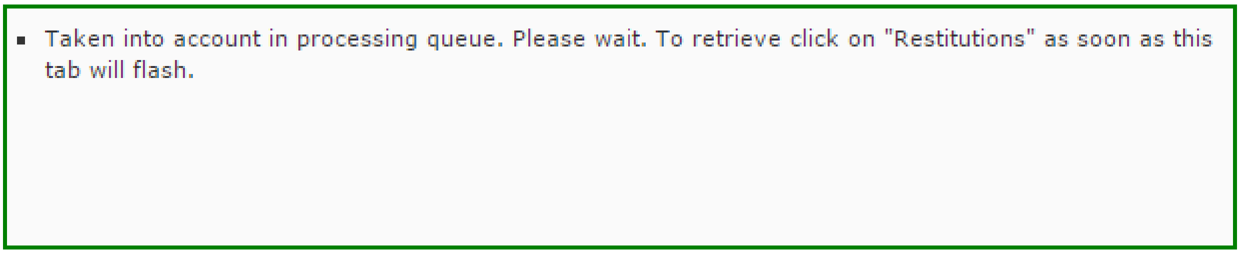
▲ Kindly note that the last day for the validation of the Application Form may be very busy for the system and that it could slow down. Avoid last minute submission to ensure that your application is submitted properly and on time.

Step # 15. PRINT THE PDF VERSION OF THE APPLICATION FORM

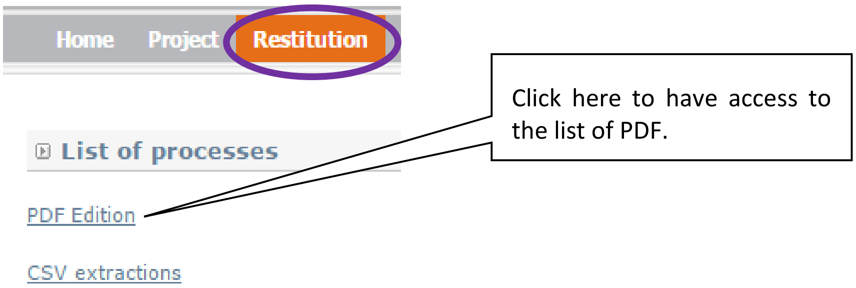
1. On the Application Form index page, click on the PDF icon .



2. A message in green on the top of the screen will inform you that your request has been taken into consideration.



3. In order to retrieve the document, you will have to wait that the tab Restitution starts to flash. Once you see this tab flashing on the grey, click on Restitution. Sometimes the restitution can take some time, kindly wait until the task is completed.



4. You will find a list of PDF edited. Click on the PDF icon of the concerned document. It will open.

5. SAVE the document in your computer, PRINT it and have the confirmation page DATED, STAMPED and SIGNED by the Lead Partner Legal Representative.

▲ Please be sure that the signed version of the Application Form is the one with the mention “SUBMITTED” in the upper right hand corner of the page.
▲ You will have access to the Application Form after the deadline but you will not be allowed to make any modification.

3.2.5. Uploading the compulsory annexes

Before starting to upload the compulsory annexes, make sure that all the documents comply with the following requirements and recommendations:

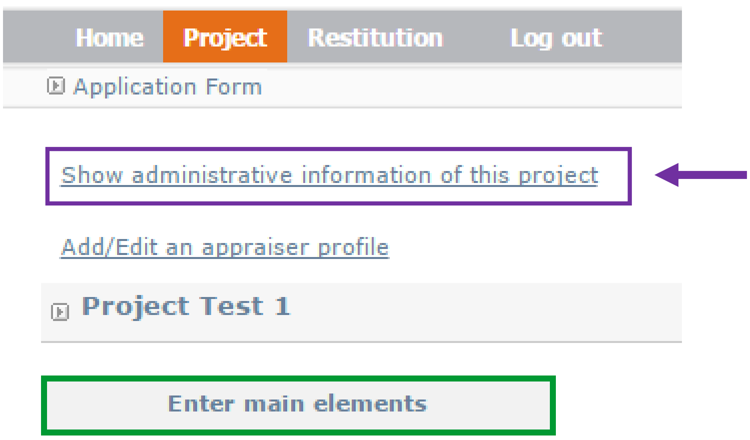
- Respect of eligibility criteria (A.3, A.4, A.5, B.5) as described in section 3.3, and particularly that each relevant document has been signed, stamped and dated.
- Convert each document individually in PDF format.
- Name each file as follows:
  2 letters: AF= Application Form confirmation page; PD = Partner declaration; DM: De minimis declaration; AP = Associated partner declaration
  Number of the partner according to the application form: LP = Lead Partner, PP1; AP1, etc…
  Name or acronym of the partner
  For example: AF_MEDTEST → Application Form confirmation page of the MEDTEST project
  For example: PD_LP_Rome → Partner declaration of the Lead Partner

  Ensure that the annex forms file names contain alphanumerical characters only (A-Z, 0-9); and that blank spaces are replaced with "_".
  In order to name the annexes document please use the following recommendations:
- Document file size: The allowed file size of each annex forms is limited to **8 Mega for file**. If any document file size exceeds the allowed limit, the system will display an error message during uploading and will prevent the upload.

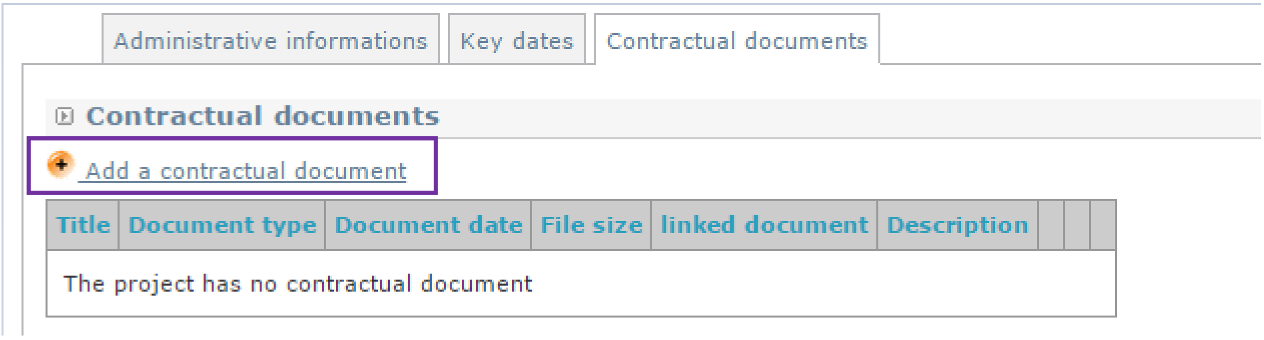
▲ Make sure that the scanned version of the document is readable and that all uploaded files can be opened and printed without any problems! If the MA/JS encounter a problem when opening a file the complete proposal may be considered ineligible.

Step # 16. UPLOAD A DOCUMENT

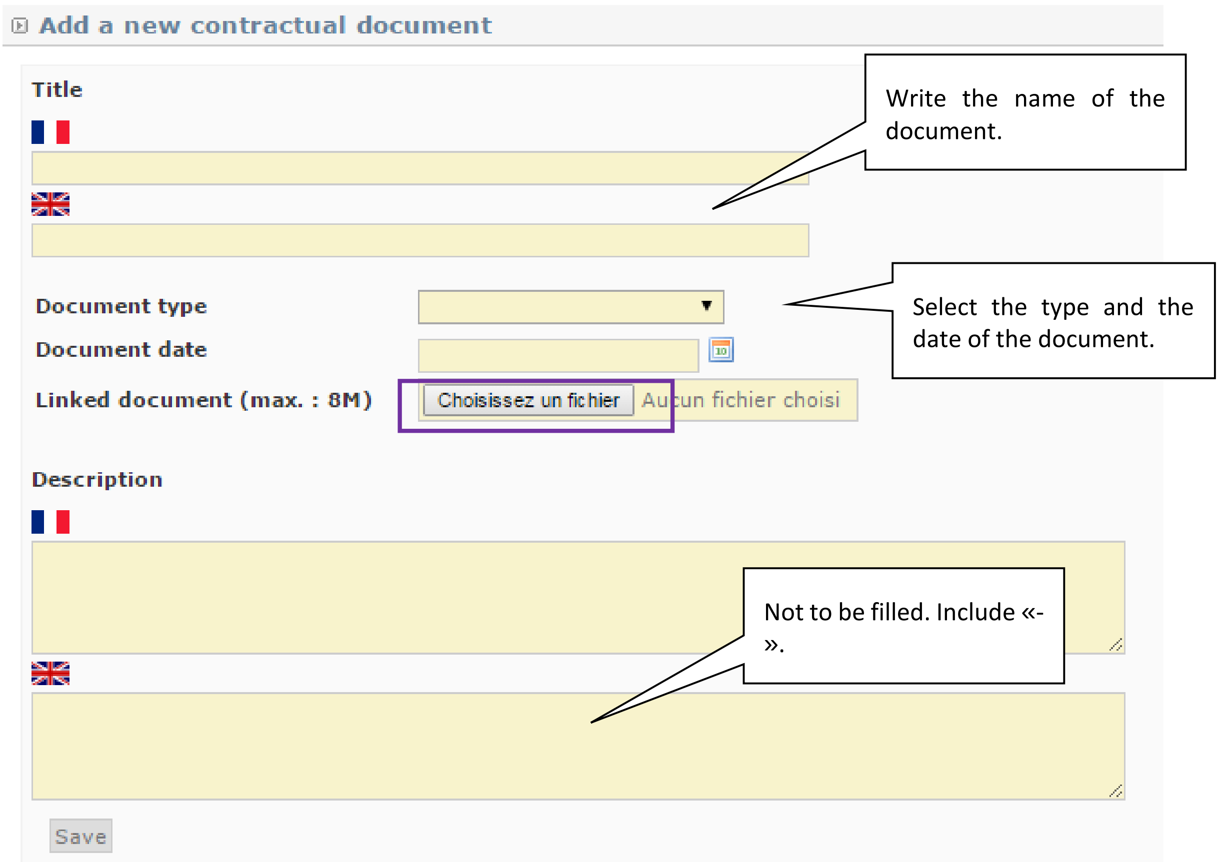
1. On the top of the Application Form index page, click on Show administrative information of this project. A new page appears.



2. Click on Add a contractual document. A new page appears.



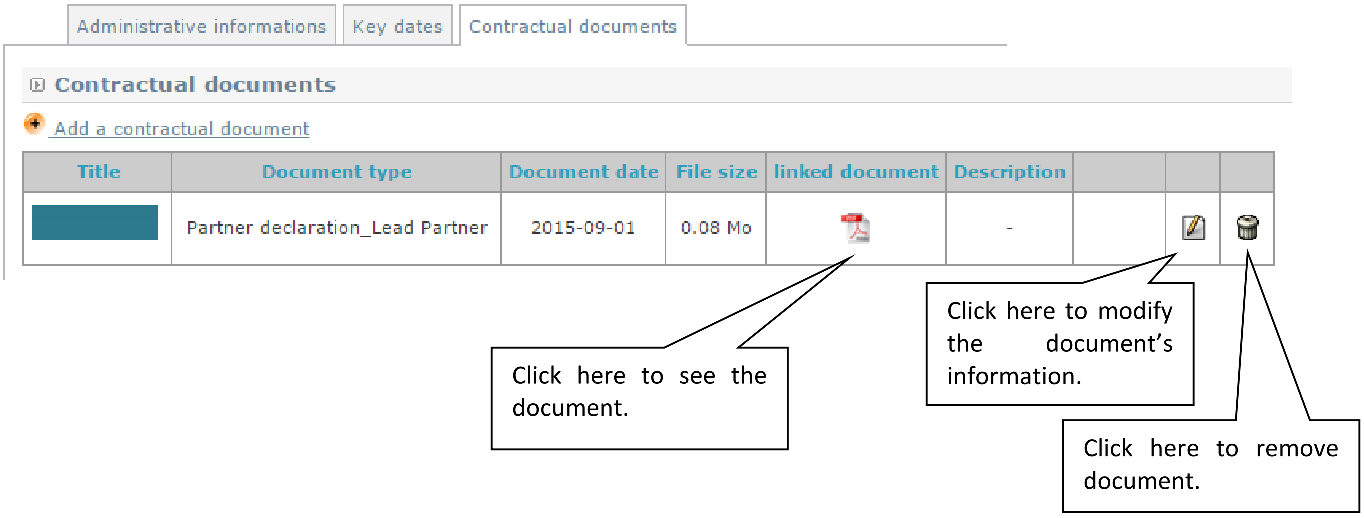
3. Enter the requested information related to the file you want to upload and click on Choisissez un fichier.



3. Select the file to upload from the File Upload window.

4. Click on Save in order to upload the file.

5. The list of uploaded files will appear on the top of the uploading page.



6. Post-upload verification. Once you upload your files, check their quality - download them to check whether the files have been uploaded successfully. If not, make the necessary corrections and upload again. Remove always the outdated versions.

▲ Once the second deadline is passed, you can not upload or change any file. Should you encounter any problem uploading the files, it is imperative to contact the JS (programme_med@regionpaca.fr) before the closure of this phase.

2.3.6. Appendix

A. List of types of partners

Main categories	Examples[16]
Local public authority	municipality, etc.
Regional public authority	regional council, etc.
National public authority	ministry, etc.
Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.
Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.
Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.
Higher education and research	university faculty, college, research institution, RTD facility, research cluster, etc.
Education / training centre and school	primary, secondary, pre-school, vocational training, etc.
Enterprise, except SME	
SME[17]	micro, small, medium
Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.
EGTC[18]	
International organisation, EEIG[19]	under national law, under international law

B. List of administrative codes

ERDF PARTNERS LOCATED IN THE INTERREG MED AREA

Country	Code identification	Acronym	Format
Croatia	Personal Identification Number (PIN)	OIB	'HR' +11 digits
Cyprus	VAT identification number	ΦΠΑ	'CY' +9 characters – ex : CY99999999L
France	Système d'identification du répertoire des établissements	SIRET	14 digits

[16] More examples can be found in the relevant Terms of Reference.
[17] According to Commission Recommendation 2003/361/EC of 6 May 2003 concerning the definition of micro, small and medium size enterprise.
[18] European Grouping of Territorial Cooperation.
[19] European Economic Interest Grouping.

Greece	Tax Registration Number	ΑΦΜ	'EL' +9 digits – ex : EL999999999
Italy	Code fiscal	-	11 digits
	VAT identification number	VAT no	
Malta	Internal reference number[20]	-	-
Portugal	Tax identification number	NIF	9 digits
Slovenia	VAT identification number	ID za DDV	'SI' + 8 digits – ex : SI12345678
Spain	Tax Identification Number (TIN)	NIF	'ES'+9 digits, the first and the last character may be a letter too - ex : ESX9999999X
Gibraltar (United Kingdom)	Internal reference number[21]	-	-

IPA PARTNERS

Country	Code identification	Acronym	Format
Albania	VAT number	VAT number	10 characters (2 letters and 8 digits)
Bosnia and Herzegovina	Administrative identification number		13 digits
Montenegro	Tax Identification Number	PIB	8 digits

ERDF PARTNERS OUTSIDE THE INTERREG MED PROGRAMME AREA

Country	Code identification	Acronym	Format
Austria	VAT identification number	UID	'ATU'+8 characters – ex : ATU99999999
Belgium	VAT identification number	TVA ou BTW	'BE'+9 or 10 digits – ex : BE0999999999
Bulgaria	BULSTAT Unified Identification Code/Number (UIC)	ЕИК по БУЛСТАТ	'BG' +9 or 13 digits
Czech Republic	VAT identification number	DIČ	'CZ'+8-10 digits
Denmark	VAT identification number	CVR	'DK' +8 digits – ex : DK99999999
Estonia	Register number	-	8 digits – ex : 70000562
Finland	VAT identification number	ALV nro	'FI' + 8 digits – ex : FI12345678
Germany	VAT identification number	USt-IdNr.	'DE' +9 digits – ex : DE999999999
	Internal reference number	-	-

[20] In order to get the Internal reference number, the concerned partner must contact the National Contact Point of Malta (leonie.aquilina@gov.mt)
[21] In order to get the Internal reference number, the concerned partner must contact the National Contact Point of Gibraltar.

Hungary	VAT identification number	ANUM	'HU' +8 digits – ex : HU12345678
Ireland	VAT identification number	VAT no	'IE'+8 digits, the second one may be a letter and the last one must be a letter – ex : IE9S99999L
Latvia	Registration number of tax payer	-	11 digits – ex : 99999999999
Lithuania	VAT identification number	PVM codas	9 or 12 digits
Luxembourg	VAT identification number	No. TVA	LU' +8 digits – ex : LU12345678
Holland	VAT identification number	BTW-nr.	'NL'+9 digits+B+2- digit index of company – ex : NL999999999B99
Poland	Tax identification number	NIP	'PL' +10 digits – ex : PL9999999999
Romania	Fiscal identification number	CIF	a)"RO" for all legal entities paying VAT (including partially) – not "RO" for those not paying VAT; b) max 9 digits; c) an additional digit for control - ex: [RO]999999999 [9]
Slovakia	IČO identification number	IČO	IČO + 8 digits – ex : IČO 12345678
Sweden	Swedish Organisation number	-	10 digits
United Kingdom	Internal reference number	-	-
	VAT identification number	VAT	'GB' +9 digits (block of 3, block of 4, block of 2) – ex : GB999 9999 73

ASSOCIATED PARTNERS FROM THIRD COUNTRIES

Other country	Internal reference number[22]	-	-

C. List of target groups

Catégories principales	Exemples[23]	Unité de mesure
Local public authority	municipality, etc.	[number of organisations]
Regional public authority	regional council, etc.	[number of organisations]

[22] In order to get the Internal reference number, the Lead Partner of the proposal must contact the Joint Secretariat (programme_med@regionpaca.fr).
[23] More examples can be found in the relevant Terms of Reference.

National public authority	ministry, etc.	[number of organisations]
Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.	[number of organisations]
Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.	[number of organisations]
Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.	[number of organisations]
Higher education and research	university faculty, college, research institution, RTD facility, research cluster, etc.	[number of organisations]
Education/training centre and school	primary, secondary, pre-school, vocational training, etc.	[number of organisations]
Enterprise, except SME		[number of enterprises]
SME[24]	micro, small, medium	[number of SME]
Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.	[number of organisations]
International Organisation, EEIG[25]	Acting under national law, or under international law	[number of organisations]
General public		[number of people
Other		

[24] According to Commission Recommendation 2003/361/EC of 6 May 2003 concerning the definition of micro, small and medium size enterprise.
[25] European Economic Interest Grouping.