

Lead Partner Seminar  
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## Fulfilling the requests for improvement set by the Monitoring Committee and preparation of the revised Application Form

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CENTRAL EUROPE PROGRAMME

**Congratulations for the approval  
of your proposal!**



# Approval with requests for improvement



- All approved projects of the 1<sup>st</sup> call have to revise their Application Form to fulfil the requests for improvement set by the Monitoring Committee
- The requests for improvement intend to enhance the appropriate fulfilment of project quality requirements



# Frequent issues of requests for improvement



## NECESSARY IMPROVEMENTS RELATE TO:

- Technical and content matters
- Budgetary aspects
- Legal status of Lead Applicant and/or Project Partners  
Revise the legal status both in the Application Form and in the “Declaration on Administrative and Financial capacity and the legal Status”
- State Aid  
If necessary, respect of State Aid compliance will also be addressed in the subsidy contract with *ad hoc* contractual conditions

# Are other changes necessary?



- Select the **STARTING DATE**:
  - o Projects can start as from 15 April 2008
  - o If not started, only preparation costs and costs for negotiation of conditions are eligible before the starting date
  - o Select a starting date in line with your first financial commitments
  - o As reference, Subsidy contract will be submitted in October
- Discuss **OTHER SPECIFIC ISSUES** with your JTS desk officer

# How to fulfil the requests for improvement



## Tools

- Change Log File
- Updated Application Form (AF)



# How to fulfil the requests for improvement



## Procedures

- Update the electronic version of the AF
- List all changes of your AF in the Change Log File accordingly and clearly relate them to the requests for improvement
- Include all justifications / clarifications that cannot be provided in the AF in the specific column of the Change Log File



# How to fulfil the requests for improvement



## Procedures

- Send both documents to the JTS desk officers responsible for content and finance (PM and FM)
- Desk officers will analyse your revised AF
- Submission of revised documents could request further changes: early start of the revision process is highly recommended
- Contact your JTS desk officers in case of questions

# How to fulfil the requests for improvement



## TIMELINE

Within 29<sup>th</sup> September 2008: send the first revised electronic AF and the Change Log File to your JTS desk officers

13 October 2008 (date of postal stamp): send hard copy versions duly signed and stamped of both documents to the JTS; documents must fulfil all requests for improvements counterchecked by your desk officers

13 October 2008 (date of postal stamp): when applicable, send the hard copy version duly signed, dated and on paper headed letter of the revised annexes

# JTS responsibility for the request for improvement



Project acronym	Priority	JTS PM responsible	JTS FM responsible
ACT CLEAN	3	Ms. Pamperl	Ms. Obiltschnig
Q-AGEING	4	Mr. Kniaziuk	Ms. Obiltschnig
WALL FOR TOWN	4	Mr. Kniaziuk	Ms. Depasquale
CUSTODES	4	Mr. Kniaziuk	Ms. Depasquale



**Thank you for attention!**

