EUROPEAN TERRITORIAL CO-OPERATION
AUSTRIA-CZECH REPUBLIC 2007-2013
Gemeinsam mehr erreichen. Společně dosáhneme více.

PROGRAMME COMPLEMENT

Objective European Territorial Co-operation
Austria - Czech Republic 2007 - 2013
CCI Nr. 2007 CB1 63 PO 002

Approval by MC 4. June 2013

EUROPEAN UNION
European Regional
Development Fund

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Europäische Territoriale Zusammenarbeit Österreich – Tschechische Republik 2007-2013
Gemeinsames Technisches Sekretariat
www.at-cz.eu

Evidence of changes

No.	*Change*	*Date*	*Chapter. (Page)*
1.	Add: specification for TA	17.6.2009	4.4 (32)
	More precise formulations in text and forms		4.5 (33ff)
	Form		4.6 (43)
	Formulation of text		4.8 (44)
	Add. details of subsidy contract		4.9.(46ff)
	More precise formulations in text		5.2 (52ff)
	The actual document on (in)eligible expenditure can be found at www.at-cz.eu		Annex 4
2	Assessment of projects In the case of conflict of interest by one of the involved regional bodies these checks have to be done by the JTS. The obligation of the declaration of the conflict of interest lies with the JTS.	14.12.2010	4.5.1 and 4.5.2 (34, 37)
	Changes in the project : MA increase of eligible total cost MC decision only necessary if changes have influence on the aim of the project	14.12.2010	4.11 (49)
3	Special monitoring reports - third option	4.6.2013	5.2.2.3 (55)

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1 INTRODUCTION

After the accession of the Czech Republic to the European Union on 1st May 2004 the European Territorial Co-operation Austria-Czech Republic for the period 2007–2013 on the EU internal border Austria – Czech Republic will be the first time implemented after bridging years 2004-2006 for a full programming period.

The Programme Complement is not requested by any of the EC regulations. Still the programme partners decided to elaborate this document to lay down and precise all relevant Operational Programme information. It will support proper and efficient implementation of the Operational Programme and ensure equal distribution and availability of information for all partners, public and institutions interested.

1.1 System of using this document

The Programme Complement is the document for the programme partners, which details the information for the Operational Programme. The Operational Programme between Austria and the Czech Republic was approved by the European Commission on 20th December 2007. Its provisions are obligatory in the frame of implementation of this Programme Complement.

The Programme Complement informs all relevant partners and actors of cross-border co-operation at the Austrian-Czech Republic border on the whole cycle of the Operational Programme implementation as well as specifies some part of the basic document, mainly individual priorities and areas of interventions, final beneficiaries, implementation subjects, system of programme implementation. Financial aspects as well as functions of main implementation organs, including the Monitoring Committee are also described in this document. Additional information will be provided in further documents (e.g. the handbook, which mainly is designed to inform project applicants and the Management and Control System).

The Programme Complement consists of these parts:

Chapter 1 focuses on basic information of the Operational Programme

Chapter 2 provides detailed description of individual Activity Fields. It covers relevant information for potential beneficiaries. This part also focuses on the Small Project Fund and its scope, selection of projects and implementation.

Chapter 3 is related to the implementation of the Operational Programme and covers areas such as programme management, procedural steps in delivering and handling application forms, implementation of individual projects, monitoring and evaluation of projects as well as the Communication Strategy.

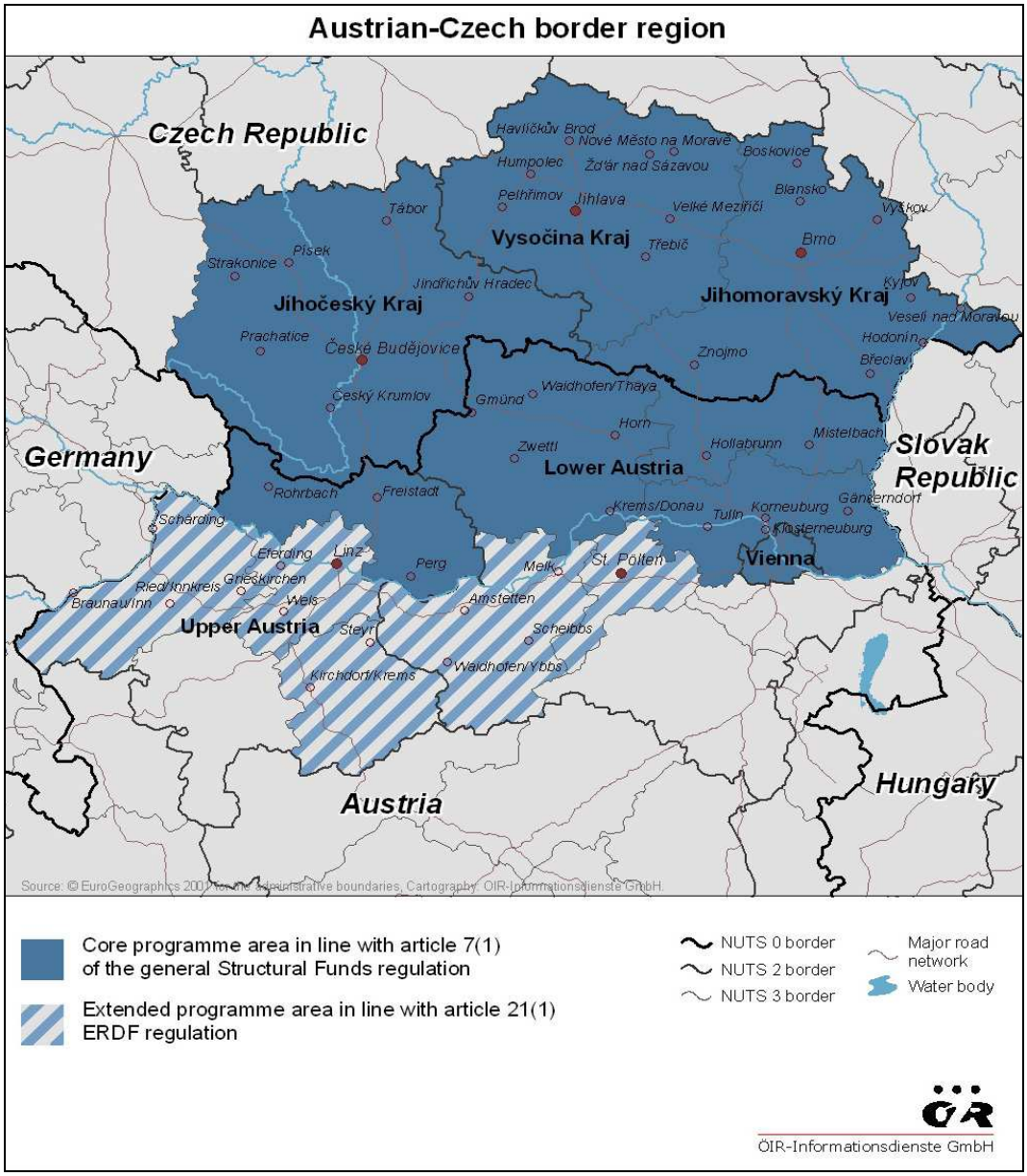
Attachments and annexes include e.g. contact addresses for the Joint Technical Secretariat, Regional Bodies, list of beneficiaries, description of ineligible costs, bilingual Application Form, project presentation sheet, joint format of contract on project financing, model for contract between Lead Partner and Project Partner and joint evaluation sheets, reporting templates ...

This Programme Complement is prepared for detailed information concerning the implementation of the Operational Programme for the Managing Authority and National Authority, Regional Bodies, the Joint Technical Secretariat and other programme bodies. More detailed information for target groups, applicants and beneficiaries will be provided in a separate handbook.

1.2 Programme area

In accordance with the programme period 2000-2006 the Austrian-Czech Republic border region includes the following NUTS III regions: on the Czech Republic side Jihočeský kraj, Jihomoravský kraj and kraj *Vysočina*; on the Austrian side the NUTS III regions *Waldviertel*, *Weinviertel*, *Wiener*

Umland Nordteil, Mühlviertel, Wien and according to Art. 21 (1) ERDF regulation the NUTS III regions *Mostviertel-Eisenwurzen* and *St. Pölten* in *Niederösterreich* and the NUTS III regions *Linz-Wels, Innviertel* and *Steyr-Kirchdorf* in *Oberösterreich*.



1.3 Financing

Type and Amount of EU Assistance

Financing and co-financing in the Operational Programme are linked to public eligible expenditure. Only by providing at least 15% of national public funds ERDF money can be requested. Private funds are only additional financing.

Unrecoverable assistance, according to programme is up to 85%. In this connection, it must be observed that the maximum amount of assistance for a specific project according to EU competition law – composed of financial support from EU Structural Funds and national funds – will not be exceeded.

For activities related to infrastructure, Art. 29 (4) a), b)

- No infrastructures, which are associated with considerable net earnings
- No investments in enterprises provided.

The Operational Programme will be European Regional Development Fund (ERDF) co-financed on the basis of Article 53, para. 1b of the General Regulation. Maximal level for support from the ERDF is 85 % of overall public eligible costs of the respective project. Scope of co-financing from the national sources depends on the partners of this Operational Programme. On the Czech Republic side, state budget sources can be used up to 5% of the eligible costs for the project. Remaining part, representing at least 10%, should be covered from the beneficiary sources. This is in line with the basic principle of additionality.

On Austrian side regional sources according to aid schemes or state budget sources can be used up to 15% of the eligible costs for the project. Some co-financing departments may request a financial contribution from out of own resources of the applicant, may also be public own resources not included in public cofinancing. Private funds could be included to the project as well, the ERDF-share will be relevant only to public sources of the project.

In the Czech Republic, based on the decision made by the Ministry of Finance, some contributions from certain beneficiaries will be understood as private funds. In order to keep all beneficiaries within the Programme (and not discriminate them against other beneficiaries), it would be possible to include such private funds to the programme, but in condition that ERDF share will be relevant only to overall public funds of the project.

Formal Criteria for EU Co–financing

- Economic and organisational capacity of the entity responsible for the project
- Amount and appropriateness of the costs of the project
- Secured financing, appropriateness of the ratio between own funds and public assistance (taking into account the possible EU co-financing according to the programme as well as any other national public funds applied for, already granted or promised)
- Relevant project aim in line with Operational Programme and sector policy objectives (if required, also including statements of other administrative bodies concerned)
- Fulfilment of the specific requirements for assistance under the European Territorial Co-operation Programme Austria-Czech Republic 2007 – 2013
- Compliance with the criteria for ERDF assistance and other relevant EU regulations (aid schemes, environmental law, procurement, etc.)
- Ongoing concern and business will not be cofinanced (ineligible costs)
- Common eligibility rules.

In general, it is understood that the minimum contribution from the ERDF for individual projects is 20.001 EUR. There exists no maximum limit for projects. For smaller projects implemented by the Small Project Fund, the minimum ERDF contribution should be 2.000 EUR and maximum – with no possibility for enlargement – 20.000 EUR of the total costs.

Division of ERDF financial resources is presented in details for the individual areas of intervention in Chapter 2.

1.4 Project orientation

The Operational Programme will support only those projects that will fully comply with the priority axis and areas of interventions relevant to Austrian-Czech Republic cross-border co-operation. The aim of the projects will be given to establishing and upgrading functional co-operative networks aiming at sustainable, integrated, economic, environmental, social and cultural development of the cross- border region. This will be reached by improvement of accessibility of the region, development

of human resources and labour market, enlargement of co-operation in economic infrastructure, development of contacts in the field of science, technological research, improvement of tourist services, cross-border co-operation structures, preservation of traditions and development of day-to-day culture.

All supported projects have to comply with Art. 19 of EC Rule No. 1080/2006 on ERDF, e.g. each project has to fulfil at least two out of four conditions for partners co-operation.

Projects financed from this Operational Programme cannot be financed from other EU sources. At the same time, supported projects from this programme cannot be of the same character as projects financed from other Operational Programmes implemented in both partner states.

1.5 Lead Partner Principle

All activities/projects have strictly to apply to the Lead Partner Principle. Obligations of the Lead Partner and other Project Partner(s) are regulated by Art. 20 of EC Reg. No. 1080/2006 on ERDF.

In line with this regulation partners of the project should nominate among themselves the Lead Partner. Obligations of the Lead Partner are clearly stipulated in Art. 20.

Relations between Project Partners should be defined from the very beginning. Distribution of individual activities should be also clearly defined between Lead Partner and Project Partner(s) at the early stage of the project preparation. Elaboration and drafting of the projects supported from the programme should have character of joint activity. The project should be proposed in one – bilingual – application form. At the same time, it is evident that the Lead Partner plays a specific role, i.e. it is liable towards MA of the Operational Programme and the EC.

Four basic conditions for successful joint projects are:

- Joint preparation
- Joint implementation
- Joint staffing
- Joint financing.

Main attributes of partnership can be specified as follows:

- Joint designation of a Lead Partner
- Joint preparation of project ideas as well as the application form
- Conclusion of joint agreement signed by all partners
- Overall responsibility is undertaken by the Lead Partner
- Financial support from ERDF is transferred to Lead Partner, who is responsible for further transfers to the project partners.

1.6 General rule

Further measures in line with the programme and its objectives that cannot be foreseen at the date hereof will have to be considered in the Monitoring Committee sessions during programme implementation period.

2 OVERVIEW OF THE PRIORITIES AND ACTIVITY FIELDS

The Operational Programme consists of three priorities and seven activity fields. One of these priorities, the Technical Assistance supports two technical priorities and their areas of intervention. Structure of supported priorities is reflected in the following scheme:

Priority Axis 1 – Socio-Economic Development, Tourism and Know-How Transfer	*Priority Axis 2 – Regional Accessibility and Sustainable Development*
Activity Fields: AF 1 – Business and Innovation related Environment and Services AF 2 – Tourism, Culture and Leisure Economy AF 3 – Human Resources Development, Labour Market, Education and Qualification AF 4 – Social Integration, Health and Social Risk Prevention	Activity Fields: AF 5 - Transport and Regional Accessibility AF 6 – Environment and Risk Prevention AF 7 – Sustainable Networks and Institutional Co-operation Structures
Priority Axis 3 – Technical Assistance	

The corresponding Activity Fields (AF) are defined in detail in the following description.

2.1 Priority Axis 1 – Socio-Economic Development, Tourism and Know-How Transfer

2.1.1 AF 1.1 – Business and Innovation related Environment and Services

Purpose

The cross border region has to secure ongoingly its position as an innovative and high-ranking location in comparison to other regions. The conditions have to be further developed in innovative and demanded driven way, to give access to relevant locations, to modern know-how and to business related services. The frame for regional actors should be improved by intensification of cross-border co-operation of business related services, of innovative centres as well as improvement of the innovative and business related environment (co-operation and projects for internationalisation, innovation, research, network activities as well as supporting structures). The demand for economic infrastructure and business services defines the framework conditions for location development.

Special attention is given to the promotion of co-operation between science, business and administration in areas with forward-looking competence focusing on activities with respect to cross-border co-operation. Universities and non-university research facilities play an important role in this context.

Small and medium-sized companies (SME) in the cross-border region are inadequately equipped with new technologies, have low innovation intensity, and lack an export orientation, which results in a rather weak co-operative behaviour. Not enough attention is given to the possibilities offered by existing cross-border economic structures and the regional service priorities to intensify relationships, to set up co-operation networks, joint marketing activities and the establishment of corresponding networks to improve competitiveness. Expected effects on the integration of the border region are

- Creation of and co-operation in cross-border business services
- Enhanced attractiveness of the cross-border location area
- Cross-border know-how transfer
- Cross-border co-operation projects of enterprises, networks, clusters, non profit organisations and the administration
- Promotion and improvement of the business related services and conditions for business start-ups in the cross-border area, e.g. by improving the access to capital, loans and services for enterprises and by providing capital and services for cross-border economic activities
- Development of co-operation between national and international partners, in particular between science, business and administration to strengthen the region's economic power and fostering export activities
- Development of (in a broader sense) cross-border economic core competencies (e.g. telecommunication, transport and logistics, environmental technologies, know-how transfer)
- Increasing the competitiveness of enterprises (especially guiding SME to innovation and technology)
- Increasing awareness of opportunities for economic co-operation, added value opportunities and the development of non-traditional enterprises
- Securing and expanding employment in the border regions.

Examples of activities within cross border partnerships that can be supported under this AF (not exhaustive list)

In general support should be given to

- Projects enforcing innovation and R&D in border areas including dissemination of information of results
- Projects preparing regional actors, organisations and institutions for competition
- Improvement, bundling and co-ordinating the access to specialised public services (centres, networks ...) and the existing business related and research infrastructure to close gaps as well as to improve the situation of the existing peripheral regions
- Focus activities and resources in certain fields of strengths/activities, clusters, networks core competencies and trade marks
- Improvement of know how, knowledge and technology transfer between economy, science and administration
- Development and concentration of existing business related potentials (platforms and innovative companies …)
- Improved accessibility, utilisation and extension of existing research and technology networks, also with respect to equal opportunities
- Intensifying the (cb) co-operation between regional economy (esp. SME), universities, research institutions, other organisations and the administration
- Intensification of the integrated and innovation oriented regional support structures – to generate, adopt and successfully use innovations in business and society
- Support regional supply chains and supply chain management

- Increase of cross border co-operation of business related services, of innovative centres as well as innovative and business related infrastructure
- Support of joint development of new products and new production processes, including marketing and advertising activities (e.g. industry and agriculture), development of qualification associations of enterprises (e.g. management skills)
- Consultancy and coaching of cross-border economic activities (e.g. export/import, different legal systems)
- Development of new cross-border business services incl. private and social services (e.g. technology transfer, information distribution, consultancy, science)
- Building up information systems and support for the implementation of events (partner-markets, trade fairs, information on financing etc.).

In particular support should be given to

- Implementation of projects focused on qualitative improvement of the business environment, in the field of initial consultancy in opening businesses and consultancy for companies in the border region
- Creation of economic partnerships between entrepreneurs and clusters in the border area by exchange of know-how, experience, organisation of common discussion fora, opening of experts consultative working groups oriented at solving problems occurred due to different legislation or different conditions for business on both sides of the border
- Preparation of business facilities in border areas in the form of relevant background materials or through exchange of information and know-how
- Reinforcement of innovative potential of the border area by exchange of know-how and good practices, organisation of joint working meetings for experts from research institutions, universities and the administration
- Co-operation between universities, research institutions, economic actors and the administration by developing and strengthening of know-how transfer and technologies at joint seminars and conferences or through elaboration of common scientific materials and documents
- Development of patents and innovative ideas, their dissemination and implementation.

Target groups and / or potential beneficiaries

For the Czech Republic a detailed list of possible beneficiaries under this Operational Programme has been defined. In Austria a not exhaustive list of potential beneficiaries has been discussed. Both lists are annexed to this document (see Annex 6).

Intervention Codes

01 – RTD activities in research centres

02 – RTD infrastructure (including physical plant, instrumentation and high-speed computer networks linking research centres) and centres of competence in a specific technology

03 – Technology transfer and improvement of co-operation networks between small businesses (SME), between these and other businesses and universities, postsecondary education establishments of all kinds, regional authorities, research centres and scientific and technological poles (scientific and technological parks, technopoles, etc.)

04 – Assistance to RTD, particularly in SME (including access to RTD services in research centres)

05 – Advanced support services for firms and groups of firms

09 – Other measures to stimulate research and innovation and entrepreneurship in SME

11 – Information and communication technologies (access, security, interoperability, risk prevention, research, innovation, e-content, etc.)

13 – Services and applications for the citizen (e-health, e-government, e-learning, e-inclusion, etc.)

14 – Services and applications for SME (e-commerce, education and training, networking, etc.)

15 – Other measures for improving access to and efficient use of ICT by SME

81 – Mechanism for improving good policy and programme design, monitoring and evaluation at national, regional and local level, capacity building in the delivery of policies and programmes.

2.1.2 AF 1.2 – Tourism, Culture and Leisure Economy

Purpose

Tourism is a very important economic sector in the region. Varied natural resources and cultural heritage are the common potentials. The cross-border area directly offers high potential in tourism and for recreation. Tourism and related branches offer new job opportunities and give possibilities to increase dynamics for the whole region development.

However, it is important that the tourist development pursues in a balanced way and promotes the border region values. Environment and cultural heritage protection is important as well as protection of all sources representing a fundamental wealth of the border region.

Much importance for the development of the Austrian-Czech border region is given to tourism, leisure economy and culture. The significance is increasing from a low starting point, except for a few small destinations and towns. Meanwhile, it is the peripheral rural zones in the extended catchment areas of urban agglomerations as well as the fledgling soft tourism offerings that have sparked increasing demand over the past few years.

In the Austrian-Czech border region there is still a large deficit regarding development and design of tourism offers, company structures, quality of services, marketing measures and co-operation and organisational structure.

This should together with improved service provide a solid basis for future tourism development in the region. Support of territorial co-operation and of soft activities is also provided by the development of tourism and leisure economy in rural and peripheral areas. A significant cross-reference of the mentioned fields of activity exists to neighbouring activities (e.g. culture) and activities outside the programme, especially in employment and adjustment of qualification, because there is always needed qualified and flexible workforce in an innovation-oriented economy. Expected effects are

- Cross-border co-ordination and marketing of offers
- Strengthening of tourism, leisure-time economy and culture in the border area
- Closing gaps in border-related infrastructure facilities for tourism
- Joint development, enhanced attractiveness and modernisation of cross-border tourist and leisure facilities, products and services
- Enhancing business in the field of tourism and leisure time activities respecting nature protection and environment standards
- Creation of sustainable products
- Using the potential for synergy effects with other sectors (tourism-induced demand effects)
- Highlighting the special features of the joint region
- Harmonised strategies and activities on third markets, joint appearance on international markets (broader spectrum of tourist and leisure facilities/services).

Examples of activities within cross border partnerships that can be supported under this AF (not exhaustive list)

Support should be given, in particular, to

- Development, improvement and completion of (soft) tourism infrastructure
- Accessibility of tourism and cultural sites
- Reconstruction of existing historic, cultural, technical and natural objects to promote better knowledge and understanding of local tourism attractions
- Creation and matching of services/marketing in tourism (e.g. family passes)
- Joint advertising of the region at important regional tourism fairs (through joint stands, advertising materials, joint presentations etc.)
- Elaboration and implementation of joint development strategies and studies in the field of tourism
- Bilingual training of staff in the field of tourism in order to increase quality of services
- Creating larger supply of services focused on eco-tourism
- Supporting enlargement of co-ordinated tourism activities in natural preserved areas and in their vicinity
- Supporting interlinkage between traditional tourism with active tourism in nature by implementing new trends (climbing rope centres, etc.)
- Creation of innovative products in tourism
- Extension and improvement of activities in health, wellness, congress and cultural tourism, nature tourism
- Development of joint destinations and destination management
- Joint marketing of the border regions
- Building up and developing of joint information, reservation systems etc. for collaboration in tourism, leisure economy and culture in the border area
- Support of know-how transfer activities (e.g. practical experiences from existing local/regional tourist boards)
- Support of agro-tourism activities
- Development and support of joint tourism and leisure-time facilities, networks and tourist offers.

Target groups and / or potential beneficiaries

For the Czech Republic a detailed list of possible beneficiaries under this Operational Programme has been defined. In Austria a not exhaustive list of potential beneficiaries has been discussed. Both lists are annexed to this document (see Annex 6).

Intervention Codes

55 – Promotion of natural assets

56 – Protection and development of natural heritage

57 – Other assistance to improve tourist services

58 – Protection and preservation of the cultural heritage

59 – Development of cultural infrastructure

60 – Other assistance to improve cultural services

81 – Mechanism for improving good policy and programme design, monitoring and evaluation at national, regional and local level, capacity building in the delivery of policies and programmes.

2.1.3 AF 1.3 – Human Resources Development, Labour Market, Education and Qualification

Purpose

Even after a decade of starting co-operation, the cross-border region still is affected by the passed period of closed borders. New relationships have been established, which are also a result of this cross-border co-operation process in the last programming periods and have been increased by the accession of the Czech Republic to the European Union. Nowadays there exist new processes of exchange and new relationships on the labour market. Nevertheless the challenge of the future regional/urban and cross-border labour market has to be met and initiated by this programme. The already changed situation on the labour market leads towards increase of demands of the population as well as for the suppliers of education, vocational training, qualification, research and innovation.

Labour market relations and development processes in the border region are determined on the one hand by the economic structural conditions and on the other by the existing regional disparities within the region and especially in the cross-border context. The markedly divergent prosperity and wage levels have sparked intensive one-sided cross-border commuting and migration movements from the neighbouring countries. Brain drain in the neighbouring states and social tension in Austria are the result.

The variety of institutions in the area of education, and also in social and science areas are an excellent setting for intensifying co-operation projects to develop the range of offers in education and training, and in sharing experiences. Expected effects are

- Overcoming of the negative effects resulting from regional disparities in the labour market and economy between the border regions
- Establishment of new and enforcement of existing joint institutions and information systems as a prerequisite for the development of a cross-border integrated labour market
- Improvement of the infrastructure, enhancing, expanding and co-ordinating cross-border education and qualification offers, harmonised with regional needs
- Preparation of the border region for competitiveness and the necessary preconditions for a convergence of the region, in particular in the sector of science and education
- Establishment of cross-border labour market relationships
- Intensification of co-operation between the labour-market institutions
- Preparation of framework conditions for properly functioning cross-border labour market relationships
- Improvement of cross-border information on labour market offer and demand
- Removal of obstacles in the context of economic, education and social systems and harmonisation of standards in labour and social law
- Co-ordination in the field of education and qualification
- Harmonisation of labour-force profile (qualification level) with conditions and requirements of the economy
- Intensification of co-operation between institutions of education and qualification (schools, institutions of adult education...)
- Strengthening the research exchange
- Joint support/offers in the field of education, qualification and information.

Examples of activities within cross border partnerships that can be supported under this AF (not exhaustive list)

In general, support should be given to:

- Development and co-operation in the fields of education, qualification, social systems and human resources (qualification possibilities adopted to the needs of the economy, joint qualification in the context of clusters and business co-operation …)
- Development of and co-operation in the regional cross-border labour markets and employment should be supported and prepared in co-operation with the relevant actors in the fields of labour market, education and integration
- Improved integration of women and disadvantaged groups
- Increase of and giving access to know how and knowledge (e.g. in the field of labour market policy through seminars and experts' meetings, supporting co-operation and transfers of know-how ...)
- Enhancement of mobility of work force and students
- Improve the quality of cross-border infrastructure in the field of education, qualification and research
- Development of regulatory systems in order to establish socially integrated cross-border labour market relations
- Establishment of a joint labour-market monitoring system and information services (location of jobs, job placement, qualification and life long learning ...)
- Cross-border co-operation to improve standards in the field of labour law and social law
- Development and establishment of networks, co-operation schemes in the field of employment, co-operation between labour market institutions, groups representing different stakeholders, etc.
- Development and implementation of joint education, further education and qualification programmes with relevance to the regional and the cross-border development (e.g. environment, tourism, social services, languages courses etc.)
- Support programmes for the establishment of vocational and re-qualification centres
- Exchange programmes on institutional level; exchanges of pupils, students and teachers to the extent that such exchange projects represent the beginning of sustainable co-operation
- Development of multi-lingual materials for teaching
- Development of reference systems for education and qualification
- Promotion of cross-border projects organised by and for minorities (exchange, support, qualification and research projects) as well as support to marginalized groups
- Creation of joint counselling structures.

In particular support should be given to

- Supporting cross-border joint educative activities (re-qualification, lifelong learning system ...)
- Supporting co-operation in cross-border research and education, exchange of staff from educational or research institutions from the border area
- Development of joint approaches and exchange of information on labour market issues
- Developing joint activities in implementing „gender quality“ and equal opportunities in business by creating adequate platform for exchange of experience, presentation of good practices, etc.
- Increasing know-how about preparation process in educating young generations at basic and secondary schools;
- Promoting exchange of experience, presentation of good examples from the field of labour forces and students mobility in border areas;

- Supporting co-operation in the area of secondary and high schools as well as universities especially for raising qualification in the field of clusters and business start-ups
- Supporting better quality of educational infrastructure and qualification through consultations between relevant institutions and regional authorities
- Supporting secondary or university students exchanges/ scholarships through short-time stays on high schools, universities, research institutions in order to gain practical workmanship or ability in specific fields
- Supporting co-operation between local and regional libraries in field of exchanging different sorts of literature, through information on new authors and trends in literature in partner country, organisation of "literature evenings", and increasing bilingual "literacy" namely among young generation through use of audio or video-techniques.

Target groups and / or potential beneficiaries

For the Czech Republic a detailed list of possible beneficiaries under this Operational Programme has been defined. In Austria a not exhaustive list of potential beneficiaries has been discussed. Both lists are annexed to this document (see Annex 6).

Intervention Codes

62 – Development of life-long learning system and strategies in firms, training and services for employees to step up their adaptability to change, promoting entrepreneurial ship and innovation

63 – design and dissemination of innovative and more productive ways of organising work

64 – Development of specific services for employment, training and support in connection with restructuring of sectors and firms, and development of systems for anticipating economic changes and future requirements in terms of jobs and skills

65 – Modernisation and strengthening labour market institutions

66 – Implementing active and preventing measures on the labour market

67 – Measures encouraging active ageing and prolonging working lives

69 – Measures to improve access to employment and increase sustainable participation and progress of women in employment to reduce gender-based segregation in the labour market and to reconcile work and private life, such as facilitating access to childcare and care for dependent persons

72 – Design, introduction and implementation of reforms in education and training system in order to develop employability, improving the labour market relevance to initial and vocational education and training, updating skills of training personnel with a view to innovation and knowledge based economy

73 – Measures to increase participation in education and training throughout the life-cycle, including through action to achieve a reduction in early school leaving, gender-based segregation of subjects and increase access to and quality of initial vocational and tertiary education and training

74 – Developing human potential in the field of research and innovation, in particular through post-graduate studies and training of researchers, and networking activities between universities, research centres and business

80 – Promoting partnership, pacts and initiatives through the networking of relevant stakeholders.

2.1.4 AF 1.4 – Health and Social Risk Prevention, Social Integration

Purpose

According to the ageing of the society, the change in life cycle and living standards and the change in the population structure due to migration it is necessary to notice the change of the situation in this field of activity and to identify, evaluate and adjust the existing regional and national systems. These facts are also very much linked to the changes in labour markets and economy in general. There have to be taken into consideration several aspects, social integration of disadvantaged groups of the population, migrants, life expectancy, different social and health systems and security systems.

Examples of activities within cross border partnerships that can be supported under this AF (not exhaustive list)

In general support should be given to

- Inclusion of marginalized and disadvantaged groups (youth, women, migrants, any kind of minorities ...) with significant know how potential in social structures and dynamics in the development process
- Enhancement of public participation as means to raise social capital
- Improving social life (living conditions and social cohesion) in the cross border region, in urban and rural areas
- Reducing social disparities
- Increase activities and efficiency of social risk prevention systems and social infrastructure
- Keeping and improving co-operation, competencies and capacities of organisations, institutions and communities in this working field
- Elaboration of a cross-border activity programme for social risk prevention and social integration for various target groups (disadvantaged groups and persons, minorities, young people)
- Taking diversity of cultures, religions and lifestyles into account at planning and activity level
- Field of social integration, health and social risk prevention with cross-border significance (public hospitals, youth organisations)
- Integrated rescue system and emergency services for the cross-border region.

In particular, support should be given to

- Elaboration of studies focusing on improving the situation for minority groups in border area
- Completion or reconstruction on relevant objects for activities supporting social inclusion of young generation, disadvantaged groups and elderly people
- Organising free-time activities for socially disadvantaged groups from cross border area in order to improve their chances for social inclusion
- Supporting cross-border exchange of experience in field of inclusion of disadvantages groups towards creative free-time activities through training, workshops, informal events and meetings of different interesting groups
- Promotion of bilateral activities among social institutions (e.g. hospitals, youth centres, old peoples home …)
- Support of specialised activities in the area of social risk prevention and social infrastructure through networking, exchange of good practices
- Active promotion of „healthy style of life“ through lectures, visual presentations, open air conferences, practical training, specialised fairs, advertising in modern scheme of health care, illness/sickness prevention activities

- Joint presentation of measures/activities/good practices supporting participation of disadvantaged groups of population to pro-active life in order to decrease asocial activities
- Promoting positive aspects linked to multicultural diversity in the cross-border region.

Target groups and / or potential beneficiaries

For the Czech Republic a detailed list of possible beneficiaries under this Operational Programme has been defined. In Austria a not exhaustive list of potential beneficiaries has been discussed. Both lists are annexed to this document (see Annex 6).

Intervention Codes

70 – Specific action to increase migrants participation in employment and thereby strengthen their social integration

71 – Pathways to integration and re-entry into employment for disadvantaged people, combating discrimination in accessing and progressing in the labour market and promoting acceptance of diversity at the workplace

75 – Education infrastructure

76 – Health infrastructure

77 – Childcare infrastructure

78 – Housing infrastructure

79 – Other social infrastructure

81 – Mechanism for improving good policy and programme design, monitoring and evaluation at national, regional and local level, capacity building in the delivery of policies and programmes.

2.2 Priority Axis 2 – Regional Accessibility and Sustainable Development

2.2.1 AF 2.1 – Transport and Regional Accessibility

Purpose

A precondition for cross-border socio-economic activities, co-operation and becoming "really one region" is the improvement of the transport situation and the accessibility in the cross-border region. The improvement of the inner regional transport system is a very import precondition for the mobility of persons and goods especially in the peripheral areas. Problems and handicaps arise due to insufficient connections between the regions and of the regions with high-ranking transport infrastructure. This fact also applies for the level of quality and availability of the telecommunication infrastructure.

Improvements taking into consideration environmental and sustainability aspects, should lead to an optimisation of the accessibility in the areas of transport and telecommunication infrastructure. It should enhance the traffic accessibility in the border region and improve mobility of inhabitants.

The Austrian-Czech border region is, in large part, classified as a periphery region with adverse accessibility conditions. Accordingly the connection to better quality transport and telecommunication networks is to some extent insufficient. Decisive for the intensification of cross-border activities is border openness, as well as the availability of cross-border transport options and an infrastructure of relevance for small-scale business activity.

Planning, organisation and optimisation of cross-border public transport are necessary to be able to manage the strong growth in cross-border traffic and to meet the intra-regional and inter-regional activity and communication needs in respect to transport and information technology.

The co-ordination of projects, information about planning, offers etc. are an important prerequisite for an efficient organisation of current and future traffic as well as information and communications needs. Expected effects are

- Harmonisation / increased compatibility of infrastructure systems in the cross-border region
- Development of common standards
- Physical and virtual networking within the border region
- Improvement of accessibility within the border region
- Integration of the border region by harmonising and optimising cross-border transport services, especially with regard to public and combined transport
- Ensuring a better connection of the cross-border region to the Transeuropean Networks
- Improving/facilitating neighbourly trade and intensified networking through an improved infrastructure
- Preparation and consensus-building (accompanying) co-operation in international transport issues concerning the cross-border area
- Facilitation of movement across borders, interlinking between infrastructure facilities
- Sustainability of cross-border traffic including all transport modes
- Co-ordinated development of telecommunication infrastructure
- Improvement of cross-border accessibility and mobility
- Improvement of links to the Trans European Networks
- Co-ordinated implementation of the activities for sustainable developing the transport sector in the cross-border region
- Removal of obstacles resulting from different systems and providers in the field of cross-border telecommunication.

Examples of activities within cross border partnerships that can be supported under this AF (not exhaustive list)

In general, support should be given to

- Building-up and the modernisation of the traffic infrastructure with accent on improving the quality of the interconnection in the cross-border region (local and regional networks, border crossing points, bicycle and hiking routes)
- Modernisation of the communication system and the telecommunication infrastructure of cross-border regions
- Improvement of transregional, cross border/regional/local accessibility
- Optimal use of public and alternative transport modes and integrated transport system
- Improved IT access, also for peripheral areas, to create equal development opportunities
- Shifting of traffic towards more environmental friendly systems – optimisation of combinations with alternative means of transport (e.g. public transport)
- Support of different mobility needs according to equal opportunities aspects
- Achieving synergies by co-ordination of plans and programmes and allowing better conditions for information and communication technologies to become a real cross-border instrument
- Using the creation of an equal standard of supply for ICT to raise the local development possibilities in the region
- Use of telematic applications in transport for the efficient use of existing transport infrastructure and the existing network of logistic centres
- Development of logistic related projects – multi modal split for the reduction of road traffic
- Improvement of the railway network (e.g. closing of gaps)

- Establishment of and/or connection to data highways.

In particular, support should be given to

- Support of construction and refurbishment of the secondary transport network aimed at increasing of accessibility of the cross-border region
- Support of integrated public and intelligent transport systems for increasing of attractiveness of the cross-border region
- Support of seasonal transport, with the aim to disburden the cross border dense traffic
- Refurbishment and innovation of transport systems of cross-border character to increase the safety of inhabitants (underbridges, bridges for pedestrians, cyclists etc.)
- Co-operation for improvement of transport accessibility of / in the cross-border region
- Construction, refurbishment and maintenance of the access roads for tourist attractions together with supporting transport systems
- Increasing the efficiency of cross-border public and alternative transport systems and logistics
- Promotion of activities linked with planning/drafting transboundary EIA/SEA for infrastructure activities
- Feasibility studies and planning as well as preparative development and implementation planning in the common border area
- Support of the cross-border-oriented elements of transport organisation and planning with a special focus on border crossing centres of business and tourism.

Target groups and / or potential beneficiaries

For the Czech Republic a detailed list of possible beneficiaries under this Operational Programme has been defined. In Austria a not exhaustive list of potential beneficiaries has been discussed. Both lists are annexed to this document (see Annex 6).

Intervention Codes

16 – Railways
23 – Regional/local roads
24 – Cycle tracks
25 – Urban transport
26 – Multimodal transport
28 – Intelligent transport system
31 – Inland waterways (regional and local).

2.2.2 AF 2.2 – Environment and Risk Prevention

Purpose

There is a need for co-ordination of the different types of space utilisation (settlements, population, socio-economic conditions, spatial development, protection of nature, soil management, …) for the benefit of the variety and the sensibility of nature in the cross-border region, which has to be oriented towards sustainability. The development and the use of environmental friendly technologies, renewable energies and renewable primary products also contribute to this fact.

This could be achieved by an increase of cross-border co-operation in terms of a sustainable development in space, environment and economy as well as by utilisation of regional resources,

especially renewable primary products and energies. Co-ordinated activities of active and passive measures as well as improved warning systems should minimise the probability of natural disasters.

While the infrastructure in Austria is secured at a relatively high level as regards water, wastewater disposal and waste management, on the Czech side there are still deficits. The expansion and modernisation of this area is of great importance. Technical infrastructure standards are closely related to the development of business locations.

In Austria, competence has been built up over the past years in technology and process development (urban and environmental technologies) with low resource exploitation and keeping emissions low, which needs to be further transferred to cross-border projects.

The Austrian border region consists of many small-scale protection areas and large-scale landscape protection areas, which play a major role in tourism and for the ecology. Expected effects are

- Development of a shared understanding and a common view regarding resource management, technical infrastructure and renewable energy
- Elaborating a common basis for planning and decision-making in these fields towards a compatibility of systems and common standards
- Exploiting cross-border synergy effects when extending and further developing existing technical infrastructure facilities and the environmental infrastructure
- Development of a shared understanding and a common view regarding the environment, nature and environmental protection and eco-friendly exploitation of the common natural resources
- Joint eco-friendly development and marketing of the common environmental potential
- Intensified utilisation of renewable energy
- Optimal use of the existing resources
- Reduction and prevention of negative cross-border environmental impacts (water, air, soil) and rehabilitation of ecosystems that have already suffered damage
- Increased cross-border co-operation in the fields of environmental protection, research and management
- Strengthening and support of enterprises acting across the border in the field of environmental protection, energy efficiency and renewable energy resources as well as sustainable improvement of the environmental situation in the cross-border region
- Supply-oriented development of cross-border national and nature parks as well as joint interlinking and marketing thereof
- Increased inclusion of the local population into the preparation of programme / project development in protected areas
- Increasing environmental awareness, development of efficient education and awareness building measures, increasing the awareness of the value of an intact nature and landscape
- Protection and preservation of the high quality of the nature, natural resources and landscape conditions.

Examples of activities within cross border partnerships that can be supported under this AF (not exhaustive list)

In general, support should be given to

- Quality improvement of the environment – protection of natural species, flood prevention and modernisation of the environmental infrastructure (e.g. waste management ...)
- Use of environmental friendly technologies
- Prevention of natural, environmental and technological risks (prevention, awareness, plans and project preparation)
- Strengthening of environmental education and training

- Respecting the principle of environment friendliness and sustainability
- Efficient use of natural resources and renewable energies to achieve regional value added (e.g. supply of fuels, substitution of fossil energy, increase independence from imported fossil energy, ...) and reach the goals for protection of climate and environment
- Renaturation of rivers and improved rescue systems should lead to improved risk prevention (natural hazards, floods, ...)
- Preservation of high-quality landscape and nature management
- Improved co-ordination (bottom up, exchange of experience) in spatial development and environmental planning
- Strengthen the quality of life and nature by the extension of technical infrastructure as well as co-operation and co-ordination of the responsible institutions and organisations
- Reduction of environmental pollution
- Support the uptake of Environmental Management Systems (e.g. ISO, EMAS, Eco labels, ...) as well as awarding systems
- Cross-border strategy for waste management, its possible proper use as secondary material and educative issue
- Management in the field of „protected species“ and habitat protection (biotopes)
- Realisation and co-ordinated implementation of NATURA 2000 conception
- Harmonisation of SEA regulations
- Flood forecast and flood control measures and joint co-ordination of activities
- Sustainable use of regional water resources
- Socio-economic risk management approaches
- Joint activities in the field of nature and landscape protection (e.g. management plans for valuable localities in term of nature and culture or for landscape complexes, ...)
- Environment and energy studies and schemes, environmental monitoring, ecological research
- Supporting the utilisation of renewable raw materials and energies
- Application of environmental technologies and processes using renewable energies and taking into account the need to ensure greater energy efficiency
- Forest soil rehabilitation.

In particular, support should be given to

- Preparation of joint studies, concepts, projects for preservation of living environment, country development and use of alternative energy resources
- Activities supporting conservation of regional and local specifics and character of the cross-border region
- Flood-protection precautions and modification of rivers and riversides with cross border impact in the programming area
- Waste management (illegal dumping places disposal etc.)
- Check-points and monitoring of the environment
- Renovation and construction of the small-scale infrastructure for nature parks and protected areas in the cross border area (investment and non-investment activities supporting preservation and development of these areas)
- Strengthening and support of the structures with cross-border impact in the area of environmental protection, energy efficiency, renewable resources and sustainable improvement of the cross-border region living environment
- Construction of infrastructure of alternative power resources (small systems for exploitation of water, wind, solar and other renewable resources)

- Support of activities oriented at environmental and natural resources with the cross-border effect (improvement of water regime, soil protection, ecological agriculture, flood-protection precautions, etc.)
- Construction and renovation of local systems for liquid waste drain off and disposal and exploitation of water resources (mineral and thermal springs etc.) in border region
- Maintenance, expansion and sustainable development of nature and environmental protection measures in national and nature parks as well as nature protection areas, European protection areas and landscape protection areas
- Supporting infrastructure measures in national and nature parks as well as planning and monitoring of projects
- Development of subject-specific basic knowledge relating to plant and animal life and implementation of protected areas
- Measures of nature and environmental protection beyond the protection areas defined by the law.

Target groups and / or potential beneficiaries

For the Czech Republic a detailed list of possible beneficiaries under this Operational Programme has been defined. In Austria a not exhaustive list of potential beneficiaries has been discussed. Both lists are annexed to this document (see Annex 6).

Intervention Codes

39 – Renewable energy: wind
40 – Renewable energy: solar
41 – Renewable energy: biomass
43 – Energy efficiency, co-generation, energy management
44 – Management of household and industrial waste
45 – Management and distribution of water (drinking water)
46 – Water treatment (waste water)
48 – Integrated prevention and pollution control
49 – Mitigation and adaptation to climate changes
50 – Rehabilitation of industrial sites and contaminated land
51 – Promotion of biodiversity and nature protection (including NATURA 2000)
52 – Promotion of clean urban transport
53 – Risk prevention (including the drafting and implementation of plans and measures to prevent and manage natural and technological risks
54 – other measures to preserve the environment and prevent risk
61 – Integrated projects for urban and rural regeneration.

2.2.3 AF 2.3 – Sustainable Networks and Institutional Co-operation

Purpose

In the last decade organisations and institutions with cross-border character, networks for exchange of experience and know how transfer have been established as well as common strategies and projects have been initiated.

Besides the intensification of contacts since the change of the political systems, which has been sped up and intensified even more during the implementation of the cross-border co-operation programmes in last two programming periods there is still space for improvement in the field of informal and official cross-border contacts at all levels.

Regional and spatial planning as a cross cutting issue covering sector, horizontal and bottom up aspects uses national, regional and local network or has established own networks for the co-operation, co-ordination and harmonisation of the development of the region under several aspects. These structures already showed reasonable impact during the last programming periods and should be kept in place or even enforced for upcoming tasks (e.g. transport issues, common use and preservation of natural resources, end of the transition period in labour market and for services, flood prevention …).

In the focus there are activities in the non-investment area, which should support the success of regional policies, e.g. awareness raising, information, support in getting new contacts, innerregional organisation and co-operation (communities, organisations, regional actors, …) and activities related to 1082/2006 EGTC.

The prerequisite for the smooth functioning of a future integrated cross-border region from an economic and social viewpoint is the creation of the necessary institutional conditions to co-ordinate a broad range of cross-border activities.

During the bilateral convergence process the regional and spatial development of the cross-border region will also be harmonised and not merely in the area immediately next the border but also at a local and regional level.

Over the past few decades, "mental borders“ have been formed in the minds of the border region inhabitants due to interrupted economic, cultural and social relationships. An important foundation for intensifying communication can be achieved via regular contacts in the form of small – often regional and/or subject-specific – projects as well as steps taken in the direction of breaking down resentment and foster integration. The common experiences from the implementation of the programme to date have shown that integrated (mainly non-profit orientated) ”small projects“ were very helpful for the development of common contacts and project experiences. With this measure, this experience will also be used and further developed in the future.

The development of an integrated cross-border region calls for a harmonised strategy in the area of spatial development and planning. Experience has shown that up to now only few joint spatial development concepts have been produced or initiated to date. Where this has been achieved, the experience has been highly positive with respect to co-operation and information exchange and the policy has also created impulses for the regional economy and planning work.

The focus of the spatial development strategies in this cross-border region is on the economic and infrastructure development of rural regional parts and the development of sustainable land use concepts, the development and preservation of nature areas and in the field of settlement structures (e.g. suburbanisation processes, land flight …).

CENTROPE is about to become a multilateral governance structure and a process for improving and supporting co-operation of Central European regions, cities and agencies in order to improve the coherence of regional integration. CENTROPE is an open and growing network, at the moment comprising a great part of the programme area of the Objective 3 cross border programmes AT-HU, AT-SK and AT-CZ. CENTROPE was established in 2003. This commitment has been signed by 8 regions.

Objectives of CENTROPE are esp. to gain international attractiveness and visibility, to achieve sustainable integration with high economic dynamics and quality of life and to establish a multilateral cross-border co-operation governance system.

Expected effects are

- Creation and strengthening of cross-border co-operation structures

- Support of projects across the border
- Expanding the location through cross-border integration and utilisation of synergies
- Establishing cross-border contacts of long-term use
- Development and implementation of innovative ideas and measures (SPF)
- Intensifying and supporting the cross-border integration process, especially in the social and cultural sphere, in particular with regard to the people and at a sub-regional level
- Identifying the joint potential/opportunities and risks stemming from the common border area
- Adaptation of concepts, plans, programmes and strategies to these common findings and views
- Recognition of the common region as a basis for strategic planning
- Optimise co-operation between associations, unions, administrations, authorities and NGOs in the border regions
- Improvement of resources, structures and capacity for preparation, monitoring and evaluation of cross-border projects
- Development networks to strengthen cross-border integration and intensification of the economic, social and cultural contacts
- Strengthening and promoting long-term communication and co-operation in the border region
- Fostering the social and economic integration of the border regions
- Screening of potential fields of co-operation and first contacts
- Establishment and enhancement of “people to people” contacts. This refers, in particular, to integration in the border area through co-operation between individual population groups to "eliminate the borders in people's minds".
- Creation of a spatially balanced settlement and economic structure
- Development of rural and urban space as well as development of urban agglomerations, always taking into account the need for sustainable development
- Improvement and preservation of extensively utilised cultural landscapes
- Balanced economic, cultural and ecological development of the cross-border area (e.g. in the framework of the cross-border processes of the local Agenda 21)
- Supporting processes in building up European regions (e.g. CENTROPE …).

Examples of activities within cross border partnerships that can be supported under this AF (not exhaustive list)

In general support should be given to

- (Further) development of organisational structures and thematic co-operation networks (e. g. Euregios, regional management, networks of cities, multilateral governance structures as CENTROPE, regional development agencies, thematic networks in health, agriculture, youth, women, social care, integration, civil protection/defence, culture, crime prevention ...)
- Developing of urban-hinterlands co-operation projects
- Co-ordination and organisation of cross-border projects
- Public Relations and information management
- Activities to improve the competence of institutions working in the fields of regional and socio-cultural development.

Support should be given mainly to projects

- Strengthening the institutional network of partners in the border area
- Creating regional governance structures to improve the regional and cross-border co-operative organisation structures (including communities, regional/local/cross border initiatives, as well as

organisations and regional actors) for a co-ordinated and sustainable regional and spatial development (e.g. the CENTROPE Region …)

- Promotion of people-to-people activities under the „roof“ of Small Project Fund in the form of non-investment or small-scale infrastructure projects, to increase small scale direct integration and cohesion activities in marginalized areas
- Strengthening the bottom up and the partnership principle, cross-border integration, raise of the endogenous potential of border area
- Improving co-operation of innovative and regional actors by implementing a better regional governance of the relevant policies
- Maintenance and further development of the regional consulting and co-ordination networks
- Integrated planning and environmental assessment (if requested) for strategic projects and processes, sustainable spatial development
- Establishing participation structures (e.g. AGENDA 21 ...)
- Exchange, support, planning and monitoring of cross-border regional and spatial planning systems, tools and instruments
- Supporting a common cross-border perspective of spatial planning, to enable the integration of cities, functional urban regions and regions across the border as well as better connection of the urban centres with peripheral areas.
- Promoting exchange of experience, know-how and good practices among cities of similar size, urban and suburban co-operation, reduction of social disparities between urban and rural areas
- Improving and adjusting networks between cities in the field of culture, local democracy, human resources at local level, small planning studies, small events and activities in the field of local environment and tourism, …)
- Studies on spatial development / regional planning (e.g. development schemes, subspace assessments, development of perspectives for spatial development and natural spaces, location planning, etc.)
- Establishment of information systems (e.g. databases, spatial information systems, environmental monitoring)
- Co-operation in the field of spatial planning and the establishment of cross-border co-operation, consulting and information centres
- Support of sustainable small projects in all fields of measures such as qualification, education, women, culture, youth, social and environmental topics, cultural exchange, integration, medicine and health, dialogue-based events, including small pilots and small-scale projects for innovative local community and urban development
- Promoting innovative and cross-border small projects to enhance integration of the population of the border region and preparation, development and monitoring of larger cb projects.

Target groups and / or potential beneficiaries

For the Czech Republic a detailed list of possible beneficiaries under this Operational Programme has been defined. In Austria a not exhaustive list of potential beneficiaries has been discussed. Both lists are annexed to this document (see Annex 6).

Intervention Codes

13 – Services and applications for the citizens (e-health, e-government, e-learning, e-inclusion,..)

61 – Integrated projects for urban and rural regeneration

80 – Promoting partnership, pacts and initiatives through the networking of relevant stakeholders

81 – Mechanism for improving good policy and programme design, monitoring and evaluation at national, regional and local level, capacity building in the delivery of policies and programmes.

2.2.3.1 Small Project Fund

Orientation of Small Project Fund

The Small Project Fund (SPF) is an integral part of the Operational Programme. By its character, it is a continuation of successful programmes implemented in the past in the Austrian-Czech border area, in particular to CBC – Interreg and Interreg IIIA Disposition Fund, which played an important role in bringing together again both regions. Learning-by-doing process had been the best school for applicants from both sides of the border. People-to-people projects represented the best way how to receive grants for small non- investment or small-scale investment projects in the past years. Experience gained during the implementation of the SPF Programme shows that this instrument is one of the most effective tools for supporting small by budget but big in content projects focusing on establishing, enlarging and upgrading contacts between different partners from both sides of the border. All projects supported form this Fund focused on the following goals:

- improvement of disparities among separate parts of the region, in particular in marginalized areas, through establishing or upgrading co-operative systems on both sides of the border
- support of economic and social potential of the region through traditional people-to-people activities
- re-vitalisation of contacts between different target groups in order to promote day-to-day cross-border activities
- implementation of small actions/events based on local/microregional needs and requirements with cross-border impact and with flexible approach to financial means.

Management of Small Project Fund

It is expected that the management of SPF will use experience and habits gained during the period 2000 – 2006 when Euroregions and Associations of Municipalities played a crucial role in running and administrating the SPF. It is evident that de-centralisation of the programme has a positive impact to the successful implementation of „small projects“. Regional Monitoring Committees will be established in order to run the SPF. Tasks will be performed by secretariats of Lead Partner and Project Partner. The Implementation of the Small Project Fund has to be realised according the applicable rules for the Operational Programme (e.g. only the Managing Authority signs the contracts with Lead Partners). The Lead Partner Principle will be used for „umbrella“ projects, i.e. projects covering two or more neighbouring border areas and providing financial means for small activities in the framework of the SPF.

Implementation of Small Project Fund

The system of implementation of SPF will be governed by rules applicable for the whole Operational Programme. Rules of procedure, application forms, orientation of projects, evaluation and monitoring of projects, financial frame for individual projects, scope and language of reports, manual for beneficiaries, all relevant document will be elaborated by Euroregions and RM and provided to all actors in separate set of papers in due time.

Three umbrella projects are defined to implement activities under the Small Project Fund

- South Moravia (Lead Partner)-Weinviertel-NÖ Mitte
- South Bohemia (Lead Partner)-Oberösterreich-Waldviertel-Mostviertel-Vysocina
- Vysocina (Lead Partner)-Waldviertel-Mostviertel.

Finances for the Small Project Fund

For projects implemented by the Small Project Fund, in general the minimum ERDF contribution should be 2.000 Euro and maximum – with no possibility for enlargement – 20.000 Euro. One exception from this concept will be the region of Lower Austria, where ERDF contribution for projects under the Small Project Fund will only start at a minimum contrubution of 5.000 Euro. All smaller projects in Lower Austria will be supported only by regional funds. At the same time, it is fixed that overall budget for the individual project in the Small Project Fund, including all eligible costs, should not exceed 40.000 Euro. It is also possible to apply for the support for so-called small-scale infrastructure projects. The limits for them are the same as for the other small „soft" projects.

2.3 Priority Axis 3 - Technical Assistance

Purpose

Technical Assistance under EC Regulation 1083/2006 Art. 46 serves for preparing, managing, monitoring, evaluating and controlling as well as strengthening administrative capacity for implementation of ERDF, ESF and CF funds. In this particular priority there are included activities for preparation, monitoring, evaluation and control of the present Operational Programme as well as information and publicity to support the active participation of all partners and regions. Expected effects are

- Efficient common decision-making procedure and implementation of the intervention
- Contribute to the agreement on and transparency in project selection
- Contribute to the strengthening of the joint development process
- Co-ordinated programme adjustments on a regular basis
- Increasing the public awareness of the intervention
- Ensuring efficient and in-time technical programme implementation
- Co-ordination of the cross-border co-operation at the programme level
- Exchange of experiences
- Broad information of the public
- Activation of potential project-owners through information and disclosure activities.

Examples of activities within cross border partnerships that can be supported under this Priority (not exhaustive list)

- Preparation of background for project selection, their evaluation, and continuous monitoring of interventions and activities implementation
- Programme administration
- Preparation for Monitoring Committee meetings
- Activities related to elaboration of methodology for 1st and 2nd level control and audit
- Activities such as control/audit done by the Audit Authority (AA) under Art. 62 of General Guideline in co-ordination with subjects doing control/audit for the AA (2nd level control/audit)
- Financial control done under Art. 60b) of General Guideline focused on administrative control as well as on the spot control
- Verification and control of activities on the spot
- Programme monitoring
- Running of software monitoring system used for administration as well as continuous programme monitoring and evaluation

- Evaluation and continual monitoring of intervention fields and projects
- Consultations for project preparation
- Information and publication activity under Art. 69 of the General Guideline
- Elaboration of studies
- Training for implementing structures
- Programme evaluation
- Activities linked with preparation for the new programming period
- Activities in connection with the preparation, selection, evaluation and support of interventions and operations
- Activities involving meetings of the Monitoring Committee in connection with the intervention, including the JTS as well as costs of experts and third-country participants.
- Examination and on-site checks of operations
- Draw up of the obligatory reports on the progress of the programme (annual implementation report, progress report)
- Information and disclosure activities of the programme
- Preparation of studies as well as realisation of seminars – in connection with the implementation of the intervention.

Target groups and / or potential beneficiaries

For the Czech Republic a detailed list of possible beneficiaries under this Operational Programme has been defined. In Austria a not exhaustive list of potential beneficiaries has been discussed. Both lists are annexed to this document (see Annex 6).

Intervention Codes

85 – Preparation, implementation, monitoring and inspection

86 – Evaluation and studies, information and communication.

3 PROGRAMME IMPLEMENTATION

3.1 Programme management

3.1.1 Managing Authority

The Czech and Austrian programme partners agree that the responsibility of the Managing Authority within the meaning of Article 12 (8) Council Regulation No 1080/2006 and according to Article 59 Council Regulation No 1083/2006 will be given to the:

Office of the Government of Lower Austria

Department of Spatial Planning and Regional Policy

Landhausplatz 1, A-3109 St. Pölten

According to Article 60 Council Regulation No 1083/2006 and to Article 15 Council Regulations No. 1080/2006 the Managing Authority is responsible for managing and implementing the Operational Programme in accordance with the principle of sound financial management, in particular:

- Ensure that operations are selected for funding in accordance with the criteria applicable to the Operational Programme and that they comply with applicable Community and national rules for their whole implementation period
- Ensure that there is a system to record and store computerised accounting records of each operation and that the necessary data for financial management, monitoring, verifications, audits and evaluation is collected
- Ensure that beneficiaries and other bodies involved in the implementation of operations maintain either a separate accounting system or an adequate accounting code for all transactions relating to the operation without prejudice to national accounting rules
- Before signing ERDF contract ensure that Lead Beneficiaries are capable to manage Lead Partner Principle
- Ensure that the evaluations of Operational Programmes referred to in Article 48(3) Council Regulation No. 1083/2006 are carried out in accordance with Article 47 Council Regulation No 1083/2006
- Set up procedures to ensure that all documents regarding expenditure and audits required are collected to ensure an adequate audit trail to be held in accordance with the requirements of Article 90 Council Regulation No 1083/2006
- Ensure that the Certifying Authority shall receive all necessary information on the procedures and verifications carried out in relation to expenditure for the purpose of certification
- Guide the work of the Monitoring Committee and provide the documents required to permit the quality of the implementation of the Operational Programme to be monitored in the light of its specific goals
- Draw up and submission of the annual and final reports on implementation to the Commission
- Information about the programme and ensuring compliance with the information and publicity requirements laid down in Article 69 Council Regulation No. 1083/2006 – publicity and communication strategy.

Further responsibilities are:

- Lead the work of the Joint Technical Secretariat
- Confirm operations that are selected outside the programme area in accordance with Article 21 Council Regulation No. 1080/2006

- Contract ERDF with the lead beneficiaries with a standard frame contract
- Collect the interim and final reports of the certified statements of expenditure from the lead beneficiaries and submission of the cost statement to the Certifying Authority.

3.1.2 Joint Technical Secretariat

According to Article 14 (1) Council Regulation No 1080/2006 the Managing Authority sets up a Joint Technical Secretariat, which works on behalf of the Managing Authority. The Joint Technical Secretariat supports the Managing Authority, the Monitoring Committee (which includes representatives of the National Authority, Regional Bodies etc.) and, when appropriate, the Audit Authority.

The Joint Technical Secretariat in particular is responsible for the following joint tasks:

- Secretariat function for the Monitoring Committee including the preparation and mailing of the documentation and the minutes of meetings [in two languages if required]
- Draw up reports on the programme implementation (in English)
- Publicity and information tasks (including creation, maintenance and updating of a programme website) in close co-operation with the Managing Authority, National Authority and Regional Bodies. Annex 2 of Programme Complement is the Communication Plan.
- User Management of the Central Monitoring System, maintenance and update of data in the Central Monitoring System
- Registration of submitted operations and their uploading into the Central Monitoring System
- Doing own assessment
- Assessment of project applications with support of the Regional Bodies
- Preparation of documentation of the results of assessment and suggestion for decision of the Monitoring Committee
- Preparation of Monitoring Committee meetings
- Information of the Lead Partner on the results of the Monitoring Committee, including the conditions formulated, within 10 working days after the decision of Monitoring Committee is Joint Technical Secretariat responsible.
- Preparation of ERDF contracts, monitoring the project progress and check the project progress reports (in terms of content and financial conformity with ERDF-contract)
- Receiving information concerning changes on operations and preparation of changes of ERDF-contracts
- Give support and guidance to potential applicants and to ongoing projects.

3.1.3 Certifying Authority

In accordance with Article 61 Council Regulation No 1083/2006 and Articles 14 (1) and Article 17 (2) Council Regulation No. 1080/2006 the function of the Certifying Authority is carried out by the:

Federal Chancellery of the Republic of Austria, Division IV/4

Ballhausplatz 2, A-1014 Wien

On behalf of the Certifying Authority the operative tasks according to Article 61 Council Regulations No. 1083/2006 are performed by the:

European Recoverage Programme (ERP) Fund

Ungargasse 37, A-1031 Wien

Towards the European Commission the Federal Chancellery keeps fully responsible and represents the Certifying Authority amongst others by signing the certified statements of expenditure and applications for payment.

3.1.4 Audit Authority

Within the meaning of Article 62 Council Regulation No. 1083/2006 and according to Article 14 (2) Council Regulation No. 1080/2006 the function of an Audit Authority responsible for verifying the effective functioning of the management and control system shall be carried out by the:

Federal Chancellery of the Republic of Austria, Division IV/3

Ballhausplatz 2, A-1014 Wien

Within the meaning of Article 14 (2) Council Regulation No 1080/2006 the Audit Authority of the Operational Programme shall be assisted by a group of auditors comprising a representative of each Member State participating in the Operational Programme and carrying out the duties provided for in Article 62 Regulation No 1083/2006. The group of auditors shall be set up at the latest within three months of the decision approving the Operational Programme. It shall draw up its own rules of procedure. The Audit Authority for the Operational Programme shall chair it.

The Audit Authority ensures that the audit work takes account of internationally accepted audit standards. The Audit Authority is functionally independent from the Division IV/4 of the Federal Chancellery acting as Certifying Authority. Furthermore the Audit Authority is neither involved in programme management nor in the implementation of any operation.

3.1.5 National Authority

The National Authority for the eligible area in the Czech Republic is the

Ministry for Regional Development of the Czech Republic

Department of European territorial cooperation

Staroměstské náměstí 6, CZ-110 15 Praha 1

The National Authority supports the Managing Authority in tasks of implementation of joint programme in the Czech eligible area. It is responsible especially for internal planning management, coordination of the Czech regions and national cofinancing. Detailed description is in Management and Control System. National competencies in the field of internal relations within the programme are defined in bilateral agreements. All tasks connected with liability and with responsibility are dealt with simultaneously.

3.1.6 Regional Bodies

Regional Bodies contribute to the programme by

- Publicity and information tasks as well as guidance of potential applicants
- Advice on application procedures together with the Joint Technical Secretariat

After registration of the application in the Central Monitoring System by Joint Technical Secretariat, Regional Bodies will support the Joint Technical Secretariat concerning Formal and Acceptibility check and assessment of

- Compliance with regional policy strategies and fulfilment of organisational, legal, technical and economic requirements and expected outputs of operations - description
- Quality, cross border cooperation and cross border impact

Neighbouring Regional Bodies will elaborate these comments jointly.

Regional Bodies in the programme are

AT	CZ
Office of Government of Lower Austria	The Authority of South Moravia Region

Department of Spatial Planning and Regional Policy, Unit for EU Regional Policy Landhausplatz 1, A-3109 St. Pölten	Department of Regional Development Zerotinovo nam. 3/5, CZ – 601 82 Brno
Office of Government of Upper Austria Department of Spatial Planning Division for Co-ordination of EU Regional Policies, Bahnhofplatz 1, A-4021 Linz	The Authority of Vysočina Region Department of Regional Development Žižkova 57, CZ – 587 33 Jihlava Office: Žižkova 16, Jihlava
Office of Government of Vienna Department for EU-Strategies and Economic Development Unit for EU-Funding Schlesingerplatz 2, A-1080 Wien	The Authority of South Bohemian Region Department of Grants and European Integration U Zimního stadionu 1952/2, CZ – 370 76 České Budějovice

3.2 Joint Monitoring Committee

In accordance with

- Art.65 of Council Regulation No 1083/2006
- Chapter 10 of the Objective 3 Programme ETC Austria – Czech Republic 2007-2013

a Monitoring Committee is established for the implementation of the Objective 3 Programme ETC Austria – Czech Republic 2007-2013, which has been adopted by the Decision of the European Commission, dated 20th December 2007.

The Monitoring Committee shall be known henceforth as the "Objective 3 Programme ETC Austria – Czech Republic 2007-2013 Monitoring Committee for the implementation of the Objective 3 Programme ETC Austria – Czech Republic 2007-2013.

- It shall consider and approve the criteria for selecting the operations financed within six months of the approval of the Operational Programme and approve any revision of those criteria in accordance with programming needs
- It shall periodically review progress made towards achieving the specific targets of the Operational Programme on the basis of documents submitted by the Managing Authority
- It shall examine the results of implementation, particularly achievement of the targets set for each priority axis and the evaluations referred to in Article 46(3)
- It shall consider and approve the annual and final reports on implementation referred to in Article 66
- It shall be informed of the annual control report, or of the part of the report referring to the Operational Programme concerned, and of any relevant comments the Commission may make after examining that report or relating to that part of the report
- It may propose to the Managing Authority any revision or examination of the Operational Programme likely to make possible the attainment of the funds objectives referred to in Article 3 or to improve its management, including its financial management
- It shall consider and approve any proposal to amend the content of the Commission decision on the contribution of the funds.

The Monitoring Committee is the only body within the programme responsible for a final selection of operations to be supported. The Managing Authority heads the Monitoring Committee. Within the meaning of Article 11 Council Regulation No. 1083/2006, a partnership involving competent regional authorities, economic and social partners and any other appropriate body covers the monitoring of the Operational Programme. The composition of the Monitoring Committee is determined in accordance

with the provision of Article 64 Council Regulation No 1083/2006. The Monitoring Committee adopts its own rules of procedure in agreement with the Managing Authority in order to exercise its missions in accordance to the present regulation.

Members of the Monitoring Committee are nominated by member state in accordance with the Managing Authority and listed in the Rules of Procedure for the Monitoring Committee.

4 WORKFLOW OF THE APPLICATION PHASE

4.1 Start of the programme and Application Form notice

The start of the Operational Programme is announced after all involved authorities (Managing Authority, National Authority, Regional Bodies) have agreed to do so. The Operational Programme is announced on all appropriate web pages in Austria and the Czech Republic (www.at-cz.eu www.strukturalni-fondy.cz, www.mmr.cz, the homepages of the *kraje* and the *Bundesländer*, etc.), and by other media (newspaper, announcement…). All documents necessary for the application, the contact addresses, and a link to the main application page will be available on these web pages starting with the announcement of the call at the latest.

4.2 Information and consultancy for applicants

Potential applicants have the possibility to obtain information at all the programme institutions (Managing Authority, Joint Technical Secretariat, National Authority, Regional Bodies) and on the programme website www.at-cz.eu. They can get information and consult the Joint Technical Secretariat and appointed persons and authorities of their region on how to prepare an Application Form. In the Czech Republic the regional offices of South Bohemia, South Moravia and Vysocina can be consulted, and the Federal governments of Upper Austria, Lower Austria and Vienna in Austria. The contact addresses of the Joint Technical Secretariat, the Federal governments and the regional offices are available in the Annex 2 of this document.

Authorities have to be aware of possible conflicts of interest when advancing applicants; consultations have to be fair and equal for all applicants. The Regional Bodies and the Joint Technical Secretariat are only allowed to assist in formal aspects of the application, so that applicants are able to fulfil the formal criteria of the call and meet the conditions of the Operational Programme. Those consultations are free of charge.

The Joint Technical Secretariat opens a new file in the project mailbox for each idea. If the project holder approaches a Regional Body, this Regional Body asks the Joint Technical Secretariat to open a new file. The Joint Technical Secretariat administrates the project mailbox. This includes the opening of a file for the new project and its registration number. Prior to handing in the Application Form, Regional Bodies may put preliminary drafts and pre-applications of projects into the project mailbox, these are not part of the Central Monitoring System. The Regional Body responsible for an application may consult other Regional Bodies, when they are affected by an application.

4.3 The Application Form

The Application Form can be downloaded from the programme website www.at-cz.eu. The language of the Lead Partner is the relevant one for the evaluation of the application, notwithstanding any errors of translation. Information on how to fill in an Application Form is given in a detailed handbook. The Application Form and its attachments must be handed in both in hard copy and electronic version. Application Forms may be delivered personally, by mail or by courier. In case of delivery of big documents (e.g. physical plans …) the Regional Body of the Lead Partner stores a hard copy. Further details on attachments and their format are defined in the handbook.

4.4 Submission of Application Forms

The Operational Programme will be carried out in form of “open call”. This means that applicants may submit their Application Form to their Regional Bodies or the Joint Technical Secretariat any time once the Operational Programme is started.

The Lead Partner hands in an Application Form. The application package has to be bilingual, all other amendments are in national language. The Lead Partner puts one electronic version of the Application Form (with all attachments on CD), two original hard copies of the Application Form and one original of the attachments into an envelope, seals it and sends it to the responsible Regional Body or to the Joint Technical Secretariat. If the Application Form is delivered personally, the Lead Partner receives a confirmation from a designated official of the Regional Body or Joint Technical Secretariat. If the Application Form is handed in by post or courier, the confirmation is sent by post or e-mail. After the Application Form has been submitted, the Joint Technical Secretariat changes the status of the existing folder in the project mailbox, which has been created in the consultancy phase or opens a new folder for the project in the project mailbox in case the project idea was not previously discussed with the Regional Body or the Joint Technical Secretariat. The Regional Body informs the Joint Technical Secretariat respectively, if it is approached. The Joint Technical Secretariat or the Regional Body uploads the electronic application form to the project mail box and all partners are informed automatically by the "system". The Joint Technical Secretariat checks content fucused that both language versions of the Application Form are identical.

If a Lead Partner wants to have a certain Application Form discussed in the following Monitoring Committee meeting, the complete Application Form has to be submitted no later than 10 weeks before the meeting of the Monitoring Committee. The actual dates of the Monitoring Committee meetings have to be published in the website of the Operational Programme. From these dates, the deadlines for submission of Application Forms to be treated at the meeting can be deduced. If Application Forms are vague or incomplete, their treatment in the next Monitoring Committee meeting cannot be guaranteed.

After reception of the Application Form, its completeness is examined and the Formal Check starts.

Above mentioned rules are not applied for Technical assistance, where only bilingually filled in application form without annexes is required. It has to be submitted complete not later than 4 weeks before next MC meeting.

4.5 Checks and assessments of Application Forms

before I.: Project Preparation	Regional Bodies consult Lead Partners and Project Partners in the preparation of projects

Project Application					
	Regional Body/ies	**Joint Technical Secretariat**			
			relations	***communication***	***intermediate result***
I. Formal Check	**FC**	**FC**	Handing in of an application is possible at RB or JTS; Formal Check will be done at the body where the application was handed in; support of RB to JTS for the Formal Check is part of a Memorandum of Understanding	RB or JTS will put the result of the Formal Check into the project mail box	Result of Formal Check is at the project mail box
II. Acceptability Check	**AC**	**AC**	Support of RB to JTS for the Acceptability Check is part of a Memorandum of Understanding	RB or JTS put the result of the Acceptability Check to the project mail box	Result of Acceptability Check is at the project mail box
		FAS sheet		RB inform JTS of its results of the Formal Check and the Acceptabilkity Check via project mail box	JTS summarises the result of the Formal Check and the Acceptability Check in a Formal Assessment Summary sheet and puts it to the project mail box
		CMS			JTS puts project information into the Central Monitoring System
III. Quality Assessment	**QA**	**QA**	Support of RB to JTS for the Quality Assessment is part of a Memorandum of Understanding	JTS initiates the Quality Assessment; RB inform JTS on finishing the Quality Assessment and put the result to the project mail box; After finalisation of the Quality Assessment the JTS asks the RB to start with the Cross Border Impact Assessment	Result of Quality Assessment is at the project mail box
IV. Cross-border Impact Assessment	**CBIA**	**CBIA**	Support of RB to JTS for the Cross Border Impact Assessment is part of a Memorandum of Understanding	JTS initiates the Cross Border Impact Assessment; RB start with the Cross Border Impact Assessment from regional point of view; JTS additionally does the Cross Border Impact Assessment from the programme point of view and puts both results of the Cross Border Impact Assessment to the project mail box in the end	Results of Cross Border Impact Assessment are at the project mail box
V. Cross-border Co-operation Assessment		**CBCA**		JTS starts with the CB Cooperation Assessment, puts the result to the project mail box and informs RB	Result of Cross Border Co-operatipon Assessment is at the project mail box
		QAS sheet		Formal Assessment Summary sheet and Quality Assessment summary sheet are put to the Monitoring Committee for decision taking on the project proposal	JTS summarises the result of the Quality Assessment, the Cross Border Impact Assessment and the Cross Border Co-operation Assessment in a Quality Assessment Summary sheet and puts it to the project mail box

after V.: Monitoring Committee	Preparation of documents for the Monitoring Committee by JTS
	Decision on project applications by the Monitoring Committee

communication

check and assessment activities

project mail box

Central Monitoring System

Overall responsibility for the whole process of checks and assessments is with the Managing Authority / Joint Technical Secretariat. Due to the fact that in the application phase a lot of different activities and tasks with different level of expert know how and experience have to be fulfilled, the Joint Technical Secretariat may ask additional expertise for fulfilling its tasks. Regional Bodies will ask during the elaboration of expertise their internal departments without applying for extra money. By these means additional regional know how is brought into the process. Following a detailed division of

tasks, which is described below in the next paragraphs, external expertise mainly given by Regional Bodies will support the Managing Authority / Joint Technical Secretariat in fulfilling their tasks. This will be recorded in a Memorandum of Understanding between the different bodies and institutions involved – tasks, responsibilities, work-flow, communication etc.

This process in general will follow the structure listed in the overview below:

I. Formal and acceptability phase
- Formal Check (checklist A)
- Acceptability Check (checklist B)

II. Assessment phase
- Assessment of project quality
- Assessment of cross border impact
- Assessment of cross border co-operation.

4.5.1 Formal and acceptability phase

In case of conflict of interest by one of the involved regional bodies these checks have to be done by the JTS. The obligation of the declaration of the conflict of interest lies with the JTS.

4.5.1.1 Formal check

The Formal Check can be done by the Regional Body of the Lead Partner or/and the Joint Technical Secretariat. It will be done where the Application Form will be handed in. The Application Form is checked according to the criteria listed below (yes/no structure):

FORMAL CHECK (checklist A)			
Nr.	Criteria	YES	NO
1.	Hard copy of Application Form is signed by statutory body of Lead Partner or other authorised person	☐	☐
2.	Electronic version of Application Form is filled in both language versions	☐	☐
3.	Electronic Application Form is submitted / completely filled in and identical with the hard copy	☐	☐
4.	Requested number of copies have been handed in	☐	☐
5.	All annexes as requested for the project are attached	☐	☐

The project fulfils all formal criteria YES ☐ NO ☐

To pass the Formal Check, Application Forms must fulfil all the criteria in the table above. The institution, which does the Formal Check puts the result in the project mailbox, so all partners involved are informed, and starts with the Acceptability Check.

4.5.1.2 Acceptability check

The Acceptability Check will be done at the institution where the Formal Check has been performed and by all other affected Regional Bodies. Once the formal check is passed, the Joint Technical Secretariat or the Regional Body of the Lead Partner determine, which other Regional Bodies are involved according to the list of partners in the Application Form, and invites them to start their Acceptability Check. Joint Technical Secretariat or the Regional Body of the Lead Partner evaluate the

project as a whole. In case there are two or more project partners from one region in the project, Regional Body of respective partners fills in only one template of Acceptability check.

This check again has a yes/no structure. Point 8 – State aid is answered based on additional check-list which must be also enclosed to the check-list of Acceptability Check. In this phase, the Joint Technical Secretariat or the Regional Bodies of the Lead Partner may ask the project partners to supplement the application in case of missing or misleading information.

Joint Technical Secretariat or Regional Bodies evaluate in the Acceptability Check the coherence of the application with the aims of national and EU legislation.

ACCEPTABILITY CHECKS (checklist B)			
Nr.	Criteria	YES	NO
1.	The project complies to the aim of the programme and aim of the Priority axes to which is submitted	☐	☐
2.	The project fulfils minimum 2 of 4 criteria mentioned in Art.19 ERDF regulation	☐	☐
3.	The project is consistent with relevant national and EU legislation (statutory declaration)	☐	☐
4.	Lead Partners and all PP are eligible beneficiaries according to programme rules	☐	☐
5.	The project will be implemented/have impact in programming area	☐	☐
6.	The project has no harmful impact to the environment (statutory declaration)	☐	☐
7.	The project respects equal opportunities (statutory declaration)	☐	☐
8.	The project is non-profit and is not against competition rules except block exception or de minimis (certificated)	☐	☐
9.	Lead Partner and Project Partner have no financial liabilities to institutions of public administration (statutory declaration)	☐	☐
10.	Project Partners have secured co-financing of the project	☐	☐
11.	Total amount of ERDF contribution does not exceed 85% of public costs – check for every single partner and against the partnership agreement	☐	☐
12.	Proposed costs of the project are consistent with eligibility rules	☐	☐
13.	Revenue occurred in the Application Form was taken into account (realistic estimation)	☐	☐
14.	Project indicators are well defined and realistic and are measurable at the end of the project	☐	☐
15.	Sustainability of the project – statutory declaration/paragraph in the Application Form	☐	☐
16.	The ERDF contribution of the project exceeds the minimum size for projects (>20.000 Euro)	☐	☐
17.	No participation of resources from any other EU programmes (funds). On	☐	☐

	expenditures reimbursed from ERDF and state budget were not granted any other financial provision from national public resources[1] - declaration of the Lead Partner		
18.	All annexes are complete, up-to-date and are numbered due to the list of annexes	☐	☐

The project fulfils the acceptability check YES ☐ NO ☐

The results of the Formal Check and the Acceptability Check (checklists A+B) incl. qualitative remarks are documented and uploaded to the project mailbox by the institution performing these checks. If Regional Bodies perform these checks the Joint Technical Secretariat is informed by Regional Body after finishing these checks and the result is uploaded into DMS.

In case of doubts of the results of the checks the Joint Technical Secretariat clarifies these issues with the relevant Regional Body. If the application does not comply in one or both checks, the result of the checks is forwarded to the Monitoring Committee meeting for information (amendments or improvements are necessary).

The eligibility of costs within a project only starts after registration at the Central Monitoring System, except preparation costs form 1st January 2007 up to 5% of the total eligible costs.

4.5.1.3 Amendment of documents in the application process

If the Application Form does not fulfil all requirements of the checks, the Joint Technical Secretariat or the Regional Body of the Lead Partner are responsible to inform the Lead Partner about necessary amendments and to supplement the application within a given time span (note here the deadline for submitting Application Forms, chapter 4.4). In any case all the information and amendments must be managed and handed in by the Lead Partner. It is his responsibility to ensure that the requested information and changes are provided and forwarded to the Joint Technical Secretariat or affected Regional Body of the Lead Partner.

The applicants receive a confirmation for delivered amendments. If the applicants do not amend their project in the requested form or in given time, the process of checking can't be finished. The Application Form is postponed, and the Lead Partner is informed about this.

4.5.1.4 Registration of a project at the Central Monitoring System

The Joint Technical Secretariat, the only authority authorized to do so, puts project information into the Central Monitoring System (designates a project number and confirms the date of the registration to the Lead Partner in written form). From this time the eligibility of costs starts. One original of the Application Form and its attachments are sent from the Regional Body of the Lead Partner to the Joint Technical Secretariat and stored there.

[1] it means on 85% and 5% is not able to grant any financial provision

4.5.2 Assessment phase

The examination is done in the following three summarized categories:

- Quality of the project
- Cross-border impact of the project and
- Content in cross-border co-operation.

Assessments are done according to the checklists following in the chapters below. During the assessment process the Joint Technical Secretariat, in accordance with the Regional Bodies, may organize meetings among programme bodies for clarification of open issues if necessary; external experts may be invited here.

In the case of conflict of interest by one of the involved regional bodies these checks have to be done by the JTS. The obligation of the declaration of the conflict of interest lies with the JTS.

4.5.2.1 Assessment of the quality of the project

After initiation by the Joint Technical Secretariat the quality of the project is assessed by the Regional Body of the Lead Partner in cooperation with the other affected Bodies. For the Quality Assessment the Joint Technical Secretariat asks for regional expert opinion by the Regional Bodies and does plausibility checks on the quality assessment and criteria concerning project content and economic criteria (criteria 1, 5 and 6) have to be assessed by the Joint Technical Secretariat. The Joint Technical Secretariat comments on the results of this assessment in the Quality Assessment Summary sheet.

QUALITY OF THE PROJECT Fills in: REGIONAL BODY OF THE LEAD PARTNER ONLY Please consider the project as a whole

		Nr.	Criteria	Evaluation Grades 0/2 (max. 8 points)	Comments
Evaluation of the project as a whole	Project contents	1.	The overall composition of the project is clear, transparent and realizable and data in the Application Form clearly testify the project		
		2.	Project activities are realistic and concretely defined and justified and inevitable for reaching aims of the project		

		3.	Target groups of the project are clearly defined and activities of the project clearly contribute to the improvement of situation of target groups		
		4.	The project has innovative character and a clear added value in comparison with similar activities in the concerned area		
			Score		

QUALITY OF THE PROJECT Fill in: REGIONAL BODIES OF ALL PROJECT PARTNERS (Lead Partner inclusive) Please consider the relevant part of the project, i.e. all partners from your region

		Nr.	Criteria	Evaluation Grades 0/2 (max. 12 points)	Comments
Evaluation of the relevant part of the project	Economic criteria	1.	Relevant part of the budget of the project is transparent and unambiguous and detailed		
		2.	Ratio between planned costs and expected result of the relevant Project Partners is satisfactory (as for effectiveness)		
	Feasibility	3.	Feasibility of the relevant part of the project and the quality solving of the relevant part of project was well selected (methods and procedures incl. timetable)		

		4.	Relevant Project Partners have sufficient capacity for assurance realization of the project (personnel, organizational)		
	Sustain-ability	5.	Expected results (outputs) of the proposed project parts are sustainable (institutional, financial)		
	Regional relevance	6.	The relevant part of the project is in accordance with relevant regional strategy and concept (kraj/Land)		
				Score	

Justification of the Assessment (compulsory):

In the justification of the assessment (only for "zero points") the assessors give a picture of the weaknesses and necessary activities to improve this situation.

The results of the assessments are uploaded by the Regional Bodies to the project mailbox. The Joint Technical Secretariat is informed about finishing the quality assessment and putting of this information to the project mailbox (quantitative and qualitative result) and initiates the cross border impact assessment.

4.5.2.2 Assessment of cross border impact

The cross border impact is assessed by the Regional Bodies and by the Joint Technical Secretariat separately. Each institution does the assessment from its particular point of view: the Regional Bodies from the regional point of view and the Joint Technical Secretariat form the programme point of view.

CROSS-BORDER IMPACT		Evaluation 0-5 max.20
Nr.	Criteria	
1.	The activities and results of the project are implemented/ have impact on both sides of the border	
2.	The project promotes the establishment/fixture of cross-border joint structures and networks	
3.	The project promotes the elimination of barriers (socio-econ.), enhances the permeability of the border (infrastructure, decreasing travelling time, etc.)	
4.	The project contributes to the enhancement of the cross border/regional development in the area – details are in the Application Form	
	Score	

Justification of the Assessment (compulsory):

In the justification of the assessment (only for "zero points") the assessors give a picture of the weaknesses and necessary activities to improve this situation.

The results of the cross border impact assessment is put by each institution to the project mailbox. When this assessment is finished the Joint Technical Secretariat starts with the cross border co-operation assessment.

4.5.2.3 Assessment of cross border cooperation

The Joint Technical Secretariat evaluates the project in this respect. The assessment has a scoring system. According to Regulation (EC) No 1080/2006 ERDF Art.19 project must fulfil 2 of 4 criteria, otherwise it is not possible to cofinance this project from the programmes European Territorial Co-operation.

CROSS BORDER CO-OPERATION		**Assessment**
Nr.	**Criteria**	**0-3-5 (max. 20 points)**
1.	**Joint development** 5 points The partners form both countries participated equally in the project development. The project development occurs active involvement of the partners in all process of the project development – from the beginning of the project idea to the submission of the Application Form. 3 points Partners form both countries participated in the project development only occasionally. One partner is considerable more active than others from the onene side. There is secured information flow about the project development from one side of the border to the other side. 0 points The project was not jointly developed.	
2.	**Joint implementation** 5 points During the implementation of the project both partners are involved jointly. The project has established a joint activity plan including detailed time-schedule and is jointly promoted. Joint activities are connected with time and relevant point of view. 3 points The project is mostly implemented by a partner from one side of the border. Both partners are during the process involved only occasionally or activities that are implemented by one partner are only additional. Joint activities are connected with time and relevant point of view. 0 points The project will not be jointly implemented.	

3.	**Joint staffing** 5 points[2] Joint staff from both parts is involved to all necessary activities of the project. (e.g. project managers delegated by partners from both countries are a joint team and they have cooperation rules – appoint one leader, communication rules and coming together rules). This team implements the whole project together (same place). 3 points Joint staff has framework for co-operation rules - appoints a team leader, communication rules and coming together rules are not clear defined. This team implements nearly all activities of the project jointly (sitting on both parts). 0 points The project has no joint staff.	
4.	**Joint financing** 5 points Partners form both countries take a financial interest in the project budget. Share of partners on each side represent more than 30% of total eligible cost of the project. 3 points Partners form both countries take a financial interest in the project budget. Share of partners on each side represent at least 5-30% of total eligible cost project. 0 points Share of partners on each side is below 5% of total eligible costs of the project.	
	Total	

The results of the assessments are uploaded to the project mail box by the Joint Technical Secretariat.

4.6 Assessment summary and preparation of documents for the Monitoring Committee meeting

The assessments of project quality, cross border impact and cross border cooperation are summarized and commented by the Joint Technical Secretariat. As a result, the Joint Technical Secretariat creates a Quality Assessment Summary sheet. This summary sheet and the Formal Assessment Summary sheet form the basis of the decisions of the Monitoring Committee and are made available to the Monitoring Committee members in their mother tongue (Czech and German, respectively). For the Quality Assessment Summary and the Formal Assessment Summary there exist supplies in the "system" standard form.

[2] Not possible to involve external institution, than it would be joint implementation. The person/persons must be employee of the LP or PP.

Summary sheets	Parts	
FAS (Formal assessment summary sheet)	Formal check	Acceptability check
Final category		

QAS (Quality assessment summary sheet)	Assessment of project quality	Assessment of cross border impact	Assessment of cross border cooperation
Assessment of the relevant body			
Final category			

In the Monitoring Committee meeting the Joint Technical Secretariat presents the project as well as the results of the assessment, the Regional Body of the Lead Partner assists in presenting the background and content of the project. If opinions diverge, the Monitoring Committee may ask for external statements (e.g. independent expert opinion, evaluation of concerned municipalities, Euregios).

The Joint Technical Secretariat is also responsible for preparation of the list of projects for the Monitoring Committee meeting. Another list contains the projects that were rejected/ postponed in the pre-applicationadministrative check phase. This list will contain:

- Evidence number (number in mailbox)
- The name of the project
- Lead Partner, Project Partner required amount of financial support and
- Reasons of rejection/postponement.

4.7 Decision making

The Monitoring Committee, as a representative of the Operational Programme, decides on the projects on its meetings. The meetings are held three times a year at the minimum.

Each member of the Monitoring Committee receives the list of projects with all necessary information 10 working days in advance of the meeting. Each project and its evaluation are presented to the meeting by the Joint Technical Secretariat, assisted by the responsible Regional Body. The Joint Technical Secretariat informs the Monitoring Committee on the rejected/postponed projects and explains the reasons for the rejection/postponement.

At each Monitoring Committee meeting the Joint Technical Secretariat informs on the actual budgets of the areas of intervention and on restrictions for new projects due to eventual financial shortage.

The Monitoring Committee has the possibility to

- Accept

- Accept with reservation
- Suspend or
- Refuse particular projects.

Projects may be withdrawn from the program at the Monitoring Committee meeting. The Lead Partner has the right to withdrawn the project through its Regional Body who is member of the Monitoring Committee. The Monitoring Committee may suggest modifications of the contents and the budgets of projects, what leads to a "accepted with reservation" or "suspended" decision. The Monitoring Committee decides on a project upon consensus of both, the Czech and the Austrian partners.

Representatives of the Joint Technical Secretariat subsequently:

- Elaborate minutes of the meeting
- Elaborate a list of projects, which contains basic project information (name of the project, Lead Partner, Project Partner, requested amount of ERDF) and the respective Monitoring Committee decision.
- 10 working days after the Monitoring Committee meeting, the Joint Technical Secretariat sends the minutes, the decisions on the projects, and the actual budgets of the Activity Fields to the members of the Monitoring Committee. Monitoring Committee members have 10 working days to approve or object the minutes after their delivery. 20 working days following the meeting, the Joint Technical Secretariat sends the approved minutes and the results of the committee to members of the Monitoring Committee and the project managers / controllers in the Czech Republic and as well creates a Monitoring Committee Decision sheet and puts the results of the Monitoring Committee into the Central Monitoring System (in the form of a Monitoring Committee decision sheet) and change the status of the project in the Central Monitoring System).

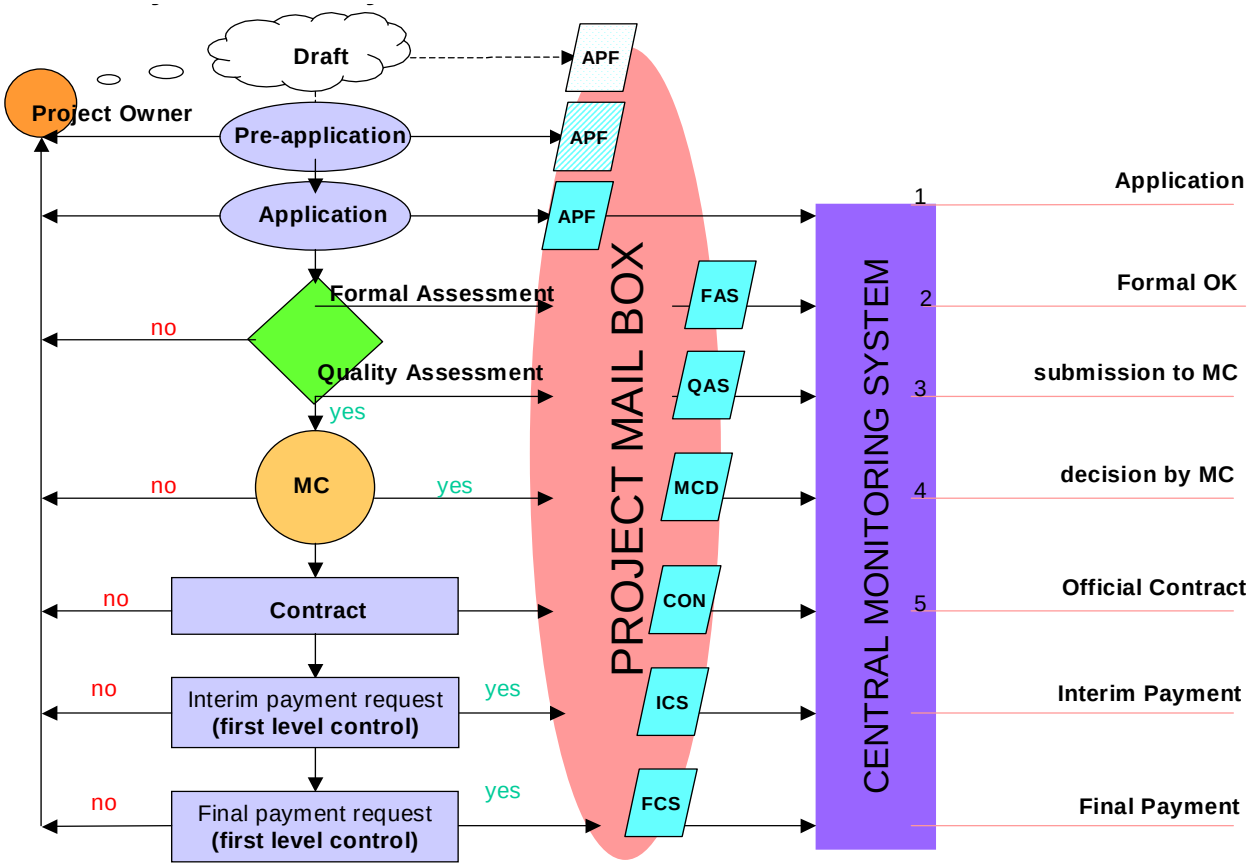
4.8 Written notice to successful and unsuccessful applicants

At the end of the application phase, the applicant will be informed on the decision of the Monitoring Committee on the application success/failure by the Joint Technical Secretariat. 20 working days after the Monitoring Committee meeting, the Joint Technical Secretariat sends official notice of project success or failure to the applicants, eventually accompanied by a list of reservations and the contact address of the responsible controller. A version of this letter will be deposited by the Joint Technical Secretariat in the project folder and also in electronic version in Central Monitoring System.

In case the project is rejected by Monitoring Committee, LP can request back the originals of the AF and its annexes from the body which received the application package.

The results of the Monitoring Committee meeting are published on the webpages of the Operational Programme (www.at-cz.eu) and on other web pages (www.strukturalni-fondy.cz, regions …):

- State of the accepted project
- Name of the Lead Partner
- Name of the project
- Implementing site
- Amount of grant.


Draft
Project Owner
Pre-application
Application
Formal Assessment
Quality Assessment
MC
Contract
Interim payment request
(first level control)
Final payment request
(first level control)
no
yes
APF
APF
APF
FAS
QAS
MCD
CON
ICS
FCS
PROJECT MAIL BOX
CENTRAL MONITORING SYSTEM
1
2
3
4
5
Application
Formal OK
submission to MC
decision by MC
Official Contract
Interim Payment
Final Payment

4.9 ERDF subsidy contract

The legally binding written approval on which basis ERDF funds are granted for the project is ERDF subsidy contract (see template Annex 7.3) which is issued by Managing Authority and is handed over to the Lead Partner.

Besides the amount of ERDF granted, the subsidy contract itself shall contain the:

- According to Article 16 of Council Regulation 1080/2006 information about the responsible Controller
- Specification of Monitoring periods
- Terms of the European Territorial Cooperation Cross-Border Programme Austria - Czech Republic as well as other EU and national rules relevant for implementation of projects

In annexes of the ERDF subsidy contract are:

- Registered Application Form (incl. the Annexes; e.g. Detailed project budget per each Partner) together with list of changes which possibly raised during the assessment process (e.g. changes raised from Monitoring Committee decision)
- Partnership agreement
- Common Handbook for applicants incl. the definition (in terms of territorial impact, time frame and content) of eligible costs and reference where this information is available

In compliance with Article 81 of Council Regulation No 1083/2006 ERDF subsidy contracts will be denominated and issued in Euro.

The preparation of the contract starts after the official announcement of approval of the results of the Monitoring Committee. The ERDF contract is prepared in Austria by the Joint Technical Secretariat with support of the Regional Bodies, in the Czech Republic by the Joint Technical Secretariat in cooperation with Centre for Regional Development. During the contracting process with a Lead Partner the Monitoring periods and resulting from these the terms for submitting Monitoring reports (see below) have to be agreed.

The Managing Authority signs the contract. The contract is written under Austrian law in both language versions, legally binding is the language version of the Lead Partner. The contract is issued in 2 original versions. After the contract is drawn up, the Joint Technical Secretariat secures the signature by the Managing Authority (after check by the Managing Authority) and secures the delivery to the Lead Partner. The contract must be sent to the Lead Partner within 14 weeks after the approval of Monitoring Committee session minutes, as long as there are no requests for changes issued by the

LP. . If the Lead Partner doesn't sign 8 weeks after receiving the contract, the claim for subsidy extinguishes.

In case that the Managing Authority has profound objections, after the decision of Monitoring Committee, concerning the compliance with EU legal basis, national legal basis or Programme relevant documents, the Managing Authority can postpone conclusion of contract, till the LP convinced satisfactory the matter to the MA. In case no clarification could be obtained the Managing Authority informs Monitoring Committee, which must in this case make a new final decision.

4.10 Member State budget contract

The Czech partner has the possibility to raise the grant from the State budget for the implementation of the project. In order to raise this grant for the project in case of approval by Monitoring committee, the partner has to mention this amount to the application form in the part related to financial sources. NA after the MC meeting issues Decision of the Minister by which is the grant approved. After the LP sings the contract with MA, NA issues Decision on provision of grant from the State budget for each Czech partner who asked for this grant form State budget in the application form. This decision is issued in CZK with binding amount expressed in EUR and with exchange rate, which was used. (Exchange rate issued by the Ministry of Finance of the Czech Republic).

The amount of the grant from the State budget is deriving from each partner budget and up to 5% of total eligible cost deducted by revenues of relevant partner. Exception is, where own sources for cofinancing of Czech partners are considered as a private source. In this case grant from the State budget of the CZ is provided at the level of 15% from total public eligible costs of the project (e.g. ERDF and national public sources) for the respective partner. This cofinancing secures a minimum 15% share of national public sources at the project level (share of own private sources of the beneficiary is min. 10% of total eligible costs of the project after deduction of revenues).

The Austrian partner has the possibility to ask for a grant from the budget of the federal level, the Länder level or other public institutional level giving grants by themselves. There is no limit of this grant, but the grant has to be guaranteed formally before the decision of the Monitoring Committee. To get this grant, at least an informal "Co-financing declaration" must be handed in as an Annex of the Application form .

4.11 Changes in the project

The Lead Partner has a possibility to apply for some changes in his project in the inevitable reasonable case. This possibility of course doesn't mean automatically claim, that this change will be approved by

relevant institution. The Lead Partner in case of changes must submit a request for change to the Controller of the Lead Partner, who judges how significant the change is.

Changes in the project in general have to be approved by the Monitoring Committee. Some types of less significant changes are necessary to solve quickly so that the realization of the project could continue. To decrease the workload of the Monitoring Committee as well as for reasons mentioned above is set, that in case of less significant changes the decision is made by Managing Authority or by Controller (see below).

In changes, which **require a meeting of the Monitoring Committee**, the Lead Partner Controller checks and elaborates a statement and submits it to the MA/JTS which brings it before the Monitoring Committee for decision. These could be e.g. (not exhaustive list)

- Increase of the ERDF contribution
- Change of activities with influence to the aim of the project
- Change of the partnership
- Changes in budget or increase of total eligible cost which have an influence on the aim of the project.

In case, the change doesn't require approval of Monitoring Committee, but has the consequence for change of the Contract, this written approval must be **done by Managing Authority**. For those changes the Controller checks and prepares the statement for decision of Managing Authority. This decision is final. E.g. for (not exhaustive list)

- Change in name of the beneficiary with consequences to the type of beneficiary or the ownership structure
- Extension of implementation period, extension of activities in the project
- Transfer of costs between cost categories by more than 15% of eligible costs of a project partner if there is no influence on the aim of the project
- Change of activities in the project if there is no influence to the aim of the project.

In case of other minor changes there is no need for practical reasons to ask for decision neither Monitoring Committee nor managing Authority. A statement from the **Controller** and afterwards a notice to Managing Authority is sufficient. Those minor changes e.g. could be (not exhaustive list)

- Change of bank account, change of the name of the beneficiary, seat of the beneficiary
- Change of contact person's address
- Transfer of cost within one cost category (no limits)

- Transfer of cost between cost categories up to 15% of eligible costs of a project partner if there is no influence on the aim of the project
- Changes in the delivery time of reports.

In case of first four changes Controller only collects this kind of information and sends it to the JTS, no statement is necessary. Only in case of last – changes in delivery time of reports, statement is needed.

5 PROJECT IMPLEMENTATION

The responsibility for implementation of the project is on Lead Partner. By signing of the contract, Lead Partner is under the contract that the project will be implemented in line with the description written down in the Application Form. Beneficiaries (Lead Partner and all project partners) implement the project by their own, in coordination with partners in the project or can make a contract with external supplier.

In case, that part of activities will not be implemented by own sources and will be secured by external company, a contract must be made in line with relevant national public procurement law and other national rules effective for Programme. Beneficiary must always act in accordance with transparency principle.

5.1 Control system

(according to Art. 16 of Council Regulation (EC) No 1080/2006 respectively Art. 60 par b) Council Regulation (EC) No.1083/2006)

Each member state designates the Controllers responsible for verifying the legality and regularity of the expenditure declared by each beneficiary participating in the project. The aim of the verification is in line with Council Regulation (EC) No. 1828/2006 if the

- Expenditure declared is real
- Products and services have been delivered
- Products and services have been delivered with approval Contract and in line with activities of the project
- Submitted Financial report and Request of Payments is in predescribed format
- Operations and expenditures are in accordance with national and community rules and
- To avoid double financing of expenditures with other Community or national schemes and with other programming periods.

Due to the differences in national legislation, the system (practice) of the first level control in both of the member states can be different, but the objective and the aim is identical in Austria and in the Czech Republic.

5.1.1 Responsible institutions in the Czech republic

In the Czech Republic the task of control according to Art. 16 of Council Regulation (EC) No 1080/2006 respectively Art 60b Council Regulation (EC) No.1083/2006 is delegated by Ministry for Regional Development of the Czech Republic to the Centre for Regional Development of the Czech Republic (CRD), Vinohradská 46, 120 00 Praha 2.

Territorially relevant control points are:

Regional office of the CRD for NUTS II Southwest

Karlova 108, 397 01 Písek

and

Regional office of the CRD for NUTS II Southeast

Dvořákova 14, 602 00 Brno

5.1.2 Responsible institutions in Austria

In Austria the Agreement between the Republic of Austria and the Länder pursuant to Art. 15a of the Federal Constitutional Act on the Management and Control System in Austria for the EU Structural Funds in the period of 2007 – 2013 includes the description of the national control system pursuant to Art. 16 ERDF-Regulation. Especially articles 7 and 13 of this Agreement are describing the control system in detail.

Article 7 defines that for cross-border cooperation programmes Länder (or bodies assigned by the Länder) as socalled "coordinating control bodies" – are assigned to coordinate the control tasks pursuant to Art. 16 ERDF Regulation and to serve as contacts for the Managing Authority, the Certifying Authority and Audit Authority.

The control tasks themselves are in general carried out by Länder or Federal Ministries depending on the type of beneficiary and the source of national co-financing.

The operative implementation of the control can be assigned to a suitable third party. Possible costs can be invoiced at the expense of the beneficiary. The liability for the correctness of the control pursuant to Art. 70 § 2 of the General Regulation remains with the responsible federal or Land body, which thus has to issue the control certificates pursuant Art. 15 § 1 of the ERDF-Regulation.

The coordinating control bodies have to inform in writing the bodies responsible for the programme administration (Managing Authority, Joint Technical Secretariat, Certifying Authority) as well as the Lead Beneficiary of the authorisation of a control body, a change in the control responsibility or the

refusal of the certification of expenditures eligible for subsidies in the absence of a suitable control body.

The coordinating control bodies are also responsible for the collection and the forwarding of the reporting of irregularities.

The administration of control tasks is described in Art. 13 of the Federal Constitutional Act.

Each of the three Austrian Länder has installed a unit within the public administration structures responsible for the validation of expenditures (First Level Control) of those beneficiaries that are located within the territory of the Land or for those parts of the operations whose scope extends over the territory of the Land:

Office of Government of Lower Austria Division of Spatial Planning, Environment and Transport Landhausplatz 1, A-3109 St. Pölten
Office of Government of Upper Austria Department of Spatial Planning Technical Audit Bahnhofplatz 1, A-4021 Linz
Office of Government of Vienna Department for EU Strategies and Economic Development Unit for Finance and Financial Control Schlesingerplatz 2, A-1080 Austria

Responsible Controllers for each project partner have to be fixed in the ERDF contract.

Only expenditure actually paid and eligible for funding (or expenses recognised as equivalent under EU law) may be co-financed by ERDF funds. ERDF funds may therefore only be disbursed on the basis of received invoices, (or accounting documents of equivalent probative value), that clearly relate to the recipient of the assistance, the assisted project and to the defined time frame.

5.2 Controlling

The control according to Art.16 of Council Regulation (EC) No 1080/2006 respectively Art 60b Council Regulation (EC) No.1083/2006 proceed in the Austria and in the Czech Republic separately for each project partner.

The parts of this control are administrative control and on-the-spot check. These controls are described in the text below.

5.2.1 Monitoring Reports

5.2.1.1 Monitoring reports on the level of partners (Monitoring Report 1)

The Monitoring Report 1 (MR1) consists of **Progress report** (in 1 hard copy and 1 electronic file) and **Financial report** (1 hard copy and 1 electronic file) for the respective part of the project (part implemented by respective partner). This MR1 shall submit each partner (Lead Partner and his Project Partners) to the relevant Controller for each monitoring period that is established in the ERDF contract within 30 calendar days after the end of this period in case of final report within 90 calendar days.

In the Progress report every partner describes in detail the implementation of the relevant part of the project in the determined monitoring period. The partner report includes descriptions of cross-border activities and achieved results in relation to the milestones defined in the ERDF contract. This Progress report is submitted in language of the partner.

Financial report contains a list (incl. invoices) of all actually paid invoices for the eligible costs with - in Czech Republic: copies of received invoices; in Austria: original invoices, - copies of payment confirmations and other documents related to the project, which are base for verification of eligibility expenditures.

There exists one exception form above mentioned description in submission of MR 1. The interim Financial report can be submit only if the sum of expenditures is at least € 5,000 for the partner. If the Partner doesn't achieve € 5,000 for the monitoring period he submits only Progress report for this period (it means without financial report). The precondition for achievement of more than € 5,000 to be able to submit Financial report is not applicable in case, total sum of expenditures of the partner is less than the limit (in this case the partner submit one Financial report after the end of his part for the whole sum) or in case of final Financial report.

5.2.1.2 Monitoring reports for the whole project (Monitoring report 2)

The Monitoring Report 2 (MR2) consists of **Project report** and **Request for payment** for the whole project, which is prepared by Lead Partner in 1 hard copy and 1 electronic file. This MR2 the Lead Partner submits to the responsible Controller of the Lead Partner for each monitoring period established in the ERDF contract within 150 calendar days after the end of the reporting period in case of final report within 210 calendar days. LP is in charge of collecting all information from all project partners for the Monitoring Report 2.

The Project report is a brief aggregate report for the whole project covering each monitoring period.. The Project report shortly summarise the progress of the whole project and has to be submitted in both German and Czech language versions.

To the Request for payment all Statements of eligible expenditures[3] from each of the Project Partner are added. It is not requested to submit the Statements of eligible expenditures of all partners (e.g. the Request for payment can include only costs occurred for one of the partners). If no Statement of eligible expenditures was issued for relevant monitoring period the Request for payment is not submitted. The Request for payment consists of all Statements of eligible expenditures, which were not included in previous Requests for payment.

5.2.2 Procedures

5.2.2.1 Control of project progress and expenditures at the level of partner (Control of the MR1)

Each beneficiary (Lead Partner, Project Partners) submits to the territorially relevant Controller for its part of the project a MR1 within 30 calendar days after the end of monitoring period mentioned in the contract. Immediately after the submission of the MR1 the Controller checks that the MR1 is complete. After that the Controller has to verify the products and services co-financed and the reality of expenditure claimed. He also ensure a compliance with the terms of assistance as specified in the ERDF subsidy contract by checking the invoices and – depending on the type of project – also by conducting on-the-spot checks (see 5.2.2.4). Furthermore the Controller has to check an efficiency of these expenditures and if they aren't in contradiction with the eligibility rules. In case, the Progress report is at the end of monitoring period and is final one, the term for submission of the MR 1 is prolonged to 90 calendar days after the end of monitoring period (in reality end of the physical realization of the project).

The check of the MR1 made by Controller has to be done within 90 calendar days after its submission. If during the process some problems arise (e.g. the documents are not complete), the duration can be

3 The Statement of eligible expenditures is issued by relevant Controller of each project partner on base of verification MR1.

prolonged, the term is interrupted and the Lead Partner/Project Partner is asked for additional information. After additional documents are submitted, the term is continuing. Beneficiary should always keep this in mind. On the basis of submitted documents, the relevant Controller makes a check and issues the Statement of eligible expenditures in 1 original, Czech Controller in 2 originals (second sends to NA). The Controller sends scan of the Statement of eligible expenditures and the scan confirmed Progress report to the relevant partner. Scan of Statement of eligible expenditures and approved Progress report uploads Controller to the project mailbox. If the period of 90 days could not be kept for the Statement of eligible expenditures for any reason the Controller send only the confirmed Progress report to the partner.

5.2.2.2 Control of the project as a whole (Control of the MR2)

On the basis of the Statements of eligible expenditures and confirmed Progress reports received from Partners the Lead Partner elaborates the Project report and the Request for payment (Monitoring Report 2), which has to be submitted to the Controller of the Lead Partner within 150 calendar days after the end of the monitoring period. This term is valid for MR 2 which are submitted during the implementation of the project. For the final MR 2 the term is according to term for submission MR 1 set different. The MR 2 must be submitted within 210 calendar days after the end of final monitoring period.

In case of prolongation of issuing any Statement of eligible expenditures and if the term of 150 calendar days cannot be managed, the Lead Partner submits the Request for payment consisting only expenditures from the Statements of eligible expenditures, which he actually has.

The Controller of the Lead Partner verifies the Monitoring Report 2 especially that Statements of eligible expenditures from all involved Project Partners have been filed correctly and that the expenditures corresponds to the activities agreed between the Lead Partner and his Project Partners. In case of doubts, the Controller has the possibility to ask for details the respective Controller. Finally the Controller of the Lead Partner issues Report of the Controller about total check of the project and uploads it to the project mailbox and also sends the scan to the Lead partner.

5.2.2.3 Submission of extraordinary Monitoring Reports

With an approval of the Managing Authority it is possible to submit the extraordinary Monitoring Report on the base of the Lead Partner's justified application and positive statement of the Controller without the need to make an amendment of the contract. In this case, the Monitoring report will be submitted as follows

- Submission of extra Monitoring Report has no influence to the next monitoring period – in this case the Monitoring Report 1 (Financial report and Progress report) will be submitted only by those partners who want to ask for controlling expenditures and follow-up payment. Based on these the Lead Partner elaborates the Monitoring Report 2. In the next regular term, all partners submit Monitoring Report 1 for the regular monitoring period (those who submitted the Monitoring Report 1 in extra term recapitulate in the Progress report also this period). For the Monitoring Report 2 this procedure will be applicable similar (i.e. in Project report the period will be recapitulate also with the period for which the extraordinary MR 2 was submitted). This procedure is without an amendment of the contract.

- Submission of extra Monitoring Report has no influence to the next monitoring period and is a necessary measure to avoid automatic de-commitment of funds due to n+2/n+3 losses – in this case the Monitoring Report 1 (Financial report and Progress report) will be submitted only by those partners who want to ask for controlling expenditures and follow-up payment. Based on these the Lead Partner elaborates the Request for payment (template no. 4) and submits it without a Project report (template no. 2/3) directly to the JTS to accelerate the process. This procedure is solely to be applied in case of an imminent danger of de-commitment of funds due to n+2/n+3 losses as per Art. 93 of Regulation (EC) No. 1083/2006. In the regular term, all partners submit Monitoring Report 1 for the regular monitoring period (those who submitted the extraordinary Monitoring Report 1 add in the regular Progress report (template no. 6) the activities for the rest of this period). In the regular term, the regular Monitoring Report 2 will be submitted by the LP to his Controller who verifies the Request for payment (template no. 4) and the Project report (template no. 2/3) for the regular period. This procedure is without an amendment of the contract.

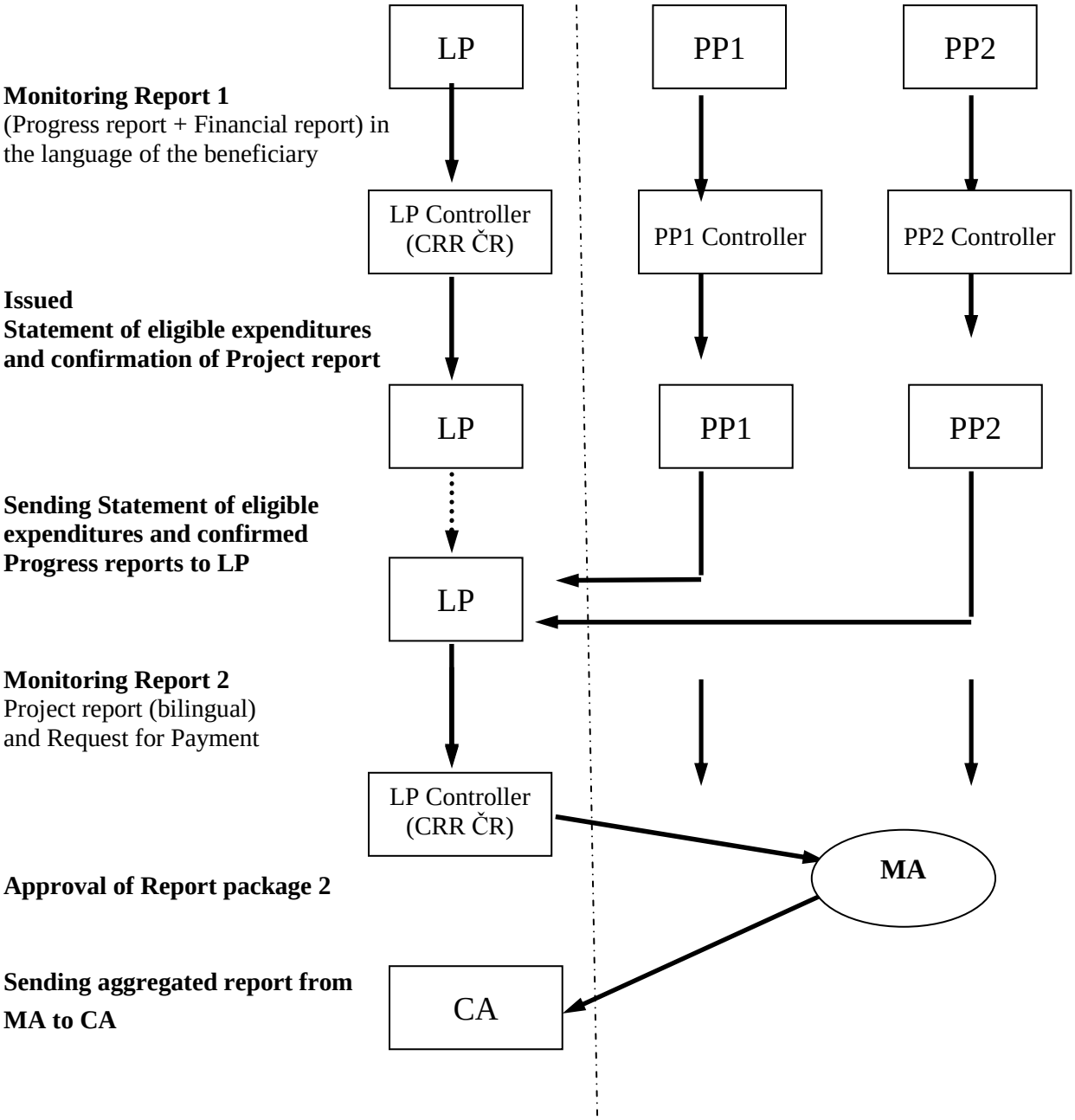
- Submission of Monitoring Report has influence to the agreed monitoring periods – in this case, all partners must submit the Monitoring Report 1. Based on these the Lead Partner elaborates the Monitoring Report 2. The Lead Partner also submits a proposal for modification of the monitoring periods. Based on this proposal the Controller of the Lead Partner elaborates a proposal for the modification of the contract. On this base the Managing Authority changes the monitoring periods by side letter.

5.2.2.4 On-the-spot checks

On-the-spot checks will be done for the project as a whole, but in certain cases it is possible to do this check also only for parts of the project. Content of this check is to verify if products and services were really delivered. Controllers of both states do this check in mutual coordination. Controllers from the CRD CR only check the beneficiaries from the CR and Controllers designated by Austrian partners do this check only in Austria. If the verification of delivery of products and services can be done only for the project as a whole, than the LP's Controller does this check. In case, that is necessary to verify a delivery outside the state of the LP, this verification is done with participation of the Controller from the other state. From each on-spot-check the control report has to be done and uploaded into the Document Management System (DMS)

On-the-spot check is provided on a sample of projects based on a "control plan". The sample of the projects is chosen on base of a risk analysis, which is proposed by the Controllers from the Austria and from the Czech Republic. The risk analysis has to be approved by Managing Authority. The control plan will be up-dated periodically every year. Yearly up-date of the control plan is related also to the updated sample of the project. The Controllers send quarterly the report about proved on-spot-checks to the MA and for the Czech partners also to the NA. This report contains possible findings of on-the-spot checks and it is also uploaded into the the other state. From each on-spot-check the control report has to be done and uploaded into the Document Management System (DMS).

Scheme: Lead Partner – in CR and two PP – in Austria:



5.3 Payment of EU funds

The Managing Authority, with the support of the Joint Technical Secretariat checks the completeness and consistency of the Report package 2, verifies that controlling requirements according to Article 15 (1) of the ERDF Regulation are fulfilled, issues an application for reimbursement and submits it to the Certifying Authority.

The Certifying Authority conducts any necessary checks deriving from its certification duties as set out in Art. 61 (EC) 1083/2006. If appropriate, the Certifying Authority can ask the Lead Partner

trough the Managing Authority for further information or conducts itself further checks. The Certifying Authority transfers the ERDF funds to the Lead Partner according to Article 14(1) of Council Regulation No 1080/2006.

The paying unit of the Certifying Authority transfers the final ERDF payment to the lead beneficiary of the project. The lead beneficiary is responsible for transferring the final ERDF payment to the project partners according to the ERDF contract and the actually certified expenditure.

The information on the operation provided in the (interim or final) request for payment as well as the payment executed by the Certifying Authority shall be reported to the Central Monitoring System.

Financial means provided by the ERDF will be in compliance with all relevant rules on state aid.

National contribution has to be paid before the final ERDF amount can be released by JTS.

ANNEXES:

ANNEX 1: LIST OF ABBREVIATIONS USED AND INTERPRETATION OF TERMS

ANNEX 2: LIST OF RESPONSIBLE INSTITUTIONS

<table>
<tr><td colspan="2">Managing Authority
Office of the Government of Lower Austria
Department of Spatial Planning and Regional Policy
Landhausplatz 1, A-3109 St. Pölten</td></tr>
<tr><td></td><td></td></tr>
<tr><td colspan="2">Joint Technical Secretariat
Dvořákova 14
CZ-60200 Brno</td></tr>
<tr><td>Certifying Authority
Federal Chancellery of the Republic of Austria
Division IV/4
Ballhausplatz 2, A-1014 Wien
On behalf of the certifying authority the operative tasks are performed by
ERP Fund
Ungargasse 37, A-1031 Wien</td><td></td></tr>
<tr><td>Audit Authority
Federal Chancellery of the Republic of Austria
Division IV/3
Ballhausplatz 2, A-1014 Wien</td><td></td></tr>
<tr><td>Austria doesn’t have a National Authority, because it is not requested by the regulation</td><td>National Authority
Czech Republic:
Ministry for Regional Development
Department of European territorial cooperation
Staroměstské náměstí 6, CZ-110 15 Praha 1</td></tr>
</table>

<table>
<tr><td>Regional Bodies
Office of Government of Lower Austria
Department of Spatial Planning and Regional Policy, Unit for EU Regional Policy
Landhausplatz 1, A-3109 St. Pölten

Office of Government of Upper Austria
Department of Spatial Planning
Division for Co-ordination of EU Regional Policies,
Bahnhofplatz 1, A-4021 Linz

Office of Government of Vienna
Department for EU-Strategies and Economic Development
Unit of International Cooperation
Schlesingerplatz 2, A-1080 Wien</td><td>
The Authority of South Moravia Region
Department of Regional Development
Žerotinovo nam. 3/5, CZ – 601 82 Brno

The Authority of Vysočina Region
Department of Regional Development
Žižkova 57, CZ – 587 33 Jihlava
Office: Žižkova 16, Jihlava

The Authority of South Bohemian Region
Department of Grants and European Integration
U Zimního stadionu 1952/2, CZ – 370 76 České Budějovice</td></tr>
<tr><td colspan="2">Central Monitoring System
ERP Fund
Ungargasse 37, A-1030 Wien</td></tr>
<tr><td>Control System
Office of Government of Lower Austria
Division of Spatial Planning, Environment and Transport
Landhausplatz 1, A-3109 St. Pölten

Office of Government of Upper Austria
Department of Spatial Planning
Technical Audit
Bahnhofplatz 1, A-4021 Linz

Office of Government of Vienna
Department for EU-Strategies and Economic Development
Unit for Finance and Financial Control
Schlesingerplatz 2, A-1080 Wien</td><td>
Centre for Regional Development of the Czech Republic
Vinohradská 46, 120 00 Praha 2</td></tr>
</table>

ANNEX 3: LIST OF AID SCHEMES – LEGAL BASIS (WORK IN PROGRESS)

ANNEX 4: (IN)ELIGIBLE EXPENDITURE

The whole and actual document you can find on the website www.at-cz.eu under Subsidy.

ANNEX 5: INDICATORS FOR MONITORING AND EVALUATION

Indicators relevant for and to be monitored in each Area of Intervention

Co-operation indicators: No. of levels of cross-border co-operation (max. four levels)

Gender mainstreaming indicators: the project has

- Equal opportunities between the sexes as its main focus
- Is positive in terms of male-female equality or
- Is neutral in terms of such equality.

Environmental Indicator: the project

- Has the environment as its main focus
- Is environmentally friendly
- Is environmentally neutral.

Location Indicator: the project is

- Urban
- Rural
- Not geographically delimited.

ANNEX 6: LIST OF BENEFICIARIES

There has been defined an exclusive list of possible beneficiaries in the Czech Republic. Additionally there exists a not exhaustive list for potential Austrian applicants for information. More information can be required at the responsible Regional Body and the Joint Technical Secretariat.

As a general rule possible applicants are mainly public or public equvalent institutions implementing the activities on non-profit character. No aid will be given to natural persons and single enterprises.

Potential Beneficiaries from Austria in OP O3 ETC AT-CZ 2007-13

(not exhaustive list)

No.	subject		Funds	
			public	private
1	State / federal level or its organisational component		x	
2	Territorial self-government (and its organisational component)			
		2a. Region (and its organisational component)	x	
		2b. Municipalities (and its organisational component)	x	
		2e. Cities/Towns	x	
		2f. Districts	x	
3	Contributory organisation			
		3b. of region	x	x
		3e. of Municipality´ Union	x	
4	Social partners, chambers - interest group self-government			
		4a. Chamber of Commerce	x	
		4b. Chamber of Agriculture	x	
		4c. Chamber of Labour	x	
		4d. Trade union	x	
		4e. Labour Market Service	x	
		4f. Federation of Austrian Industry	x	
		4g. other interest groups	x	
5	School legal person		x	x
6	Public and State University		x	x
7	Institutions of education		x	x
8	University of applied sciences		x	x
9	Public research institution			
10	Non-profit organisations			
		10b. non-profit organisations		x
		10c. non-profit/registered associations		x
11	Media, TV/Radio			
12	Authority of Railway track, state organisation		x	x
13	Public beneficiary organisation		x	x
15	Association (public and private)		x	x
22	Public private school			x
23	Private applicants with non profit character			x
24	Public/public equivalent applicants		x	
25	legal entity with public status		x	
26	legal entity in the shere of influence of public legal representatives		x	x
27	legal entity in the form of non-profit organisations			x
28	transport management organisations		x	x
29	integrated public transport systems		x	
30	owner and sustainer of public transport and telecommuniccation infrastructure		x	
31	associations for special purposes (waste, water, ...)		x	
32	cooperatives			x
33	national parks, nature parks			x
34	public sector related institutions		x	x

Eligible beneficiaries in ther Czech Republic are legal persons, and namely

a) public or

b) controlled by public legal persons or

c) established not for making profit (non-profit).

No.	Type of subject		No. by CSO	No. Law, Sb.	Funds	Conditions
1.	State (Czech Republic) or its organisational component		325	219/2000 219/2000	public	
2.	territorial self-government (and its organisational component*)*	2a. Region (and its organisational component) 2b.Municipality (and its organisational component) 2c. Borough of Statutory town (and its organisational component) 2d.Union of municipalities	804 804 801 801 801 801 771	129/2000 250/2000 128/2000 250/2000 128/2000 250/2000 128/2000	public	
3.	Contributory organisation	3a. of state (e.g. organisational components of state) 3b.of region 3c.of municipality 3d. of borough of Statutory town	331 331 331 331	218/2000 250/2000 250/2000 250/2000	public	

		3e.of Municipality´ Union	331	250/2000		
4.	Chambers – interest group self-government	4a. Chamber of Commerce 4b.Agrarian Chamber	745 745	301/1992 301/1992	public	
5.	School legal person		611[4]	561/2004	public	established by subject 1., 2. and registred in School Registry
					private	registred in School Register
6.	Public and State University		601	111/1998	public	
7.	Public research institution			341/2005	public	
8.	Public non-for-profit medical establishment		651	245/2006	public	established by subject 1., 2.
					private	
9a. 9b.	Czech Television Czech Radio		361 361	483/1991 484/1991	public	
10.	Authority of Railway track, state organisation		352	77/2002	public	

[4] Also 621, 625 and 631

11.	Public beneficiary organisation		141	248/1995	public	in case majority of Governing Board members nominated by public legal persons (No.1 and 2)
					private	
12.	Association of legal entities		751	40/1964	public	in case majority of Governing Board members nominated by public legal persons (No.1 and 2)
					private	
13.	Public association		701	83/1990	private	
14.	Organisational unit of Association		731	83/1990	private	if (s)he is legal person
15.	Foundation		117, 118	227/1997	private	
16.	Church	16a.Registred church and religious society 16b.Union of churches or religious societies 16c. Registred public person	721 721 721	3/2002 3/2002 3/2002	private	if (s)he is legal person
17.	State-owned enterprise		301	77/1997	public	
18.	Joint-stock company		121	513/1991	public	80% share of public entities (1., 2. and 4.) in basic capital and 80% share of public

						entities (1., 2. and 4.) on voting rights
19.	Limited company		112	513/1991	public	80 % share of public entities (2. and 4.) in basic capital and 80% share of public entities (2. and 4.) on voting rights
20	Public private school		601	111/1998	private	

Remark: Public funds are meant those sources coming from state budget, state financial assets, state fonds, territorial budgets, EU budget, from budgets of international organisations established by international public Agrement or any other similar source. Similar source can be source coming from the budget of public subjects or associations of one or more regional or local organs or public subjects acting in accordance with EP and EC Rule No. 2004/18/EC dated 31st March 2004 on co-ordination in activities focused of tenders fot works, deliveries and services. Public subject is meant by any subject that:

a) is established or created for special purpose to serve public needs not having industrial or trade character

b) has legal liability and

c) it is financed mainly by state, reginal or local authorities or other public subjects, or it is governed by these authorities, or majority of members to its administrative, steering or controlling organs is nominated by state, regional or local authorities or other public subjects5;

[5] Conditions under a) up to c) must be applied simultaneously (cumulatiely).

ANNEX 7: TEMPLATES

7.1 Project presentation sheet, summary list for decision

7.2 Application Form – bilingual

7.3 Joint format of Contract on project financing, ERDF subsidy contract

7.4 Basic requirements on content for Contract between Lead Partner and Project Partner

7.5 Joint evaluation sheets (control, quality, cross-border input, bilateral co-operation) – see chapter 4.5 of this document

7.6 Reporting templates