

Programme Management and Control Manual

Version 1 of 26th July 2012

List of modifications

	PMCM Chapter	Modification
1.	§ 3.4 Project changes	Page 28, added at the end of the paragraph <i>“For the submission of any project change, Lead Beneficiaries must use the template available in the PROJECT MANAGEMENT TOOLBOX in the Programme website.”</i>
2.	§ 3.4.1. Changes	Page 29, deleted the sentence <i>“It is suggested to send the request for changes in due time, preferably before submitting a Progress Report”</i> and the linked footnote <i>“In any case the project change request can be sent also after the submission of a Progress Report”</i>
3.	3.4.2. Substantial changes of the approved Application Form	Inserted the text concerning <i>“Budget reallocation between Final Beneficiaries”</i>
4.	§ 4.2 Public procurement	Page 33, added: <i>“According to the Programme rules, when the contract to be concluded does not exceed 10,000 EUR it can be awarded on the basis of the “Single tender procedure”, provided that basic principles relating to procurement procedures such as checking compliance with eligibility rules (nationality rules), capacity to carry out the contract and exclusion criteria are duly applied.”.</i>
5.	§ 4.2 Public procurement	Page 34, added: <i>“For each awarded contract, Final Beneficiaries are even required to submit (see also § 6.1.2.3. of this Manual) the “Contract Awarded Declaration Form”. For any awarded contract not exceeding 10,000 EUR, but higher than 500 EUR, Final Beneficiaries are invited to fill in - and upload as a “.pdf” file into the M.I.S. - the “Single tender procedure report” when reporting expenditure.”</i>
6.	§ 4.2.2. Derogation to rule of origin and nationality	Inserted the full sub-paragraph
7.	§ 4.4 State aid and “de minimis” regime	Page 36, added: <i>“According to the Commission Regulation (EU) No 360/2012 of 25 April 2012 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid granted to undertakings providing services of general economic interest, for undertakings providing services of general economic interest the total amount of aid that can be granted under the de minimis rule is EUR 500.000,00 over any period of three fiscal years.”</i>
8.	§ 4.7.3 Treatment of	Page 39, added <i>“in firms”</i> in the first bullet point.

IPA Adriatic CBC Programme

Via Salaria Antica Est 27, 67100 L'Aquila, Italy

Tel. +39 0862 411383; Fax: +39 0862 22520, e-mail: info@adriaticipacbc.org



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	revenues	
9.	5.1.General eligibility principles	Page 43, added the last bullet point <i>“not shared with any other project partner”</i> .
10.	5.1.1 Overview of eligible and not eligible costs	Page 45, in the column “Eligible costs” added <i>“Operating costs, including rental costs, exclusively related to the period of co-financing of the operation, may be considered eligible on a case-by-case basis”</i> and in the column “Not eligible costs” deleted <i>“Operating costs”</i> .
11.	§ 5.3.1.Staff costs	<p>Page 49, rephrased the fifth bullet point as follows: <i>“If a person is part-time employed on the project, a calculation of the share of cost to be reimbursed within the project has necessarily to be carried out by applying an equitable and fair method. The calculation of the costs of staff costs not working full time in the project should be clearly provided to the FLC and should be based on the following formula (unless differently disposed at national level):</i></p> $\frac{\text{Gross salary}^{46}}{\text{workable monthly days/hours}^{47}} \quad * \text{ project worked days/hours}$ <p>46. <i>Gross salary</i> means the employee's gross salary, including the possible salary for overtime, for sickness, absence and holidays and any other benefit, rewards, bonus payment plus all legal provisions (insurances, social security etc.) paid both by the employee and by employer. Gross salaries, employment taxes and social contributions must be calculated individually for each employee and could be based on the monthly pays lips. 47. According to national contracts/laws.</p>
12.	§ 5.3.1.Staff costs	Page 50, modified the bullet points of “Reporting staff costs”: added <i>“payslips”</i> as bullet point.
13.	§ 5.3.4. External expertise	Page 57, added <i>“The travel and accommodation costs incurred by experts engaged specifically for project purposes shall be budgeted and reported under the external expertise budget line.”</i> for more clarity of the Programme rules.
14.	§ 5.3.7 Equipment	Page 62, modified results in the box “Example of calculation of eligible costs of computer in case of depreciation” for correct rounding off.
15.	6.1.1.1 Requirements for the costs to be reported	Page 71, added <i>“A part from the cases foreseen in § 6.1.2.2.”</i> before “Final Beneficiaries in participating Countries which have not adopted the Euro as their currency on the date of submission of the expenditures to the national FLCO shall also provide the “List of Expenditure”...”.
16.	6.1.2.2. Financial Report	Page 74, added <i>“or budget line”</i> to the sentence <i>“connected to only one Work Package or budget line. In case the invoice (receipt, bill, payslips...) covers activities related to more than one WP or budget lines a “List of Expenditure”¹ must be provided...”</i>