

Datasheet of Technical Assistance in the framework of Interreg V-A Slovakia-Hungary Cooperation Programme

Interreg V-A Slovakia- Hungary Cooperation Programme	Date of approval by the MC:	
	Project code in the monitoring system:	
Title of the TA Project:	Establishment and operation of the Infopoint (IP) in Bratislava	
Priority axis:	PA5 - Technical Assistance	
Location of implementation:	<i>Country</i>	<i>Range of territorial influence:</i>
	Hungary and Slovakia	eligible area of the Programme
Type of activity:	TA core activities	<input checked="" type="checkbox"/>
	TA national activities HU	<input type="checkbox"/>
	TA national activities SK	<input type="checkbox"/>
Duration of the TA Project	04/2016 - 12/2023	

TA Beneficiary	
Name of the TA Beneficiary:	Bratislavský samosprávny kraj / Bratislava Self-Governing Region
Address:	Sabinovská 16, 820 05 Bratislava 25
Official residence:	Sabinovská 16, 820 05 Bratislava 26
Statutory representative:	Ing. Pavol Frešo
Contact Person:	Ing. Katarína Vargová
Contact data: (Tel. number, e-mail)	+ 421 02 48 264 251, katarina.vargova@region-bsk.sk
Number of bank account (IBAN):	SK66 8180 0000 0070 0055 6502
Legal form:	Self-governing Region
Registration number:	36063606
Tax number:	2021608369
VAT reclaimer:	no (regarding activities of the project)

Summary of project description

Activities

- a) Project generation activity
 - support the project generation and development;
 - support the organisation of information seminars (after launching the calls) and the consultation days;
 - assist the process of project generation and filling out the application forms by the applicants;
- b) Programme management activity
 - support organization of MC and participation in the meeting;
 - cooperate in the organization of partner search forums, info days, workshops, conferences, creation of databases etc. within the programme;
 - provide any information or document that is necessary for the management of the programme.
- c) Information, consultancy
 - ensure the exchange of information on different project proposals;
 - provide consultancy and assistance in the elaboration of SK Lead Beneficiaries' (hereinafter referred to as LB) applications for reimbursement and LB project reports;
 - Support organization of Lead Beneficiaries' seminars after the projects are approved.
- d) Monitoring of SK project parts
 - support the implementation of the relevant projects in order to ensure the spending obligations;
 - assist the JS and FLC on the spot checks.
- e) Communication activities
 - contribute to information and publicity actions within the respective territory;
 - collecting and systematize information from newspapers, any electronic media of the respective territory about the programme, projects (information from bigger events) if possible;
 - preparation of database on projects under implementation for communication activities (project database at the internet etc.);
 - doing occasional translation tasks related to communication activities (e.g.: newsletters);
 - participating in opening, closing or main project conferences to get the story behind the projects for further publicity purposes.
- f) Reporting activities
 - provide information needed for elaboration of Annual Implementation Reports;
 - provide information needed for elaboration any documents according to Evaluation Plan;
 - provide information for the JS about the spending of relevant projects in order to fulfil N+3 rule;
 - coordinate in advance all its activities to be reimbursed under TA with the JS and inform the JS about the achievements on monthly basis.
- g) Reporting on TA
 - submit the financial reports including the list of eligible expenditures with supporting documentation on activities (e.g. invoices and/or accounting documents of equivalent probative value) to the first level controllers in order to issue the declaration on validation of expenditure by the Ministry of Agriculture and Rural Development of SR;
 - submit progress reports and applications for reimbursement in the given format to the JTS.

Project's objectives

The project TA is aimed at improving and assuring proper programme implementation and at increasing the overall quality, in order to assure efficient operation of programme structures, for preparatory, monitoring, administrative, evaluation and control measures necessary for the implementation of the projects funded of Programme Cooperation.

The IP shall undertake as general tasks:

- take all necessary steps to perform and correctly manage the tasks delegated by the MA and described in the TA Data sheet;
- perform role of a contact point for applicants and project partners;
- comply with all the provisions given in the programme rules, TA Manual and public procurement rules;
- accept responsibility for all information communicated to applicants and the JS, including details of the application for reimbursement form and, where appropriate, ineligible expenses (provided information should be in accordance with all programme manuals and guide).

Expected results and contribution to programme indicators

- O511 Number of employees (FTEs) whose salaries are co-financed by technical assistance 1
- O512 Number of publicity events 2

Indicative division of total expenditure (in EUR)										
No.	Cost categories	2016	2017	2018	2019	2020	2021	2022	2023	Estimated costs 2016-2023
1	Staff costs	9 000,00	11 400,00	11 600,00	11 800,00	12 000,00	12 200,00	12 400,00	12 600,00	93 000,00
2	Office and administrative expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3	Travel and accommodation costs									0,00
4	External expertise and services costs									0,00
5	Equipment expenditure									0,00
TOTAL		9 000,00	11 400,00	11 600,00	11 800,00	12 000,00	12 200,00	12 400,00	12 600,00	93 000,00

Fiat rate: (please give the rate to be applied (up to 15%))

Source of financing									
	2016	2017	2018	2019	2020	2021	2022	2023	Estimated costs 2016-2023
Community contribution (ERDF)	7 650,00	9 690,00	9 860,00	10 030,00	10 200,00	10 370,00	10 540,00	10 710,00	79 050,00
HU national contribution	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
SK national contribution	900,00	1 140,00	1 160,00	1 180,00	1 200,00	1 220,00	1 240,00	1 260,00	9 300,00
Own contribution	450,00	570,00	580,00	590,00	600,00	610,00	620,00	630,00	4 650,00
TOTAL	9 000,00	11 400,00	11 600,00	11 800,00	12 000,00	12 200,00	12 400,00	12 600,00	93 000,00

in EUR

*Due to the Slovak national legislation the SK national contribution has to be provided in 10% and IP's have to provide 5% own contribution. Based of these reasons the HU national contribution to this TA project is 0%.

Providing HU national contribution is counterbalanced in MA TA fiche as joint body.

No.	Cost categories	Total
1	Staff costs	93 000,00
2	Office and administrative expenditure	0,00
3	Travel and accommodation costs	0,00
4	External expertise and services costs	0,00
5	Equipment expenditure	0,00
Total eligible cost		93 000,00

in EUR

Source of financing	Expenditure
Community contribution (ERDF)	79 050,00
HU national contribution	0,00
SK national contribution	9 300,00
Own contribution	4 650,00
Total Budget	93 000,00

in EUR

Name:



Ing. Pavol Frešo

Position:

Head of the Bratislava Self-governing Region

Organisation:

Bratislava Self-governing Region

Date:

23.8. 2016