**Information Material**

**“*Development, Implementation and Support of the Monitoring and Information System in the operation of the Danube Transnational Programme (Danube Monitoring System DMS)”***



Programme co-funded by the European Union

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# General information for potential Tenderers

The aim of this document is to give guideline to all potential tenderers and summarize the relevant information for helping the tenderers in their decision making whether to submit a tender for the “development, implementation and support of the Monitoring and Information System in the operation of the Danube Transnational Programme (DMS)”.

**Please be informed that the information available in this information material is not part of the tender document as it is clearly intended to be used as a helping tool only. No legal consequences could be based on this information material and can’t be regarded as the document on which basis the tender will be submitted.**

The tender procedure will be conducted according to Act CXLIII. of 2015 on public procurement (hereafter referred to as Public Procurement Act) issued in line with the Hungarian legislation.

The public procurement procedure will be an EU wide tender advertised in TED (<http://ted.europa.eu>). It is recommended for the potential tenderers to read carefully the contract notice available at TED and this information material which give you details of the technical content of the tender and some basic (summarized) information of the content of the contract to be concluded.

On the basis of this information the interested tenderers may decide to express the interest in submitting a tender. Further information is found in the tender document that can be downloaded from [*www.interreg-danube.eu*](http://www.interreg-danube.eu) after filling in and sending a registration form. After being registered you will be regarded as a company who expressed to the contracting authority an interest in participating in the procedure and will be entitled to receive any additional information (if any) related to the tendering.

If you decide to submit a tender at first **only a formal statement executed within the framework of the European Single Procurement Document** shall be submitted as preliminary evidence for the grounds of exclusion and the selection criteria. If your tender is compliant with these formal statements the contracting authority shall assess the submitted tender on the basis of the award criteria. (The detailed award criteria is also available in the tender document).

*Only the tenderer whose offer is considered to be the most favourable one will be asked to submit the supporting documents* within 5 working days related to the grounds of exclusion, the selection criteria and any other documents asked to be provided in the contract notice. However the Contracting Authority could decide to ask to submit all supporting documents not only from the most favourable tenderer, but a number of tenderers provided that the ranking of tenders will not change after one of the tender has been deemed inadmissible.

The establishment and operation of the IT infrastructure are carried out by the system operator, who is defined by the Contracting Authority. During the whole project lifecycle, thus during the development of the IT infrastructure and subsequently the continuous system operation, the Tenderer is obliged to cooperate with the system operator.

The language of the tender in line with the relevant procurement law is Hungarian, therefore the tender is expected to be submitted in Hungarian. The contract with the selected tenderer will be concluded according to the Hungarian law and will be signed in Hungarian language. During the implementation of the contract, English will be used as the main communication language as it is stipulated by the Terms of Reference.

According to our experience it is advised to all potential tenderers (not depending on its country of origin) to entrust a company specialized on Hungarian public procurement procedure to help compiling your offer and advise you from procurement point of view.

# Certain essential elements of the contract

The winning Tenderer (Contractor) and the Ministry for National Economy (Client) enter into a contract pursuant to the provisions of the Hungarian law, including particularly the Public Procurement Act, Civil Code, the Copyright Act and the Public Finances Act. The contract to be concluded with the Contractor will include the following main terms and conditions:

* **The contracting fee covers all expenses of the Contractor, who cannot charge any other expenses. The Contractor will not receive any advance payment. The Contractor cannot have any public debt and must have a transparent ownership structure (transparent organisation) as prerequisites of the contracting and any payment of the contracting fee.**
* **The software resulting from the performance of the contract is considered to be an intellectual creation. In relation to that, the Contractor transfers to the Client all copyrights relating to the intellectual creation on an exclusive basis, without any limitation in space or time. The Contractor must warrant that no third party has any right to the established software that would impede or limit the Client in exercising the copyrights relating to the intellectual creation. The Contractor shall be liable for compensating all damages towards the Client if any third party impedes the Client in exercising the copyrights. The contracting fee contains the total consideration for the software.**
* **The Contractor shall deliver the software documentation and source code to the Client first at the end date of the system development and implementation period and then quarterly, or, when requested by the Client, immediately.**
* **The Contractor must possess the financial and technical resources required for the performance of the contract during its effective term. All experts who were involved in certifying the suitability of the Contractor in fulfilling the selection criteria during the public procurement procedure may be replaced only pursuant to the Public Procurement Act, while the staff evaluated by the Client may change only with the Client’s consent and when an expert equivalent to the evaluated one is presented.**
* **The Client has an extensive right of withdrawal from the contract /terminating the contract with immediate effect. If the Contractor does not deliver the individual development packages in satisfactory quality, the Client may withdrawal/terminate the contract in relation to each development package, in which case the Contractor cannot claim the cost of the development package. The quality of performance is not acceptable when the Contractor fails to correct a known error reported by the Client within the applicable deadline on the 3rd occasion.**
* **The Contractor shall provide a performance guarantee simultaneously with the entry into force of the contract at the rate of 5% of the total net consideration.**
* **The Contractor shall be obliged to pay late penalty in the case of any delay in performance, from the date of delay, depending on the type of the individual service, at the rate of no more than 50% of the total net implementation fee in relation to delay in the system development and implementation period; or, at the rate of no more than 40%-25% of the total net flat rate fee for the particular year in relation to any delay in other services, depending on the type of the delay. In case of further development the late penalty is maximum net 16,250 EUR.**
* **The Contractor shall pay penalty for faulty performance at the rate of no more than net EUR 16,250 until the error is eliminated.**
* **If the Contractor abandons or terminates the contract, the Contractor shall default penalty. The default penalty is net EUR 162,500.**

# Summary of eligibility criteria and evaluation criteria

The exact and detailed requirements are described in the Contract Notice and the Procurement Document.

## Eligibility criteria

### Economic and financial capacity

P1: The Tenderer is deemed to be ineligible if there was a queue of more than 30 days on any of their current account kept by any account managing financial institution, included in the company register, during the period of 12 months prior to the publication of the Contract Notice.

P2: The Tenderer is deemed to be ineligible if they had a net loss in two subsequent business years during the preceding 3 closed business years.

P3: The Tenderer is deemed to be ineligible if, during the 3 business years prior to the date of publication of the Contract Notice the total sales revenues from the subject matter of the public procurement procedure (software development and/or software support) were lower than HUF 68,000,000 (exclusive of value added tax).

### Technical and professional capacity

M1: The Tenderer is deemed to be ineligible if it does not have

a) at least one reference for an individual software development and software support for at least net HUF 100,000,000 for at least 1 actively operating or actively operated integrated information system, during the period of 3 years before the publication of the Contract Notice.

b) a reference for a system, actively operating or operated during the period of 3 years before the publication of the Contract Notice and satisfying the requirements detailed in the notice.

M2: The Tenderer is deemed to be ineligible if it does not have the following experts:

a) Project manager (at least 1 person),

b) Consultant (at least 1 person),

c) Lead developer (at least 1 person),

d) Developers (at least 2 persons),

e) IT security expert (at least 1 person)

With regard to the majority of experts to be involved in the performance, the Contracting Authority expects the Tenderer to have experts experienced in the implementation, project management and maintenance of integrated information systems supporting the implementation of programmes financed from EU funds as it is specified in the tender document.

## Evaluation criteria

The Contracting Authority evaluates the valid tenders according to the criteria reflecting the best value for money approach.

I. Proposed price (net EUR) – 60%

Tenders must be submitted with the following details:

1. Implementation fee (net EUR)

2. Quarterly flat rate fee of maintenance services (net EUR/quarter, calculated for 26 quarters)

3. Fee of developer man days (net EUR/man day, calculated for 400 developer man days)

II. Technical evaluation criteria – 40%

1.) Project manager: project management experience acquired as a vendor in the implementation and maintenance of integrated information systems supporting the implementation of programmes financed from EU funds - 4%.

2.) Consultant: consultant experience acquired as a vendor in the implementation and maintenance of integrated information systems supporting the implementation of european territorial cooperation programmes financed from EU funds - 4%.

3.) Lead developer: more than 5 years of experience as a lead developer acquired as a vendor in the implementation and maintenance of integrated information systems supporting the implementation of programmes financed from EU funds - 4%.

4.) Evaluation of solutions, proposed based on other criteria in addition to the functionality specified in Chapter 4.2. Workflow support of the technical description - 4%.

5.) Evaluation of solutions, proposed based on other criteria in addition to the functionality specified in Chapter 3.1 Application and contracting module – 4%.

6.) Evaluation of solutions, proposed based on other criteria in addition to the functionality specified in Chapter 3.2.1 Reporting – 4%.

7.) In addition to the technical description of the Terms of reference, the Contracting Authority evaluates the technical proposal for the complex development and operation of an ad hoc reporting tool - 4%.

8.) Evaluation of solutions, proposed based on other criteria in addition to the functionality specified in Chapter 3.3 Financial module and 3.4 Irregularities, management of recovery and closure module – 4%.

9.) In addition to the technical description, of the Terms of reference the Contracting Authority evaluates the technical proposal for the complex development and operation of the system supporting electronic signature – 4%.

10.) In addition to the technical description of the Terms of reference, the Contracting Authority evaluates the description for satisfying the security requirements included in the technical proposal - 4%.

The Tenderers must submit a technical proposal, containing the information specified in the Procurement Document of the tender.

# Terms of References (ToR) - Introduction

## Abbreviations in the Technical Description

*AfR – Application for Reimbursement*

*AfP – Application for Payment*

*AA –Audit Authority*

*BO – Back Office*

*DTP – Danube Transnational Programme*

*EUSDR - European Strategy for the Danube Region*

*ENI – European Neighbourhood Instrument*

*ERDF – European Regional Development Fund*

*ETC – European Territorial Co-operation*

*DGAEF - Directorate General for Audit of European Fund*

*FLC – First Level Control*

*FO – Front Office*

*CA – Certifying Authority*

*IPA – Instrument for Pre-Accession*

*MA/JS – Managing Authority/Joint Secretariat*

*HST – Hungarian State Treasury*

*MC – Monitoring Committee*

*MNE – Ministry for National Economy*

*NA – National Authority*

*PPR – Partner Progress Report*

*PR – Progress Report*

*TA – Technical Assistance*

*LB – Lead Beneficiary*

## Strategic and geographic scope of the Danube Transnational Programme

The **Danube Transnational Programme** is one of the European Territorial Co-operation (ETC) programmes and was established under the second objective of the structural funds of the 2014-2020 European programming period. Within the framework of the ETC objective, the Member States develop and implement jointly cross-border, transnational and inter-regional programmes.

The Danube Transnational Programme is one of the transnational programmes, and was established primarily as a tool co-ordinating the joint developments in particular European macro-regions.

### Geographic scope

The operation of the Danube Transnational Programme (DTP) geographically covers 14 countries. Nine EU Member States - Austria, Bulgaria, Czech Republic, Croatia, Hungary, Romania, Slovakia, Slovenia, Germany (Bavaria and Baden-Württemberg), and five non-EU partner countries - Bosnia and Herzegovina, Moldova, Montenegro, Serbia and the Ukraine (Chernivetska Oblast, Ivano-Frankiviska Oblast, Zakarpatska Oblast, Odessa Oblast) – are involved in the development projects financed from the programme.



The geographic area of DTP is exactly the same as the area covered by the **EU Danube Region Strategy (EUDRS),** approved in 2011. The macro-regional strategies and transnational programmes are absolutely different tools, implemented on identical geographic areas but at different management levels and along different co-operation principles. However, the same territory stems from a deliberate decision of the Partner States and the European Commission: apart from contributing to the attainment of the thematic objectives of the Danube Strategy with related transnational projects, the DTP can also contribute to the operation of the Danube Strategy management system.

### Objectives and priorities of the Danube Transnational Programme

The thematic objectives and priorities of DTP were defined in line with the cohesion policy regulations and the national priorities of the respective Partner States, in view of the common development needs of the programme territory. Apart from traditional transnational co-operation fields (e.g., innovation, transport, environmental protection, energy networks), the programme priorities specifically support the operation of the Danube Transnational Strategy (EUDSR).

Detailed information on the objectives, priorities and implementation system of the programme is available online at [www.interreg-danube.eu](http://www.interreg-danube.eu).

### Sources of funding of the Danube Transnational Programme

Partners take part in projects financed by the programme from all countries of the programme area. Depending on the legal status of the respective country, the funds originate from ERDF (approximately EUR 202 million), IPA (approximately EUR 20 million) and ENI (expected EUR 5-15 M). Given the nature of the projects, financing is provided in integration, within the framework of one system.

The EU funds are supplemented with co-financing provided by the individual Partner States and their partners at the rate of 15% (ordinary projects) and 25% (ERDF TA projects). The system does not separately manage the national co-financing portion of the specific projects, but the national funds provided by the Partner States participating in the programme to finance TA projects will have to be recorded and managed.

Three EU funds must be simultaneously managed in the financing system of the programme:

* **ERDF (European Regional Development Fund): this fund will be used for projects implemented across the internal borders of the European Union**
* **IPAII: (**Instrument for Pre-Accession): this fund will be used for projects planned to be implemented along the external borders of the European Union in countries situated on the external borders of the EU which conduct accession negotiations with the European Union and which are likely to become members in a medium term
* **ENI**: (European Neighbourhood Instrument): this fund will be used for projects to be implemented along the external borders of the European Union in countries which are likely to stay out of the European in the long term.

The system must support financially separate monitoring of the absorption of funds coming from three various sources, i.e., separation on screens, different templates and reports.

## European Strategy for the Danube Region (EUSDR)

### European macro-regional strategies

As increasing globalisation entails greater interdependence between European states and the need for improved efficiency of any development projects aimed at supporting solutions to global and regional challenges through the co-operation of countries, it has become inevitable to start co-ordination among the various aspects of development policy at the level of European macro regions.

The macro-regional strategies do not have their own dedicated funds and therefore the strategy aims at better and more co-ordinated absorption of all the funds available in the region. Consequently, the purpose of the macro-regional strategies is to promote the harmonisation and co-ordination of various national Structural Fund Programmes available in the region, European horizontal programmes, European Territorial Co-operation programmes and other national or private development funds.

*Following the EU Baltic Sea regional strategy, approved during the Swedish presidency in H2 2009, the Danube Strategy, i.e., the second macro-regional development strategy of the European Union, was developed and approved during the Hungarian presidency in 2011.*

### Danube Region Strategy (DRS, European Strategy for the Danube Region, EUSDR)

The Danube Region Strategy was established by the Member States of the European Union concerned and non-EU countries. At its meeting held on 18-19 June 2009, the Council of the European Union officially requested the European Commission to prepare the draft European Strategy for the Danube Region by the end of 2010. The Commission submitted its proposal in December 2010, covering 12 action areas based on the key co-operation topics.

The strategy intends to facilitate better and more efficiently co-ordinated absorption of the available funds through stronger regional co-ordination of the available financial resources.

The strategy aims at better and co-ordinated absorption of the available funds. Consequently, in the EU programming period until 2013 it is an essential interest of the countries of the region to make sure that the macro-regional strategy promotes economic growth with projects and programmes, in line with the EU 2020 horizontal and national programmes that are aimed at an economic upturn. The EU funds of the new programming period (e.g., the Cohesion Fund, the Structural Funds and the Agricultural and Rural Development Fund) will facilitate robust development projects at regional level. Apart from the available regional EU and national resources, the EUSDR will be an ideal tool to have access to banking resources. The role of international financial and strategic investors (EIB, EBRD, etc.) is extremely important. The Danube Strategy also provides a framework for major joint projects in the region that are also eligible for financing by international credit institutions. In that respect the European Investment Bank will have a key role and a great deal of experience. Both the EU Member States and third countries may also have major investment opportunities in this type of financing. The partners will be responsible for building effective regional co-operation, in which the Danube Transnational Programme will also play a role.

Committees consisting of representatives of the relevant ministries and development agencies of all countries concerned will be in charge of co-ordination of the four co-operation pillars and twelve co-operation areas. As a result of the joint decision of the Partner States the tasks of the twelve Priority Area Co-ordinators (PAC) will be performed by 2-2 regional institutions. The PACs are responsible for the implementation of the Action Plan for the particular thematic area.

The **National Co-ordinators** (NC) will be in charge of co-ordination of the participation of their respective county in relation to all priority areas. The National Co-ordinators are appointed by the government of the respective country and are responsible for supporting the Strategy at national level.

The **Danube Strategy Point** (DSP) was established to support the co-ordination of the Strategy, originally the related activities of the Commission. The DSP is responsible for promoting the Strategy primarily at European level and to assist cooperation between PACs and NCs.

The **European Commission**, as the executive body of the EU, formed the Strategy in 2011, in cooperation with the respective countries. The European Commission continues to provide assistance in the implementation of Strategy.

### Tools of the Danube Transnational Programme supporting the European Strategy for the Danube Region

As a result of the consultations of the representatives of the Partner States taking part in the Danube Transnational Programme and the organisations representing the Danube Strategy as well as the European Commission, an agreement was reached for direct support to the implementation of the European Strategy for the Danube Region by the DTP in three key areas by:

* supporting the operation of the 12 priority areas through the Priority Co-ordinators;
* the project will operate a seed money fund for tools and programmes supporting all potential sources of funding of the Danube Strategy (including i.e., not only all Structural and Cohesion Fund projects of the region, but also European horizontal and other, e.g., banking resources;
* supporting the co-ordination activities of the Danube Strategy Point in relation to the European Strategy for the Danube Region.

The new information system must support the operation of the three instruments specified above. In addition, it may also contribute to the activities of National Co-ordinators, Priority Co-ordinators, institutions involved in the co-ordination of the Priority Areas and the European Commission with reports and data upon request.

## Documents regulating the implementation of the Danube Transnational Programme

The operation of the Programme is regulated by a number of EU regulations. The European Territorial Co-operation was regulated in a separate regulation. The regulations governing the Structural Funds and the European Regional Funds are also (considerably) applicable to the ETC programmes, while the regulations governing the IPA and ENI are not applied directly in practice due to integration pursuant to the ERDF regulation.

On 20 August 2015, the European Commission approved the Co-operation Programme submitted in the name of the 14 countries concerned, laying down the most important rules of programme level operation. The Monitoring Committee established by the Partner States approved the key manuals and forms regulating the implementation of the Programme as directly applicable in the implementation of the Programme and projects.

The operation of the Programme is regulated in the following **main EU legal acts**[[1]](#footnote-1):

* **REGULATION (EU) NO. 1299/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL** of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal.
* **REGULATION (EU) NO. 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL** of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006
* **REGULATION (EU) NO. 1301/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 17 December 2013 on the European Regional Development Fund and on specific provisions concerning the Investment for growth and jobs goal and repealing Regulation (EC) No 1080/2006**
* **COMMISSION IMPLEMENTING REGULATION (EU) NO 184/2014**of 25 February 2014 laying down pursuant to Regulation (EU) No 1303/2013 of the European Parliament and of the Council laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund, the terms and conditions applicable to the electronic data exchange system between the Member States and the Commission and adopting pursuant to Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal, the nomenclature of the categories of intervention for support from the European Regional Development Fund under the European territorial cooperation goal
* **COMMISSION DELEGATED REGULATION (EU) NO 480/2014** of 3 March 2014 supplementing Regulation (EU) No 1303/2013 of the European Parliament and of the Council laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund.
* **COMMISSION IMPLEMENTING REGULATION (EU) No 821/2014** of 28 July 2014 laying down rules for the application of Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards detailed arrangements for the transfer and management of programme contributions, the reporting on financial instruments, technical characteristics of information and communication measures for operations and the system to record and store data.
* **COMMISSION IMPLEMENTING REGULATION (EU) No 1011/2014** of 22 September 2014 laying down detailed rules for implementing Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards the models for submission of certain information to the Commission and the detailed rules concerning the exchanges of information between beneficiaries and managing authorities, certifying authorities, audit authorities and intermediate bodies.
* **REGULATION (EU) No 231/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL** of 11 March 2014 establishing an Instrument for Pre-Accession Assistance (IPA II).
* **COMMISSION IMPLEMENTING REGULATION (EU) No 447/2014** of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-Accession assistance (IPA II).
* **REGULATION (EU) NO 232/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL** of 11 March 2014 establishing a European Neighbourhood Instrument.
* **REGULATION (EU) NO 910/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL** of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

The **Hungarian legal regulations** appointing the institutions for the implementation of the Programme:

* **GOVERNMENT RESOLUTION NO. 1034/2013. Korm.** (1 February 2013) on the establishment of the responsibilities, tasks and negotiating mandates relating to the institutions and planning of European Territorial Co-operation Programmes in the 2014-2020 programming period.
* **GOVERNMENT DECREE NO. 396/2015. KORM** (12 December 2015) on the implementation of transnational and interregional co-operation programmes implemented under the European territorial co-operation objective in the 2014-2020 programming period.

## Operation and institutional structure of the Danube Transnational Programme

In terms of operation, the Programme consists of two levels:

* the individual international, **transnational projects** supported by the Programme are financed under priorities 1-4 of the Programme (within the 4th priority, the DRS institutions referred to in Section 1.3.3 are financed separately)
* programme level tasks associated with the whole programme: co-ordinated mainly by the institutions of the Programme and financed from the TA resources of the programme (the framework allocated to the 5th priority of the Programme (approximately 6%) can be used to support the **TA projects** financing the implementation of the Programme).

### Transnational and other projects

The Programme will provide financing through an application system (4 calls are likely to be published between 2015 and 2018) based on a decision of the Partner States, through subsidy contracts, concluded for approximately 100-120 projects. Based on the Lead Partner principle, on average 10-15 partners will take place in each project from numerous states of the region. Presumably, the system to be established will be used by the 120 Lead Beneficiaries as contracting parties as well 1,000-2,000 partners (government organisations, agencies, chambers, mediation companies, innovation organisations, private enterprises) in the first step of the process.

In line with the facts outlined under Section 1.3.3, further 70-150 project contracts will be signed and implemented in relation to the financing of the EUSDR institutions.

### Joint institutional structure of the Programme

The following figure presents the actors and main processes of the implementation system of the Programme.

**Lead Beneficiary**

**Certifying Authority**

**(HST)**

**Managing Authority**

**Audit Authority**

**(DGAEF)**

**Monitoring Committee**

**European Commission**

Application for payment

Annual and final audit report

Information

Annual and closing report

Reporting

Audit

Audit

EU contribution

Designation

EU contribution

**Audit team**

**Partner1**

**Partner2**

**Organisation designated for verification (First Level Control)1**

**Organisation designated for verification (First Level Control)n**

Designation

**Partnern**

**Project / partnership**

Co-operation

**Joint Technical Secretariat**

Project-level reporting, application for reimbursement

Project selection

Verification

Verification

Partner-level report

Partner-level report

**Managing Authority**

**/**

**Joint Secretariat**

**(MNE)**

The following joint institutions are responsible for operating the Programme:

**Monitoring Committee**: it is the highest decision making body of the Programme, consisting of national and regional representatives of the Partner States. The Monitoring Committee adopts decisions on the financing of the individual projects and monitors the implementation of the Programme. *The members of the Monitoring Committee will experience the new information system primarily through the reports. The Monitoring Committee decides on the absorption of the TA resources, also including the financing of the monitoring and information system.*

**Managing Authority and Joint Secretariat (MA/JS)**: The Danube Transnational Programme Managing Authority and Joint Secretariat have been established as a separate organisational unit within Ministry for National Economy. It performs all the tasks in an integrated manner, within the framework of one organisational unit, according to separate functions. The Danube MA/JS is responsible for the regular and efficient implementation of the Programme and for the performance of international operational co-ordination and implementation tasks of the Programme (project development, tendering, communication, evaluation, etc.). *The Managing Authority and Joint Secretariat will be the main users of the functionalities of the system and will also be responsible for the technical and administrative co-ordination of the development of the information system. The workflow to be developed in the IT system is the main tool of the operation of the management system. The Managing Authority and the Joint Secretariat will work primarily in the English language.*

**Certifying Authority** (Hungarian State Treasury - HST): the main responsibility of the Certifying Authority is to officially certify the applications for payment at programme level before they are forwarded to the European Commission. The Certifying Authority transfers the EU payments directly to the Lead Beneficiaries. *The Certifying Authority will use the new system not only for managing invoices and payments, but also for preparing reports in support to the settlement with the Commission.*

**Audit Authority** (Directorate General for Audit of European Fund - DGAEF): the Audit Authority is functionally independent from the Managing Authority and the Joint Secretariat as well as from the Certifying Authority and is primarily responsible for controlling the adequate operation of the programme institutions and the projects. *The Audit Authority conducts most regular audits through the system but will have full read only access to the modules of the system.*

The involvement of each Partner State at national level will be assisted by the following other institutions:

* **National Authority**: this authority is responsible for representing Partner State (Member State) in strategic and institutional issues concerning the Programme. The authority provides members for the Monitoring Committee; it arranges for the payment of the national contribution to the implementation framework of the Programme; and will also arrange for the performance of the national tasks required for involvement in the Programme. *The National Authorities will experience the new information system primarily through the reports prepared for monitoring implementation at national level.*
* **First Level Control**: it is a national organisation controlling and approving the settlements of the partners involved in the projects and verifying the expenses. *The organisations conducting first level control in the 14 countries (private or public sector) will control the invoices of each partner and approve the partner reports at national level by using the IT system.*
* **National Contact Point (NCP): in co-operation with the Joint Secretariat, the NCP will support the implementation of the Programme at national level, with special regard to the general** information tasks. *The NCPs will directly use the information system in a few technical tasks, contributing (e.g., control of the suitability of the partners at national level) to the technical, administrative and financial management of the individual TA projects and to a major extent, in the utilisation of the reports generated by the system.*

# ToR - Objectives and expected results

The purpose and objective of this procurement is the development, implementation and support to operation of the monitoring and information system (Danube Monitoring System - DMS) supporting the implementation of the Danube Transnational Programme in the 2014-2020 programming period. The objective is to develop an effective and reliable management tool, an integrated monitoring and information system that satisfies the special needs of programme and project management, and strategic coordination. *The system will use the English language and will be developed and operated mainly in English too.*

The system must satisfy the following objectives:

* The system must be based on a technology and the software-hardware environment shall be designed that enables seamless, fast and error-free operation until the end of the programme period with opportunities for continuous development of the system (**modern, stable system**).
* The system must be structured to ensure that users can use it simply and effectively (**user friendly system**).
* The system must be built by taking into account the security requirements as much as possible (**safe system**) and electronic signature supporting solutions (**paperless system**).
* In terms of functionality, the DMS system must support joint programme and project level functions relating to the management of ERDF, IPA and ENI resources, also including programme level certification tasks and complex management of the programme account. The general details of each programme and project level as well as partner level functions to be supported are described in Chapter 3 Functionality (**integrated system**).
* The system must effectively support communication between the organisations involved in the implementation of the Programme (Lead Beneficiaries, Partners, Managing Authority / Joint Secretariat, Certifying Authority, Audit Authority, Monitoring Committee, National Authorities, National Contact Points, organisations designated for certification, European Commission, institutions of the Danube Strategy) and must also assist the Partner States in the performance of their strategic tasks by using the programme data base for technical purposes effectively and efficiently. The new system needs to support the development of an easy and fast ad hoc reporting tool as well as well manageable, pre-defined reports (also) for that objective (**system supporting effectively communication and technical work**).

# ToR - Functionality – support of implementation processes

The DMS system structured on the basis of the *lead partner principle [[2]](#footnote-2)*supports the performance of the management tasks during the programme and project cycle with the following main functions.

**Application and contracting module**

The system records the basic data of the Programme, i.e., the priority structure, the budget and the indicator system, allowing for programme level data aggregation and monitoring activities. The conditions of the calls for applications will be recorded in the system, allowing for the electronic submission of the projects. The applicants can prepare and submit online their projects through a user friendly online interface (Front Office) and then the Programme MA/JS can evaluate them also electronically, in the Back Office. Following the evaluation, the contract will be established, and any contract amendment will be made, during the implementation of the project based on the decision of the Monitoring Committee.

**Project module**

Each milestone of the full project cycle (progress reports and management for applications for reimbursement, monitoring of activities and indicators) will be supported by the DMS. The project module stores and monitors the provisions of the subsidy contract in a systemic manner: partnership data (lead beneficiary, project partners), reporting periods, financial data (e.g., periodically planned and current budget) as well as indicators.

The control function of the system supports the submission of reports from all partners of all Partner States taking part in the Programme (reports are prepared electronically, at invoice level) and the first level control tasks of the Partner States (FLC) (based on the submitted documents, the controllers verify the expenditure in the Back Office system, where the Control Certificates are also issued). This operation allows for the use of the same project data (e.g., the budget, always separated at partner level) by the project partner, the controller, the LB and MA/JS.

The Lead Beneficiaries also prepare and submit their Progress Reports and Applications for Reimbursement online by aggregating their partner level data through the Front Office interface dedicated for such purposes. The submitted Progress Reports and Applications for Reimbursement are processed by the MA/JS in the Back Office of the system.

That is how the system ensures that all data are managed from the preparation and submission of partner reports to the approval of the project level report within the framework of an integrated process, in a closed system.

Within the project module, the system must also be able to manage TA projects and other special projects by taking into account the specificities of such projects.

**Finance module**

Apart from the application and contracting as well as project modules, the third cornerstone of functionality is the finance module, as the successful implementation of the programmes depends fundamentally on the efficiency of financial management. The finance module is used for the following: managing co-financing contributions of the EU (ERDF, IPAII and ENI) and the Partner States, payments to the Lead Beneficiaries and TA Beneficiaries, preparation of the financial settlement for the European Commission, management of the Danube Programme Account and the reconciliation of the bank account statements.

**Irregularity, management of recovery and closure module**

The system supports the execution and registration of all financial transactions of the project, including any irregularity procedure related to the projects and their financial consequences (recovery) at partner level. In addition, the system also manages the procedures of project closure.

The individual functions are described in detail below.

The DMS system must be able to manage the programme level functions of the whole programme cycle as illustrated in the figure below.

Front Office Back Office

Registration of programme data (BO)

MA/JS

LA

Electronic online preparation and submission of application (FO)

MA/JS

Registration of the data of the call (BO)

Evaluation of applications (BO)

MA/JS

Contracting (BO)

MA/JS

Preparation and submission of partner level reports (FO)

PPn

PP11

LB

Verification and preparation of Control Certificate (BO)

FLCLB

FLC1

FLCn

Submission of the Control Certificate (FO)

LB

PP11

PPn

Preparation and submission of Progress Reports (FO)

Review and approval of the Progress Reports (BO)

LB

MA/JS

Transfer of community support (BO)

**11. Execution processes managed by the system**

CA

## Application and contracting module

The main functionalities of the DMS system are presented below, the details will be defined in the specification phase

### Programme data

The system should be set up in compliance with the requirements of the 2014-2020 programming period and support the recording of the main programme data (e.g. programme budget per Community Funds, per priorities, programme bank account number, etc). The Programme data will be necessary to set up the programme management functions.

These functions shall be in accordance with the Co-operation Programme (CP) approved by the European Commission.

* The projects in the Danube Transnational Programme will be financed by the European Regional Development Fund (ERDF) and the Instrument for Pre-Accession (IPAII), and the European Neighbourhood Instrument (ENI) will be also available in a later stage. The system should ensure the financially separated follow-up of the three different types of union funds in screens, templates and reports.
* The TA priority of the DTP is managed in a “project management” approach. The system should handle the TA projects financed by the TA sources of the 3 different community funds and from the national TA contributions of the Partner States. The yearly national TA contributions of Partner States have to be recorded, and follow-up of the transferred amounts by Partner States shall be ensured.
* For the follow-up of programme level financial progress (e.g. N+3 rule), the yearly budgetary commitments per funds have to be recorded among the programme data.

The other programme data recorded in the system will be determined in the specification phase.

All modification of the programme data shall be traceable: different versions of the programme are stored by the system.

The following table shows the union contribution type per Partner States.

|  |  |  |
| --- | --- | --- |
|  | **PARTNER STATES** | **FUNDING SOURCE** |
| 1 | Austria | ERDF |
| 2 | Bulgaria | ERDF |
| 3 | Czech Republic | ERDF |
| 4 | Croatia | ERDF |
| 5 | Hungary | ERDF |
| 6 | Germany | ERDF |
| 7 | Romania | ERDF |
| 8 | Slovakia | ERDF |
| 9 | Slovenia | ERDF |
| 10 | Bosnia and Herzegovina | IPA II |
| 11 | Montenegro | IPA II |
| 12 | Serbia | IPA II |
| 13 | Moldova | ENI |
| 14 | Ukraine | ENI |

### Call for proposal management and settings

Taking into consideration the specifics of programming period 2014-2020, the system should support the management of the different call for proposals (normal projects, PAC and/ or DSP support or Seed Money).

The system shall ensure to set up the call for proposals through the parameters in the programme level functions of the system according to the type and the conditions of each call for proposals. The application material and documents subject to the programme and the call for proposals is uploaded into the system in the Back Office.

It is possible to set up the assessment process in the system according to the call for proposal and to manage the whole assessment process in the system.

The recording shall be based on the Co-operation Programme approved by the European Commission.

**Main key parameters of call for proposal** (limits, which are assigned to the call for proposal):

* Priority open in the framework of the call for proposal,
* Type of Application Form: normal projects, PAC and/ or DSP support or seed money
* Financial conditions (e.g.: own contribution requirements, maximum union support that can be applied per project, etc.),
* Minimum requirements for Partnership (e.g. minimum number of partners if applicable),
* Duration of projects (e.g. minimum/maximum duration in months)
* Types of partners (Lead Beneficiary, ERDF partner, IPA partner, ASP Associated Strategic Partner). Further types of partners can be introduced in the following call for proposals like 20% project partner, ENI Partner).
* Simplified costs options can be set at the call for proposal level:
  + Flat rate: The system automatically calculates and checks a defined percentage of a budget line.
  + Lump sum: Fix amount defined by the MA/JS based on previous experience. The submission of supporting documents is not required by the Partner.
* Deadline of the submission of the application: date and time of the deadline for submission of the application can be set in the system. After the deadline, it is not possible to submit the application and the call for proposal data will not be open anymore (new application cannot be started after the deadline).
* Conditions of assessment process, assessment grids, etc.: flexible determination of the assessment system (e.g. definition of weighted system in case of ranking the scores)

### Preparation and e-submission of Applications via Font Office (LA – FO)

The system should support the online recording of the application data by the Lead Applicant, the online submission of the application and the online amendment of the application form through the Front Office based on templates of the DTP programme for the relevant call for proposals. It is to be noted that in DTP different application forms will be applied. The application forms of special projects (PAC, Seed Money) are still under preparation, the draft one prepared for normal project is attached to ToR as *Annex1*. Client will provide the Tenderer all the templates during the specification phase.

The main steps of the application process are categorised into the following groups:

* **Registration of applicants:** creating the user mailboxes necessary for electronic application supported by the Danube Monitoring System (DMS), in the FO surface of the system (no certificate would be necessary for FO).
* **Submission of Applications:** The programme has different types of applications according to the type of the beneficiaries (normal projects, seed money, PAC support).According to the call for proposal set in the Back Office of the system, the application will be available to be filled in online on the Front Office surface of the system. The Lead Beneficiary will submit the application through the FO of the system. The Application Form template is generated and saved by the system. It is possible to upload documents (annexes) to the application, as requested by the relevant call for proposals.
* The exact time of the submission of the application is registered by the system.
* The Lead Applicants receives e-mail notification on the successful submission of the application.
* **Amendment of the application:** the Lead Applicant can modify the application data only in case the process is sent back to the Front Office by the MA/JS. It is the case of “conditions clearing” when the selected applications needs certain clarifications/conditions to be fulfilled for the final approval.

### Assessment of application (MA/JS – BO)

The system shall support the assessment and amendment of applications that are submitted via the Front Office according to the parameters of assessment specified in the call for proposal.

The system should ensure the examination and check of State aid in the evaluation phase of applications regarding the monitoring of the activity.

The steps of the evaluation of the application materials are defined by the CfP which is divided into two phases (eligibility and quality evaluation). The task of the evaluation is to examine the compliance of the application materials with the formal, eligibility and professional criteria.

**Key parameters of the assessment process:**

1. Quality / eligibility assessors,
2. Assessors can work in parallel,
3. Conditions clearing,
4. Assessment grids, etc.

**General characteristics of eligibility evaluations:**

The system must support the eligibility evaluations by using checklists, and the users with the adequate access rights must be able to compile the checklist.

With regards to eligibility evaluations, we differentiate between internal and external formal evaluation.

* *Internal eligibility evaluation:*

The final eligibility grid is filled in by one user. The „4 eyes principle” must be ensured, i.e. the control of the eligibility evaluation, through the validation of the result by a designated person in the system.

Two or more internal eligibility evaluations may take place parallel or consecutively.

* *External eligibility evaluation:* carries out by one person per member state, this process goes parallel.

The process of internal and external eligibility evaluations may be parallel or consecutive. (If consecutive, prior to the internal eligibility evaluation the result of the external formal evaluation must be recorded in the system).

A possibility must be ensured for the authorised user to modify the results of the eligibility evaluations subsequently (until and after the decision of the Monitoring Committee in case the decision of the MC is different than the one in the system).

**General characteristics of quality evaluations:**

The final eligibility grid is filled in by one user. The „4 eyes principle” must be ensured, i.e. the control of the eligibility evaluation, through the validation of the result by a designated person in the MA/ JS.

The checklist to be used for the assessment may be defined the BO of the system.

Quality assessments are carried out by external experts, who in the BO of the system have access only to the information necessary for assessment (tender data, check list to be completed).

Quality evaluations are carried out parallel to one another in all cases.

Evaluations are followed by the approval of MA/JS.

A possibility must be ensured to authorised users to modify the results of the professional evaluation subsequently.

**After the evaluation process**, the applications are submitted to the Monitoring Committee (MC), which makes a decision on the actual eligibility of the projects for support.

In order to facilitate decision-making on the eligibility for financing, the following documents are to be submitted to the MC:

* List of applications: the system supports the preparation of a **summary list of the applications** that contain the key data of applications, and the result of formal and professional evaluations. The applications are sorted into an order based on their scores given.
* Info sheet: a so-called **Info Sheet** is printed out of each application, which contains the summary data of the application.

The MC will select the applications eligible for support. The MC decision is made outside the system, but the results of the decision must be recorded in the system subsequently, per application. The MC decisions may be as follows:

* Acceptance[[3]](#footnote-3) or acceptance with modification[[4]](#footnote-4): in this case the contracting phase commences
* Rejection: the applicant is notified of the rejection of the application by using a template generated by the system, but the letter is sent outside the system.

### Contracting

During the contracting process, the Joint Secretariat generates the subsidy contract document based on the data of the finally approved application and the pre-defined templates of the programme.

**The system shall support:**

* the Project Officer of MA/JS to prepare and send the letter generated by the system on award of subsidy to the Lead Applicant (LA) requesting the documents necessary for contracting. The letter is to be sent through the automatic e-mail function to the LA.
* the Lead Applicant to upload documents necessary for contracting;
* aggregating data of project (project identification data, contracting party data, project financial data, start & end dates, reporting periods, etc.) into the subsidy contract template
* generating the subsidy contract document based on the template
* the scanned version of the signed contract for the project can be uploaded and stored in the a defined (subsidy contract) folder of the project.

With the finalisation of the approved application, generation and filing of the contract, the project is to be created in the system. The Lead Applicant turns to be Lead Beneficiary (LB)

In relation with the contracts, at least the following data groups are to be registered in the system (data automatically taken from the application form for the categories existing in the AF):

* General data (project identification; project implementation dates; financial data; reporting periods;
* Partner data;
* Data of work packages and activities;
* Project budget, including spending forecast;
* Indicators;
* Progress Reports (PR);
* Project monitoring;
* Audit data;
* Irregularities;
* Project documents

### Project modification

During the project modification processes it is possible to change the data of project.

The system shall provide the following possible options for modification:

1. On Front Office surface changes initiated by Lead Beneficiaries
2. On Back Office surface changes initiated by the Managing Authority/Joint Secretariat.

The approval process of modification shall be handled in the BO of the system.

In case of BO modifications, the process will be managed by two BO users or by one BO user depending on the type of modification initiated:

1. 4 eyes principle[[5]](#footnote-5) (2 BO users’ approval is needed).
2. One BO user can modify project data (in case of minor administrative changes, like e.g. contact details).

In case of changes initiated by the Lead Beneficiary on the Front Office surface:

* the LB fills out the modification request (predefined template to be opened up on the FO) and modifies the respective part of the latest approved version of the Application Form, the MA/JS receives the modification request (process) in the Back Office of the system and a notification by email.
* the MA/JS member can verify the modified data of the project which is supported by a report on the changes made by the Lead Beneficiary.
* The request of modification and supporting documents related to the project change will be uploaded by the Lead Beneficiary at the Front Office of the system, and will be available for the MA/JS in the Back Office for verification and will be part of the project module data after approval by the MA/JS.
* Types of modifications which needs 4 eyes principle will be specified according to the rules of the programme (e.g. budget modifications, modification of the project duration, changes of partners)
* When a project change is approved by the relevant programme body (MC / MA / JS), the MA/JS finalise the change in the system (by e.g. clicking the *approved* button), following which the modified project data is available at the Front Office for the Lead Beneficiary. The modified data is also automatically available in the project data per partners for the Controllers (Back Office users) and the latest version of the Application Form is adapted accordingly.

All modification of the project shall be traceable: different versions of the project are stored by the system.

## Project module

After the contracting step, the system tracks the whole project’s lifecycle in the project module. The project module consists of the processes related to the verification of expenditures of the project partners; the preparation, submission and verification of the progress reports and application for reimbursement, the data of the progress reports (status of project implementation: financial, output indicators), information on the status of the reimbursement (e.g. transfer date to the LB), the data related to irregularities and repayments.

The project module handles the processes from the project partner level in an integrated way, meaning that the same project data will be used by the Project Partner, the Controller, the Lead Beneficiary and the MA/JS in the system (e.g. the partner level budget). The system shall ensure that the project data are handled in one integrated process and in a closed system from the preparation and submission of the partner reports to the verification of progress report.

The system shall ensure a view function of project level reports (PR and AfR), that shows important dates and status of AfR, (as approval date of MA/JS, transfer date, etc) and give opportunity to use different filter options.

### Reporting

#### Online preparation and submission of Partner Report (PP - FO)

After contracting, the Project Partners (PPs) (all ERDF and IPA project partners involved in the project) are preparing the Partner Report (referred as PPR) on the Front Office surface of the system:

* for the selected reporting period(s) of the given project,
* separately from other Project Partners of the project,
* independently from other Project Partners of the project,
* parallel in time with other Project partners,
* and online.

The Front Office surface where the PPRs are prepared shall be based on the Partner Report template in compliance with the Programme’s requirements.

**The system shall support:**

* the user to fill in the Partner Report template with the updated data stored in the system;
* the user has to record only data related to the relevant reporting period;
* recording invoices in the original currency. If costs incurred in other currencies than EUR, the system automatically convert to EUR using the exchange rate of system that could be selected in the drop-down menu items according to the rules of the Programme.
* aggregating expenditure on the list of expenditure and in the financial reports of the Partner Report in EUR only.
* preparing the draft Partner Report from the system before submitting online the final Partner Report. Automatic checks shall be built-in to check the consistency of the Partner report data.
* the Partner Report will be submitted online on the Front Office to the Controller.
* after submission to the Controller, the Partner Report can be amended only in case the process is sent back by the Controller to the given Project partner (clarification / amendment is requested by the Controller)
* the Partner Report will be submitted online via the system to the Lead Beneficiary after validation by the Controller (Control Certificate issued).
* after submission to the Lead Beneficiary, the Partner Report can be amended only in case the process is sent back by the Lead Beneficiary to the given Project partner, e.g. amendment is requested by the JS during the verification process of the Progress Report. (The LB can send back Partner Reports independently from each other, only to the PP concerned by the modification request).

Project Partner records expenditures and all relevant data on the invoices screen. It shall be possible to upload the electronic version of supporting documents (e.g. invoices, proof of payment, etc.) separately (invoice by invoice) to be able to check it by the Controller.

The system shall have the storage capacity to upload all relevant supporting documents by Project Partners. The uploaded documents are in large size in several cases.

The system should handle, calculate and check the flat rate according the relevant programme rules. (e.g. in the Office and Administrative expenditure budget line the 15% of Staff cost is eligible in flat rate base.) In case of flat rate option, the system automatically calculates the eligible amount.

Expenditure (e.g. invoice) shall be recorded at partner level by work packages and by budget lines, in order to be able to aggregate the validated amounts per budget lines and per work packages. In case of special types of expenditure, e.g. expenditure under 20% rule, the information shall be recorded at invoice level. It is possible to record revenue amounts according to the information requested by the Control Certificate.

#### Checking of Project Partner Report and Validation of expenditure (FLC -BO)

After submission of the Partner Report by the Project Partner to the Controller, the verification of expenditure is fulfilled by the Controller in the Back Office of the system. The Partner Reports need to be approved by the responsible controllers in the participating countries. The first level control system of participating countries could be different: centralised or decentralised.

In the centralised systems, staff of the control body verifies the Project Partner Report of the project partners, whereas in decentralised system each project partner could have individual controller.

Independently from the control system in the participating country, the processes of the control function are standard for all Controllers using the system, but with different access rights depending on the number of users (one user or 4 eyes principle).

The first level controller is responsible for validation and approval of PPR; and revalidation and re-approval of PPR. Controllers validate the PPRs of project partners only from their own country.

The system shall generate the Control Certificate and its annexes based on the template of the Programme and all related documents necessary during the validation process. Standard programme level checklists will be used by the Controllers. In case of any changes needed, the checklists can be customised in the Back Office by the MA/JS. Checklists will be saved in the system after each verification process, and can be printed if needed.

The processes are the followings:

* checking the submitted invoices and activities according to the checklist in the system
* accept the reported expenditures invoice by invoice
* recording the findings (if relevant), e.g. findings of the on the spot check
* decision of the Controller on the Partner Report: need for completion via the system, approval, rejection
* completion letter to the PPR (clarifications, further documents needed), generated in the system based on the checklist of the Controller

After verification of expenditure and approval decision, the Controller issues the Control Certificate in the system to the Project Partner. The Control Certificate is issued in EUR.

The Control Certificate and its Annexes are generated by the system based on the approved data of the Partner Report and the relevant fields from the Control Checklist.

If during the process of submission and evaluation of Progress Report the Lead Beneficiary or the Joint Secretariat request to reissue the Control Certificate, they send back the validation process to the project partner and the project partner sends the process to the controller. The controller can initiate the revalidation process in case the partner requests it. Revalidation process can be initiated by the Controller for administrative reason, only in case it is not affecting the validated amount of the Control Certificate.

The system should operate according to the below listed main points:

* The system shall store the partner budget separated by budget lines and by work packages and follow-up the already reported (validated amounts) and remaining amounts.
* Spending forecasts of individual partners and follow up based on the validated and remaining amounts per periods
* The controller checks the invoices of the PPR one by one in the system and marks the costs that could be approved. The approved amounts (eligible amounts) and the ineligible amounts shall appear on the invoice screen. It is possible to record explanation to the ineligible expenditure deducted.
* The system should ensure the examination, check and follow up of State aid and handle the expenditures related to the State aid activities based on the declaration of Project Partner in the FO.
* The system ensures the "4 eyes principle". In case the person verifying the Partner Report does not have the signatory role, a second User will approve the Partner Report, i.e. validate the expenditure.
* The completion procedure is handled by the system via the Front Office surface.
* All dates of the verification process (PPR submission, completions, issuing Control Certificate) shall be tracked in the system, which could be used as query for report.
* On the spot check and irregularity procedure need to be recorded to the PPR according to information requested by the Control Certificate.
* In case of amendment of the Partner Report, the corrective Control Certificates are stored in the system. It is possible to track the changes of the Control Certificate and its reason in the system.

#### Submission of Control Certificate to LB (PP - FO)

The Project Partner receives notification from the system about the validation of Partner Report and the issuing of the Control Certificate. After the notification, the Project Partner submits the Control Certificate and Partner Report to the Lead Beneficiary via the Front Office of the system. Each Project partner can submit the Partner Report and the Control Certificate independently from the other project partners.

#### Online preparation and submission of Progress Reports and Applications for Reimbursement (LB - FO)

After the validation of the PPR on partner level, the Lead Beneficiary prepares the ProgressReport and Applications for Reimbursement (PR & AfR) on behalf of the entire project via the Front Office surface of the system and submits it to the MA / JS.

The Front Office surface of the Progress Report needs to be based on the templates of the Programme.

**The system shall support:**

* the LB to fill in the Progress Report template;
* the user has to record only data related to the relevant reporting period;
* aggregating financial data of project partners from the validated Partner Reports relevant for the period to the Application for Reimbursement template.
* the LB uploading certain supporting documents for the PR & AfR (e.g. project deliverables),
* the PR & AfR to be submitted online on the Front Office to the MA / JS.
* after submission to the MA / JS, the PR & AfR can be amended only in case the process is sent back by the MA / JS to the respective LB (clarification / amendment is requested by the MA / JS)

In the process of preparation of PR & AfR the system aggregates the financial data from the validated Partner Reports and makes possible to take over attached documents of Partner Report by the LB.

The Control Certificates of Project Partners need to be stored e.g. Control Certificate of each Project Partner should be in a separated folder and if needed the scanned copy of a signed Certificate can be uploaded in the same folder.

It shall be possible for the Lead Beneficiary to view all the involved partners’ PPRs through its own Front Office surface in the system in a structured form:

* the status of the related processes (the actual status of verification of each PPR must be traceable);
* screens and attachments of each verification process;
* possibility to view Control Certificate of the Project Partners;
* e-mail notification to the LB about submission of PR&AfR.

The Lead Beneficiary can send back the verification process to the Project Partner. The project partner sends the process to the Controller to reissue the Control Certificate. After reissuing the Control Certificate, the Project partner can re-submit the Partner Report to the Lead Beneficiary. The Lead Beneficiary will re-submit the PR & AfR to the JS after receiving the revised Partner Reports and Control Certificates. It is not necessary to wait for each Partner Report under amendment, but the LB can decided to submit the amended Progress Report to the JS at any time based on the available validated/revalidated data.

#### Approval of submitted Progress Reports and Applications for Reimbursement (MA/JS - BO)

The verification of the progress report is performed by the MA/JS users (project officers and financial officers) on the basis of the electronically submitted Progress Reports, the Control Certificates issued in the system related to the Application for Reimbursement and the uploaded supporting documents. Standard programme level checklists will be used by the project officers and financial officers, which will be saved in the system after each verification process, and can be printed if needed.

During the verification process the MA/JS could send back the reporting process to the Lead Beneficiary for completion to the Front Office surface. The MA/JS cannot modify the Progress Report data in the Back Office of the system, only minor administrative corrections are possible. Regarding the Application for Reimbursement, the deduction (rejection) of the total amount of a Control Certificate is possible in the Back Office of the system, e.g. corrective Control Certificate still not acceptable by the JS after a completion process, or irregularity case on-going, etc. The accepted amount of the project and project partners is updated in the system, so the Controllers have information about the modification of original Control Certificate.

The verification process of the Progress Report and Applications for Reimbursement is completed by the approval, or rejection decision of the MA/JS.

All dates of the verification process (PR & AfR submission, validation steps, completions, approval/rejection decision) shall be tracked in the system, which could be used as query for report.

With the approval step, the MA/JS makes the decision on the payment of the AfR. In case the amount of the AfR is approved, the Certifying Authority transfers the Community Contribution (ERDF and IPA) to the Lead Beneficiary from the Danube Programme Bank Account. In case of non-availability funds in the Certifying Authority’s account, the Certifying Authority suspends the payments, and the system automatically informs the LBs concerned via email.

In the process of validation (till the approval decision of MA/JS) it should be possible to send back the process to the previous work step and modify the decision keeping the original order of roles and institutions. Furthermore the data can be modified after the approval of PR&AfR in the following two cases:

1. After the approval of PR&AfR by MA/JS but before the transfer of Community contribution (Re-approval of PR&AfR).
2. After the transfer of union contribution with special correction process (similar to the first one with the exception that the union contribution transferred cannot be modified).

After the approval of PR and AfR process, the project budget (reported amounts and remaining amounts per work packages, per budget lines, per partners) and the actual status and value of certain project elements (output indicators, target groups reached in previous reporting periods) need to be updated in the Back Office in line with the MA/JS decision.

#### Final report

The system should support the preparation of the Final report that contains additional fields in content compared to the normal PR&AfR. In case of the last reporting period, the LB shall indicate that the Final report will be submitted and the related fields of the Final Report template appear (the Progress Report form completed with additional information). The requested further information can be added in the activity report in a special screen. The Final Report is to be submitted and processed in the framework of the last PR&AfR.

### Technical Assistance Projects (TA projects)

The system shall manage the TA projects taking in consideration the specificities of TA projects.

The TA projects for programme level joint activities are financed by 3 different union contributions (ERDF, IPA, ENI) and 14 Programme States’ Contributions. (The Certifying Authority’s account receives the funds form the Commission and from the Programme States.) The system shall support the monitoring of the financial progress of TA projects, and overview of the overall spending level of the TA budgets at programme level. Any partner state contributions not used for reimbursement of TA projects will be paid back to the Partner State concerned at the end of the programme.

The system shall support:

1. TA projects creation and amendments:

* TA project creation and modification (registration of TA project plan data by budget lines, by Funds, and in case of Danube Joint Management TA project by sub-budget lines as well) in the Back Office of the system by the MA/JS
* The system shall support to handle the union funds in integrated way which means to handle different types of sources within one TA project, e.g. Danube Joint Management TA project is financed from ERDF and IPA funds (and possibly from ENI) as well

1. Online preparation and submission of the TA expenditure:

* Online submission of the TA expenditure by the TA Beneficiary at the Front Office surface of the system to the responsible Controller, supported by the TA invoice aggregator. The TA invoice aggregator should be displayed in data of TA projects besides the TA Progress Reports.

1. Validation of the TA expenditure:

* The responsible Controller validates the submitted TA expenditure (invoices, supporting documents, reports uploaded) and issues the TA Control Certificate based on TA Control Certificate template of the Programme. After the validation process the TA project data are not updated, only after the approval of the TA AfR the updating will be performed.

1. Online submission of the TA Progress Reports and TA Applications for Reimbursement

* The TA Progress Report and Application for Reimbursement is submitted via Front Office by the TA beneficiary to the MA/JS. In the recording process of TA PR & AfR, the system aggregates the financial data from the validated TA Report and makes possible to take over and edit the documents

1. TA PR and AfR approval by the MA/JS in the Back Office of the system:

* The TA PR and AfR will be verified by the MA/JS based on checklists in the system.
* During the approval process of TA PR and AfR, completion process should be possible: MA/JS sends back the TA PR and AfR to the TA beneficiary In case a corrective Control Certificate is needed the TA beneficiary sends back the process to the Controller for re-validation.
* With the approval of TA PR & AfR, the MA/JS makes the decision on the payment of TA AfR. If the TA AfR is approved, the Certifying Authority transfers the total eligible amount of the Application for Reimbursement (Union contribution and Programme States’ contribution) to the TA Beneficiary. In case of non-availability funds in the Certifying Authority’s account, the Certifying Authority suspends the payments, and the system automatically informs the TA beneficiaries concerned via email.
* In the process of approval it should be possible to go back to the previous work step and modify decision (Re-approval of TA PR&AfR).

1. Irregularities, reclaim and repayments:

* Management of TA irregularity, reclaim, repayment/compensation and closure processes are supported by the system.
* The process of payment transfers of approved TA PR and AfR will be described in the Programme Finance chapter.

### Special Projects

The system should handle the following special projects:

1. **PAC (Priority Area Coordinator):** The PAC is operated by the public authorities named in the Danube Strategy in the participating countries. Probably separate contracts will be concluded with the 12 donor public authorities according to the Lead Partner principle with simplified procedure and templates.
2. **Danube Strategy Point (DSP):** Subsidy contract will be concluded with Baden-Württemberg to fulfil the tasks of DSP.
3. **Seed Money:** It is a fund to contribute preparation of projects and operate separately without Lead Partner principle and with simplified procedure. (Handling by two different models.)

While the normal projects are financed by the Priority 1-4.1 and the TA projects are financed by Priority 5, then the above mentioned special projects are financed by Priority 4.2. The operation and the functionality of PAC and DSP are similar to TA projects in the system; the Seed Money is relatively similar to normal projects. However, in certain cases different handling methods are necessary (e.g. application, assessment, pre-financing and co-financing at programme- and national level, reporting, templates, etc.) After the programme level decision, the definition of above mentioned special projects and their handling method in the system will be determined in the specification phase.

## Finance module

The finance module chapter describes the financial processes relating to the EU funds used in normal and other special projects and the funds of the TA projects.

The management system is still being developed for the ENI funds, and therefore the handling of this fund will be defined in detail in the specification phase.

The main processes of the finance module are as follows:

1. Bank account management
2. Transfers
3. Registration of bank account statements
4. Application for Payment (AfP)

The following sub-chapters present the functions to be managed in the finance module.

### Bank account management

The Certifying Authority manages the programme level bank account (Danube Programme Account).

The system manages funds received from various sources (ERDF/IPAII/ENI EU funds, and TA co-financing contributions of the Partner States) separately within the Danube Programme Bank Account (all fund movements relating to co-financing of Partner States are also managed separately by country).

Currency of the bank account: EUR. No currency other than EUR needs to be managed on the bank account.

The Danube Programme Bank Account fulfils the following functions:

1. Receiving EU pre-financings (initial and annual) and reimbursements from the Commission,
2. Repayment of EU support to the Commission,
3. Transfer of EU support to Lead Beneficiaries,
4. Receiving TA Partner State co-financing contributions from Partner States,
5. Repayment of TA Partner State co-financing contributions to Partner States,
6. Transfer of TA support (EU support and Partner State co-financing contribution) to TA Beneficiaries,
7. Receiving recovered payments from Lead Beneficiaries and TA Beneficiaries,
8. Managing other turnover required for the implementation of the Programme (debits/credits).

### Transfers

The system must support regular and ad hoc transfers relating to the Danube Programme Account. The status of the transfer should be followed up also in the project module.

#### Transfer from the Danube Programme Account

The Certifying Authority can initiate transfers from the Programme Account in the following directions:

* Transfer of EU support (based on AfR) to Lead Beneficiaries
* Transfer of EU support and TA Partner State support (based on TA AfR) to TA Beneficiaries
* Repayments to the European Commission
* Repayments to Partner States
* Other transfers (bank charges, interests, other transfers)

Characteristics:

* The transfers are initiated and managed by the Certifying Authority
* The transfers are made electronically by creating a HST interface file
* The K2 transfer order document must be producible and printable (if there is any technical barrier impeding the production of the electronic transfer file or its reading by HST)

#### Preparing a transfer package

The system automatically prepares transfer package, displaying each item to be transferred by type (e.g., approved AfRs, TA AfRs) and by supporting the creation of individual transfer orders (e.g., repayments). The transfer package can be made up from these items. All data required for the transfer must be displayed about the items and it must be possible to modify them. The prepared transfer package is transferred electronically.

The administrator must be able to modify the transfer package automatically prepared by the system by rejecting the transfer orders not to be sent, or the execution of which cannot take place due to the balance of the programme account. The system should automatically collect the rejected items during the preparation of the subsequent transfer package.

The Lead Beneficiary and TA Beneficiary of any AfR, cancelled due to liquidity reasons, should receive an automatic message from the system indicating that the transfer was suspended for liquidity reasons.

#### Creation of an electronic transfer file

Following the approval of the transfer package, the system automatically prepares an electronic transfer file, which must be a file that can be read by the Hungarian State Treasury. The system selects those approved transfer orders that were not yet sent, or which need to be re-sent. The Lead Beneficiary and TA Beneficiary of the AfRs included in the file should receive an automatic message from the system indicating that the “CA arranged for the transfer of EUR xy amount in relation to AfR number ... into bank account number xy on ... (date)”.

It must be possible to restore the complete transfer file or individual transfer items if the reading of the electronic file by the HST is impeded by any technical barrier.

#### Registration of bank account statements

The system must be able to register detailed bank account statements (debits, credits, settlement between sub-balances) in order to be able to register each transaction that relates to the bank accounts managed in the system, also including any deposits (mirror account management).

There are two ways for registering statements in the system:

* reading of an electronic statement file (primary): once the statement file has been read, the items may be modified and deleted and other items may also be registered,
* manually (in exceptional cases).

In both cases the matching (allocation of titles and connection of items) takes place manually, but the system provides assistance in that in relation to identifiable items.

The system should use the results of title modifications to automatically complete the required data updates.

### Application for Payment (AfP)

The Certifying Authority is responsible for drawing down the EU support amounts from the European Commission based on verified invoices, submitted by the Lead Beneficiaries and TA Beneficiaries and included in the AfR approved by the MA/JS as well as on repayments. In order to do that, the system must provide support by calculating the eligible expenditure and amounts to be requested for reimbursement and by preparing the documents required for the settlement.

#### Pre-financing

The Commission provides initial and annual pre-financing to the Programme by Fund. In the system it appears under a separate credit title and affects the calculation of the requested amount.

#### Applications for interim and final interim payment

Based on the AfP, a distinction is made between the application for interim and final interim payment. Several applications for interim payment may be submitted within the particular accounting years. The last application for interim payment of the accounting year is called the application for final interim payment. Within an accounting year, the applications for interim payment are cumulated. The accounting year is from 1 July of the current year to 30 June of the subsequent year.

When an AfP is prepared the system collects the items up to the specified collection date for the particular accounting year. The following items are included in the AfP:

* Invoices: Invoices included in the AfRs approved by the MA/JS
* Recovered amounts
* Items written off as irrecoverable amounts
* Deductions

Items may also be rejected during the preparation of an AfP:

* finally rejected: the items can no longer included in an AfP (a remark can be provided for each individual item/rejection)
* suspension: the item is excluded for this AfP but may be selected again later (it should be possible to add a remark to the suspended item for this type too)

The system must offer the items suspended from the AfP for selection during the preparation of a subsequent AfP (it should be possible to enter a remark for the suspended item). The system prepares the required documents during the preparation of the AfP (the examples of the documents to be produced are included in the implementation regulation of the 1303/2013/EU Regulation).

The Commission transfers 90% of the EU support requested in the application for interim payment.

#### Verification report function

The Partner States supply data to the MA/JS on the adequacy of the national control system set up, the established irregularities/fraud and their financial impacts and the payment of national supports through the Back Office on a regular basis, in the format and with contents specified by the MA/JS. The data must be registered and approved in compliance with the 4 eyes principle.

The partner states must complete a standard checklist in the system in relation to the established control system. It should be possible to also attach documents to the verification report as required (e.g., rules of procedure, internal and external audit reports, etc.) through the Back Office.

In the verification report the data of initial and follow-up reports (update of the previous report) related to irregularities below EUR 10,000 (Summary Report) and above EUR 10,000 (OLAF Report) at partner level and the declaration on national supports made available must be provided as well.

In order to submit an AfP to the European Commission, the MA/JS submits a verification report at programme level, based on the data of the verification reports at partner state level, to the Certifying Authority. The programme level verification report and its annexes can be generated from the system.

#### Query

It should be possible to prepare a list in the system which contains the invoices according to the same criteria as applied for the statement of expenditure, but the period of which can be freely selected.

#### Accounts

The system must support the preparation of the accounts.

The accounts contain the items included in the applications for interim payment of the particular accounting year. The items can be rejected and other items may be added. Items that can be added:

* items excluded from the accounts in the progress of preparation,
* corrections to the statement of expenditure for the current accounting year,
* the recoveries made in relation to which the original settlement document was submitted to the EU in the current accounting year or previously.

During the preparation of the accounts, the following items may be rejected:

* finally rejected: the items can no longer included in an AfP (a remark can be provided for each individual item/rejection)
* suspension: the item is excluded from the accounts for the present year, but may be selected again subsequently (it should be possible to add a remark to the suspended item for this type too)

The implementation regulation of the 1303/2013/EU Regulation contains an example of the documents to be prepared.

## Irregularities, management of recovery and closure module

### Irregularity

At project and programme level, irregularity management is based on the availability of information received about the irregularity procedure conducted at national level. The system must register, store and manage the data of irregularities detected by the Partner States.

There may be three consequences of any irregularity with financial impacts:

1. the MA/JS reclaims EU contribution
2. the MA/JS modifies the subsidy contract (by reducing the EU funding)
3. the MA/JS decides not to reclaim the amount involved in the irregularity.

When the irregularity involves less than EUR 250 (EU funds), the MA/JS may decide not to reclaim the amount involved in the irregularity from the Lead Beneficiary. The system must also register the unclaimed amounts.

### Management of recoveries

During project implementation, reclaims may occur under various titles. They may include, e.g., reclaim from an irregularity or reclaim established during closing, etc.

The system must also support several options for the financial settlement of reclaims: compensation and repayment.

The system must support the implementation of the financial processes of irregularity management and management of recoveries, also including the production of documents for financial settlement. The recoverable amounts of EU funds are always reclaimed from the Lead Beneficiary, irrespective of which participant the reclaim actually relates to in the particular project.

In the case of compensation, the EU support requested in the AfR is approved for the particular partner in an amount reduced by the reclaim.

In relation to repayments, the Lead Beneficiary repays the EU funds included in the re payment order into the Programme Bank Account. The Certifying Authority matches the item of the bank account statement with the reclaim registered in the system. A partial payment may also be received from the Lead Beneficiary, the system monitors the reclaim and its financial settlement.

If the Lead Beneficiary fulfils the repayment obligation, the reclaim may be considered settled.

If the Lead Beneficiary repays the reclaimed amount belatedly, the MA/JS may charge default interest with the help of the system.

If within the repayment deadline the Lead Beneficiary indicates to the MA/JS that it is unable to collect the reclaimed amount from the respective project beneficiary, the Partner State must make the repayment. The MA/JS sends a repayment order to the responsible Partner State organisation. In that case the Partner State repays the irregularly paid EU amount into the Programme Bank Account.

In the case of repayment, the system automatically charges the pro rata national amount to the financially settled EU funds and the total eligible expenditure and public expenditure of the subsequent statement of expenditure will be reduced by the amount calculated in this manner.

### Project closure

The system must support the closure of projects. A project can be closed if the Final Report and the AfR are accepted by the MA/JS and the amount of the final settlement has been transferred by the Certifying Authority. After the closing of a project, no further AfR can be accepted and no more payment can be made to the Lead Beneficiary, but irregularities, reclaims and repayments can still be registered in the system.

## Reporting module

### Pre-defined reports

Apart from the forms (templates) produced during the workflow process, reports to be defined in the specification phase are likely to be required in the system for the following topics:

* Monitoring of programme level data, call data
* Application
* Project data, project progress, indicators
* Partner, PPR and invoice data
* Financial reports
* TA project reports
* Irregularity and management of recovery as well as closure reports

Estimated number of pre-defined reports: approximately 40, which shall be generated based on the live data base real time (the methodology is the same as in case of any other documents generated by the system).

### Ad hoc reports

Apart from the pre-defined reports, the system must also be able to produce ad hoc (flexible, individual) reports. It should be possible to stop report generation and search running on screen at any time.

# ToR - Supportive functional areas

## User interface

The system must consist of two clearly separable parts: the Front Office (FO) and the Back Office (BO) module. The first one will be used by the Applicants, Lead Beneficiaries and Project Partners, while the latter one will be used by the responsible organisations of the system of institutional managing of the project. There must be easy transferability from the BO module to the FO module.

In terms of technology, the DMS must have an online user interface (both for the FO and BO) which satisfies the following requirements:

* modern appearance, state-of-the-art design;
* well-structured profile satisfying the current requirements;
* fast and secure operation;
* easy manageability and user friendly system;
* adequate user navigation;
* adequate ergonomic structure (the system must be intuitive and data entry needs to be as fast and simple as possible);
* most data should be displayed on one screen transparently, avoiding any congestion;
* the number of screens must be reasonable and limited; the user must be able to set the size of the screens;
* the shortest path should be provided to access information (without having to open a lot of screens before reaching the screen that you wish to see);
* if necessary, it should be possible to open several screens next to each other and not only the last screen should be seen (if a user intends to simultaneously view various processes during work, they should not have to close a previously opened screen in order to restart it);
* permanent function key and mouse operation mode, screen shots, menus and window system;
* the systems of the screen must provide assistance in the operational processes (colour codes must be applied to distinguish fields that are mandatory for completion or that contain erroneous data);
* the same data should only be registered once and the same document should only be attached into the system once (in line with the only once encoding principle);
* wherever possible, the system should assist the user with a pre-integrated automatic process (e.g., while registering a bank account statement, the cursor should automatically move to the next field, during search the system should offer the potential results based on the characters entered into the field);
* it should be possible to record data with and without a mouse (e.g., by pressing the tab key, the user should be able to navigate to the next logical field);
* when fields are left, the system should be able to verify their contents (e.g., wherever possible, no erroneous data should be registered or saved in the fields).

The functions of the system (e.g., search) should operate according to consistent principles in various parts of the system.

### Search

The system must have general search capability, accessible in various functions according to basic consistent principles of operation. General requirements for searches:

* possibility to specify simple and detailed search conditions;
* when the search fields contain code store values, it should be possible to select the values from a drop-down menu and to make automatic supplementation on under data entry;
* avoiding sensitivity to small and capital letters;
* option to search for text units smaller than a word;
* structured display of the result lists, also containing the main data of each result element and, following the selection of the relevant result, support to fast navigation to the screen containing more detailed data;
* exporting the result list into office applications (MS Office Excel, PDF).

### Menu

The menu points should be displayed transparently on the user interfaces (e.g., tree structure). The menu system must be structured as required in the related business logic. Navigation between menu points should be assisted not only by a mouse, but also by the keyboard (e.g., TAB). The opening screen also displays the login data of the currently logged in user. The display of the menu system changes depending on the user rights.

### Warning and error messages

The system should send warning and error messages to users based on various pre-integrated, formal, content, logical checks of data registration. The run of integrated checks may be related to certain functions, user interaction or system operations. It should be possible to define the error message and consequence (warning or rejection of the continuation of the backup or process) for each check through a user interface with adequate BO rights.

### Help

The system must have a detailed help which supports the user, with html help function in the FO module by displaying the respective part of the currently effective user manual. The help functionality must be situation sensitive, always displaying the information belonging to the particular function.

It should be possible to move on to other help pages and to viewing general help topics from the help page belonging to the particular scheme, by navigating in the usual tree structure: system level general overview, functional descriptions, workflow, workflow descriptions.

### Language

The system must be monolingual (English); all data will be entered in English and in general all reports extracted from the system must be in English.

## Workflow support

In order to provide effective support to work, the system must have a workflow management module. The purpose of workflow management is to improve the efficiency of work and quality of service by controlling the processes.

Workflow management means full or partial automation of work processes (control with an IT system) in the course of which tasks, information and documents are forwarded between various users on the basis of a pre-defined process description (definition). (Process definition)

The task done, its date and time, the user’s data, who performed the task, as well as the output documents (including the checklists as well) can be seen and tracked in the workflow, which serves as an audit trail.

The **workflow management** of the system must operate as follows:

* Process definition. The workflow management is based on the business processes jointly agreed between the Tenderer and the Contracting Authority (e.g., assessment of an application) which specify the steps, the parties and the methods with which a particular case (e.g., a received project) should be processed in the future.
* In the next step, the Tenderer must prepare a formal process definition description of the agreed business process that is meaningful and executable for the system and that will be used as an example for the processing of cases.
* In line with the international recommendations, the definition of the workflow management process must capture the processes as follows:
  + The *input parameters* may be defined for each process that will later be processed and the *output parameters* that can result from the process can also be defined (here the parameter types can be specified, the actual value of which depends on the case to be processed).
  + The basic activities (manual and automated) forming the backbone of the process and the order of their execution must be defined (the order may be more complex than sequential execution, containing branches and feedbacks).
  + For the automated activities, the system function that executes the required processing must be specified, while for manual activities the role (e.g., manager) who will have the right to implement a particular activity must be defined. (Consequently, it is not necessary to specify the implementing party in the definition, as it will take place during the allocation of the task.)
  + The process definition may contain manual or automatic decision making points where, based on human consideration or the review of conditions by the system, the processing of a particular case is moved to different process branches (e.g., the received project is complete or supplementation is required).

Apart from the above, the process definition must also include options for the integration of the processes (e.g., a supplementation process may be integrated into the project evaluation process), or the launch of a different process by the particular process (e.g., the closing of the evaluation process should launch the contracting process). With the above components, all processes can be captured in their whole depth and complexity (feedback, complex review of conditions, etc.).

1. **Processing steps** During daily work, specific cases develop (e.g., support applications are received) which the workflow manager processes on the basis of the previously established process definition, i.e., by defining, based on the example, the steps with which the particular case should be processed (the case is progressing in the process).
2. **Summary of the tasks to be completed** At a particular time (e.g., day) the various cases are in different steps of processing (they started at different times or may require different processing) and therefore different tasks must be performed in relation to each case at a particular time. The workflow manager defines for each case the process step of the particular case and prepares a summary list of the tasks (to do list) to be completed on the same day.
3. **Allocation of the tasks** The system allocates the tasks in the following manner:
   * The manual tasks are distributed among the users based on a pre-defined distribution strategy (e.g., by allocating the same number of tasks to the respective group of users or certain types of activities may only be allocated to a certain type of group of users, etc.).
   * The system checks that the automated tasks are actually executed automatically (by sending a message to an external system or by launching a function of its own).
   * Following the implementation of the various tasks, the workflow manager repeatedly defines the tasks to be completed, which will then be reallocated, etc.

In general, the workflow manager must follow two types of allocation strategy:

* pull type allocation, where the responsible user can pick the task from the pool;
* push type allocation, where the system defines, based on an algorithm, the administrator to which a particular matter(s) is allocated.

The system must be able to manage both types of allocation.

The allocation strategy is defined simultaneously with the process definition. In the workflow each task must have a specific deadline. The user may filter the task lists according to various criteria. That is how the list of tasks to be performed within a particular period can be seen transparently and fast. The system administrator may allocate and modify the user roles defined for the workflow.

Further requirements:

* It must be possible to configure the application submission and application evaluation process in each call. Data must be registered and supplied for monitoring deadlines, with special regard to compliance with the statutory and procedural deadlines.
* Registration and supply of data required for the calculation of throughout times (for cases, users and user groups).
* Simultaneous execution of the same workflow steps belonging to the same task, inclusion of a consolidation process element based on inconsistent results (in order to satisfy the requirement of the four eyes principle or, when applicable the six eyes principle).

## Document management

The system must be capable of managing documents. Document management must be in full integration with the logical processes. It must be possible to find all documents in one place in the system and also at their logically defined places. There are two ways to generate documents in the system: by uploading (by an FO or BO user - upload) or by generation from the system (report). A BO user may also upload a new document, which does not require a process with the four eyes principle.

The recording of documents registered in the system is assisted by folders. They are logical folders that contain documents that belong together according to some criteria, thus making them transparent.

The Tenderer must ensure that the system checks the security of all uploaded documents and prevents the uploading of any harmful file.

The system must support adequate level document management.

* The document identification system used within the framework of the overall system must support clear identification of the documents managed in the system. Documents, belonging together from the aspects of the system, must be matched on a hierarchy basis.
* It must be possible to upload documents individually or in groups.
* Whenever several documents are uploaded, and the function is used, whenever a new document is uploaded, the directory of the last uploaded document must always appear until the user exits the system.
* The system must automatically display the document title in the subject field.
* The system must support the retrieval of registered documents. A structured search function needs to be developed as part of the separate BO user module used for document records, or in relation to it. The search results must be made accessible in the form of a transparent list, from which it must be possible to navigate to the screen displaying the details of the elements of each result list.
* Document generation from templates in the course of various processes and an option to modify the templates of documents generated from the system with key user rights.
* Use of date and time stamp and individual system level ID for documents generated from the system in processes, document storage.
* It must be possible to upload and download large files both in FO and BO.
* A logically structured and easily usable document directory must be established, the individual folders of which may also be connected directly to the individual screens. E.g., the documents supporting indicators appear next to the particular indicator. The same applies to project activities.
* It should be possible to upload documents through various screens. It should be possible to upload the supporting documents for each indicator on the indicator screen. It must also be possible to upload documents supporting each activity on the activity screen. The documents uploaded on various screens should automatically be displayed in the document store by group (e.g., PPR1 indicator supporting documents).

## Partner master

The data of the individual partners may be entered into the system from two places:

1. Based on application forms
2. Create a new partner in BO (Create partner)
3. Application form
4. Create partner.

The majority of data are entered through the first channel, but it should be possible to register data within the system (Create partner), to modify already registered data (Modify partner) and to search among partners. It should not be possible to edit the partner master in Front Office. For each partner entered into the Back Office module it first needs to be examined whether the partner is already included in the partner master of the system and the partner master should be extended or only updated accordingly. It must be possible for Back Office users to subsequently synchronise partners already included in the system.

There are two fundamental partner screens and types:

1. ORGANISATION (beneficiary organisation)
2. INDIVIDUAL PERSON (signatory and contact persons, as well as users) screens.

The data to be recorded for each partner type are defined in the specification phase.

A partner master must be established where several sub-units (e.g., faculty) can be registered for one legal entity by specifying an individual authorised signatory. With that solution, multiple registration of e.g., universities could be avoided.

## Version management

In the work processes to be supported by the system users are expected to modify data of individual elements often while managing applications, projects and other components included in the system. In the system the time of data registration and the user registering the data must be identifiable by field on the user interface.

It should also be possible to register modifications in the system. There are two main types of modification: contract modification and administrative modification. Modifications may be proposed by users from both LB FO and BO (see 3.1.6 Project modification).

The system automatically stores who made modifications and the time and the object of modification (History), which data must always be traceable.

It is extremely important that the data entry and approval processes of the system must comply with the 4 eyes principle and, when required, the 6 eyes principle as well as the requirements of electronic signatures. Consequently, it is a requirement that each form should be saved in a separate version, retrievable by the user, highlighting the changes between versions and showing the user saving that version with the date of the saving. However, administrative modifications (e.g., e-mail address correction, document uploading, etc.) should be made by one user.

The user activity data (number of logins, number of data modifications by sub-system, and the contents of the user history, i.e., the user log and all log files of the whole system, interpreted and displayed in an agreed and consistent manner) should be made accessible to the users according to the rights pertaining to the organisation’s data set.

## Interfaces

### HST interface (electronic transfer)

The system must support electronic transfer of funds by reading electronic files through the HST interface (for the detailed description see Section 3.3.2.3 Generation of electronic transfer file).

### KEEP interface

KEEP (Knowledge and Expertise in European Programmes) is a database containing complex information about European territorial co-operation projects. The database is accessible through an open internet portal (<http://www.territorialcooperation.eu/keep/>) and queries can be sent to it in a manner supported by structured search and filtering tools. The system must be able to supply data into the KEEP database at pre-defined intervals (presumably every two months). It is likely that the data will have to be generated in XML files from the system and transferred through FTP.

Primarily the following main data need to be transferred:

* Basic data of a project: short project name (acronym) and title, description, expected and achieved results, start and closing dates, support amount (total and broken down by source), website address, etc.
* Basic data of a partner: name, type and address of the lead beneficiary and partner organisation; contact information of the contact person, support allocated to partner (total amount and broken down by source), etc.
* Basic data of the call for proposals: call number, start and closing dates, available funding.

### DTP – Danube Transnational Programme website interface

The DMS system must support the automatic transfer of programme and project data, updated regularly on the Programme’s website and suitable for filtering. The data set typically includes the basic data of the approved projects, which are transferred from the system to the website based on the information stored in the system.

Primarily the following main data need to be transferred:

* Full and short title of the project
* Project summary
* Budget total and breakdown by source
* Start and closing date of the project
* Call for proposals (in which the project was approved)
* Priority
* Intervention area
* Lead Beneficiary’s data: type, name, address and e-mail address of the organisation
* Date of establishment or last modification (viewable only in the internal system)

The technical conditions of data transmission must be discussed with the contractor operating the programme’s website during the specification phase.

## Management units

Various management units should be created in the system reflecting the organisational units and rights. The separate management units have access to various menu points. Following the basic setup, the system administrator should be able to flexibly modify the accessibility to the menu, i.e., the menu points accessible by specific management units.

## Rights management

Only users identified by the system can log in to the system, where they can only use those system functions for which they were granted authorisation by central authorisation management. The users may log in to the system following identification and authentication (user name and password and certificate identifying the user). When a user logs in by typing in the username and password and with its personal certificate, they select a management unit to identify the organisation and unit to which they belong. When the management unit is selected, the user can see only the data of that particular management unit.

The user group setup is flexible. A particular user may also belong to several user groups.

Within authorisation management, a distinction is made between the capabilities required for the identification of the users of the system and for managing their logins (authentication) and the management of access to and use of the various functions of the system and data stored in the system by users (authorisation). The solution to be developed must cover both areas, in harmony with the requirements concerning the electronic signatures and IT security.

It is a general requirement for the system that login and the use of the functions of the system must always be controlled by user authorisation management, also including the secondary authentication to be applied in the course of certain key functions.

Users may log into the system only when identified individually. In order to achieve that, all users, including FO and BO users, must be managed in one common user registry in harmony with the management of electronic signature, with all FO and BO specialities (data to be recorded, different user roles, etc.).

The user rights must be managed according to roles and a hierarchically structured user organisation-based solution. The thus created user profiles must have the following attributes:

* Access to data and data manipulation options;
* Access to functions and options to execute functions.

User authorisation management must be fully integrated into the workflow management, allowing for:

* the assignment of different user roles to various process elements;
* specification of the rules on conflict of interest and exclusion between roles;
* access for management level users to processes managed by users belonging to the user groups managed by them and proposal and approval of corrective feedback processes.

User authorisation management and data management must be fully integrated, according to which users must be able to:

* have access to the data set;
* modify or delete data falling within the scope of their authorisation.

Only the system administrator should be able to maintain authorisations or create, delete or modify user data. It is a further expectation that, following the basic setup, the system administrator should be able to flexibly modify menu authorisations and that a separate elementary right should be assigned to each menu point.

A separate authorisation management module must be used in the system to manage the process of application for access to the system and the assessment of the application (covering the withdrawal procedures, as well) which has to be elaborated in harmony with the requirements of the management of electronic signatures.

## Automatic e-mail function

The system must be able to send e-mail messages automatically on certain administrative steps by using specific text templates (e.g., confirmation sent to the Lead Applicant/Beneficiary (LA/LB) on the submission of the project or PR&AfR; notification of MA/JS project or financial manager on the receipt of the document submitted by LA/LB, etc.). It must also be possible to send documents created from the system based on specific templates to the LA/LB (e.g., supplementation letter, letter of approval or rejection, launch of transfer, suspension of transfer, etc.) through the system.

## Maintenance function, flexible system

General requirement: subsequent modification of system processes, reproduction of documents. Considering that the system operates according to workflow, the Tenderer must provide potential subsequent correction procedures within the framework of system implementation.

## Electronic signature

Pursuant to **REGULATION (EU) 910/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL**, “advanced electronic signature” and “qualified electronic signature” need to be elaborated in a different level electronic signatures system where digital certificates behind the signatures has to be provided on PKI basis with the help of the Tenderer. While the former refers to a 2nd level electronic signature and the system needs to be transformed accordingly in relation to the main processes managed by it, the latter refers to 3rd level electronic signature, which is likely to be required for MA/JS users. All electronic signatures have to be attached by a trusted time stamp, including the renewal of the timestamp before the expiry of the verification signature of the time stamp provider.

For a **2nd level electronic signature** at least the following functions need to be developed:

* Individual identification of users based on username and password.
* Personalised certificate, based on which the user can be identified.
* Second identification is required for the approval of data/documents to be signed;
* Creation of two types of certificates in FO: for the individual completing and signing documents.
* Introduction of a “Signatoryrole” for authorised signatory users.
  + Users with “Signatoryrole” perform the actions of the 2nd user according to the 4 eyes principle in FO. Data may also be uploaded and signatures may be applied with a “Signatoryrole”.
  + Control according to the 4 and 6 eyes principle must be possible in BO, where the last two eyes will fulfil the “Signatoryrole”.
* The documents produced by screens and the system must be structured technically and formally (e.g., signed name, position, exact date [year, month, day, hour minute, second] etc.).

The system must also be prepared for **3rd level electronic signature,** i.e., to be able to receive the data of the tool generating the signatory code. The Contractor will be responsible for purchasing and operating the tool generating the signatory code at its own cost. We intend to use the strictest, 3rd level electronic signature only for MA/JS decision makers approximately 2 people.

System has to provide the capability of setting the the strength of the electronic signature by document types.

## Exchange rate management, Infor euro exchange rate registration

The system must support the registration, review and approval of the monthly Commission settlement EUR exchange rate, published on the official website of the Commission <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>), broken down according to the official currencies used in the programme territory. When a particular exchange rate is registered, it must be possible for various organisational units to simultaneously register the exchange rates, which can then be approved when the exchange rates registered by two users are identical. The exchange rate takes effect after it has been approved. The system must also support the registration of currencies outside the programme territory when required.

## Interest rate management

The system must review the registration, review and approval of the interest rate applied in the main refinancing operations and published on the website of the European Central Bank (<http://www.ecb.europa.eu/stats/monetary/rates/html/index.en.html>). The interest rate takes effect once it has been approved.

# ToR - Technology and non-functional requirements

## Software requirements

The minimum requirement on client machines is operation under the Windows operating system. The Tenderer must make sure that the proposed software is compatible with the currently used and any subsequent issue of the Windows operating system and preferably with any other key operating system. The Tenderer must ensure that the system is compatible with the browsers used every day (such as Firefox, Internet Explorer, Google Chrome, Opera etc.) and, depending on the selected technology solutions, with the currently latest JAVA version.

## Usage locations

The DMS must be accessible by all national organisations involved in the implementation of the programme as well as by all National Authorities of the Member States and non-Member States taking part in the programme, the organisations performing certification, the National Contact Points, the respective delegations of the European Commission and FO users.

The live operational server must be able to serve 800 users concurrently.

## IT infrastructure requirements

The Tenderer must designe the basic IT infrastructure (hardware and basic software) required for running the system proposed by them. The establishment and operation of the IT infrastructure are carried out by the system operator, who is defined by the Client. During the whole project lifecycle, thus during the development of the IT infrastructure and subsequently the continuous system operation, the Tenderer is obliged to cooperate with the system operator.

### Basic requirements for designing the IT infrastructure

* Both the system and the system storage capacity must be flexibly expandable depending on the number of users and the volume and size of managed data and stored documents. The Tenderer must establish the layers of the system by trying to make sure that the system usage puts the least load on the client machines.
* The live operational server is an industrial standard server.
* The live operational server must be able to serve 800 concurred users of the system.
* The Tenderer must provide a reserve server having the same architecture as the live operational server, the same or greater storage capacity and capacity to serve at least 50% of the concurrent users of the original system.
* The reserve systems should include the application test systems (at least 3) in ordinary operation.
* The hardware and basic software architecture of the live operational and reserve servers should be such that the application can be available to users between 0.00 and 24.00 every day in at least 99.8% a month. In case the live operational server or hardware environment (any component of the full infrastructure) develops an error, the period of switching to the reserve server cannot be longer than 6 hours.
* The system must be designed to make sure that during ordinary business operation it should not require more than 2 hours of scheduled shutdown between 6.00 and 22.00 or more than 4 hours of scheduled shutdown between 22.00 and 6.00 a month. The prior approval of the Client is required for each scheduled shutdown time. The clients working in the system must always be informed of the shutdown in English language; the relatively exact time of restoration must be defined in a system message for users, logging in. In case of any fault occurring on the live operational server or hardware environment (any component of the total infrastructure) the time required to switch to the reserve server cannot be more than 6 hours.
* The system must be designed and implemented by taking into account that it will store critical data, and therefore it must be possible to save and re-load data within the framework of operation.
* Database management system with a support contract provided by the manufacturer for the storage of the data of the proposed application.

### Screen response time

Reference screens were designated in the developed system, for which the required maximum response time is as follows:

Back Office screens:

|  |  |
| --- | --- |
| **Screen** | **Required time (max)** |
| Project search Based on ID, Title or Acronym | 1 sec |
| Project query | 3 sec |
| Partner search ID or name (at least 5 characters) | 1 sec |
| Partner query | 2 sec |
| Invoice search Based on ID | 1 sec |
| Invoice query | 3 sec |
| Pre-defined report generation | 30 sec |

Front Office screens:

|  |  |
| --- | --- |
| **Screen** | **Required time**  **(max)** |
| Query of any sheet | 3 sec |
| Application Budget sheet query | 5 sec |
| Check report | 10 sec |
| Application form report | 10 sec |
| Generation of Progress Report / Application for reimbursement | 10 sec |

## IT security requirements

The security solutions of the system must be implemented in compliance with the following legal regulations:

* Act L of 2013 *on the information security of state and local government agencies* (hereinafter referred to as the Act – <http://njt.hu/cgi_bin/njt_doc.cgi?docid=160206.259663>)
* *pursuant to Act L of 2013 on the information security of state and local authorities, Decree No.* 41/2015 (VII. 15) of the Minister of Interior (MI) *on the security of technology and secure information devices and products, as well as on the requirements of classification into a security class and security level (hereinafter referred to as Decree -* <http://njt.hu/cgi_bin/njt_doc.cgi?docid=176725.296264>).

The Tenderer must develop detailed proposals for the IT security solutions in the first phase of system development. The system must comply with the requirements of the 3rd security class and certain components of the 4th security class.

It will be compulsory for the Tenderer to build an SSL-based encrypted channel, using the client server certification method, to the client for communication between the servers and the user workstations, with at least 2048 bit certs on the server side and at least 1024 bit certs on the client side. The certificate must be replaced every 2 years for the server and annually for the clients. The certificates required for it must be provided by the Tenderer.

When a user is created the system has to be capable for registering certificates connected to the given user. Certificates can derive from third party provider; however, system has to be able to automatically generate certificates identifying the user needed for login purposes and certificates behind the electronic signatures of the documents within the system. System also has to provide for management of the whole lifecycle (issuing, management of period of validity, withdrawal) of the certificates thus generated.

The client-side certificate is generated automatically - according to requirements laid down in the Chapter 4.8 as part of the claiming and authorization procedure and in harmony with the requirements laid down in Chapter 4.11; the system must send it to the user directly through a temporary, encrypted channel. Prior to the expiry date of the personal certificate, the user must receive notification.

Hardware and software protection solutions must be provided by the Tenderer to key users in harmony with the requirements laid down in Chapter 4.11.

For security reasons after 30 minutes inactivity (so lack of keystroke/mouse/touch-screen action perceived by the client application) the user is automatically logged out. Before logging out and in the moment of logging out, user shall receive a warning message.

## Requirements for environments

The system must be available for the users in the following parallel environments:

* live environment,
* live-copy test environment,
* two more test environments.

It must be possible to copy and update data between the various systems in both automated and individual/ad hoc forms and the user rights with regard to the systems must be identical.

# ToR - Services related to system development and operation support

During the DMS system development and implementation as well as operation support system, the Tenderer must provide the services indicated below from the date of signature of the contract to 31 December 2023 (also indicating in the table the type of settlement of the service with which it is included in the contract):

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Implementation fee** | **Flat rate quarterly fee** | **Developer man day fee** |
| **Services of system development and implementation period (from the date of contract to the end of the 14th month)** |  |  |  |
| 1. **Services related to the development packages of the phases specified in the schedule** |  |  |  |
| * 1. Specification: Logical specification and physical system design for the particular phase | **x** |  |  |
| * 1. System development (based on the logical specification and physical system design approved by the Client) and developer test for the phase | **x** |  |  |
| * 1. Expert service | **x** |  |  |
| * 1. Tester and key user training and other training service | **x** |  |  |
| * 1. Troubleshooting according to the results of the testing on the client side | **x** |  |  |
| * 1. Supply of further system documentation | **x** |  |  |
| * 1. Electronic signature service | **x** |  |  |
| * 1. Going live of the development packages defined in each phase (following Client approval), preparation and delivery of BO and FO user manuals | **x** |  |  |
| * 1. Services of the Operation Support Period for the modules of the live system | **x** |  |  |
| 1. **Final acceptance of the system (full functionality), closing of the system development and implementation period, acceptance of source codes:** documentation modified and finalised based on the acceptance of the correction of errors occurring during live operation and the experiences of the pilot operation following the training of users and the acceptance of the source codes. | **x** |  |  |
| * **Services of the operation support period (From the closing of the system development and implementation period to 31 December 2023)** |  |  |  |
| 1. Error management |  | **x** |  |
| 1. Help Desk service |  | **x** |  |
| 1. Application environment management |  | **x** |  |
| 1. Release management |  | **x** |  |
| 1. Configuration management |  | **x** |  |
| 1. Operative database procedures |  | **x** |  |
| 1. Expert services |  | **x** |  |
| 1. Training services |  | **x** |  |
| 1. Electronic signature service |  | **x** |  |
| 1. System documentation updates and release documentation preparation |  | **x** |  |
| 1. Quarterly reports |  | **x** |  |
| * **Individual developments** (for live modules up to 31 December 2023) |  |  | **x** |

## Services of the system development and implementation period

The services of the system development and implementation period refer to the services of the development packages in the phases defined in Chapter 7, as detailed below.

### Specification

The exact logical operation of the expressed requirements and functions must be defined in the specification phase. The specification contains full system functionality and defines the business processes that relate to the use of the system. As a result of the specification process, the developer prepares logical specification and a physical system design, which constitutes the basis of system development. The logical specification is always prepared by the Developer and approved by the Client.

### System development

The Developer develops the system based on the logical specification and physical system design approved by the Client. The process also includes the execution of developer tests.

### Expert service

The Tenderer must provide an expert service in line with the requirements of the Client during the system development and implementation period and pre-defined times and locations, in the following fields:

* assistance in issues arising in relation to the preparation of the specification.

The Client may request the attendance of the Lead Developer depending on the topic of the expert service, based on a prior arrangement.

### Training of testers and key users and other training services

Simultaneously with the delivery of the development packages, the Tenderer must train the key users performing the Client tests. In order to support the testing process, the Developer delivers a test scenario (in English or in Hungarian, depending on the prior decision of the Client) which must contain all the versions to be tested.

The Tenderer must prepare the educational films presenting the various functions of the system, which will then be uploaded to the website of the Programme. The educational films must be produced in English.

### Error correction

The Tenderer must correct errors on the basis of the results of the Client tests and external tests.

### Delivery of further system documentation

Prior to the going live of the first development package, the Tenderer must deliver the following document for approval in Hungarian language:

* development order

### Electronic signature service

It is the task of the Tenderer to elaborate the management of electronic signature within the system in harmony with the requirements laid down in Chapter 4.11. and 5.5. Beside the management software of the electronic signature provision and/or purchasing of the qualified electronic signature creation device and the trusted time stamps (deriving from trusted time stamp provider) is also the task of the Tenderer.

### Going live

Going live of the development packages defined in the individual phases (following approval by the Client). The delivery of the user manuals for the modules that went live is expected in this phase for both Back Office and Front Office users (in English or in Hungarian, depending on the chapter and the Client’s prior decision).

The following services are expected within the framework of the implementation phase in relation to the going live modules:

* error management (pursuant to Chapter 6.2.1.),
* help desk service (pursuant to Chapter 6.2.2.),
* application environment management (pursuant to Chapter 6.2.3.),
* release management (pursuant to Chapter 6.2.4.),
* configuration management (pursuant to Chapter 6.2.5.),
* operative database procedures (pursuant to Chapter 6.2.6.),
* expert services (pursuant to Chapter 6.2.7.)
* training services (pursuant to Chapter 6.2.8.)
* electronic signature service (pursuant to Chapter 6.2.9.)
* system documentation update (pursuant to Chapter 6.2.10.)

The Tenderer must propose a lump sum implementation fee for the system development and implementation services.

## Operation support services

Following the closing of the system development and implementation period of the DMS system, the Tenderer must provide operation support services until 31 December 2023.

### Error management

The error management process must include the receipt, classification and confirmation of any error, reported in error reports and the fast and adequate correction of the errors. In addition, error management also includes complex information to the Client on the status of each error report and error, and the main steps of the management of the received error report in the form of official confirmation during the entire error management cycle.

Apart from the statutory warranty period, the Tenderer must also correct the errors of the system between the closing of the implementation phase and 31 December 2023.

The error management process must take place as follows.

#### Reporting a new error – completion of the Error Report Form

The client sends the errors to the Tenderer on Error Report Forms, with detailed data. The Tenderer must also submit a draft error report form as part of the tender. The Client must apply an individual ID to each error report.

The Tenderer refers to one of the following 3 categories on each error report and expects the Tenderer to use the same categories in the confirmation too:

* + - *Severe error* (ERROR1 category): any functional error where the operation which cannot be executed due to the error cannot be substituted or only an option is available (calculating any increase in the runtime and the total time of additional human work, required for replacement or substitution) which increases the ordinary length of the daily activity by more than 3 hours.
    - *Medium error* (ERROR2 category): Errors requiring less urgent correction which would prevent ordinary daily operation but the erroneous procedure can be replaced or substituted in the software. The replacement with a replacement function (calculating any potential increase in the runtime and the total time required for the additional human work related to replacement) increases the ordinary length of the daily activity by no more than 3 hours.
    - *Minor error* (ERROR3 category): all other errors.

#### Correction deadlines

In the operation support phase, the Tenderer must provide a release regularly, every 60 days when the Client requires new releases more frequently than the scheduled releases, the individual release dates must be moved forward in agreement with the Tenderer.

The releases must contain the corrections of ERROR2 or ERROR3 errors submitted by the Client at least 10 working days prior to the planned delivery of the release, irrespective of the date of confirmation by the Tenderer. The Tenderer must correct the errors submitted by the Client and confirmed by the Tenderer as ERROR1 within 5 working days and must also load the correction into the live system irrespective of the scheduled releases (the documentation takes place in the release documentation of the new release also for the correction of ERROR1 category errors).

### Help Desk service

A help desk via telephone and e-mail for the Client must be available in English and/or Hungarian languages depending on the agreement between the Client and the Tenderer between 8.00 and 18.00 on working days while the DMS system is in use.

### Application environment management

The application environment management tasks include the following:

* Environment installation, required configuration and migration execution and environment supervision;
* Database back-up script maintenance;
* Support to the execution of back-up operations;
* Assistance in disaster recovery;

### Release management

The Tenderer must take the following steps in the course of the live implementation of the system and in the supply of each release:

* The completed developments and corrected errors are tested by the Tenderer. The Tenderer is responsible for delivering a release to the Client without any error known to them.
* Release delivery: always with release documentation, and with a test plan and test scenario when requested.
* Client test to check that the completed release does not contain any error and that its functionality is acceptable. The checks are conducted in a separate test system, by using test data, with the simulation of processes, similar to the ones used in live operation.
* Correction release editing: the Tenderer must correct the errors occurring in the course of testing, the completion of which will be checked by the client in a new test.
* Loading the release, deemed error-free by the Client, into the live system.

### Configuration management

Setting up the system parameters and code store values and modification of the settings without affecting the database structure or the source code.

### Operative database procedures

Corrective database procedures relating to the operation of the application, which do not affect the business logical and display layers.

### Expert services

During the operation support period, the Tenderer must provide expert services at times and on locations previously agreed in line with the Client’s requirements:

* assistance in issues relating to development requirements and error correction;

The Client may request the attendance of the Lead Developer depending on the topic of the expert service, based on a prior arrangement.

### Training services

The Tenderer must update the educational films presenting the various functions of the system every six months. The films will then be uploaded into the Programme’s website. The educational films must be produced in English.

Furthermore, the training of key users or support to the training are also responsibilities of the Tenderer in certain cases.

### Electronic signature service

The continuous operation of the tool supporting electronic signature is the task of the Tenderer.

### System documentation update and release documentation preparation

Production and supply to the Client of up-to-date documentation on the development and maintenance of the system:

Simultaneously with the delivery of the release for testing, the Tenderer must also deliver the release documentation and the respective test plans and test scenarios in English.

During the operation support period, the Tenderer must update the following documents every six months:

* Logical system specification and User Manual – in English;
* Physical system design, Development Plan – in English or in Hungarian depending on the agreement between the Client and the Tenderer.

### Quarterly reports

The Tenderer prepares a performance report for the quarterly settlement of the operation support period, containing a summary of the services provided during the quarter and the main events of the project. The quarterly report must be submitted on paper and also in electronic form, in Hungarian or English language (to be decided after the signature of the contract). Within the framework of the quarterly report the Tenderer delivers to the Client the source code of the system and the log files for the respective period.

The Tenderer must propose a quarterly flat rate fee for the operation support services.

## Individual developments

Any further development involves functional modifications of the system and the development of new functions that are new requirements compared to the approved logical specification and system design presented by the Client and that do not originate from the erroneous operation of the system.

The Client submits any modification and further development request to the Tenderer with an individual ID, through the help desk system in the form of a development request, by using an individual development request form completed in accordance with the mandatory formal and content requirements, agreed jointly. The Tenderer must assess the received development request and then provide a preliminary resource estimate for it, expressed in man days and a schedule expressed in working days, in compliance with the jointly agreed formal and content requirements. The implementation of the development task may begin following the approval by the Client of the preliminary resource estimate and schedule.

The Client approves the functional specification or may return it to the Tenderer for modification.

The number of developer man days cannot exceed 400 man days for the total period.

With regard to the developer service, the Tenderer must make a proposal for the fee charged for the developer man days, taking into account the limit values specified in the documentation.

# ToR - Schedule

The following table presents the fixed schedule for the various phases of each development package to be delivered in the implementation period. The schedule is fully in line with the programme implementation cycle. The schedule may not be modified in default but the Tenderer may set a shorter deadline for the performance of its own tasks without reducing the time available for the Client for the completion of each phase. As the schedule was prepared by taking into account the time of availability of the technical inputs required for beginning the specification phase, it may not be started any sooner in time.



## Content of development packages

1. development package

* Application and contracting module (3.1)
* Pre-defined reports (3.5) in relation to the functions of the Application and contracting module
* Supportive functional areas (4) (except: Interfaces (4.6), Exchange rate management (4.12) and Interest rate management (4.13))

1. development package

* Project module (3.2)
* Finance module (3.3)
* Pre-defined reports (3.5) in relation to the functions of the Project module and Finance Module
* HST interface (4.6.1)
* Exchange rate management (4.12)

1. development package

* Irregularity, receivable management and closing module (3.4)
* Pre-defined reports (3.5.1) in relation to the functions of the Irregularity, receivable management and closing module
* Ad hoc reports (3.5.2)
* KEEP interface (4.6.2)
* Danube Transnational Programme website interface (4.6.3)
* Interest rate management (4.13)

# ToR - Annexes

## Annex 1: draft Application Form template for normal projects

**PART 1 – Project summary**

**1. Project Identification**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.1. Main data** | | | | | | | | | | | | | |
| **Application ID** | | | |  | | | **Project acronym** | | | |  | | |
| **Project title** | | | |  | | | | | | | | | |
| **Name of the Lead Partner organisation in English** | | | | *Automatically filled in* | | | | | | | | | |
| **Project duration** | **Start date** | | |  | | | | | **Nr of months** | | | | |
| **End date** | | |  | | | | | *Automatically calculated* | | | | |
| **Priority** | | | | *Select from drop down menu* | | | | | | | | | |
| **Programme Specific Objective** | | | | *Select from drop down menu* | | | | | | | | | |
| **1.2.Project summary** | | | | | | | | | | | | | |
| Please give a short overview of the project (in the style of a press release) and describe:  - the common challenge you are jointly tackling in your project;  - the overall objective of the project and the expected change your project will make to the current situation;  - the outputs you will produce and who will benefit from them;  - why is the project innovative? | | | | | | | | | | | | | |
| **1.3 Changes compared to the Expression of Interest** | | | | | | | | | | | | | |
| In the Expression of Interest you presented the concept of your project. In case you have introduced any major changes in the approved Expression of Interest, please describe and justify them. The major changes could concern e.g.:  - the Programme specific objective;  - the core partnership;  - the general approach in activity implementation;  - main outputs and their use by target groups.  In case the Monitoring Committee approved your project concept with requirements, please describe how you have addressed them. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **1.5. Project budget summary** | | | | | | | | | | | | | |
| **Programme co-financing** | | | | | **National contribution** | | | | | | | | **Total budget** |
| **Co-financing fund** | | Amount | Co-financing rate (%) | | State contribution | Public contribution | | Total public | | Private contribution | | Total (public +private) |  |
| **ERDF** | |  |  | |  |  | |  | |  | |  |  |
| **IPA** | |  |  | |  |  | |  | |  | |  |  |
| **Total** | |  |  | |  |  | |  | |  | |  |  |

**PART 2 – Project partners**

**2.1. List of Project Partners** (*automatically filled in)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner role** | **Official name in English** | **Abbreviation** | **Country** |
| LP |  |  |  |
| ERDF PP1 |  |  |  |
| IPA PP1 |  |  |  |
| ENI PP1 |  |  |  |
| ASP1 |  |  |  |

|  |
| --- |
| **2.2. Description of the Partnership** |
|  |

**2.3. Project partners data**

**2.3.1 LP**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2.3.1.1 Legal Identification Data** | | | | | | |
| Official name in English |  | | | | | |
| Full name in original language |  | | | | | |
| Acronym |  | | | Country |  | |
| NUTS II Region |  | | | NUTS III Region |  | |
| Type of institution |  | | | | | |
| Legal status |  | | | | | |
| If private profit/ non-profit |  | | | | | |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? | *No/yes/partly*  *(drop-down list)* | *If partly explain how.* | | | | |
| National tax number |  | | | | | |
| Official address |  | | | | | |
| Phone |  | | Mobile | |  | |
| Home page |  | | e-mail | |  | |
| **Legal representative** | | | | | | |
| Name of the legal representative |  | | | | | |
| Position of legal representative |  | | | | | |
| Phone |  | | Mobile | | |  |
| e-mail |  | | | | | |
| **Contact Person** | | | | | | |
| Name of contact person in project |  | | | | | |
| Position of contact person in project |  | | | | | |
| Phone |  | | Mobile | | |  |
| e-mail |  | | | | | |

**2. 3.1.2 Geographic scope of the LP activities**

|  |
| --- |
| drop down menu |

|  |
| --- |
| **2.3.1.3 LP’s relevance for the proposed project (thematic competence)** |
| Which are the organisation’s thematic competences and experiences relevant for the project? |

|  |
| --- |
| **2.3.1.4 How is the organisation and the related territory benefiting from participating in this project?** |
|  |

|  |
| --- |
| **2.3.1.5 Description of the LP’s previous institutional experience and of the available capacities and resources for managing an international partnership.** |
|  |

|  |
| --- |
| **2.3.1.6 Description of previous participation to other relevant EU funded projects** |
|  |

**2.3.1.7 Overview of the LP’s budget**

| **ERDF Contribution** | | **State Contribution** | | **Public Contribution** | | **Private contribution** | | **Total eligible budget** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EUR** | **%** | **EUR** | **%** | **EUR** | **%** | **EUR** | % | **EUR** |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenues generated by the LP** |  | **Amount:** | 0.00 |

**2.3.2 ERDF PP1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2.3.2.1 Legal Identification Data** | | | | | | |
| Official name in English |  | | | | | |
| Full name in original language |  | | | | | |
| Acronym |  | | | Country |  | |
| NUTS II Region |  | | | NUTS III Region |  | |
| Type of institution |  | | | | | |
| Legal status |  | | | | | |
| If private profit/ non-profit |  | | | | | |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? | *No/yes/partly*  *(drop-down list)* | *If partly explain how.* | | | | |
| National tax number |  | | | | | |
| Official address |  | | | | | |
| Phone |  | | Mobile | |  | |
| e-mail |  | | | | | |
| Home page |  | | | | | |
| **Legal representative** | | | | | | |
| Name of the legal representative |  | | | | | |
| Position of legal representative |  | | | | | |
| Phone |  | | Mobile | | |  |
| e-mail |  | | | | | |
| **Contact Person** | | | | | | |
| Name of contact person in project |  | | | | | |
| Position of contact person in project |  | | | | | |
| Phone |  | | Mobile | | |  |
| e-mail |  | | | | | |

**2.3.2.2 Geographic scope of the ERDF PP1 activities**

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| drop down menu |

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| **2.3.2.3 ERDF PP1’s relevance for the proposed project (thematic competence)** |
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| **2.3.2.4 What is the benefit for the organisation and the territory that represents from participating in the project?** |
|  |

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| --- |
| **2.3.2.5 Description of previous participation in other relevant EU funded projects** |
|  |

**2.3.2.5 Overview of the ERDF PP1’s budget**

| **ERDF Contribution** | | **State Contribution** | | **Public contribution** | | **Private contribution** | | **Total eligible budget** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EUR** | **%** | **EUR** | **%** | **EUR** | **%** | **EUR** | % | **EUR** |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenues generated by the project** |  | **Amount:** | 0.00 |

**2.3.3 IPA PP1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2.3.3.1 Legal Identification Data** | | | | | | |
| Official name in English |  | | | | | |
| Full name in original language |  | | | | | |
| Acronym |  | | | Country |  | |
| NUTS II Region |  | | | NUTS III Region |  | |
| Type of institution |  | | | | | |
| Legal status |  | | | | | |
| If private profit/ non-profit |  | | | | | |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? | *No/yes/partly*  *(drop-down list)* | *If partly explain how.* | | | | |
| National tax number |  | | | | | |
| Official address |  | | | | | |
| Phone |  | | Mobile | |  | |
| e-mail |  | | | | | |
| Home page |  | | | | | |
| **Legal representative** | | | | | | |
| Name of the legal representative |  | | | | | |
| Position of legal representative |  | | | | | |
| Phone |  | | Mobile | | |  |
| e-mail |  | | | | | |
| **Contact Person** | | | | | | |
| Position of contact person in project |  | | | | | |
| Phone |  | | Mobile | |  | |
| e-mail |  | | | | | |

**2.3.3.2 Geographic scope of the IPA PP1 activities**

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| drop down menu |

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| **2.3.3.3 IPA PP1’s relevance for the proposed project (thematic competence)** |
|  |

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| --- |
| **2.3.3.4 What is the benefit for the organisation and the territory that represents from participating in the project?** |
|  |
| **2.3.3.5 Description of previous participation in other relevant EU funded projects** |
|  |

**2.3.3.5 Overview of the IPA PP1 budget**

| **IPA Contribution** | | **State Contribution** | | **Public Contribution** | | **Private contribution** | | **Total eligible budget** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EUR** | **%** | **EUR** | **%** | **EUR** | **%** | **EUR** | % | **EUR** |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenues generated by the project** |  | **Amount:** | 0.00 |

**2.3.4 ASP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.3.4.1 Legal Identification Data** | | | | |
| Official name in English |  | | | |
| Full name in original language |  | | | |
| Abbreviation |  | Country |  | |
| NUTS II Region |  | NUTS III Region |  | |
| Type of institution |  | | | |
| Legal status |  | | | |
| National tax number |  | | | |
| Official address |  | | | |
| Phone |  | Mobile |  | |
| e-mail |  | | | |
| Home page |  | | | |
| **Legal representative** | | | | |
| Name of the legal representative |  | | | |
| Position of legal representative |  | | | |
| Phone |  | Mobile |  | |
| e-mail |  | | | |
| **Contact Person** | | | | |
| Name of contact person in project |  | | | |
| Position of contact person in project |  | | | |
| Phone |  | Mobile | |  |
| e-mail |  | | | |

**2.3.4.2 Geographic scope of the ASP1 activities**

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| drop down menu |

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| --- |
| **2.3.4.3 ASP1’s relevance for the proposed project (thematic competence)** |
|  |

|  |
| --- |
| **2.3.4.4 What is the benefit for the organisation and the territory that represents from participating in the project?** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.3.4.4 Description of the involvement of the partner in the project** | | | |
|  | | | |
| Sponsoring partner | |  | |
| Amount |  | Rate |  |
| Description and location of the activities | | | |
|  | | | |

**PART 3 – Project description**

* 1. **Strategic Relevance**

|  |
| --- |
| **3.1.1 Please, describe the territorial need/challenge your project addresses, justify its relevance for the programme area (e.g. to what extent it helps to achieve programme objectives) and describe how the project will address the need/challenge.** |
|  |

|  |
| --- |
| **3.1.2 Please, explain the main and specific objectives of the project in relation to the mentioned problems and/or challenges.** |
|  |

|  |
| --- |
| **3.1.3 Please, describe the methodology used to achieve the project objectives, highlighting the innovative approach.** |
|  |

|  |
| --- |
| **3.1.4 Please, describe the policy and strategic background of your project, highlighting the contribution to the existing policy framework (at EU, national, regional levels) applicable for the thematic scope of the project. Please, clearly mention and describe the possible link with the EUSDR.** |
|  |

|  |
| --- |
| **3.1.5 Please, describe the benefits, advantages and added value of the transnational approach for achieving the project objectives.** |
|  |

|  |
| --- |
| **3.1.6 Please, explain how the composition of the partnership contributes to the achievement of the project objectives.** |
|  |

|  |
| --- |
| **3.1.7 Please, explain if the proposal is building from the results of already implemented projects (capitalisation) or if synergic activities with current projects are planned.** |
|  |

|  |
| --- |
| **3.1.8 Please, explain how the proposal will ensure the durability and transferability of its results.** |
|  |

|  |  |  |
| --- | --- | --- |
| **3.1.8 Please, define the target group(s) to whom this project is addressed.** | | |
| Target groups | Please further specify the target groups | Target value |
| Target group type 1 |  |  |
| Target group type 2 |  |  |
| Target group type n |  |  |

|  |
| --- |
| **3.1.9 State aid** |
| Are there any activities implemented in the framework of this project which might fall under the state aid rule? If yes, please describe them indicating the concerned project partner implementing the specific activity and the allocated budget. |

**3.2 Level of joint cooperation**

Please select all cooperation criteria that apply to your project and describe how you will fulfil them:

|  |  |  |
| --- | --- | --- |
| **Cooperation Criteria** |  | **Description** |
| Joint Development |  |  |
| Joint Implementation |  |  |
| Joint Staffing |  |  |
| Joint Financing |  |  |

**3.2 Project intervention logic**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Programme specific objective** | | | **Project main objective** | | |
| Select one *programme* specific objective your project is contributing to. | | | Specify one *project* main objective and describe its contribution to the programme priority specific objective. | | |
| *(drop-down list of programme objectives corresponding to selected programme priority)* | | |  | | |
| **Project specific objectives** | | | | | |
| Define and describe max. 3 project specific objectives. | | | | | |
| *Specific objective 1* | | | | | |
| *Specific objective 2* | | | | | |
| *Specific objective 3* | | | | | |
| **Programme result indicator** | | | **Project main result** | | |
| Select one *programme* result indicator your project is contributing to. | | | Specify one *project* result and describe its contribution to the programme result indicator (project must contribute to one programme result indicator, quantify the contribution if possible). | | |
| *(drop-down list of result indicators corresponding to selected programme priority)* | | |  | | |
| **Project outputs as defined in the work plan (automatically filled in)** | | | | | |
| **Programme output indicators** | **Programme output indicator targets** | **Project output quantification** (target) | | **Project output number** | **Project output**  (title) |
| Programme output indicator 1  *(automatically inserted for the selected Programme SO)* | *Automatically calculated from the provided quantification* | *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| Programme output indicator 2  *(automatically inserted for the selected Programme SO)* | *Automatically calculated from the provided quantification* | *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| Programme output indicator 3  *(automatically inserted for the selected Programme SO)* | *Automatically calculated from the provided quantification* | *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| Programme output indicator 4  *(automatically inserted for the selected Programme SO)* | *Automatically calculated from the provided quantification* | *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| Programme output indicator 5  *(automatically inserted for the selected Programme SO)* | *Automatically calculated from the provided quantification* | *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Automatically inserted from WP* | | *Automatically inserted from WP* | *Automatically inserted from WP* |

**3.3 Horizontal principles**

|  |  |  |
| --- | --- | --- |
| Please indicate which type of contribution to **horizontal principles** applies to the project, and justify the choice. | | |
| **Horizontal principles** | **Type of contribution** | **Description of the contribution** |
| Sustainable development | *Drop-down list: neutral, positive, negative effects* |  |
| Equal opportunities and non-discrimination | *Drop-down list: neutral, positive, negative effects* |  |
| Equality between men and women | *Drop-down list: neutral, positive, negative effects* |  |

**PART 4 - Work packages and activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Financial support for project preparation | | | |
| Please, indicate whether your project is based on a project developed under the EU Strategy for the Danube Region (EUSDR) **Seed Money Facility** or on any other **EU fund**.  In case you received financial support for the project preparation, you would not be eligible for preparation costs granted by the Danube Transnational Programme. | | | |
| Yes, No | Seed money facility | Yes, No | Other EU financial support |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WP nr.** | **WP Title** | **WP start month** | ***WP end month*** | ***WP budget*** |
| **0** | **Project preparation** | *MM.YYYY* | *MM.YYYY* | *Automatically filled in* |
| **Summary description of activities carried out with the contribution of each partner.** | | | | |
|  | | | | |
| **Partners’ involvement** | | | | |
|  | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WP Nr** | **WP title** | | | **WP start month** | **WP end month** | | **WP budget** |
| **1** | **Project management** | | | *Automatic from activities* | *Automatic from activities* | | *Automatically filled in* |
| **Partners’ involvement** | | | | | | | |
| WP responsible partner | | *Lead partner – automatically inserted from Part 2 - Partners* | | | | | |
| Involved partners | | *Drop-down list* | | | | | |
| Describe how the management on the strategic and operational level will be carried out by the project, specifically:   * decision making structure (e.g. composition of the steering committee), responsibilities and procedures for the day-to-day management and co-ordination; * communication within the partnership; * reporting and evaluation procedures; * risk assessment and quality assurance management. | | | | | | | |
|  | | | | | | | |
| **Please describe activities and deliverables within the work package.** | | | | | | | |
| Activity 1.1 | Activity title | |  | | | Start month | End month |
| Activity budget | |  | | | *(MM.YYYY)* | *(MM.YYYY)* |
| Activity description | |  | | | | |
| Role of each partner | |  | | | | |
| *D 1.1.1* | Deliverable | | Description *(250 characters)* | | | Target value | Delivery period |
|  |  |
| Activity 1.2 | Activity title | |  | | | Start month | End month |
| Activity budget | |  | | | *(MM.YYYY)* | *(MM.YYYY)* |
| Activity description | |  | | | | |
| Role of each partner | |  | | | | |
| *D 1.1.2* | Deliverable | | Description *(250 characters)* | | | Target value | Delivery period |
|  |  |
| Activity 1.3 | Activity title | |  | | | Start month | End month |
| Activity budget | |  | | | *(MM.YYYY)* | *(MM.YYYY)* |
| Activity description | |  | | | | |
| Role of each partner | |  | | | | |
| *D 1.1.3* | Deliverable | | Description *(250 characters)* | | | Target value | Delivery period |
|  |  |
| Activity 1.4 | Activity title | |  | | | Start month | End month |
| Activity budget | |  | | | *(MM.YYYY)* | *(MM.YYYY)* |
| Activity description | |  | | | | |
| Role of each partner | |  | | | | |
| *D 1.1.4* | Deliverable | | Description *(250 characters)* | | | Target value | Delivery period |
|  |  |
| Activity 1.5 | Activity title | |  | | | Start month | End month |
| Activity budget | |  | | | *(MM.YYYY)* | *(MM.YYYY)* |
| Activity description | |  | | | | |
| Role of each partner | |  | | | | |
| *D 1.1.5* | Deliverable | | Description *(250 characters)* | | | Target value | Delivery period |
|  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP Nr** | **WP title** | | | **WP start month** | | **WP end month** | | **WP budget** | |
| **2** | **Communication activities** | | | *Automatic from activities* | | *Automatic from activities* | | *Automatically filled in* | |
| **Partners’ involvement** | | | | | | | | | |
| WP responsible partner | | *Drop-down list* | | | | | | | |
| Involved partners | | *Drop-down list* | | | | | | | |
| **Project specific objectives** | | **Communication objectives**  What can communications do to reach a specific project objective? | | | **Approach/Tactics**  How do you plan to reach your target groups? | | | | |
| Specific objective 1  *(Pre-filled from …)* | |  | | |  | | | | |
| Specific objective 2  *(Pre-filled from …)* | |  | | |  | | | | |
| Specific objective 3  *(Pre-filled from …)* | |  | | |  | | | | |
| **Please, describe activities and deliverables within the work package.** | | | | | | | | | |
| Activity 2.1 | Activity title | |  | | | | Start month | | End month | |
| Activity budget | |  | | | | *(MM.YYYY)* | | *(MM.YYYY)* | |
| Activity description | |  | | | | | | | |
| Role of each partner | |  | | | | | | | |
| *D 2.1.1* | Deliverable | | Description *(250 characters)* | | | | Target value | | Delivery period | |
|  | |  | |
| Activity 2.2 | Activity title | |  | | | | Start month | | End month | |
| Activity budget | |  | | | | *(MM.YYYY)* | | *(MM.YYYY)* | |
| Activity description | |  | | | | | | | |
| Role of each partner | |  | | | | | | | |
| *D 2.1.2* | Deliverable | | Description *(250 characters)* | | | | Target value | | Delivery period | |
|  | |  | |
| Activity 2.3 | Activity title | |  | | | | Start month | | End month | |
| Activity budget | |  | | | | *(MM.YYYY)* | | *(MM.YYYY)* | |
| Activity description | |  | | | | | | | |
| Role of each partner | |  | | | | | | | |
| *D 2.1.3* | Deliverable | | Description *(250 characters)* | | | | Target value | | Delivery period | |
|  | |  | |
| Activity 2.4 | Activity title | |  | | | | Start month | | End month | |
| Activity budget | |  | | | | *(MM.YYYY)* | | *(MM.YYYY)* | |
| Activity description | |  | | | | | | | |
| Role of each partner | |  | | | | | | | |
| *D 2.1.4* | Deliverable | | Description *(250 characters)* | | | | Target value | | Delivery period | |
|  | |  | |
| Activity 2.5 | Activity title | |  | | | | Start month | | End month | |
| Activity budget | |  | | | | *(MM.YYYY)* | | *(MM.YYYY)* | |
| Activity description | |  | | | | | | | |
| Role of each partner | |  | | | | | | | |
| *D 2.1.5* | Deliverable | | Description *(250 characters)* | | | | Target value | | Delivery period | |
|  | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP Nr** | **WP title** | | | | | **WP start month** | | | **WP end month** | | | | **WP budget** |
| **3 – 7** |  | | | | | *Automatic from activities* | | | *Automatic from activities* | | | | *Automatically filled in* |
| **Partners’ involvement** | | | | | | | | | | | | | |
| WP responsible partner | | | | *Drop down list* | | | | | | | | | |
| Involved partners | | | | *Drop-down list* | | | | | | | | | |
| Summary description and objective of the work package | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Please, describe **project outputs** that will be delivered based on the activities carried out in this work package. For each project output, a programme output indicator should be chosen. Please, note that the same measurement unit has to be applied. | | | | | | | | | | | | | |
| Project output | | | Describe your project output and its contribution to project specific objectives  *(500 characters)* | | | | | Quantify your contribution | | Delivery period | | Select a programme output indicator to which the project output will contribute | |
| *Output 3.1*  *(automatic numbering)* | | *output 1* |  | | | | | *Number* | |  | | *Drop-down list* | |
| *Output 3.2*  *(automatic numbering)* | | *output 2* |  | | | | | *Number* | |  | | *Drop-down list* | |
| *Output n (automatic numbering)* | | *output n* |  | | | | | *Number* | |  | | *Drop-down list* | |
| **Target groups involvement** | | | | | | | | | | | | | |
| Who will use the outputs delivered in this work package? | | | | | | | *Drop-down list of pre-defined target groups (multiple selection possible)* | | | | | | |
| How will you involve target groups (and other stakeholders) in the development of the project outputs? | | | | | | |  | | | | | | |
| **Durability and transferability of the outputs delivered in this work package** | | | | | | | | | | | | | |
| How will the project outputs be further used once the project has been finalised?  Please describe concrete measures (including e.g. institutional structures, financial sources etc.) taken during and after project implementation to ensure the durability of the project outputs.  If relevant, please explain who will be responsible and/or the owner of the output. | | | | | | |  | | | | | | |
| How will the project ensure that the project outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership?  Please describe to what extent it will be possible to transfer the outputs to other organisations/regions/countries outside of the current partnership. | | | | | | |  | | | | | | |
| **Please describe activities and deliverables within the work package.** | | | | | | | | | | | | | |
| Activity 3.1 | Activity title | | | |  | | | | | | Start month | | End month |
| Activity budget | | | |  | | | | | | *(MM.YYYY)* | | *(MM.YYYY)* |
| Activity description | | | |  | | | | | | | | |
| Role of each partner | | | |  | | | | | | | | |
| *D 3.1.1* | Deliverable | | | | Description *(250 characters)* | | | | | | Target value | | Delivery period |
|  | |  |
| Activity 3.2 | Activity title | | | |  | | | | | | Start month | | End month |
| Activity budget | | | |  | | | | | | *(MM.YYYY)* | | *(MM.YYYY)* |
| Activity description | | | |  | | | | | | | | |
| Role of each partner | | | |  | | | | | | | | |
| *D 3.1.2* | Deliverable | | | | Description *(250 characters)* | | | | | | Target value | | Delivery period |
|  | |  |
| Activity 3.3 | Activity title | | | |  | | | | | | Start month | | End month |
| Activity budget | | | |  | | | | | | *(MM.YYYY)* | | *(MM.YYYY)* |
| Activity description | | | |  | | | | | | | | |
| Role of each partner | | | |  | | | | | | | | |
| *D 3.1.3* | Deliverable | | | | Description *(250 characters)* | | | | | | Target value | | Delivery period |
|  | |  |
| Activity 3.4 | Activity title | | | |  | | | | | | Start month | | End month |
| Activity budget | | | |  | | | | | | *(MM.YYYY)* | | *(MM.YYYY)* |
| Activity description | | | |  | | | | | | | | |
| Role of each partner | | | |  | | | | | | | | |
| *D 3.1.4* | Deliverable | | | | Description *(250 characters)* | | | | | | Target value | | Delivery period |
|  | |  |
| Activity 3.5 | Activity title | | | |  | | | | | | Start month | | End month |
| Activity budget | | | |  | | | | | | *(MM.YYYY)* | | *(MM.YYYY)* |
| Activity description | | | |  | | | | | | | | |
| Role of each partner | | | |  | | | | | | | | |
| *D 3.1.5* | Deliverable | | | | Description *(250 characters)* | | | | | | Target value | | Delivery period |
|  | |  |

**4.3. Infrastructure and works**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Investment number** | **1 - n** | | | |
| Title | *Name of the investment* | | | |
| Description | *Investment description including technical specification and quantification.* | | | |
| Justification | *Explain the need for the investment to achieve project objectives and results.*  *Describe clearly the transnational relevance of the investment.*  *Describe who is benefiting (e.g. partners, regions, end-users etc.) from this investment and in what way.*  *In case of a pilot investment, please clarify which problem it tackles, which findings you expect from it, how will be replicated and how the experience coming from it will be used for the benefit of the programme area.* | | | |
| **Location of the investment** | | | | |
| *Location of the physical investment; if possible a concrete address where the investment will take place* | | *Drop-down list (NUTS3 codes + whole programme area)*  *(multiple selection possible)* | | |
| Risks associated with the investment | *Description of the risks associated with the investment, go/no-go decisions, etc. (if any)* | | | |
| Start date | *MM.YYYY* | | Delivery date | *MM.YYYY* |
| Investment documentation  (incl. specification and requirements) | *Please list all technical specifications and permissions (e.g. building permits) required for the investment according to the respective national legislation and the timeframe necessary for obtaining them otherwise indicate when you expect them to be available.* | | | |
| Responsible partner | *Drop-down list* | | | |
| Involved partners | *Drop-down list* | | | |
| Ownership | *Who owns the site where the investment is located?*  *Who will retain ownership of the investment at the end of the project?*  *Who will take care of maintenance of the investment? How will this be done?* | | | |
| WP nr or Activity nr | *Drop-down list* | | | |
| Investment budget | *EUR manually inserted* | | | |

**4.4. Equipment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WP nr** | **Equipment description** | **Responsible partner** | **Unit nr** | **Unit rate** | **Budget**  (breakdown indicative) |
| *Drop-down list* | *Please list the equipment to be purchased* | *Drop-down list* |  |  | *EUR* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** | | | | | *Automatically filled in* |

**4.5. Indicative time plan (automatically generated)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Period 1** | | | | | | **Period 2** | | | | | |
| **Work packages and activities** | **Month 1** | **Month 2** | **Month 3** | **Month 4** | **Month 5** | **Month 6** | **Month 7** | **Month 8** | **Month 9** | **Month 10** | **Month 11** | **Month 12** |
| **WP 1 title** |  |  |  |  |  |  |  |  |  |  |  |  |
| A 1.1 title |  |  |  |  |  |  |  |  |  |  |  |  |
| A 1.2 title |  |  |  |  |  |  |  |  |  |  |  |  |
| A 1.3 title |  |  |  |  |  |  |  |  |  |  |  |  |
| A 1.4 title |  |  |  |  |  |  |  |  |  |  |  |  |
| A 1.5 title |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP 2 title** |  |  |  |  |  |  |  |  |  |  |  |  |
| A 2.1 title |  |  |  |  |  |  |  |  |  |  |  |  |
| A 2.2 title |  |  |  |  |  |  |  |  |  |  |  |  |
| A 2.3 title |  |  |  |  |  |  |  |  |  |  |  |  |
| A 2.4 title |  |  |  |  |  |  |  |  |  |  |  |  |
| A 2.5 title |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP 3 title** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Etc.** |  |  |  |  |  |  |  |  |  |  |  |  |

**PART 5 - Project Budget**

**5.1. Source of co-financing per partners (ERDF + IPA)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner role and abbreviation** | **ERDF Contribution** | | **IPA Contribution** | | **State Contribution** | | **Public Contribution** | | **Private Contribution** | | **Total PP Budget** |
| **EUR** | **%** | **EUR** | **%** | **EUR** | **%** | **EUR** | **%** | **EUR** | **%** | **EUR** |
| LP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ERDF PP1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| IPA PP1 | 0.00 | 0.00 | 0.00 | 000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ENI PP1 |  |  |  |  |  |  |  |  |  |  |  |
| **Total** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |

**5.2. Total project budget per Project Partners and Work Packages**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner role and abbreviation** | **WP0** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **TOTAL** | |
| LP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00** |
| ERDF PP1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00** |
| **WP Totals of ERDF partners** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| IPA PP1 | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **WP Totals of IPA partners** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| ENI PP1 | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **WP Totals of ENI partners** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **TOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
| **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |  |

**5.3. Total budget overview for ERDF partners per budget lines and WP**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **WP0** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **TOTAL** | |
| **Preparation costs** | 0.00 |  |  |  |  |  |  |  | **0.00** | **0.00%** |
| **1. Staff costs** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00%** |
| **2. Office and administration 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00%** |
| **4. External expertise and service costs** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00%** |
| **5. Equipment expenditure** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00%** |
| **6. Infrastructure and works** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00%** |
| **Closure costs** |  | 0.00 |  |  |  |  |  |  | **0.00** |  |
| **TOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
| **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** |  |  |

**5.4. Total spending forecast for ERDF partners per WP and period**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **WP0** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **TOTAL** | |
| **period 0** | **0.00** |  |  |  |  |  |  |  | **0.00** | **0.00 %** |
| **period01** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period02** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period03** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period04** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period05** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period06** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **TOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
| **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** |  |  |

**5.5. Total budget overview for IPA partners per budget lines and WP**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **WP0** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **TOTAL** | |
| **Preparation costs** | **0.00** |  |  |  |  |  |  |  | **0.00** | **0.00%** |
| **1. Staff** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00%** |
| **2. Office and administration expenditure** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00%** |
| **3. Travel and accommodation** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00%** |
| **4. External expertise and services** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00%** |
| **5. Equipment** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00%** |
| **6. Infrastructure and works** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00%** |
| **TOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
| **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** |  |  |

**5.6. Total spending forecast for IPA partners per WP and period**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **WP0** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **TOTAL** | |
| **period 0** | **0.00** |  |  |  |  |  |  |  | **0.00** | **0.00 %** |
| **period01** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period02** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period03** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period04** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period05** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period06** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **TOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
| **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** |  |  |

**5.7. ERDF/ IPA partners’ budgets per budget lines and per WP**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LP** | **WP0** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **TOTAL** | |
| **Preparation costs** | **0.00** |  |  |  |  |  |  |  | **0.00** | **0.00 %** |
| **1. Staff** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **2. Office and administration expenditure** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **3. Travel and accommodation** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **4. External expertise and services** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **5. Equipment** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **6. Infrastructure and works** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **Closure costs** |  | 0.00 |  |  |  |  |  |  |  |  |
| **TOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
| **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |  |
| **ERDF PP1** | **WP0** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **TOTAL** | |
| **Preparation costs** | **0.00** |  |  |  |  |  |  |  | **0.00** | **0.00 %** |
| **1. Staff** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **2. Office and administration expenditure** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **3. Travel and accommodation** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **4. External expertise and services** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **5. Equipment** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **6. Infrastructure and works** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **TOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
| **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |  |
| **IPA PP1** | **WP0** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **TOTAL** | |
| **Preparation costs** | **0.00** |  |  |  |  |  |  |  | **0.00** | **0.00 %** |
| **1. Staff** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **2. Office and administration expenditure** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **3. Travel and accommodation** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **4. External expertise and services** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **5. Equipment** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **6. Infrastructure and works** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **TOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
| **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |  |

**5.8. ERDF and IPA Partners’ spending forecast per WP and per period**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LP** | **WP0** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **TOTAL** | |
| **period 0** | 0.00 |  |  |  |  |  |  |  | **0.00** | **0.00 %** |
| **period01** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period02** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period03** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period04** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period05** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period06** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **TOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0,000.00** |  |
|  |  |  |  |  |  |  |  |  |  |
| **ERDF PP1** | **WP0** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **TOTAL** | |
| **period 0** | 0.00 |  |  |  |  |  |  |  | **0.00** | **0.00 %** |
| **period01** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period02** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period03** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period04** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period05** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period06** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **TOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0,000.00** |  |
|  |  |  |  |  |  |  |  |  |  |
| **IPA PP1** | **WP0** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **TOTAL** | |
| **period 0** | 0.00 |  |  |  |  |  |  |  | **0.00** | **0.00 %** |
| **period01** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period02** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period03** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period04** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period05** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **period06** |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00 %** |
| **TOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0,000.00** |  |
|  |  |  |  |  |  |  |  |  |  |

**5.9 State aid expenditure**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Partner | Country | Legal status | Funding source | Total | Total costs of NOT State Aid relevant activities | Total costs of State Aid relevant activities | Co­-financing rate for the State Aid relevant activities |
| ERDF PP1 |  |  |  |  |  |  |  |

**6. Other Data**

**6.1. Codes for the Priority Theme Dimension**

|  |  |  |
| --- | --- | --- |
| **Codes** | **Percentage of project contribution** | **Amount of project contribution (EUR)** |
|  |  | *Automatically filled in* |
|  |  | *Automatically filled in* |
|  |  | *Automatically filled in* |

**6.2. Keywords**

|  |
| --- |
|  |
|  |
|  |

**7. Checklist**

|  |  |
| --- | --- |
| **Check** | **Fulfilled (YES/NO)** |

**8. Annexes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Code** | **Name** | **Mandatory** | **Channel** | **Attached/Sent** | **Piece** |

**Lead partner confirmation and signature**

By signing the application form the lead partner on behalf of all partners confirms that:

* the project neither in whole or in part has or will receive any other additional EU funds (except for the funds indicated in this application form) during the whole duration of the project;
* the project partners listed in the application form are committed to take part in the project’s activities and financing;
* the project is in line with the relevant EU and national/regional legislation and policies of the regions and countries involved;
* the lead partner and the project partners will act according to the provisions of the relevant national and EU regulations, especially regarding structural funds, public procurement, state aid, equal opportunities and sustainable development, as well as the specific provisions of the programme;
* the project respects equal opportunities and non-discrimination and has no harmful impact on the environment;
* the information in the application form is accurate and true to the best knowledge of the lead partner.

Signature (optional, depends on the format of the application form)

* Place and date
* Name of signing person
* Position of signing person
* Signature of lead partner
* Stamp of lead partner

1. The key EU legal acts are available on the DTP (<http://www.interreg-danube.eu/relevant-documents/programme-main-documents>). The number of legal regulations is gradually increasing and their contents are occasionally changing. [↑](#footnote-ref-1)
2. The ***lead partner principle*** fundamentally influences and determines the operation of normal projects: the project is made up by a partnership of several partners, in which one of them takes the role of the ***lead partner*** (beneficiary). The lead partner is responsible for the technical and financial co-ordination of the preparation and implementation of the project (preparation and submission of project level reports to the MA/JS and for the legal representation of the project partners towards the Programme (by signing the subsidy contract with the MA/JS on behalf of the partners). [↑](#footnote-ref-2)
3. The application submitted by the applicant is approved without a modification. [↑](#footnote-ref-3)
4. The MC accepts the application material only with certain modifications. These are unilateral modifications by the MC, which do not form a basis of negotiation. [↑](#footnote-ref-4)
5. The activity done by the first user must be reviewed and approved by another person. [↑](#footnote-ref-5)