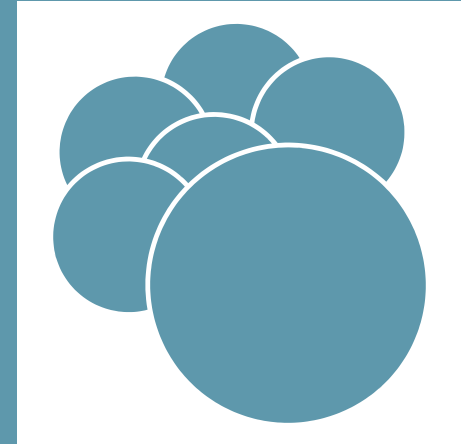


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IPA ADRIATIC CBC
PROGRAMME
PROJECT

Mediterranean
**Model
Forest
Network**



“Adriatic model forest”(AMF)

Varaždin, 21st November 2012



The project is co-funded by the European Union, IPA Adriatic CBC Programme



1. Public procurement

Regulations:

- Programme management and control Manual
- Public procurement legal research guide
- Rules for awarding procurement contacts financed by IPA
- Law on public procurement (country based)
- PRAG- Practical Guide to Contract procedures for EU external actions

Public procurement is conducted for Service, Equipment and Investments

Assessment of procurement is based on financial and technical evaluation



1. Public procurement

| | | | | |
|-------------------------------|--|--|--|---|
| USLUGE (SERVICES) | $\geq \text{€ } 200,000$ International restricted tender procedure | $< \text{€ } 200,000 \text{ but } > \text{€ } 10,000$ Konkurentni postupak sa pogađanjem (Competitive negotiated procedure) | | |
| SREDSTVA (SUPPLIES) | $\geq \text{€ } 150,000$ International open tender procedure | $< \text{€ } 150,000$ $\text{€ } 60,000$ Otvoreni postupak u zemlji (Local open tender Procedure) | $< \text{€ } 60,000 \text{ but } > \text{€ } 10,000$ Konkurentni postupak sa pogađanjem (Competitive negotiated procedure) | $\leq \text{€ } 10,000$ Single tender procedura |
| RADOVI (WORKS) | 1. $\geq \text{€ } 5,000,000$ International open tender procedure 2. International restricted tender procedure | $< \text{€ } 5,000,000 \text{ but } \geq \text{€ } 300,000$ Otvoreni postupak u zemlji (Local open tender Procedure) | $< \text{€ } 300,000 \text{ but } > \text{€ } 10,000$ Konkurentni postupak sa pogađanjem (Competitive negotiated procedure) | |

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2. Reporting procedure

- Progress report = financial report + activity report (4 periods)
 1. February-30. April
 1. May-30. Jun
 1. Jul-30. October
 1. November -31. January
- LB prepares Project Progress Report two times a year till 31. October and 30. April
- Financial report (detailed list of expenditure which needs to be reimbursed)
- Activity report (narrative description of activities carried out and results in expenditures incurred)



2. Reporting procedure

Activity report

Includes information on realized results durring reporting period

- Activities on project and results obtained in reporting period
- Informations on steps of realization of project based on goals
- Activities connected with project meetings
- Informations on new changes in project and reporting periods
- Activities conducted for publicity of project and dissemination
- Details on PP



2. Reporting procedure

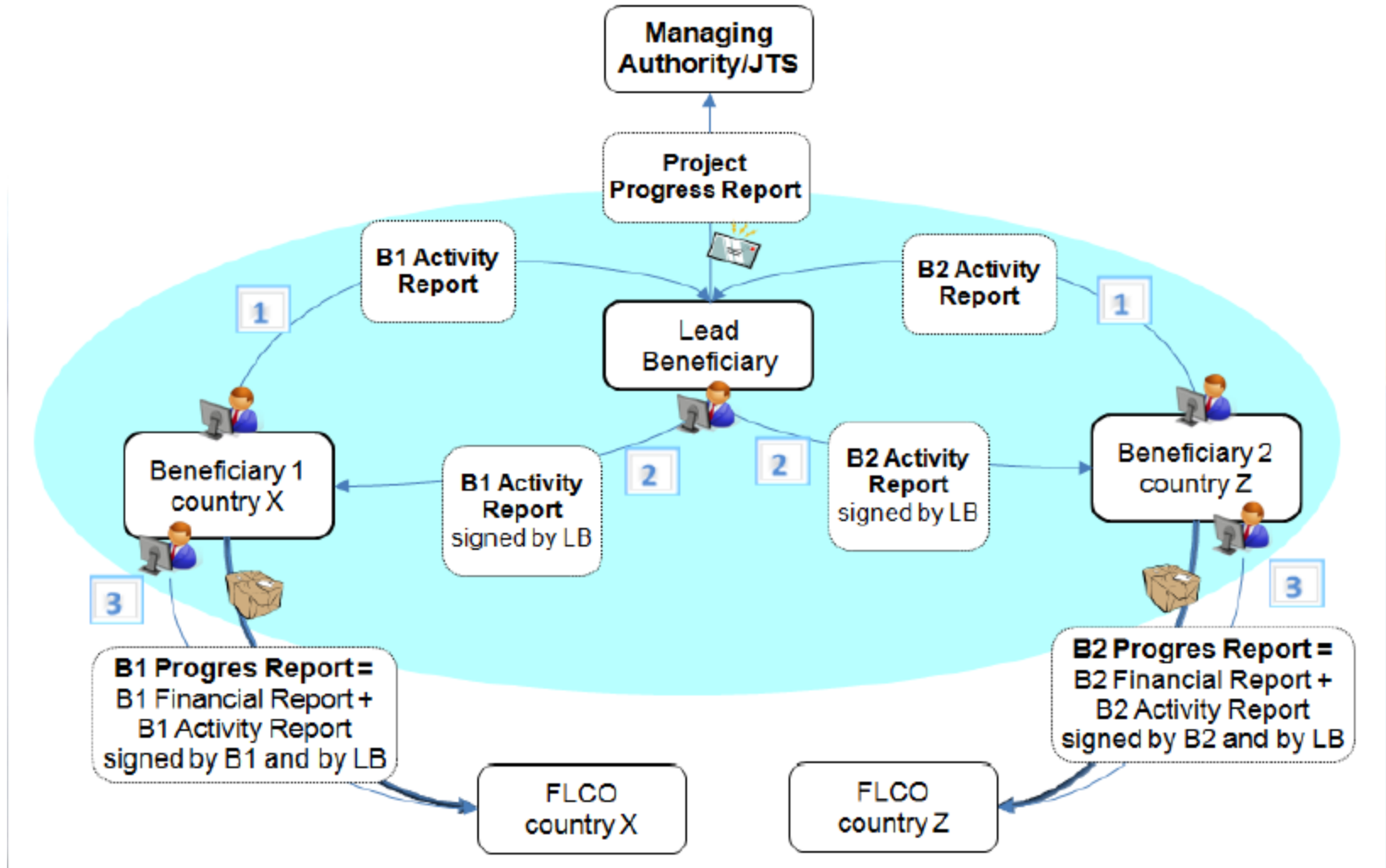
Financial report

Informations on costs durring reporting period

- Project partners enters data in financila report through M.I.S.
- Costs must be corelated with with approved Project Aplication form as well with Work Pacjages
- Costs are reported in euros



2. Reporting procedure



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2. Reporting procedure

- Each Final Beneficiary (FB) enter activities and expenditures in Management and Information system
- First Level Control Officer(FLCO) of each FB validates expenditure and generate Declaration on validation of Expenditure(DVE)
- The Lead Beneficiary (LB) gathers all the DVE, produce Application for reimbursement (AR) and submit to the Managing Authority AR

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2. Reporting procedure

- Each budget is divided in nine budget lines
 1. Staff costs (costs of project team)
 2. Overheads (costs of electricity, internet, telephone, post etc.)
 3. Travel and accommodation (only for project team)
 4. External expertise (needed for conducting project Public Procurement (PP))
 5. Meetings and events (costs of organizing meetngs and events, translation, printing, catering etc.-PP
 6. Promotion costs (Promotion in media)-PP
 7. Equipment (renting and leasing)-PP
 8. Investments (PP)
 9. Financial charges and guarantee costs



AMF “Adriatic model forest”

Thank you for you attention

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