

Project life cycle

The administrative work involved in the procedures for granting assistance to the individual projects under the Territorial Co-operation Operational Programme Austria-Hungary will be managed according to the following rules, which may be further specified by agreement between the Managing Authority, the IBs and the JTS and, if applicable, will be approved by the JMSC.

Information and Advice

Potential project holders will be adequately informed by the Managing Authority, JTS and IBs of the programme objectives, the prerequisites for obtaining ERDF funds and the individual procedures to be followed. Active public relations work will be implemented in agreement between the Managing Authority and the IBs, and if appropriate, also with the participation of existing regional consulting and project management institutions and the national assistance authorities. A communication and information plan will be drafted and approved by the JMSC. For advice the project holder has the possibility to send a concept note to the IBs which will check the coherence of the submitted concept notes and will meet regularly in a common forum to discuss joint ideas and partners. The IBs will give a written feedback to the applicant. This feedback is a recommendation and not a binding decision.

Project Application

Project applications (also in electronic form) should be submitted as a first draft via bilingual application to the IB of the region which is responsible for the lead beneficiary in order to assess the quality. After an overall check by the IB the application needs to be submitted by the lead partner including the partnership statement and the co-financing statement to the JTS. Application through the IBs is not obligatory but recommended. It is also possible to submit the project application directly to the JTS.

Each complete application that fulfils the necessary formal requirements for co-financing will be reported by the JTS to the CMS and will receive a registration number automatically. Thus the information on all applications submitted is available via the CMS for the programme partners.

In case of evidence that there are substantial reasons not to recommend a project for approval in the JMSC, only a basic record of the project will be registered in the CMS. A list of all submitted projects (including the full application form) will be made available to the Managing Authority and the IBs. If it is required detailed information on all project applications can be obtained through the JTS. If applications are submitted to the IBs, it shall immediately forward the applications to the JTS for registration.

Project Assessment

The JTS shall examine the administrative compliance and eligibility of the projects. The quality assessment comprises the following aspects:

- economic and organisational capacity of the project owner;
- amount and appropriateness of the costs of the project;
- secured financing, appropriateness of the ratio between own funds and public assistance (taking into account the possible programme co-financing with ERDF funds as well as any other national public funds applied for, already granted or promised);
- Compliance with jointly agreed eligibility rules based on the Implementing Regulation;
- Compliance with other relevant provisions of EU law (State aid legislation, public procurement directives, environmental law etc.);
- Complementarily with other regional or national Structural Funds Programmes.

After completing the formal check and quality assessment, JTS delivers the summarised information on the submitted applications as well as programme budget information to the JMSC members and prepares the JMSC meeting. Standardised project sheets will be produced for this purpose, based on information from the CMS. The aggregated information on the submitted projects and the status of the programme is available for the JMSC members.