



Programme funded by the
EUROPEAN UNION



**ENPI
CBCMED**
CROSS-BORDER COOPERATION
IN THE MEDITERRANEAN

Project Implementation Manual

ENPI CBC Mediterranean Sea Basin Programme Description

1. INTRODUCTION	1.1 Purpose and Use
	1.2 ENPI CBC Mediterranean Sea Basin Programme Description
	1.3 Annotated Glossary & Acronyms
2. UNDERSTANDING CONTRACTUAL OBLIGATIONS	2.1 Contractual Obligations
	2.2 Contractual Modifications
	2.3 Partnership Agreement
	2.4 How to contract the External Auditor
3. PLANNING, MONITORING & AUDITING	3.1 Scheduling and Review of Project Activities
	3.2 Financial Planning & 1 tool
	3.3 Internal Monitoring System
	3.4 Internal Accounting System & Annex
	3.5 Internal Control System & Annex
4. PROCUREMENT	4.1 Eligible Costs & 2 tools
	4.2 Procurement of Services, Supplies and Works & 4 tools
5. REPORTING	5.1 Reporting (technical part)
	5.2 Financial Flows & 1 tool
	5.3 Reporting (financial part)
6. COMMUNICATION	6.1 Communication and Visibility Guidelines & Annex

Version # 1, 2012/04/10

Disclaimer: The content of the manual is the sole responsibility of the ENPI CBC MED Programme and can in no way be taken to reflect the views of the European Union. The ENPI CBC MED Programme is not legally bound by the information contained in or omitted in the manual and does not accept any liability in this respect. Only the Contractual Conditions and the relevant legal and regulatory framework which apply to the implementation of the ENPI CBC MED Programme and project's Grant Contract are binding. All information in the manual is based on the reference materials presented in the introduction plus the development of some examples and case-studies adapted to the ENPI CBC MED context.



Introduction

From January 2007 onwards, the cooperation programmes on EU eastern and southern external borders (such as MEDA and TACIS)¹ have been replaced by the **European Neighbourhood and Partnership Instrument (ENPI)**.

The ENPI is a “policy driven” instrument that operates in the framework of the existing bilateral agreements between the European Union and the neighbouring countries. It is focused in particular on supporting the implementation of the **European Neighbouring Policy (ENP)** Action Plans.

Compared to the previous financial tools, ENPI introduces several innovations, which are most evident in the Cross-Border (CBC) component, that finances “joint programmes” bringing together regions of EU Member States and Partner Countries sharing common borders.

The core policy objectives of CBC are:

- to support sustainable development along both sides of the EU’s external borders, facilitating improvement of living conditions across these borders, and
- to address the challenges and opportunities following on EU enlargement or otherwise arising from the proximity between regions across our land and sea borders.

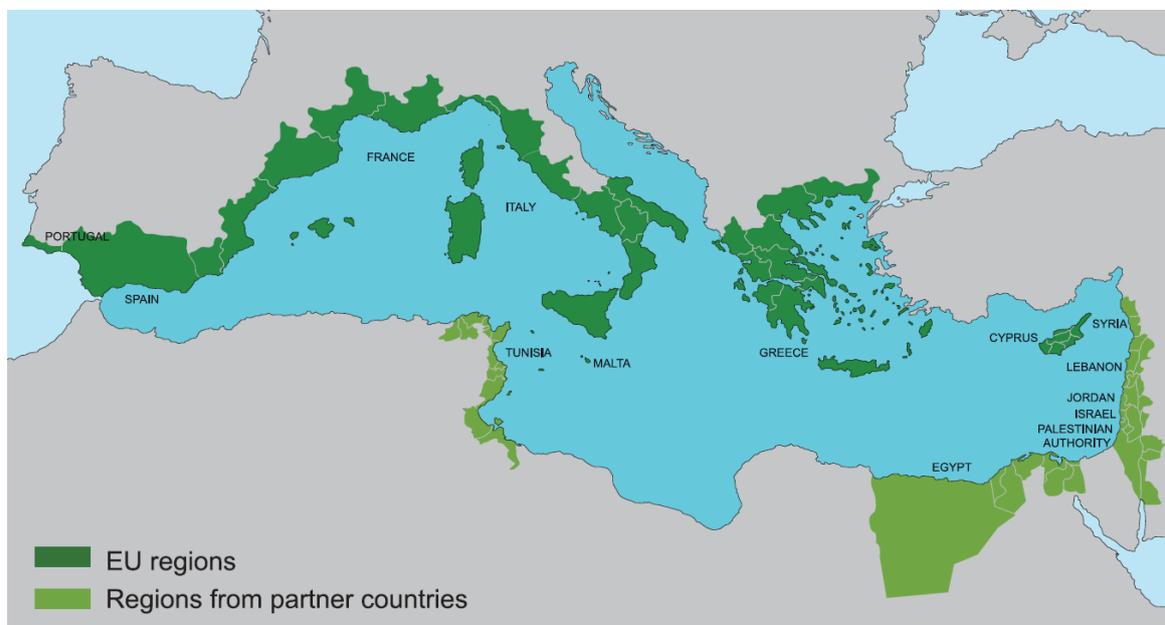
The ENPI CBC Mediterranean Sea Basin Programme is a form of co-operation taking place in **clearly defined regions**, located along the borders. The approach of ENPI CBC MED is based on multi-annual programming, partnership and co-financing. The Cross-Border component of the ENPI is co-financed by the European Regional Development Fund (ERDF), but **only the rules of EC’s external actions apply**.

The cross-border dimension of the projects is the specific and strategic feature of the ENPI CBC Mediterranean Sea Basin Programme, representing a key driver for the Programme effectiveness.

¹ The acronym MEDA derives from the French: *Mesures d’accompagnement*. The MEDA Regulation is the principal instrument of economic and financial cooperation under the Euro-Mediterranean Partnership, applied since 1996 (MEDA I) and renewed in 2000 (MEDA II). TACIS is an acronym for Technical Assistance to the CIS (or Commonwealth of Independent States).



14 participating countries, which represent 76 territories and around 110 million people, are eligible under the Programme: Cyprus, Egypt, France, Greece, Israel, Italy, Jordan, Lebanon, Malta, Palestinian Authority, Portugal, Spain, Syria² and Tunisia.



General objective, principles, priorities and measures

Based on the ENPI Cross-Border Cooperation Strategy Paper 2007-2013 and on the context analysis of the cooperation area, the countries participating in the Programme have identified the following general objective:

to contribute to promoting the sustainable and harmonious cooperation process at the Mediterranean Basin level by dealing with the common challenges and enhancing its endogenous potential.

The Programme is based on a series of principles, jointly identified by the participating countries:

Co-ownership: Programme contents as well as its implementation modalities result from a joint elaboration based on the contribution of all the participating countries.

Common benefits: the Programme shall benefit to all the territories involved by combining local partners' capacities to solve common problems and to improve social cohesion and competitiveness in the cooperation area.

² Since October 2011 and based on the European Commission's position, the sole participation of non-State actors is admitted for Syrian organisations. The participation of Syrian State actors in the call is not allowed for the time being.



Partnership: it is the essential condition to ensure the Programme effectiveness, guaranteeing the participation of the two shores of the Mediterranean sea and contributing to a better governance of the local development process.

Sustainable development: environment protection, management of natural resources, promotion of renewable energy sources and energy efficiency, sustainable socio-economic development and social cohesion should be considered in an integrated approach.

Equality of opportunity, non-discrimination, respect for human rights: while implementing the Programme and projects, a special attention should be paid to the principle of non-discrimination in order to be avoid any discrimination based on race, sex, nationality, language or religion.

Territorial dimension of the development processes and enhancement of endogenous potential of the cooperation area: this is to ensure that disadvantaged areas are also taken into account (for example, rural areas, small towns, declining industrial areas, landlocked territories, insular areas, etc.), with the aim of reinforcing a process of balanced and polycentric development.

Reinforcement the level of competitiveness: the process of integration of the Euro-Mediterranean region should also be complemented with a joint effort oriented towards a progressive definition of a coherent strategy of competitiveness of the area on the world scene. Coordination with other national and local initiatives should be pursued to ensure a better impact of the projects.

Co-financing: to promote the beneficiaries' appropriation of the Programme and to maximize its leverage effects, it is necessary to mobilize public and private additional resources in order to ensure the sustainability of the undertaken projects.

The general objective of the Programme is articulated into 4 Priorities:

- 1. Promotion of socio-economic development and enhancement of territories:** concentrating on innovation and research in key sectors for the cooperation area, creating synergies among potentials of the Mediterranean Sea Basin countries and strengthening strategies of territorial planning
- 2. Promotion of environmental sustainability at the basin level:** pursued through the preservation of natural common heritage, the reduction of risk factors for the environment, the improvement of energy efficiency and the promotion of the use of renewable energy sources
- 3. Promotion of better conditions and modalities for ensuring the mobility of persons, goods and capitals:** supporting the flows of people among territories as a cultural, social and economic plus for countries on both shores, and improving the conditions and modalities of circulation of goods and capitals among the territories
- 4. Promotion of cultural dialogue and local governance:** supporting the exchange, training and professional development of young people and all forms of dialogue among the communities as well as improving the governance process at local level.



The following table shows the 4 Priorities and their 10 related Measures:

PRIORITIES	MEASURES
1. Promotion of socio-economic development and enhancement of territories	1.1 Support to innovation and research in the process of local development of the Mediterranean Sea Basin countries
	1.2 Strengthening economic clusters creating synergies among potentials of the Mediterranean Sea Basin countries
	1.3 Strengthening the national strategies of territorial planning by integrating the different levels, and promotion of balanced and sustainable socio-economic development
2. Promotion of environmental sustainability at the basin level	2.1 Prevention and reduction of risk factors for the environment and enhancement of natural common heritage
	2.2 Promotion of renewable energies use and improvement of energy efficiency contributing to addressing, among other challenges, climate change
3. Promotion of better conditions and modalities for ensuring the mobility of persons, goods and capitals³	3.1 Support to people flows among territories as a means of cultural, social and economic enrichment
	3.2 Improvement of conditions and modalities of circulation of goods and capitals among the territories
4. Promotion of cultural dialogue and local governance	4.1 Support to mobility, exchanges, training and professionalism of young people
	4.2 Support to the artistic creativity in all its expressions to encourage dialogue among communities
	4.3 Improvement of governance processes at local level

Financial allocation

The overall budget of the Programme for the 2007 - 2013 period is € 200.000.000 out of which € 182.639.268 (91,32%) will be dedicated to project financing. The Programme finances maximum 90% of the total eligible budget costs of the projects while a co-financing of minimum 10% will have to be provided at project level.

The Programme does not foresee any pre-allocation of funds by territory or country: projects will be selected solely on the basis of the selection and award criteria.

Management structures

Programme management and coordination is entrusted to the following joint structures:

- **Joint Monitoring Committee (JMC)** as the decision-making body, it monitors the strategy and the effective implementation of the Programme. It is composed by

³ The participation of actors coming from the eligible territories of Egypt and Tunisia to projects related to Priority 3 is not envisaged.



the representatives of the countries participating in the Programme and takes the final decision on the allocation of grants

- **Projects Selection Committee (PSC)** in charge of evaluating project applications. Formed at the occasion of the launch of each call for proposals, it is composed of 14 voting members, representing the 14 countries participating in the Programme⁴
- **Joint Managing Authority (JMA)** as executive body and contracting authority of the Programme, the Joint Managing Authority is responsible for its management and implementation. The Joint Managing Authority is the Autonomous Region of Sardinia and is located in Cagliari (Italy)
- **Joint Technical Secretariat (JTS)** it assists the Joint Managing Authority in the day-to-day management of the Programme. It is located in Cagliari and composed of international staff
- **Two branch offices**, respectively located in **Valencia (Spain)** and **Aqaba (Jordan)** in order to ensure closer proximity with potential Programme beneficiaries

Key documents

For a better understanding of the Programme and the implementation of the projects, the following documents are useful:

- ENPI CBC Mediterranean Sea Basin Joint Operational Programme as approved by European Commission decision C (2008) 4242 on August 14th 2008;
- Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument;
- Commission Regulation (EC) No. 951/2007 of 9 August 2007 laying down implementing rules for cross-border cooperation programmes;
- Practical Guide to contract procedures for EC external actions (PRAG);

All these documents are available at the Programme website www.enpicbcmed.eu.

⁴ From October 2011 and for the time being, the Syrian Delegation, and its representatives, doesn't take part to the PSC.



Useful contacts

This document has been drawn up by the JTS officers. For further information, the Beneficiaries can contact the following officer, preferably by email:

Silvia FRACCHIA
Project Officer

sfracchia@regione.sardegna.it

Ph. +39 070 606 2450