

MINISTERUL MUNCII, SOLIDARITĂȚII SOCIALE ȘI FAMILIEI
AUTORITATEA DE MANAGEMENT PENTRU PROGRAMUL OPERATIONAL SECTORIAL
„DEZVOLTAREA RESURSELOR UMANE”

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Answers to the questions asked by the grant applicants for the Budget Line
Phare/2004/016-772.04.02, Reference:01
Economic and Social Cohesion
Human Resource Development
Promoting Human Capital

1.	Are we eligible as a partner institution in this project, if for the activities foreseen in the project we don't receive financing from County Agencies for Employment (JAE) and if the target groups are not the unemployed but the managers?	Yes
2.	The trainers that will hold the courses will be from the university. We, the foundation as partners, we can offer support in the organization of the courses, as we have the necessary infrastructure and endowments and in the visibility activities of the project (by organizing some awareness conferences for the target groups and for the other groups of interests). Are the two types of activities considered eligible for us as partners (organizing courses/ and not their teaching, and the activities related to project visibility)?	Yes
3.	In the first stage, meaning until 13 of September 2006, what documents must be sent: <ul style="list-style-type: none"> - concept note - application form - budget - logframe? 	According to section 2.2.1, page 15, you have to send all document you mentioned, as well as the CVs of the project team and key experts. The deadline is 29.09.2006
4.	I would like an information related to the launching of the financing line: Economic and Social Cohesion – Human Resource Development, Promoting Human Capital, Budget Line: Phare/2004/016-772.04.02. I would like to know to what extent an application can be submitted if I didn't participate at the concept note phase. If you know other grant financing sources for public institutions of social assistance in the next period of this year, I would like to be informed.	The concept note together with the application form can be submitted until 29th of September at the headquarters of the Programme Implementation Unit in the region to which you belong. For consulting other financing sources please access MMSSF website
5.	Could you please tell me if IT applications can be made for certain testings of the managers who will be included in the project? If yes, how the problem of CNFPA authorization problem is solved for the granted diplomas/certificates. As CNFPA accredited only courses on hard copy and not IT applications. Can the e-learning platforms be used? In what context?	Your question is not clear. From the way it is expressed, it reveals that you will only perform the managers testing and not their training. In this case it's about a competence appraisal, and you can be authorized directly to CNFPA (not at the county authorization commission) as a centre of competence appraisal and you can use in this situation all

		<p>the instruments that you wish.</p> <p>About the course format, the legislation forees that the training provider can have the training course/documentation either in hard copy or on electronic form. The restriction appears only at the authorization of distance learning programmes, in the sense that the legislation in force does not foresee the possibility of authorizing these programmes. But GD 522/2003 for approving the methodological norms for applying the GO 129/2000 on adult vocational training stipulates that are subject to authorization only the training provideres that want to issue national recognized certificates. The others can organize training programmes finalized with their own certificates. Consequently it is legal to organize courses finalized with their own certificates</p>
6.	<p>If an university organizes development courses, financed through the Programme „Phare CES – Human Resources Development, measures regarding workforce occupation and social inclusion”, are the employees from the city halls allowed to participate?</p>	<p>The target groups envisaged by this grant scheme are stipulated at section 2.1.3, page 10 from the applicant’s guideline. The staff from the city halls are not included in these target groups, and moreover at page 12, heading „the following types of actions are ineligible”, last line „actions targeting employees in the following sectors” are directly specified „the public administration employees” that cannot benefit from these courses within this grant scheme</p>
7.	<p>I work for a County Library and I would like to know whether our institution can complete such a project of Promoting Human Resources.</p>	<p>In the applicant’s guideline section 2.1.1 „applicants eligibility” page 7 there are mentioned all the eligible institutions. You are not on the list</p>
8.	<p>Are the county councils and city halls (local councils) eligible applicants?</p>	<p>In the applicant’s guideline section 2.1.1 „applicants eligibility” page 7 there are mentioned all the eligible institutions.. The local public authorities are not mentioned on this list.</p>
9.	<p>I would like to kindly ask you to help me clarify the eligibility of applicants: - I would like to mention that I represent a consultancy company, an Ltd with all CAEN codes (7414,7450,8042) and my questions is: if I can be an eligible applicant within this tender, my services from the future project being in compliance with the types of activities (see 2.1.3) that will be addressed to SMEs</p>	<p>Yes, according to applicants’ guideline, section 2.1.1 page 7</p>
10.	<p>For the project session „Promoting Human Capital”, who can submit projects?, is there a programming/previous registration for this financing or is it about a new selection procedure that foresees a first stage of selection meaning pre-selection? For</p>	<p>According to the applicant’s guideline, section 2.1.1 page 7, the authorities of the local public administration are not in the list of eligible institutions</p>

	example could the County Council Sibiu submit a project for vocational training in computer utilization?	
11.	Is it mandatory that the training providers to be CNFPA accredited? Or to have a certain experience in the vocational training activity, in the organization of training courses? Do the foundations and associations need to have as a partner such an accredited training provider?	The answers to the questions can be found within the guideline at section 2.1.1 „eligibility of applicants” page 8, at the footnote 6,7,8, section 2.1.2. „partnerships and eligibility of partners”, as well as in section 2.1.3 „eligible actions” page 10, footnote 9
12.	If the applicant is an university, can it have as partner the city hall, given the fact that within the city hall there is a department for the relations with the SMEs that regularly organizes meetings with their representatives, knowing thus the problems that they are confronted with? The city hall as a partner offers within the project both cofinancing and the necessary information for the project development	According to the guideline section 2.1.1 the partners must comply with the same criteria as the applicants . The local public authorities are not eligible partners in this grant scheme
13.	The consultancy company that has the CAEN code 7414 together with a SME can request financing only for „Assistance and consultancy to companies interested in developing their human resources, through a number of activities such as: human resources development strategies, training needs assessment, training plans, exchange of HRD good practice, including the establishment of networks, mentor schemes” (according to point 2.1.3)?	The activities mentioned at pages 10-11 „training development and delivery for the development of managerial abilities, including the ones in the areas of environment, innovation, quality control and human resource management, training of the key personnel within companies (...)” will be added to the one already identified by you.
14.	An applicant who isn't a vocational service provider can organize courses for its own employees without making a partnership with a vocational training provider, but to issue at the end of the training course a graduation/attendance certificate recognized only at the company level? (according to pint 2.1.1 b)?	Yes
15.	What is the contingency reserve?	A reserve for unforeseen cases that may appear during the implementation process
16.	Can a corporation apply for a financing for training its partners in the country in using the new technologies in communications and information?	Yes, provided that project activities are developed within the region where the application was submitted.
17.	We are a foundation that provides courses for adult education (both for unemployed as well as for employees and employers) and we wish to participate as aprtners within this tender together with an university that will act as a project applicant. The project targets the training of SME's managers. Are we eligibile as a partner institution in this project, if for the activities foreseen in the project we don't receive financing from JAE and if the taregt grop are not the unemployed but the managers? The training programmes themselves are new and they will be developed within the project.	1. Yes

	<p>2. The trainers that will hold the courses will come from the university. We, the foundation as partners, we can offer support in the organization of the courses, as we have the necessary infrastructure and endowments and in the visibility activities of the project (by organizing some awareness conferences for the target groups and for the other groups of interests). Are the two types of activities considered eligible for us as partners (organizing courses/ and not their teaching, and the activities related to project visibility)?</p> <p>3. In the first stage, meaning until 13 of September 2006, what documents must be sent:</p> <ul style="list-style-type: none"> - concept note - application form - budget - logframe? <p>4. Will the other supporting documents be sent only after the evaluation of the preproposal and in the precontracting phase?</p>	<p>2. Yes</p> <p>3. Yes, send all the mentioned documents as well as the CVs of the project team and the key experts.</p> <p>4. Yes, according to point 2.4 page 21.</p>
18.	<p>If the applicant is an university, can it have as partner the city hall, given the fact that within the city hall there is a department for the relations with the SMEs that regularly organizes meetings with their representatives, knowing thus the problems that they are confronted with? The city hall as a partner offers within the project both cofinancing and the necessary information for the project development</p>	<p>According to the guideline section 2.1.1 the partners must comply with the same criteria as the applicants . The local public authorities are not eligible partners in this grant scheme</p>
19.	<p>An SME that deals with the bricks, tiles and other construction products producing, wants to submit an application that has as main objective the setting up a tiles factory in a disadvantaged area. Among the main activities of the project the following are mentioned:</p> <ul style="list-style-type: none"> ▪ creating new jobs ▪ training the new staff <p>Is it possible that for „creation of new jobs” to be requested a credit (JAE and BCR) and for training of the new staff and other necessary activities for the project implementation to be accessed the funds in the Phare Programme//2004/016-772.04.02 ? In this case, in the project budget it is mentioned at the own contribution to the credit?</p>	<p>A financing cannot be requested if you obtain a fund from NAE for the same activities or project. The loan used to create new jobs cannot be considered as companies co-finance within the project you ask the Phare grant for.</p> <p>For further details please check the section „eligibility of applicants” from the applicant’s guideline for promoting human capital</p>
20.	<p>A part of the project – provided by a training company – would consist in testing the managers by a company which developed such a soft with a Leonardo programme (for which there isn’t a CNFPA accreditation). Another part of the programme – provided by other training company – would consist in providing training programmes on the basis of applying some questionnaires for identifying the training needs (the courses and trainers are CNFPA accredited). In these conditions – with two training providers – how are the diplomas granted?</p> <ul style="list-style-type: none"> - one diploma is granted with the seals of the two 	<p>Each authorised professional training provider has to certify the part of course that it organizes. Two providers cannot appear on the same certificate. Each provider issues a certificate for the programme it developed. The sessions’ dates will be announced on the website</p>

	<p>training companies</p> <ul style="list-style-type: none"> - each provider grants a diploma for the training programmes (or evaluation) provided. <p>PS When are the clarifications sessions are held (especially regarding budget drafting)? On the site no session was announced?</p>	
21.	<p>Looking at the guideline at page 7, I was thinking if there isn't a possibility that another institution, an eligible one, for example the University can submit a project in partnership with the County Council Sibiu for the continuous vocational training of the employees of the County Council Sibiu (for example for training in the field of project writing or ECDL passing for the public servants from the County Council)</p> <p>The County Council's Trade Union can submit such a project? Or an accredited continuous vocational training provider in partnership with the County Council Sibiu could submit such a project and the beneficiaries to be the employees of the County Council Sibiu?</p> <p>Is there a possibility that the beneficiaries of such a vocational training programme to be the employees/public servants of the County Council Sibiu, even if the project is developed in partnership with other institutions. Would such a project be eligible?</p> <p>Was there a previous preselection for projects in this field or will it be a first stage of preselection?</p>	<p>According to the applicant's guideline, the target groups (page 10) are „All management levels in enterprises (), as well as regular staff within state or private owned enterprises”.</p> <p>The employees of County Council Sibiu doesn't represent a target group of the financing scheme (to be seen at page 12, types of actions which are not eligible, „actions targeting employees in the following sectors, e.g public administration”.</p> <p>There isn't a preselection stage, the deadline being 13.09.2006.</p> <p>The deadline for project submission is: 29.09.2006.</p>
22.	<p>We are an authorized society to develop vocational training programmes according to GO no. 129/2000 republished and we would like to submit an application to this session Phare 2004- Promoting Human Capital, <i>qualifications activities</i> for the employees of a commercial society, partner, but I have certain dimnesses that refer to the following:</p> <ul style="list-style-type: none"> - sworn statement – the applicant or its partners declare that they don't benefit of funds from the Unemployment Insurance Budget for the activities proposed in the grant application -the statement issued by JAE through which it is proved that the applicant and its partners don't benefit of funds from the state budget insurance – for the activities proposed in the project. Our partner doesn't benefit of the above mentioned funds but finds itself in the following situation: in may 2006 the company SC...SRL participated at the tender organized by JAE regarding the purchasing of vocational training services and the offer submitted was a winning one, we 	<p>In your situation you can submit the application taking into account the fact that you address another target group, eligibil within this scheme (the employees of a commercial societies)</p>

	<p>concluded the contract with JAE but up to this date we didn't start the qualification courses due to the fact there weren't enough unemployed applicants and consequently we didn't have financial relations with JAE.</p> <p>Question: In the above mentioned situation, can the company SC...SRL submit application?</p>	
23.	<p>1. The company headquarteres is in Bucharest and we will submit the project in Bucharest. Are there allowed to participate at the courses the employees from other counties that belong to our regional branches, branches that don't have a juridical status and consequently cannot submit at their turn projects for accessing structural funds? We have in view the training through this project of aprox. 300 persons throughout the country.</p> <p>2. among other courses we would like to train the staff in how to use the computer. Can we include in the eligible costs the purchasing of computers for supporting these courses.</p> <p>The partners are willing to go in the territory for the courses or we can purchase a video system for distance learning avoiding thus the travels.</p>	<p>In your situation according to the applicant's guideline 2004 you must comply at question 1, the conditia written in section 2.1.1, page 8 „the applicant or partner should have an office located in the region where the application is Submitted”</p> <p>You can train your employees in other counties, observing the condition on page 10 : <u>location</u> „the activities of the project must be located in the region where the project will be submitted”</p> <p>For questions 2, point 2.1.4 page 13 <u>eligible direct costs</u> „purchase costs for equipment and suppliesthe eligible amount cannot exceed 20 % of budget line 7 - Subtotal direct project costs;</p>
24.	<p>Could you please clarify the following aspect related to the competition Phare/2004/016-772.04.02, Reference: 01:</p> <p>In the situation where on behalf of the same institution, namely Universitatea Tehnica „Gh. Asachi” from Iasi, several proposals are submitted, covering diverse problems/target groups, depending of the specific of each faculty/department, will only one project be financed from these or is the possibility of winning several projects?</p>	<p>According to the applicants' guideline, pont 2.1.3 page 12,” An applicant may submit more than one proposal under this call for proposals..... An applicant may not be awarded more than one grant under this call for proposals.”</p>
25.	<p>Could you please send us, is possible the word format of the application form and the annexes of the grant scheme for human resource development, Phare programme 2004/016-772.04.02.</p>	<p>For completing all annexes the standard form should be used that can be found on the website.</p>
26.	<p>Are the vocational training providers eligible if they are not authorized by the Ministry of Labour, Social Solidarity and Family?</p>	<p>According to the applicant's guideline section 2.1.1 eligibility of applicants, page 8 it is mentioned that the providers which are not authorized, should either form a partnership with an authorized provider or it should issue attendance certificates recognized only at the</p>

		<p>level of their own company (point b)</p> <p>According to the FPC legislation, the authorization process of the vocational training providers is made by the county authorization committees, respectively of Bucharest county council, that have the headquarteres at the labour directorates. The authorized providers issue national recognized certificates (those with the header of MMSSF and MEDC). Please consult GO no.129/2000 regarding adult vocational training – footnote 7, page 8</p>
27.	<p>My question referes to the CAEN codes. At page 8, in the page footer, point 8, it is stipulated that the applicant or at least one of the partners must have the activities of the project included in their statutory docuemnts. Within the same paragraph are mentioned the mandatory CAEN codes. Could you please communicate me if all these codes are mandatory (meaning in the situation where we have only codes 8042 and 7414, can we be considered ineligible)?!. And additionally to the above mentioned request, in the case that the answer is pozitiv, I would like to know wethear we can include a partner that has the third code (7450, the one that we don't have in the statutory documents) or is it mandatory that one of the project partners to have all three codes. Could we participate at the tender submission if we don't have all CAEN codes (having stipulated in the statute only two of them)?</p>	<p>In order to be eligible the applicants should have at least one of the CAEN codes mentioned at footnote 8, page 8. Yes you could made a partnership having the third CAEN code.</p> <p>Yes</p>
28.	<p>Oradea city hall intends to submit a project within the programme „Promoting human capital”. In this respect I would have a few questions:</p> <ol style="list-style-type: none"> 1. According to the guideline section 2.1.1 „The applicant or partner should have an office located in the region where the application is submitted”. My question is whether only the applicant should have the headquarters in the region and the partners outside the region? 2. In the case where the partner is authorized for providing services for certain occupations, would it be possible that through the project to be authorized for another occupation? For example: it provides courses for amnagers and we would need a project manager, occupation for which it is not authorized. 	<p>According to the applicant's guideline section 2.1.1, the city halls are not found on the list of the eligible organizations that may apply for a grant (see the list at page 7-8)</p> <p>Also at section 2.1.3 the eligibility of projects, page 12: the following types of actions are not eligible, last point „actions targeting employees in the following sectors” are mentioned the employees from the „public administration” that do not represent a target group for this financing scheme.</p>
29.	<p>For Phare/2004/016-772.04.02, reference:01, please specify the types of activities that are not eligible for the public administration employees (the services under the County Council)</p>	<p>According to the applicant's guideline section 2.1.3 the eligibility of projects, page 12: the employees from the „public administration” that do not represent a target group for this financing scheme. At the ame section, page 2</p>

		there are mentioned the types of actions that are not eligible.
30.	<p>About the beneficiaries eligibility I have the following question: A commercial society in partnership with an authorized vocational training provider that wants to organize an open course (not for its own employees) is an eligible beneficiary?</p>	<p>No. The target group has to coincide with the ones mentioned in section 2.1.3 „eligibility of projects”, „<u>Target groups</u>”.</p>
31.	<p>We are a society – vocational training provider that wants to access this programme. We couldn't open the electronic questionnaire and thus we want to ask you if the target group for this project can be made of:</p> <ul style="list-style-type: none"> - long term unemployed, persons looking for job opportunities - unemployed from rural areas <p>The project activities correspond to the regional priorities 1,4,5 (annex M) – are developed in disadvantaged areas, with persons coming mostly from the rural area and would consist of:</p> <ul style="list-style-type: none"> - counselling for finding a professional path - training for interviews - training for gaining the professional competences in occupations required by the labour market 	<p>According to the applicant's guideline for promoting human capital, the target groups are mentioned at section 2.1.3 „all management levels in enterprises”, so it's about employees. For the target group „unemployed” a new grant scheme will be launched towards the end of the year</p>
32.	<p>Regarding the Economic and Social Cohesion Programme – Human Resources Development – Promoting Human Capital we have a few questions that we would like to be answered:</p> <ol style="list-style-type: none"> 1. Is the pre-proposal sent at the same time with the Application Form (having as deadline 13.09.2006) 2. Where do we find section 2.1.2 from the Applicant's Guideline? What about section 2.1.3? 3. For what amounts is it necessary an external audit report? 	<p>According to the Applicant's Guideline 2004, Promoting Human Capital:</p> <ol style="list-style-type: none"> 1. the Concept Note is sent together with the application form – deadline 29.09.2006 2. Section 2.1.2 is at page 9 and section 2.1.3 at page 10 in the applicant's guideline 3. Annex II general conditions, art. 15.6 contains the required information. The audit must be done by an „authorized auditor, member of an international recognized organization for statutory audits”. The audit report is required for any payment that exceeds 100.000 euro within a financial year, in the case of a running grant.
33.	<p>Within the Phare Programme Economic and Social Cohesion – Promoting Human Capital – can the local public authorities be applicants?</p>	<p>According to the applicants' guideline the local public authorities are not eligible for this grant scheme – see section 2.1.1 page 7-8</p>
34.	<p>The society which I manage is a private company which has in its objective of activity only one of the three CAEN codes specified, namely the CAEN code 8042 – Other education forms. Are we eligible for this programme?</p>	<p>According to the applicant's guideline the company is eligible if the proposed activities in the project correspond to the CAEN code that you have. Section 2.1.1 page 8 footnote 8 last point</p>

35.	<p>For the present programme we would like to apply for a financing for a project in which the main applicant is a NGO in partnership with a Centre for Adults Qualification (authorized) and a SME from agriculture (an average producer – with 50 ha and 8 outlets for fresh vegetables).</p> <p>Questions:</p> <ul style="list-style-type: none"> ▪ Is this partnership eligible? ▪ If the project addresses the developing and providing vocational training programmes that targets the competences deficit in different economic sectors, to what extent is the agriculture an eligible sector? ▪ To what extent the vocational training courses can address all employees categories: employees from the commerce, sector management, financing-accounting sector, technical sector and human resources sector? ▪ The courses that are organized should address exclusively to the SME partner or can other trainees from other unit participate? ▪ To what extent is it eligible the payment of the trainers and of the qualification certificates and if the trainers must be employees from the Centre for Qualification? 	<p>The partnerships and the eligibility of partners are stipulated at section 2.1.2, page 9 from the applicant's guideline 2004.</p> <p>According to the applicant's guideline 2004, section 2.1.3 page 10, the target groups are: „All management levels in enterprises (), as well as regular staff within state or private owned enterprises”.</p> <p>The target group cannot be formed of SMEs employees, that have as main objective of activity the CAEN code in the sectors defined in section 2.1.3 page 12 from the applicant's guideline. Agriculture is not an eligible sector.</p> <p>Trainers' fees and the costs incurred by certification can be covered by the project, depending of the fundamenting of the budget (annex B) from the applicant's guideline.</p>
36.	<p>If a SME started the construction of a brick factory, and this will be functional in september 2007, in parallel with the construction works can it be accessed this programme for the staff foreseen in the factory chart?</p> <p>I would like to mention that the project will be developed in a disadvantaged area but with a tradition in brick manufacturing and thus it is necessary the staff selection, evaluating its potential, its training and qualification</p>	<p>Yes. According to the applicant's guideline 2004, section 2.13 page 10 eligibility of projects, the target groups are: „All management levels in enterprises (), as well as regular staff within state or private owned enterprises”, respectively the employed staff (with a labour contract in force)</p>
37.	<p>Can the private companies be involved in the project if they are not accredited training providers? Can they organize trainings and issue attendance certificates?</p> <p>There are companies that have some courses accredited by CNFPA but they are not themselves accredited, only the programmes specific to the Occupational Standards</p>	<p>According to the applicant's guideline 2004 section 2.1.1 page 8, private or state owned companies in the case that they are not accredited vocational training providers, but they wish to perform vocational training measures for their own employees, can organize such programmes finalized with graduation/attendance certificates recognized only at the level of the company (point b)</p>
38.	<p>If a company qualified its unqualified workers by the organization of a qualification course by a training provider, benefiting according to law 76/2002 by the reimbursement of 50% from the expenses for 20% of the staff, can have as eligible activity the organization of a requalification course for those employees that have an occupation without requirement on the labour market (others than those for which they received money from the unemployment insurance budget)?</p> <p>Thank you</p>	<p>The question is not clear, you don't provide us all the elements in order to formulate a clear answer. If, as we understand, you wish to requalify the staff and the „employees that a job without requirement on the labour market”, then yes you can organize the respective qualification/requalification course provided that the period and activities for which you received funds from JAE doesn't overlap with the project activities (in order to avoid the double financing of an activity)</p>

39.	<p>The Tehimpuls Association has in its statute as an objective of activity, the training providing, but it isn't an authorized training provider. Therefore can it apply within the programme for "Human resource Development" for organizing training programmes? In case that it cannot apply but itself, is it eligible in partnership with 2-3 universities that will give the graduation certificates for the courses?</p>	<p>From your question it is not clear if Tehimpuls (which has in its statute the providing of vocational training programmes) has a corresponding CAEN code – see page 8 footnote 8. According to the applicant guideline 2004, section 2.1.3 <u>types of activities</u>, page 10 footnote 9, there are stipulated the conditions under which the vocational training providers can organize and issue national recognized certificates</p>
40.	<p>The company where I work has as main objective of activity the birds breeding and among the secondary objectives it is stipulated the preparation of meat products, in this respect the society holding a birds slaughter house.</p> <p>Regarding the Phare programme – Promoting Human Capital, I would like to be answered to the following questions:</p> <ol style="list-style-type: none"> 1. taking into account that the agriculture is not an eligible sector, can we submit a grant application for the above mentioned programme, but for the marketing-sales department within the slaughter house, but for the financial –accounting department that serves the entire society? 2. a company which will ensure the development of our staff is considered a partner, subcontractor or associate? 	<p>According to the applicant's guideline, if the society comply with the conditions from section 2.1.1, page 7-8 (for example: private or state owned companies, including SMEs and big companies, for their employees – where it seems that you fit), you can undertake vocational training measures for your own employees in partnership with an authorized training provider point a), page 8</p>
41.	<p>I would like to know if for the phare tender 2004/016-772.04.02, is eligible as an applicant a society with the CAEN code 7460 – investigation and protection activities for goods and persons.</p> <p>The activities of the project contain training activities for the society employees, courses recognized by the institution.</p> <p>In the hope of a prompt answer I thank you in advance</p>	<p>According to the applicant's guideline 2004, section 2.1.1, footnote 8 page 8, there are stipulated the mandatory CAEN codes for developing the vocational training activities: 8042, 7414, 7450. The project activities must correspond to the respective CAEN codes.</p>
42.	<p>I would like to provide us a few information:</p> <ol style="list-style-type: none"> 1. is it eligible the training in the project management field, with reference to structural funds? 2. is it eligible the training in the view of obtaining the ECDL certificate (European permit for computer utilization)? 3. the pre-proposal must be submitted together with the project or before? If it must be submitted before, until what date? 	<p>You can find the answers regarding the eligibility of activities, applicants and target groups in sections 2.1.3 and 2.1.1 of the Guideline for applicants.</p> <p>At question 3, yes, the concept note will be submitted together with the application form, deadline 29.09.2006</p>
43.	<p>Are the microenterprises financed?</p>	<p>In the case that you refer to the fact that the microenterprises comply with the eligibility criteria section 2.1.1, page 7-8, the answer in principle is yes. Of course with the compliance with the other condition at 2.1.2 and 2.1.3</p>
44.	<p>Can you please tell me if there is a list with the priority sectors where the projects can be made? If yes where it</p>	<p>According to the applicant's guideline, section 2.1.3, project eligibility, page 10, there are stipulated the types of activities that can</p>

	can be found?	be financed through this grant scheme
45.	Are the employees from the touristic pensions eligible?	According to the applicant's guideline 2004 the target group is represented by the staff employed in enterprises (private, state owned, SMEs). In principle yes, with the compliance of the guideline' provisions
46.	Our society Balachin S.A would like to present a proposal for renovating a sports hall at Transilvania University. We would like to be clarified about the project. Can I receive a financing by a demurrage contract of the gym? If besides the financing guideline there are other conditions	Within the grant scheme Phare 2004, promoting human capital, according to the applicant's guideline „renovating a sports hall” doesn't represent an eligible activity (see section 2.1.3, page 10)
47.	I am an associate to a factory for processing the plastic materials that has approximately 200 persons employed. I would like to apply for this programmes for the factory staff in the view of development, qualification and its specialization in the different activities that the company performs. Who can help me and how for drafting the project documents and for its coordination? Who and how I can find the institution that can provide the training for the employees?	According to the applicant's guideline 2004, you can apply for the qualification of the staff in partnership with an authorized vocational training provider – section 2.1.2 page 9 For further information you can address to the help desk that is functional at the headquarters of the Programme Implementation Unit from your region
48.	Can you please specify if the schools can apply for financing through the programme Human resource Development – qualification and requalification courses. If it is possible to apply for financing, where should the programmes be endorsed?	According to the applicant's guideline section 2.1.1, page 7-8 there are stipulated the organizations that can apply for a grant. Schools are not on this list
49.	My questions is where and what is the telephone number where I can get further information about the Programme beside the Applicant's Guideline. I studied the Guide and we need some more detailed information	You can address to the helpdesk from the Programme Implementation Unit of the Centre region with the headquarters in Alba Iulia. Or you can address the question in writing to this address: phare2004capitaluman@amposdru.mmssf.ro
50.	For clarifying the requirements of the Applicant's Guideline – Promoting Human Resources, Phare /2004/016/772.04.02, please answer the following questions: 1. Do you recognize organizations such as: The Association National Register of Auditors, organization for certifying the auditors and of the courses for the auditors of the management systems ROCA Consortium, support services for business development that evaluates the service providers to the	In the applicant's guideline 2004, section 2.1.1, page 8, footnote 7, there can be found all the provisions related to the accreditation of the vocational training providers, according to the legislation in force. At the same page 8, footnote 8 there are specified all the necessary CAEN codes with the specification „the project activities must correspond to the CAEN codes” that means

	<p>requirements of the Investor in People Standard Are these valid for considering a service provider as an authorized one?</p> <p>2. In case that a company is involved in more than a grant application within this programme, in different regions (for example in region Bucuresti – Ilfov as a partner and in Region Nord _East as a subcontractor), can both applications be financed?</p> <p>3. For satisfying the requirements at footnote 8, page 8, a commercial society must have all mentioned CAEN codes (8042,7414 and 7450) or only one of them?</p>	<p>that depending to the activity that you develop in the project, you must have the corresponding CAEN code (not all at the same time). At point 2 in principle, yes, by complying with all the provisions of the guide</p>
51.	<p>1. The partners in a project that want to provide services for companies must be authorized for certain courses by JAE, each of them in part or only one of them?</p> <p>2. An applicant – production company – that would like to organize courses for its own employees, should have the CAEN code 8042 in its constitutive act?</p> <p>3. A consultancy company with the CAEN codes 8042, 7414,7450 but which is not authorized by JAE, can organize internal courses for another company (both being project partners) and to which attendance certificates will be granted</p> <p>4. At the financial data from subchapter 4.1.1 we have certain headings that we don't understand, namely:</p> <ul style="list-style-type: none"> - net incomes or equivalent – is this about the company's PROFIT? - Final financial status or the budget -??? – I don't understand what this is about <p>At the documents that must be presented at the precontracting phase it is mentioned at point 1, page 22, „Statement issued by the territorial tax administration agency “ that no fiscal debts exist. It must be clarified this requirement because presently the Tax Administration issues only “certificates of fiscal attestation” in which it is attested the lack of financial debts</p> <p>-</p>	<p>1 +2 According to the footnote no. 8, page 10, „the applicant or at least one of the partners has to have included in its statutory documents the activities developed within the project...”. In your case., the company that wishes to train its own staff without having a partner has to have included in its statutory documents the CAEN code 8042.</p> <p>3 If they want a Phare financing for this activity, they must comply with the eligibility criteria. At least one partner must be authorized. At the technical questions please ask the helpdesk from the PIU Timisoara</p> <p>4. The financial figures requested in section 4.1.2. of the application will be taken from the annual balance sheets; NGOs can find this information in the annual reports. The columns have to be filled in as follows:</p> <ul style="list-style-type: none"> - col.1: figures within the „Profit and loss account” line „Total income (rows 09 +40+52)”, line 17 of the „Extraordinary result” - col. 2: „net profit (rows 58-59-60-61)” line 21 of „Profit and loss account”. - col.3: line „gross profits brute (56-57)” line 18 - col.4: subscribed social capital
52.	<p>I would like to ask which of the two project sessions: Budget line PHARE/2004/016-772.04.02 Reference: 02 Deadline for offer submission: 29.09.2006 Budget Line PHARE/2004/016-772.04.02 Reference: 01 Deadline for offer submission: 13.09.2006</p> <p>Would allow as eligible activity the organization of PC courses for the convicted persons in the view of a better social integration of prisoners!</p>	<p>You address to the phare budget line PHARE/2004/016-772.04.02 Reference: 02 Deadline for offer submission: 29.09.2006</p>
53.	<p>In COR the occupation is called „Assembler fitter profile of AI and termopan window”.</p> <p>Question: Can we write a project for the activity of „Development of occupational standard” for Assembler</p>	<p>The standards must be developed for the existing occupations. Otherwise the process should be started by introducing of a new occupation in COR, which makes the project</p>

	fitter profile of AI and termopan window”?”	result to be out of the project team’s control. In the present the introducing if a new occupation is not compulsory. A person who works with aluminium can work also with pvc profile or startified wood. The competencies are the same only the material is different. Thus, maybe it would be useful to write the project for „assembler fitter aluminium profile and termopan window”, taking inato account that there is not yet a standard for this occupation that can be found in COR.
54.	I cannot find on your website the relevant questions and answers	These are published according to the guideline, 11 days before the deadline for submitting the offers
55.	<p>Regarding the project for financing the vocational training of the employees, I’ve notived that when private or state owned companies, including SMEs are not accredited vocational training providers, if they want to undertake measures for vocational training for their own employees, then they: can organize vocational training courses finalized with a graduation/attendance certificate that are recognized only at the level of the company.</p> <p>I’ve addressed to CNFPA and I haven’t received any kind of answer to the question: What kind of conditions should a private commercial society meet, that wishes to organize such classes, rescetively with the recognition only within of the applicant unit? More precisely, shoud that respective unit comply with the authorization rules as for the authorizaion of training providers, or not? What is the proof, to you, that the unit developed such courses? Only an attendance certificate issued by the applicant unit?</p>	The legislation for adult vocational training, respectively GO 129/2000 and all the subsequent normative acts, do not foresee specific conditions that should be met by the employers for the organization of training courses for their own employees. The employers are the ones who establish the thematic, the duration, the way of organization etc., depending of their own needs and the existing competencies and the ones that are envisaged to be obtain through the respective programme of training for the own employees. Nevertheless being an activity that has a finality and recognition, even at the level of the comapny, we consider that in the statute of the respective company the training activities should be mentioned.
56.	As we are not accredited according to GO 129/2000 and GD 522/2003 and we intend to organize training sessions for the employees of other state own entreprises, we would like to know whether we are eligible with the Tender Promoting Human Capital - 2004	According to applicant’s guideline Phare 2004, if you are vocational training providers and you wish to issue certificates with a national recognition, you should meet the conditions regarding the accreditation in compliance with the romanian legislation in the field – see footnote no.7, page 8, section 2.1.1
57.	I would like to ask you whether for this budget line the projects for communitary trainers are eligible?	The training of trainers is not an eligible activity for this grant scheme
58.	Following the instructions from the Applicant’s Guideline in the view of preparing the documentation for obtaining the grant, please specify if in the case the company is registered in Bucharest (where the application will be submitted) we can obtain the financing for the staff of the working points in Navodar, respectively Ploiesti.	According to the Applicant’s Guideline Phare 2004, section 2.1.3 pag 10, location the target groups and project activities should be located in the region where the project will be submitted

59.	Please have the kindness to inform us wheather the train of trainers courses are eligible in the Programme – Economic and Social Cohesion – Promoting Human Capital	According to the applicant’s guideline Phare 2004 promoting human capital, section 2.1.3 page 10, the train of trainers courses are not an eligible activity within this grant scheme
60.	Are the activities that target the training of the staff from hotels, restaurants, gendarmerie and public guardians eligible?	The first two activities yes, the gendarms and public guardians no, they are ineligible activities from the category „public administration” page 12.
61.	<p>Within the Cooperation Covenant between Bacau county and the Limousin Region (france), one of the collaboration axis refers to the training of specialists in common fields of interest, including environmental protection and water. Taking into account that at Limonges there is an International Bureau of Water with departments for environmental protection, having the most recognized specialists in the area, we can benefit from these for the training of the staff in Bacau county that work in the environment and water sector.</p> <p>For this reason we seek the financing of a project that targets the training in environment (norms, management, exchange of good practices, quality control) and we thought that there would be a possibility through this Phare programme (Promoting Human Capital). Reading the applicant guideline, the eligibility of applicants and beneficiaries, we don’t know whether it can be accepted as an applicant or beneficiary a commercial society on stocks whose main shareholder is the local public administration, respectively the County and Local Councils of several localities, and in the rest there are private shareholders. Please clarify if such a society can be an applicant within the programme – Promoting Human Capital</p>	According to the applicant guideline 2004, although the proposed activity is eligible, the target group as it results from your question comes within the category „public administration” and does not represent an eligible group within this grant scheme (page 12)
62.	S.C TERRAMOLD SRL is an authorized vocational training provider of qualification courses for workers. The project that we would like to propose for financing has a training activity for engineers and managers. How should be proceed taking into account that we are not CNFPA accredited for this training courses: do we authorize ourselves within the project, by forseeing the respective expenses and activities or can ve hold such courses by issuing attendance certificates with our header?	The authorization under GO 129/2000 is granted for each occupation or qualification for which the authorization is required, without specifying if engineers of workers participate at the respecive programmes. Only the minimum access conditions are established. In order to meet the eligibility criteria for participating at the open tender for Phare 2004 – Promoting Human Capital, the training providers should be authorized for the programme that they will organize. According to the applicant’s guideline, section 2.1.4 direct eligible costs, page 14 are mentioned „Costs for legal authorization” budget line 6.3
63.	In the view of preparing the documents for the Phare project promoting human capital, please specify if the CVs of the project team and of the experts should be presented even from the first phase of project submission (as it can be seen at page 15 from the	Yes, CVs of the project team and key experts have to be submitted in the first phase, together with the application form.

	Guideline – in romanian and english) or will they have to be presented at the eligibility checking phase of the applicant and partners (being support documents – page 21 from the Guideline). In the case they need to be presented from the beginning, they will accompany the application form, being multiplied (one original and three copies) or can they be annexed separately?	
64.	<p>We would like to submit a project within the call open for project called Promoting Human Capital. After reading the Applicant's guideline and the application form, we have certain things that we wish to clarify.</p> <p>1. First question is related to the documents that must be attached to the Application form. In the guideline it is specified that the documents will have to be sent only for the projects to be selected and evaluated. This means that next to the application form, the budget, logframe and applicant's statement, other act don't need to be included?</p> <p>2. In the guideline it is clearly specified that the in-kind contribution is not eligible, but in the application form point 4 Financing Sources we are asked to specify the in-kind contribution. How do we proceed in this case?</p> <p>3. Salaj county is part of Region North West? In the guideline, at the region presentation, this county is missing from the list. Is it about a mistake or Salaj county cannot be included in such projects?</p> <p>4. The answer from you will appear only on the website or will you send it by email to the above mentioned address? I looked in the link that appears in the guideline but I haven't find anything yet that help me. Is this possible or noone asked you yet</p>	<p>According to the applicant's guideline 2004, section 2.2.1, page 15 there are specified the documents that should be sent at the beginning, following that, in case that you were provisionally selected (page 21 pont 2.4) to send the documents mentioned at the respective page (21). We mention that the CVs of the project team and key experts have to be submitted in the first phase, together with the application form.</p> <p>You must specify the in-kind contribution that according to point 4, is not evaluated. Yes, Salaj county is part of N-V region and projects are received. The answers will be published on the website 11 days before the deadline</p>
65.	<p>Please clarify the following aspects related to eligibility and partnerships:</p> <p>If a partner of the applicants has CAEN 8042 (Other Education Forms), 7414 (Consulting Activities for Business and Management) and 7450 (Labour Force Selection and Placement) but is not an accredited vocational training provider according to GO no.129/2000, can it organize training programmes? Can the GO no.129/2000 develop and provide training programmes?</p> <p>Are the companies that develop their activity in the field of food products distribution eligible as applicants?</p> <p>Are the companies that develop their activity in the field of medicine distribution and of sanitary products eligible as applicants?</p>	<p>According to the applicant's guideline 2004, section 2.1.2, page 9, the providers that develop vocational training programmes must be authorized according to the legislation in force specified at page 8, footnote 7. As regarding point 2 and 3, companies operating in the sectors named by you are eligible as applicants.</p>
66.	<p>can submit an application as main applicant and where the activities are developed in the development region SE in the conditions in which the applicant's guideline foresees that „The applicant or its partner should have should have an office located in the region where the</p>	<p>If the application refers, as it appears from the message, to the situation where the applicant is in one region and the project activities in another region, the answer is like you noticed, the one in the guideline, section 2.1.3 <u>location</u></p> <p>„The target groups/final beneficiaries and the</p>

	application is submitted”	activities of the project must be located in the region where the project will be submitted”
67.	Our society – SC Micro Creatis SRL Calafat is a SME that has in its statute the activity code CAEN 8042 „other education forms”. Please specify if we are eligible for a grant through Phare 2004 Economic and Social Cohesion, for a project that proposes the organization of induction courses in computer utilization for the county citizens, in partnership with the Culture House from Calafat County. We would like to mention that we are not accredited by the Ministry of Education and Research	According to applicant guideline 2004, section 2.1.2, page 9, the applicants (if they are not authorized) must work in partnership with an authorized vocational training provider Also the target group is mentioned at section 2.1.3: „all management levels within companies (...), as well as the operational personnel working in state-owned or private companies.
68.	<p>1. Within the eligibility criteria of the applicants, section 2.1.1, there are the universities as potential applicants for grants. Having in view the ineligible activities mentioned in section 2.1.1, in what conditions can the universities propose a project within this programme?</p> <p>2. Having in view paragraph from section 2.1.3, the ineligible sectors mentioned at page 12 from the Applicant’s Guideline, are the agencies and companies in the media and publicity field allowed to apply for financing?</p> <p>3. What are the categories of employees from the sector „other activities of collective services, social and personal” for which the activities that involves them are ineligible?</p> <p>4. Having in view the eligibility criteria of the applicants mentioned at page 7 from the Applicant’s Guideline, section 2.1.1, the Local/County Councils or /and their subordinated institutions are allowed to apply for a grant within this programme?</p> <p>5. In case that a company/institution develops and provides vocational training programmes for another institution, finalized with certificates that are recognized only at the company level, is it necessary that the provider to be authorized?</p> <p>6. If a provider that doesn’t intend to develop training courses but wishes, according to the type of eligible activities, to receive „<i>Assistance and consultancy to companies interested in developing their human resources, through a number of activities such as: human resources development strategies, training needs assessment, training plans, exchange of HRD good practice, including the establishment of networks, mentor schemes</i>” need an authorized provider or it is enough a specialized partner in the human resource field?</p> <p>7. Within section 2.1.1 Eligibility of applicants, para (1) point b) it is specified the fact that the applicants „[...] can organize vocational training programmes</p>	<p>1. According to the applicant’s guideline 2004, section 2.1.1 the universities are eligible for this scheme</p> <p>2. It seems that you make a confusion between the eligibility of applicants 2.1.1 and eligibility of project 2.1.3. The media and publicity companies are not mentioned on the list from 2.1.1 page 7-8)</p> <p>3. The CAEN Code at „other activities of collective, social and personal services” contain the following activities: <u>1. Eliminating the waste and waste water, salubrity and similar activities</u> <u>2. Diverse associative activities</u> <u>3. Recreative, cultural and sportive activities</u> <u>4. Other activities of personal services</u> <u>5. Activities of the personnel employed in personal households</u> <u>6. Activities developed in private households, of producing goods for own consumption</u> <u>7. Activities of private households, of services for own purposes</u> <u>8. Activities of the organizations and extraterritorial organizations</u></p> <p>4. Cannot access</p> <p>5. According to the guideline, section 2.1.1 page 8 „When the private or state owned companies are not legal providers of vocational training programmes but are willing to organize vocational training measures for their own employees, b) are allowed to organize vocational training programme, finalized with graduation/attendance certificate which are recognized only at company level.”</p> <p>6. Now it is not clear whether you are an</p>

	<p>finalized with graduation/attendance certificate that are recognized only at the company level". In section 2.1.2 Partnerships and eligibility of partners, paragraph 2, it is mentioned „<i>In case the applicants are not authorised legal providers of vocational training programmes according to section 2.1.1(1) above, they must act in partnership with one or more such service providers, according to the project objectives and activities.</i></p> <p>In this case the applicants that is not an accredited vocational training provider and that intends to organize vocational training programmes finalized with graduation/attendance certificates that are recognized only at the company level, MUST act in partnership with one or several authorized providers?</p> <p>8. If an applicant submits more than one application form, all proving that comply with the criteria and conditions imposed within the tender, under which consideration can't the respective applicant be granted more than one grant ?</p> <p>9. At section 2.4 <i>Submission of supporting document for provisionally selected proposals</i>", it is required the Statute of association contract of the organization and each partner. These documents can be presented in COPIES according to the Original or should they be Notary certified copies?</p>	<p>applicant or beneficiary. Of course we are talking about „eligible activities”</p> <p>7. The answer was provided under point 5 above.</p> <p>8. According to the provisions in the guideline</p> <p>9. Page 21 notary certified copy!</p>
69.	<p>1. The Nongovernmental organization of public interest, created by the County Council (such as the county development agencies) can ask for financing for the training of their own staff?</p> <p>2. If the answer is positive, must they have as partners training providers? Can these be paid through the programme?</p> <p>3. Is there a project competition or the first come is the first served? The evaluation of the send requests is done according to their receipt or all after the deadline?</p> <p>4. the Support documentation is submitted until the deadline, 13 of september or before the contracting (after the preselection)</p>	<p>1. You don't provide enough information regarding your statute; if you observe the conditions for eligible applicants according to the provisions of section 2.1.1, you also have to observe the provisions of section 2.1.3. referring to target groups. The personnel hired by other entities than private or state-owned companies is not considered a target group under this scheme.</p> <p>2. In annex B „project budget” there are foreseen all eligible expenses</p> <p>3. the deadline for receiving the applications is 29.09.2006. After this deadline all projects are evaluated</p> <p>4. All information on this subject can be read at section 2.3 page 17. We mention that the CVs of the project team and key experts have to be submitted in the first phase, together with the application form.</p>
70.	<p>Please clarify the following aspects:</p> <ul style="list-style-type: none"> -in what conditions a company that has its central headquarters in Cluj (N-V area) can apply at Tg Mures (central area) where it has a branch registered as working point? - to what budget heading are the salaries of the trainers team/consultants/psychologists, that ensure the training? 	<p>According to the applicant guideline section 2.1.1 page 8 the applicant or partner must have the headquarters registered in the region where the application form is submitted. Clarification workshops will be organized and they are announced on the</p>

	<p>At chapter 1.1. – technical personnel or chapter 5?</p> <ul style="list-style-type: none"> - the expenses for the meals of the courses trainees are put at point 1.3.3 participants to the seminars or at point 5.7 costs of conferences - where can we put the expenses with trainers accomodation? - at local transport point 2.2 there cn be put the expenses with the trin, car of the trainers that hold the courses or at point 4.1 cost of vehicles (for gas)? - if we multiply within the company the courses these are put at point 6.2 training materials or in another part? If we multiply in another company do we put the costs at point 5? -at point 4.4 other services – can be put a share part of the telephone bill, heating, electricity for the office? - the dissemination expenses (press conferences) – elaboration of materials, multiplication, hall renting, water and coffee for guests – regarding the project are put at point 5.8 costs regarding visibility or at point 5.7 conference costs? <p>For the moment is enough Are there clarifications seminars organized for aspets in the project taking into account that starting with this year there will be other monitoring procedures for expenses – due to the new regulations introduced (that we were told when the launching of the programme was done for the area Bucuresti Ilfov)</p>	<p>website. For technical information you can address to the heldesk in your region.</p>
71.	<p>In the Phare 2004 – Promoting Human Capital, there is nothing specified in relation to the cumulative rule, but in the EC Regulation 69/2001 art 87-88 says that: this provision must be applied and that it wasn't annuled by any other regulation. Taking into consideration the above mentioned please specify whether we should take into account this rule</p>	<p>It is not applied to this grant scheme</p>
72.	<p>I would like to when whether within the programming session for promoting human capital, with the deadline for submission of the application form on 13 of September 2005, the following type of project is eligible:</p> <ul style="list-style-type: none"> - training programme for the employees of a research institute that has a commercial society statute - the training should be organized by a foreign university - in this case should this university be involved as partner in the project? 	<p>According to the applicant guideline 2004, section 2.1.3 page 12 at „the following types of actions are not eligible” there are listed the activities that target the employees in the following sectors, where the field „research-development” can be found. So the target group is not eligible for this grant scheme</p>
73.	<p>In the case of a proposal to which participates, except from the applicant, one partner, is it possible that the project manager comes from the partner and not from the applicant? Furthermore, I would like to ask you what is allowed regarding the remaining persons of the project team: Is it possible that members of the project management team come from both the applicant and the partner?</p>	<p>According to the guidelines for grant applicants responding to the open call for proposal 2004 “Promoting Human Capital”, point 2.1.2 <i>partnership and eligibility of partners</i>, “the management of the project is the applicant’s responsibility”. Also, the applicant’s partners participate in the action implementation.</p>

74.	<p>Please answer to the following questions for the programme – promoting human capital:</p> <ol style="list-style-type: none"> 1. a shareholder has several companies. Can it submit several projects, thus the applicant being different. Ca it be affected by the fact that only one proposal is financed? 2. are there eligible the expenses with the travel of some romanian trainers that should attend training stages in Germany 3. can it be included in the implementation team of the project an external person to the company? Can the partner be included in the implementation team? 4. Can there be organized training courses by an entreprise that has in its statute the code 8042 nut that doesn't have the course accredited by CNFPA? Is it underscored for this aspect? 	<p>According to the applicant's guideline Phare 2004, section 2.1.3 page 12 „An applicant may submit more than one proposal under this call for proposals. An applicant may not be awarded more than one grant under this call for proposals”. To the same section, page 12 the following types of actions are not eligible: „ “Applicants' partners participate in implementing the action of the rproject. They must therefore satisfy the same eligibility criteria as applicants”. If the company organizes courses for its own employees (“with graduation/attendance certificates recognized only at the level of the company” page 8, then the answer is positive.</p>
75.	<p>Can the company's employees be sent to specialization courses organized by specialized companies? Can the company that sends them receive financing?</p>	<p>To be seen the provisions from section 2.1.1 (1) respectively „the applicants must be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary”</p>
76.	<ol style="list-style-type: none"> 1. If we can act in partnership with a consultancy company that has in its statute one of the CAEN codes required, in the view of submitting an application form for a project that addresses the private or state owned enterprises in our area (not own employees). This means first performing a market research for identifying portantial beneficiaries of the classes that we wish to organize in common, receiving the feedback of these enterprises and in the case the requests exist, the completing of the Application Form. We would like that through this project to train for free a certain number fo employed persons, the financing being targeted for ensuring the logistics and salaries for the two partners. 2. In case the idea at point 1 is not eligible, can our society conclude a partnership with 2-3 comapnies from our area, to whom we provide vocational training courses throughout the project implementation? In this case should we be the main applicant or one of the companies with whom the partnership was concluded with? 3. What kind of partnership solutions exist in the view of submitting an Application Form for this project? 	<p>According to applicant's guideline 2004, section 2.1.1 (1) page 7, you meet the eligibility criteria „education, continuing adult training providers”. According to art. 2.1.2 you can act individually or in partnership with another eligible applicant, such as a companies that wants to undertake vocational training measures for its own employees.</p>
77.	<p>Our company's social headquarteres is in Bucharest,</p>	<p>According with the applicant's guideline you</p>

	<p>registered at Trade Registration. We have agencies (iasi, Oradea, Arad, Constanta, Giurgiu) that don't have juridical personality but which are registered at the trade registration in the cities where they activate. Almost all the reportings related to their activity are made in Bucharest (less the payment of some taxes that according to the law are made locally). In these cities activate aproximately 100 employees. After the accession, the activity from these agencies will be reduced with aprox. 60% (the main activity being that of customs commissioner for the relation with the UE). We have taken measures for creating new activities, but most of the staff would need to be requalified in order not to be constrained to perform massive restructurings and eventually hire the same number of employees.</p> <p><u>Our question is the following:</u> where can we submit the project (or projects) in order to benefit from vocational training for a larger number of our employees, in order to keep them in the company?</p>	<p>must comply at the same time with 2 conditions respectively: provisions from point 2.1.1 page 8 „the applicant or partner should have an office located in the region where the application is submitted” and page 10: location „activities of the project must be located in the region where the project will be submitted”</p> <p>By headquarters we understand central headquarters and a branch with distinct legal entity</p>
78.	<p>The publicity production company which I represent is interested in obtaining some Phare grants for promoting human capital. The main activity of the company SC XTEL COM SRL is in compliance with CAEN code 7740, namely publicity. The rest of the activities correspond to CAEN codes 2214; 2223; 2231; 5263; 7414; 9211; 2215; 2224; 2232; 7222; 9231; 2222; 2225; 2233; 7230; 7482. At chapter 2.1.3 „<i>Eligibility of projects: actions for which an application may be made</i>, the part with: actions which are not eligible are listed the “entertaining, cultural and sporting activities (including media and publicity)”. My questions is: do we correspond to the eligibility criteria?</p>	<p>According to the applicant's guideline 2004, the CAEN codes that you have do not correspond to the CAEN codes from section 2.1.1 page 8 footnote 8. The company you represent has to make a partnership with an authorised professional training provider, and the target groups to coincide with the ones mentioned in section 2.1.3.</p> <p>Also section 2.1.3 specifies the types of actions which are not eligible (for media and publicity employees)</p>
79.	<p>We are interested in the grant scheme financing with the deadline 13 of September 2006 in order to apply for a project, because on he website finantare.ro we found only the doucmnets in pdf format, please have the kindness to sends us also in Word format in order to complete them accordingly.</p>	<p>On the website, you must position the mouse on annexes download, and all annexes are displayed in word format and you have the option to save them on the computer.</p>
80.	<p>The Social Economic Development Agency (ADES) accredited vocational training provider from Curtea de Arges wants to access the Phare 2004 CES funds – Promotig Human Capital. Please have the kindness to answer to a few questions:</p> <ul style="list-style-type: none"> - the guideline foresees that an applicant can be given financing from these funds only once (point 2.1.3). In these conditions can we access these funds as beneficiary on a project and be partners for several projects? - - one of the companies that wants to train the staff 	<p>According to the applicant' guideline Phare 2004, section 2.1.3 page 12 „An applicant may submit more than one proposal under this call for proposals.</p> <p>An applicant may not be awarded more than one grant under this call for proposals”.</p> <p>If the company is in line with the rescheduled installments (and proves this situation through documents from the competent authorities) can apply for financing in this grant scheme. Nvertheless the final decision will be taken by</p>

	using these funds has rescheduled debts and is in compliance with all the rescheduled installments. Can we access these funds (as partner or beneficiary)?	the Evaluation Committee on the basis of the documentary proof presented.
81.	<p>At point 2.1.1 „Eligibility of applicant it is mentioned that „SMEs that are not legal providers of vocational training programmes..... must act in partnership, with one or more such services providers”.</p> <p>We are a consultancy company and we have in our statute the CAEN codes 7414, 8042. We are not accredited vocational training providers but we would like to propose a project through which to accreditate ourselves as a vocational training provider for an “induction programme – Trainer –Manager SME” (cod COR 241205). In this situation is it necessary to have a partner for the proposed project that should be already accredited in this field? (e.g Craiova University – Economic and Business Administration Faculty or CCI Oltenia)</p>	According to the applicant’s guideline 2004, at section 2.1.2 there is stipulated the condition for partnership actions for the organizations that are not accredited as vocational training providers. There is the possibility to accreditate within this grant scheme – see point 2.1.4 direct eligible costs, last point (page 14) but for starter it’s better to act in partnership in order to meet the eligibility criteria.
82.	<p>Within our company we have a person over 45 hired and a new graduate of university for which there are concluded conventions by JAE on the basis of law 76/2002. These persons will not be involved in the proposed project and the project activities do not refer to this type of facilities.</p> <p>In these conditions are we eligible within the programme „Promoting Human Capital Phare/2004/016-772.04.02” ?</p>	Yes you are eligible
83.	<p>Within a Partnership where the applicant is a SME and the partner a vocational training provider, how will the costs of the services provided by the partner be paid – on the basis of the invoice issued by the training provider (partner in the project) – the invoice will contain a lump sum or from the project budget managed by the SME there will be reimbursed the expenses incurred by the partner in achieving the services (utilities, consumables, renting of halls etc). More briefly can the partner in the project issue invoices to the applicant for the performed services?</p>	Yes, the partner can issue invoice and send them to the applicant.
84.	<p>1. Can there be applicants/eligible partners the companies in which the local public administration is the main shareholder? Bacau County Council is the main shareholder at S.C APASERV S.A and S.C Parc Industrial HIT Hemeiusi S.R.L.. In the Applicant’s Guideline, Section 2.1.3 Eligibility of projects: projects for which an application can be made, it is mentioned that there cannot be financed the activities that target the following sectors: „public administration and defence”. Taking into account that these companies where Bacau County Council is the main shareholder have a juridical statute, please let me know if they can be applicants/partners in a human resource development project</p>	<p>1. According to the applicant’s guideline 2004, section 2.1.3 eligibility of projects: the projects for which an application can be made, it’s mentioned that the activities that target the following sectors cannot be financed „public administration and defence”</p> <p>2. Also there cannot be financed the projects that target the employees from „health and social assistance” The activity mentioned at type of activities, page 10-11 refers to another field „health and safety at</p>

	<p>2. In the Applicant's Guideline, Section 2.1.3 Eligibility of projects: projects for which an application can be made, it is mentioned that there cannot be financed the activities that target the following sectors: "...health and social assistance". Taking into account that at paragraph „type of eligible actions" it is mentioned that at point 4 that are eligible „Development and delivery of training in health and work safety including environmental norms", please let us know if the restriction of eligibility refers to the public health sector (state sector) and if the private medicine sector (for example the individual medical cabinets: family doctors, dentists etc) are eligible for benefiting of training under this grant scheme?</p>	<p>work". In this context neither the public health sector nor the private individual cabinets are not eligible for this grant scheme</p>
<p>85.</p>	<p><i>I didn't understand whether the City Hall or County Council can access the programme, of course having as partner an accredited training provider</i></p>	<p>According to the applicant's guideline 2004, the public administration is not eligible in this grant scheme. Partners must meet the same eligibility criteria as the applicants</p>
<p>86.</p>	<ul style="list-style-type: none"> - if there has any importance from the eligibility point of view if we benefited from previous grants? - As far as I understood from the guideline there can be organized training courses for the company's own employees, it's not necessary the partnership with an accredited vocational training provider. Is this true? - I would be interested in which are the courses that can be organized? For example we have thought of courses in the field of marketing, informatics or in the field of introducing quality systems for medicine production. Are these activities eligible? - We propose to organize some courses of two days outside the factory at the end of the week in a location where such courses can be organized and with accommodation facilities. The accommodation expenses, the meals and renting of a conference rooms are eligible costs? - In order to be competitive on the market we consider that we should invite foreign specialists. Are the costs with their transport, accommodation, meals and fees eligible? 	<p>According to the applicant's guideline 2004 you will complete Annex A, where you will be required information about other obtained financing.</p> <p>At section 2.1.1 page 8 there are specified the conditions in which a company can undertake vocational training measures for its own employees (point b) – finalized with attendance certificate at the level of the company.</p> <p>The types of eligible actions can be found at 2.1.1 page 10-11</p> <p>The Eligibility of costs is specified in section 2.1.4 to be consulted also annex B (budget)</p> <p>The expenses with the trainers fees are foreseen the same section: transport, budgetary line 2 and per diem budgetary line 1.3</p>

87.	Please specify if the purchasing of a soft, the licenses, necessary equipment for implementation and the costs related to the training of users are eligible costs for this budget line/Phase cofinancing	<u>In the applicant's guideline at section 2.1.1 page 13 there are specified the direct eligible costs. To consult also annex B „Budget”. Nevertheless the main objective of this grant „promoting human capital” is the qualification and requalification of labour force (target groups are all managerial levels in enterprises ...) and the purchasing of equipment and software represents only a support for reaching the above mentioned purpose</u>
88.	At the type of eligible actions there are mentioned the activities „Development and delivery of training programmes on health and safety at work and environment norms”. At the ineligible activities it is mentioned the sector: health and social assistance Please communicate if the health sector is eligible	There are two different sectors. Probably the word „health” from the two sintagms creates possible confusions. The eligible activity refers to the field „health and safety of work”. At the types of ineligible actions there are mentioned the activities that target the employees in the following sectors „health and social assistance”
89.	I would like to know if the „training of community trainers” is eligible for this grant scheme Phase 2004 – Promoting Human Capital. Where can I find the answers to the questions?	The answer can be found in the applicant's guideline, section 2.1.3 page 10-11. The training of trainers is not an eligible action in this grant scheme
90.	1. Could you please specify which is the difference between results and indicators in the programme acceptance. Please give examples 2. In case the partnership is made of two vocational training providers and the target group consist of the staff from the enterprises in the area, can there be considered as cofinancing the costs payed by the enterprises (for the trainers assigned for the project or for other budgetary lines, such as travel for the trainees or renting a training hall)? We would like to mention that the participating enterprises will be selected in a first phase of the project and they are not partners. If yes how this situation can be emphasized in the project?	1. As a general principle, the indicators measure the obtained results, respectively the concrete achievements as a consequence of developing the proposed activities in the project. 2. Yes. The costs of the trainers will be reflected in the budget as salaries of the technical staff, and the trainees transportation costs, rent of the training room under line 2.2., 1.3.2. respectively
91.	I have looked on the website the electronic questionnaire for addressing questions but I haven't find it nor the already answered questions and possible answers	The answers will be published on the web site 11 days before the deadline
92.	1. There are occupations for which we cannot find training providers in Bucharest (forger, steeler, crane operator) nor in the country (milling operator for machines with numerical command, turner programmer etc). What are the solutions? 2. In which conditions can we organize within the enterprise training programmes – with recognition only in the enterprise?The guideline does not provide enough indications. I studied the legislation of the MMSSF website but I	In the case of vocational training at the level of enterprise the legislation does not specifically foresee some conditions. The employer is the one the established the duration, themes, evaluation etc. For the jobs/occupations for which there aren't accredited vocational training providers there can be organized training courses finalized with certificates recognized only in the enterprise, according to section 2.1.1, letter b), page 8.

	<p>haven't found solutions.</p> <p>3. One of the eligible activities refers to „practical stages in enterprise” (not apprenticeship). This activity means that through the programme the expenses with the salaries of the new staff/reallocated are eligible? Are there legal regulations?</p>	<p>The eligible activity „periods of practical stages” from point c) refers to the practical preparation of the participants to a continuous vocational training course and the enterprise engages itself to offer the practical stage. Only the expenses related to the payment of trainers are covered.</p>
93.	<p>1. Regarding chapter 2.1.3 from the Applicant's Guideline, Eligibility of Projects we would like to following clarification:</p> <ul style="list-style-type: none"> -the staff from the city halls/local councils from the rural area can be considered as target group for training activities/specialization in IT area (developing the PC operation abilities, Internet browsing)? <p>2. The increasing of the abilities and enhancing competitiveness on the labour market of the enterprise staff (at all managerial levels) through the development and providing of training courses within the private or state owned companies, can be accompanied also by development programmes in the quality control area, programmes finalized in ISO certification of the companies that have trained staff through the project?</p>	<p>According to the applicant guideline section 2.1.3 the employees from public administration are not an eligible target group within this grant scheme. The costs with ISO certification are not an eligible cost within this grant.</p>
94.	<p>1. How will the consultancy company that organizes the training be paid?: can it be paid as partner in the project through the provision at chapter 6 (others) from the budget of the cost of purchasing consultancy services or only the trainers be paid as technical staff ? In the Phare 2002 RU programme there were problems related to this aspect</p> <p>2. At paragraph 2.1.1 (1) from the Applicant's Guideline the following are mentioned: „For Romanian commercial companies or other Romanian organizations performing commercial activities, the following CAEN codes are necessary in terms of the type of action: 8042 (Other Education Forms), 7414 (Consulting Activities for Business and Management) and 7450 (Labour Force Selection and Placement). The CAEN code shall correspond to the type of action of the project proposal; For Romanian non-profit organizations, the provisions from statutory documents shall also correspond to the above CAEN code”: these CAEN codes must be foreseen all three of them in the statute of the consultancy company/non-profit organization or only one of these codes is mandatory?</p> <p>3. Are these codes mandatory for all project partners or only for the Applicant and main Partner (training provider) or only for one of them?</p>	<p>1. The costs related to the training activity are reflected in the budget at line 1.1.1 for the payment of trainers, line 1.3. for transporting the trainers to the place of the mission, in case they come from a different location than the one of the project, line 4.2. for the rent of the training room, line 4.3. for consumables – stationary, according to the activities developed by the consulting company.</p> <p>2. See footnote 8 from the same page. It's enough to have a single CAEN code, but the later to correspond to project activities.</p> <p>3. At footnote 8 it is specified « the applicant or at least one of its partners »</p> <p>1.</p>
95.	<p>1. I would like to know if the local public authorities are eligible for Phare programme 2004 – Human Resources: although they are not specifically expressed at paragraph 2.1.1, could they be included at « other relevant organizations » ?</p>	<p>1+2. According to the Applicant Guideline 2004, local public authorities are not eligible within this grant scheme. Please see point 2.1.1 and 2.1.3 page 12.</p> <p>3. No. See section 2.1.2 page 9 : « Partners must</p>

	<p>2. Can an NGO that has as members only the local public authorities – city halls, be an applicant in this case ?</p> <p>3.Can such an NGO develop a partnership with a consultancy company for organizing trainings/seminars for company managers from a certain area of interest for local communities ?</p> <p>4. In the conditions where this NGO is recently established, can the separate experience in project management of its members (mayors) be taken into consideration at the evaluation of the applicant's operational capacity and expertise?</p> <p>5. In the guideline (paragraph 2.1.1) it is stated that the applicant or partner must have its registered headquarters (thus one of them, not both partners) in the region where the application is submitted, but at paragraph 2.1.2 it is stated that « partners must comply with the same eligibility criteria as the applicant ». Is it possible that the applicant to be from the North -East region and the partner to be a big consultancy company from the Bucharest-Ilfov region (at the level of the region NV there aren't companies that can offer consultancy in the chosed field, but if they exist, the professionalism/practical experinece are extremely low ? In this case the NAE Statement will have to come from the Agencies for Labour Employment from the two regions – for the applicant, respectively the partner ?</p> <p>6. From the guideline it is not clear – The Logframe is optional for the project submission of up to 100.000 Euro ?</p> <p>7. Are Annexes D and E submitted together with the project ?</p>	<p>meet the same eligibility criteria as applicants »</p> <p>4. it's not the case</p> <p>.</p> <p>5. For the first part of the question the answer is provided in section 2.1.1.« The applicant or the partner has to have its headquarters registered in the region where the application is submitted»; your interpretation is correct; the statement from NAE must be issued for each partner</p> <p>6. at section 2.2.2 page 16, it is specified the documents that must be submitted (pre-proposal, application form, budget, logframe), as well as the Cvs of the project team and key experts – section 2.2.1, page 15).</p> <p>7. According to point 2.4 page 21 the support documents (annexes D, E) are submitted only by the provisionally selected applicants.</p>
96.	<p>1. The Documents that must be submitted to the UIPs in the region where the project will be submitted must be the following:</p> <ul style="list-style-type: none"> - Annex A - Application form (English) - Annex B - Budget (English and Romanian) - Annex C - LogFrame (English and Romanian) - Annex I - CVs (English) Only these? <p>2. Should Annexes A,B and C be sent also in electronic format (CD)?</p>	<p>According to the Applicant Guideline 2004, section 2.2.2, page 16: „Applications (concept note, full application form, budget, logical framework, as well as the Cvs of the project team and key experts).) must be submitted in one original and 3 copies. The complete application form, budget and logical framework must also be supplied in electronic format (floppy disc or CD-Rom). The electronic format must contain exactly the same proposal as the paper version enclosed. Each component of the application (concept note, application form, budget and logical framework) must be submitted in a separate and unique electronic file (for ex. the application form must not be split into several different files). These documents must be sent until the deadline. The provisionally selected applicants will send the support documents, according to point 2.4 page 21.</p>
97.	<p>The Social Economic Development Agency (ADES) accredited vocational training provider from Curtea de Arges wants to access the Phare 2004 CES funds – Promotig Human Capital. Please have the kindness to answer to a few questions:</p>	<p>You don't mention the target group to which you address. According to the Applicant Guideline 2004, section 2.1.3, page 12, the activities targeted to the employees from the sector « health and social assistance » are not eligible within this</p>

	<ul style="list-style-type: none"> - can we develop hygiene courses ? (courses that are required through the Decision of Ministry of Labour, Ministry of Education, Research and Youth no. 1225/5031/2003 - a part of the courses will be developed by trainers from another location ; can the payment of the trainers travel be made from the budget line 1.3 Per diems for travels or from the budget line 2.2 Local Travel ? - can foresee money for the trainers also for the preparing of the courses from the budget line 1.1.1 Administrative/ other staff ? 	<p>grant scheme.</p> <p>For any technical details please address to the helpdesk from the regional PIU.</p> <p>2. At line 1.3.</p> <p>3. No. The payment of trainers will be reflected under line 1.1.1. (salaries of technical staff).</p>
<p>98.</p>	<p>Situation: In the Applicant Guideline page 15 (chapter 22) it is mentioned:....The applicants must submit the application form together with all the completed annexes in English or Romanian... (it is not specified what does the concept „all annexes mean”?)</p> <p>In the same guideline page 21 (chapter 2.4) it is specified: Applicants who have been provisionally selected will be informed in writing..... They will be requested to supply the following documents in order to allow the eligibility check.</p> <p>Question: At 13.09.2006 (deadline for application submission) which are the annexes that accompany the grant application? (their complete list)</p>	<p>All the annexes, mean in this case, as it is further specified : annex A (concept note), Budget (annex B), Logframe (Annex C) and the CVs of the project team and key experts.</p> <p>At the deadline for project submission (29.09.2006) only these annexes are submitted, following that, if you are provisionally selected, to submit the support documents at page 21, point 2.4</p>
<p>99.</p>	<p>1. If a private company which is not an accredited vocational training provider has as partner an accredited vocational training provider, but wants to train its own staff in an area where its partner is not accredited at the moment of tender submission, is the later an eligible partner? (through the project it will be mentioned as a distinct activity of the partner the accreditation as a vocational training provider in an area of interest for the private company and afterwards the organization of training courses finalized with a qualification certificate)</p> <p>2. « costs for legal authorization and other costs directly related to the project activities (such as the legal framework regarding the adult vocational training and the evaluation and certification of the competences obtained as an accredited vocational training provider (for the centres for competences evaluation) ? This means that an applicant or partner can propose through the project the organization of training courses or the evaluation and certification of the professional competencies in that field without being accredited as a centre for competencies appraisal at the moment of tender submission? (the accreditation will appear as distinct activity in the project followed by the organization of training courses or evaluation and certifications of competencies)</p> <p>3. Are the expenses with the arrangement or reparations of the courses halls or of the locations for</p>	<p>1. According to the Guideline for Applicants, section 2.1.1 page 8 „when state-owned or private companies are not accredited professional training providers, but wish to undertake professional training measures for their own employees, they b) can organise professional training programmes finalised with completion-attendance certificates recognised within the company only”.</p> <p>2. The answer is positive according to point 2.1.1, page 14 « costs for legal accreditation » are eligible within this grant scheme</p> <p>3. The costs for reparations are not foreseen at eligible costs</p> <p>4. According to Applicants' Guideline 2004, section 2.1.3, page 12, activities that target the employees in the sector of « health and social assistance » are not eligible within this grant scheme</p>

	<p>training courses practice or for the spaces destined to the project activities (project headquarters, individual counselling halls, group counselling etc, necessary spaces for the direct implementation of th project) eligible ? Of yes, is there a maximum percentage from the total eligible amount that can be assigned to this budgetary line ?</p> <p>4. Is the Commercial Society of Balnear Treatment and Recovering a Labour Capacity „ T.B.R.C.M” SA Bucharest, thorough its susbsidiares with legal entity in the country, eligible as applicant for this financing line? ("T.B.R.C.M." is a unit subordinated to MMSSF)</p>	
100.	<p>1. At chapter 2, section 2.1.1, Eligibility of Applicants, (1) it is mentioned that: „the applicant or partner should have an office located in the region where the application is submitted”. What is more exactly a registered office/headquarters? Secondary office, working point or social headquarters? Our organization has according to its statute subsidiaries without legal entity in 8 development regions but with an office registeres as secondary headquarters. Is in this case the applicant eligible for the respective areas?</p> <p>2. Also at this section 2.1.1 (1) it is stated:” applicants may be: professional organizations, foundations and associations, , education, continuing adult training providers, associations of training providers; universities, private or state companies, including both SMEs and large companies, for their employees; employers’ associations, trade unions (targeting their members); other relevant organizations”</p> <p>As a conclusion if an NGO that has in its statute the organization of management trainings, etc., other education forms and an authorization from Ministry of Education for such activities, is eligible as a sole applicant or shouls it act in partnership with an accredited vocational training provider according to Ordinance 129/2000?</p> <p>3. In the case that it is envisaged the organization of iduction trainings in management for the first managerial positions in different comapnies, shoudl these be authroized according to Ordinance 353/520/2003? Is there a precise minimum duration for these courses?</p> <p>4. Also at chapter 2, section 2.1.1 « Eligibility of applicants (1) it is mentioneed : » When the private or state owned companies, including both SMEs and large companies, are not legal providers of vocational training programmesthey are allowed to organize vocational training programme, finalized with graduation/attendance certificate which are recognized only at company level” Does this mean that I can submit project proposals as a sole applicant for the training of my own employees?</p> <p>5. At chapter 2, section 2.1.3, in the end it is mentioned : « An applicant may submit more than one proposal under</p>	<p>1. At this point, the social headquarters (branch with a legal entity) taking into consideration that must be located in region where the project is submitted</p> <p>2. The MEC authorization is no longer valid. The vocational training providers should be authorized under GO 129/2000, see footnote 7, page 8</p> <p>3. No matter the content of the training, they must be authorized under GO 129/2000 or they must associate with an accredited provider</p> <p>4. Yes</p> <p>5. A company can be the main applicant for a grant application and partner in another application.</p> <p>6. Yes, it is eligible.</p>

	<p>this call for proposals. An applicant may not be awarded more than one grant under this call for proposals” Thus only one financing can be obtained for each region or only one at the level of the whole country? Can it be a partner is a region and an applicant in another region and both proposals to be financed?</p> <p>6. In the case where an organization benefits of funds from the Employment Insurance Budget, according to law 76/2002, art.80, respectively it has a student convention, but that has nothing to do with the activities from the project proposal, is that organization eligible?</p>	
101.	<p>Can an applicant submit a grant application for the Phare budget line Phare/2004/016-772.04.02, Reference 01, „Promoting Human Capital” if it has under development another Phare project - Phare/2003/005-551.05.03.02 – Active employment measures on labour market that ends on 28.02.2007 and the project team would be the same in the new application? If yes, can the project duration be of 12 months (the two project would overlap for a period of time)?</p>	No. It would affect both projects.
102.	<p>In case the applicant is a branch that, according to the law, doesn't have a juridical/entity entity but has its own Unique Registration Code in the county where the activities will be developed – county where the activities foreseen in the project will be developed, what are required documents that will be submitted : those of the parent company (it's in another region) or the ones of the branch :</p> <ul style="list-style-type: none"> - Statement(s) issued by the territorial tax administration agency that the Beneficiary and partners (if it is the case) has no fiscal debts, debts in payment of contributions to social security fund, unemployment fund and to health insurance fund for the month previous to the contracting date, in original; -ROLEG - Statement issued by the County Agency for Employment that the Beneficiary and partners (if it is the case) do not benefit of funds from the state budget; <p>4. Partnership agreement for projects proposed by partnership, signed by all partners (see recommended format in Annex K) – in original. – SIGNED BY THE PARENT COMPANY OR THE BRANCH</p>	According to Phare Guideline Applicant 2004 the applicant should have its social headquarters (or a branch with juridical status) in the region where the application for is submitted, where the project activities are located and where target group is located.
103.	<p>1. Is it possible that in the case of the budget chapter 6, line 6.3 „other costs directly linked to the project activities, that are not included in the budget lines above, to be correctly justified and not totally subcontracted „to be included the expenses incurred for arranging the course room (painting, termopans etc), expenses absolutely necessary for the development of the course activities? 2. Can there be engaged in this programme the expenses with ISO accreditation? If yes, where these can be included? On line 6.1 or 6.3?</p>	No. Space arrangements do not represent eligible expenses for this grant scheme. Please see section 2.1.4, page 13. ISO accreditation is not an eligible activity in this grant scheme

104.	<p>The Social Economic Development Agency (ADES) accredited vocational training provider from Curtea de Arges wants to access the Phare 2004 CES funds – Promotig Human Capital. Please have the kindness to answer to a few questions:</p> <ul style="list-style-type: none"> - the guideline foresees that an applicant can be given financing from these funds only once (point 2.1.3). In these conditions can we access these funds as beneficiary on a project and be partners for several projects? - one of the companies that wants to train the staff using these funds has rescheduled debts and is in compliance with all the rescheduled installments. Can we access these funds (as partner or beneficiary)? 	<ol style="list-style-type: none"> 1. yes you can request a grant as main applicant and be partner in another project 2. Yes. At the same time according to Applicant's Guideline 2004, point 2.4, page 22, there are mentioned the additional required documents in the pre-contracting stage
105.	<ol style="list-style-type: none"> 1. For the call for proposals 2004 „Promoting Human Capital” is the cumulative rule taking into account? If yes please specify the limits 2. At point 2.1, subpoint „ineligible costs”, para 4, it is stipulated the exception regarding the purchasing of land or buildings,..... is there an exception for the rehabilitation of the training hall? In other words, are the costs for rehabilitation for cleaning the space eligible? In case of a positive answer please specify the conditions in case the space is rented Where are these costs included in the budget form? 3. Could an applicant that has just registered its statutory documents in the CAEN Code 8042, but has partners with this code (registered with more than 6 months before the tender submission) apply for the financing of accreditation for a certain training programme that is the subject of the project? 4. Is the request for accreditation accepted both by the applicant and the partner for the same training programme? 5. In the evaluation grid of the Concept Note, point 4.1, the applicant is not referred to. Is it an omission the fact that the partners' experience is not evaluated? Aren't thus favored the companies that have previously won, at the regional level, to be permanent winners? 	<ol style="list-style-type: none"> 1. No it is not taken into consideration 2. According to the Applicant's Guideline 2004, section 2.1.4 page 13, the rehabilitations of the spaces etc does not represent eligible costs for this grant scheme 3. Yes, the accreditation is an eligible cost page 14 „cost for legal authorizations...” 4. In principle the accreditation is an eligible cost, but the target group should be represented by the personnel mentioned in section 2.1.3, <u>target groups</u>, page 10. 5. At point 4.2 in the concept note it is required also the „partners' experience”.