

Common Transnational Activities

➔ Background Information

Since the European Territorial Cooperation Programme Alpine Space is a transnational programme most of the project activities are transnational. There are different ways how to implement transnational activities:

- + each project participant pays the amount of expenditure arising from transnational activities it implemented by itself => no Common Transnational Activity (CTA) according to programme rules;
- + a project participant shares the costs arising from transnational activities among itself and other project participants => CTA according to programme rules.

The main difference between these two possibilities is the financing aspect.

A CTA has the following characteristics:

- + It is carried out by one project participant (implementing partner) that is responsible for the transnational activity on behalf of the whole partnership.
- + It is linked to the project objectives of all Project Partners (PP).
- + The expenses related to the implementation of the CTA are proportionally shared among those project participants financially involved in the implementation of the work package concerned.
- + All PP involved shall benefit from the CTA.

The implementing partner is no subcontractor since it shares only the expenditure arisen from a CTA but acts not profit-oriented. Furthermore the implementing partner bears a part of the arisen expenditure itself and is therefore not paid 100% to provide this service.

CTA can either be implemented by the implementing partner itself (e.g. the carrying out of the transnational project management by the Lead Partner) or they can be outsourced by the implementing partner by purchasing a certain good, service or work (e.g. preparation of a study by an external expert). Activities that will be outsourced by one project participant have to follow the public procurement rules applicable in the Member State the implementing partner is located in (see also factsheet 6.3 on *Public Procurement*).

➔ Guidance

1 Application

In section 4 of the Application Form (AF) it shall be indicated if and how many CTA shall be implemented within the framework of a work package, which project participants shall be responsible for these and how much these will cost. Regarding the allocation of the expenses to the single cost categories in the AF it is to be mentioned that the respective expenses of the project participants with regard to the CTA shall be allocated to the same cost category as is indicated for the implementing partner.

2 Partnership Agreement

Article 12 "defaults and remedies" of the model Partnership Agreement (PA) regulates the procedure to be followed in the case that the Managing Authority (MA) requests the repayment of funds related to CTA expenses and the respective liabilities of the implementing partner.

3 Implementation

CTA shall be implemented by the implementing partner in accordance with EU and national rules, the indications given in the AF and the guidelines agreed within the partnership.

The expenses related to the implementation of the CTA shall be split among the partnership according to the shares fixed in table 6.2 of the AF (column "% of WP budget").

The implementing partner shall inform the partnership on a regularly basis on the progress of the implementation.

4 Reporting

CTA are pre-financed by the implementing partner and reported within the regular Progress Reports (PR).

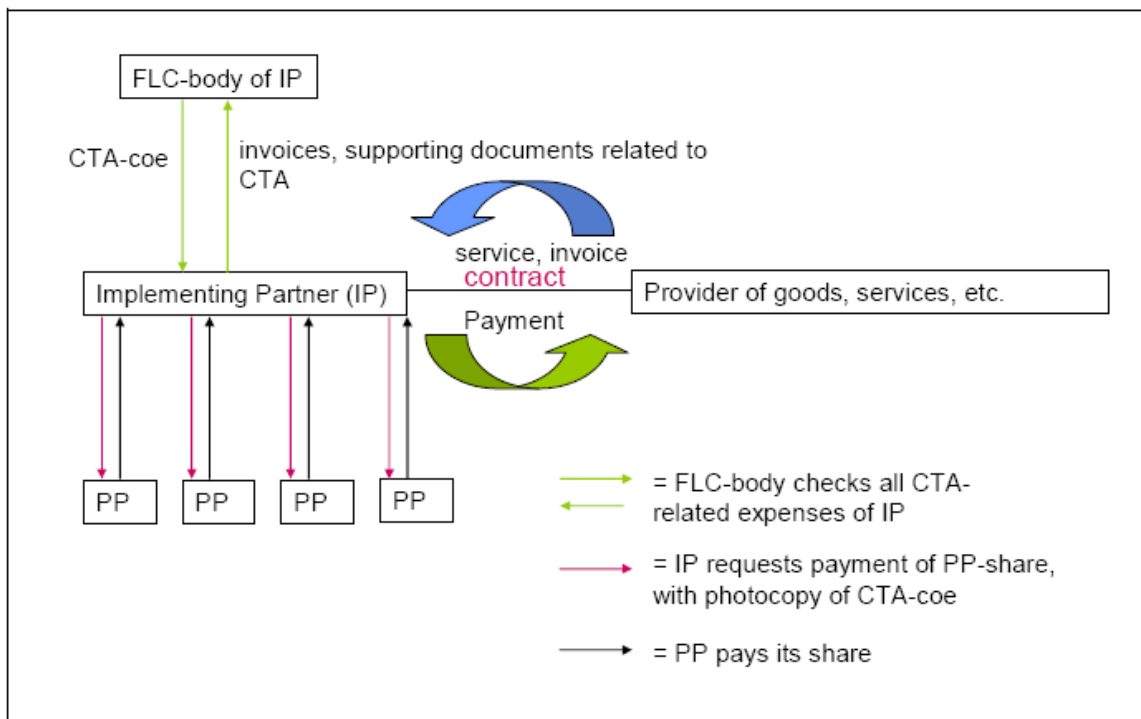
Like all other expenses, the related expenses shall be certified on the basis of the eligibility rules. The certification of expenditure shall be issued by the First Level Control (FLC) body of the implementing partner. The responsible FLC body certifies the whole expenditure arisen from these activities and

amongst others also if procurement law was obeyed by the implementing partner. For this kind of expenditure a specific model for the certification of expenditure, provided by the programme shall be used.

Any PP that acts as implementing partner of a CTA will therefore receive at least two certifications of expenditure (one for expenditure arisen from “regular” activities, and one for each CTA implemented) – furthermore respective information shall be provided for setting up the Activity and Financial Report. Six weeks before the deadline for the submission of the PR, the Joint Technical Secretariat (JTS) will provide the LP of projects having foreseen CTA, with an electronic file which calculates automatically - on the basis of the certified eligible expenses - the contribution of each PP to the CTA, broken down into cost categories.

The implementing partner provides the other project participants with a photocopy of the certification of the expenditure of its FLC-body and asks each PP for its financial contribution to the expenses (according to the share as set out in the application form). Each PP then pays its share to the implementing partner. There is no need for any further certification of these expenses of the PPs as the certification was already made by FLC-body of the implementing partner.

The procedure is visualised in the following chart:



5 Special cases

Non-EU partners cannot act as implementing partners of a CTA as they do not have to follow the respective EU rules and as Non-EU Partner States will not establish a proper FLC system for ensuring the observance EU rules.

Annexes

- + Template of Certification of Expenditure of Common Transnational Activities
- + Application Form Step 2 with guidance
- + Progress Report guidance
- + Partnership Agreement
- + Eligibility Rules of the Programme