

## Rules for eligibility of expenditure for measure Technical Assistance

(According to the Article 33 point 2 of the IPARD Sectoral Agreement)

### I. General eligibility rules

1. All expenditure shall be procured according to the provisions of Article 18 of the Framework Agreement and Article 28 of the Sectoral Agreement on rules of procurement and the relevant provisions as covered by the Commission decision to confer management of aid on the management and control system.
2. The expenditures may be based on flat rate amounts, in accordance with the relevant national legislation (with the terms and rates as it is or was it applied) and national usual practices for travel missions (local or international) where no Community co-finance is involved. Each visit, seminar and study tour (including made at the initiative of the Commission) shall require the submission of a timely written report to the IPARD Monitoring Committee.
3. The informative and publicity actions are eligible provided they are covered by the Plan of visibility and communication considered and approved by the IPARD Monitoring Committee before its implementation.
4. Non eligible expenditures are those listed in Article 33 paragraph 3 of the Sectoral Agreement.
5. According the Annex 4 of the Sectoral Agreement, part 5 eligibility – Technical Assistance, a level of salary support which takes into account remuneration levels on the labour market in order to retain staff and build/keep know-how in the administration. Introduction of this expenditure can only be done after prior approval of the Commission and may be limited in time.

### II. Rules for eligibility of travel costs, accommodation and daily subsistence allowances (flat rate costs)

Travel missions expenditures are eligible for participation on seminars/visits/meetings/events/training per activity under the measure 501 “Technical Assistance”. Travel missions expenditures include transportation costs, accommodation and daily subsistence allowance. For the travel and accommodation costs travel services may be procured or covered on individual basis.

Travel expenditures for local missions shall be applied only for presenters, speakers, members of IPARD MC, working groups and steering groups for evaluation. Travel expenditures for international missions shall be applied to the national participants and staff assigned to support the organization and conducting of the study visit. Staff travel costs are eligible if staff is directly related to and essential for the operation.

#### A) Transportation costs

Eligibility of transportation costs starts at the place of employment of the participant. Transportation costs include travel insurance for international travels. For participants with a disability recognized by a national medical service, their circumstances will be taken into account in determining the most appropriate means of transport and the terms of travel.

- By rail - Transportation costs include first-class rail fare, including the cost of seat reservations and any supplements.
- By air - Journeys covering distances of more than 400 km (one way) may be made by airplane, economy class, or equivalent, at the lowest available price taking the date of the event into account. Booking fees and the cost of air travel in economy class are eligible, using the lowest economical fare available.
- By bus – Transportation costs include bus fare, including the cost of seat reservations and any supplements.
- By car – Use of private car (personal or company cars) is authorized in view of the specific features of the mission and it improves the cost effectiveness of travel, particularly where the vehicle is shared by a number of participants. The cost of a journey by private car (personal or company cars) is calculated at a rate per km in accordance with the national legislation (not more than € 0.22 per kilometer). Other expenses (motorway tolls, parking, etc.) can also be eligible.
- By taxi - Only where public transport is not a suitable alternative (for example, for safety reasons) or not available, taxis may be used and are considered as eligible costs. Taxis are also eligible for transfers to airports or stations at the place of the event.

**B) Accommodation- hotel ceilings**

Accommodation costs include hotel or lodging rates for overnight stay. Accommodation costs may include breakfast and internet access.

Local accommodation costs for the participants are eligible in case the place of employment of the participant is at one way distance of more than 70 kilometers from the place of the mission and in the case the duration of the mission is longer than 12 hours (calculated from the start of the travel) and overnight stay is considered.

International hotel accommodation (including breakfast) is eligible within the ceilings according to the Commission recommendation below:

<i>Destinations</i>		<i>Maximum Hotel Price in EUR</i>	<i>Destinations</i>		<i>Maximum Hotel Price in EUR</i>
AT	Austria	130,00	MT	Malta	115,00
BE	Belgium	140,00	NL	The Netherlands	170,00
BG	Bulgaria	169,00	PL	Poland	145,00
CY	Cyprus	145,00	PT	Portugal	120,00
CZ	Czech Republic	155,00	RO	Romania	170,00
DE	Germany	115,00	SE	Sweden	160,00
DK	Denmark	150,00	SI	Slovenia	110,00
EE	Estonia	110,00	SK	Slovakia	125,00
EL	Greece	140,00	UK	United Kingdom	175,00
ES	Spain	125,00	HR	Croatia	120,00
FI	Finland	140,00	IS	Iceland	160,00
FR	France	150,00	ME	Montenegro	140,00
HU	Hungary	150,00	RS	Serbia	140,00
IE	Ireland	150,00	TR	Turkey	165,00
IT	Italy	135,00	LI	Liechtenstein	95,00
LT	Lithuania	115,00	NO	Norway	140,00

LU	Luxembourg	145,00			
LV	Latvia	145,00			

C) Daily subsistence allowance (DSA)

The daily subsistence allowance (DSA) covers breakfast and the two main meals, and any other personal daily expenses, including local transport. Daily subsistence allowance is paid as a flat-rate amount with the relevant national legislation (with the terms and rates as it is or was it applied) and national usual practices for travels missions (local or international) and shall not exceed the ceilings according to the Commission recommendation below:

<i>Destinations</i>		<i>Daily Maximum Subsistence Costs/</i>	<i>Destinations</i>		<i>Daily Maximum Subsistence Costs</i>
AT	Austria	95,00	MT	Malta	90,00
BE	Belgium	92,00	NL	The Netherlands	93,00
BG	Bulgaria	58,00	PL	Poland	72,00
CY	Cyprus	93,00	PT	Portugal	84,00
CZ	Czech Republic	75,00	RO	Romania	52,00
DE	Germany	93,00	SE	Sweden	97,00
DK	Denmark	120,00	SI	Slovenia	70,00
EE	Estonia	71,00	SK	Slovakia	80,00
EL	Greece	82,00	UK	United Kingdom	101,00
ES	Spain	87,00	HR	Croatia	60,00
FI	Finland	104,00	IS	Iceland	85,00
FR	France	95,00	ME	Montenegro	80,00
HU	Hungary	72,00	RS	Serbia	80,00
IE	Ireland	104,00	TR	Turkey	55,00
IT	Italy	95,00	LI	Liechtenstein	80,00
LT	Lithuania	68,00	NO	Norway	80,00
LU	Luxembourg	92,00			
LV	Latvia	66,00			

Daily subsistence allowances are NOT eligible for participants to local trainings (trainees).

D) Other costs considered as flat rate

Costs related to registration of participation to seminars/visits/fairs/trainings/events, and subscription for publications are considered as flat rate amounts as those are set by the organizers of the seminars/visits/fairs/events or the provider of the publications.

Postage costs for use of public postal service are also considered as flat rate amounts as regulated under the national legislation.

<b>Rules for eligibility of expenditures for expert services</b>
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Expert services consider costs related to engagement of professional expertise which is required for the delivery of particular activity, such as (broadly listed) for organizing events (e.g. meetings, conferences, trainings, workshops and seminars) directly related to the objective of the eligible activity; catering; travel services; studies, surveys, analysis, expert assistance and support, etc.; information and publicity and dissemination and promotion (e.g. publications, brochures, press releases, advertisements, newsletter, websites, etc.); distribution and transport of goods or participants; translation of documents/materials and interpretation on events; rent of facilities, venues and equipment etc.

Expenditures for expert services may also consider costs for accountancy and audit services for costs verifications and dissemination, publicity and visibility of results achieved under the contracted actions. Additional costs related to external experts include travel costs and per diems covering accommodation, meals and local travels within the place of the mission and sundry expenses. Per diem rates for experts residing outside the country of mission shall be calculated according to the per diem rates published by the Commission ([https://ec.europa.eu/europeaid/diem-rates-applied-contracts\\_en](https://ec.europa.eu/europeaid/diem-rates-applied-contracts_en)). Detailed eligibility rules for expenditures related to expert services shall be subject to the Terms of reference for fee based contracts and in accordance to the procurement rules applicable for measure 501 "Technical Assistance".

1. MONITORING OF IPARD PROGRAMME AND IPARD MONITORING COMMITTEE				
	Expenditures on meetings of the Monitoring Committee, including cost of all experts and other participants, where their presence is considered to be necessary to ensure the effective work of the committee.	Flat rate costs	Consumables/Supplies	Services
	Meeting premises			Rental of furnished venue and presentation equipment
	Servings and refreshments		Refreshments	Catering services
	Meeting documents	Postage costs		Editing of documents
				Printing of documents (paper, electronic)
				Distribution of documents
	Interpretation and translation			Translation of documents
				Consecutive/Simultaneous interpretation
				Rental of interpreting equipment
	Stationery		Office supplies	
	Participation of members and presenters	Accommodation		Travel services
		Transportation		
		DSA		
	Visits/seminar premises			Rental of furnished venue and presentation equipment
	Visits/seminar materials	Postage costs		Editing of materials
				Printing of materials (paper, electronic)
				Distribution of materials
	Participation of IPARD MC members and presenters	Accommodation		Travel services
		Transportation		

		DSA		
		Participation/registration costs		
	Other expenditure necessary to discharge responsibilities of the Monitoring Committee	Flat rate costs	Consumables/Supplies	Services
	Monitoring studies, surveys and analysis of monitoring results			Expert services
	Improvement and upgrade of monitoring system including review of Programme baselines and indicators			Expert services
	Assistance and advice to the IPARD MC concerning implementation and functioning of the monitoring arrangements			Expert services
	Upgrading IT systems and computer software for monitoring system (including maintenance) so as to ensure proper Programme monitoring, data transport and analysis			Expert services

<b>2.</b>	<b>EXPENDITURE ON INFORMATION AND PUBLICITY CAMPAIGNS, INCLUDING COSTS OF PRINTING AND DISTRIBUTION</b>			
	Costs for organizing information and publicity campaigns	Flat rate costs	Consumables/Supplies	Services
	Preparation and organization of information and publicity campaigns			Expert services
	Conducting analysis and evaluations for improvement of information and publicity campaigns			Expert services
	Publicity materials	Postage costs		Design and recording of visual and audio publicity tools
Editing of materials				
Printing of materials (paper, electronic)				
Distribution of materials				

	Advertisements and announcements			Media costs for TV/RADIO/PRESS/WEB
	Web-design and maintenance			Expert services
				Translation of content
				Web hosting
	Newsletter	Postage costs		Expert services
				Design and editing of newsletter
				Printing of newsletter
				Distribution
	Publishing of IPARD Programme			Translation of Programme document
				Printing of Programme documents (paper, electronic)
	Costs for information and publicity events	Flat rate costs	Consumables/Supplies	Services
	Event premises			Rental of furnished venue and presentation equipment
	Servings and refreshments		Refreshments	Catering services
	Event materials	Postage costs		Editing of materials
				Printing of materials (paper, electronic)
				Distribution of materials
	Interpretation and translation			Translation of materials
				Consecutive/Simultaneous interpretation
				Rental of interpreting equipment
	Stationery		Office supplies	
	Participation of presenters and speakers	Accommodation		Travel services
		Transportation		
		DSA		
	Participation on local fairs and events	Participation/ registration costs		Design of promotional stand

				Rental of presentation equipment
	Costs for workshops and seminars for advisory services	Flat rate costs	Consumables/Supplies	Services
	Workshop/seminar premises			Rental of furnished venue and presentation equipment
	Servings and refreshments		Refreshments	Catering services
	Workshop/seminar materials	Postage costs		Editing of materials
Printing of materials (paper, electronic)				
Distribution of materials				
	Stationery		Office supplies	
	Participation of presenters and speakers	Accommodation		Travel services
Transportation				
DSA				
	Participation of attendants	Accommodation		Travel services
Transportation				

<b>3.</b>	<b>COST OF TRANSLATION AND INTERPRETATION</b>			
		Flat rate costs	Consumables/Supplies	Services
	Interpretation and translation			Translation of materials
				Consecutive/Simultaneous interpretation
				Rental of interpreting equipment

<b>4.</b>	<b>EXPENDITURE ASSOCIATED WITH VISITS AND SEMINARS</b>			
	Expenditure associated with visits and seminars	Flat rate costs	Consumables/Supplies	Services



	made on the initiative by the Commission			
	Participation of national representatives on visits and seminars	Accommodation		Travel services
		Transportation		
		DSA		

5.	EXPENDITURE ASSOCIATED WITH "ACQUISITION OF SKILLS" TO PREPARE POTENTIAL LAGs FOR THE IMPLEMENTATION OF THE MEASURE "IMPLEMENTATION OF LOCAL RURAL DEVELOPMENT STRATEGIES– LEADER APPROACH"			
	Acquisition of skills to prepare potential LAGs for the implementation of the measure "Implementation of local rural development strategies – LEADER approach	Flat rate costs	Consumables/Supplies	Services
	Technical support for raising awareness in potential LAG areas, acquisition of skills for LAG establishment and preparation of local rural development strategies			Expert services
	Studies, analysis and research activities	Subscription for printed and online publications		Expert services
	"Raising awareness" and "Acquisition of skills" materials	Postage costs		Translation of materials
				Editing of materials
				Printing of materials (paper, electronic)
				Distribution of materials
	Advertisements and announcements			Media costs for TV/RADIO/PRESS/WEB
	Presentation/training premises			Rental of furnished venue and presentation equipment
	Servings and refreshments		Refreshments	Catering services
	Presentation/Training materials	Postage costs		Editing of materials
				Printing of materials (paper, electronic)
				Distribution of materials

	Interpretation and translation			Translation of materials Consecutive/Simultaneous interpretation Rental of interpreting equipment
	Stationery		Office supplies	
	Participation of presenters and speakers	Accommodation Transportation DSA		Travel services
	Participation of trainees	Accommodation Transportation		Travel services
	Participation of national representatives in study tours	Accommodation Transportation DSA		Travel services

<b>6.</b>	<b>PREPARATION OF PROGRAMME MEASURES AND MEASURES IMPLEMENTATION</b>			
	Studies for preparation and improvement of programme measures and measures implementation	Flat rate costs	Consumables/Supplies	Services
	Studies, analysis and research activities	Subscription for printed and online publications		Expert services
	Conducting events for "Raising awareness" and "Acquisition of skills"	Flat rate costs	Consumables/Supplies	Services
	Presentation/training premises			Rental of furnished venue and presentation equipment
	Servings and refreshments		Refreshments	Catering services
	Presentation/Training materials	Postage costs		Editing of materials Printing of materials (paper, electronic) Distribution of materials
	Interpretation and translation			Translation of materials

				Consecutive/Simultaneous interpretation
				Rental of interpreting equipment
	Stationery		Office supplies	
	Participation of presenters and speakers	Accommodation		Travel services
		Transportation		
		DSA		
	Participation of trainees	Accommodation		Travel services
		Transportation		
	Participation of national representatives in study tours	Accommodation		Travel services
		Transportation		
		DSA		

<b>7.</b>	<b>EVALUATION OF THE IPARD PROGRAMME</b>			
	Conducting evaluations pursuant to the provisions of Sectoral Agreement	Flat rate costs	Consumables/Supplies	Services
	Provision of independent expertise for evaluations			Expert services
	Conducting surveys and analysis of data other than monitoring data			Expert services
	Costs for meetings of steering groups for evaluation	Flat rate costs	Consumables/Supplies	Services
	Meeting premises			Rental of furnished venue and presentation equipment
	Servings and refreshments		Refreshments	Catering services
	Meeting documents	Postage costs		Editing of documents
				Printing of documents (paper, electronic)

				Distribution of documents
	<u>Interpretation and translation</u>			Translation of documents
				Consecutive/Simultaneous interpretation
				Rental of interpreting equipment
	<u>Stationery</u>		Office supplies	
	<u>Participation of IPARD MC members and presenters</u>	Accommodation		Travel services
		Transportation		
		DSA		

<b>8.</b>	<b>ESTABLISHMENT AND OPERATION OF NATIONAL RURAL NETWORKS</b>			
	Preparations for establishment, development and operation of a National Rural Network	Flat rate costs	Consumables/Supplies	Services
	Technical and organisational support for establishment, development and operation of a National Rural Network			Expert services
	Information and promotion campaigns of the role and operations of the National Rural Network	Flat rate costs	Consumables/Supplies	Services
	Assistance for preparation of information and publicity campaign			Expert services
	Publicity materials	Postage costs		Design and recording of visual and audio publicity
				Editing of materials
				Printing of materials (paper, electronic)
				Distribution of materials
	Advertisements and announcements			Media costs for TV/RADIO/PRESS/WEB
	Web-design and maintenance			Expert services
				Translation of content

				Web hosting
	Newsletter	Postage costs		Expert services
				Design and editing of newsletter
				Printing of newsletter
				Distribution
	Costs for conducting information and publicity events of the National Rural Network	Flat rate costs	Consumables/Supplies	Services
	Event premises			Rental of furnished venue and presentation equipment
	Servings and refreshments		Refreshments	Catering services
	Event materials	Postage costs		Editing of materials
				Printing of materials
				Distribution of materials
	Interpretation and translation			Translation of materials
				Consecutive/Simultaneous interpretation
				Rental of interpreting equipment
	Stationery		Office supplies	
	Participation of presenters/speakers and supporting staff	Accommodation		Travel services
		Transportation		
		DSA		
	Participation on local fairs and events	Participation/ registration costs		Design of promotional stand
				Rent of presentation equipment
	Operative functioning of the NRR management unit	Flat rate costs	Consumables/Supplies	Services
	Operating premises			Rental of working space (headquarters and local offices)
				Maintenance costs

				Electricity, water, heating, telephones, broadband and other ICT
	Personnel engaged for NRN operations			Expert services (if required by the organizational model of the NRN)
	National participation in activities of the European Network for Rural Development	Flat rate costs	Consumables/Supplies	Services
	Participation of national representatives in meetings and seminars	Accommodation		Travel services
		Transportation		
		DSA		
		Registration		

<b>9.</b>	<b>SALARY SUPPORT</b>			
	Level of salary support to retain staff and build/keep know-how in the administration.	Flat rate costs	Consumables/Supplies	Services
	Salary support payments for permanent staff engaged in tasks directly associated with the management, monitoring, evaluation and control of the Programme and laid down in the job descriptions of these staff.	Top-up payments.  The detailed conditions of such support shall be subject to Commission approval before being implemented		

<b>10.</b>	<b>STREAMLINING OF SPECIFIC PARTS OF THE MANAGEMENT AND CONTROL SYSTEM</b>			
		Flat rate costs	Consumables/Supplies	Services
	Expenditure associated with expert assistance for ToR preparations, tender specifications			Expert services
	Studies, analysis, research activities and surveys			Expert services

	for preparation of annual/final report for Programme implementation			
	Publishing of annual/final report for Programme implementation			Translation of annual/final report Printing of annual/final report (paper, electronic)
	Presentation/training premises			Rental of furnished venue and presentation equipment
	Servings and refreshments		Refreshments	Catering services
	Presentation/Training materials	Postage costs		Editing of materials Printing of materials (paper, electronic) Distribution of materials
	Interpretation and translation			Translation of materials Consecutive/Simultaneous interpretation Rental of interpreting equipment
	Stationery		Office supplies	
	Participation of presenters and speakers	Accommodation Transportation DSA		Travel services
	Participation of trainees	Accommodation Transportation		Travel services
	Participation of national representatives in study tours	Accommodation Transportation DSA		Travel services
	Servings and refreshments		Refreshments	Catering services
	Presentation materials	Postage costs		Editing of materials Printing of materials Distribution of materials

	Interpretation and translation			Translation of materials
				Consecutive/Simultaneous interpretation
				Rental of interpreting equipment
	Software/data bases		Licenses	
	Stationery		Office supplies	