

Hungary-Slovakia-Romania-Ukraine ENI CBC Programme 2014-2020 TA Data Sheet		Date of approval by the JMC:	30.05.2018
		Code in the monitoring system:	HU-SK-RO-UA ENI TA/03
Title	Core activities of the HU-SK-RO-UA ENI CBC Programme 2014-2020		
Priority	Technical Assistance		
Location of Implementation:	Country: Hungary, Slovakia, Romania and Ukraine	Range of territorial influence: Eligible programme area	
Type:	TA core activities		
Duration (date from - to)	01.01.2018 – 31.12.2024		

TA project Beneficiary	
Name of the TA Beneficiary	Széchenyi Programiroda Nonprofit Llc.
Address	H-1053 Budapest, Szép utca 2.
Statutory representative	Mr. Gábor Schultz, Managing Director
Contact person	Mr. Áron Szakács, Head of the Joint Technical Secretariat
Contact data	Tel. +36 1 457 5581, E-mail: szakacs.aron@huskroua-cbc.eu

TA project part Beneficiary	
Name of the TA Beneficiary	Košice Self-governing Region
Address	Námestie Maratónu mieru 1, 042 66, Košice
Statutory representative	Mr. Rastislav Trnka, President
Contact person	Mrs. Barbora Kováčová, Branch Office expert
Contact data	

TA project part Beneficiary	
Name of the TA Beneficiary	Prešov Self-governing Region
Address	Námestie mieru 2, 080 01, Prešov
Statutory representative	Mr. Milan Majerský, President
Contact person	Mrs. Slivková Martina, Branch Office expert
Contact data	

TA project part Beneficiary	
Name of the TA Beneficiary	Satu-Mare County Council
Address	Piata 25 octombrie nr. 1, 440026, Satu-Mare
Statutory representative	Mr. Csaba Pataki, President
Contact person	
Contact data	

TA project part Beneficiary	
Name of the TA Beneficiary	Sighetu Marmăției City Hall
Address	Strada Bogdan Vodă 14, 435500, Sighetu Marmăției

Statutory representative	Mr. Horia Vasile Scubli, Major
Contact person	
Contact data	primar@primariasighet.ro

TA project part Beneficiary	
Name of the TA Beneficiary	Mrs. Nataliya Likholyot (private person)
Address	4, Narodna square, 88008, Uzhgorod (Transcarpathian Regional State Administration)
Statutory representative	NA
Contact person	NA
Contact data	nlikholyot@gmail.com

TA project part Beneficiary	
Name of the TA Beneficiary	Mrs. Oksana Shyychuk (private person)
Address	21, M. Grushevskogo Ul., 76004, Ivano-Frankovsk (Ivano-Frankovsk Regional State Administration)
Statutory representative	NA
Contact person	NA
Contact data	alex_ok@ukr.net

TA project part Beneficiary	
Name of the TA Beneficiary	Ukrainian National Authority – private person ¹
Address	
Statutory representative	
Contact person	
Contact data	

TA project part Beneficiary	
Name of the TA Beneficiary	Ukrainian Control Contact Point – private person ²
Address	
Statutory representative	
Contact person	
Contact data	

Description

Background:

The Programme will have a single Joint Technical Secretariat in accordance with *Article 27 of the Commission Implementing Regulation (EU) No. 897/2014*. The Joint Technical Secretariat will support the Joint Monitoring Committee and the Managing Authority in programme co-ordination and implementation and where appropriate the Audit Authority in their programme-related activities. It may also be appointed as intermediate body. The Joint Technical Secretariat will be set up in Budapest and may employ some of the staff in the border region of the Programme territory. The Joint Secretariat will have staff from all participating countries (indicatively altogether 9 members).

¹ selection and appointment of the staff working for the Ukrainian National Authority will be done at the request of the concerned organisation

² selection and appointment of the staff working for the Ukrainian Control Contact Point will be done at the request of the concerned organisation

Activities:

1. The tasks of the Joint Technical Secretariat

- ***General programme co-ordination tasks***
 - a) necessary data and information collection in the programming process;
 - b) co-operate with the administrative, central, regional and local organizations (in the programme area) with the view to collect data and information necessary in the process of the program implementation;
 - c) co-ordinate the promotion activities related to the Programme;
 - d) co-ordinate the organization of workshops addressed to potential beneficiaries;
 - e) participate in the working groups set up for elaborating/ revising the programming documents;
 - f) prepare proposals for programme amendments.
- ***Secretary/chairperson tasks for the Joint Monitoring Committee***
 - a) fulfil the usual work of a secretary/ chairperson;
 - b) co-ordinate the process of project evaluation and contract external experts on a case by case basis;
 - c) based on the results of point b) submit its proposal for decision-making to the JMC;
 - d) provide the JMC with background documentation and reports in English on the implementation of the programme, including minutes of meetings organised to assist decision-making;
 - e) implement operational decisions of the JMC, including running written procedures;
 - f) assistance and technical co-ordination in the elaboration of the annual report for the European Commission.
- ***Administrative activities***
 - a) ensure the administrative management of (external) tasks and services;
 - b) support the Audit Authority in its activities, organisation of GoA meetings.
- ***Programme monitoring and information system***
 - a) participation in the development of the Monitoring and Information System;
 - b) maintain regularly and update the Monitoring and Information System;
- ***Programme evaluation***
 - a) co-ordinate any Programme level evaluation.
- ***Project development (generation) and selection***
 - a) co-ordinate and/or support the project generation and development;
 - b) manage the project application process: prepare and make available documents necessary for project application and selection; provide information and advice to applicants; receive and register project applications;
 - c) co-ordinate the evaluation process of the applications;
 - d) carry out the formal, eligibility and quality assessment of proposals by internal staff and external experts;
 - e) co-ordinate the exchange of information on different project proposals;
 - g) monitor the selection process;
- ***Implementation***
 - a) prepare material necessary for programme implementation;
 - b) assist beneficiaries in project implementation: provide advice and assistance to beneficiaries as to the implementation of project activities and financial administration;
 - c) manage contracting process of the selected projects and prepare EU contribution grant contracts;

- d) check the progress (and financial) reports elaborated by the Lead Beneficiary of projects;
- e) verify that services, supplies or works have been performed and delivered and/or installed and whether expenditure declared by the beneficiaries has been paid by them and complies with applicable law, programme rules and conditions for support of the projects;
- f) approve the progress reports submitted and accept the expenditure verification declared by project beneficiaries taking into consideration the reports issued by the national controllers and auditors;
- g) monitor project progress through monitoring visits, visiting of project activities and events, monitoring outputs, following-up irregularity processes, etc.;
- h) prepare reports (e.g. on progress, verification, other ad hoc) on programme and project implementation and submit them to the JMC, MA, and AA;
- i) prepare any other documents required by the European Commission (e.g. annual report, or for ad hoc requests, questions of the EC).
- j) operate Branch Offices (2 in the Slovak Republic, 2 in Romania and 2 in Ukraine) for project applicants and implementation follow-up at regional level;
- k) as TA Beneficiary conclude financial agreements with TA project part beneficiaries (Branch Offices, Ukrainian National Authority, Ukrainian Control Contact Point) in order to perform TA activities.

- ***Information and publicity***

Activities will be carried out according to the Communication Strategy and Plan.

2. Institutional organisation tasks

Horizontal management tasks are carried out within Széchenyi Programme Office by organisationally independent units from the JTS. These units are responsible for the following horizontal tasks:

- a) coordination of the development and continuous operation of the Programme Monitoring and Information System, providing trainings and HelpDesk services to system users;
- b) transferring EU contribution to Lead Beneficiaries on the basis of expenditure verification and approval of reports and request for payments approved by the JTS. Payments shall be approved by the MA.
- c) coordination of the preparation and modification of the Description of the Management and Control System;
- d) coordination of the preparation and modification of the Joint Procedure Manual and Audit Trails;
- e) general coordination in the support of the audits;
- f) technical support in the planning and implementation of TA budget, preparation of TA reports and application for reimbursements in case of HU-SK-RO-UA ENI TA/03 project;

All budget lines indicated in the budget table serve the realisation of tasks under points 1 and 2.

Under travel and accommodation budget line the following costs are eligible:

- a) Travel and accommodation costs of the Joint Technical Secretariat and of the units of Széchenyi Programiroda responsible for the horizontal management services tasks for the realisation of tasks under points 1 and 2.
- b) Travel and accommodation as well as training costs of the Managing Authority.

The JTS establishes branch offices in Ukraine, Slovakia and Romania for the purpose of informing potential beneficiaries of activities planned under the programme. The responsibility of the branch offices of the JTS is to publicise activities under the joint operational programme and to provide anyone who may be interested with information.

Based on the request of the Ukrainian National Authority the Technical Assistance budget will support the successful implementation of the Programme by recruiting external experts to the National Authority and the Ukrainian Control Contact Point.

Objectives:

To ensure that all implementation tasks of the Programme are fulfilled and to establish and ensure the sound and effective operation of the Branch Offices.

Expected results:

Successful operation of the Programme, effective project generation and high-quality projects funded by the Programme.

2018 - 2024	Total budget	TA Beneficiary SZPO	TA project part Beneficiary Košice	TA project part Beneficiary Prešov	TA project part Beneficiary Satu Mare	TA project part Beneficiary Sighetu Marmatiei	TA project part Beneficiary Uzhgorod	TA project part Beneficiary Ivano-Frankivsk	TA project part Beneficiary UA NA	TA project part Beneficiary UA CCP
Staff costs	4 312 861,24	3 867 061,24	47 825,00	47 825,00	47 825,00	47 825,00	55 000,00	55 000,00	72 250,00	72 250,00
Office and administrative expenditure	621 854,34	621 854,34	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Travel and accommodation costs	342 334,42	313 634,42	7 175,00	7 175,00	7 175,00	7 175,00	0,00	0,00	0,00	0,00
External expertise and services costs	1 176 650,00	1 176 650,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Equipment expenditure	141 500,00	141 500,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total eligible costs	6 595 200,00	6 120 700,00	55 000,00	55 000,00	55 000,00	55 000,00	55 000,00	55 000,00	72 250,00	72 250,00

The JMC approved the present TA data sheet on 30.05.2018

Financial sources (in €)	Expenditure
Union Contribution (100%)	
Total	6 595 200,00

Indicative division of total expenditure of TA project Beneficiary (in €)								
SZPO	2018	2019	2020	2021	2022	2023	2024	Total
Staff costs	378 223,88	623 247,25	628 067,22	632 935,39	637 852,25	642 818,27	323 916,98	3 867 061,24
Office and administrative expenditure	62 823,58	99 761,16	100 578,26	101 404,01	102 238,50	103 081,81	51 967,02	621 854,34
Travel and accommodation costs	45 600,00	46 827,14	47 454,54	48 091,36	48 737,73	49 393,80	27 529,85	313 634,42
External expertise and services costs	243 000,00	317 500,00	235 000,00	135 050,00	96 550,00	84 550,00	65 000,00	1 176 650,00
Equipment expenditure	18 500,00	42 500,00	17 500,00	17 000,00	16 000,00	15 000,00	15 000,00	141 500,00
Total eligible costs	748 147,46	1 129 835,54	1 028 600,03	934 480,77	901 378,48	894 843,88	483 413,85	6 120 700,00

Indicative division of total expenditure of TA project part Beneficiary (in €)								
KOSICE	2018	2019	2020	2021	2022	2023	2024	Total
Staff costs	7 825,00	10 000,00	10 000,00	10 000,00	10 000,00	0,00	0,00	47 825,00
Office and administrative expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Travel and accommodation costs	1 175	1 500	1 500	1 500	1 500	0,00	0,00	7 175,00
External expertise and services costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Equipment expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total eligible costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	0,00	0,00	55 000,00

Indicative division of total expenditure of TA project part Beneficiary (in €)								
PRESOV	2018	2019	2020	2021	2022	2023	2024	Total
Staff costs	7 825,00	10 000,00	10 000,00	10 000,00	10 000,00	0,00	0,00	47 825,00
Office and administrative expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Travel and accommodation costs	1 175	1 500	1 500	1 500	1 500	0,00	0,00	7 175,00
External expertise and services costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Equipment expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total eligible costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	0,00	0,00	55 000,00

Indicative division of total expenditure of TA project part Beneficiary (in €)								
SATU MARE	2018	2019	2020	2021	2022	2023	2024	Total
Staff costs	7 825,00	10 000,00	10 000,00	10 000,00	10 000,00	0,00	0,00	47 825,00
Office and administrative expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Travel and accommodation costs	1 175	1 500	1 500	1 500	1 500	0,00	0,00	0,00
External expertise and services costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Equipment expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total eligible costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	0,00	0,00	55 000,00

Indicative division of total expenditure of TA project part Beneficiary (in €)								
SIGHETU MARMATIEI	2018	2019	2020	2021	2022	2023	2024	Total
Staff costs	7 825,00	10 000,00	10 000,00	10 000,00	10 000,00	0,00	0,00	47 825,00
Office and administrative expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Travel and accommodation costs	1 175	1 500	1 500	1 500	1 500	0,00	0,00	0,00
External expertise and services costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Equipment expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total eligible costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	0,00	0,00	55 000,00

Indicative division of total expenditure of TA project part Beneficiary (in €)								
UZHGOROD	2018	2019	2020	2021	2022	2023	2024	Total
Staff costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	0,00	0,00	55 000,00
Office and administrative expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Travel and accommodation costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
External expertise and services costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Equipment expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total eligible costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	0,00	0,00	55 000,00

Indicative division of total expenditure of TA project part Beneficiary (in €)								
IVANO-FRANKIVSK	2018	2019	2020	2021	2022	2023	2024	Total
Staff costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	0,00	0,00	55 000,00
Office and administrative expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Travel and accommodation costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
External expertise and services costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Equipment expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total eligible costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	0,00	0,00	55 000,00

Indicative division of total expenditure of TA project part Beneficiary (in €)								
UA NA	2018	2019	2020	2021	2022	2023	2024	Total
Staff costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	11 500,00	5 750,00	72 250,00
Office and administrative expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Travel and accommodation costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
External expertise and services costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Equipment expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total eligible costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	11 500,00	5 750,00	72 250,00

Indicative division of total expenditure of TA project part Beneficiary (in €)								
UA CCP	2018	2019	2020	2021	2022	2023	2024	Total
Staff costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	11 500,00	5 750,00	72 250,00
Office and administrative expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Travel and accommodation costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
External expertise and services costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Equipment expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total eligible costs	9 000,00	11 500,00	11 500,00	11 500,00	11 500,00	11 500,00	5 750,00	72 250,00

Head of the Joint Secretariat	Director of the Horizontal Section
Széchenyi Programiroda Tanácsadó és Szolgáltató Nonprofit Kft.	Széchenyi Programiroda Tanácsadó és Szolgáltató Nonprofit Kft.
Place and Date:	Place and Date: