

Annex 1 – Citizen’s summary¹

Programming process

The process of preparation of the Cooperation Programme was coordinated by the Managing Authority (Ministry of Regional Development and EU Funds of the Republic of Croatia in the period till February 2015; Agency for Regional Development of the Republic of Croatia from February 2015 onwards), in cooperation with the National Authorities, Directorate for European Integration in Bosnia and Herzegovina, Ministry of Foreign Affairs and European Integration in Montenegro, Ministry of Regional Development and EU Funds of the Republic of Croatia and the Task Force.

The process of preparation of the Cooperation Programme consisted of the following steps:

Task Force meetings and workshops

Task Force, working group responsible for preparation and approval of Cooperation Programme, was nominated in July 2013 and since then eight (8) Task Force meetings and workshops were organized in the period from February 2014 to May 2015. The Task Force consisted of the representatives on national/entity and regional/local level of all partner countries. All Task Force members were actively involved in the decision-making process and preparation of all Programme documents. Following the 7th Task Force meeting, the MA submitted the approved version of the Cooperation Programme (version 1.0) to the European Commission on 18 November 2014. In the meantime, European Commission sent observations to Cooperation Programme so Managing Authority coordinated revision of the relevant sections of the document. The final version of the Cooperation Programme (version 2.0) together with relevant annexes was approved by the Task Force in June 2015. Interreg IPA Cross-border Cooperation Programme Croatia-Bosnia and Herzegovina-Montenegro 2014-2020 was submitted by the Managing Authority to the European Commission on 29 July 2015 and approved by Commission Implementing Decision C(2015)8447 on 24 November 2015.

During the preparation of the Cooperation Programme, Managing Authority ensured that the partnership and multi-level governance principle is respected and that all relevant stakeholders are involved in the process of preparation of the Cooperation Programme. In that respect, the following consultations were organised by the Managing Authority:

Online survey on the Programme thematic priorities

Online survey on Programme thematic priorities was launched from 6 March 2014 till 28 March 2014. The online survey was performed on the basis of questionnaire for the selection of thematic priorities sent to the mailing list that included potential and actual beneficiaries of the 2007-2013 Programmes. The questionnaire was sent to approximately 500 contacts from IPA CBC Croatia-Bosnia and Herzegovina 2007-2013 programme and nearly 400 potential and actual beneficiaries of the IPA CBC Croatia-Montenegro 2007-2013 programme. The result of the questionnaire was the indicative ranking list of

¹ Citizen’s summary represents the summary of annual implementation report for the years 2014 and 2015 for the implementation of Interreg IPA cross-border Programme Croatia – Bosnia and Herzegovina – Montenegro 2014-2020

thematic priorities, scored by 39 institutions that filled in the questionnaire for the selection of thematic priorities.

Stakeholder consultation workshops

In order to inform potential beneficiaries on the relevant documents prepared and approved by the Task Force, and to include them in the selection of the thematic priorities and in definition of types of actions to be supported within each thematic priority, two rounds of stakeholder consultation workshops were organized during 2014. The first round of public stakeholder workshops was organized in Gospić (Croatia) on 13 May 2014 and Tivat (Montenegro) on 19 May 2014. The second round of public stakeholder workshops was organized in Sarajevo (Bosnia and Herzegovina) on 28 August 2014. The list of invitees, compiled and verified by the Task Force, consisted of 150 representative institutions per each participating country. At the stakeholder consultation workshops, approximately 100 participants were involved in the discussion and definition of the content and objectives of the Cooperation Programme.

Online public consultations

The Managing Authority launched online public consultations on 1 August 2014 and they were opened until 30 August 2014. During that period, the relevant partners were invited to submit their written comments to the Programme documents published online: SWOT analysis, Programme intervention logic (Programme strategy) and draft Cooperation Programme. The MA informed the Programme mailing list consisting of nearly 500 contacts from the relevant institutions from the participating countries and Task Force about the launch of the public online consultations. There were no comments received within the online consultation deadline.

Ex-ante evaluation process

The Programme has been subject to an ex-ante evaluation of independent evaluators with the aim to improve Programme quality and to optimize the allocation of budget resources. Ex-ante evaluation process was launched in July 2014. The process was coordinated by the Managing Authority, in cooperation with Directorate for European Integration in Bosnia and Herzegovina, and Ministry of Foreign Affairs and European Integration in Montenegro, as well as with ex-ante evaluation experts. Kick off meeting with the experts and the Managing Authority was held on 10 July 2014 in Zagreb (Croatia).

During ex-ante evaluation process of the Cooperation Programme, ex-ante evaluators worked closely with the Managing Authority, directly involved in the elaboration of the Cooperation Programme, as well as with the Task Force (ex-ante evaluators participated at 7th Task Force meeting in Tivat in September 2014 and at 8th Task Force meeting in Zagreb in May 2015), which enabled them to timely appraise the content of the Cooperation Programme and to provide related recommendations for improvement to the Managing Authority. These recommendations were presented to and discussed by the Task Force and considered during the programming process. The result of the ex-ante evaluation process is the positive evaluation of the Cooperation Programme given in Ex-ante evaluation Final Report from 27 July 2015. Ex-ante evaluation report is Annex 1 to Cooperation Programme.

Strategic environmental assessment (SEA) process and public consultation meetings conducted within the SEA process

The process of Strategic Environmental Assessment was coordinated by the Managing Authority, in cooperation with Croatian Ministry of Environmental and Nature Protection, Directorate for European Integration in Bosnia and Herzegovina, Ministry of Foreign Affairs and European Integration in Montenegro, as well as with SEA experts. The SEA process has been launched in July 2014 and closely coordinated with the ex-ante evaluation process. SEA procedure was conducted in Croatia, Bosnia and Herzegovina and Montenegro.

Based on the received comments and proposals during the SEA consultations procedure (Task Force meetings and workshops, online consultations for SEA documents in Croatia, Bosnia and Herzegovina and Montenegro and public hearing workshops organised in Zagreb and Podgorica), final versions of relevant SEA documents (SEA Study in English language, non-technical summary in national languages) were prepared.

SEA procedure finished on 20 July 2015, when Croatian Ministry of Environmental and Nature Protection notified the Managing Authority that the Strategic Environmental Assessment for the Programme was conducted in line with Directive 2001/42/EZ and Croatian Law on Environmental Protection. SEA Study is Annex 5 to Cooperation Programme.

System set up and Programme implementation

Following the submission of the Cooperation Programme to the European Commission, the Managing Authority continued to coordinate and carry out the activities for the system structure set up which included: setting up the management and control system, organizing technical meetings with National Authorities, employment of MA and JS staff, set-up of JS, set up of the electronic monitoring system (eMS) and Programme communication activities.

All the above mentioned activities are implemented in line with the Priority Axis 5 Technical Assistance, being that, in line with Article 59 of the CPR, activities within Technical Assistance include the preparation, management, monitoring, evaluation, information and communication, networking, complaint resolution, control and audit tasks of the Programme, reduction of the administrative burden on beneficiaries, including electronic data exchange system, and the reinforcement of capacity of applicants and beneficiaries as well as strengthening of the involvement of relevant partners (including the exchange of good practices among partners).

Setting up the management and control system

Upon submission of the Cooperation Programme to the European Commission in November 2014, the Managing Authority continued to coordinate the process of setting up the management and control system in order to ensure efficient and effective implementation of the Programme.

Setting up of the management and control system includes, inter alia, preparation of the Description of the Management and Control System and other related documents.

The MA, in cooperation with other Programme bodies, coordinated the preparation of the following Programme documents: Manual of Procedures of the Managing Authority, Rules of Procedures of the Joint Monitoring Committee, Memorandum of Understanding, Communication Strategy, and Programme rules on eligibility of expenditures. As a part of the Management and Control System, the MA also coordinated the preparation of Description of national control system in Croatia, Description of national control system in Bosnia and Herzegovina and, Description of national control system in Montenegro, prepared by the Participating Countries, Manual of Procedures of the Joint Secretariat, prepared by the Joint Secretariat and Application Package for the 1st Call for Proposals (Guidelines for Applicants, Application Manual, Model of Partnership Pre-agreement, State aid self-assessment questionnaire, Model of Subsidy Contract, Model of Partnership Agreement and related Partner statements), jointly prepared by the Joint Secretariat and Managing Authority.

Relevant Programme documents were also discussed at three technical meetings held on 30 January 2015 in Sarajevo (Bosnia and Herzegovina), on 13 March 2015 in Tivat (Montenegro) and on 9 September 2015 in Sarajevo (Bosnia and Herzegovina).

The MA also organized a meeting of the Programme bodies held on 12 and 13 March in Tivat (Montenegro), where representatives of NAs, CA, GoA and AA were present and discussed on the Management and Control System set up.

Human resources

Recruitment and selection of the MA and JS staff was organised by the Agency for Regional Development of the Republic of Croatia (ARD), in accordance with ARD internal procedures.

In addition to the Head of Directorate for Managing Cooperation Programmes and Head of Service for Managing Cooperation Programmes as MA staff, five (5) more MA staff members were employed in May 2015: Programme Manager for Programme Croatia – Serbia 2014-2020, Programme Manager for Programme Croatia – Bosnia and Herzegovina – Montenegro 2014-2020, Communication Manager, IT Manager and Legal Officer, as well as two (2) JS staff members: Head of JS and Project Manager. In that respect, the Joint Secretariat was set up in May 2015.

Another procurement procedure for the employment of JS (Project and Financial Manager) staff was launched in November 2015.

In total, both MA and JS staff members attended 17 different trainings/workshops/seminars (public procurement, project cycle management, project selection process, eMS, risk management and anti-fraud measures, etc.) in period from February 2015 to November 2015.

Setting up the electronic monitoring system (eMS)

In line with Section 2.5 of Cooperation Programme, the MA is responsible for setting up, running and maintaining a computerised system to record and store data on each operation necessary for the monitoring, evaluation, financial management, verification and audit (including data on individual participants in operations where applicable, in compliance with electronic data exchange requirements provided for in Article 122(3) of the CPR and in related implementing acts) and contributing to the reduction of administrative burden for beneficiaries.

According to the above mentioned requirements, and in line with the Regulations 1303/2013 and 480/2014, Interreg IPA CBC Programme Croatia – Bosnia and Herzegovina - Montenegro 2014-2020 set

up information system – electronic monitoring system (eMS), developed and provided by the programme INTERACT. The License Agreement, clearly stating rights, liabilities and obligations of the Managing Authority and of INTERACT, was signed on 1 October 2015. Following the signing of the License Agreement, the procurement procedure for hosting services was launched and the hosting contract was signed on 8 December 2015. Furthermore, the MA started to work on the preparation and adjustment of eMS module for the launch of the 1st Call for Proposals as well as for other relevant implementation modules: assessment of project proposals, contracting, reporting, monitoring, payments, audits, etc. The work on adjusting and monitoring eMS is on-going responsibility of the Managing Authority.

Communication activities

In line with Article 42(4) of IPA II Regulation, the MA is responsible for coordination of the tasks linked to the requirements on information, publicity and transparency as well as for the information and communication activities regarding Cooperation Programme as set out in Articles 115 and 116 of CPR.

According to Section 2.5 of Cooperation Programme, the MA is responsible for drafting and implementing the programme communication strategy, including the setting up and implementation of information and communication measures and tools in line with Article 115 of the CPR.

During reporting period, the MA launched the procurement procedure for services of development, hosting and maintenance of the Programme website, as well as for services of Programme logotype design in September 2015. The selection process was finished by the end of October 2015 and the contract with the service provider was signed on 10 November 2015.

By the end of 2015 the MA also prepared Programme Communication Strategy to be approved by the JMC and Annual Communication Plan for the years 2015 and 2016.

In addition, the MA launched procedure for procurement of promotional materials in November/December 2015 as part of coordinating communication activities for the launch of the 1st Call for Proposals.

Priority Axis 5

Technical assistance activities are implemented by the MA and other authorities involved in the management of the Programme.

Activities implemented within Priority Axis Technical Assistance within 2014 and 2015 are listed below:

- Joint Secretariat supporting the Managing Authority and assisting the Joint Monitoring Committee in the implementation and day-to-day management of the Programme set up and managed;
- 1st Call for proposals, including the development of guidance documents setting out the conditions for the support of operations prepared for implementation;
- procedures for the quality assessment, monitoring and control of operations implemented under the cooperation programme, (making use of experts where relevant) and contributing to the reduction of administrative burden for beneficiaries set up and implemented;
- Programme Communication Strategy, including the setting up and implementation of information and communication measures and tools in line with Article 115 of the CPR drafted and started to be implemented;

- computerised system (eMS) to record and store data on each operation necessary for the monitoring, evaluation, financial management, verification and audit (including data on individual participants in operations where applicable, in compliance with electronic data exchange requirements provided for in Article 122(3) of the CPR and in related implementing acts) and contributing to the reduction of administrative burden for beneficiaries set up whereas running and maintenance started;
- trainings and capacity building to the programme management structure in order to contribute to the successful implementation of the Programme ensured;
- information documents for applicants and beneficiaries to guide them in the preparation of applications and the implementation, evaluation, control and communication of approved operations drafted;
- Joint Secretariat set up and coordinated in implementing tasks related to the implementation of the programme at national level.

Indicator	Measurement unit	Current value	Target value (2023) (optional)
Joint secretariat established	Number	1	1
Programme communication strategy developed and implemented ²	Number	0	1
Programme e-Monitoring System developed, implemented and used	Number	1	1
Training and building capacity for programme management structure ensured	Number	17	
Independent programme evaluations implemented (ex-ante and during programme implementation)	Number	1	2
Number of employees (Full Time Equivalents) whose salaries are co-financed by technical assistance	Number	5,33	15

Cumulative financial data broken down by category of intervention is stated in the following table:

Categories of Intervention			
Priority axis	Code	Total amount (EUR)	Spent amount (EUR)
PA5	121 Preparation, implementation, monitoring and inspection	3,715,095	115,776,70
PA5	122 Evaluation and studies	857,330	0
PA5	123 Information and communication	1,143,106	6,341.90

² Programme Communication Strategy was developed by the end of 2015.

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