



# 1. KEY DOCUMENTS



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Key documents provide the legislative and knowledge basis for the design of the Manual. The documents listed below provide rules, procedures and instructions on how to implement approved projects:

**Grant Contract (GC).** The purpose of the GC is the award of the grant by the Managing Authority (MA) for the implementation of a given project. The GC is composed of 25 articles and 4 Annexes: I. Description of the project, II. Budget for the project, III. Partnership Agreement and IV Information note on personal data treatment according to GDPR (General data Protection Regulation). The GC rules the respective obligations of MA and Lead Beneficiary, while the Partnership Agreement, recalls the obligations of the Lead Beneficiary and Partners. In case of contradictory interpretations between the clauses of the Manual and the GC, the latter interpretation prevails.

### Key issues:

- ✓ Quality and timing for the delivery of projects outputs and results declared in the Description of the project will be taken into account during project monitoring. Therefore, respect the content of project description and consider project management according to a holistic approach: technical and financial, rather than only financial;
- ✓ The Grant Contract foresees penalties related to under-performances and errors in project implementation (art.12). To avoid financial cuts and recoveries orders, the Lead Beneficiary should fully understand the rationale of the contract since the beginning and not during project implementation or worse at the finale stage;
- ✓ “Sharing is caring”. Therefore, the Lead Beneficiary has the duty to provide its Partners a copy of the Grant Contract including annexes and amendments and to make sure that obligations and requirements listed under the contract are understood and applied from the start of the project to all Partners.



**The Joint Operational Programme (JOP)**. In October 2014, the European Commission (EC) adopted the Programming document to support ENI Cross-Border Cooperation, which defines the strategic framework for 2014-2020 ENI CBC MED;

**Indicative Monitoring and Evaluation (M&E) Plan (Annex II to JOP)**. This document contains the Indicative Monitoring and Evaluation (M&E) Plan of the Programme. The M&E Plan provides a concise description of the Programme indicators to measure whether the actions implemented by each project achieve the expected results. The Plan is relevant for project implementation since project achievements contribute to attain Programme Indicators;

**TESIM fact-sheets** (Technical Support to the Implementation and Management of ENI CBC programmes) is a technical assistance project of DG NEAR, European Commission. TESIM provides support and guidance to the 15 ENI CBC programmes. The objective of TESIM assistance is to improve the management and implementation quality of the ENI CBC programmes, and enhances the cooperation between EU member states and neighbouring countries.

