



REPUBLIKA HRVATSKA  
Ministarstvo zaštite  
okoliša i energetike



# Regionalna radionica

# LIFE Natječaj 2018.

MZOE

Zagreb, 26. travnja 2018.



Projekt LIFE – Jačanje kapaciteta za nacionalnu kontakt točku  
LIFE14 CAP/HR/000014

# Priprema LIFE projektnog prijedloga

- ✓ Dobra priprema projekta zahtjeva vrijeme
- ✓ Važno je proučiti dokumentaciju, relevantne politike i ključne informacije



→ [LIFE Uredba 2014. – 2020.](#)

→ [Višegodišnji program rada za LIFE program 2018. – 2020. ;](#)

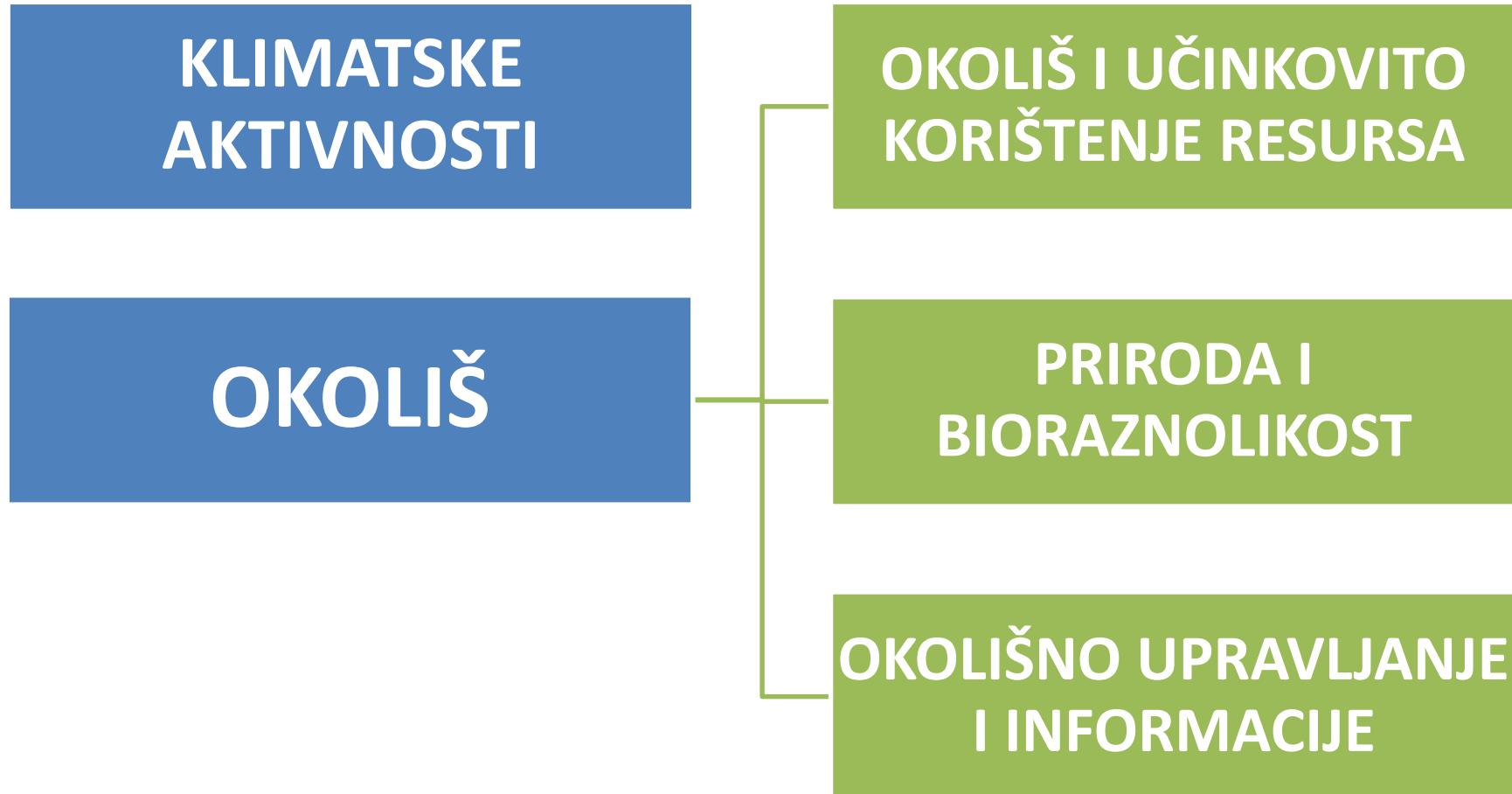
→ [Smjernice za prijavitelje](#)

→ [Vodič za ocjenjivanje prijedloga projekata](#)

→ [Pregled do sada odobrenih LIFE projekata](#)

**Konkurenčija su prijavitelji iz EU!**

# Natječajna dokumentacija



# Novosti u 2018.

- ✓ **Nove projektne teme** – Višegodišnji plan rada Programa LIFE 2018.-2020.
- ✓ **Prijava u dvije faze – samo za Potprogram za okoliš**
- ✓ **Revidirani kriteriji ocjenjivanja** - Vodič za ocjenjivanje prijedloga projekata 2018.



# Potpriogram za okoliš

# Postupak prijave projekta za Potprogram za okoliš

*„2 stage approach”*

# 1. Faza

## Koncept projektnog prijedloga *(Concept note)*

# Concept note - Struktura

- **Administrativni obrasci (obrasci A)**
  - **A1** – opće informacije o projektu
  - **A2** – korisnik koordinator – provodi projekt!
- **Opći pregled projekta (obrasci B)**
  - **B1** – sažeti opis projekta
  - **B3** – dodana vrijednost EU-a (skraćena verzija u odnosu na 2. fazu)
- **Financijski obrasci (obrasci F)**
  - **R1** – troškovi projekta

# Administrativni obrasci (obrasci A)

Proposal status: Initializing

## National authorities access

Access granted to National authorities Yes  No 

In those cases where the applicants grant access, all National authorities of Member States participating in the project will be able to:

1. Access the proposal before and after the closing date of the call
  2. Access also the communication between the Commission and each applicant who has submitted a proposal through the Mailbox module in eProposal.
- Please note that National authorities are bound by confidentiality and absence of conflict of interest obligations and that your choice can always be modified later.

## General project information

Maximum characters 0 / 120

Project title (max. 120 characters)  
must be in English

\*

//

Project acronym (max. 25 characters)  
must contain the word LIFE

\*

LIFE Programme priority area

\*

▼

 Please note that you will not be able to change priority area after proposal has been created

- Sector
- Resource Efficiency, including soil and forests, and green and circular economy
  - Air quality and emissions, including urban environment
  - Environment and Health, including chemicals and noise
  - Waste
  - Water, including the marine environment

Expected start date

\*



Expected end date

\*



Language of the proposal

\*

▼

## Legal address of the Coordinating Beneficiary

Street name and n° *	PO Box
Town/City *	Postal code *
Member State *	

## Coordinating Beneficiary contact person information

Title	Mr. ▾	Function	*
Surname	*	First name	*
Department / Service			
<a href="#">Copy address from Legal address</a>			
Street name and n°	*	Postal code	*
Town/City	*	Member State	*
Telephone	* +	Fax number	+

## Legal representative

Surname	*	First name	*
E-mail	*		
<a href="#">Copy address from Legal address</a>			
Street name and n°	*	PO Box	
Town/City	*	Postal code	*
Member State	*		

## Coordinating Beneficiary details

Website

Brief description of the Coordinating Beneficiary's activities and experience in the area of the proposal: Maximum characters 0 / 2000

\*

# Opći pregled projekta (obrasci B)

# Obrazac B1 – sažeti opis projekta

## Navesti:

- ✓ *Ciljani problem*
- ✓ *Ciljeve projekta*
- ✓ *Projektne aktivnosti*
- ✓ *Očekivane rezultate*
- ✓ *Održivost rezultata projekta*
- ✓ *Temu projekta (najviše dvije!)*
- ✓ *Razloge zašto se prijedlog nalazi u odabranoj temi projekta*
- ✓ *Strukturu projektnog partnerstva*

# Obrazac B1 – sažeti opis projekta

## Ciljani problemi

Proposal status: Draft Concept Note

### B1 - SUMMARY DESCRIPTION OF THE PROJECT (in English)

Environmental problem targeted	Project objectives	Actions and means involved	Resubmission	Expected results
Sustainability of the project results	Project topic(s)	Project Partnership	Constraints and risks	

Environmental problem targeted:

Text editor toolbar with icons for back, forward, bold, italic, underline, etc., and a font size dropdown set to 24.

Maximum characters: 93 / 3500

- jasan opis problema
- opis uzroka problema
- opis početnog stanja uključujući brojke i izvor

# *Obrazac B1 – sažeti opis projekta*

## *Ciljevi projekta*



### B1 - SUMMARY DESCRIPTION OF THE PROJECT (in English)

Environmental problem targeted	Project objectives	Actions and means involved	Resubmission	Expected results	Sustainability of the project results
Project topic(s)	Project Partnership	Constraints and risks			
<p>Project objectives:</p> <p><b>B I U</b>   <b>x<sub>e</sub></b> <b>x<sup>a</sup></b>   <b>T<sub>x</sub></b> <b>A<sub>+</sub></b> <b>A<sub>-</sub></b> 36</p> <p>Maximum characters: 37 / 2500</p> <p>- jasan opis glavnih ciljeva projekta</p>					



# *Obrazac B1 – sažeti opis projekta*

## *Projektne aktivnosti*

### B1 - SUMMARY DESCRIPTION OF THE PROJECT (in English)

Environmental problem targeted	Project objectives	Actions and means involved	Resubmission	Expected results	Sustainability of the project results
Project topic(s)	Project Partnership	Constraints and risks			
<p>Actions and means involved:</p> <p>Maximum characters: 66 / 5000</p> <p><b>navesti glavne aktivnosti - koje su, kako i gdje će se provoditi</b></p>					

# Obrazac B1 – sažeti opis projekta

## Očekivani rezultati

### B1 - SUMMARY DESCRIPTION OF THE PROJECT (in English)

Environmental problem targeted	Project objectives	Actions and means involved	Resubmission	Expected results	Sustainability of the project results
Project topic(s)	Project Partnership	Constraints and risks			
Expected results (outputs and quantified achievements):					
<p>- navesti očekivane rezultate i učinke (korisne za okoliš) - konkretni, realni i mjerljivi</p>					
<p>Maximum characters: 89 / 3000</p>					

# *Obrazac B1 – sažeti opis projekta*

## *Održivost projektnih rezultata*

### B1 - SUMMARY DESCRIPTION OF THE PROJECT (in English)

Environmental problem targeted	Project objectives	Actions and means involved	Resubmission	Expected results	Sustainability of the project results
Project topic(s)	Project Partnership	Constraints and risks			
<p>Sustainability of the Project Results:</p> <p>A standard rich text editor toolbar with icons for back, forward, bold, italic, underline, etc.</p> <p>Maximum characters: 121 / 3000</p> <p>- opisati aktivnosti kojima bi se osigurao nastavak projekta nakon završetka financiranja</p> <p>- <i>transferability/rePLICABILITY</i></p>					

# Obrazac B1 – sažeti opis projekta

## Teme projekta

### B1 - SUMMARY DESCRIPTION OF THE PROJECT (in English)

Environmental problem targeted	Project objectives	Actions and means involved	Resubmission	Expected results	Sustainability of the project results
<b>Project topic(s)</b>	Project Partnership	Constraints and risks			

Does your proposal address any of the following project topic(s)? (Maximum 2 topic(s))

[Expand all](#) [Collapse all](#)

Resource Efficiency, green and circular economy 

Soil - Sealing guidelines 

Soil - integrated sustainable soil management practices 

Forests - alternatives to conventional forest management 

Forests - methods for conversion of highly fire-prone forests 

Reasons why the proposal falls under the selected project topic(s):

 Maximum characters: 97 / 1250

- navesti najviše **dvije teme**

- navesti razloge za svrstavanje projektnog prijedloga u odabranu temu

# *Obrazac B1 – sažeti opis projekta*

## *Projektno partnerstvo*

### B1 - SUMMARY DESCRIPTION OF THE PROJECT (in English)

Environmental problem targeted	Project objectives	Actions and means involved	Resubmission	Expected results	Sustainability of the project results
--------------------------------	--------------------	----------------------------	--------------	------------------	---------------------------------------

Project topic(s) Project Partnership Constraints and risks

What are the Project Partnership details for the Project:

Text editor toolbar with icons for bold, italic, underline, etc., and a character count of 36.

Maximum characters: 107 / 2500

- opisati strukturu partnerstva - navesti ključne partnere
- objasniti njihovu ulogu i aktivnosti u projektu

# Obrazac B1 – sažeti opis projekta

## Rizici i ograničenja

### B1 - SUMMARY DESCRIPTION OF THE PROJECT (in English)

Environmental problem targeted	Project objectives	Actions and means involved	Resubmission	Expected results	Sustainability of the project results
Project topic(s)	Project Partnership	<b>Constraints and risks</b>			
Expected constraints and risks related to the project implementation and how they will be dealt with (contingency planning):  <div style="border: 1px solid #ccc; padding: 5px;"><p>- navesti moguće rizike i ograničenja koji bi mogli imati negativan utjecaj na provedbu projekta</p><p>- definirati mogućnosti ublažavanja rizika</p></div>					

# Obrazac B2 – tip projekta

 Successfully saved changes

## B2 - GENERAL CHARACTER OF THE PROJECT

### Project's pilot/demonstration character

Project's pilot/demonstration character:



Maximum characters: 61 / 3000

- objasnite tip projekta - **demonstracijski ili pilot projekt**

# Obrazac B3 – dodana vrijednost EU-a

## B3 - EU ADDED VALUE AND SOCIO-ECONOMIC EFFECTS

### EU added value

EU added value of the project and its actions:



Maximum characters: 209 / 3000

- objasniti kako projekt pridonosi jednom ili više specifičnih ciljeva prioritetnih područja LIFE
- pojasniti kako će projekt doprinijeti provedbi, ažuriranju i razvoju politike zaštite okoliša EU i zakonodavstva

# Proračun projekta

*(Indikativni!)*

# Obrazac R1 – troškovi projekta

Proposals / LIFE agri efficiency / Reports / R1 - Budget ◀ Start ▶ Prev

Last update at 25/04/2018 14:57 by blanka Stokić      Proposal status: Draft Concept Note

Budget breakdown cost categories			
	Total cost in €	Eligible cost in €	% of total eligible costs
1. Personnel	0	0	0,00%
2. Travel and subsistence	0	0	0,00%
3. External assistance	0	0	0,00%
4. Durable goods			
Infrastructure	10000	8000	100,00%
Equipment	0	0	0,00%
Prototype	0	0	0,00%
6. Consumables	0	0	0,00%
7. Other costs	0	0	0,00%
8. Overheads	0	0	0,00%
<b>Total</b>	<b>10.000</b>	<b>8.000</b>	<b>100%</b>

# *Promjene u proračunu*

## **10% promjene u odnosu na EU doprinos**

- ne postoji ograničenje na ostale promjene u proračunu (uključujući ukupni trošak projekta) sve dok se EU doprinos ne poveća za više od 10%



# Konačni prijedlog

## *(Full proposal)*

**2. Faza za ENV & Full proposal za KLIMU**

# Struktura

# Administrativni obrasci (obrasci A)

A1 – *Opće informacije o projektu*

A2 – *Korisnik koordinator*

A3 – *Izjava korisnika koordinatora*

A4 – *Izjava i ovlaštenje pridruženog korisnika*

A5 – *Pridruženi korisnik*

A6 – *Sufinancijeri*

A7 – *Drugi prijedlozi podneseni za financiranje EU*

# Opći pregled projekta (obrasci B)

B1 - *Sažeti opis projekta (na engleskom!)*

B2 - *Opće značajke projekta*

B3 - *dodana vrijednost EU-a i socioekonomski učinci*

B4 - *Uključeni dionici i glavna ciljana skupina projekta*

B5 - *Očekivana ograničenja i rizici povezani s provedbom projekta i strategijom ublažavanja*

B6 - *Nastavak / vrednovanje i dugoročna održivost rezultata projekta nakon završetka projekta*

# *Obrazac B3 – EU dodana vrijednost i socioekonomski učinak*

- ✓ **doprinos ciljevima prioritetnih tema i politika**
- ✓ **održivost** (nastavak, repliciranje, potencijal za transfer)
- ✓ **sinergije** (višestruki ciljevi i integracija s drugim politikama, zelena javna nabava, sustav znaka za okoliš, upotreba rezultata projekata)
- ✓ **transnacionalnost** – suradnja među DČ



# *Socioekonomski učinci projekta*

- učinci projektnih aktivnosti na lokalno **gospodarstvo i stanovništvo**
- izrada procjene učinka na **radna mjesta i rast**, uzimajući u obzir i **nastavak projekta**

# *Detaljan tehnički opis predloženih aktivnosti (obrasci C)*

C0 – popis svih aktivnosti

C1 – opis i trajanje aktivnosti

C2 – raspored izvješćivanja

# Tipovi aktivnosti

- pripremne aktivnosti - *preparatory actions*
- plaćanje u pogledu kupovine/zakupa zemljišta –  
*purchase/lease of land* (nema za ENV)
- provedbene aktivnosti - *implementation actions*
- NAT: konzervacijske aktivnosti - *conservation actions*
  - ✓ min. 25 % ukupnog budžeta za konkretne mjere očuvanja
- praćenje učinka aktivnosti projekta - *monitoring the impact of the project actions*
- podizanje svijesti i širenje rezultata - *communication and dissemination of results*
- upravljanje projektom - *project management*

# Financijski obrasci (F) i prihvatljivi troškovi

# ***Financijski obrasci (F) i prihvatljivi troškovi***

**F1 – Izravni troškovi osoblja (*direct personnel costs*)**

**F2 – Putni troškovi (*travel costs*)**

**F3 – Troškovi vanjske pomoći (*external assistance*)**

- ✓ max. 35% ukupnih troškova projekta

**F4 – Trajna dobra (*durable goods*)**

- ✓ Oprema – amortizacija do max. 50% ukupne vrijednosti
- ✓ Infrastruktura – amortizacija do max. 25% ukupne vrijednosti
- ✓ 100% troškova izrade prototipa
- ✓ Iznimka: 100% za javna tijela i nevladine organizacije za prioritetno područje Priroda bioraznolikost

# ***Financijski obrasci (F) i prihvatljivi troškovi***

## **F6 – Troškovi potrošne robe (costs for consumables)**

- ✓ bitna za provedbu projekta (letci, brošure, materijali za analizu itd.)

## **F7 – Ostali troškovi (*other costs*)**

- ✓ naknade za sudjelovanje na konferencijama
- ✓ putni troškovi i dnevnice za osobe koje nisu zaposlene na projektu (izlagači na konferenciji, volonteri itd.)

## **F8 – Indirektni troškovi (*overheads*)**

- ✓ max. 7 % ukupnih prihvatljivih troškova

# Pravilo 2%

- zbroj doprinosa **javnih tijela** (korisnik koordinator i pridruženi korisnici) proračunu projekta **mora biti za najmanje 2 % veći** od zbroj troškova plaća pripisanih projektu za osoblje koje se ne smatra „dodatnim” (non-additional)
- provjerava se na razini ukupnih troškova projekta

# Primjer 1 – nije u skladu s pravilom 2 %

	Ukupni troškovi projekta	% od ukupnog troška	Prihvatljivi troškovi projekta	% od prihvatljivog troška
Plaće već zaposlenih javnih službenika ("non -additional")	100.000 €		100.000 €	52,80%
Plaće novo zaposlenih ("additional")	0 €		0 €	0,00%
Oprema	40.000 €		20.000 €	10,56%
Ostali direktni troškovi	57.000 €		57.000 €	30,10%
Indirektni troškovi (7 %)	12.390 €		12.390 €	6,54%
<b>Ukupno</b>	<b>209.390 €</b>	100%	<b>189.390 €</b>	100,00%
<b>EU requested</b>	113.634 €	54,27%	113.634 €	60,00%
<b>Doprinos korisnika (Javna tijela)</b>	<b>95.756 €</b>	45,73%	75.756 €	40,00%
<b>Sufinancijer</b>	0 €	0,00%	0 €	
<b>Pravilo "2 %" - minimalni doprinos korisnika:</b>				<b>102.000 €</b>

Doprinos korisnika se mora uvećati na iznos od 102.000 € kako bi bilo zadovoljeno pravilo 2%.

Pravilo 2 % se primjenjuje na doprinos korisnika ukupnim troškovima projekta.

# Primjer 2 – u skladu s pravilom 2%

	Ukupni troškovi projekta	% od ukupnog troška	Prihvatljivi troškovi projekta	% od prihvatljivog troška
Plaće već zaposlenih javnih službenika ("non -additional")	60.000 €		60.000 €	31,68%
Plaće novo zaposlenih ("additional")	40.000 €		40.000 €	21,12%
Oprema	40.000 €		20.000 €	10,56%
Ostali direktni troškovi	57.000 €		57.000 €	30,10%
Indirektni troškovi (7 %)	12.390 €		12.390 €	6,54%
<b>Ukupno</b>	<b>209.390 €</b>	100%	<b>189.390 €</b>	100,00%
<b>EU requested</b>	113.634 €	54,27%	113.634 €	60,00%
<b>Doprinos korisnika (Javna tijela)</b>	<b>95.756 €</b>	45,73%	75.756 €	40,00%
<b>Sufinancijer</b>	0 €	0,00%	0 €	
<b>Pravilo "2 %" - minimalni doprinos korisnika:</b>				<b>61.200 €</b>

Troškovi plaća su isti iznos kao u primjeru 1, ali uključivanjem novo zaposlenih udjel plaća već zaposlenih javnih službenika je smanjen, čime se i smanjuje iznos na koji se odnosi pravilo 2%.

# Pravilo 2 % - R4

Proposal status: Draft

## Compliance with 2% rule

Beneficiary n° (only public sector beneficiaries)	A. Financial contributions of public sector beneficiary	B. Permanent staff or civil servant in the proposal budget
1 (CB)	43.570	18.460
2 (AB)	35.000	2.025
<b>Total</b>	<b>78.570</b>	<b>20.485</b>

The Compliance with the 2% rule is checked at the level of the global project budget by comparing the total of column 'B. Permanent staff or civil servant in the proposal budget' with the total for column 'A. Financial contributions of public sector beneficiary.'

The total of column A should always be equal or greater than 102% of the total in column B.

# Direct personnel costs- F1

Action number	Type of contract	Category/Role in the project	Daily rate	Number of person-days	Direct personnel costs
A1 Preparatory action	Permanent staff or civil servant	Senior Researcher- review of the initial project starting	120 €	18	2.160 €
B1 Implementation action	Additional staff	Technician - development of initial module	115 €	40	4.600 €
B1 Implementation action	Permanent staff or civil servant	Senior Researcher - collecting field data	120 €	126	15.120 €
D2 Other communication and dissemination activities	Permanent staff or civil servant	Senior Researcher - input for realisation of the dissemination actions	120 €	12	1.440 €
A1 Preparatory action	Additional staff	Special Scientist, PhD candidate Biologist 1	100 €	40	4.000 €
D1 Communication and dissemination Plan	Permanent staff or civil servant	Senior expert - preparation and participation in dissemination events	135 €	15	2.025 €
<b>Total</b>			<b>251</b>	<b>29.345 €</b>	

# Travel and subsistence costs – F2

## Travel and subsistence costs

[Delete all](#)

				Calculation =>	A	B	A X B	
Beneficiary short name	Action number	Destination	Explanations of assumptions	Travel and subsistence rate	Number of travels	Total travel and subsistence costs	Actions	
								<a href="#">Refresh</a>
CB	B1 Implementation action	Inside EU	2 trips from city (country) to city (country) / Visit to plant facilities (3 persons/3days)	600 €	6	3.600 €		
CB	D1 Communication and dissemination Plan	National	city (country) to city (country) - dissemination visits to stakeholders to promote project results (car/train; 10 trips, 2 persons, 2 days)	120 €	20	2.400 €		
AB	B1 Implementation action	National	office to survey location. (coordinator, scientist, technician) - 2 times (beginning of each survey) - 4 days each	300 €	6	1.800 €		
AB	B1 Implementation action	National	(location) field areas - (location) field areas. action supervision/3 round trips per year/2 persons/1 day/4 seasons	300 €	24	7.200 €		
AB	B1 Implementation action	Inside EU	From city (country) to city (country) for Technical meeting (2 persons for 2 days)	450 €	2	900 €		
						<b>Total</b>	<b>15.900 €</b>	
<a href="#">Delete all</a>								

How to create costs lines quickly? Use your keyboard keys!

- by default the cursor is on the first field of the new line to be created
- then use tab key to move to the next field (shift+tab keys to move to previous field)
- press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Destination	Explanations of assumptions	Travel and subsistence rate	Number of travels	Actions
CB <input type="button" value="▼"/>	A1 <input type="button" value="▼"/>	National <input type="button" value="▼"/>	*	* 0 €	* 0	<a href="#">Add</a>

# *Equipment costs - F4b*

Action number	Procedure	Description	Actual cost	Depreciation cost (eligible cost)
B1 Implementation action	public tender	Blood Analysis machine	1.000 €	500 €
E1 Project Management by	public tender	Computers (3 notebooks)	3.000 €	1.500 €
B1 Implementation action	public tender	vet equipment (air extractor, adjustable surgery table)	4.500 €	2.250 €
<b>Total</b>			<b>8.500 €</b>	<b>4.250 €</b>

# Indikatori

Executive Agency for Small and Medium Sized Enterprises (EASME)  
 LIFE Key Project Level Indicators  
 LIFE Call for Proposals 2018

## At the end of the project

Objective	Indicators	Estimated Impact (absolute values)	Estimated Impact (in %)*	Please comment and give brief explanations of assumptions used for the calculation
<small>* Change expected (in %) compared to the initial situation. Please explain reference data used to set the initial situation.                      This is normally directly linked to the baseline you have developed in the proposal.</small>				
Improved Environmental and Climate Performance (including resilience to climate change)	Reduction of greenhouse gas emissions (GHG)	CO2	tons / year	% change
		Methane	tons / year	% change
		Other GHG (please specify)	tons / year	% change
	Air quality and emissions	Air Pollutants (please specify: NOx, PM, etc)	in ppm	% change
	Reduction / substitution of dangerous substances	Irritant / Corrosive / Toxic	(gr/kg/tons) / year	% change
		Mutagenic / Carcinogenic	(gr/kg/tons) / year	% change
		Persistent / Bioaccumulative	(gr/kg/tons) / year	% change
	Waste management	Waste Reduction	tons / year	% change
				Please specify origin: Prevention, reuse, recycling, etc.
Reduced resource consumption (excluding energy)	Water	Improved resilience to flooding	inhabitants (improved conditions)	% change
			hectars (improved conditions)	% change
	Reduced resource consumption (excluding energy)	Improved Water Quality	m3/year	% change
	Reduced resource consumption (excluding energy)	Raw materials	tons / year	% change
		Reduced water	..	..



REPUBLIKA HRVATSKA  
Ministarstvo zaštite  
okoliša i energetike



# Hvala na pažnji!