**ANNEX I – OPERATION IDENTIFICATION SHEET TEMPLATE**

1. Title of the Operation:
2. Operating structure:
3. Body Responsible for the Implementation of the Operation:
4. Compatibility and coherence with the Operational Programme:

4.1 Title of the programme:

4.2 Title of the action:

4.3 End recipient of assistance:

1. Description of the Operation:

5.1 Contribution to the achievement of the Operational Programme: *Describe the operation, its background, how the operation contributes to the achievement of the objectives of the Operational Programme linked with the appropriate measure.*

5.2 Overall Objective: *Explain in one sentence*

5.3 Operation Purpose: *Explain in one sentence*

5.4 Indicative location(s):

5.5 Duration: *Duration of the operation cannot exceed the final date of eligibility of expenditure set in the Financing Agreement*

5.6 Target group(s):

5.7 Results with measurable indicators:

5.8 Indicative activities: *Please provide detailed explanation for each activity and an overall timetable showing the indicative implementation durations*

1. Implementation arrangements: P*lease provide detailed chronogram for preparatory stages, tendering, contracting and starting of operations.*

6.1 Institutional framework: *institutional arrangements foreseen for the implementation of the operation, e.g. operation coordination unit, steering committee, regional and/or provincial authorities, technical assistance team*

6.2 Proposed monitoring structure and methodology: *who will be responsible for monitoring of the operation, how will the operation be monitored, what will be the workflow and reporting lines?*

6.3 Required procedures and contracts for the implementation of the operation and their sequencing: *list the type of procedures (call for proposals, direct implementation by national institutions without prior call for proposals, direct agreements with international organisations, etc) and the corresponding contracts (grant contracts, contribution agreements with international organisations, services, supplies, works, etc) for the proposed activities, together with their sequencing*

1. Risks and assumptions:
2. Expected impact of the operation on the target group and multiplier/spill over effects:
3. Sustainability:
4. Equal opportunity, minorities and vulnerable groups (where relevant):
5. Requested financing from the European Commission: *The Union contribution shall not exceed the ceiling of 85% of the eligible expenditure.*
6. Co-financing: *Please identify expected total contribution by source.*
7. Budget breakdown: indicative, per operation component if applicable, including estimated total cost, public expenditure, IPA contribution, national public contribution and private contribution
8. Cash flow requirements by source of funding:
9. Revenue generating operations (Article 9 of the General Conditions of the Financing Agreement) (if applicable):

*If the project is expected to generate revenues through tariffs or charges borne by users, please give details of charges (types and level of charges, principle on the basis of which the charges have been established).*

*Following questions should also be addressed:*

*Do the charges cover the operational costs and depreciation of the project?*

*Do the charges differ between the various users of the infrastructure?*

*Are the charges proportional:*

*- To the use of the project/real consumption?*

*- To the pollution generated by users?*

*If no tariffs or charges are proposed, how will operating and maintenance costs be covered?*

1. Environmental Impact Assessment (if applicable)

*Has development consent already been given to this project?*

*If yes, on which date?*

*If no, when was the formal request for the development consent introduced and by which date is the final decision expected?*

*Specify the competent authority or authorities, which has or have given or will give the development consent.*

*Results of the consultations with the public concerned[[1]](#footnote-1).*

*Is the project likely to have significant negative effects on sites included or intended to be included in sites of nature conservation importance / Natura 2000 network?*

**ANNEX II - LOGICAL FRAMEWORK**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LOGFRAME PLANNING MATRIX** | | | **Programme Name and Number:** Sectoral Operational Programme for Transport (SOPT) | | *Name of the proposal* |
|  | | | **Contracting Period Expires:** | | **Disbursement Period Expires:** |
| Total Budget: EUR ……… | | IPA Budget: EUR……… |
| **Overall Objective** | | **Objectively Verifiable Indicators** | **Sources of Verification** | | **Assumptions** |
|  | |  |  | |  |
| **Operation Purpose** | | **Objectively Verifiable Indicators** | **Sources of Verification** | | **Assumptions** |
|  | |  |  | |  |
| **"** | | **Objectively Verifiable Indicators** | **Sources of Verification** | | **Assumptions** |
|  | |  |  | |  |
| **Activities** | | | **Means** | |  |
|  | | | Fees | EUR |  |
|  |  | | Incidentals | EUR |
|  | | |  |  |  |

**ANNEX III – FINANCIAL, OPERATIONAL and HUMAN RESOURCE CAPACITY**

Please provide the following information[[2]](#footnote-2), if applicable, on the basis of the profit and loss account and balance sheet of your organisation. Amounts in EUR.

Financial Capacity

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Turnover or equivalent** | | **Net earnings or equivalent** | **Total balance sheet or budget** | **Shareholder equity or equivalent** | **Medium and long-term debt** | **Short-term debt (<1 year)** |
| **N1** |  |  | |  |  |  |  |
| **N-1** |  |  | |  |  |  |  |
| **N-2** |  |  | |  |  |  |  |

Project Experience

Please provide a detailed description of actions managed by your organisation over the past three years.

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same area and of a comparable scale to the one for which an Operation is being requested:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project title:** | | **Area:** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Lead manager or partner** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (dd/ mm/ yyyy to dd/ mm/ yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | | | | | |

Human Resources

Each of the applicants and co-applicants (if any) should separately provide the following table of human resources.

|  |  |  |  |
| --- | --- | --- | --- |
| **Human Resource Capacity of the Applicant** | **Overall Number of Staff** | **Number of staff will be assigned to the Operation** | **How many staff have adequate English skills?** |
| Permanent staff |  |  |  |
| Other staff[[3]](#footnote-3) |  |  |  |
| Total |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Human Resource Capacity of the Co-Applicant -1** | **Overall Number of Staff** | **Number of staff will be assigned to the Operation** | **How many staff have adequate English skills?** |
| Permanent staff |  |  |  |
| Other staff2 |  |  |  |
| Total |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Human Resource Capacity of the Co-Applicant - 2** | **Overall Number of Staff** | **Number of staff will be assigned to the Operation** | **How many staff have adequate English skills?** |
| Permanent staff |  |  |  |
| Other staff2 |  |  |  |
| Total |  |  |  |

Please filled out the Human Resource Capacity table for each co-applicant.

Please attach a brief resume of the critical project staff that will take place in the implementation of the operation (Maximum 5 persons. Please use the format attached below).

**Curriculum vitae**

(To be filled by the staff assigned)

**Proposed role in the project:**

**Family name:**

**First names:**

**Date of birth:**

**Nationality:**

**Civil status:**

**Education:**

|  |  |
| --- | --- |
| **Institution**  **(Date from - Date to)** | **Degree(s) or Diploma(s) obtained:** |
|  |  |
|  |  |

**Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership of professional bodies:**

**Other skills: (e.g. Computer literacy, etc.)**

**Present position:**

**Years within the firm:**

**Key qualifications: (Relevant to the project)**

**Specific experience in the region:**

|  |  |
| --- | --- |
| **Country** | **Date from - Date to** |
|  |  |
|  |  |
|  |  |

**Professional experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date from -  Date to** | **Location** | | **Company& reference person (name & contact details)** | **Position** | **Description** |
|  |  |  | |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

Other relevant information (e.g., Publications)

1. The information provided should cover the following:

   the concerned public which has been consulted,

   the places where the information has been consulted,

   the time which has been given to the public to express its opinion,

   the way in which the public has been informed (for example, by bill-posting within a certain radius, publication in local newspapers, organisations of exhibitions with plans, drawings, tables, graphs, models, etc.),

   the way the public has been consulted (for example, by written submissions, by public enquiry, etc.)

   the way in which the concerns of the public have been taken into account. [↑](#footnote-ref-1)
2. Financial Capacity and Project Experience Tables must be filled out for applicant and each co-applicant. [↑](#footnote-ref-2)
3. Part time or on contract basis [↑](#footnote-ref-3)