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Questions & Answers session on the online application system WOD2021

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INNOVATIVE   SUSTAINABLE   ATTRACTIVE   ACTIVE

Introduction

- **Questions & Answers event**
  - No general presentation of the system
  - We expect concrete questions
  - We encourage everyone to register to the system before

- **Three occasions (with the same registration)**
  - 26 January, 10:00 – 12:00 (CET)
  - 2 February, 10:00 – 12:00 (CET)
  - 9 February, 10:00 – 12:00 (CET)

- **Recordings will not be published**

- **Q&A document will be published on our website**

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- Guidelines on filling in and submitting the Application Form (https://southbaltic.eu/call-for-proposals1)

- WOD2021 Applicant Manual - General Part (https://southbaltic.eu/wod)

- WOD2021 Applicant Manual (https://southbaltic.eu/wod)

Please use the guidelines!

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How to inform about errors?

- Please contact us about errors via the ami.sthb@southbaltic.eu email address

- To the message always include:
    - User login
    - Call number
    - Project acronym
    - Description of the error
    - Screenshot!

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1. General questions

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- The Application has to be completed by people on behalf of the Lead Partner, meaning that the AF is attributed to the LP organisation in WOD2021 and only people that have user profile in the LP organisation can work on it. It is not recommended that the profiles are created for project partners in the LP organisation.

- Project partners do not need to have organisation created in WOD2021, only LP is obliged to register its organisation as the applicant.

- It is recommended to use the word template for works within the partnership and later on one person can copy the text from the template to the system.

Can the Word-file be imported into the system or do we do that manually?

- Short answer: WOD Application Form has to be completed manually.

- The Word template of AF is only supporting document that aims at facilitating the works in the partnership. It cannot be imported to the WOD2021. The text from the template has to be copied manually to the system.

- It is important to highlight that only the AF in the WOD2021 and its attachments consist a complete application. The word template shall not be submitted neither in the system nor via email and even if it is submitted in any way, it is not considered for assessment.

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Which document is more important if the information is different in the WOD2021 System and SAF?

- We recommend to fill in SAF and then copy relevant information to WOD2021.

- The project will be assessed based on WOD as well as on SAF, there are no hierarchy between them.

- The project may be approved even if there are discrepancies between WOD2021and SAF, but they allow the assessment of the project. In this case the discrepancies are cleared out later, during clarifications.

- If the differences between WOD2021 and SAF do not allow the assessment of the project, the project is at risk of rejection.

- The correctness of the Application and the consequences of potential mistakes are the responsibilities of the LP.

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Is it technically possible to close WOD2021 system and edit AF later – each part of AF by not missing information already filled in?

- Yes it is possible. In order to save the changes in a certain section, all obligatory fields (marked with *) have to contain text.
  - First always "Save" the section you are working on.
  - And then click on "End edition".
  - Later on you can again open the AF for edition.

Can we work simultaneously with one application on WOD on 2/3 computers?

- Yes, it is technically possible.
- However, more users cannot work simultaneously on the same section of the Application Form.

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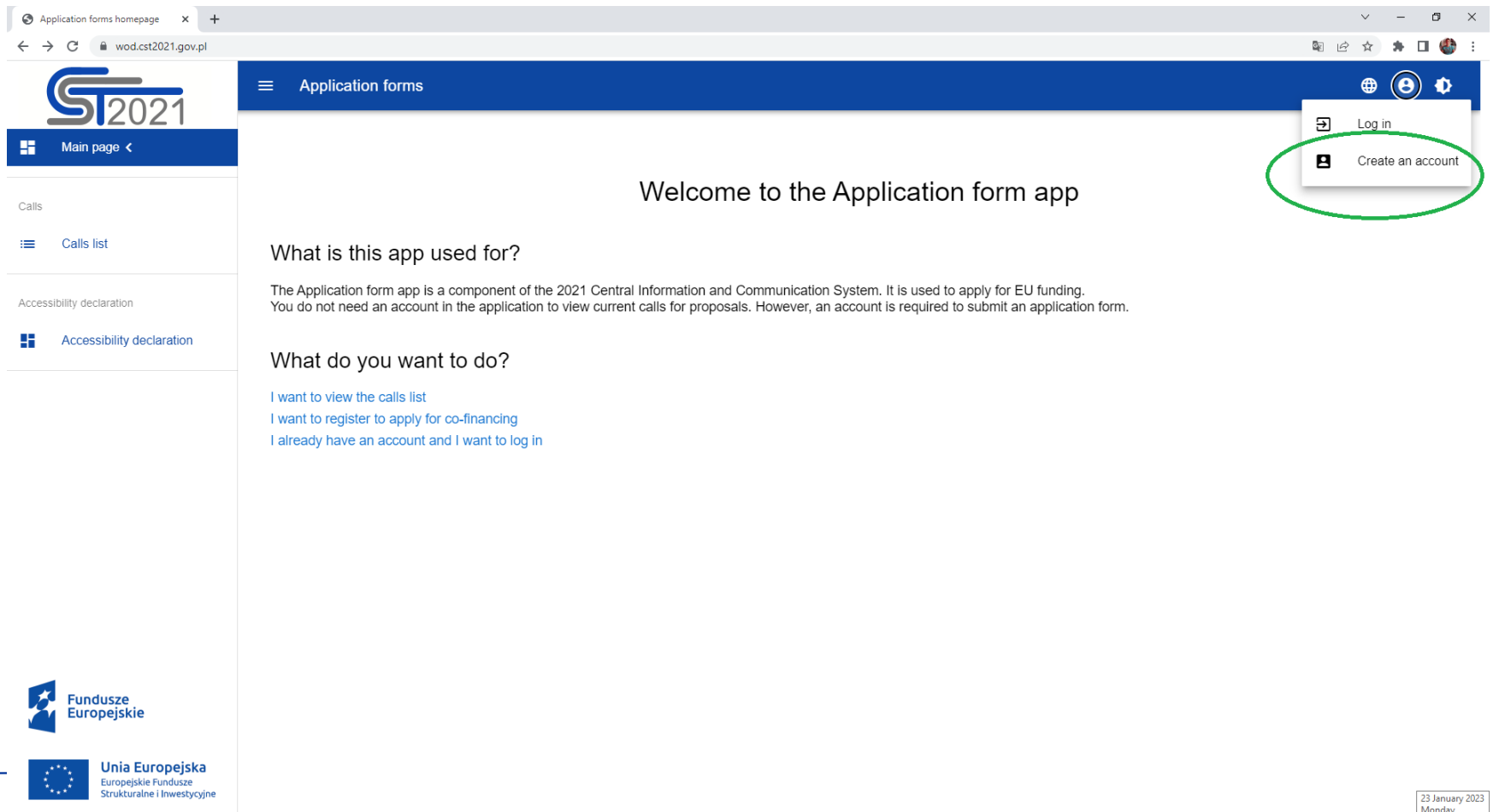
2. Starting in WOD2021 (creating and account, giving access to people, etc.)

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Creating an account

▲ Link: https://wod.cst2021.gov.pl/. **Use this link only** to create an account!

▲ Choose "Create an account" option instead of "Log in"

Giving access to newly registered people

- **First user that creates an account becomes the administrator** of the applicant's (Lead Partner's) organisation.

- Then other users from the applicant's (Lead Partner's) organisation register.

- When new user registers:

  - After creating the new account under the same organisation, the administrator of this organisation is notified in the system;

  - Administrator under "Create a profile" adds the new user with the email used for registration and selects roles (next slide);

  - After creating the profile, the administrator under "Profiles list" activates the profile (second slide after this);

  - Neither JS nor MA has the right to activate the profiles or notify the administrator of organisation.

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Giving access to newly registered people – Creating a profile

Giving access to newly registered people – Activating a profile

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Inviting people to edit Applications

- In order to edit/manage applications, the user has to have a profile in the LP's organisation in WOD2021

- Two ways to grant the access:

  - When creating the profile select **editor/manager of all applications**.
    In this case the user will see all applications that are being prepared in the organisation.

  - When creating the profile select **editor/manager of own applications.**
    Then the person who has the right the share applications (appropriate role has to be selected, in general the Administrator) has to "Share" it with the new user (next slides).

Inviting people to edit Applications – Sharing an AF 1

Inviting people to edit Applications – Sharing an AF 2

▴ 1st step: select the person from the list of users with whom you would like to share the AF.

▴ 2nd step: click "yes".

▴ After this the added user will see the shared AF in the "Manage application forms" section.

▴ If you want to withdraw the access given to a user, click on the ✖ next to the email of the respective user.

Can we change the Administrator later?

- It is recommended that the original Administrator (the person that creates account for the first time from an organisation and thus creates the organisational profile) gives also Administration rights to other new users.

- Later on the original Administrator profile can be deactivated or different roles can be attributed to it.

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▸ There are no limitations, but it's not recommended to set the status "external consultant".

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Can my profile be attributed to more than one organisation in WOD2021?

- Yes, it is possible to represent more organisation in WOD2021.
- In order to do it:
  - Select "Creating an organisation" from the menu (next slide) and
  - Insert the requested data the same way when registering to the system for the first time.
- If the organisation has not been created yet in WOD, you become automatically the Administrator.
- In order to switch between organisations later, you need to click on the "User menu" in the top right corner (second slide after this one).

Can my profile be attributed to more than one organisation in WOD2021? – Adding new organisation to your profile

Can my profile be attributed to more than one organisation in WOD2021? - Switching between profiles

3. Project information

Content:

- What in case I put project period longer than it is indicated in Programme Manual? Does the system allow this?

- In project location do we have to indicate all the participating regions and countries or it would be enough to present project scale as a regional, national actions?

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What in case I put project period longer than it is indicated in Programme Manual? Does the system allow this?

- Due to technical limitations, the length of the project implementation period cannot be limited in the system.

- However, **indicating implementation period longer than 36 months is still considered a mistake**.

- Additionally, the implementation period has to be indicated in SAF (where limitation is introduced) and it cannot differ from the one indicated in WOD2021.

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In project location do we have to indicate all the participating regions and countries or it would be enough to present project scale as a regional, national actions?

- Please list all the places where your project is planned to be implemented (i.e., all locations of your project partners).
- Please select from the drop-down list:
    - Region/voivodeship (for partners outside PL in accordance with NUTS2 classification) - obligatory;
    - District (for partners outside PL in accordance with NUTS3 classification) – obligatory;
    - Municipality/commune level (optional).

4. Applicant and Project Partners

Content:

- [If our partners have registered themselves in WOD2021, can we then find them somehow or do we have to add them ourself? If we prepare two applications, do we have to add them twice?](#)

- [How to add a partner to the project? Errors occur.](#)

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- ◣ Short answer: "Applicants and project partners: section has to be completed manually"

- ◣ Registering organisations in the system is different than completing the "Applicants and project partners" section. The first serves to create on organisation to submit an Application as Lead Partner. While the second serves to creating the partnership in an Application.

- ◣ As these processes are separated, it is not possible to import data to the "Applicants and project partners" section even if some of your project partners registered themselves in WOD2021. You have to complete this section manually.

- ◣ Project applications are unique, therefore, if you prepare more applications you have to complete this section in each application.

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How to add a partner to the project? Errors occur.

- Make sure that all obligatory cells (marked with *) are completed for all partners and contact persons

- Critical cells:
  - "Possibility to recover VAT": should be other than "not applicable"*
  - "Ownership form" for:
    - Polish partners: other than "Foreign entities"
    - non-Polish partners should be "Foreign entities"
  - "Identifier type"
    - For Polish partners: "Tax identification no."
    - For non-Polish partners: "Other number"

*VAT is eligible for projects implemented in the Programme, however in case of detecting a State Aid in the project based on Article 20 or 20a GBER, the VAT will not be eligible for all costs related to activities that fall under State Aid regime, if the relevant project partner is a refundable VAT payer.

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5. Project indicators

Content:

- [How to describe the output- and result indicators (solution type, level of details, etc)?](#)
- [The mandatory indicators in WOD2021 are different than the obligatory indicators in the Programme Manual. Why?](#)

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How to describe the output- and result indicators (solution type, level of details, etc)?

- Start with completing the "Intervention logic" sheet of the SAF

- When SAF is finalised, complete the "Project indicators" section in WOD2021

- Guidance is provided in:

  - [Guidelines on filling in and submitting the Application Form](#)

  - [Annex 7 (Indicator factsheet)](#) to the Programme Manual

  Both documents are available at: https://southbaltic.eu/call-for-proposals1

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The mandatory indicators in WOD2021 are different than the obligatory indicators in the Programme Manual. Why?

- This situation results from the fact that WOD2021 was not developed specifically for the Interreg South Baltic Programme 2021-2027.

- Some indicators in the WOD2021 system were defined as mandatory, however, they do no correspond to the obligatory indicators in the ISBP 2021-2027.

- By default, minimum one mandatory indicator has to be selected in the WOD2021 application.

- Therefore, when introducing indicators in WOD2021:
  - Select INTERREG technical indicator from the "mandatory indicators".
  - Select from "mandatory indicators" those ones that are included into your intervention logic.
  - Select those indicators from the "additional indicators" that are included into your intervention logic.
  - Do not define any "own indicators".

It is correct not to select those "mandatory indicators" in WOD2021 that are not defined as obligatory in the Programme Manual if they are not relevant for the project.

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6. Work Packages

Content:

- [Pilot activities - shall their description be included in one of the WP activities?](#)

Pilot activities – shall their description be included in one of the WP activities?

▲ Short answer: yes.

▲ As output indicator pilot actions shall be described in the:
  - ▲ "Intervention logic" sheet of the SAF;
  - ▲ "Project indicators" section of WOD2021.

  Similarly, to 2014-2020 when pilots were also indicators, but the financial value was measured. Focus shall be on the summary description of pilots and on the outcomes.

▲ If pilots are planned in the project, the relevant activities shall be included into the activities of a WP (in WOD and SAF "Workplan" too
  - ▲ Focus shall be on the activities to be implemented within pilots.
  - ▲ It is possible to dedicate a separate WP to pilots.

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7. Project budget

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How to create the budget in the WOD2021 system and what level of details is required?

- In WOD2021 the budget can be prepared two ways:
  - Directly uploading budget items under "Project budget" (please check p. 19-22 of the [Guidelines on filling in and submitting the Application Form](#)),
  - Or with using the dedicated excel file (please check p. 37-4 of the [WOD Applicant Manual](#)) with the AF budget Macro (available at: https://southbaltic.eu/wod).

    The empty budget table can be downloaded from the "Project budget" section in WOD2021. Later the completed table can be uploaded to the system (next slide).
- Regardless the method you choose to complete the budget, the "Applicants" and project partners" sections must be completed before starting the with the "Project budget" in WOD2021!!

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Downloading/uploading the budget excel

▶ In Pre-condition: any other section in the WOD2021 AF than the "Project budget" must be locked for editing

8. Additional questions about the application process

Content:

- [Is the Supplementary Application Form an obligatory annex to the Application Form in WOD2021?](#)

- [Is Letter of Dedication and support from the EUSBSR policy area coordinator and obligatory appendix to the AF?](#)

- [The Project Partner Declarations (PPD) and Letter of Commitment (LoC) are included into the SAF and they are uploaded to the Application package separately. Which version shall be used?](#)

    - [Appendices section in WOD2021 Application form to upload attachments](#)

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Is the Supplementary Application Form an obligatory annex to the Application Form in WOD2021?

- ▲ Short answer: yes.

- ▲ The complete application consists the:
  - ▲ Completed Application Form in WOD2021;
  - ▲ The following obligatory documents uploaded to the "Appendices" section of the WOD2021 Application Form:
    - ▲ Supplementary Application Form – SAF (obligatory for all projects),
    - ▲ Project Partner Declarations (obligatory for all projects),
    - ▲ Letters of Commitment (obligatory if the project has Associated Partners),
    - ▲ Declaration of compliance with the DNSH principle (Obligatory - for PPs with Infrastructure and works costs in the project budget),
    - ▲ Statements on non-discrimination (Obligatory for Polish voivodeships, powiats, communes as well as their units and their companies only).

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Is Letter of Dedication and support from the EUSBSR policy area coordinator an obligatory appendix to the AF?

- Short answer: no.

- Projects that demonstrate clear link to the EU Strategy for the Baltic Sea Region may deliver the document signed by the coordinator of the relevant policy area.

- The document is especially relevant for projects that apply for strategic status; however, it is not obligatory even for them.

The Project Partner Declarations (PPD) and Letter of Commitment (LoC) are included into the SAF and they are uploaded to the Application package separately. Which version shall be used?

- The PPDs and LoCs are included into the SAF only to facilitate their completion as some cells are filled out automatically with information provided in other parts of the SAF.

- You are free to chose if you would like to use the PPDs/LoCs from the SAF or the separate documents included into the application package.

- Regardless the way of completing the PPDs/LoCs,

  - The information in them should be consistent with data provided in the WOD2021 Application Form and SAF;

  - They should be signed (printed document or electronic signature) by the legal representative of the PP/AP;

  - They should be uploaded to the "Appendices" section of WOD2021 (next slide). Only one file can be uploaded under each attachment, therefore, an attachments that include several documents (e.g. PPD) shall be complied into one zip file

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Appendices section in WOD2021 Application form to upload attachments

▶ Only one file can be uploaded under each attachment, therefore, an attachments that include several documents (e.g. PPD) shall be complied into one zip file

Thank you for the attention!

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